

# Chapter 8

## Pictures and Graphs

Introduction

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Resizing and Cropping Pictures

Rotating Pictures

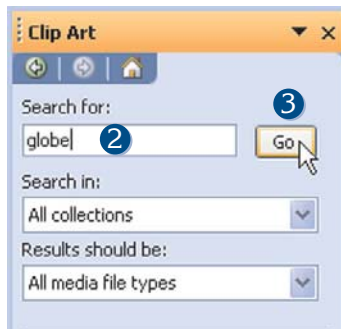
Positioning Pictures

Creating Charts

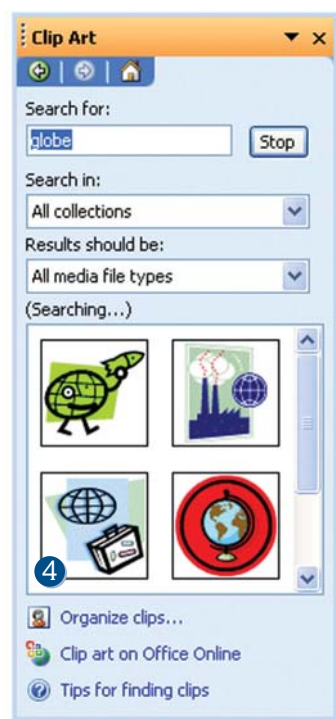
Formatting Chart Objects

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*Searching ClipArt*



*Inserting ClipArt*

## Introduction

Pictures and photos make your documents interesting, easy to read, and well-supported. There is a lot of difference between a document with only text, and a document with these objects. A chart or a diagram can make your document more understandable and capture the interest of your readers.

## Clip Art

Microsoft Office comes with its own Clip Art gallery of images, sounds, and animations. All the clips are categorized to make them easy to find.

### Practice

#### Inserting Clip Art from The Task Pane

In this exercise, you will insert Clip Art from the task pane.

- ① On the Task pane, choose [Insert Clip Art](#) from the [Other Task Panes](#) option.
- Or on the [Insert](#) menu, select [Picture](#), [Clip Art](#)
- ② In the [Search](#) for box, type a Clip Art category or the specific Clip Art name that you want to use.
- ③ Click the [Go](#) button.
- ④ The search result is displayed in the [Task](#) pane. Choose the Clip Art that you want to insert. Double click over the art. The art is inserted at the location of the insertion point.

#### Downloading Clip Art from the Microsoft website.

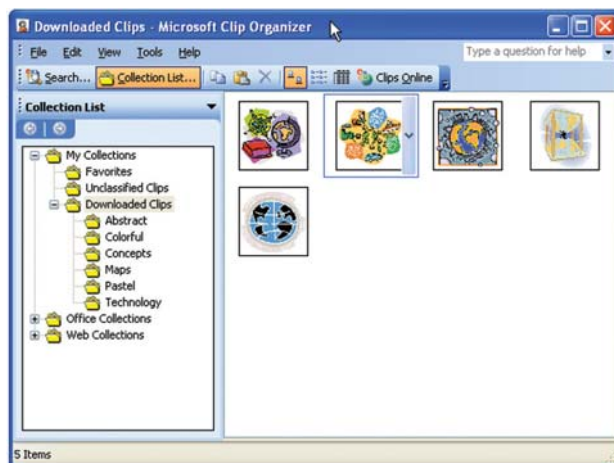
There are also online clips on the Microsoft website.

- ① To use online clips, first make sure that you are connected to the Internet, then click the [Clip art on Office Online](#) link at the bottom of the [Task](#) pane.
- ② On the website, search for Clip Art. Select the Clip Art that you want to download. Click [Download](#).

- ③ The Clip Art will be automatically saved under the **Downloaded** category in the **Clip Organizer**.

### Microsoft Clip Organizer

Clip Organizer contains all of your images, sounds, and videos in one place. You can catalog your clips, create new categories, and search for more clips on the Internet with Clip Organizer.



Microsoft Clip Organizer

### Inserting Pictures

You can insert pictures or graphics created with other programs such as Paint, Corel, and Adobe Illustrator. There are photo galleries on the internet where you can search for specific pictures. You can capture pictures or photos with a digital camera and use these objects in Word.

