

# Work with graphics

Assignments are designed to help you apply the information learned in the lessons.

## **Add graphics to publications**

1. For practice, start a new blank publication, and then insert at least one of each of these graphic types:

Dashed or dotted line with an arrow on one or both ends

AutoShape with 3-D effect and fill color applied

Clip art with shadow effect

Picture that you have taken with your digital camera or acquired from some other source, sized to exactly 3-inches in width

### **TIP**

Use the Format Picture dialog box's Size tab.

2. Open the letterhead stationery publication you created in Lesson 3's assignment and customize it with whichever graphics you think are appropriate. For example, you might add a piece of clip art. Save your work when finished.