Using Microsoft Word

Working With Objects

Many Word documents will require elements that were created in programs other than Word, such as the picture to the right. Non-text elements in a document are referred to as **Objects** and usually come from another program, though some objects, such as WordArt and drawing shapes can be created from within Word. Like many Windows programs, Word uses a feature called **Object Linking and Embedding** (**OLE**). This means that with Word it is possible to place items from another program in a Word document. This can mean that an independent copy of the external object is in the document (embedding). It can also mean that a linked version is placed in the document (linking) which will update if the original is changed. Some of the different types of objects that may be used in a Word document include:

- Scanned photos

- Graphics copied from a web page

- Clip Art images

- Graphs or tables from a spreadsheet program such as Excel

- WordArt

- Charts and diagrams from design programs

- Text copied from other sources – although text that is brought in to Word is treated as normal text rather than an object it can still be imported using similar methods

- Drawing shapes such as rectangles and ovals

In the following exercises we will create a document entirely from sources outside of Word, including imported text and other objects.

For each of these exercises it may be useful to display the **Drawing Toolbar**. You can turn it on and off by clicking the **Drawing** icon on the **Standard Toolbar**. It will usually display along the bottom of the screen, but like any toolbar, it can be moved to any position that suits you.
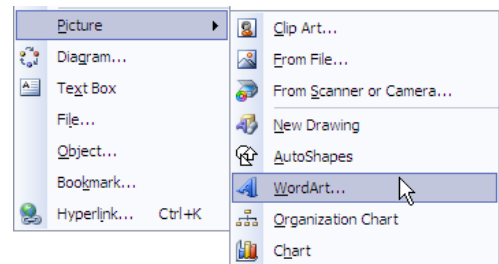
WordArt

WordArt uses a feature common to many Microsoft Office programs so that it will work the same in other programs such as Excel and PowerPoint. It allows you to create decorative text to be used for headings and to emphasise certain parts of a document. Once you have created WordArt, it is treated as an object within the document.

Tip   Like all good things, WordArt is most effective when it's not used too much. Don't use it too many times in the one document.

Exercise 1.   Creating a Heading Using WordArt

1) Create a new blank Word document.

2) From the **Insert** menu select **Picture** and then **WordArt** or click the icon on the **Drawing Toolbar**.

The **WordArt Gallery** will appear. This displays different text styles you can use for your heading. These can each be modified later.

3) Click the first one in the middle row and click **OK**.

The **Edit WordArt Text** dialog will appear as shown on the next page.

4) In the **Text** box type *Australian States* as shown above. You can use the options above to change the font as you would in a document.

5) Click **Ok** when done.

Your completed WordArt will appear at the top of the page.

6) Click on the WordArt to select it. Black selection handles will appear around the edges of the object. The **WordArt Toolbar** will also appear.

The icons on the toolbar are described below.

	Inserts a WordArt object in your document.
Edit Text...	Displays the **Edit WordArt Text** dialog box for the selected WordArt object.
	Displays the **WordArt Gallery** so you can modify the selected WordArt object.
	Displays the formatting options for the selected WordArt object.
	Changes the shape of the selected WordArt object.
	Text wrapping options (explained in a later section).
	Turns the **Same Letter Heights** option on and off for the selected WordArt object.
	Switches between vertical and horizontal orientation for the selected WordArt object.
	Changes text alignment for the selected WordArt object.
	Changes character spacing for the text in the selected WordArt object.

7) Click the **WordArt Same Letter Heights** icon.

8) Click the **WordArt Shape** icon.

9) Choose an option from the list of shapes which appears.

10) Save the document as *Objects Practice* and leave it open.
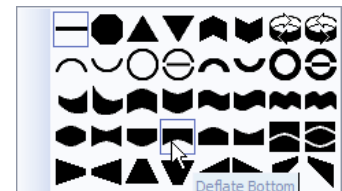
Importing Text

Text from another program can be imported in a number of ways.

- You can drag selected text from another program window to your Word document window.

- You can copy selected text in another program and then paste it in Word.

- You can go to the insert menu and Select file if you want to insert the entire contents of a file in to your document.
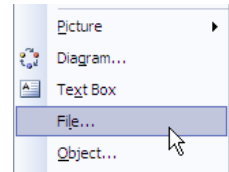
Whichever method you use the end result will be the same. The text you import will become a part of your document and can be easily edited the same as the rest of your document.

Note	If the selected text or imported document includes other objects, such as pictures, they may be imported as well. If the spelling and grammar checker detects possible errors in the imported text, these will be highlighted in the normal way.

