


Section Three: (Drawings, ClipArt and WordArt)


Draw Objects Using the Drawing Tools

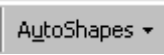
To Draw an Object In a Document:

1. Click the **Drawing**  button on the toolbar to open the Drawing toolbar.
2. Select the appropriate drawing tool from the **Drawing** toolbar.

Examples: Click  button to draw a **rectangle**.

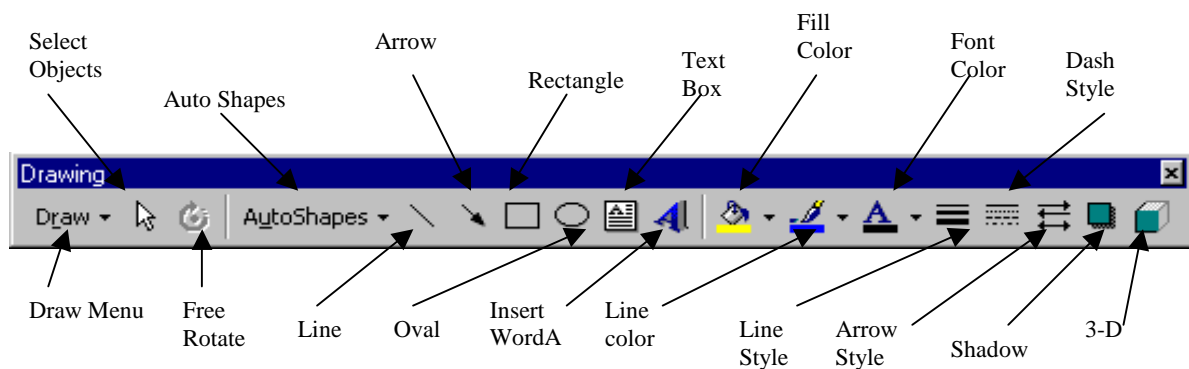
Click  button to draw an **oval**.

Click  button to draw a **text box**. (Into which you can type text.)

Click the **AutoShapes**  button and then choose the auto shape you wish to draw.

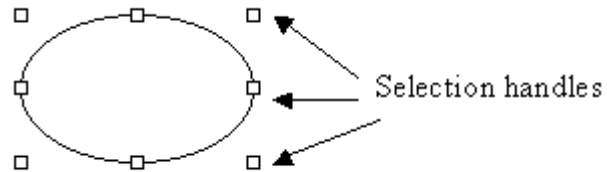
3. Click where you want to begin drawing the object.
4. Click and drag your mouse to draw the object in your document.
5. Release the mouse button.

Drawing Toolbar:



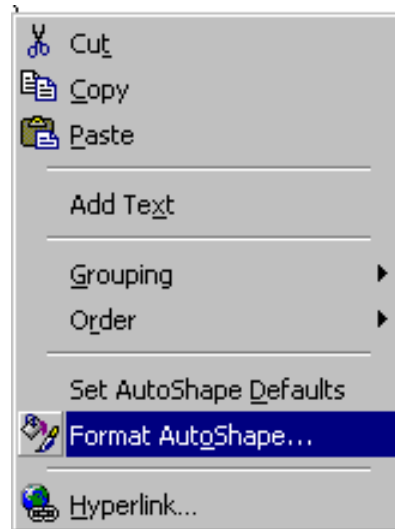
Resize an Object

- ◆ Click to select the object.
- ◆ Click and drag the selection handle of the object to resize the object.
(If you drag a side handle you will only resize that side. If you drag a corner handle you will resize in two directions at once.)

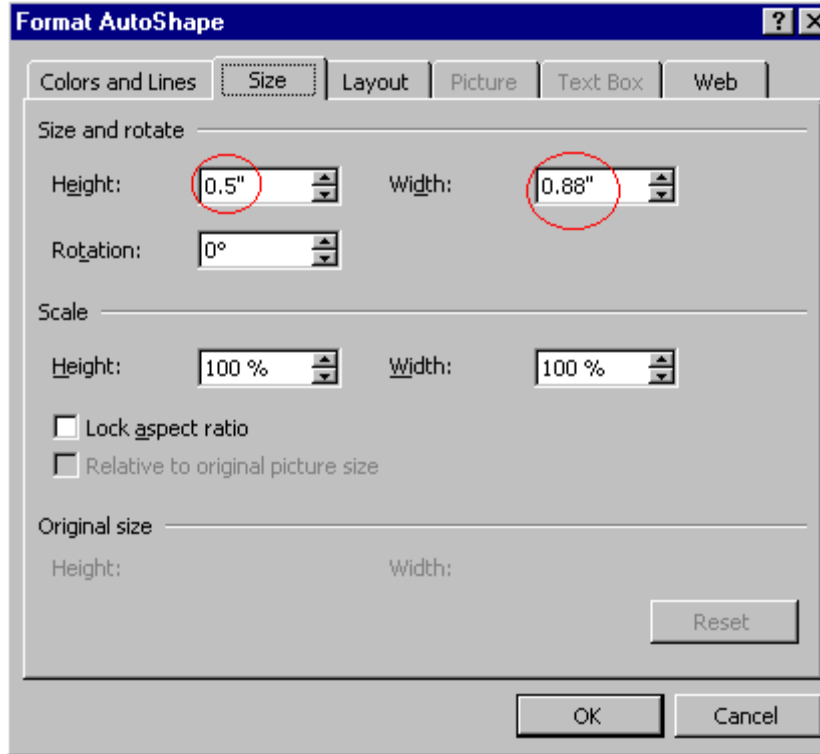


Or

- ◆ Right click on the object. Choose **Format AutoShape**.




- ◆ In the **Format AutoShape** dialogue box, click the **Size** tab.
- ◆ Enter the measurements in the Height and Width boxes.



- ◆ Click OK.

Move an Object

- ◆ Click to select the object.
- ◆ When the mouse pointer turns into a four-headed  arrow, click and drag to move the object to the location you desired.

Delete an Object


- ◆ Select the object you want to delete.
- ◆ Hit the **Delete** key on your keyboard.

Deselect an Object


- ◆ Click anywhere outside the object to deselect.

Group Objects

When objects are grouped, they are treated as one object.

- ◆ Click to select an object.
- ◆ Hold down the **Shift** key on your keyboard while you click and select the next object. Repeat this step until all the objects you want to include in the group are selected.
- ◆ Click the **Draw**  button on the Drawing toolbar.
- ◆ Select **Group**.


Ungroup Objects

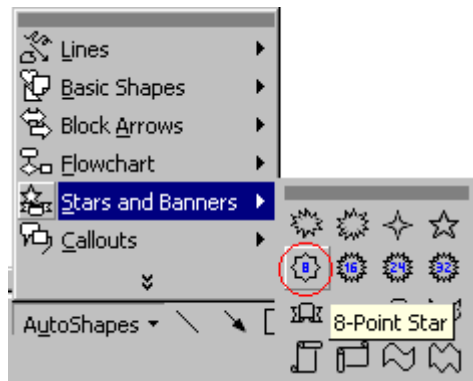
- ◆ Click to select the group of objects.
- ◆ Click the **Draw**  button on the Drawing toolbar.
- ◆ Select **Ungroup**.


Arrange the Order of the Objects

- ◆ Select the object.
- ◆ Click the **Draw** button on the Drawing toolbar.
- ◆ Select **Order**.
- ◆ Choose one of the six options.

