

## Word Processing Practice Activity

1. Change this sentence font size to 24.
2. Change this sentence font size to 10 and color red.
3. Change each word of this sentence to a different color.
4. Underline this sentence.
5. Change this sentence font size to 24.
6. Make each letter in this sentence a different color.
7. Change this sentence to the font called “Rockwell Extra Bold”.
8. Make this joke make sense using the cut and paste:
9. Knock! Knock!  
Police Who?  
Who’s there?  
Police stop telling these awful knock, knock jokes!  
Police.

10. Now change the fonts in the joke to try to make it more exciting.
11. Change sentence the sense order of this cut and paste so using it makes.
12. Change each word of this sentence to a different font name, size and color.
13. Type/key a list of your five (5) favorite things to do and put them in order of importance, with the most importance in the biggest font size, and the least importance in the smallest font size. Use the “Enter” key to move down a line.
14. Add an adjective from the list below to these sentences to make them more exciting and change them to red:

The dog jumped over the gate.

The man got in his car.

Large

Tall

Old

New

15. Save your work by selecting File>Save As> Click on the drive. Enter your name as the filename.