

## Inserting Pictures

1. Click the **Insert** tab.
2. In the **Illustrations** group, click **Picture**.
3. In the **Insert Picture** dialog box, navigate to the picture you want, select it, and then click the **Insert** button.

## Modifying Pictures and Clip Art

After inserting a picture or clip art, you can make a variety of changes to the way it looks by changing the size, brightness, shading, etc. The following explains how to modify pictures and clip art:

1. Click the picture or clip art to select it. The Picture Tools contextual tab appears.
2. Click the Picture Tools contextual tab. The Picture Tools groups appear in the ribbon.

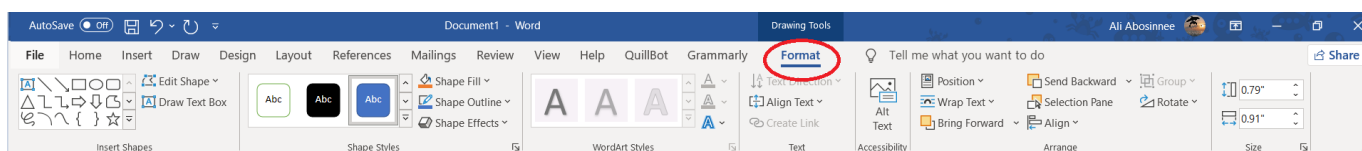


Figure 3—Picture Tools

## Re-sizing a Picture

The following explains how to re-size a picture:

1. Click the picture to select it. Circles called *sizing handles*, appear around the border of the picture.

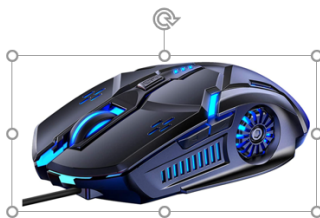


Figure 4—Sizing Handles

2. To adjust the size of the picture and keep the dimensions proportional, place your mouse over one of the corner sizing handles, click, and drag. If you drag a side sizing handle you will change one dimension only. The rotate adjustor (green circle) allows you to rotate the picture.
3. You can also resize the picture by clicking the Size dialog box launcher on the Ribbon.

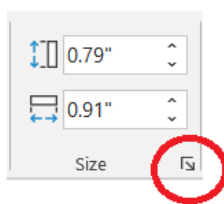


Figure 5—Sizing Dialog Box Launcher on the Ribbon

4. Set the dimensions by measurement by entering the height and width or set the scale by entering the height and width in the Scale section.

If the **Lock aspect ratio** box is checked, changing either the height or width in either section will also change the other dimension by the same amount.

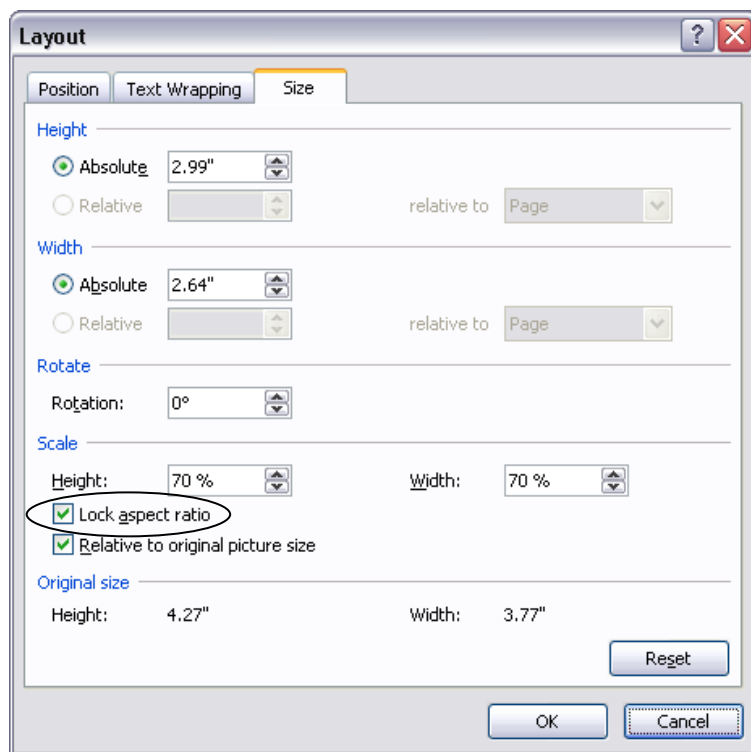


Figure 6—Layout Dialog Box

## Repositioning a Picture

Pictures can be repositioned on the page either by using the **Object Position** feature, or, by dragging the picture to the new location.

**Note:** Before you can drag a picture, you must change the text wrapping to something other than the default setting, which is “In Line with Text”. See [Text Wrapping](#) on the following page.

