

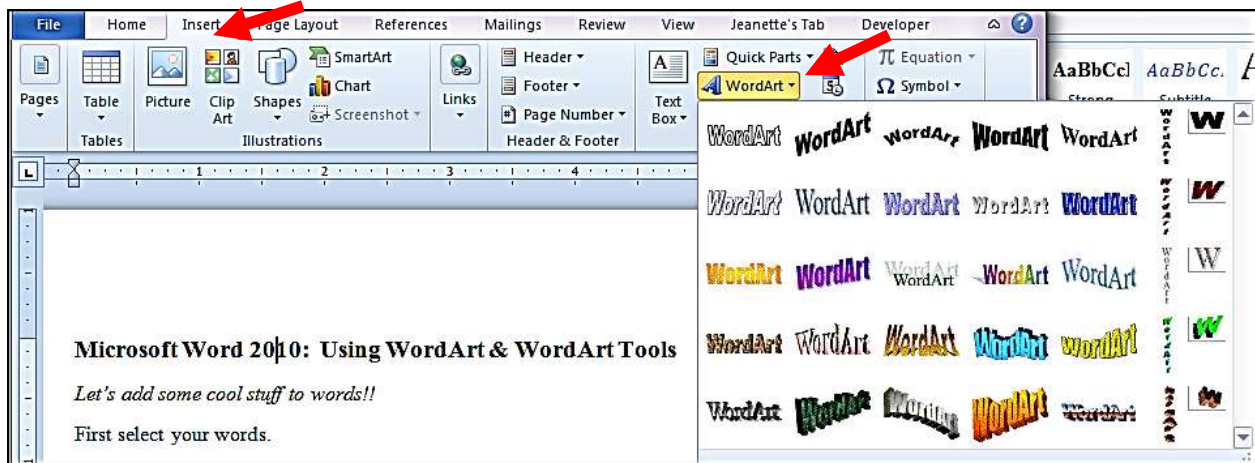
Microsoft Word 2010: Using WordArt & WordArt Tools

Let's add some cool formatting to words on your documents!!

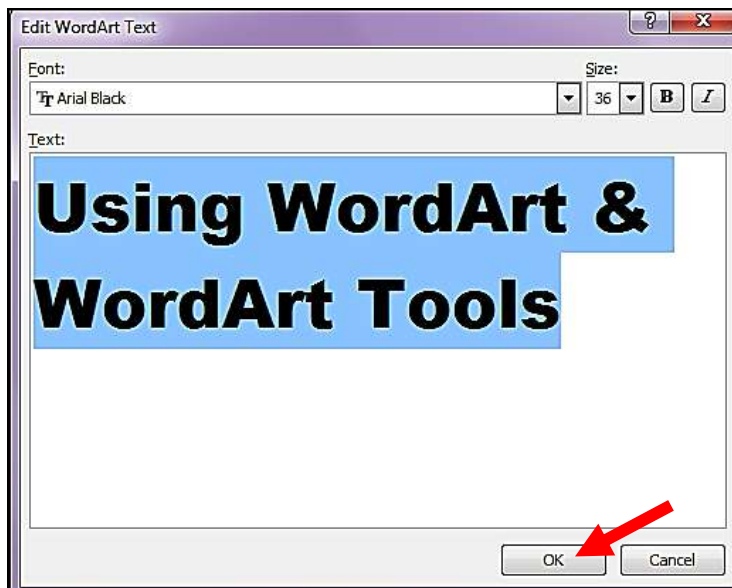
First select your words that you want to apply Word Art to.

Then go under the **Insert** tab.

