

Illustration





What is Illustration

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





Illustration includes :

- Picture
- Clipart
- Shapes
- SmartArt
- Chart





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'.
- Select the shape, go to format tab now you can edit the design of the shape





Rectangle

Shape

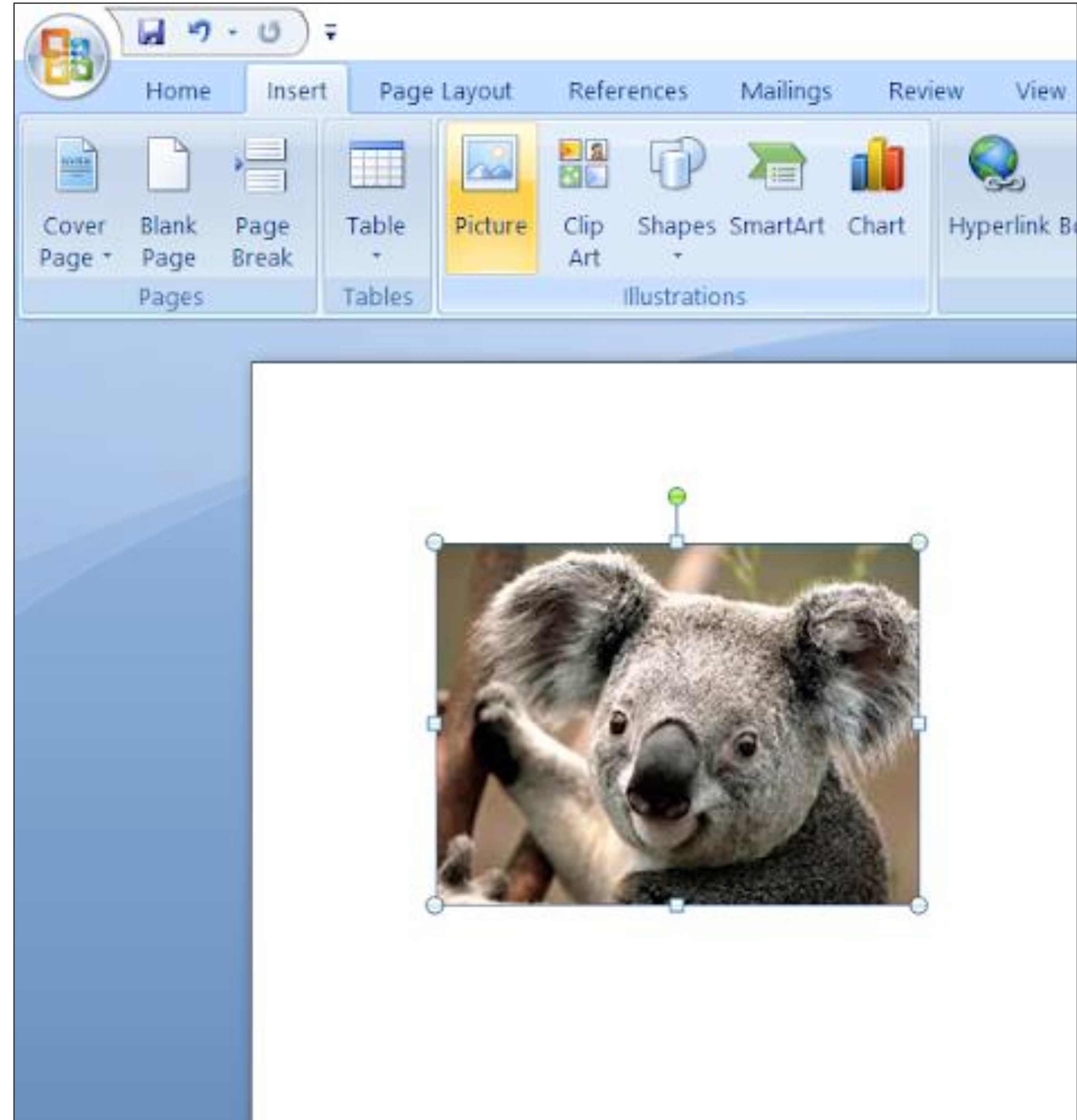




2. Insert picture

- 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
- Go to format tab you can change the Picture Style.





