**ABC’s of Friendship**

Always be honest  
Be there when they need you  
Cheer them on  
Your word counts  
Rescue them often  
Talk frequently

Vote for them

Offer to help  
Get together often  
Have faith in them  
Use good judgment  
Just listen  
Quietly disagree  
Every chance you get, call  
Make them feel special  
Never forget them  
Don't look for their faults  
Praise them honestly  
Include them  
Say you're sorry  
Forgive them  
Know their dreams  
Wish them well

Love them unconditionally  
X-ray yourself first  
Zip your mouth when told a secret

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**Directions:**

1. Save the file as: “LastNameABC” to your Cobra Word folder
2. Cut & Paste the above “poem” until it is in alphabetical order.
3. Center align the entire poem
4. Change the “ABC’s of Friendship” line to Title Style
5. Change the theme of the poem to the Shaded style (under design tab)
6. Change the style color to a theme color of your choice
7. Increase the font size of just the poem to fill up the page (3 clicks of the grow/increase font button)
8. Go in to the Document Properties. Set the Title to 🡪 ABC’s; Category 🡪 Cut & Paste; Subject 🡪Word
9. Insert a blank 3 column footer that includes the date (use the date button); and page number (use the button).
10. Insert the blank 3 column style header with “Author” from the Document Info. on the left and “File Name” on the right.
11. Insert a page border of your choice
12. Change the font (style & color – not size) of the first line of text. Change the second line to something noticeably different. Use the format painter to make every other line match these two lines of text.
13. Erase these instructions & make sure everything fits on one page.
14. Save again
15. Copy completed file to your “To Be Graded” folder on Cobra