



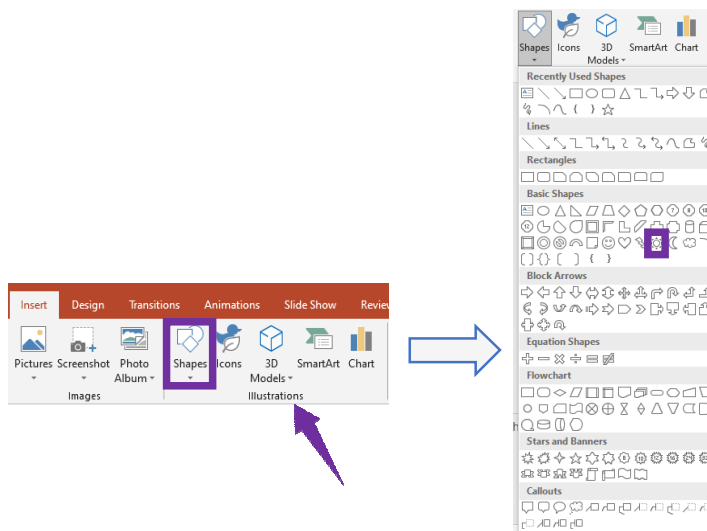
Manage Graphic Elements

Session: Manage Graphic Elements

Insert Shapes

To insert a Shape:

1. Click **Insert > Illustrations > Shapes**.
2. List of available shapes appear as a drop-down list.
3. Select the “Sun” shape.
4. Click on the screen



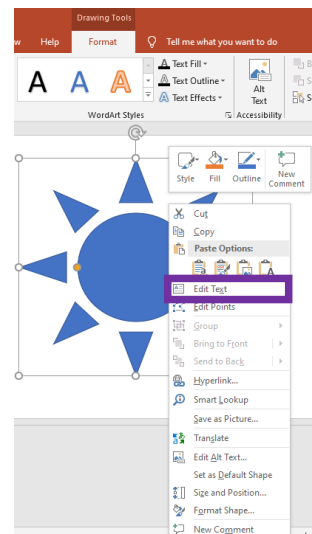
Insert shapes



Insert shapes

To add text to the shape:

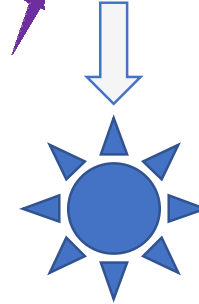
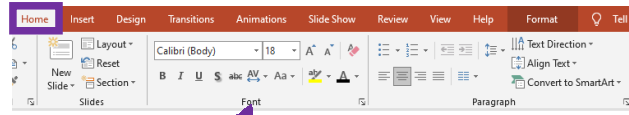
- Right click the shape > Select **Edit Text** or just start typing.



Insert shapes

To apply formatting and alignment:

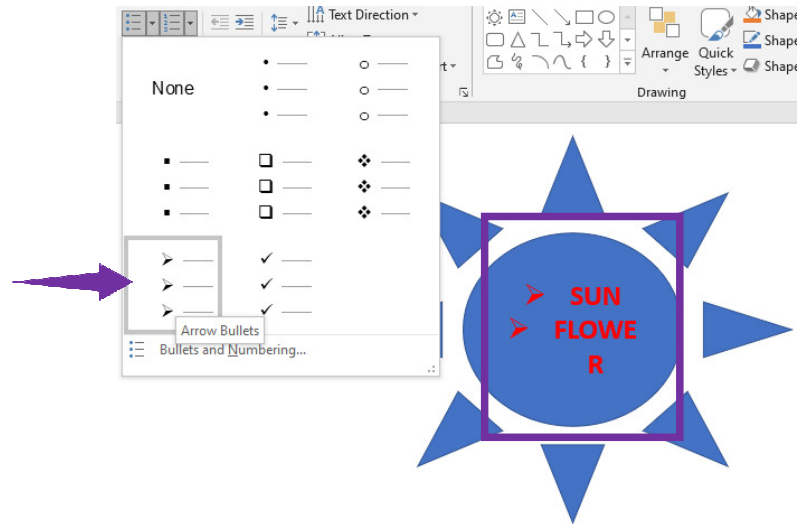
1. Click the **Home** tab > choose options from the **Font**, **Paragraph**, or **Alignment** groups



Insert shapes

To add Bullets to the shape:

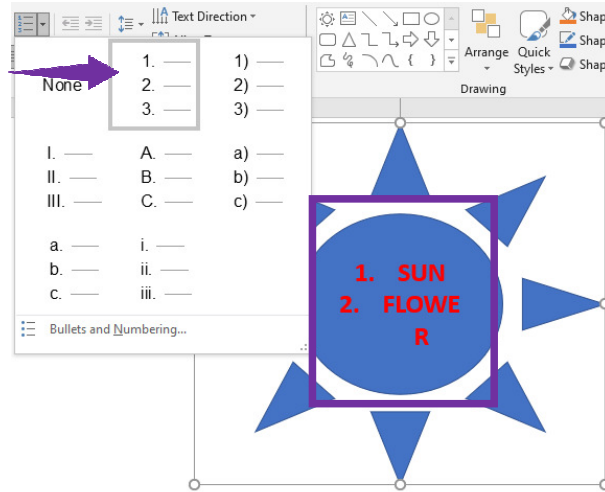
1. Select the text in the shape
2. Click **Home** > Under **Paragraph**, Click **Bullet**.



Insert shapes

To add Numbers to the shape:

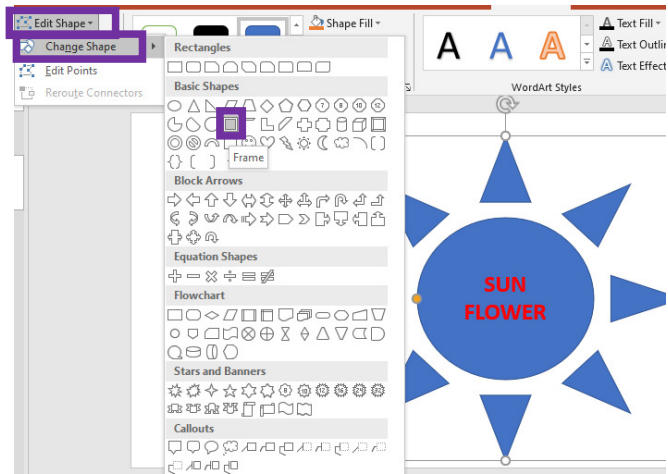
1. Select the text in the shape
2. Click **Home** > under **Paragraph**, Click **Numbers**.



Insert shapes

Change Shape from to another:

1. Click the shape you want to change. To change multiple shapes, use control + select
2. Click **Format** tab > under **Insert Shapes** section, Click **Edit Shape** > Click **Change Shape**, and then click the new shape that you want



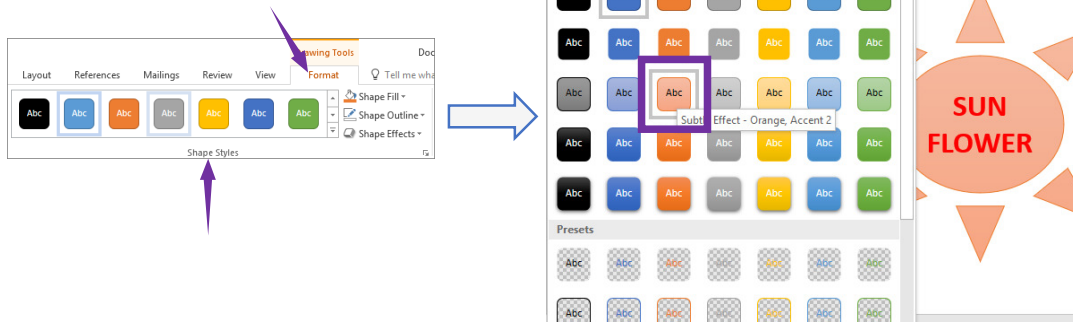
Insert shapes



Insert shapes

To apply Quick Style:

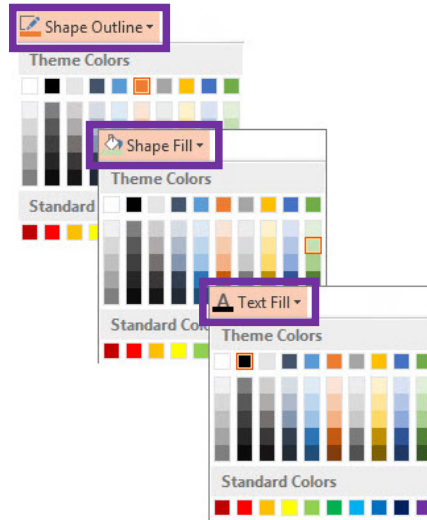
1. Select the shape that you want to apply Quick Style
2. Click **Format** tab > under **Shape Styles** section, Select **Quick Style**



Insert shapes

To apply Shape Outline, Shape Fill, Text Fill:

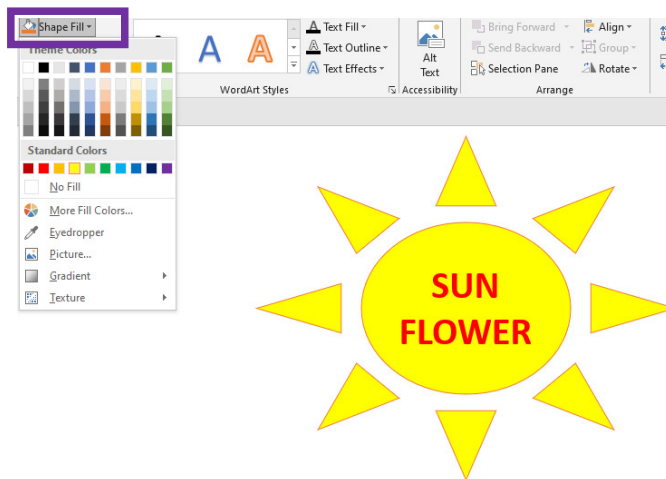
- Use **Shape Outline**, **Shape Fill** and **Text Fill** to selected shapes



Insert shapes

To apply Shape Fill:

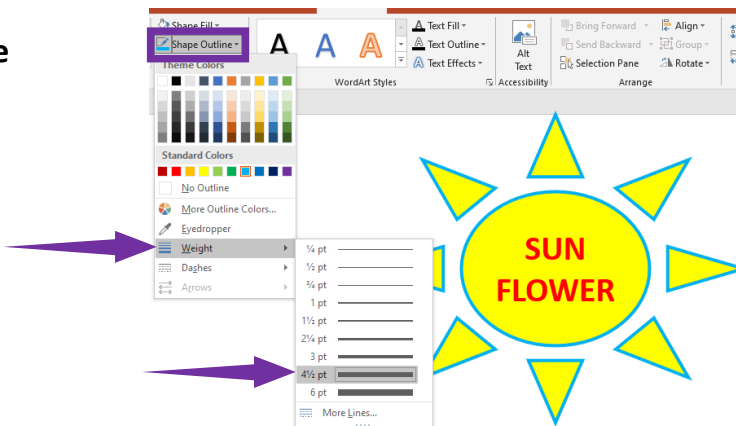
1. Select the shape
2. Click **Format** tab > under **Shape Styles** section, Click **Shape Fill**.
3. Select yellow color



Insert shapes

To change the Shape Thickness:

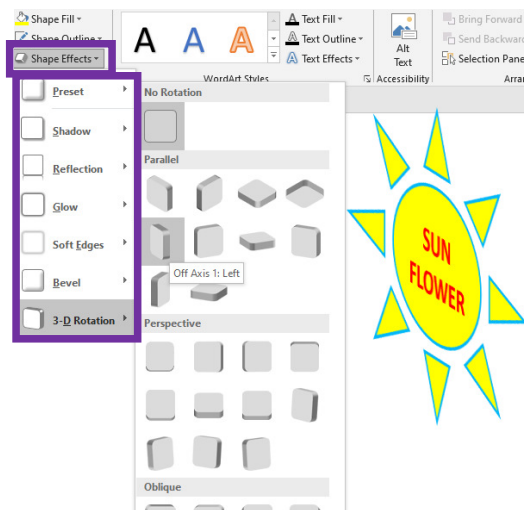
1. Select the shape
2. Click **Shape Format** tab > under **Shape Styles**, Click **Shape Outline** > **Weight** > Select the weight as per your preference



Insert shapes

To change the Shape Effects:

1. Select the shape
2. Click **Format** tab > under **Shape Styles**, Click **Shape Effects** > A number of options get displayed to change from shadow till 3D Rotation
3. Select the one that you prefer to apply



Insert shapes

Rita & Rima's steps to insert Banner:

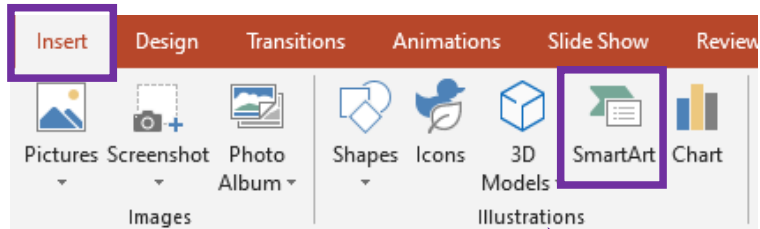
1. Click **Insert** tab > under **Illustrations**, Click **Shapes**
2. Under **Stars and Banners**, Selected **Tilted Up**
3. Select the picture, **Format** > **Shape Fill** > Select blue color as shown on the screen
4. Select **Shape Outline** > Select **No fill**
5. Select **Shape Effects** > **Reflection** > **Full Reflection: Touching**
6. **Glow** > **Glow: 8 point, Aqua, Accent color 5**



Insert SmartArt Graphics

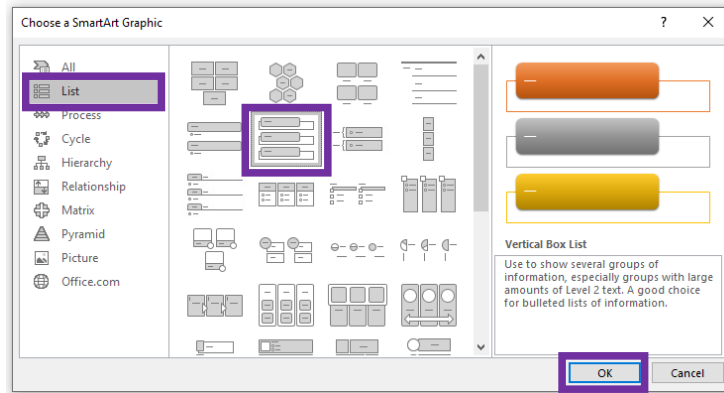
To insert the SmartArt Graphics:

- Click **Insert** tab > under **Illustrations**, Click **Smartart**



Insert SmartArt Graphics

- A window gets opened.
- Select your desired chart type and click OK



Insert SmartArt Graphics

After inserting the SmartArt, you can add text to the shapes using

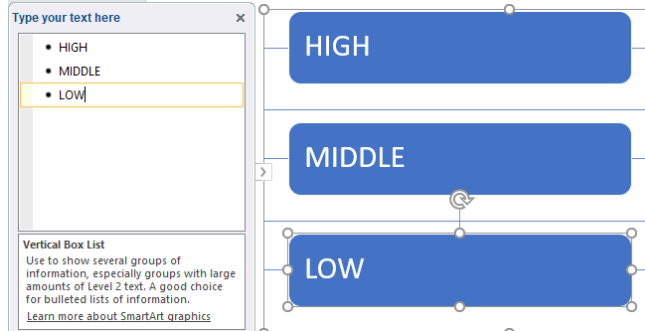
1. **SmartArt Text Pane** or
2. By clicking directly into the placeholders of the shapes.



