

## ACTIVITY 8: PAPARAZZI

### New Skills Reinforced:

In this activity, you will practice how to:

1. use spelling and grammar check.
2. use the thesaurus.

### Activity Overview:

Upon completion of any document, it is very important to always proofread your work for any 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.

### Instructions:

1. Open a NEW document in Word.

**Note:** Unless otherwise stated, the font should be set to Times New Roman, the font size to 12 point.

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 the press release exactly as shown in **Figure 8-1**.

4. Save the document as First & Last Name, PAPARAZZI

#### NEW SKILL

5. Run spell check and replace the misspelled words.

Hint: There are three misspelled words.

#### NEW SKILL

6. Use the thesaurus tool to find alternative words for the 10 underlined words.
7. Underline each of the new replaced words.
8. Carefully proofread the document for spelling, grammar, and accuracy.
9. Resave the document.
10. Email file to your instructor. Subject line should be the same as your document name.

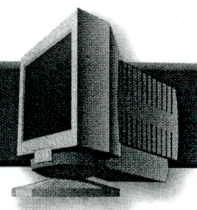


Figure 8-1

FOR IMMEDIATE RELEASE:

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### TAKE PART IN CELEBRITY LOOK-A-LIKE CONTEST

Providence, RI, November 14, 2008 — Hav people often told you how much you look like a celebrity? Can you impersonate one of the most poplar stars of today? Then come strut your stuff this weekend, November 18 & 19, at the Providence Place Mall from Noon to 4 p.m. Join hundreds of other shoping malls across the country to raise awareness for Stop the Paparazzi — a new initiative to help save celebrities' lives.

Studies show that celebrities are being hunted down more than ever. Some have even had their lives threatened. It's time to put an end to this. If the public shows their support of Stop the Paparazzi, then the craziness will just have to come to an end.

There are so many great prizes — dinner with a star, a shopping spree, and much, much more. Or just come down to watch the fabulous show!

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