picture



3. Insert clipart

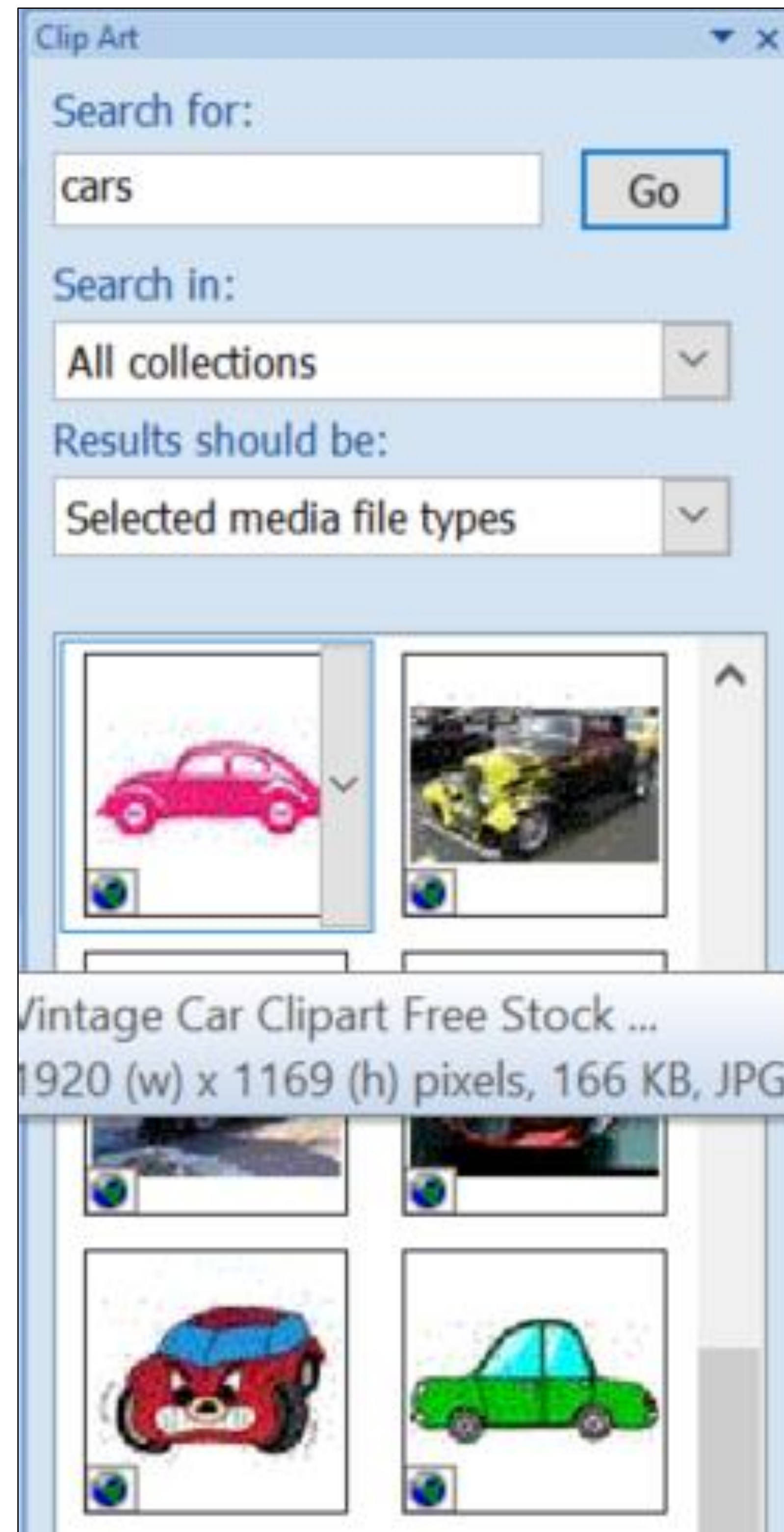
- In insert tab click the **Clip Art** command in the **Illustrations** group.
- The clip art options appear in the **task pane** on the right





- 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., "car") > Click [Go]





