

Word

2007/10/13

8 Graphics

In this lesson you will learn how to add graphically images to spruce up your document.

Objectives

- Insert Clip Art
- Locate new Clip Art from the web
- Insert Photos, File or images from the web.
- Modify your image, resize, arrange, crop, edit
- Insert redefined Shapes.
- Insert Smart Art to create flowchart, process chart and graphs.
- Create presentation charts from spreadsheet data
- Create your own custom graphic image

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Inserting Graphics

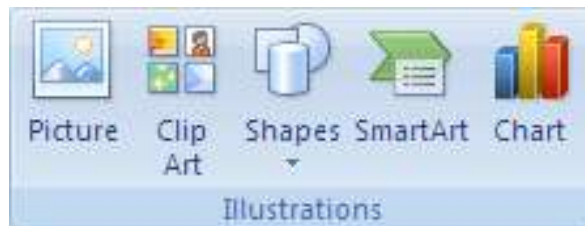
Wrapping Text Around a Pictures in Word

People often want to add pictures to a Word document from clipart or from a file on their computer. It's a great way to enhance letters, documents, fliers, or brochures created in Word.



Note: *The photo of the coffee cup is a sample of square text wrapping. Text flows around the image in the shape of a square.*

Word 2007 has the ability for easily format graphic like more powerful, Desktop Publishing Programs like Publisher, PrintShop, or PageMaker. Now it is easier to combine text and pictures to your Word document.



Format a Picture Layout

When you insert a new picture, the default text wrap is in line with the text. An **In Line** picture keeps its position relative to the text. A floating picture keeps its position relative to the page, and floats in that position as text flows around it.

Under Picture Tools, on the Format tab, in the **Arrange** group, click **Position**.

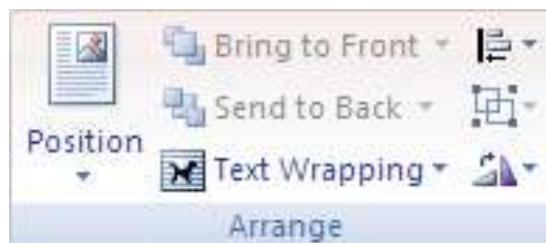
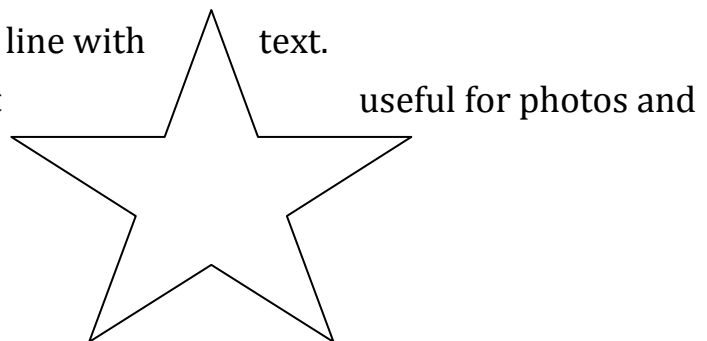


Figure – Inline Wrap

Text Wrapping

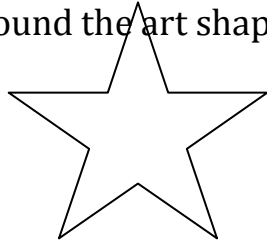
The default text wrapping is in line with text.

Square – wrapping is the most clipart.

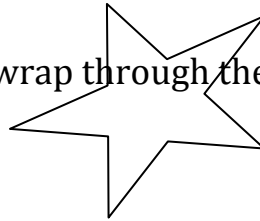


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Tight – wrapping on work for only for inserted shapes. Notice how text wrap very tightly around the art shape.

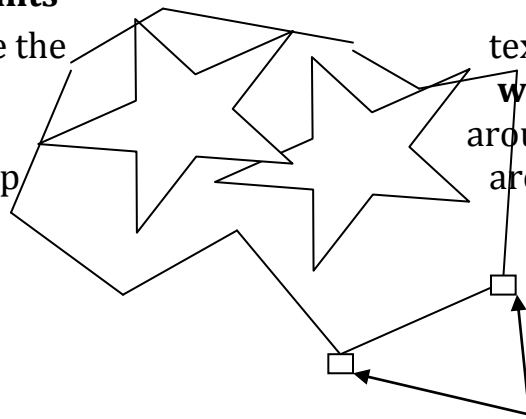


Through wrapping allows the text to wrap through the graphic. You can arrange it either in front or behind the text.