#### Practice

#### Inserting a picture

In the following exercise, you will insert a picture onto a document.

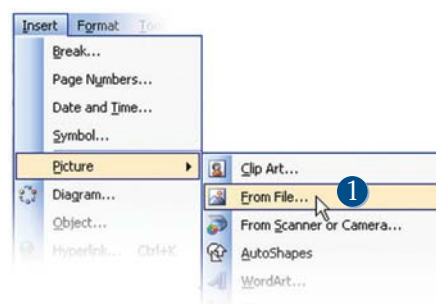
- ① From the **Menu bar**, **Insert**, **Picture**, **From File**.  
the *Insert Picture dialog box* opens.

- ② Select the file location and name.

- ③ Click **OK**.

The picture is inserted in your document.

To insert a picture from a camera or scanner; connect your device to the computer and then from the **Menu bar**, choose **Insert**, **Picture**, from **Scanner or Camera** and then follow the instructions.



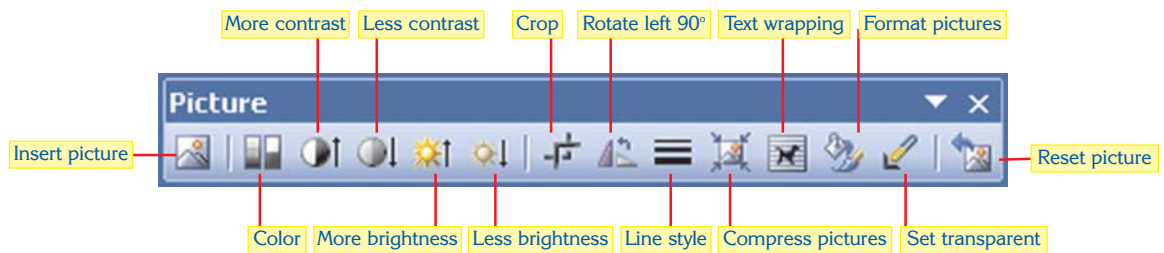
Insert, Picture



Inserting a picture

## The Picture Toolbar

When you click on a picture or insert a picture into your document the Picture toolbar opens. On this toolbar, you can find all the options to format a picture.



*The Picture toolbar*

## Picture Color

The Color button on the Picture toolbar gives four options: Automatic, Grayscale, Black&White and Washout.



*A Grayscale picture*



*A Washout picture*



*A Black&White picture*

## Picture Contrast & Brightness

Contrast is the difference between light and dark. There are two buttons on the Picture toolbar to decrease and increase the contrast of a picture.

The ratio of light to dark in a picture is brightness. You can adjust the brightness with the More brightness and Less Brightness buttons.

## Resizing and Cropping Pictures

A picture is displayed in its full size when inserted into a document. Sometimes the size is too large to fit into your document, or cannot be seen clearly. Sometimes you need to use only part of the picture. To change the size of a picture, resize it, and to change the amount of the picture displayed, crop it.

### Practice

#### Resizing a Picture

In this exercise you will resize a picture.

- 1 Select a picture by clicking over it. the **Sizing handles** will be displayed on the borders of the picture.

- 2 Position your mouse over one of the **sizing handles**. To increase the size, drag your mouse away from the center of the picture. To decrease the size, move the mouse towards the center of the picture.

A sizing handle



*Selected picture*



*Decrease picture size*

Resize handle

To keep a good ratio of width to height, you should press the Shift key while you are dragging the picture.



*Crop*

## Practice

### Cropping a picture

If you need only one part of a picture, use the Crop button on the Picture toolbar.

- 1 Select the picture that you want to crop. Click the **Crop** button on the **Picture** toolbar.
- 2 Drag a sizing handle. When you are done, click the **Crop** button again

Or press Enter.

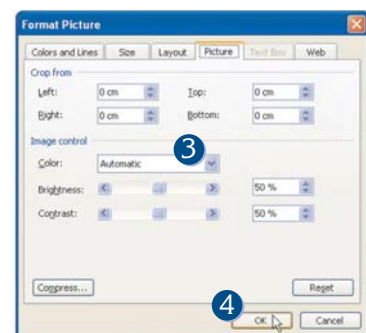
You can also use the Format Picture dialog box for resizing, scaling and cropping. The Format Picture dialog box allows you to make more precise measurements.

