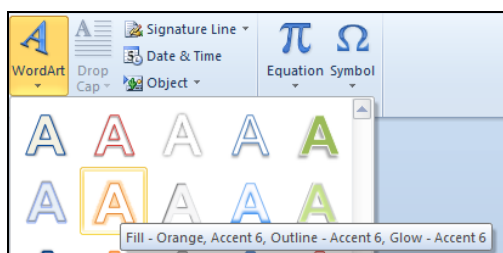


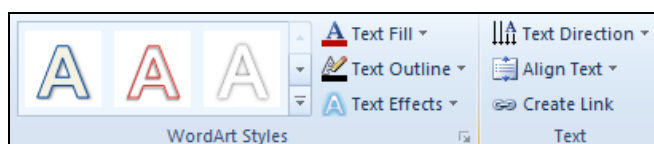
In this task, you will try some of the many text effects available in Word 2010. You will not be taken step-by-step through the tools, but shown where they are and left to explore.

Task 1 – Borders

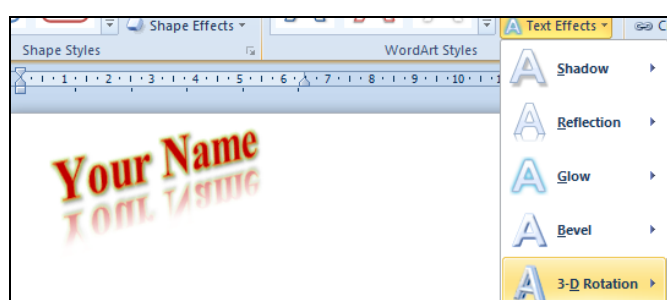
- Open a new page in Microsoft Word and type your headings. When you are inserting lots of objects such as WordArt or pictures into a blank document, you sometimes run into problems if you try and add normal text later on. To solve this potential issue, press the 'Enter' key repeatedly until the cursor reaches the bottom of the page.
- Open the 'Insert' tab. Click on 'WordArt' and select any of the text effects shown.



- Replace the words "Your Text Here" with your name.
- Select the text and change the 'Text Fill' colour and the 'Text Outline' colour using the tools in the 'WordArt' styles group on the 'Format' tab.



- With the text still selected, add a shadow, reflection, glow and 3-D rotation using the tools in the 'Text Effects' list.



- Finally, click on 'Transform' under the same 'Text Effects' menu and select an option. You may lose some of the effects added previously.



- Save your document as 'WS – Text Effects'.

Task 2

Use the text effects options to recreate the effects shown below. Use the 'Copy' and 'Paste' functions so that you are not starting from scratch each time. Save your work when you have finished.

Note: Remember to set the font size and style options in the 'Home' tab. You can also rotate objects using the green handle that appears when you select them.