Edit the wrap points

You can customize the selecting **Edit the** will appear the adjust the wrap



text wrap boundaries by **wrap points**. Sizing handle around the image allowing you area.

Drag to adjust

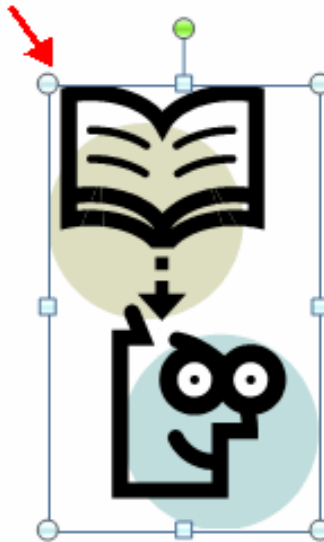
Resize a Photo

To resize a photo, you can click it and use the corner boxes to resize it. Or, if you need more precision, you can use the Format Picture dialog box:

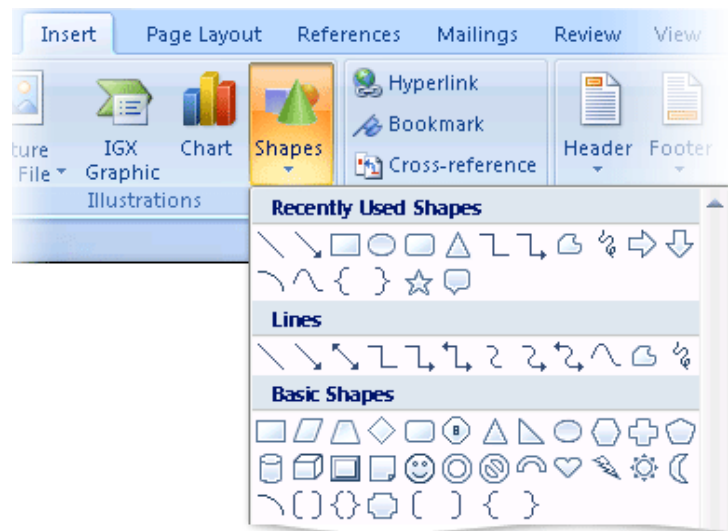
All graphics can be resized by clicking the image and clicking one corner of the image and dragging the cursor to the size you want the picture.

Hints!

It is best to drag from the corner to maintain the proper Aspect ratio.



Draw Your Own Picture



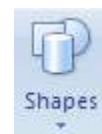
Inserting Basic Shapes

By Default, shapes are inserted into the current cursor position of your document.

In the Insert command tab, the Shapes group contains several categories of shapes, including lines, basic shapes, block arrows, flowchart elements, stars and banners, and callouts.

1. On the Ribbon, select the **Insert** command tab
2. The **Insert** tab commands are visible.

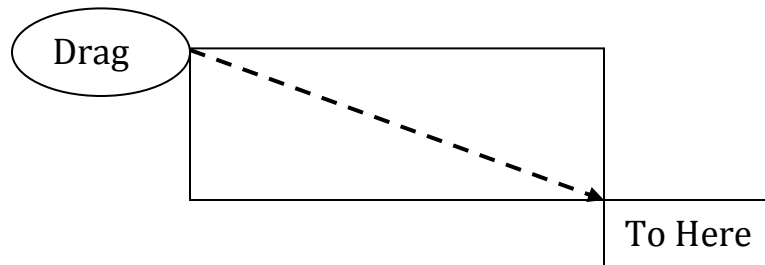
In the **Illustrations** group, click **SHAPES** shape



select the desired

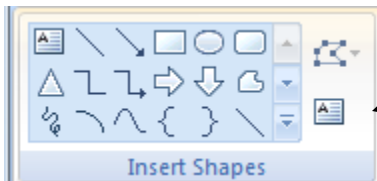
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3. Click and hold the mouse where you want the shape to start
4. Drag the mouse to create the desired shape
5. An outline indicating the size of your shape appears.
6. Release the mouse button
7. The shape appears in your document.



Add Text inside a Shape

1. Click on the shape to activate the Format tab.
2. In the Insert Shape section click the **Edit Text** button



You can add text inside a shape using the right-click and select **Add Text**.

