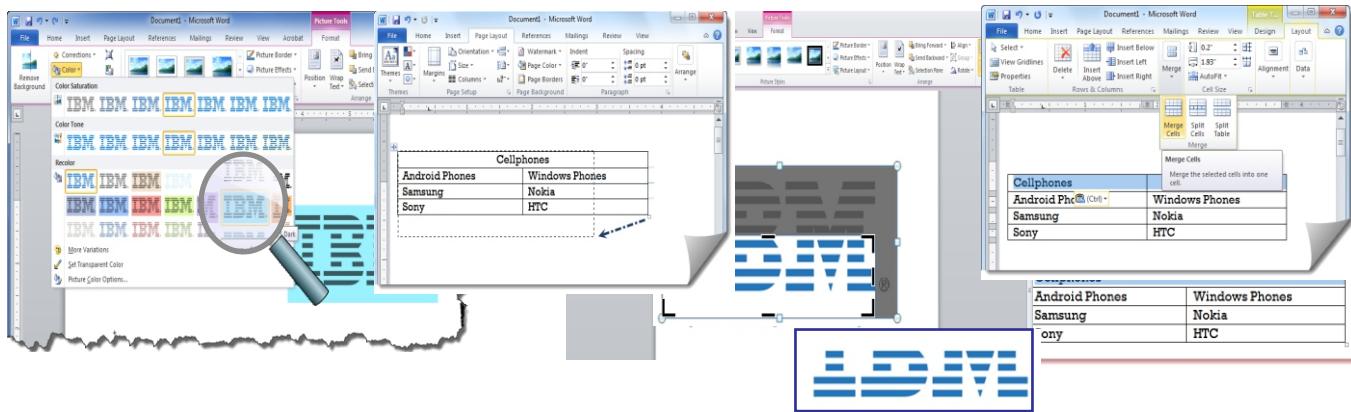


Lesson 5

Word Watch

- Clip Art
- objects
- crop
- Tab
- wrapping
- Artistic Effects
- WordArt
- SmartArt
- table
- row
- column
- merging
- splitting



Working with Digital Media and Table

Learning Objectives

After completing this lesson, you should be able to:

- add SmartArt;
- create a WordArt object;
- apply artistic effects;
- text Wrap around graphic;
- make color adjustments;
- make image corrections;
- add & crop picture(s);
- resize, move, rotate, flip & apply effects to objects;
- insert clip art and picture(s);
- create, delete, move & resize table(s);
- add or delete row(s) from table(s);
- add or delete column(s) from table(s);
- merge table cells; and
- split table cells;

Inserting ClipArt

Enhancing your Office files by inserting clip art images in them adds life. Clip art is simply pre-made artwork or other types of media. The Word, Excel, PowerPoint, and Publisher, are installed with Office clip art collection. You can insert clip art using the Office 2010 Clip Art pane. This pane enables you to search the clip art that comes pre-installed with Office 2010 to locate images and other media that suit your purposes. In addition, you can use the Clip Art pane to look for more clip art on the Web using the Clip Art task pane.

Insert ClipArt

- 1 Click where you want to add/place the clip art. You can move the clip art to a different location after you insert the art.
- 2 Click the Insert tab.
- 3 In the Illustrations group, click Clip Art. The Clip Art task pane opens.
- 4 To search for a particular category of clip art, type a keyword or phrase in the Search for field.

To specify what type of item you need whether illustration, photograph, video, or audio, click the Results. Locate where the ClipArt should be () and click the type of item.

You can also search for ClipArt on the Office Website by checking the checkbox of Office.com content to include its contents.

- 5 Click Go.
- The ClipArt task pane displays any matches for the keyword or phrase that you typed.
- You can use the scroll bar to move through the list of matches.

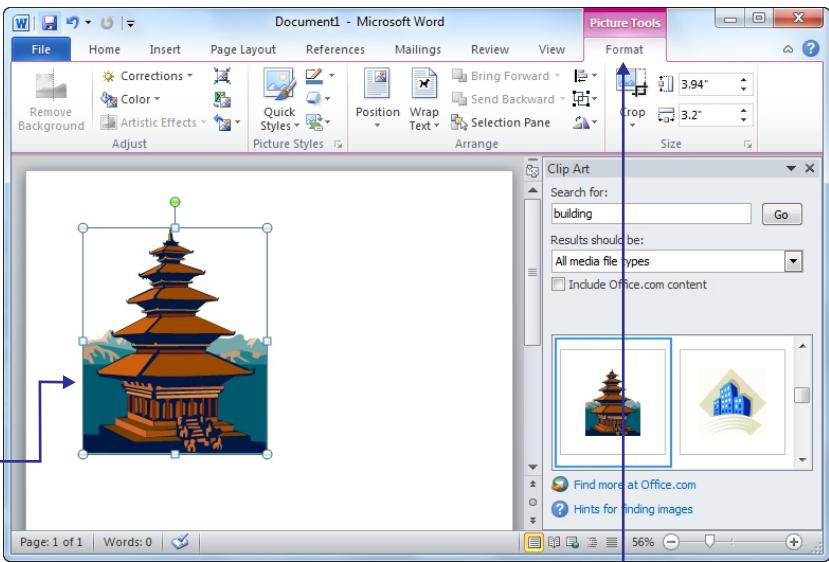
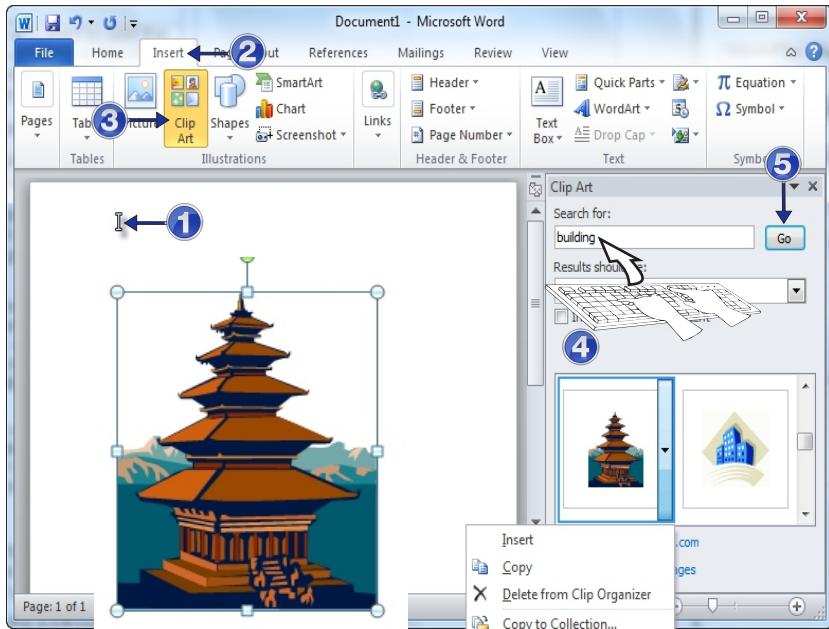
- 6 To add a ClipArt image, click the image.

The ClipArt is inserted into the file.

The Picture tools will appear on the Format tab. You can resize or move the ClipArt.

To deselect the ClipArt, you can click anywhere in the work area.

You can click () to close the pane.



Inserting a Picture

In this digital age, photos or what we call pictures can easily be produced and managed as well as incorporating it to your Office files. For example, if you have a photo or graphic file that relates to your Excel data, you can insert it into the worksheet. After you insert an image, you can resize, reposition, rotate, and flip it. You can also perform other types of editing on the image, such as cropping, image correction, color correction, and more. Office 2010 also includes several tools, called filters, use for applying artistic effects to images you insert in the files.

Insert a Picture

- ① Click the area where you want to add a picture. You can move the image to a different location after inserting it into the page.
- ② Click the Insert tab.
- ③ In the Illustrations group, click Picture.

The Insert Picture dialog box will appear.

- ④ Navigate to the folder or drive containing the image file that you want to use.

To browse for a particular file type, you can click the button beside the filename text box and choose a file format.

- ⑤ Click the file that you want to add.
- ⑥ Click Insert tab.

