# Inserting Objects

1. Open the document **Inserting Objects**
2. Start by inserting a cover page. Choose any design and enter the following information (note that some cover pages will not have all these fields)
   1. [Document title] – Inserting Objects
   2. [Document subtitle] – today’s date
   3. [description] – Let’s practice inserting objects
   4. [Name] – your name
3. Insert a table here. The table should have three rows and four columns:
4. Insert the picture of Snoopy here. You will find it in a folder called Pictures in your Word folder in your Shared files folder.

1. Insert a Page Break in the space below so that item 6 shows up at the top of the next page.
2. Insert four shapes of your choice below. You can change the colour of the Shape using the Format tab, which only appears when you have selected the image.
3. Insert a Hyperlink. Link this WORD to www.microsoft.com.

1. Insert the Page X of Y page number in the footer (eg. Page 1 of 4).
2. Insert a signature line in the space below (only if this is available in your version).
3. Insert the date (using the Insert Date function) in the space below. Also choose Update Automatically.
4. Insert your name in the Header and right align.
5. Insert the Trademark™ logo after this brand name: McDonald’s Restaurant
6. Insert a Comment here.
7. Save this document in your Word Assignments folder.