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# Using the Drawing Tool in Microsoft Office XP

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## ***About this Guide***

This booklet contains information about working with drawing objects in Office XP and assumes familiarity with the Windows operating system and Microsoft Word XP.

We would like to thank De Anza College for providing us with the original documentation from their "Using the Drawing Toolbar in Office 97/98" that provided the framework for this material.

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Unless otherwise mentioned, the instructions in this booklet apply to any Office application.

## Overview

The Drawing Toolbar allows you to create and manipulate shapes, text and other objects in an Office document. Although the Drawing toolbar is accessible in Excel, Word and PowerPoint, it is most commonly used only in Word and PowerPoint. The Drawing Toolbar looks the same and performs most of the same functions no matter what Office program you're using. This booklet will focus on the following capabilities of the Drawing Toolbar:

- Drawing Shapes and Lines
- Moving and Modifying Shapes
- Adding Shadows and Dimensions to Shapes
- Adding Color to Shapes
- Using Text Boxes
- Changing Object Order and Alignment
- Using WordArt

## Opening the Drawing Toolbar

The Drawing Toolbar may already be open in your application window.

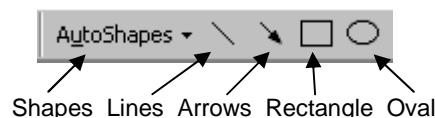
**If you do not see the Drawing Toolbar, go to View→Toolbars→Drawing.**

When you open the Drawing Toolbar it will be, by default, aligned to the bottom of your application window.



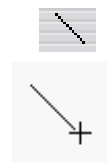
## Drawing Shapes and Lines

There are four buttons/menus that allow you to place drawn shapes and lines in your document/presentation:



### Drawing Basic Lines

1. Click on the Line button.
2. Click and drag on your page to create a line. When your line is the desired length, release your mouse.



## Drawing a Rectangle

1. Click on the Rectangle button.
2. Click and drag on your page to create a rectangle.

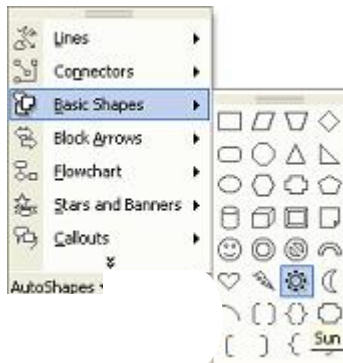


*Note: To create a perfect square, hold down your Shift key while dragging your mouse.*

3. When your rectangle/square is the desired size, release your mouse button.

## Drawing a Shape

1. Click on the AutoShapes menu button, click on a submenu title, then click on a shape:



2. Click and drag in your page to create the shape.

*Note: To create a symmetrical shape, hold down your Shift key while dragging your mouse.*



3. When your shape is the desired size, release your mouse button.

## Drawing Arrows

1. Click on the Arrow button in your Drawing Toolbar.
2. Click and drag on your page to draw your arrow. The arrow head will be placed in the direction you're drawing. For instance, if you draw from bottom to top, the arrow will be at the top of your line; if you draw top down, the arrow will be at the bottom.
3. When your arrow is the desired length, release your mouse button.
4. To select a different arrow style, click on the Arrow Style button on the Drawing Toolbar.




## Drawing Complex Lines

1. Click on the AutoShapes button in your Drawing Toolbar, place your pointer over Lines, and then select a line tool.
2. Click and drag with your mouse to create the line in your page. Each line tool works a bit differently:

- The Scribble tool works just like a pencil.
- The Freeform tool provides you with a bit more control than the Scribble tool. Select the Freeform tool, then click in your document where you when to begin drawing, then release your mouse.



Drag to draw a line, then click to end that line and begin another. Continue this process until your freeform shape is drawn—double-click when you are finished.

- The Curve tool allows you to create arches on your page. Select  the Curve tool, click then release your mouse where you want the arch to begin. Drag your mouse to the point where you want the arch to curve, then click your mouse. Drag down to complete your arch (or continue and make more curves). Double-click when you are finished.

## Moving and Modifying Lines and Shapes

Once you've drawn lines and shapes in your document/presentation, you can move, resize, rotate, and re-color them.

### Moving Lines and Shapes


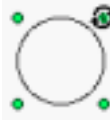
1. Click once on your line or shape to select it.
2. Place your pointer over the line or in the center of the shape until your mouse pointer becomes the “move” icon (a four-point arrow).
3. Click and hold down with your mouse and drag your line or shape to where you want it on the page.

### Resizing Lines and Shapes



1. Click once on your line or shape to select it.
2. Place your pointer over one of the white circles surrounding your object.
3. Click and drag in or out to decrease or increase the size of your object.

*Note: When working with a shape, click and hold down on a corner circles, then hold your Shift key while dragging to increase or decrease size proportionally.*


### Rotating Lines and Shapes

1. Click on a line or shape in your document to select it.
2. Click the Free Rotate button. (If this tool is not visible on your toolbar, go to Draw > Rotate or Flip > Free Rotate.) Green circles will appear along the edges of your image. 
3. Place your mouse over one of the green circles. Your mouse pointer will look similar to the arrows in the image to the right. 
4. Click and hold down on your mouse while dragging your line or shape. The image will rotate.
5. When you are finished, release your mouse and click on the Rotating button to deselect the rotating tool.


