

Microsoft Word – Session Seven – Photographs and Drawing

Exercise #3 – Working with Photographs

Step #1 – Open a Blank Document

- Go to the **Standard Toolbar** and click on the **New Blank Document button**

Step #2 – Inserting Photograph into a Document

- Go the **Insert menu** and select **Pictures → From File**
- In the **Insert Picture dialog box**, use the **Look In List arrow** to select the **My Documents**
- In the **My Documents**, double-click on the **MS Word Example folder** to open it
- In the **MS Word Example folder**, double click on the **Fall in Wisconsin file** to insert it

Step #3 – Formatting Photograph using Picture Toolbar

- **Click once on the graphic to select** and sizing handles should appear around it
 - If the **Picture Toolbar** is not displayed, go to **View menu → Toolbars → Picture**
- Click on the **Text Wrapping button** and select **Tight**
- Click on the **Increase Brightness button** to lighten photo
- **Click off the photo to de-select it.**

Step #4 – Moving Photograph

- **Click once on the photo to select it**
- **Position Mouse Pointer in center of photo** (pointer changes to 4-headed arrow)
- Click and hold down **Left Mouse Button** and drag graphic to middle of page
- When top of the graphic reaches desired location **release the mouse button**

Step #5 – Resizing Photograph using Sizing Handles

- **Click once on the photo to select it**
- Position the **Mouse (Arrow) Pointer** over the **sizing handle in lower right-hand corner**
- **Click and hold down the Left Mouse Button**
- **Drag the corner sizing handle to the right until the graphic is 3” tall by 5” wide**
 - Note: To judge size, see ruler guides on side and top of window
- **Click off the photo to de-select it.**

Exercise 4 – Working with Drawing Toolbar and Insert Menu

Step #1 – Open a Blank Document

- Go to the **Standard Toolbar** and click on the **New Blank Document** button

Step #2 – Turn Off the Drawing Canvas

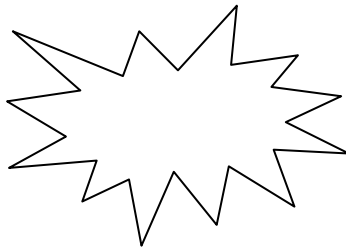
- Go to **Tools Menu** and select **Options → General tab**
- Clear the “**Automatically create drawing canvas . . .**” check box

Step #3 – Display the Drawing Toolbar

- Go to the **View menu**, and select **Toolbars**
- From the submenu of toolbars, click on **Drawing**
- The **Drawing Toolbar** should now appear at bottom of window

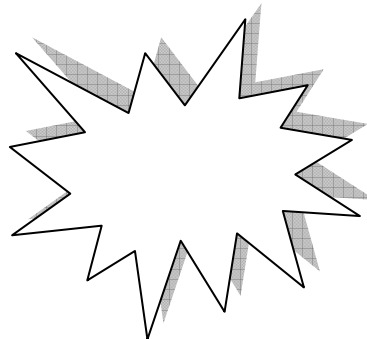
Step #4 – Creating AutoShapes Using the Drawing Toolbar

- On the **Drawing toolbar**, click on **AutoShapes** button
- From the **AutoShapes menu**, select **Stars and Banners → Explosion 1**
- **When the cursor turns into a cross, hold down the Left Mouse Button and draw:**



Step #5 – Modifying AutoShapes Using the Drawing Toolbar

- **Click once on graphic to select it**
- Click on **Shadow** button on **Drawing Toolbar** and select **Shadow Style 2**



- **Click off the graphic to de-select it**

Step #6 – Modifying AutoShapes Using the Picture Toolbar

- Click once on graphic to select it
- On the **Picture Toolbar**, click on **Text Wrapping button** and select **Behind Text**
- Click off the graphic to de-select it

Step #7 – Working with WordArt

- Go to **Insert menu** and select **Picture → Word Art**
 - Alternative Method:* Click once on the WordArt button on the Drawing Toolbar
- In **WordArt Gallery dialog box**, click once on a style to select it and then click **Okay**
 - Alternative Method:* Double-click on the style
- In the **Edit Word Art Text dialog box**, type in the following:

WOW!

- Click on the **Okay button** to return to the document
- Use the **Mouse Pointer** to draw a box where the Word Art should appear on the page
- Use the **white handles** to resize the WordArt and **yellow star handle** to rotate it.
- Use the **Mouse Pointer (4-Headed Arrow)** to drag the WordArt over the AutoShape

Step #8 – Modifying Word Art Using the Picture Toolbar

- Click once on Word Art graphic to select it
- On the **Picture Toolbar**, click on **Text Wrapping button** and select **In Front of Text**
- Click off the graphic to de-select it

Step #9 – Move Word Art Graphic using Mouse Pointer

- **Position Mouse Pointer in center of Word Art** (pointer changes to 4-headed arrow)
- Click and hold down **Left Mouse Button** and drag it on top of the Explosion graphic
- When the Word Art is on top of Explosion graphic **release the mouse button**
- Click off the graphic to de-select it

Step #10 – Create Graphics Using Drawing Toolbar

- Go to the **Drawing Toolbar**, and click once on the **Rectangle** button
- When the cursor turns to cross, hold down the **Left Mouse Button** and draw:



Step #11 –Modify Graphics Using the Drawing Toolbar

- With the graphic still selected, click on the **Fill Color button** on **Drawing Toolbar**



- **Click off the graphic to de-select it**

Step #12 –Working with Text Boxes

- Go to the **Drawing Toolbar** and click once on the **Text Box button**

Alternate Method: Go to **Insert menu** and select **Text Box**

- **When the cursor turns into a cross, hold down the Left Mouse button and draw box**
- **After creating the Text Box, type in the following inside the box:**

Created by (Your Name)

Step #13 - Close Microsoft Word and Save Changes to Open Documents

- Go to the **File menu** and select **Exit**
- When prompted to save changes, click on the **No button**