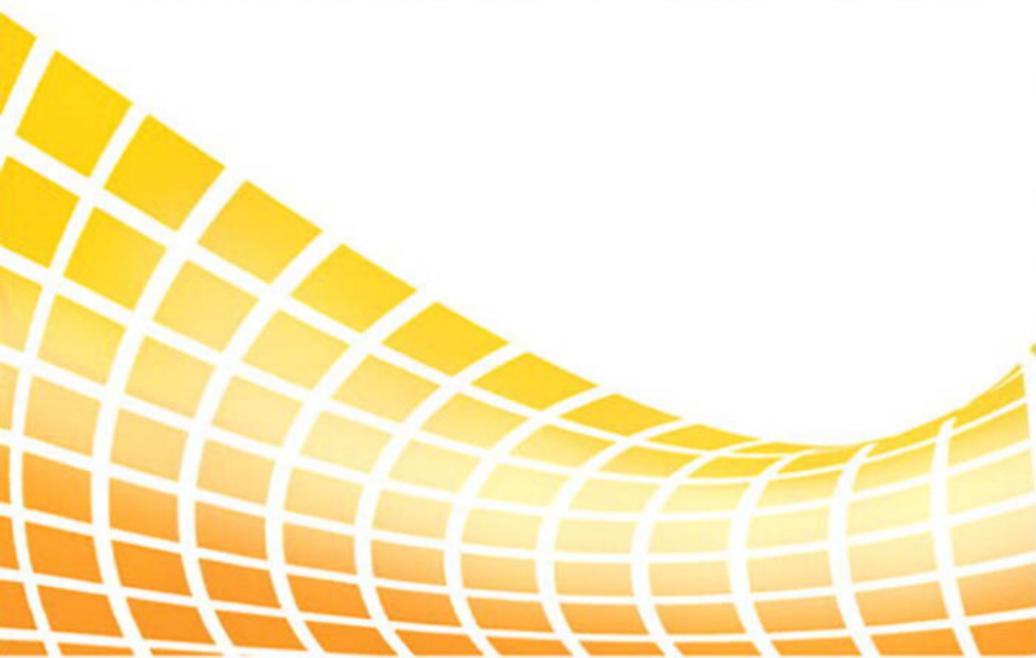


Microsoft®

Office 2010



IN DEPTH

que®

Joe Habraken



Microsoft®

Office 2010

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Joe Habraken

que®

800 East 96th Street
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MICROSOFT® OFFICE 2010 IN DEPTH

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INTRODUCTION

Congratulations! You are about to harness the incredible capabilities of the latest version of Microsoft Office: Office 2010. Microsoft Office has been the gold standard for application suites for many years and provides all the applications that you need for a wide variety of tasks. Whether you are writing a novel, balancing your budget, managing your emails and contacts, or creating an important sales presentation, you will find all the features and tools that you need to get the job done.

If you have used Microsoft Office in the past but have not upgraded in the last few years, you will find that the Office applications have undergone a substantial makeover that enables you to work even more quickly and efficiently. All the Office applications embrace the Ribbon-based Office Fluent interface, providing an intuitive interface that enables you to get up and running in Office applications that you might not have used in the past.

As personal computing moved from a somewhat solitary environment to a new world of connectivity and collaboration, Microsoft enriched the Microsoft Office applications to make it easier for you to communicate and collaborate with other users on your business or home network and via the Internet. Office collaboration tools make it easier for you to share files and to review documents edited by colleagues.

This latest version of Office also takes into account the fact that we all now work in a much more graphically rich computing environment and typically create files that include images, diagrams, and other graphics. Office 2010 provides greatly improved tools for working with digital images, and makes it easy for you to create a variety of graphics that greatly enhanced the visual impact of your documents, worksheets, and presentations.

Who Should Buy This Book

If you are thumbing through the table of contents of this book, trying to make a determination as to whether you should take the leap and buy it; let me give you some concrete reasons why this would be a good purchase. First, this book is part of Que's *In Depth* series, which is dedicated to providing you with a series of comprehensive guides for a variety of

software applications and operating systems. The highly skilled publishing team at Que Publishing works hard to provide you with the very best computer reference books.

This particular book is designed for a range of Microsoft Office users—from the novice to the well-seasoned veteran. New users will find it an excellent hands-on tool for learning the basics of the various Office applications. More experienced users will find it a resource that allows them to go well beyond the basic capabilities of powerful application software packages such as Word, Excel, Outlook, PowerPoint, Publisher, and OneNote.

This book's approach is simple: It provides in-depth coverage of Microsoft Office 2010 application features and software tools, and also provides you with the context in which that particular feature or tool will be used as you edit documents, create email messages, or fine-tune complex worksheets. This book serves you as a reference for specific application features, but can also serve as a resource for learning how to best take advantage of the capabilities provided by each of the individual Office applications and to leverage the capabilities of Office as an integrated suite of software tools. As someone whose job it is to teach students to understand the practical application of software in the real world, I have made sure that this book embraces that ideal and will enable you to use the various Office applications more completely and effectively whatever your endeavors.

The book is written in an easy-to-read, conversational style that allows you to concentrate on learning and understanding. Although you will find that each of the Office applications provides multiple ways to tackle nearly every task, this book stresses best practices in using applications such as Word, Excel, and PowerPoint to enable you to realize better results when using these software tools.

How This Book Is Organized

Microsoft Office 2010 In Depth is organized into seven parts and also includes two appendices. Each Office application covered in this book is discussed in detail in its own part or section. This makes it possible for you to quickly access information related to a specific Office application: Word, Excel, PowerPoint, Outlook, Publisher, or OneNote. All the most important and useful features and tasks are covered in the application-specific sections of this book. The book also includes an introductory section (Part I) that enables you to quickly get up to speed with the Office 2010 interface and new features and tools found in this version of the powerful Microsoft Office application suite. Two appendices are included; one provides insight into using the Office applications in an integrated fashion and the other is a primer on Office macros.

Part I, “Office 2010 Interface and Common Features,” gets you oriented to the Office application interface and geography stressing Microsoft’s Office Fluent user interface approach and also looks at improvements and new features found in the Office applications. This section also discusses managing and sharing your Office application files and working with graphics and images in the various Office applications. An introduction to the new Office Web apps is also provided in this section.

Part II, “Word,” takes an in-depth look at the Office suite’s powerful word processor and desktop publishing application. This section begins with an overview of the Word application environment and how to access essential Word features and tools. Each subsequent chapter in this section builds your Word knowledge base from commonly used features and commands to advanced subject matter that will allow you to create more complex and specialized Word documents using styles, tables, and sections. This section also provides you with complete coverage of advanced features, such as Word’s mail merge and forms, and it details approaches for creating larger documents requiring a table of contents, footnotes, and cross-references.

Part III, “Excel,” quickly orients you to this powerful spreadsheet application so that you can immediately begin to work with worksheets, text labels, values, formulas, and cell ranges. This section then focuses on worksheet management and advanced formatting and provides an in-depth discussion of the use of formulas and functions in your Excel worksheets. The use of charts, pivot tables, and tools for sorting and filtering data are also covered in this section, which culminates in coverage of Excel’s advanced features for validating and analyzing your worksheet data.

Part IV, “PowerPoint,” provides you with a detailed discussion of this powerful presentation tool. Beginning with an overview of the PowerPoint application environment and basic presentation tools and concepts, this section provides you with all the information you will require to build complex and compelling PowerPoint presentations. Chapters in this section include information on how to build better PowerPoint slides using themes, slide transitions, and special animations. The options and best practices for presenting PowerPoint presentations are also provided with particular insight into how printed materials such as handouts and notes can be used to make a presentation even more effective.

Part V, “Outlook,” covers how to use this powerful information manager in both small office/home office environments and on corporate networks. The chapters in this section provide you with an overview of the Outlook interface and common features, and then concentrates on the diverse abilities that Outlook provides as an email client, contact information manager, calendar manager, and organizer of tasks, notes, and other personal information. Coverage is also provided to help you secure the information in Outlook and protect your Outlook Inbox from spam, viruses, and other security threats.

Part VI, “Publisher,” discusses the Office suite’s dedicated desktop publishing application. Publisher has slowly evolved from a home office–oriented application into an extremely useful and robust design application that enables you to quickly create a variety of visually appealing and professional documents. This section orients you to the basics of creating special documents in Publisher and then builds your knowledge base in the application so that you can create more complex items, including online content.

Part VII, “OneNote,” covers the capabilities of this information manager, which enables you to gather, organize, and share information. This section begins with an overview of the OneNote interface and the creation of OneNote notebooks. Chapters in this section walk you through the use of tabs, pages, and tables in your notebooks to store and organize information. This section concludes with a look at how OneNote can be integrated with other Office applications such as Word and Excel.

This book completes its discussion of the Office applications with Appendices A and B, which provide information on integrating the Office applications and Office macros, respectively. Each appendix is designed to provide you with additional information related to the Office applications that can be used to leverage your capabilities when using Office suite members such as Word, Excel, and PowerPoint. In my mind, the appendices provide information that is over and above the in-depth coverage provided for each Office application in the seven sections of the book. It would make sense to have a very strong working knowledge of the Office applications before you tackle the information provided in the appendices.

Conventions Used in This Book

Special conventions are used throughout this book to help you get the most out of each and every page as you ramp up your knowledge of Microsoft Office 2010.

