Using the Synonym Finder Tool and other Proofing Tools…
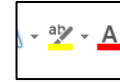
Before we begin, you must understand the difference between Highlighting (Selecting Text) vs use of the Highlight Tool.

Part 1:

1. Download and Open the Starter Document on my webpage.
2. Click SAVE AS, leave the File Name alone: **5 Activity 2 Synonym Finder**
3. On line one of your document: **Type your First and Last Name, press the Enter Key.**
4. On line two of your document: **Type today's Date, press the Enter Key.**
5. On line three of your document: Type the Day & Period of this class, press the Enter Key twice.
6. Open this link How? Right Click, select Open in a New Window → **"War of 1912 Time"**
7. Feel free to use Split Screen for this Activity: See below on how to use SPLIT SCREEN.
   - Snap to the Right (Windows Symbol ⊞ + Right Arrow ➔).
   - Snap to the Left (Windows Symbol ⊞ + Left Arrow ⬅)
8. Copy the Passage about the *War of 1912* from the word **"When"** to the word **"enriched…"**
9. Paste the copied passage in your Starter Document on line 5 of your Starter Document.
10. Save again. (CTRL+S) or File, Save.
11. Format the Document: Press [CTRL + A] to Select ALL Text of the passage. This highlights all text on the document.
12. Now increase font point size to size 20 and select Font Style TIMES NEW ROMAN. *[Press CTRL + S to Save again.]*
13. Move on to the next section: **Part 2**

Part 2:

1. In the passage, locate the following words (listed below in the word bank).
2. Select Text/Highlight each word and turn each word's font to RED, **BOLDFACE** & UNDERLINE.
3. Next use the **Highlighter Tool**/Pen and trace over each of those same words highlighting them with the color Yellow.

➔ **Hint:** To locate words you cannot find, use the **FINDER Tool** to locate each word rather than skimming. How? Press (CTRL+F). This is a type of Proofing Tool.

WORD BANK

nomination	foreseeing	monumental	posterity	successor
egotism	enriched	quest	antiquated	

4. Now replace all 9 words with a synonym using the Shortcut Keys or using the Right
Click method to replace each word with a suitable synonym. As completed in our previous lesson.
5. Proofread the paragraph. Rearrange any word(s) to confirm it makes proper grammatical sense.
6. All words from the word bank should remain red, **bold,** underlined & highlighted in yellow.

7. Ask a neighbor to proofread to confirm your work is correct then discuss the edits/changes that you made. Keep it brief.
8. Make sure this file is saved to your H:/ Drive **CompApps Folder** in the **Word Folder.**

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