

# Chapter 3

## Word Watch

- Clip Art
- Objects
- Crop
- Tab
- Wrapping
- Artistic Effects
- WordArt
- SmartArt

# GRAPHICS TOOLS IN OFFICE

## Learning Objectives

After completing this chapter, you should be able to:

- insert clip art and picture;
- resize and move objects;
- rotate and flip objects;
- make image corrections;
- make color adjustments;
- apply artistic effects;
- text Wrap around graphic;
- create a WordArt object;
- Add SmartArt;
- crop a picture;  
and
- add a picture;  
effect;



# Inserting Screenshot

Sometimes you want to print a portion on what is in your screen, or screenshot of what you are working in your computer like the applications you are using. From your pictures collection or from the web, with this new version of Word, taking a screenshot is really a painless experience.

## Insert Screenshot

① Click the Insert tab.

② Click Screenshots.

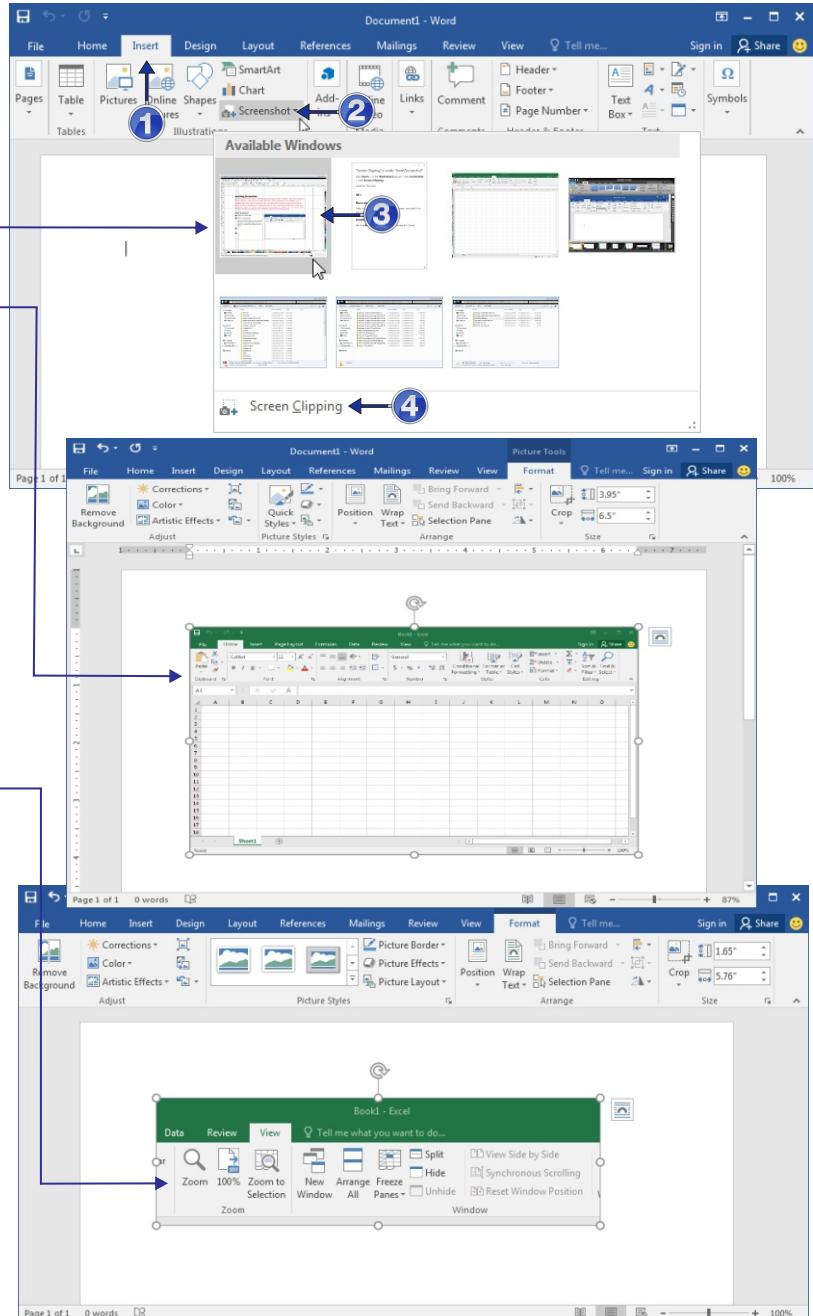
Microsoft Word automatically display a thumbnail of image of every Window you have open at the moment.

③ Click one of the thumbnail and it will be inserted into the current document.

④ If you want a quick snapshot of part of the screen, click **Screen Clipping** button below.

Then highlight or mark a screen portion by holding-down the left mouse button while dragging the mouse- to define the portion of the screen you want to capture.

In the illustration below, portion or part of MS Excel window has been captured and inserted to the current document.



# Inserting a Picture

In this digital age, photos or what we call pictures can easily be produced and managed as well as incorporating it to your Office files. For example, if you have a photo or graphic file that relates to your Excel data, you can insert it into the worksheet. After you insert an image, you can resize, reposition, rotate, and flip it. You can also perform other types of editing on the image, such as cropping, image correction, color correction, and more. Office also includes several tools, called filters, use for applying artistic effects to images you insert in the files.

## Insert a Picture

- 1 Click the area where you want to add a picture. You can move the image to a different location after inserting it into the page.

- 2 Click the Insert tab.

- 3 In the Illustrations group, click Picture.

The Insert Picture dialog box will appear.

- 4 Navigate to the folder or drive containing the image file that you want to use.

To browse for a particular file type, you can click the button beside the filename text box and choose a file format.

- 5 Click the file that you want to add.

- 6 Click Insert tab.

