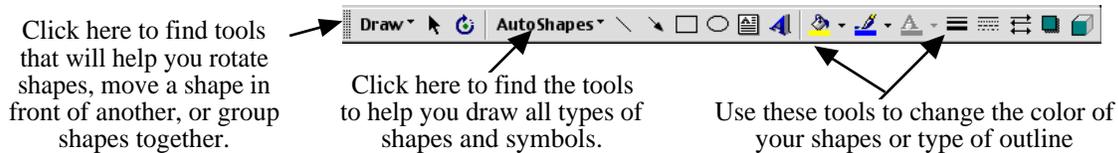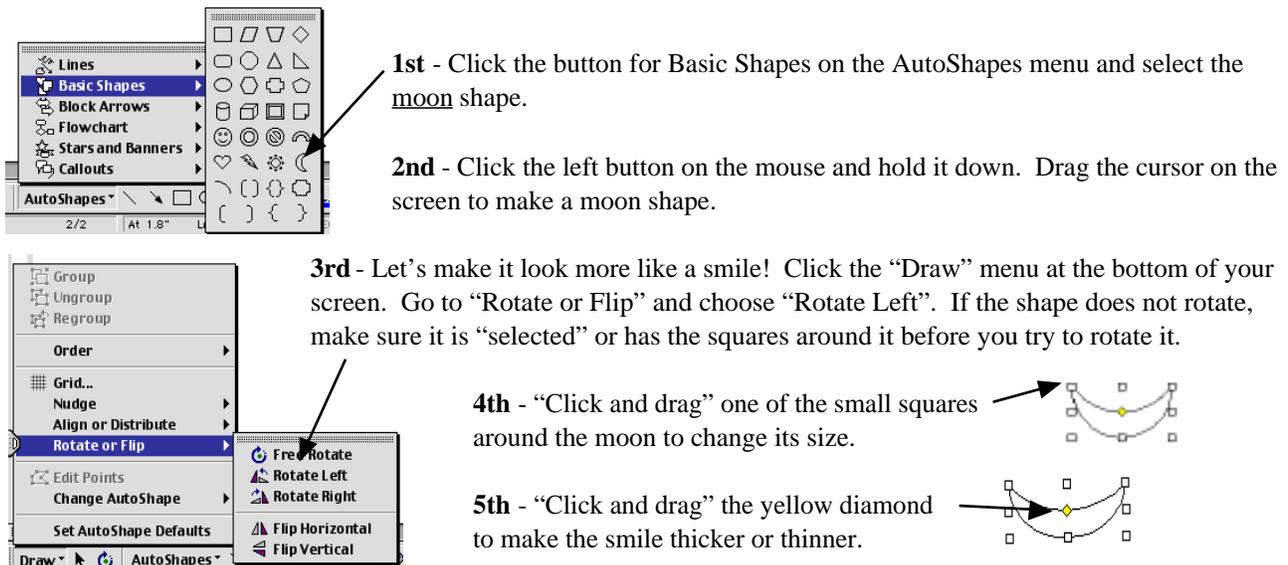# Directions for Drawing Tools   Microsoft Word

Open a document in Microsoft Word and follow the directions below to create a few doodles! Make sure you can see the drawing tool bar at the bottom of your screen. If not, click the "View" menu at the top and go to the "Toolbars" section. Select "Drawing" from the menu. The drawing toolbar should be visible at the bottom of your screen.

Click here to find tools that will help you rotate shapes, move a shape in front of another, or group shapes together.

Click here to find the tools to help you draw all types of shapes and symbols.

Use these tools to change the color of your shapes or type of outline

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Let's draw a shape to learn how to use the AutoShapes and Drawing tools ...

1st - Click the button for Basic Shapes on the AutoShapes menu and select the <u>moon</u> shape.

2nd - Click the left button on the mouse and hold it down. Drag the cursor on the screen to make a moon shape.

3rd - Let's make it look more like a smile! Click the "Draw" menu at the bottom of your screen. Go to "Rotate or Flip" and choose "Rotate Left". If the shape does not rotate, make sure it is "selected" or has the squares around it before you try to rotate it.

4th - "Click and drag" one of the small squares around the moon to change its size.

5th - "Click and drag" the yellow diamond to make the smile thicker or thinner.

6th - Want to change the color? Make sure the shape is selected (see the squares) and click the paint bucket on the "Drawing" toolbar. Clicking on the paint bucket will change the color to the one shown under the bucket. If you need a different color, click the arrow to see a color menu.

What else can you do with the drawing tools? Try each of these tasks ...

Task 1: Moving Objects (Front/Back)
(1) Go to the AutoShapes menu and choose a circle tool from the Basic Shapes menu. Draw a circle of any size. Hold down the shift key while you draw the shape to make a "perfect" circle.
(2) Repeat Steps 1 & 2 to draw a square over the top of the circle.
(3) Go to the "Draw" menu and choose "Order - Send to Back". The square should move behind the circle. If not, make sure the square is selected before you try to "send it back".

