

# Century 21 *Jr.*

Input Technologies &  
Computer Applications

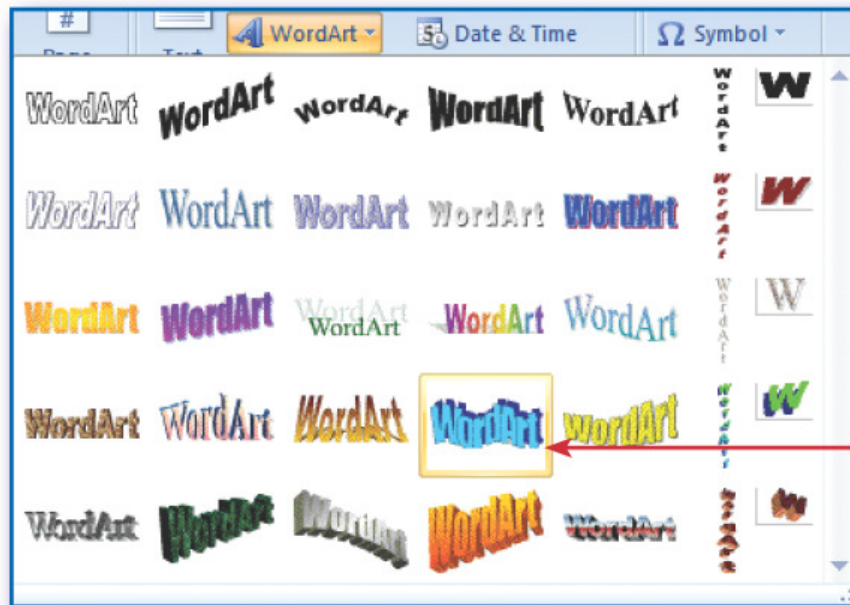
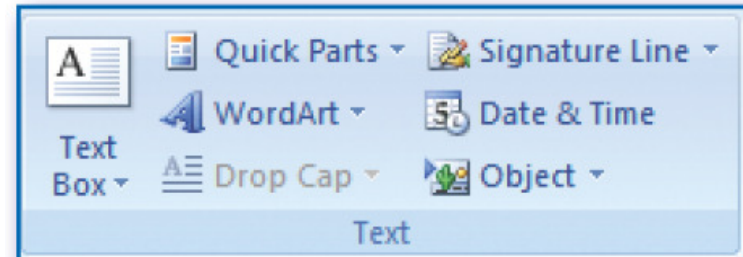
KEYBOARDING

## Review Chapter 12 – Desktop Publishing

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# Create WordArt

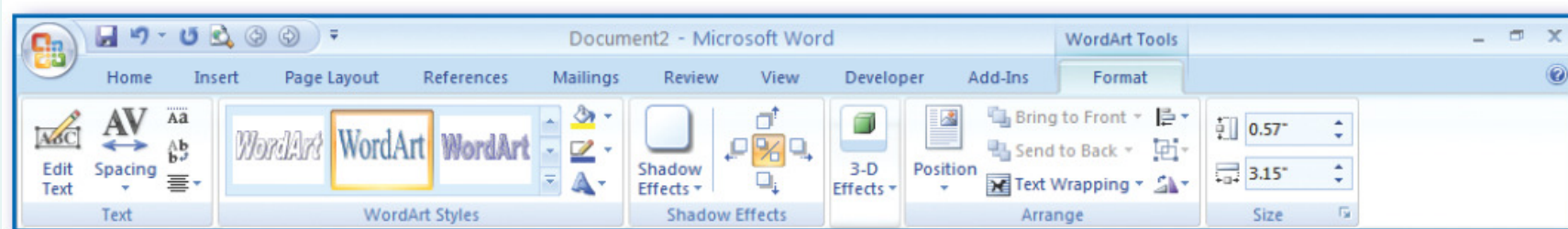
- In Insert tab,  
Text group



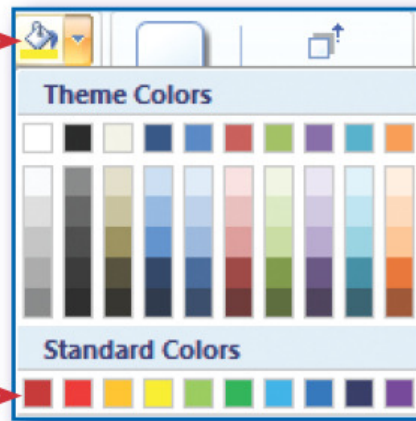
Select a  
WordArt style.

