PENANG SANGAM HIGH SCHOOL P.O.BOX 44, RAKIRAKI

LESSON NOTES WEEK 8

Year/Level: 10 Subject: Office Technology

Strand : 2	COMPUTER CONCEPTS AND SKILLS
Sub Strand: 2.1	USING APPLICATION SOFTWARE – DOCUMENT PROCESSING
Content	At the end of the lesson students should be able to: demonstrate the skills of integrating
Learning Outcome	text and graphics in documents

GRAPHICS

What are Graphics?

Lines, shapes, colors, text and patterns are called graphics. It adds interest and impact to documents.

Examples of Graphics

Illustrations, patterns, logos, diagrams, maps and cartoons.

Reasons for using Graphics - why use Graphics

- 1. To give information
- 2. To make an impression

How Graphics Work?

Graphics convey information by:

- 1. Using common conventions understood by the audience
- 2. Using realistic pictures
- 3. Leaving out unnecessary details

Graphics produce an impression by:

- 1. Use of colors
- 2. Use pictures with emotional contents
- 3. Distorting or altering pictures

Inserting Pictures into the Document

Clip art is a collection of graphic images that can be inserted in document.

Steps Inserting Clip Arts

- 1. Click on INSERT
- 2. Select CLIPART
- 3. Select PICTURE
- 4. Click INSERT

Wrapping Styles

Why use wrapping styles?

Used to refine layout of graphic and text

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How to apply a Wrap Style to a Graphic

Wrapping Style	Result
In line with text style inserts the graphic in the text at the location of the insertion point. The graphic moves as you add or delete text. The text does not wrap around the graphic; white space extends to the margins on either side of the graphic.	aliquip ex ea commodo consequat. Duis vulputate velit esse molestie consequat, est feu dio dignissim qui Lorem ipsum dolor e
Square style wraps the text around all sides of a square bounding the graphic. The graphic moves as you add or delete text.	amodo consequat. Duis autem vel eum irius e molestie consequat, vel illum dolore eu feug n et inste il
In front of text style has no border around the graphic. The graphic floats on its own layer in front of the text.	do consequat. Dus autem vel eum iri olestie consequat, del illum dolore eu feu isto odio dignis in qui Lorem ipsum de iam non t. Ut ceniam, q obort mmodo c iestie c siss il d etue immy liquam persuscipit tobortus nist ut anquap ex ea d dolor in hencherit in vulputate velit ess
Tight style wraps the text around the graphic in an irregular shape bounding the actual image. The graphic moves as you add or delete text.	mon, que nostrou ester estan mane orpa e secu- modo consequat. Duis autem de lou ni ure dolor u e moleste consequat, evi la lum dolor eu fieujat in et insto odio edito della consequat, evi la lum dolor eu fieujat in et insto odio edito della consequat, evi la lum dolor en man min della consequat, evi la lum dolor en man minim ven modo consequat econsequat econs
Behind text style has no border around the graphic. The graphic floats on its own layer behind the text.	do consequat. Dus autem vel eum iri olestie consequat, vel illum dolore eu feu asto odio dignissim qui Lorem ipsum de iam nonumay, anche usimod tincidunt t. Ut: wisi enim ad minim veniam, q obortis nist ut aliquip ex ce commodo c adgrit in vulputate, veili esse molestie o isis at vero eros et accupient et functo il delenit augue dus dobre te feugat r etuer adipiseme elli, sed tiam nonummy aliquam erat volutata. Ut visit epim ad m per suscipit lobortir ansl ut aliquip ex ea dolor in hendrerit in vulputate velit ess

Applying Wrapping Styles to a Graphic

- 1. Click your graphic to select it
- 2. On the Format menu, click Picture
- 3. In the Format Picture dialog box, click the Layout tab
- 4. Click a wrapping style, and then click OK

<u>Note</u>: You can also use the Horizontal alignment option buttons to position your graphic quickly, or you can drag the graphic to where you want it.

Activity

In a paragraph, discuss the five wrapping styles used in graphics.	(70-80words)	