

Chapter 3

Graphics Tools in Office



Learning Objectives

After completing this chapter, you should be able to:

- insert clip art and picture;
- resize and move objects;
- rotate and flip objects;
- make image corrections;
- make color adjustments;
- apply artistic effects;
- text Wrap around graphic;
- create a WordArt object;
- Add SmartArt;
- crop a picture; and
- add a picture effect;

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, and 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 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 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.

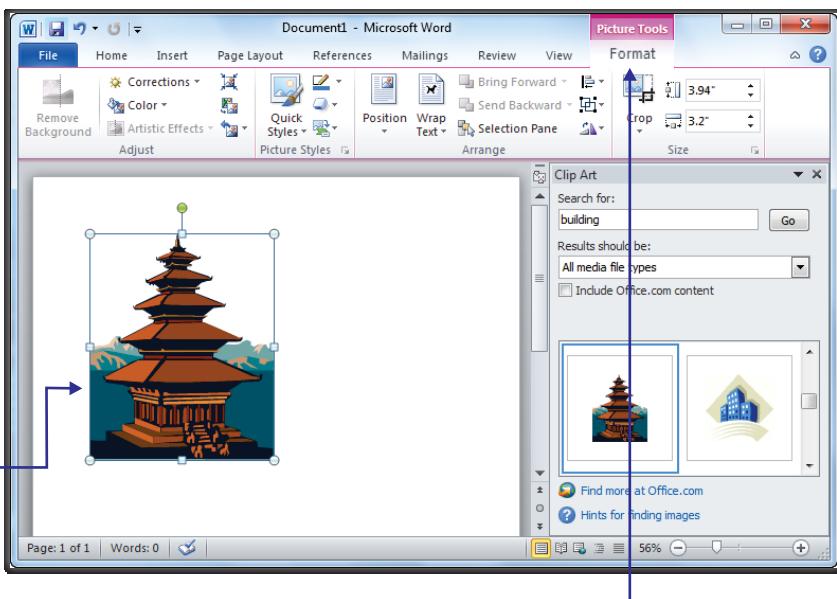
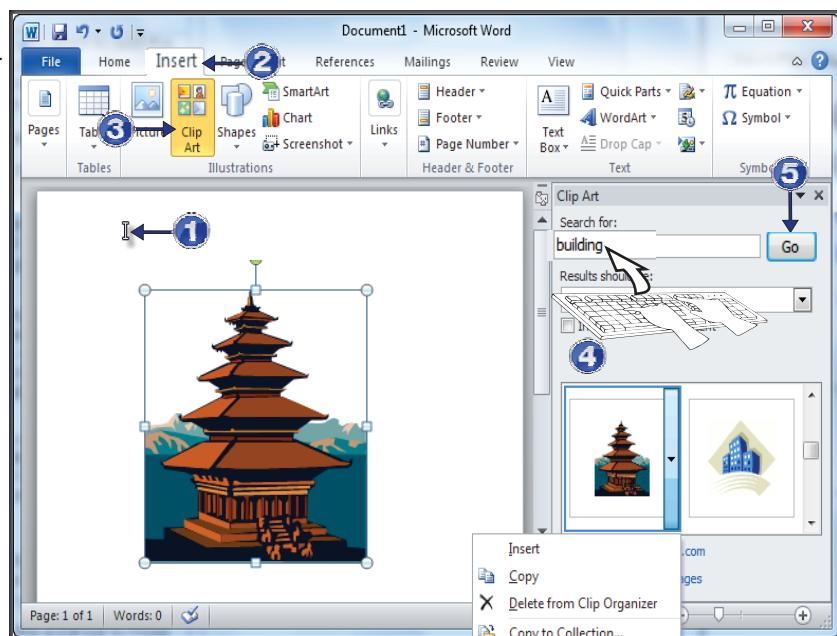
- 6 To add a ClipArt image, click the image.

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 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.

