

2 What Font!

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>.

2. Highlight the poem on the website, then Copy the poem [CTRL+C] and Paste it [CTRL+ V] into a blank word document.

3. Save your document to your class folder named 2 What Font

4. Use the View Tab in the MS Office Ribbon to change the Font type from Web to Print Layout (if it isn't already). Ask for help, if confused.

5. Change the color of all misspelled words to red.

6. Change the last line of every stanza to italics. [CTRL + I]

7. Correct the spelling of each misspelled word.

8. Skip two lines using enter after the last stanza & type your full name and class period. Also add the calendar date. [Hint: This is beneath the poem].

9. Insert a comment telling your teacher what your grade on this work sheet should be. *Click the Insert Tab in the MS Office Ribbon & click the Comment Button to complete this task.* Ask for help, if confused.

10. Compare your edited Poem Document to your neighbors. Make any changes or corrections.

Printing:

Save the poem again, print the poem by clicking the File Tab in the MS Office Ribbon. Select PRINT in the menu and then choose the classroom printer [HP LaserJet 4200/4300 PCL6] pass in your work and close the document.