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How to work with Edit

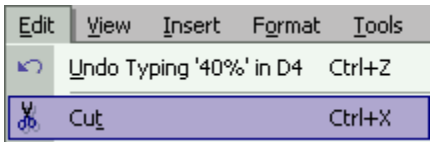
How to work with Cut command

To work with Cut command

Step 1
If you want to work with Cut command, first you must highlight the word that you want to cut.

	PC	Notebook	Server
1996	15%	10%	25%
1997	25%	15%	34%
1998	40%	30%	40%

Step 2
After that, you can use the mouse to open the **Edit** menu and then click on the **Cut** command.



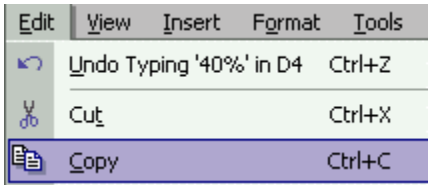
Step 3
In the image below, you are able to see that the data is being cut.

PC	Notebook	Server	
15%	10%	25%	1996
25%	15%	34%	1997
40%	30%	40%	1998

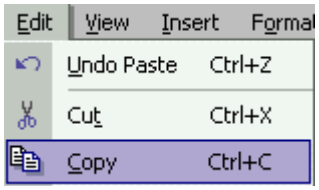
How to work with Copy and Paste

To work with Copy and Paste

Step 1
To work with copy and paste, first you must highlight the text that you want to copy.
After that, use the mouse to open the **Edit** menu and then click on the **Copy** command.



Step 2
Then, you must place the insertion point at the place where are you would like to paste it.
Choose Edit>Paste



Step 3
Then, you'll see that your data has changed just like the picture below.

A	B	C	D
	PC	Notebook	Server
1996	15%	10%	25%
1997	25%	15%	34%
1998	40%	30%	40%

A	B	C	D
	PC	Notebook	Server
1996	15%	10%	25%
1997	25%	15%	34%
1998	40%	30%	40%

Before After

How to work with Insert

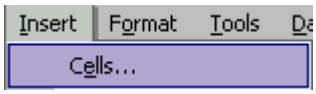
How to insert new Cells

To insert new Cells

Step 1
If you wish to insert new cells, you have to place the insertion point at the place where you would like to insert it.

	PC	Notebook	Server
1996	15%	10%	25%
1997	25%	15%	34%
1998	40%	30%	40%

Step 2
Then, just use the mouse to open the **Insert** menu and then click on the **Cells** command.



Step 4
Then, you'll see that your table has changed just like the picture below.

	PC	Notebook	Server
	15%	10%	25%
1996	25%	15%	34%
1997	40%	30%	40%
1998			

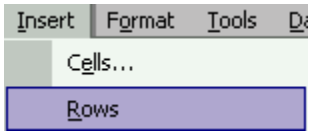
How to insert new Rows

To insert new Rows

Step 1
If you wish to insert new rows, what you have to do first is to place the insertion point at the place where you would like to insert it.

	PC	Notebook	Server
1996	15%	10%	25%
1997	25%	15%	34%
1998	40%	30%	40%

Step 2
Next, you have to use the mouse to open the **Insert** menu and then click on the **Rows** command.



Step 3
Then, you'll see that your table has changed just like the picture below.

	PC	Notebook	Server
1996	15%	10%	25%
1997	25%	15%	34%
1998	40%	30%	40%

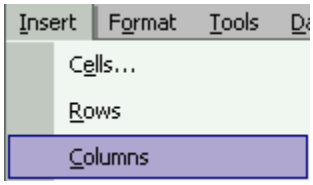
How to insert new Columns

To insert new Columns

Step 1
To insert new columns, you have to place the insertion point at the place where you want it to be inserted.

	PC	Notebook	Server
1996	15%	10%	25%
1997	25%	15%	34%
1998	40%	30%	40%

Step 2
After that, just use the mouse to open the **Insert** menu and then click on the **Columns** command.



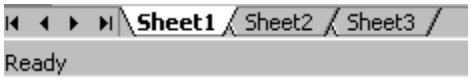
Step 3
The image below shows that the new column has been inserted in the table.

		PC	Notebook	Server
	1996	15%	10%	25%
	1997	25%	15%	34%
	1998	40%	30%	40%

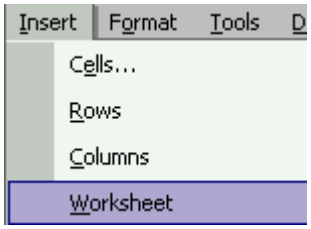
How to insert the Worksheet

To insert the Worksheet

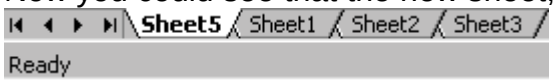
Step 1
It's easy to insert the worksheet. For example, there are three sheets and you would like to add more sheets.



Step 2
What you have to do first is, you have to use the mouse to open the **Insert** menu and then click on the **Worksheet** option.



Step 3
Now you could see that the new sheet, which is sheet 5 has been inserted.



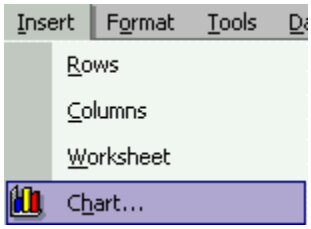
How to insert a chart

To insert a chart

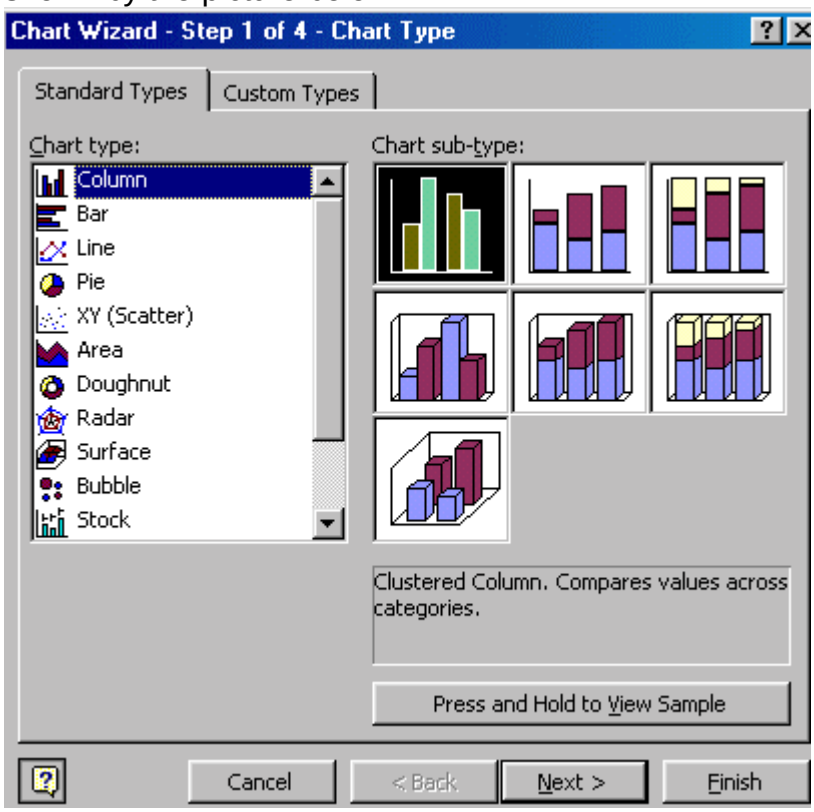
Step 1
To insert a chart, first you must select the Data which you would like to place it in the chart.

	PC	Notebook	Server
1996	15%	10%	25%
1997	25%	15%	34%
1998	40%	30%	40%

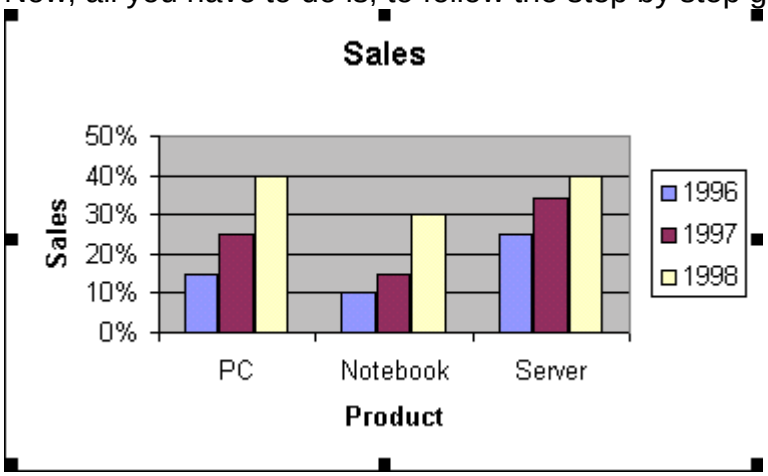
Step 2
After that, use the mouse to open the **Insert** menu and then click on the **Chart** command.



Step 3
Later, you have to select the chart of your choice and then click **Next** button as shown by the picture below.



Step 3
Now, all you have to do is, to follow the step by step guide to create the Chart.



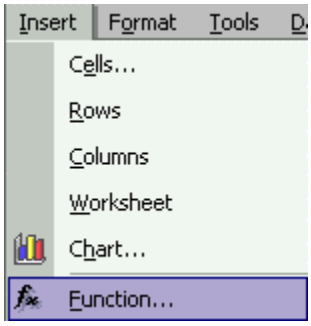
How to insert the calculate function

To insert the calculate function

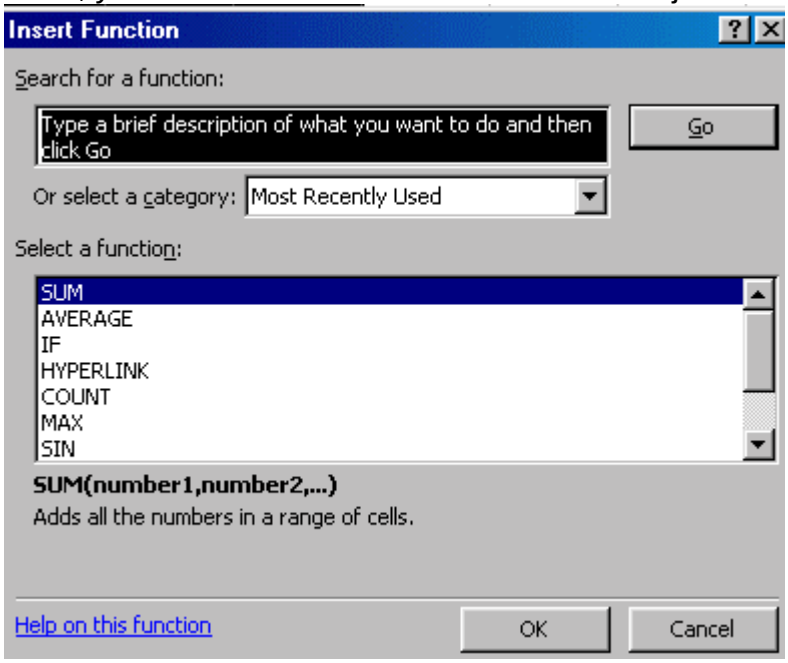
Step 1
To insert the calculate function, first, you have to place your insertion point to where you want it to be inserted.

Apple	WaterMelon	Orange
20	40	11
10	50	14
30	90	18

Step 2
Next, you have to use the mouse to open the **Insert** menu and then click at the **Function** command.

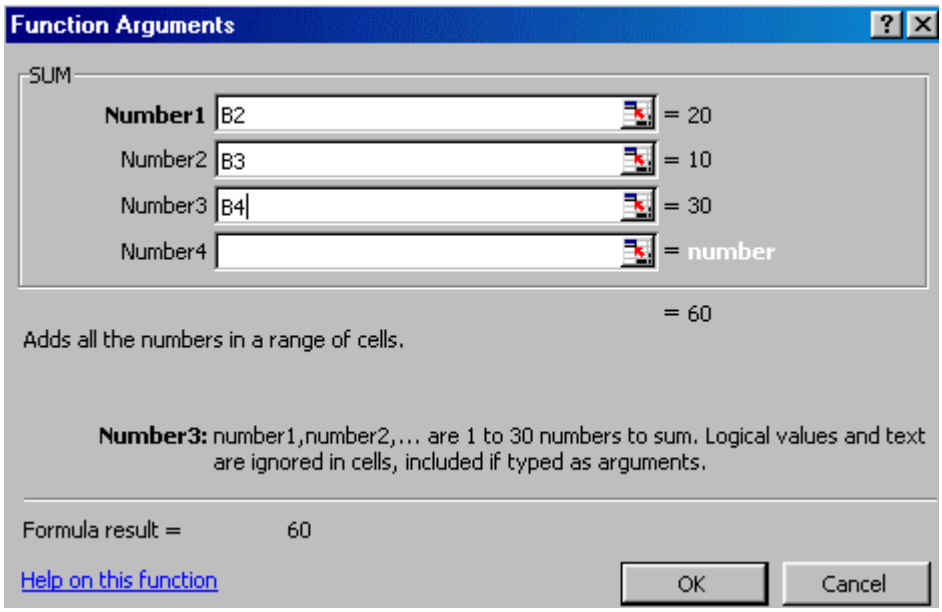


Step 3
Then, you have to select the function and later just click on the **Ok** button.



Step 4

Now you just have to enter the number of the cell that you want to calculate and then click **Ok** button.



Step 5

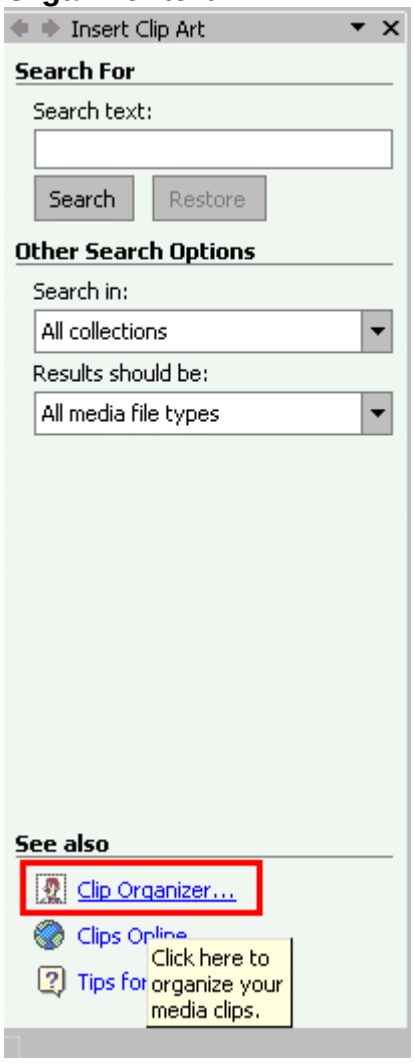
Apple	WaterMelon	Orange
20	40	11
10	50	14
30	90	18
60		

How to insert the clip art

To insert the clip art

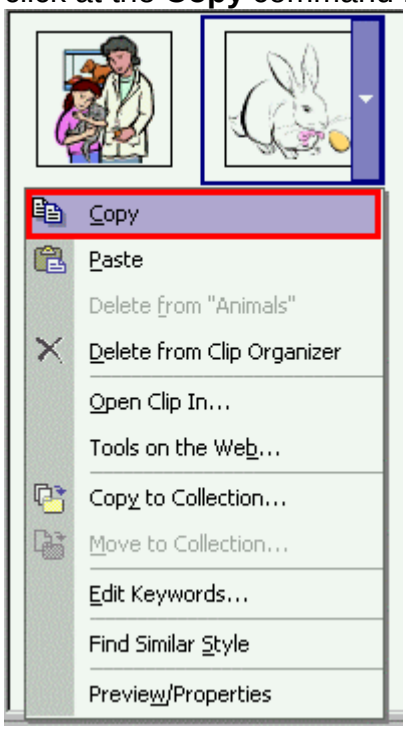
Step 1
To insert the clip art, you have to place the insertion point to where you would like to insert the picture. After that, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Then, just click on the **Clip Art** command.

Step 2
It will display a new window in your right hand side and then click on the **Clip Art Organizer** text.

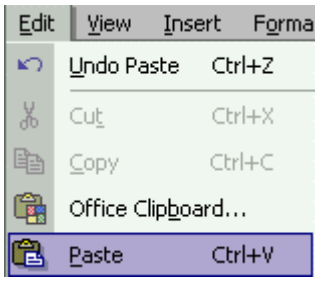


Step 3
After that, just select the picture that you want to insert in the document. Then,

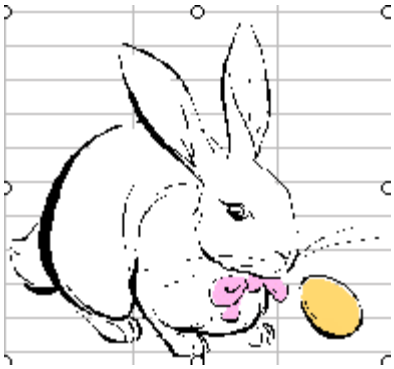
click at the **Copy** command from the menu.



Step 4
Now you have to place the insertion point to the place where you want to paste the picture. Next, you must use the mouse to open the **Edit** menu and then click the **Paste** command.



Step 5
Now you can see that the clip art that you've chosen is in your document.

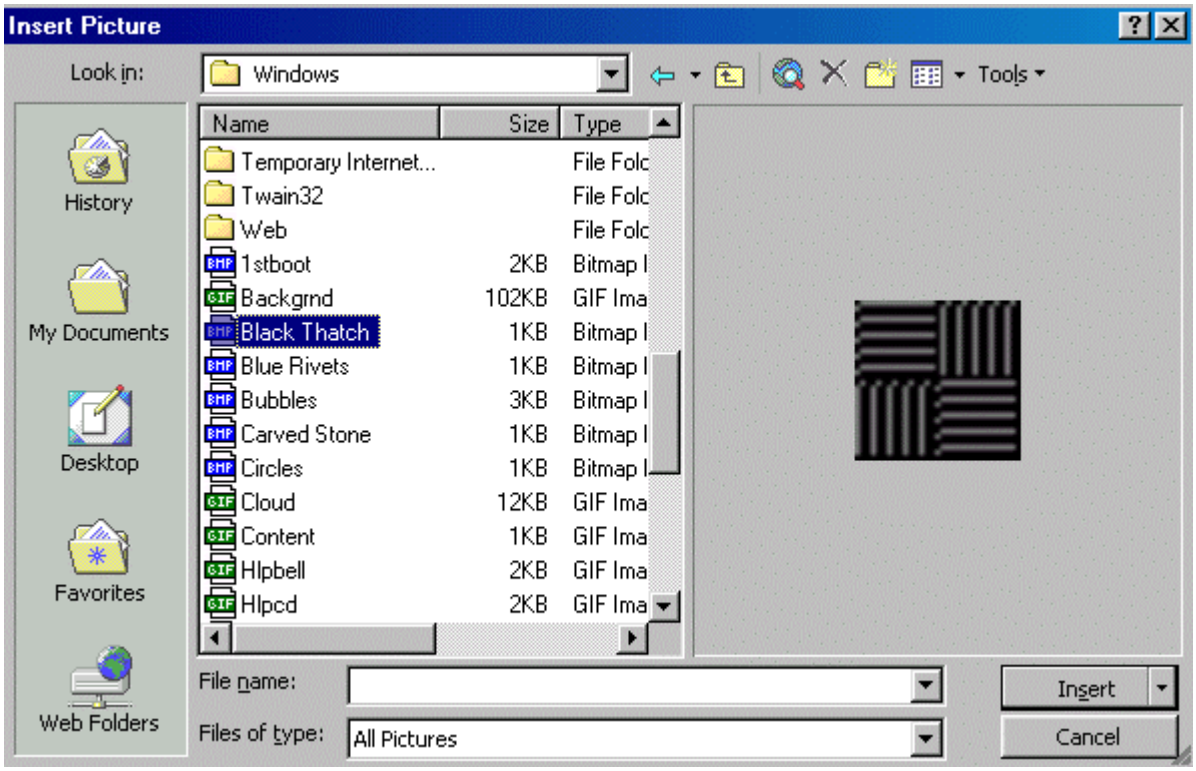


How to insert the picture from file

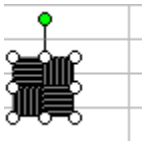
To insert the picture from file

Step 1
To insert the picture from the file, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Then, click the **From File** command.

Step 2
After that, select the picture that you want to insert in the document and then click the **Insert** button.



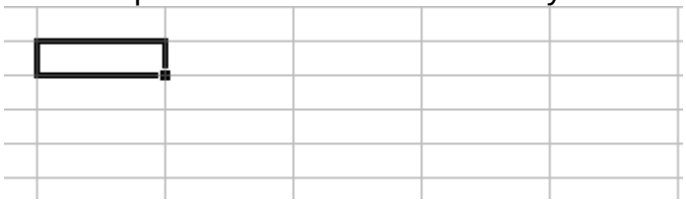
Step 3
You could see that the picture from the file is now appearing in your document.



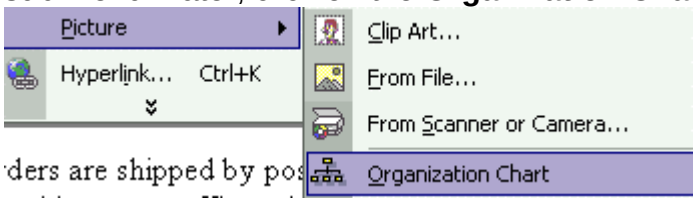
How to insert Organization Chart

To insert Organization Chart

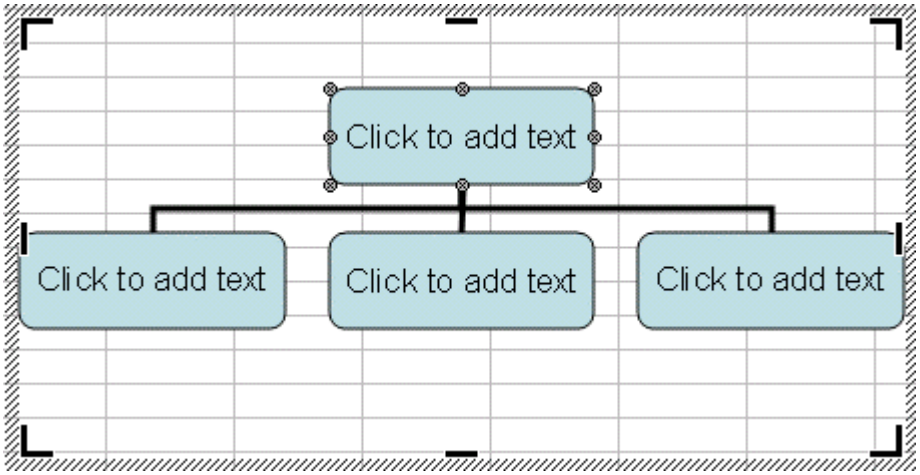
Step 1
If you would like to insert the organization chart, first you have to place the insertion point in the document where you want to insert.



Step 2
After that, use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, click on the **Organization Chart** command.



Step 3
Now you could see that the **Organization Chart** is been inserted in the document.

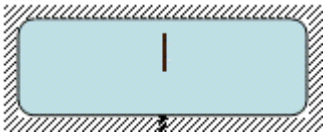


How to add the text in the Organization Chart

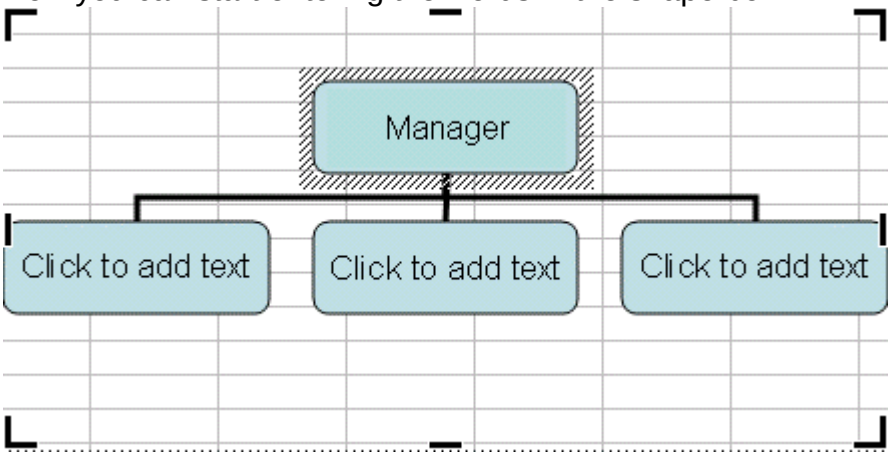
To add the text in the Organization Chart

Step 1
To add the text in the Organization Chart, first you have to select the shape that you want to insert
.

Step 2
Next, move the mouse to the shape that you want to add the text and then click the mouse button.



Step 3
Now you can start entering the words in the shape box.

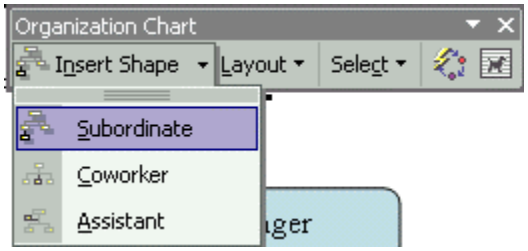


How to insert a new shape in the Organization Chart

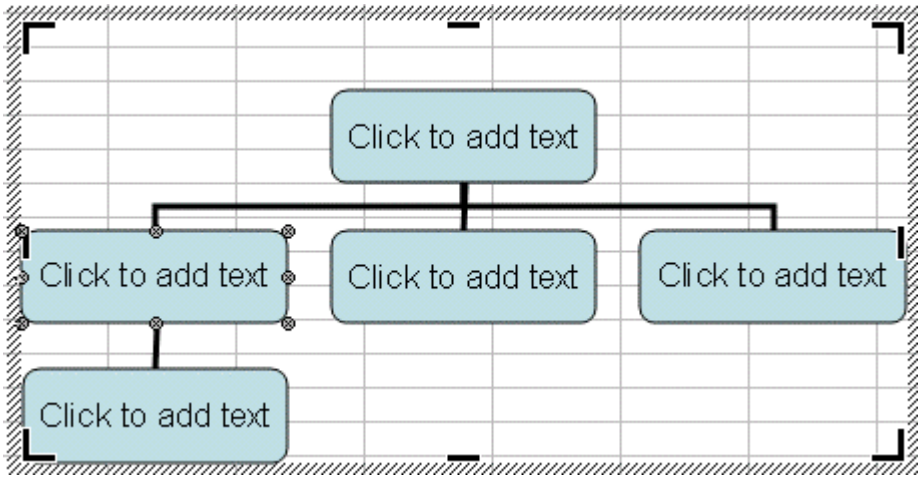
To insert a new shape in the Organization Chart

Step 1
To insert a new shape in the organization chart, first you have to place the insertion point to where you want to insert the shape.

Step 2
Next, just click the **New Shape** command in the **Organization Chart** menu bar and then select the option you want to add the shape as shown by the picture below.



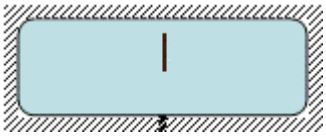
Step 3
Below is an example of how your document with the organization chart will look like.



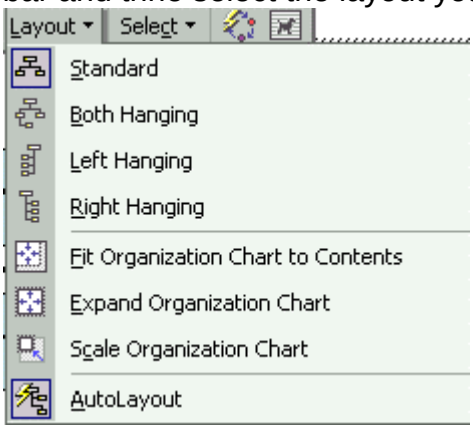
How to select the layout

To select the layout

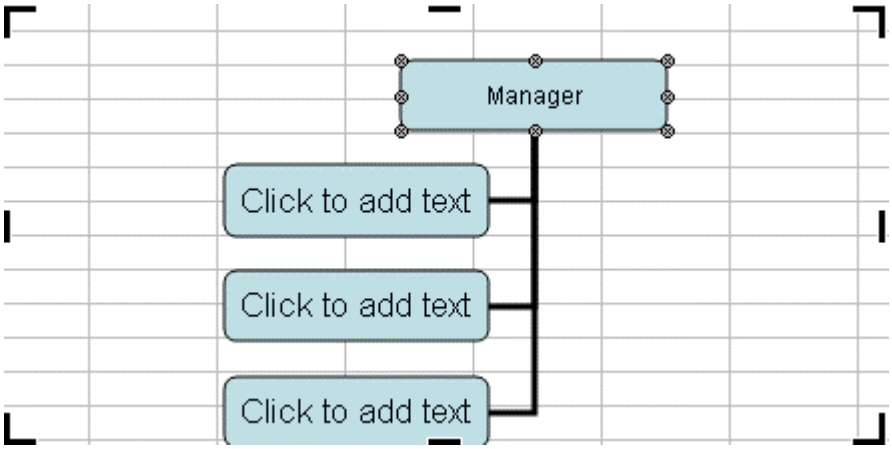
Step 1
To select the layout, you must select the shape that you want to change its layout first.



Step 2
Later, you must move the mouse to the **Layout** in the **Organization Chart** menu bar and thne select the layout you want.



Step 3
If you have chosen Left Hanging, your organization chart will look like the picture below.

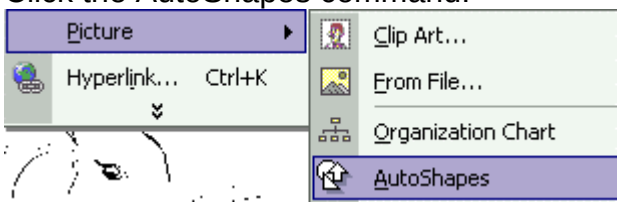


How to work with Draw

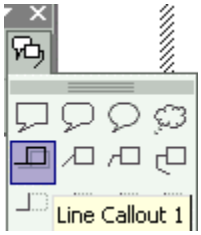
How to show the AutoShapes menu bar

To show the AutoShapes menu bar

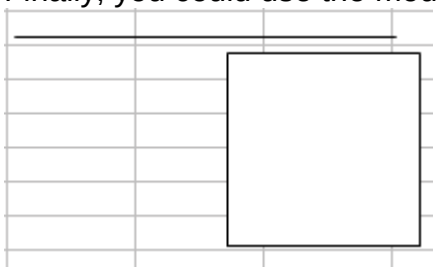
Step 1
Use the mouse to open the Insert menu and then open the Picture sub menu. Click the AutoShapes command.



Step 2
Next, you must use the mouse to open the **Callout** menu and then click the **Line Callout 1**.



Step 3
Finally, you could use the mouse to drag and draw the **Line Callout**.

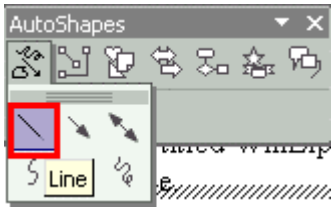


How to draw the line

To draw the line

Step 1
To draw the line, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, just click on the **AutoShapes** command.

Step 2
Later, just click at the **Lines** command in the **AutoShapes** menu bar. Now you have to choose the **Line** in the option menu.



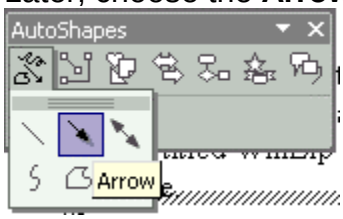
Step 3
Finally, you could use the mouse to drag and draw the line.

How to draw the Arrow Line

To draw the Arrow Line

Step 1
To draw the arrow line, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Then, click on the **AutoShapes** command.

Step 2
Later, choose the **Arrow** in the option menu.



Step 3
Finally, you have to use the mouse to drag and draw the Arrow as shown by the picture below.

How to draw the Double Arrow

To draw the Double Arrow

Step 1
To draw the double arrow, first, use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Then, click on the **AutoShapes** command.

Step 2
After that, choose the **Double Arrow** in the option menu.

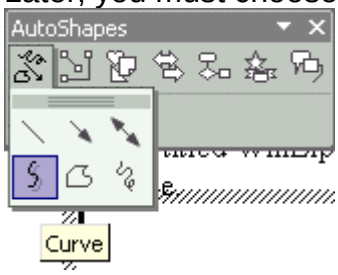
Step 3
Finally, you could use the mouse to drag and draw the Arrow.

How to draw the Curve

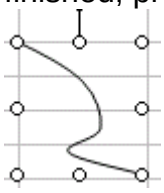
To draw the Curve

Step 1
To draw the curve, first, use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Then, click the **AutoShapes** command.

Step 2
Later, you must choose the **Curve** in the option menu.



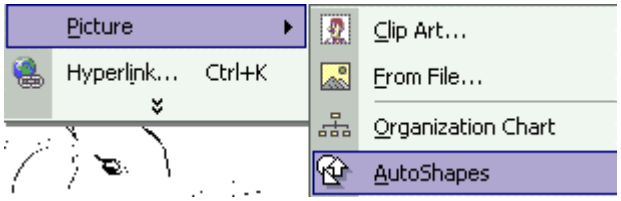
Step 3
Now you could use the mouse to drag the start and end point. When you have finished, press the **ESC** button.



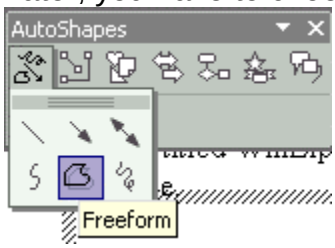
How to draw the Freeform

To draw the Freeform

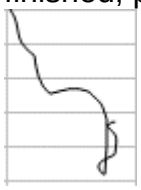
Step 1
To draw the freeform, first you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Now you just click on the **AutoShapes** command.



Step 2
Later, you have to choose the Freeform in the option menu.



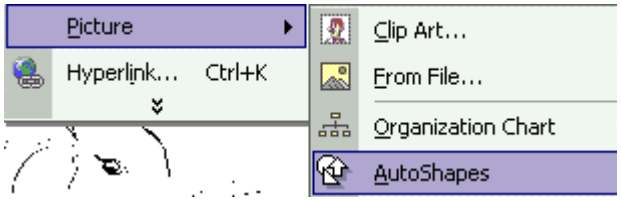
Step 3
Finally, you just use the mouse to drag and draw the line. When you have finished, press the **ESC** button.



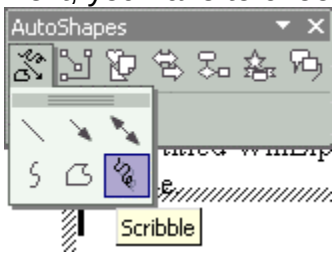
How to draw the Scribble

To draw the Scribble

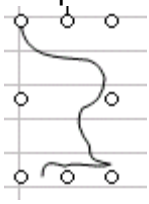
Step 1
To draw the scribble, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, click the **AutoShapes** command.



Step 2
Next, you have to choose the **Scribble** in the option menu.



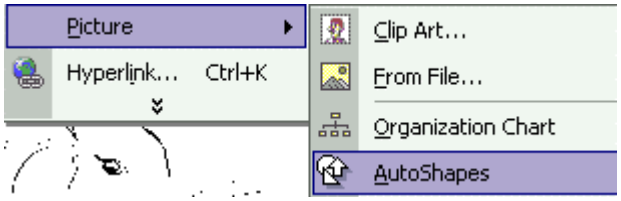
Step 3
Finally, you just have to use the mouse to drag and draw the line as shown by the picture below.



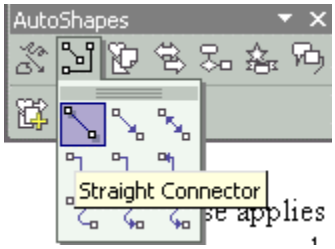
How to draw the Straight Connector

To draw the Straight Connector

Step 1
To draw the straight connector, first you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Click the **AutoShapes** command.



Step 2
After that, just click at the **Connector** command in the **AutoShapes** menu bar and then choose the **Straight Connector**.



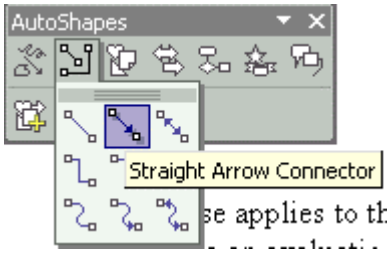
Step 3
Finally, you just have to use the mouse to draw the start and end point.

How to draw the Straight Arrow Connector

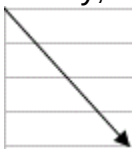
To draw the Straight Arrow Connector

Step 1
To draw the straight arrow connector, first you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, click at the **AutoShapes** command.

Step 2
Next thing to do is to click at the **Connector** command in the **AutoShapes** menu bar and then choose the **Straight Arrow Connector** option.



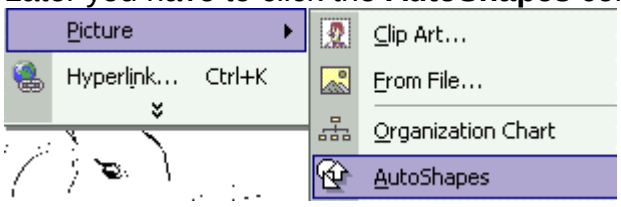
Step 3
Finally, use the mouse to draw the start and end point.



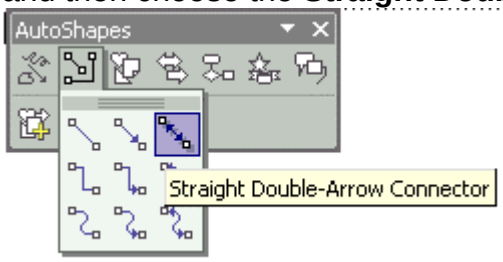
How to draw the Straight Double-Arrow Connector

To draw the Straight Double-Arrow Connector

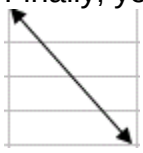
Step 1
If you would like to draw the straight double-arrow connector, first you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later you have to click the **AutoShapes** command.



Step 2
After that, just click at the **Connector** command in the **AutoShapes** menu bar and then choose the **Straight Double-Arrow Connector** option.



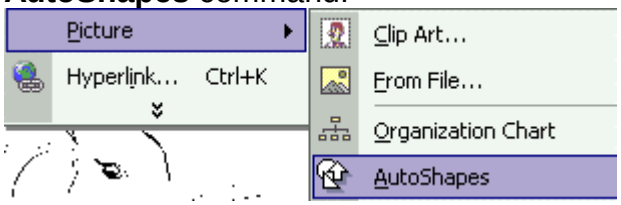
Step 3
Finally, you just have to use the mouse to draw the start and end point.



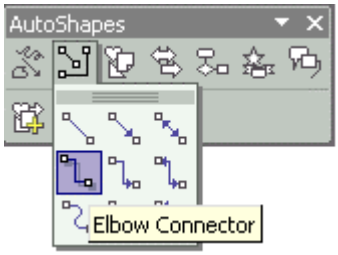
How to draw the Elbow Connector

To draw the Elbow Connector

Step 1
If you wish to draw the elbow connector, you have to use the mouse to open the **Insert** menu first. And then open the **Picture** sub menu. After that, click on the **AutoShapes** command.



Step 2
The next thing to do is to click at the **Connector** command in the **AutoShapes** menu bar and then choose the **Elbow Connector** option.



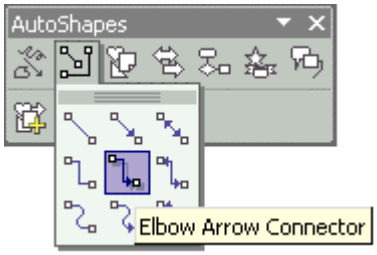
Step 3
Finally, you just have to use the mouse to draw the start and end point.

How to draw the Elbow Arrow Connector

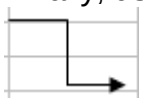
To draw the Elbow Arrow Connector

Step 1
To draw the use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Then, click the **AutoShapes** command.

Step 2
Later, you just have to click the **Connector** command in the **AutoShapes** menu bar and then choose the **Elbow Arrow Connector** option.



Step 3
Finally, use the mouse to draw the start and end point.

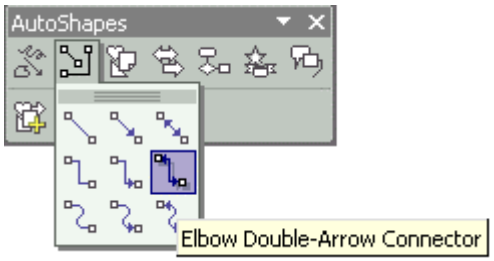


How to draw the Elbow Double-Arrow Connector

To draw the Elbow Double-Arrow Connector

Step 1
To draw the Elbow Double-Arrow Connector, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Click the **AutoShapes** command.

Step 2
Later, just click on the **Connector** command in the **AutoShapes** menu bar and then choose the **Elbow Double-Arrow Connector** option.

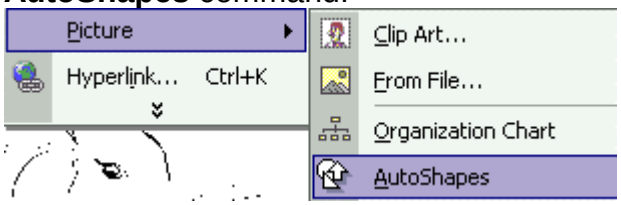


Step 3
Finally, you just have to use the mouse to draw the start and end point.

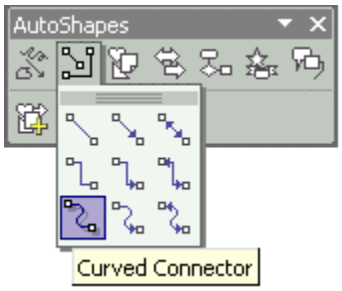
How to draw the Curved Connector

To draw the Curved Connector

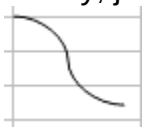
Step 1
To draw the curved connector, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Then, click at the **AutoShapes** command.



Step 2
After that, you just have to choose the **Connector** command in the **AutoShapes** menu bar and then select the **Curved Connector**.



Step 3
Finally, just use the mouse to draw the start and end point.

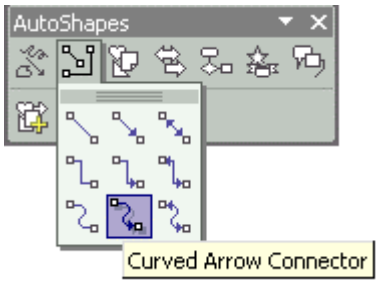


How to draw the Curved Arrow Connector

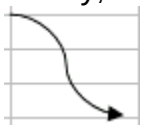
To draw the Curved Arrow Connector

Step 1
To draw the curved arrow connector, the first thing you have to do is to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Click the **AutoShapes** command.

Step 2
After that, just click at the **Connector** command in the **AutoShapes** menu bar and then choose the **Curved Arrow Connector** option.



Step 3
Finally, use the mouse to draw the start and end point.

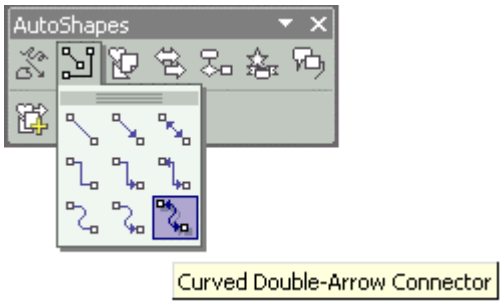


How to draw the Curved Double-Arrow Connector

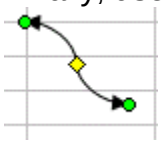
To draw the Curved Double-Arrow Connector

Step 1
First you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu if you would like to draw the Curved Double-Arrow Connector. After that, just click on the **AutoShapes** command.

Step 2
Now you have to click on the **Connector** command in the **AutoShapes** menu bar and then choose the **Curved Double-Arrow Connector** option.



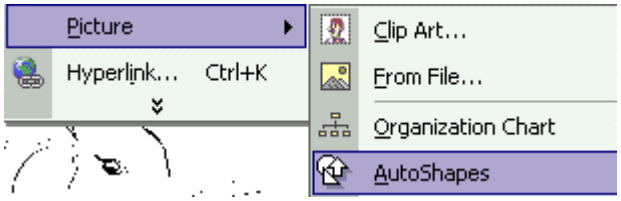
Step 3
Finally, use the mouse to draw the start and end point.



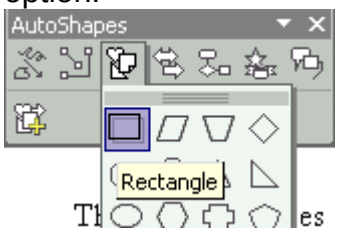
How to draw the Rectangle

To draw the Rectangle

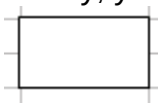
Step 1
To draw the rectangle, first you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, you just click at the AutoShapes command.



Step 2
After that, just click the **Basic** shapes command and then choose the **Rectangle** option.



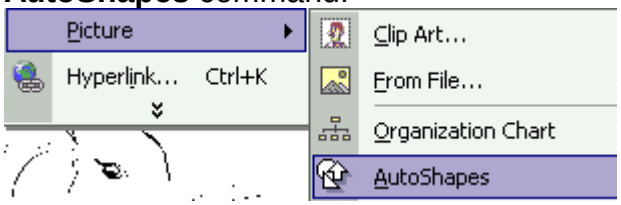
Step 3
Finally, you could use the mouse to drag and draw the rectangle.



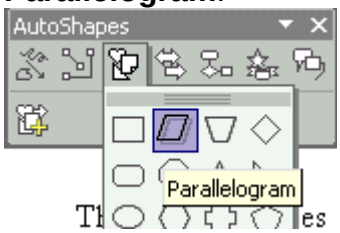
How to draw the Parallelogram

To draw the Parallelogram

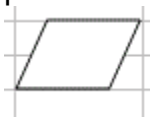
Step 1
To draw the parallelogram, you have to use the mouse to open the **Insert** menu first. And then open the **Picture** sub menu. Next, you just click on the **AutoShapes** command.



Step 2
After that, just click on the **Basic shapes** command and then choose the **Parallelogram**.



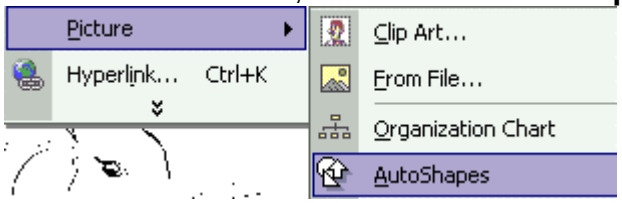
Step 3
Finally, use the mouse to drag and draw the Parallelogram as shown by the picture below.



How to draw the Trapezoid

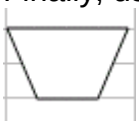
To draw the Trapezoid

Step 1
If you wish to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, click on the **AutoShapes** command.



Step 2
Then, click the **Basic shapes** command and then choose the **Trapezoid**.

Step 3
Finally, use the mouse to drag and draw the Trapezoid.

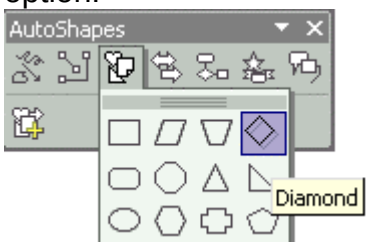


How to draw the Diamond

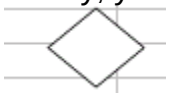
To draw the Diamond

Step 1
To draw the Diamond, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Then, click the **AutoShapes** command.

Step 2
Now, click on the **Basic shapes** command and then choose the **Diamond** option.



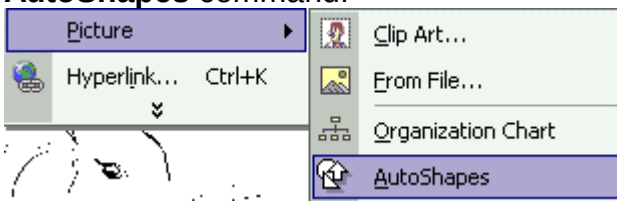
Step 3
Finally, you just use the mouse to drag and draw the Diamond.



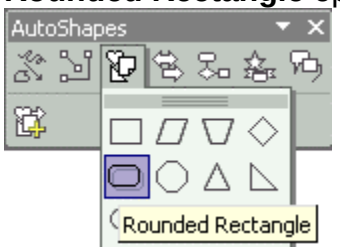
How to draw the Rounded Rectangle

To draw the Rounded Rectangle

Step 1
If you wish to draw the rounded rectangle, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Then, click on the **AutoShapes** command.

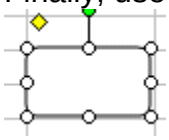


Step 2
Now, you have to click on the **Basic shapes** command and then choose the **Rounded Rectangle** option.



Step 3

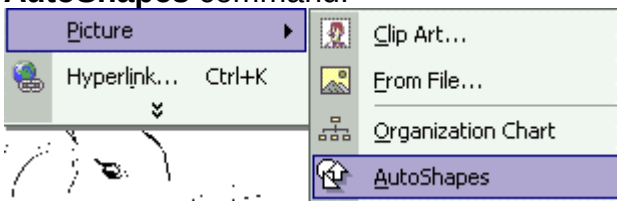
Finally, use the mouse to drag and draw the Rounded Rectangle.



How to draw the Octagon

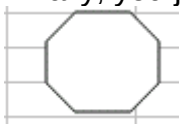
To draw the Octagon

Step 1
If you wish to draw the octagon, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, just click on the **AutoShapes** command.



Step 2
Later, you need to click the **Basic shapes** command and then choose the **Octagon**.

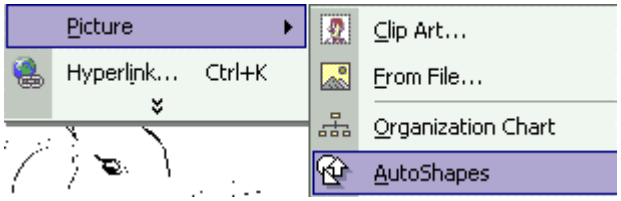
Step 3
Finally, you just have to use the mouse to drag and draw the Octagon.



How to draw the Hexagon

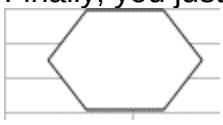
To draw the Hexagon

Step 1
If you need to draw the hexagon, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Then, just click on the **AutoShapes** command.



Step 2
After that, you need to click the **Basic shapes** command and then choose the **Hexagon**.

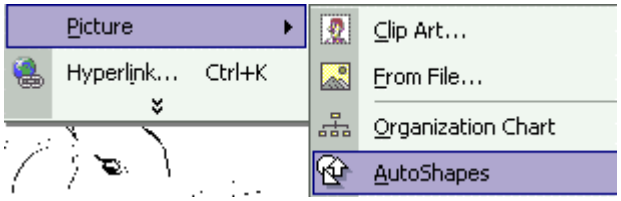
Step 3
Finally, you just have to use the mouse to drag and draw the Hexagon.



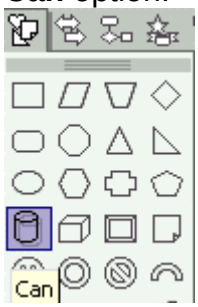
How to draw the Can

To draw the Can

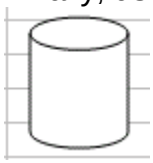
Step 1
To draw the can, first you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Now, you have to click the **AutoShapes** command.



Step 2
After that, you need to click the **Basic shapes** command and then choose the **Can** option.



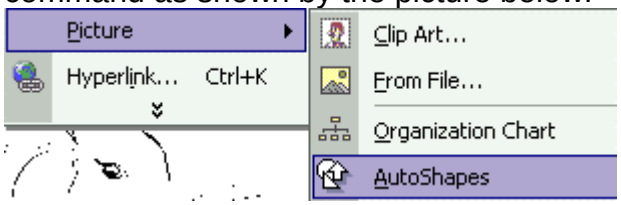
Step 3
Finally, use the mouse to drag and draw the Can.



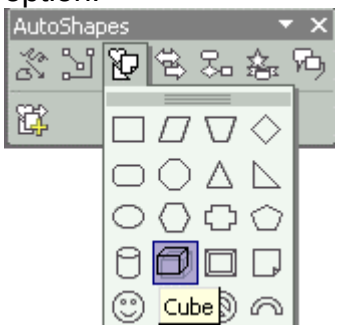
How to draw the Cube

To draw the Cube

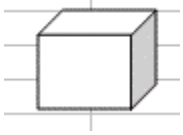
Step 1
To draw the cube, the first thing to do is to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, click the **AutoShapes** command as shown by the picture below.



Step 2
Next, you have to click the **Basic shapes** command and then choose the **Can** option.



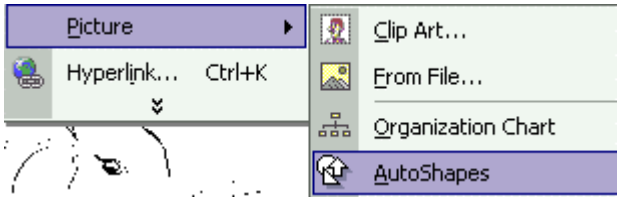
Step 3
Finally, you need to use the mouse to drag and draw the Cube.



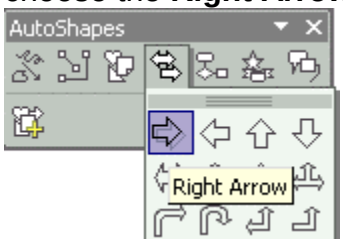
How to draw the Right Arrow

To draw the Right Arrow

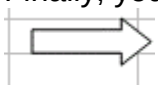
Step 1
To draw the right arrow, you need to use the mouse to open the **Insert** menu first. And then open the **Picture** sub menu. Next, click on the **AutoShapes** command.



Step 2
After that, just click on the **Block Arrow** in the **AutoShapes** menu and then choose the **Right Arrow** as shown by the picture below.



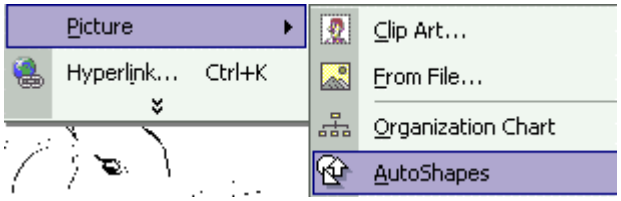
Step 3
Finally, you just have to use the mouse to drag and draw the Right Arrow.



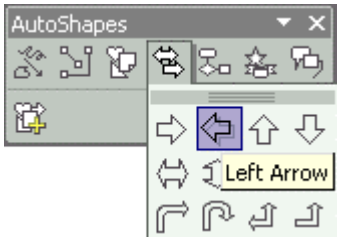
How to draw the Left Arrow

To draw the Left Arrow

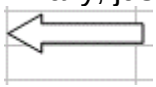
Step 1
If you need to draw the left arrow, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Next, click the **AutoShapes** command.



Step 2
After that, you just need to click on the **Block Arrow** in the **AutoShapes** menu and then choose the **Left Arrow**.



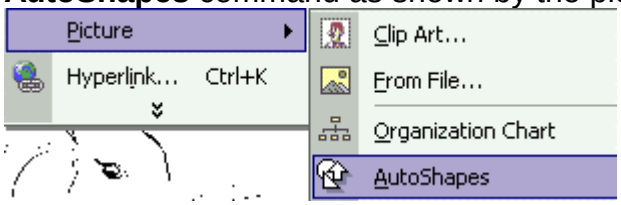
Step 3
Finally, just use the mouse to drag and draw the Left Arrow.



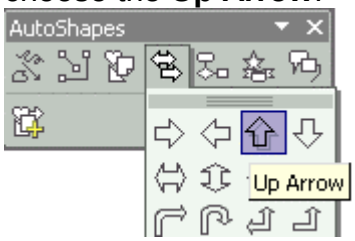
How draw the Up Arrow

Draw the Up Arrow

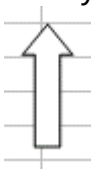
Step 1
To draw the up arrow, the first thing to do is to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, you need to click on the **AutoShapes** command as shown by the picture below.



Step 2
After that, you need to click the **Block Arrow** in the **AutoShapes** menu and then choose the **Up Arrow**.



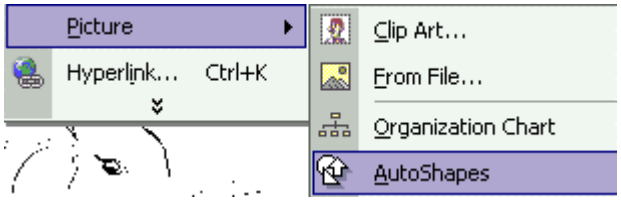
Step 3
Finally, use the mouse to drag and draw the Up Arrow.



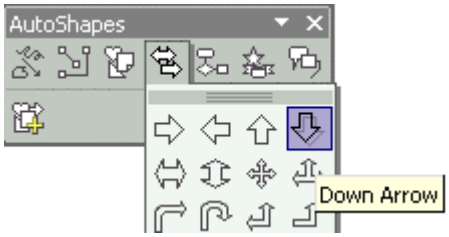
How to draw the Down Arrow

To draw the Down Arrow

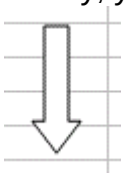
Step 1
To draw the down arrow, first you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Then, click on the **AutoShapes** command.



Step 2
Now, just click on the **Block Arrow** option in the **AutoShapes** menu and then choose the **Down Arrow**.



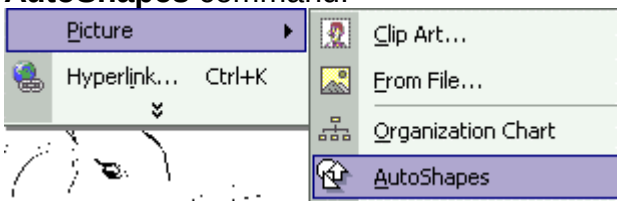
Step 3
Finally, you need to use the mouse to drag and draw the Down Arrow.



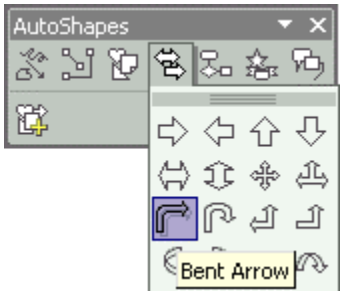
How to draw the Bent Arrow

To draw the Bent Arrow

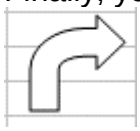
Step 1
To draw the bent arrow, first you just have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Next, you need to click the **AutoShapes** command.



Step 2
After that, you need to click on the **Block Arrow** option in the **AutoShapes** menu and then choose the **Bent Arrow**.



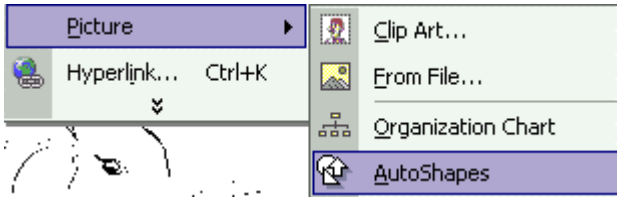
Step 3
Finally, you have to use the mouse to drag and draw the **Bent Arrow**.



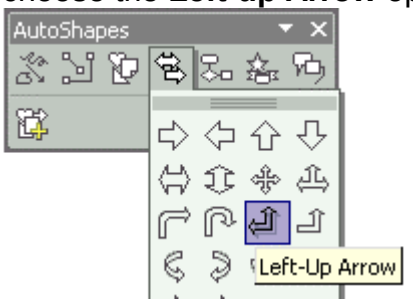
How to draw the Left-Up Arrow

To draw the Left-Up Arrow

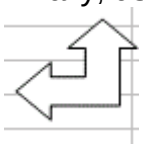
Step 1
To draw the left-up arrow, first you have to use the mouse to open the **Insert** menu and choose the **Picture** sub menu. After that, click on the **AutoShapes** command.



Step 2
Next, you need to click on the **Block Arrow** in the **AutoShapes** menu and then choose the **Left-up Arrow** option.



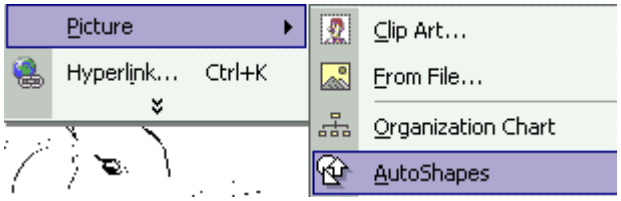
Step 3
Finally, use the mouse to drag and draw the Left-up Arrow.



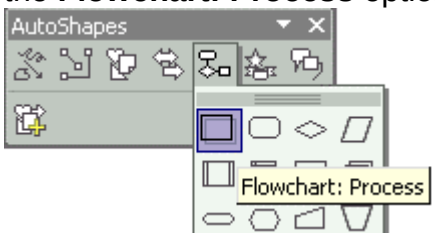
How to draw the Flowchart: Process

To draw the Flowchart: Process

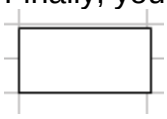
Step 1
If you need to draw the flowchart: Process, you have to use the mouse to open the **Insert** menu and choose the **Picture** sub menu. Then, click the **AutoShapes** command.



Step 2
After that, just click on the **Flowchart** in the **AutoShapes** menu and then choose the **Flowchart: Process** option.



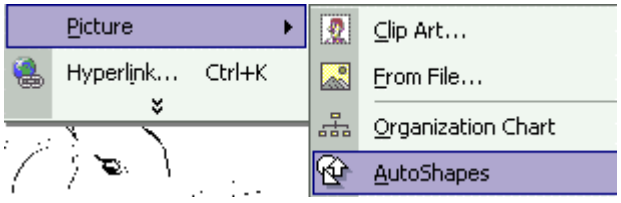
Step 3
Finally, you need to use the mouse to drag and draw the **Flowchart: Process**.



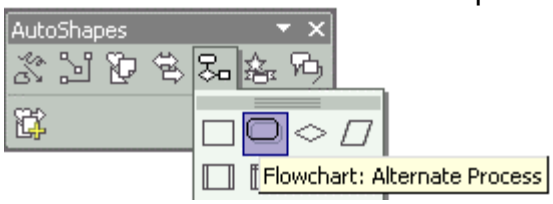
How to draw the Flowchart: Alternate Process

To draw the Flowchart: Alternate Process

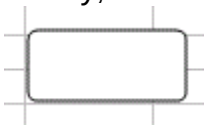
Step 1
To draw the flowchart: Alternate Process, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Next, Click the **AutoShapes** command.



Step 2
After that, click on the Flowchart in the **AutoShapes** menu and then choose the **Flowchart: Alternate Process** option.



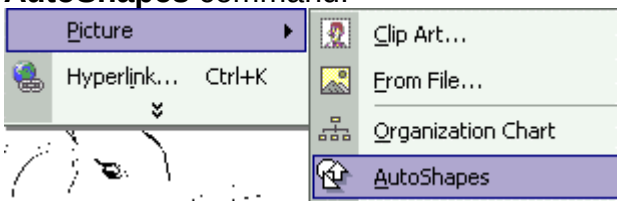
Step 3
Finally, use the mouse to drag and draw Flowchart: Alternate Process.



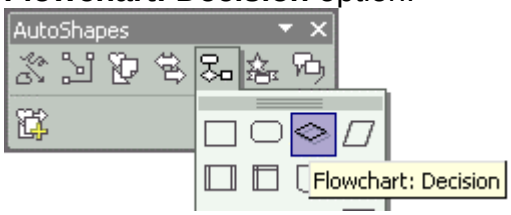
How to draw the Flowchart: Decision

To draw the Flowchart: Decision

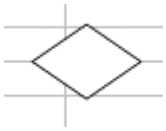
Step 1
To draw the flowchart: Decision, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Next, you need to click the **AutoShapes** command.



Step 2
After that, click on the **Flowchart** in the **AutoShapes** menu and then choose the **Flowchart: Decision** option.



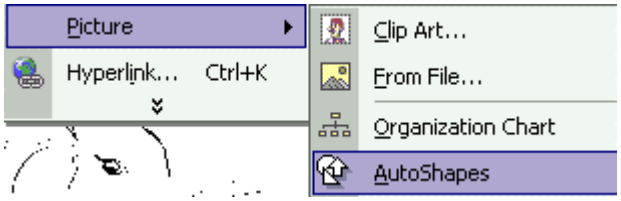
Step 3
Finally, you need to use the mouse to drag and draw Flowchart: Alternate Process.



How to draw the Flowchart Data

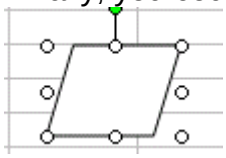
To draw the Flowchart Data

Step 1
To draw the flowchart: Data, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Next, you have to click the **AutoShapes** command.



Step 2
After that, just click the Flowchart in the AutoShapes menu and then choose the Flowchart: Data.

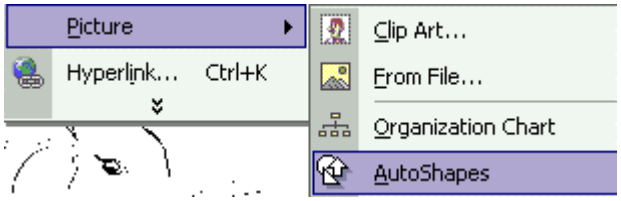
Step 3
Finally, you could use the mouse to drag and draw Flowchart: Alternate Process.



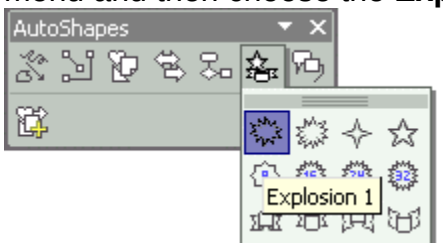
How to draw the starts and banners

To draw the starts and banners

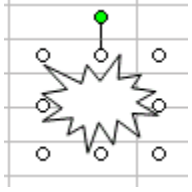
Step 1
To draw the starts and the banners, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Then, click the **AutoShapes** command.



Step 2
After that, you need to click the **Starts** and **Banners** option in the **AutoShapes** menu and then choose the **Explosion 1**.



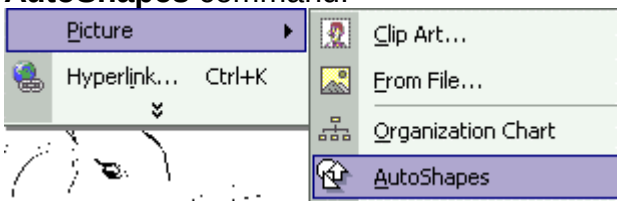
Step 3
Finally, just use the mouse to drag and draw the Explosion 1 as shown by the picture below.



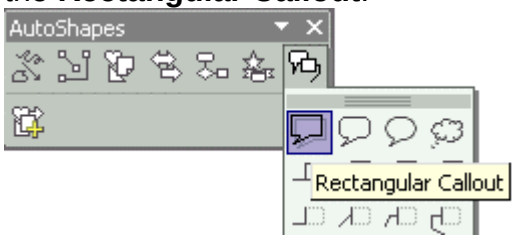
How to draw the callouts

To draw the callouts

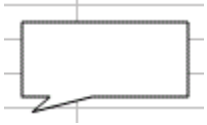
Step 1
If you wish to draw the callouts, first you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, just click on the **AutoShapes** command.



Step 2
After that, click on the **Callout** option in the **AutoShapes** menu and then choose the **Rectangular Callout**.



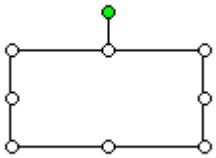
Step 3
Finally, use the mouse to drag and draw the Rectangular Callout.



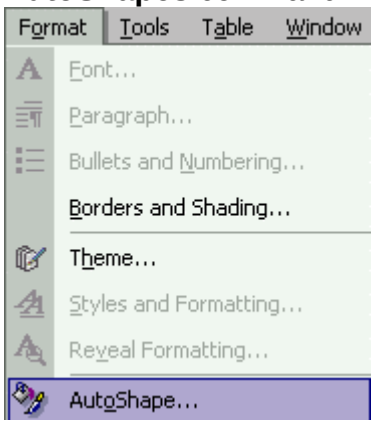
How to show the AutoShapes properties

To show the AutoShapes properties

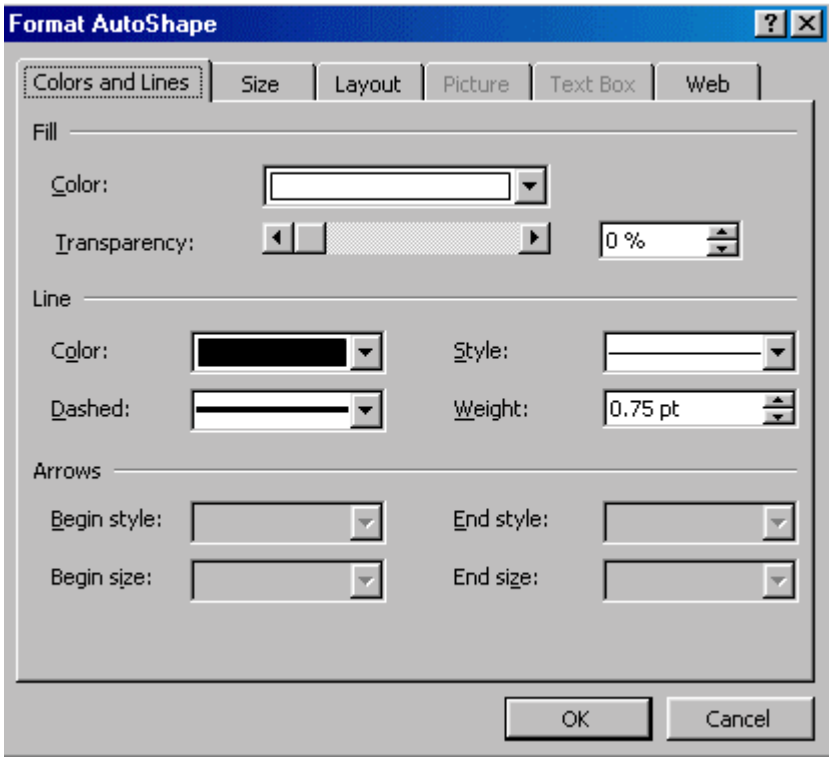
Step 1
To show the Autoshapes properties, first you must select the shape that you want to change its property.



Step 2
Later, use the mouse to open the **Format** menu and then click on the **AutoShapes** command.



Step 3
Next, you will see many options in the Format AutoShape dialog box as shown by the picture below.

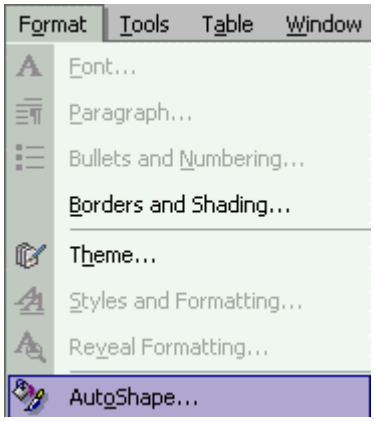

Format AutoShape
Colors and Lines
Size
Layout
Picture
Text Box
Web
Fill
Color:
Transparency:
0 %
Line
Color:
Style:
Dashed:
Weight:
0.75 pt
Arrows
Begin style:
End style:
Begin size:
End size:
OK
Cancel

How to work with Format

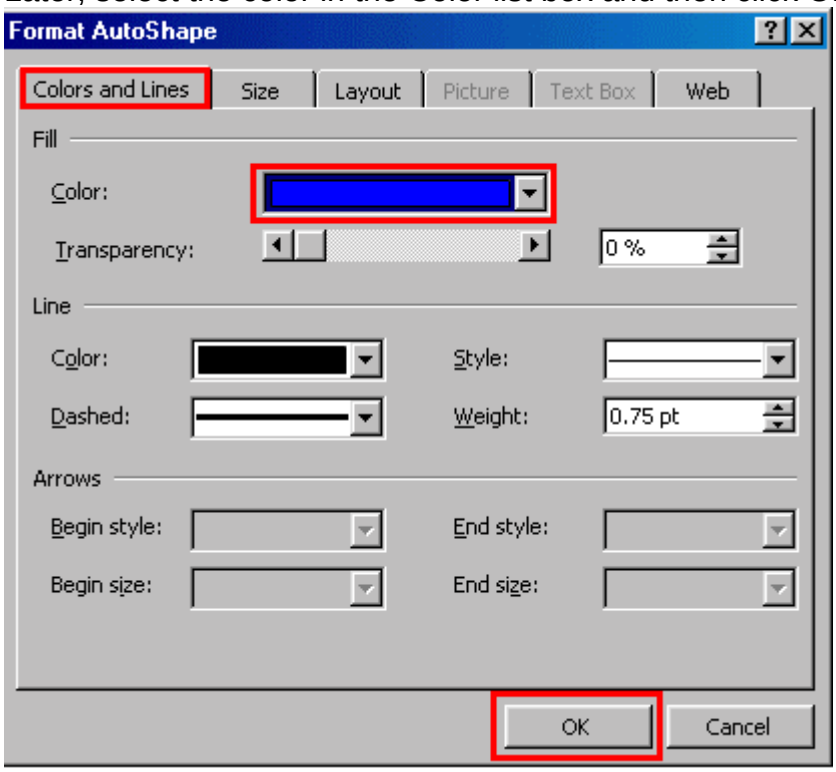
How to change the Fill Color

To change the Fill Color

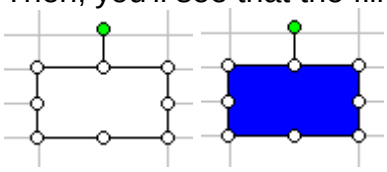
Step 1
If you wish to change the fill color, first you have to use the mouse to open the **Format** menu and then click on the **AutoShape** command.



Step 2
Later, select the color in the Color list box and then click **Ok** button.



Step 3
Then, you'll see that the fill color has changed just like the picture below.

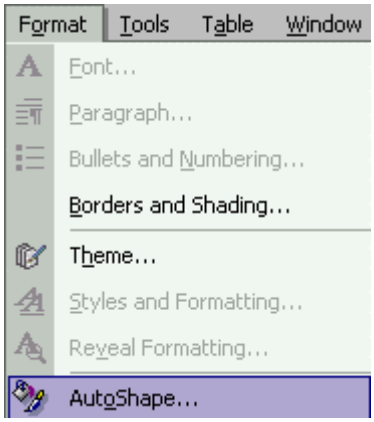


Before After

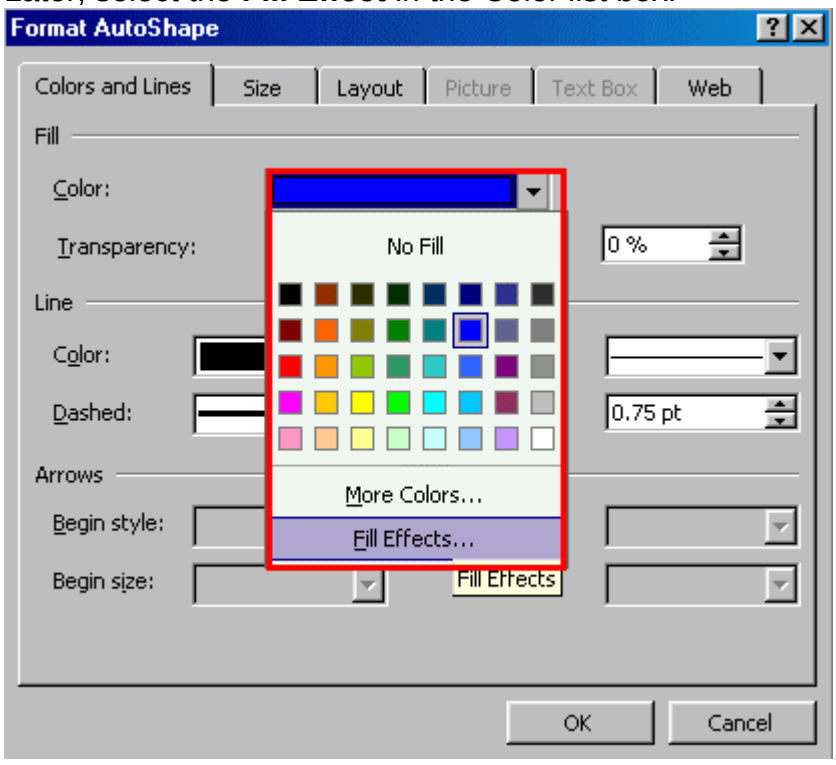
How to add the Effect in the fill

To add the Effect in the fill

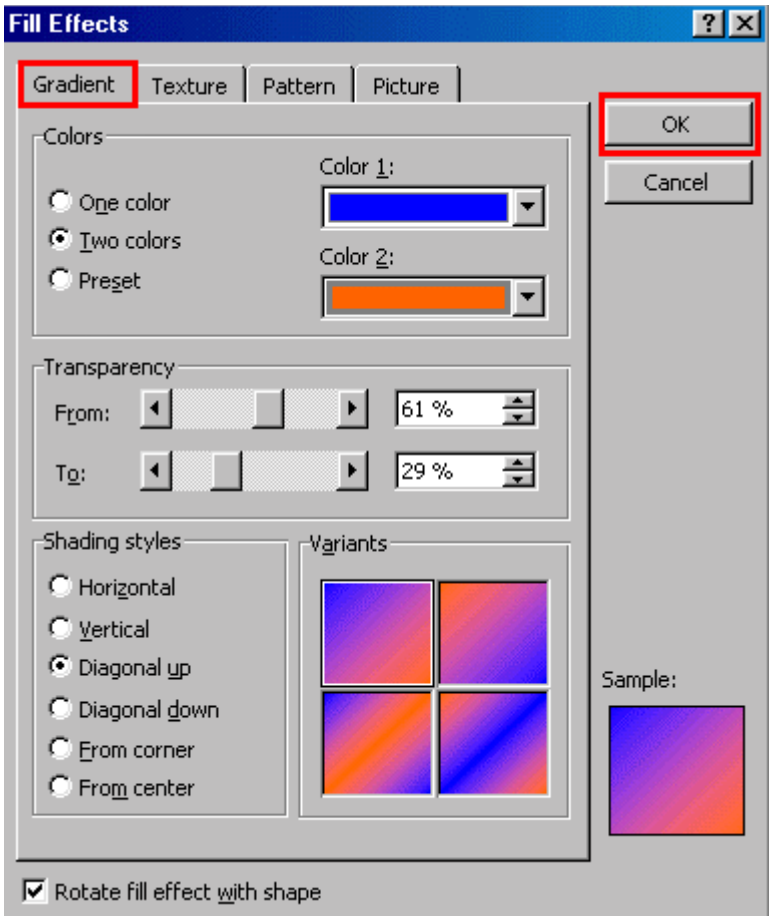
Step 1
To add the effect in the fill, first you have to use the mouse to open the **Format** menu and then click on the **AutoShape** command.



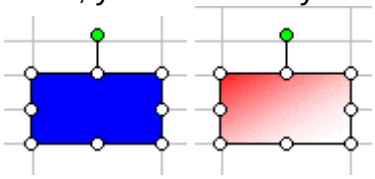
Step 2
Later, select the **Fill Effect** in the Color list box.



Step 3
Next, you have to click on the **Gradient** in the Fill Effect dialog box. Now you can start to adjust the color and effect that you want.



Step 4
Then, you'll see that your image has changed just like the picture below.

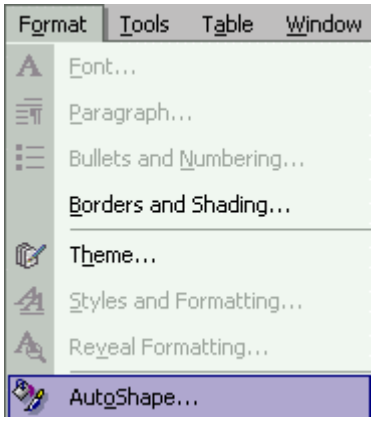


Before After

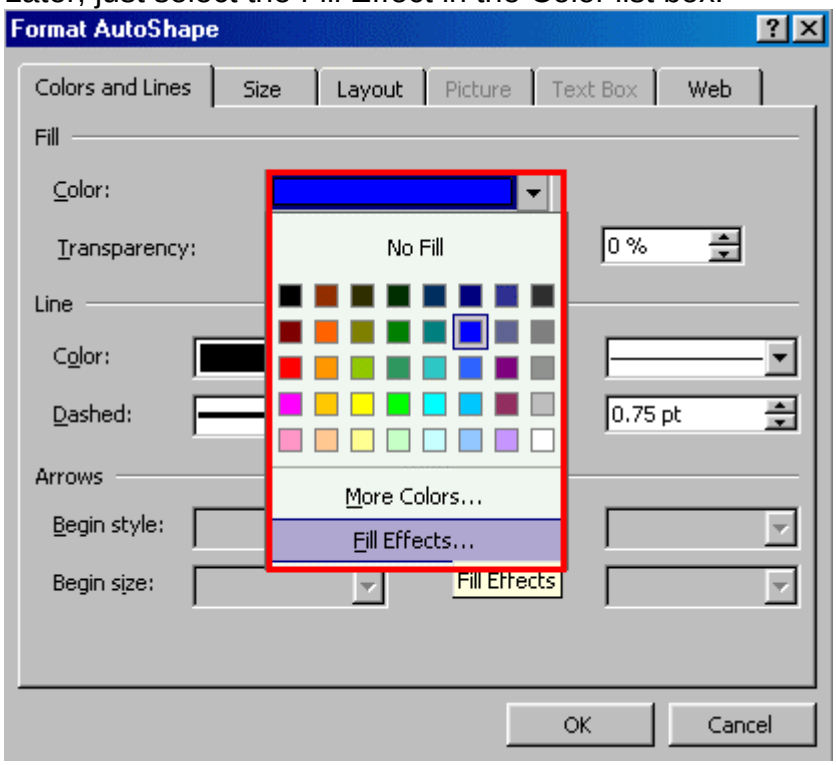
How to add the texture in the fill

To add the texture in the fill

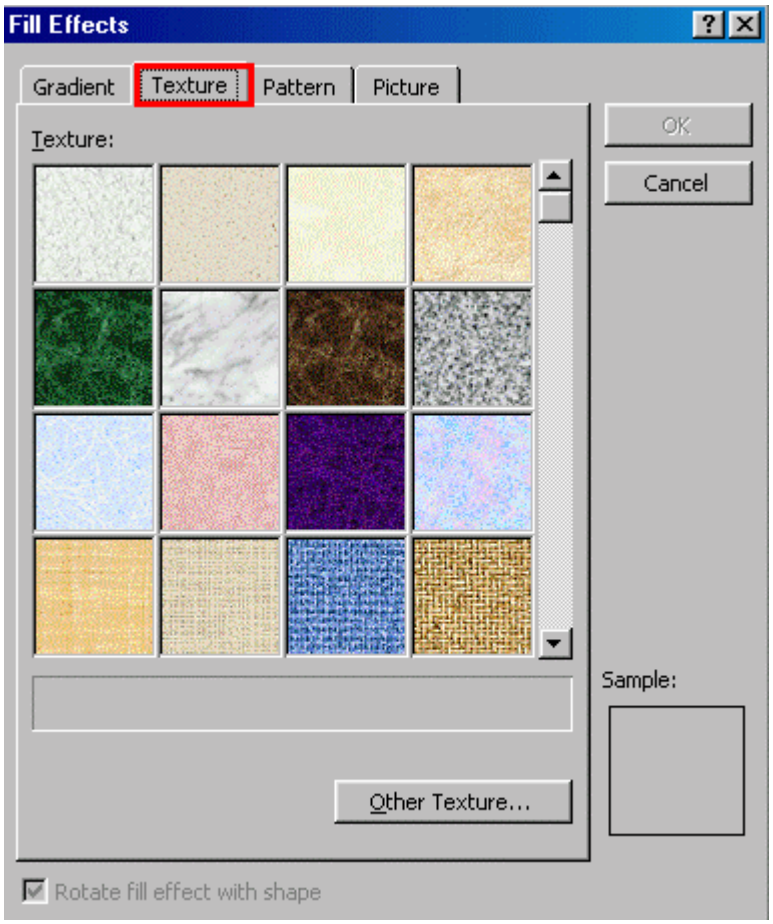
Step 1
To add the texture in the fill, first you have to use the mouse to open the **Format** menu and then click the **AutoShape** command.



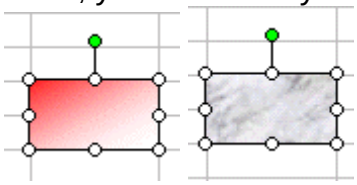
Step 2
Later, just select the Fill Effect in the Color list box.



Step 3
After that, you need to click on the **Texture** tab in the **Fill Effect** dialog box and then select the texture that you want to add in the fill.



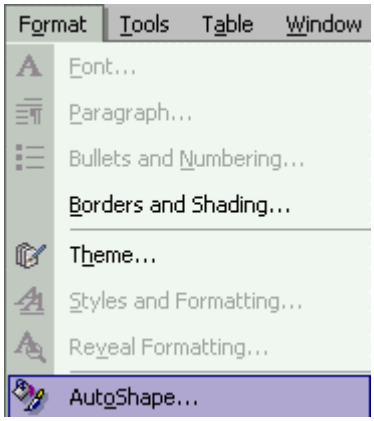
Step 4
Then, you'll see that your image has changed just like the picture below.



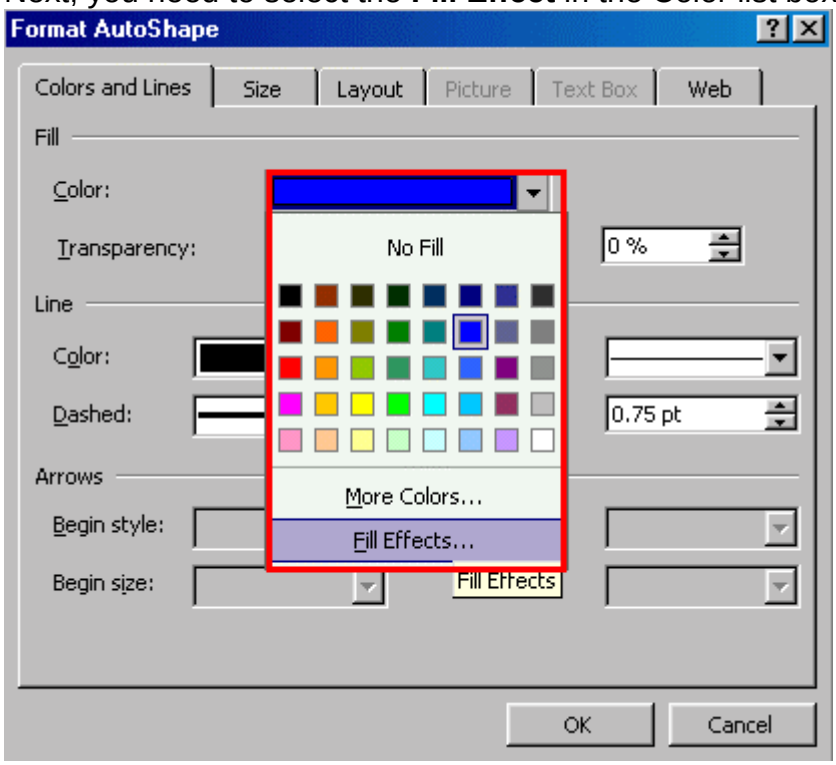
How to add the pattern in the fill

To add the pattern in the fill

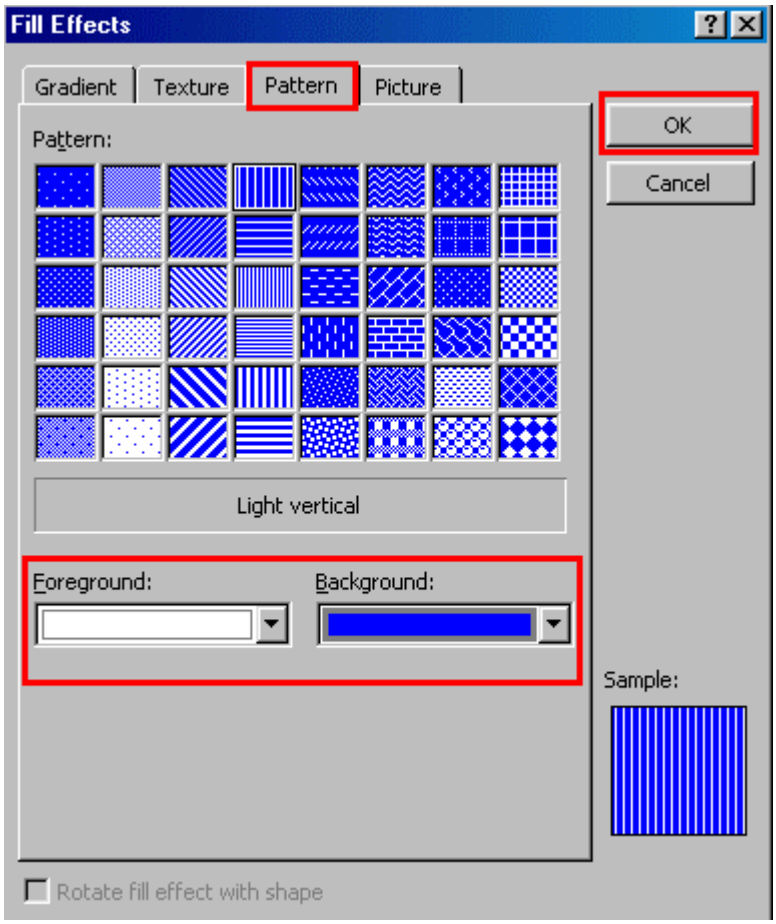
Step 1
To add the pattern in the fill, first you have to use the mouse to open the Format menu and then click the **AutoShape** command.



Step 2
Next, you need to select the **Fill Effect** in the Color list box.

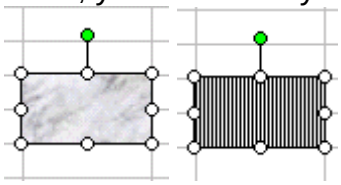


Step 3
After that, you have to click on the **Pattern** tab in the **Fill Effect** dialog box and then select the pattern that you want to add in the fill. You could also change the Foreground and Background color.



Step 4

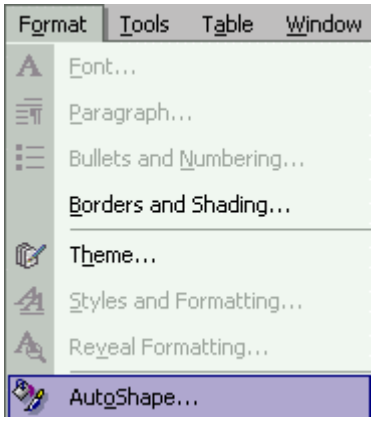
Then, you'll see that your image has changed just like the picture below.



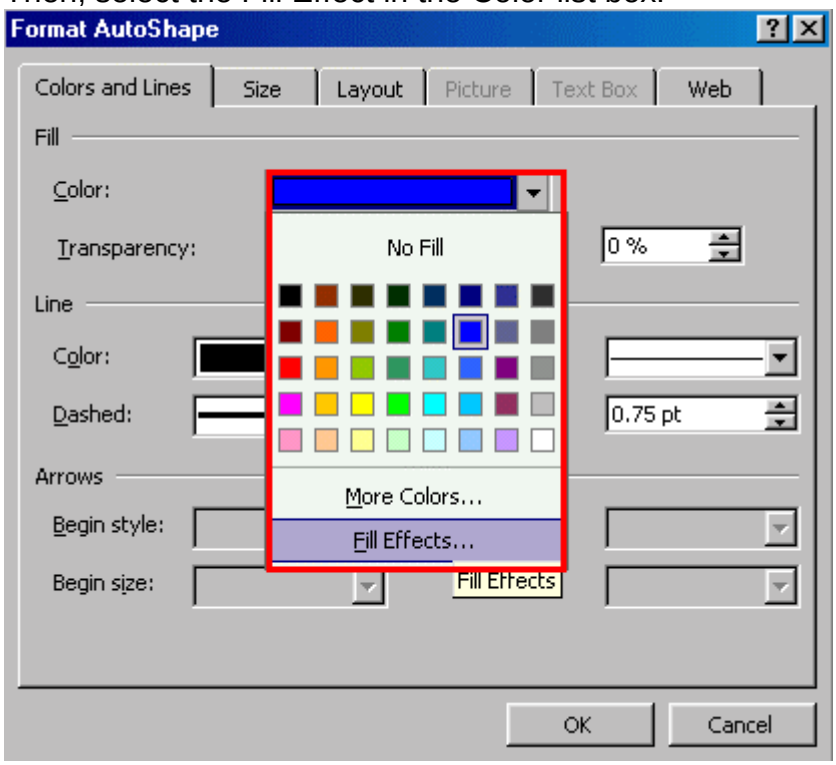
How to insert the picture in the fill

To insert the picture in the fill

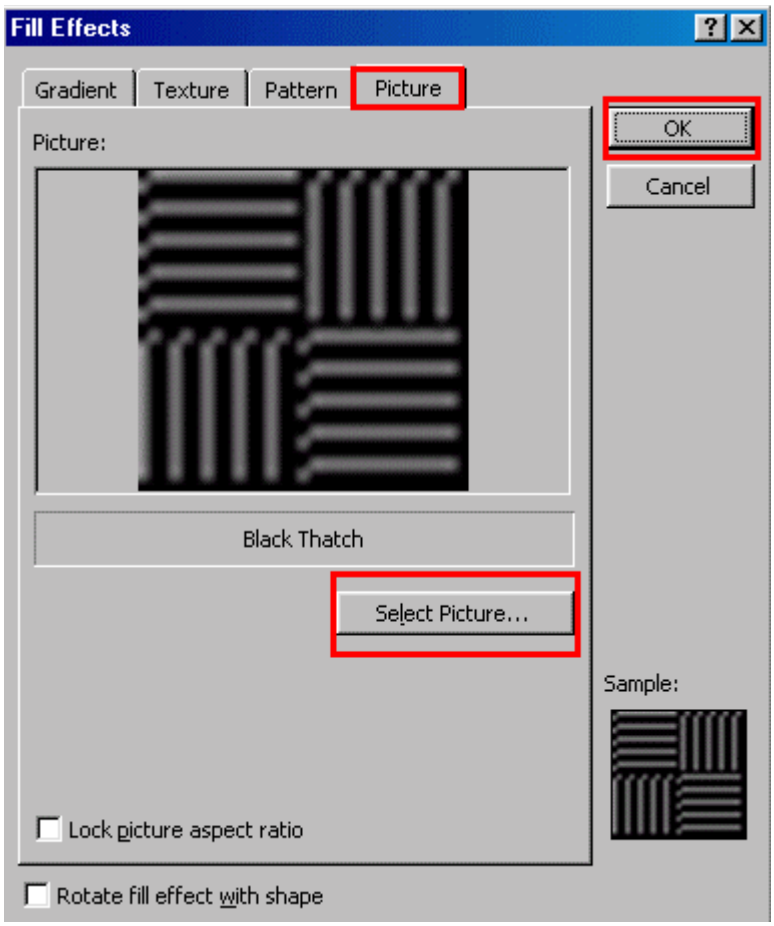
Step 1
If you need to insert the picture in the fill, first you have to use the mouse to open the **Format** menu and then click on the **AutoShape** command.



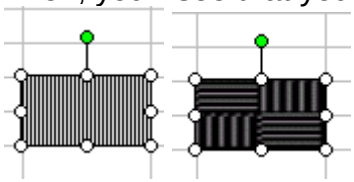
Step 2
Then, select the Fill Effect in the Color list box.



Step 3
Next, you need to click on the **Picture** tab. After that, just click on the **Select Picture** button to choose the picture that you wish to insert the fill and then click **Ok** button.



Step 4
Then, you'll see that your image has changed just like the picture below.

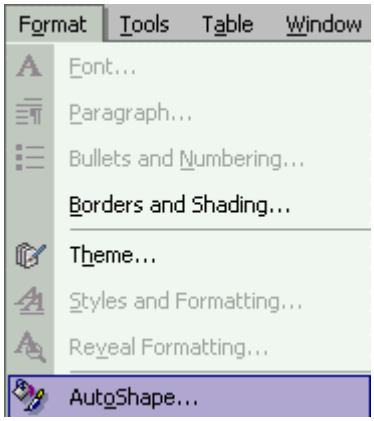


Before After

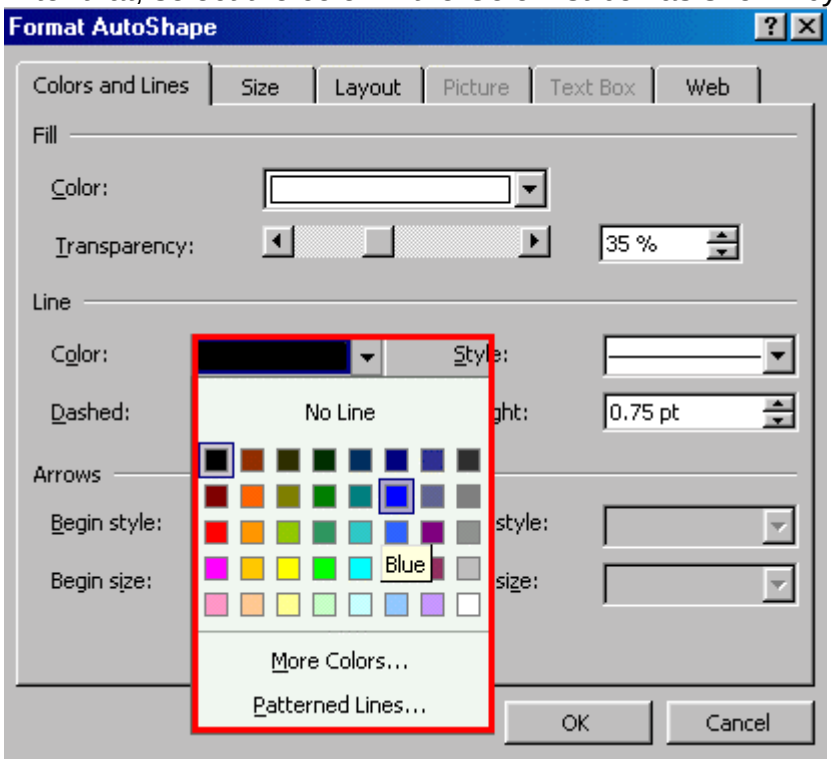
How to change the Line Color

To change the Line Color

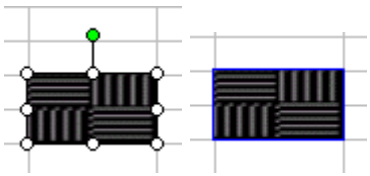
Step 1
To change the line color, first you have to use the mouse to open the **Format** menu and then click on the **AutoShape** command.



Step 2
After that, select the color in the Color list box as shown by the picture below.



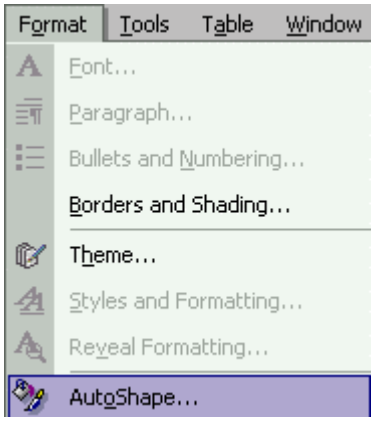
Step 3
Then, you'll see that your image has changed just like the picture below.



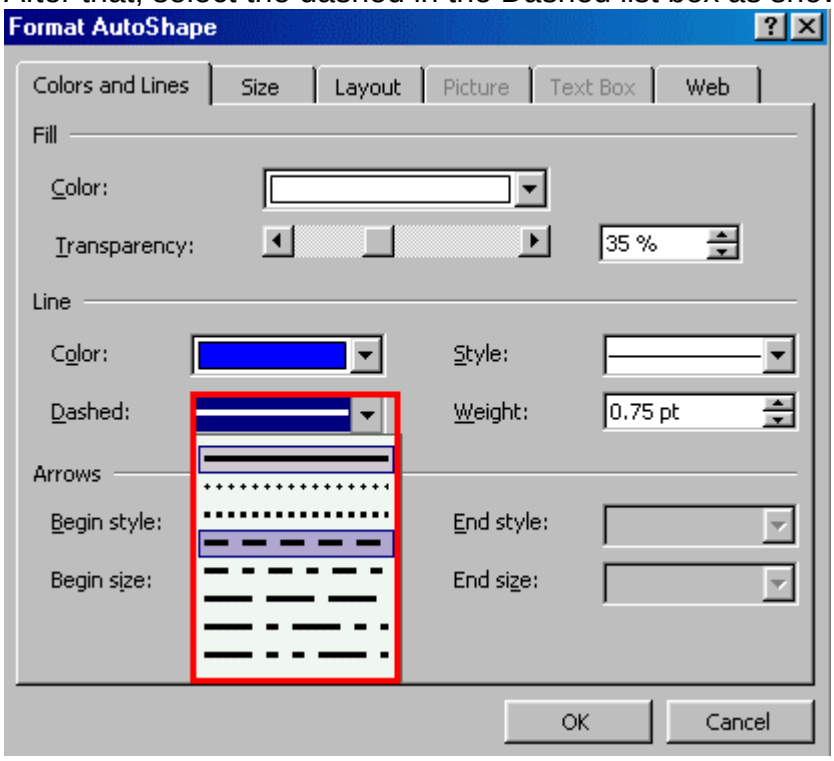
How to change the line Dashed

To change the line Dashed

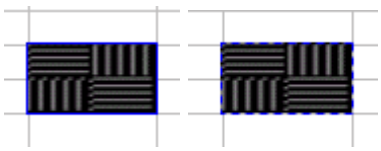
Step 1
To change the line's dashed, first you have to use the mouse to open the **Format** menu and then click the **AutoShape** command.



Step 2
After that, select the dashed in the Dashed list box as shown in the picture below.



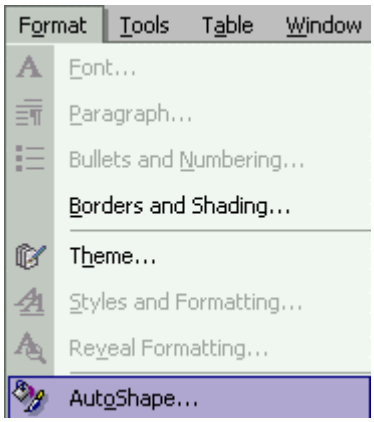
Step 3
Then, you'll see that your image has changed just like the picture below.



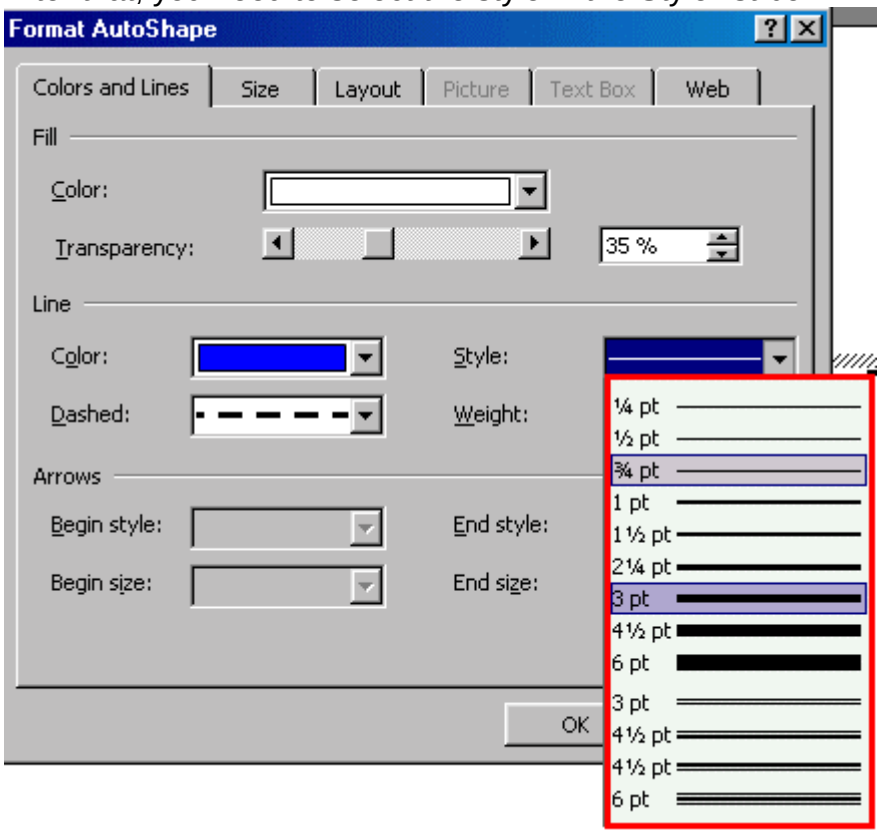
How to change the line style

To change the line style

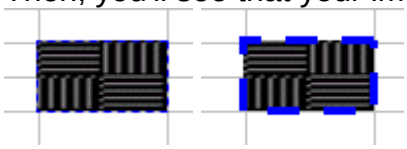
Step 1
To change the line style, first, you have to use the mouse to open the **Format** menu and click on the **AutoShape** command.



Step 2
After that, you need to select the style in the Style list box.



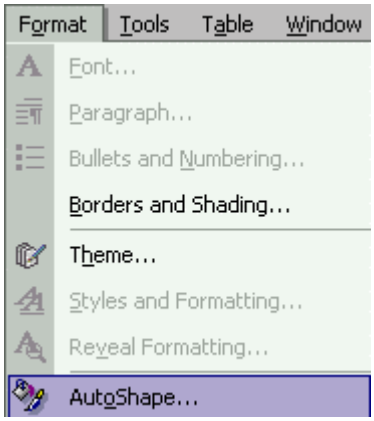
Step 3
Then, you'll see that your image has changed just like the picture below.



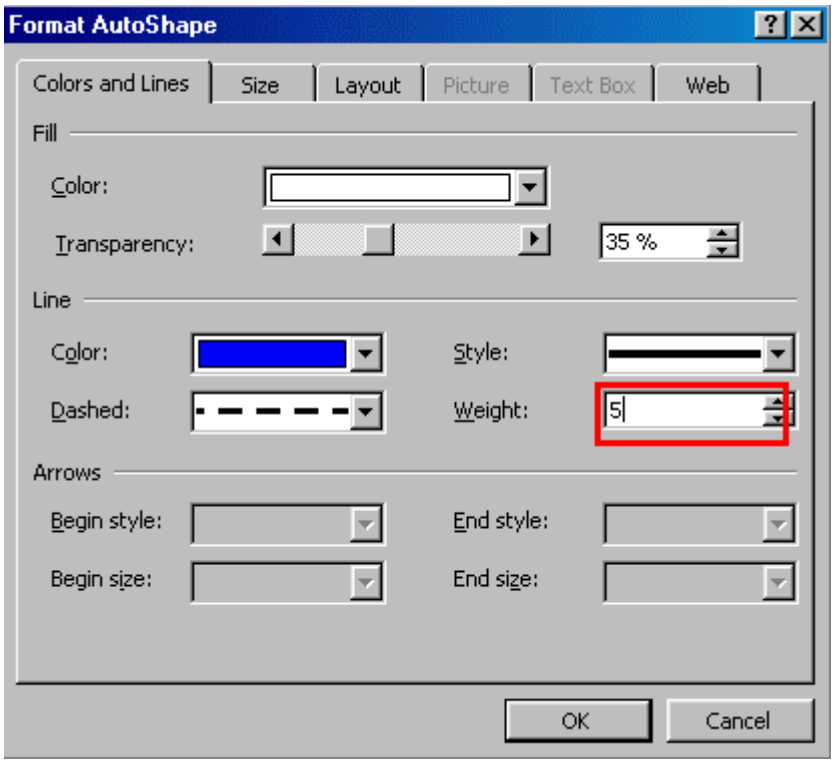
How to change the Line Weight

To change the Line Weight

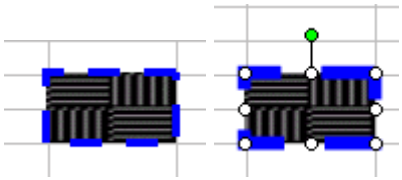
Step 1
To change the line weight, first you have to use the mouse to open the **Format** menu and then click on the **AutoShape** command.



Step 2
Enter the value in the text box.



Step 3
Then, you'll see that your image has changed just like the picture below.

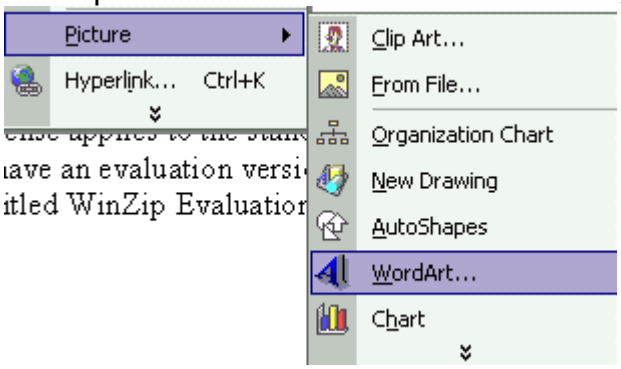


Before After

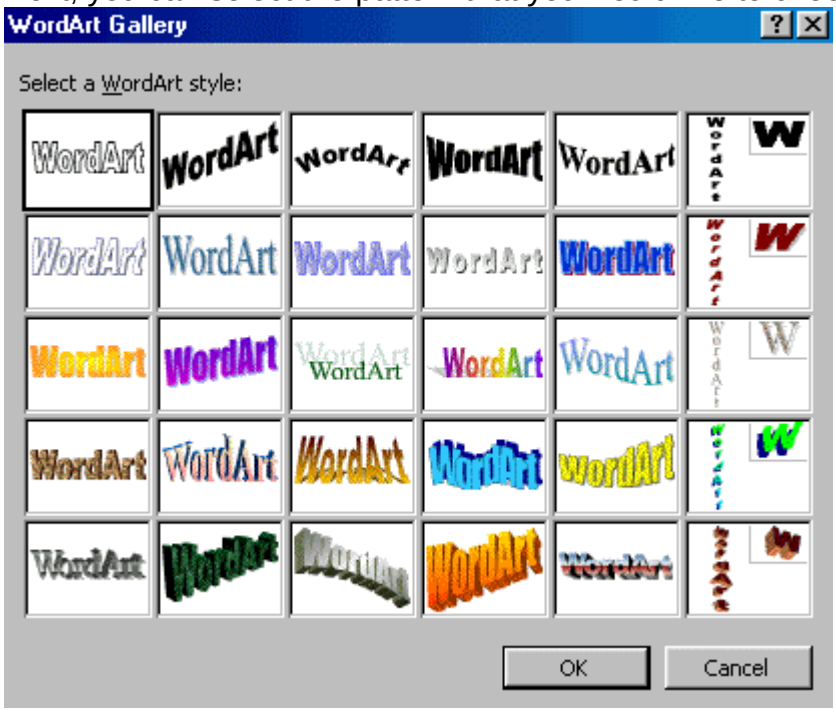
How to insert the WordArt

To insert the WordArt

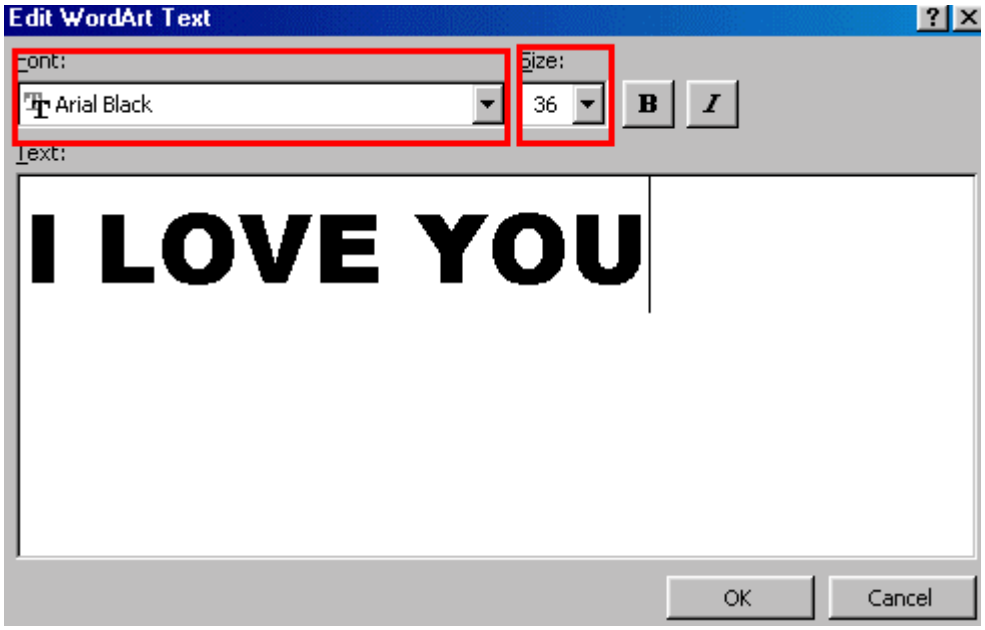
Step 1
To insert the WordArt, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, just click on the **WordArt** command.