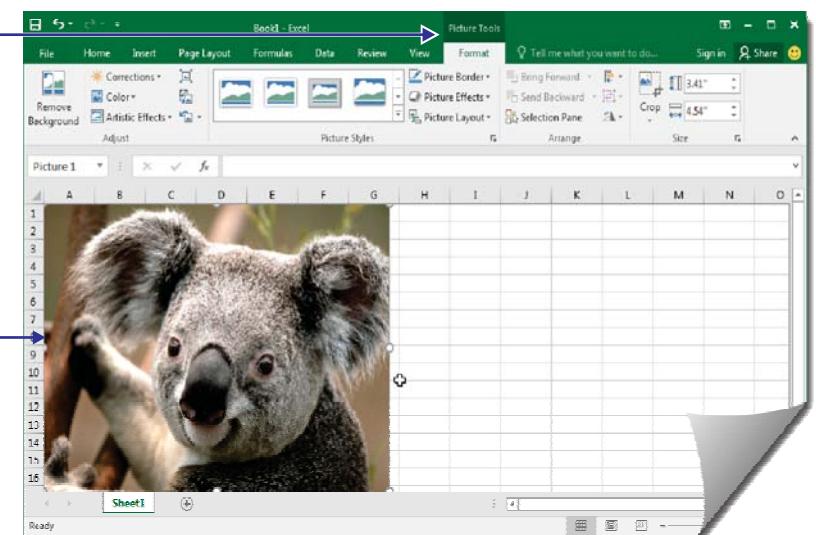
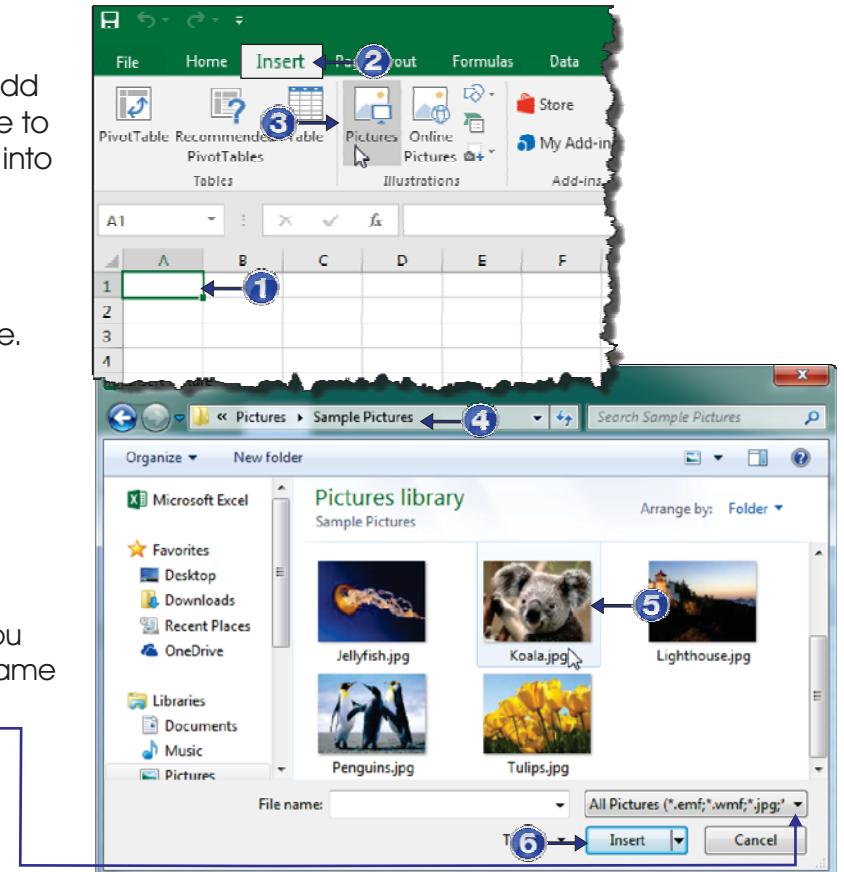
- 7 Note: Image files, also called objects, come in a variety of file formats, including GIF, JPEG, and PNG.

