

The Microsoft Office Drawing Toolbar (Introduction & Intermediate)

A Workshop for San Diego State University Faculty and Staff



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WHERE TO FIND HELP WHEN YOU NEED IT

Help from your Division/College's Computer Consultant

Some divisions and colleges have computer consultants assigned to them. You can contact these consultants when you need help. To determine if you have a consultant assigned to your division or college, look to: <http://rohan.sdsu.edu/~facstaff>

Help from the BATS Web Page

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University. You can access the BATS Web Page by pointing your browser to: <http://rohan.sdsu.edu/~bats/>

Help in the San Diego State University, Faculty Room

The Faculty Room is staffed Monday through Friday with computing consultants who will try to answer your questions.

Location: Adams Humanities, 1109
Phone Number: x45727
Semester Hours: 7:30am – 6:00pm Monday -Thursday
7:30am – 4:30pm Friday
Semester Intersession: 7:30am – 4:30pm Monday – Friday

Help from the Faculty Computing Help Line

Phone Number: x41348 **E-mail:** helpline@mail.sdsu.edu
Semester Hours: 7:30am – 6:00pm Monday – Thursday
7:30am – 4:30pm Friday
Semester Intersession: 7:30am – 4:30pm Monday – Friday

Help from the Staff Computing Help Line

Phone Number: x40824 **E-mail:** staffhelp@sdsu.edu
Semester Hours: 7:30am – 6:00pm Monday – Thursday
7:30am – 4:30pm Friday
Semester Intersession: 7:30am – 4:30pm Monday – Friday

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OVERVIEW

The Drawing Toolbar contains a powerful set of drawing tools that are available for use in the Microsoft Word, Excel and PowerPoint applications.

If you learn to use the tools in one of these applications, you will be able to use them in all three applications, even though there are some minor differences.

Viewing the Drawing Toolbar By default, when you open any of these applications, the Drawing Toolbar appears at the bottom of the screen.

If the Drawing Toolbar does not automatically appear at the bottom of the screen, it can be displayed by selecting **View** on the Menu Bar and then selecting **Toolbars** and **Drawing**.

Default Drawing Toolbar for Microsoft Word, Excel and PowerPoint



- Draw Menu
- AutoShapes Menu
- Selection Tool
- Line Tool
- Arrow Tool
- Rectangle Tool
- Oval Tool
- Text Box Tool
- WordArt Tool
- Insert Diagram or Org Chart Tool
- Insert Clip Art Tool
- Insert Picture Tool
- Fill Color Tool
- Line Color Tool
- Font Color Tool
- Line Style Tool
- Dash Style Tool
- Arrow Style Tool
- Shadow Tool
- 3D Tool

DRAW MENU

This menu offers a variety of drawing related tools:

Group If you have multiple objects in the document, you can select them all and then choose **Group**. This allows you to work with them as a single object.

Ungroup If you have grouped objects and you want to work with them individually, select **Ungroup**.

Regroup To regroup objects that were previously grouped; select one object in the group and choose **Regroup**. If you do not select an object prior to choosing **Regroup**, the last group of items that you previously “ungrouped” will be “regrouped” by default.

Order When you bring objects into your document, these objects are automatically “ordered” or “stacked” individually on top of each other as you insert them.

You have six options to choose from when stacking objects. To change the order in which objects are stacked:

1. Select an object.
2. From the **Draw Menu** choose **Order** and then select one of the following options:
 - **Bring to Front** - Brings the selected object to the very front (on top of all other objects).
 - **Send to Back** - Brings the selected object to the very back (behind all objects)
 - **Bring Forward** - Brings the selected object one step closer to the front
 - **Send Backwards** - Brings the selected object one step toward the back
 - **Bring in Front of Text** - Positions the object on top of text that is in the document.
 - **Send Behind Text** - Positions the object so that text is displayed over the object.

Grid An invisible matrix covers the entire page and it is used to align objects automatically. As you drag or draw an object it’s pulled into alignment with the nearest intersection of gridlines.

Snap to grid:

If **Snap to grid** is checked, when you move or nudge an object its corners align to the nearest intersection of the grid. Horizontal and vertical settings can be changed, as well as horizontal and vertical origins.

Snap Object to Other Objects:

This option aligns objects with other AutoShapes.

Nudge Use this selection to move objects in small increments. You can move the object up, down, right or left. The **arrow keys** on the keyboard perform the same function.

Align or Distribute Objects can be aligned with other drawing objects or they can be aligned in relation to the entire page.

