



Inserting Special Objects

Inserting Special Objects to The Document

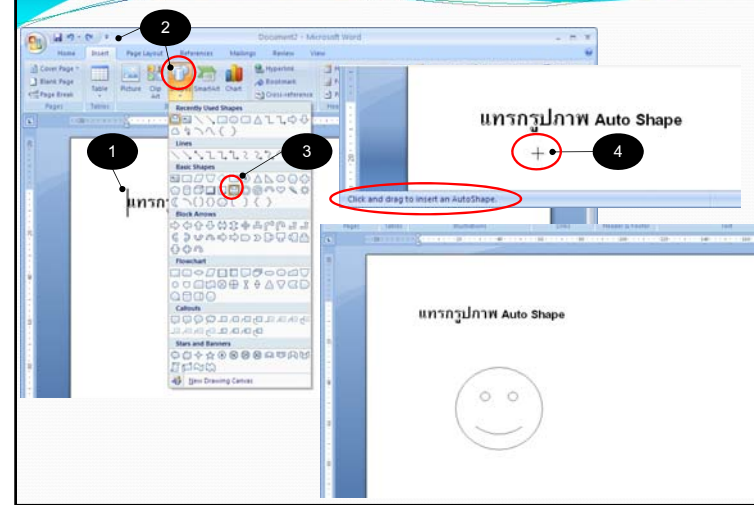
In Microsoft Word, these are special objects:

- AutoShapes – or just Shapes
- WordArt
- Text Box
- SmartArt
- Symbols
- Equation

Inserting AutoShapes

1. Move cursor to where you want to insert the AutoShape
2. Click *Insert* tab. Under *Illustrations* group, Click Shapes 
3. There are many shapes under many categories. Click on a shape to select it, like this smiley. 
4. Mouse will turn into a cross (a + sign). Left-click and hold, then drag the mouse to draw the shape to the desired size, then release the click. If you want to maintain proportion, while you are drawing, **press and hold Shift**.

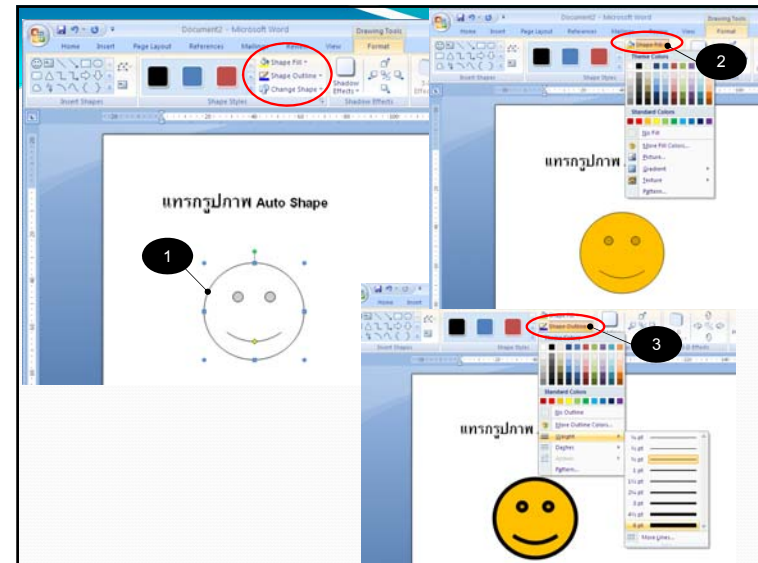
Inserting AutoShapes (2)



Adjusting AutoShape

This will change AutoShape's fill (inside color) and outline.

