

Lesson 10

Working with SmartArt Graphics, Text Effects, and Page Borders


> What You Will Learn

- Inserting a SmartArt Graphic
- Entering Text in a SmartArt Graphic
- Modifying the Design of a SmartArt Graphic
- Creating a SmartArt Graphic from a Picture
- Applying Text Effects and WordArt Styles
- Applying a Page Border

Software Skills Use the SmartArt feature to create diagrams and charts to illustrate data in reports and other documents. In Word 2013, you can create a SmartArt graphic from any picture. You can also apply effects such as shadows or borders to text characters to make the text stand out.

What You Can Do

Inserting a SmartArt Graphic

- Word comes with a set of SmartArt graphics objects that you can insert to create **diagrams**, such as organization charts or Venn diagrams, in a document.
- Use SmartArt graphics to illustrate information, concepts, and ideas such as the relationship between employees in an organization, or the steps in a procedure.
- To insert SmartArt, click the SmartArt button  in the Illustrations group on the INSERT tab of the Ribbon to display the Choose a SmartArt Graphic dialog box.
- From that dialog box, you can select a category of diagrams, and then a specific object to insert.
- When you select an object, a description of it and how to use it also displays in the dialog box.

WORDS TO KNOW

Border

A line placed on one or more sides of a paragraph(s), page, or text box.

Diagram

A chart or graph usually used to illustrate a concept or describe the relationship of parts to a whole.

WordArt

A feature of Word used to transform text into a drawing object.

Working With Smartart Graphics Text Effects And Page Borders

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Working With Smartart Graphics Text Effects And Page Borders:

Exam 77-882 Microsoft Excel 2010 with Microsoft Office 2010 Evaluation Software Microsoft Official Academic Course, 2011-09-21 This MOAC Microsoft Excel 2010 77 882 text best prepares students for the Microsoft Office Specialist exam The program is based upon the same curriculum as the Microsoft Office Specialist Exam to build the skills students need to succeed at work and the preparation they need to validate those skills and get the jobs they seek **Computers Today & Tomorrow** □ 4 Manjeet Jauhar, Dorothy Fanthome, COMPUTERS TODAY TOMORROW series consists of eight computer science textbooks for classes 1 8 This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The series is based on Windows 7 and MS Office 2007 and adopts an interactive approach to teach various concepts related to Computer Science The books for classes 1 5 are introductory They introduce students to the basic features of Windows 7 and MS Office 2007 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD *Master Microsoft Word 2019 Beginner to Advanced (2 in 1 eBooks)* AMC College, 2023-01-01 This eBook consists of 2 titles Microsoft Word Level 1 Microsoft Word Level 2 **Office 2016 at Work For Dummies** Faithe Wempen, 2015-10-30 Get more productive using the new features in Microsoft Office 2016 It may seem like an eternity since your IT department upgraded you to the latest version of Microsoft Office Prepare yourself because Office 2016 is packed with updated features and new ways to increase your productivity in the office With Office 2016 at Work For Dummies we make it easy by breaking the content down into over 300 of the most common tasks and operations providing you with straightforward simple to navigate approachable information With four color illustrations for visual support as you work through the tasks and then nearly three hours of supporting video you can choose your path for learning the ins and outs of Office 2016 As the world's leading productivity software Microsoft Office plays an integral role in the daily lives of professionals Understanding how to quickly and accurately use Office 2016 can improve your productivity enhance your deliverables and provide you with the tools and knowledge you need to be successful Choose your path for learning and explore the fundamental features of Microsoft Office 2016 through task based exercises supported by online video Dive into Microsoft Word by creating a document formatting paragraphs and pages and adding tables and graphics Explore Microsoft Excel's ability to analyze data through creating formulas and functions and learn to format and print spreadsheets Use Outlook to organize your work day and find out how to make amazing PowerPoint presentations using the new features in the 2016 version Office 2016 at Work For Dummies is

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all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics **Computer Applications For Class 9** S. Tiwari & D. Bhargava & D. Rathore, A book on Computer Applications [Making the Most of Microsoft Word](#) Pasquale De Marco,2025-07-19

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Satish Jain has obtained BSc Degree from Agra University in First Division and is a gold medal winner He obtained B E Electronics degree from Indian Institute of Science Bangalore I I Sc with distinction He joined Air Force as Signals Officer and held different technical appointments during 21 years of service career He was specially selected by the IAF to undergo Master of Engineering course in Aerospace Science at the I I Sc Bangalore and M Teach course in Computer Engineering at Indian Institute of Technology Kanpur

Personal Publishing ,1990 **Leveraging SmartArt Graphics in the 2007 Microsoft Office System** Bill Jelen,2006-11-08 This is the eBook version of the printed book Microsoft provides a fantastic new business diagramming engine in PowerPoint 2007 Word 2007 and Excel 2007 in the form of SmartArt TM graphics The new SmartArt TM graphics allow you to create process charts radial charts organization charts and more Leverage the themes and styles Microsoft provides in Office 2007 or customize the art to make your own designs This book covers all the drawing tools in Microsoft Office 2007 Using SmartArt TM WordArt or Shapes you can create eye catching documents that will get noticed Dress up your next presentation with colorful business diagrams Create better documents in Word 2007 Excel 2007 and PowerPoint 2007 Add glow bevel reflection with just a few mouse clicks Generate professional organization charts Design your own layouts Don t be stuck with what Microsoft shipped in the box Construct dynamic shapes with text calculated from Excel Table of Contents Introduction Chapter 1 Creating SmartArt Graphics Chapter 2 Modifying SmartArt Graphics Chapter 3 Gallery of SmartArt Graphics for Lists Chapter 4 Gallery of Process Charts Chapter 5 Gallery of Cycle and Radial Charts Chapter 6 Gallery of Relationship Charts Chapter 7 Gallery of Hierarchy Pyramid and Matrix Charts Chapter 8 Creating Organizational Charts Chapter 9 Adding New SmartArt Graphic Layouts Chapter 10 WordArt Chapter 11 Shapes

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