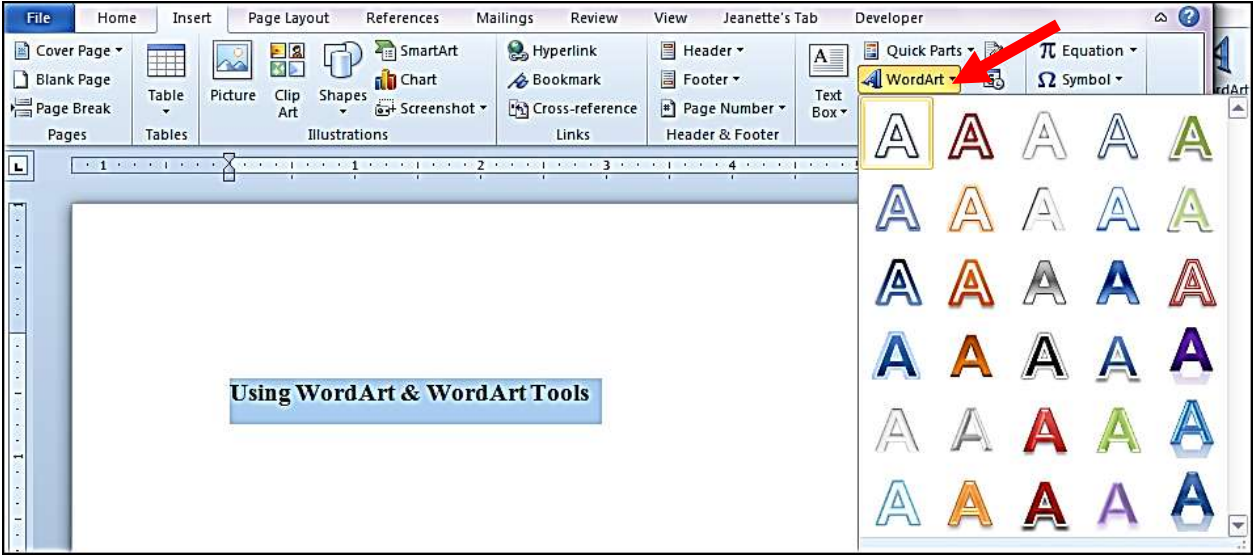
Click on a **WordArt** & select a style, don't worry if you not quite sure you like it.



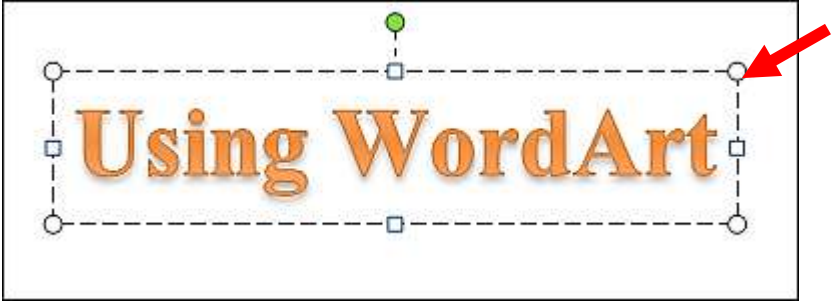
Click **OK** on the **Edit WordArt Text** dialog box. This box will only appear if the document was saved as an older version or .doc.



