Akron-Summit County Public Library
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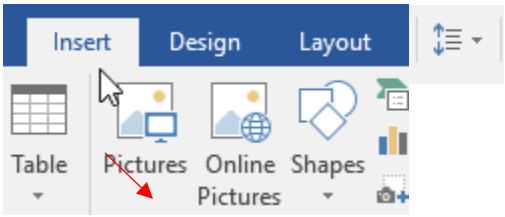
Electronic Services Division
60 South High Street, Akron, OH 44326

MICROSOFT WORD PART 4

- **Working with Pics and Text wrapping features**
- **Formatting & Compressing Pics**
- **Use Text boxes in Word**
- **Working with Tables & Charts**

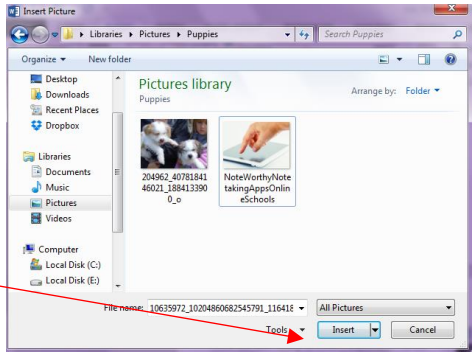
For class, open the Word Part 3 Example.

Pictures



- Keep your mouse on or below the word Equipment.
- Click on the **Insert** tab on the ribbon
- Click on **Pictures** button from the Ribbon.

When the file directory opens, choose your picture's location from the directory that opens. For class, we are going to choose **Documents** and then **Publisher**.



- Click on the picture that you want (TechZone-logo-black-symbol), it will become highlighted.
- Click on the **Insert** button.

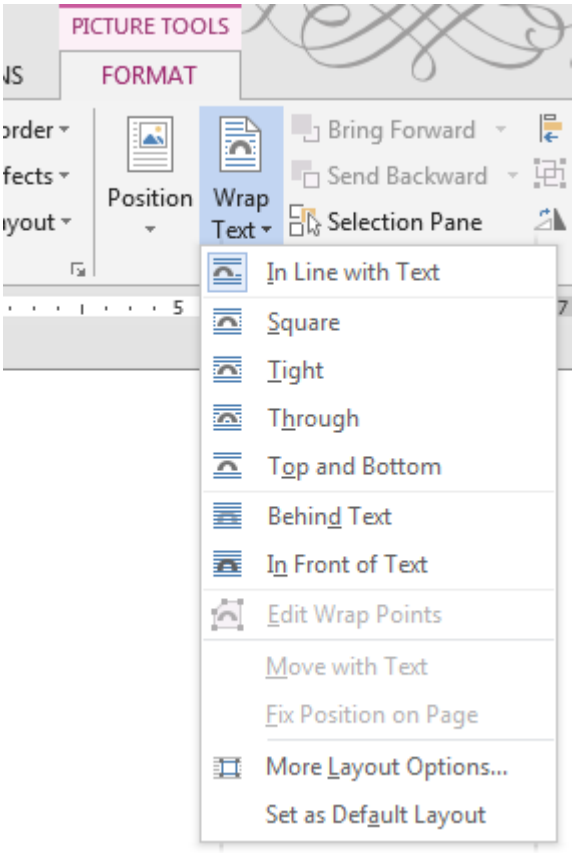
To resize the image, **click on the image** to select it then move your mouse to one of the squares surrounding the image so that you get a **two-way arrow. Click and drag** to shrink or expand the image.

To center an image on the page, click on the image to select it then click the center alignment button on the home tab. Your image will move to the center of the page in that area.

We want to move are picture to the top right. For us to do that we need to use Text Wrap.

To make the text wrap around, go above, or go below your picture:

- Click on the image you would like to change alignment for.
- Click on the **Format** tab that will appear *only when the image has been clicked on.*
- Click on the **Wrap Text** button.
- Choose an option from the list. These options include:
    - **In Line With Text** which is how all pictures appear on your document by default.
    - **Square** which wraps the text around your image, keeping the words squared off.
    - **Tight** allows the text to flow around your image but conforms to the shape of the image.
    - **Behind Text** places your image behind any text on the page.
    - **In Front of Text** places your image in front of any text on the page.