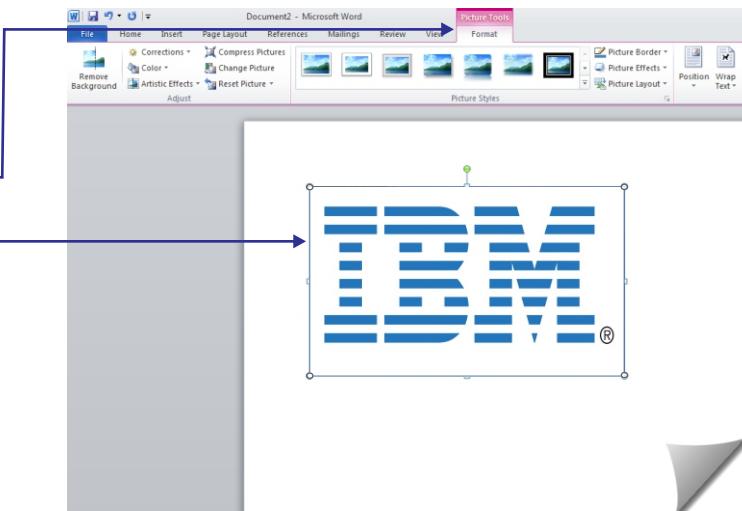
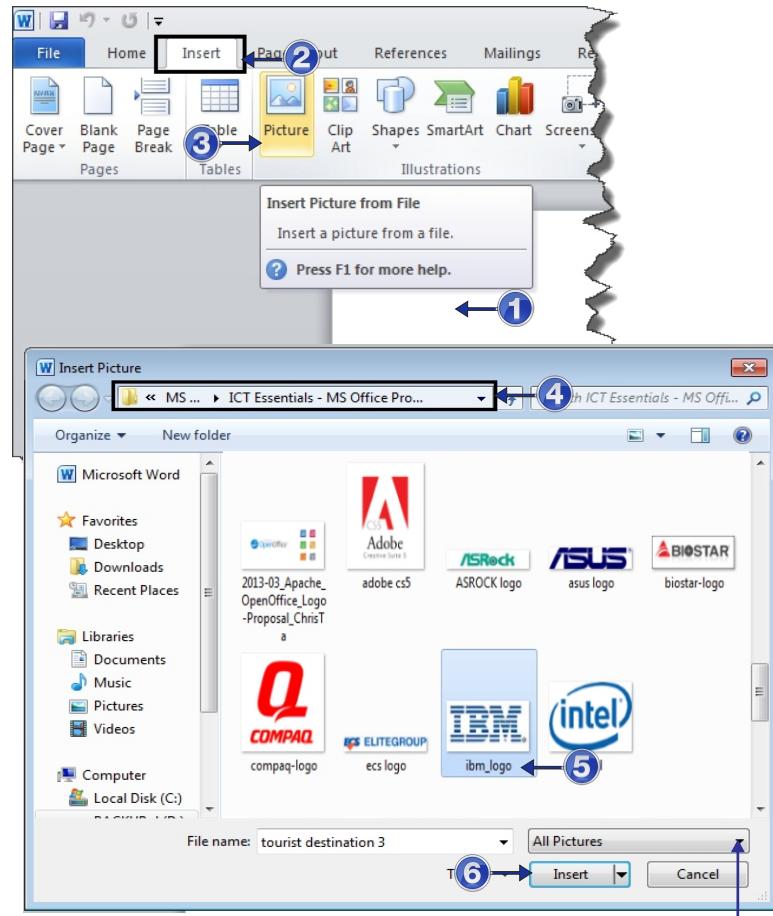
Note: Image files, also called objects, come in a variety of file formats, including GIF, JPEG, and PNG.

The Picture tools appear on the Format tab.

The picture is added to the file.

You may need to resize or reposition the picture to fit the space.

Note: See the "Resize and Move Objects" section to learn more. To remove a picture that you no longer want, you can click the picture and press (**Delete**).



Resizing and Moving Objects

Images and clip arts, such as SmartArt and WordArt are called *objects*. When you insert an object, such as an image, into an Office file, you may find that you need to make it larger or smaller in order to achieve the desired effect. Fortunately, doing it is so easy. When you select an object in an Office file, handles appear around that object; you can use these handles to make the object larger or smaller.

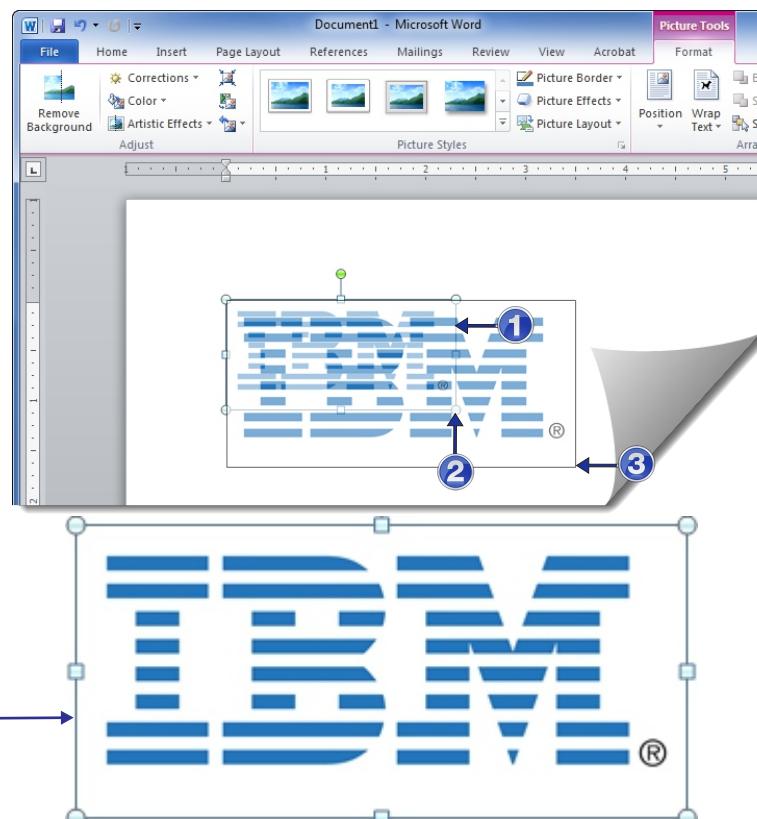
Resize and Move Objects

Resize an Object

- 1 Click the object that you want to resize.
- 2 Click a selection handle.
- 3 Drag inward or outward to resize the object.

Note: To maintain an object's height-to-width ratio when resizing, drag one of the corner handles.

When you release the mouse button, the object is resized.

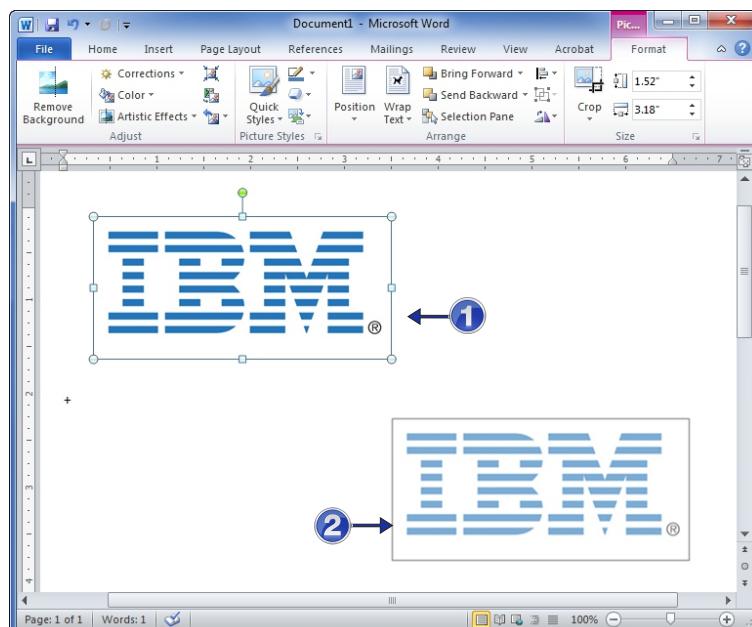


Move an Object

- 1 Click the object that you want to move.
- 2 Drag the object to a new location on the worksheet.

When you release the mouse button, the object moves to the new location.

Note: You can also move an object by cutting it from its current location and pasting it in the desired spot.



Rotate and Flip Objects

After you insert an object such as a piece of clip art or a photo from your hard drive into a Word document, an Excel worksheet, a PowerPoint slide, or a Publisher brochure, you may find that the object appears upside down or inverted. To rectify this, you can rotate or flip the object. For example, you want to flip a clip art image to face another direction, or rotate an arrow object to point elsewhere on the page. Alternatively, you want to rotate or flip an object that you place in an Office 2010 file to change the appearance of that object.

Rotate and Flip Objects

Rotate an Object

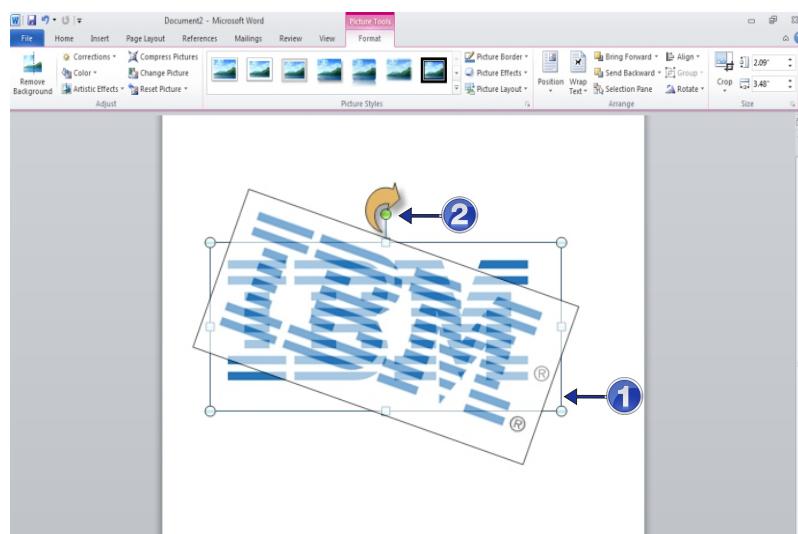
- 1 Click the object that you want to rotate.

A rotation handle appears on the selected object.

- 2 Click and drag the handle to rotate the object.

When you release the mouse, the object rotates.

Note: You can also use the Rotate button (R) on the Format tab on the Ribbon to rotate an object 90 degrees left or right.



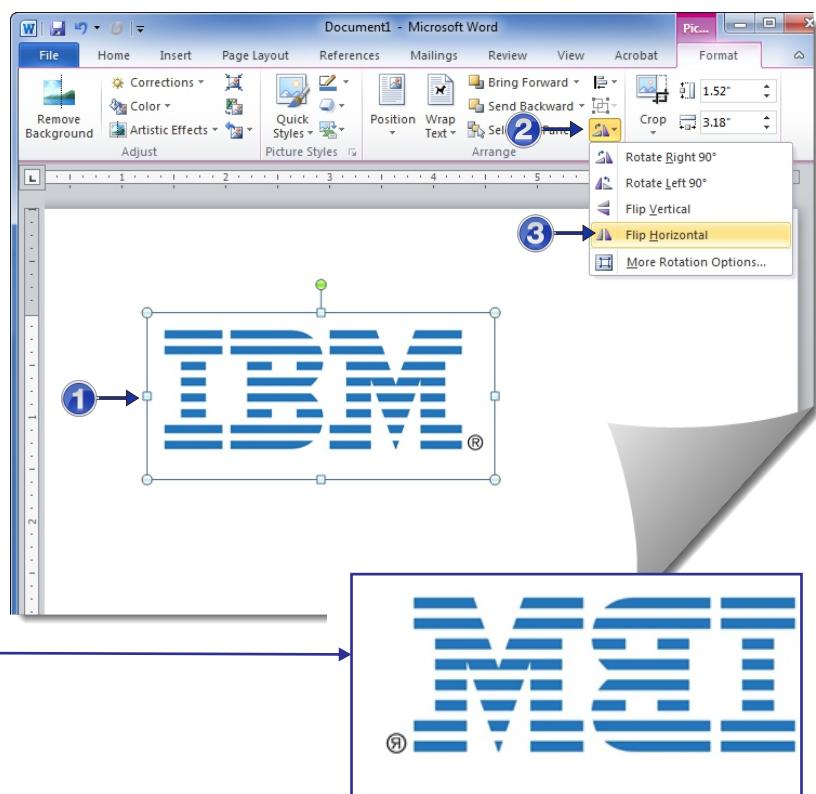
Flip an Object

- 1 Click the object that you want to flip. The Format tab opens and displays the Picture tools.

- 2 Click the Rotate button (R) on the Format tab.

- 3 Click Flip Vertical or Flip Horizontal.

The object flips.

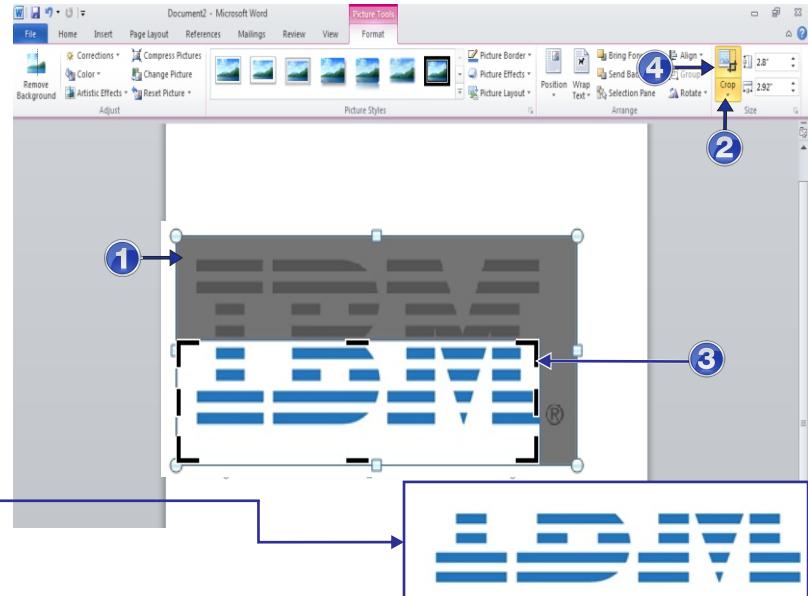


Cropping a Picture

In addition to resizing an Office object, such as clip art image or a photo you have stored on your computer's hard drive, you can use the Crop tool to crop it. When you crop an object, you will remove and vertical and/or horizontal edges of the object. For example, you want to use the Crop tool to create a better fit, to omit a portion of the image, or to focus the viewer on an important area of the image. The Crop tool is located on the Format tab on the Ribbon, which appears when you click the object you want to crop.

Crop a Picture

- ① Click the image that you want to edit.
The Format tab opens and displays the Picture tools.
- ② Click the Crop button.
Crop handles surround the image.
- ③ Click and drag a crop handle to crop out an area of the image.
- ④ Click again the crop button to complete the operation.



Add a Picture Effect

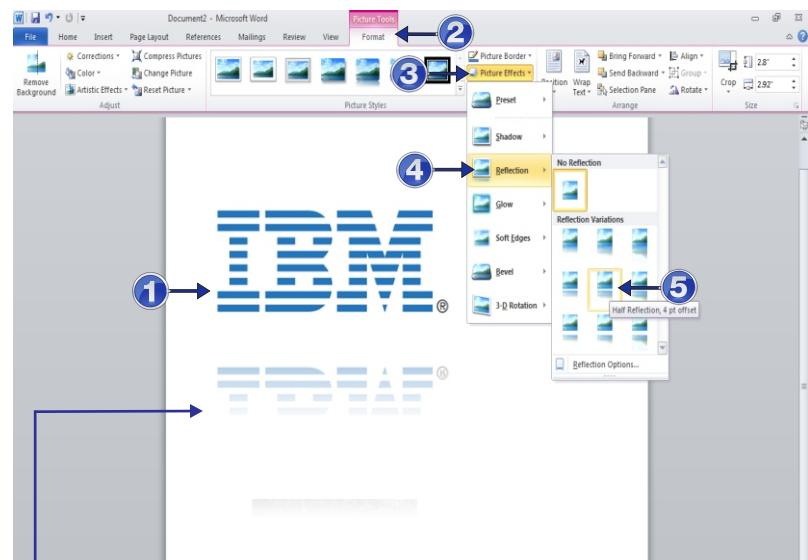
You can use the Picture Effect tool included with many Office 2010 programs to assign unique and interesting special effects to your objects. For example, you can apply a shadow effect, create a mirrored reflection, apply a glow effect, soften the object's edges, make a bevel effect, or generate a 3D rotation effect to an object.

