



Word 2010: Graphics and Quick Parts

Fancy Colors

Beginning Word Objectives

In this lesson, you will learn how to:

1. Access the Picture Tools Ribbon
2. Apply Pictures Styles and Effects
3. Apply Borders to a Picture
4. Use the Picture Corrections Tool
5. Apply Artistic Effects to a Picture
6. Compress a Picture for optimal size
7. Remove the background of a Picture
8. Crop a Picture and Crop to Shape





Lesson 5: Fancy Colors

1. Readings

Read Lesson 5 in the Beginning Word guide, page 93-118.

Project

A sample document that you do not need to save.

Downloads

Graphic files used in the lesson:

- [Durand1.jpg](#), [Durand2.jpg](#), [Durand3.jpg](#), [Durand4.jpg](#), [Durand5.jpg](#),
- [Michigan-Balloonfest-4.gif](#), [Michigan-Balloonfest-18.gif](#), [Michigan-Balloonfest-22.gif](#)
- [Michigan-Balloonfest-26.gif \(not cropped\)](#)

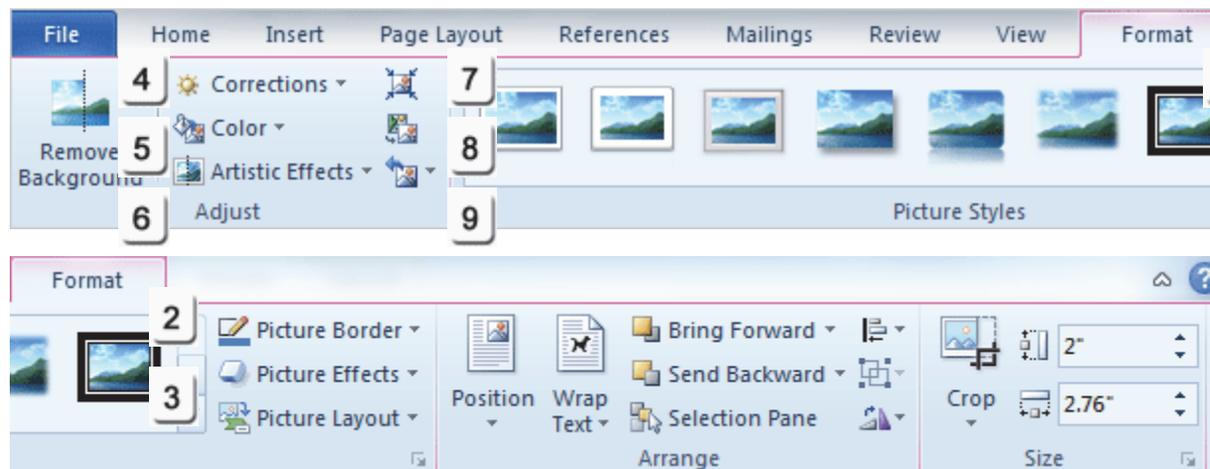
2. Practice

Complete the Practice Activity, page.117

3. Assessment

Review the Test questions, page 118.

Picture Tools->Format



Menu Maps

This lesson shows options on the **Picture Tools Format** Ribbon.

1. [Picture Tools-> Format-> Styles](#), page 99
2. [Picture Tools-> Format-> Picture Border](#), page 102
3. [Picture Tools-> Format-> Picture Effects](#), Page 101
4. [Picture Tools-> Format -> Adjust-> Corrections](#), page 103
5. [Picture Tools-> Format -> Adjust-> Color](#), page 105
6. [Picture Tools-> Format -> Adjust-> Artistic Effects](#), page 107
7. [Picture Tools-> Format -> Adjust-> Compress](#), page 109
8. [Picture Tools-> Format -> Adjust-> Change Picture](#), page 110
9. [Picture Tools-> Format -> Adjust-> Reset Picture](#), page 111





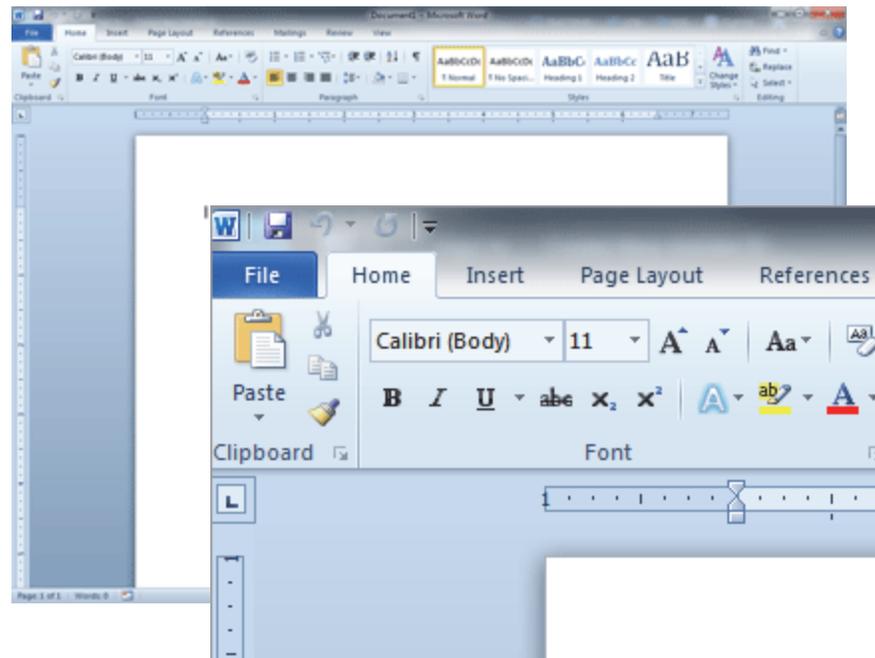
Take One



A New Box of Crayons

Getting a new box of crayons is always fun: whether you are a child in grade school or a big kid in an office. There's nothing like the feeling of opening the box and seeing all of the crayons arranged by color: so many shades of red, orange, green and yellow. Silver and gold that glitter!

Microsoft Office 2010 has a wonderful set of tools for working with pictures and graphics. In this lesson, the focus will be on formatting pictures. So, if you are ready, please **Start** the **Program Microsoft Word**.



What do you see from the top of the screen? Is there a **Title Bar** that says Microsoft Word? Yes.

Is there a **Home** Ribbon with the Clipboard, Font and Paragraph Groups? Yes.

If your screen looks similar to the example on this page, then you are ready to get started.



Insert a Picture

Our lesson begins by adding a picture. There are several sample pictures available with this course online. You can also use your own pictures if you wish.

Try it: Insert a Picture

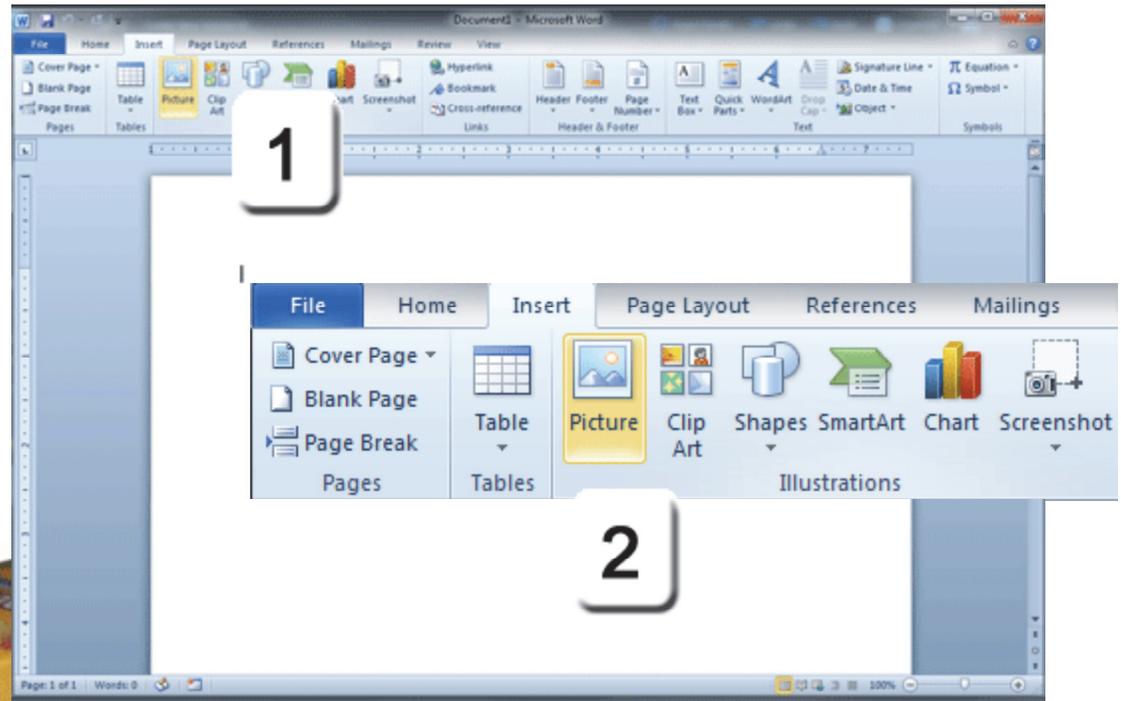
1. Go to the Insert tab.

