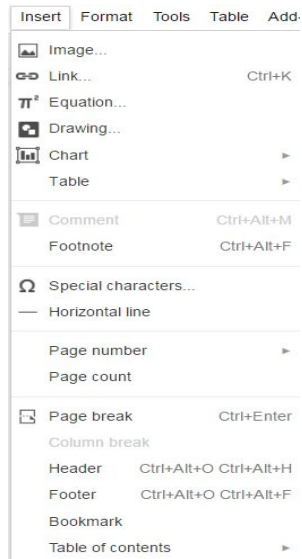


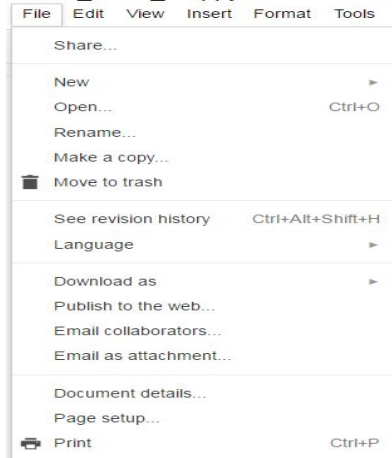


Create a single page document that has:

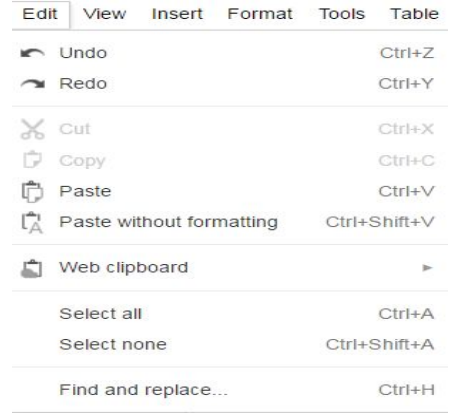
- 3 drop down menus that are labeled
- 1 dialog box that is labeled (e.g. Print)
- 1 picture of the E.V. Cain website



Insert Menu



File Menu



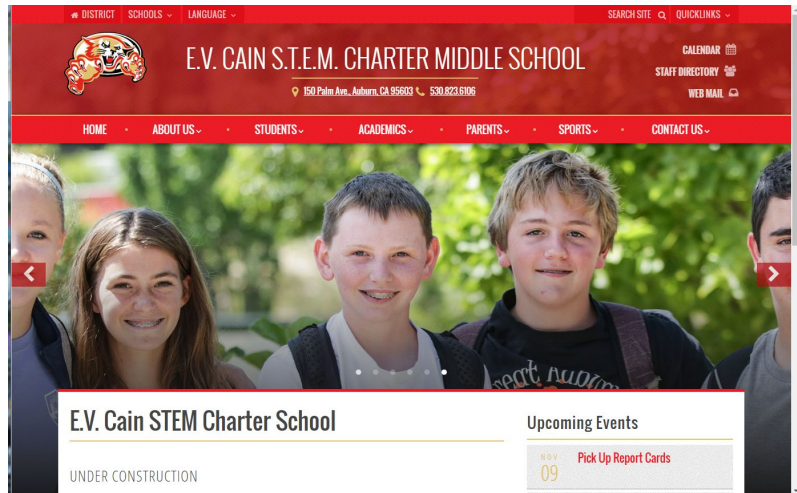
Edit Menu

Create a Snip

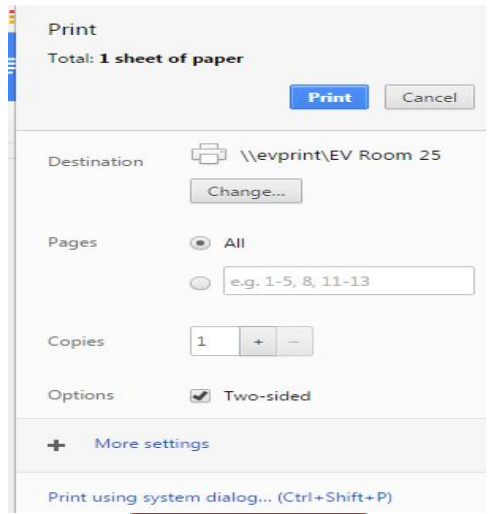
- Have the Snipping Tool and Doc open
- Ctrl+PrtScn to create a new Snip
- Select the portion of the screen by dragging the left mouse button
- Copy and Paste to the Doc

Create a Label

- Insert → Drawing
- Press **T** to create a textbox
- Change the looks:



E.V. Cain Website



Print Dialog