

Course
&
Test Series

Self-Made Assignment - MS Word

Using Object and Word Art in MS Word

Tasks:

Task 1: Insert and Format WordArt

1. Click on the **Insert** tab in the ribbon.
2. Select **WordArt** from the **Text** group.
3. Choose a style from the available options.
4. Type any text (e.g., "Welcome to MS Word").
5. Use the **Format** tab to change the color, or style of the WordArt. (change the color, style of the word art of your choice).

Task 2: Insert an Object (Shape and Picture)

1. Click on the **Insert** tab.
2. Select **Shapes** from the **Illustrations** group and choose a shape (e.g., a rectangle).
3. Click and drag to draw the shape in the document.
4. While the shape is selected, go to the **Shape Format** tab and change the, **border to red**, and **apply glow effect of your choice**.
5. Next, click on **Insert > Pictures** and insert an image from your computer.
6. Resize and position the picture into the shape. (Image must be placed inside the shape).

Task 3: Combine WordArt and Objects in a Certificate

1. Click **Insert > WordArt**, choose a style, and type "Certificate of Achievement".
2. Click **Insert > Shapes** and select a **rectangle** to create a border for the certificate and change the shape fill color to no fill.
3. Add a **Text Box** inside the rectangle and type:
 - "This is awarded to"
 - "{Your Name}"
 - "For outstanding performance"
4. Adjust the formatting (change colors, fonts, and alignments) to make the certificate look professional.

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Resultant Output:

Welcome to MS Word



Certificate of Achievement

This is awarded to

{You're Name}

For outstanding performance

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