Student Name
2024-2025-tklee Hour
Date
Alignment and Formatting ASSIGNMENT # 3

Left Align, 9pt, Bold

Center Align, 9pt, Bold

Right Align, 9pt, Bold
Left Align, 12pt, Italic
Center Align, 12pt, Italic
Right Align, 12pt, Italic
Left Align, 15pt, Underline
Center Align, 15pt, Underline
Right Align, 15pt, Underline

Left Align, 18pt, Blue Text

Center Align, 18pt, Yellow Text
Right Align, 18pt, Red Text
Left Align, Bold, Italic, Underline
Center Align, Bold, Italic, Underline
Right Align, Bold, Italic, Underline

Center Aligned, 24pt
Center Aligned, 26pt
Center Aligned, 28pt
Center Aligned, 30pt
Center Aligned, 32pt
Center Aligned, 34pt

DIRECTIONS: FIRST – SELECT: "NO SPACING", on the ribbon. You work for the company; TDK-ENTERPRISES and your manager would like you to review the Formatting Options in Word, and then show them to the new hires. Please type the above information into a Word document and do it exactly as you see it in the list. Do ***exactly*** as the **words tell you to do**. The goal of this assignment is to work on your formatting and alignment. When you complete this document, have a neighbor proof–read this in the Document Window prior to where you would be printing. **Do Not Print!!! Then save it back to your CA-Storage Canister. Make** sure that you include a header as shown above and placement of the header should be at the right margin. Save this as: ASSIGNMENT #3
The document should look like this when it's completed, all on one page.

