

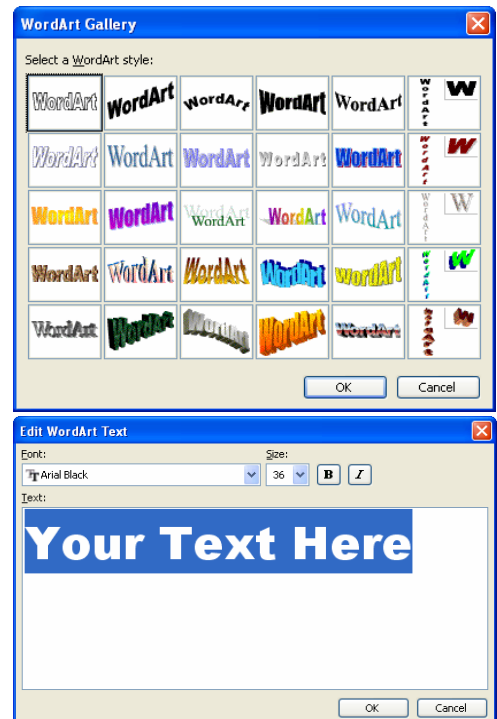
## Working with WordArt

WordArt allows visual enhancements to be added to the text in a presentation in addition to changing the font type and font size. WordArt styles allow for the text to be stretched horizontally, vertically, or diagonally. WordArt is an object that may be moved to any location in a presentation. It is also possible to resize and rotate the WordArt object. The illustration below is an example of WordArt.

# WordArt Example










### Adding a WordArt Object to a Presentation

- ❖ Select the slide to which the WordArt is to be added.
- ❖ Do one of the following:
  - Click the **WordArt** button on the **Drawing** toolbar. This is the button with a large A on it.
  - Click **Insert** on the **Menu Bar**, click **Picture** in the list and then click **WordArt**.
- ❖ The **WordArt Gallery** dialog box will display (see illustration).
- ❖ Select a **WordArt** style from the dialog box.
- ❖ The **Edit WordArt Text** dialog box will display.
- ❖ Type the text for the WordArt over the area where it says **Your Text Here**.
  - When the text is highlighted, you don't have to delete it before inputting the new text.
  - The old text will automatically be removed.
- ❖ To change the font type, click the **Font** drop-down arrow.
- ❖ To change the size of the font, click the **Size** drop-down arrow.
- ❖ Apply either **Bold** or **Italics** to the text, if desired.
- ❖ Click the **OK** button to exit the dialog box and place the WordArt into the slide.
- ❖ The **WordArt** will appear in the middle of the slide.
- ❖ Select the **WordArt** object and move it to the desired location.
- ❖ The mouse pointer has to change to a four-headed arrow before the object can be moved.
- ❖ The image may be moved by pressing the arrow keys on the keyboard or by clicking and dragging with the mouse.
- ❖ To resize the WordArt object, click the sizing handles around the edge of the object and drag the mouse in the desired direction.
- ❖ The WordArt toolbar will appear somewhere in the window.



## WordArt Toolbar

The WordArt toolbar is used to change WordArt attributes. The buttons on this toolbar are described in the table below. The buttons are listed as they appear on the toolbar from left to right.

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.
WordArt Same Letter Heights		Make uppercase and lowercase letters the same height.
Word Art Vertical Text		Change horizontal letters into a vertical formation.
WordArt Alignment		Modify the alignment of an existing object.
WordArt Character Spacing		Change the spacing between characters.

## Formatting Word Art

Several different formatting changes can be made to a WordArt object such as changing Fill Effects, Line Color and Shapes, Size, and Position. The Format WordArt dialog box is used to make these changes.

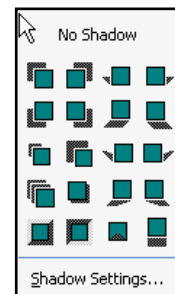
- ❖ Do one of the following:
  - Click the **Format WordArt** button on the **WordArt** toolbar.
  - Click **Format** on the **Menu Bar** and then choose **WordArt**.
- ❖ The **Format WordArt** dialog box will display.
- ❖ Click the **Colors and Lines** tab to make changes to the colors of the WordArt background or WordArt borders.
- ❖ Click the **Size** tab to make changes to the size of the WordArt image.
- ❖ Click the **Position** tab to change the position of the WordArt image.
- ❖ When all the changes have been made, click **OK** to exit the dialog box and save the changes.

## Adding Shadow Effects to WordArt

Shadow settings are automatically applied to a WordArt object when it is created.







However, changes can be made to the default setting. To do this:

- ❖ With the **WordArt** object selected, click the **Shadow** button on the **Drawing** toolbar (see illustration top right).
- ❖ A gallery of shadows will appear (see illustration bottom right).
- ❖ To select a different shadow for the WordArt, click any one of the shadows that displays in the list that appears.
- ❖ Click the words **Shadow Settings** at the bottom of the box (last button) (see illustration bottom right).
- ❖ The **Shadow Settings** toolbar will appear.



## Shadow Settings Toolbar

This toolbar is used to apply different shadow effects to an object such as WordArt. The table below describes and illustrates the buttons on this toolbar.

Button Name	Description
<b>Shadow On/Off</b>	 Click this button to remove the shadow from the object. This is a toggle button that can be used to add or remove the shadow. When the button changes color or darkens, it means the shadow is on.
<b>Nudge Shadow Up</b>	 To move the shadow higher up on the object, click this button. Continue to click the button until the shadow is at the desired location.
<b>Nudge Shadow Down</b>	 To move the shadow lower on the object, click this button. Continue to click the button until the shadow is at the desired location.
<b>Nudge Shadow Left</b>	 To move the shadow to the left on the object, click this button. Continue to click the button until the shadow is at the desired location.
<b>Nudge Shadow Right</b>	 To move the shadow to the right on the object, click this button. Continue to click the button until the shadow is at the desired location.
<b>Shadow Color</b>	 To choose a different color for the shadow, click this button. When working with shadow colors, it is possible to make the shadow semitransparent, which will make the shadow a lighter shade of the selected color.

## Resizing and Moving WordArt Objects

- ❖ The **WordArt** toolbar will appear when the **WordArt** object is selected.
- ❖ With the **WordArt** object selected, drag any sizing handle to reshape the object until the text is the desired size.
- ❖ Drag the **WordArt** object to the desired location in the slide.
- ❖ Instead of dragging the object, it is possible to use the up, down, right, and left keyboard arrows to move the selected object.
- ❖ Click outside the **WordArt** text to deselect the object and close the **WordArt** toolbar.

## Changing the WordArt Fill Color

- ❖ Click the **WordArt** object.
- ❖ Click the **Format WordArt** button on the **WordArt** toolbar.
- ❖ Click the **Color and Lines** tab.
- ❖ Click the **Fill Color** drop-down arrow.
- ❖ Do one of the following:
  - Choose a color by clicking on the color and then clicking **OK**.
  - Click the **Fill Effects** button and choose one of the options from this dialog box.

## Adding Fill Effects to WordArt

WordArt objects may be filled with a pattern or special effect. To do this:

- ❖ Click the **Fill Color** drop-down arrow on the **Drawing** toolbar.
- ❖ Click the **Fill Effects** button.
- ❖ The **Fill Effects** dialog box will appear.
- ❖ Click the desired fill effect. The options are:
  - **Gradient** – This option is used to change the Fill Color to different color shades.
  - **Texture** – This option provides a gallery of different textures that may be applied to the Word Art.
  - **Pattern** – This option is used to apply patterns, such as lines or squares, to the WordArt object.
  - **Picture** – Click the **Browse** button to select a picture file from a folder.
    - The picture must be stored on the computer or a disk.
    - The Clip Art Gallery will not appear when Select Picture is clicked.
    - It is possible to select a picture from the Web by clicking the **Search the Web** button on the **Select Picture** toolbar.

