GpL
Greenwood Public Library

Advanced Word: Images

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Class Description: Today you'll learn about some special features of Microsoft Word 2010, including Clip Art, WordArt, pictures, tables and labels.

Clip Art
Clip art is a collection of (generic) images that are free to use in a document since they are copyright-free. They used to be collected in books and then "clipped" out to be copied on paper. With digitization, they are available on CD-ROMs and on the Internet at http://office.microsoft.com/en-us/images/
To insert clip art into a document:

- Click on
Insert→Picture→Clip Art
- Type the item that you are looking for in the dialog box
- Click on the item you want to insert into your document
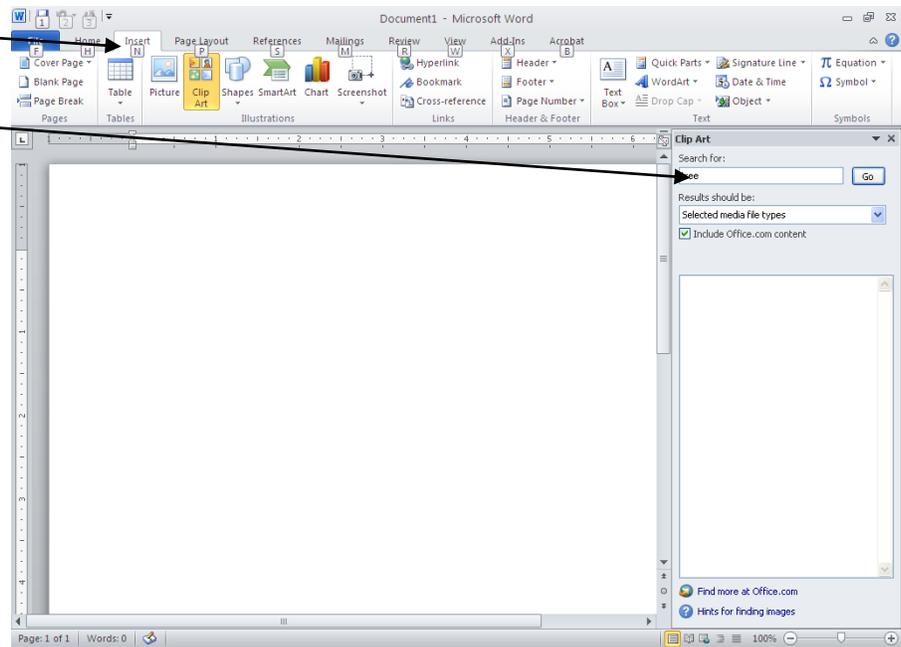
Formatting:
Your clip art might be a little too big or just not interact with your document text the way you'd intended so you may need to **format** it.

Clicking on the picture will bring up the **Picture Tools: Format** window. Select **Wrap Text** near the top. Then select **Tight** by clicking on the box above it. Click **OK**. This will make the clip art easier to work with.

Next, click once on top of the image. Eight little boxes (HANDLES) will appear around the image. To

1
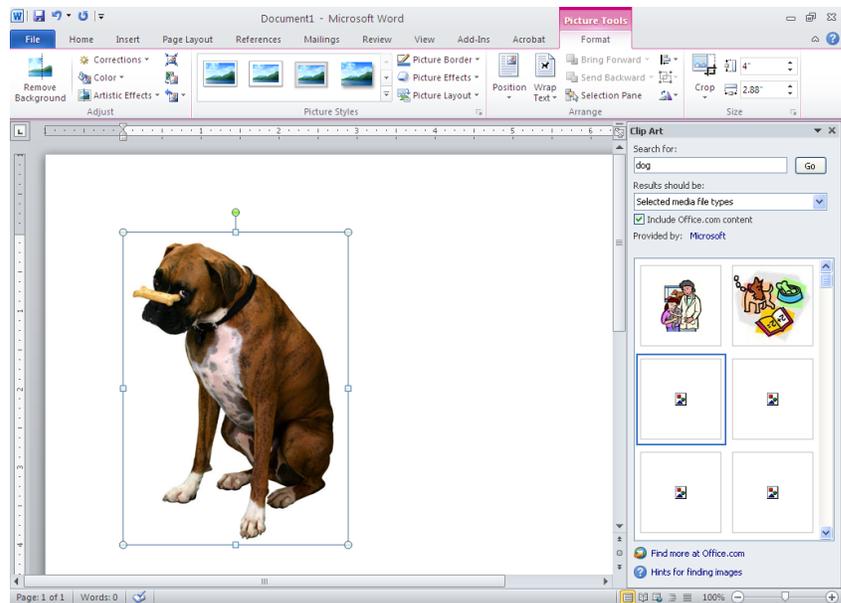
change the size of the image, put your mouse on top of a hand and then click and drag your mouse to the desired size.

