

**Teaching &
Technology
Tips**

Student Nametag
Microsoft Word

- 1) Open Microsoft Word.
- 2) To insert photograph from disk-
 - Click on Insert → Picture → From File
 - Click on the down arrow next to the look in box and select A:/
 - Click on the file name
 - Click OK
- 3) To resize the picture-
 - Click on the picture to highlight it.
 - Move your cursor over the “square”
 - Click and drag it to the appropriate size.
- 4) Click at the end of the picture and press the Enter key.
- 5) Change font size to size 72 or higher. Change font style to Comic Sans
- 6) Type your name.