



FOR GOD AND COUNTRY

ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution



STUDY MATERIAL - 3

Subject: COMPUTER

Class - 5

Chapter: More Features of MS Word 2010

Date: 08/05/2020

Inserting WordArt

WordArt is a text styling feature in Microsoft Word. It helps in providing special effects like outlines, gradient glow, shadow, bevel, textures and 3-D effects to the text, effects which are unavailable in the standard font formatting tools.

STEPS TO INSERT WORDART

- Place the cursor where you want to insert WordArt
- Select the Insert tab
- In Text group click the 'WordArt' button
- WordArt menu appears;
- Select the desired WordArt style
- 'Edit WordArt Text' dialog box appears
- Type the text in text area and click OK

Drawing Shapes

We can add a **variety of shapes** to our document, including arrows, callouts, squares, stars, and flowchart shapes. To use shapes effectively, we need to know how to **insert a shape** and **format** it by changing its **fill color**, **outline color**, and **shape style**, as well as add **3D effects**.

STEPS TO INSERT SHAPES:

- Select the Insert tab.
- Click the **Shapes** command. The **Shape** command.
- Select a **shape** from the drop-down menu.
- Click and drag the mouse until the **shape** is the desired size. Creating a new **shape**.
- Release the mouse button.

CHANGING THE SHAPE STYLE

- Select the shape. The **Format** tab appears.
- Click the **More** drop-down arrow in the Shape Styles group to display more style options.

- Move your cursor over the styles to see a live preview of the style in your document.
- Select the desired style.

Inserting ClipArt, Pictures

Clip art refers to pre-made graphic or a picture that we can insert in our document. It comes in different formats and styles.

Adding clip art and pictures to your document can be a great way to illustrate important information or add decorative accents to existing text.

STEPS TO INSERT CLIPART:

- Place the cursor where you want to insert the clip art
- Select the Insert tab
- In Illustrations group click the Clip Art command
- A task pane appears on the right side of document
- Enter the keyword in 'Search for' field and select the suitable option in 'Search in' and 'Results should be' fields
- Click Go, clip art menu will appear
- Select the desired clip art with a left click

STEPS TO INSERT PICTURES:

- Place the cursor where you want to insert the picture
- Select the Insert tab on Ribbon
- In Illustrations group click the Picture command
- It displays 'Insert Picture' dialog box
- Locate and select the desired image from your computer
- Click Insert to insert the picture

Inserting Borders and Shading

Borders and shading is always used to decorate a text, which makes a plain article seems highlighted and well-organized.

STEPS TO INSERT PAGE BORDER

- a. Click on Page Layout Tab.
- b. Select the Page **Borders Button** to display a list of options to put a border. This will display a **Border and Shading** dialog box. This dialog box can be used to set borders and shading around a selected text or page borders.

- c. Click the **Page Border** tab which will display a list of border settings, styles and options whether this border should be applied to the whole document or just one page or the first page.
- d. Use the **Preview** section to disable or enable left, right, top or bottom borders of the page. Follow the instruction given in the preview section itself.
- e. Customize your border by setting its color, width by using different art available under the style section.
- f. Click on OK, once you are satisfied.

Answer the following questions:

1. Which tab will be used to add a drawing object in word document?

Ans: Insert tab will be used to add a drawing object in word document.

2. Write the steps to insert a picture in a word document.

Ans: The steps are as follows:

- Place the cursor where you want to insert the picture
- Select the Insert tab on Ribbon
- In Illustrations group click the Picture command
- It displays 'Insert Picture' dialog box
- Locate and select the desired image from your computer
- Click Insert to insert the picture

3. What is the difference between ClipArt and WordArt?

Ans: ClipArt refers to pre-made graphic or a picture that we can insert in our document whereas WordArt is a text styling feature in Microsoft Word. On clicking a clipArt, drawing tools appear in the ribbon whereas WordArt tools appear on selecting WordArt text.

4. How do we add color to a page? Write the steps.

Ans : STEPS:

- Switch to the “Page Layout” tab.
- Choose the “Page Color” dropdown in the “Page Background” section and then select the color you desire.
- To see more settings, click on the “Page Color” dropdown and choose the “Fill Effects” option.

- Now you can switch between the four tabs and set more effects for the page background.
- Click on the “OK” button and enjoy the new look of your document!

5. Which tab will you choose to add borders to selected paragraph?

Ans : We can choose either Home Tab or Page Layout Tab to add borders to selected paragraph.

6. Name the tabs present in Borders and Shading dialog box.

Ans : Borders, Page Borders and Shading are available in Borders and Shading dialog box.