Exercise 2.   Copying Text from a Web Page

The document we're going to open is an HTML (used for web pages) document. This means that instead of opening it in Word you need to open it in a web browser such as Microsoft Internet Explorer, Netscape navigator or Mozilla Firefox.
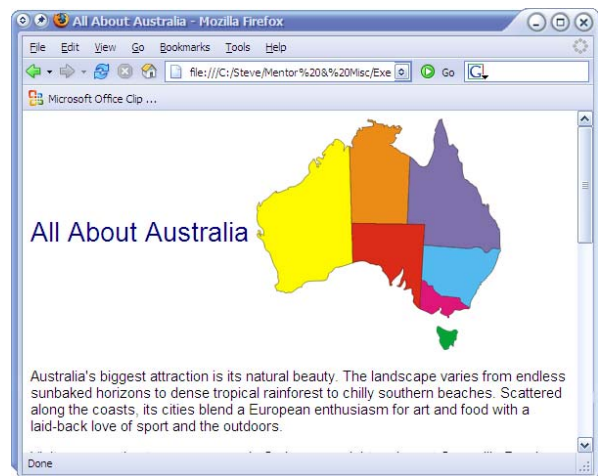
Internet Explorer   Mozilla Firefox

1) In your exercise files, locate the HTML file called *australia_info* and double click it. This should open the file in your default web browser. If it doesn't you may need to open your web browser and then use the **File, Open** menu command to open the file. The HTML document should look similar to the example shown on the previous page.

2) Select all of the text from *Australia's biggest attraction* to the end of the document (Member of EU: No).
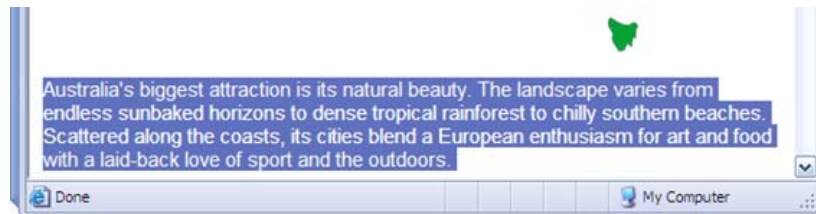
3) You can copy the text using any of the normal methods. I.e. **[Ctrl] [C]**, Right click and select **Copy** or go to the **Edit** menu and select **Copy**. Use any one of these methods to copy the selected text from the Web page to the **Windows Clipboard**.

4) Now switch to your *Objects Practice* document that you created before.

Tip   You can hold down the **[Alt]** key and press **[Tab]** to switch between open programs and windows.

5) Place the insertion point just after the WordArt heading you created. You may need to press **[Enter]** to create a new paragraph on the next line.

6) **Paste** to insert the copied text.

A Smart Tag may appear at the end of the pasted text. You can click it to view a list of options. Usually the formatting from the original document (in this case the HTML document) will be brought in to your word document but you may use these options to either get rid of the imported formatting, or change it to match existing formatting in your Word document. For now we'll keep the imported formatting as it is so don't change any of the options.
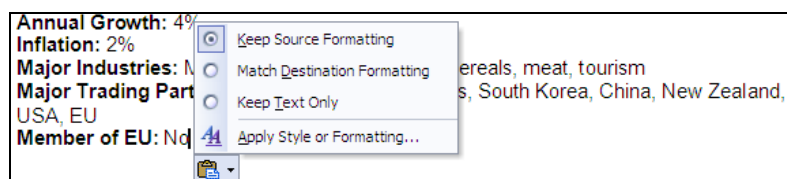
Importing Graphics

Graphics can be imported from a number of sources. In some cases, graphics may be imported automatically if they're a part of text that has been imported. You can also manually copy a picture from another application or insert a picture directly in to a Word document.

Exercise 3.   Inserting a Picture

1) Switch back to the HTML document you just copied the text from.

2) Right click on the map of Australia picture that is at the top of the page.

3) Select **Copy**.

4) Switch back to your Word document.

5) Place the insertion point at the bottom of the page, below the last line of text.

6) Use the **Paste** command to place the copied picture in that position. Don't worry if the picture won't fit on the page.
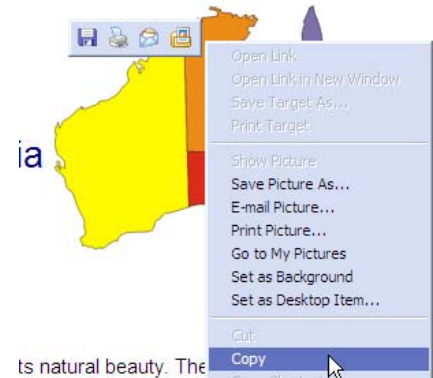
Now we'll try adding the picture a different way.

7) Click on the picture in your Word document to select it and then press **[Del]** to delete it.

8) From the **Insert** menu select **Picture** and **From File**. You can also click the icon on the Drawing Toolbar.

