Microsoft Word 2016

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204100 IT AND MODERN LIFE

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204100 IT AND MODERN LIFE

5. Picture

Insert Tab

5. Pictures & Documents

5.1 Inserting picture from files

5.2 Inserting online picture

5.3 Inserting picture from screenshot

5.4 Screen capturing with keyboard shortcut
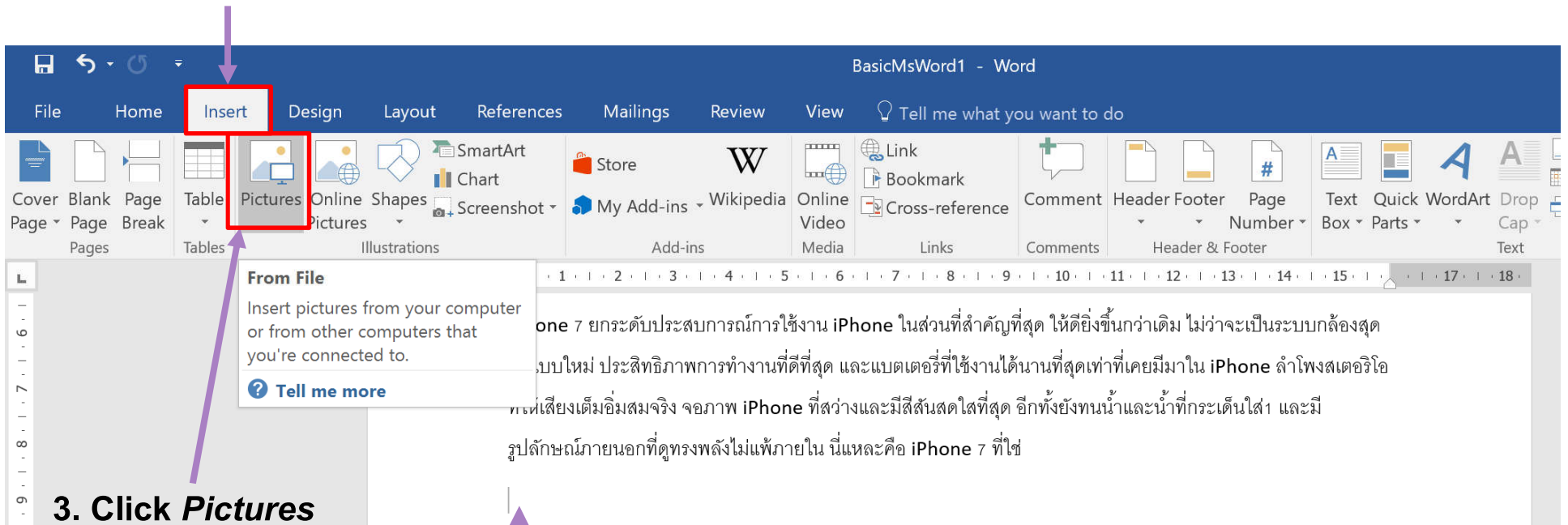
5.5 Moving and resizing picture

5.6 Picture & wrapping text

5.7 Cropping picture

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5.1 Inserting Picture from Files

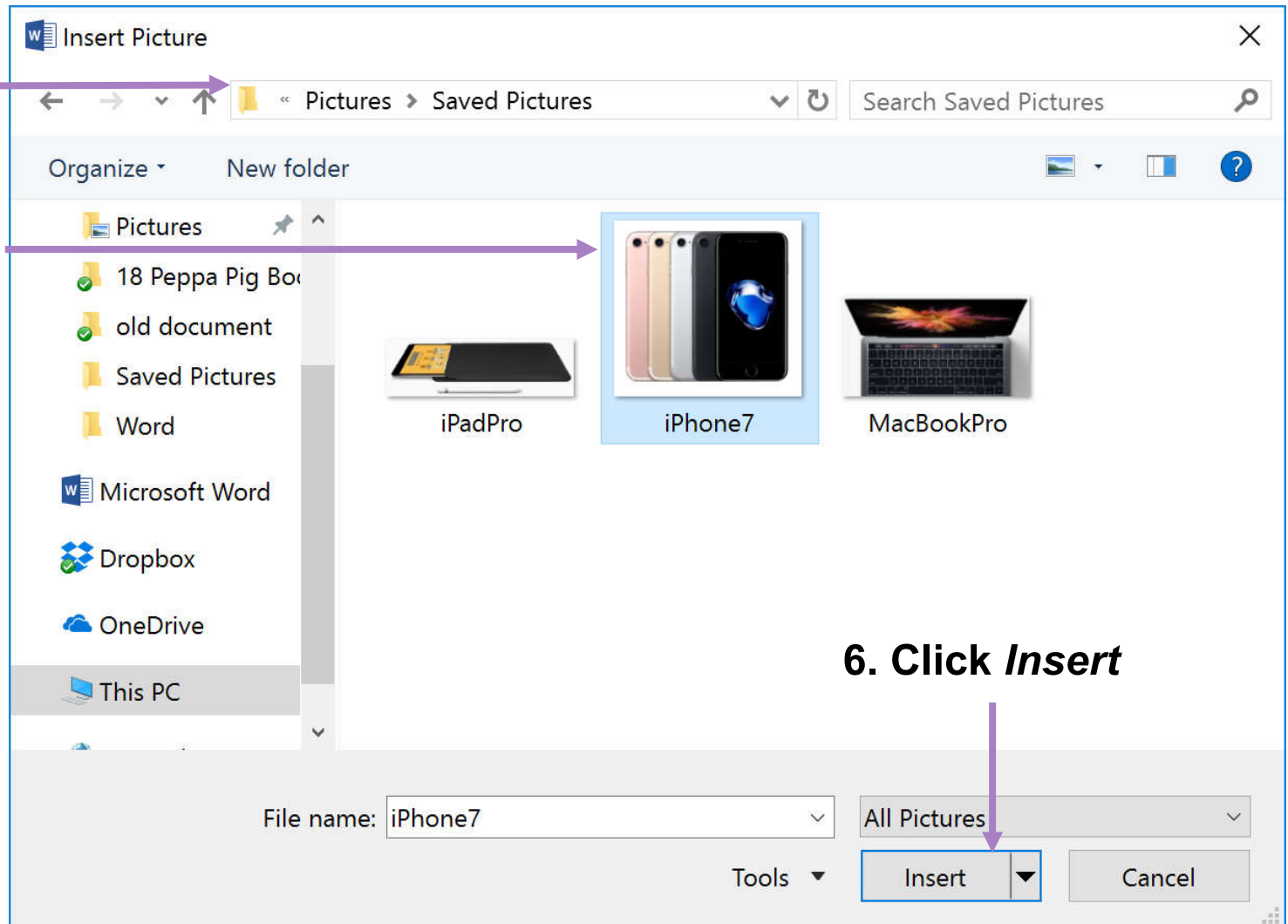**2. Click _Insert_ tab**

3. Click _Pictures_

1. Position your cursor to where you want to put the picture

5.1 Inserting Picture from Files (cont.)

4. Select the picture's location
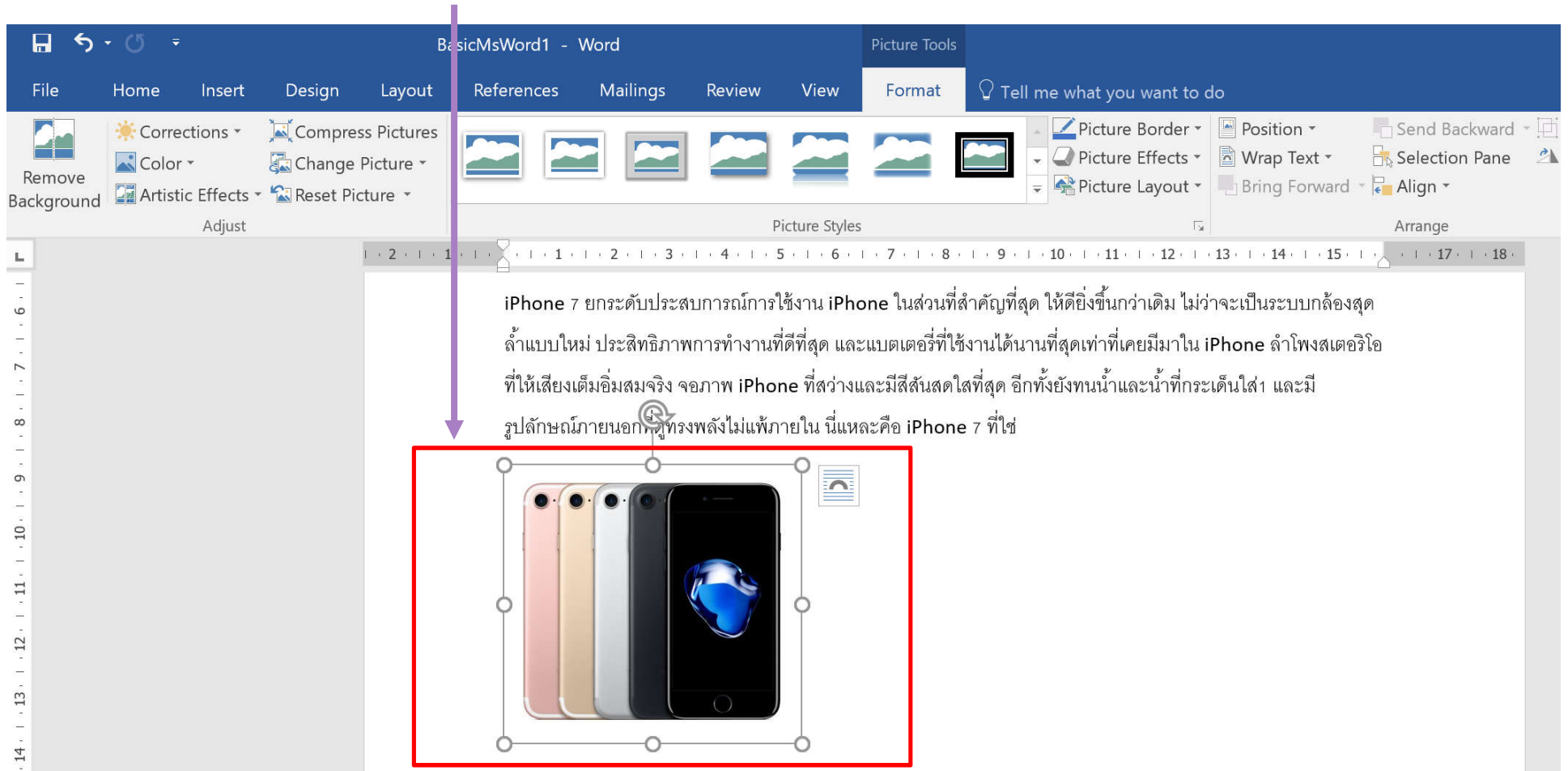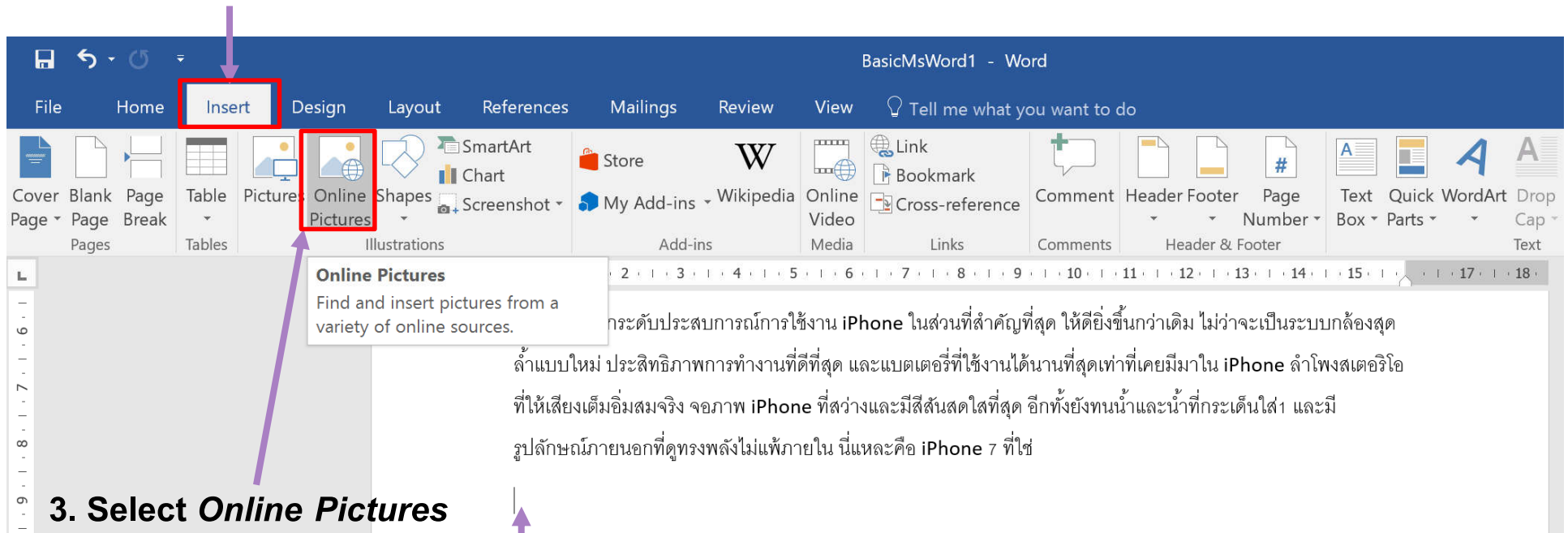
5. Select the picture

