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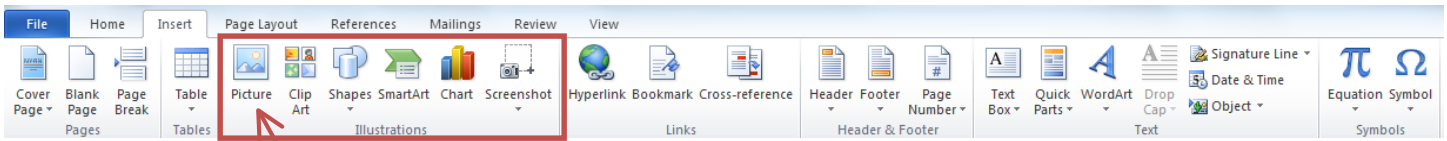
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USING PICTURES

Inserting pictures in Microsoft Word 2010 is quick and easy, however, once a picture is inserted into a document there are a variety of things that you can do to it. The first half of this class will focus on working with images in Microsoft Word 2010.

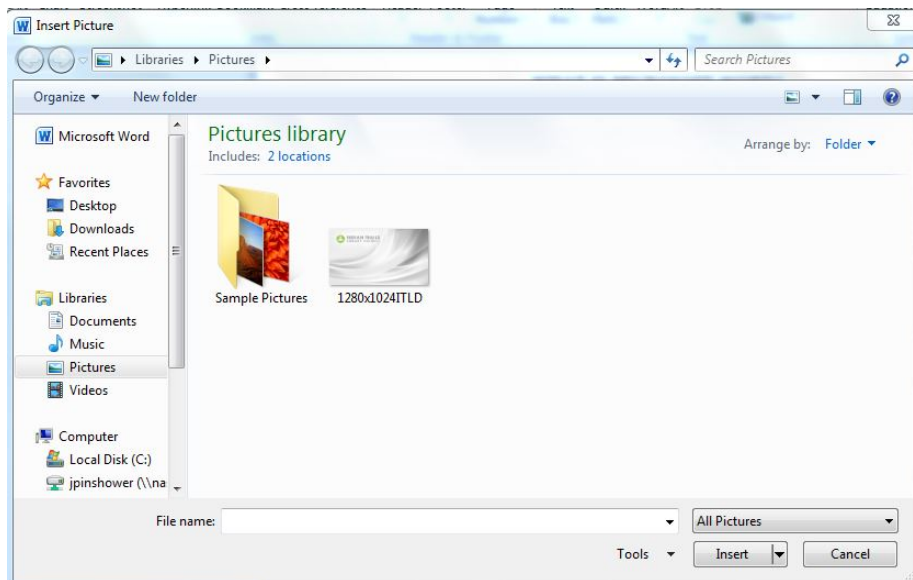
INSERTING PICTURES/THE INSERT TAB



Insert Picture

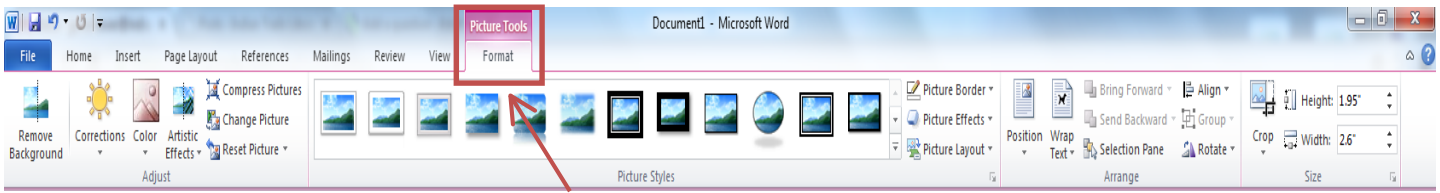
To insert a picture in Microsoft Word 2010:

1. Click on the **Insert Tab**.
2. Then, click on the **Insert Picture** icon.
3. Use the pop-up box that appears to find the location of the picture on your computer that you would like to insert and then click **Insert**.
4. The picture will automatically be inserted into the location of the cursor. To move the image, we will work with some of the **Picture Tools** in the **Format Tab**.