9) In the **Insert Picture** dialog, browse to your exercise files folder and double click the *Australia.gif* file to insert it, like in the example below.
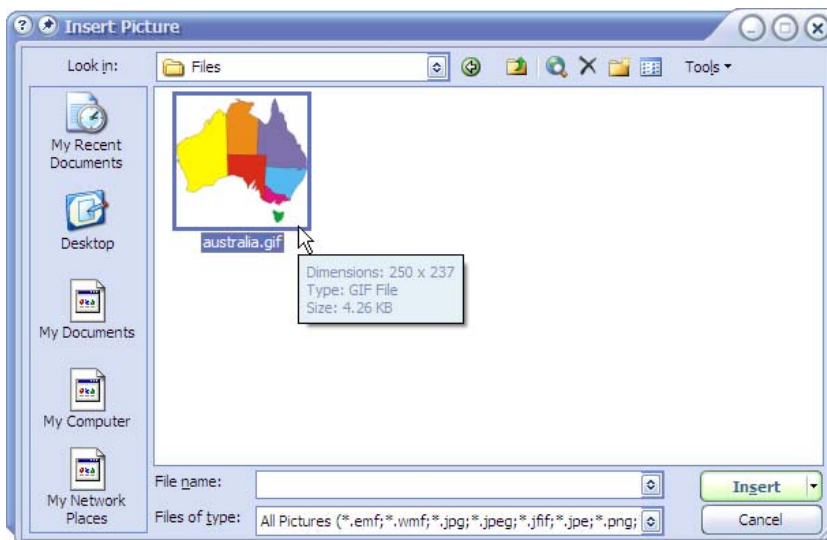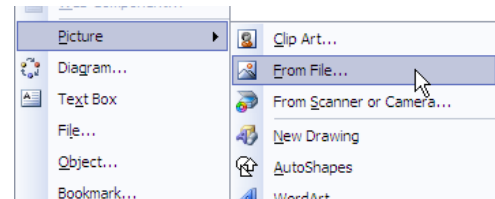
Exercise 4.   Changing Text Wrapping and Moving a Picture

1) Click on the picture to select it. You will notice the selection
   handles surrounding it. The **Picture Toolbar** will also appear.

The icons on the **Picture Toolbar** are briefly described below.

- Insert a new picture

- Change the colour options for the selected picture

- Increase contrast in the selected picture

- Decrease contrast in the selected picture

- Increase brightness in the selected picture

- Decrease brightness in the selected picture

- With this tool you can drag the borders of the selected picture
  to trim (crop) the edges

- Rotate the selected picture 90º counter clockwise.

- Choose and set a border style for the picture

- Compress the selected picture so the document takes up less
  disk space

- Text wrapping options for the selected picture
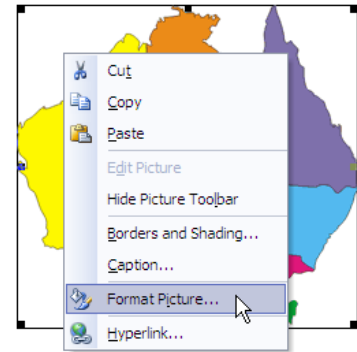
- Display formatting options for the selected picture

- Click a colour in the picture with this tool so all parts of the
  picture that are that colour will become transparent

- Reset the picture to remove any changes to size, brightness etc.

2) Right click on the selected picture and select **Format Picture**. You can also double click on a
   picture to display the same options.

These options allow you to change many things about the way the picture looks on the page such as
the size of the picture and how it will be arranged in a text document. For now we are going to look
at the text wrapping options. **Text wrapping** refers to the way a picture fits in with text in the page. The
picture can be set so that text flows or **wraps** around the image.

3) Click the **Layout** tab at the top of the Format **Picture** dialog box.
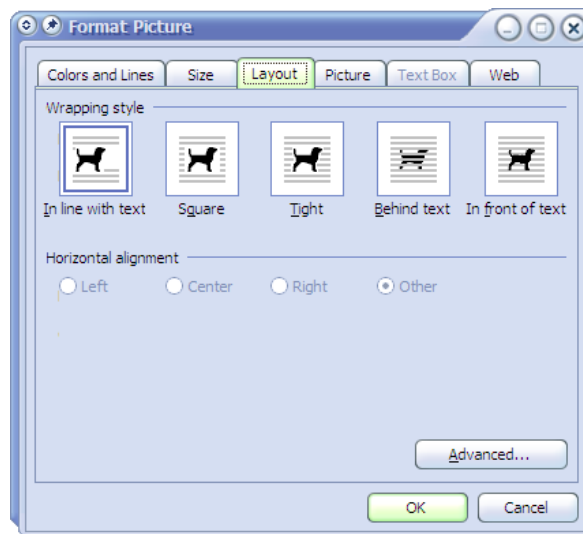
4) Choose the **Square** option. This will mean that text will flow around the picture when the picture is moved over text. The advanced options allow you to change things such as the distance between the image and surrounding text but we'll leave them at the moment.

5) Click **OK** to make the change.

The black resizing handles will change to white circular ones. This is a visual cue Word gives to indicate that the selected object has text wrapping options activated instead of being in line with the text on the page. To see the effect of the text wrapping we'll move the object so that it overlaps text.

6) Drag the picture to a position half way up the page on the right side as shown on the next page. While you are dragging, a dotted regular outline will show where the picture will be positioned.

Tip	Like tab stops, pictures will often move in intervals when you drag or resize them which can make it hard to place them exactly where you want them. Holding down [Alt] while you drag makes it move with your mouse rather than in steps so you can position more precisely.
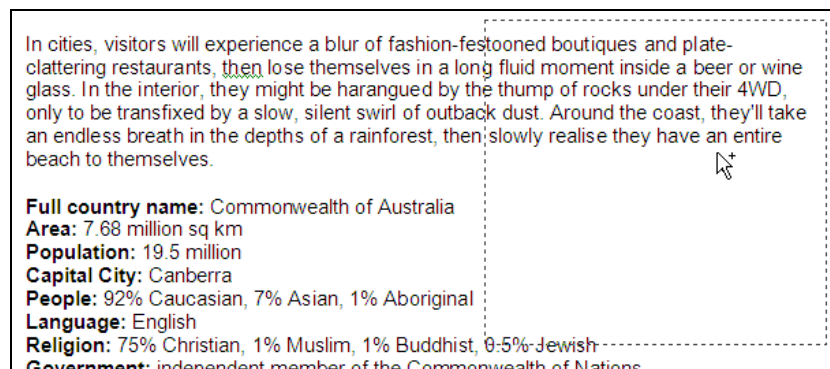
7) When the drag outline is in the right position, release your mouse and the picture will be moved to that location. You should see the text wrapping around the picture instead of being covered up by it.

8) Click on the picture if it is not still selected. Many of the image formatting options we need are available on the **Picture Toolbar**. This toolbar will usually appear automatically when a picture is selected and disappear when a picture is no longer selected. If the toolbar does not appear, you can activate it from the **View** / **Toolbars** menu option.

9) Click the **Text Wrapping** icon on the **Picture Toolbar.** A menu of wrapping options will appear.

10) Choose the last option – **Edit Wrap Points**.

This option allows you to adjust the invisible border that determines where text comes to. Normally this would be a rectangular area around the picture, indicated in the example to the right by a faint outline. In the picture of the toolbar to the right, there is a large area that is blank. Notice that this text crosses over that area instead of following a rectangular shape around the image (The picture of the woman at the beginning of these exercises also uses edited wrap points).
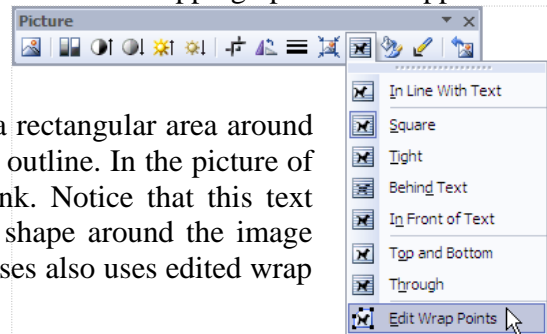
Once you have selected the Edit Wrap Points option, you will notice a thin dotted red line around the edge of the picture. This line indicates the boundary that any wrapping text will follow.

11) Click on a section of the dotted line and then drag to create a new point on the line as shown to the left. Continue to shape the line until it follows the edge of Australia as shown in the example to the right. The text will follow the new border without leaving the additional blank space around the picture.
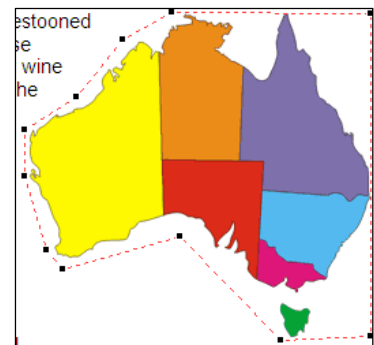
12) Once you are satisfied with the text wrapping border, click anywhere off the picture to de-select it and save the changes to the document.

Note   This is an example of object embedding.

## Exercise 5.   Importing From Another Program

Importing objects from other programs is similar to importing text or a picture. In this example, we will import a table and a graph from an Excel spreadsheet. You can either insert the whole file from the **Insert** menu, or you can be a little more selective as we are about to do.

1) Start **Microsoft Excel**.

2) Opening a file in **Excel** is the same as opening a file in **Word**. Once Excel has begun, open the file called *States & Cities*.

