

Microsoft Word

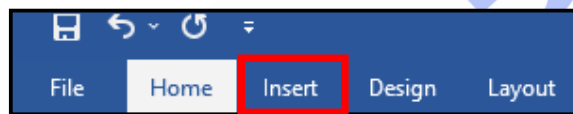
Module 43 - Using Object and Word Art in MS Word

What is Object in MS Word?

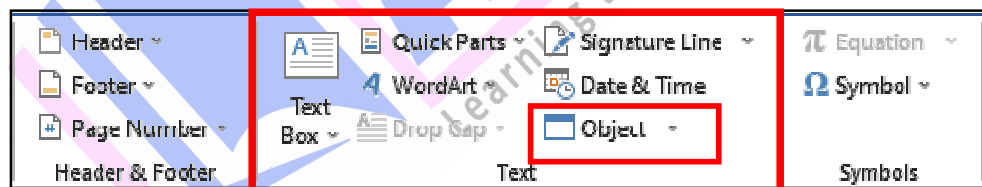
Object in MS Word: Object in MS Word refers to any graphic or image that is inserted into a document, which can be manipulated or resized as a standalone element. These objects can be pictures, charts, shapes, or even embedded objects like Excel spreadsheets. Object art is usually placed in the document in a way that it doesn't interfere with the text, and it can be formatted independently from the rest of the content. You can move, resize, or apply styles to these objects without affecting the text flow.

Steps to insert Object in MS Word:

- Open MS Word: Start by opening your Microsoft Word document where you want to insert the object.
- Go to the "Insert" Tab: On the top ribbon, click the "Insert" tab. This will give you a variety of options for adding different elements to your document.



- Click on "Object": In the "Insert" tab, look for the "Text" group and click on the "Object" button. This will open the "Object" dialog box.



- Select the Type of Object: In the dialog box, you can choose from various object types. You can either:
 - Insert a new object, such as an Excel chart, PDF, or drawing, by selecting "Create New."

Using Object and Word Art in MS Word

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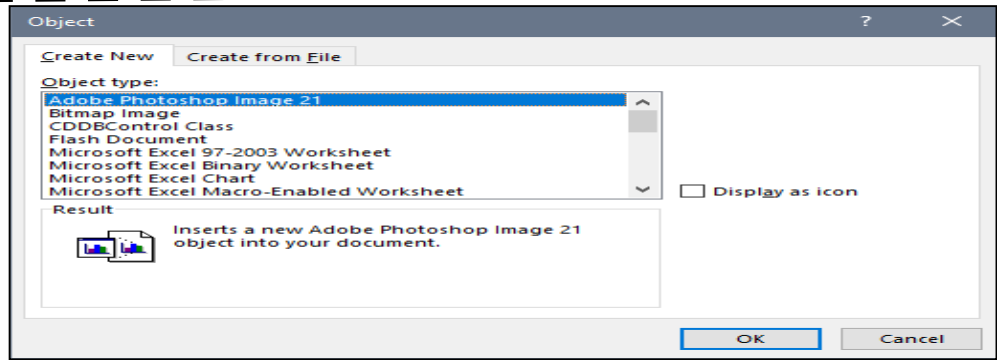
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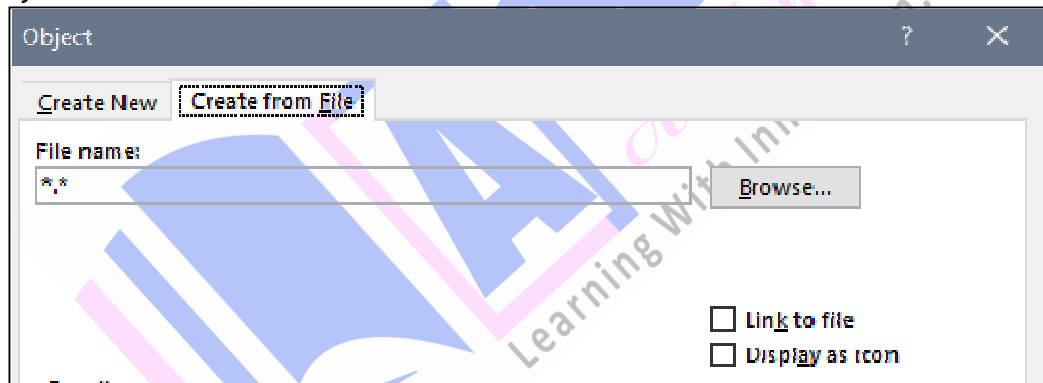
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- Or insert an existing object by selecting "Create from File" and browsing to the file you want to add.
- Adjust Object Settings: Once you've selected the object, you can adjust settings like linking the object to its source file (useful if you want the document to update when the source file is changed) or embedding the object (storing it within the Word document itself).
- Click "OK": After selecting your object and making any adjustments, click "OK." The object will be inserted into your document, and you can resize or reposition it as needed.
- Edit or Format the Object: Once inserted, you can edit or format the object by clicking on it. For example, you can resize an image, change the chart style, or modify the embedded file's content.



