

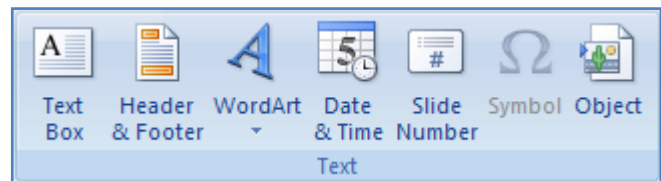
## WORKING WITH WORDART

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 document. 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

- ✦ Click the **Insert Tab**.
- ✦ In the **Text Group**, click **Word Art** (see illustration top right).
- ✦ A gallery of WordArt styles will appear (see illustration bottom right).
- ✦ Click one of the WordArt styles to select it.
- ✦ A **Word Art** placeholder will appear in the slide.
- ✦ Select the text in this box.
- ✦ Type the text that is to be used for the WordArt object.



### Change WordArt Format

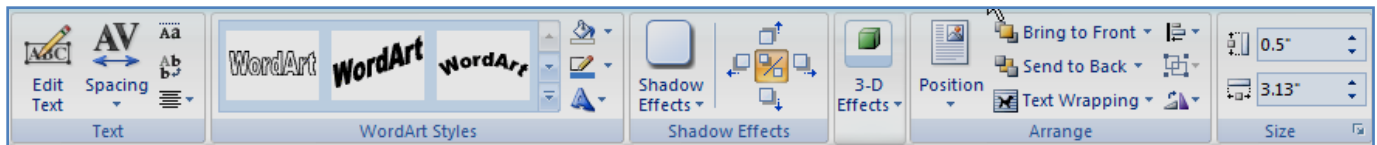
- ✦ Click the **Home Tab**.
- ✦ To change the font type, in the **Font Group**, click the **Font Type** arrow and then click the type of font that is to be used.
- ✦ To change the size of the font, click the **Size** drop-down arrow.
- ✦ Apply either **Bold** or **Italics** to the text, if desired.

### Resizing and Moving WordArt

- ✦ Select the **WordArt** object.
- ✦ With the **WordArt** object selected, drag any sizing handle to reshape the object until the text is the desired size.
  - ✦ The **Resizing Handles** appear along the outside edges of the WordArt.
  - ✦ The **Mouse Pointer** will change to black arrows.
- ✦ To move the WordArt to a different area in the document, click on the object and then drag it to the desired location in the document.
- ✦ Instead of dragging the object, it is possible to use the up, down, right, and left arrow keys on the computer keyboard to move the object.
- ✦ Click outside the **WordArt** text to deselect the object.

## WordArt Tools Format Ribbon

The WordArt Tools Format Ribbon is used to change WordArt attributes. The buttons on this ribbon are described in the table below.



Button Name	Description
<b>Text Group</b>	
<b>Edit Text</b>	Once a WordArt image has been created, this button is used to make changes to the text.
<b>Spacing</b>	To change the spacing between the letters in the WordArt image, click this button.
<b>Even Height</b>	This button is used to make all the letters in the image the same height.
<b>WordArt Vertical Text</b>	Use this button to input the text vertically with the letters stacked on top of each other.
<b>Align Text</b>	This button is used to determine how the words of a multiline image are to be aligned.
<b>WordArt Styles Group</b>	
<b>Word Art Styles</b>	When this button is clicked, a gallery of WordArt images is displayed. Move the mouse pointer over each of the items in this gallery to see a Live Preview of the image. To see additional images, click the <b>More</b> button at the end of the gallery. The up and down arrows can be used to move through the gallery one row at a time.
<b>Shape Fill</b>	To change the fill colors for the WordArt image, click this button. A gallery of different colors and options will appear.
<b>Shape Outline</b>	Click this button to change the border (outline) of the image. A gallery of different colors will display.
<b>Change WordArt Shape</b>	After a WordArt image has been created, it is possible to change the shape but keep the colors. To do this, click this button. A gallery of different WordArt shapes will appear.
<b>Shadow Effects Group</b>	
<b>Shadow Effects</b>	To select a shadow or to change the shadow for the image, click this button. A gallery of different shadow effects will appear. Move the mouse pointer over the items to see a Live Preview of the shadow effect. Click the effect to apply it to the image.
<b>Nudge Up</b>	Click this button to move the shadow up.
<b>Nudge Right</b>	This button is used to move the shadow to the right.
<b>Nudge Down</b>	To move the shadow down on the image, click this button.
<b>Nudge Left</b>	Click this button to move the shadow to the left.

Button Name	Description
<b>3-D Effects Group</b>	
<b>3-D Effects</b>	Click this button to add a 3-D effect to the shape. Options for moving the effect up, down, left, and right on the image will appear.
<b>Arrange Group</b>	
<b>Position</b>	To select the position of the image within the document, click this button. Move the mouse pointer over each of the options to see a Live Preview of the location. Click More Layout Options to display additional wrapping options.
<b>Bring to Front</b>	When an image is placed behind another image or shape, this button is used to bring the bottom image or shape in front of the other one.
<b>Send to Back</b>	This button is used to send an image or shape that is on top of another one to the back of the top one.
<b>Text Wrapping</b>	When text in a document needs to wrap around the image, click this button. A list of different text wrappings will display. Click the More Layout Options button to display some additional options.
<b>Align</b>	This option is used to align different images and/or shapes either at the top, bottom, left, or right. Before the images and shapes can be aligned, they must be selected. To select several images or shapes, click the first object and then hold down the Shift key to select additional items.
<b>Group</b>	Once a group of images and/or shapes has been formed into an item such as a logo, use this button to group the items together so the objects become as one. Before the objects can be grouped, they must be selected. To select several objects, click the first object and then hold down the Shift key to select additional items.
<b>Rotate</b>	To rotate or flip the selected image, click this button. A list of possible options will display. For additional rotation options, click the More Rotation Options.
<b>Size Group</b>	
<b>Shape Height</b>	To change the height of the image, click the spinner arrows for this option.
<b>Shape Width</b>	Click the spinner arrows for this option to change the width of the image.
<b>Dialog Box Launcher</b>	This button is located in the lower right corner of the Size Group. It is used to launch the Format WordArt dialog box with the Size tab selected. In this box, it is possible to make changes to the size of the WordArt image.