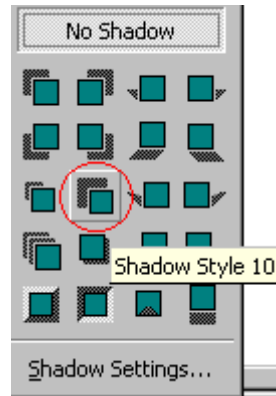
Exercise (Draw and Format Objects)


- ◆ Open a new document.
- ◆ Click **View** on the menu bar, choose **Toolbars**, select **Drawing** to display the Drawing toolbar.
- ◆ Click the **AutoShapes**  button on the Drawing toolbar.
- ◆ Select **Basic Shapes**, click the **Smiley Face** button.
- ◆ Position the mouse pointer in the top left corner of the page.
- ◆ Draw a smiley Face approximately 3" by 3".
- ◆ Click the **AutoShapes** button on the Drawing toolbar.
- ◆ Select the **Stars and Banners**, click the **8-Point Star** button.

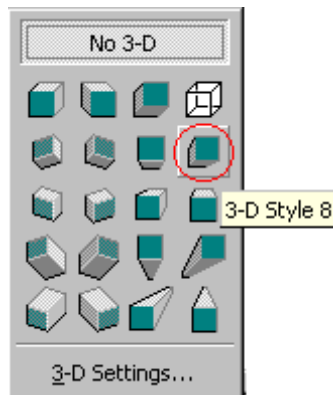



- ◆ Position the mouse pointer below the smiley face you just drew.
- ◆ Draw an 8-point star approximately 3" by 3".
- ◆ Click the **Text Box**  button on the Drawing toolbar.
- ◆ Draw a text box approximately 1" by 1" to the right of the 8-point star you just drew.
- ◆ Type the following in the text box.
I like drawing. Drawing is fun.
- ◆ With the text box still selected, enlarge the text box so that all text it contains can be seen.


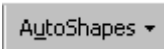
- ◆ With the text box still selected, click the **Shadow**  button on the Drawing toolbar and apply **Shadow Style 10**.

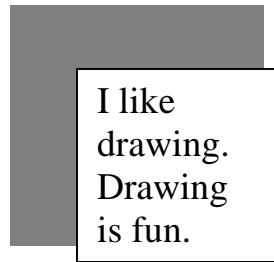
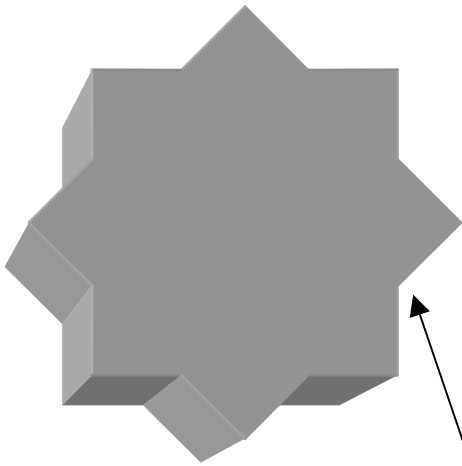
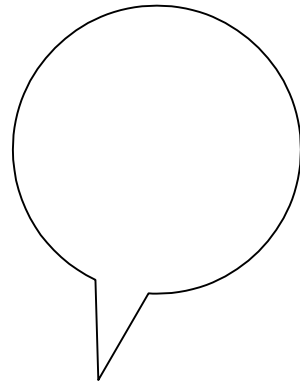
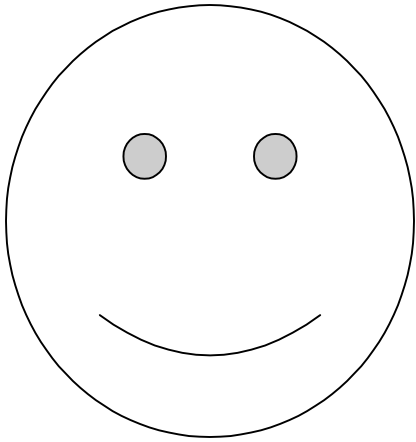


- ◆ Click to select the 8-point star.
- ◆ Click **3-D**  button on the Drawing toolbar and apply **3-D Style 8**.




- ◆ Click the **Text Box**  button on the Drawing toolbar.
- ◆ Position the mouse pointer below the star.
- ◆ Draw a text box.
- ◆ Type the following text into the text box: **I used the AutoShapes feature on the Drawing toolbar to draw this 8-point star.**
- ◆ With the text box still selected, enlarge the text box so that all text it contains can be seen.

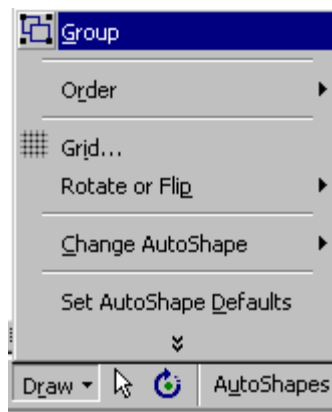
- ◆ Click the **Arrow**  button on the Drawing toolbar.
- ◆ Position your mouse pointer on the top border of the text box which you have just created.
- ◆ Draw an arrow pointing to the star.
- ◆ Click the **AutoShapes**  button on the Drawing toolbar.
- ◆ Select **Callouts**, click the **Oval callout** button.
- ◆ Position your mouse pointer in the top right corner of the page.
- ◆ Draw an oval callout approximately 2 inches by 2 inches.
- ◆ Save your file as “MyFirstDrawings”.
- ◆ Your drawings should look something like the next page.
- ◆ Close your document.




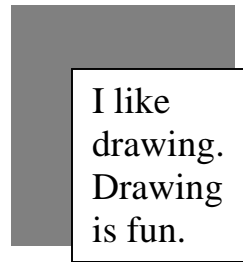
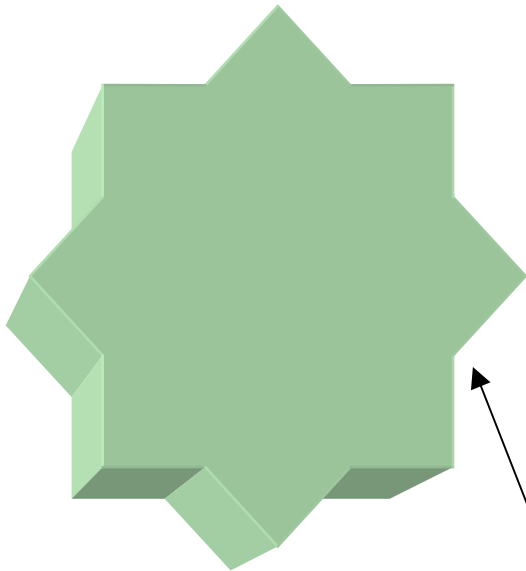
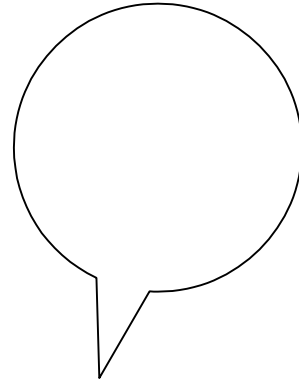
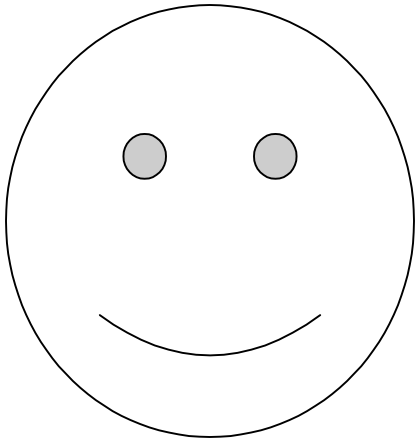
I used the AutoShapes feature on the Drawing toolbar to draw this 8- point star.

