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| **Insert the following in the second column** | **MICROSOFT WORD** |
| **Home**: Text/Font  Your First and Last name  **Centered; Bold** |  |
| **Home**:  University of Sioux Falls  **Centered, Colored Text; Bold,** |  |
| **Insert**: Insert Picture from file  **centered** |  |
| **Insert**: Insert Online Picture  **centered** |  |
| **Insert**: Shapes **(2)** |  |
| **Insert**: Chart  **Ice Cream**  **Chocolate 8**  **Vanilla 7**  **Strawberry 5**  **Cherry 3**  **centered** |  |
| **Insert**: Screenshot  **centered** |  |
| **Insert**: Online Video  **Textwrap: Square**  **Centered** |  |
| **Insert**: Hyperlink – any link  **Bold; 14pt** |  |
| **Insert**: Word Art: **Type USF**  **centered** |  |
| **Insert**: Date and Time  **Centered**  **Bold; 14 pt** |  |
| **Insert:** Put a header on this page: **Microsoft Word 2013.** |  |
| **Design**: Page Color – **make it a light color** |  |
| **Design:** Border – **put a border on this page** |  |