**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

* 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

* 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*