W 7.2

**7th Grade Microsoft Word**

**Home Tab: 20 Questions Formatting**

**Instructions:**

1. Open a new document in Microsoft Word
2. Save as “w 7.2” 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 ice cream? | Bold the text |
| 2. What pets do you have or wish you had? | Underline the text |
| 3. What is your favorite grocery store? | Change the font to red |
| 4. What is your favorite subject in school? | Right align the text |
| 5. What is your favorite food? | Highlight the text |
| 6. What is your favorite restaurant? | 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 would you live besides Illinois? | Add any text effect to the text |
| 10. Who is your role model? | Change the font to “Cooper Black” |
| 11. What is your favorite clothing store? | Change the text color to blue |
| 12. What is your favorite car? | Center align the text |
| 13. Do you like the city or country? | 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 Kit Kat or Snickers better? | Change the text to all uppercase |
| 16. Who is your favorite TV character? | 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. Do you prefer vanilla or chocolate? | Change the font to “Batang” |
| 20. What is your favorite month? | Change the color of the text background to yellow |