SENSE OF HUMOR

One bit of advice you should heed is to keep your sense of humor, even when things look their worst.

A good laugh can make living much easier. A joke cuts problems down to size. It lowers tension if tempers start to flare and things get out of hand.

Humor brings out the best in other folks too. It helps them relax so they can enjoy being with you. They respond in kind when facts are given to them in a clever, funny way.

The greatest thing about a sense of humor, however, is that it is so good for your health. A **quip** can do as much for how a person feels as jogging around the block. Those that laugh, they say last.

In fact, being able to laugh at oneself may well be the secret to a good life and real success. That is no joke either.

**WORD COUNT:**

**DIRECTIONS:**

1. Save to your directory (the one with your user name). ***Office Button / Save As***
2. Type your header. ***Insert Tab / Header***
3. Center the title. (Use the center button – ***NOT*** the Tab or Space Bar)
4. Change the **FONT** for the title to **Tempus Sans ITC** font, size **14 points**.
5. Change the **FONT** of all the paragraphs to **Tempus Sans ITC**, size **12 points**.
6. Use **CUT AND PASTE** to move the last paragraph so that it is the second paragraph.
7. **FIND** and **REPLACE** the following words (***Home tab / Replace***). Underline the new words.
   1. Find **folks** and replace it with **people** – underline people
   2. Find **last** and replace it with **live longer** – underline live longer
   3. Find **oneself** and replace it with **yourself** – underline yourself
8. Find the **Word Count** without the directions. Type it next to the word “Word Count”.
9. Add **Clip Art** behind text about humor (***Insert tab / Clipart).*** To move your picture, double click on the picture and go to ***Text Wrapping***.
10. Add an **Footnote** (***References / Insert Footnote***) at the bottom of the page defining “quip”.
11. Check the **Rubric** to make sure you have done all the steps.
12. **DELETE** all the Directions and the Rubric. Make sure the endnote is on the bottom left of the page.

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Rubric

|  |  |
| --- | --- |
|  | Points |
| Proper header | 5 |
| Title – Center | 5 |
| Title - Tempus Sans ITCFont | 5 |
| Title - 14 point font for Title | 5 |
| All paragraphs – Tempus Sans ITC, 12 points | 5 |
| Cut & Paste – “In fact” paragraph is second | 10 |
| All paragraphs are indented | 5 |
| Find & Replace - Folks with People – underline | 5 |
| Find & Replace - Last with Live Longer - underline | 5 |
| Find & Replace - Oneself with Yourself - underline | 5 |
| Word Count | 10 |
| Insert Clipart behind Text | 10 |
| Footnote on bottom of page – Define Quip | 10 |
| Delete directions and Rubric | 5 |
| Participation and Effort | 10 |
| Total | 100 |