

# LEVEL 1

Name: \_\_\_\_\_

<b>WORD</b>	<b>TICK WHEN COMPLETED</b>
Font type, size, colour	
Bold Italics Underline	
Bullets	
Footer (name, page no)	
Change line spacing	
Alignment	
Change margins	
Page break	
Two images	
Crop an image	
Page border	
Table	
2 web addresses	