

## **Intro To Computers**

### **Word #6 – Homonyms**

Objective: Understand that the spell check tool doesn't always work the way you want it to. Sometimes, a word is spelled correctly but is being used incorrectly. Two words that sound the same but are spelled differently are called *homonyms*. You will use your proofreading skills to find words that are not grammatically correct.

1. Read the document passed out to you by the teacher. Find and circle all words that are not used correctly. You should find 30 words.
2. In your *Intro to Computers* folder, create a folder titled *first\_last\_word\_6*.
3. Open a NEW document in Word. The font should be **12 point Times New Roman**.
4. On the *Home* tab open the *Paragraph* menu. In *Spacing:*, set *Before:* and *After:* to 0. Make sure that *Line Spacing:* is *Multiple At:* 1.15.
5. Insert a header. Make sure the header is in **12 point Times New Roman** and is in all caps. Left aligned in the header should be *WORD #6*. Right aligned in the header should be your FIRST LAST name.
6. Save the document in your *first\_last\_word\_6* folder as *Homonyms.docx*.
7. Type the entire document replacing the incorrectly used word with the correct one. Make the corrected word red and bold.
8. Carefully proofread the document for errors.
9. Resave the document and exit out of Word.
10. Zip up your *first\_last\_word\_6* folder. Turn in your *first\_last\_word\_6.zip* file.