

LESSON NOTES WEEK 9

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: <b>demonstrate the skills of integrating text and graphics in documents</b>

**To Resize Your Image** – grab one of the corners of the image by left-clicking and holding – drag it to your desired size and fine-tune the placement.

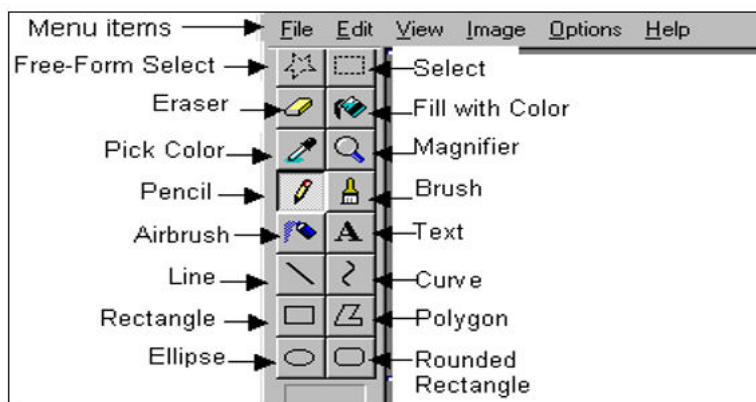
**Inserting WordArt**

1. Click Insert, click Picture and then click WordArt. WordArt Gallery will appear.
2. Select a WordArt style, format and then click OK.
3. Type in the text and click on OK.

**Opening the Graphic Package (Paint)**

1. Click on Start.
2. Click All Programs
3. Select Accessories Folder. C
4. Click on it to open it up and click on Paint.

**Paint Tools**



**Using the mouse** – the mouse is used to:

1. Move the pointer across the screen
2. Click on icons
3. Drag lines across the screen

**Foreground and Background**

- The **foreground color** is used for all lines and outlines that make up the drawing. (Click on the color palette with the left button to pick the foreground color)
- The **background color** is used when you draw a filled shape. (Click with the right button to pick the background color)

## Undo

It allows the user to reverse the effect of the most recent change you made.

## Adding texts to Graphics

Most graphics need words as well as images. Letters and numbers can be added using the keyboard. Text can be used for Titles, Headings, Labels, Instructions and Design elements.

## The Text Tool

1. Find the Text tool
2. Create a textbox on the screen, type letters and other characters

## Making Changes

1. Check your typing carefully
2. While the text box is open you can:
  - Type new text
  - Delete any mistake
  - Change the size of the text box

## Choosing Fonts

- The **font** means the size and style of the letters
- **Point** is a measure of size
- Most **books** and **magazines** use 10, 11 or 12 point letters for the text
- **Headings** are usually between 14 and 20 point

## Types of Graphics Package

1. **Bitmap Package** – in a bitmap package the computer stores the position and color of all the dots that make up the image.

When you select part of a Bitmap image, you select all the dots inside an area of the screen.

2. **Vector Package** – in a vector package the computer stores all the lines and shapes that make up the image.

## Deleting a Selected Item

When you have selected an area of the screen (Bitmap Packages) or a shape (vector Packages) you can delete it. Press the Delete key on your keyboard to remove the item you have selected.

## Activity Questions

1. Point is a measure of \_\_\_\_\_.
2. Most books and magazines use font size \_\_\_\_\_.
3. List the correct order of steps to open graphic package.

---

---

---

---