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| **Insert the following in the second column** | **MICROSOFT WORD** |
| **Home**: Text/FontYour 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** |  |