

Lesson 10

Working with SmartArt Graphics, Text Effects, and Page Borders


> What You Will Learn

- Inserting a SmartArt Graphic
- Entering Text in a SmartArt Graphic
- Modifying the Design of a SmartArt Graphic
- Creating a SmartArt Graphic from a Picture
- Applying Text Effects and WordArt Styles
- Applying a Page Border

Software Skills Use the SmartArt feature to create diagrams and charts to illustrate data in reports and other documents. In Word 2013, you can create a SmartArt graphic from any picture. You can also apply effects such as shadows or borders to text characters to make the text stand out.

What You Can Do

Inserting a SmartArt Graphic

- Word comes with a set of SmartArt graphics objects that you can insert to create **diagrams**, such as organization charts or Venn diagrams, in a document.
- Use SmartArt graphics to illustrate information, concepts, and ideas such as the relationship between employees in an organization, or the steps in a procedure.
- To insert SmartArt, click the SmartArt button  in the Illustrations group on the INSERT tab of the Ribbon to display the Choose a SmartArt Graphic dialog box.
- From that dialog box, you can select a category of diagrams, and then a specific object to insert.
- When you select an object, a description of it and how to use it also displays in the dialog box.

WORDS TO KNOW

Border

A line placed on one or more sides of a paragraph(s), page, or text box.

Diagram

A chart or graph usually used to illustrate a concept or describe the relationship of parts to a whole.

WordArt

A feature of Word used to transform text into a drawing object.

Working With Smartart Graphics Text Effects And Page Borders

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Matthews, Bobbi Sandberg**



Working With Smartart Graphics Text Effects And Page Borders:

Word 2007 E. N. I. Publishing, ENI Publishing, France, 2008-01-07 This practical guide to Microsoft Word 2007 will enable you to make full use of the new version of this popular word processing programme After becoming familiar with the new environment of the 2007 version you will learn how to create and save your documents how to enter and edit text and how to format and print your documents The following sections teach you how to format text character paragraph and page formatting To be able to take full advantage of Word s formatting possibilities you will then learn how to apply a theme to a document and create styles and templates You will then go to the next step of text management by learning how to use the Find and Replace feature the automatic spell check the synonym dictionary and the translation feature Section 8 discusses working with lengthy documents and teaches you how to create a note or a bookmark an outline a table of contents an index a bibliography or a master document As a Word document can contain much more than just text you will also learn how to work with tables graphic objects and pictures The last part teaches you how to create forms mail merges macro commands and how multiple users can work on a single document by using the Track Changes feature *Exam 77-882 Microsoft Excel 2010 with Microsoft Office 2010 Evaluation Software* Microsoft Official Academic Course, 2011-09-21 This MOAC Microsoft Excel 2010 77 882 text best prepares students for the Microsoft Office Specialist exam The program is based upon the same curriculum as the Microsoft Office Specialist Exam to build the skills students need to succeed at work and the preparation they need to validate those skills and get the jobs they seek

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