- 1 Select a picture.
  - 2 On the **Format** menu, choose **Picture**.
- Or click the **Format Picture** button on the **Picture** toolbar.
- The Format Picture dialog box opens.*
- 3 Enter the desired width and height values in the boxes.
  - 4 Click **OK**.

Cropping handle



*Cropping picture*



*Format Picture dialog box*

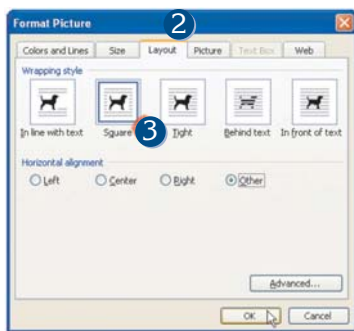




Rotate left 90°



A rotated picture



Layout tab



The Text Wrapping button

## Rotating Pictures

### To rotate a picture;

- ① Select a picture.
- ② Click the **Rotate Left** button on the **Picture** toolbar.

The picture rotates 90 degrees to the left, and a green handle appears on the top edge of the picture.

- ③ Position your mouse on the green handle. The mouse pointer changes to a curved arrow. Drag your mouse to rotate the picture. This is called free rotating. You can adjust the picture to any angle with free rotating.

## Wrapping Text around Pictures

When you insert a picture, it floats over the document. If the picture is not transparent, it obscures the text and other objects.

- ① Select the picture.
- ② Click the **Text Wrapping** button on the **Picture** toolbar  
Or click the **Layout** tab on the **Format Picture** dialog box.
- ③ Select the wrapping style that you want.

## Positioning Pictures

When you put a picture in your document, it is placed where the insertion point was before the insert command. Later you can change its location. To move the picture:

- ① Select the picture and hold down the mouse button.
- ② Drag the picture to a new location and then release the mouse button to drop the picture.

*If you hold down the <Ctrl> key while dragging a picture, you get a copy of the picture.*

## Creating Charts

Microsoft Graph Chart is a tool used to create charts in your documents. Microsoft Graph provides a wide variety of graph options from Bar graphs to 3-D graphs.

Spreadsheet programs like Excel also have Chart options. If you are dealing with numbers and your document is based on visual objects, the Excel spreadsheet program provides more features.

### Practice

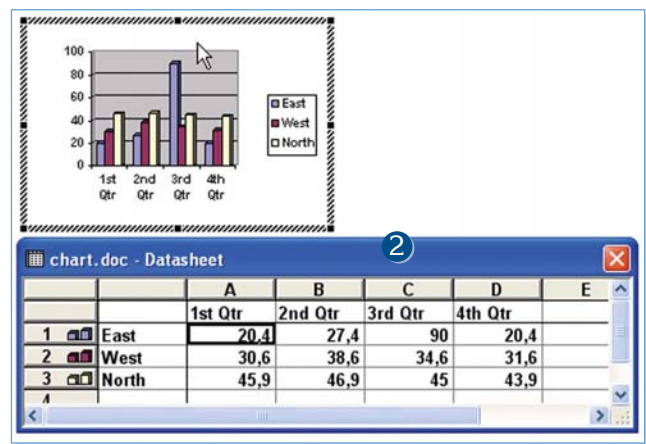
#### Creating a Chart

Microsoft Graph has two parts, a chart and a database.

In the following exercise you will create a chart that shows personal computer sales in 4 different cities.

- 1 Place the **insertion point** where you want to insert the chart.
- 2 On the **Insert** menu, choose **Picture, Chart**.

The graph program displays a sample chart and a sample datasheet.



Sample chart and sample datasheet

The datasheet is made up of columns and rows and has sample data. In the Datasheet, rows represent a category; columns represent data points for each category.

