

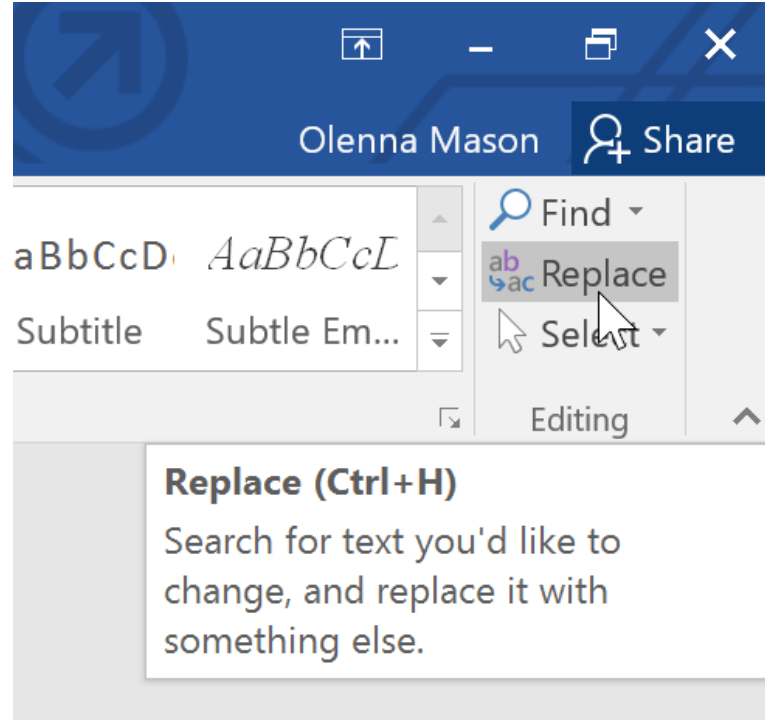
COMPILED BY HOWIE BAUM

**TO REPLACE TEXT** - At times, you may discover that you've made a mistake repeatedly throughout your document—such as misspelling a person's name—or that you need to exchange a particular word or phrase for another.

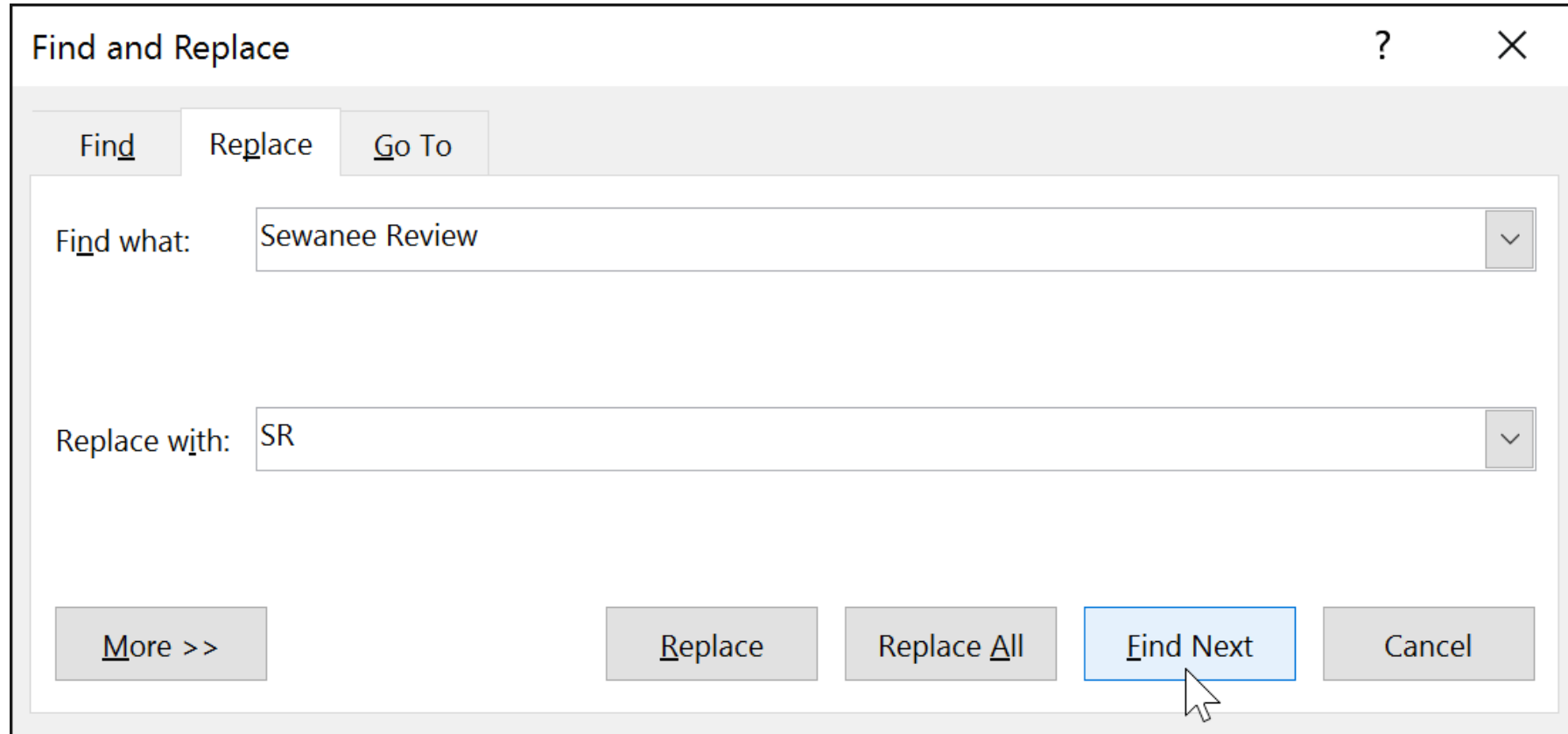
You can use Word's **Find and Replace** feature to quickly make revisions.

In our example, we'll use Find and Replace to change the title of a magazine – **Sewanee Review** so it is abbreviated as **SR**.

From the **Home** tab, click the **Replace** command which is all the way on the right side of the Ribbon. Alternatively, you can press **Ctrl+H** on your keyboard.

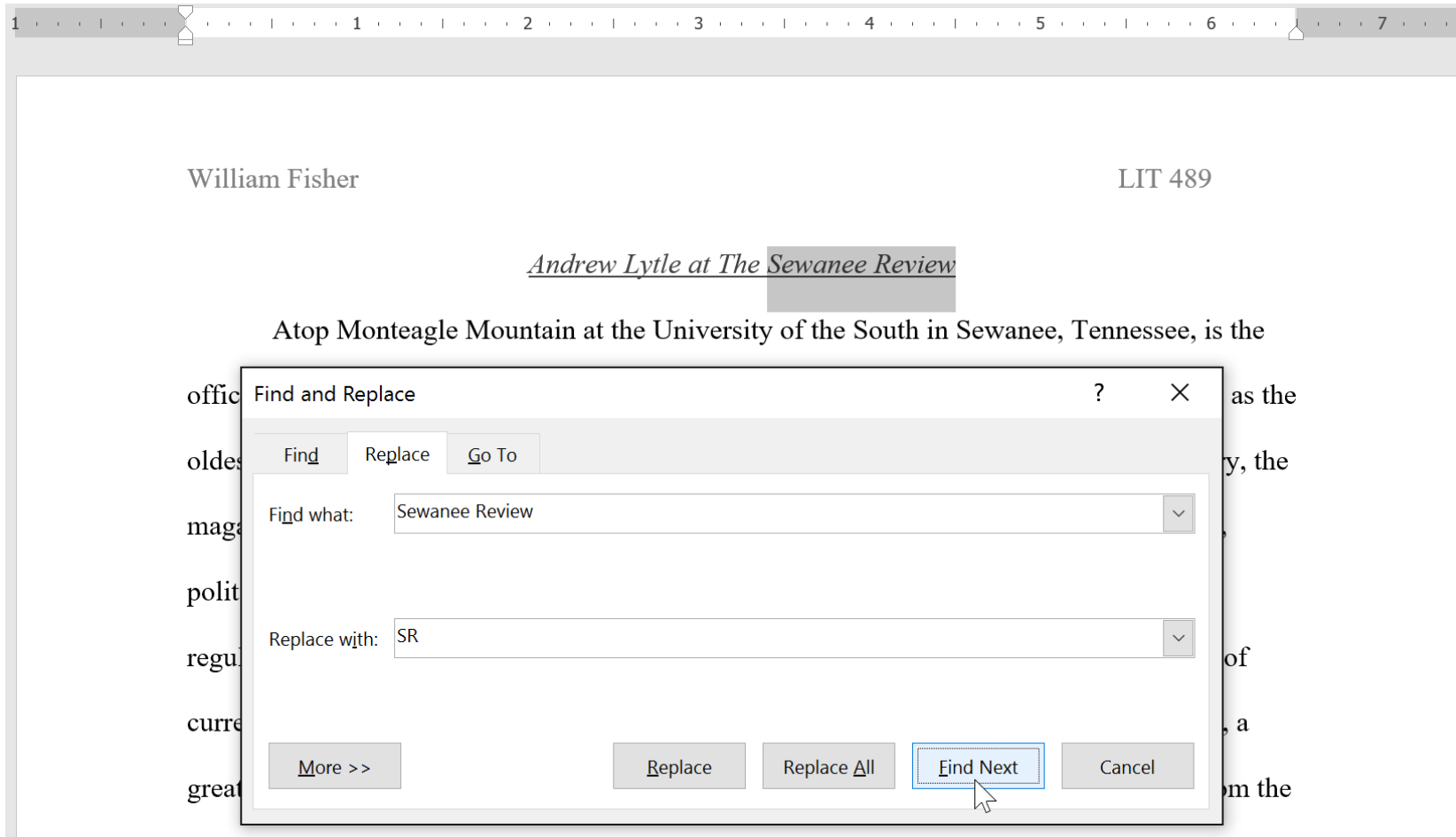


- 2) The **Find and Replace** dialog box will appear.
- 3) Type the text you want to find in the **Find what:** field.
- 4) Type the text you want to replace it with in the **Replace with:** field. Then click **Find Next**.



5) Word will find the first instance of the text and **highlight** it in gray.

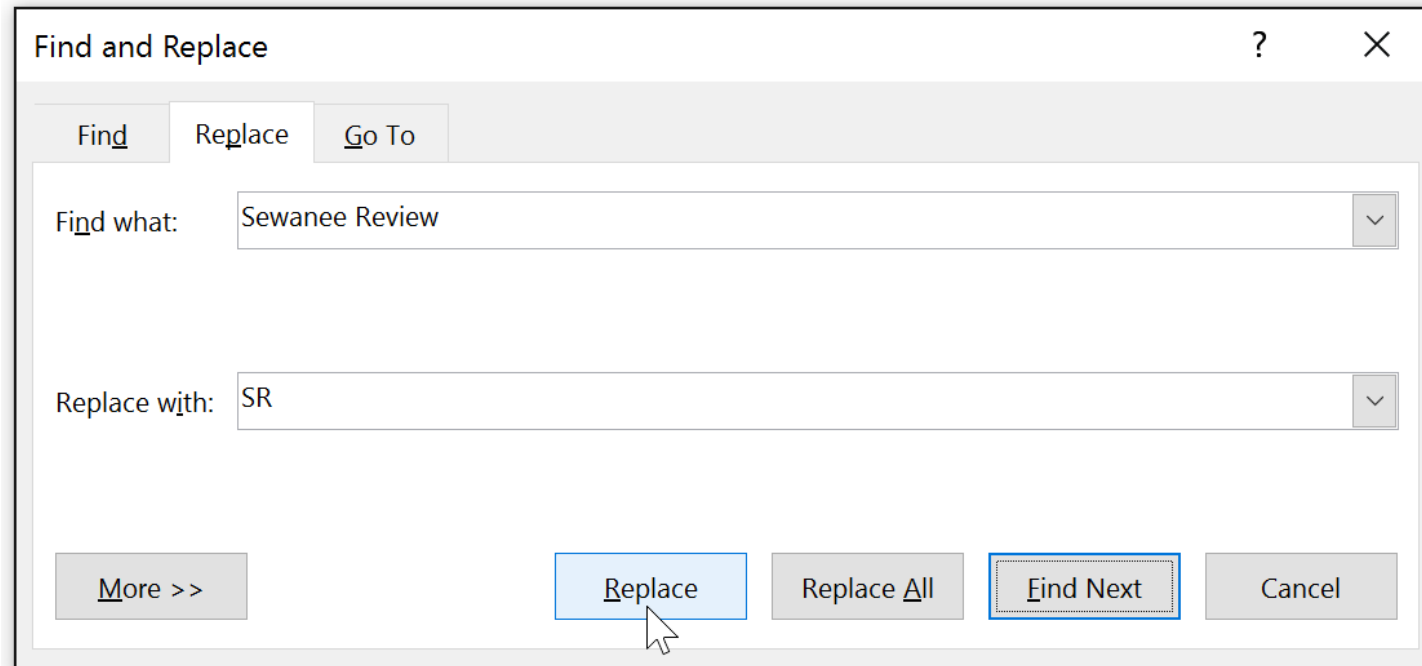
6) **Review** the text to make sure you want to replace it. In our example, the text is part of the title of the paper and does not need to be replaced. We'll click **Find Next** again to jump to the next instance.



7) If you want to replace it, you can click **Replace** to change individual instances of text.

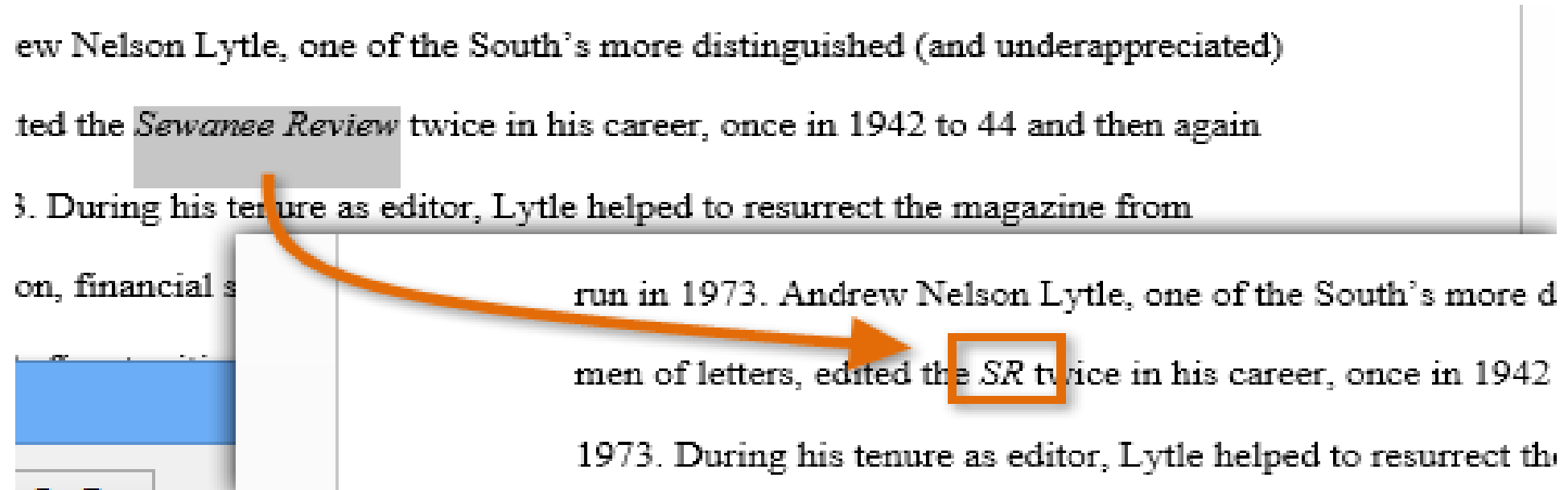
**Alternatively, you can click Replace All to replace every instance of the text throughout the document, at one time.**

Atop Monteagle Mountain at the University of the South in Sewanee, Tennessee, is the office of *The Sewanee Review*. Founded in 1892, the *Sewanee Review* (SR) has never missed an issue, distinguishing it as the oldest continuously published quarterly review in the United States. For its first half-century, the magazine existed as a general journal of the Humanities, featuring



8) The text will be replaced.

9) When you're done, click **Close** or **Cancel** to close the dialog box. For more search options, click **More** in the Find and Replace dialog box. From here, you can select additional search options, such as matching case and ignoring punctuation.



When it comes to using Replace All, it's important to remember that it could find matches you didn't anticipate and that you might not actually want to change. You should only use this option if you're absolutely sure it won't replace anything you didn't intend it to.

One additional helpful use of **Find and Replace** is if you find you have a lot of extra symbols or items in your document that got in there accidentally, and you want to remove them.

You were typing up a masterpiece about your life and after you went in the kitchen to make a sandwich and came back, you found out that your **CAT** had sat on the period key on your keyboard and made a big page of dots on one of the pages !!

**WHAT DO YOU DO NOW ?**



Watch the video below to learn more about using Find and Replace.

<https://www.youtube.com/watch?v=p3Ql9y3eEyo>

**Look at the item “Lots of dots from your cat...” in the Practice Documents folder and decide what to do that won’t cause a problem.**

# ZOOM

After you insert something, you may need a closer look at the details. So you'll definitely want to know where to find the zoom control.

