**2** INSTRUCTIONS

1. Open a new Word document.
2. Set your margins for 1” Top, Bottom, Left and Right.
3. Insert your name in a Header in the upper right hand corner of the document.
4. Set your Font for Times New Roman. Key the title in size 16. Key the remainder of the document in size 14 unless otherwise directed.
5. Key the question, and then on the next line, key your answer, according to the instructions given in parentheses.
6. Carefully proofread the document for grammar and spelling errors.
7. Print the document.

**0 Questions Toolbar Changes to** Apply

**Twenty Questions**

***Microsoft Word***

***Chapter 1 Practice***

1. What is your nickname? (Key your answer in **Bold**.)

2. How old are you? (Left Align your answer.)

3. What color do you wear most often? (Key the name of the color in that color font.)

4. What is your favorite class this year? (Underline your answer.)

5. What song is currently stuck in your head? (*Italicize* the name of the song.)

6. What is your favorite fast food item? (Key your answer in ALL CAPS.)

7. What is your favorite sport? (Key your answer in **Bold** and Underline the answer.)

8. What is your least favorite holiday? (Change your answer to UPPERCASE)

9. What is your most overused phrase? (“Key the phrase in quotation marks.”)

10. Who is your best friend? (Key your answer in a font that reminds you of that person.)

11. What do you want to be when you grow up? (Key your answer in font size 20.)

12. How old do you think you will be when you retire? (Highlight the number.)

13. Do you prefer sunrise or sunset? (Add a text effect to your answer.)

14. Do you prefer daytime or nighttime? (Right Align your answer.)

15. Do you prefer M&M’s or Skittles? (Key your answer with the small caps font effect.)

16. How many siblings do you have? (Key the answer in parentheses.)

17. What is the last television show you watched? (Center Align your answer.)

18. What is the last movie you watched? (Key the name of the movie with the Emboss font effect.)

19. What is the last item you purchased? (Key your answer in your favorite font.)

20. If you could be anyone else for a day, who would you be and why? (Key your answer in a

 paragraph and indent the first line.)