Key Combinations

Much of what we do in the various Office applications is typically a matter of mouse clicks (if we aren't typing text); however, some commands are a result of key combinations on the keyboard. Key combinations are represented with a plus sign. For example, if you the text calls on you to bold text using the Ctrl+B key, the plus symbol denotes that the keys are to be pressed at the same time.

Special Elements

Special elements in this book provide you with additional information that will help you better understand the text in a particular chapter section or warn you about a potential problem with a particular software feature. These elements are to help you better navigate the features and tools discussed in this book. These special elements consist of Notes, Tips, Cautions, and Cross-References. The name of each special element provides you with insight into how you could use the information provided by an element.



note

Notes provide information that expands on information in a chapter. The extra information in Notes isn't essential as you work through a chapter, so you can take advantage of the Notes provided as time allows.



tip

Tips provide you with best practices and shortcuts as you work with the various Office features and tools. Tips are designed to help you get the most out of a particular software feature and increase your overall efficiency and ability with the application.



caution

Cautions are designed to warn you about potential pitfalls with an application feature or tool. Heeding the warning provided by a caution can save you both time and frustration as you navigate a tricky or confusing concept, feature, or tool in an Office application.

Cross References

Cross references are designed to point you to other locations in this book or other books in the Que family. Cross references make it easy for you to jump to another part of the book for supplemental information related to the topic in the chapter you are currently reading. Cross references appear as follows:



For information on configuring an Outlook profile and email account the first time you run Outlook, see Chapter 22, "Requisite Outlook: Configuration and Essential Features," on page 597.

USING AND CREATING GRAPHICS

Each of the Office applications is designed for a particular purpose. Excel is a number cruncher, Word is a powerful word processor, and PowerPoint is a presentation application extraordinaire. Although you use the different Office applications for different purposes, graphics—images, shapes, and clip art—are used for pretty much the same purpose in all the applications. Graphics enable you to enhance information and add interest to the spreadsheets, documents, and presentations that you create. In Office 2010, the commands and tools used to insert and modify images, shapes, SmartArt graphics, and clip art are very consistent across the different applications in the Office suite. So, if you know how to use graphics in Word, you can apply that knowledge to another Office application, such as PowerPoint.

This chapter provides an overview of the options for adding graphics to your Office application files. We will look at how to insert shapes, SmartArt graphics, images, and clip art. We will also look at some of the new features that Office 2010 provides for working with graphics in the applications, including the screen capture tool and the background removal tool.

The Office 2010 Options for Graphics and Pictures

The Office 2010 applications offer a number of different possibilities for adding graphics to the files that you create in each of the applications. Graphic options range from the drawing of shapes and the insertion of customizable SmartArt graphics to the ability to insert and enhance your own digital images.

How you use graphics in your Office documents (let's consider Office document to mean a Word document, Excel worksheet, PowerPoint slide,

or any other file type used by the Office applications) is really as important as the type of graphic you use. Graphics are meant to enhance a Word document, Excel worksheet, or PowerPoint slide. Enhancing your work with a graphic can mean different things depending on the type file you are creating. For example, a neighborhood newsletter created in Word might benefit from the use of clip art as design elements or headlines formatted as graphics using WordArt. In another scenario, a PowerPoint slide detailing a particular business process could be greatly enhanced using a SmartArt graphic diagram that provides a visualization of the process described on the slide. It definitely makes sense to weigh the benefits of adding a graphic to an Office document; you should avoid graphics that make a document or slide too busy or do not enhance the information provided. Make sure that your graphic elements increase the impact of information being provided.

Charts, for example (which are discussed in the context of their use in particular Office applications such as Excel and PowerPoint) are extremely useful graphics used to provide a visualization of numeric data. Charts can be particularly useful when they accompany worksheet data in Excel or help explain numerical data provided on a PowerPoint slide. Consider the chart as your measuring stick in terms of weighing whether to use a particular graphic type in an Office application. We know how charts enhance the understanding of numerical values in tables, so try and apply the same measuring stick when you are going to use digital images, clip art, and diagrams; make sure that they add to document and don't just serve as a cute distraction. I realize that pictures of puppies will melt nearly anyone's heart, but using puppy pictures to mask bad sales trends shown on a PowerPoint slide is just plain wrong (although those puppies can be real cute).

➔ *For information on creating charts in Excel, see page 381 in Chapter 14, "Enhancing Worksheets with Charts."*

➔ *For information on using charts in PowerPoint, see page 542 in Chapter 19, "Better Slides with Clip Art, Pictures, and SmartArt."*

As already mentioned, the Office applications provide a number of different possibilities in terms of the different types of graphical elements available to you. The list that follows provides a brief description of each of the possibilities:

- **Picture:** You can insert your digital pictures into your Office documents. The Office applications support a number of different file formats including Windows Bitmap (.bmp), Graphics Interchange Format (.gif), Joint Photographic Experts Group (.jpg), Portable Network Graphics (.png), and Tagged Image File Format (.tif).
- **Clip Art:** Each Office application has access to an installed library of clip art images. Additional clip art can be downloaded from Microsoft.com as you work in a particular application. Microsoft.com provides you with a seemingly unending library of clip art images. Static clip art is referred to as an illustration. The Clip Art library also provides animated GIF images, which are referred to as videos; however, GIF images are just a layering of static images that provide the appearance of motion. The Clip Art gallery also includes photographs and audio files.
- **Shapes:** The ability to insert different drawn shapes into an Office application has been around nearly as long as the Office applications. A Shapes gallery provides a number of different shape

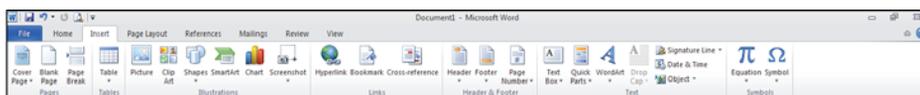
categories that make it easy to add lines, rectangles, stars, and even callouts to your Office documents. Shapes can also be edited and combined to provide you with all sorts of possibilities.

- **SmartArt:** This graphic type was a huge addition to the Office applications when it was introduced with the release of Office 2007. Office 2010 provides additional SmartArt diagrams and makes it easier to edit SmartArt diagrams.
- **Screenshot:** This tool provides you with the ability to take a snapshot of the Windows desktop and/or any windows open on the desktop. This can be particularly useful if you want to visually document the steps required to use in a particular feature in one of the Office applications (or any application open on the Windows desktop). You can also use it to capture the screen of messaging platforms such as Skype or the wall on your Facebook page.
- **WordArt:** WordArt was actually created using a separate WordArt application for a number of the Office suite releases and was inserted into a document as an object such as clip art or a digital image. WordArt attributes can now be assigned to text in place, allowing you much greater flexibility in converting text to WordArt using the WordArt gallery.

The commands used to insert the various graphic types such as pictures, clip art, or shapes are provided on the Ribbon's Insert tab in each of the Office applications such as Word or PowerPoint. You can even insert pictures, clip art, and shapes into your Outlook emails; the Ribbon provided by the message window provides the various commands for inserting graphics on the Insert tab.

In Word, Excel, Outlook, and Publisher (Publisher does not include SmartArt graphics or the Screenshot command), the commands for inserting different graphic types are bundled into the Illustrations command group. Figure 4.1 shows the Ribbon's Insert tab in Word.

Figure 4.1
The Insert tab includes the Illustrations group.



In PowerPoint, these commands have been split into two groups. The Images group includes the Picture, Clip Art, Screenshot, and Photo Album commands (which enables you to take a series of digital images and quickly create slides for each image). The Illustrations group in PowerPoint houses the Shapes, SmartArt, and Chart commands.

The WordArt command and associated gallery are found in the Text group on the Ribbon's Insert tab in all the Office applications mentioned. WordArt can be inserted on a document page as a new object. You can also convert existing text to WordArt.

Working with SmartArt Graphics

SmartArt provides a large gallery of all sorts of different graphics that can be used for creating eye-catching lists and diagrams. You can create lists that use shapes to better define the relationship

between text entries in a list and you can create lists that combine text and pictures. Figure 4.2 shows a vertical picture list SmartArt graphic that includes thumbnail photos and text.

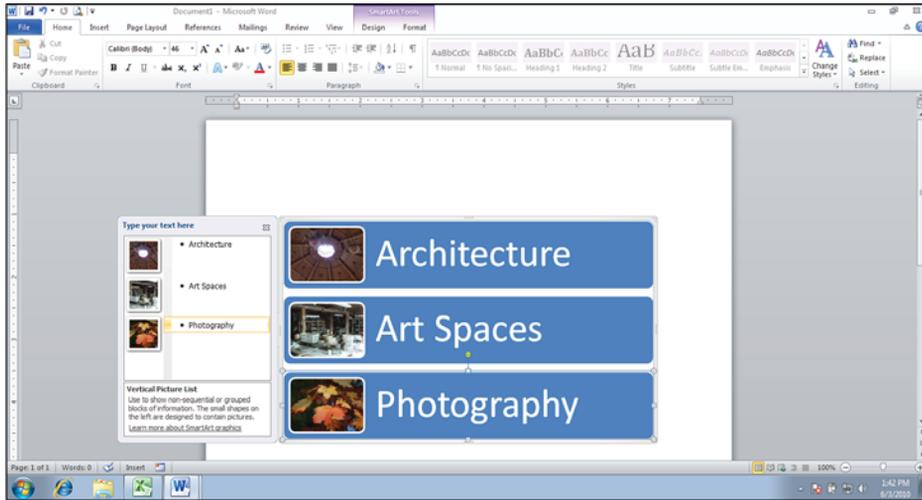


Figure 4.2
A SmartArt list that includes pictures.

