**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