

MICROSOFT WORD

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Shapes

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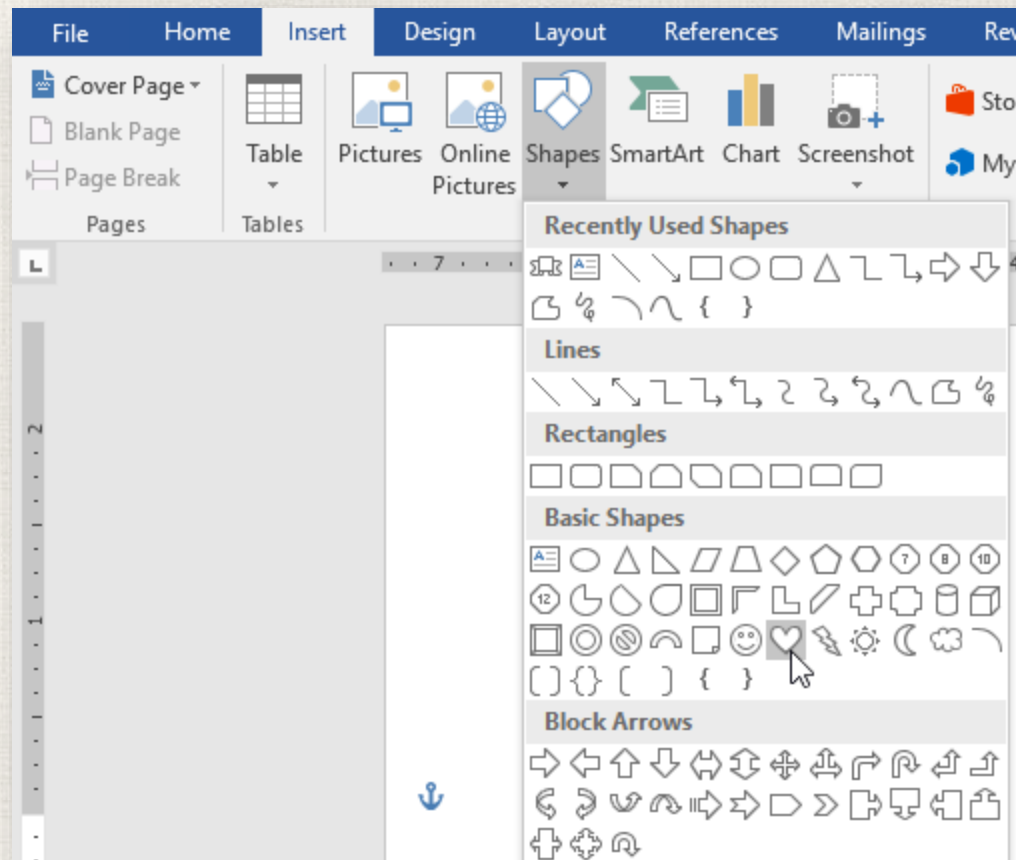
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Introduction

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

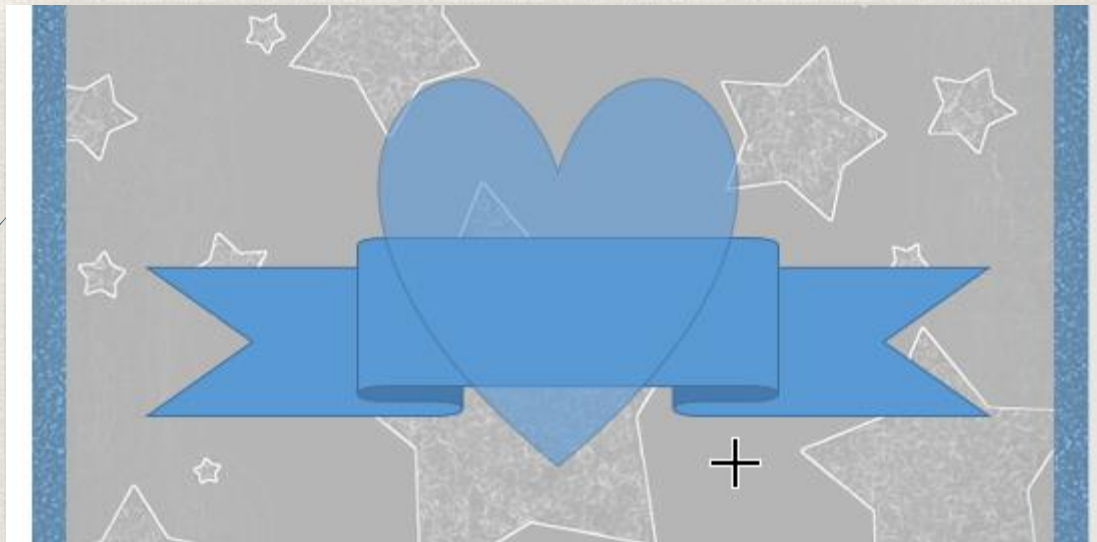
Inserting a shape

1. Select the **Insert** tab, then click the **Shapes** command. A drop-down menu of shapes will appear.
2. Select the desired **shape**.



Inserting a shape

3. Click and drag in the desired location to add the shape to your document.



Inserting a shape

- ▶ If you want, you can enter text in a shape. When the shape appears in your document, you can begin typing. You can then use the **formatting options** on the **Home** tab to change the font, font size, or color of the text.

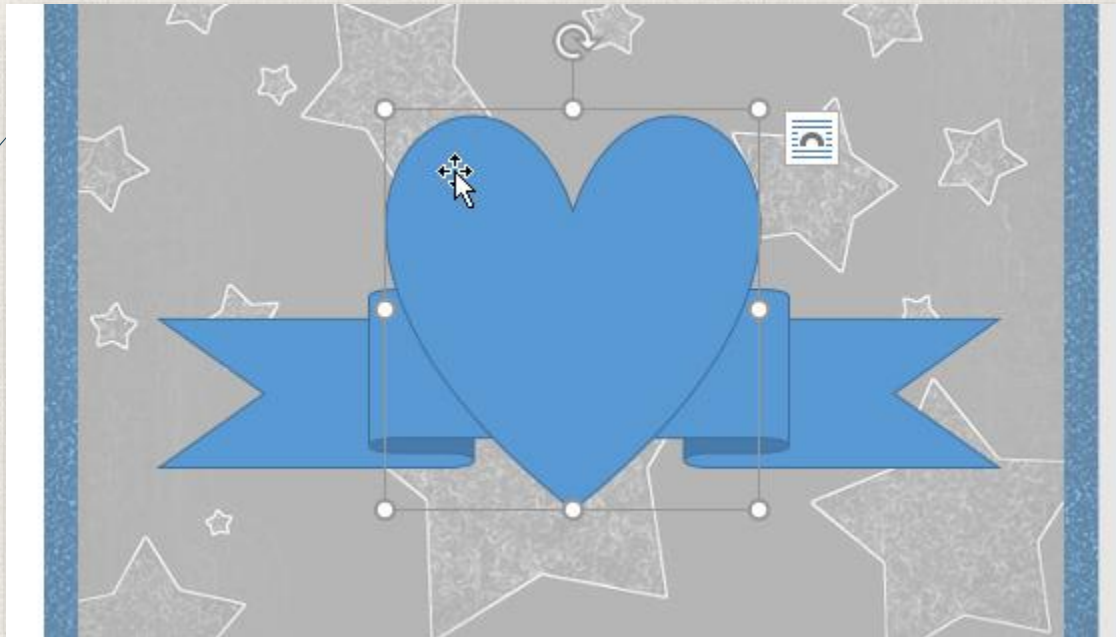


Changing the order of shapes

- ▶ If one shape overlaps another, you may need to change the **ordering** so the correct shape appears in front. You can bring a shape to the **front** or send it to the **back**. If you have multiple images, you can use **Bring to Front** or **Send to Back** to fine tune the ordering. You can also move a shape **in front of** or **behind** text.