SmartArt lists enable you to go beyond the possibilities normally associated with numbered and bulleted lists. SmartArt lists can be particularly useful in PowerPoint where you can replace bulleted lists on slides with SmartArt lists. SmartArt lists are actually better at showing how the different items in a list are related than the typical bulleted list found on a PowerPoint slide.

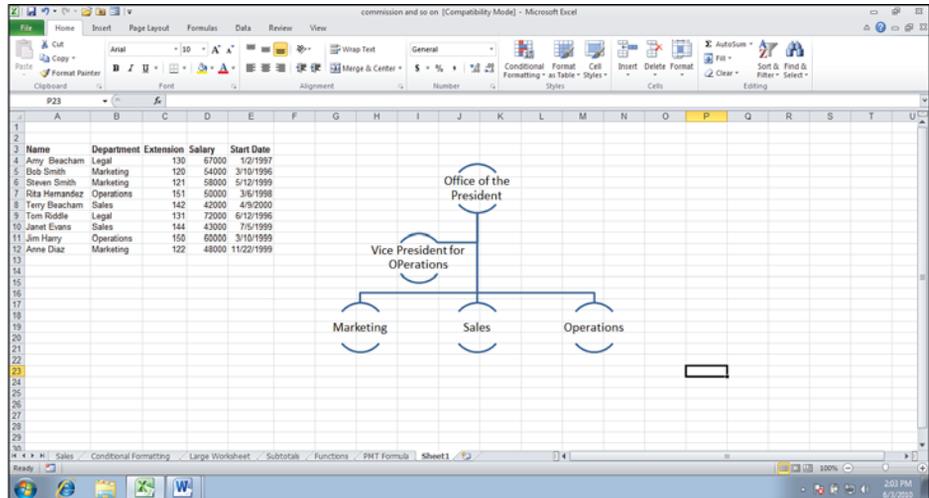
➔ *For information on converting text to SmartArt in PowerPoint, see page 540 in Chapter 19.*

The SmartArt gallery also provides a large number of different diagram types. There are process diagrams, relationship diagrams, and hierarchy diagrams just to name a few. For example, a hierarchy organization chart could be used in an Excel worksheet to provide information related to how different departments shown in a worksheet relate to each other in terms of the corporate structure. Figure 4.3 shows a half-circle organization chart in an Excel worksheet.

Each SmartArt diagram category provides you with a specific way to represent information visually in your Office documents. The list that follows provides a brief description of each of the SmartArt graphic categories:

- **List:** Enables you to place text in nonsequential vertical or horizontal lists.
- **Process:** Designed to show a logical progression or flow, this diagram type enables you to break down the steps in a process or cycle.
- **Cycle:** Enables you to show the steps in a continuous process.

Figure 4-3
Organization charts can be inserted into Excel worksheets or other Office documents.



- **Hierarchy:** These diagrams show the hierarchical relationship between items shown in the diagram. A hierarchy diagram can also be used to show a decision tree.
- **Relationship:** Enables you to show how elements in the diagram are related or connected.
- **Matrix:** This diagram type shows how the parts relate to the whole.
- **Pyramid:** Used to show both hierarchical relationships and the proportional importance of items in the hierarchy.
- **Picture:** This group will list all the SmartArt lists and diagrams that enable you to incorporate images into the SmartArt structure.
- **Office.com:** This group provides additional SmartArt graphics provided online via the Office.com website.

SmartArt graphics are easy to create. They are also easy to edit and modify. Let's take a look at inserting SmartArt graphics into the Office applications and then look at the tools available for modifying and enhancing SmartArt lists and diagrams.

Inserting SmartArt Graphics

SmartArt graphics are inserted using the SmartArt command, which is housed in the Illustration group on the Ribbon's Insert tab. To insert SmartArt into an Office document, follow these steps:

1. On the Insert tab, select SmartArt. The Choose a SmartArt Graphic dialog box will open as shown in Figure 4.4.

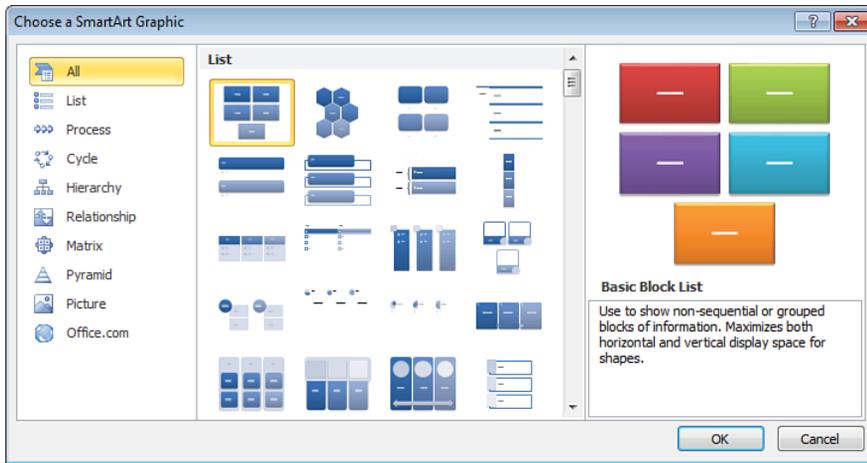


Figure 4.4
The SmartArt
Graphic dialog box.

2. Select a SmartArt category to view the individual diagrams provided by a particular category.
3. Select the list or diagram that you want to insert.
4. Click OK. The list or diagram will be inserted into your current Office document.

You can now enter the text that you want to place in the diagram. Figure 4.5 shows a Venn diagram SmartArt graphic that has been inserted into a Word document.

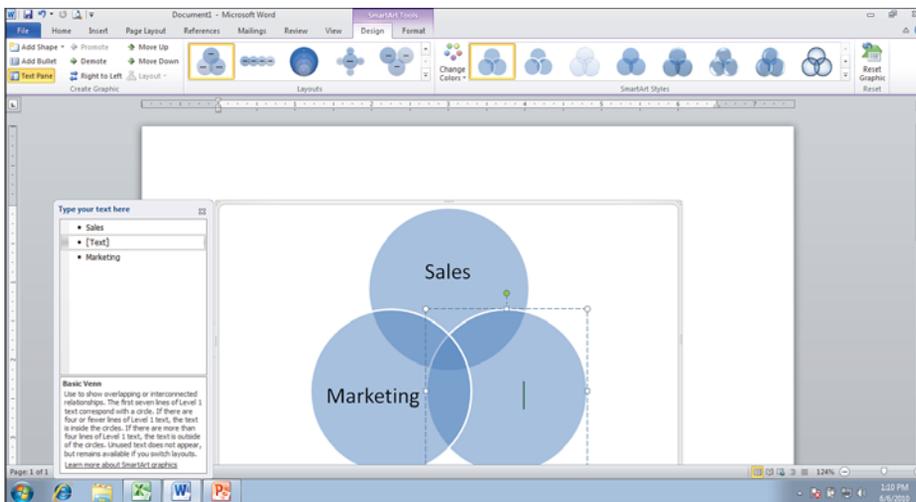


Figure 4.5
Enter the text for the
SmartArt list or
diagram.

You can enter the text for the diagram directly onto the diagram parts by replacing any of the [TEXT] placeholders. You can also enter and edit text entries for the diagram in the Text pane that accompanies each SmartArt graphic (to the left of the SmartArt). The Text pane can be collapsed by clicking the pane's Close button. If you want the Text pane to reappear, click the Expand button on the left edge of the SmartArt frame.

Some SmartArt lists and diagrams enable you to include pictures as part of the list or diagram. After you insert a SmartArt graphic that includes placeholders for pictures, you will find that picture placeholders are provided in the different diagram parts as well as the Text pane for the SmartArt graphic. To replace a picture placeholder, click the placeholder in either the diagram or the Text pane. The Insert Picture dialog box will open. Navigate to the folder that houses the picture graphic and then select the file. Click Insert to place the picture in the SmartArt graphic.

The picture will be sized according to the space allotted for it in the list or diagram. For example, if you insert a picture into a circle that is part of a particular diagram type, the picture will be sized to fit in the shape, meaning the circle. This means that you do not have to size or crop images before you insert them into a SmartArt list or diagram. Even the largest digital photo will be sized to fit appropriately into the SmartArt graphic shape.

After you have completed entering the text and pictures (if applicable) for the SmartArt graphic, click outside the graphic's frame. You can now continue to work on the document, worksheet, or presentation that you are creating. The SmartArt graphic is like any other object in that it can be moved or sized as required.

caution

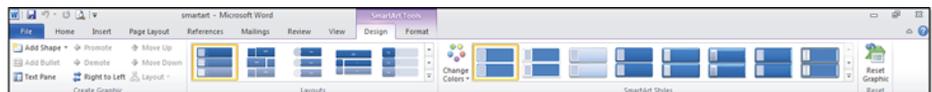
If you are going to use SmartArt graphics in an Office application, save the file that you are creating in an Office 2010 File format. For example, Word would use the file format .docx, whereas Excel would use .xlsx. Using an Office 2010 file extension will enable you to take advantage of all the SmartArt possibilities and tools. Some functionality and capability is lost when attempting to use SmartArt graphics in earlier Office file formats, particularly in files created in Office applications that predate the Office 2007 release.

