

Word 2000

Graphics

In this lesson you will learn how to:

- *Insert a clip art graphic*
- *Modify Text Wrapping*
- *Change the colours of a graphic*
- *Add text effects*
- *Add Animated Text Effects*
- *Use the Drawing Toolbar*
- *Insert a shape*
- *Modify the Colours of a Shape*
- *Re-size a graphic*
- *Copy a Graphic*
- *Delete a graphic*

Print out this lesson, so that you can work along side it, practising the lessons as we go.

Start Word 2000

Open up a New document

Insert Clipart

To insert a graphic onto our documents, often livens them up and make the reading much more interesting. Let's type some text and add a picture.

Type the following text. (An excerpt from National Geographic)

"Nearly half of the trees cut in North America are made into paper. Every year, from Washington state to Georgia, over 3.8 million acres of forest are clear cut, leaving wide swaths of stumps marking our insatiable demand. Nor does it stop at our borders; our wood pulp and virgin paper products are increasingly sourced from South America and China.

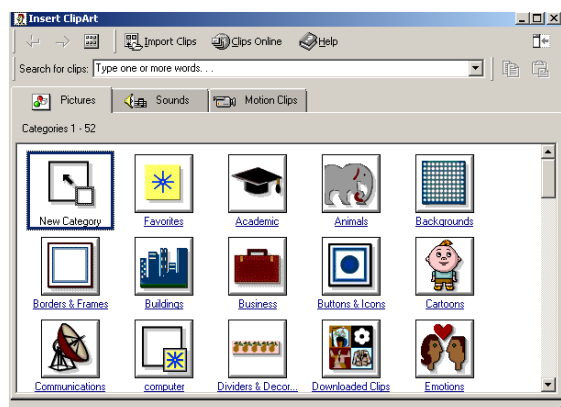
To make paper, wood is ground, pressed, dried and chlorine bleached, producing over 1,000 different organochlorines, including the carcinogen dioxin, and mercury. Deforestation destroys wildlife habitat and increases erosion and sedimentation of streams. What's more, native forests are often replaced by single-species "tree farms" with little value as habitat for native plants and animals".

Now we will insert a picture into this text.

To do this, click on the **Insert** Menu on your toolbar.

Click on picture/click on Clip Art.

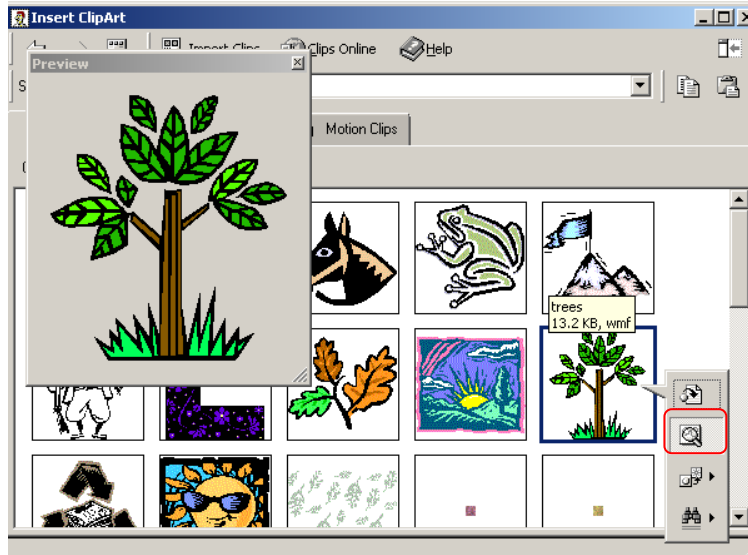
Word 2000 then presents you with the dialogue box of Clip Art that is preinstalled in Word 2000.



Chose nature from the categories shown.

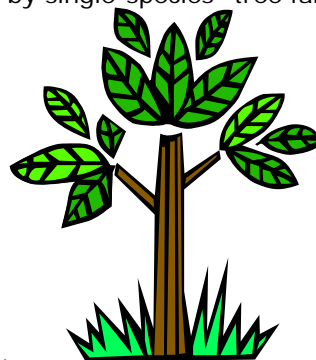
Find the tree indicated below, click on it, and a small toolbar opens up. Hover your cursor under each of the buttons on the mini toolbar, to see the screen tip of what each does. Click on the second button to preview the picture.

