Lesson 10: Inserting Images

In this lesson, you will practice adding images in a document and change their size, color, and borders.

Before you begin, review **Figure 10B**. Your document will look like this figure at the end of the lesson.
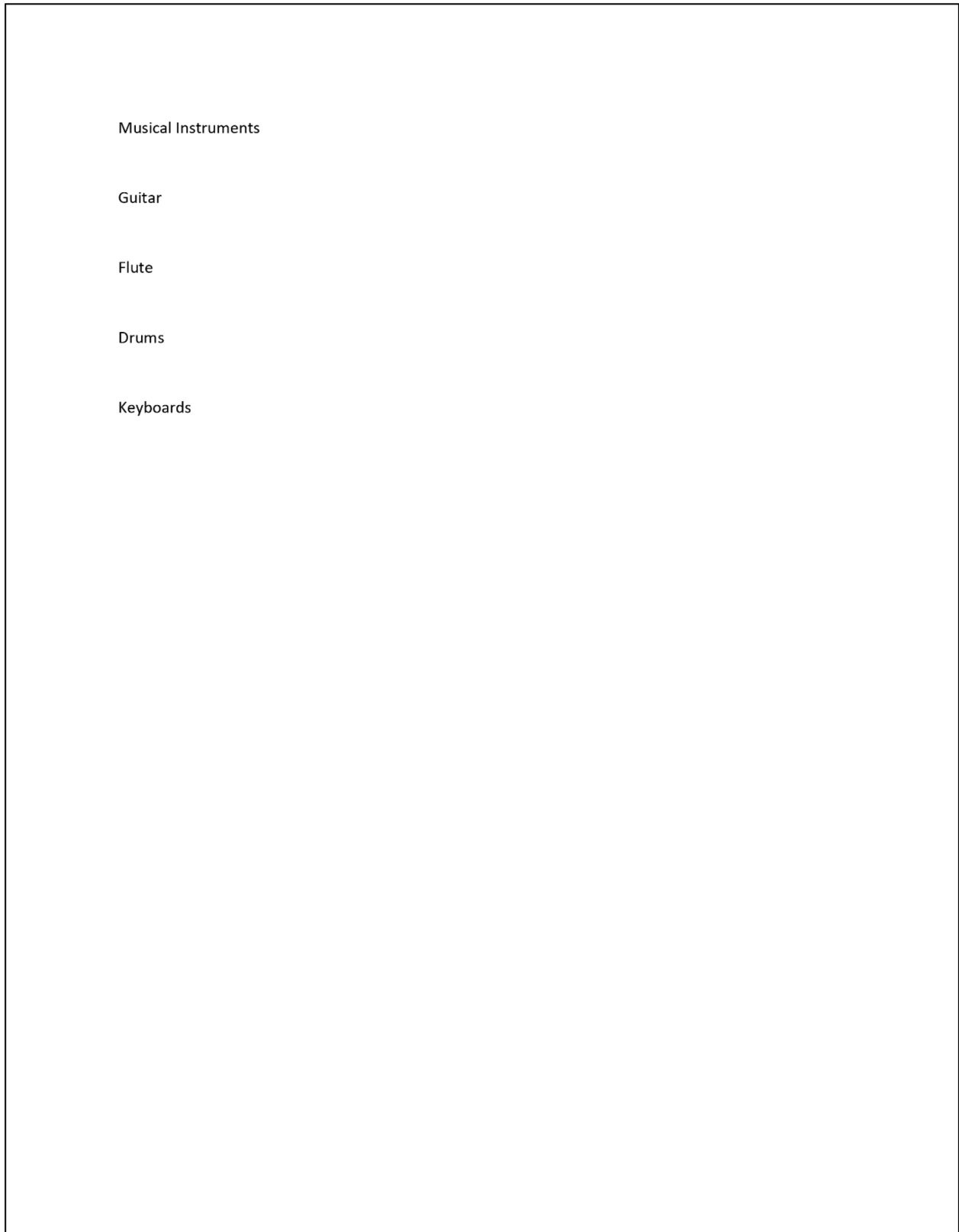
Instructions

1. Using your word processing software, create a new document. Save the file as **WP Lesson 10**.

2. Key the text as shown in **Figure 10A**. Hit the Enter key two times when you see a blank line.

3. Center align the title [**Musical Instruments**] on the first line.

4. Change the font size of the title to 18.

5. Bold all the text in the document.

6. Change the font of all the text in the document to Comic Sans MS.

7. Click on the blank link **below** the text [**Guitar**].

8. Insert an image of a guitar on the blank line. Search the Internet for the text [**electric guitar**].

9. Click on the blank link **below** the text [**Flute**].

10. Insert an image of a flute on the blank line. Search the Internet for the text [**flute**].

11. Click on the blank link **below** the text [**Drums**].

12. Insert an image of drums on the blank line. Search the Internet for the text [**drum set**].

13. After the text [**Keyboards**] hit Enter to add a new blank line.

14. Insert an image of a keyboard on the new blank line. Search the Internet for the text [**electric keyboard**].

15. Change the size of each image to match the size in **Figure 10B**.

16. Rotate the image of the guitar to the left.

17. Add a red border to the image of the flute.

18. Change the border around the flute to make it thicker.

19. Add a blue border to the image of the drums.

20. Change the border around the drums to make it thicker.

21. Select the image of the keyboard. Copy the image, then paste it so there are two.

22. Proofread your document and be sure your changes have been saved. It should look like **Figure 10B**.

23. Print or share your document with your teacher.

Figure 10A

Musical Instruments

Guitar

Flute

Drums

Keyboards

Figure 10B