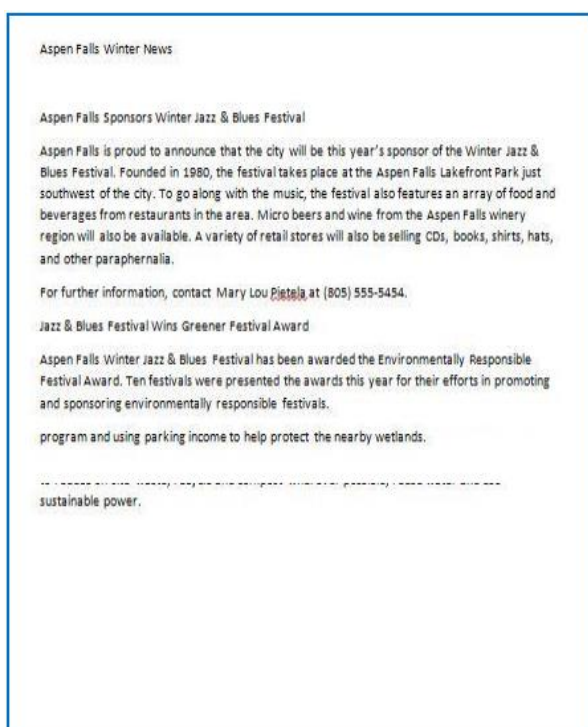




Lecture 6

Microsoft Office Word (Cont.)

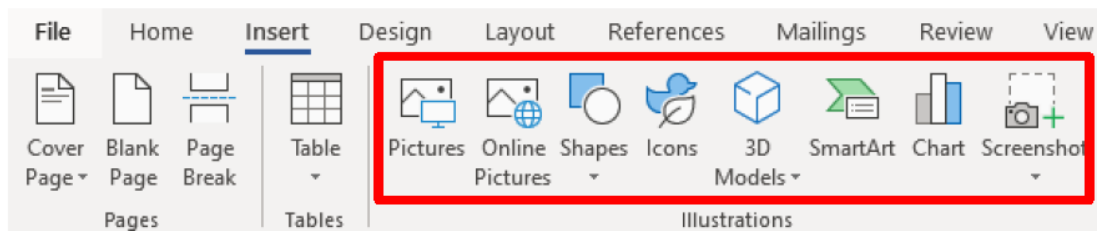
24. Illustrations Demonstration



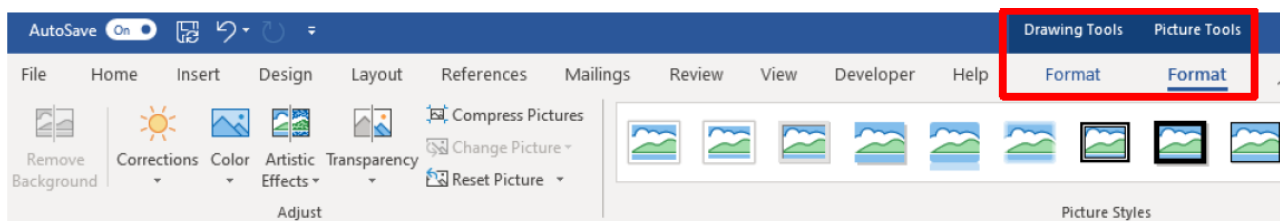
25. Illustrations Quick Reference

The instructions in this section are a quick reference that will help you add illustrations onto your document as demonstrated in the previous section.

The Microsoft Illustrations group allows you to insert pictures, shapes, smart art, and charts into your document. These options will enhance the layout and appearance of your documents.



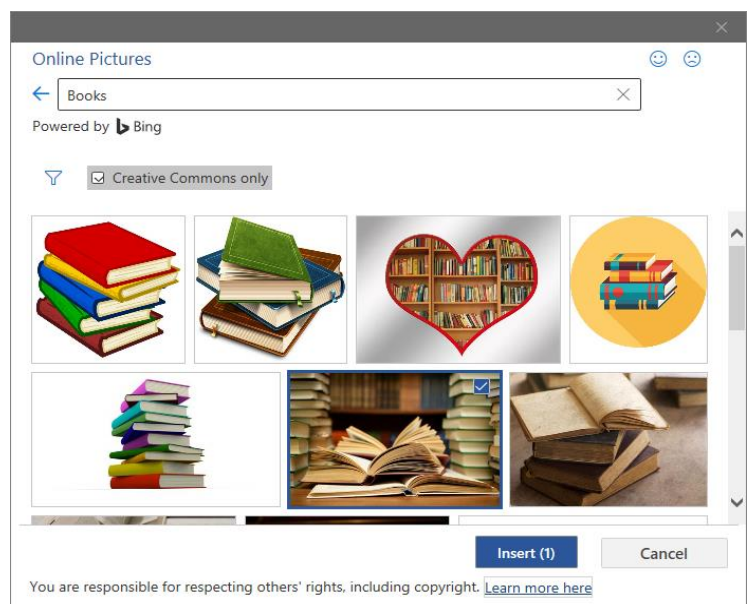
Drawing Tools and Picture Tools tabs only appear when a graphic image is selected.



A. Add a Picture

Microsoft Office is equipped with a Picture folder with several photo selections. You can also save additional photos to the Picture folder or create a new folder for your pictures. From the Insert ribbon, you can add a picture to your document:

1. Click on the Online Pictures button, from the Illustrations group.
2. Navigate to your desired Picture folder.
3. Select a photo.
4. Click on the Insert button.





B. Online Pictures

Within Microsoft Office there are numerous online pictures (clip art and stock photographs) to illustrate a specific topic. From the Insert ribbon, add a graphic to your document:

1. Click on the **Online Pictures** button, from the **Illustration** group.
2. The **Insert Picture** window will appear.
3. In the **Search** box, type your desired graphic topic, and then press the **Enter** key.
4. Select your desired **Picture**, and then click on the **Insert** button.



C. Shapes

1. Click on the **Shapes** button, from the Illustration group.
2. The **Shape panel** will appear, select your desired shape.
3. The mouse pointer will change into a plus **+** sign.
4. Hold the left mouse button down, and while dragging your desired shape will appear.

The Shapes option allows you to insert a variety of shapes on to your document, such as rectangles, circles, arrows, lines, flowchart symbols, and callouts. From the Insert ribbon, add a shape to your document from the multiple selections:

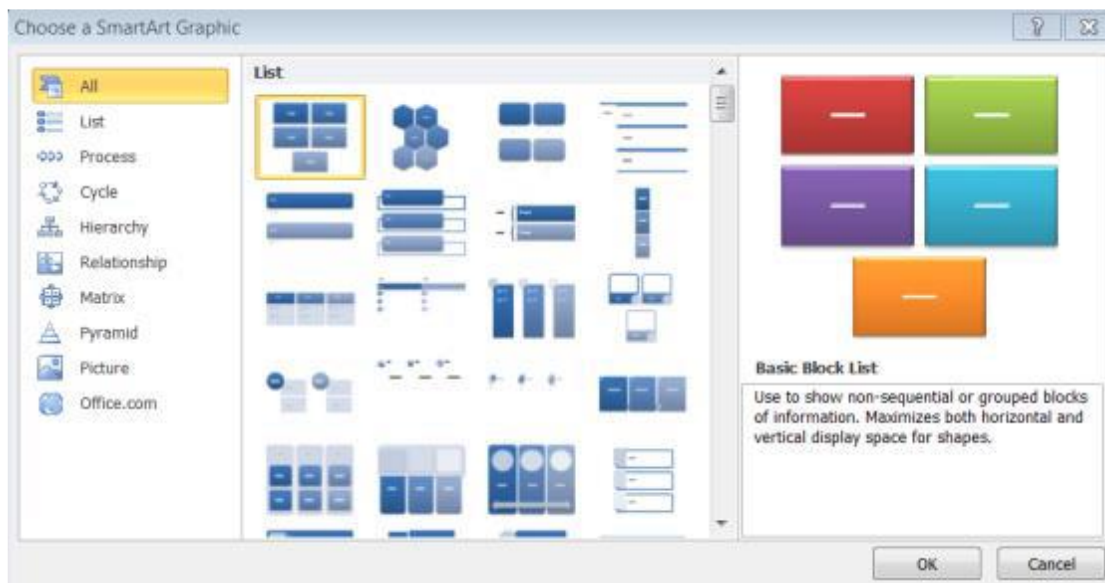




D. SmartArt

1. Click on the **SmartArt** button, from the Illustration group.
2. The **SmartArt panel** will appear.
3. Select your desired graphic image, and then click on the **OK** button.

SmartArt allows you to change graphic images into visual communication information including graphical lists, process diagrams, organizational charts, etc. From the Insert ribbon, incorporate SmartArt onto your document:



Note: Depending on your selection, text and/or photos can be added.



E. Chart

1. Click on the **Chart** button, from the Illustration group.
2. The **Chart panel** will appear.
3. Select your desired chart type, and then click on the **OK** button.
4. Your selected chart type will appear next to a spreadsheet.
5. Enter your desired data onto the spreadsheet and the chart will reflect your data.
6. On the spreadsheet window, click on the Close window button, and then your chart will appear on your document.

To illustrate and compare data you can utilize the chart option. This is like the Excel chart feature. From the Insert ribbon, add a chart onto your document:

