

Name: _____
Period: _____
Date: _____

Follow the directions below

- _____ 1. Open Tongue Twisters 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
- _____ 19. Check your work and resave your work.

