

# WORD PROCESSING

Using MS Word

## VISUAL EFFECTS

WP LESSON THREE

Acknowledgements  
John Sandercock and  
Software Publications Pty Ltd  
for use of files

# Word Processing using MS Word

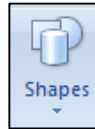
## Visual Effects

*Using features that add a visual quality to the document*

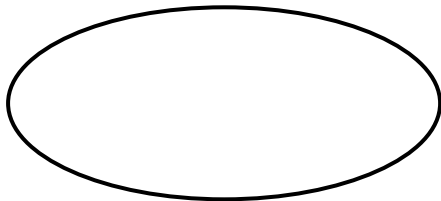
### Exercise 1

*This exercise looks at the use of the Oval, Rectangle and Arrow tools*

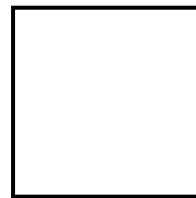
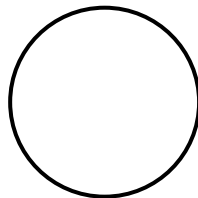
Start a new document.



1. Go to [Insert] Shapes .
2. Click onto the oval shape on the toolbar, click and drag on the screen and create the shape below then repeat the above, but with the rectangle shape.



3. Now, click on the same tools one at a time but hold down the Shift key before clicking and dragging across the screen. Release the mouse button first and then the Shift key.

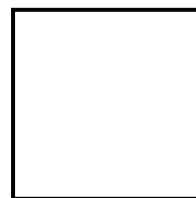
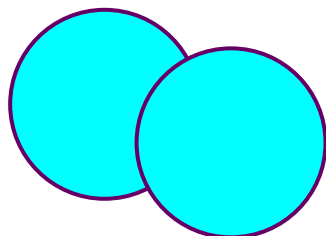


4. The Shift key creates the perfect circle and the perfect square.
5. Click on the circle and handles will appear. This means it is selected. Click on the Shape Fill button on the Format ribbon

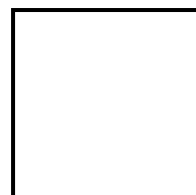
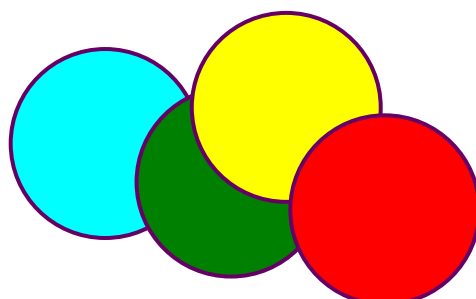


and select Pale Blue.

6. Click on the Shape Outline button
7. With the circle still selected, hold down the Ctrl and Shift keys together and drag the circle slightly down and to the right. The circle has been duplicated.

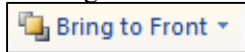


8. Repeat the action until there are two more circles. Click on the three new circles one at a time and fill them with different colours - eg, green, yellow and red – using the Shape Fill button.

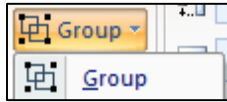


9. Rearrange the order of the circles through the order buttons on the Format ribbon. Select the circle

on the left, click Bring to Front

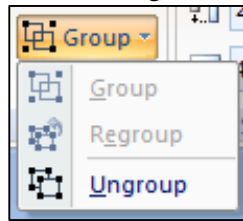


10. Select all four circles by clicking on the first one, then shift clicking on the others.



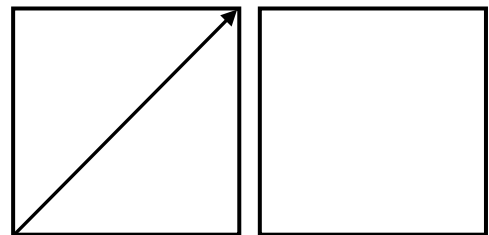
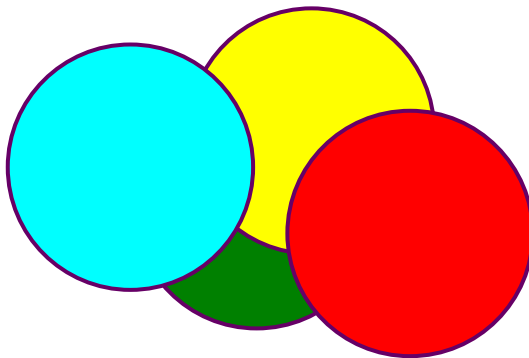
11. Click on [Format] Group, Group

