MS Office 2010 (MS Word 2010 & MS Excel 2010)

Lesson 12: Shapes, Symbols and Charts

Lesson Objectives

- To understand following topics
  - Shapes
  - To insert a shape
  - To resize a shape
  - To change the order of shapes
  - Changing a shape's appearance
  - 3D effects
  - Symbols and Special Characters
  - The Symbol menu
  - The Symbol dialog box
  - Charts
  - Creating charts using data in Excel

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Shapes

- Word's large shape collection allows you to organize and design the image you want.
- To use shapes effectively, you'll need to know
  - How to Insert Shapes
  - How to Format Shapes
    - To change the style
    - To change the shape fill color
    - To change the shape outline
    - To change shadow effects
  - 3D effects

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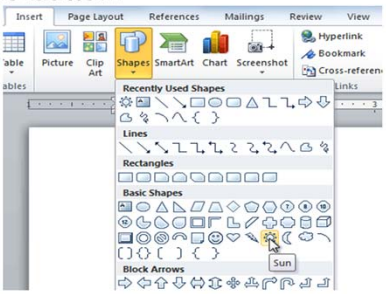
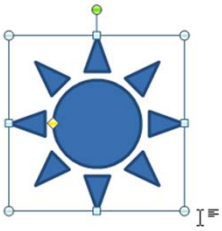
Demo : To insert a shape

- Select the Insert tab.
- Click the Shapes command.
- Select a shape from the drop-down menu.
- Click and drag the mouse until the shape is the desired size.
- Release the mouse button.





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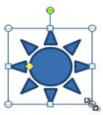
Demo : To resize a shape

- Click the shape to select it.
- Click and drag one of the sizing handles on the corners and sides of the shape until it is the desired size.
- To rotate the shape, drag the green handle.



- Some shapes also have one or more yellow handles that can be used to modify the shape.
- For example, with star shapes
- you can adjust the length of the points.

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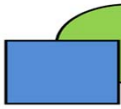
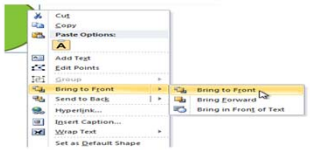
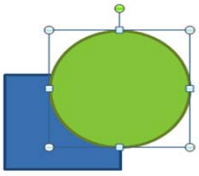
Demo : To change the order of shapes

- If one shape overlaps another, you may need to change the ordering
- If you have multiple images, you can bring a shape to the front or send it to the back.
- Bring Forward or Send Backward are the two options to fine tune the ordering
- You can also move a shape in front of or behind text.
  - Right-click the shape you want to move.
  - In the menu that appears, mouse over Bring to Front or Send to Back. Several ordering options will appear.
  - Select the desired ordering option. The shapes will reorder themselves







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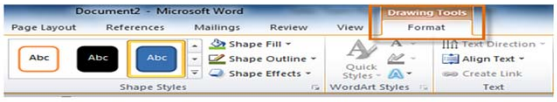
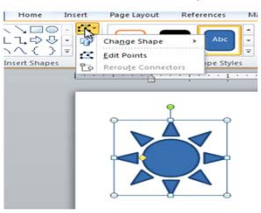
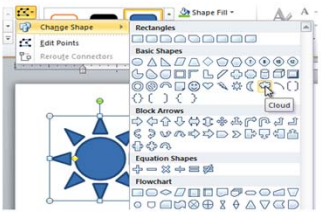
Demo: Changing a shape's appearance

- Select the shape. A new Format tab appears with Drawing Tools.



- Click the Format tab.
- Click the Edit Shape command.





- Click Change Shape to display a drop-down list.
- Select the desired shape from the list.

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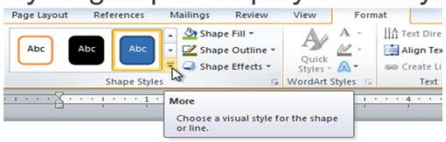
Demo : Changing a shape's appearance

- Select the shape. The Format tab appears.
- Click the More drop-down arrow in the Shape Styles group to display more style options.



- Move your cursor over the styles to see a live preview of the style in your document.
- Select the desired style.

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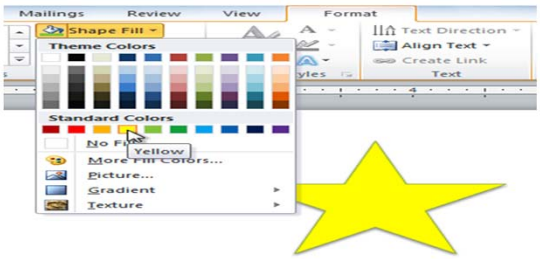
Demo: Changing a shape's appearance

- Select the shape. The Format tab appears.
- Select the Format tab.
- Click the Shape Fill command to display a drop-down list.
- Select the desired color from the list, choose No Fill, or choose More Fill Colors to choose a custom color.



