a) You will find the following text file already on the server, saved as: **oz.doc**.

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The Wizard of Oz

Now the Wicked Witch had a great longing to have for her own the Silver Shoes which the
girl always wore.  The wicked creature was very cunning, and she thought of
a trick that would give her what she wanted.  She placed a bar of iron in the middle of the
kitchen floor, so that when Dorothy walked across the floor she stumbled over the bar, not
being able to see it, and fell at full length. She was not much hurt, but in her fall one
of the Silver Shoes came off; and before she could reach it, the Witch had snatched it away
and put it on her own skinny foot.

The little girl, seeing she had lost one of her pretty shoes, grew angry, and said to the
Witch, "Give me back my shoe!"

"I will not," retorted the Witch, "for it is now my shoe, and not yours." This made Dorothy
so very angry that she picked up the bucket of water that stood near and dashed it over the
Witch, wetting her from head to foot. Instantly the wicked woman gave a loud cry of fear.

With these words the Witch fell down in a brown, melted, shapeless mass and began to spread
over the clean boards of the kitchen floor.

"See what you have done!" she screamed.  "In a minute I shall melt away. Didn't you know
water would be the end of me?" asked the Witch, in a wailing, despairing voice.

"Of course not," answered Dorothy.  "How should I?"

"Well, in a few minutes I shall be all melted, I never thought a little girl like you would
ever be able to melt me and end my wicked deeds.  Look out - here I go!"
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b) Move the fourth paragraph to become the final paragraph in the document.

c) Add the following sentence to the end of the third paragraph:

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Then, as Dorothy looked at her in wonder, the Witch began to shrink and fall away.
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d) Centre the title, embolden it and change its font to 18 point Vivaldi.

e) Change the font of the main body text to 10 point Arial.

f) Change the alignment of the first paragraph of the text to be fully justified.

g) Italicise the phrase **Silver Shoes**, wherever it occurs in the text..

h) Change every instance of the word *little* to *young*.

i) Insert the following table at the end of the text and centre it:

Kansas	**Oz**
Zeke	The Cowardly Lion
Hunk	The Scarecrow
Hickory	The Tin Woodman
Miss Gulch	The Wicked Witch of the West

j) Locate the image **dorothy.gif** and insert it between the first and second paragraphs. Centre and resize it to ensure that your work fits on a single page.

k) Put your name in the footer of your document, proofread, save and print your work.