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| --- | --- |
| 1. Create a Header, Name (Enter), Date (Enter), Quiz 6, Right Align.
 |  |
| 1. Change the **Margins** to Top 1”, Bottom .5”, Right .5”, Left .5”
 |  |
| 1. Select the **Title**, **Size 20**, **Arial Black** font, **Center Align**.
 |  |
| 1. Select the **Blue** **paragraph**, change the layout to **2 columns** with a **line between.**
 |  |
| 1. Select the **Blue** **paragraph**, change the layout to **Double**-**spaced**.
 |  |
| 1. Select the **Red** **text**, **Convert text to table**, **and accept rows and columns, Auto-fit to Contents, separate by Tabs.**
 |  |
| 1. Select the **first** **Row**, “Doug…Naughty”, insert a **row** **above**. Insert the text Row1, Column1 (**Name**), Row1, Column2 (**What** **I want for Christmas**), Row 1 Column 3 (**Santa’s List**)
 |  |
| 1. Select the **first** **Row** of the table, Format the size to **14, Calibri font, Bold, underline**.
 |  |
| 1. Select entire **Red** **text** table. Change the style to **List Table 4**.
 |  |
| 1. **Center** the table in the middle of the document.
 |  |
| 1. Select the first row of the **red** **text** table, Insert **Row** **below**. **Put in your information** in the row you created.
 |  |
| 1. Select the **green** **table** text and **Convert table to text, Separate text with Tabs.**
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