W 6.2

**6th Grade Microsoft Word**

**Home Tab: 20 Questions Formatting**

**Instructions:**

1. Open a new document in Microsoft Word

2. Save the document as “w 6.2” to your class folder

3. Insert a header that includes your first and last name and grade

4. Double click below the header, so your answers will not be included in the header area. Type your answers to the questions on the next page without any formatting. Make sure to include the number for each answer.

5. Once you have typed all of your answers, then go back and format them

6. Save your changes

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| **20 Questions** | **Formatting** |
| 1. What is your favorite animal? | Bold the text |
| 2. How old are you? | Underline the text |
| 3. What is your favorite color? | Change the font to red |
| 4. What is your favorite class? | Right align the text |
| 5. Who is your favorite singer or band? | Highlight the text green |
| 6. What is your favorite fast food? | Change the font size to 20 pt. |
| 7. What is your favorite sports team? | Italicize the text |
| 8. What is your favorite holiday? | Add a strikethrough the text |
| 9. Where do you want to live? | Add any text effect to the text |
| 10. Who is your best friend? | Change the font to “Cooper Black” |
| 11. What is your dream job? | Change the text color to blue |
| 12. What is your favorite car? | Center align the text |
| 13. Do you like sunrise or sunset? | Change the font size to 10 pt. |
| 14. Are you a morning or night person? | Insert a bullet in front of the text |
| 15. Do you like M&M’s or Skittles better? | Change the text to all uppercase |
| 16. What is your favorite TV show? | Left align the text |
| 17. What is the best gift you have ever received? | Change the text to green |
| 18. What is your dream vacation? | Double underline the text |
| 19. What is your dad or mom’s job? | Change the font to “Batang” |
| 20. What is your favorite pet? | Highlight the text yellow |