**Day 11 Review**

1. Change the spacing of all of the text in this review to 2.
2. Change the font in this line only to size 22.
3. Use the ribbon to make the text in this line red.
4. Bold line 3.
5. Center align this line.
6. Right align this line.
7. Answer the following 3 questions;
8. If you want to keep a file you have never saved before, you must click: Click here to enter text.
9. If you want to save a file you have already saved, you click: Click here to enter text.
10. Add bullet points to numbers 7 and 8.
11. Change the page margins to 2 on each side.
12. Make this page landscape.
13. Undo the change you made in step 11.
14. Copy this line and paste it 3 times at below step 18.
15. Save this file as “Your Name Review” into a new folder named “Practice”
	1. You will have to create the new folder.
16. Spell check this document and corrcet any errors.
17. Click the Save button on the ribbon
18. When you get to this step, have your teacher check your work.