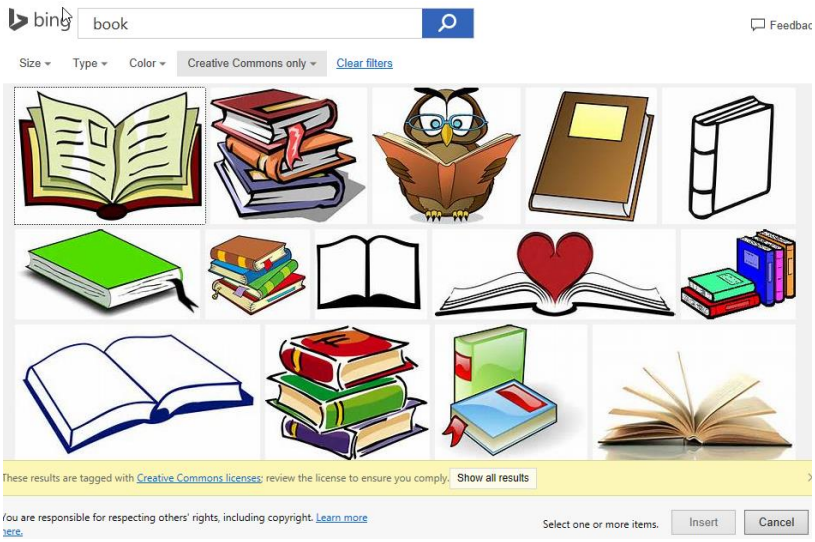


NOTE: Once you select one of the Wrap Text option of your choice, if you want to be able to move your picture to the corner of the page up to the margin area you will need to click on the Wrap Text button again and chose **Fix Position on Page**.

Online Pictures

On the **Insert Tab** on the Ribbon click on **Online Pictures.** The task pane will open. Type a description of what you are looking for in the **Bing Image Search box.** Hit the enter key to search the web.

The computer will search for images that match that description. You must be connected to the internet for this to work.

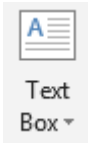


To insert an image into your document, click on the place in your document that you would like the image to appear. Then click on the image from the search results. Then click on **Insert.** The image will appear in your document.

Text Boxes

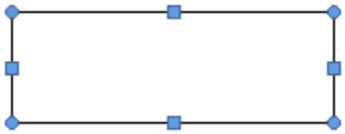
Adding a text box to a document will allow you to place text in a spot that would normally be complicated to do. Plus, your text box can have a border around it to make it stand out.

- Click on the **Insert** Tab. Click on the **Text Box** button.
- Choose a text box style from the list that pops out. A new text box will appear on your page.
- The text inside is highlighted in blue, so you just have to start typing.



[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

Once you have created your text box you have the option to relocate it.



- Click on the text box border until you see this type of border:
- Once the text box is selected you can move the box by using the arrow keys on your keyboard.

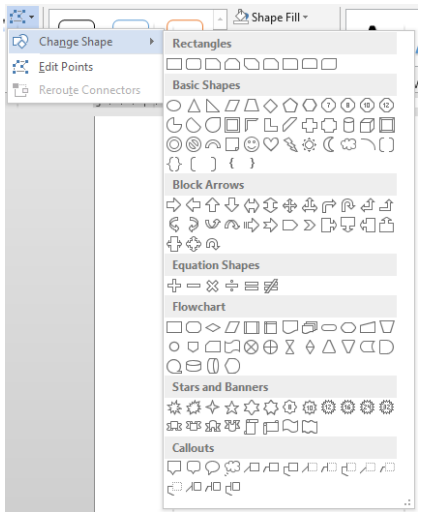
OR

- Pass the mouse over the box until the cross shape appears. Hold down the left mouse button and drag your text box to its new location.
- Release the mouse button to place the box.