To move the image (without changing its size), move your mouse around on top of it until the mouse becomes 4 arrows. Then click and drag your mouse to the desired location.

You can rotate your picture by clicking the green box on the top of the image. Your mouse will turn to a circle with an arrow. You can then click and drag your mouse which will rotate the image.

Pictures

You can insert pictures/photos into a Word document easily as long as you have the pictures saved on your computer or on a disk of some sort. If need be, you can format them similarly to clip art and WordArt.

- Click on **Insert→Picture**

An Insert Picture box will appear. Find the file/picture/image you want to insert then click on **Insert**.

Cropping: You can crop your photos in Word if you only want to focus on a section of it.
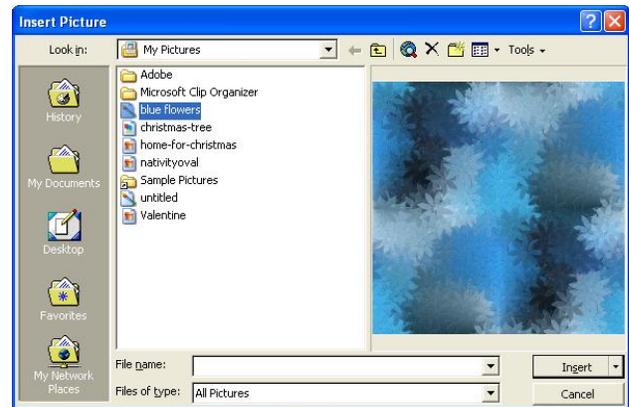
- Insert your picture as stated above.

- Click on **Format→Crop**

- Click on the **crop** icon on the toolbar.

- Move your mouse to the handle you want to use to crop. Put your mouse on the handle, and click and drag to crop.
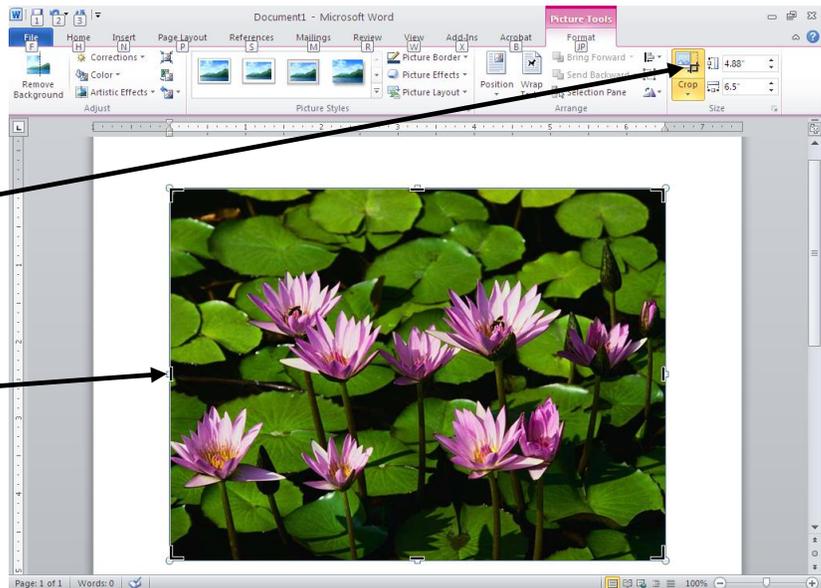
Inserting an Image from a Website:
- Go to the website that has the image you want to copy (www.google.com is a good place to start looking)
- Move your cursor over the desired image
- Right click for the menu
- Select Copy or Ctrl+C
- Open up the desired Word document
- Put your cursor where you want to insert the picture
- Click the Paste Icon or Ctrl+V

WordArt

You can use WordArt to jazz up your text. It is somewhat similar to Clip Art,

at least in how you format and move it around on the document.