Drawing Canvas

When you insert a drawing object in Word, you can place it in a drawing canvas. The drawing canvas helps you arrange a drawing in your document.

The drawing canvas provides a frame-like boundary between your drawing and the rest of your document. By default, the drawing canvas has no border or background, but you can apply formatting to the drawing canvas as you would any drawing object.

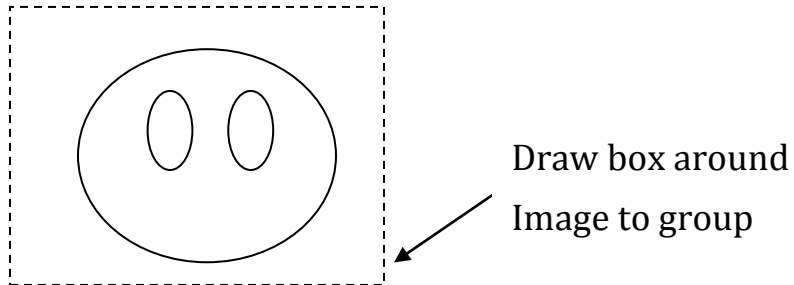
The drawing canvas also helps you keep parts of your drawing together, which is especially helpful if your drawing consists of several shapes. The best practice is

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to insert a drawing canvas if you plan to include more than one shape in your illustration or you plan to create a complex diagram.

Grouping Objects

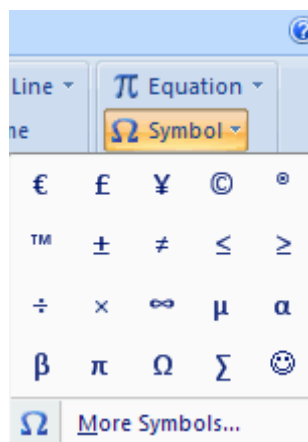
You must select the object using contiguous select or draw a frame around the group if you are on a drawing canvas. Grouping multiple shapes together creates one shape that can be moved or sized. In the sample below we created a custom shape using 3 basic circle shapes.



Note: Use the shift key for contiguous selection on the free floating shapes.

Inserting Special Characters

1. Click the Insert Tab on the Ribbon
2. Click the Symbol button on the Symbols Group
3. Choose the appropriate symbol.



SmartArt

SmartArt is a new group of easily editable and formatted diagrams. There are many preset SmartArt graphics layout templates in a variety of categories such as

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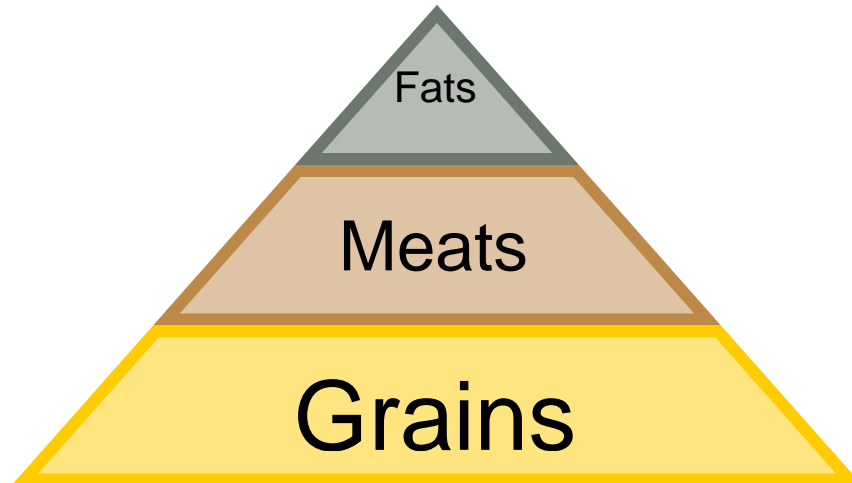
list, process, cycle, and hierarchy. When an instance of a SmartArt is inserted, a Text Pane appears next to it to guide the user through entering text in the hierarchical levels.

