

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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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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Computer Buyer's Guide and Handbook ,1989

The Top Books of the Year Working With Smartart Graphics Text Effects And Page Borders The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the fascinating narratives that have charmed audiences this year.

Working With Smartart Graphics Text Effects And Page Borders : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail.

Working With Smartart Graphics Text Effects And Page Borders : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery.

Discover the Magic : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting.

These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered.

The novel begins with Richard Papan, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts.

The Secret History is a masterful and gripping novel that will keep you speculating until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

<https://py.bijouxmedusa.com/files/publication/fetch.php/Crucible%20Act%201%20Study%20Answer%20Key.pdf>

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Working With Smartart Graphics Text Effects And Page Borders Introduction

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