CHAPTER 17 # WORDART

INFOCUS

WordArt enables you to display text graphically by applying colours and effects to text. For example, you can apply a glow or reflection to your text. You can also distort text using WordArt. Word provides many WordArt ***styles*** that you can easily apply to text for that creative touch and to make a visual statement.

In this session you will:

- ✓ gain an understanding of ***WordArt***
- ✓ learn how to apply ***WordArt***
- ✓ learn how to position ***WordArt***
- ✓ learn how to edit ***WordArt*** text
- ✓ learn how to apply font formatting to ***WordArt*** text
- ✓ learn how to apply text effects to ***WordArt*** text
- ✓ learn how to delete ***WordArt***.

UNDERSTANDING WORDART

Words presented as graphics, with colour, distortion, shadows or other 3D effects can add interest and impact to a document. In Word you can create these effects by applying **WordArt** to text. WordArt can be used to emphasise specific words, for headings and cover pages, for example. You can apply a WordArt style to text and then modify the style to suit your needs.

The WordArt Gallery

The **WordArt** gallery provides 30 styles to choose from. To display the WordArt gallery, click on the **Insert** tab and then click on **WordArt** 🔡 in the **Text** group.

The Difference Between WordArt And Text Effects

The styles in the WordArt gallery are based on the range of available **text effects** in Word. When applying text effects to text, you simply select the text and then apply the desired effects. However, when applying WordArt to text, the text will be placed into a **text box**. The text box can then be repositioned, resized and the like.

WordArt Text Effects

Once you have applied a WordArt style to your text, you can then modify the style as required using the tools available on the **Drawing Tools** > **Format** tab that appears when you apply WordArt. As well as changing the fill and outline colour, for example, Word provides a range of **text effects** that you can apply:

You can also apply **gradients** and **patterns** to text.

WordArt Controls

WordArt is created with special **handles** that enable you to adjust its size, position and shape. The **blue squares** on the sides and **blue circles** on the corners are used for **sizing**. The **green circle** at the top is used for **rotation**. Some text effects, such as the transform effects, will also display an **angle** handle, which appears as a **pink diamond**. This can be used to adjust the **angle** of the text.

APPLYING WORDART

There are two ways to apply *WordArt* to text. You can select existing text and then select a style from the WordArt gallery, at which point Word will copy and insert the text into a text box.

Or you can select a WordArt style first and then type the text into the text box that appears. WordArt is best used for short snippets of text, such as headings and captions, for example.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file W841 WordArt_1.docx...

1 Click on the *Insert* tab, then click on *WordArt* in the *Text* group to display the *WordArt* gallery

2 Point to the different styles

When you point to a WordArt style, its name will be displayed as a tool tip. There are six styles in each row...

3 Click on *Fill - Blue, Accent 1, Inner Shadow – Accent 1* to apply this style and create a *WordArt* text box

A text box will be inserted somewhere on the page. Your text here appears highlighted in a new text box ready for you to type the text…

4 Type **AGE Research Institute** then press [Enter] and type **Green Force Project**

5 Click outside the text box on a blank area of the document

The text box will no longer be editable…

6 Save the document

2
Fill - None, Outline - Accent 2

3
Your text here

4
AGE Research Institute

Green Force Project

For Your Reference…

To *apply WordArt*:

1. Click on the *Insert* tab, then click on *WordArt* in the *Text* group
2. Click on a *WordArt* style
3. Type the required text

Handy to Know…

- *WordArt* is automatically sized to *36 pt*. The font that is used is determined by the style that you select. You can change these settings in the *Edit WordArt Text* dialog box as you create the WordArt.

POSITIONING WORDART

When you apply **WordArt**, the text box will be placed at the insertion point in the document. As such, you'll probably need to move the text box into position. To move a WordArt text box you must first select the text box and then drag it to its new location. As well as dragging the text box to move it, you can also use the various **Position** commands to position the text box precisely.
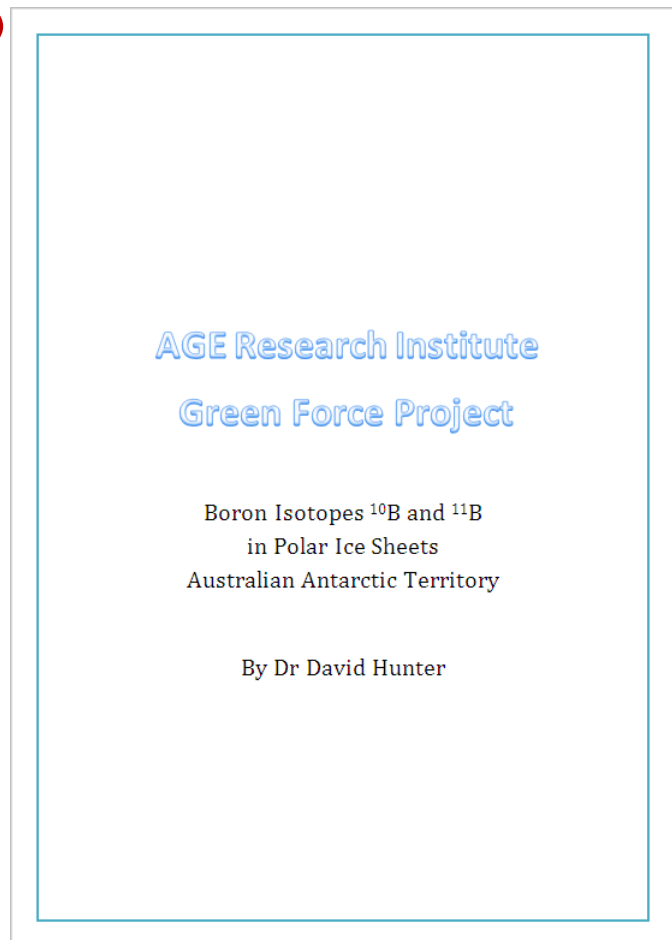
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W841 WordArt_2.docx...

