W 7.4

**7th Grade Microsoft Word**

**Insert Tab: Career Pictures**

**Instructions:**

1. Open a new document in Microsoft Word
2. Save as “w 7.4” to your class folder

3. Insert a header

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

* Firefighter
* Teacher
* Doctor
* Nanny
* Dentist
* Veterinarian
* Construction worker
* Business person
* Police officer
* Chef

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

6. Save the document again