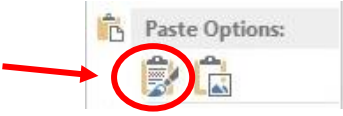
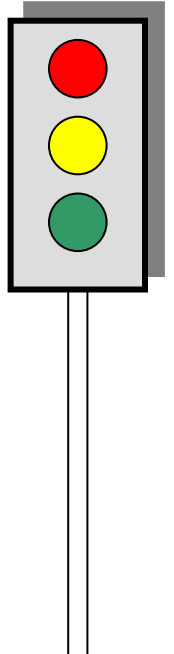


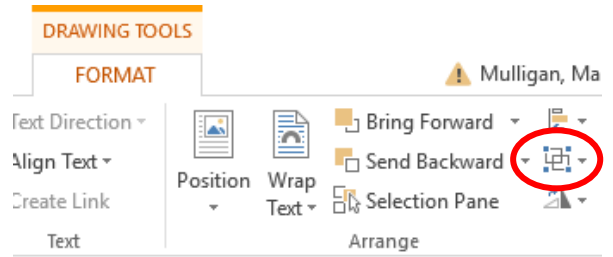
Activity 2 -- Traffic Light Exercise

1. Click the Insert tab, then select the Shapes drop down and select the oval shape to draw a **circle** on the middle of your page about the size of a quarter. Use the sizing handles (hold down Shift key at same time) to make the circle is perfectly circular.
2. **Click** on the circle to put it in edit mode the **sizing handles** will appear on it.
3. **Right mouse click** on the circle and select **copy** (you can also use the copy and paste buttons in the clipboard group of the Home tab).
4. **Right mouse click** again and select **paste** (you can also use the paste option as listed in step 3). Ensure you select the first paste option as pictured here.
5. Place the circle directly beneath the 1st circle.
6. **Repeat step 5** this time placing the 3rd circle directly beneath the second. (Hint: draw a straight line to the left of the circles to help align the circles).
7. Save as **Traffic Light** in your word folder in your BBT folder in your U drive.
8. Click on the top circle, the sizing handles will appear indicating it is in **edit mode**, from the **drawing context tab** go into **fill** (the paint can) and select the color red. Notice the circle is now filled red.
9. Repeat this step to **color the second circle yellow and the bottom one green.**
10. **Now Click the Insert tab, then select the Shapes drop down and select the rectangle button** and proceed to draw a rectangle around the three circles which now resemble lights. If the rectangle needs resized or moved simply click on it and use the control points with your mouse.
11. To keep the rectangle from blocking out the lights click on it, right mouse click, **select send to back then send to back.** While the rectangle is still selected **fill it with a very light gray tone** by going into **more fill colors** and selected an appropriate shade.
12. Select the rectangle again, this time choose the Shape outline Drop down arrow and select the Weight Arrow (looks like three different thickness of lines) on the drawing tool bar and select a 2 ¼ pt line. Notice the dark line it puts around the edge. While still selected select the **Shape Effects drop down** and select an appropriate shadow for the rectangle.
13. From the Insert Tab, Shapes drop down, select a line (slanted line) draw a line from the bottom of the light to represent a pole. Keep it off a little to one side, **copy it and paste** another beside it, this will keep them exactly the same length. (Or you can draw another small rectangle and fill it black).

Traffic
Light



14. **Press and hold the shift key** and select each object on the light, make sure the sizing handles appear for each object. Select the drawing tools context tab and in the Arrange group **select group**, this will put all objects in one group so they can be moved and manipulated as though they were one.



15. **From the Shapes drop down arrow in the Illustrations group of the Insert Tab**, select a banner of your choice and place it at the top of your page, size it and move it to your liking.
16. **From the Text group in the Insert Tab** Select the **WordArt** button (the slanted Blue **A**) select a style of your choice and write traffic light then **OK**.
17. **Move** and **resize** the Word Art to fit in the banner.
18. **Fill** your banner with a color of your choice and try a **Shadow** option for the WordArt.
19. Place a text box down near the bottom of your assignment, type your first and last name into it.
20. Resave your file as **Traffic Light** in your documents folder.