

Wise Old Owl

by Edward Hersey Richards

A wise old owl sat upon an oak;
The more he saw the less he spoke;
The less he spoke the more he heard;
Why aren't we like that wise old bird?



1. Open a new Word document.
2. Save as "Wise Old Owl."
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 your name italic.
14. Add a Clipart at the bottom.
15. Check your work.