

Microsoft WordArt

Basic

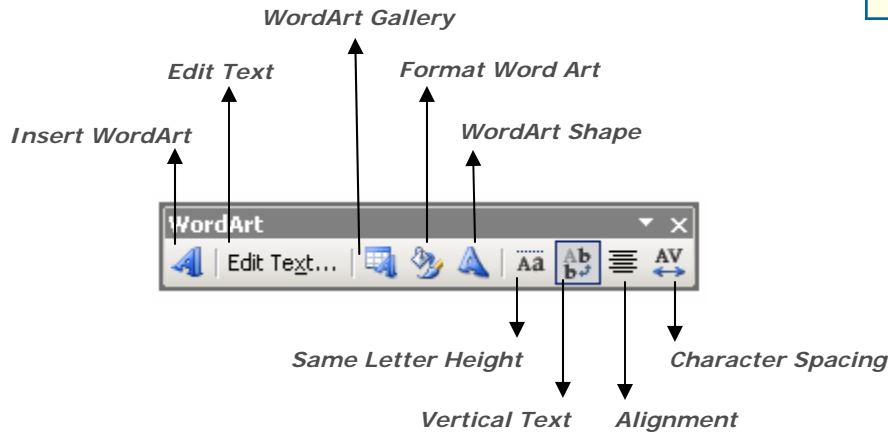


The Toolbar

If the WordArt toolbar is not visible, choose **View > Toolbars > WordArt** from the main toolbar.

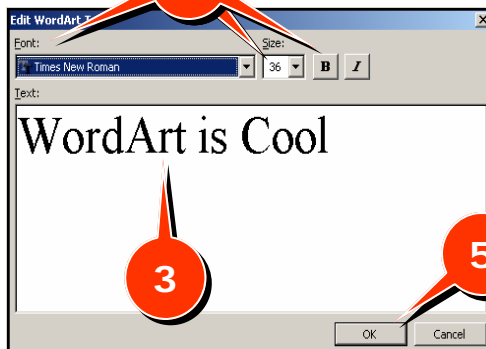
Summary

The Toolbar
Adding WordArt



Adding WordArt

Figure 1



1. Click the **Insert WordArt** icon.
2. Choose a style from the **WordArt Gallery** (Fig 1, 1).
3. Click **OK** (Fig 1, 2).
4. **Type** the text for the WordArt (Fig 1, 3).
5. Choose the **Font, Font Size** and **Format (Bold, Italic)**. (Fig 1, 4).
6. Click **OK** (Fig 1, 5). The WordArt will appear on the screen (Fig 1, 6).

