WORD: OBJECTS
Inserting Objects

{New Skills}:
- **A. Insert>Illustrations:** Online Pictures, Shapes
- **B. Insert>Text:** Text Box, WordArt
- **C. Insert>Header & Footer:** Page Numbers
- **D. Picture Tools>Format>Arrange>Wrap Text:** In Front of Text
- **E. Insert>Links:** Hyperlink

Instructions:

1. Open a Blank Word document.
2. Insert a Header with the title Objects.
3. Save As LastName FirstInitial Objects.
4. Change the page orientation to **Landscape**.
5. Set margins to **Narrow**.
6. Insert **WordArt** of your choice that displays your name. {B}
   a. Drag the WordArt to the center of your page.
7. Insert four **online pictures** that portray who you are. {A}
   a. Resize the pictures as needed.
   b. Change the **Text Wrapping** to In Front of Text. {D}
   c. Move pictures so they are all visible.
8. Insert a **Shape** {A}
9. Select your name WordArt and change the font size to **72 pt.**
   a. You may need to resize the WordArt and reposition the objects so everything is visible
10. Insert a **Page Number** in the bottom center of the page. {C}
11. Insert a **Text Box** for each of your pictures and key what the picture represents. {B}
    a. Place the text box under the correct picture.
    b. Change the font color in each text box.
12. Resize and move all objects to create an eye appealing design.
13. Select the text in one of your text boxes.
    a. Insert a hyperlink to the website [www.onusports.com].
14. Select your shape and insert the same hyperlink.
15. Save

Mr. Kurtz's Example

Mr. Kurtz

I love to play and watch football.

Camping is one of my favorite things to do in the fall

I went to Ohio Northern University whose mascot is a polar bear

I love to ride roller coasters

1