

America's Got Talent

New Skills

1. Use the spelling and grammar checker.
2. Use the thesaurus.

Activity Overview

Upon completion of any document, it is very important to always proofread your work for errors. In addition, you may want to find alternative words to better describe what you are writing. In this activity, you will use Word's spell check tool to find misspelled words and the thesaurus tool to find alternative words in a document. Remember to proofread your work carefully...the spell check does not always pick up everything.

Instructions

1. Open a NEW document in Word.
- ★ *Unless otherwise stated, the font should be 12 point Times New Roman.*
2. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
3. Starting on the first line of the document, type in the press release exactly as shown in Figure 8-1. Do not bold the words appearing in bold.
4. Save the document as AMERICATALENT.
- NEW SKILL ▶ 5. Run the spell check to replace the misspelled words.
★ *Hint: There are five misspelled words.*
- NEW SKILL ▶ 6. Use the thesaurus tool to find alternative words for the ten words in bold.
7. Underline each of the new replaced words.
8. Carefully proofread the document for spelling, grammar, and accuracy.
9. Resave the document.
10. Print the document if required by your instructor.





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FIGURE 8-1

FOR IMMEDIATE RELEASE

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AMERICA'S GOT TALENT ANNOUNCES AN OPEN AUDITION
IN "LITTLE RHODY"

Warwick, RI, <current date> - Could you be the next **winner** of America's Got Talent? Do you think you have what it takes to be a **star**? The only way to find out is to come down and audition. The producers and judges of America's Got Talent are searching the country to **find** the most talented person in America. The talent show features singers, dancers, magicians, comedians, and other performers of all ages who **compete** for the advertised **grand** prize of a million dollars.

You've got nothing to lose and a million dollars to gain—it's your time to **shine**. Come down to the Warwick Mall this weekend, October 17 and 18, from 8 am to 5 pm, and show off your **talent**.

Be sure to plan accordingly...it may be a very **long** day. When you arrive you will proceed to the check-in booth and **receive** a wristband and an audition number. It is **very** important not to lose your number, otherwise you'll be sent to the back of the line. Also, keep in mind the lines may be long. We never know exactly how many people will show up.

So, come down, give it ur best shot, and see if you'll be the one to go home a million dollars richer!

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