IF – Rudyard Kipling

if you can keep your head when all about you

 are losing theirs and blaming it on you,

if you can trust yourself when all men doubt you,

 but make allowance for their doubting too;

If you can wait and not be tired by waiting,

 or being lied about, don’t deal in lies,

or being hated, don’t give way to hating,

 and yet don’t look too good, nor talk too wise:

if you can dream—and not make dreams your master;

if you can think—and not make thoughts your aim;

if you can meet with Triumph and Disaster

and treat those two impostors just the same;

if you can bear to hear the truth you’ve spoken

twisted by knaves to make a trap for fools,

or watch the things you gave your life to, broken,

and stoop and build ’em up with worn-out tools:

**Microsoft Word or Google Docs Exercise**

1. Using the return (enter) key add blanks lines between each line of text
2. Using the return key add an additional blank line between paragraphs (after the line ending in a colon :)
3. Use the backspace button to delete the text (spaces) before the word Are on the 2nd line.
4. Use the delete button to delete the (spaces) before the word But on the 4th line
5. Use your arrow keys to move to the 6th line and deleted the text (spaces) before the word Or.
6. Use your arrow keys to move to the 8th line and use the backspace button to delete the text (spaces) before the word and.
7. Use the shift key to add a capital letter at the start of each line
8. Use the caps lock button to change the authors name to all capitals
9. Save the file to your USB stick, hard drive or cloud.