

WORD 2003 - INTERMEDIATE II

I. Insert Graphic Pictures and Objects

A. Open Insert \Picture \Clipart to insert a clipart picture.

1. The task pane opens for you to type in a topic. Click *GO* to start the search. Choose a picture.
2. A double click will quickly insert the picture you choose into the document.
3. Or click on the bar that pops up when you run your mouse over the picture you want. Choose an option from the menu.
4. If your cursor was at the point in the text or on the page you wanted the graphic to be inserted, the picture will appear *in line with the text* at that point.
5. You may change the picture size by pulling on the corner dots that appear when you select the graphic.
6. The default option for inserting pictures is *In line with text*. The picture may not be moved until the wrap option is reset on the Picture toolbar.
7. Go to Tools\Options\Edit to change the default on Insert /paste picture as: to tight or any other option.
8. If you choose one of the pictures showing a globe, it is being downloaded from Microsoft online. Choose the option to *Copy to collection* to store it in your computer.
9. If Online options are not showing, go to Tools\Options\General\Service Options\Online Content and turn it on.



B. Open Insert\Picture\From File to pull in a picture you have downloaded or saved from another source.

1. Image files from other sources such as those sent to you, scanned by you or downloaded from the web, may be saved and inserted into Word.
 - a) Example: Open Netscape, choose an image, right click on the picture and choose: save image as. Note where you save your file to!
 - b) Go to Insert \Picture\From File and find the graphic you have saved. Insert it into the document.
 - c) Insert one of the images from the My Documents\My Pictures folder.
2. Word will translate graphics files from 24 different image file types. To see the file types go to the Insert\Picture\From File dialog box and click on *Files of type*. If you do not have all file types, reload the complete Office package.
3. Images from the screen may also be saved to the clipboard and then inserted in any document. This is called a "screen capture".
 - a) Press the "Print Screen" key on the keyboard.
 - b) Put the cursor on a blank page where you wish to import the image.

- c) Click the "Clipboard" icon to paste the image or press Ctrl C. The image may be edited or moved like any other picture.

C. Open Insert \Object**\C**reate New for other insert features**.**

1. Scroll down the list and check for other options you might need.
2. Insert an Excel worksheet or chart.

II. Edit your graphic images.

A. Go to Tools\Options**\E**dit to change the wrap default for inserted pictures**.**

1. Under Edit, change *Insert/Paste Pictures As* to "tight" or "square".
2. All pictures now inserted may be sized or moved immediately.



B. To edit a picture, it must be selected.

1. Click once on a picture to SELECT. Square black dots or round white circles will appear on the sides and corners of the box. (Black dots indicate that the wrap is set to *In line with text* and white circles mean any of the other wrap options.)
2. Click outside the picture box to de-select it.
3. To delete a picture it must be selected. Select then click the delete key.
4. Once a picture is selected the Picture Toolbar should automatically appear. If it isn't showing, right click and turn it on from the shortcut menu.
5. Pictures may also be fully edited from the *F*o**rmat**\P**icture** dialog box.






C. Resize a picture,







1. Select the picture.
2. Slowly move the mouse over the corner of the picture. When the double arrow appears, hold down the left mouse button and push or pull.
3. Resizing from the corner preserves the aspect ratio of the picture. Resizing from the side distorts a picture.

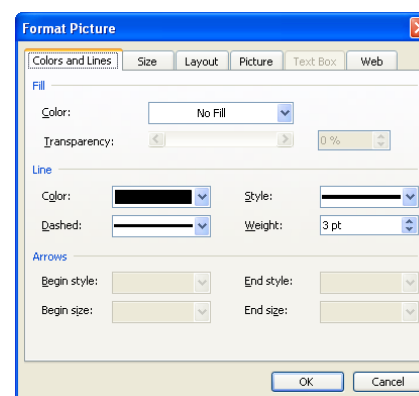
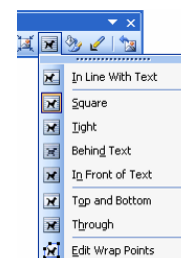
D. Moving a picture.

1. Select the picture.
2. A picture with white circles will automatically move. If your image has black squares on the corners when selected, you will need to select it, then click on the wrap button  and choose *tight* or some other wrap option. Now your image may be moved.
3. Move the mouse until the compass appears.  Hold down the left mouse button and then drag the picture to the right spot.

E. Use the Picture Toolbar for easy access to picture format options.

1. Insert a different picture. 
2. Image Control: turn off/on color or watermark. 
3. Contrast: more or less. 
4. Brightness: more or less. 
5. Crop a picture: 
 - a) Select the picture
 - b) Click the "Crop a picture" button.