Add a Picture Effect

- ① Click the picture that you want to edit. The Format tab appears on the Ribbon with the Picture tools shown.
- ② Click the Format tab.
- ③ In the Picture Styles group, click the Picture Effects button.
- ④ Click an effect category.
- ⑤ Click an effect style.

As you drag over each effect in the menu, the picture displays what the effect looks like when you apply it.

The new effect is applied to the picture.



Make Image Corrections

Office 2010 offers useful tool such as image corrections. Perhaps the image you have inserted is slightly blurry, or lacks contrast. Fortunately, Office 2010 offers tools that enable you to make corrections to clip art and images even after they have been inserted into your file. For example, you can sharpen and soften images, as well as adjust their brightness and contrast. You need to access the image correction tools from the Format tab on the Ribbon.

Make Image Corrections

- 1 Click the picture that you want to edit. The Format tab appears on the Ribbon with the Picture tools shown.

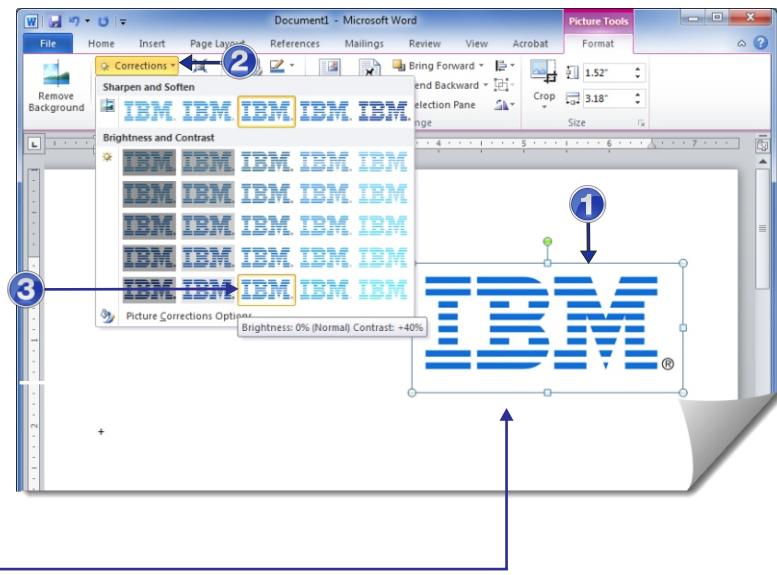
- 2 In the Adjust group, click the Corrections button.

Office highlights the image's current correction settings.

As you drag over each setting in the menu, the picture displays what the setting looks like when you apply it.

- 3 Click a correction setting.

The new setting is applied to the picture.



Making Color Adjustments

Photoshop's image editing feature is in Office 2010 in easy step, you can change and adjust Color Saturation, Color Tone, and Recolor to a picture. The Color Saturation tool enables you to make the color in your image more or less intense; the Color Tone tool enables you to make the colors in your image appear warmer or cooler; and the Recolor tool enables you to apply a color cast to your image. You can also use these tools to apply artistic effects to an image, such as converting the color of an image to black and white.

Make Color Adjustments

- 1 Click the picture that you want to edit. The Format tab appears on the Ribbon with the Picture tools shown.

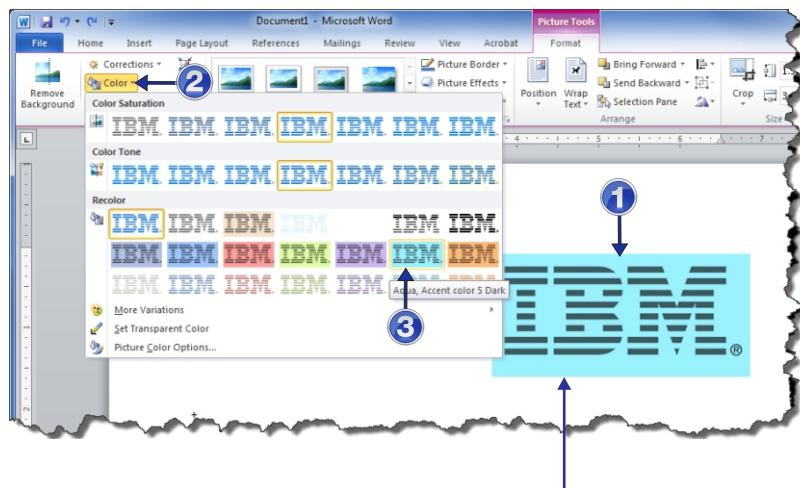
- 2 In the Adjust group, click the Color button.

Office highlights the image's current color settings.

As you drag over each setting in the menu, the picture displays what the setting looks like when you apply it.

- 3 Click a color setting.

The new setting is applied to the picture.



Applying Artistic Effects

Office 2010 includes several tools, called filters, for applying artistic effects to images and clip art in order to enhance them. You can apply an artistic effect to an image to make that image appear as though it was rendered in marker, pencil, chalk, or paint. Applying certain other filters creates an effect reminiscent of mosaics, film grain, or glass. You access these artistic effects from the Format tab on the Ribbon.

Apply Artistic Effects

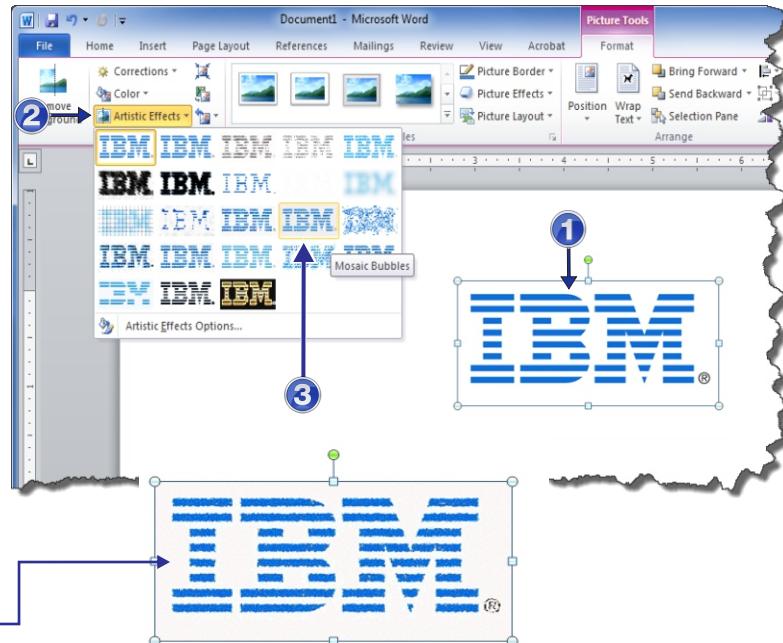
- 1 Click the picture that you want to edit. The Format tab appears on the Ribbon with the Picture tools shown.
- 2 In the Adjust group, click the Artistic Effects button.

Office highlights the image's current effect.

As you drag over each effect in the menu, the picture displays what the effect looks like when you apply it.

- 3 Click an artistic effect.

The new effect is applied to the picture.

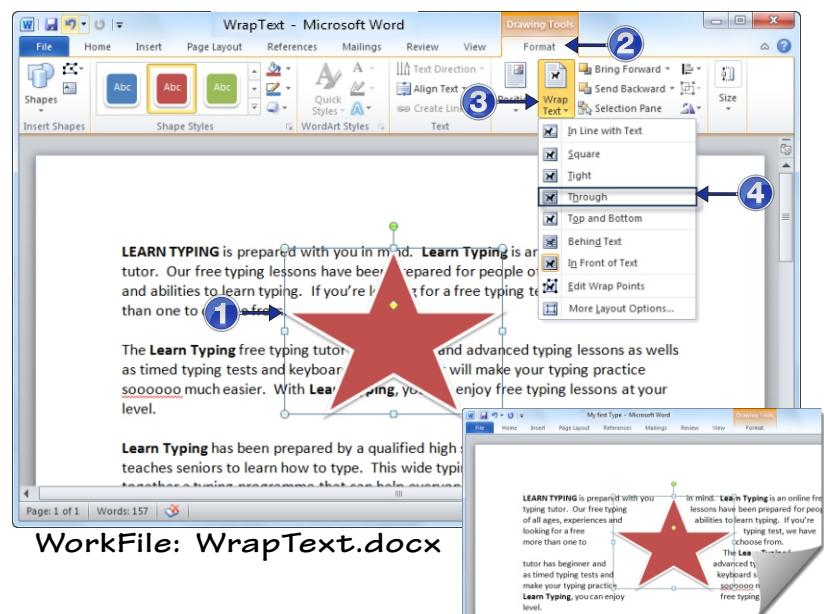


Text Wrapping Around Graphic

Text wrap is a Word feature that enables you to surround a graphic or picture with text; the text wraps around the graphic. You can control the way that Word wraps text around a graphic image in your document. This becomes very important when you want to place graphics in a document where space is at a premium, such as a two-columned newsletter.

