

Chapter 9

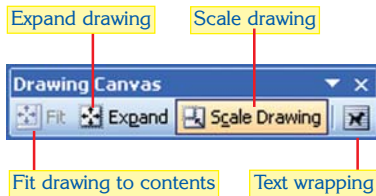
Drawing

Drawing
Grouping and Ungrouping Objects
Object Ordering
WordArt
Text Boxes

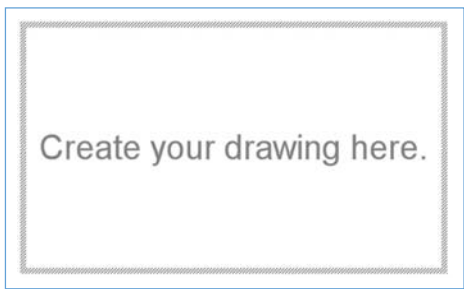




Drawing button



Drawing canvas toolbar



Drawing canvas

Drawing

A drawing is a graphic that you create using drawing tools. Drawings are created from **lines**, **curves**, **arrows**, **WordArt** and more. You can create a drawing in **Print Layout** view and **Web Layout** view.

Word is a word processor program, so it has limitations in drawing detailed graphics. To draw detailed graphics you need to use an advanced graphic drawing program such as Corel Draw or Adobe Illustrator.

Drawing Canvas

When a drawing object is inserted in a Word document, it is placed in a drawing canvas. The Drawing canvas helps you to keep all the drawing objects together and separates these objects from the rest of the document. If you don't want to use the Drawing canvas, drag your object off the Drawing canvas.

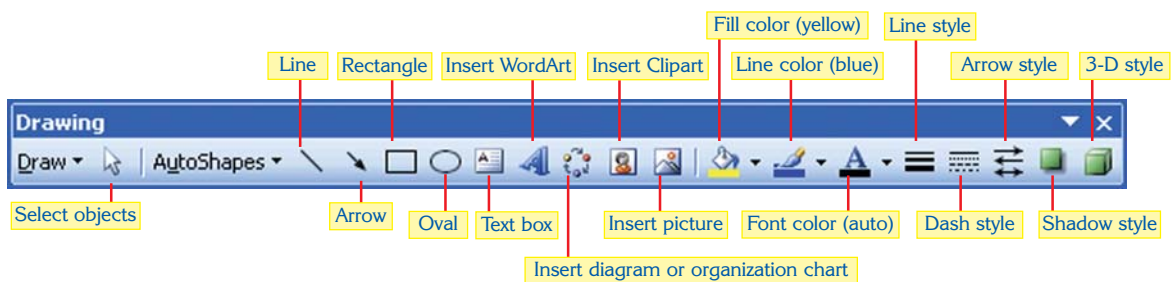
The Drawing canvas has a frame like boundary. The area inside the frame is the drawing area. You can resize the Drawing canvas by dragging it from its corners.

The Drawing Toolbar

The buttons on the Drawing toolbar enable you to create, and edit your drawings and objects.

Click the **Drawing** button on the **Standard** toolbar.

The *Drawing toolbar* is displayed at the bottom of the document window.



The Drawing toolbar

Practice

The Line, Arrow, Rectangle, and Oval Buttons

You can use buttons on the Drawing toolbar to create simple shapes and straight lines in your document.

In the following exercise you will create a line.

- 1 Click on the **Line** button on the **Drawing** toolbar. The cursor will turn into a crosshair.
- 2 In the **Drawing Canvas**, drag your mouse to draw a line.
- 3 Use the **Line style** button to change the thickness of the line.

You can add arrowheads on both ends of a line, change its color and its line style.

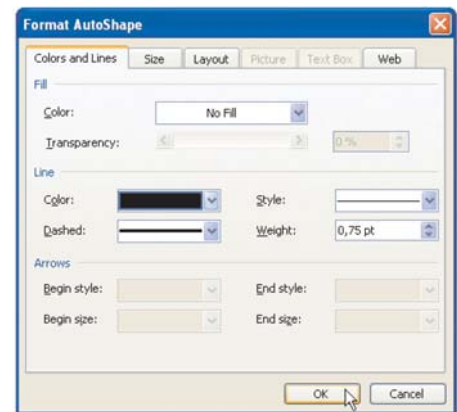
- 4 Use the **Line color**, **Line style**, and **Dash style** buttons on the Drawing toolbar to format your line.

