Word Processing Exercise 2

Aligning Text

Use Line Spacing, Text Justification and Tab Stops to create the following document showing the acting biography of John Wayne. Use the following instructions:

- Centre the main heading.

- Set a RIGHT JUSTIFIED TAB STOP for the sub-headings.

- Set a LEFT JUSTIFIED TAB STOP for the actor's details.

- Set a LINE SPACING of 1.5 lines between each line of the biography.

Actor's Biography

Screen Name:	John Wayne
Real Name:	Marion Morrison
Born:	1907
Died:	1979
Films:	178
Leading Roles:	142
Oscars:	1