PICTURE TOOLS/FORMAT TAB

Once you have inserted an image into a document and the image is selected, you will notice a new tab appear in the Ribbon menu. To select an image, click on it and you will see the image highlighted with **circle anchors** on each corner and **square anchors** in the middle of each side.



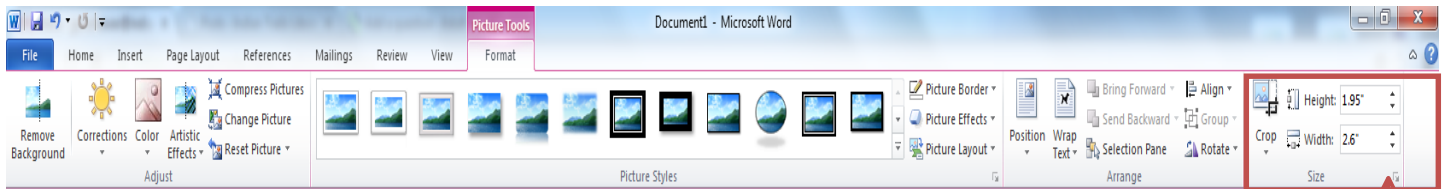
Picture Tools/Format Tab

Picture Tools/Format Tab – When an image is selected, you will see a tab for **Picture Tools**. This tab gives you access to a variety of options and tools for manipulating your picture.

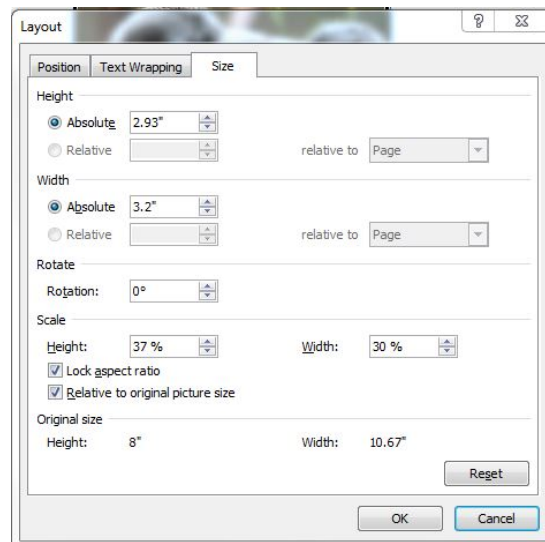
RESIZING IMAGES

There are two ways of resizing images in Microsoft Word. The first way is to use the **picture anchors** and the second way is to use the **size box** in the **Picture Tools** tab.

- Using Picture Anchors** – The easiest way to resize an image in Microsoft Word is to use the picture anchors. Simply left-click, hold down and drag any anchor to make the picture larger or smaller.
 - The **circle anchors** will retain the image proportions.
 - The **square anchors** will shrink or stretch the image.
- Using the Size Box**
 - The size box allows you to change the **height** and **width** of an image.
 - You can also select the **Crop** tool to remove unwanted material from the image.
 - Clicking the **arrow** in the bottom right-hand corner of the **Size** box will bring up a dialogue box where you have further options for changing an image size.