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.

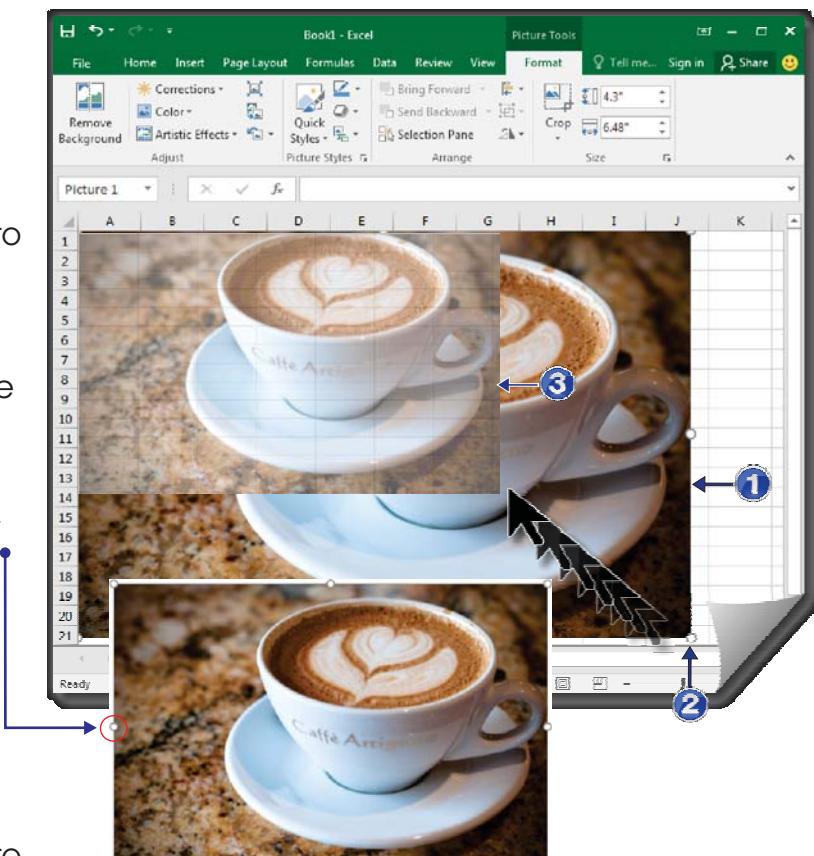
Resize and Move Objects

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.

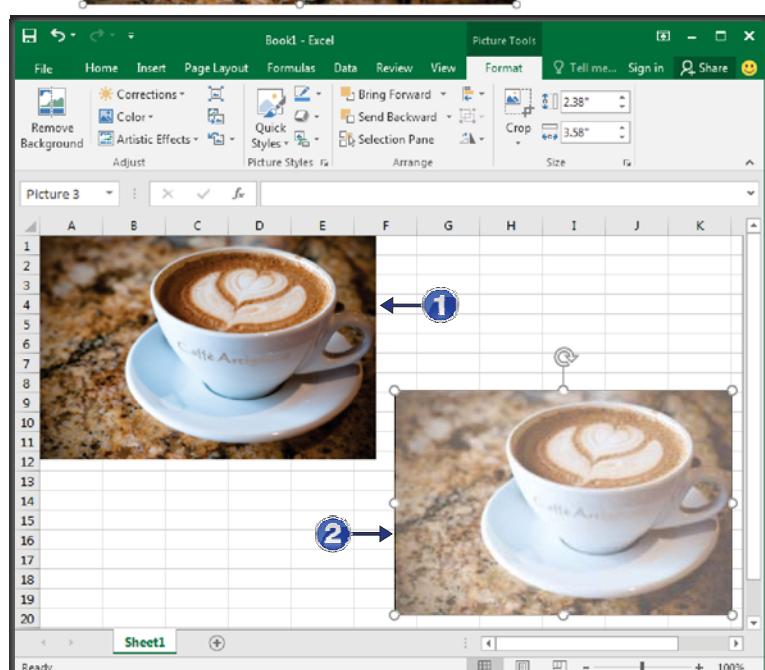


Move an Object

- 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 Microsoft Office file to change the appearance of that object.