6. Click *Insert*

5.1 Inserting Picture from Files (cont.)

Resulting picture inserted into the document, at the where the cursor is

5.2 Inserting Online Picture

2. Click *Insert* tab

3. Select *Online Pictures*

1. Position your cursor to where you want to put the picture

5.2 Inserting Online Picture (cont.)

Insert Pictures
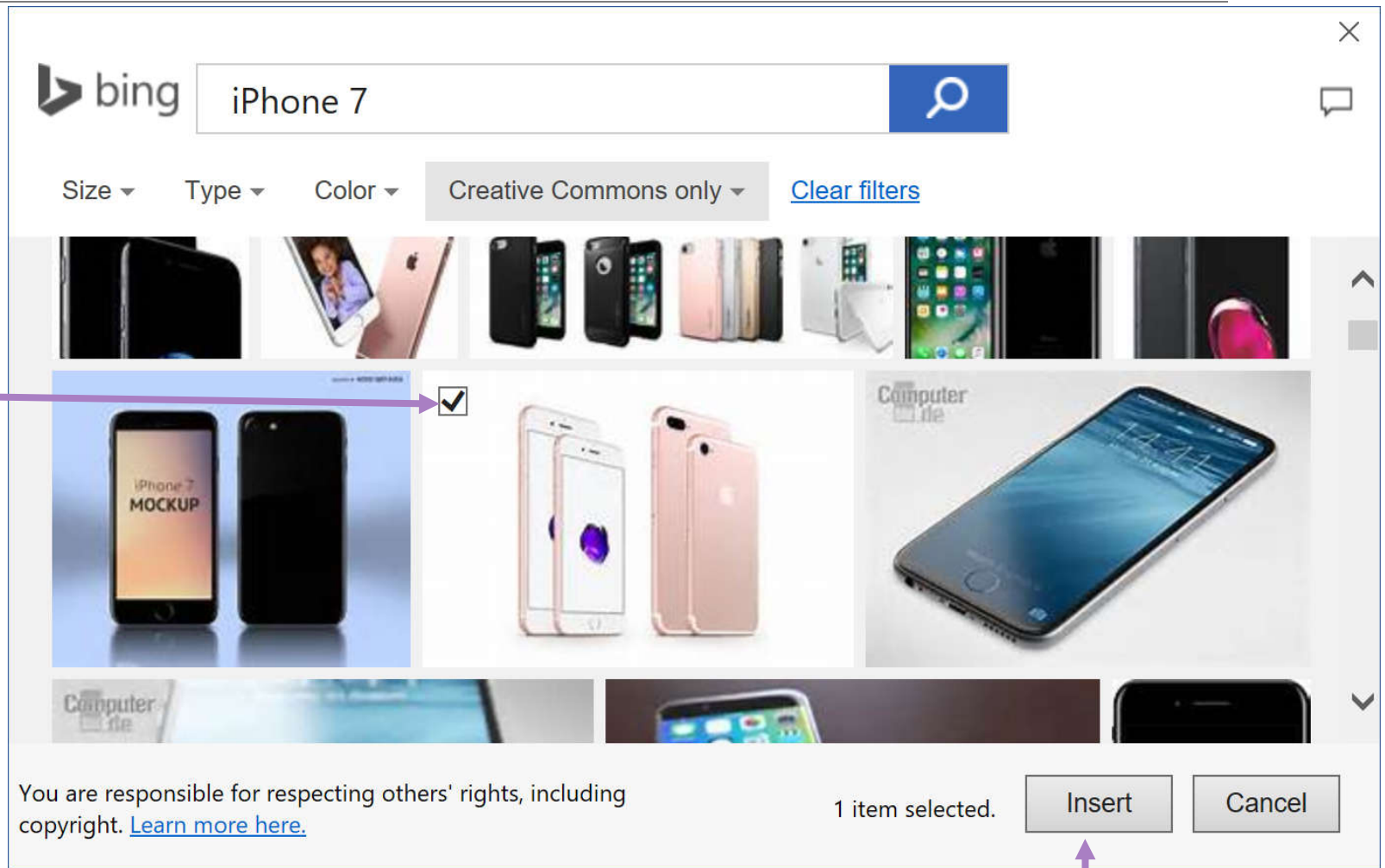
Bing Image Search
Search the web

iPhone 7

4. Specify the keywords, then press Enter to search pictures with Bing Image Search

Sign in with your Microsoft account to insert photos and videos from OneDrive, Flickr, and other sites.

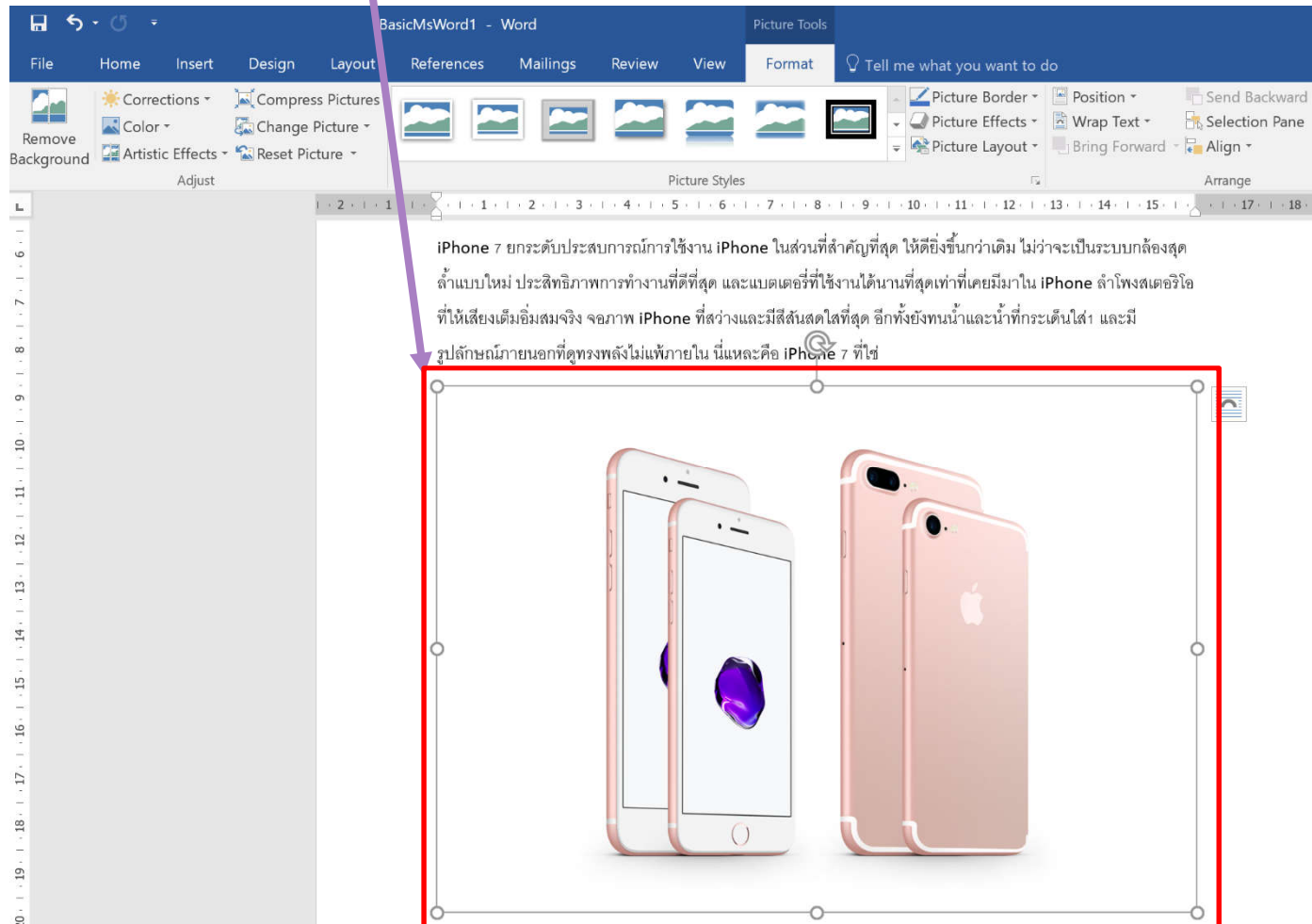# 5.2 Inserting Online Picture (cont.)

5. Choose a picture

6. Click *Insert*
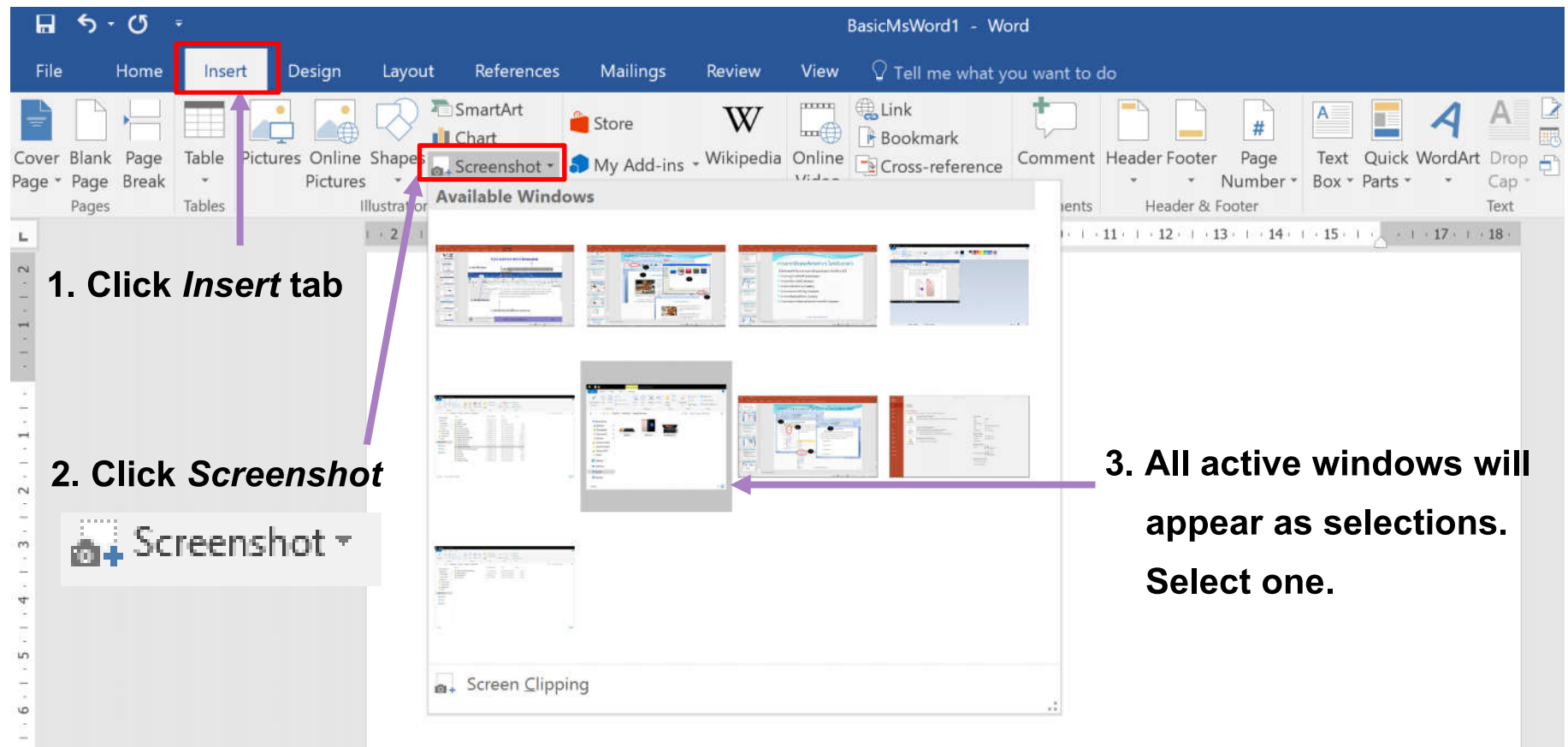
5.2 Inserting Online Picture (cont.)

Chosen picture will be downloaded and inserted at the cursor

5.3 Inserting Picture from Screenshot

5.3.1 Inserting screenshot from entire screen

In MS Word 2016, we can capture what we see on the screen, such as active windows, into a screenshot and insert it into the document
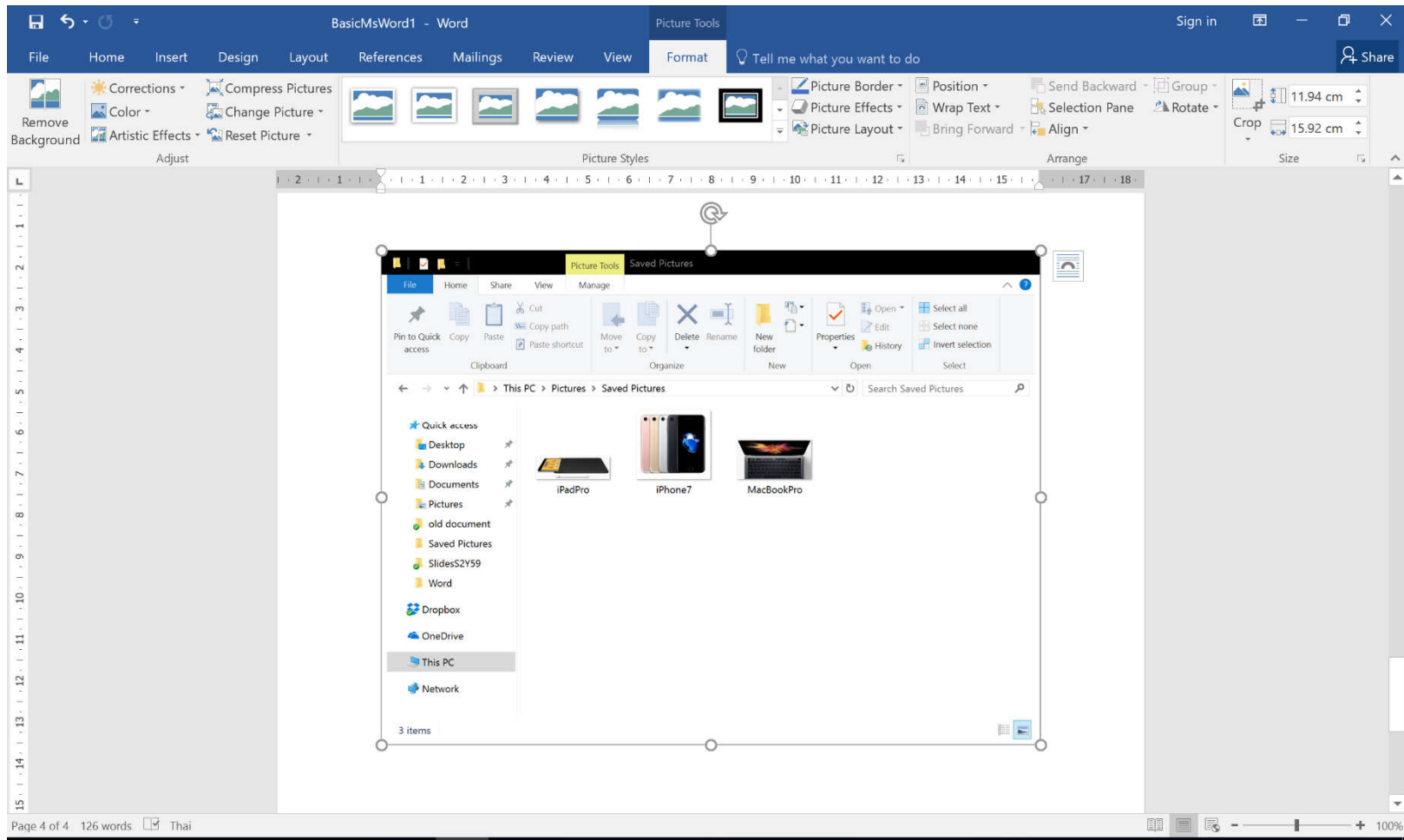

