

MICHAEL PHELPS

WORD PROCESSING AND EDITING PRACTICE ACTIVITY

1. Click in front of the title and press enter two times. Arrow back up and type your first and last name. Right align your name.
2. Center the title, "Michael Phelps, Olympic Champion" and make it bold.
3. Underline the words, "than any other person" in the first paragraph.
4. Type the words, "Early Life" between the first and second paragraph. Make sure these words are centered and bold to match the other titles.
5. Insert the word, "middle" between the words 'a' and 'school' in the second sentence of the second paragraph.
6. Italicize the words "The Baltimore Bullet" in the second sentence of the third paragraph.
7. Close up the extra spaces before the word "six" in the second line of the fourth paragraph. Remember, there should be only one space between words!
8. In the fifth paragraph, insert the word "as" between the words 'elected' and 'one.'
9. Add a two-sentence paragraph below the last paragraph. Use new facts and/or ideas from the video.
10. Spell check the entire document and make corrections.
11. Find a picture of Michael Phelps or appropriate clip art and insert it at the bottom of the page. Don't make it too large—everything must fit on one page.

Save, share and/or print according to your teacher's directions.