**Lecture 7**

# Working with Objects, Comments, Tables

## Objectives

In this Lecture you will learn the following:

- Inserting Objects
- Drawings
- Place Comments
- Working with Tables

## *Coverage Plan*

### Lecture 7

7.1 Snap Shot

7.2 Working with Text boxes & frame

7.3 Working with Pictures

7.4 Working with Objects

7.5 Inserting Place Comments

7.6 Working with Tables

7.7 Short Summary

## 7.1 Snap Shot

In this lecture you will learn about working with Inserting objects, inserting drawing, in place comments and it will guide you how to familiarize these things.

Word includes a set of drawing tools when you display the Drawing toolbar. This is done using either the View / Toolbars menu selection or by clicking the Drawing button on the Standard toolbar.

## 7.2 Working with text boxes and frames

A text box is an open rectangle that is placed within a document using the Insert/ Text Box menu selection. You can type text within the text box. The text can be rotated 90 degrees for special effects. One text box can be linked to a following, empty text box so that text that overflows the boundaries of the first text box continues into another designated text box. Text boxes can contain pictures as well as text, and therefore can be used like a frame. Text box borderlines and colors are changed or removed using the Colors and Lines tab of the Format Text Box dialog (accessed from the Format menu).

Previous versions of Word made use of frames. Readers who are familiar with frames should know that a text box and can be quickly converted to a frame. Selecting a text box and clicking the format does this. Then select the Text Box tab and click the Convert to Frame button. Word's menu selections and dialog boxes often vary with the current selection. For example, when you select a frame, Format / Frame replaces Format / Text Box. Word 2000 frames are similar, but not identical, to earlier Word frames. For example, precise scaling of a graphic object is no longer possible using the percentage readout on the status bar.

Both text boxes and frames can be clicked and dragged, resized, and even copied and deleted just like any other object within a Word document. You can also select a passage of text and use Insert / Text Box to put the selected text inside a text box. Finally, the Drawing toolbar includes a Text Box button, making it easy to put a drawing inside a text box. Once a text box is inserted into your document, you can select it and use the Format Text Box dialog box, which is displayed using the Format / Text Box menu selection, to set a number

of controls including text wrapping, position, and the distance to adjacent elements.

There are a number of available cursors associated with frames and other inserted objects.

**Note:**

After clicking Insert / Text Box, you will see the cursor at the place you chose to place the text box. The mouse pointer will change to crosshairs, which is your prompt to left-click and drag the crosshairs to dimension the size of the text box. The Text Box dialog shown becomes visible when you select the text box by clicking on it.

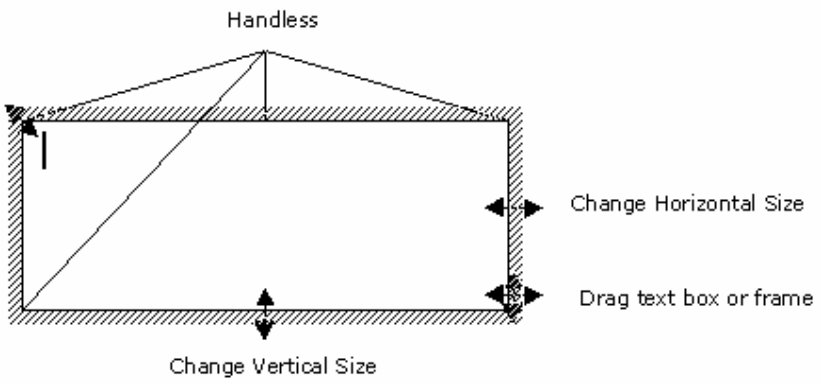
A cross hair cursor is used to insert and size a frame. Handles are filled squares located in the corners and on the center of each side. This tells you that the text box or frame is selected and ready for modification. When active, it can be resized, repositioned, deleted, cut, or copied.

A double-headed arrow is used to stretch the text box or frame horizontally, vertically, or diagonally. Placing the cursor near a handle changes it into a double-headed arrow. You can crop out unwanted white space or images by pressing the <Shift> key while dragging a handle in or out. Cropping is a technique used to take out unwanted background areas. Press the <Ctrl> key to adjust opposite sides by the same amount.

