

Shapes

Clip Art

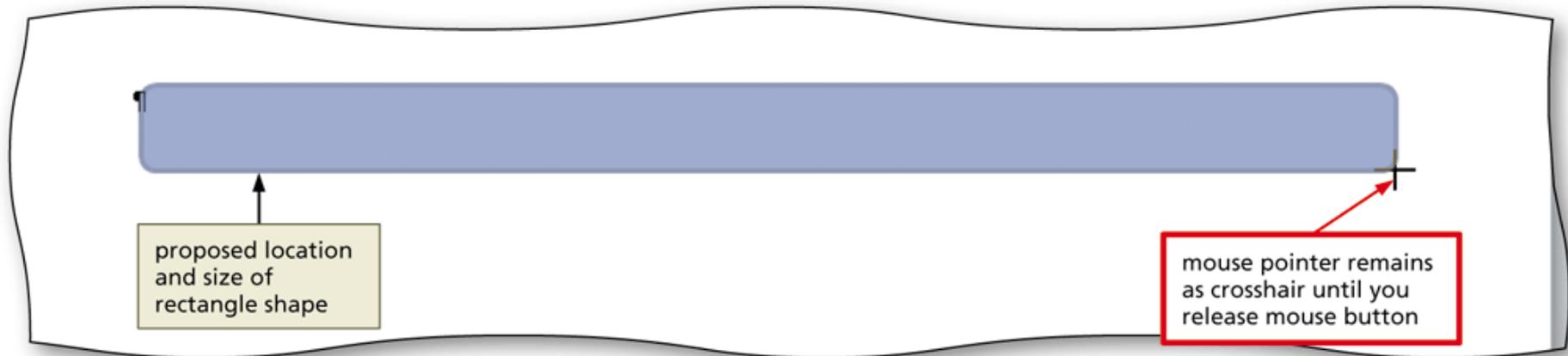
Symbols

Word Unit

Inserting a Shape

- Display the Insert tab
- Click the Shapes button to display the Shapes gallery
- Click the desired shape to remove the gallery and change the mouse pointer to the shape of a crosshair
- Position the mouse pointer in the location for the upper-left corner of the desired shape
- Drag the mouse to the right and downward to form the boundaries of the shape
- Release the mouse button