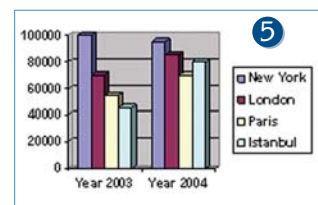
When you change the row and column headings, you change the labels in the chart. When the numbers are changed in the cells, the data points in the chart change as well.

- 3 In the database, replace the sample data with your own.
- 4 Click over a cell, type your data and press **Enter**.
- 5 Microsoft Graph redraws the chart.

		A	B	C	D	E
		Year 2003	Year 2004			
1	New York	100000	95000			
2	London	70000	85000			
3	Paris	55000	70000			
4	Istanbul	45000	80000			

Replace the sample data

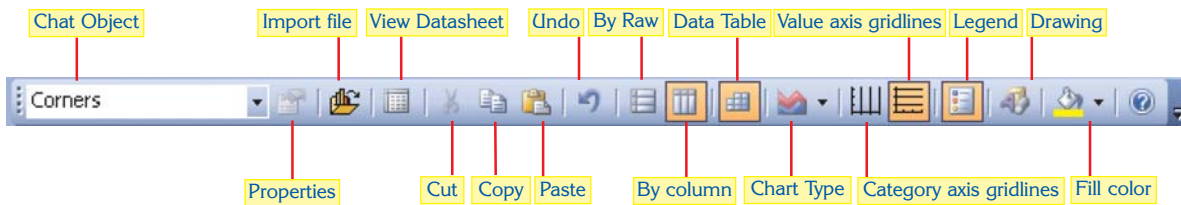
You can move between cells with the mouse, tab key or arrow keys.



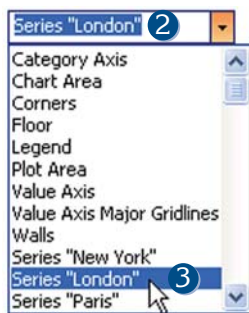
Creating a chart

## Formatting Chart Objects

To change the way that the chart looks, you need to select chart objects. In a chart all the objects can be formatted.



*The Standard toolbar with chart buttons*



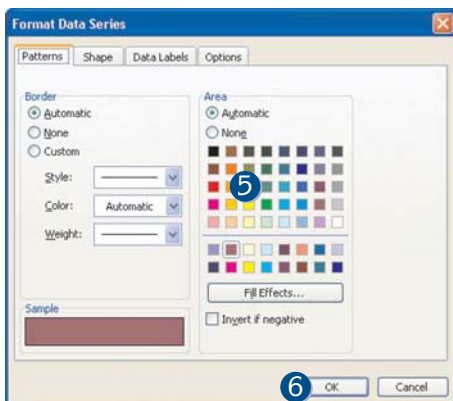
*Chart Object list*

### Practice

In this exercise you will format a data series in your chart.

- ① Double click the chart.
- ② Select the chart object that you want to change. Use one of the following methods.  
Select the object from the [Chart Object](#) list on the [Standard](#) toolbar.  
Or click the object in the chart.
- ③ Select "London" data series.
- ④ From the [Menu](#) bar, choose [Format, Selected Data Series](#).

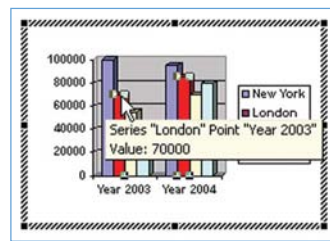
*The Format Data Series dialog box opens.*



*The Format Data Series dialog box*

- ⑤ Apply red color to "London" data series.
- ⑥ Click OK.

Each chart object has its own individual settings. So in the dialog box, there is usually more than one tab.



*Formatting a chart*



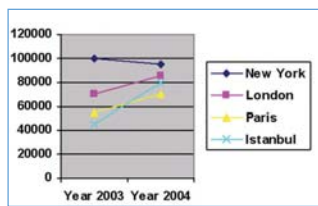
## Changing Chart Type

Word offers many different chart types for different presentations.

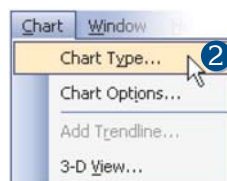
- 1 Double click the chart.
- 2 From the **Menu** bar, select **Chart**, **Chart type**.

