

Homophones

(Margins, Tabs, Boldface and Line Spacing-Three Column Table)

YOUR TASK

You are studying homophones in English Class, which are sometimes called homonyms. To make a good grade on the next quiz, you decide to make table to help you study.

WHAT TO DO

1. Create a new word processing file in Word 2007 (**Start->All Programs->Microsoft Office-> Microsoft Word 2007**).
2. Set all margins at .5 inches.(**Page Layout->Margins->Narrow**) [check Figure 2]
3. At the top of the page, set **center tabs** at .5 inches from the left margin, 2.25 inches from the left margin, and 5 inches from the left margin. If some tabs are already set by default, clear them.(**Home->Bottom right Paragraph arrow->Tabs**) [check Figure 3]
4. Using the tabs, enter the column headings as shown in Figure 1:
5. Boldface the headings.
6. Leave one blank line after the headings.
7. Clear the tabs already set.
8. Set left tabs .25 inches from the left margin, 1.25 inches from the left margin, and 4 inches from the left margin.
9. Use single spacing and enter the information for the columns from Figure 1. Double space between sets of homophones (**Home->Paragraph's Line Spacing**).
10. Save the file using Save As. (**Microsoft Office Button->Save as**).

Figure 1:

Homophone	Definition	Example
Its It's	possessive form of <i>it</i> contraction of <i>it is</i>	The dog wags its tail. It is hot today.
to two too	preposition the number 2 also	Please take me to the mall. I have two dollars. I want to go, too.
there their they're	a place possessive form of <i>they</i> contracting of they are	There is the new restaurant. Pudgy is their new puppy. They're on vacation.
your you're	possessive form of <i>you</i> contraction of you are	Your new car is nice. You're invited to a party.
no car know record.	negative to understand	No, I will not let you drive my I know about your driving

Figure 2:

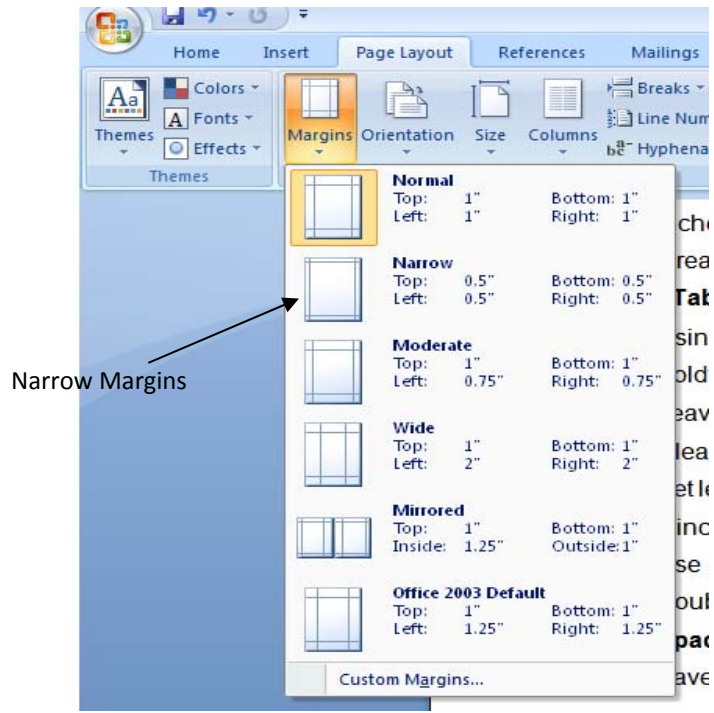


Figure 3:

