**Identity Theft Tip Sheet – 7th Grade Computer Applications**

*Instructions: Follow the steps below to create an identity theft tip sheet using Microsoft Word.*

1. Start Microsoft Word and create a blank document.
2. Save the document as Identity Theft Tip Sheet.
3. On the first line of the document, type Identity Theft Tip Sheet. Press Enter and then type your first and last name.
4. On the next line, type the definition for identity theft.
5. On the following line, type Password Tips.
6. Create a numbered list and type the password tips from this lesson.
7. On the next line, explain the difference between private and personal information.
8. On the following line, type Protect Your Identity
9. Create a bulleted list and type the identity protection tips from this lesson.
10. Lastly, add formatting to the document to make it more appealing. Save your file and submit.

Document before formatting.