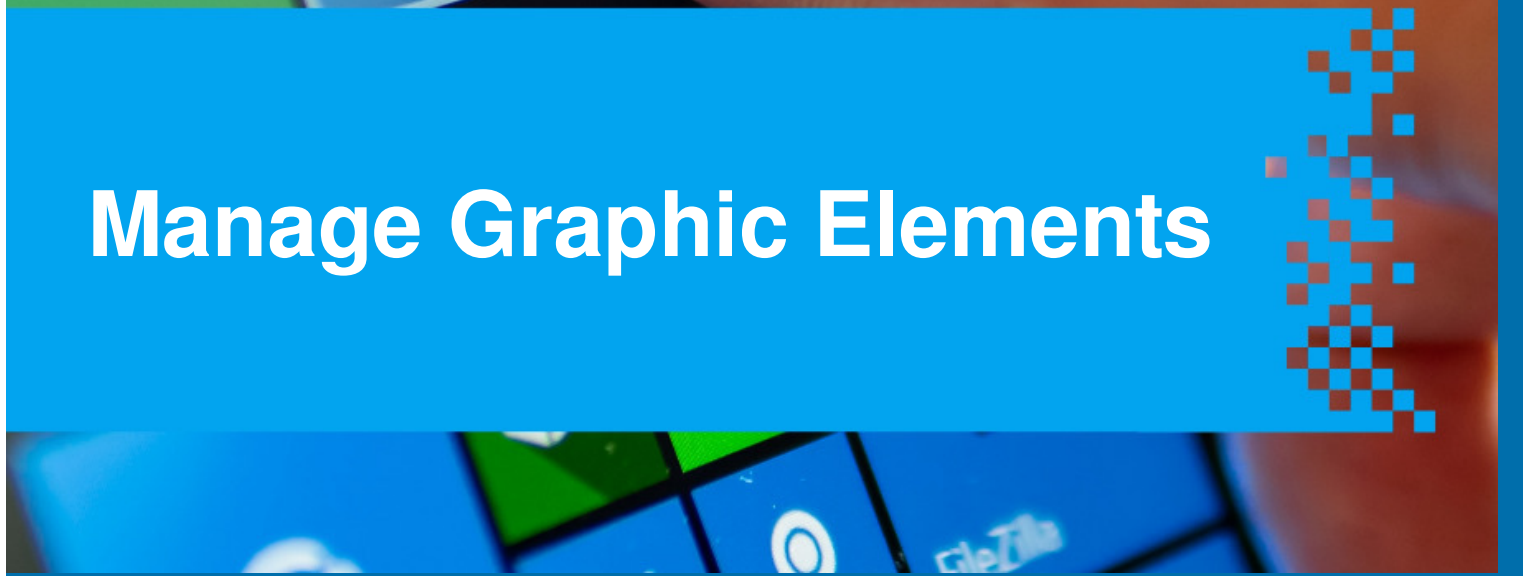




Manage Graphic Elements



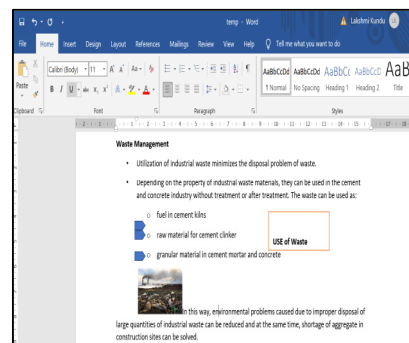
Session: Manage Graphic Elements

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?

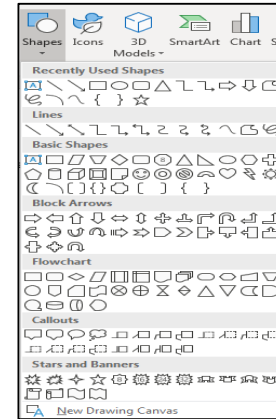
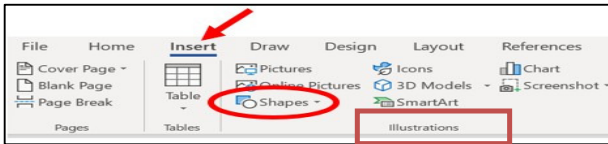
Insert Shapes

- 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.



