

Microsoft Word

DR: Eman

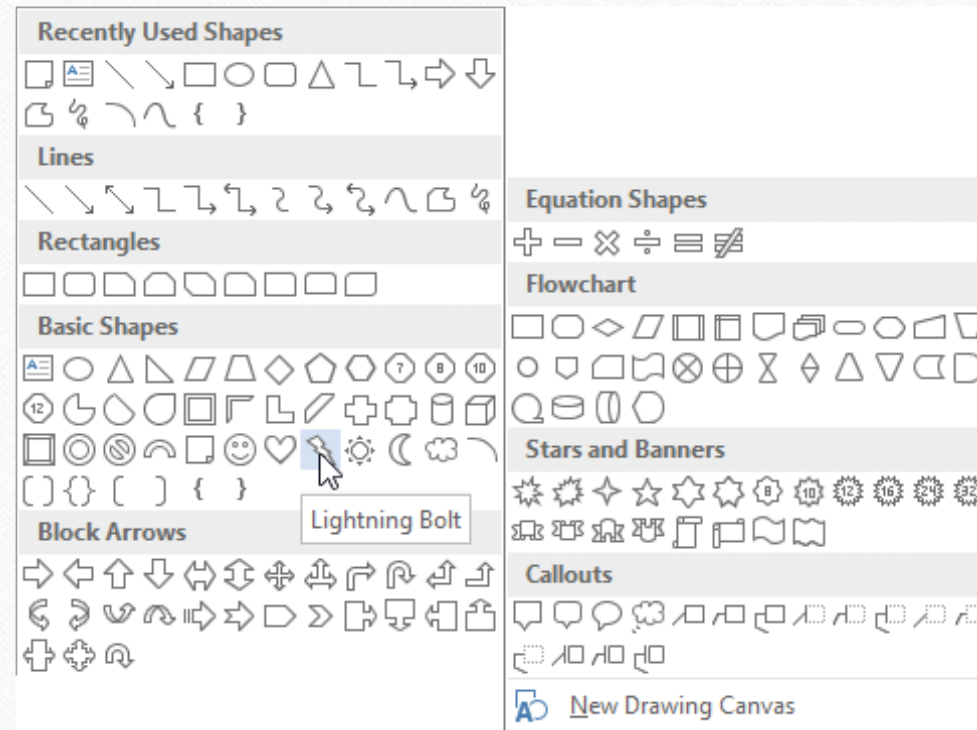
Eng : Shereen

Eng : Rana Mohamed

Eng : Hossam Medhat

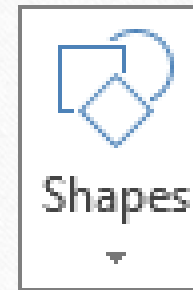
Insert graphic elements

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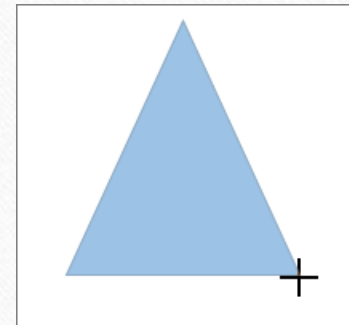


To draw a shape

- On the **Insert** tab, click **Shapes**.

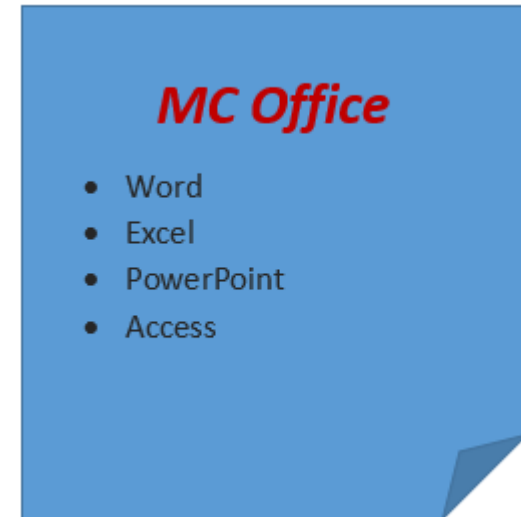


- Click the shape you want, click anywhere in the workspace, and then drag to place the shape.




To add text to a shape

- Right-click the shape and click **Add Text** or **Edit Text**, or just start typing.



