

Name: _____
Period: _____
Date: _____

Follow the directions below

_____ 1. Open Tongue Twisters Plus document.

_____ 2 Save work as: **___OWF (or ETR)-Tongue Twisters-name**
(Example: lowf-Tongue Twisters-Nelson)

_____ 3. At the top, **Replace** Student name, Period, Date with:
YOUR name, YOUR period and the CURRENT date.

_____ 4. Bold name/period/date

_____ 5. Underline the title Tongue Twisters

_____ 6. Select #1 - Change font to Script MT Bold

_____ 7. Select #2 - Use Italics

_____ 8. Select #3 - Font size 21 point

_____ 9. Select #4 - Center Align

_____ 10. Select #5 - Use Auto Numbers
to number the 3 lines of text

_____ 11. Select #6 - Right Align

_____ 12. Select #7 - Change color of
font to blue

_____ 13. Select #8 - Font size 16 point

_____ 14. Select #9 - Highlight in Pink

_____ 15. Select #10 - Change font to
Comic Sans

_____ 16. Select Science fact #11 -
Superscript the degree symbol in 32° and
212°.

_____ 17. Select Science Fact #12 -
Subscript the 2 in H₂O.

_____ 18. Check your work and resave
your work.

_____ 19. Set your page to Landscape

_____ 20. Set your margins to
Top: 1.5 Bottom: .75
Left: 2 Right: 1.25

_____ 21. Add a clipart of your choice
to your document.

_____ 22. Check your work. Be sure
you save your work in the
correct folder.

