**Shapes Assignment – Do You Know What You Think You Know?**

To complete this exercise, you need to follow the directions in order. Take your time and relax… you did this yesterday, so I know you’ll do well.

1. Open a new blank Word document.
2. Insert a header in the Blank (three column style). Place your name in the left section, today’s date in the center, and **Shapes Exercise** on the right.
3. Insert an Oval shape below your name.
4. Format the Oval shape so that it is 1.25” x 1.25”, Colored Fill – Red, Accent 2
5. Insert a Flowchart: Decision shape under the date.
6. Format the Flowchart shape so that it is 1.25” high x 3.0” wide, Subtle Effect – Aqua, Accent 5.
7. Insert a Five Point Star shape underneath the “Shapes Exercise” part of the header.
8. Format the Star shape so that it is 1.5” x 1.5”, Intense Effect – Orange Accent 6.
9. In the Flowchart: Decision shape type, “This is a Flowchart: Decision shape.”
10. Type “Circle” in the Oval shape on the left.
11. Format the text in the Oval shape to the Arial font, size 18, italics
12. Copy the star shape. Paste a copy of the star and place it under the Flowchart: Decision shape.
13. Format the **new** star shape to 2”x2”, Light 1 outline, Colored fill – Purple, Accent 4.
14. Format the text in the Flowchart: Decision shape to Times New Roman, size 10, bold, font.
15. Insert an Up Arrow Callout shape and center it under the purple Star shape.
16. Format the Up Arrow Callout shape to 1.5” high x 2.5” wide.
17. Rotate the Up Arrow Callout shape to 20 degrees and format it with Preset 7 shape effect.
18. Apply a Half Reflection-Touching reflection effect to the orange star shape (top right).
19. Apply a Blue, 8 pt glow, accent color 1 to the red circle.
20. Set the vertical alignment of the text to “top” in the red circle.
21. Enter “Callout Box” into the blue callout box. Format the text to the Bodoni MT font, size 20, italics.
22. Save this document as ShapesXXX.docx.