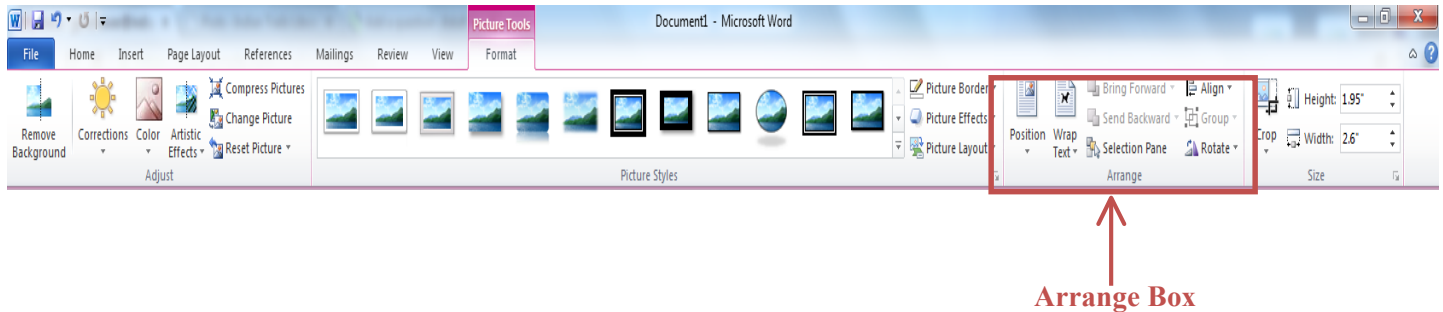
Dialogue Box



Arrow

USING THE ARRANGE TOOLS

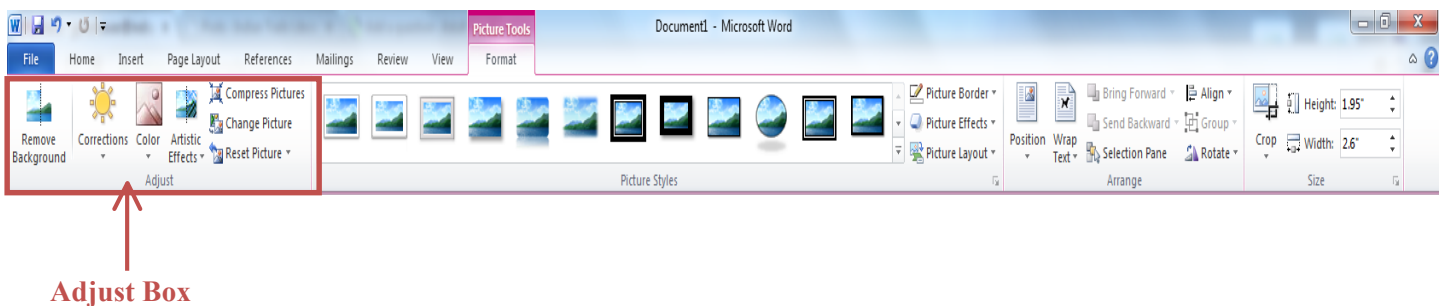
When you insert an image in Microsoft Word it will automatically be placed into the spot where your cursor is, similar to text. At first, it may seem like it is impossible to move the image to another spot in the document, however, we can better control where our image is placed by using the **Arrange** tools located in the **Arrange box** of the **Picture Tools** tab.



- **Position** – Use this tool to place an image in a designated spot in a document.
- **Wrap Text** – The wrap text option allows you to change the way that text flows around or through an image.
- **Bring Forward** – Sends an image in front of everything else on the page.
- **Send Backward** – Sends an image behind everything else on the page.
- **Selection Pane** – Brings up a toolbar that lists all of the images in a document.
- **Align** – Allows you to change where an image is aligned, for example, to the left, center or right of the page.
- **Group** – Allows you to group images together.
- **Rotate** – Use this tool to rotate an image.

USING THE ADJUST TOOLS

The **Adjust** tools located in the **Adjust box** of the **Picture Tools** tab enable us to add effects to an image such as changing the brightness of an image, adjusting the color of an image, adding artistic effects to an image, removing an image background and more.

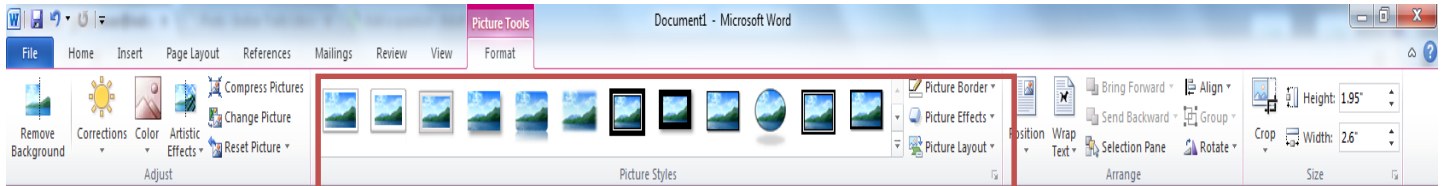


- **Remove Background** – Removes a selection of the background of an image.
- **Corrections** – Allows you to soften or sharpen and change the brightness and contrast of an image.
- **Color** – Add some color to an image.
- **Artistic Effects** – Choose from premade artistic effects to change the way an image looks.