Look in the lower-right corner. Drag the slider to the right to zoom in, and drag it to the left to zoom out, to temporarily change the size of your document.

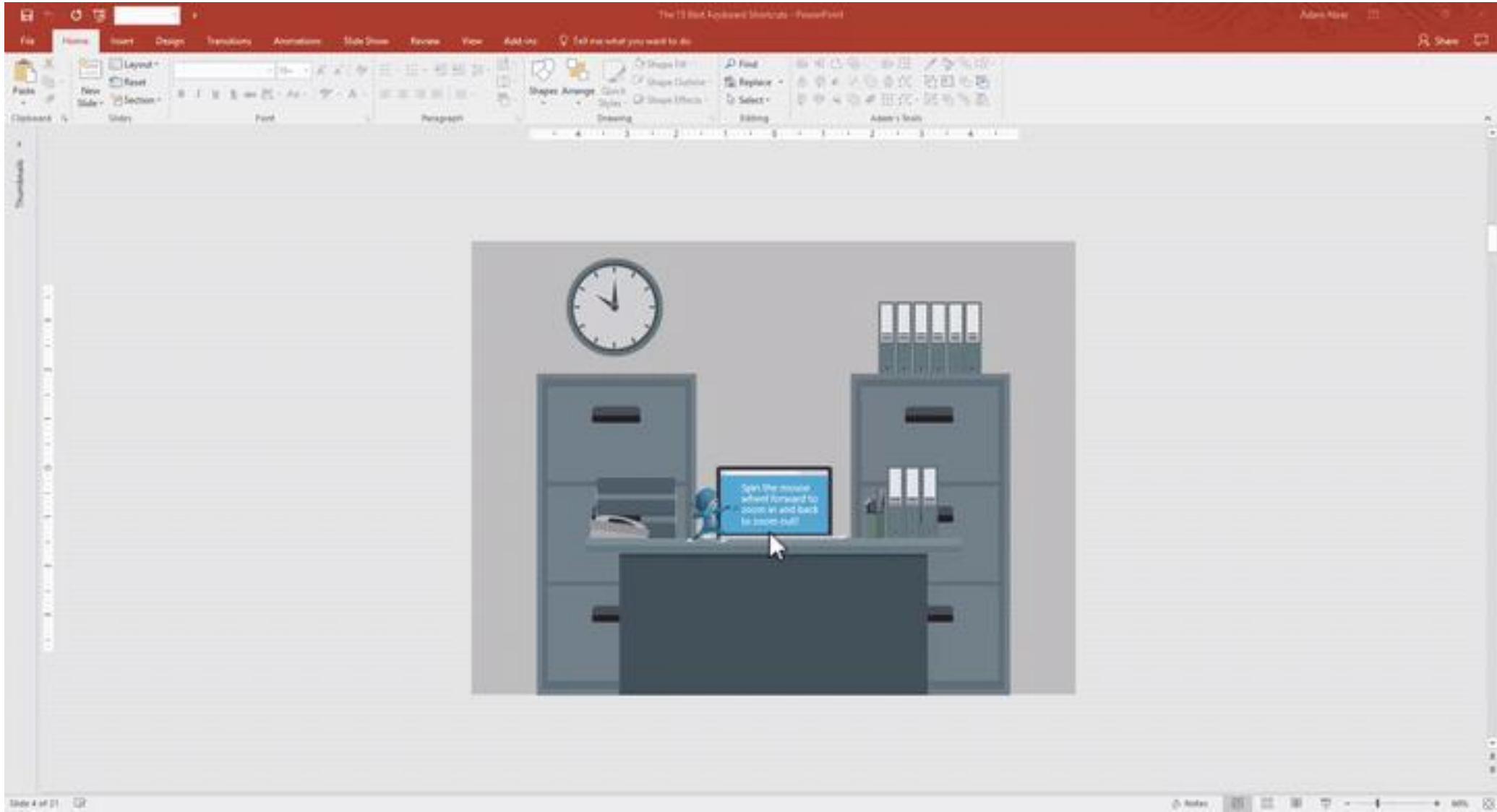
**Zooming in and out** - To zoom in or out, click and drag the **zoom control slider** in the bottom-right corner of the Word window. You can also select the **+** or **- commands** to zoom in or out by smaller increments. The number next to the slider displays the current **zoom percentage**, also called the **zoom level**.

rs of the time. Indeed, a great deal of the magazine's  
ed on its editors, without whom the *SR* would not have  
: excellent writers that have graced their pages during





Another easy way to enlarge text in a Word Processing or an Internet document, is to **hold down the Control (Ctrl) key and move your mouse wheel to either make it larger or smaller !!**



# HYPERLINKS

Adding **hyperlinks** (usually called links) to text can provide access to **websites** and **email addresses** directly from your document.

There are a few ways to insert a hyperlink into your document. Depending on how you want the link to appear, you can use Word's **automatic link formatting** or **convert text** into a link.

**The easiest way is to highlight and COPY the hyperlink from a web page or wherever it is. When you get to where you want it, click on the location with your mouse and then click PASTE.**

**NOTE: As an example of making a link active, if I do an Internet search for a website that has presentations about hyperlinks in MS WORD, the main one I found and use is:**

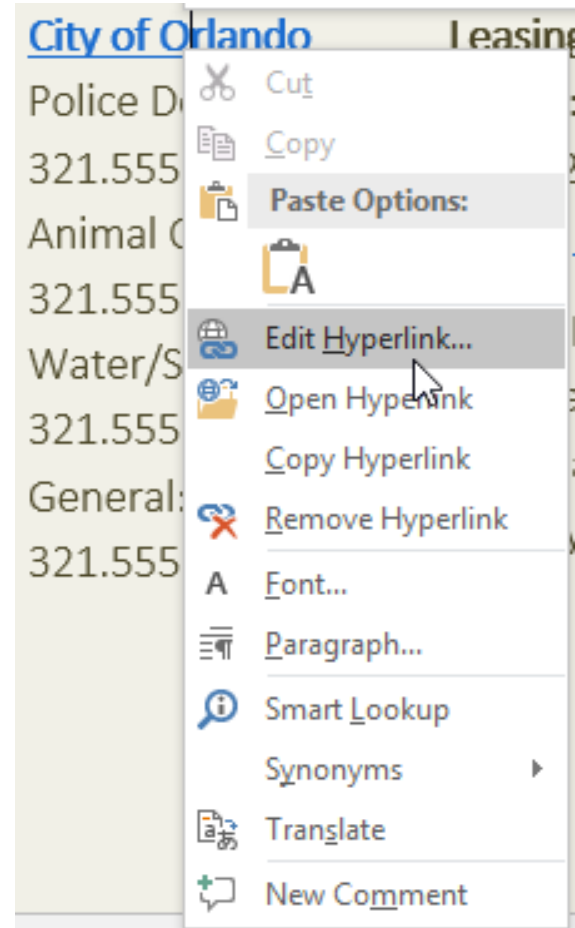
**<https://edu.gcfglobal.org/en/word2016/hyperlinks/1/>**

**Notice that it is all in black text and not in blue text with an underline, that shows it is not active. To make it active, all I have to do is to put the cursor at the end of the line and then tap on the Enter key, and it will turn blue, which makes it active:**

**<https://edu.gcfglobal.org/en/word2016/hyperlinks/1/>**

## Editing and removing hyperlinks:

Once you've inserted a hyperlink, you can right-click the hyperlink to **edit**, **open**, **copy**, or **remove** it.



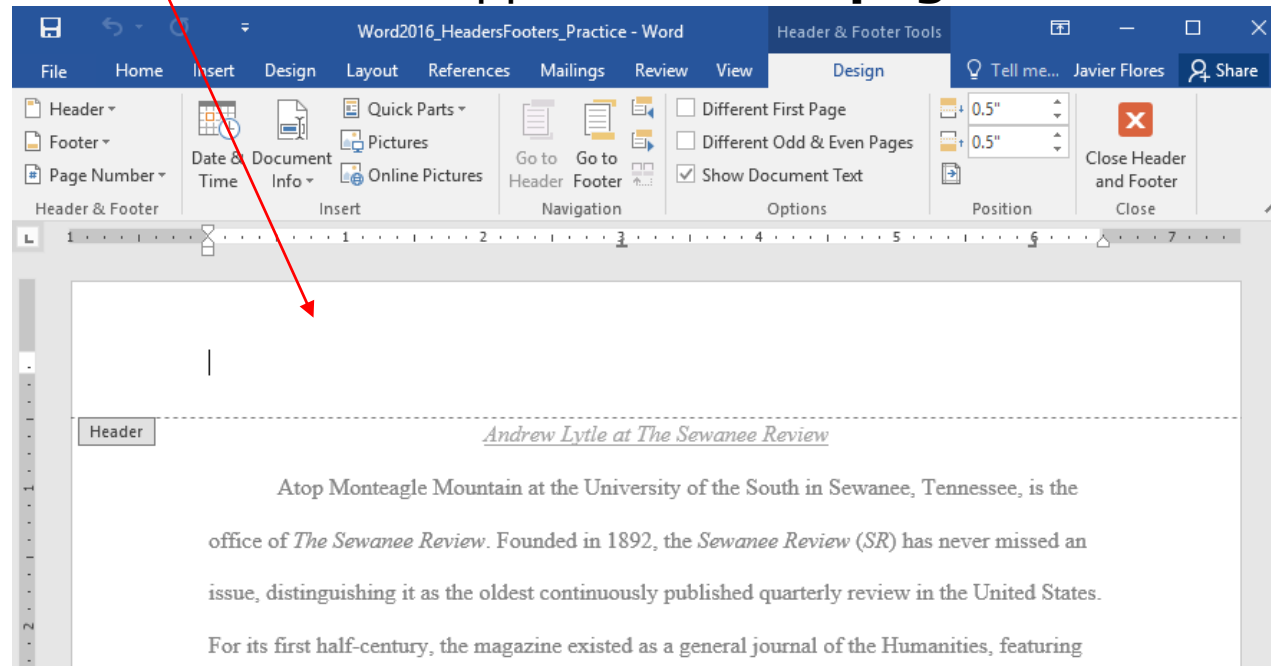
# HEADERS AND FOOTERS

The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the **bottom margin**.

**We don't see them until we Double Click at the top or bottom of our document and then both of them appear.**

Headers and footers generally contain additional information such as **page numbers, dates, an author's name, and footnotes**, which can help keep longer documents organized and make them easier to read.

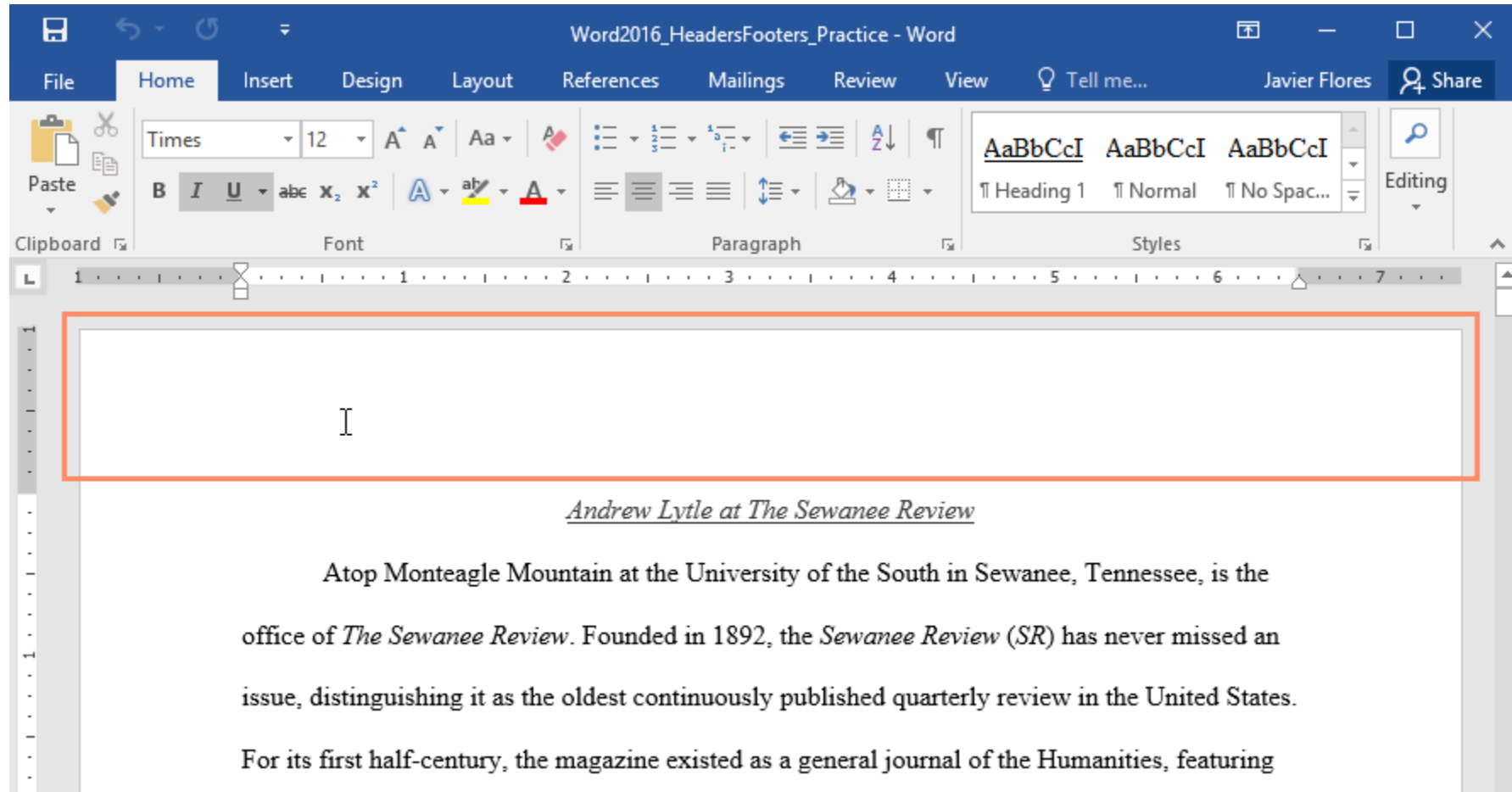
Text entered in the **header** or footer will appear on **each page** of the document.



## TO CREATE A HEADER OR FOOTER:

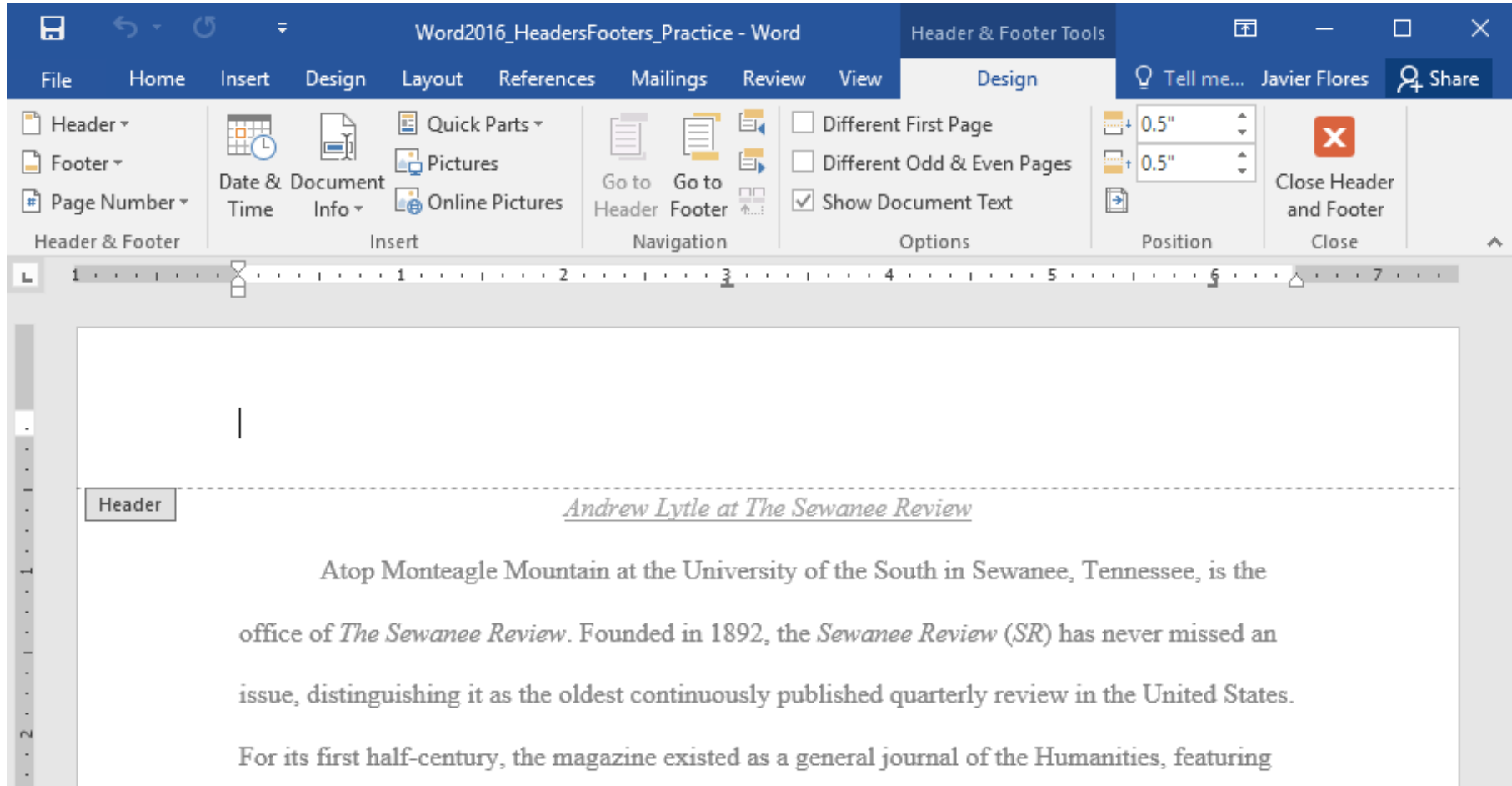
In our example, we want to display the author's name at the top of each page, so we'll place it in the header.

