Texting Phrases

5

New Skills

1. Use common formatting features.

Activity Overview

Regardless of what version of Word you are using, formatting text on a page is a snap. 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 the meaning of 20 texting phrases, then format and edit your responses accordingly.

Instructions

1. Open a NEW document in Word.

* *Unless otherwise stated, the font should be 12 point Times New Roman.*

2. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.

3. Starting on the first line of the document, type the answers to the questions provided in the "20 Texting Phrases" column shown in **Figure 5-1**. Single space your answers, do not number them, and do not type the questions.

4. Save the document as TEXTPHRASES.

NEW SKILL ▶ 5. Apply the corresponding changes to your answer given in the "Formatting Changes to Apply" column shown in **Figure 5-1**.

6. Carefully proofread the document for spelling, grammar, and accuracy.

7. Resave the document.

8. Print the document if required by your instructor.

5 Texting Phrases

FIGURE **5-1**

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 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 a style of your choice (other than Times New Roman) 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 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.
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 text one time under your answer on a separate line.
20. What does ttyl mean?	Make the first letter "T" a drop cap.

Source: www.netlingo.com