

CHAPTER 16

InFocus

DRAWING AND ILLUSTRATING

Who'd have ever thought there'd be a need for a whole chapter (if not more) on drawing and illustrating in an Office application? But that's exactly where we are at. **Microsoft Office 2010** is feature-rich in tools that allow you to create drawings and illustrations of virtually all kinds from logos, through to organisation charts, presentation diagrams, schematics, and maybe even cartoons for the more adventurous.

In this session you will:

- ✓ gain an understanding of illustrations in **Word**
- ✓ learn how to insert a clip art image into a document
- ✓ learn how to modify a clip art image
- ✓ learn how to insert shapes into a file
- ✓ learn how to modify shapes
- ✓ learn how to insert text into a shape
- ✓ learn how to create custom wrap points
- ✓ learn how to use the **Selection Pane**
- ✓ learn how to use a drawing canvas
- ✓ learn how to insert a screen shot
- ✓ learn how to clip a window
- ✓ gain an understanding of how **SmartArt** works
- ✓ learn how to create a **SmartArt** image
- ✓ learn how to add text to **SmartArt**
- ✓ learn how to change the **SmartArt** style
- ✓ learn how to change colours in a **SmartArt** image
- ✓ learn how to change a **SmartArt** layout
- ✓ learn how to add more shapes to a **SmartArt** image
- ✓ learn how to resize **SmartArt** elements.

UNDERSTANDING ILLUSTRATIONS

Drawing and **illustrating** are freely banded about in computer circles. With a product like **Office** people either want to insert photos into files, or create some sort of **illustration** such as

an organisation chart, logo, schematic or whatever. For the purpose of this courseware we deem an **illustration** as something that is either drawn or generated by the computer.





1 The Illustrations Group

Most of the tools for creating drawings and illustrations can be found in the **Illustrations** grouping on the **Insert** tab of the **Ribbon**. Along with **Pictures** which allows you to insert photos into your file, in the Illustrations group you'll now find: **Clip Art**, **Shapes**, **SmartArt**, and **Screenshot**. While **Clip Art** and **Shapes** have been around for many versions they have been spruced up and given some new functionality. **SmartArt** was first introduced in **Word 2007**, and **Screenshot** is totally new to **Word 2010**.

Curiously **WordArt**, that old favourite that gets dragged out to create all sorts of banners and birthday cards, has been shunted to the **Text** group on the **Insert** tab. In all honesty it's probably now looking a bit tired and shabby compared to what can be done with the other tools in the **Illustrations** group.

2 Understanding the Gang of Four

We call **Clip Art**, **Shapes**, **SmartArt**, and **Screenshot** the gang-of-four because between them they provide you with tools for creating **drawings** and **illustrations**.

Clip Art 	Clip Art is simply a collection of drawings and illustrations that have already been done for you and that you can insert into your document. In earlier versions collections of Clip Art were provided within the Office application. Now they are more generic and available from Office to its children applications. In addition Microsoft want to provide you with ongoing clip art and have tailored the Clip Art feature so that you can easily gain access to even more clip art collections and images directly from the Web.
Shapes 	Shapes , that good old nugget that has been around for donkeys years, hasn't changed all that much – after all there's probably not a lot you can do to make inserting a rectangle all that exciting. Where things have hotted up for shapes is in the inclusion of some more speciality shapes such as stars and callouts . In addition the commands for formatting shapes are certainly enriched, and you can now easily add text to virtually any shape – very cool indeed (and the main reason for WordArt's probable demise).
SmartArt 	SmartArt was first introduced in Word 2007 . It basically allows you to use collections of shapes, intermingled with text, to create more elaborate drawings such as organisational charts, sales diagrams, and other presentational diagrams used to illustrate a concept or to make a point. Again it does on steroids what many people have used WordArt for in the past.
Screenshot 	Screenshot is the new kid on the block and, as its name implies, it allows you to grab screenshots (pictures of the screen) and insert them into a document. This is great for creating instructional documents and presentations pertaining to computer applications, and even for just grabbing a quick shot of the screen to print and take to a meeting.

3 Once Learned Never Forgotten...

Such is the theory anyway! A really nice aspect of all of these tools is that once an object that has been created with one of these tools is selected, the **Ribbon** expands to show the **Format** tab. The commands and options on this **Format** tab are quite common across most of the tools, with some minor variations depending upon the type of object. So, once you know how to apply say a **Glow** effect to a picture you can do it also to a shape or a screenshot.

INSERTING CLIP ART


Microsoft Word has access to clip art in various locations: either installed on your computer or online. You can retrieve these images at any time and **insert the clip art** into the document. The

clip art images are categorised so that you can search the library and display only those based on specified keywords. The selected clip art image is inserted wherever you position the insertion point.

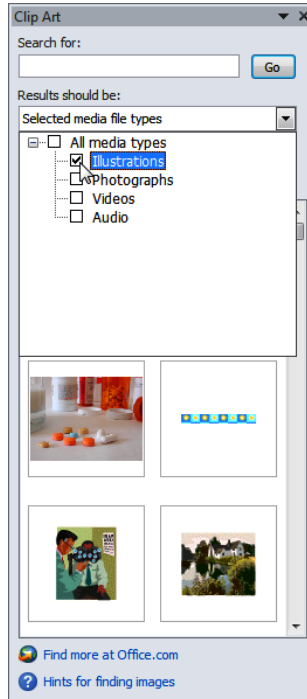
Try This Yourself:

Open
File

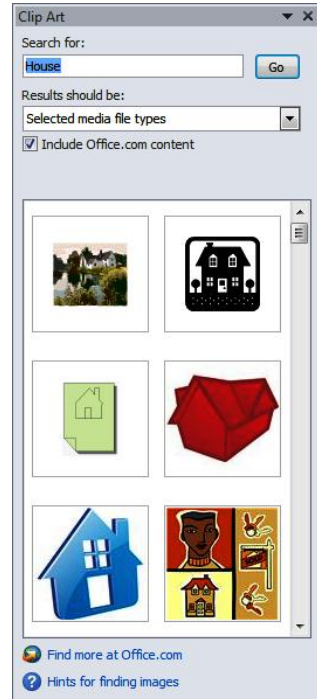
Before starting this exercise you **MUST** open the file *W836 Clip Art_1.docx...*

- 1 Click at the start of the first paragraph of the document
- 2 Click on the **Insert** tab on the **Ribbon** and click on **Clip Art** in the **Illustrations** grouping to display the **Clip Art** pane
- 3 Click on the drop arrow for **Results should be**, click on the tick box next to **All Media Types** until the ticks have disappeared then click on the tick box next to **Illustrations**
- 4 Click in **Search** for, type **House** and click on **[Go]** to display illustrations of houses
- 5 Click on the first illustration to place it in the document
- 6 Click on the close button  of the **Clip Art** pane to close the pane

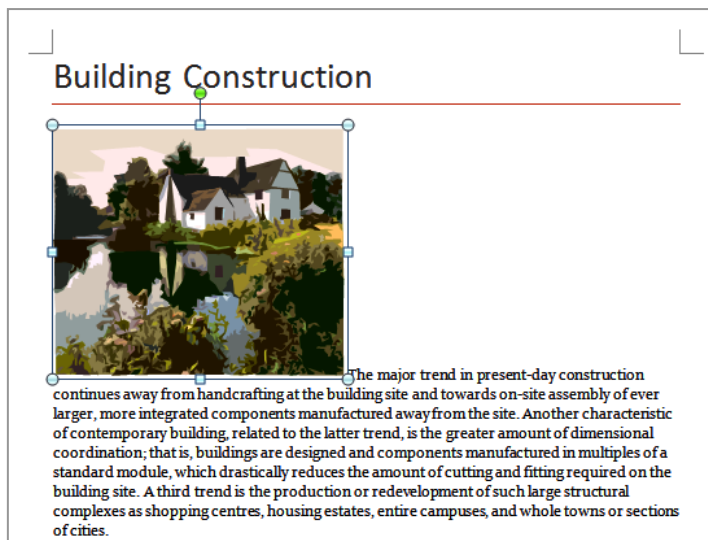
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For Your Reference...

To insert clip art:

1. Click in the desired location in the document
2. Click on the **Insert** tab and click on **Clip Art**
3. Type a keyword in **Search** and click on **[Go]**
4. Click on the desired clip art

Handy to Know...

- There are literally thousands of images available in libraries online. If you are not satisfied with what the search produces click on **Find more at Office.com** at the bottom of the pane to see more images.

MODIFYING CLIP ART

Surprise – **Clip Art** images can be modified and formatted in much the same way as pictures. In fact, what you'll discover in **Word 2010** is that when an object such as a **picture**, or **clip art**, or

SmartArt is selected, the **Ribbon** will extend to show one or two additional tabs such as **Format** and sometimes also **Design**. The commands found here are very similar for all objects.

Try This Yourself:

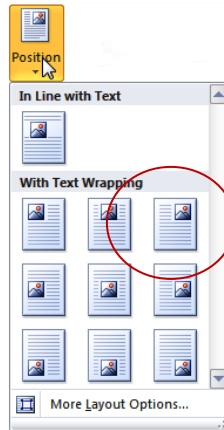
Same
File

Continue using the previous file with this exercise, or open the file *W836 Clip Art_2.docx...*

- 1 Click on the clip art image if it is not currently selected
- 2 Click on the **Format** tab on the **Ribbon** and click on **Position** in the **Arrange** group
- 3 Hover the mouse over the various options and notice how the clip art image moves about in the document to different locations
- 4 Click on the top right position
- 5 Click on the **Drop Shadow Rectangle** style in the **Picture Styles** gallery

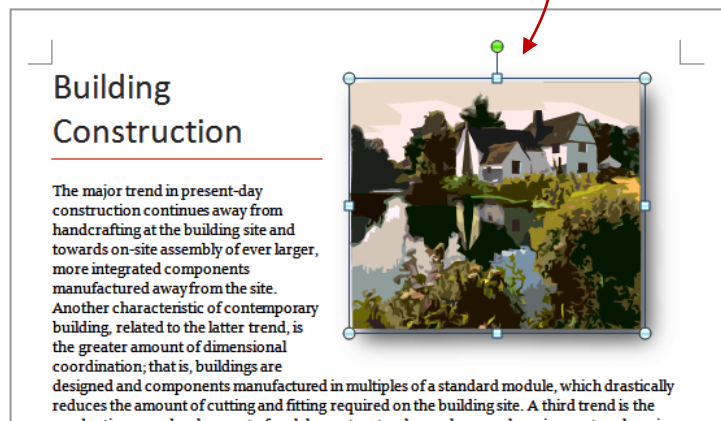
Hey! Aren't we working with Clip Art? See, Clip Art, SmartArt and whatever else share common commands and operations...

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For Your Reference...

To format a **Clip Art** image:

1. Click on it to select it
2. Click on the **Format** tab and work with formatting commands as appropriate

Handy to Know...

- Even though **Pictures** and **Clip Art** use the same **Format** tab commands, some of the commands are available in one and not the other. For example, you can't alter the background of a clip art image or add artistic effects.

INSERTING SHAPES

So you fancy you're a bit of a Rembrandt, or at least a Picasso? Well, if so you can use the various shapes under the **Shapes** command to create your own drawings. These drawings can

be quite complex indeed given the broad range of tools and formatting available to you. Most people however, use **Shapes** for creating more simple drawings such as logos, or diagrams.

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file *W836 Shapes_1.docx...*

- 1 Click at the start of the first paragraph
- 2 Click on the **Insert** tab and click on **Shapes** in the **Illustrations** group to display a gallery of **Shapes**
- 3 Click on **Isosceles Triangle** and click anywhere in the first paragraph
- 4 Click on **Position** in the **Arrange** group and click on the top right option
- 5 Hover the mouse over the various **Shape Styles** to preview how the shape looks
- 6 Click on **Moderate Effect – Grey - 50% - Accent 5** style
- 7 Click on the value currently in **Height** in the **Size** group, type **4 cm** and press
- 8 Click on the value currently in **Width** in the **Size** group, type **4 cm** and press

3

Building Construction

The major trend in present-day construction continues away from handcrafting at the building site and towards on-site assembly of ever larger, more integrated components manufactured away from the site. Another characteristic of contemporary building, related to the latter trend, is the greater amount of dimensional coordination; that is, buildings are designed and components manufactured in multiples of a standard module, which drastically reduces the amount of cutting and fitting required on the building site. A third trend is the production or redevelopment of such large structural complexes as shopping centres, housing estates, entire campuses, and whole towns or sections of cities.

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For Your Reference...

To insert a **shape** into a file:

1. Click on the **Insert** tab and click on **Shapes**
2. Click on the desired shape
3. Click into the file to insert the shape

Handy to Know...

- The **Position** command is great for logos – these are generally placed in one of the four corners. Using the command makes it a cinch to properly and perfectly insert a clip art image in the exact corner of the file.

MODIFYING SHAPES

Our old friend the **Format** tab comes into play again when you need to make changes to the format of a **shape**. Again, the tab becomes visible only when a shape is selected. Each of

the object types in the **Illustrations** group, pictures, clip art, SmartArt, and shape, have their own little peculiarities when it comes to formatting. Here we'll explore rotation and distortion of shapes.

Try This Yourself:

Same
File

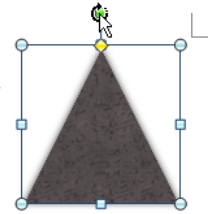
Continue using the previous file with this exercise, or open the file *W836 Shapes_2.docx...*

- 1 Click on the shape to select it if it is not already selected
- 2 Move the mouse pointer to the green circle at the top of the shape until the pointer changes shape
- 3 Drag the pointer to rotate the shape as shown
- 4 Click on the **Edit Shape** command in the **Insert** **Shapes** group and click on **Edit Points** to display black squares (edit points) in the shape
- 5 Move the mouse pointer on to the left point of the rotate shape and drag the point up until it is in line with the red line

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Action

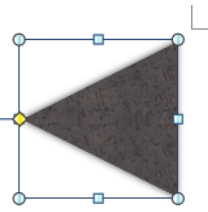
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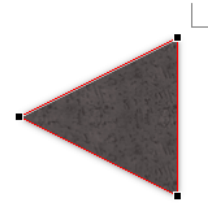
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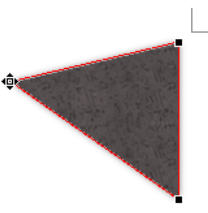
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For Your Reference...

To modify a **shape**:

1. Click on the shape to select it
2. Click on the **Format** tab
3. Apply the appropriate formatting using the commands on the Format tab

Handy to Know...

- The ability to edit a standard shape where you can actually distort it as we've done above is new to **Office 2010**.

INSERTING TEXT INTO A SHAPE

They say a picture tells a thousand words. But sometimes you'll find that your pictures, or in our case shapes, may need words in them to make things just that little bit clearer. It's always been

possible to add **text** to **shapes**, but until now it has sometimes been a bit fiddly to say the least. Adding text to shapes in **Word 2010** is so easy – in fact it is so easy you might actually do it accidentally!

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *W836 Shapes_3.docx...*

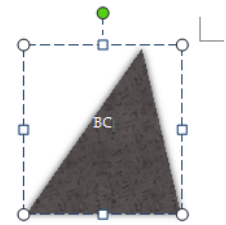
- 1 Click on the triangle shape to select it if it is not already selected
- 2 Type **BC**

The shape will now spin around to its vertical position...
- 3 Hold down the **Ctrl** key and press **A** to select the text in the shape
- 4 Click on the **Home** tab, click on the **font size** drop arrow and click on **72 pt**
- 5 Click in the document to deselect the shape and you'll notice it spins back to its rotated position
- 6 Click on the shape to select it again and click on the **Format** tab
- 7 Click on the **Text Direction** command in the **Text** group to see a gallery of options
- 8 Click on **Rotate all text 90°** and click in the document to deselect the shape

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Building Construction

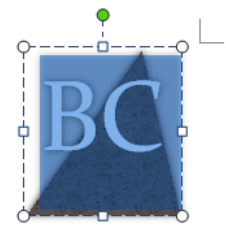
The major trend in present-day construction continues away from handcrafting at the building site and towards on-site assembly of ever larger, more integrated components manufactured away from the site. Another characteristic of contemporary building, related to the latter trend, is the greater amount of dimensional coordination; that is, buildings are designed and components manufactured in multiples of a standard module, which



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For Your Reference...

To add text to a shape:

1. Click on the shape to select it
2. Type the text you want
3. Click away from the shape to deselect it again

Handy to Know...

- Unfortunately **LivePreview** sometimes lets the team down – it doesn't work with the text rotation command so you have to resort to the old fashioned way of trial and error until you get it right.

CUSTOM TEXT WRAPPING

The **Wrap Text** command on the **Format** tab as the name suggests allows you to wrap surrounding text around the selected object or shape. There are some odd-shapes that make

this a little tricky and there are also times when you may want text to wrap but not necessarily to the exact outline of a shape. This is where **wrap points** come into their own.

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file *W836 Shapes_4.docx...*

- 1 Click on the star shape that is splattered across the second paragraph
- 2 Click on the **Format** tab and click on **Wrap Text** in the **Arrange** group
- 3 Move the mouse pointer up and down the list and observe how **LivePreview** displays the wrapping
- 4 Click on **Tight**
- 5 Click on the **Wrap Text** command again and click on **Edit Wrap Points** to see wrapping points on the shape
- 6 Drag some of the points out to get the text to wrap as shown
- 7 Click on the text area to deselect the shape and see how the text has wrapped

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centres, housing estates, entire campuses, and whole towns or sections of cities.

Building construction in Britain is the product of private companies and public authorities, with many individuals and organisations involved in the construction of a single structure, from the manufacture of necessary components to final assembly. Building projects by both public and private bodies employ a registered architect or civil engineer under the direction of a project manager, or both, to execute the design and to make sure that it complies with public health, fire, and building regulations. The design must conform to the requirements of the owner. The architect or engineer converts these requirements into a set of drawings and written specifications that usually are sent to interested general contractors for bids. The successful bidder or bidders in turn subcontract plumbing, painting, electrical wiring, structural frame construction and erection, and other jobs to specialist firms. However, it is increasingly common for complete "design and build" tenders to be submitted to clients, the successful contractor being responsible for appointing the professional team to carry out the work.

Contractors ordinarily carry out their work under the observation of an architect and or engineer, who acts as agent of the owner. Minimum construction standards are presently

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For Your Reference...

To create custom text wrapping:

1. Click on the shape to select it
2. Click on the **Format** tab, click on **Wrap Text** and click on **Edit Wrap Points**
3. Drag the wrap points to the desired locations

Handy to Know...

- If you want text to wrap around a *blank* space then simply remove the outlining and fill from a shape where custom wrapping has been created.

FINDING AND SELECTING SHAPES




Selecting objects in a **Word 2010** document can be a bit challenging. It's click on an object that is in front and clearly on the page, but what about ones that are hidden or obscured? In **Word 2010**

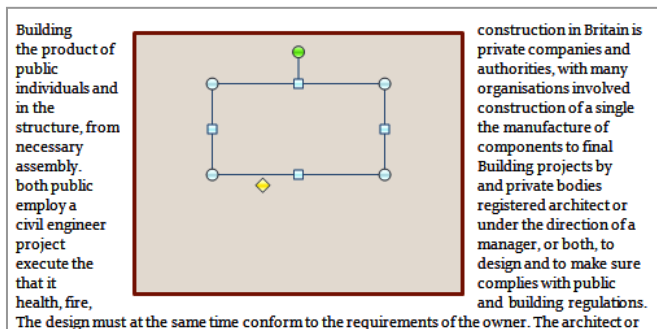
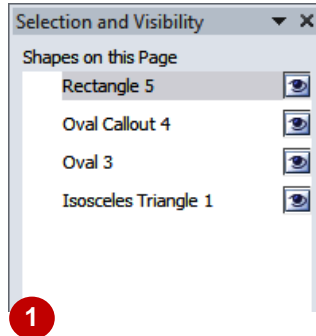
the task of selecting shapes is handled by the **Selection and Visibility** pane. This pane lists all of the shapes and objects in your file and selecting them involves merely clicking the shape in the list.

Try This Yourself:

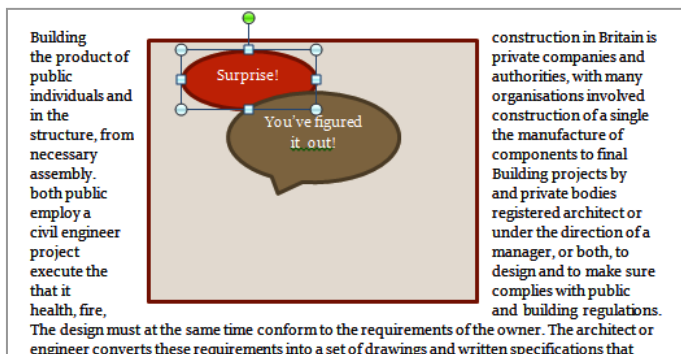
Open File

Before starting this exercise you **MUST** open the file *W836 Shapes_5.docx...*

- 1 Click on the large rectangle to select it, click on the **Format** tab and then on the **Selection Pane** command
- The **Selection and Visibility** pane will now appear. Notice how *Rectangle 5* is highlighted indicating that this is the shape currently selected in the file...
- 2 Click on **Oval Callout 4** to see handles mysteriously appear in the rectangle
- 3 Click on the **Bring Forward** command in the **Arrange** group to see the oval – notice that it has moved up in the pane
- 4 Click on **Oval 3** in the pane and click on the **Bring Forward** command to see the oval
- 5 Click on **Rectangle 5** and click on the **Re-Order up** button  twice to place the rectangle in front of the other objects
- 6 Click on the **Hide** button  to the right of the rectangle to hide it
- 7 Click on the pane close button 



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For Your Reference...

To find and select shapes:

1. Click on any shape to select it
2. Click on the **Format** tab and then on the **Selection Pane** command
3. Click on the object to select in the list

Handy to Know...

- The **Hide** button  is very similar to the one used in **Adobe** products to hide objects – the lines are blurring between **Adobe** and **Microsoft** products all of the time!
- You can also open the **Selection** pane using the **Select** command on the **Home** tab.

USING A CANVAS

Working with one shape can be tedious but imagine having to work with three or four or dozens of shapes. It's not beyond the bounds of possibility but it certainly would require excellent

creative and organisational skills just to keep the shapes aligned and have text wrapped properly. A **canvas** allows you to do just this – it acts as a container for the shapes you want to use.

Try This Yourself:

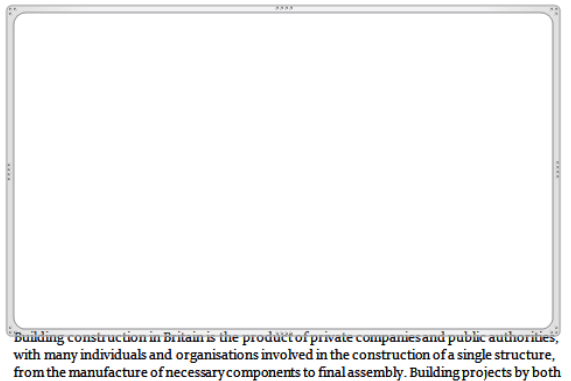
Same File

Continue using the previous file with this exercise, or open the file *W836 Shapes_6.docx...*

- 1 Click at the start of the second paragraph
- 2 Click on the **Insert** tab and click on the **Shapes** command in the **Illustrations** group. Click on **New Drawing Canvas** to insert a new canvas
- 3 Click on the **Rectangle** command in the **Insert Shapes** group and click on the canvas
- 4 Repeat step 3 and add a circle and a triangle
- 5 Using the mouse drag the shapes as shown
- 6 Move the mouse pointer to the right side of the canvas and drag the border left until the canvas is about half the width
- 7 Click on the **Wrap Text** command in the **Arrange** group and move the mouse through the options to see how the text will wrap
- 8 Click on **Tight**

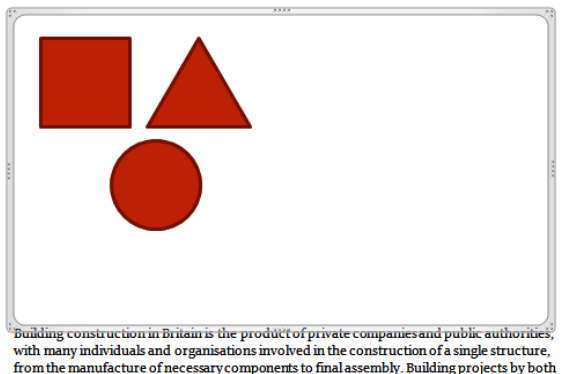
2

trend is the production or redevelopment of such large structural complexes as shopping centres, housing estates, entire campuses, and whole towns or sections of cities.



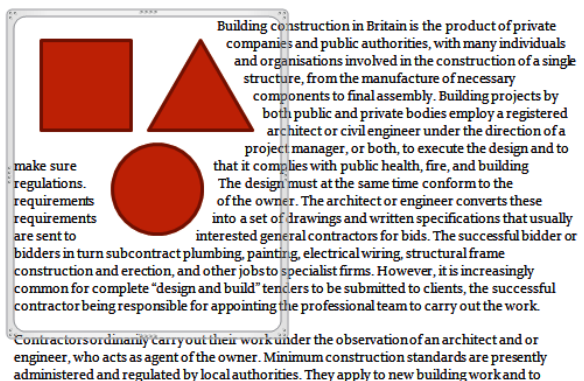
5

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For Your Reference...

To draw a canvas in a file:

1. Click on the **Insert** tab and click on the **Shapes** command in the **Illustrations** group
2. Click on **New Drawing Canvas**

Handy to Know...

- To select multiple items, whether they are in a canvas or not, click on the first item, hold down the **Ctrl** key and click on the other items.

INSERTING SCREEN SHOTS

New in **Word 2010** is the ability to capture images of a computer screen and drop them into a file. Computer screen images are usually referred to as **screen shots** and can be used for

a variety of purposes ranging from training people in the use of a particular piece of software, to quickly grabbing a shot of the screen to email someone or present at a meeting.

Try This Yourself:

Before starting this exercise you MUST close all other windows..

1 Open **Bill and Brenda's Business Plan.xlsx** in **Microsoft Excel 2010**

2 Open **W836Screen Shots_1.docx** in **Microsoft Word 2010**

3 Click on the **Insert** tab and click on the **Screenshot** command in the **Illustrations** group to see a thumbnail of screen shots that can be inserted

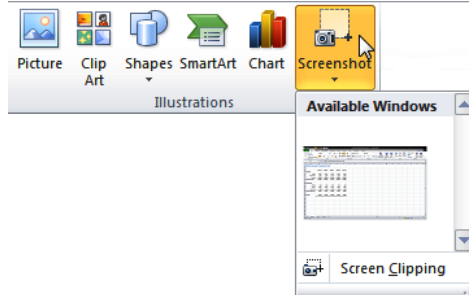
Only the Excel one is shown because it is the only other Microsoft application that is open other than Word...

4 Click on the thumbnail of the workbook to insert it into the document

5 Click on the **Wrap Text** command in the **Arrange** group and click on **Tight**

6 Save and close both the **Word** and **Excel** files

3



Bill & Brenda

Bill and Brenda Smith of Toowoomba Australia first present their business plan at the open forum discussions last July. They gave an impassioned presentation and detailed how they intended to move forward and grow their business.

		Year 1	Year 2	Year 3	Year 4	Year 5
Income						
Sales	4,000	4,200	5,000	5,500	6,100	
Royalties	1,200	1,200	1,200	1,200	1,200	
Grants	5,500	6,000	3,000	4,000	4,500	
Total Income	10,700	11,400	9,200	10,700	11,800	
Expenses						
Office	250	280	300	320	380	
Travel	6,200	5,800	6,100	7,000	5,200	
Sundries	100	150	200	240	300	
Total Expenses	6,550	6,230	6,600	7,560	5,880	
Profit	4,150	5,200	2,600	3,140	5,940	

Today, they are well on their way to achieving their objectives and met all of the targets they set out in their ambitious plan.

4

For Your Reference...

To insert a screen shot into a file:

1. Click on the **Insert** tab and click on the **Screenshot** command
2. Click on the desired screen shot to insert it

Handy to Know...

- As you can see it takes a bit of setting up to get right. The idea is that you can insert a screen shot from any other active window into the current file you have open.

INSERTING A SCREEN CLIP

If you don't necessarily want to insert a full screen shot you can actually create a **clip**. A **clip** is a smaller area of the screen that you define by dragging a cross pointer to create a rectangle

around the area to use as the clip. Operationally things work much the same as a full screen except that you manually draw the area to clip.

Try This Yourself:

Before starting this exercise you MUST close all other windows..

- 1 Open **Bill and Brenda's Business Plan.xlsx** in **Microsoft Excel 2010**
- 2 Open **W836 Screen Shots_2.docx** in **Microsoft Word 2010** and click at the start of the second paragraph
- 3 Click on the **Insert** tab, click on the **Screenshot** command in the **Illustrations** group and click on the **Screen Clipping** command
- 4 Use the cross-hair pointer to draw a rectangle around the data in the workbook
- 5 Click on the **Wrap Text** command in the **Arrange** group and click on **Tight**

After a few moments a white-out version of the Excel screen will appear with a cross-hair pointer in it...

As soon as you release the mouse button the rectangle area will appear as a clip in your document...

4 Bill & Brenda

Bill and Brenda Smith of Toowoomba Australia first present their business plan at the open forum discussions last July. They gave an impassioned presentation and detailed how they intended to more forward and grow their business.

