

1. Retrieve RAPE CRISIS1 (EXERCISE 6) from your period folder in Drive P.
2. Change the Exercise number in the header to Exercise 7A.
3. Make necessary changes as indicated in the text.
4. Insert new paragraphs and number and indent the paragraphs correctly.
5. Change the left margin of the whole document to 1.5".
6. Save the document as RAPE CRISIS2 in your period folder ON Drive P.

Center the heading

RAPE CRISIS IN SOUTH AFRICA

Left align the sub heading

Practical suggestions

Many people think that most rapes are committed by strange men outside of the home. This is not true. Many rapes occur in the home, and they are often committed by men known to the rape survivor.

Although we give some suggestions here to help you protect yourself against rape, each person can only behave in a way that seems best in the situation. What helps one person might not help another. There are no right or wrong responses; often acting on instinct is the best response. If you sense trouble, trust your instinct. Rape is never the survivor's fault, even if these suggestions are not followed.

Always try to walk with confidence as though you know where you are going, and observe people who are near you or who are approaching you. Walk in the company of friends, if you are able to. Do not accept drinks from strangers and watch who pours your drinks. If you think you are being followed, trust your instinct. Walk faster, change direction and if necessary go to the nearest house or shop for help. If you think you are in danger, try to scream as loudly as possible. Many attackers are frightened off by a loud noise. Lobby your local council for good street lights street and safe public transport.

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Rape is never the survivor's fault.
Rapists make the choice to rape and they are to blame.

Change to s/s

Divide the paragraph in separate sentences and form new paragraphs as indicated.
Number the paragraphs in correct numerical order and indent correctly.

EXERCISE 7B

1. Retrieve Exercise 7A and change the Exercise number in the header to Exercise 7B.
2. Replace the numbers with bullets and indent correctly.
3. Centre the text on page 2 horizontally and vertically.
4. The text on page 2 must be bold, underline, Font Comic Sans MS, size 16.
5. Change both the left and right margins of page 2 to 2".
6. Insert page numbers, bottom right on each page.
7. Save the document as RAPE CRISIS3.