

Preposition	A word that relates its object to some other word in the sentence.
Noun	A word that names a person, a place, a thing, or an idea.
Conjunction	A word or pair of words that connects other words or group of words
Simile	A figure of speech in which the word like or as is used to make a comparison.
Personification	A figure of speech in which human qualities are given to nonhuman things
Verb	A word that expresses an action a condition, or a state of being.
Metaphor	A figure of speech in which a comparson is made without the word.
Adjective	A word that modifies a noun or pronoun.
Adverb	A word that modifies a verb, an adjective, or an other adverb.
Pronoun	A word that is used to take the place of a noun or another pronoun.

You can us a spreadsheet as a tool

for sorting information and storing things.

When you sort only one column and		
not the others, you can have fun trying		
to put them back in order		
1. Type in the information like at the left.		
2. Sort one column and not the other by hitting Data, Sort.		
3. Click on the "Continue with the current selection and hit sort		
4. Select Ascending or Descending on the Sort by area, and hit ok		

Grammar

Adjective	A figure of speech in which a comparison is made without the word.
Adverb	A figure of speech in which human qualities are given to nonhuman things
Conjunction	A word or pair of words that connects other words or group of words, a part of speech
Metaphor	A word that modifies a verb, an adjective, or an other adverb using like or as.
Noun	A word that expresses an action a condition, or a state of being, an act of personifying.
Personification	A word that is used to take the place of a noun or another pronoun.
Preposition	A figure of speech in which the word like or as is used to make a comparison.
Pronoun	A word that relates its object to some other word in the sentence or a position.
Simile	A word that names a person, a place, a thing, quality, or an idea.
Verb	A word that modifies a noun or pronoun.