

OBJECTIVE 5
“Insert and format graphic elements”

Task 1 – Create and save a new Word Document

Create a new Blank Document
Save it using “Word Documents (.docx)” type

Task 2 – Copy and Paste text

Copy and paste all the text inside “Word_5-3a”, & “Word_5-2”
Paste the text to new document
Save the document

Task 3 – Insert Picture

Open Word_5-3a and then insert “picture 1” so that the picture in first page of Word_5-3a
Modify the text wrapping and alignment of the picture <ul style="list-style-type: none">• Text wrapping: Tight• Horizontal alignment Right relative to Margin• Vertical alignment Top relative to Margin

Task 4 – Insert Text box

Open Word_5-2.docx
Insert a text box. Page 1 <ul style="list-style-type: none">• Text box type: Austin Quote• Cut and paste the text “our solar system is only one in an estimated several billion the Milky Way Galaxy” into the text box• Horizontal alignment Centered relative to Margin

Task 5 – Insert SmartArt

Open Word_5-2.docx

Insert and modify SmartArt.

Following the paragraph under the “The Old Man and His Grandson” heading

- SmartArt Graphic: vertical bullet list
- Content for first shape
 - ✓ Level 1 “Terrestrial”
 - ✓ Level 2 “Mercury”, “Saturn”, “Uranus”, “Neptune”
- Height: 6”
- Width: 10”

Task 6 – Insert & format Shape

Open Word_5-2.docx

Insert and format shape.

Apply after the 2nd paragraph

- Shape: Rectangle (rounded corners)
- Size : (height; 4”, width; 10”)
- Style: subtle effect - teal accent 5
- Shape outline : Red – weight: 6pt
- Shadow effects: soft edges – 5 point
- Add text: “The Old Man and His Grandson” (Bold, 16”, arial, center paragraph)

Task 7 Kasus

Anda sebagai mahasiswa , diminta untuk membuat daftar matakuliah yang sedang diambil semester ini. Dengan menggunakan SmartArt, Buatlah daftar tersebut.

Task 8 Kasus

Anda diminta untuk memformat foto dengan bentuk lingkaran (gunakan foto pribadi)

Nb: Task 7 & 8 diterapkan pada akhir dokumen