

Question: In older versions of MS Office, I used to be able to create Word Art in different formats, like wavy lines and arcs. Why can't I do that anymore?

Answer: You can! The Word Art Shapes feature is still available; it's just known by a new name. Whether you are working in Word or PowerPoint, simply insert the word art and then follow these steps:

1. Click on the Word Art to make sure it is active.
2. In the **Format** tab, go to the **Word Art Styles** group
3. If you are using Word or PowerPoint 2010:
 - a. click on the down arrow next to "**Text Effects**"
 - b. Scroll down to "**transform**" and click on your word art shape of choice. Your word art will be transformed immediately.
4. If you are using Word or PowerPoint 2007
 - a. Click on the down arrow next to "**Change Shape.**"
 - b. Click on your word art shape of choice. Your word art will be transformed immediately