**20 Questions**

**Directions:**

First create a table. Go to Insert, select “Insert Table.” When the dialogue box opens, you want a table with 2 columns and 21 rows. Create column headers using the following labels: On the left the heading should be “Answer,” and on the right, “Text Effect.” Center these. Use a light color to shade these headings. Read the question and put your answer on the left, do the text effect to your answer, and in the right-hand column, write the text effect used on your answer.

|  |  |
| --- | --- |
| Answer | Text Effect |
| **Lulu** | Bold |
|  |  |
|  |  |

When you have finished 20 Questions, type your first and last name in the header, include your hour and A or B day.

Type the date in the footer.

Save this to your H: drive using the following format for naming files: Your last name + title of document. For example; Avery20questions

Submit this assignment to my website.

See the next page for your assignment.

|  |  |
| --- | --- |
| Question | Text Effect |
| 1. What is your nickname?
 | Bold the text |
| 1. How old are you?
 | Change the font size to the number you entered |
| 1. If you could only see black and white except for one color, what color would you choose to see?
 | Change the color of the text to the color you entered |
| 1. What is your favorite class this year?
 | Type the name of the class. Next to the name, add a piece of clipart to represent the class. Resize it to fit into the table. |
| 1. What song is currently stuck in your head?
 | Underline the text |
| 1. What is your favorite type of food?
 | Center align the text |
| 1. What is your favorite sports team?
 | Insert a standard bullet before the text. |
| 1. What is your favorite holiday?
 | Insert a custom bullet before the text. |
| 1. What is your most overused phrase?
 | Double Underline the text. |
| 1. Who is your best friend?
 | Change the font to a style of your choice, not Times New Roman. |
| 1. What is your future career?
 | Change the font size 2 points smaller than the default |
| 1. What is the chemical formula for water?
 | Use a subscript for the number of Hydrogen molecules |
| 1. Do you prefer sunrise or sunset?
 | Add a strikethrough through the text |
| 1. Do you prefer TV shows or movies?
 | Right align the text |
| 1. What is the name of the last movie you watched?
 | Make a hyperlink to a movie trailer. The link should be the name of the movie, not the address.  |
| 1. What is your most admirable character trait?
 | Using the thesaurus in Word, come up with three synonyms for the trait. (You will have 4 words) |
| 1. What is the title of the last book you read?
 | Italicize the textCapitalize all important words in the title |
| 1. If you could have a room full of any one thing, what would it be?
 | Change the text to all capital letters without retyping. |
| 1. If you could change one thing about yourself, what would it be?
 | Use Word Art for your text. Make sure to resize it to fit in the chart. Resize the text first |
| 1. Would you rather teach a young child to read or have to learn again for yourself?
 | Type your answer in the box. Copy and paste it once right next to your first answer. Then select the text you pasted and drag it out of the table. This is just to show you how to drag and drop text.  |