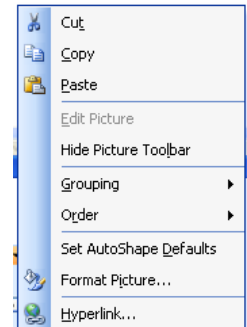
- c) Move the crop pointer to a center line or corner bracket.
d) Drag to crop. (Hold down the left mouse button.)
6. An image may be rotated by clicking the rotate button. 
- a) This rotation is 90° to the left for each click
b) Flip and create a mirror image from the Draw toolbar. Click *Draw\Rotate or Flip\Flip Horizontal or Flip Vertical*.
7. Border the picture by choosing a border line. 
- a) Choosing a border style automatically turns on the border.
b) Click on *more lines* to go to Format Picture and change the line color.
c) Line color may also be changed from the Draw toolbar if it is turned on.
d) If the wrap is set to *In line with text* you can not add a border.
8. Compress the image to discard cropped areas and depth not needed in images sent to documents or to the web. 
- a) Choose to compress one or all pictures in a document.
b) Be sure to compress any scanned in pictures.
c) Compress will save file space, loading time, and printing time on any document or PowerPoint presentation.
9. Text Wrapping 
- a) *In line with text* is the Word default. Use it only for small pictures that fit within a line of text.
b) If you need a picture in the middle of your text, you'll need the wrap to be tight or square.
c) Use through or behind text to run text over top of an image or for a watermark.
d) Top and bottom stops text from flowing around an image.
e) Try the different options to find the one that works best on each inserted picture.
10. Format Picture  leads to the full dialog box and all options for the many editing features. Click the tabs to see full options.
- a) Colors and Lines give many options.
(1) Choose a color for the background fill behind a picture.
(2) Turn on the border line around the picture and choose a color.
b) Size lets you manually size a picture such as 2"x2".
c) Layout allows you to change the wrap options and horizontal alignment.
(1) If a picture gets stuck at the top edge of the page and won't move, use the advance feature on this option.
(2) Turn off absolute position by turning on alignment and you'll be able to move the picture.
d) Picture shows all options for cropping and image control.
e) Text Box can only be accessed from a text box and gives you internal margin control between text and the box border.
f) Web allows you to insert alternative text to appear while an image loads.
11. Set transparent color in certain images.  Check out help for more info on this feature.



12. Reset picture takes your image back to its original settings. 

F. Use a shortcut menu for fast access and small editing changes. Right click the picture for a menu.

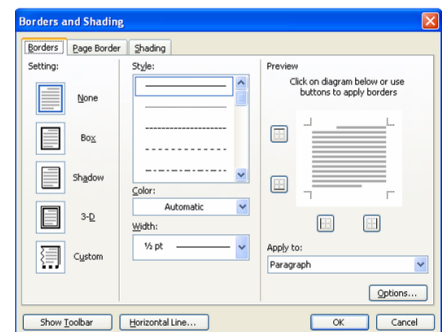
1. Cut, copy or paste the image.
2. Edit the picture
3. Show/Hide a picture toolbar. It may not come up when the picture is selected.
4. Grouping and order may be set for pictures and for items created by the draw program.
 - a) Grouping allows you to link images or pictures together.
 - b) Order lets you choose which one is on top.
5. Set AutoShape defaults allows you to apply the same options to all your auto-shapes, textboxes, etc. (See AutoShapes on the Draw toolbar.)
6. Reopen Format Picture and use as explained above.
7. Attach a hyperlink to your picture.



III. Borders and Shading - Under Format. Put borders/shading on pages or selected text.

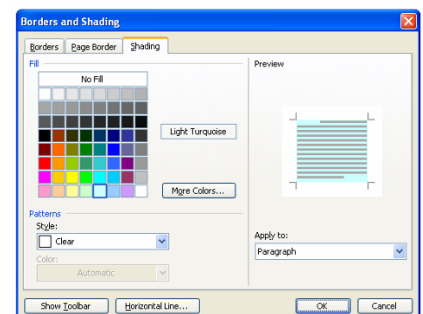
A. The Borders tab leads to borders that apply to whatever text is selected on screen.

1. Block text and open *Format/Borders and Shading*. Be sure your cursor is below the area you select.
2. Choose a full border type from Settings. Look at the preview.
3. Choose a line style, color and width.
4. Apply to paragraph or selected text.
5. Use the preview pane to see the results or to create a custom border by clicking on the sides you want a border on.
6. If you create a custom border, you must click the borders you want in the preview pane to apply.
7. Click Options to set the distance between the border and the text.
8. Turn on the Tables & Borders toolbar to apply several borders.
9. Horizontal line sends you to clipart to choose a clipart line for a border underline. It cannot enclose a paragraph.



