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| --- | --- |
| **Insert the following in the second column** |  |
| **Home**: Text/Font  Your First and Last name  Centered; Bold | **Arlys Peterson** |
| **Home**: Colored Text; Bold  University of Sioux Falls  Centered | **University of**  **Sioux Falls** |
| **Insert**: Insert Picture  centered |  |
| **Insert**: Insert Online Picture  centered |  |
| **Insert**: Shapes (2) |  |
| **Insert**: Chart  centered |  |
| **Insert**: Screenshot  centered |  |
| **Insert**: Online Video  Text wrap:  Through  3rd one  Centered |  |
| **Insert**: Hyperlink – any link  Bold; 14pt | [**Peterson Web Page**](http://faculty.usiouxfalls.edu/arpeterson/) |
| **Insert**: Word Art: Type USF  centered | **USF** |
| **Insert**: Date and Time  Centered  Bold; 14 pt | **October 8, 2014** |
| **Insert:** Put a header on this page: Microsoft Word 2013. | **Microsoft Word 2013** |
| **Design**: Page Color – make it a light color | **Blue** |
| **Design:** Border – put a border on this page | **Blue Border** |