

PERSONAL KEYBOARDING - MRS. WILSON

Microsoft Word - Drawing Tools

The Drawing Toolbar

Microsoft Word offers many powerful drawing tools to let you control fill color, line color, line style, shadows, 3D effects, grouping, ordering, and more. The easiest way to access these features is through **the drawing toolbar**. Normally the drawing toolbar is at the bottom of your Word screen. If it is not activated, you can turn it on by doing the following:

1. Click on **"View"** in the top menu bar
2. Choose **"Toolbars"** from the drop-down menu
3. Check **"Drawing"** from the menu that appears to the side



The toolbar will look like the image below. In this help guide, we will explore each of the buttons.



Basic Shapes

You can make simple **lines, arrows, rectangles, and ovals** with buttons shown on the right.

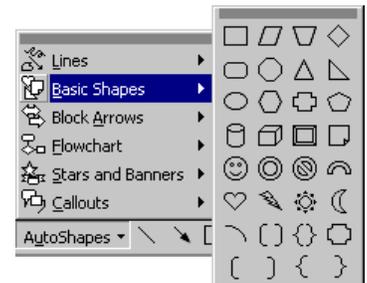
1. Click on the button for the shape you wish to make
2. Your mouse pointer will change shape to look like a plus sign
3. Move your mouse to where you want the shape to go
4. Click and hold down your left mouse button, and drag your mouse to stretch out the shape to the size and orientation you want
5. Let go of the mouse button to drop the shape on your document
6. **Note:** If you want to have a perfect square or circle, hold down the shift key on your keyboard while performing the last two steps



AutoShapes

For more advanced figures, you can insert **AutoShapes**

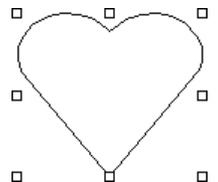
1. Click on the **"AutoShapes"** button
2. Choose the category from the pop-up menu
3. Click on the shape you want from the category
4. Click and hold down your left mouse button, and drag your mouse to stretch out the shape to the size and orientation you want
5. Let go of the mouse button to drop the shape on your document



Changing the Size of a Shape

If you wish to change the size of any of the shapes you have created, the quickest way is by clicking and dragging its corners or edges as follows:

1. Click on the picture once with your left mouse button. This will select the image, which will cause eight little squares to appear around it, one per corner, and one on each edge.
2. These squares are called handles. You use these to enlarge or shrink your image.



3. To do this, begin by hovering your mouse over one of the handles until the mouse pointer changes shape into a double-sided arrow.
4. Now click and hold down your left mouse button on the handle to grab it.
5. With your mouse button held down, move the mouse any direction you wish to enlarge or shrink the shape.
6. When you are happy with the new size, release the mouse button.
7. **Note:** to keep the shape proportional you will need to drag the corners. Dragging the edges only changes the width or height.

Moving a Shape

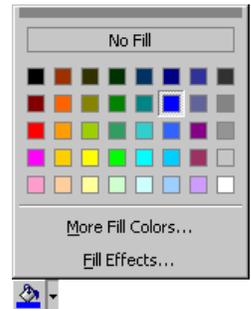
1. Click once on the shape to select it
2. Position your mouse on top of the image so that the pointer changes into a four-sided arrow
3. Click and hold down your left mouse button to grab the shape
4. With the button held down, move you mouse to drag the entire shape
5. Release the mouse button when the shape is in the location you want



Changing Fill Color

You can also change what color a shape is filled with.

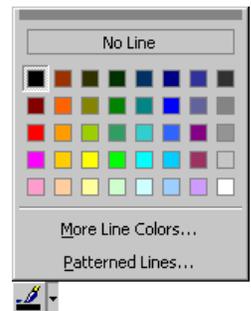
1. Click once on the shape to select it
2. Now click on the little black arrow next to the "Fill Color" icon (looks like a paint can)
3. Choose a color from the pop-up window
4. **Note:** If you want more colors to choose from, "More Fill Colors..."
5. **Note:** If you want a really neat look, choose "Fill Effects..." and then you can choose from gradients, textures, patterns, and pictures.



Changing Line Color

You can also change the color of the line around the shape:

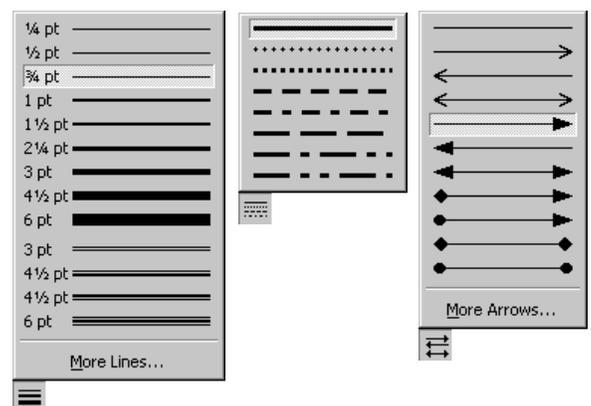
1. Click on the shape you wish to alter to select it
2. Click on the little black arrow next to the "Line Color" icon (looks like a paint brush)
3. Choose a color from the pop-up window
4. **Note:** If you want more colors to choose from, "More Line Colors..."



Changing Line Style

You can also change the style of the line around a shape, or a line that is by itself.

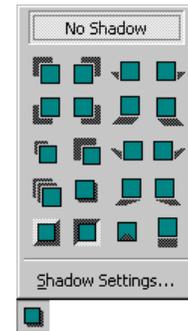
1. Click on the shape or line you wish to alter to select it
2. Click on the button for "Line Style," "Dash Style," or "Arrow Style"
3. Pick the new look you want



Making Shadows

You can add shadow effects to any shape you make:

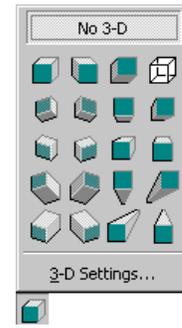
1. Click on the shape to select it
2. Click on the **"Shadow"** button
3. Click on the type of shadow you want
4. **Note:** You can click on **"Shadow Setting..."** to open a toolbar with more shadow options



3D Effects

You can also give any of your shapes a 3D look:

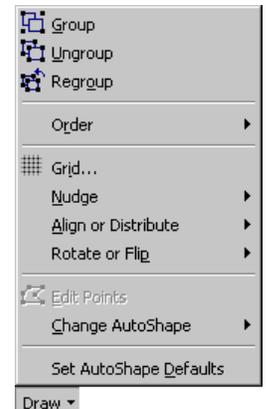
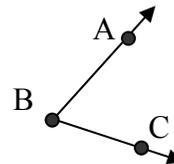
1. Click on the shape to select it
2. Click on the **"3-D"** button
3. Select the 3-D effect you want from the pop-up menu
4. **Note:** You can click on **"3-D Settings..."** to open a toolbar with more advanced 3-D options



Grouping and Ungrouping Shapes

As you work with multiple shapes you may wish to group them. This will then allow you to move or resize all of the shapes as one unit.

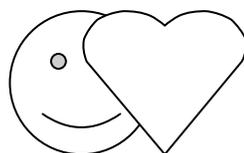
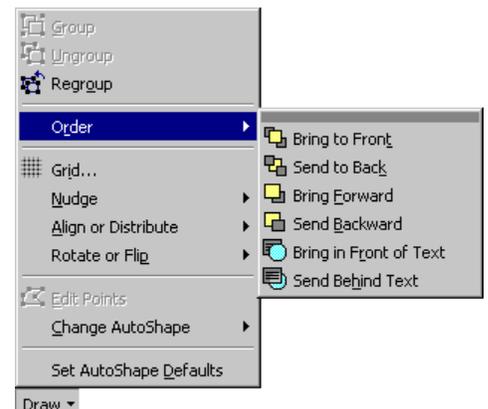
1. First you need to select all of the shapes you wish to work with. You can do this in two ways:
 - a. Click on each item one at a time while holding down your shift key
 - b. Click on the **"Select Objects"** button , and then click and drag a box around the shapes you want
2. Now click on the **"Draw"** button
3. From the pop-up menu choose **"Group"**
4. Now all of the items act as one unit
5. To ungroup, click on **"Draw"** and choose **"Ungroup"**



Ordering Shapes

Another problem with multiple shapes can be their order. Suppose you have two shapes that overlap, but you want one of them behind the other.

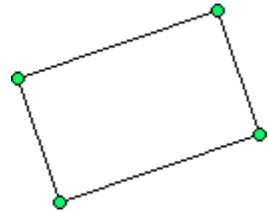
1. Click on one of the shapes to select it
2. Click on the **"Draw"** button
3. Choose **"Order"** from the pop-up menu
4. Pick the ordering option you want from the side menu, such as sending the image backward or forward one step or all the way



Rotating Shapes

All of the shapes you create with the drawing toolbar can also be rotated to any position you like:

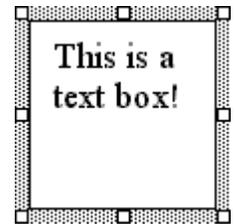
1. Click on the shape to select it
2. Now click on the **"Rotate"** button 
3. This will make little green circles appear at the corners of your shape
4. Click and hold down your left mouse button on any of these green circles
5. Move your mouse to rotate the shape around its center
6. Release your mouse button when you are done



Text Boxes

Besides just shapes, the drawing toolbar also lets you add **text boxes**. A text box is where you can type in some words and be able to move them around your page to any location you want, rather than having them in line with all your other words. This can be helpful for adding captions and labeling parts of a diagram.

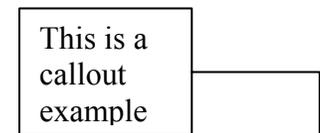
1. Click on the **"Text Box"** button. Your mouse point will change to look like a plus sign. 
2. Now, click on your document where you want to have the text box. A square text box will appear.
3. Type in the text box
4. When done typing, feel free to change the size of the text box with its handles
5. Also, you can move the text box around by clicking and dragging on its gray-shaded edges.



Callouts

Callouts are a specific type of AutoShape, but are useful enough to warrant special mention. A callout is like a text box with a pointing line to connect it to something.

1. Click on **"Autoshapes,"** then **"Callouts,"** then on the callout you wish to use
2. Now click on your document where you want the callout tail to connect, and then drag your mouse to position the text box
3. Now you can type in the text box as usual
4. You can also resize and move the callout as you desire
5. To make special formatting changes to the callout you need to right-click on the callout's gray-shaded border and select **"Format AutoShape"**
6. Click on the **"Text Box"** tab and choose **"Format Callout"**
7. Now you can alter many options of the callout to your liking



Changing Font Color

The drawing toolbar also lets you alter font color for regular text and that in a text box:

1. Highlight any text that you wish to change by clicking and dragging over it
2. Now click on the little black arrow next to the **"Font Color"** button
3. Pick a color that you want to use for the text

