**IL Unit G: MSWord Customize (Health)**

1. Design/Colors/Customize Colors
2. Design/Fonts/Customize Fonts
3. Design/Effects
4. Home/Styles
5. Insert/Text/Text Box
   1. Insert/Text/Object/Text From File
   2. Home/Font
   3. Type Health Check into [SIDEBAR TITLE] placeholder
   4. Select Text Box then Drawing Tools/Format/Size
   5. Drawing Tools/Format/Arrange/Position
6. Insert/Header & Footer/Header
7. Select and delete image
8. Insert/Pages/Cover Page
9. On Cover page, type the text shown on right side of column into the assigned Document Controls placeholders shown on left side of column
10. Insert/Text/Quick Parts