

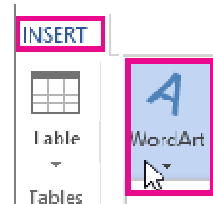
### 1. What is a word art?

Ans: A word art is a feature in Microsoft word that helps you modify and add special effects to word or text. It is a quick way to make a text, word or phrase stand out in a document. Special effects such as colour, shape, size, 3D effects, skew, rotate, stretch, bend can be added to a word or phrase.

### 2. How to create a word art?

Ans: You may add a word art to your document by following the steps mentioned below

- Click on "INSERT" on the Standard Toolbar
- Click on Word Art" and select the text style of your choice.
- A dialogue box will appear for you to type in your text, which shall appear in your word document with the respective text style.
- The colour, font and other aspects of the word art can be changed if required by selecting the 'Word Art' created and clicking on Format. You may then add special effects such as colour, shape, size, 3D effects, skew, rotate, stretch and bend.



### 3. How to change a word art?

Ans: After inserting and creating a word art in your word document, you may change the word by selecting a text style from the list of styles available. You need to click on the word art you have created a then select another text style from the list available.

