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Knowledge check: Using
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15 min

Word Art and complex illustrations

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Exercise: Drawing shapes

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!

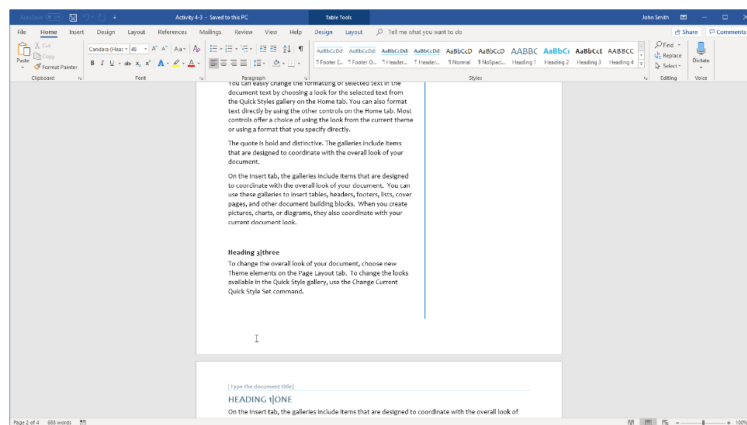
In this exercise, you will add a shape to your annual report.

1. Click on the link below to open the Microsoft Word exercise document. To complete this exercise, navigate to the last page in the document.

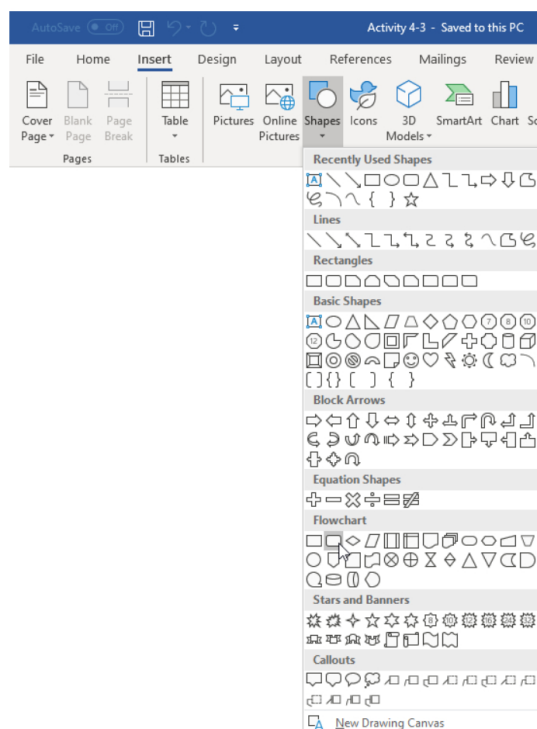
[Exercise: Drawing shapes](#)

2. Scroll to the bottom of page two in the document. Double-click the area at the bottom of the page. This will allow you to edit the Footer area.

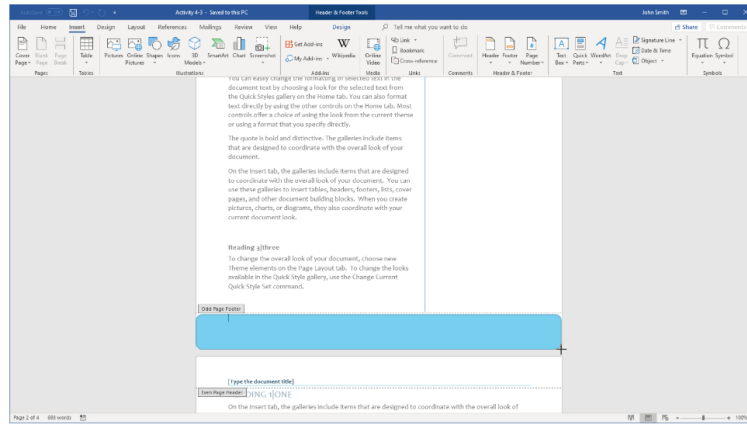
Note: Footer content **repeats at the bottom of every page** in your document. Footers will be covered in more detail in a future lesson.