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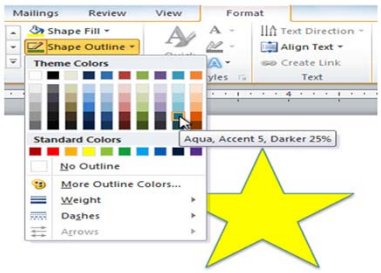
Demo: Changing a shape's appearance

- Click the Shape Outline command under Format to display a drop-down menu.
- From the drop-down menu, you can change the outline color, weight (thickness), and whether it is a dashed line.



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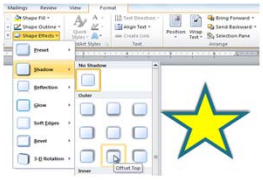
Demo: Changing a shape's appearance

- Steps:
  - Select the Format tab.
  - Click the Shape Effects command. A drop-down menu will appear.
  - Mouse over Shadow. You will see a list of shadow presets.
  - Move your mouse over the menu options to see a live preview of the shadow effect in your document.
  - Click the desired shadow effect to add it to your shape.
- You can select Shadow Options from the drop-down menu and click the Color button to select a different shadow color for your shape.



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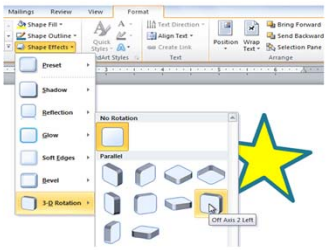
Demo : 3D effects

- There are two types of effects you can apply to your shapes to give them a 3D appearance
  - 3-D Rotation
  - Bevel. 3-D Rotation
- Bevel adds thickness and a rounded edge to shapes, but it doesn't work with every type of shape.
- To use 3-D Rotation:
  - Select the shape.
  - Click the Format tab.
  - Click Shape Effects from the Shape Styles group.
  - mouse over 3-D Rotation. A drop-down menu
  - will appear.
  - Select the desired rotation preset from the
  - drop-down menu. You can also click 3-D Rotation Options
- if you would prefer to type custom values.



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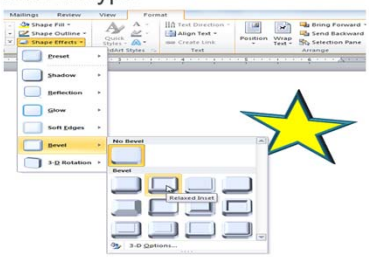
Demo: 3D effects

- To use bevel:
  - Select the shape.
  - Click the Format tab.
  - Click Shape Effects from the Shape Styles group.
  - Hover your mouse over Bevel. A drop-down menu will appear.
  - Select the desired bevel preset from the drop-down menu. You can also click 3-D Options if you would prefer to type custom values.



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Symbols and Special Characters

- Word 2010 lets you sprinkle characters beyond the keyboard's 26 letters of the alphabet, numbers, a smattering of symbols, and punctuation thingies
- Two ways of inserting a symbol and special character:
  - The Symbol menu
  - The Symbol dialog box

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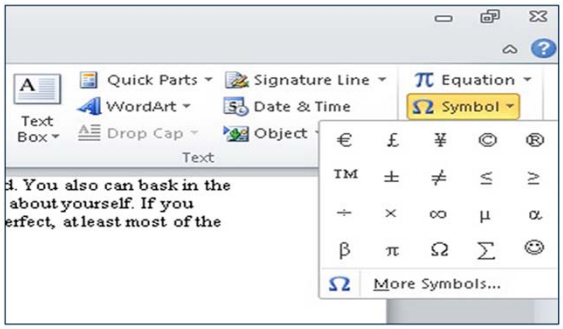
Demo : The Symbol menu

- Click where you want to insert the symbol.
- On the Insert tab, in the Symbols group, click Symbol button.
- Click the symbol that you want in the drop-down list



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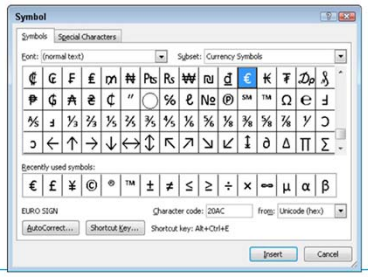
Demo : The Symbol dialog box

- Click where you want to insert the symbol.
- On the Insert tab, in the Symbols group, click Symbol
- Choose More Symbols from the Symbol menu it displays the Symbol dialog box
- In the Font box, click the font that you want, click the symbol that you want to insert, and then click Insert.



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You can insert symbols by typing the symbol's code and then pressing the Alt+X key combination. For example, the code for the sigma character is 2211: Type 2211 in your document and then press Alt+X. The number 2211 is magically transformed into the sigma character. A quick Web search will produce a resource with a list of symbols and their corresponding codes.