### Changing Line Thickness and Style

1. Click once on a line or shape to select it.
2. Click on the Line Style tool and choose a thickness from the menu that appears. 
3. Click on the Dash Style tool to change the design of your line. 

### Changing Line and Fill Color

1. Click on a line or shape to select it.
2. Click the arrow to the right of the Line Color button or Fill Color button and 

choose a color from the menu that appears. Alternately you can choose from the menu:

- “More Line/Fill Colors:” If you do not see the color you like in the menu that appears, click More Line/Fill Colors and a variety of tools will become available that allow you to customize a color. 
- “Fill Effects:” If you want to add a pattern or other design to your drawing object.


## Creating Text Boxes

Text Boxes allow you to create floating areas of text in your Office documents. Text boxes are useful if you need a small amount of text in a particular area of your page, but you don't want it to interrupt the flow of the main text in your document/presentation. For instance, the following caption was placed inside a text box:



A view of the neighborhood at dusk. Ours is the house with the green light in front.

### Creating a Text Box

1. Click on the Text Box button. 
2. Click and drag in your document to create a text box.
3. When your text box is the desired size, release your mouse button. Your text box will become selected (it will have circles around it) and your cursor will be inside.
4. Type in your text box. You can format the text in a text box as you would any other text in Office.

### Selecting a Text Box

There is a difference between making a text box active and selecting it. When a text box is active, you can type in it; when it is selected you can make universal changes to the text box (fill color, line color, font, etc.).

- *To activate a text box* click once inside it. The text will be surrounded by slanted lines, white circles and a green circle, which make up a slanted-line selection box. The white circles, called resize handles, are used to change the text box size. The green circle rotates or changes the direction of the text box.
- *To select a text box* click once on the outside edge of the box OR click once inside the text box, then once on the outside edge. The text will be surrounded by



small dots, resize handles and a rotation handle, which make up a dotted selection box.

### Changing Line and Fill Color

To change line and fill color, select your text box, and then follow the instructions on page 8.

#### To Change Font Color

1. Select your text box or highlight the text within the text box.
2. Click on the arrow to the right of the Font Color button.
3. Select a color from the menu that appears OR select More Colors to customize your font color.



### Changing Text Box Direction

When a text box is selected, the Text Box Toolbar should automatically appear. If you do not see the Text Box Toolbar, go to View→Toolbars→Text Box.

To change the text box direction:

1. Select your text box.
2. Click on and hold the green rotation handle at the top of the box with your mouse.
3. Rotate the text box in the desired direction.



## Adding Shadows and Dimensions to Objects

You can add shadows or dimensions to any line, shape or text box.

#### Adding Shadows

1. Click on a line, shape or text box to select it.
2. Click on the Shadow Style button at the bottom of your Drawing Toolbar.
3. Select a shadow style from the menu that appears.



*Note: If you want more options, select Shadow Settings. To remove the shadow, select No Shadow from the Shadow Style menu.*

#### Adding Dimensions

1. Click on a line, shape or text box to select it.
2. Click on the 3-D Style button at the bottom of your Drawing Toolbar.
3. Select a dimension option from the menu that appears and release your mouse button. The dimension will appear around your object.



*Note: If you want more options, select 3-D Settings. To remove the shadow, select No 3-D from the 3-D Style pop-up menu.*

# Changing Object Order and Alignment

The ability to change object order allows you to “stack” shapes and lines on top of one another. The alignment options allow you to make multiple images horizontally or vertically aligned on your page. Object order and alignment menus can be accessed from the Draw button.



## Change Object Order

For this to work, you must have more than one object or image in your document/presentation.

1. Drag one shape or image on top of another shape or image.
2. Click on the top object to select it.
3. Click on the Draw button, place your pointer over Order, and then choose an arrangement option from the menu that appears. For instance, to send the top object to the back, select Send to Back.



## Change Object Alignment

For this to work, you must have more than one object or image in your document/presentation.

1. Click on one object, hold down your Shift key and click on the other object (**this allows you to select multiple items**). Continue Shift-clicking until all objects you want to align are selected.
2. Release the Shift key.
3. Click on the Draw button, place your pointer over Align and Distribute, and select an alignment option from the menu that appears.



# WordArt

WordArt enables you to create text that has shape, shadows, multiple colors and dimensions.

## Create Text with WordArt

1. Click on the WordArt button. The WordArt Gallery window will appear.



2. Click once on a design option in the WordArt Gallery window, and then click OK. An Edit WordArt Text window will appear.
3. Type the text you would like to appear in your WordArt in the space provided. You can also change font and font size. When you are finished, click OK. Your WordArt will appear in your document and the WordArt toolbar will appear.

## Modifying WordArt

You can modify increase or decrease the size of your WordArt, move your WordArt, and change the order of your WordArt as you would any other drawing object. To make other modifications (fill color, shape, etc.), you will need to use the WordArt toolbar.

## The WordArt Toolbar

The WordArt Toolbar should appear any time a WordArt object is selected. If you do not see the WordArt toolbar, go to View→Toolbars→WordArt.



1. Add new WordArt.
2. Edit the text in your WordArt.
3. Change the style of your WordArt.
4. Change the fill and line color.
5. Change the shape.
6. Make capitalized and lower-case letters the same height.
7. Flip your WordArt.
8. Center the text in your WordArt if it is more than one line.
9. Change the spacing in your WordArt.



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