Insert SmartArt Graphics

To type text in SmartArt:

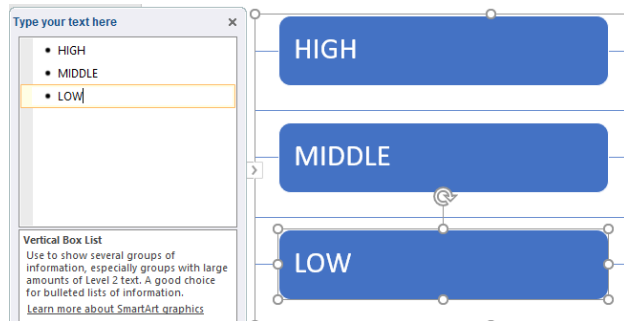
1. Select the SmartArt
2. Text panel will appear on the left side. If it's not visible, click on the small arrow on left side of the graphic
3. Type the text against each bullet
4. The types text appears on the graphical area
5. You can also directly type in the graphics text area
6. You can close the text panel by clicking on the arrow or by clicking outside the graphics



Insert SmartArt Graphics

To type text in SmartArt:

1. Select the SmartArt
2. Text panel will appear on the left side. If it's not visible, click on the small arrow on left side of the graphic
3. Type the text against each bullet
4. The types text appears on the graphical area
5. You can also directly type in the graphics text area
6. You can close the text panel by clicking on the arrow or by clicking outside the graphics



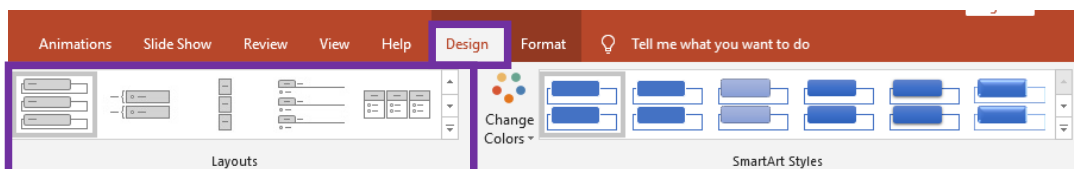
Insert SmartArt Graphics



Insert SmartArt Graphics

To change the look and feel of SmartArt:

1. Select the SmartArt
2. Click **Design** tab > under **Layouts**, Select any layout
3. Preview of the SmartArt with effect appears
4. Select the style to apply



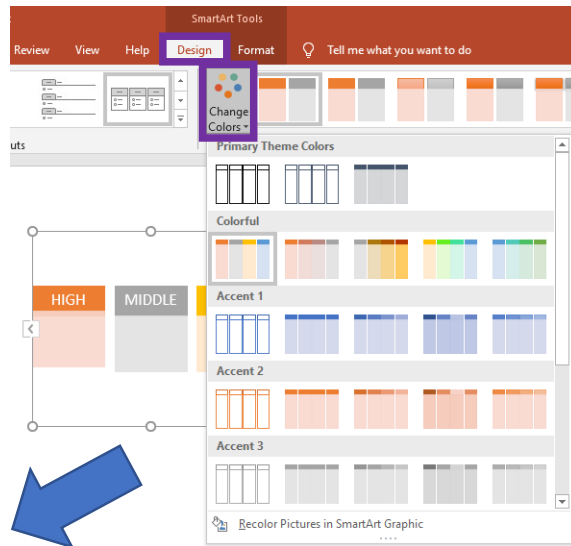
Insert SmartArt Graphics



Insert SmartArt Graphics

To change the SmartArt Layout Color:

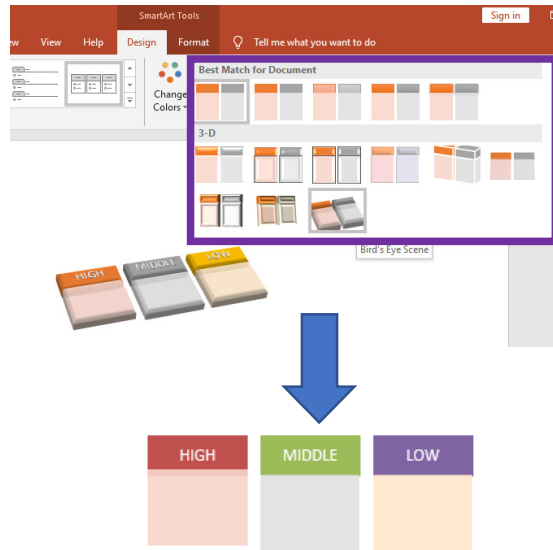
1. Select the SmartArt
2. Click **Design** tab > under **SmartArt Styles**, Click **Change Colors**
3. Mouseover to any layout > Preview of the picture with effect appears
4. Select the style to apply



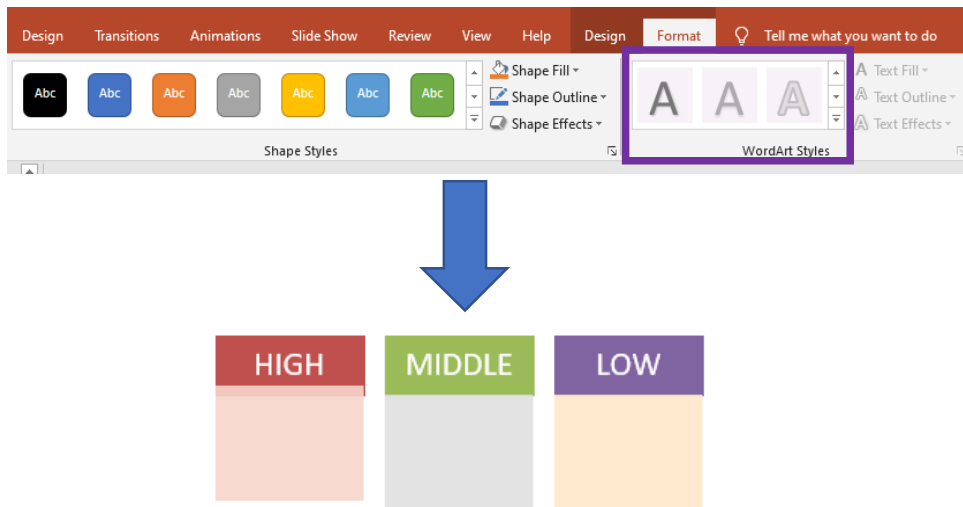
Insert SmartArt Graphics

To change the SmartArt style:

1. Select the SmartArt
2. Click **Design** tab > under **SmartArt Styles**, Click **Smart effects**
3. Mouseover to any layout > Preview of the picture with effect appears
4. Select the style to apply



Insert SmartArt Graphics

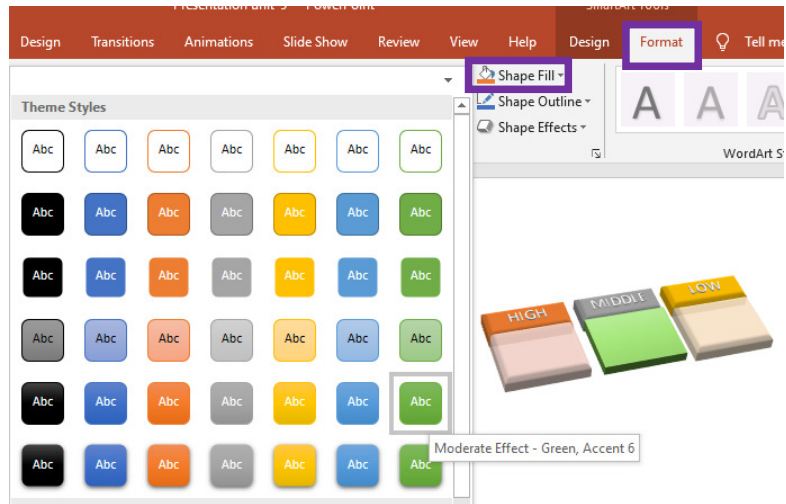


Insert SmartArt Graphics

Exercise:

Change the

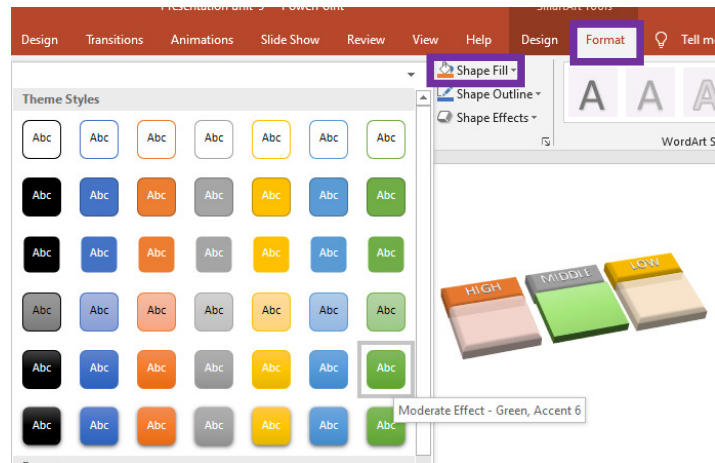
- Shape Fill
- Shape Outline;
- and
- Shape Effects



Insert SmartArt Graphics

To change the Shape Fill:

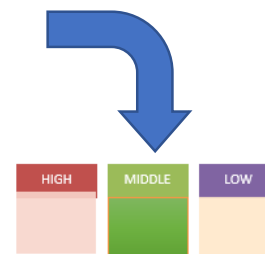
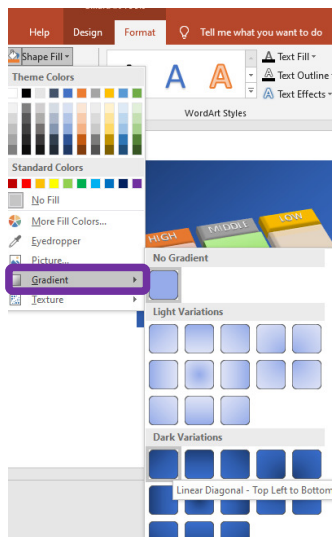
1. Select the SmartArt
2. Click **Format** tab > under **Shape Styles**, Click **Shape Fill**
3. Preview of the shape with effect will appear
4. Select the style to apply



Insert SmartArt Graphics

To apply Gradient:

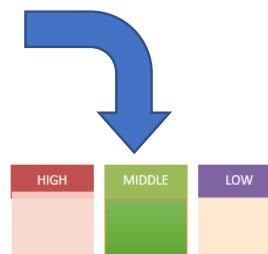
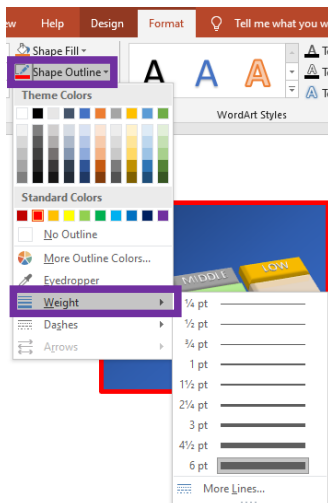
1. Select the shape.
2. Select **Format** menu > under **Shape Styles**, select **Shape Fill > Gradient** > Mouseover any of the predefined style > Preview will appear.
3. Select the style of your preference.



Insert SmartArt Graphics

To insert Outline To Shape:

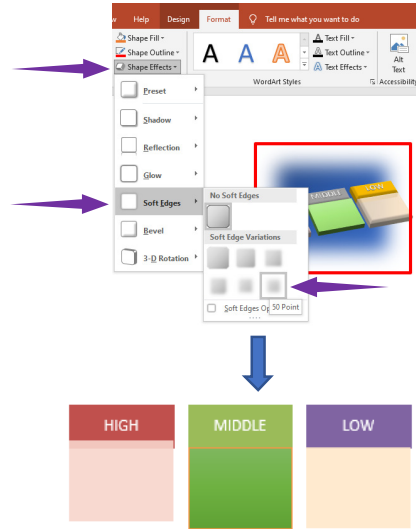
1. Select the shape.
2. Click **Format** tab > under **Shape Styles**, Click **Shape Outline**.
3. Select any color
4. To change the Shape Outline width > From **Shape Outline**, Select **Weight** > Select the desired width > Preview of the shape with effect will appear.
5. Select it to apply.