The *Chart type* dialog box opens.

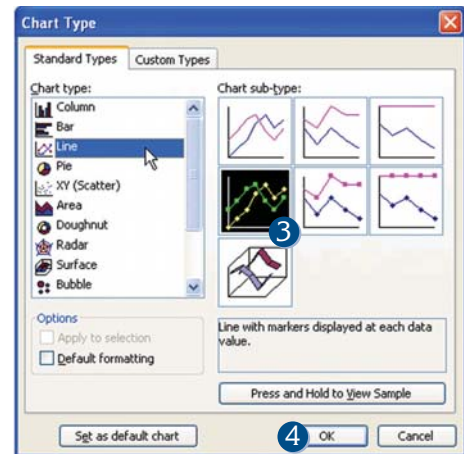
- 3 Choose the type you want to use for your chart.
- 4 Click OK.



*Changing chart type*



*Chart Type*



*The Chart Type dialog box*

## Setting Custom Charts

You can define custom chart types.

- 1 Double click on a chart.
  - 2 In the **Chart Type** dialog box, click the **Custom Types** tab.
  - 3 Select a Custom Type. A preview of the chart is shown in the dialog box.
- Or you can quickly change the chart style from the **Standard** toolbar with the **Chart type** button.
- 4 Click OK.

## Changing the view of a 3-D Chart

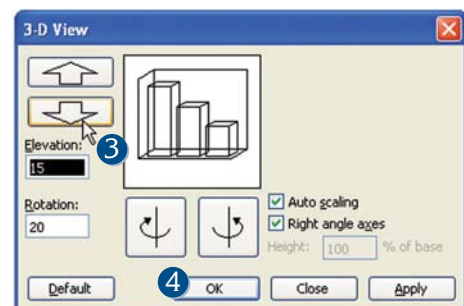
- 1 Open your chart, and in the **Chart type** dialog box, select a 3-D chart type.

For some chart types 3-D view is not available.

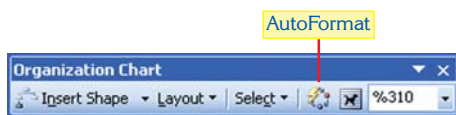
- 2 On the **Chart** menu, select **3-D View**.

The *3-D view* dialog box opens.

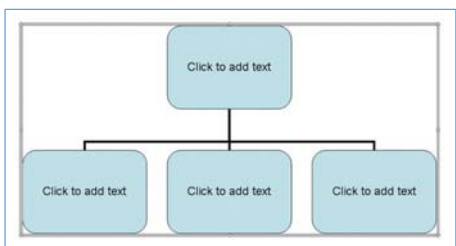
- 3 Use the buttons on the **3-D View** dialog box to change the view of a 3-D chart.
- 4 Click OK.



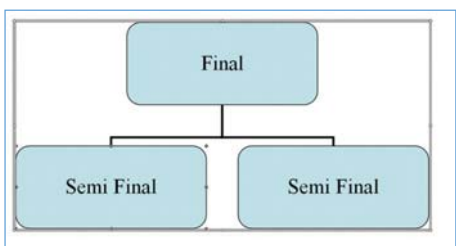
*Changing the view of a 3-D chart*



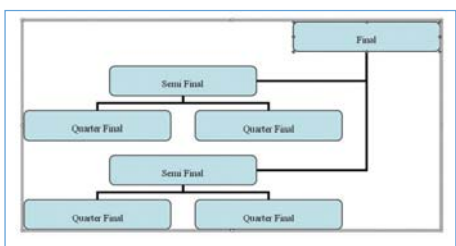
*The Organization Chart toolbar*



*Creating an Organization Chart*



*Inserting and Deleting shapes*



*Changing Chart layout*

## Creating Diagrams and Organization Charts

Organization Charts are very useful to illustrate hierarchical relationships, such as a military's chain of command. Use diagrams to show a process, such as the manufacturing steps of a product.

### Practice

#### Creating an Organization Chart

In the following example you will create an Organization Chart.

- ① Place the [insertion point](#) where you want to insert the Organization Chart.
- ② From the [Menu](#) bar, choose [Insert](#), [Picture](#), [Organization Chart](#).  
A sample chart opens.
- ③ Enter your text.

