Assignment:

Change font in **title:** 20pt, bold, center and underline

Change font in all **subtitle** headers to 16pt, center and underline; change the color of each subtitle

Change paragraphs (under subtitles headers) to: 14pt, italic; then indent all paragraphs by pressing “tab”

Office Applications (title)

Microsoft Office is a powerful service that helps you unleash your best ideas, get things done, and stay connected on the go. Simply sign in for a personalized experience and all the most up-to-date Office applications, with new and enhanced features continually being added.

For system requirements for Office 365, the monthly subscription-based service available for business, education, and government organizations, see [Office 365 system requirements](https://products.office.com/office-system-requirements/#Office365forBEG).

Microsoft Word (subtitle)

Microsoft Word is a full-featured word processing program for Windows and Mac operating systems. See [what's new in Word 2019 for Windows](https://support.office.com/article/what-s-new-in-word-2019-for-windows-d3d31e5e-2bb8-4433-80bb-08279beef4b3) and [What's new in Word 2019 for Mac](https://support.office.com/article/what-s-new-in-word-2019-for-mac-247e0cd4-a758-4b42-a157-42eb8853aef5).

Microsoft Excel (subtitle)

Microsoft Excel is a spreadsheet program that features calculation, graphic tools, pivot tables, and macro programming language support for Windows and Mac operating systems. See [what's new in Excel 2019 for Windows](https://support.office.com/article/what-s-new-in-excel-2019-for-windows-5a201203-1155-4055-82a5-82bf0994631f) and [What's new in Excel 2019 for Mac](https://support.office.com/article/what-s-new-in-excel-2019-for-mac-5ce129d3-9e5c-417f-9545-fb6f7b72674d).

Microsoft PowerPoint (subtitle)

## Microsoft PowerPoint is a presentation program for Windows and Mac operating systems. See [what's new in PowerPoint 2019 for Windows](https://support.office.com/article/what-s-new-in-powerpoint-2019-for-windows-8355a56a-f643-42d2-8454-784fa9b3d109) and [What's new in Microsoft PowerPoint](https://support.office.com/article/what-s-new-in-powerpoint-2019-for-mac-5038ba79-48c5-40f0-adff-11489e5d6fed)

[Microsoft PowerPoint is a presentation program for Windows and Mac operating systems. See](https://support.office.com/article/what-s-new-in-powerpoint-2019-for-mac-5038ba79-48c5-40f0-adff-11489e5d6fed)[[what's new in PowerPoint 2019 for Windows](https://support.office.com/article/what-s-new-in-powerpoint-2019-for-mac-5038ba79-48c5-40f0-adff-11489e5d6fed)](https://support.office.com/article/what-s-new-in-powerpoint-2019-for-windows-8355a56a-f643-42d2-8454-784fa9b3d109)

Microsoft OneNote (subtitle)

Microsoft OneNote is a free-form note-taking program for Windows and Mac operating systems. See [What's new in OneNote for Windows 10](https://support.office.com/article/what-s-new-in-onenote-for-windows-10-1477d5de-f4fd-4943-b18a-ff17091161ea) and [What's new in OneNote for Mac](https://support.office.com/article/see-what-s-new-in-onenote-for-mac-c82d3f15-252f-452a-89ba-e09fbe418829).

Microsoft Outlook (subtitle)

Microsoft Outlook is an email program for Windows and Mac operating systems. See [What's new in Outlook 2019 for Windows](https://support.office.com/article/what-s-new-in-outlook-2019-for-windows-0c64df36-0908-4ff6-a7fc-573a62800525) and [What's new in Outlook 2019 for Mac](https://support.office.com/article/what-s-new-in-outlook-2019-for-mac-05736033-f99e-4cb2-88aa-01e979b0736b).

Microsoft Publisher (subtitle)

Microsoft Publisher is a desktop publishing program for Windows operating systems. See [Microsoft Publisher](https://products.office.com/publisher).

Microsoft Access

Microsoft Access is a database management solution for Windows operating systems. See [What's new in Access 2019](https://support.office.com/article/what-s-new-in-access-2019-f52c5317-3494-4105-9c56-5a2abb8e0f87). (subtitle)

Skype for Business (subtitle)

Skype for Business is an instant messaging client and unified communications application. See [What's new in Skype for Business Server 2019](https://docs.microsoft.com/skypeforbusiness/whats-new).