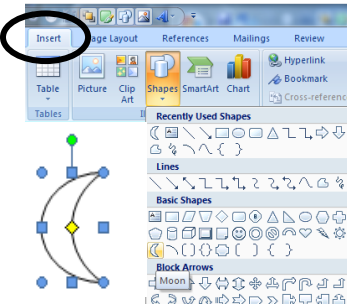# Microsoft Word Basics

Lesson 2: Shapes & Graphics

Part A: Drawing Tools

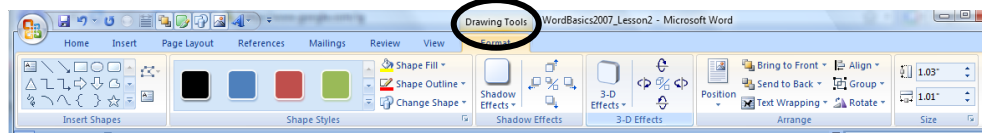**TECHIE TIP**: Hold down the SHIFT key as you "draw" to make it "perfect"!

1 - Click the INSERT tab, click SHAPES, and then choose the MOON shape.

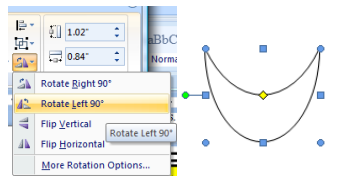2 – Click and drag in your document to make a moon.

3 - Click DRAWING TOOLS at the top of the screen to see the toolbars.
*Remember to select your shape by clicking on it to see this option!*

4 - Click the ROTATE button and choose ROTATE LEFT. You can also click and drag the green circle to rotate the shape.

5 - Click the yellow diamond to make the shape thicker or thinner.

6 - Click the SHAPE FILL button to change the color of the shape.

7 - Click the SHAPE OUTLINE button to change the color or thickness of the border.
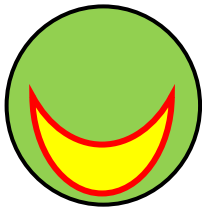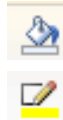
8 - Click the INSERT tab, click SHAPES, and then choose the OVAL shape. Click and drag in your document to make a circle that is larger than your "smile".

9 - Click DRAWING TOOLS and use the toolbars to change the color of the shape and border.

10 - Click the middle of the circle and place it over the top of the smile. Click DRAWING TOOLS and then choose SEND TO BACK to move it behind the smile.

12 - Click the INSERT tab, click SHAPES, and then choose the STAR shape. Click and drag in your document to make a star that fits inside the circle.

13 - Right-click on the star and choose COPY. Right-click again and choose PASTE. Move the new star so it is next to the other one.

14 - Hold Down the SHIFT key and click on both stars. You should see boxes around both stars. Click DRAWING TOOLS to change the color of the stars or border.

15 - Move the stars so they are in the right location in the circle. Hold down the SHIFT key and click on the circle and smile so all of them are selected.
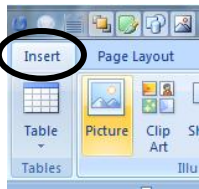
16 - Click the ALIGN button and choose ALIGN CENTER.

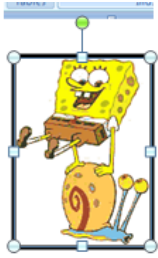17 - Click the GROUP button and choose GROUP.
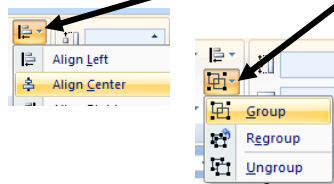
It's time to SAVE YOUR WORK!
Click the OFFICE BUTTON or DISK ICON.

Part B: Inserting Pictures

1 – Click on the INSERT tab and choose PICTURES.

2 – Follow your teacher's directions to find the TECH SKILLS PICTURES folder.

3 – Click on a picture that you like and then click INSERT.

4 - Click on the picture and then click PICTURE TOOLS at the top of the screen. Choose TEXT WRAPPING and IN FRONT OF TEXT.
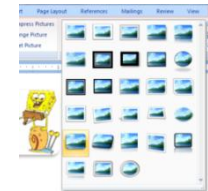
5 - Click and drag on a square to change the size.

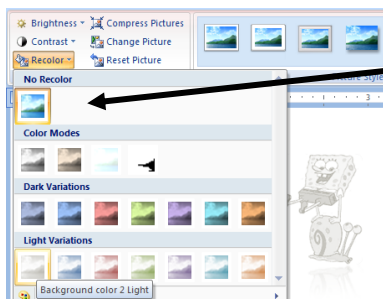6 - Click the PICTURE BORDER button to add a border or see the options in PICTURE SHAPE.

7 - Click the CROP button and drag the black lines around the border to crop the picture.

8 - Click the RESET PICTURE button to return to your original shape.

9 - Click in the scroll bar area in PICTURE STYLES menu to change the style of your picture.

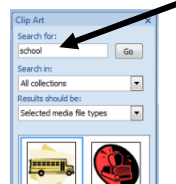10 - Click the RECOLOR button to change the color of your picture.

NOTE: If you want to create a "watermark", choose a lighter color and then choose TEXT WRAPPING → BEHIND TEXT. You can add text and it will be on top of your picture.
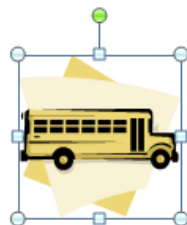
Save often!

Part C: Inserting Clip Art

1 – Click on the INSERT tab and choose CLIP ART.

2 – Enter SCHOOL in the SEARCH box and click GO.

3 - Click on an image that you like and it will be inserted into your document. You can also right-click on the image and choose INSERT.

4 - Click on your image to select it and then click PICTURE TOOLS at the top to see the toolbars you have available.

5 - Click and drag on one of the circles to make it larger or smaller. Click the green circle to rotate the shape.

6 - Use the toolbars to adjust the clip art - add a border, crop, or change the style. You can also select several pictures to align them or group them together. Remember to hold down the SHIFT key as you click on the pictures you want.
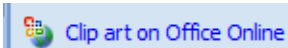
Need more images? Click the link for CLIP ART ON OFFICE ONLINE.