- 1 Click a graphic.
Handles (■, □, or □) will appear around the image.
- 2 Click the Format tab.
- 3 Click Wrap Text.
- 4 Click the wrapping style that you want to apply.

Wrap Text Around a Graphic wraps the text around the graphic using the text wrapping option you selected.



Creating a WordArt Object

WordArt has been the world's most favorite for decades already. This feature turns text into interesting graphic objects to use in your Office files. For example, you can create arched text to appear over a range of data in Excel, or vertical text to appear next to a paragraph in Word. You can create text graphics that bend and twist, or display a subtle shading of color. You can access the various WordArt options from the Insert tab on the Ribbon. After you convert text into a WordArt object, you can resize, move, rotate, and flip that object just as you would any other object in Office.

Create a WordArt Object

- ① After typing the text you want to convert to a WordArt object, select the text.
- ② Click the Insert tab.
- ③ In the Text group, click WordArt.
- ④ Click a WordArt option.

Office converts the selected text to an object, applies the WordArt option you selected, and opens the Format tab with various Office drawing tools shown.

- ⑤ Click the Format tab.
- ⑥ Click the Text Effects button .
- ⑦ Click Transform.
- ⑧ Click a transform style that you want to apply.

The WordArt object is transformed.

You can resize or move the image.

You can click the Quick Styles button to change the text style.

You can click these buttons to change the text outline color  and text fill color .



Adding SmartArt

The SmartArt feature creates all kinds of diagrams to illustrate concepts and processes in your Office files. For example, you will insert a diagram in a document to show the organizational chart of your school or hierarchy of your family. Office 2010 includes several predefined diagram to choose from, including list, process, cycle, hierarchy, relationship, matrix, pyramid, and picture. In addition, you can choose from several diagram styles within each type. For example, if you choose to create a hierarchy diagram, you can choose from several styles of hierarchy diagrams.

Add SmartArt

- 1 Click in your file where you want to insert the diagram.
- 2 Click the Insert tab.
- 3 Click the SmartArt button.
- 4 Click a category.
- 5 Click a chart style.
- 6 Click OK.

The diagram and placeholder text boxes will appear, along with the Text pane.

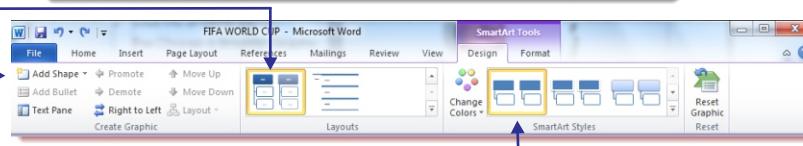
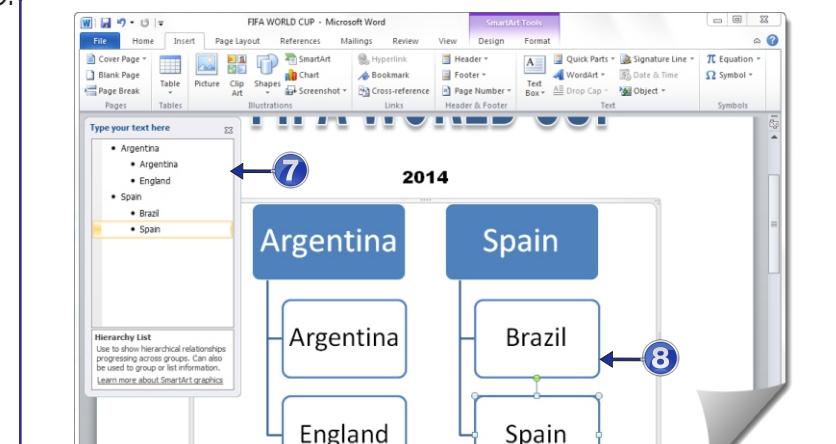
- 7 Click in a text box and type the text for the item.

You can change the layout here.

- 8 Continue typing text in each diagram text box.

To add another text box and element to the diagram, click the **Add Shape** button.

To change the shape style, click another shape from the SmartArt Styles group.



Creating Table

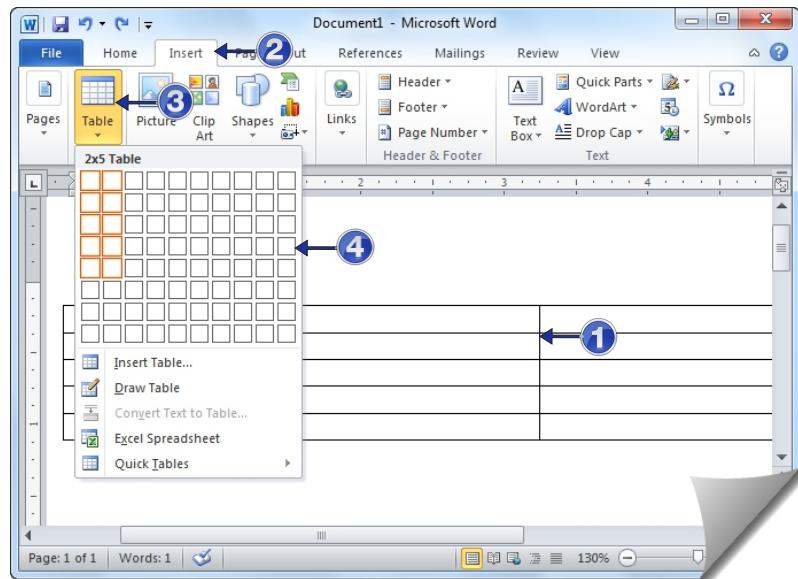
In MS Word, you cannot just type text but you can create a table and enter text into it. A table is a grid of rows and columns containing boxes called cells of text or graphics. It is suited to organize and display large amount of data.

The initial table you create may not contain the number of rows and columns you ultimately need, but you can always add rows or columns to your table later.

Set Up A Table

- 1 Click in your document where you want the table to appear.
- 2 Click the Insert tab.
- 3 Click Table to display a table grid.
- 4 Drag the mouse pointer across the squares that represent the number of rows and columns you want in your table.

Live Preview draws a sample of the table on-screen.



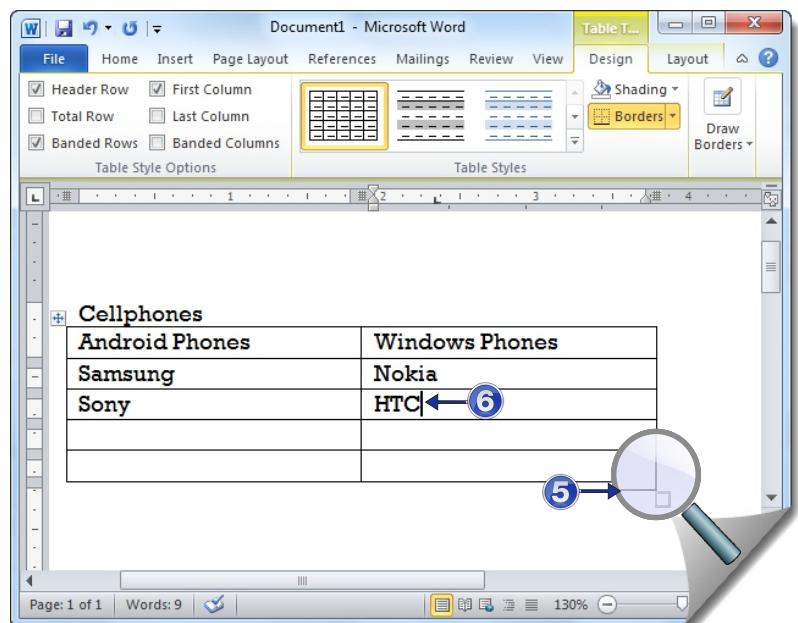
- 5 Click the square representing the lower right corner of your table.