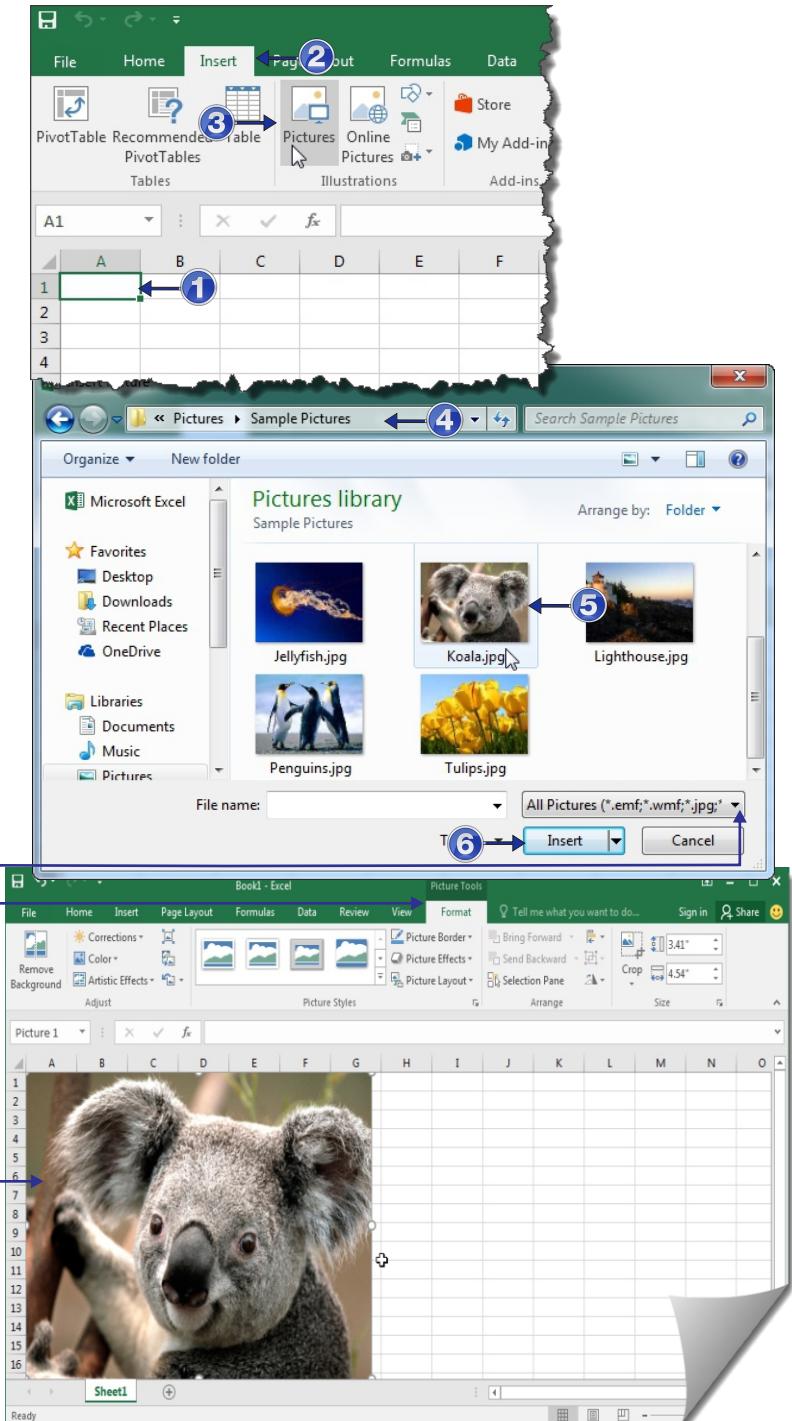
Note: Image files, also called objects, come in a variety of file formats, including GIF, JPEG, and PNG.

The Picture tools appear on the Format tab.

The picture is added to the file.

You may need to resize or reposition the picture to fit the space.

Note: See the “Resize and Move Objects” section to learn more. To remove a picture that you no longer want, you can click the picture and press (**Delete**).



# Resizing and Moving Objects

Images and clip arts, such as SmartArt and WordArt are called *objects*. When you insert an object, such as an image, into an Office file, you may find that you need to make it larger or smaller in order to achieve the desired effect. Fortunately, doing it is so easy. When you select an object in an Office file, handles appear around that object; you can use these handles to make the object larger or smaller.

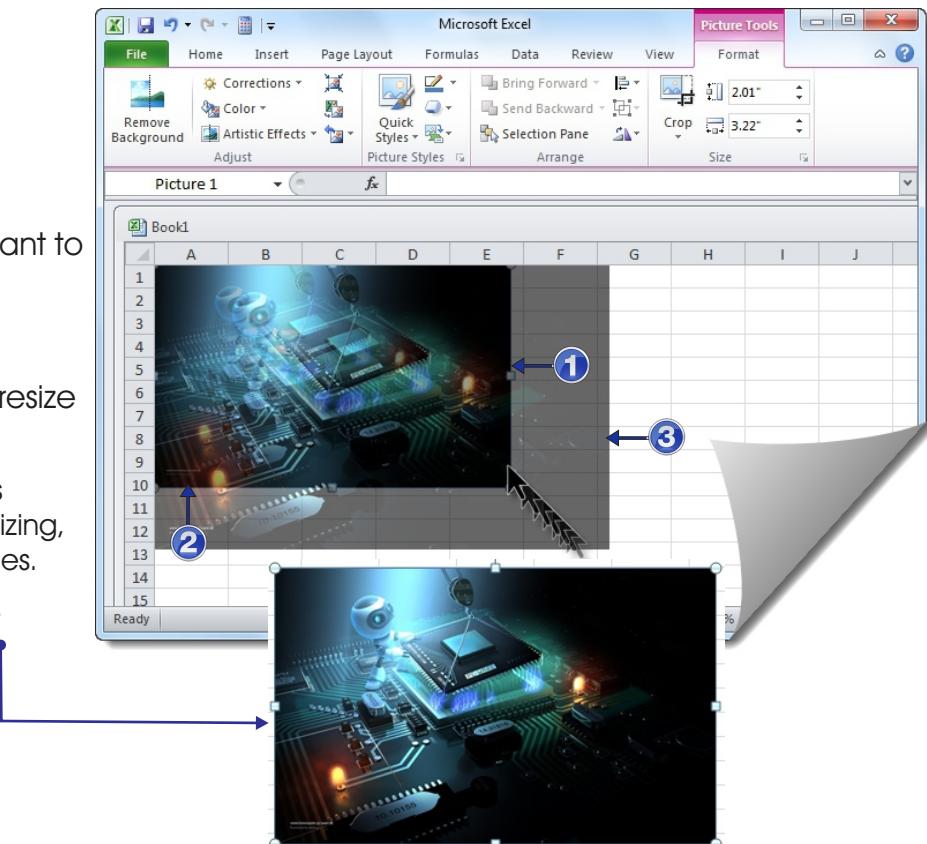
## Resize and Move Objects

### Resize an Object

- 1 Click the object that you want to resize.
- 2 Click a selection handle.
- 3 Drag inward or outward to resize the object.

Note: To maintain an object's height-to-width ratio when resizing, drag one of the corner handles.

When you release the mouse button, the object is resized.

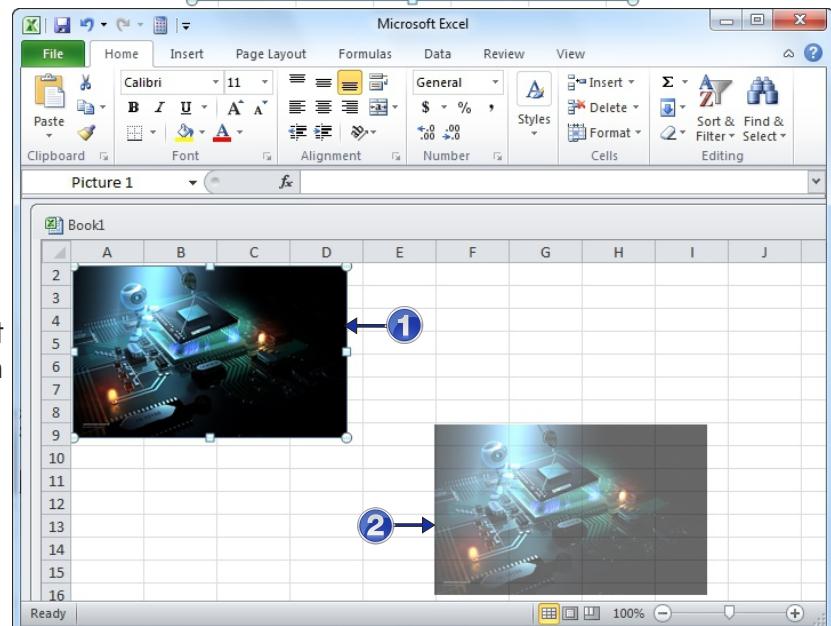


### Move an Object

- 1 Click the object that you want to move.
- 2 Drag the object to a new location on the worksheet.