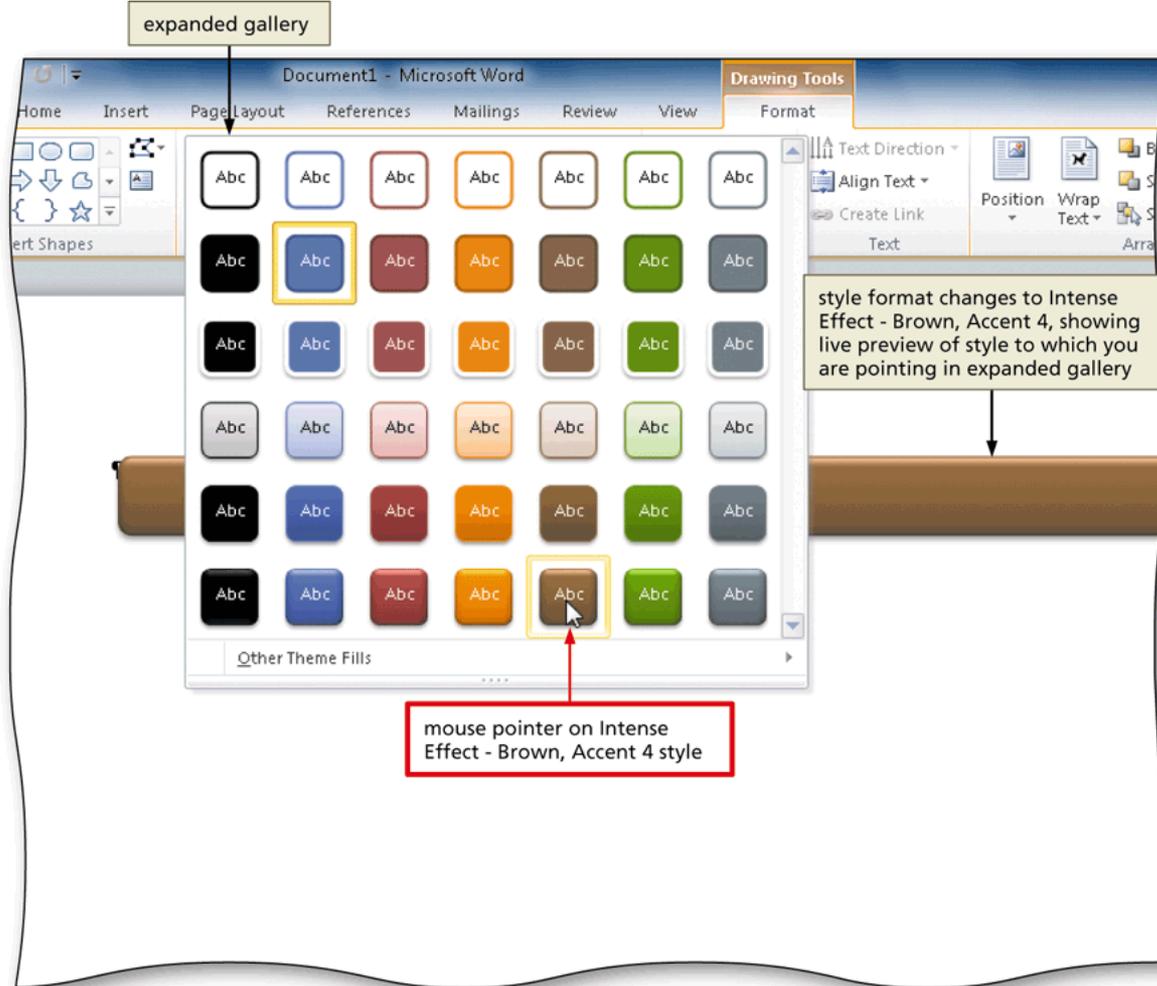
Inserting a Shape



Applying a Shape Style

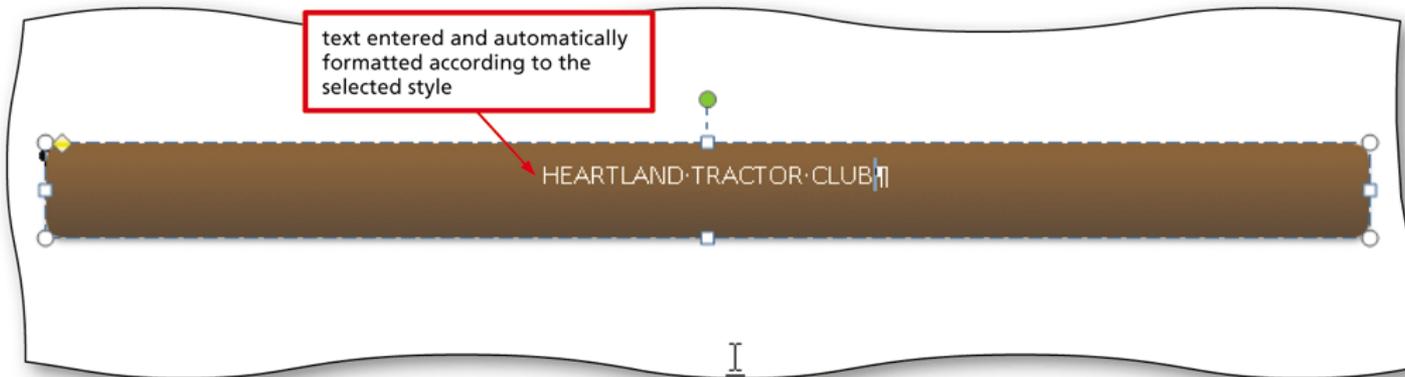
- Select the shape, and click the More button in the Shape Styles gallery to expand the gallery
- Point to the desired style to display a live preview of that style applied to the shape in the document
- Click the desired style to apply the selected style to the shape

