

# WORD: TEXTING

## Formatting Text



### {New Skills}:

- A. **Insert>Header & Footer:** Insert a Header
- B. **Home>Font:** Change Font, Font Size & Font Color
- C. **Home>Font:** Apply Bold, Italic, Underline, Text Highlighter, Strikethrough
- D. **Home>Font>Text Effect:** Glow, Shadow, Outline
- E. **Home>Clipboard:** Format Painter

### Instructions:

You are going to create a list of your 15 favorite texting abbreviations. As always, make sure your content is school appropriate. To complete the assignment, follow these steps:

**\*\*Note:** Colors used in this activity are in the Standard Colors palette.

1. Open a Blank Word document.
2. Insert a **Header** {A}. (Header>Blank (Three Columns))
  - a. Left – Name (First and Last)
  - b. Middle – Title [Texting]
  - c. Right - Period
3. Save As LastName FirstInitial Texting (save to your flash drive in your Word folder)
4. Key [My Favorite Texting Abbreviations] and hit Enter.
5. Key your 15 favorite texting abbreviations, hitting the Enter key after each entry. You need to list the abbreviation and what it stands for.
6. Make the following formatting changes :
  - a. Change the font of the title [My Favorite Texting Abbreviations] to **Times New Rowman, 20pt, and Underline** {B & C}.
  - b. Change the color of line 2 (your 1<sup>st</sup> abbreviation) to **Red**. {B}
  - c. **Bold** line 3. {C}
  - d. **Underline** line 4. {C}
  - e. **Italicize** line 5. {C}
  - f. Change the color of line 6 to **Green**, and size **14pt**. {B}
  - g. **Highlight** line 7. {C}
  - h. Change the font of line 8 to **Bookman Old Style**. {B}
  - i. **Bold** and **Italicize** line 9. {B}
  - j. Change the font to line 10 to **Comic Sans MS, 16 pt, Blue** font color. {A}
  - k. Apply a purple **Glow Text Effect** to line 11. (Search *More Glow Colors*). {D}
  - l. Select line 10 and click **Format Painter**. Select line 12 and apply the formatting. {E}
  - m. Select line 13 and apply **Strikethrough**. {C}
  - n. Select line 14 and apply an **Outer Shadow Text Effect**, change size to **14pt**. {B, D}
  - o. Select line 15 and apply an **Orange Outline Text Effect**. {D}
  - p. Select line 16 and change the font to size **8pt**. {B}
7. Save

## My Favorite Texting Abbreviations

**THX – Thanks**

**LOL – Laugh Out Loud**

NP – No Problem

*LMK – Let Me Know*

**SMH – Shaking My Head**

**TTYL – Talk To You Later**

B4 – Before

*B/C – Because*

**TMI – Too Much Information**

**BRB – Be Right Back**

**OMW – On My Way**

IDK – I Don't Know

AKA – Also Known As

**IMO – In My Opinion**

L8R - Later