

ACTIVITY 5: 20 QUESTIONS

New Skills Reinforced:

- In this activity, you will practice how to:
1. use the most common features from the standard toolbar and drop down menus.

Activity Overview:

Regardless of what version of Word you are using, the standard toolbar makes formatting text on a page a snap. With just a click of the mouse, you can apply changes to a document, making it more appealing and professional looking.

In this activity, you will type answers to 20 questions and then format and edit your responses using the standard toolbar in Word.

Instructions:

1. Open a NEW document in Word.

Note: Unless otherwise stated, the font should be set to Times New Roman, the font size to 12 point.

2. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
3. Starting on the first line of the document, type answers to the questions provided in the "20 Questions" column shown in **Figure 5-1**. Single space your answers, *do not* number them, and *do not* type the questions.
4. Save the document as First & Last Name, 20Questions
5. Using the standard toolbar and drop down menus, apply the corresponding changes to your answers given in the "Toolbar Changes to Apply" column shown in **Figure 5-1**.
6. Carefully proofread the document for spelling, grammar, and accuracy.
7. Resave the document.
8. Email file to your instructor. Subject line should be the same as your document name.

NEW SKILL

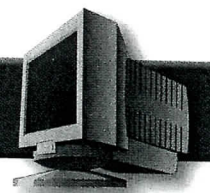


Figure 5-1

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 standard bullet before the text.
8. What is your least favorite holiday?	Insert a custom bullet before the text.
9. What is your most overused phrase?	Double underline the text.
10. Who is your best friend?	Change the font to a style of your choice (other than Times New Roman).
11. What do you want to be when you grow up?	Change the font size 2 points smaller than the default.
12. How old do you think you will be when you retire?	Italicize the text.
13. Do you prefer sunrise or sunset?	Add a strikethrough through the text.
14. Do you prefer daytime or nighttime?	Right align the text.
15. Do you prefer M&M's or Skittles?	Change the text color to red.
16. What is the sound you love the most?	Change the font size to 20 point.
17. What is the last television show you watched?	Center align the text.
18. What is the last movie you watched?	Change the text to all capital letters.
19. What is the last item you purchased?	Underline the text.
20. What is the best gift you ever gave or received?	Copy and paste the text two times under your answer on separate lines.