Exercise (Group Objects)

- ◆ Open your file “MyFirstDrawings” if it is not already opened.
- ◆ Now, do the following 2 steps to select 3 objects. (The arrow, the star, and the text box.)
- ◆ Click to select the arrow which is pointing to the 8-point star. Hold down the **Shift** key on your keyboard while you click and select the textbox (contains the text: I used the AutoShapes...).
- ◆ Hold down the **Shift** key on your keyboard while you click and select the 8-point star.
- ◆ Click the **Draw**  button on the Drawing toolbar.
- ◆ Select **Group**. (Now the star, the arrow, and the text box are grouped as one object.)



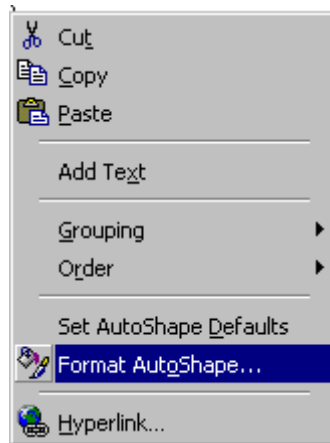
- ◆ With the entire group still selected, click the **Fill Color**  button on the Drawing toolbar.
- ◆ Choose **Light Green**. (The entire group is filled with light green.)
- ◆ See sample on next page:



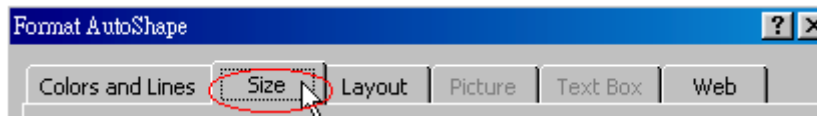
I used the AutoShapes feature on the Drawing toolbar to draw this 8- point star.

Exercise (Format and Move Objects)

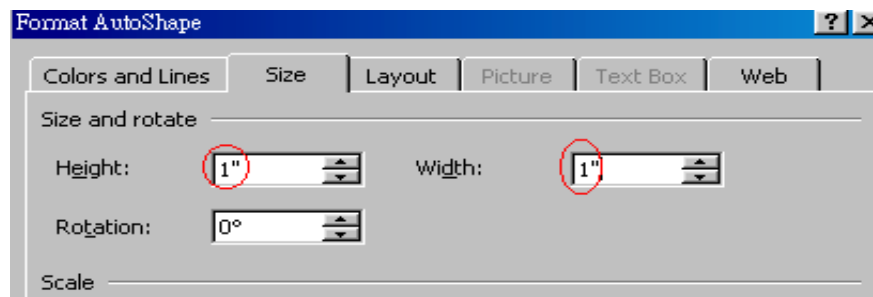
- ◆ Your file “MyFirstDrawings” should still be opened.
- ◆ Right click on the smiley face.
- ◆ Select **Format AutoShape**.



- ◆ In the **Format AutoShape** dialog box, click the Size tab.



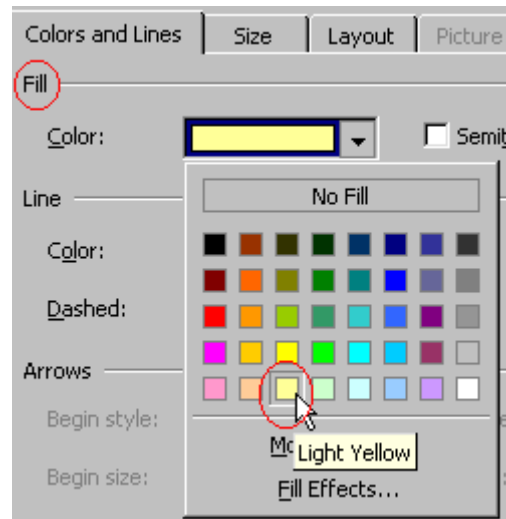
- ◆ Enter 1” in the Height box.
- ◆ Enter 1” in the Width box.



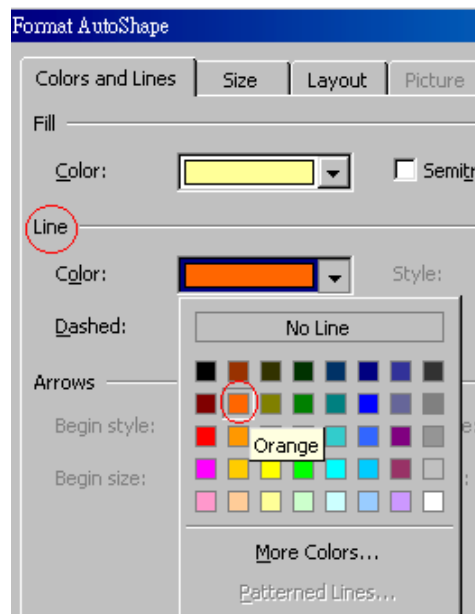
- ◆ Click the **Colors and Lines** tab.



- ◆ Click the **Color** drop-down arrow in the **Fill** section. Choose **Light Yellow**.

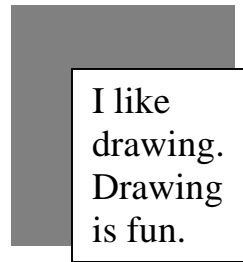
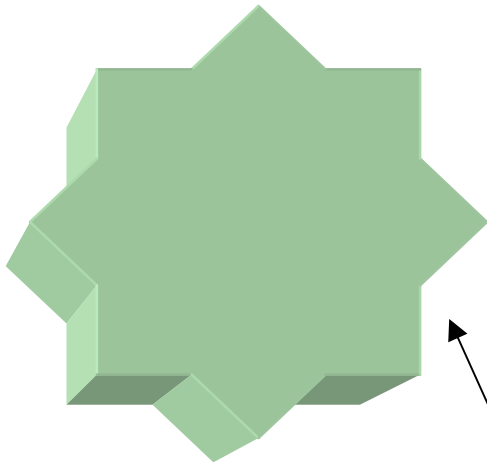
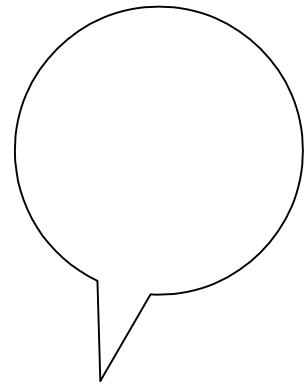


- ◆ Click the **Color** drop-down arrow in the **Line** section. Choose **Orange**.







- ◆ Click **OK** button.

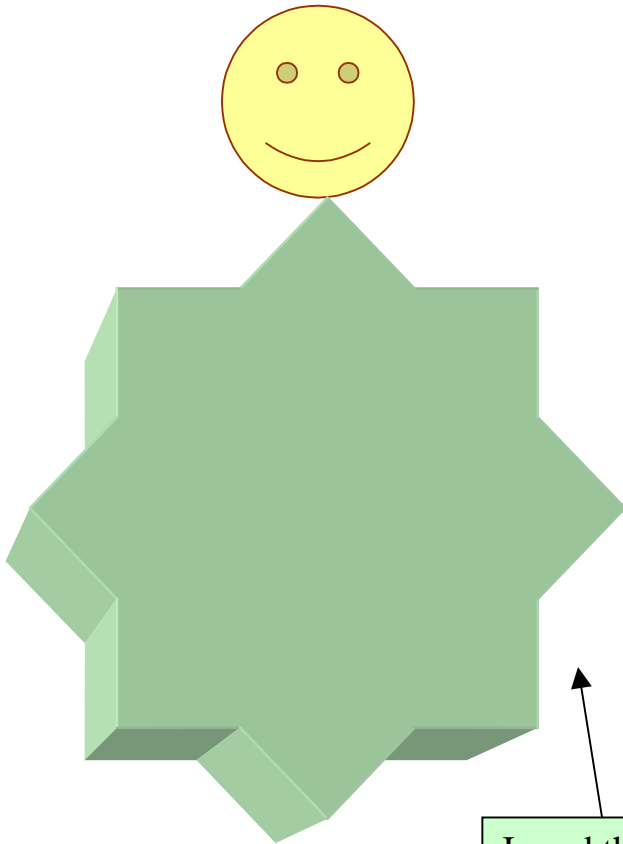
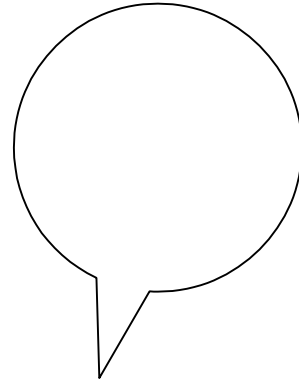
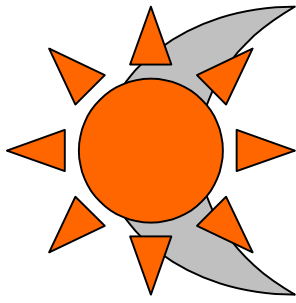
- ◆ With the smiley face still selected, click and move it, so that it is just right above the 8-point star, release your mouse button.
- ◆ See sample on next page:



I used the AutoShapes feature on the Drawing toolbar to draw this 8- point star.

Exercise (Arrange the Orders of the Objects)

- ◆ Your file “MyFirstDrawings” should still be opened.
- ◆ Click the **AutoShapes**  button on the Drawing toolbar.
- ◆ Select **Basic Shapes**, click the **Sun** button.
- ◆ Position the mouse pointer in the top left corner of the page.
- ◆ Draw a sun approximately 2” by 2”.
- ◆ Click the **Fill Color** drop-down  arrow on the Drawing toolbar.
- ◆ Choose **Orange**.
- ◆ Click the **AutoShapes** button on the Drawing toolbar.
- ◆ Select the **Basic Shapes**, click the **Moon** button.
- ◆ Position the mouse pointer in the top left corner of the page. (On top of the sun.)
- ◆ Draw a moon approximately 2” by 1”.
- ◆ Click the **Fill Color** drop-down  arrow on the Drawing toolbar.
- ◆ Choose **Gray-25%**.
- ◆ With the moon still selected:
 - Click the **Draw**  button on the Drawing toolbar.
 - Choose **Order**.
 - Choose **Send to Back**. (Now the sun is moved to the top layer of the drawing.)
- ◆ See sample on next page:



I like
drawing.
Drawing is
fun.

I used the AutoShapes feature on the
Drawing toolbar to draw this 8-point star.

ClipArt

Word 97 comes with a built-in library of clip art graphics files.

Insert ClipArt

To Insert a ClipArt to Your Document:

1. Click **Insert** on the Menu bar, choose **Picture, ClipArt**.
2. Click the **ClipArt** tab on the **Microsoft Clip Gallery** dialogue box.
3. Select the clip art you desire.



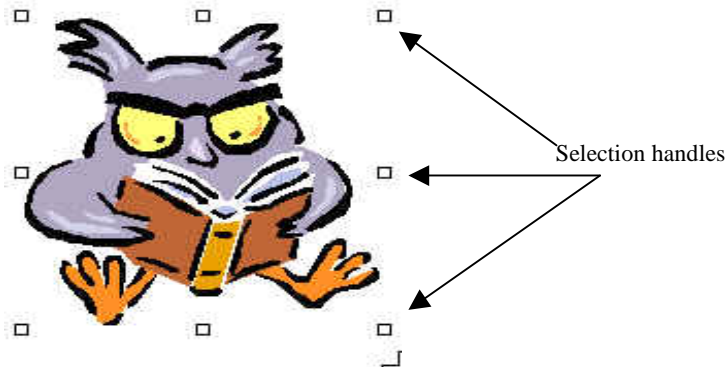
4. Click the **Insert** button.

Select ClipArt

Click on the ClipArt to select it.

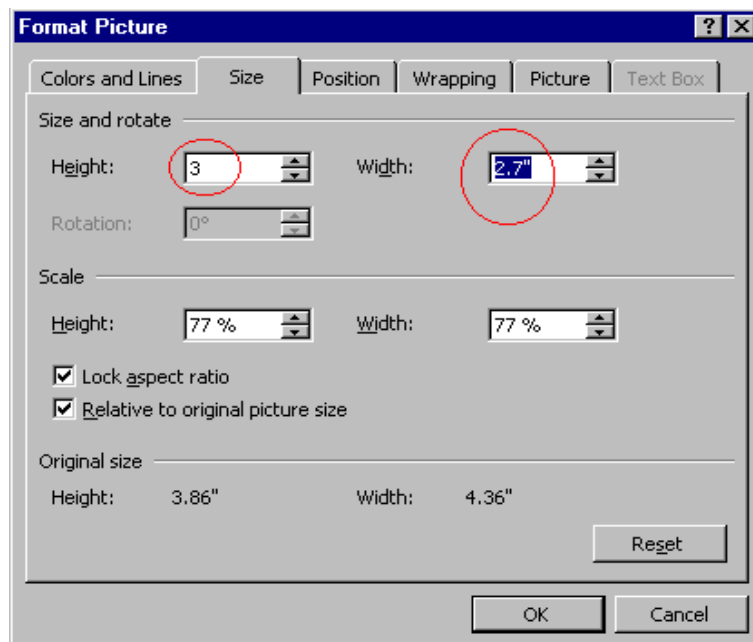
Resize ClipArt

1. Click on the clip art to select it.
2. Click and drag the selection handle of the clip art to resize the clip art. (If you drag a side handle you will only resize that side. If you drag a corner handle you will resize in two directions at once.)




Or

1. Right click on the clip art, choose **Format Picture**.
2. In the **Format Picture** dialogue box, click the **Size** tab.
3. Enter the measurements in the **Height** and **Width** boxes.



4. Click **OK**.

Move ClipArt

- ◆ Click to select the ClipArt.
- ◆ When the mouse pointer turns into a four-headed  arrow, click and drag to move the **ClipArt** to the location you desired.

Delete ClipArt

- ◆ Select the **ClipArt** you want to delete.
- ◆ Hit the **Delete** key on your keyboard.

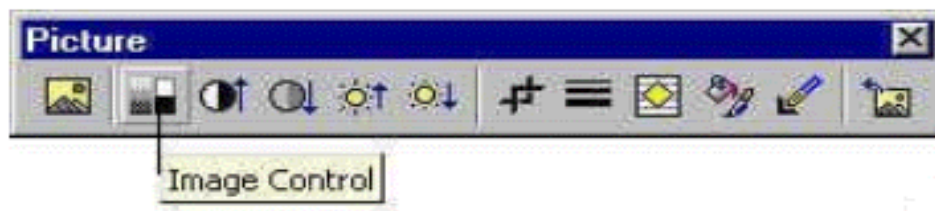
Deselect ClipArt

- ◆ Click anywhere outside the **ClipArt** to deselect it.