Click on **Insert Picture** on the toolbar.



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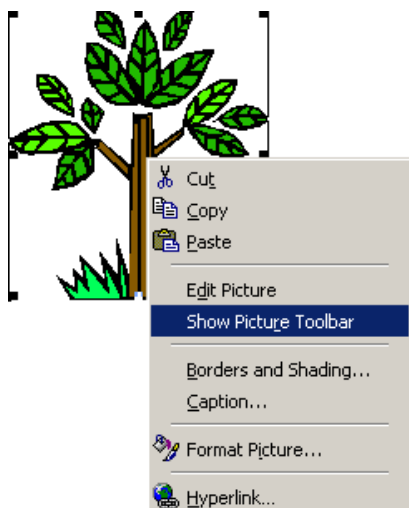


value as habitat for native plants and animals”.

The finished result

Modify Text Wrapping

Word 2000 has inserted the picture but has not placed it very well, in terms of appearance. To change this, we need the **Picture Toolbar**. To obtain this toolbar, right click on your mouse, make sure that your cursor has clicked on the picture first. A fly-out will appear we want the option, **show picture toolbar**.



The toolbar appears, floating on your screen, you can move this toolbar around with your cursor. By clicking and dragging. Try it now.

Hover your cursor under each of the buttons to see what the screen tips say about each of the buttons.

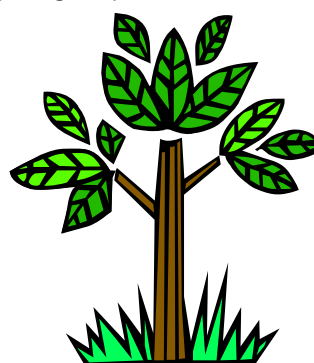


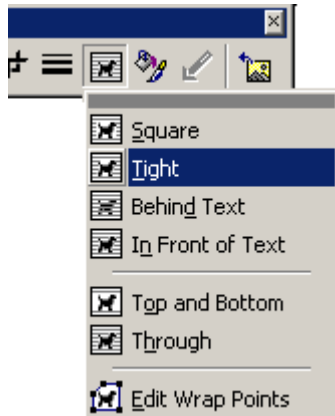
Whenever we want to change anything our picture, we must click our cursor onto the picture first. Do that now, and chose the **Text wrapping** Option on your toolbar. As circled below.



"Nearly half of the trees cut in North America are made into paper. Every year, from Washington state to Georgia, over 3.8 million acres of forest are clearcut, leaving wide swaths of stumps marking our insatiable demand. Nor does it stop at our borders; our wood pulp and virgin paper products are increasingly sourced from South America and China.

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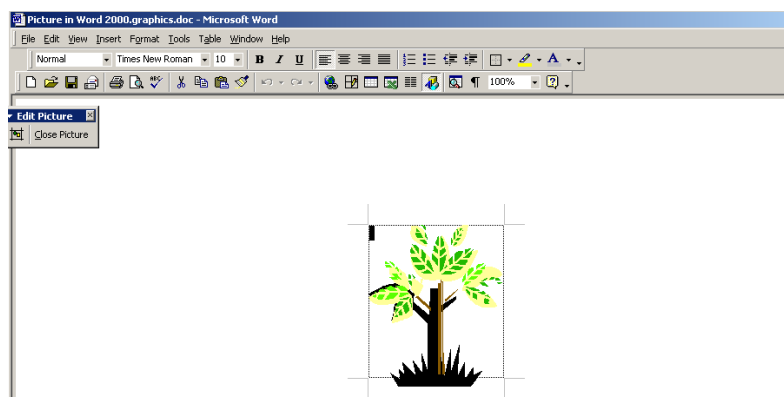


Word 2000 has placed our tree in a better position, but not quite where we want it. Click on the picture and **hold the click** on the mouse, now move the picture to after the word demand in the text.

Word 2000 has now placed the picture in a much better position. If we click on square, we can move the text again. Find a good position for your text by experimenting with each of the options on the fly-out.

