Text Box and Image Formatting

* Get a photo image (not illustration) from Office Clipart site.
* Right-click (control-click) image and save to desktop. Rename before saving.
* Insert image in Word.
* Do a text wrap on image to be able to move it.
* Type gibberish with spaces. Move image to show text wrap.
* Copy / paste image.
* Crop image.
* Copy / paste cropped image. Paste 3 more times.
* Do the following formats to the images:
* Transparent
* Effects (2)
* Shadow
* Insert a text box.
* Type “Title”.
* Format the text box: larger (size 72), block (sans serif) font, center justified
* Add a drop shadow that shadows the text only.
* Insert a text box.
* Type some text for body copy.
* Format the font to serif and size 14.
* Fill in the text box with a contrasting color and make the border thicker.
* Add a drop shadow to the outside of the text box, but not the text itself.