



Use Text Effects

In Word 2010, you can apply different design effects to your text in the same way you apply bold or underline to text.


1. Select the text to which you want to apply a text effect.
Tip: Document headings that you want to make really stand out are a good choice.
2. On the ribbon, on the **Home** tab, in the **Font** group, click **Text Effects** .
3. Click any of the effects to apply to your text.
Tip: Live preview shows you what your option will look like before you actually select the option.


Use Picture Tools

Word 2010 gives you a variety of picture editing tools that you can use to edit photographs, images, screenshots, and screen clippings. You can apply different design effects, change the colour and shade, and adjust the sharpness, softness, brightness, and contrast of your image. Select the image (photograph, graphic, screenshot, or screen clipping) in your document that you want to edit. The **Picture Tools** appear on the ribbon.

- To remove unwanted portions of your picture, click **Remove Background** .
- To change the sharpness, softness, brightness, or contrast of your picture,

click **Corrections** .

- To change the colour of your picture, click **Colour** .

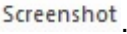
- To apply design effects to your picture, click **Artistic Effects** .

Insert a screenshot or screen clipping

Word 2010 makes it easy to insert a screenshot (the entire computer screen) or a screen clipping (a portion of your screen) into your document without leaving Word.

1. Click in your document where you want to place the screenshot or screen clipping.
2. On the ribbon, click the **Insert** tab.



3. On the **Insert** tab, click **Screenshot** .
4. On the **Available Windows** menu, click the window that you want to insert into your document – If you want to insert an entire screenshot. If you want to insert a screen clipping, click **Screen Clipping** at the bottom of the menu.

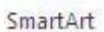
Note: The **Screen Clipping** option opens the last window that was active on your screen, so make sure the area where you intend to capture your screen clipping is the last active window. You can do this by pressing ALT+TAB to scroll through and select the correct active window.

Insert a SmartArt graphic

SmartArt graphics can add powerful illustrations to your document and can convey some ideas better than text would.

1. Click in your document where you want to place the SmartArt graphic.
2. On the ribbon, click the **Insert** tab.



3. On the **Insert** tab, click **SmartArt** .