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## What Font!

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

1. Go to the Spellchecker Poem at <http://www.latech.edu/tech/liberal-arts/geography/courses/spellchecker.htm>.
2. Copy the poem and Paste it into a blank word document.
3. Save your document to the folder your teacher names.
4. Use the Formatting toolbar to change the Font type from Web to Normal.
5. Change the color of all misspelled words to red.
6. Change the last line of every stanza to italics.
7. Correct the spelling of each misspelled word.
8. Delete the author's name and type your own name beneath the poem.
9. Insert a comment telling your teacher what your grade on this work sheet should be.
10. Save the poem and close the document.