

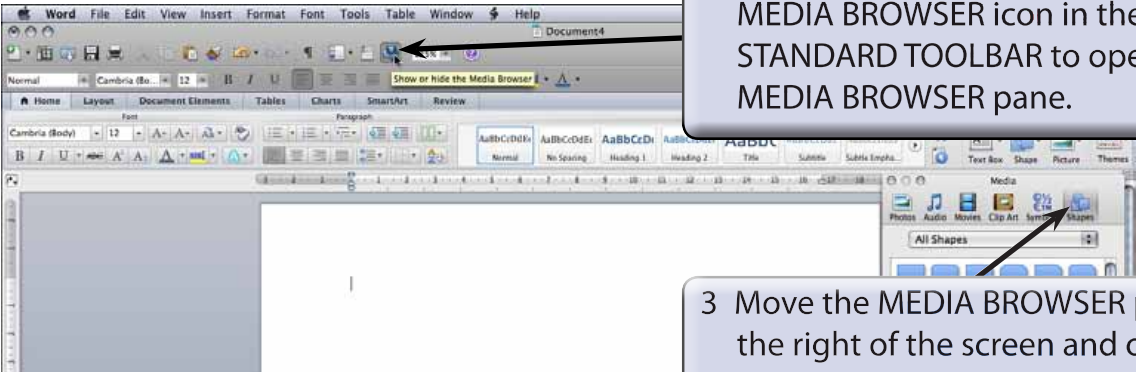
# Drawing Tools

Microsoft Word provides extensive DRAWING TOOLS that allow you to enhance the appearance of your documents. You can use these tools to assist in the creation of detailed publications, newsletters, company logos, etc.

## Drawing a Rectangle

The shapes are located in the SHAPES section of the MEDIA BROWSER pane. Let's start by drawing a rectangle.

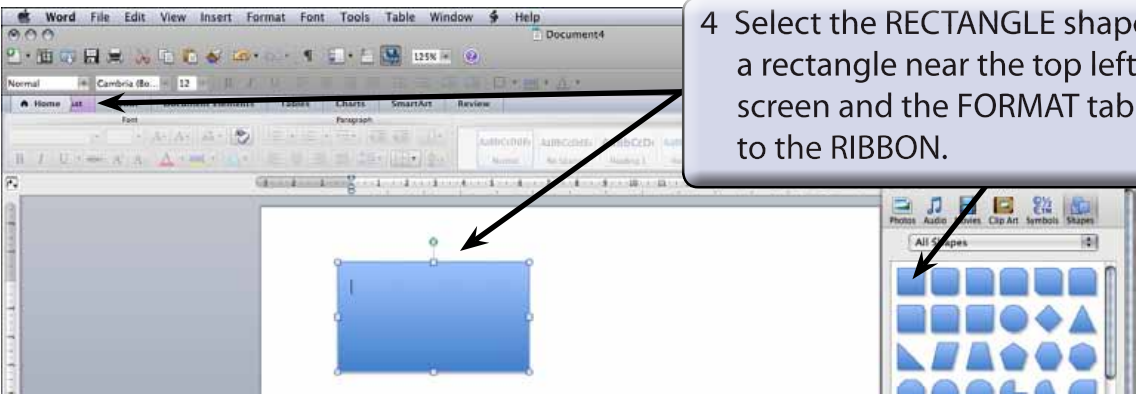
- 1 Load Microsoft Word and start a WORD DOCUMENT from the WORD DOCUMENTS GALLERY or close the current file and NEW BLANK DOCUMENT from the FILE menu.



2 Click on the SHOW OR HIDE THE MEDIA BROWSER icon in the STANDARD TOOLBAR to open the MEDIA BROWSER pane.

3 Move the MEDIA BROWSER pane to the right of the screen and open the SHAPES section.

The screenshot shows the Microsoft Word interface. In the first part, an arrow points to the 'Show or hide the Media Browser' icon in the standard toolbar. In the second part, an arrow points to the 'Shapes' section within the Media Browser pane, which is now docked on the right side of the window.



