

# Word Processing Exercise 2

---

## Aligning Text

Use Line Spacing, Text Justification and Tab Stops to create the following document showing the acting biography of John Wayne. Use the following instructions:

- Centre the main heading.
- Set a **RIGHT JUSTIFIED TAB STOP** for the sub-headings.
- Set a **LEFT JUSTIFIED TAB STOP** for the actor's details.
- Set a **LINE SPACING** of 1.5 lines between each line of the biography.

Actor's Biography	
Screen Name:	John Wayne
Real Name:	Marion Morrison
Born:	1907
Died:	1979
Films:	178
Leading Roles:	142
Oscars:	1