You can also resize a text box by placing your mouse cursor over one of the resizing handles (circles or squares) so that you have the double arrow. Click and drag to resize.

You can also change the text box shape to make it more interesting. To do this:

- Select the text box by clicking on it. The **format** tab will appear.
- Click **edit shapes** on the **format** tab.
- Hover over **Change Shape** to bring up menu.
- Click the shape that you want.



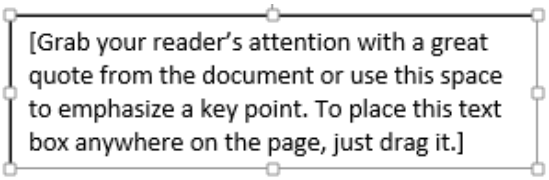
[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

To delete a text box:

- **Click** on the text box frame twice so that you have a solid line around it.
- Press the delete key on your keyboard.

OR

- Right click on the frame
- Left click on “Cut”

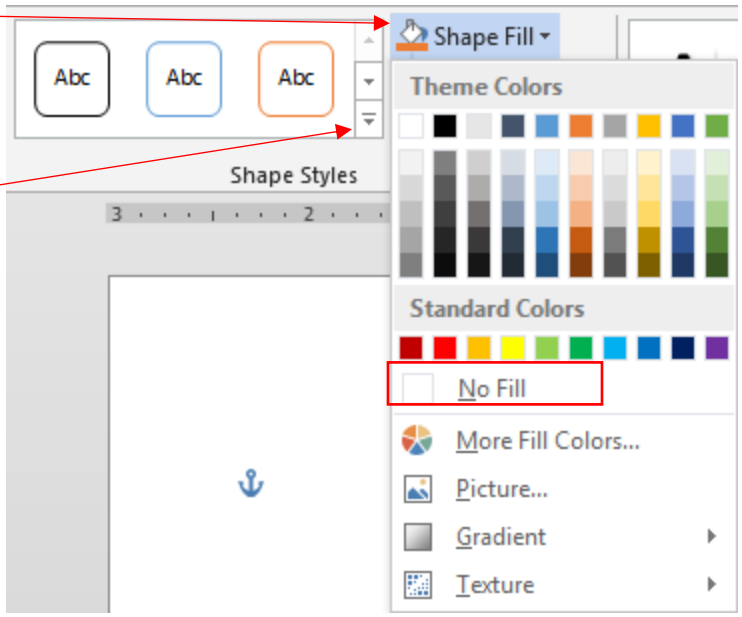


Fill and Line Color

To add fill color:

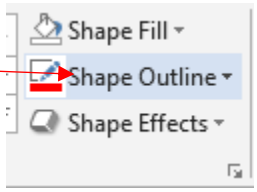
- Click anywhere inside the text box.
- The Text Box Tools **Format** tab should appear. Click on it.

- On the ribbon, click on the **Shape Fill** button. Choose a color, or select **No Fill** to make it transparent.
- Or, if you want to choose from a premade box style, click on the down arrow next to the examples of boxes to see all of your options.



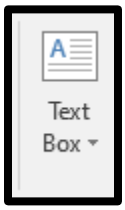
To add color to a border:

- Click on the text box.
- The Text Box Tools **Format** tab should appear. Click on it.
- Click on the **Shape Outline** button.
- Click on the color you wish to select.
- This menu also allows you to choose the thickness (**weight**) and style of your border.



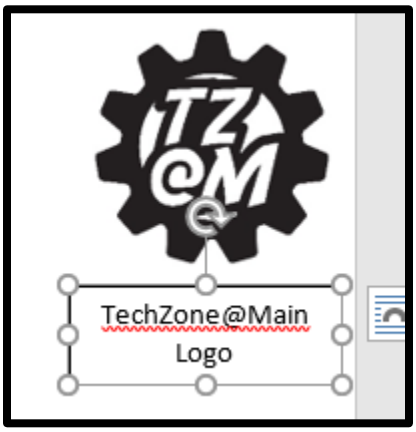
Practice:

Let's put a text box under the picture we just inserted that says TechZone Logo.



