

Lesson 2 Graphics Inserting Shapes.

Inserting Shapes.

The following explains how to insert a variety of predefined shapes into your Word document.

1. Click the **Insert** tab.



2. In the *Illustration* group, click on the **Shapes** button.(1)

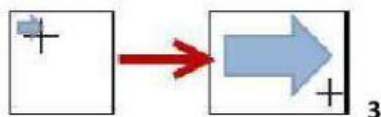


3. A dropdown window will appear with a library of shapes to choose. Click on a shape to select it (2).



4. Your cursor will change to a crosshair + and you will be ready to insert your selected shape.

5. To draw your selected shapes within your document, hold the left mouse button and drag the cursor to draw your shape.(3)



6. Release the left mouse button when you are finished drawing your shape. The shape will be added to your document.

Modifying Shapes with Drawing Tools.

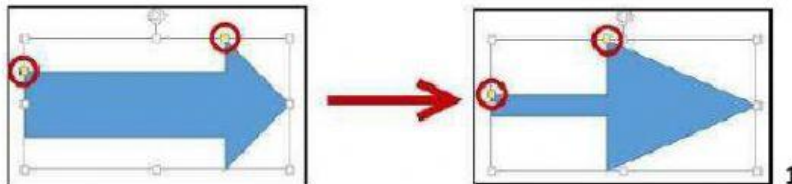
You can modify shapes in a number of ways. The following describes some of the ways that shapes can be changed.

Re-sizing Shapes

Re-sizing a shape is similar to re-sizing a graphic (picture in clip art). See the previous lesson.

Re-shaping

After clicking on a shape, the shaping handles will appear (along with the sizing handles) as yellow squares. A two dimensional shape can be altered by clicking and dragging the yellow square to alter a certain aspect of the shape.(1)



Accessing the Drawing Tools - Format Tab.

Shapes will have their own set of editing tools accessible by a *context sensitive* tab on the **Ribbon**. To access this tab, click on a shape in your document and the *Drawing Tools- Format tab* will appear in the *Ribbon*.(2)



Adding Styles to your Shapes.

Shapes have preset styles under the *Drawing Tools - Format* tab that you can use to alter the colour, border, and any special effects to the shape. The following explains how to apply style to a shape.

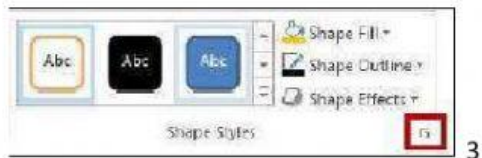
1. In the *Shape Styles* group, click on a **Style** of your choice (1).



2. Click the dropdown arrow to access additional styles (2).



3. To access additional formatting options, click the dialog launcher in the *lower-right* corner of the *Shape Styles* grouping. (3).



4. The Format Shape options will appear to the right of your document. (4)



Applying Colour to your Shape.

The following explains how to add/change the colour of a shape.

1. In the *Shape Styles* group, click the dropdown arrow for **Shape Fill** .(1)



2. Select a colour to apply it to your shape.(2)

Changing the Shape Outline

The following explains how to change the outline for a shape.

1. In the Shape Styles group, click the dropdown arrow for Shape Outline.



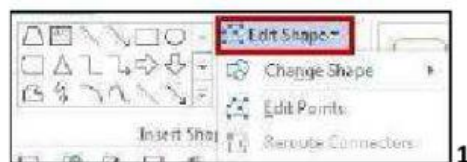
2. A dropdown menu will appear. From here you can alter the colour, thickness (weight) of the outline and add dashes. (2)



Switching Shapes.

The following explains how to switch shapes in the document.

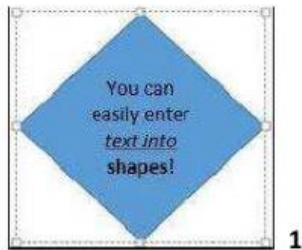
1. In the Insert group, click the Edit Shape icon. A dropdown menu will appear (1).