- **Compress Picture** – Change the resolution (file size) of an image to make your document size smaller.
- **Change Picture** – Swap out an image quickly and easily.
- **Reset Picture** – If you added effects to your image, you can use the reset option to change the image back to the original.

PICTURE STYLES

With **Picture Styles** you can choose from a variety of premade styles with different borders, you can change the color of a picture border, add a shadow to an image and change the layout of an image.

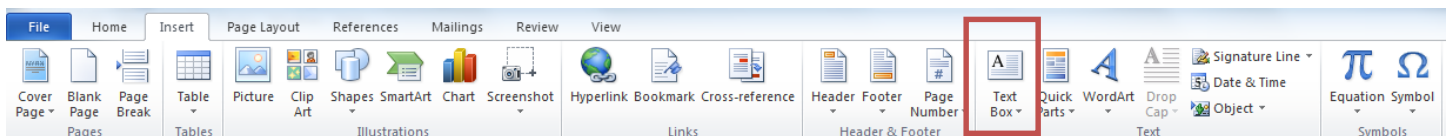


Picture Styles Box

- **Picture Border** – Add or remove a border from an image. Change the color of a border. Change the weight of a border. Change the border type.
- **Picture Effects** – Add a shadow, glow, reflection and more to an image.
- **Picture Layout** – Add a caption to an image.

TEXT BOXES

In Microsoft Word, text boxes allow you to insert text into a document almost anywhere and move the text around easily. Text boxes are a great way to highlight certain parts of your document like quotes or important lines of text. Text boxes are inserted using the **Text Box** icon in the **Insert Tab**.



Text Box

INSERTING A TEXT BOX

To insert any type of text box into a document, simply click the **Text Box** icon and select from one of the options available. The simplest text box to use is the **Simple Text Box**. The **Simple Text Box** option inserts a basic text box without any effects added to it. To move a text box, left-click, hold down and drag the text box to where you want it.

USING THE DRAW TEXT BOX TOOL

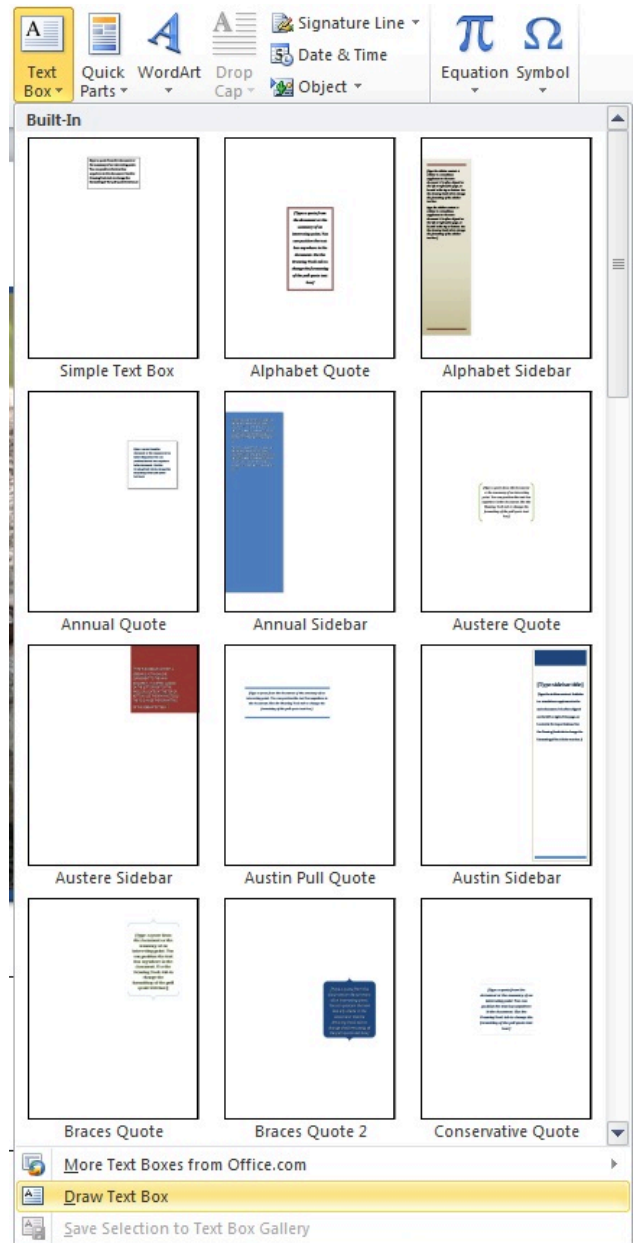
When you insert a Simple Text Box, it is automatically sized based upon the amount of text that you enter into the box. If you would like to create a text box that is a set size, you can use the Draw Text Box tool. **To do this:**