When you release the mouse button, the object moves to the new location.

Note: You can also move an object by cutting it from its current location and pasting it in the desired spot.



## Rotate and Flip Objects

After you insert an object such as a piece of clip art or a photo from your hard drive into a Word document, an Excel worksheet, a PowerPoint slide, or a Publisher brochure, you may find that the object appears upside down or inverted. To rectify this, you can rotate or flip the object. For example, you want to flip a clip art image to face another direction, or rotate an arrow object to point elsewhere on the page. Alternatively, you want to rotate or flip an object that you place in an Office file to change the appearance of that object.

### Rotate and Flip Objects

#### Rotate an Object

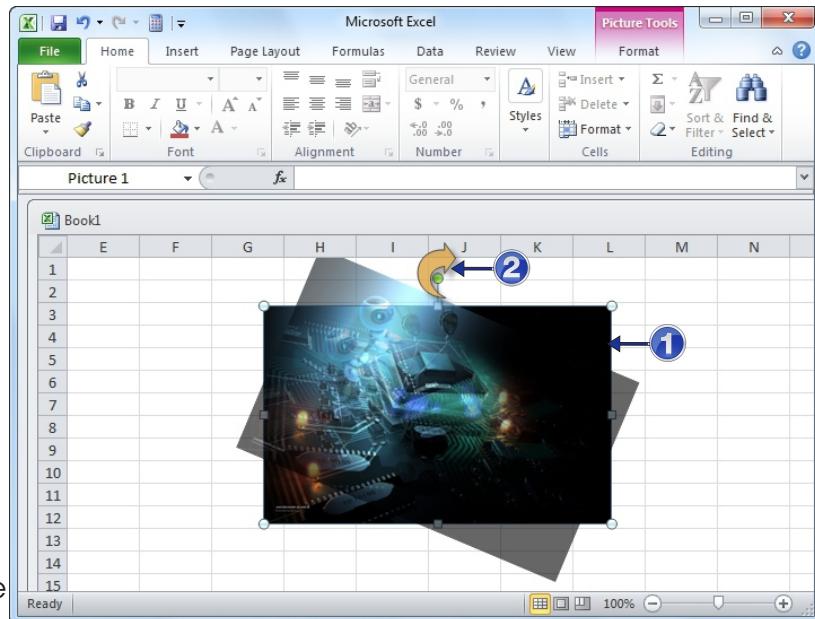
- 1 Click the object that you want to rotate.

A rotation handle appears on the selected object.

- 2 Click and drag the handle to rotate the object.

When you release the mouse, the object rotates.

Note: You can also use the Rotate button (R) on the Format tab on the Ribbon to rotate an object 90 degrees left or right.



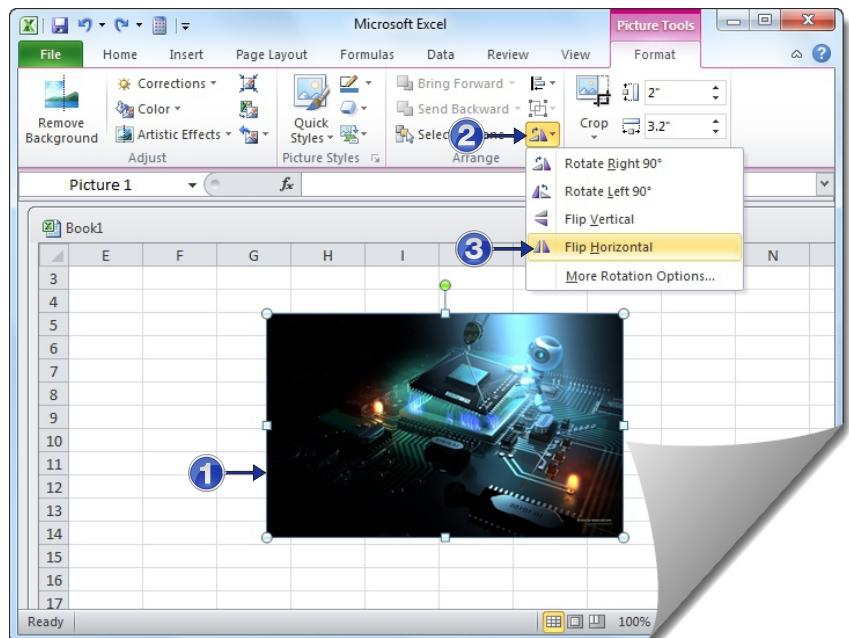
#### Flip an Object

- 1 Click the object that you want to flip. The Format tab opens and displays the Picture tools.

- 2 Click the Rotate button (R) on the Format tab.

- 3 Click Flip Vertical or Flip Horizontal.

The object flips.

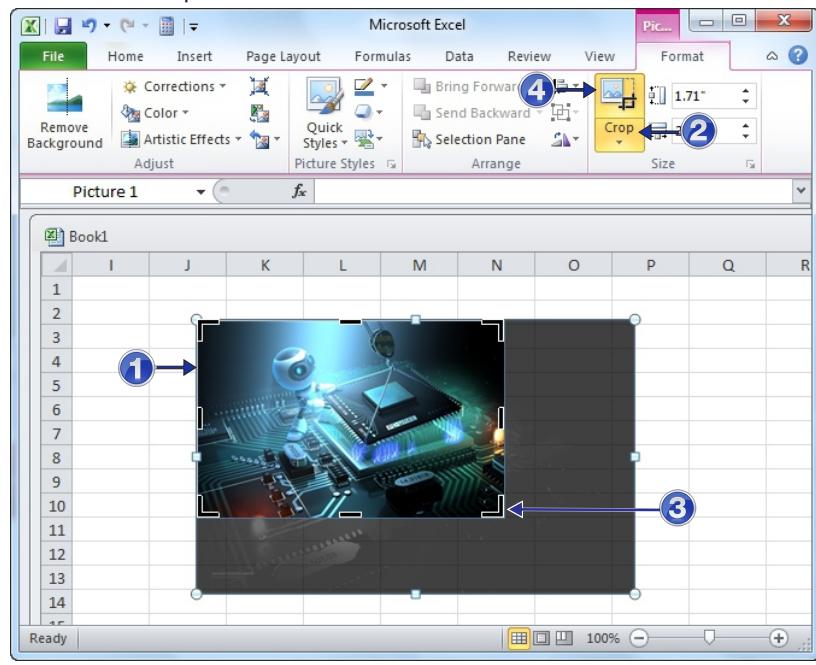


## Cropping a Picture

In addition to resizing an Office object, such as clip art image or a photo you have stored on your computer's hard drive, you can use the Crop tool to crop it. When you crop an object, you will remove and vertical and/or horizontal edges of the object. For example, you want to use the Crop tool to create a better fit, to omit a portion of the image, or to focus the viewer on an important area of the image. The Crop tool is located on the Format tab on the Ribbon, which appears when you click the object you want to crop.

### Crop a Picture

- ① Click the image that you want to edit.  
The Format tab opens and displays the Picture tools.
- ② Click the Crop button.  
Crop handles surround the image.
- ③ Click and drag a crop handle to crop out an area of the image.
- ④ Click again the crop button to complete the operation.



