

Using Illustrations and Graphics 8

LESSON SKILL MATRIX

Skill	Exam Objective	Objective Number
Inserting and Formatting Pictures in a Document	Insert images	5.3.1
	Modify image properties	5.3.4
	Add Quick Styles to images	5.3.5
	Apply picture effects	5.3.3
	Insert simple shapes	5.2.1
	Modify SmartArt Properties	5.2.3
	Position shapes	5.2.5
	Apply artistic effects	5.3.2
	Wrap text around images	5.3.6
	Position images	5.3.7
Inserting and Formatting Shapes, WordArt, and SmartArt	Insert simple shapes	5.2.1
	Position shapes	5.2.5
	Wrap text around shapes	5.2.4
	Change text to WordArt	2.2.10
	Insert SmartArt	5.2.2
Inserting and Formatting Clip Art from Office.com	Insert images	5.3.1
	Modify image properties	5.3.4
	Add Quick Styles to images	5.3.5
Resetting and Compressing Images		
Inserting and Formatting a Chart		



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KEY TERMS

- caption
- cell
- clip art
- compress
- crop
- drawing canvas
- embedded object
- floating object
- inline object
- label
- linked object
- resetting
- scale
- Screen Clippings
- screenshot
- shapes
- SmartArt graphics
- WordArt



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Margie’s Travel is a full-service travel agency that specializes in providing services associated with tours, cruises, adventure activities, group travel, and vacation packages all geared toward seniors. Agents at Margie’s Travel frequently need to enhance a document with graphics, pictures, or drawings. *Word* provides eye-catching information, signs, brochures, and flyers using SmartArt, online **clip art** from Office.com, charts, and shapes. As you begin inserting objects, the Picture Tools will open. You will use this tool to enhance the objects. In this lesson, you learn how to insert SmartArt graphics, online pictures, pictures from files, **screenshots**, shapes, apply artistic art in a document, and much more.

SOFTWARE ORIENTATION

Insert Tab and Picture Tools

The Insert tab (see Figure 8-1) contains a group of features that you can use to add graphics to your document in Word 2013. Commands in the Illustrations group enable you to add several types of graphics to enhance your Word documents, including pictures from your computer, clip art from Office.com, shapes, SmartArt, charts, and screenshots.

The Picture Tools tab (see Figure 8-2) is a contextual command tab that appears after you have added a picture to the Word document. Formatting options on the Picture Tools tab enable you to make changes to the graphic object, including removing its background; applying corrections to improve brightness, sharpness, and contrast to 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.

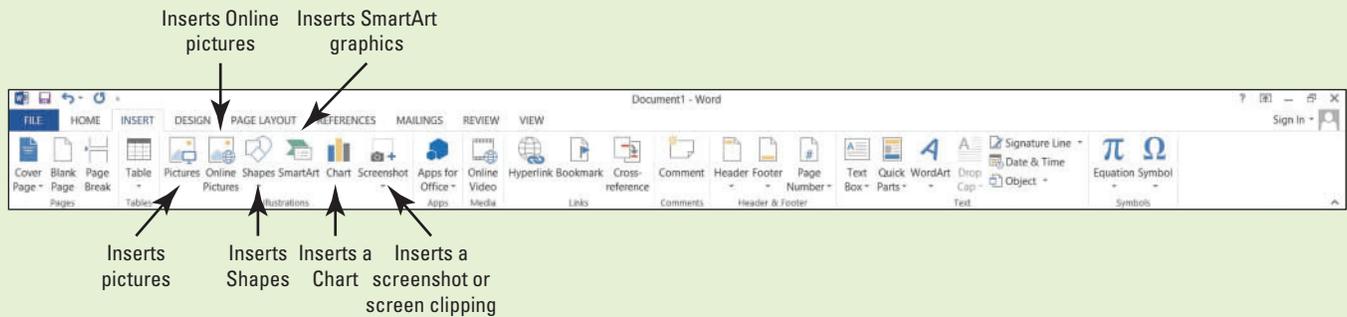


Figure 8-1
Insert tab

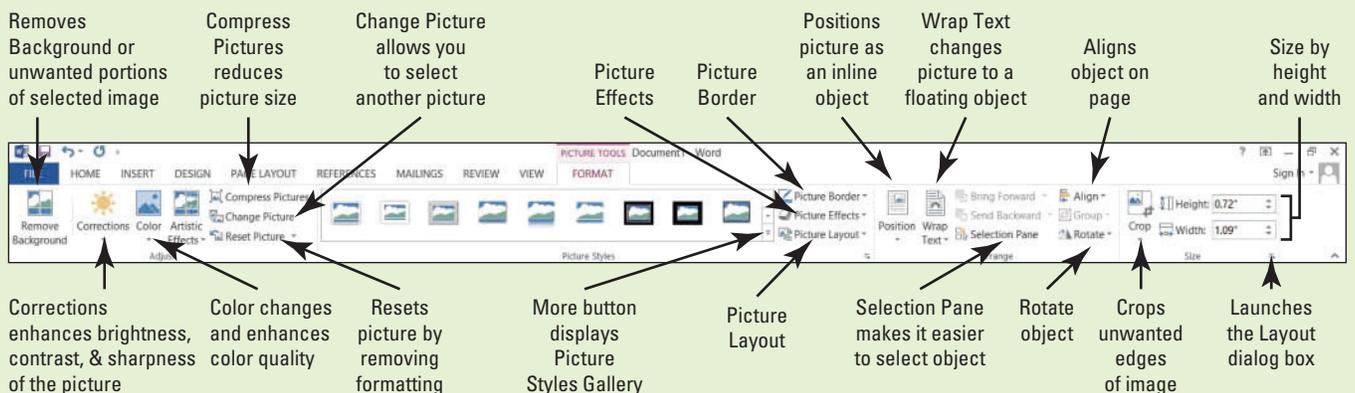


Figure 8-2
Picture Tools tab

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

The Bottom Line

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. Word also enables you to insert a screenshot, use a screen clipping, and to compress and reset the pictures that you have added to your documents.

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—the Pictures button from the Insert tab in the Illustrations group is used 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. On a blank page, key **Vacationing with Family**.
2. Select the text then right-click 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.

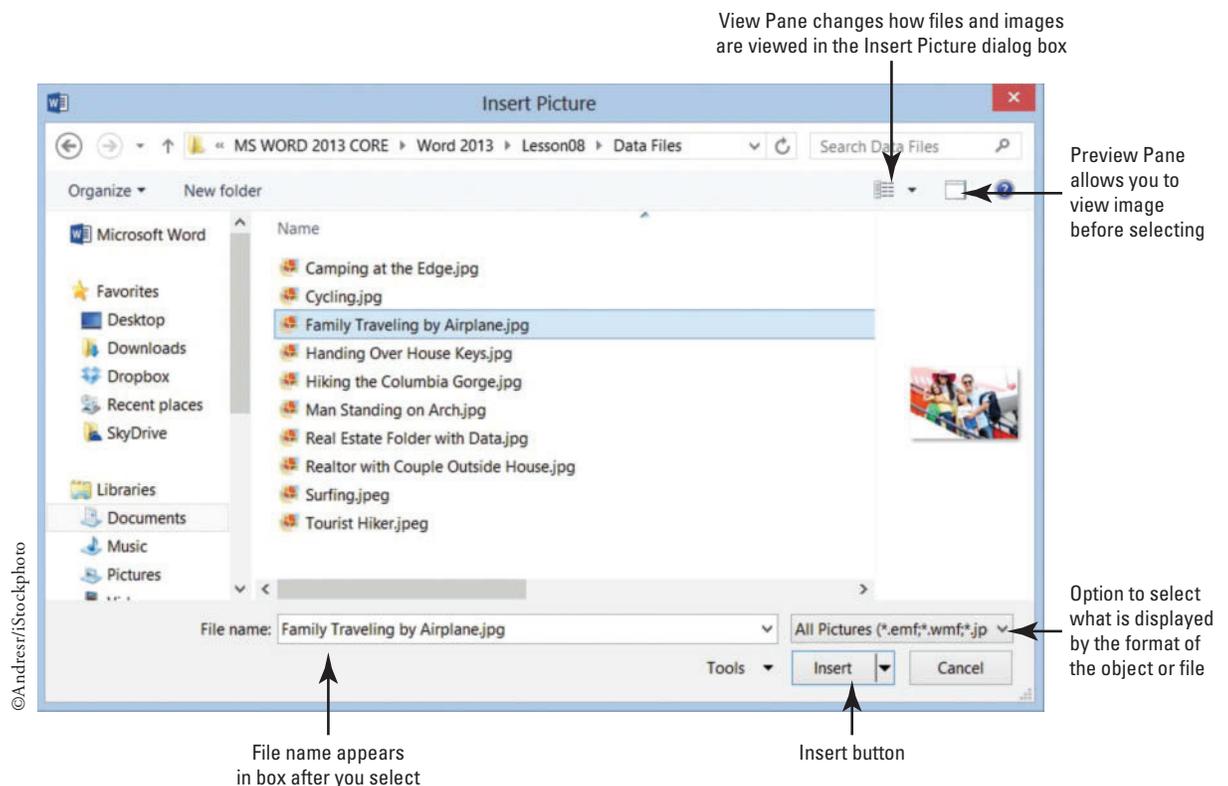


In Lesson 3, you learned to change fonts and font sizes, and alignments were covered in Lesson 4.

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** (see Figure 8-3).

Figure 8-3

Insert Picture dialog box



**CERTIFICATION
READY? 5.3.1**

How do you insert a picture?

8. Click *Insert*.

The picture appears in the document at the cursor location, and the *Format* tab opens with the *Picture Tools* command groups.

9. SAVE the document as ***Family Vacation*** in the lesson folder on your flash drive.

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

Take Note

Another option is to insert a picture as a **linked object**, which creates a connection between the document and picture, but doesn't combine them in the same 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 file space. However, 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.

Formatting Pictures

The Formatting tab with Picture Tools appears whenever you insert a picture into a document or select an existing picture within the document. The Picture Tools provide many options, such as cropping, resizing, scaling, and rotating. 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 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

USE the document you left open from the previous exercise.

1. Select the picture if necessary and in the *Size* group, adjust the height  by using the arrow keys. Change to 4.9”.

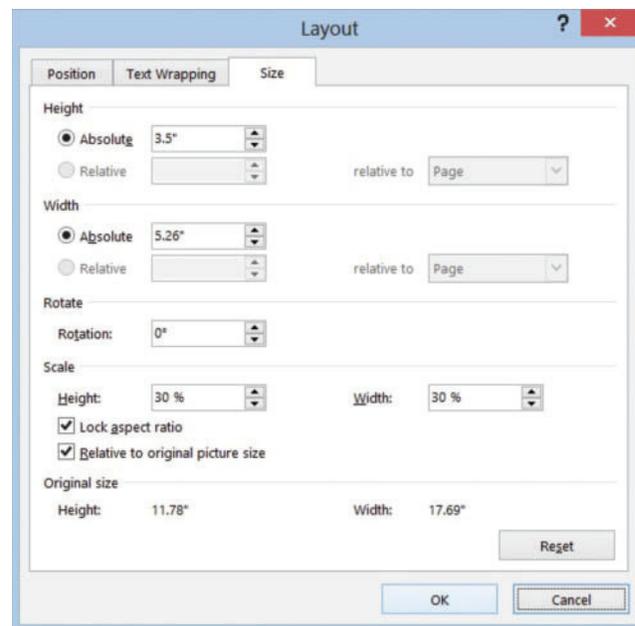
As you increased the height, by default the Lock aspect ratio option is selected, so the width of the image also changes to accommodate the new dimensions.

2. In the *Size* group, launch the dialog box launcher to display the *Layout* dialog box, as shown in Figure 8-4.

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.

Figure 8-4

Layout dialog box


3. Key 3.5” in the *Height Absolute* text box.

When the OK button is selected, the whole height of the picture will be altered.

In the *Scale* section, both the *Lock aspect ratio* and *Relative to original picture size* check boxes should be selected. When the *Lock aspect ratio* box is selected, you will be able to scale the picture in proportion by height and width by the same percentage. When the *Relative to original picture size* box is selected, the scaling Height and Width are comparative to the original size. The original size of the picture is under the *Original size* section.

- Under the *Scale* section, for the *Height* key **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* dimension also changes to 2.92", to accommodate the new size compared to the original.

- In the *Rotate* section, key **350** in the text box so that the position of the picture will rotate 350 degrees.
- Press the **Tab** key to move to the next tab order in the dialog box.
- Click **OK** to apply your changes and close the dialog box. Deselect the picture. Your image should resemble Figure 8-5.

Figure 8-5

Document with image



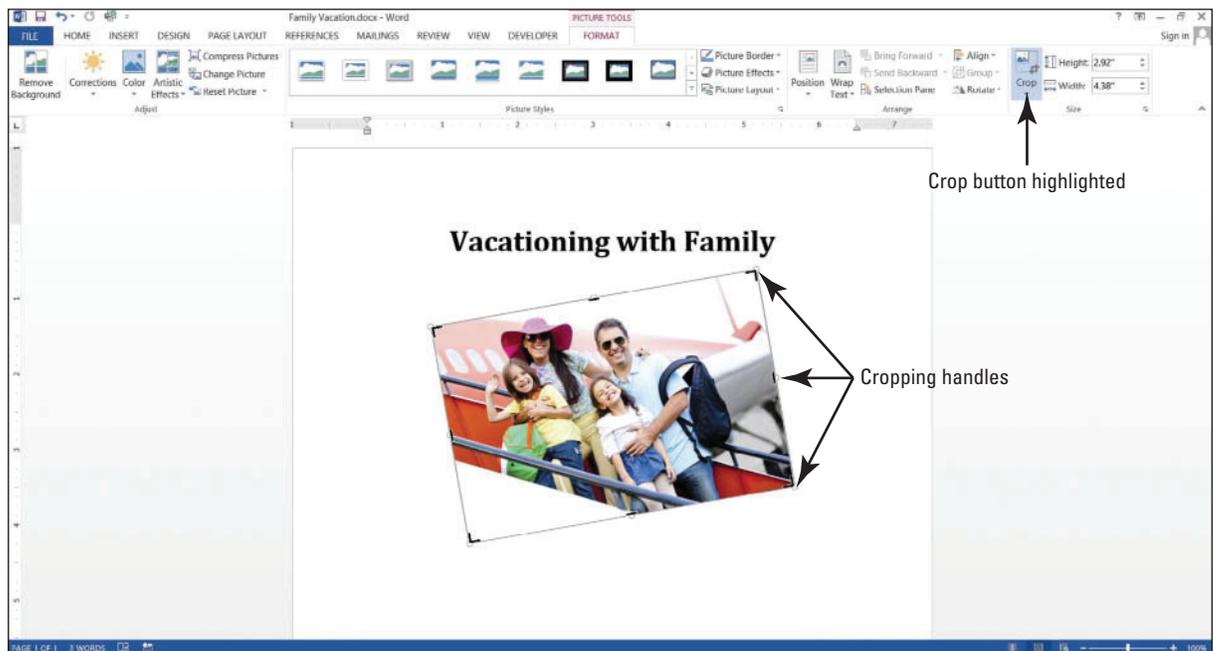
- SAVE** the document in the lesson folder on your flash drive.

- Select the picture. In the *Size* group, click the **Crop** button.

The insertion point becomes a cropping tool, and cropping handles appear on the edges of the picture as shown in Figure 8-6.

Figure 8-6

Cropping handles on picture



**CERTIFICATION
READY? 5.3.4**

How do you resize a picture?

Take Note

Another Way

You can also rotate a picture by selecting it and dragging the rotation handle—the circular arrow that appears at the top of a selected object—in the direction you want to rotate the picture. The Rotate Objects button is also on the Arrange group.

10. Position the cropping tool over the top cropping handle. Then drag down until it is slightly above the pink hat.
11. Position the mouse in the lower left corner and drag up until it is close to the child's arm that is waving.
12. Release the mouse button, and then click the **Crop** button again to remove the cropping handles.
The trimmed image has removed the unwanted area and displays only the cropped area.
13. Resize the image for precise measurements to **2.51"** for the height. The width will adjust automatically.

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.

14. **SAVE** the document as **Family Vacation1** 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 allows you to select from various designs to give the picture an added appeal. Choosing from the available options from the Picture Styles group allows you to select from the Quick Styles, Picture Border, and Picture Effects, which adds interest to your picture. **Captions** consist of few descriptive words and are 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 enables you to use one of the built-in SmartArt graphics with captions 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.

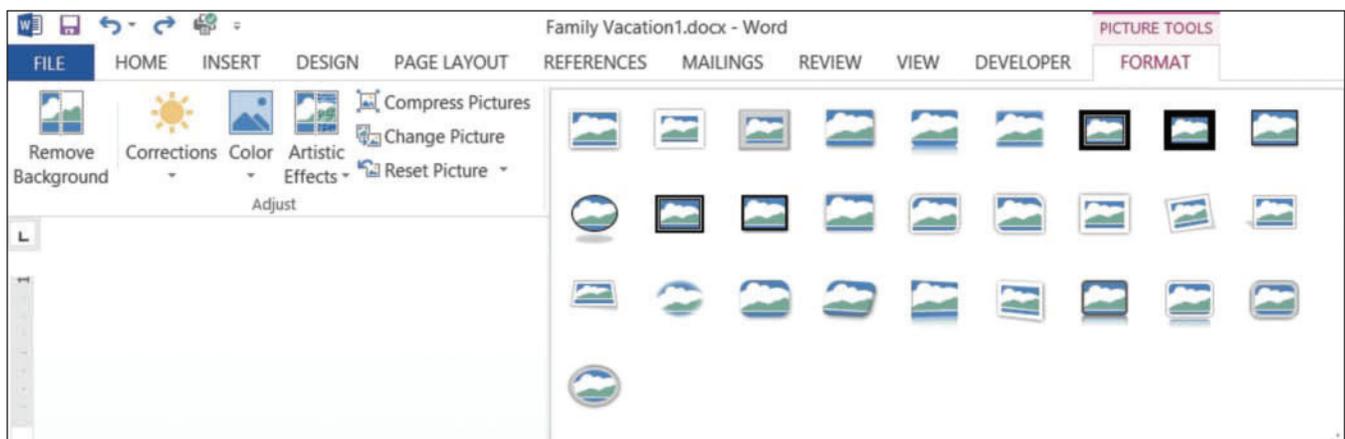
STEP BY STEP
Apply a Picture Style to a Picture

USE the document that is open from the previous exercise.

