Inserting WordArt

WordArt is a fast and easy way to add dramatic and colorful effects to text in your documents.

Insert WordArt

Inserting Word Art is like inserting any other text box into your document, but with some additional formatting.

☐ Place the insertion point where you wish to insert the WordArt.

   Even though WordArt appears in the upper left hand corner of the document, it will use the style associated with wherever the insertion point is placed.

☐ Click the **Insert** tab on the Ribbon and click the **WordArt** button in the Text group.

   The WordArt gallery appears.

☐ Select a WordArt style from the gallery.

   A text box appears in the upper left corner of the document.

☐ Type the text you want to appear in the WordArt.

   The WordArt is inserted in the document.

   ⚠ **Trap:** If you view a document with 2010 WordArt in a previous version of Office, the WordArt text will appear but all text effects will be removed.

Position WordArt

Word inserts WordArt in the upper left corner of a document, but you can reposition WordArt wherever you want.

☐ Click and drag the WordArt object to a new location.

☐ Release the mouse button when the object is positioned where you want it.

✅ **Tips**

▪ Working with WordArt in Word 2010 is a lot like working with pictures and shapes. You can change text wrapping, move WordArt, even flip and rotate it like a picture or shape.

▪ **Exercise**

☐ **Exercise File:** Destination8-1.docx

☐ **Exercise:** Open the file to Page 1. Insert "WordArt style 14" with the text "Destinations" under the text "North Shore Travel's". Use the "Gradient Fill – Purple, Accent 4, Reflection" style.
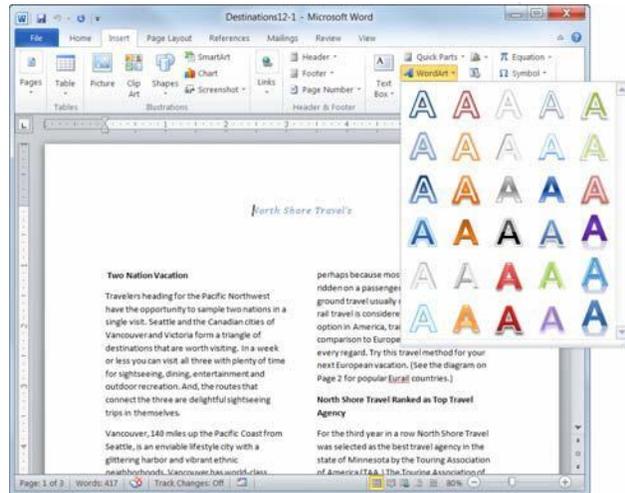

Figure 8-1: There are several styles of WordArt available.
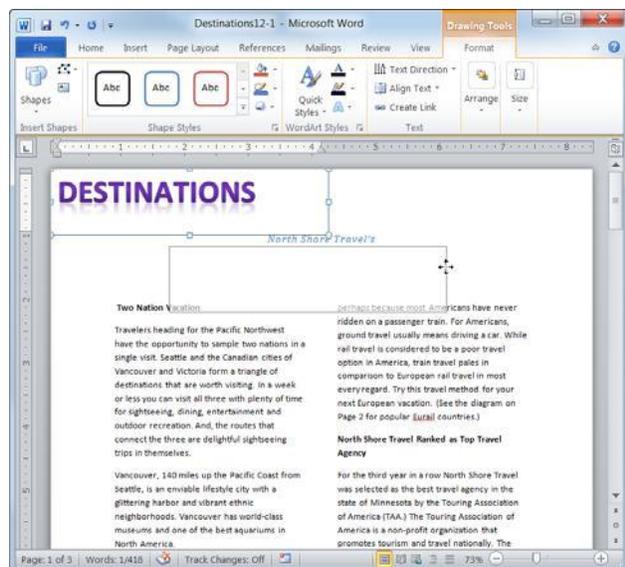

Figure 8-2: Click and drag the WordArt object to move it.

Editing WordArt

Once you've added WordArt to your document, it's easy to edit or change the object's style

Edit text

You can edit a WordArt object the same way you edit any other text box.

☐ Place the insertion point where you wish to add or delete text.

☐ Enter or delete text as necessary.

The WordArt text is changed

Change WordArt style

If you decide that you don't like the style of WordArt, you can easily change the style without adding text to a new object.

☐ Select the WordArt object that you want to modify.

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

☐ Click the **Quick Styles** button in the WordArt Styles group on the Format contextual tab of the Ribbon. The Quick Styles gallery appears.

☐ Select the style you want to apply. The style of the WordArt is changed.

✅ Tips

- As you point to different selections in the Quick Styles gallery, Word shows you a preview of how the text would look if the selected WordArt style were applied.

- Select **Clear WordArt** from the Quick Styles gallery to remove any WordArt formatting.

☐ **Exercise File:** Destinations8-2.docx

☐ **Exercise:** Add an exclamation point to "Destinations!"

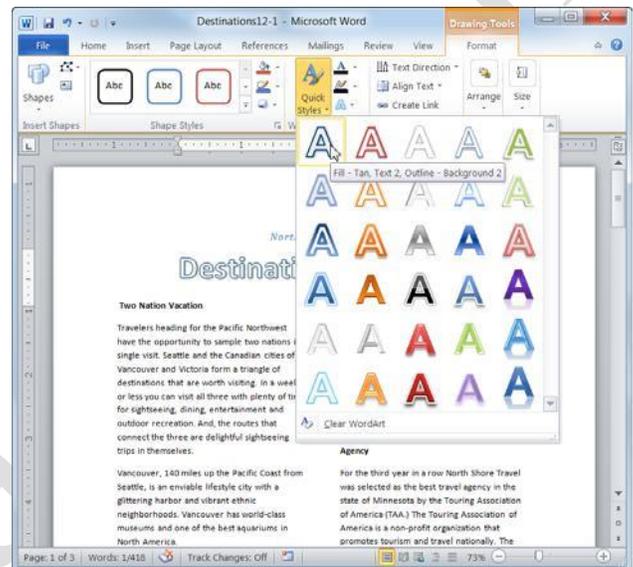Apply the "Fill – Tan, Text 2, Outline, Background 2" style to the WordArt object.

Figure 8-3: Choose a new WordArt style by clicking the QuickStyles button.

Formatting WordArt

Sometimes you may not like all the preconfigured WordArt styles. You can format WordArt so it fits your needs. For example, you can change the text fill and outline color, or apply a cool text effect.

Change text size or font type

☐ Select the WordArt object you wish to format.

☐ Click the **Home** tab on the Ribbon and format the text with the options listed in the Font group.

🔸 **Other Ways to Change WordArt Font:** When text is selected, select a formatting option from the Mini Toolbar. Or, click the **Dialog Box Launcher** in the Font group, or press **<Ctrl> + <Shift> + <F>** to open the Font dialog box. Select an option from the Font dialog box and click **OK**.