**1)** Double-click anywhere on the **top or bottom margin** of your document. In our example, we'll double-click the top margin.

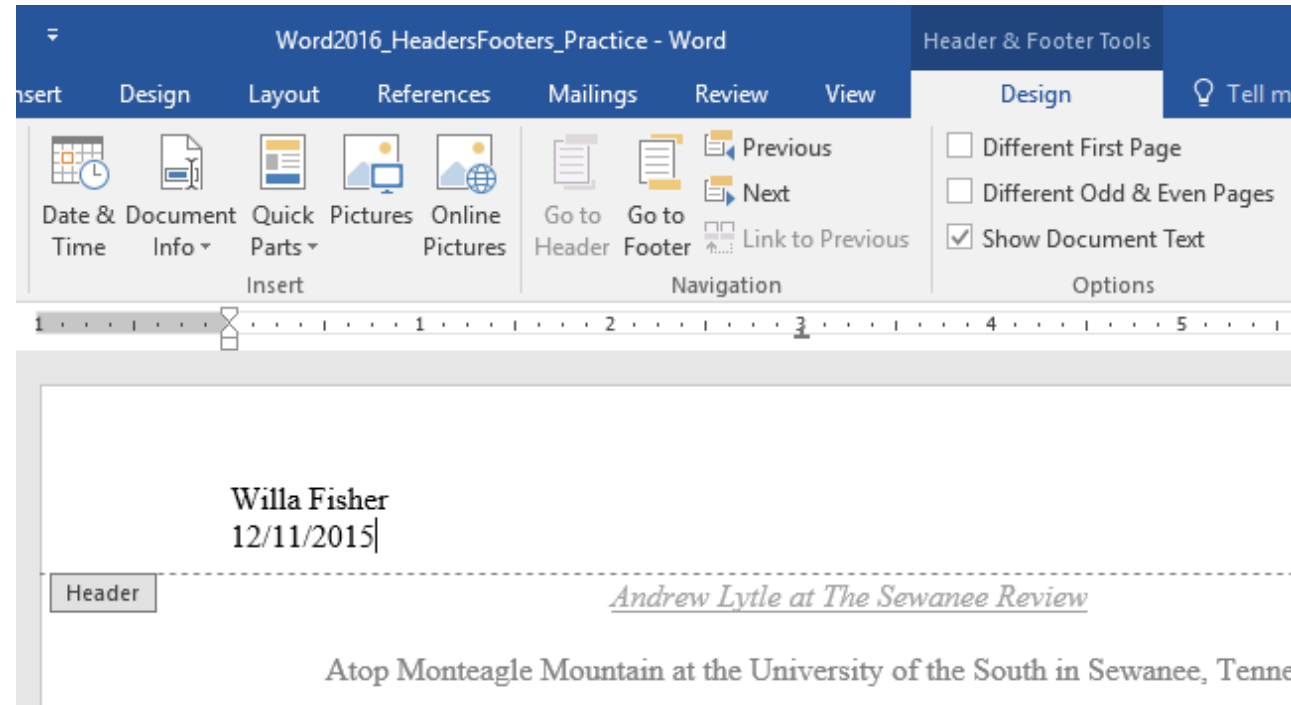


2) The header or footer will open, and a **Design** tab will appear on the right side of the **Ribbon**.

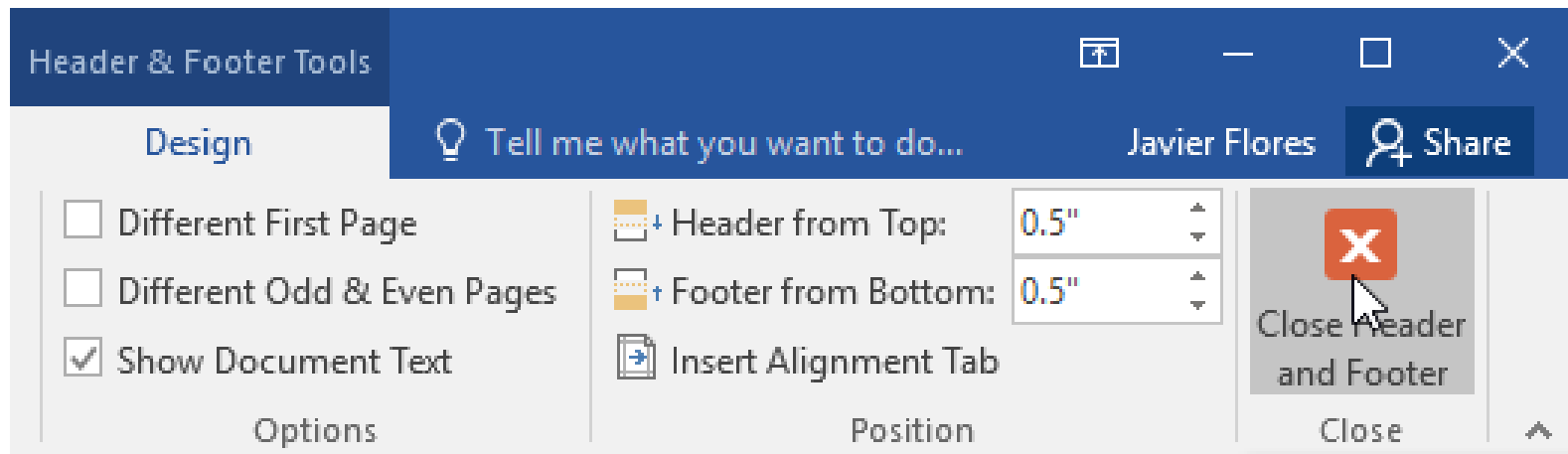
The insertion point will appear in the header or footer.



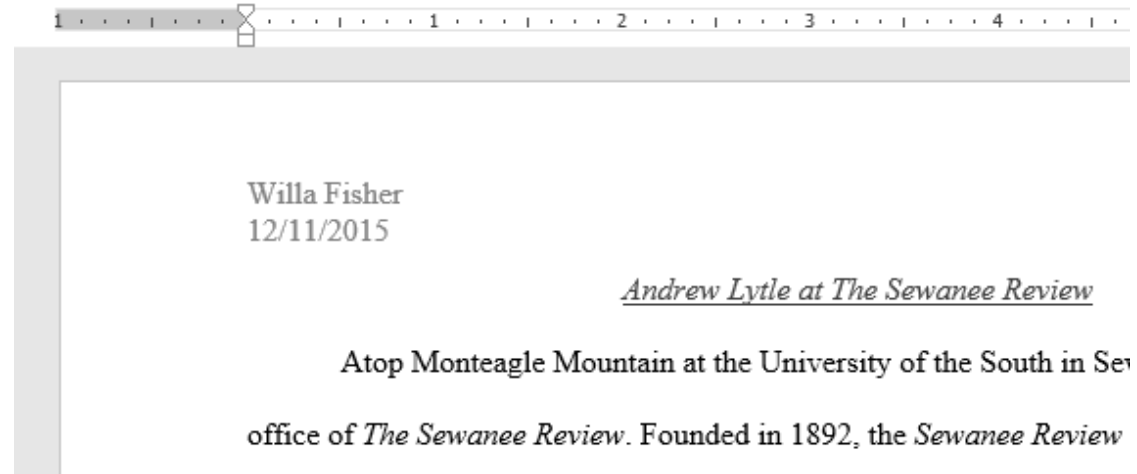
**3)** Type the **desired information** into the header or footer. In our example, we'll type the author's name and the date.



**4)** When you're finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.



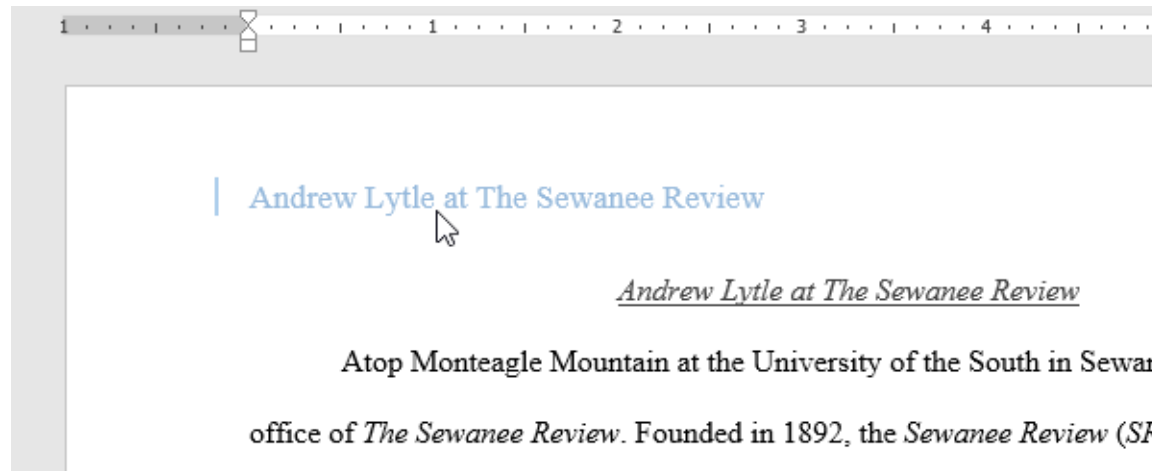
5) The header or footer text will appear.



## EDITING HEADERS AND FOOTERS

After you close the header or footer, it will still be visible, but it will be **locked**.

Simply double-click a header or footer to **unlock** it, which will allow you to edit it.



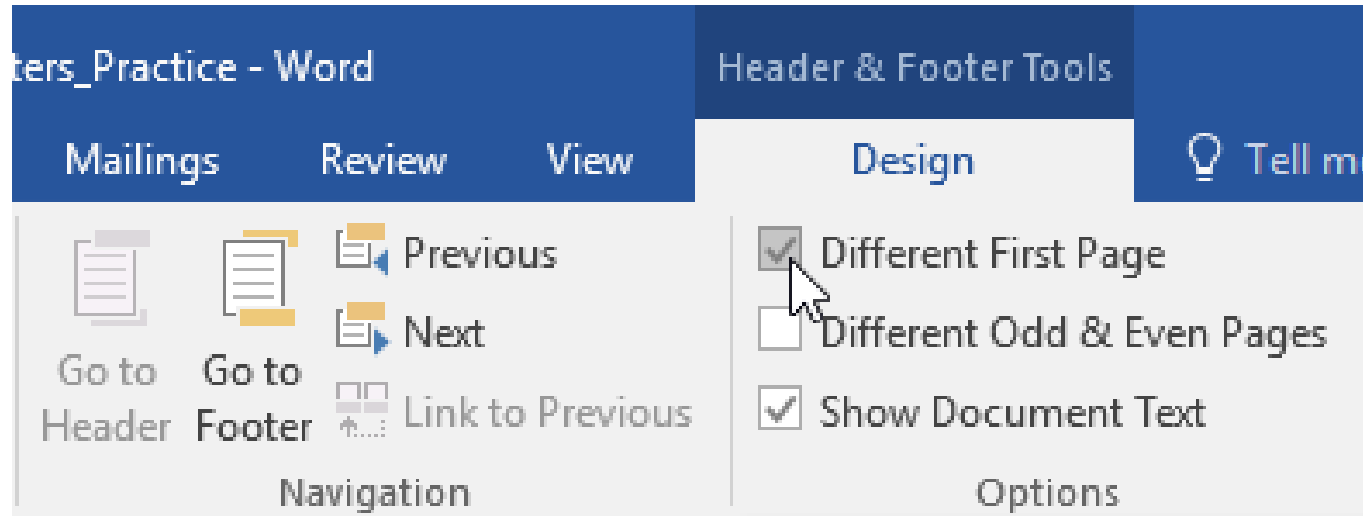


## Design tab options

When your document's header and footer are unlocked, the **Design** tab will appear on the right side of the Ribbon, giving you various editing options:

**Hide the first-page header and footer:** For some documents, you may not want the first page to show the header and footer, like if you have a cover page and want to start the page numbering on the second page.

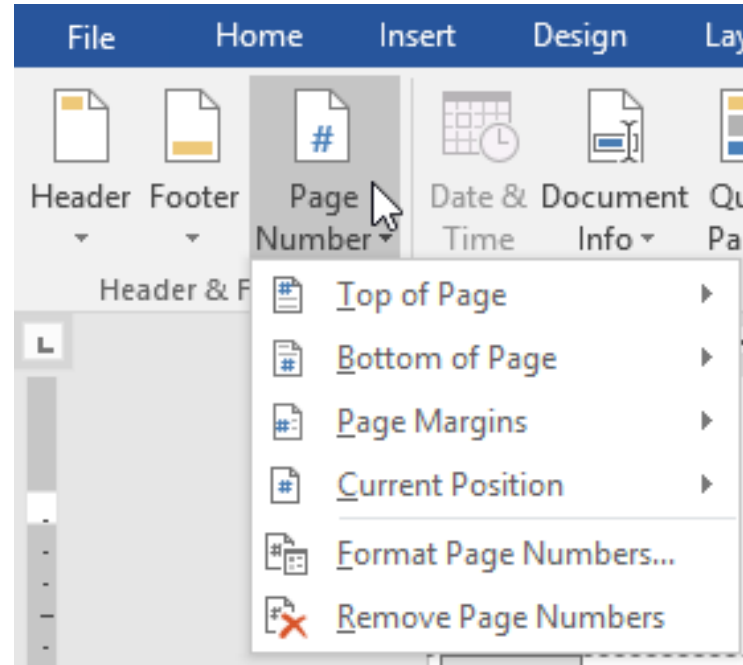
If you want to hide the first-page header and footer, check the box next to **Different First Page**.



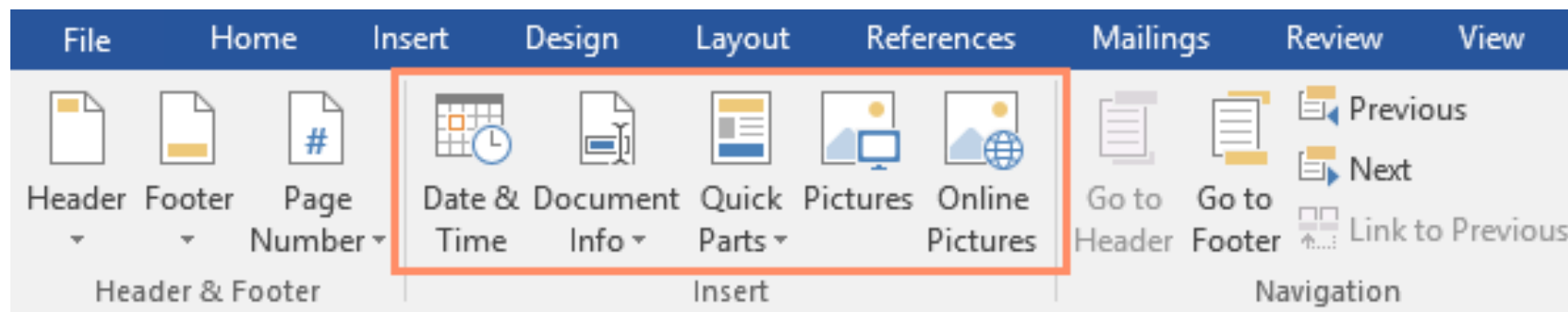
**To remove the header or footer:** If you want to remove all of the information contained in the header or footer, go to either one, highlight the text and touch the delete key.

# AN INTRODUCTION TO PAGE NUMBERING

You can automatically number each page with the Page Number command, in the **INSERT** Tab.



**Additional options:** With the commands available in the Insert group, you can add the **date and time**, **document info**, and more to your header or footer.