When you double-click on a drawing, the **Format AutoShape** dialog box opens. In this dialog box you can modify the line color, line style, and fill options of your drawing.

A rectangle and an oval may be created and formatted the same way as a line.



Crosshair cursor



The Format AutoShape dialog box

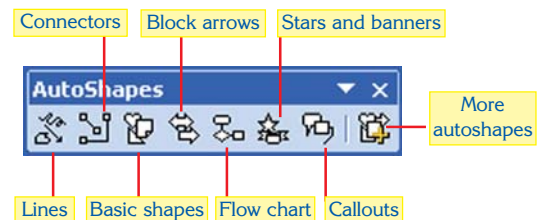
Practice

AutoShapes

The **Auto Shapes** option on the Drawing toolbar enables you to use shapes like stars and banners, flowcharts, basic shapes, connectors, block arrows, and callouts.

- 1 Click on the down arrow next to **AutoShape** on the **Drawing** toolbar. Choose a category then select the type of AutoShape you want to use.
- 2 In your document, click and hold down the mouse button while you draw it to the size that you want.
- 3 Release the mouse button.

After you draw your shape you can change its size, shape style and characteristics.



You can easily replace an existing AutoShape with a different one without losing its formatting.

** Click to select the AutoShape.*

** Click the Draw button on the drawing toolbar. Select Change AutoShape and choose a new AutoShape.*



Fill Color

The Fill Color Button

You can fill a rectangle, a WordArt, an AutoShape or a Text box with color.

- ① Select the object that you want to fill with color.
- ② On the **Drawing** toolbar, click the **Fill Color** button. This fills the object with the selected color. If you want to use a different color, click the down arrow next to the Fill color button and select a different color from the menu.

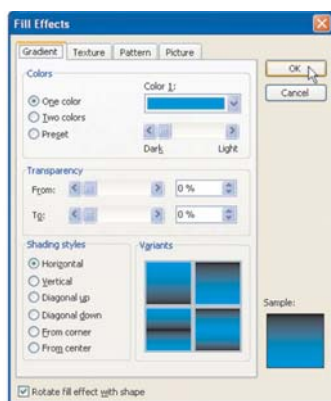
Instead of a solid color you can use four different fill effects

- ③ Click on the **Fill Effects** option on the **Fill Color** menu.

The **Fill Effects** dialog box opens.

There are four categories: **gradient**, **texture**, **pattern**, and **picture**.

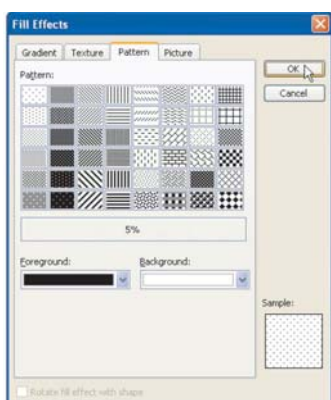
This option fills the shape gradually from one side to another. You can choose one or more colors.



Textures are like Wallpapers. You can apply your texture by clicking the Other Texture button.



You can fill a shape with these 48 different pattern options.



You can select a picture and use it as a background.



Practice

The Shadow Button

You can add shadows to drawing objects and text boxes. This makes the objects look as if they have depth. The shadow color, length, and position can be defined.

- 1 Select the object.
- 2 Click the **Shadow style** button on the **Drawing** toolbar, and select the shadow style that you want.

The shadow style is applied to the drawing object.

After you create a shadow, you can change its color and position or remove it.

- 1 While the object is still selected, click **Shadow**, **Shadow Settings**.
- 2 On the **Shadow Settings** toolbar, click the down arrow next to **Shadow Color**. Select the color that you want.
- 3 To change the shadow position, use the **Nudge Shadow** buttons on the **Shadow Settings** toolbar. Each time you click a button, the object moves 1 point in the specified direction.

3-D Effects

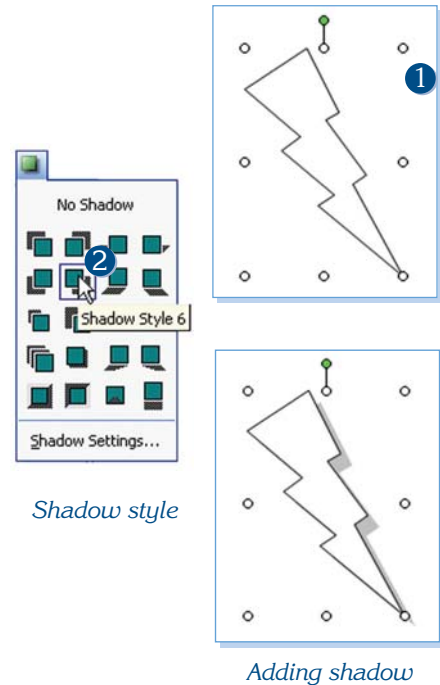
With the 3-D button you can turn the drawing objects into 3-D objects, adjust their angles, depths, and lighting effects.

- 1 Select a drawing object.
- 2 Click the **3-D Style** button on the **Drawing** toolbar.

The 3-D Style is applied to the drawing object.

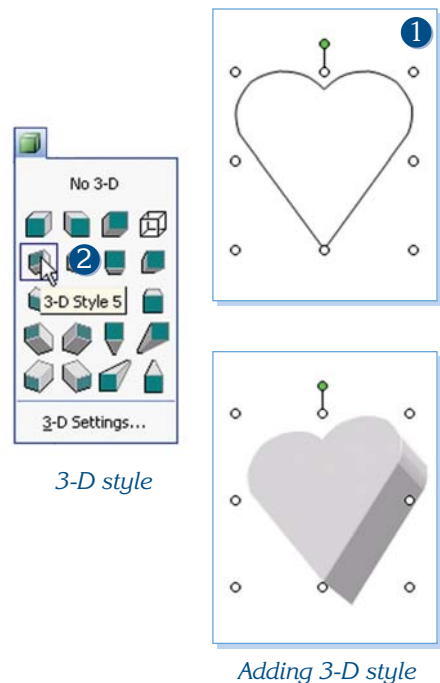
If your object has a shadow effect, it will be replaced by the 3-D effect.

In the 3-D Style menu, you can adjust a 3-D object's settings.



Shadow style

Adding shadow



3-D style

Adding 3-D style



Select Objects



Selecting Objects



Draw Menu

The Select Objects button

You can select a drawing by simply clicking over it. If you want to select a group of objects:

- ① Click the **Select Objects** button on the **Drawing** toolbar.
- ② Draw a selection box around the objects.

After you select the objects, you can delete, move, copy or format them at once.

To select all the objects with a mouse without using the Select Object button; click on each object while holding down the Shift key on your keyboard.

Grouping and Ungrouping Objects

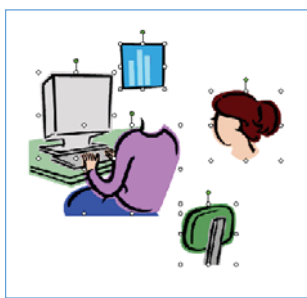
If your drawing consists of many drawn objects, moving, resizing, and formatting them becomes a difficult task. Word provides grouping so that you can treat all the shapes in a drawing as a single object.

To group and ungroup drawing objects,

- ① Select all the objects that you want to group.
- ② Click the **Draw** button on the **Drawing** toolbar and select **Group**.

You can ungroup objects so that you can modify each separately.

- ① Select the group.
- ② Click the **Drawing** button on the **Drawing** toolbar and select **Ungroup**.



