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**Computer sciences**

**Second Stage**

**First Semester**

**Lec 6**

**Microsoft Word**

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**WordArt**

WordArt is a fast and easy way to add dramatic and colorful effects to text in your documents.

**Insert WordArt**

Inserting Word Art is like inserting any other text box into your document, but with some additional formatting.

1. Place the insertion point where you wish to insert the WordArt.
2. Click the **Insert** tab on the Ribbon and click the **WordArt button** in the Text group.
3. The WordArt gallery appears.
4. Select a WordArt style from the gallery.
5. Type the text you want to appear in the WordArt. The WordArt is inserted in the document.



**Editing WordArt**

Once you’ve added WordArt to your document, it’s easy to edit or change the object’s style

**Edit text**

You can edit a WordArt object the same way you edit any other text box.

1. Place the insertion point where you wish to add or delete text.
2. Enter or delete text as necessary. The WordArt text is changed

**Change WordArt style**

If you decide that you don’t like the style of WordArt, you can easily change the style without adding text to a new object.

1. Select the WordArt object that you want to modify.
2. Click the **WordArt Styles** group on the Format contextual tab of the Ribbon. The Quick Styles gallery appears.
3. Select the style you want to apply. The style of the WordArt is changed.



**Formatting WordArt**

Sometimes you may not like all the preconfigured WordArt styles. You can format WordArt so it fits your needs. For example, you can change the text fill and outline color, or apply a cool text effect.

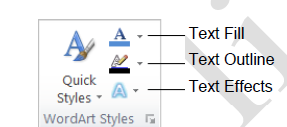
**Change text size or font type**

1. Select the WordArt object you wish to format.
2. Click the **Home** tab on the Ribbon and format the text with the options listed in the Font group.

**Change fill color**

You can further change your WordArt by selecting a different text color.

1. Select the WordArt object you wish to format.
2. Under Drawing Tools on the Ribbon, click the **Format** tab on the Ribbon and click the **Text Fill** button list arrow in the WordArt Styles group.
3. A list of color options appear.





**Change outline color**

Outlining your text helps it stand out, especially if you’ve chosen a muted color for the text.

1. Select the WordArt object you wish to format.
2. Under Drawing Tools on the Ribbon, click the **Format** tab on the Ribbon and click the **Text Outline** button list arrow in the WordArt styles group.
3. A list of color options appear.



**Apply text effects**

Text effects add a little bit of emphasis to WordArt, making it stand out even more than bright colors or size.

1. Select the WordArt object you wish to format.
2. Under Drawing Tools on the Ribbon, click the **Format** tab and click the **Text Effects** button in the WordArt styles group.
3. A list of text effects appears.
4. Select the text effect you wish to use.

