Using the Format Pane

In Office products, you can easily create shapes or insert Pictures or ClipArt. These objects have a Format option to change the way they look.

In **Office 2013** the **Format Shape** and **Format Picture** appears in two places.

- There is the normal Format tab that appears with the other tabs when the object is selected.

- There is a new **Format pane** that appears on the right of the window.

These notes show the user how do to the basic commands and some more advanced features.

To open the Format pane

- Right mouse click the object.
- Choose **Format Picture** (or Format Shape), it will be the last command in the list.
  A pane will appear in the right of the screen and remains open until closed manually.
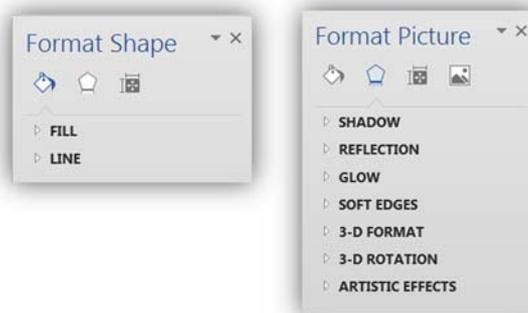
Under the header up to four icons appear. These icons have different options listed below for differing effects. Here are the most common

1. Fill & Line
2. Effects
3. Layout & Properties
4. Picture

There are far too many options to talk about here so here is an example of a few that you can use and you can use the same method to check out other possibilities.
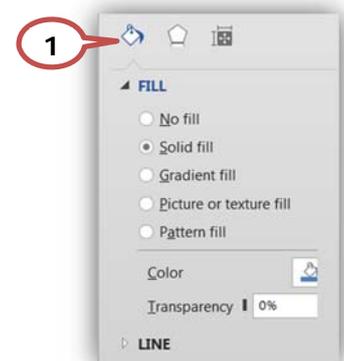
Filling a Shape

To see the fill options;

- Right mouse click the shape and choose **Format Shape.**
- Choose **Fill & Line** ①
- Choose one if the Fill options that appear below.

Using Solid Fill

- Choose **Solid Fill** and more options appear below again.
- In the **Colour** box, choose a colour you like.

Using Gradient Fill
- Choose **Gradient Fill**
- From its options, choose a **Preset gradient**.

Adjust Gradient Fill
You can change the colours or the style of a gradient by changing the colour stops.
- Under **Gradient stops**, click on the first stop ②
- In the **Colour** box ③ choose another colour.
- Repeat the process for the other Gradient stops.
- You can also move the stops along the gradient line to change where the colours transform.
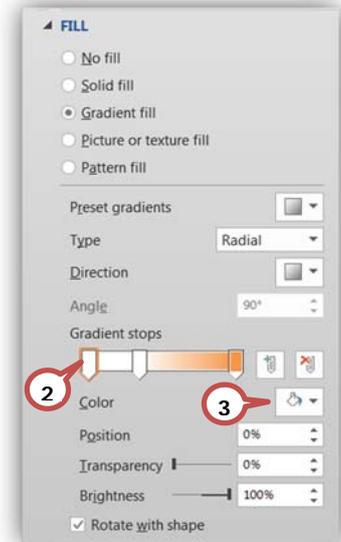
Modifying a Line or Outline
- As before right mouse click the object and choose **Format Shape** or **Format picture** to open the Format pane.
- Choose **Fill & Line** ①
- Choose **Line** ④ and one if the Line options that appear below.
- **Solid line** and **Gradient line** have their own options below, similar to the shape options above.
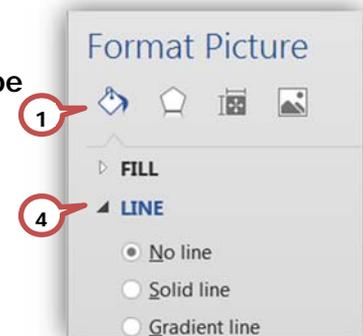
Note: Lines or Outlines can also be modified on the **Format** tabs.
In <u>Pictures</u>, select the picture and from the **Format** tab,
in the **Picture Styles** group, choose **Picture Border**.
In <u>Shapes</u>, select the Shape, lines or arrows, and from the **Format** tab,
in the **Shape Styles** group, choose **Shape Outline**

Modifying Pictures

Using Shadow Effects
- Right mouse click the picture and choose **Format Picture.**
- Choose **Effects** ⑤ and choose the type of effect you want from the list.
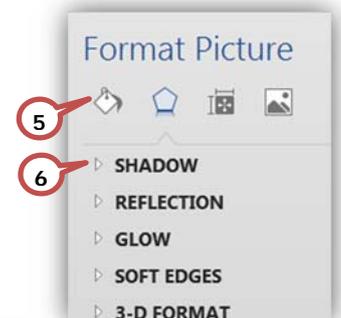
Creating a Shadow
- Choose **Shadow** ⑥ from the list.
- and then **Shadow** ⑥ and below, choose a **Preset** or design your own using colour and the shadow options (like blur)