# Microsoft Word Exercise Four

## Inserting Objects

Adding pictures to documents can greatly improve the readability of an article. Add a picture below this paragraph. Use the menu selection Insert | Picture | ClipArt or From File.

## Inserting Screen Shots

You can copy an image from your screen in two easy steps. When you have an image on your screen you want copied, press Prnt Scrn. Then place the cursor wherever you want to place the image and press Ctrl-V. If you only want a particular window image, make sure the window is active and press Alt-Prnt Scrn. Then place the cursor wherever you want to place the image. Press Ctrl-V. Open Tools | Language | Thesaurus. Add a screen shot of this dialogue box to this document.

## Text Callouts

Choose Insert | Textbox. The cursor will change into a cross. Click and drag the size of the box you desire. Release the mouse button and PRESTO! a text box. You can add text to the box and edit it any way you wish, including changing the text direction. Add a text box to this document and place it anywhere on the page.

## Wrapping Text around a Picture

Word gives you a lot of interesting opportunities to wrap text around text box, graphics and other objects in a document. By playing with the different ways to wrap text, you can create very sophisticated layouts. The fastest way to wrap text is to click the object around the which the text is to be wrapped. Click the Text Wrapping button on the Picture toolbar and choose an option from the drop-down list. Move the above picture into this paragraph and select an appropriate text wrapping.

## Creating and Updating a Table of Contents

Create a simple table of contents for this one exercise. Insert it at the beginning of the first page. To create a table of contents place the cursor at the start of the document and use the menu selections Insert | Reference | Index and Tables. Select the Table of Contents tab and select the design you desire using the **Formats** drop-down list.

## Questions

1. Name 4 other shapes you can use as a text callout. Where can you find these shapes?
2. Why does the Table of Contents know exactly which topic should be on listed?
3. Name 3 other objects Word allows you to insert into a document.
4. In what types of documents would you use screen shots?