

Formatting Exercise

Weather Warnings

1. Type the heading "Weather Warnings" using Time New Roman Font
2. Change the heading font size to 36
3. Centre the heading
4. Underline the heading
5. Change heading font colour to blue
6. Change heading font to bold
7. Type the document in Time New Roman Font
8. Change document font size to 24
9. Underline the subheadings
10. Centre the subheadings
11. Underline the subheadings
12. Change the subheadings to bold
13. Change the sub headings font colour to Blue