Ungroup objects

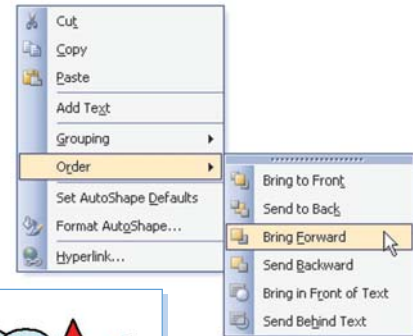


Group objects

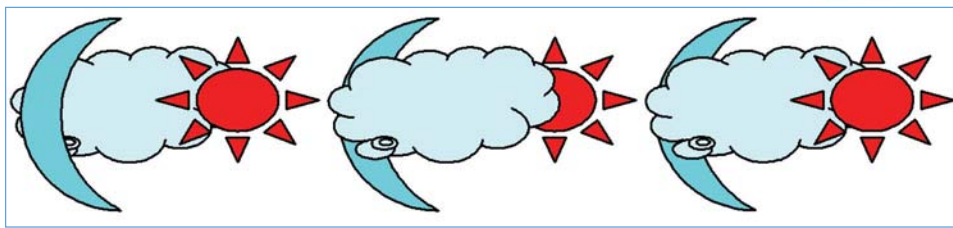
Object Ordering

If your document has more than one drawing, these objects might obscure each other. You need to check objects that are layered above and below of other objects or text.

- 1 Click the drawing object that you want to change.
- 2 Click the **Draw** button on the Drawing toolbar, choose an order from the **Order** menu.



Order Menu



Normal

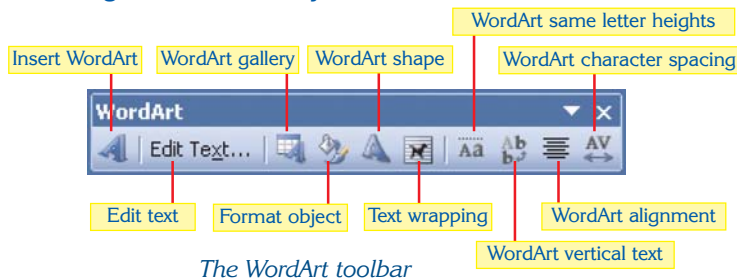
Cloud, **Bring to Front**

Moon, **Send to Back**

WordArt

WordArt allows you to create special text. WordArt text is actually a graphic text, so you can bend it, add shadows, stretch, or rotate it.

Creating a WordArt Object



The WordArt toolbar

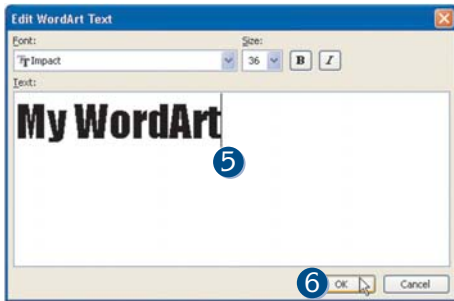


WordArt Gallery dialog box

Practice

In this exercise, you will insert WordArt in your document.

- 1 Position the **insertion point** where you want to insert WordArt
- 2 Click the **Insert WordArt** icon on the **Drawing** toolbar
Or on the **Insert** menu, choose **Picture**, **WordArt**.
the **WordArt Gallery** dialog box opens.



The Edit WordArt Text dialog box

- ③ Select a WordArt style.
- ④ Click OK.
- ⑤ The Edit WordArt Text dialog box will open; replace the sample text with your own. Select a Font type and Font size. Later you can edit these options.
- ⑥ Click OK.

Your WordArt is inserted into the document and the WordArt toolbar opens.

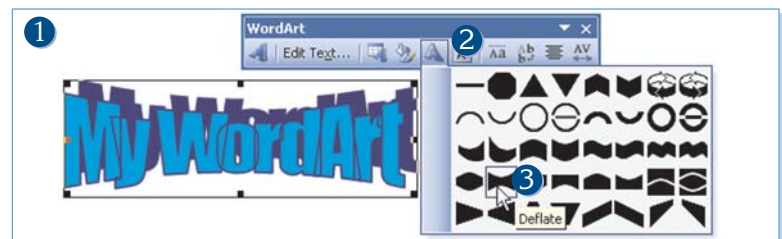
Practice

Editing an Existing WordArt Object

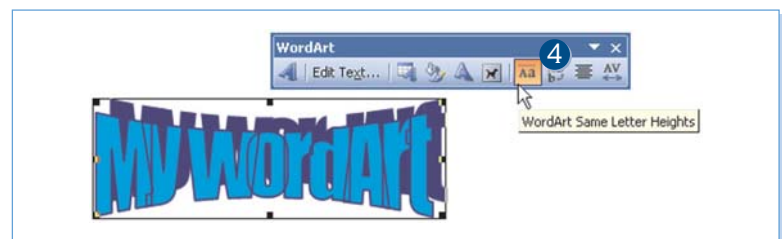
You can use the WordArt toolbar to format the WordArt object or make changes to the WordArt text.

In this exercise, you will edit a WordArt object.

- ① Select the WordArt object that you want to format.
- ② Click on the WordArt Shape button on the WordArt toolbar.
- ③ Choose a Shape style.

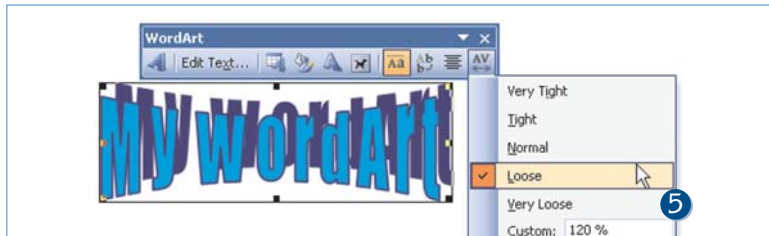


- ④ Click WordArt Same Letter Heights. To make all the letters in the WordArt object the same height.

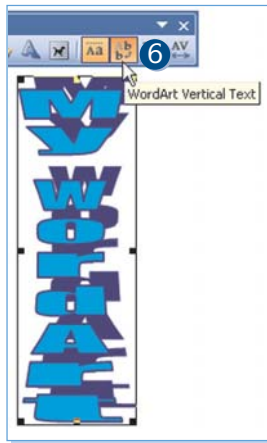


Editing WordArt

- 5 Click the **WordArt character spacing** button to change the amount of spacing between characters in the WordArt object.



You can copy and paste your WordArt to other Office programs such as Excel.



- 6 You can change the orientation of the WordArt text to vertical. While the WordArt object is selected, click on the **WordArt Vertical Text** button on the **WordArt** toolbar.

Text Boxes

A text box is used to add text to an image, change the text direction or rotate text. The text inserted in a text box can effectively highlight a key point of the document. Text boxes can be formatted as drawing objects. When you are working with Text boxes you must be in the **Print layout** view.

Creating a Text Box

There are several ways to create a Text box.

- 1 On the **Drawing** toolbar, click the **Text Box** button.

Or on the **Insert** menu, select **Text Box**.

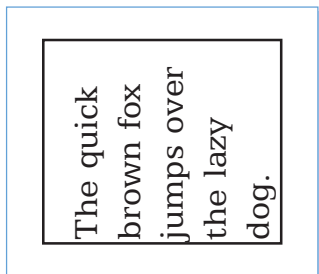
Click on your document and drag your mouse to draw your text box.



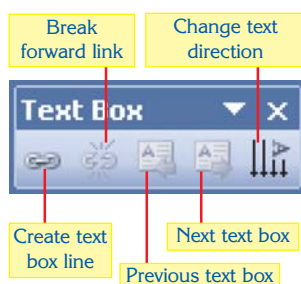
TextBox

The quick
brown fox
jumps over the
lazy dog.

Text in a TextBox



Vertical text in a Textbox



You can resize and move a Text Box like any other drawn object.

By default a Text Box is created in a Drawing canvas. If you want, you can drag the Text Box off the Drawing canvas and delete the canvas.

- ② Start typing your text in the Text Box.

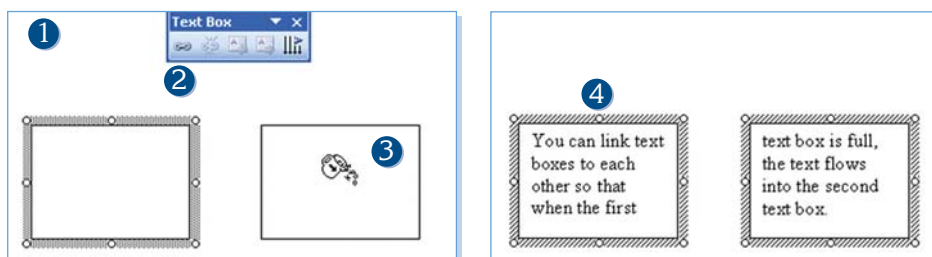
A Text Box's text and paragraphs can be formatted just like text anywhere in a Word document.

When a **Text box** is selected, the **Text Box toolbar** is automatically displayed on the screen.

Create Text Box Links

You can link text boxes to each other so that when the first text box is full, the text flows into the second text box. If you have continuous notes that span multiple pages or different locations of the document, **Linked Text Boxes** might be very useful. You can use up to 32 linked Text Boxes in a document.

- ① Insert the text boxes that you want to link with each other.
- ② Select the first text box. Click the Create **Text Box link** button on the **Text Box** toolbar. The shape of the mouse pointer turns into an upright cup.
- ③ Point the cup shaped mouse pointer to the text box that will receive the link. The pointer will turn into a pouring cup. Click on the second text box.
- ④ Start typing in the first text box. As the first text box fills, the rest of the text will flow into the second text box.



Linking Text boxes

Case Study

Creating, Drawing and WordArt

- Step-1** Open a blank document.
- Step-2** Open the Drawing toolbar.
- Step-3** Use the WordArt icon on the Drawing toolbar to create a title for the document. Apply shape effects to the title.
- Step-4** Use AutoShapes, arrows and other drawing tools on the Drawing toolbar to create a logo inside your document.

Fill in the blank

1. _____ is a graphic that you create using drawing tools in Word.
2. The Drawing _____ helps you to arrange and resize a drawing in your document.
3. _____ allows you to position text with a different orientation from the other text in the document.

True or False

1. You can easily apply 3-D effects and change the depth of your text and graphics using Word.
☐ True ☐ False
2. Word doesn't let you draw outside the drawing canvas.
☐ True ☐ False
3. A WordArt object can be formatted like any other text in a Word document.
☐ True ☐ False

Project

- Draw the floor plan of your school. It should be a full page in size. Label all of the items that you create. Show the fire exits with large arrows. Print this page and place it on the bulletin board of your class.
- Create two business cards that represent your ideas. The cards should have the name of the business, your photo, phone number etc...
- Create an imaginary business flyer. Your flyer should have: The business logo of your company, something to get people's attention, the list of products you sell and their names.

Multiple choice questions

1. The _____ command moves the drawing object backward one layer in a group of drawing objects.
 - a. Send to Back
 - b. Bring to Front
 - c. Bring Forward
 - d. Send Backward
2. To be able to move a drawn object, first you should _____.
 - a. Create a drawing canvas.
 - b. Apply text wrapping to the drawing.
 - c. Select the drawing.
 - d. Resize the drawing.
3. Use the _____ toolbar to edit drawing objects using color, patterns, borders, and other effects.
 - a. Painting
 - b. Editing
 - c. Drawing
 - d. WordArt
4. Which of the following format features can be used in a text box? (Choose three answers)
 - a. Font
 - b. Headers and Footers
 - c. Indent
 - d. Alignment
5. How can you select several drawing objects in a document? (Choose two answers)
 - a. Hold down the Shift key as you select each object.
 - b. Hold down the left mouse button and drag a rectangle around the objects that you want to select.
 - c. Use Edit, Select all objects
 - d. You can only select one object at a time.
6. Which of the following is not true about WordArt objects?
 - a. WordArt lets you create vertical text.
 - b. You can fill WordArt text with a picture.
 - c. You can format the text of a WordArt object with the Formatting toolbar.
 - d. WordArt objects can be transferred to other Office programs such as Excel.
7. How can you resize, move or format more than one drawing object together?
 - a. Use Object layering.
 - b. Use Format, All objects.
 - c. Drawing layout.
 - d. Select and group the drawing objects.
8. Select the object fill options available on the Fill Effects dialog box? (Choose two answers)
 - a. Background
 - b. Texture
 - c. Picture
 - d. Paint
9. To create freeform drawing objects such as nonstandard lines, algorithms, and callouts you can use the _____ button on the Drawing toolbar.
 - a. Free Objects
 - b. Draw
 - c. AutoShapes
 - d. Diagrams and Lines
10. By using the Drawing toolbar you can _____ (Choose two answers)
 - a. Set the thickness and color of a line
 - b. Format font color and size
 - c. Insert pictures
 - d. Save documents