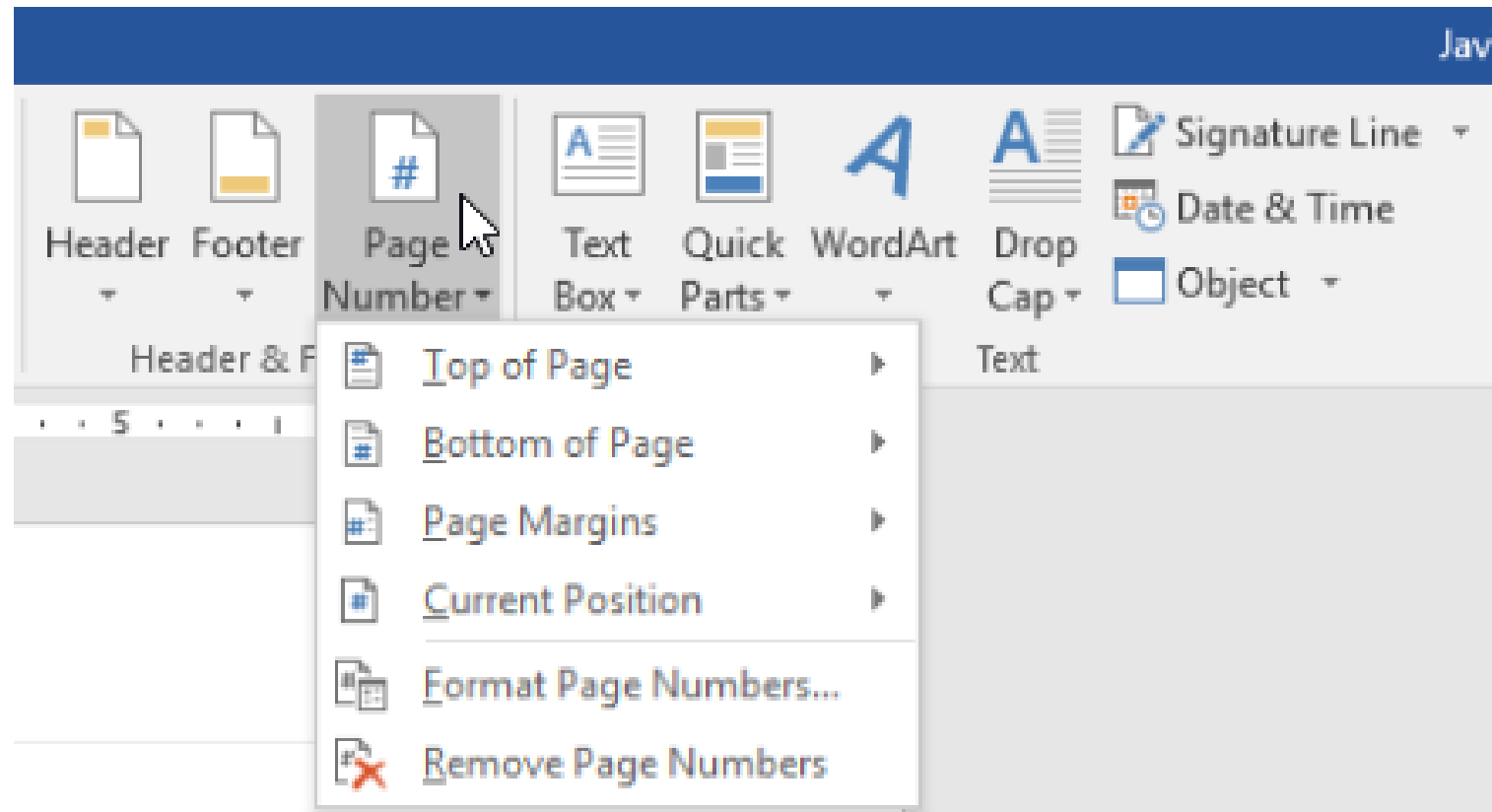


**Page numbers** can be used to automatically number each page in your document.

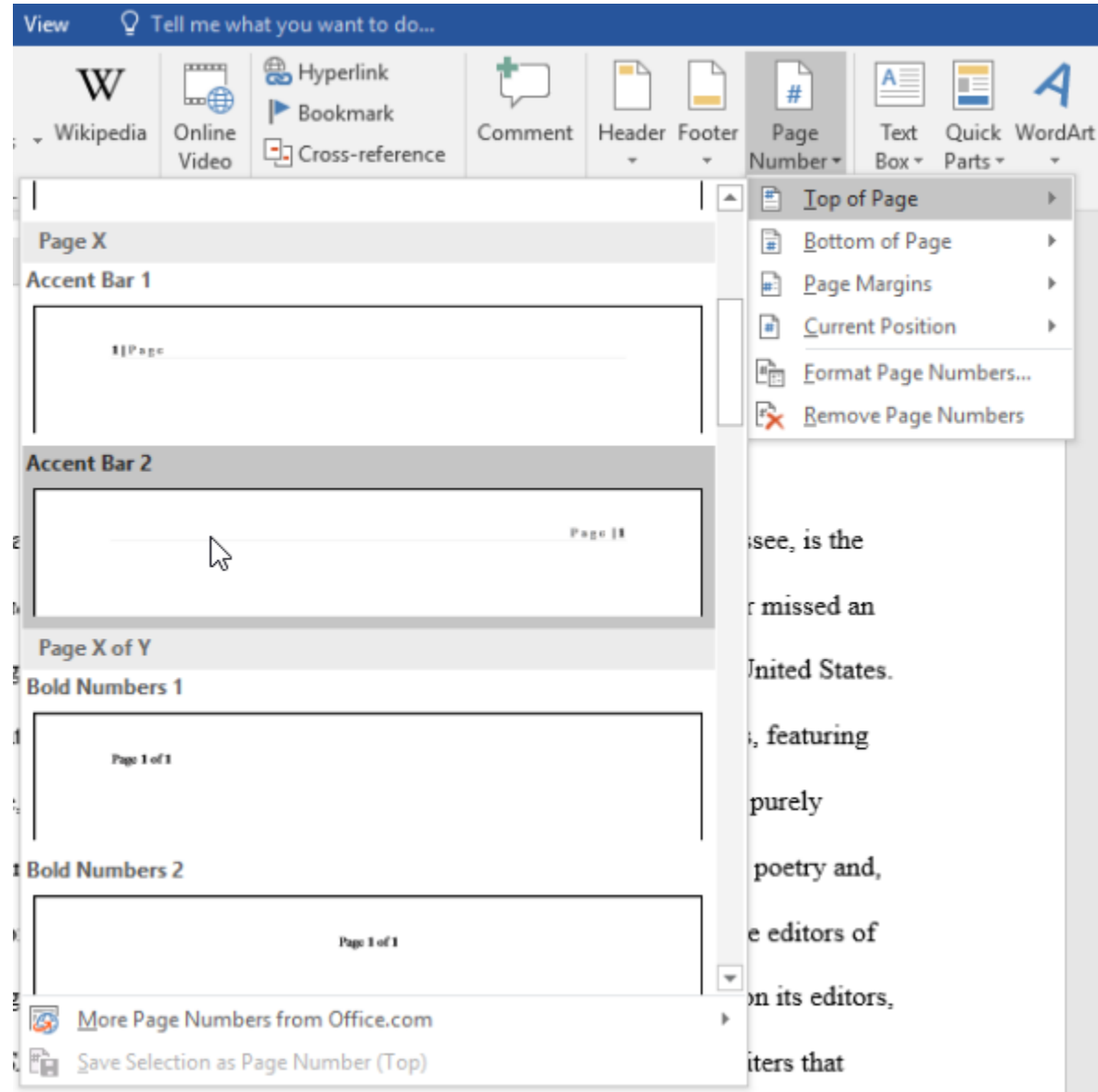
Word can automatically label each page with a page number and place it in a header, footer, or side margin.

**If you have an existing header or footer, it will be removed and replaced with the page number.**

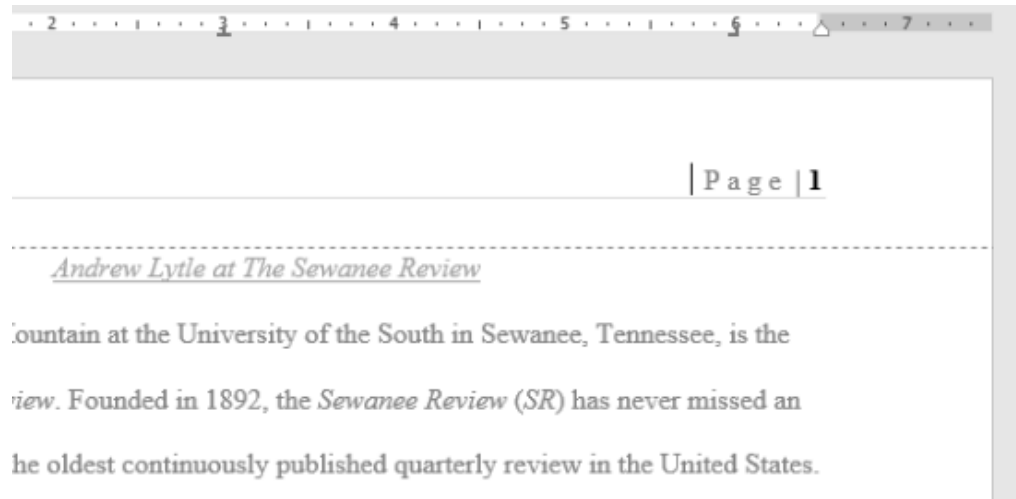
**1)** On the **Insert** tab, click the **Page Number** command.



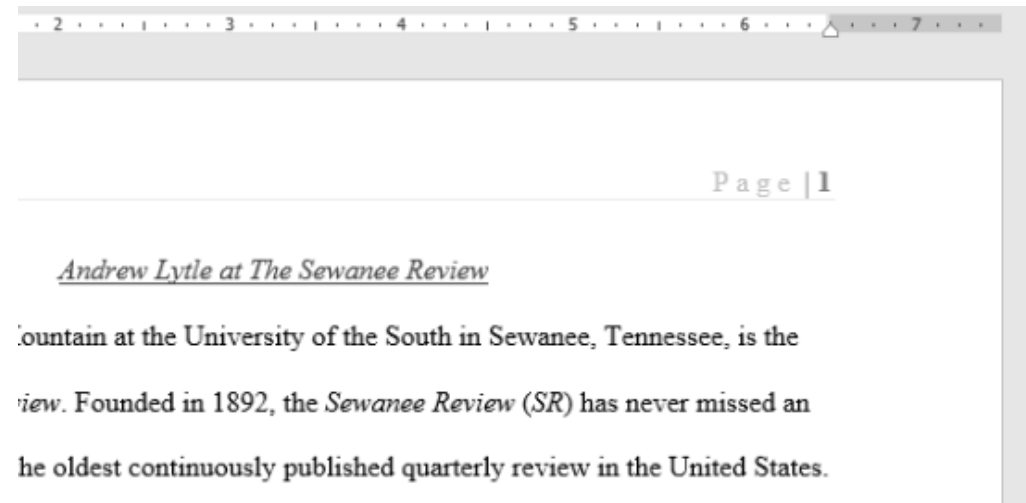
2) Open the **Top of Page**, **Bottom of Page**, or **Page Margin** menu, depending on where you want the item to be positioned. Then select the desired style of header.



### 3) Page numbering will appear.



### 4) Press the **Esc** key to lock the header and footer, or you can click back in your main document.

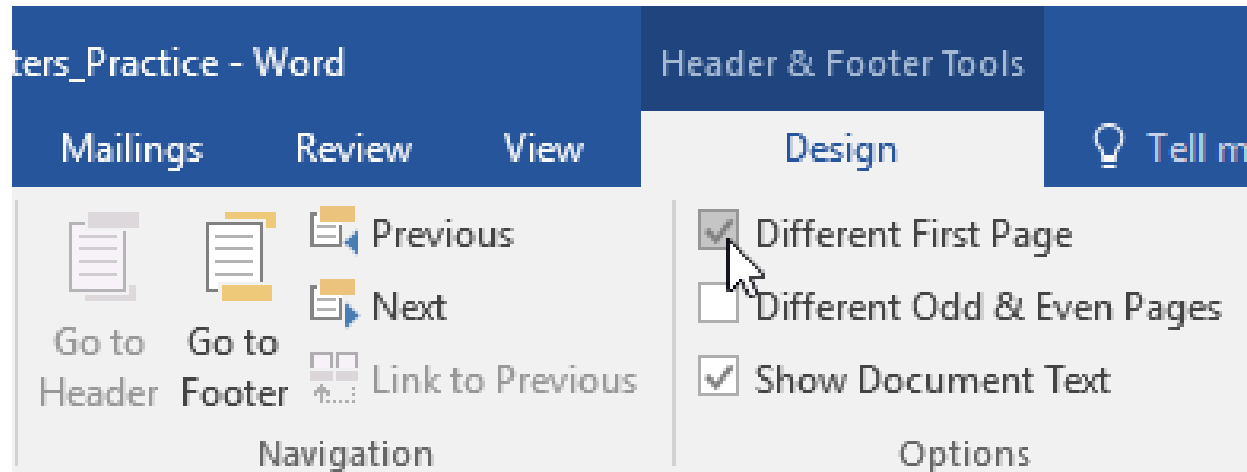


To hide the page number on the first page:

In some documents, you may not want the first page to show the page number. You can **hide the first page number** without affecting the rest of the pages.

- 1) Double-click the header or footer to unlock it.
- 2) From the Design tab, place a check mark next to **Different First Page**. The header and footer will disappear from the first page.

If you want, you can type something new in the header or footer, and it will only affect the first page.



If you're unable to select **Different First Page**, it may be because an object within the header or footer is selected.

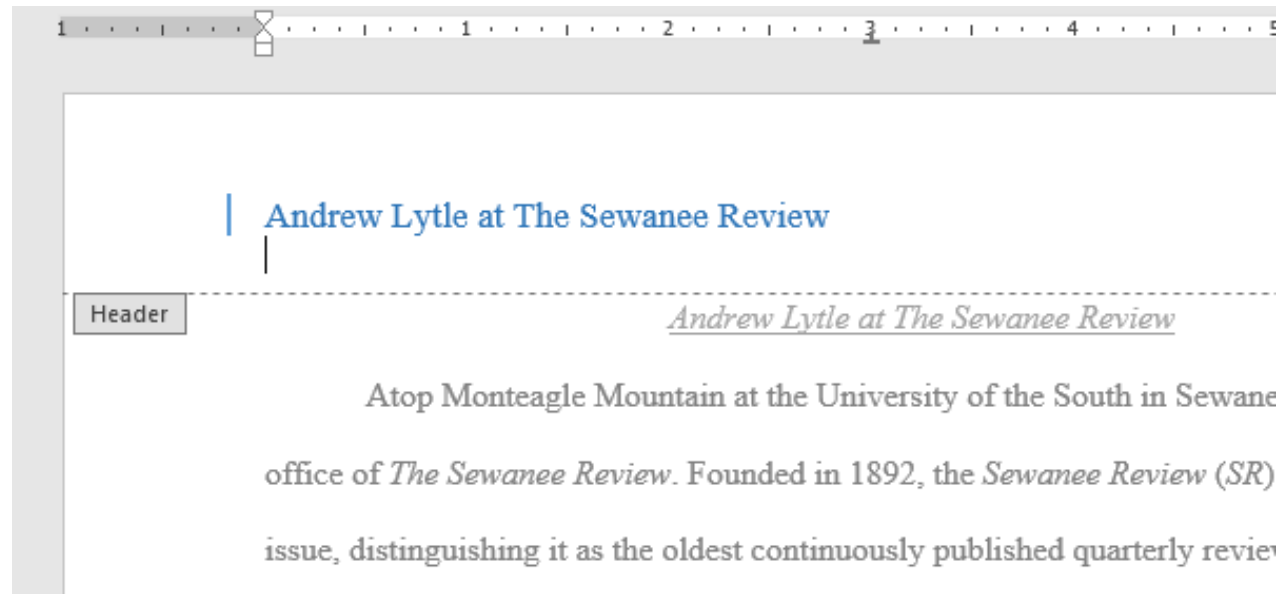
Click in an empty area within the header or footer to make sure nothing is selected.

## To insert the date or time into a header or footer:

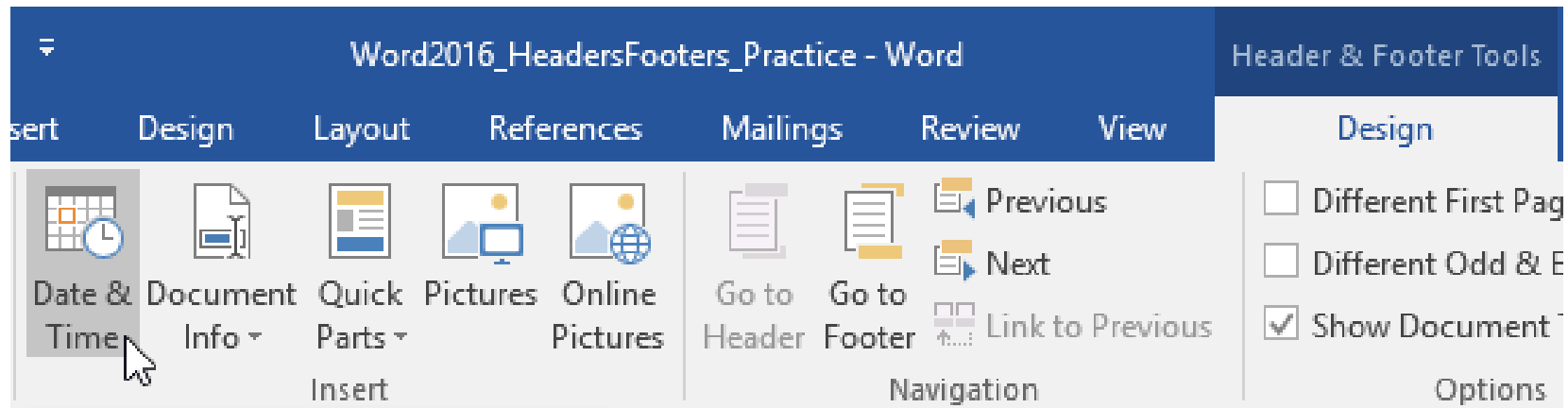
Sometimes it's helpful to include the **date or time** in the header or footer. For example, you may want your document to show the **date when it was created**.

