

Name: \_\_\_\_\_  
Period: \_\_\_\_\_  
Date: \_\_\_\_\_

Follow the directions below

\_\_\_\_\_ 1. Open Tongue Twisters document.

\_\_\_\_\_ **2 Save work in the proper format.**

\_\_\_\_\_ 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

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\_\_\_\_\_ 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. Check your work and resave  
your work.

\_\_\_\_\_ 17. Set your page to Landscape

\_\_\_\_\_ 18. Set your margins to

Top: 1.5

Bottom: .75

Left: 2

Right: 1.25

\_\_\_\_\_ 19. Add a clipart of your choice  
to your document.