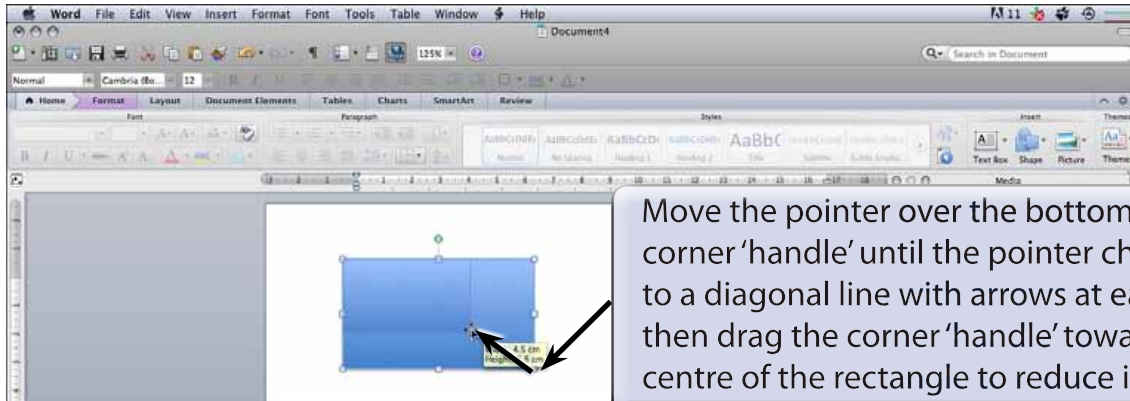
4 Select the RECTANGLE shape, drag a rectangle near the top left of the screen and the FORMAT tab is added to the RIBBON.

The screenshot shows the Microsoft Word interface with a blue rectangle drawn on the document. An arrow points to the 'Format' tab, which has been added to the ribbon. Another arrow points to the 'Shapes' section in the Media Browser pane, where the rectangle shape is selected.

