OUR TOWN

Among the names considered for our twon were Balch, Cedarville, and Queenstown. Townsfold narrowed the choices to AMes and Norwood. Since Ames was the name of a promenent Dedham polititian of the Fererelist era, lingering rivalries led to the selection of Norwood.

Our town was was oficially formed in 1872, untill that time it was a part of Dedham. Our town was first settled by Ezra Morse in 1678. He set up a saw mill in the South part of our town. This was the part of our town which had the first concintration of families, almost all of whom were farmers.

**Word Count:**

**Directions:**

1. Save to your directory and add a header.
2. Use **Spell Check** to fix the errors. ***The button should be in the Quick Access Toolbar***
3. Find the **Word Count** without the directions and type it next to the word “Word Count”.
4. Use **Find/Replace** to find and change the following words. Underline the new words.
   1. Find **our town** and replace it with **Norwood.**
   2. Find **formed** and replace it with **established.**
   3. Find **lingering** and replace it with **old.**
   4. Find **South** and replace it with **Southern**.
5. Using **Cut and Paste** move the second paragraph so that it is the first paragraph.
6. Double space. Watch the spacing in between the paragraphs – ***Home Tab / Line Spacing***

**New!**

1. Use Word Art for the title. ***Insert Tab / Word Art*** - Explore the different Word Art effects
2. Center the title using the ***Center*** button.
3. Add a page border to your document***. Page Layout Tab / Page Borders*** – check out ***Art***. After adding your page border make sure your header is still visible.

**New!**

1. Add **Clipart** from the Internet related to Norwood. You must cite your source in the **Footer**.  ***See the “Citing Images.” Video.***
2. Delete all directions and the Rubric before printing.

Our Town

Rubric

|  |  |
| --- | --- |
|  | Points |
| Proper Header | 1 |
| Spell check - 1 points each | 10 |
| Word Count | 5 |
| Find & Replace - our town with Norwood | 15 |
| Find & Replace - formed with established | 3 |
| Find & Replace - lingering with old | 3 |
| Find & Replace - South with Southern | 3 |
| Cut & Paste - the second paragraph is first | 5 |
| Double Space – no extra space between paragraphs | 5 |
| Word Art | 10 |
| Center the Title | 5 |
| Page Border – Make sure header is visible | 10 |
| Clipart from Internet | 5 |
| Citation for Clipart in the footer | 10 |
| Participation and effort | 10 |
| Total | 100 |