Graphics in Microsoft Office – Word

1. Wstawianie > Open options for WordArt, choose one of the styles in the top row.

2. Write your name. Choose a font, then click OK

3. You can see WordArt tools now in the menu area. Adjust character spacing (top left: Odstępy)

4. Choose options for color  
   (Wypełnienie kształtu > Gradient > Więcej Gradientów)  
   Build your own combination of colors and choose a shape for the gradient.

5. Choose a color and width for the outline of your letters  
   (or use no outline: Brak konturu)

6. If you wish, you can also change the shape of your WordArt element

7. Choose whichever shadow effect you want.

8. Repeat steps 1-7 with another word (your other name?). This time, however, instead of Gradient please choose Tekstura or Obraz (you must have one on your hard drive). Then experiment with 3D effects, and choose whichever you like again.

   Choose the settings as shown in the picture on the right. Caution: the background will not be printed unless you change your settings in Opcje programu Word to print background colors and images (print options in Wyświetlanie).

10. Podział strony (Ctrl +Enter)
11. **Wstawianie > Tabela > Wstaw tabelę > kolumny: 5; wiersze: 10 > OK**

   Cursor in the table. Right-click > **Właściwości tabeli**

   ![Właściwości tabeli](image)

12. **Widen the first column to ca. 4 cm. Select the other columns and right-click again**

   > **Rozłożyć kolumny równomierne**

13. **Right-click in the table > Obramowanie i cieniowanie >**
    
    - choose one of the thicker lines and a color (not black!)
    - mark external borders of the model table in the window by left-clicking
    - select the same color again, but thinner lines, and mark the inside lines
    - accept with OK
    - select the first column, **Obramowanie i cieniowanie** > choose the thicker line for its right border
    - select the first row, choose the thicker line for its bottom border, and then merge cells

14. **Cursor in the table - right-click > Obramowanie i cieniowanie > Cieniowanie >**
    
    Choose a color in **Wypełnienie**.

15. **Make a new paragraph below the table. Go to Układ strony > Obramowania stron.**
    
    In the new window look for **Linia pozioma** (bottom left). Open that, choose one of the patterns and accept it (OK).

16. **Inserting a picture: Go below the newly inserted line. Wstawianie > Obraz.**
    
    Follow this path: Pulpit/Kurs IT/angielski/Photo edit/task1+2/bizzyb_garfield.jpg

17. **Double click on the picture and experiment with all picture formatting options. Set Zawijanie tekstu (Ramka, Tylko z prawej), Kształt obrazu, Efekty cienia,**
Efekty 3-W, etc. Make sure you have looked at Efekty obrazów – there are many! Paste any text around the picture to show that text wrapping (Opływanie tekstu) works properly.

18. Wstaw > Podział strony. Insert various shapes (Kształty). Try to make a nice picture :)

   Experiment with Shape options, (fill with color, insert text, 3D effects, etc.)

19. Wstawianie > Podział strony (Ctrl+Enter)

20. Build a flowchart with shapes. Try to reconstruct this diagram (with text, colors, shapes, shapes, etc.):

   ![Flowchart Diagram]

21. When you are done, you will have to group all the elements into one image; otherwise the diagram may not be manageable in a text file (different elements being moved to various locations!). Please call for assistance at this point. :)

   Editing tutorial completed! Congratulations!