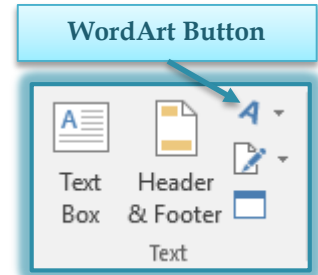


WORDART

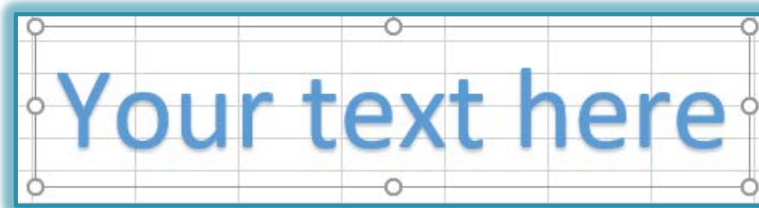
WordArt allows you to add visual enhancements to the text in a worksheet in addition to changing the font style and font size. WordArt styles allow you to stretch the text either horizontally, vertically, or diagonally. This is an object that may be moved to any location in a worksheet. It is also possible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

INSERT WORDART IMAGE

- ✦ Click the **Insert Tab**.
- ✦ In the **Text Group**, click the **WordArt** button.
- ✦ The **WordArt Gallery** will display.



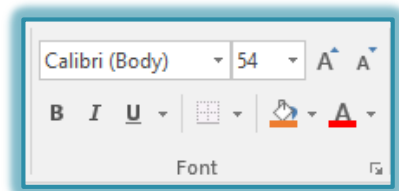
- ✦ Click a **Word Art** style from the gallery that appears.
- ✦ The **Word Art** object will appear in your worksheet.



- ✦ Select the **Type Text Here** text and input the desired text.
- ✦ Move the **Word Art** object to the desired location in the worksheet.
- ✦ Select the **Word Art** object if it is not already selected.
- ✦ The **Drawing Tools Format** tab will display. A description of the buttons on this ribbon is provided below.
- ✦ To change the **size** of the font for the WordArt image:

- ★ Click the **Home Tab**.
- ★ In the **Font Group**, click one of the buttons for changing the font size, type, or style.
- ★ The buttons on this tab are:

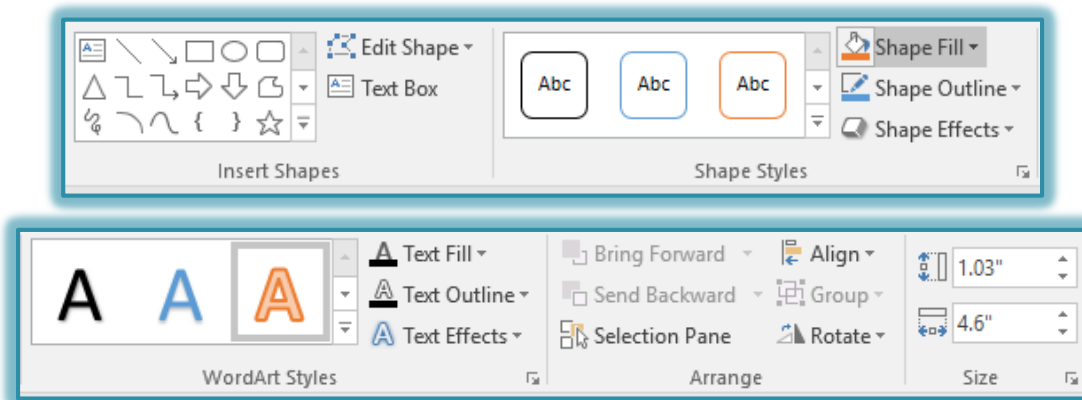
- ✦ **Font Type** - To change the type of font, click the button. A gallery of different font types will display.
- ✦ **Font Size** - Click the list arrow for this option and choose a different size font.
- ✦ **Increase Font Size** - Click this button to increase the size of the font in 1 or 2 point increments. Each time the button is clicked, the size will increase.



