

## Laptop Level 2 SKILLS / Practice Test

Students MUST bring their own laptop.

Students will use a poem with an approximate 3<sup>rd</sup> Grade Reading Level to:

- Type a multi-stanza poem which has various stanzas out of order.
- Create a second page in the file and copy the poem to Page 2
- Make several editing changes on the second copy:
  - Cut and paste blocks of text
  - Change font style
  - Change font size
  - Use Find and Replace in MSWord
  - Bold text

Using the poem on the following page, do the following

1. Create a file named "Cold".
2. Type the name of the test on the first line of your document.
3. Type your student number on the next line.
4. Use the poem on the following page to do the following:
  - a. Center and underline the title "Bad Cold".
  - b. Center the words "by Shel Silverstein" on the next line.
  - c. Return to the left margin, copy and paste the poem.
  - d. Proofread for spelling errors.
5. Create a new page in your file. On the new page, make the following changes:
  - a. Copy material from your first page to the second page.
  - b. Change the font to Arial.
  - c. Type the words "Page 2" as the third line of your heading.
  - d. Move the second stanza (paragraph) to make it your first stanza or paragraph. (It begins with the lines "This cold is too much for my coatsleeve.")
  - e. Replace the word "hand" to "dish"
  - f. Replace the word "coatsleeve" to "shirtsleeve"
  - g. Replace "curtains" with "drapes"
6. Spellcheck your file. (Ignore words like Atchoo)
10. Save your file.
11. Print the file.
12. Turn in both pages of your file.

Atchoo--it's too wet for a kleenex,  
So bring me a handkerchief, quick.  
It's--atchoo--no joke,  
Now the handkerchief's soaked.  
Hey, a hand towel might just do the trick.

This cold is too much for my coatsleeve.  
Go get me a Kleenex--and fast.  
I sniffle and wheeze  
And I'm ready to sneeze  
And I don't know how long I can last

Atchoo--It's too much for a bath towel.  
There never has been such a cold.  
I'll be better off  
With that big tablecloth,  
No-bring me the flag off the pole.

Atchoo--bring the clothes from the closet,  
Atchaa--get the sheets from the bed,  
The curtains off the window,  
The rugs off the floor  
To soak up this cold in my head.

Atchoo--hurry down to the circus  
And ask if they'll lend you the tent.  
You say they said yes?  
Here it comes--Lord be blessed!  
Here it is--Ahkachooo--there it went!

Bad Cold  
by Shel Silverstein

Atchoo-it's too wet for a kleenex,  
So bring me a handkerchief, quick.  
It's---atchoo---no joke,  
Now the handkerchief's soaked.  
Hey, a hand towel might just do the trick.

This cold is too much for my coatsleeve.  
Go get me a Kleenex---and fast.  
I snuffle and wheeze  
And I'm ready to sneeze  
And I don't know how long I can last

Atchoo- It's too much for a bath towel.  
There never has been such a cold.  
I'll be better off  
With that big tablecloth,  
No-bring me the flag off the pole.

Atchoo- bring the clothes from the closet,  
Atchaa- get the sheets from the bed,  
The curtains off the window,  
The rugs off the floor  
To soak up this cold in my head.

Atchoo- hurry down to the circus  
And ask if they'll lend you the tent.  
You say they said yes?  
Here it comes-Lord be blessed-  
Here it is-Ahkachooo-there it went!

(Heading)

Page 2

**Bad Cold**

by Shel Silverstein

This cold is too much for my shirtsleeve.  
Go get me a Kleenex—and fast.  
I snuffle and wheeze  
And I'm ready to sneeze  
And I don't know how long I can last

Atchoo-it's too wet for a kleenex,  
So bring me a handkerchief, quick.  
It's—atchoo—no joke,  
Now the handkerchief's soaked.  
Hey, a dish towel might just do the trick.

Atchoo- It's too much for a bath towel.  
There never has been such a cold.  
I'll be better off  
With that big tablecloth,  
No-bring me the flag off the pole.

Atchoo- bring the clothes from the closet,  
Atchaa- get the sheets from the bed,  
The drapes off the window,  
The rugs off the floor  
To soak up this cold in my head.

Atchoo- hurry down to the circus  
And ask if they'll lend you the tent.  
You say they said yes?  
Here it comes-Lord be blessed-  
Here it is-Ahkachooo-there it went