W 6.6

**6th Grade Microsoft Word**

**Insert Tab: Shapes**

**Instructions:**

1. Open a new document in Microsoft Word

2. Save the document as “w 6.6” to your class folder

3. Insert a header

4. Double click below the header

5. Using the insert tab, create the following shapes:

* A green rectangle with a 3pt. black line width
* A purple oval that is 2” in height and 1” in width
* A yellow lightning bolt with a 2 pt. black line width
* A red 5-point star with any of the glow shape effects
* A blue smiley face that is 1” in height and 1” in width
* An orange right arrow with a 1.5 pt. black line width
* A gold sun that is 2” in height and 2” in width
* A pink heart that has any of the bevel shape effects

6. Save the document again