The crossed double-headed arrow cursor is used to move the text box or frame. When the cursor changes to a crossed double-headed arrow symbol, you can pick a text box or frame with a mouse click and drag it to a new location within your document. You can also cut and paste a frame to move it to another location in your document or, for that matter, to another document using drag and drop.

An anchor symbol indicates the paragraph to which a text box or frame is tied. If the line moves when preceding text is inserted or deleted, the text box or frame moves with the paragraph to which it is anchored.

Charts and pictures, which are typical objects, are automatically loaded into resizable frames of their own. You can also put an object within a text box or frame to achieve text runarounds, in which the text of your document wraps




around an object, such as a picture or chart. There are a number of runaround settings to choose from. The hands-on activity shows you the effect of runarounds.

The text box borders are controlled by the Colors and Lines tab of the Format Text Box dialog. You can also use the Format / Borders and Shading menu to adjust the appearance of borders. The combination of the Format Text Box and Borders and Shading dialogs gives you a large number of options for borders, colors, interior fills, and shading.

The following hands-on activity guides you through the creation and editing of text boxes and borders. It also introduces you to text box links.

## 7.3 Working with Pictures

### The Drawing Toolbar

Once you click the Drawing button, the Drawing toolbar is displayed along the bottom of your screen. Here, you can select tools that allow you to draw lines, boxes, and circles. Other tools let you draw such things as maps or "Mr. Sun." Following is an illustration of the Drawing toolbar and a brief description of each tool.

**Draw**—Select a control from a drop-down box to group/ungroup, arrange the order, nudge, align, rotate, apply a grid, etc., to one or more selected objects.

**Select Objects**—Select one or more objects by either clicking or dragging a box around them.

**Free Rotate**—Click a drawing object and then click this button. Drag a corner to rotate the selected drawing object.

**AutoShapes**—Select one of many shapes including lines, arrows, flowchart symbols, stars and banners, and callout.

**Line**—Drag a line by picking the starting point and dragging to the endpoint.

**Arrow**—Click and then drag an arrow onto the page.

**Rectangle**—Drag a rectangle or square with this tool. Pick one corner and drag to the opposite corner, then press <Shift> and drag to draw a perfect square. Use Line Style and Line Color tools to change the line weights and colors. Use Fill Color to change the interior (fill) color.

**Oval**—Draw a circle or an oval by selecting the tool, placing the cursor at a desired point, and dragging the circle or ellipse. Press <Shift> while dragging the circumference to create a perfect circle. Use Line Style and Line Color tools to change line weights and colors.

**Text Box**—Drag a text box onto the page into which you can type and rotate text.

**Insert WordArt**—Start the WordArt add-in to create a WordArt text object. Use the drop-down box to select a style. Type the text in a displayed WordArt window and click OK. You can also highlight text before clicking the WordArt button.

**Insert Clip Art**—Open the Insert ClipArt dialog to insert clip art at the current cursor position.

**Fill Color**—Change the interior color of a drawing object such as a rectangle, circle, freeform shape, or callout box.

**Line Colo**r—Change the color of a line, rectangle, circle, arc, callout box, etc.

**Font Color**—Change the font color using a drop-down palette box.

**Line Style**—Change the line style including such characteristics as thickness, double lines, etc.

**Dash Line**—Change or apply a dashed line to one or more selected lines by choosing one from a drop-down box.

**Arrow Style**—Change or apply an arrow style to a selected line or arrow by choosing one from a drop-down box.

**Shadow**—Apply a shadow effect to the selected object from a drop-down box of shadowed objects that correspond to the selected object.

**3-D**—Apply a 3-D effect to the selected object from a drop-down box of 3-D shapes that correspond to the selected object.

### Hands-on Activity

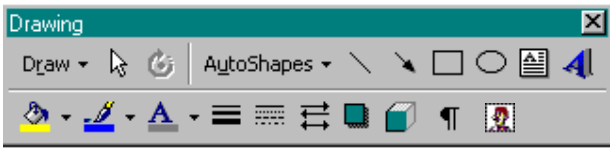
In this activity you open a blank document (Document1.doc) and create and edit a drawing.

