Lesson Four Exercise Review

Change the character formatting in a document

1. Open Lesson four.docx.
2. Change the font size of the title, Welland GoldSmith LLC., to 20 points.
3. Change the font type of the title, Welland GoldSmith LLC., to Arial
4. Create a double-underline under the title Welland GoldSmith LLC..
5. Bold the Corporate History heading and change the font size to 14 points.
6. Italicize the names of both founders in the first paragraph.
7. Use the Font dialog box to change the case of the Corporate History heading to uppercase.
8. Use the Format Painter to copy the formatting from the Corporate History heading to both the Our Public Years and Future Growth headings.
9. Correct the capitalization in the last sentence of the paragraph starting

Save and close the document.