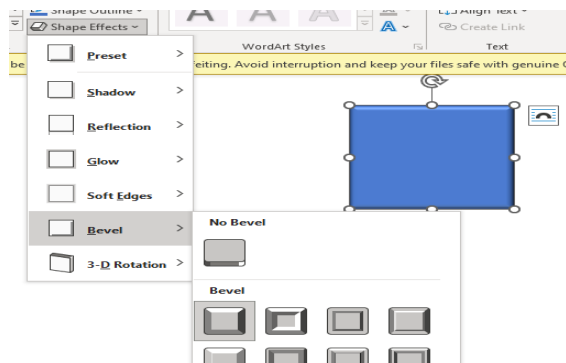


LAB 04

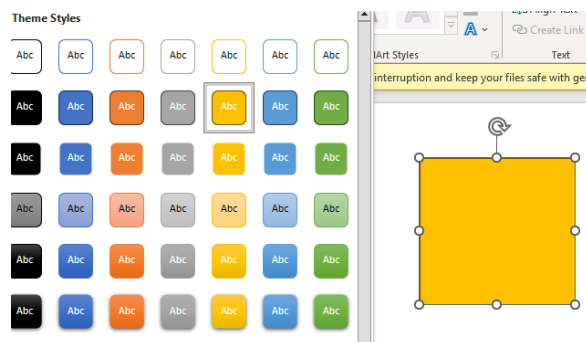
Headers and footers, Page numbers, Pictures and text wrapping, Formatting pictures, Shapes, Text boxes.

Tasks:

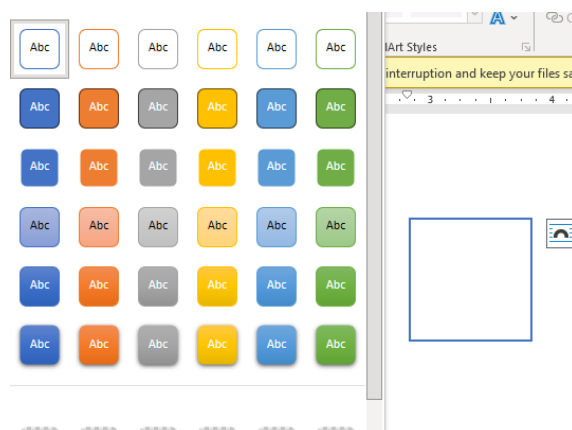
1. Under the Shape Effects drop-down menu, add a Round Bevel.



2. Change the shape style to your choice of a Gold style. Hint: Style names appear when you hover over them. Make sure the style name has the word Gold in it



3. In the Format tab, change the style to Simple Frame, White.



4. Text Wrapping Activity: Create a Mini-Poster

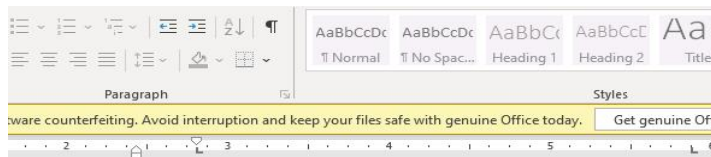
Choose a Topic: Choose a fun topic, like favorite animal, sport, or place to visit.

VISITING KASHMIR IN WINTER



5. Insert an Image: Search for a suitable image online (or use an image provided by the teacher) and insert it into a Word document.

Resize the image to a medium size so it fits well with text.



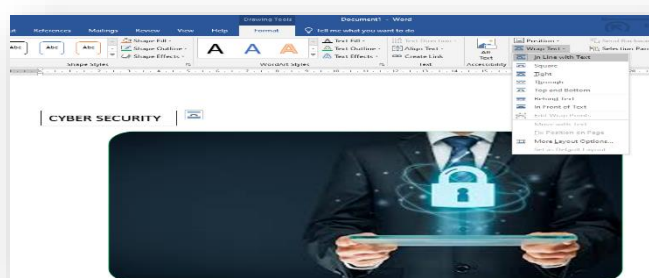
TOMB OF QUAID-E-AZAM



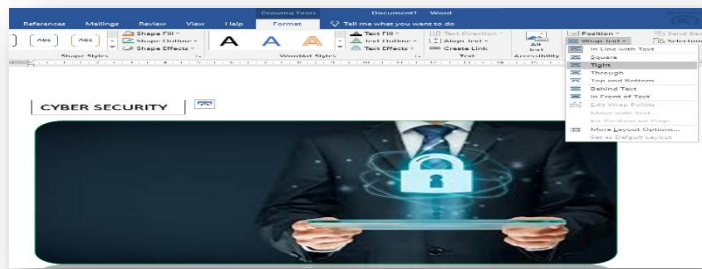
6. Experiment with Text Wrapping:

Click on the image, go to "Format" > "Wrap Text", and try each of the following text wrapping options:

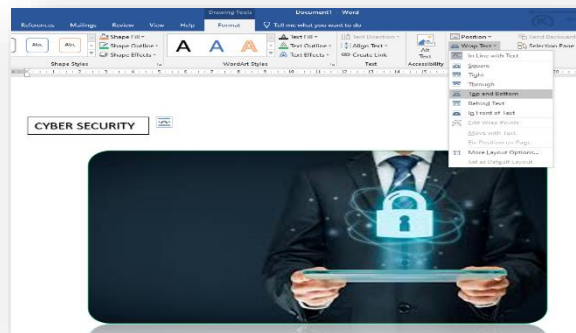
In Line with Text



Tight



Top and Bottom



Behind Text

