ACTIVITY 4: SONG LYRICS

Activity Overview:

There are many reasons why you may want to change the layout or orientation of your page. Text may fit better or graphics may be more appealing to the eye if your page is printed in landscape. Similarly, centering text vertically on the page may also add to its appearance. Inevitably, there will be times when you will need to alter the page setup in Word. In this activity, you will find your favorite song lyrics and vertically and horizontally center them in a document.

Instructions:

1. Go to a Web site similar to *www.lyrics.com* and print the lyrics to one of your favorite songs. Do not copy and paste the song lyrics.

   Note: Your song's lyrics must be classroom appropriate. Obtain instructor approval before selecting and printing the song lyrics.

2. Open a NEW document in Word.

   Note: Unless otherwise stated, the font should be set to Times New Roman, the font size to 12 point.

3. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.

4. Starting on the first line of the document, type the title of your selected song.

5. On the second line, type the artist of your selected song preceded by the word "By."

6. Center align and bold the title and the artist.

7. Skip one line and type only the chorus (not the entire song) of the song into your document.

8. Center align and italicize the chorus.

NEW SKILL ▶ 9. Change the page orientation to landscape.

NEW SKILL ▶ 10. Add a picture of the artist or album cover anywhere on the page to enhance the document.

11. Carefully proofread the document for spelling, grammar, and accuracy.

12. Save the document as First & Last Name, Lyrics

13. Email file to your instructor. Subject line should be the same as your document name.

Word It!