

WORD-PROCESSING PRACTICAL

The Wizard of Oz

Dorothy lived in the midst of the great Kansas prairies, with Uncle Henry, who was a farmer, and Aunt Em, who was the farmer's wife. Their house was small, for the lumber to build it had to be carried by wagon many miles.

There was no cellar - except a small hole dug in the ground, called a cyclone cellar, where the family could go in case one of those great whirlwinds arose, mighty enough to crush any building in its path. It was reached by a trap door in the middle of the floor, from which a ladder led down into the small, dark hole.

- 1 Type the above passage in Times New Roman 12 point. [20 marks]
- 2 Add the following sentence to the end of the first paragraph: [2 marks]

There were four walls, a floor and a roof, which made one room; and this room contained a rusty looking cookstove, a cupboard for the dishes, a table, three or four chairs, and the beds.
- 3 Every time the name **Kansas** appears, make it **bold**. [2 marks]
- 4 Make the phrase **cyclone cellar** italic. [1 mark]
- 5 Centre the title and change its font to Times New Roman and make it size 18. [2 marks]
- 6 Enter your name and class in the page footer. [1 mark]
- 7 Insert the image **dorothy.gif** between the first and second paragraphs. [2 marks]
- 8 Save your work on your network directory
- 9 Check your work and print it.