12. Now all the circles can be moved together as one object - try moving them. They can be

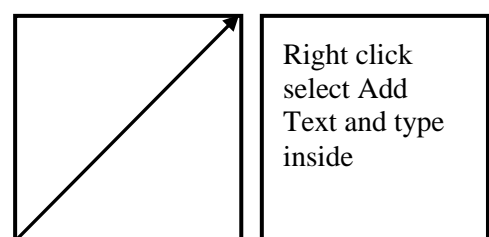
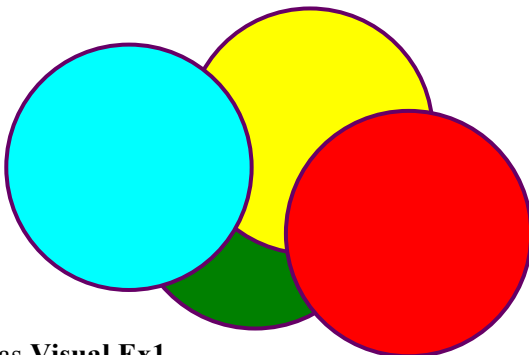


ungrouped if necessary

13. Make a duplicate of the square. In the first square place an arrow diagonally. Use the Shift key; this will keep the line perfectly straight.



14. Click on the second square to produce the handles. Anywhere inside the square, right click the mouse and select Add Text. Now type the text inside as shown.

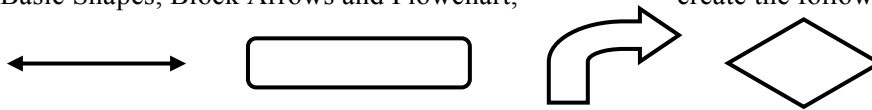


15. Save as **Visual Ex1**

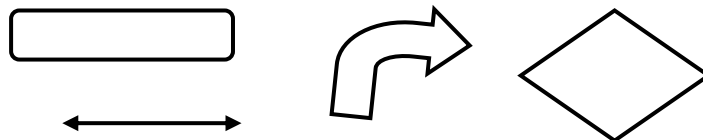
## Exercise 2

*This exercise looks at the use of other shapes available in AutoShapes*

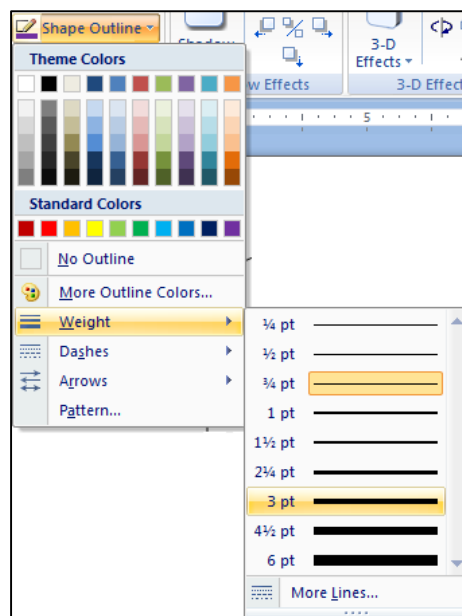
1. Click on [Insert] Shapes and spend time looking through the different categories. From Lines, Basic Shapes, Block Arrows and Flowchart, create the following:



2. Shapes can be moved and resized. When the mouse appears as a four-pointed cross, click on the object and drag to a new position. To change its size, select the object, hold down the Shift key (if you wish to maintain its proportions) and move the mouse onto a corner handle. When a double-headed arrow appears, click and drag either outwards to enlarge or inwards to reduce. (Dragging on a handle along a side will alter the object's width or height and relative proportions will be lost.) Now change the position of the arrow and the size of the diamond shape.



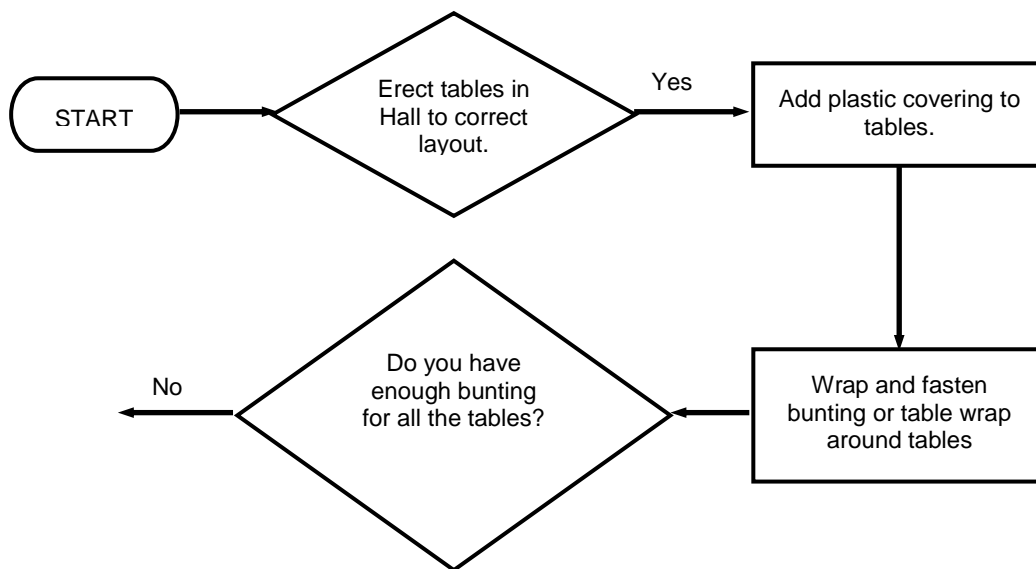
3. AutoShapes can be manipulated to some extent. Click on the Bent Arrow then click on the yellow diamond and move the mouse down a little to make the stem of the Bent Arrow narrower.
4. AutoShapes can be rotated. With the mouse over the green dot, the rotation circle appears. Click and move the mouse a little to the right.
5. Add text to the diamond shape reducing the font to 9pts or similar.
6. Select the double-headed arrow. From the [Format] Shape Outline button on the Drawing toolbar, select a thick line of 3pts.



