**Lecture 7 Practice**

**Insert, move, and resize pictures**

Open the Inser Pictures document in Print Layout view, and then perform the following tasks:

1. Position the cursor in the first paragraph after the *Beautiful Bamboo* heading, before the word *Bamboo*.
2. Insert the **Bamboo1** picture from the practice file folder into the document, and move the text that follows to the next line.
3. Move the picture to the beginning of the second paragraph, before the word *There*, and move the text that follows to the next line.
4. Resize the picture to a height of **2** inches.
5. Save and close the document.

**Edit and format pictures**

Open the EditPictures document in Print Layout view, and then perform the following tasks:

1. Do the following to the first picture in the document:
   1. Crop the picture to a square shape.
   2. Increase the contrast of the picture by 40 percent without changing the Brightness.
   3. Change the picture’s color setting to **Temperature: 8800K**.
   4. Add a **Film Grain** artistic effect.
   5. Apply the **Rotated, White** picture style to the picture.
   6. Position the picture in the upper-right corner of the page.
   7. Change the text wrapping to **Tight**.
2. Do the following to the second picture in the document:
   1. Remove the background from the picture.
   2. Change the text wrapping to **Tight**.
3. Copy the formatting of the first picture to the second picture.
4. Reset the first picture to discard all formatting changes.
5. Save and close the document.

**Insert screen clippings**

Open the InsertClippings document in Print Layout view, and then perform the following tasks:

1. Position the cursor on page **2** of the document, under the heading *Directions to the Bellevue Library*. Then minimize Word.
2. In your web browser, use the Bing Maps site (*www.bing.com/maps*) to display a map showing the location of the Bellevue Regional Library in Bellevue, Washington.
3. Insert a screen clipping of a portion of the map into the **InsertClippings** document.
4. Save and close the document.
5. **Draw and modify shapes**
6. Open a new blank document in Print Layout view, and then perform the following tasks:
7. In the upper-left corner of the page, insert a **Curved Right Arrow** shape.
8. Change the shape’s **Height** setting to **3** inches and its **Width** setting to **2** inches.
9. Create a copy of the shape and move the copy to the upper-right corner of the page.
10. Flip the copy of the shape horizontally so it is a mirror image of the first shape.
11. Insert a **Rectangle** shape and move it so that its lower corners align with the points of each arrow. (You might have to adjust the size and position of the rectangle and the position of the arrows.)
12. In the rectangle, enter **What goes around comes around**.
13. Change the font of the text to **Century Gothic**, the size to **18** points, and the color to **Dark Blue**.
14. Group all the shapes as one object.
15. Apply the **Subtle Effect – Gold, Accent 4** to the grouped object.
16. Ungroup the shapes.
17. Save the document in the practice file folder as **MyShapes**, and then close it.

**Add WordArt text**

Open the AddWordArt document in Print Layout view, and then perform the following tasks:

1. Apply the **Gradient Fill – Purple, Accent 4, Outline - Accent 4** WordArt style to the first sentence in the document.
2. Position the cursor at the beginning of the third paragraph, and then create a new WordArt object that has the same WordArt style and the text **Room**

**Planner rules!**

1. Position the second WordArt object in line with the text, and change the text wrapping to **Tight**.
2. Apply the **Subtle Effect – Aqua, Accent 5** shape style to the second WordArt object.
3. Save and close the document.