1. To display the *Picture Tools*, select the picture so that the *Format* tab becomes available.
2. In the *Picture Styles* group, click the **More**  button to display the *Picture Styles* gallery, shown in Figure 8-7.

Figure 8-7

Picture Styles Gallery



More button
displays Picture
Styles gallery

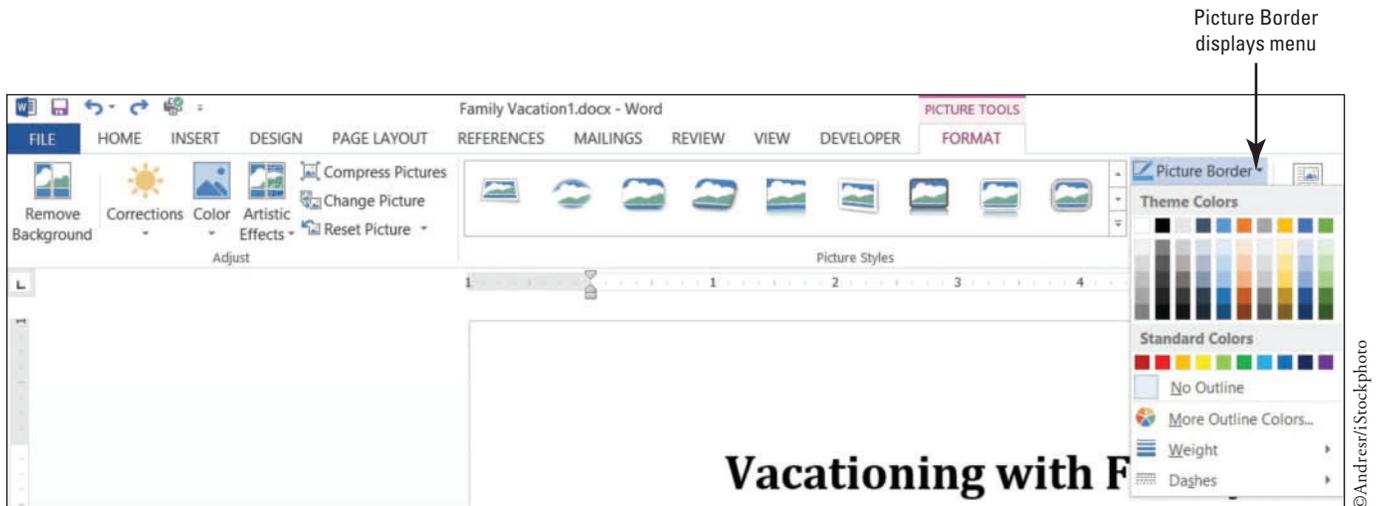
**CERTIFICATION
READY? 5.3.5**

How do you apply a style to a picture?

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 the menu shown in Figure 8-8.
5. Click the **Weight** submenu then select **2¼**.
The border weight is increased, making it more noticeable.
6. Click the **Picture Border** button again.
7. Under the Theme Colors section, select **Blue-Gray, Text 2, Darker 50%**.
The picture is now surrounded by a colored border.

Figure 8-8

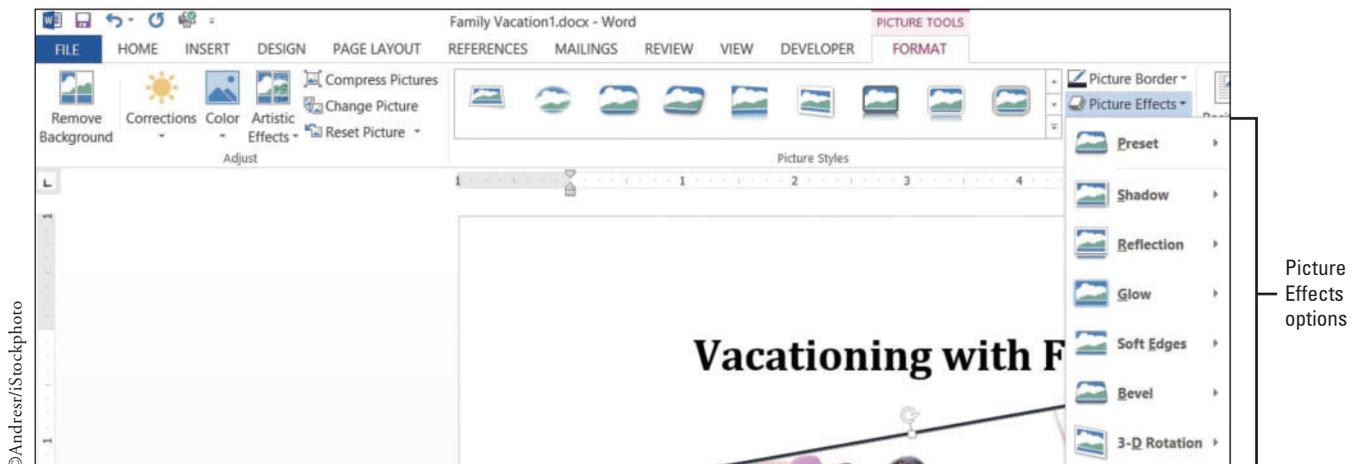
Picture Border menu



8. In the *Picture Styles* group, click the **Picture Effects** button to display the menu shown in Figure 8-9.

Figure 8-9

Picture Effects menu



Scroll through each *Effects* option to view the available options.

9. 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.

**CERTIFICATION
READY?** 5.3.3

How do you apply an effect to a picture?

10. **SAVE** the document as **Family Vacation2** 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 allow you to enter text as a caption. 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

USE the document that is open from the previous exercise.

1. The picture should be selected to display the *Picture Tools*.
2. In the *Pictures Styles* group, click the **Picture Layout** button to open the gallery.
3. Select the **Alternating Picture Circles** (see Figure 8-10).

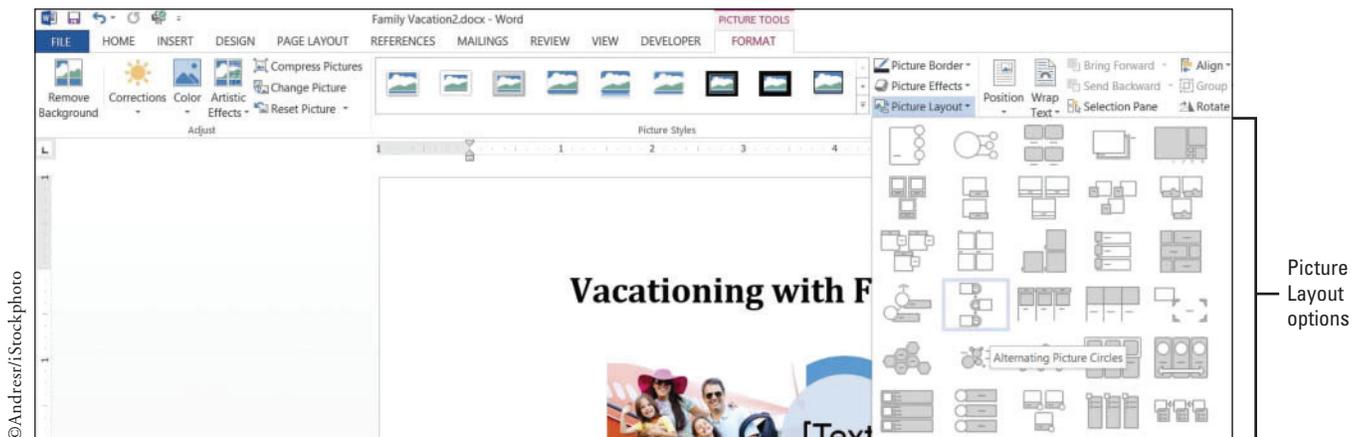
The preset layout appears—each layout enables you to apply a picture with text. You can add a caption in the text area by adding a short description to your picture. The *Picture Layout* button automatically converts the picture to a SmartArt graphic and the picture is resized to accommodate a circled caption. The SmartArt Tools Design tab is activated.

**CERTIFICATION
READY?** 5.2.2

How do I change a picture to a SmartArt graphic?

Figure 8-10

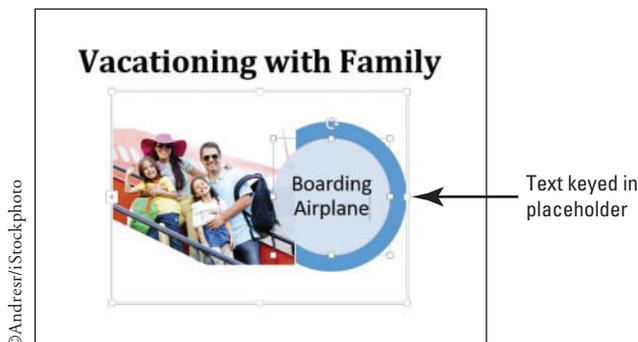
Picture Layout gallery



4. Key **Boarding Airplane** in the placeholder [Text] (see Figure 8-11). Text is automatically adjusted to fit in the placeholder, which is the caption for the picture. If the *Text Pane* opens, you can also add text by the bulleted item [Text]. After you key text in the *Text Pane*, click the X to close.

Figure 8-11

SmartArt with caption



**CERTIFICATION
READY?** 5.2.3

How do I apply a new color to a SmartArt graphic?

**CERTIFICATION
READY?** 5.2.3

How do I change the shape of a SmartArt graphic?

**CERTIFICATION
READY?** 5.2.3

How do I change the size of a SmartArt graphic?

5. Click outside of the graphic to deselect.
6. **SAVE** the document as **Family Vacation3** in the lesson folder on your flash drive.
7. Select the image to continue applying changes to this document.
8. In the SmartArt Tools, select the **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 to change the format of the graphic. In the *Shape Styles* group, click the **More**  button and select the **Intense Effect – Gold, Accent 4**. The inner circle color is changed to the new style.
10. Select the circle containing the text, and then click the **Shape Effects** button, select **Bevel** then apply **Art Deco**. The inner circle has taken on a different shape and is more eye-catching.
11. Select the outside circle then press the **Shift** key to select the inner circle.
12. Change the width by increasing it to **2.02"**. Make sure you see the selection handles around the inner circle before changing the width.
13. **SAVE** the document as **Family Vacation3 Update** in the lesson folder on your flash drive then **CLOSE** the file.

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

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

Although *Word* 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 (see Table 8-1 for a list of options). 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****Table 8-1**

Adjust Group—provides options to enhance or return your picture to its original form

Type	Purpose
Remove Background	Removes unwanted portions of a background.
Corrections	Sharpen and Soften adjusts picture by highlighting the pixel colors. Brightness and Contrast alters the adjustment between the brightness and darkness of a picture.
Color	Color Saturation can be an intense deep color or a dim color. Color Tone adjusts the color cast of a picture that contains a dominance of one color by adjusting the color temperature to enhance the details. Recolor adjusts the image by changing the color to a gray scale, sepia tone, or another color for an added impact.
Artistic Effects	Applies distinct changes to an image to give it the appearance of a pencil drawing, line drawing, blur, watercolor sponge, film grain, photocopy, texturizer, and more.
Compress Pictures	Reduces the file size of an object.
Change Picture	Changes the image while maintaining the size of the current image.
Reset Picture	Removes all formatting from the picture and resets picture and size back to its original size.

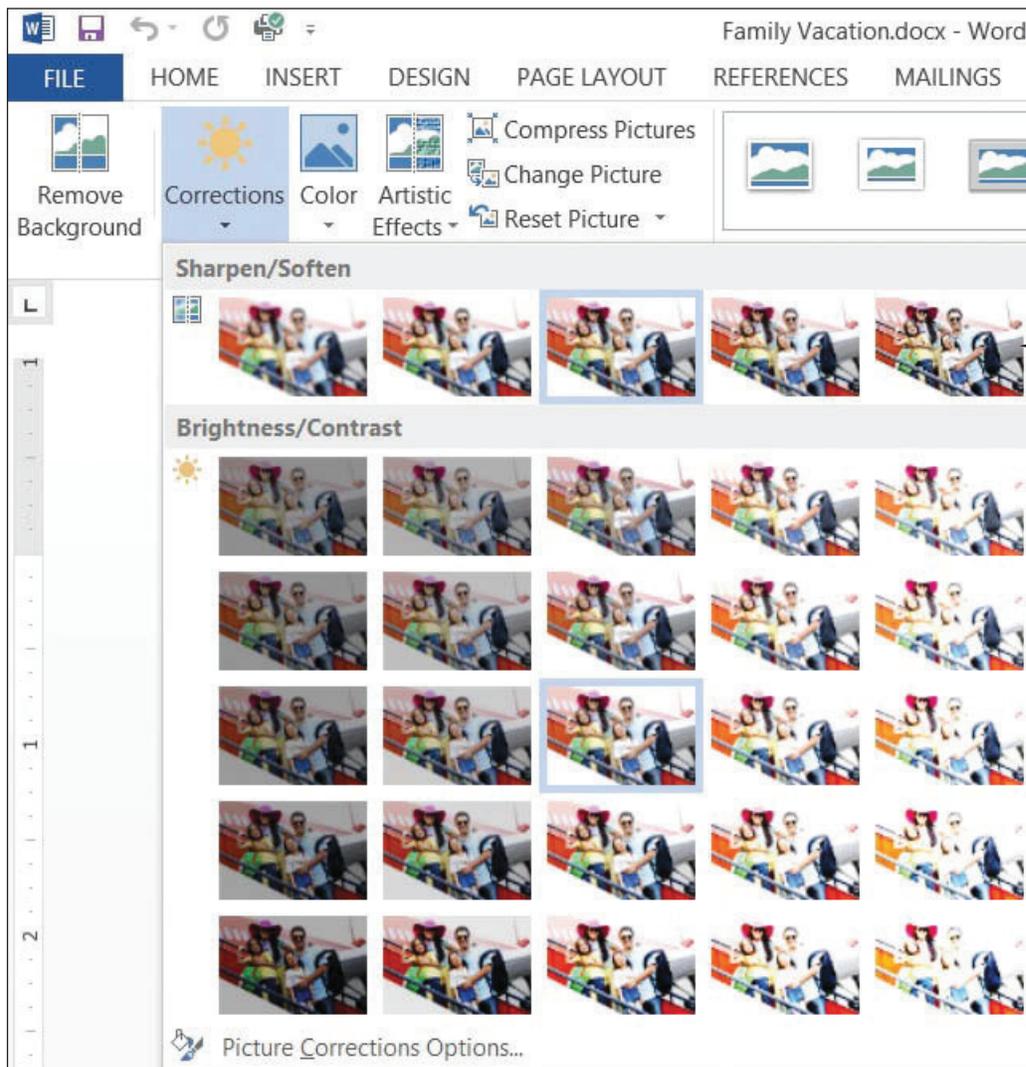


OPEN the **Family Vacation** document from the lesson folder.

1. Select the picture to display the *Picture Tools* then click the **Format** tab.
2. Click the **Corrections** button in the *Adjust* group, to display the menu (see Figure 8-12).

Figure 8-12

Corrections gallery



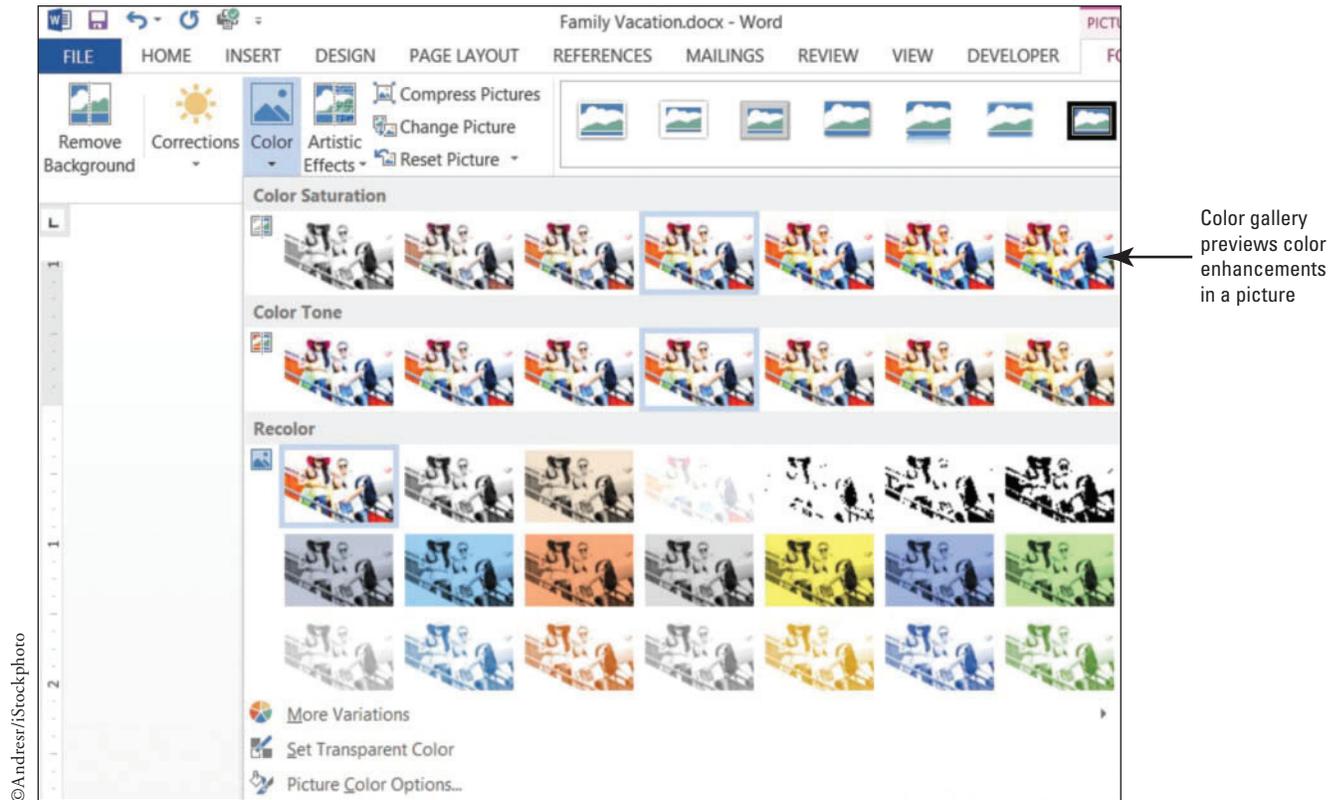
©Andresr/Stockphoto

3. In the *Brightness and Contrast* section, select **Brightness: +20% Contrast: +20%** (which might appear as the fourth option in the fourth row) to increase the brightness and contrast of your image by 20 percent. Notice the difference in the picture with an increased brightness and contrast.

- Click the **Color** button in the *Adjust* group to display the menu (see Figure 8-13).

Figure 8-13

Color gallery



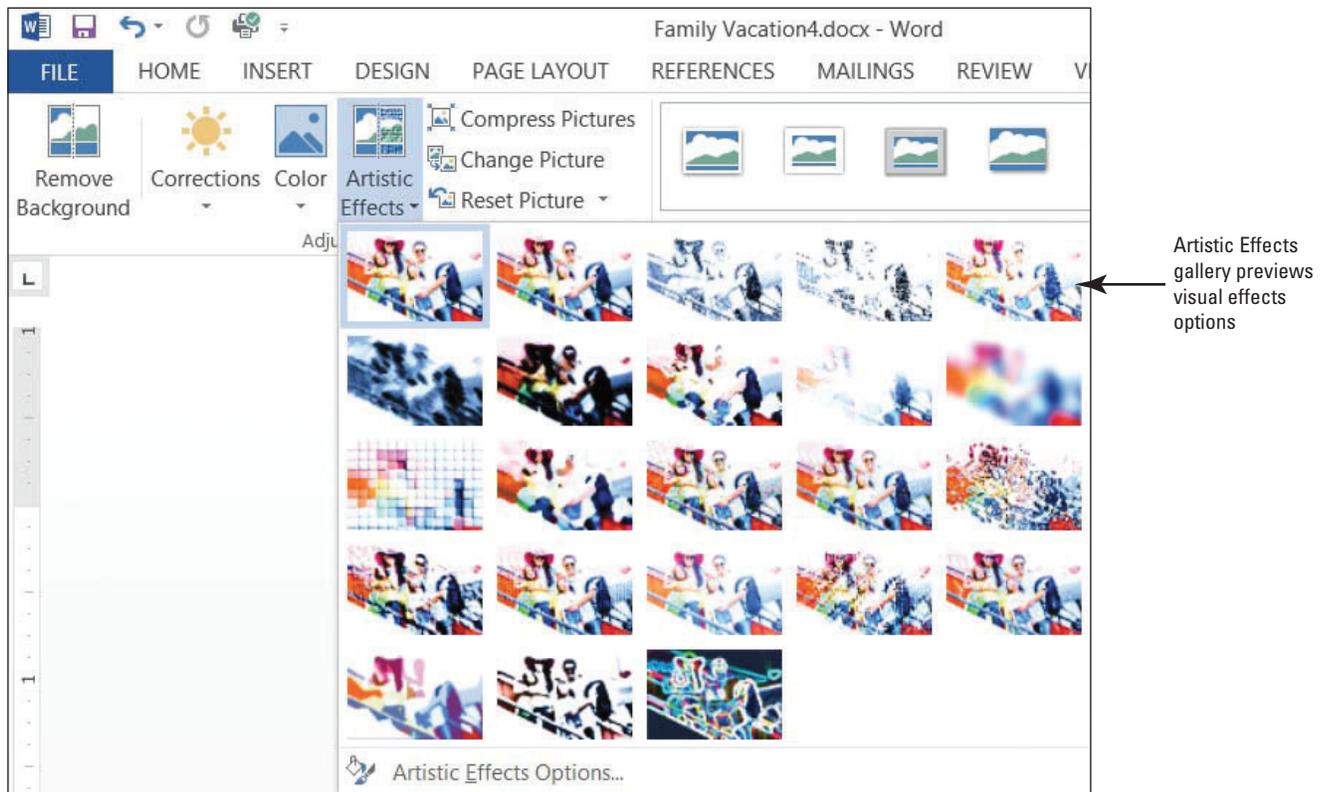
- Scroll through the options and notice how your picture changes. In the *Color Saturation* section, select **Saturation 200%**. The higher the saturation percentage, the more vibrant the colors appear in the picture, consequently making the plane's color in the picture more noticeable.
- Click the **Color** 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 the higher temperature makes the picture appear with an orange tint.
- 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.
- SAVE** the document as **Family Vacation4** in the lesson folder on your flash drive.
- Click the **Artistic Effects** button, to display the menu (see Figure 8-14).

**CERTIFICATION
READY? 5.3.4**

How do I change the color of a picture?

Figure 8-14

Artistic Effects gallery



CERTIFICATION READY? 5.3.2

How do I apply artistic effects to a picture?

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 document as **Family Vacation5** in the lesson folder on your flash drive.

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

Removing Backgrounds

Remove Background is a feature that removes portions of images you have inserted into documents. You can use the Remove Background options either to automatically remove the image background or to mark and remove specific portions of the image. In this exercise, you learn to use the Remove Background features.

STEP BY STEP

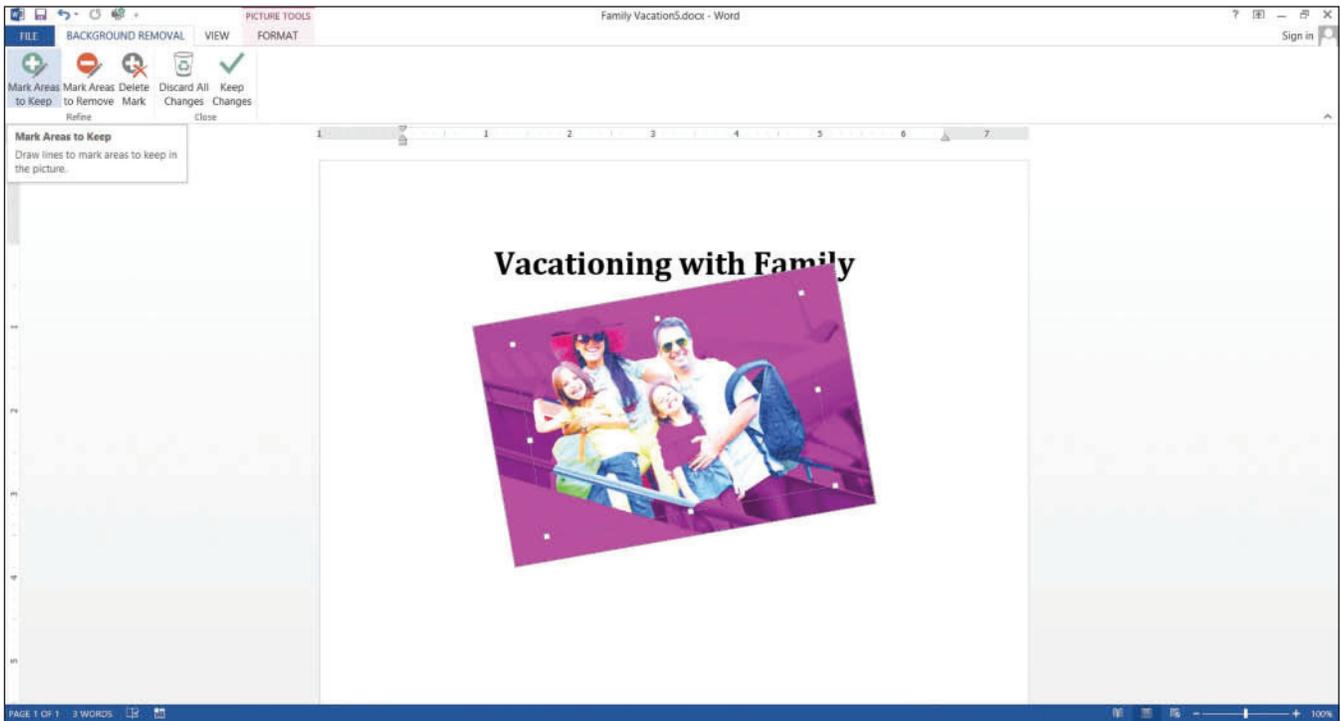
Remove Background

USE the document that is open from the previous exercise.

1. Select the picture to display the *Picture Tools*; then select the **Format** tab.
2. Click the **Remove Background** button. The *Background Removal* tab opens, as shown in Figure 8-15, and the picture is surrounded by a color selection marquee. A magenta color overlays the image, marking everything that is to be removed from the image.

Figure 8-15

Background Removal



©Andresr/Stockphoto

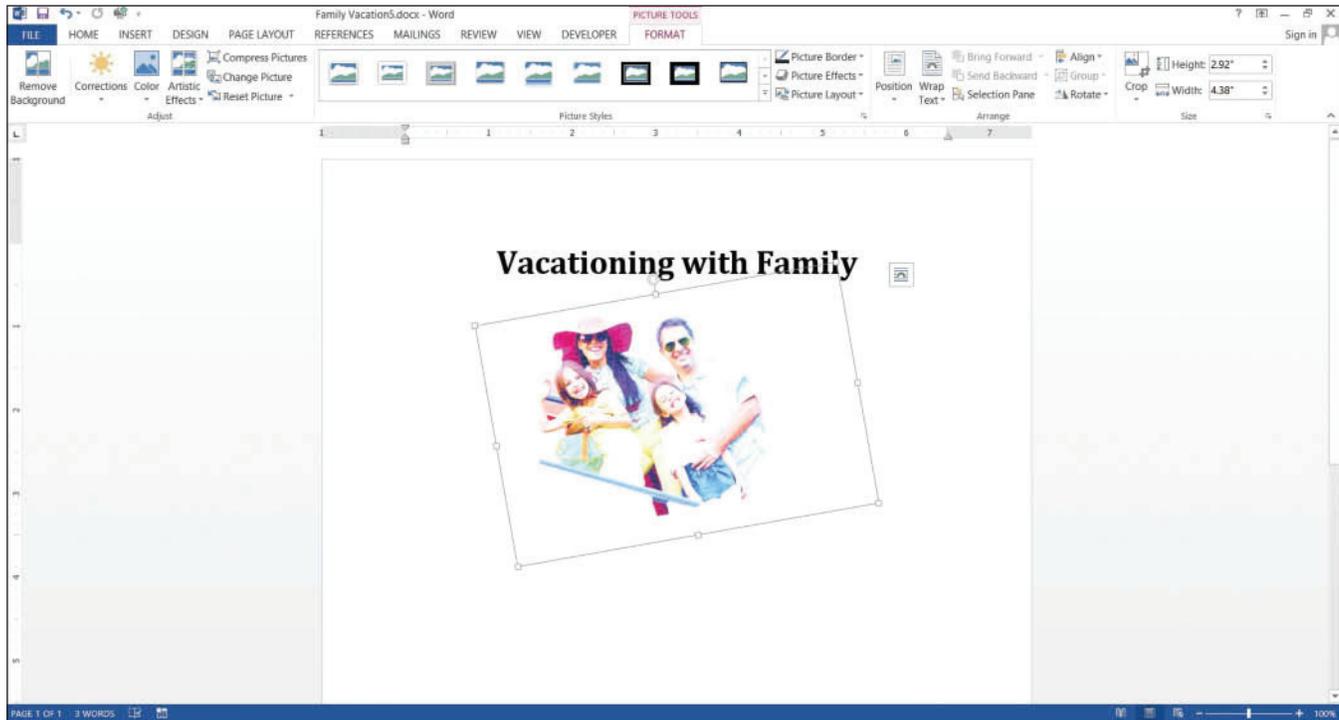
3. To change the area of the picture that will be kept, resize the marquee by dragging the upper-left handle up until it meets the top of the lady's hat.
4. Drag the right middle-handle towards the bag until it reaches the man's elbow. Everything outside these boundaries will be removed from the image.

Take Note Removing a background may take practice; therefore, you may need to use the Undo button to begin again.

5. In the *Close* group, click **Keep Changes** to remove the designated area of the image. Your edited image should be similar to the one shown in Figure 8-16. Removing the background of a picture is similar to cropping except that the background removal focuses on the picture you wish to point out. In this exercise, the background of the plane was removed.

Figure 8-16

Document without picture background



©Andresr/iStockphoto

6. **SAVE** the document as **Family Vacation6** in the lesson folder on your flash drive.
7. Click the **Remove Background** button again.
8. If you cannot see the hand of the little girl who is waving, click the **Mark Areas to Keep** button in the *Refine* group. Press and hold the left mouse button, and draw around the little girl's hand. As you mark the area to keep, a circle with a plus symbol marks an area to keep.
9. Once you have completed, click the **Keep Changes** button. The little girl's hand appears as faded but can still be seen. Your document should match Figure 8-17.

Figure 8-17

Document showing little girl waving



©Andresr/iStockphoto

10. **SAVE** the document as **Family Vacation7** in the lesson folder on your flash drive then **CLOSE** the file.

PAUSE. LEAVE the Word document 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

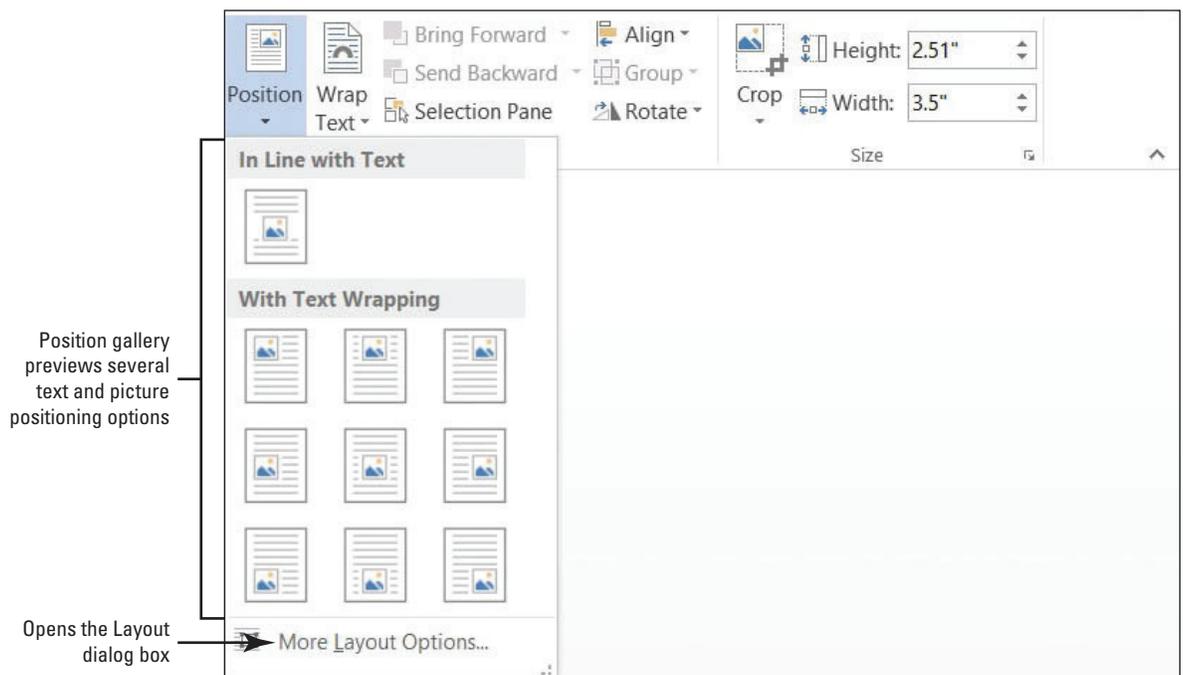
Arrange Text around a Picture

OPEN the *Family Vacation2* document completed earlier in the lesson.

1. If necessary, enable **Show/Hide** on the Home tab.
2. Place the insertion point by the paragraph mark by the SmartArt and press **Enter**. Key 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. Press **Enter** twice.
Don't wait call!
3. Select the text and change the font size to **16** pt. Deselect the text.
4. Select the picture, in the *Arrange* group on the Picture Tools Format tab, click the **Position** button to display the menu (see Figure 8-18).

Figure 8-18

Position menu



5. Select **Position in Top Right with Square Text Wrapping**.
6. Delete the extra blank line below the heading.

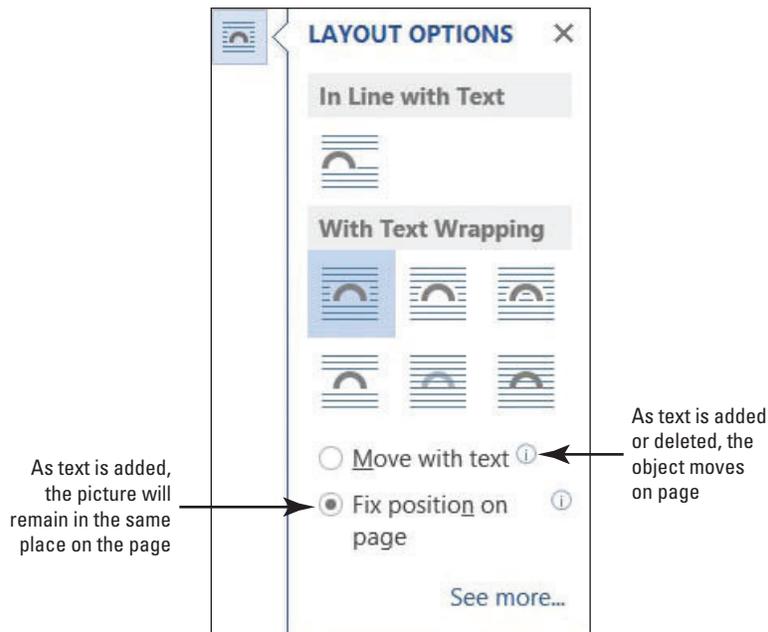
**CERTIFICATION
READY? 5.3.7**

How do you position the picture in a document?

7. Place your insertion point anywhere in the paragraph you keyed in step 2, and press **Ctrl+L** to align text left. The title is centered to the left of the image and text is positioned at left of the margin and the picture is at the top right.
8. Select the picture again and the *Layout Options*  button appears beside it. Microsoft has added this new feature to make it easy to wrap objects, such as pictures, drawings, SmartArt, and charts around text.
9. Click the **Layout Options** button to open the menu (see Figure 8-19).

Figure 8-19

Layout Options menu

**Another Way**

The Wrap Text feature in the Arrange group on the Format Tab provides additional options for text wrapping.

**CERTIFICATION
READY? 5.3.6**

How do you wrap text around a picture?

10. 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.
11. Select **Don't wait call!** From the **Home** tab, change the text to **uppercase** without rekeying and change font size to **36 pt**.
12. 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. Did you notice that the picture stayed in place? That's because The *Fix position on page* option was selected from the *Layout Options* menu.
13. **SAVE** the document as **Family Vacation8** in the lesson folder on your flash drive.

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

Inserting a Screenshot or Screen Clipping

The Screenshot feature will capture a picture of the whole screen or part of the screen and save it in the format of your choice. The Screenshot captures an entire window of an open application. **Screen Clippings**, however, are image captures of only the part of your screen that you have selected. In this exercise, you learn to insert a screenshot and a screen clipping.

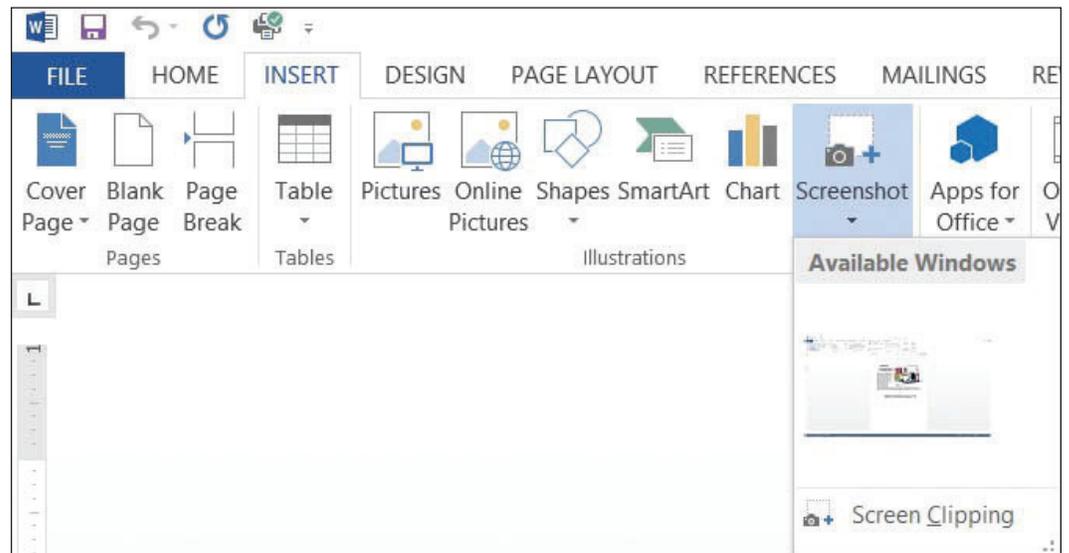
STEP BY STEP**Insert a Screenshot**

USE the document that is open from the previous exercise.

1. On the *View* tab click the **One Page** button in the *Zoom* group so that the entire page is displayed on your screen. Do not minimize the display, or the screenshot will not capture the image of this document.
2. Press **Ctrl+N** to open a new blank document.
3. On the *Insert* tab click the **Screenshot** button in the *Illustrations* group. The *Available Windows* gallery displays the image of the document (see Figure 8-20). If you have more than one window open, you will see images from all open documents on the *Available Windows* area.

Figure 8-20

Screenshot displaying
Available Windows



4. Under the *Available Windows* area, click the screenshot of the *Family Vacation8* document to insert in the blank document.
5. **SAVE** the document as **Family Vacation Screenshot** in the lesson folder on your flash drive.

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

STEP BY STEP**Insert a Screen Clipping**

USE the document that is open from the previous exercise.

1. Deselect the image then press the **Enter** key twice.
2. Click the **Screenshot** button; then select **Screen Clipping** from the menu. The active document fades away, the **Family Vacation8** document appears in a faded gray and the mouse pointer changes to a crosshair (+).
3. Drag the mouse pointer over the heading, *Family Vacation*. When you release the mouse button, the heading is placed in the *Family Vacation Screenshot* document as shown in Figure 8-21. Deselect the heading.

Figure 8-21Document with
Screen Clipping

©Andres/iStockphoto

4. **SAVE** the document as **Family Vacation Screen Clipping** in lesson folder on your flash then **CLOSE** the file.
5. **CLOSE** the **Family Vacation8** document.

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

INSERTING AND FORMATTING SHAPES, WORDART, AND SMARTART

The Bottom Line

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 may also insert a **drawing canvas** which will serve 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, gradient, texture colors, 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 allow 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 is displayed (see Figure 8-22). After you insert a shape into a Word document, the *Drawing Tools Format* tab opens (see Figure 8-23). You use these tools to format a shape's style, fill, color, outline, and many other attributes. Shapes can be overlapping where one object can be placed in front of other objects or sent behind another object. When you group objects together, it makes it easy to format and move them around in a document.

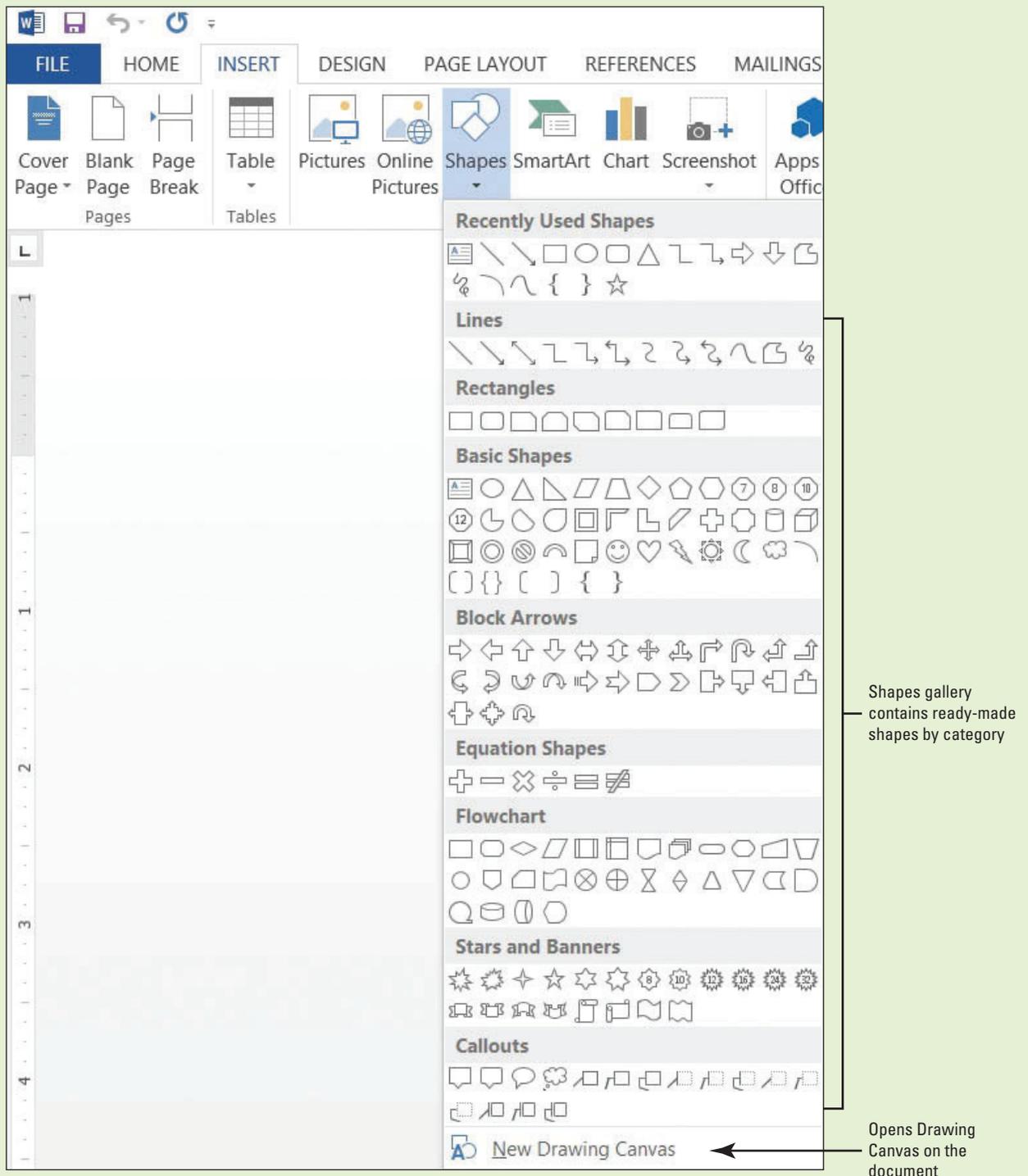


Figure 8-22
Shapes menu

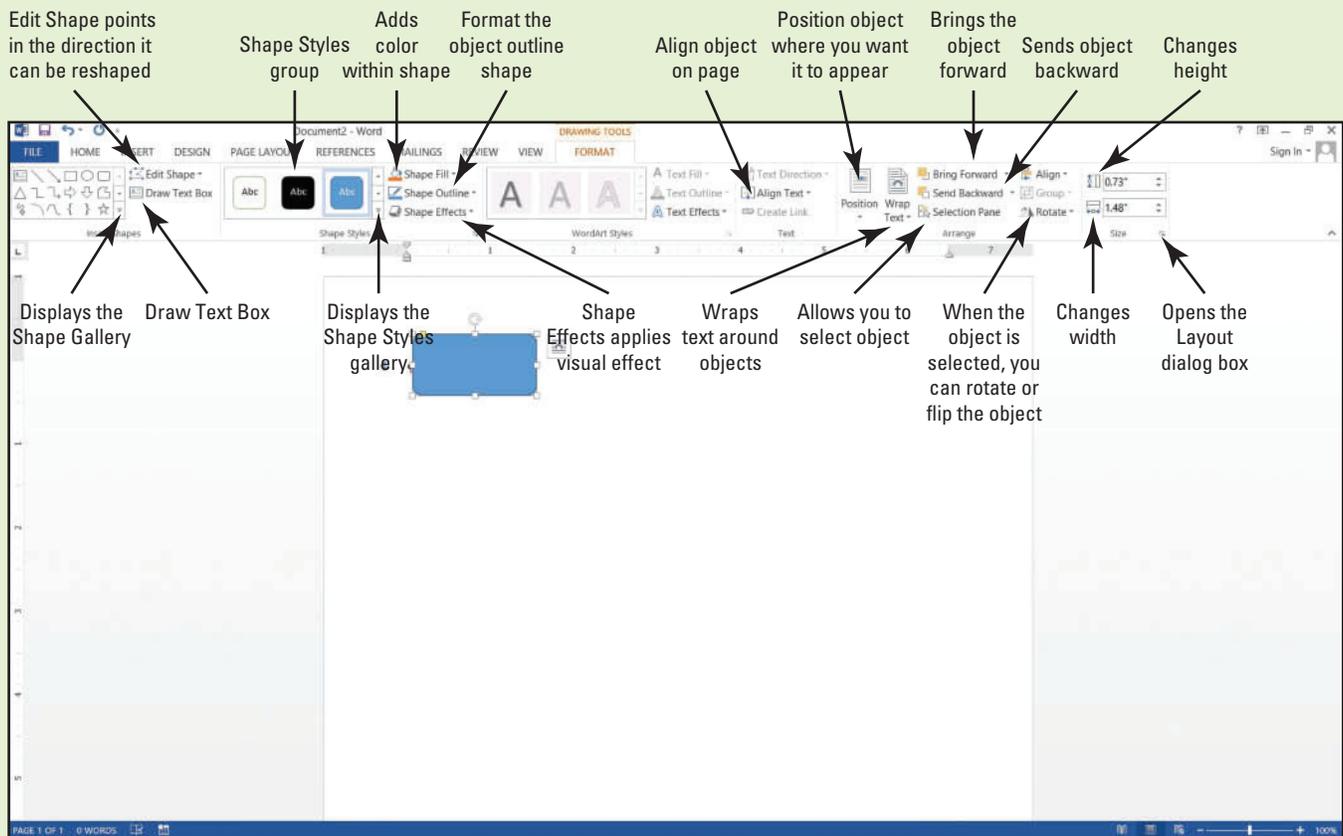


Figure 8-23
Drawing Tools

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

Inserting Shapes

Word provides pre-drawn shapes to choose from such as lines, rectangles, arrows, equation shapes, callouts, stars, banners, and more. Inserting a shape in a document opens the Format tab containing Drawing Tools. You can use these tools to insert shapes, 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



OPEN *Travel* from the data files for this lesson.

1. On the **View** tab, change the view to **100%**.
2. Click the **Insert** tab then click the **Shapes** button in the Illustrations group 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 8-24.

**CERTIFICATION
READY? 5.2.1**

How do you insert a shape?

The color of the arrow is another shade of blue and so you want the arrow to stand out. With the arrow still selected, the next step is to change the arrow to a lighter color to make it more visible.



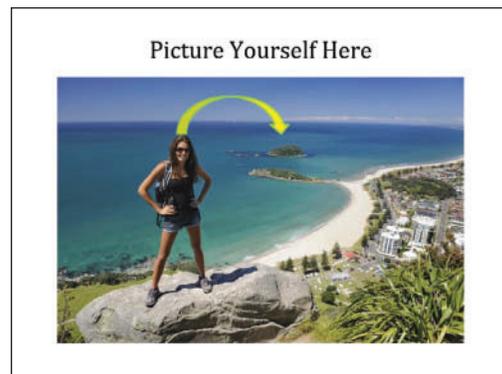
Troubleshooting

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. Click the **Shape Fill** button to open the menu then select *yellow*. The yellow fill is a good choice.
6. Resize the height to **0.6"** and width to **1.82"**. You can resize from the *Size* group or open the *Layout* dialog box. Some adjustment may be needed to move the arrow.
Another change that you would like to make is increasing the weight of the outline and adding color to the outline.
7. Click the *Shape Outline* **drop down arrow** to open the menu. Select *Weight* then change the weight of the shape to **1 1/2**.
8. Click the *Shape Outline* **drop down arrow** again. Change the color to *Light Green* in the Standard Colors. Your document should match Figure 8-24.

Figure 8-24

Block arrow shape inserted in object



9. **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.

Grouping Shapes into a Single Drawing

The Shapes menu contains a number of ready-made shapes that can be drawn in your document into a Drawing Canvas. A drawing can be a single object or multiple objects grouped together and can include any of the shapes. In this exercise, you learn to use the Drawing Canvas and place shapes within the canvas.

Take Note A **drawing canvas** is a frame-like boundary that keeps multiple drawing objects together. By default, the drawing canvas is off, but you can display it easily by clicking the Shapes button on the Insert tab, and then choosing the New Drawing Canvas option from the Shapes menu that appears.

STEP BY STEP

Insert Drawing Canvas and Shapes



OPEN a blank document.

1. At the top of the document, key ***Margie's Travel Agency*** press **Shift+Enter** to insert a line break. Then key ***Exciting Places to See***.
2. Select *Margie's Travel Agency* and change the font to **Cambria** and font size to **36 pt**.
3. Select *Exciting Places to See* then change the font size to **24 pt** and *center*. By using the line break, both headings moved to the center.

4. Deselect the text and press **Enter** twice.
5. On the Insert tab, click the **Shapes** button then click **New Drawing Canvas** located at the bottom of the menu. The *New Drawing Canvas* frame appears on the document. You also see the *Drawing Tools Format* tab (see Figure 8-25).

Figure 8-25

New Drawing Canvas



6. Click the **More** button in the *Insert Shapes* group to open the Shapes menu; then select *Oval*.
7. Place the crosshair in the upper left part of the frame of the canvas and draw a 1" shape in height and 1.5" wide. When you finish drawing, you can resize the object in the *Size* group.
8. Click the **More** button then select *Trapezoid* from the *Basic Shapes* group, and draw the shape below the oval. The dimension for the height is 1.96" and the width is 1.96".
9. In the same group in the Shapes menu, select *Regular Pentagon*. Place the cursor on the upper right side of the canvas next to the circle. Begin drawing with the dimensions of 1.14" in height and 1.83" wide.
10. Select the *Cube* shape from the same group in the Shapes menu, and place below the *Regular Pentagon* with the height being positioned at 1.59" and width at 1.61".
11. **SAVE** the document as **Margie's Excursions** in the lesson folder on your flash drive.