Modifying SmartArt Graphics

When you select a SmartArt graphic in an Office document, the SmartArt Tools become available on the Ribbon. The SmartArt Tools consist of a Design and a Format tab.

The Design tab is primarily devoted to the selection of layouts and styles for the SmartArt graphic. Figure 4.6 shows the SmartArt Tools Design tab.

Figure 4.6
The SmartArt
Tools Design
tab.



When you work with the Design tab command groups, you will be affecting the entire SmartArt graphic. For example, the Layouts gallery enables you to choose from a number of different layouts for the particular type of SmartArt list or diagram that you inserted into your Office document. The Change Colors command in the SmartArt Styles group enables you to specify a color combination for the SmartArt graphic based on the current theme as well as a number of other color categories. After you have specified a color combination for SmartArt, you can use the SmartArt Styles gallery to fine-tune the use of the color scheme selected for the graphic and apply 3D styles to the SmartArt.

Two other command groups serve as the end caps for the Design tab. On the far left is the Create Graphic group and at the far right is the Reset group. In the Create Graphic group, you are provided the Add Shape command, which enables you to add additional shapes (the same shape that is used as the primary building block for the SmartArt graphic) to the graphic.

So, if you have inserted a SmartArt list that provides three list boxes, you can increase the number of boxes using the Add Shape command. The Create Graphic group also has other commands that enable you to promote or demote and move up or move down shapes in the SmartArt graphic. The availability of these commands will depend on the type of SmartArt graphic you have inserted into your Office document.

If you make design changes to your graphic using the Change Colors command or the SmartArt Styles gallery and just don't like the way things turned out, you can reset the graphic and start over (or leave things well enough alone). Click the Reset Graphic command in the Reset group. The Reset Graphic command does not reset changes that you make using the Layouts gallery or the commands in the Create Graphic group.

The other SmartArt Tools tab is the Format tab. The Format tab is shown in Figure 4.7. The Format tab commands are a little different from those provided on the Design tab, which were geared to making global changes to the SmartArt graphic.

**tip**

If you are working with a 3D SmartArt graphic, it might be easier to edit the shape settings in 2D. Select the Edit in 2-D command in the Shapes group.

**tip**

You can toggle the SmartArt graphic's Text Pane on or off using the Text Pane command in the Create Graphic group.

**tip**

If you are attempting to select a shape in a SmartArt graphic that is behind another shape, the easiest way to select it (rather than using Bring Forward) is to select the shape's text in the Text pane.

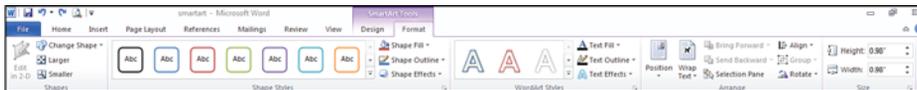


Figure 4.7
The SmartArt Tools Format tab.

Many of the command possibilities provided by the Format tab can be applied to the entire SmartArt graphic or the individual shapes (elements) that make up the graphic. This enables you to fine-tune the look of a SmartArt graphic and modify an existing graphic as you require.

For example, you might want to change the shape of a specific element (which is referred to as a shape, so this can be confusing) in the SmartArt graphic. You can select a specific shape and modify it or you can select a number of shapes (select the first shape or element and then hold down the Ctrl key when selecting the other shapes) and modify them collectively. The Shapes group on the Format tab enables you to change the shape of a selected element or elements using the Change Shape gallery. You can also change the size of a shape or shapes using the Larger and Smaller commands.

The Format tab also provides you with the ability to modify the style for a selected shape or shapes and modify shape fill, outline, and effects. The Shape Styles group provides access to the Shapes Styles gallery, which provides a number of different border fill and text styles. Shape Fill, Shape Outline, and Shape Effects enable you to modify these style elements individually.

The WordArt Styles gallery provides you with a number of different WordArt text styles that can be applied to the text in a shape. These styles include color, outline, shadow and text effects. If you want to fine-tune the WordArt style assigned to a particular shape or a number of selected shapes, you can use the Text Fill, Text Outline, and Text Effects commands as needed.

The Text command group provides commands used to specify the text direction in a shape or shapes that make up the SmartArt graphic. You can use the Text Direction command to change the direction of the text. The Align Text command enables you to specify whether the text should be aligned to the top, middle, or bottom of the graphic or shape.

The Arrange group commands are related to how a shape is layered with other shapes and how the text in a document such as a Word document deals with the SmartArt graphic. To layer shapes in a graphic, use the Bring Forward and Send Backward command as needed. You can change the alignment and rotation of an entire SmartArt graphic or entire shape by using the Align and Rotate commands, respectively.

Aligning Graphics and Text

In terms of a SmartArt graphic in a document that includes text, you can use the Position command to specify whether the graphic is to be inline with the text or will allow the text to wrap around it. You can also change how the text wraps around the graphic by using the Wrap Text command. When you insert a graphic such as a SmartArt graphic, you are, in effect, creating a new drawing layer that sits on top of the text, which lives in its own layer: the text layer. The choices available for wrapping text in relation to a SmartArt graphic also apply to other graphics that you might use, such as images, clip art, or shapes. The choices provided on the Wrap Text command's gallery are as follows:

- **In Line with Text:** The SmartArt graphic is placed in the text layer, enabling you to position the graphic in the text paragraphs in the document. The text will not wrap around the graphic.
- **Square:** The text wraps around the graphic in a square pattern, which is defined by the outside boundaries of the graphic's frame (not the graphic's shape).

- **Tight:** The text wraps around the graphic based on the graphic's shape.
- **Through:** The text wraps around the graphic as if the graphic was an inline element with the text. The text remains outside the graphic, however. This is very similar to the Tight setting.
- **Top and Bottom:** Text wraps on the top of the graphic and then continues below the graphic, placing the graphic between the text flow.
- **Behind Text:** The graphic is moved behind the text layer. This enables you to use a graphic as a frame or as a watermark on the page.
- **In Front of Text:** The graphic is placed in the drawing layer, which sits on top of the text layer. The text will be behind the graphic. This can be used in PowerPoint to unveil or hide a bullet point or bullet points when an animation effect is added to the graphic.

These different text-wrapping options become particularly important when you are working in Office applications such as Word and Publisher where the SmartArt graphic will cohabitate the page along with a potentially large amount of text. Remember that the text is in its own layer and the SmartArt graphic is in the drawing layer. This not only enables you to determine how the graphic will interact with the text but how graphics in the drawing layer interact with each other.

Adding and Manipulating Pictures

The Microsoft Office applications enable you to insert a number of different digital picture file formats into your Office documents. Because it is true that a picture is worth a thousand words, you can use pictures to enhance your Word documents, PowerPoint slides, Excel worksheets, and even your Outlook emails. Some of the commonly used digital picture file formats are as follows:

- Windows Bitmap (.bmp)
- Graphics Interchange Format (.gif)
- Joint Photographic Experts Group (.jpg)
- Portable Network Graphics (.png)
- Tagged Image File Format (.tif)
- Windows Metafile (.wmf)

Digital image files are compressed and the compression scheme used by a particular file format can have an effect on the overall quality of the image. Lossless compression schemes compress the file without discarding any of the file data; the lossy compression scheme actually discards some of the file's data to compress the image file. Image files also differ in the number of colors they can provide, so you will find that each file format definitely has its own plus and minuses. For example, GIF files provide for a total number of only 256 colors, but GIF files are often small (in terms of size) and can be used as pictures on websites. The PNG format provides millions of colors and uses a lossless compression scheme, so you get a fantastic-looking image but the file size can be quite large. A JPG

image uses a lossy compression scheme and so might not look as good as a PNG file but it will definitely provide you with a smaller file size.

Most digital cameras shoot either JPG or PNG files by default. Most digital cameras also enable you to adjust the number of megapixels used in a shot, which relates to the resolution of the picture and the file size created.

In terms of using digital images in your Office applications, you don't really need to worry about file size, megapixels, or file type. The Office applications can deal with most of the common file types and will typically size the image to fit into the shape or frame that will hold the image.



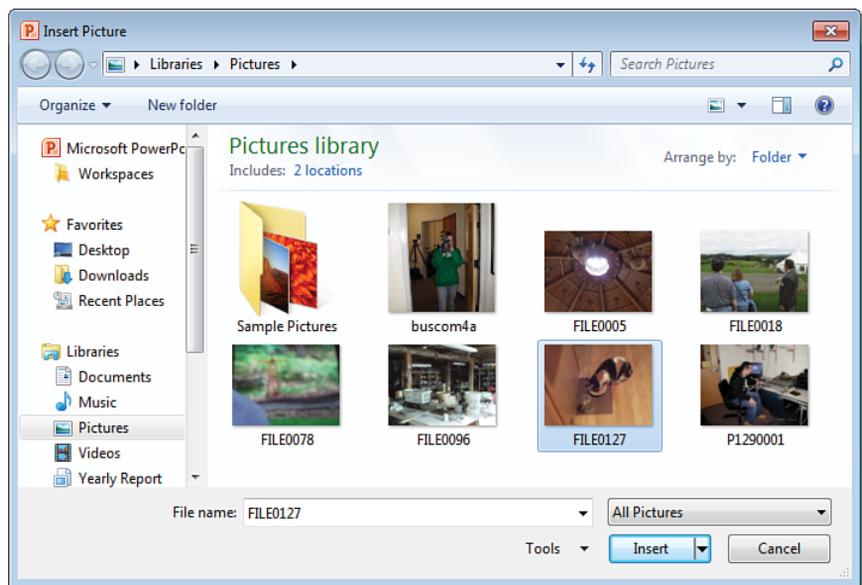
You can also scan images directly into Office documents. Use the Object command on the Insert tab and in the Object dialog box to create a new image using your scanner's or other device's listing in the Object type list.

