

TP 01

- 1) Create a folder with your (group class first and last name) in the directory (My Documents).
- 2) Create the document (TP 2.doc) and put it in the (My documents\TP) folder.
- 3) Write this text:

The Fox and the Crow

Master Crow, perched on a tree,

Holding in its beak a cheese.

Master Fox, enticed by the smell,

He said something like this:

Hey ! hello, Mr. Crow.

How pretty you are! You look so gorgeous to me !

Without lying, if your prattling

Refers to your plumage,

You are the Phoenix of the hosts of these woods.

At these words the Raven does not feel joy;

And to show his beautiful voice,

He opens his beak wide, lets his prey fall.

The Fox seized it, and said: My good Sir,

Learn that every flatterer

Lives at the expense of the one who listens to it:

This lesson is certainly worth a cheese.

The Raven, ashamed and confused,

Swore, but a little late, that he wouldn't be taken there again.

And yes, that's the moral of the story!

Jean de la Fontaine

- 4) using the font menu and the paragraph menu on the home tab:
 - a. Select and change all your text to Times New Roman font.
 - b. Set the title to font size 14, and the color red.
 - c. Put in bold letters the names of animals, the title and the author of the fable.
 - d. Italicize the word cheese and underline the word Phoenix.
 - e. Highlight the verbs.
 - f. Center all your text using the (center text) button.
 - g. Delete the line (and yes, that's the moral of the story).
 - h. Format the last 3 lines as a bulleted list and align them to the left.
 - i. Align the paragraph (Jean de la Fontaine) to the right.
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