

Inside Microsoft Office

► Session 04

Working with Microsoft Word – Part II

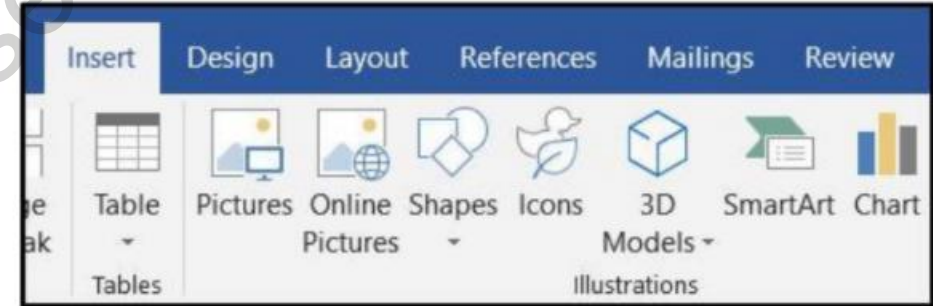


Objectives

- ▶ Explain how to add pictures and shapes to documents
- ▶ Describe review process

Adding Pictures and Shapes to Word Documents [1-2]

- ▶ Microsoft Word has a whole range of features which helps in working with documents.
- ▶ Adding pictures and shapes enhances overall look of the document.
- ▶ MS Word options are categorized into groups.



Illustrations Group on Ribbon

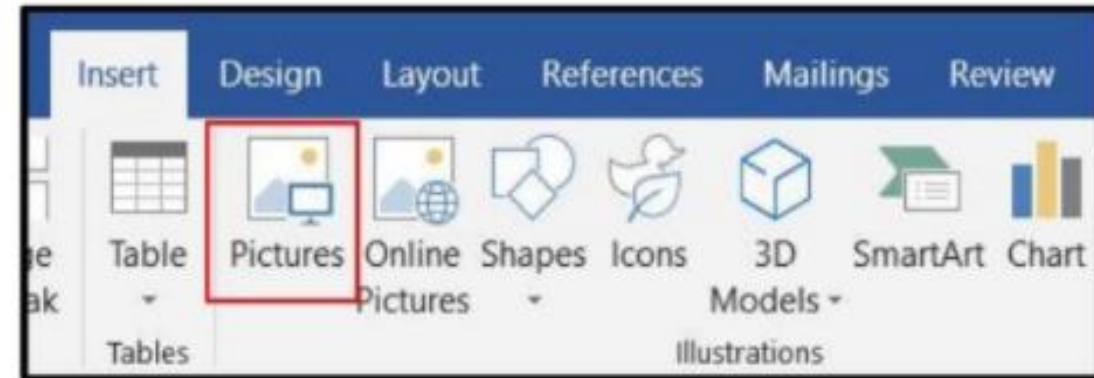
Adding Pictures and Shapes to Word Documents [2-2]

Illustrations Group options

Pictures	Allows users to insert pictures from computer or from another connected computer.
Online Pictures	Allows users to find and insert pictures from the Web.
Shapes	Allows users to insert shapes, such as arrows, squares, circles, and rectangles.
Icons	Allows users to select and replace words with icons.
3D Models	Allows users to insert 3D models from a local file or from the Web.
SmartArt	Allows users to include process diagrams and complex visual graphics. SmartArts are typically used to illustrate process or hierarchy.
Chart	Allows users to include a chart to represent data in a pictorial view.
Screenshot	Allows users to add a snapshot of any open window on computer.

