|  |  |
| --- | --- |
| **Insert the following in the second column** |  |
| **Home**: Text/FontYour First and Last nameCentered; Bold | **Arlys Peterson** |
| **Home**: Colored Text; BoldUniversity of Sioux FallsCentered | **University of** **Sioux Falls** |
| **Insert**: Insert Picturecentered |  |
| **Insert**: Insert Online Picturecentered |  |
| **Insert**: Shapes (2) |  |
| **Insert**: Chartcentered |  |
| **Insert**: Screenshotcentered |  |
| **Insert**: Online VideoTextwrap: SquareCentered |  |
| **Insert**: Hyperlink – any linkBold; 14pt | [**Peterson Web Page**](http://faculty.usiouxfalls.edu/arpeterson/) |
| **Insert**: Word Art: Type USFcentered | **USF** |
| **Insert**: Date and TimeCenteredBold; 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** |