Rotate and Flip Objects

Rotate an Object

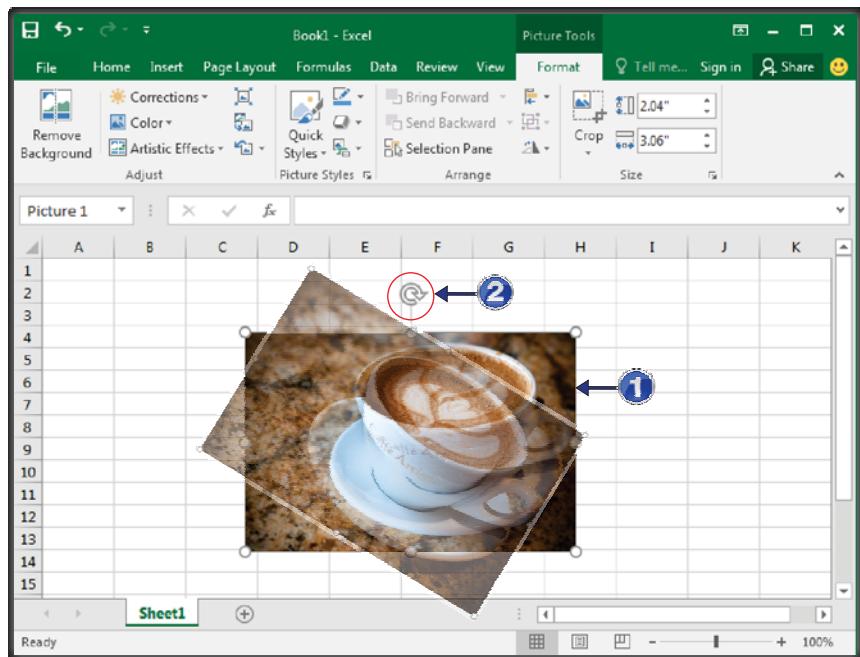
- 1 Click the object that you want to rotate.

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 (⟳) on the Format tab on the Ribbon to rotate an object 90 degrees left or right.



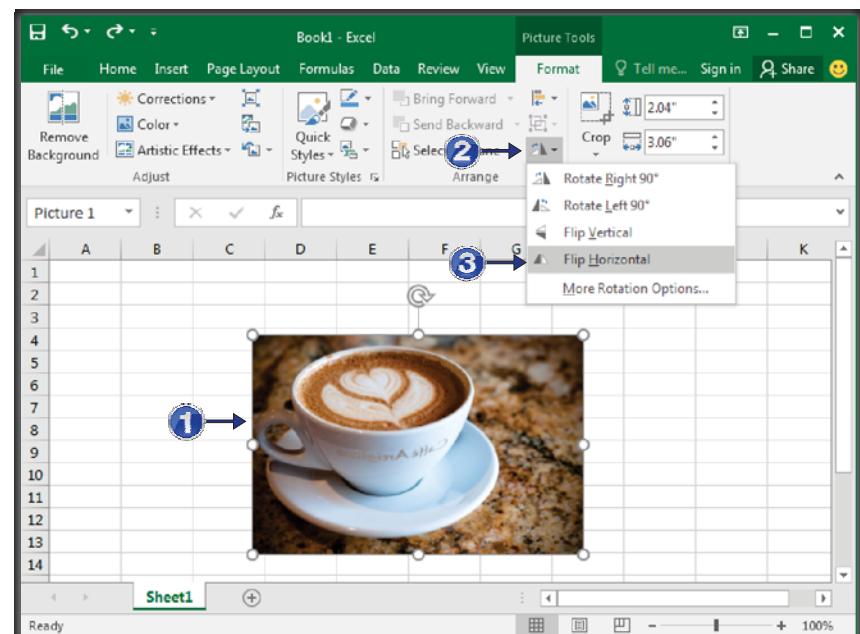
Flip an Object

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

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

- 3 Click Flip Vertical or Flip Horizontal.

