

Name: _____

Date

T: know how to edit text

Use shortcuts to do these things:

- 1) Make this text bold
- 2) Underline this text
- 3) Change this text to italics

- 4) Make this text size 20
- 5) Change this text font to be 'Arial'
- 6) Use the spell checker to spell '**precipitation**' correctly
- 7) Use the thesaurus to replace '**hot**' with a wow word
- 8) p Change this 'p' to a capital letter

Replace these Xs with the different types of punctuation

- 9) X Full stop
- 10) X Question mark
- 11) X Exclamation mark
- 12) X Comma
- 13) X Brackets, both open and closed
- 14) X Speech marks, both open and closed
- 15) X Semi-colon
- 16) X Colon

- 17) Change these two lines of text so that they are line spaced with double line spacing instead of single line spacing
- 18) Change this text so that it has a bullet point, not a number

Indent this text as you would for a new paragraph