W 6.4

**6th Grade Microsoft Word**

**Insert Tab: Online Pictures**

**Instructions:**

1. Open a new document in Microsoft Word

2. Save the document as “w 6.4” to your class folder

3. Insert a header that includes your first and last name and grade

4. Double click below the header and type the list of phrases below

* I love you
* School
* Football game
* Vacation
* Business person
* Happy Birthday
* Get well soon
* Picnic
* Pet store
* Exercise

5. Using the insert tab, find one picture for each of the phrases above, inserting them to the right of each phrase

6. Save the document again