1. Click on the **Text Box icon** in the **Insert tab**.
2. Then, click on the **Draw Text Box** tool at the bottom of the pull down menu.
3. Move your cursor onto your document.
4. You will see a plus sign appear.
5. Now, left-click, hold down and drag your mouse to create a text box the size you want and release.

PULL QUOTES

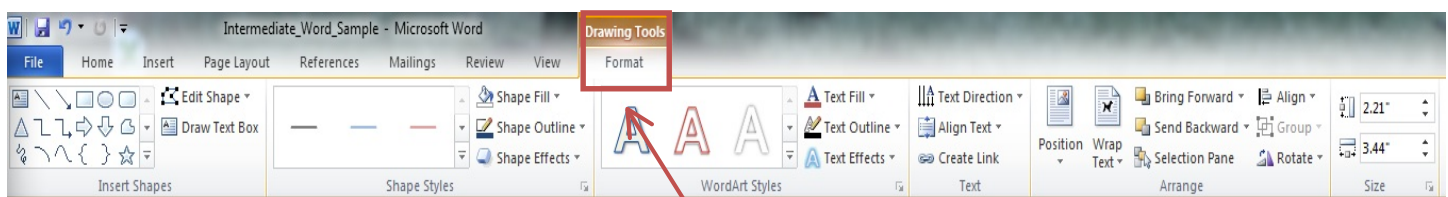
There are many other types of text boxes that you can use aside from the Simple Text Box. These are called **Pull Quotes**. Pull Quotes come with their own set of colors and designs. Generally, these are used to highlight a certain portion of your text, like an important quote. **To use these:**

1. Click on the **Text Box icon** in the **Insert Tab**.
2. Then, select from any predesigned text box other than the Simple Text Box.
3. The text box will automatically be inserted into your document.
4. Now you can move the text box anywhere you would like in the document and resize it using the anchors.
5. Finally, copy the text you would like to use and paste it into the text box.



USING THE DRAWING TOOLS/FORMAT TAB

Once you have inserted a text box into a document, you will notice another formatting tab appear when the text box is selected. This is the **Drawing Tools** tab. Similar to the **Picture Tools** tab, the Drawing Tools tab allows you to change the outline and color of a text box, change the way text within it is aligned, change the effect of the text and much more.

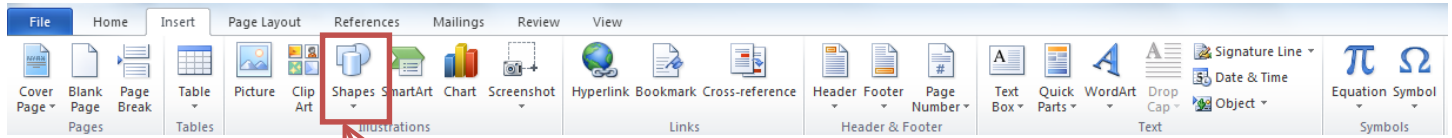


Drawing Tools/Format Tab

SHAPES

Microsoft Word allows you to insert a variety of shapes into your document. These range from rectangles, squares and arrows to dialogue boxes. Once a shape is inserted, it works exactly the same as an image.

