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WORKBOOKS FOR CLAIT 2006 - LEVEL 1

- Workbooks are supplied on CD-ROM for self-printing (unlimited copies)
- Purchasers can print unlimited copies for their own use
- You are allowed to print and photocopy the materials as much as you like for use at the same training centre. You can place the materials on an Intranet if required
- They are available in PDF format and Word format
- Purchasers can edit the Word format workbooks to produce customised versions for use at the same training centre
- All practice data files are supplied

The following eight units are available on a unit by unit basis

NEW! 2nd Editions These have expanded content, and include the practice tasks from product codes PT1, PT2, PT3, PT4, PT5, PT6, PT7 and PT8 respectively. (Product codes PT1, PT2, PT3, PT4, PT5, PT6, PT7 and PT8 also include the task solutions).

UNIT 1 - FILE MANAGEMENT AND e-DOCUMENT PRODUCTION

(Using Windows XP and Word 2003)

UNIT 2 - CREATING SPREADSHEETS AND GRAPHS

(Using Excel 2003)

UNIT 3 - DATABASE MANIPULATION

(Using Access 2003)

UNIT 4 - e-PUBLICATION CREATION

(Using Publisher 2003)

UNIT 5 - CREATE AN e-PRESENTATION

(Using PowerPoint 2003)

UNIT 6 - e-IMAGE CREATION

(Using Publisher 2003 and Paint Shop Pro)

UNIT 7 - WEB PAGE CREATION

(Using FrontPage 2003)

UNIT 8 - ONLINE COMMUNICATION

(Using Internet Explorer and Outlook 2003/7)

LEARN, PRACTISE
AND PASS
CLAIT 2006 - LEVEL 1

UNIT 6
E-IMAGE
CREATION

USING
MICROSOFT PUBLISHER 2003
AND PAINT SHOP PRO

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CLAIT 2006 – LEVEL 1 – UNIT 6

E-IMAGE CREATION

USING MICROSOFT PUBLISHER 2003 AND PAINT SHOP PRO

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GROUPING OBJECTS

It is possible to group individual objects in a piece of artwork (such as images and graphic shapes). Grouping objects together can be useful in several ways.

For example:

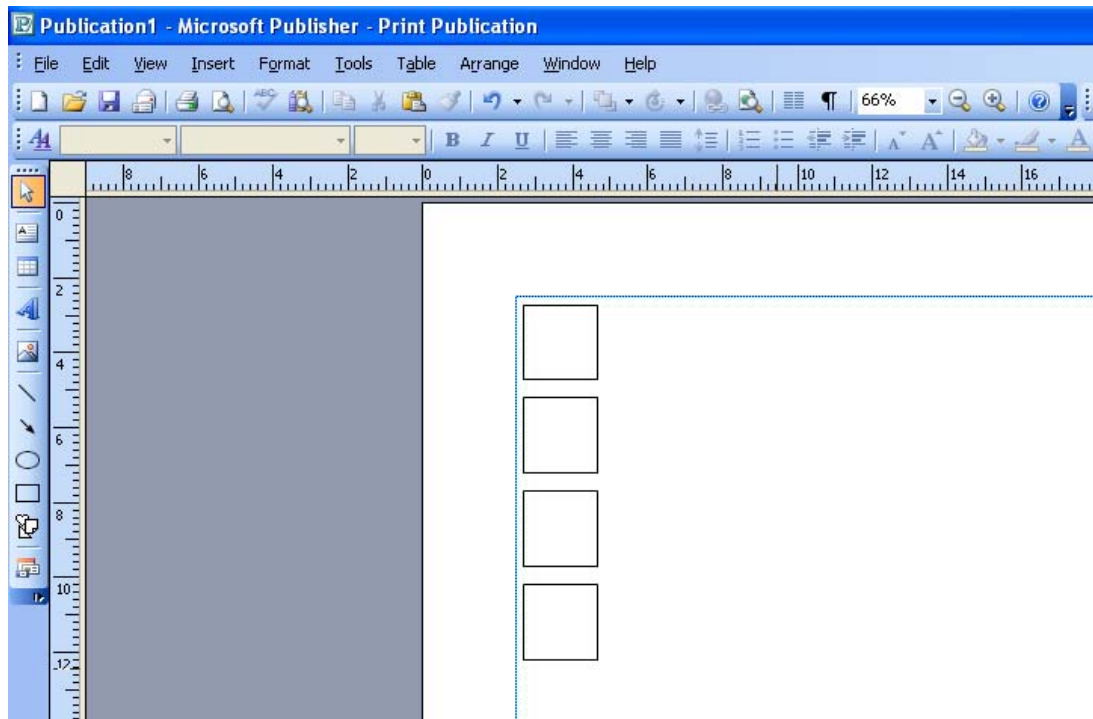
- Grouped objects can be moved, copied or deleted at the same time
- Grouped objects can be resized at the same time
- Grouped objects can be formatted at the same time

Action Close any open Publisher documents.

Action Open a new, blank piece of artwork.

Action Draw a square of size 2 cm by 2 cm and place it near the top left-hand corner of the artwork.

Action Copy and paste this square three times and line them all up along the left-hand side of the artwork, similar to below:

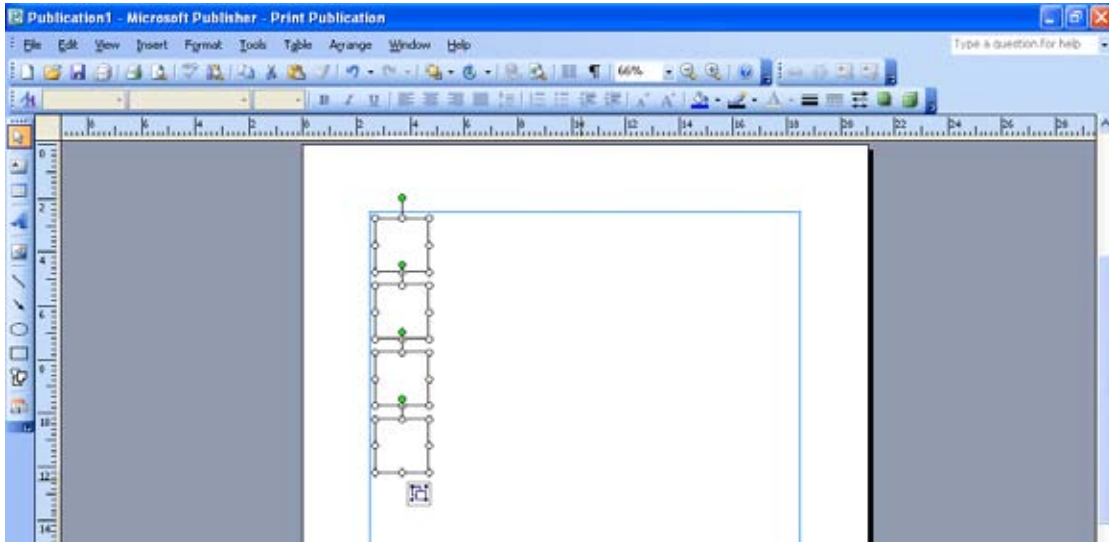


Imagine that we wanted to fill each square with the colour red – this could be done one by one, but by grouping the squares, it can be achieved more quickly and easily.

One way to group the squares is to select them one by one whilst holding down the **SHIFT** key.

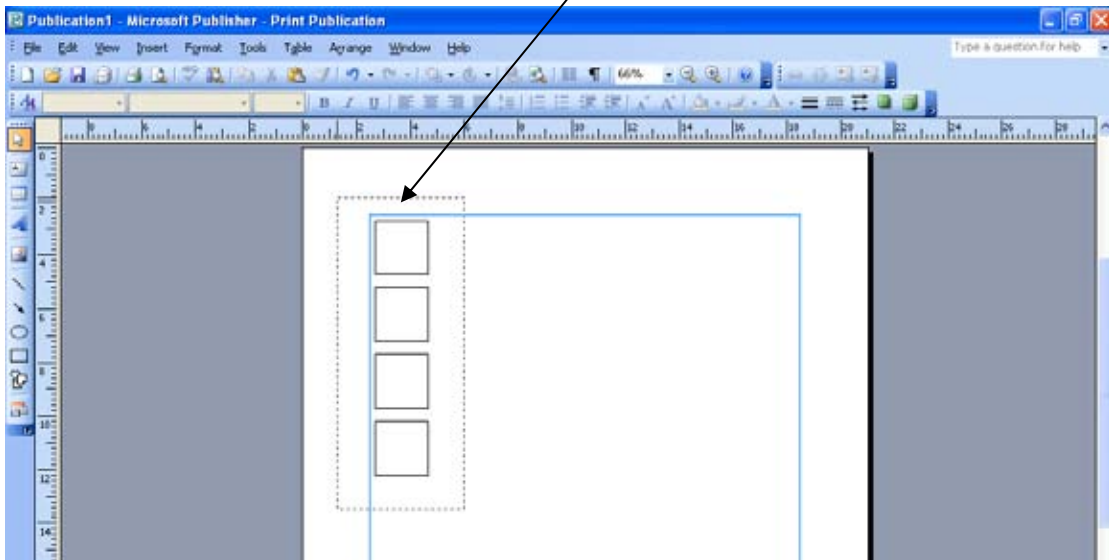
Action Hold down the **SHIFT** key and point and click on each square in turn.

The end result should look as below:



If you make a mistake as you try to select each square, just click in a blank area of the artwork and try again.

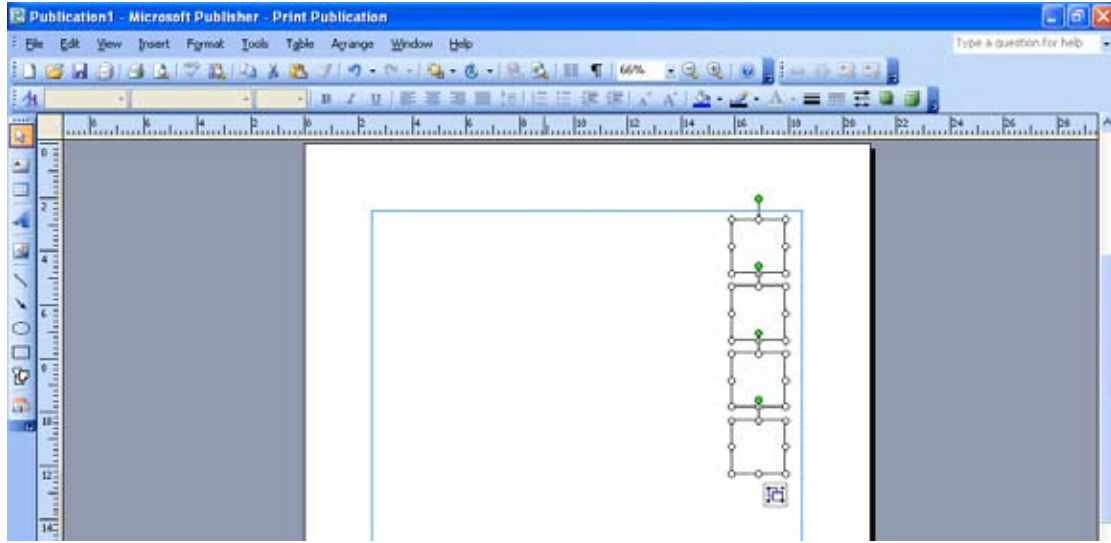
Another way to group a set of objects is to click and drag with the mouse, drawing out a rectangle shape so that it surrounds all the objects to be grouped, as below:



When you release the mouse button, the objects become grouped as shown earlier.

With the objects grouped, it is now possible to make changes that will affect all the objects in the group.

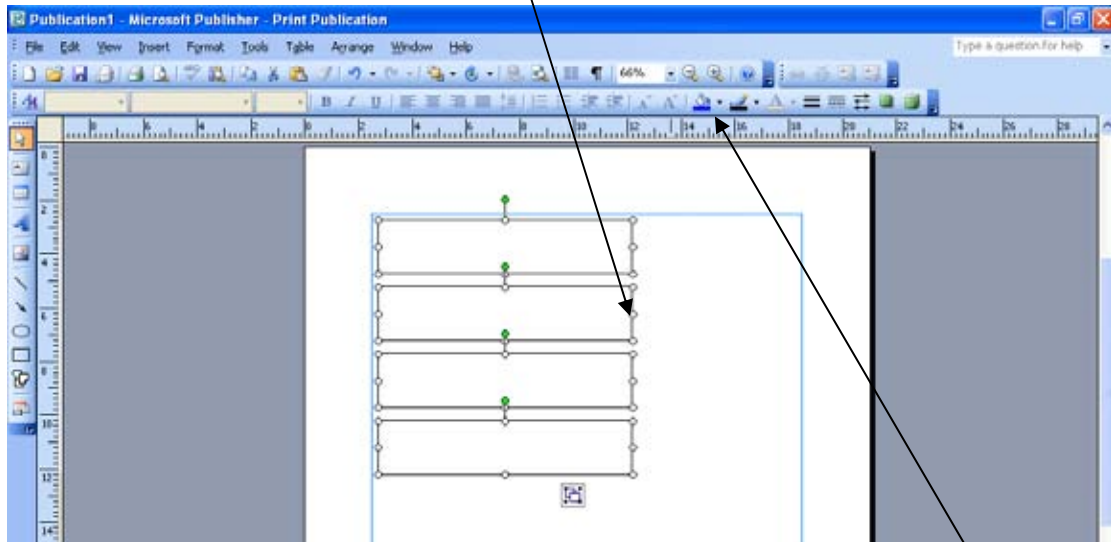
Action For example, use the direction arrow keys to move the group of objects to the right-hand side of the artwork.



Just as when moving a single object, you can also move the group by clicking and dragging with the mouse.

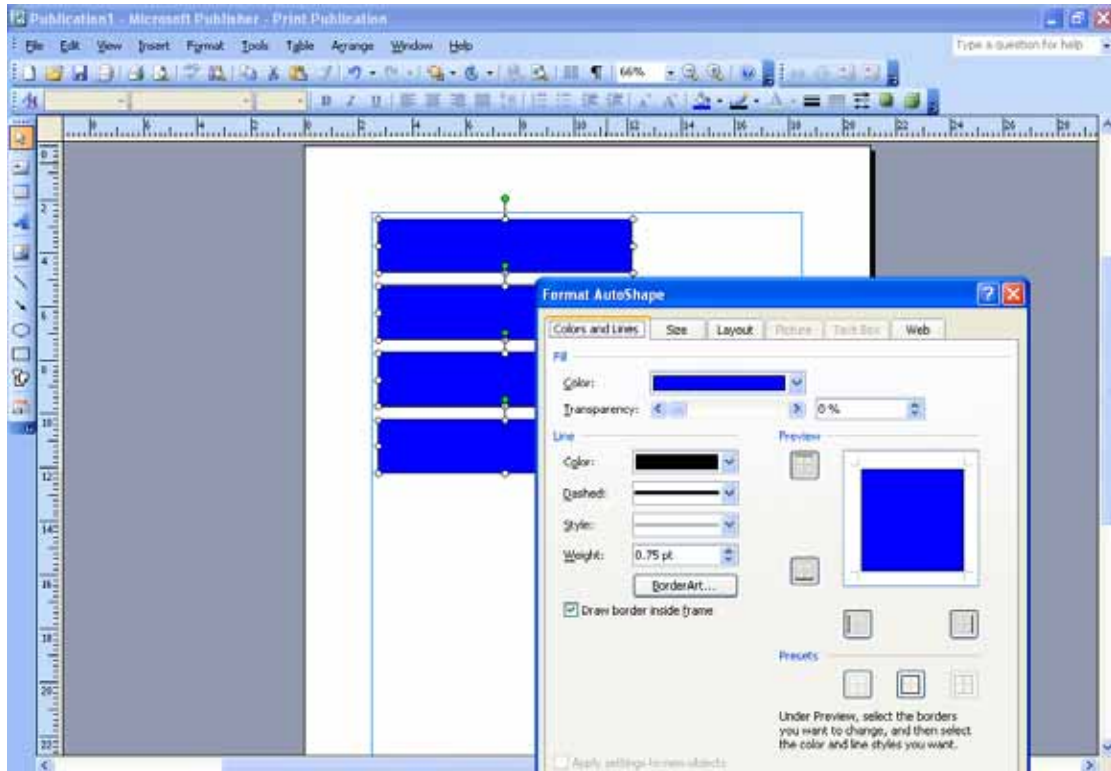
Action Use the mouse to drag the group of objects back to the left-hand side of the artwork.

Action Click and drag on any of the sizing handles on the right-hand side of any square to widen all the squares simultaneously.

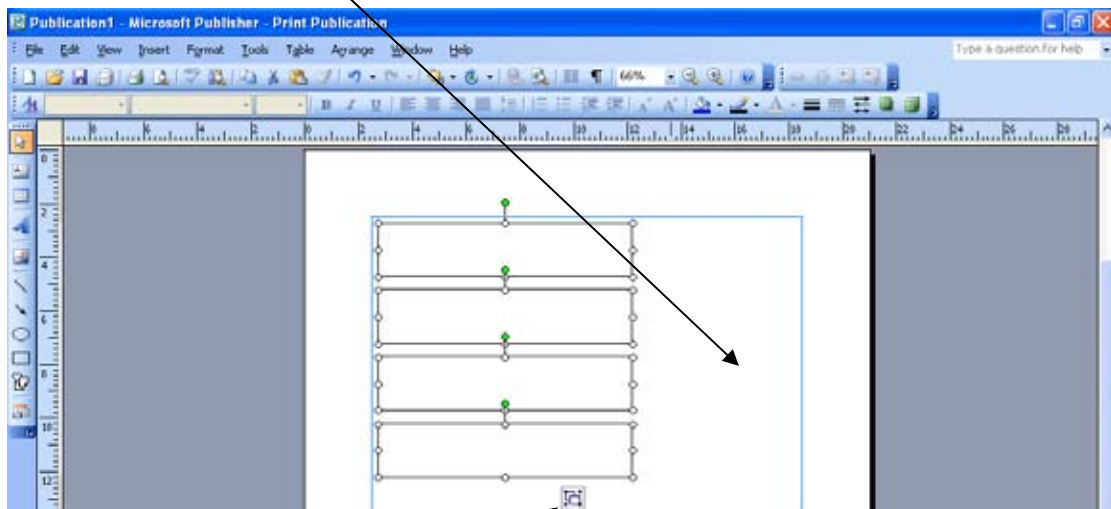


Action The group of objects can be formatted at the same time – click on the fill button and fill the objects with a blue colour.

The **Format, AutoShape..** option on the menu bar can also be used as normal to make other changes to the grouped items.



Action At this stage the grouping is only temporary – cancel it by clicking in an area outside of the group.



You can make a group more permanent by pointing and clicking on the grouping button – the button then acts as a “toggle”, turning grouping on and off as required.

Note that a group of objects can also be copied and pasted within a piece of artwork – very useful if you quickly want to duplicate a set of objects.

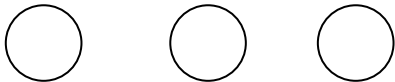
Action Close the current artwork (without saving the changes) and practise grouping objects by tackling the following three tasks.

Practice Task 34

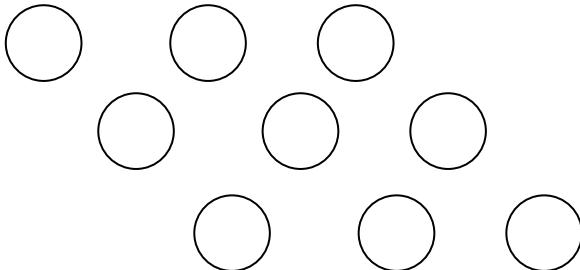
**CREATING ARTWORK
DRAWING AND GROUPING GRAPHIC SHAPES**

The data files required for this exercise are: **None**

1. Switch on the computer
2. Login using your username and password
3. Load an e-image creation software package
4. Create a new piece of artwork
5. Set the **Page Orientation to Portrait**
6. Draw three circles of size 1 cm diameter, in a line as below:



7. Group the circles. and copy and paste the group twice, as below:



8. Fill the first and then alternate circles with green
9. Save the publication using the filename **Artwork34**
10. Print a single copy of the artwork on to A4 paper
11. Close the artwork
12. Close the e-image creation software package

End of task

Practice Task 35

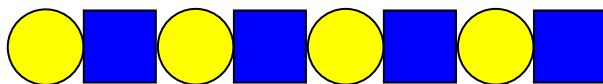
**CREATING ARTWORK
DRAWING AND GROUPING GRAPHIC SHAPES**

The data files required for this exercise are: **None**

1. Switch on the computer
2. Login using your username and password
3. Load an e-image creation software package
4. Create a new piece of artwork
5. Set the **Page Orientation to Portrait**
6. Draw a square and a circle of size 1 cm next to each other, as below:



7. Fill the circle with yellow and the square with blue
8. Group the circle and square and copy and paste the group three times, and arrange them as below:



9. Save the publication using the filename **Artwork35**
10. Print a single copy of the artwork on to A4 paper
11. Close the artwork
12. Close the e-image creation software package

End of task

Practice Task 36

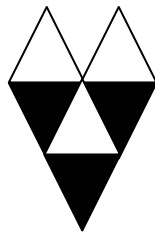
**CREATING ARTWORK
DRAWING AND GROUPING GRAPHIC SHAPES**

The data files required for this exercise are: **None**

1. Switch on the computer
2. Login using your username and password
3. Load an e-image creation software package
4. Create a new piece of artwork
5. Set the **Page Orientation to Portrait**
6. Draw a white triangle (with sides of size 1 cm) above a black triangle as below:



7. Group the two triangles and copy and paste the group twice, and arrange them as below:



8. Group all the triangles and increase the size of the entire graphic shape.
9. Save the publication using the filename **Artwork36**
10. Print a single copy of the artwork on to A4 paper
11. Close the artwork and close the e-image creation software package

End of task

