

Intro To Computers Word #11 – Creative Clipart

Objective: Insert clipart into a document and resize it.

1. In your *Intro to Computers* folder, create a folder titled *first_last_word_11*.
2. Open a NEW document in Word.
3. Insert a header. Make sure the header is in **12 point Times New Roman** and is in all caps. Left aligned in the header should be *WORD #11*. Right aligned in the header should be your *FIRST LAST* names. These should **not** be italicized.
4. Save the document in your *first_last_word_11* folder as *ClipArt.docx*.
5. Starting on line one of the document, type the list of phrases shown below leaving one blank line between each phrase:

High School Graduation

Car Repairs

Junior/Senior Prom Tonight

Vacation

Car Wash School Fundraiser

Laptop

Cheerleading Tryouts Today

Ice Cream Shoppe

6. Using the clipart supplied with Word, find one clipart image that helps illustrate each of the phrases you typed in the document. Insert the clipart to the right of its corresponding phrase.
7. Once all the clipart is in the file, resize them so that all phrases and clipart images fit on one page.
8. Carefully proofread the document for spelling errors. Be sure to check for capitalization.
9. Resave the document and exit out of Word.
10. Zip up your *first_last_word_11* folder. Turn in your *first_last_word_11.zip* file.