	Year 1	Year 2	Year 3	Year 4	Year 5
Income					
Sales	4,000	4,230	5,000	5,500	6,100
Royalties	1,200	1,200	1,200	1,200	1,200
Grants	5,500	6,000	3,000	4,000	4,500
Total Income	10,700	11,430	9,200	10,700	11,800
Expenses					
Office	250	280	300	320	360
Travel	6,200	5,800	6,100	7,000	5,200
Sundries	100	150	200	240	300
Total Expenses	6,550	6,230	6,600	7,560	5,860
Profit	4,150	5,200	2,600	3,140	5,940

Today, they are well on their way to achieving their objectives and met all of the targets they set out in their ambitious plan.

5 Bill & Brenda

Bill and Brenda Smith of Toowoomba Australia first present their business plan at the open forum discussions last July. They gave an impassioned presentation and detailed how they intended to more forward and grow their business.

	Year 1	Year 2	Year 3	Year 4	Year 5
Income					
Sales	4,000	4,230	5,000	5,500	6,100
Royalties	1,200	1,200	1,200	1,200	1,200
Grants	5,500	6,000	3,000	4,000	4,500
Total Income	10,700	11,430	9,200	10,700	11,800
Expenses					
Office	250	280	300	320	360
Travel	6,200	5,800	6,100	7,000	5,200
Sundries	100	150	200	240	300
Total Expenses	6,550	6,230	6,600	7,560	5,860
Profit	4,150	5,200	2,600	3,140	5,940

Today, they are well on their way to achieving their objectives and met all of the targets they set out in their ambitious plan.

The Board of Directors of Monty's Finance Corporation wish them all the best in their endeavours.

For Your Reference...

To clip a part of a screen:

1. Click on the **Insert** tab, click on the **Screenshot** command and click on the **Screen Clipping**
2. After a few moments draw a rectangle around the area to clip

Handy to Know...

- Unlike a full screenshot you can't specify which of the open windows to clip. Only the last active window will be used for clipping.

UNDERSTANDING SMARTART

Pictures and illustrations help to convey your message more easily to the reader. A **SmartArt** graphic is a visual representation of your information and ideas. In reality **SmartArt** is a

pre-arranged collection of shapes presented on a canvas. When you create a **SmartArt** you can choose from many different layouts to quickly, easily, and effectively communicate your message.

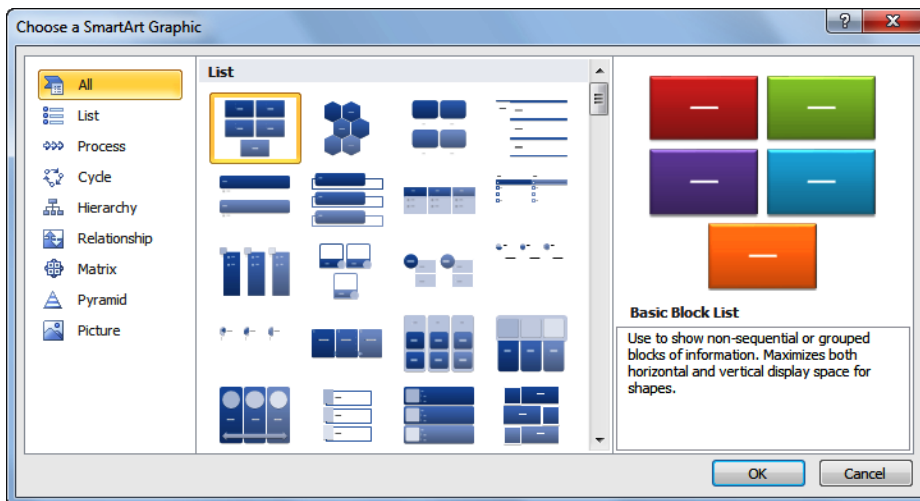
What Are SmartArt Graphics?

Illustrations can often help communicate your message but if you have used earlier versions of Microsoft Word, you will know that it often takes time to work with the layout of shapes to create an effective illustration, instead of focusing on your content.

Using **SmartArt** graphics you can quickly and easily create designer-quality illustrations with only a few clicks of your mouse.

When you create a **SmartArt** graphic, you are prompted to choose a type such as **Process**, **Hierarchy**, **Cycle**, or **Relationship**. A type is similar to a category of **SmartArt** graphic, and each type offers several layouts. When you choose a layout for your **SmartArt** graphic, ask yourself what you want to convey and whether you want your information to appear a certain way. If you decide to switch layouts at any time, most of your text and other content, colours, styles, effects, and text formatting are automatically carried over to the new layout.

Some of the available **SmartArt** layouts are shown in the dialog box example below:



If you cannot find the exact layout that you want, you can add and remove shapes in your **SmartArt** graphic to adjust the structure of the layout. For example, the **Basic Process** layout in the **Process** type appears with three shapes, but your process may need only two shapes, or it may need five shapes. As you add or remove shapes and edit your text, the arrangement of the shapes and the amount of text within those shapes is updated automatically, maintaining the original design and border of the layout of your **SmartArt** graphic.

When you select a layout, *placeholder text* (such as **[Text]**) appears. Placeholder text is not printed and does not appear during an Office PowerPoint presentation. You can replace the placeholder text with your own content. Note that the shapes that contain placeholder text are always displayed and printed, unless you delete them.

CREATING A SMARTART IMAGE

Prepare to be overwhelmed. **SmartArt** provides you with a way of presenting a message graphically. When you create a **SmartArt** image you will find dozens of sample setups and layouts

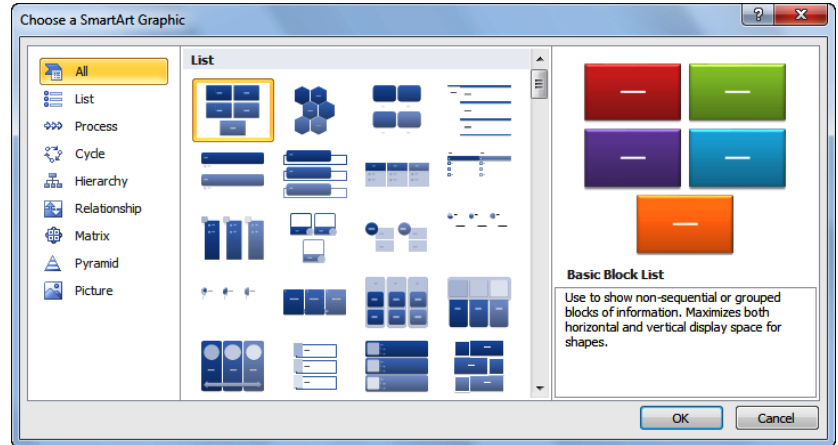
to use. These layouts have been organised into categories. So your first task will be to decide what category your desired **SmartArt** will fall into.

