1. Type your name underlined after the colon:
2. Turn this sentence blue.
3. Make all of the words in this sentence **bold.**
4. Change the font of this sentence to Algerian.
5. Change this sentence to all capital letters.
6. Insert clip art of a computer ***behind*** the text in this document.
7. Add a table below all of this text that has 4 columns and 4 rows.
8. Type your name using WordArt under the table.
9. Use ***print preview*** to make sure it all fits on one page and then print 1 color copy for Mrs. Gallagher.