#### Inserting and Deleting Shapes

When you insert an Organization Chart it has one superior shape and three subordinate shapes. To insert new shapes into the chart:

- ① Click the shape that you want to add.
- ② On the [Organization Chart](#) toolbar click the [Insert shape](#) button and choose one of the following styles:  
[Subordinate](#) adds a shape below the selected shape  
[Coworker](#) adds a shape next to another shape  
[Assistant](#) adds a shape below and to one side  
 To delete a shape simply click over it and press the delete key.

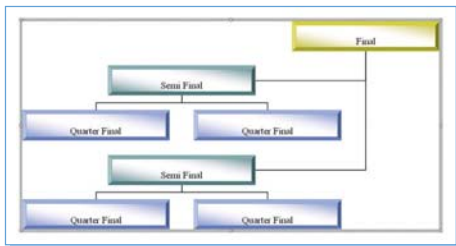
#### Changing Chart Layout

There are several Organization Chart layouts available.

- ① Click the [superior](#) shape in your Organization Chart.
- ② On the [Organization Chart](#) toolbar, click the [Layout](#) button and from the menu select a layout style.

## AutoFormat an Organization Chart

- 1 Select the Organization Chart.
- 2 Click the **AutoFormat** button on the **Organization Chart** toolbar.  
*The Organization Chart style Gallery dialog box opens.*
- 3 Select a diagram style.
- 4 Click OK.

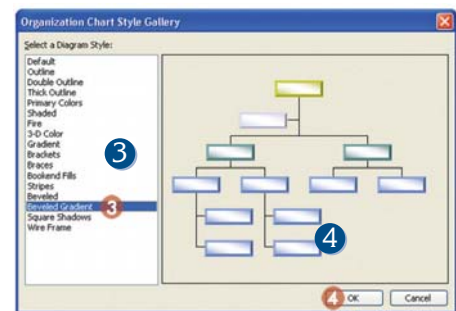


*AutoFormat Organization Chart*



*AutoFormat*

2



*AutoFormatting an Organization Chart*

## Practice

### Diagrams

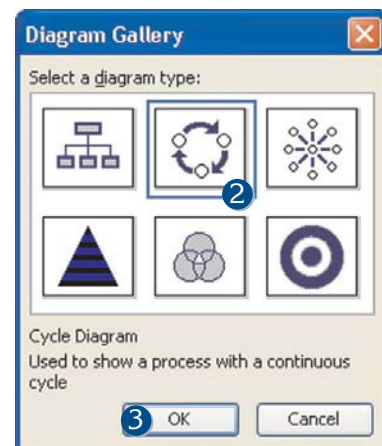
You can insert different types of diagrams into your document. In this exercise you will create a cycle diagram.

- 1 From the **Menu** bar, select **Insert, Diagram**.  
*The Diagram Gallery dialog box opens.*

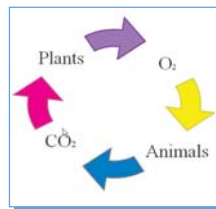
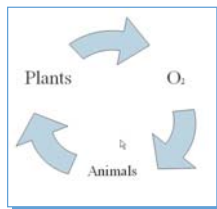
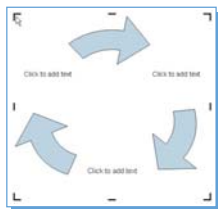
- 2 Select the **Cycle** diagram.
- 3 Click OK.

You can format the diagram, add color, backgrounds, textures, change font type, etc. Use the Diagram toolbar to change the order of items or add and remove elements and segments.

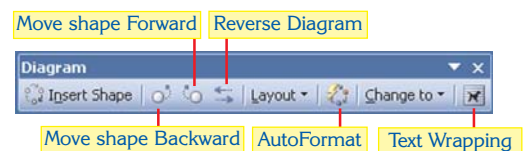
- 4 Click the outside area of the diagram when you are done.