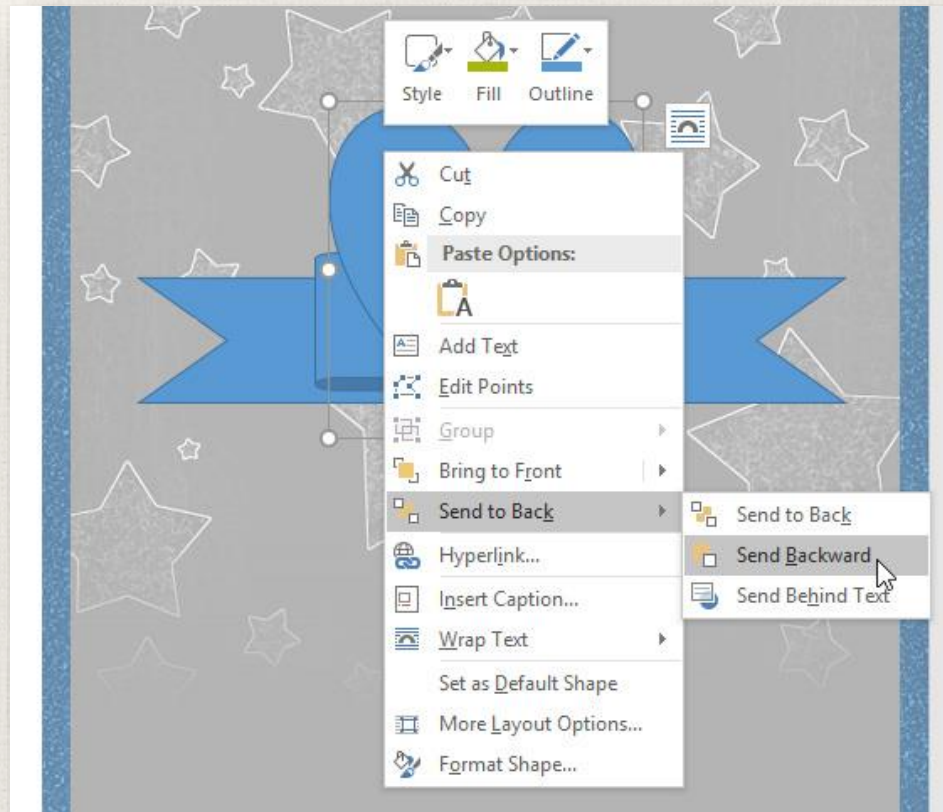
Changing the order of shapes

1. Right-click the **shape** you want to move. In our example, we want the heart to appear behind the ribbon, so we'll right-click the heart.



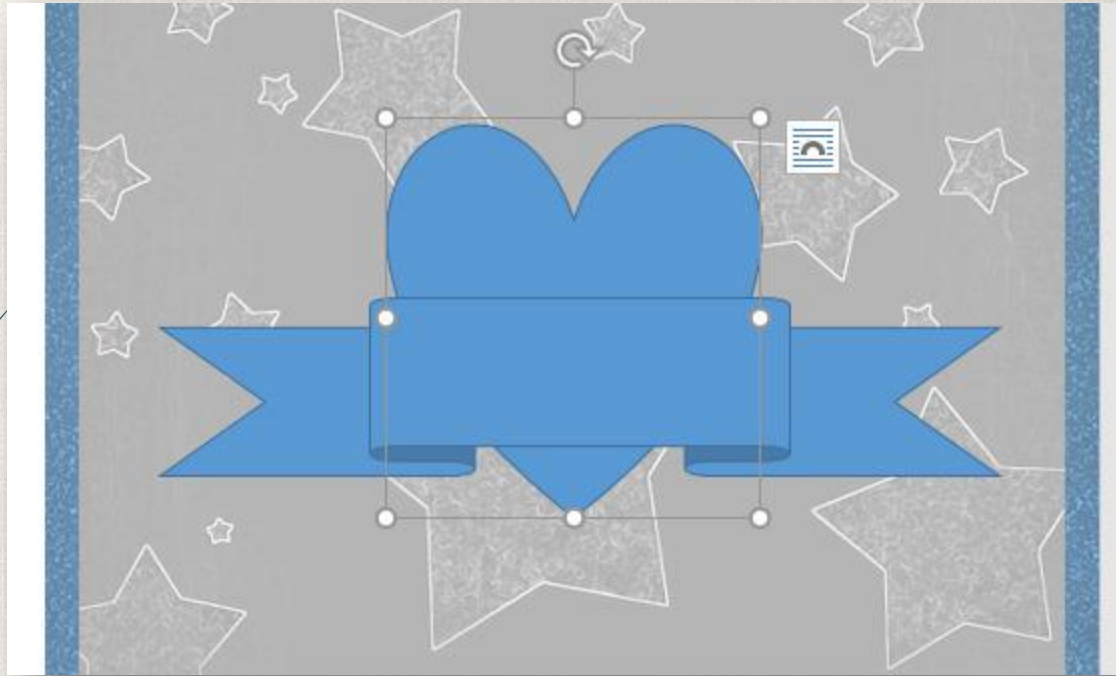
Changing the order of shapes

2. In the menu that appears, hover over **Bring to Front** or **Send to Back**. Several ordering options will appear. Select the desired ordering option. In this example, we'll choose **Send to Back**.



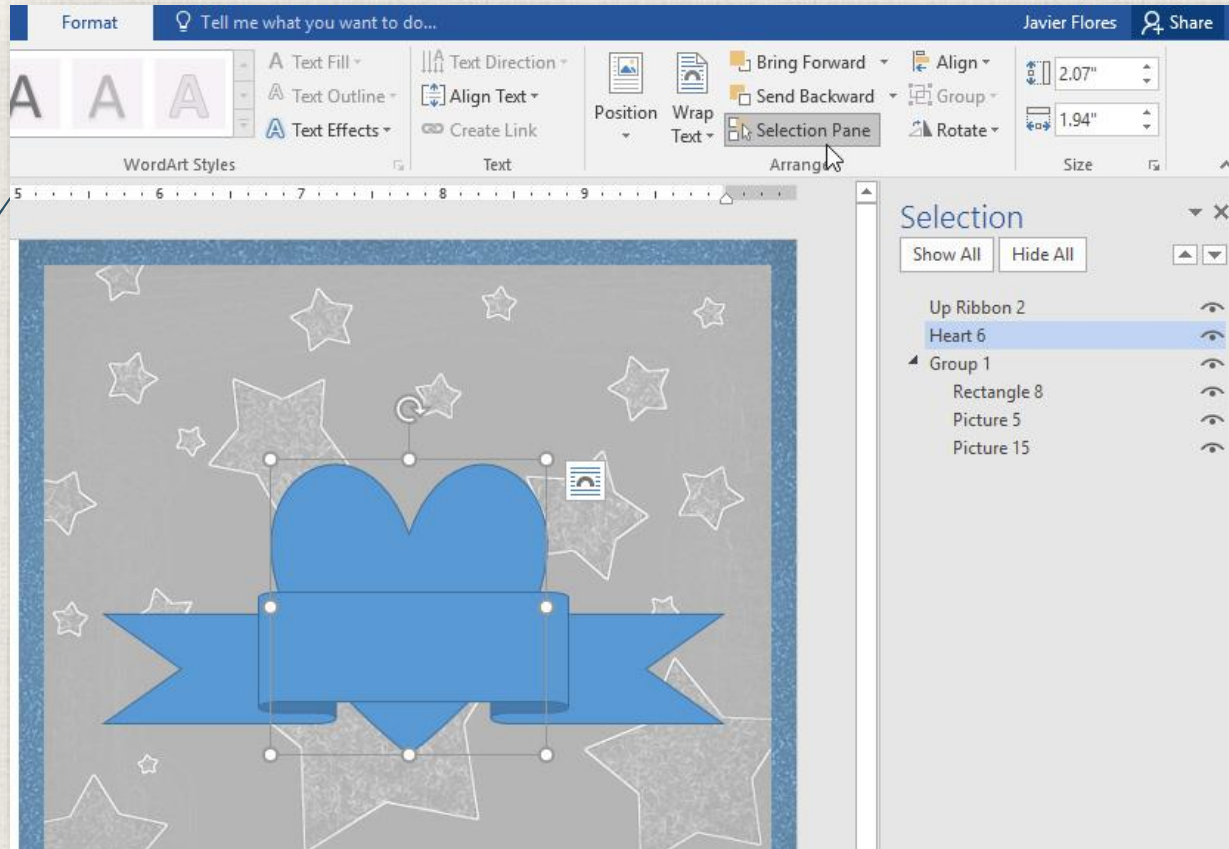
Changing the order of shapes

3. The order of the shapes will change.



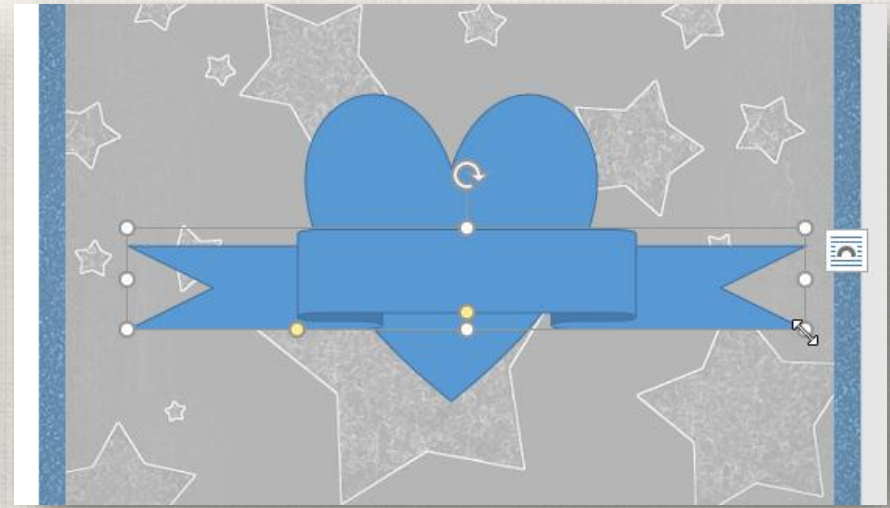
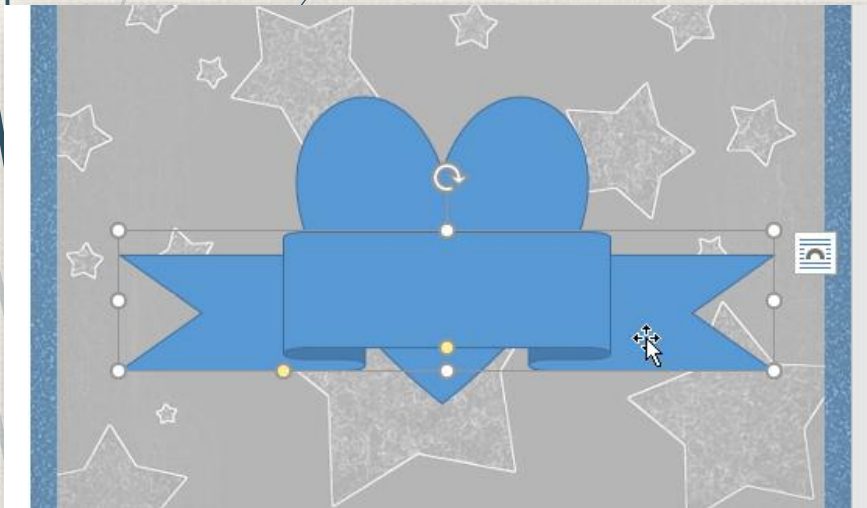
Changing the order of shapes

- If you have several shapes placed on top of each other, it may be difficult to select an individual shape. The **Selection pane** allows you to select a shape and drag it to a new location. To access the Selection pane, click **Selection Pane** on the **Format** tab.



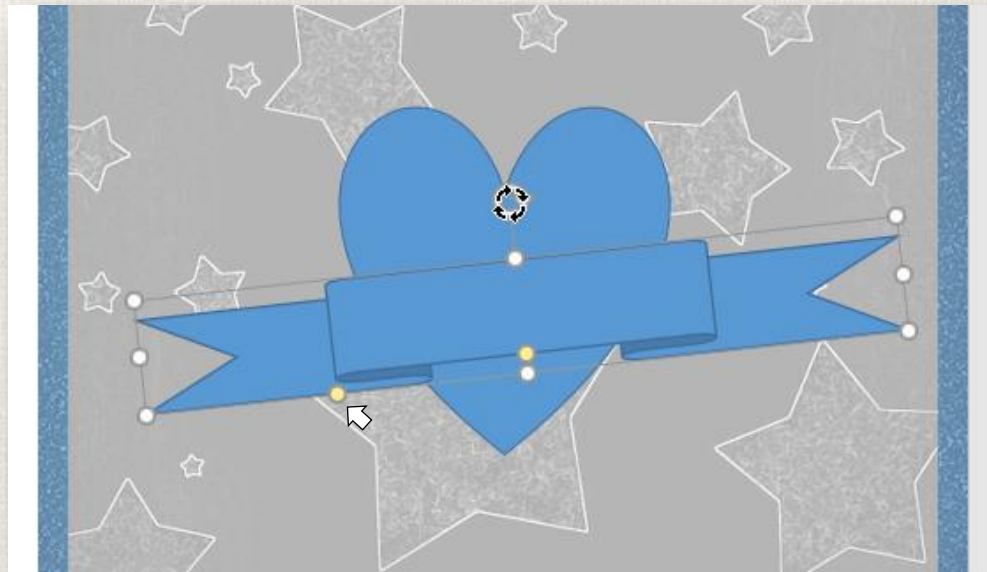
Resizing a shape

1. Select the shape you want to resize. **Sizing handles** will appear on the corners and sides of the shape.
2. Click and drag the **sizing handles** until the shape is the desired size. You can use the corner sizing handles to change the shape's **height** and **width** at the same time.



Resizing a shape

3. To rotate the shape, click and drag the rotation handle.
 - ❖ Some shapes also have one or more **yellow handles** that can be used to modify the shape. For example, with banner shapes you can adjust the position of the folds.



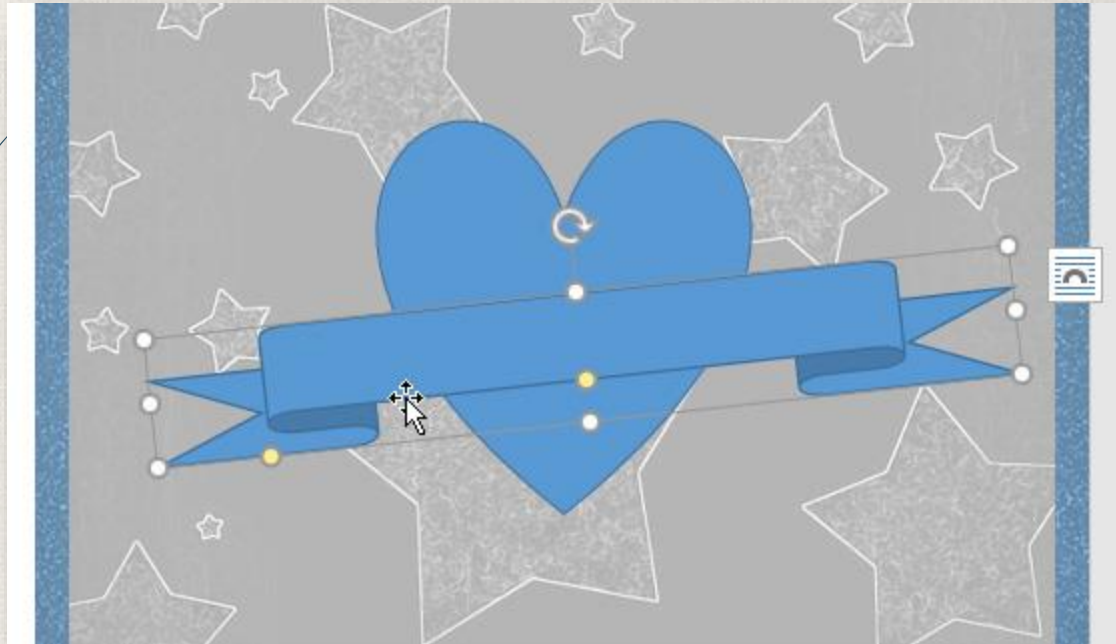
Modifying Shapes

- ▶ Word allows you to modify your shapes in a variety of ways so you can tailor them to your projects. You can **change** a shape into a **different shape**, **format a shape's style and color**, and add various **effects**.

Changing the shape style

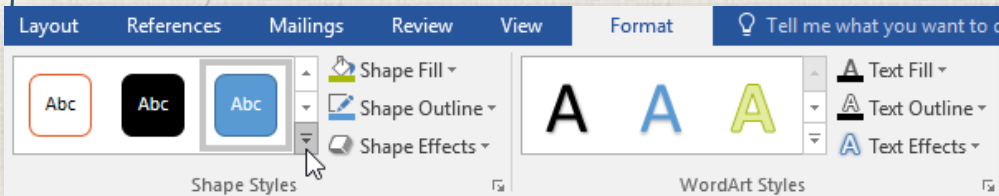
Choosing a **shape style** allows you to apply preset colors and effects to quickly change the appearance of your shape.

1. Select the shape you want to change.

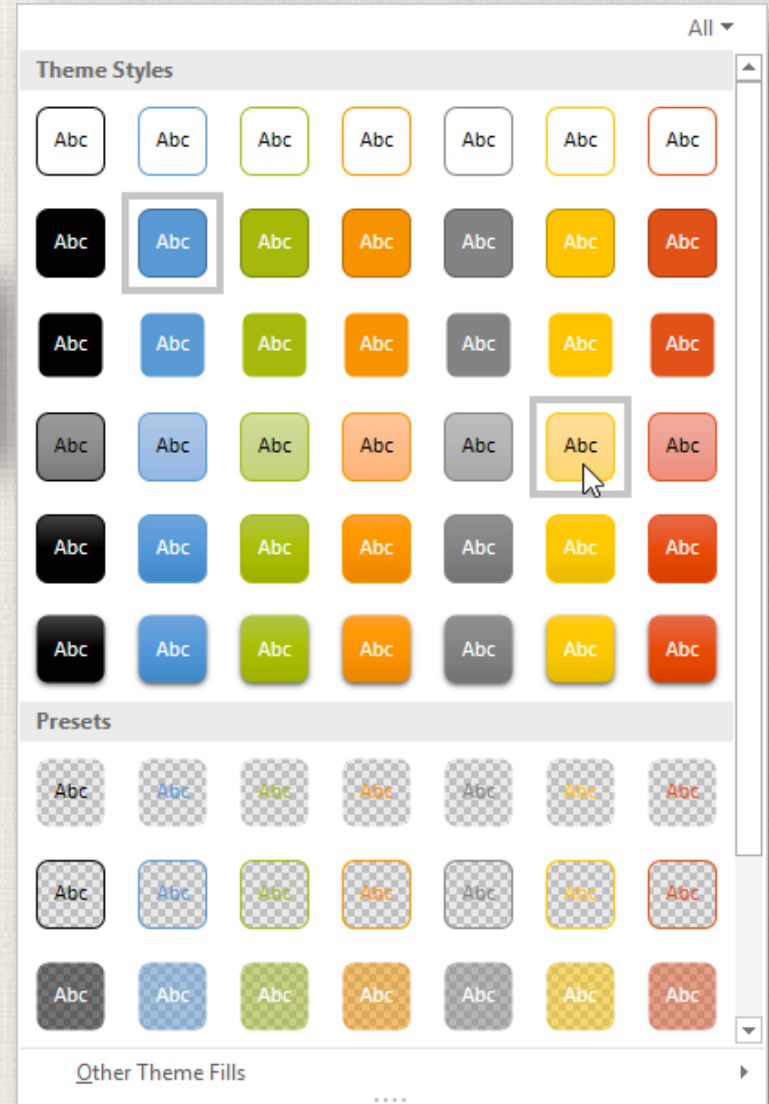


Changing the shape style

2. On the **Format** tab, click the **More** drop-down arrow in the **Shape Styles** group.

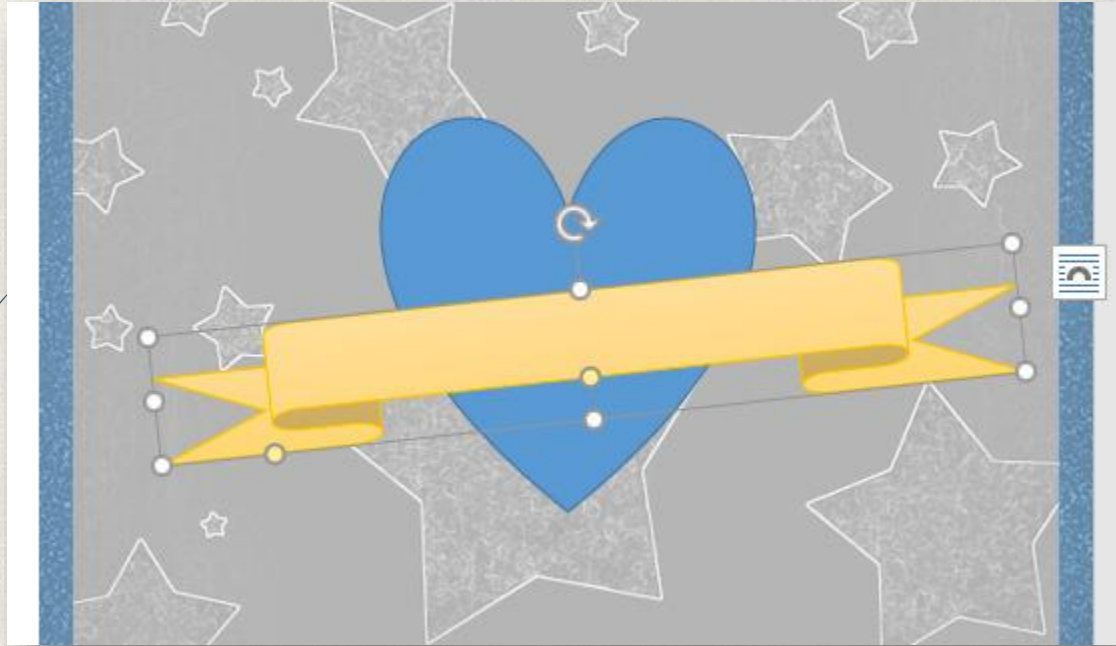


3. A drop-down menu of styles will appear. Select the **style** you want to use.



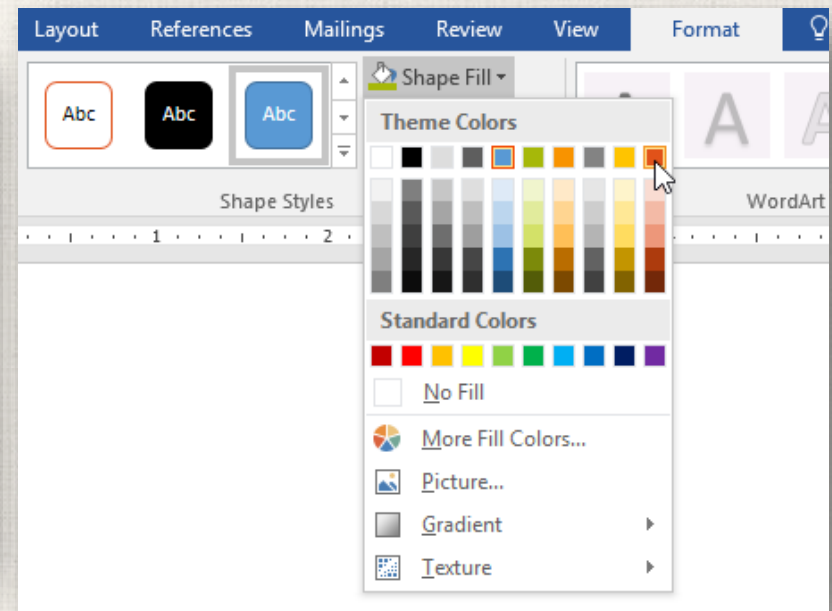
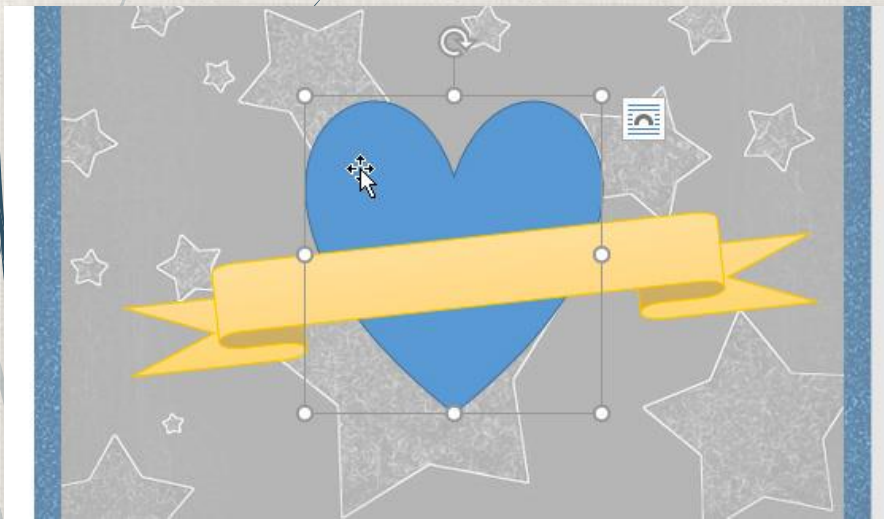
Changing the shape style

4. The shape will appear in the selected style.



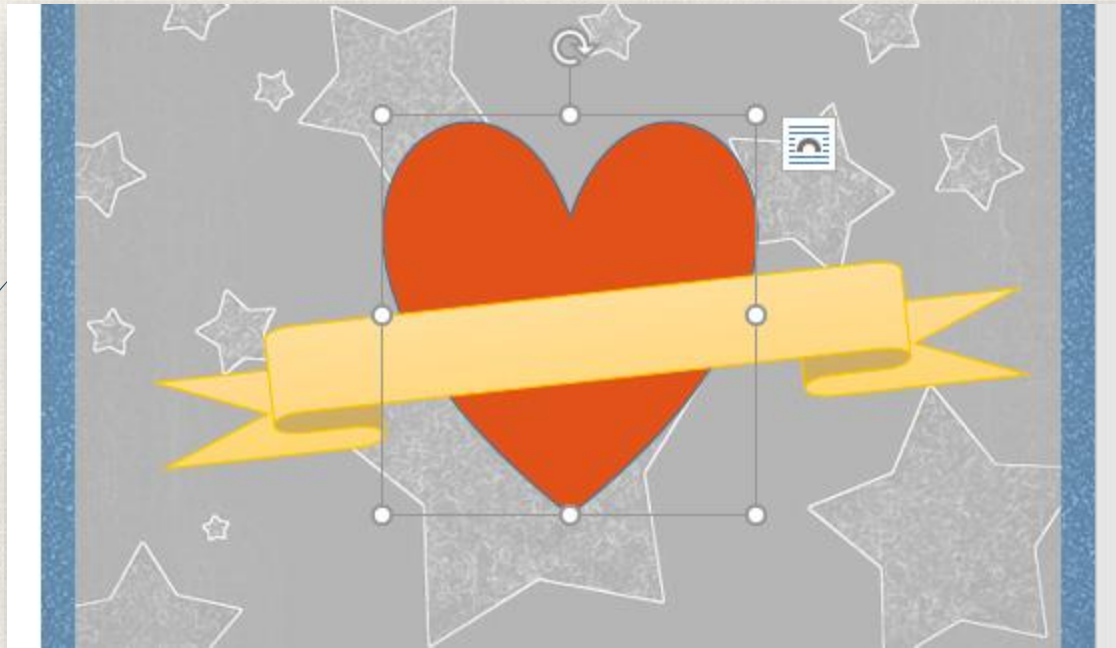
Change the shape fill color

1. Select the shape you want to change.
2. On the **Format** tab, click the **Shape Fill** drop-down arrow. Select the **color** you want to use. To view more color options, select **More Fill Colors**.



Change the shape fill color

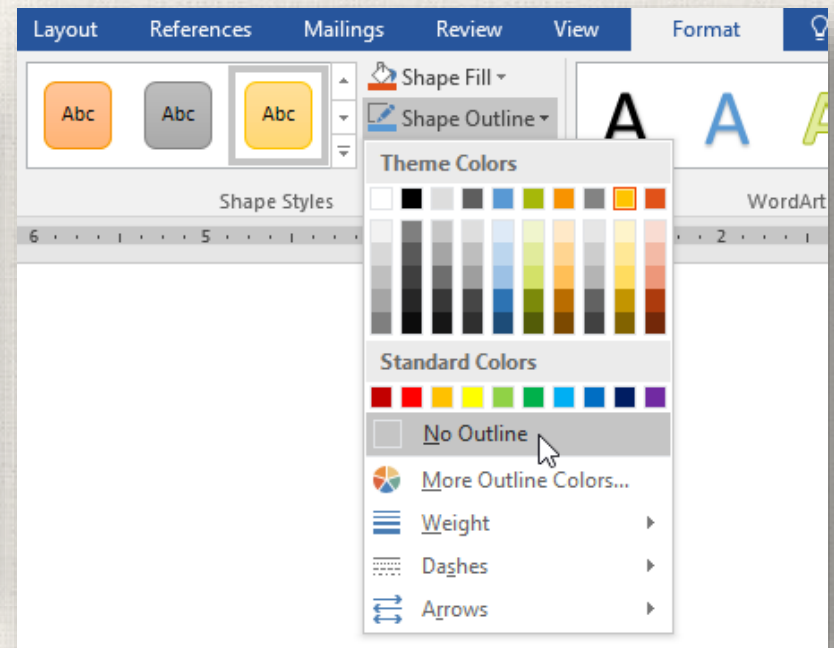
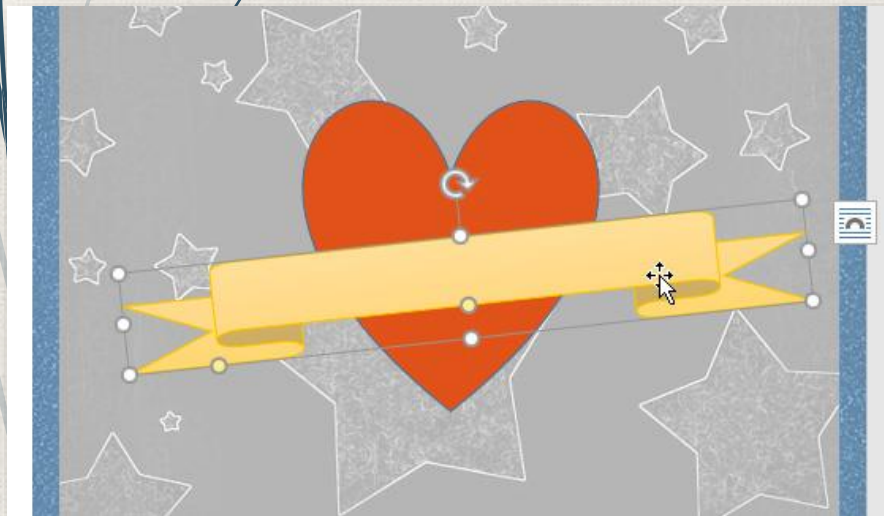
3. The shape will appear in the selected fill color.



If you want to use a different type of fill, select **Gradient** or **Texture** from the drop-down menu. You can also select **No Fill** to make it transparent.

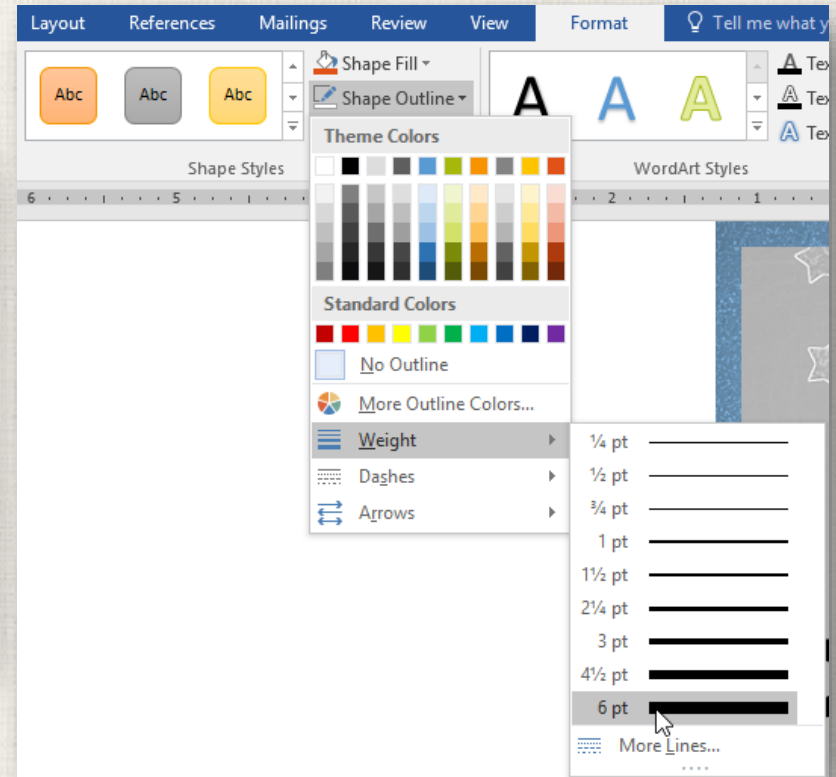
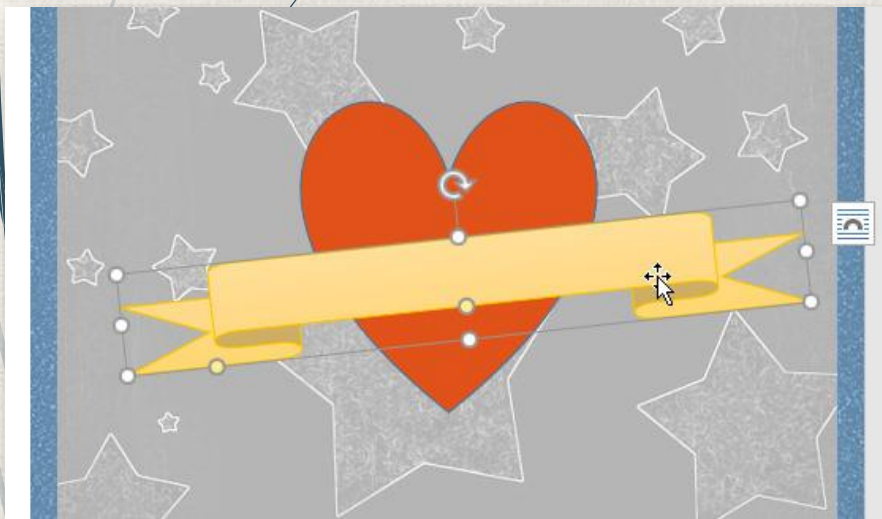
Changing the shape outline

1. Select the shape you want to change.
2. On the **Format** tab, click the **Shape Outline** drop-down arrow. The **Shape Outline** menu will appear.
3. Select the **color** you want to use. If you want to make the outline transparent, select **No Outline**.



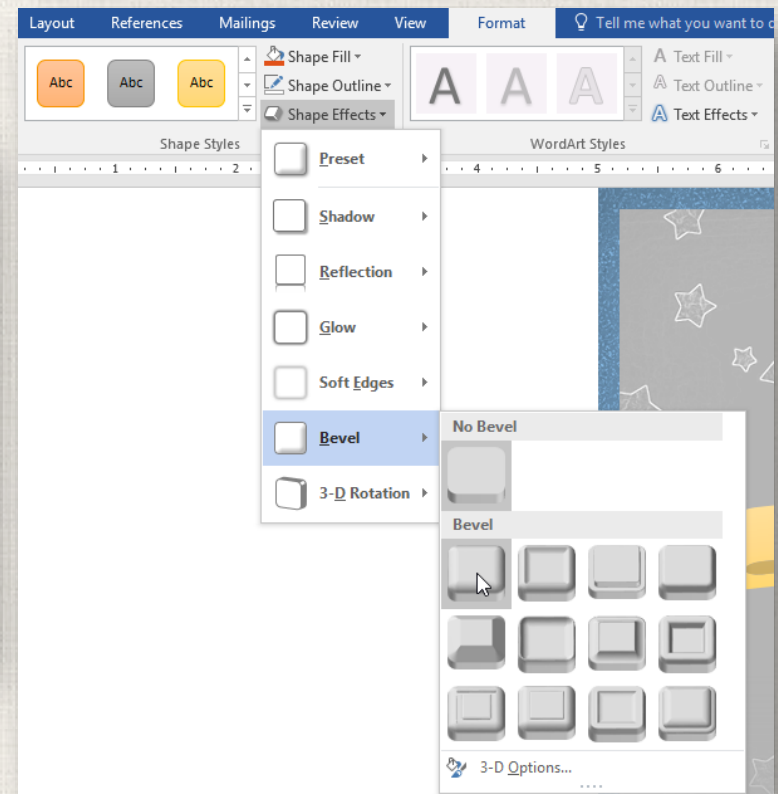
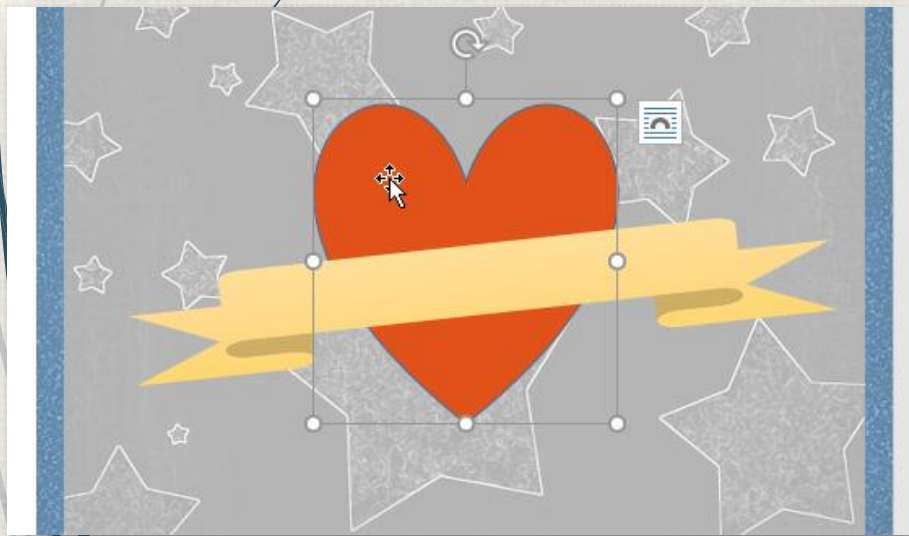
Changing the shape outline

4. The shape will appear in the selected outline color.
- ❖ From the drop-down menu, you can change the outline **color**, **weight** (thickness), and whether it is a **dashed** line.



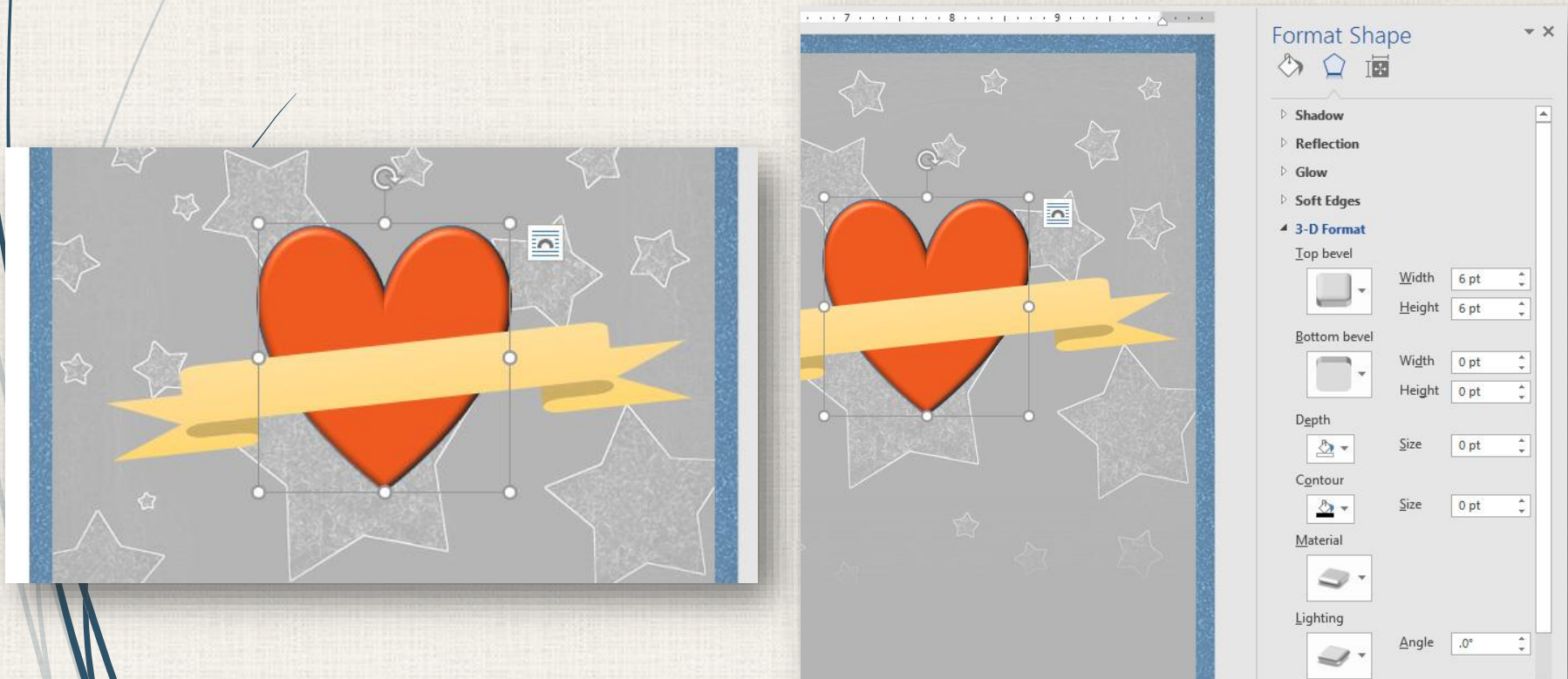
Adding shape effects

1. Select the shape you want to change.
2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, hover the mouse over the style of effect you want to add, then select the desired preset effect.



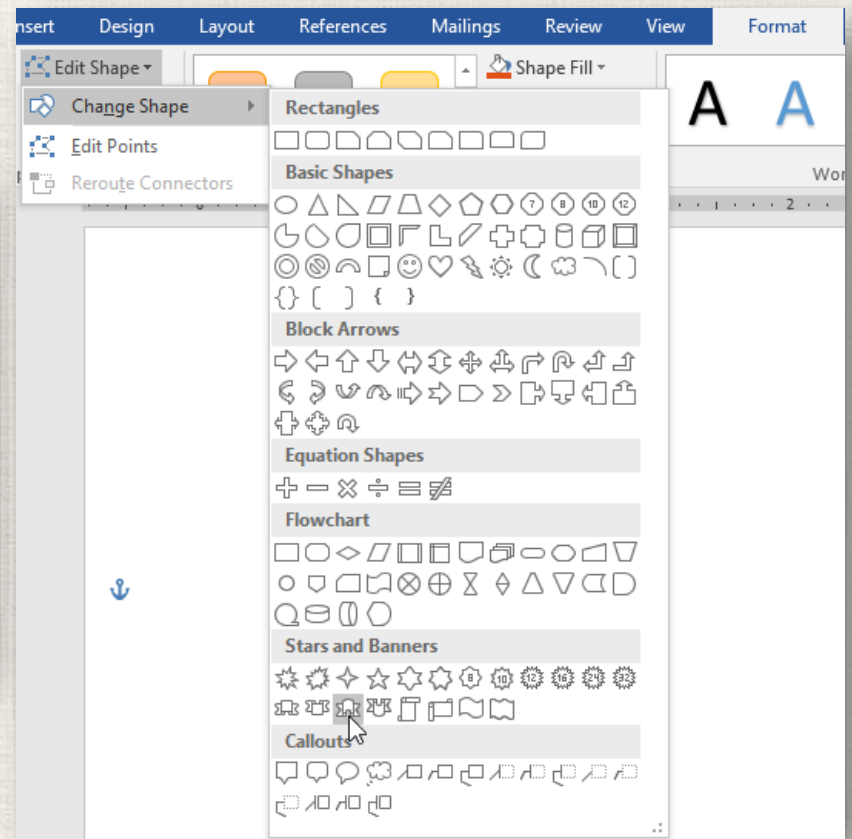
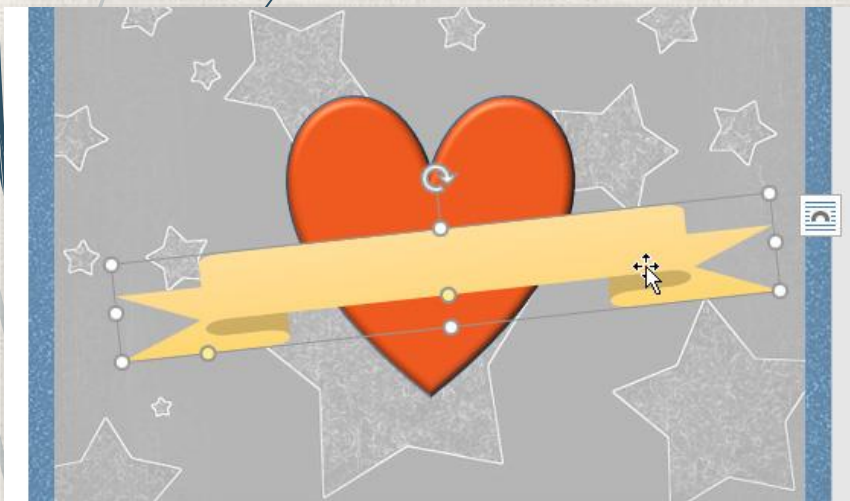
Adding shape effects

3. The shape will appear with the selected effect.
 - ❖ To further adjust your shape effects, select **Options** at the end of each menu. The Format Shape pane will appear, allowing you to customize the effects.



Changing to a different shape

1. Select the shape you want to change. The **Format** tab will appear.
2. On the **Format** tab, click the **Edit Shape** command. In the menu that appears, hover the mouse over **Change Shape**, then select the desired **shape**.



Practice

- Open our **practice document**.
- On the right side of the page, insert a **cloud shape** from the **Basic shapes** group. **Hint:** Shape names appear when you hover over them.
- Change the **shape outline** to gray.
- Change the **shape fill** to white.
- Under the **Shape Effects** drop-down menu, add a **Circle Bevel**.
- On top of the cloud, insert a **Sun shape** from the **Basic shapes** group.
- Change the **shape style** to your choice of a **Gold** style. **Hint:** Style names appear when you hover over them. Make sure the style name has the word **Gold** in it.
- Send the sun shape **backward** so it is behind the cloud shape.
- If needed, move the cloud shape so the sun is peeking out from behind it.





THE END

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