

A

## Working with Shapes and Pictures

### Positioning Pictures

Whenever you insert a graphic into a document, it is inserted inline with text by default. This means that the text in the document moves in order to accommodate the graphic. This lesson will show you how to adjust text wrapping and how to use the grid to position objects.

E

F

**✓ Tips**

- ✓ If you want to use a graphic with other graphics or objects, they must be on a drawing canvas. See the lesson on *Inserting Shapes* for more information.

### Adjust text wrapping

To adjust how text reacts to the objects in your documents, change the object's text wrapping.

1. Double-click the object whose text wrapping you wish to adjust.  
The Format contextual tab appears on the Ribbon.
2. Click the **Text Wrapping** button in the Arrange group.  
A list of text wrapping styles appears. Take a look at the Text Wrapping Styles table for a description of each style.
3. Select a text wrapping style from the list.  
The text wrapping style is applied to the image.

**Other Ways to Adjust Text Wrapping:** Right-click the image, point to Text Wrapping in the contextual menu, and select an option from the submenu.

### To display/hide the grid

Just like the graph paper you used to use in geometry class, the *grid* consists of horizontal and vertical lines that help you draw and position objects.

1. Click the View tab on the Ribbon.
2. Click the **Gridlines** check box in the Show/Hide group.  
Horizontal and vertical gridlines appear on the page.

**Other Ways to Display the Grid:** Press **<Shift> + <F9>**, or click the **Format** contextual tab on the Ribbon, click the **Align** button in the Arrange group, and select **View Gridlines** from the list.

**✓ Tip:** Gridlines do NOT appear in the printed document.

**Exercise**

- **Exercise File:** AmericanHistory7-3.docx
- **Exercise:** Select the header row containing the month labels, the Income row, the Total Exp. Row, and the Net Inc. row (use the Ctrl key to select multiple rows). Create a 2-D Clustered Column chart.

**Table 7-2: Text Wrapping Styles**

<input checked="" type="checkbox"/> <b>In Line with Text</b>	This places the object at the insertion point in a line of text in the document. The object remains on the same layer as the text.
<input checked="" type="checkbox"/> <b>Square</b>	Wraps text around all sides of the square bounding box for the selected object.
<input checked="" type="checkbox"/> <b>Tight</b>	Wraps text tightly around the edges of the actual image (instead of wrapping around the object's bounding box).
<input checked="" type="checkbox"/> <b>Behind Text</b>	This removes text wrapping and puts the object behind text in a document. The object floats on its own layer.
<input checked="" type="checkbox"/> <b>In Front of Text</b>	This removes text wrapping and puts the object in front of text in a document. The object floats on its own layer.
<input checked="" type="checkbox"/> <b>Top and Bottom</b>	Wraps text around the top and bottom of the object, leaving the area to the right and left of the object clear.
<input checked="" type="checkbox"/> <b>Through</b>	Similar to the Tight style, this style wraps text throughout the image.

**Figure 7-3:** A document with the grid displayed.

B
G
H

C
D

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**A**

Lessons are presented on one or two pages, so you can follow along without wondering when a lesson ends and a new one begins.

**E**

Each lesson includes a hands-on exercise and practice file so users can practice the topic of the lesson.

**B**

Clear step-by-step instructions answer “how-to” questions. Anything you need to click appears **like this**.

**F**

Tips let you know more information about a specific step or topic as a whole.

**C**

Whenever there is more than one way to do something, the most common method is presented in the numbered step, while the alternate methods appear beneath.

**G**

Tables provide summaries of the terms, toolbar buttons, and options covered in the lesson.

**D**

The table of contents, index, tables, figures, and quiz questions automatically update to reflect any changes made to the courseware.

**H**

Icons and pictures show you what to look for as you follow the instructions.