

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 Learning Outcome	At the end of the lesson students should be able to: demonstrate the skills of integrating 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

How to apply a Wrap Style to a Graphic

Wrapping Style	Result
<p>In line with text style inserts the graphic in the text at the location of the insertion point.</p> <p>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.</p>	
<p>Square style wraps the text around all sides of a square bounding the graphic.</p> <p>The graphic moves as you add or delete text.</p>	
<p>In front of text style has no border around the graphic.</p> <p>The graphic floats on its own layer in front of the text.</p>	
<p>Tight style wraps the text around the graphic in an irregular shape bounding the actual image.</p> <p>The graphic moves as you add or delete text.</p>	
<p>Behind text style has no border around the graphic.</p> <p>The graphic floats on its own layer behind the text.</p>	

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

Note: 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)
