

Illustration





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.





Rectangle

Triangle

Insert shape





2. Insert clipart

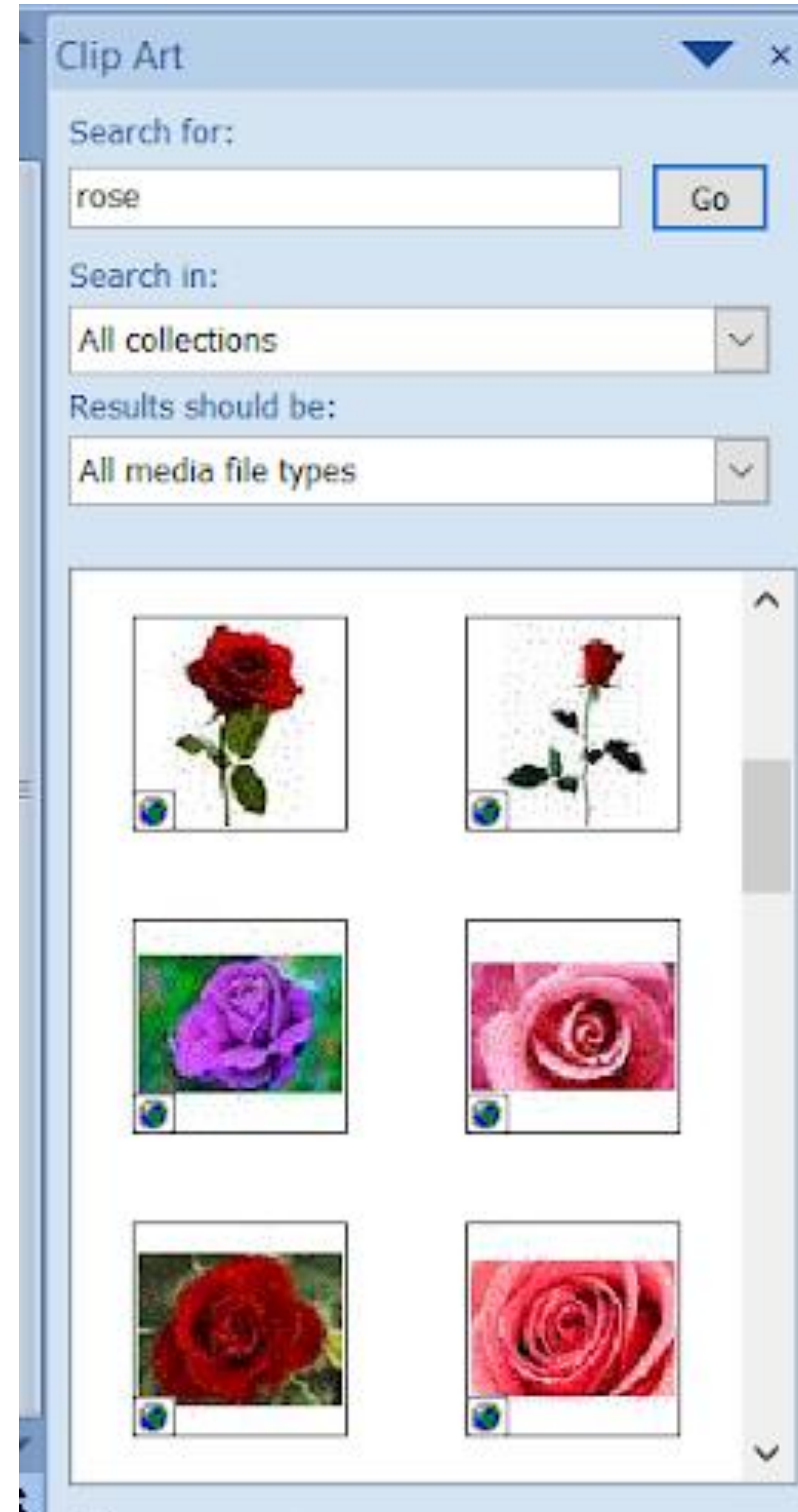
- ❖ In insert tab click the **Clip Art** command in the **Illustrations** group.
- ❖ The clip art options appear in the **task pane** on the right





- ❖ 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]





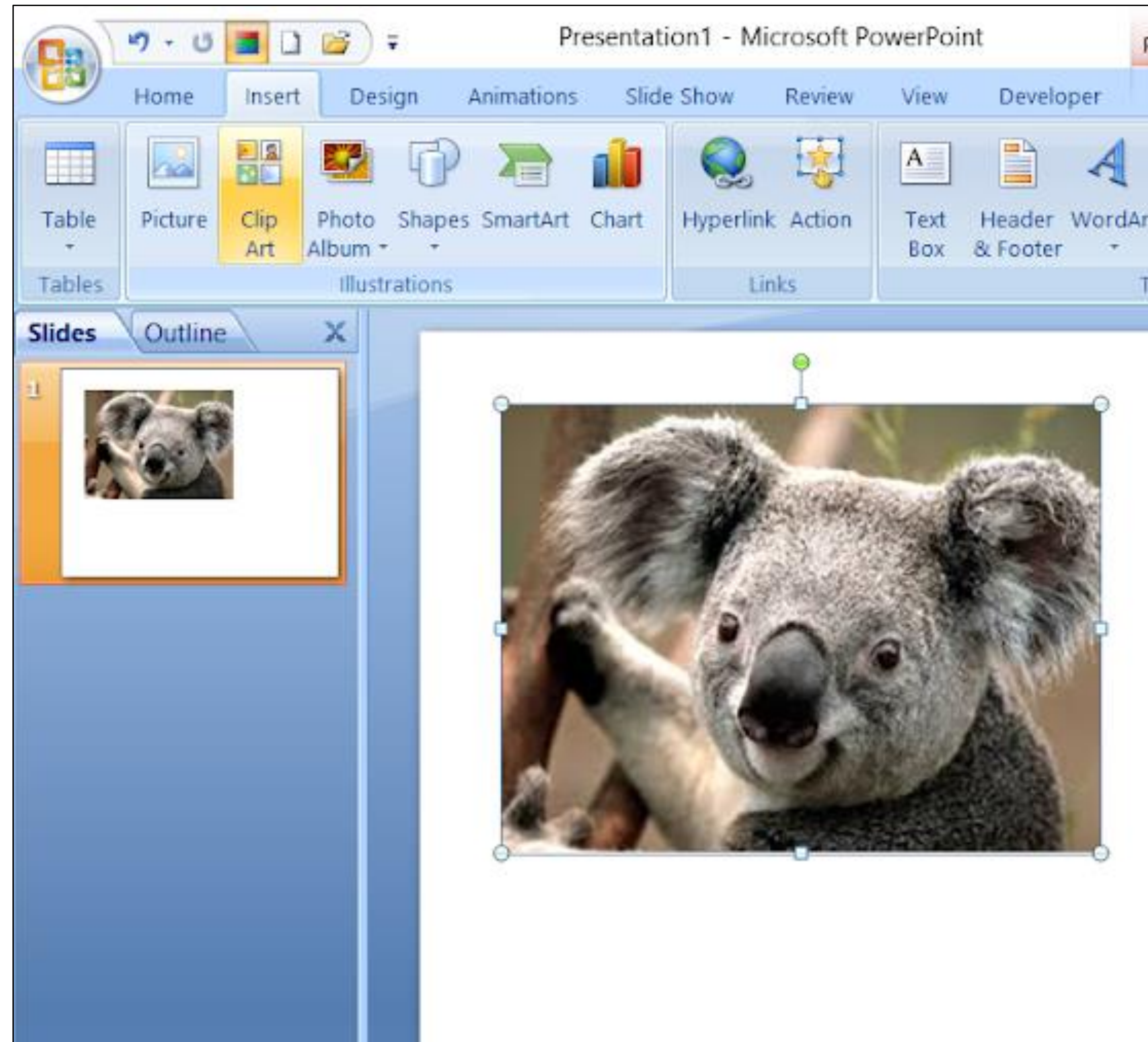
Insert shape