Applying a Shape Style



Adding Text to a Shape

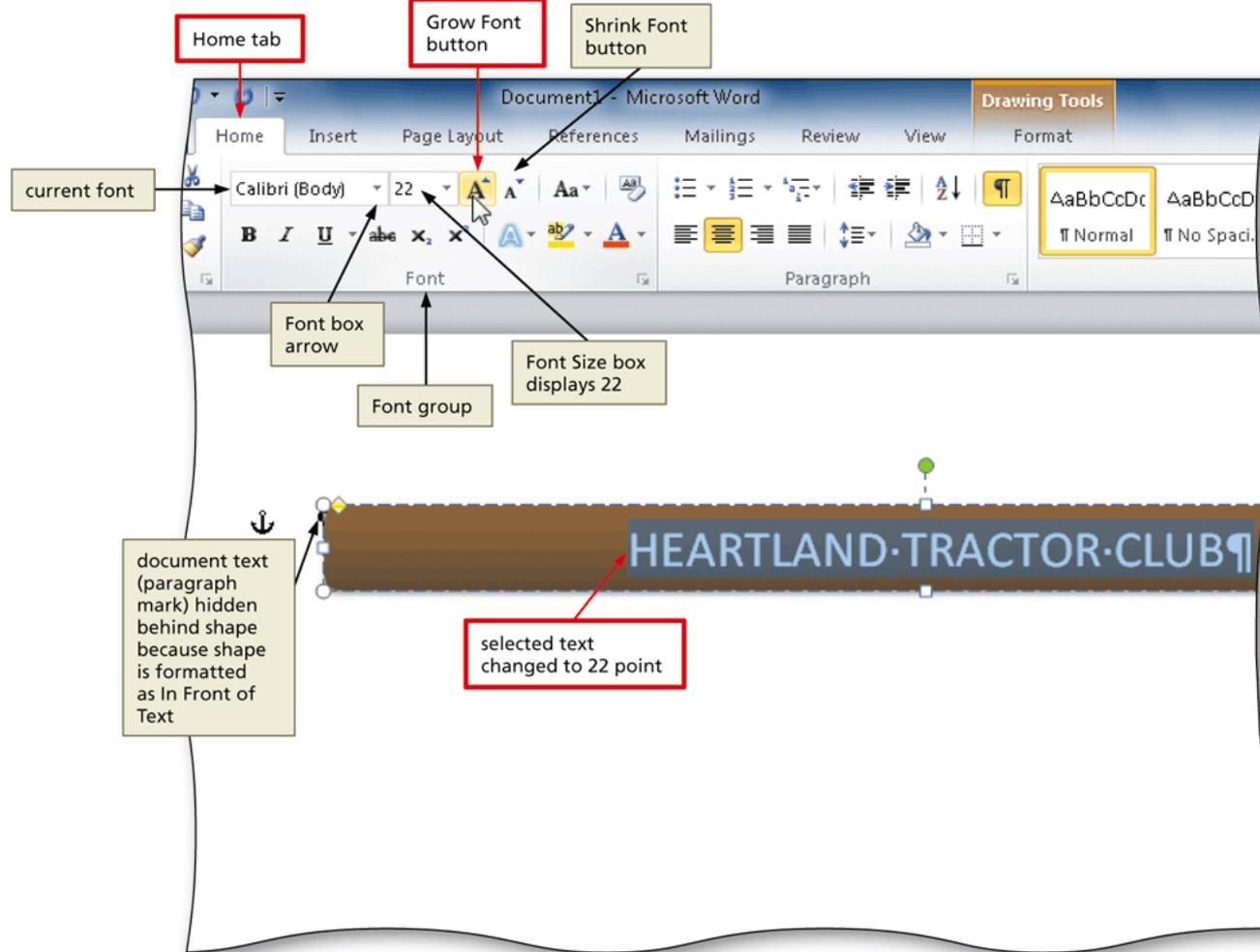
- Right-click the shape to display a shortcut menu and the Mini toolbar
- Click Add Text on the shortcut menu to place an insertion point centered in the shape
- Type the desired text in the shape



Using the Grow Font Button to Increase Font Size

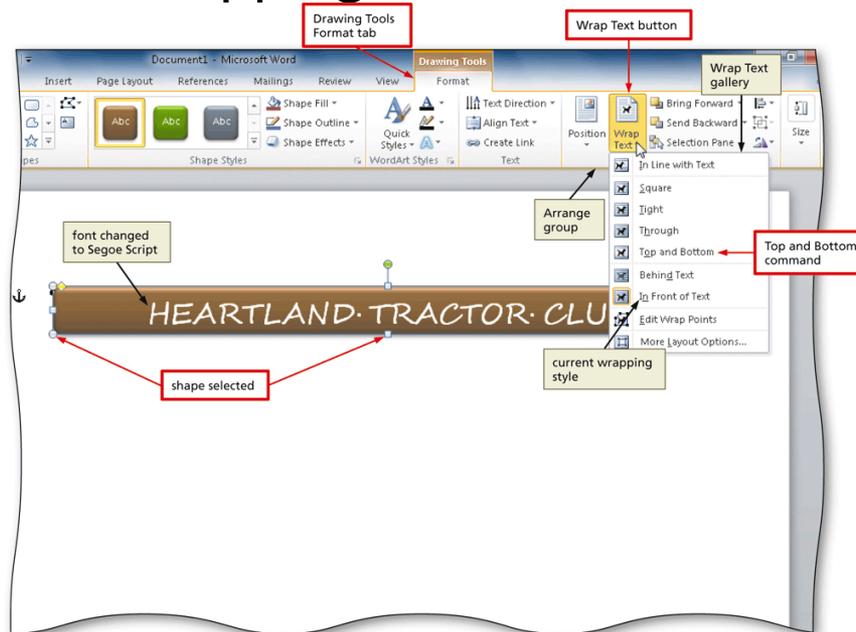
- Select the text of which you wish to increase the font size
- Display the Home tab
- Repeatedly click the Grow Font button until the text is the desired font size

Using the Grow Font Button to Increase Font Size



Changing an Object's Text Wrapping

- Click the edge of the shape to select the shape
- Display the Drawing Tools Format tab
- Click the Wrap Text button to display the Wrap Text gallery
- Click the desired wrapping command

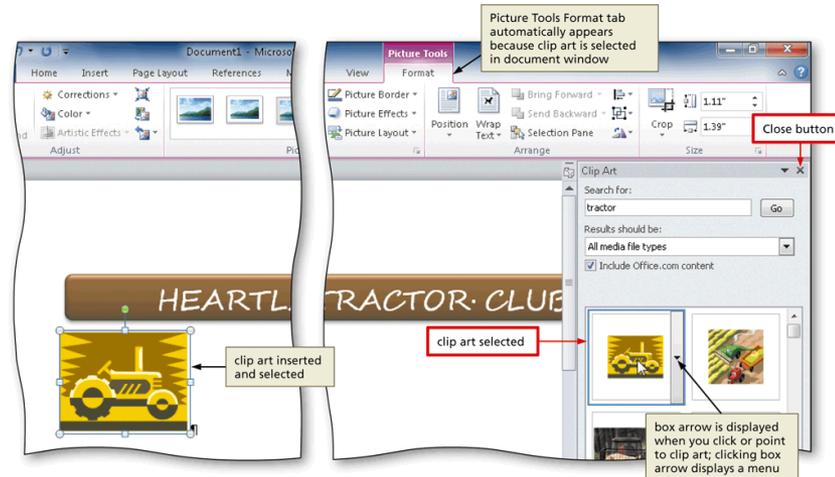


Inserting Clip Art

- Position the insertion point where you want to insert the clip art image
- Display the Insert tab
- Click the Clip Art button to display the Clip Art pane
- If the Search for text box displays text, drag through the text to select it
- Type the desired search text
- Click the Go button to display a list of clips that match the entered search text

Inserting Clip Art

- Click the desired clip art to insert the clip art image in the document at the location of the insertion point
- Click the Close button on the Clip Art pane title bar to close the task pane



Resizing a Graphic to a Percent of the Original

- With the graphic selected, click the Advanced Layout: Size Dialog Box Launcher to display the Layout dialog box
- In the Scale area, double-click the current value in the Height box to select it
- Type the desired height in the Height box and then press the TAB key to display the same percent value in the Width box
- Click the OK button to close the dialog box and resize the selected graphic

Resizing a Graphic to a Percent of the Original

The image shows a Microsoft Word window with the **Layout** dialog box open. The **Size** tab is selected. The **Scale** section shows **Height** set to **35%** and **Width** set to **35%**. The **Original size** section shows **Height: 1.11"** and **Width: 1.39"**. The **Lock aspect ratio** and **Relative to original picture size** checkboxes are checked. The **OK** button is highlighted with a red box.

Annotations include:

- Layout dialog box**: Points to the dialog box.
- Size tab automatically selected in dialog box**: Points to the **Size** tab.
- Picture Tools Format tab**: Points to the **Format** tab in the ribbon.
- Scale area**: Points to the **Scale** section of the dialog box.
- value entered in Height box**: Points to the **35%** value in the **Height** box.
- Width box automatically changed to 35 % when you pressed TAB key**: Points to the **35 %** value in the **Width** box.
- Lock aspect ratio causes height and width to match proportionally**: Points to the **Lock aspect ratio** checkbox.
- OK button**: Points to the **OK** button.
- Size group**: Points to the **Size** group in the ribbon.
- Advanced Layout: Size Dialog Box Launcher**: Points to the **Size** launcher icon in the ribbon.
- graphic selected**: Points to the tractor graphic in the document.

Changing the Color of a Graphic

- With the graphic selected, click the Color button to display the Color gallery
- Point to the desired color to display a live preview of that color applied to the selected graphic in the document
- Click the color to change the color of the selected graphic

Changing the Color of a Graphic

The image shows a screenshot of the Microsoft Word interface with the **Picture Tools Format** tab active. The **Color** button in the **Adjust group** is highlighted with a red box. The **Recolor** gallery is open, displaying a grid of color options for a graphic of a tractor. The **Orange, Accent color 3 Dark** option is highlighted with a red box and a red arrow. A callout box points to the **More Variations** button, stating that clicking it displays additional color choices. A live preview of the selected color is shown below the gallery. The **Color gallery** label points to the entire gallery area.

Color button

Picture Tools Format tab

Adjust group

Orange, Accent color 3 Dark to be selected

clicking More Variations displays additional color choices

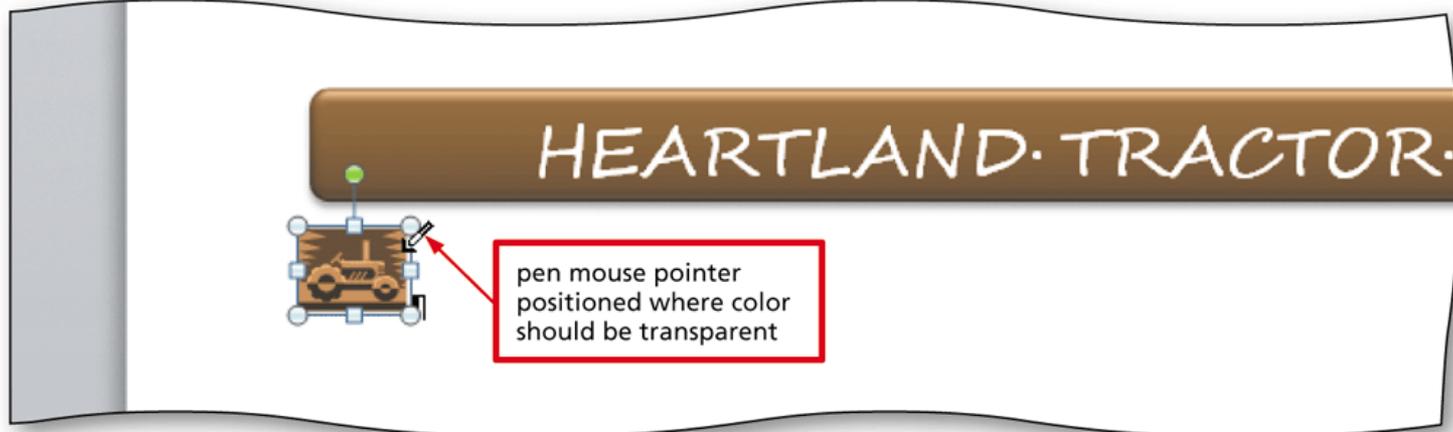
color changes to Orange, Accent color 3 Dark, showing live preview of color to which you are pointing in gallery

Color gallery

Setting a Transparent Color in a Graphic

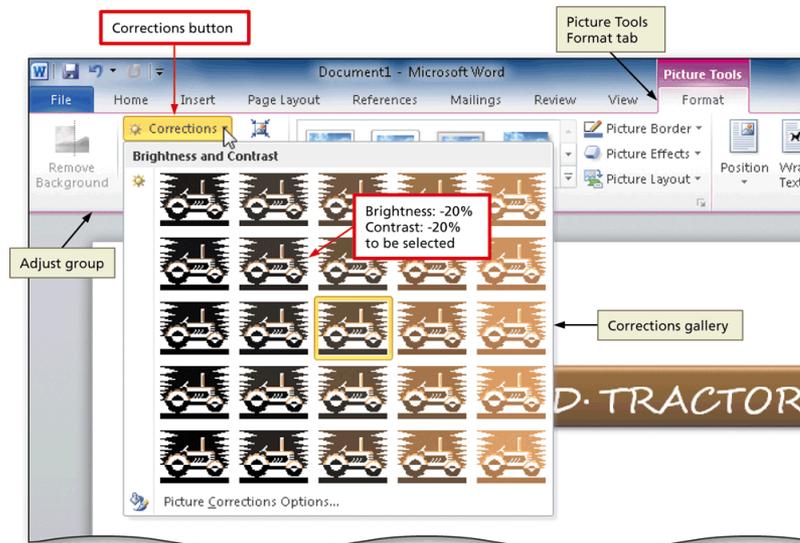
- With the graphic selected, click the Color button to display the Color gallery
- Click Set Transparent Color in the Color gallery to display a pen mouse pointer in the document window
- Position the pen mouse pointer in the graphic where you want to make the color transparent
- Click the location of the graphic where you want the color to be transparent

Setting a Transparent Color in a Graphic



Adjusting the Brightness and Contrast of a Graphic

- With the graphic selected, click the Corrections button to display the Corrections gallery
- Click the desired correction to change the brightness and contrast of the selected graphic



Changing the Border Color on a Graphic

- With the picture selected, click the Picture Border button arrow to display the Picture Border gallery
- Point to the desired border color to display a live preview of that border color around the picture
- Click the border color in the Picture Border gallery to change the picture border color

Changing the Border Color on a Graphic

Document1 - Microsoft Word

Insert Page Layout References Mailings Review View **Picture Tools Format tab**

Picture Border button

Picture Border button arrow

Picture Styles

Picture Styles group

Theme Colors

Standard Colors

No Outline removes border from graphic

No Outline

More Outline Colors...

Weight

Dashes

Brown, Accent 4, Darker 50% to be selected

Picture Border gallery

border changes to Brown, Accent 4, Darker 50%, showing live preview of color to which you are pointing in gallery

HEARTLAND R. CLUBS

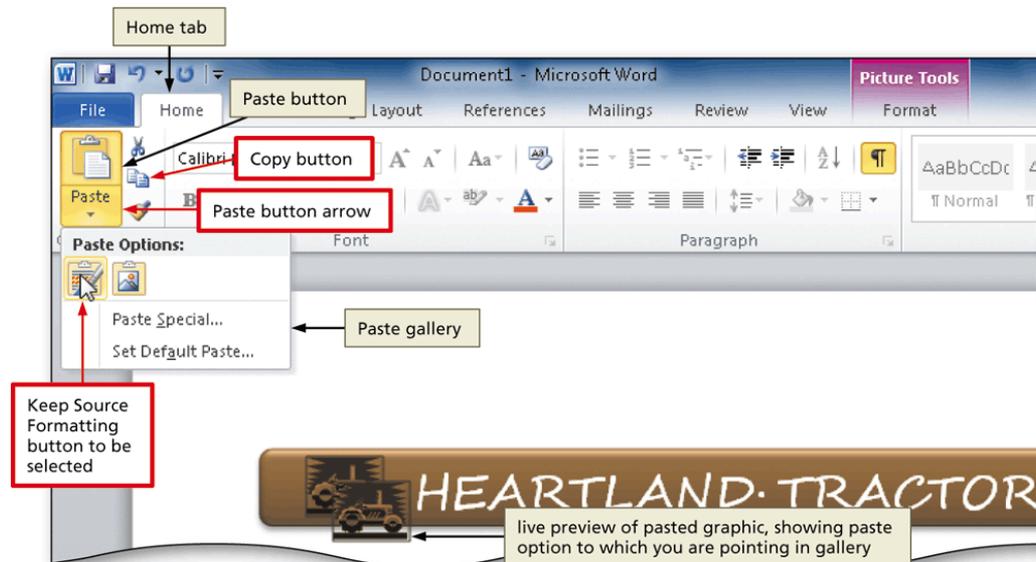
Moving a Graphic

- Position the mouse pointer in the graphic so that the mouse pointer has a four-headed arrow attached to it
- Drag the graphic to the desired location



Using Paste Options

- With text or a graphic copied, click the Paste button arrow on the Home tab to display the Paste gallery
- Point to the desired command to see a live preview of that paste option
- Click the desired paste option to paste the object



Flipping a Graphic

- With the graphic selected, click the Rotate button to display the Rotate gallery
- Point to the desired command to display a live preview of the selected rotate option applied to the selected graphic
- Click the desired rotate option

Flipping a Graphic

The image shows a screenshot of the Microsoft Word interface, specifically the **Picture Tools Format** tab. The **Arrange** group is visible, containing the **Rotate** button, which is highlighted with a red box. A red arrow points from this button to the **Rotate gallery**, which is open. The gallery shows several options: **Rotate Right 90°**, **Rotate Left 90°**, **Flip Vertical**, **Flip Horizontal** (highlighted with a yellow background and a mouse cursor), and **More Rotation Options...**. A red box highlights the **Flip Horizontal** command, with a red arrow pointing to the **Rotate** button. Below the gallery, a graphic of a wooden sign with the text "LAND TRACTOR CLUB" and a tractor icon is shown. A callout box points to the tractor icon with the text: "graphic flips horizontally, showing live preview of rotation to which you are pointing in gallery".

Microsoft Word

Picture Tools Format tab

Rotate gallery

Picture Tools Format

Picture Border

Picture Effects

Picture Layout

Picture Styles

Position

Wrap Text

Selection Pane

Arrange

Rotate button

Rotate Right 90°

Rotate Left 90°

Flip Vertical

Flip Horizontal

More Rotation Options...

Arrange group

Flip Horizontal command

LAND TRACTOR CLUB

graphic flips horizontally, showing live preview of rotation to which you are pointing in gallery

Inserting a Symbol from the Symbol Dialog Box

- Display the Insert tab
- Click the Insert Symbol button to display the Insert Symbol gallery
- Click More Symbols in the Insert Symbol gallery to display the Symbol dialog box
- Select the desired font and subset
- Click the desired symbol to select it, and then click the Insert button to place the selected symbol in the document to the left of the insertion point
- Click the Close button to close the dialog box

Inserting a Symbol from the Symbol Dialog Box

The image shows the Microsoft Word Symbol dialog box with several annotations:

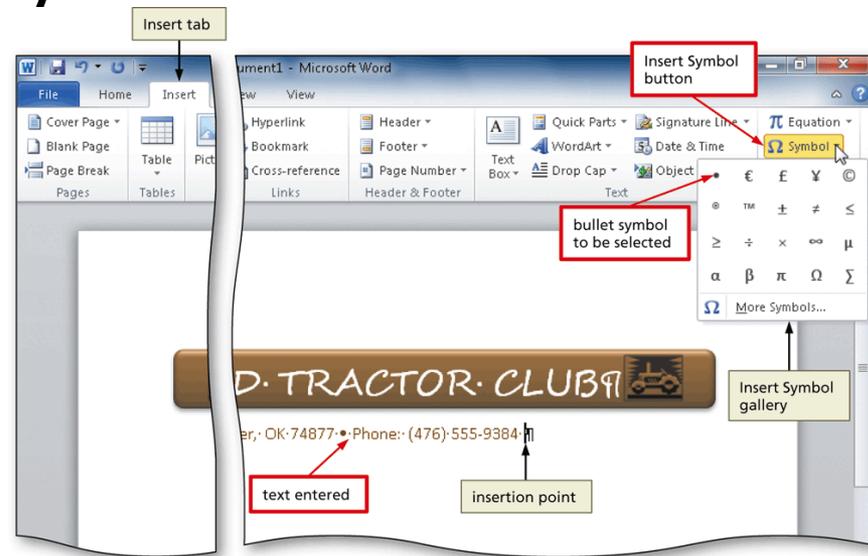
- Symbol dialog box:** Points to the overall dialog window.
- Font box arrow:** Points to the font selection dropdown.
- Subset box arrow:** Points to the subset selection dropdown.
- list of symbols:** Points to the main grid of symbols.
- bullet symbol selected:** Points to a blue dot symbol in the grid.
- numeric value assigned to selected symbol:** Points to the character code field showing '2022'.
- dot symbol inserted:** Points to the dot symbol in the 'Recently used symbols' list.
- Insert button:** Points to the 'Insert' button at the bottom.
- Close button:** Points to the 'Close' button at the bottom.
- when you insert a symbol, Word places it in Recently used symbols list – your list will differ:** A text box pointing to the 'Recently used symbols' list.

