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
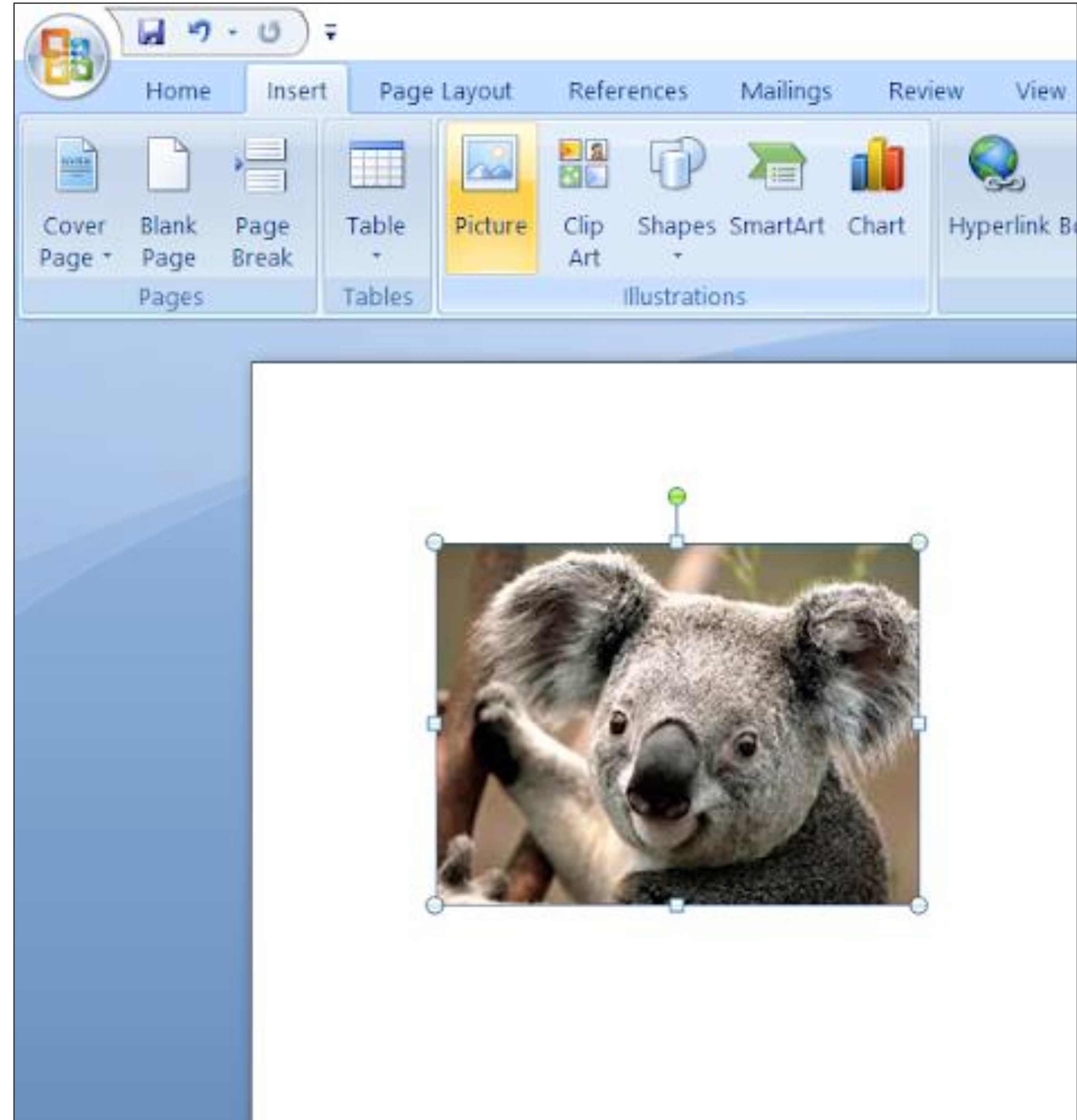
Rectangle