B. The Shading tab leads to options for shading a piece of selected text or a page with or without a border.

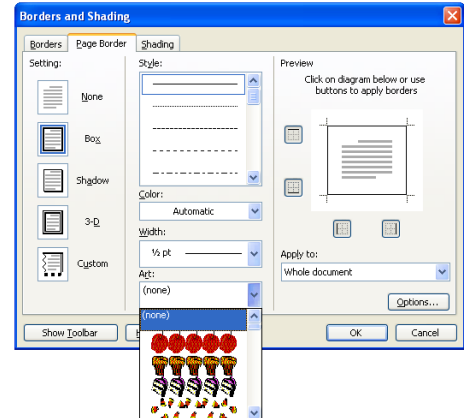
1. Select text, a clipart file, or a blank page.
2. Open *Format/Borders & Shading/ Shading* and choose from fill type, style and color. View the preview.



3. *More colors* leads to the full spectrum and range of colors. Note down the RGB numbers if you want to reuse this same color in another document.
4. To apply to an empty page, choose fill color and style and click ok. Press enter until you are at the bottom of the page. You have added color shading to a page.
5. The shading stops at the margin settings so reset margins before turning on shading.

C. *Page Border applies a border to each page of your document.*

1. Choose the type of border, the style, color, and width if you want only a line border.
2. Art lets you pick a decorative border for the whole page and in some cases, will regulate color and width for you. Make your own choices where possible.
3. Apply to what: a page or a document?
4. The clipart horizontal lines can **not** be used as page borders.
5. The "Options" button will let you decide how close to the page edge to place your border.



IV. Draw: Access from the Draw toolbar 

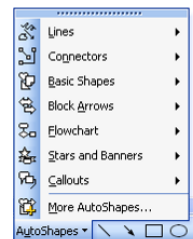


A. *The default in Word 2002 & 2003 turns on a drawing canvas for you to create your picture in.*

1. You may create the drawing in this white box if you like.
2. You may click the box edge and delete the box, and then continue with your drawing.
3. You may open Tools\Options\General and turn **off** the feature that controls this box: *Automatically create drawing canvas when inserting AutoShapes.*








B. *AutoShapes:* 

1. Click on the AutoShapes down arrow to see all preset choices in AutoShapes.
2. Choose a shape and click on it. Check out the sub menus.
 - a) A cross "+" appears and you move it to where you want your AutoShape to start.
 - b) Click down the left mouse button and draw the approximate size of the chosen shape.
 - c) Let go of the left mouse button when you are finished.
3. A shape may be stretched or moved like any picture.
 - a) Use the white corner dots to stretch or shrink the image.
 - b) Use the yellow diamond to change the shape.
 - c) Use the green dot to rotate the shape.









- d) Select the shape, and then apply fill, line color, font color, line style, arrow style, shadow, and 3-D after the shape has been drawn.
 - e) Be sure a shape is selected, or you can't edit it!
4. Any number of AutoShapes, lines, rectangles, ovals, and text boxes may be collectively selected and grouped into a single item.
- a) Select one item, hold down the shift key and then select the rest of the items.
 - b) When all are selected click Draw\Group on the Draw toolbar.
 - c) To ungroup, select the group and click Draw\Ungroup from the Draw toolbar.
 - d) Now hold down the shift key and click each item to remove it from the group.

C. *Lines and Arrows:*


1. Click on the draw line button  or arrow button .
2. Put the "+" at the point you wish to start the line. Press down the left mouse button and continue holding down the mouse button until your line is finished.
3. Be sure the line is straight and the right length then let go. To make the line perfectly straight hold down the shift key as you draw the line.
4. To edit: click to select the line. The end circles can be used to straighten, shorten, or lengthen the line. Hold down the left mouse button when the arrow appears, to edit the line.
5. Draw lines can be moved. Select, a compass will appear if your mouse is over the line. Left click and drag the line to the right spot.
6. Double click the line icon  to draw multiple lines. Then click the icon again to release it and end the line draw mode. (Double clicking applies to all shapes listed on the Draw toolbar!)
7. Apply fill, line color,  , line style, arrow style,  shadow, and 3-D  after the line has been drawn.
 - a) Select a shape.
 - b) Choose a fill color and it will apply to the selected shape.
 - c) Select another shape and click the fill bucket to apply the color that is showing on the icon.
 - d) Apply all styles in this manner.

