

27/10/21
Wednesday

ch-6

Graphics in MS Word 2010

There are two types of graphics

Drawing objects

Picture

- Drawing objects include
- AutoShapes
 - Diagrams
 - Curves
 - Lines
 - Text effects

- Pictures include
- Photographs
 - Clipart

- To draw a shape from the AutoShapes
- click on Insert tab
 - In the Illustrations group
 - click on the Shapes
 - You can insert any shape [drop-down menu]

Shapes

Available
categories
of
Shapes

- Lines
- Rectangles
- Basic shapes
- Block Arrows
- Equation Shape
- Flowchart
- Stars and Banners
- Callouts

Changing outline color and thickness of the shape :

To change the color of the line around a shape [steps]

- select the shape
- click on **Format** tab
- from **Shape Styles** group



click on **shape outline** command

→ From there we can change the outline color by

↓
clicking More Outline colors

changing thickness of shape by

↓
clicking the weight option

changing the Fill color of the shape

Steps:

- select the shape
- click on Format tab
- In the Shape Styles group

↓
click on Shape Fill command

From the drop-down menu

You can choose

- options {
- More Fill colors [To fill the color]
 - Picture
 - Gradient
 - Texture