

ITC 401/461 – MS Word Assignment: Graphics

There are examples of the Graphics menus on p. 65-68 of the MS Word manual.

Part A: **Internet Image**

- Use the Internet to find an interesting image and save it in your WP folder
- Open MS Word and Insert the image into a blank document
- Resize the image to about $\frac{1}{4}$ or $\frac{1}{3}$ the size of a page
- Use the **Object Position** tool to reposition the image to the top left of the page
- Add text below the image, describing what the photo represents (or make a joke about it)

Part B: **Photograph**

- Borrow one of the Creative Multimedia digital cameras
- Take a photo of a classmate or an object in the room
- Check the photo to ensure that it looks good. If not, take another one
- Upload or copy the photo to your WP folder by connecting a USB cord or using a card reader
Using Windows Explorer or My Computer is one method of doing this
- Insert the photo into your document which already contains the Internet image
- Use the **Crop** tool to select a portion of your photo
- Use the **Object Position** tool to reposition the image to the bottom right of the page
- Add text below the image, describing what the photo represents (or make a joke about it)

Part C: **Header**

- Insert a Header at the top of the document
It should contain: ITC 401 – Graphics Assignment - *your name*
- Center the Header

Part D: **Saving**

- Save the file in your WP folder as **Graphics**