

Efficiency Tools: Microsoft Word

I. Little Caterpillar Thesaurus and Highlighter

Copy and paste this poem into a new word document:

THE LITTLE CATERPILLAR
Sung to "Itsy, Bitsy Spider"
The little caterpillar crawled up into a tree,
Spun his cocoon and slept so quietly,
All through the winter he didn't make a sound,
He dreamt of his new life when he'd be flying all around.
While he was sleeping the snow did gently fall,
Winter came and went, then he heard the robin's call,
"Come on Mr. Butterfly, out of your cocoon --
Spread your wings and fly for me, while I sing my tune."
Written by: Barbara Robinson, (Huntington Beach, CA)

1. Then select one word per line to replace using your MSWord Tools > Language > Thesaurus.
2. Use your highlighter to highlight your revised words.
3. Center paragraph and use bold font, place a graphic behind text using "washout."
4. Name and save your document to your folder. *Print and add to your portfolio.*

II. Rainforest Animals Table

Using the following URL <http://www.enchantedlearning.com/subjects/rainforest/> and/or other web-based resources to complete the following:

1. Open a new word document
2. Create a table using "Table" and Insert." (6 Columns and 5 Rows)
3. Name the 6 columns entitled: Mammals, Amphibians, Reptiles, Birds, Insects and Fish - brainstorm around 3 animals for each of the categories.
4. Go to "View" and "Header and Footer" Insert the title "Rainforest Animal Categories" in the header - bold font, size 20 and center put your name in the footer and use "Insert auto text to insert date
5. Name and save your document to your folder. *Print and add to your portfolio.*

III. Rainforest Paragraph

Copy and paste the following paragraph in a new word document.

The amazon rainforest

The amazon rainforest containz the largest collection of living plant and animal species in the world. The diversity of plant species in the Amazon rainforest is the highest on Earth. It is estimated that a single hectare (2.47 acres) of Amazon rainforest contains about 900 tons of living plants, including more than 750 types of treez and 1500 uder plants. The Andean mountain range and the Amazon jungle are home to more than half of the world's species of flora and fauna; in fact, one in five of all the birds in the world live in the rainforests of the Amazon. To date, some 438,000 species of plants of economic and social interest have been registered in the region, and many more have yet to be catalogued or even discovered.

The Amazon covers more than 1.2 billion acres, representing two-fifths of the enormous South American continent, and is found in nine South American countries: Brazil, Colombia, Peru, Venezuela, ecuador, Bolivia, Guyana, French Guiana, and suriname. With 2.5 million square miles of rainforest, the Amazon rainforest represents 54 percent of the total rainforests left on Earth.

Use the following to set the formatting requirements:

1. Heading and name: bold face, centered, change font color
2. Paragraphs double spaced and indented (use tab)
3. Set margins at 1" top, bottom, left and right
4. Add graphic (insert picture from Clip Art) and use text wrapping to put graphic "behind" text
5. Using the reviewing tool, (go to View > Toolbars > Reviewing) make corrections to your document. Select the "Track Changes" icon on the toolbar (the paper with red lines on it). As you make changes, you will notice that your changes appear in red and a line is inserted at the left margin to alert the reader. The tracking feature allows you to add editorial comments to the changes you make. Highlight the selection you want to make a comment about, click on the "Insert Comments" icon on the toolbar (yellow post it note) and add at least one comment (this will not show up on your printed document).
6. Name and save your document to your folder. *Print and add to your portfolio.*