
WORD PROCESSING: HOW TO

Mr. Nelson

HOW TO CHANGE THE FONT:

Select the text you want and then select a different font from the drop down font menu.

HOW TO MAKE A PARAGRAPH DOUBLE SPACED:

1. Select the paragraph you want
2. Click on the line and paragraph spacing button located to the immediate right of the text alignment buttons
3. Select 2.0

HOW TO ...