



# MS Word: Name Tents

Technology for Classroom Teachers  
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1. Call up a new Word document.
2. Select **Tools, Letters & Mailings, Envelopes & Labels, Labels** tab
3. Put your name in the **Label** area
4. Select **Options, Avery Standard, 5305 Tent Card, OK**
5. Select **New Document** button.
6. Your name will appear twice. Edit Name #1 as follows:
  - a. Highlight your name.
    - i. Center align.
    - ii. Change font color, size (e.g. 72) & style (e.g. Comic Sans)
  - b. Scroll down and highlight Name #2.
    - i. Key in a 2<sup>nd</sup> name, highlight, and Center align.
    - ii. Change font color, size & style
7. Select all by **Edit** and **Select All** or Ctrl + A
  - a. Copy this page – **Edit** and **Copy** or Ctrl + C.
  - b. Put your cursor on the very bottom of the page and **Enter** until you start a new page.
  - c. Paste the 1<sup>st</sup> page onto the 2<sup>nd</sup> page – **Edit** and **Paste** or Ctrl + V.
  - d. Continue until you have enough cards for all students in your class.
8. Go back to the 2<sup>nd</sup> page.
  - a. **Highlight** the name. Type in a new name.
  - b. Continue until you have your whole class completed.
9. For extra pizzazz – insert each student's digital picture next to their name.
  - a. **Insert, Picture, From File**. Locate the student's picture and click **Insert**. **Resize** as needed. Repeat for the rest of your class.