**Microsoft Word Lesson**

**4th Grade**

Name:

Make the following changes to your name:

* Change the font to chiller.
* Change the size to 20.
* Change the color to orange.

Use ctrl + x (cut) and ctrl + v (paste) to cut and paste the list of words into alphabetical order.

**Halloween**

**Witch**

**Pumpkin**

**Scary**

**October**

**Skeleton**

**Scarecrow**

**Vampire**

**Ghost**

Use ctrl + c (copy) and ctrl + v (paste) to copy and paste the list of words in alphabetical order again below. Change the font of all words below to chiller.

Use ctrl + c (copy) and ctrl + v (paste) to **copy** and paste the correct word above the picture.

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