What is Word Art in MS Word?

Word Art in MS Word: Word Art in MS Word is a feature that allows users to create stylized text with various effects such as shadows, outlines, and 3D styles. This tool is often used to add artistic flair to headings, titles, or decorative text. It helps transform standard text into more visually appealing content, making it stand out in documents. Word Art also allows customization of fonts, colors, and layout, enhancing the visual presentation of text in a document.

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Using Object and Word Art in MS Word

Steps to insert Word Art in MS Word:

1) Open MS Word

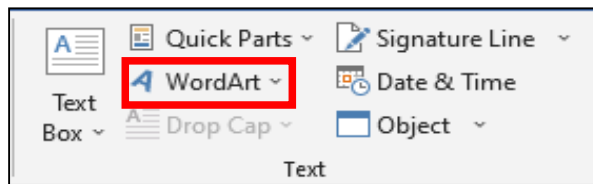
Open the document where you want to insert WordArt.

2) Go to the "Insert" Tab

On the top ribbon of MS Word, click the "Insert" tab to view various insert options.

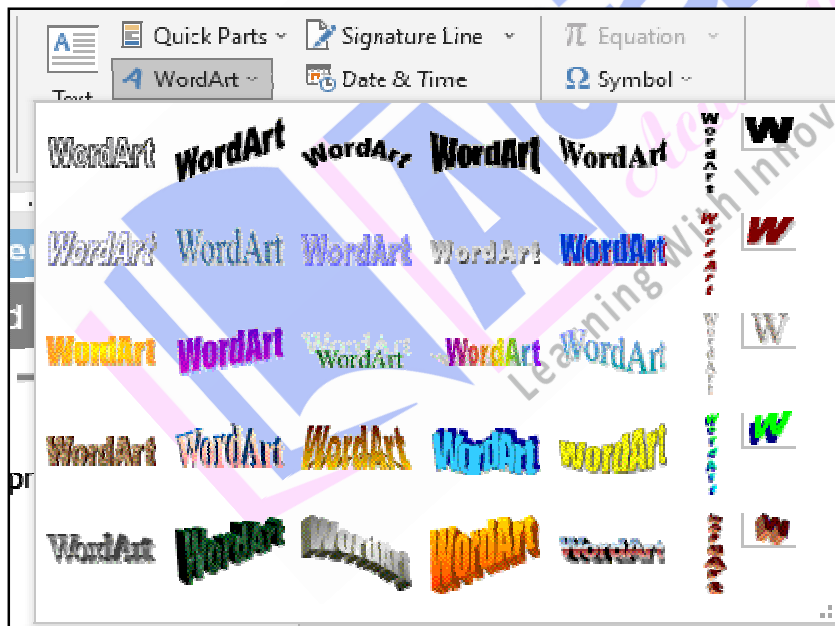
3) Click on "WordArt"

In the "Text" group, click the "WordArt" button. It's usually represented by a tilted letter "A".



4) Choose a WordArt Style

A drop-down gallery of different WordArt styles will appear. Click on the style you like – it will insert a text box with sample text.



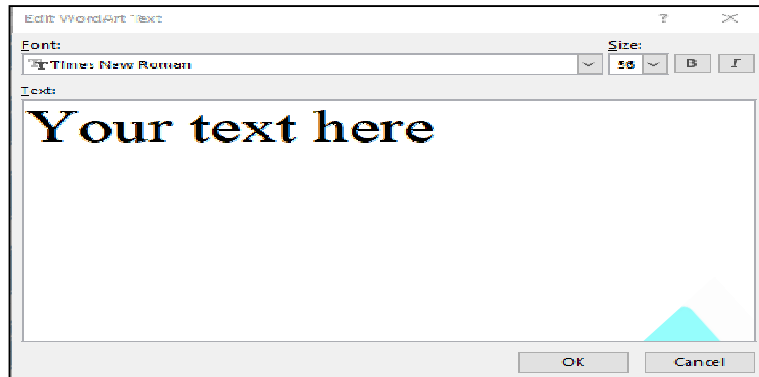
5) Type Your Text

Replace the sample text (e.g., "Your text here") with your own custom text.

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- 6) Customize the WordArt
- Once inserted, you can:
 - Resize or move it like a shape.
 - Use the "Format" tab to change font, color, text effects (shadow, glow, 3D, etc.).
 - Rotate or align it as needed.

Assignment

Try the given Word Art samples in your document



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