

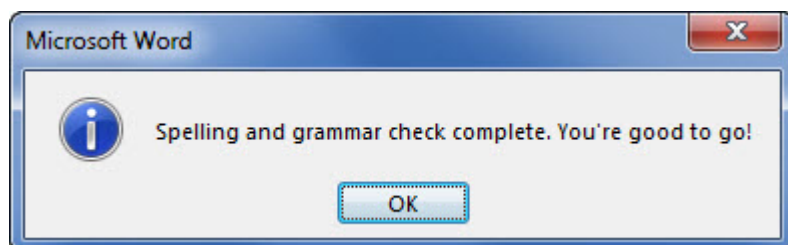
Add Adds this spelling to your custom dictionary. Office applications allow you to build a custom dictionary so that names, technical terms or other words you use often will not be flagged as misspelled words. **Suggestions** Displays a list of words that the checker thinks you might have wanted to use when you typed the misspelled word. If the correct word is in the list, click it and then click **Change**, or **Change All**, or double-click the word to change it immediately. **Change** Changes this occurrence with the selected word in the suggestions box. **Change All** Changes all words with this spelling to the selected word in the suggestions box.

Try It! Exercise

In this exercise you will check for spelling and grammar errors.

First, let's check the Word document.

1. Restore the Word window.
2. Look at the document text. Word has marked a few of the entries as possible errors.
3. In the Ribbon, click the **Review** tab.
4. In the Proofing group, click **Spelling & Grammar** to start the spell check.
5. The first possible misspelled word is *Artic*.
6. In the task pane, click **Arctic** in the suggestion list, then click **Change** to change this occurrence of the word. The spell check continues.
7. The next possible misspelled word is *blubbber*.
8. In the task pane, click **blubber**, then click **Change** to correct the misspelling. The spell check continues and displays a message that there are no other errors.



9. Click **OK**.
10. Save your changes, then minimize the Word window.

Now, let's check the PowerPoint presentation

11. Restore the PowerPoint window.
12. In the Ribbon, click the **Review** tab.

13. In the Proofing group, click **Spelling** to start the spell check.
14. The first misspelled word is *Habilut*.
15. In the task pane, click **Halibut** in the suggestions list, then click **Change** to correct the word in the slide. The spell check continues.
16. The next misspelled word is *Aquid*.
17. In the task pane, double-click **Squid** to replace the word in the slide.

18. Click **OK** to close the message box.
19. Save the presentation, then minimize the PowerPoint window.

Inserting Multimedia

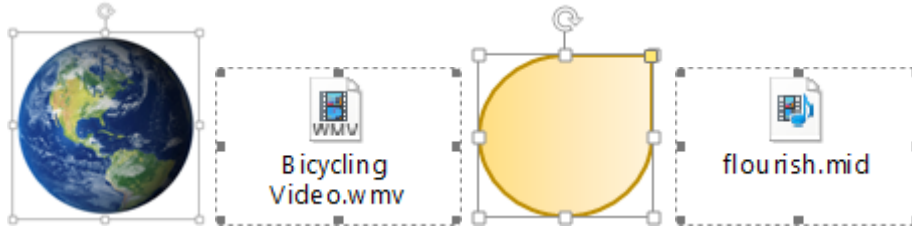
IC-3 Objective 2-1.4

Multimedia refers to any type of visual or audio content that you can insert into a file. These include photographs, clip art pictures, text boxes, charts, diagrams, videos, music, or shapes.

To insert a multimedia object into a file, click the **Insert** tab and then select the appropriate option on the Ribbon.

When you insert an object, it displays with handles. *Handles* are the small circles or squares that appear around the object:

- they show that the object is selected and that you can now make changes to it,
- they may vary in appearance but always appear around the selected object.

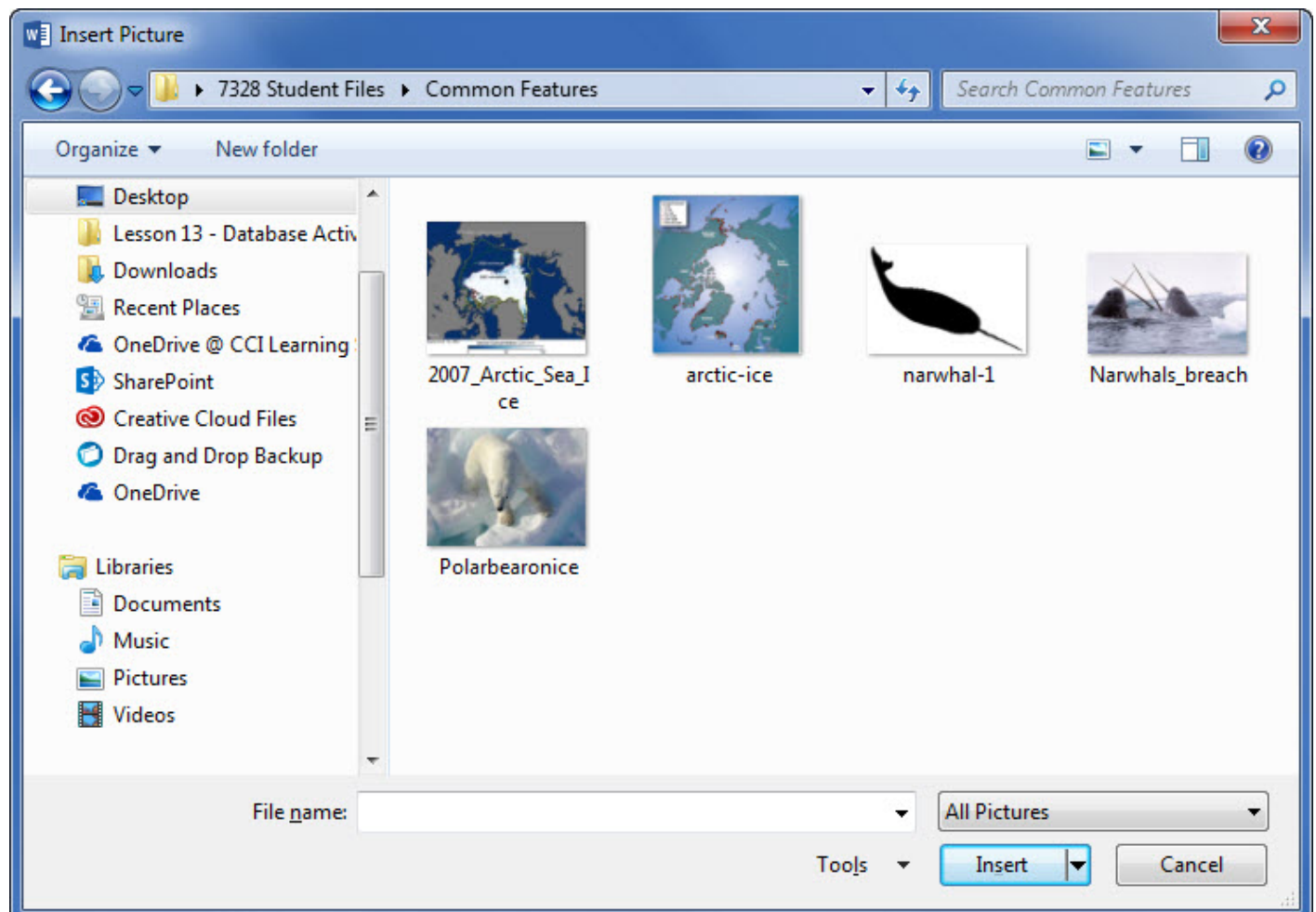


Inserting Images

You can add pictures from files you have stored on your computer, or you can go online to find pictures on the Office.com site.

Inserting Pictures from Files

To insert a picture from a file, position the mouse pointer in the document where you want the picture to be placed, and then on the **Insert** tab, in the Illustrations group (in Word and Excel) or in the Images group (PowerPoint), click **Pictures** to open the Insert Picture dialog box.



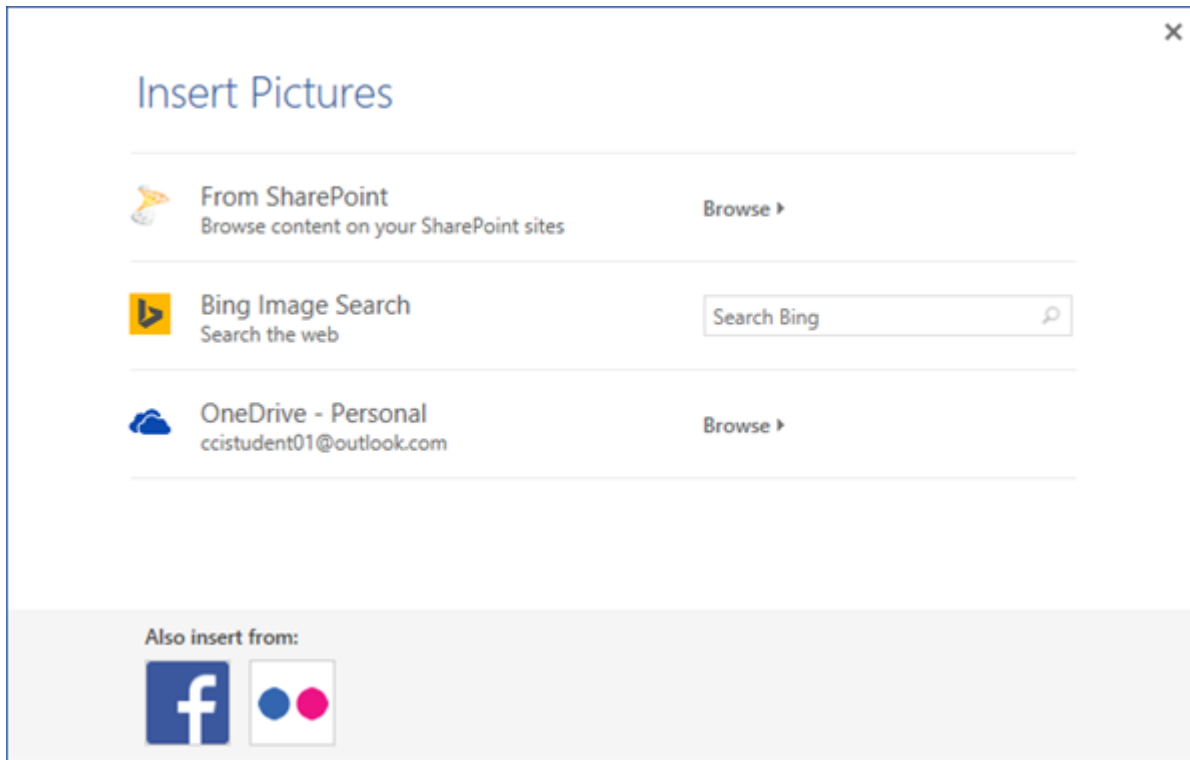
Navigate to where the picture file is located, select it and then click **Insert** to insert it into the document.

In

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These are available from the Office.com web site and can be downloaded to your computer.

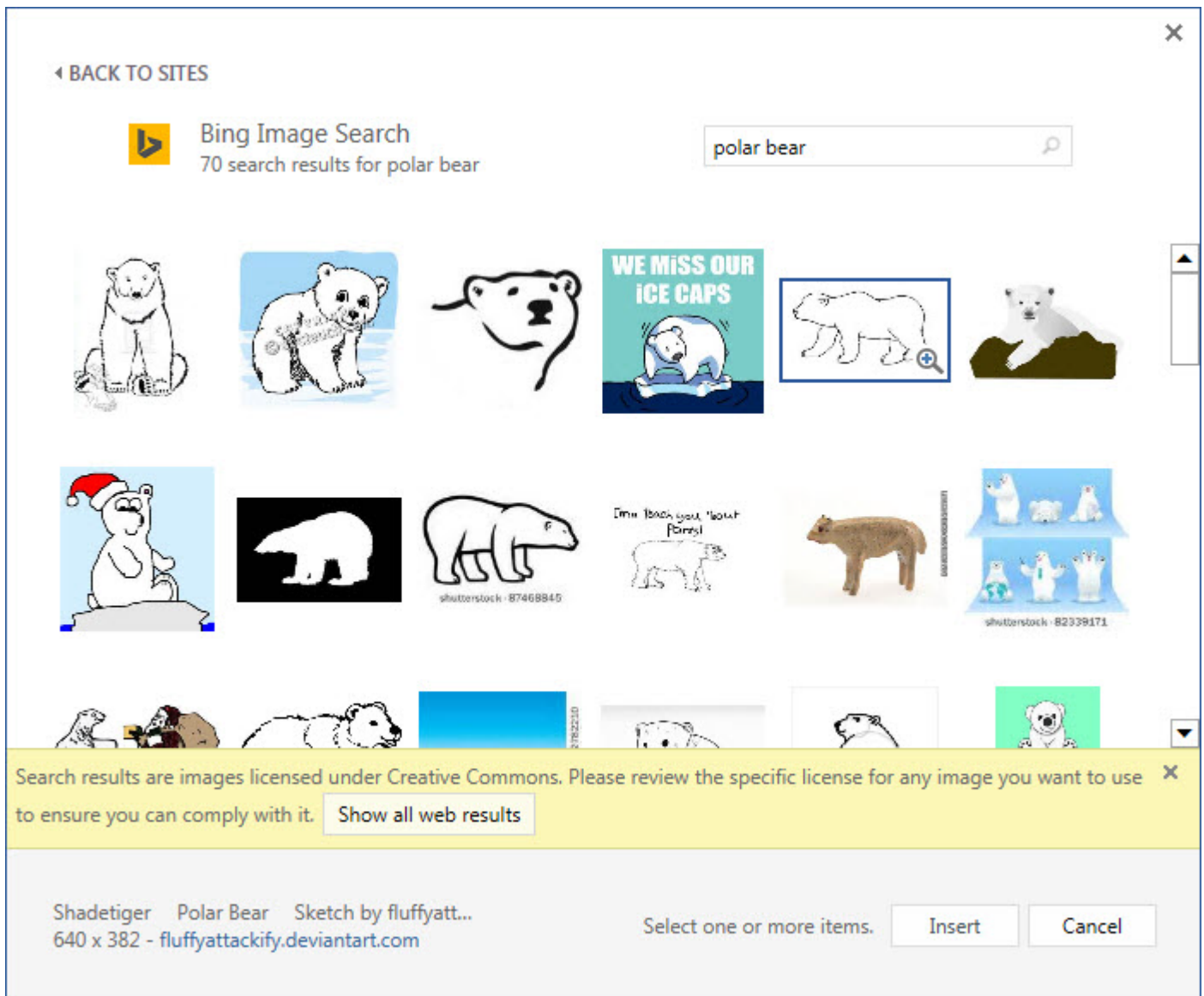
To insert ClipArt, position the mouse pointer where you want the graphic to be placed, and then on the Insert tab, in the Illustrations group, click **Online Pictures**.



Note: The OneDrive, SharePoint, or social media options appear only if you are linked to these social media sites.

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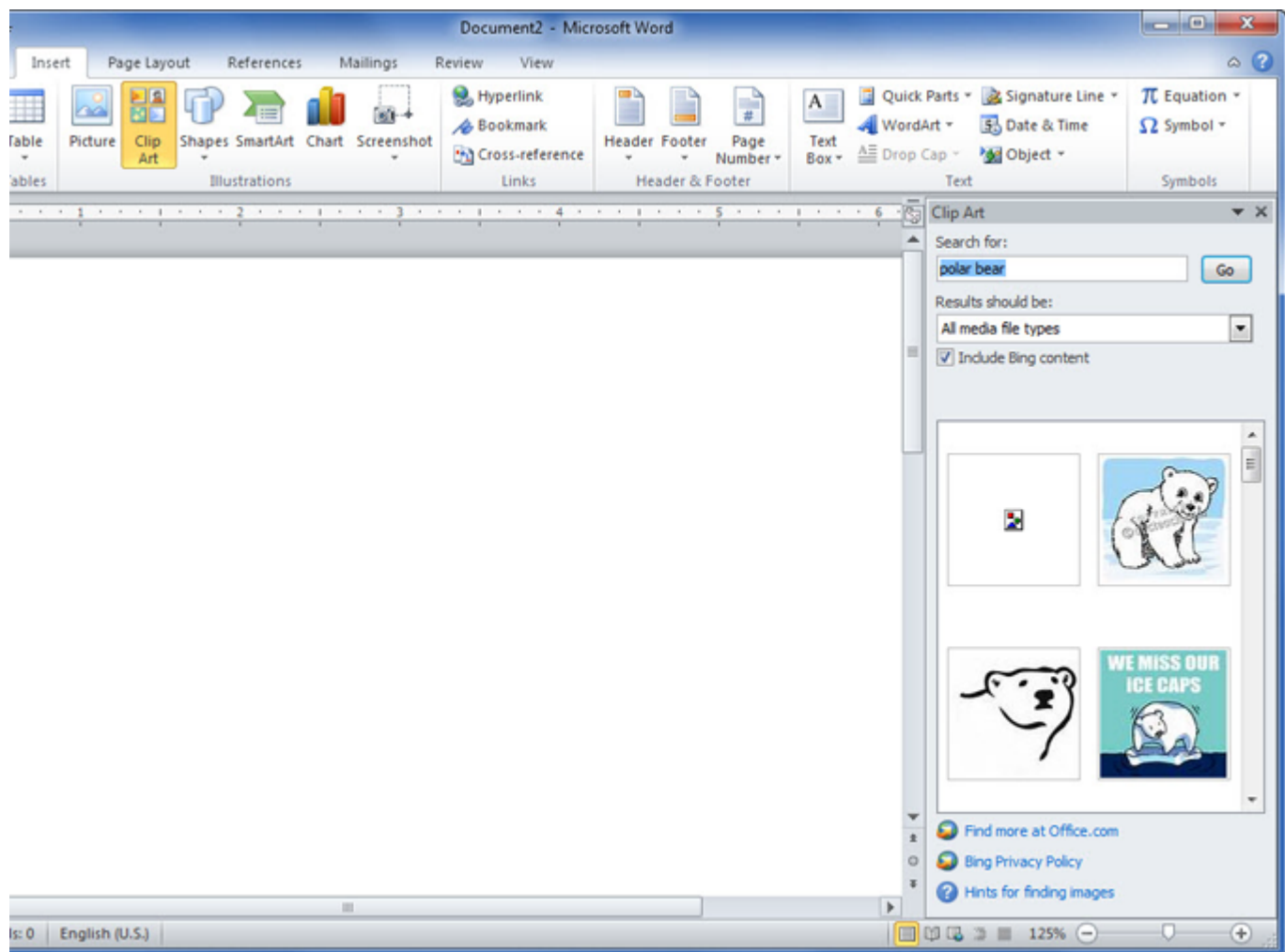
Click in the **Search Bing** text box and type a few words that describe the type of picture you want to find. These words are called search terms or keywords. Click the **Search** button to begin the search. The Search results window displays images that match the words you typed in the Search Bing box.



Information about the currently selected image also appears at the lower left corner of the window.

- To insert the image, click the image you want and then click **Insert**, or
- double-click an image or click an image and press **Enter**.

Earlier versions of Office use a ClipArt task pane for finding and inserting online images. Type the keywords in the Search box in the task pane, then click **Go** to begin the search.



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You can also use the Results should be drop-down list to specify to look for illustrations, photos, video or audio clips.

Search results display in the task pane, and can be inserted by double-clicking, or by hovering the mouse over an image until an arrow appears, then clicking the arrow and selecting Insert from the menu.

Manipulating Images

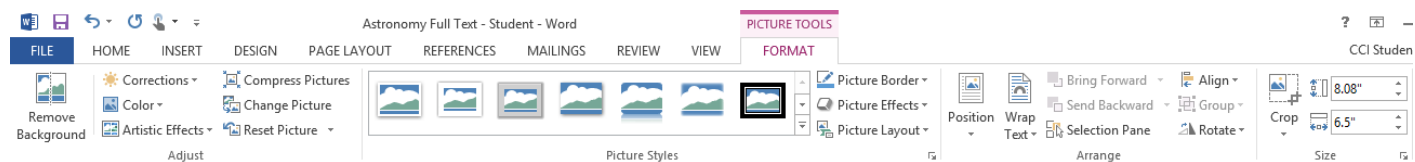
After you insert an image, you can control the way it appears. You can:

- resize it
- crop it
- rotate it

You must select a picture before you can manipulate it. Once selected, the picture displays the eight handles, as shown in the following:



Once you select a picture, the **Picture Tools** ribbon appears and offers you a variety of ways to manipulate it.



Sizing a Picture

You can resize or scale a picture any way you want.

You can use the handles to size a picture:

- Vertically, by dragging the middle horizontal handle at the top or bottom edge in or out.
- Horizontally, by dragging the middle vertical handle at the left or right edge in or out.
- On two adjacent sides at once, by dragging one of the corner handles in or out.

If you don't want your resized picture to look stretched or squashed, press **Shift** before you drag a handle.

You can also use the options in the **Size** group to resize a picture.

Cropping a Picture

Cropping refers to the ability to “cut off” certain portions of the picture. Using this feature, you can crop pictures horizontally (at the top or bottom) or vertically (at the sides).

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- When the Cropping feature is active, the cursor changes to .
- To crop the top or bottom of the picture, drag the top or bottom .
- To crop the left or right side of the picture, drag the left or right .
- To adjust two adjacent sides of a picture, drag one of the corners  (the angle displayed will change depending on which corner handle you select).
- You can also crop the picture to a shape, and then move the picture within the shape to emphasize a specific area of the picture.

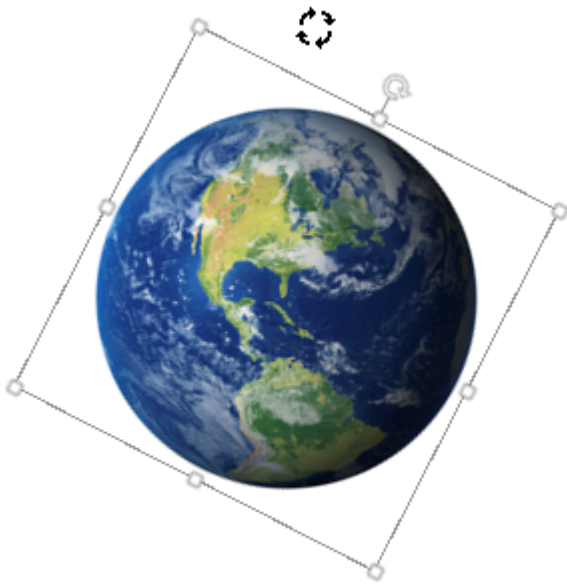
Rotating a Picture

You can rotate pictures by 90° at a time, or you can set the rotation to a specific angle. You can also flip a picture horizontally or vertically.

Note that not all images can be rotated. If there is a white circle at the top of an image when you select it, then you can rotate the picture.

To rotate a picture, select it and then:

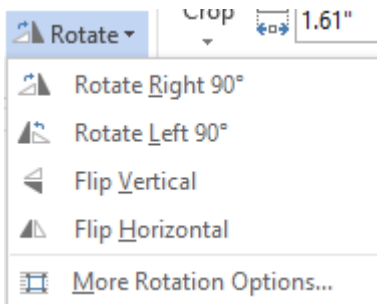
- Drag the white circular handle to rotate it. When you point at the handle, a circular arrow displays to show the rotation direction, or



Did You Know?

To rotate the object 15° at a time, press the **Shift** key as you drag the object.

- under Picture Tools, on the Format tab, in the Arrange group, click **Rotate**, then select an option in the menu.



Deleting a Picture

To delete a picture, select it, then press **Delete**.

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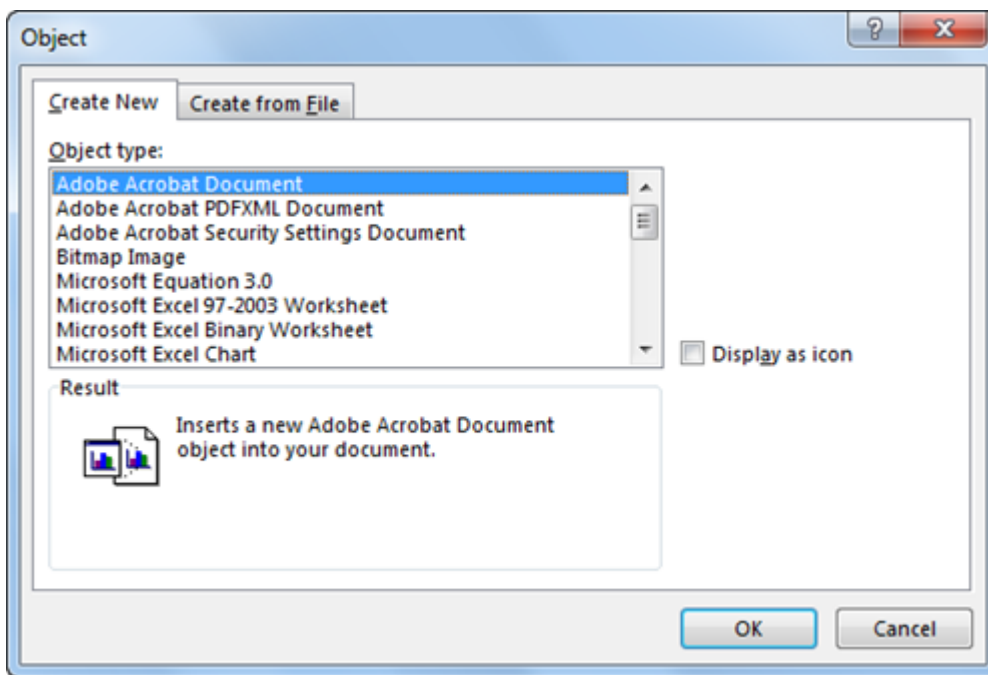
Inserting Video and Sound Objects

In addition to pictures, you can insert audio or video clips into documents. Office applications refer to these types of files as media. These are especially effective for documents that are viewed online (such as presentations) because the audience can click the file to view or listen to the content.

As with pictures, you can insert media clips from files that are stored on your computer, or you can search for and insert online media clips.

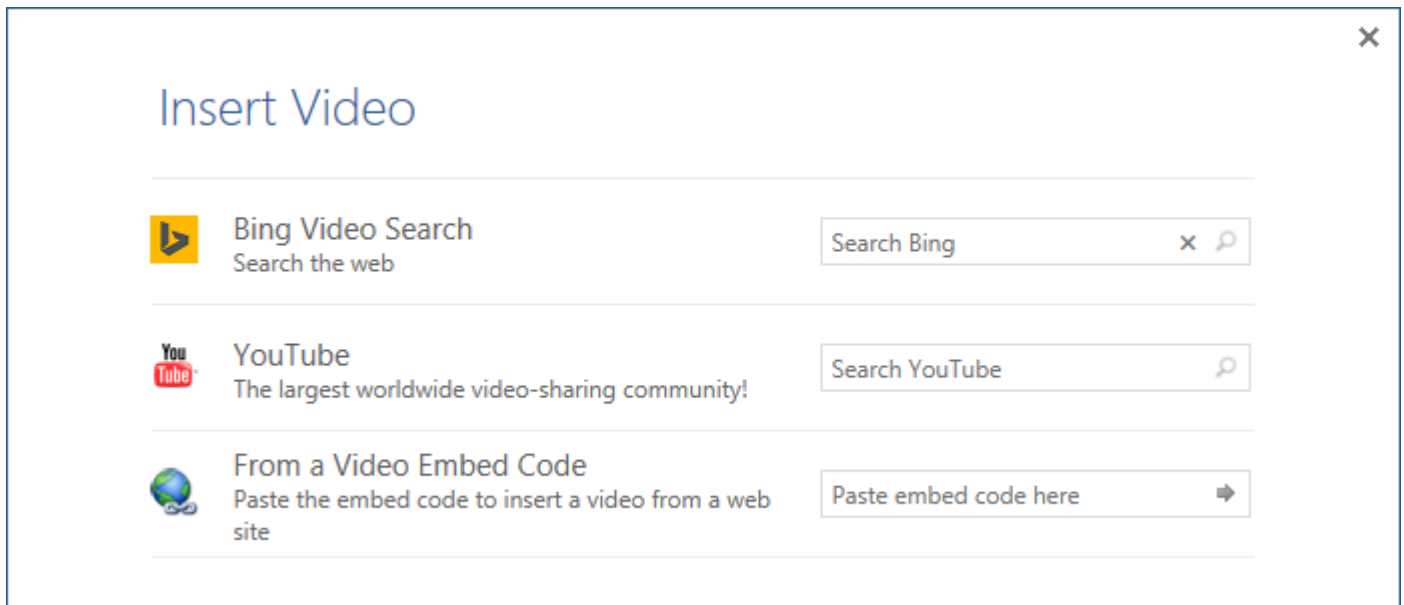
Inserting Media in Word or Excel

To insert a media clip from a file stored on your computer, click the **Insert** tab, then in the Text group, click **Object**.



Click the **Create from File** tab, click the **Browse** button, navigate to the media file you want to insert, then double-click it.

To insert a video from an online site, click the **Insert** tab, and in the Media group, click **Online Video**.



Proceed as you would for finding and inserting a picture.

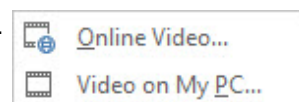
Inserting Media in PowerPoint

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To insert media into a PowerPoint presentation, click the **Insert** tab, then select an option in the Media group.



Click an arrow and then select an option.



The video and audio buttons both provide for inserting clips stored on your computer or for finding clips online. Selecting Online Video opens the Instant Video screen shown previously.

Deleting a Media Clip

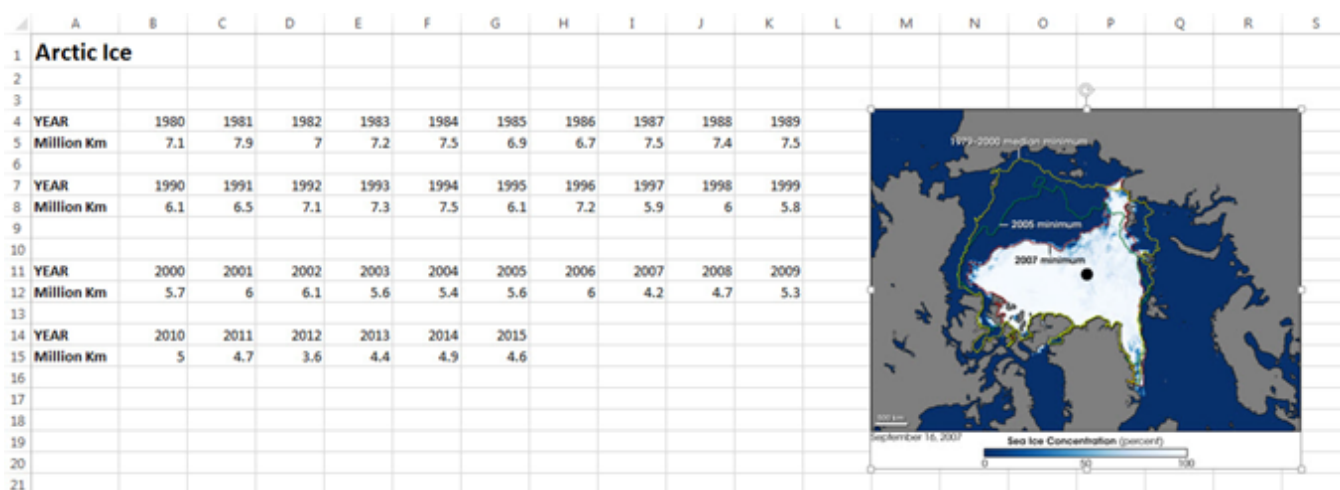
To delete a sound or video clip, select it, then press **Delete**.

Try It! Exercise

In this exercise you will insert multimedia files.

First, let's add a picture into a workbook.

1. Restore the Excel window.
2. In the worksheet, click cell **M4**.
3. In the Ribbon, click the **Insert** tab.
4. In the Illustrations group, click **Pictures**. The Insert Picture dialog box opens.
5. Navigate to the *7328 Student Files\Common Features* folder, then double-click **2007_Arctic_Sea_Ice** to insert the picture. The Format tab on the Picture Tools ribbon becomes available.
6. On the Format tab of the Picture Tools ribbon, in the Size group, click the arrow in the Height box to change the height of the picture to **3.5** inches. Your worksheet should appear as shown below:



7. In the worksheet, click the image to select it if necessary, then click **Delete** to remove it.
8. In the worksheet, click cell **A1**, then save your changes.

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