

1. (a) Create a folder named **Harper**. Type the document below exactly as it appears using a word processing package and save it as **MOCKING_BIRD** in the folder created. (8mks)

TO KILL A MOCKINGBIRD

To Kill a Mockingbird is primarily a novel about growing up under extraordinary circumstances in the 1930s in the Southern United States. In To Kill a Mockingbird, author Harper Lee uses memorable characters to explore civil rights and racism in the segregated Southern United States of the 1930s.

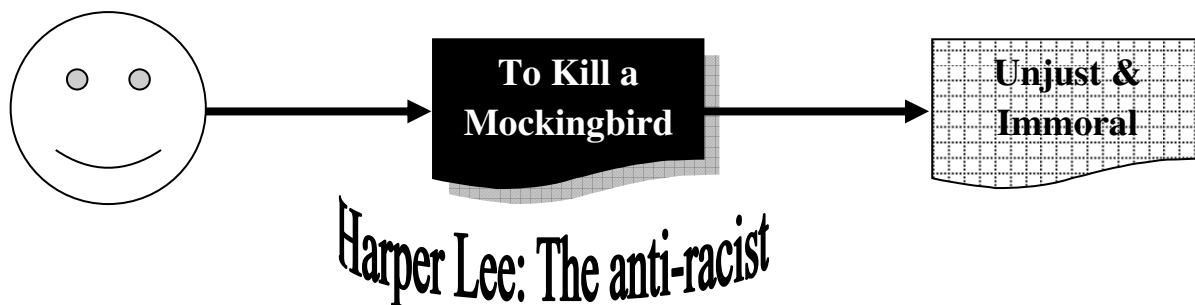
Told through the eyes of Scout Finch, you learn about her father Atticus Finch, an attorney who hopelessly strives to prove the innocence of a black man unjustly accused of rape; and about Boo Radley, a mysterious neighbor who saves Scout and her brother Jem from being killed.

The Three Most Important Aspects Of To Kill A Mockingbird:

The title of To Kill a Mockingbird refers to the local belief, introduced early in the novel and referred to again later, that it is a sin to kill a mockingbird. Harper Lee implies that it's unjust and immoral.

The events of To Kill a Mockingbird take place while Scout Finch, the novel's narrator, is a young child. But the sophisticated vocabulary and sentence structure of the story indicate that Scout tells the story many years after the events described, when she has grown to adulthood.

To Kill a Mockingbird is unusual because it is both an examination of racism and a bildungsroman. Lee examines a very serious social problem. Lee seamlessly blends these two very different kinds of stories.



- (b) Save a copy of the document created above as “MOCKING_BIRD 2” in the folder created in (a) above and use to answer parts (c) to (e). (1mrk)
- (c) (i) Insert a drop cap to the first letter of the first paragraph, dropping it by two lines. (2mks)
- (ii) Apply bullets to the paragraphs under the second heading. (3mks)
- (iii) Change the first paragraph under the first heading to three columns. (3mks)
- (iv) Format the heading “**TO KILL A MOCKINGBIRD**” as follows: (4mks)
- **Alignment:** Right
 - **Font type:** Arial black
 - **Font size:** 18
 - **Font style:** Underline
- (v) Proofread the document to correct spelling mistakes (1mrk)

- (vi) Set the page to A4 size, with the following margin specifications: (3mks)
- **Top:** 0.63"
 - **Bottom:** 0.6"
 - **Left:** 0.6"
 - **Right:** 0.63"
- (vii) Set the line spacing of the last two paragraphs starting with "To Kill a Mockingbird is unusual..." to 2.0. (2mks)
- (viii) Insert a header bearing your name and admission number. (2mks)
- (ix) Move the 1st paragraph under the second heading to come below the drawing. (2mks)
- (x) Set a hanging indent to the 2nd paragraph which starts with "To Kill a Mockingbird is unusual..." (2mks)
- (xi) Replace all words written "racism" with "racial discrimination" (2mks)
- (xii) Set the 1st paragraph which starts with "To Kill a Mockingbird is primarily a..." so as the text is aligned to the right. (1mk)
- (e) Automatically paginate the document using the format "page x of y" (1mk)
- (f) Apply a page border to the whole document with the following formats: (3mks)
- **Style:** Double line
 - **Border color:** Blue
 - **Border width:** 2¼pt
- (g) (i) Create a table at the end of the document created in (b) above and enter the following data (3mks)
- | BOOK_NO | BOOK_TITLE | AUTHOR | PRICE |
|---------|------------------------|----------------|--------|
| B0-02 | In Cold Blood | Truman capote | 875.00 |
| B0-09 | Roman Holiday | Gregory Peck | 955.00 |
| B0-03 | The catcher in the Rye | J. D. Salinger | 650.00 |
- (ii) Insert the title "RELATED BOOK NOVELS" as the first row of the table. Align the title to the center (2mks)
- (iii) Apply borders to the whole table (1mk)
- (iv) Using a formula, calculate the average cost of books in the table. (2mks)
- (h) Print the documents; MOCKING_BIRD and MOCKING_BIRD 2 (2mks)