# Exercise: Inserting WordArt

**Note**: You can pass this course and all graded assessments without access to the downloadable version of PowerPoint.

**How to complete this exercise**

To complete this exercise, you will need access to Microsoft PowerPoint.

**Note:** Keep in mind that if you are using free Office for the web or another version of the Microsoft PowerPoint application, some features covered in this exercise may not be available.

**Free Office for the web**

If you do not have access to Microsoft PowerPoint, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

**Access Microsoft Account**

Log in to your Microsoft account. 🔗

Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!
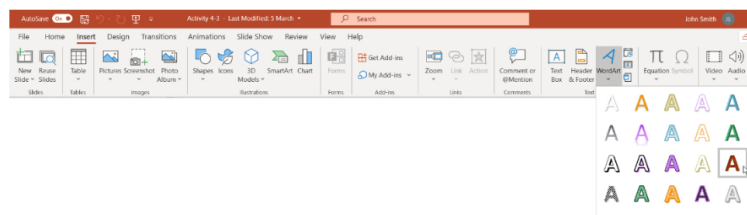
**Let's get started!**

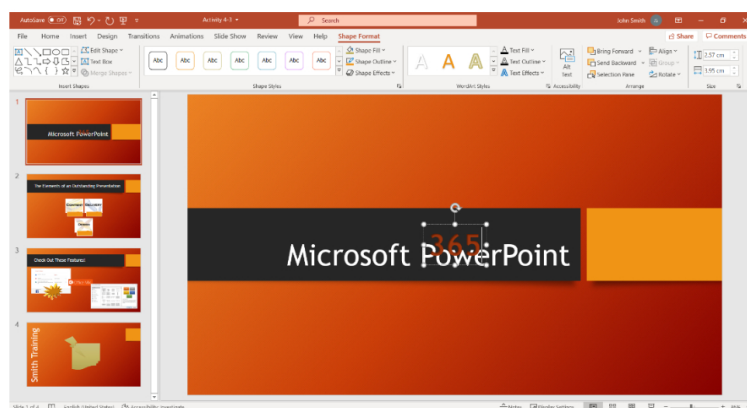In this exercise, we will use WordArt to create a title slide.

1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

Exercise: Inserting WordArt 🔗

2. Ensure that the first slide is selected. Click **Insert → WordArt** and choose the right-most style in the third row:
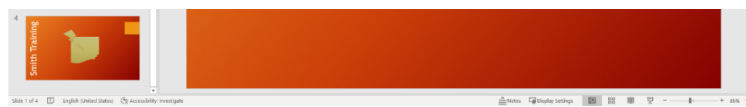


3. Type "**365**" in the text box that appears, replacing any placeholder text:
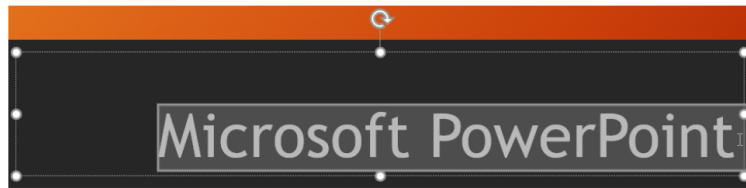


4. Place your mouse over the top edge of the text box. When it turns into a four-headed arrow, click and drag it to the orange box on the right-hand side of the slide:
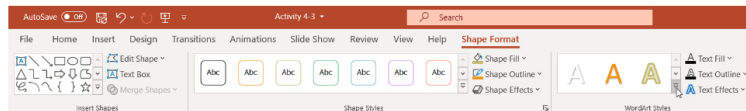
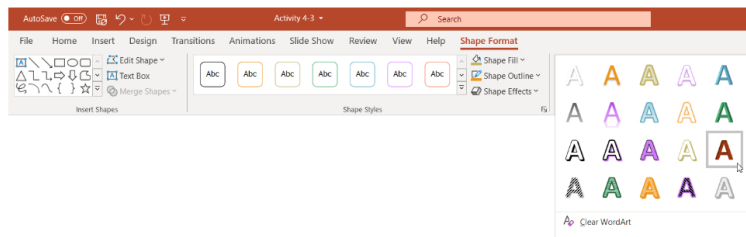Notice the guidelines that will help you line up the text box.

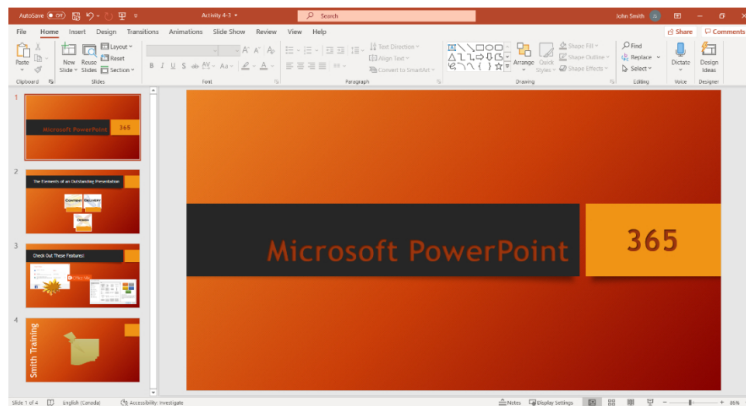5. Let's apply the same formatting to the "Microsoft PowerPoint" main title. Select this text:



6. Next, click the **Shape Format** tab and click the **More** arrow in the WordArt Styles group:



7. Choose the same style that we used for the previous WordArt example:



8. The title slide is now complete:



9. Save your presentation as Activity 4-3 Complete. Close Microsoft 365 PowerPoint to complete this activity.

10. Now, you can check out an example of a completed document in the link below:

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**Mark as completed**

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