

Graphic Bellwork

Monday

1. **Font:** The general shape and style of a set of characters.

2. **Points:** A unit of measure for fonts. One inch equals approximately 72 points.

Tuesday

1. **Select Text:** Identify text or blocks of text for editing or formatting.

2. **Insert Clipart:** A button on the Drawing toolbar that allows you to search the clipart gallery using keywords. Can also be accessed through the Insert menu.

Wednesday

1. **Sizing Handles:** Small squares or circles surrounding a graphic or object, indicating that it is selected.

2. **Autoshapes:** Pop-up menu on the Drawing toolbar that includes several categories of shapes including lines, stars, banners, callouts and more.

Thursday

1. **Fill:** To apply a solid color or a decorative fill such as a gradient to an object or shape. The fill button is located on the Drawing toolbar.

2. **Ctrl-Drag:** This is the process of duplicating a graphic element by holding the control key down while you drag the element. When you let go, a copy will appear.

Friday

1. **Align Objects:** This function takes several selected objects and lines up one edge according to the user's instruction. For example, it might take items that are stacked in a column and line up the left side so that it produces a clean crisp line on the left.

2. **Text box:** Boxes that contain text and can be resized and positioned like other drawing objects.