3) Select the table of state sizes and city populations by dragging over the cells as shown on the following page.
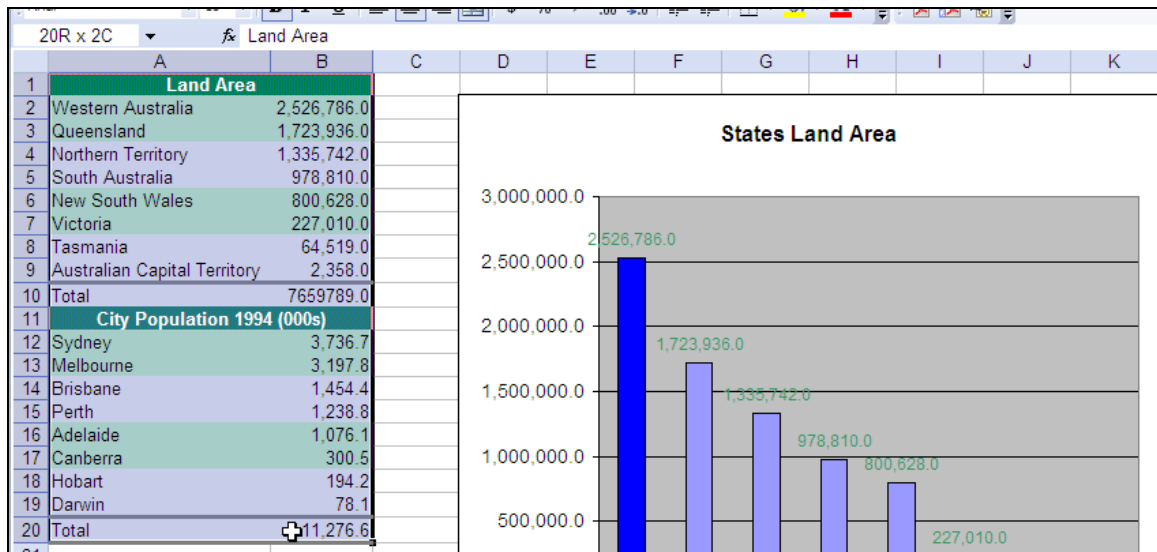
4) Copy the selected cells (the same way you could copy selected text in Word).

5) Switch to your Word document and place you insertion point at the end of the document.

6) Press **[Ctrl] [Enter]** to place a page break.

At this point we could paste normally and the cells would be inserted as a Word table. A smart tag on the pasted table would allow you to choose whether the format of the original table would be retained and whether the data would be linked to the Excel file. Instead we are going to paste the selected table as an Excel spreadsheet object in the document.
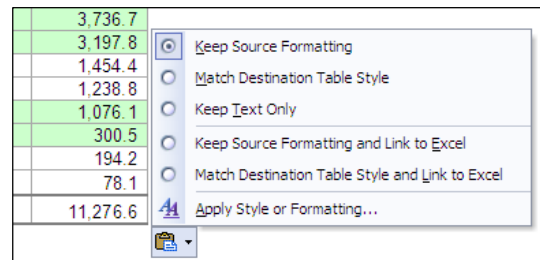
7) From the **Edit** menu select **Paste Special**. A dialog box like the one on the next page will appear.

8) On the left side select the **Paste link** option so that the pasted table will be linked to the Excel file. Any changes to the table in Excel will update the copy in your Word document.

9) In the list, select **Microsoft Office Excel Worksheet Object** as shown above and click **OK**. The table will be pasted in the Word document.

10) Click on the table and it will become selected as an object in the document. This means that you could apply object options such as resizing and text wrapping.

11) Right-click on the table. You will notice some options that relate to the link between the table and the Excel spreadsheet file. We'll leave those options for now
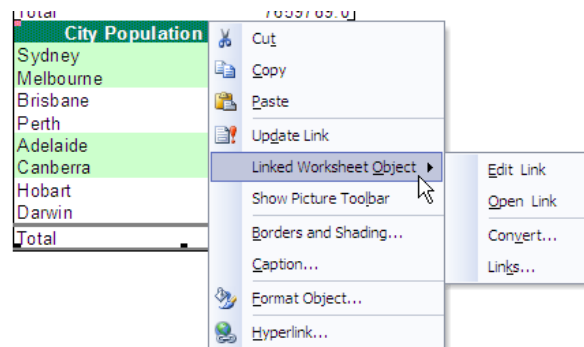
12) Change back to the Excel file and click on the graph to select it.
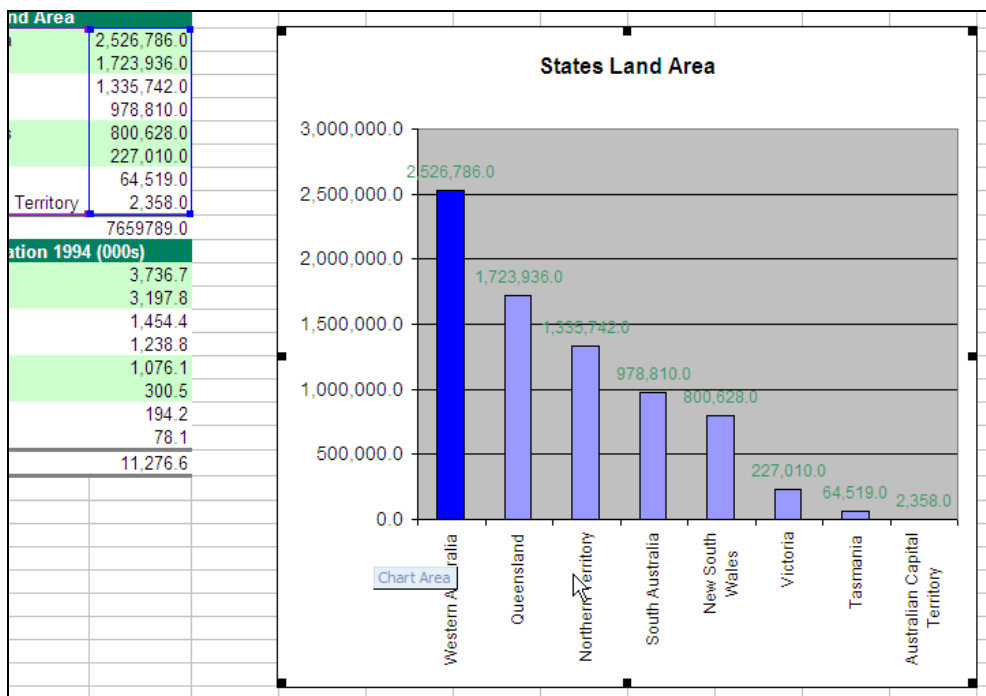
13) When the graph is selected as shown above, copy it using the usual **Copy** command and change back to your Word document.

