* **Insert Picture**
  + Insert Tab, Illustrations Group
    - Pictures – in your files
    - Online Pictures – Internet
* **Insert Shapes**
  + Insert Tab, Illustrations Group
    - Shapes, Change colors, Edit Shapes

**Hello My Name is**

* **Insert hyperlink - Coastline Community College Website**
  + Insert Tab, Links Group
    - Hyperlink to webpage [Coastline Community College](http://www.coastline.edu)
    - Hyperlink to email address [Lynn Buller](mailto:lbuller@gwc.cccd.edu)
* **Insert SmartArt**
* **Insert Charts**

* **Insert Screenshot**



* **Insert Bullets:**
* Historic interactive timelines
* In-depth photos taken on the set during the making of the film
* Interactive educational games
* Fast facts and flashcards
* Quizzes and essay exams
* **Insert Numbered Bullets:**

1. The title in which you are interested
2. The name of the class and subject
3. Online tools you would like to see created

* **Insert Left Tab and Right Tab with dot lead:**

Monday-Thursday 9 a.m. to 3 p.m.

Friday 9 a.m. to 1 p.m.

Saturday 10 a.m. to noon

* **Page Borders & Shades**
  + Design Tab, Page Borders
* **Page Colors**
  + Design Tab, Page Color