

# January Document

## Tasks:

1. Open a blank document.
2. Type the text as a paragraph.
3. Change the font to Georgia.
4. Change the font size to 20.
5. Put each sentence on its own line.
6. Indent sentences 2 and 4.
7. Make sentence 1 text bold.
8. Check for errors and edit as needed.



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## Weather Text

- Winter is the coldest season.
  - Snow falls in the Winter.
  - Every snowflake has six sides.
- The sun looks bigger in the Winter.
  - Trees stop growing in the Winter.
  - Plants stop growing in the Winter.
  - Nights are longer in the Winter.
- Some animals hibernate in the Winter.

## tips

- Highlight the text you want to change.
- Use keyboard shortcuts or the menu options to adjust text.

## extras

- Add pictures that go with the text.
- Add page numbers to the header or footer.
  - Add your name.

# February Document

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## Groundhog Text

- Another name for a groundhog is woodchuck.
- Groundhogs dig burrows that can be up to 66 feet long.
  - Groundhogs hibernate during winter.
- Groundhogs are born in litters of about three to five pups.
- The dens that groundhogs build can be homes for rabbits, chipmunks, or snakes after the groundhogs move out.

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