Word97-Sign Post Design

In this exercise, you will learn how to do page setting, insert text art and simple graphic through designing a signpost.


2. Click [Page Size] Tab and select [Horizon] in [Direction].

3. In order to set margin of page, click [Margins] Tab. Adjust the values of [Top], [Bottom], [Left] and [Right] margin. The outcome shows in [Preview] and then click [OK].

4. In order to view the whole document in designing the signpost, Set the [Zoom] value be 75%. In this way, different elements in the document will be easier to edit in future.

5. In order to create a [WordArt] in document, click [Insert] → [Picture] → [WordArt] or click the icon on the [Drawing] toolbar. A window of [WordArt Gallery] appears. In [WordArt Gallery] window, there are 30 different kinds of default styles for you to choose. Select the style by clicking mouse and then [OK].

6. After selected the style of WordArt, a window of [Edit WordArtText] (編輯文字藝術師文字) appears.

7. Select the font style 藝術體 in [Font] and 48 in [Size] combo boxes. Type “圖書館”
8. Click [OK] to finish creating a WordArt and return to the document. Use the mouse to select the WordArt, a [WordArt] toolbar appears.

9. In order to adjust the size of the WordArt, select the text object, use the mouse to click the [selected point] and drag the mouse to adjust the size of the WordArt.

10. If you think WordArt is not so clear, you may click the [Format WordArt](文字藝術師格式) button.

11. In [Format WordArt] window, select black color in the color of [Line](框線類別) and then click [OK].

12. Now, the border of the text is in black and the text becomes clear. Click the icon [WordArt Shape](文字藝術師圖案) in WordArt toolbar. You may select the twisting format of the WordArt. Click anywhere to return to document.

13. Select [Insert](插入)  →  [Picture](圖片)  →  [Clip Art](美工圖案). A window of [Clip Gallery](多媒體藝廊) appears. In [Clip Art] tab, select [Academic](學術) and click the picture you wanted and then click [OK].

14. Click the picture and adjust the size of it by dragging the mouse. The size of the picture shows by the dotted line while adjusting.
15. Select the picture and click the [Copy] button. Then click the [Paste] button to copy the picture.

16. Use the mouse to click the picture, hold the button and drag it to another position. Release the button to drop the picture.

[Note: Copy and Paste are very useful in copying the text or graphic in many application.]

17. In [Drawing] toolbar, click [Autoshapes] and select [Block Arrows]. Choose the [Right Arrow]. The pointer will change to be the shape 

18. Hold the left button of the mouse and drag the [Right Arrow]. After dragging the arrow with suitable size. Release the button.

19. Click the arrow, you may find there is a yellow spot. Click the spot and then drag it to change the shape of the arrow.

20. Select the picture and click [Fill Color] in [Drawing] Toolbar. You may fill the picture will different color. If you want more colors, you may click the pull down button of [Fill Color] and select the color you wanted here.

21. Select the picture and then click [Free Rotate], there will be four green spot around the picture.

22. Click the green spot, hold the left button and rotate the picture by moving the mouse.
23. Click the [Text Box](文字方塊) in [Drawing] toolbar. Draw a text box by dragging the mouse and input the text “這個方向”.

24. Use the mouse to click the border of the text box and drag to the arrow as shown in the figure. Double click on the border of the text box again. A window of [Format Text Box](文字方塊格式) appears.

25. Select [No fill](無填滿) in [Color](色彩) of [Fill](填滿) and [No line](無線條) in [Color](色彩) of [Line](框線類別). Then click [OK].

26. Before printing, you can click to preview the whole document to see that the arrangement of different graphics and text. Now, click the [Preview](預覽) button.

27. If you want to adjust the size of text box and graphic together, you may group the text box and graphic and then adjust the size together. Now click [Select Objects](選取物件) button in [Drawing] toolbar.

28. Use the mouse to drag a border to select the text box and graphic together as shown in figure.

29. Click [Drawing](繪圖) → [Group](群組) to group the text box and graphic.

30. Use the mouse to adjust the size of the objects together. To cancel the grouping function, select the objects and then click [Ungroup](取消群組) in [Drawing] toolbar.