



Day After Halloween

Skeletons, spirits and haunts,
Skeletons, spirits and haunts.
It's a halloween sale:
A nickel a pail
For skeletons, spirits and haunts.

Skeletons, spirits and haunts,
More than most anyone wants.
Will you pay for a shock,
'Cause we're quite overstocked
On skeletons, spirits and haunts.

1. Open a new Word document.
2. Save as "Day After Halloween."
3. Type your name and press Enter 3 times.
4. Read the poem.
5. Type the poem as shown.
6. Press Enter at the end of each line.
7. Edit with Spelling / Grammar check.
8. Center align the poem.
9. Change the font size to 20.
10. Change the font style.
11. Make the title bold.
12. Change the color of the title.
13. Make the author's name italic.
14. Add 3 Cliparts and Format.
15. Check your work.