

# Skill Set 5

## Pictures

By the end of this Skill Set you should be able to:

- Use Image Files
- Import Images from Devices
- Use Clip Art
- Use WordArt
- Draw Shapes
- Fill Shapes
- Combine Shapes

## Exercise 35 - Image Files



### Knowledge:

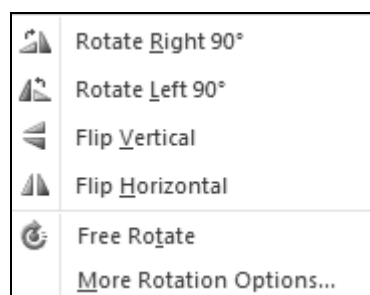
Pictures are common components of most publications. They can be inserted into a publication from a variety of sources, but most often they are inserted from files stored on your computer.

### Activity:


1. Create a blank **A4 (Portrait)** publication.
2. Display the **Insert** tab and click **Picture**. The **Insert Picture** dialog box is displayed. Navigate to the supplied data folder to show all of the available image files in the folder.

**Note:** Notice that suitable image files can have a variety of file types such as **jpg**, **gif** and **png**.

3. Click once on the file named **Puffins** to select it then click **Insert**.
4. The puffins image is inserted in the centre of the page. The image should be selected (surrounding handles) and a new tab, **Picture Tools – Format**, should be displayed.
5. Move the mouse pointer over the picture. It changes to the move cursor. 
6. Click and drag to move the picture towards the lower left corner of the page.
7. Click on the upper right corner handle and drag it outwards a little (about **2cm**) to increase the size of the image.
8. Notice that whichever way the corner handle is dragged, the proportions of the image (height to width) always remains constant. Increase the picture height to about **10cm** (use the object dimensions on the **Status Bar**).
9. Now click the centre handle of the right edge and drag it to the right page margin. The width changes but not the height, so that the image is distorted.
10. With the picture selected, select **Rotate**  from the **Arrange** group on the **Picture Tools – Format** tab.

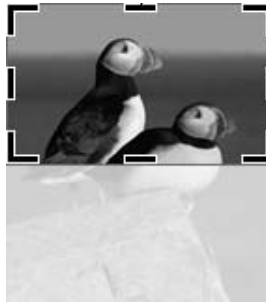


## Exercise 35 - Continued

11. Examine the options here, then select **Flip Horizontal**. The picture is flipped over.
12. Select **Rotate** again then **Rotate Left 90°**. The picture turns.
13. Click the **Undo** button  on the **Quick Access Toolbar** then click it again. The picture is returned to its original orientation.
14. Click the **Crop** button, from the **Crop** group on the **Picture Tools – Format** tab. The handles around the image change.




15. Select the handle at the centre of the bottom edge and click and drag it up. Release the mouse button. The picture is cropped.



16. Crop the picture using the handles on the left, right and top of the picture to produce the following picture. Click away from the picture to remove the cropping handles.



17. Select the picture and enlarge it by dragging a corner handle.
18. Click the **Reset Picture** button, , from the **Adjust** group on the **Picture Tools – Format** tab. The cropping is removed.
19. Close the publication without saving.

## Exercise 36 - Importing Images from Devices

### Knowledge:

Publisher has the facility to import images directly from external devices such as cameras or scanners. However, you may find it is easier to simply download images from a device to a location on your computer, and then insert them into your publications in the usual way.

When devices with built in memory, such as digital cameras, are connected to your computer, they should appear as new devices within *Windows*. Images may then be inserted by navigating to the device and selecting the appropriate picture.

This exercise will give an example of how to copy images from a digital camera. If you have one, connect it now. If not, simply read this exercise for information.

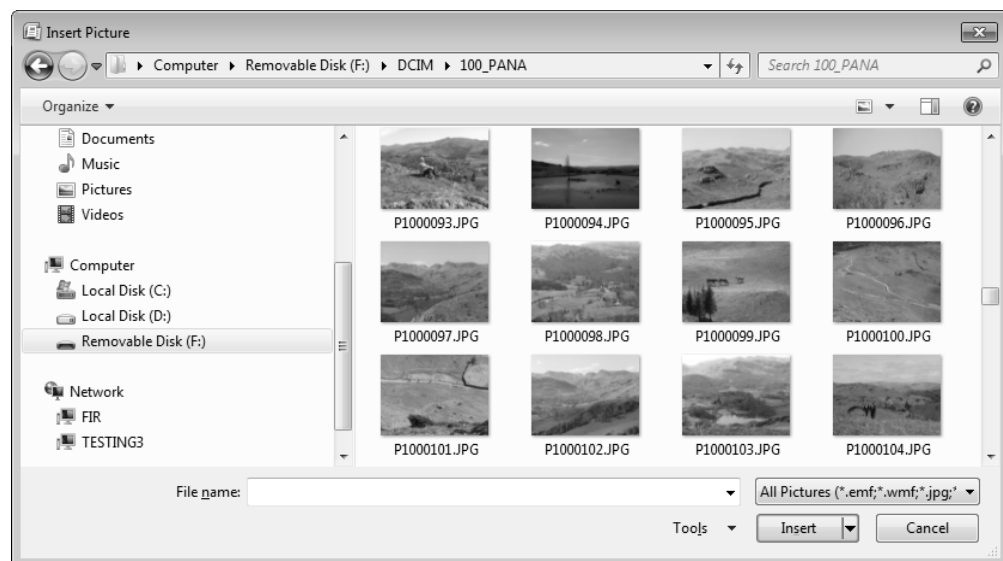
### Activity:

1. Create a blank **A4 (Portrait)** publication.
2. Make sure your camera (with photos in memory) is connected to your computer and switched on.

**Note:** An **Autoplay** dialog box may be shown automatically when the device is connected. This would allow images to be downloaded onto your computer where they could then be imported as before. For this exercise, close the dialog box using the **Close** button.

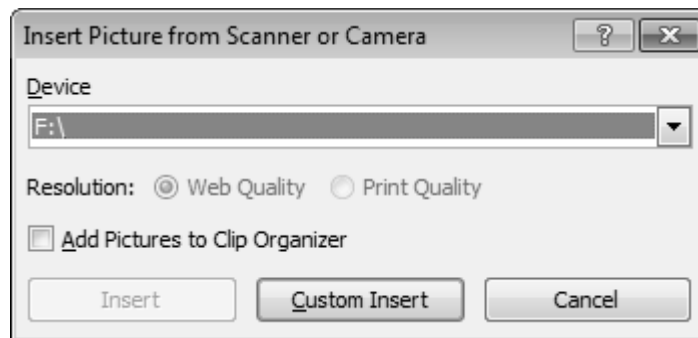
3. Display the **Insert** tab and click **Picture**. In the **Insert Picture** dialog box, the camera is shown in the navigation pane as a **Removable Disk**.
4. Double click on this to display the content. You may have to navigate some folders to find the actual photos. In the example below, the path is:

**Computer / Removable Disk (F:) / DCIM / 100PANA**



## Exercise 36 - Continued

5. Select the required photograph and click **Insert**. The image is imported directly from the camera memory.
6. It is possible to add images from a device to your gallery of **Clip Art** but this requires the *Microsoft Clip Organizer*. If you want to do this, display the **Start** menu from the desktop and select **All Programs | Microsoft Office | Microsoft Office Tools | Microsoft Clip Organizer**.
7. Display the **File** menu, select **Add Clips to Organizer** then **From Scanner or Camera** to display a dialog box.



8. Select the drive letter that corresponds to the connected device. In this example it is drive **F**.
9. As the device is a camera with many images, it is necessary to select the required picture by clicking **Custom Insert**. The images on the device are found and presented for selection.
10. Select the required image and click **Get Pictures** to import it. The image will now be available in the **Clip Art** gallery.
11. Close the **Microsoft Clip Organizer** window.

**Note:** *Alternatively, images may be imported using special device software. Different devices will have different downloading software, so you will need to know how to use the specific software for your particular device.*

12. Close the publication without saving.

**Note:** *Selected pictures can be removed from a publication using the <Delete> key on your keyboard.*

## Exercise 37 - Clip Art

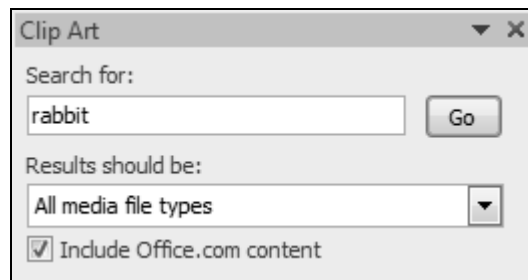
### Knowledge:

There is a huge range of **Clip Art** pictures supplied with *Microsoft Publisher* which can be accessed from the **Clip Art** task pane. Each picture has several keywords associated with it so that searches can be made for a variety of subjects.

*Publisher 2010* also looks online for clips, meaning you will have lots of choice.

### Activity:

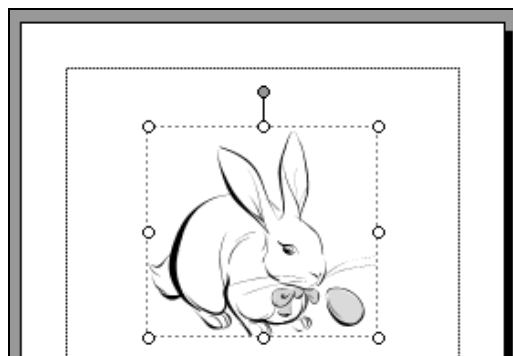
1. Create a blank **A4 (Portrait)** publication.
2. Display the **Insert** tab and click **Clip Art** from the **Illustrations** group. The **Clip Art** task pane opens on the right.
3. Type in **rabbit** in the **Search for** box.



4. Click the **Go** button to see some graphics from this category.

**Note:** *The selection of pictures may vary depending on how your Publisher application has been installed. Searching for **camera** should display any images added to the gallery from your camera during the previous exercise.*

5. Click on the first picture in the panel. The picture is inserted on the page.
6. Drag a corner handle of the picture to make the picture about **10cm** high. Move it up towards the top centre of the page.




7. Close the **Clip Art** task pane using the **Close** button.
8. Save the publication as **hoppy** and leave it open.

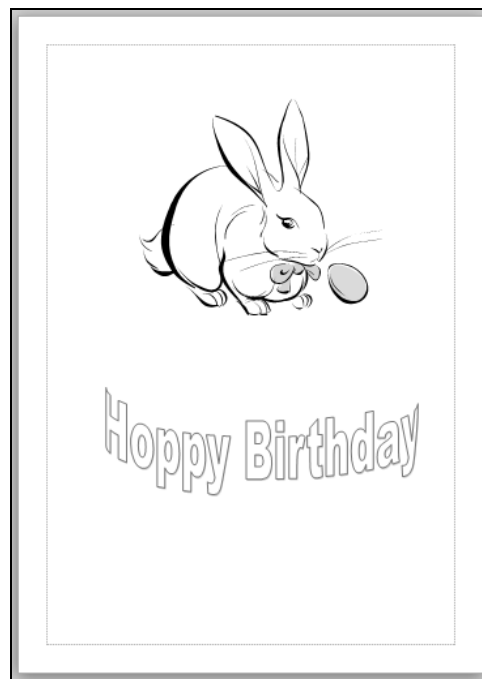
## Exercise 38 - WordArt

### Knowledge:

**WordArt** is a feature that helps to create special text effects. It is ideally suited for use as a banner headline, which is a formatted title across the whole width of a page. A variety of different **WordArt** styles are available, such as stretched text, curved text, etc. It is best to apply the feature to small pieces of text only.

### Activity:

1. Using the publication from the previous exercise, click in the lower part of the page and select **WordArt** from the **Text** group of the **Insert** tab. The **WordArt Gallery** is displayed.
2. Select the first **WordArt Transform Style**. The **Edit WordArt Text** dialog box is shown. 
3. Type **Hoppy Birthday** and click **OK**. The text is inserted onto the page, and a **WordArt Tools - Format** tab is selected.
4. Move the mouse pointer over the text. The ScreenTip indicates this is a **WordArt** object.
5. Click and drag the object down to the lower part of the page.
6. Drag a corner handle until the object is about **14cm** wide by **5cm** high, (unlike **Pictures**, **WordArt** does not automatically maintain its proportion when enlarging).
7. Centre the text on the page.




8. Save the publication and close it.

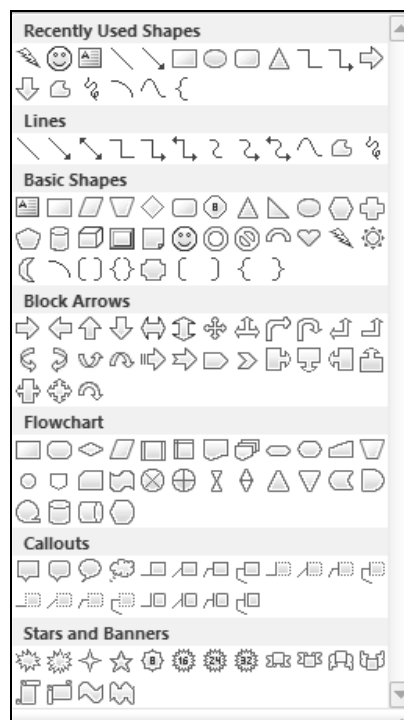
## Exercise 39 – Drawing Shapes



### Knowledge:

Simple shapes can easily be created within *Publisher*. There is a large range of supplied shapes which can be drawn, and these shapes can be further formatted and combined into more complex designs.

### Activity:

1. Create a blank **A4 (Portrait)** publication.
2. Display the **Insert** tab and click  from the **Illustrations** group (the same button appears on the **Home** tab).



3. This panel displays the various shapes which can be drawn. Hover the mouse pointer over any shape to display the name of the shape.
4. Select the **Rectangle** tool, , from the **Basic Shapes** section. All shapes used in this exercise will be from the **Basic Shapes** or **Lines** sections.
5. In the lower left corner of the page, click and drag the drawing cursor, , to draw a small rectangle.




**Note:** Hold down <Shift> while drawing to create a perfect square.

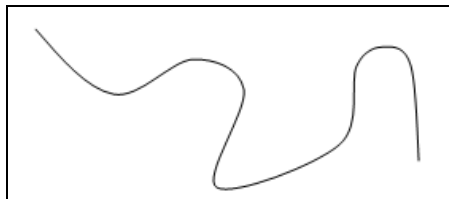
6. Use the **Oval** tool, , to draw an ellipse next to the rectangle.



**Note:** Hold down <Shift> while drawing to create a perfect circle.

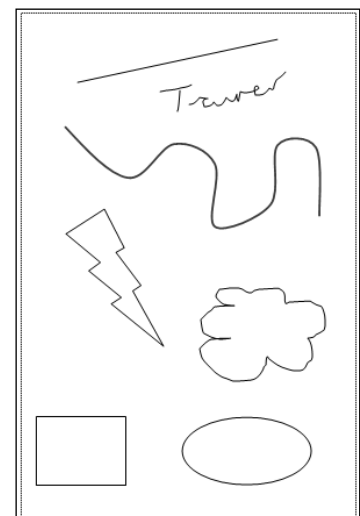


## Exercise 39 - Continued

7. Draw another shape using the **Lightning Bolt**, .
8. Move the mouse pointer over the lightning shape on the page. The **ScreenTip** identifies it as an **AutoShape**.
9. Enlarge the lightning shape. Make it about **8cm** tall by **6cm** wide.
10. Display the **Shapes** panel and select **Line**, , (from **Lines**). Click and drag on the page to draw a straight line near the top of the page.
11. Select **Curve**, , from the **Lines** section on the **Shapes** panel. Click once on the page to anchor the start of the line.
12. Move the mouse down a little way and click again to anchor another point.
13. Continue to do this until you have drawn a curved line, similar to the one in the diagram below.



14. Double click to finish the line.
15. Right click on the line and select **Format AutoShape**.
16. In the **Line** section, click the **Color** drop-down and select a green colour, then use the arrows on the **Weight** box to set the line weight to **4pt**. Click **OK**.
17. Next, select **Lines** from the **Shapes** panel and click the **Freeform** tool, .
18. Try to draw an irregular closed shape, e.g. a cloud. You don't need to keep clicking with this tool, just hold down the mouse as you draw. If the shape is closed (start and end points touching), releasing the button will end the process. Otherwise double click to finish the line.
19. Use the **Scribble** tool, , within **Lines** and try to write your name. Again, keep the mouse button pressed down until finished.
20. Colour the lines in any way you wish then save the publication as **shapes** and leave it open for the next exercise.




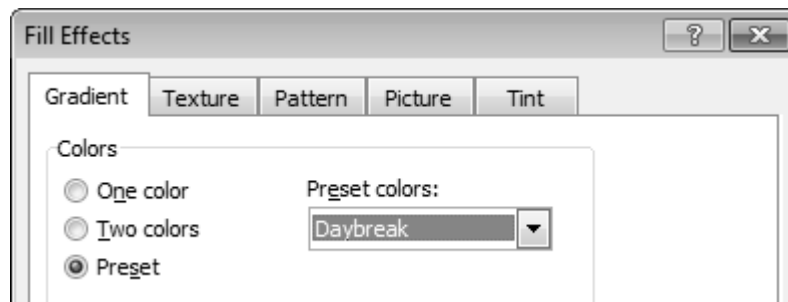
## Exercise 40 - Filling Shapes

### Knowledge:

Any closed shape can be filled with a colour or other effect.

### Activity:

1. Using the **shapes** publication from the previous exercise, select the lightning bolt shape on the page.
2. Display the **Drawing Tools – Format** tab. Click the drop-down arrow on the **Shape Fill** button, , in the **Shape Styles** group.
3. Click the orange colour displayed to fill the shape.
4. Select the rectangle, click the **Shape Fill** drop-down, and select **Gradient**. Click **More Gradients**.
5. Select **Preset** from the **Colors** options and select **Daybreak** from the drop-down list of **Preset colors**.



6. Click **OK** to apply the effect.
7. Select the oval, click the **Shape Fill** drop-down and select **Picture**.
8. Make sure the contents of the supplied data folder are displayed in the **Select Picture** dialog box. Select the **Dog** image, click **Insert**.



9. Text boxes may be shaded in exactly the same way. Draw a **6cm** by **2cm** text box and enter **Weather**. **Best Fit** the text to the box.
10. Click the **Shape Fill** drop-down and select **Texture**. Select the second texture in the first column (**Water droplets**).
11. Save the publication and then close it.

## Exercise 41 - Combining Shapes

### Knowledge:

Shapes and other objects can be combined to create more complex graphics. When objects overlap, it is important to specify their order in the 'stack', and when a composite picture has been created it can be grouped into a single object.

### Activity:

1. Open the publication **Fairy**. This contains an **Oval** shape, a **Picture** (from **Clip Art**), and a text box.
2. Move the crown picture to the middle of the oval shape. It cannot be seen because the oval is in front of it.

**Note:** *The original order of objects depends on when they were added to the page.*

3. Select the oval shape and select **Send Backward** from the **Arrange** group (on the **Home** tab or the **Drawing Tools – Format** tab). The oval is now behind the crown and so the crown can be seen.
4. Move the text box over the oval and arrange the objects in the following positions.



5. To create a single object, all the individual components need to be selected. With the oval selected, Hold down the <Shift> key and click on the crown, and the text box. All shapes are now selected.

**Note:** *Alternatively, draw a rectangle with the normal cursor, to surround all the shapes. Release the mouse button and all objects within the rectangle will be selected.*

6. Select **Group** from the **Arrange** group. The three shapes are now grouped; that is they behave as if they were one object with one set of white handles.
7. Click and drag the top left corner handle outwards a little. All shapes are resized and retain their relative positions. Drag the new object to a new location. All shapes move together as one.
8. Select **Ungroup**. from the **Arrange** group. The shape is three separate objects again.
9. Close the publication without saving.

## Exercise 42 - Develop Your Skills

You will find a *Develop Your Skills* exercise at the end of each Skill Set. Work through it to ensure you've understood the previous exercises.

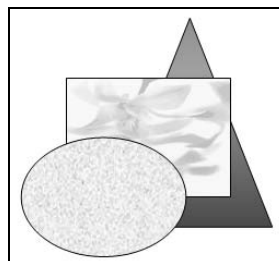
1. Create a blank **A4 (Portrait)** publication. Insert the picture **Dog** from the supplied data.
2. Move the picture to the top half of the page and resize it to about **12cm** high, maintaining the proportions of the image.
3. Crop the image to focus on the dog's face, and centre the picture at the top of the page.



4. Deselect the image, and then insert a **Clip Art** picture below the dog image. Search for **Cat** and insert any image that you like.
5. Enlarge the new image until it is about **9cm** in height.
6. Insert **WordArt** *between* the pictures. Use any style and add text of **Animal News**. Resize the **WordArt** to about **9cm** in height.
7. Save the publication as **animal news** and close it.

**Note:** Check the sample publications in **Answers** at the end of the guide.

8. Create a blank **A4 (Portrait)** publication. Draw a rectangle, an oval and a triangle from **Basic Shapes**.
9. Fill the triangle with any coloured gradient effect, fill the oval with the **Newsprint** texture, and fill the rectangle with the **Orchids** picture.
10. Arrange the shapes so that they look like this.



11. Group all the shapes so they become a single object.
12. Save the publication as **pictures** and close it.

## Summary: Pictures

In this Skill Set you have seen some of the basic principles of handling pictures in publications. You have seen how to insert pictures from stored images files or from external devices, and how to move, resize and crop them. You will also have inserted pictures from the supplied Clip Art gallery

You have also learned how to draw and shade simple shapes and lines, and how to create pictures using WordArt. You will have learned how to combine pictures by grouping and how to control the order of objects which overlap.

Your OCR ITQ evidence must demonstrate your ability to:

- Organise and combine information of different types including:
  - Images
  - Text
  - Shapes
  
- Use graphic elements including:
  - Shapes
  - Lines
  - Shading
  - Grouping
  
- Manipulate images and graphic elements including:
  - Moving
  - Resizing
  - Maintain proportion
  - Cropping