WORD PROCESSING ASSIGNMENT

1. Key in the following poem. Run the spell check when you are finished. Then proofread yourself and make any necessary changes.

SPELLBOUND

I have a spelling checker,

It came with my PC;

It plainly marks four my revue

Mistake I cannot sea.

I’ve run this poem threw it,

I’m sure your please to no.

Its letter perfect in it’s weigh,

My checker tolled me sew.

--Author unknown

2. Type this bulleted list; then make the changes listed at the right.

ALL ABOUT ME:

* Your full name Change your full name to ALL CAPS
* Your street address **Bold** your street address
* Your city, state, and zip *Italicize* your city, state, and zip code
* Your telephone number Underscore your telephone number
* Name of your school Change the **font** of your school

Now **Bold,** *italicize,* underscore, and change the Font of your title.

3. Type the sayings below. Then use the Thesaurus to change the words but no the meanings. For example:

(original saying) To err is human, to forgive divine.

(change to) To mistake is mortal, to pardon celestial.

1. Only the good die young
2. People who live in glass houses shouldn’t throw stones.
3. Birds of a feather flock together.
4. You can’t teach an old dog new tricks.
5. Make hay while the sun shines.
6. Ignorance is bliss.
7. He who hesitates is lost.
8. Don’t count your chickens before they hatch.