Objective:

* Students will create a table, use the number feature, change style, font, while answering questions about themselves.
* Students will type 20 questions, and then format and edit their responses.

Procedures:

1. Open Microsoft Word.
2. Open a new document in Microsoft Word
3. Insert a header that includes the lesson title that is left aligned , student name that is  centered aligned, and class period that is right aligned
4. Insert a table that has 2 columns and 21 rows as illustrated in the attached handout.
5. Students will create the table with the questions. Save as: 20 questions copy 1
6. Students will then answer the questions and format the answers as instructed in the second column. Save as 20 questions copy 2
7. Upload to Google Classroom.
8. Due today. Upload even if not finished.