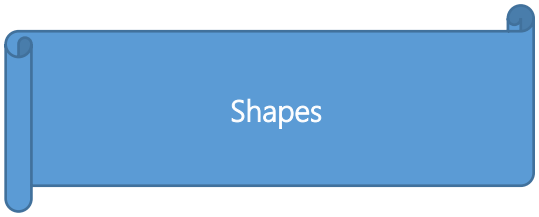
- Click on **Insert**.
- Click on **Text Box**.
- Click on **Draw Text Box**.

- Your mouse will become a black plus sign, click on your page and draw a box.
- It doesn't matter how big we can resize it as needed.
- It doesn't mattere where you draw it be can move it too.
- In the text box, type **TechZone@Main Logo.**
- Click on home and choose the **center** button to center the text.
- Now resize the text box to just fit around the text.
- Then move the text box to right below the picture.
- Let's go to **Drawing Tools** format and make the outline around the text box disappear.
- Click on **Shape Outline**.
- Click on **No Outline**.



- It should look like this now.

Shapes



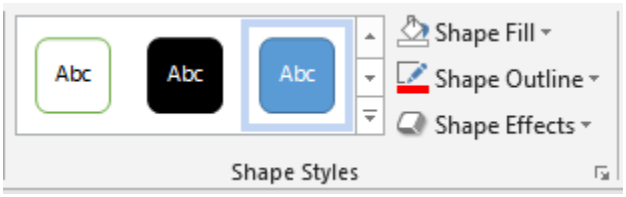
Shapes consist of various shapes, such as circles, squares, arrows, and callouts that aid in illustrating points in your presentations. To insert a Shape:

- Click on the **Insert** tab and then on the **Shapes** button.
- **Select** the shape you need.

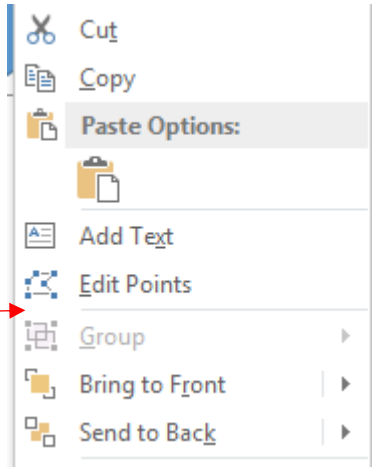
- The menu will disappear and your cursor will change to a black cross shape when moved into the document area.
- Click and drag your mouse to tell the computer how large you would like your shape to be. (Remember to drag diagonally across the page!) You can use the resizing circles to change the size of the shape once it has been drawn.

To change the colors of your shape:

- Click on the shape you wish to change. The Drawing Tools **Format** tab should become active.
- Click on the option you wish to change from the **Shape Styles** area. (Note that this works the *same way* as adding color to a text box.)



- You can add text to the inside of a shape (as long as it isn't a line).



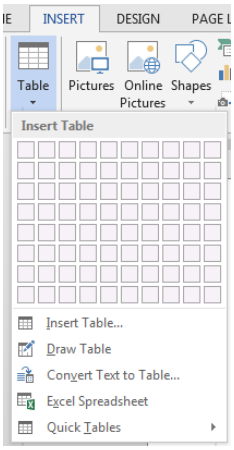
- Once the shape has been drawn, **right click** on the shape.
- Select **Add Text**.
- Start typing your text.
- Use the Font tools on the **Home** tab to modify the text.

