

RHP Computer Applications Class

4-5 Thesaurus

Name _____



Word comes with a Thesaurus which helps you pick synonyms for words (a synonym is a different word which means the same thing). Your first assignment is to type the following nursery rhyme (without the underlining) in a new document:

*Little Jack Horner
Sat in the corner,
Eating a Christmas pie;
He put in his thumb,
And pulled out a plumb,
And said, What a good boy am I.*

Next, place the insertion point on each underlined word and hit Shift-F7. A window will pop up suggesting synonyms for the word. Choose a synonym that makes sense, being careful to use a noun for a noun, a verb for a verb, etc.

Change each underlined word to a synonym. As you will see, the old nursery rhyme doesn't quite sound the same when done.

Next, select the first line of the nursery rhyme, and pull down the Format menu and choose Drop Cap. Drop Caps are fancy formatting applied to the first letter in a paragraph. Play around with the settings until you come up with the look you like (If you don't like a setting, hit the Redo icon). Save this file in your system folder.

Next, we will be exploring the Letter Wizard. A wizard is a mini program that guides you through a process and helps you create things on a computer.

Start with a new document, and pull down the Tools menu and select *Letter Wizard*. The following window will appear:

Make sure the Letter Format tab is selected, and do the following:

Check the date line box.

Page design: Contemporary

Letter.

Letter style: Modified block.

Select the Recipient Info tab.

Recipient's Name: Mr. Phil Horton

Delivery Address: 5150 Farna

Ave., Arcadia, CA 91006

Salutation: Choose business.

Select the Other elements tab.

Check Subject, and after subject, type Job application.

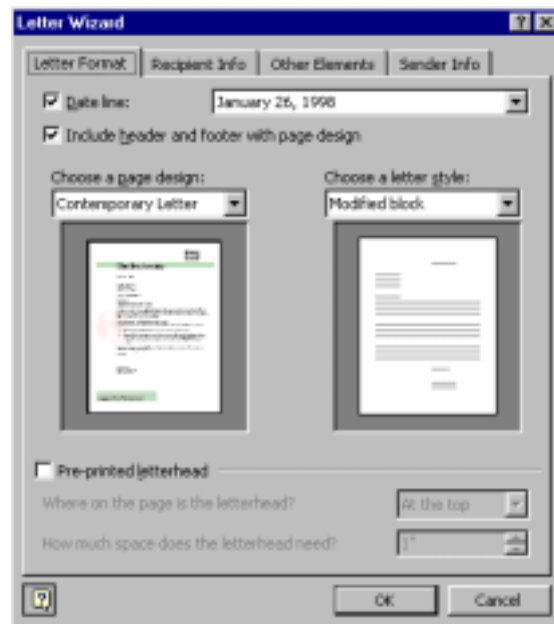
Select Sender Info tab

Fill in your name and address.

Under Compliment closing, pick one from the list.

Under job title, type in Student.

Under company, type in Rio Hondo Prep.



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Once you have done all that, click on OK. The program will generate a program with everything but the “guts”.

You are writing a letter to me asking for a job. Please list your qualifications and any other information that might help you get a job. Your grade depends on whether I hire you or not.

Save this file in your system folder.

Email both Word files to me with the subject **Compapp 4-5 lastname**.