

Insert and format graphic elements

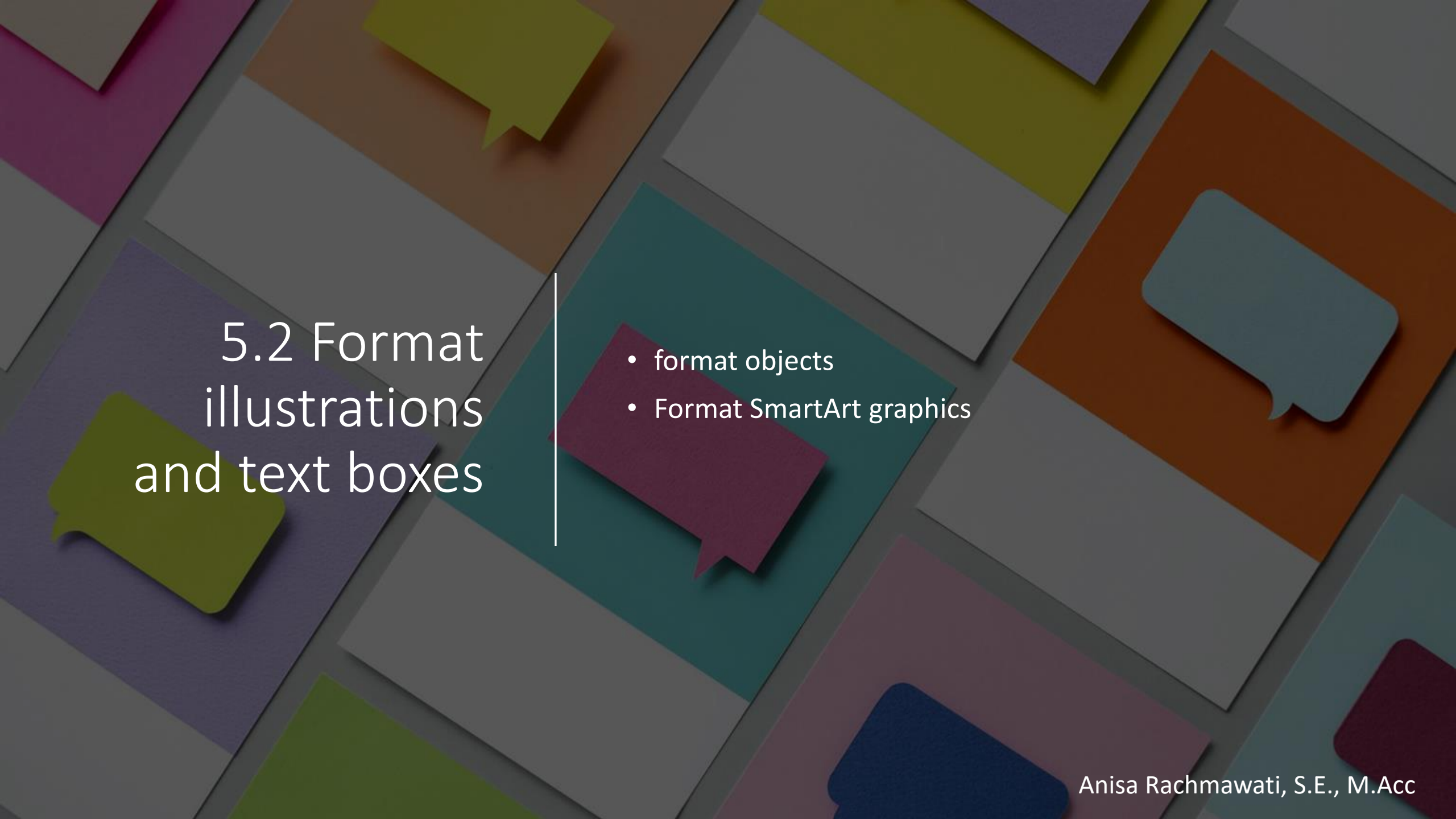
The background of the slide features a collage of overlapping squares in various colors including pink, orange, yellow, purple, teal, and green. Each colored square contains a smaller, semi-transparent speech bubble of a different color, creating a layered, geometric pattern.

