

Word Processing Tutorial – John Bunyan

Step 1. Input the text

open Microsoft Word and type the text below. Do not try to type the ¶ symbol – it is there to indicate where you should press Return.

John Bunyan¶

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Bedford is best remembered for its association with John Bunyan, one of the most celebrated writers of the seventeenth century. His book Pilgrim's Progress was written in Bedford County Gaol, where he was imprisoned for twelve years for his non-conformist beliefs. The book, a powerful allegory, has been translated into two thousand languages. It is said that in the days of westward expansion in the United States, early settlers often owned only two books, one being the Bible, and the other being Pilgrim's Progress.¶

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John Bunyan Museum¶

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The Bunyan Meeting House, which was founded in 1650, today includes a unique museum presenting the life, times and works of John Bunyan in an accessible and relevant manner.¶

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Bunyan Museum¶

Mill Street¶

Bedford¶

MK40 3EU¶

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Tel: (01234) 213722

Step 2. Format the text

Apply formatting to the text as indicated below. Remember to select a piece of text first before applying formatting and apply all the necessary formatting for that text before deselecting it.

Title "John Bunyan"	Bold; size 36 point; Copperplate Gothic; colour maroon.
Paragraph beginning "Bedford is best..."	Size 18 point; Font Times New Roman; colour grey.
Sub heading "John Bunyan Museum"	Bold; size 20 point; Font Arial; any colour you consider appropriate.
Paragraph beginning "The Bunyan Meeting..." and also the address and telephone number.	Size 14 point; Font Arial; any colour you consider appropriate.
The words Pilgrim's Progress each time they occur.	Italics.

Step 3. Insert and position the picture

Move the cursor to the start of the paragraph beginning “Bedford is best...”.

Click **Insert** (in the menu bar), point to **Picture** in the menu and click on **From File** in the sub menu.

You are looking for a file called “Bunyan.jpg”. It should be in the My Documents folder and within the sub folder called My Pictures. If you cannot find it in the My Pictures folder your tutor should have the file on a CD or diskette.

When you have found the file click on its name and click the button labelled “Insert”.

If you have done the above correctly the image should now be visible in your document.

Now double click on the image. A window titled “Format Picture” should appear. Click once on the tab labelled “Layout”. you will see five image icons – click on the one labelled “Tight” then click OK.

Selecting the Tight option now enables you to move the picture anywhere you like in your document. You can move the picture by pointing to it, holding down the left mouse button and dragging it to the appropriate position.

Step 4. Justify and indent text and apply border

Justified text is text which is displayed with both its left and right edges straight.

Select the “Bedford is best...” paragraph and apply justification by clicking once on the justify button in the Formatting toolbar.



Now select the section beginning “John Bunyan Museum” and ending with the telephone number.

Indent this selection by clicking once on the indent button in the Formatting toolbar.



With this section still selected click **Format** (in the menu bar) and click **Borders and Shading**. Click on the image button labelled “Box” then click OK.

The text in the second part of your document should now have a border and be indented.

Step 5. Experiment

Experiment by trying any other enhancements you consider appropriate.

JOHN BUNYAN

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John Bunyan Museum

The Bunyan Meeting House, which was founded in 1650, today includes a unique museum presenting the life, times and works of John Bunyan in an accessible and relevant manner.

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