

## Word Processing Work

1. Select a poem from the choices on the counters.
2. Open a **NEW** document
3. **NAME , SAVE** and **FILE**
4. Type the poem in to the document.
  - Underline and Center Title
  - Change the font of the poem
  - Change font size
  - Add color to the poem
  - Align the poem in the center
  - Add pictures to your work