Find the Illustrations group on the Insert Ribbon.

2. Click on Picture

Keep going, please...

Insert -> Picture



Memo to Self: you do not need to MATCH the pages in this book. The goal of this course is to demonstrate the options.

Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document



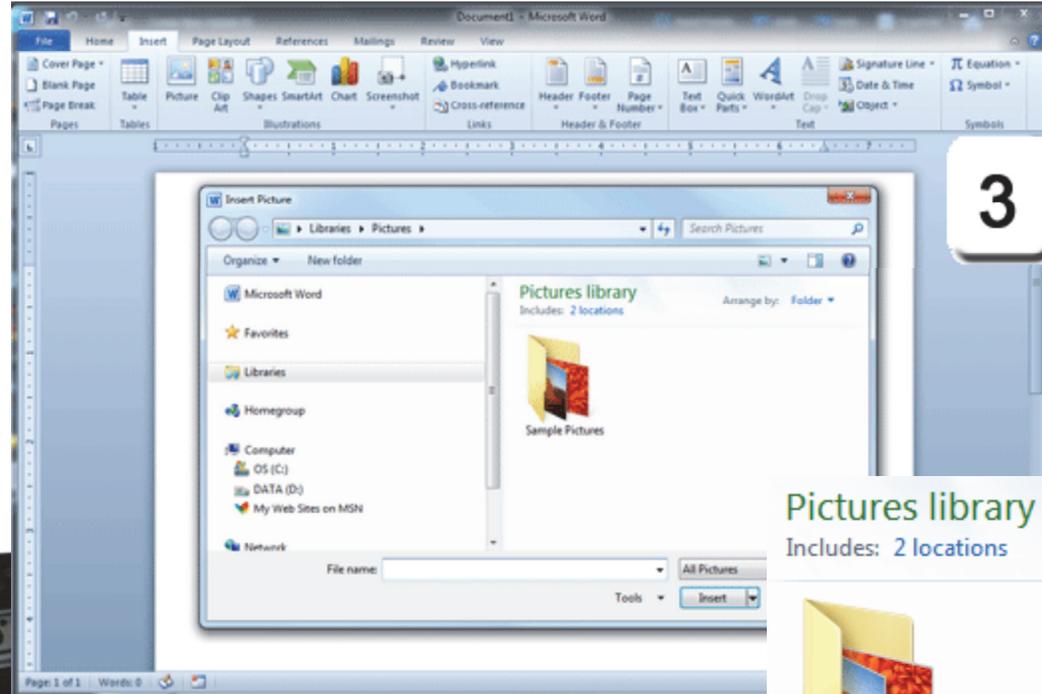
Insert a Picture, continued

3. What Do You See? You will be prompted to browse for a folder. The default location is the **Pictures** Library in Windows Vista and Windows 7, however you can create your own folders to organize your work.

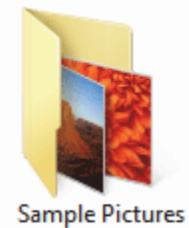
Choose your picture: Double click on a **picture** and it will be inserted into your document.



Insert -> Picture



Pictures library
Includes: 2 locations



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document



The Picture Ribbon

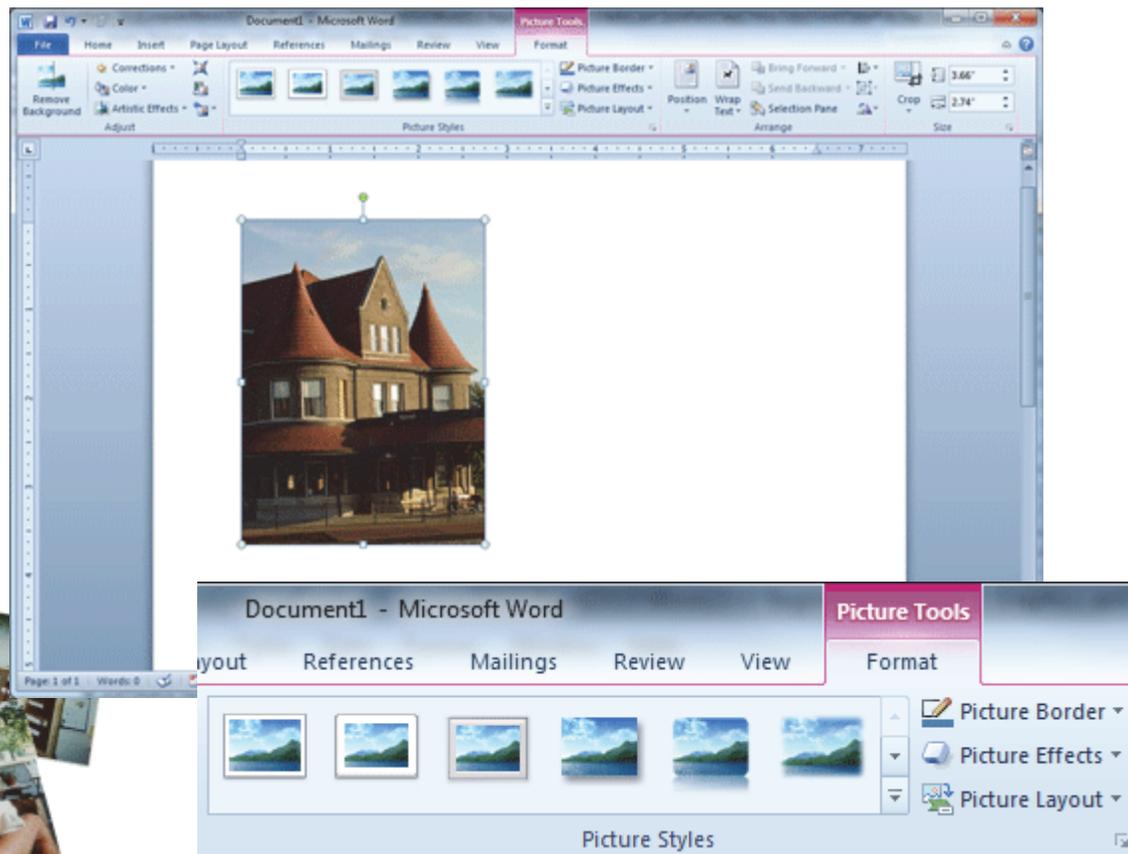
When you click on a picture, you will see the picture frame and handles. That is your clue that the picture has been selected.

You should also see the **Picture Tools**. The Picture Tools appear when you select a picture. They disappear when the picture is no longer selected.

Try it: Now You See It, Now You Don't. Click on the picture. The Picture Tools are available. Click on the blank page so that the picture is not selected (it no longer has handles) and the Picture Tools hide.