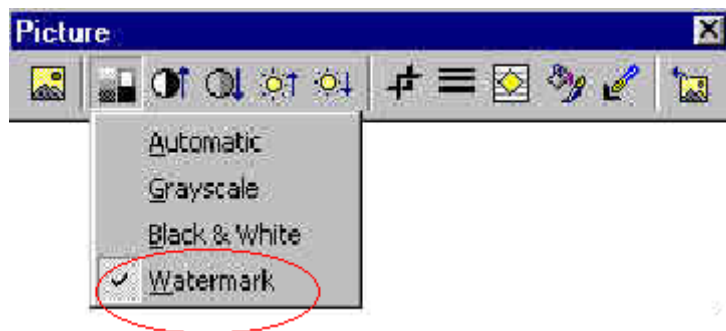
Watermark

If you want to format a picture as Watermark:

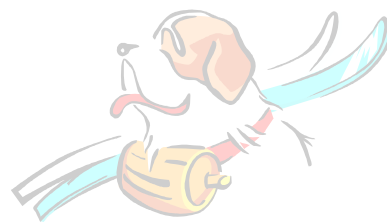
- ◆ Click to select the picture which you want to format as watermark. If you do not have a picture and want to insert one, click **Insert** on the Menu bar, choose **Picture** and then **ClipArt**.
- ◆ Your **Picture** toolbar should appear automatically. If it does not appear click **View** on the **Menu** bar. Choose **Toolbars**. Click to place a check mark beside **Picture**.
- ◆ Click **Image Control** button on your **Picture** toolbar.



- ◆ Choose **Watermark**.



The following is a sample of a Watermark:



Exercise (Format Text, Insert ClipArt, and Watermark)

Open the file “**Editfile**” from your disk. (This file was created in Section Two ~ Pg. 74)

Select the title **Cut, Copy, and Paste**.

Click the **Font size** drop-down arrow and choose **22**.

Click the **Font color** drop-down arrow **Dark Blue**.

Click **Insert** on the Menu bar.

Choose **Picture** and then **Clip Art**.

Select a clipart of your choice. Click **Insert**.

With the clipart still selected, *right click* on the clipart.

Select **Format Picture**.

Click the **Wrapping** tab.

Under **Wrapping style**, choose **None**.

Click **OK**.

With the clipart still selected, *right click* on the clipart.

Select **Order** and then choose **Send Behind Text**.

With the clipart still selected, click the **Image Control** button on the Picture toolbar.

Select **Watermark**.

Move and resize the watermark to your choice.

Your document should look something like the next page:

Cut, Copy, and Paste

Cut, Copy, and Paste submenu items can be found under the Edit menu. While they are usually greyed out, the moment the user highlights text, they become visible (black) and so usable.

First, you must highlight a block of text:

- 1) Place the cursor at the beginning of the desired block of text you wish to highlight.
- 2) Click the cursor once to establish the starting point for the block.
- 3) Then, press and hold the mouse button, dragging the cursor across the text you wish to highlight. This may be one line, or many, one word or many.

Once the section is highlighted, release the mouse button and select the Edit menu.

Now, as the computer student, you must choose which option you wish to employ – Cut (which will erase the highlighted section and store it in memory), or Copy (which makes a copy of the highlighted section and stores it memory).

The second step is to decide, if you want to Cut, do you wish to move the data elsewhere in the document. If so, place the cursor at the new point, select Edit, and then Paste. The result will be that the cut material will appear at this new location. Note that you can repeat this function as many times as you wish, creating several copies of the cut text. If you decide to Copy rather than Cut, you still place the cursor where you wish the copy to appear, then select Edit and Paste to create one or more copies of the desired material. Each time you select Paste, you will create a copy.

The power of a word processor lies in its ability to allow the computer user to make significant changes to the order of a document's contents without having to retype the information each time a change in order is made. This is accomplished through the word processor's Cut, Copy, and Paste functions.

WordArt

By using WordArt you can turn your plain text into graphic object.

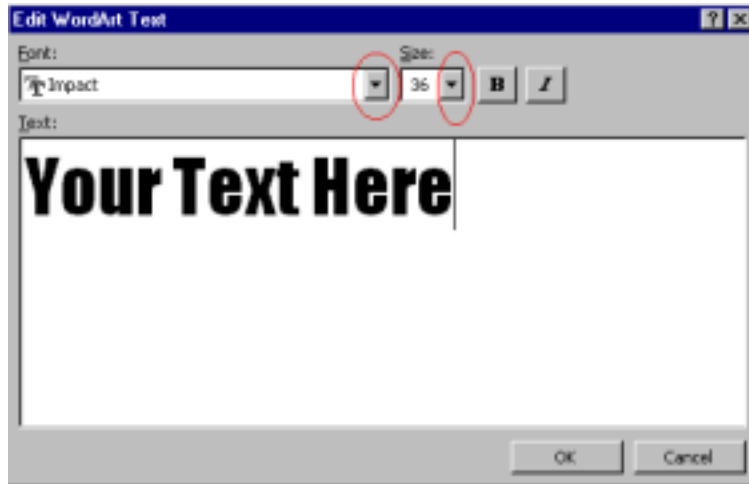
Insert WordArt

To Insert a WordArt into Your Document:

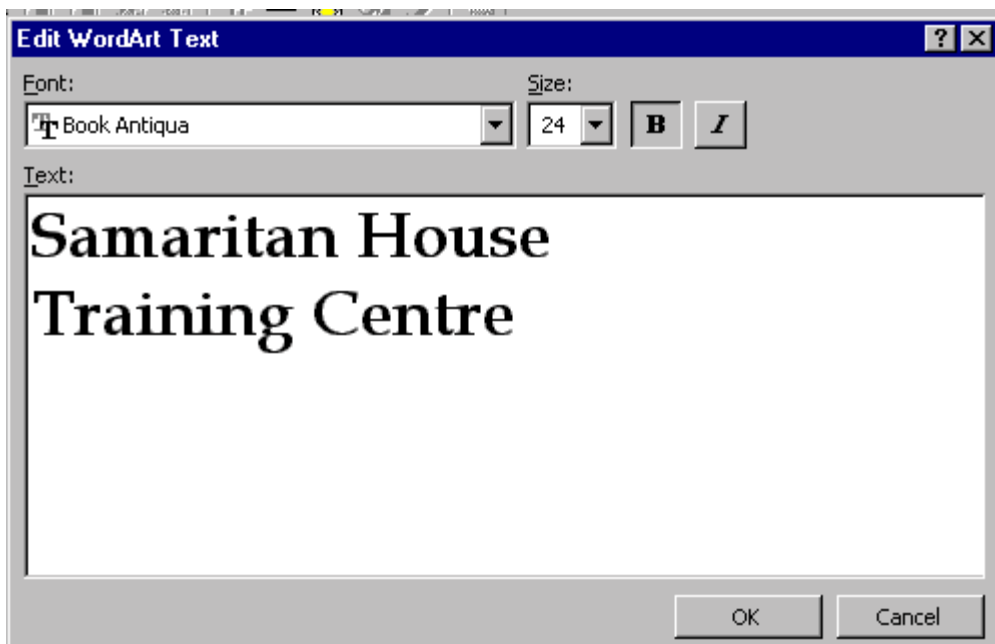
1. Click **Insert** on the Menu bar. Choose **Picture, WordArt**.
2. In the **WordArt Gallery** dialogue box, select a WordArt style.



3. Click **OK**.
4. Click the **Font** drop-down arrow to choose a font style.
5. Click the **Size** drop-down arrow to choose a font size.



