

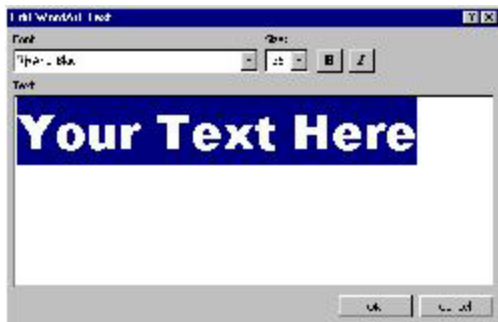
Microsoft Word

WordArt

Microsoft *WordArt* is an application that let's users add special effects to text. The program launches from within *Word*. The following is only a very basic introduction to *WordArt*.

Starting WordArt

1. From within *Word*, click **Insert** on the menu bar. A *drop-down* list appears.
2. Select **Picture**. A fly-out list appears.
3. Select **WordArt**. The *WordArt Gallery* opens. A thumbnail image of the *WordArt Gallery* is shown below.



4. Select a text modification style, and click **OK**. The *Edit WordArt Text dialog box* opens. A thumbnail image of the *Edit WordArt Text dialog box* is shown below.
5. Type the text you want to add effect to in the area that reads, *Text*.
6. Click **OK**. The *WordArt Text* is inserted into your document.

Word Art Toolbar (if you do not see it try to click one time on your WordArt to activate it or Select the toolbar under the view menu then chose Toolbars)

