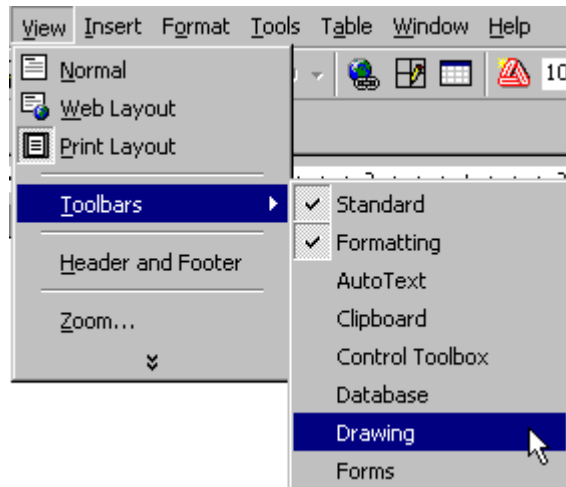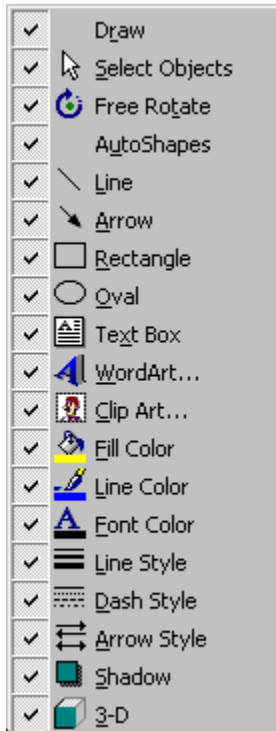# Drawing in Microsoft Word

The Drawing Tools are an added feature to Microsoft Word. They allow you to jazz up your document without opening a draw or paint program.

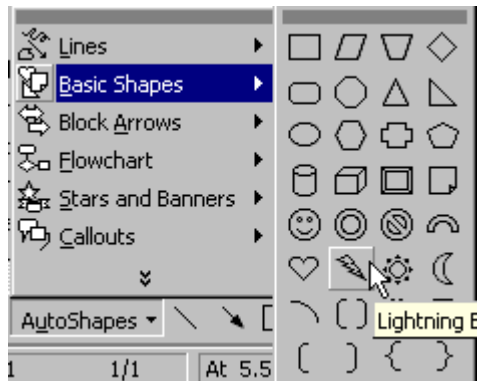Choose Toolbars from the View Menu and select **Drawing**.

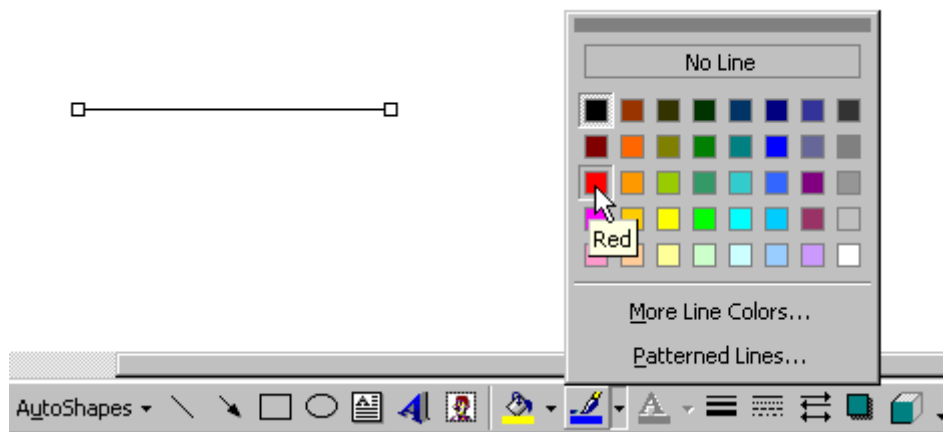The Drawing Toolbar will be displayed at the bottom of the window.

Exploring the Toolbar

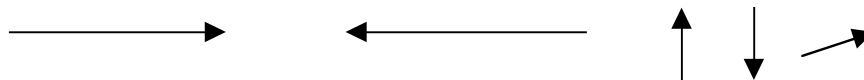Let's explore the toolbar and experiment with the various tools.

1. Click on **AutoShapes** and select one of the shapes. Then, click on the screen and drag until you have the desired shape and size.
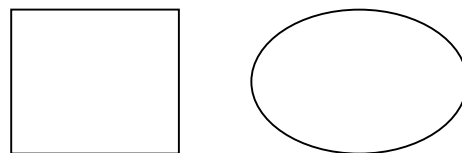
2. Click on the **line tool** and draw a line. While the line is still highlighted, choose the **line color tool**. Pick a new color.
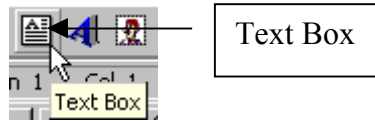
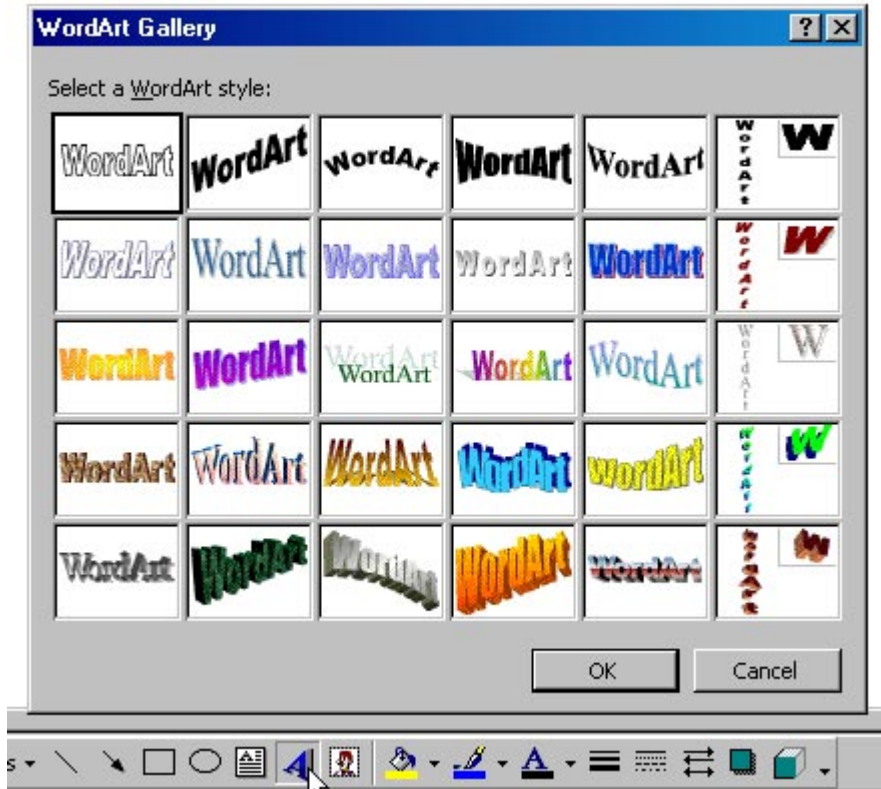3. The **arrow** tool allows you to draw arrows in many directions. Draw a few arrows.

4. The **rectangle** and **oval** tools allow you to draw those shapes.

5. The **text box** allows you to insert text next to graphics. Using an arrow and a text box, you can label illustrations. Make a text box and type a word inside. To change the font and size, highlight the text and choose another font and size from the Formatting Toolbar.
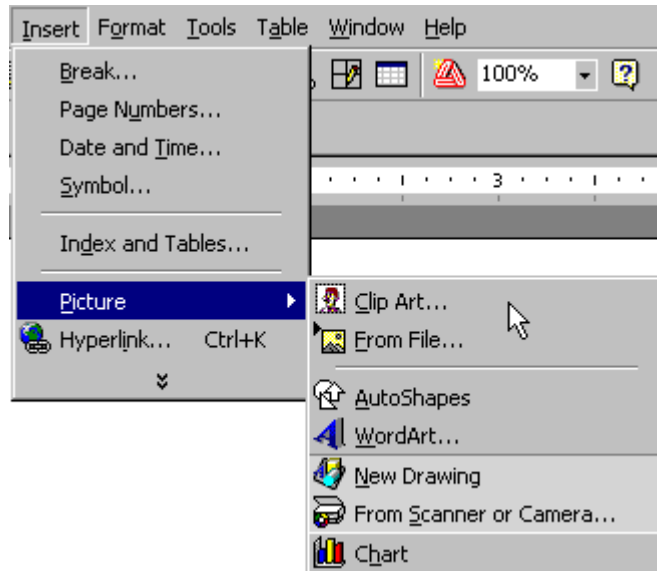
Text Box