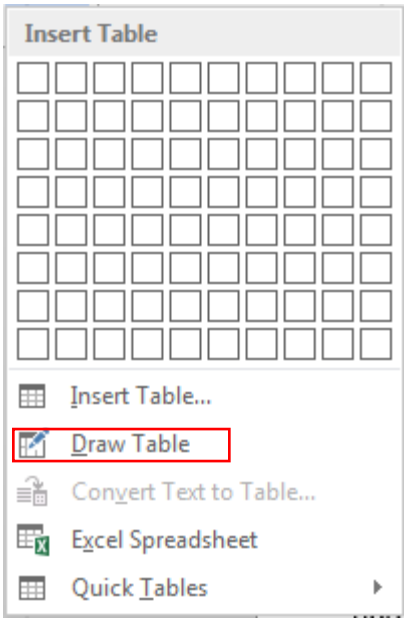
Tables

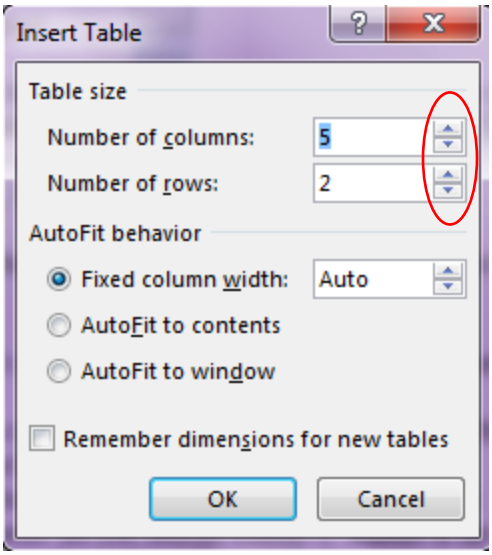
Tables are a great way to organize text.

On the Menu bar click on the **Insert** tab**,** then on the **Table** button**.** Move your mouse to the bottom corner of the table size you would like to insert (i.e. 5x4). Click when you have finished deciding and your table will appear. Other options here include **Insert Table…**, **Draw Table**, etc.

If you choose **Insert Table…** from the **Table** button, the **Insert Table** box will open.







Use the arrows to select the number of columns and rows that you will need.

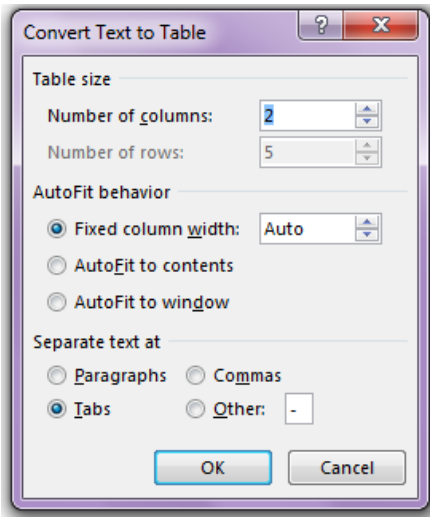
AutoFit behavior adjusts the table's columns and rows to accommodate the text. **Fixed column width** keeps each column equal to whatever measurement you choose from the box to the right. **AutoFit to contents** means the columns will only be as wide as the words inside it. **AutoFit to window** is used to make each column of equal width and fit the entire width of the paper. (This is the same as choosing **Fixed column width: Auto.)** After you make your selections click **OK**.

A table will appear on your page.

List to Table:

Word can also convert a list of text into a table. Be sure to separate each item (i.e., item and price) by tabs so that Word will know which cell to put each item. Open the Word 4 Example.docx to practice.

- Highlight the text (under List to Table Example heading) to select what is going into the table.
- Click on the Insert tab
- Click on Convert text to table.
- Choose how many columns that you want and click OK.

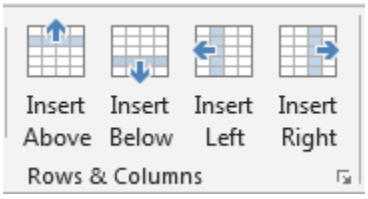


- Word will create a table.