Inserting Pictures

The Picture command is on the Ruler's Insert menu. To insert a picture, follow these steps:

1. Select the Picture command. The Insert Picture dialog box will open as shown in Figure 4.8.

Figure 4.8
The Insert Picture dialog box.



2. Locate and select the picture file that you want to insert.
3. Select the Insert button. The Insert Picture dialog box will close and the picture will be inserted into the document.

After the image has been inserted in the document, you can size the document using the handles provided on the picture frame. The image size can also be modified using the Height and Width spinner boxes, which are provided in the Size group of the Pictures Tool Format tab. The Picture Tools are available on the Ribbon when the picture is selected.

Adjusting Pictures

The Picture Tools Format tab provides commands that modify different aspects of the picture. For example, the Picture Styles gallery enables you to change the border type and the shape, and to apply some 3D effects to the picture. The picture border and the effects applied to the picture such as settings for the shadow, glow, or 3D rotation can be accessed using the Picture Border and Picture Effects commands, respectively.

You will find that many of the commands provided on the Picture Tools Format tab are the same as those found on the SmartArt Tools Format tab. For example, the Position, Wrap Text, and other Arrange Group commands will be the same for a picture, SmartArt graphic, or shape. However, the Picture Tools tab does provide the Adjust group, which contains a number of extremely useful commands specific to digital pictures. The Adjust group commands are as follows:

- **Remove Background:** This command enables you to remove the background from the picture. This is a new tool for the Microsoft Office applications. We look at using this tool later in the chapter.
- **Corrections:** With this command you can select from a gallery of choices that enables you to sharpen and soften the image or adjust the brightness and contrast. Thumbnails of your image are provided in this gallery with different correction settings applied to them. All you have to do is select one of the possibilities. To view the actual brightness and contrast settings for one of the gallery thumbnails, place the mouse on that thumbnail to view a screen tip that provides the percent brightness and contrast.
- **Color:** This command provides a gallery of different color saturations and tones as well as a number of recolor settings for your image. The Color Saturation gallery is shown in Figure 4.9. Color saturations are denoted by percent saturation such as 100%, 200%, and so on. The color tones are denoted by degrees Kelvin (lower numbers are “cooler” and tend toward the blues; higher numbers are “warmer” and tend toward yellow). To apply a setting from the gallery, select the thumbnail of your image that provides the color changes that you want to make to your picture.
- **Artistic Effects:** This command provides a gallery of different photo effects such as Pencil Sketch, Cement, and Plastic Wrap. You can preview any of the effects on your picture by placing the mouse on a particular effect in the gallery. Some of the possibilities are mind-blowing (of course I grew up in the 1960s).



To add a caption to a picture (or clip art), right-click on the selected picture and then select Insert Caption. You can then set up the caption in the Caption dialog box.

Figure 4.9

The Color gallery for a picture.



- **Compress Pictures:** This command enables you to compress the image so that its size (in terms of file size, not size in the document) is smaller and therefore your entire document file size will be smaller. When you select Compress Pictures, the Compress Pictures dialog box opens. It enables you to delete any cropped areas of the picture and to select a target output size such as 96 ppi pixels per inch) for emails and 150 ppi for web pages.
- **Change Picture:** Use this command to open the Insert Picture dialog box and select a picture to replace the current image.
- **Reset Picture:** This command will throw out all the formatting changes that you have made to the picture. This enables you to return to square one with no harm, no foul.

Although the galleries provided by a number of the Adjust group commands might be sufficient for your needs in terms of changing an image's attributes, you can fine-tune these settings using the Format Picture dialog box. You can access the dialog box by selecting the additional Options link provided at the bottom of the Corrections, Color, and Artistic Effects galleries. For example, if I select Picture Corrections Options at the bottom of the Corrections gallery, the Format Picture dialog box opens as shown in Figure 4.10 with Picture Corrections selected.

You can use the different settings provided in the Format Picture dialog box to specify the fill, line color, line style, and the 3D format and rotation for the image. You can also fine-tune changes that you have made to the picture, such as brightness and contrast corrections, color changes, and the addition of artistic effects. For example, the Picture Corrections settings (shown in Figure 4.10) can be adjusted using slider bars that can soften or sharpen an image or change the brightness and contrast of the image.

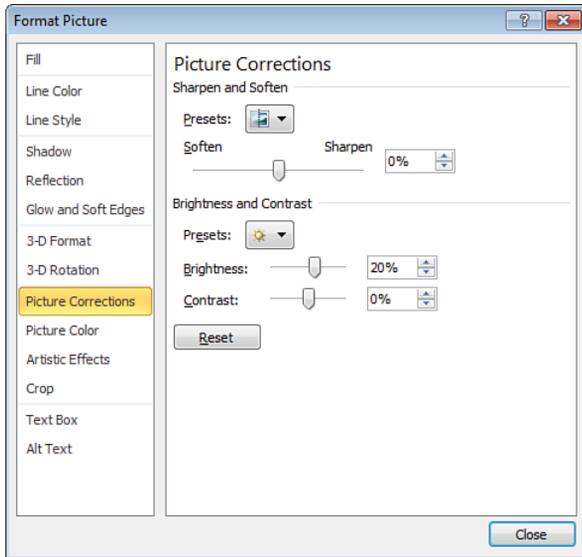


Figure 4.10
The Format Picture dialog box.

Cropping an Image

Another useful command for adjusting an image is the Crop command. Although this command isn't included in the Adjust group, the Crop command is very useful in cases where you want to trim unneeded parts of the image. It is located at the other end of the Format tab in the Size group.

The Crop command actually provides you with more than one possibility for cropping an image. When you select the Crop command the following options are provided:

- **Crop:** Select Crop to place the crop frame around the image. You can then adjust the cropping handles as needed. Select the Crop command again to apply your cropping settings.
- **Crop to Shape:** You can apply a shape to the image from the Shape gallery and have the image cropped to that specific shape.
- **Aspect Ratio:** You can have the image cropped using a specific aspect ratio such as 1:1 (square), 2:3 (portrait), or 3:2 (landscape).
- **Fill:** The image will be resized to fill the entire picture area (such as a picture box) and the portions of the image that fall outside the picture area will be cropped.
- **Fit:** The image will be resized to fit in the picture area, maintaining the original aspect ratio of the image (this is actually the opposite of cropping).

If you find that you have gone overboard on the cropping, you can remove the cropping by using the Undo command on the Quick Access Toolbar. The Reset Picture command will not undo cropping.

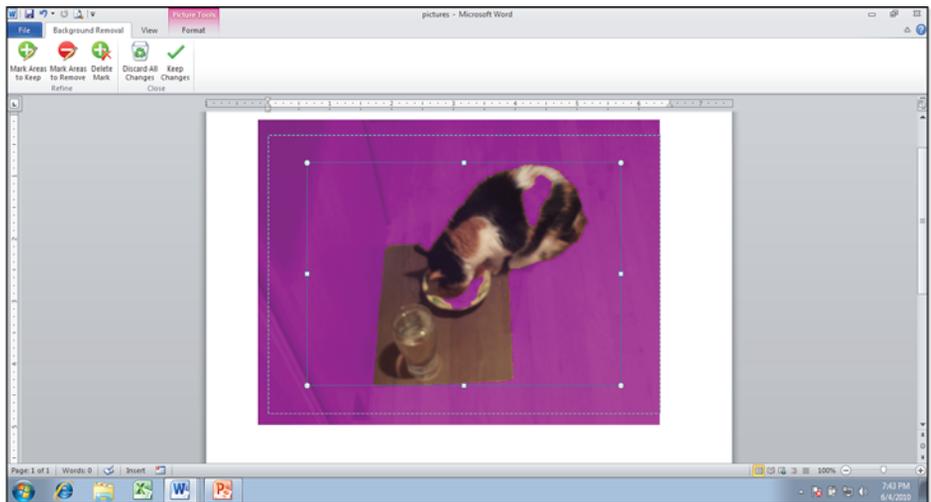
Using the Background Removal Tool

The Background Removal tool is probably one of the most intriguing additions to the Office application in terms of working with images. The Remove Background command does exactly what it claims to do: It enables you to remove the background from an image.

The great thing about this tool is that it is intuitively able to differentiate the background from the foreground elements in your photo and so will automatically select the background areas to be removed from the photo. How well this works will depend on the photo. Some photos contain color combinations or low contrast between the elements in the photo that make it difficult to easily separate the background from the foreground elements. However, after the Background Removal tool takes the first cut at selecting the background of the photo, you can step in and fine-tune the selection so that you can end up with some good results.

To use the Remove Background tool, select a photo in your Office application. Then click the Remove Background command. The Background Removal tab will appear on the Ribbon as shown in Figure 4.11.

Figure 4.11
The Background Removal tab and a selected picture.



The commands provided on the Background Removal tab are self-explanatory. Two command groups are provided: Refine and Close. The Refine group provides commands that enable you to refine the initial selection of the background. The Close group provides you with two possibilities that enable you to either discard the changes or keep the changes.

