W 6.3

**6th Grade Microsoft Word**

**Home Tab: Text Phrases Formatting**

**Instructions:**

1. Open a new document in Microsoft Word

2. Save the document as “ w 6.3” in your class folder

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

4. Double click below the header

5. Type the answers to the following 10 questions from the left column. You will have to look up some of the text phrases on google. Number each answer.

|  |  |
| --- | --- |
| **Find out what each text phrase means** | **Formatting** |
| 1. lol | Right align |
| 2. l8r | Change text color to blue |
| 3. ruok | Underline |
| 4. 2moro | Bold the text |
| 5. bb4n | Center align  |
| 6. bbl | Double underline |
| 7. idk | Change the font to “Arial” |
| 8. ttyl | Change the font size to 16 |
| 9. inbd | Italicize  |
| 10. gn | Add any text effect  |

6. Once you have answered the questions, go back and format the changes listed in the right column.

7. Save the document again