**20 Questions**

**Skills: Most common formatting commands**

***Directions:***

Open a new Word document. Save as: *LastName20Questions* to your Word Folder on Cobra

Insert a Header that includes: 20 Questions, Your Name

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 |
| 1. How old are you?
 | Change the font size to that of the number you entered |
| 1. What color do you wear most often?
 | Change the color of the text to the color you entered |
| 1. What is your favorite class this year?
 | Underline the text |
| 1. What song is currently stuck in your head?
 | Italicize the text |
| 1. What is your favorite fast food item?
 | Center align the text |
| 1. What is your favorite sports team?
 | Insert a bullet before the text |
| 1. What is your least favorite holiday?
 | Insert a custom bullet before the text. |
| 1. Who is your best friend?
 | Double underline the text |
| 1. What is your most overused phrase?
 | Change the font to a style of your choice (other than the default Calibri) |
| 1. What career are you interested in?
 | Change the font size 2 points smaller than the default font |
| 1. How old do you think you’ll be when you marry?
 | Italicize the text |
| 1. Are you a morning person or a night person?
 | Add a strikethrough the text. |
| 1. Do you prefer sunrise or sunset?
 | Right align the text |
| 1. Do you prefer M&M’s or Skittles?
 | Change the text color to red |
| 1. What is the last TV show you watched?
 | Change the font size to 20 point |
| 1. What is the sound you love the most?
 | Center align the text |
| 1. What is the last item you purchased?
 | Change the text to all capital letters |
| 1. What is your favorite store?
 | Change the text to the style “Heading 2” |
| 1. What is the best gift you’ve ever received?
 | Change the text using an Orange Accent 6 Lighter 80% |

Select all of your answers and apply a numbered list.

Save

Copy final version to your “to be graded” folder