

Unit 2: Formatting Text

Texting 101

Formatting Text

Lesson Overview:

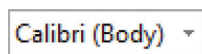
Your younger brother just got his first cell phone. Before he can start to text, he needs to know the language of texting. He asks you to explain texting phrases and their meanings. Because of his young age, you decide to add some formatting to the list to make it more exciting for him to read.

In this lesson, you will create a list of the most popular texting phrases and their meaning. You will also be introduced to some of the most common formatting options in Word.

New Skills:

- Changing Font and Font Size
- Changing Font Color
- Applying Bold, Italic, Underline, Strikethrough
- Clearing All Formatting

Tools & Terms You'll Use:



Font: Use the drop-down arrow to select a new font for your text.



Font Size: Use the drop-down arrow to change the size of your text.



Font Color: Use the drop-down arrow to change the color of your text.



Bold: Use this icon to make your text bold for emphasis.



Italic: Use this icon to italicize your text.



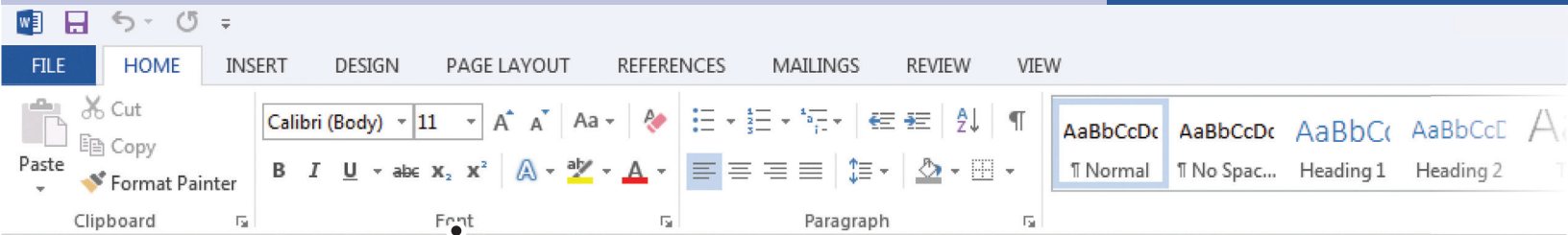
Underline: Use this icon to underline your text.



Strikethrough: Use this icon to cross something out by drawing a line through it.



Clear All Formatting: Use this icon to remove all formatting (such as bold, italics, underline, and strikethrough) from the selection, leaving only the normal, unformatted text.



Instructions

- 1 Using Microsoft Word 2013, create a new Blank document.
- 2 Save the file as *2.1 Texting 101* in your My Word Projects folder.
- 3 At the top of the document, key the text as shown in *2.1 Source Doc. A*.
- 4 From the **HOME** tab, **Font** group, do the following:

- a. Change the font size of the title [The Most Popular Texting Phrases and Their Meanings] to **20**

- b. Change the font of [NP – No Problem] to **Times New Roman**

- c. Change the font size of [LOL – Laugh Out Loud] to 16

- d. Change the color of [TX – Thanks] to **Blue**

- e. **Bold** [BRB – Be Right Back]

- f. **Italicize** [OMW – On My Way]

- g. **Underline** [LMK – Let Me Know]

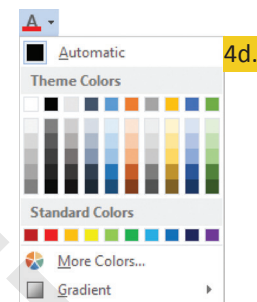
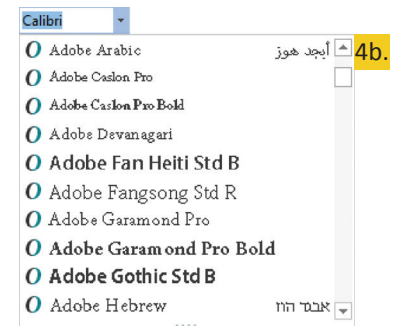
- h. Apply **strikethrough** to [BFF – Best Friends Forever]

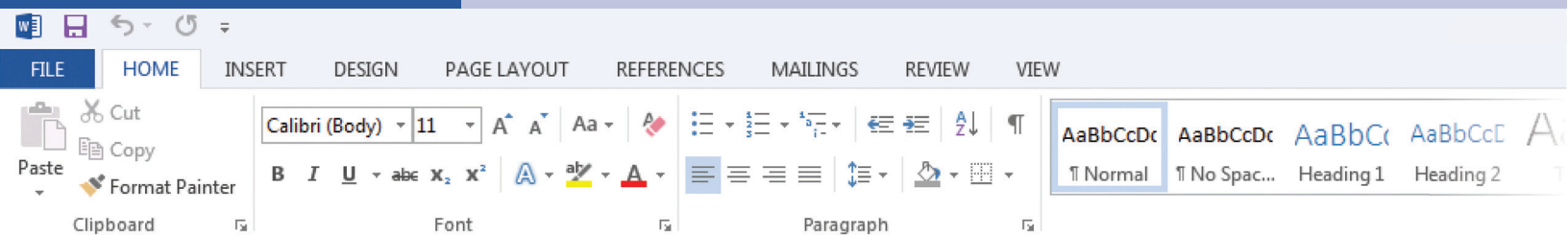
- i. Change the color of [BFF – Best Friends Forever] to Yellow

- j. Using the **Clear All Formatting** tool, clear the previously applied formatting to [BFF – Best Friends Forever]

- k. Apply **strikethrough** to [Too Much Information]

- l. Change the font of [TTYL – Talk to You Later] to Comic Sans MS





- m. Change the font size of [B4- Before] to 8
 - n. Change [L8R – Later] to Red
 - o. Bold [IDK – I Don’t Know]
 - p. Italicize [TMRW]
 - q. Underline [LMK – Let Me Know]
 - r. Apply strikethrough to [BBL – Be Back Later]
 - s. Clear the previously applied formatting to [BBL – Be Back Later]
- 5 When complete, your document should look similar to 2.1 Source Doc. B.



The Most Popular Texting Phrases and Their Meanings

NP – No Problem

LOL – Laugh Out Loud

TX – Thanks

BRB – Be Right Back

OMW – On My Way

LMK – Let Me Know

BFF – Best Friends Forever

TMI – Too Much Information

TTYL – Talk To You Later

WYWH – Wish You Were Here

B4 – Before

L8R – Later

IDK – I Don't Know

TMRW – Tomorrow

LMK – Let Me Know

BBL – Be Back Later

2.1 Source Doc. B

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