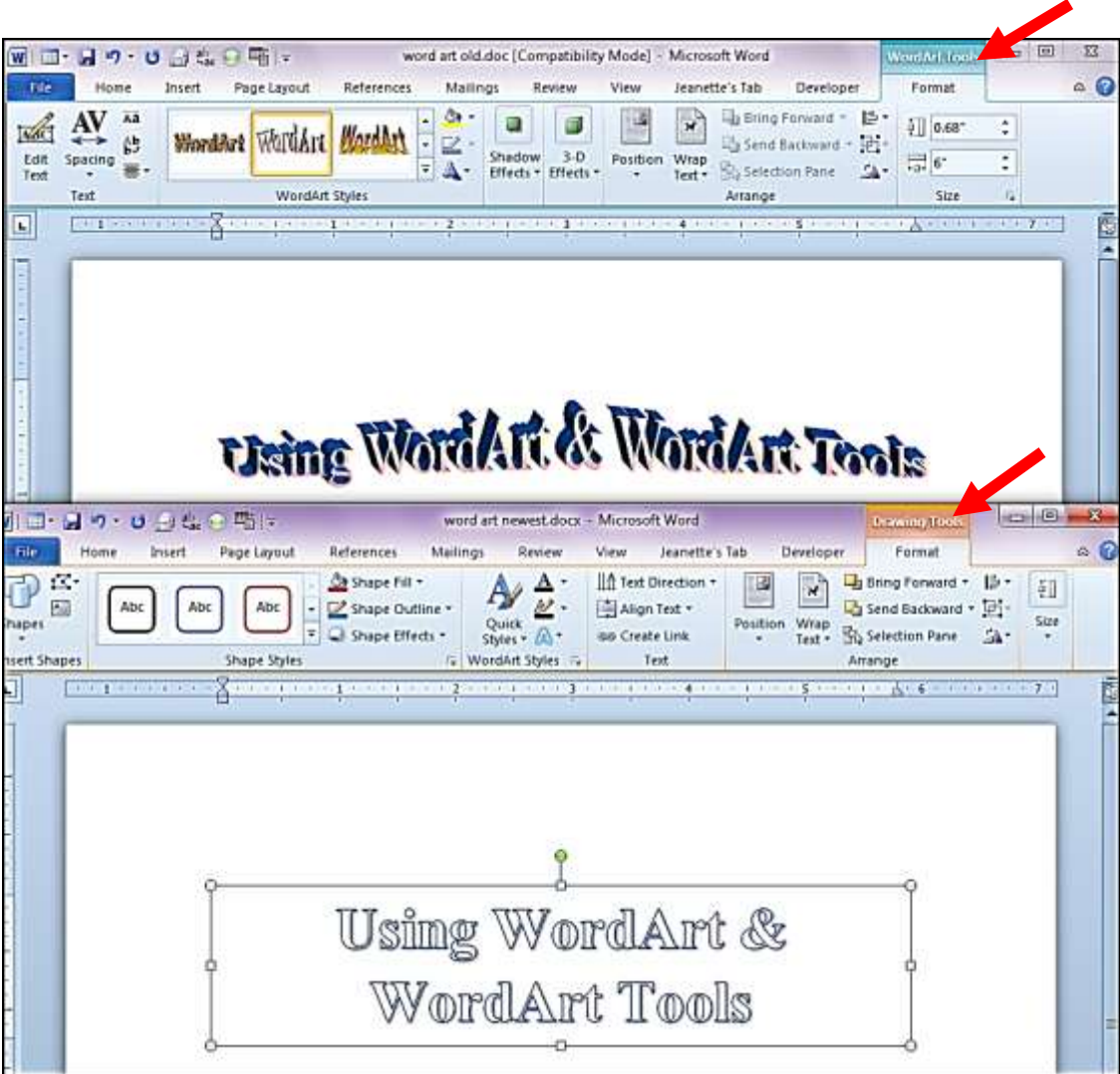
If your document is saved as the higher version of Word 2010 or docx the on the **Insert** tab, then **Word Art** will look like the screen show below.



Once **WordArt** is applied to words you will notice the text box around the selected words.



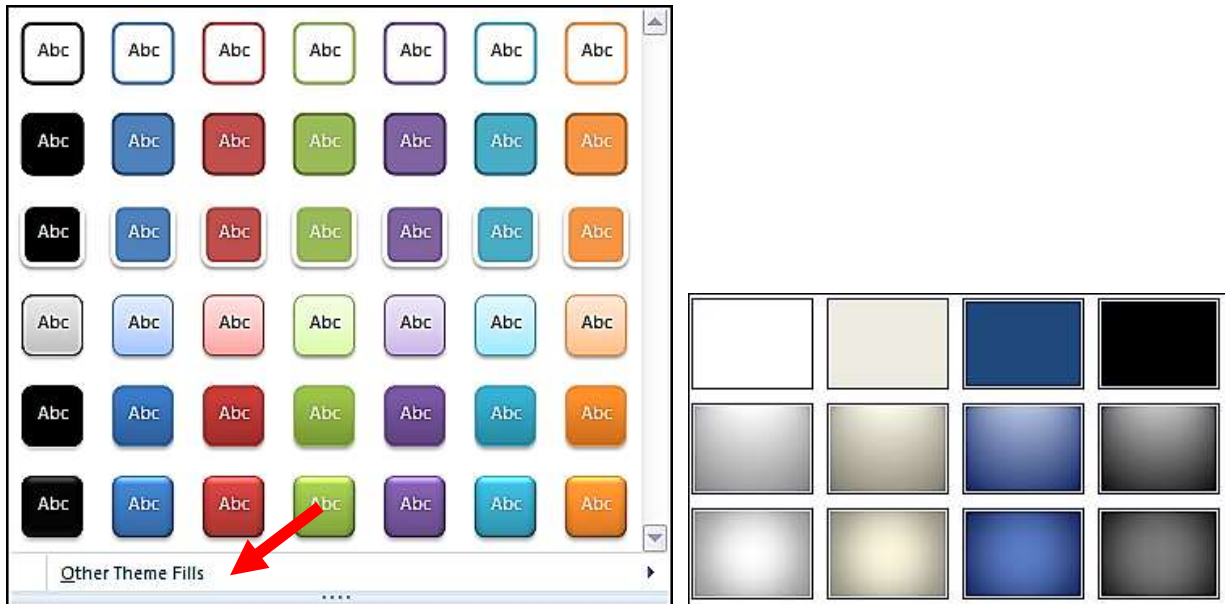
Now notice the **WordArt Tools** tab appears when saved as .doc and if saved as docx the **Drawing Tools** tab appears. Both have lots of tools to change your selected words but the rest of this tutorial will be focused on the newest version of Word 2010 or saved as docx.