Take Note Anytime you add shapes to a document, you can group them so that when you move them, they move together. Formatting grouped objects works the same way—when you format grouped objects, they will be formatted with the same colors, text size, etc.

12. Select both the *Oval* and *Regular Pentagon* objects. Don't forget to hold the **Shift** key down when selecting the second object. When objects are selected, the *Group* command in the *Arrange* group becomes activated.
13. Click the **drop down arrow** by *Group*; then select *Group*. The objects are now placed in a border indicating these two are grouped together. Group the remaining two objects.
14. Now move the selected group so that it lays over the top of the other group. Notice that both shapes in the group move together.
15. In the *Arrange* group, there are two more commands that you will use for these objects, these are the *Bring Forward* and *Send Backward* commands.
16. Let's format the objects with different colors before using the next command. With the *Trapezoid* and *Cube* group selected, click **Shape Fill** then select **Blue, Accent 5, Darker 50%**. The objects now have a darker fill color and you think it would look better if the darker color was in the back instead of the front.
17. With the objects still selected, select *Send Backward* in the *Arrange* group. The lighter objects are both placed in front of the darker objects.
18. **SAVE** the document as **Margie's Excursions Objects** in the lesson folder on your flash drive then **CLOSE** the file.

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

Adding Text and a Caption to a Shape

You can add, edit, and format text in shapes, just as you do in any part of the Word document. Adding text to a flowchart, symbol, or other object opens the Drawing Tools Format tab. In this exercise, you will add text and a caption to the shapes.

STEP BY STEP

Add Text and a Caption to a Shape



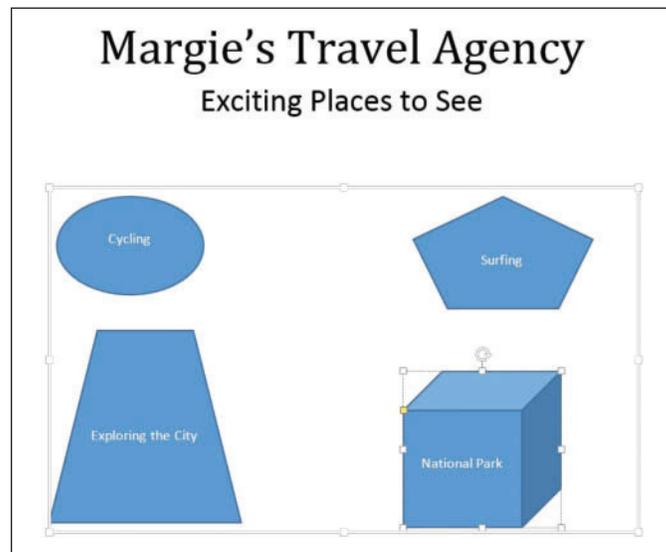
OPEN the *Margie's Excursions* document completed earlier in the lesson.

1. Select the object then begin typing or use the *Selection Pane* to select the object. **Cycling** (Oval); **Exploring the City** (Trapezoid); **Surfing** (Regular Pentagon); and **National Park** (Cube).

After adding shapes, you can key text directly on the shape and begin formatting by adding a font color, changing the font size, and alignment. Try to match your document to Figure 8-26.

Figure 8-26

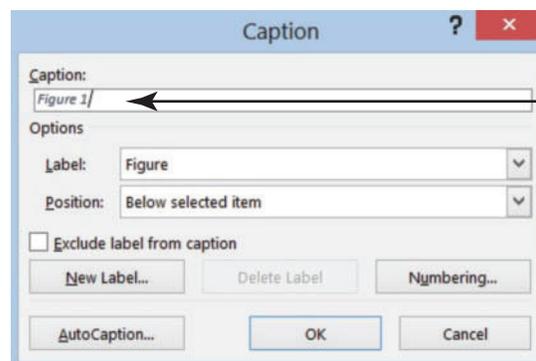
Shapes with text



2. Select all objects and change the font size to the contents in the object to **16 pt** and font color to **Blue-Gray, Text 2, Darker 50%**.
3. Click the **References** tab then click **Insert Caption** button of the *Captions* group to open the Caption dialog box (see Figure 8-27). The insertion point is located to the right of *Figure 1*.

Figure 8-27

Caption dialog box



Captions are automatically labeled and numbered by Word

4. Press the **spacebar** key once.
5. Key **Types of Excursions**. Word automatically adds a label and will number each caption automatically. By default the caption will appear *Below selected item* but can be changed to *Above selected item*.
6. Click **OK**. The caption along with the short description appears below the objects. Compare your document with Figure 8-28.

Figure 8-28

Document with text and caption



7. **SAVE** the document as ***Margie's Excursions1*** in the lesson folder on your flash drive.

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

Take Note A shape cannot be converted to a SmartArt graphic like a picture because it is not an image. Adding a caption to a shape would require you to add the caption using the References tab.

Formatting Shapes

The Drawing Tools include 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

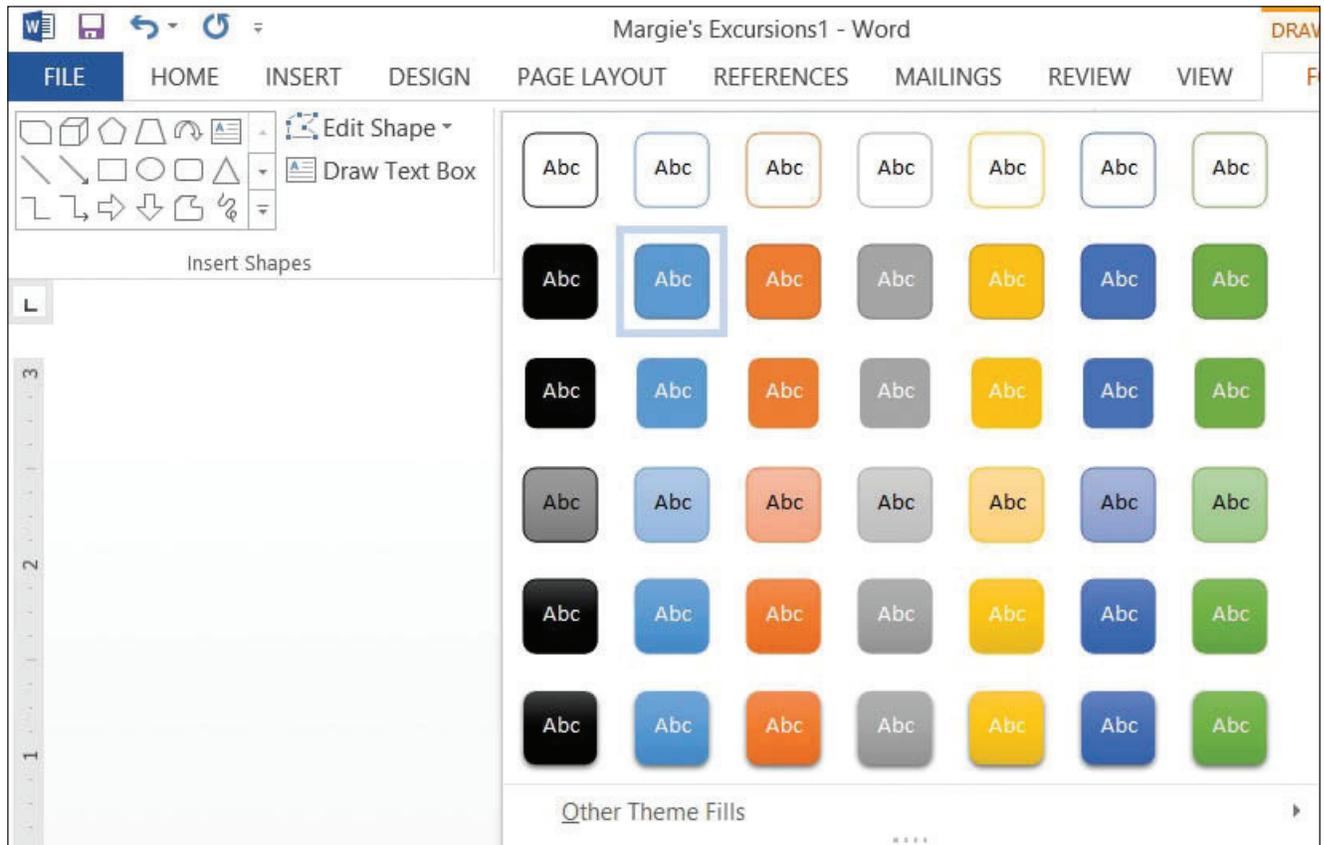
Format Shapes

USE the document that is open from the previous exercise.

1. Select the *oval* object then click the **More** button in the *Shape Styles* group to display the gallery of preformatted styles available for the selected shape (see Figure 8-29).

Figure 8-29

Shape Styles gallery



2. Select **Intense Effect – Blue Accent 5** to apply to the *oval* object.
3. Select the **Trapezoid** object then select **Moderate Effect – Gray-50%, Accent 3**.
4. Select the **Regular Pentagon** object; then format with **Subtle Effect – Gold, Accent 4**.
5. Select the **Cube** object; then select **Colored Fill – Orange, Accent 2**.
Each of the objects now have a different shape and fill color applied to it. Additional changes can be applied to give the object a more intense shape.
6. 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.
7. Click the **Shape Outline** button again, and change the **Weight** for the cube to **3 pt** to change the thickness of the box's border.
8. Click the **Shape Effects** button and select **Shadow**. Then in the *Outer* group, select the **Offset Diagonal Top Right**. In the top right of the object, you should see a shadow background.
9. Click the **Shape Effects** button again and in the *3-D Rotation* of the *Perspective* group select **Perspective Contrasting Left**. The object has 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.
10. **SAVE** the document as **Margie's Excursions2** in your flash drive in the lesson folder.
Now let's reposition the shapes so that you determine where the shapes will appear. As you add text to the document the shapes will remain in place on the document.
11. Select the Drawing Canvas.
12. In the *Arrange* group on the Drawing Tools Format tab, click the **Position** button and select **Position in Middle Left with Square Text Wrapping**. The caption moves above the shapes.



13. For this step, **OPEN** the *Family Vacation8* document completed earlier in the lesson. Select the paragraph beginning with “*If you are . . . as a family*” then copy and return to the previous document. [Hint: To avoid selecting the picture, do not select the paragraph mark.]

14. Place the insertion point above the caption then click **Paste**. Did you notice that the shapes remained in their position when text was inserted in the document?

15. Reposition the objects so that the document appears better arranged. Select the Drawing Canvas, select the **Position** button then select **Position in Bottom Right with Square Text Wrapping**.

16. Change the document’s view to one page. The shapes are at the bottom of the page while the text is at the top.

17. **SAVE** the document as *Margie’s Excursions3* in your flash drive in the lesson folder.

18. **CLOSE** the *Family Vacation8* file.

19. The *Margie’s Excursions3* file should still be opened. On the **View** tab, change the view to **100%**. **Delete** all shapes by selecting the Drawing Canvas and the caption at the top of the page.

20. Position the insertion point at the beginning of the paragraph and insert the **smiley face** shape. Draw the shape with the height at **1.28”** by **1.24”** wide.

21. Apply a shape style 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 Excursions4* in your flash drive in the lesson folder then **CLOSE** the file.

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

CERTIFICATION READY? 5.2.5

How do you position a shape in a document that contains content?



Another Way

By removing the Drawing Canvas first, all objects will also be deleted.

CERTIFICATION READY? 5.2.4

How do you wrap text around a shape?

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



OPEN the *Margie’s Excursions2* document completed earlier in the lesson.

1. Select the text **Margie’s Travel Agency**.

2. On the *Insert* tab click the **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 click the **Text Effects** button then select *Transform*. Under the *Warp* group select **Wave 1**. This changes the WordArt to a wavy text.

6. With the WordArt still selected click the Text Fills **drop down arrow** and in the *Standard Colors*, select **Purple** to change the color to give it a more vibrant look. If the *Show/Hide* is enabled, disable it. The document should match Figure 8-30.

Figure 8-30

Formatted Document
with WordArtCERTIFICATION
READY? 2.2.10How would you change text
to WordArt?

7. **SAVE** the document as *Margie's Excursions5* 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. Table 8-2 gives some examples of the type of information you can display with each category of SmartArt graphics. 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.

Table 8-2

SmartArt graphic categories

Type	Purpose
List	Show nonsequential or grouped blocks of information
Process	Show a progression of steps in a process, timeline, task, or workflow
Cycle	Show a continuing sequence of stages, tasks, or events in a circular flow
Hierarchy	Show a decision tree or create an organization chart
Relationship	Illustrate connections or interlocking ideas; show related or contrasting concepts
Matrix	Show how parts relate to a whole
Pyramid	Show proportional, foundation-based, containment, overlapping, or interconnected relationships
Picture	Show a central idea through a series of pictures, with little or no text

STEP BY STEP

Use SmartArt Graphics

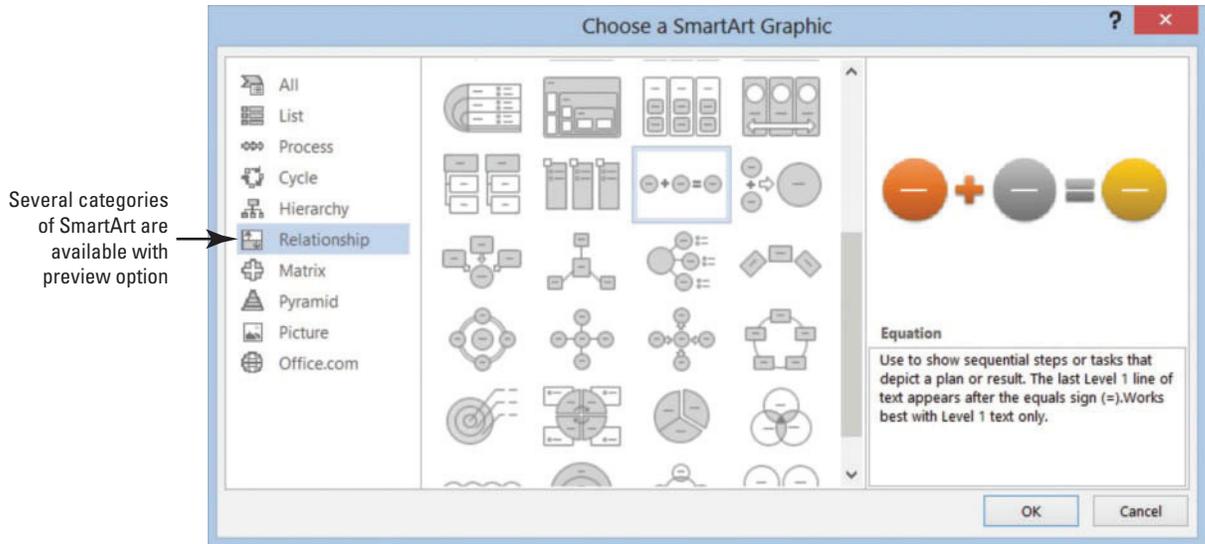
OPEN a new, blank document.

1. In the *Illustrations* group on the *Insert* tab 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 8-31.

Figure 8-31

Choose a SmartArt Graphic dialog box



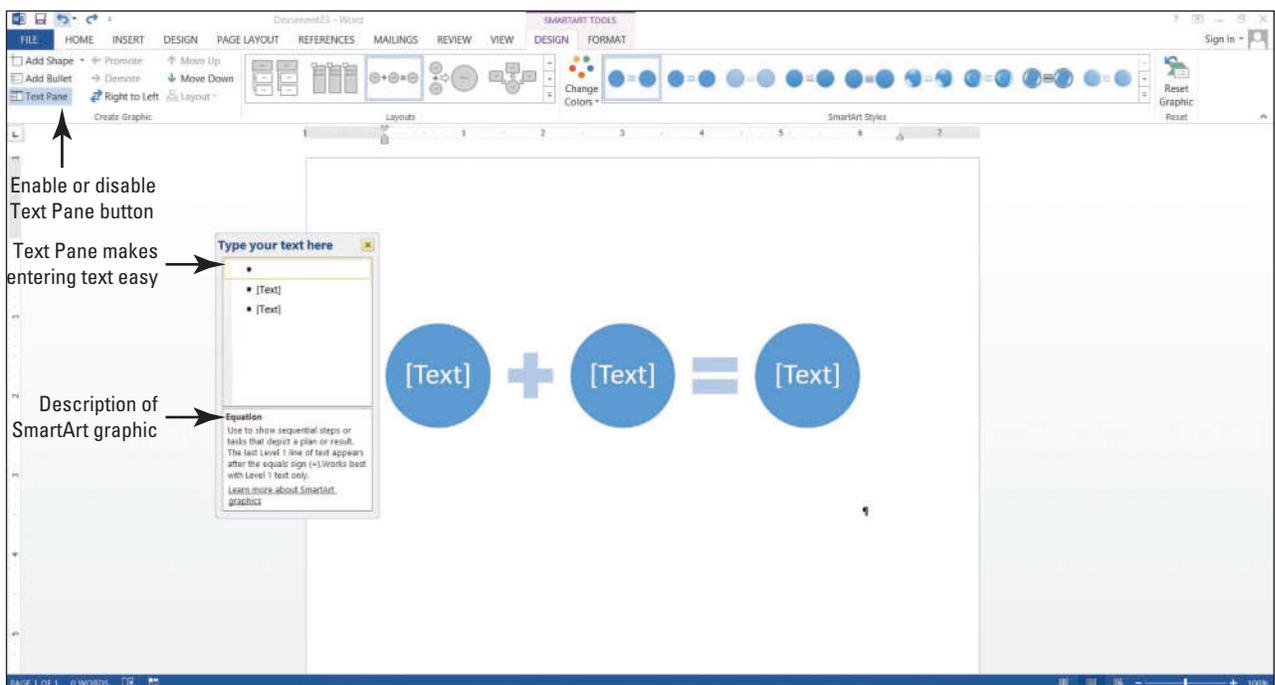
Several categories of SmartArt are available with preview option

Another Way
Select the SmartArt graphic and double-click to insert.

