# Word Graphics

Inserting Pictures and Clip Art

1. Click in the document where you want to insert the picture.
2. Click on the **Insert Tab**.
3. Do one of the following:
    a. To insert a picture from a file, click the **Picture** button in the **Illustrations** group. Locate and select the file you want to insert and click the **Insert** button.
    b. To insert clip art, click the **Clip Art** button in the **Illustrations** group. In the **Clip Art task pane**, enter a keyword in the **search for** box, select other options, and click the **Go** button. Click on a clip to insert it.
4. Use the automatic **Contextual Tab** to edit the graphic (see Contextual Tab below).

Inserting a Shape

1. Click the **Insert Tab**.
2. Click the **Shapes** button in the **Illustrations** group.
3. Select the shape you want from the resulting menu.
4. Click and drag to create the shape.
5. Edit the shape.

Call Out
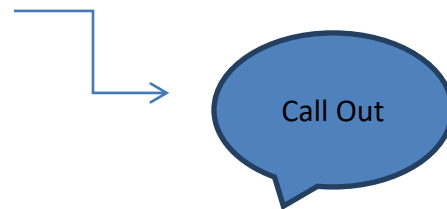
Inserting a SmartArt Graphic

1. Click the **Insert Tab**.
2. Click the **SmartArt** button in the **Illustrations** group.
3. Select a category in the left pane.
4. Select the SmartArt graphic you want to insert.
5. Click the OK button.

Contextual Tabs

When using Office you will notice that when tools are needed you will automatically be presented with a new tab on the ribbon. This is called a contextual tab. As an example when you select a picture you will get the Picture Tools Tab which includes many new and easy to use features that will enhance your document. Some of these are presented below.

The Adjust Group

Includes tools that will adjust:

- Brightness
- Contrast
- Recolor

- Compress Pictures (for smaller file sizes)
- Change Picture
- Reset Picture

The Styles Group

Use styles to quickly add effects, borders and shapes to your graphic. Styles easily make your document look more professional.

Wrap Text

As in the picture (to the right), you can wrap text around the picture in various ways by:

- Select the object you want text to wrap around
- In the **Contextual Tab** select **Format** (if not already selected).
- Click **Text Wrapping** button in the **Arrange Group**.
- Select a text wrapping option from the resulting menu.

Layering Objects

You can insert multiple graphics into your document and even overlap them if you remember to text wrap each of them with "tight". Then you can control which one is on top in the Arrange Group using Bring to Front, Send to Back, etc.

Example of picture layering

Tables

Controlling content layout on your page is simple to do by using tables. Tables layout an area using columns and rows much like an Excel worksheet. The example below shows the table layout for a 5 column by 3 row table.

(cell)				

Each block of the table is known as a **cell** and you can add items to the table by typing directly in the cell. Move from cell to cell by striking the **Tab** key on your keyboard and if more cells are needed you'll get another row when you tab from the last cell. The following lists are created in a table with the **borders turned off** and show some basic functions for controlling tables.

Controlling your table:

Tab	Move from cell to cell	**Black down arrow at top of column**	Selects the column
Enter	Makes a new line in the cell	**Selection arrow to the left of a row**	Selects the row
Right click	Brings up contextual menu	**Black arrow at the left of a cell**	Selects the cell

Double- headed arrow   Allows you to adjust; height, and width of selected column, row or cell

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Breaks

Page Break

Office uses a feature known as "**widow and orphan control**" to automatically keep paragraphs from being broken up between pages with only one or two sentences on an opposite page. Sometimes, however, you want the text to be pushed onto the next page at a certain point. This is where you use a **Page Break**. It can be found on the **Page Layout** tab in the **Page Setup** group and **Breaks** icon.

Section Break

Want to begin a different Header or Footer somewhere in your document? Perhaps you want a separate Table of Contents or Chapter items? This is where you'll use **Section Breaks**. You'll find it under the **Page Layout** tab in the **Page Setup** group and **Breaks** icon.

Column Break

When using columns (as shown here) to design the layout of your document, you will need to tell Word where to "break" the column and send it to the next one.

Remember to choose More Columns under Page Layout tab/ Page Setup Group/ Columns, and then in the "Apply to" box choose "Whole document or This Point Forward".

Note: In order to see where any type of break has been added you must turn on the Show/Hide feature located on the Home Tab/ Paragraph Group/ Show/Hide Icon

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Page Numbers

Page Numbers can be added via the **Insert tab/ Header & Footer Group/ Page Number icon**. This will add page numbers to all pages in a number of formats. Once the Header & Footer open then you can choose to apply it to all pages or different first page using the checkbox. Different first page means that the first page will not have a page number but all subsequent pages will.

Header and Footer

Not only can page numbers be placed on each page but text and graphics can be as well. Opening the Header & Footer is easily done by double-clicking in the **Header or Footer area** and this will also open a new **Contextual Design Tab** with a multitude of cool tools. To exit the Header or Footer just double-click the Blue tab at the dotted line.

Zoom Tip:

You can easily zoom in or out on pages by holding the Ctrl key down on your keyboard and spinning the wheel on your mouse forward or backward.

Class Notes:

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