20 Questions
Skills: Most common formatting commands

Directions:
Open a new Word document. Save as: *20QuestionsLASTNAME.docx*
Insert a Header that includes: 20 Questions, YourName
Insert a Footer that includes: Today's Date

Starting on the first line of the Document, type the *answers* to the questions below.
Do not number them and **DO NOT APPLY THE FORMATTING UNTIL ALL 20 ANSWERS ARE KEYED!**

20 Questions	Toolbar Changes to Apply
1. What is your nickname?	Bold the text
2. How old are you?	Change the font size to that of the number you entered
3. What color do you wear most often?	Change the color of the text to the color you entered
4. What is your favorite class this year?	Underline the text
5. What song is currently stuck in your head?	Italicize the text
6. What is your favorite fast food item?	Center align the text
7. What is your favorite sports team?	Insert a bullet before the text
8. What is your least favorite holiday?	Insert a custom bullet before the text.
9. Who is your best friend?	Double underline the text
10. What is your most overused phrase?	Change the font to a style of your choice (other than the default Calibri)
11. What career are you interested in?	Change the font size 2 points smaller than the default font
12. How old do you think you'll be when you marry?	Italicize the text
13. Are you a morning person or a night person?	Add a strikethrough the text.
14. Do you prefer sunrise or sunset?	Right align the text
15. Do you prefer M&M's or Skittles?	Change the text color to red
16. What is the last TV show you watched?	Change the font size to 20 point
17. What is the sound you love the most?	Center align the text
18. What is the last item you purchased?	Change the text to all capital letters
19. What is your favorite store?	Change the text to the style "Heading 2"
20. What is the best gift you've ever received?	Shade the text using a Orange Accent 6 Lighter 80%

Select all of your answers and apply a numbered list.
Save AND Upload to DocuShare for credit.

Shannon Quible – North Star (former Rocket)