

LEVEL 2

NAME: _____

WORD	TICK WHEN COMPLETED
Font colour bold Italics Underline and center	
Bullets	
Footer (name, filename, page no)	
Change line spacing	
First line indent	
Two columns	
Page break	
Two images	
Crop & Border to image	
Image behind text	
Add caption to images	
Compress images	
Grouping logo	
Page border	
Shading to text & border	
Table Merge	
Shading	
Vertical & horizontal alignment in table	
Add automatic bibliography	
Cover Page with logo	