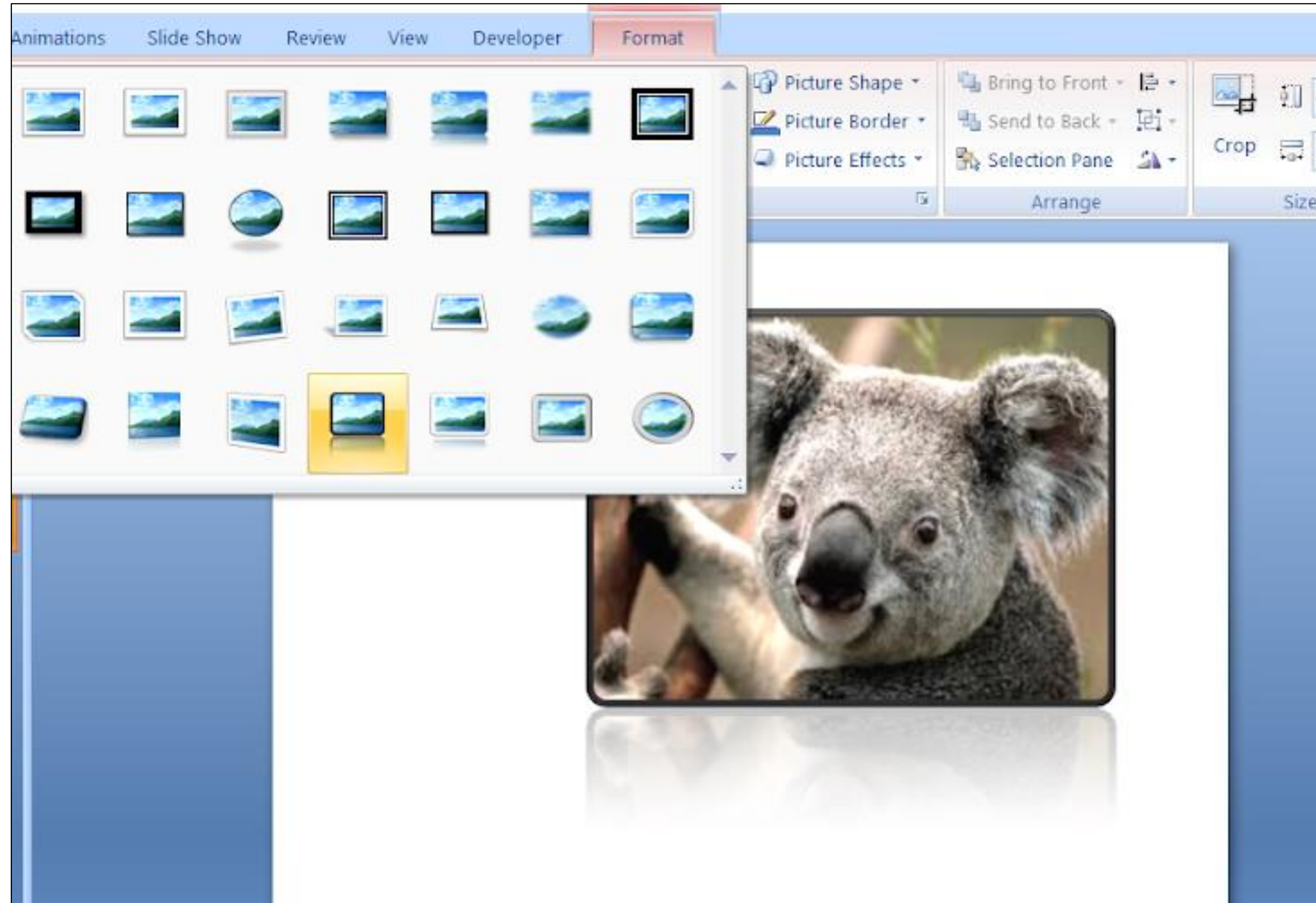
3. Insert picture

- ❖ 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.