Picture Tools



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: The Picture Ribbon



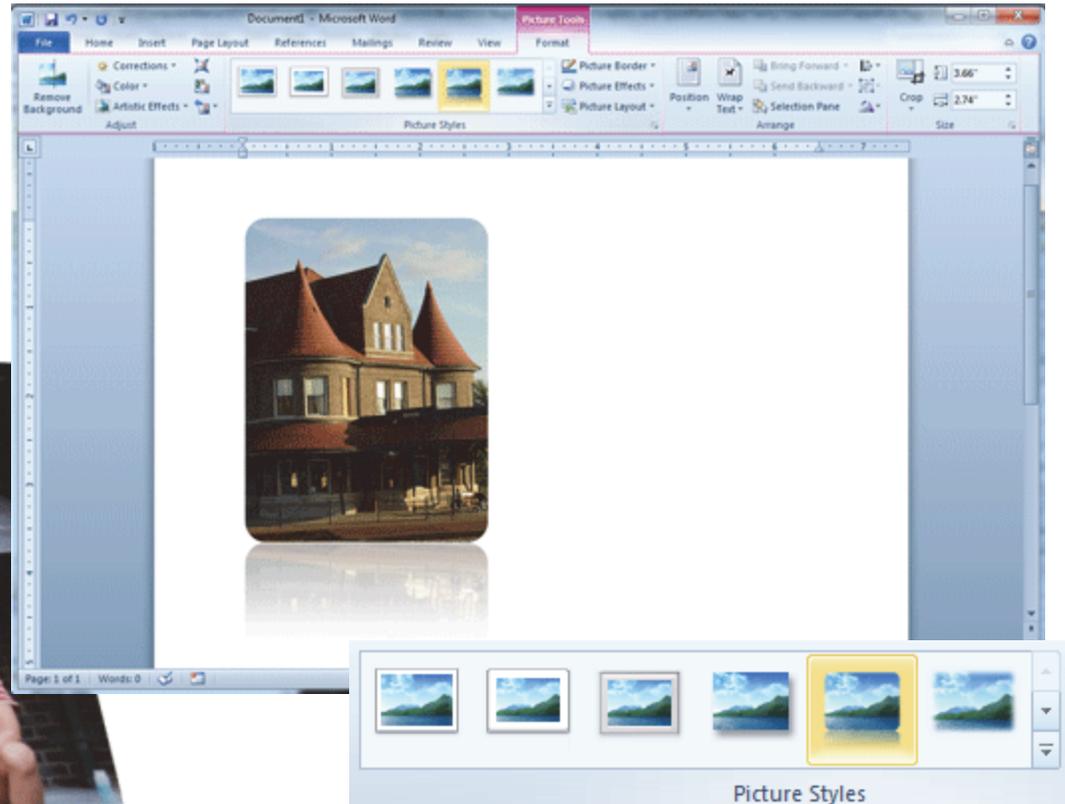
Picture Styles

Microsoft Word 2007 and 2010 offer a rich gallery of **Picture Styles**. You can see a Live Preview of the Style when you run your mouse over the options.

The Picture Styles include shadows, frames, and reflections. Keep going...



Picture Tools -> Format -> Picture Styles



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Picture Styles



More Picture Styles

Look carefully on the bottom right corner of the Picture Styles Gallery. There is an arrow pointing down with a line above the arrow. When you run your mouse over that arrow, it says simply, "More." That's exactly what it is: more Picture Style options.

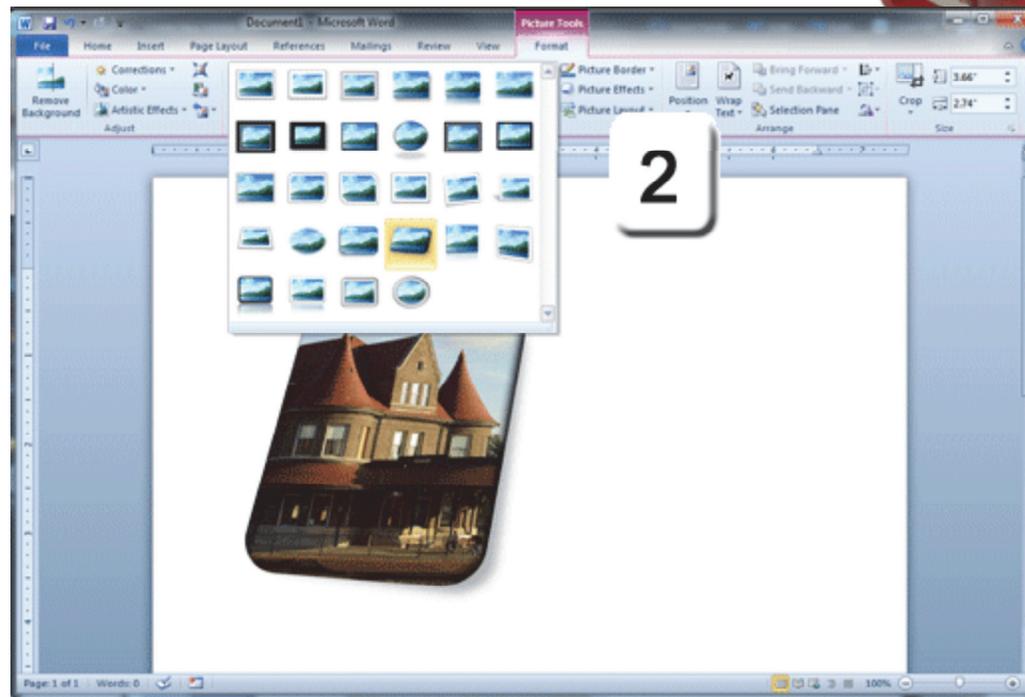
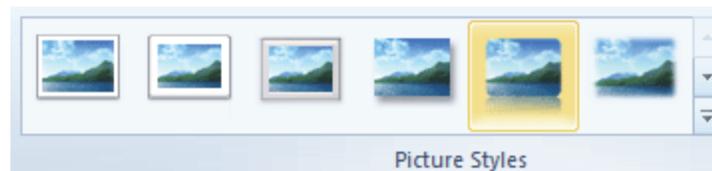
Try It: Find More Picture Styles

1. Go to **Picture Tools -> Format**. Go to **Picture Styles**.

2. Click on the down arrow for **More**. There are Styles with different frames, shapes and reflections.

Way cool, isn't it?
Keep going....there's even more.

Picture Tools -> Format -> Picture Styles ->More



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Picture Styles



Picture Effects

The options in the **Picture Style** gallery can be created with the **Picture Effects** as well. The Picture Style Gallery combines many effects into each option.

You can use the **Picture Effects** to choose some, or all of the options if you wish. The effects include:

- Shadow
- Reflections
- Glow
- Soft Edges
- Bevel
- 3-D Rotation

Try It: Play with the Picture Effects

1. Go to **Picture Tools -> Format**. Go to **Picture Effects**.
2. **Choose Some Picture Effects**
Notice that you can add more than one Picture Effect to create your own design..

Picture Tools -> Format -> Picture Effects



Exam 77-881: Microsoft Word 2010 Core

4. Including Illustrations and Graphics in a Document

4-1. Insert and format Pictures in a document: Picture effects



Picture Borders

You can format the **Picture Border** as well. The Border options include line width, style and color.

Try it: Edit the Picture Border

1. Go to **Picture Tools -> Format**.
Go to **Picture Styles -> Borders**

2. Preview the Picture Borders

The **Color** palette presents Theme colors as well as the Standard colors.

The **Weight** and **Dashes** menus show a short list of formats. There are **More options** at the bottom of these lists.



Picture Tools -> Format -> Picture Styles -> Picture Border



Exam 77-881: Microsoft Word 2010 Core

4. Including Illustrations and Graphics in a Document

4-1. Insert and format Pictures in a document: Picture borders



Picture Corrections

Today's digital cameras mount the flash on the front of the camera. This works reasonably well with the automatic settings that most people use. However, the in-your-face flash often creates dark pictures with flat lighting. You can correct the picture by adjusting the **Brightness** and **Contrast**.

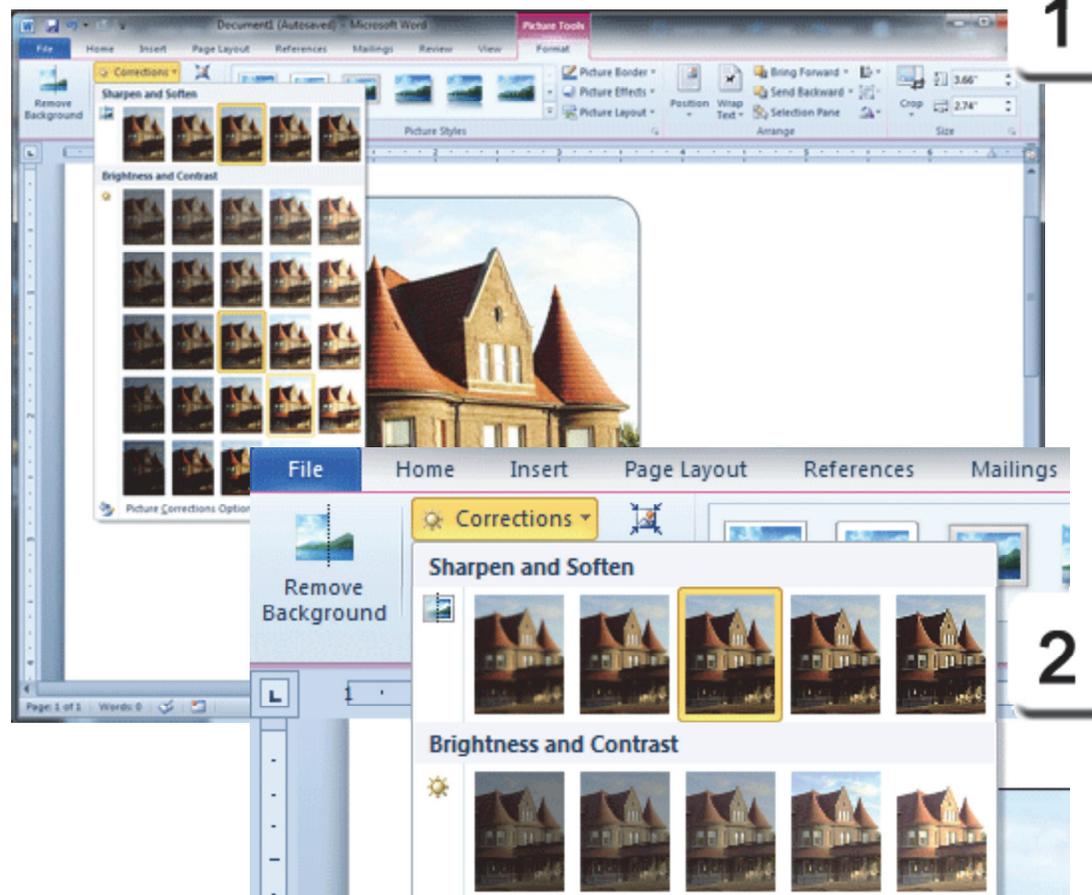
Try it: Adjust the Brightness and Contrast

1. Go to **Picture Tools -> Format**.
Go to **Adjust -> Corrections**.

2. What Do You See?

You can **Sharpen** or **Soften** the edges in an image. The **Brightness** and **Contrast** adjust the Brightness (the amount of light) and the Contrast (the difference between absolute white to absolute black.) Each little square preview is a different percentage.

