

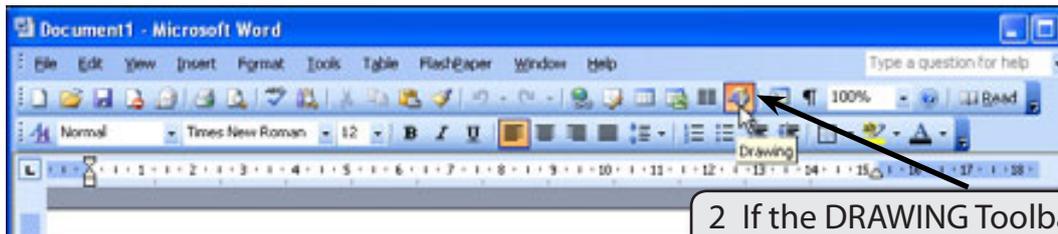
Drawing Tools

Microsoft Word has DRAWING TOOLS that allow you to add lines, shapes, shadings, etc. to documents. You can use these tools to assist in the creation of detailed publications, newsletters, company logos, etc.

The Drawing Toolbar

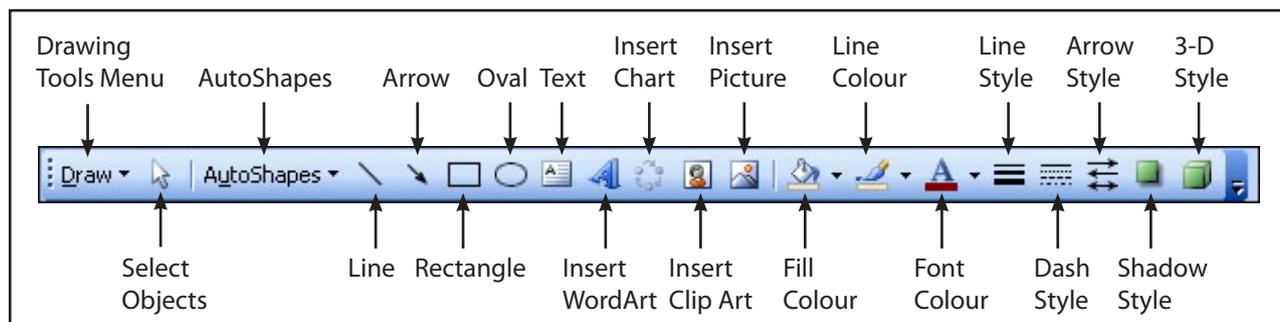
The DRAWING TOOLS are contained in the DRAWING Toolbar which can be added to the screen.

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

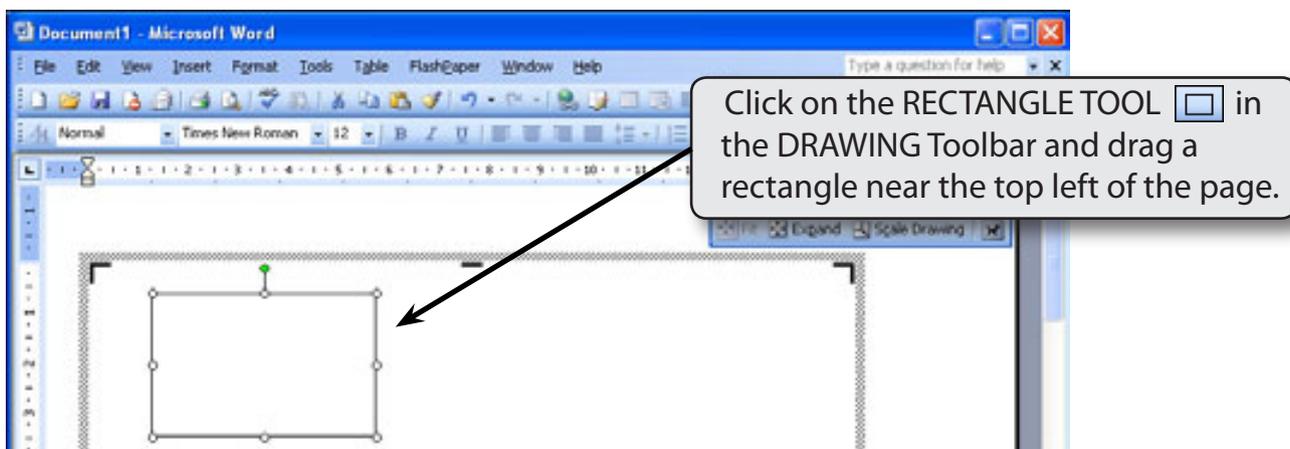


2 If the DRAWING Toolbar is not displayed at the bottom of the screen, click on the DRAWING button in the STANDARD Toolbar.

- 3 The following diagram describes the tools in the DRAWING Toolbar.



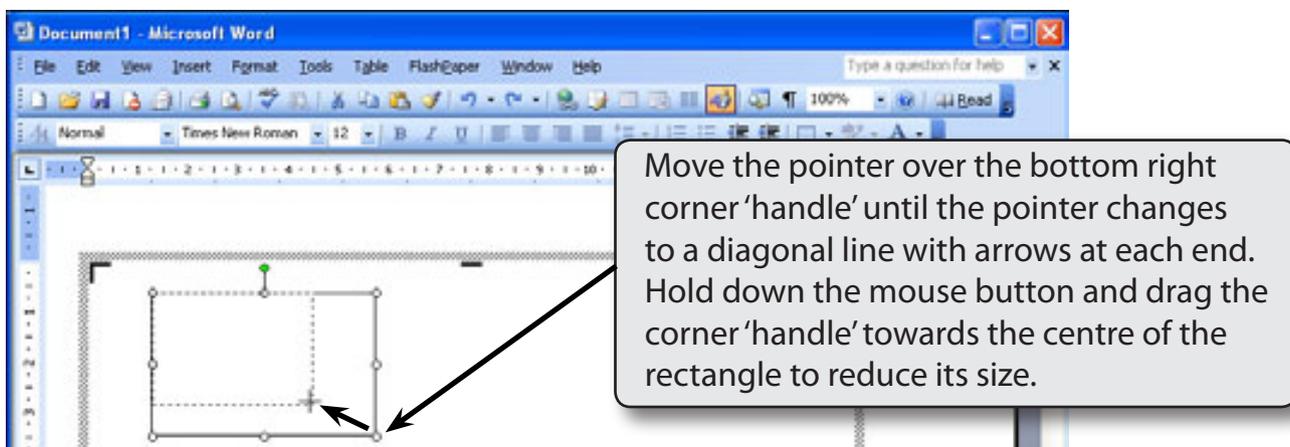
Drawing a Rectangle



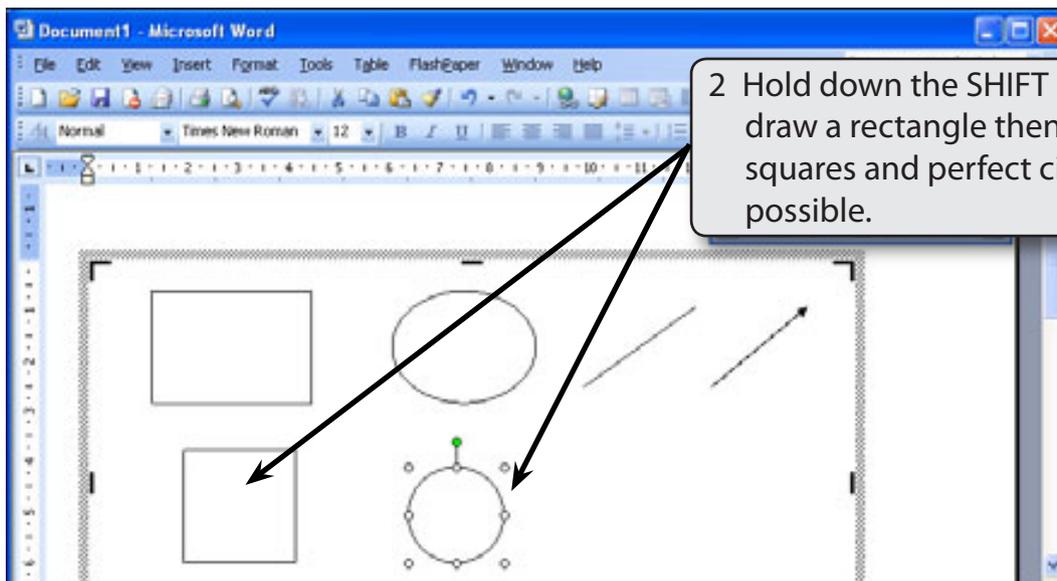
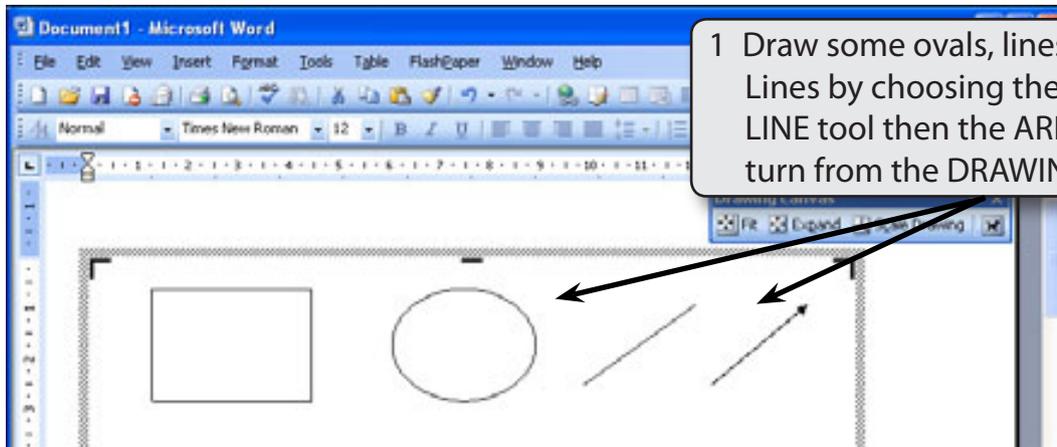
- NOTE:**
- i Microsoft Word provides guides on the screen to show where the print area of the page is.
 - ii If your screen was in NORMAL view it will be changed to PRINT LAYOUT view as soon as you select a tool from the DRAWING Toolbar.

Resizing Shapes

Notice that the rectangle has 'handles' (small solid bars) 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 green marker allows you to rotate the shape.



Drawing Other Shapes



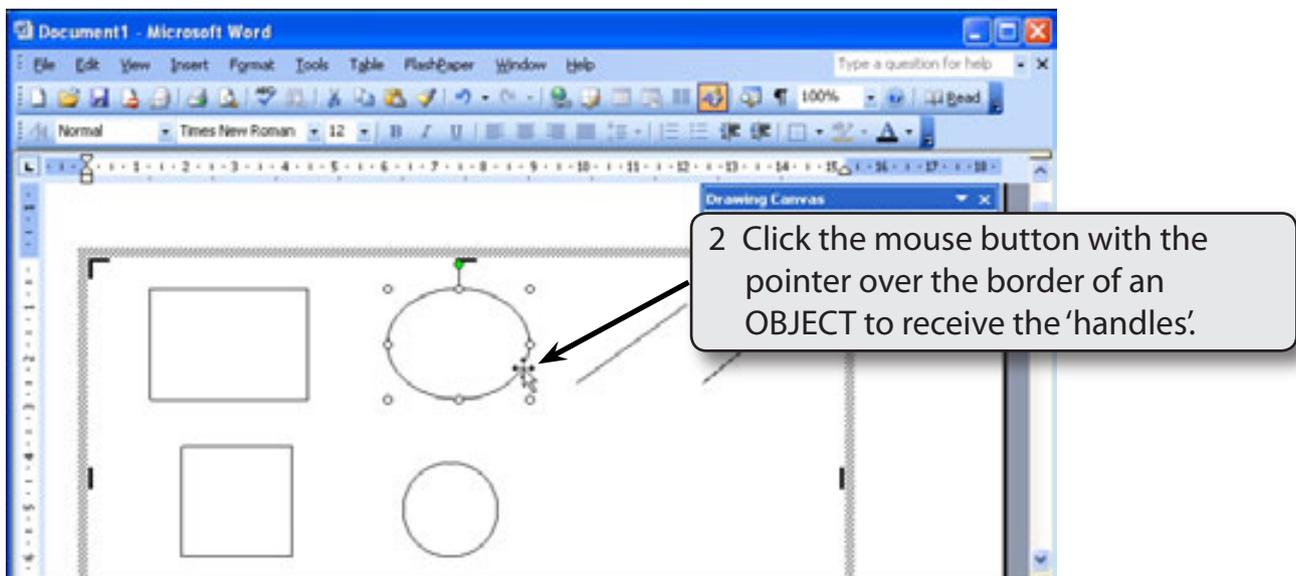
- NOTE:**
- i The SHIFT key causes all sides of an object to be the same size.
 - ii All objects created using the DRAWING TOOLS can be resized using their 'handles'.

Objects

Each shape drawn in Microsoft Word is said to be an OBJECT. 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

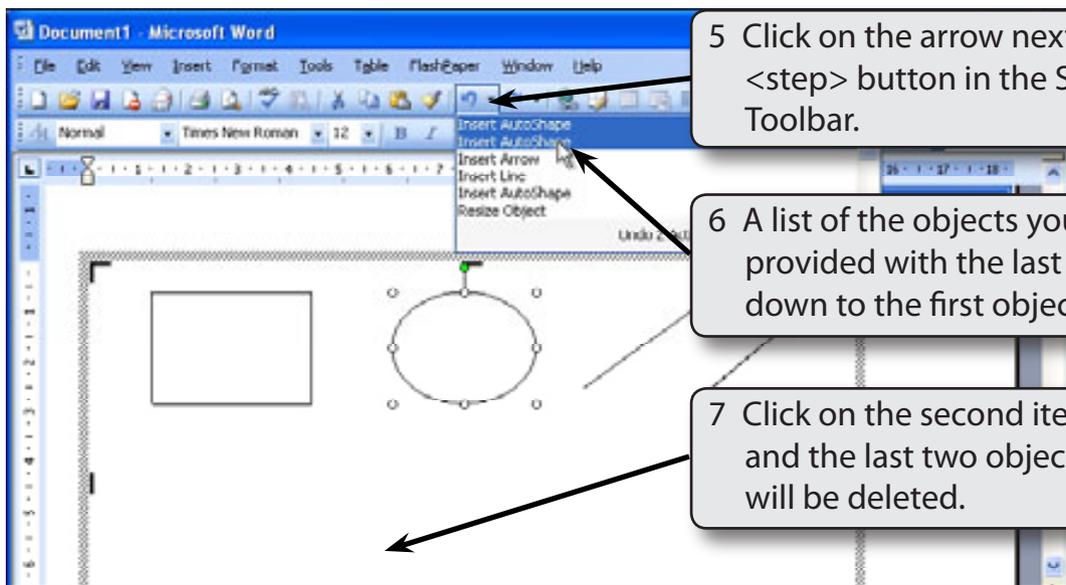
- 1 You should have a number of OBJECTS on the screen at the moment.



NOTE: If an object is filled you can click on the centre of the object to select it.

- 3 Press the BACKSPACE key and the OBJECT will be removed.
- 4 Selecting UNDO CLEAR from the EDIT menu (or press CTRL+Z) to return the deleted OBJECT.

NOTE: The EDIT menu items CUT or CLEAR can also be used to delete OBJECTS.

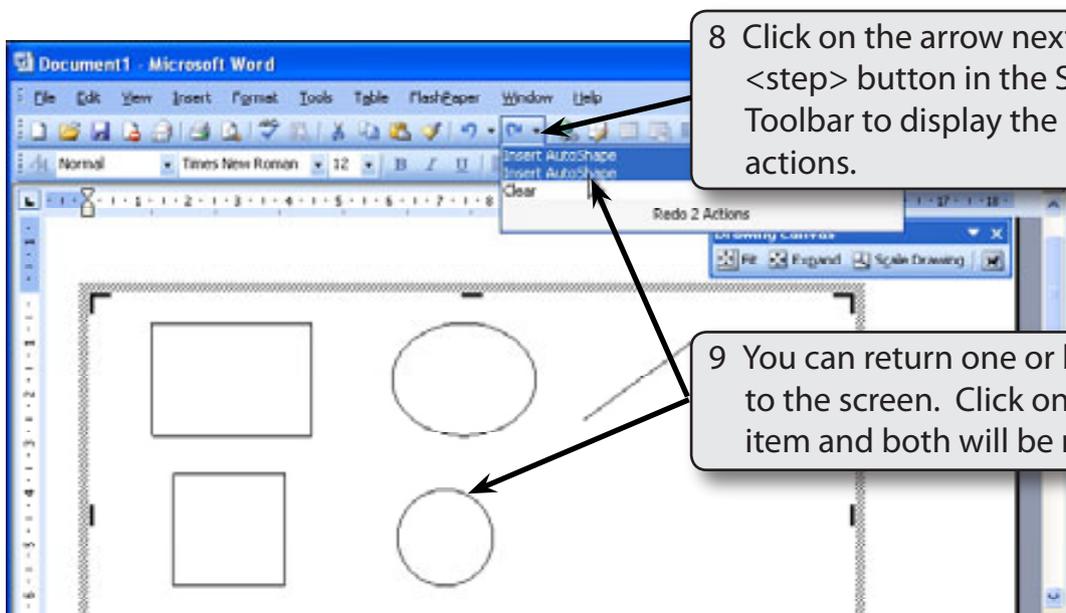


5 Click on the arrow next to the UNDO <step> button in the STANDARD Toolbar.

6 A list of the objects you created is provided with the last one listed first down to the first object you drew.

7 Click on the second item in the list and the last two objects you created will be deleted.

NOTE: You can select UNDO <step> from the EDIT menu (or press CTRL+Z) to continuously undo any previous entries, formats or changes. This works for text or graphics.



8 Click on the arrow next to the REDO <step> button in the STANDARD Toolbar to display the deleted actions.

9 You can return one or both objects to the screen. Click on the second item and both will be redrawn.

NOTE: Clicking on just the first item would return just the first object. REDO can be used to return any previously deleted object.