On the other hand, you may want to show the **date when it was printed**, which you can do by setting it to **update automatically**. This is useful if you frequently update and print a document because you'll always be able to tell which version is the most recent.

**1)** Double-click anywhere on the header or footer to **unlock** it. Place the **insertion point** where you want the date or time to appear. In our example, we'll place the insertion point on the line below the author's name.



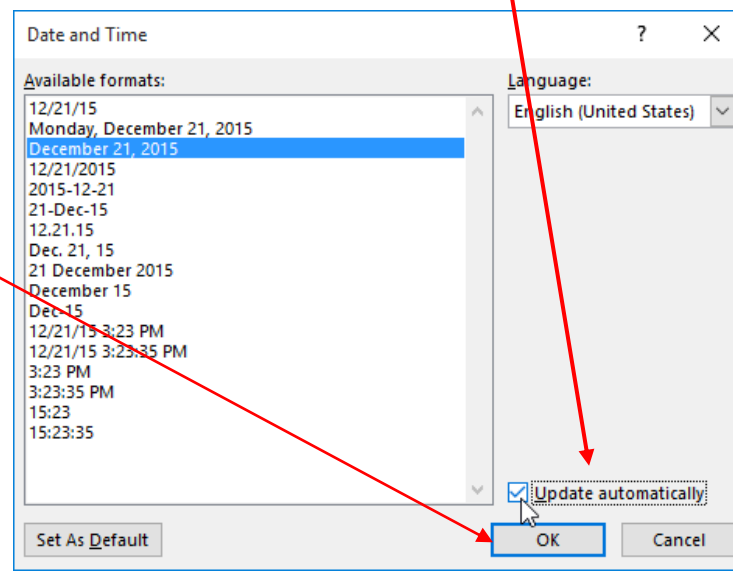
2) The **Design** tab will appear. Click the **Date & Time** command.



3) The **Date and Time** dialog box will appear. Select the desired **date** or **time format**.

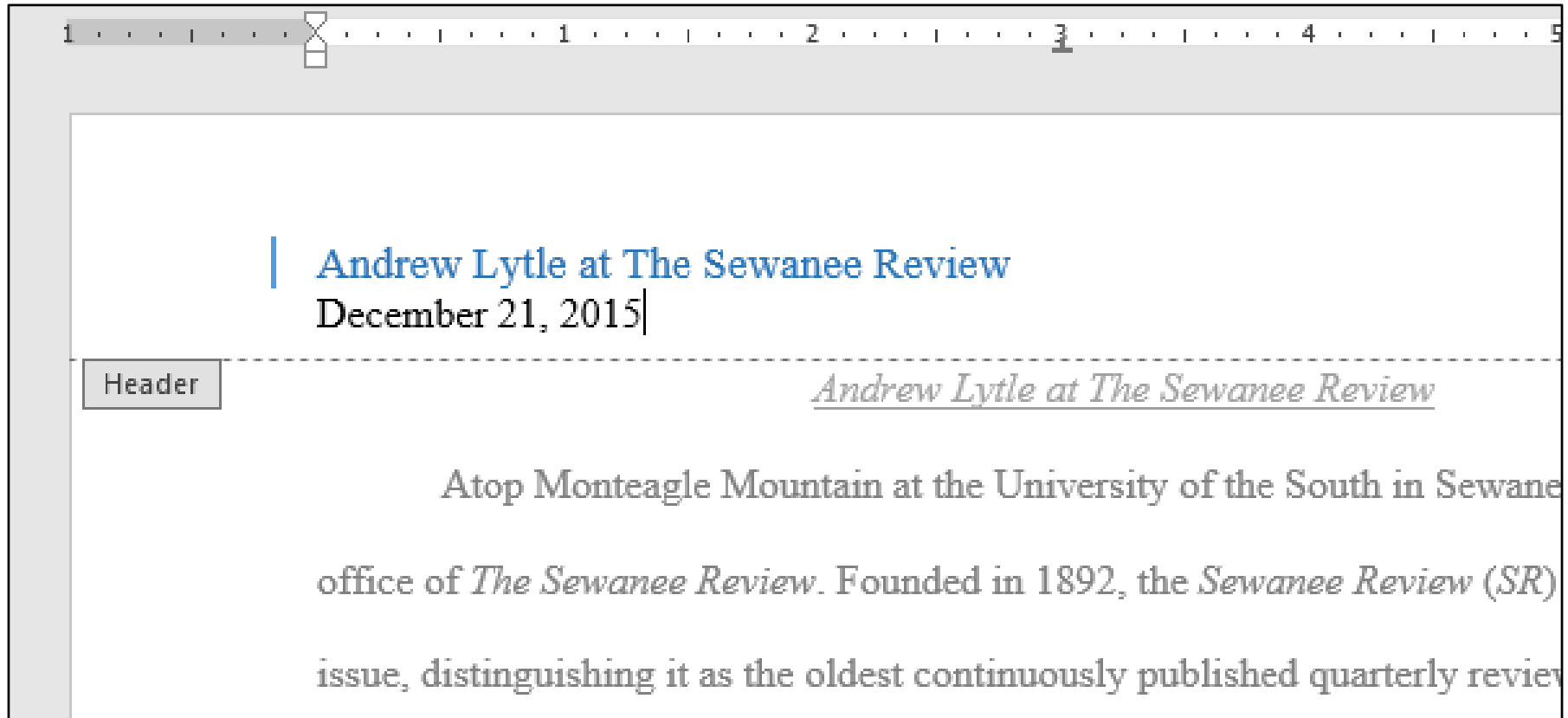
4) Check the box next to **Update Automatically** if you want the date to change every time you open the document. If you don't want the date to change, leave this option unchecked.

5) Click **OK**.





6) The date will appear in the header.



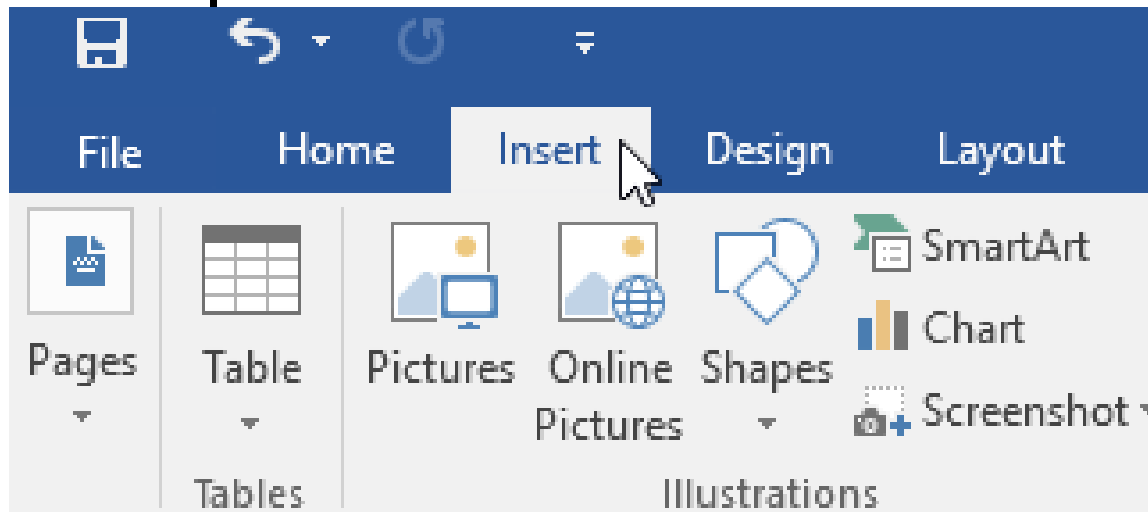
Watch the video below to learn about headers and footers in Word.  
<https://www.youtube.com/watch?v=INdjuIYuB3o>

## SYMBOLS

If you need to insert an unusual character that's not on your keyboard, such as a copyright (©) or trademark (™) symbol, you can usually find them with the Symbol command.

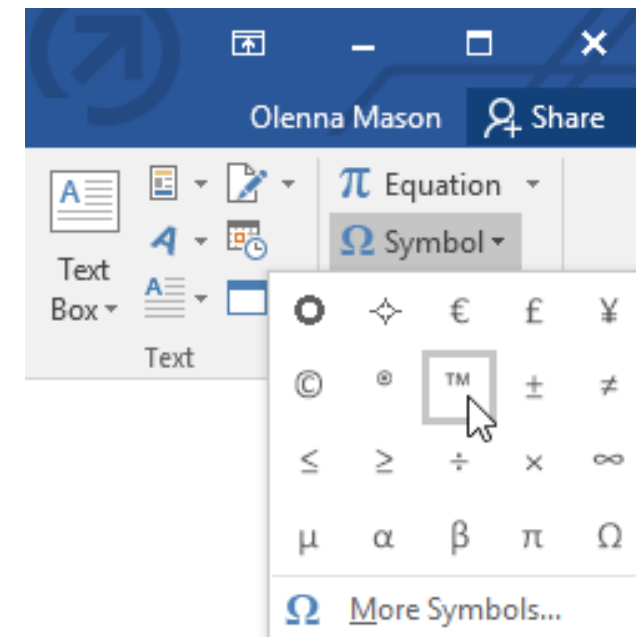
### To insert a symbol:

Place the insertion point where you want the symbol to appear.. Click the Insert tab.



Locate and select the **Symbol** command on the right side of the ribbon and then choose the desired symbol from the drop-down menu. If you don't see the one you want, select **More Symbols**.

The symbol will appear in the document.



**If you regularly type documents that require legal or advertising markings, you can use a pair of parentheses to create symbols for the following 6 items:**

(the letter c) = © copyright symbol

(the letters tm) = ™ trade mark symbol

(the letter e) = € which is the symbol for the Euro, European monetary system

(the letter r) = ® which is the registration symbol

The **registered trademark symbol** (®) is a symbol that provides notice that the preceding word or symbol is a trademark or service mark that has been registered with a national trademark office.

typing - -> is translated into a right arrow. Typing < and 2 hyphens after it, gives you a left arrow.



## *how to make symbols with a keyboard*

Alt + 0153..... ™... trademark symbol  
 Alt + 0169.... ©.... copyright symbol  
 Alt + 0174.... ®....registered trademark symbol  
 Alt + 0176 ... °.....degree symbol  
 Alt + 0177 ... ±....plus-or minus sign  
 Alt + 0182 ... ¶....paragraph mark  
 Alt + 0190 ...¾....fraction, three-fourths  
 Alt + 0215 ....×.....multiplication sign  
 Alt + 0162...¢....the cent sign  
 Alt + 0161.....¡..... upside down exclamation point  
 Alt + 0191.....¿..... ¬upside down question mark  
 Alt + 1.....☺.....smiley face  
 Alt + 2 .....☻.....bla ck smiley face  
 Alt + 15.....☼.....su n  
 Alt + 12.....♀.....f emale sign  
 Alt + 11.....♂.....m ale sign

Alt + 6.....♠.....spade  
 Alt + 5.....♣..... Club  
 Alt + 3.....♥..... Heart  
 Alt + 4.....♦..... Diamond  
 Alt + 13.....♪.....eighth note  
 Alt + 14.....♫..... beamed eighth note  
 Alt + 8721.... ∑.... Nary summation (auto sum)  
 Alt + 251.....√.....square root check mark  
 Alt + 8236.....∞..... infinity  
 Alt + 24.....↑..... up arrow  
 Alt + 25.....↓..... down arrow  
 Alt + 26.....→.....right arrow  
 Alt + 27.....←.....left arrow  
 Alt + 18.....↕.....up/down arrow  
 Alt + 29.....↔...left right arrow

To find the whole list of using the Alt key with numbers for other symbols, go to <https://www.alt-codes.net/>

**Page orientation-** Word offers two page orientation options: **landscape** and **portrait**.

Compare the examples below to see how orientation can affect the appearance and spacing of text and images.

Landscape means the page is oriented **horizontally**.

**HOT WINGZ**  
Wings, Sides & More

**EMPLOYMENT APPLICATION**

**APPLICANT INFORMATION**

Last Name	First Name	H.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Are you a citizen of the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	
Have you ever been convicted of a felony?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain.	

**PREVIOUS EMPLOYMENT**

Company	Phone	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities:		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company	Phone	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities:		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company	Phone	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities:		
From	To	Reason for Leaving

Portrait means the page is oriented **vertically**

**HOT WINGZ**  
Wings, Sides & More

**EMPLOYMENT APPLICATION**

**APPLICANT INFORMATION**

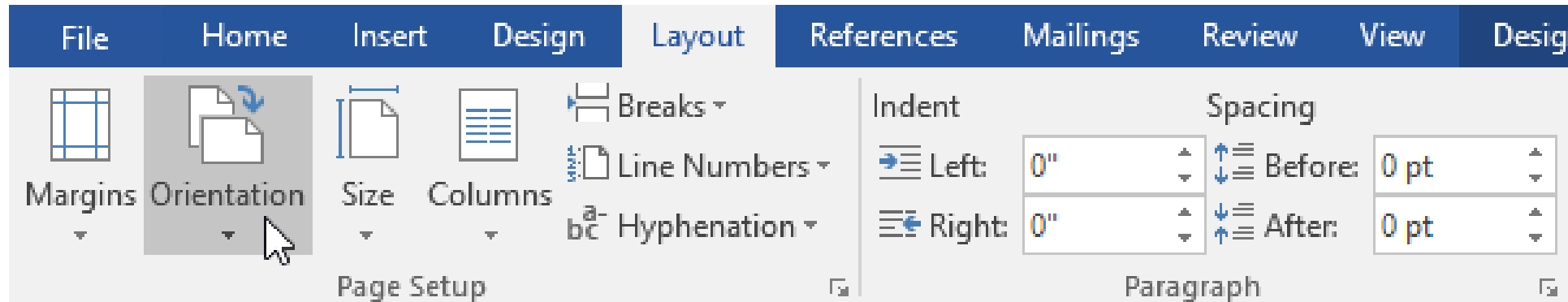
Last Name	First Name	H.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Are you a citizen of the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	
Have you ever been convicted of a felony?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain.	

**PREVIOUS EMPLOYMENT**

Company	Phone	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities:		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company	Phone	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities:		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company	Phone	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities:		
From	To	Reason for Leaving

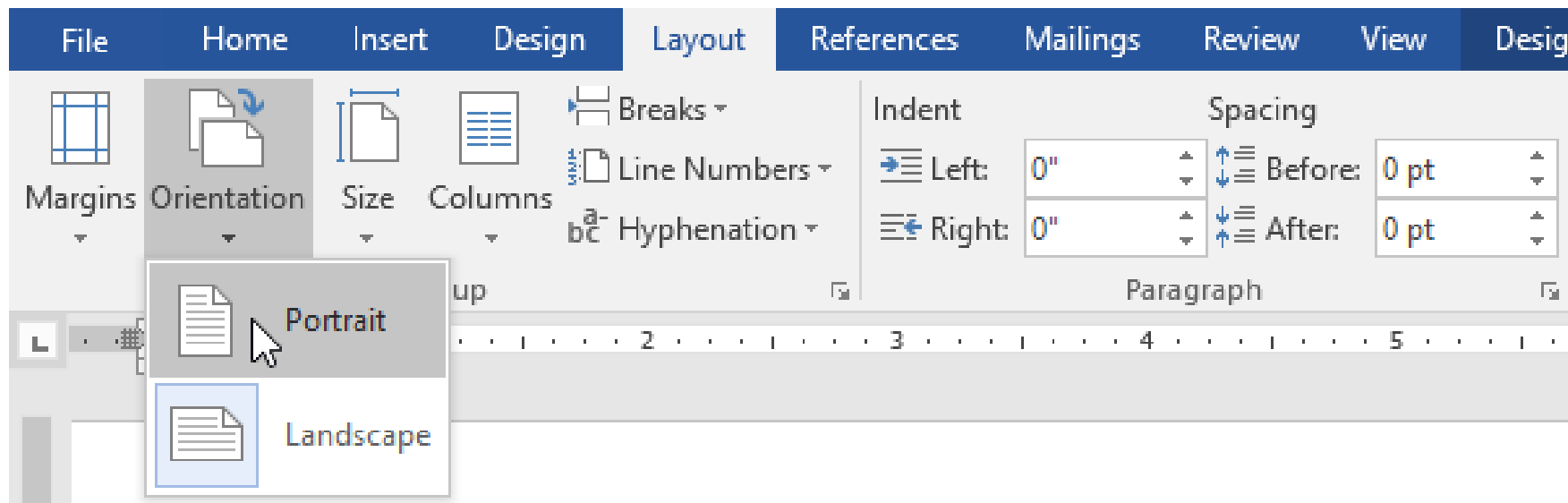
**To change page orientation** - Select the **Layout** tab.