Insert picture



Picture design



- ❖ 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.

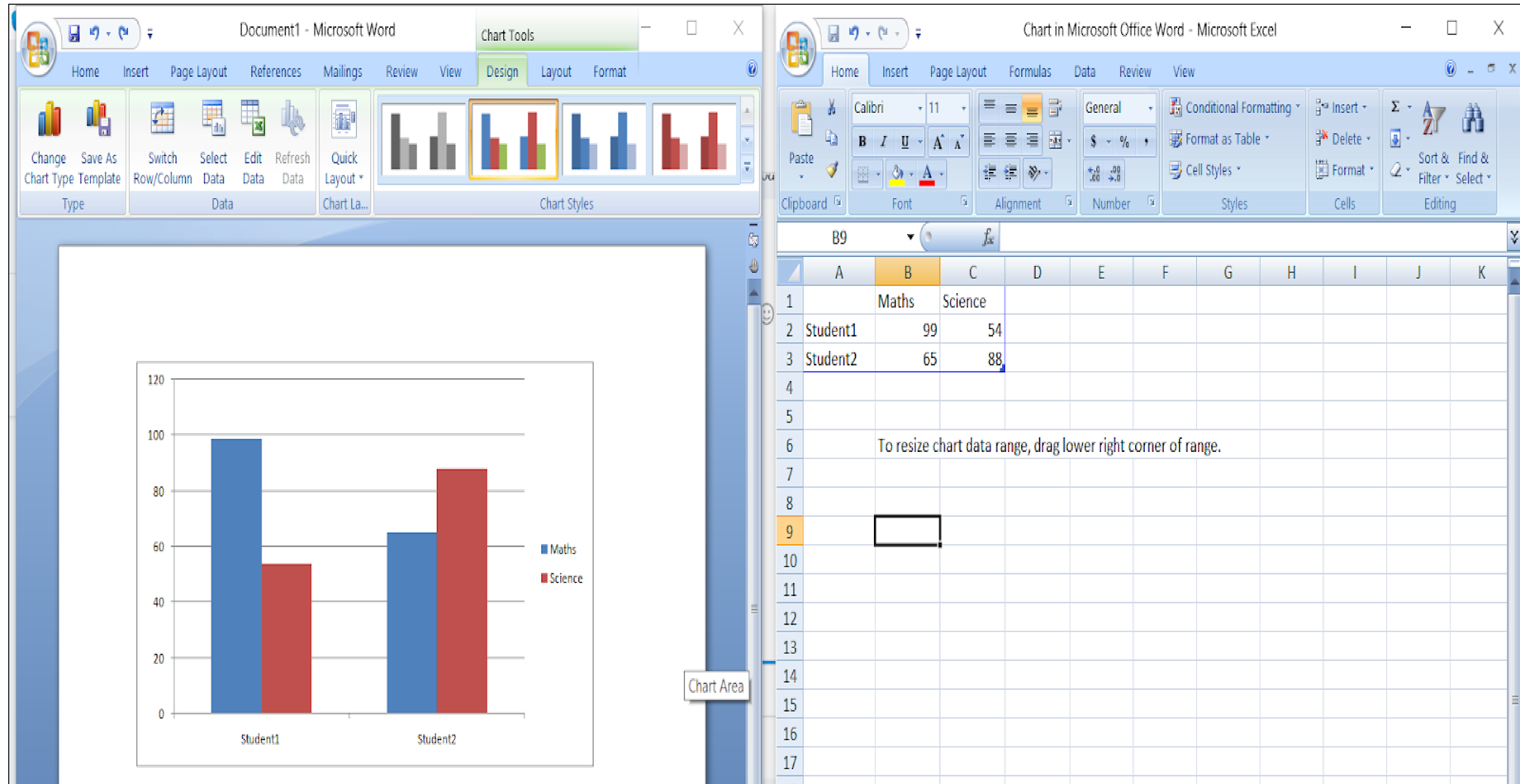




4. Insert chart

- ❖ 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.





Insert chart



Likewise you can add SmartArt to your Word document