The following explains how to reposition a picture:

1. Select the picture.
2. Click the **Picture** Tools contextual tab so that the Picture Tools appear on the Ribbon.
3. In the **Arrange** group, click **Position**.
4. Select the position layout of your choice. The position also determines the text wrapping for the picture.

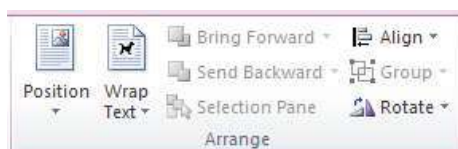


Figure 7—The Arrange Group on the Ribbon

## Text Wrapping

Sometimes you may need to have text flow around a picture—this is called “text wrapping”. The following explains how to apply text wrapping to your document:

1. Select the picture.
2. In the **Arrange** group, click **Text Wrapping**.
3. In the Text Wrapping list, select the type of text wrapping that you want (see *Figure 8*).

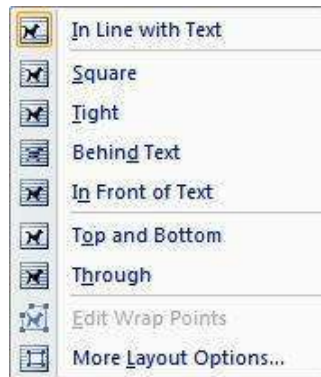


Figure 8—Text Wrapping List

## Tables

A Table consists of rows and columns that intersect to form boxes called cells. You can insert text or graphics into cells, and you can make the table itself visible or invisible.

### Creating a Table Using the Table Menu

The following explains how create a table using the Table Menu:

1. Click the **Insert** tab.
2. Click **Table**.
3. On the **Insert Table** dialog box, move your mouse pointer over the cells until you have the number of rows and columns that you want in the table and then click. *The Quick Preview feature will display the table in the document as you move the mouse.*

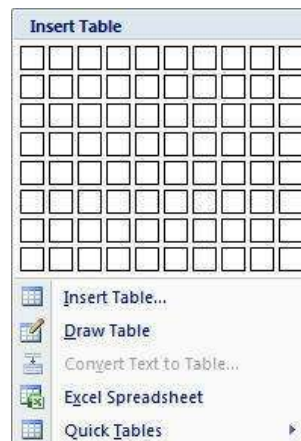


Figure 9—Insert Table Dialog Box

## Creating a Table Using the Insert Table Command

The following instructions explain how to create a table using the Insert Table Command.

1. Click the **Insert** tab.
2. Click **Table**.
3. Click the **Insert Table...** command in the Insert Table dialog box.
4. Enter the number of rows and columns needed in the table.
5. Click OK.



Figure 10—Insert Table Dialog Box

## Creating a Table Using the Drawing Tools

1. Click the **Insert** tab.
2. Click **Table**.
3. In the Insert Table dialog box, click *Draw Table*.
4. The mouse pointer changes to a pen. Click and drag the pen to draw the outer border of the table.
5. Drag the pen to draw lines to create cells wherever you want inside the border.
6. Click outside the table to return to the regular mouse pointer.



Figure 11—The Outer Border of the Table

## Modifying a Table

Whenever you click inside the table, the *Table Tools* *Design* and *Layout* tabs appear, and the Ribbon displays a variety of options for modifying the table.



Figure 12—Table Tools *Design* Tab

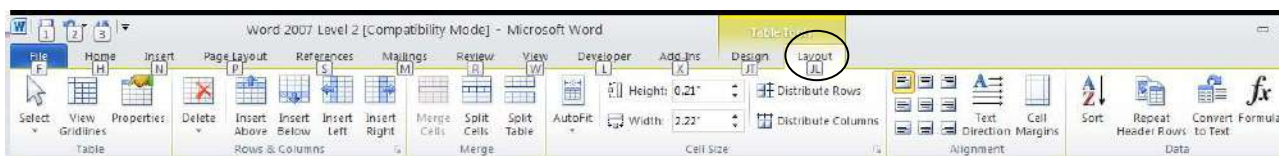


Figure 13—Table Tools *Layout* Tab

## Splitting Cells

The following explains how to split cells in a table:

1. Click in the cell that you want to split, or select multiple cells.
2. In the **Layout** contextual tab, in the **Merge** group, click **Split Cells** (see *Figure 13*).
3. In the **Split Cells** dialog box, set the number of rows and columns into which you want to split the cells.
4. Click **OK**.

## Merging Cells

The following explains how to merge cells in a table:

1. Select the cells that you want to merge into one.
2. In the **Layout** contextual tab, in the **Merge** group, click **Merge Cells** (see *Figure 13*).

## Inserting Rows and Columns

The following explains how to merge cells in a table:

1. Click in a row or column.
2. In the **Layout** contextual tab, in the **Rows & Columns** group, click the option of your choice (see *Figure 13*).

