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Using shapes in documents

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Drawing shapes
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2 min📖 Reading: Exercise:
Formatting shapes
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Knowledge check: Using
shapes in documents
15 minWord Art and complex
illustrations

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Exercise: Formatting 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!](#)

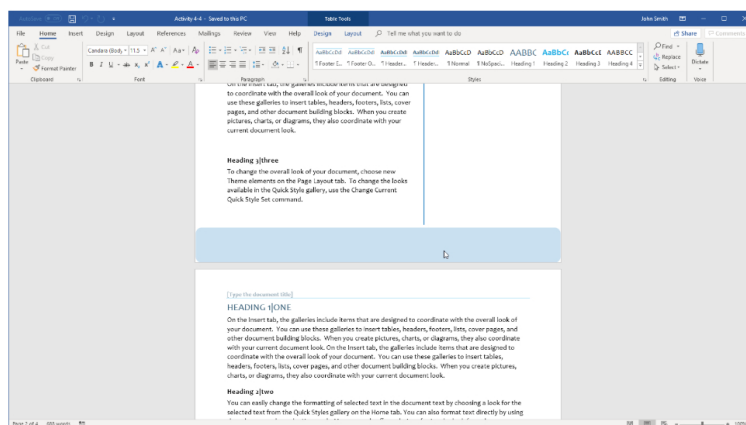
Let's get started!

In this exercise, you will add text and captions to the shapes in your annual report.

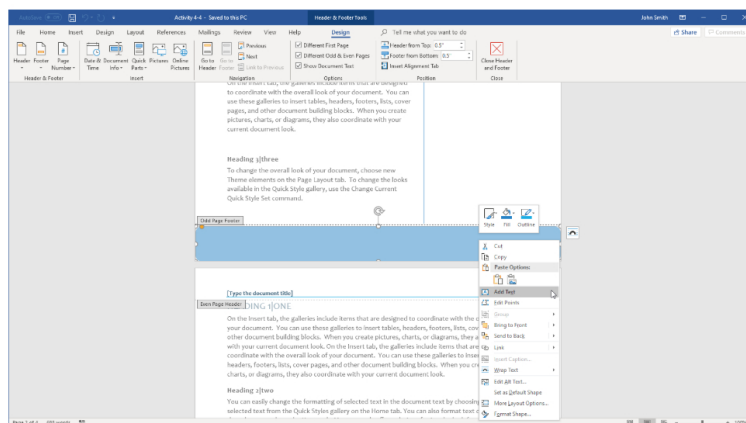
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Formatting Shapes](#) [🔗](#)

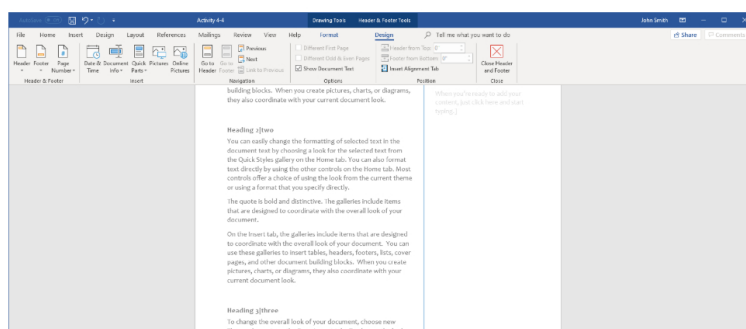
2. Scroll to the second page in the document. Double-click the footer area to open it for editing:

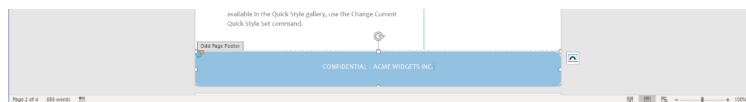


3. Right-click the rectangle and click "Add Text:"

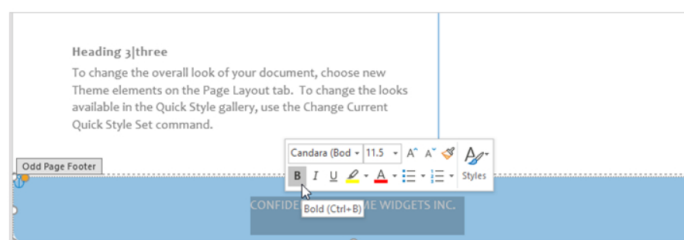


4. Type, "CONFIDENTIAL – ACME WIDGETS INC."

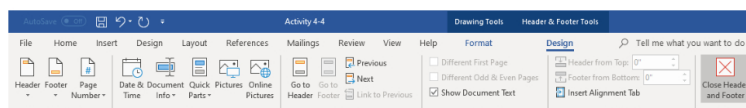




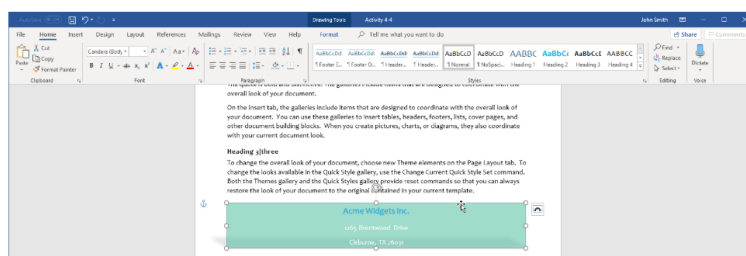
5. Use either the Home tab or the mini toolbar to bold the text:



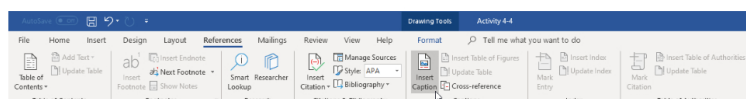
6. Our footer is now complete! To return to the main document, click Header & Footer Tools – Design → Close Header and Footer:



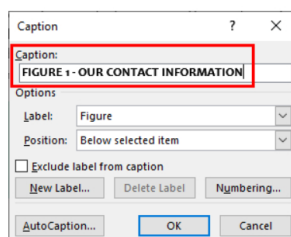
7. Now, let's add a caption to the other text box we have been working on. Scroll to the third page and click the text box with the address in it:



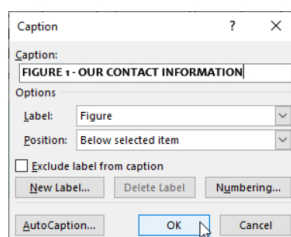
8. Click References → Insert Caption:



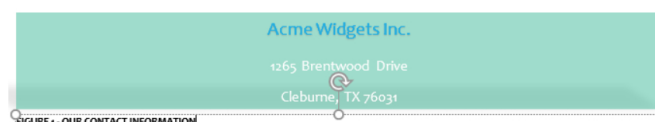
9. The Caption dialog box will open and your cursor will be in the first text field. Type a space, followed by a hyphen and another space. Then, type, "Our Contact Information:"



10. Leave the rest of the settings at the default and click "OK" to create the caption:



11. Review the results:





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

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

[Completed exercise: Formatting Shapes](#) 

Mark as completed

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