Mr. Brandes

Computer 6

Format Text

Along Came Ruth

You step up to the platter

And you gaze with flaming hate

At the poor benighted pitcher

As you dig in at the plate.

You watch him cut his fast ball loose,

Then swing your trusty bat

And you park one in the bleachers-

Nothing’s simpler than that!

By Ford Frick

Directions to format

1. To whole page…
   1. After Spacing to 0 pt.
   2. All margins to 0.5
   3. Font: Times New Roman
   4. Font Size: 13
2. Title
   1. Bold
   2. Underline
   3. Italicize
3. Stanza 1
   1. Strikethrough
   2. Outline effect
   3. Highlight Yellow
   4. Double Space
4. Stanza 2
   1. Subscript “poor”
   2. Superscript “dig”
   3. Shadow Effect
   4. Font Color green
5. Stanza 3
   1. Reflection effect
   2. Center text
   3. Bullet Text
   4. Shade Light Blue
6. Stanza 4
   1. Glow Effect
   2. Right Justify text
   3. Number Text
   4. Place a Border around the stanza
7. In the “Page Layout Tab…
   1. Color the page a light color
   2. Place a border around the page
   3. Write your name as a watermark