- Click on **Insert**→**WordArt**

The WordArt Gallery comes up with predefined WordArt selections. Choose one by clicking on the style of your choice.
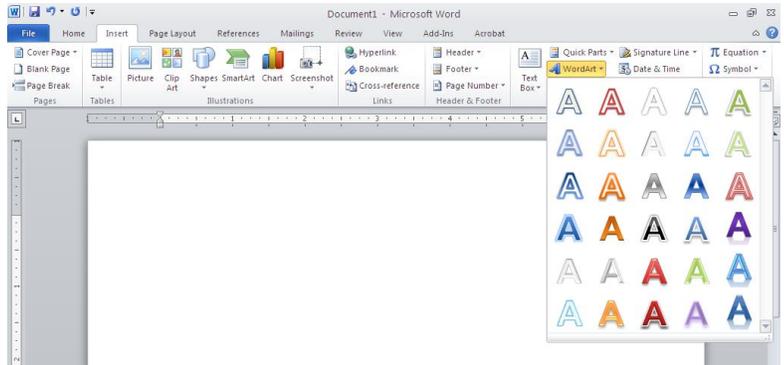
Another window will pop up where you can choose your font and type in the text you want to appear. Then click anywhere outside the text box inside the document.

If you ever need to change the text, click on the words you just typed and the edit box should appear.

Tables

Tables can be very useful in documents. You can use them to arrange and sort data or to organize the layout of your resume. Insert a table into your document by first clicking on the **Insert** tab, then clicking **Table**.

Sample Table:

Change the look of your table my manipulating the table properties from the **Design** Tab. Access the design tab by clicking anywhere inside your newly created table.
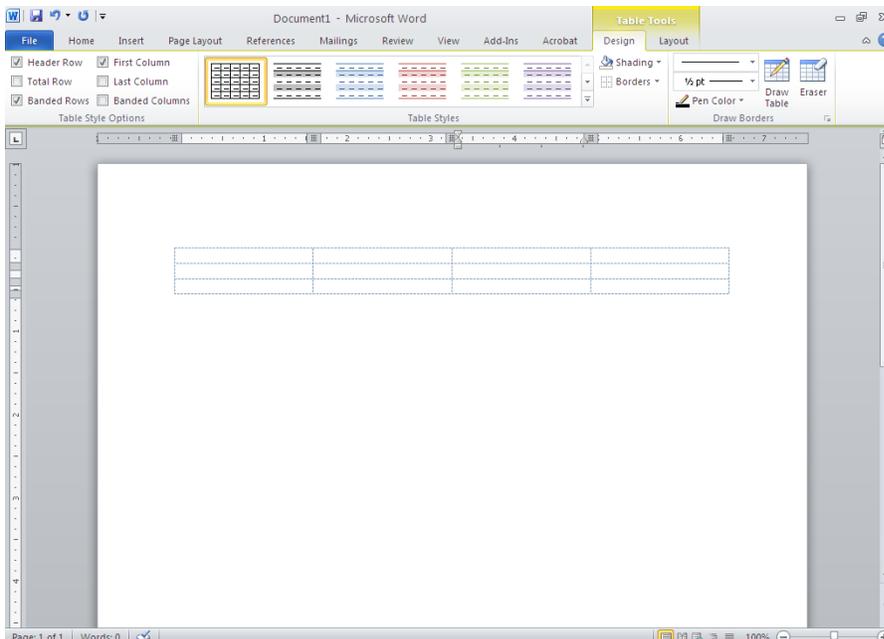
Labels