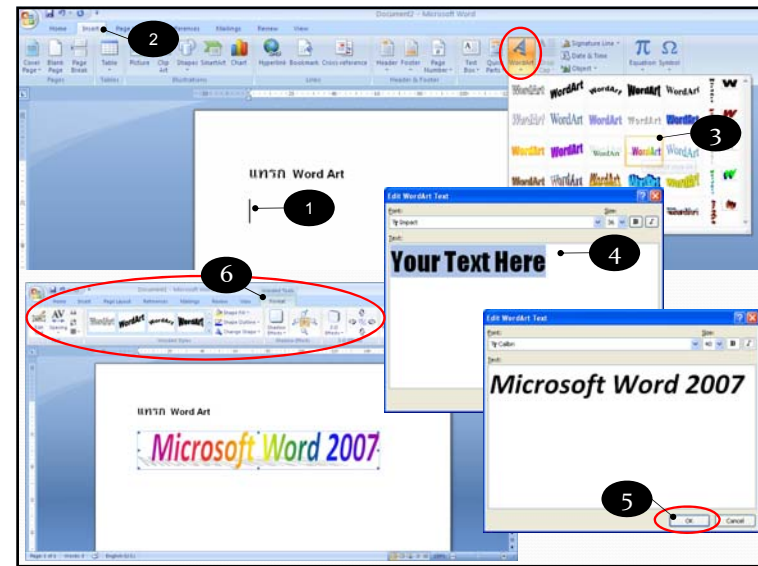
1. Click the shape. *Drawing Tools* and *Format* tabs will appear at the Ribbon. Go to *Format* tab.
2. Click *Shape Fill*, to fill the shape with base color, texture, gradient colors or even a picture. You can also set the shape to not have any fill (*No Fill*), which make it transparent.
3. Click *Shape Outline*, to change the shape's outline. You can set the outline's color, width, type (dash, solid, multiple lines), or even set the shape to have no outline.



Inserting WordArt

1. Move cursor to where you want to insert the object.
2. Click *Insert* tab. Under *Text* group, click on *Word Art* button.
3. Select *WordArt* object you want from the drop-down menu.
4. After you have chosen a *WordArt* object, *Edit Word Art Text* dialog box will appear. Type in the text you want at the box where *Your Text Here* appear.
5. Click *OK* when you're done. *WordArt* object will appear in your document.
6. When you click on the *WordArt* object, *Word Art Tools* and *Format* tabs will appear. You can adjust the details there.

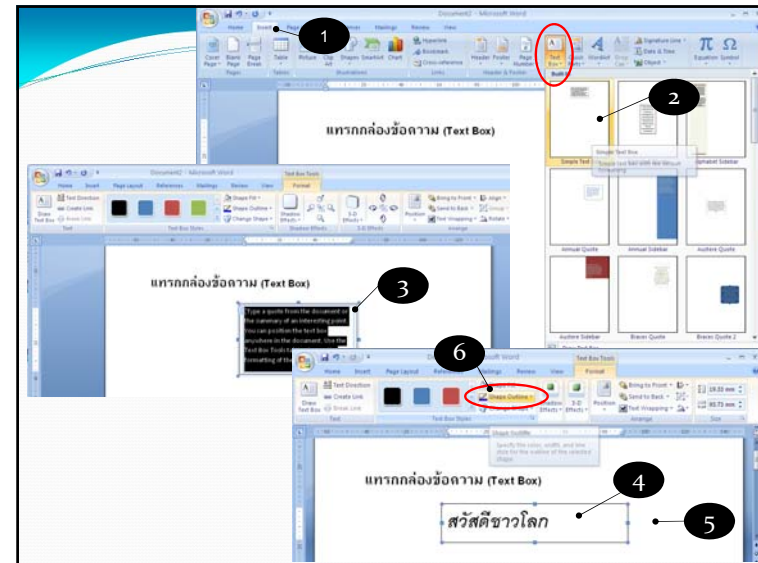
Notice WordArt is also an object. You can adjust the WordArt object as you can a picture.



Inserting Text Box

1. Click *Insert* tab. Under *Text* group, Click Text Box button.
2. Click to select the layout of text box. A text box will appear in the document, with default text (in black bar) inside.
3. Type in the text you want, or press space bar to remove the default text.
4. Text inside the text box can be formatted like text in other part of the document.
5. Click outside the textbox to end typing.
6. If you want a text box with no border, Double click the border and click *Shape Outline* in the *Ribbon*. Select *no Outline*.

Notice Text box is also an object. You can adjust a text box as you can a picture.