Changing Colours

It is possible to change the colours on our tree. To change the colours of your tree double click on the picture itself, you will then be taken to the picture editing screen, where you can make changes to the colours lines and even remove some of the picture if you want, experiment, have fun and see what you can do with these tools. Read on for more tips.



Picture Editing Screen

Click on the leaf that you want to change, until you see small white squares around your section, these are the handles, and indicate that you have a selection to change, double click on the section and a box will

appear allowing you to make changes to the colour. You will need to click onto every section that you want to change.

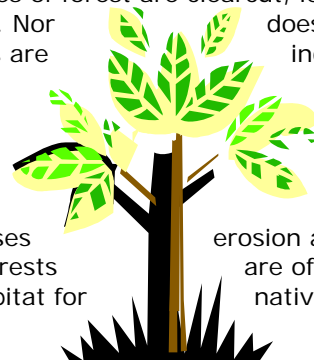
You can have fun and take your time making a nice picture.

When you have finished making your colour changes. Click on the Close button and you will come back to your normal Word 2000 document.

Our text and picture now looks something like this:

"Nearly half of the trees cut in North America are made into paper. Every year, from Washington state to Georgia, over 3.8 million acres of forest are clearcut, leaving wide swaths of stumps marking our insatiable demand. Nor does it stop at our borders; our wood pulp and virgin paper products are increasingly sourced from South America and China.

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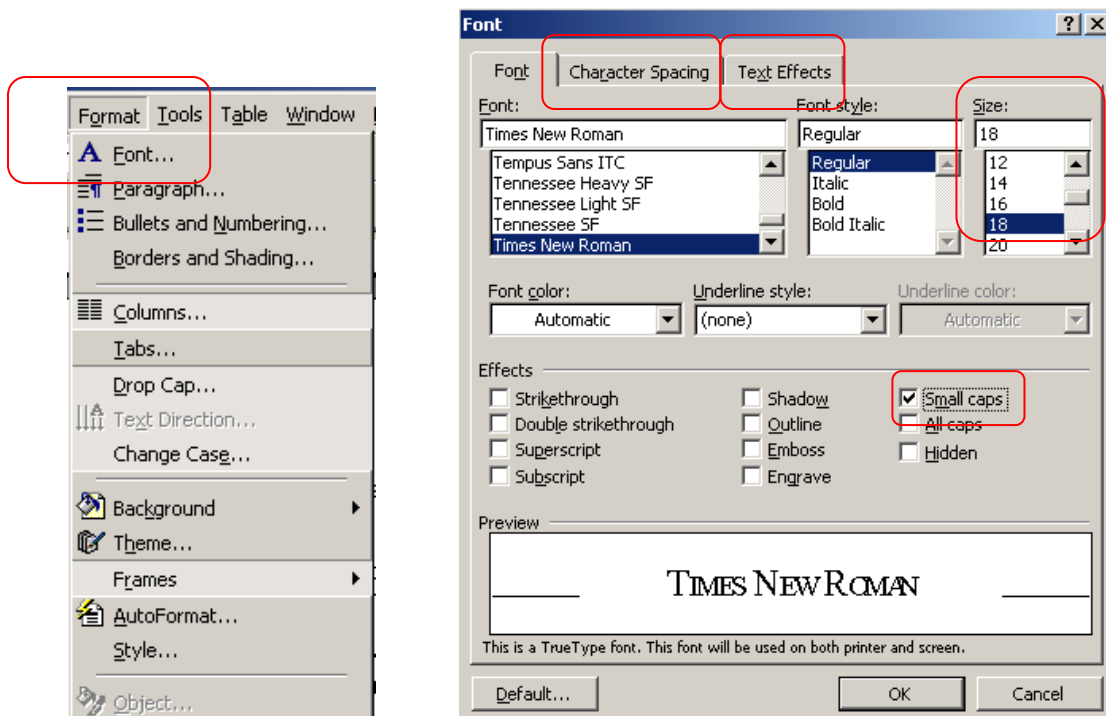
You may have made different changes, which is fine. We will add a title to our text now.

