

Intro To Computers

Word #5 – Texting Phrases

Objective: Learn word formatting options

1. In your *Intro to Computers* folder, create a folder titled *first_last_word_5*.
2. Open a NEW document in Word. The font should be **12 point Times New Roman**.
3. Insert a header. Make sure the header is in **12 point Times New Roman** and is in **all caps**. Left aligned in the header should be *WORD #5*. Right aligned in the header should be your name in the format FIRST LAST.
4. Save your document as *TextingPhrases.docx* in your *first_last_word_5* folder.
5. You will look up the meaning of texting phrases as found on netlingo.com. You will type the answers to the 20 questions below. Your answers should be single spaced with no numbers. You are to type the answers **only**. You should **not** type the questions. Once you have the 20 answers, you should look at the *Formatting Changes to Apply* and format the answer accordingly.

20 Texting Phrases	Formatting Changes to Apply
1. What does lol mean?	Right align the text.
2. What does b4 mean?	Change the text color to blue.
3. What does l8r mean?	Underline the text.
4. What does ruok mean?	Insert a standard bullet before the text.
5. What does 2moro mean?	Change the font size to 18 point.
6. What does <3 mean?	Bold the text.
7. What does bb4n mean?	Center align the text.
8. What does bbl mean?	Insert a black border around the text.
9. What does cm mean?	Double underline the text.
10. What does def mean?	Change the font size to 10 point.
11. What does gal mean?	Change the text to all capital letters.
12. What does gn mean?	Change the font to Broadway and make it 14 point bold.
13. What does idk mean?	Use numbering to insert the number 1. in front of the text.
14. What does inbd mean?	Italicize the text.
15. What does kit mean?	Insert a registered trademark symbol after the text.
16. What does lmk mean?	Insert a customized bullet before the text.

20 Texting Phrases	Formatting Changes to Apply
17. What does nth mean?	Change the text to small caps.
18. What does rus mean?	Add a double strikethrough through the text.
19. What does sup mean?	Copy and paste the answer one time under your original answer on a separate line.
20. What does ttyl mean?	Make the first letter "T" a drop cap.

6. Carefully proofread the document for errors. Check your answers and formatting.
7. Resave the document and exit out of Word.
8. Zip up your *first_last_word_5* folder. Turn in your *first_last_word_5.zip* file.