

# Microsoft Word Activity

Step 1: Open a blank document in Microsoft Word.

Step 2: Insert an online picture of a computer onto your document.

Step 3: Copy that picture. Then, paste that picture onto your document 5 more times.

Step 4: Resize the last image you pasted. Make it smaller than the rest of the images on your document.

Step 5: Type the following sentence into your document, "The more you read, the more you know, the more places you'll go!"

Step 6: Change this sentence's font style to **Impact**.

Step 7: Change this sentence's font size to 30.

Step 8: Center align your sentence.

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