# Unit 9 – Insert Tab

Update the field in the footer containing the file name

Insert a 2x2 table following this line, enter “1”, “2” on the first line, and “3”, “4” on the second line

Center the values in the cells

Enter a blank row between the first and second rows.

Enter a blank column between the first and second columns.

Resize the columns: 1 and 3 wide, 2 skinny

Apply a table style

Should result in something like:

|  |  |  |
| --- | --- | --- |
| 1 |  | 2 |
|  |  |  |
| 3 |  | 4 |

Force a page break at the beginning of this line

Find a picture of a birthday cake and insert it on the page, position it in the bottom right corner

Put a big “Sign here” arrow pointing to the line below

Sign here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insert a header with the page number

Append the trademark symbol to the end of this line