

Revision Exercise

1. Create a new word document and write the following paragraph:

Domestic dogs are commonly known as "man's best friend". The dog was the first domesticated animal and has been widely kept as a working, hunting, and pet companion. Dogs have lived and worked with humans in so many roles that they have earned the unique nickname, "man's best friend" a phrase used in other languages as well.

2. Change the font of the paragraph to Tahoma.
3. Change the size of letters from the paragraph to 20
4. Change the alignment of the paragraph to Justify.
5. Select only the second line of the paragraph and make it bold and underline it.
6. Select the whole paragraph and change letters color to red.
7. Change the line spacing in 2.0.
8. Use bullet points to add a list with the days of the week.
9. Change the alignment of the paragraph to Center.
10. Underline the last line only.
11. Change bullet point list to number list.
12. Apply border of double Red line in first paragraph.
13. Add the following symbols : \$ ™ ® % ≤ →
14. Write the following : X^4 H₂O ☺
15. Save the document with your name to your desktop.