6. Click **B** and/or **I** button if necessary.
7. Enter the text for your word art in the **Text** box.



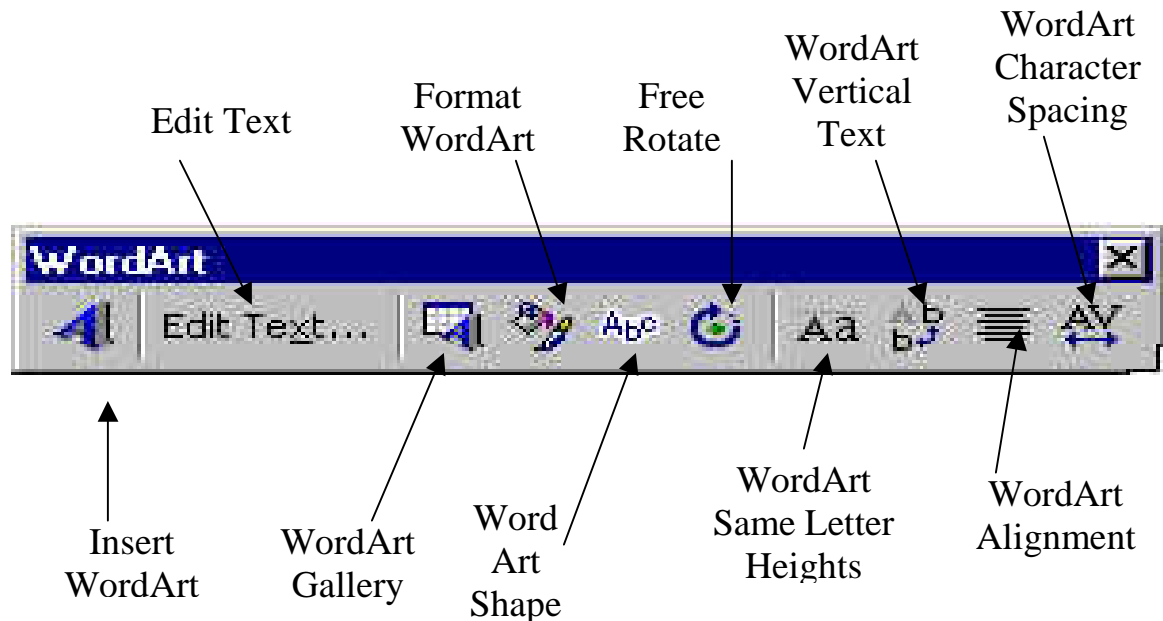
8. Click **OK**.

Select WordArt

Click on the WordArt to select it.

Once the WordArt is selected, the WordArt toolbar displays automatically. You can also click **View** on the Menu bar, choose **Toolbars**, and click to place a check mark beside **WordArt** to display the WordArt toolbar.


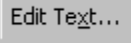








WordArt toolbar:



WordArt sample:

Samaritan House
Training Centre

Buttons, Features, and Functions of the WordArt Toolbar

<u>Button</u>	<u>Feature</u>	<u>Function</u>
	Insert WordArt	Inserts a new WordArt into a document
	Edit Text	Edits the text of a selected WordArt; It also allows you to change the font, font size, or apply bold or italic to WordArt
	WordArt Gallery	Allows you to choose a different style for the selected WordArt
	Format WordArt	Opens the Format WordArt dialog box
	WordArt Shape	Allows you to apply a WordArt shape to a selected WordArt
	Free Rotate	Allows you to rotate the WordArt
	WordArt Same Letter Heights	Matches the height of the lower case letters to the height of the upper case letters
	WordArt Vertical Text	Toggles the text between horizontal and vertical arrangement
	WordArt Alignment	Allows you to change the alignment of WordArt text
	WordArt Character Spacing	Controls the amount of spacing between the letters of the WordArt

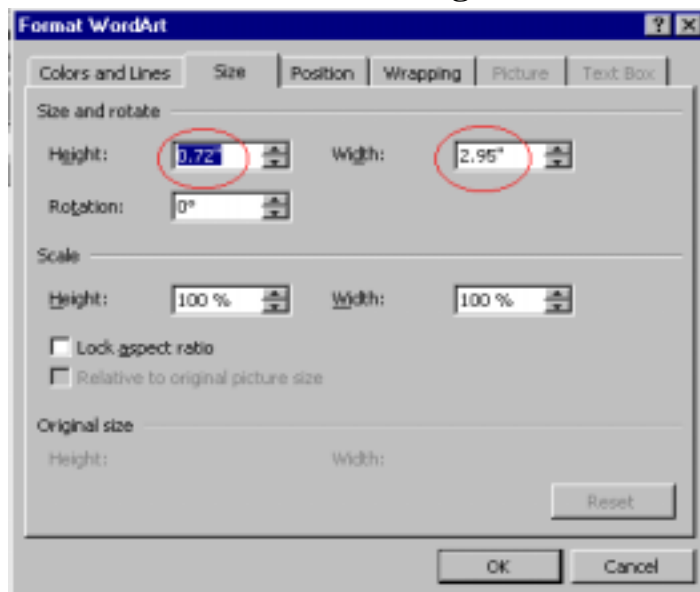
Resize WordArt

- 1) Click on the WordArt to select it.
- 2) Click and drag the selection handle of the WordArt to resize the WordArt. (If you drag a side handle you will only resize that side. If you drag a corner handle you will resize in two directions at once.)




Or

- 3) Right click on the word art. Choose **Format WordArt**.
- 4) In the **Format WordArt** dialogue box, click the **Size** tab.
- 5) Enter the measurements in the **Height** and **Width** boxes.



- 6) Click **OK**.

Move WordArt

- ◆ Click to select the WordArt.
- ◆ When the mouse pointer turns into a four-headed  arrow, click and drag to move the WordArt to the location you desire.

Delete WordArt

- ◆ Select the WordArt you want to delete.
- ◆ Hit the Delete key on your keyboard.

Deselect WordArt

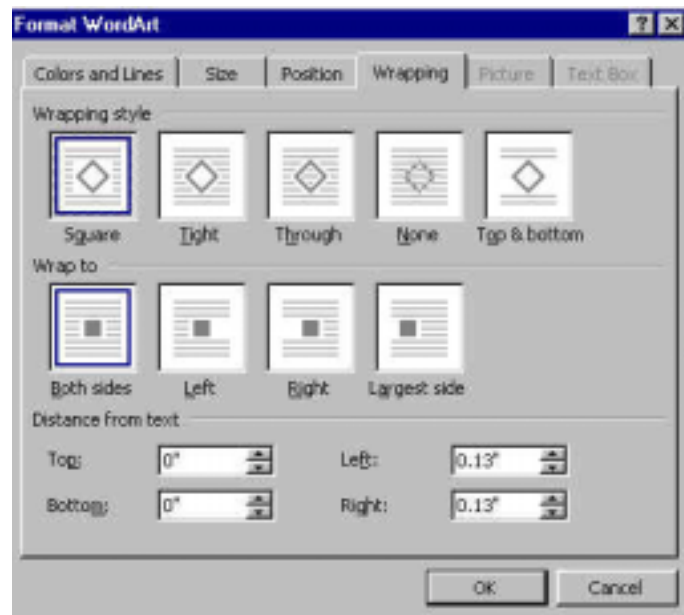
- ◆ Click anywhere outside the WordArt to deselect it.

Wrap Text Around an Object

Text wrapping is to control the way text wraps or flows around an object.

Wrapping Text Around an Object

1. Right click on the ClipArt. Choose **Format Picture**.
2. In the **Format Picture** dialogue box, click the **Wrapping** tab.
3. Choose an option under the **Wrapping Style** box.
4. Choose an option under the **Wrap to** box.




5. Choose **OK**.

The following picture has these formats:

Wrapping style: **Through**.

Wrap to: **Both sides**.

My sister ran most twenty-four miles in the marathon race on Sunday. Her performance was remarkable only two weeks before the miles. She intended to enter any more spaces, but that runners. Nevertheless, she was the of fifty-five to run more than twenty miles.



when you consider that she practised race and never ran more than ten the twelve-mile race if there were race had a full complement of only one of five racers over the age

The following picture has these formats:

Wrapping style: **Tight**.

Wrap to: **Left**.

My sister ran most twenty-four miles in the marathon race on Sunday. Her performance was remarkable when you consider that she practised only two weeks before the race and never ran more than ten miles. She intended to enter the twelve-mile race if there were any more spaces, but that race had a full complement of runners. Nevertheless, she was the only one of five racers over the age of fifty-five to run more than twenty miles.



