Tab Assignment #2

1. Open a new Blank document.
2. Center the following title:
   1. Class Schedule
   2. Prepared by: First and Last Name
3. Triple space after title.
4. Set the following tabs.
   1. Left .5”
   2. Leader Center -3.0”
   3. Right-4.5”
   4. Bar-5.0”
5. Type, bold, and underline the following headings:
   1. Left-Class name
   2. Center-Teacher name
   3. Right-Period
6. List all 8 of your classes in the chart.
7. Show Mrs. Leiter when you are done. ☺