- ✦ **Decrease Font Size** – This is used to decrease the size of the font in 1 or 2 point increments. Each time the button is clicked, the size will decrease.
- ✦ **Bold, Italics, Underline** – Click these buttons to apply the style to the font.
- ✦ **Border** – To draw a border around the WordArt image, select this option.
- ✦ **Fill Color** – This option is used to apply a background color to the WordArt image. A gallery of different colors will display.
- ✦ **Font Color** – Use this button to change the color of the font in the WordArt image. A gallery of different colors will display.
- ★ The text in the WordArt image does not have to be selected, just the image itself.
- ★ As the font size is changed, the size of the image will change.
- ✦ Resize the image, if necessary, so that it will fit in the allotted space.

DRAWING TOOLS FORMAT RIBBON

This ribbon is used to change the format of the WordArt image and to change the attributes for the WordArt. The table below provides a list of the groups and buttons on this ribbon. A description of each of the buttons is also provided.



Groups/Button	Description
Insert Shapes Group	
Shapes Gallery	To view a gallery of different shapes, such as rectangles, arrows, or circles, click this button. Click the More button in the bottom right corner of the Shapes Gallery to see additional shapes.
Edit Shape	Click this button to make changes to the selected shape. Once in the list, click the Change Shapes button to see a gallery of possible shapes. The shape will not display unless the fill option has been applied to the shape.
Text Box	This button is used to insert a text box into the chart area or the worksheet. Once the box has been inserted, text can be inserted into it. This makes it easier to move text from one area to another in the chart or worksheet.
Shape Styles Group	
Shapes Styles Gallery	Click the element in the chart for which the changes are to be made. To display additional styles, click the More button in the bottom right corner of the gallery. A gallery of different options will display when the button is clicked.

Groups/Button	Description
Shape Fill	To choose a new background color for a shape, click this button. A gallery of different fill colors will display. This area can also be used to insert a Picture, Gradient, or Texture fill.
Shape Outline	Use this button to change the border of the selected shape. A gallery of different colors and options will display when the button is clicked.
Shape Effects	To apply effects such as shadows or glows to the selected shape, click this button. A gallery of different effects will appear when the button is clicked.
Format Shapes Task Pane Launcher	This button is used to open the Format Shapes: Shape Options Task Pane. In this box, it is possible to apply additional formatting to the shape.
WordArt Styles Group	
Styles Gallery	To view a gallery of different WordArt shapes, click this button. Click the More button to see additional WordArt styles.
Text Fill	Click this button to apply a different fill color, a gradient, picture, or texture to the WordArt image.
Text Outline	Use this button to change the border of the selected text in the WordArt image. It is also possible to change the width and style of the line when using this option.
Text Effects	To apply an effect such as a shadow or glow to the selected WordArt image, click this button. A gallery of different effects will display.
Format Text Effects: Text Box Task Pane Launcher	This button can be used to launch the Format Shapes: Text Effects Task Pane. This will allow you to make additional changes to the WordArt image.
Arrange Group	
Bring Forward	The two selections for this button are Bring Forward and Bring to Front. What is selected will depend on which option was selected earlier. When two objects have been placed in a worksheet or chart, one on top of the other, this button will bring the back item forward or to the front of the other objects.
Send Backward	To send an object backward or to the back of other objects, click this button. The two options are Send to Back and Send Backward.
Selection Pane	This button is used to display the selection pane. In this pane, it is possible to select different objects and/or rearrange the order of the objects.
Align	When two or more objects have been inserted into a chart or workbook, this button makes it possible to align the objects at the top, bottom, right, or left.
Group	To group two or more objects together so that they appear as one, click this button. For this button to be available, the objects must all be selected.

Groups/Button	Description
Rotate	To change the orientation of the shape, click this button. A list of possible rotation options will be displayed.
Size Group	
Shape Height	Click the spinner arrows for this option to change the height of the object.
Shape Width	To change the width of the object, click the spinner arrows for this object.
Size and Properties Task Pane Launcher	Use this button to open the Format Shape: Size and Properties Task Pane. This box can be used to apply additional sizing options to the object.