Insert SmartArt Graphics

To insert the Shape Effects:

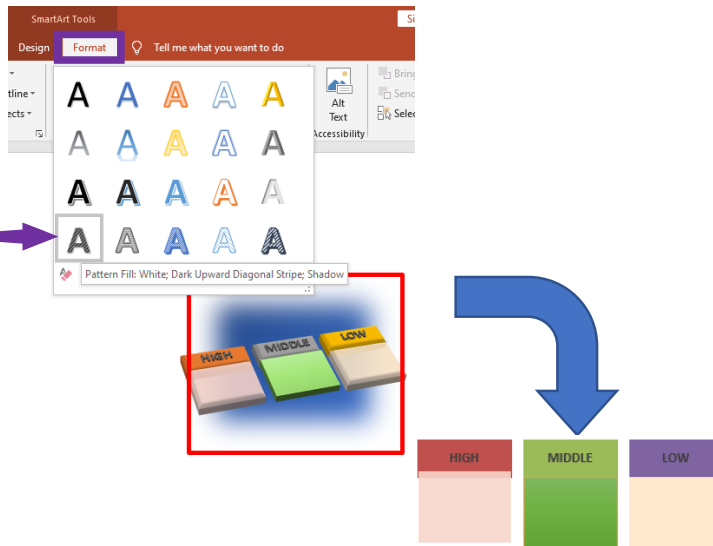
1. Select the shape.
2. Click **Format** tab > under **Shape Styles**, Click **Shape Effects**.
3. Mouseover on any of the predefined style > Preview of the shape with effect will appear.
4. Select the style to apply.



Insert SmartArt Graphics

To apply WordArt:

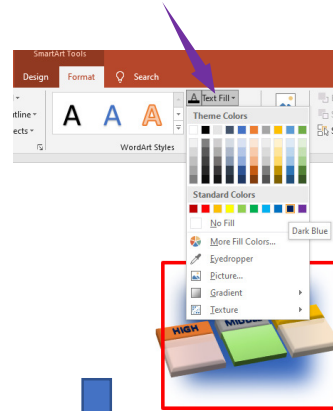
1. Select the text in SmartArt.
2. Click **Format** tab > under **WordArt Styles**, Click dropdown list > Predefined list of WordArt Styles will appear
3. Mouseover on any of the predefined style > Preview of the text with effect will appear.
4. Select the style to apply.



Insert SmartArt Graphics

To apply text fill to SmartArt text:

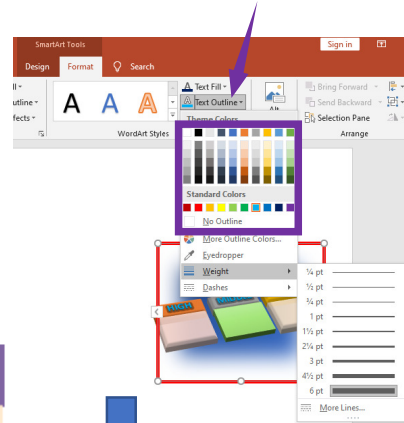
1. Select the shape.
2. Select the text
3. Click **Format** tab > under **WordArt Styles**, Click **Text Fill**
4. Select any color to apply



Insert SmartArt Graphics

To apply text outline to a SmartArt text:

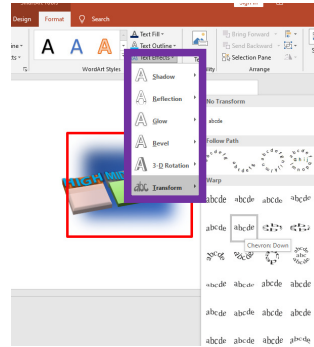
1. Select the SmartArt.
2. Select the text
3. Click **Format** tab > under **WordArt Styles**, Click **Text Outline**
4. To apply color, select the color from the pre-defined list
5. To apply weight, Select **Weight**, select the weight of your choice > The selection gets applied



Insert SmartArt Graphics

To apply Text Effects to a SmartArt text:

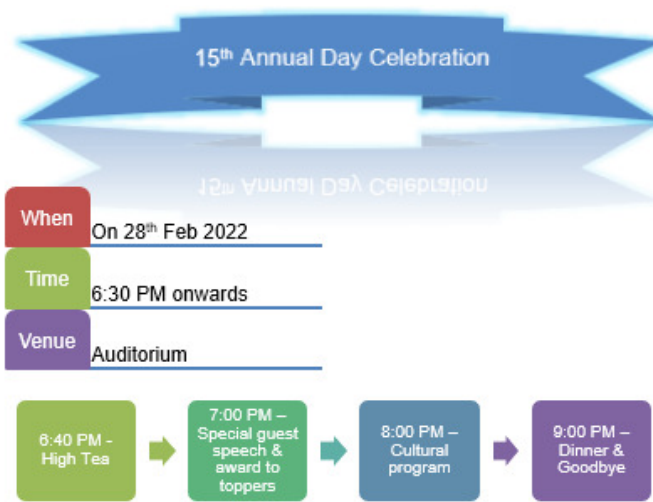
1. Select the SmartArt.
2. Select the text
3. Click **Format** tab > under **WordArt Styles**, Click **Text Effects**
4. Many Text Effects can be applied from the predefined list such as Shadow, Reflection, Glow, Bevel, 3D Rotation, and Transformation. By selecting respective option and by doing mouseover, preview of selected text with Text Effects appear on the screen
5. Select to apply



Insert SmartArt Graphics



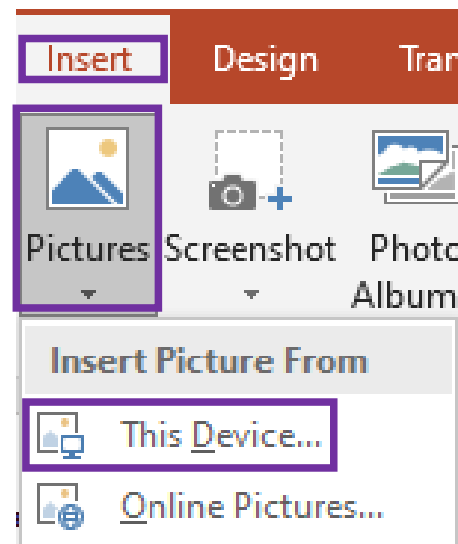
Insert SmartArt Graphics



Insert Pictures

To insert the Pictures:

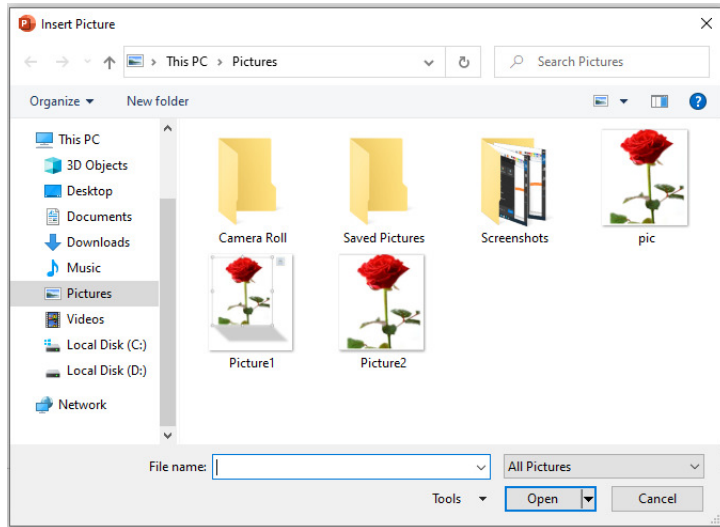
1. Click **Insert** tab > under **Images**, Click **Pictures**
2. There are 2 options available, **This device** and **Online Pictures**
3. Select **This Device**



Insert Pictures

To insert the Pictures:

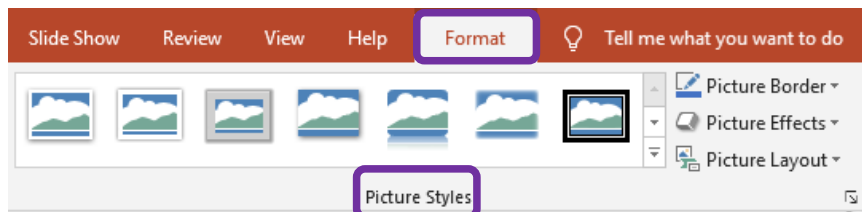
1. Click **Insert** tab > under **Images**, Click **Pictures**
2. There are 2 options available, **This device** and **Online Pictures**
3. Select **This Device**
4. **Insert Picture** dialogue box appears
5. Select the picture



Insert Pictures

To apply picture style:

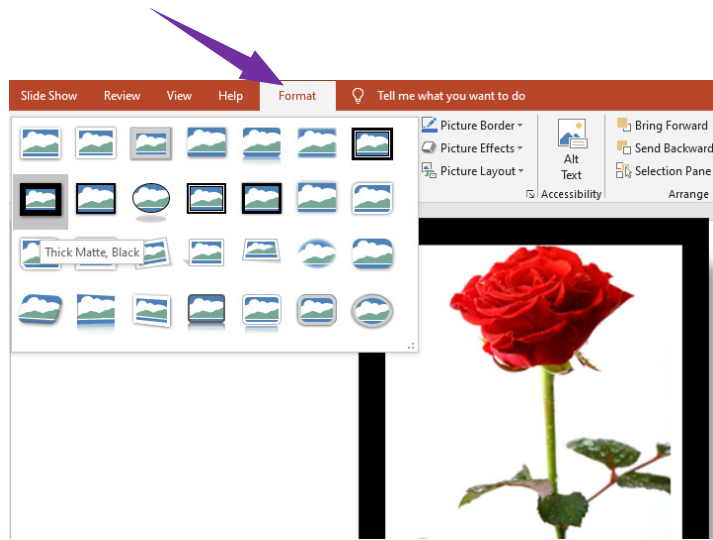
1. Select the picture
2. **Format** tab appears on the Ribbon
3. In **Picture Styles** section, you can find many different picture styles



Insert Pictures

To apply picture style:

1. Select the picture
2. **Format** tab appears on the Ribbon
3. In **Picture Styles** section, you can find many different picture styles
4. Select any of the picture style > You can see the preview of the style placed over the image

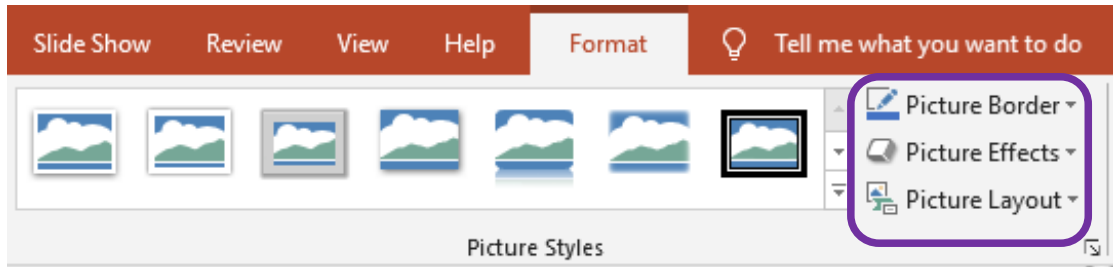


Insert Pictures

This is the selected style



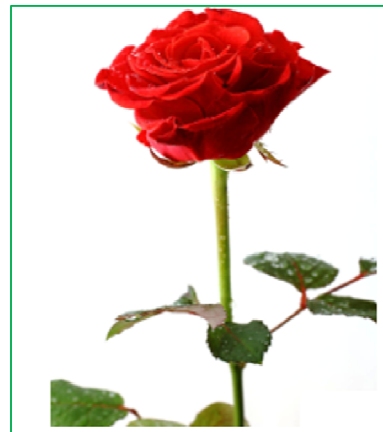
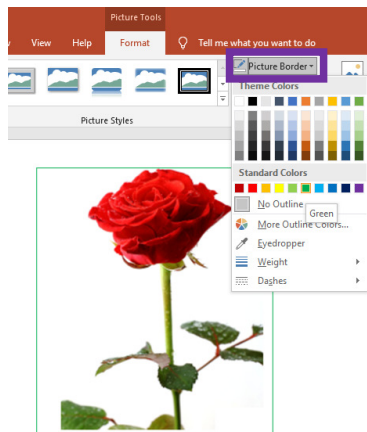
Insert Pictures



Insert Pictures

To apply border to Picture:

1. Select the picture
2. Click **Format** tab > under **Picture Styles**, Click **Picture Border**
3. Preview of the picture with border appears
4. Select the style to apply

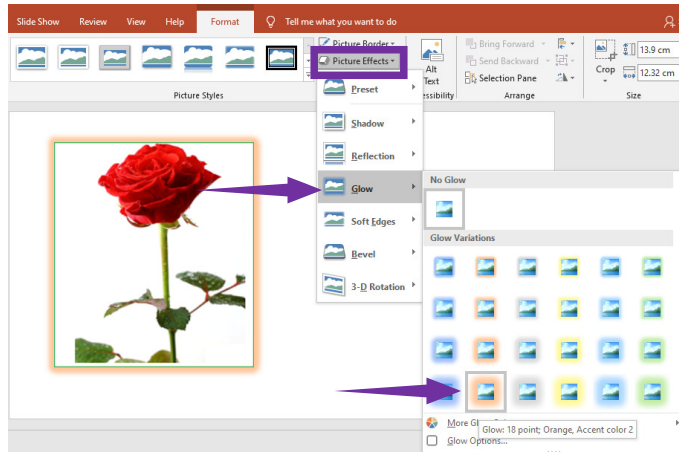


Preview of the picture border for the picture

Insert Pictures

To insert the Picture Effect:

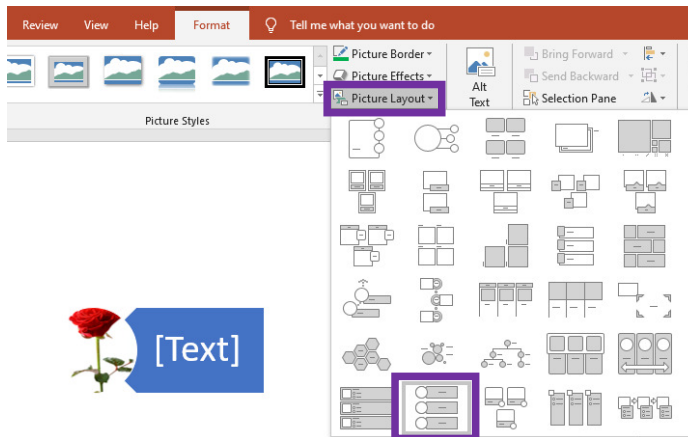
1. Select the picture.
2. Click **Format** tab > under **Picture Styles**, Click **Picture Effects**. You can see that there are many effects available.
3. On mouse-hovering to an effect, the preview of the picture with effect appears.
4. Select the style to apply.



Insert Pictures

To insert the Picture Effect:

1. Select the picture.
2. Click **Format** tab > under **Picture Styles**, Click **Picture Layout**. You can see that there are many effects available.
3. On mouse-hovering to an effect, the preview of the picture with effect appears.
4. Select the style to apply



Insert Pictures

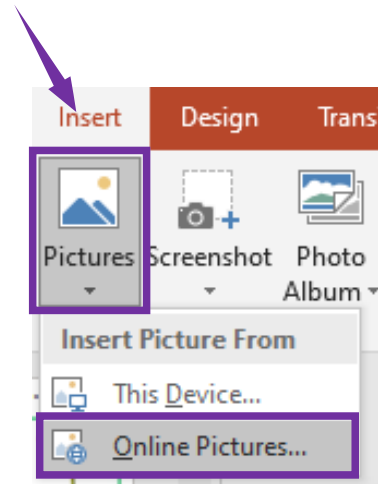


ROSE

Insert Pictures

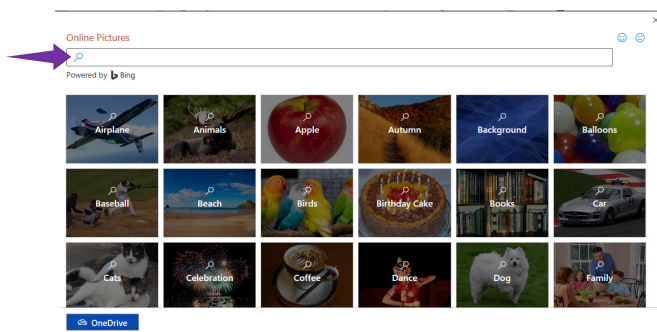
To insert the Pictures:

- Click **Insert** tab > under **Images**, Click **Online Pictures**



Insert Pictures

1. **Online Pictures** search window gets opened
2. You can select the **Category** you want to search for
3. Otherwise, in **Search Box** type a descriptive name of the images you are looking for such as rose or balloons
4. Press **Enter** in keyboard



Insert Pictures

1. In the search box type, balloons and press Enter key
2. All the available balloons image get listed.
3. Make a selection of your choice
4. Click **Insert**



Insert Pictures



Insert Pictures

Check Your Knowledge:

Exercise:

Change the

- Picture Border
- Picture Effects; and
- Picture Layout



Insert Pictures

To insert the Picture Border:

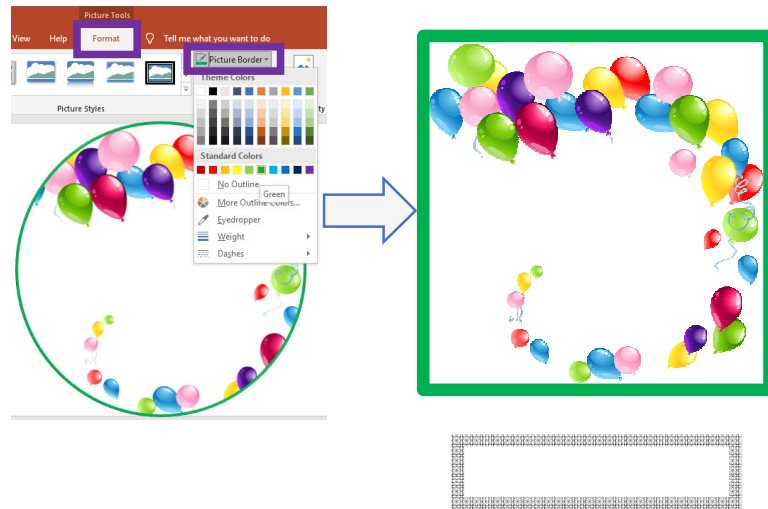
1. Select the picture
2. Click **Format** tab > under **Picture Styles**, Click **Picture Border**
3. Preview of the picture with effect appears
4. Select the style to apply



Insert Pictures

To insert Picture Border:

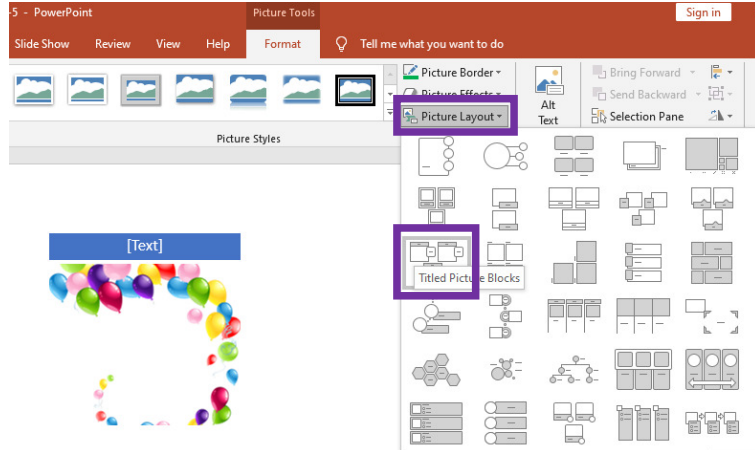
1. Select the picture
2. Click **Format** tab > under **Picture Styles**, Click **Picture Border**
3. Preview of the picture with border appears
4. Select the style to apply



Insert Pictures

To insert Picture Layout:

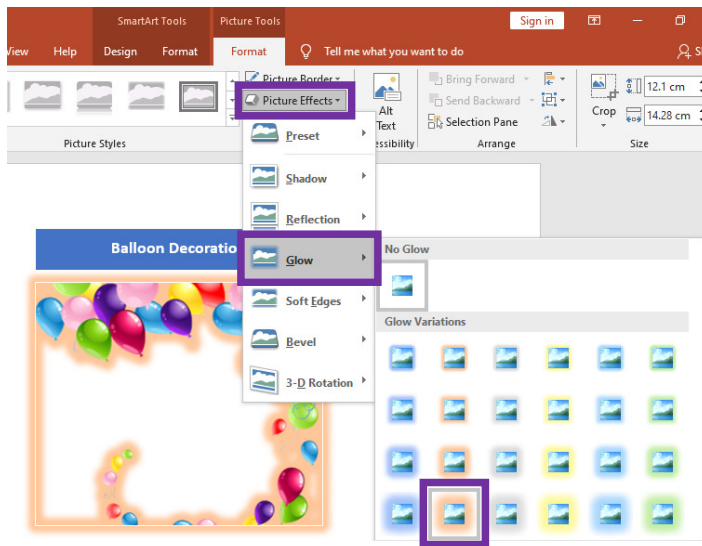
1. Select the picture
2. Click **Format** tab > under **Picture Styles**, Click **Picture Layout**
3. Preview of the picture with layout appears
4. Select the style to apply



Insert Pictures

To insert Picture Effects:

1. Select the picture
2. Click **Format** tab > under **Picture Styles**, Click **Picture Effects**
3. There are number of options available to select. Let's select **Glow** and **Orange** as color. Preview of the picture with layout appears
4. Select the style to apply



Insert Pictures

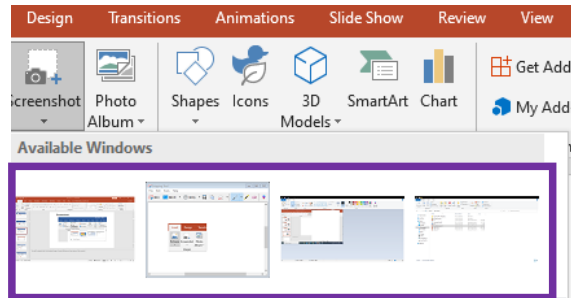
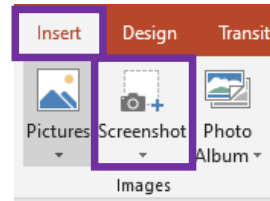
Balloon Decoration



Insert Screenshots and Screen Clippings

To insert Screenshot

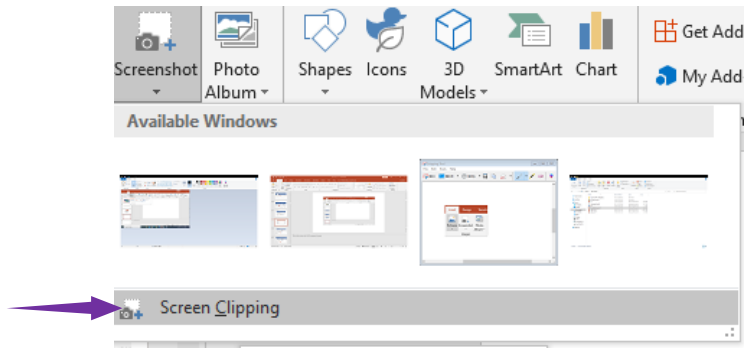
1. Click **Insert** tab > under **Images**, Click **Screenshot**
2. You will be greeted with a thumbnail image of every Window that are currently open.
3. Select the window of your choice.
4. It get inserted to the current slide.



Insert Screenshots and Screen Clippings

To insert Screen Clipping

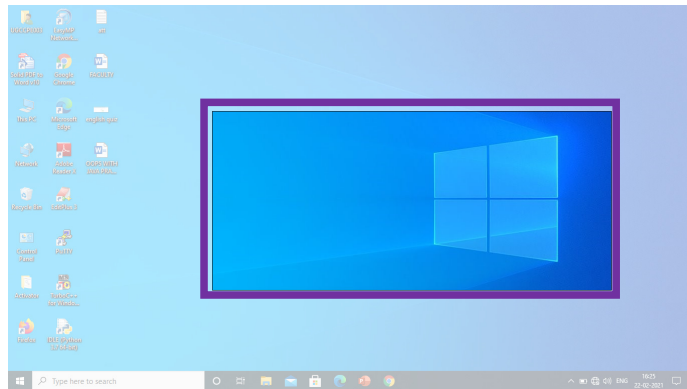
1. Click **Insert** tab > under **Images**, Click **Screenshot**
2. You will be greeted with a thumbnail image of every Window that are currently open > Below that you can see **Screen Clipping**



Insert Screenshots and Screen Clippings

To insert Screen Clipping:

1. Click **Insert** tab > under **Images**, Click **Screenshot**
2. You will be greeted with a thumbnail image of every Window that are currently open > Below that you can see **Screen Clipping**
3. Your entire screen will dim, and you can draw a rectangle of the portion you want to capture.
4. As soon as you the area get selected, in the current slide, the selected area image gets placed



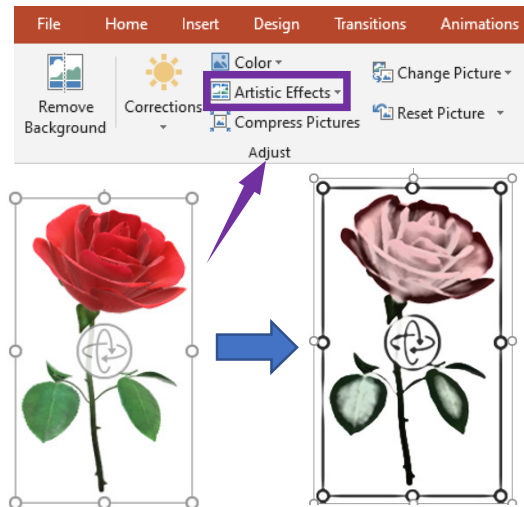
Insert Screenshots and Screen Clippings



Apply artistic effects

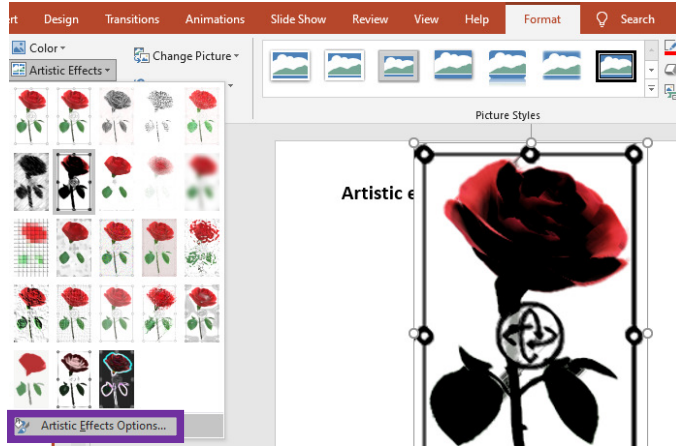
To apply artistic effect:

1. Select the picture
2. Click **Picture Tools** tab > **Format** > under **Adjust**, Click **Artistic Effects**.
3. Mouseover on the option
4. Select the one of your choice



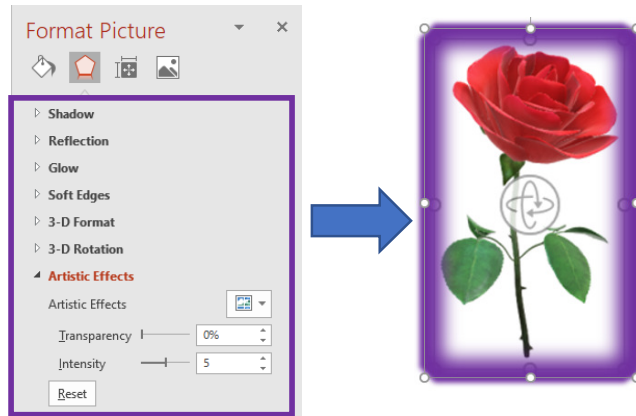
Apply artistic effects

To fine tune the artistic effect, click Artistic Effects Options at the bottom of the list of thumbnail images.

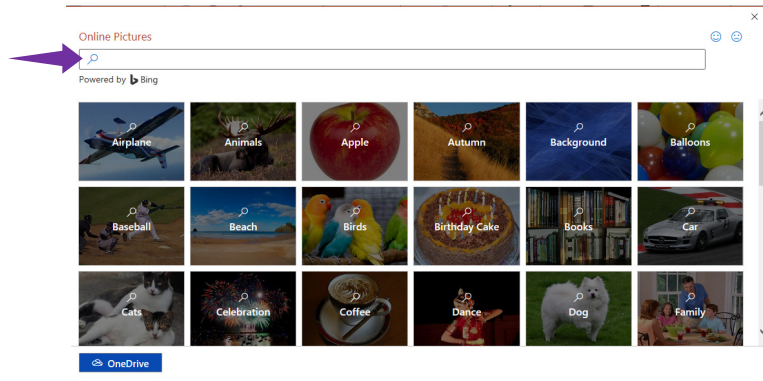


Apply artistic effects

In the **Format Picture** pane, many of the additional effects including **Shadow, Reflection, Glow, Soft Edges, and 3-D Effects** can be adjusted



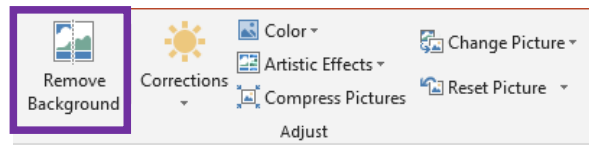
Remove picture backgrounds



Remove picture backgrounds

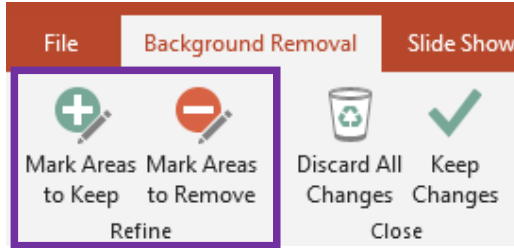
To Remove the Background:

1. Select the picture
2. Click **Picture Tools** tab > **Format** > under **Adjust**, Click **Remove Background**



Remove picture backgrounds

Use **Mark Areas to Keep** and **Mark Areas to Remove** tools to adjust background area to remove



Remove picture backgrounds



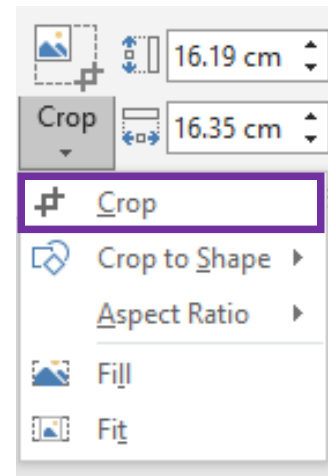
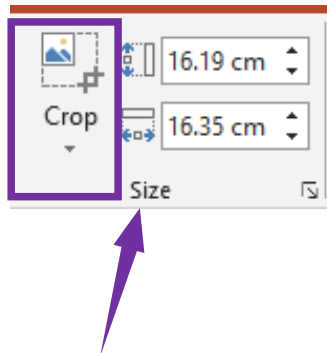
Crop Images



Crop Images

To apply crop picture:

1. Select the picture
2. Click **Picture Tools** tab > **Format** > under **Size**, Click **Crop**.
3. A drop-down menu will appear. Here, select **Crop**
4. Select the one of your choice



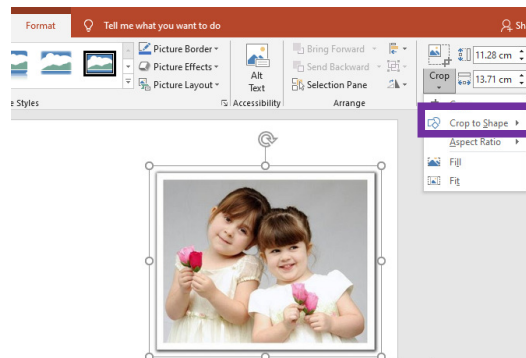
Crop Images



Crop Images

To crop picture to shape:

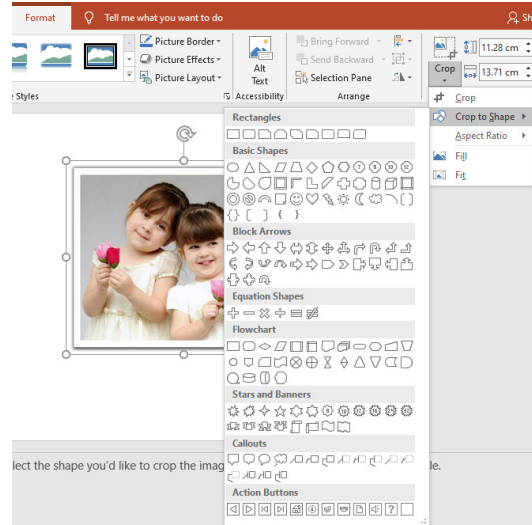
1. Select the picture.
2. Click **Picture Tools** tab > **Format** > under **Size**, Click **Crop** > **Crop to shape**.
3. In the drop-down select the shape you want to apply



Crop Images

To crop picture to shape:

1. Select the picture.
2. Click **Picture Tools** tab > **Format** > under **Size**, Click **Crop** > **Crop to shape**.
3. In the drop-down select the shape you want to apply
4. Let's select Oval in this example.



Crop Images

Before cropping the image



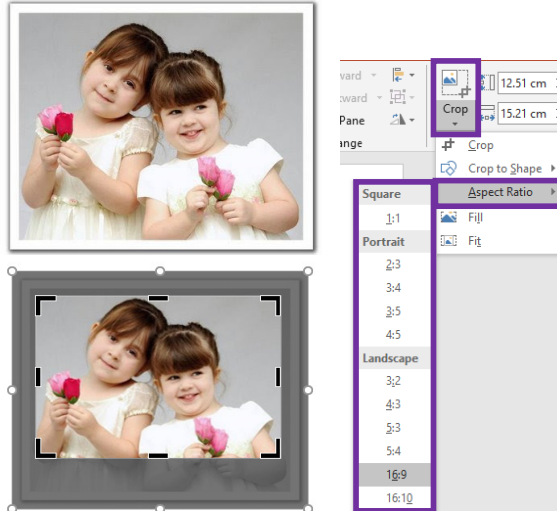
After cropping the image



Crop Images

To crop a picture to any aspect ratio:

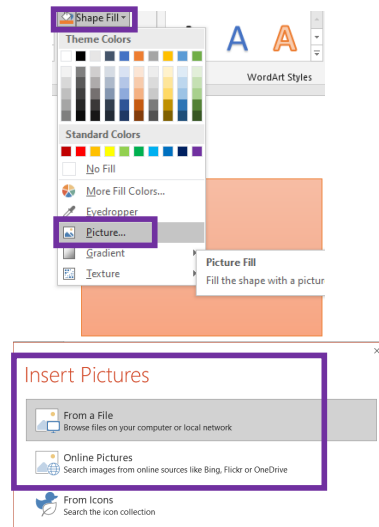
1. Select the picture
2. Click **Picture Tools** tab > **Format** > under **Size**, Click **Crop** > **Aspect Ratio**
3. Select your preferred size
4. You may need to adjust the picture to fit within the frame
5. Hit the **Crop** command again or hit **Esc** on your keyboard.



Crop Images

To Fill / Fit picture with shape :

1. Select the shape
2. Click **Format** tab > under **Shape Styles**, Click **Shape Fill** > **Picture**
3. Select the picture source **From a File** or **Online Pictures**



Crop Images

To Fill / Fit picture with shape :

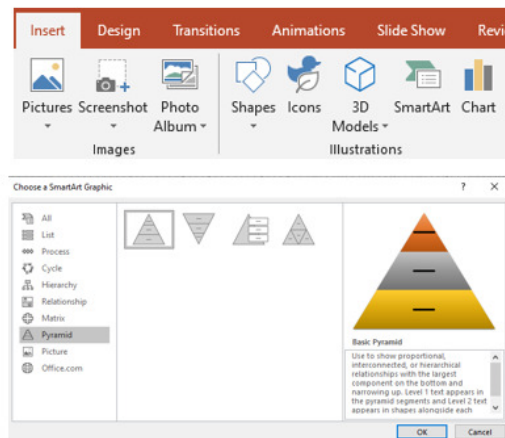
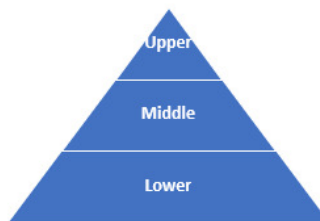
1. Select the shape
2. Click **Format** tab > under **Shape Styles**, Click **Shape Fill** > **Picture**
3. Select the picture source **From a File** or **Online Pictures**
4. Let's us insert a Rose
5. Use picture handles to resize
6. While the picture is still selected, click **Format** > under **Size** > **Crop** > Select **Fit / Fill** to fine tune



Format SmartArt Graphics

To insert SmartArt:

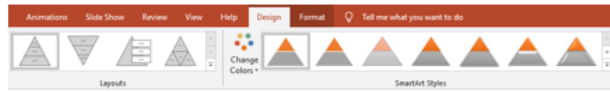
1. Click **Insert** tab > under **Illustrations**, Click **SmartArt**
2. For this example, let's Select **Pyramid**



Format SmartArt Graphics

To change SmartArt preference:

1. Select the SmartArt
2. Click **Design** tab > under **SmartArt Styles**, do mouseover to any of the style. A preview appears
3. Select the style of your preference. You can even select a 3D style
4. You can change layout by selecting preferred layout under **Layouts including 3D effects**



Format SmartArt Graphics

Exercise:

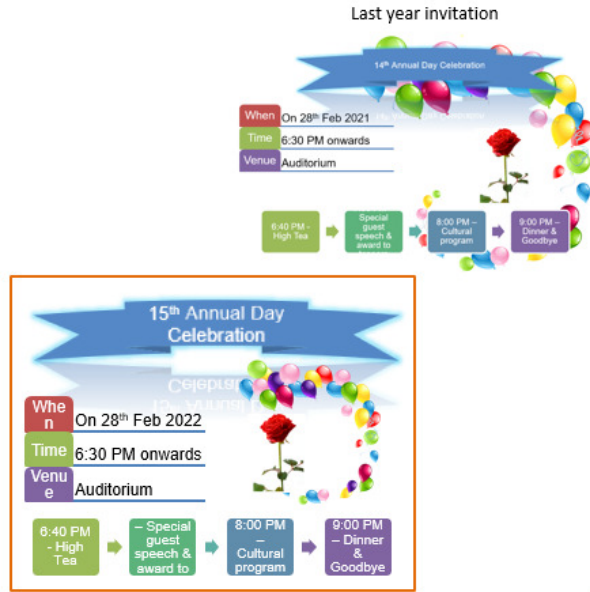
Change SmartArt Shape preference:

1. Shape Fill
2. Shape Outline
3. Shape Effects
4. WordArt Style

Format SmartArt Graphics

Rita and Rima continued to create the invitation. Here are the steps they followed:

1. Click **Insert** tab > under **Images**, Click **Pictures** > **This PC**
2. Add Rose
3. Click **Insert** tab > under **Images**, Click **Pictures** > **Online** > Search for Balloon
4. Select the desired Balloon image > click **Insert**



Scenario #2

The teacher is happy about the output



Teacher asked to represent the

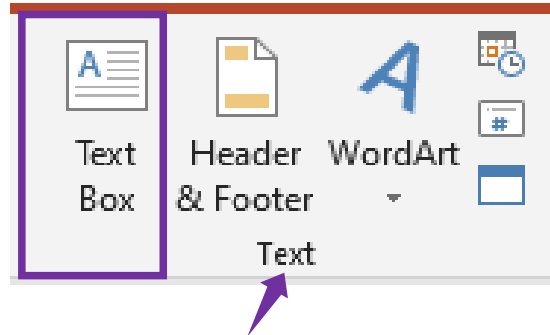
1. Time to go thro' the tutorial
2. Time invested to practice
3. Time spend to prepare the invitation

in chart format

Add and modify text in text boxes

To add a text box:

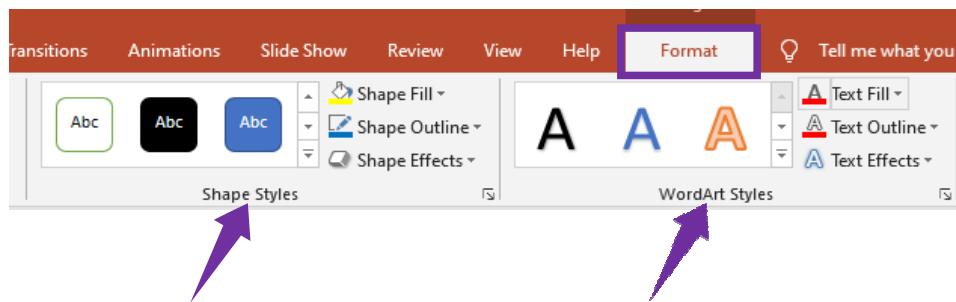
1. Click **Insert** > under **Illustrations**, Click **Shapes** > **Basic Shapes** > **Text Box**
2. Start typing to add text
3. To move the text box, click on the border and drag the mouse to the desired location



Add and modify text in text boxes

To apply formatting:

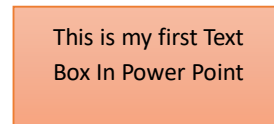
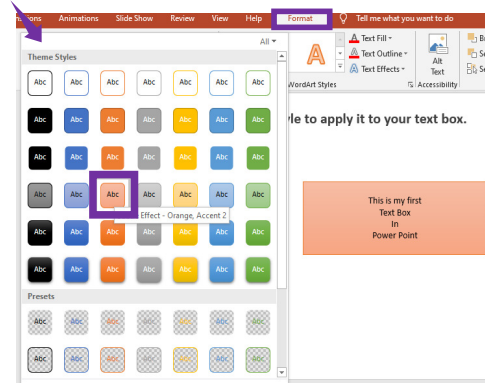
1. Select the text box
2. Click **Format** > select desired option from **Shape Styles** / **WordArt Styles**



Add and modify text in text boxes

To apply Text Box styles:

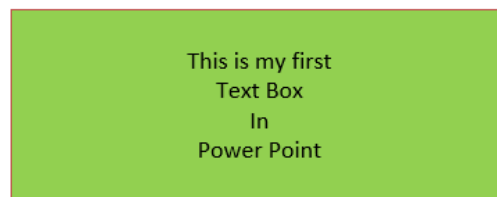
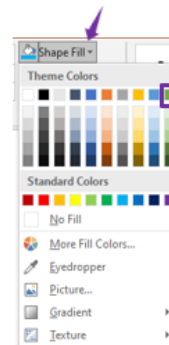
1. Select the text box
2. Click **Format** > under **Shape Styles**, click the expand button
3. Mouseover any of the option > Preview gets displayed on the screen
4. Click to select the color of your choice



Add and modify text in text boxes

To apply Text Box styles:

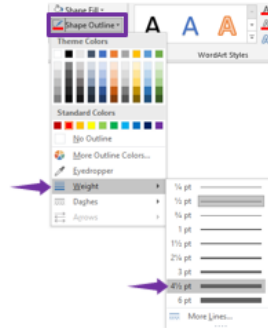
1. Select the text box
2. Click **Format** > under **Shape Styles**, click the expand button
3. Mouseover any of the option > Preview gets displayed on the screen
4. Click to select the color of your choice



Add and modify text in text boxes

To apply Text Box styles:

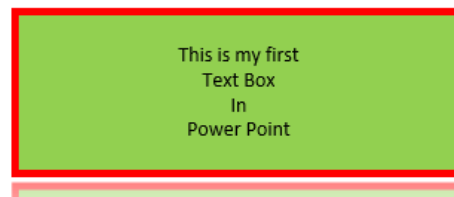
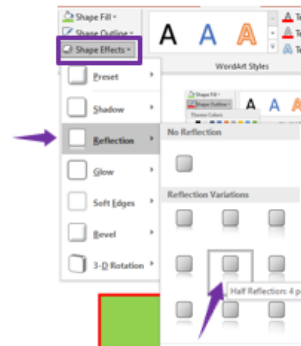
1. Select the text box
2. Click **Format** > under **Shape Styles**, click **Shape Outline**, the list gets expanded
3. Mouseover any of the option
4. Click to select the color of your choice
5. To set line weight, click **Weight** > selecting the desired size



Add and modify text in text boxes

To apply Shape Effects:

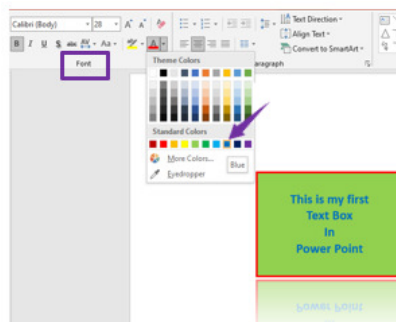
1. Select the text box
2. Click **Format** > under **Shape Styles**, click **Shape Effects**
3. Select **Reflection** > **Half Reflection: 4 points** > Preview gets displayed
4. Click to apply



Add and modify text in text boxes

To update Font attributes:

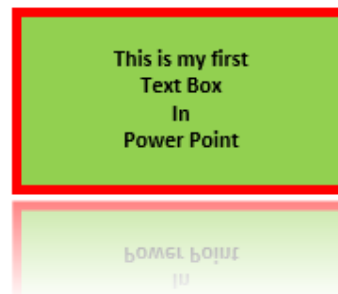
1. Select the text box
2. Click **Home** > under **Font**, click **Font Color**
3. Select the color of your choice to apply



Add and modify text in text boxes

To Apply WordArt:

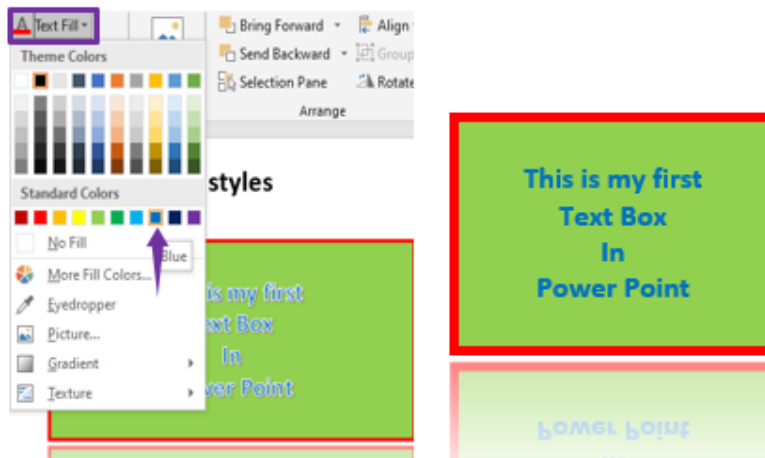
1. Select the text box
2. Click **Format** > under **WordArt**, click Style gallery arrow button, the list gets expanded
3. Mouseover on any style > Dynamic preview appears on the screen
4. Click to apply



Add and modify text in text boxes

To Apply Text Fill:

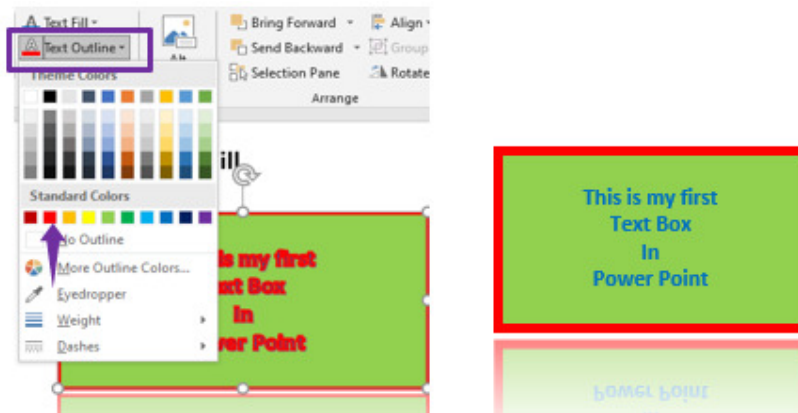
1. Select the text box
2. Click **Format** > under **WordArt Styles**, click **Text Fill**
3. Mouseover on any color > Dynamic preview appears on the screen
4. Click to apply



Add and modify text in text boxes

To Apply Text Outline:

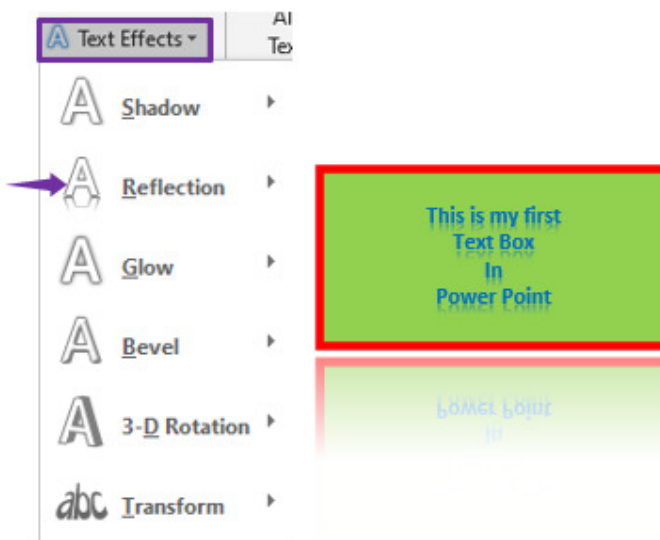
1. Select the text box
2. Click **Format** > under **WordArt Styles**, click **Text Outline**
3. Mouseover on any color > Dynamic preview appears on the screen
4. Click to apply



Add and modify text in text boxes

To apply Text Effects:

1. Select the text box
2. Click **Format** > under **WordArt Styles**, click **Text Effects**, the list gets expanded with numerous options including **Shadow**, **Reflection**, **Glow**, **Bevel**, **3-D Rotation**, and **Transform**
3. For this example, let's select **Reflection** > **Tight Reflection: Touching**



Shapes

Exercise to you:

1. Insert a **Rectangle: Rounded Corners**
2. **Shape Fill** it with Purple color & **Shape Border** should be blue
3. Add Shape effect as **Bevel: Relaxed Inset** with 3D Rotation of **Perspective: Relaxed Moderately**
4. WordArt style of **Triangle: Up**

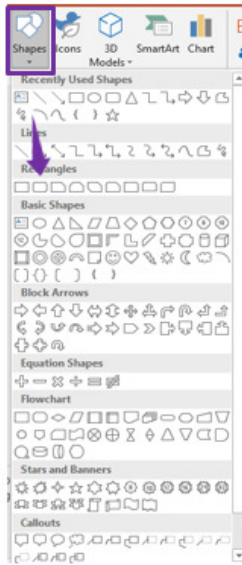


You can refer the graphic element shown on the right side

Shapes

To insert Shape:

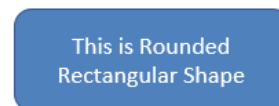
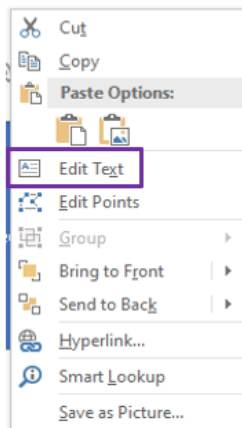
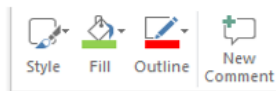
1. Click **Insert** > under **Illustrations**, click **Shapes**, the list gets expanded
2. Select **Rectangle: Rounded Corners**
3. Click on the screen > Shape gets inserted



Shapes

To Add / Edit Text:

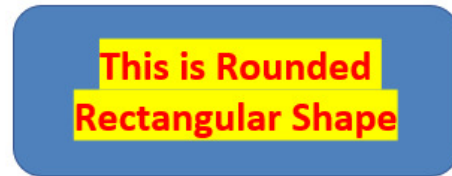
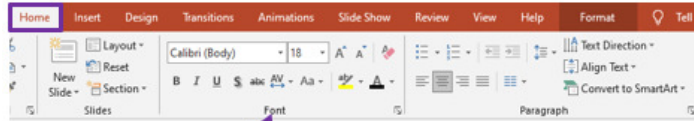
1. Right-click the **shape**
2. Click the **“Edit Text”** command



Shapes

To apply formatting and alignment:

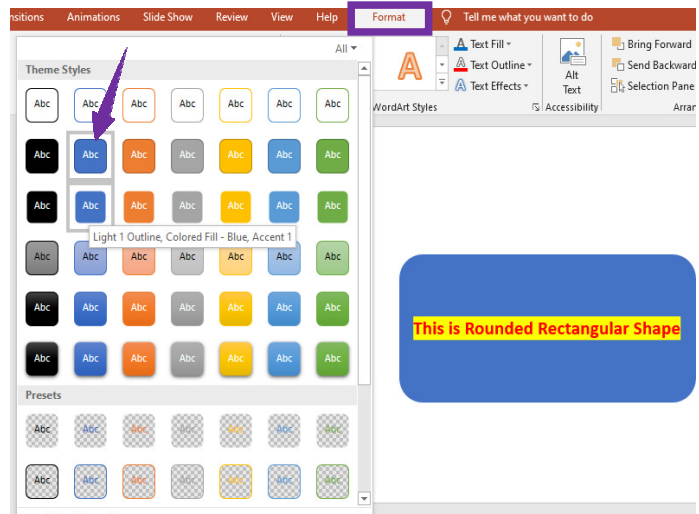
1. Select the Text Box
2. Click Home tab, under Font, you can select Font, Paragraph, or Alignment



Shapes

To apply style to the text box:

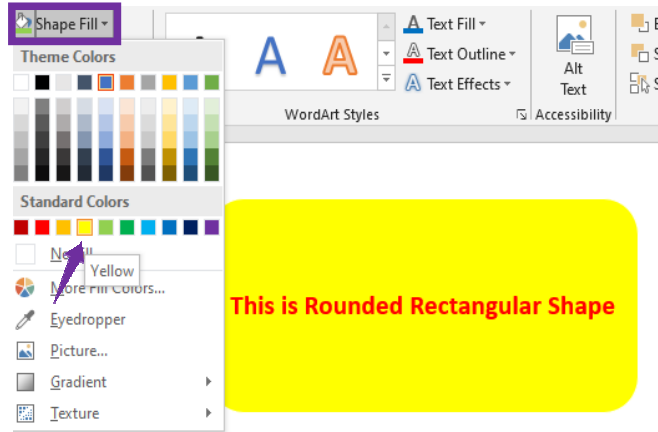
1. Select the Text Box
2. click **Format** tab > under **Shape** Styles, expand the available option
3. Mouseover any of the style > Dynamic preview appears > Select the style to apply



Shapes

To apply Text Box Fill:

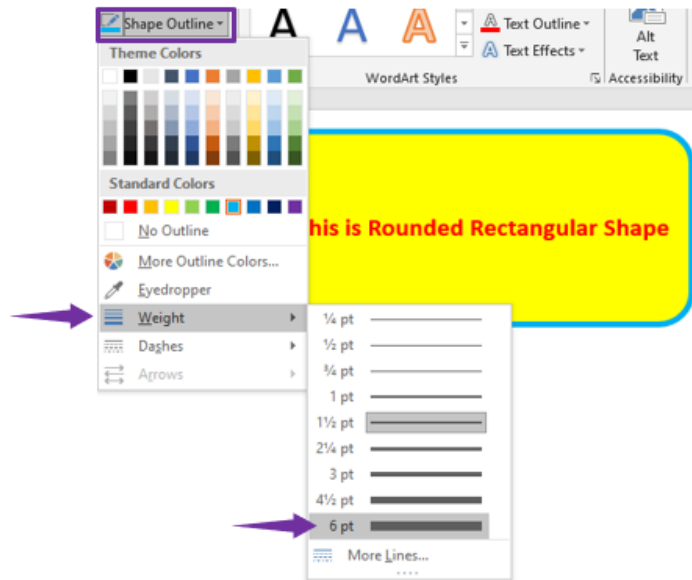
1. Select the shape
2. Click **Format** tab > under **Shape Styles** section, Click **Shape Fill**.
3. Select yellow color



Shapes

To change the Text Box attributes:

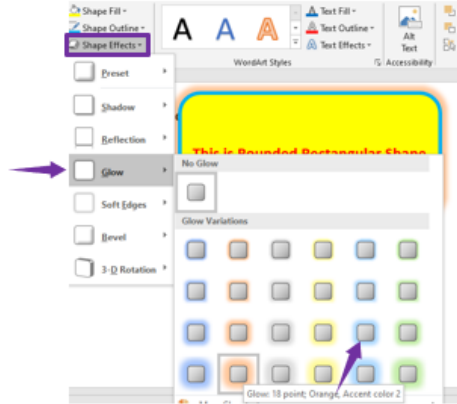
1. Select the shape
2. Click **Shape Format** tab > under **Shape Styles**, Click **Shape Outline** > **Weight** > Select the weight as per your preference



Shapes

To apply effect to Text Box:

1. Select the shape
2. Click **Format** tab > under **Shape Styles**, Click **Shape Effects** > A number of options get displayed to change from shadow till 3D Rotation
3. Select the one that you prefer to apply

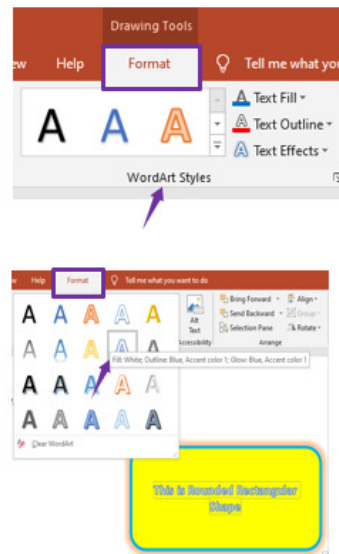


This is Rounded Rectangular Shape

Shapes

To apply WordArt:

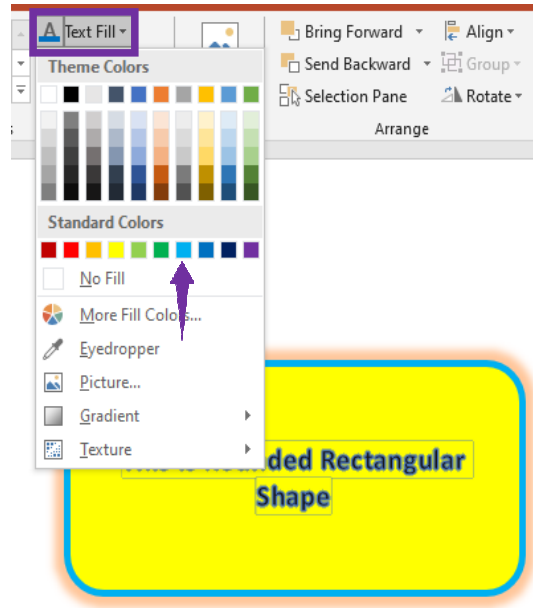
1. Select the Text Box.
2. Click **Format** tab > under **WordArt Styles**, Click dropdown list > A list of WordArt Styles will appear
3. Mouseover on any of the predefined style > Preview of the text with effect will appear.
4. Select the style to apply.



Shapes

To apply text fill to Text Box:

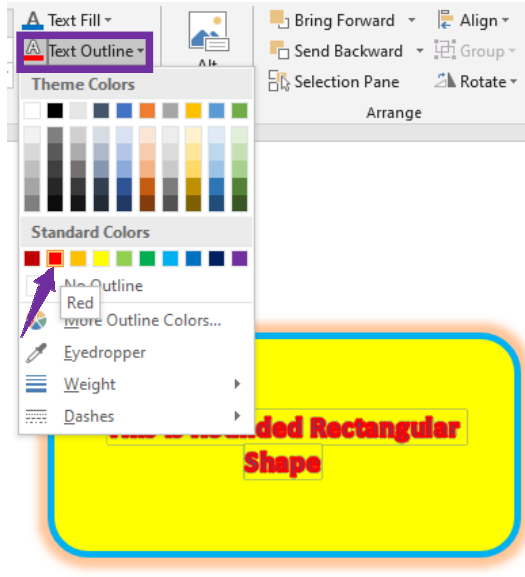
1. Select the Text Box.
2. Select the text
3. Click **Format** tab > under **WordArt Styles**, Click **Text Fill**
4. Select any color to apply



Shapes

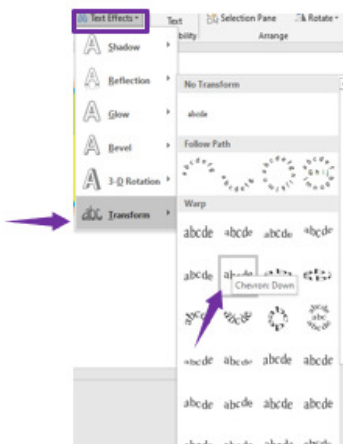
To apply text outline in a Text Box:

1. Select the Text Box
2. Select the text
3. Click **Format** tab > under **WordArt Styles**, Click **Text Outline**
4. To apply color, select the color from the list
5. To apply weight, Select **Weight**, select the weight of your choice > The selection gets applied



Shapes

To apply Text Effects,
Click on the **Text Effects** under **Format** tab.



This is Rounded Rectangular Shape

Add and Modify SmartArt Graphic Text

Now, an exercise to you.

1. Insert a **SmartArt: Grouped List** > Make it **Colorful Range – Accent Colors 3 to 4**
2. **SmartArt Styles** to **Powder**
3. Apply **Offset: Top Right** shadow effects to text

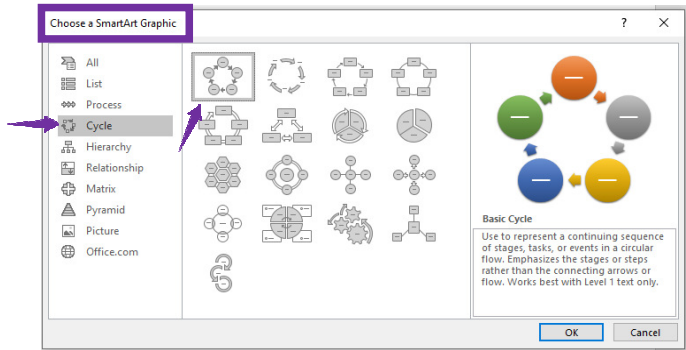
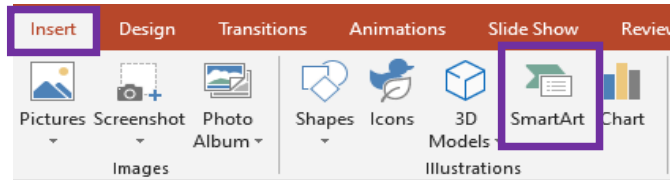
You can refer the SmartArt shown on the right side

Insert Illustrations	Format Illustrations	Modify graphics element
Insert Shapes	Apply artistic effects	Modify text boxes
Insert Pictures	Apply picture style	Shapes
Insert SmartArt Graphics	Remove picture background	SmartArt graphic text
Insert Screenshots and Screen clippings	Crop images	

Add and Modify SmartArt Graphic Text

To insert the SmartArt Graphics:

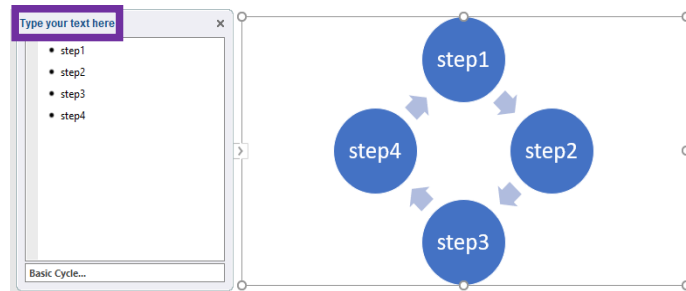
1. Click **Insert** tab > under **Illustrations**, Click **Smartart**
2. Select **Cycle** > **Basic Cycle**



Add and Modify SmartArt Graphic Text

To add / edit text in SmartArt:

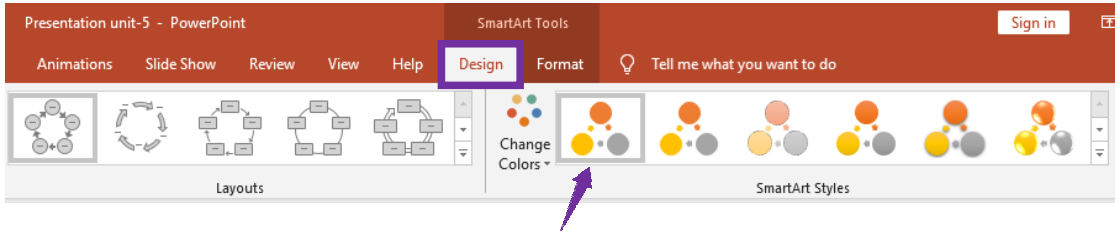
1. Select the SmartArt
2. Type the text against each bullet
3. The types text appears on the graphical area



Add and Modify SmartArt Graphic Text

To change the SmartArt Layout Color:

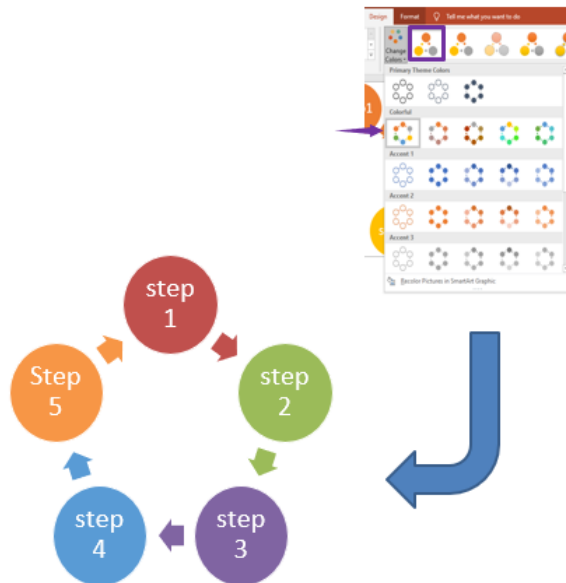
1. Select the SmartArt
2. Click **Design** tab > under **SmartArt Styles**, Click **Change Colors**



Add and Modify SmartArt Graphic Text

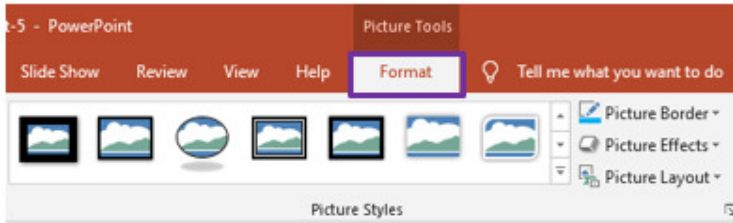
To change the SmartArt Layout Color:

1. Select the SmartArt
2. Click **Design** tab > under **SmartArt Styles**, Click **Change Colors**
3. Mouseover to any layout > Preview of the picture with effect appears
4. Select the style to apply



Add and Modify SmartArt Graphic Text

Picture Border, Picture Effects and **Picture Layout** can be accessed **Format** tab



Add and Modify SmartArt Graphic Text

To Fill Colors:

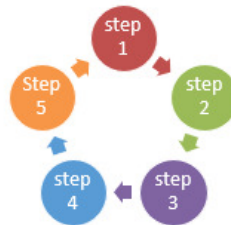
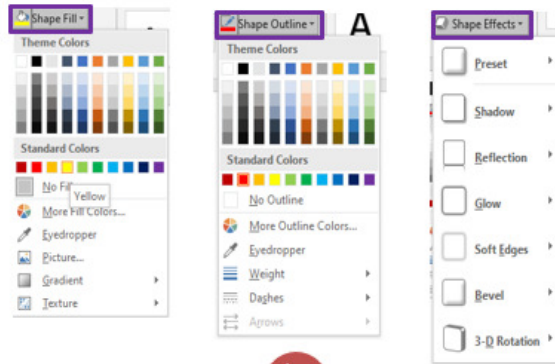
- Select the Shape > Click **Format** > Click **Shape Fill**

To update Shape Outline:

- Select the Shape > Click **Format** > Click **Shape Outline**

To add Shape Effects:

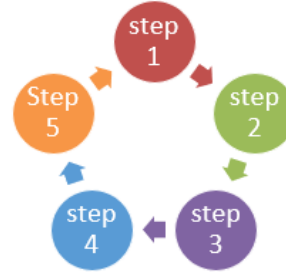
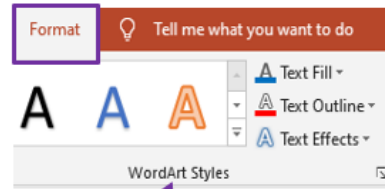
- Select the Shape > Click **Format** > Click **Effects**



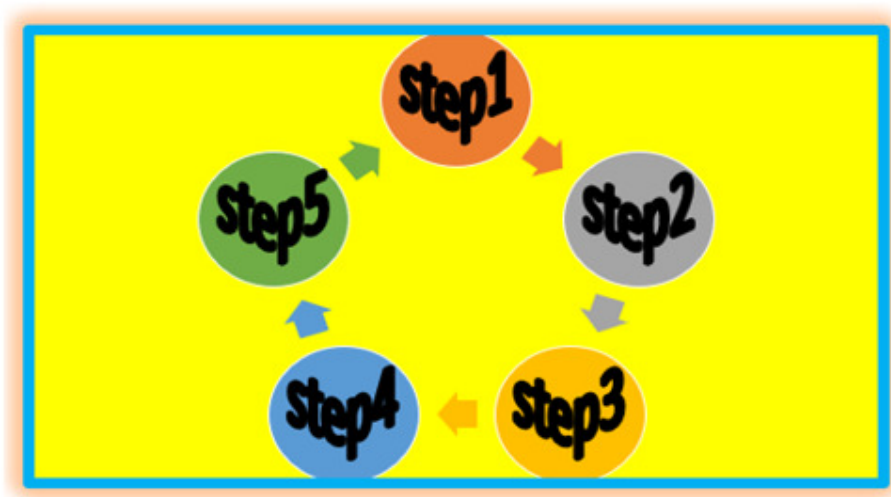
Add and Modify SmartArt Graphic Text

To apply WordArt:

1. Select the text in SmartArt.
2. Click **Format** tab > under **WordArt Styles**, Click dropdown list > Predefined list of WordArt Styles will appear
3. Mouseover on any of the predefined style > Preview of the text with effect will appear.
4. Select the style to apply.



