Illustration

Illustration allows you to represent ideas in diagram format. You can add pictures and drawings of all types and styles to your document.

1. Insert shape

- ❖ In insert tab click shapes. And select any shapes and draw in your word document.

- ❖ To add text in shapes right click the shape and select 'add text'.

- ❖ Double click the picture, the format tab will open then we can select picture style.

2. Insert clipart

- ❖ In insert tab click the **Clip Art** command in the **Illustrations** group.

- ❖ The clip art options appear in the **task pane** on the right

- ❖ In the "Search for" box, enter the keyword that are related to the image you want to insert.

- ❖ Then Drag and Drop clipart to your word Document

- ❖ (e.g., "rose") > Click [Go]

3. Insert picture

❖ Click on the exact location you intend to insert picture in Word.

❖ Select the Insert Tab.

❖ Click the Picture. Likewise you can add shapes also

❖ Double click the picture, the format tab will open then we can select picture style.

❖ Use the crop tools in PowerPoint to trim and remove unwanted portions of pictures.

4. Insert chart

❖ Click Insert > Chart

❖ Click the chart type and then double-click the chart you want.

❖ In the spreadsheet that appears, replace the default data with your own information.

❖ When you've finished, close the spreadsheet.

❖ Likewise you can add SmartArt to your Word document