* **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
* **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