**NOTE:** There is also a SHAPES icon in the HOME tab of the RIBBON that can be used to insert shapes

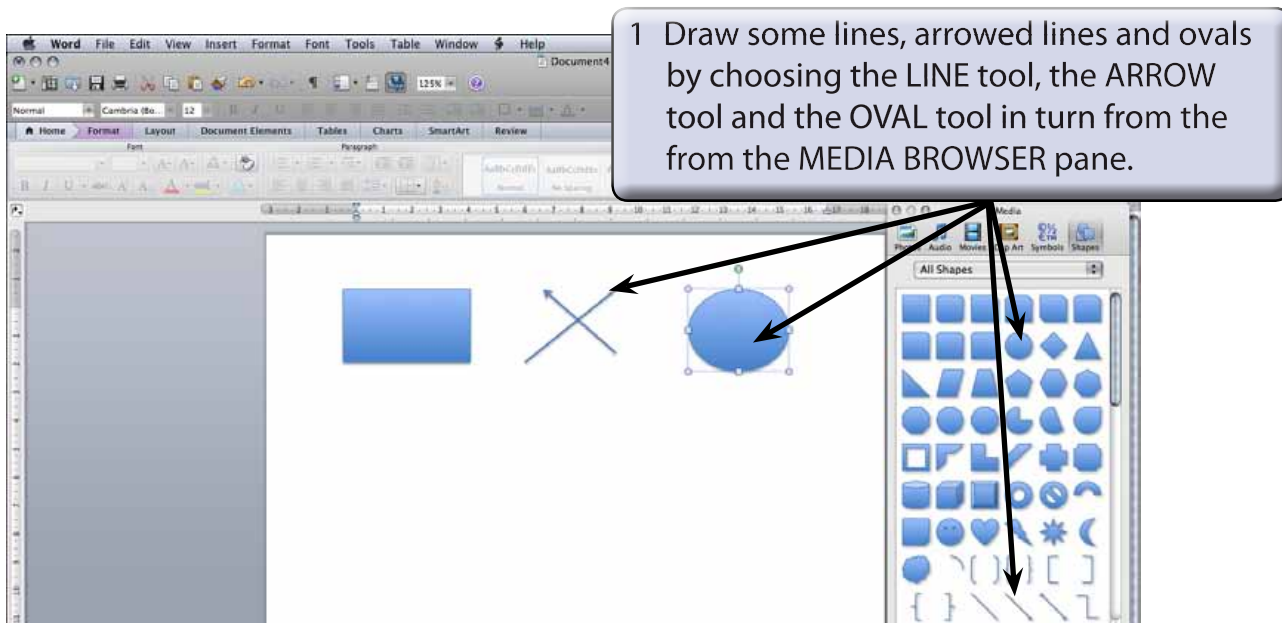
## Resizing Shapes

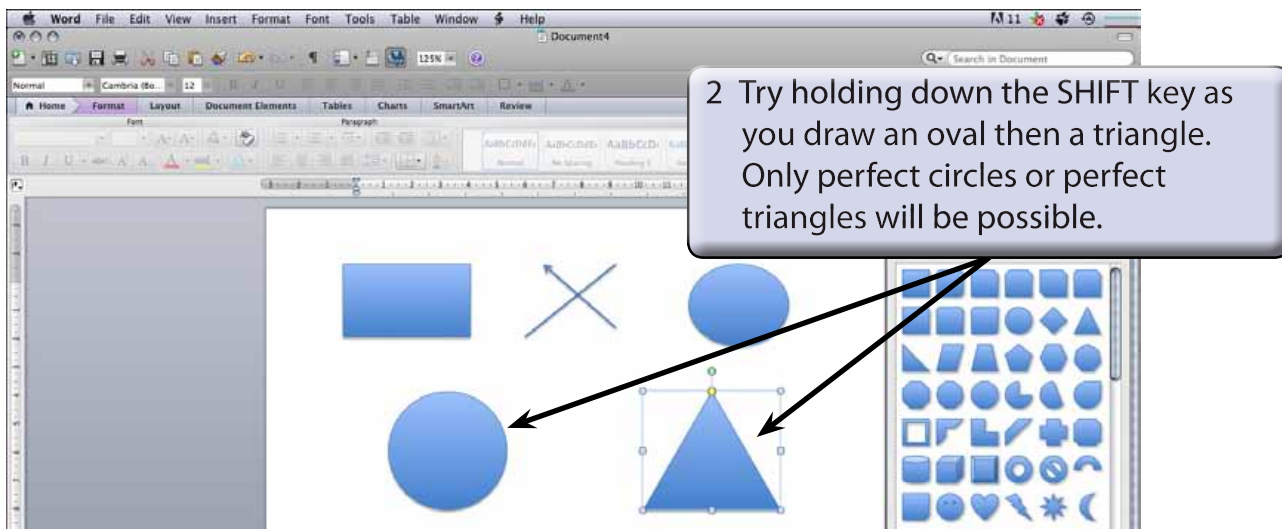
Notice that the rectangle has 'handles' (small shapes) around it. These allow the rectangle to be resized. The circular 'handles' at the corners allow for diagonal resizing. The square 'handles' at the centre of the lines allow for either vertical or horizontal resizing. The green 'handle' allows you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



## Drawing Other Shapes

You can select other shapes from the MEDIA BROWSER pane.





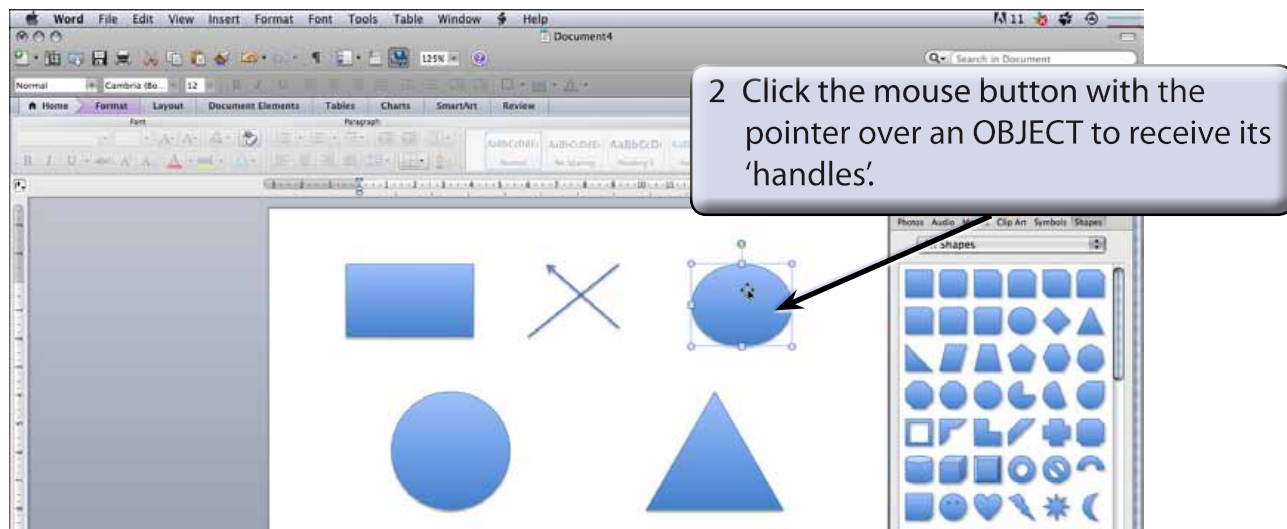
- NOTE:**
- i The **SHIFT** key causes all sides of an object to be the same size.
  - ii All objects created using the **DRAWING TOOLS** can be resized using their 'handles'.

## 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.)

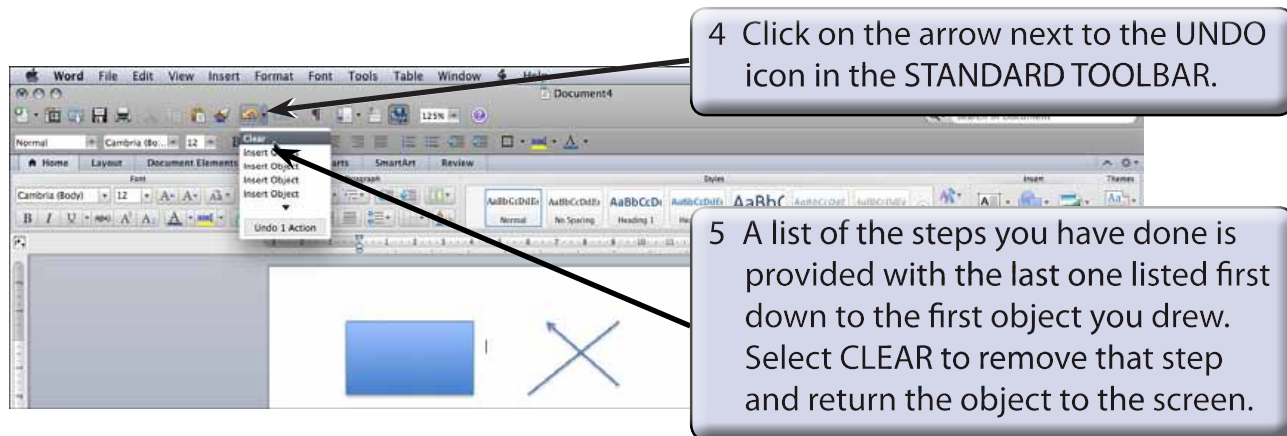
### A Deleting Objects

- 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 DELETE key and the OBJECT will be removed.



**NOTE:**

- i If you select more steps from the UNDO icon, more steps will be removed. Pressing COMMAND+Z will also undo previous steps.
- ii The CUT icon from the STANDARD TOOLBAR can also be used to delete OBJECTS.