

# Graphics 1 Module

Microsoft Office 2000

## Learner Guide (PC Platform)

Written for



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The student delivers the (A) publish information in a variety of media

product electronically in a variety of media, with appropriate supervision.	including, but not limited to, printed copy, monitor display, Internet documents, and video;
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**6-8 TEKS**

(2) <b>Foundations.</b> The student uses data input skills appropriate to the task.	The student is expected to: (D) develop strategies for capturing digital files while conserving memory and retaining image quality.
(3) <b>Foundations.</b> The student complies with the laws and examines the issues regarding the use of technology in society.	The student is expected to: (B) demonstrate proper etiquette and knowledge of acceptable use while in an individual classroom, lab, or on the Internet and intranet;
(7) <b>Solving problems.</b> The student uses appropriate computer-based productivity tools to create and modify solutions to problems.	The student is expected to: (A) plan, create, and edit documents created with a word processor using readable fonts, alignment, page setup, tabs and ruler settings; (D) demonstrate proficiency in the use of multimedia authoring programs by creating linear or non-linear projects incorporating text, audio, video, and graphics; (E) create a document using desktop publishing techniques including, but not limited to, the creation of multi-column or multi-section documents with a variety of text-wrapped frame formats; (F) differentiate between and demonstrate the appropriate use of a variety of graphic tools found in draw and paint applications; (G) integrate two or more productivity tools into a document including, but not limited to, tables, charts and graphics, graphics from paint or draw programs, and mail merge;
(8) <b>Solving problems.</b> The student uses research skills and electronic communication, with appropriate supervision, to create new knowledge.	The student is expected to: (A) participate with electronic communities as a learner, initiator, contributor, and teacher/mentor. (C) use groupware, collaborative software, and productivity tools to create products; (E) integrate acquired technology applications skills, strategies, and use of the word processor, database, spreadsheet, telecommunications, draw, paint, and utility programs into the foundation and enrichment curricula.

<p>(10). <b>Communication.</b> The student formats digital information for appropriate and effective communication.</p>	<p>The student is expected to: (D) demonstrate appropriate use of fonts, styles, and sizes, as well as effective use of graphics and page design to effectively communicate;</p>
<p>11. <b>Communication.</b> The student delivers the product electronically in a variety of media, with appropriate supervision.</p>	<p>The student is expected to: (B) design and create interdisciplinary multimedia presentations for defined audiences including audio, video, text, and graphics;</p>

# Graphics 1 Portfolio Requirements

## Product from Module:

Complete the Module Activities in the learner packet. Print a copy of the completed activities from the module.

## Response in Journal:

Read the article, "Stoking Creative Fires" by Marilyn H. Catchings and Kim MacGregor, *Learning and Leading with Technology*, Vol. 25, Number 6, March, 1998, pp. 20-24. Please answer the questions and include your responses in your portfolio journal.

1. Briefly describe the differences in interactions of the students in each group.
2. Discuss the advantages and disadvantages observed in students using an electronic paint program.
3. List 3 ways the author suggests paint programs can be used in your classroom.

## Applied Example:

Create a document that will be beneficial to you in your teaching assignment. This could be a parent letter, a field trip information letter, a study sheet, a test, etc. This document should have at least two graphics. You should wrap the text around one of the graphics.

## Pre/Post Checklist:

Include your **Pre/Post Checklist** with your portfolio.

## Graphics 1 Checklist


Please use this checklist to monitor yourself throughout this training. Before beginning, please go down the “**Pre**” column and check each **Graphics 1** skill that you have already mastered. At the end of the training, check the skills you have in the “**Post**” column. Discuss with your trainer any blank spaces you have in the “**Post**” column and practice those items.

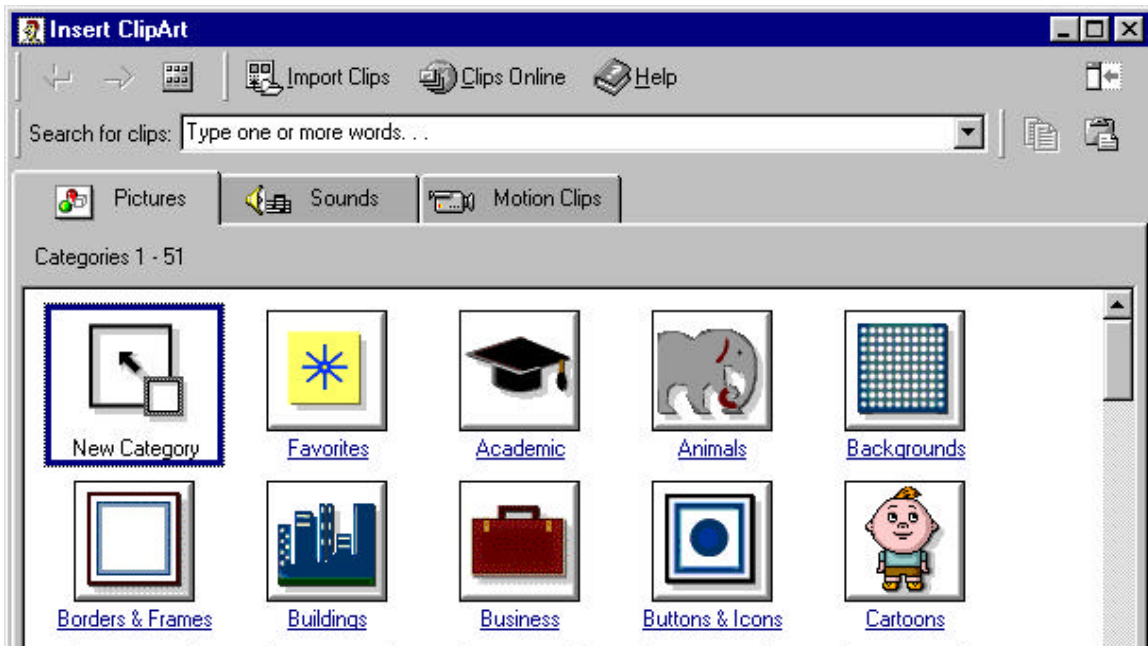
	<b>Pre</b>	<b>Post</b>
<b>Insert a graphic</b>		
<b>Delete a graphic</b>		
<b>Resize a graphic</b>		
<b>Copy a graphic</b>		
<b>Paste a graphic</b>		
<b>Paste multiple graphics</b>		
<b>Move a graphic</b>		
<b>Wrap text around a graphic</b>		
<b>Using drawing tools to edit a graphic</b>		
Drawing a rectangle		
Drawing lines		
Drawing AutoShapes		

# Graphics I

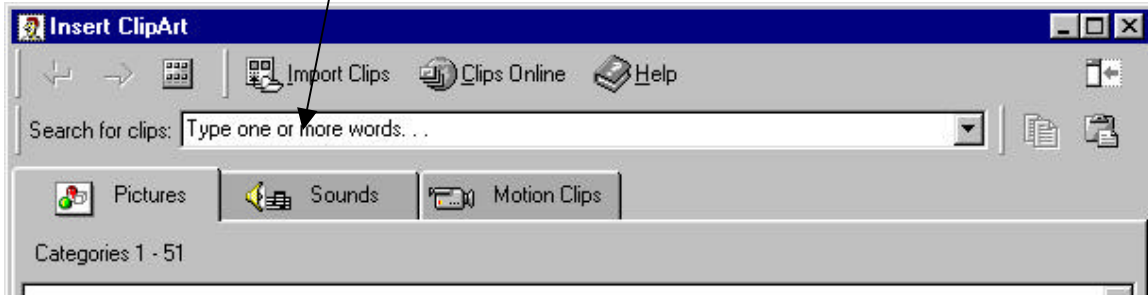
Graphics can add excitement and pizzazz to almost any document. They can be used to entertain, inform and interact with the reader. There are many educational possibilities for using graphics. In this module, we will examine how to import graphics, how to alter them (through changing properties such as their color, size or shape), how to wrap text around them, and how to use the draw feature to add details to them. We will not learn everything there is to know about creating and using graphics, but hopefully, through this module you will gain enough information to get started using and experimenting with graphics.

## Inserting Graphics

Let's begin by importing a graphic onto a blank document. Open a blank document in Microsoft Word. (To do this, click Start, New Office Document, and the double-click Blank Document.) Take a look at the menu bar at the top of the page. The fourth menu item from the left is "Insert". Click "**Insert**", then go down and click "**Picture**". Now slide your mouse to the right and click "**Clip Art**". (We will look later in the module at how to import from other sources.) If you get a dialog box telling you that more clips are available on the Office 2000 CD, just click OK. The clip art has been divided into several categories. Click on the category that you are interested in viewing. (You may need to scroll down a bit to find a category that interests you.) Several choices of clip art will appear. If you don't see what you want, click "Keep Looking" at the bottom of the screen, or go back (by clicking on the ) and choose another category.



Office 2000 has a very handy new feature. Instead of looking through various categories for what you want, you can type in a word you'd like to search for and clip art will find pictures matching that category. To use this feature, simply click one time in the "**Search for clips:**" box. Then **type the word** you'd like to search for. Next, press **Enter**. All pictures that match your search request will appear. If you don't see what you want, redefine your search request and try again.

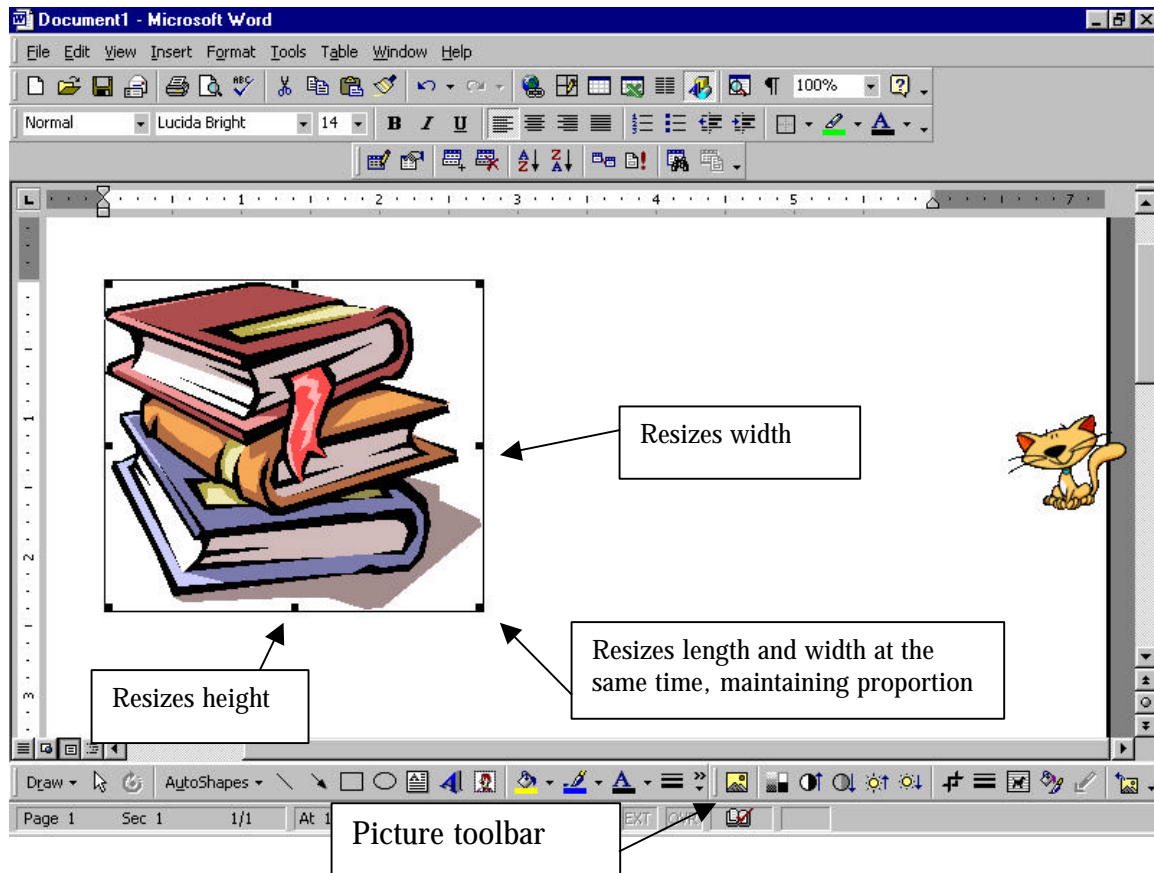


Once you find the graphic you want, click on that graphic. You will be prompted with a small window having 4 choices. The top choice is "**Insert clip**". The second choice is "**Preview clip**". The third choice is "**Add clip to Favorites**". And the final choice is "**Keep looking for similar clips**". Generally, when you find the graphic you want, click on it and then click on the top choice to insert it into your document. Once you click "Insert graphic", you will need to close the clip art window. Do this by clicking on the X in the upper right hand corner of the clip art window. **\*\*Note: Don't click the X in the Microsoft Word window by mistake!! (If you do, don't panic. Just click "Cancel" to cancel the closing process.)**

## Deleting a Graphic

If you insert a graphic and then decide that the graphic is not really the one you wanted, you can delete it. To do this, you must first select the picture by clicking on it one time. This will put a box around your graphic. Then, simply press your Delete key on your keyboard. The graphic will disappear and you can go through the steps above to insert another one. When you select a graphic by clicking on it, there will be little boxes around the edge of the picture. They will remain there until you click outside of the picture. If the little boxes are not around the graphic, pressing the delete key will not cause the graphic to disappear. You will need to click once on the graphic to re-select it. Only when the boxes are there, can you edit a graphic. Another thing that you will see when you import a graphic is a *Picture editing toolbar*. This toolbar will appear to assist you with such things as cropping, text wrapping, and adjusting contrast. We will not discuss using these in this module, but feel free to experiment with them. If you do not have this toolbar, you can make it appear by clicking **View, Toolbars, Picture**.

Look at the figure below. It points out the little boxes (also called resizing handles). Study the picture to learn more about how the tools work.



## Resizing Graphics

You must use caution when you resize a graphic because it can distort the picture. Move your arrow so that it is resting on a box. You'll notice that the mouse arrow changes to a double-sided arrow. This tells you that you can now resize the graphic in the direction of the arrows (either taller or shorter, wider or more narrow, etc.) If you place your arrow on one of the corner boxes, you'll notice that the double-sided arrow is pointed in a diagonal direction. This will maintain the proper proportion as you resize the graphic. **(Look at the figure above for details)** To resize, put your mouse on the resizing handle of your choice, and drag your mouse in the direction you would like to go. As you drag, you will see an outline indicating the size that the graphic will be. When you let go of the mouse, the graphic will change to the size indicated. Take a few minutes now to resize your graphic several times. After you feel comfortable using the resizing handles, close the document. Do not save it.

## Copying and Pasting a Graphic

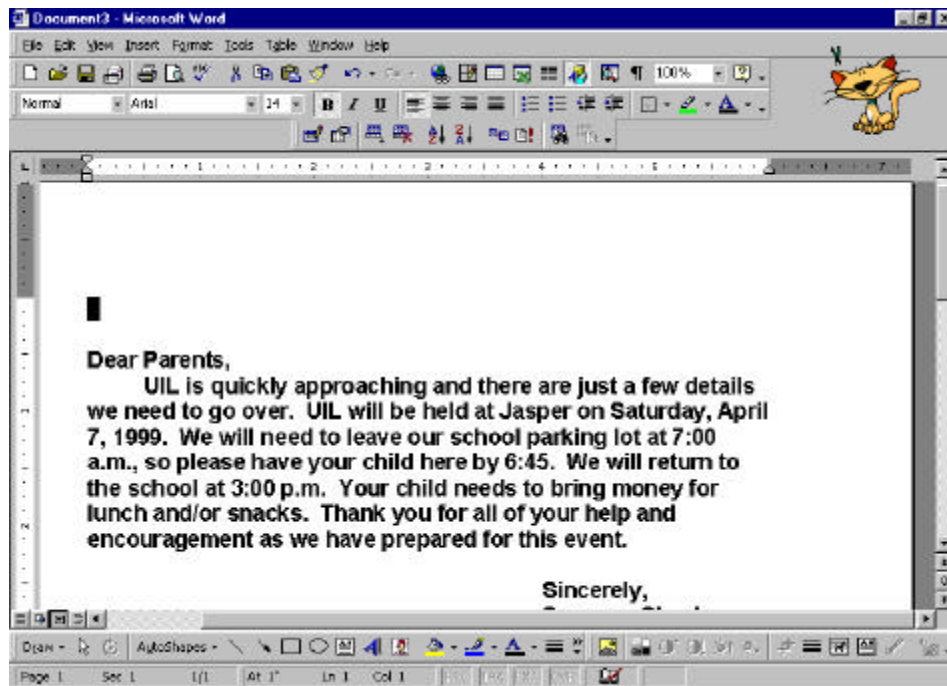
Graphics can be cut or copied and pasted in the same way that text can. The same mouse clicks and keystrokes usually apply to graphics just like text. Let's create a letter to the parents of our UIL students. We will add a graphic to that letter and then copy it. First, open a new document and key in the following:

**Dear Parents,**

**UIL is quickly approaching and there are just a few details we need to go over. UIL will be held at Jasper on Saturday, April 7, 1999. We will need to leave our school parking lot at 7:00 a.m., so please have your child here by 6:45. We will return to the school at 3:00 p.m. Your child needs to bring money for lunch and/or snacks. Thank you for all of your help and encouragement as we have prepared for this event.**

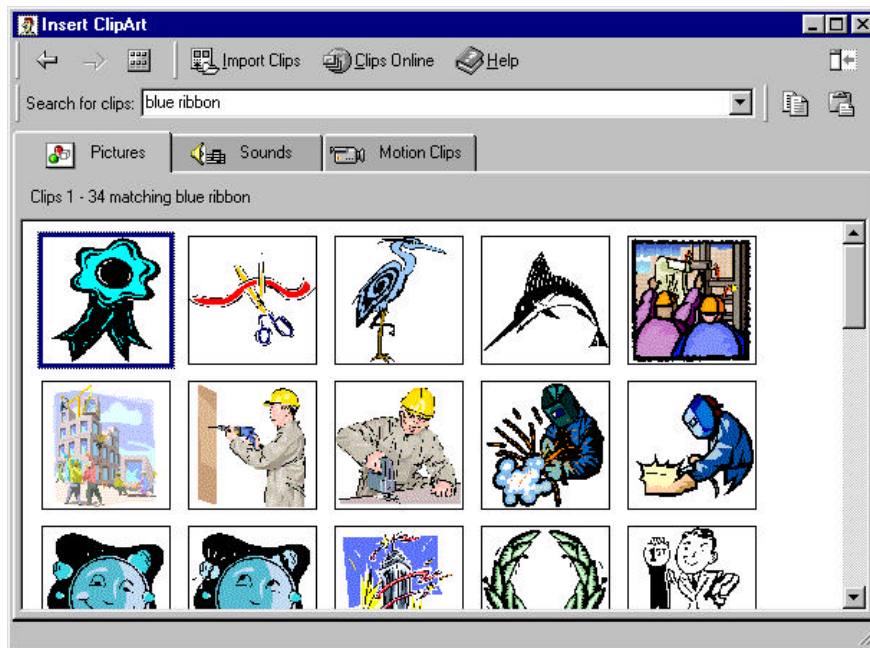
**Sincerely,  
(Your name)**

We are now going to import a graphic at the top of our letter. We are going to copy that graphic several times to create a top border. First of all, save your document. In the screen shot below, you'll notice that the document was named *uil letter*, but you may name it whatever you wish. Now, put your cursor above the letter. To do that, you will need to move your letter down. Put your cursor in front of the **D** in **Dear Parents** and press enter 2 times. Then you can put your cursor above the letter.

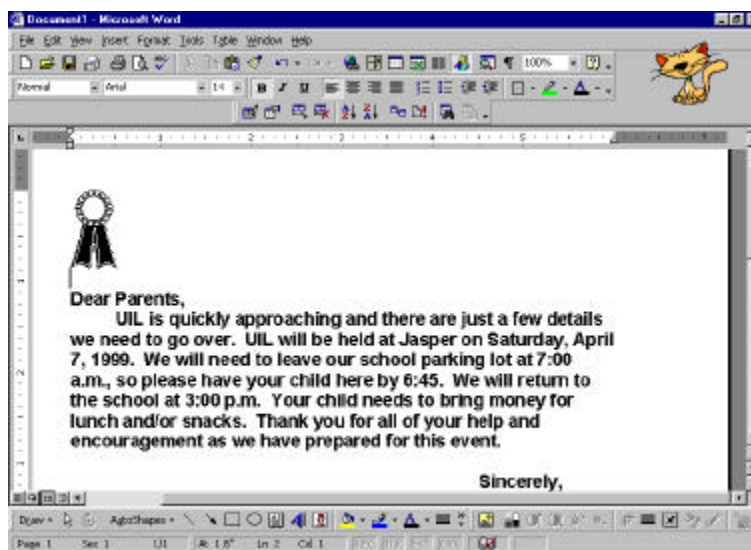


Now we are ready to import a picture. Follow these steps:

1. Click **Insert**
2. Click **Picture**
3. Click **Clip Art**
4. Click in the “search” box, type **blue ribbon**, and press **enter**.
5. Scroll down and find the ribbon you want. Click on the graphic to select it, and then click on the Insert icon.



If the picture is too large, drag on the lower right-hand resizing handle to make it smaller. We want it to be an appropriate size to go across the top of our letterhead.



## Copying a Graphic

Now the picture is ready to be copied and pasted across the top of the page. To do this, click once on the graphic if the resizing handles (little boxes around the picture) are not visible. Then, you will copy the graphic using the method you are most comfortable with.

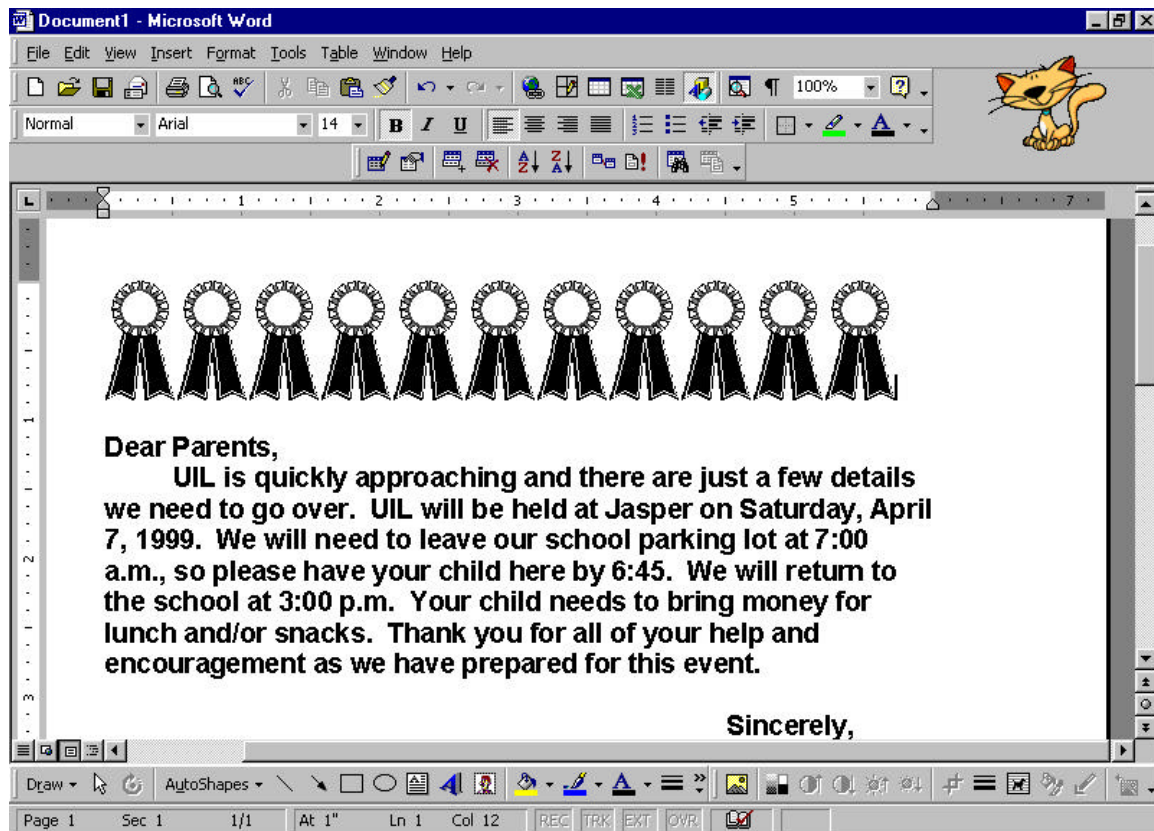
Three ways to copy include:

- Press Control C,
- Click Edit, Copy or,
- Right-click the mouse and click Copy

## Pasting a Graphic

After you copy, you need to “paste” it several times to get enough to go across the top of the page. Again, there are several ways to “paste”. They include:

- Press Control V,
- Click Edit, Paste or,
- Right-click the mouse, then click Paste

