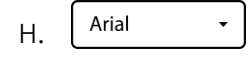
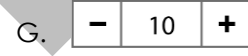
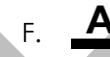
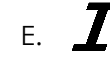


## Session 2 Review: How to Format a Picture and Text

Match the tool to the task.

1. \_\_\_\_ Insert a picture into a document.
2. \_\_\_\_ Set the size of the letters.
3. \_\_\_\_ Change the border color around a picture.
4. \_\_\_\_ Change the color of the letters.
5. \_\_\_\_ Change the width of the border around a picture.
6. \_\_\_\_ Place a line below text.
7. \_\_\_\_ Change the border dash style around a picture.
8. \_\_\_\_ Make the letters look thicker.
9. \_\_\_\_ Slant text to the right.
10. \_\_\_\_ Set the shape of the letters look by applying a font.



Circle the correct tool on the toolbar..

11. You want to highlight text with a color.



12. Shrink the letters a few points at a time.