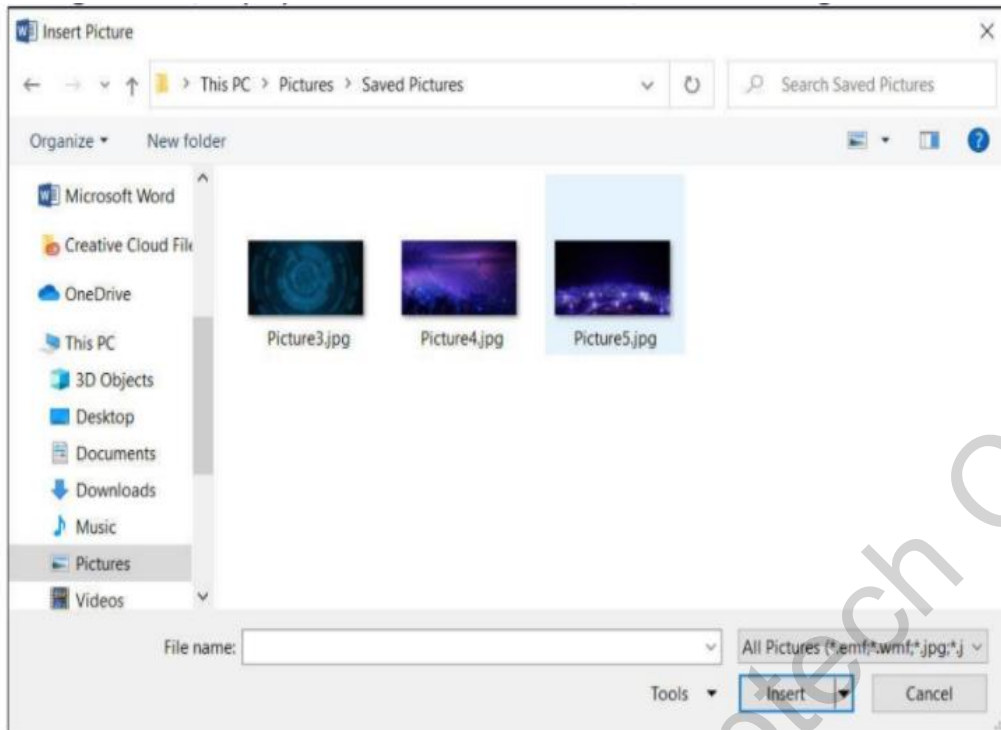
Adding Pictures [1-2]

- ▶ MS Word provides the following to its users:
 - Inserting a picture which enhances documents readability
 - Helps readers to understand through pictorial representation
 - Pictures can be inserted from the Web
 - Insertion of picture is similar to opening a file



Insert Pictures options

Adding Pictures [2-2]



