Adding graphics
Using Images in a document
Text boxes and pull quotes
Using shapes in documents
Word Art and complex illustrations
Video: Add WordArt and other text effects
3 min
Reading: Exercise: Adding WordArt and other text effects
10 min
Video: Create complex Illustrations with SmartArt
5 min
Reading: Exercise: Creating complex illustrations with SmartArt
10 min
Practice Assignment: Knowledge check: Word Art and complex

Exercise: Adding WordArt and other text effects

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

How to complete this exercise

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

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

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!

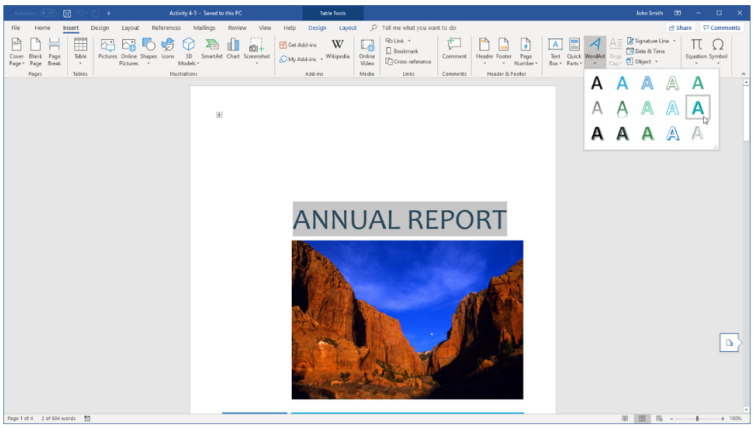
Let's get started!

In this exercise, you will add WordArt and a drop cap to your annual report.

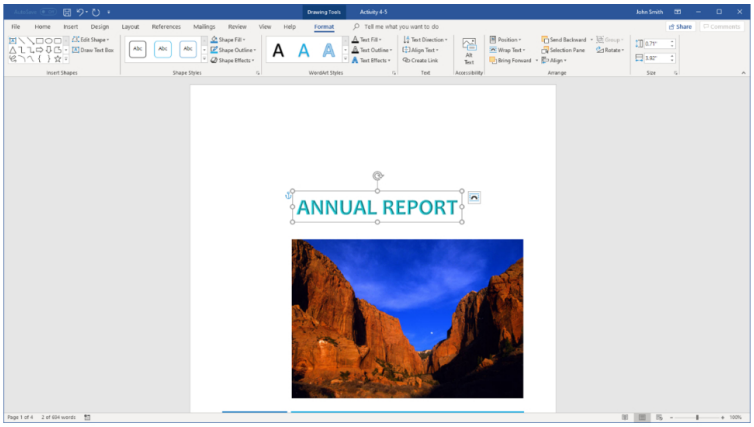
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

Exercise: Adding WordArt and other text effects

2. On the title page, select the "Annual Report" text. Click Insert → WordArt and choose any style you like:



3. The WordArt will be created and selected:



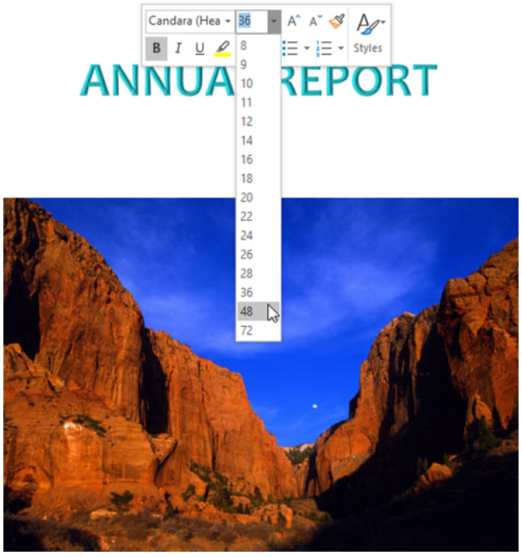
Instructor Tip: If the results are not as expected, cut the text, create the WordArt, and paste it.

