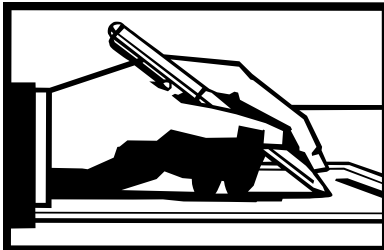


Working with Graphics in Word: In-Class Exercise**

Please complete the following tasks by using all the reference materials available in class, including consulting the help files in Word (the question mark at the top of the screen). If you can't figure a task out, I am available to help. Please use the examples below as guidelines, simply substituting your own efforts under each direction. Full credit will be assigned to students who complete the required tasks and submit the completed assignment in Canvas.

1. Add a graphic to a page. Use Insert, online pictures.



2. Do it again, then modify the graphic. Change the color, the size, the outline. Just use some of the modification tools. Add an arrow or some other shape.



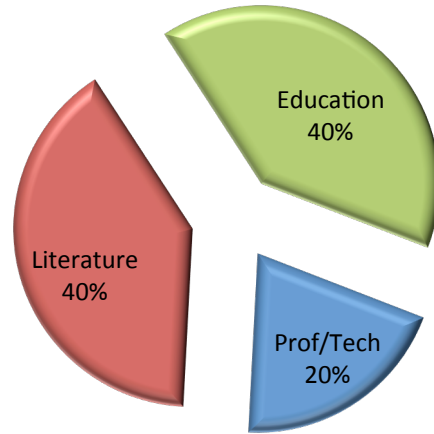
3. Line up some numbers on the decimal.

249294.3
4.2
8.304808

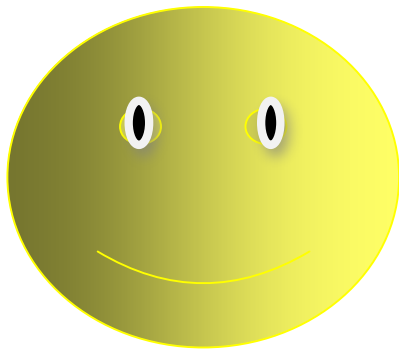
4. Create a table—add some design features

5. Create a pie chart and label it. Experiment with the available features for labeling.

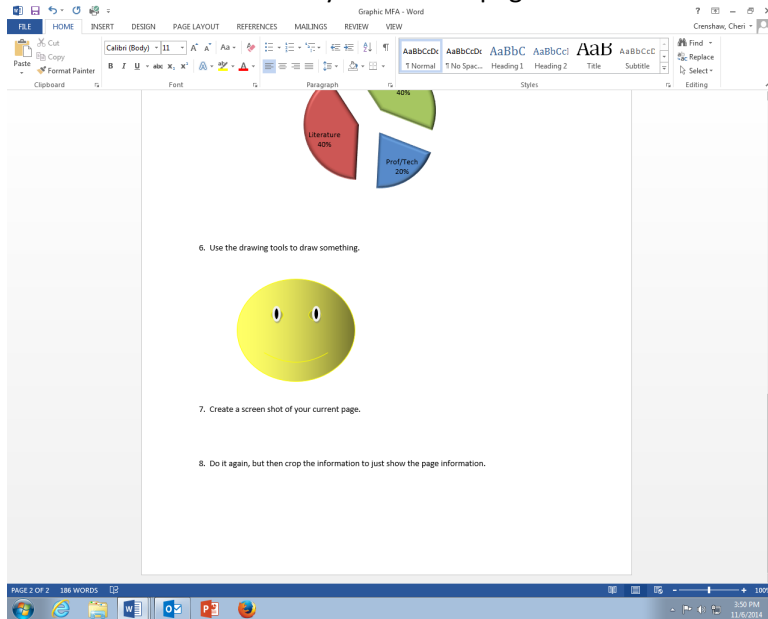
Writing Degrees



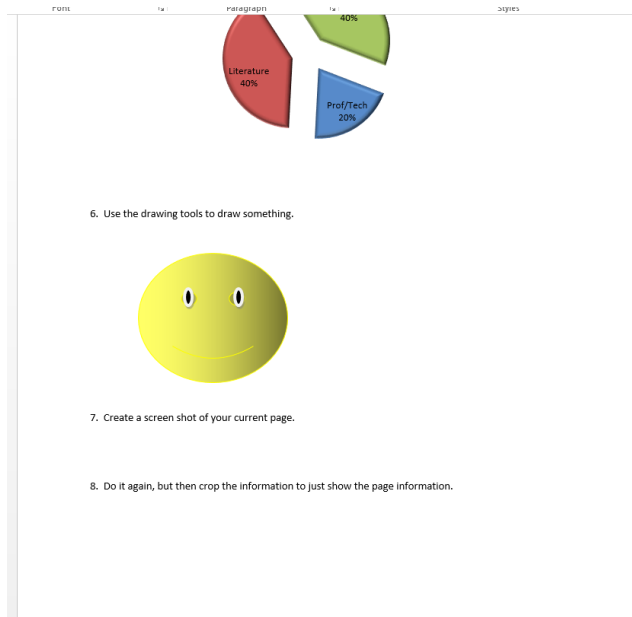
6. Use the drawing tools to draw something.



7. Create a screen shot of your current page.



8. Do it again, but then crop the information to just show the page information. Resize the screen shots to fit on this page.



****Note to instructors:** These are just examples. The tasks can be modified to fit the technical requirements of upcoming assignments. For instance, students usually do not know how to label headings so that a table of contents can be created automatically.