Student Name
Date

Using Graphical User Interface (GUI) with My Narrative Essay

1. <u>Format Menu > Font</u>
   The font tool can be used to enhance my narrative essay by changing the font style. For example, I can add bold or italicize words in my essay.

2. <u>Format Menu > Paragraph</u>
   The paragraph tool can be used to change the line spacing from single to double space in my narrative essay.

3. <u>Format Menu > Bullets and Numbering</u>
   The bullets and numbering tool can be used to add different styles of bullets and numbered lists to my essay.

4. <u>Insert Menu > Comment</u>
   The comment tool can be used when I peer review one of my classmate's essays.

5. <u>Tools Menu > Spelling and Grammar</u>
   The spelling and grammar tools can be used to check if there is spelling or grammatical errors throughout my essay.