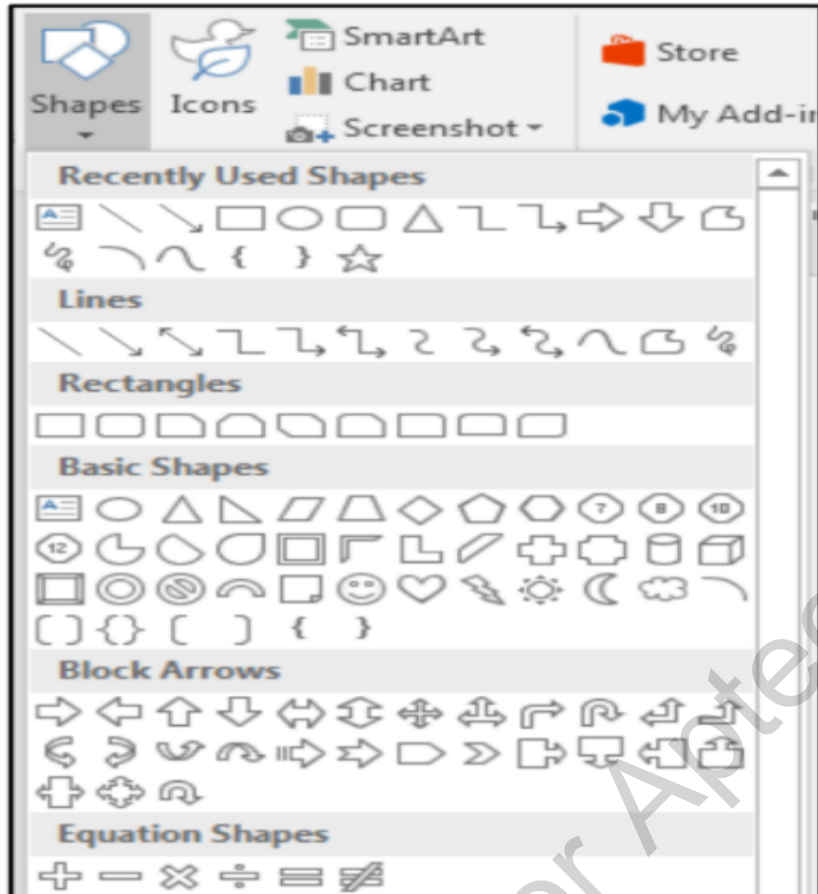
Picture Window



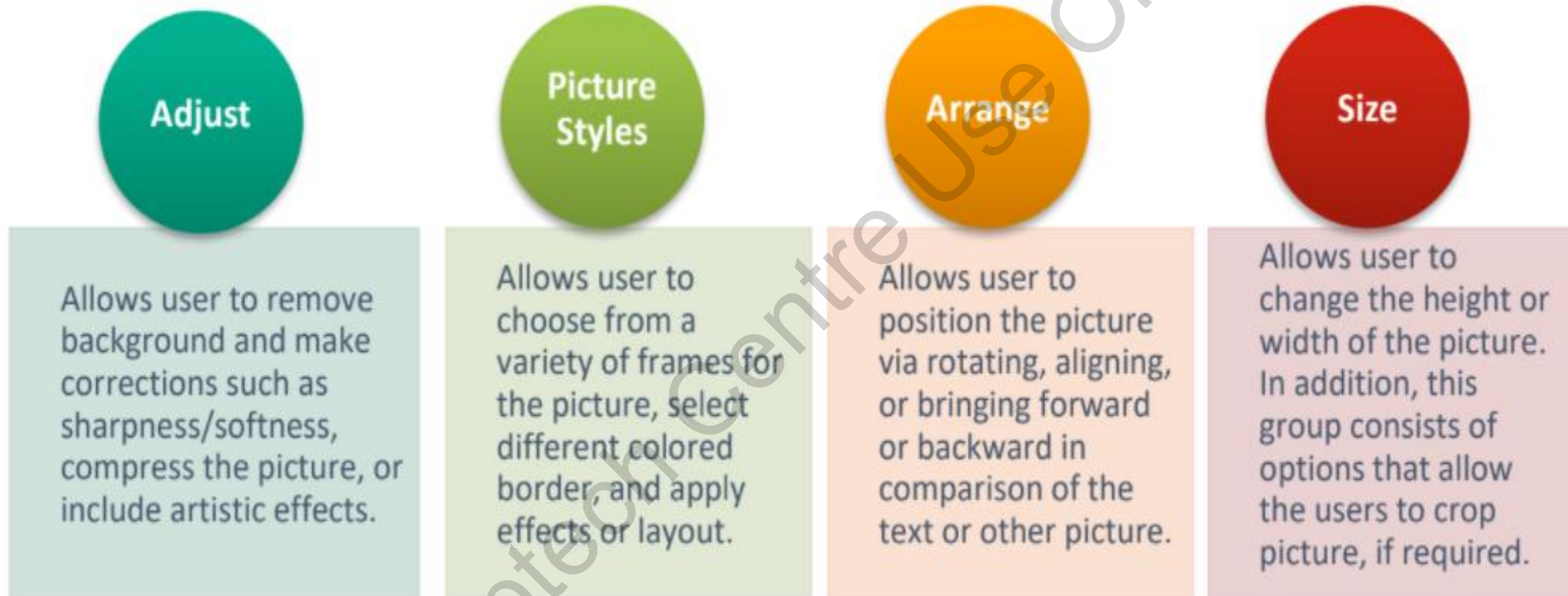
Picture inserted in a document

Adding Shapes

- Word allows users to add shapes as per users' requirements.



Picture Tools [1-2]