## Add a Picture Effect

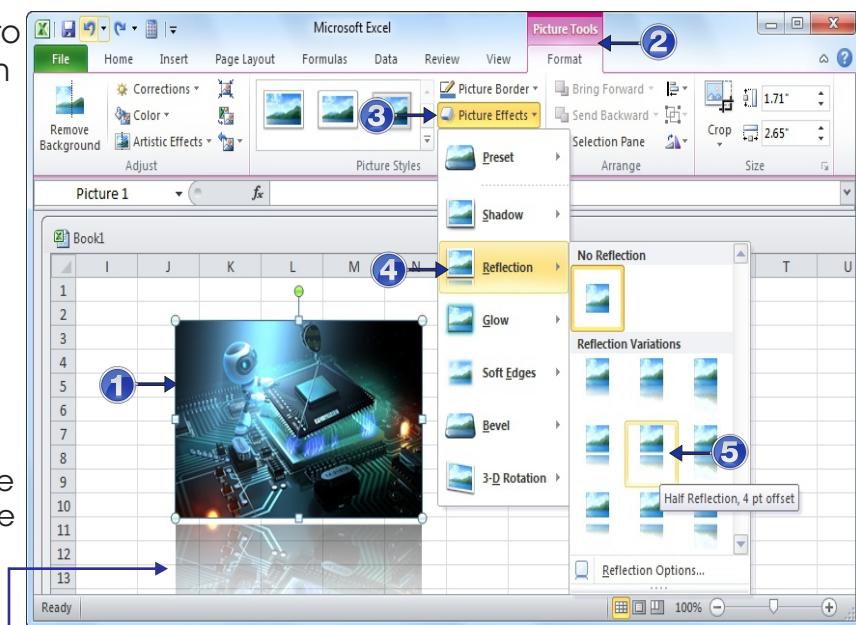
You can use the Picture Effect tool included with many Office programs to assign unique and interesting special effects to your objects. For example, you can apply a shadow effect, create a mirrored reflection, apply a glow effect, soften the object's edges, make a bevel effect, or generate a 3D rotation effect to an object.

### Add a Picture Effect

- ① Click the picture that you want to edit. The Format tab appears on the Ribbon with the Picture tools shown.
- ② Click the Format tab.
- ③ In the Picture Styles group, click the Picture Effects button.
- ④ Click an effect category.
- ⑤ Click an effect style.

As you drag over each effect in the menu, the picture displays what the effect looks like when you apply it.

The new effect is applied to the picture.



## Make Image Corrections

Office offers useful tools such as image corrections. Perhaps the image you have inserted is slightly blurry, or lacks contrast. Fortunately, Office offers tools that enable you to make corrections to clip art and images even after they have been inserted into your file. For example, you can sharpen and soften images, as well as adjust their brightness and contrast. You need to access the image correction tools from the Format tab on the Ribbon.

### Make Image Corrections

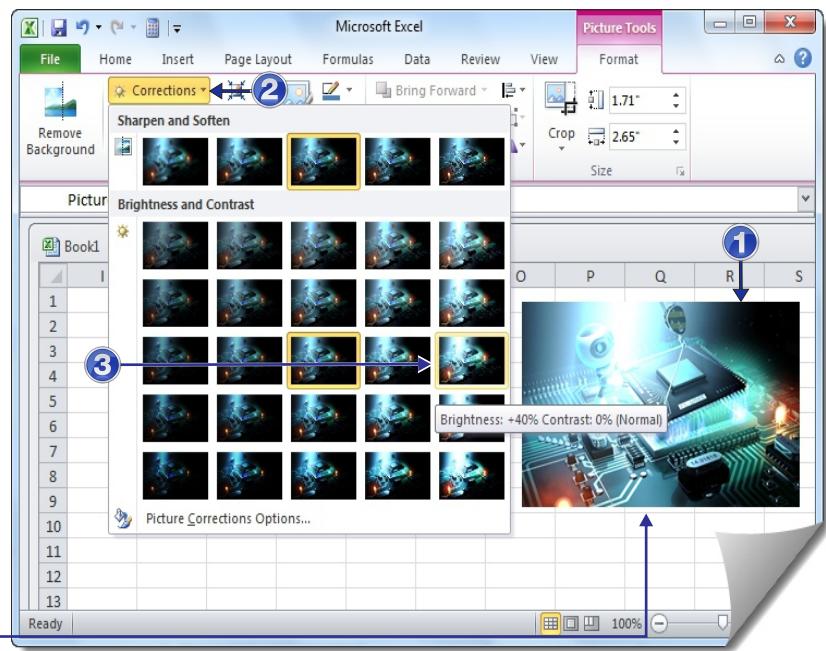
- ① Click the picture that you want to edit. The Format tab appears on the Ribbon with the Picture tools shown.
- ② In the Adjust group, click the Corrections button.

Office highlights the image's current correction settings.

As you drag over each setting in the menu, the picture displays what the setting looks like when you apply it.

- ③ Click a correction setting.

The new setting is applied to the picture.



## Making Color Adjustments

Photoshop's image editing feature is in Office in easy step, you can change and adjust Color Saturation, Color Tone, and Recolor to a picture. The Color Saturation tool enables you to make the color in your image more or less intense; the Color Tone tool enables you to make the colors in your image appear warmer or cooler; and the Recolor tool enables you to apply a color cast to your image. You can also use these tools to apply artistic effects to an image, such as converting the color of an image to black and white.

### Make Color Adjustments

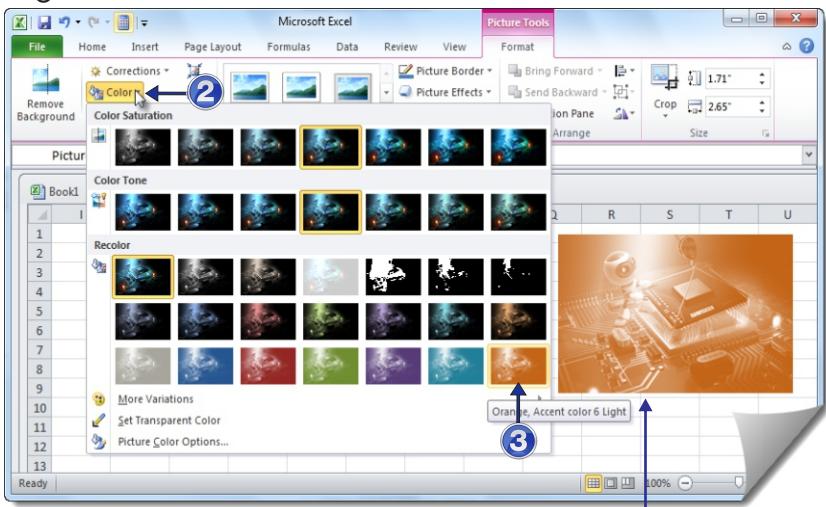
- ① Click the picture that you want to edit. The Format tab appears on the Ribbon with the Picture tools shown.
- ② In the Adjust group, click the Color button.

Office highlights the image's current color settings.

As you drag over each setting in the menu, the picture displays what the setting looks like when you apply it.

- ③ Click a color setting.

The new setting is applied to the picture.



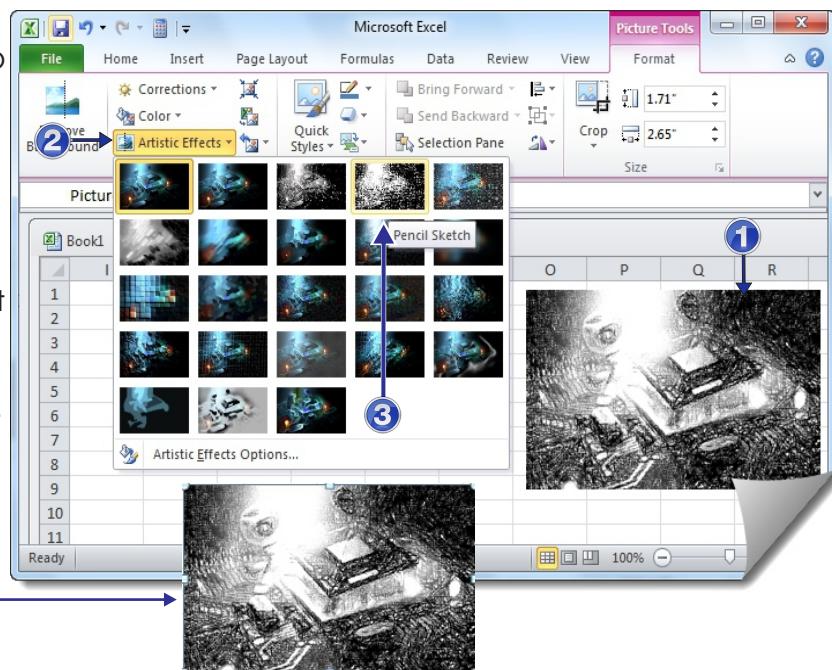
# Applying Artistic Effects

Office includes several tools, called filters, for applying artistic effects to images and clip art. You can apply an artistic effect to an image to make that image appear as though it was rendered in marker, pencil, chalk, or paint. Applying certain other filters creates an effect reminiscent of mosaics, film grain, or glass. You can access these artistic effects from the Format tab on the Ribbon.

## Apply Artistic Effects

- ① Click the picture that you want to edit. The Format tab appears on the Ribbon with the Picture tools shown.
- ② In the Adjust group, click the Artistic Effects button.
- Office highlights the image's current effect.
- As you drag over each effect in the menu, the picture displays what the effect looks like when you apply it.
- ③ Click an artistic effect.

The new effect is applied to the picture.

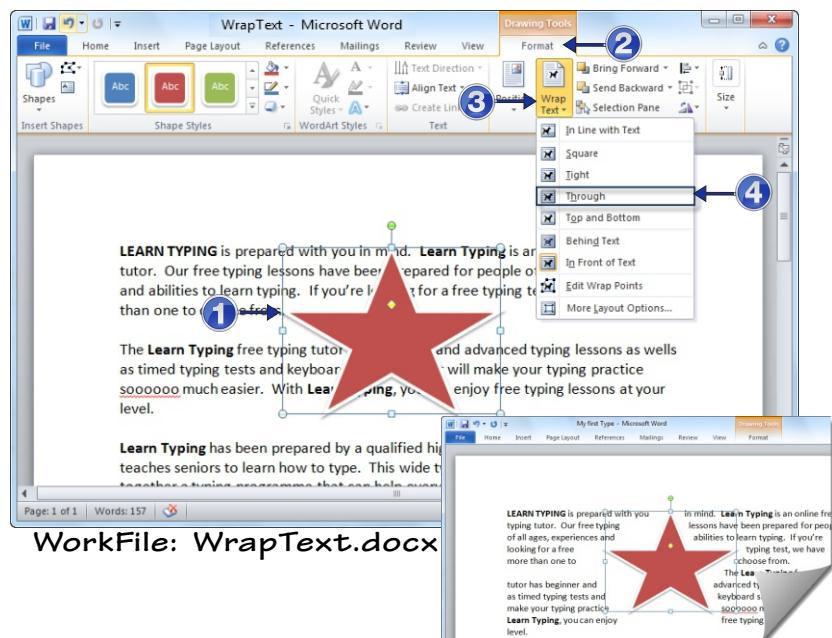


## Text Wrapping Around Graphic

Text wrap is a Word feature that enables you to surround a graphic or picture with text; the text wraps around the graphic. You can control the way that Word wraps text around a graphic image in your document. This becomes very important when you want to place graphics in a document where space is at a premium, such as a two-columned newsletter.

- ① Click a graphic.
- Handles (■, □, or □) will appear around the image.
- ② Click the Format tab.
- ③ Click Wrap Text.
- ④ Click the wrapping style that you want to apply.

Wrap Text Around a Graphic wraps the text around the graphic using the text wrapping option you selected.



# Creating a WordArt Object

WordArt has been the world's most favorite for decades already. This feature turns text into interesting graphic objects to use in your Office files. For example, you can create arched text to appear over a range of data in Excel, or vertical text to appear next to a paragraph in Word. You can create text graphics that bend and twist, or display a subtle shading of color. You can access the various WordArt options from the Insert tab on the Ribbon. After you convert text into a WordArt object, you can resize, move, rotate, and flip that object just as you would any other object in Office.

WorkFile: Fifa World Cup.docx

## Create a WordArt Object

- ① After typing the text you want to convert to a WordArt object, select the text.
- ② Click the Insert tab.
- ③ In the Text group, click WordArt.
- ④ Click a WordArt option.

Office converts the selected text to an object, applies the WordArt option you selected, and opens the Format tab with various Office drawing tools shown.

- ⑤ Click the Format tab.
- ⑥ Click the Text Effects button 
- ⑦ Click Transform.
- ⑧ Click a transform style that you want to apply.

The WordArt object is transformed.

You can resize or move the image.

You can click the Quick Styles button to change the text style.

You can click these buttons to change the text outline color  and text fill color 



## Adding SmartArt

The SmartArt feature creates all kinds of diagrams to illustrate concepts and processes in your Office files. For example, you will insert a diagram in a document to show the organizational chart of your school or hierarchy of your family. Office includes several predefined diagram to choose from, including list, process, cycle, hierarchy, relationship, matrix, pyramid, and picture. In addition, you can choose from several diagram styles within each type. For example, if you choose to create a hierarchy diagram, you can choose from several styles of hierarchy diagrams.

### Add SmartArt

- 1 Click in your file where you want to insert the diagram.
- 2 Click the Insert tab.
- 3 Click the SmartArt button.

The Choose a SmartArt Graphic dialog box appears.

- 4 Click a category.
- 5 Click a chart style.
- 6 Click OK.

The diagram and placeholder text boxes will appear, along with the Text pane.

