Directions: Download the file *Mentally Strong People* from my website. Follow the instructions below.

1. Click below the instructions and insert the text from the file, *Mentally Strong People*.

Use Find and Replace to make the word *Mentally* size 12, red, and italic.

1. Open the Clipboard launcher. Select the last paragraph entitled “Expect Immediate Results” and cut it.
2. Select the new last paragraph entitled “Feel the World Owes Them Anything” and cut it.
3. Click after the paragraph entitled “Dwell on the Past” and paste the “Expect Immediate Results” paragraph using the Clipboard. Return down the paragraph if necessary so it lines up.
4. Click after the paragraph entitled “Give Away Their Power” and paste the “Feel the World Owes Them Anything” paragraph. Return down the paragraph if necessary so it lines up.
5. Close the Clipboard window.
6. Go to the File tab - Options - Proofing - AutoCorrect Options - AutoCorrect tab and verify teh will be replaced with the.
7. Click the show/hide button and if there are blank lines after the paragraphs you pasted earlier, delete the paragraph marks to get rid of the extra line. Turn on the show/hide button.
8. Go to More Symbols and then click the Special Characters tab. Insert the © Copyright symbol before and after the title.
9. Select the heading “Waste Time Feeling Sorry for Themselves.” Change it to size 14, Blue, and Underline. Use Format Painter to change the rest of the headings to the same format.
10. Highlight all text and go to the Page Layout Tab. In the Paragraph group, change the Before Spacing to 6 pt.
11. Highlight all text and select the Heading 2 Style from the Styles group on the Home tab.
12. You don’t like the new style. Undo the change made in step 13.
13. Highlight the title line. On the Insert tab in the Text group, select Word Art and then click the second choice in the bottom row.
14. Click before the W in the word Waste in the heading for the first paragraph. Insert a Continuous Section Break by going to the Page Layout tab, clicking Breaks, and then Continuous.
15. Highlight all the text below the title. Go to the Page Layout tab and set Columns to Two.