The object flips.

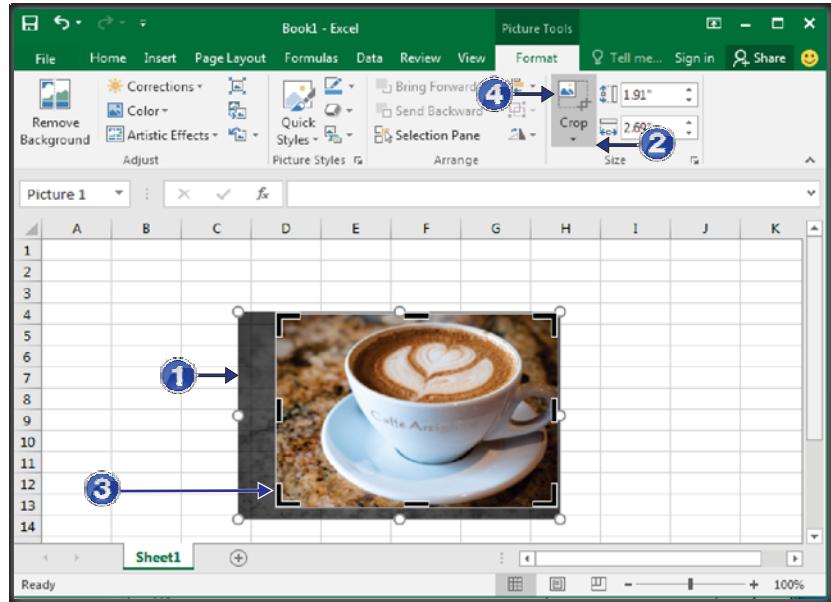


Cropping a Picture

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.

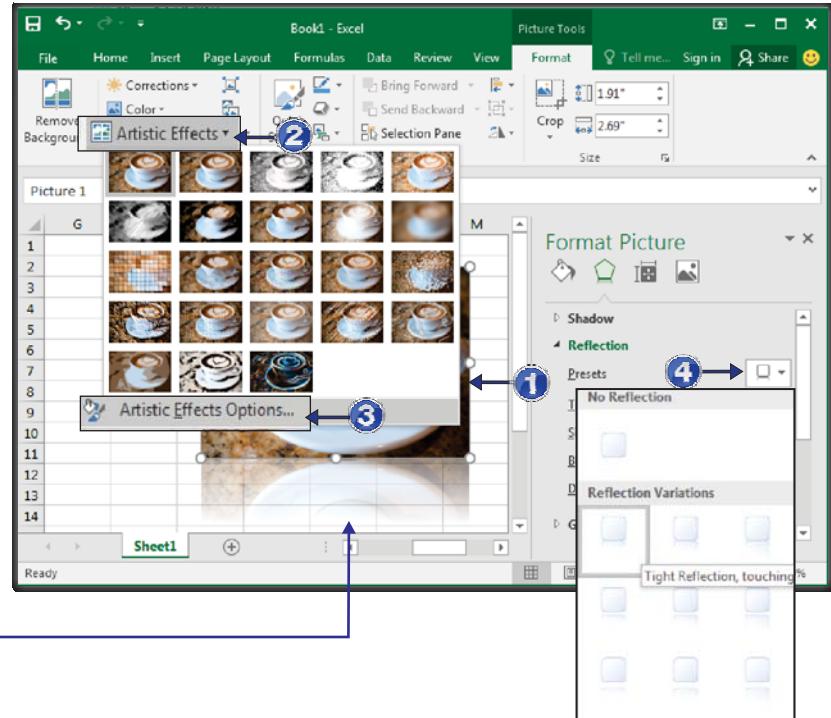


Add a Picture Effect

You can use the Picture Effect tool included with many Microsoft Office 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 In the Adjust group, click the Artistic Effects button.
- ③ Click Artistic Effects Options.
Choose any Format Option. In this example we are going to use Reflection.
- ④ Click Reflection Icon and select any of the Reflection Variations.
The new effect is applied to the picture.



