**MS Word Worksheet -4-**

**Session 10 (181-193)**

In the same previous word document (sheet 3) do the following:

1. Insert a picture from online pictures :

**Computer Network**

A Computer Network is a communication system that connect two or more computers so they can exchange information and share resources.

The most well-known computer network is the Internet

1. Change the text wrapping around the picture to tight.
2. Crop the picture.
3. Apply an artistic effect to the picture.
4. Try to change the picture position using the position command.
5. Insert a shape in page 3 and write (network benefits) inside it.
6. Format your shape using the new contextual format tab
7. Try to resize it using the high & width boxes in the size group.
8. In page 2 insert smart art as below:

1. Change the SmartArt color.
2. Add bookmark to page2 ,delete it.
3. Write :" for more information " and add link to it , see the different types of hyperlink
4. Add header for the pages contain the date and "computer network"
5. Add footer for the pages contain the page number