

AutoShape

Internet



Using Graphics

- The following graphic elements are available to enhance your presentation
 - Clip Art
 - AutoShapes
 - Fill effects
 - Shadow effects
 - 3D effects
- WordArt
- Digital Camera images
- Images from the Internet

Digital Camera

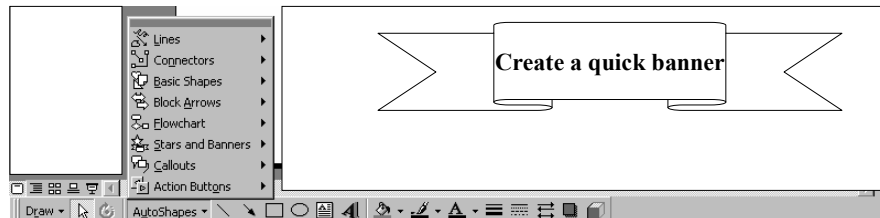


Clip Art



Auto Shapes

- Click on AutoShapes to display menu
- Draw toolbar is displayed at bottom
 - Like all other toolbars - resting the pointer over tools & buttons will reveal name

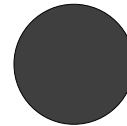
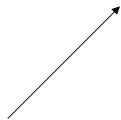




Drawing Objects



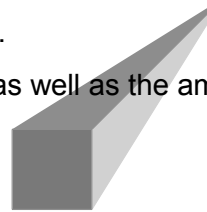
- Click on an object from the Draw toolbar
- At location you want to enter object, click left mouse button and hold down while dragging diagonally to create shape
 - Your pointer will change to a vertical line with a short horizontal line near bottom-like an upside-down T
- To create a perfect shape** - Hold down [Shift] while dragging
- To draw a shape from the inside out** - Hold down [Control] while dragging



Adding a Shadow or 3-D Effect

Useful for adding depth to an objects or text.

You can choose the shadow and 3-D color as well as the amount & direction of the shadow and 3-D effect.



•Add a Shadow:

Select object or text, then choose Shadow button on Drawing toolbar

Choose a shadow. Click on Shadow Settings to adjust shadow offset and color

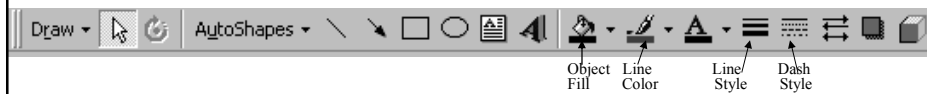
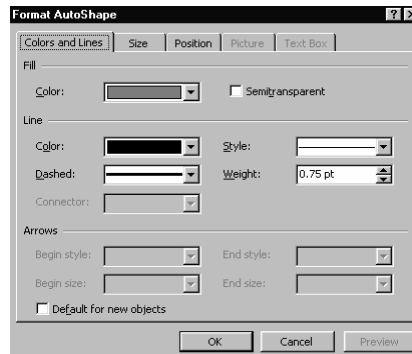
•Add a 3-D effect:

Select object or text, then choose 3-D button on Drawing toolbar

Choose 3-D option. Click on 3-D settings to adjust color, direction, and other choices

Modifying Object Fill & Border

- Shape objects have a fill color and line color that can be changed
- Select object, then click Format on menu bar
- Click Colors and Lines in format menu to display dialog box
- Expand the drop down list boxes to change Fill Color, Line Color, Dashed(line-type) Style(line thickness)
- Use Preview button to view changes first, then click OK.
- You can also use the drawing toolbar at the bottom to change fill color, line color, dash type and line style

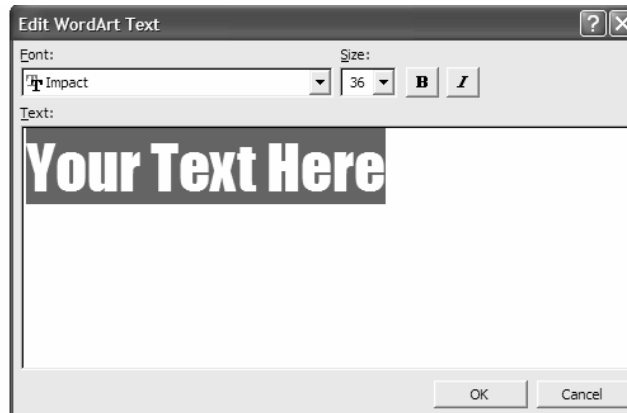


Using WordArt

- WordArt is great for...
 - Title slides
 - Emphasis
 - Just for fun



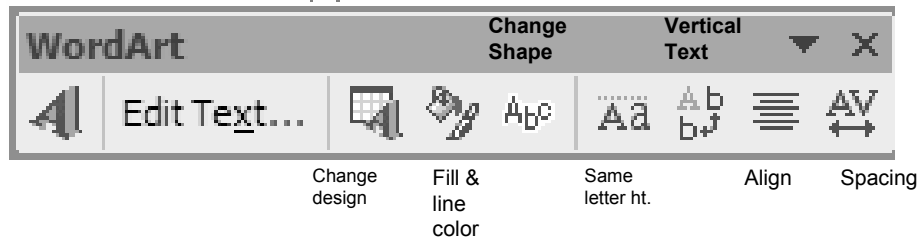
- Enter your text here
- You can change Font style and size from this window also