Picture Style Group

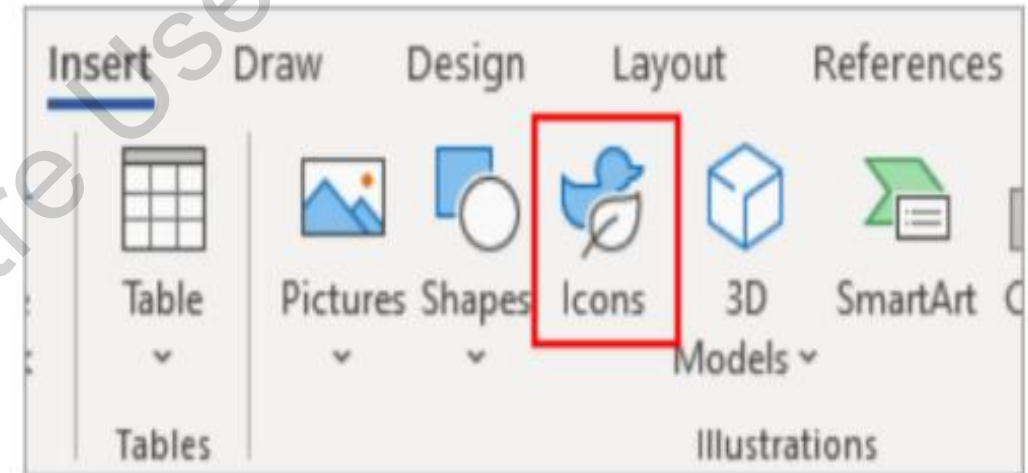
Picture Tools [2-2]

For shapes, the Format menu consists of the following:

Insert Shapes	Allows users to insert any available shape, and edit it, if required. This group provides an option that allows a user to insert a text box within a shape.
Shape Styles	Allows users to fill shapes with colors, apply effects to shape outline, and change the color of the shape outline. In addition, this group provides options to apply various effects to a selected shape, such as Shadow, Reflection, Glow , and so on.
WordArt Styles	Allows users to apply various WordArt styles and effects to the text added in a shape. This group is enabled only when a text box is added in a shape.
Text	Allows users to change the direction of the text, align text, and add a link to the text added in a shape.
Arrange	Allows users to try various options to arrange text and shapes. For example, users can bring the text in front of the shape or at the back of the shape, using various options.
Size	Allows users to change the size of the shape, such as height, width, and degree of rotation.

Inserting Icons and Scalable Vector Graphic (SVG) Images

- ▶ Word has introduced new kinds of icons in Microsoft Office 2019. These icons are scalable with vector graphics.
- ▶ The color and size of each component of these icons could be customized based on the user's requirements.



Inserting Icons

Reviewing Documents [1-2]

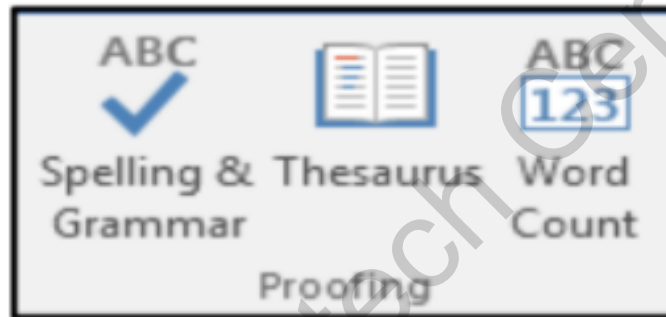
- ▶ Reviewing a document is a key requirement to ensure quality.
- ▶ It helps in the following:
 - Track the work and avoid discrepancies
 - Helps to review incorrect spellings, grammar, and sentences
 - Improves the quality of the document
 - Tracks the changes such as insertion, deletion, formatting, and so on

Reviewing Documents [2-2]