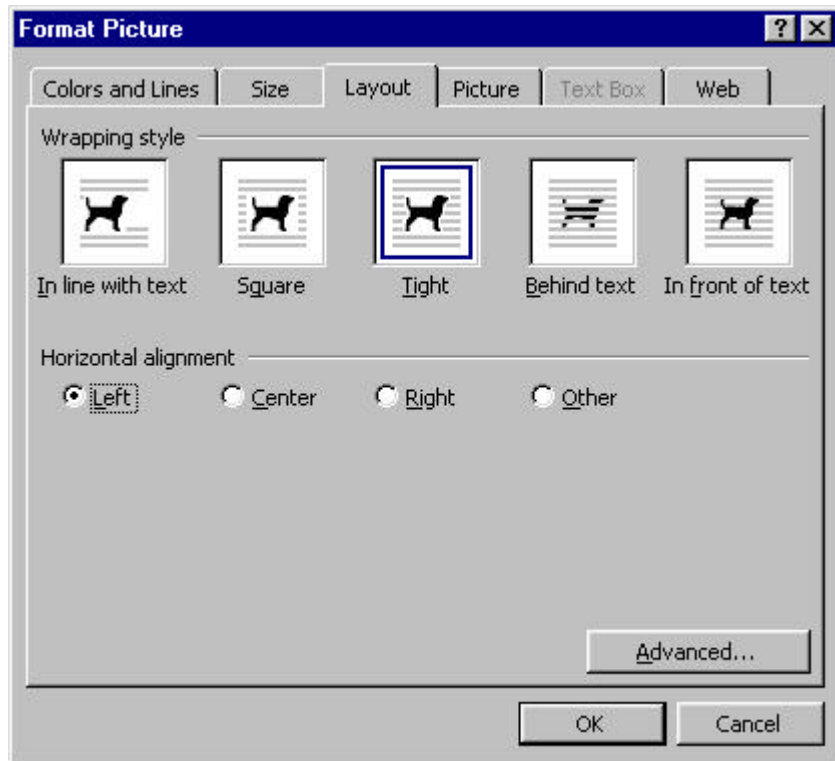


NOTE: Before you attempt to paste the graphic, click outside of the ribbon to deselect the graphic. If you will click just to the right of the picture, the pasted copies will continue to appear to the right of the original. You may add as few or as many as you like.

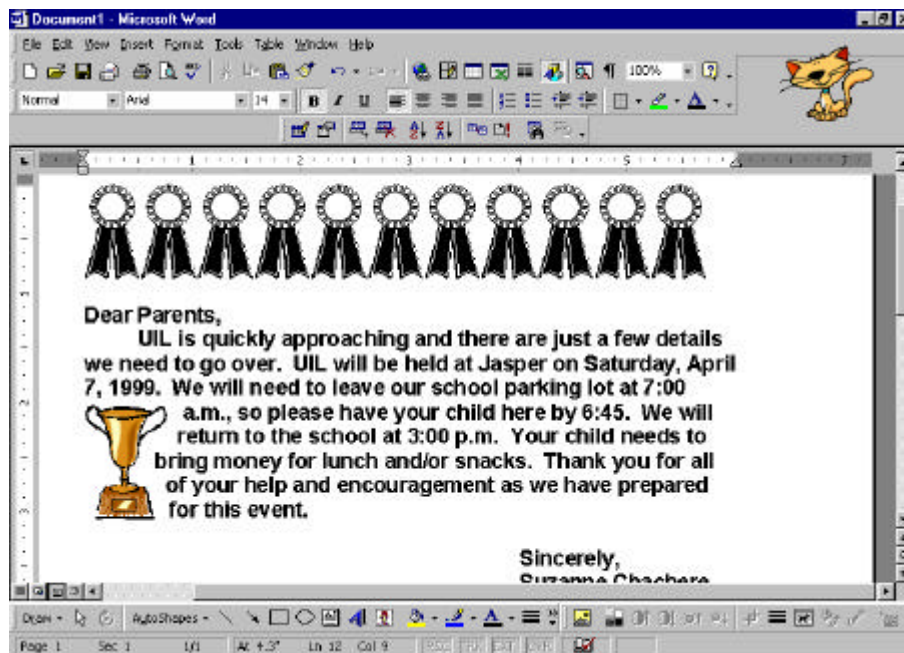
## Wrapping Text

When you insert graphics onto a page with text, it will not “sit” on the same row with text. The text will generally move above or below the graphic. If you want the text and graphic to sit side-by-side, you need to tell the program how you want the text and graphic to interact with one another. There are several options. You can have the text “wrap” to the left or right of the graphic, or above or below the graphic. To get to the place to determine how the text will wrap, make sure the graphic is selected (the little boxes are showing). Then click **Format, Object**, or **Format, Picture**. This Object/Picture option will vary, depending on what (if any) changes you have made to the graphic thus far. This will open a box that has several tabs across the top. Before we go any further, let’s go ahead and add another graphic to our document. We’ll have the text wrap around the graphic with the graphic to the left side of the text. Take the following steps:

1. Click **Insert**.
2. Click **Picture**.
3. Click **Clip Art**.
4. Choose a picture (look in the Academic category or type “Award” in the search box), and click on the insert icon.
5. Close the clip art window.
6. Select your picture by clicking on it one time, and resize it to make it small enough to fit on 3-4 lines of text. Drag it to the left side of your document. (Notice that the picture will not stay on a line with the text. The text will drop below it. This is why we have to adjust the “wrapping”.)
7. Click **Format**. (The graphic must be “selected” before you click Format. It must have the boxes showing around it.)
8. Click **Picture**.
9. Click on the **Layout** tab.
10. Choose the **Wrapping Style**. (For this project, click on **Tight**. You might want to experiment with other option later.)
11. We want our graphic on the left side of the document, so click on **Left** in the Horizontal Alignment area. Click **OK**.



If your picture is not just where you want it, simply drag it to the desired location on the left side of your document.



**NOTE:** Normally, you wouldn't design a document so overwhelming with graphics. This exercise was simply to familiarize you with some of the graphics options in Word 2000. Let's move on.