- Your WordArt is inserted and can be manipulated just like any other object
 - Resized
 - Moved
 - Rotated
- You can also change
 - Fill color
 - Shadow
 - 3D effect

Using the WordArt toolbar

- When you “select” your WordArt, this toolbar will appear

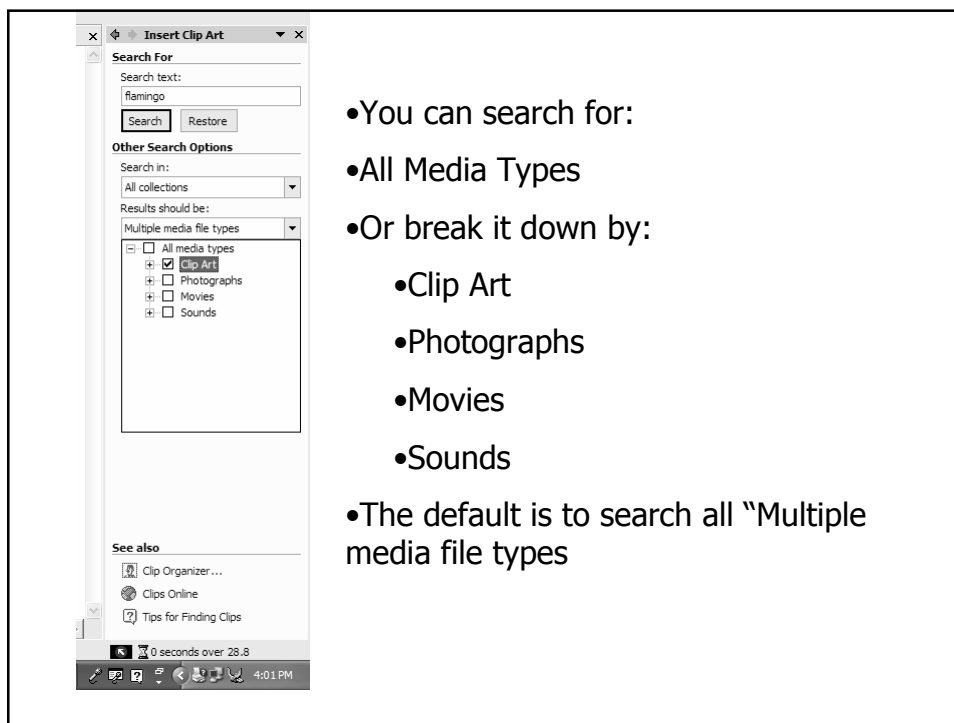
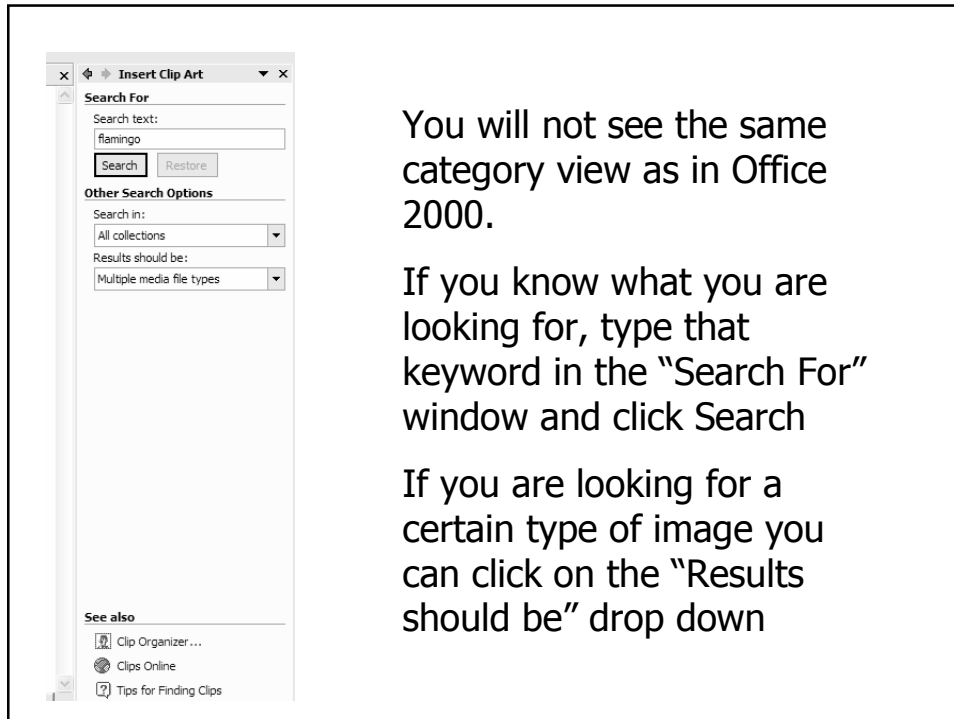