1. Click *Insert* **tab**

2. Click *Screenshot*
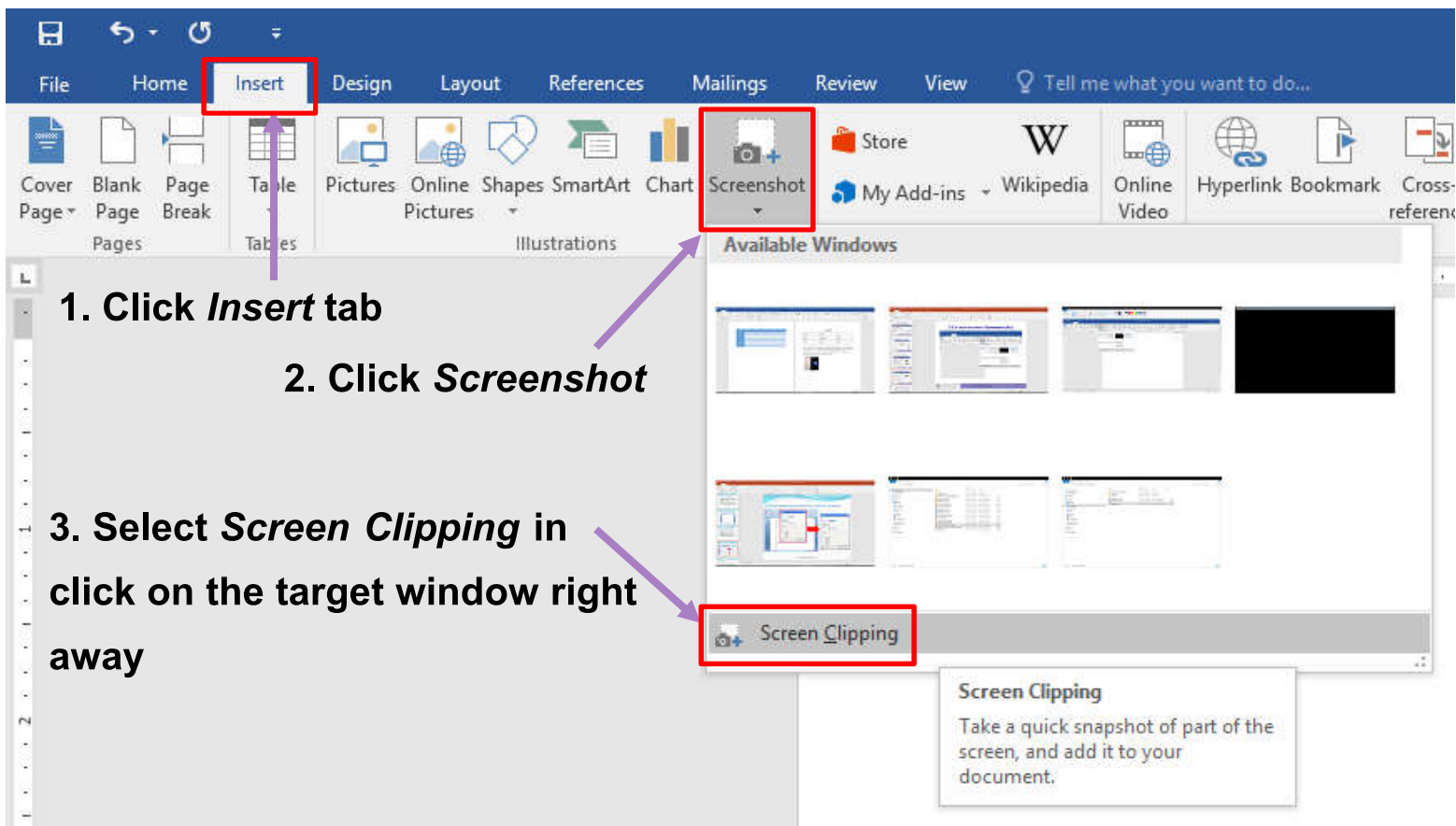
3. All active windows will appear as selections. Select one.

5.3 Inserting Picture from Screenshot (cont.)

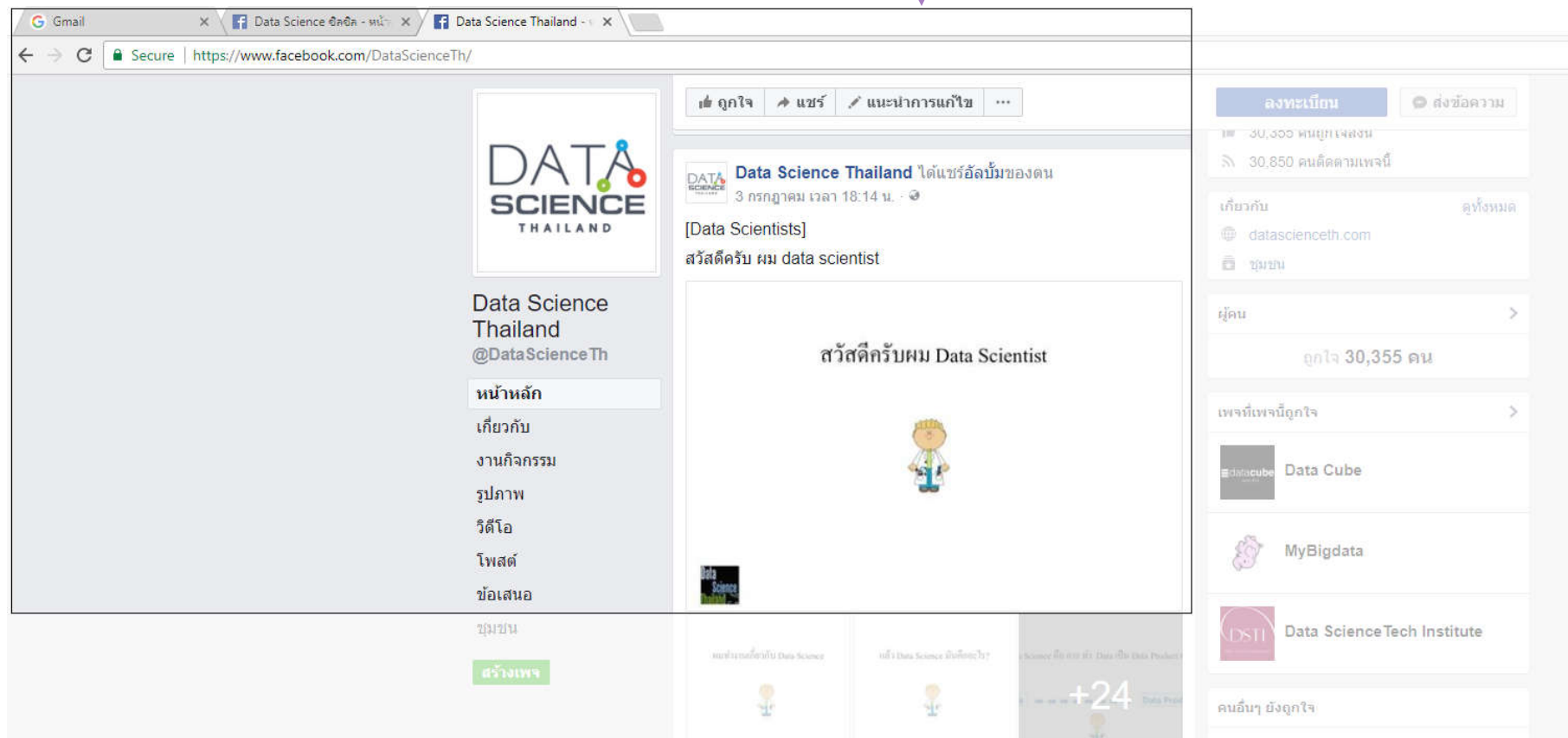**The screenshot of the window is then inserted into the document**

5.3 Inserting Picture from Screenshot (cont.)

## 5.3.2 Capturing part of window with Screen Clipping

1. Click *Insert* tab

2. Click *Screenshot*

3. Select *Screen Clipping* in click on the target window right away

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5.3 Inserting Picture from Screenshot (cont.)

4. After you have select the window, drag mouse to select the area you want to clip

5.3 Inserting Picture from Screenshot (cont.)

The selected part of the window will be inserted into the document
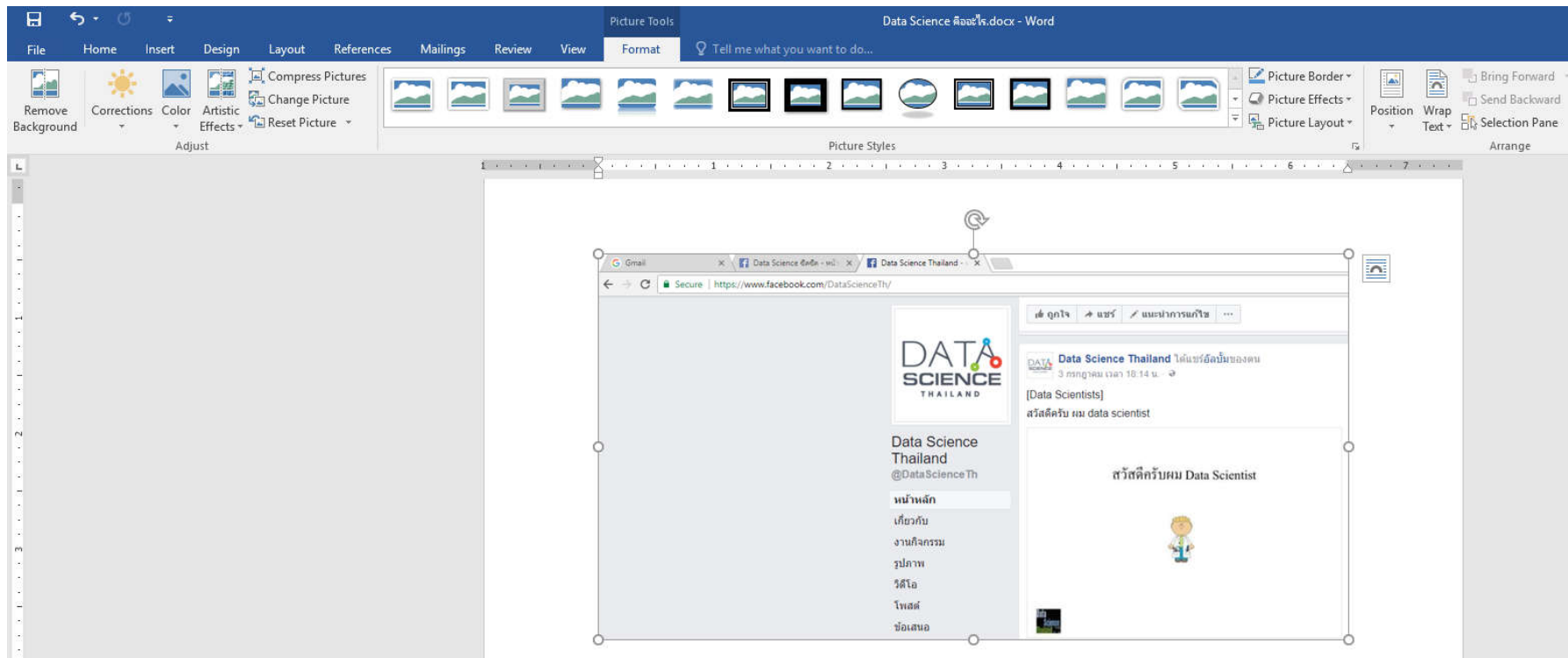
5.4 Screen Capturing with Keyboard Shortcut

5.4.1 Capturing the entire (visible) screen

1. **Make sure what we want to capture is visible on the screen**

2. **Click PrtScn (Print Screen) once**

3. **Put cursor where you want to insert, then press Ctrl + V to paste the screen capture**

Result:

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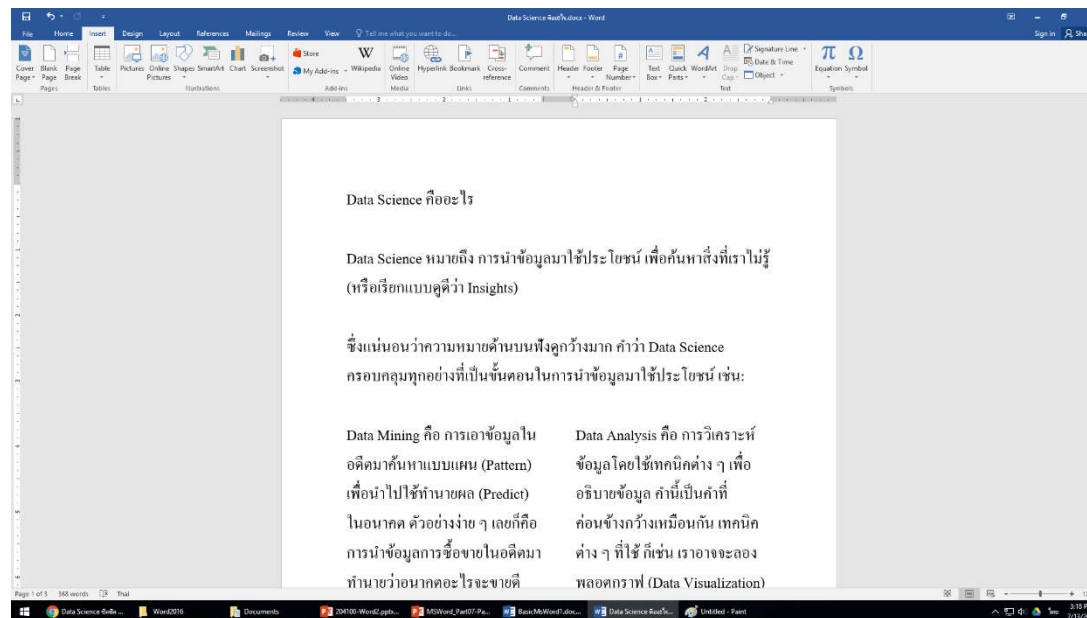
5.4 Screen Capturing with Keyboard Shortcut (cont.)

