

Name: _____

Period _____

- Indent first line
- Set left and right margins
- How to put in a forced line break
- How to put in a left or right tab
- How to put in a tab leader
- How to change to columns
- Put in a table
- How to remove table borders
- Right justify
- Make lines double spaced
- How to change or enlarge/decrease a font
- How to install a footer
- Start numbering
- Indent lower lines
- Set lower & upper margins
- When to use a forced line break
- When to put in a left or right tab
- How to put in a Forced page break
- Shade a row
- How to make a page portrait or landscape
- Center justify
- Make lines 1.5 spaces
- When to use a decimal tab
- Remove a tab
- How to use a tab in a table cell
- How to Select All