## Inserting Graphics from Another Source

Graphics can be added from other sources. You might find an inexpensive graphics program you would like to purchase and install on your machine. You might find (and copy) an interesting graphic from the Internet. Inserting these graphics into your documents works basically the same way as previously described. The only difference is that you must know the location for finding that graphic. Once you choose **Insert**, and **Picture**, you choose **From File**. Then you find the proper location of the graphic file and click on the filename of the graphic. All other aspects work the same way as previously described.

## Adding to a Graphic

There might be a time when you would want to edit a graphic to better suit your purposes. You can add shapes, lines, and colors, to name a few options you have. Let's import a graphic and add some details to it.

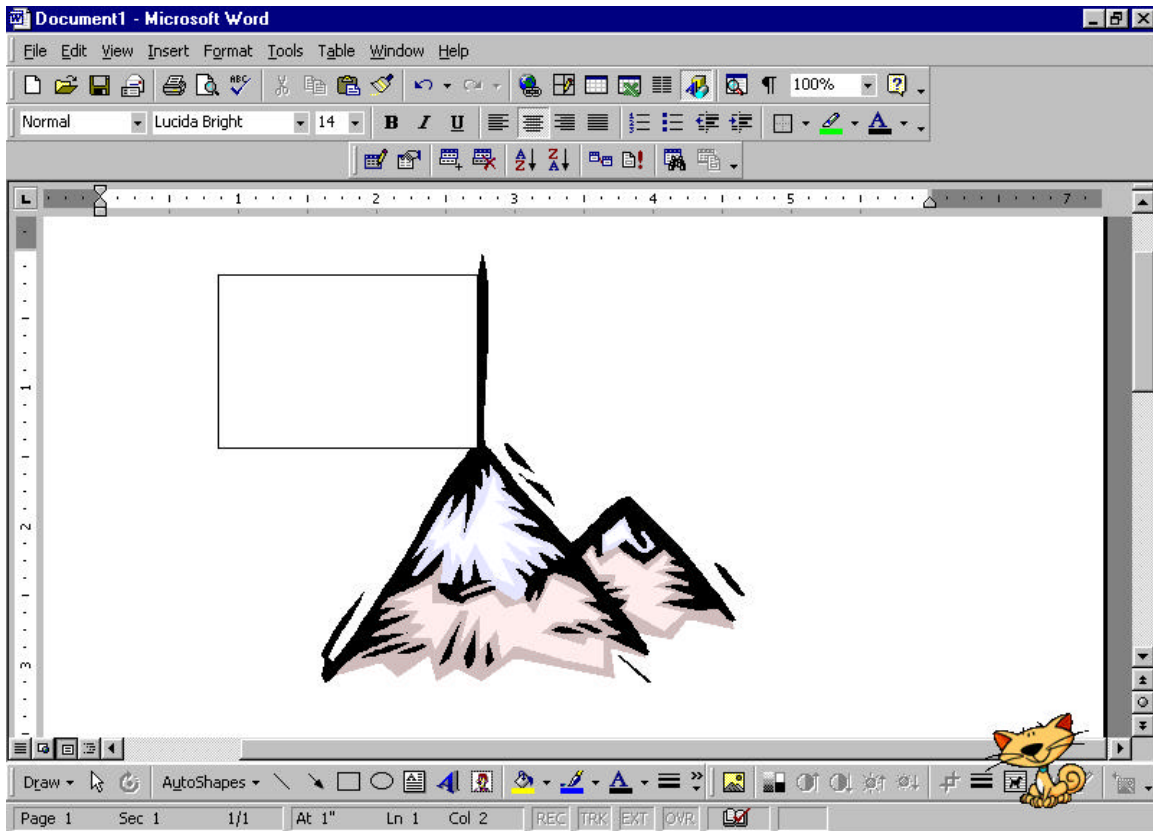
1. Open a new document.
2. Click **Insert**.
3. Click **Picture**.
4. Click **Clip Art**.
5. Insert the picture of the flag on the mountaintop. (It is the first one in the Flags category. If this one is unavailable, choose another option of a flag.) We will change this flag to a Texas flag.

What we need to do is draw a rectangle over the flag to cover it up, dissect the rectangle into the three areas that the Texas flag has, and add a star. The students could be instructed to color the flag appropriately on the worksheet. Let's explore how to do this, but first, let's take a minute to examine some tools on the drawing toolbar. This toolbar should be visible at the bottom of your screen. If it's not, click **View, Toolbars, Drawing**. The tools we are going to work with on this project include the **Rectangle tool**, the **Line tool**, and the **AutoShapes tool**.



1. Start by resizing the picture if necessary to make it fit better on your screen. (Be sure to select your picture by clicking on it first.)
2. At the bottom of your screen, on the drawing toolbar, click on the rectangle icon.
3. Take your cursor and place it at the top of the flag. You'll notice that your cursor is in the shape of a + sign (which we call a crosshair). Line up the

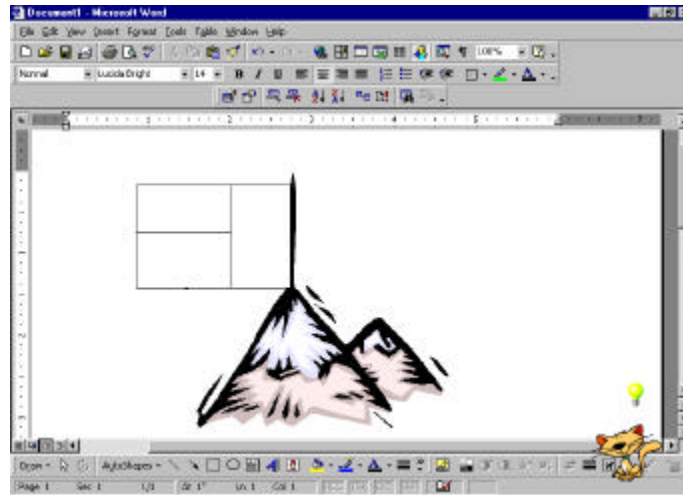
horizontal and vertical lines with the location where you would like for your rectangle to begin. Drag your mouse until the rectangle reaches the desired size. Let go of the mouse, and you will see a rectangle appear. It will lay “on top of” the blue flag that was there. If it doesn’t do exactly what you want it to do (and it usually doesn’t the first few times!!), immediately press your delete key (or click Edit, Undo) and try again. You can also “nudge” your graphic up, down, right, or left by holding down the Control key and pressing the appropriate arrow key.



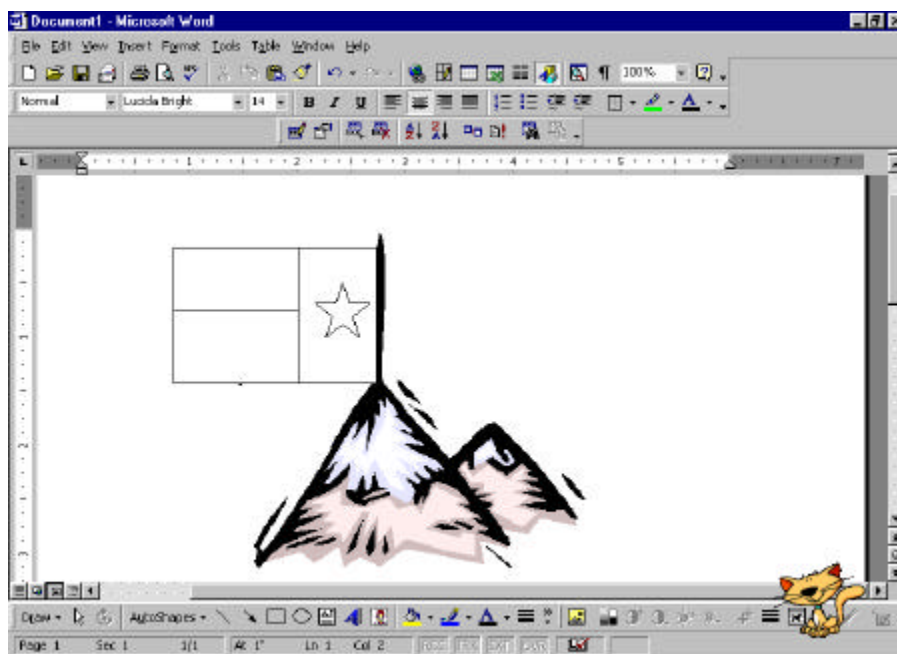
4. Now, let’s add a vertical line to our Texas flag. Click on the Line tool on the drawing toolbar. (It is between to the AutoShapes tool and the Arrow tool.) Place the horizontal line of the crosshair on a horizontal line on the flag (the top is the easiest). Drag it to the desired ending point (the bottom horizontal line). **Remember, if you make a mistake, simply click Edit, Undo.**
5. Now, add a horizontal line. Again, you must first click on the Line tool. Line up the vertical line on your crosshair with the vertical line on your flag, and drag the line to the desired length.

**Note: If your lines do not meet the edges, you can drag them to make them longer or shorter (the way we resized graphics earlier). Also, if they need to move, you can use your arrow keys. If you just want to**

“nudge” them a bit, you can hold down the control key when you press your arrow.



6. Now we are ready to add the star. Luckily, we don't have to draw this one. We will use the AutoShapes feature. Click on **AutoShapes, Stars and Banners**, then click on the **star** shape. Place your cursor in the upper left-hand corner of the flag. Hold down the left mouse button and drag to the desired size. Let go of the mouse button. The star will appear. (This may take several tries to get it just the right size and shape. If you don't like the way it looks, simply press your Delete key and try again. If the size and shape are good, but it's in the wrong place, move it by using the Control and arrow keys as described previously.)



7. Unfortunately, we can't color this image accurately. To do so, we would have needed to create our flag using 3 separate rectangles. (This might be an experiment you want to try tomorrow!)
8. Save your new creation! Now you are ready to get out there and add some pizzazz and excitement to your documents. Have fun being so creative (and make yourself look really good!!).

# Graphics 1 Questionnaire

Please complete the following to assist in evaluating this training module. Your input is quite valuable and truly appreciated.

- ❖ Did the instruction hold your attention? Yes No
- ❖ Was the instruction too long? Yes No
- ❖ Was the instruction too difficult? Yes No
- ❖ Was the instruction too easy? Yes No
- ❖ Did you have problems with any part of the instruction? Yes No
- ❖ Were the screen shots appropriate? Yes No
- ❖ What did you like most? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ❖ What did you like least? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ❖ How would you change the instruction if you could? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_