

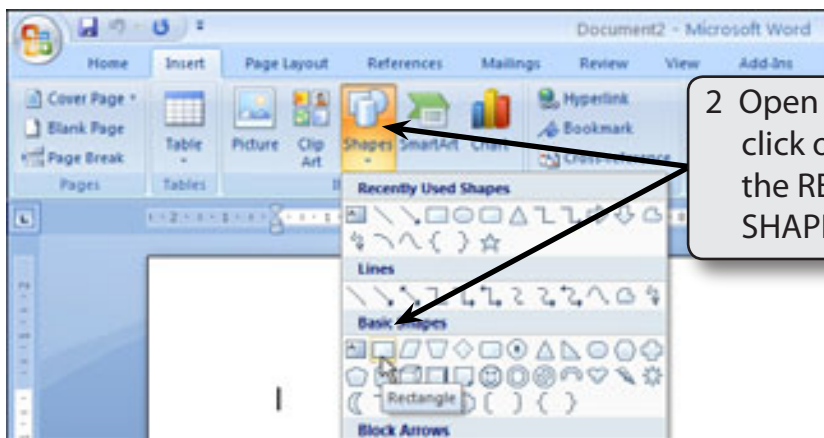
Drawing Tools

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.

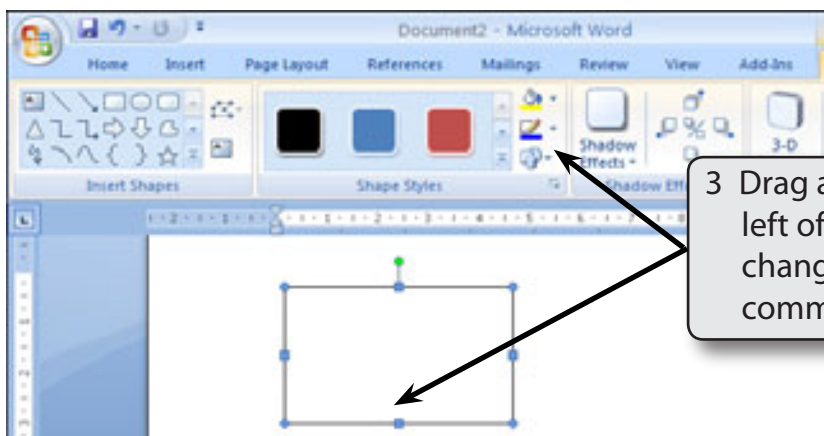
Drawing a Rectangle

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.



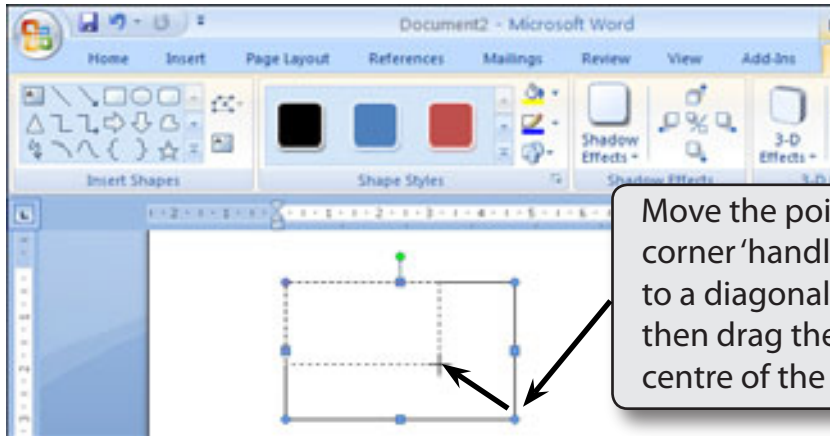
- 2 Open the INSERT tab of the RIBBON, click on the SHAPES icon and select the RECTANGLE shape from BASIC SHAPES section.



- 3 Drag a rectangle near the top left of the screen and the RIBBON changes to show the drawing tool commands.

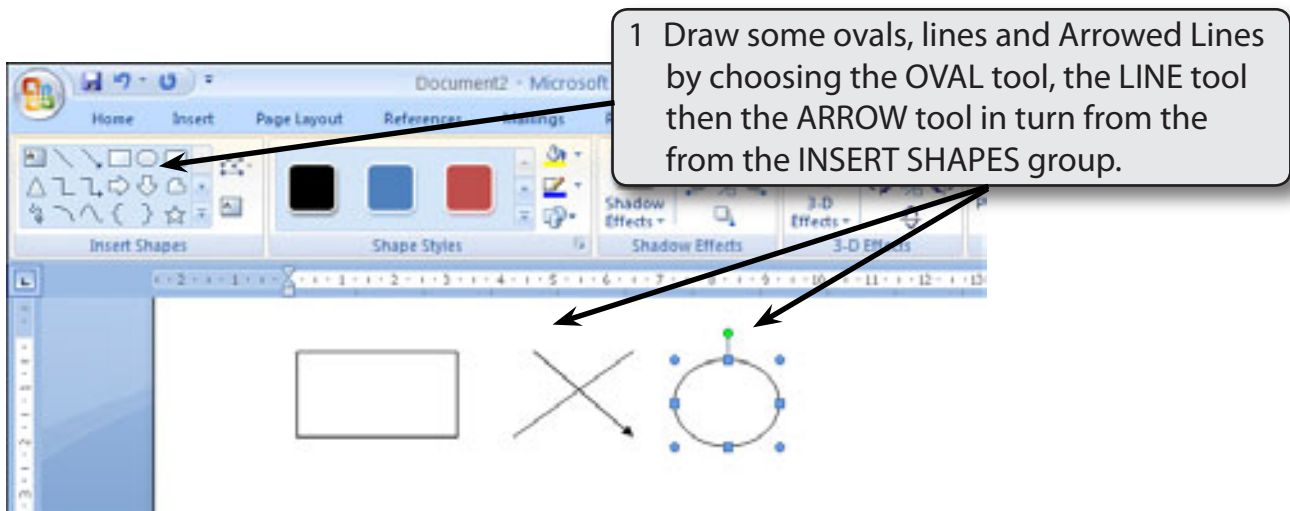
Resizing Shapes

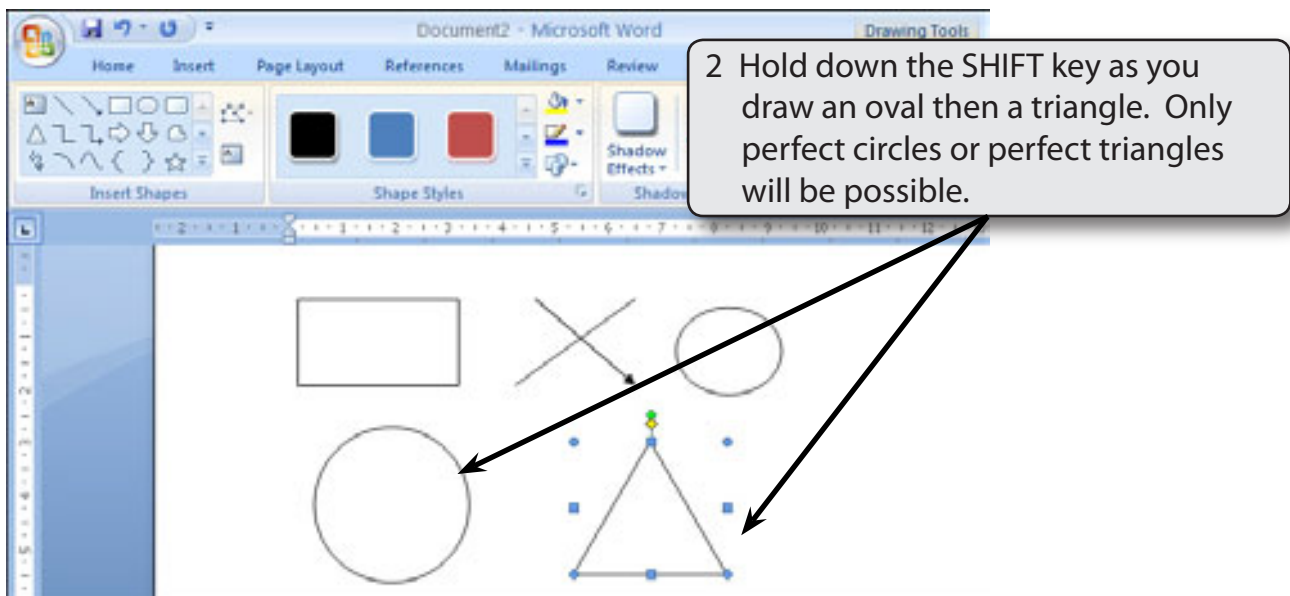
Notice that the rectangle has 'handles' (small solid bars) around it. These allow the rectangle to be resized. The blue 'handles' at the corners allow for diagonal resizing. The blue 'handles' at the centre of the lines allow for either vertical or horizontal resizing. The green 'handle' allows you to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



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.





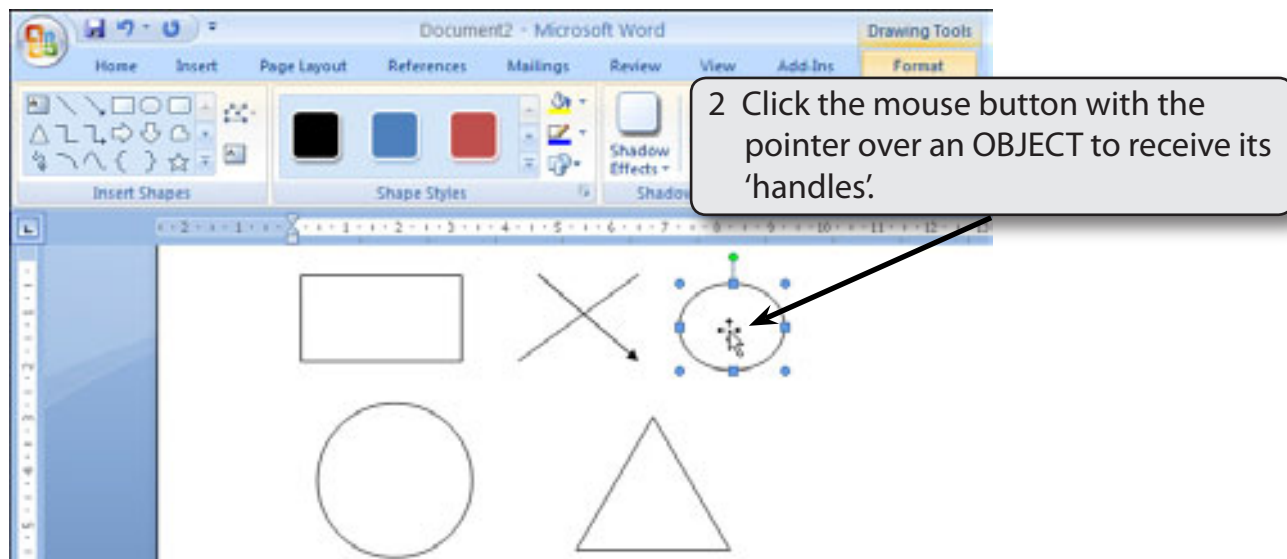
- NOTE:**
- i The SHIFT key causes all sides of an object to be the same size.
 - ii All objects created using the DRAWING TOOLS can be resized using their 'handles'.

Objects

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

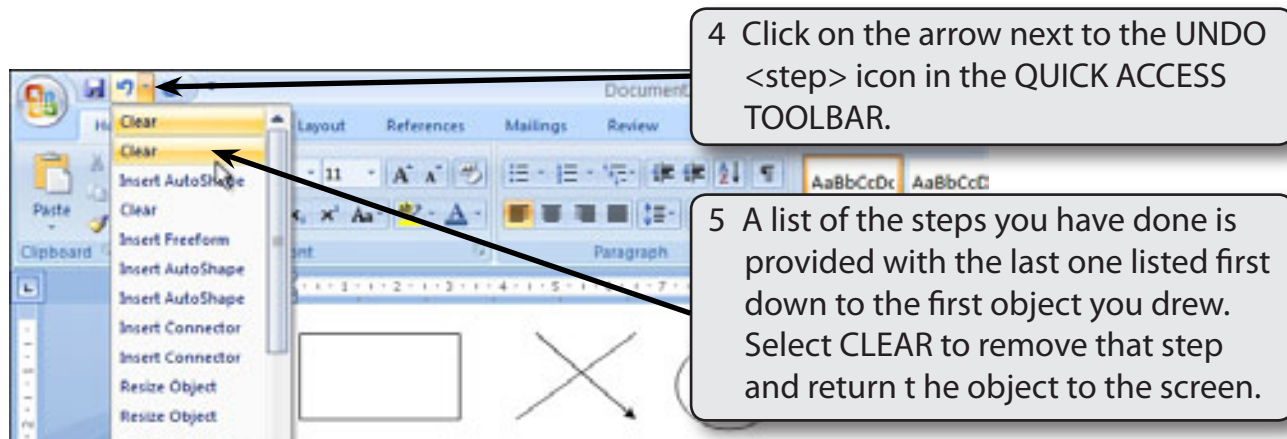
A Deleting Objects

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



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.

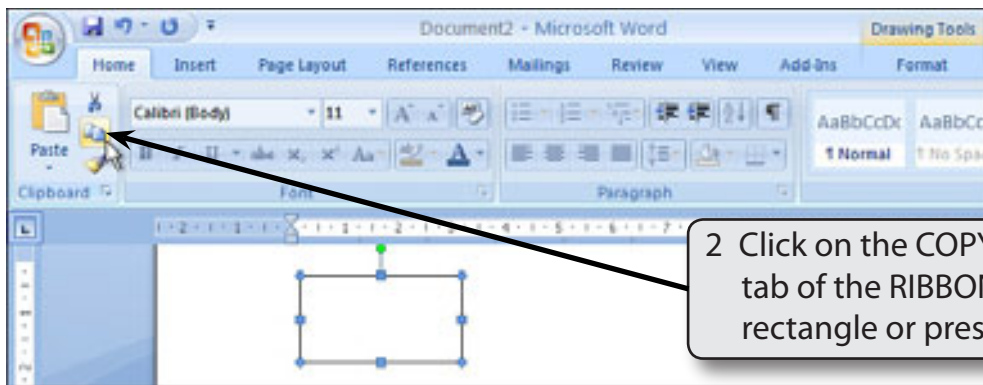


NOTE:

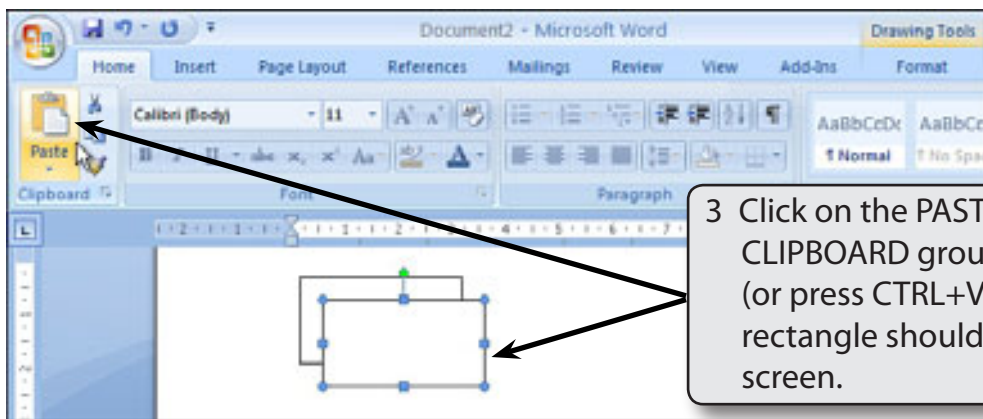
- i If you select more steps from the UNDO icon, more steps will be removed. Pressing CTRL+Z will also undo previous steps.
- ii The CUT icon from the EDIT group of the HOME tab can also be used to delete OBJECTS.

B Copying Objects

- 1 Delete all the objects apart from the RECTANGLE then click on the RECTANGLE to display its 'handles'.



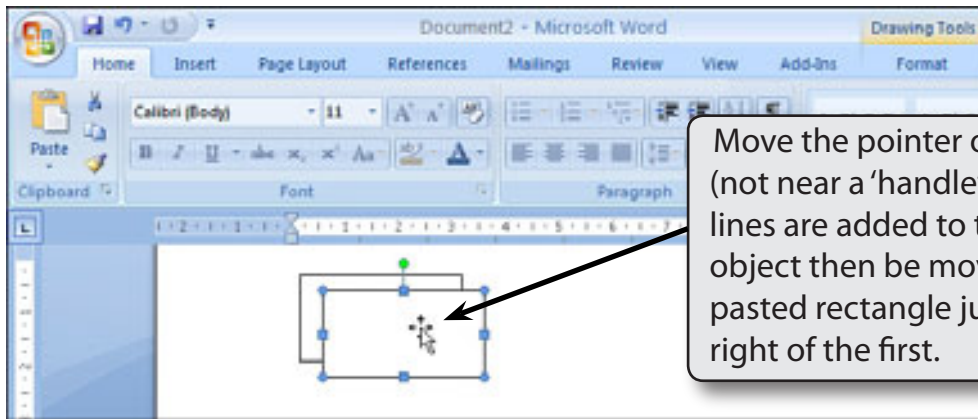
- 2 Click on the COPY icon in the HOME tab of the RIBBON to copy the rectangle or press CTRL+C.



- 3 Click on the PASTE icon in the CLIPBOARD group of the HOME tab (or press CTRL+V) and a copy of the rectangle should be placed on the screen.

- NOTE:**
- i You can also hold down the CTRL key and drag a copy.**
 - ii CUT works the same way as COPY except that the original OBJECT is removed from the screen.**
 - iii An OBJECT can be PASTED as many times as required.**

C Moving Objects



- NOTE:**
- i When the pointer has a cross-hair with arrows next to it, it indicates that the object can be moved in any direction.
 - ii When moving objects the pointer must not be positioned over a 'handle'.
 - iii The **ARROW** keys can be used to nudge objects over small distances.

D Filling Objects

An OBJECT can be filled using the SHAPE FILL icon.

