

Activity 6: TEXTING PHRASES

New Skills Reinforced:

In this activity, you will practice how to:

1. use the most common features of Word.

Activity Overview:

Regardless of what version of Word you are using, with just a click of the mouse you can apply changes to a document, making it more appealing and professional looking. In this activity, you will type answers to 20 questions and then format and edit your responses using the most common features in Word.

Instructions:

1. **Create** a NEW document in Word.
2. Insert a **header** – Name Texting Date
3. Starting on the first line of the document, type answers to the questions provided in the “20 Texting Phrases” column shown in Figure 6-1. Do NOT number your answers and do NOT type the questions. Press ENTER between each answer.
4. **Save** the document as **TEXTING** to your Computer 6 folder.
5. Using the features in Word, apply the corresponding changes to your answers given in the “Formatting Changes to Apply” column shown in Figure 6-1.
6. Carefully **proofread** the document for spelling, grammar, and accuracy.
7. **Resave** the document.
8. **Print** the document if required by your instructor.



NEW SKILL

Activity 6: TEXTING PHRASES *Continued*

Figure 6-1

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 rys mean?	Double underline the text.
10. What does def mean?	Change the font size to 24 point.
11. What does gal mean?	Change the text to all capital letters.
12. What does gn mean?	Change the font to a style of your choice (other than Calibri) then 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 uw mean?	Italicize the text.
15. What does jk mean?	Insert a registered trademark symbol after the text. ®
16. What does lmk mean?	Insert a customized bullet before the text.
17. What does hru mean?	Change the text to small caps.
18. What does cwyl mean?	Add a double strikethrough through the text.
19. What does sup mean?	Copy and paste the text one time under your answer on a separate line.
20. What does ttyl mean?	Apply a yellow text highlight color.