

1 CREATING WORD ART

**WORD ART MAKES HEADINGS  
LOOK COOL!!**

2 INSERTING PICTURES

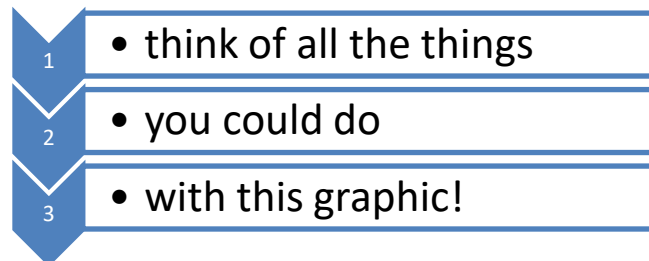
- A. Clip Art
- B. Pictures from file



3 CREATING TEXT BOXES

TEXT BOXES ARE EASY TO MAKE AND USE

4 USING SMART ART



5 DRAWING SHAPES



6 USING TEMPLATES