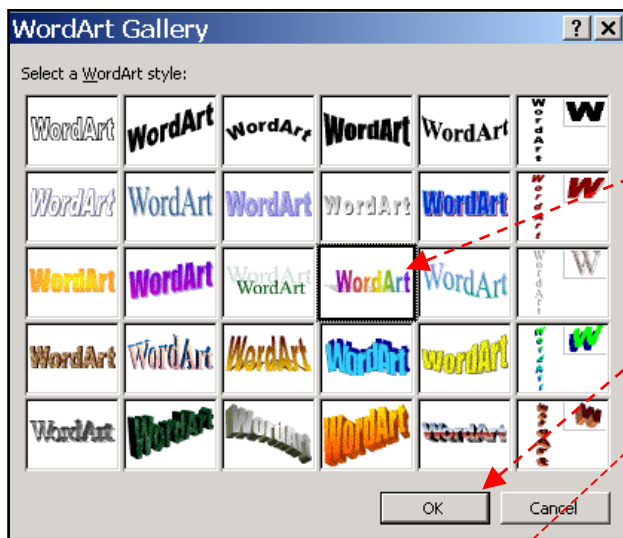


Using WordArt & ClipArt

- You can jazz up posters & flyers, by using **WordArt**, **ClipArt** & **pictures**.
- You can access these from the **Drawing toolbar** in your **Word Processing** program, which can be found at the bottom of the Word window.
- If it is not already there go to: **View >> Toolbars >> Drawing**

Insert WordArt  Insert Pictures
Insert ClipArt

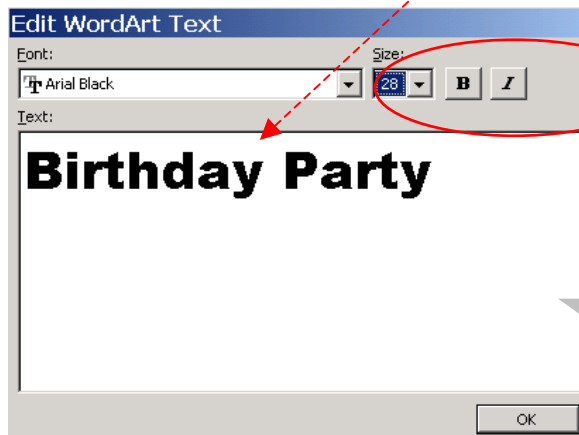
- Click on the Insert WordArt icon, & the WordArt Gallery will open



- Select the style that you want by clicking on it
- Click OK
- In the **Edit WordArt Text** box type in the text that you want
- Change the font, size & style as required
- Click OK

Hey Presto!!

You have a lovely heading for your poster / invitation



Birthday Party