*The Diagram Gallery dialog box*



*Creating a diagram*



*The Diagram Toolbar*

## Case Study

### Case Study - A

- Step-1** From the Menu bar, select Picture, Charts menu.
- Step-2** Open the Mytable.doc document you created in the previous chapter. Use the data to create a chart. Enter the field names and data in the datasheet.
- Step-3** Return to your main document.
- Step-4** You should have a 3-D chart object in your document.
- Step-5** Change the page layout to landscape from the Page Setup menu.
- Step-6** Resize the chart to fit a full page.
- Step-7** Save the document as Mychart.doc.

## True or False

1. A chart is picture of numeric data.  
☐ True ☐ False
2. As you format a chart object, the formatting is immediately applied to the chart object.  
☐ True ☐ False
3. In a chart, you can only format the data points and the chart background.  
☐ True ☐ False
4. A picture keeps its original size when inserted into a document.  
☐ True ☐ False
5. In a chart datasheet, columns represent a category and rows represent data points for each category.  
☐ True ☐ False

## Project

- Connect to the Internet. Search for the Olympic Games. Find the top three medal winning athletes in the latest Olympic Games. Create a chart that shows this data.
- Create a list of your monthly expenses. Create a Pie style chart using 5 items in the list. Show the percentage of each item in the chart.

## Multiple choice questions

1. How can you resize the width or height of a picture that you have placed in your Word document? (Choose three answers)
  - a. By dragging the sizing handles that appear at the edges of the picture.
  - b. By changing the height and width values in the Size tab available on the menu Format, Picture.
  - c. By scaling the height and width in the Size tab available on the menu Format, Picture.
  - d. By right-clicking on the picture and choosing the "Picture Size" option
2. To insert a diagram, click the \_\_\_\_\_
  - a. Diagram command on the Insert menu
  - b. Insert button
  - c. Diagram button on the toolbar
  - d. Insert command on the Tools menu
3. In order to resize, angle, or rotate a WordArt object, you can use \_\_\_\_\_
  - a. Rotation handles
  - b. WordArt Gallery
  - c. Sizing handles
  - d. Object order and grouping
4. What happens when an image is inserted in a document?
  - a. Text is wrapped around the image.
  - b. The image is treated as text and stays in line with the text.
  - c. The image appears behind the text
  - d. The image floats over the document
5. Where are ClipArt's downloaded clips saved?
  - a. Clipboard
  - b. Clip Organizer
  - c. Task Pane
  - d. Insert menu
6. How can you use digital photos in a Word document?
  - a. Hire a painter to draw these images.
  - b. Open the Paint program.
  - c. Use Insert, Picture, From Scanner or Camera menu.
  - d. This is not possible.
7. A document has lots of color images. To get a black and white printout which of the following should you do?
  - a. Change the images to Black and White.
  - b. Rotate the images.
  - c. Decrease the contrast or brightness levels of the images.
  - d. Position the images in line with text.
8. Which of the followings are true about chart objects? (Choose two answers)
  - a. To rotate a chart, click over it and use the rotate handles.
  - b. You can create custom chart types of your own.
  - c. To change the chart type, first double-click over the chart.
  - d. For all chart types 3-D view is available.
9. To show the yearly growth in sales of a product, the best illustration is \_\_\_\_\_
  - a. An Organization Chart.
  - b. A diagram.
  - c. A 3-D column chart.
  - d. A bulleted list.
10. If you need only a part of a picture and reduce its size, you need to use the \_\_\_\_\_ button on the Picture toolbar.
  - a. Resize
  - b. Rotate
  - c. Shrink
  - d. Crop



## ENTERTAINMENT

### Across

1. The intersection of a column and row in a table.
7. Animated character that answers questions.
8. The difference between dark and light in a picture.
9. To reverse a recent action.
12. To combine two or more cells into a single cell.
13. Displays and organizes common Word tasks

### Down

1. Gallery of images, sounds, and animations that comes with Microsoft Office.
2. An area of memory in which you can store text and graphics.
3. Built-in list that contains commonly typed symbols such as a smiling face.
4. Making changes to a document.
5. The feature that corrects the most common typing errors.
6. To store and reuse text graphics that you use frequently.
10. Start of a line.
11. Rows and columns that you can fill with text and graphics.