The table appears in your document.

The insertion point appears in the table.

Table Tools appear on the Ribbon, consisting of a Design tab and a Layout tab.

- 6 Click in the table cell where you want to enter information.
 - 7 Type the information; if necessary, Word expands the row size to accommodate the text.
- You can press **Tab** to move the insertion point to the next cell.
- 8 Repeat Steps 6 to 7 until you enter all of the table's text.



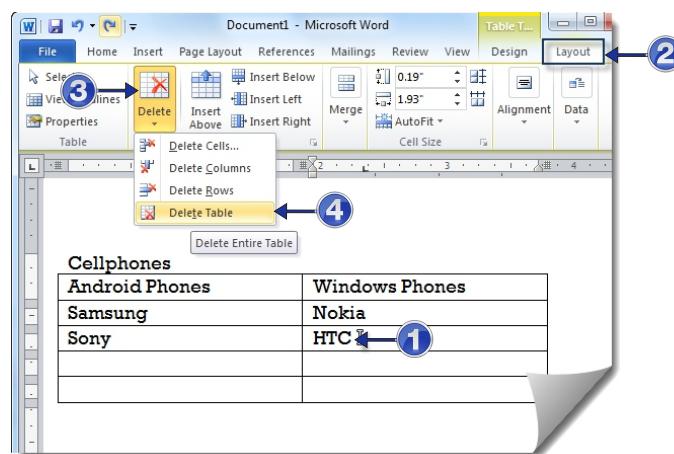
Deleting a Table

You may need to delete a table to give room to a new table design that suits better to your needs. However, keep in mind that deleting the table deletes all of its contents as well.

Delete A Table

- ① Click anywhere in the table that you want to delete.
- ② Click the Layout tab.
- ③ Click Delete.
- ④ Click Delete Table.

Word removes the table and its contents from your document.



Adding or Deleting a Row from Table

You can easily add rows to accommodate more information or remove rows of information that you do not need.

Add or Delete a Row from Table

Add A Row

- ① Click in the row below where you want a new row to appear.
- ② Click the Layout tab.
- ③ Click the Insert Above.
- ④ Click in the row to add information to the table.

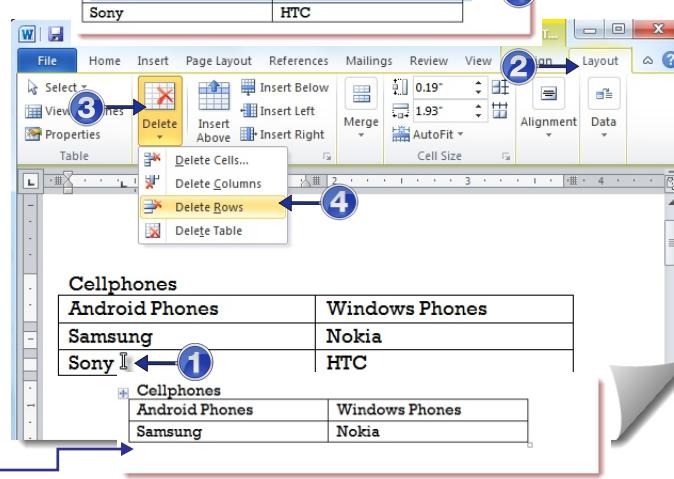
Word inserts a row and selects it.



Delete A Row

- ① Click anywhere in the row that you want to delete.
- ② Click the Layout tab.
- ③ Click Delete.
- ④ Click Delete Rows.

Word removes the row and any text it contained from the table.



Adding or Deleting a Column from Table

You can add or delete columns to change the structure of a table to accommodate more or less information. When you add columns, Word decreases the size of the other table columns to accommodate the new column but retains the overall size of the table.

Add or Delete a Column from Table

Add A Column

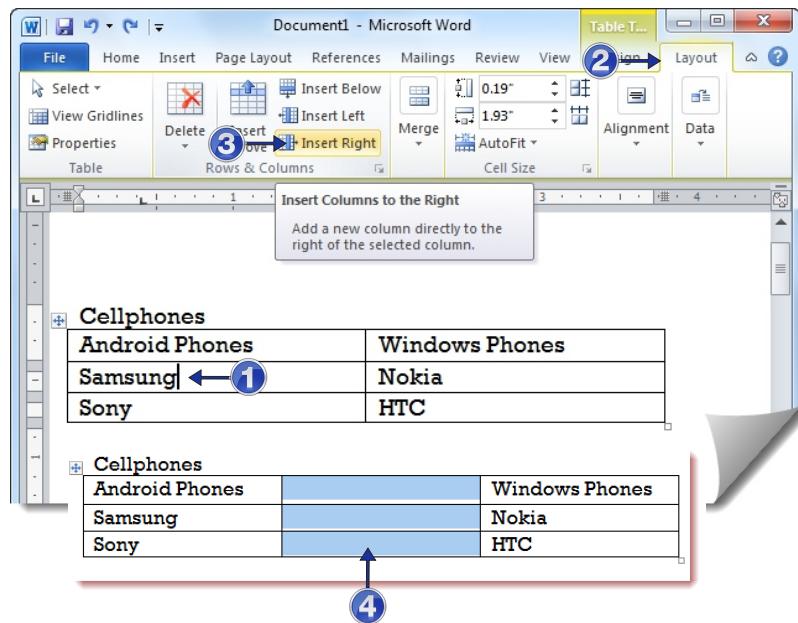
- 1 Click in the column to the left of the column that you want to add.

- 2 Click the Layout tab.

- 3 Click Insert Right.

Word inserts a column in the table to the right of the column you selected and selects the column.

- 4 Click in the column to add text to it.



Delete A Column

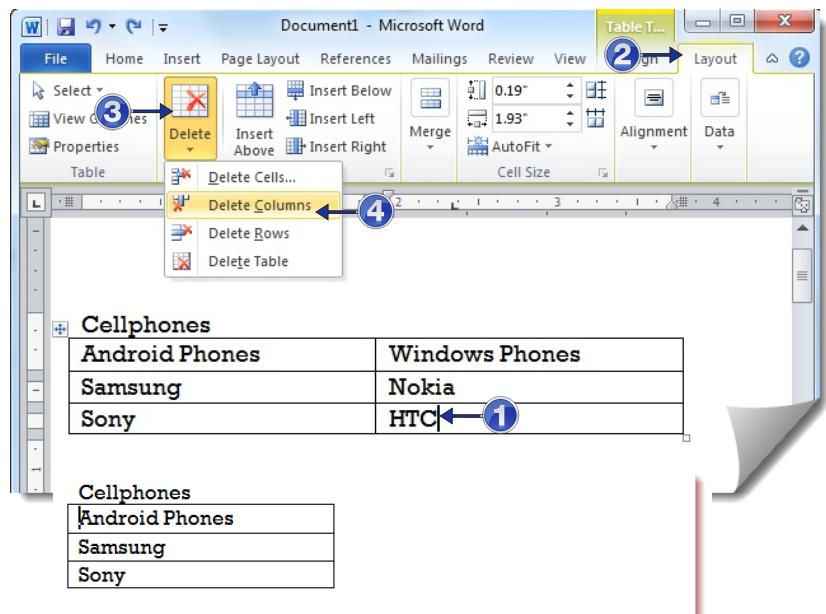
- 1 Click anywhere in the column that you want to delete.

- 2 Click the Layout tab.

- 3 Click Delete.

- 4 Click Delete Columns.

Word removes the column and any text it contained from the table. Word does not resize existing columns to use the space previously occupied by the deleted column.



Merging Table Cells

You can combine two or more cells to create one large cell, in which you can store, for example, a table title. Merging table cells is the process of joining multiple cells into one larger cell.

Merge Table Cells

- Position the mouse pointer inside the left edge of the first cell that you want to merge (I changes to).

- Drag across the cells that you want to merge to select them.