The following picture has these formats:

Wrapping style: **Square**.

Wrap to: **Right**.




My sister ran most twenty-four miles in the marathon race on Sunday. Her performance was remarkable when you consider that she practised only two weeks before the race and never ran more than ten miles. She intended to enter the twelve-mile race if there were any more spaces, but that race had a full complement of runners. Nevertheless, she was the only one of five racers over the age of fifty-five to run more than twenty miles.



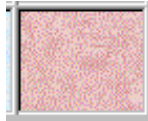
Exercise (Insert WordArt)

- ◆ Open a new document.
- ◆ Click **Insert** on the Menu bar.
- ◆ Choose **Picture, WordArt**.
- ◆ In the WordArt Gallery dialog box, select the WordArt style as shown below: (Second row, fifth column.)



- ◆ Click **OK**.
- ◆ Click the **Font** drop-down arrow and choose **Book Antiqua**.
- ◆ Click the **Font size** drop-down arrow and choose **60**.
- ◆ Click the **Bold** button.
- ◆ Delete **Your Text Here** and type **Reading**.
- ◆ Press **Enter** key on your keyboard to bring your insertion point to next line.
- ◆ Press **Space bar** on your keyboard twice.
- ◆ Type **and**.
- ◆ Press **Enter** key on your keyboard to bring your insertion point to next line.
- ◆ Type **Writing**.
- ◆ Click **OK**.
- ◆ With the WordArt still selected, click the **WordArt Shape**  button on the WordArt toolbar.
- ◆ Click **Button (Pour)** .
- ◆ With the WordArt still selected, click the **Format WordArt**  button on the WordArt toolbar.
- ◆ Click the **Colors and Lines** tab, if necessary.
- ◆ Click the **Color** drop-down arrow in the **Fill** section. Choose **Fill Effects**.

- ◆ Click the **Texture** tab.
- ◆ Choose **Pink tissue paper**.



- ◆ Click **OK**.
- ◆ Click the **Color** drop-down arrow in the **Line** section.
- ◆ Choose **Red**.
- ◆ Click **OK**.
- ◆ Now you can move your WordArt to the desired location and/or change to a desired size.
- ◆ Create a page border if you desired.
- ◆ Your WordArt should look something like the next page.

Reading
and
Writing

Exercise (WordArt and Drawings)

For this assignment, you are to use WordArt to create three different word graphics of your choosing, and use the tools in the Drawing toolbar to create three different drawings of your choosing.

These are not to be overly simple word graphics or drawings ~ the completed graphics are to show thought, creativity, and a time investment on your part. You should use a variety of shapes, lines, and colours. The word graphics and drawings can be anything you choose ~ for example, as a drawing, you can create a picture of the Canadian flag, a bunch of colourful balloons, a building, a person, a symbol, ...

List what your WordArt items will be:

WordArt #1~ _____

WordArt #2~ _____

WordArt #3~ _____

List what your drawings will be:

Drawing #1~ _____

Drawing #2~ _____

Drawing #3~ _____

Put each of your six graphics into one document. Save and print your assignment.

See sample document on the following pages.

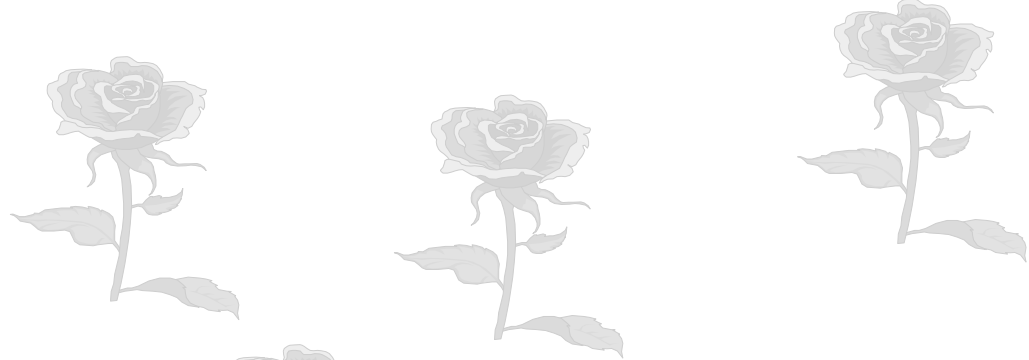
Using Word Art & Microsoft Draw

Submitted By: Student's Name

Submitted To: Teacher's Name



Happy
Mother's Day





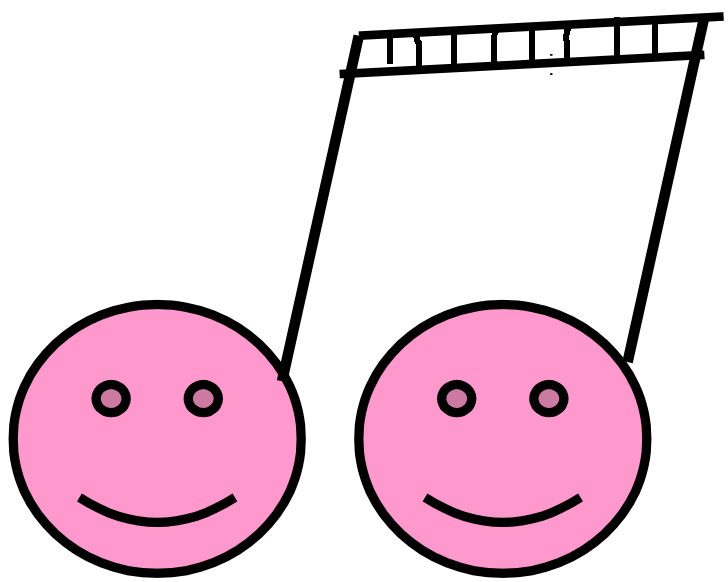
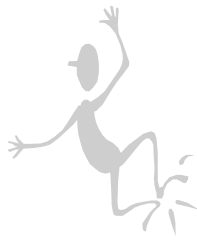
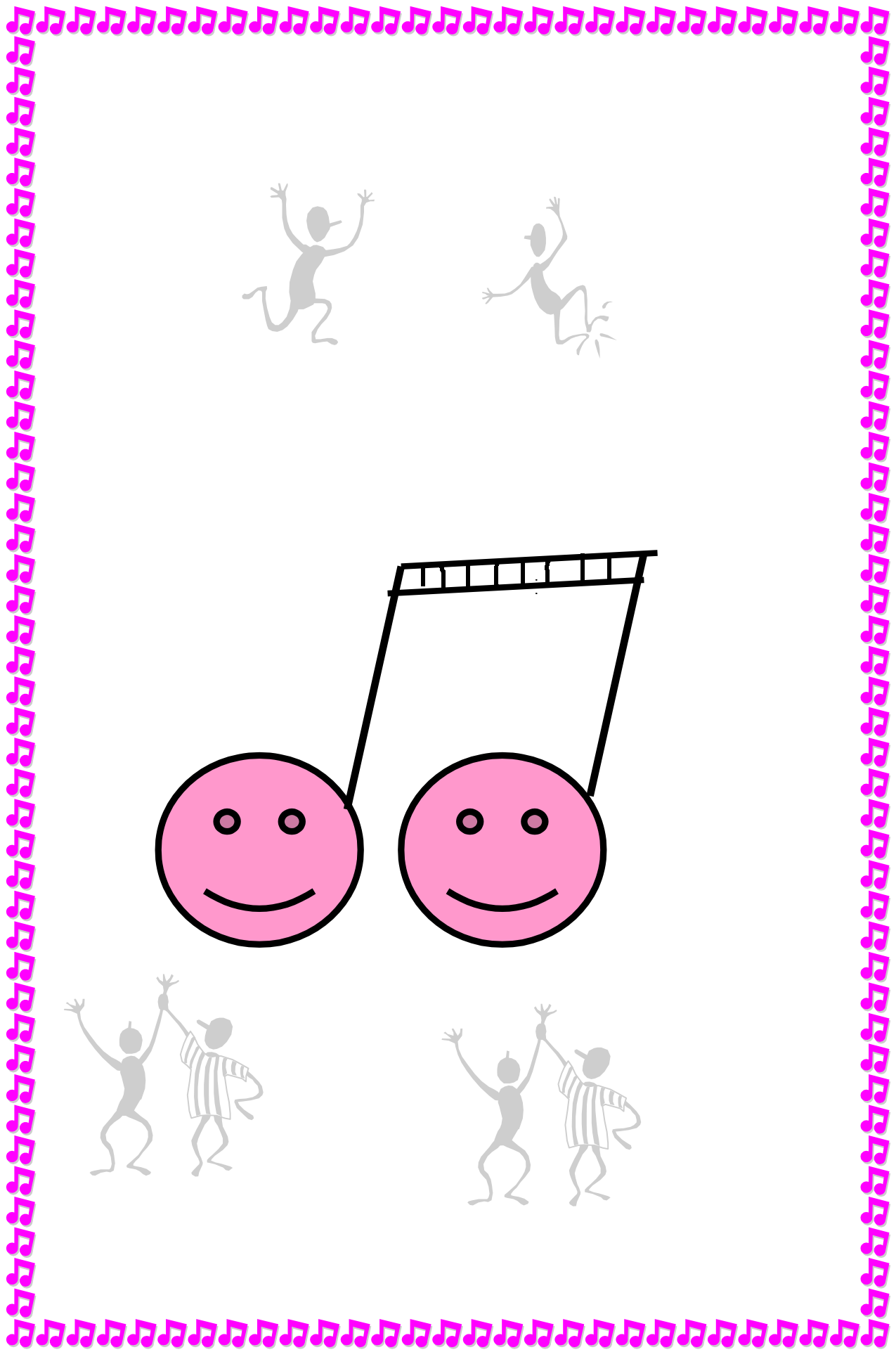
Splash into summer





