**Inserting Objects**

*Insert>Illustrations, Insert>Text*

****

**Directions:**

1. Save this document as *LastName FirstInitial Working with Objects* to your flash drive (in your Word folder).
2. Insert a Picture from file.
	1. Download the Viking head.
	2. Change the text wrapping to Behind Text
	3. Resize and rotate the image.
3. Insert an online picture of a plane.
	1. Change the text wrapping to In Front of Text.
	2. Select the image to display the Picture Tools Format tab.
	3. Resize and rotate the image.
4. Insert a shape of your choice.
	1. Select the shape to display the Drawing Tools Format tab.
	2. Resize and rotate the shape.
5. Insert a WordArt.
	1. Type [This is WordArt].
	2. Select the WordArt to display the Drawing Tools Format tab.
6. Insert a Simple Text Box.
	1. Type [This is a Text Box].
	2. Select the text box to display the Drawing Tools Format tab.
7. Arrange the objects in this order: Plane in front of the Shape (resize), WordArt in front of Viking Head, Text Box in front of shape, behind plane

**Formatting Pictures**

*Picture Tools Format*





**Directions:**

1. Select the image of the Viking Head
	1. Remove the background
	2. Go through the Corrections
	3. Go through Color
	4. Go through Artistic Effects
2. Select the image of your plane
	1. Format the picture border
		1. Color, Weight, Style
	2. Format a picture effect
3. Select the image of the Viking Head
	1. Apply a Picture Style

**Formatting Shapes, WordArt, Text Boxes**

*Drawing Tools Format*

1. Select your shape
	1. Change the Shape Fill
	2. Change the Shape Outline
	3. Change the Shape Effects
	4. Apply a Shape Style
2. Select your WordArt
	1. Change the Text Fill
	2. Change the Text Outline
	3. Change the Text Effects
	4. Change the Text Direction
3. Select your text box
	1. Place the text box over an image
	2. Change the Shape Fill to No Color
	3. Change the Shape Outline to No Outline



**Inserting Objects: Insert Tab**



|  |  |  |
| --- | --- | --- |
| **#** | **Command** | **Description** |
| 1 | Pictures |  |
| 2 | Online Pictures |  |
| 3 | Shapes |  |
| 4 | Text Box |  |
| 5 | WordArt |  |

**Formatting Pictures: Picture Tools Format**



|  |  |  |
| --- | --- | --- |
| **#** | **Command** | **Description** |
| 1 | Remove Background |  |
| 2 | Corrections |  |
|  | Color |  |
|  | Artistic Effects |  |
|  | Position |  |
|  | Wrap Text |  |
|  | Bring Forward |  |
|  | Send Backward |  |
|  | Align |  |
|  | Group |  |
|  | Rotate |  |
|  | Crop |  |
|  | Picture Styles |  |
|  | Picture Border |  |
|  | Picture Effects |  |

**Picture Tools>Format**



**Drawing Tools>Format**

