

Inserting Clip Art

Clip art is a collection of pictures and graphics that Microsoft has included with Word.

- Click the **Insert** tab on the Ribbon and click the **Clip Art** button in the Illustrations group.

The Clip Art task pane appears.

⚠ Trap: Depending on how Word is installed and configured on your computer, an error message may appear, informing you that the clip art feature has not been installed. Try inserting the Office 2010 CD-ROM.

- Type the name of what you're looking for in the "Search for" text box.
- Click the **Results should be** list arrow and check every box.
- ✔ **Tip:** Select the **Include Office.com content** check box to include online items in your search results.

- Click the **Go** button.
- Scroll through the clip art until you find a file that you like.
- Click the clip art that you want to insert.

When you're finished inserting clip art, close the Clip Art task pane.

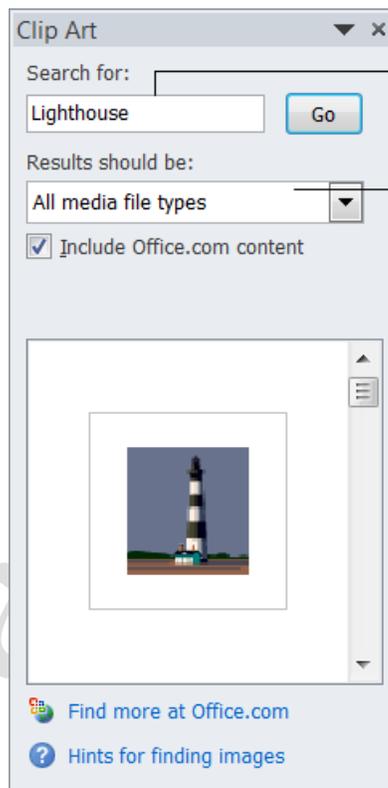
- Click the **Close** button in the upper-right corner of the Clip Art task pane.
- The task pane closes.

✔ **Tips**

- A little star in the bottom-right corner of a graphic indicates animation.

▪ **Exercise**

- **Exercise File:** American History7-1.docx
- **Exercise:** Navigate to page 6. Open the Clip Art task pane and search for images of a lighthouse. Click the first image to insert it into the document.



Type what you want to search for.

Select the file type you want to search for.

Figure 7-1: The Clip Art pane.

Inserting Screenshots

A screenshot is an image of any visible item you see on your monitor.

Insert a screenshot of an open window

- Click the **Insert** tab on the Ribbon and click the **Screenshot** button list arrow in the Illustrations group.

The Available Windows gallery appears.

✔ **Tip:** If a program window is minimized to the taskbar, it will not appear in the Available Windows gallery.

- Select an image.

The screenshot is inserted into the document.

Insert a screen clipping

Rather than inserting an entire window, use the Screen Clipping tool to take a screenshot of part of the window.

- Make the window from which you want to take a screen clipping active.
 - ✔ **Tip:** Minimize all programs to the taskbar except for the one from which you want to take a screen clipping.

- In Word, click the **Insert** tab on the Ribbon and click the **Screenshot** button list arrow in the Illustrations group.

A gallery of thumbnail images of all open program windows appears.

- Select **Screen Clipping**.

The Word window minimizes to the taskbar, the desktop fades, and the cursor changes to a crosshair.

- Move the cursor to the corner of the area you want to clip.

✔ **Tip:** To cancel a screen clipping, press the **<Esc>** when the screen clipping screen is active.

- Click and drag the cursor around the area you want to clip.

The screen clipping is inserted into the document.

Exercise

- **Exercise File:** American History7-2.docx and <http://en.wikipedia.org>
- **Exercise:** Navigate page 2. In your web browser, look up Mount Rushmore in Wikipedia. Take a screen clipping of the Mount Rushmore picture.

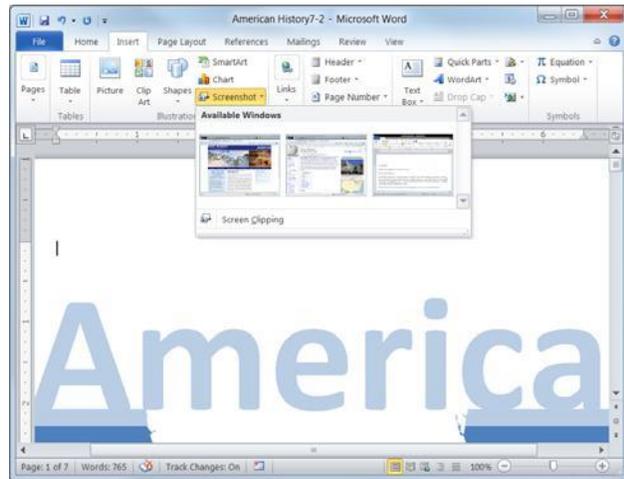


Figure 7-2: The Screenshot gallery is populated with thumbnails of all open program windows.

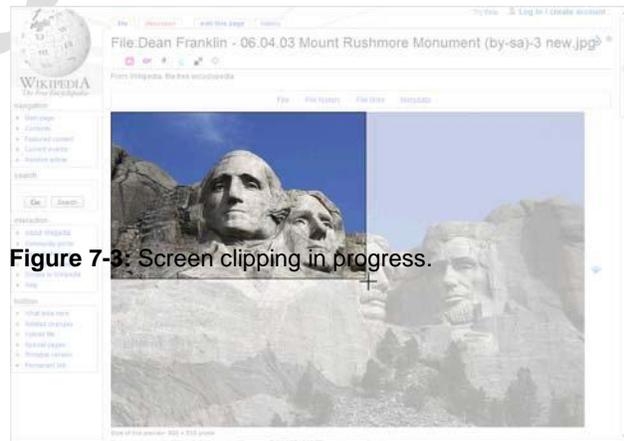


Figure 7-3: Screen clipping in progress.

Figure 7-4: A screen clipping in progress.

Inserting Pictures and Graphics Files

In addition to inserting clip art into a document, you can also insert pictures or graphics that you have on file— such as pictures uploaded from a digital camera or graphics created in another program.

- ❑ Click the **Insert** tab on the Ribbon and click the **Picture** button in the Illustrations group. The Insert Picture dialog box appears.
- ❑ Navigate to the file you want to insert.
- ❑ Click the name of the file that you want to insert and click **Insert**.
The picture is inserted into the document as an inline image, and the Format contextual tab appears on the Ribbon under Picture Tools.

✓ Tips

- If you don't want the picture to appear inline with text, you'll need to adjust its text wrapping.
- To insert more than one picture or graphics file at a time, press and hold down the **<Ctrl>** key as you click each file in the Insert Picture dialog box.

