Student Full Name

Day/Period

Date

**Part A. Superscript Exercise**

Directions: Format the following into superscript: e.g. 6m2

25m2               4m3                 30m2               6m3                 60m3               4m2

x2                    a2                    1000C

**Part B: Subscript Exercise**

Directions: Format the following into subscript: e.g. H2O

H2O                 SO2                  H2SO4             CO2

**Part C. Font Effects Exercise**

Directions: Format the following lines of text as per the instruction column.

|  |  |
| --- | --- |
| Data | **Instruction** |
| WILLETON HOTEL | 36 point, Outline |
| Alice Springs | 48 Point, Shadow |
| Family restaurant | 18 point, Small Caps |
| Moderate tariff | 15 Point, All Caps |
| Telephone | 12 Point, Strikethrough |
| Fax No | 16 Point, Double Strikethrough |
| Authors | 12 Point, Hidden |