

Assignment 1: Word-processing

1. Launch a word-processing program and enter the following text:

The Wizard of Oz

While she stood looking eagerly at the strange and beautiful sights, she noticed coming toward her a group of the oddest people she had ever seen. They were not as big as the grown folk she had always been used to; but neither were they very small. In fact, they seemed about as tall as Dorothy, who was a well-grown child for her age, although they were, so far as looks go, many years older

The cyclone had set the house down very gently - for a cyclone - in the midst of a country of marvelous beauty. There were lovely patches of greensward all about, with stately trees bearing rich and luscious fruits. A little way off was a small brook, rushing and sparkling along between green banks, and murmuring in a voice very grateful to a little girl who had lived so long on the dry, gray prairies.

When these people drew near the house where Dorothy was standing in the doorway, they paused and whispered among themselves, as if afraid to come farther. But a little woman walked up to Dorothy, made a low bow and said, in a sweet voice: "You are welcome, most noble Sorceress, to the land of the Munchkins. We are so grateful to you for having killed the Wicked Witch of the East, and for setting our people free from bondage."

"Your house did, anyway," replied the little woman, with a laugh, "and that is the same thing. See!" she continued, pointing to the corner of the house. "There are her two feet, still sticking out from under a block of wood."

2. Put your name in the page footer. Save and print your work. [10]
3. Make the following changes to the text:
 - a. Embolden and center the title. Change its font to Arial 20 point.
 - b. Change the font of your main body text to Arial, 11 point.
 - c. Italicise the word **Dorothy**.
 - d. Delete the sentence **There were lovely ... and luscious fruits.** from the second paragraph
 - e. Move the second paragraph [**The cyclone had...**] to become the first paragraph.
 - f. Change all occurrences of the word **little** into **young**.
 - g. Insert the following text between the third and fourth paragraphs

But the little woman evidently expected her to answer; so Dorothy said, with hesitation, "You are very kind, but there must be some mistake. I have not killed anything."

4. Save and print your work. [10]