4. Click **OK** to insert the *Equation SmartArt* graphic into your document. The placeholders are placed in the graphic and ready for you to key information. Text can be keyed 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 Text appears and you are ready to begin keying text in each element of the graphic equation. The first placeholder is selected by default and ready for you to key text (see Figure 8-32).

Figure 8-32

SmartArt graphic with Text Pane open



Enable or disable Text Pane button

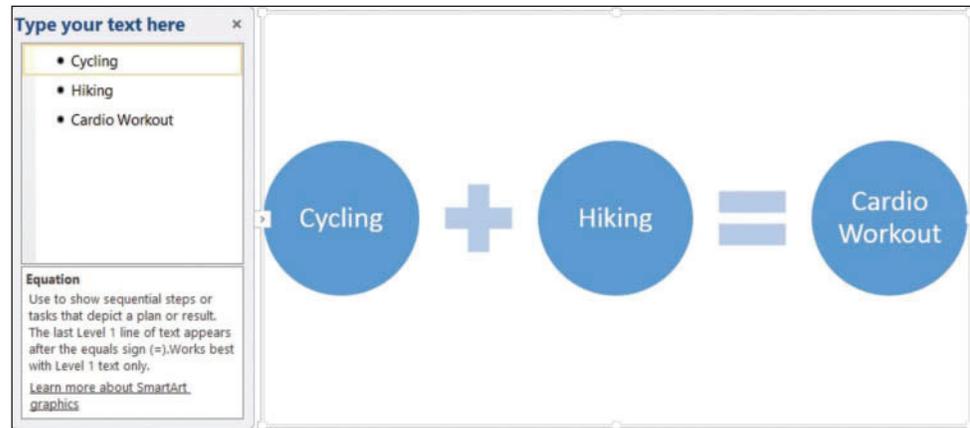
Text Pane makes entering text easy

Description of SmartArt graphic

6. Key the information as displayed in Figure 8-33.
7. Click the **[Text]** placeholder to move to the next elements, and key the remaining text. As you key text, Word automatically adjusts the text to fit in the graphic. If you press the **Enter** key, another element is added to the equation.
8. Click the **Close** button in the *Text Pane* or click the *Text Pane* button to close it.

Figure 8-33

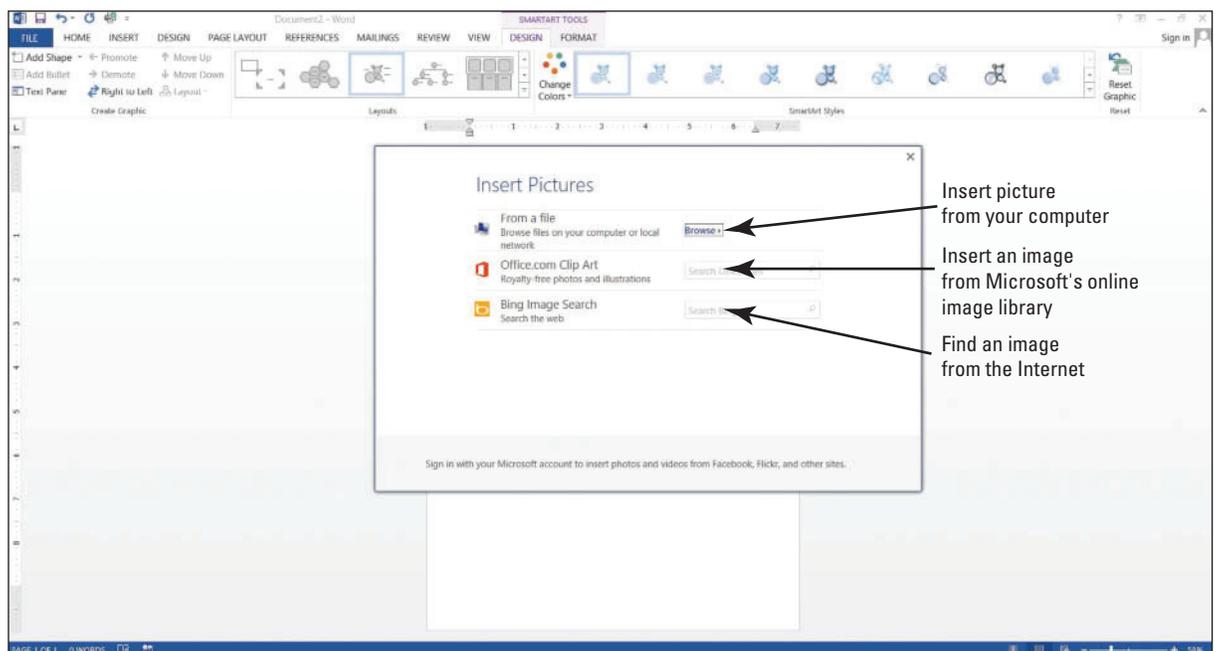
Text added to SmartArt graphic



9. In the *Layouts* group on the SmartArt Tools Design tab, click the **drop down arrow** at the *More* button to produce the *Layouts* gallery.
10. Select **More Layouts**. The *Choose a SmartArt Graphic* dialog box appears.
11. Select the **Picture** category; then select **Bubble Picture List**.
12. Click **OK**. The Equation's graphic is replaced with the *Bubble Picture List*, and 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.
13. To add an image click the first image icon for **Cycling**; the *Insert Pictures* dialog box opens as shown in Figure 8-34.
14. Click the **Browse** button next to *From a file*; then locate your lesson folder.
15. 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 option to select images from Office.com; you will need to first save the image to a location on your computer or flash drive.

Figure 8-34

Insert Pictures dialog box



16. Text can be easily replaced by keying in the placeholder. Replace *Hiking* with *Surfing*.
17. Click the image icon by *Surfing*. The *Insert Pictures* dialog box opens. Click *Browse* and select the *Surfing* picture. Double-click to open. The *surfing* image is inserted in the bubble by the caption, *Surfing*.
18. Before you add the final image, edit the caption "*Cardio Workout*" and replace with *Hiking*.
19. Click the **image icon**, then *Browse* and select *Tourist Hiker*. The document should resemble Figure 8-35.

Figure 8-35

SmartArt with captions and images



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

**CERTIFICATION
READY?** 5.2.2

How do you insert
SmartArt?

20. **SAVE** the document as *Places to See* in the lesson folder on your flash drive then **CLOSE** the file.

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

The Bottom Line

INSERTING AND FORMATTING CLIP ART FROM OFFICE.COM

As you have seen so far, the *Insert Pictures* dialog box opens each time you click the *Pictures* icon. *Online Pictures* is a *new* button in the *Illustrations* group. You have more options on where to get your image. You can search for an image using *Office.com*, *Bing*, or other online sources. Or, you can scan or use your camera then save the picture to a location and retrieve it later.

Clip art is a collection of media files available for you to insert from *Office.com*. These include pictures and illustrations. After inserting a clip art object into your document, you can format it using many of the tools available.

Inserting, Resizing, and Formatting Clip Art

Clip art refers to picture files that are inserted in a document using the *Office.com Clip Art* option in the *Insert Pictures* dialog box. If you choose to copy pictures from a *Web* page, you do so by right-clicking, copying, saving on your flash drive, and then inserting the picture in your document. Just like working with pictures, clip art can be resized for better management within the document so that you can position it correctly. Formatting the clip art object is easy using the shortcut menu. The tools make it easy to format different parts of the object. In this exercise, you learn how to insert clip art from *Office.com* and then resize the image and format various parts of the object in the clip art.

STEP BY STEP

Insert and Resize Clip Art

OPEN a blank document.

1. Key **Explore the World** and change the font to **Cambria**, font size to **36 pt**, and **center** then deselect.
2. Press **Enter** to move the insertion point below the new heading.
3. In the *Illustrations* group on the *Insert* tab, click the **Online Pictures** button. The *Insert Pictures* dialog box appears (see Figure 8-34).

Take Note

This is the place where you decide where to get pictures. As mentioned earlier, you can look for a picture from your computer, Web page, or online sources. There are several online sources that contain royalty-free photos and illustrations and are used for corporations, personal use, or in this case, classroom instruction.

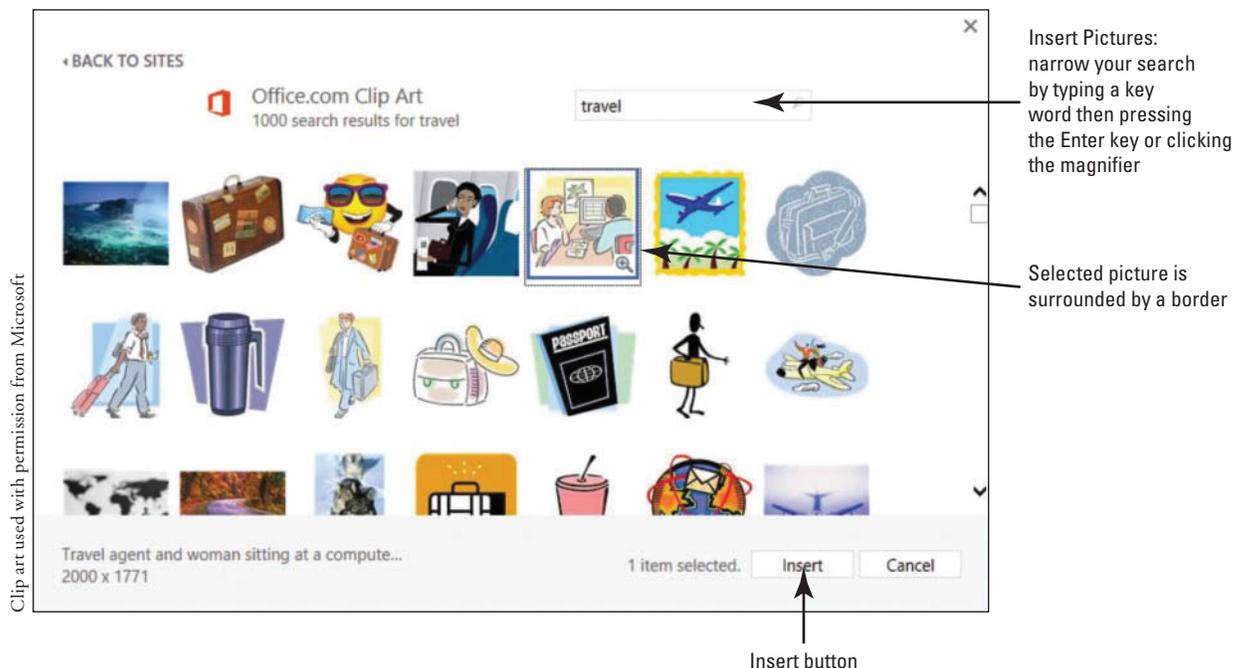
**CERTIFICATION
READY?** 5.3.1

How do you insert an image?

4. In the *Search box* next to Office.com Clip Art, key **travel** and begin the search by pressing **Enter**. Pictures, illustrations, and clip art appears in the box below with many options to select from. Select the image highlighted in Figure 8-36 (or one similar, if you don't see that particular image). A border is placed around the selected clip art to show that it is the selected item.

Figure 8-36

Office.com Clip Art



5. Click **Insert** to begin downloading.

Cross Ref

Earlier in this lesson, the Picture Tools were introduced for pictures. They are used the same way for clip art.

6. Resize the clip art using the *Size* group and change the height to **3.12"** and width to.

Take Note

As you learned earlier, you can get precise measurements using the *Layout* dialog box.

**CERTIFICATION
READY?** 5.3.4

How do you resize a clip art image?

7. **SAVE** the document as **Travel Plans** in the lesson folder on your flash drive.

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

Formatting Clip Art

The Picture Tools Format tab provides a number of commands for enhancing your document's appearance. You can use these tools to apply corrections, color, and picture styles to format the object. In this exercise, you learn to format different parts of the object and reposition the clip art in the document.

STEP BY STEP

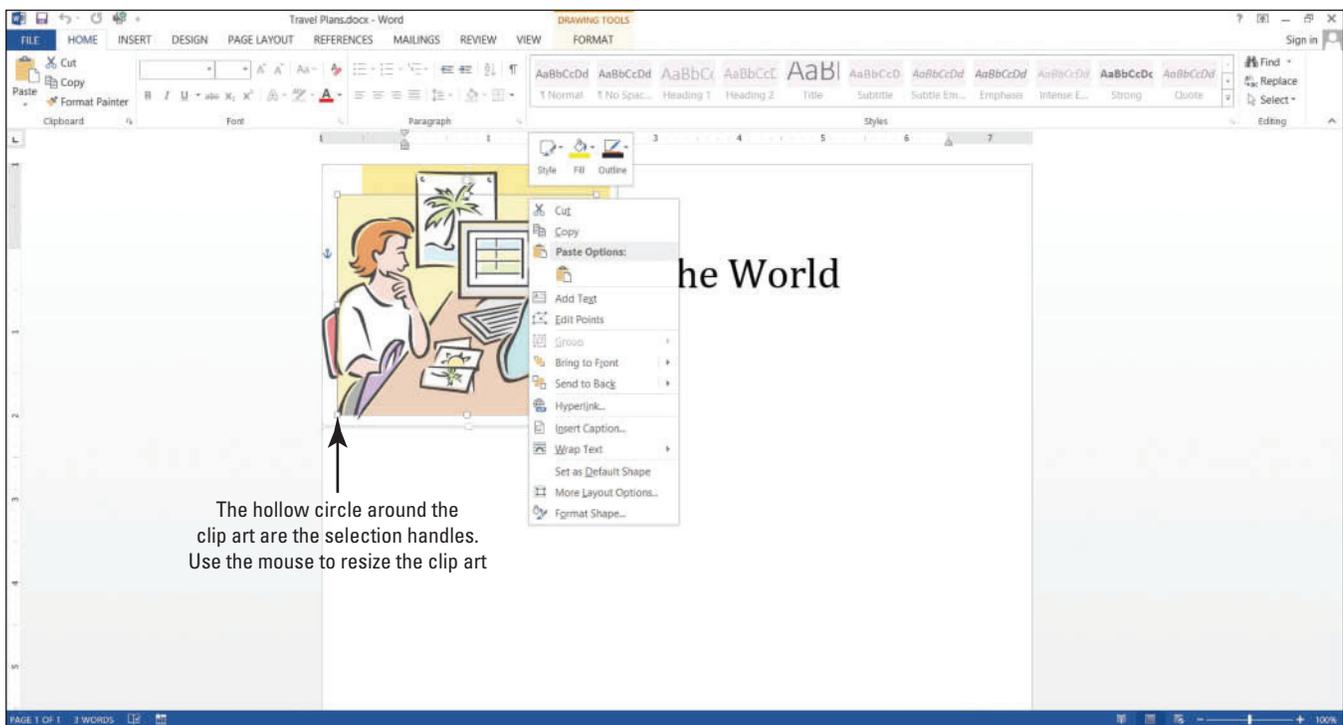
Format Clip Art

USE the document that is open from the previous exercise.

1. Select the clip art image you inserted into the document during the preceding exercise to display the *Picture Tools Format* tab.
2. Right-click the image, then select **Edit Picture** from the shortcut menu. Word automatically moves the clip art to the upper-left corner of the document to begin formatting.
3. Click just above the man's head in the yellow area to select the background area; then right-click. Above the shortcut menu, a new menu with three options appears to allow changes to the Style, Fill, and Outline, along with the shortcut menu (see Figure 8-37). When you select parts of an object, selection handles appears around it, and you are ready to begin formatting.

Figure 8-37

Format Shape menu



4. Click the **Fill** button to produce the color palette and select **Blue-Gray, Text 2, Lighter 80%** to change the background color.
5. Select the palm tree within the frame to change the color of the palms to a darker green. The selection handles surround the palms. Right-click, and then apply **Green, Accent 6, Darker 50%** from the *Fill* menu.
6. Select the female's head to change her hair color to *yellow* using the *Fill* menu. Make sure the selection handles surround the area of her head. Now that you have made changes, let's apply the other formatting options available.

**CERTIFICATION
READY? 5.3.5**

How do you apply styles to a clip art image?