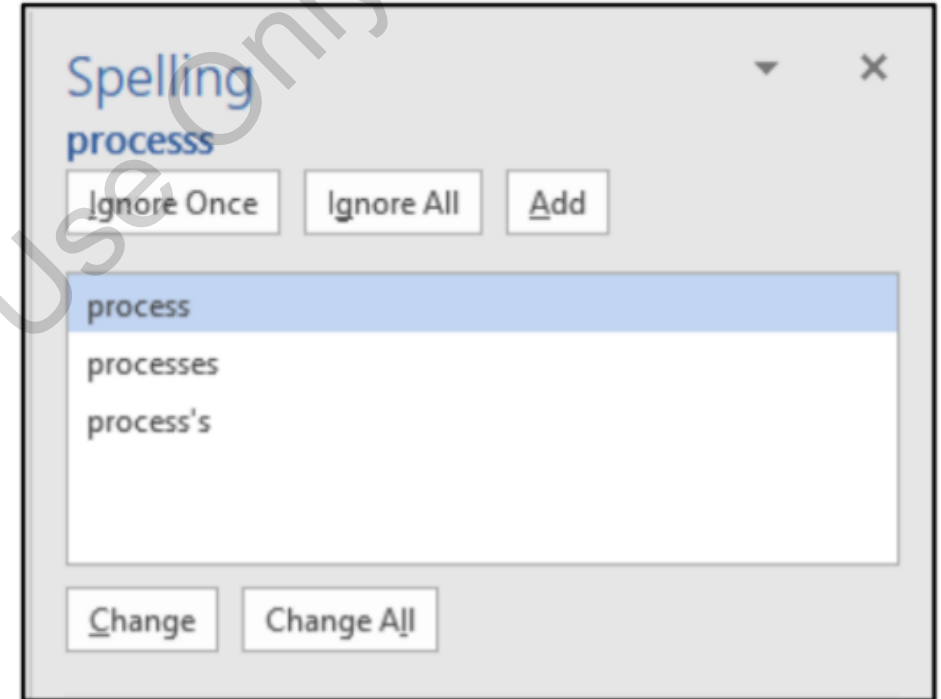


Proofing

- ▶ Proofing ensures that spelling and grammar is correct in a document. Users can check the word count of a document and check the meaning of a word.
- ▶ Spelling and Grammar is performed to check on the document.



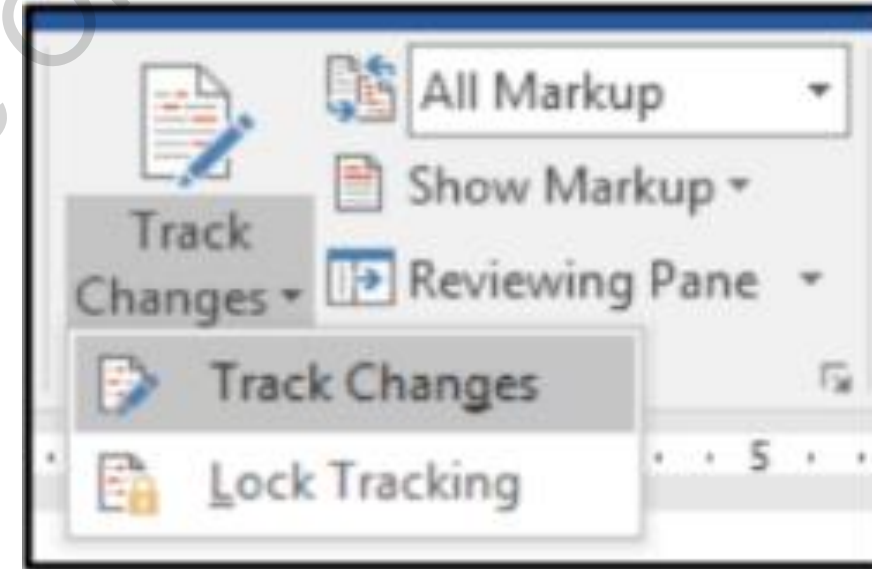
Proofing Group



Spelling Box

Applying Track Changes

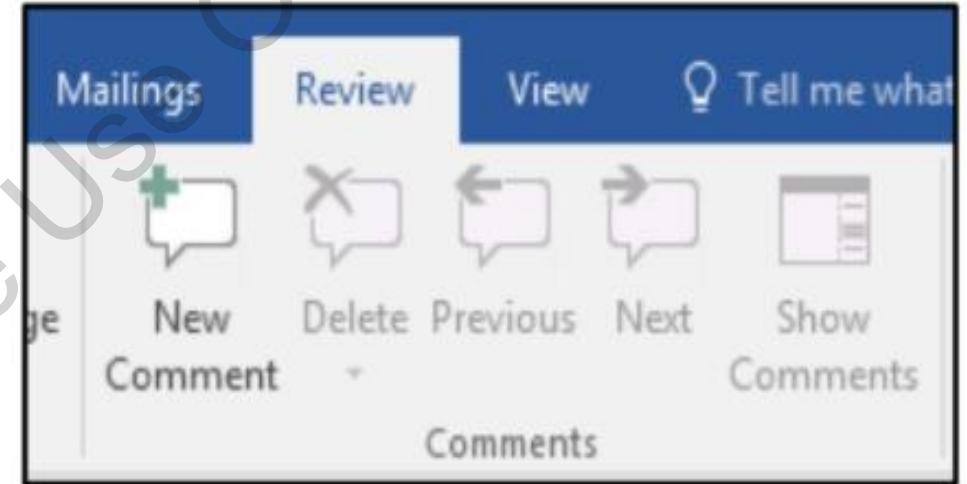
- ▶ Users can track who has made what changes to a document with the Track Changes feature.
- ▶ This feature is typically useful when a document has to be reviewed.
- ▶ To understand and track what was originally written and what changes were made by the reviewer, the Track Changes feature is extremely useful.



