1. Highlight Text to Delete – Highlight the sentence in parentheses in the 3rd paragraph and press the [DELETE] key. Highlight the word **angry** (before rhinoceros) and delete, then highlight the word **London** (before zoo) and delete. What is the difference in highlighting before deleting rather than just deleting?
2. Highlight Text to Replace - Highlight James Henry Trotter in the 3rd paragraph and replace it with your name. Just type over the gray area (overtype); no need to delete. Continue to practice by replacing both mothers with mom and both fathers with dad.
3. Highlight Text to Underline – Highlight the title of the book and use the Underline button to underscore it.
4. Highlight Text to **Bold** – Highlight your name and make it bold.
5. Highlight Text to Change Font – Highlight the first sentence and change the font to your favorite.
6. Highlight Text to Change Letter Size – Highlight the 1st paragraph, change the font size to 10 then back to 18.
7. Highlight Text to Change Line Spacing – Highlight the entire story [Control] + **A**, change the line spacing to double space by clicking the Home tab, Paragraph dialog box launcher, and clicking the Line Spacing drop-down arrow and choosing Double.
8. **Office Button🡪Save**.
9. **Close the document**.
10. **Log off**.