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

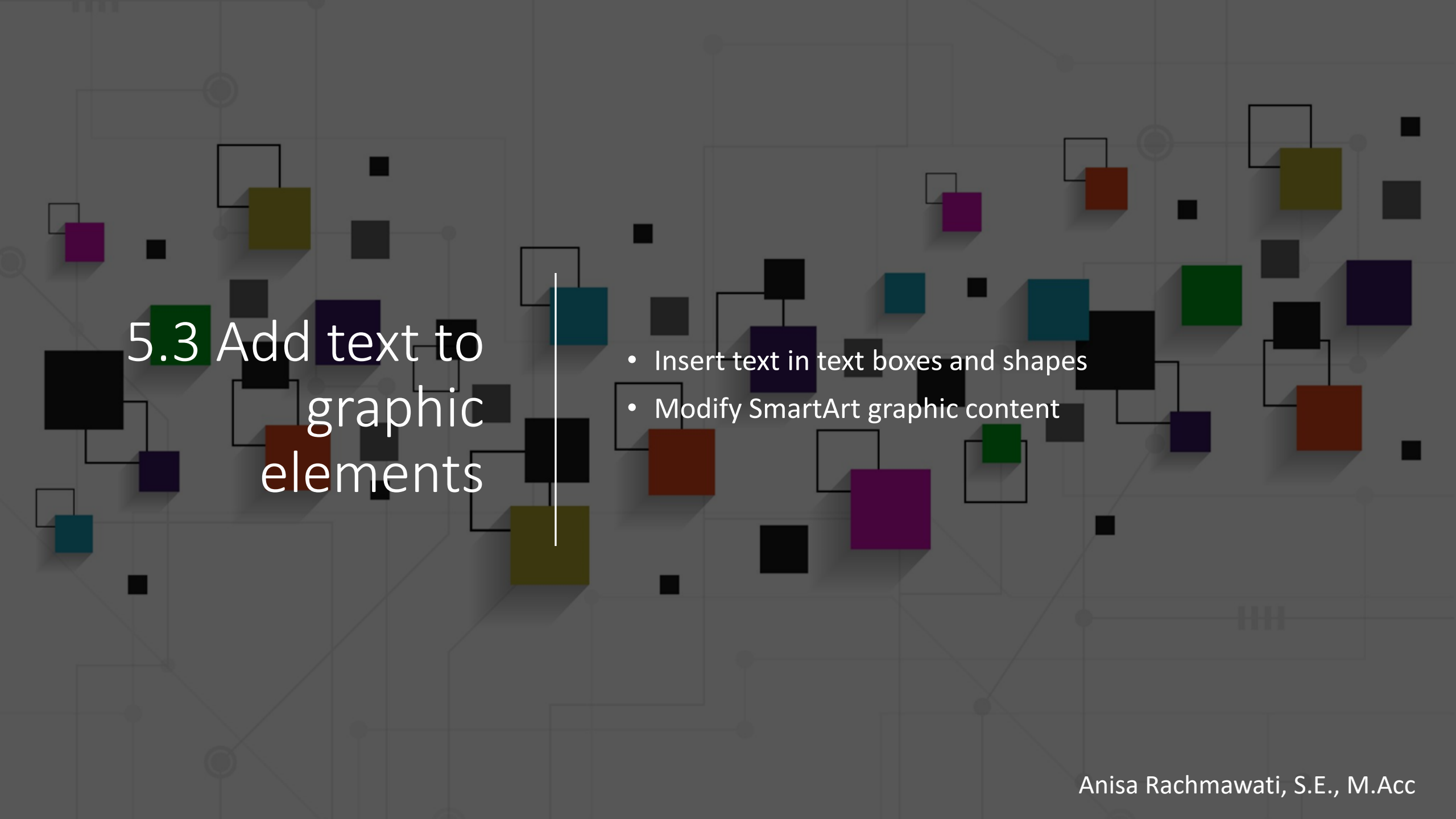
5.1 Insert illustrations and text boxes

- 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 bubbles of different colors and sizes, some pointing towards the text. A thin white vertical line is positioned to the right of the main title.

5.2 Format illustrations and text boxes

- format objects
- Format SmartArt graphics

The background is a dark gray grid with various colored squares (purple, teal, olive, red, black) and thin white lines connecting them, creating a network-like pattern. A vertical white line is positioned to the right of the section header.

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.