# Format WordArt

- WordArt Tools Format tab:



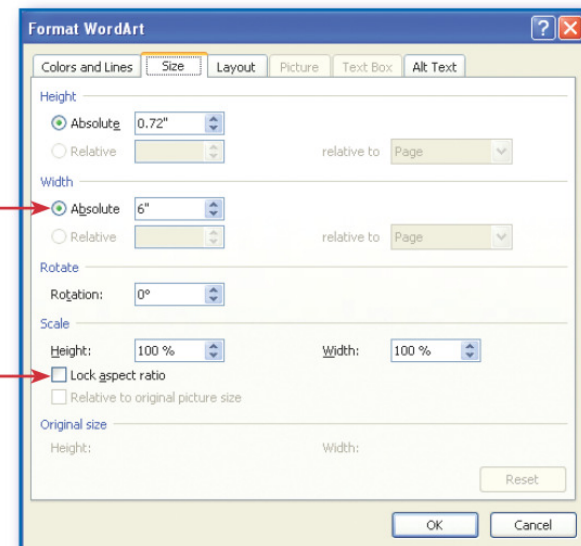
Shape Fill  
down arrow



Select this  
color.

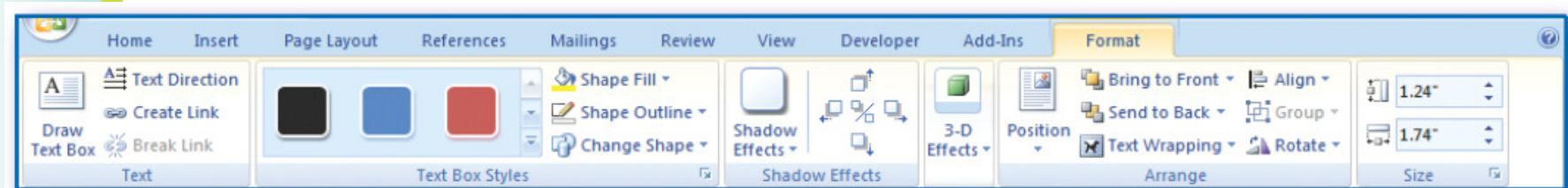
Change width  
to 6.

Do not select  
the Lock aspect  
ratio option.



# Text Box Tools

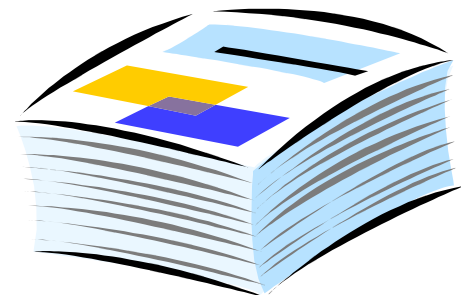
- Text Box Tools Format tab:



- Change the text or text box style
- Add shadow or 3-D effects
- Specify position and size of text box

# Flyers

- One-page announcement or ad with large text and graphics.
- Flyers should
  - Be colorful
  - Have ample white space (easy to read)
  - Use related pictures
  - Use capital letters sparingly
  - Use fonts that are easy to read
  - Use only 1 or 2 fonts



