

Word **Inter** Exercise 02 Directions

Paragraph Tools Options

- Create **Word Exercise02**. Save it correctly
- Using Word formatting options in Clipboard, Font, and Paragraph Settings reformat a bible verse. (To be announced)
- Font sizes can be increased but cannot exceed 1 page.
- The following is allowed as well:
 - Images
 - Text effects
 - Paint bucket
 - Borders

Rubrics:

There is very little reformatting in this document	50 Points
A few tools were used to reformat this file. More could have been done to this file	80 Points
File was reformatted extensively. Well laid out with good presentation. Data is balanced and readable.	100