Exercise for word processing

1. Correct the mistakes.
2. Use the Arial font, size 13.
3. Set the title bold and in all caps, font size 17 pt.
4. All paragraphs are justified. Set the spacing to 12 pt. before and after and the line spacing to 1.5.
5. Make Colorado river underlined (in the fourth paragraph).
6. Use margins of 3 cm on each side of page.
7. Type your name into the header on the right side in italics.
8. Set the source links italic.

United States of America – Grand Canyon

The immense and colourful Grand Canyon is valued worldwide as one of the Earth’s most powerful and inspiring scenic landscapes, offering people enriching opportunities to explore and experience its wild beauty in both vast and intimate spaces.

Water is the lifeblood of Grand Canyon — a force of erosion, a sustainer of scarce riparian habitat in a desert environment, a spiritual element for native peoples, a provider of recreation, and a central factor in the exploration, development, and politics of the American West.

The Colorado River and other erosional forces sculpted the southern edge of the Colorado Plateau to form the Grand Canyon, revealing a beautiful sequence of rock layers that serve as windows into time.

Extreme changes in elevation, exposure, and climate in the Grand Canyon support a remarkable range of biotic communities in unusual proximity; a relatively undisturbed ecosystem that allows natural processes to continue, providing sanctuary for present and future life.

Grand Canyon has sustained people materially and spiritually for thousands of years – wider recognition of its value led to its designation as a national park and world heritage site; however, continuing threats to its preservation generate dialogue about our need and responsibility to conserve our local and global environment.

Grand Canyon remains a homeland and a sacred place to a number of American Indian cultures, a point of emergence for some, offering us an opportunity to consider the powerful and spiritual ties between people and place.

https://www.nps.gov/grca/learn/historyculture/interp\_themes.htm (01.03.2018)