**Lesson Length: 1 – 2 Class Sessions**

**Part 1: Directions:**

After a demonstration, students will use the copy and paste function to set up their table. Use the proofing tools of MS Word to locate TWO Synonyms and TWO Antonyms for the 25 Words listed in Column A. Each will be replaced with a *synonym* or *antonym* in the proper column. **Leave Column A alone.**

If you cannot find an antonym or synonym, when using the Right Click method or Thesaurus, turn the word to red font & go back to it later.

Change all red font words to the Antonym using a Google Search, looking for the correct antonym.

Type your name above in the header. How? Double click on the Header. Then go to page 2 & follow formatting instructions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Column A** | **Column B** | **Column C** | **Column D** | **Column E** |
|  | **Word** | **Synonym 1** | **Synonym 2** | **Antonym 1** | **Antonym 2** |
|  | Agree |  |  |  |  |
|  | Cold |  |  |  |  |
|  | Bottom |  |  |  |  |
|  | Troubled |  |  |  |  |
|  | Guess |  |  |  |  |
|  | Riveting |  |  |  |  |
|  | Speechless |  |  |  |  |
|  | Tired |  |  |  |  |
|  | Huge |  |  |  |  |
|  | Calm |  |  |  |  |
|  | Windy |  |  |  |  |
|  | Float |  |  |  |  |
|  |  Squabble |  |  |  |  |
|  | Annoyed |  |  |  |  |
|  | Energetic |  |  |  |  |
|  | Unhappy |  |  |  |  |
|  |  Respectful |  |  |  |  |
|  | Kind |  |  |  |  |
|  | Benevolent |  |  |  |  |
|  | Assertive |  |  |  |  |
|  |  Sassy |  |  |  |  |
|  | Rude |  |  |  |  |
|  | Thoughtless |  |  |  |  |
|  | Obstinate |  |  |  |  |

**🡻 Scroll to page two of this document to see Part II of the directions for this assignment.🡻**

**Part II: Directions: After completing the Table of 25 Synonyms and Antonyms you will do the following:**

1. Make Column A Font Style Baskerville Old Face Size 18 – Font Color RED
2. Make Column B Font Style Rockwell Size 16 – Font Color Blue
3. Make Column C Font Style Times New Roman Size 14 – Font Color Green
4. Make Column D Font Style Verdana Size 16 – Font Color Purple
5. Use the Highlight Tool and Highlight the Title Row Across containing the words

**Column A - Column E** and use the highlight tool land shade the rowPINK

1. Change the Numbers Column (going down 1 -25) to the font style Cooper Black size 12

**Done?**

Click FILE,

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