



Microsoft Word 2016 Illustrations Workshop

Microsoft Word 2016 Illustrations

Microsoft Word 2016 is a powerful word processing application. This is a hands-on workshop to help you become more proficient with the Illustration features in Microsoft Word. These exercise will help you become more creative with word documents.

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I. Illustrations Demonstration

A. Instructor Led

This is a workshop exercise that will be completely instructor led as you follow along with the instructor to produce the finished document.

Original document: Festival.docx

Aspen Falls Winter News

Aspen Falls Sponsors Winter Jazz & Blues Festival

Aspen Falls is proud to announce that the city will be this year's sponsor of the Winter Jazz & Blues Festival. Founded in 1980, the festival takes place at the Aspen Falls Lakefront Park just southwest of the city. To go along with the music, the festival also features an array of food and beverages from restaurants in the area. Micro beers and wine from the Aspen Falls winery region will also be available. A variety of retail stores will also be selling CDs, books, shirts, hats, and other paraphernalia.

For further information, contact Mary Lou Pietela at (805) 555-5454.

Jazz & Blues Festival Wins Greener Festival Award

Aspen Falls Winter Jazz & Blues Festival has been awarded the Environmentally Responsible Festival Award. Ten festivals were presented the awards this year for their efforts in promoting and sponsoring environmentally responsible festivals.


The award is based on scoring in several areas such as event management, waste management recycling and water management. Points are awarded for festivals that can show an active plan to reduce on-site waste, recycle and compost wherever possible, reuse water and use sustainable power.

Some of the Jazz & Blues Festival efforts include the promotion of Refuse, Reuse, Reduce, Recycle, only allow recyclable materials within the festival site, observing the 'leave no trace' program and using parking income to help protect the nearby wetlands.

Finished document

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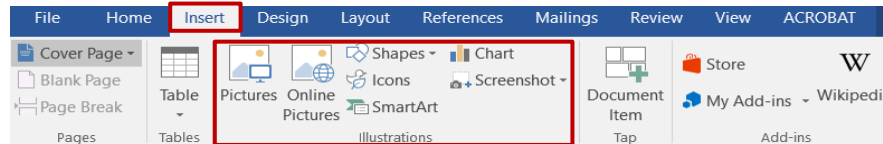
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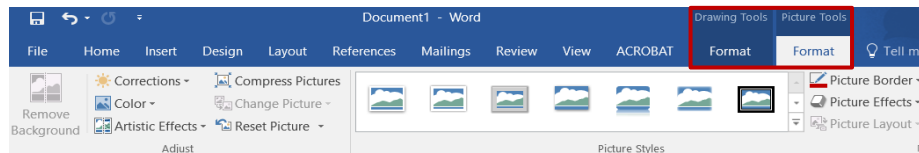
II. Illustrations Quick Reference

The instructions in this section are a quick reference that will help you add illustrations onto your document as demonstrated in the previous section.

The Microsoft Illustrations group allows you to insert pictures, shapes, smart art, and charts into your document. These options will enhance the layout and appearance of your documents.



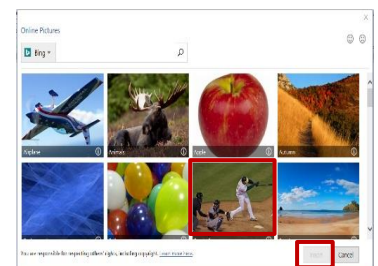
Drawing Tools and Picture Tools tabs only appear when a graphic image is selected.



A. Add a Picture

Microsoft Office is equipped with a Picture folder with several photo selections. You can also save additional photos to the Picture folder or create a new folder for your pictures. From the **Insert** ribbon, you can add a picture to your document:

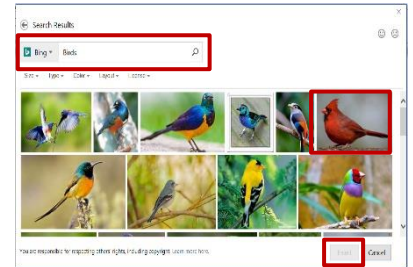
1. Click on the **Picture** button, from the **Illustrations** group.
2. Navigate to your desired **Picture** folder.
3. Select a **photo**.
4. Click on the **Insert** button.



B. Online Pictures

Within Microsoft Office there are numerous online pictures (clip art and stock photographs) to illustrate a specific topic. From the Insert ribbon, add a graphic to your document:

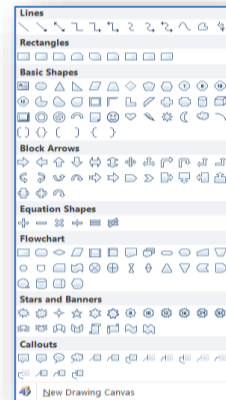
1. Click on the **Online Pictures** button, from the **Illustration** group.
2. The **Insert Picture** window will appear.
3. In the **Search** box, type your desired graphic topic, and then press the **Enter** key.
4. Select your desired **Picture**, and then click on the **Insert** button.



C. Shapes

The Shapes option allows you to insert a variety of shapes on to your document, such as rectangles, circles, arrows, lines, flowchart symbols, and callouts. From the Insert ribbon, add a shape to your document from the multiple selections:

1. Click on the **Shapes** button, from the Illustration group.
2. The **Shape panel** will appear, select your desired shape.
3. The mouse pointer will change into a plus **+** sign.
4. Hold the left mouse button down, and while dragging your desired shape will appear.

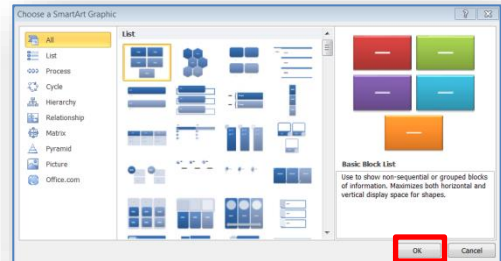


Note: Continuing to drag the mouse will enlarge the shape.

D. SmartArt

SmartArt allows you to change graphic images into visual communication information including graphical lists, process diagrams, organizational charts, etc. From the Insert ribbon, incorporate SmartArt onto your document:

1. Click on the **SmartArt** button, from the Illustration group.
2. The **SmartArt panel** will appear.
3. Select your desired graphic image, and then click on the **OK** button.



Note: Depending on your selection, text and/or photos can be added.

E. Chart

To illustrate and compare data you are able to utilize the chart option. This is similar to the Excel chart feature. From the Insert ribbon, add a chart onto your document:

1. Click on the **Chart** button, from the Illustration group.
2. The **Chart panel** will appear.
3. Select your desired chart type, and then click on the **OK** button.
4. Your selected chart type will appear next to a spreadsheet.
5. Enter your desired data onto the spreadsheet and the chart will reflect your data.
6. On the spreadsheet window, click on the Close window button, and then your chart will appear on your document.