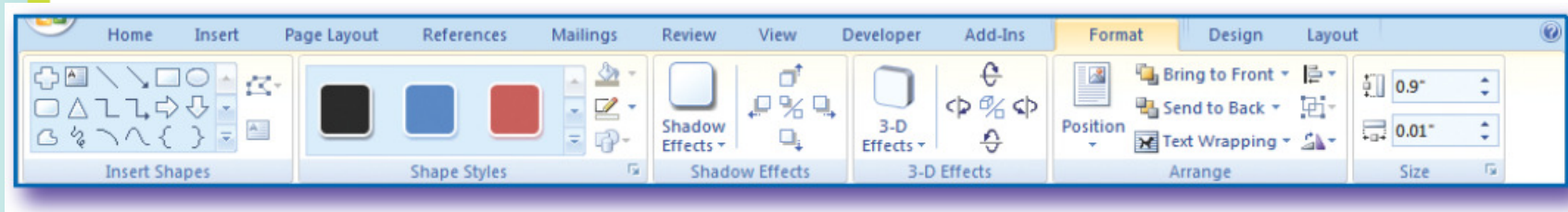
# Shapes

- Ready made shapes and a variety of lines
  - Click to select shape
  - In document, click mouse and drag across and down to create shape
- In Illustrations group on Insert tab



# Format Shapes

- Use features on Drawing Tools Format tab to format shapes.

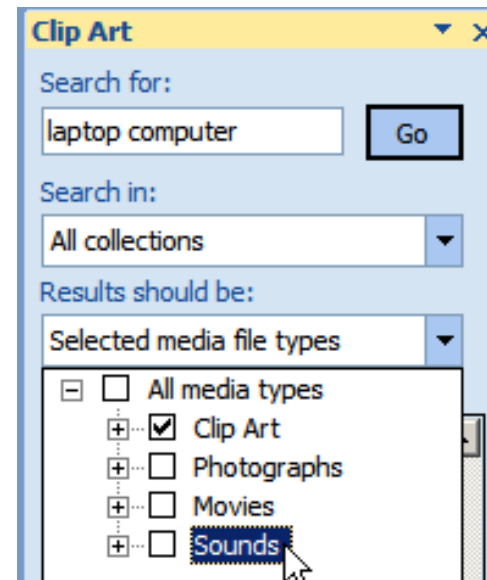


- Size, color, border thickness, and fill color of a shape can be changed.
- Text can be added and edited.



# Clip Art

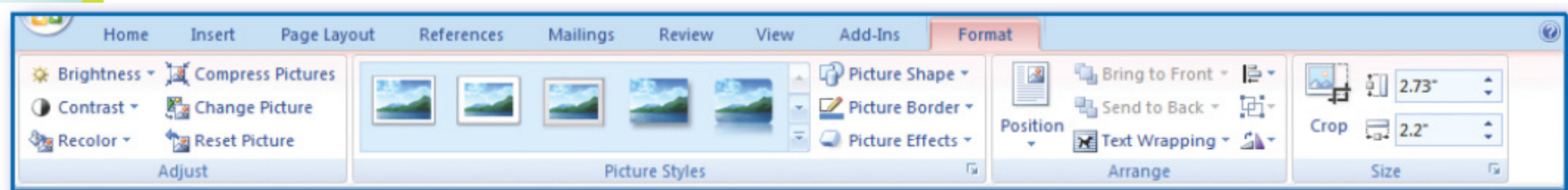
- Ready made drawings and photography
  - Can include sounds and video clips
  - Be careful not to violate copyright laws
- *Word* search feature
  - Search results are displayed as thumbnails
    - Click to insert into document





# Format Clip Art

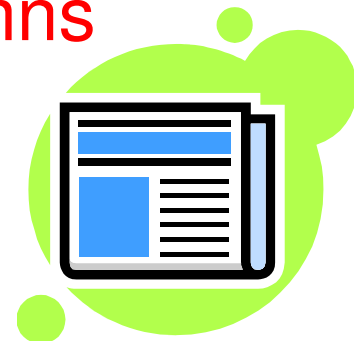
- Select picture or clip art to see Picture Tools Format tab



- Size, crop, and position using options in the Size and Arrange groups
- Format using options in the Adjust and Picture Styles groups

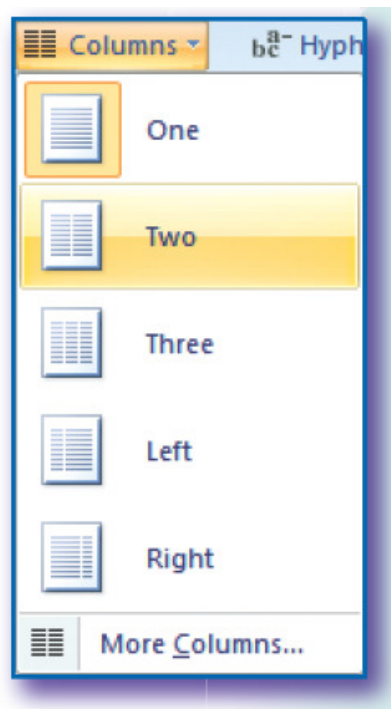
# Columns

- Brochures and newsletters often have text in two or more columns
- Columns may be equal or unequal in width and length
- Items on a page may span columns
  - A head may fit across two columns
- Text within columns is often justified and hyphenated

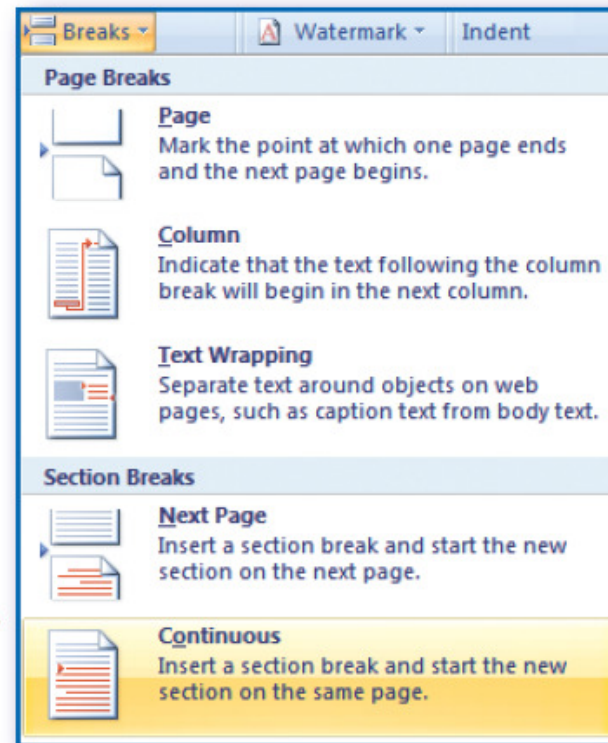


# Add Columns

- Choose Columns in Page Setup group on Page Layout tab



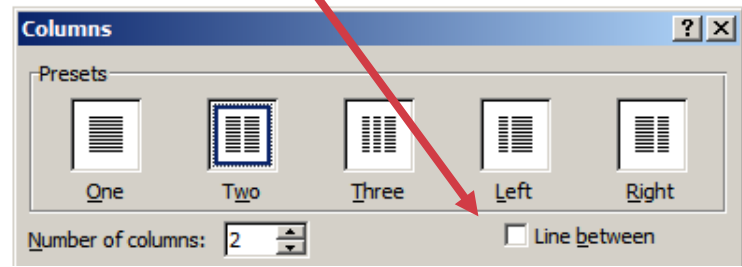
Balance columns using a continuous break



# Format Options

- Add a line between columns

- Click More Columns in Columns list

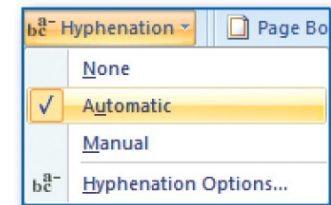


- Select column text

- Justify (in Editing group on Home tab)
- Hyphenate (in Page Setup group on Page Layout tab)

- Choose page orientation

- In Page Setup group on Page Layout tab



# Text and Pictures

- Specify text wrapping
- Position picture
- Both are in Arrange group on Picture Tools Format tab

