Word Module 1: Microsoft Word Basics

Project: Checking Account Info

1. Open the **Checking Account** document from your **Word Lesson 04** folder.
2. **SAVE AS:**   **Checking Account Info** *(followed by your initials)*
3. Apply the **Title Style** to the title *New Checking Account*.
4. Apply the **Heading 2 Style** to the three headings in the document.
5. Near the bottom of the document, **highlight** all four lines of the address with **Gray-25%** from the Text Highlight Color palette.
6. In the last line, format the phone number with **Bold** formatting.
7. Change the **theme** to **Facet**.
8. In the last paragraph of the document, replace the *Customer Service Department* with your name. **Highlight** your name with yellow.
9. **Preview the document.**
10. **Save and Close** the file.