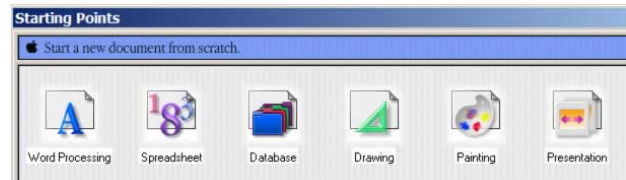


Compose a 5 W's Poem (4W7)

Task: Using your completed organizer chart, write a 5 W's poem on the computer.

Step 1: Run *Appleworks*.

Step 2: In the *Starting Points* box, select **Word Processing**.

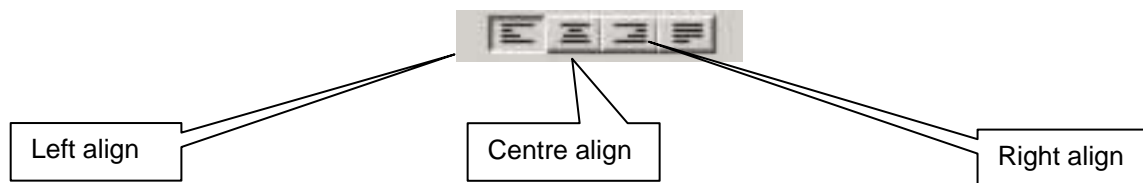


Step 3: Type the first line of your poem. Hit the **Enter** key at the end of the line.

Step 4: Type the second line of your poem. Hit the **Enter** key at the end of the line.

Step 5: Continue to type the rest of your poem, hitting the **Enter** key at the end of each line.

Step 6: Decide how to align your poem for a most attractive result. To align the text, select all of the text by highlighting it. (or you can hold down the **CTRL** key and press "A") Then select the left, centre or right alignment tool.



The acrobat
Tumbled
In the circus ring
Last night
To entertain the
audience.

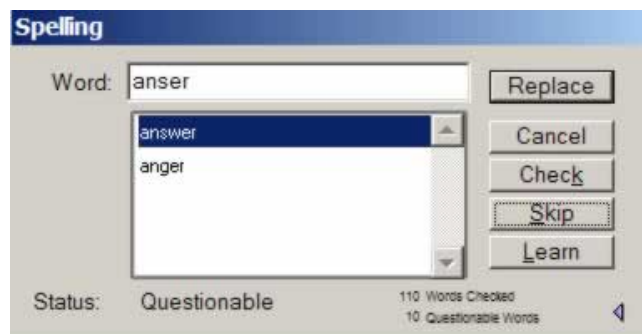
The acrobat
Tumbled
In the circus ring
Last night
To entertain the
audience.

The acrobat
Tumbled
In the circus ring
Last night
To entertain the
audience.

Step 7: Use the spell check tool to check that all words are spelled correctly. From the file menu, select **Edit >> Writing Tools >> Check Document Spelling** (or click the spellcheck button in the tool bar).



To accept a suggested spelling, select the suggestion and click Replace.



To correct the spelling yourself, type the correction in the Word box and click Replace.

To accept the spelling as is, click Skip.

Step 8: Use the thesaurus to choose the best words for your poem. To use the thesaurus, highlight a word you wish to replace. Select **Edit >> Writing Tools >> Thesaurus**. In the dialogue box, select a word from the list and click OK.