

Insert and format graphic elements

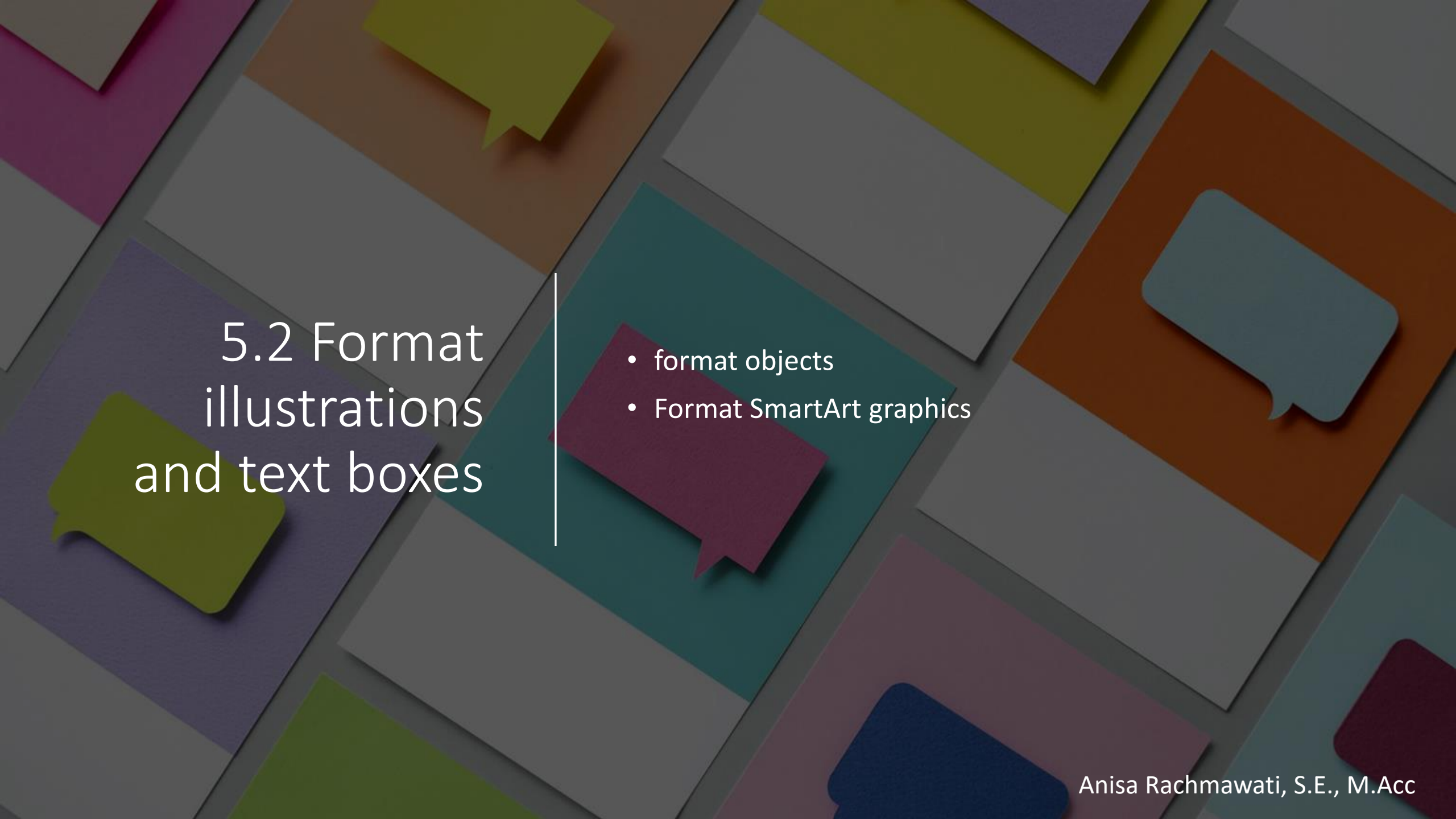


Objective 5

- 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

5.1 Insert illustrations and text boxes

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

The background of the slide is an abstract composition of overlapping, semi-transparent rectangles in various colors including shades of purple, blue, green, and orange. Scattered across this background are several speech bubble shapes, some pointing towards the text and others away from it, adding a dynamic, conversational feel to the design.

5.2 Format illustrations and text boxes

- format objects
- Format SmartArt graphics

5.3 Add text to graphic elements

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

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.

A photograph of a collaborative workspace. Several people's hands are visible, interacting with documents and sticky notes on a wooden table. The documents contain various content, including a circular diagram with numbered segments (01, 02, 03), a color calibration chart, and text-heavy pages. Numerous colorful sticky notes (pink, yellow, green) are placed across the documents. In the background, there is a white mug, a desk lamp, and other office supplies. The overall atmosphere is one of active teamwork and creative problem-solving.

Manage document
collaboration

Pokok bahasan

Objective 6.1: Add and manage comments

Objective 6.2: Manage change tracking