

Lesson 7

Ex. 36 – 42

Object: A distinct entity that can be inserted, deleted, moved, resized, formatted, and otherwise manipulated separately from the document.

AutoShape: A pre-designed object that can be drawn with a single dragging motion.

WordArt: Text that's bent to fit the shape you choose.

Diagram: A chart that displays the relationship between items in a graphical format.

Handles: When an object is selected, handles appear around its perimeter. You can resize an object by dragging these.

Adjustment handle: A yellow diamond-shaped handle that appears with some objects. You can drag this to manipulate the shape of the object.

Rotation handle: A green diamond-shaped handle that appears on most objects. Use this to rotate the object.

Order: The position of an object with respect to other objects that are layered or in a stack.

Stack: Objects can be layered on top of one another, partially obscuring the objects underneath.

Group: Objects can be grouped together so they can act as a single object. Makes it easier to move or resize a drawing that consists of several objects.

Format: The process of adding color, patterns, and/or borders to an object.

Text box: A small rectangle that "floats" over the cells in a worksheet, into which you can add text. Can be placed anywhere you want.

Callout: Text that's placed in special AutoShape balloon. "Floats" over the cells in a worksheet—so you can position it wherever you like.

WordArt: An Office tool that allows you to twist, bend, and stretch text to create interesting effects.

Clip art: Images that you can insert into any Office program, including Excel.

Insert Clip Art task pane: A task pane that displays clip art matching the keywords you enter.

Public domain image: An image that isn't copyrighted. Before using any image in a worksheet, you should make sure that it's not protected by copyright law.

AutoFormat: A feature that quickly formats a range of cells with pre-designed styles.

Style: A reusable set of formats that are saved together with a special name.

Organization Chart: Displays the relationships within an organization, such as the managers in an office, the people they manage, and who they report to.

Superior: A person in an organization whose power and responsibilities are above those of other people.

Assistant: A person in an organization whose chief responsibility is to assist a superior in his/her work.

Subordinate: A person who reports to a superior, and thus, is subordinate to them.

Coworker: A person within an organization who reports to the same superior as someone else.

Insert an AutoShape

1. Click the **Drawing** button on the Standard toolbar to show the Drawing toolbar.
2. Click **AutoShapes** button.
3. Select submenu:
 - Connectors
 - Basic Shapes
 - Block Arrows
 - Flowchart
 - Stars and Banners
 - Callouts
4. Click the desired shape
5. Click in the worksheet or chart where you want to draw the shape.
6. Drag to create the shape

Draw Object

1. Click the **Drawing** button on the Standard toolbar to show the Drawing toolbar.
2. Click desired drawing tool on Drawing toolbar.
3. Click the worksheet or chart where you want to draw the shape.

4. Drag to create the shape
 - Use the **Shift**, **Alt**, and **Ctrl** keys to affect the objects as you draw. For example, hold down **Shift** while drawing a rectangle to draw a perfect square. If you press **Open-Apple**, the object is sized to fit the cells in which it's drawn. Press **Ctrl** and the object is sized vertically, horizontally, or diagonally from the center.

Add Text to an Object

1. Click object
2. Begin typing

Format AutoShape (Open-Apple + I)

1. Select the shape
2. Control-click and select **Format AutoShape**
or
 - a. **Format**
 - b. **AutoShape**
3. Click **OK**

Resize Object

1. Click object to select it.
2. Position mouse pointer over a handle.
 - Click handle and drag outward to make it smaller.
 - To resize the object proportionally, press **Shift** and drag a corner handle.
 - To resize the object proportionally from the center outward, press **Option + Shift** and drag a corner handle.
3. Release mouse button.

Move Object

1. Click object to select it.
2. Position mouse pointer over shape.
3. Click and hold mouse button as you drag object.
4. Release mouse button.

Rotate an Object

1. Click object to select it.
2. Click free rotate button
3. Position mouse pointer over green rotation handle
4. Drag handle left or right to rotate object

Change Order of Stacked Objects

1. Select object in a group of objects that you wish to bring forward or send backward within the stack.
2. Click Draw button
3. Click **Arrange**
4. Choose from:
 - **Bring to Front**
 - **Send to Back**
 - **Bring Forward**
 - **Send Backward**

Group Objects

- √ *Grouped objects can be resized, formatted, copied, deleted, and moved as one object.*
1. Hold down **Shift** and select the objects you want to group.
 2. Click **Draw** button
 3. Click **Group**

Ungroup Objects

1. Select grouped objects
2. Click **Draw** button
3. Click **Ungroup**

Create a Text box

1. Click **Text Box** button on Drawing toolbar.
2. Position pointer where corner of box will be.
 - *To create a text box:*
Drag box outline until desired size is obtained
 - *To create a square text box:*
Press **Shift** and drag box outline until desired size is obtained.
 - *To create a text box that aligns to gridlines:*
Press Open-Apple and drag box outline until desired size is obtained
3. Type text as desired:
4. Click outside text box to return to normal operations

Format Text in Text Box (Open-Apple + I)

1. Click the text box to select it.
2. Select text to be formatted.
3. Click **Format**
4. Click **Text Box**
5. Format the text with the options in the dialog box.
6. Click **OK**

Format Text Box Object

1. Click text box object to select it
2. Click the desired formatting tool on Drawing toolbar:
 - Fill Color
 - Line Color
 - Font Color
 - Line Style
 - Lines
 - Autosshapes
 - Rectangle
 - Line
3. Select the option you want to apply to the selected object.

Create a Callout

1. Click **AutoShapes** button on Drawing toolbar.
2. Click **Callouts**
3. Click the callout shape you want
4. Position pointer over the cell where the callout should point.
5. Drag the callout outline until desired size is obtained.
6. Type the text for the callout
7. Drag adjustment handle to adjust the callout balloon.

Add a Shadow

1. Select object
2. Click the Draw point button on Drawing toolbar
3. Click **Shadow** button
4. Click Shadow style

Add 3-D Effects

1. Select object
2. Click the Draw Point button on the Drawing toolbar

3. Click **3-D style** button
4. Click the 3-D style you want to apply

Insert WordArt Object

1. Click **Insert WordArt** button on the Drawing toolbar.
2. Select a style
3. Click **OK**
4. Select **Font**
5. Select **Size**
6. Type desired text
7. Click **OK**

Resize WordArt Object

1. Click WordArt object to select it
2. Position mouse pointer over a handle
3. Click handle and drag
 - a. If a yellow diamond-shaped adjustment handle appears with the object, you can drag it to manipulate the shape of the object.
4. Release mouse button

Rotate WordArt

1. Click WordArt object to select it.
2. Free Rotate on Drawing toolbar
3. Position mouse pointer over green diamond-shaped handle
4. Drag handle around in a circle to rotate WordArt object
5. Release mouse button

Format WordArt (Open-Apple + I)

1. Click the WordArt object to select it
2. Click Format WordArt button on WordArt toolbar
3. Format WordArt
4. Click **OK**

Move WordArt Object

1. Click WordArt object to select it
2. Position mouse pointer over object
3. Click and hold mouse button as you drag object
4. Release mouse button

Insert Clip Art with Insert Clip Art Task Pane

1. Select cell where object will be inserted.
2. Click **Insert Clip Art** button on Drawing toolbar.
3. Type a few keywords in **Search text** box.
4. Click **Search** button.
5. Click image to insert it.
6. Insert

Size Clip Art Object

1. Click object
2. Point to handle
3. Drag handle

Move Clip Art Object

1. Click Object
2. Drag object to its new location
3. Release mouse button

Apply AutoFormat

1. Click within the data range you want to format
2. Click **Format**
3. Click **AutoFormat**
4. Select desired format
5. To apply only selected parts of the format, click **Options**
6. From the expanded dialog box, select only the formats you want to apply
 - Number
 - Border
 - Font
 - Patterns
 - Alignment
 - Width/Height
7. Click **OK**

Remove AutoFormat

1. Select formatted range
2. Click **Format**
3. Click **AutoFormat**
4. Scroll to the bottom of the AutoFormat choices and select **None**
5. Click **OK**

Create a Style by Example

1. Select cell containing the formats you wish to save as a style
2. Click **Format**
3. Click **Style**
4. Type a name in the **Style name** text box
5. Click **OK**

Apply a Style

1. Select cell or range(s) to be formatted
2. Click **Format**
3. Click **Style**
4. Select desired **Style name**
5. Click **OK**

Create an Organization Chart

1. Click **insert**
2. Click **picture**
3. Click **Organization Chart**

Add Relationships to an Organization Chart

1. Select relationship to add:
 - Subordinate
 - Coworker
 - Assistant
 - Manager
2. Click the shape to which you want to add a relationship.

Add Text to a Shape

1. Click shape to which you want to add text.
2. Type text
3. Click outside the shape when done

Remove Shape

1. Click the shape you wish to remove
2. Press **Delete**

Change Organization Layout

1. Click the shape superior to the group of shapes whose layout you wish to change.
2. Click **Style**
3. Select the layout desired

Apply Autoformat

1. View
2. Formatting Palette