



Working with Drawing Tools

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Using Microsoft® Word 2000 Vol. 165 Issue 1

Using the Drawing Tools available in **Microsoft® Word**, you can draw a variety of geometric and special shapes. You can add text and formatting such as color and 3D effects to your drawings, and integrate them with your document's text. By the time you complete this guide, you will create a drawing and include it in a page of text.



Check It Out!

For more information on Word basics, refer to the *Create a Memo (Word Basics)* guide.



Reference!

The **Drawing** toolbar will appear automatically across the bottom of the window. If it doesn't, go to the **View** menu to *Toolbars* to *Drawing* to display it.

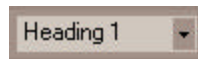


Tip!

Click and drag the handle in the corner of any drawn object to resize it. Click and drag the border to move it.

Getting Started

1. Open a new document in Microsoft® Word.
2. Click the **Style** button on the *Formatting* toolbar and go to *Heading 1*.
3. Type "Short Story Contest process" then press **Enter** twice.



Short Story Contest process

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Add Basic Shapes

1. Observe the *Drawing* toolbar at the bottom of the window.



2. Click the **Rectangle** button on the *Drawing* toolbar.
3. Click and drag in the upper left of the document, below the heading, to draw a rectangle.



Short Story Contest process

