



2 What Font! Spell Checker Poem Activity updated

What is a homophone?

Directions: Follow the directions below to practice using your word processing program.

1. Go to the Spellchecker Poem at:
<http://www.latech.edu/tech/liberal-arts/geography/courses/spellchecker.htm>.
*****Read this poem to yourself and identify what is wrong with the poem.*****
2. Highlight the poem on the website, then Copy the poem [CTRL+C].
3. Open a blank Word Document. The way you know how to “open” Word. If not, ask!
4. Save this blank document to your COMP APPS/WORD folder named: **“2 What Font”**
5. In the WORD document, click the **LAYOUT TAB**, click **COLUMNS**, & click **TWO COLUMNS**.
6. Now paste the poem [CTRL+ V] into this blank word document.
7. Skip two lines after the last stanza of the poem [How? Just press the ENTER KEY twice.]
8. Continue pressing the ENTER KEY until your cursor reaches the top of the SECOND COLUMN
9. Paste the poem again, so it appears in the TOP of the SECOND COLUMN. Confused? Just ask!
10. If you have done this correctly, your poem appears twice, once in each column. Again! → Ask if you need help!
11. Re-Save your document pressing CTRL+S or the Save ICON  in the title bar above.
12. Use the **View Tab** in the MS Office Ribbon and confirm **PRINT LAYOUT** is activated. Ask for help, if you do not understand, click the HOME TAB to return to the editing view.

→ Leave the left column poem alone. Do not edit this version. You will be working on the right column copy.

13. Change all misspelled words (homophones) to the font color red. – Save.
14. Change the last line of every stanza to italics. [CTRL + I] – Save.
15. Return to each misspelled word (homophone) to the correct spelling (homophone). They remain RED! – Save.
16. In column 2, at the end of the poem, skip two lines, using the ENTER KEY. – Save.
17. This is where you will type: your full name, Class Day (A or B) then your class period. –Save.
18. After your name/day/period, add the calendar date. [TIP: Look to your clock – bottom right]
19. Your heading (Name/Day & Period/Date) should be on 3 separate lines. Need an explanation –ASK!
20. **Inserting a comment:**
 - Next to your name, rest your mouse, then right click the mouse & click **New Comment**.
 - A **Dialog Box** should appear outlined in the color red. Inside this box type a note to your teacher that notes the grade you believe you deserve on this assignment & give a brief explanation why.
 - Use complete sentences and proper grammar & capitalization.
21. Compare your edited Poem Document to your neighbors’. Collaborate to make sure you each have the same corrections. Make any editing changes or corrections and re-save.

Saving:

Save the poem again for a final and last time, then close this document (file).

Confirm your work is saved to the COMP APPS/Folder and organized with other Word Activities.

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Homophones are two words having the same pronunciation but different meanings, origins, or spelling (e.g., to, too, and two); a homophone.