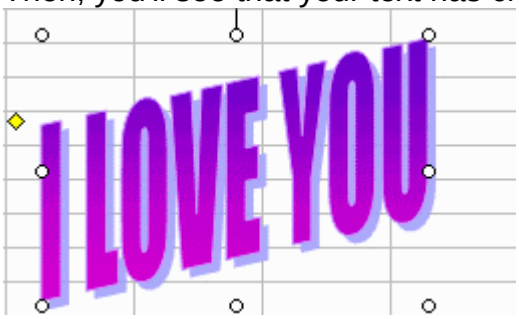
Step 2
Next, you can select the pattern that you would like to choose.



Step 3
Now you could start entering the text that you want. You could also change the Font type and the Font size.



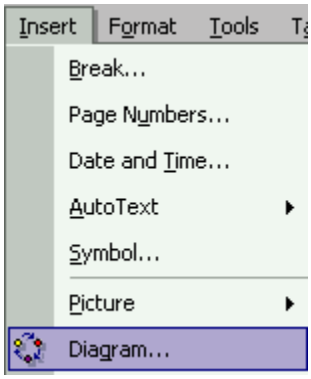
Step 4
Then, you'll see that your text has changed just like the picture below.



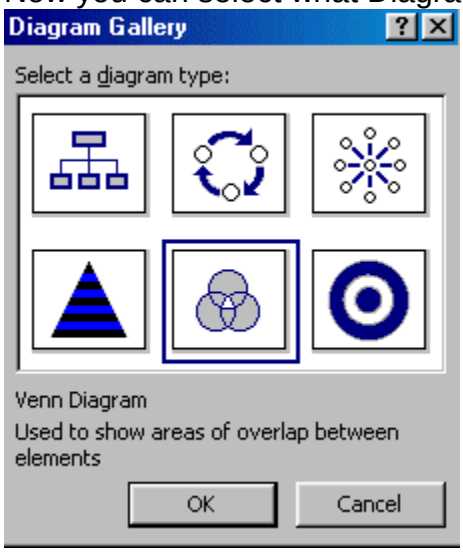
How to insert the Diagram

To insert the Diagram

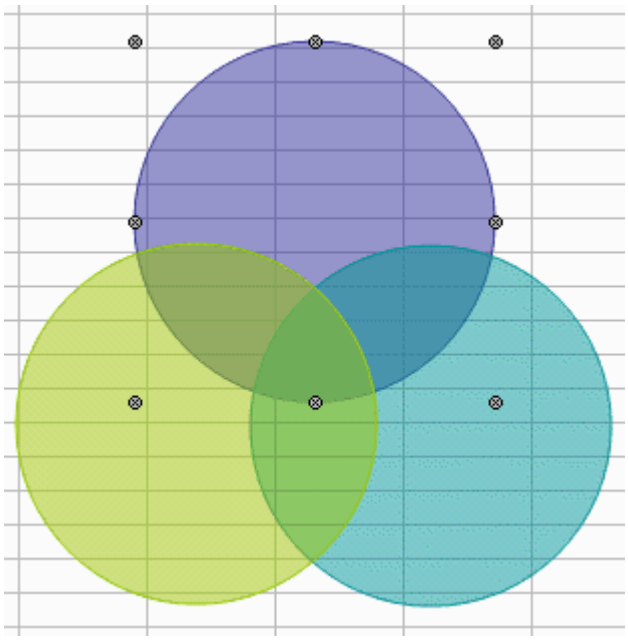
Step 1
To insert the diagram, you have to use the mouse to open the **Insert** menu first, and then click the Diagram command.



Step 2
Now you can select what Diagram you would like to insert.



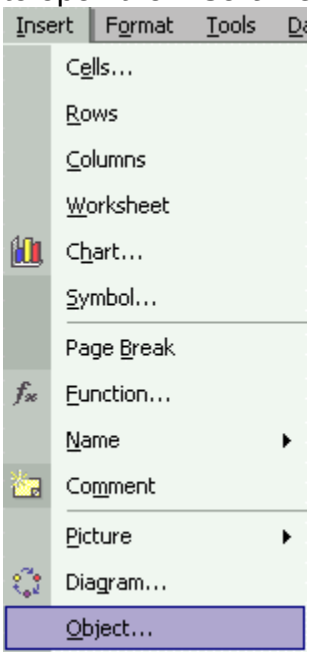
Step 3
Then, you'll see that your diagram has appeared just like the picture below.



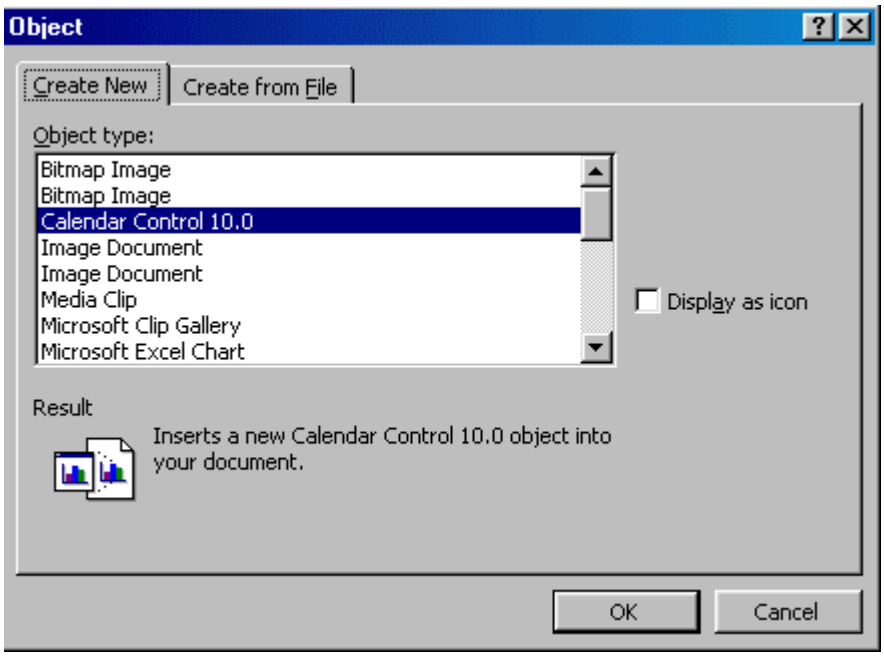
How to insert the object in the document

To insert the object in the document

Step 1
If you want to insert the object in the document, first, you have to use the mouse to open the **Insert** menu and then click on the **Object** command.



Step 2
Next, select the object, which you want to insert in the document.

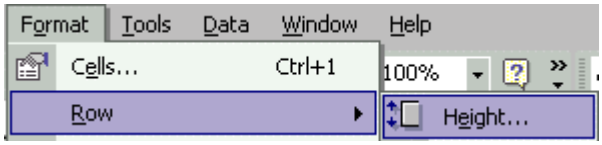


Step 3
If you've chosen a calendar, then a calendar will appear in the document as shown below.

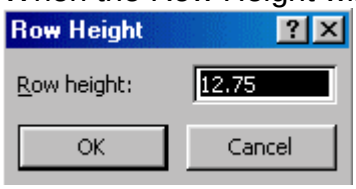
How to change the row height

To change the row height

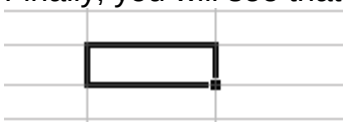
Step 1
To change the row height, first you have to use the mouse to open the **Format** menu and then open the **Row** sub menu. Later, you need to click on the **Height** command.



Step 2
When the Row Height windows appears, you can start entering the value.



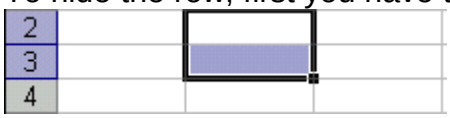
Step 3
Finally, you will see that the row's height has changed.



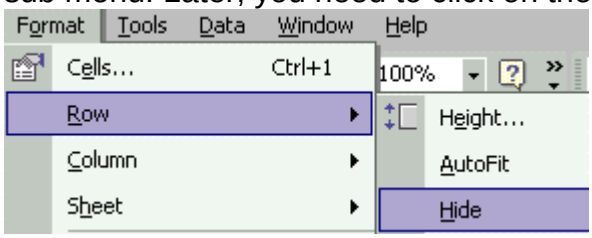
How to hide the row

To hide the row

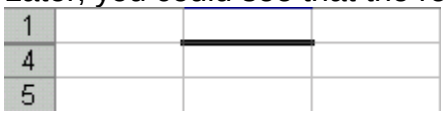
Step 1
To hide the row, first you have to select the row that you want to hide.



Step 2
Now you could use the mouse to open the **Format** menu and then open the **Row** sub menu. Later, you need to click on the **Hide** command.



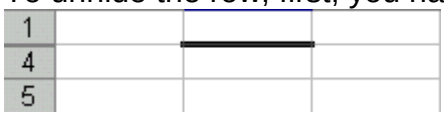
Step 3
Later, you could see that the row is being hidden.



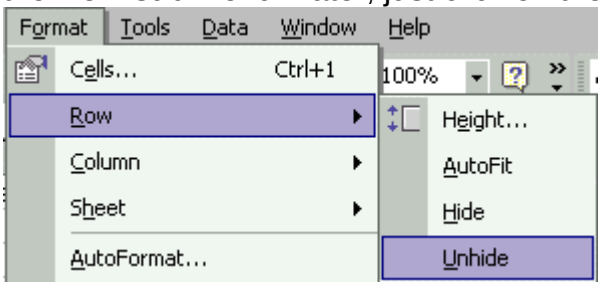
How to unhide the row

To unhide the row

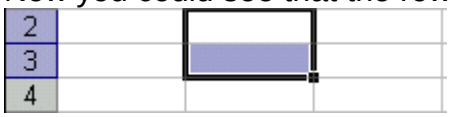
Step 1
To unhide the row, first, you have to select a row that is hidden.



Step 2
After that, you have to use the mouse to open the **Format** menu and then open the **Row** sub menu. Later, just click on the **Unhide** command.



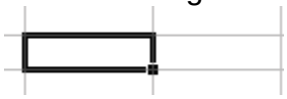
Step 3
Now you could see that the row is restoring.



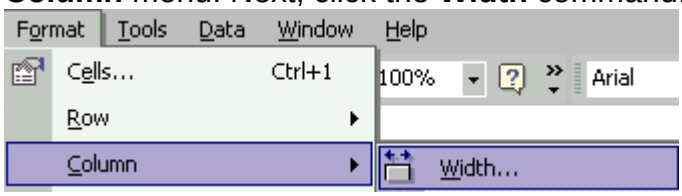
How to change the Width

To change the Width

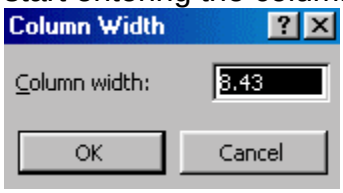
Step 1
If you wish to change the width, first, you have to select the Column that you want to change its Width.



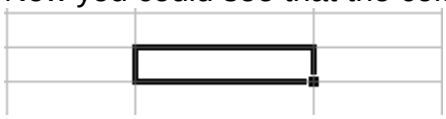
Step 2
After that, you need to use the mouse open the **Format** menu and then open the **Column** menu. Next, click the **Width** command.



Step 3
After that, the column width windows will appear as shown below and you can start entering the column width value.



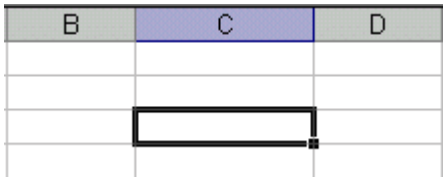
Step 4
Now you could see that the column has changed.



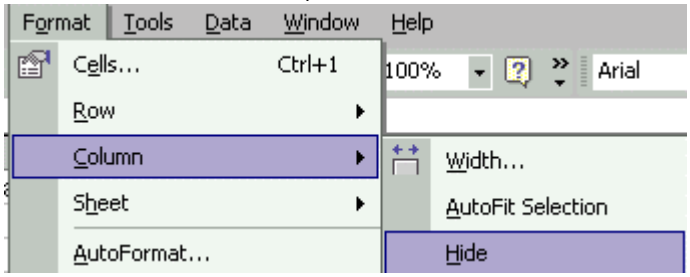
How to hide the column

To hide the column

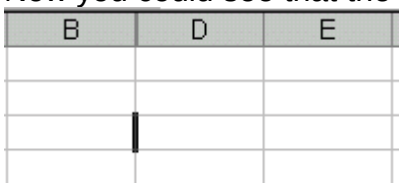
Step 1
If you wish to hide the column, first you have to select the column that you want to hide.



Step 2
Next, you have to use the mouse to open the **Format** menu and then open the **Column** menu. Later, click on the **Hide** command.



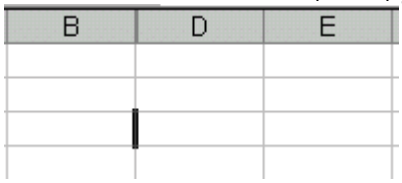
Step 2
Now you could see that the column has been hidden.



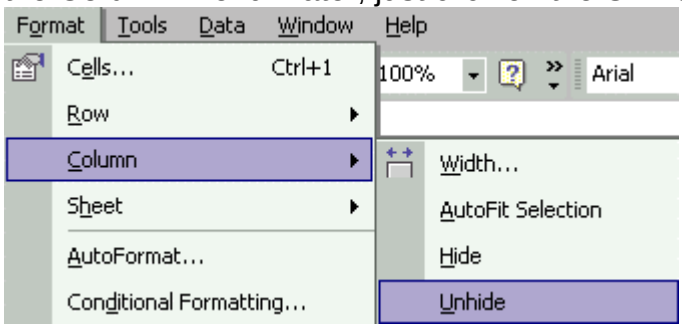
How to unhide the column

To unhide the column

Step 1
To unhide the column, first, you must select the column that is hidden.



Step 2
After that, you have to use the mouse to open the **Format** menu and then open the **Column** menu. Later, just click on the **Unhide** command.



Step 3
Now you can see that the column is restoring.

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