3 MS Word 2013- Advanced Tools

LESSON OUTCOMES

After this lesson, students will be able to:

» Recall how to open, create, close and save files in Word 2013.
» Use the Illustrations group in the Insert tab to:
  o Insert pictures present on the computer in a document.
  o Insert pictures from the Internet.
  o Edit and format pictures inserted in a document.
  o Insert, edit and format shapes.
  o Quickly apply a style to a picture.
  o Crop a picture.
  o Insert screenshots and screen clipping into a document.
  o Insert, edit and format WordArt in a document.
» Add headers and footers in a document.

WARM UP

» Draw any picture that you would like to insert in a document titled "National Symbols of India".

Ans. Do it yourself.

CHAPTER NOTES

» MS Word 2013 helps the user not only type any kind of text but also edit and format the typed text.

- » The Illustrations group of MS Word 2013 allows you to insert pictures, shapes, SmartArt graphics, charts, etc., into your document.
- » MS Office has a readymade picture folder installed in it.
- » You can insert a picture from a file also.
- » You can apply quick styles to your picture, resize it, and change its colour too.
- » Cropping a picture means removing unwanted outer parts from it.
- » You can add a frame, make image corrections, change the image's colour or brightness and even add some stylish artistic effects. These options are located in the Adjust group and the Picture Styles group of the Format tab.
- » You can add effects to the text inside a text box, which is known as WordArt. WordArt gives a unique look to the text.
- » You can add a variety of shapes to your document, including arrows, callouts, squares, stars, and flowchart shapes.
- » The header is a section of the document that appears in the top margin, while the footer is a section of the document that appears in the bottom margin.
- » Text entered in the header or footer will appear on each page of the document.

DEMONSTRATION

- » Insert pictures present on the computer in a document.
- » Insert pictures from the Internet.
- » Edit and format pictures inserted in a document.
- » Insert, edit and format shapes.
- » Apply quick styles to a picture.
- » Crop a picture.

» Insert screen shots and screen clipping into a document.

» Insert, edit and format a WordArt graphic in a document.

» Add headers and footers in a document.

LAB ACTIVITIES

1. Create a document with the following text on rangoli:

RANGOLI- THE AUSPICIOUS ART OF INDIA

Rangoli as an art form has its origin in India. In this form of artistic expression, simple or intricate patterns are drawn by hand. The patterns are drawn on the floor in a room of a house, or out on the road or in the courtyard. Rangoli is known by different names in different parts of the sub-continent. In the southern parts of the country like Tamil Nadu, it is called Kolam and Golam or Kalam in Kerala. Rangoli is also known as Mandana in Rajasthan, Alpana in West Bengal, Aripana in Bihar and Chowk Pujan in Uttar Pradesh. In the southern state of Andhra Pradesh, rangoli is called Muggu. Although the designs make the area look beautiful, the actual purpose goes far beyond mere decoration and rangoli designs are considered the harbingers of good fortune and divine blessings.

---

2. Draw a rangoli design using shapes as shown below:
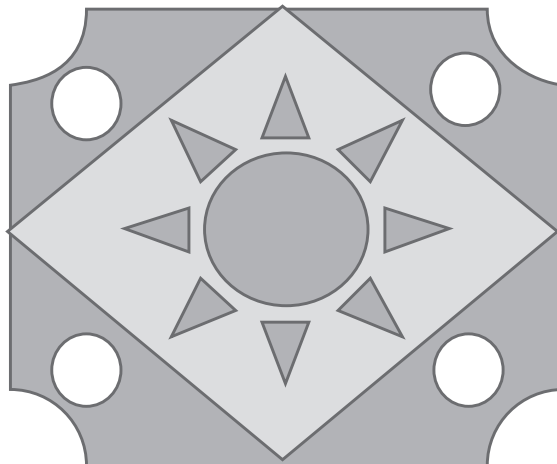
3. Add a picture of rangoli to your document, as shown below:

4. Convert the heading into WordArt:

RANGOLI–THE AUSPICIOUS ART OF INDIA

ASSESSMENT

Teacher can assess students on the basis of the following questions:

(a) Which group on the Insert tab will you use to:

- Insert an online picture?
- Insert a screen clipping?
- Insert headers and footers?
- Insert WordArt?
- Insert shapes?

(b) Write the steps to:

- Insert SmartArt.
- Add a level to a SmartArt box.