Word Processing Multi-Skills Activity: Type It, Highlight It, Size it, and Color It!

A Microsoft Word Activity for Grades 2-5

Each activity below has 3 directions. Direction #1 will ask you to type some text (a word and/or number). Direction #2 will ask you to highlight the word. Direction #3 will ask you to color and/or resize your text.

2

3

1

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| --- | --- | --- |
| TYPE | HIGHLIGHT | Change the color.    Change the size. |

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| --- | --- | --- |
| 1. Click in the box below, type FONT COLOR. | 1. Highlight. | 1. Change the words to blue. |
|  | | |
| 1. Click in the box below, type FONT SIZE 20. | 1. Highlight. | 1. Change the size to 20. |
|  | | |
| 1. Click in the box below, type 16 ORANGE. | 1. Highlight. | 1. Change the size to 16 and the color to orange. |
|  | | |
| 1. Click in the box below, type and 36 PURPLE. | 1. Highlight. | 1. Change the size to 36 and the color to purple. |
|  | | |
| 1. Click in the box below, type your first and last name. | 1. Highlight. | 1. Choose your own size and color! |
|  | | |

Continue practicing these skills by typing your own words in the space below. Be creative! For example, you can type the word rainbow and make each letter a different color or type the Fourth of July using red, white and blue.