St. Albert Public Library
Cultivating Community

Fast Fun Facts

Test out your new Microsoft Word skills by adding various layout and style options to a blank document.

✓ Your Fast Fun Facts sheets should look similar to Albert Bookman's.
See next page.

First Line:
1. Add your name to the document
2. Center the text (*remember to highlight the text first)*
3. Add both a **bold** and underline emphasis to the font.
4. Apply a font style of choice that is different from the default font style
5. Change the size of text to **22.**

Second Line:
1. Choose a font style that is different from the font style that you used in the first line.
2. Add the name of the city that you were born in
3. Remove the underline and **bold** emphasis.
4. Apply the *italic* emphasis to the font
5. Adjust the size of the font to **20.**

Third Line:

1. Choose the font style **Arial** from the font group.
2. Remove the *italic emphasis.*
3. Change the text alignment from center text to **Align Text Left**.
4. Type what you wanted to be when you were an adolescent.
5. Add the **bold** emphasis to the text that states what you wanted to be.
6. Change the size of the font to **14**

Fourth Line:
1. Type ``Favourite Food: `` and remove the bold emphasis if needed.
2. Type your three favourite foods with the *italic* emphasis added only to your favourite food choices.
3. Apply the **Align Text Right** alignment option.

Fifth Line:

1. Start this line with the **Align Text Left** alignment option.
2. Remove the *italic emphasis.*
3. Type "Interests:" and then press enter
4. Create a **numeric list** (1-3).
5. Type your top three interests in life.

Sixth Line:

1. Type ``Favourite Color:``
2. Type the name of your favourite color.
3. Change the color of the font to your favourite color.
4. Change the font size to 36 for the name of the color.
5. Apply the **Align Text Right** alignment option to this line.

Seventh Line:

1. Apply the **Align Text Left** alignment option.
2. Change the font color back to **Automatic** (black)
3. Reduce the font size back to **14**
4. Type the heading ``Favourite Books:`` *
5. Create a bulleted list that states the title of the book, and add a sub-bulleted list for the author's name. *Use the **decrease indent** and **increase indent** options from the **Paragraph** section to create the effect of a sub list within a bulleted list.*

   * If you do not have a favourite book choose your favourite place and country that it is located in for the sub list or use the name of your favourite album and the artist who created it for the sub list.*

ALBERT BOOKMAN

St. Albert, AB

I wanted to be a **diplomat and a scientist** who explored strange new worlds and who sought to find new life forms and civilizations.

Favourite food: *Prime Rib, East Indian and Caesar salad.*

Interests:

1. Computers
2. Literature
3. Cycling

Favourite Color: Blue

Favourite Book
- A Brief History of Time
  - Stephen Hawking
- Do Androids Dream of Electric Sheep?
  - Phillip K. Dick
- The Slaughterhouse Five
  - Kurt Vonnegut