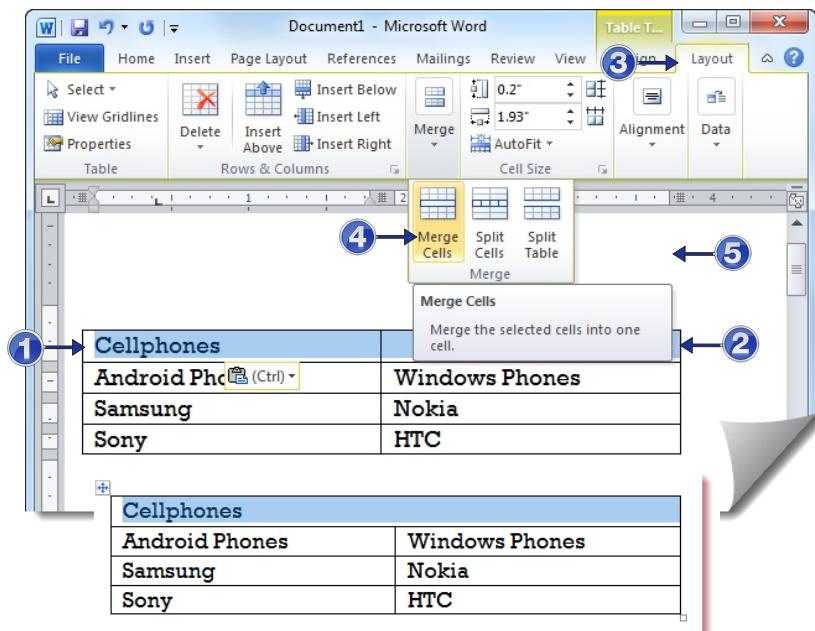
- Click the Layout tab.

- Click Merge Cells.

Word combines the cells into one cell and selects that cell.

- Click anywhere to cancel the selection.

For a table title, you can click the Align Center icon () to center text in the cell both horizontally and vertically.



Splitting Table Cells

If you find out that you have more information in one cell than you want, you can split the cell into two or more cells that span one or more rows, columns, or both to make room for the extra information. Splitting table cells is the exact opposite of merging table cells.

Split Table Cells

- #### Split Cells
- Click anywhere in the cell that you want to split.

- Click the Layout tab.

- Click Split Cells.

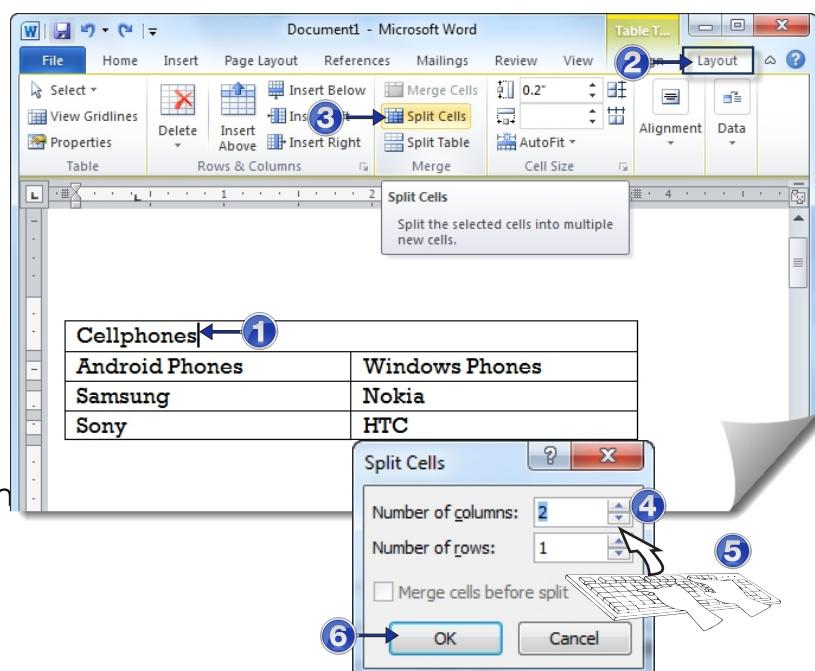
The Split Cells dialog box appears.

- Type the number of columns into which you want to split the cell.

- Type the number of rows into which you want to split the cell.

- Click OK.

Word splits the cell.



Moving a Table

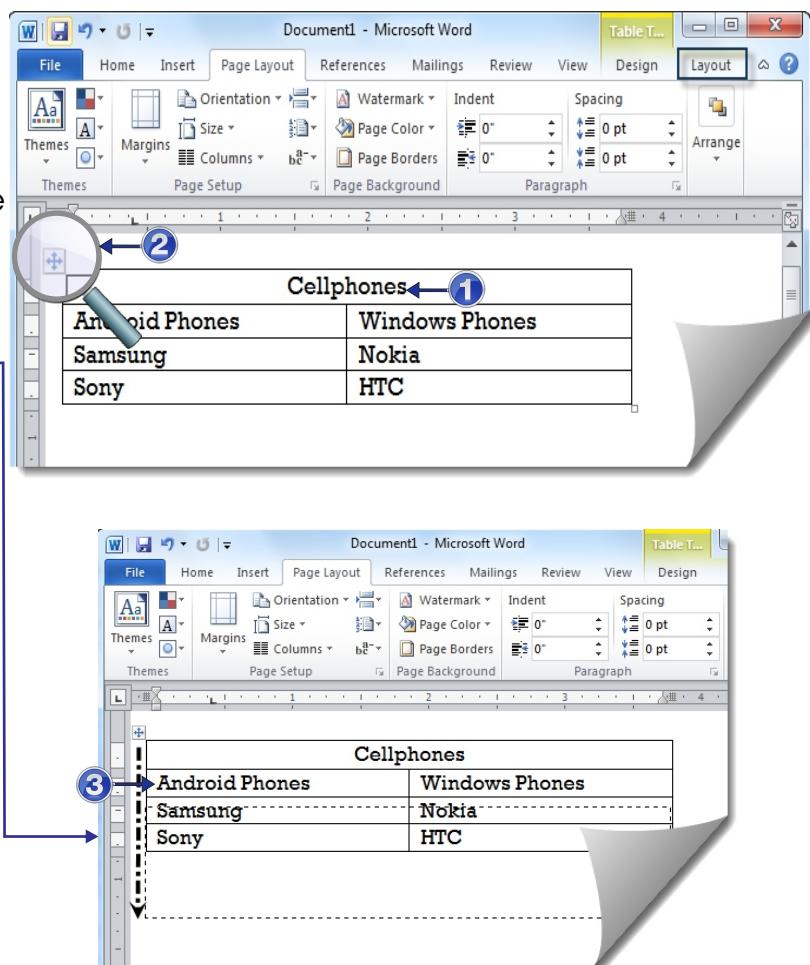
You can move a table to a different location in your document. Make sure that you are working from Print Layout or Web Layout view; you can use the buttons on the status bar to switch views if necessary.

Move A Table

- 1 In Print Layout or Web Layout view, position the mouse pointer over the table.
 - A handle (+) appears in the upper left corner of the table.
- 2 Position the mouse pointer over the handle (I changes to +).
- 3 Drag the table to a new location.
 - A dashed line represents the table position.
- 4 Release the mouse button.

The table appears in the new location.

- To copy the table, perform the steps above but press **Control** in Step 3.



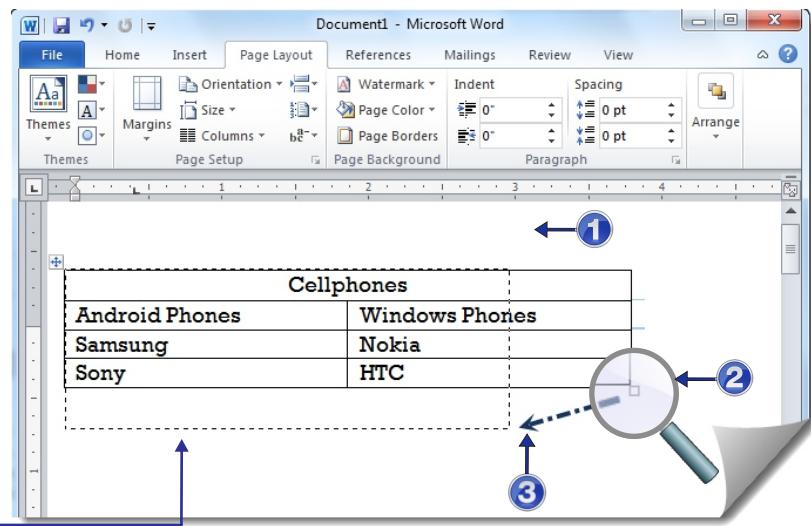
Resizing a Table

Once a table is inserted in your document, you can use the mouse to adjust it. If you find that your table dimensions do not suit your purpose, you can resize the table from Print Layout view or Web Layout view. For example, you may want to resize a table to make it longer and narrower. Make sure that you are working from Print Layout or Web Layout view; you can use the buttons on the status bar to switch views if necessary.

