**Word Lesson 8 – Using Illustrations and Graphics**

**Part 1: Use Figure 8-1 to label the contextual tab Picture Tools Format.**



**Part 2 – Vocabulary:**

|  |  |
| --- | --- |
| Caption  |  |
| Cell  |  |
| Clip Art  |  |
| Compress  |  |
| Crop  |  |
| Drawing Canvas  |  |
| Embedded Object  |  |
| Floating Object  |  |
| Inline Object |  |
| Label  |  |
| Linked Object  |  |
| Resetting  |  |
| Scale  |  |
| Screen Clippings |  |
| Screenshot  |  |
| Shapes  |  |
| SmartArt Graphics  |  |
| WordArt  |  |

**Part 3: Certification Skills**

1. How do you insert a picture?
2. How do you resize a picture?
3. How do you apply a style to a picture?
4. How do you apply an effect to a picture?
5. How do I change a picture to a SmartArt graphic?
6. How do I change the color of a picture?
7. How do I apply artistic effects to a picture?
8. How do you position the picture in a document?
9. How do you wrap text around a picture?
10. How do you insert a shape?
11. How would you change text to WordArt?
12. How do you resize an image?

**Part 4: Fill in the following Table:**

|  |  |
| --- | --- |
| **Type**  | **Purpose**  |
| Remove Background |  |
| Corrections  |  |
| Color  |  |
| Artistic Effects  |  |
| Compress Picture  |  |
| Change Picture  |  |
| Reset Picture  |  |