

Chapter 3 Graphics Tools in Office

Directions:

1. Launch Word and open the **All About Word Processing** activity document file that you have saved.
2. To make you document attractive, you need to add pictures. Insert the following pictures below:

word processing 1.jpg

word processing 2.jpg

word processing 3.jpg

Apply Text Wrap feature in each picture to make the text wrap around it. Resize the pictures if necessary.

3. Save the activity document with a new filename as **Word Processing**.

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Directions:

1. Launch Word and open the **Earth Savers Commandments** activity document file.
2. Arrange and insert pictures to the current document. Use the Text Wrap feature to wrap text around the pictures. Below are the pictures to be inserted from the given work files:

commandment 1.jpg

commandment 2.jpg

commandment 3.jpg

commandment 4.jpg

Resize the pictures if necessary.

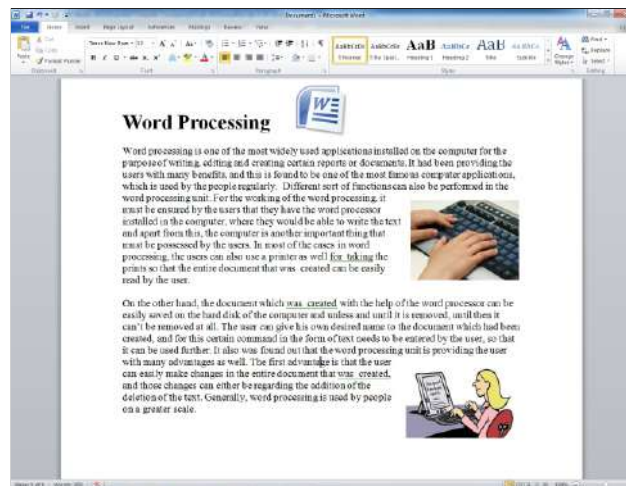
3. Save the activity document with a new filename as **Earth's Commandments**.

Lab. 34 Show Me How

SCORE



Preview:



Lab. 35 Picture Perfect

SCORE



Preview:

