"Filling in the Gaps Series"

Create a Flyer Using Microsoft Word

Contents

The goal - create a flyer similar to the image below:

On the following pages, we will discuss Shapes, SmartArt and WordArt - all the features that are used to create this flyer.

Illustrations

Shapes

You can add shapes, such as boxes, circles, and arrows, to your documents.

Click the Insert Tab, click Shapes in the Illustrations group, select a shape. Using the mouse, click and hold to draw out the shape.

Right click on the shape and choose Add Text from the menu. The cursor will appear within the shape and you can start typing.

To format, click on the shape and you will see a Drawing Tools - Format tab appear.
On this tab is an array of formatting choices.
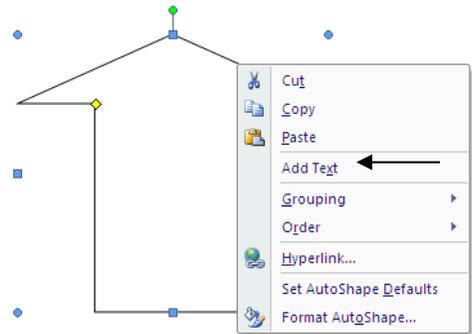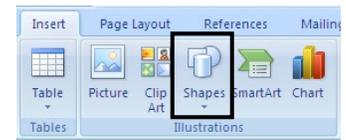
Example: Arrow shape with text, 3D rotation and glow effects.

Insert Pictures

You can insert pictures from your computer or an online source.

Insert a picture from your computer.

1. Click where you want to insert a picture in your document.
2. From the Insert tab, Illustrations group, select Pictures.
3. In the Insert Picture box, browse to the location of the picture on your computer and click Insert.

Insert a picture from an online.

1. Click where you want to insert a picture in your document.
2. From the Insert tab, illustrations group, select Online Pictures.
3. In the Bing Image Search box, type a keyword that describes what you are looking for, then press Enter.
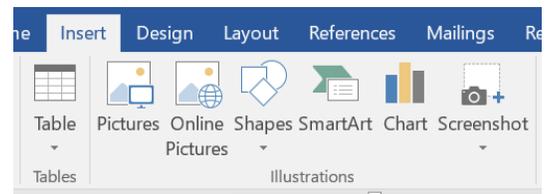
Screen Clipping

Word now has a built in screenshot tool.

On the Insert tab, in the Images group, click Screenshot.

Do one of the following:

To add the whole window, click the thumbnail in the Available Windows gallery.

To add part of the window, click Screen Clipping, and when the pointer becomes a cross, press and hold the left mouse button to select the area of your screen that you want to capture.
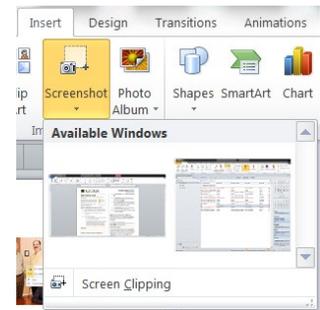
SmartArt

SmartArt is a visual representation of your information that you can quickly create, choosing from different layouts.

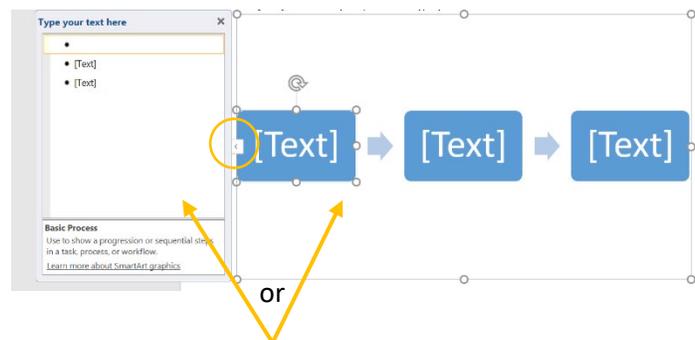On the Insert tab, in the Illustrations group, click SmartArt

In the Choose a SmartArt Graphic dialog box, click the type and layout that you want.

Enter your text by doing one of the following:

Click [Text] in the Text pane, and then type your text.

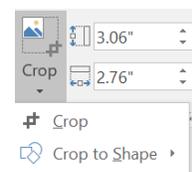or

Use the Type your text here box.

Crop

You can use the cropping tool to trim and remove unwanted portions of pictures to get the look you want.

To crop a picture

1. Select the picture that you want to crop.
2. In Pictures Tools, click the Format tab, then Crop
3. Use the cropping handles to crop the image
4. When finished, press ESCs

Crop to Shape
You can quickly change the shape of the picture by cropping to a specific shape.

1. Select the picture you want to crop to a specific shape.
2. Under Picture Tools, on the Format tab, in the Size group, click the arrow under Crop.
3. Click Crop to Shape and then click the shape you want to crop to.
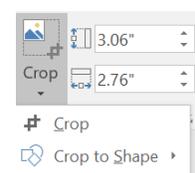
Group

Grouping pictures and/or shapes allows you to rotate, move or resize all the shapes at the same time as though they were a single shape.
You can also ungroup a group of shapes at any time and then regroup them later.

1. Hold CTRL and select the shapes or other objects that you want to group.
2. On the Format tab, in the Arrange group, click ⊞ Group, and then click Group ⊞.
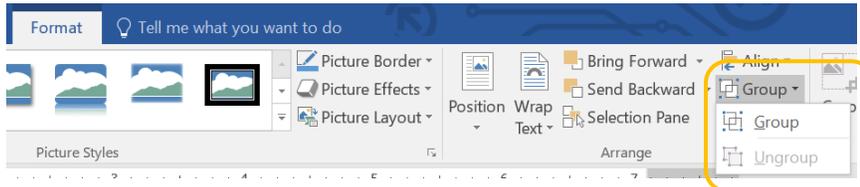

If you do not see the Format tab, make sure you have the shape or picture selected.

Note: After you group shapes or other objects, you can continue to select any single shape within the group.

Move an object forward or backward

You can change an objects layer order. For instance, you may want one textbox in front of another textbox.

1. Select the object
2. On the Format tab, Arrange group, you can choose one of the following:
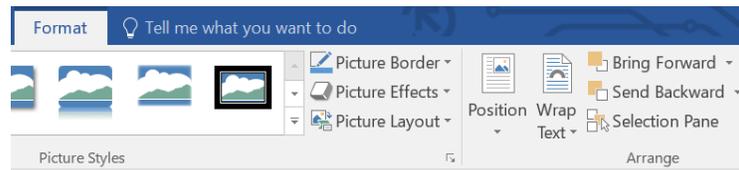
- To bring an object to the front of the stack, click **Bring to Front**.
- To send an object to the back of the stack, click **Send to Back**.
- To bring an object one step closer to the front, click **Bring Forward**.
- To send an object one step toward the back, click **Send Backward**.

One textbox in front of another.
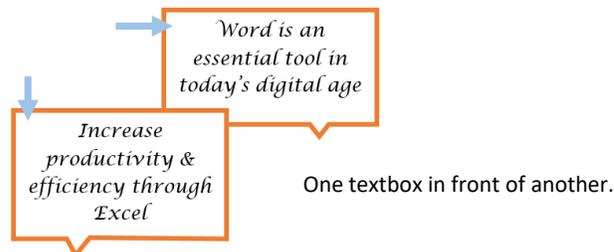
Modifying layout options

When pictures or objects are first inserted, you may notice that it's difficult to move them. This is because by default, pictures are in line with the text. To arrange them, you will need to choose a different layout option.

1. Select the image.
2. You will notice the layout option icon next to the image. Click on the icon.
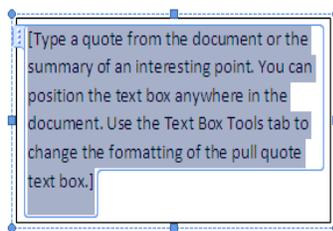3. Select the option you want.
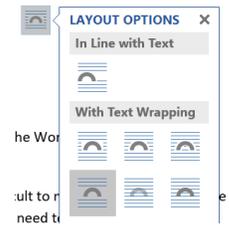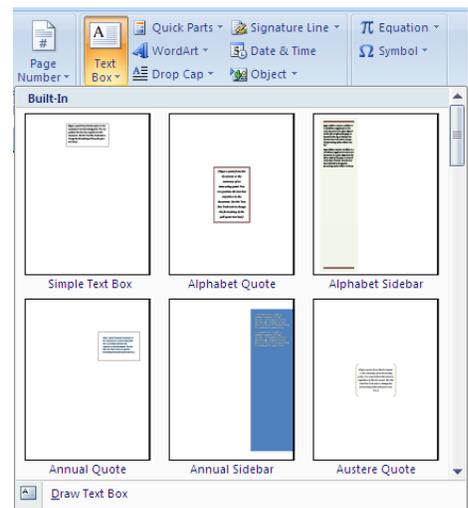
Text

Text Box

Text boxes will give you control over the position of a block of text in your document.

You can place text boxes anywhere in the document and format them with shading and borders.

Click the Insert tab, click on the drop down arrow next to Text Box and then click on a built-in text box style.

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

Simple Text Box

WordArt

You can use WordArt to add special text effects to your document. You can stretch, skew, or apply a gradient fill. WordArt becomes an object that you can move or position in your document to add decoration or emphasis. You can modify or add to the text in an existing WordArt object as needed.

1. On the Insert tab, in the Text group, click WordArt, and choose the WordArt style you want.

2. Type your text in the Text box.

Your text here

Convert existing text into Word Art

1. Select the text you want to convert.
2. On the Insert tab, in the Text group, click WordArt, and choose the WordArt style you want.

View

Zoom level

By default, the Zoom level of your document is set to 100%. If you want to view the entire page to get an idea of how the layout is going, you can make the page smaller by zooming out.

A quick way to do this:

- In the lower right corner of Word (in the status bar), is the Zoom controls.
- Click on the minus until the document is zoomed out to where you want it.

Gridlines

To position or align objects more easily, you can display a grid.

1. Click on the View tab, Show group.
2. Click next to Gridlines.

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