Some symbols have shortcut keys. They appear at the bottom of the Symbol dialog box. For example, the shortcut for the degree symbol is Ctrl+@, spacebar — press Ctrl+@ (actually, Ctrl+Shift+2), and then type a space.

Charts

- In Microsoft Word 2010, you can insert many kinds of data charts and graphs, such as column charts, line graphs, pie charts, bar charts, area graphs, scatter graphs, stock charts, surface charts, doughnut charts, bubble graphs, and radar graphs.
- Creating the chart by referring the data table from Excel Sheet.

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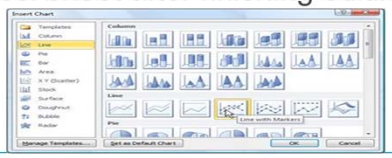
Demo: Creating charts using data in Excel

- On the Insert tab, in the Illustrations group, click Chart.

- In the Insert Chart dialog box, click the arrows to scroll through the chart types.
- Select the type of chart that you want and then click OK. Edit the data in Excel 2010.
- Close the Excel sheet after finishing editing.



	A	B	C	D
1	Column1	2005	2010	2015
2	ABC Company	35%	40%	50%
3	XYZ Corporation	60%	55%	70%
4	STU Finance	20%	50%	75%

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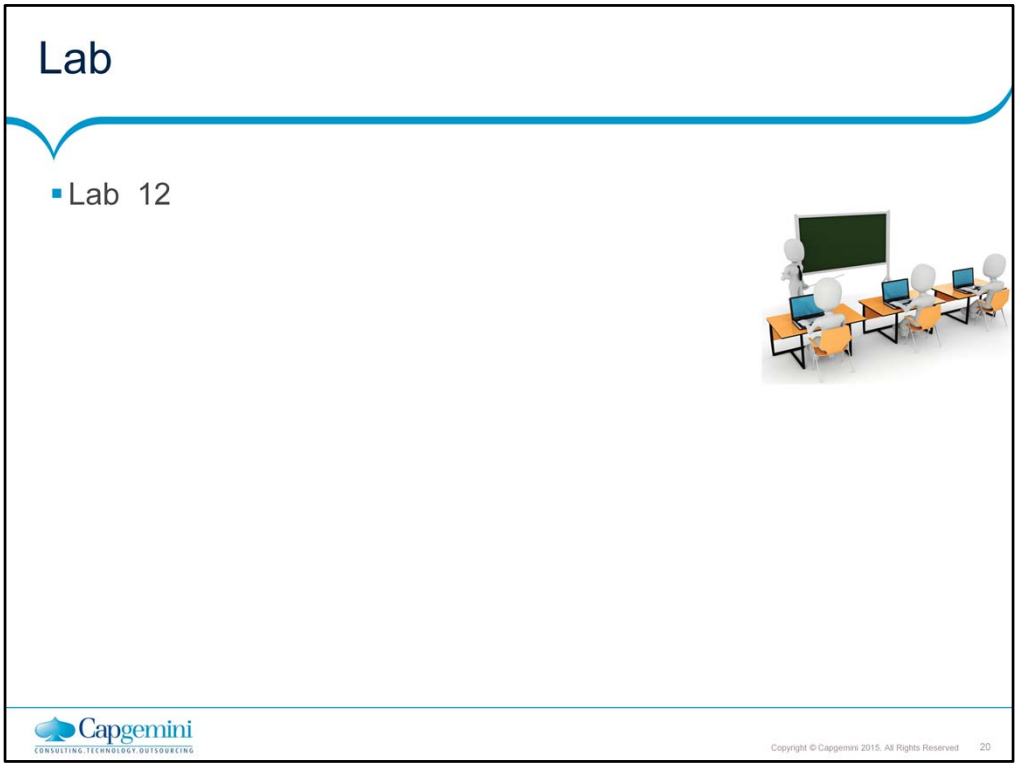
To get a good idea of what you can add to or change in your chart, under **Chart Tools**, click the **Design**, **Layout**, and **Format** tabs, and then explore the groups and options that are provided on each tab.

Note If you don't see the **Chart Tools**, make sure that you click anywhere inside the chart to activate it.

You can also access design, layout, and formatting features that are available for specific chart elements (such as chart axes or the legend) by right-clicking those chart elements.

Add the notes here.



Add the notes here.

Summary

- Adding the shapes in the document
- Formatting the shapes
- Creating the 3D shapes
- Creating Symbols
- Creating Charts

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Review Question

- Q1. What are all the two types of effects you can be applied to the shapes to give them a 3D appearance?
- Q2. Two ways of inserting a symbols are?
- Q3. How to rotate the shape after inserting the shape in the word document?
- Q4. While creating the Chart, it will get the data from _____.
  - A. Access B. PowerPoint C. Excel D. Database
- Q5. After inserting the shape, all the options related to this will be available in which tab?

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