Step 2 - Creating Word Art
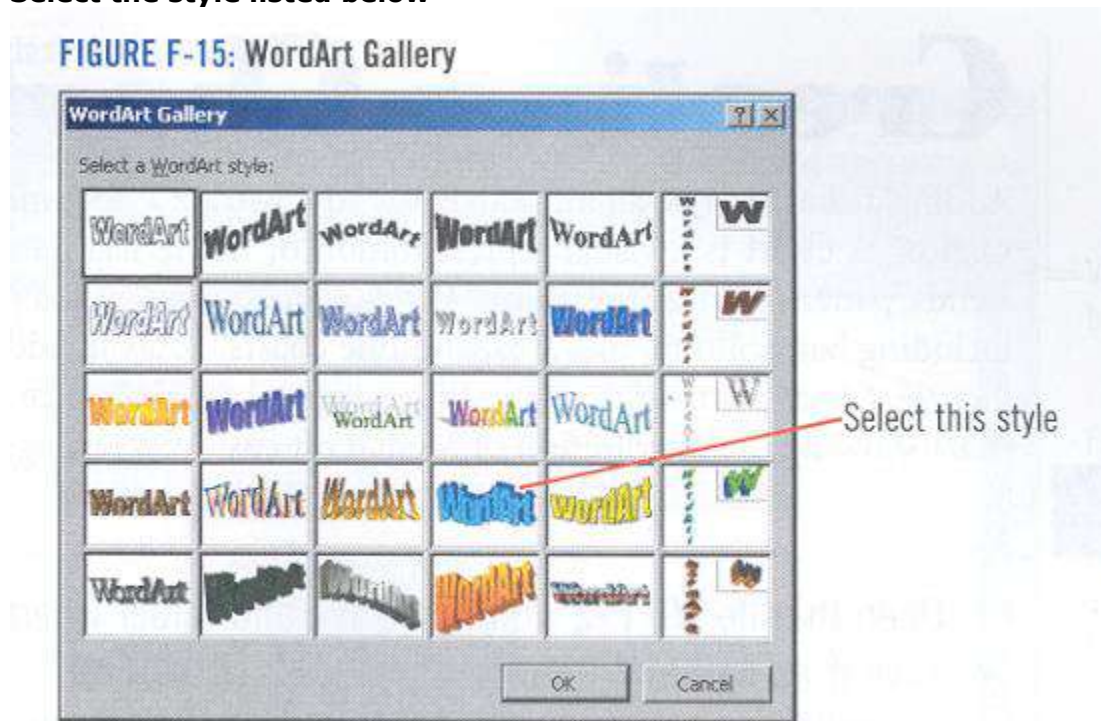
1. **Press [Ctrl][Home], press [Enter], In the Zoom section of the View tab, click Page Width**

2. **Then click the Insert tab > WordArt button**

3. **Select the style listed below**


FIGURE F-15: WordArt Gallery

4. **Type Genre Sales, then click OK**
The WordArt object appears at the location of the insertion point. Like other graphic objects, the WordArt object is an inline graphic until you wrap text around it.

5. **Click the WordArt object to select it**
The WordArt toolbar appears when a WordArt object is selected. It includes buttons for editing and modifying WordArt.

6. **Drag the lower-right corner sizing handle down and to the right to make the object about 2" tall and 6" wide**
    The WordArt is enlarged to span the page between the left and right margins, as shown in Figure F-16.

7. **Click the WordArt Same Letter Heights button** Aa **in the Text section on the left hand side of the WordArt tools, click the WordArt Character Spacing button** $\overset{AV}{\leftrightarrow}$ **on the WordArt toolbar, then click Loose**
    First, the uppercase and lowercase letters change to become the same height, and then the spacing between the characters is increased.

8. **Click the WordArt Shape button** Change Shape ▾ **on the WordArt toolbar, then click the Curve Up shape (the first shape in the third row)**
    The shape of the WordArt text changes. You can experiment with different shapes, fonts, colors, and other effects to create WordArt that has the impact you desire.

9. **Add in the remaining 3 boxes and text (See image below). Choose colors that are similar to the image below.**

10. **If you have problems with the books looking like they are stacked (maybe they look they are behind one another) then do the following:**
    A) Select one (click on it) that is behind another one.
    B) Move your mouse pointer over the top of one of the gray-colored border lines and right-click.
    C) scroll down to "Order"
   **D) Select "Bring to Front" or "Send to Back"**

11. **You will have to use the "Order" feature for each book that is out of place.**

12. **In the Zoom section of the View tab, click Whole Page**

13. **Select your WordArt again, click the** Change Shape ▾ **on the WordArt toolbar, click the style that matches the one below, click OK, then deselect the WordArt object**
    The WordArt changes to a different style. The completed handout is shown in Figure F-17.

FIGURE F-17: Completed handout with WordArt
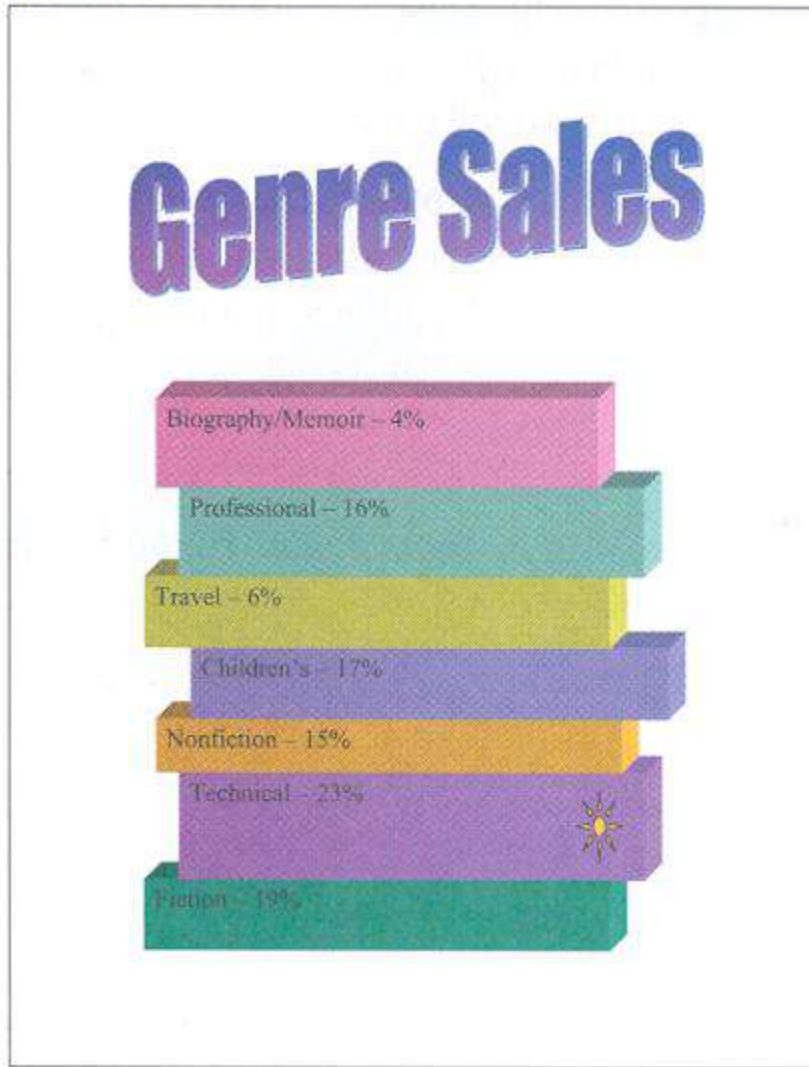
14. **Press [Ctrl][Home], type your name, save your changes and move onto the last step. :-)**