

Chapter 3 Graphics Tools in Office

Lab. 36 Animals & Word Art

Directions:

1. Launch Word and open the **Animals Demand Granted** activity document file.
2. Format the titles and subtitles using the WordArt feature.

Apply text wrap feature in each word art to make text wrap around it.

3. Save the activity document with a new filename as **Titled Animals Demand**.

SCORE



Preview:



Chapter 3 Graphics Tools in Office

Lab. 37 Published Word Art

Directions:

1. Launch Publisher and open the **SeLS Publication Special Edition** activity publication file. If this publication is not on your folder, you need to do this from the previous activity.
2. Format the titles and subtitles using the WordArt feature.
3. Save the activity publication with a new filename as **Articles and Word Art**.

SCORE



Preview:

