

Anesthesia Techniques Department

Computer Applications II

Asst. Lect. Raghda M. Alshemari

Asst. Lect. Fatima Safaa Mirjan



Lecture 6

Microsoft Office Word (Cont.)

24. Illustrations Demonstration

Aspen Falls Winter News	
Aspen Falls Sponsors Winter Jazz & Blues Festival	Aspen Falls Winter News
Aspen Falls is proud to announce that the city will be this year's sponsor of the Winter Jazz & Blues Festival. Founded in 1980, the festival takes place at the Aspen Falls Lakefront Park just southwest of the city. To go along with the music, the festival also features an array of food and beverages from restaurants in the area. Micro beers and wine from the Aspen Falls winery region will also be available. A variety of retail stores will also be selling CDs, books, shirts, hats, and other paraphernalia. For further information, contact Mary Lou <u>Pigtela</u> at (805) 555-5454. Jazz & Blues Festival Wins Greener Festival Award Aspen Falls Winter Jazz & Blues Festival has been awarded the Environmentally Responsible Festival Award. Ten festivals were presented the awards this year for their efforts in promoting and sponsoring environmentally responsible festivals. program and using parking income to help protect the nearby wetlands.	Aspen Falls Sponsors Winter Jazz & Blues Festival Image: Subsection of the structure of the st
sustainable power.	beverages from restaurants in the area. Micro beers and wine from the Aspen Falls Jazz & Blues Festival Wins Greener Festival Award Aspen Falls Winter Jazz & Blues Festival has been awarded the Environmentally Responsible Festival Award. Ten festivals were presented the awards this year for their efforts in promoting and sponsoring environmentally responsible festivals.

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.



Shapes

lcons

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

Online

Pictures

Pictures

AutoSa	ive On •	ほ り	• 🔿 •									Draw	ing Tools	Picture To	ols
File	Home	Insert	Design	Layout	References	Mailing	js Re	eview	View	Developer	Help	Fo	rmat	Forma	t
Remov Backgrou		ions Color		Transparency	역 Compress Pict 아이 Change Picture 한국 Reset Picture	e⊤				~		~		~~~	~
Adjust													Picture Style	es	

A. Add a Picture

Blank

Page

Pages

Cove

Page

Page

Break

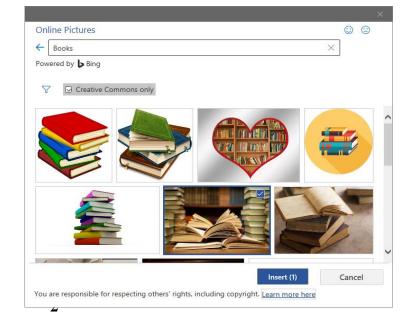
Microsoft Office is equipped with a Picture folder with several photo selections. You can also save additional photos to the Picture folder or create a new folder for your pictures. From the Insert ribbon, you can add a picture to your document:

- 1. Click on the Online Pictures button, from the Illustrations group.
- 2. Navigate to your desired Picture folder.

Table

Tables

- 3. Select a photo.
- 4. Click on the Insert button.



SmartArt Chart Screensho

3D

Models 🔻

Illustrations



Anesthesia Techniques Department Computer Applications II Asst. Lect. Raghda M. Alshemari Asst. Lect. Fatima Safaa Mirjan



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 desire graphic topic, and then press the **Enter** key.

4. Select your desired **Picture**, and then click on the **Insert** button.

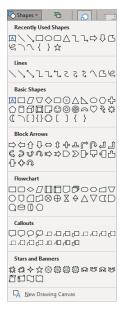


C. Shapes

- 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:





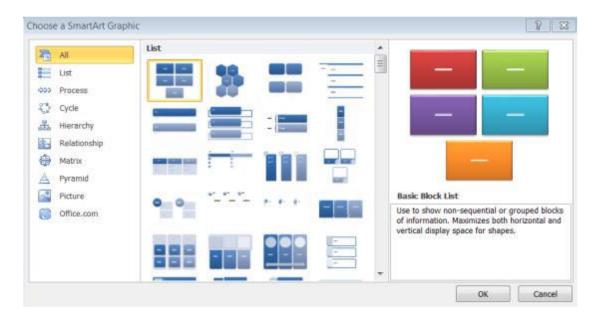
Anesthesia Techniques Department Computer Applications II Asst. Lect. Raghda M. Alshemari Asst. Lect. Fatima Safaa Mirjan



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.



Anesthesia Techniques Department Computer Applications II Asst. Lect. Raghda M. Alshemari Asst. Lect. Fatima Safaa Mirjan



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:

