

13 Shapes

Introduction

You can add a **variety of shapes** to your document, including arrows, callouts, squares and stars. Want to set your name and address apart from the rest of your resume? Use a line. While you may not need shapes in every document you create, they can add **visual appeal**.

Play the video by clicking the link below:



Exercise 13

Using the sample as a guide, follow the directions below to complete the exercise.

- Open a file on your computer:
UNIT 5 WORD > 13 WORD EXERCISE>
Word 13 Template SHAPES
- Save the file in your Documents Folder:
File > Save As > My Documents
- Name your file by typing in the *File Name* box:
Word 13 YourFirstNameLastInitial SHAPES
Save as type: Word Document
Click **Save**

1st GRAPHIC: Sun + Cloud Memorial Day Barbecue Text

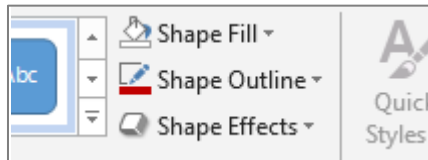
- In the **Insert Tab** > Shapes > Basic Shape > **Sun**.
- Your cursor will turn into a **+** symbol. **Click** on the page, **hold** and **drag** the mouse to create the sun graphic.
- Adjust** the size of the graphic by dragging any of the **corner handles (little squares)** surrounding the graphic box.
- Select the Sun then left click the **Layout Option** icon to the right of the graphic.



- Choose > With Text Wrapping > **Through** and **Fix position on Page**

Colour the Sun:

- With the **sun selected**, go to the **Drawing Tools** Format Tab, In the **Shape Fill** drop down menu, choose **Standard color: orange**
- In the **Shape Outline** drop down menu, choose **No Outline**



- In the **Insert Tab** > Shape > Basic Shape > **Cloud**.

Colour the Cloud:

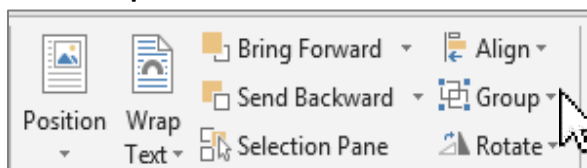
- Shape Fill Colour: **Choose any blue colour of your choice.**
- Shape Outline colour: **White**

Shape Outline thickness:

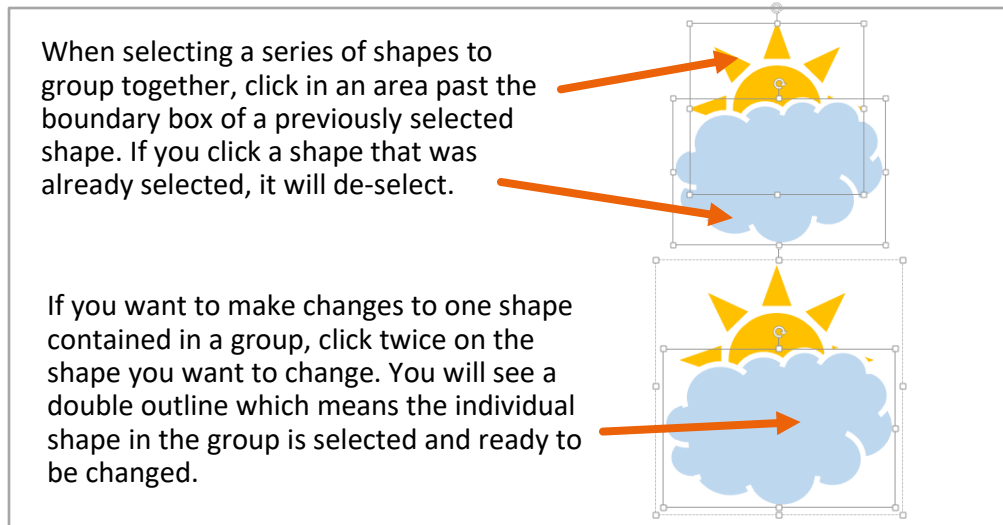
- Weight: **3 pt**
- Select the Cloud, left click the **Layout Option** icon to the right of the graphic. Choose > With Text Wrapping > **Through**. and **Fix position on Page**

Group the Sun and the Cloud to make it easy to move:

- Click on the cloud then **press and hold down** the shift key and **click** on the sun. In the Format Tab. Click the arrow next to the Group drop down menu icon, click **Group**.



- Move** the graphic and **position** it approximately where shown on the sample.



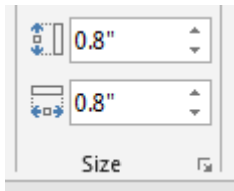
continued...

2nd GRAPHIC: Green Flower with Yellow Center Greene Floral Market Text

- Insert Tab > Shapes > Under the heading “Basic Shapes” select the **Heart**.
Create 1 heart.



- In the **Drawing Tools Format Tab**, re-size the heart by typing **.8** into the Height and Width size boxes.



Make 3 more copies of the heart. Try this easy method of making duplicates instead of copying and pasting:

- Click to select the heart.
- Hold down the **control key** (you should see a + sign beside the mouse pointer).
- With you mouse somewhere in the heart, **click and hold down the mouse and drag** to another spot on the document.



- Select one of the hearts.
In the Format Tab, click the arrow next to the Rotate drop down menu icon.
Click **Flip Verticle**.



- Select another heart.
In the Format Tab, click the arrow next to the Rotate drop down menu icon.
Click **Rotate Right 90°**.



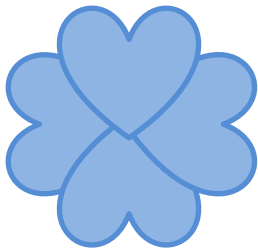
- Select another heart.
In the Format Tab, click the arrow next to the Rotate drop down menu icon.
Click **Rotate Left 90°**



Another way to rotate a shape is by using the rotate tool on the box surrounding your shape. Click, hold and drag to spin your shape around.

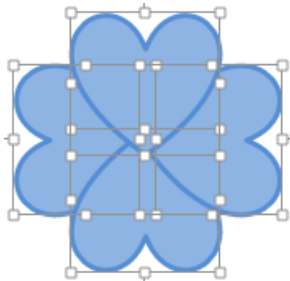


- Click and drag each of the hearts to form a flower shape.



Group the hearts:

- Click on one of the hearts then press and hold down the shift key and click the remaining 3 hearts.



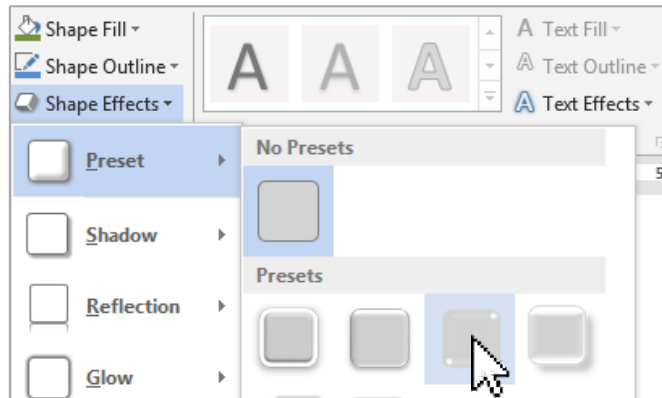
- In the Format Tab, click the arrow next to the **Group** drop down menu icon and click **Group**.

Fill the flower with colour:

- In the **Shape Fill** drop down menu, select any **dark green colour**.

Change the style of the flower:

- In the **Shape Effects** drop down menu, click preset then click **preset 3**

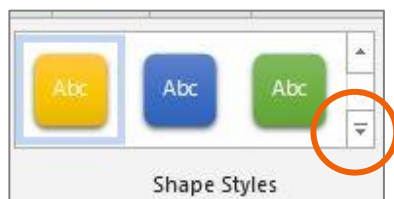


Create a flower centre:

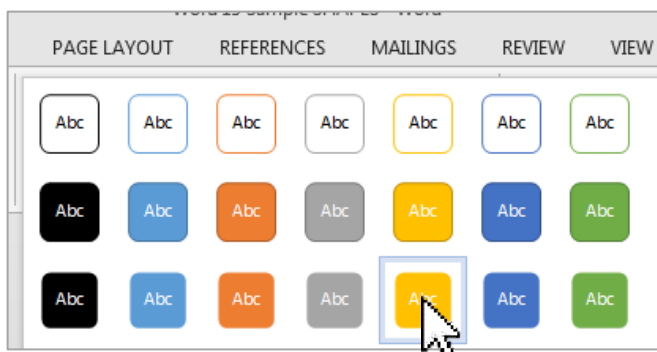
- Insert > Shapes > Stars & Banners > **32-point star**

Colour the flower centre:

- Go to the Shape Styles menu.



- Choose **light 1 outline, colored fill-Gold, Accent 4**.



- Group** the Flower and Flower Center.
- Move the graphic to the **left** side of the text and position approximately where shown on the sample.

3rd GRAPHIC: Wildlife Project

Use the **Shape Tool** to create an animal/bird graphic of your choice.

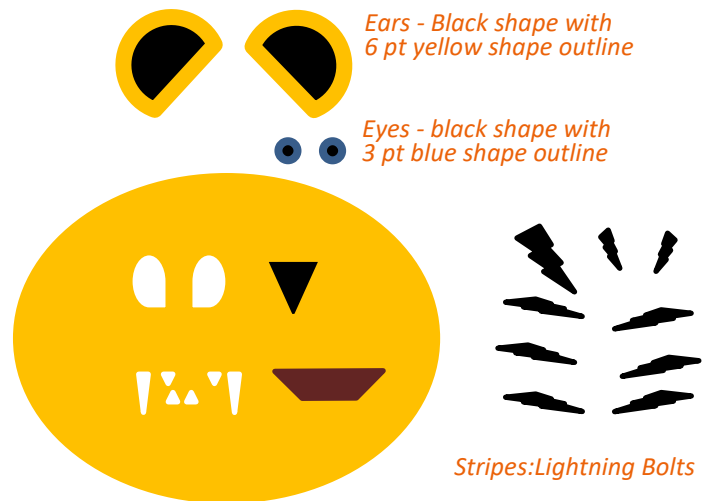
3 choices:

1. You can create your own version of the tiger below
2. OR copy a graphic from the **WORD sample book**
3. OR create your own wildlife animal/bird graphic

Example: Tiger Head Graphic



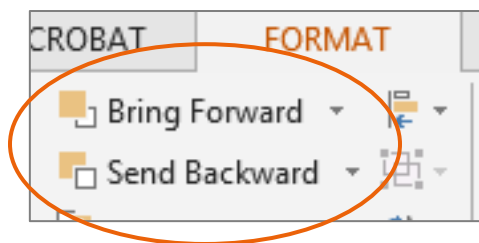
Shapes used to create tiger head



- If you would like to create your own graphic, get started by doing a **google search** of *Wild animal Icons*. Select a picture or icon you like to use as reference to look at when you create your shape graphic.

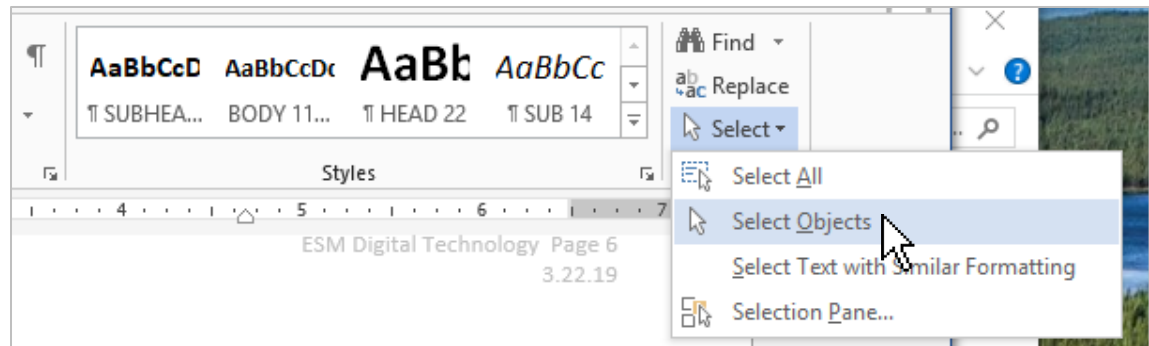
Another tool you may need that will be covered in a future exercise is *Bring Forward* and *Send Backward*. This tool allows you to moves shapes **infront** and **behind** one another.

Click on the drop down menus to use the tools.

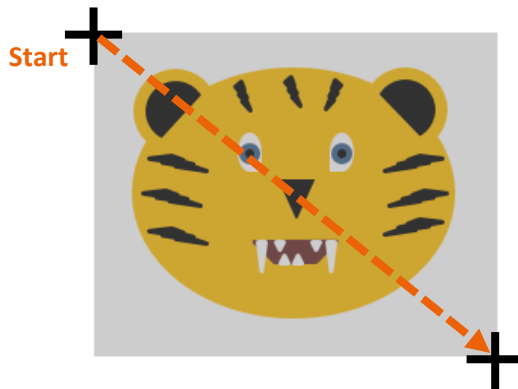


When your graphic is complete, the following steps will show you how to **easily group a complex graphic**.

- In the **Home tab**, click the **Select** tool drop down menu **and** click **Select Objects**.



- Click and **hold down your mouse** at the top left corner of your graphic and **drag down across** the graphic to the **bottom right corner**. Your entire graphic should be covered in a gray box then **release your mouse**.
- All of your shapes will be selected. as shown below.



- Group the shapes by either right clicking your mouse and select **group from the drop down menu** OR the group tool is also available in the Page Layout, Picture or Drawing Tools Tab.

- Once grouped, click the graphic and move it into place to the left of the Wild Animal Project Text.

- Save your document and email it to your instructor.**