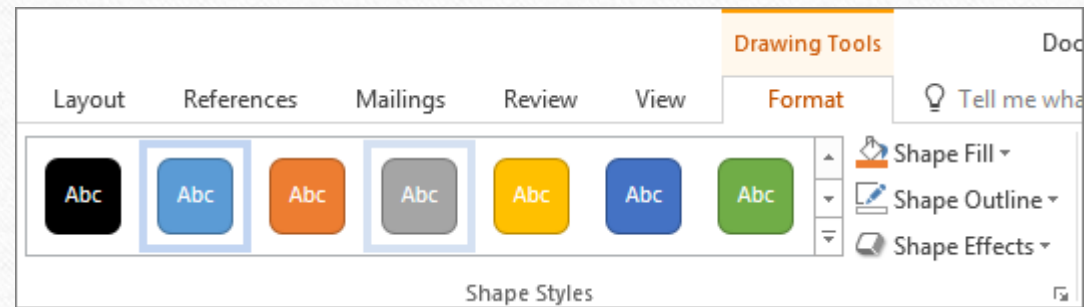
To change a selected shape to another shape

- Click the shape you want to change.
- On the **Format** tab, in the **Insert Shapes** group, click **Edit Shape**  Edit Shape ▾, point to **Change Shape**, and then click the new shape that you want.



Add a Quick Style to a shape

- Click the shape you want to change.
- Select the **Format** tab, and in the **Shape Styles** group, select the Quick Style you want to use.



- To see more Quick Styles, click the **More** button 

Document1 - Word

FILEHOMEINSERTDESIGNPAGE LAYOUTREFERENCESMAILINGSREVIEWVIEWDRAWING TOOLS

FORMAT

Insert Shapes

Other Theme Fills

Font Styles

Text

Position

Wrap Text

Bring Forward

Send Backward

Selection Pane

Align

Group

Rotate

Size

2.98"

2.93"

Access

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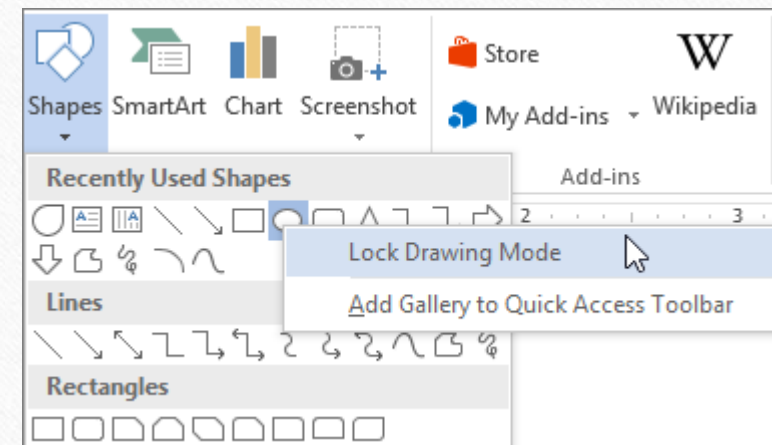
Add the same shape multiple times

- On the **Insert** tab, click **Shapes**.



- Right-click the shape you want to add, and then click **Lock Drawing Mode**.

- Click anywhere in the workspace, and then drag to place the shape.
- Repeat step 3 to add the shape as many times as you like.
- After you add all the shapes you want, press Esc to turn off Lock Drawing Mode.



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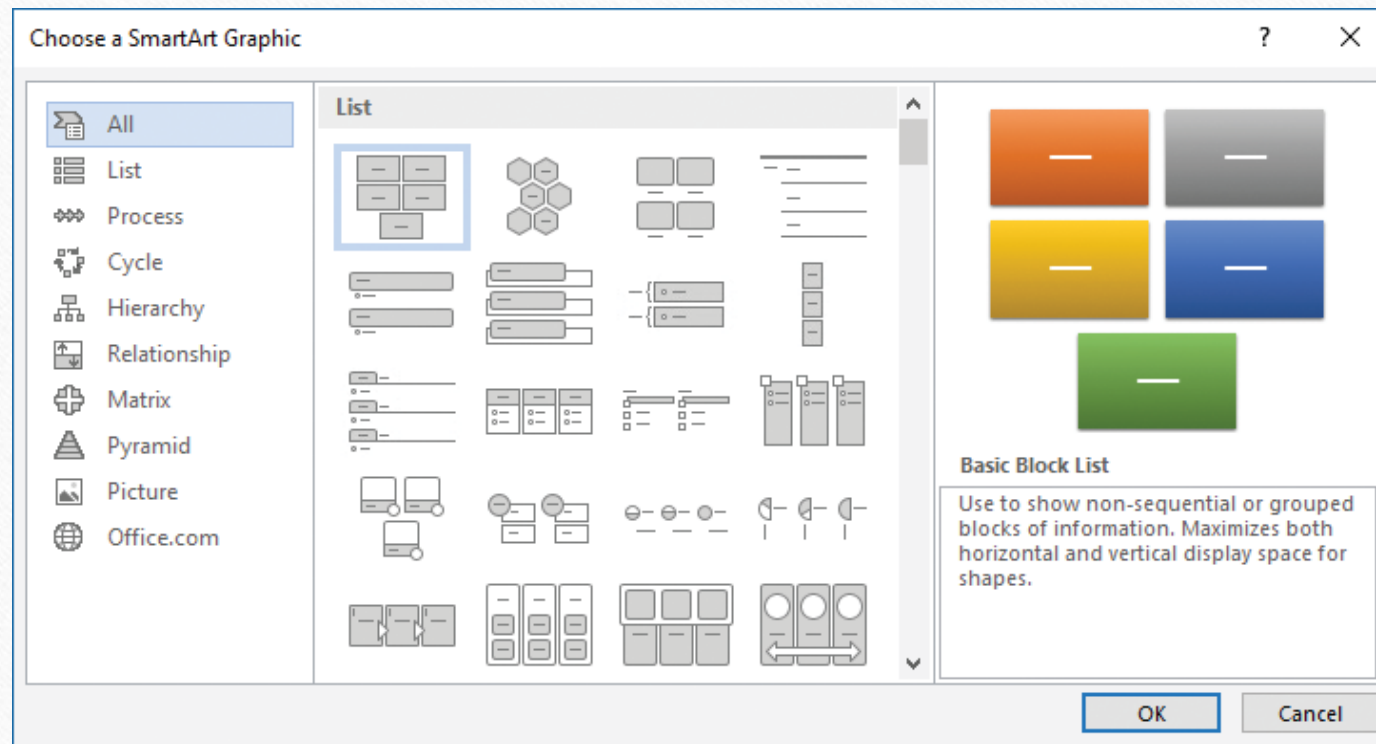


Delete a shape

- Click the shape that you want to delete, and then press **Delete**.
- To delete multiple shapes, press **Ctrl** while you click the shapes that you want to delete, and then press **Delete**.

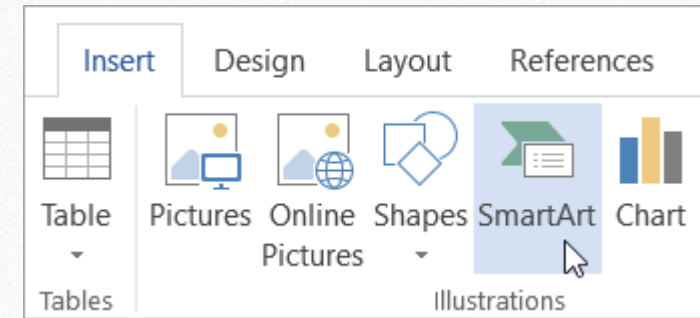
Create and populate SmartArt graphics

Create and populate SmartArt graphics

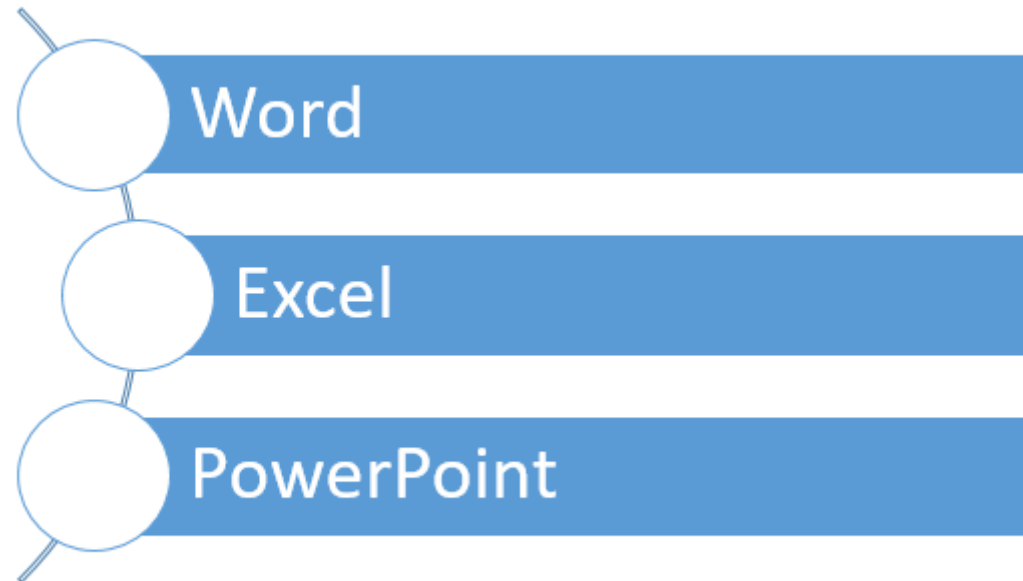


Insert a SmartArt graphic and add text to it

- On the **Insert** tab, in the **Illustrations** group, click **SmartArt**.