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.
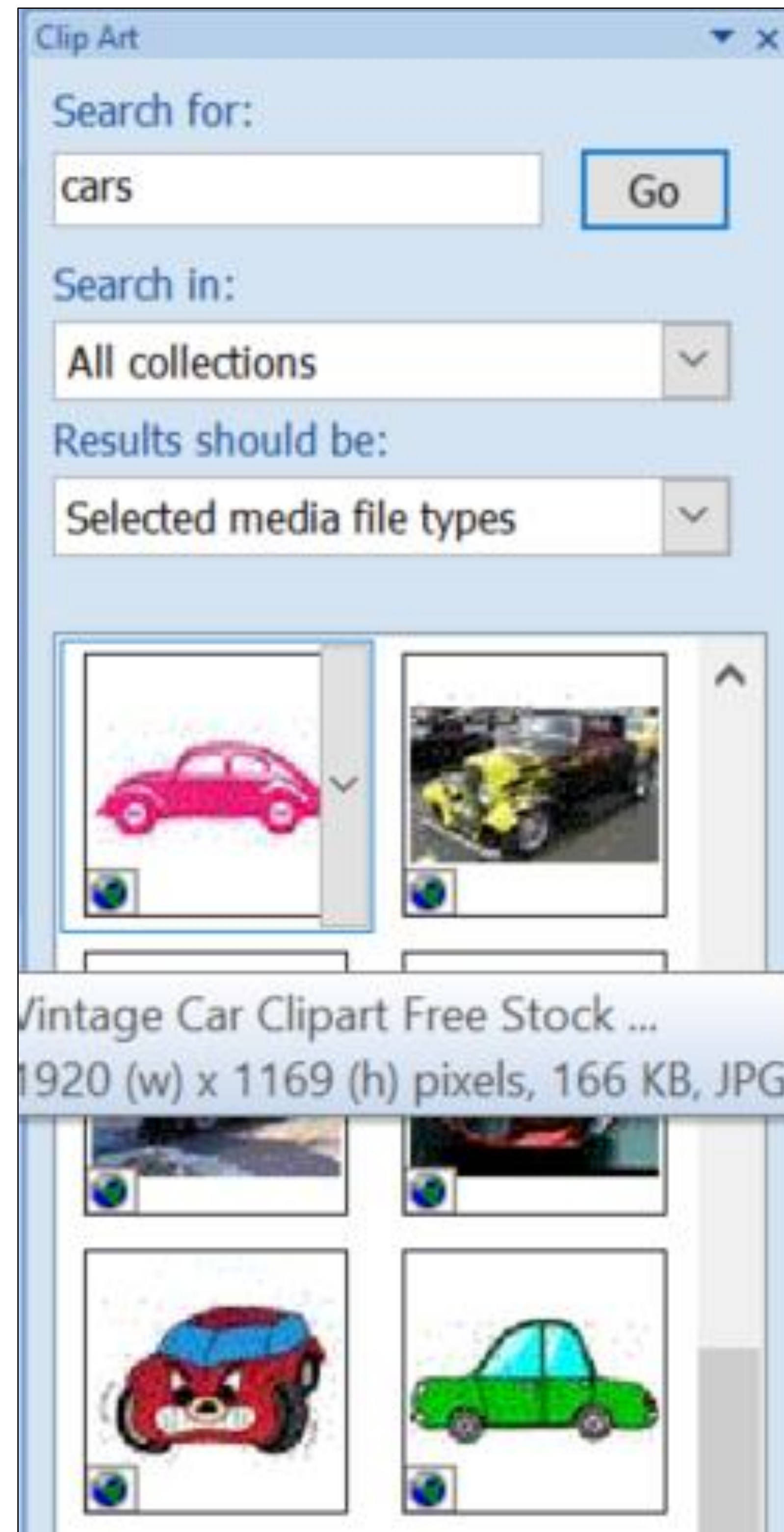
picture

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
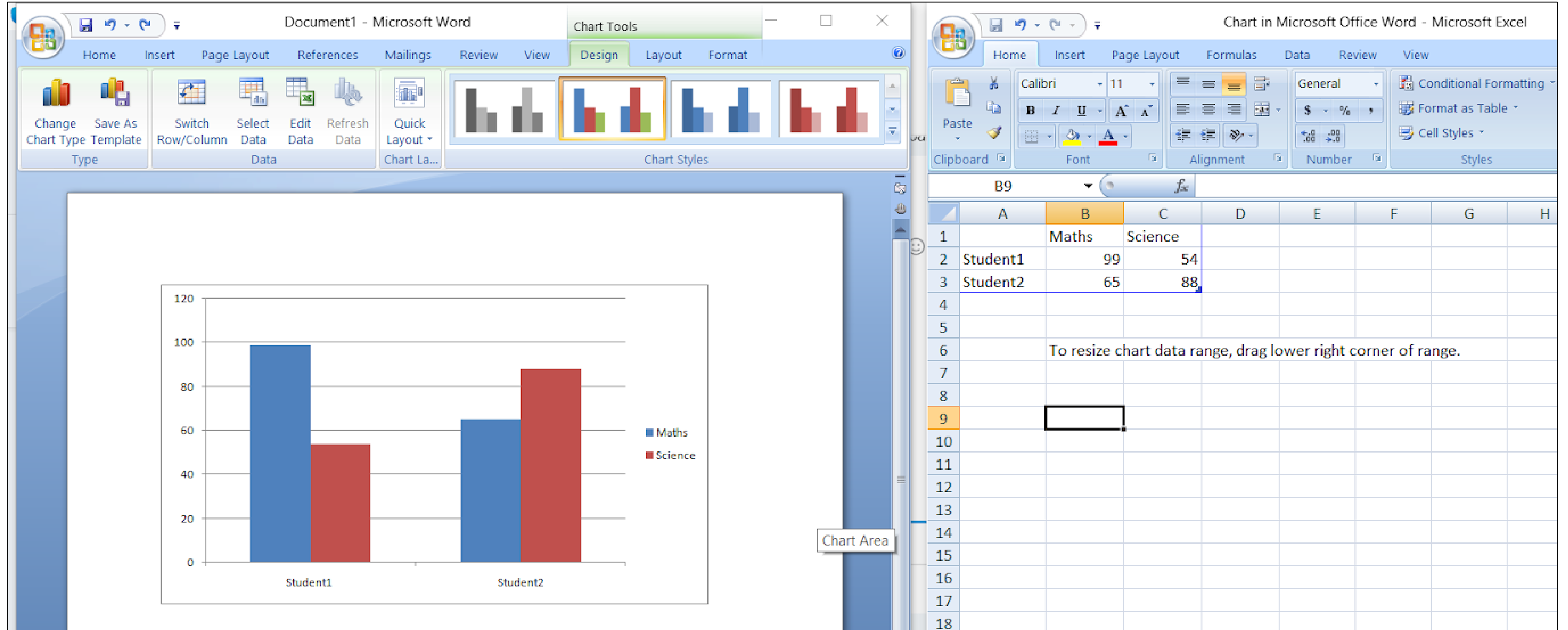
- (e.g., "car") > Click [Go]

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.

chart