1. Start Word and display a blank document.

2. Use the **File / Page Setup / Margins** menu selection to set all margins to **1"**. Close the Margins dialog.

3. Click the **Show/Hide** ( ) button as necessary to hide paragraph marks and other special symbols.
4. Click the **Drawing** button to display the Drawing toolbar.

5. Use the **Line** and **Text Box** tools to draw and annotate the simple map shown in the following Word-produced illustration. Be sure to adjust the sizes of the text boxes by dragging them so that interior text fits properly.



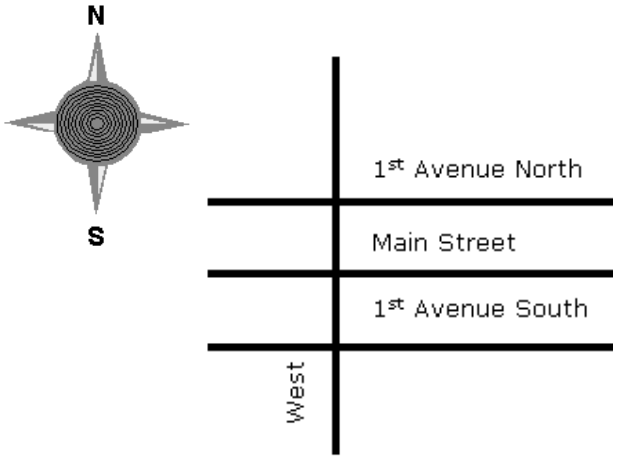
**Tips:**

Use the following tools to draw the map. Set all text to Times New Roman. Thicken the lines to 2-1/4 pt using the Line Style tool. Insert the four-point star using **AutoShapes / Stars and Banners**. Make the star gray using the Fill Color tool on the Drawing toolbar. Remove the lines from around the text boxes using **Format / Text Box / Colors and Lines**, and selecting **No Line** in the **Line Color** text box. (The cursor must be inside the text box before the Format menu selection will enable the Text Box option.) Use **Format / Text Direction** to rotate the 9th Street text 90 degrees. Select each text box and use the Draw button's **Order / Send to Back** options. Use the Ctrl+Arrow keys to nudge the text into place next to the streets.

6. Click the **Select Objects** (the leftmost arrow on the Drawing tool bar) tool and drag a selection box around the four-pointed star and the N and S text boxes.

7. With handles visible on all three objects, use **Draw | Group** to combine the three selected objects into a single group.

8. Click the **Select Objects** tool again and drag a selection box around the entire drawing so that all items are selected.




9. Use **Draw / Group** to combine all items into a single group. This allows you to move the entire drawing in unison when it is placed with text on the page.

10. Press **<Alt+F4>** and click **No** to exit Word without saving your drawing document.

## 7.4 Working with Objects

Objects are pictures, charts, worksheets, and other elements typically created by other applications. Word is supplied with several add-in applications, two of which are described here—WordArt and the Equation Editor. In addition, this section shows you how to access Microsoft Excel worksheets from within Word, as well as Paintbrush pictures.

To use WordArt and Equation Editor, they must have been selected when you first ran Word (or Microsoft Office 2000) Setup. Otherwise, run Setup and add them now if you want to learn how to use them. Once installed, they are accessed by using the Insert / Object menu selection. (You can also access WordArt from the WordArt and Drawing toolbars.) If you did not install these applications and have no interest in learning about them, move on to Section 25 where you learn how to automate repetitive tasks with macros.

### WordArt

The WordArt program is used to create, insert, and edit fancy type in your documents. WordArt adds additional display-style type fonts that are ideal for brochures, fliers, and even presentations. With WordArt, you can create vertical, slanted, and curved text for eye-catching headings and banners.

WordArt is started from an open Word document using Insert / Object and then picking Microsoft WordArt 3.2 from a displayed list of objects. You'll see other types of objects that are created and saved by other programs. These include drawings, charts, graphs, worksheets, macrosheets, documents, and even Paintbrush pictures. Word has the ability to convert these objects and use them in your Word documents.

When Microsoft WordArt 3.2 is selected, the full WordArt editing screen is displayed.

Here, you enter or edit text in the Enter Your Text Here dialog box. Use the WordArt toolbar to achieve a number of special effects.