

RHP Computer Applications Class

4-5 Thesaurus (non-RI)



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 under the Insert Tab, choose Drop Cap (towards the right) and choose a Drop Cap option. Drop Caps are fancy formatting applied to the first letter in a paragraph. It should look like the following (not including your Thesaurus changes):

L*ittle 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.*

Save this file in your system folder. Go on to the next section of this assignment.

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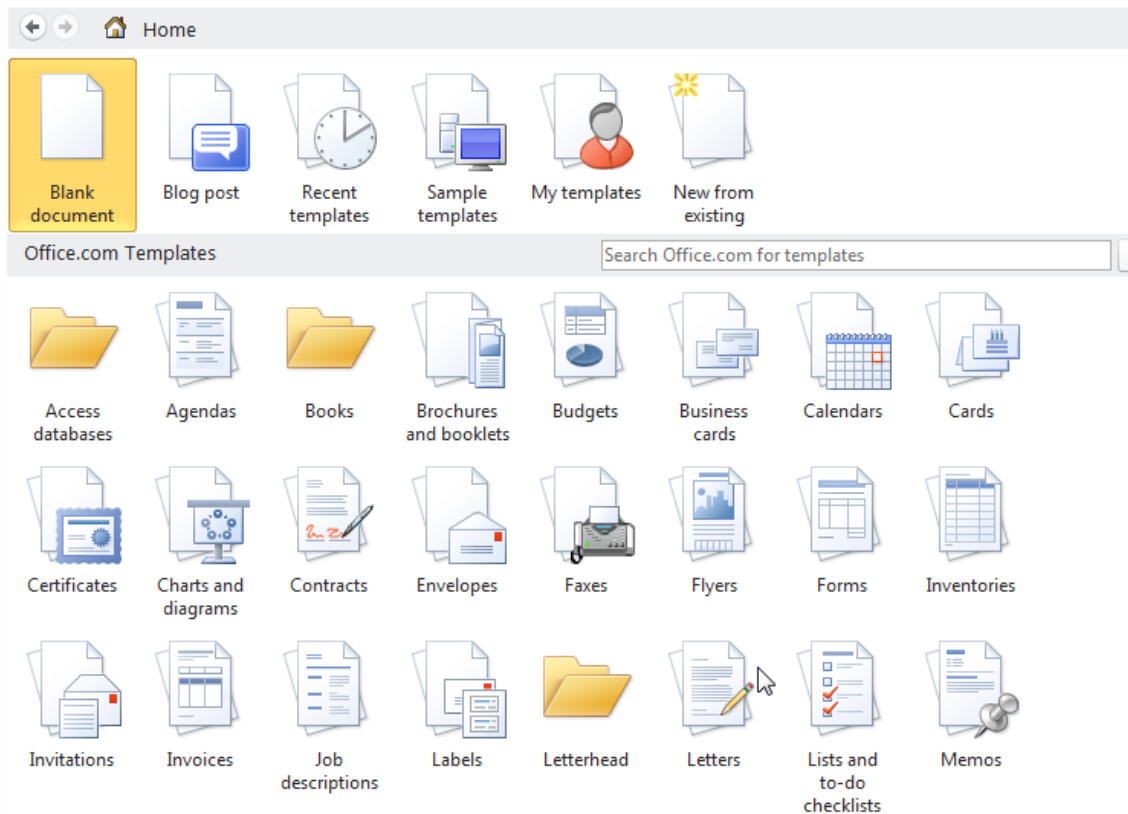
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Next, you will be writing me a letter. You will be saving this letter in a separate file (you will be attaching two files with this assignment).

Click on the File tab and choose New.

Available Templates



A large selection of templates is available (pre-formatted and ready to use). Select the Letters icon, and then Academic Letters and choose one of the formats.

Address your letter to Mr. Filbert Hortonvich, 5150 Farna Ave., Arcadia CA 91006

Fill in the fields that are available, and then proceed to the body of your letter.

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 4-5n lastname**.