

WORD CHARTS & GRAPHICS

OFFICE 97

Word Charts and Graphics covers Word's graphic and layout options and will assist attendees in preparing for Microsoft Word expert certification. The workshop will introduce you to more of Word's formatting options. It will assist you in learning and reviewing the following:

Using Draw



Many objects can be made from the options on the drawing toolbar. Some we have discussed before, others not.

- 1 **Autoshapes** – Many pre-defined shapes can be used. Lines, shapes, flowchart symbols, arrows, stars and banners, and callouts can be added to a page, and manipulated by size and shape.
- 2 **Lines, Arrows, Rectangles and Ovals** – These shapes can be drawn and used to highlight your document. All have the ability to be manipulated, resized, moved, and more.
- 3 **Text Box** – As shown in previous workshop, can be added to draw attention to a paragraph or more.
- 4 **Word Art** – Very “fancy” text, good for titles, watermarks, etc.
- 5 **Fill, Line, and Text Color** – Will change the look of an object or box. Use the drop-down arrows to select a different color, if you like.
- 6 **Line, Dash, and Arrow Style** – Allows you to manipulate the thickness of the line, the type of line (dashed, dotted, etc), and the type and direction of arrow.
- 7 **Shadow** – Will place a shadow behind your object, can choose to put it in many locations.
- 8 **3-D Object** – At first, gives you a choice of how to design the 3-D look, then a toolbar allows you many choices over how it looks and acts.

Using Charts

There are two common tools for inserting a chart and/or graph into your document. You can use **Excel**, the spreadsheet package that comes with Microsoft Office, or you can use a smaller program called **Microsoft Graph** to insert a simple graph.

- As shown in the Excel classes, you can use **Copy/Paste** to link or embed a graph into a Word document. **Linking** creates a path back to the original document (spreadsheet), and will update automatically as the graph changes. **Embedding** involves actually putting the information into the Word document, and stores it with your text. Double-clicking allows you to use Excel to edit it.

- If you wish to insert a simple graph, using Microsoft Graph might be the way to do it. **Select Insert/Object...** and pick Microsoft Graph from the list that appears. You will see a “mini-spreadsheet” for entering data, and the graph appears in a frame where your insertion point was. The toolbar also changes, showing many tools for graphing.

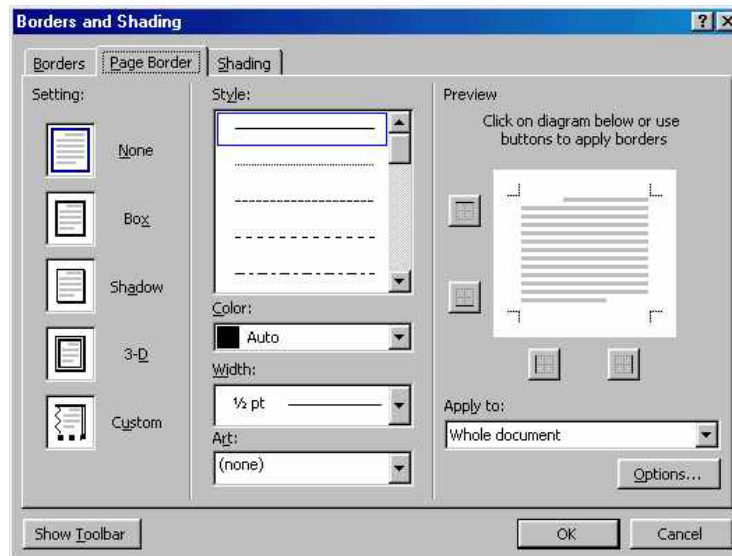


- In all three instances (Link, Embed, MS Graph), double-clicking on a graph will allow you to edit. MS Graph will bring back the “mini-spreadsheet”, while Linked graphs open Excel, and Embedded graphs open the functions of Excel inside of Word. In all instances, standard editing techniques all will work.
- Graph also includes an **Importer**, allowing you to bring data in from Excel, or another compatible file. This would be a way to get the data included in the Word document, rather than sitting in an external file.

Applying Borders and Shading

Using borders and shading can enhance any Word document. Applying them is a sometimes simple, sometimes complex process. As it was with columns, an understanding of how Word handles sections is important.

- Page borders will put a decorative border around the entire page(s). Access them by selecting **Format/Borders and Shading...** and click the **Page Border** tab.



Many options are available, pay special attention to the **Apply to...** box. You can choose to apply to the entire document, or sections, or even all pages except the first.

- Applying a border or shading to a paragraph, or a selection, is accomplished in much the same way, except, as always, you must highlight the area you would like it applied. The **Apply To...** box will have different options based on what is selected. Popular options are: Paragraph, Text, and Section

- **Paragraph** – will apply formatting to the paragraph(s) selected, or to the paragraph containing the insertion point if nothing is highlighted.
- **Text** – will apply formatting only to the highlighted text. Partial paragraphs are acceptable here.
- **Section** – when using sections, will apply formatting to the section(s) selected. Again, default to the section holding the insertion point if nothing is highlighted.

Inserting Graphics and Special Characters

Adding graphics, fields and special characters add to the appearance and functionality of a document. Graphics increase the visual appeal (most times...) and fields and special characters are necessary to make a document more accurate and/or easy to use.

- To add a graphic, select **Insert/Picture/From File...** from the menu. This will work with a graphic that you have acquired (download, scan, attachment, etc) from another source. It will insert the graphic at the insertion point.
- Once it is inserted, you may have to resize, reposition, or otherwise change the graphic. You can use drag handles to resize, click and drag to reposition, or if you would like control using numbers, **right click** the graphic and choose **Format Picture...** From there, you can control the size, position, brightness, contrast, and more using menus.
- Deleting the graphic can be done by selecting and pressing the Delete key. It also can be deleted by backspacing over it, if it is still “inline”, or in position within a paragraph. Also, **Edit/Clear** will work.
- **Fields** can be used to insert information that will be either merged in, or automatically generated. Date and time are good examples of this. Go to **Insert/Field...** and a dialog box will help you insert the fields.
- Also, **Special Characters** are very helpful, inserting many symbols not available on the keyboard. For example, ©, ™, ®, ¢, °, and so forth. These are available under **Insert/Symbol...** You can switch fonts for more available symbols as well. Just double-click the symbol, or click on it and click **Insert**, and you have the symbol at the insertion point.