Click on the **Mailings** Tab then click the **Labels** Icon
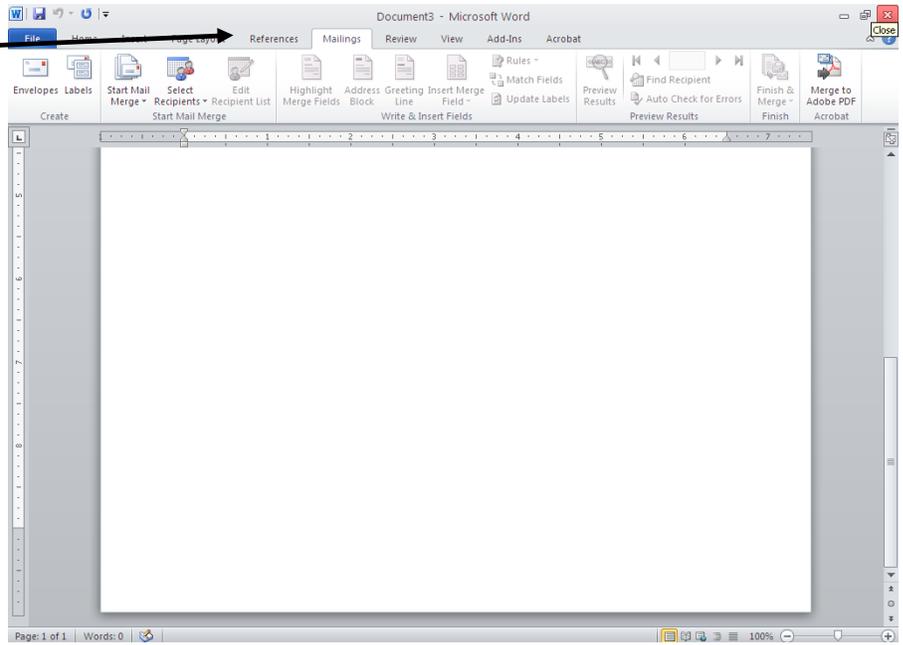
Click on the label picture to select the appropriate label size for the paper you have.   Then click **OK**.
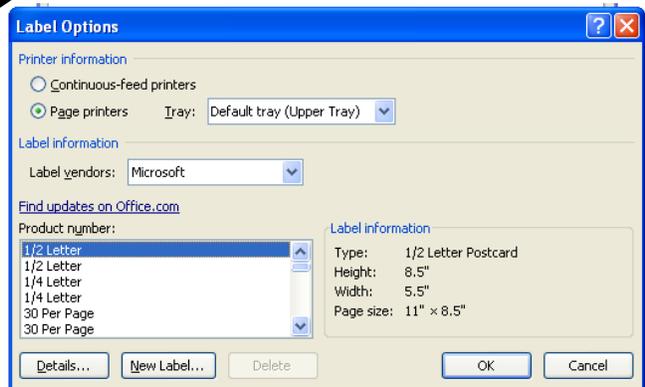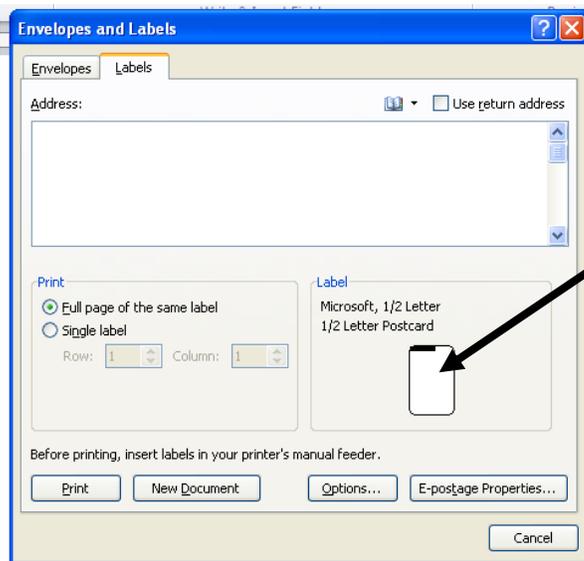
Lastly, click **New Document** for a document full of the appropriate sized mailing labels ready for your input.

Thanks for coming today!
Don't forget to fill out a Computer Class Survey:
http://www.greenwoodlibrary.us/computersurvey.asp