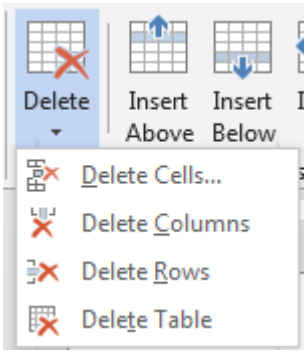
Tent	$300
Sleeping-Bags	$200
Lanterns	$50
Cooler	$40
Flashlights	$25

If you need to add rows or columns to your table, go to the **Table Tools** section and click the **Layout Tab.**

Click in a cell in the area you would like to add a column or row. Then click on the appropriate button.

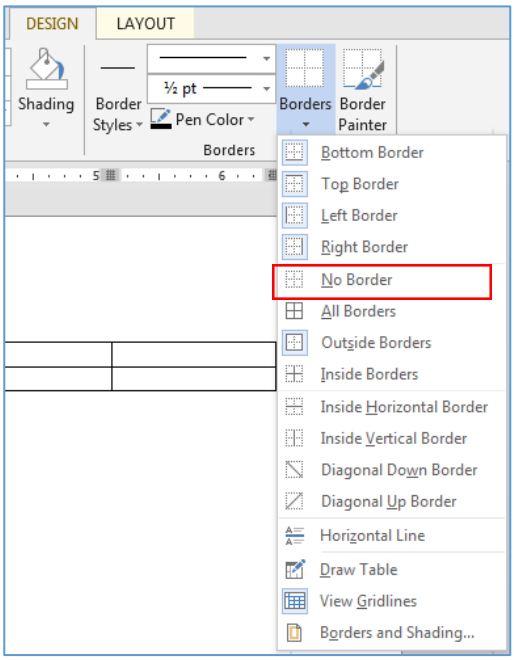


To delete a column or row (and any text you have typed in that row or column) click somewhere in the row or column you want to delete, and then click on the Table Tools **Layout** tab. Choose the appropriate option from the list.



To hide the grid lines of the table:

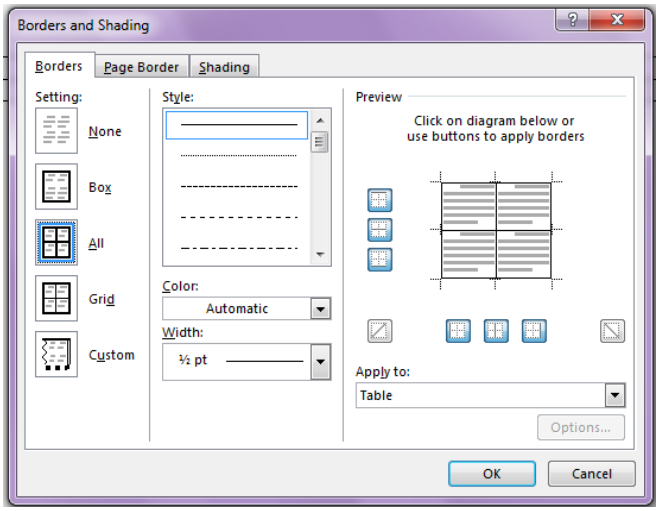
- Click in the cell of your table where you want to hide the grid lines.
- Click on the Table Tools **Design** tab.
- Click on the down arrow at the bottom of the **Borders** button.
- Click on **No Border.**



Your text will remain in place but the grid lines will disappear.

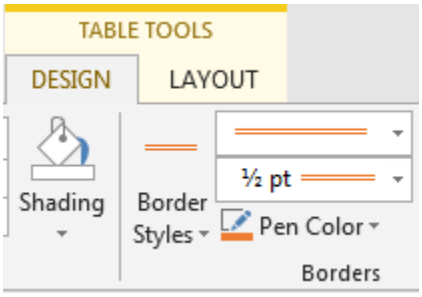
Notice that this box allows you to change the line style, color, and width of a border that affects the entire table.

Click on the **Borders and Shading** option at the bottom.



Make sure you pick where to apply that line style to from the list on the left. (Box, All, Grid, etc.)

