

To create a short display advertisement:

You can use the Insert tab at the top of a Microsoft Office Word document to insert a shape by clicking on "Shapes" and then double clicking on the shape you inserted and then click on the Format - then "shape fill" to add a different color. You can actually make a lot of images using these shapes.

You can add a text box if you want by clicking your shape you added again and then the Insert tab and then on Text box.

Or you can click on Insert and then Picture to add a picture that you have taken.

You can position the picture or image in the document by choosing one of three positions: left, center, right.



Hitting the space bar can move the image down the page, while selecting a point above the image in the Word document and then hitting delete can move the image up.