## Deleting Cells, Rows, Columns, and Tables

Select the rows, columns, or cells that you want to delete (To delete a single row, column, cell, or the entire table, click inside it.).

In the **Layout** contextual tab, in the **Rows & Columns** group, click **Delete**, and select the option of your choice (see *Figure 13*).

## Changing Cell Size

There are several ways to change the size of rows and columns in a table, both by setting the dimensions and by dragging the cell borders.

1. Click inside the row or column where the size needs to be adjusted.
2. In the **Table Tools Layout** tab, in the **Cell Size** group, change the measurement in the height and/or width fields.



Figure 14—Cell Size Group

3. If you want text that you type inside a cell to wrap, rather than the column expanding as you type, then follow the steps below:
  - A. Click the **Table Properties** dialog box launcher in the Cell Size group (see Figure 14).
  - B. Click the **Options** button in the Table Properties dialog box.

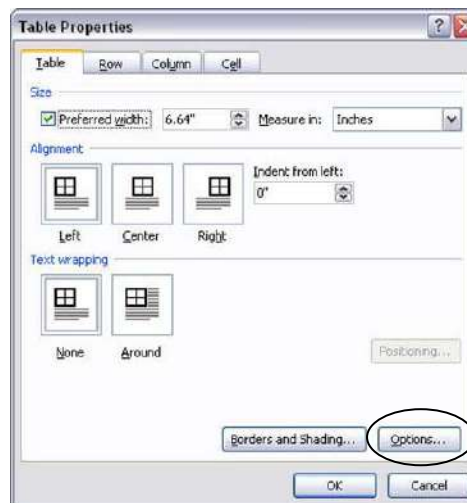


Figure 15—Table Properties

- C. In the **Table Options** dialog box, un-check the “Automatically resize to fit contents” box.

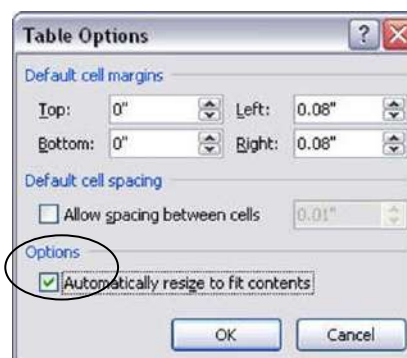



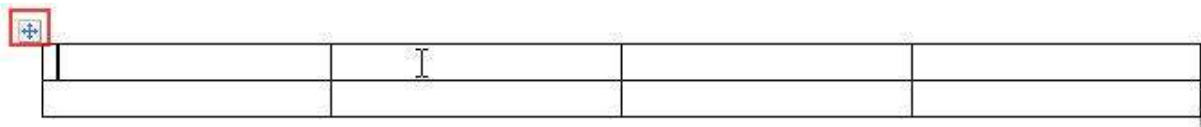
Figure 16—Table Options

- D. Click OK to close Table Options, and then click OK to close Table Properties.

## Moving a Table

The following explains how to move a table:

1. Hover the mouse pointer over the table, and then move the pointer over the Table Selector  in the top left corner of the table.
2. Click and drag the table to the new location in the document.



*Figure 17—Table Selector*

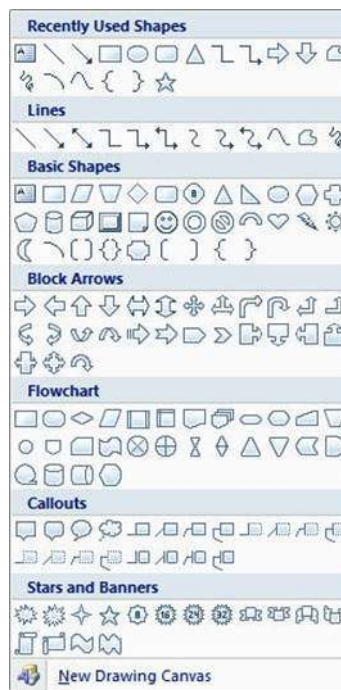
# Creating Graphic Elements

You can use the collection of shapes in Word to add visual interest and clarity to your documents. Many of the shapes can be used “as-is”; however, you can also combine shapes to create your own.

## Drawing Shapes

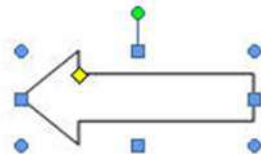
The following explains how to include shapes in your documents:

1. Click the **Insert** tab.
2. In the **Illustrations** group, click **Shapes**.
3. In the Shapes gallery, click the shape that you want (see *Figure 28*).