INSERTING A SHAPE



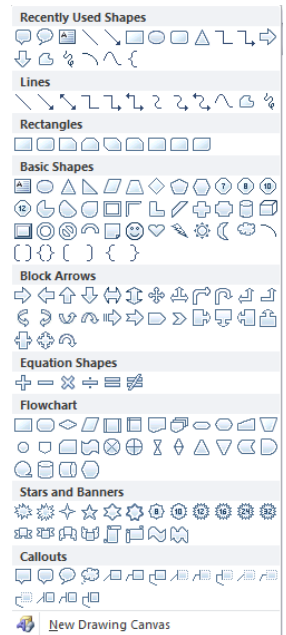
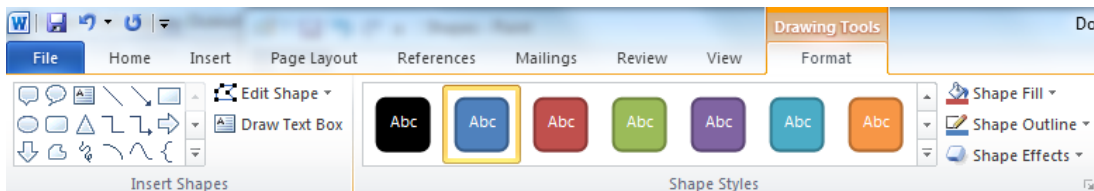
Insert Shapes

To insert a shape in Microsoft Word:

1. From the **Insert Tab**, click on the **Shapes icon**.
2. Then, select the shape you would like to insert from the pull down menu.
3. Once you have selected a shape, you will notice that your cursor changes to a plus sign when you hover anywhere in your document.
4. Left-click, hold down and drag to draw the shape the size you want.

SHAPE STYLES

Once you've inserted a shape, you will see the **Drawing Tools** tab appear when the shape is selected. In this tab, you have a variety of options for editing the shape.



Shape Styles – Select from premade styles to change the look of your shape.

Shape Fill – Change the gradient or texture of your shape. You can also fill your shape with an image.

Shape Outline – Change the color, weight or style of the outline of your shape.

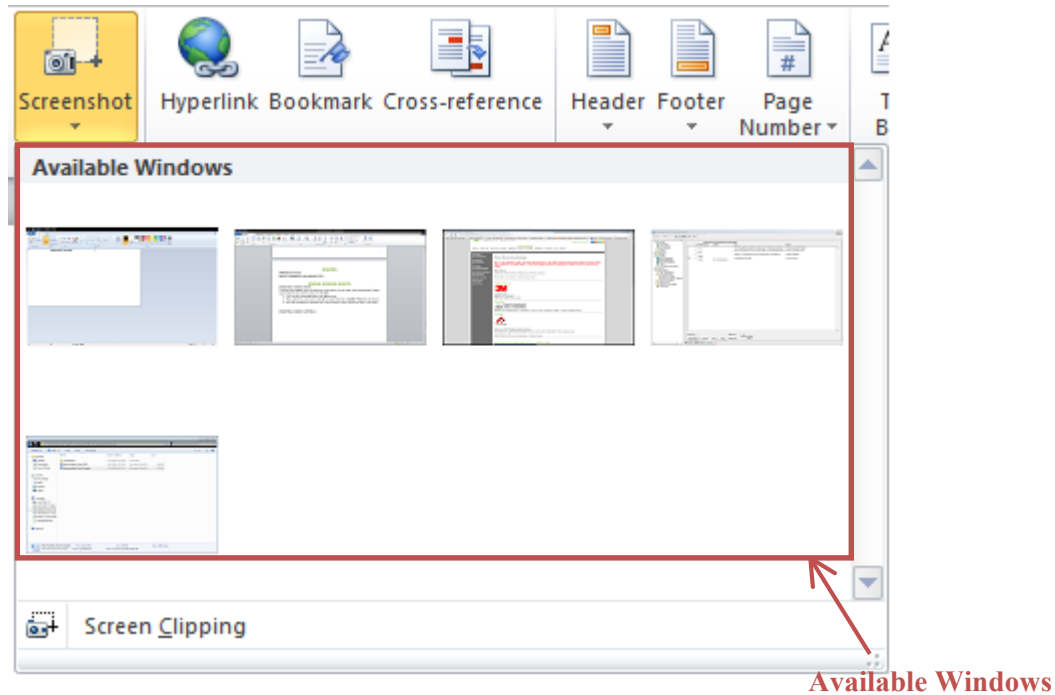
Shape Effects – Add a shadow or other effect to your shape.