Microsoft Word 2007's help feature recommends SmartArt graphics for organization charts of fewer than 30 shapes that have 3D effects (such as bevels and glows) applied to them. It also suggests that the organization charts that Microsoft Visio can create are more suitable for charts of up to 1000 shapes that must be precisely customizable



How to insert SmartArt

1. Click **Office** button.
2. Click **New** the click **Blank document**.
3. Place your cursor in the document where you want the illustration/picture
4. Click the **Insert** tab.
5. Click the **SmartArt** button under the **Illustrations** group.
6. Click the **SmartArt pyramid** to include in your document.



7. Click on each graphic section to add text label
8. **Save** your document with the file name *My Food Pyramid*.
9. **Close** Word 2007

Use clip art to illustrate documents

Small, ready-made graphics that you can insert into documents are called Clip Art. Word comes with a built-in library of clip art. There is additional clip art in the Clip Collection which requires the use of the Word CD to use them. In this lesson, you will work only with the images available in Word on your computer's hard drive.

Exercise - Insert clip art pictures into documents

1. Open the *Sample Document.docx* from the location where your student files are saved.
2. Press **Ctrl+End** to position the insertion point at the end of the document and press Enter twice to add some blank lines.
3. Your clip art will be inserted where the insertion point is located.
4. On the **Insert** tab, click Clip Art.
5. The Clip Art pane opens in the right part of the Word window (see Figure 4.8).

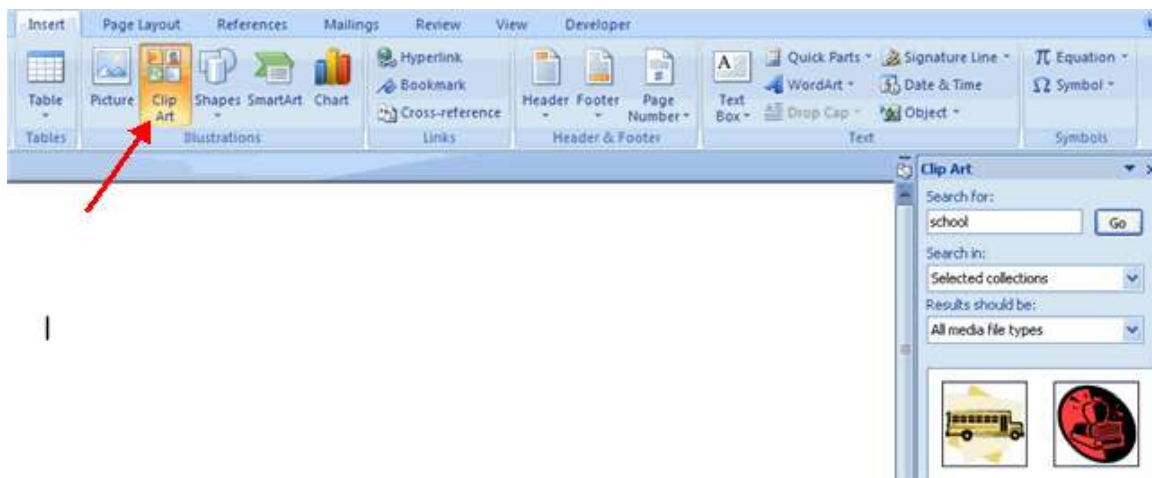


Figure 4.8 Insert Clip Art pane

Search for clip art

1. Click the ▼ next to **Selected collections** in the Insert Clip Art pane. The Clip Collection folder will open.
2. Click the + (plus sign) next to **Office Collections** if it is not

expanded.

3. An alphabetical list of categories appears.

Note: You can also search for a subcategory of clips, such as animals, by typing the word in the Search text box and pressing the Search key to see pictures related to that subcategory from all sources, including the Web. In this lesson, you will only look for clips in the various subcategories listed in the Office Collections that was installed on your computer.

4. In the Search for: field, enter **Tiger**. A thumbnail picture of a tiger appears.
5. Click the thumbnail to select it and click the arrow on the right of the thumbnail. A pop-up menu appears next to the image you
6. Click **Copy**.
7. Close the Clip Organizer.

Note: If you see a message asking if you want to save the clips on the clipboard after Clip Organizer closes, click **Yes**.

8. Click the **X** on the title bar of the Clip Art pane to close it.

Insert clip art

1. Click the **Paste** button on the toolbar.
2. The clipart is inserted at the insertion point (see Figure 4.10).



Figure 4.10 Inserted clipart

Change the picture size

1. Click on the picture (Tiger) you inserted. A selection frame with black squares called "handles" surrounds the clip art. You use these handles to change the size and shape of the picture.
2. Point to one of the corner handles (don't click). After a very short pause, the pointer changes to a double-headed diagonal arrow.
3. While the pointer appears as a double arrow on the corner handle, press and hold down the mouse button and drag the handle away from the center of the clip art to make it larger. Release the mouse button.
4. Drag the handle toward the center of the clip art to make the clip art smaller. Release the mouse button.
5. Place the pointer on a side handle. While the pointer is a double-

arrow, repeat steps 3 and 4. The clip art contracts or expands in the direction you drag the handle but when you drag on the sides, the clip art becomes distorted.

6. Click anywhere outside the picture to deselect the clip art. The clip art selection frame disappears.
7. Click the Undo button on the toolbar repeatedly to undo the sizing changes.

Delete Clipart

1. Click the clip to select it and press the **Delete** key. The clip is deleted.
2. Click the **Undo** button on the toolbar to put the clip back in the document.
3. Click the **Office Button** and click **Save As** to save your document with a new name.
4. Open the location where your student folder is saved and double-click the icon next to the student folder to open it.
5. Highlight the current name in the File name box and type my clip art exercise to replace the highlighted text.
6. Click the **Save** button.
7. Click the **Office Button** and click **Close** or click the X on the menu bar to close the document.

Activity-Illustrate a document

In this activity, you will illustrate the The Gettysburg Address.doc. Complete this exercise now if you have time or complete it later for lab or home practice.

Open a document

1. Click the **Office Button**, then click **Open** button on the toolbar.
2. Open the location where your student folder is saved and double-

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click the icon next to the student folder to open it.

3. Double-click the icon next to *Gettysburg Address.doc* to open the document.

Import a picture

1. Click to place the insertion point at the end of the first paragraph.
2. Press the **Enter** key twice to set the place where you will insert the clip.
3. Click the **Insert** tab, then click **Picture**. The Insert Picture dialog box opens (see Figure 4.11).

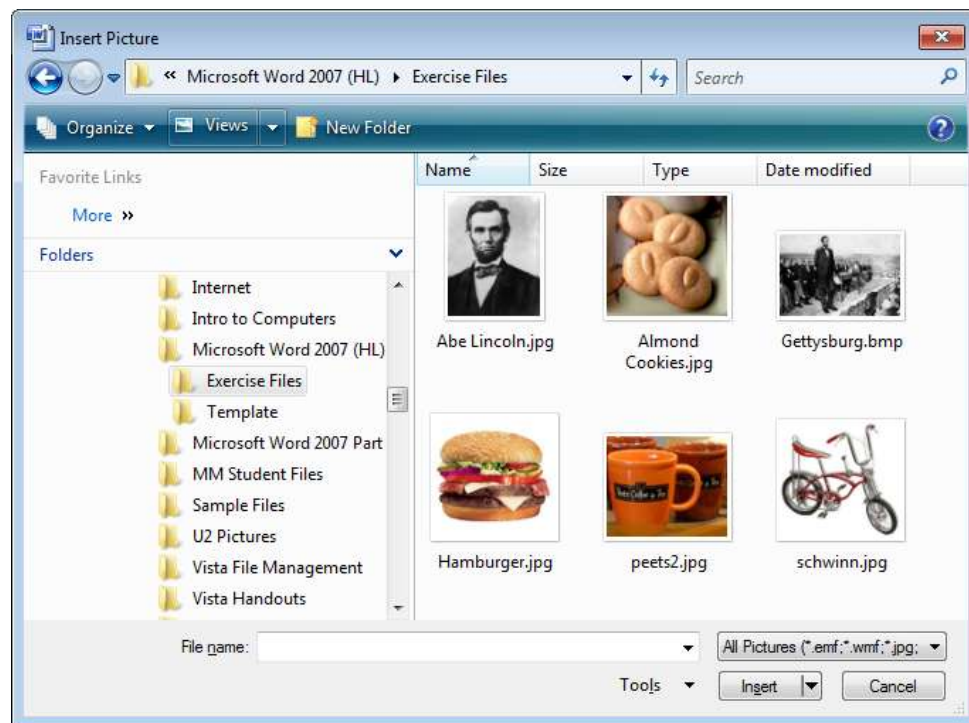


Figure 4.11 Insert Picture dialog box

Note: The picture view in this example is Medium Icons

4. Open the location where your student folder is saved and double-click the icon next to the student folder to open it.

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Note: This opens a version of Window Explorer. Use the folder navigation pane on the left to find the picture in the **Exercise Files** folder.

5. Click the icon next to ***Abe Lincoln.jpg*** to select it and click the Insert button on the dialog box. The clip appears in your document at the insertion point.
6. Drag the handles to size the picture to fit into the document.

Move, word wrap and size the clip

Double Click on the **Picture**, the **Format** tab will display.

1. Click the **Position** button in the **Arrange** group.
2. Click on the picture again and drag the corner handles to make the clip smaller.
3. As the clip becomes smaller the text wraps around it.
4. Click in the center of the picture and drag it where you want it to appear within the text.
5. Try the other wrapping options to see the different effects (see Figure 4.12).

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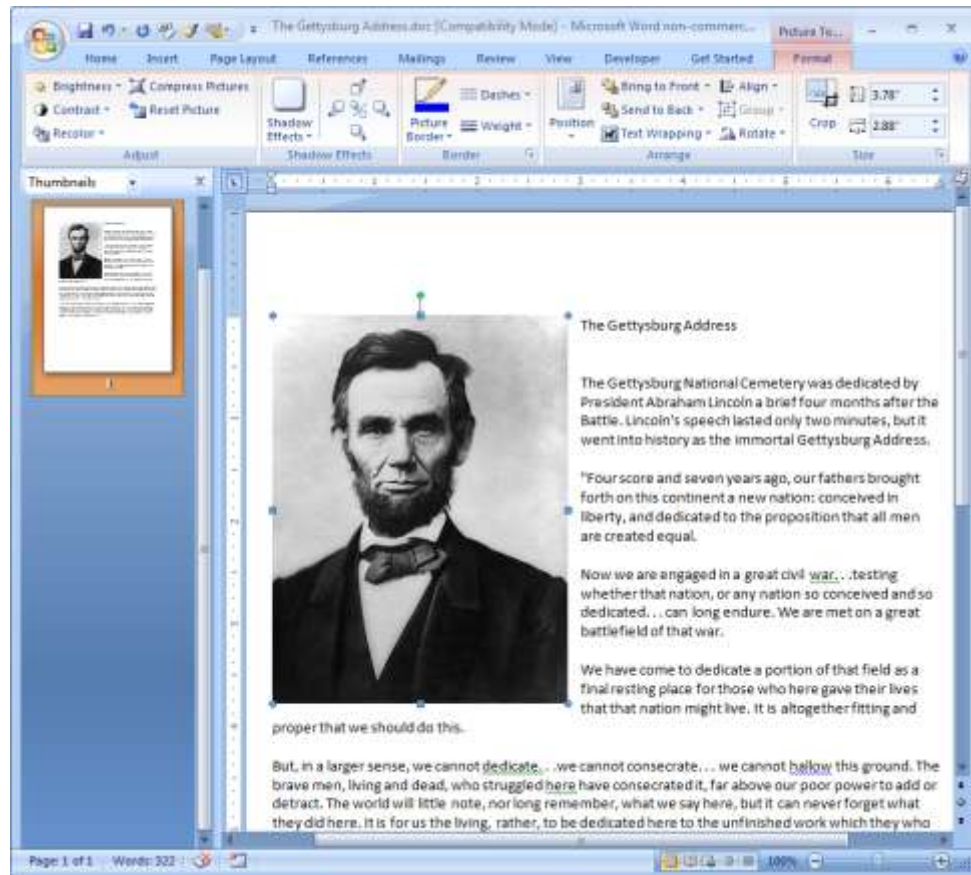


Figure 4.12 Format Picture dialog box with Layout tab selected

Save the document

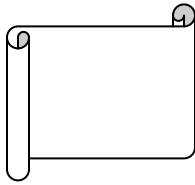
1. Click the **Office Button** and click **Save As** to save your document with a new name.
2. Open the location where your student folder is saved and double-click the icon next to the student folder to open it.
3. Highlight the current name in the File name box and type ***Fancy Gettysburg Address*** to replace the highlighted text.
4. Click the **Office Button** and **Save** button.

Activity-Create a personal letterhead

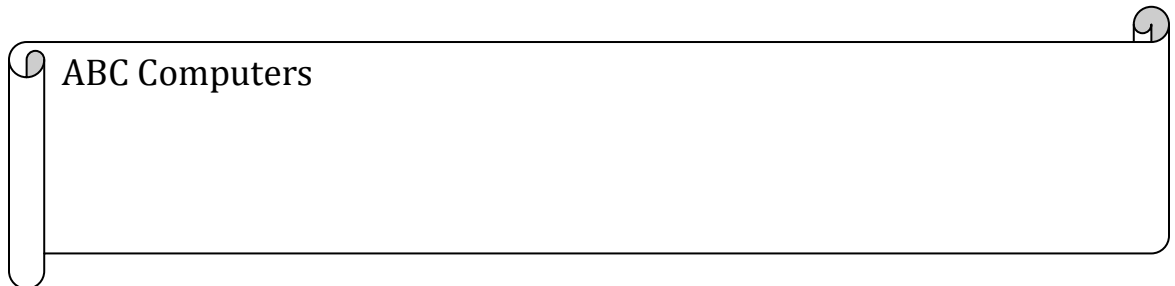
You will create a letterhead for your personal letters with your name and address and a basic shape.

1. Open a new blank document.

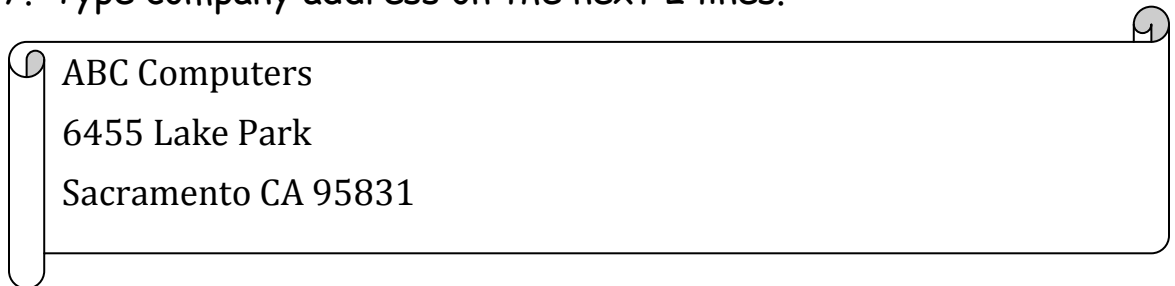
2. Select **Insert>Shape** from **Stars and Banners**.



3. Drag diagonally to create the Shape.
4. Right-Click on the area inside the shape
5. Select **Add Text**.

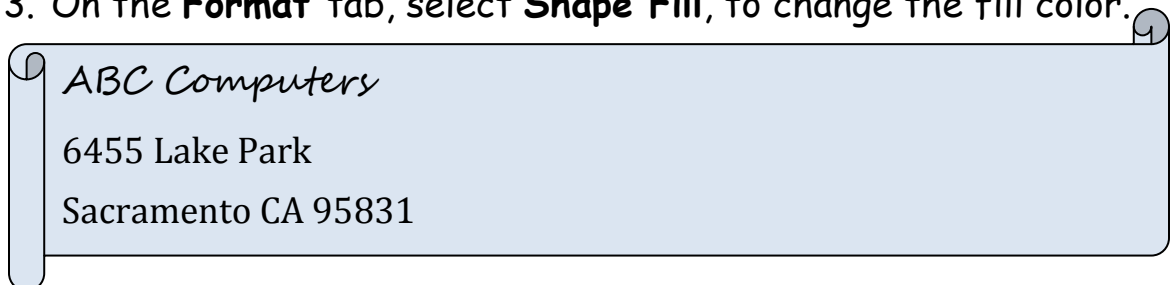


6. Type your company name and press <enter>
7. Type company address on the next 2 lines.



Activity-Format the Letterhead

1. Click on the letterhead picture.
2. Click the Position button from the **Arrange** group, and click **Square** under **Text Wrapping**.
3. On the **Format** tab, select **Shape Fill**, to change the fill color.



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Note: You may want to move the picture to the left side of the page and right-justify your name and address. All basic text formatting can be applied.

4. Add **Shadow Effects and Gradient fill** for you new letterhead.



5. Place the I-beam after the company name. Use the tab key or use the ruler line to insert a new tab.
6. Enter the phone number.

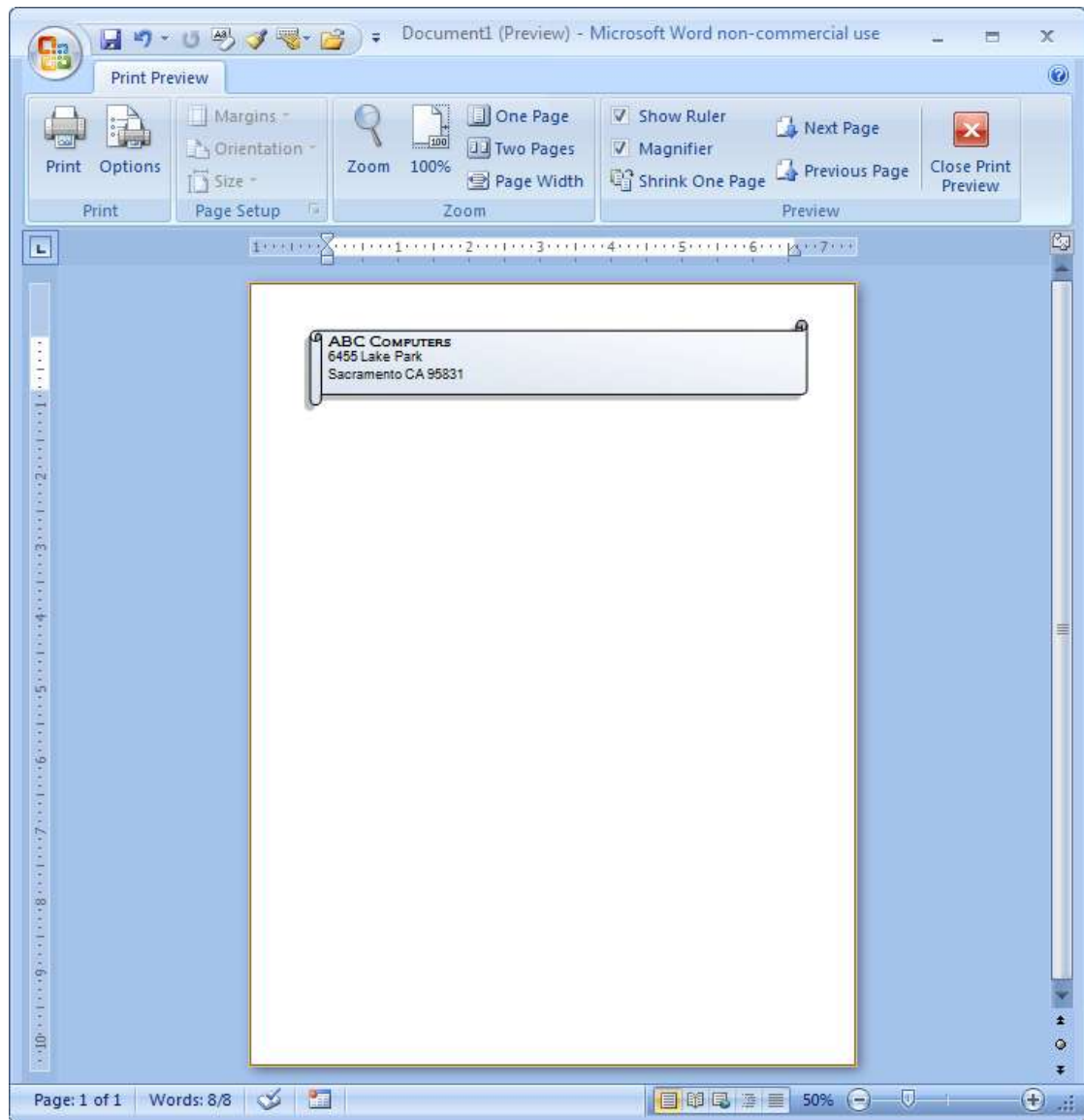
Save the document

1. Click the **Office Button** and click **Save As** to save your document with a new name.
2. Open the location where your student folder is saved and **double-click** the icon next to the student folder to open it.
3. Highlight the current name in the File name box and type **My Letterhead** to replace the highlighted text.
4. Click the **Save** button.

Print Preview your Letterhead

1. Click the **Office Button** and click **Print**, then select **Preview**:

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2. When you are satisfied with the look of you new letterhead, click **Close Print Preview** to exit.

Notes