**Computer 8 - MS Word Insert Tab Practice**

**Step 1 – Log in to MS Word and Save Your Document**

1. Open MS Word.
2. Create a blank document and save in your **MS Word Folder**
   1. Save it as “***Insert Tab Practice***.”

**Step 2 -Insert a Cover Page**

1. Click the **Insert Tab**
2. Insert a **Cover Page**
3. Choose “**Banded Cover Page**”
4. In the title **text box** type “**Insert Tab Practice**”
5. At the bottom of the page make sure **your name** shows up as **author**.
6. Change the **color** of the cover page **boxes**.
   1. Double click on one of the two **boxes** (shape)
   2. At the top of the page select “**shape fill**” and switch the **color** of the box.
      * You may **choose** **any** color, picture, gradient, or texture you want.
   3. Change the **color** of the **second** box.
   4. Edit the **font** on your title page
      * Change the font to **Harrington**
      * Change the font **color** to **Black**.
      * Make sure you can clearly read it.
7. Be sure to save, save, save (***control s*** is the shortcut)

**Step 3 – Click Off From Your Cover Page and Start Your Document**

1. **Insert** a 2 x 5 **Table**
   1. Click **the Insert Tab**
   2. Click the drop down **arrow** on **Table**
   3. Drag down **2 columns** by **5 rows** and click to send it to your page.
2. Adding **Information** Into Your Table
   1. In the **left** column, first cell,
      * type the **name of your favorite food**.
        1. You may use any font and color.
   2. Next to that, in the **right** hand column, **insert a picture** of your favorite food.
      * Click in the box where you will insert your image.
        1. Select the **Insert Tab**
        2. Click on **Online Picture**
        3. Do a **Bing** Search for the image you want to use.
        4. **Select** the picture you want to use.

**-OR-**

**If your pictures do not work, copy and paste from Google….**

* 1. **Re-size** your picture to fit in the box.
     + 1. **Double-click** on the image and make the **height** of the picture **1”**

1. In the remaining boxes **list** **4** of **your other favorite foods**.
   1. Insert a **picture** of each food in the box to the **right** of it.
      * Be sure to change your font and picture size in each one.
2. Be sure to save, save, save (*control s* is the shortcut).
3. **Save** all of your changes.
4. **Print your document and hand it in.**