

Mrs. Jacobson

Spell Check / Thesaurus/ Find and Replace/ Line Spacing

Directions:

1. Open the file named “Mrs. Jacobson” from the “Lessons” folder inside the “Kirner” folder on the Shiloh drive
2. **SAVE AS:** your last name + Jacobson
 - ◆ Save on your S: drive in your folder
3. Set the left and right margin to 2.0”
4. Set the line spacing to double space.
5. Right align your name /date / class period in the header.
6. Put your cursor in the body of the text document.

Make the following changes to your document:

1. Change the font of the title (Mrs. Jacobson) to Courier New, size 16, Bold.
2. Change the font of the entire paragraph to Courier New, size 14.
3. Use the thesaurus to replace the underlined words.
 - Make sure the words make sense in the story***
4. Spell check your document.
5. Proofread your document.
6. Find and replace the following words:
 - Replace “joke” with “fool”
 - Replace “working” with “on task”
 - Replace “clothing” with “outfits”

◆ Save

◆ Print and turn in.