▪ Exercise

- ❑ **Exercise File:** American History7-3docx, Philadelphia.jpg
- ❑ **Exercise:** Navigate to page 4 and insert the Philadelphia.jpg image located in the Practice folder.

Table 7-1: Supported Graphics File Formats

| | |
|-------------------------------------|-------------------------|
| Graphics Interchange Format | .gif, .gfa |
| JPEG File Interchange Format | .jpeg, .jpg, .jif, .jpe |
| Microsoft Windows Bitmap | .bmp, .rle, .dib |
| Portable Network Graphics | .png |
| Tagged Image File Format | .tiff |
| Microsoft Windows Metafile | .emf, .wmf |
| Computer Graphics Metafile | .cgm |
| Macintosh PICT | .pct |
| WordPerfect Graphics | .wpg |
| Encapsulated PostScript | .eps |

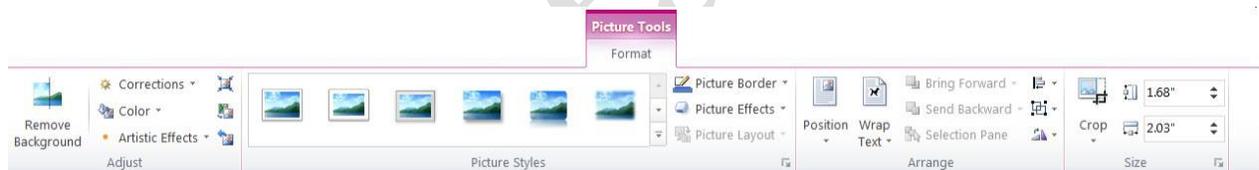


Figure 7-5: When a graphic is inserted, the Format contextual tab appears on the Ribbon by default. These commands allow you to work with and format the selected picture.

Removing a Picture's Background

Word 2010 now has the ability to remove backgrounds from pictures and graphics.

- Double-click the picture or graphic from which you want to remove the background.

The Format contextual tab appears on the Ribbon under Picture Tools.

- Click the **Remove Background** button in the Adjust group on the Format contextual tab of the Ribbon.

The Background Removal program tab appears on the Ribbon and the area that will be removed from the picture or graphic appears in purple.

- Click and drag the sizing handles of the inlaid rectangle around the area you want to keep. The area identified as the background changes.

It is unlikely that Word will get it exactly right, so you will have to refine the areas to be kept and removed.

- Click **Mark Areas to Keep** button or the **Mark Areas to Remove** button in the Refine group. The cursor changes to a pencil.

- Click the drag the mouse over the areas of the image that you want to keep or remove.

A line is drawn across the area. It changes depending on whether you want to keep it or not.

- To remove a mark, click the **Delete Mark** button in the Refine group and click on the mark you want to delete.

The mark removed.

- When you are finished, click the **Keep Changes** button in the Close group.

The background is removed and Word returns to Print Layout view.

✔ **Tip:** To return the image to its original state, double-click the image, click the **Remove Background** button and click **Discard All Changes**.

✔ Tips

- Try experimenting with different styles or fills to replace the removed background.

▪ Exercise

- **Exercise File:** American History7-4.docx
- **Exercise:** Navigate to page 2. Remove the background from the image. Refine as necessary.

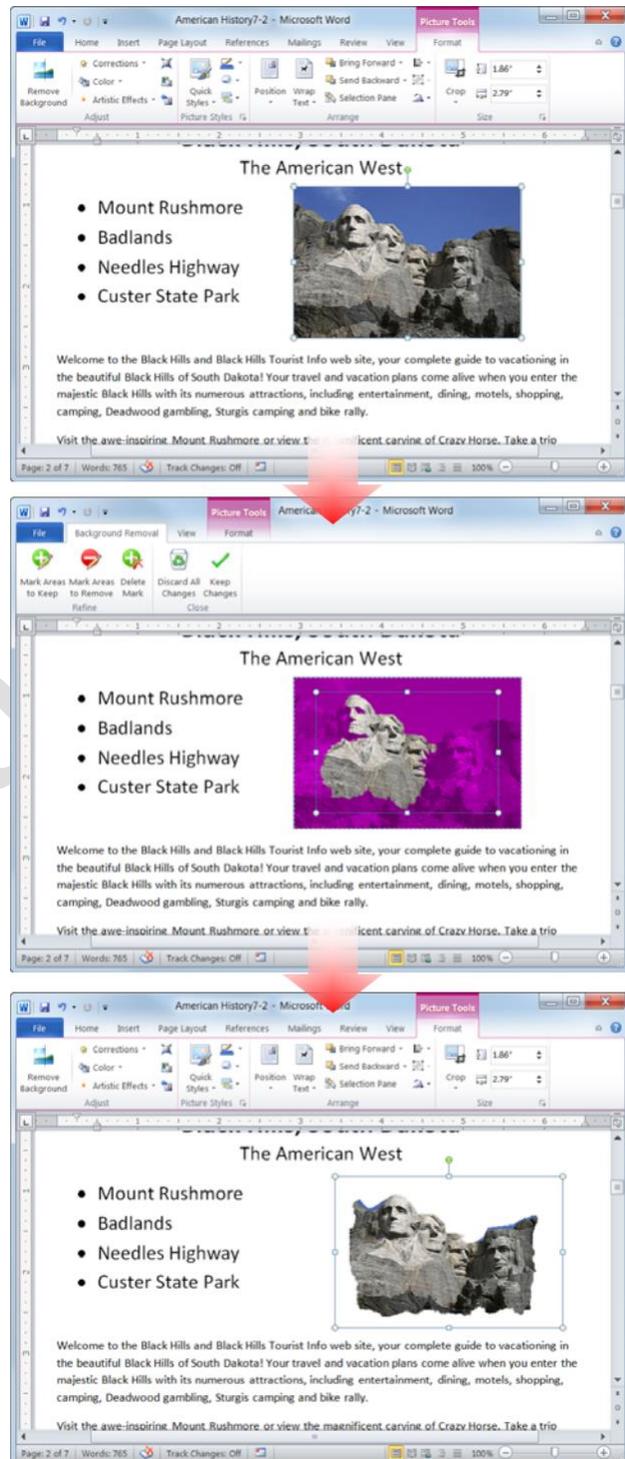


Figure 7-6: Removing the background from a picture.

Altering the Look of Pictures and Graphics

Word 2010 has greatly expanded the user's ability to alter the appearance of pictures and graphics. Now you can easily sharpen or soften an image, change brightness and contrast, adjust coloring, and apply artistic effects.

Apply corrections

Corrections that can be applied include sharpening or softening, and adjusting the brightness and contrast.

- Double-click the picture or graphic to which you want to apply corrections.
The Format contextual tab appears on the Ribbon under Picture Tools.
 - Click the **Corrections** button in the Adjust group on the Format contextual tab of the Ribbon.
A gallery of corrections options appears.
 - Select a correction option from the gallery.
The picture or graphic corrected accordingly.
- Tip:** To preview how the correction will change your picture or graphic, briefly hold the mouse over the correction option.

Adjust color

When you adjust color, you can change the color saturation, color tone, or simply re-color the image.

- Double-click the picture or graphic for which you want to adjust color.
The Format contextual tab appears on the Ribbon under Picture Tools.
 - Click the **Color** button in the Adjust group on the Format contextual tab of the Ribbon.
A gallery of color options appears.
 - Select a color option from the gallery.
The picture or graphic is re-colored accordingly.
- Tip:** To preview how the color adjustment will change your picture or graphic, briefly hold the mouse over the color option

Exercise

- Exercise File:** American History7-5.docx
- Exercise:** Navigate to page 2. Apply the Temperature: 8800K Color Tone.
Apply the Marker artistic effect.

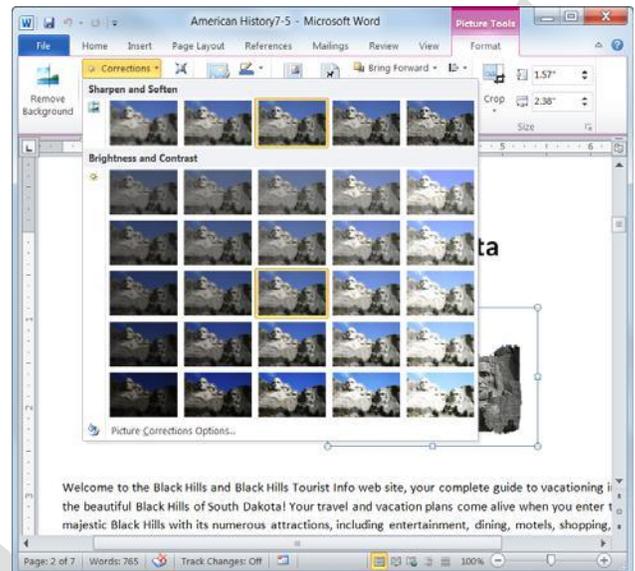


Figure 7-7: The Corrections gallery.

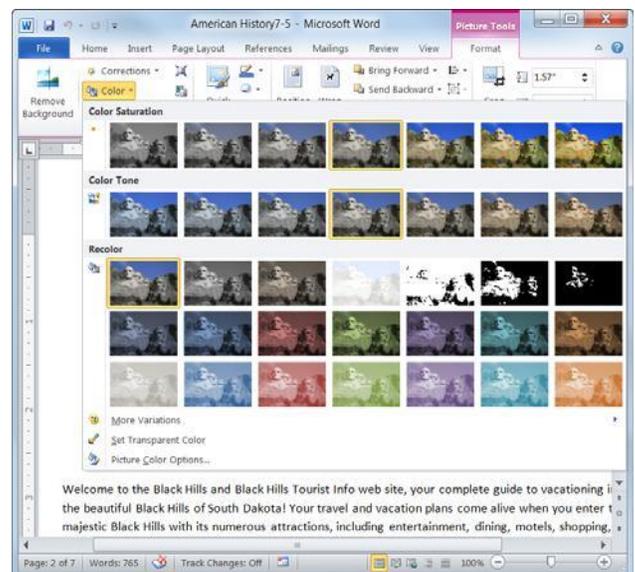


Figure 7-8: The Color gallery.

Apply artistic effects

Perhaps the most interesting new feature for image adjustment is the ability to apply artistic effects. You can make your picture or graphic appear as if it was painted or drawn with the click of a button.

- Double-click the picture or graphic to which you want to apply an artistic effect.
The Format tab appears on the Ribbon under Picture Tools.
 - Click the **Artistic Effects** button in the Adjust group on the Format contextual tab of the Ribbon.
A gallery of artistic effects appears.
 - Select an artistic effect from the gallery.
The artistic effect is applied accordingly.
-  **Tip:** To preview how the artistic effect will change your picture or graphic, briefly hold the mouse over the effect.

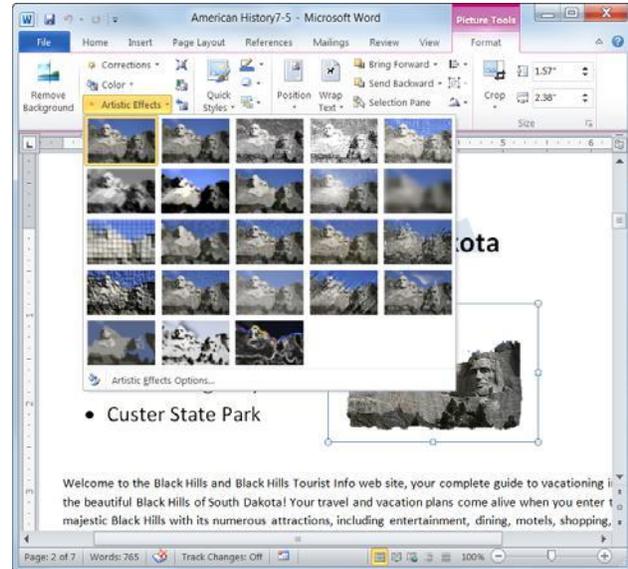


Figure 7-9: The Artistic Effects gallery.

Formatting Pictures or Graphics

Word comes with several features that allow you to alter a picture or graphics file once it has been inserted.

Crop a picture or graphic

When you crop a picture or graphic, you trim its horizontal and vertical sides. Cropping is useful when you only want to include a portion of a picture or graphic.

- Double-click the picture or graphic that you want to crop.

The Format contextual tab appears on the Ribbon under Picture Tools.

- Click the **Crop** button list arrow in the Size group.

A list of options appear. See the table to the right, *Cropping Options*, for a description of each option.

- Click **Crop**.
- Click and drag the picture or graphic's cropping handles.

Word crops the picture or graphics.

Tip: To crop all four sides of a picture or graphic at once while maintaining the graphic's proportions, press and hold down the **<Ctrl>** key as you drag the mouse.

- Click the **Crop** button in the Size group once again to turn off the cropping tool.

The image is cropped.

Change the visual style of a picture or graphic

Changing the visual style of a picture or graphic changes how it appears on the page.

- Double-click the picture or graphic that you want to adjust.

The Format contextual tab appears on the Ribbon under Picture Tools.

- Select a style from the Picture Styles group.

Tip: To view all the available styles, click the **More** button (⌵) in the Picture Styles group to view the Picture Styles gallery.

The style is applied to the picture or graphic.

Exercise

- Exercise File:** American History7-6.docx
- Exercise:** Navigate to page 4 and crop the picture.
Apply the Rotated, White picture style to the image.

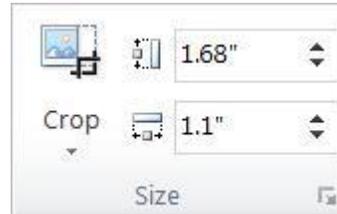


Figure 7-10: The Size group on the Format tab.

Table 7-2: Cropping Options

| | |
|----------------------|--|
| Crop to Shape | Crops your graphic to fit inside a shape selected from the gallery. |
| Aspect Ration | Crops your picture or graphic according to an aspect ratio. |
| Fill | Resizes the picture so that the entire picture area is filled while keeping the aspect ratio. Use when enlarging an image. |
| Fit | Resizes the picture so that the entire picture area is filled while keeping the aspect ratio. Use when shrinking an image. |



Figure 7-11: The Picture Styles gallery.

Inserting Shapes

Word 2010 comes with an extensive set of ready-made shapes, called AutoShapes that you can use to easily draw shapes on your documents. The Shapes gallery contains over a hundred common shapes and lines, such as stars, arrows, and speech balloons.

Draw a shape

To insert a shape into a document, draw it.

- Click the **Insert** tab on the Ribbon and click the **Shapes** button in the Illustrations group. The AutoShapes gallery appears.
- Click the shape you want to insert. The arrow pointer changes to a crosshair.
- Click and drag on the page or drawing canvas until the shape reaches the desired size.
 - Tip:** To draw a straight line, perfect square or circle, or to constrain the dimensions of other shapes, press and hold down the **<Shift>** key as you drag.
- Release the mouse button. The shape is inserted and the Format contextual tab appears on the Ribbon under Drawing Tools.

Adjust a shape

You can adjust the most prominent feature of a shape—such as the point on an arrow or the spikes on a star—by using its adjustment handle.

- Click the shape you want to adjust.
- Click and drag the shape’s adjustment handle (◆), and release the mouse button when you’re finished. The shape is adjusted.
 - Tip:** Some shapes have more than one adjustment handle, while others don’t have any at all.

Add text to a shape

Adding text to a shape is extremely easy.

Click the shape you want to add to and start typing.

- Other Ways to Add Text to a Shape:** Right-click the shape you want to add text to, select **Add text** from the contextual menu, and type your text.

Exercise

- Exercise File:** American History7-7.docx
- Exercise:** Navigate to page 3. Draw a 16-point star over the Statue of Liberty image.

Table 7-3: AutoShape Categories

| | |
|--------------------------|--|
| Lines | Straight lines, curved lines, scribbled lines, arrows, and free form drawing shapes. |
| Basic Shapes | Squares, rectangles, triangles, circles, pentagons, and more. |
| Block Arrows | Arrows that point up, down, left, and right. |
| Flowchart | Basic shapes used to create flowcharts. |
| Callouts | Text box shapes that point to and describe something. |
| Stars and Banners | Shapes that boldly announce something. |

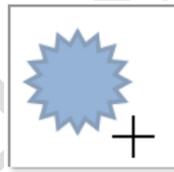


Figure 7-12: Click and drag to create an AutoShape.

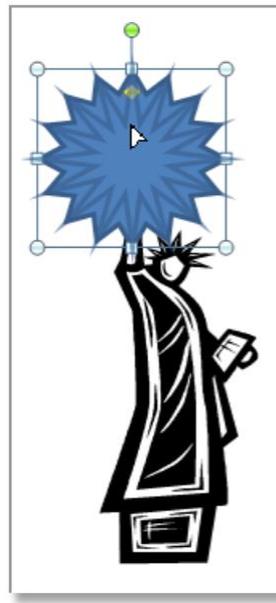


Figure 7-13: Click and drag the adjustment handle to change the AutoShape.

Formatting Shapes

The first thing you'll probably want to do after inserting a shape is change its fill and outline color. This lesson will show you how to format a shape.

Change the fill color of a shape

You can add, adjust, or remove the fill color of the shapes you create in Word.

- Double-click the shape whose fill color you wish to change.

The Format contextual tab appears on the Ribbon under Drawing Tools.

- Click the **Shape Fill** button list arrow in the Shape Styles group.

The Shape Fill menu appears. You have several options to choose from here, as shown in the *Shape Fill Options* table.

- Select an option from the menu.

Other Ways to Change the Fill Color of a Shape:

Right-click the shape and select **Format Shape** from the contextual menu. Click the **Fill** tab, select your options, and click **Close** when you're finished.

Change the outline of a shape

You can add an outline to shapes or adjust or remove an existing outline.

- Double-click the shape whose outline you wish to change.

The Format contextual tab appears on the Ribbon under Drawing Tools.

- Click the **Shape Outline** button in the Shape Styles group.

The Shape Outline menu appears. You have several options to choose from here as shown in the *Shape Outline Options* table.

- Select an option from the menu.

 **Other Ways to Change the Outline of a Shape:** Right-click the shape and select **Format Shape** from the contextual menu. Click the **Line Color** tab to add a line, click the **Line Style** tab to select your options, and click **Close** when you're finished.

Exercise

- **Exercise File:** American History7-8.docx
- **Exercise:** Navigate to page 3 and apply a yellow fill color to the star shape.
Then apply a thick, orange outline color to the shape.

Table 7-4: Shape Fill Options

| | | |
|-------------------------|---|---|
| Theme Colors | Select a fill color from the colors in the current theme. | |
| Standard Colors | Select a fill color from one of the 10 standard colors. |  |
| No Fill | Removes the fill color. | |
| More Fill Colors | Select a fill color from one of the thousands of colors in the Colors dialog box. |  |
| Picture | Fills the shape with a graphic you have on file. | |
| Gradient | Color gradually changes from one color to another. |  |
| Texture | Fills the shape with a texture. | |

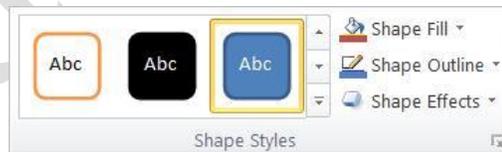


Figure 7-14: The Shape Styles group.

Table 7-5: Shape Outline Menu

| | | |
|----------------------------|---|---|
| Theme Colors | Select an outline color from the colors in the current theme. | |
| Standard Colors | Select an outline color from one of the 10 standard colors. |  |
| No Outline | Removes the outline. | |
| More Outline Colors | Select an outline color from one of the thousands of colors in the Colors dialog box. |  |
| Weight | Changes the thickness of an outline. | |
| Dashes | Changes the look of the outline. |  |
| Arrows | Changes the look of an arrow shape. | |

Change the visual style of a shape

Changing the visual style of a shape is an easy way to spice up its appearance. A visual style is a set of different formatting commands that can be applied to a shape in one single step.