*Figure 28—Shapes Menu*

4. The mouse pointer will turn into crosshairs as you move your mouse pointer over the document.
5. To draw the shape, hold down the mouse button and move your mouse pointer. As you move your mouse pointer across the screen, you will see the shape develop on the screen.



*Figure 29—An Example of One of the Shapes*

## Modifying Shapes

You can modify shapes in a number of ways. The following describes some of the ways that shapes can be changed:

### *Re-sizing*

The following explains how to re-size a shape:

1. Click the shape to select it. Circles and squares, called *sizing handles*, appear around the border of the shape.

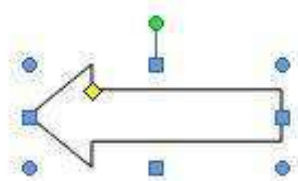


Figure 30—An Example of One of the Shapes

2. To adjust the size of the shape and keep the dimensions proportional, place your mouse over one of the corner sizing handles (circles), click and drag. If you drag a side sizing handle (square) you will change one dimension only. The rotate adjustor (green circle) allows you to rotate the picture.
3. You can also resize the shape by clicking the Size dialog box launcher on the Ribbon.

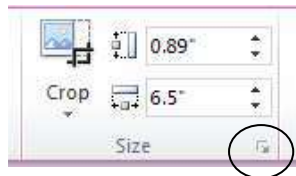


Figure 31—Size Dialog Box Launcher on the Ribbon

4. Set the dimensions by measurement by entering the height and width or set the scale by entering the height and width in the Scale section.

*If the **Lock aspect ratio** box is checked, changing either the height or width in either section will also change the other dimension by the same amount.*

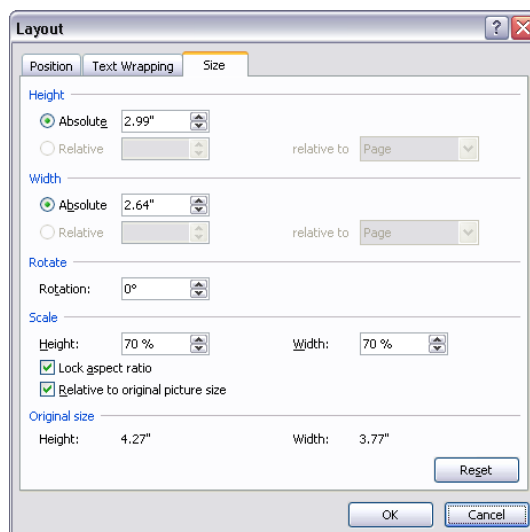


Figure 32—Layout Dialog Box

## Re-shaping

A two-dimensional shape can be altered by clicking and dragging the side sizing handles of the object. This changes one dimension of the shape only. Also, some two-and-three-dimensional shapes have a yellow diamond, such as the arrow in *Figure 33*, that you can click and drag to alter a certain aspect of the shape.

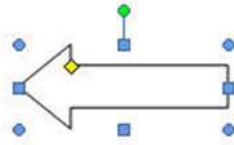


Figure 33—Arrow With A Yellow Diamond

## Shape Styles

The following explains how to apply a style to a shape:

1. Click the shape to select it.
2. Click the Drawing Tools contextual tab on the Ribbon.
3. In the Shape Styles group, click the “More” button to open the Shape Styles gallery.



Figure 34— “More Button” for Shape Styles

4. Click the style of your choice.



Figure 35— Available Styles for Shapes

## Adding Fill Color

The following explains how to add color to a shape.

1. In the Shape Styles group, click the arrow for *Shape Fill* (see *Figure 36*).
2. Click the color of your choice.



Figure 36— “Shape Fill” for Shape Styles

## Changing the Outline

The following explains how to change the outline for a shape.

1. In the Shape Styles group, click the arrow for *Shape Outline* (see *Figure 37*).
2. Click the outline color, weight, and style of your choice.



Figure 37—“Shape Outline” for Shape Styles

## Shape Effects

The following explains how to apply the effects on the shape.

1. In the Shape Styles group, click the arrow for *Shape Effects* (see *Figure 38*).
2. Click the new shape of your choice.

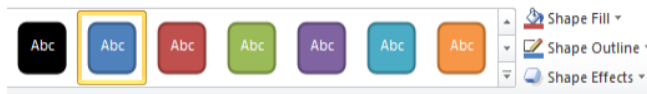


Figure 38—“Shape Effects” for Shape Styles

## Add Text to a Shape

The following explains how to add text to a shape:

1. Select the shape.
2. Click the *Drawing Tools Format* tab on the Ribbon .
3. Click *Text Box* that is located in the Insert Shapes section of the Ribbon (see *Figure 39*).



Figure 39—Text Box

4. A text box will appear on the shape, and the cursor appears inside the shape. Type the text. Text can be formatted just like regular text in the document.