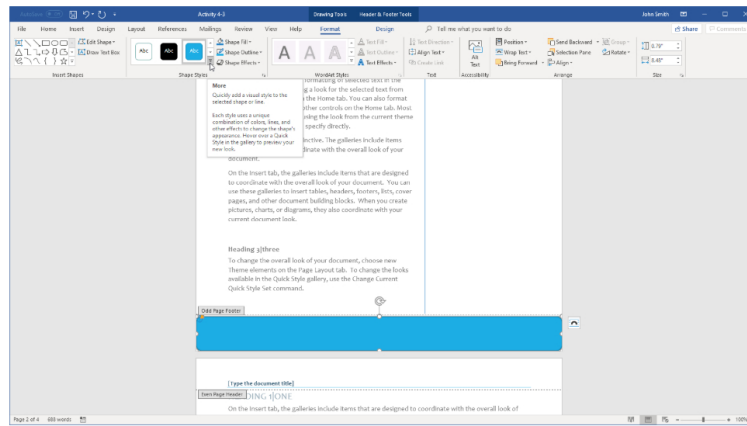
3. Now, click **Insert** → **Shapes** → **Rectangle: Rounded Corners**.



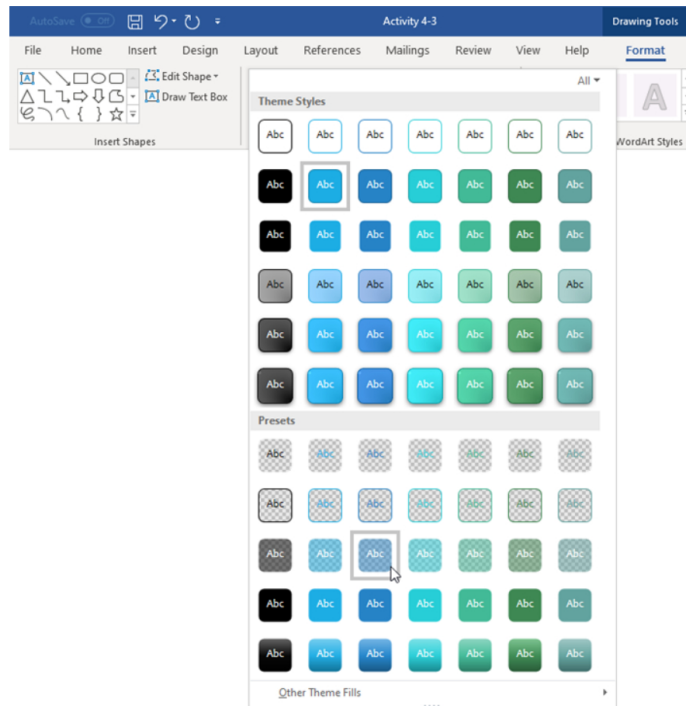
4. Click and drag to draw a rectangle that is approximately the same size as the footer:



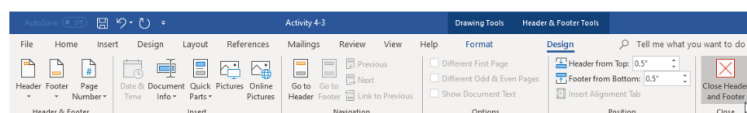
5. With the rectangle selected, click the Drawing Tools – Format tab. Click the More arrow in the Shape Styles gallery:



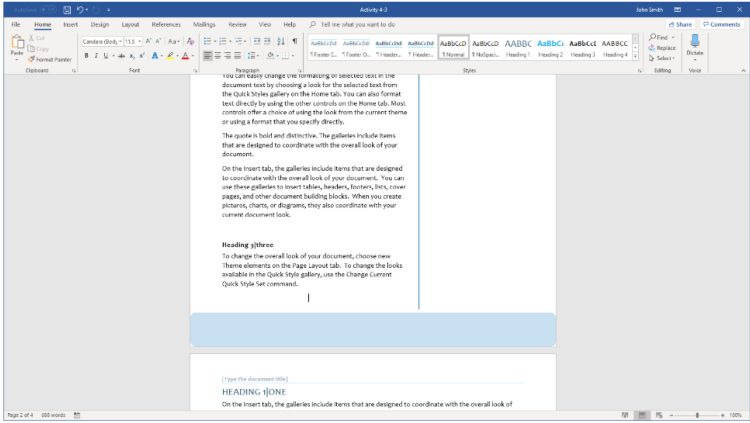
6. Choose any semitransparent effect from the third row in the Presets section:



7. Because you have clicked in the Footer area, a new **Header and Footer** ribbon has opened to the right. Close the Header and Footer view by clicking on the button on the far right hand side as indicated.



8. Check out the new footer design that you have created:



9. Save your document as Activity 4-3 Complete. Close Microsoft Word 365 to complete this exercise.

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

[Completed exercise: Drawing shapes](#)

Mark as completed

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