1 Click in the WordArt text box to display the boundary of the text box

2 Hover the point over the boundary of the text box so that a four-headed arrow appears

You will now select the text box. An unbroken boundary line means that the text box is selected…

3 Click once on the boundary line to select the text box

4 Click on the **Format** tab, then click on **Position** ▦▾ in the **Arrange** group to display the **Position** menu

5 Click on **Position in Top Centre with Square Text Wrapping** to position the text box

You will now move the text box further down the page…

6 Click and hold the left mouse button on the boundary line of the text box and drag down into its new position as shown

7 Save the document

3

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Green Force Project

6

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Green Force Project

Boron Isotopes ^{10}B and ^{11}B
in Polar Ice Sheets
Australian Antarctic Territory

By Dr David Hunter

For Your Reference…

To **position WordArt**:

1. Click on the text box to select it and then:
   - Click on the **Format** tab and then click on **Position** ▦▾ and select a position
     or
   - Drag the text box to its new position

Handy to Know…

- As well as dragging the text box to position your **WordArt**, you can use the ↑, ↓, ← and → keys to position the text box precisely.

EDITING WORDART TEXT

Editing text in a WordArt text box is the same as if you were editing text in a normal document. You must first either select the text or position the cursor and then type or edit the text as required.

In this exercise you will update some of the existing text in the WordArt text box to demonstrate editing text in a text box.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W841 WordArt_3.docx...

1   Double-click on the word ***Project*** in the WordArt text box to select it

When you double-click on a word in a text box, the text box automatically becomes active (editable)…

2   Type **Venture**

3   Click outside the text box to deselect the text box and view the result

4   Save the document

For Your Reference…

To *edit WordArt text*:

1. Click in the WordArt text box to position the cursor, or select the text to edit
2. Make the changes
3. Deselect the text box

Handy to Know…

- As well as editing the text in a WordArt text box, you can apply font and paragraph formatting to selected text using any of the formatting commands on the ***Home*** tab.

FORMATTING WORDART TEXT

Once you've applied a WordArt style to your text, you can format the WordArt text as required to personalise the WordArt, such as changing the font colour, size, type and style, for example. You can also apply paragraph formatting to WordArt text. In this exercise you will modify the font colour and increase the font size of the WordArt text.

Try This Yourself:

Same File

*Continue using the previous file with this exercise, or open the file W841 WordArt_4.docx...*

1 Select the text box, click on the **Home** tab, then double-click in **Font size** and type **48**, then press Enter

   Increasing the font size has also increased the size of the text box and it is interfering with the text below it. To fix this you will need to change text wrapping for the text box so that it does not interfere with other elements on the page…

2 With the text box selected, click on the **Format** tab, then click on **Wrap Text** to display a menu of text wrapping options

3 Click on **In front of text**

   You will notice that the text box now sits in front of the text…

4 Position the text box as shown

   You will now change the font colour…

5 With the text box selected, click on the **Format** tab, then click on **Text Outline** to display colour options
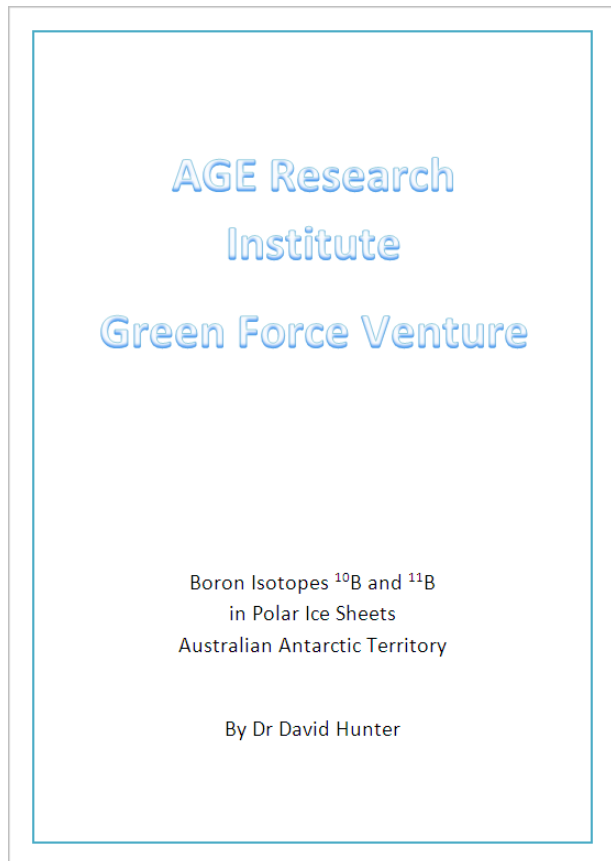
6 Click on **Aqua, Accent 5** to apply this colour to the WordArt text