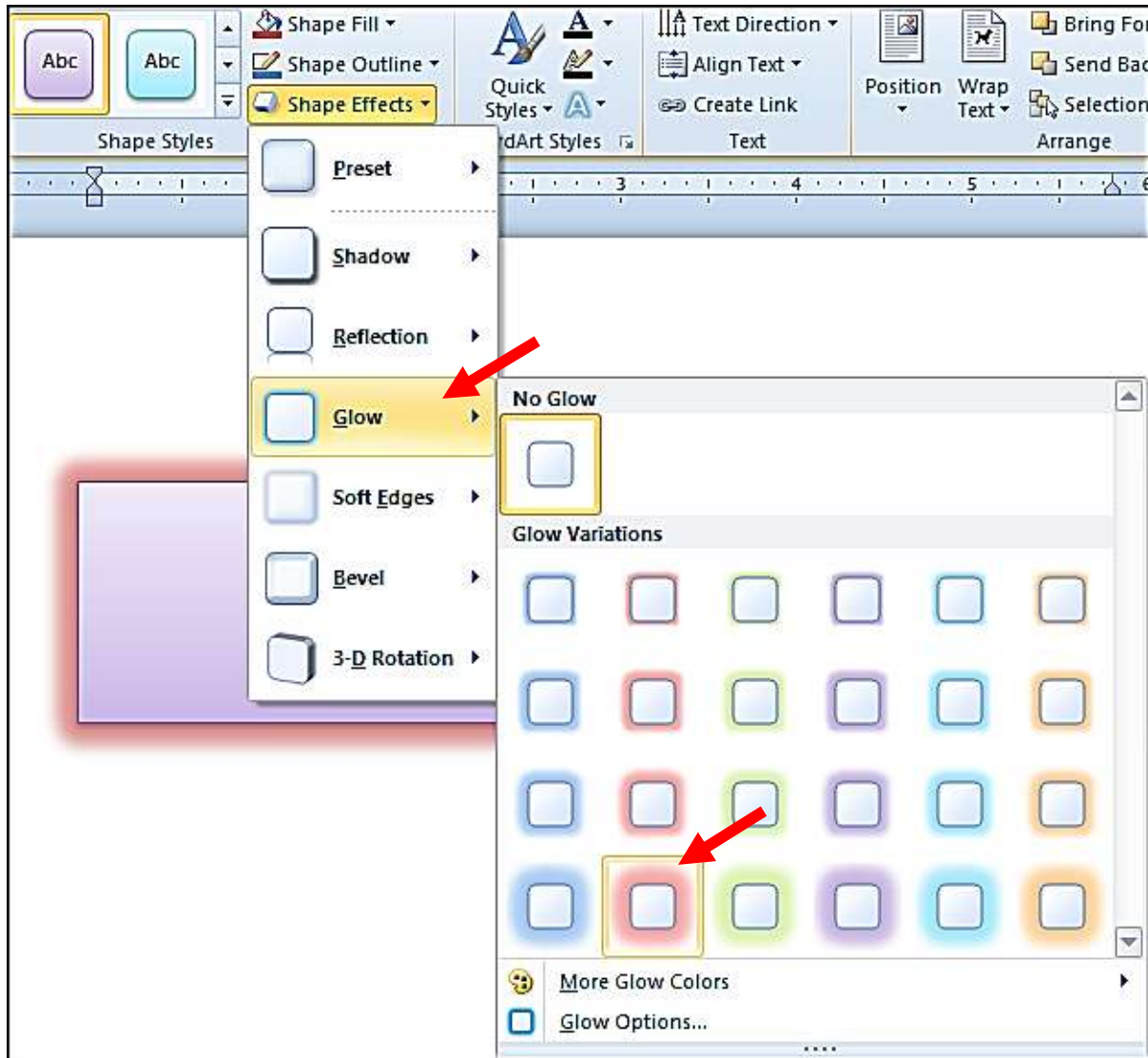
Now you can put your mouse over the different **Shape Styles** to see what they look like immediately. Click on the drop down arrow to find even more.



Notice the **Other Theme Fills** located at the bottom.



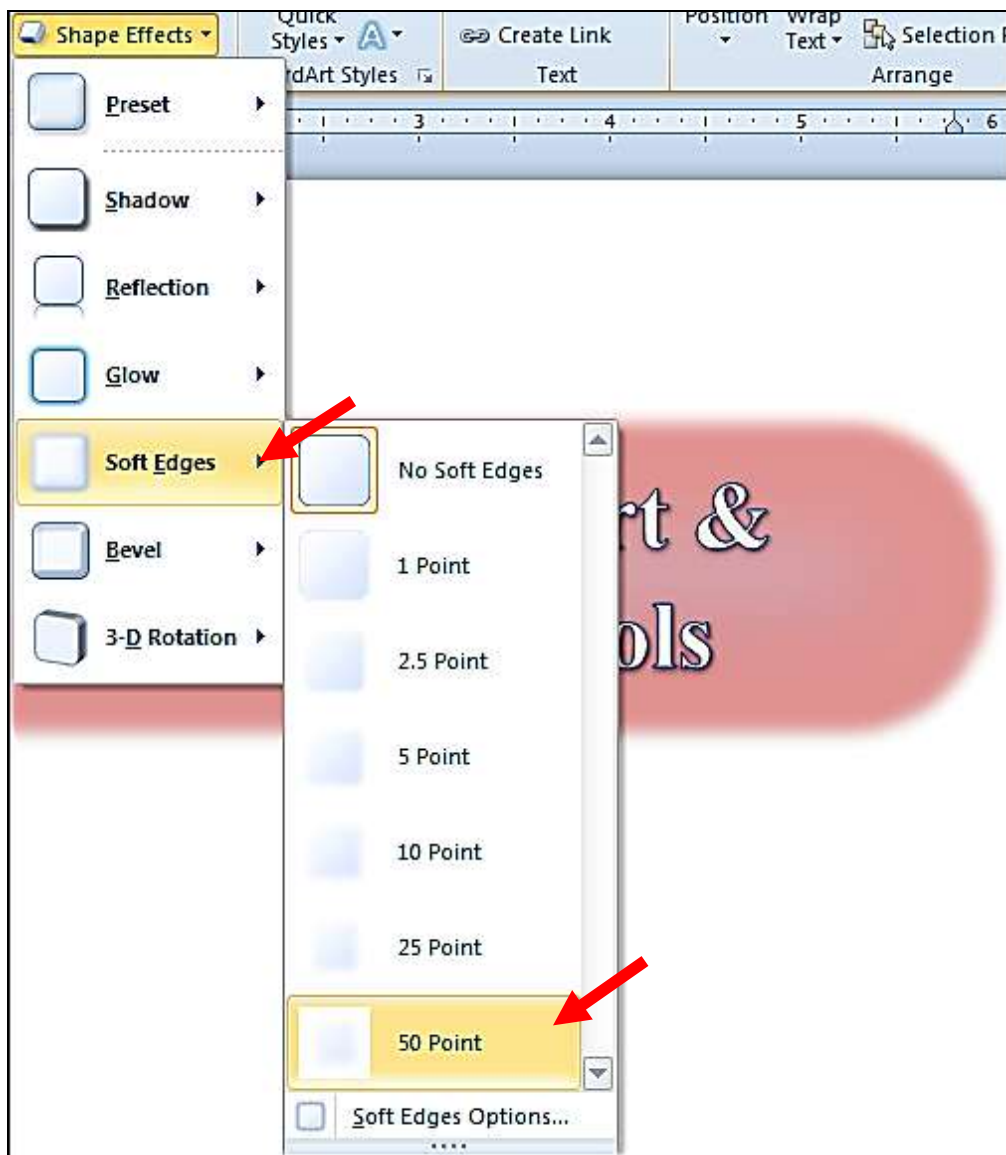
In the **Shape Styles** grouping, you have the ability to change **Shadow**, **Reflections**, **Glow** and more under the **Shape Effects**. These can all be found in the **Drawing Tools** tab which appears when the text is selected.