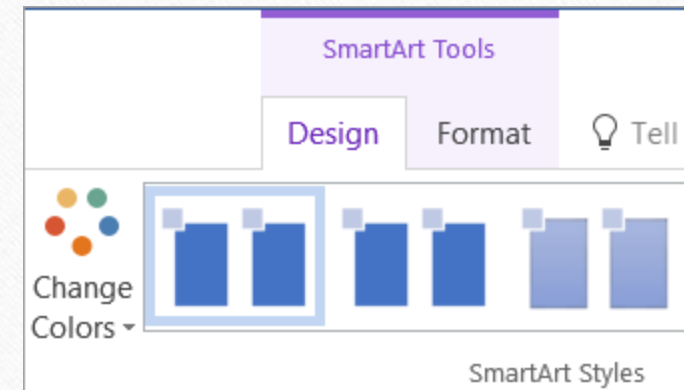


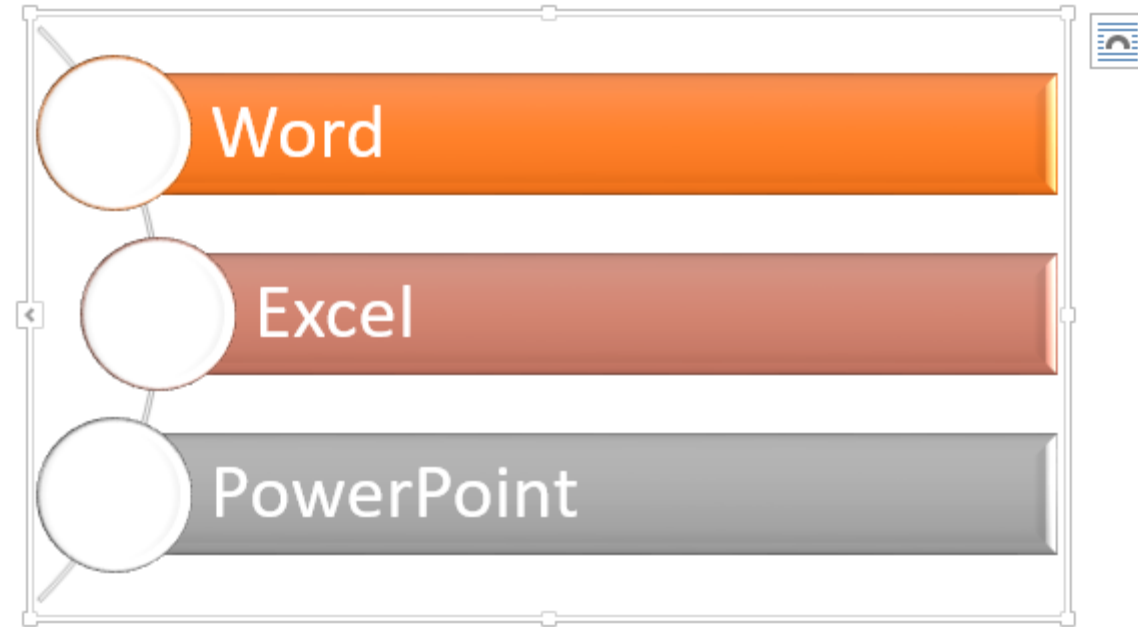
- In the **Choose a SmartArt Graphic** dialog box, click the type and layout that you want.
- Enter your text



Change the colors of an entire SmartArt graphic

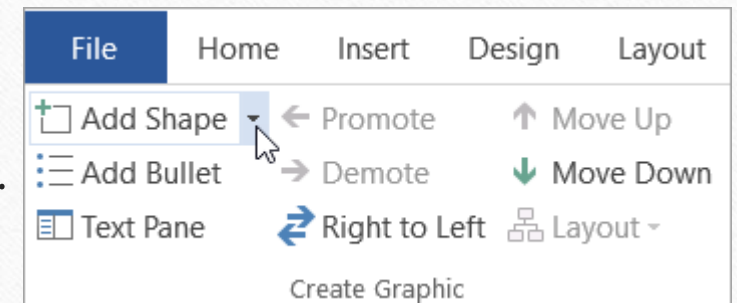
- Click your SmartArt graphic.
- Under **SmartArt Tools**, on the **Design** tab, in the **SmartArt Styles** group, click **Change Colors**.





Add or delete shapes in your SmartArt graphic

- Click the SmartArt graphic that you want to add another shape to.
- Click the existing shape that is located closest to where you want to add the new shape.
- Under **SmartArt Tools**, on the **Design** tab, in the **Create Graphic** group, click the arrow next to **Add Shape**.
- To insert a shape after the selected shape, click **Add Shape After**.
- To insert a shape before the selected shape, click **Add Shape Before**.



Task

