



USING WORDART






WordArt allows you to add visual enhancements to the text in a document in addition to changing the font style and font size. WordArt styles allow you to stretch the text either horizontally, vertically, or diagonally. WordArt is an object that may be moved to any location in a document. It is also possible to resize and rotate the WordArt object. To add Word Art to the worksheet, complete the steps below.





- ❖ If necessary, click the **Drawing** button on the **Standard** toolbar to display the **Drawing** toolbar. 
- ❖ Do one of the following:
 - Choose **Insert, Picture, Word Art** from the **Menu Bar**.
 - Click the **Insert Word Art** button on the **Drawing** toolbar to display the **Word Art** gallery of special effects styles. 
- ❖ Click a **Word Art** style from the gallery that appears.
- ❖ Click **OK** to open the **Edit Word Art Text** dialog box.
- ❖ In the area where it says **Your Text Here**, input the text for the **Word Art**.
- ❖ Click the **OK** button to exit the dialog box.
- ❖ The **Word Art** object will appear in your worksheet.
- ❖ Select the **Word Art** object if it is not already selected.
- ❖ The **Word Art** toolbar will be displayed. Explanations of the buttons on this toolbar are listed in the table under **Word Art Toolbar**.
- ❖ Move the Word Art object to the desired location in the worksheet.
- ❖ Resize the image, if necessary, so that it will fit in the allotted space.



WordArt Toolbar

The WordArt toolbar is used to change WordArt attributes. The buttons on this toolbar are described in the table below.

Button Name	Used to
Insert WordArt 	Create a WordArt image. You can also click the WordArt button on the Drawing toolbar to create a WordArt object.
Edit Text 	Edit the existing text in a WordArt object.
WordArt Gallery 	Choose a new style for an existing WordArt object.
Format WordArt 	Change the attributes of an existing WordArt object.
WordArt Shape 	Modify the shape of an existing WordArt object.

Button Name	Used to
WordArt Same Letter Heights	 Make uppercase and lowercase letters the same height.
WordArt Vertical	 Change horizontal letters into a vertical format.
WordArt Alignment	 Modify the alignment of an existing object.
WordArt Character Spacing	 Change the spacing between characters.