

# 15 Arranging Objects

## Introduction

In Word, a page may have multiple **objects**, such as pictures, shapes, and text boxes. You can arrange the objects the way you want by **aligning**, **ordering**, **rotating**, and **grouping** them in various ways.

Play the video by clicking the link below:



## Exercise 15

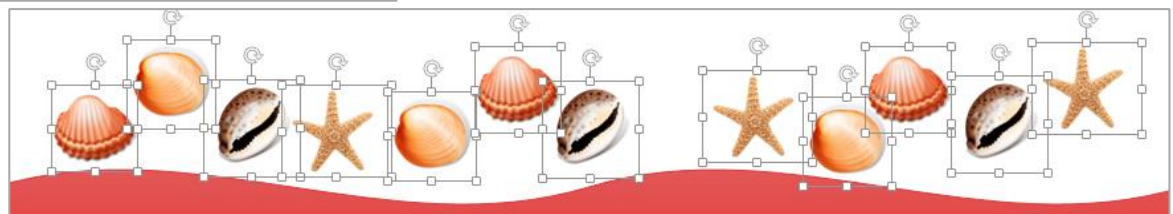
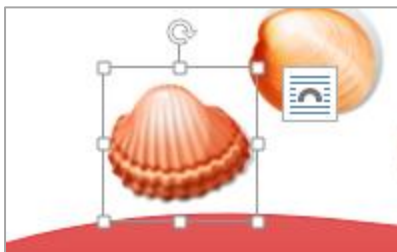
Using the sample as a guide, follow the directions below to complete the exercise.

- Open:  
UNIT 5 WORD > 15 WORD EXERCISE >  
**Word 15 Template ARRANGING OBJECTS**
- Save the file in your My Documents Folder:  
**File > Save As > My Documents**
- Name your file by typing in the *File Name* box:  
**Word 15 YourFirstNameLastInitial ARRANGING OBJECTS**  
Save as type: Word Document  
Click **Save**

## Page 1

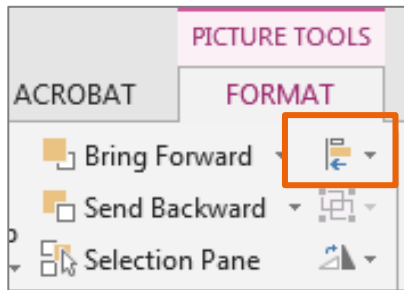
### Line up the seashells:

- Click on the first seashell to select it.



- Hold down the **Shift** key and click the remaining sea shell images.

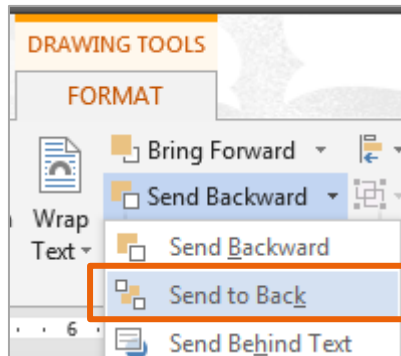
- Click the **Picture Tools Format Tab**  
Click the **Align Tool** drop down menu  
Click **Align Middle**



- To even out the spaces between the seashells:  
Click the **Align tool** again  
Click **Distribute Horizontally**.

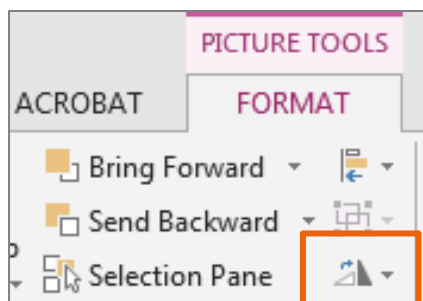
**Move the Red Banner to the Back:**

- Click the Red Banner to select it.
- Click the **Drawing Tools Tab**  
Click **Send Backward** drop down menu  
Click **Send to Back**.

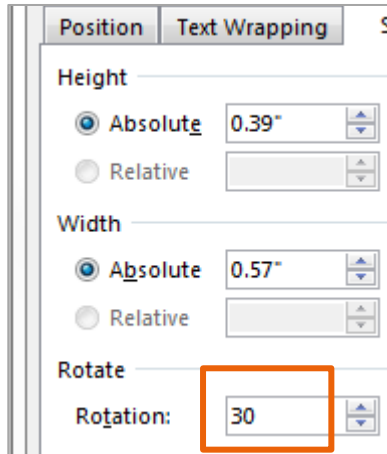


**Move the 3 crabs:**

- Click to select the crab on the bottom left side of the document  
Click **Picture Tools Format Tab**  
Click the **Rotate drop down menu**  
Click **Rotate Right 90°**.



- Select the middle crab  
click the **Rotate drop down menu**  
click **More Rotation options**  
In the pop out window, in the Rotation box, Type **30**.



- Select the crab on the right side of the document  
In the **Picture Tools Format Tab**  
click **Rotate drop down menu**  
click **Rotate Right 90°**.
- Select the 3 crabs by clicking on the first crab, holding down the shift key and select other two  
**Align drop down menu >**  
**Distribute Horizontally.**

## Page 2

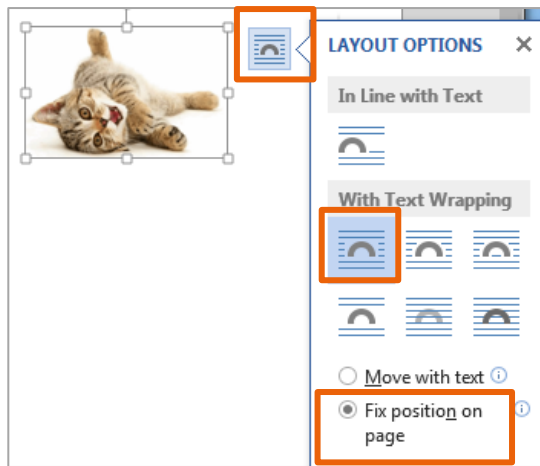
- Select the Dog on the Rug.  
**Rotate drop down menu >**  
**Flip Verticle**
- Select the Lion  
**Rotate drop down menu >**  
**Rotate Left 90°**
- Select the Landscape Picture  
**Send Backward drop down menu >**  
**Send to Back**
- Select the Clock  
**Bring Forward drop down menu >**  
**Bring to Front**
- Select the Lamp  
**Rotate drop down menu >**  
**Flip Horizontal**

## Page 3

**Create one (1) collage** – a grouping of pictures that depicts any type of scene.  
*Examples:* Park, Beach, Garage, A Desk, Inside a Cupboard

- Gather a minimum of **5 pictures of your choice** from the internet or from your personal files. Read **\*IMPORTANT\*** note below before gathering pictures.
- IMPORTANT:** When you insert each picture, make sure your cursor is on the 3<sup>rd</sup> page of your document. Insert pictures one at a time and change the Layout Options after you insert each picture:

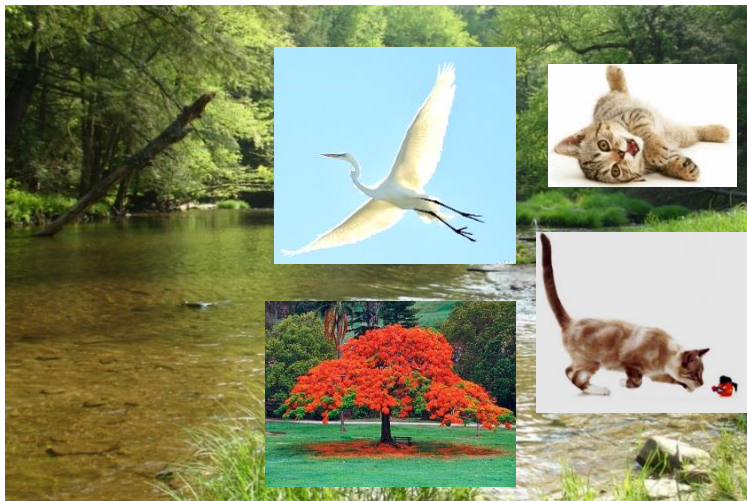
Click the **Layout Options** box – to the right of the picture - then select **Square** under the With Text Wrapping option + click **fix position on page**. **This option will allow you to move the image on the page.**




- Below is an **Example** of a collection of 5 pictures on a page.

Use the **Bring Forward, Send Backward Tools** in the **Picture Tools Tab** to move pictures in front or behind one another.

Make your background picture large enough to fill at least half of your page.



**Remove the backgrounds of the pictures:**

- Click this link  [Remove Background](#) to go to a webpage and video instructions on how to remove the background colour or objects from the pictures.

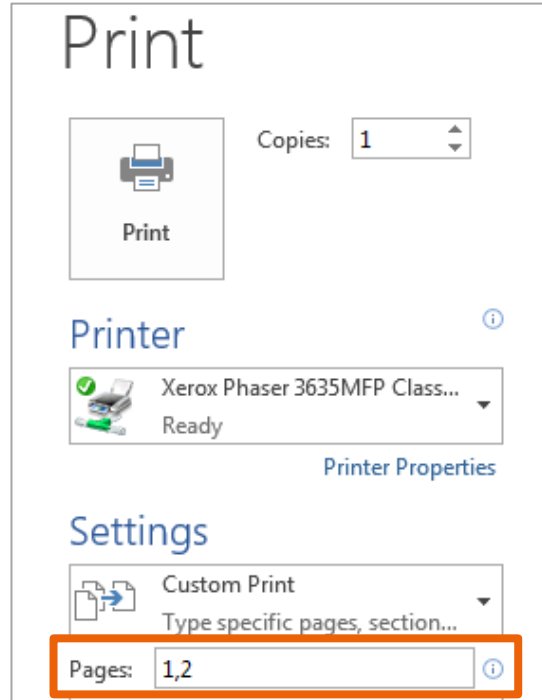
If you prefer, ask your instructor for a demonstration of this tool.

Below is the **bird, tree and two cats** with the backgrounds removed:



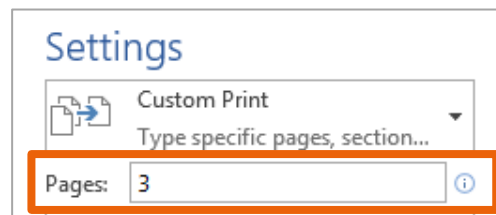
- Use the **Size, Crop, Align, and Rotate Tools** to re-size and arrange your pictures on the background. ***Have fun with it!***
- If you would like to practise printing, print the first 2 pages of your document in black/white with the following settings:**
  - a. Black Printer
  - b. Print on Both Sides
  - c. Type the numbers **1, 2** in the pages box (only pages 1 + 2 will print)





d. Leave the remaining settings as is (default settings)

- Print page 3** of the document with the following settings:
  - a. Colour Printer
  - b. Type the number 3 in the pages box (only page 3 will print)



c. Leave the remaining settings as is (default settings)

- Save your document and email it to your instructor.