Change fill color

You can further change your WordArt by selecting a different text color.

☐ Select the WordArt object you wish to format.

☐ Under Drawing Tools on the Ribbon, click the **Format** tab on the Ribbon and click the **Text Fill** button list arrow in the WordArt Styles group.

A list of color options appear.

🔸 **Other Ways to Change WordArt Fill Color:** Click the **Home** tab on the Ribbon and click the **Font Color** button in the Font group.

☐ Select the text fill you wish to use.

As you point to a text fill, Word displays a preview of how the outline would work.

Change outline color

Outlining your text helps it stand out, especially if you've chosen a muted color for the text.

☐ Select the WordArt object you wish to format.

☐ Under Drawing Tools on the Ribbon, click the **Format** tab on the Ribbon and click the **Text Outline** button list arrow in the WordArt styles group.

A list of color options appear.

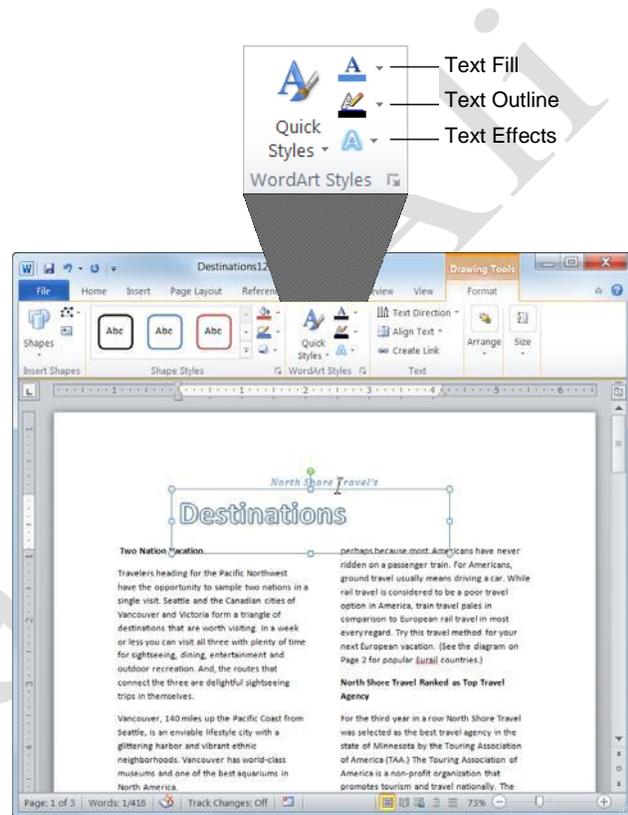🔸 **Other Ways to Change the Outline Color:** Click the **Format** tab on the Ribbon under

Figure 8-4: Format WordArt using the WordArt Styles group on the Format tab of the Ribbon.
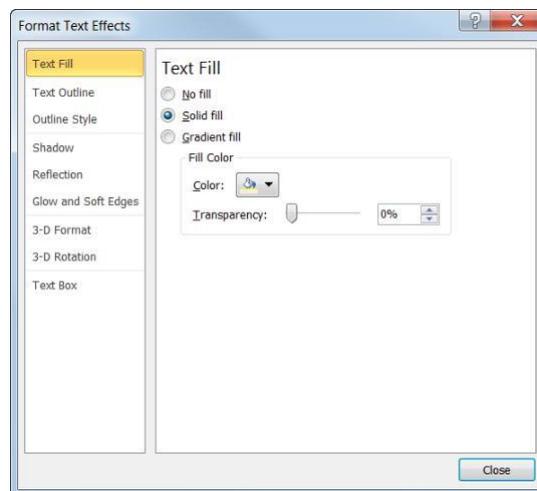

Figure 8-5: The Format Text Effects dialog box.

Drawing Tools and click the **Dialog Box Launcher**. Click **Text Outline**.

☐   Select the text outline you wish to use.

As you point to a text outline, Word displays a preview of how the outline would look.

Apply text effects

Text effects add a little bit of emphasis to WordArt, making it stand out even more than bright colors or size.

☐   Select the WordArt object you wish to format.

☐   Under Drawing Tools on the Ribbon, click the **Format** tab and click the **Text Effects** button in the WordArt styles group.

A list of text effects appears.

✅ **Tip:** In addition to the standard text effects, you can add the Transform text effect to WordArt. Transform reshapes your WordArt.

☐   Select the text effect you wish to use.

As you point to a text effect, Word displays a preview of how the effect would look.

✅ Tips

▪   While you can make individual changes to WordArt, you cannot save these changes as a WordArt style.
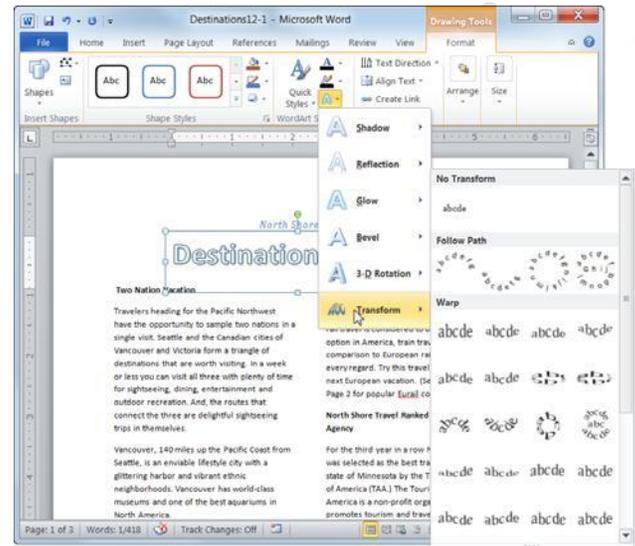

Figure 8-6: Reshape your text using the Transform text effects.

Inserting SmartArt

The SmartArt feature lets you create and customize designer-quality diagrams. You can even convert bulleted lists into a diagram using the SmartArt diagram tools.

Insert a SmartArt graphic

☐ Click the **Insert** tab on the Ribbon and click the **SmartArt** button in the Illustrations group.

The Choose a SmartArt Graphic dialog box appears. Here you need to select the type of graphic you want to insert.

☐ Select a chart or diagram type, then select a chart or diagram.

The table to the right describes each type of SmartArt graphic available.

☐ Click **OK**.

The SmartArt object is inserted in the document.

Add text to a SmartArt graphic

There are two ways to add text to a SmartArt graphic: using the Text pane or the graphic itself.

☐ Click the **[Text]** placeholder in the shape where you want to insert your text.

A blinking cursor appears, indicating that you can type your text.

☐ Enter the text you want to use in the graphic.

🔸 **Other Ways to Add Text to SmartArt:**
Click a bullet in the Text pane and type your text. If the Text pane is not visible, click the **tab** in the middle of the left border of the SmartArt graphic. Or, select the SmartArt graphic and click the **Design** tab on the Ribbon under SmartArt Tools. Click the **Text Pane** button in the Create Graphic group.

✅ **Tips**

▪ In the Text pane, use the **<up>** or **<down>** arrow keys on your keyboard to move between placeholders.

▪ To add an additional placeholder, press **<Enter>** in the Text pane.

▪ **Exercise**

☐ **Exercise File:** Destinations8-4.docx

☐ **Exercise:** Navigate to page 2. Insert a Basic Block List SmartArt graphic that lists each country in the table on page 2 of Destinations12-3.

Table 8-1: SmartArt Graphics

|	
List	Show non-sequential information.
Process	Show steps in a process or timeline.
Cycle	Show a continual process.
Hierarchy	Create an organization chart or decision tree.
Relationship	Illustrate connections.
Matrix	Show how parts relate to a whole.
Pyramid	Show proportional relationships with the largest component on the top or bottom.
Picture	Create a SmartArt graphic that incorporates pictures
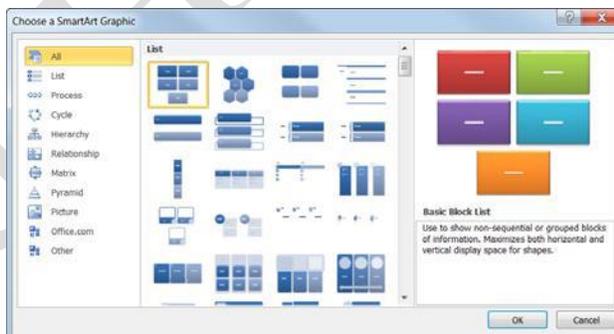
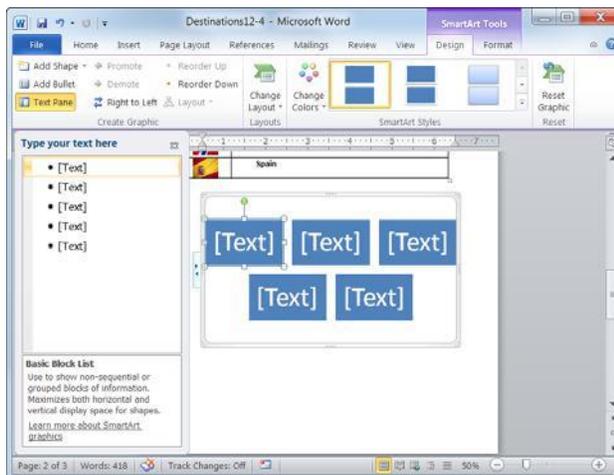**Figure 8-7:** The Choose a SmartArt Graphic dialog box.

Figure 8-8: The SmartArt and its text in the document.

Edit text in a SmartArt graphic

Once you've had a chance to edit your document, you may need to rearrange text in the SmartArt graphic. Word makes it easy for you to rearrange text without worrying about retyping, cutting, copying, or pasting.

☐ Select the text you wish to move.

The SmartArt tools appear on the Ribbon.

☐ Click the **Design** tab under SmartArt Tools on the Ribbon.

The Create Graphic group lists several options for rearranging your text. Read more about each option in the table to the left.

☐ Select the option you wish to use in the Create Graphic group.

Your text is moved.

Add a picture to a SmartArt graphic

If you select a Picture SmartArt layout, follow these steps to include a picture in your SmartArt graphic.

☐ Insert a SmartArt picture graphic into your document.

The SmartArt graphic appears.

☐ Click the **picture icon**.

The Insert Picture dialog box appears.

☐ Find and select the picture you want to insert and click **Insert**.

The picture is inserted into your SmartArt graphic.

Table 8-2: Text Options

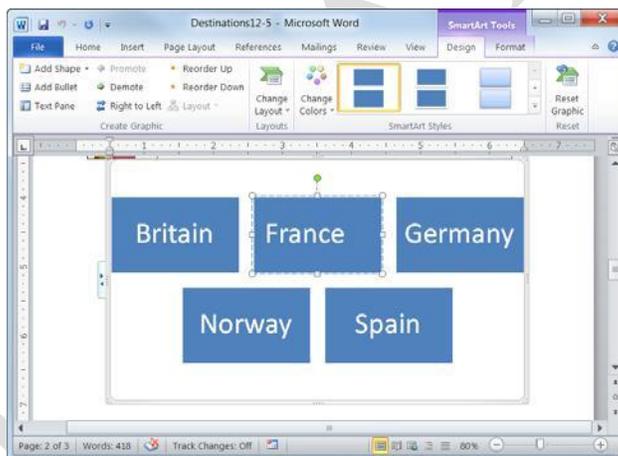| Promote	Moves a bullet point up one level.
Demote	Moves a bullet point down one level.
Right to Left	Changes the text order to read right to left.
Reorder Up	Moves a bullet point up in a list.
Reorder Down	Moves a bullet point down in a list.
Layout	This option is only available for organizational charts. Changes the layout of your organizational chart.

Figure 8-9: Rearrange text in a SmartArt graphic using the Create Graphic group.
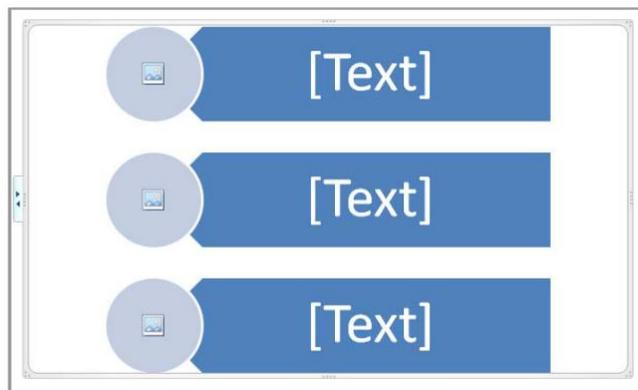

Figure 8-10: Click the picture icon to insert a picture into a SmartArt Graphic.

Mustansiriyah University/ College of Dentistry   **Lecturer: Mustafa H. Ali**

Working with SmartArt Elements

In order to create an effective SmartArt graphic, you need to know how to work with its elements. This includes adding new shapes, replacing shapes with different ones, or removing those you don't need. This lesson will show you how to do all of this and more.

Add a shape

Adding shapes to a SmartArt graphic is extremely easy.

☐ Select the SmartArt graphic that you want to add a shape to.

☐ Select the shape that is closest to where you want to add the new shape.

☐ Under SmartArt Tools on the Ribbon, click the **Design** tab and click the **Add Shape** button list arrow in the Create Graphic group.

A list of location options appears.

☐ Select a location from the list.

The new shape is inserted in the location specified.

🔸 **Other Ways to Add a Shape:**
In the Text pane, place your cursor at the beginning or end of a line of text and press **<Enter>**.

Change a shape

You can also change a shape without replacing the text in the shape.

☐ Select the SmartArt shape that you want to change.

☐ Under SmartArt Tools on the Ribbon, click the **Format** tab and click the **Change Shape** button in the Shapes group.

The Shapes Gallery appears.

☐ Select a shape from the gallery.

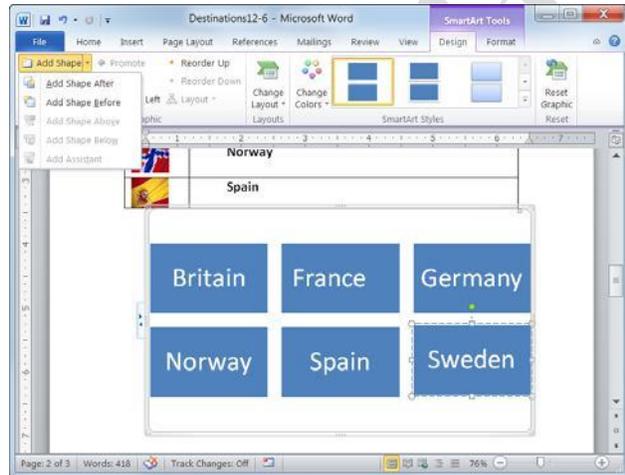The existing shape is replaced, and the text in the shape is not removed or changed.

Figure 8-11: Adding a shape to a SmartArt graphic

Figure 8-12: The Change Shape options on the Format tab.

Remove a shape

It's easy to remove a shape if you don't want it in the SmartArt graphic any longer.

☐   Select the shape you want to remove.

☐   Press the **<Delete>** key.

   The shape is removed from the SmartArt graphic.

   Other Ways to Remove a Shape:
   Remove the bullet in the Text pane of the SmartArt graphic.

Tips

▪   To resize a shape, click and drag one of its sizing handles.

▪   To move a shape, simply click and drag the shape to a new location on the page. However, the automatic spacing is not applied when you move shapes.

Formatting SmartArt

Word 2010 has a variety of SmartArt layouts and styles that allow you to format your SmartArt graphics with the click of a button.

Change layout

If you find that the layout you selected isn't the best fit for your data, you can easily switch to a different layout.

☐ Select the SmartArt graphic.

☐ Under SmartArt Tools, click the **Design** tab on the Ribbon.

☐ Select a layout from the Layouts group.

  The selected layout is applied.

> ✅ **Tip:** To view more layouts, click the **More** button (▾) in the Layouts group; click **More Layouts** to display the SmartArt Graphic dialog box.

> 🔁 **Other Ways to Change Layouts:** Right-click the SmartArt graphic and select **Change Layout** from the contextual menu. Select a new layout and click **OK**.

Change color

If you don't like the color that has been assigned to your SmartArt graphic by default, change it.

☐ Select the SmartArt graphic.

☐ Under SmartArt Tools, click the **Design** tab on the Ribbon.

☐ Click the **Change Colors** button in the SmartArt Styles group.

  The Color Gallery appears.

☐ Select the color variation that you want to use.

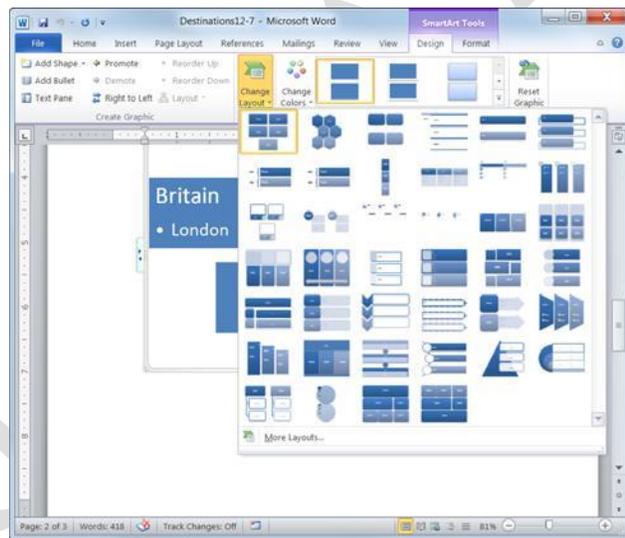 Word updates the SmartArt graphic to reflect your changes.

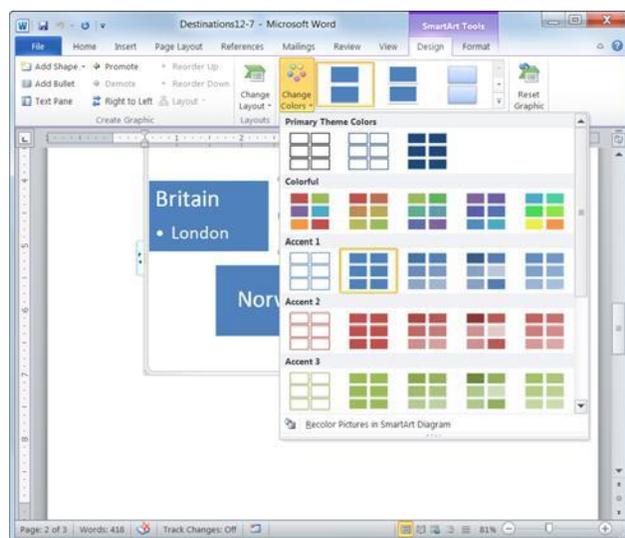**Figure 8-13:** Change the layout of the SmartArt graphic.

Figure 8-14: Several different color styles are available.

Change style

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

☐   Select the SmartArt graphic.

☐   Under SmartArt Tools, click the **Design** tab on the Ribbon.

☐   Select a style from the SmartArt Styles

   group. The selected style is applied.

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

Figure 8-15: Click the More button to view all of the Chart Styles.

Discard formatting changes

Sometimes you might find yourself wanting to start all over with a SmartArt graphic. When this happens, you can easily restore the default formatting of the graphic using the Reset Graphic command.

☐   Select the SmartArt graphic and click the **Design** tab on the Ribbon under SmartArt Tools.

☐   Click the **Reset Graphic** button in the Reset

   group. The graphic is restored to its original state.

   ✅ **Tip:** To restore defaults for only one shape, right-click the shape and select **Reset Shape** from the contextual menu.

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Inserting a Chart

Like the idiom "a picture is worth a thousand words," a chart is often much better at presenting information than numbers in a table.

Insert a chart

☐ Navigate to the page where you want to insert the chart.

☐ Click the **Insert** tab on the Ribbon and click the **Chart** button in the Illustrations group.

The Insert Chart dialog box appears.

☐ Select a chart type from the list.

A number of options are available under each chart type. See the table on the bottom of the next page, *Chart Types*, for a description of each chart category.

☐ Select a chart.

☐ Click **OK**.

The chart is inserted onto the page, and an Excel 2010 worksheet opens in another window. This is where you enter the data for the chart.

✅ **Tip:** If you don't have Office Excel 2010 installed, a Microsoft Graph datasheet appears instead of an Excel worksheet. This is similar to Excel, but you don't have as many options for working with data.

Insert chart data

After you insert a chart, you need to replace the sample data in the worksheet with your own data.

☐ Click the cell you want to add data to.

Take a look at table the table to the on the next page, *Excel Navigation Shortcuts*, for a few navigation shortcuts.

☐ Enter data in the Excel worksheet.

The sample data is replaced with your own, and the chart updates to reflect your changes.

☐ When you're finished entering data, click the **Close** button in the Excel window.

Excel closes and you return to the Word document.

- **Exercise**

☐ **Exercise File:** Destinations8-7.docx

☐ **Exercise:** Navigate to page 3 and insert a Clustered Column chart.

Enter the following data into the chart:

	Business	Pleasure	Other
Western	10	12	5
Central	12	15	8
Eastern	7	8	2
Kazakhstan	0	0	1

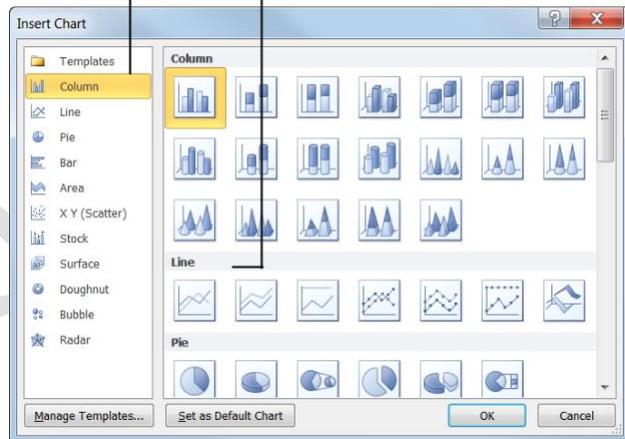Select a chart type…   …then select a chart sub-type.

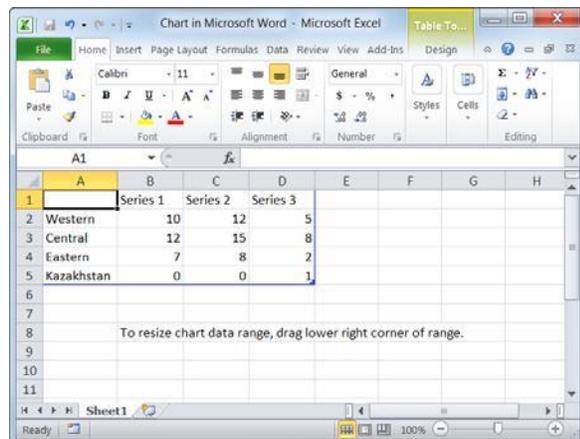**Figure 8-16:** The Insert Chart dialog box.

Figure 8-17: Enter chart data in the Excel worksheet.

✅**Tips**

- To include more rows and columns of data in the Excel worksheet, click and drag the lower corner of the cell range around the cells you want to include.

- To edit a chart's data, select the chart, click the **Design** tab on the Ribbon, and click the **Edit Data** button in the Data group to open the Excel worksheet.

Table 8-3: Excel Navigation Shortcuts

<Tab>	Moves to the right one cell.
<Shift> + **<Tab>**	Moves to the left one cell.
<Enter>	Moves down to the next cell.
< ><>< >< >	Moves in the direction of the arrow key pressed.

Table 8-4: Chart Types

Type	Description	Type	Description
Column	Column charts are used when you want to compare different values vertically, side-by-side.	**Line**	Line charts are used to illustrate trends. Each value is plotted as a point on the chart and is connected to other values by a line.
Pie	Pie charts are useful for showing values as a percentage of a whole. The values for each item are represented by different colors.	**Bar**	Bar charts are just like column charts, except they display information in horizontal bars rather than in vertical columns.
Area	Area charts are the same as line charts, except the area beneath the line is filled with color.	**XY (Scatter)**	Scatter charts are used to plot clusters of values using single points. Multiple items can be plotted by using different colored points or different point symbols.
Stock	Stock charts are effective for reporting the fluctuation of stock prices, such as the high, low, and closing points for a certain day.	**Surface**	A surface chart is useful for finding optimum combinations between two sets of data. Colors and patterns indicate values that are in the same range.
Doughnut	A doughnut chart shows the relationship of parts to a whole, but it can contain more than one data series. (You may want to try stacked column or stacked bar charts instead.)	**Bubble**	Bubble charts are similar to XY Scatter charts, but they compare three sets of values instead of two, with the third set determining the size of the bubble.
Radar	Radar charts compare the aggregate values of a number of data series.		

Formatting a Chart

Word 2010 has a variety of built-in chart layouts and styles that allow you to format your charts with the click of a button.

Change chart layout

Built-in chart layouts allow you to quickly adjust the overall layout of your chart with different combinations of titles, objects, and chart orientations.

☐ Select the chart.

☐ Under Chart Tools on the Ribbon, click the **Design** tab.

   The Design tab appears.

☐ Click the **Quick Layout** button in the Chart Layouts group and select a layout from the gallery.

   The selected layout is applied to the chart.

Change chart style

Changing the visual style of a chart 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 chart in a single step.

☐ Select the chart.

☐ Under Chart Tools on the Ribbon, click the **Design** tab.

Click the Quick Layout button to view different layouts for the chart.

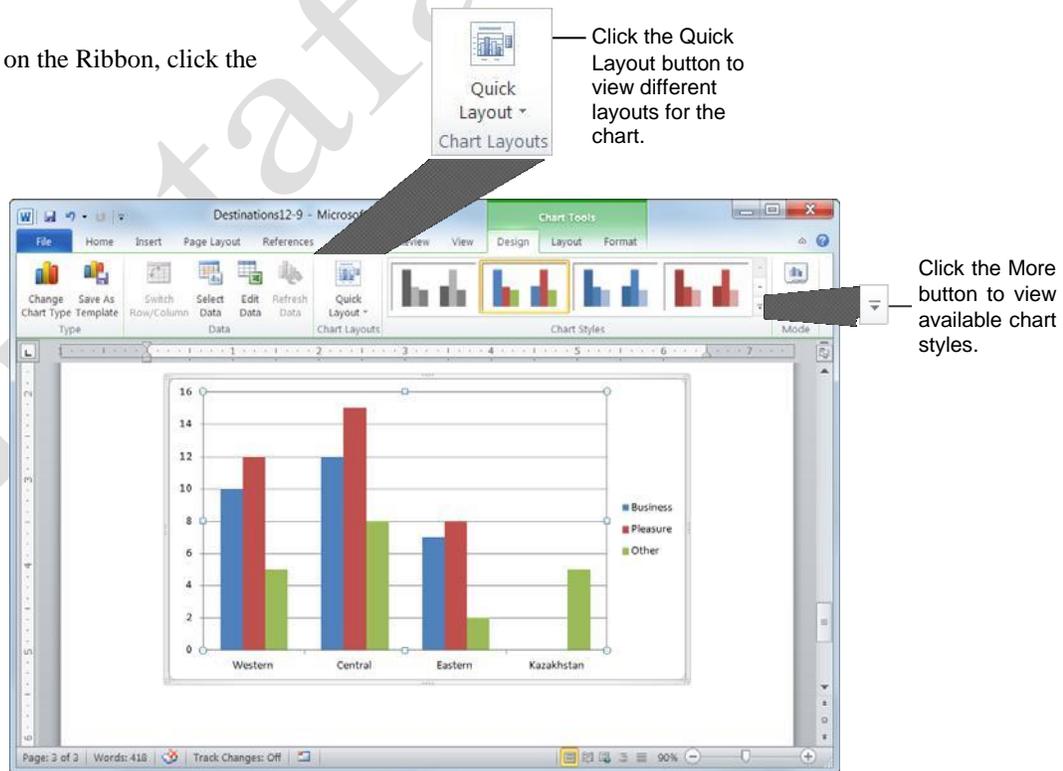Click the More button to view available chart styles.

Figure 8-18: Change the layout and style of the chart under the Design tab.

☐ Click the **More** button in the Chart Styles group and select a style from the gallery.

The selected style is applied to the chart.

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

Resize a chart

Make the chart larger or smaller by resizing it.

☐ Select the chart.

Eight sizing handles appear along the frame of the chart, as shown in the image below.

☐ Click and drag one of the chart's sizing handles.

A faint outline appears as you drag, allowing you to preview the size of the chart.

🟢 **Tip:** To maintain the chart's proportions while resizing, hold down the **<Shift>** key as you drag.

☐ Release the mouse button.

The chart is resized.

🟠 **Other Ways to Resize a Chart:**
Under Chart Tools on the Ribbon, click the **Format** tab and use the Height and Width fields in the Size group.
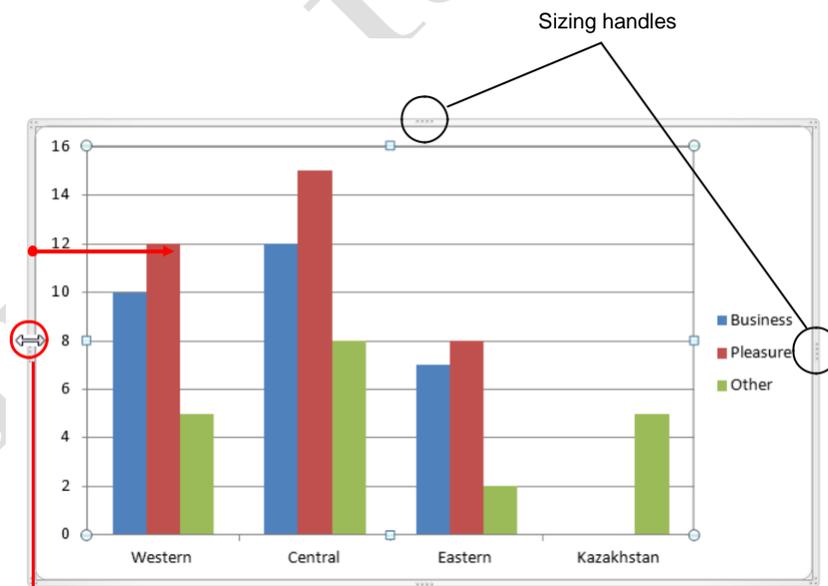

Figure 8-19: To resize a chart, simply click and drag one of its sizing handles.

Working with Labels

A *label* is an area of text that identifies a specific part of a chart. Titles, legends and tables are all examples of labels.

Insert or modify a label

Insert a new label, or adjust chart label appearance.

☐ Under Chart Tools on the Ribbon, click the **Layout** tab.

There are several labels to choose from in the Labels group:

Chart Title: Add, remove or position chart title.

Axis Titles: Add, remove or position the text used to label the chart axes.

Legend: Add, remove or position chart legend.

Data Labels: Use data labels to label the values of individual chart elements.

Data Table: Add a data table to the chart.

✅ **Tip:** Different chart types contain different chart labels, so some of the options listed above might not be available.

☐ Click the button for the label you want to add in the Labels group.

A list of options related to the selected label appears.

☐ Select an option from the list.

The label is applied to the chart.

✅ **Tip:** If you don't see a label option that suits you, click the **More Options** button to fine-tune the label to meet your needs.

Edit label text

Change the placeholder text found in the chart and axis title labels. You cannot edit data, such as series labels.

☐ Select the chart.

☐ Click the label twice

A blinking cursor appears inside the label, which indicates that it is in editing mode.

☐ Edit the label text.

🟠 **Other Ways to Edit Label Text:**
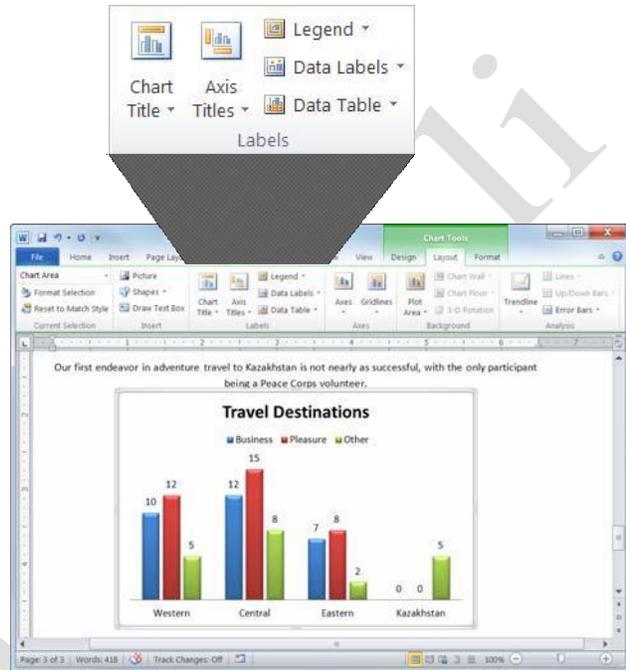Right-click the label and select **Edit Text** from the contextual menu. Edit the text as necessary.

Figure 8-20: Use the Labels group to add labels, or change the position of labels in the chart. The chart legend has been moved to the bottom of the chart here.
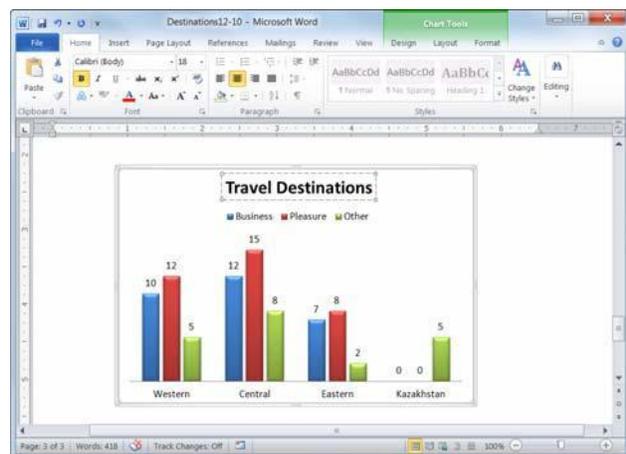

Figure 8-21: Editing the Chart Title label.

Formatting Chart Elements

If none of Word's default chart layouts and styles meet your needs, you can format chart elements—such as shapes and axes—individually.

Format a chart element

You can use the Format tab to change the look of individual chart elements.

☐ Under Chart Tools on the Ribbon, click the **Format** tab and click the **Chart Elements** list arrow in the Current Selection group.

   🔶 **Other Ways to Select a Chart Element:**
   Click a chart element to select it.

To format the selected chart element, you can use the commands in the groups of the Format tab, as shown in the table to the right, *Format Tab Commands*.

☐ Select the formatting command you want to use, and any additional options as necessary.

   🔶 **Other Ways to Format a Chart Element:**
   Right-click the element and select **Format Data Series** from the contextual menu. Make your selections in the dialog box and click **Close** when you're finished.

Delete a chart element

If you decide you don't need a specific chart element, you can delete it.

☐ Select the chart element you want to delete.

☐ Press **<Delete>**.

   🔶 **Other Ways to Delete a Chart Element:**
   Right-click the chart element and select **Delete** from the contextual menu.

✅ **Tips**

▪ To change the location of a chart element, click and drag the chart element to a new location in the frame.

▪ Many chart elements cannot be resized individually.
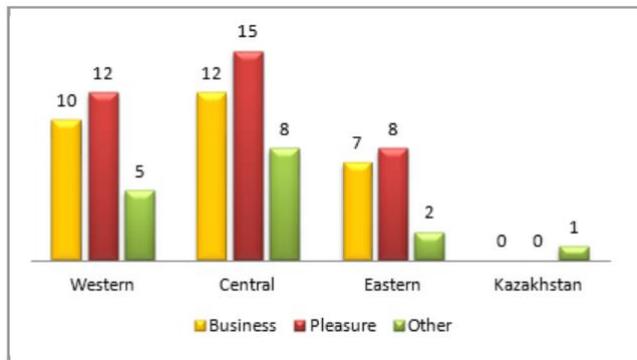
Figure 8-22: The chart with the "Business" series color changed to orange.

Table 8-5: Format Tab Commands

Current Selection	Select and format chart elements, and reset formatting of the individual element to match the chart's style.
Shape Styles	Select a style from the Shape Styles gallery. Or, click the Shape Fill, Shape Outline, or Shape Effects button list arrows to select additional options.
WordArt Styles	Select an element that includes text or numbers and select a style from the WordArt Styles gallery. Or, click the Text Fill, Text Outline, or Text Effects button list arrows to select additional options.
Arrange	Click the Selection Pane button to display the Selection pane, where you can select individual chart elements to format. Use the other commands in this group to change the order of overlapping elements or adjust their alignment and distribution.

Formatting a Chart Area

To help your chart stand out from other text in your document, you can format the chart area. You can add background color to a chart, add a border to a chart, or add other text effects to make your chart look even better.

☐ Select the chart you wish to format.

The Chart Tools tabs appear on the Ribbon.

☐ Under Chart Tools on the Ribbon, click the **Format** tab and click the **Format Selection** button in the Current Selection group.

The Format Chart Area dialog box appears.

🔸 **Other Ways Open the Format Chart Area Dialog Box:**
Right-click the chart and select **Format Chart Area** from the contextual menu.

☐ Select the formatting options you would like to use.

As you select formatting options, Word displays a preview of the chart in the document.

☐ Click **Close** when you are done formatting your chart.

Your chart with the new formatting appears in the document.

▪ **Exercise**

☐ **Exercise File:** Destinations8-11.docx.

☐ **Exercise:** Apply a solid, 1'' black line to the chart area
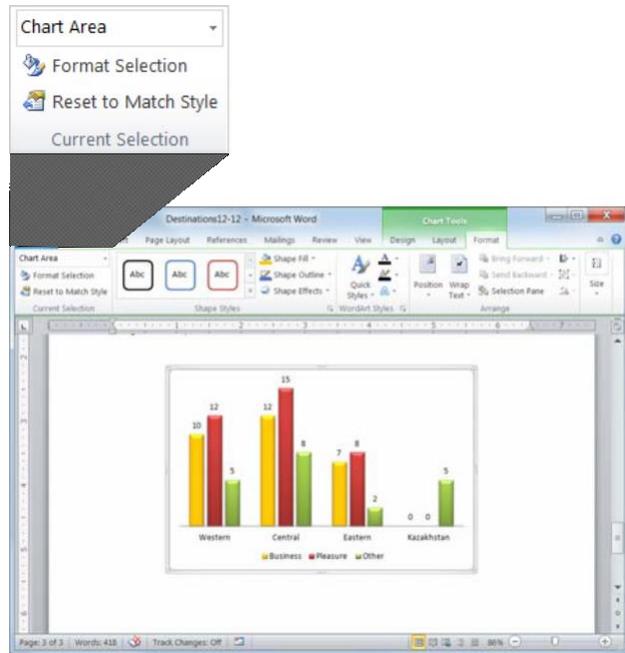
Figure 8-23: Select the chart and use the commands on the Format tab to format your chart.
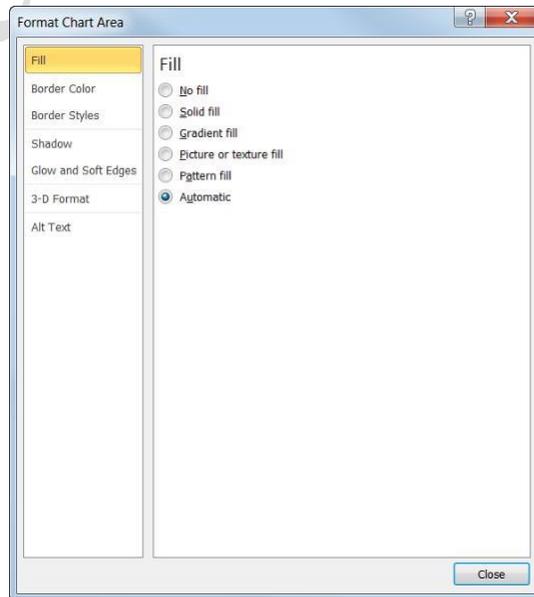

Figure 8-24: The Format Chart Area dialog box.

Mustansiriyah University/ College of Dentistry   **Lecturer: Mustafa H. Ali**

Using Chart Templates

After you've customized your chart, you can save that chart as a chart template. Saving a chart as a chart template lets you apply the chart's formatting to another chart with new data.

Save a chart as a chart template

☐ Select the chart you want to save.

The Chart Tools tabs appear on the Ribbon.

☐ Under Chart Tools on the Ribbon, click the **Design** tab and click the **Save As Template** button in the Type group.

The Save Chart Template dialog box appears.

☐ Click the **File name** text box, enter a name for the template, and click **Save**.

The chart is saved as a template.

Apply a chart template to a chart

After you insert a new chart into your document, you can apply a chart template to the new chart.

☐ Select the chart to which you want to apply the template.

The Chart Tools tabs appear on the Ribbon.

☐ Under Chart Tools on the Ribbon, click the **Design** tab and click the **Change Chart Type** button in the Type group.

The Change Chart Type dialog box appears.

☐ Select **Templates**.

A list of your saved templates appears.

☐ Select the chart template you wish to use and click **OK**.

The chart template is applied to the selected chart.
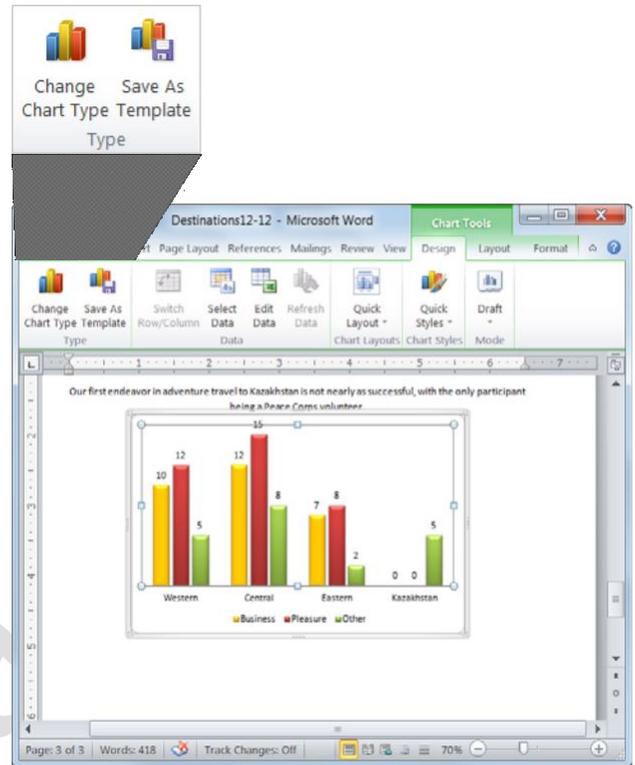
.

Figure 8-25: Save a chart as a template to reuse the chart with new data.

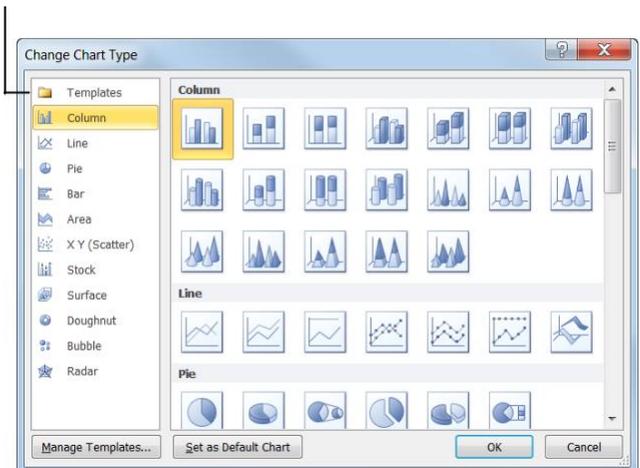Find your templates in the Templates folder.

Figure 8-26: The Change Chart Type dialog box.

Changing Chart Type

Different types of charts are better for presenting different types of information. For example, a column chart is great for comparing values of different items, but not for illustrating trends or relationships.

If you find that a chart you've created isn't the best fit for your data, you can switch to a different chart type.

☐ Select the chart.

☐ Under Chart Tools on the Ribbon, click the **Design** tab and click the **Change Chart Type** button in the Type group.

   The Change Chart Type dialog box appears.

☐ Select a chart type from the list.

   A number of options are available under each chart type.

☐ Select a chart.

☐ Click **OK**.

   The chart type is changed.

   🔸 **Other Ways to Change Chart Type:** Right-click the chart frame and select **Change Chart Type** from the contextual menu. Select a new chart type and click **OK**.

✅ **Tips**

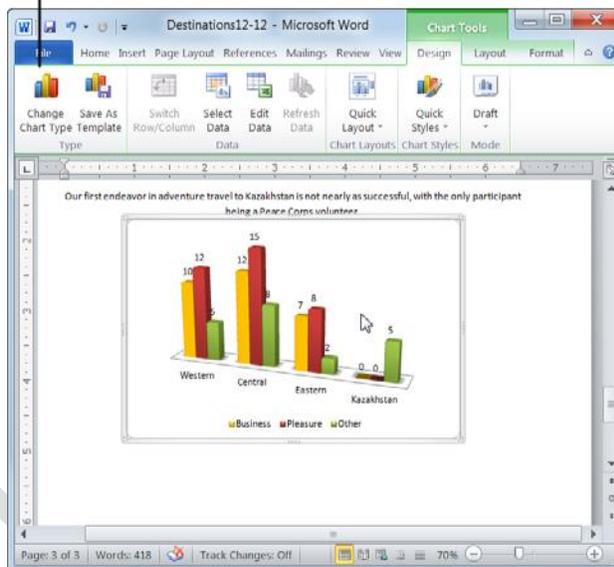▪ Changing chart type only changes how data is displayed; it does not alter the data itself.

Change Chart Type button

Figure 8-27: The updated chart.

Reference: **Custom Guide Online Learning**