

Lecture 26

Today: Microsoft Word...Inserting pictures, Excel charts, and Collaboration

1. Open T:\Teach\Classes\FOR112\UrbanForestry.doc
2. Insert | Picture and browse for T:\Teach\Classes\FOR112\Images\craterhike.jpg
3. When you insert a picture, Word inserts the picture “In Line” with other text. That means it behaves like text and “lives on the same layer” as text on the page. But, you can put a picture on the “drawing layer” by changing its wrapping style:
 - a. With the picture selected, you should be on the Picture Tools|Format ribbon.
 - b. One of the options on that ribbon is the **Text Wrapping** icon.
 - c. Choose the “Square” wrapping style and you’ll notice that text now flows around the picture. You can also move the picture and place it anywhere in the document.
 - d. Once again, click on the **Text Wrapping** icon. This time, though, choose “More Layout Options” and then click on the Text Wrapping tab.
 - e. In the “Wrap Text” area, note that you get options to only have text appear on the left or right sides of the picture (the default is both sides). This option is a way for you to make sure that text appears only on one side of the document no matter where you place the picture.
4. When you have the picture selected, the Ribbon will show the Picture Tools
 - a. Brightness, Contrast, Recolor, Crop
 - b. Compress Pictures
 - c. There are other options related to picture borders and sizing.
5. To copy an Excel chart into Word...
 - a. In Excel, make sure the entire chart is selected. Go to the Edit menu and choose “Copy”
 - b. In Word, put the insert bar where you’d like the chart to appear.
 - c. On the Home Ribbon, click Paste and then choose “Paste Special...”
 - d. Insert the chart as a picture
 - i. PNG is compressed like JPG, but is a lossless compression (higher quality)
 - e. Paste Special can insert as a “Chart Object” too which means that you can edit the Excel chart right within Word.
 - f. After pasting as a picture, the inserted chart will behave just as any other picture inserted from a file would behave.
6. Collaborating (aka “Track Changes”)
 - a. Right-click the status bar in Microsoft Word and choose to show Track Changes
 - b. Click “Off” to turn Track Changes On. Click “On”, and it will turn it off again.
 - c. Also, look on the Review tab on the Ribbon (Track Changes is there, too).
 - d. Note different views in the Tracking section
 - e. Use the Changes section to Accept changes all at once or to review and accept changes one at a time.