**Assignment: Exploring Shapes in Microsoft Word**

**Objective:**

The goal of this assignment is to learn how to insert, format, and creatively use shapes in Microsoft Word. By completing this task, students will become familiar with the tools available for enhancing documents using graphical elements.

**Instructions:**

1. **Create a New Document**
   * Open Microsoft Word and create a new document.
   * Save the file as Shapes\_Assignment\_YourName.
2. **Insert Shapes**
   * Insert the following shapes:  
     a. **Rectangle**  
     b. **Circle**  
     c. **Arrow**  
     d. **Star**  
     e. **Callout (Speech Bubble)**
   * Arrange the shapes on the page in a neat layout.
3. **Formatting Shapes**
   * Perform the following actions for each shape:  
     a. Change the **fill color** to a unique color for each shape.  
     b. Apply a **gradient fill** to the rectangle.  
     c. Add a **shadow effect** to the circle.  
     d. Change the **outline color** of the arrow to red and increase the line thickness to **3 pt**.  
     e. Apply a **3D effect** to the star.  
     f. Add text inside the callout: *"Shapes are fun!"*
4. **Grouping and Aligning**
   * Group the rectangle and circle together.
   * Align all the shapes to the **center** of the page.
5. **Connecting Shapes**
   * Draw lines or arrows to connect the shapes in a meaningful way.
   * Use **curved connectors** to join any two shapes.
6. **Shape Layering**
   * Overlap the arrow and star shapes.
     + Send the star shape **to the back**.
     + Bring the arrow **to the front**.
7. **Additional Features**
   * Add **Glow Effect** to any shape of your choice.
   * Insert an image into the rectangle shape.
   * Add a **soft edge effect** to the circle.
   * Rotate the star by **45 degrees**.
8. **Drawing Canvas (Optional)**
   * Use the **Drawing Canvas** to organize your shapes neatly.
   * Add a title inside the canvas: **"Shape Design Practice"**.
9. **Bonus Task**
   * Create a simple infographic using at least five shapes.
   * Label each shape with appropriate text (e.g., "Step 1," "Step 2").

**Submission Guidelines:**

* Save your file in .docx format.
* Include your name and date in the header of the document.
* Submit your file according to your instructor’s instructions.

**Evaluation Criteria:**

* Completion of tasks (20 marks)
* Creative use of shapes (20 marks)
* Proper formatting and alignment (10 marks)
* Overall presentation and design (10 marks)

**Total Marks: 60**