5.4.2 Capturing only active dialog or window

1. Make sure what you want to capture is active (what you select last)

2. **Click Alt + PrtScn (Print Screen) once**

3. Put cursor where you want to insert, then press **Ctrl + V** to paste the screen capture

Result:

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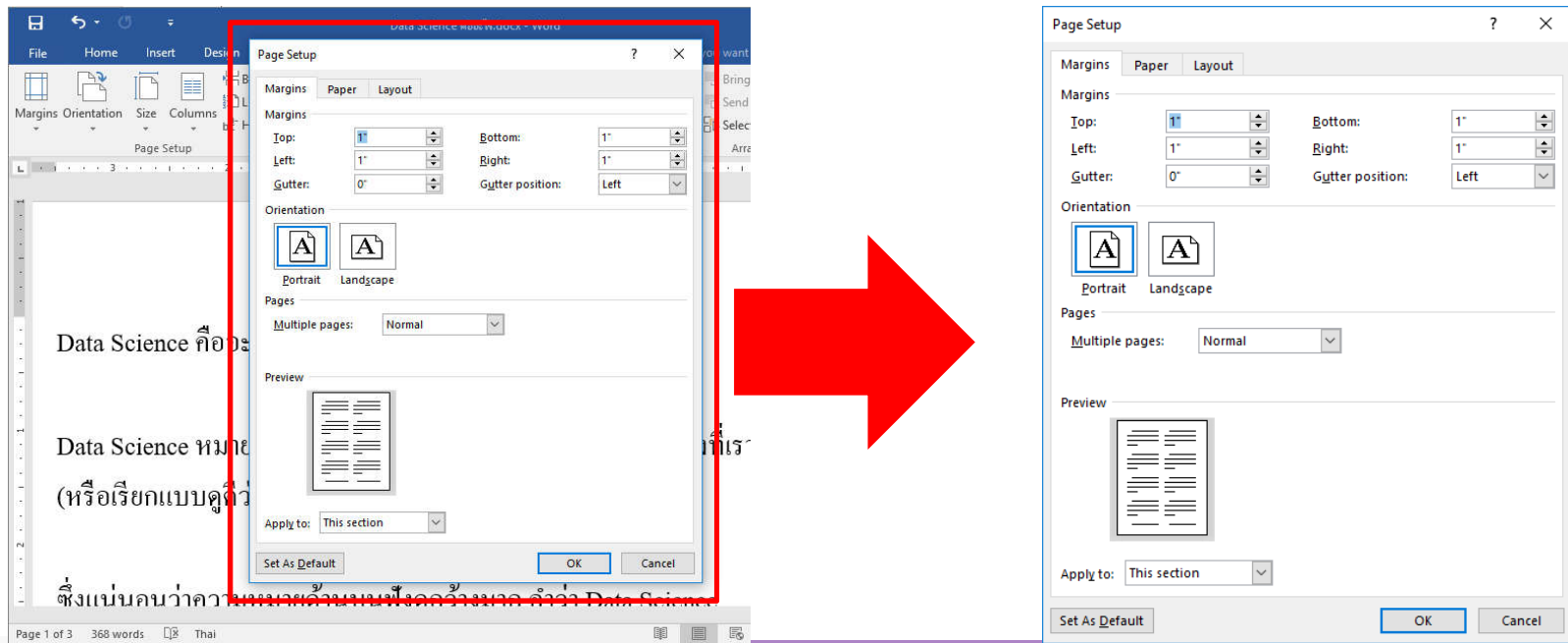
5.5 Moving and Resizing Picture

5.5.1 Moving Picture

You can move a picture by clicking on the picture and drag it to where you want it to be

1. Click the picture   2. Drag to new location

Result, text also move down

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5.5 Moving and Resizing Picture (cont.)

5.5.2 Resizing Picture

Click on the picture and will ⟳ appear around the picture click on one of them and drag to resize the picture

You can rotate picture by clicking and dragging this.

1. Click the corner   **2. Drag to resize**   **Result**

5.6 Wrapping Text

2. Click *Format* tab under *Picture Tools*

1. Select the picture
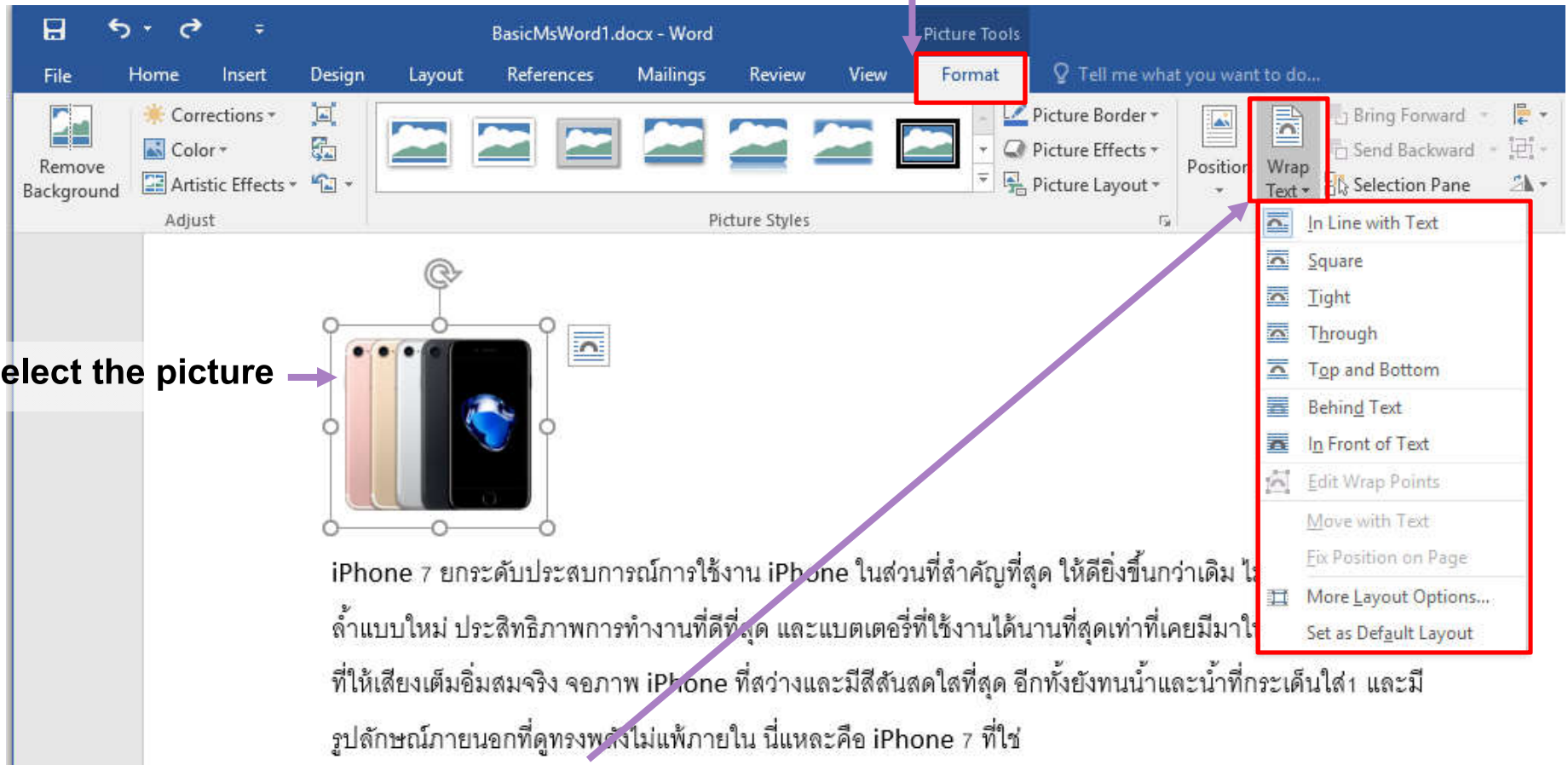
3. Click *Wrap Text* command, then select the type of text wrapping

5.6 Wrapping Text (cont.)

➢ **Text Wrapping Type**

- ▪ **In Line with Text**

- ▪ **Square**

- ▪ **Tight**

- ▪ **Through**

- ▪ **Top and Bottom**

- ▪ **Behind Text**

- ▪ **In Front of Text**

5.6 Wrapping Text (cont.)

■ **In Line with Text**

The picture become like a part of the text, <u>will move with text</u>
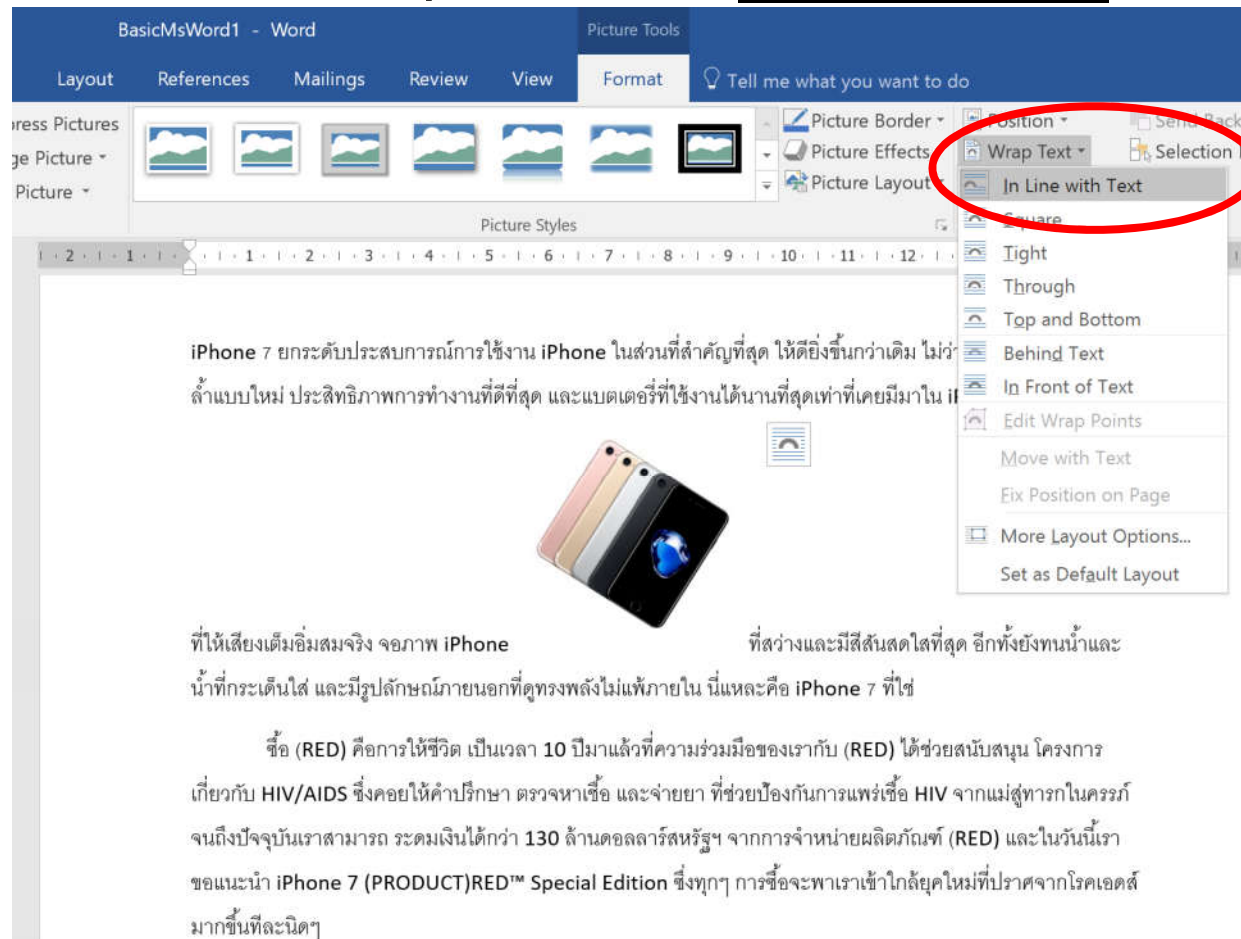
5.6 Wrapping Text (cont.)

- **Square**

The text will wrap around square area over the picture

5.6 Wrapping Text (cont.)

- **Tight**

The text will wrap around actual border of the picture

5.6 Wrapping Text (cont.)

- **Through**

    Similar to _Tight_, but text can appear in empty area inside the picture as well

5.6 Wrapping Text (cont.)

- **Top and Bottom**

    Text will appear at the top and bottom of the picture, but not the side of it

5.6 Wrapping Text (cont.)

- **Behind Text**

    The picture will appear under the text

5.6 Wrapping Text (cont.)

- **In Front of Text**
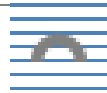
    The picture will appear above the text

5.7 Cropping

If we want to use only part of a picture, we can crop (cut) out the rest

2. Click *Crop* **in** *Format* **tab, under** *Picture Tools*

1. Click the picture

5.7 Cropping (cont.)

3. click ⌐ **at the corner or the edge, then drag the most to where you want to crop, the release the mouse click**

Result

6. Inserting and Managing Other Objects

6. Inserting and Managing Other Objects

6.1 Autoshapes

(Shapes)

6.2 SmartArt   Behave like picture

6.3 TextBox

6.4 WordArt

6.5 Symbols
                          Behave like text
6.6 Equation

6.1 Shapes

6.1.1 Inserting Autoshape

1. Click *Insert* tab
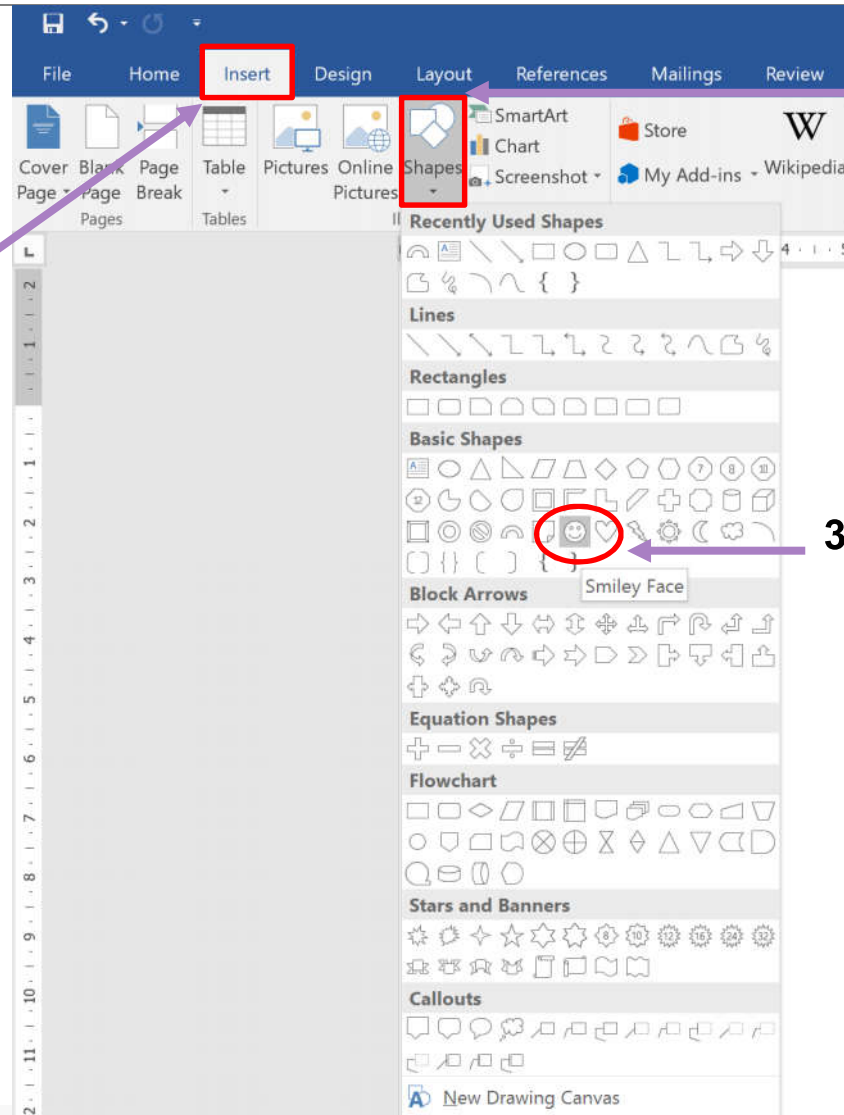
2. Click *Shapes*
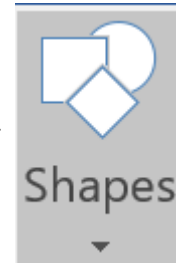
3. Select the shape you want to insert

