

Word Processing: Practice 2

1. Open a blank Microsoft Word document. You can use Microsoft ClipArt, or Clips Online, to do the following practice exercises.
2. Insert a picture of a sun or sunset.
 - a. Use Format->Size to resize the picture to 1.5" wide
 - b. Use In-Line Text Wrapping
 - c. Next to the picture type: The weather is great!
3. Insert a picture of a camera.
 - a. Change the Text Wrapping to Tight
 - b. Resize the picture to be 2.5 inches tall
 - c. Place the picture to the bottom of the page
4. Insert a picture of a beach.
 - a. Format Text Wrapping to Tight
 - b. Place the picture into the center of the page
 - c. Add a thick BLUE border around the picture
 - d. Crop the picture .5 inches from the left
5. Save your document and name it: "Word Exercise" + your First and Second Name