

Word Processing Tutorial – The Muses

In this exercise you will:

- input text
- centre text
- change colour, font and font size
- convert lines to a bullet list.

Note

With text which is formatted, e.g. using colours, font styles and bullet lists it is usually preferable to type the text plain and apply the formatting afterwards. That method is used in this exercise. Follow the instructions below.

Step 1 Open Microsoft Word.

Step 2 Open a new blank document. To do this open the File menu, click New then select Blank document in the Task Pane on the right of the work area.

Step 3 Type the following title:

The Muses

Step 4 Press Return twice then type the following paragraph:

The nine Muses are the Greek goddesses who preside over the arts and sciences and inspire those who excel at these pursuits. Daughters of Zeus, king of the gods, and Mnemosyne, they were born at Pieria at the foot of Mount Olympus.

Step 5 Press Return two more times then type the following list, pressing Return after each line:

Calliope, epic poetry
Clio, history
Erato, love poetry
Euterpe, music
Melpomene, tragedy
Polyhymnia, sacred poetry
Terpsichore, dancing
Thalia, comedy
Urania, astronomy





Step 6 Now add a final paragraph.

It was common for a school or academy in ancient Greece to have a shrine dedicated to the Muses called a "mouseion", the source of the modern word "museum". The famous Museum of Alexandria was a temple of the Muses. Before poets or storytellers recited their work, it was customary for them to invoke the inspiration and protection of the Muses.

Step 7 Select (highlight) the title line and apply the following formatting:


Note

Do not remove the selection highlight until you have applied all the formatting effects.

- Centre the line. To do this click the centre text button in  the Formatting toolbar.
- Apply Bold to the text. To do this click the **B** in the Formatting toolbar.
- Change the font size to 36 point. Use the drop down box  in the Formatting toolbar.
- Change the font to *Georgia*. To do this select  Georgia in the drop down font box in the Formatting toolbar. (If you do not have *Georgia* in your font list choose any you feel appropriate.)
- Change the colour of the text using the Font Colour  button in the Formatting toolbar. Choose any colour you feel appropriate.

Step 8 Select the first paragraph and change the text to Arial size 16, colour mid-grey. Then do the same for the last paragraph.

Step 9 Select all of the lines of the list of Muses and apply the following formatting.

- Switch on Bullet List. To do this click the Bullet List  button in the Formatting toolbar.
- Change the font to *Lucida Calligraphy*, the size to 20 point, and change the colour to one you feel appropriate. You may select another font if you do not have *Lucida Calligraphy* in your font list.

The Muses

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- *Erato, love poetry*
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