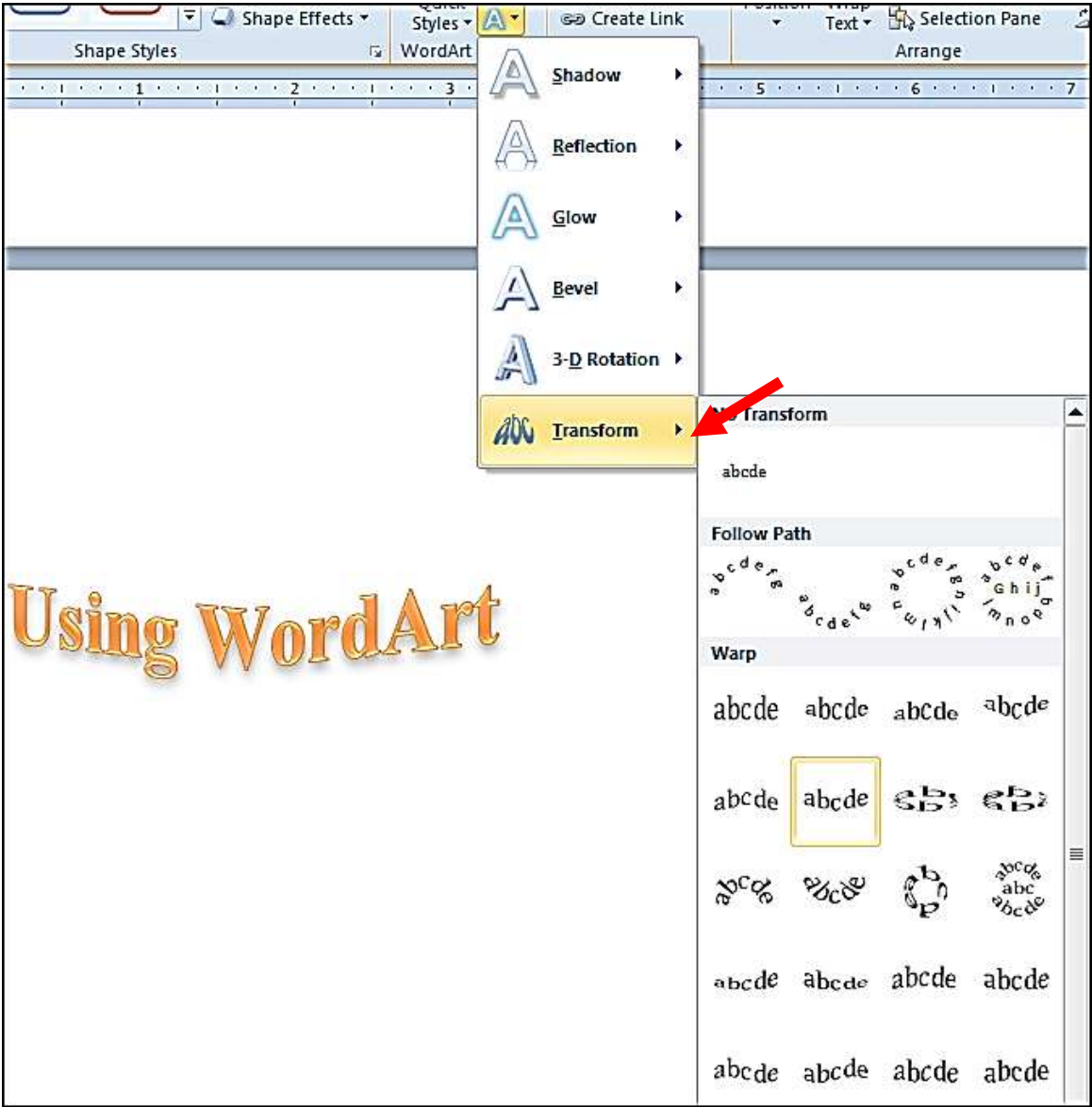
The **WordArt Style** grouping has even more. Show below is **Quick Styles**. Just hold your mouse over and watch your text change.



Under **Shape Effects** is **Soft Edges** for yet another style as shown below is for 50 point.