6.1 Shapes (cont.)
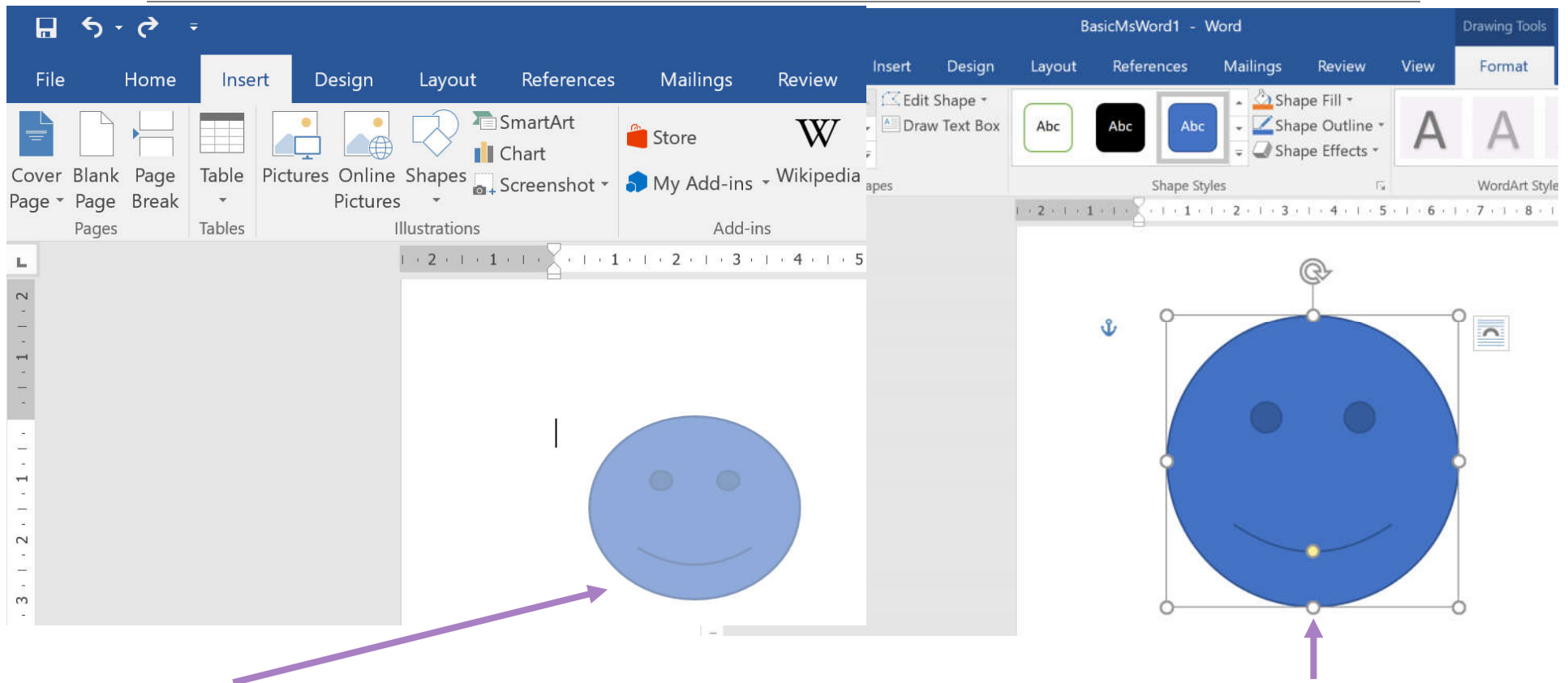
3.Left click and hold, then drag mouse to draw the shape at the size you want, then release

Result

Note: Hold *Shift* to maintain regular sizing

6.1 Shapes (cont.)

6.1.2 Formatting Shapes

You can adjust

- **Shape Fill: the color/pattern inside the shape**

- **Shape Outline: the line around the shape**

- **Shape Effects: extra effects like shadows**

6.1 Shapes (cont.)

6.1.2 Formatting Shapes (cont.)

2. Click *Format* tab under *Drawing Tools*

1. Select the shape

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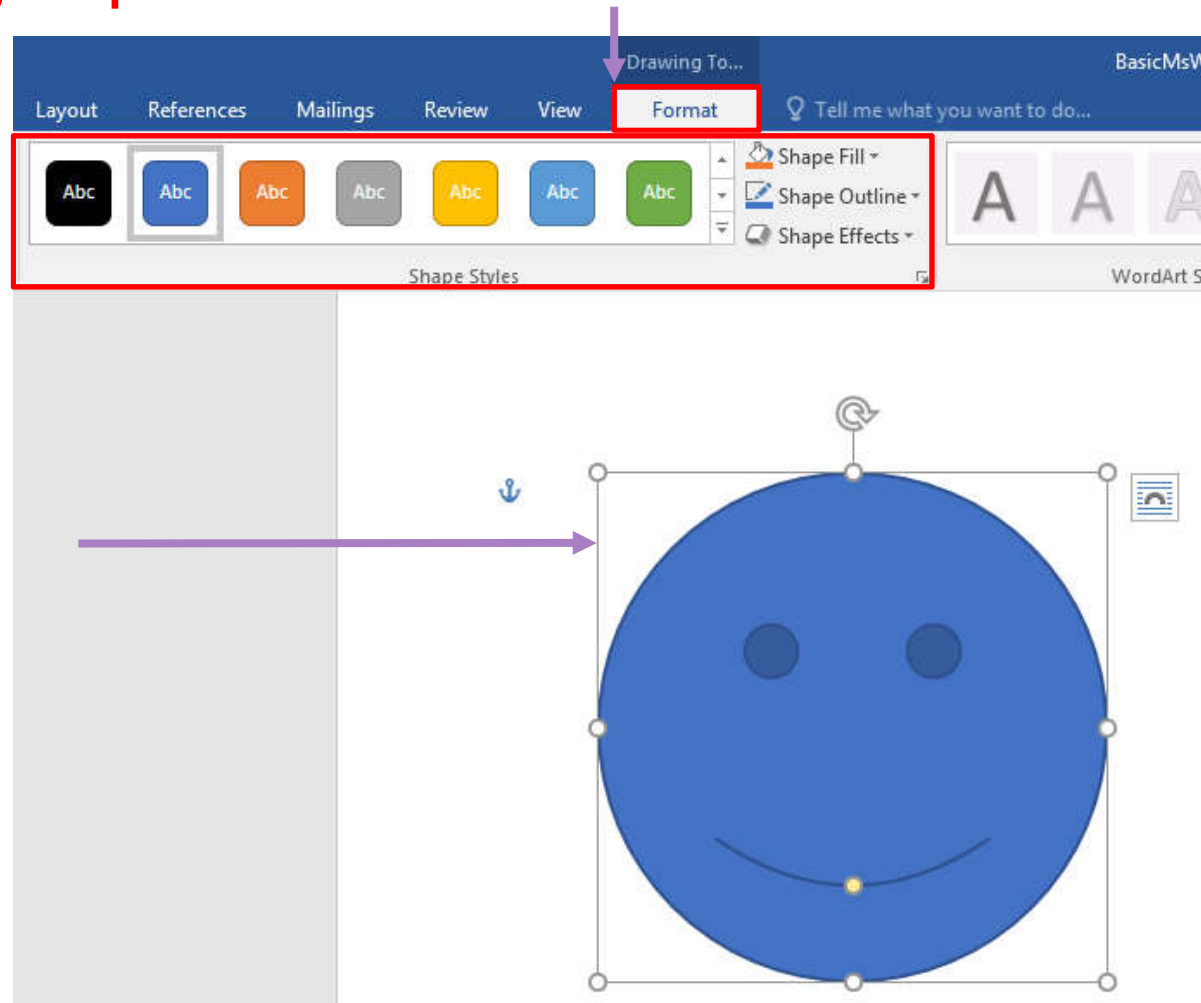
6.1 Shapes (cont.)

6.1.2 Formatting Shapes (cont.)

Shape Fill

- **Select type of fill (color, picture, gradient, or texture)**

- ***More Fill Colors…* will let you set transparency level as well**
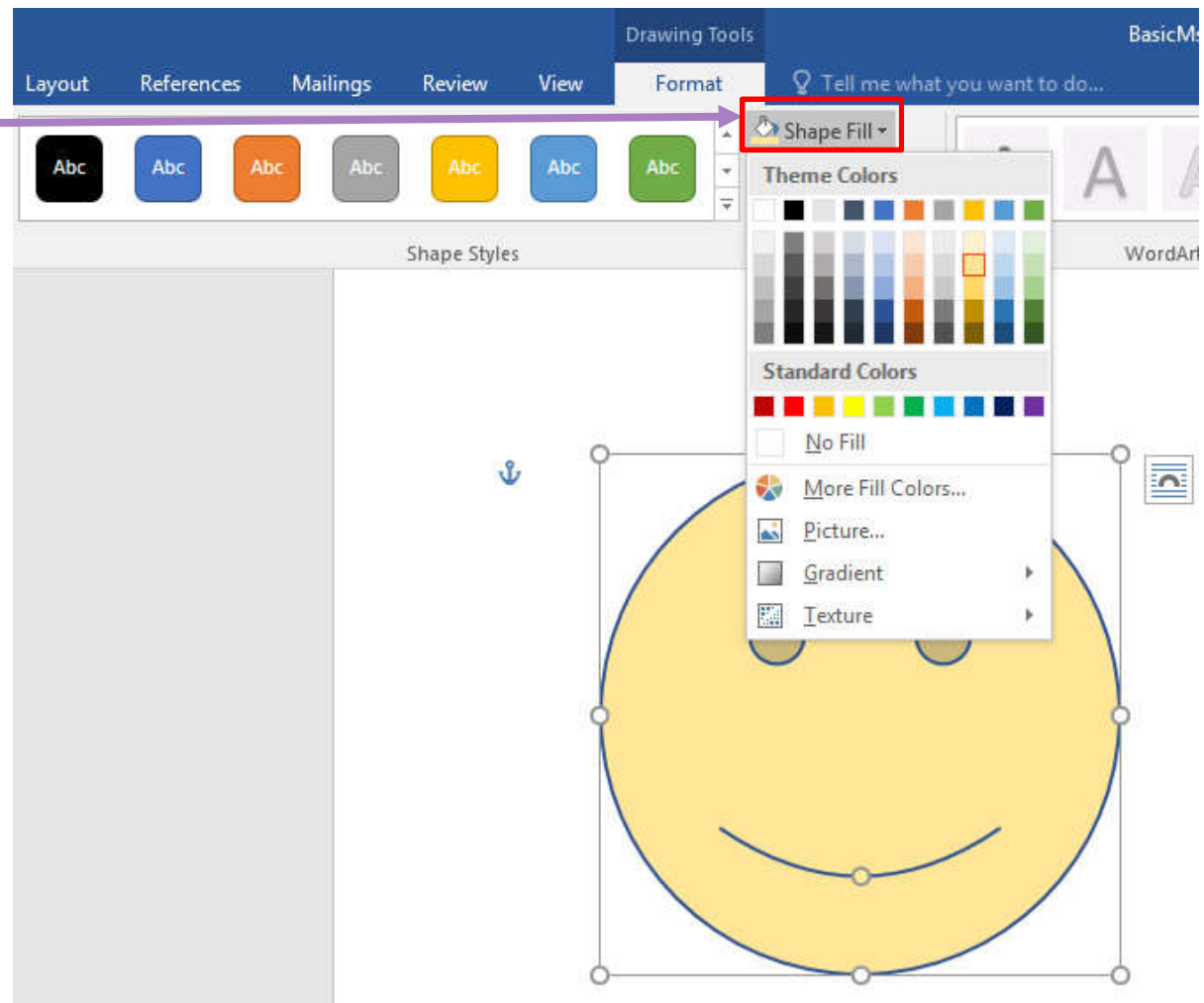
6.1 Shapes (cont.)

6.1.2 Formatting Shapes (cont.)

Shape Outline

Select color, weight (line size), dashes (line type), and arrows
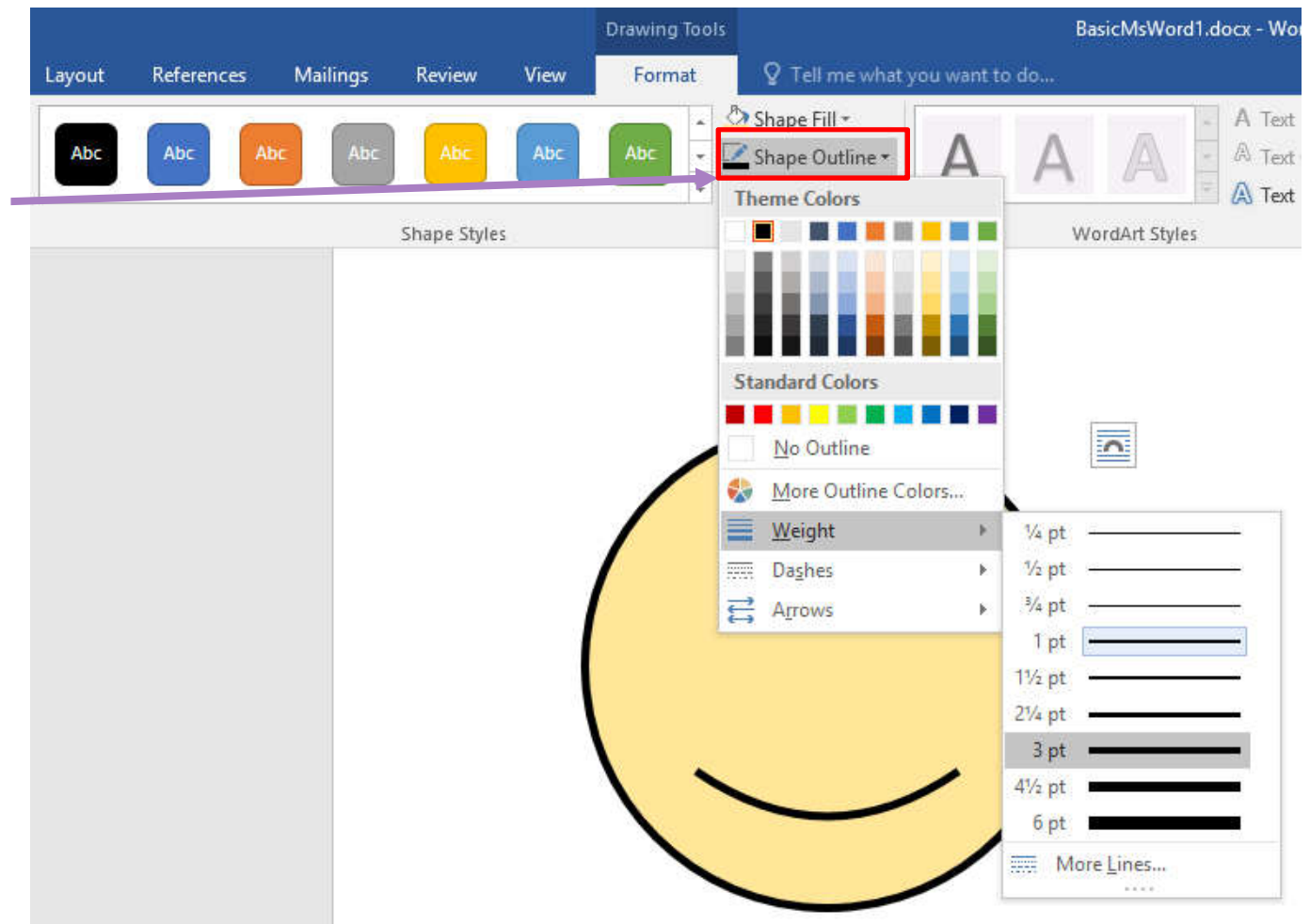
6.2 SmartArt

1. Click *Insert* tab

2. Click *SmartArt*

3. Dialog *Choose a SmartArt Graphic* will appear, select the one you want
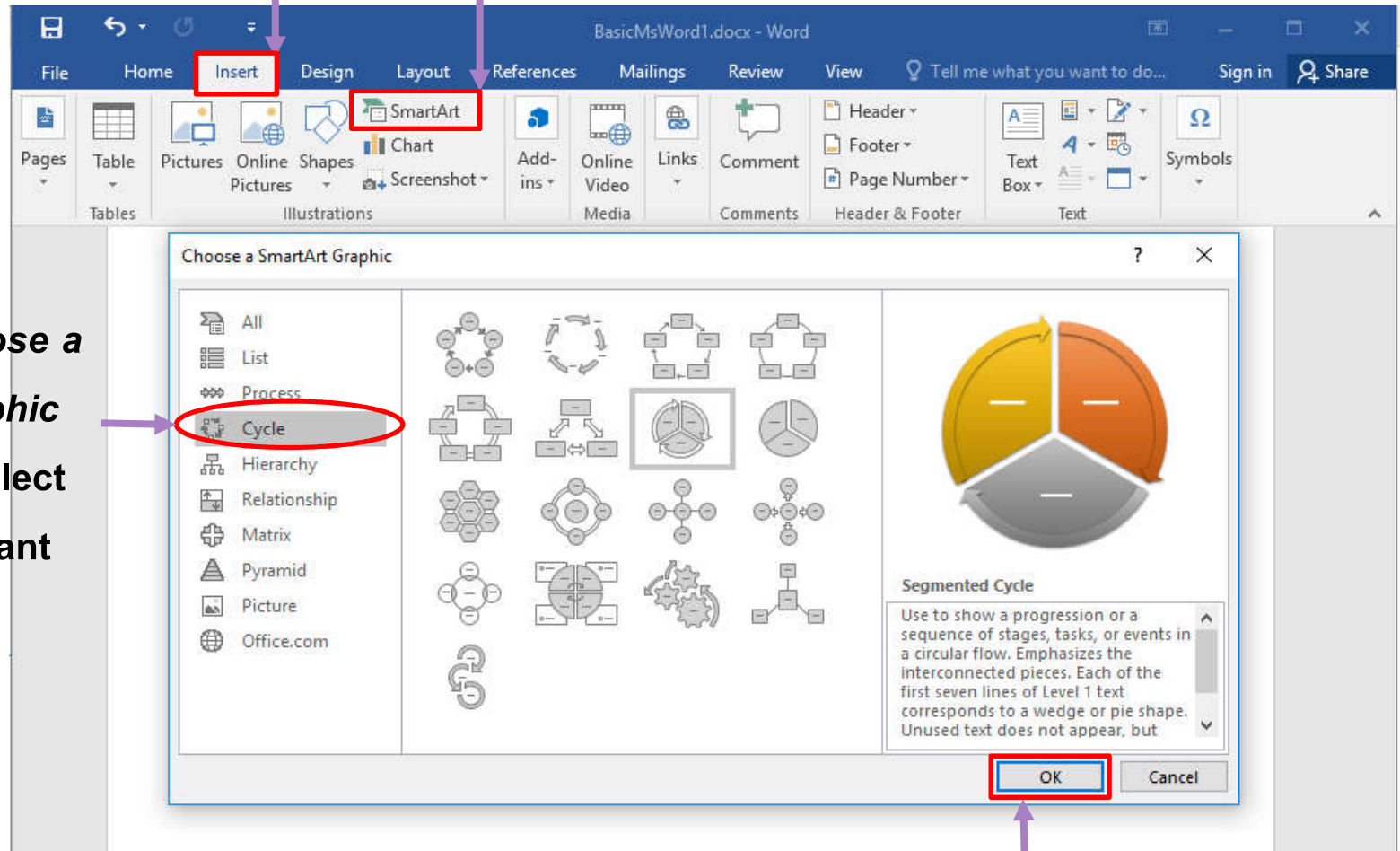
4. Click *OK*

6.2 SmartArt (cont.)
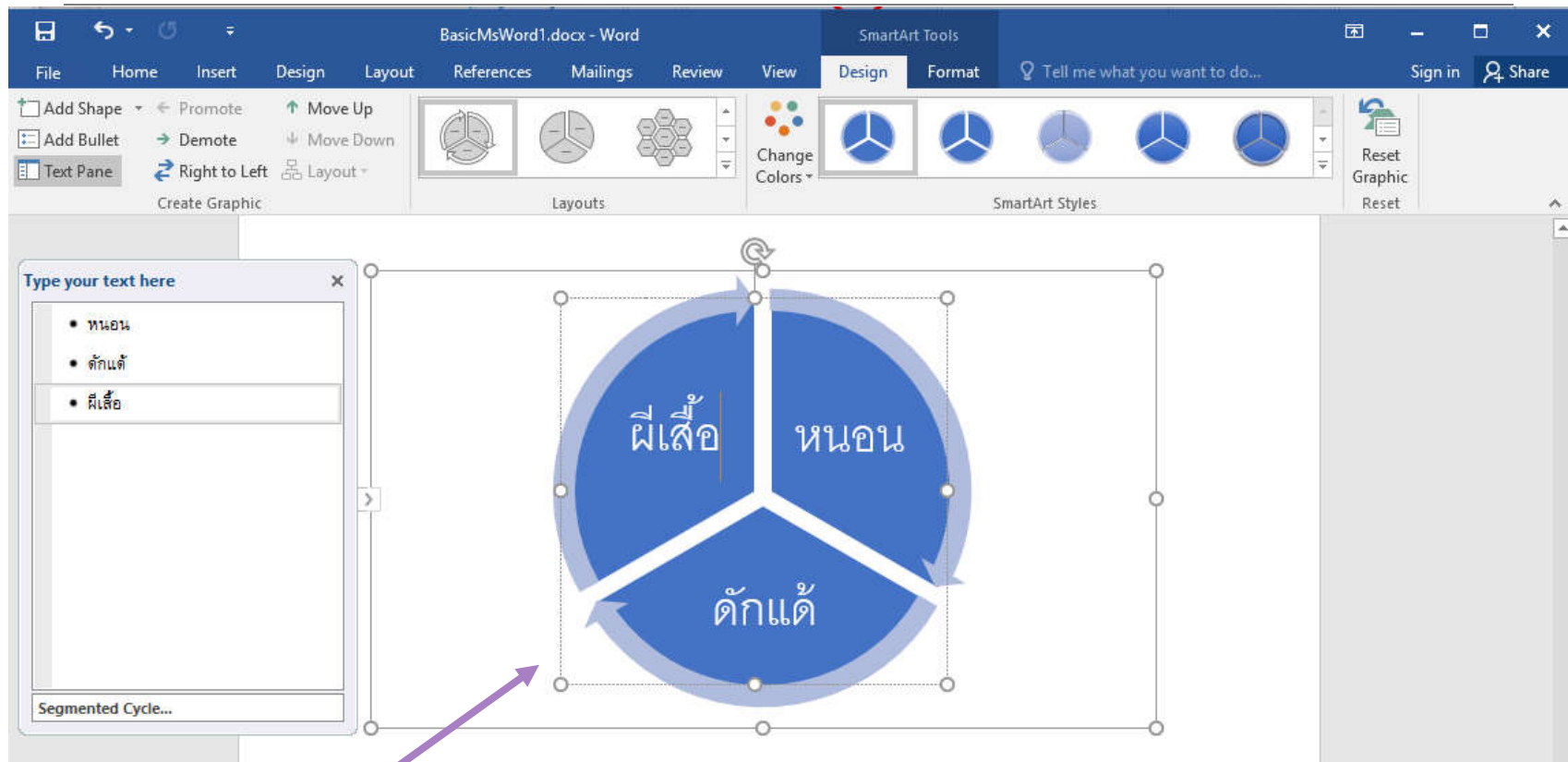
5. Type text you want to each [Text] then click outside the SmartArt to end text entering

Note: SmartArt can be moved, resized, and text wrapped like a picture

6.3 TextBox

1. Click *Insert* tab

2. Click *TextBox*

3. Select the type of textbox you want

6.3 TextBox (cont.)
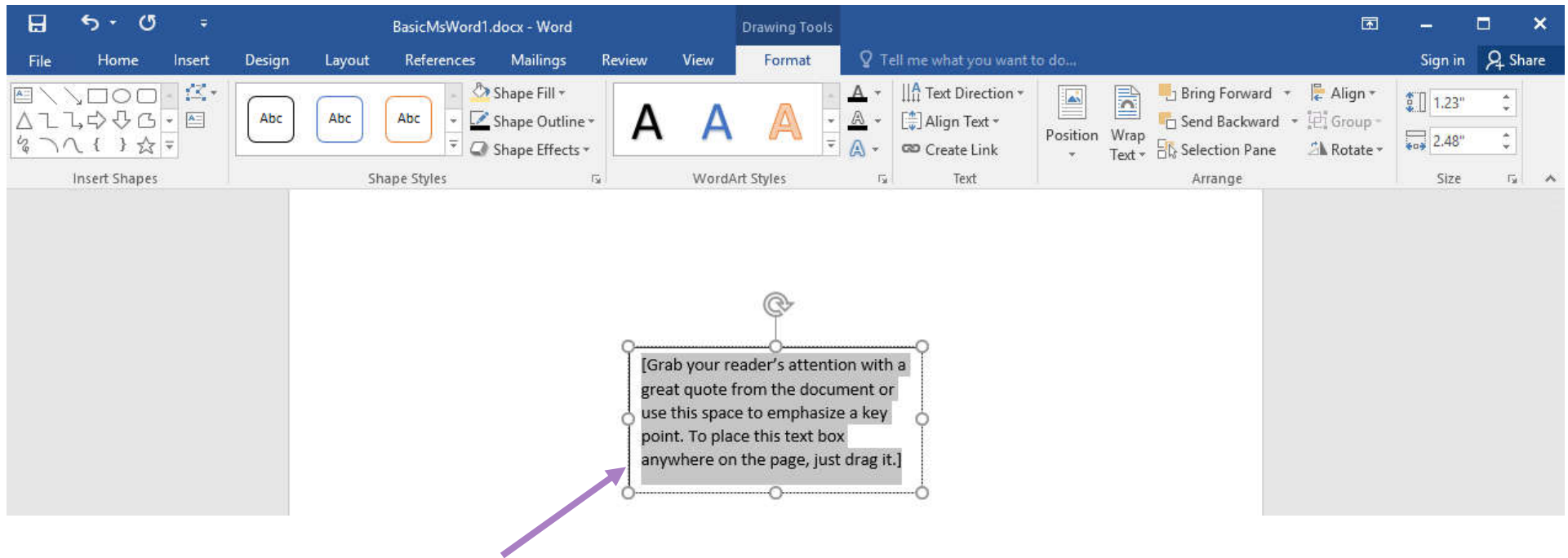
4. A textbox will appear, with some guide text already highlighted

5. Type the text you want to replace the guide text

6.3 TextBox (cont.)
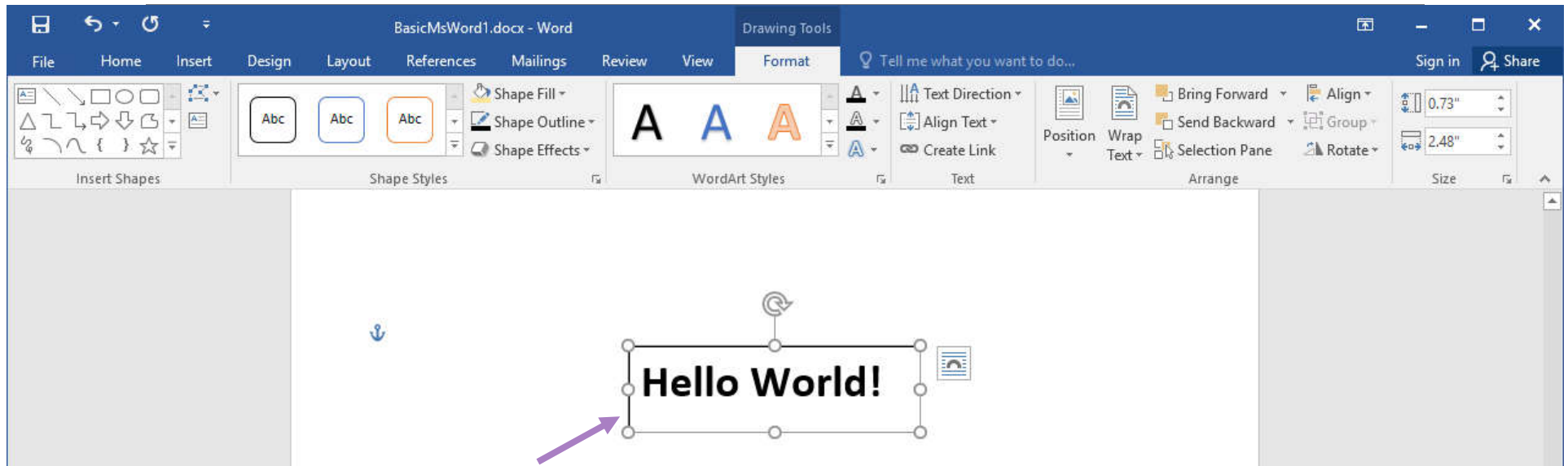
6. The text inside the textbox can be formatted like other text

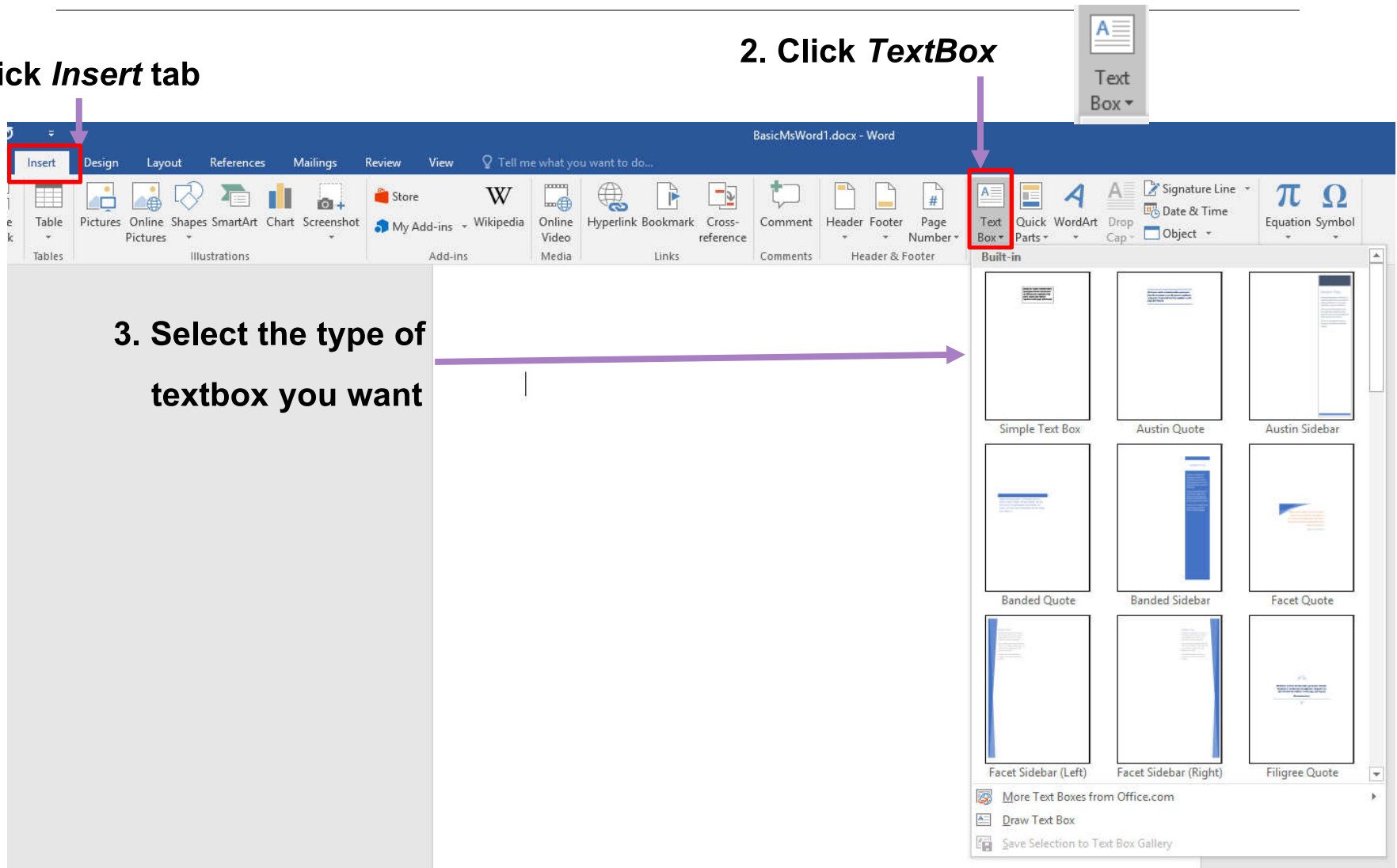**7. You can remove the outline of the textbox by selecting it, then click *Format* tab, click *Shape Outline* then select *No Outline***

Note: SmartArt can be moved, resized, and text wrapped like a picture

6.4 WordArt

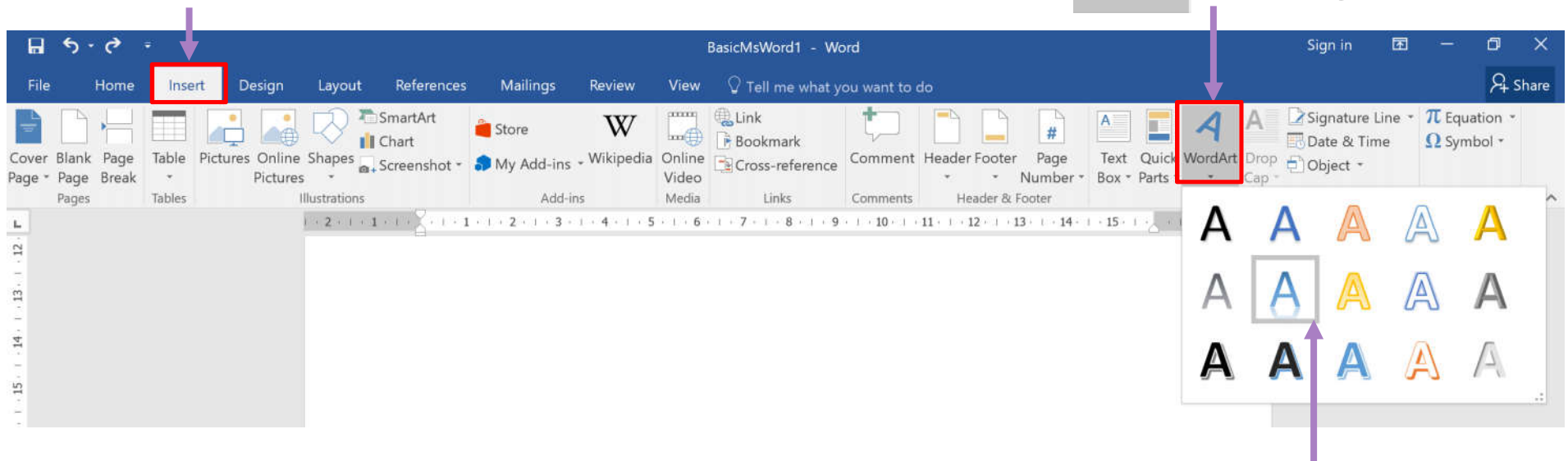**6.4.1 Inserting WordArt** WordArt is basically textbox with style applied to it

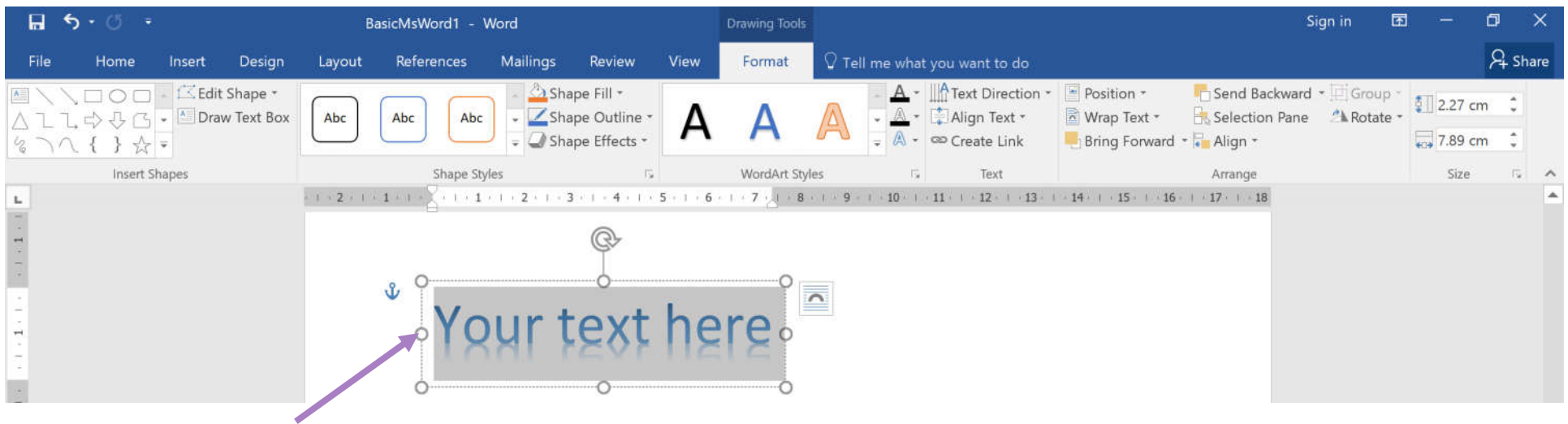**1. Click *Insert* tab**   **2. Click *WordArt* in *Text* group**

3. Select the style of WordArt you want

6.4 WordArt (cont.)

4. WordArt box will appear. Type the text you want

The result

6.4 WordArt (cont.)

6.4.2 Changing WordArt style
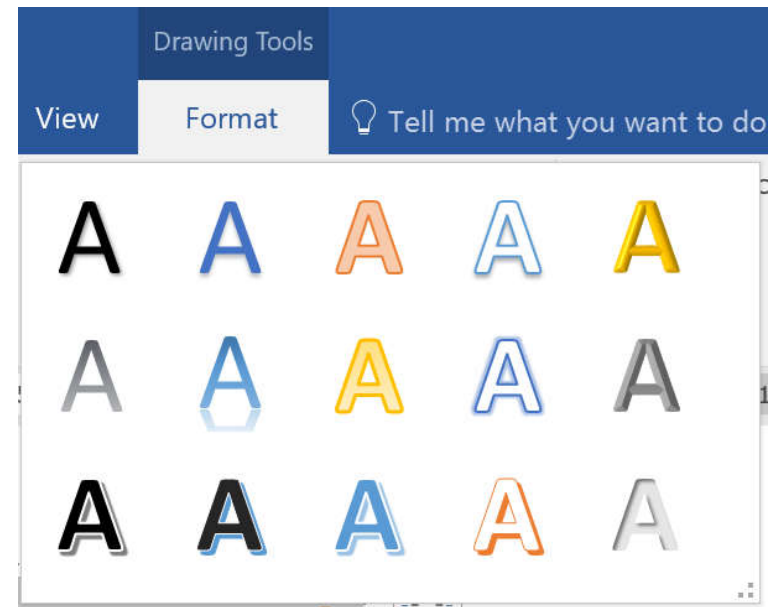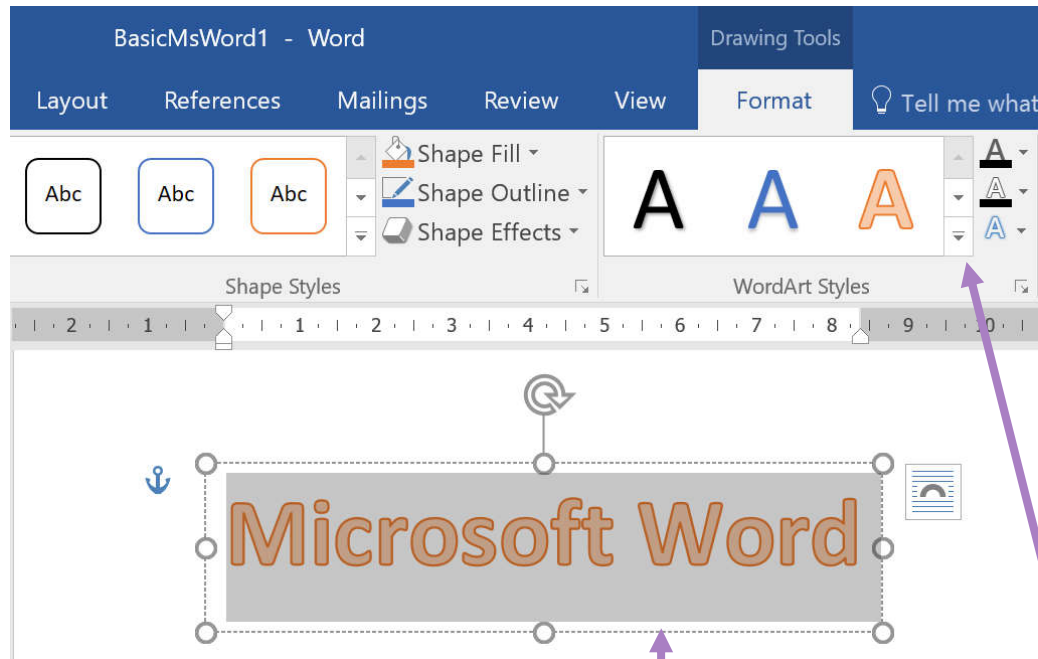
1. **Select the WordArt box**

2. **Click Format tab under Word Styles, the click expand**

3. **Select new style**

6.4 WordArt (cont.)

6.4.3 WordArt Effects

2. In Format tab, under Word Styles group,

click *Text Effect*

1. Select WordArt box

3. Select the effects you want

6.5 Inserting Symbols

2. Click _Insert_ tab

3. Click _Symbol_

1. Move the cursor to where you want to insert the symbol

4. Click _More Symbols…_

6.5 Inserting Symbols (cont.)
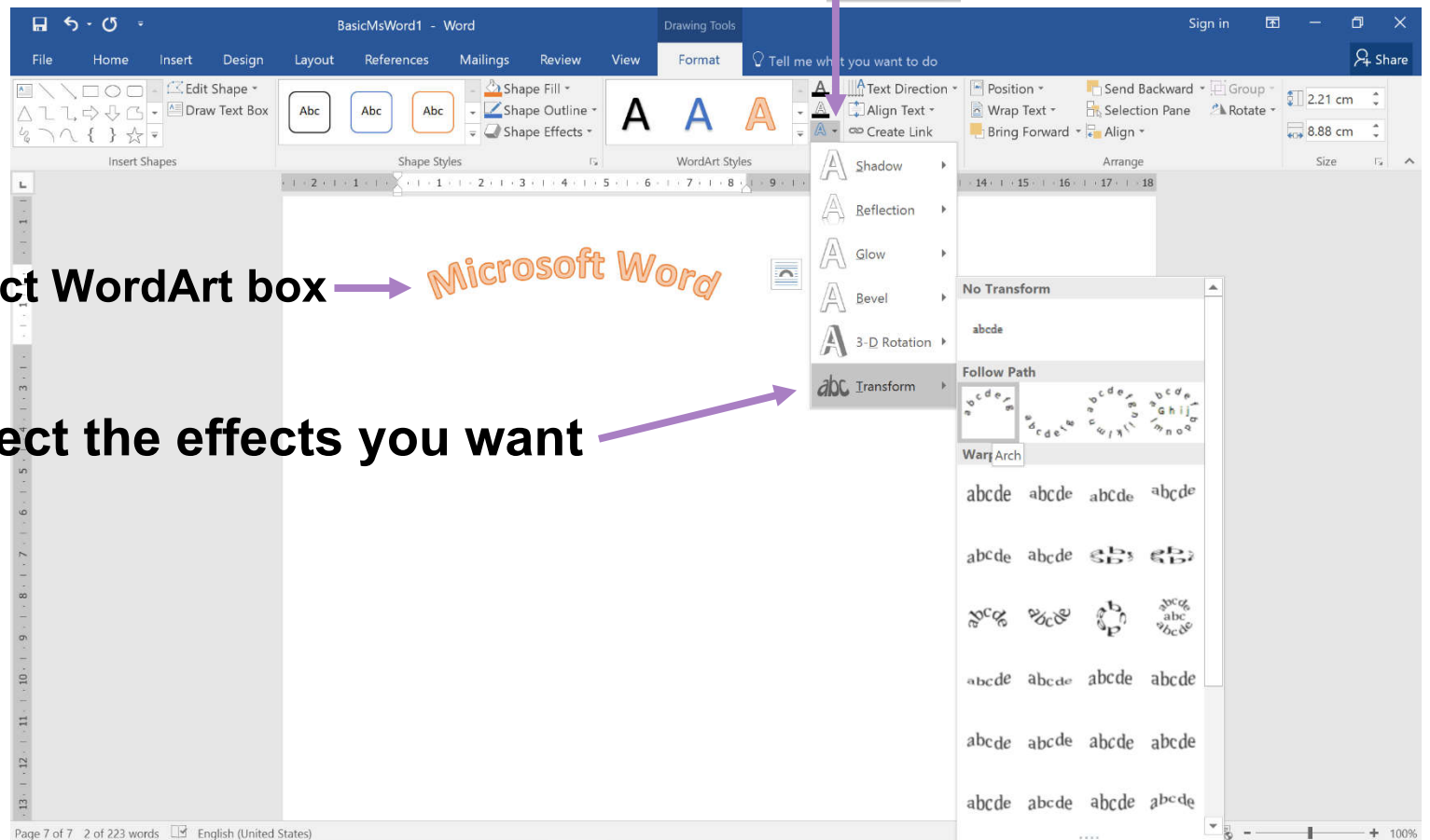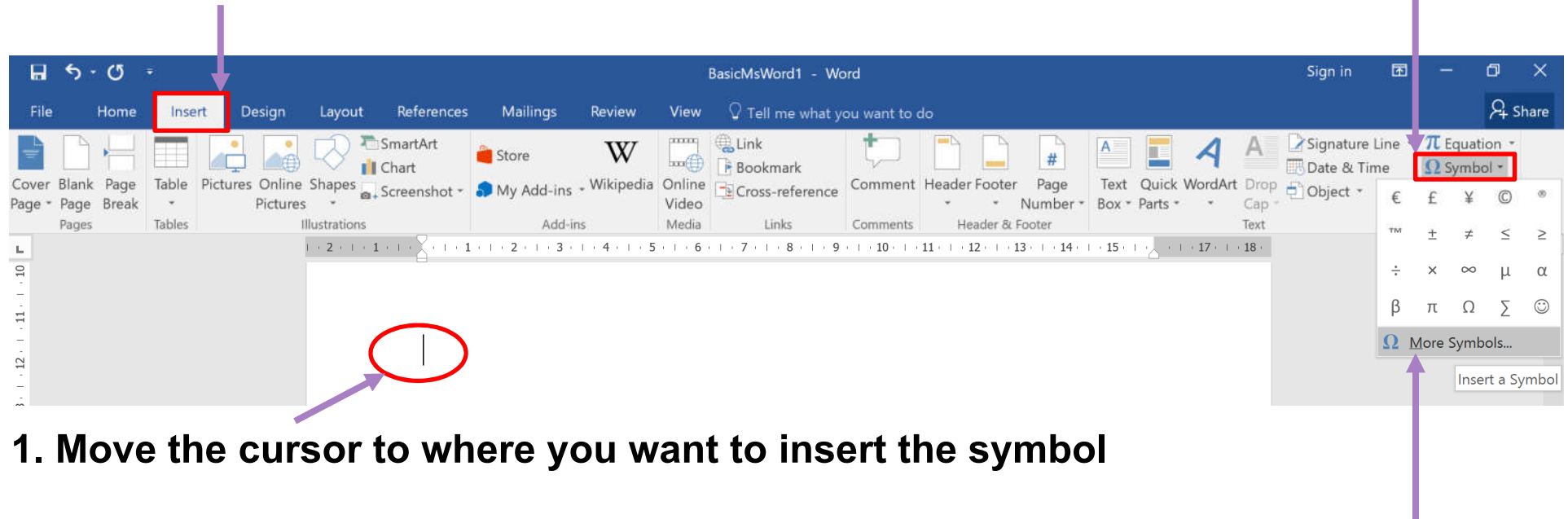
5. *Symbol* dialog will appear.

- ◼ **Select *Symbols* tab**

- ◼ **Select *Font :* fonts with useful/interesting symbols are Symbol, Wingdings, Wingdings2 and Wingdings3**

6. Select the symbol you want, then click *Insert*. © ☎ ☑
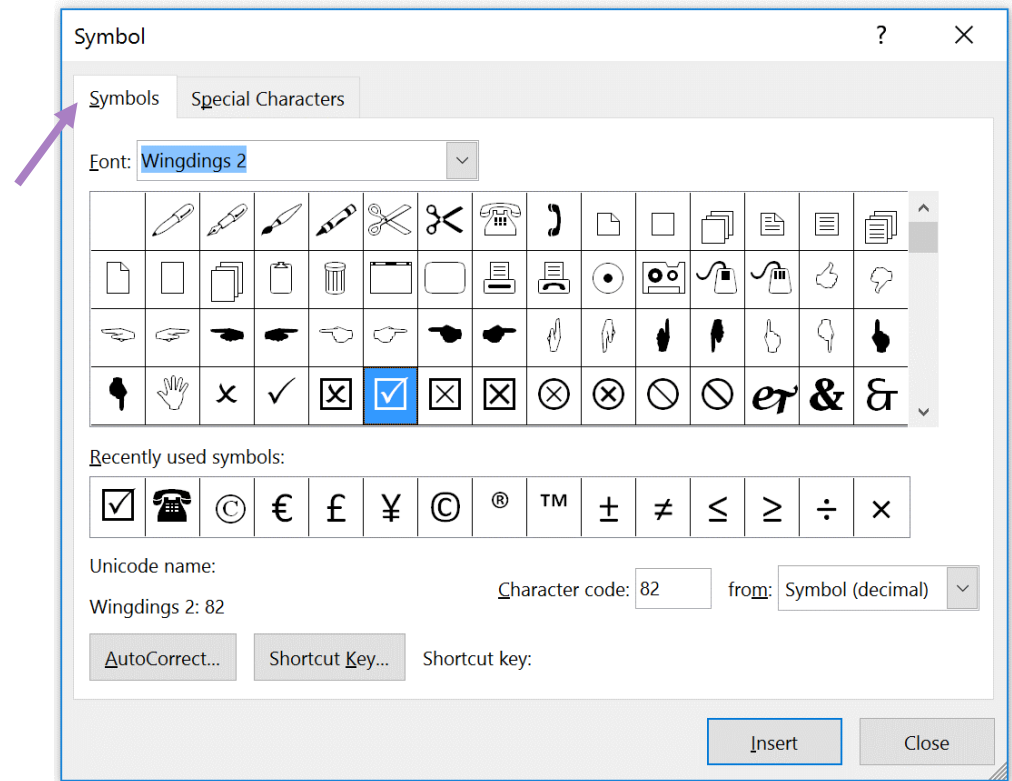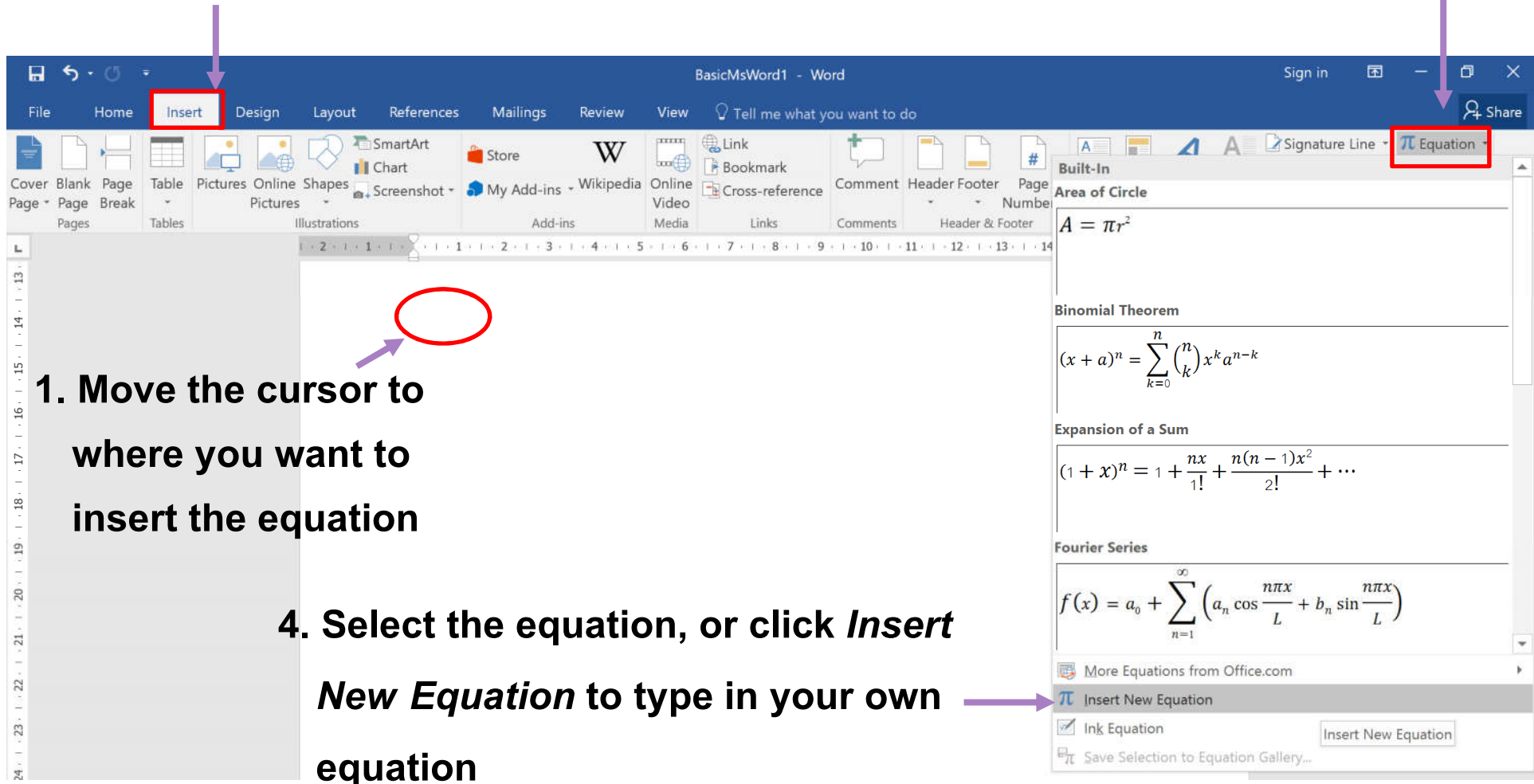
Note: Symbol is a text character, thus can be formatted like other text characters

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6.6 Inserting Equation

2. Click *Insert* tab

3. Click *Equation* π Equation

1. Move the cursor to where you want to insert the equation

Built-In

Area of Circle

$$A = \pi r^2$$

Binomial Theorem

$$(x + a)^n = \sum_{k=0}^{n} \binom{n}{k} x^k a^{n-k}$$

Expansion of a Sum

$$(1 + x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \cdots$$

Fourier Series

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right)$$

More Equations from Office.com

π Insert New Equation

Ink Equation
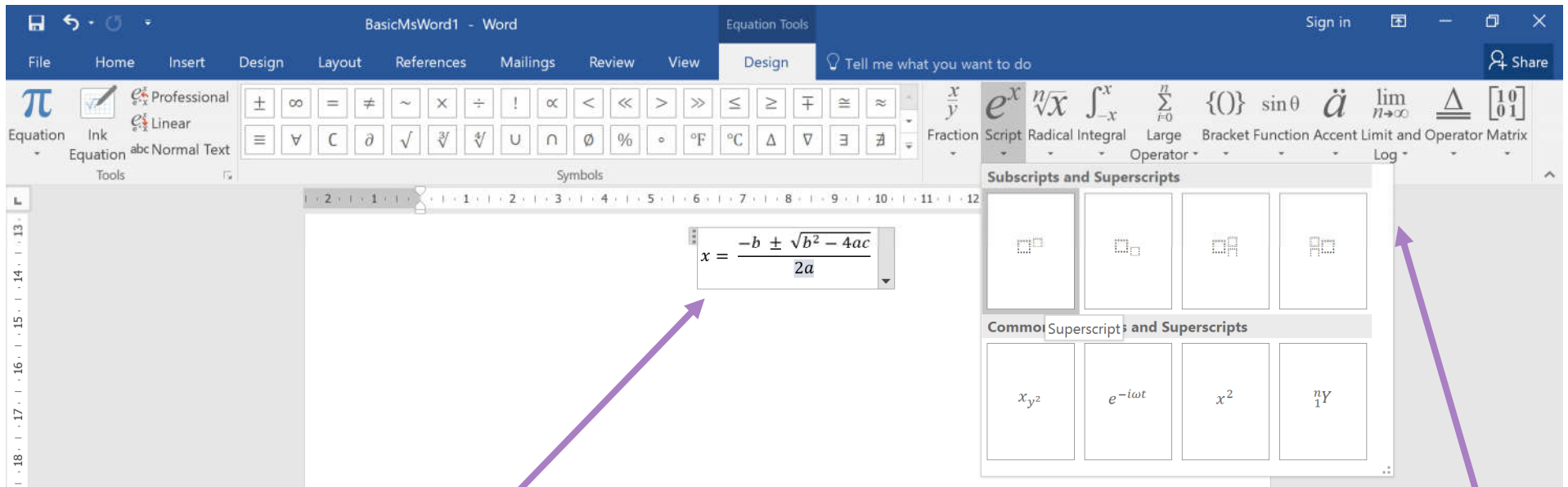
Save Selection to Equation Gallery...

Insert New Equation

4. Select the equation, or click *Insert New Equation* to type in your own equation

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6.6 Inserting Equation (cont.)

5. An equation box will appear, where you can edit the equation.

■ **You can also add symbols and structures with Design tab, under Equation Tools**

6. For structure, after you select the structure, you can fill in details in the dashed boxes