Make Image Corrections

Microsoft Office offers useful tools such as image corrections. Perhaps the image you have inserted is slightly blurry, or lacks contrast. Fortunately, Microsoft Office 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

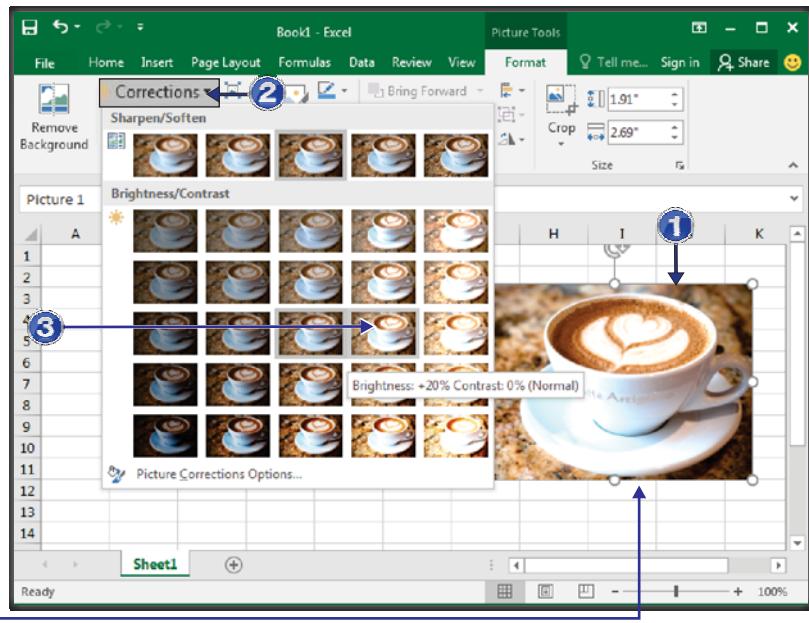
- 1 Click the picture that you want to edit. The Format tab appears on the Ribbon with the Picture tools shown.
- 2 In the Adjust group, click the Corrections button.

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 Microsoft Office 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.

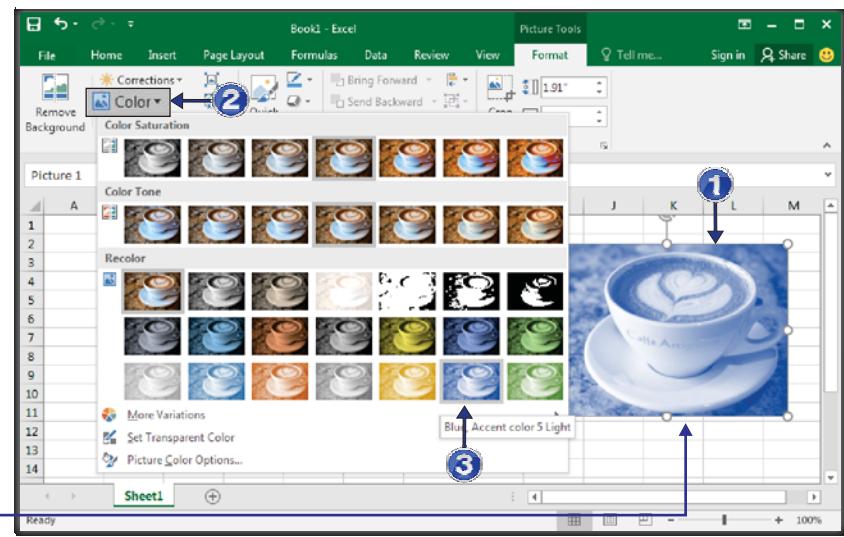
- 2 In the Adjust group, click the Color button.

