Using Illustrations and Graphics

Lesson Skill Matrix

Skill	Exam Objective	Objective Number
Inserting and Formatting Pictures in a Document	Insert pictures.	5.1.2
	Format objects.	5.2.4
	Apply a picture style.	5.2.5
	Create a SmartArt graphic.	5.3.1
	Apply picture effects.	5.2.2
	Apply artistic effects.	5.2.1
	Wrap text around objects.	5.2.6
	Removing picture backgrounds.	5.2.3
	Insert a screen shot or screen clipping	5.1.3
Inserting and Formatting Shapes, WordArt, and SmartArt	Insert shapes.	5.1.1
	Create a SmartArt graphic.	5.3.1
	Format a SmartArt graphic.	5.3.2
	Modify SmartArt graphic content.	5.3.3
	Position objects.	5.2.7

Software Orientation

Insert Tab and Picture Tools

The Insert tab (see Figure 8-1) contains features that you can use to add graphics to your document in Word 2016. Commands in the Illustrations group enable you to add several types of graphics to enhance your Word documents, including pictures from your computer, images from the Internet, shapes, SmartArt, charts, and screenshots.

The Picture Tools - Format tab (see Figure 8-2) is a contextual command tab that appears after you have added a picture to a Word document. Formatting options on the Picture Tools - Format tab enable you to make changes to the graphic object, including removing its background; applying corrections to improve the brightness, sharpness, and contrast of the picture; applying color; adding artistic effects; adding borders; enhancing the image with picture effects; and cropping, resizing, and positioning the picture in the document.

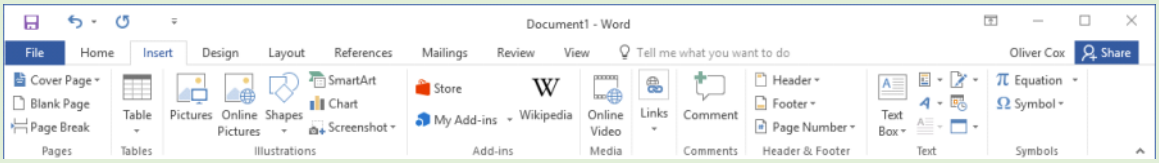


Figure 8-1
Insert tab

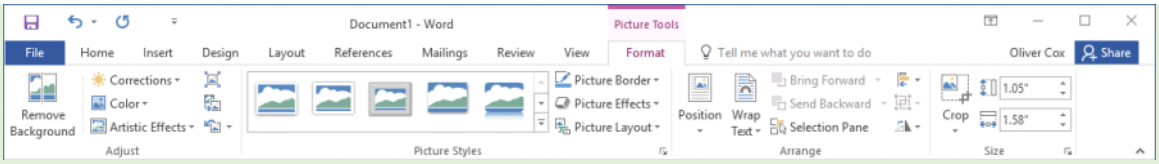


Figure 8-2

Picture Tools - Format tab

Use these figures as a reference throughout this lesson, as well as the rest of the book.

Inserting and Formatting Pictures in a Document

Word offers a number of tools to help you capture your readers' attention with illustrations that include pictures, shapes, SmartArt, charts, and screenshots. You can modify images in a number of ways, including: converting them to SmartArt, adding captions, resizing, cropping what you don't need, rotating, applying styles and colors, creating artistic effects, and positioning images within the document.

Inserting Pictures

When you insert a picture into a document, Word marks it as an embedded object by default—which means it becomes part of the document and is no longer connected to the original image. Inserting a picture is very similar to opening a document file—you use the Pictures button on the Insert tab in the Illustrations group to open images instead of opening Backstage. In this exercise, you learn to insert a picture.

Step by step **Insert Pictures**

GET READY. Before you begin, be sure to **LAUNCH** Microsoft Word.

1. OPEN a new, blank document and, on a blank page, type Vacationing with Family.
2. Select the text then right-click it to display the Mini toolbar.
3. Change the font of the title to Cambria, and the font size to 28 pt and bold.
4. Center horizontally; then deselect the text.
5. Press Enter.
6. Click the Insert tab then click the Pictures button in the Illustrations group. The *Insert Picture* dialog box appears.
7. Locate your lesson folder on your flash drive and select the image Family Traveling by Airplane.
8. Click Insert.
9. The picture appears in the document at the cursor location, and the *Format* tab appears with the *Picture Tools* command groups.
10. SAVE the document as Family Vacation in the lesson folder on your flash drive.

PAUSE. CLOSE the document.

Take Note

Another option is to insert a picture as a linked object, which creates a connection between the document and the external picture file, but doesn't incorporate the image into the Word file. Using linked objects can help minimize the file size of your final document, while still including pictures, photographs, and other objects that can eat up storage space. However, if the picture files are not available when you open the Word document, the images do not appear. This option is not recommended when creating a document that will be shared with other users, because they may be unable to access the pictures.

Inserting Screenshots

In addition to inserting images from existing picture files, Word also enables you to capture images of all or part of the current screen display and insert them directly into your documents. When you click the Screenshot button in the Illustrations group on the Insert tab, a menu appears containing thumbnails of the computer's currently open windows. Selecting a thumbnail inserts an image of that window, or you can select Screen Clipping, which enables you to draw a box and capture an image of its contents.

Step by step Insert Screenshots

GET READY. OPEN a new, blank document.

1. On a blank page, type Hiker.
2. Select the text then right-click it to display the Mini toolbar.
3. Change the font of the title to Cambria, and the font size to 28 pt and bold.
4. Center horizontally; then deselect the text.
5. Press Enter.
6. Locate your lesson folder on your flash drive and double-click the Tourist Hiker file. A Photos window appears, displaying the image in the file.
7. Switch to the Word window, click the Insert tab, then click the Screenshot button in the *Illustrations* group. The *Screenshot* menu appears.
8. On the Screenshot menu, select Screen Clipping. The Photos window appears, with a gray cast over the entire screen. The pointer changes to a cross.
9. Use the point to draw a rectangle around the photograph in the Photos window. When you release the mouse button, the selected photo is pasted into the Word document.
10. SAVE the document as Hiker in the lesson folder on your flash drive and CLOSE the document

PAUSE. LEAVE Word open for use in the next exercise.

Formatting Pictures

The Picture Tools - Format tab appears whenever you insert a picture into a document or select an existing picture within the document. This tab provides many options, such as cropping, resizing, scaling, and rotating the selected image. When you crop a picture, you trim the horizontal or vertical edges to remove unwanted areas. Scale increases or decreases the original picture's height and width by a percentage. In this exercise, you will crop, resize, scale, and rotate a picture within a document.

Step by step Crop, Resize, Scale, and Rotate a Picture

GET READY. OPEN the Family Vacation document that you created and saved in the Insert Pictures exercise earlier in this lesson.

1. Select the picture if necessary and, on the Picture Tools - Format tab, in the *Size* group, adjust the height by using the arrow keys. Change it to 4.9".
2. As you increased the height, by default the Lock aspect ratio option is selected, so the width of the image also changes to accommodate the new dimensions.

3. In the *Size* group, click the dialog box launcher to display the *Layout* dialog box. In the *Layout* dialog box, you can resize a picture by changing the exact measurements of the height and width or rescale it by changing the height and width percentages.
4. Type 3.5" in the *Height Absolute* text box and click OK. The height and width of the picture are altered.
5. Open the *Layout* dialog box again. In the *Scale* section, make sure that both the *Lock aspect ratio* and *Relative to original picture size* checkboxes are selected. When the *Lock aspect ratio* box is selected, you will be able to scale the picture by height and width using the same percentage. When the *Relative to original picture size* box is selected, the Scale Height and Width are expressed as percentages of the original size. The original size of the picture appears in the *Original size* section.
6. Under the Scale section, for the *Height* type 25% then press the Tab key. The Scale Width of the active picture automatically changes to 25% because *Lock aspect ratio* is selected. The *Absolute Height* and Absolute Width dimensions also change, but the Original size remains the same.
7. Open the *Layout* dialog box again and change the Absolute Height value to 2.92".
8. In the *Rotate* section, type 350 in the Rotation text box, so that the position of the picture will rotate 350 degrees.
9. Press the Tab key to move to the next setting in the dialog box.
10. Click OK to apply your changes and close the dialog box. Deselect the picture. Your image should resemble Figure 8-3.

Figure 8-3
Document with image

11. SAVE the document as Family Vacation 2 in the lesson folder on your flash drive.
12. Select the picture. In the Size group, click the Crop button.
13. The insertion point becomes a cropping tool, and cropping handles appear on the edges of the picture as shown in Figure 8-4.
14. Position the cropping tool over the top cropping handle. Then drag down until it is slightly above the pink hat.
15. Position the mouse in the lower-left corner and drag up until it is close to the child's arm that is waving.
16. Release the mouse button, and then click the Crop button again to remove the cropping handles.
17. The trimmed image has removed the unwanted area and displays only the cropped area.

Figure 8-4
Cropping handles on picture

18. Resize the image for precise measurements to 2.51" for the height. The width will adjust automatically.
    Take Note
    In cropping you remove unwanted portions of the picture, and in scaling the original picture is increased or decreased in size to fit in the document.

19. SAVE the document as Family Vacation 3 in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Applying a Picture Style to a Picture

Applying a Picture Style to a picture enables you to select from various framing and presentation designs, to give the picture an added appeal. The available options in the Picture Styles group enable you to select from among the Quick Styles, Picture Border, and Picture Effects options, which can add interest to your picture. Captions consist of few descriptive words, and are typically used for figures, tables, and equations. Adding a caption to a picture provides readers with information regarding the image. Formatting a picture using the Picture Layout options enables you to use one of the built-in SmartArt graphics with a caption placeholder. SmartArt graphics is covered later in this lesson. In this exercise, you learn to apply a Quick Style, insert a border, add effects, and add a caption by applying a Picture Style to an image.

Step by step **Apply a Picture Style to a Picture**

GET READY. USE the document that is open from the previous exercise.

1. Select the picture you added, to display the Picture Tools - Format tab.
2. In the *Picture Styles* group, click the More button to display the *Picture Styles* gallery, shown in Figure 8-5.

Figure 8-5
Picture Styles Gallery

3. Hover over a few styles in the gallery and watch how the picture takes on a new look. Click Bevel Rectangle to apply that style to the image.
4. In the *Picture Styles* group, click the Picture Border button to display its menu.
5. Click the Weight submenu then select 2 ¼.
6. The border weight is increased, making it more noticeable.

7. Click the Picture Border button again.
8. Under the Theme Colors section, select Blue-Gray, Text 2, Darker 50%. The picture is now surrounded by a colored border.
9. In the *Picture Styles* group, click the Picture Effects button to display its menu.
10. Scroll through each *Effects* option to view the available options.
11. Click the Shadow effect option. From the pop-up menu that appears, under the *Outer* heading, select Offset Top to apply that shadow effect to your image. The picture displays with a shadow on the upper portion of the image.
12. SAVE the document as Family Vacation 4 in the lesson folder on your flash drive.

PAUSE. LEAVE the document open for the next exercise.

Changing a Picture to a SmartArt Graphic

SmartArt graphics have preformatted designs with placeholders that enable you to enter caption text. In this exercise, you learn to apply a picture to a SmartArt graphic with a caption.

Step by step Change a Picture to a SmartArt Graphic

GET READY. USE the document that is open from the previous exercise.

1. The picture should be selected to display the Picture Tools - Format tab.
2. In the *Pictures Styles* group, click the Picture Layout button to open the gallery.
3. Select the Alternating Picture Circles layout (see Figure 8-6). The preset layout appears—each layout enables you to apply a picture with text. You can add a caption in the text area by adding a short description to your picture. The *Picture Layout* button automatically converts the picture to a SmartArt graphic and the picture is resized to accommodate a circled caption. The SmartArt Tools Design tab is activated.

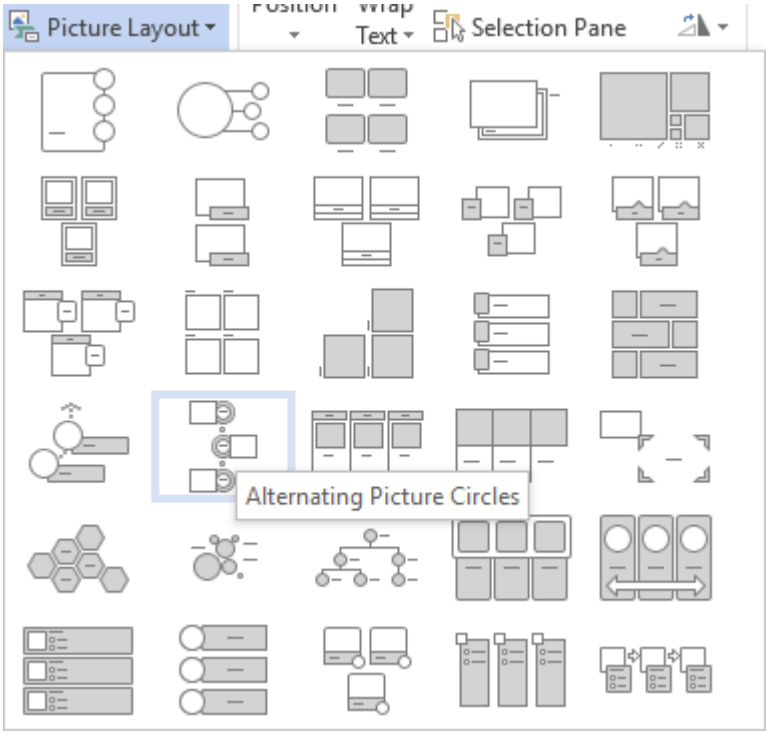


Figure 8-6
Picture Layout gallery

4. Type Boarding Airplane in the placeholder [Text]. The text you type is automatically adjusted to fit in the placeholder, which is the caption for the picture.
   Take Note
   If the *Text Pane* opens, you can also add text by the bulleted item [Text]. After you type text in the *Text Pane,* click the X to close.

5. Click outside of the graphic to deselect it.
6. SAVE the document as Family Vacation 5 in the lesson folder on your flash drive.
7. Select the image to continue applying changes to this document.
8. On the SmartArt Tools - Design tab, click the Change Colors button to produce a menu of options. Under the *Accent 6* group, select the Colored Fill – Accent 6. The SmartArt graphic color changes to the new color.
9. Select the circle containing the text *Boarding Airplane,* then click the SmartArt Tools - Format tab.
10. In the *Shape Styles* group, click the More button and select Intense Effect – Gold, Accent 4. The inner circle color is changed to the new style.
11. Select the circle containing the text, and then click the Shape Effects button. Select Bevel, then click Art Deco. The inner circle has taken on a different shape and is more eye-catching.
12. Select the outside circle then press the Shift key to select the inner circle as well.
13. Click the Size button and change the width by setting it to 2.02". Make sure you see the selection handles around the inner circle before changing the width.
14. SAVE the document as Family Vacation 6 in the lesson folder on your flash drive, then CLOSE the file.

PAUSE. LEAVE Word open to use in the next exercise.

Take Note

For more on using SmartArt, see Inserting and Formatting Shapes, WordArt, and SmartArt, later in this lesson.

Adjusting a Picture's Brightness, Contrast, and Color and Adding Artistic Effects

Although *Word* 2016 does not have all the advanced features of a stand-alone photo-editing program, it does offer many ways for you to adjust pictures using the *Picture tools - Format tab*—including correcting a picture's brightness, contrast, and color, and adding an artistic effect. The *Artistic Effects* feature can give the picture the appearance of a drawing, sketch, or painting. In this exercise, you will adjust the picture's brightness, contrast, and color, and apply an artistic effect.

Step by step **Adjust a Picture's Brightness, Contrast, and Color and Add Artistic Effects**

GET READY. OPEN the Family Vacation document that you created and saved in the Insert Pictures exercise earlier in this lesson.

1. Select the picture to display the Picture Tools - Format tab.
2. In the Adjust group, click the Corrections button to display the menu shown in Figure 8-7.

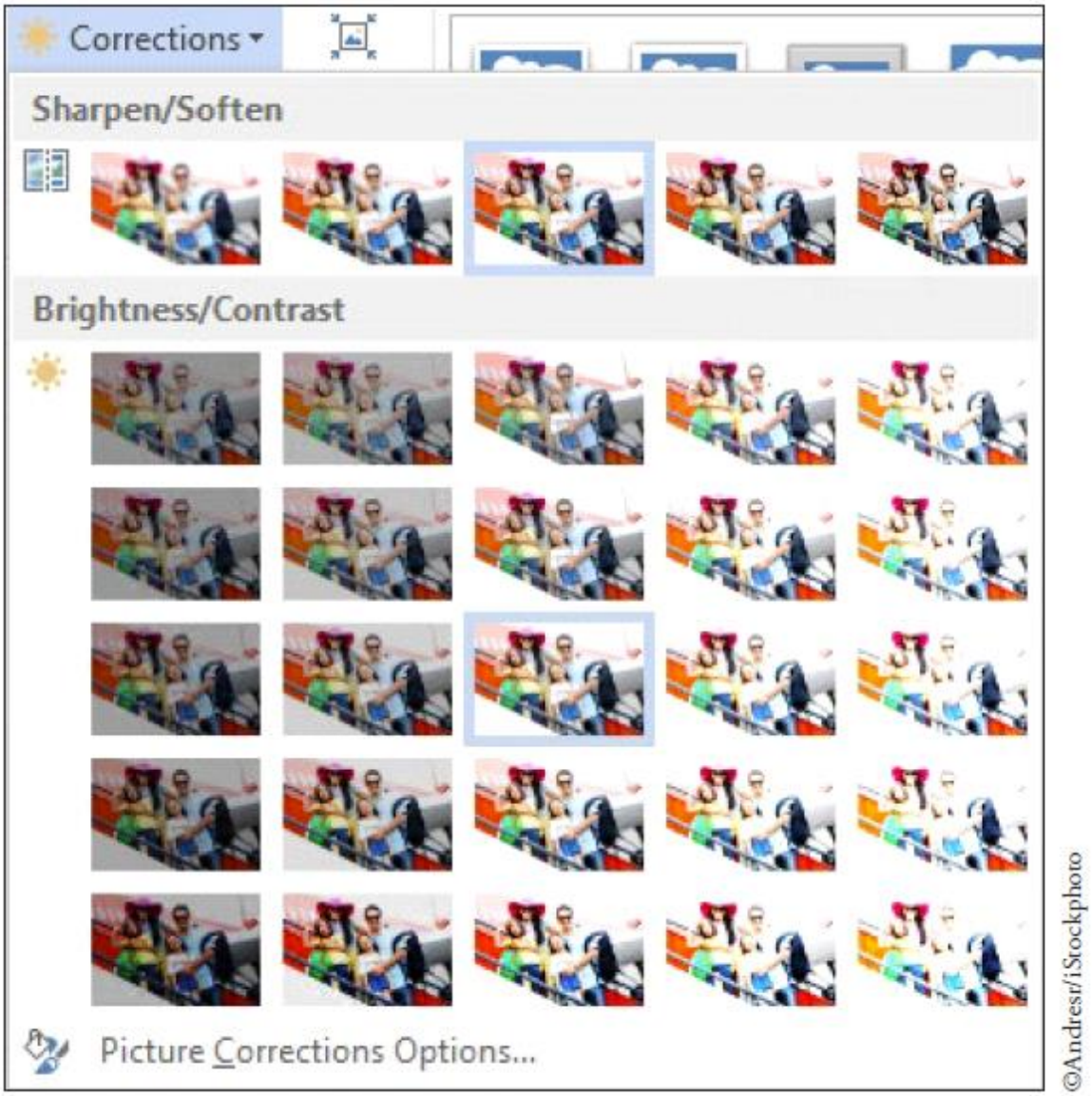
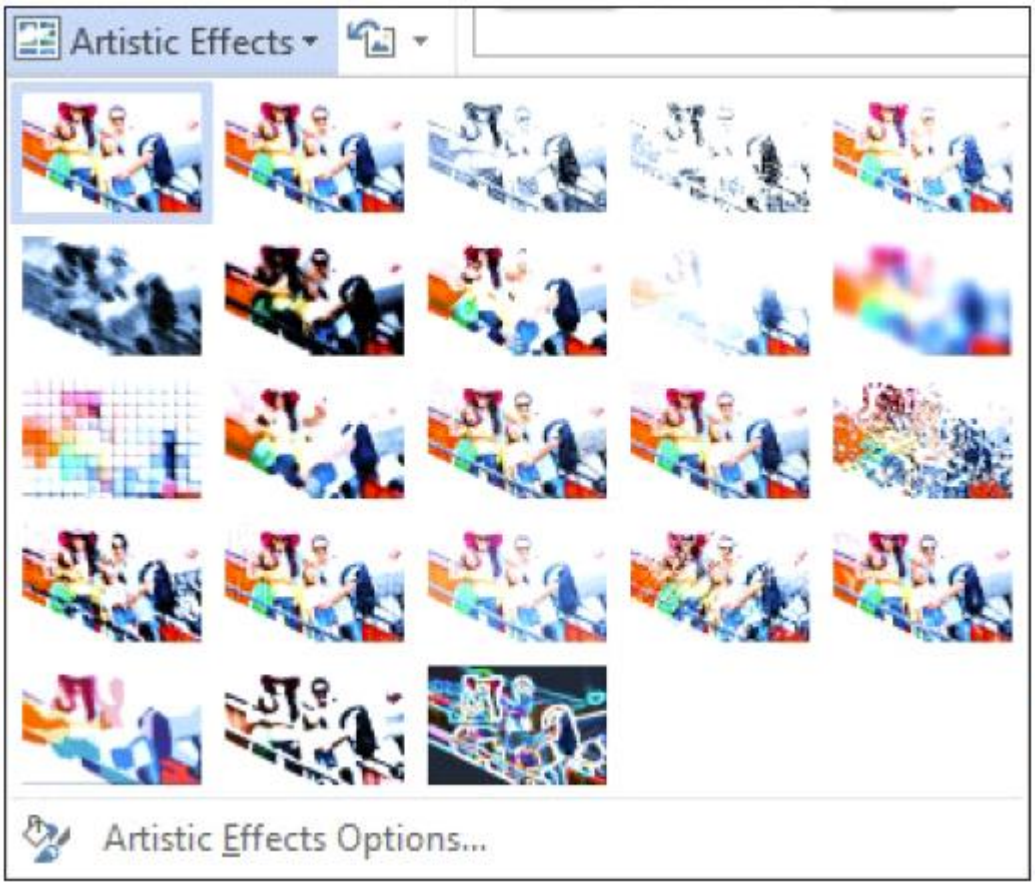


Figure 8-7
Corrections gallery

3. In the *Brightness and Contrast* section, select Brightness: +20% Contrast: +20% to increase the brightness and contrast of your image by 20 percent. Notice the difference in the picture with an increased brightness and contrast.
4. Click the Color button in the *Adjust* group to display its menu.
5. Scroll through the options and notice how your picture changes. In the *Color Saturation* section, select Saturation 200%. The higher the saturation percentage, the more vibrant the colors appear in the picture, making the plane's color in the picture more noticeable.
6. Click the Color button again to display the menu. In the *Color Tone* section, select Temperature 5300 K. The lower temperature tone creates a picture with a slight blue tint, while higher temperatures makes the picture appear with an orange tint.
7. Click the Color button again to display the menu. Under *Recolor*, No Recolor is selected by default. Hover over the Recolor options and you can see the changes in live preview. Keep the selection on No Color.

8. SAVE the document as Family Vacation 7 in the lesson folder on your flash drive.
9. Click the Artistic Effects button, to display the menu (see Figure 8-8).



©Andresr/iStockphoto

Figure 8-8
Artistic Effects gallery

10. Select the Crisscross Etching option from the *Artistic Effects* gallery. The impression of the picture is now of an etching sketch. Deselect the picture.
11. SAVE the changes to the document in the lesson folder on your flash drive, and then CLOSE the file.

PAUSE. LEAVE Word open to use in the next exercise.

Removing a Picture Background

In addition to tools that modify the appearance of an image, Word 2016 also provides the ability to select the parts of an image you want to emphasize and delete the rest. Unlike cropping, which uses straight lines to cut off the top, bottom, and/or sides of an image, removing the background enables you to select any part of an image, whatever the shape, and delete the unnecessary material around it. You can do this to emphasize a specific part of an image, or to paste it on a different background. In this exercise, you select part of an image and remove the background around it.

Step by step **Remove a Picture Background**

GET READY. OPEN the Family Vacation document that you created and saved in the Insert Pictures exercise earlier in this lesson.

1. Select the picture to display the Picture Tools - Format tab.
2. On the Picture Tools - Format tab, in the Adjust group, click the Remove Background button to display the Background Removal tab. Word selects what appear to be the primary elements of the image - in this case the four people - and tints the background in purple, indicating that this is the material that will be removed.
3. Notice that there are some small parts of the four people that are not selected. Click the Mark Areas to Keep button. The insertion point changes to a pencil that you can use to select additional parts of the image to keep.
4. Using the pencil, draw a rough shape around the crown of the mother's hat, currently tinted purple, and another around the right hand of the daughter on the left. Both of the areas you selected are changed from purple to their original colors.
5. Click the Keep Changes button. The figures of the four people remain, including the mother's hat and the daughter's hand, but the background disappears.
6. SAVE the document as Family Vacation Foreground in the lesson folder on your flash drive, and CLOSE the document.

PAUSE. LEAVE Word open to use in the next exercise.

Arranging Text around a Picture

Arranging pictures and text together on the page is simple using Word's Positioning and Text Wrap commands. The Positioning command automatically positions the object in the location you select on the page. The Wrap Text command determines the way text wraps around the picture or other objects on the page, depending on the option you select. To configure the picture as an inline object that moves along with the text that surrounds it, select the In Line with Text option. If you choose to format the picture as a floating object, Word positions the image precisely on the page, and allows the text to wrap around it in one of several available formats. In this exercise, you learn to position text around a picture, as you learned in Lesson 3.

Step by step Arrange Text around a Picture

GET READY. OPEN the Family Vacation 4 document that you completed earlier in the lesson.

1. If necessary, enable Show/Hide on the Home tab.
2. Place the insertion point before the paragraph mark that immediately follows the picture and press Enter.
3. Type the following text:
   If you are looking for adventure with lots of activities that you can do as a family, then call Margie's Travel Agency. They will book all tours and outside activities, such as bike riding, rafting, or zipping. They planned our last vacation, and we had a WONDERFUL time together as a family.
4. Press Enter twice, and type the following text:

Don't wait! Call!

5. Select the text and change the font size to 16 pt. Deselect the text.
6. Select the picture, and on the Picture Tools - Format tab, in the Arrange group, click the Position button to display the menu shown in Figure 8-9.

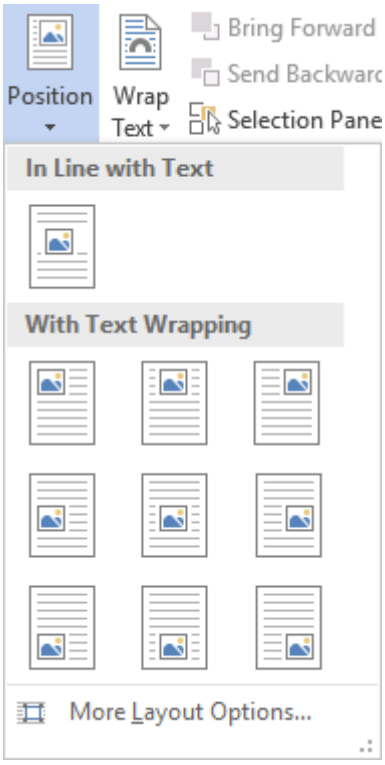


Figure 8-9
Position menu

7. Select Position in Top Right with Square Text Wrapping.
8. Delete the extra blank line below the heading.
9. Place your insertion point anywhere in the paragraph you keyed in step 3, and press Ctrl+L to align text left.
10. Click the image and drag it until the title is centered to the left of the image and the text is positioned at the left margin and wrapped around the picture at the top right.
11. Select the picture again and click the Layout Options button to open the menu shown in Figure 8-10.

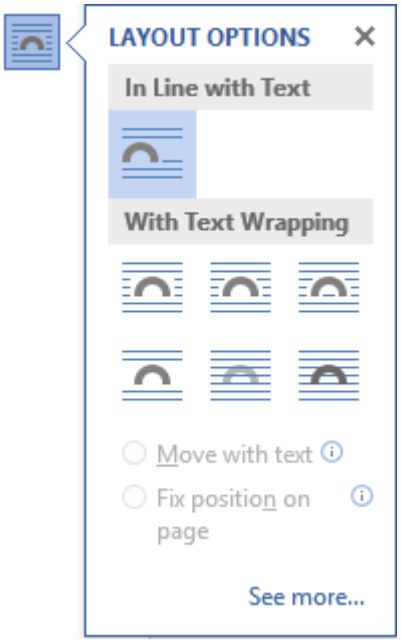


Figure 8-10
Layout Options menu

12. Under *With Text Wrapping,* select Tight. Text automatically wraps around the picture. The *Fix position on page* option is already selected and as additional text is added, the picture will remain in the same place.
13. Select Don't wait call! From the Home tab, change the text to uppercase without rekeying and change font size to 36 pt.
14. Editing can take place anytime while you're working in a document, and now you want to change the content of the existing heading. Change the title to Family Vacation by selecting the title and keying the new title. Notice that the picture stayed in place because the *Fix position on page* option was selected on the *Layout Options* menu.
15. SAVE the document as Family Vacation 8 in the lesson folder on your flash drive, and CLOSE the document.

PAUSE. LEAVE Word open to use in the next exercise.

Inserting and Formatting Shapes, WordArt, and SmartArt

Word provides illustrations to enhance your document with different preset shapes, SmartArt, and WordArt. Shapes are figures such as lines, rectangles, block arrows, equation shapes, flowcharts, stars, banners, and callouts. You can also insert a drawing canvas that serves as a guide. The Drawing Tools make it possible for you to change the shape, add text, apply styles, fill with theme or standard colors, create gradients, add textures, and apply preset effects. SmartArt graphics are graphical illustrations available from a list of various categories, including List diagrams, Process diagrams, Cycle diagrams, Hierarchy diagrams, Relationship diagrams, Matrix diagrams, and Pyramid diagrams. The SmartArt Tools enable you to manipulate the SmartArt by adding shapes, bullets, and text; changing the layout and colors; and applying special effects using styles. WordArt is a feature that creates decorative effects with text. The Drawing Tools enable you to format the WordArt by adding special effects to the text or outline, applying preset effects, and transforming the shape using one of the set styles.

Software Orientation

Shapes Menu and Drawing Tools

When you click the Shapes button in the Illustrations group of the Insert tab, the Shapes menu appears (see Figure 8-11). After you insert a shape into a Word document, the Drawing Tools - Format tab appears (see Figure 8-12). You use these tools to format a shape's style, fill, color, outline, and many other attributes. When shapes overlap, you can control which ones are placed in front of or behind others. When you group objects together, it makes it easy to format them and move them around in a document.

Use these figures as a reference throughout this lesson, as well as the rest of the book.

When you click the Shapes button in the Illustrations group of the Insert tab, the Shapes menu appears (see Figure 8-11). After you insert a shape into a Word document, the *Drawing Tools - Format* tab appears (see Figure 8-12). You use these tools to format a shape's style, fill, color, outline, and many other attributes. When shapes overlap, you can control which ones are placed in front of or behind others. When you group objects together, it makes it easy to format them and move them around in a document.

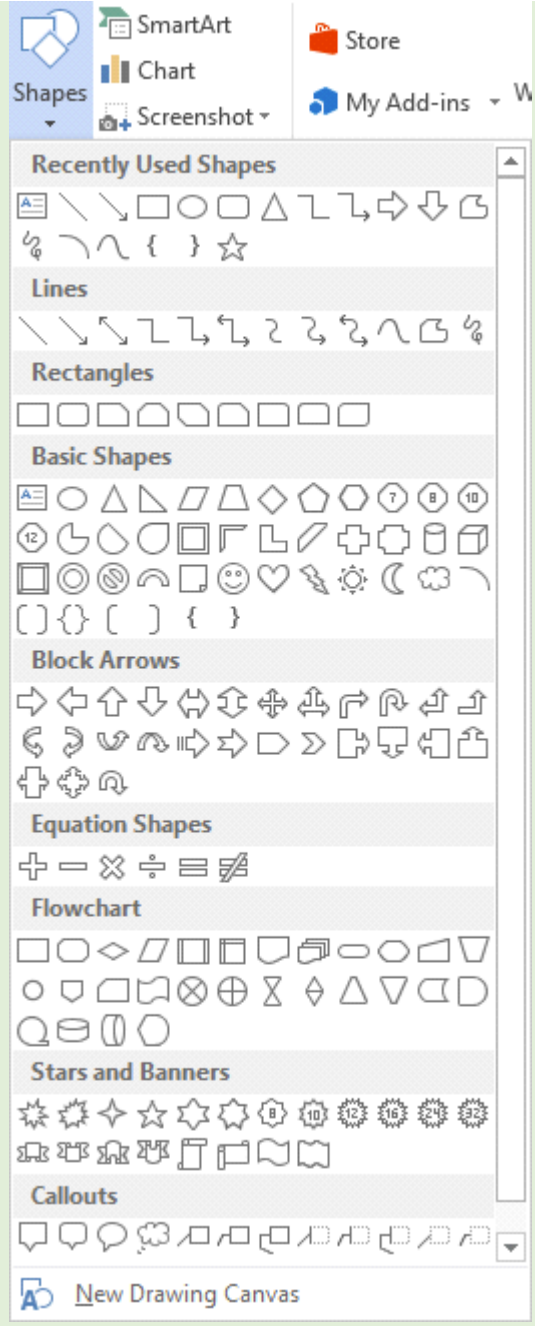


Figure 8-11
Drawing Tools

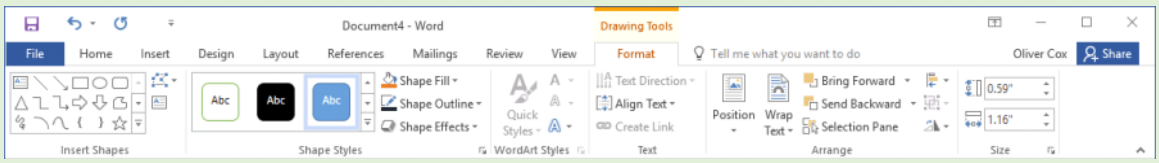


Figure 8-12
Shapes menu

Use these figures as a reference throughout this lesson, as well as the rest of the book.

Inserting Shapes

Word provides pre-drawn shapes for you to choose from, such as lines, rectangles,

arrows, equation shapes, callouts, stars, banners, and more. Inserting a shape in a document opens the Drawing Tools - Format tab . You can use these tools to apply shape styles, add a shadow or 3-D effect to inserted shapes, arrange the shape on the page, and size it. In this exercise, you learn to insert a shape, add a style from the gallery, and add a 3-D effect to the shape.

Step by step Insert Shapes

GET READY. OPEN the Travel document from the data files for this lesson.

1. On the *View* tab, change the view to 100%.
2. On the Insert tab, in the Illustrations group, click the Shapes button to display the *Shapes* menu.
3. In the *Block Arrows* section, click the Curved Down Arrow shape. The insertion point turns into a crosshair (+).
4. Place the crosshair above the female's head then click and drag down towards the small far island to create the arrow. If necessary, you may need to adjust the arrow so that it closely matches Figure 8-13.

Troubleshooting
If the shape you are drawing does not turn out the right size the first time, you can adjust the shape by selecting it and then dragging one of the sizing handles.

5. The color of the arrow is another shade of blue, but you want the arrow to stand out. With the arrow still selected, on the Drawing Tools - Format tab, in the Shape Styles group, click the Shape Fill button to open the menu, then select yellow.
6. In the Size group, resize the height of the arrow to 0.6" and the width to 1.62". You might have to move the arrow after you resize it to get it into the proper position.
7. Another change that you would like to make is increasing the weight of the outline and adding color to the outline.
8. With the arrow still selected, click the Shape Outline button to open the menu.
9. Select Weight then change the weight of the shape's outline to 1 1/2.
10. Click the Shape Outline *button* again. Change the color to Light Green in the Standard Colors area. Your document should match Figure 8-13.

Figure 8-13
Block arrow shape inserted in object

11. SAVE the document as Travel Outing in the lesson folder on your flash drive and then CLOSE the file.

PAUSE. LEAVE Word open to use in the next exercise.

Formatting Shapes

The Drawing Tools - Format tab includes a number of options for changing the appearance of shapes and positioning and wrapping text around shapes. In this exercise, you learn to use the shape styles, resize shapes, position shapes, and wrap text around shapes.

Step by step **Format Shapes**

GET READY. OPEN the Margie's Excursions document from the data files for this lesson.

1. Select the oval object.
2. On the Drawing Tools - Format tab, click the More button in the *Shape Styles* group to display the gallery of preformatted styles available for the selected shape (see Figure 8-14).

Figure 8-14
Shape Styles gallery

3. Select Intense Effect – Blue Accent 5 to apply to the *oval* object.
4. Select the trapezoid object and apply the Moderate Effect – Gray-50%, Accent 3 shape style.
5. Select the regular pentagon object and apply the Subtle Effect – Gold, Accent 4 shape style.
6. Select the cube object and apply the Colored Fill – Orange, Accent 2 shape style. Each of the objects now has a different shape and fill color applied to it. You can apply additional changes to give the object a more intense appearance.
7. Select the cube object, then click the Shape Outline button. In the Theme Colors section, select Blue-Gray, Text 2, Darker 50%. The outline of the border becomes darker.
8. Click the Shape Outline button again, and change the Weight setting to 3 pt to change the thickness of the box's border.
9. Click the Shape Effects button and select Shadow. Then in the *Outer* group, select the Offset Diagonal Top Right effect. In the top right of the object, you should see

a shadow background.

10. Click the Shape Effects button again. Then click *3-D Rotation* and, in the *Perspective* group, select Perspective Contrasting Left. The object is rotated to the left. You have formatted each of the shapes with a different style (color), but only the cube got an outline and effect.
11. SAVE the document as Margie's Excursions 2 on your flash drive in the lesson folder.
12. Select the rectangle containing the four shapes.
13. On the Drawing Tools - Format tab, in the Arrange group, click the Position button and select Position in Middle Left with Square Text Wrapping. The caption moves above the shapes.
14. For this step, OPEN the Family Vacation 8 document you completed earlier in the lesson. Select the paragraph beginning with "*If you are . . . as a family*" *and copy it to the clipboard*. Return to the previous document and place the insertion point above the caption. Then click Paste. The shapes remain in their position with the text split above and below them.
15. Select the rectangle containing the four shapes, select the Position button, and then select Position in Bottom Right with Square Text Wrapping. The shapes are at the bottom of the page while the text is at the top.
16. SAVE the document as Margie's Excursions 3 on your flash drive in the lesson folder.
17. CLOSE the *Family Vacation 8* file.
18. The *Margie's Excursions 3* file should still be open. On the View tab, change the view to 100%. Delete all four shapes, the rectangle that contains them, and the caption above it.
19. Position the insertion point at the beginning of the paragraph. Then, on the Insert tab, in the Illustrations group, click the Shapes button and select the smiley face in the Basic Shapes group.
20. With the smiley face shape selected, switch to the Drawing Tools - Format tab and, in the Size group, set the height of the shape to 1.28" and width to 1.24".
21. In the Shape Styles group, click the More button and select Light 1 Outline, Colored Fill – Gold, Accent 4 to give the smiley face a new look.
22. In the *Arrange* group, click the Wrap Text button and select Tight. The text wraps around the shape.
23. SAVE the document as Margie's Excursions 4 on your flash drive in the lesson folder then CLOSE the file.

PAUSE. LEAVE Word open to use in the next exercise.

Inserting WordArt

As you learned in Lesson 3, WordArt enhances text with more vibrant colors and shapes. In this exercise, you learn to insert WordArt in a document.

Step by step **Insert WordArt**

GET READY. OPEN the Margie's Excursions 2 document completed earlier in the lesson.

1. Select the text Margie's Travel Agency.
2. On the Insert tab click the Insert WordArt button to display the menu.
3. Select Fill – Gray-25%, Background 2, Inner Shadow. The lettering for the *Margie's Travel Agency* heading takes on a new appearance and style.
4. Remove the line break to move the paragraph mark by the heading.
5. Select the WordArt, and on the Drawing Tools - Format tab, in the WordArt Styles group, click the Text Effects button then select *Transform*. In the *Warp* group select Wave 1. This changes the WordArt to a wavy text.
6. With the WordArt still selected, click the Text Fill drop down arrow and, in the *Standard Colors section,* select Purple to change the color and give it a more vibrant look. If *Show/Hide* is enabled, disable it. The document should match Figure 8-15.

Figure 8-15
Formatted Document with WordArt

7. SAVE the document as Margie's Excursions 5 in the lesson folder on your flash drive. Then CLOSE the file.

PAUSE. LEAVE Word open to use in the next exercise.

Using SmartArt Graphics

SmartArt graphics are visual representations of information that can help communicate your message or ideas more effectively. SmartArt graphics and designer-quality

illustrations can contribute to eye-catching documents that draw the attention of the target audience. Earlier in this lesson, you learned to convert pictures to SmartArt with captions. In this exercise, you learn to insert SmartArt graphics into Word documents and add text to the graphics.

Step by step Use SmartArt Graphics

GET READY. OPEN a new, blank document.

1. SAVE the document as Places to See in the lesson folder on your flash drive and then, on the Insert tab, in the *Illustrations* group, click the SmartArt button to open the *Choose a SmartArt Graphic* dialog box.
2. Click the Relationship category and view the available options.
3. Use the scroll bar to locate the equation graphic. Then select Equation as shown in Figure 8-16.
4. Click OK to insert the *Equation SmartArt* graphic into your document. The graphic includes placeholders that are ready for you to type information. You can type text in the placeholders or in the Text Pane.
5. Click the Text Pane button in the *Create Graphic* group on the Ribbon to enable the Text Pane. The pane appears and you are ready to begin typing text in each element of the graphic equation. The first placeholder is selected by default and ready for you to type text.

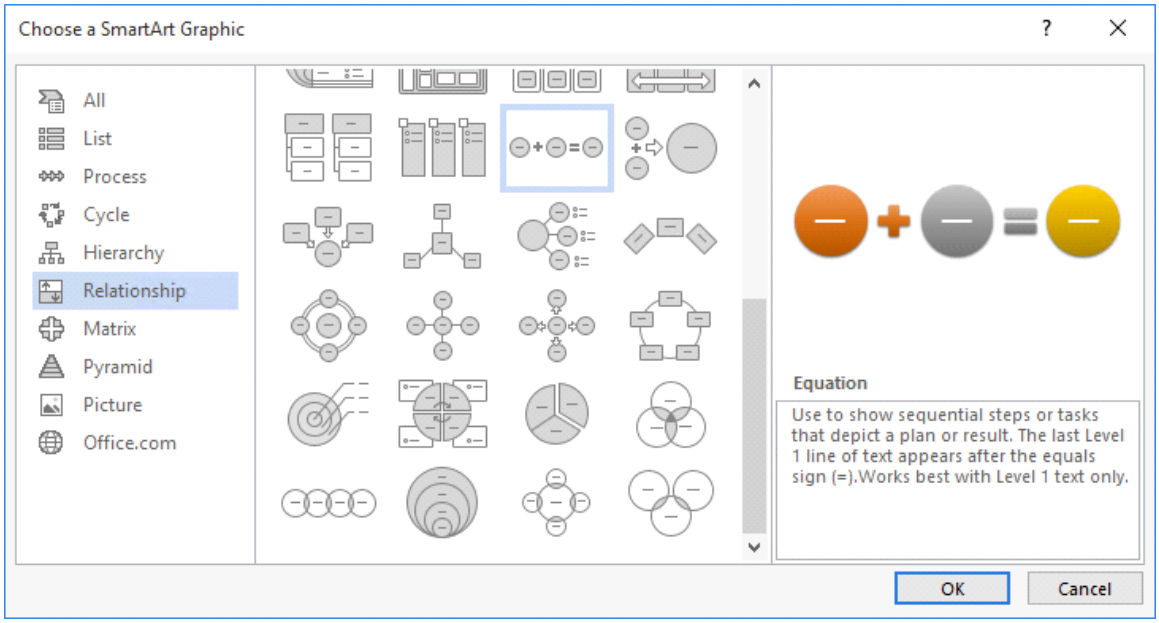


Figure 8-16
Choose a SmartArt Graphic dialog box

6. Type Cycling in the first placeholder. As you enter the text, Word automatically adjusts the font size to fit in the graphic. If you press the Enter key, another element is added to the equation.
7. Click the [Text] placeholder to move to the next element, and type Hiking.
8. Click the third [Text] placeholder and type Cardio Workout. The information should appear as shown in Figure 8-17.

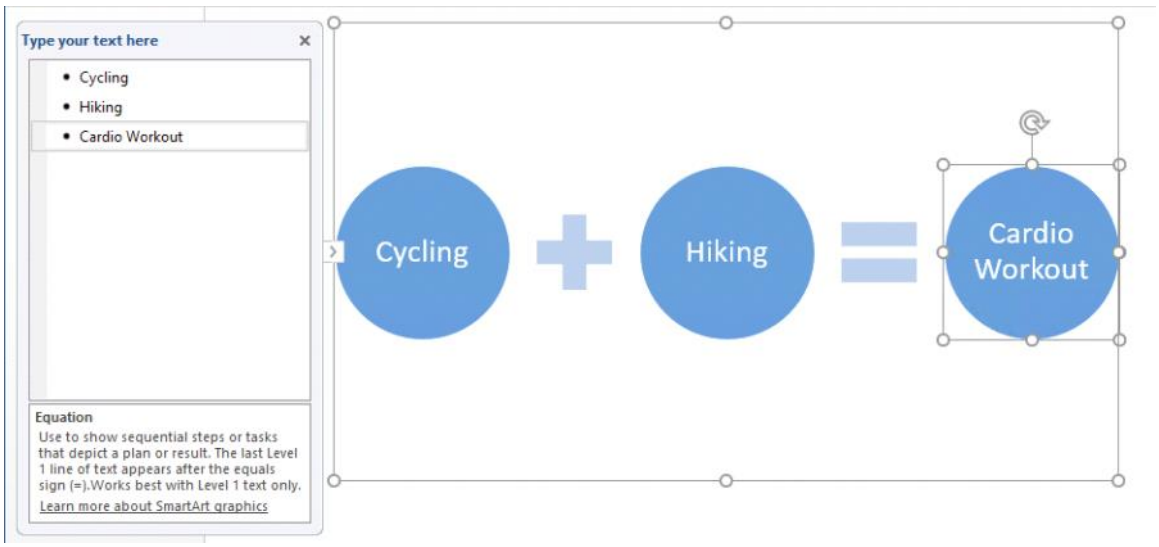


Figure 8-17
Text added to SmartArt graphic

9. Click the Close button in the *Text Pane* or click the *Text Pane* button to close it.
10. On the SmartArt Tools - Design tab, in the *Layouts* group, click the More drop down arrow to display the *Layouts* gallery.
11. select More Layouts. The *Choose a SmartArt Graphic* dialog box appears.
12. Select the Picture category; then select Bubble Picture List.
13. Click OK. The Equation's graphic is replaced with the *Bubble Picture List*, and the text is carried over to the new layout as captions. In the middle of each circle, an image icon appears—this is where you will insert a picture.
14. To add an image, click the first image icon for Cycling. The *Insert Pictures* dialog box appears.
15. Click the Browse button next to *From a file*; then locate your lesson folder.
16. Click to select the Cycling image, then click Insert or *double-click* on the image. The image is inserted in the first bubble and is automatically resized and adjusted. When you use the Bing Image Search option to select an image from the Internet, you will need to first save the image to a location on your computer or flash drive.
17. You can easily replace the text by typing in the placeholder. Replace *Hiking* with Surfing.
18. Click the image icon by *Surfing*. The *Insert Pictures* dialog box appears.
19. Click Browse and select the Surfing picture. Then click Insert to insert the image in the bubble by the caption *Surfing*.
20. Before you add the final image, edit the caption *Cardio Workout* and replace it with Hiking.
21. Click the Hiking image icon and insert the Tourist Hiker image. The document should resemble Figure 8-18.

©4FR/iStockphoto; ©kristian sekulic/iStockphoto; ©Andrey Artykov/iStockphoto

Figure 8-18
SmartArt with captions and images

22. SAVE your changes and then CLOSE the file.

PAUSE. CLOSE Word.

Knowledge Assessment

Multiple Choice

Select the best response for the following statements.

1. WordArt can be accessed by clicking on which of the following buttons?
   - **a.** Insert
   - **b.** Drawing Tools
   - **c.** Picture Tools
   - **d.** Design
2. Lines, block arrows, stars, and banners are examples of which of the following?
   - **a.** Diagrams
   - **b.** Shapes
   - **c.** Flowcharts
   - **d.** Quick Styles
3. Which of the following tools provide options for formatting shapes?
   - **a.** Drawing
   - **b.** Picture
   - **c.** Text
   - **d.** Effects
4. Which command enables you to remove unwanted parts from a picture?
   - **a.** SmartArt
   - **b.** Contrast
   - **c.** Rotate
   - **d.** Crop
5. The Artistic Effects command is available with which of the following tools?
   - **a.** Picture Tools
   - **b.** Drawing Tools
   - **c.** Recolor
   - **d.** Corrections

True/False

Circle T if the statement is true or F if the statement is false.

T F **1.** The Layout Options button appears next to objects, such as pictures, charts, shapes and WordArt.

T F **2.** In a document, images can be converted to SmartArt with captions.

T F **3.** By default, positioning images in a document will move the object as text is added.

T F **4.** Selecting a shape will open the Drawing Tools Format tab.

T F **5.** WordArt is decorative text that enhances the document's appearance.

Projects

Project 8-1: Inserting and Formatting Pictures

In your position at Tech Terrace Real Estate, you were asked by some new home owners if a picture could be taken of them with their new home. The picture turned out so well that you asked them if Tech Terrace Real Estate could use this picture in a flyer for an advertisement. Your task is to create a new flyer that will be used for marketing.

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

1. OPEN a blank document.
2. SAVE the document as 8-1 Marketing Flyer in the lesson folder on your flash drive.
3. Type the following information and change the font size to 18 pt.
   Look at who just purchased their new dream home. Tech Terrace Real Estate agents can assist you in finding your next home or dream home. We' ll take care of all the necessary details for you and show you quality homes just like we did for our last clients.
4. Press Enter twice.
5. On the Insert tab, in the Illustrations group, click the Pictures button.
6. Locate your lesson folder and insert the Realtor with Couple outside House image. Then click Insert.
7. Resize the image height to 3.4".
8. On the Picture Tools - Format tab, in the *Picture Styles* group, select Picture Layout, then convert the picture to the SmartArt graphic *Picture Accent Process*.
9. In the placeholder, type We love our new home!
10. On the SmartArt Tools - Design tab. click the More button in the *SmartArt Styles* group and select Metallic Scene from the *3-D* group.
11. In the SmartArt Styles group, click the Change Colors button then select Colored Fill – Accent 6 from the Accent 6 group.
12. Center the document vertically on the page.
13. SAVE the document in the lesson folder on your flash drive then CLOSE the file.

PAUSE. LEAVE Word open for the next project.

Project 8-2: Inserting and Formatting WordArt

You have returned from a two-week vacation with friends. You took a lot of pictures, and you want to surprise your friends with a copy of the pictures on a CD. Create an insert for the front of the CD case.

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

1. OPEN a blank document.
2. SAVE the document as 8-2 CD Insert in your flash drive in the lesson folder.
3. On the Layout tab, select the Size button. Change the paper size to 5" for both the width and height. Click OK.

4. Change the *Margins* to Narrow.
5. On the Insert tab, in the Text group, click the Text Box button and draw a text box. Draw a square box 4" × 4", centered on the page, leaving approximately half an inch of margin space on all sides.
6. With the box selected, on the Drawing Tools - Format tab, in the *Arrange* group, click the Position button and select Position in Middle Center with Square Text Wrapping.
7. On the Insert tab, in the *Illustrations* group, click the Pictures button and locate your lesson folder. Insert the Hiking the Columbia Gorge image and *insert*.
8. Use the selection handles and adjust the image size so that it fits closely in the box.
9. Select the text box, and on the Drawing Tools - Format tab, in the Shape Styles group, click the Shape Fill button and select the color, Green, Accent 6, Darker 50%.
10. Deselect the box and insert a *WordArt,* selecting Fill – Gray-50%, Accent 3, Sharp Bevel. Type Vacation to Columbia.
11. Decrease the text size to 26 pt.
12. Center the WordArt below the image.
13. Apply a text fill color and select Gray-25%, Background 2, Darker 90%.
14. Disable the Show/Hide command.
15. SAVE the document in the lesson folder on your flash drive then CLOSE the file.

CLOSE Word.