On first inspection after selecting the Remove Background command, you will find that the background areas that have been designated in the photo for removal are designated by a magenta overlay. A marquee with sizing handles is also floated on your image to specify the area of the image that contains the foreground elements to keep. If the marquee has excluded foreground items that you want to keep, you can change the size of the marquee or move the marquee's position as required.

Adjusting the marquee isn't going to get you much, so for greater refinement, you will need to take advantage of the Refine group commands. Let's start with marking areas that you want to keep: Select the Mark Areas to Keep command. The mouse pointer will become a pencil. Use the pencil to outline each area that you want to keep that has been marked for removal. Click the pencil to place a mark point on an area and then continue to drag the mouse. Marking points makes it easier to connect the dots and get all of an area that you want to mark to keep. You might find that you enclose only a portion of an area to keep using the mouse when the Background Removal tool suddenly catches on and finishes the selection for you by removing the magenta overlay from that area.

You can also mark areas to remove. Select the Mark Areas to Remove command and use the pencil to mark areas that should be removed. When the area has been marked for removal, the magenta overlay is applied to that area of the image.

When you are ready to complete the process by keeping all the fine-tuning that you did with the Mark Areas to Keep and the Mark Areas to Remove commands, select the Keep Changes command. The background will be removed from the image. Now you can take advantage of the picture styles that provide background fill colors or shadow effects.

If you have ever attempted to manipulate digital photos, you are probably aware that many of the possibilities we have discussed here would normally require a sophisticated piece of digital image-editing software. It is pretty amazing that you can quickly correct such image parameters as brightness and contrast and apply artistic effects to an image with only a couple clicks of a mouse.

Using Shapes and the Office Drawing Tools

The Microsoft Office applications also provide you with the ability to add a variety of shapes to your Office documents. The Shapes gallery, which you access via the Shapes command on the Insert tab, provides a number of different shape categories. You can add lines, rectangles, block arrows, call-outs, and a number of other different shape types.

One of the available shapes is a text box, which as advertised, is used to add a box containing text to a document. However, other shapes can also contain text; this means that you can use any shape as a design element and get double duty out of it as a text container. This can be very useful when you want to add text to a document but also want to add some visual interest at the same time, say in a Word document or a PowerPoint slide. The text in a shape can be formatted using WordArt styles and text fill, outline, and effects tools. This enables you to create shapes with text entries that are eye-catching and serves an informational purpose in your document.

When you add a shape to an Office document, the shape is placed on a drawing canvas. This is particularly important in Word and Publisher where a large amount of text might already exist on a page or will exist on the page when the document is complete. The drawing canvas floats on top of the document's text layer. This means that you don't have to worry about the text layer as you work with your shapes until you determine how the shapes will interact with the text

caution

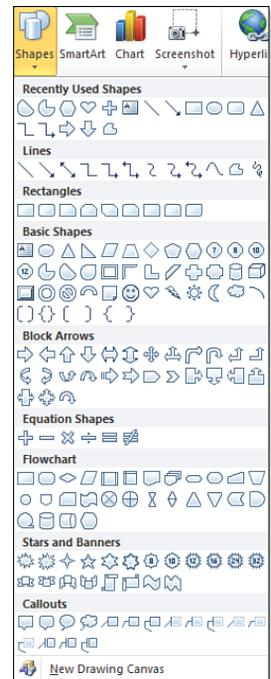
You cannot select multiple shapes that are in different layers. For example, if one shape is in line with the text and the other shape is in front of the text, you will not be able to select both of them and then group them. It's best to place all the shapes on the same drawing canvas and then group them.

in terms of the text's alignment with respect to the shape or shapes (which is controlled using the Wrap Text command on the Drawing Tools Format tab).

You can insert multiple shapes on a drawing canvas and then arrange or layer the shapes as needed. This allows you to build your own custom graphics. Although the SmartArt graphics provide many different composite drawings that contain different shapes (and can be manipulated individually), you can use the shapes to create pretty much anything that you require. After you create the graphic using multiple shapes, you can then select the shapes (hold down the Ctrl key to select multiple shapes) and then select the Group command. Now when you move or size one shape in the group, all the shapes in the group will be moved or sized.

If you are going to insert a single shape as a graphic element in an Office document, you can insert it using the Shapes gallery, which you access via the Shapes command on the Ribbon's Insert tab. Figure 4.12 shows the Shapes gallery.

Figure 4.12
The Shapes gallery.



Select the shape you want to insert. The mouse pointer will become a drawing tool. Click and drag to draw the shape on the document, worksheet, or slide.

After the shape has been inserted, you can size the shape using the sizing handles provided when the shape is selected. You can also drag the shape in the document to position it. When the Shape is selected, the Drawing Tools Format tab becomes available on the Ribbon. It supplies a number of different commands for formatting the shape and text that appears in the shape.

Adding Multiple Shapes to a Drawing Canvas

In cases where you want to combine several shapes into a single graphic, you probably should insert a new drawing canvas and then insert all the shapes onto this canvas. The shapes will then be easier to arrange and group if necessary because they will all be in the same drawing canvas layer. You can insert a new drawing canvas (which looks like a blank graphic frame on the page or slide) by selecting the New Drawing Canvas command at the bottom of the Shapes gallery.

After you have the new drawing canvas in your document, you can size the canvas as needed. To insert shapes into the canvas, use the Shapes gallery provided in the Insert Shapes gallery, which is on the Drawing Tools Format tab. You can add shapes as needed to the canvas. Figure 4.13 shows a drawing canvas that includes multiple shapes.

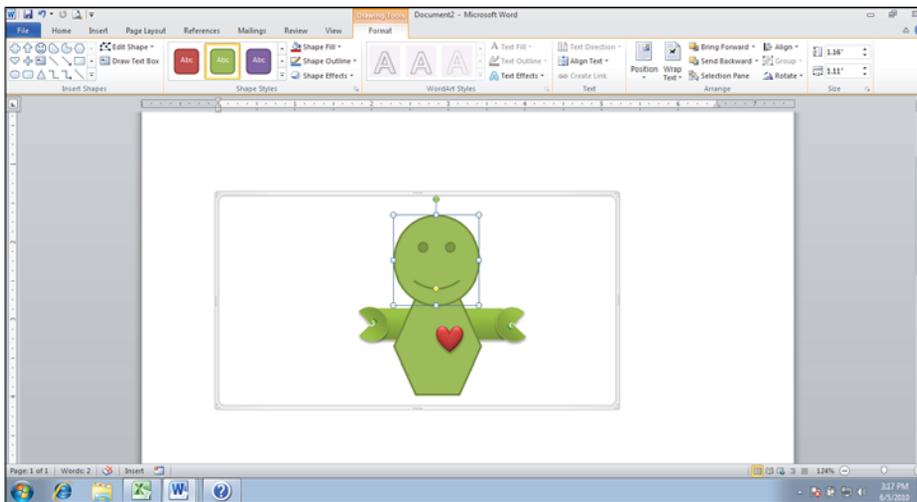


Figure 4.13
A drawing canvas containing multiple shapes.

As you work with the shapes, you can use the various tools in the Shape Styles group to modify fill color, outline, and effects for a selected shape or shapes. You can use the commands in the Arrange group to layer shapes in the canvas. The Bring Forward command and the Send Backward command each provide a menu with different possibilities for positioning shapes in layers.

After you have placed the shapes in layers or arranged the shapes in the drawing canvas the way that you want them, drag the mouse to select all the shapes. You can then use the Group command to group the shapes into a single composite shape.



tip

You can rotate and flip shapes by using the Rotate command in the Arrange group.

Adding Text to a Shape

You can add text to any shape. When the shape is selected, type the text that you want to appear in the shape. When you use certain styles available in the Shape Styles gallery to format the shape, the text color will also be changed.

If you want to format the text, select the text in the shape. You can use the commands in the WordArt Styles group to add WordArt styles to the text. You can also manipulate the text fill, outline, and effects using the Text Fill, Text Outline, and/or Text Effects commands, respectively.

For aligning the text within the shape, you can take advantage of the Text Direction command to rotate the text within the shape. The Align Text command enables you to align the text in the shape and provides the following options: Top, Middle, or Bottom.

**tip**

You can also right-click on a shape and then select Add Text to add text to the shape.

Formatting a Shape with the Drawing Tools

All the tools that you need for formatting a shape are provided in the Drawing Tools Format tab. Some of the command groups on this tab are specific to the shape itself and others are related to the text in a shape and how a shape interacts with text in a document and other shapes. The Drawing Tools Format command groups are as follows:

- **Insert Shapes:** This group provides the Shapes gallery and the Edit Shape and Draw Text Box. The Edit Shape command enables you to replace a selected shape or view the edit points on a shape. The edit points enable you to manipulate different parts of a single shape. For instance, on a Smiley Face, the edit points would give you control over the placement of the eyes and mouth on the face.
- **Shape Styles:** This group enables you to apply shape styles to your shapes that include fill, outline, and text color formatting. You can fine-tune the style for a shape using the Shape Fill, Shape Outline, and Shape Effects commands. The Shape Effects command enables you to apply a number of different effects to the shape such as Shadow, Reflection, and Glow. You can also use the 3-D Rotation option to add 3D effects to the shape.
- **WordArt Styles:** This group becomes available when you have added text to the shape. You can apply WordArt styles to the text and manipulate the fill, outline, and effects for the text. The Text Effects command provides Shadow, Reflection, and Bevel effects as well as 3D rotation effects.
- **Text:** This group provides commands that are used to format the text in the shape. You can change the text direction and alignment within the shape. In cases where you have created multiple text boxes (which again, can be any shape), you can link the shapes containing text together using the Create Link command. This enables the text to flow through the linked text containing shapes.