Resize a Table

- ① In Print Layout view, position the mouse pointer over the table.
A handle (□) appears in the lower right corner of the table.
- ② Position the mouse pointer over the handle (□ changes to ↗).
③ Drag the table up to make it smaller or down to make it larger (↗ changes to +).
Note: You can also drag to the left or right as you drag up or down.
 - A dashed line represents the size of the table.
- ④ Release the mouse button.

The table's size changes.



2

Laboratory



**Word
Processing**

VISUALLESSONGUIDE

Manual

LABORATORY MANUAL

Lesson 5 Working with Digital Media and Table

Word allows you to do much more than simply insert or place graphics, videos, charts, shapes, and clip arts. Both "Pictures" and "Online Pictures" accomplish the same goal. The only difference is that "Pictures" means you can insert pictures locally, while "Online Pictures" allow you to insert images from an internet-based source. These functions really breathe life into your dull black and white text documents. With a simple picture or chart, you can turn your document into something nice. You don't have to think of Word as simply a word processing program. It has requisite tools for doing some pretty nifty page layout. You can still get very professional looking results if you know what's in your toolbox and how to use it.

Objectives

After completing this Laboratory, you should be able to:

- perform the process of inserting clip art and picture, resizing and moving objects, rotating and flipping objects in a document;
- apply features of image corrections, text wrapping around a graphic, make color adjustments;
- demonstrate adding SmartArt and WordArt Object, Cropping and adding Picture effect; and
- manipulate MS Word in Working with Tables.

Lab 5.1 Show Me How

Estimated Completion time: 10 - 15 Minutes

Directions:

1. Launch Word and open the **All About Word Processing** activity document file that you have saved.
2. To make your document attractive, you need to add pictures. Insert the following pictures below:
 - word processing 1.jpg
 - word processing 2.jpg
 - word processing 3.jpg

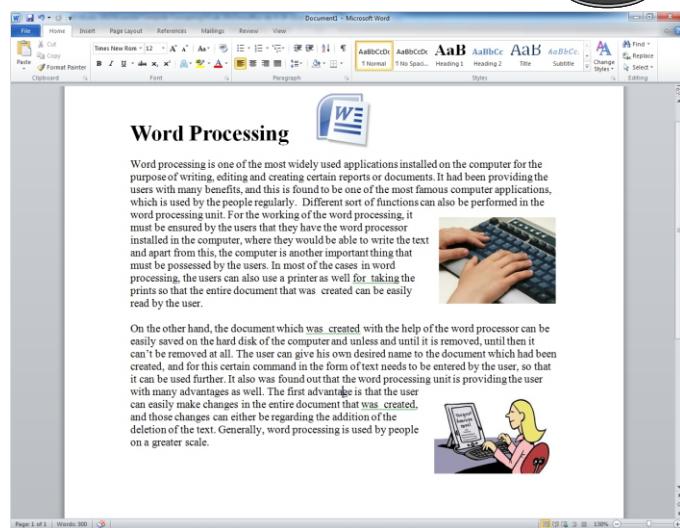
Apply Text Wrap feature in each picture to make the text wrap around it. Resize the pictures if necessary.

3. Save the activity document with a new filename as **Word Processing**.

Score



Preview:



Score

Lab 5.2 Picture Perfect

Estimated Completion time: 5 - 10 Minutes

Directions:

1. Launch Word and open the **Earth Savers Commandments** activity document file.
2. Arrange and insert pictures to the current document. Use the Text Wrap feature to wrap text around the pictures. Below are the pictures to be inserted from the given work files:
 - commandment 1.jpg
 - commandment 2.jpg
 - commandment 3.jpg
 - commandment 4.jpg
 Resize the pictures if necessary.
3. Save the activity document with a new filename as **Earth's Commandments**.

Preview:**Score**

Lab 5.3 Health Trivia

Estimated Completion time: 10 - 15 Minutes

Directions:

1. Launch Microsoft Word
2. Open the **9 Habits You Think Are Healthy** document
3. Format the title and subtitles using the WordArt Feature.
4. Resize the images and apply text wrap feature in each word art to make text wrap around it
5. Save activity document with a new file name as **Titled Health Trivia**

Preview:

9 Habits You Think Are Healthy

Lab 5.4 Weekly Table

Estimated Completion time: 10 - 15 Minutes

Directions:

1. Launch Microsoft Word
2. Follow the steps on how to create a table
3. Do the following:
 - a. Create a table with 8 columns and 13 rows
 - b. Enter the information into the table
4. Fill out the table with your weekly schedule activities
5. Change the design of your table by choosing from the design tab
6. Save the document as **My Weekly Schedule** and place it to your own folder

Score



Preview:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 nn							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							

Lab 5.5 Table Merge

Estimated Completion time: 5 - 10 Minutes

Directions:

1. Launch Microsoft Word
2. Insert and Table and type the data in it.
3. Follow the steps on how to merge table cells, split table cells, move and resize a table.
4. Do the following:
 - a. Merge the cells as shown at the side.
 - b. Align to the center the data in the table
 - c. Move and Resize the Table.
5. Save the document as **Weekly Menu** and save it in your folder.

Score



Pam's Weekly Menu						
Meal		Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Main Dish					
	Drink					
Lunch	Main Dish					
	Fruit/Veg					
	Drink					
	Dessert					
Dinner	Main Dish					
	Fruit/Veg					
	Drink					
	Dessert					

Pam's Weekly Menu						
Meal		Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Main Dish					
	Drink					
Lunch	Main Dish					
	Fruit/Veg					
	Drink					
	Dessert					
Dinner	Main Dish					
	Fruit/Veg					
	Drink					
	Dessert					

Score

Lab 5.6 The Philippine Presidents

Estimated Completion time: 15 - 20 Minutes

Directions:

1. Launch Microsoft Word
2. Open the folder **Philippine Presidents** in the templates
3. Do the following:
 - a. Open a new Word Document with a "8 x 13" Paper Size, Landscape Paper Orientation and Narrow Margin
 - b. Insert a table with 3 columns and 15 rows. Assign each column with these headings respectively:

Image	Name	Description
	MANUEL LUB QUEZON	First President of the Commonwealth Birthdate: August 19, 1878; died: August 1, 1944 Term: November 15, 1935 - August 1, 1944 Filipino statesman, leader of the independence movement, and first president of the Philippine Commonwealth established under United States trusteeship in 1935
	SERGIO OSMEÑA	Second President of the Commonwealth Birthdate: September 9, 1878; died: October 19, 1961 Term: August 1, 1944 - May 28, 1946 Filipino nationalist, founder of the Nationalist Party (Partido Nacionalista) and President of the Philippines from 1944 to 1946
	JOSE LAUREL	President of the Japanese Sponsored Republic Birthdate: March 9, 1891; died: November 6, 1959 Term: October 14, 1943 - August 15, 1945 Became the President of the Philippines during the Japanese occupation of World War II.
	MANUEL ACUÑA ROXAS	Birthdate: January 1, 1893; died: April 15, 1948 Last President of the Commonwealth Term: May 28, 1946 - July 4, 1946 First President of the Third Republic of the Philippines Term: July 4, 1946 - April 15, 1948 Political leader and first president of the independence republic of the Philippines
 - c. Insert the images in the first column of the table respectively, copy and paste the names and description in the following columns.
 - d. You may alter the text color and table designs as you want.
4. Save the document as **The Philippine Presidents** and save it in your folder. place it to your own folder.

Lab 5.7 Current Events in Columns

Estimated Completion time: 15 - 20 Minutes

Directions:

1. Launch Microsoft Word and open the document **Current Events**.
2. Complete the activity by adding at articles on current events.
3. Maintain the three-column format and insert appropriate pictures. Use pictures from your cellular phone, tablet or from the internet.
4. Save the document as **Current Events Completed**.

Score