SOFTWARE APPLICATIONS WORD PROCESSING UNIT Pelican Peter

1. Create a new file

2. Type and format the document shown on the next page, using the specified alignments, font formatting, and tabs.

3. Use Comic Sans font unless otherwise noted. If that font is not available, select another font.

4. The arrows are telling you to tab. Do not draw them

5. Save the file to your X drive and call it Pelican Peter

6. Set your header

7. Run Spell Check and proofread for any errors

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

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