To insert shapes:

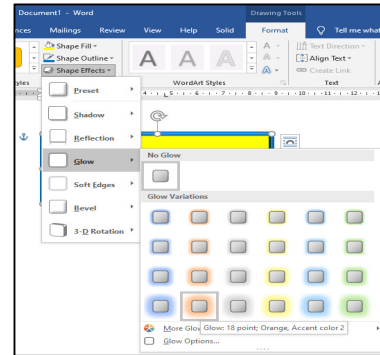
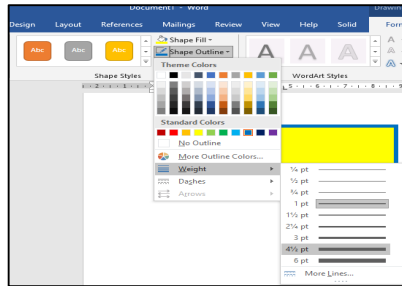
1. Click Insert.
2. In the Illustration section, select Shapes.
3. A drop-down menu appears with various shapes.
4. Select the shapes from among the options.
5. Right click on the desired shape.
6. Click on the document where you want insert the shape.



To change shape style and colour

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

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.

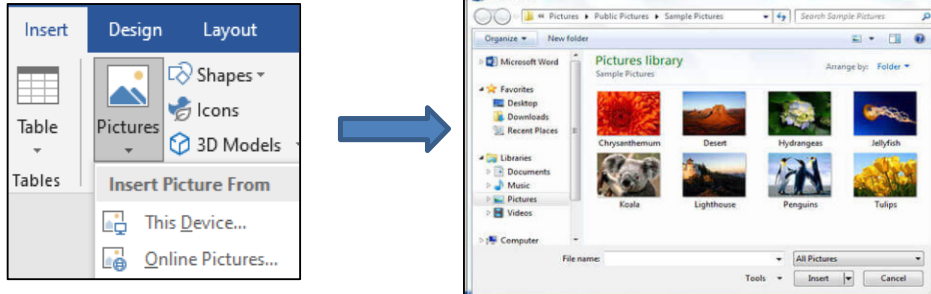
To choose a required style:

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

Insert Pictures

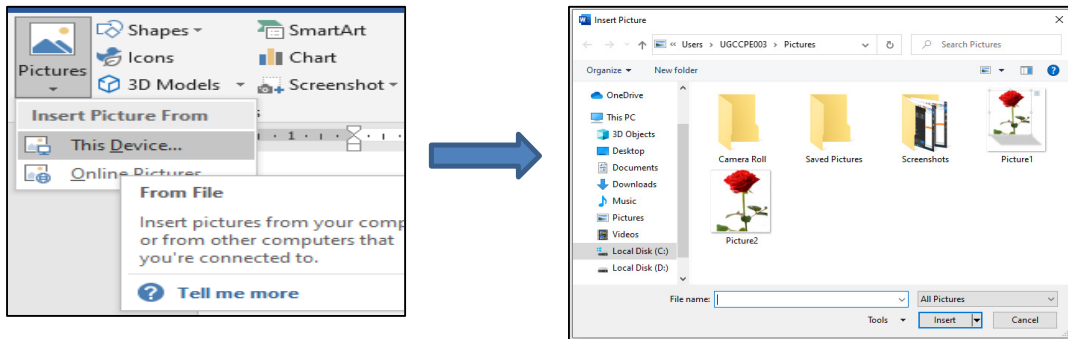
To insert pictures from the Library:

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



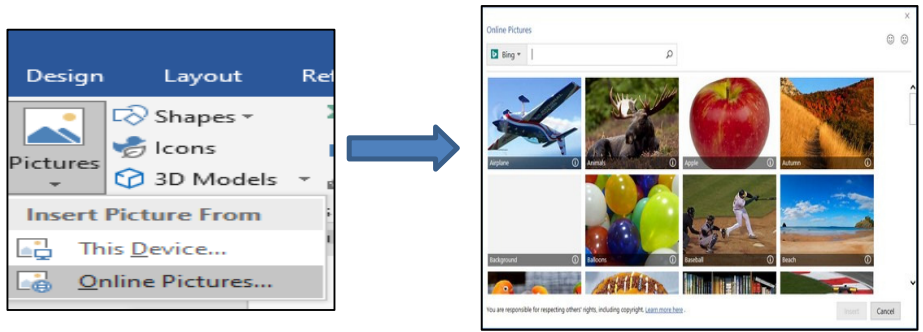
To insert pictures saved in your device:

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



To insert online pictures:

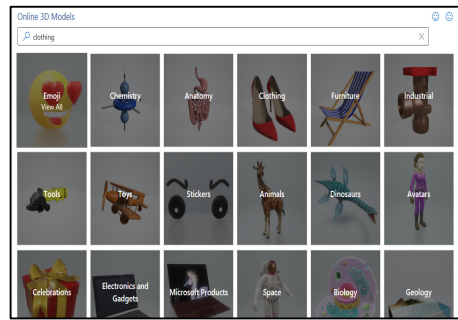
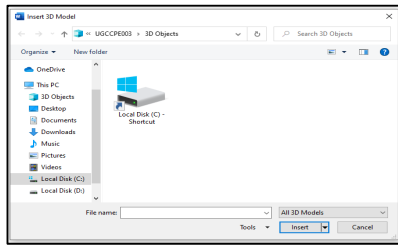
- Click on Pictures and select online pictures from the drop-down.
- Online Pictures dialogue box appears.
- Search and select the picture
- Click Insert.



To insert 3D model:

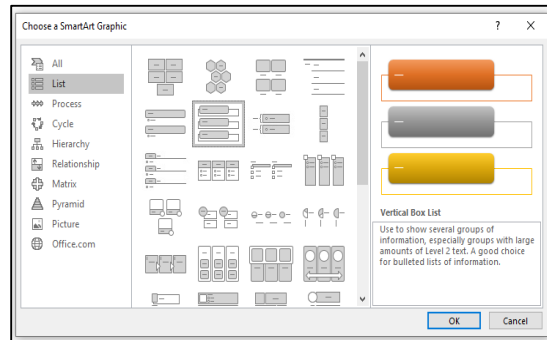
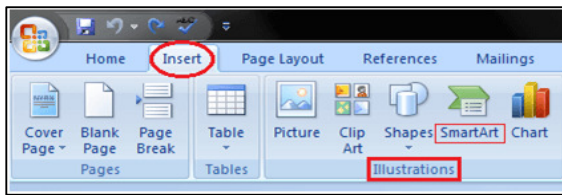
- Click Insert > 3D models.
- Choose an option from the drop-down.

- Choose the 3D model.
- Click Insert



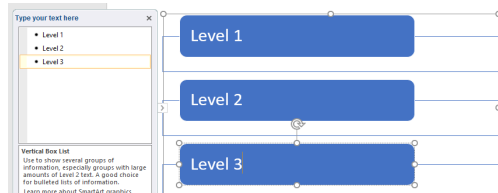
To insert a SmartArt graphic:

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



To add text in SmartArt graphics:

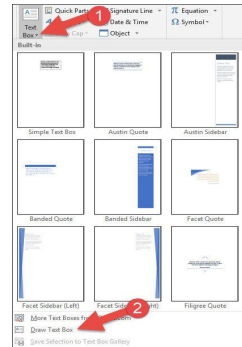
1. Use the SmartArt Text pane on the left to enter text.
2. You can also directly type into the design that is created.



- Select a desired text box format from the menu.

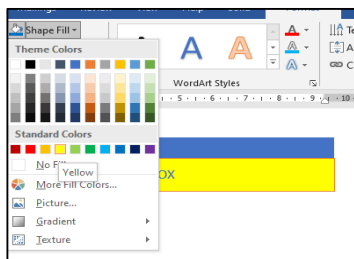
To insert a text box (Method 2):

- 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



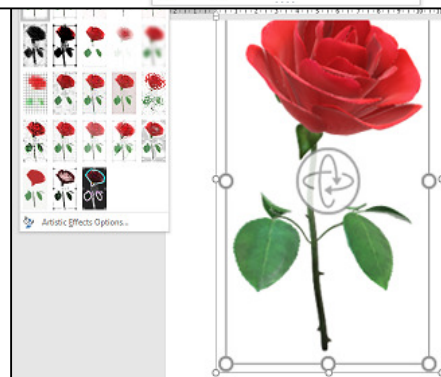
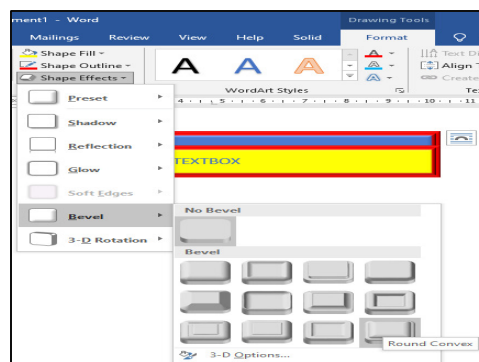
To change text box colour and effects:

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

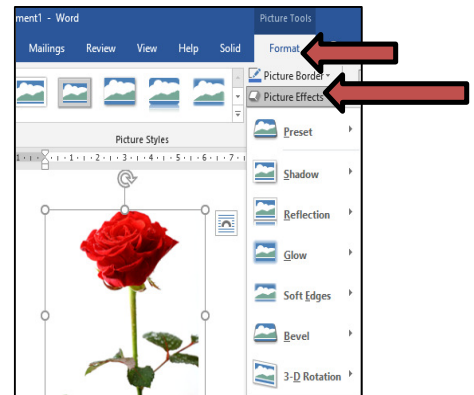


you click the one that you want.

Apply Picture Effects and Picture Styles

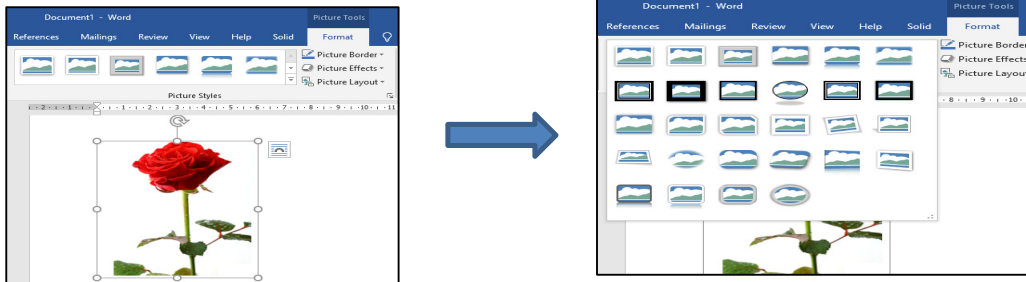
To apply picture effects:

- 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.



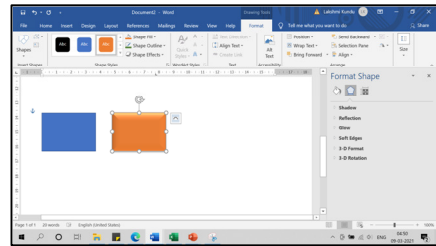
To change picture styles:

- 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.