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

Microsoft Office 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.

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

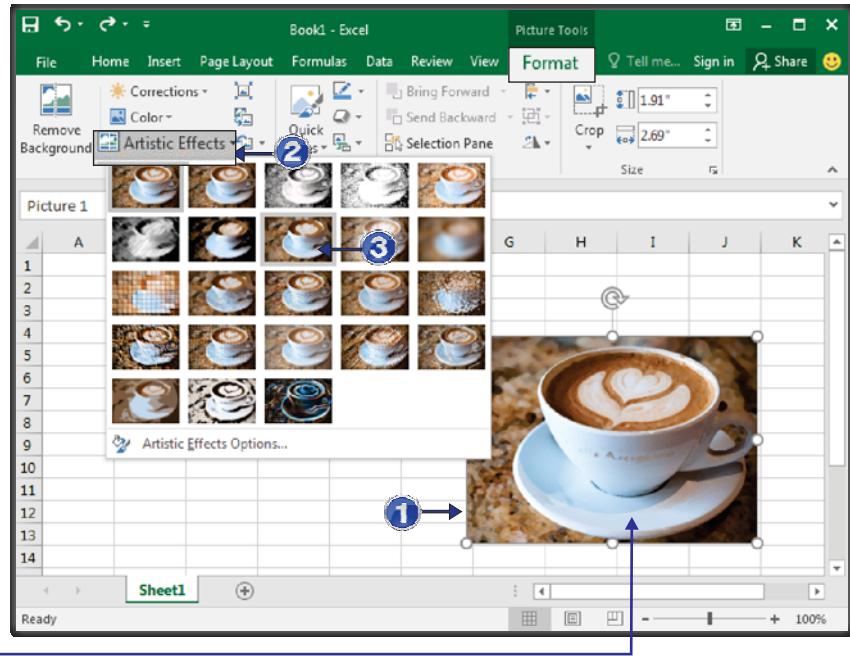
- ② In the Adjust group, click the Artistic Effects button.

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.

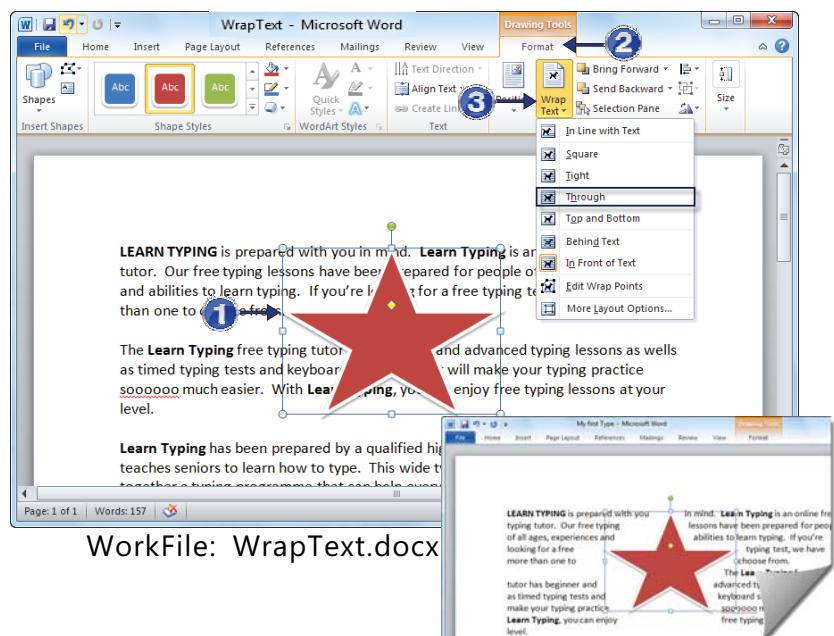
Handles (■, □, or □) will appear around the image.

- 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.