Try This Yourself:

Open File

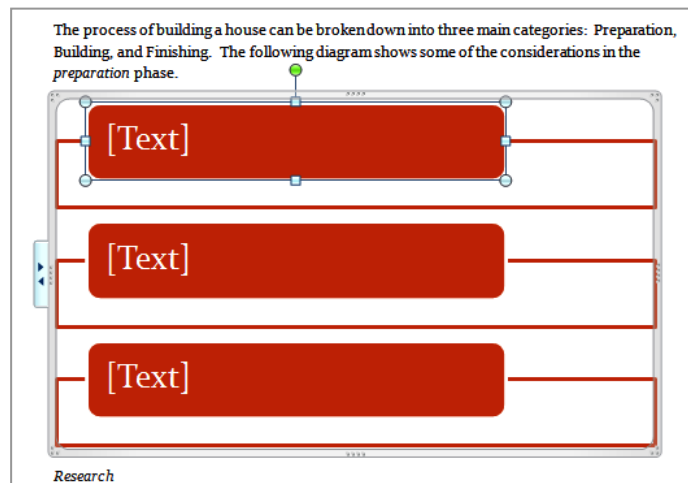
Before starting this exercise you **MUST** open the file *W836 SmartArt_1.docx...*

- 1 Move to page 2 and click in the space between the heading **Research** and the paragraph above
- 2 Click on the **Insert** tab and then click on the **SmartArt** command to display the **Choose a SmartArt Graphic** dialog box
- 3 Click on the categories in the left-hand pane then click on **SmartArt** options to see a larger sample
Notice that a description appears in the right-hand pane for each SmartArt layout you click on...
- 4 Click on the **List** category in the left-hand pane to see the list options
- 5 Click on the **Vertical Box List** and then click on [OK]
The SmartArt object will be inserted in your document...
- 6 Click outside the **SmartArt** object to deselect it



2

5



For Your Reference...

To insert a **SmartArt** image:

1. Click on the **Insert** tab and then click on the **SmartArt** command
2. Click on a category in the left
3. Click on the appropriate **SmartArt** on the right and click on [OK]

Handy to Know...

- You can delete a **SmartArt** object by clicking on it to select it and then pressing **Del**.
- These layouts are just a starting point for your illustration. You can add or remove boxes and text as needed and the elements in the diagram will resize automatically.

ADDING TEXT TO SMARTART









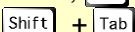

SmartArt images are accompanied by a **text pane**. The **text pane** is used to enter text for the **SmartArt** image and works in an outlining mode of operation because **SmartArt** images are

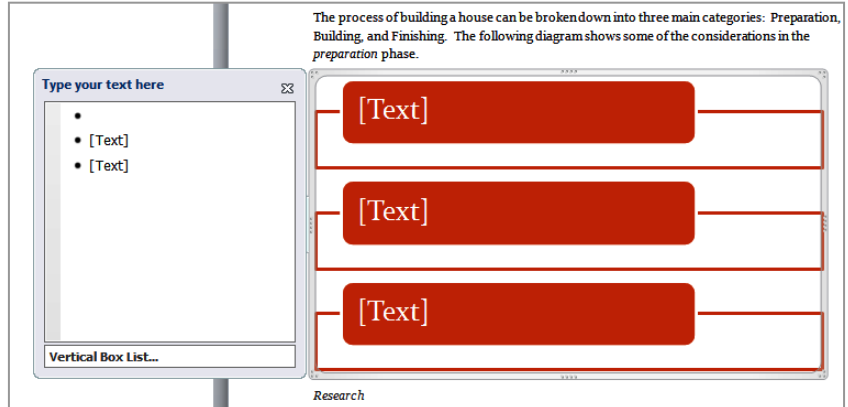
inherently hierarchical. Text entered through the **text pane** can be in-dented or out-dented to indicate its relative position in the hierarchy of the SmartArt image.

Try This Yourself:

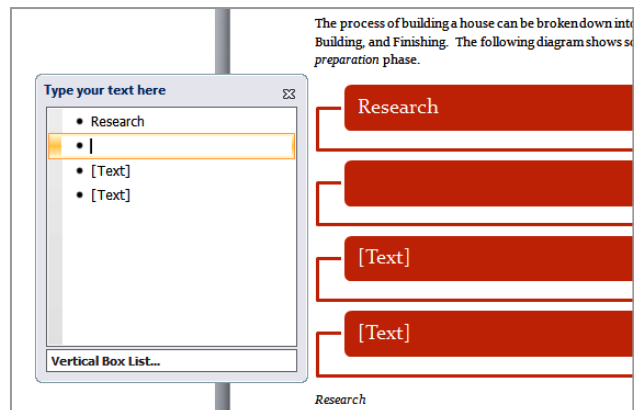
Same File

Continue using the previous file with this exercise, or open the file W836 SmartArt_2.docx...

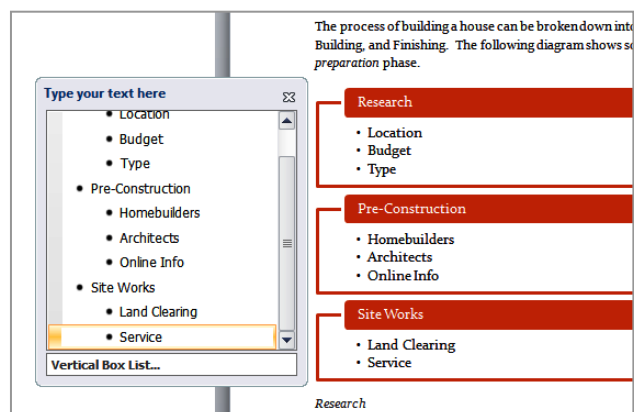
- 1 Click on the **SmartArt** to activate it then click on the **text pane control**  on the left of the graphic to display the text pane
- 2 Click on the first **[Text]** in the **text pane** and type **Research** then press 
- 3 Press  to indent the next line, type **Location** and then press 
- 4 Type **Budget** and press  then type **Type** and press the **down arrow** key  to move to the next main item
- 5 Type the rest of the information as shown
You can use  to start a new line,  to indent and  to outdent...
- 6 Click on the **close** button  to close the **text pane**
- 7 Click outside the **SmartArt** object to deselect it



1





2



5

For Your Reference...

To enter text into the **text pane**:

1. Click on the **text pane control**  to display the text pane
2. Type the text required in the text pane
3. Click on the **close** button  to close the **text pane**

Handy to Know...

- You can resize the **text pane** by dragging from any edge until the text pane is the appropriate size.
- You can move the **text pane** by dragging the top of the pane to another location.

CHANGING THE SMARTART STYLE

A quick and easy way to add a professionally designed combination of effects to your **SmartArt** graphic is by applying a **SmartArt Style**. **SmartArt Styles** include fills, edges, shadows,

line styles, gradients, and 3-D perspectives and are applied to the entire **SmartArt** graphic. You can also apply an individual Shape style to one or more shapes in your **SmartArt** graphic.

Try This Yourself:

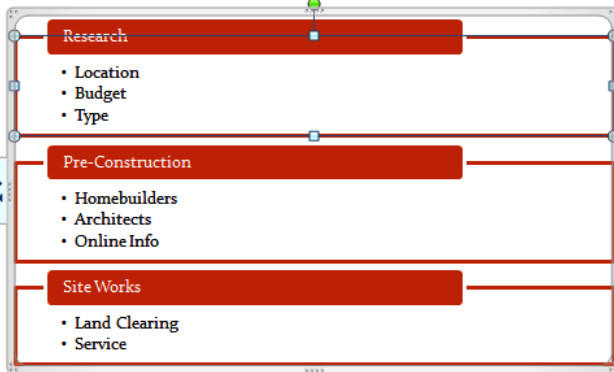
Same
File

Continue using the previous file with this exercise, or open the file W836 SmartArt_3.docx...

