

Course
&
Test Series



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Self-Made Assignment -MS Word

Using Object and Word Art in MS Word

Tasks:

- **Insert a WordArt Title:**
 - Click on the **Insert** tab.
 - Select **WordArt** from the **Text** group.
 - Choose a WordArt style of your choice and type "**You're Invited!**"
 - Adjust the size (i.e.: 48), color (i.e.: Yellow), and font style (i.e.: Calibri).
- **Insert a Clip Art or Image:**
 - Click on **Insert > Pictures**.
 - Choose an image from your device or select **Online Pictures from clip art and search for Party**.
 - Resize and position it appropriately.
- **Add Event Details in a Text Box:**
 - Click **Insert > Text Box** and select a style.
 - Type the event details (Date, Time, and Venue).
 - Go to format tab and select shape fill as no fill in the shape style group.

Example:

Date: 23/04/2025

Time: 12:00 PM to 4:00 PM

Venue: {You're Address}



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Resultant Output:

You're Invited!



Date: 23/04/2025

Time: 12:00 PM to 4:00 PM

Venue: {You're Address}

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