14) When you are back in your Word document, paste the copied graph in to your document after the table. A **Smart Tag** will appear.
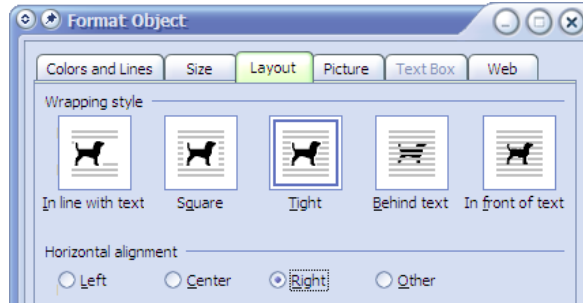
15) Click on the Smart Tag to see a list of options.

16) Select the **Link to Excel Chart** option so that the graph will change if the original file is changed.
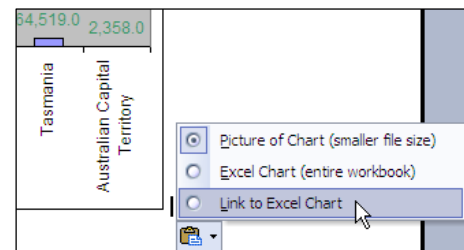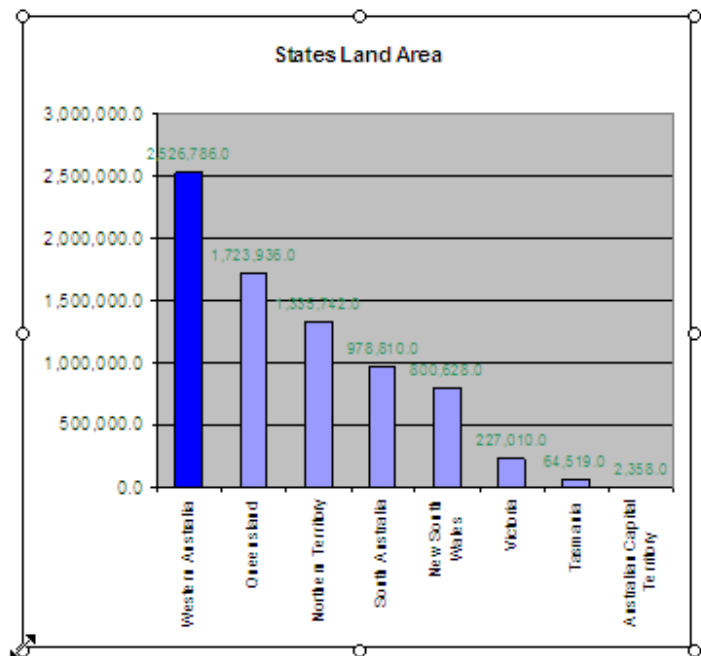
17) Right-click on the graph and choose **Format Object** (or choose the **Object** option from the **Format** menu when the graph is selected).

18) Change the options in the **Layout** tab so that they appear as below and click **OK**..

19) Resize and position the graph so that it is next to the table as in the example below.

Tip When you resize an object, it is generally best to resize from a corner to keep the height and width proportions even. Don't use the top, bottom or side selection handles for resizing unless you want to stretch the object.

20) Save the changes to the document.

Note Now that you have information in your document that is linked to an external file, each time you open the document you will get a prompt like the following. The graph and the table are both examples of object linking. Now you have tried both Object Linking and Embedding (**OLE**).

Exercise 6.   Inserting Clip Art in a Document

Clip Art is a collection of artwork suited for a variety of topics, which can be easily included in a document. Many Clip Art images can be included when Microsoft Word is installed on your computer. Many more are available online to be downloaded when needed and added to your personal Clip Art collection. Once inserted in a document, Clip Art can be manipulated and positioned just as other pictures. Some types of Clip Art can be manipulated further, allowing you to modify small parts of the image.