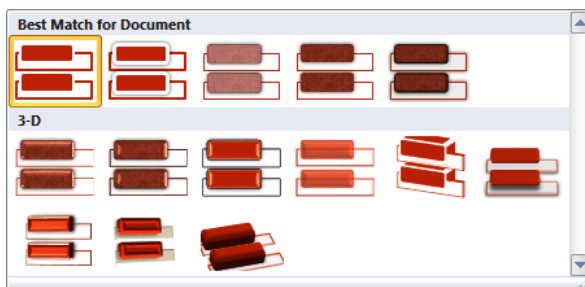
- 1 Click on the **SmartArt** graphic to select it
- 2 Click on the **Design** tab on the **Ribbon**
- 3 Click on the more button of the **SmartArt Styles** group to see the styles in one full gallery
- 4 Move the mouse through the gallery and notice how **LivePreview** updates the image in the document
- 5 Click on **Polished** in the **3-D List**
- 6 Click in the document to deselect the **SmartArt** to fully see the changes

1

The process of building a house can be broken down into three main categories: Preparation, Building, and Finishing. The following diagram shows some of the considerations in the preparation phase.

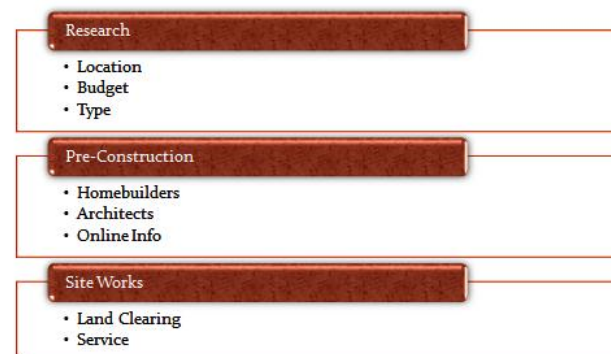


3



4

The process of building a house can be broken down into three main categories: Preparation, Building, and Finishing. The following diagram shows some of the considerations in the preparation phase.



For Your Reference...

To change the **SmartArt** style:

1. Click in the **SmartArt** to select it
2. Click on the **Design** tab
3. Click on the desired **SmartArt Style**

Handy to Know...

- If you customise your SmartArt graphic and then apply a **SmartArt Style** that formats the same aspects of your document, your customisation will be lost.
- The **SmartArt Styles** that are available depend on the underlying document theme.

CHANGING COLOURS IN A SMARTART IMAGE

You can easily change the colours of the entire **SmartArt** image or just one shape in it – this is why you have both a **Format** tab and a **Design** tab when a **SmartArt** image is selected. The

Design tab contains options that will change the entire **SmartArt** image, while the **Format** tab contains options for working on the selected shape within the **SmartArt** image.

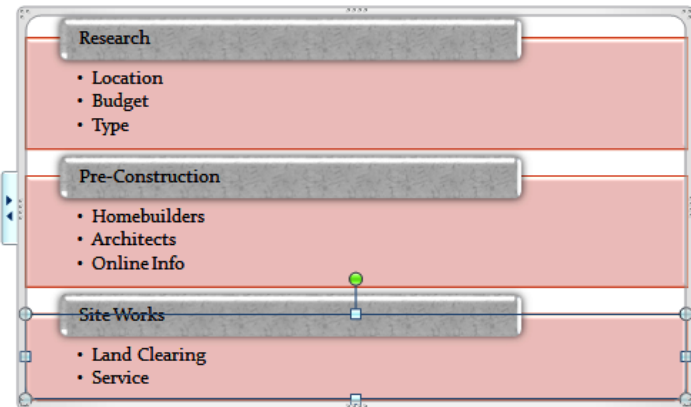
Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *W836 SmartArt_4.docx...*

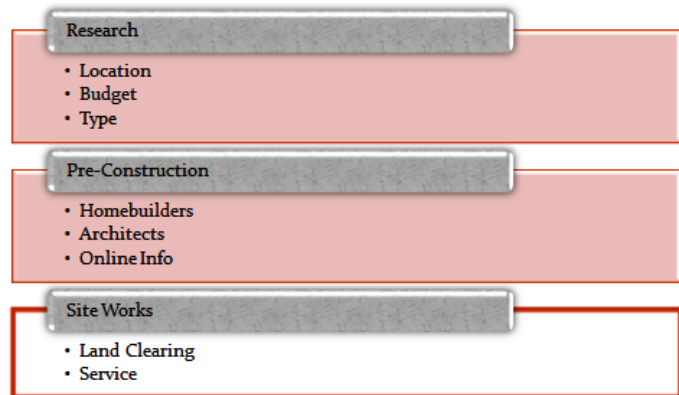
- 1 Click on the **SmartArt** graphic to select it
- 2 Click on the **Design** tab and click on the **Change Colours** command to see a selection of themed options
- 3 Move the mouse around and notice how options are applied to the entire **SmartArt** image
- 4 Click on an option that takes your fancy
- 5 Click on the third large rectangle in the **SmartArt** image to select it
- 6 Click on the **Format** tab on the **Ribbon** and move the mouse through the various **Shape Styles** to see how only the selected shape changes
- 7 Click on a style that takes your fancy
- 8 Click in the document to deselect the **SmartArt** image

The process of building a house can be broken down into three main categories: Preparation, Building, and Finishing. The following diagram shows some of the considerations in the preparation phase.



5

The process of building a house can be broken down into three main categories: Preparation, Building, and Finishing. The following diagram shows some of the considerations in the preparation phase.



8

For Your Reference...

- To change the colours of a **SmartArt** image:
1. Click on the **SmartArt** image to select it
 2. Click on the **Design** tab and click on the **Change Colours**
 3. Click on a themed colour scheme

Handy to Know...

- Oooh, don't like what you've done? You can reset the image by clicking on the **Reset Graphic** command on the **Design** tab.

CHANGING A SMARTART LAYOUT


As usual with grand **Microsoft** features like **SmartArt** you aren't locked into a particular style or formatting feature. In fact these can easily be changed without any threat to or fear of losing

data. There are dozens and dozens of layouts available for your **SmartArt**, and even though you may have entered your text, you can opt for another layout at any stage.

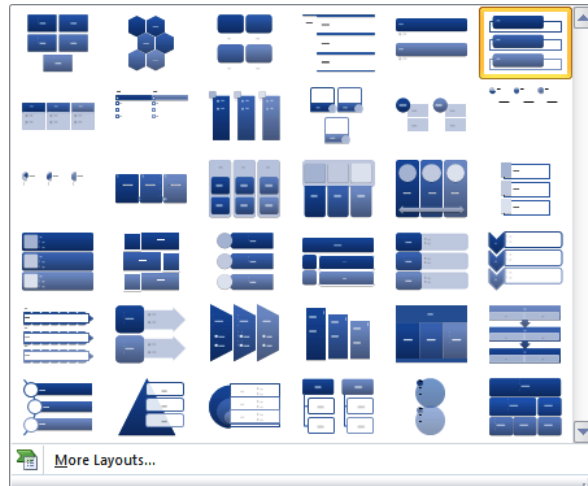
Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file W836 SmartArt_5.docx...

- 1 Click on the **SmartArt** image to select it
- 2 Click on the **Design** tab and click on the **more** button  in the **Layouts** group to see a range of layouts
- 3 Move the mouse around the various options and notice how **LivePreview** applies the settings
- 4 Click on the **More Layouts** command to see the **Choose a SmartArt Graphic** dialog box
This is the same dialog box you see when you first create a SmartArt image...
- 5 Click on the **Process** category
- 6 Click on the **Staggered Process** and click on [OK] to apply this layout to the image
- 7 Click in the document to deselect the **SmartArt**

2



The process of building a house can be broken down into three main categories: Preparation, Building, and Finishing. The following diagram shows some of the considerations in the preparation phase.



7

For Your Reference...

To change a **SmartArt** layout:

1. Click on the SmartArt to select it
2. Click on the **Design** tab and click on a layout in the **Layouts** group

Handy to Know...

- When the **font size** in one shape **shrinks** because you add more text to the shape, all of the other text in the remaining shapes of the **SmartArt** graphic will also shrink to the same size to keep the **SmartArt** graphic looking consistent and professional.

ADDING MORE SHAPES TO SMARTART


Once you have created a **SmartArt** graphic, you can manipulate the content and the structure of the layout using the **Create Graphic** group on the **Design** tab. You can add extra shapes,

promote or demote bullets, add extra bullets and even change the alignment of the **SmartArt** graphic between left and right display.

Try This Yourself:

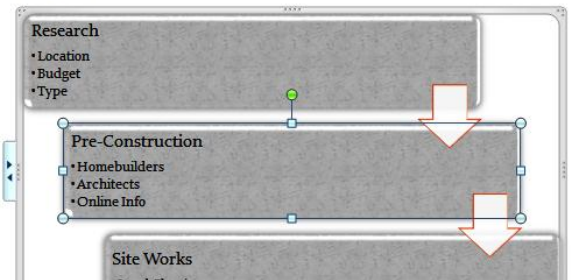
Same
File

Continue using the previous file with this exercise, or open the file W836 SmartArt_6.docx...

- 1 Click on the **SmartArt** image to select it
- 2 Click on the **Pre-Construction** rectangle in the **SmartArt** to select the shape
- 3 Click on the **Design** tab and click on the drop arrow for the **Add Shape** command in the **Create Graphic** group
- 4 Click on **Add Shape After** to insert a rectangle shape after the selected one
- 5 Click on the **Text Pane** command to see the text pane
- 6 Type **Plans** and press
- 7 Press and type **Draw up**. Press and type **Submit for approval**
- 8 Click on the **close** button  to close the pane, and click in the document to deselect the **SmartArt** image

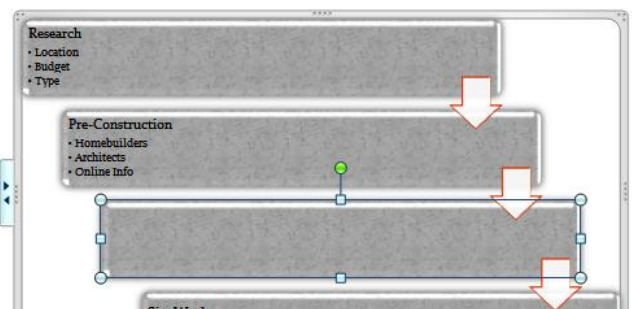
2

The process of building a house can be broken down into three main categories: Preparation, Building, and Finishing. The following diagram shows some of the considerations in the preparation phase.



4

The process of building a house can be broken down into three main categories: Preparation, Building, and Finishing. The following diagram shows some of the considerations in the preparation phase.



8

The process of building a house can be broken down into three main categories: Preparation, Building, and Finishing. The following diagram shows some of the considerations in the preparation phase.



For Your Reference...

To insert another shape into a **SmartArt** image:

1. Click on a shape in the **SmartArt** image to select it
2. Click on the **Design** tab and click on the drop arrow for the **Add Shape** command
3. Click on **Add Shape After**

Handy to Know...

- If you click on the top part of the **Add Shape** command, a new shape will automatically be added after the selected shape.
- You can **delete** a shape by selecting the shape and pressing . The remaining **SmartArt** objects will adjust automatically.

RESIZING SMARTART

You may decide that a **SmartArt** graphic would look better somewhere else in a document or perhaps you want to change its dimensions on the page. You can quickly and easily resize and

move the entire **SmartArt** graphic or individual elements/shapes. Where possible, **Word 2010** tries to readjust the text within the **SmartArt** graphic to suit its new dimensions.

Try This Yourself:

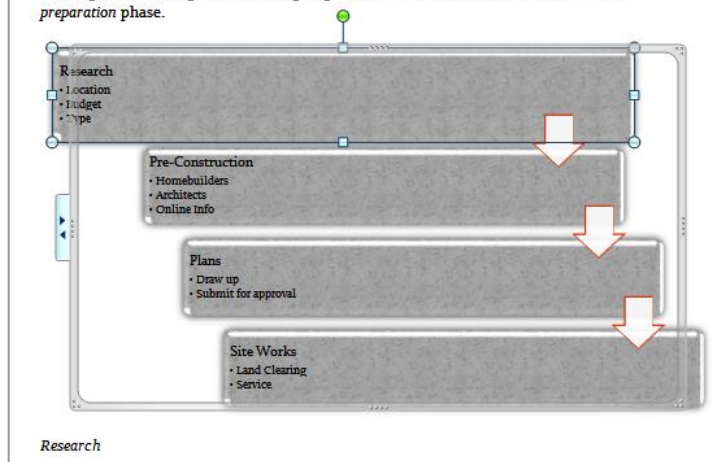
Same File

Continue using the previous file with this exercise, or open the file W836 SmartArt_7.docx...

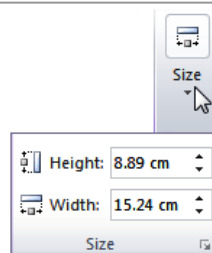
- 1 Click on the **SmartArt** graphic to select it, then click on the **Research** rectangle to select this shape
- 2 Click on the **Format** tab in the **Ribbon** and click twice on the **Larger** command in the **Shapes** group to increase the size of the shape
- 3 Click within the **SmartArt** canvas to deselect specific shapes
- 4 Click on the **Shape Fill** command in the **Shape Styles** group and click on a colour you fancy to recolour the background
- 5 Click on the **Size** command to see the **Height** and **Width** sizing
- 6 Click on the value in **Height** and type **10**. Click in the value in **Width**, type **14** and press **Enter**
- 7 Click in the document to deselect the **SmartArt**

2

Building, and Finishing. The following diagram shows some of the considerations in the preparation phase.

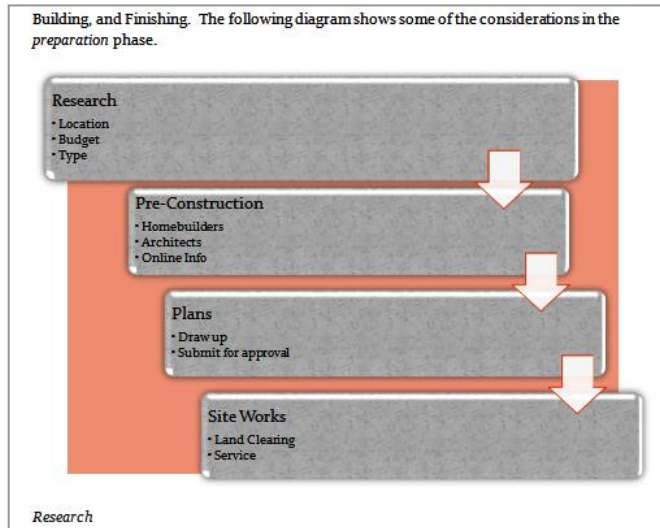


5



7

Building, and Finishing. The following diagram shows some of the considerations in the preparation phase.



For Your Reference...

To resize **SmartArt** elements:

1. Use the **Larger** or **Smaller** commands on the **Format** tab for selected shapes
2. Use the **Size** command on the **Design** tab for the entire **SmartArt**

Handy to Know...

- You can also resize **SmartArt** elements by dragging the selection handles that appear when a shape is selected.