SCORE

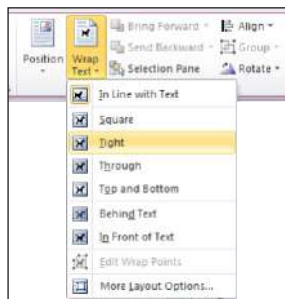**Preview**

Directions:

1. Launch Word and open the **Animals Demand** activity document file.

2. Insert appropriate Clip Arts in each topic. Use the Wrap Text feature to wrap text around the clip art. Below are the steps on how to wrap text around Clip Art.

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

Wrap text around Clip Art:

1. Click the Clip Art picture.

2. Click the Picture Tools, in the Arrange Group, click Wrap Text and choose Tight.
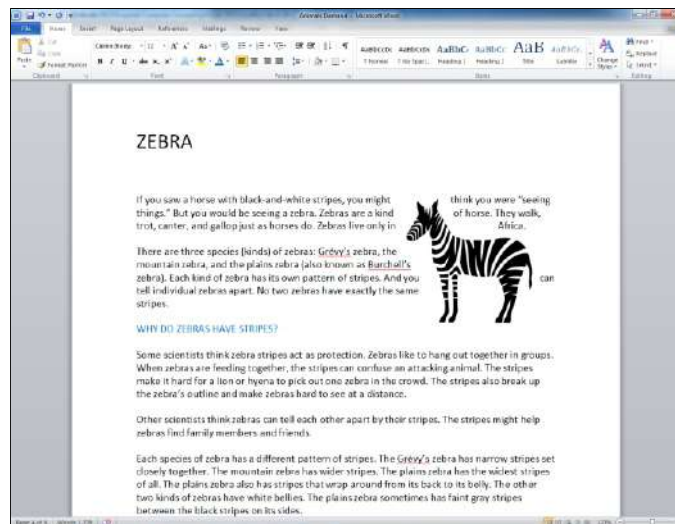
SCORE

Directions:

1. Launch Excel and open the **Animal Class** activity workbook file.

2. Insert Clip Arts in each class of animals. Resize the clip art if necessary to fit into each row.

3. Save the activity workbook with a new filename as **Classified Animals**.

Preview: