
Table Of Contents

Class Presentation

Topic	Slide(s)
What Is A Graphic?.....	4-8
Insert Clip Art	10-25
The Clip Art Gallery.....	11-18
Microsoft Office Online.....	19-25
Insert A File	26-27
Graphic Tools	28-34
The Drawing Toolbar	29
The Picture Toolbar.....	30
The Format Dialog Box.....	32-34
Drawing.....	35-40
Simple Shapes	35
Perfect Shapes	36
AutoShapes	37-40
The Document Layering System.....	41-55
Floating Graphics.....	43
In-Line Graphics	44
Floating Graphics And Anchors.....	46-47
Convert Graphics From Floating To In-Line And Vice Versa.....	48-50
“In-Line Floaters”	52-55

Select Graphics.....	56-59
Delete Graphics.....	60-61
Move Graphics.....	62-65
Move An In-Line Graphic.....	62
Move A Floating Graphic.....	63-65
Snap To... Settings.....	66-70, 166-168
Snap Objects To Grid.....	66-70
Snap Objects To Other Objects.....	166-168
Resize Graphics.....	71-76
Aspect Ratio.....	73-75
Text Wrapping.....	80-87
Crop A Graphic.....	88-89
Text Boxes.....	90-104
Text Box Borders.....	93-95
Move A Text Box.....	96
Linked Text Boxes.....	101-104
Apply Colors To A Graphic.....	105
Fill Colors And Effects.....	106-117
Semitransparent Fill Colors.....	109-110
Fill Effects.....	111-117
Lines And Borders.....	118-121
Arrows.....	122-124
Rotate And Flip Graphics.....	125-131
Rotate A Graphic Left Or Right.....	128

Rotate And Flip Graphics (cont.)	125-131
Free Rotate A Graphic.....	129-130
Flip A Graphic	131
Tear Away Toolbars	132-133
3-D And Shadow Effects.....	134-138
Toolbars	137
Edit AutoShapes	139-142
Add Text To An AutoShape	142
Image Control	143-144
Layer Graphics	149-159
Multiple Graphics	149-153
Graphics And Text (Watermarks)	154-158
Align Graphics.....	160-168
To Each Other.....	162
To The Page.....	163-164
To The Opposite Side Of Other Graphics.....	165-168
Distribute Objects	169-170
Grouping And Ungrouping.....	171-180
Clip Art.....	173-180
WordArt	184-194
Insert WordArt	186
The WordArt Toolbar.....	187
Format WordArt	188-194
Page Borders.....	195-204

Screen Captures	207-211
Callouts.....	212-222
Draw.....	214
Format And Adjust.....	215-219
Move.....	221-222
Duplicate An Object	225-226
Copy An Object's Formatting.....	227-228
"Crop" A Drawing Object.....	229
"Cut Out Shapes"	230
Text-Based Watermarks.....	231-234
Custom Text Wraps.....	235-244
AutoShape Wraps: Method 1.....	238-241
AutShape Wraps: Method 2.....	242-244
File Graphics On The Word Wide Web.....	247-248
Custom Art Page Borders	249-250
Center Text In A Text Box.....	251-252
Create Curves And Random Shapes	253-259
Drop Caps.....	260

Appendices

Appendix	Location	Page(s)
A: Apply Graphic Concepts To The Other Office Programs	CD-ROM.....	A1-A9
B: Retouching Screen Captures.....	CD-ROM.....	B1-B23