6. Use Print Preview to be sure that the document looks professional and fits on one page

5. Run Spell Check, proofread for any errors, and save it again.

4. Set your header

3. Save the file to your X drive and call it Fox Footwear

2. Type and format the document shown below, using the specified alignments, font formatting, and tabs.

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|  | Fox Footwear  |
|  1. Create a new file  |  |

COMPUTER APPLICATIONS WORD PROCESSING UNIT Fox Footwear