Picture Tools -> Format -> Adjust -> Corrections



Exam 77-881: Microsoft Word 2010 Core

4. Including Illustrations and Graphics in a Document

4-1. Insert and format Pictures in a document: Picture corrections



More Correction Options

You can adjust the Picture Corrections manually in addition to the preset Brightness and Contrast ratios. The advanced settings are available at the bottom of the Corrections menu.

Try it: Adjust the Brightness and Contrast Manually

1. Go to **Picture Tools -> Format**. Go to **Adjust -> Corrections**. Click on **Picture Correction Options**.

2. **Review the Picture Corrections** You can Sharpen or Soften the edges in an image by using the slider bar or typing a percent. The Brightness and Contrast can be adjusted as well.

Picture Tools -> Format -> Adjust -> Corrections

The screenshot displays the Microsoft Word 2010 interface. The 'Format' ribbon is active, and the 'Picture Corrections' task pane is open. The 'Picture Corrections' task pane is divided into two sections: 'Sharpen and Soften' and 'Brightness and Contrast'. The 'Sharpen and Soften' section includes a 'Presets' dropdown menu, a 'Soften' slider, and a 'Sharpen' slider set to 0%. The 'Brightness and Contrast' section includes a 'Presets' dropdown menu, a 'Brightness' slider set to 0%, and a 'Contrast' slider set to 0%. A 'Reset' button is located at the bottom of the task pane. To the right of the task pane, three small images show the effect of different correction settings on a house image. A large number '1' is in the top right corner, and a large number '2' is in the bottom center.

Exam 77-881: Microsoft Word 2010 Core

4. Including Illustrations and Graphics in a Document

4-1. Insert and format Pictures in a document: Picture corrections



Take One

Picture Tools -> Format -> Adjust -> Color

Adjust the Color

Color can alter the basic feeling of an image. Changing a picture from warm red to high contrast black and white can change the mood from a sunny afternoon to the dark house in a scary movie like Psycho!

Try it: Adjust the Color

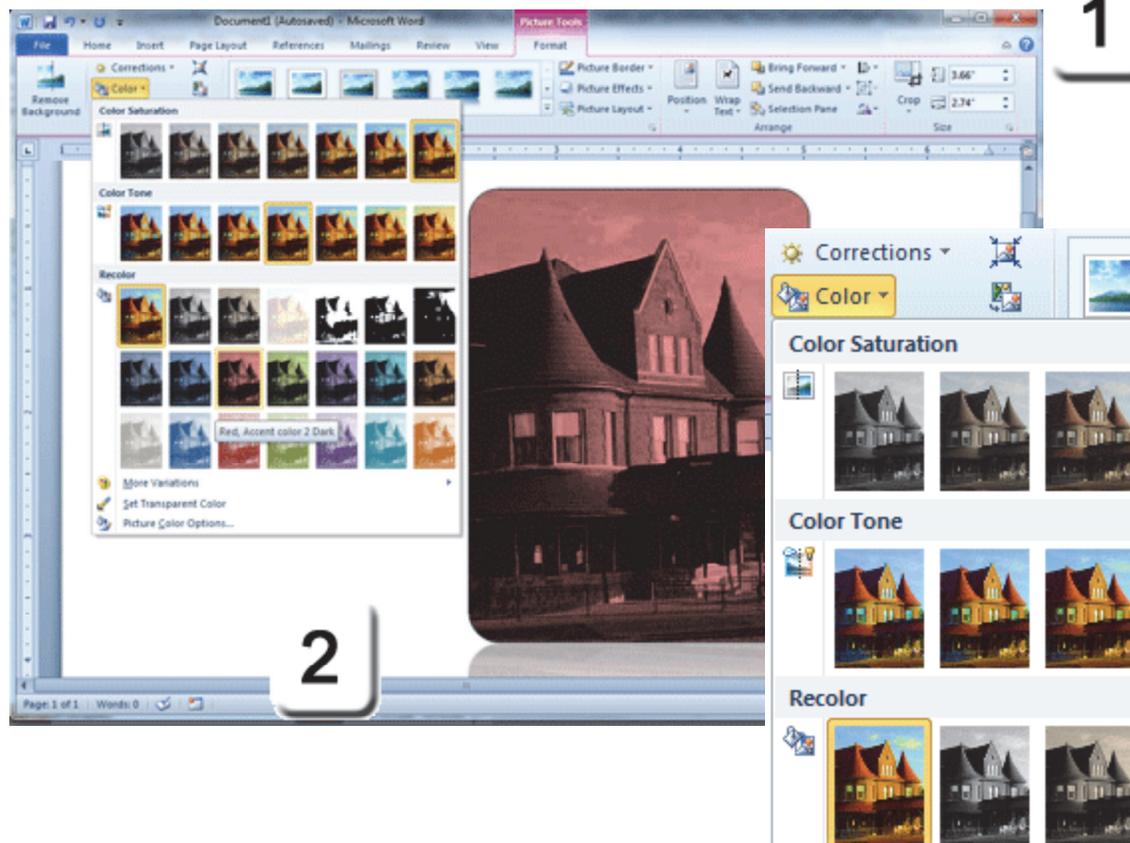
1. Go to **Picture Tools -> Format**.
Go to **Adjust -> Color**.

2. Review the Color Options

There are three different categories of Color adjustments. **Color Saturation** infuses the image with more or less color.

Color Tone works with yellow and blue filters to warm or cool an image. Color Tone corrects for the yellowing that can occur with indoor lighting.

Recolor applies a tint to an image, such as the "Olde Time" **sepia** brown pictures.



Exam 77-881: Microsoft Word 2010 Core

4. Including Illustrations and Graphics in a Document

4-1. Insert and format Pictures in a document: Adjust picture color



More Color Adjustments

All of the Microsoft Office Picture Tools have advanced options. Here are the steps to find the Color options.

Try it: Adjust the Color Manually

1. Go to **Picture Tools -> Format**.
Go to **Adjust -> Color**.
Click on **Picture Color Options**.

2. Review the Picture Corrections

You can edit the **Color Saturation** as well as the **Color Tone**. You can edit the Color with the slider bar or type a number if you wish.

3. **What Do You See?** Did you notice that you can add several effects? For example, you can format the Color Saturation to high contrast and then Recolor the image red?

Picture Tools -> Format -> Adjust -> Color

1

More Variations
Set Transparent Color
Picture Color Options...

2

3

Exam 77-881: Microsoft Word 2010 Core

4. Including Illustrations and Graphics in a Document

4-1. Insert and format Pictures in a document: Adjust picture color



Artistic Effects

Older versions of Microsoft Office included a Picture Editor. It is fun to note that Office 2010 includes a new edition of this cool editor.

The **Artistic Effects** are photographic filters that are applied to your image. The Effects include pencil, pastel, chalk and even shiny plastic wrap.

Try it: Apply Artistic Effects

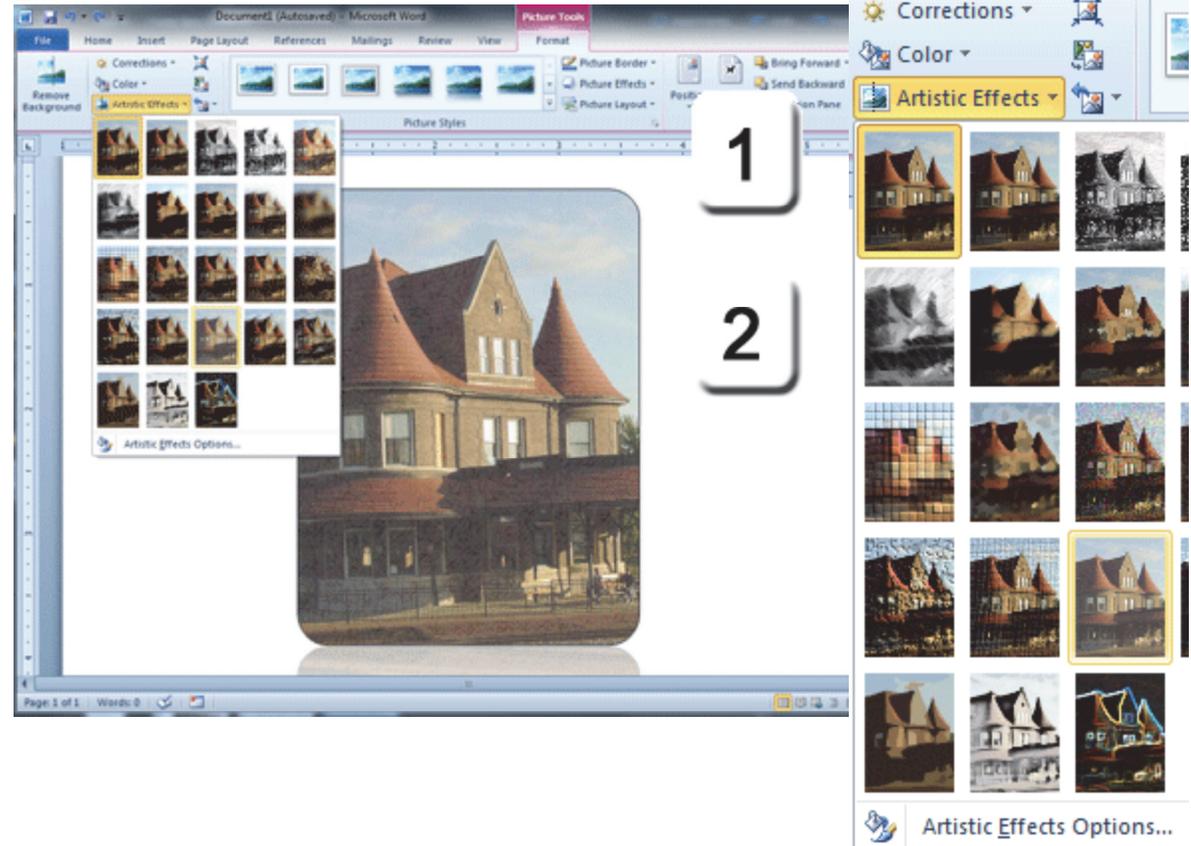
1. Go to **Picture Tools -> Format**. Go to **Adjust -> Artistic Effects**.

2. Review the Artistic Effects

As you pass your mouse over the **Artistic Effects** gallery you can see the results in Live Preview.

Keep going,...of course there's more.

Picture Tools -> Format -> Adjust -> Artistic Effects



Exam 77-881: Microsoft Word 2010 Core

4. Including Illustrations and Graphics in a Document

4-1. Insert and format Pictures in a document: Artistic effects



More Artistic Effects

Each effect has its own unique adjustments. Here are the steps to the advanced options.

Try it: Edit the Artistic Effects

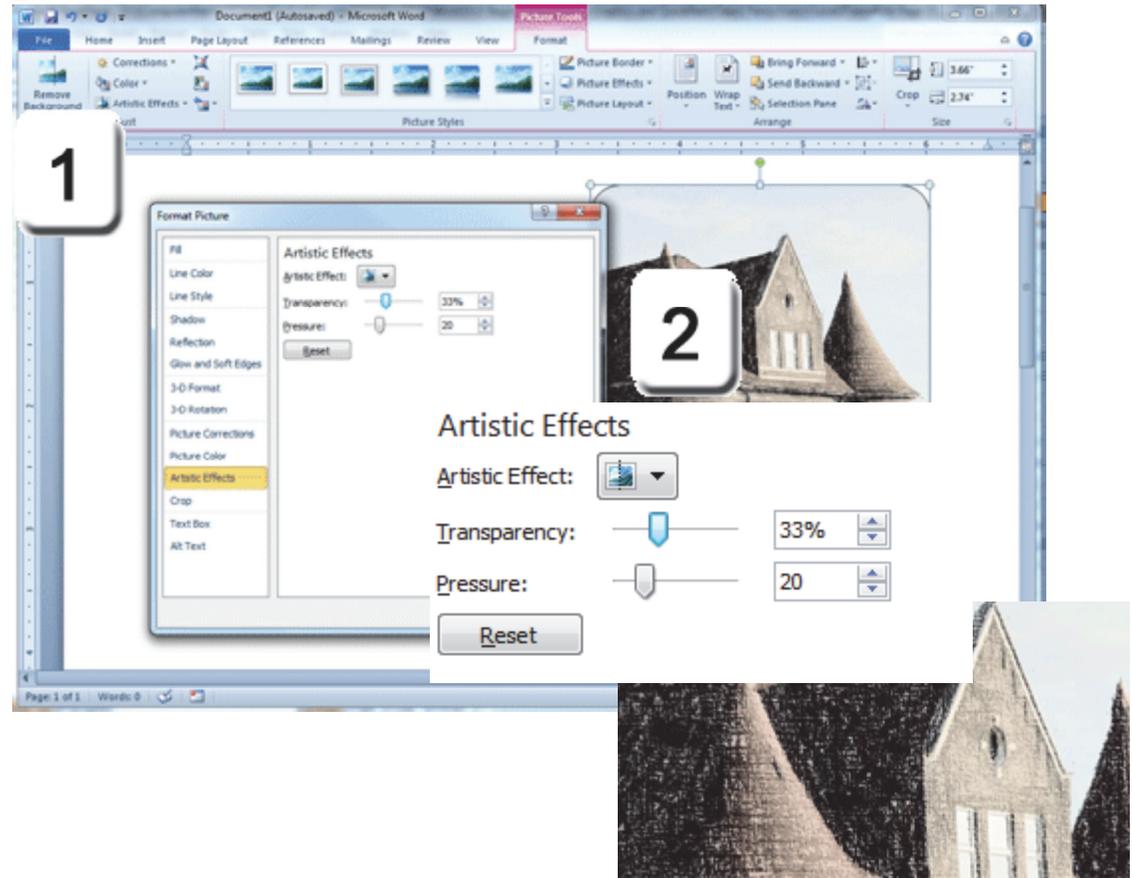
1. Go to **Picture Tools -> Format**.
Go to **Adjust -> Artistic Effects**.
Click on **Artistic Effects Options**.



2. Adjust the Artistic Effects

Say you selected the Pencil Sketch Effect. Changing the **Transparency** adds and removes the color. Adjusting the **Pressure** makes the strokes bigger.

Picture Tools -> Format -> Adjust -> Artistic Effects



Exam 77-881: Microsoft Word 2010 Core

4. Including Illustrations and Graphics in a Document

4-1. Insert and format Pictures in a document: Artistic Effects



Compress the Picture

The Adjustment group has a useful tool for reducing the size of your pictures. There are times when you need to make a document smaller so that it can be easily shared on the Internet via email or uploaded to a forum.

Try it: Compress the Picture

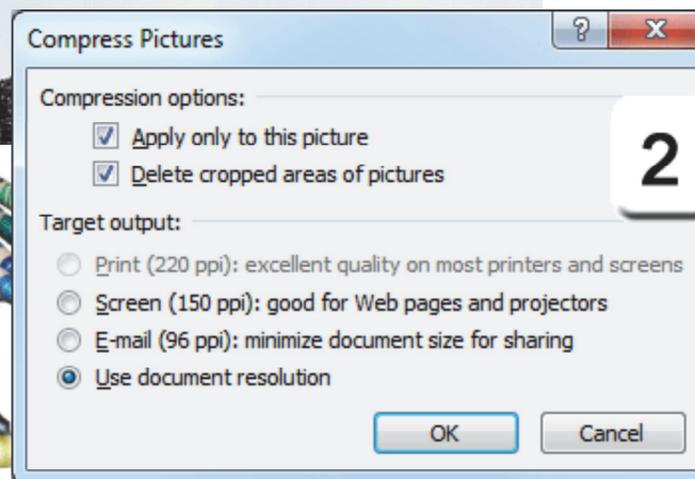
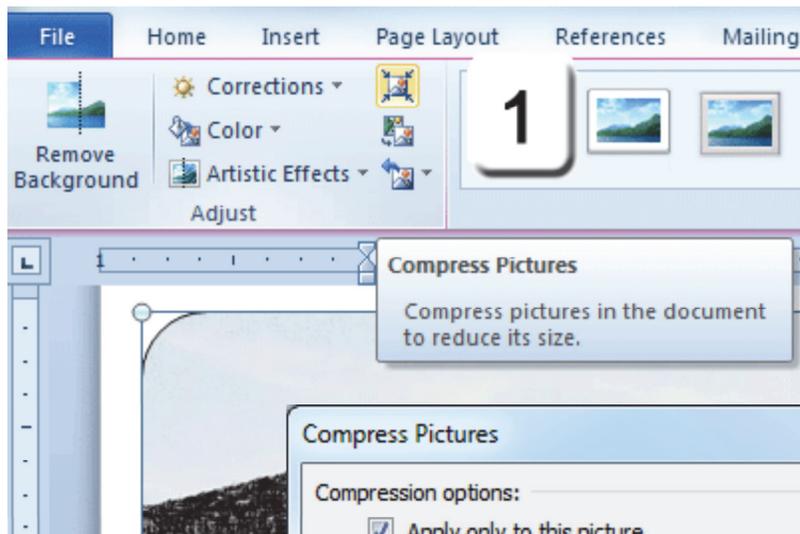
1. Go to **Picture Tools -> Format**.
Go to **Adjust -> Compress**.

2. What Do You See?

Microsoft Word prompts you to choose whether this image should be reduced to 150 ppi, which is good for web pages, or 96 ppi, which is smaller for email.

You can choose to compress just the picture you selected, or all of the pictures in this document.

Picture Tools -> Format -> Adjust -> Compress



Exam 77-881: Microsoft Word 2010 Core

4. Including Illustrations and Graphics in a Document

4-1. Insert and format Pictures in a document: Compress picture



Change the Picture

Change Picture lets you switch a picture, but keep all of the Styles, Borders and Effects that you edited.

Try it: Change the Picture

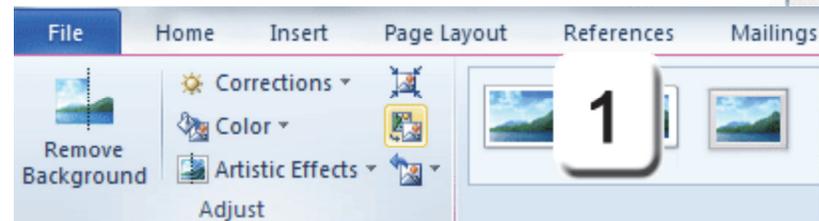
1. Go to **Picture Tools -> Format**. Go to **Adjust -> Change**.

2. What Do You See?

Microsoft Word 2010 prompts you to browse for the new picture. You can double click to select the picture that you want.

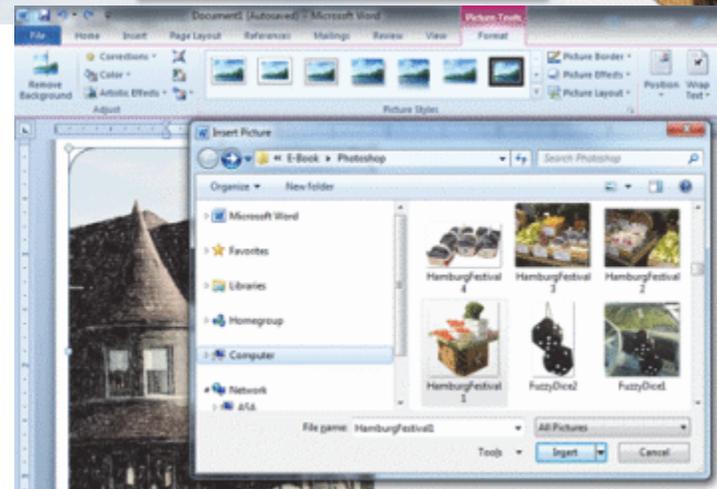
3. What Do You See? The new picture replaces the original one, however the picture formatting has been retained.

Picture Tools -> Format -> Adjust -> Change



Change Picture
Change to a different picture, preserving the formatting and size of the current picture.

2



3

Exam 77-881: Microsoft Word 2010 Core

4. Including Illustrations and Graphics in a Document

4-1. Insert and format Pictures in a document: Change picture



Reset!

Sometimes you get way too many effects layered one on top of each other. In that case, you may wish to **Reset** the image and return your picture back to the original appearance and formatting. Here are the steps.

Try it: Reset the Picture

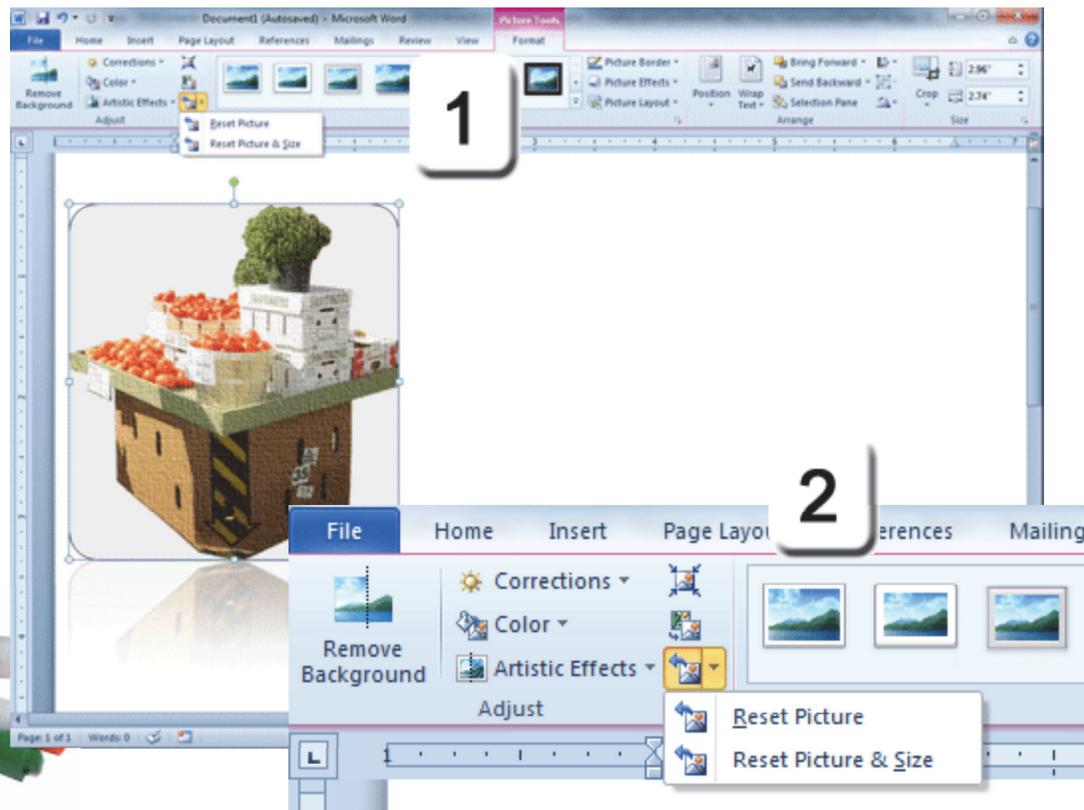
1. Go to **Picture Tools -> Format**.
Go to **Adjust -> Reset**.

2. What Do You See?

Microsoft Word 2010 has two **Reset** options: **Reset Picture** and **Reset Picture & Size** which returns your picture to the original size...which may be very large depending on your camera's settings.



Picture Tools -> Format -> Adjust -> Reset



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Reset



Remove Background

Here is an interesting option. You can use the **Picture Tools** to remove the background on a picture. The example on this page has a complex background: the various plants are different shades of green. Will it work? You can try this with any picture if you wish.

Try it: Remove the Background

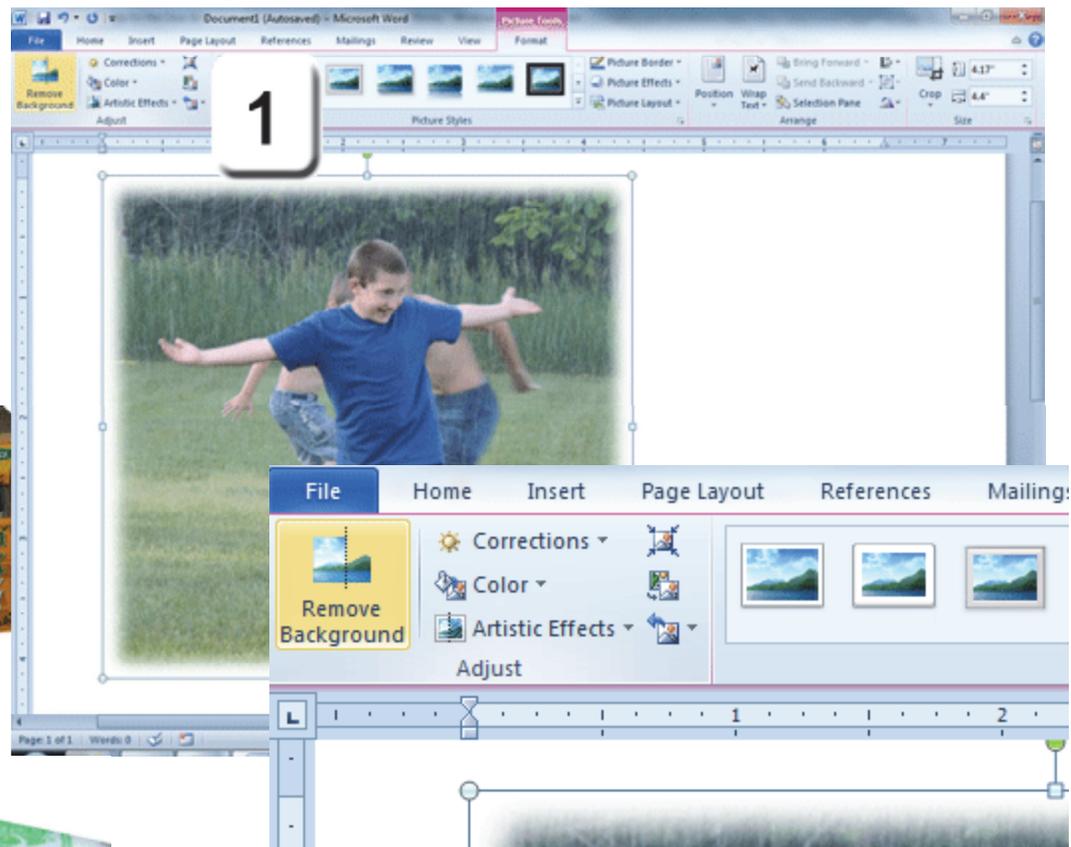
1. Go to **Picture Tools -> Format**.

Go to **Adjust -> Remove Background**.

Keep going...



Picture Tools -> Format -> Adjust -> Remove Background



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Remove background



Remove Background

2. Mark the Areas

Microsoft Word 2010 compares the colors in your picture and makes a reasonable guess. The suggested background is displayed in a pink mask. The areas that will be kept are shown in full color.

3. Edit the Marks

Look carefully at your picture. In this example, I noticed that some of the children's socks and shoes needed to be marked **Areas to Keep**.

4. Keep the Changes

When you click on **Keep Changes**, you will see your picture without the background. You can change your Marked Areas by clicking again on Remove Background. Your background marks will still be there if you wish to add or remove some areas.

Picture Tools -> Format -> Adjust -> Remove Background



Exam 77-881: Microsoft Word 2010 Core

4. Including Illustrations and Graphics in a Document

4-1. Insert and format Pictures in a document: Remove background



Crop the Picture

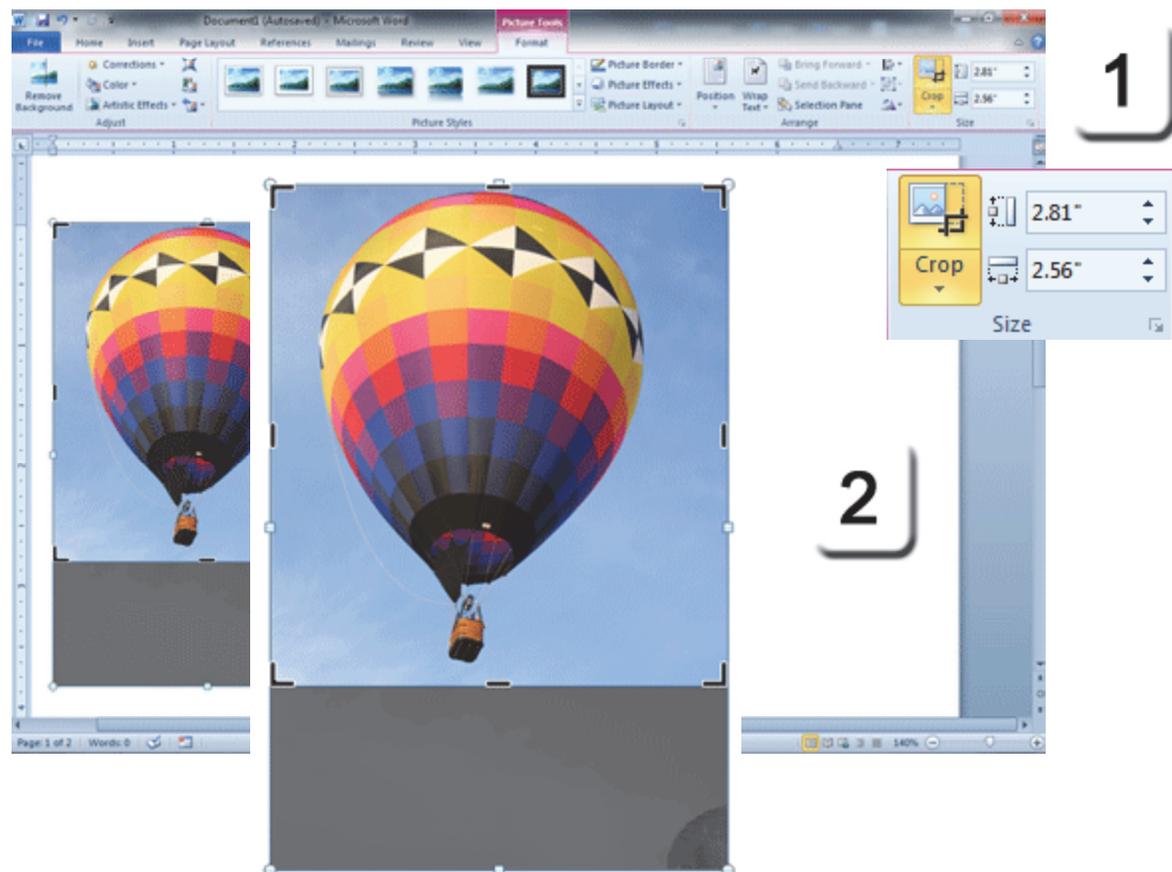
Here is another essential Picture Tool: Cropping. You can use the Cropping tools to cut out distracting background images and focus on the best part of the picture. Here are the steps.

Try it: Crop the Picture

1. Go to **Picture Tools -> Format**. Go to the **Size** group. Click on **Crop**.

2. **What Do You See?** The picture will have a new frame with black crop marks. Place your cursor on any crop mark, then click and hold your mouse to drag the crop marks and edit the picture. When you are ready, click on **Crop** again to accept your new marks.

Picture Tools -> Format -> Size -> Crop



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Crop picture



Crop to Shape

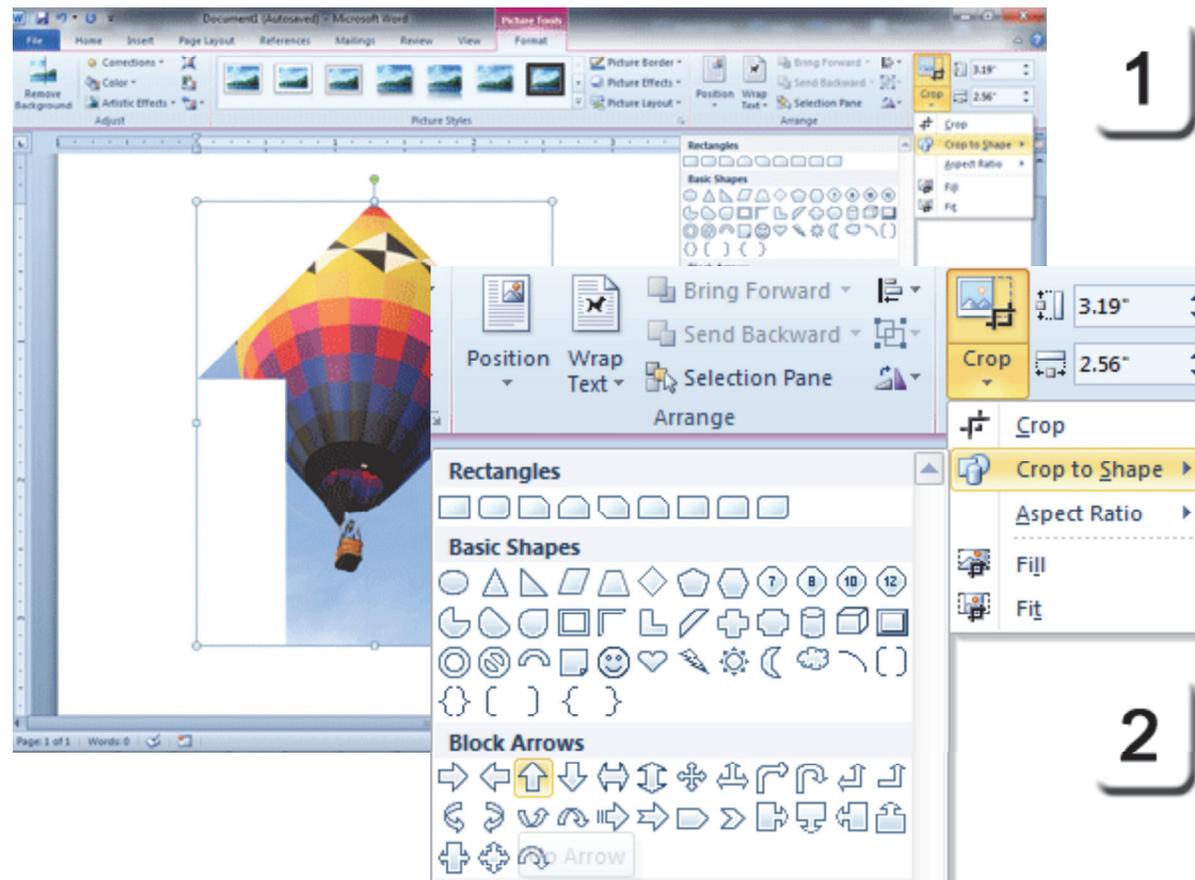
OK, OK, one more Picture Tool, just because it is so much fun. You can **Crop** a picture and make it a different shape.