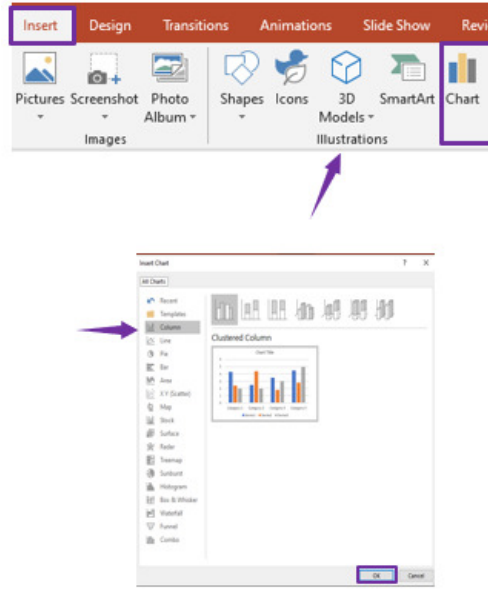
Add and Modify SmartArt Graphic Text



Create, Insert and Modify Charts

To Insert Chart:

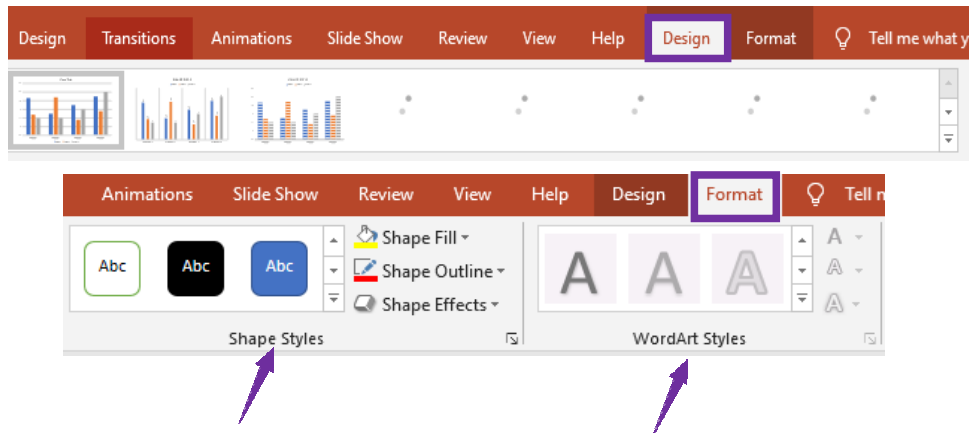
1. Click **Insert** tab > under **Illustrations**, Click **Chart**
2. Insert chart dialog box will appear, select any category from the list
3. In this example, let's select **Column** > **Clustered Column** and click **OK**



Create, Insert and Modify Charts

To update Chart:

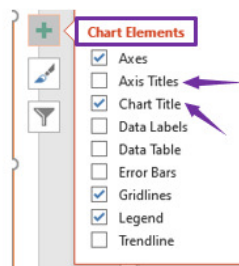
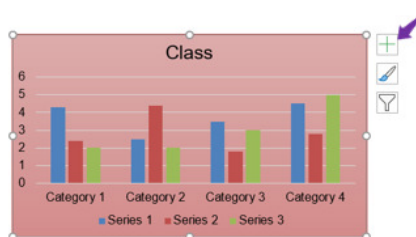
1. Select the chart
 - Design tab: This tab contain option to update **Chart Layout** and **Chart Style**
 - Format tab: This tab contains options to update chart shapes and font



Create, Insert and Modify Charts

To update Chart Design:

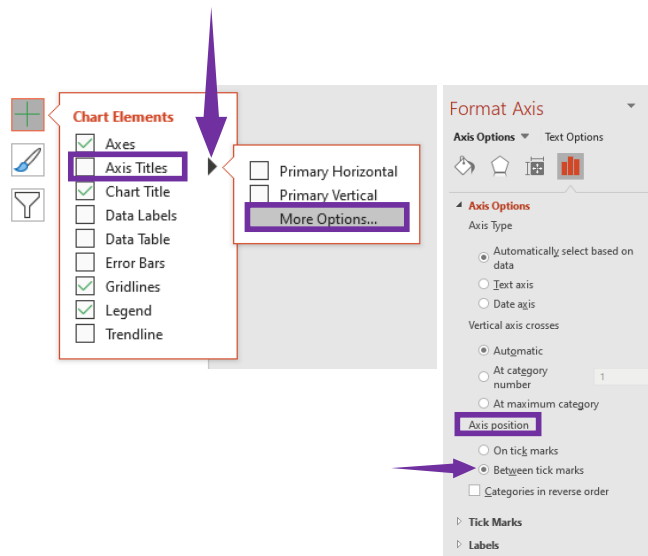
1. Select the chart
2. Click the + button
3. An additional menu opens for more control
4. click **Chart Title** > Add title as **Class**



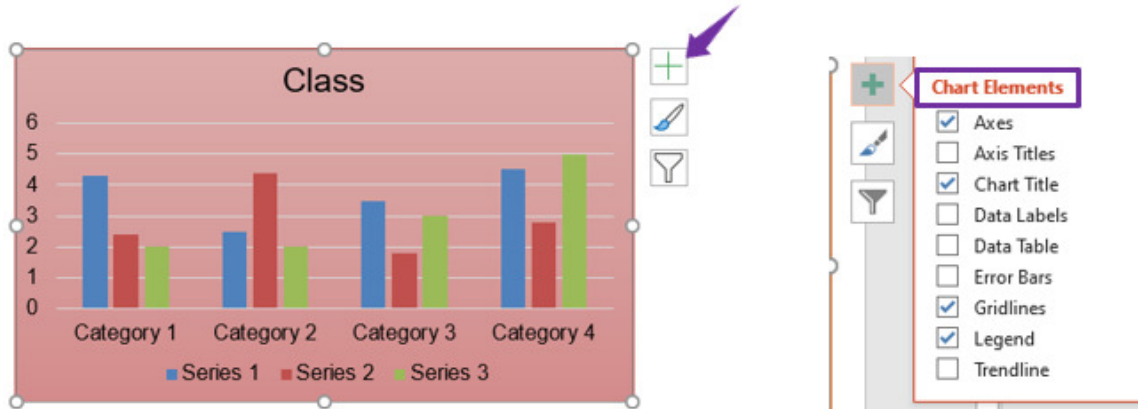
Create, Insert and Modify Charts

To update Axis position:

1. Select the chart
2. Click on + button
3. Expand **Axis Titles** > Click **More Options**
4. In **Format Axis** panel > Click **Axis Option** > in **Axis position**, select **Between tick marks**
5. With the applied changes the chart gets updated



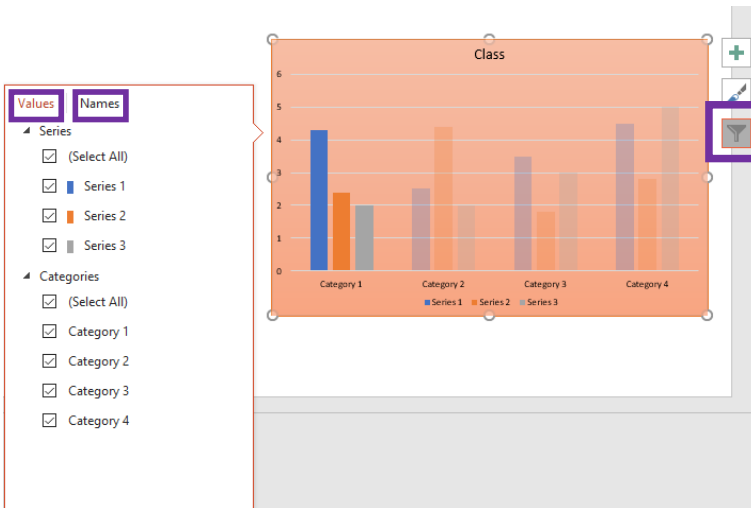
Create, Insert and Modify Charts



Create, Insert and Modify Charts

To apply Filter to chart:

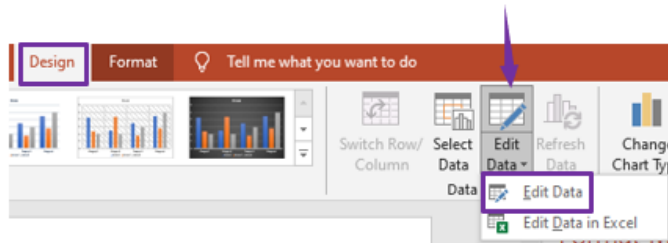
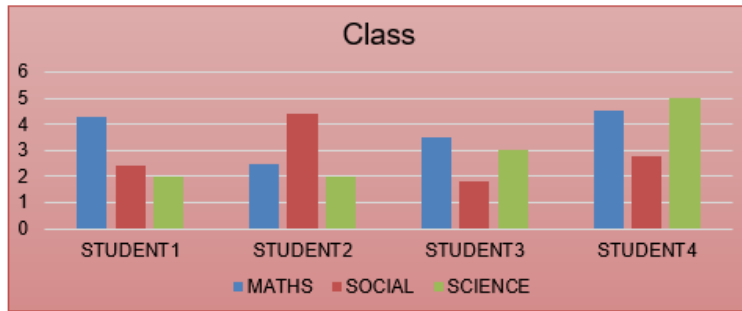
1. Select the chart
2. Click on **Filter** button on the right side
3. In the pop-up menu, you can apply filter to both **Values** and **Names**



Create, Insert and Modify Charts

To Edit Chart Data:

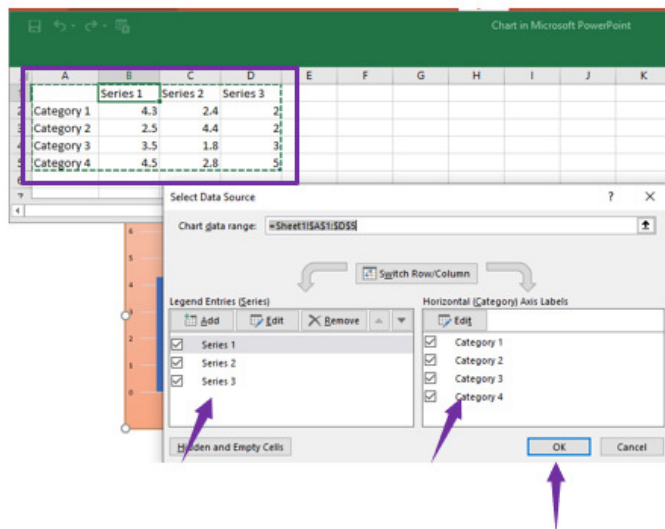
1. Select the chart
2. Click **Design** tab > under **Data**, click **Edit Data**



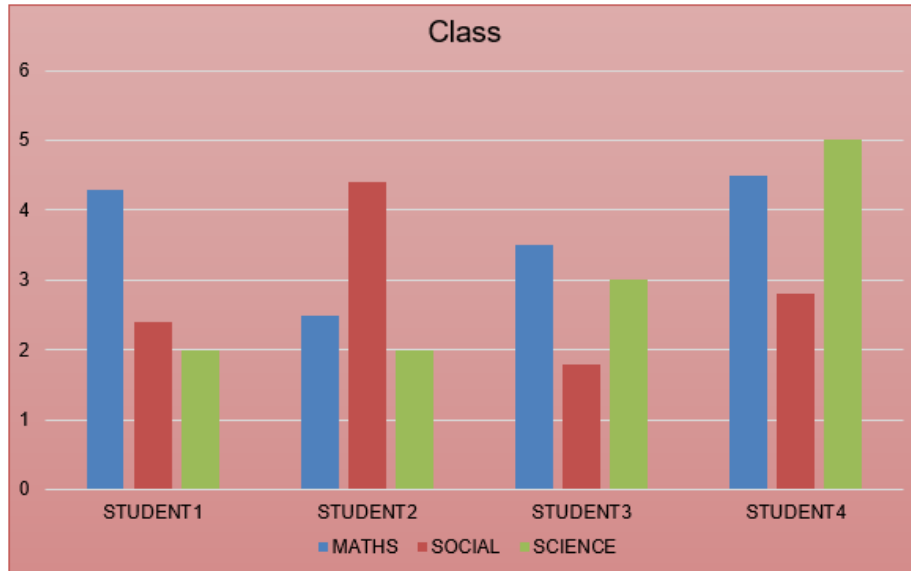
Create, Insert and Modify Charts

To Edit Chart Data:

1. Select the chart
2. Click **Design** tab > under **Data**, click **Edit Data**
3. Edit spread sheet values

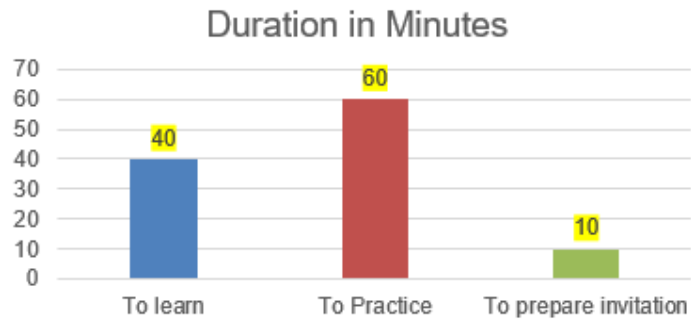


Create, Insert and Modify Charts



Create, Insert and Modify Charts

1. Click **Insert** > Under **Illustration**, click **Chart** > Select **Column** > Select **Clustered Column** > Click **OK**
2. Enter respective data and label in Rows and Columns



Key Takeaways

In this topic we learnt the steps:

To insert a Shape:

- Click **Insert > Illustrations > Shapes**.
- List of available shapes appear as a drop-down list.
- Select the “Sun” shape.
- Click on the screen

To apply Quick Style:

- Select the shape that you want to apply Quick Style
- Click **Format** tab > under **Shape Styles** section, Select **Quick Style**

To apply Shape Outline, Shape Fill, Text Fill:

- Use **Shape Outline**, **Shape Fill** and **Text Fill** to selected shapes

To insert the SmartArt Graphics:

- Click **Insert** tab > under **Illustrations**, Click **SmartArt**



Key Takeaways

To insert the Pictures:

- Click **Insert** tab > under **Images**, Click **Pictures**
- There are 2 options available, **This device** and **Online Pictures**
- Select **This Device**
- **Insert Picture** dialogue box appears
- Select the picture

To apply picture style:

1. Select the picture
2. **Format** tab appears on the Ribbon
3. In **Picture Styles** section, you can find many different picture styles
4. Select any of the picture style > You can see the preview of the style placed over the image

To insert Screen Clipping

1. Click **Insert** tab > under **Images**, Click **Screenshot**
2. You will be greeted with a thumbnail image of every Window that are currently open > Below that you can see **Screen Clipping**