**Lesson 4 How to use Microsoft Word Your Name:**

1. Type your name at the top of the sheet
2. Click on DESIGN and to the far right click on page boarders and place a color border around this sheet.
3. Highlight the word **Lesson** above. Under the Home tab look for the icon with **Aa** click on it and convert this word to all capital letters. **LESSON**.
4. Add Page numbers to your document. – Select Insert from menu bar – Click Page numbers from the pulldown menu. Select top of page - Select Bold numbers 2
5. Go to Insert and choose shape rectangle. Create a shape in the area called **WORKING AREA**.
   1. Click on the shape and change the color to RED and the Outline to Black and the with weight to 6pt.
6. Right click the shape with your mouse and at the bottom of the pulldown menu choose Format Shape click on the Pentagon and choose **3D Format** Adjust the **width & height to 45**
7. **Make she shape small enough so you may place three (3) across that page as shown below.**
   1. Highlight the shape and hit **Control D** to duplicate the shape **(2)** times.
   2. Right click on the 2nd and 3rd shapes and change the colors to Yellow and orange.
   3. Adjust the shapes across the page leaving a small space between them.
8. Right click on the **First (1)** shape with your mouse again and at the bottom of the pulldown menu choose **Format shape** click the Pentagon and choose **SHADOW** Transparency 21% Size 103%Blur 39pt angle 90 Distance 15 pt.
9. Right click on the **2ND (2)** shape with your mouse again and at the bottom of the pulldown menu choose Format shape click the Pentagon and choose Reflection Transparency 12% Size 51% Blur 0 pt. Distance 4pt.
10. Right click on the **3rd (3)** shape with your mouse again and at the bottom of the pulldown menu choose Format shape click the Pentagon and choose color RED Size 32 pt Transparency 52%

---------------------------------------**WORKING AREA**-----------------------------------------------