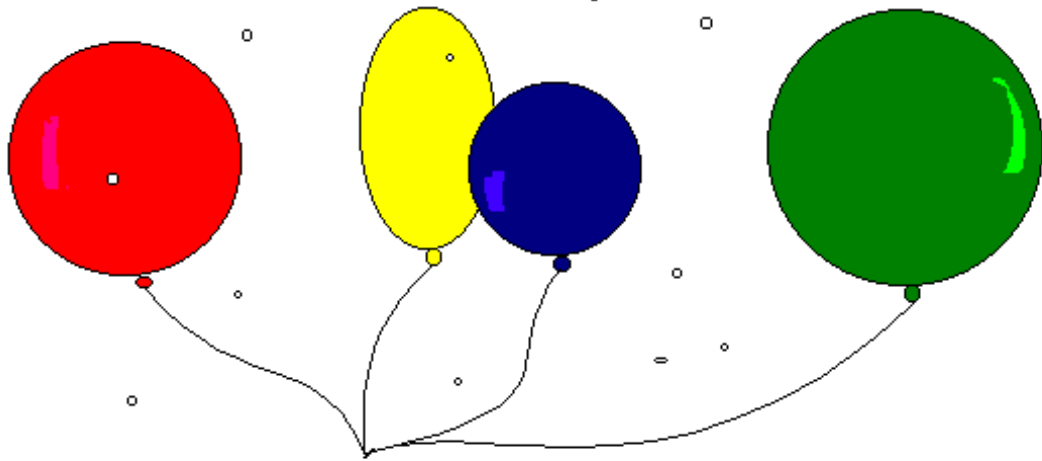
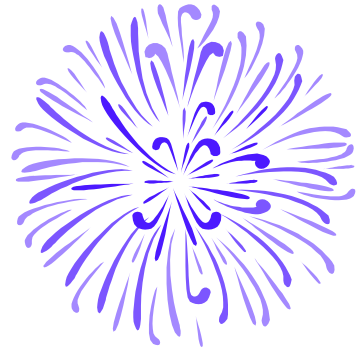
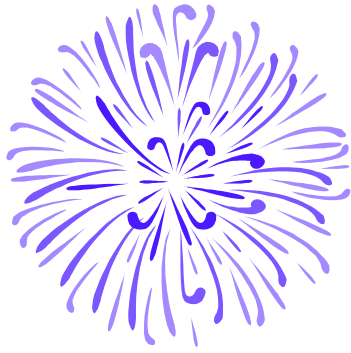
HAVE A
NICE
LONG WEEKEND



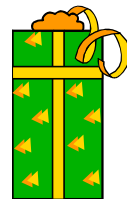




Spring Time



Happy Birthday



Exercise (Write a Story, Format Text, WordArt, Spell Checks)

Create a story that is at least three paragraphs in length.

- 1). At the top of your document, insert your name on one line, today's date on the second line, and your class name on the third line. Right align these lines.
- 2). Using WordArt, type and centre the title of your story.
- 3). Type your story. This story can be about anything you would like. Your story can be fiction or can be true.
- 4). Justify the paragraphs you have just written. Use tabs to indent each paragraph. Leave a line between your paragraphs.
- 5). At the end of your story, type "The End" in italics. Centre this.
- 6). Use the spell check to make sure that all of your words are spelled correctly.
- 7). Now, select a different font style and size for each paragraph.
- 8). Save your document with a file name of your own choosing.
- 9). Print a copy of your story.

Exercise (Completion of Red Velvet)

To instructors: Type and save the story on the following page in "C" drive.

Objective: Open file from "C" drive, Cut, Copy, Paste, Complete a Story, Word Count, Format Text, Page Border, WordArt, ClipArt, Watermark, Thesaurus, Drop Cap, Drawing, Spell Checks, Save, and Print a document.

To students:

- ◆ Write approximately 300 words to add to the original 172.
- ◆ Choose another font style, size, and colour.
- ◆ Add a page border.
- ◆ Create a WordArt title.
- ◆ Indent all paragraphs with the tab key.
- ◆ Use the Thesaurus to replace 5 adjectives or adverbs.
- ◆ Insert a graphic using ClipArt. Format this ClipArt to a Watermark.
- ◆ Use 1.5 line spacing.
- ◆ Use the Drop Cap feature for the first letter of the first paragraph.
- ◆ Right align your name and the date at the bottom of the last page.
- ◆ Use the cut and paste features to place these (your name and the date) under the title.
- ◆ Add another graphic using the Draw toolbar.
- ◆ Utilize Spellchecker to check your spelling.
- ◆ Print preview your story.
- ◆ Print the final product and prepare to read to the class.

Red Velvet – The blabber

Once upon a time, there was a little girl named Red Velvet. She was a beautiful child loved by everyone, especially her grandmother. Sadly, her grandmother became ill and needed care. Red Velvet's mother prepared a basket in which she placed a special cake and a bottle of wine and said, "Take this basket and go straight to your grandmother's. She is sick and weak and this will be good for her."

Red Velvet entered the woods near her home and started to skip and hop along a path, which she had often used to get to her grandmother's house. Suddenly, she saw in front of her a friendly-looking animal which, on closer encounter she realized was a wolf. She was so happy to talk to someone that she told the wolf all about her sick grandmother – even exactly where she lived. The wolf continued on his way. Red Velvet continued on her way. What, do you think, the wolf will do? What, do you think, Red Velvet will do?