**Microsoft Word Exercise 3**

New Skills Reinforced:

**In this activity, you will practice how to:**

1. Format page orientation.

2. Vertically center align text on a page.

3. Insert and format page borders.

4. Insert a clip art image and change text wrapping of the image.

*New Skills will be marked with a:*

**Activity Overview:**

There are many reasons why you may want to change the layout or orientation of your page. Text may fit better or graphics may be more appealing to the eye if your page is printed in landscape. Similarly, centering text vertically on the page may also add to its appearance. Inevitably, there will be times when you will need to alter the page setup in Word. In this activity, you will vertically and horizontally center some song lyrics in a document.

Instructions:

1. **Open** LYRICS from the email your teacher sent you.

2. **Select** all text and **center**.

3. Change the **page orientation** to **landscape**.

4. Change the **vertical alignment** of the page to **center**.

5. Add a **line style page border**; change the color and width of the line.

6. Select all text and **change font** and **font size** as you wish.

7. Select the title and artist and apply **bold**.

8. **Insert** an appropriate **clip art** image in the center below the song lyrics.

9. Change the **text wrapping** of the image to In Front of Text.

10. Insert a **header**: Name, Lyrics, Date

11. **Save** the document as **LYRICS** to your “My Documents” folder.

12. **Email a copy of the document to Mr Trevors - doug.trevors@nbned.nb.ca**