

Drawings

Your task is to create two drawings using MS Word.

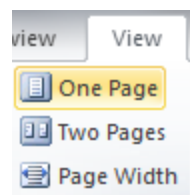
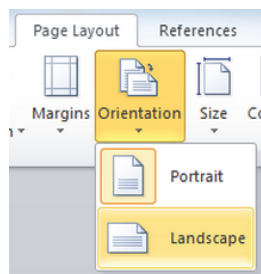
- **Portrait:** This can be a self-portrait / caricature, cartoon character, etc.
- **Landscape:** This can be an original scene - cityscape, countryside, etc.

Requirements:

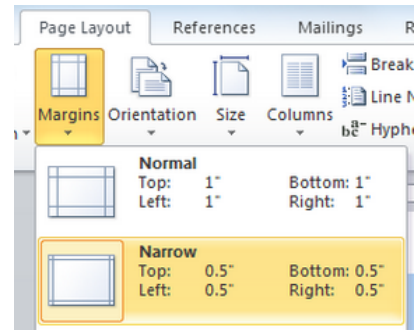
- Both drawings should be your own original work,
 - the quality should be commensurate with the time given.
- ★ The directions in this document are designed for MS Word 2010

Getting Started

- Insert a **header or footer** with your name, the date, and the title of your artistic work.
- You will have two documents for this assignment: portrait and landscape.
 - **Tip:** you can have both orientations in one document. See how [here](#).
- *For the landscape document*, change the page orientation:
 - Go to the **Page Layout** tab on the Ribbon
 - Change **Orientation** to **Landscape**.
- Set the Zoom to **One Page**
 - **View** → **One Page**



- For each document, set the margins to narrow
 - **Page Layout** → **Margins** → **Narrow**
- For each document, insert a drawing canvas
 - **Insert** → **Shapes** → **New Drawing Canvas**
 - After inserting the canvas, the Ribbon will automatically change to the **Drawing Tools** tab
 - Resize the canvas to that it nearly fills the page



- For the canvas and for any shapes in the canvas, you can set fill / line colors, styles, etc.
 - **Drawing Tools** → **Format** tab → **Shape Fill**