7. Save as **Visual Ex2**.

### Exercise 3

1. In a new document, create the following flowchart. Use arrows and only the shapes from the Flowchart category of AutoShapes. Reduce the size of the text to fit.

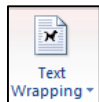


2. Add the words 'Yes' and 'No' by using text boxes. Click on [Insert] Text Box and select Draw Text Box. Type in the text, select it and reduce the font size. Click with the right mouse button on the edge of the text box, select Format Text Box and then choose No Color for the line.
3. Group all the objects when you have completed the chart.
4. Save as **Visual Ex3**.

### Exercise 4

*This exercise shows how to insert an image using **Clip Art***

1. Open the document called Barrier Reef
2. Choose [Insert] Pictures. The “Search your document library Pane” will now appear, find the picture Cartoon-Cat.gif. When it appears it may be the wrong size, grab a corner and re-size it to fit the space you want.
3. With the picture selected, the Format ribbon should appear. If for some reason it does not, click on [Format].
4. With the picture selected on the top right hand corner is a little icon called Layout Options, look in




the Text Wrapping list and select Square. The text will now wrap around the picture.

5. Grab your picture with your mouse and move the picture to the right side of the page level with the right margin and in line with the third and fourth paragraphs.
6. Resize the picture so that the top of the picture is level with the first line of the third paragraph and the bottom lines up with the end of the fourth paragraph.
7. Save as **Visual Ex4**.

## Exercise 5

*This exercise takes a look at **WordArt**, a text enhancement tool*

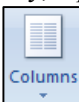

1. With the same document on the screen, take the cursor to the top (Ctrl Home)
2. Click on the [Insert] WordArt button  a box will appear in your document saying YOUR TEXT HERE. Type in “Cat Show Today” in this banner.
3. You also have a new ribbon appear – the Drawing [Format] ribbon.
4. Select your Banner and from the formatting ribbon, search to find transform, and WRAP your text



5. Centre the heading. To do this select the banner and grab and shift it manually to where you want it.
6. Save as **Visual Ex5**.

## Exercise 6

*This exercise looks at **Column** format*

1. Open the file called *The Mother Country*.
2. Select five paragraphs from the word 'Originally,' up to 'Inflation meantime.'
3. Click on the [Page Layout] Columns button  and select Two (columns).
4. To insert a line between the columns, place the cursor anywhere in the two columns, choose [Insert] Columns, More Columns and tick the box for Line between.
5. Click on  button for Show/Hide. You will see .....Section Break (Continuous)..... The format change from one column to two columns and vice versa requires Word to insert Section Breaks.
- 6.
7. Save as **Visual Ex6**.

## Exercise 7

*Now we will **Copy & Paste** a Picture from the Internet*

1. Using the same document, click the minimize button to send it to the Taskbar.
2. Log onto the Internet and use a Search engine such as Google to locate an Image suited to the content of the document eg, the Union Jack, any British icon, a ship, a plane etc. Follow any links until you have the full image on the screen.
3. Right click the image and choose Copy Image.
4. From the Taskbar click on **Visual Ex7** to bring up the document.
5. Use Ctrl End to go to the end of the document and press Enter four times. Right click the mouse and choose Paste.
6. Use any techniques necessary to resize the picture and place it in the centre.
7. Save as **Visual Ex8** and close. Also close the Internet.

## Exercise 8

*This exercise shows how to **Insert a File** into an existing document*

1. In a new document, type the following text then press Enter four times.


John Masters  
45 Smith Street  
Penrith NSW 2750

Dear John

As requested, we are enclosing information on caring for your carpet which you should find helpful. Should you wish to purchase cleaning products, we would recommend Joe's Carpet Care.

Yours sincerely

Fred Dennison  
Manager

2. Insert a page break so that the document we are about to insert is on a new page.
3. With the cursor at the top of the new page in the document, choose [Insert] Object,  then select: Text from File. (Make sure you click on the drop arrow, beside the object icon)
4. Locate the file called **Caring for your Carpet** and press Insert. The text belonging to this file will now be appended to your document.



## My Notes

A series of horizontal dotted lines for writing notes.