

NASSCOM<sup>®</sup> FOUNDATION





# **Manage Graphic Elements**

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#### **Recap Activity**

- > What are the various tools you can use for referencing?
- > What are the steps to insert a footnote?
- > What are the steps to create a table of contents?
- > What are the steps to insert bibliography?

#### **Insert Shapes**

- Microsoft Word has a number of shapes that you can add to your documents.
- These shapes are beneficial for workflows and charts that require simple shapes
- Text boxes can be useful for drawing attention to specific text. They can also be helpful when you need to move text around in your document.
- Adding clip art and pictures to your document can be a great way to illustrate important information or add decorative accents to existing text.
- A SmartArt graphic is a visual representation of your information and ideas.

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# To insert shapes:

- 1. Click Insert.
- 2. In the Illustration section, select Shapes.
- 3. A drop-down menu appears with various shapes.
- 4. Select the shapes from among the options.
- 5. Right click on the desired shape.
- 6. Click on the document where you want insert the shape.

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# To change shape style and colour

- Select the shape and click Format.
- Click on shape fill and select the desired colour.



To change shape outline and shape effects:

1. Click shape outline to outline the shape by choosing the colour and weight of the line.

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- 2. Click Shape Effects to apply effects by selecting the shape.
- 3. You can choose different effects from the list of effects.





# To add text to a shape:

- 1. Right click on the shape.
- 2. Select Add Text.
- 3. Enter Text.

# To choose a required style:

- 1. Click Format > WordArt style section.
- 2. Select an option from the drop-down list.

**Insert Pictures** 

To insert pictures from the Library:



- Click Insert > Insert pictures
- Insert Picture dialogue box appears.
- Select the picture you want to insert.
- Click Insert.



#### To insert pictures saved in your device:

- Click on Pictures
- Select this device from the drop-down
- Insert Picture dialogue box appears.
- Select the picture.
- Click Insert





# To insert online pictures:

- Click on Pictures and select online pictures from the drop-down.
- Online Pictures dialogue box appears.
- Search and select the picture
- Click Insert.





# To insert 3D model:

- Click Insert > 3D models.
- Choose an option from the drop-down.

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- Choose the 3D model.
- Click Insert

Microsoft



# To insert a SmartArt graphic:

- 1. Click Insert > Illustrations > SmartArt.
- 2. A SmartArt Dialogue box appears.
- 3. Select the desired SmartArt illustration.
- 4. Click OK.







- 1. Use the SmartArt Text pane on the left to enter text.
- 2. You can also directly type into the design that is created.





# To select Layouts & SmartArt Styles from SmartArt Tools:

- 1. Click Design.
- 2. Select the SmartArt style from the list of styles.





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#### **Insert Text Boxes**

To insert a text box (Method 1):

- Select the Insert tab.
- Click the Text Box button in the Text group.
- It displays Built-In text box menu and an option to draw table.



• Select a desired text box format from the menu.

### To insert a text box (Method 2):

- Select Draw Text Box option.
- A cross shaped cursor appears.
- Left click the mouse and hold it down.
- Drag it to draw the box of desired dimensions



#### To change text box colour and effects:

- 1. Select the text box.
- 2. When you select the text, drawing tools will appear. They consist of shape styles, WordArt styles and text and so on
- 3. Select **Shape Outline** option to outline the shape.
- 4. Select Shape Effects option to give fill effects to the shape.



To apply artistic effects to a picture:

- Select a picture.
- Click Picture Tools > Format.
- Click Artistic Effects in the Adjust group.
- Click the artistic effect that you want.
- You can move your mouse pointer over any of the effect thumbnail images and use Live Preview to see what your picture will look like with that effect applied before



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# **Apply Picture Effects and Picture Styles**

# To apply picture effects:

- Click on the picture you want to modify.
- The Picture Tools Format tab appears on the ribbon.
- Click the Picture Effects icon.
- A menu of colour options appears.
- Click the Picture Effects sub-menu, and then select an option.



# To change picture styles:

- Click on the picture that you want to modify.
- The **Picture Tools Format** tab appears on the ribbon.
- Click the More button to view all the options under **Picture Styles**.
- You can see options like 3D, shadow, etc. which you can change.



# To modify a shape:

- Click on the shape you want to format.
- You can make changes using the options on the Format Tab.







# To insert a SmartArt and make changes:

- Click Insert > SmartArt.
- From the Design tab under the SmartArts Tool, you can make changes to SmartArt Styles and Layout.
- From the Format tab under SmartArts Tool, you can make changes to Shape Styles, WordArt Styles, Text and more.



# To format the SmartArt:

- Choose the SmartArt Graphic as Pyramid from the Design tab.
- Click OK.
- Select any colour and add text.



Format 3D Models



To insert 3D models from this device or Stock 3D Models

- Click Insert > 3D Models.
- A drop-down appears.
- Choose the model.





# Add and Modify Text Boxes

To insert a text box:

- Click Insert > Text Box.
- Choose a predefined style.
- Click the one you want to insert.







# To add alternative text to an image in Word:

- 1. Insert a picture.
- 2. Right click the image and select Edit Alt Text option.
- 3. Enter the description for the image.

# To add alternative text in Word, open your document:

- 1. Select the object to which you want to add the alternative text.
- 2. Right click the picture.
- 3. Click Alt Text under Review > Accessibility.
- 4. Alt Text pane appears on the right-hand side of the window.
- 5. Enter the description of the object.



# Recap:

- Microsoft Word has a number of shapes that you can add to your documents. These shapes are beneficial for workflows and charts that require simple shapes
- Text boxes can be useful for drawing attention to specific text. They can also be helpful when you need to move text around in your document.
- Adding clip art and pictures to your document can be a great way to illustrate important information or add decorative accents to existing text.
- A SmartArt graphic is a visual representation of your information and ideas.
- You can apply various styles and other formatting features to all the objects in Word.
- Alternative text can be added to provide a description to images or objects in a document. This will
  help people with visual disabilities to understand the image or the object included.