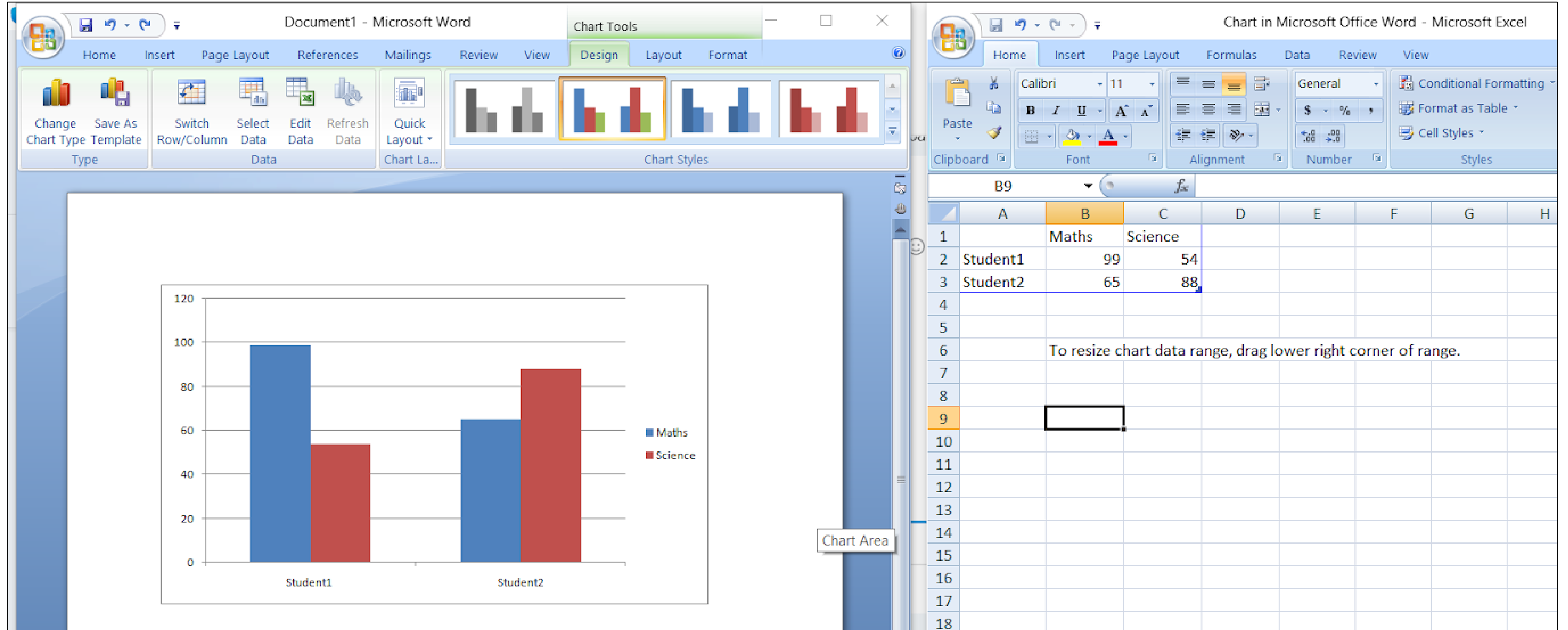
clipart



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.





The image shows a split-screen view of Microsoft Office. On the left, Microsoft Word displays a bar chart titled 'Chart Area'. The chart compares 'Maths' (blue bars) and 'Science' (red bars) scores for 'Student1' and 'Student2'. The y-axis ranges from 0 to 120. Student1 has a Maths score of 99 and a Science score of 54. Student2 has a Maths score of 65 and a Science score of 88. The Word ribbon shows the 'Chart Tools' context menu with the 'Design' tab selected, highlighting various chart styles.

On the right, Microsoft Excel shows the data source for the chart. The data is located in the range B2:C3. The text 'To resize chart data range, drag lower right corner of range.' is displayed in cell B6. A small black box is visible in cell B9.

	A	B	C	D	E	F	G	H
1		Maths	Science					
2	Student1	99	54					
3	Student2	65	88					
4								
5								
6		To resize chart data range, drag lower right corner of range.						
7								
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9								
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18								

chart

