Creating a Personal Picture Story in Microsoft Word 2010

**Step 1:**

Open your document in MS Word.

Hit Enter key three times.

Put the cursor before the second line.

**Step 2:**

- Click

- Click

- Select

**Step 3:**

You inserted a 2x2 table into your document.
Step 4:

1. Highlight the top row.
2. Click ⬆️
3. Click ⬆️
4. Click ⬆️

Step 5:

- Click one of the cells.

Step 6:

- Click Insert
- Click Picture
Step 7:

- Click

- Double click

Step 8:

- Double click your picture.

Step 9:

- Type your heading into the top row.
Step 10:
Highlight on the Heading.

Step 11:
Change the **Font Style** to any
Font you want.
Change the **Font Size** to a
Larger Size (18 – 24)

Step 12:
Type your story into the other
cell below the heading.
Step 13:

• After you finish typing, you can change the Font Style.
• Highlight words you want to change, and pick the Font Style you like.

Step 14:

Continue to add your story and photos until your story is done.

Step 15:

• Click
Step 16:
- Click
- Click

Step 17:
Use or (F7), click and hand it into your teacher.