



9 What Font! Spell Checker Poem Activity updated 04.03.19

What is a homophone?

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

1. Go to the Spellchecker Poem Warm Up on my Lesson Webpage: or found here: <https://virtualwritingtutor.com/practice/poem.htm>
*****Read this poem to yourself and identify what is wrong with the poem.*****
2. Try this online activity to locate the errors. Ms. Brown will explain.
3. Download, Open and Save The Starter Document (Blank Word Document) to your **WORD FOLDER.**
4. Go to [my webpage](#), highlight the original poem found on [my website](#). Copy the poem [CTRL+C].
5. Open the **Starter Document**. Now, click the **LAYOUT TAB**, click **COLUMNS**, & click **TWO COLUMNS**.
6. You will not see any change here. Go to step 7.
7. Now paste the poem using the **right click method** and the **TEXT ONLY paste tool**. (Ask if confused).
8. Skip two lines after the last stanza of the poem [**How?** Just press the ENTER KEY twice after the word *sew*.]
9. Continue pressing the ENTER KEY until your cursor reaches the top of the SECOND COLUMN.
10. Paste the poem again (see STEP 7), so it appears in the TOP of the SECOND COLUMN. (Ask if confused).
11. If you have done this correctly, your poem appears twice, once in each column. Again! → Ask if you need help!
12. Re-Save your document pressing CTRL+S or the Save ICON  in the title bar above.
READ!! → Leave the left column poem alone. DO NOT edit this version. Edit the right column ONLY!
13. You may use the **Exemplar** on [my webpage](#) for a guide, if needed.
14. Change all misspelled words (homophones) to the font color **red**. You can collaborate to find all the homophones.
15. Change the *last line of every stanza* to italics. [CTRL + I] – Save again. Ask if you don't know what a stanza is.
16. Make sure all misspelled words (homophones) are changed to the correct word (homophone). Make sure they're RED!
17. In column 2, at the end of the poem, skip two lines, using the ENTER KEY. – Save again.
18. This is where you will type: your full name, press ENTER, Type Day & Period, press ENTER
Type Today's Date (To find the date, just look to your clock on your PC – bottom right of your monitor.)
19. Save again [CTRL+S or the Save ICON  in the title bar above.]
20. Proof Your Work. The heading (Name/Day&Period/Date) will be on 3 separate lines. See **Exemplar** for a visual!
21. **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 message to your teacher that notes the grade you believe you deserve on this assignment & give a brief explanation why. Use a complete sentence, proper grammar & capitalization.
22. Compare your edited Poem Document to a classmate's. 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 in saved to the WORD Folder in the COMP APPS/Folder, organized with other Word Lessons.

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