

## ITC 401/461 – MS Word Assignment: Text Boxes, Word Art, & Watermarks

Create an event announcement by using text boxes, word art, and a watermark in MS Word.

Suggestions for a event:

- Souris Idol
- Football Game
- Christmas Party
- a creative idea of your own

Follow the steps below and scan through the Word manual for assistance.

Step 1: Insert at least two **Text Boxes** (See pages 79-80 for information)

One box should contain the event date, time, location, price, etc.

The other box should contain three sentences describing the event.

Step 2: Change the font size, shape, and colour.

Change the Text Box effects like Shape, Shadow, 3-D to make them look good.

Step 3: Insert two **Word Art** boxes near the top of your document (See pages 81-82).

One should contain the title of your announcement (Souris Idol, for example)

The other should contain your name.

Experiment with the effects, shapes, and locations so they look good.

Step 4: Move the Word Art and Text Boxes to appropriate screen locations so they are arranged nicely.

Step 5: Find an appropriate image on the Internet which you can use as a watermark.

For example, if you are doing Souris Idol, find a singer or dancer.

Save the image with an appropriate name in your WP folder.

Insert the Watermark into your document (pages 91-92).

Change the scale and washout box so your watermark and the other boxes can be viewed easily.

Step 6: Save your file in the WP folder as **Text Boxes**