W 7.6

**7th Grade Microsoft Word**

**Insert Tab: Shapes**

**Instructions:**

1. Open a new document in Microsoft Word
2. Save as “w 7.6” to your class folder

3. Insert a header

4. Double click below the header

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

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

6. Save the document again