# *Microsoft Word:*

*Write down the steps for each of the following.*

*1. How do you insert word art at the top of your document that says “Milliken Middle School”? Do it now...*

*2. How do you do a spell check for you document? Do it now!*

*3. How do you save a file in Microsoft word? Do it now save the file and name it your name.*

*104. How do you make a word italic? Do that now to all of the words in this document.*

*5. Crop this picture down to where you only see the house. How would you do that?*

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*6. Which tab would you click on to add clip art to your document?*

*The insert tab.*

*7. How do you find and replace? Find and replace the number four in this document with the number 1010104.*

*8. What tab would you click on to add a table to your document?*

*You would click on the insert tab then the smart art or chart button depending on your item.*