

FORMATTING TEXT in WORD

1. **Insert a header and footer : Cut and paste the heading of the poem into the header.**

Cmd/X to cut the text : View/Header and Footer; Cmd/V to paste the text in the header. Repeat this to cut and paste the authors name into the Footer.

2. **Modify the heading text to enlarge it and to change the font and the colour.**
Close the Header and Footer.

3. **Highlight the body of the text. Format/Paragraph** – change the line spacing from single to 1.5 lines.

4. **Format Borders and Shading. Page Border** – chose a suitable border the page of this text.

5. **Google Image search** : Use the keywords ‘toy box’ and chose an image that you think suits the text. Copy and paste the image into the text. Select the image and wrap the text through the image. Resize them image to a suitable size.

6. Copy and paste the web address into the body of the text for the image. Highlight the weblink and resize to 9. Locate the weblink under the image as a reference.

7. Double click the image and chose a frame for the image to enhance it.

8. If there is room on the page repeat the Google image search for one of the toys mentioned in the text. Repeat the copy and paste, wrap text, resize and add a frame. Don't forget to copy and paste the weblink as a reference.

9. **E**nlarge the first letter of each line of the text and change the font of this letter only and Bold this letter.

10. Change the colour of the word **toy** each time it appears in the body of the text and bold the word **toy**.