Task 2: Aligning Objects
(1) Hold down the shift key and click on the circle. If you don't have the square selected (surrounded by small squares), click on it as well. You should now have small squares around both shapes.
(2) Go to the "Draw" menu and choose "Align or Distribute - Align Center". Repeat this step and choose "Align Middle". The circle should now be in the center of the square. If not, try it again and make sure you have both shapes selected at the same time.
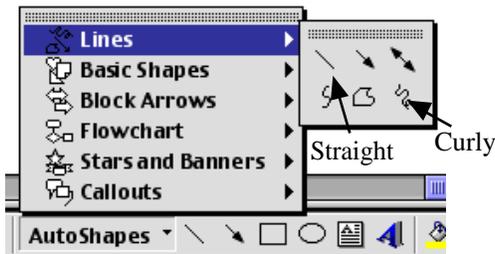
Task 3: Grouping Objects
(1) If both shapes are NOT selected, hold down the shift key and click on each shape.
(2) Go to the "Draw" menu and choose "Group". You should notice that the circle is no longer surrounded by small squares. It has been added to the large square. Whenever you move the square, you will also move the circle. If you try to change the color of the square, you will change the color of the circle at the same time.
(3) You can also ungroup objects! Select the objects that are grouped together and choose "Ungroup" from the "Draw" menu. You should notice that all the shapes have small squares around them.

Task 4: Make a Copy
(1) Click the shape you want to copy so it has small squares around it. Go to the "Edit" menu and choose "Copy".
(2) Go to the "Edit" menu and choose "Paste". You should see another shape identical to the one you selected! You can also copy a group of objects!
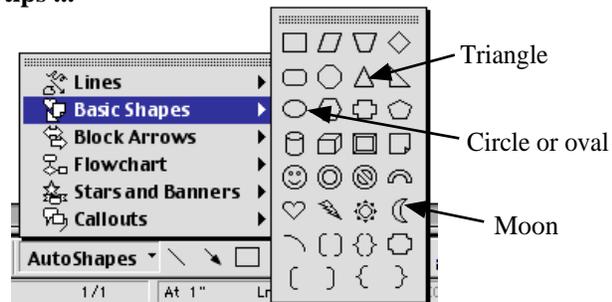

Need help with the Smiley Face traits? Here are a few tips ...

Go to **AutoShapes -> Lines** for...

Straight Hair - Click the straight line tool and hold down the shift key as you draw a line to keep it straight. Draw several strands of hair and place them on top of your smiley's head!

Curly Hair - Click the curly hair tool and "draw" curly lines for this type of hair. Draw several strands of hair and place them on top of your smiley's head!
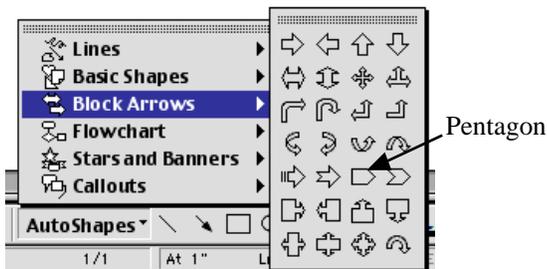
Go to **AutoShapes -> Basic Shapes** for ...

Face - Choose the oval/circle tool to draw the face. If you need a circle, hold the shift key while you draw!
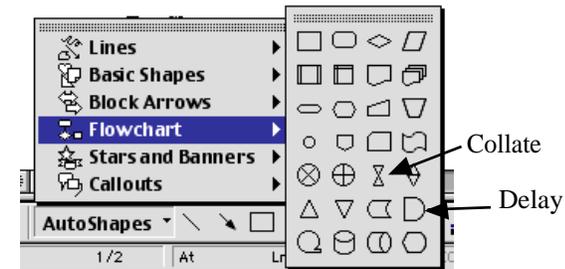
Mouth - Choose the moon shape. You will need to rotate it, then click and drag the yellow diamond to make it thick or thin.

Nose - Choose the triangle shape. You will need to rotate it if your smiley's nose should be pointed down.

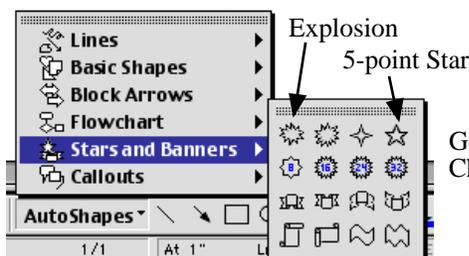Go to **AutoShapes -> Block Arrows** for ...

Pointed ears - Choose the "Pentagon" shape. Use the "Flip Horizontal" command to flip one ear so you have one for each side! You will also need to use the "Send to back" command to hide the flat edge of the shape behind the face.

Go to **AutoShapes -> Flowchart** for ...

Curved ears - Choose the "Delay" shape. You will need to use the "Flip Horizontal" command to flip one ear so you have one for each side! You will also need to use the "Send to back" command to "hide" the flat edge of it behind the face.

Bow for Hair - Choose the "collate" shape to draw a bow. You will need to rotate the shape to make it horizontal!

Go to **AutoShapes -> Stars & Banners** to find shapes for the eyes ... Choose the 5-point star or explosion (blast) tool to draw the eyes.