

## Microsoft Word – Graphics

A range of options can be used for placing pictures and diagrams in Word.

- Pictures: Insert, move, resize, crop.
- Position pictures in a document – understand and use the text wrapping options.
- Use picture tools including brightness and contrast.
- Use ClipArt.
- Use tables as containers for graphics to aid positioning.
- Use the Drawing tools
  - ✓ Use the shape tools including AutoShapes.
  - ✓ Add text to shapes.
  - ✓ Format shapes including shadow and 3-D effects.
  - ✓ Move, copy, duplicate and delete shapes.
  - ✓ Rotate shapes.
  - ✓ Understand the drawing layers and how shapes are positioned in these.
  - ✓ Use the align and distribute options to arrange shapes.
  - ✓ Group simple shapes into single complex shapes.
- Create pie charts, bar charts etc. in a document.
- Add watermarks.
- **Word 2007 onwards:** Use SmartArt graphics to create diagrams.