The dialog box includes the following elements:

- Font: (normal text)
- Subset: General Punctuation
- Grid of symbols including: —, =, ‘, ’, , \, “, ”, „, †, ‡, •, …, %00, ‘, ”, ”, (,), !!, †, /, :, o, i, 4, 5, 6, 7, 8, 9, +, -, =, (,), n, o, 1, 2, 3, 4, 5, 6, 7, 8, 9, +, -, =, (,), a, e, o, x, a, €.
- Recently used symbols: •, €, £, ¥, ©, ®, ™, ±, ≠, ≤, ≥, ÷, ×, ∞, μ, α.
- Character code: 2022 from: Unicode (hex)
- Shortcut key: Alt+0149
- Buttons: AutoCorrect..., Shortcut Key..., Insert, Close.

Inserting a Symbol from the Symbol Gallery

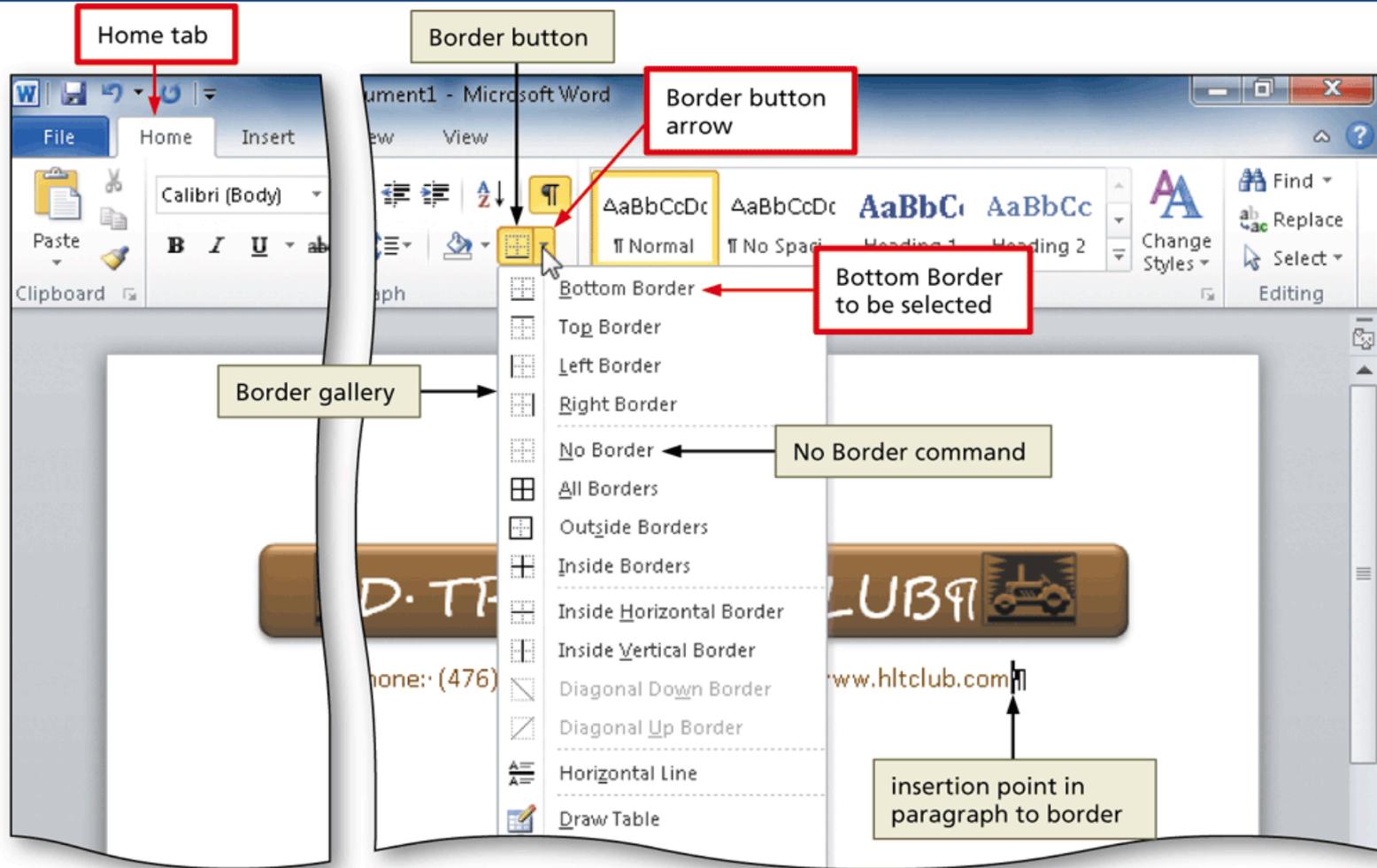
- Click the Insert Symbol button to display the Insert Symbol gallery
- Click the desired symbol in the Insert Symbol gallery to insert the symbol at the location of the insertion point



Bottom Bordering a Paragraph

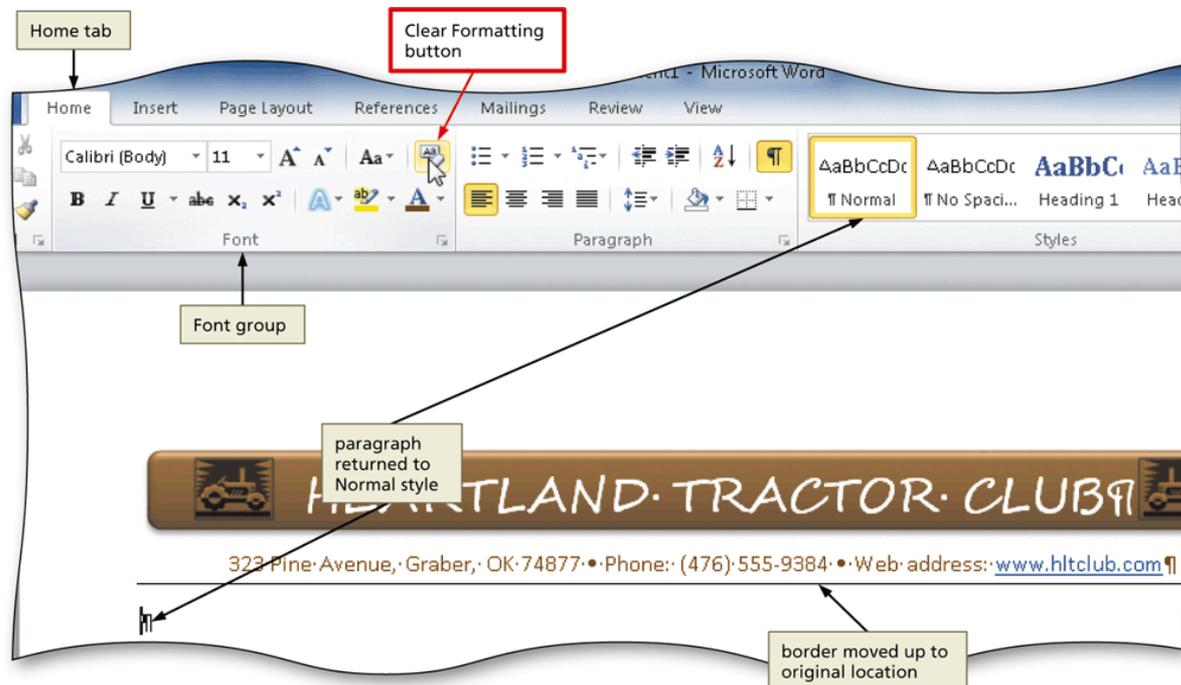
- Display the Home tab
- With the insertion point in the paragraph to border, click the Border button arrow to display the Border gallery
- Click Bottom Border in the Border gallery to place a border below the paragraph containing the insertion point

Bottom Bordering a Paragraph



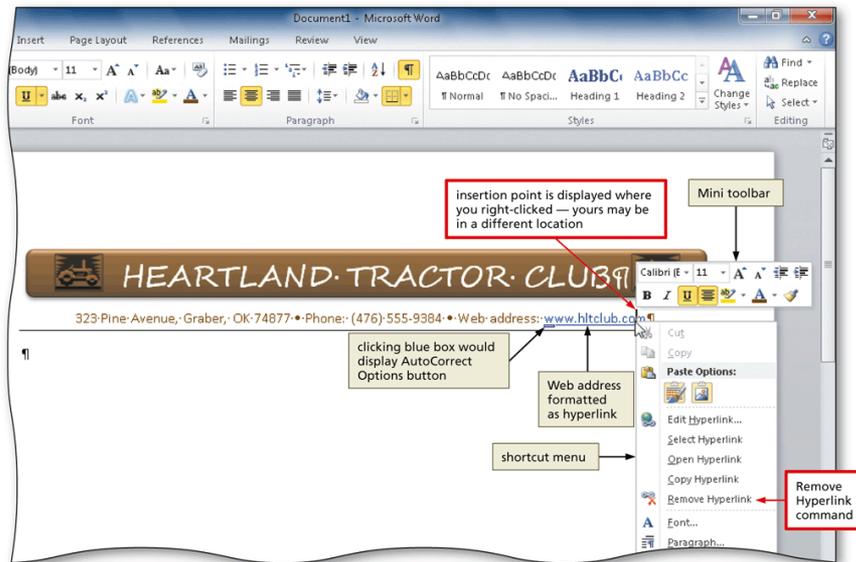
Clearing Formatting

- Click the Clear Formatting button on the Home tab to apply the Normal style to the location of the insertion point



Converting a Hyperlink to Regular Text

- Right-click the hyperlink to display the Mini toolbar and a shortcut menu
- Click Remove Hyperlink on the shortcut menu to remove the hyperlink format from the text



Applying a Quick Style

- With the insertion point positioned in the paragraph to be formatted, click the desired style in the Quick Style gallery to apply the selected style to the current paragraph