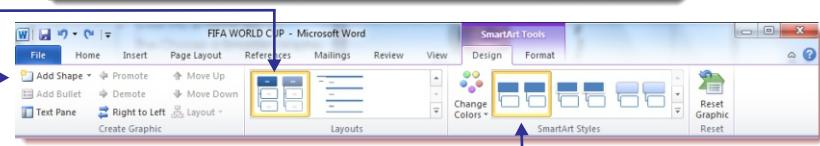
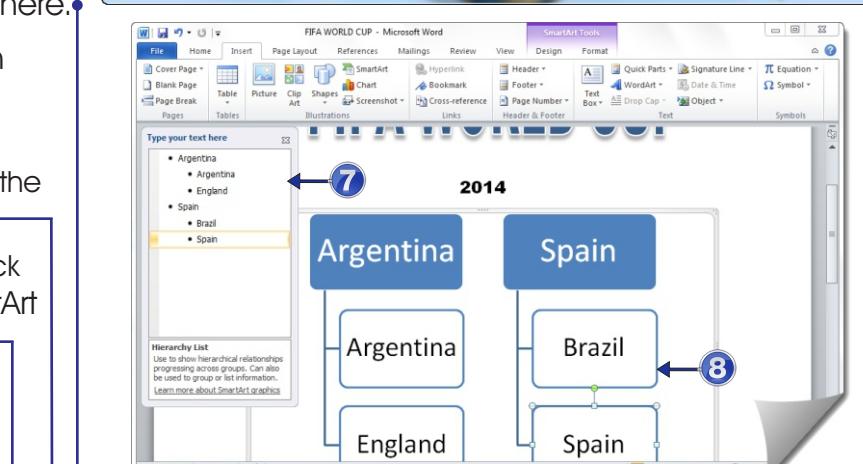
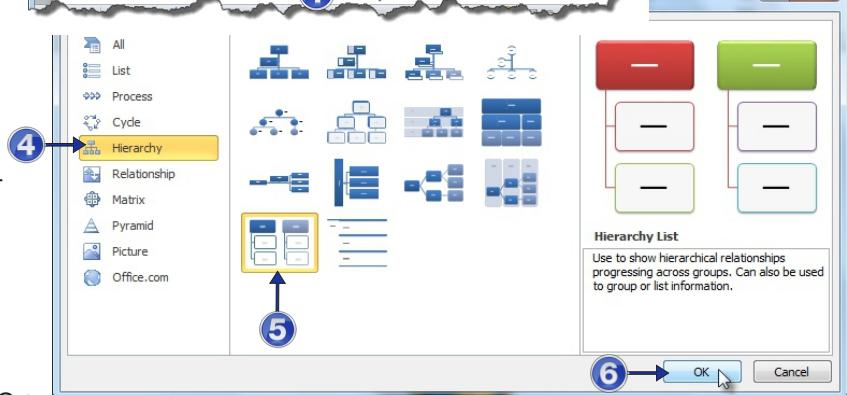
- 7 Click in a text box and type the text for the item.

You can change the layout here.

- 8 Continue typing text in each diagram text box.

To add another text box and element to the diagram, click the **Add Shape** button.

To change the shape style, click another shape from the SmartArt Styles group.



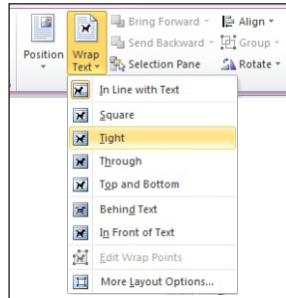
## Chapter 3 Graphics Tools in Office

Directions:

1. Launch Word and open the **Animals Demand** activity document file.
2. Insert appropriate Clip Arts in each topic. Use the Wrap Text feature to wrap text around the clip art. Below are the steps on how to wrap text around Clip Art.
3. Save the activity document with a new filename as **Animals Demand Granted**.

Wrap text around Clip Art:

1. Click the Clip Art picture.
2. Click the Picture Tools, in the Arrange Group, click Wrap Text and choose Tight.



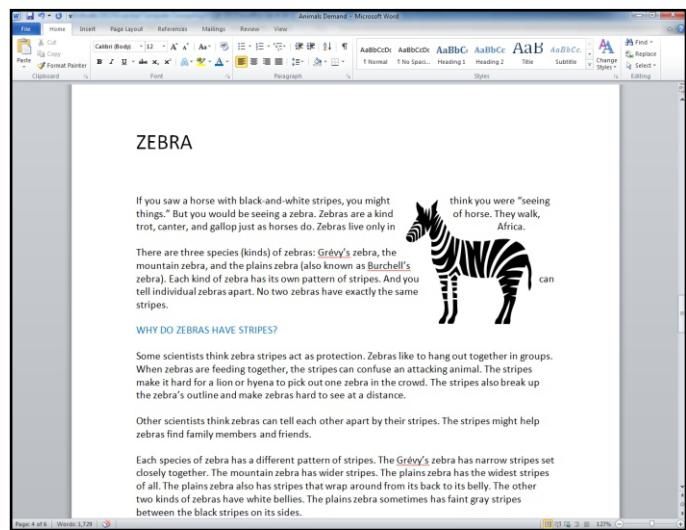
## Chapter 3 Graphics Tools in Office

Directions:

1. Launch Excel and open the **Animal Class** activity workbook file.
2. Insert Clip Arts in each class of animals. Resize the clip art if necessary to fit into each row.
3. Save the activity workbook with a new filename as **Classified Animals**.

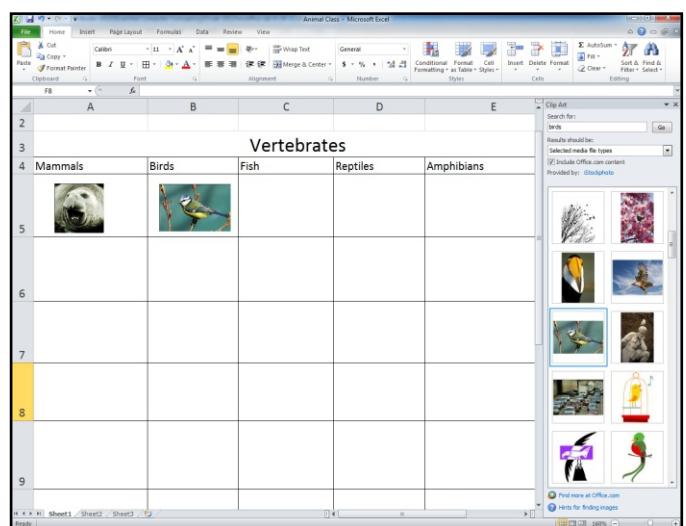
## Exercise 28 Animals Demand

### Preview



## Exercise 29 Animal Class

### Preview:



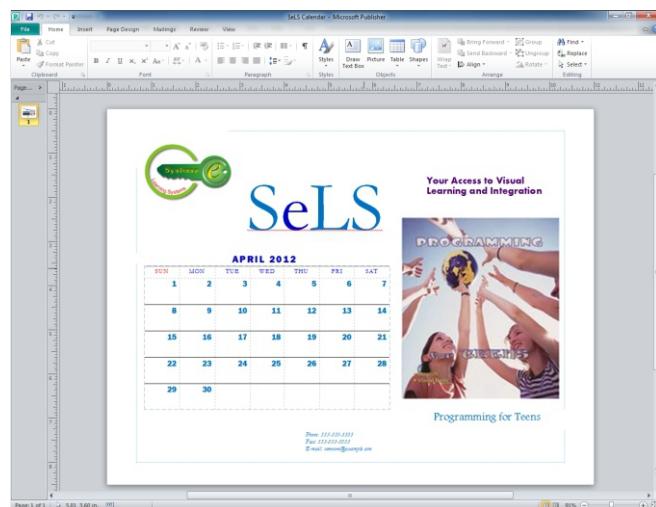
## Chapter 3 Graphics Tools in Office

Directions:

1. Launch Publisher and open the **SeLS Calendar** activity publication file.
2. Create a 12-month calendar. Insert pictures of SeLS books covers distributed every month from the work files.
3. Save the activity publication with a new filename as **SeLS Updated Calendar**.