- Double-click the shape that you want to change.

The Format contextual tab appears on the Ribbon under Drawing Tools.

- Select a style from the Shape Styles group.

 **Tip:** To view all the available styles, click the **More** button (⌵) in the Shape Styles group to display the Styles gallery.

The visual style is applied to the shape.

Tips

- The colors of the Shape Style options change with the document theme and/or theme color.



Figure 7-15: The colors available in the Shape Style gallery change with the Theme Color.

Resizing, Moving, Copying, and Deleting Objects

More often than not, the objects that you insert into your documents will need to be modified in order to coincide with the other elements in a document. This lesson will show you how to resize, move, copy, and delete the shapes and graphics in your documents.

Resize an object

Make an object larger or smaller by resizing it.

- Click the object to select it.
Sizing handles appear around the object once it is selected. You can use these sizing handles to change the size and proportions of the selected object.
- Click and drag one of the object's sizing handles.
 -  **Tip:** To maintain the object's proportions while resizing, hold down the <Shift> key as you drag.
- Release the mouse button.

Move an object

By simply clicking and dragging with the mouse, you can move an object to a new location on the page.

- Click and drag the object to a new location.
- Release the mouse button when the object is positioned where you want it.

Copy an object

You can also copy an object by clicking and dragging—simply press and hold the <Ctrl> key as you drag.

- Press and hold down the <Ctrl> key, and click and drag the object to a new location.
- Release the mouse button, and then release the key.

Delete an object

If you decide you don't want an object, delete it.

Select the object that you want to delete and press the <Delete> key.

The object is removed from the document.

Exercise

- Exercise File:** American History7-9.docx
- Exercise:** Navigate to page 2 and enlarge the Mount Rushmore image so that it is half its original size.
Then, navigate to page 5 and make a duplicate of the cowboy hat image.
Delete the duplicate image.

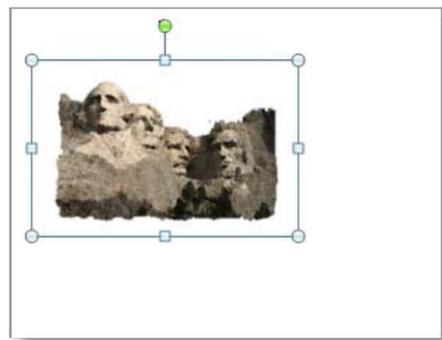
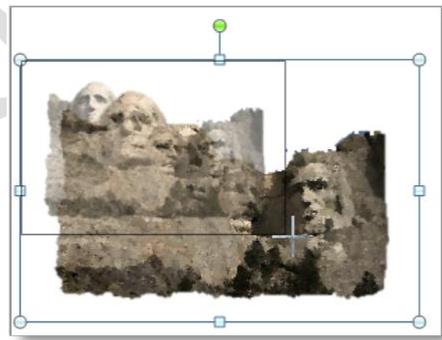
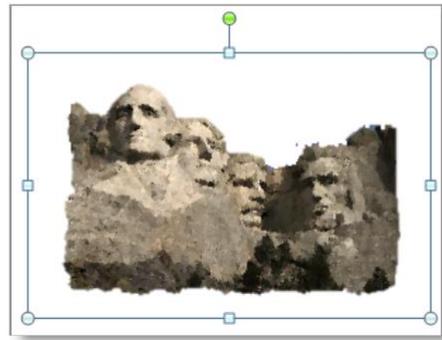


Figure 7-16: To resize an object, click one of its sizing handles and drag to the new size.

Positioning Objects

Whenever you insert a graphic into a document, it is inserted inline with text by default. This means that the text in the document moves in order to accommodate the graphic. This lesson will show you how to adjust text wrapping and how to use the grid to position objects.

Adjust text wrapping

To adjust how text reacts to the objects in your documents, change the object's *text wrapping*.

- Double-click the object whose text wrapping you wish to adjust.
The Format contextual tab appears on the Ribbon.
- Click the **Wrap Text** button in the Arrange group.
A list of text wrapping styles appears. Take a look at the *Text Wrapping Styles* table for a description of each style.
- Select a text wrapping style from the list.
The text wrapping style is applied to the image.
- Other Ways to Adjust Text Wrapping:**
Right-click the image, point to **Wrap Text** in the contextual menu, and select an option from the submenu.

Display/hide the grid

Just like the graph paper you used to use in geometry class, the *grid* consists of horizontal and vertical lines that help you draw and position objects.

- Click the **View** tab on the Ribbon.
- Click the **Gridlines** check box in the Show group.
Horizontal and vertical gridlines appear on the page.
- Tips**
 - Gridlines do NOT appear in the printed document.

Adjust grid settings

To adjust grid settings, such as how much space appears between gridlines, open the Drawing Grid dialog box.

- Click the **Format** contextual tab on the Ribbon.
- Tip:** If the Format contextual tab isn't displayed on the Ribbon, double-click an object in the document to display it.

Exercise

- Exercise File:** American History7-10.docx
- Exercise:** Navigate to page 6 and change the text wrapping style of the lighthouse image to "Tight".
Display the grid, then turn off the Snap to Grid feature.
Hide the grid.

Table 7-6: Text Wrapping Styles

| | | |
|---|--------------------------|---|
|  | In Line with Text | This places the object at the insertion point in a line of text in the document. The object remains on the same layer as the text. This is the default setting. |
|  | Square | Wraps text around all sides of the square bounding box for the selected object. |
|  | Tight | Wraps text tightly around the edges of the actual image (instead of wrapping around the object's bounding box). |
|  | Through | Similar to the Tight option, this option wraps text throughout the image. |
|  | Top and Bottom | Wraps text around the top and bottom of the object, leaving the area to the right and left of the object clear. |
|  | Behind Text | This removes text wrapping and puts the object behind text in the document. The object floats on its own layer. |
|  | In Front of Text | This removes text wrapping and places the object in front of text in the document. The object floats on its own layer. |



Figure 7-17: The page with the grid displayed.

- Click the **Align** button in the Arrange group and select **Grid Settings** from the list.
The Drawing Grid dialog box appears.

- Make your adjustments and click **OK** when you're finished.

Turn on/off the Snap to Grid feature

The Snap to Grid feature causes objects to “snap” to the nearest gridline when you move them around in your documents. This can be convenient or extremely inconvenient depending on your personal preferences.

The Snap to Grid feature is turned off by default in Word 2010, but you can easily turn it on.

- Click the **Format** contextual tab on the Ribbon.
 - ✔ **Tip:** If the Format contextual tab isn't displayed on the Ribbon, double-click an object in the document to display it.
- Click the **Align** button in the Arrange group and select **Grid Settings** from the menu.
The Drawing Grid dialog box appears.
- Click the **Snap objects to grid** check box.
 - ✔ **Tip:** To set this as the default setting, click **Set as Default** in the Drawing Grid dialog box.
- Click **OK**.

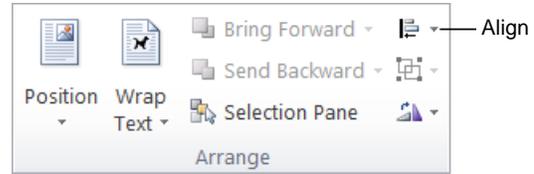


Figure 7-18: Click the Align button in the Arrange group to align objects and adjust grid settings.

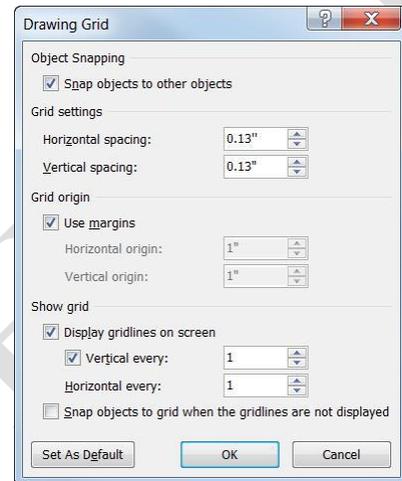


Figure 7-19: Adjust grid settings in the Drawing Grid dialog box.

Mustafa

Applying Special Effects

You can apply special effects such as reflection, glow, and 3-D rotation to clip art, shapes, and pictures.

- Double-click the picture that you want to apply special effects to.

The Format contextual tab appears on the Ribbon under Picture Tools.

- Depending on the object, click the **Picture Effects** button in the Picture Styles group or click the **Shape Effects** button in the Shape Styles group.

A list of different types of effects appears.

- Point to the type of effect that you want to use, then select an option from the submenu.

The special effect is applied to the picture.

Tip: To preview how a special effect will change your image or object, point to different effects in the gallery.

Exercise

- **Exercise File:** American History7-11.docx
- **Exercise:** Navigate to page 5 and apply a glow effect to the first rectangle shape.

Apply the special effect of your choice to the second and third rectangle shapes.

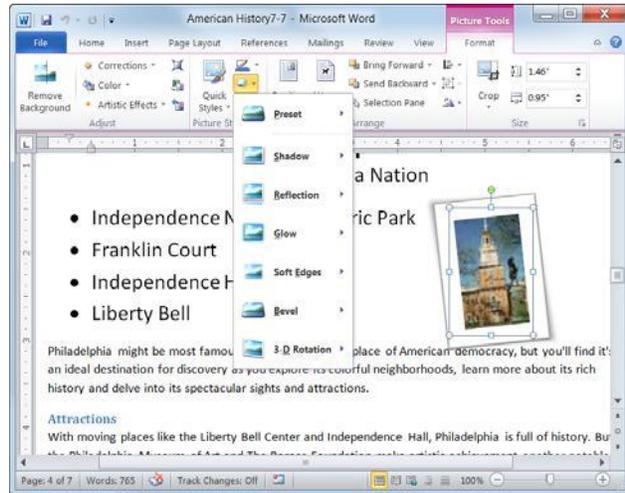
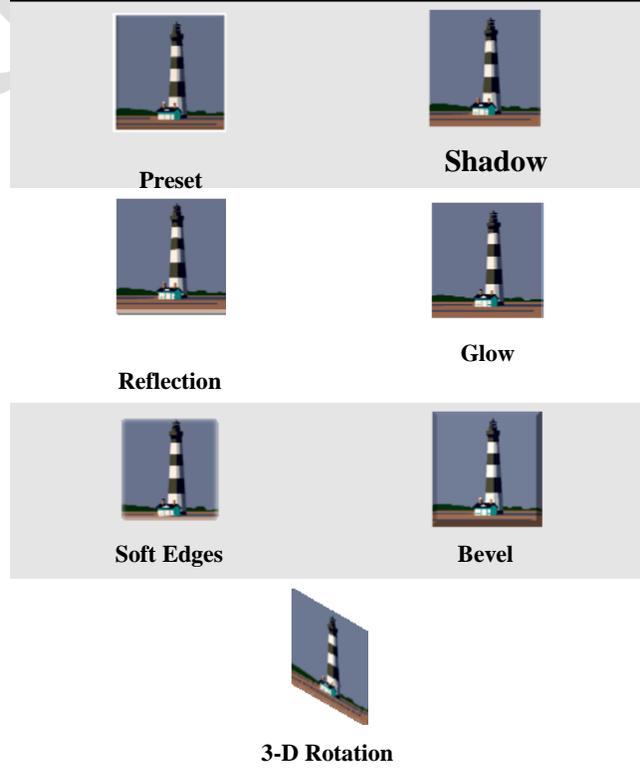


Figure 7-20: The Picture Effects gallery.

Table 7-7: Special effects



Grouping Objects

It is often easier to work with a single object than it is to work with several smaller objects. A *group* is a collection of objects that Word treats as a single object.

Select multiple objects

Before you can work with multiple objects, you must select them.

Press and hold down the **<Shift>** or **<Ctrl>** key as you click each object that you want to select.

Group objects

By grouping several objects together you can format an entire group of objects rather than formatting each object individually.

- Select the objects that you want to group and click the **Format** contextual tab on the Ribbon.
- Click the **Group** button in the Arrange group and select **Group** from the list.

Other Ways to Group Objects:

Select the objects that you want to group. Then, right-click one of the selected objects, point to **Group** in the contextual menu, and select **Group**.

Ungroup objects

If you need to make changes to an object that is part of a group, you'll need to ungroup the objects first.

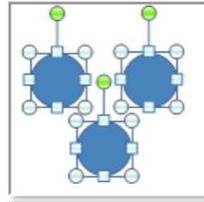
- Select the group of objects that you want to ungroup and click the **Format** contextual tab on the Ribbon.
- Click the **Group** button in the Arrange group, and select **Ungroup** from the menu.

The selected objects are ungrouped. Now you can work with each object individually.

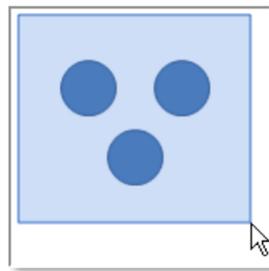
- #### Other Ways to Ungroup Objects:
- Right-click the group, point to **Group** in the contextual menu, and select **Ungroup** from the submenu.

Exercise

- Exercise File:** American History7-12.docx
- Exercise:** Navigate to page 5 and group the rectangles and arrows. Then, ungroup the objects.



Select multiple objects by holding down the **<Shift>** key as you click each object...



...or by drawing a box around the objects you want to select.

Figure 7-21: Selecting multiple objects in a document.

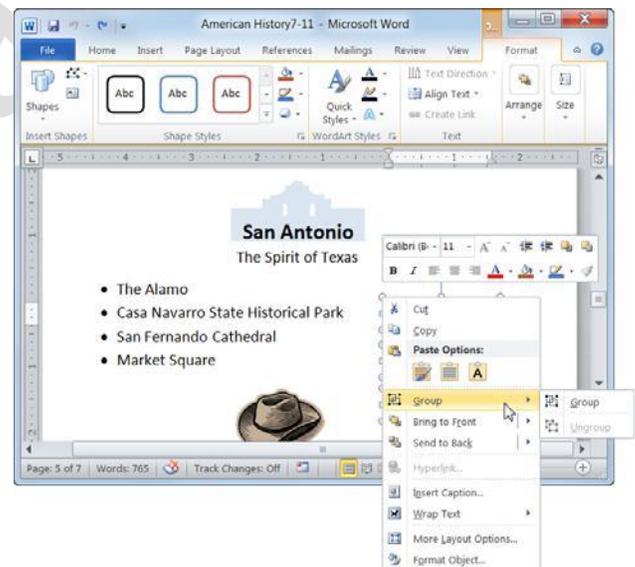


Figure 7-22: You can also use the contextual menu to group and ungroup objects.

Aligning and Distributing Objects

Align objects

Documents that have pictures and graphic scattered randomly about them look terrible. This lesson will show you how to use the Align and Distribute features to organize the objects in your document. Align objects

The Align command aligns objects relative to one another.

- Select the objects that you want to align.
- Click the **Format** contextual tab on the Ribbon and click the **Align** button in the Arrange group. A list of alignment options appears.

- Select an alignment option from the menu. The selected objects are aligned accordingly.

Distribute objects

The Distribute command spaces objects evenly.

- Select the objects that you want to distribute.
- Click the **Format** contextual tab on the Ribbon and click the **Align** button in the Arrange group. You can distribute objects vertically or horizontally.
- Select a distribution option from the list. The selected objects are distributed accordingly.

Exercise

- Exercise File:** American History7-13.docx.
- Exercise:** Navigate to page 7 and align the Legislative, Executive, and Judicial images with the bottom-most image. Then, distribute the objects horizontally.

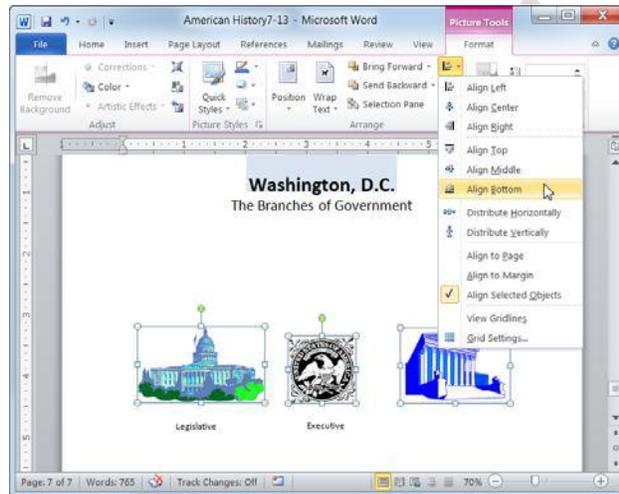


Figure 7-23: The selected objects are aligned so that the top edges are even.

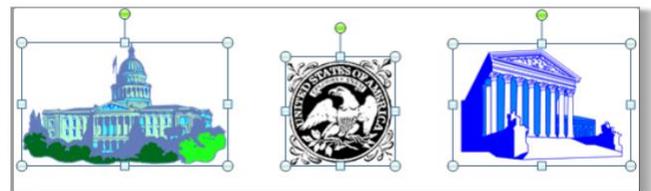


Figure 7-24: The selected images are distributed horizontally.

Flipping and Rotating Objects

Flip an object

When you flip an object, you create a mirror image of it. Word allows you to flip an object horizontally or vertically.

- Double-click the object that you want to flip. The Format contextual tab appears on the Ribbon.
- Click the **Rotate** button in the Arrange group.
- Select **Flip Vertical** or **Flip Horizontal** from the list. The object is flipped accordingly.

Rotate an object

When you rotate an object, you turn it around its center. You can rotate objects in 90-degree increments or you can use the rotation handle to rotate an object manually.

- Select the object that you want to rotate. A green rotation handle (⦿) appears.
- Click and drag the object's **rotation handle**. Word rotates the selected object.

Other Ways to Rotate an Object: Double-click the object that you want to rotate, click the **Rotate** button in the Arrange group and select **Rotate Right 90°** or **Rotate Left 90°** from the list.

Rotate an object with greater precision

Using an object's rotation handle is the fastest and easiest way to rotate an object, but you can rotate an object with greater precision using a dialog box.

- Double-click the object that you want to rotate. The Format contextual tab appears on the Ribbon.
- Click the **Rotate** button in the Arrange group and select **More Rotation Options** from the list. A dialog box appears, offering rotation options relative to the type of object that is selected.
- In the **Rotation** box, enter the number of degrees that you want to rotate the object.
- Click **OK** to close the dialog box. The object is rotated accordingly.

Exercise

- Exercise File:** American History7-14.docx
- Exercise:** Navigate to page 5 and flip the upward-pointing arrow shape so that it faces downward. Then, rotate the second arrow shape so that it faces downward.

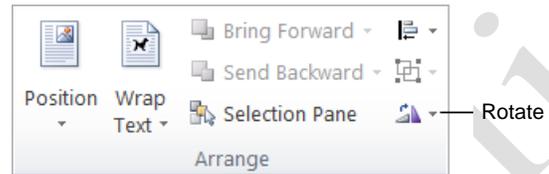


Figure 7-25: The Rotate button in the Arrange group.

Table 7-8: Flip and Rotate Commands

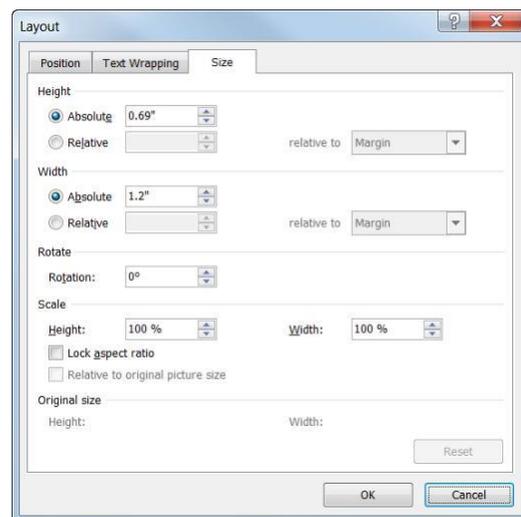
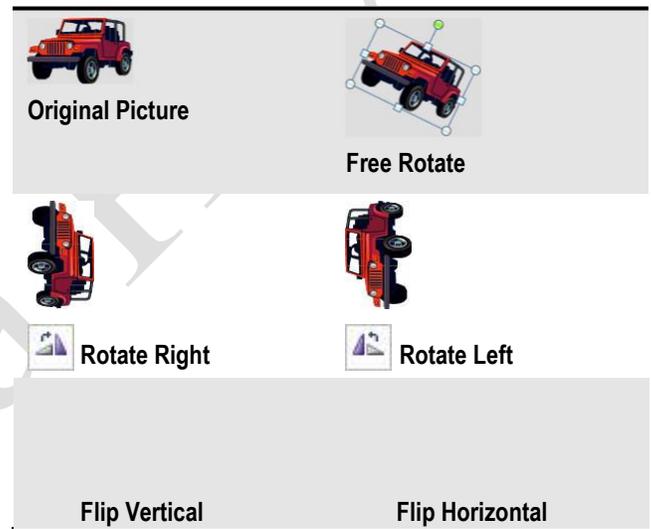


Figure 7-26: The Layout dialog box.

Layering Objects

How can you make sure one object on a page appears in front or in back of another object? Word solves this problem by layering objects, like a stack of papers.

There are four layering commands in Microsoft Word:

Bring to Front: You can choose to Bring to Front, Bring Forward, or Bring in Front of Text with this command.

Send to Back: You can choose to Send to Back, Send Backward, or Send in Behind Text with this command.

Bring Forward: Brings the selected object up one layer.

Send Backward: Sends the selected object down one layer.

Tips

- By default, the first object that you insert in a document is assigned to the bottom layer of the page. Each object that you insert thereafter is assigned one level above, and so on. The final object that you insert will appear on the topmost layer.

- Double-click the object that you want to layer. The Format contextual tab appears on the Ribbon.
- Click the **Bring Forward** or **Send Backward** button in the Arrange group, or click the **Bring Forward** or **Send Backward** button list arrow and select an option from the list.

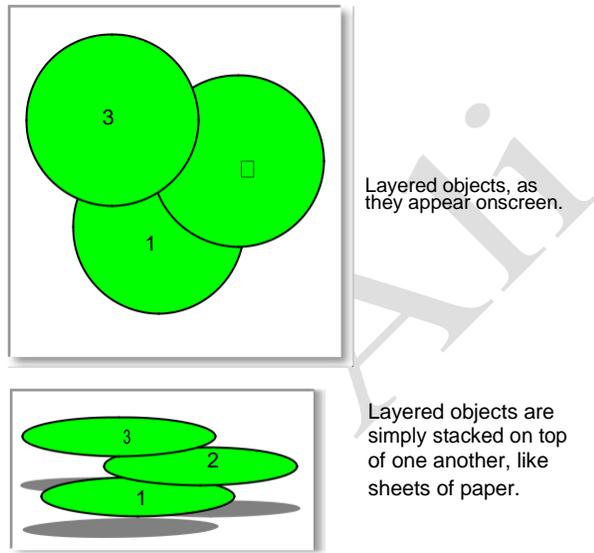
The object is layered accordingly.

Other Ways to Layer an Object:

Right-click the object that you want to layer, point to **Bring to Front** or **Send to Back** in the contextual menu, and select an option from the submenu.

Exercise

- **Exercise File:** American History7-15.docx
- **Exercise:** Navigate to page 3 and move the star shape behind the Statue of Liberty.



Layered objects, as they appear onscreen.

Layered objects are simply stacked on top of one another, like sheets of paper.

Figure 7-27: Layered objects.



Figure 7-28: Layering allows you to stack objects on top of each other.

Inserting a Text Box

A text box is a special type of drawing object that lets you insert and position anywhere in a document.

Insert a built-in text box

- Click the **Insert** tab on the Ribbon and click the **Text Box** button in the Text group.
A list of built-in text box options appears.
- Select a built-in text box to insert in the document.

Create a text box

You don't have to use one of Word's built-in text boxes; you can create your own.

- Click the **Insert** tab on the Ribbon and click the **Text Box** button in the Text group.
- Select **Draw Text Box** from the list.
The arrow pointer changes to a crosshair, indicating you can draw the text box.
- Click and drag on the page, until the text box reaches the desired size.
- Click in the text box and type your text.

Link text boxes

Linking text boxes allows text to flow between them. For example, you could make the text of an article flow through several text boxes.

- Enter text into a text box and select the text box.
In order to link the text box to a new one, there has to be more text in the text box than can be shown.
- Under Text Box Tools, click the **Format** tab and click the **Create Link** button in the Text group.
The cursor changes into a pitcher full of letters . The pitcher will change to indicate it is ready to "pour" text into a text box.
- Place the pitcher over an empty text box and click.

Tips

- Formatting a text box is similar to formatting a shape. You can also format the text in a text box just as you would any other text.

▪ Exercise

- Exercise File:** American History7-16.docx
- Exercise:** Navigate to page 7 and draw a text box underneath the Judicial image (the courthouse image on the right).
Type "Judicial" in the text box, center the text, and remove the text box border.

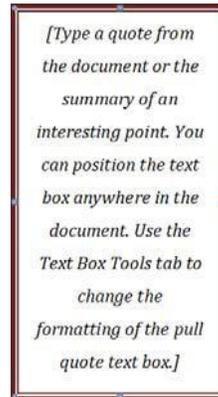
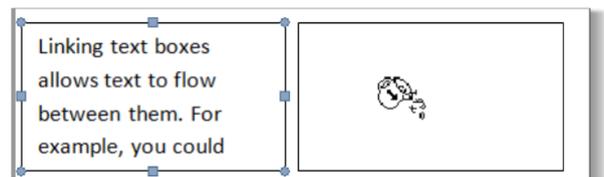
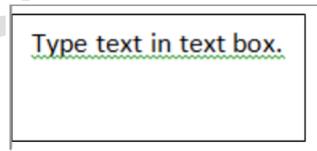
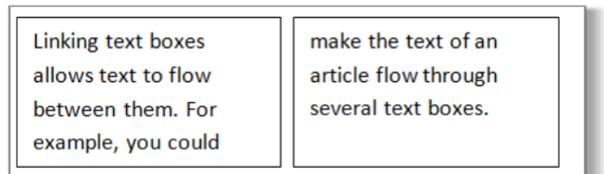


Figure 7-29: This is an example of a built-in text box.



- Click the Create Link button when the text box with overflow text is selected. Place the pitcher full of letters over the empty text box.



- The text boxes are linked and the text flows between them.

Figure 7-31: Linking text boxes.

Reference: