

RHP Computer Applications Class

7-3 Callouts, Balloons and other Draws Name _____

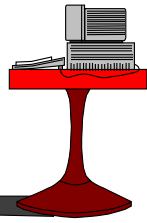


Callouts are lines that are drawn from a picture or graphic that helps describe an item in a picture. Below is a picture with a callout. The callout is the line with the textbox attached that says something about a computer and a duck.

In the first part of this new document, insert a



A computer about to get bashed by a stupid looking duck.



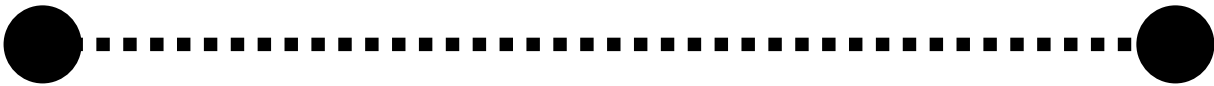
exercise, start Word, and in a picture of a computer, either from the Internet or from the clipart. You can also

download the clipart at left (7-3a.doc). To make a callout, right click in the gray area next to the toolbars, and check the Draw menu. This will display the Draw toolbar. The callouts are available under the AutoShapes option. When the callout 'flyout menu' appears, choose one from the list. When you do that, your cursor will turn into a crosshair. To draw your callout, click and drag the area you want the callout to appear. This may take some practice, but eventually you will figure out how to get the callout in the proper location. In the callout, identify something in your picture of a computer (monitor, keyboard, etc). You may have to stretch or shrink your callout box in order to make it look right.

Next, draw a line below your picture to separate it from the next section.

Do not use the line key (next to the '0' key) to draw a line. Instead, Draw a line by clicking on the line tool on the draw toolbar. When you do, the cursor will again turn into a cross hair. Click and drag the cursor straight across the paper, and release the mouse when the line is extending across the page and is straight.

Next, draw another line below the first one. We will use this line to experiment with the different formatting available for lines. After you draw the second line, right click on the line and a property box will appear. Choose Format AutoShape. For the weight, use 5 point. For the dashed, choose a dashed line (see the line below). For the beginning and ending, choose a round ball (you could choose an arrow or other ending, but for now, choose the round ball). Your line should look like the one below.



Next, go back to the RHP website, and go to one of the Arizona Geology Field Trip Photo Gallery. Pick one of the pictures that has a person or persons in it and copy it to the clipboard. Next, paste it into your document. Next, insert a balloon (like a comic strip) by clicking on the AutoShape button, Callouts and choose one of the balloons probably have to shrink the manageable. Type some in the cloud (a cloud usually something, not saying to make it look good.



like the one below. You will font size down to make it hopefully humorous comment represents someone thinking something). Adjust the location

When that is complete, draw another line across the page, this time with a weight of 2 points, solid line, with arrows at the ends.

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Start a new page by hitting Ctrl-Enter.

The last part of this assignment will help you to explore the other things you can do with the draw toolbar. Click on AutoShape and insert a 'Stars and Banners' shape, a basic shape, and a block arrow. You can scatter them randomly on the page. Then, insert a rectangle, and then, using the 3-D button, assign it a 'perspective' (like the one shown below). You can also add this 3-D effect to a text box to give it shape.

Email this document
lastname.



with the subject line **Compapp 7-3**