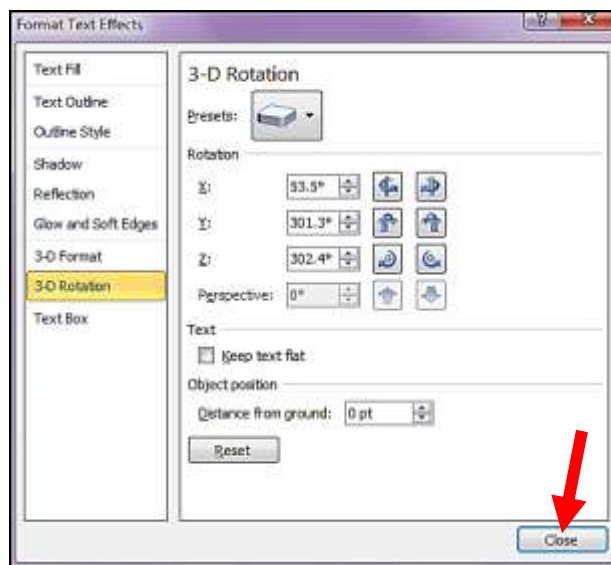
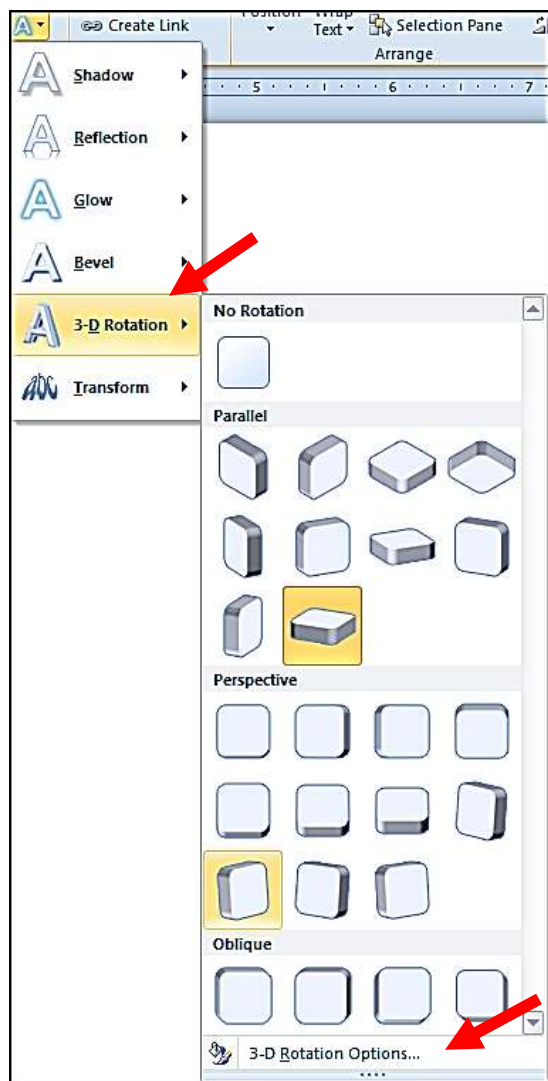


On to the **WordArt Styles** grouping, under **Text Effects** you will find **Transform** which has some very interesting styles to choose from too.

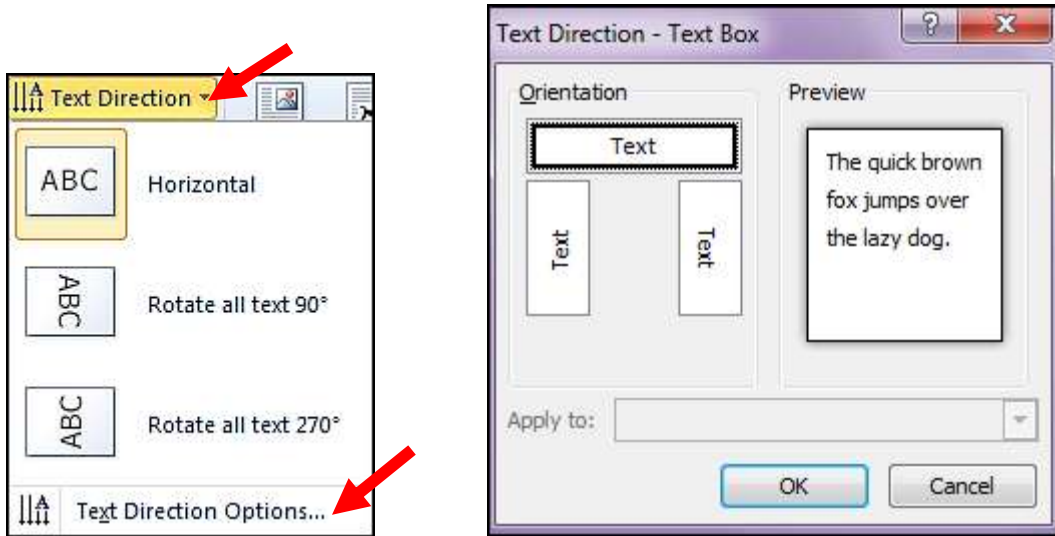


In the **WordArt Styles**, under **Text Effects** is **3-D Rotation** and even more **3-D Rotation Options** which gives you more **Format Text Effects**. Change any options to see changes immediately to your text.