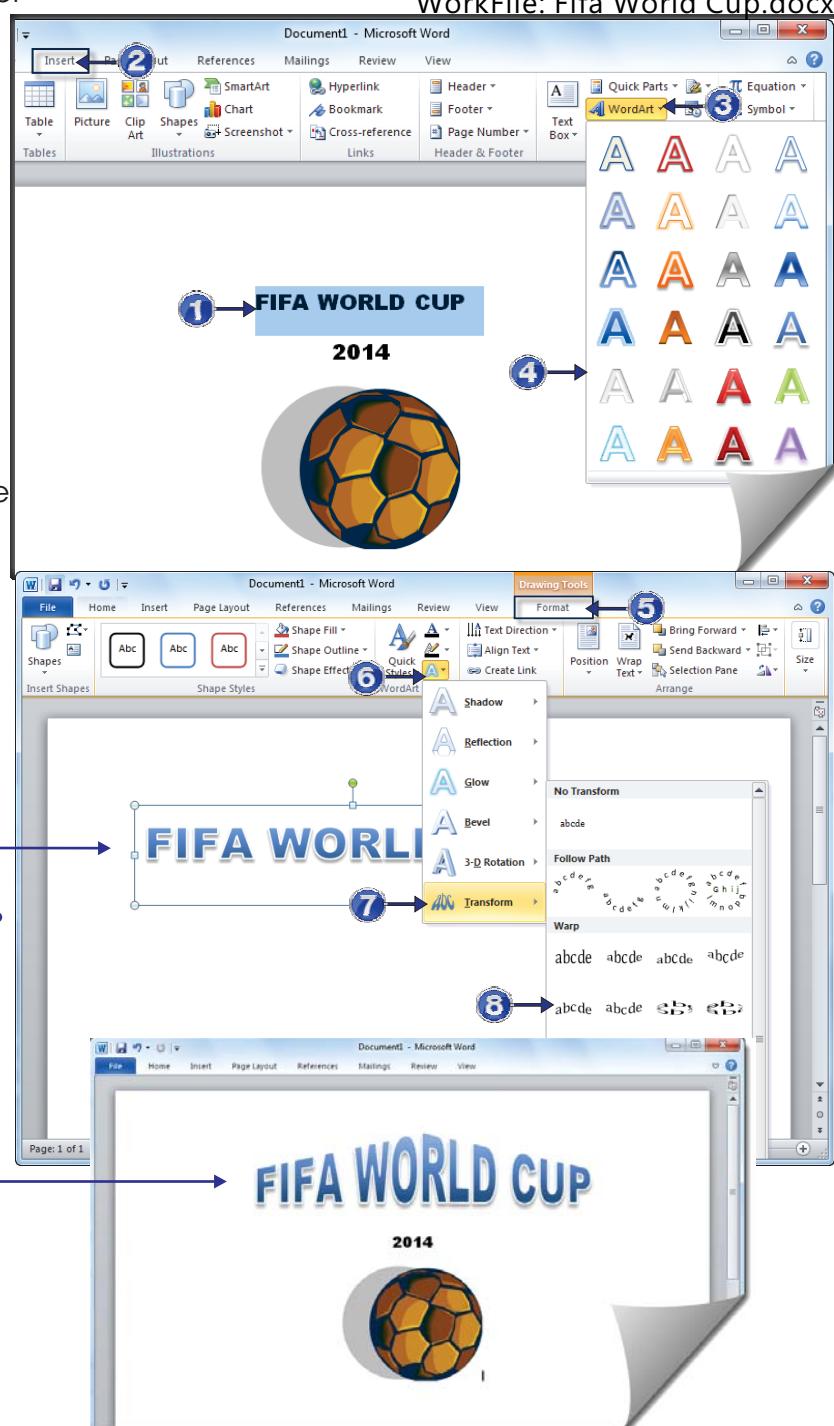
- 5 Click the Format tab.
- 6 Click the Text Effects button .
- 7 Click Transform.
- 8 Click a transform style that you want to apply.

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 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.

