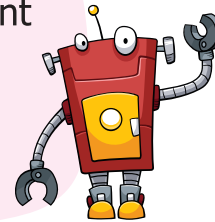




# Inserting Objects in MS Word

## Learning in this chapter

- ✿ Inserting Clipart/Pictures in a document
- ✿ Inserting WordArt
- ✿ Inserting Shapes
- ✿ Inserting Screenshot



In the previous class we have learnt that **Microsoft Word** is a Word processing application software. It is a part of the Microsoft Office package. We have already learnt some of the features of Word 2010. Let's learn how to insert objects in MS Word.



## Objects in MS Word

Any non-text element in a word document is called an **object**. We can insert many different types of objects in a word document. Some of which are shown below:



Chart



Table



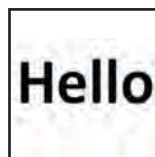
Picture



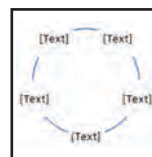
Clipart



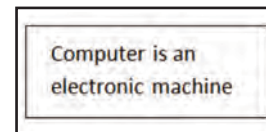
Shapes



Wordart



Smart art



Text box

## Inserting Pictures/ClipArt in a Document

We can insert pictures in a Word document from files, Clip Art Gallery or from some other source in word 2010, you can insert pictures of your choice at the desired place. MS Word itself comes with a readymade picture gallery know as ClipArt.



**Clip Art** refers to ready-made pictures and symbols that can be inserted in document.

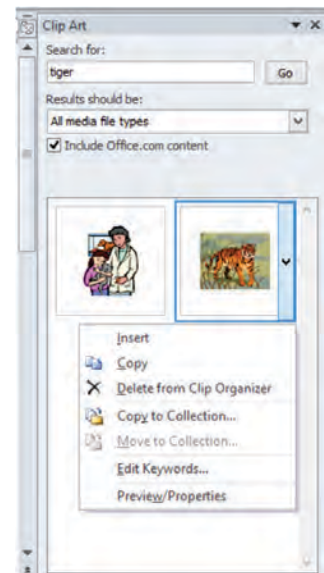
To insert a Clip Art image in the document follows these steps :

1. Place the cursor where you want to insert the picture.
2. Click on the **Insert tab** and then on the **Clip Art button** of the **Illustration group**.
3. Enter a search term describing what type of picture you want in the search box and click on the **Go** button.

... The **Clip Art task pane** appears.



Insert Clip Art



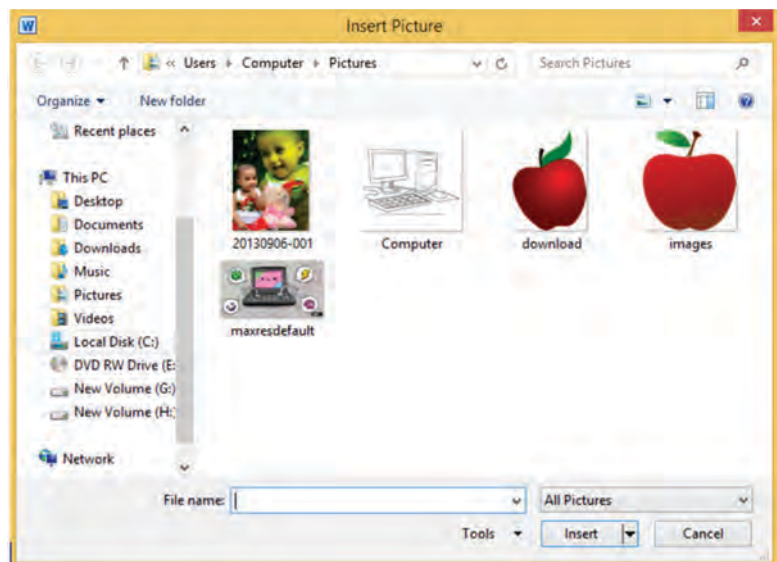
Clip Art task pane

4. Click on the down arrowhead with the picture and select the **Insert option** from the list that appears.

... The picture will get inserted in the document at the cursor's position.

You can insert pictures from a file also. Follow the given steps :

1. Click where you want to insert the picture in your document.
2. On the **Insert tab**, in the **Illustrations group**, click the **Picture button**.
3. Open the folder that contains the picture.
4. Select the required image and click on the **Insert** button.



Insert Picture dialog box

... The picture will get inserted in the document at the **cursor position**.



## Remember

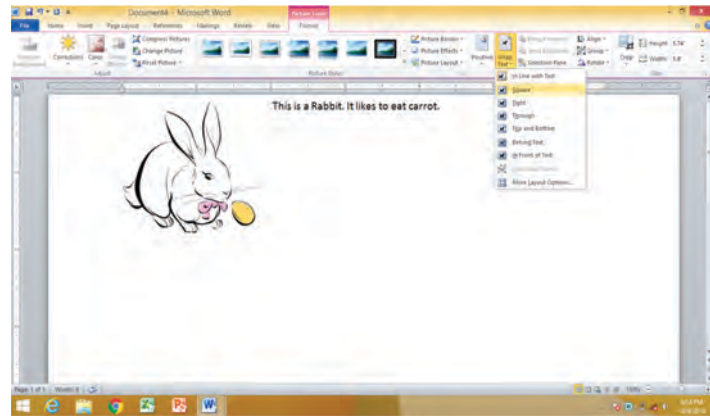
- You can also double click on a picture in the Insert Picture dialog box to insert it in the document at the cursor position without clicking the Insert button.



## To Warp Text Around An Image

Following are the steps to wrap text :

1. Select the **image**.
2. Select the **Format** tab.
3. Click the **Text Wrapping** command in the **arrange group**.
4. Click the **Wrap Text** option that you want to apply. In this example, we have selected square.
5. Move the image around to see how the text wraps for each setting.



## Inserting WordArt

The **WordArt** features of MS Word allows us to insert artistic text in a document. With the help of WordArt, you can type text in different styles. The steps to insert the WordArt text in a document are as follows:

1. Click where you want to insert the WordArt text in the document to place the cursor there.
2. On the Insert tab, in the **Text group**, **Click WordArt button**.  
... A list of WordArt styles will be displayed.
3. Click on any **WordArt Style**.  
... A text box will appear to allow you to type your WordArt text.



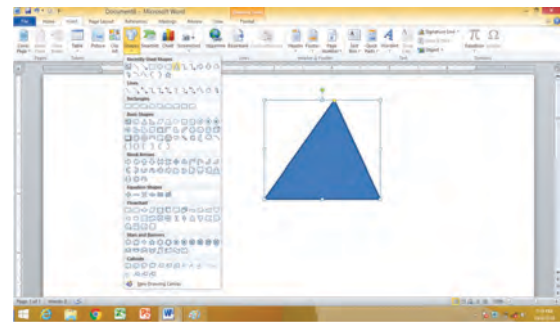
## Inserting Shapes

The **Shape** is a drawing feature that helps you to draw various shapes like stars, banners, callout, connector etc. Microsoft Word comes with a set of readymade shapes that you can use in your documents. Following are the steps to insert a shape.

1. On the **Insert tab** in the **illustrations group** click on the **Shapes button**.
2. A drop-down menu displays various options like : lines, Rectangle, Basic shapes, Block Arrows, Flowchart, Callouts, Stars and Banners, etc. as shown in the figure.



3. Double-click the shape you want from the drop-down menu.
4. The Pointer changes into '+' (cross hair) symbol drag it on the working area.
5. The selected shape is inserted in the document.

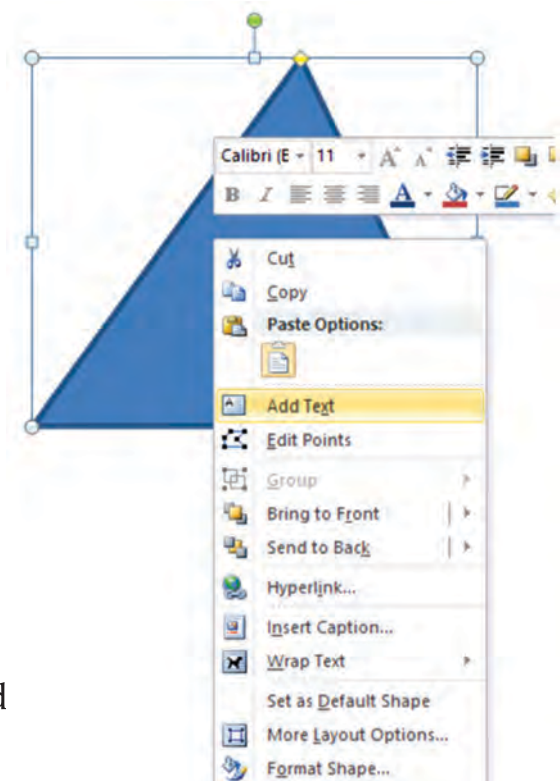


**TIP!** The shortcut key to hide/show the Ribbons is **Ctrl+F1**.

## Placing Text in shapes

You can also insert text in the shape. To add text in a shape follow these steps:

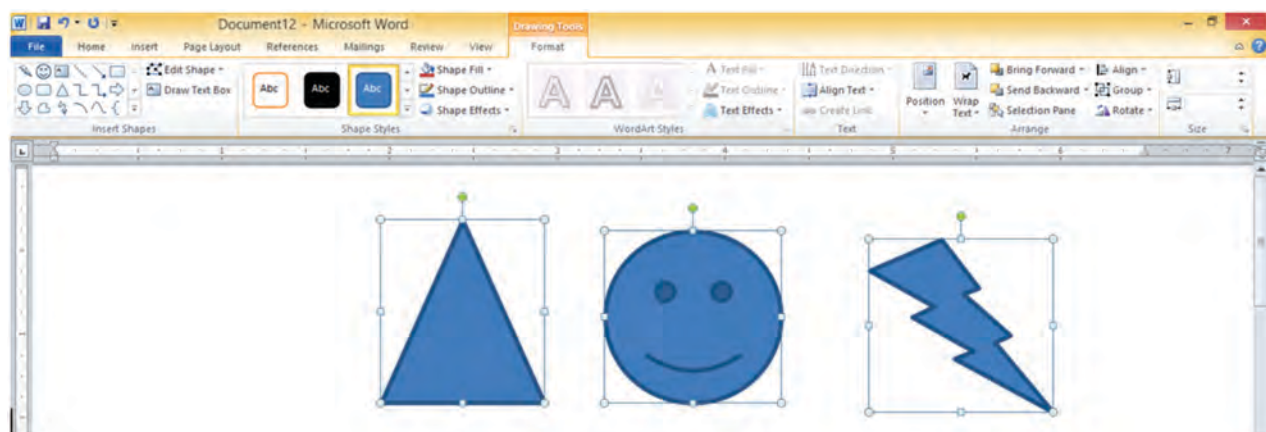
1. Select the desired shape and drag it according to your need.
2. Right click on the drawing object and select the **Add Text** option from the short cut menu.
3. The insertion point appears in the object. Now you can type the text.



## Selecting and Grouping object / shapes

Following are the steps to group the object/shapes:

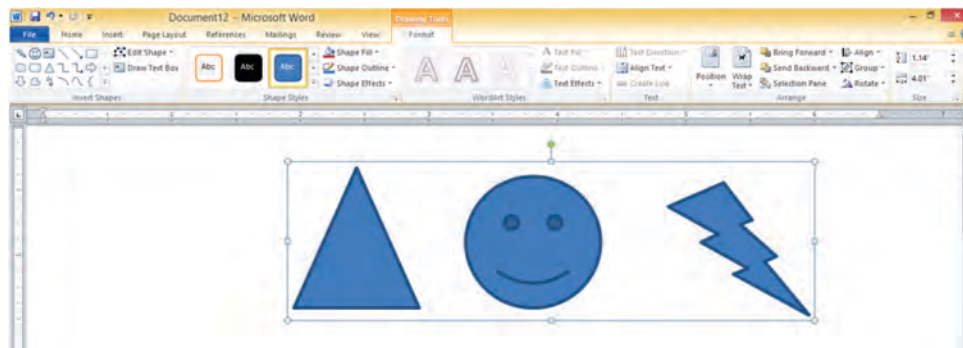
1. First place the object / shape as you would them to be, by using the mouse. Select the using left mouse button and Ctrl key.



2. Now, right click on the objects. A short cut menu appears.



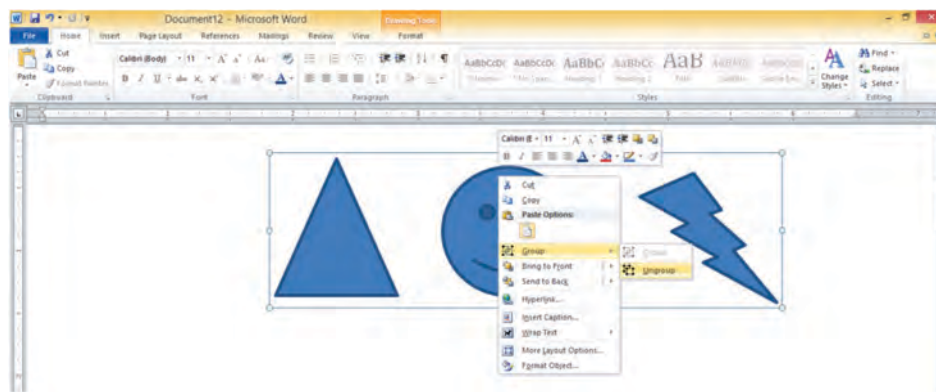
3. From the shortcut menu click **Group** and then select **Group Option**.



All the objects are grouped together. Now try dragging and moving them they will move as one object.

To **ungroup** the object, follow the given steps

1. Right click on the object. A shortcut menu appears.
2. Click on **Group**— Ungroup option. The objects get ungrouped.

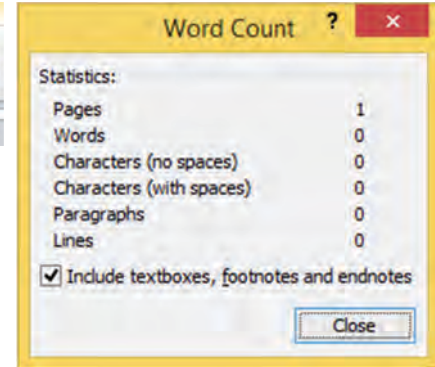
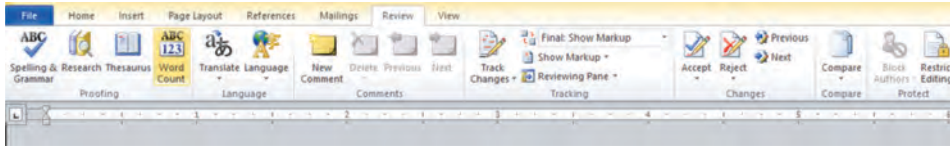


## Word Count Feature of MS Word

The **Word Count** feature of MS Word allows you to know how many words, lines,

pages and characters are there in your document. The steps to use this feature are as follows :

1. Open your document and click on the **Review tab**.
2. In the **Proofing group**, click on the **Word Count button**.



... The Word Count box will appear showing you how many pages, words, lines, characters and paragraphs and there in the document.



## Remember

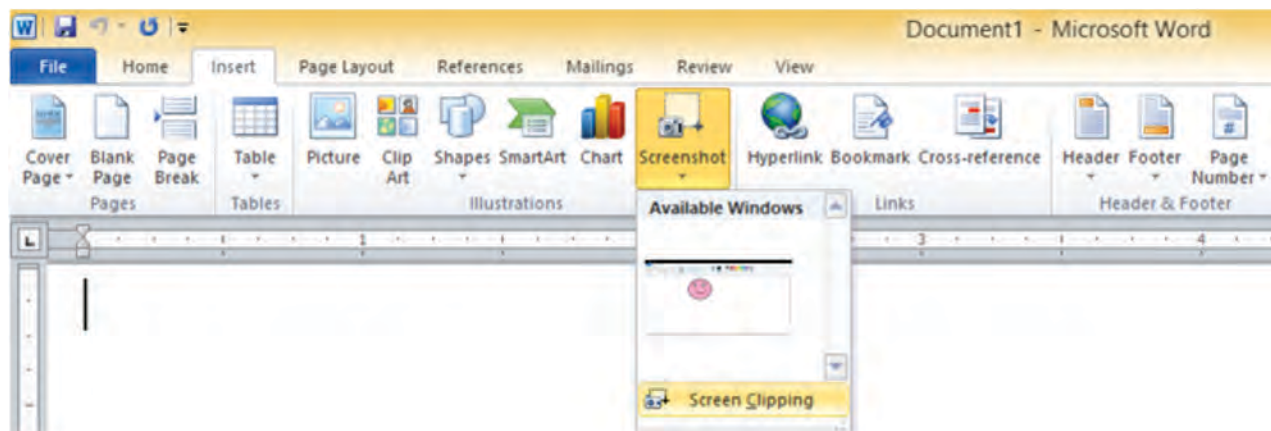
- You can also see pages and words in your document as you type on the Status bar. If pages and words are not visible on the status bar, right click on the status bar and enable the Word Count feature in the shortcut menu.



## Inserting Screenshots

We can also insert **screenshots** in a document by using the Screenshot button of the Insert tab. The steps to insert a screenshot are as follows:

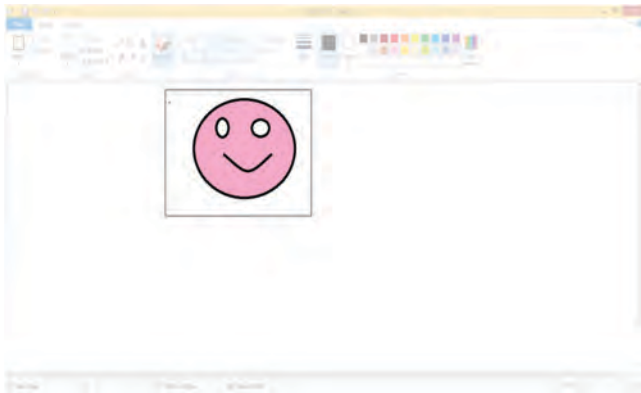
1. Open the file whose screenshot you want to take. (Here we are taking a screenshot of a Paint file)
2. Click on the **Insert tab**. In the **Illustration group**, click on the **Screenshot button**.
3. From the menu that appears, click on the **Screen Clipping option**.



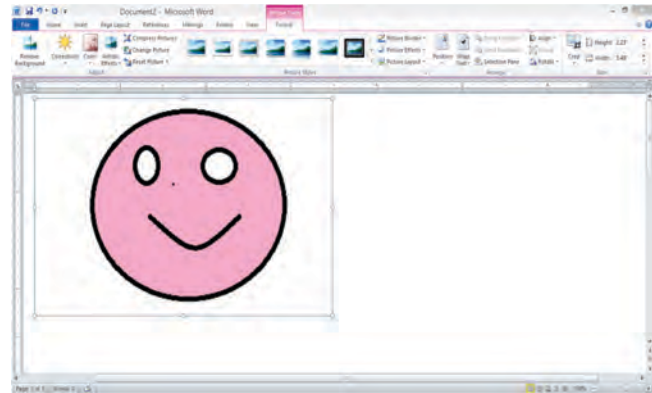
... A transparent haze will cover the intended screen.



4. Drag the pointer cover the area you want to capture, and release the mouse button.  
... The covered area will appear in the document.



Select the area to capture



Select a screenshot in the Word document



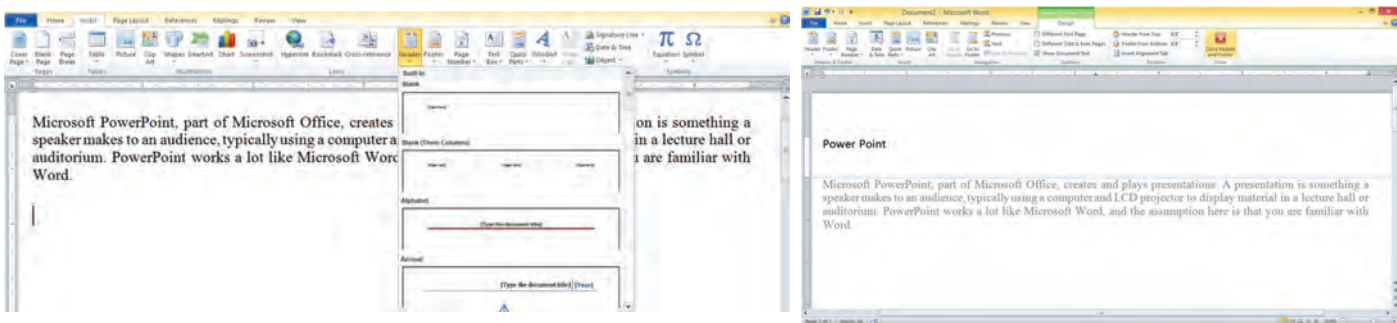
## Headers and Footers

Header and Footer are the areas on the top and bottom margins of each document. A **header** is a text that appears at the top of every page in a document. A **Footer**, on the other hand is a text that appears at the bottom of every page in a document. Headers and footers generally contain page numbering, file name, title of the document, the author's name, the current date and so on. Let us learn to insert headers and footers in a document.

### Inserting a Header or Footer

Follows these steps to enter a header or footer in a document.

1. Click on the **Insert tab**. In the **Header & Footer group**, click on the **Header button**.  
... The Headers gallery appears.
2. Click on a header design that you want.  
... The header placeholder will appear at the top of every page in your document.  
The **Design** tab will appear on the ribbon under the **Header & Footer Tools**.
3. Click in the placeholder and type out the Header text to create a header.



Built in headers



4. Click on the **Close Header and Footer** button in the **Header & Footer Tools Design** tab to come out of the header mode.
5. To add a Footer in your document, click on the **Footer** button in the **Header & Footer** group. When the Footers gallery appears repeat the steps from 2 to 5, to insert a footer.
6. Click the **Save** button on the **Quick Access toolbar** to save the changes made to the document.



## Remember

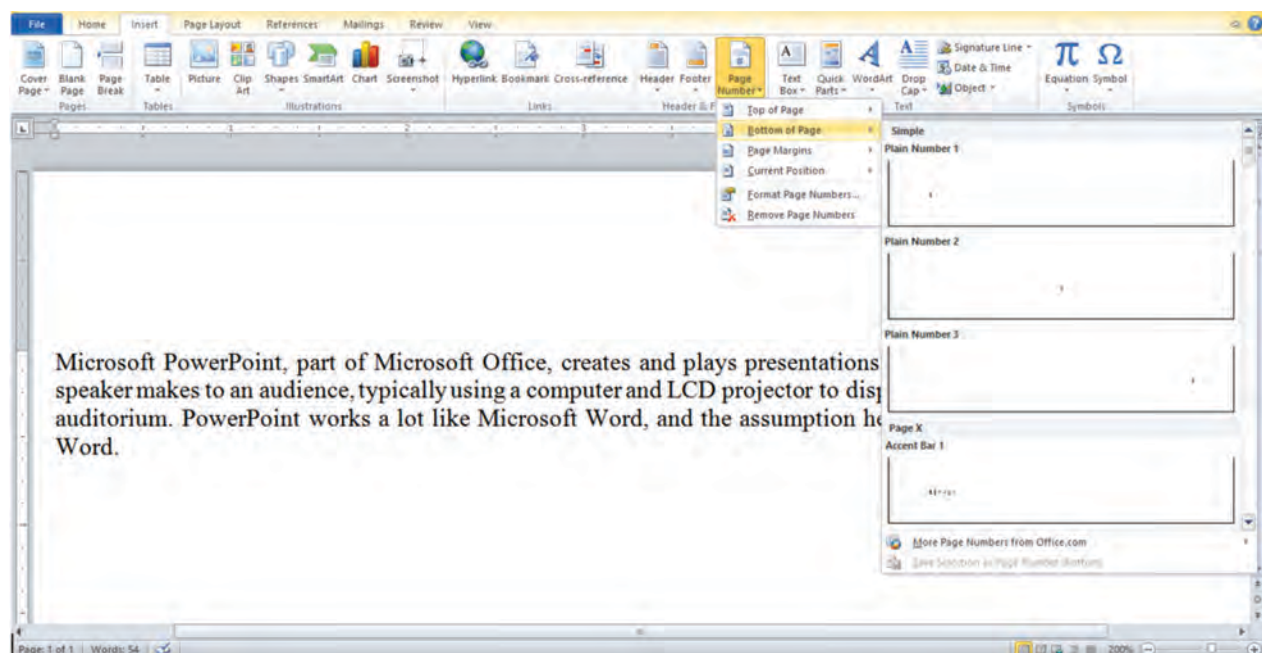
- You can also edit a header or footer text by double clicking on it or by clicking on the Edit Header or Edit Footer option.



## Inserting a Page Number

Page numbers are generally inserted with the header or footer itself. But in case you want to add it separately, the steps are as follows:

1. On the **Insert** tab, in the **Header & Footer** group, click the **Page Number**.
2. Click the page number location that you want.
3. In the gallery, scroll through the options, and then click the page number format that you want.
4. To return to the body of your document, click the **Close Header and Footer** on the **Design** tab (under Header & Footer Tools).



Page Numbering options

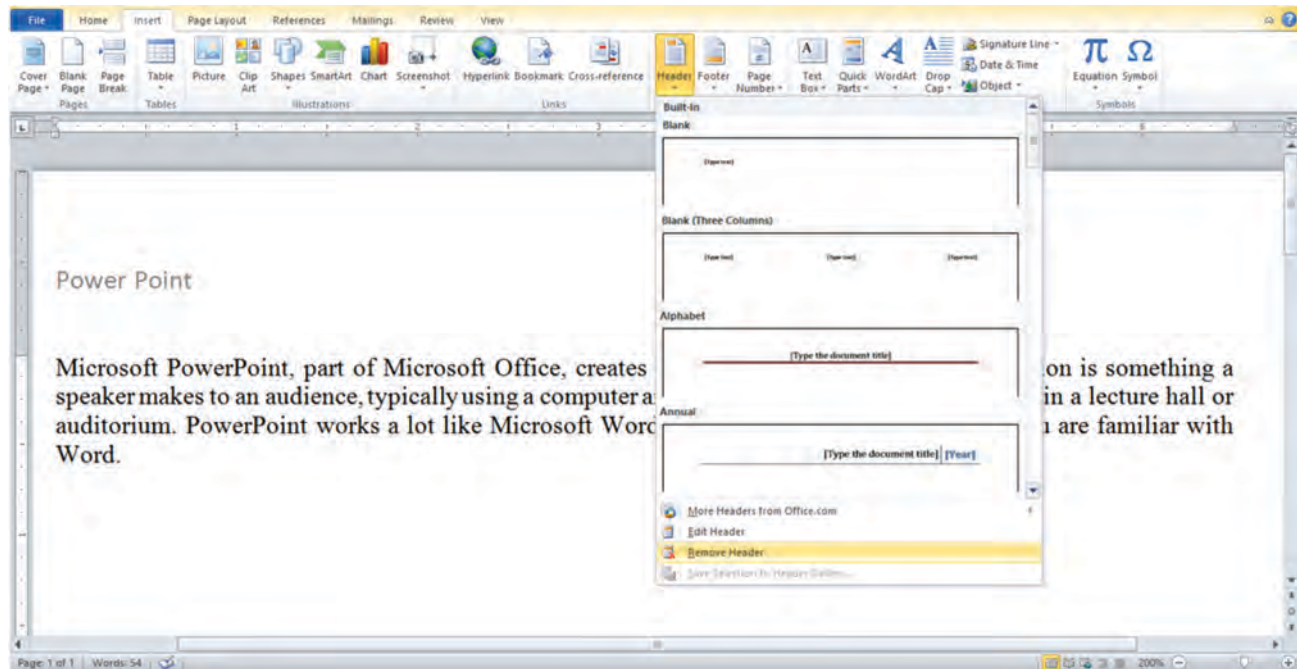




## Removing Header, Footer or Page Number

Follow these steps if you want to remove a header, a footer or page number from you document.

1. On the **Insert tab**, in the **Header & Footer group**, click on the **Header, Footer or Page Number buttons** as required.



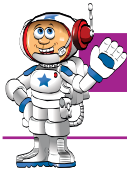
2. In the menu that appears, click on the **Remove Header, Remove Footer or Remove Page Numbers** option.  
... The header, footer or page numbers will get removed from the document.
3. Click on the **Save button** to save the changes made to the document.



### POINTS to Recall

- To insert a picture or Clip Art image in a document open the insert tab and then select relevant Comand buttons from the illustration group.
- Word Art feature of MS Word allows you to insert artistic text in a document.
- Shapes are the group of ready-made shapes that can be inserted directly on the document.
- Word 2010 also allows you to insert screenshots in a document.
- A header or footer is a text appears respectively at the top or bottom of every page in a document.





## TERMS to Learn

- Clip Art : Readymade pictures, sound, symbol etc., which can be inserted in a document.
- WordArt : Decorative text that we can add to a document.
- Shapes : Group of ready-made shapes that can be inserted directly on the document.
- Header : Text that appears at the top of every page in a document.
- Footer : Text that appears at the bottom of every page in a document.



### Multiple Choice Questions :

#### A. Tick (✓) the correct answer :

1. Which of these is not an object in MS Word?
 

a. Picture	<input type="radio"/>	b. WordArt	<input type="radio"/>	c. Text	<input type="radio"/>
------------	-----------------------	------------	-----------------------	---------	-----------------------
2. After \_\_\_\_\_ objects, they move as one objects
 

a. ungroup	<input type="radio"/>	b. Grouping	<input type="radio"/>	c. inserting	<input type="radio"/>
------------	-----------------------	-------------	-----------------------	--------------	-----------------------
3. Word count feature is available on the \_\_\_\_\_.
 

a. Home tab	<input type="radio"/>	b. Insert tab	<input type="radio"/>	c. Review tab	<input type="radio"/>
-------------	-----------------------	---------------	-----------------------	---------------	-----------------------
4. The header text appears at the \_\_\_\_\_ of every page in a document.
 

a. Top	<input type="radio"/>	b. Bottom	<input type="radio"/>	c. Right	<input type="radio"/>
--------	-----------------------	-----------	-----------------------	----------	-----------------------
5. Where are the page numbers generally install?
 

a. Gallery	<input type="radio"/>	b. Header	<input type="radio"/>	c. Footer	<input type="radio"/>
------------	-----------------------	-----------	-----------------------	-----------	-----------------------

#### B. Fill in the blanks with the help of given hints :

**HINTS :** Clip art Wordart Object Shape Insert

1. Any non-text element in a Word document is called an \_\_\_\_\_ .
2. The \_\_\_\_\_ images are the ready-made pictures which can be inserted in a document.
3. Header and Footer button is under the \_\_\_\_\_ tab.
4. The \_\_\_\_\_ feature allows us to insert artistic text in a document.
5. \_\_\_\_\_ drawing feature is used to draw shapes like stars, banners, callouts, etc.



**C. Write (T) for True and (F) for False statements :**

1. After selecting a text wrap style we cannot move a picture in a document.
2. We can select an already typed text and convert it into WordArt.
3. A header is a text that appears at the top of every page in a document.
4. A footer is the text that appears at the middle of every page in a document.
5. We can count number of word in a document by using the word count feature of MS Word.

**D. Very short answer questions :**

1. Which tab is used to insert WordArt and ClipArt in a document?  
\_\_\_\_\_
2. Which feature does provide readymade shapes in MS Word?  
\_\_\_\_\_
3. Which command button is used to arrange the text around the picture?  
\_\_\_\_\_

**E. Short answer questions :**

1. What do you mean by clipart?  
\_\_\_\_\_  
\_\_\_\_\_
2. What is WordArt? Define.  
\_\_\_\_\_  
\_\_\_\_\_
3. Explain the use of Wrap text option.  
\_\_\_\_\_  
\_\_\_\_\_
4. Differentiate between header and footer.  
\_\_\_\_\_  
\_\_\_\_\_



## Activity Time

Which object should these children use in their document? Fill in the blanks :



I want to insert decorative text in my document.

\_\_\_\_\_



I want to insert a photograph from computer in my document.

\_\_\_\_\_



I want to insert snapshot of a website in my document.

\_\_\_\_\_



I want to put a few cartoon images in my document to make it more interesting.

\_\_\_\_\_



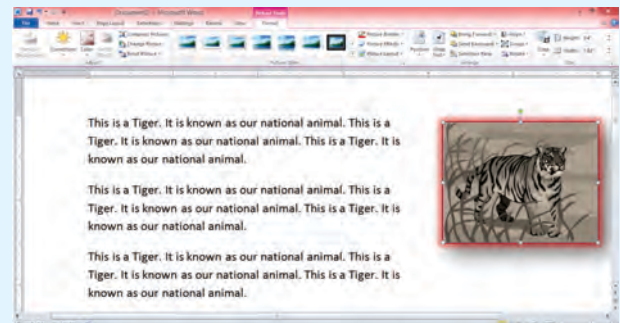
I want to insert page number in my document.

\_\_\_\_\_

## Lab Time

**Practical 1 :** Inserting and Formatting a Picture.

1. Open a new Word document three paragraphs in your document as shown below.
2. Insert a clip art image in the file. Adjust its size and orientation by using the resize and rotation handles.
3. Set Text Wrap style as **Square**.
4. Bring the pointer over the selected picture. The pointer will change to Move ( ) icon. Draw the picture to position it on the right as Shown.
5. Use the Color button to set the picture to **Sepia**.
6. Apply **Drop Shadow Rectangle** picture style. Set Picture Effect as **Glow**, border colour as **Dark Red** and border weight as **1 point**.
7. Finally the document should appears as shown here.
8. Save file by the name **Picture** and close the Word program.



## Practical 2 : Working with Drawing Tools Format tab options.

1. Open a new Word document. Type the text and insert the pictures as shown below.
2. Select the heading and convert it into WordArt by clicking on **WordArt button** from the **Insert tab** and then selecting a **WordArt style** from the Styles gallery.
3. Select the WordArt text and click on **Format tab** under **Drawing Tools**. Click the **Text Fill button** and select **Yellow colour** from the color list.
4. Click on the **Text Outline button** and set the text outline weight to **1 point** and colour to **red**.
5. Click on **Text Effect button**, point to **3D-Rotation effect** and from the **Perspective section** select the **Perspective Relaxed effect**.
6. Set **Text Wrap** style as **Square**. You can now move the WordArt text anywhere in the document to position it approximately.
7. Use the **Shape Fill**, **Shape Outline** and **Shape Effect** buttons to fill a colour in the WordArt box, give in an outline of **3 points** and set shape effect as **Glow**.
8. Finally the document should appear as shown alongside.
9. Save the file by the name Computer and close the Word program.