2. Click Change Shape. A list of shapes will appear.
3. Select a shape from the options available to switch it with your selected shape.


Add Text to a Shape

To add text to your shape, simply click on your shape to select it and **begin typing**. Your text will automatically fill into the shape. Adjust your shape as needed to make additional space for your text. Text can be formatted like regular text in the document. (3)



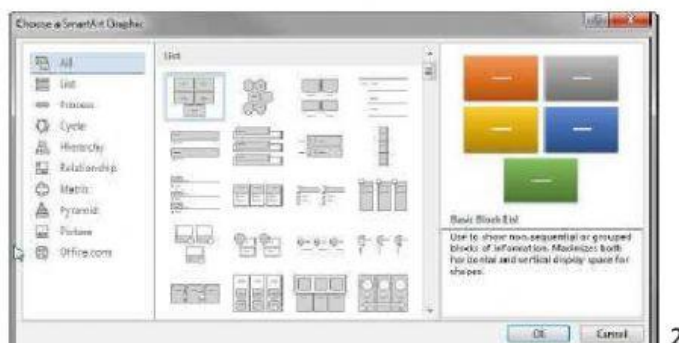
Inserting SmartArt

SmartArt graphics provide a visual representation of information or ideas. The following explains how to Insert SmartArt graphics into your word document.

1. Click the **Insert** tab. 
2. In the *Illustration* group, click on the **SmartArt** button. (1)



3. The Choose a **SmartArt Graphic** window will open. Select a *SmartArt graphic* from the list. (2)

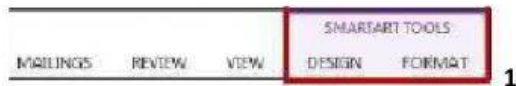


4. Click the **OK** button .
5. The selected *SmartArt graphic* will be inserted into your Word document.

Editing SmartArt Graphics

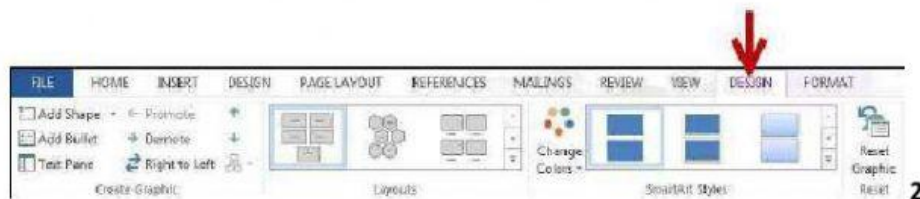
Once inserted into your Word document, your SmartArt can be edited and customized by accessing the SmartArt Tools tab. The following explains how to access the **Design and Format** tabs:

1. Click on the image of your *SmartArt graphic*. The *SmartArt Tools context* tab will appear at the top of the screen. (1)



1

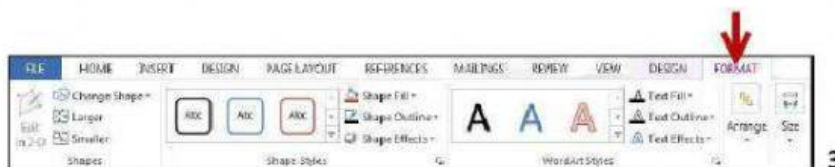
- A. To alter aspects of the **SmartArt design**, click the **Design tab**.(2)



2

Note: The SmartArt Tools: Design tab contains tools that will allow you to alter the layout of the selected design, change colours, and select the preset styles.

- B. To format aspects of the *SmartArt graphic*, click the *Format tab*.(3)



3

Note: The SmartArt Tools: Format tab contains tools that will allow you to change the shape of your SmartArt, add preset styles to the shape and words, and choose individual aspects of the SmartArt graphic to modify(e.g, changing the shape fill or outline).

Questions

1. How do you modify shapes using the drawing tools?
2. How do you apply colour to your shape?

3. How do you use SmartArt on your document?