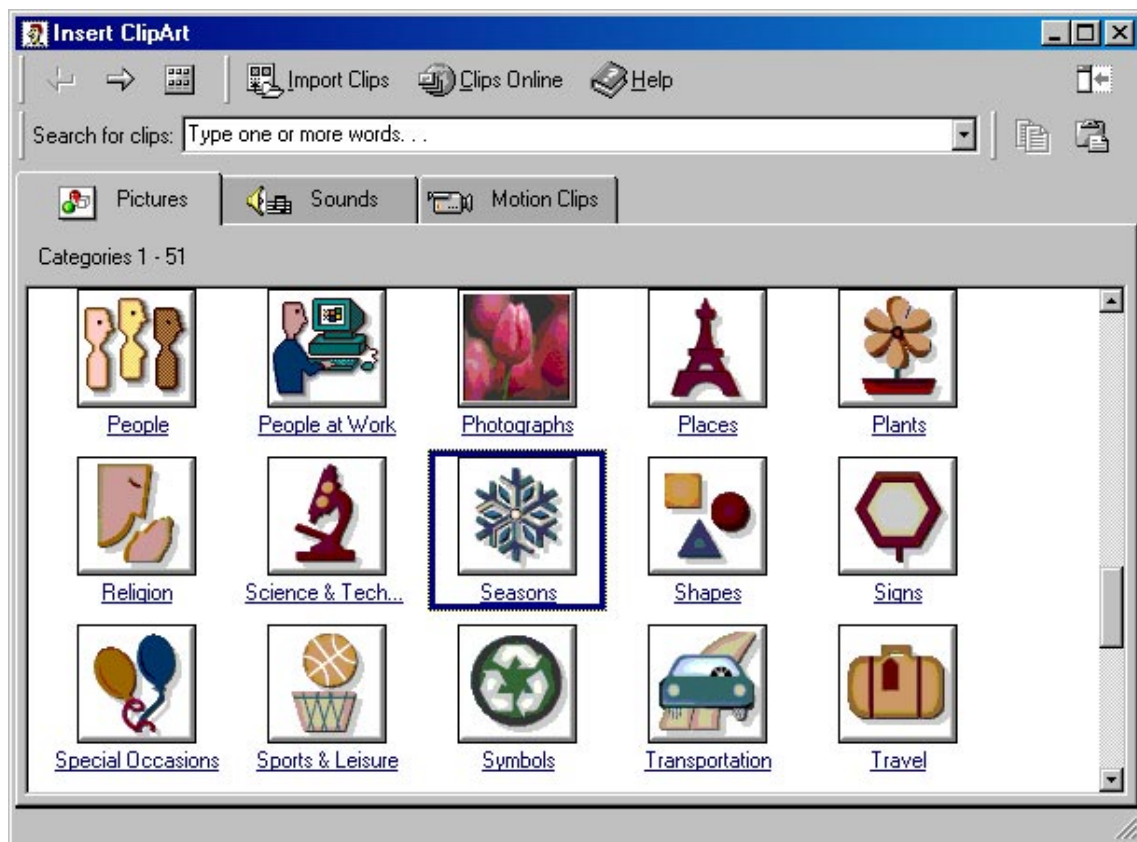6. **WordArt** is lots of fun. Choose all sorts of shapes and sizes to liven up a document.

Choose a style, then type your text. Take a few minutes to play with WordArt.

Ravenous Raptors

7. Microsoft Word is packaged with an assortment of **Clip Art**. Inserting Clip Art is just like inserting an image file. Choose Insert from the Menu Bar and select **Picture** and **Clip Art**.
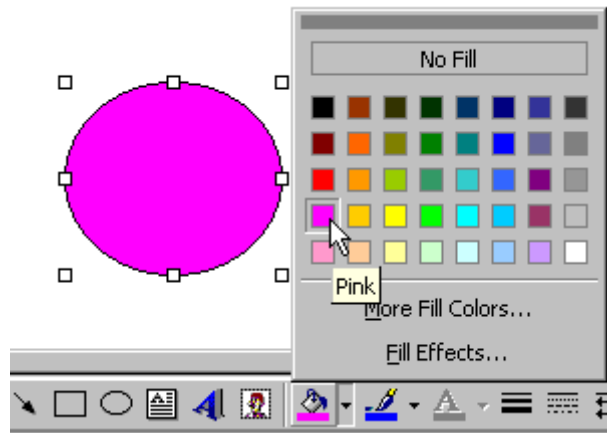

The Clip Art Menu will be displayed. **Try this:** Insert a seasonal Clip Art by selecting Seasons from the Clip Art Menu.

8. Other tools are used in conjunction with shapes and text. Line Color was mentioned in 2.
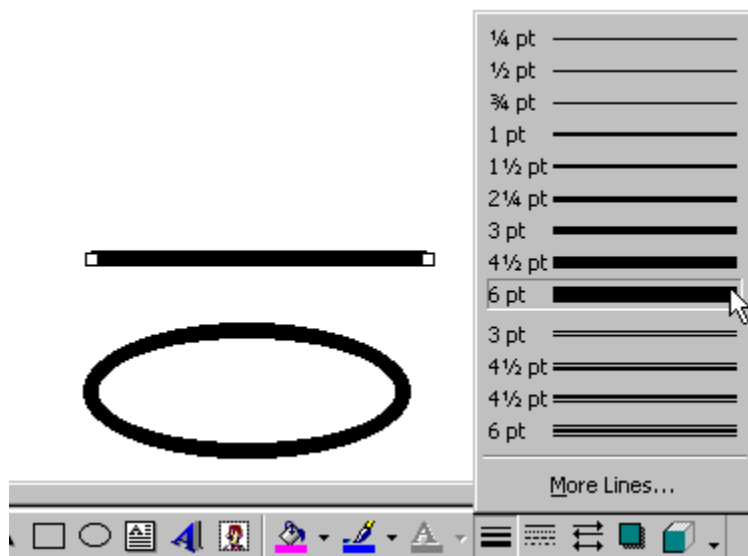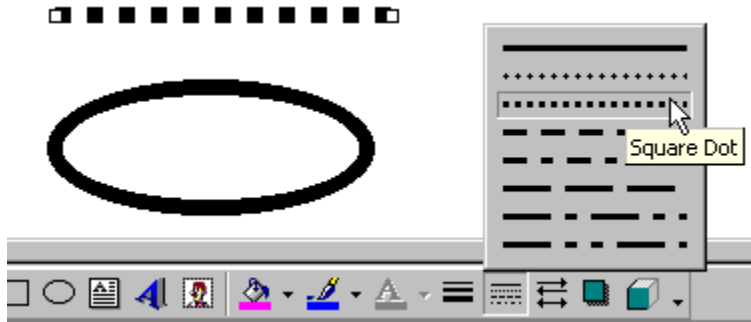
Fill Color is used with shapes.
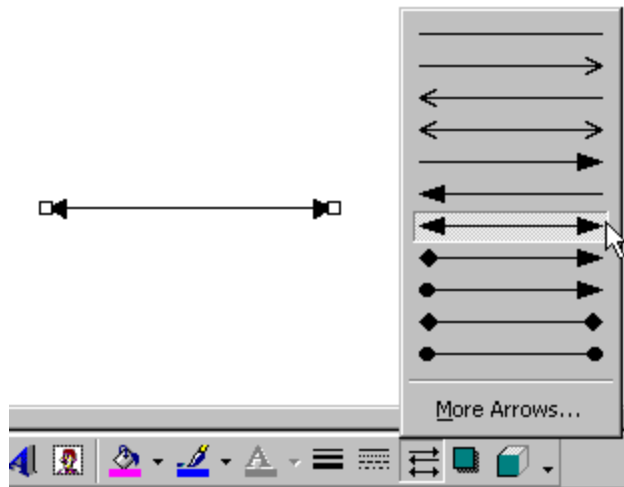

Font Color is used with fonts.

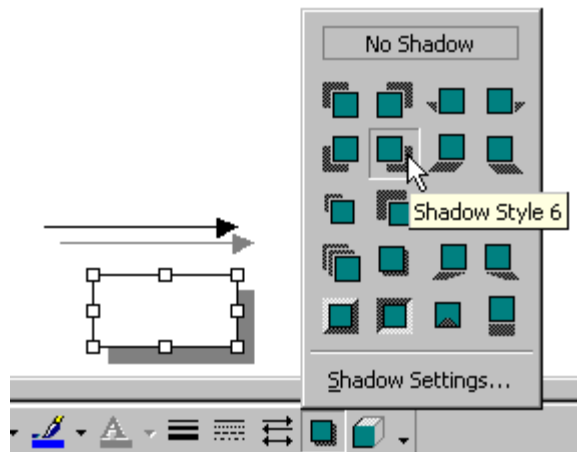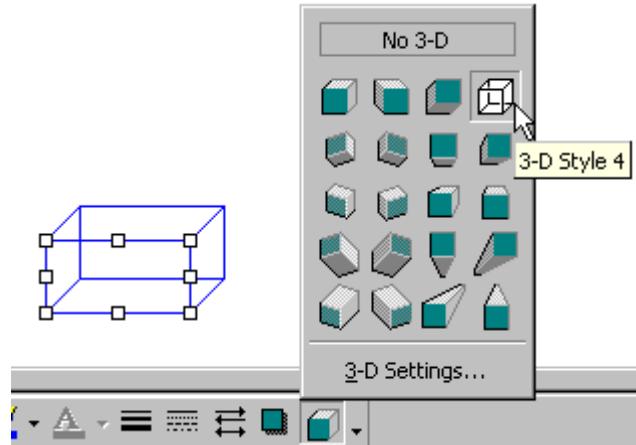**Line Style** and **Dash Style** can be used with lines and shapes.

Arrow Style is used with the Arrow Tool. Draw an arrow. While it is highlighted, choose the Arrow Style.

The **Shadow Tool** is used with lines and shapes to give depth to the objects on the page.

3-D is another tool that gives a sense of dimension and depth to shapes.

Picture Toolbar

Choose Toolbars from the View Menu and select **Picture**. Each time you highlight a picture, the Picture Toolbar automatically pops up. You can control contrast and brightness, crop, set the way text wraps around the picture, even reset the image.