Drawings in Microsoft Word

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Microsoft Word has built into it a very powerful drawing program. In order to access it, you must have the Drawing toolbar showing: Pull down the View menu to the Toolbars submenu, and select Drawing from that submenu. By default, the Drawing toolbar appears at the very bottom of the screen, but you can move it by clicking and dragging it by its lefthand end.

Most of the tools are self-explanatory, and a little experimentation often quickly reveals their functions, but below is a short description of each.

**Draw Menu**: After objects are selected (using the Selection Tool), use this pop-up menu to perform a variety of functions, such as grouping, changing the stacking order, aligning or distributing a set of objects, etc.

**Selection Tool**: After objects have been drawn, use this tool to select objects for modification. To select more than one object, click on the first one, hold down the Shift key, click on the second one, etc.

**Rotate Tool**: Use this tool to freely rotate a selected object (does not work with text objects).
**Text Box Tool:** Use this tool to “draw” a piece of text (a label for instance), that you can move around on the page. While the cursor is in the text box, you can use the usual techniques for changing the font, size, etc.

**Insert WordArt:** Microsoft Word has a built-in gallery of decorative titles that you can use. Clicking on this icon brings up the gallery. Clicking on one of those items yields a dialog box in which you can edit the text.

**Insert Clip Art:** Microsoft Word has a built-in gallery of clip art that you can use. Clicking on this icon brings up the clip art gallery.

**Insert Picture:** Use this button to open a dialog box to select a “picture” that you have saved to disk. The picture can be one that you drew yourself in a drawing program, or it can be one that you downloaded from the Internet.

**Straight Line Tool:** Use this tool to draw straight lines. (Holding down the Shift key while drawing a line will constrain it to an angle that is a multiple of 15°.)

**Rectangle Tool:** Use this tool to draw rectangles and squares. (Hold down the Shift key while drawing to constrain it to a perfect square.)

**AutoShapes Menu:** Use this tool to automatically draw certain pre-specified shaped such as stars, arrows, banners, flow chart symbols, etc.

**Lines Tool:** Use this tool to draw straight lines, curved lines, and arrows.

**Line Style Menu:** Use this pop-up menu to change the thickness of a line or the border of an object.

**Font Color Menu:** Use this pop-up menu to change the color of the selected text in a text object.

**Line Color Menu:** Use this pop-up menu to change the color of a line or the color of the border of an object. You can specify “No Line” so that there is no border.

**Fill Color Menu:** Use this pop-up menu to change the fill (background) color of an object. You can specify “No Fill” so that the object is transparent.
**Arrow Tool**: Use this tool to draw straight lines with arrowheads on one or both ends. (Holding down the Shift key while drawing an arrow will constrain it to an angle that is a multiple of 15°.)

**Oval Tool**: Use this tool to draw ovals and circles. (Hold down the Shift key while drawing to constrain it to a perfect circle.)

**Dash Style Menu**: Use this pop-up menu to change a line to dashed or dotted.

**Arrow Style Menu**: Use this pop-up menu to change the kind of arrowheads and tails on both curved and straight lines.

**Shadow Menu**: Use this pop-up menu to add a “drop shadow” to an object.

**3D Menu**: Use this pop-up menu to add a three-dimensional appearance to an object.
Isn’t this fun?

This is an example of a “callout.” It could be used for example to give directions on a worksheet.