**Week 1**

**Lesson 1: Folder Cover**

1. Open a new Word document
2. Keep text Align Left
3. Increase font size (optional)
4. You will insert a total of 7 images, each of a different type of technology. For this assignment, technology is defined as “The application of scientific knowledge for practical purposes.” You may include anything from simple technology (a spring) to advanced technology (smartphone).
5. Go to [www.photosforclass.com](http://www.photosforclass.com) and search for a photo. Click “Download” and select “Open” from the options at the bottom of your screen. When the photo opens full size, right-click and Copy.
6. Paste in Word, below your text. Select image and go to Format. Open Wrap Text and choose Square. Resize and reposition your image as desired. You may insert borders and make other changes if you wish.
7. All seven photos should be positioned neatly on the page.
8. Save to your folder as “folder cover” and print.