- **Arrange:** This group enables you to position the shape (or multiple shapes on a canvas) with the text layer in a document. The Position command is used to specify whether the shape is inline with the text. The Wrap Text command is then used to specify how the text actually wraps around the shape. This group also provides the Bring Forward, Send Backward, and Group commands.
- **Size:** This group contains the height and width spinner boxes, which can be used to size the selected shape.

If you have layered a number of shapes, you might find it difficult to select a specific shape, particularly a shape that is at the back or behind another shape. You can view a list of shapes and the canvas that they are associated with using the Selection Pane. Figure 4.14 shows the Selection pane.



Figure 4.14
The Selection and Visibility pane.

To select a particular shape, select the shape (by name) in the Selection pane. You can then use the Drawing Tools to format that particular shape.

At the bottom of the Selection pane is a Reorder area, which contains a Bring Forward and a Send Backward button. You can use these buttons to rearrange how the shapes listed are layered.

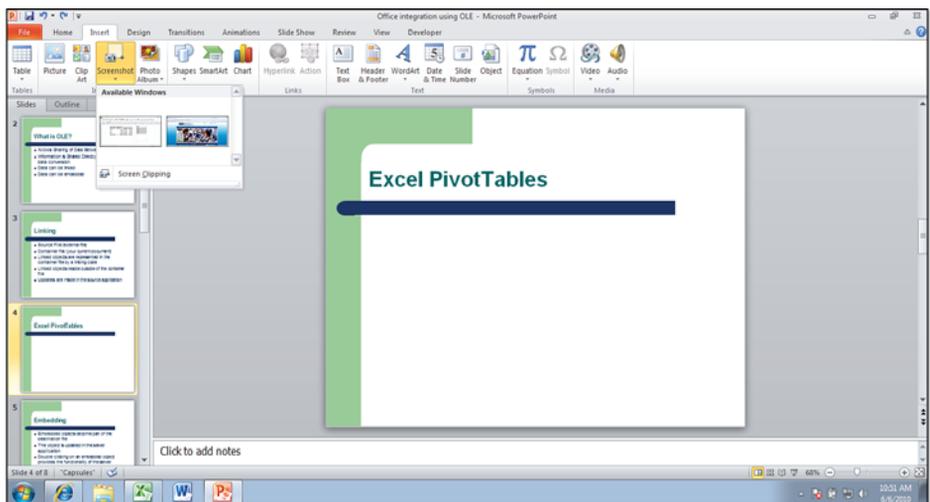
Using the Screenshot Feature

The screenshot feature is new to the Office 2010 applications. It provides the ability to capture a screenshot of an open application or a specific area of an application window by using the screen clipping tool. This enables you to place screenshots of any application, utility, or web browser window into your Office application documents. For example, you could place a screenshot of an Excel worksheet in a Word document as part of a report or you could include a screenshot of a website page on a PowerPoint slide. The possible uses of the screenshot feature are really up to you and can be quite useful if you are writing a set of procedures on how to use a particular application for a particular purpose.

You can capture screenshots in Word, Excel, PowerPoint, and in Outlook when creating new email messages, appointments, tasks, and contacts. The Screenshot command is housed in the Illustrations group on the Ribbon's Insert tab, except for PowerPoint where it resides in the Images group on the Insert tab. As already mentioned, you can create a screenshot of an entire application window or specify an area to be captured. To capture an entire window, follow these steps:

1. Open the application window that you will capture in the screenshot.
2. Switch to the Office application that will serve as the destination for the screenshot. For example, you might insert the screenshot into a Word document or onto a PowerPoint slide.
3. Select the Screenshot command. An Available Windows gallery will appear as shown in Figure 4.15.

Figure 4.15
Specify a window for the screenshot.



4. Select the window that you want to capture. The entire application window will be pasted as a screenshot into the current Office application.

The inserted screenshot can be sized or moved as needed. It is no different from any other graphic object. In fact, when the screenshot is selected, the Picture Tools Format tab becomes available on the Ribbon. You can use the commands available to manipulate and format the screenshot as you would a digital image, which we discussed earlier in this chapter. For example, you can crop the screenshot or you can adjust brightness and contrast settings using the Correction command. Styles can also be added to the screenshot using the Picture Styles gallery.

You can also capture screenshots of specific areas of a window. The Screen Clipping tool provided by the Screenshot command makes it very easy for you to use the mouse to specify the area to be captured.

Before you use the Screen Clipping tool, you need to get the open windows cued up so that you have access to the correct application window when you select the Screen Clipping tool. This is particularly important if you have more than two windows open on the Windows desktop; select the application window that contains the area you want to capture using the appropriate icon on the Windows taskbar. This places that window at the top of the windows that are currently open. Switch back to the Office application that would serve as the destination for the screenshot using that application's icon on the taskbar.

Now you can capture the screenshot: Select Screenshot and then Screen Clipping. You will be switched to the application window where you will make the screen capture. The mouse pointer becomes a screen-clipping tool. Click and drag the mouse as needed to specify the area of the window that you want to capture. When you release the mouse, you will be returned to the screenshot destination application and the screen area you selected will be pasted into to the current Office document as a screenshot. Figure 4.16 shows a portion of an Excel window that has been clipped and captured as a screenshot and placed in a PowerPoint slide.

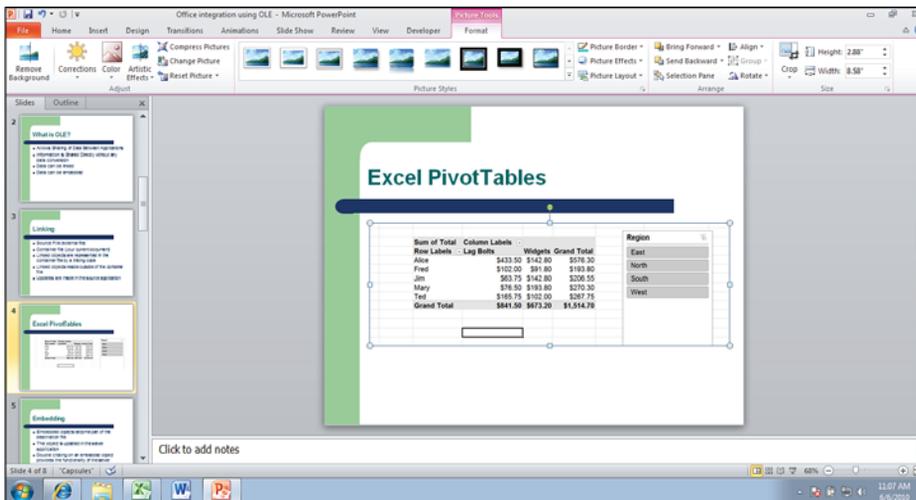


Figure 4.16
Capture a portion of an application window as a screenshot.

You can save your screenshots as image files for further use. Right-click on a selected screenshot and then select Save as Picture. The Save as Picture dialog box will appear. Provide a name for the screenshot and navigate to the folder that will serve as the destination for the file. By default the screenshot is saved as a PNG file. You can also save the file in other digital image formats such as GIF and JPEG and as a bitmap file.

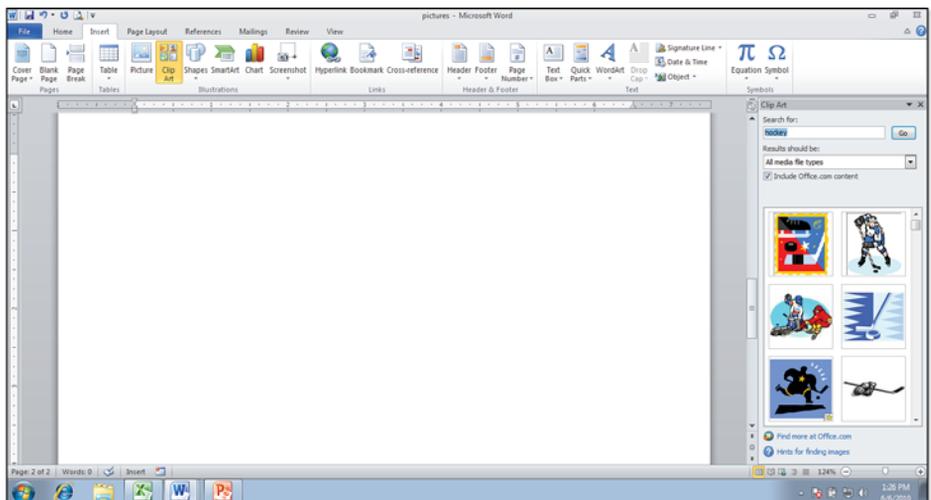
Working with Clip Art

Clip art has been available in the Office applications for a very long time and has served as a way to add design elements and thematic images to Office documents. Clip art was at one time merely a collection of line drawings and cartoons. The clip art library provided by the Office 2010 applications, however, consists of photos in the JPEG format (.jpg), illustrations in the Windows Media File format (.wmf), and animated GIFs or videos in the GIF format (.gif). The clip art library also contains audio files in the WAV file format.

The Clip Art task pane provides you access to all the clip art provided that is placed on your computer when you install the Office applications. You are also provided access to Office.com, which houses an ever-growing collection of clip art files that will serve just about any clip art need you might have.

