

# MICROSOFT WORD 2007 – BOOK 2

## 2.1 REVISING AND IMPROVING WORD PROCESSING SKILLS

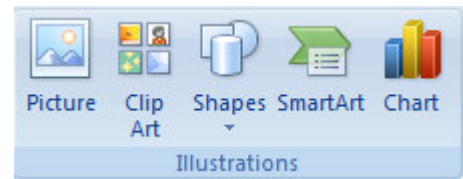
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### PRACTISE YOUR PRACTICAL SKILLS IN WORD

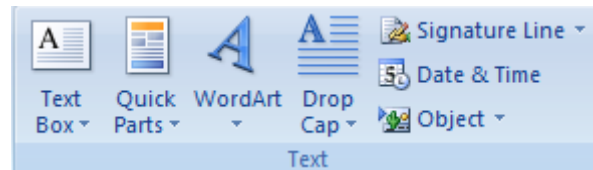
Refer to Grade 10 Microsoft Office Word 2007 edition if necessary.

### FUN WITH GRAPHICS

Graphics can be inserted using the **Insert** tab and selecting graphics from the **Illustrations** group.



WordArt, Text Box and Drop Cap is found in the **Text** group on the **Insert** tab.



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### USING PHOTOS IN NEW WAYS

Photos can be used to fill Shapes or WordArt.

As before.

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### MANIPULATING VECTOR GRAPHICS

#### Example 3

Consider the following examples where two vector graphics were changed into drawing objects, and parts of each were used to create a new graphic. Remember that only Microsoft Windows Metafiles (.wmf files) can be converted into drawing objects. Other types of files, such as bitmap, .jpg, .gif or .png files cannot be converted into drawing objects and ungrouped.

It can be done as follows:

Insert two different graphics and convert both to drawing objects.

- Right-click on the graphic and select **Edit Picture**.
- Delete the parts of the graphics that you do not want to use and put the rest together to form one picture.
- You can group the final objects together by selecting them and clicking on **Group** in the **Arrange** group under the **Format** tab.