Click the **Orientation** command in the Page Setup group.



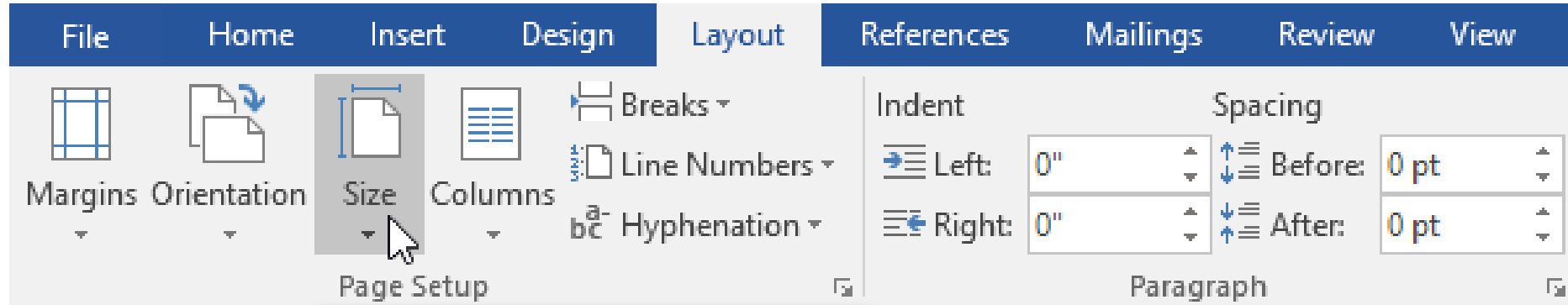
A drop-down menu will appear.

Click either **Portrait** or **Landscape** to change the page orientation

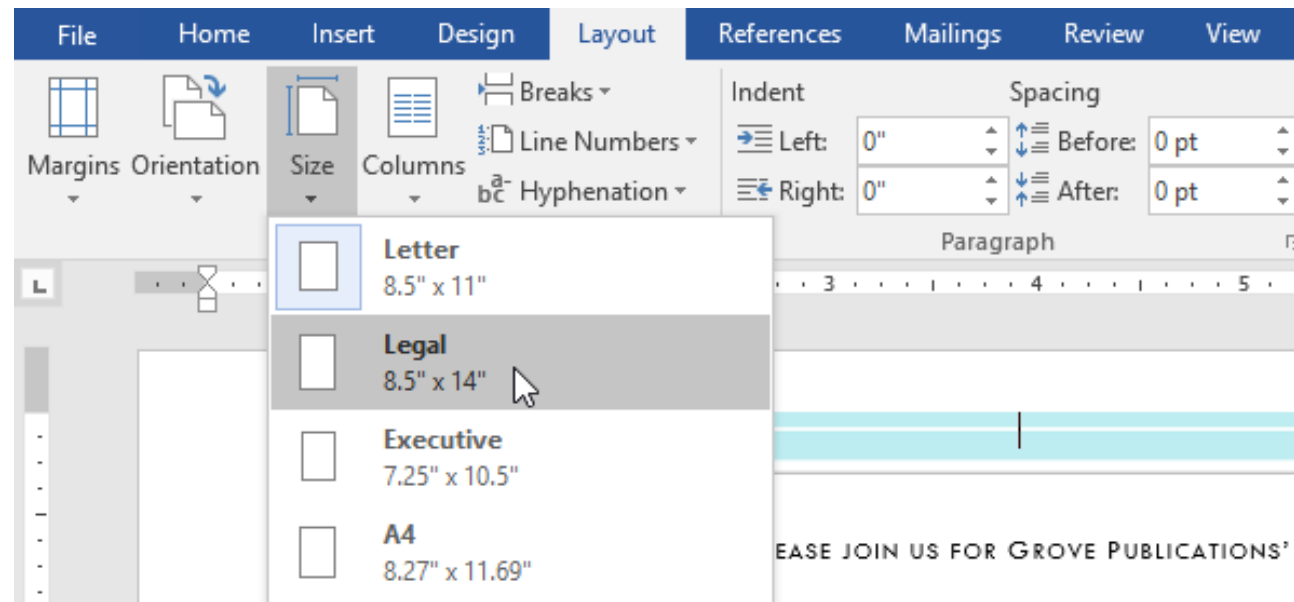


## TO CHANGE THE PAGE SIZE:

Word has a variety of **predefined page sizes** to choose from. Select the **Layout** tab, then click the **Size** command.



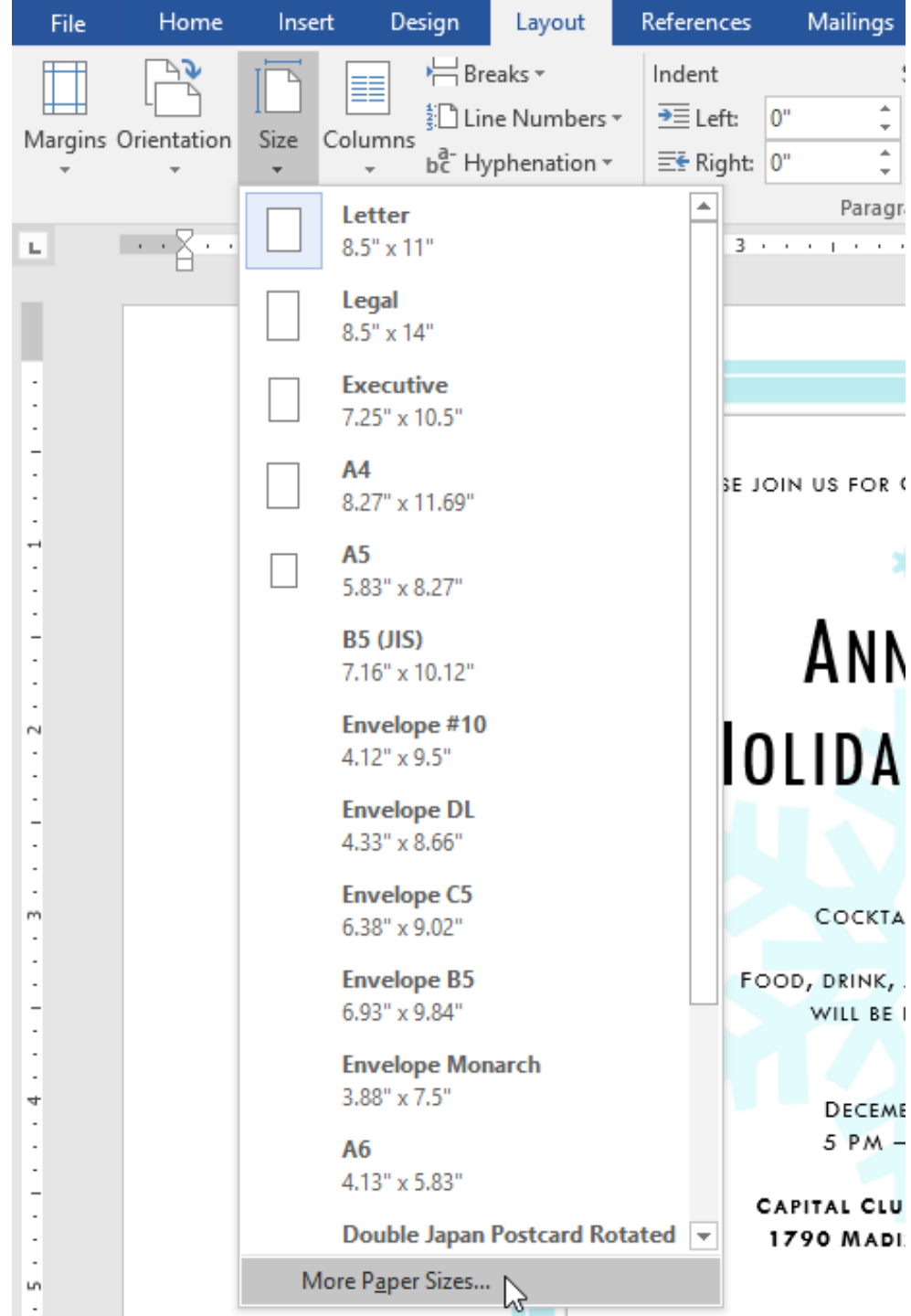
A drop-down menu will appear. The current page size is highlighted. Click the desired **predefined page size**.



## To use a custom page size:

Word also allows you to customize the page size in the **Page Setup** dialog box.

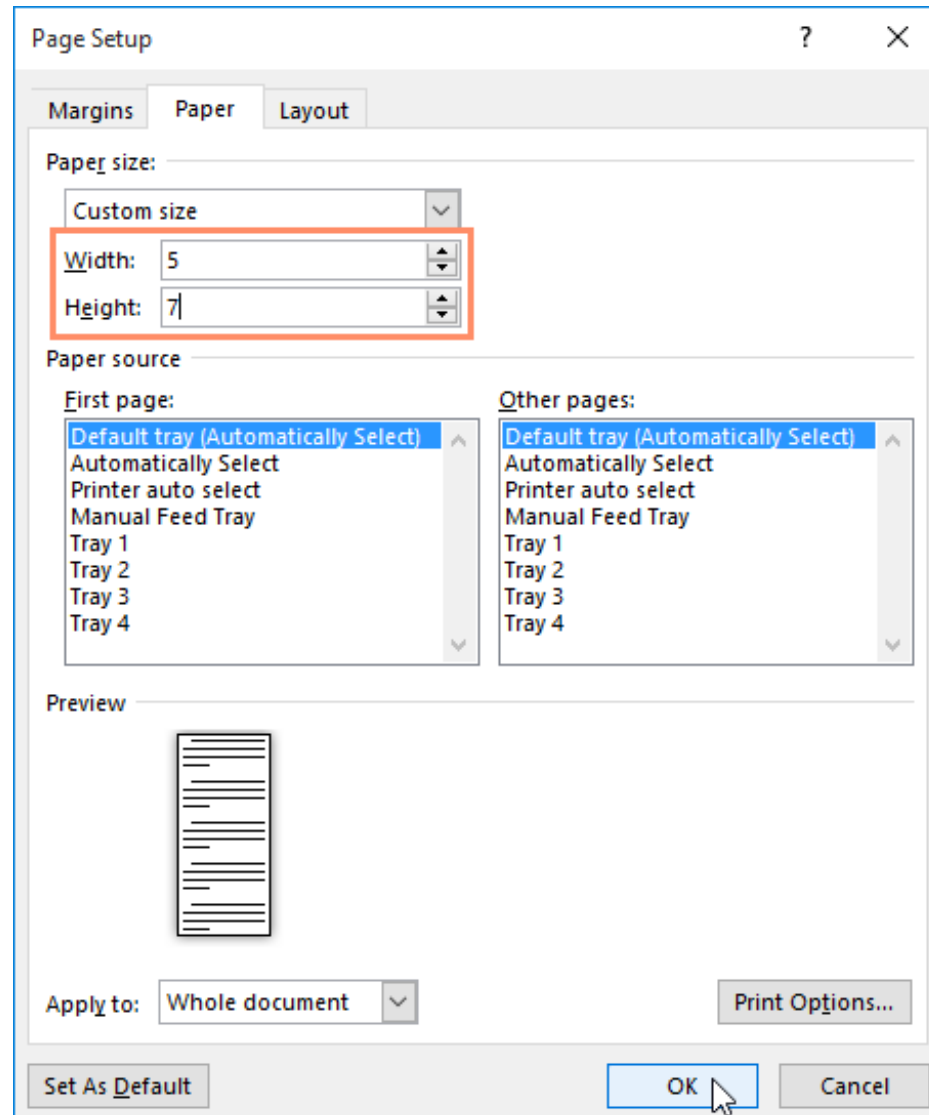
From the **Layout** tab, click **Size**. Select **More Paper Sizes** from the drop-down menu.





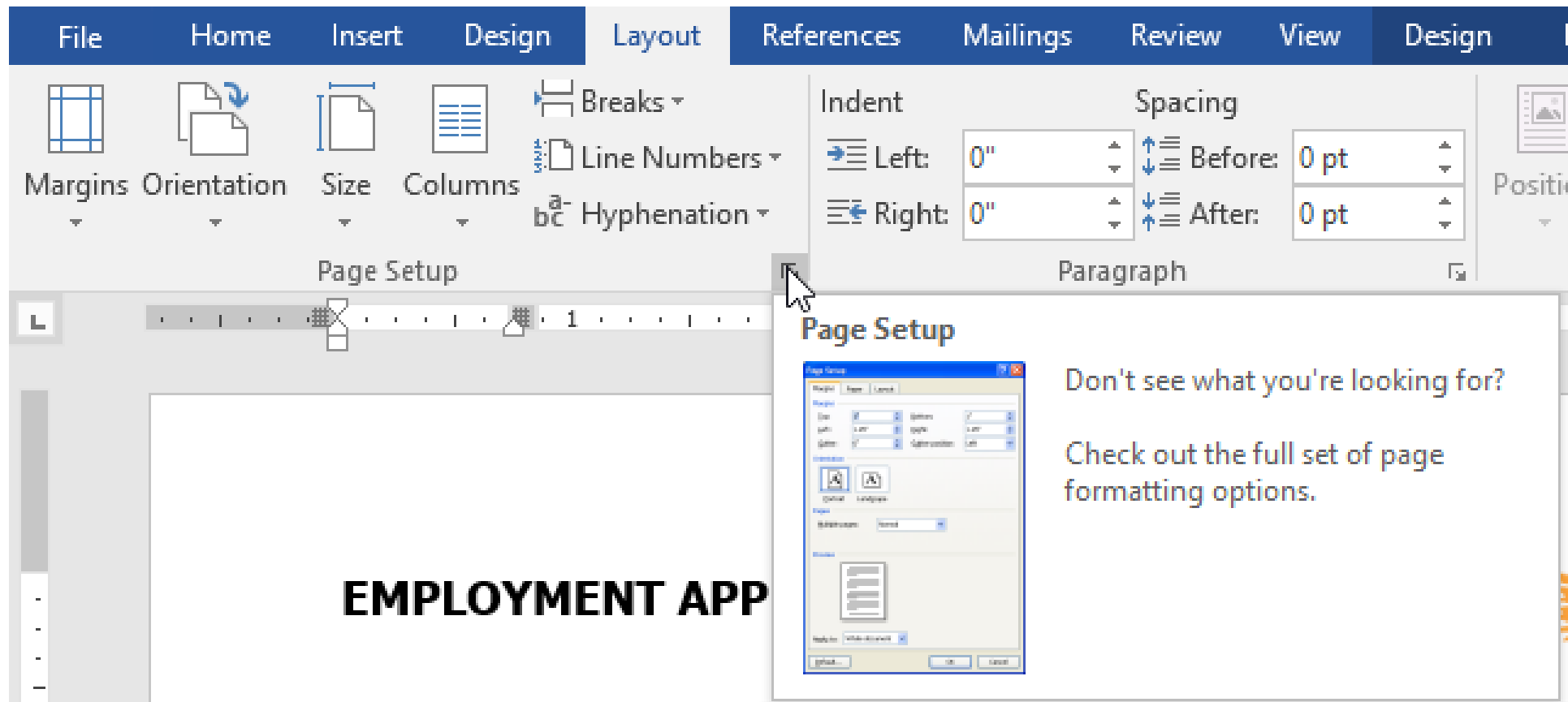
The **Page Setup** dialog box will appear.

Adjust the values for **Width** and **Height**, then click **OK**.



The margins of the document will be changed.

Alternatively, you can open the Page Setup dialog box by navigating to the Layout tab and clicking the small **arrow** in the bottom-right corner of the **Page Setup** group.



As mentioned, an easy way to set the margins for your document is to go to the **Layout Tab** and click on **Margins** which is on the left side.

You will then get a menu like the one shown and you can click on the size you want.

If I need a lot of room on a page for text, I click on the Narrow setting.