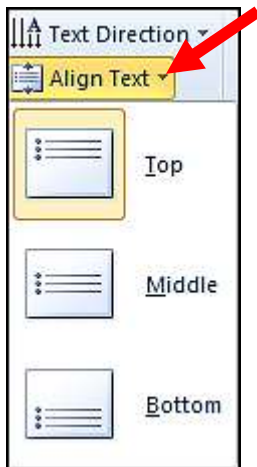
Click **Close** when finished.



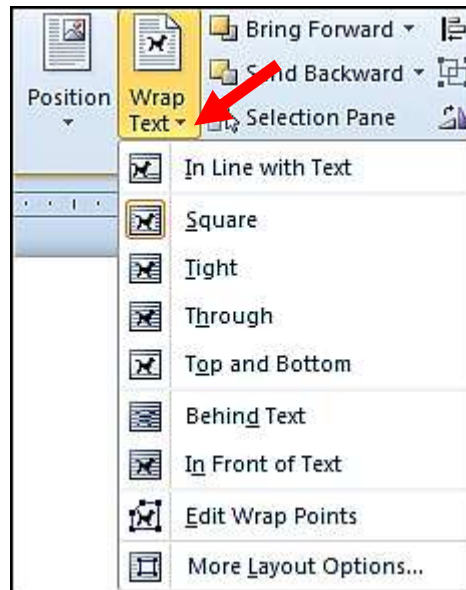
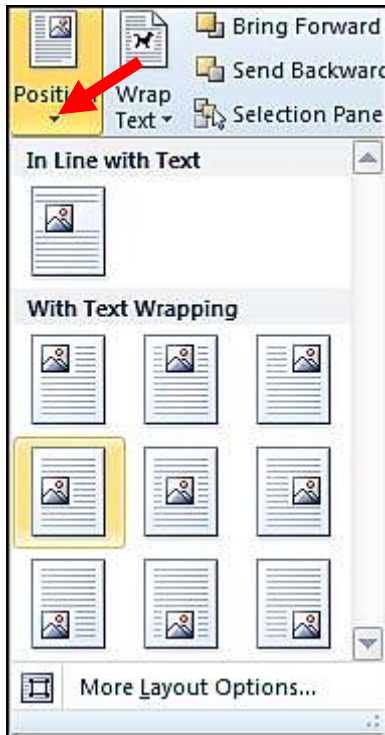
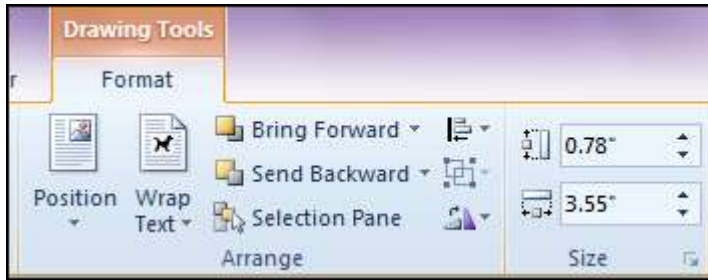
Text grouping has options for **Text Directions** Horizontal, Rotate all text 90 degrees or Rotate all text 270 degrees. Notice at the very bottom is **Text Direction Options**.



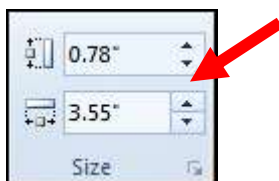
Text grouping also has options for **Align Text**. Top, Middle or Bottom.



Also in the **Drawing Tools** tab is the **Arrange** grouping. **Position** and **Wrap Text** can help you format your text to suit your needs.



Size grouping tools is making a size to suit a specific size. Otherwise you can also just drag your text box to enlarge or make smaller.



On the Drawing Toolbar in the various groupings is several icons that when clicked provide dialog boxes with yet another way to find your various options.