1) Scroll to the top of your document and place the insertion point at the beginning of the first paragraph (Australia's biggest attraction).

2) From the **Insert** menu, select **Picture** and **Clip Art** or click the icon on the **Drawing Toolbar**. A Clip Art task pane like the one shown to the right will appear on the side of your screen.

From here you can search through the Clip Art that is on your computer, browse your existing Clip Art or search online for additional clips.

3) In the **Search for** box, type *Australian Flag*.

4) Click **Go** to begin searching.

If your search produces any results, a small version of each image will appear in the blank section of the task pane. If there are no images on your computer that match the search criteria, the blank section may show *No results found* above the box. If this happens, or if there are no results you like, you may be better off searching for Clip Art online.

5) Click on the link at the bottom that says **Clip art on Office Online**. Your web browser will open and go straight to the Clip art online page. This page works with all recent versions of Word and with most modern web browsers such as Microsoft Internet Explorer or Mozilla Firefox.
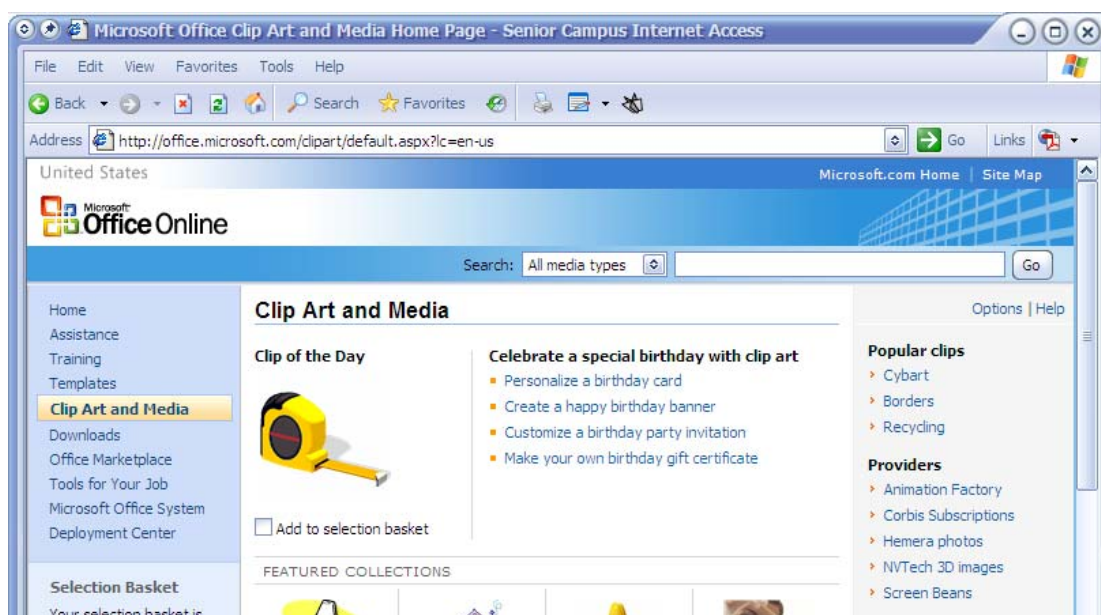
6) Click in the search box at the top of the page and enter *Australian Flag*. Click **Go** to begin the search.
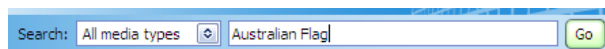
In a moment, the clip art images that match your criteria will be displayed.

Notice that we didn't get many results. Often you can get more results be being less specific in your search.

7) Change the search box from *Australian Flag* to *Australia* and click **Go** to search once again.

This time you'll have a lot more results. In fact you'll have more than one page worth of results as you can see from the page selection options.
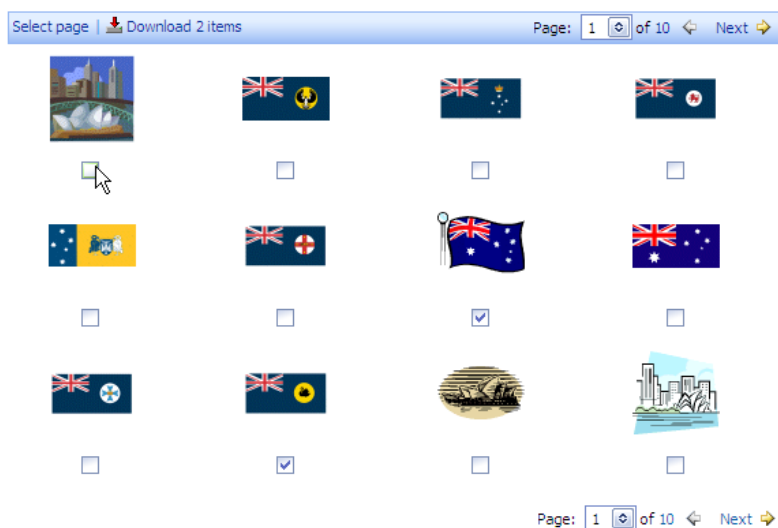
8) Now you need to select which images you want to download and add to your Clip Art collection by ticking the box underneath the image you want. You can select more than one if you want to. An indicator above the images will tell you how many you have selected (you can click an individual image to see a larger version along with some more information about the image).

9) When you have ticked the images you want, click the **Download x Items** button, where x is the number of items you have ticked. E.g.
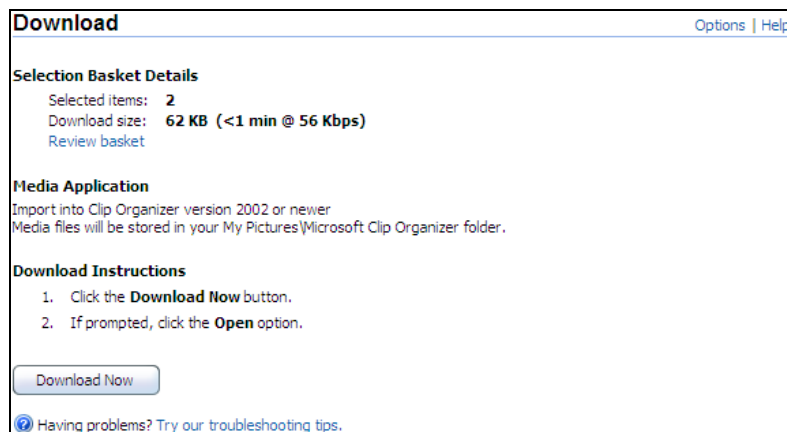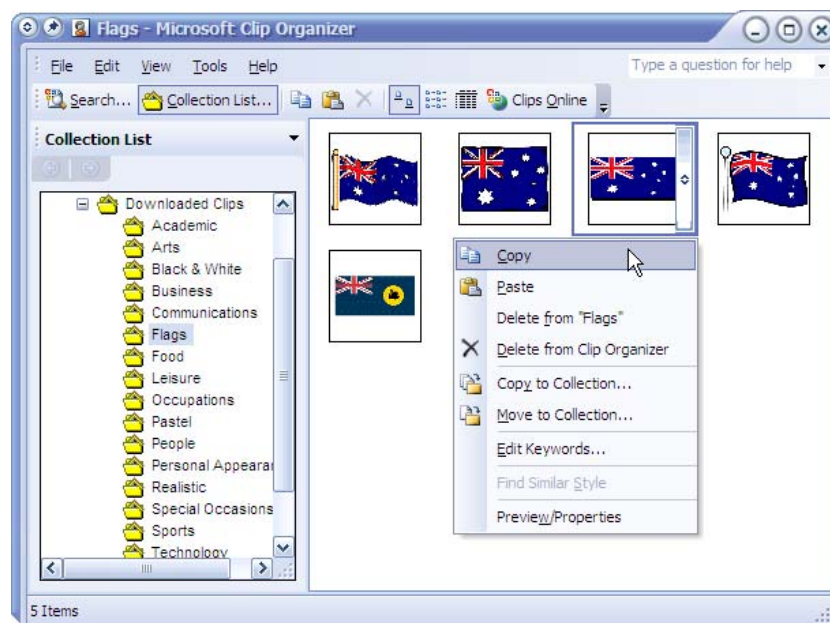
10) On the next page, check that the information is correct and then click on **Download Now**.

11) If you see a message like the one below click on **Open**.

Now your Clip Organiser will open. This contains a sorted collection of Clip Art that is installed on your computer, along with any additional Clip Art you have downloaded.

The categories on the left of the window allow you to browse through available clips. The flags you downloaded should already be displayed.

12) To select one to insert in your document, click the arrow next to the picture as shown on the previous page and then select **Copy** from the menu which appears.

13) Change to your Word document and then paste the image you have copied.

14) Resize, move the picture and use wrapping options so that it is positioned like the example below (yours may look a little different if you have selected a different flag picture).

15) Once the image is positioned where you want it, you can close the Clip Organiser, the web browser, and the Clip Art task pane on the side of the screen.

If you have time, you may want to experiment with placing shapes from the drawing toolbar on your page. Arrows ➘, Rectangles ☐, Ovals ◯, Text boxes ▣.

You might also want to experiment with modifying Clip Art images like in the example below.
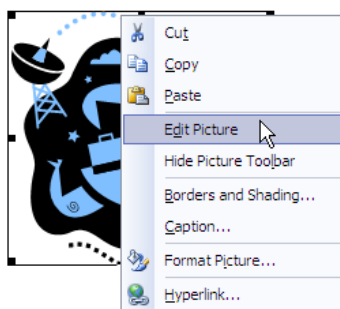
Edit the clip art picture

Select parts of the picture

Change the fill colour by clicking the fill icon 🎨.

Modified picture

Some drawing shapes

Tip   For more information on working with shapes, refer to the PowerPoint Exercises.