When using Microsoft® Word, it I helpful to use some special effects to enhance the appearance of text. You can add special effects in various ways, for example, to create a shadowed, rotated, or colorful text. The following instructions will help one in making some basic changes to his or her text to make it more interesting for the reader.

**Equipment Needed.** Computer, Window® Vista or newer, Microsoft® Word Program

1. Open your Microsoft Word
2. Go to search, and type Microsoft word.
3. Click on Microsoft Word app and it should open MS-word.
4. Open Word art box.
5. Click on Insert button on main toolbar
6. Look over the options and search for WordArt
7. Click on WordArt and you should see a list of designs
8. Select a design you like
9. Type any text in MS-Word and it should appear in selected style.