	<b>Last Custom Setting</b>	Top: 2.54 cm	Bottom: 2.54 cm	Left: 3.18 cm	Right: 3.18 cm
	<b>Normal</b>	Top: 2.54 cm	Bottom: 2.54 cm	Left: 2.54 cm	Right: 2.54 cm
	<b>Narrow</b>	Top: 1.27 cm	Bottom: 1.27 cm	Left: 1.27 cm	Right: 1.27 cm
	<b>Moderate</b>	Top: 2.54 cm	Bottom: 2.54 cm	Left: 1.91 cm	Right: 1.91 cm
	<b>Wide</b>	Top: 2.54 cm	Bottom: 2.54 cm	Left: 5.08 cm	Right: 5.08 cm
	<b>Mirrored</b>	Top: 2.54 cm	Bottom: 2.54 cm	Inside: 3.18 cm	Outside: 2.54 cm

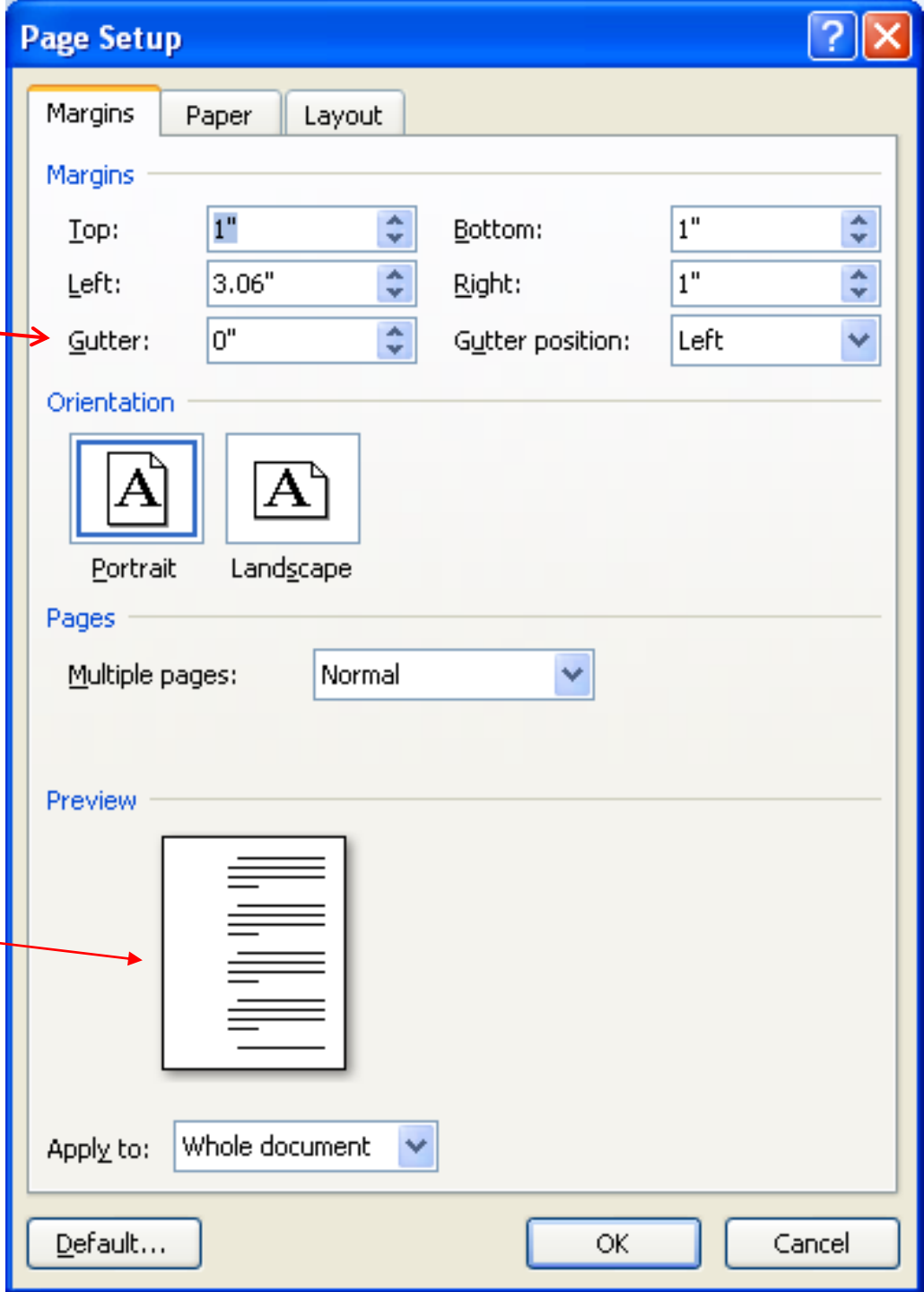
[Custom Margins...](#)

One of the choices of the Margins is **Gutter.**

This is used if you are going to be punching holes in the left or top side of a page and you don't want to punch through any text.

**The extra space you put on the left or top side is called the gutter.**

What is also neat is that as you change your margins on this page, it shows in the small Preview picture of your document towards the bottom so you can actually see what it will look like.



## PUTTING IN COLUMNS –

Sometimes the information you include in your document is best displayed in **columns**.

Not only can columns help improve readability, but some types of documents—like newspaper articles, newsletters, and flyers—are often written in column format.

Word also allows you to adjust your columns by adding **column breaks**.

### **Men**

© Jessica Miles

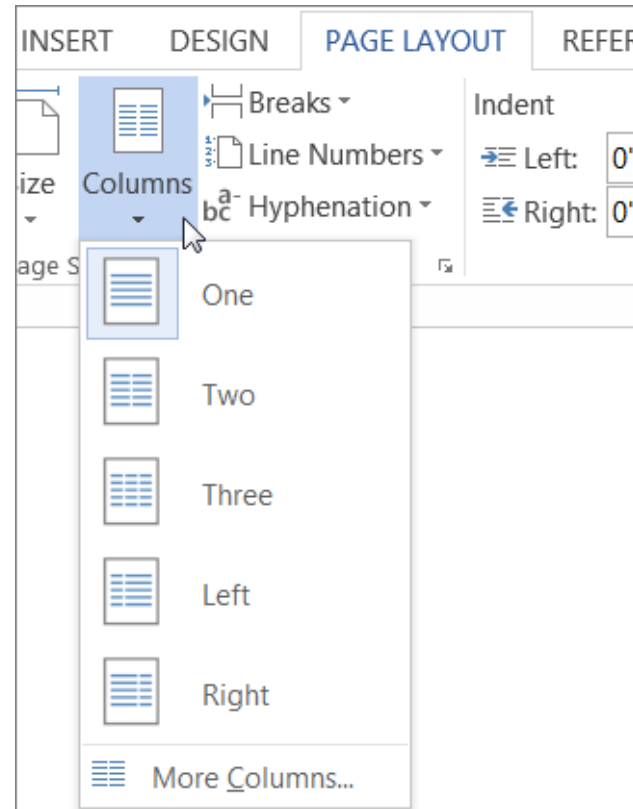
They do it without realizing,  
They don't really have a clue,  
Reading between the lines,  
Is something they just can't do.

When there is an argument,  
They think they're always right,  
No matter what we say or do,  
They didn't start the fight.

They blame it on our hormones,  
And never take the rap,  
If they call us moody ladies,  
Then they get a slap.

## To add columns to a document:

1. Select (highlight) the text you want to format.
2. Select the **Layout** tab, then click the **Columns** command. A drop-down menu will appear.



3. Select the number of columns you want to create.
4. The text will format into columns.

## To add columns to a document:

**1. Select the text** you want to format.

2. Select the **Layout** tab, then click the **Columns** command. A drop-down menu will appear.

**3. Select the number of columns** you want to create. (2 in this case)

4. The text will format into 2 columns or whatever other number you choose.

## Men

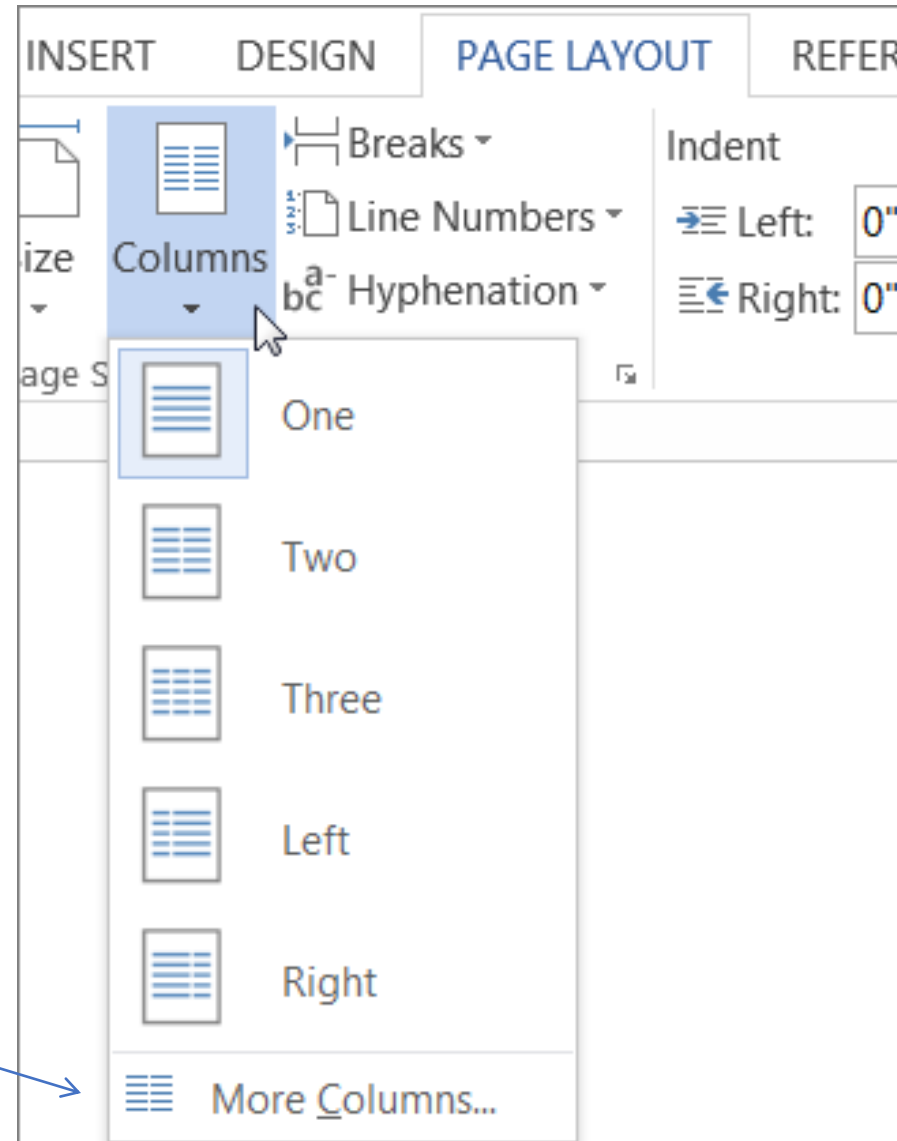
© Jessica Miles

They do it without realizing,  
They don't really have a clue,  
Reading between the lines,  
Is something they just can't do.

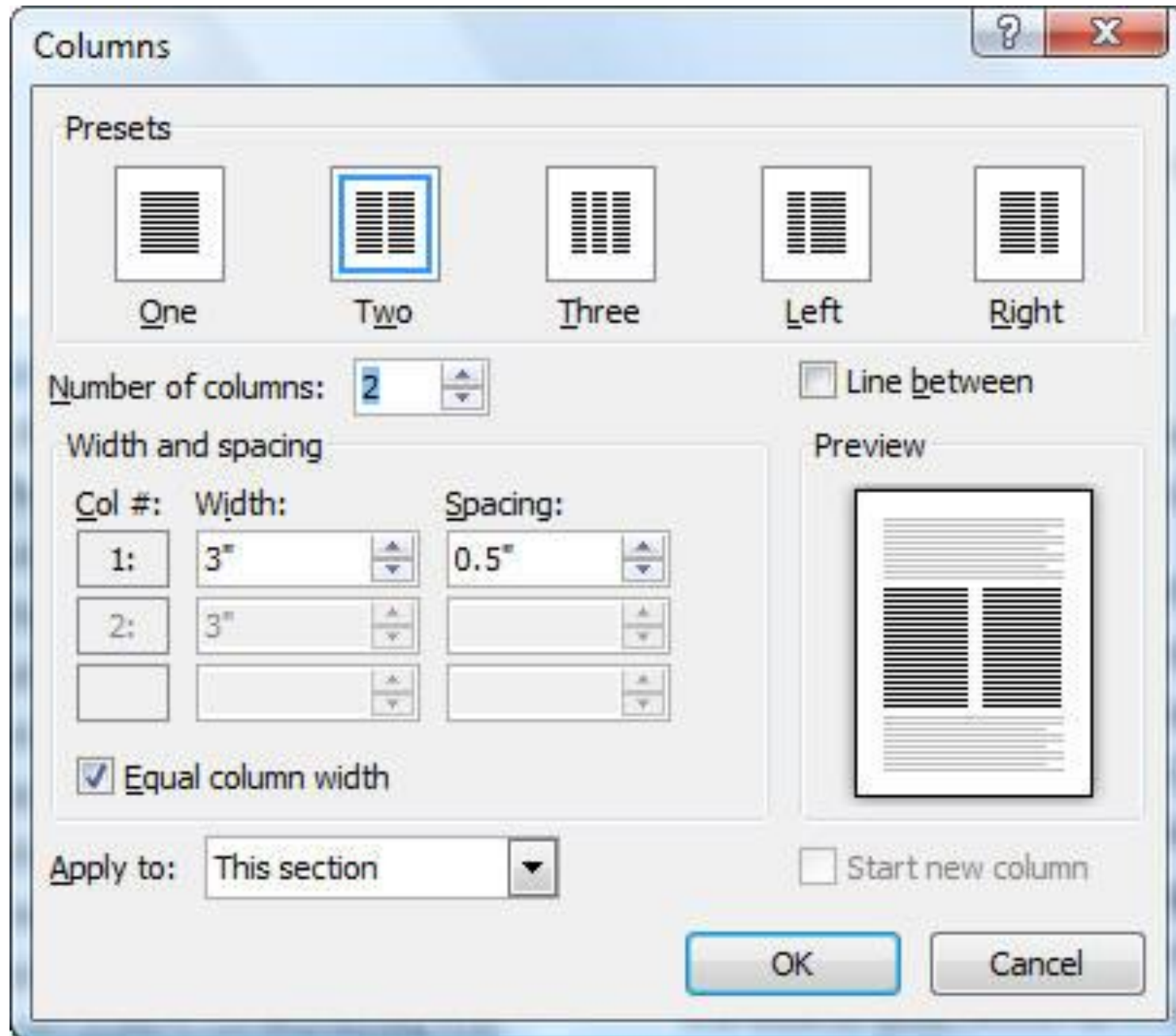
They blame it on our hormones,  
And never take the rap,  
If they call us moody ladies,  
Then they get a slap.

When there is an argument,  
They think they're always right,  
No matter what we say or do,  
They didn't start the fight.

In case you need more column choices, click on the “More Columns” button at the bottom of the column screen







## The Review Tab – Spelling and Grammar and Checking the Accessibility of your document

As shown, **Spelling errors** have a **red** squiggly line under them and **Grammar error** have a **blue** squiggly line under them.

If you have an error from too many spaces between words or things that are confusing, you will see 2 blue parallel lines, under the problem area, so you know to fix it.

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

Working toward my degree, I was employed as a marketing assistant with a very busy company. In addition to assisting the company with there summer promotion, I was able to help the marketing specialist develop and carry through ideas for the next commercial. I would like to use my skills to help your company acheive its marketing goals by reaching a broader audience across the country. I will complete my degree in May and will be available for employment in early June.

Grammar error

Spelling error

As you know, you may also see some words with 1 blue line under a set of blue letters, which means that it is an Internet link, such as [www.Google.com](http://www.Google.com)

**Right click on either type of error and you will get suggestions for the correct spelling or Grammar correction to make. If it is a new but real word that is spelled correctly, the program might put a red squiggly line under it, in which case click on “Add to Dictionary” when you check it.**

The **AutoCorrect** feature in Word 2016 fixes hundreds of common typos and spelling errors on-the-fly. You have to be quick to see it in action.

For example, in Word you can't type the word *mispell* (with only one s). That's because AutoCorrect fixes that typo, the split second that you press the spacebar.

AutoCorrect, as mentioned, also converts common text shortcuts into their proper characters. For example, type **(C)** and AutoCorrect properly inserts the © copyright symbol. Ditto for **(TM)** for the trademark. And typing - -> is translated into an arrow.

Beyond spelling, AutoCorrect also fixes common punctuation. It automatically capitalizes the first letter of a sentence. AutoCorrect capitalizes *I* when you forget to, properly capitalizes the names of days, fixes the iNVERSE cAPS lOCK pROBLEM, plus other common typos.

To control how AutoCorrect behaves, as well as review — or even add — words it corrects, follow these steps:

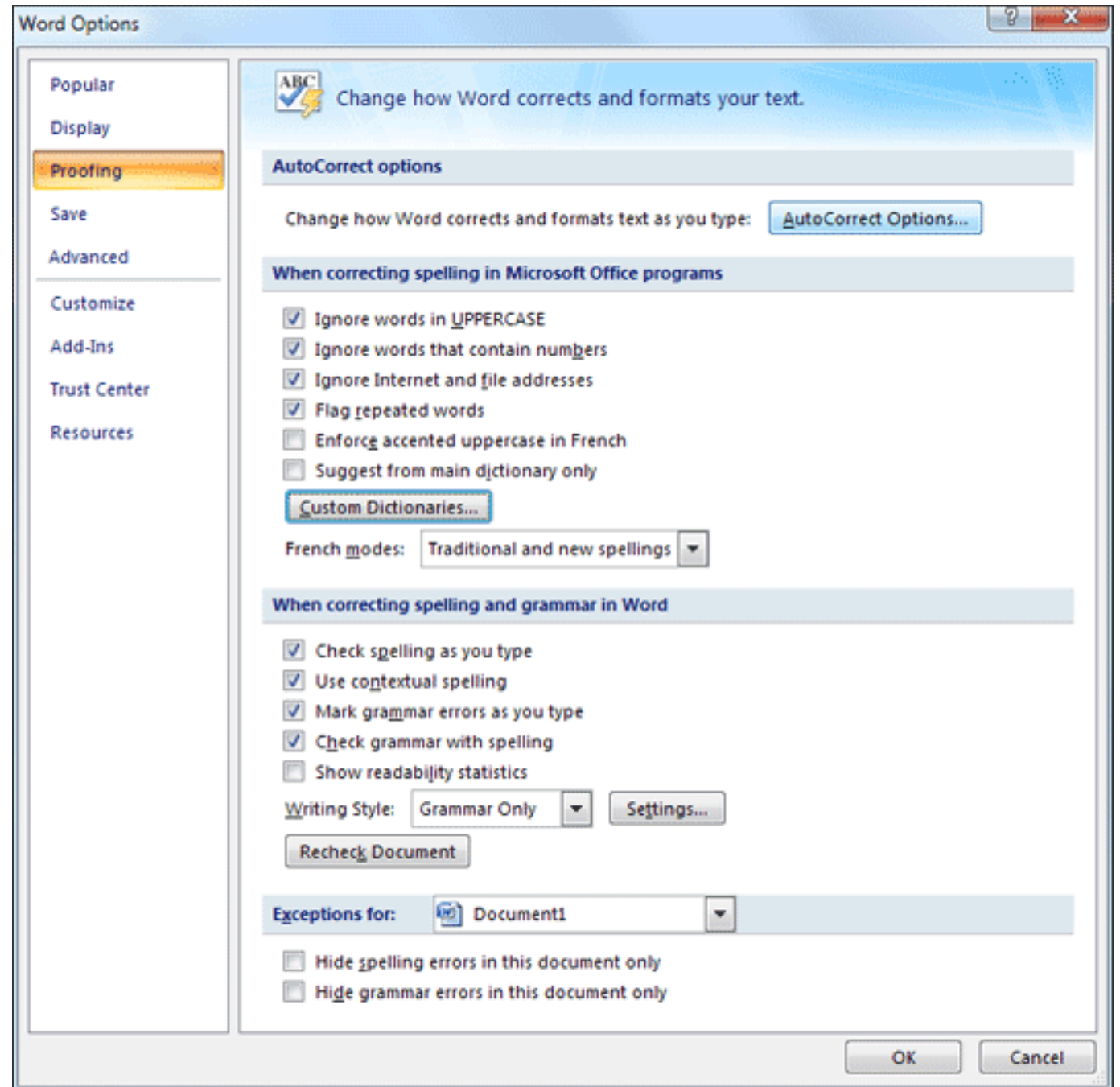
Click the **File** tab.

Choose **Options**. The Word Options dialog box appears.

Click the **Proofing** category on the left side of the window.

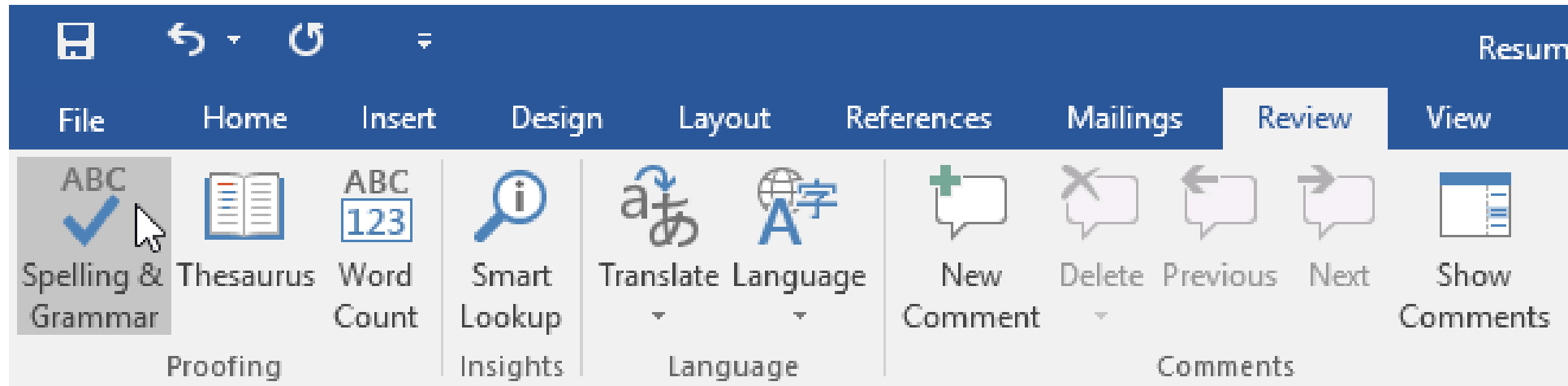
Click the **AutoCorrect Options** button.

Make sure that the boxes are checked as shown to the right.



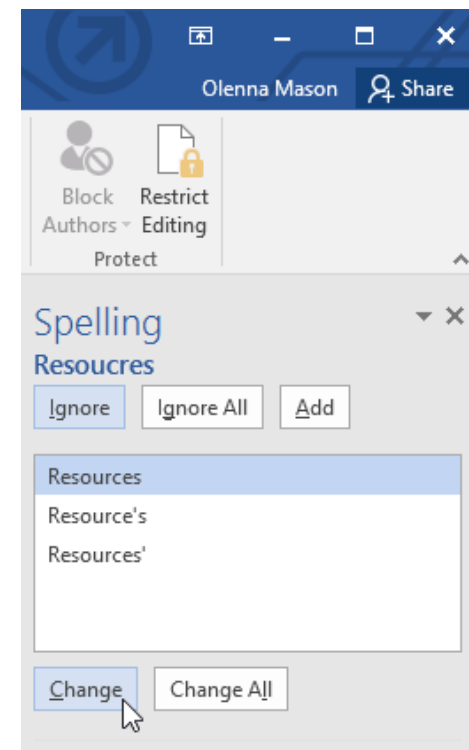
## To run a Spelling and Grammar check:

1. From the **Review** tab, click the **Spelling & Grammar** command.



2) The **Spelling and Grammar** pane will appear on the right. For each error in your document, Word will try to offer one or more **suggestions**. You can select a suggestion and click **Change** to correct the error.

3) You may also have the spelling correct of a word but it isn't in the computer's dictionary yet, so you can add it so it shows as correct, the next time you type it.



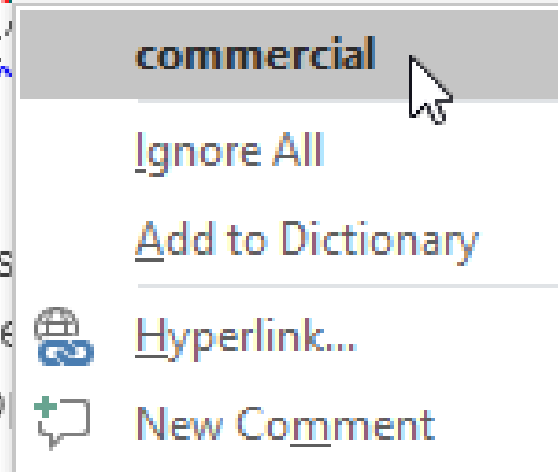
## TO CORRECT SPELLING ERRORS:

Right-click the **underlined word**, then select the **correct spelling** from the list of suggestions.

The corrected word will appear in the document.

While working toward my degree, I was employed at a grocery company. In addition to assisting the company, I was able to help the Marketing Specialist develop and carry out commercial. I would like to use the knowledge I gained at college to achieve it. I am currently completing my degree. Enclosed is a copy of my resume, which more fully details my experience. Within the next few days, I'll be happy to contact you to confirm that you may have any questions.

Sincerely,



## TO CORRECT GRAMMAR ERRORS:

Right-click the **underlined word or phrase**, then select the **correct spelling or phrase** from the list of suggestions.

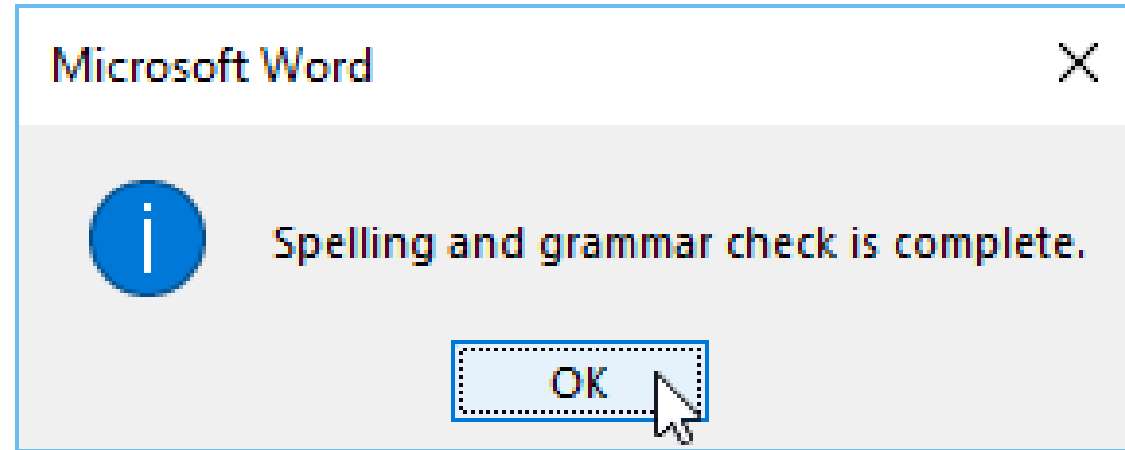
While working toward my degree, I was employed a grocery company. In addition to assisting the company, I was able to help the Marketing Specialist develop and carry out a commercial. I would like to use the knowledge I gained to achieve it's marketing goals, including reaching a broad and complete market. I will be starting in May and will be available

Enclose me, which more fully details my qualifications. I will be happy to contact you to confirm that I'll be happy to discuss any questions that you may have.

Sincerely,

The corrected phrase will appear in the document.

**WORD** will move through each error until you have reviewed all of them. After the last error has been reviewed, a dialog box will appear confirming that the spelling and grammar check is complete. Click **OK**.



If no suggestions are given, you can manually type the correct spelling in your document.

### **Automatic spelling and grammar checking**

By default, Word automatically checks your document for **spelling and grammar** errors, so you may not even need to run a separate check. These errors are indicated by the **colored wavy lines mentioned previously**.

**A funny poem about correctly spelled words is next:**



## EYE HALVE A SPELLING CHECKER

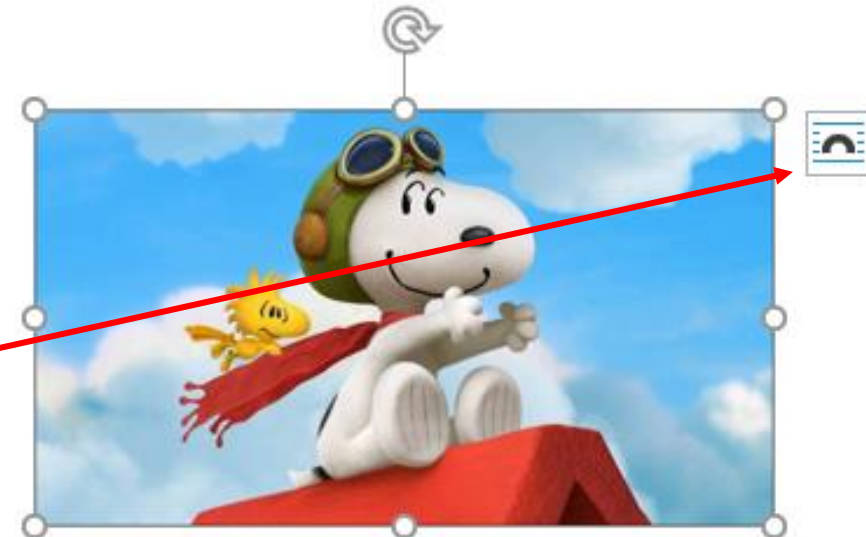
I halve a spelling checker  
It came with my pea sea  
It plainly mares four my revue  
Miss steaks eye kin knot sea.  
Eye strike a key and type a word  
And weight four it two say  
Weather eye am wrong oar write  
It shows me strait a weigh.  
As soon as a mist ache is maid  
It nose bee fore two long  
And eye can put the error rite  
Its rare lea ever wrong.  
Eye have run this poem threw it  
I am shore your pleased to no  
Its letter perfect awl the weigh  
My checker tolled me sew.

# EDITING OBJECTS, PICTURES, OR PHOTOS

- Once an object is inserted into a document:
  - It can be re-sized
  - It can be moved

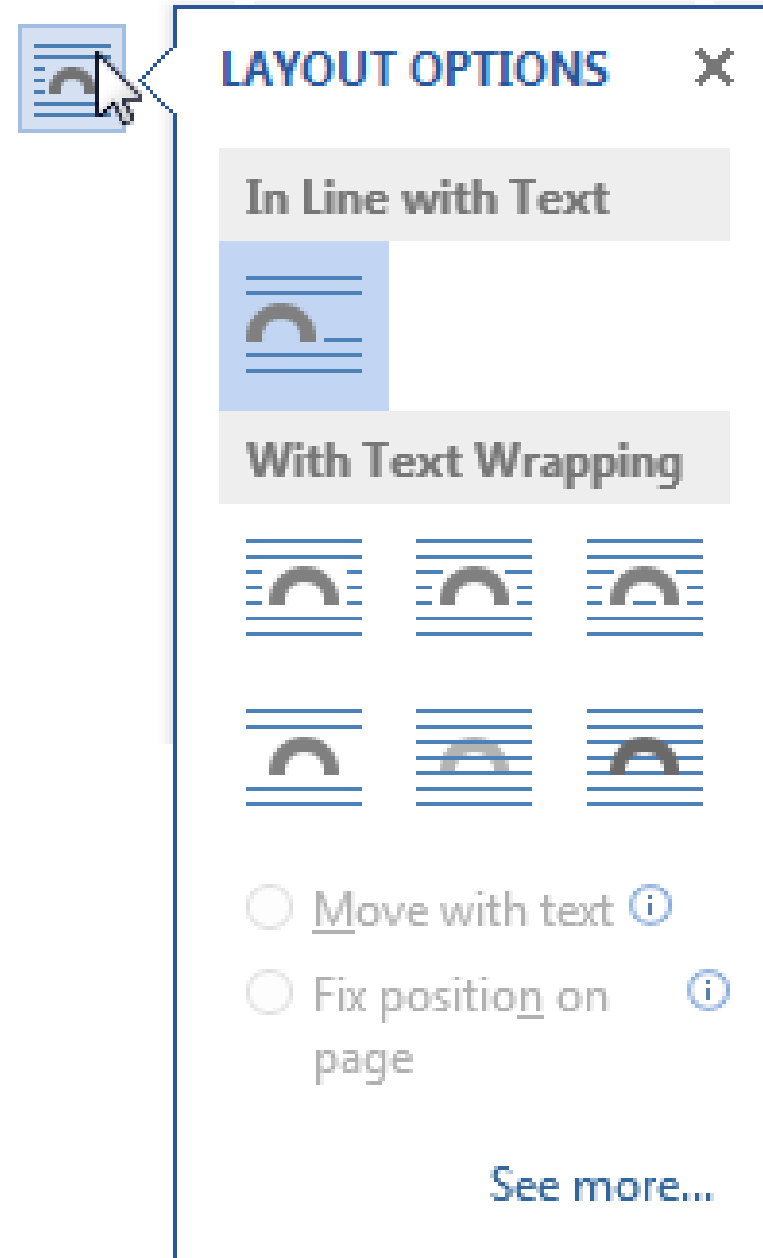
## Sizing objects:

- 8 small circles (handles) appear at the 4 corners and at 4 midpoints.
- Use a corner handle to make the picture larger or smaller and keep the same proportions.
- Use a middle handle to stretch it up or down
- Use the circular arrow on a stem, to rotate the image
- Go to the inside until you find a cross which you can use to move it by holding your left mouse button down and moving the mouse.
- For an explanation of the Layout Tab, see the next page.



The Layout Options shown at the right, let you select where you want the image, in relation to the text.

You can click on each one to see how it all looks and then click on the one you want.



Oh Lord, won't you buy me a Mercedes Benz ?  
My friends all drive Porsches, I must make amends.  
Worked hard all my lifetime, no help from my friends,  
So Lord, won't you buy me a Mercedes Benz ?

Oh Lord, won't you buy me a color TV ?  
Dialing For Dollars is trying to find me.  
I wait for delivery each day until three,  
So oh Lord, won't you buy me a color TV ?

Oh Lord, won't you buy me a night on the town ?  
I'm counting on you, Lord, please don't let me down.  
Prove that you love me and buy the next round,  
Oh Lord, won't you buy me a night on the town ?

Oh Lord, won't you buy me a Mercedes Benz ?  
My friends all drive Porsches, I must make amends,  
Worked hard all my lifetime, no help from my friends,  
So oh Lord, won't you buy me a Mercedes Benz ?





**THE END !**