Creating custom borders:



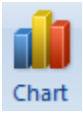
- Click in your table (anywhere will do).
- Click on the Table Tools **Design** tab.
- Select the desired pen color, line style and line weight.
- Click the **Borders** drop down arrow.
- Choose your Border type from the list.

To have Word create a customized table design for you:

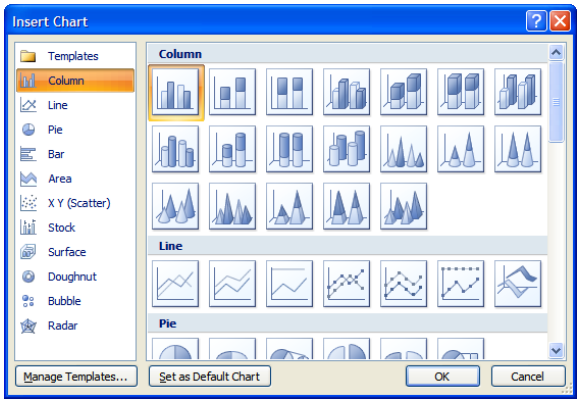
- Click in your table.
- Click on the Table Tools **Design** tab.
- Choose a design from the Table Styles on the ribbon, or click on the down arrow to see all of your options.

Charts

While Excel is the superior program to use when creating charts, you can create one in Word from a Word table. You need to copy and paste data from Word to Excel .To create a Word chart from a Word table, use the table under Chart Example in the Word 4 Example.docx.

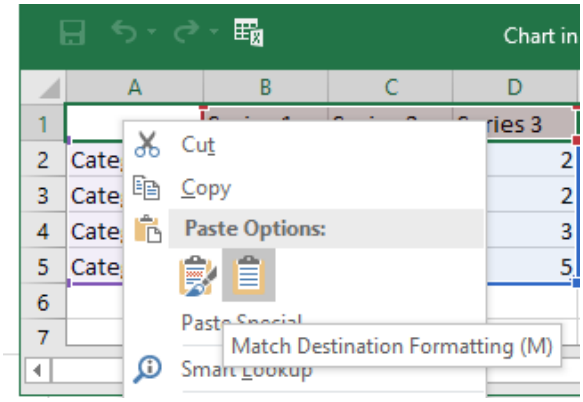


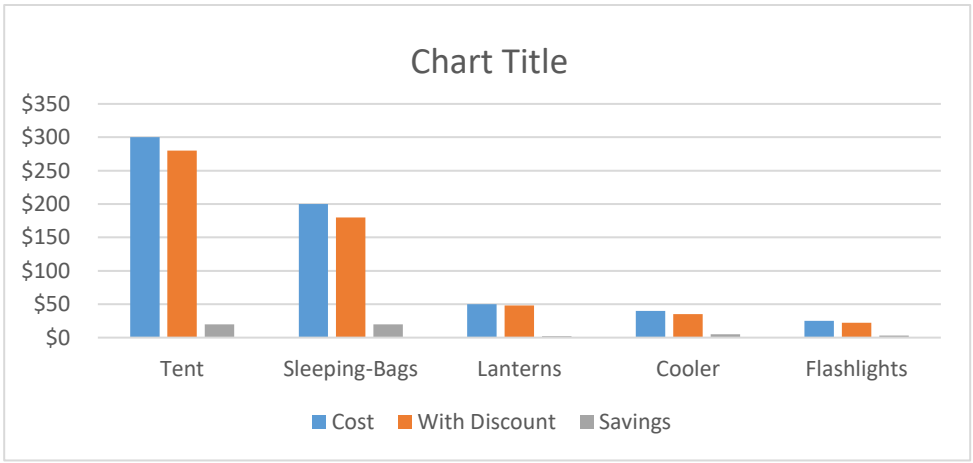
- Click on the line (below the table) in your document where you would like the chart to appear.
- Click on the **Insert** tab and on the **Chart** button.
- Select the style of chart you would like to use and click on **OK.**
- Highlight the area of your table that you would like to create a chart from.