4. Click the Layout Options button beside the WordArt:

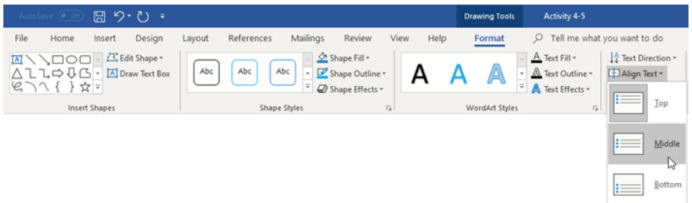
5. Click the "Fix position on page" radio button:

6. Click and drag the top right-hand corner handle of the WordArt up and out so that the box is about the same length as the image and about 1.5 inches tall:

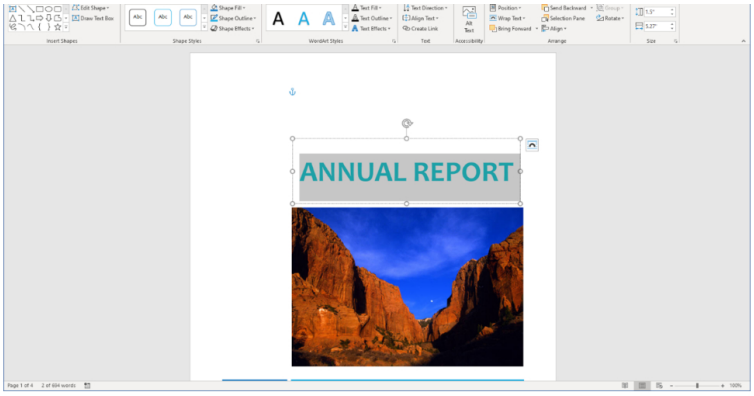
7. Select the text in the WordArt box. Use the mini toolbar to increase the font size to 48:



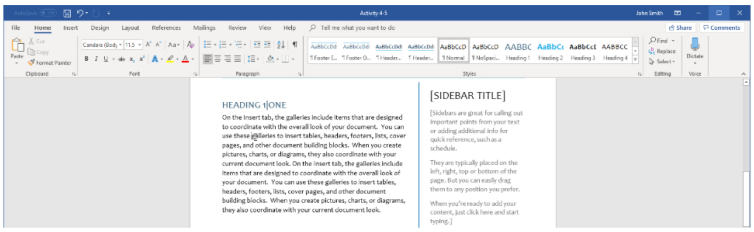
8. Now, click Drawing Tools – Format → Align Text → Middle:



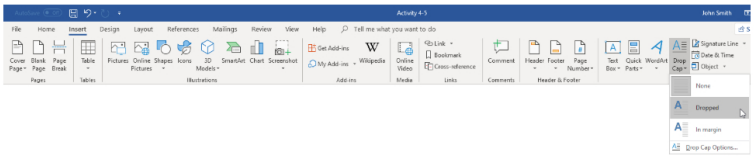
9. Your cover page should now look like this:



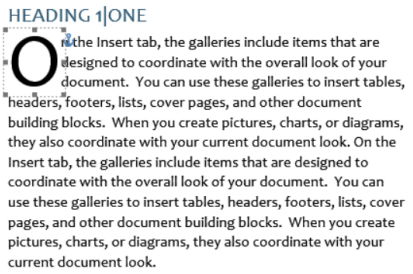
10. Scroll to the second page of the document. Click to place your cursor inside the first paragraph:



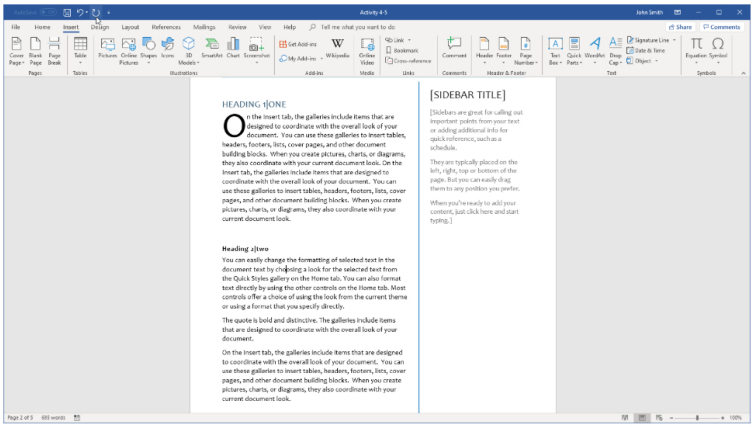
11. Click Insert → Drop Cap → Dropped:



12. Here is the result:



13. Click to place your cursor in the first paragraph under Heading 2. Click the Repeat arrow on the Quick Access Toolbar to add a drop cap here as well:



14. Save your document as Activity 4-5 Complete. Close Microsoft Word 365 to complete this exercise.

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

Completed exercise: Adding WordArt and other text effects

Mark as completed

Like Dislike Report an issue