## Exercise 30 Calendar Making

Preview:



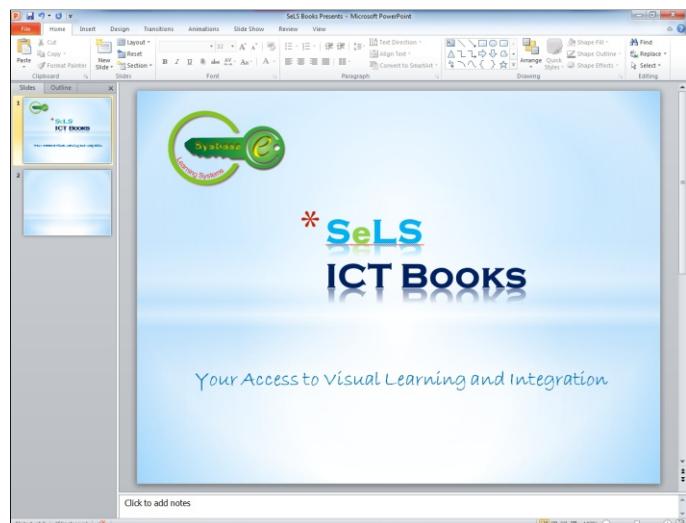
## Chapter 3 Graphics Tools in Office

Directions:

1. Launch PowerPoint and open the **Books Presentation** activity presentation file.
2. Create a five (5) pages presentation. Insert pictures of the Sysbase eLearning Systems Books. Use the pictures from the work files provided. Give at least a short description in each book.
3. Save the activity workbook with a new filename as **SeLS Books Presented**.

## Exercise 31 Presenting SeLS Books

Preview:



## Chapter 3 Graphics Tools in Office

### Exercise 32 Show Me How

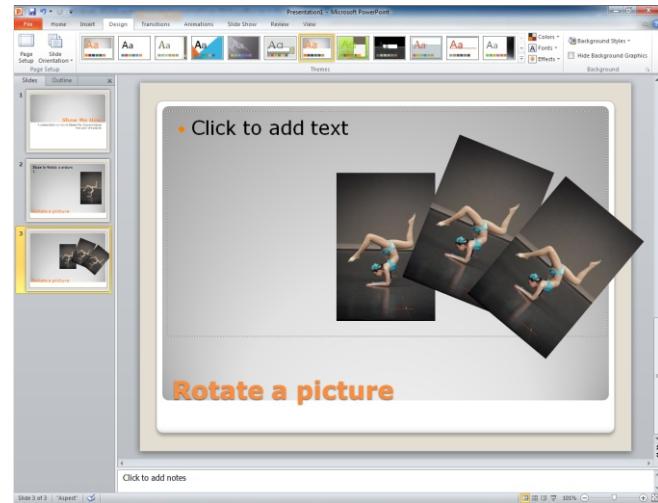
#### Preview:

Directions:

1. Launch PowerPoint and create a new presentation that demonstrates how to rotate, crop and adjust the color of a picture or Clip Art in Office applications.
2. Show first the original picture, then show the cropped, rotated and adjusted color of the picture.

You can choose any picture from the work files.

3. Save the activity presentation with a new filename as **Picture Manipulation**.



## Chapter 3 Graphics Tools in Office

### Exercise 33 Picture Perfect

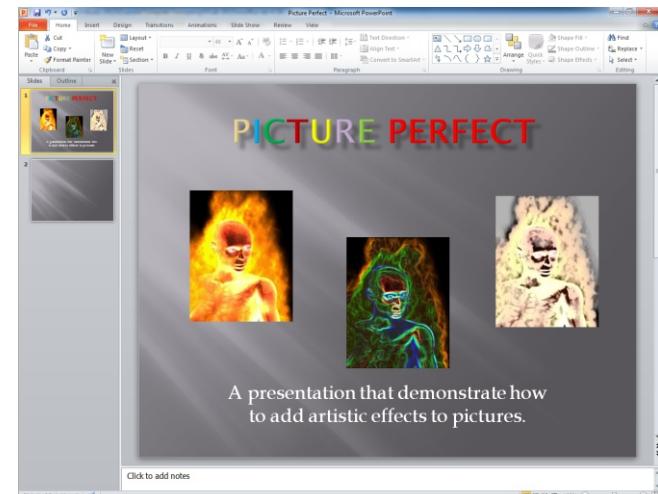
#### Preview:

Directions:

1. Launch PowerPoint and create a new presentation that demonstrates how to add picture effects and apply artistic effects to a picture or Clip Art in Office applications.
2. Show first the original pictures, then show the pictures after the effects have been applied. Be sure to make a good presentation.

You can choose any picture from the work files.

3. Save the activity presentation with a new filename as **Picture Effects**.



## Chapter 3 Graphics Tools in Office

### Exercise 34 Show Me How

Directions:

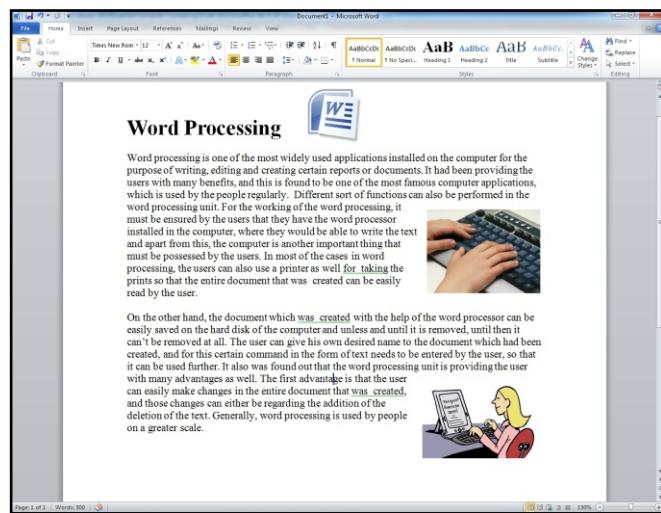
1. Launch Word and open the **All About Word Processing** activity document file that you have saved.
2. To make your document attractive, you need to add pictures. Insert the following pictures below:

word processing 1.jpg  
word processing 2.jpg  
word processing 3.jpg

Apply Text Wrap feature in each picture to make the text wrap around it. Resize the pictures if necessary.

3. Save the activity document with a new filename as **Word Processing**.

#### Preview:



## Chapter 3 Graphics Tools in Office

### Exercise 35 Picture Perfect

Directions:

1. Launch Word and open the **Earth Savers Commandments** activity document file.
2. Arrange and insert pictures to the current document. Use the Text Wrap feature to wrap text around the pictures. Below are the pictures to be inserted from the given work files:  
commandment 1.jpg  
commandment 2.jpg  
commandment 3.jpg  
commandment 4.jpg

Resize the pictures if necessary.