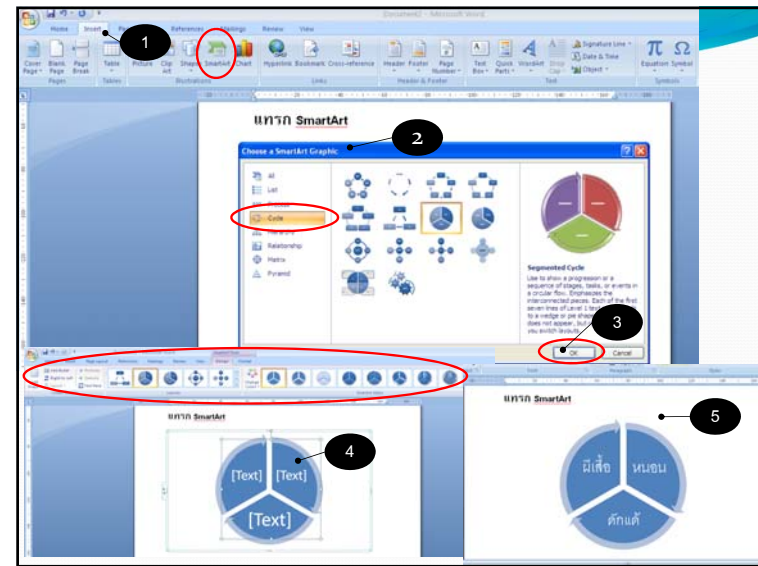


Inserting SmartArt

SmartArt includes diagrams, organizational charts, pyramid charts. To include a SmartArt, do the following:

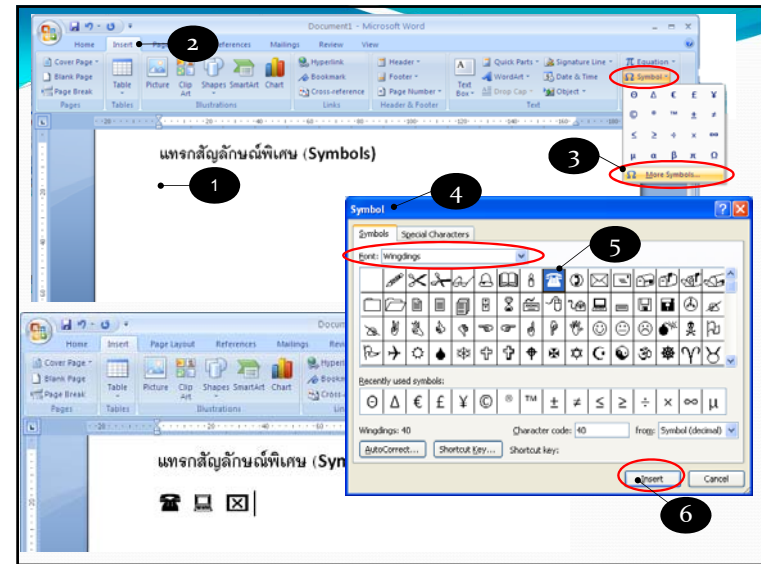
1. Click *Insert* tab. Under *Illustrations* group, click *SmartArt* button.
2. *Choose a Smart Graphic* dialog box will appear. Click to select the SmartArt you want.
3. Click *OK*.
4. SmartArt will appear, with *[Text]* where the text should be. Replace them with the text you want.
5. Click outside of SmartArt to end inputting text.

Notice SmartArt is also an object. You can adjust a SmartArt as you can a picture.



Inserting Symbols

1. Move cursor to where you want to insert the symbol.
2. Click *Insert* tab. Under *Symbols* group, click *Symbol* button.
3. Click *More Symbols* to select the symbol you want.
4. *Symbol* dialog box will appear. Click *Symbol* tab. At *Font*, you can specify fonts with special symbols, such as Symbol, Wingdings, Wingdings2 และ Wingdings3.
5. Select the symbol you want, then click *Insert*. The symbol will appear in the document.
6. If you want to insert more symbol, click the new symbol and click *Insert* again.
7. You can adjust color and size of symbol like you can with other text.



Inserting Equation

1. Move cursor to where you want to insert the equation.
2. Click *Insert* tab. Under *Symbols* group, click *Equation* button.
3. Click to select the equation you want, such as Area of Circle or you can click *Insert New Equation* to create your own.
4. Equation box will appear with the equation inside. You can edit and add to the the equation.
 - Design tab is now Equation Tools tab. It contains symbols, brackets, and other equation-related objects.
5. When you use equation-related object, such as radicals, you can click to select the form you want. You can fill in the number, variable, symbols, or other equation-related objects inside dashed rectangles.
5. Click outside the equation area to finish editing the equation.

Notice Equation is also an object. You can adjust a Equation as you can a picture.

