**MS WORD**

**365**



WORD PROJECT 3



Follow the instructions for each task below.

1. Type your first name and last name below this sentence.

**Full Name:**

1. Open the Word file “Word PJ1”.
	* From the **View Tab** select “View Side by Side” from the Window group.
* Take a picture of the two files and Select the "PrtSc" key on the keyboard to copy the windows.
* Paste the copy of the windows below this sentence.
1. Save this document as “Word Project 3- your Initials”.