USING SCREEN SHOTS

INSERTING SCREEN SHOTS

Using the **Screenshot** option in Microsoft Word allows you to easily insert screenshots of other open windows into your document. **To do this:**

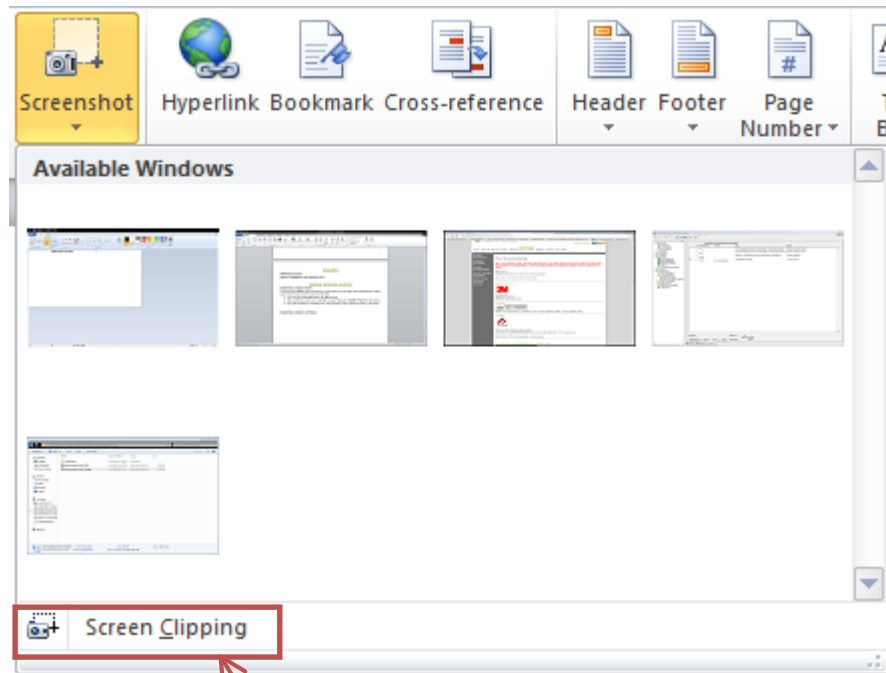
1. Click on the **Screenshot icon** in the **Insert Tab**.
2. Then, select the screen you would like to insert from the **Available Windows** list shown.
3. Once the screenshot is inserted into your document it acts exactly the same as an image.



INSERTING SCREEN CLIPPINGS

If you would only like to insert a certain portion of a window that you have open, you can use the **Screen Clipping** tool for that area. **To do this:**

1. Click on the **Screenshot icon** in the **Insert Tab**.
2. Then, click the **Screen Clipping** option.
3. The current window will automatically minimize and whatever window you have open underneath it will appear and become grayed out.
4. Your cursor will now be a plus sign.
5. Left-click, hold down and drag to select the area you would like to clip.
6. When you let go of the mouse, the portion of the screen you selected will appear in your Word document.
7. Once it is inserted, it will act exactly the same as an image.



Screen Clipping

If you have any other questions, don't hesitate to:

- Call us at **847-459-4100 ext. 2** for quick over the phone support or to set up a more in-depth one-on-one session.
- Stop by **the Adult Services Desk** for basic assistance.
- You can view all of our course offerings and handouts on our **Digital Learning Center** page at www.itpld.org/research/dlc



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