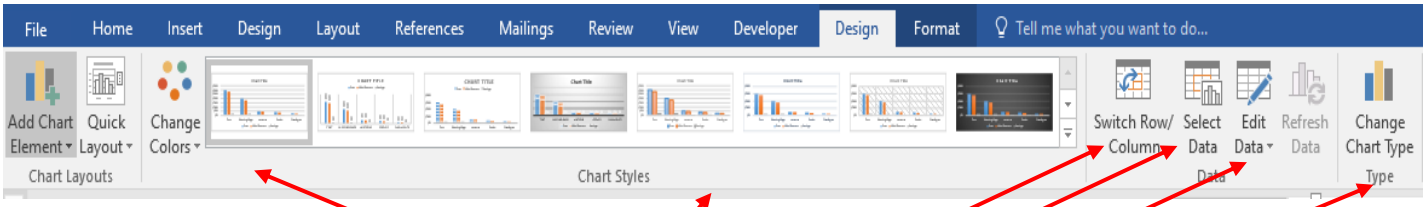
Item	Cost	With Discount	Savings
Tent	$300	$280	$20
Sleeping-Bags	$200	$180	$20
Lanterns	$50	$48	$2
Cooler	$40	$35	$5
Flashlights	$25	$22	$3

- Click on the **Home** tab and on the **Copy** button or use **Control +C** to copy.
- Go to the Excel document.
- Click in cell A1.
- Do **Control +V** to paste or right-click on the cell and select the second choice on **Paste**. The data will appear in Excel sheet and a Chart will be drawn in your document automatically. You can delete floating Excel Window once your chart appears.





There are many ways to customize your chart by using the **Chart Tools** tabs from **Design** and **Format**.

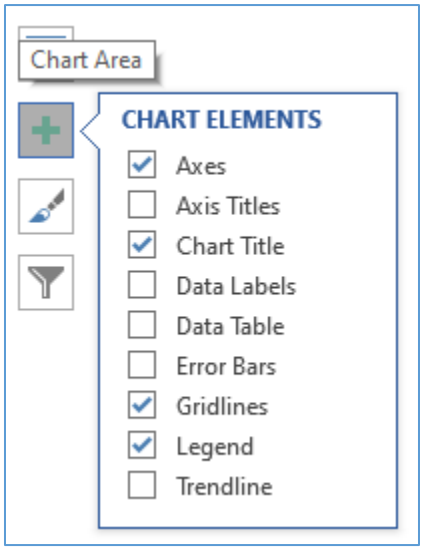


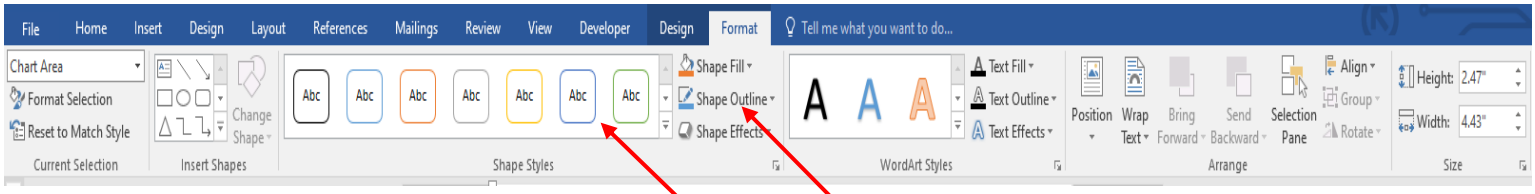
From Design Tab, you can:

- Change the colors of the design
- Switch the Columns and Row
- Select different data
- Edit the current data
- Change the Chart Type

Click on the Plus sign next to the Chart will provide you to:

- Edit the chart and axis titles
- See Legend Options
- Edit Data Labels
- Add or remove grid lines
- Add a Trendline





From the Format Tab, you can, edit the shapes and colors of each bar, shape or line. Remember to click on the bar, shape or line you want to change before clicking on the option from the ribbon.