***A picture containing text, clock

Description automatically generated***

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**Activity**

Acrostic Poem

MODULE 5: Word Processors

This **activity** was written for the Florida Public School System DIGITAL INFORMATION TECHNOLOGY (8207310) course. Funded by the Cyber/IT Pathways Program, Cyber Florida, and the Florida Department of Education.

# Module 5: Word Processors

## Activity: Acrostic Poem

The student creates an acrostic poem in a blank Microsoft Word document or other word processor application compatible with .docx files. The student will use various word processing elements to enhance the document.

## Standards Assessed

* **04.02** Save and export documents in various formats (e.g., pdf, html, blog, hyperlinks).
* **04.03** Format text content in a document (e.g., font, paragraph attributes, spacing, text styles, text boxes).
* **04.04** Manipulate page layout and reusable content (e.g., page setup, themes, templates, page backgrounds, headers and footers).
* **04.05** Perform various image-editing tasks using word-processing software to create and format images, illustrations, shapes, etc.
* **04.06** Proofread and revise documents by validating content through the use of word processing tools (e.g. spell check, thesaurus, find/replace, autocorrect settings).
* **04.09** Demonstrate an understanding of fonts (serif and sans serif) and font styles (bold, italic, etc.)

## Teacher Notes

Teachers can use whatever word processor software is available for the students. Use other online resources to help students learn the details of a specific product.

## Estimated Student Completion Time

* 45 minutes x 1-2 classes to complete the activity

## Activity Rubric

Consider evaluating the student’s work based on measures of quality. For example, with a maximum of 4 Points Possible, the following could be applied to the activity:

* **1 Point Earned** = ***Needs Improvement*** (the student work did not meet more than 50% of the requirements and did not follow instructions)
* **2 Points Earned** = ***Developing*** (the student met between 50% and 75% of the requirements and generally followed the instructions)
* **3 Points Earned** = ***Sufficient*** (the student met between 75% and 90% of the requirements and clearly followed instructions)
* **4 Points Earned** = ***Above Average*** (the student met > 90% of the requirements and followed all instructions)

# Activity: Acrostic Poem

**Students Instructions**: Create an original acrostic poem using your first **OR** last name in a blank Microsoft Word document or other word processor application compatible with .docx files.

1. Start by typing each letter of your first or last name on a separate line.
2. For each letter in your name, think of a phrase or sentence that starts with that letter and describes you (the phrase must be at least three or more words).

Example below for the name *Sam*:

**S**hares his stuff  
**A**lways completes his classwork on time  
**M**ay make it to the NBA

1. Check your document for spelling and grammar errors.
2. Make sure you use the required elements listed in the table below.
3. Save your document based on the teacher’s instructions.

| **Required Elements** | **Possible Points** | **Points Earned** |
| --- | --- | --- |
| Write a phrase for each letter of your name. |  |  |
| The first letter of each line is a larger font size than the remaining words on each line. |  |  |
| Make each line a different font. |  |  |
| Make each line a different color. |  |  |
| Add 3 images or pictures (size, location). |  |  |
| Add an artistic page border, size 15. |  |  |
| Change the page color |  |  |
| Add footer with your name and today’s date (font size 10). |  |  |
| **Total** |  |  |