





# Assessment Task #2: Poetry

## Focus

-  Using the internet for research
-  Copying and Pasting Text
  - Use WordArt to create appealing text
  - Create columns to appropriately display text
  - Alter text using WordArt, various fonts, and font colours
-  Create borders
-  Insert images and clip art

## Step 1: Internet Explorer

Use the internet to look up your favourite poem (or any poem you like ☺). Some famous poets include Shel Silverstein, Robert Frost, Dr. Seuss, Edgar Allen Poe and Oscar Wilde.

- Scroll over the text until the entire poem is highlighted.
- Right click on your mouse and select “copy” OR use your keyboard to copy text by holding Ctrl+c.

Your computer has magically copied the text to its internal clipboard.

DO NOT CLOSE YOUR BROWSER WINDOW... minimize it because you will be needing to use it again!

## Step 2: Word

You must use Microsoft word to copy and paste a poem into a new document. You will be responsible for

- Open a new word document and save it as “Poetry” in your JHCOM Student folder.
- Paste your poem into your word document by using your mouse, keyboard or the “edit” button in your taskbar.
  - Mouse: Right click, select “paste”
  - Keyboard: select Ctrl+v
  - Taskbar: Select “edit”, then “paste”
- Go back to the page online where you found your poem. Copy the url at the top of the page (the website address) using the skills you’ve already learned.
- Paste the url below the poem in your word document

SAVE YOUR WORK!!!

## Step 3: Altering Text

Now you will use a combination of WordArt and a variety of fonts and font colours to add appeal to your text.

- First you will write the title of your poem using WordArt. WordArt can be found under the Insert tab on your toolbar. Create the title at the top of the poem.
- Now you must alter the text to make it appealing. Edit the appearance of words in the poem to express the meaning visually, using color, size, and font effects. For

example, “The SCary blue shark”. Every stanza must have a minimum of 2 altered words. You MUST use a variety of font styles, sizes and colours.

- At the end of each stanza, you need to choose a clipart image to insert. You will find the clipart icon under “Insert” on your toolbar.

SAVE YOUR WORK!!!

#### Step 4: Adding Borders

Choose a border using the format tab on your taskbar

- On your taskbar, select format and scroll to borders and shading.
- Choose any border and apply it to the entire document.

SAVE YOUR WORK!!!!... as a PDF

#### Step 5: Saving as a PDF

Saving your work as a PDF ensures that no one else can alter the final copy.

- Select “save as” under the file tab in your taskbar
- There will be a dropdown bar under the heading “format”; select PDF
- Save

You do NOT have to print your work. I will look at it in your JH COM folder.

You are finished!!!! YAY!!! Show Miss. Campbell and  
...SAVE YOUR WORK!