You can also use the Fill Color, Line Color, Line Style, Dash Style, Shadow and 3D icons in the Drawing toolbar as well



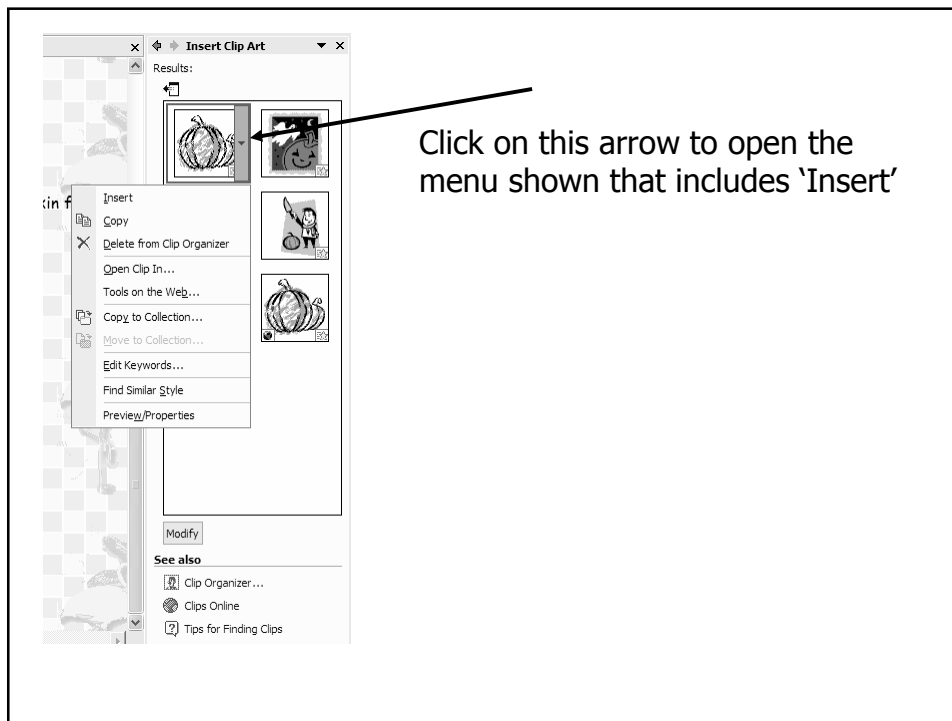
Using Office XP Clip Art

- Clip Art Gallery in Office XP “views” differently than Office 2000
- A clip art “pane” will open on the right hand side of your screen
- You will not see categories
- Just search for the image you are looking for



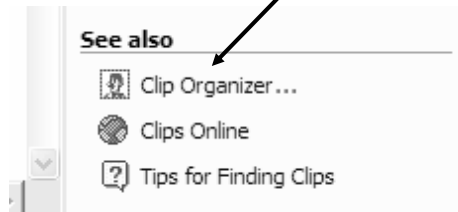
Insert your image

- After you have searched for your image you will see the results on the RH window
- Just click on the image to insert in your document
- OR...Click on the arrow to the right of the image
 - This will open a menu of choices
- Click Insert to add to your document

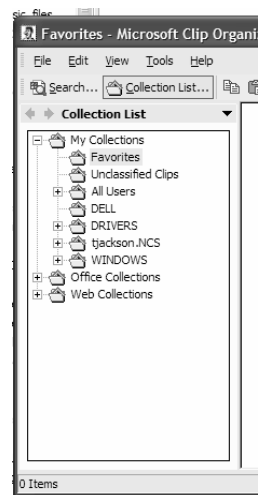


Using the Clip Organizer to search by category

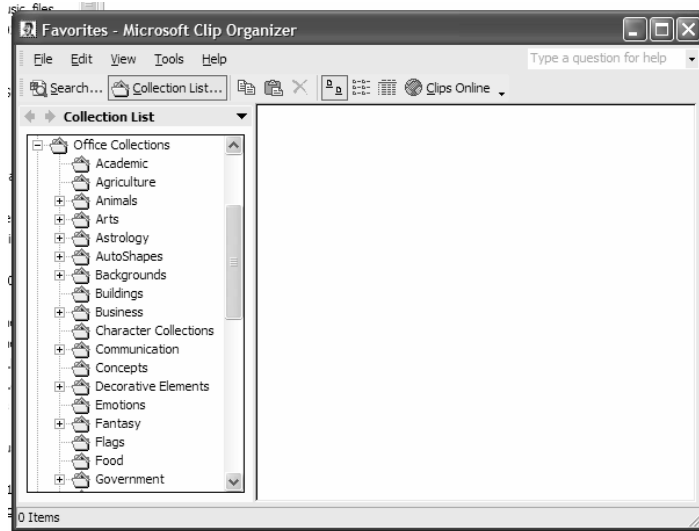
- Clicking on Clip Organizer will open a “windows explorer” type of view for clip art
- Clip art is organized by folders



- My Collections show the resources on your local computer
- Office Collections is where the Office XP clip art is organized
- Click on the + in front of Office Collections



Microsoft Clip Organizer



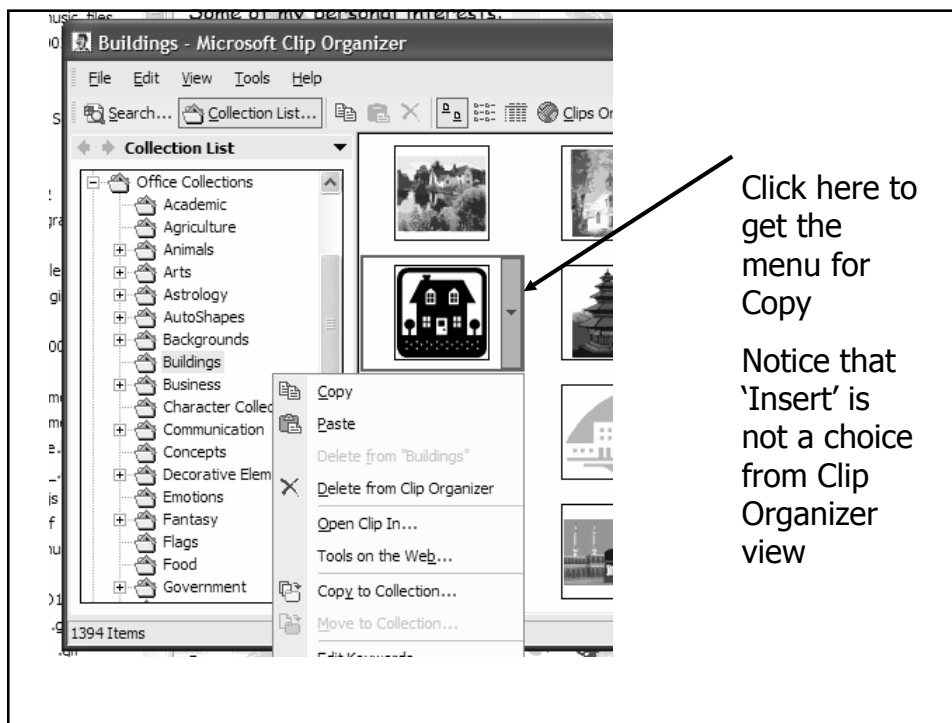
After clicking on the + in front of a category

Then clicking on a folder

You then see a thumbnail of images to choose from

Inserting your image using Clip Organizer

- Clicking on the graphic does not give you the same menu that Office 2000 did when using the Clip Organizer
- Clicking on the arrow next to the graphic does not give you the 'Insert' choice as it does when searching for clip art
- Two ways to insert graphic
 - Drag to document
 - OR....
 - Click on the Arrow next to the graphic
 - Left click on Copy
 - Move cursor to document
 - Click on Paste icon in toolbar



Click here to get the menu for Copy

Notice that 'Insert' is not a choice from Clip Organizer view

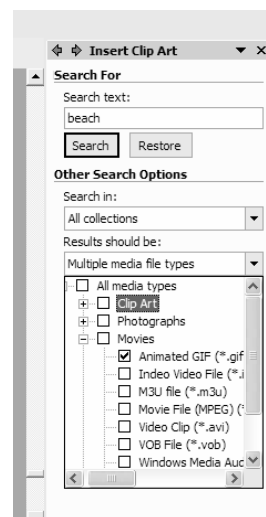
Using animated clipart in Office 2000

- Office 2000 clip art has animated clip art
- It is located under the tab “Motion Clips”
- You will see the same categories as for normal clipart
- Click on a category to see the choices available.
- Some categories may not have any clips
- Insert the same as ordinary clip art
- Animated art is only animated when running your slide show



Animated clip art in XP

- Just expand “Results should be”
- Expand Movies
- Only check Animated Gif
- Remove checks from all categories and sub categories
- Click Search



Examples of animated clip art from Office Gallery