7 Save the document

1

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4

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By Dr David Hunter

For Your Reference…

To *format WordArt text*:

1. Select the text box or select the text to be formatted
2. Apply formatting using the formatting commands on the **Home** tab and **Format** tab as required

Handy to Know…

- As well as formatting the WordArt text, you can also format the text box, such as applying borders and shading and the like. Select the text box, and then apply formatting using the **Shapes** commands on the **Format** tab.

APPLYING TEXT EFFECTS

Each of the styles in the **WordArt** gallery is created using a combination of different **text effects** available in Word. Once you have applied WordArt to text, you can modify the text effects or apply different text effects to the style. Some of the effects include glow, reflection, 3D, transforming, shadow and bevel. Here you will apply a glow to the WordArt and transform the text.
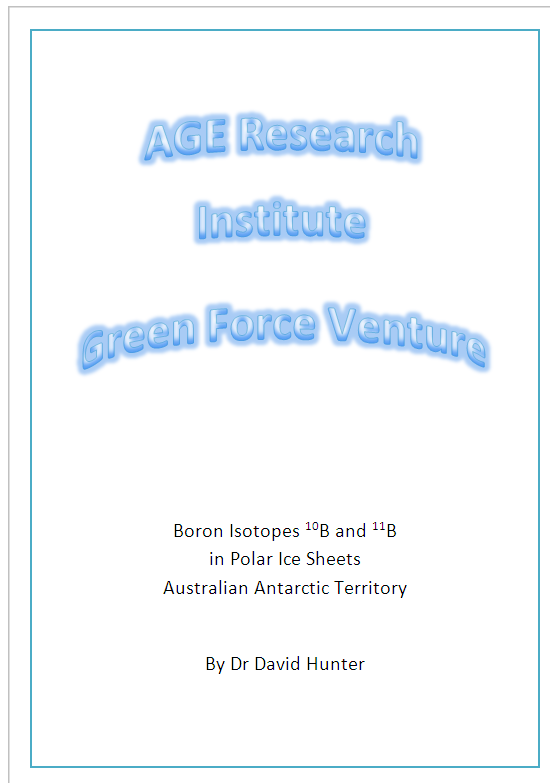
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W841 WordArt_5.docx...

1. Select the text box

2. Click on the **Format** tab, then click on **Text Effects** [A▾] in the **WordArt Styles** group to display the **Text Effects** menu

3. Point to **Glow** to display the various glow effect options

4. Click on **Blue, 11pt glow, Accent Colour 1** to apply this glow effect to the **WordArt** text

   You will now transform the text…

5. With the text box selected, click on **Text Effects** [A▾] in the **WordArt Styles** group to display the **Text Effects** menu

6. Point to **Transform** to display the various transform effects

7. Click on **Can Up** under **Warp** styles to apply this text effect

8. Deselect the text box and view the result

9. Save the document

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For Your Reference…

To apply text effects to WordArt text:

1. Select the WordArt text box
2. Click on the **Format** tab, then click on [A▾] in the **WordArt Styles** group
3. Point to a text effect to display a menu of effects, then click on an effect to apply

Handy to Know…

- Make sure to consider your audience and communication purpose when applying text effects. Many of the text effects, while visually appealing and interesting, may not be appropriate to the audience or tone of the document.

DELETING WORDART

If you have inserted WordArt that you no longer want or need, you can easily delete the text box. If the WordArt text box has text-wrapping options applied, the text surrounding the text box will adjust to fill the space that becomes available on the page. If the WordArt is formatted as being in front of text, the text will be unaffected.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file W841 WordArt_6.docx...

1   Select the text box

2   Press `Del`

The WordArt will be removed but the text will not readjust as the text box had the In front of text text-wrapping option applied to it...

3   Press `Ctrl` + `Z` to undo the deletion

4   Save and close the document

1

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For Your Reference…

To **delete WordArt**:

1. Select the WordArt text box
2. Press `Del` or `Back Space`

Handy to Know…

- To convert WordArt into normal text with text effects applied, select the text in the text box, then press `Ctrl` + `C` to copy the WordArt text, then delete the text box. Press `Ctrl` + `V` to paste the text into the document. The WordArt will then behave like other text in the document but with text effects applied.