D. *Rectangles, Squares, Circles, and Ellipses:*

1. Click on the rectangle icon  or the ellipse icon . Double click for multiple boxes.
2. Draw the shape you desire.
3. If you hold down the shift key at the same time you draw, you'll draw perfect squares or circles.
4. Select, then apply fill color, line color  , and line style  to the shape.
5. Resize, move, rotate, or edit the rectangle after selecting it.
6. Click on Shadow  or 3-D to change the object into a three dimensional drawing or to apply a shadow.

7. Click on the Draw down arrow for other options used in editing your draw picture. (See later explanations.)

E. Text Boxes:

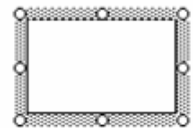
1. Click on the text box icon  and draw the rectangle by clicking the “+” to start the box.
2. When you finish drawing, the cursor should show in the text box. Type in the text you wish. Your selected text box has lines feathering out from its sides that means you’re in **edit text** mode.
3. Block then format your text inside the box. Change font, size, color, justification, etc.



4. Use options from the formatting toolbar.
 - a) Create or break a text box link. (See below.)
 - b) Go to the previous or last text box.
 - c) Go to the Format text box dialog box.
 - d) Change text direction inside the text box.




5. Also rotate the text from *Format \ Text Direction*. Choose the direction.
6. Select the box by clicking the edge. The feathering turns to small DOTS! You are now in **edit box** mode.



7. Format the box from the options on the Draw toolbar such as fill color, line color, line style, 3D, or shadow.
8. Resize by pulling the corner circles or move it when the compass shows.
9. Right click for a shortcut menu to bring up several box editing features.
10. Create a text box link with text flowing from box to box.
 - a) Create several empty text boxes. Click on the edge of the first to go to edit box mode.
 - b) Click the text link icon in the toolbar. A pitcher appears attached to the mouse.
 - c) Move the pitcher to the next text box and click. They are linked. Repeat to link the second to the third.
 - d) Paste or type in text and it flows from one box to another.
11. Combine text and graphics:
 - a) You may type text and insert an image into the same text box. This will keep text with a picture. Text wrapping around the picture is not easy.
 - b) Or create two separate boxes and set each with the effects you want.

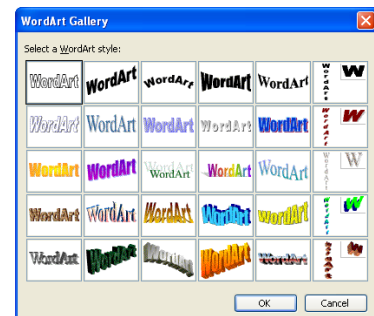
F. WordArt jazzes up any document.

1. Click the WordArt icon. 
2. Select a style from the WordArt Gallery.
3. Enter your text and choose a format.
4. The WordArt toolbar pops up along with



your WordArt.

- a) Use the toolbar to insert new WordArt.
- b) Edit text.



- c) See the Gallery again.
 - d) Format from the full dialog box allows you to change the text color.
 - e) Change shapes and access other text formatting options.
5. Click outside of the WordArt box to get back to the document. Click the WordArt object to go back into edit mode.
 6. Select the WordArt and drag any dot to resize or drag when the compass shows to move the graphic.
 7. Turn on a shadow or 3D effect on the WordArt. Change the line edge on the text.

G. Click Draw on the Drawing toolbar to see options.

1. Group your drawing to make a single unit.
 - a) Select all objects by selecting one, and then holding down the shift key and clicking each draw object.
 - b) Click on the Draw down arrow and choose group.
 - c) Select and click Ungroup to turn single item back into individual draw objects. Again hold down the shift and deselect the objects.
 - d) Grouping keeps individual objects from slipping around the page.
2. Order your draw objects.
 - a) Move Text in front of a drawing or send it to the back.
 - b) Move a circle in front of a square.
3. Grid, Nudge, or Align.
 - a) Use Grid to set amount you can nudge or crop a picture. The smaller the better! Set once and it stays for future use.
 - b) Nudge your objects up, down, right or left to align
 - c) Align or distribute the selected object as well.
4. Rotate or Flip (mirror image) the drawing.
 - a) Flipping any object for the mirror images effect is accessible only from the draw toolbar.
 - b) Rotate is the green dot on many shapes, but it doesn't flip to create mirror image.
5. Change Text Wrap, Reroute connectors, or Edit points to adjust any selected object.
6. Change chosen AutoShapes. Substitute a different shape.
7. Set AutoShape Defaults.
 - a) Choose an AutoShape.
 - b) Reset the fill, line color, line style, shadow, etc.
 - c) Go to Draw Options, and click Set AutoShape Defaults.
 - d) The next AutoShape you create will have the same color and style of the previous.
 - e) This is now the default until you change it to a different default.

