Activity 7: NILE KINNICK



New Skills Reinforced:

**In this activity, you will practice how to**:

Instructions:

1. use the find and replace feature.
2. use the thesaurus.
3. check spelling and grammar.
4. **Open** NILE KINNICK document.

**NEW SKILL**

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1. **Save** the document as class\_lastname\_KINNICK\_Activity7to your desktop.
2. Insert a **footer**: Name Admire Date
3. Use the **find and replace** feature to replace all instances of Hawkeyes with University of Iowa.
4. Use the **thesaurus** feature to replace the word grit located in the first sentence with an appropriate synonym.
5. Use the **thesaurus** feature to replace the word quick located in the 7th paragraph of the with an appropriate synonym.
6. Use the **spelling and grammar** feature to correct any and all spelling and grammar mistakes in the paragraphs.
7. Do a Word Count of the document, and type that number after the last paragraph.
8. **Resave** the document and place in blue folder.
9. **Print** the document if required by your instructor.