Article on Graphics

The term 'graphics' include, but are not limited to:

- AutoShapes (e.g. Basic Shapes, such as Cubes)
- Charts
- Clip Art images
- Diagrams (e.g. Radial Diagrams)
- Photographs
- Screen Dumps
- WordArt (for decorative text)

AutoShapes consist of Lines, Connectors, Basic Shapes (e.g. Cubes, Rectangles), Flowcharts, Stars and Banners and Callouts.

Charts are created using data. There are various types of charts available e.g.

- Bar
- Line
- Pie
- (XY) Scatter
- Area
- Radar

Some types of charts can include data tables, which are positioned below the chart whilst others may include trend lines that are useful in regression analysis.

Charts are widely used for data analysis, e.g. rise/fall of share prices.

Remember always give your chart a meaning by including a title.

Clip Art images contain drawings and photographs that can be used in presentations, publications etc. For example, they are ideal for Conferences, Christmas and Birthday parties. You can search Clip Art images by entering keywords or phrases used in normal, everyday language. For example, you may want to find Clip Art images on computers. If you cannot find the Clip Art image you want, then try using other commercially available Clip Art images such as Master Clips or Microsoft® Design Gallery Live - http://dgl.microsoft.com/.

Clip Art images should be relevant to the theme. For example, if the theme is Administration the Clip Art image could be a fax machine or a photocopier.

Diagrams consist of:

Organisational Chart

- This is used for hierarchical relationships e.g. directories and filenames on the floppy disc.

Cycle Diagram

- A process with a continuous cycle e.g. Development Cycle.

Radial Diagram

- Shows relationships of a core element) e.g. the core element is I.T. Then the relationships are Word Processing, Spreadsheets, Databases, Graphics, Presentations, Internet and E-mail.

Pyramid Diagram

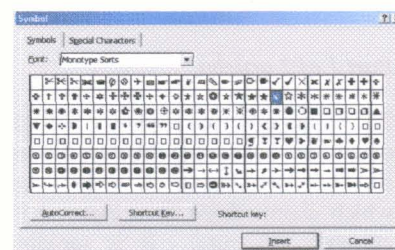- For foundation based relationships e.g. selling.

Venn Diagram

- To show areas of overlap between elements e.g. one element is about even numbers and the other element is about numbers divisible by 5.

Target Diagram

- To show steps towards achieving a goal or objective e.g. CPD Certificate.

Photographs that have been scanned can be used in Presentations, Publications, Notices and Reports. For example, you may want to produce a report on a holiday visit.

Screen Dump is obtained by pressing Alt and Print Screen at the same time (for one dialog box) or by just pressing Print Screen (for the whole screen).

The screen dump is on the clipboard and it is inserted by clicking on the Paste icon, which is located on the toolbar (e.g. Word). Screen dumps are useful for producing reports on how to use software (e.g. Word) or how to perform a specific task such as printing a document. Arrows are used to point to the command buttons, index tabs, drop-down boxes etc on a dialog box. Text boxes are positioned close to the arrow and are used as labels.

WordArt is used for decorative text. It can be used in publications, presentations and in word processing.

Two or more objects can be selected. They can be vertically aligned to the top, middle or bottom and/or horizontally aligned to the left, centre or right. The objects may be distributed vertically or horizontally.

Two or more objects (e.g. Clip Art image and oval) can be combined to make one object. The oval is larger than the Clip Art image. The objects are vertically aligned to the middle and horizontally aligned to the centre. If the Clip Art image is rotated to the left, the oval is also rotated to the left.

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National Diary Dates

4-6 October 2002
AGM/Conference hosted by North West Branch

20-22 September 2003
5th International Secretarial Summit 2003 hosted by IQPS