

Project 1 is an MS Word exercise. You are to type your resume using the MS Word from Office 2010. Your goal is to type a full resume [minimum one page] using the following commands:

	Commands	Points - 50
1	File -Save	
2	File-Save-As	yourlastname_project1w
3	Preview	
4	File -Print	
5	Spell checker	
6	Insert-Picture	
7	Align Left	
8	Align Right	
9	Center	
10	Justify	
11	Bullets	
12	Bold	
13	Italics	
14	Underline	
15	Color Text - at least 3 colors	
16	Color Shading - at least 3 shades	
17	Verdana	
18	Point size 26	
19	Point size 10	
20	Point size 12	