

Graphics are fun and easy!!



People have always loved decorating. Even when we all lived in caves, somebody was taking the time and effort to draw on the walls. Well, we've come a long way since then, and decorating your documents is as easy as one, two three!!!

For this assignment, you will create your own personal stationery, either for yourself, or for a fictitious business. The finished product will have a letterhead and a graphic.

Step one:

- Write your name and address at the top of your document. You may make up a name and address if you like.
- Change the font of this heading so that it is NOT Times New Roman. Experiment with different fonts, try something unusual!
- Make the font larger than 14 pt.

Step two:

- Go to the INSERT menu
- Click on PICTURE, then on CLIPART
- Choose a clip art picture that you like, click on the picture with your mouse
- Click on the INSERT button on the right of the dialog box
- Viola! The picture will appear in your document.

Step three:

- Your graphic (picture) will probably seem too large. Notice that your graphic has little boxes around it. These are SIZING boxes. You must place your mouse pointer on these boxes. Your mouse pointer will change into a skinny black

arrow with a point at each end. Hold down your mouse button when you see this arrow appear and move the mouse pointer toward the middle of your graphic. Let go of the mouse, and you will see that your graphic has gotten smaller.



- Now MOVE your graphic and place it next to your name. You can do this by placing your mouse pointer anywhere ON the graphic. You will see a new pointer appear. It will look like a skinny black cross with arrows on each end. When you see this pointer, hold down your mouse button and DRAG your graphic to the place where you want it to go. When the graphic is where you want it to be, let go of your mouse button.

