

## ITC 401/461 – MS Word Assignment: Shapes

There are examples of the Shapes menus on p. 73 of the MS Word manual.

Go to Insert - Shapes. Use your mouse to drag across the page to insert the chosen shape.

- Insert neatly on one or two pages:

2 Basic Shapes

2 Block Arrows

2 Flowchart symbols

2 Callout symbols

2 Stars/Banners

2 types of Lines

- For each separate project, experiment with the shape **styles, colors, shadow** and **3-D effects**.
- Move the objects so they fit nicely on your page(s).
- Drag at least one of your shapes partially over one of the other shapes.  
Use the Arrange menu to **Send to Back** so that the shape is now partially behind the other one.
- Use the Home menu or right-click to **add some text** (like a Hello message or a funny saying) to several of your Callout and Flowchart shapes

Save the file in your WP folder as **Shapes**