Excerpt from National Geographic - is the title to add to your text.

Text Effects

Select the title and select the text by clicking and dragging with the mouse until the text is black.

Go to the menu toolbar and chose Format/Font



The second dialogue box appears, this is where we can make text changes. Tick on the Small Caps box, change the size of the font to 18 pt.

Click on the **Character Spacing Tab**.

Let's change the **Character Spacing** to **Expanded by 2.pt** Click on the **Font Tab** and change the font colour to brown.

Centre the title of your text.

Animated Text Effects

We can also add animated effects to our text, to do this, click on the **Text Effects, Tab**. Click on the **Marching Ants Black**, you will see the effect in the **Preview box** on the dialogue box.

We will not use the marching ants but you can see what effects you can add to enhance your picture document.

Finished with your title? Make sure you un-tick all the boxes you ticked so that your text is back to normal again.

See the effects on the next page. Maybe with your experiments you design a better title than me.

EXCERPT FROM NATIONAL GEOGRAPHIC

"Nearly half of the trees cut in North America are made into paper. Every year, from Washington state to Georgia, over 3.8 million acres of forest are clearcut, leaving wide swaths of stumps marking our insatiable demand. Nor does it stop at our borders; our wood pulp and virgin paper products are increasingly sourced from South America and China.

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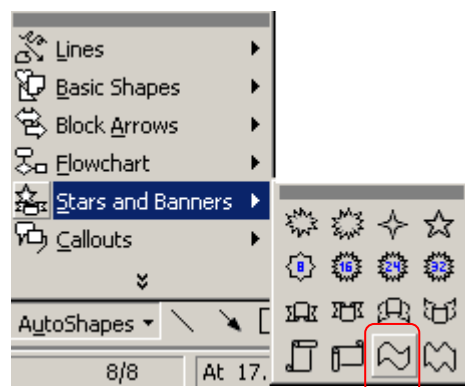
The Drawing Toolbar

You will see the Drawing Toolbar along the bottom of your screen. If you do not see it, go to View/Toolbars/tick the Drawing Toolbar.



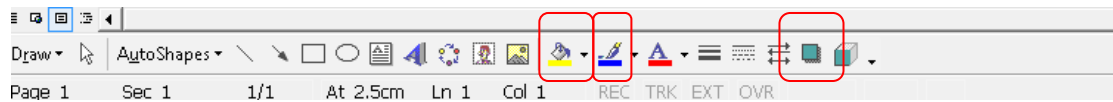
The drawing toolbar appears. Scroll along with your cursor until you get a screen tip to show what each button does. View all of the buttons and options. Then add this shape circled below, in the AutoShapes menu on the drawing toolbar, by clicking on it to insert it.

Insert Shape



Place your cursor where you want the shape to go, simply draw the shape, it will be drawn automatically.

Colour your shape using the fill button on the drawing toolbar.

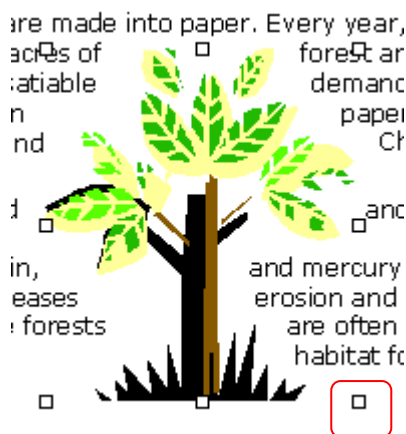


Then give your shape a shadow effect, using the shadow button. You can also remove the line colour as it is usually black. You can just practise and have fun.



Resizing Graphics

To make our picture bigger or smaller, click on the picture itself, until you see the white handles appear. To get the shape in proportion, it is important to resize using only the corner handles.



Corner handle

If you want the shape wider then you click on the middle handles.

Click and drag to enlarge, to decrease drag the handles into the picture rather than out of the picture using the corner handles.

You can experiment.

Copy a Graphic

If you want to copy a graphic, click on the picture, right click on your mouse and click on copy.

Delete a Graphic

When you want to delete a graphic, right click on your mouse and click on delete.

That is the end of this lesson: You learned how to:

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Well Done