

Word Processing Tutorial – Sgt. Pepper

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.

The Beatles¶
¶
Sgt. Pepper’s Lonely Hearts Club Band¶
¶
¶
Side 1¶
¶
Sgt. Pepper’s Lonely Hearts Club Band¶
With A Little Help From My Friends¶
Lucy In The Sky With Diamonds¶
Getting Better¶
Fixing A Hole¶
She’s Leaving Home¶
Being For The Benefit Of Mr. Kite¶
¶
Side 2¶
¶
Within You, Without You¶
When I’m Sixty-Four¶
Lovely Rita¶
Good Morning, Good Morning¶
Sgt. Pepper’s Lonely Hearts Club Band (Reprise)¶
A Day In The Life¶
¶
¶
Before Sgt. Pepper, no one seriously thought of rock music as actual art. That all changed in 1967 when John, Paul, George and Ringo (with a little help from their friend, producer George Martin) created an undeniable work of art which remains, after 37 years, one of the most influential albums of all time.¶

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. The fonts, sizes and colours here are just suggestions; use your own ideas if you prefer.

First line “The Beatles”	Font Times New Roman; Bold; size 28 point; red;
Second line “Sgt. Pepper...”	Font Arial; Bold; 36 point; orange.
“Side 1” plus next seven song titles	Font Comic Sans MS; size 12; green.
“Side 2” plus remaining six song titles.	Font Comic Sans MS; size 12; maroon.
Final paragraph.	Font Garamond; size 16; blue.

Step 3: Insert and position the picture

Move the cursor to the start of the last paragraph.

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 “Pepper.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 “Square” then click in the radio button labelled “Left”.

The picture should now be automatically positioned to the right of the last paragraph.

Step 4: Convert the song titles to numbered lists.

Select the first seven songs: “Sgt. Pepper’s Lonely Hearts Club Band” up to and including “Being For The Benefit Of Mr. Kite”.

Convert to a numbered list by clicking on the Numbered list button in the Formatting toolbar.



Now select the remaining six song titles: “Within You, Without You” up to “A Day in the Life”.

Convert these to a numbered list in the same way.

Compare your results with the example on the next page.

Step 5: Experiment

Experiment by trying any other enhancements you consider appropriate.

The Beatles

Sgt. Pepper's Lonely Hearts Club Band

Side 1

1. Sgt. Pepper's Lonely Hearts Club Band
2. With A Little Help From My Friends
3. Lucy In The Sky With Diamonds
4. Getting Better
5. Fixing A Hole
6. She's Leaving Home
7. Being For The Benefit Of Mr. Kite

Side 2

1. Within You, Without You
2. When I'm Sixty-Four
3. Lovely Rita
4. Good Morning, Good Morning
5. Sgt. Pepper's Lonely Hearts Club Band (Reprise)
6. A Day In The Life



Before Sgt. Pepper, no one seriously thought of rock music as actual art. That all changed in 1967 when John, Paul, George and Ringo (with a little help from their friend, producer George Martin) created an undeniable work of art which remains, after 37 years, one of the most influential albums of all time.