To insert clip art into an Office document, select the Clip Art command on the Ribbon's Insert tab. When you select the Clip Art command, the Clip Art task pane will open on the right side of the application window. Type a search string in the Search For box and then click Go. A collection of clip art that meets your search criteria will be listed in the Clip Art task pane. Figure 4.17 shows the Clip Art task pane after a search was conducted for the text string "hockey."

Figure 4.17
The Clip Art
task pane.



By default, the Clip Art task pane searches for all media file-types that meet your search criteria and includes files located on Office.com. You can fine-tune your search based on file type by selecting the Results Should Be drop-down list. On this list, you can select specific file type categories such as Illustrations, Photographs, or Videos. You can then rerun the search to filter the results.

After you have located a clip art file that you want to insert into your application document, such as a Word document or PowerPoint slide, you can do so by clicking on the thumbnail of the clip art provided in the task pane.

When the clip art is selected in the document, the Picture Tools Format tab becomes available on the Ribbon. This can be used to adjust the image settings, add picture styles to the image, and specify how text in the document should flow around the clip art frame. This is the same set of tools available when you are working with digital pictures such as JPEG files (which many of the clip art images are) and screenshots that you have added to your document. The Format tab tools were discussed earlier in the chapter in the section “Formatting Pictures.”

Viewing Clip Art Properties

You can view the properties for a clip art file before you insert it into an Office application document. This enables you to view the file format and resolution for the clip art file and to preview clip art videos in the animated GIF file format.

Click the drop-down arrow on the right of a clip art thumbnail in the Clip Art task pane. Select Preview/Properties on the shortcut menu. The Preview/Properties dialog box will open for that clip art image. Figure 4.18 shows the Preview/Properties dialog box for a clip art WMF file.

The Preview/Properties dialog box provides all sort of information on the selected clip art file. It provides the filename, type, resolution, and size. It also provides a list of keywords that are associated with the clip art file. You can edit the keywords list by selecting the Edit Keywords button. This will open the Keywords dialog box. You can add keywords as needed and then click OK to return to the Preview/Properties dialog box.

The Preview/Properties dialog box can also be used as a way to quickly view the properties related to the other clip art that was found based on your original keyword search in the Clip Art task pane. Use the Next or Previous buttons at the bottom of the Preview/Properties dialog box to move to the next or previous clip art file shown in the task pane, respectively. When you have finished working with the Preview/Properties dialog box, select Close.



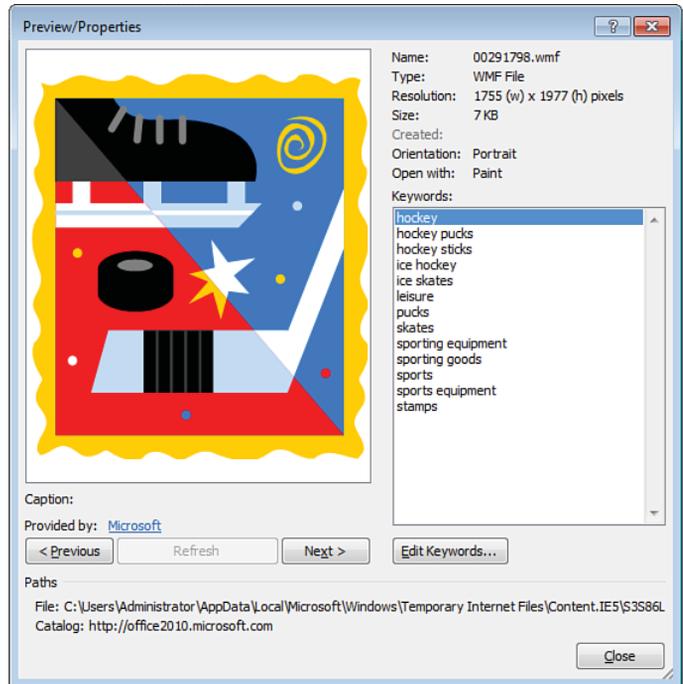
The Remove Background command is not available for clip art that is in the WMF file format. You can, however, remove the background on clip art files that are in the JPEG file format.



If you select multiple clip art files in the task pane, you can edit keywords for all selected files. Right-click and select Edit Keywords to open the Keywords dialog box. Use the Select All Clip at Once tab to edit the keywords for all the selected images.

Figure 4.18

The Preview/Properties dialog box.



Adding Clip Art to Your Collection

A lot of the clip art available in the Office applications is actually on the Microsoft.com website. So, you might want to make certain clip art images available offline if you know you are going to be working on an Office document in a situation where you do not have an Internet connection.

You can copy clip art to your My Collections folder and you can also create subfolders, which enables you to keep similar clip art images in the same container. To open the Copy to Collection dialog box, click the drop-down arrow to the right of a clip art image in the Clip Art task pane and select Make Available Offline.

By default, the Copy to Collection dialog provides the My Collections folder, which contains a Favorites and Unclassified Clips folder. If you want to add a subfolder, select the New button. The New Collection dialog box will open. Type a name for the collection subfolder and then click OK. The new collection subfolder will appear in the Copy to Collection dialog box.

Select the collection folder that will serve as the destination for the copied clip art file. Then click OK. The file will be copied to your collection.

Using WordArt

WordArt provides you with the ability to create interesting text effects within your Office application documents. WordArt boxes can be used on PowerPoint slides or as graphic elements in a Word document or an Excel worksheet. A WordArt object can be created from existing text or you can create a blank WordArt object and then type the required text directly in the WordArt frame.

The WordArt command is on the Ribbon's Insert tab. It is available in Word, PowerPoint, Excel, Publisher, and Outlook when you are creating new Outlook items such as emails, contacts, and appointments.

Inserting a WordArt object into a document is really just a matter of selecting the WordArt command and then selecting one of the WordArt styles from the WordArt gallery. If you are formatting existing text as WordArt, select the text before accessing the gallery. Figure 4.19 shows the WordArt gallery.

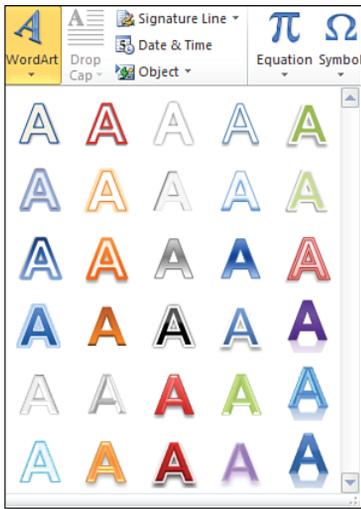


Figure 4.19
The WordArt gallery.

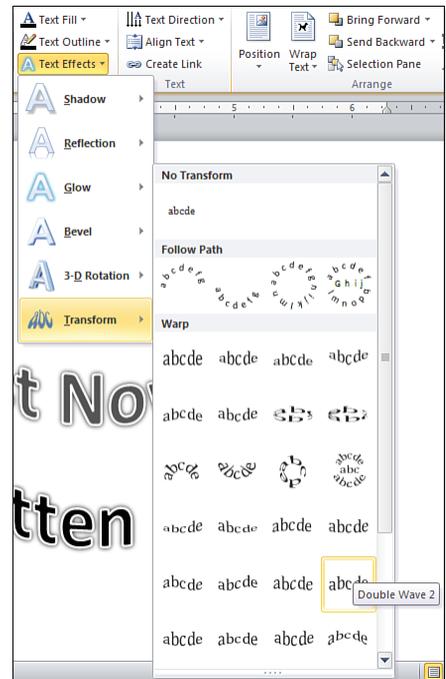
If you formatted selected text as WordArt, your existing text will appear in the WordArt frame and be formatted with the selected WordArt style. A new WordArt box will contain the placeholder text “Your text here,” which you can replace with your own text.

You can move the WordArt in the document as needed and size the WordArt box if required. When the WordArt box is selected, the Drawing Tools Format tab appears on the Ribbon. You can change the style of the WordArt box (or frame) by using the shape styles and shape-related commands (such as Shape Fill and Shape Outline) in the Shape Styles group.

The commands that actually affect the way the WordArt text looks are found in the WordArt Styles group. You can change the WordArt style that you have assigned to the selected WordArt by using the WordArt Styles gallery. The gallery provides styles that incorporate interesting effects such as bevel and reflection.

The Text Fill and Text Outline commands enable you to control the fill for the WordArt text characters and the outline of the characters, respectively. The really cool part of using WordArt, however, lies in the different text effects that you can apply to the WordArt via the Text Effects command. Figure 4.20 shows the Text Effects gallery, including the Transform gallery.

Figure 4.20
The Text Effects gallery.



The Text Effects gallery enables you to apply a number of different effects to the WordArt text, including Show, Reflection, Glow, and 3-D Rotation. For those of you who lament the loss of the old WordArt utility that operated as a rather clunky add-on to the Office applications prior to the release of Office 2007, you will find that the Transform gallery provides you with all the different text-warping effects that were available in the original WordArt utility.

In terms of working with the WordArt object, the other Format tab command groups enable you to manipulate the text direction and alignment and how the object is positioned in relation to existing text in the Office document. Office 2010 (as did Office 2007) integrates WordArt into the Office applications themselves and enables you to edit and manipulate the WordArt object as you would any other graphic object such as pictures, SmartArt graphics, or clip art.



tip
For more control over the WordArt text effects, right-click on the WordArt and select Format Shape to open the Format Shape dialog box. It provides shape attributes such as fill and line color and also enables you to manipulate text effects such as 3-D format and rotation.

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