# TEXTING PHRASES – STEM ACTIVITY

***Activity Overview*** – With the click of a 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 1. Do NOT number your answers and do NOT type the questions. Press ENTER between each answer.
4. **Save** the document as **TEXTING** in your CCC 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 1.
6. Carefully **proofread** the document for spelling, grammar, and accuracy.
7. **Resave** the document.
8. **Print** the document.

Figure 1

|  |  |
| --- | --- |
| 20 Texting Phrases | Formatting Changes to Apply |
| 1. smh
 | Right align the text |
| 1. b4
 | Change the text color to standard blue |
| 1. l8r
 | Underline the text |
| 1. ruok
 | * Insert a spade bullet before the text like the one shown here.
 |
| 1. 2moro
 | Change the font size to 18 point |
| 1. A2D
 | Bold the text |
| 1. Bb4n
 | Center align the text |
| 1. bbl
 | Apply a Gradient Fill – Gold, Accent 4, outline – Accent 4 Text Effect |
| 1. rys
 | Double underline the text |
| 1. def
 | Change the font size to 24 point |
| 1. gal
 | Change the text to all capital letters |
| 1. gn
 | Change the font style to Forte |
| 1. idk
 | Use numbering to insert the number in front of the text |
| 1. unt
 | Italicize the text |
| 1. jk
 | Insert a registered trademark symbol after the text ® |
| 1. lmk
 | Insert a # bullet before the text |
| 1. I <3 U
 | Change the text to small caps |
| 1. cwyl
 | Add a double strikethrough through the text |
| 1. sup
 | Copy and past the text one time under your answer on a separate line |
| 1. ttyl
 | Apply a yellow text highight color |