Try it: Crop the Picture Shape

1. Go to Picture Tools -> Format.
Go to the **Size** group.
Click on **Crop -> Crop to Shape**.

2. What Do You See? Microsoft Word 2010 has an impressive library of picture shapes. When you select any one of the shapes, your picture will be formatted as the shape.

Picture Tools -> Format -> Size -> Crop -> Crop to Shape



Exam 77-881: Microsoft Word 2010 Core

4. Including Illustrations and Graphics in a Document

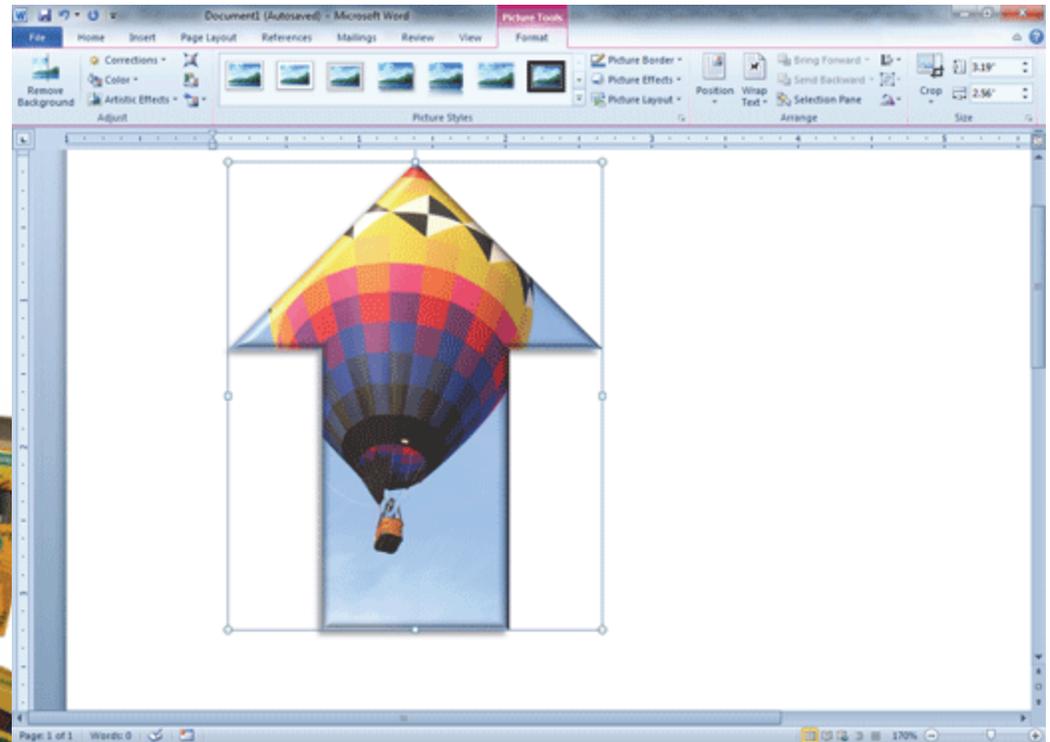
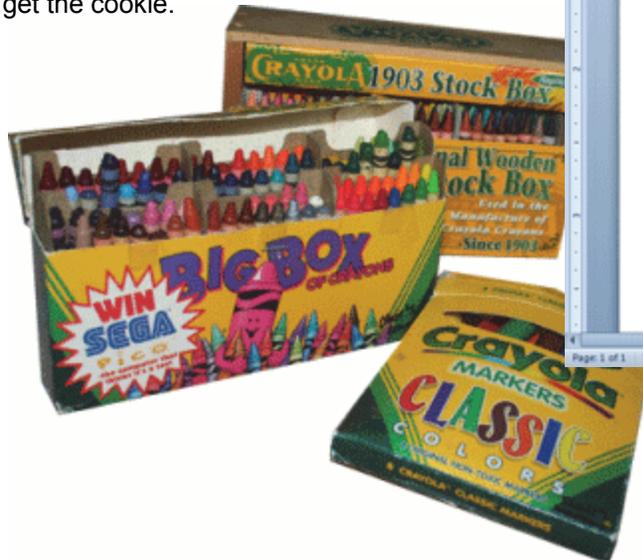
4-1. Insert and format Pictures in a document: Crop to shape



Summary

This lesson demonstrated many of the Picture Tools available in Word 2010. Playing with the pictures is very creative and fun...like a new box of crayons. In the next lesson we will put it all together and create professionally designed business letterhead.

Well you done good.
You get the cookie.





Practice Activities

Lesson: Fancy Colors

Before You Begin: Start Microsoft Word 2010. You should see a new, blank document.

Try This: Do the following steps

1. Insert a picture from your computer using the Insert Picture command.
2. Apply Picture Style Metal Frame.
3. Insert a 2nd picture from your computer.
4. Apply Soft Edges at 10 pt.
5. Insert a 3rd picture from your computer.
6. Use the Recolor Tool and apply Accent Color 2 Light. Apply Picture Border 3 pt Weight in Red.
7. Insert a 4th picture from your computer.
8. Format the Picture: Saturation, 3D Rotation, Effects (Glow), Accent Color 2, 18 pt
9. Insert a 5th Picture from your computer.
10. Crop the Picture to Shape using either an arrow or heart shape.
11. Pick 1 of the 5 pictures and use Reset Picture.
12. Save this document as Your Name Practice 4.





Test Yourself

1. Insert Picture adds which of the following?

- a. Clip Art from the Clip Art gallery
- b. Clip Art from the online gallery
- c. A photo or image on your computer

Tip: Beginning Word, page 96

2. To turn on the Picture Tools Ribbon, select a picture in the document.

- a. True
- b. False

Tip: Beginning Word, page 98

3. What Ribbon are the Pictures Styles found on?

- a. Home
- b. Picture Tools->Format
- c. Styles

Tip: Beginning Word, page 99

4. You can add more than one picture effect.

- a. True
- b. False

Tip: Beginning Word, page 101

5. When you use the Change Picture command, all formatting applied to the original picture is applied to the replacement picture.

- a. True
- b. False

Tip: Beginning Word, page 110

6. Which of the following is an option under the Color command?

(Select all correct answers.)

- a. Color saturation
- b. Color tone
- c. Recolor
- d. Brightness

Tip: Beginning Word, page 105

7. Which of the following is NOT a picture correction option?

- A. Sharpen
- B. Soften
- C. Brighten
- D. Contrast
- E. Recolor

Tip: Beginning Word, page 103

8. Which of the following is a Picture Border option?

(Select all correct answers)

- a. Width
- b. Color
- c. Style
- d. Length

Tip: Beginning Word, page 102

9. Which of the following is true about Artistic Effects?

(Select all correct answers)

- a. They are photographic filters applied to an image
- b. Effects include pencil, pastel, and chalk
- c. The effects can be adjusted manually

Tip: Beginning Word, page 107

10. Picture Effects and Borders commands are located in what group on the Picture Tools Ribbon?

- A. Format
- B. Adjust
- C. Picture Styles
- D. Effects

Tip: Beginning Word, page 101