Track Changes command

Adding Comments

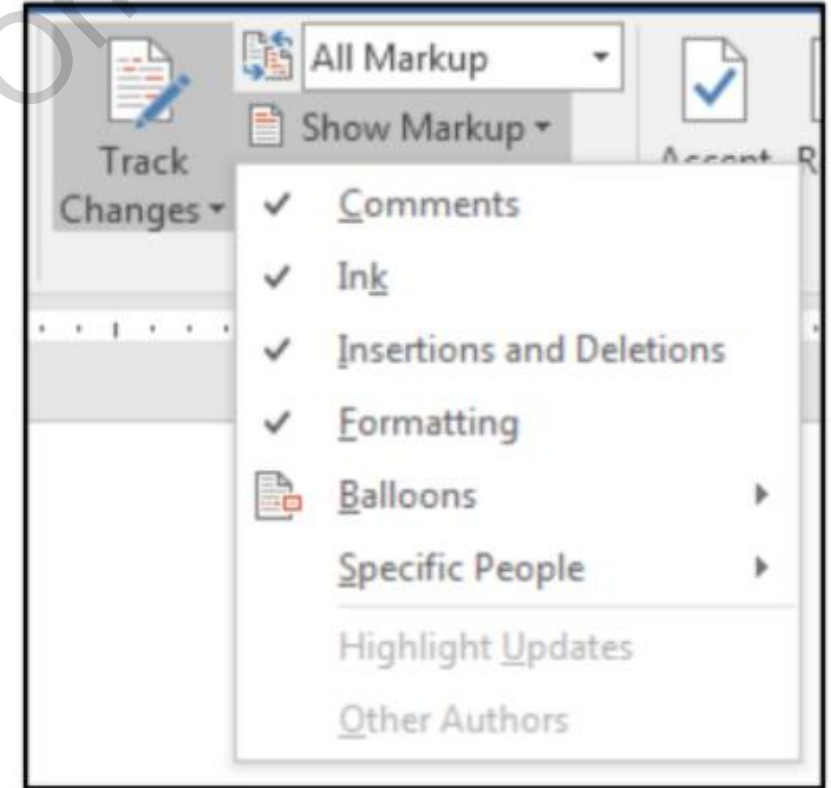
- ▶ User can comment on a text, paragraph, or a picture by using the Comments group of commands provided by Microsoft Word.
- ▶ Comments are added by a reviewer for a suggestion, correction, or question, to the author of the document.



New Comment Command

Using Comments and Markup Pane

- ▶ When a comment is added to a document, markup area appears on right.
- ▶ The markup area is an easy way to view changes made to the document by other users, basis specific criteria, such as – comments, ink, insertions, and deletions, and formatting.
- ▶ The Show Markup command displays the drop-down list.



Show Mark-up drop down list

Summary

- Microsoft Word enables you to work not only with text but also with pictures, shapes, and more to enhance a document.
- When you insert a shape in a document, Word offers Shape Styles using which you can change the shape fill color, effects, and so on.
- When you insert a picture in a document, Word offers Picture Tools via the Format tab using which you can format the picture.
- Word facilitates easy creation of flowcharts through Shapes, which includes various flowchart symbols.
- Track changes can be turned ON in order to track any changes made to the document.
- Users can perform spelling and grammar check from the Proofing group in Review tab.
- Adding a comment to the document is useful when the reviewer has to express thoughts in addition to track changes.
- Markup pane is a useful way to view comments, insertion, and deletion while reviewing document.