3. Save the activity document with a new filename as **Earth's Commandments**.

#### Preview:



## Chapter 3 Graphics Tools in Office

Directions:

1. Launch Word and open the **Animals Demand Granted** activity document file.
2. Format the titles and subtitles using the WordArt feature.

Apply text wrap feature in each word art to make text wrap around it.

3. Save the activity document with a new filename as **Titled Animals Demand**.

## Exercise 36 Animals & Word Art

Preview:



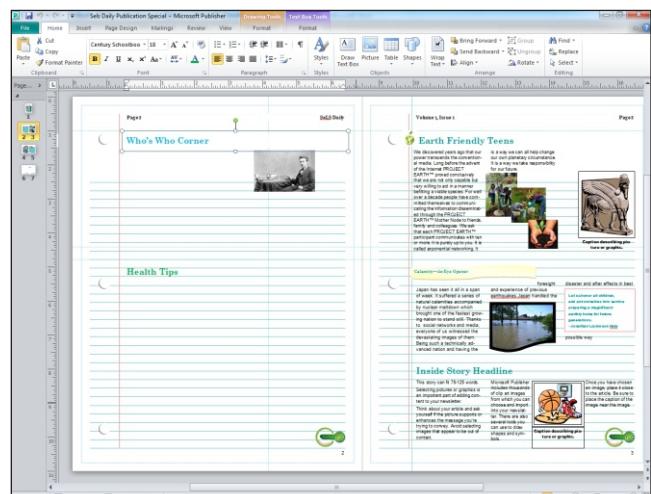
## Chapter 3 Graphics Tools in Office

Directions:

1. Launch Publisher and open the **SeLS Publication Special Edition** activity publication file. If this publication is not on your folder, you need to do this from the previous activity.
2. Format the titles and subtitles using the WordArt feature.
3. Save the activity publication with a new filename as **Articles and Word Art**.

## Exercise 37 Published Word Art

Preview:



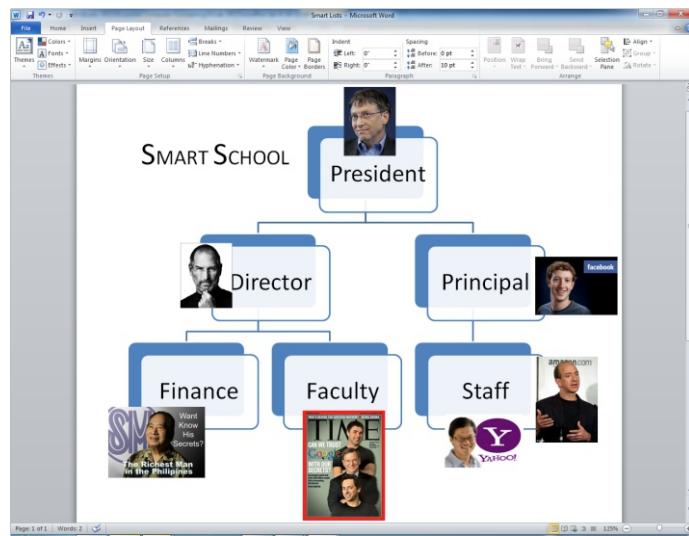
## Chapter 3 Graphics Tools in Office

Directions:

1. Launch Word and create a new diagram that shows your School's Organizational Chart.
2. Use the SmartArt feature to do the tasks. Insert pictures to make your diagram or chart more appealing.
3. Save the activity document with a new filename as **School's Organizational Chart**.

## Exercise 38 Smartest School

Sample Preview:



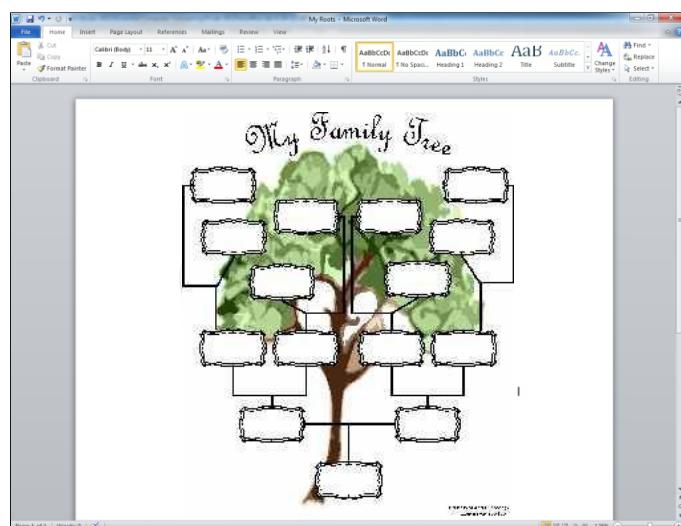
## Chapter 3 Graphics Tools in Office

Directions:

1. Launch Word and create a new diagram that shows your family's genealogy chart or family tree.
2. Use the SmartArt feature and insert pictures to make your diagram or chart attractive.
3. Save the activity document with a new filename as **My Roots**.

## Exercise 39 Traces of Me

Sample Preview:



## Chapter 3 Graphics Tools in Office

Directions:

1. Launch Publisher and open the **Calendar** publication file.
2. Create a 12 month-calendar for the Philippine Tourism featuring the tourist destinations around the country. Erase the existing pictures in the current calendar publication.
3. Insert pictures from the work files and distribute it to each month. Give a short description of the picture you have inserted in each month. Search from the Internet or any reading resources for your descriptions of the pictures.
4. Use the WordArt feature and apply it to each title month. Furthermore, make the pictures wrap around the text.
5. Save the activity document with a new filename as **Tourist's Calendar Guide**.

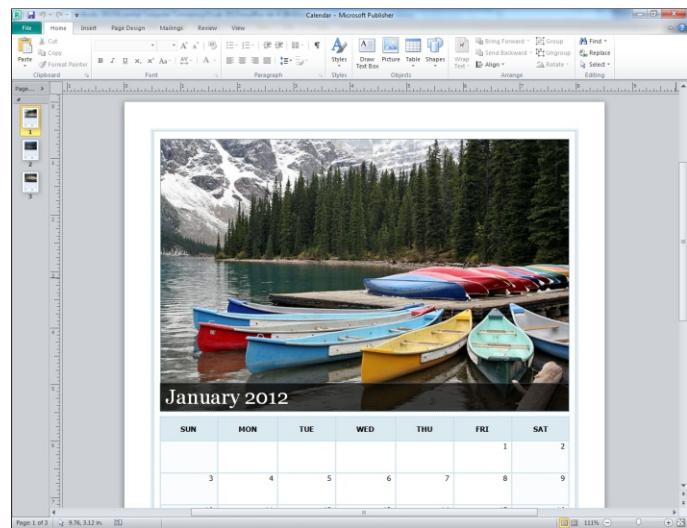
## Chapter 3 Graphics Tools in Office

Directions:

1. Launch Publisher and create a new newsletter that features at least 6 of the tourist destinations of the Philippines. To make your work faster, use a template or pre-designed publication.
2. Apply WordArt, Wrap Text, Picture effects features to make your newsletter more appealing to the readers.
3. Search from the Internet or any source for the articles and descriptions in each tourist's site.
4. Save the activity document with a new filename as **It's More Fun Here!**.

## Exercise 40 Tourist View

### Sample Preview



## Exercise 41 It's More Fun Here

### Sample Preview:

