

Chapter 12 Supplementary Activity

Create Shadow and 3-D Effects

Complete Lesson 81 before completing this activity.

You can add effects to text boxes to make them stand out or look more interesting. A shadow effect is a gray or colored area that appears to the side of a text box and makes it appear to stand out from the page. The 3-D effect makes a text box appear to be three-dimensional instead of flat. The Shadow and 3-D effects can be accessed from the Text Box Tools Format ribbon. See Figure 12.8 in your text to review the Text Box Tools Format ribbon. You cannot apply both shadow and 3-D effects to the same graphic.

1. Start *Word*. Open *DF C12 Effects* found in your data files.
2. Click in the text box within the AutoShape.
3. To apply 3-D effects to the text box, click the **3-D Effects** button on the Text Box Tools Format ribbon. Click one of the options that appear. Switch to Print Layout view, if needed, to see how the graphic appears.
4. To remove the 3-D effects, click in the text box. Click the **3-D Effects** button on the Text Box Tools Format ribbon and choose **No 3-D Effect**. Experiment with different 3-D styles to see how they look. Then choose **No 3-D Effect**.
5. To apply a shadow to the text box, click in the text box. Click the **Shadow Effects** button on the Text Box Tools Format ribbon. Select one of the options that appear.
6. To remove the shadow, click in the text box. Click the **Shadow Effects** button on the Text Box Tools Format ribbon. Select **No Shadow Effect**.
7. Experiment with the different shadow styles to see how they look. Choose a shadow style and apply it.
8. Save the document as *C12 Effects* and close it.

Chapter 12 Supplementary Activity

Create a Document with Drop Caps

Complete Lesson 81 before completing the activity.

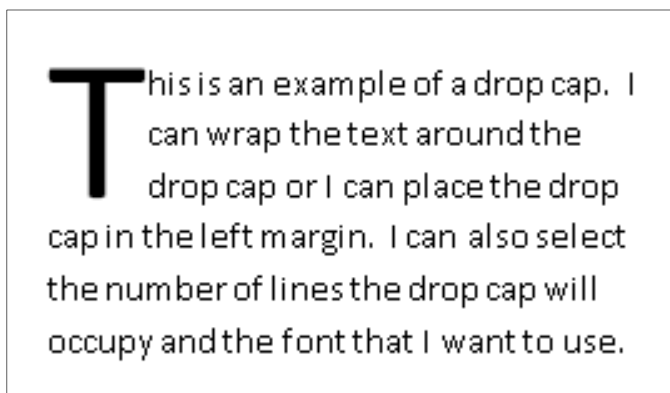
You can format paragraphs to begin with a large capital letter that takes up two or more vertical lines. These large letters are called drop caps. Drop caps are sometimes used in documents such as newsletters or flyers to add interest to the text. You will practice creating drop caps in this activity.

1. Start *Word*. Open a new document. Set the left and right margins to **3 inches**.
2. Key the following text:

This is an example of a drop cap. I can wrap the text around the drop cap or I can place the drop cap in the left margin. I can also select the number of lines the drop cap will occupy and the font that I want to use.

3. Use Copy and Paste to make two additional copies of the paragraph. Leave a blank line between paragraphs.
4. Click inside the first paragraph. Click the **Insert** tab, click the **Drop Cap** button on the Text group, and select the **Dropped** option. Your text should look similar to the example below.

Text with Drop Cap



5. Click inside the second paragraph. Click the **Insert** tab, click the **Drop Cap** button on the Text group, and select **Drop Cap** options. In the **Drop Cap** dialog box, choose the **In Margin** option. Change the Lines to drop option to **2**. Click **OK**.
6. Click inside the third paragraph. Click the **Insert** tab, click the **Drop Cap** button on the Text group, and select **Drop Cap** options. In the **Drop Cap** dialog box, choose the **Dropped** option. Change the Lines to drop option to **4**. Click the down arrow for the font list and select **Arial**. Click **OK**.
7. Click in the first paragraph. To remove the drop cap, click the **Insert** tab, click the **Drop Cap** button on the Text group, and select **None**.
8. Save the document as *C12 Drop Caps* and close it.