Exercise for word processing

1. Correct the mistakes.
2. Use the Garamond font, size 13.
3. Use portrait orientation.
4. Change the margins to 3 cm.
5. Centre the title and format it to size 18. Set the spacing after to 18 pt.
6. Format the subtitle to bold, font size 17 pt.
7. All paragraphs are justified. Set the spacing to 12 pt. before and after and use double line spacing.
8. Correct 13th to 13th (in the seventh paragraph).
9. Insert a page number at the bottom of the page in the footer. Align it to the centre.
10. Change the source links size to 8 and align text to the left.

Great Britain - Scottish Castles

Dunrobin Castle

On the northern coast near Dornoch, architecture lovers can marvel at the stunning French design of Dunrobin Castle. The most northerly of Scotland's great houses, Dunrobin is the largest castle in the northern Highlands with 189 rooms. It dates back to the early 1300s, and is home to the Earls, later known as the Dukes, of Sutherland. Its interiors were designed by Scotland's own Sir Robert Lorimer while its magnificent architecture and fairy-tale spires were added by Sir Charles Barry, who also designed London's Houses of Parliament.

Floors Castle

Situated in Kelso in the heart of the Scottish Borders and overlooking the River Tweed and Cheviot Hills, Floors Castle is the largest inhabited castle in Scotland and is home to the Duke and Duchess of Roxburgh and their family. Filled to the brim with fine works of art, including timeless tapestries and priceless antiques, Floors Castle boasts a truly splendid interior. In its imposing grounds you can see the holly tree that is said to mark the spot where King James II was killed in a seige in 1460.

Fyvie Castle

Once a royal stronghold, Fyvie Castle near Turrif in Aberdeenshire began as a simple castle in the 13th century. It passed through the hands of five powerful families, each of whom added significantly to its splendour by adding a tower to this magnificent Scottish Baronial fortress. Inside, admire period furnishings and rich interiors that still look as glorious as when they were installed; the magnificent sweeping staircase is probably the most dramatic architectural feature while many treasures are also on display.

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