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Using the Drawing Tools in Microsoft Word



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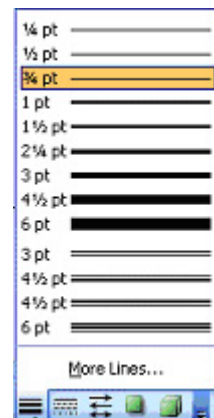
Just a few clicks on the keyboard can get users to a wonderful helpful world of Microsoft Online. This site had many useful tools, templates and tips to assist all Ms Office users.

The drawing toolbar in MS Word can assist users with graphics, maps, diagrams and creative formatting. If the *Drawing* toolbar is not showing on your Word screen you can add it by moving your cursor up anywhere in the toolbar area at the top of the screen and right-click. This will bring up a list of all toolbars available in the program. Click on *Drawing* to add the check mark and the *Drawing* toolbar will appear. This toolbar is usually placed at the bottom of the screen.





The line drawing tool  allows users to draw a line in a Word document, this can be used to separate text or draw a map. To make a line perfectly straight, hold down the shift key while drawing the line.


The line thickness and appearance can be modified by selecting the line and using the  and  tools in the drawing toolbar.

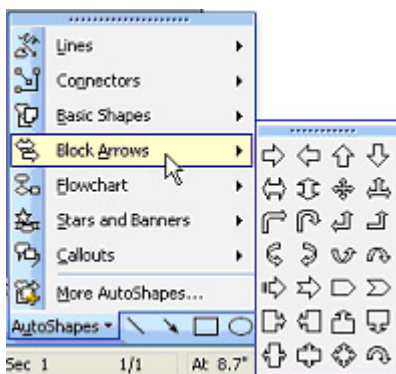


The arrow tool  can draw an arrow to or away from an object or text.

Arrows can be changed using the  option in the drawing toolbar.

The rectangle and circle drawing tools   can be used to draw shapes in a document. To make a perfect square or circle, hold down the shift key while drawing these objects.

The Text Box button  inserts a text box into the word document. Text Boxes can be helpful in placing text in specific places such as in a letterhead or when designing newsletters.



AutoShapes can be used to draw many different shapes. Each one of the items has a sub menu of additional shapes which can be drawn.

It takes a little practice to get good at drawing some of these designs.

The Fill Color toolbar is used to fill a shape with a specified color. You can choose a color from the palate using the arrow to the right of the paint bucket.

