

Unit 5: Working with Shapes & Elements

Buying a Car 2

Working with Illustrations

New Skills

- Inserting Online Pictures
- Inserting Shapes
- Inserting SmartArt

Lesson Overview

You decide to share your car buying research with your friends, but you want to improve the appearance by adding pictures, shapes and other visual effects first. You hope they will use this information to help them make an informed decision before purchasing.

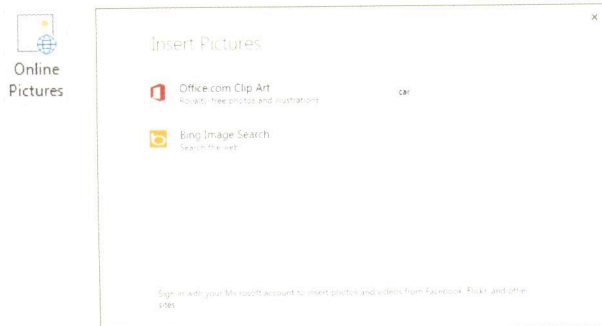
In this lesson, you will open a previously created worksheet to improve the appearance of it before sharing the information with friends.

Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

Online Pictures:

Use this icon to find and insert pictures from a variety of online sources.

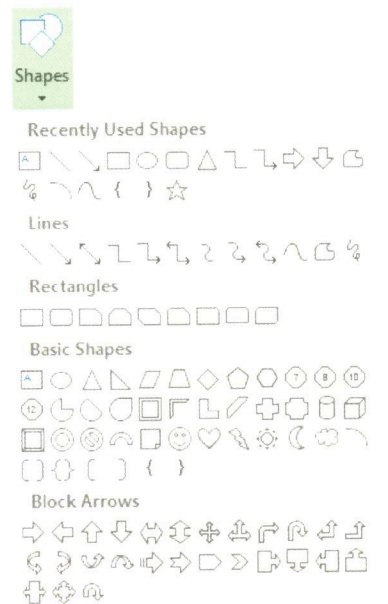


SmartArt:

Use this icon to visually communicate information such as an organizational chart or a flow chart.

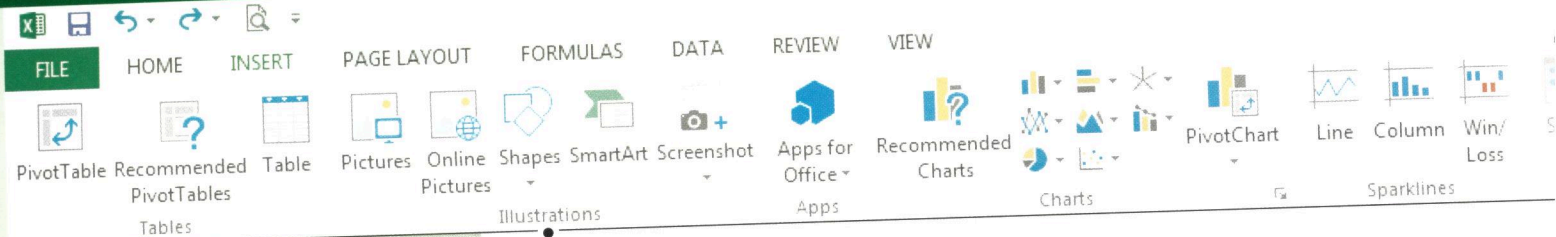
Shapes:

Use this drop-down menu to insert ready-made shapes, such as circles, squares, and arrows.



Lesson 5.2

Working with Illustrations

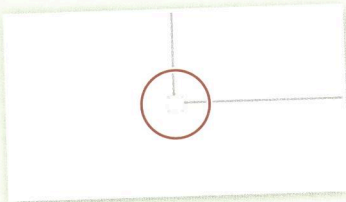


3.

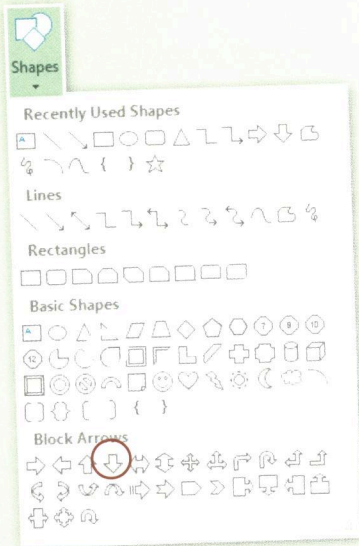
Instructions

1. Open your existing workbook 5.1 *Buying a Car*.
2. Save the file as 5.2 *Buying a Car 2* in your **My Excel Projects** folder.
3. From the **INSERT** tab, **Illustrations** group, do the following:

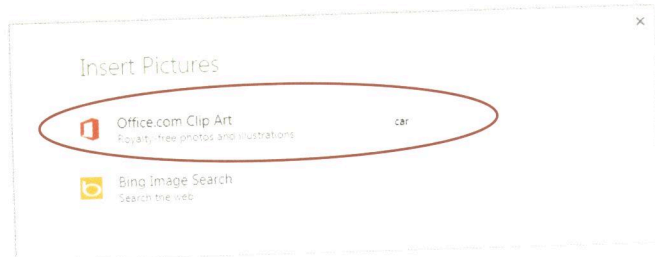
3b.



3c.



- a. Using the **Online Pictures** icon, insert a car-themed picture by keying the text [car] in the **Office.com Clip Art** search box (as shown below)

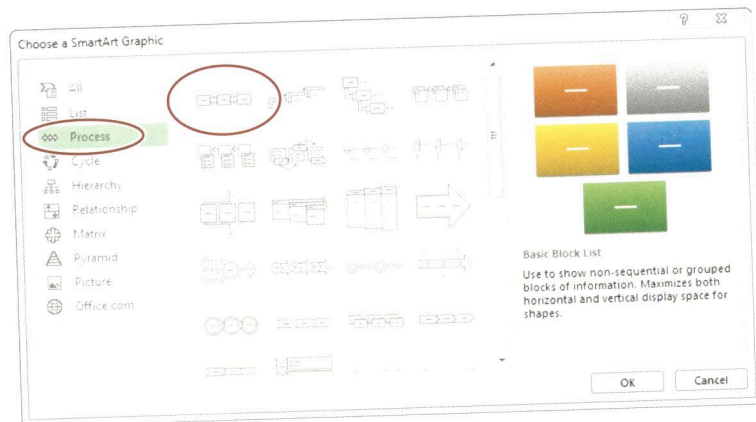


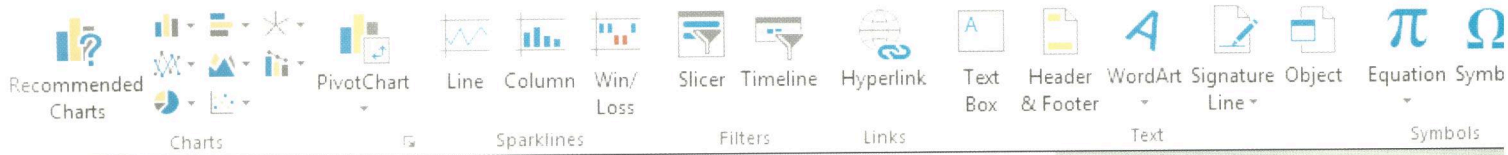
⌚ *Note: Images may vary. Use your best judgment when selecting an image.*

- b. Use the handles around the picture to size it appropriately and position the picture under the table
- ⌚ *Note: Use 5.2 Source Doc. B as a visual reference when resizing the picture.*

- c. Insert the **Block Down Arrow** from the **Shapes** drop-down menu
 - d. Size and position the Block Down Arrow shape under the picture of the car
- ⌚ *Note: Use 5.2 Source Doc. B as a visual reference when positioning the shape.*

- e. From **SmartArt**, insert the **Process, Basic Process** graphic (as shown below)





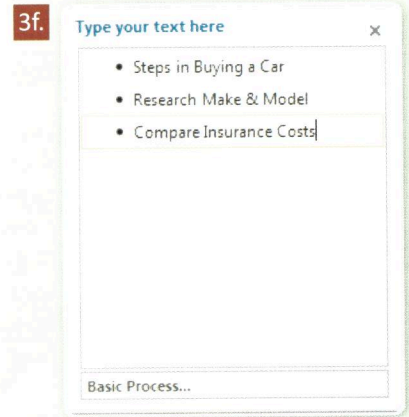
f. Add the following text to the graphic:

[Steps in Buying a Car]

[Research Make & Model]

[Compare Insurance Costs]

➔ Hint: If the **Type your text here** Dialog Box does not automatically appear, from the SMARTART TOOLS, DESIGN tab, Create Graphic group, click Text Pane.



g. Size and position the SmartArt graphic under the Block Down Arrow

4. Proofread your work for accuracy and format, then resave the file.
5. Select all cells containing data and graphics, then Print Preview your worksheet.
6. Your worksheet should look similar to 5.2 Source Doc. B.
7. Print a copy if required.

5.2 Source Doc. A

	A	B	C	D
1	Top 14 Used Cars for Teen Drivers Including Insurance Premiums			
2				
3	Ranking	Make	Model	Estimated Insurance Premium
4	14	Mitsubishi	Lancer GTS	\$4,392
5	13	Honda	Fit Sport	\$3,976
6	12	Volkswagen	Rabbit	\$3,974
7	11	Ford	Focus Coupe	\$3,800
8	10	Honda	Civic	\$3,738
9	9	Subaru	Impreza 2.5i	\$3,732
10	8	Toyota	Corolla	\$3,656
11	7	Audi	A3 2.0T	\$3,622
12	6	Volkswagen	Jetta	\$3,524
13	5	Subaru	Legacy	\$3,518
14	4	Scion	xB	\$3,506
15	3	Ford	Fusion	\$3,494
16	2	Honda	Accord	\$3,334
17	1	Ford	Taurus	\$3,322

5.2 Source Doc. B

Top 14 Used Cars for Teen Drivers Including Insurance Premiums

Ranking	Make	Model	Estimated Insurance Premium
14	Mitsubishi	Lancer GTS	\$4,392
13	Honda	Fit Sport	\$3,976
12	Volkswagen	Rabbit	\$3,974
11	Ford	Focus Coupe	\$3,800
10	Honda	Civic	\$3,738
9	Subaru	Impreza 2.5i	\$3,732
8	Toyota	Corolla	\$3,656
7	Audi	A3 2.0T	\$3,622
6	Volkswagen	Jetta	\$3,524
5	Subaru	Legacy	\$3,518
4	Scion	xB	\$3,506
3	Ford	Fusion	\$3,494
2	Honda	Accord	\$3,334
1	Ford	Taurus	\$3,322