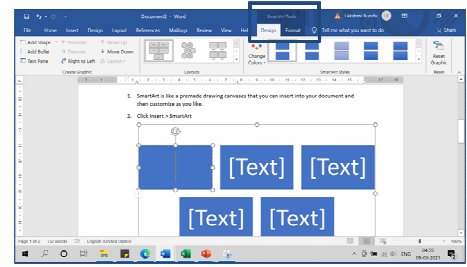
To modify a shape:

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



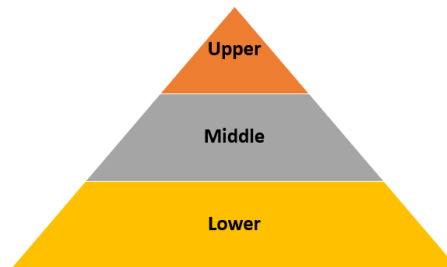
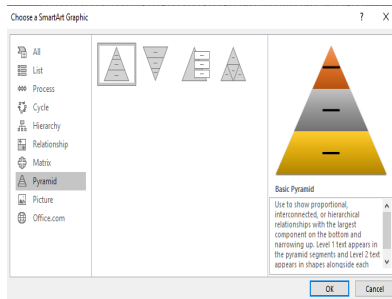
To insert a SmartArt and make changes:

- 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:

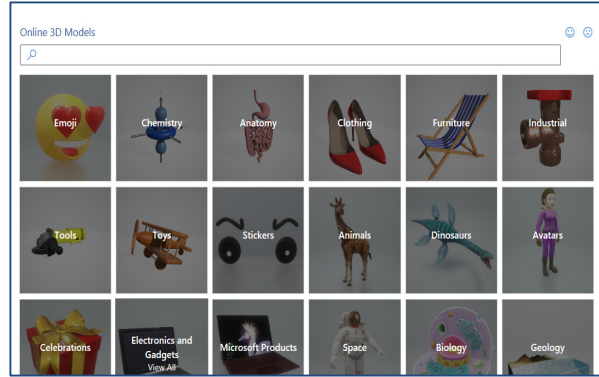
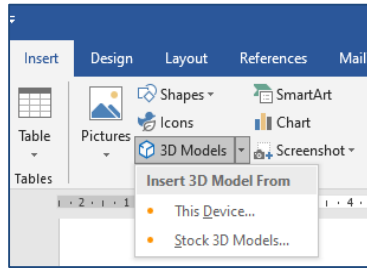
- Choose the SmartArt Graphic as Pyramid from the Design tab.
- Click OK.
- Select any colour and add text.



Format 3D Models

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

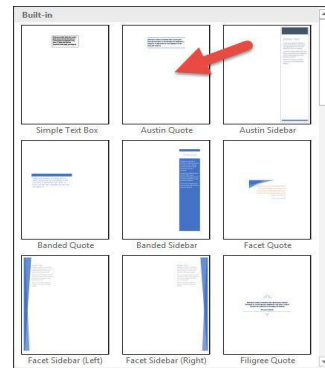
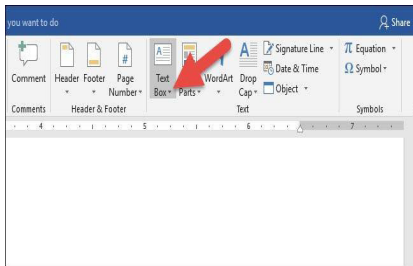
- Click Insert > 3D Models.
- A drop-down appears.
- Choose the model.



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.



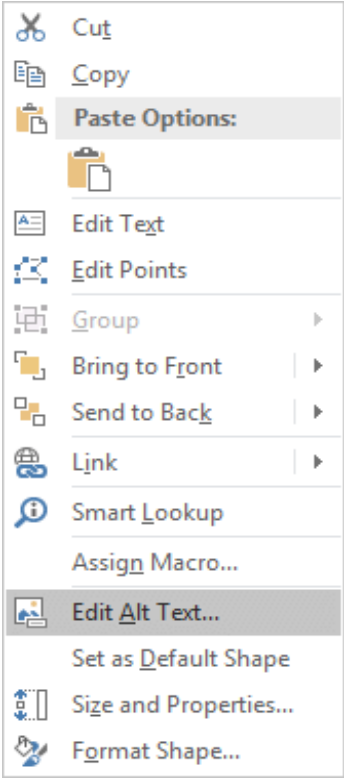
Add Alternative Text to Objects for Accessibility

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.