Directions:

1. Open Microsoft Word
   1. Start……Programs……MS Office….MS Word
2. Type your first and last name at the top of the document.
3. Insert a title using Word Art (Spring).
   1. Insert….Picture…..WordArt
4. Insert two pieces of clip art; remember to format the clip art.
5. Insert a text box below each clip art.
   1. Insert….text box….draw text box
6. Type a sentence in the text box about the clip art in each text box.
7. Insert a border around your page.
   1. Page layout….page borders
8. Save your project under your student id number.