Insert and format graphic elements
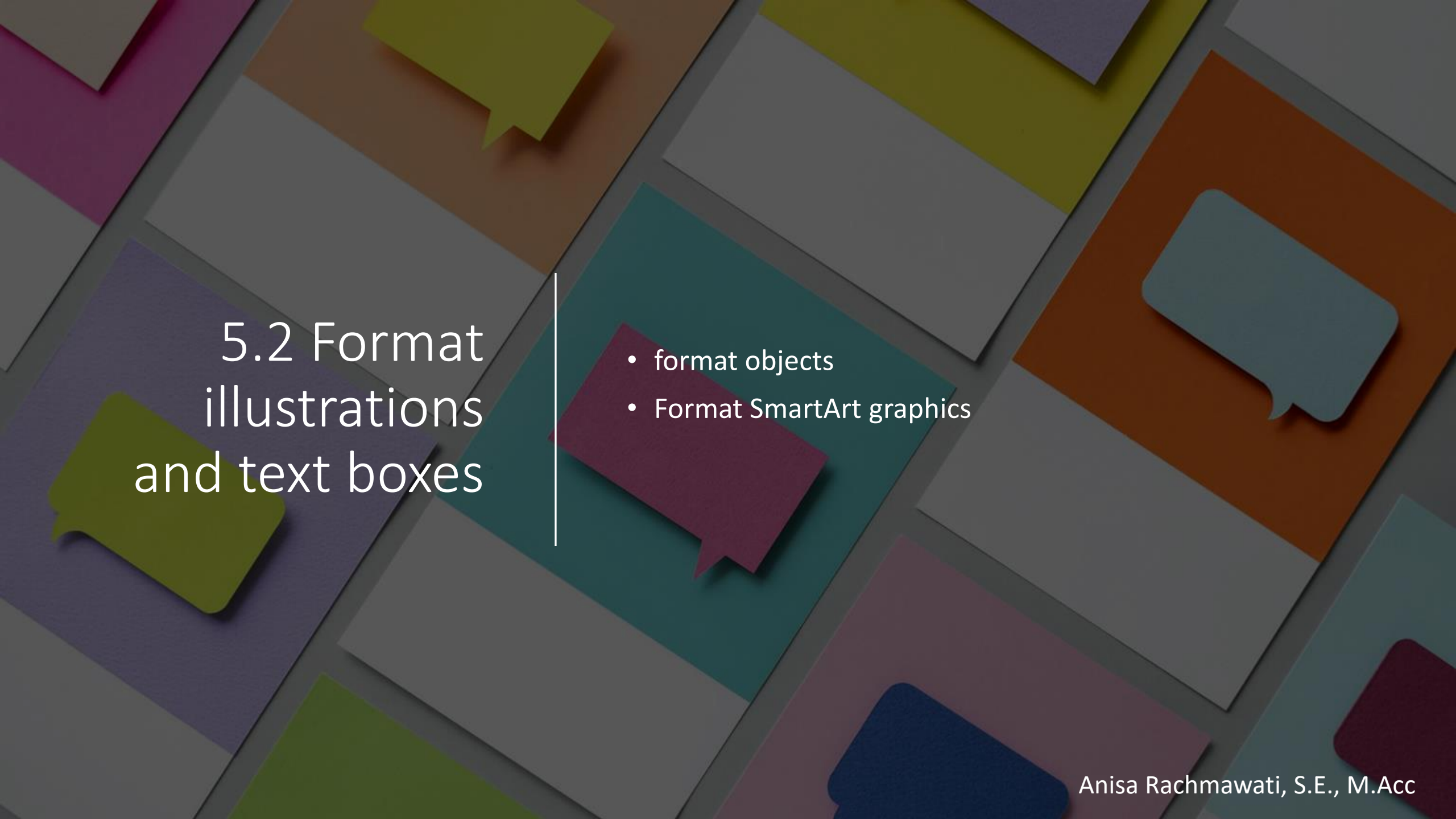
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Objective 5

5.1 Insert illustrations and text boxes

5.2 Format illustrations and text boxes

5.3 Add text to graphic elements

5.4 Modify graphic elements

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5.1 Insert illustrations and text boxes

- Insert and modify shapes
- Insert pictures
- Insert SmartArt graphics
- Insert screenshots and screen clippings
- Insert text boxes

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5.2 Format illustrations and text boxes

- format objects
- Format SmartArt graphics

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5.3 Add text to graphic elements

- Insert text in text boxes and shapes
- Modify SmartArt graphic content

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5.4 Modify graphic elements

Control the placement of objects within text.

Objects on the page can be anchored to a paragraph, be positioned in a specific location on the page, or float independently. The location, position, and text wrapping options determine how the object interacts with text around it. The Arrange group on the Format tool tab for the selected object contains commands for specifying the relationship of the object to the page and to other elements on the page.

By default, Word inserts shapes in front of the surrounding text, and other graphic objects in line with the surrounding text. You can change the position of the object on the page and the way text wraps around it.

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Manage document collaboration

Pokok bahasan

Objective 6.1: Add and manage comments

Objective 6.2: Manage change tracking