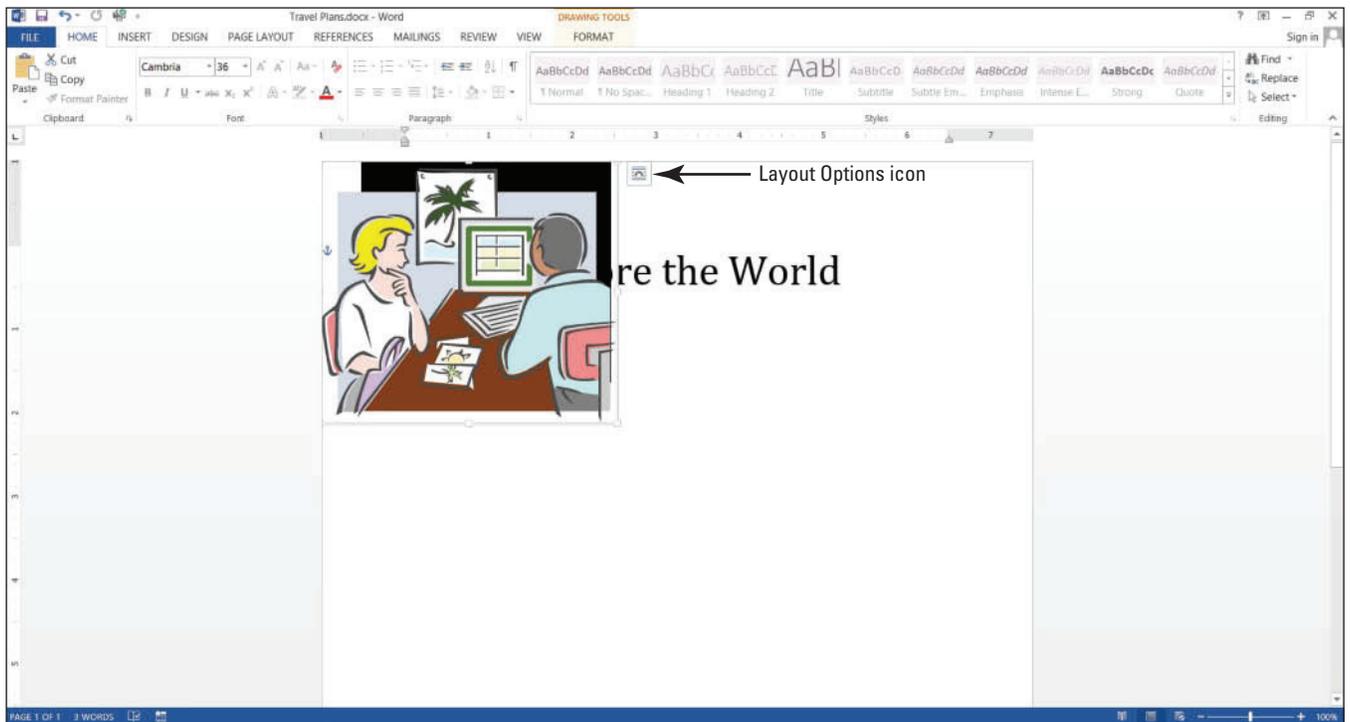
**CERTIFICATION
READY? 5.3.4**

How do you modify the color of a clip art image?

7. Position the insertion point in the background area located in the upper-right of the clip art; right-click then click the **Style** button to produce the style gallery. Select **Colored Fill–Black, Dark 1** to apply this background color behind the wall of the clip art.
 8. Select the computer screen (the dark gray area) then click the **Outline** button and change the weight to **3 pt**.
 9. Click the **Outline** button again and change the color to **Green, Accent 6, Darker 25%**. This action changes the inside frame of the computer.
 10. Select the table to change the **Fill** color to **Orange, Accent 2, Darker 50%**. The table color changes to a darker color.
- Now that you have completed formatting the clip art, it is time to format the text and position the object within the document.
11. Click the lower part of the clip art to select the whole object and to display the *Layout Options* icon (see Figure 8-38). The Layout Options were introduced earlier in this lesson.

Figure 8-38

Layout Options displays with formatted clip art



Clip art used with permission from Microsoft

12. Open the **Layout Options**.
13. Select the option button by **Fix position on page** then click **Top and Bottom** in the *With Text Wrapping* section. The text, "Explore the World" moves below the image.
14. Close the Layout Options menu.
15. Select the text without the paragraph mark. If the paragraph mark is selected so is the object.
16. Apply **WordArt** and select **Fill – Black, Text 1, Shadow**.
17. Adjust the WordArt and drag to the right of the image keeping it centered between the image and the margin. Disable Show/Hide.
18. **SAVE** the document as **Formatted Clip Art** in the lesson folder on your flash drive then **CLOSE** the file.

PAUSE. LEAVE Word open for the next exercise.

**CERTIFICATION
READY? 5.3.7**

How do you position a clip art image within a document?



Workplace Ready

DOWNLOADING IMAGES

In today's world, you can download images from Web pages and from other online sources and insert them into documents, brochures, social pages, etc. Some of these online sources may contain royalty-free photos and illustrations that you can use. However, it is important to remember that permission is needed to use some images because of copyrights. A good example would be a company's logo. Before you start downloading any image, make sure it is royalty-free.

RESETTING AND COMPRESSING IMAGES

When you **compress** an image, it reduces the file size by reducing the resolution and making the document more manageable to share. Larger images may take up space on your flash drive leaving no room to save additional work. When an image is compressed, it occupies less space on your hard drive or flash drive, which will allow you to open and save your document more quickly and reduces the download time for file sharing. **Resetting** a picture will discard all formatting changes made to the picture, including changes to contrast, color, brightness, and style.

Resetting an Image

When you use the Reset Picture command, the picture's brightness and contrast is reset. The resolution of the picture can be controlled by resetting or compressing. In this exercise, you learn to reset an image.

STEP BY STEP

Reset an Image



OPEN the *Family Vacation5* document from the lesson folder. You completed this exercise earlier in the lesson.

1. Changes were made to this picture and now you want to reset the picture using the *Picture Tools*. Select the **picture**.
2. Click the **Format** tab.
3. In the *Adjust* group, click the **drop down arrow** to display the *Reset Picture* menu; then select **Reset Picture & Size**. Formatting changes you made to the picture earlier are discarded.
4. **SAVE** the document as *Family Vacation5 Reset* to your flash drive in the lesson folder.

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

Compressing Images

Some documents may contain images that you want to share by email. Images are set to various sizes and depending on the size of the image; you should also consider the download time it takes to send by email. Compressing images reduces the size but it will also decrease the resolution and the quality of the picture; and an uncompressed picture creates a very large file. Advanced options are available in Backstage and more discussion on using Options will be discussed in Lesson 14. In this exercise, you learn to compress and reset an image in preparation for sharing by email.

STEP BY STEP**Compress Images**

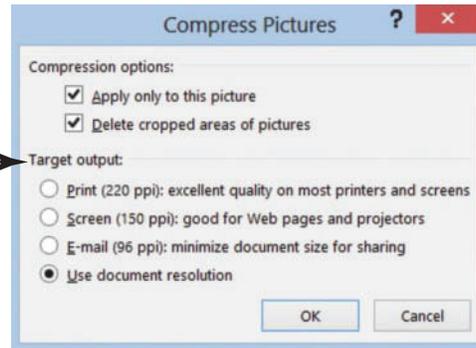
USE the document that is open from the previous exercise.

1. To display the *Picture Tools*, select the picture then click the **Format** tab.
2. In the *Adjust* group, click the **Compress Pictures** button to display the Compress Pictures dialog box (see Figure 8-39).

Figure 8-39

Compress Pictures dialog box

Identify your target output and Word will recommend an ideal compression size



3. In the Compression Options section, check marks indicate which features are activated—in this case, both are turned on.
4. In the Target Output section, select the option button by **E-mail (96 ppi): minimize document size for sharing**. By selecting this option button, the picture file size will be compressed to make the document ready for sharing via email. The other options available are to compress the picture at a quality still acceptable for printing correctly on printers and to ensure screen quality when viewing on web pages and projectors.
5. Click **OK**.
6. **SAVE** the document as **Family Vacation5 Compress** in the lesson folder on your flash drive then **CLOSE** the file.

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

**Troubleshooting**

You will not see the compression take place. To verify that the file is smaller after compressing pictures, you can compare the document's properties before and after performing the Compress Pictures command. Keep in mind that if your picture is already smaller than the compression option chosen, no compression will occur.

INSERTING AND FORMATTING CHARTS**The Bottom Line**

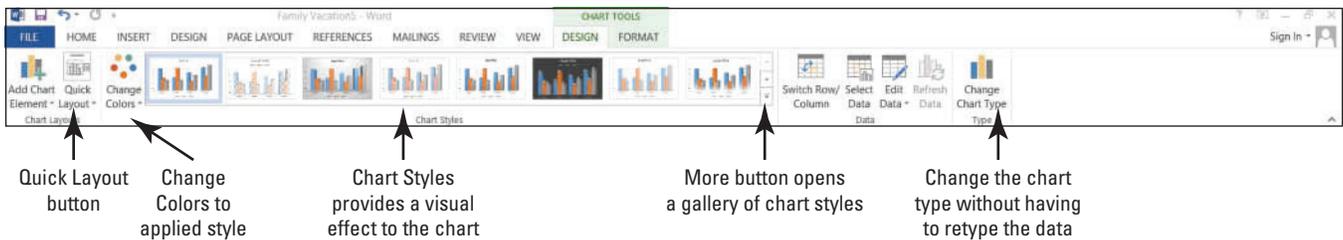
There are two ways to insert a chart in Word—one is to use Word to create the chart, the other is to insert a chart from Excel. When inserting a chart in a document, a small spreadsheet and chart opens along with the Chart Tools tab. Chart Tools is a contextual command tab that appears after you insert the chart. Data is typed directly into the spreadsheet. Data consist of labels and values. A **label** is a descriptive name that can be easily identified when inputting data into the worksheet. A **cell** is an intersection between the column and row. Once data is typed into the spreadsheet, the chart begins to change in the document. The second way is to use Excel to create the chart and link to your Word document so that the values in the Word chart are always updated when the Excel file is changed. For this situation, you would use the Paste Special, or Paste Link command.

Inserting a Chart

For this lesson, you have been working on the family vacation documents, so your job is to track the anticipated expenses and create a chart. In this exercise, you learn to insert and format a chart and replace the default values with your own (see Figure 8-40).

Figure 8-40

Chart Tools Design tab



STEP BY STEP

Insert a Chart

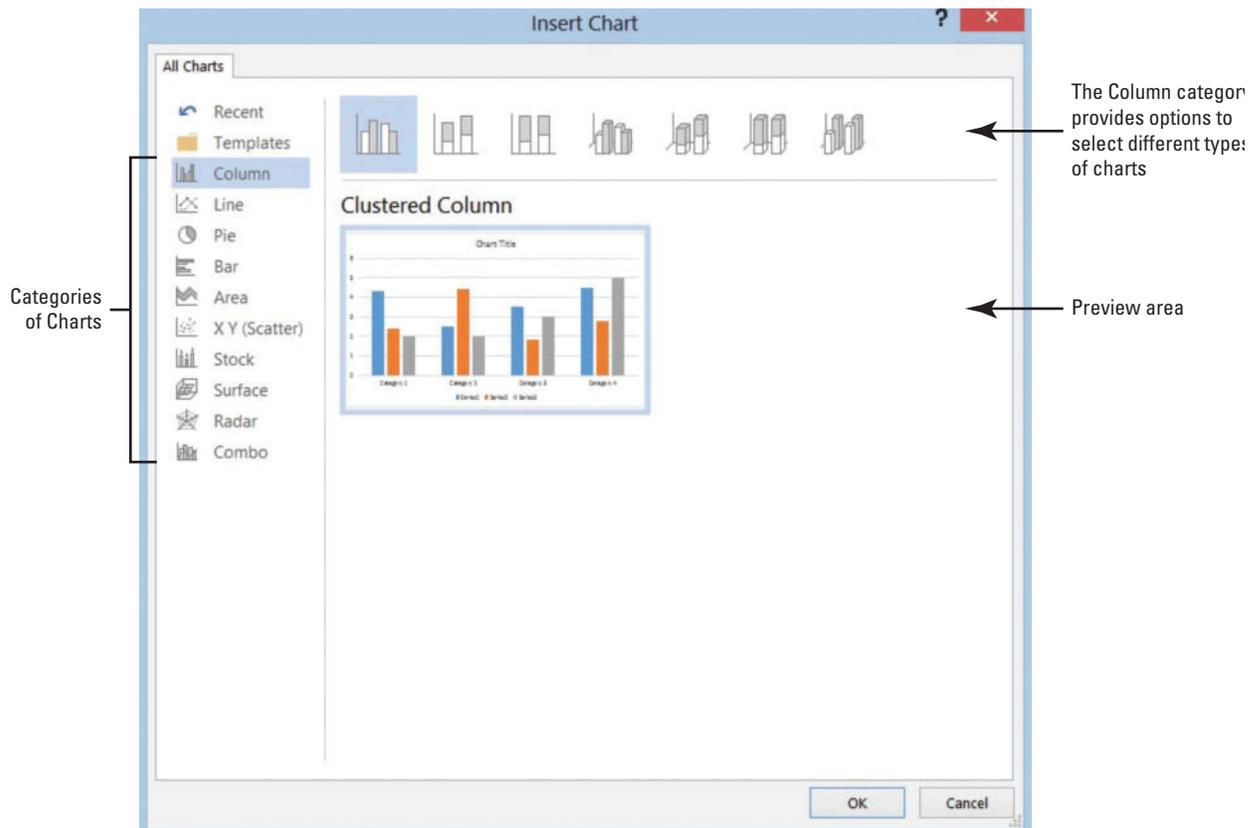


OPEN the *Family Vacation5* document from the lesson folder. You completed this exercise earlier in the lesson.

1. Place the insertion point at the end of the document, and press the **Enter** key.
2. On the Insert tab, in the *Illustrations* group click the **Chart** button. The *Insert Chart* dialog box opens (see Figure 8-41). The left pane displays the various categories of charts that you can select with additional options on the type of chart. For instance, if you select the *Column* category and want to use the *3-D Clustered Column* chart type, then you would select *3-D Clustered Column* from above the preview area. Wait for the ScreenTip to appear to show the chart type.

Figure 8-41

Insert Chart dialog box



3. Click the **3-D Clustered Column**. In the preview area, the *3-D Clustered Column* chart type appears.
4. Hover over the chart, and watch how it increases in size.
5. Click **OK**.
6. The *Chart in Microsoft Word* spreadsheet opens along with the column chart below. The chart resembles a smaller version of an Excel worksheet. Where the labels appear, *Category 1 . . . Category 4* and *Series 1 . . . Series 3*, is where you will enter descriptive names. You will replace the numbers that appear with your values. As you enter the labels and values, the chart will display the changes right away. Key the information (see Figure 8-42).

Figure 8-42

Chart in Microsoft Word
with data

The screenshot shows a Microsoft Word document titled 'Family Vacation5 - Word'. The main text reads 'vacationing with family'. Below the text is a 3-D Clustered Column chart. The chart's data is as follows:

	Dad	Mom	Child 1	Child 2
Airline Tickets	253.99	253.99	253.99	253.99
Exploring City	245	350	50	50
Cycling	25	25	15	15
Surfing	35	35	32	32

Annotations in the image include:

- An arrow pointing to column A with the text 'Enter descriptive label names'.
- An arrow pointing to the vertical scroll bar on the right of the data table with the text 'Vertical scroll bar'.
- An arrow pointing to a cell in the data table with the text 'Enter values in cell'.

©Andresr/iStockphoto

7. Column A needs to be adjusted so that you can see the full label name. Place your insertion point between columns A and B, wait until you see a double-sided arrow, and then double click to quickly adjust. Now that you've entered the data, click the Close button to close the *Chart in Microsoft Word*.
8. Use the vertical scroll bar to view the chart, if necessary.
9. **SAVE** the document as **Expenses for Vacation** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open for the next exercise.

STEP BY STEP**Formatting a Chart**

USE the document that is open from the previous exercise.

1. Click inside the chart to activate the *Chart Tools*. Once The *Design* and *Format* tabs become visible then click the **Design** tab. The *Design* tab provides many options on formatting the chart such as applying a layout, styles, changing the chart type, and more. For this exercise, basic formatting will be applied.
2. In the *Chart Layouts* group select the *Quick Layout* button to display the gallery, and hover over each item to preview.
3. You determine that *Layout 10* will work best for you. Select that layout.
4. In the *Chart Styles*, select *Style 4*. More options are available when you click the *More* button.
5. Select the text where *Chart Title* appears and key **Vacation Expenses**. For now, this is the only formatting that will be done to this chart.
6. **SAVE** the document as **Expenses for Vacation Update** in the lesson folder on your flash drive and then **CLOSE** the file.

CLOSE Word.

SKILL SUMMARY

In this lesson you learned to:	Exam Objective	Objective Number
Insert and Format Pictures in a Document	Insert images	5.3.1
	Modify image properties	5.3.4
	Add Quick Styles to images	5.3.5
	Apply picture effects	5.3.3
	Insert simple shapes	5.2.1
	Modify SmartArt Properties	5.2.3
	Position shapes	5.2.5
	Apply artistic effects	5.3.2
	Wrap text around images	5.3.6
Insert and Format Shapes, WordArt, and SmartArt	Position images	5.3.7
	Insert simple shapes	5.2.1
	Position shapes	5.2.5
	Wrap text around shapes	5.2.4
	Change text to WordArt	2.2.10
Insert and Format Clip Art from Office.com	Insert SmartArt	5.2.2
	Insert images	5.3.1
	Modify image properties	5.3.4
Reset and Compress Images	Add Quick Styles to images	5.3.5
	Insert and Format a Chart	

Knowledge Assessment

Multiple Choice

Select the best response for the following statements.

- Clip Art can be accessed by clicking on which button?
 - Illustrations
 - Pictures
 - Online Pictures
 - Online Video
- Decreasing the size of a picture file by reducing the resolution is called _____.
 - compressing.
 - rotating.
 - cropping.
 - resizing.
- Lines, block arrows, stars, and banners are examples of what?
 - Diagrams
 - Shapes
 - Flowcharts
 - Quick Styles
- Which tools provide options for formatting shapes?
 - Drawing
 - Picture
 - Text
 - Effects
- The _____ will capture a picture of the whole application window.
 - Copy button
 - Print Screen button
 - Screenshot button
 - None of the above
- Which command enables you to remove unwanted parts from a picture?
 - SmartArt
 - Contrast
 - Rotate
 - Crop
- The Artistic Effects command is available on which tool?
 - Picture Tools
 - Drawing Tools
 - Recolor
 - Corrections
- What element can you use to provide a short descriptive label for an image in a newsletter or magazine?
 - Caption
 - Text
 - Drop cap
 - All of the above
- Which command allows you to change the appearance of an inserted image without the use of photo editing programs?
 - Artistic Effects
 - Corrections
 - Color
 - All of the above
- Which command would you use to discard all the formatting changes made to a picture?
 - Original
 - Undo
 - Reset
 - Discard

True/False

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

- T F** 1. Layout Options will appear next to objects, such as pictures, charts, shapes and SmartArt.
- T F** 2. Images shared by email should be compressed to avoid a long download time.
- T F** 3. Charts cannot be added to a Word document.
- T F** 4. In a document, images can be converted to SmartArt with captions.
- T F** 5. Positioning images in a document will move the object as text is added.
- T F** 6. Wrapping text around a shape cannot be completed in Word.
- T F** 7. Selecting a shape will open the Drawing Tools Format tab.
- T F** 8. You can use the Remove Background tool to select what areas of an inserted image to keep and discard.
- T F** 9. Resetting a picture will remove formatting that you have applied to it.
- T F** 10. WordArt is decorative text that enhances the document's appearance.

Competency Assessment

Project 8-1: House for Sale

In your position at Tech Terrace Real Estate, you were asked by the 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. Key the following information and change the font size to **18** pt.
4. **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.**
5. Press **Enter** twice.
6. Click the **Pictures** button from the Illustrations group on the Insert tab.
7. Locate the lesson folder and insert the **Realtor with Couple outside House** image; then click **Insert**.
8. Resize the image height to **3.4"**.
9. In the *Picture Styles* group, convert the picture to the SmartArt graphic *Picture Accent Process*. In the placeholder, key **We love our new home!**
10. 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: CD Case Insert

You have returned from a two-week fun 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. In the *Page 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. Select the **Text Box** button from the *Text* group on the *Insert* tab 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, in the *Arrange* group of the *Format* tab, 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 the image from the 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 then click the **Shape Fill** button and select the color, **Green, Accent 6, Darker 50%**.
10. Deselect the box and insert a *WordArt* and select **Fill – Gray-50%, Accent 3, Sharp Bevel**. Key **Vacation to Columbia**.
11. Decrease the text size to **26** pt. Apply a text fill color and select **Gray-25%, Background 2, Darker 90%**.
12. Disable the **Show/Hide** command.
13. **SAVE** the document in the lesson folder on your flash drive then **CLOSE** the file.



PAUSE. LEAVE Word open for the next project.

Proficiency Assessment

Project 8-3: House for Sale Flyer

You need to make some additional changes to the flyer completed in Project 8-1.

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



1. **OPEN** the **8-1 Marketing Flyer** you completed for Project 8-1.
2. **SAVE** the document as **8-3 House Keys** in the lesson folder on your flash drive.
3. Under the first paragraph, add a new paragraph and key **Are you ready for us to hand over the keys to your new home?**
4. Select the SmartArt graphic, and replace it with a new image, **Handing Over House Keys**.



5. Select the **Reflected Bevel, Black** style from the *Picture Styles* group to apply a style to the image.
6. Change the border and apply the **Orange, Accent 2, Darker 25%**.
7. Change the *Picture Effects* and select **Slope** from the *Bevel* group. Adjust the height to **2.7"**.

8. Apply the **Square** style to wrap text only to the *right*.
9. **SAVE** the document in the lesson folder on your flash drive then **CLOSE** the file.

PAUSE. LEAVE Word open for the next project.

Project 8-4: Creating a Chart

In this exercise, you will create a 3-D pie chart to reflect quarterly sales.

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

1. **OPEN** a blank document.
2. **SAVE** the document as **8-4 Expense Report** in the lesson folder on your flash drive.
3. Insert the Pie chart from Figure 8-43 into your document and format as shown.
4. Enter the data (see Figure 8-43).

Figure 8-43

Sales Report Chart

Apply Style 8 from the Chart Styles groups

Change colors and select Color 6 from the Monochromatic group

Enter data →

	A	B	C	D	E	F	G
1		Sales					
2	1st Qtr	450,000					
3	2nd Qtr	325,789					
4	3rd Qtr	550,990					
5	4th Qtr	658,000					



5. Insert a custom watermark and apply the image, **Real Estate Folder with Data**.
6. **SAVE** the document in the lesson folder on your flash drive then **CLOSE** the file.

PAUSE. LEAVE Word open for the next project.

Mastery Assessment

Project 8-5: Formatting a Flyer

Use the skills that you have learned in this lesson, and remove the background from an image.

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



1. **OPEN** a blank document.
2. Insert the *Man Standing on Arch* image from the data files for this lesson.
3. **SAVE** the document as *8-5 Arch* in the lesson folder on your flash drive.
4. Use the skills learned in this lesson to remove the background including the man so that only the arch appears.
5. **SAVE** the document in the lesson folder on your flash then **CLOSE** the file.

PAUSE. LEAVE Word open for the next project.

Project 8-6: Creating Shapes

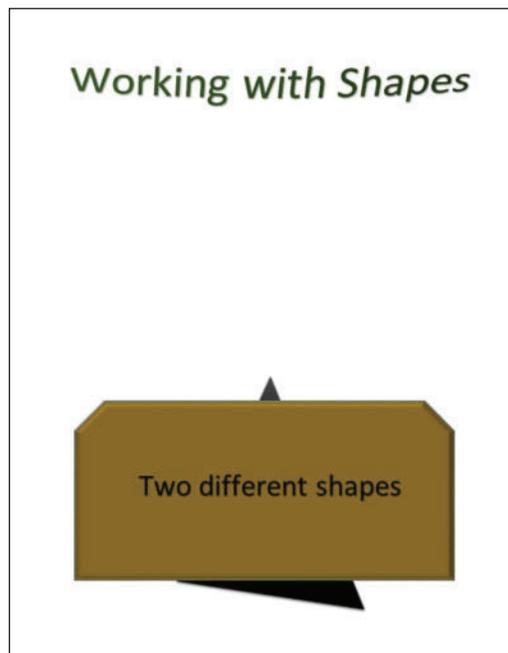
With your improved Word skills, create a newsletter for the YMCA newsletter.

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

1. **OPEN** a blank document.
2. **SAVE** the document as *8-6 Working with Shapes* in the lesson folder on your flash drive.
3. Create the document (see Figure 8-44). Insert the *WordArt* at the beginning of the document, select **Fill – Black, Text 1, Shadow** and apply the text fill color, **Green, Accent 6, Darker 50%**. Then apply the Gradient Dark Variation **From Top Right Corner**. Format the shape using the **Transform Inflate Bottom**. Stretch the image across the page.

Figure 8-44

Working with Shapes



4. Insert the **Snip Same Side Corner Rectangle** shape. Change the size of the shape to **2.9"** in height and **6.15"** wide. Apply the fill color, **Gold, Accent 4, Darker 50%**. Apply the **Bevel** effect with the **Art Deco**.
5. Insert the **Isosceles Triangle** shape with the dimensions of **3.73"** in height and **3.39"** wide. Apply the **Intense Effect – Black, Dark 1** style then apply the 3-D rotation with the **Off Axis 2 Left**. Place this shape behind the first one.
6. Add WordArt to the shape and select the **Fill – Black, Text 1, Shadow** and key text as it appears in Figure 8-44. Place horizontally and vertically within shape.
7. Group all objects together then position in **Bottom Center with Square Text Wrapping**.
8. **SAVE** the document in the lesson folder on your flash drive then **CLOSE** the file.

CLOSE Word.

Circling Back 2

Create a postcard to announce the date of the conference to members and to solicit early registrations.

Project 1: Creating a Postcard

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

1. Create a new blank document.
2. Create a custom document with a size height of **5.50"** by **4.25"** wide.
3. Change the document setup to **landscape** orientation with **narrow** margins.
4. **SAVE** the document as **NAPC Postcard** in the lesson folder on your flash drive.
5. Insert a header from *Office.com* and select **Element**.
6. Select the Title placeholder text and type **NAPC PROFESSIONAL CONFERENCE**. Change the font size and style to 14 pt **bold**.
7. Double-click the body of the postcard, and then type the following text:

September 14–16
Lakeview Towers in South Lake Tahoe, California
Early Bird Registration \$329; Regular Rate \$389
Admission to all keynotes, seminars, and breakout sessions
Ticket to Saturday night banquet
All meals included
Early Bird Deadline is August 1, 20XX
Register online at www.napc20XX.com or call 800-555-5678
8. Do *not* press Enter after the last line of typed text.
9. Select **September 14–16**, change the font size and style to **20** pt, **bold**, and **center**.
10. Select the **Lakeview Towers** line of text, and then change the font size to **14** pt and **center** the text.
11. Insert a first line indent of **0.25"** before the *E* in **Early Bird Registration**.
12. Select the three lines of text under the registration costs information and format them as a bulleted list by selecting the solid circle.
13. Select **\$329**. Change the font color and style to **Blue, Accent 1, Darker 50%**, and then **bold**. Change the font size to **13**.
14. Use the Format Painter to copy the format of **\$329** and apply it to **\$389, August 1, 20XX, www.napc20XX.com, and 800-555-5678**.
15. Select the last two lines and **center**.
16. Insert a **1½** pt wide box page border, using the color **Dark Blue**.
17. Adjust the header by dragging it below the page border. Make sure it fits on one page.
18. Create a custom diagonal watermark with the text **SAVE THE DATE** using the **Times New Roman** font, and then select the **Blue-Gray, Text 2, Darker 25%** color.
19. **SAVE** the document as **NAPC Postcard Draft** in the lesson folder on your flash drive.
20. Apply a page color and select **Gray-50%, Accent 3, Lighter 80%**.
21. Adjust the watermark and change the size to **30**.
22. Your document should look similar to Figure 1. Make any necessary adjustments.

Figure 1

NAPC Postcard



23. SAVE the document as **NAPC Postcard Final** in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word for the next project.

Project 2: Creating a Letterhead Logo

As the scheduling manager for Consolidated Messenger, a full-service conference and retreat center, you use Word to create and revise all documents and forms used when coordinating the facility's events.

In recent years, the conference center has expanded and changed its focus. The owner needs your help in creating a new logo for all the business' documents.

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

1. **OPEN** a new, blank document and type **Consolidated Messenger**.
2. **SAVE** the document as **Consolidated Letterhead** in the lesson folder on your USB flash drive.
3. Insert the **Fill-Gray-50%, Accent 3, Sharp Bevel** WordArt applied to the text in step 1.
4. Extend the WordArt to **6.5"** on the ruler, and then decrease the font size to **28** pt. Adjust the WordArt to **.5"** above the top margin.
5. Apply a text fill color and select **Gray-25%, Background 2, Darker 90%**. Then transform the WordArt and select the **Chevron Down**.
6. Insert a blank footer, and then type **Conference and Retreat Center** in the footer. Add a line break, and then type **555 Circling Road, South Lake Tahoe, CA 96150**.
7. Change the font of the footer text, *Conference and Retreat Center*, to **Bookman Old Style**, the font size to **20** pt, the font color to **Black, Text 1, Lighter 5%**, and then **center**. Change the font to Bookman Old Style for the address.
8. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open for the next project.

Project 3: Editing a Document

You are working on a promotional piece for the conference center, but you need to make some changes and add the logo.

USE the document that is open from the previous project.



1. OPEN **Consolidated Intro** from the data files for this lesson.
2. Remove all blank lines in the document.
3. Select the whole document, and copy and paste to the *Consolidated Letterhead* document. Before pasting in the document, create three blank lines.
4. In the Replace tab, search for all occurrences of the word *Gallery* and replace them with the word **Theatre**.



5. Select all paragraphs and change the spacing after to 8 pt, single space. Then combine paragraph 4 and 5.
6. Locate and insert the **Old Theater** image (found in the data files for this lesson).
7. Position the image in the document with **Position in Bottom Center with Square Text Wrapping**, and then resize the image height to 2.53".
8. Apply a picture style and select the **Center Shadow Rectangle**.
9. Change the Color Tone to **Temperature: 11200K**.
10. Apply the **Artistic Effects** and select **Crisscross Etching**. The document should match Figure 2.

Figure 2

Consolidated Promotion

Consolidated Messenger

Consolidated Messenger Conference and Retreat Center is perfectly suited to serve the needs of conferences, seminars, receptions, and meetings.

This state-of-the-art facility sets new and higher standards for excellence for the conference and training events of association, business, and government groups. We offer a comfortable and stimulating environment, an eager staff, and the latest communications and multi-media technology.

The Great Hall Theatre on the grounds is a restored 1930's vintage movie house. Technologically, however, the facility is all 21st Century. Equipped with a state-of-the-art presentation system, superb lighting and sound, full-size screen and projection unit, the Theatre makes an excellent gathering point for keynote addresses, plenary sessions, and, of course, entertainment.

Upstairs, the renovated Conference Center can be configured as four break-out rooms to accommodate simultaneous sessions - or opened fully to serve up to 250 participants. This space also houses an expansive catering kitchen and technological amenities amidst art deco styling. The conference area is ADA compliant and easily accessible by elevator from the lobby of the Theatre.

Another great reason for choosing the Consolidated Messenger Conference and Retreat Center for your next meeting or conference is its convenient location in Truman. Only 20 miles from Interstate 101, the city is a junction for US highways 315 and 95. A 24-hour general aviation airport serves corporate jets and other private aircraft. Regional airports in Grand Junction and Vail, served by commuter flights from Denver, are just over an hour's drive.



Conference and Retreat Center
555 Circling Road, South Lake Tahoe, CA 96150

11. **SAVE** the document as **Consolidated Promotion** in the lesson folder on your flash drive.
12. Apply the **Casual** style from the Document Formatting group.
13. Remove the image and insert the same image as a watermark.
14. Format paragraphs with a first line indent.
15. **SAVE** the document as **Consolidated Promotion Update** in the lesson folder on your flash drive, and then **CLOSE** all open files.

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

Project 4: Audio-Visual Equipment Table

Create a table that contains a list of the audio and visual equipment available for rent at the conference center.



OPEN the **Consolidated Letterhead** document from the lesson folder.

1. Place the insertion point below the letterhead logo. Make sure you have three blank lines below the letterhead logo.
2. Type the heading, **Audio Visual Equipment Rental**, change the font to **Cambria, 24 pt**, and center the text.
3. Create a table that has three columns and eight rows.
4. Type the information shown in Figure 3 into the table.

Figure 3

Consolidated Equipment

LCD	High-resolution-LCD-data-projector	\$325
VID	Low-resolution-video-projector-with-VCR-and-monitor	\$120
CAM	Mini-DVD-camcorder-with-tripod	\$95
FSM	Color-42"-flat-screen-monitor-mounted-on-the-front-wall	\$90
KEY	Full-size-electronic-keyboard-with-stool	\$75
OHP	Overhead-projector	\$35
CDP	Stereo-CD-player-with-cassette-deck-and-radio	\$25

5. **Merge and center** the first row, and then drag and drop the heading to that row.
6. Apply the **Grid Table 5 Dark – Accent 6** style.
7. Sort the third column in ascending order.
8. Select the first row of the table and adjust the height to **0.8"** Center the text both horizontally and vertically.
9. Select all values in the third column, and then center both horizontally and vertically.
10. Insert a row below the last entry and merge the first two columns. Type **Total**. Increase the font size to **14 pt** then right-align.
Total the values above by writing a formula. Apply the third option for the number format.
11. **SAVE** the document as **Consolidated Equipment** in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open for the next project.

Project 5: Formatting a Document

You began creating a document to serve as a guide for introducing guests to the conference center. Open and format the document.

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



1. **OPEN** **Consolidated Guests** from the data files for this lesson.
2. Use what you learned in this unit to complete the following tasks. You do not have to complete them in this order, but your goal is to make the document look similar to Figure 4.
 - a. Create a drop cap for the first sentence, and then adjust manually to match Figure 4.
 - b. Apply the **Facet Sidebar (Left)** text box. Then use the copy and paste commands to match Figure 4.
 - c. Use the font color **Dark Blue, Text 2** to the text added to the text box.
 - d. Remove the existing image and apply a watermark using the *Hiking* image. Your document should look similar to Figure 4.

Figure 4

Consolidated Guide

Check-in/Check-Out

Please check in at the front desk between 3 and 9 p.m. Check-out time is before 11 a.m.

Parking

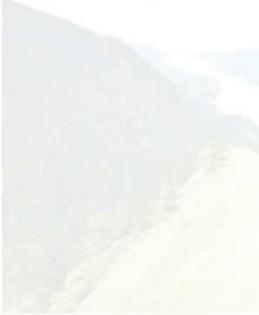
Parking is in designated areas only. Campers, recreational vehicles, and motor homes are not allowed.

Pets

With the exception of guide dogs, pets are not permitted on the conference center grounds.

Telephones

Your guestroom has a private telephone number which you can give callers after you check in. Most cell phones do not work here.



Consolidated Messenger Retreat and Conference Center

Consolidated Messenger provides a breath of fresh air. We are rated the most unique conference center in the country by Conference Digest. The grounds boast a magnificent hillside setting on fifty-five wooded acres overlooking the pristine Candlewood Lake. Our mountainous climate is usually mild, but be prepared for breezy days, cool evenings, and the possibility of rain.

Scenic trails offer opportunities for exercise, contemplation, and communing with nature. The vistas are breathtaking and you may see many different types of wildlife. Consider bringing binoculars, water bottles, hiking shoes, and your camera.

Make yourself at home here. Guestrooms include a private bath, individual heat controls, telephone, high-speed Internet access, coffee maker, and daily linen service.

Dining here is one of the highlights, with our plentiful portions, savory home-style recipes, and friendly service. We also have a wide selection of regional wine and beer.

Please tell us about your experience here by completing a guest survey. Your comments will help us improve the Consolidated Messenger conference and retreat center.

3. **SAVE** the document as **Consolidated Guide** in the lesson folder on your flash drive, and then **CLOSE** the file.

STOP. CLOSE Word.