**Project 13-1: Adding Text to a Shape**

Practice adding graphics to a worksheet to enhance the document.

GET READY. LAUNCH Excel.

**1.** OPEN the ***13 Cruises*** data file for this lesson.

**2.** On the INSERT tab, in the Illustrations group, click the **Shapes** button.

**3.** In the Basic Shapes section, click the **Sun** shape.

**4.** Draw the shape to the right of the Mexico section. The star should be roughly the same height as all of the rows in the Mexico section.

**5.** With the shape selected, click the **DRAWIN G TOO LS FOR MAT** tab, open the **Shape Outline** menu, and select **No Outline**.

**6.** Right-click the shape and select **Edit Text**. Type **ON SALE** inside the shape.

**7.** Bold and center the text.

**8.** Click and grab a corner handle and adjust the size of the graphic so you can see all of the words.

**9.** SAVE the workbook as ***13 Cruises Solution*** and CLOSE the file.

**Project 13-2: Enhancing a Photo**

Practice using your photo-enhancement skills.

GET READY. LAUNCH Excel if it is not already running.

**1.** OPEN the ***13 Enhance Photo*** data file for this lesson.

**2.** Select the photo.

**3.** On the PICTURE TOOLS FORMAT tab, in the Adjust group, open the **Color** menu and select **Set Transparent Color**.

**4.** Click the **white background** of the photo. The background becomes transparent, blending into the blue background behind it.

**5.** With the photo still selected, open the **Artistic Effects** menu in the Adjust group.

**6.** Select the **Crisscross Etching** effect.

**7.** With the photo still selected, on the PICTURE TOOLS FORMAT tab, in the Picture Styles group, select the **Drop Shadow Rectangle** style.

**8.** SAVE the workbook as ***13 Enhance Photo Solution*** and CLOSE the file.

**Project 13-3: Creating a SmartArt Organization Chart**

Create a SmartArt graphic that lists goals for a non-profit organization.

GET READY. LAUNCH Excel if it is not already running, and open a new, blank workbook.

**1.** On the INSERT tab, in the Illustrations group, click the **Insert a SmartArt Graphic** button.

**2.** In the Choose a SmartArt Graphic dialog box, in the List category, select **Vertical Arrow List** and click **OK**.

**3.** In the Text pane, click in the top-most Text bullet position.

**4.** Type **Short-term Goals**.

**5.** Click in the next bullet position, and type **Acquire four new donors**.

**6.** In the next bullet position, type **Publicize spring fundraiser**.

**7.** In the next major bullet position, type **Long-term Goals**.

**8.** Click in the next bullet position, and type **Raise $1 million**.

**9.** In the last bullet position, type **Build new warehouse**.

**10.** Close the text box on the left.

**11.** On the SMARTART TOOLS DESIGN tab, in the SmartArt Styles group, click the **Intense Effect** style in the mini gallery.

**12.** SAVE the workbook as ***13 Goals Solution*** and CLOSE the file.