# Word Assignment – Customer Order Process

You are to use Microsoft Word and create the document **shown on the next page**. Name the document **Yourname–Customer Order Process**.

Notes:
1. For the first line, use the Title style and center it.
2. Insert shapes and text boxes as shown. To do this, go to the Insert tab. There are two items there, Shapes and Text Box. Use these to insert the shapes and text boxes. (The arrow in the bottom right is the *Arrow: Bent* shape and has been inserted and rotated.)
3. Move, resize, and rotate the text boxes and shapes as necessary. **To move:** click on a border of an item and drag it to the correct position. **To resize:** click on a handle and drag. To rotate: click on the

To move: just click on the object and drag

To resize: click here on any "handle" and drag

To rotate: click this and drag
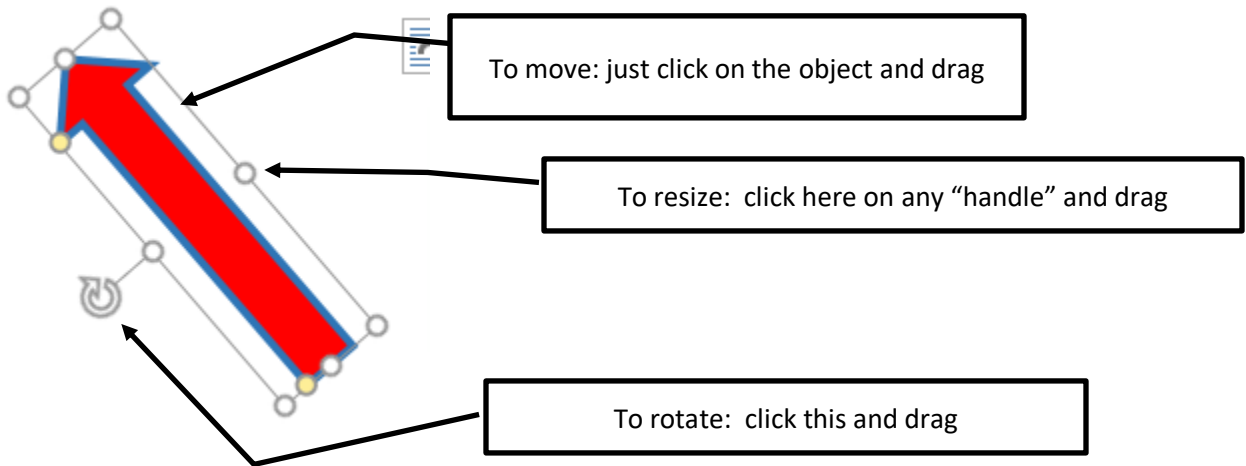
4. Format the objects:
   a. To format an object, select the object (such as a text box or shape). To select the object, you may need to click on the edge of the object—for example, if you click on a text box, it may put you inside of the object instead of selecting the textbox. When you select the object, you should see the context menu at the top. You can then click **Format** and then format various aspects of the object you have selected.
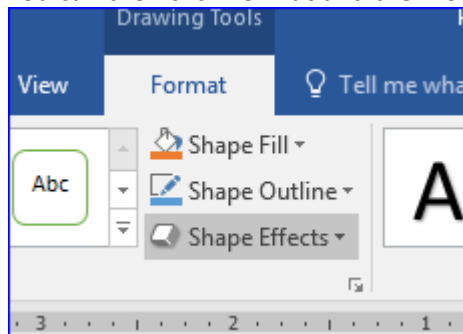
   b. For the arrows in this assignment, set the fill color to red, line color to solid blue with a width of 2 pt. The arrow in the bottom right is the Arrow: Bent shape and has been inserted and rotated.
   c. For the text boxes, the text is Eras Demi ITC, 8 pt. the text box has been formatted with the Glow effect (but you can choose any effect you want).

Some helpful tips:
1. You can select multiple items by Ctrl-Clicking on the borders of the items. Once you've selected them, you can do things to them (such as move them around) as if they were one object.
2. Use Format Painter button to apply formatting from one object to another.   Single click the Format Painter button to apply one time, or double click to apply the format multiple times.
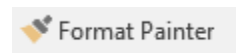
Submitting your Assignment: In Blackboard submit the document in the assignment **Word Assignment – Customer Order Process**