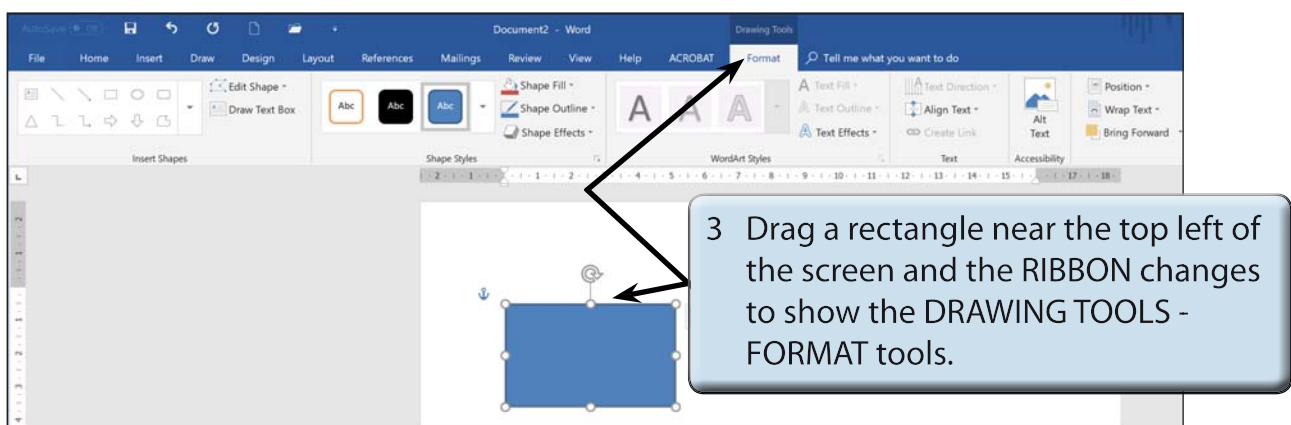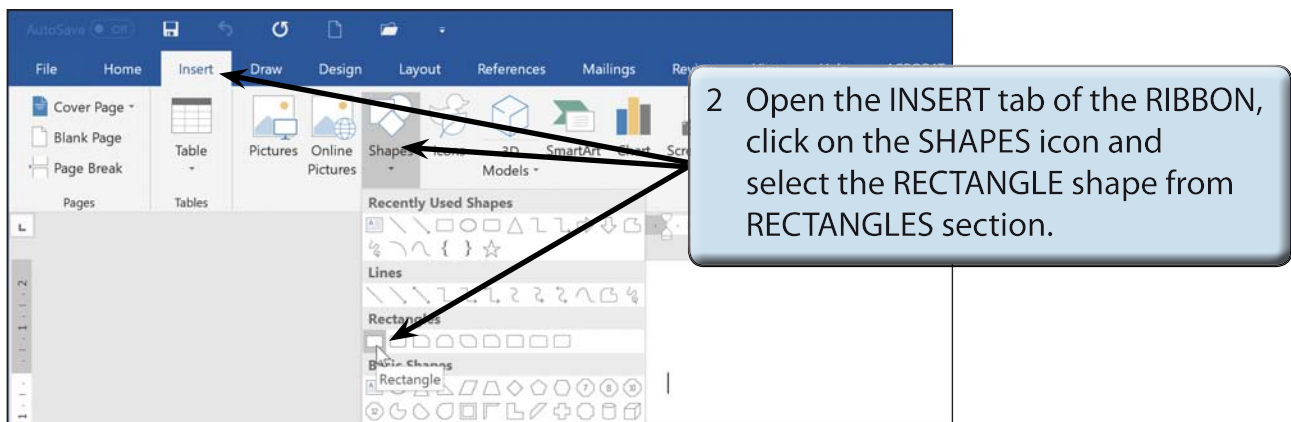# Drawing Tools

Microsoft Word provides extensive DRAWING TOOLS that allow you to enhance the appearance of your documents.  You can use these tools to assist in the creation of detailed publications, newsletters, company logos, etc.
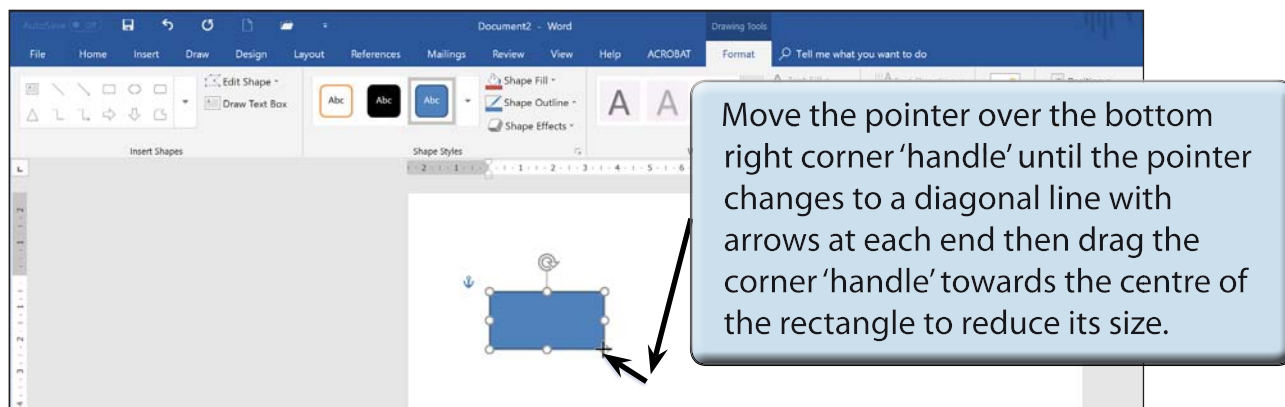
## Drawing a Rectangle

The DRAWING TOOLS are contained in the ILLUSTRATIONS group of the INSERT tab of the RIBBON.  Let's start by drawing a rectangle.

1    Load Microsoft Word or close the current file and start a NEW BLANK DOCUMENT.



2   Open the INSERT tab of the RIBBON, click on the SHAPES icon and select the RECTANGLE shape from RECTANGLES section.



3   Drag a rectangle near the top left of the screen and the RIBBON changes to show the DRAWING TOOLS - FORMAT tools.
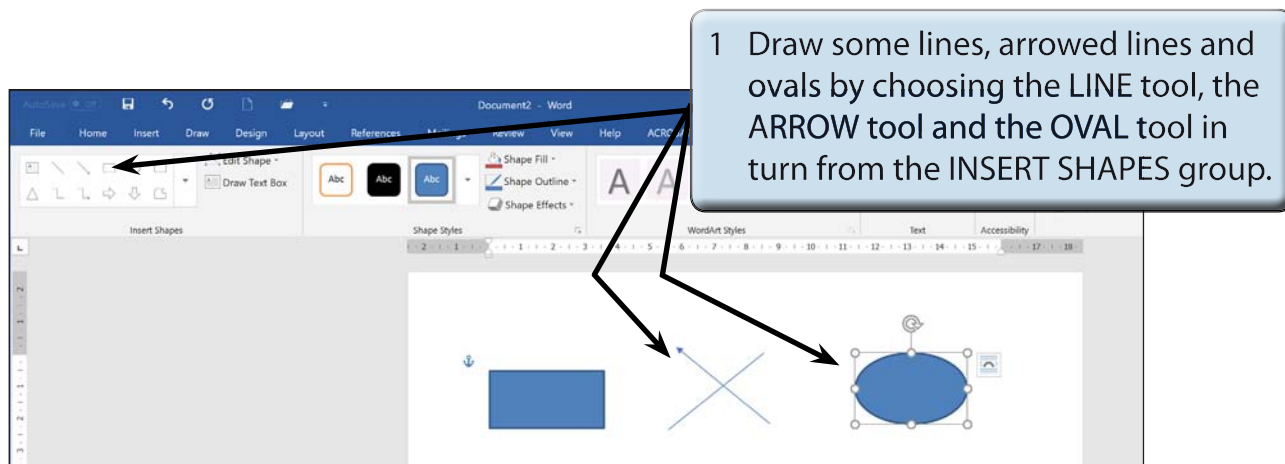
# Resizing Shapes

Notice that the rectangle has 'handles' (small shapes) around it. These allow the rectangle to be resized. The 'handles' at the corners allow for diagonal resizing. The 'handles' at the centre of the lines allow for either vertical or horizontal resizing. The circular 'handle' allows you to rotate the shape.
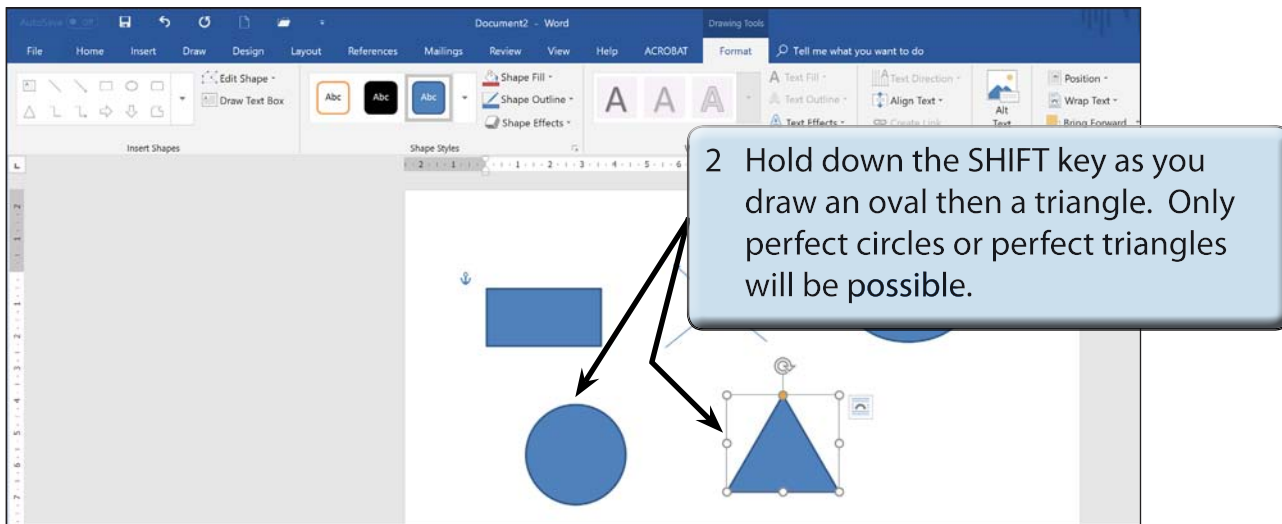


Move the pointer over the bottom right corner 'handle' until the pointer changes to a diagonal line with arrows at each end then drag the corner 'handle' towards the centre of the rectangle to reduce its size.

**NOTE:** **The icon to the left of the object allows you to control how text interacts with the object. This will be covered in Chapter 11.**

# Drawing Other Shapes

You can select other shapes from the INSERT SHAPES group of the DRAWING TOOLS - FORMAT tab of the RIBBON or return to the INSERT tab of the RIBBON and use the SHAPES icon.



1 Draw some lines, arrowed lines and ovals by choosing the LINE tool, the ARROW tool and the OVAL tool in turn from the INSERT SHAPES group.

2  Hold down the SHIFT key as you draw an oval then a triangle. Only perfect circles or perfect triangles will be possible.

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**NOTE:**   i   **The SHIFT key causes all sides of an object to be the same size.**

ii   **All objects created using the DRAWING TOOLS can be resized using their 'handles'.**

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# Objects

Each shape drawn in Microsoft Word is said to be an OBJECT or separate entity. You select an OBJECT by placing the pointer over the OBJECT and clicking the mouse button. 'Handles' around the OBJECT tell you that it has been selected. The OBJECT can then be deleted, resized, copied or moved. (You've just seen how to resize.)

## A   Deleting Objects

1   You should have a number of OBJECTS on the screen at the moment.

2 Click the mouse button with the pointer over an OBJECT to display its 'handles'.
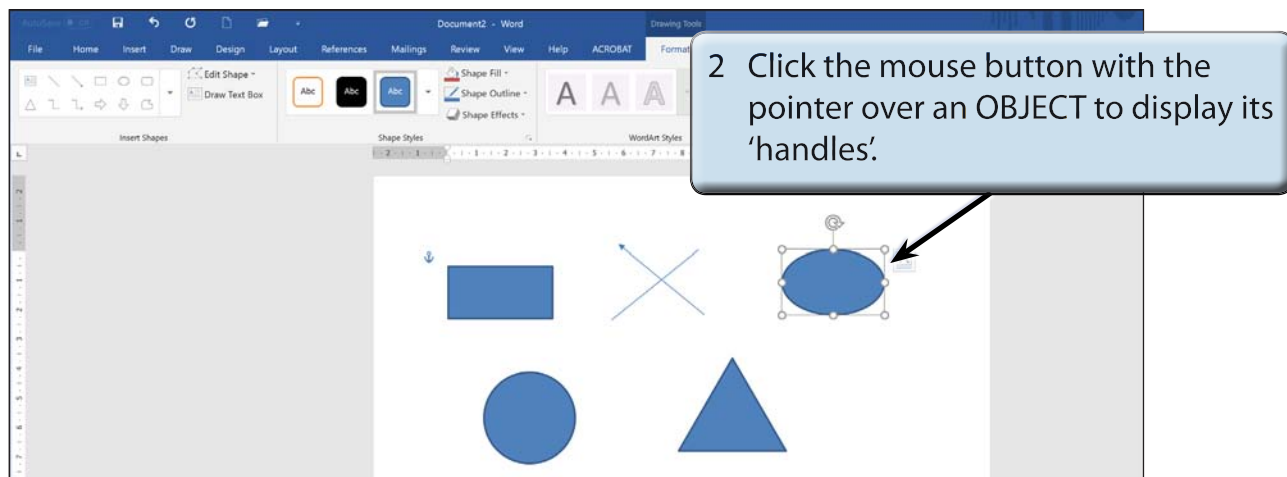
**NOTE:** If an object is filled, you can click on the centre of the object to select it. If the object is not filled, you need to click on the border of the object away from a 'handle'.

3 Press the BACKSPACE key and the OBJECT will be removed.



4 Click on the UNDO icon in the QUICK ACCESS TOOLBAR to return the object to the page.
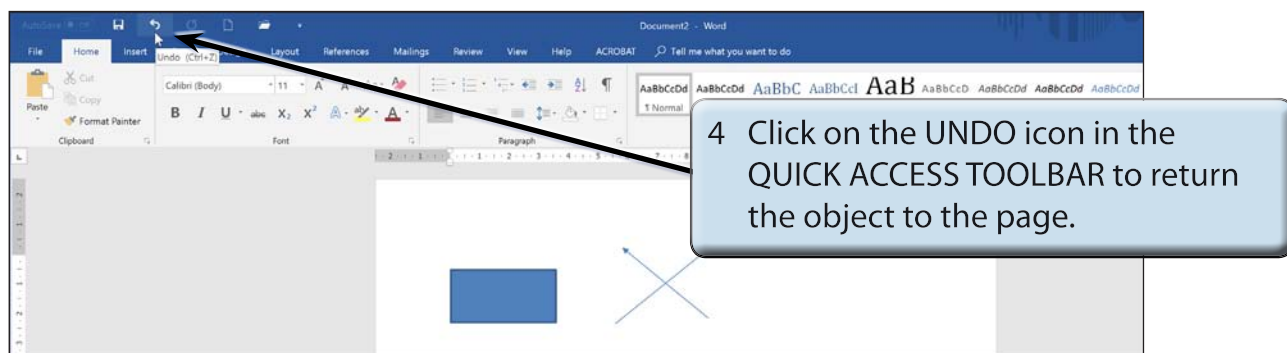
**NOTE:** i If you select multiple objects, the UNDO icon can be clicked each time to return each object to the page. Pressing CTRL+Z will also undo previous steps.

ii The CUT icon from the EDIT group of the HOME tab can also be used to delete OBJECTS.