To align objects:

1. Select an **object**.
2. From the **Draw Menu** choose **Align or Distribute** and then select one of the following options:
 - **Align left, right, top, bottom** - This aligns objects by their edges.
 - **Align center, middle**: This aligns objects horizontally (by their centers) or vertically (by their middles).
 - **Distribute horizontally, vertically**: This arranges objects equal distances from each other.
 - **Relative to page**: When this option is selected, this arranges the selected objects across the width of the page or the height of the page.

Rotate or Flip **NOTE:** Some objects (text boxes, bitmaps and some graphics) cannot be rotated or flipped.

Free Rotate (also a button on the Drawing Toolbar):

When you select an object and then choose this option, green handles appear at corners of selected object and the cursor turns into rotate symbol.

Place the cursor over a green handle, then drag a corner in the desired direction

Click outside the object to set the rotation.

Text Wrapping This tool enables you to dictate how a graphic interacts with text. There are a variety of options to choose from:

- **Square** - wraps text around all sides of the selected object. Some room remains between the object and the text.
- **Tight** - wraps text tightly around the edges of the actual image. Very little room remains between the object and the text.
- **Behind Text** - allows the text to flow over the image.
- **In Front of Text** - allows the text to flow behind or under the image.
- **Top and Bottom** - wraps text around the top and bottom of the selected object. Text stops above the object, and resumes below the object.
- **Through** - same as tight, but without a fixed outer wrapping

boundary. This option allows text to fill gaps in the image.

- **Edit Wrap Points** - This option enables you to control precisely where text wraps to refine your page layout - for example, to accommodate a long word that would otherwise wrap oddly.

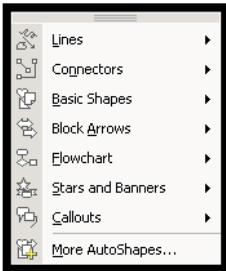
Reroute Connectors Allows you to reroute a “connector” that is connected to two objects so that the connection is made through the shortest distance.

Edit Points This option allows you to edit the wrap points around an object.

Change AutoShape This option allows you to change the selected object into any other shape, and it will maintain its size, colors and position.

Set AutoShape Defaults If you draw an object and then add customized colors and line styles, you can set these options as the default. Then every time you create an AutoShape it will display with your customized colors and line styles.

AUTOSHAPES



Many times you will want to draw something other than a rectangle, oval, line or arrow. There are seven categories of AutoShapes available.

AutoShapes can be resized, rotated, flipped, colored and combined with other shapes to make more intricate shapes.

Lines Lines can be used to create freeform shapes and scribbles.

Connectors Used to connect shapes and keep them connected.

Basic Shapes Here you will find some commonly used shapes including some 2D and 3D shapes.

Block Arrows The arrows in this category are fancier than the standard arrows drawn by the arrow tool.

Flowchart The most common symbols used in flowcharting are available here.

Stars and Banners These objects work well in flyers and newsletters.

Callouts These combination text boxes and arrows allow you to annotate anything on a page using a single object.

More AutoShapes A variety of additional AutoShapes are found in the Clip Art library.

SELECT OBJECTS



Since many drawings contain multiple objects, you may need to select these multiple objects at the same time.

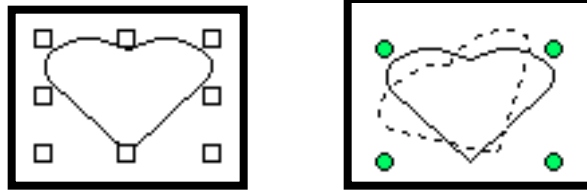
To select multiple objects, click on the **Select Objects** button and drag the pointer across all the objects you want to select. Only objects that are entirely within the selection area will be selected.

Another way to select objects with this tool is to click on one object, hold down the **Shift** key and select additional objects.

FREE ROTATE



Shapes and drawings can be rotated to any degree as needed. To use this feature, click on the Free Rotate button, and click on the object you want to rotate. Green rotation handles will appear on the object that was selected.



Click and drag the handles to the position you want, and then click once more on the Free Rotate button to turn rotation off.

LINES

Using the Drawing Toolbar you can draw lines, assign colors to the lines and assign styles to the lines

Line Tool To draw a line:



1. Activate the tool by clicking on the **Line Tool**.
2. Click in your document where you want the line and then draw the line.
3. When done, release the mouse button.

Line Color Tool To change the color of a line:

1. Select the line.
2. Click on the **small black arrow** to the right of the Line Color button.
3. From the pallet of colors presented, select the desired color.

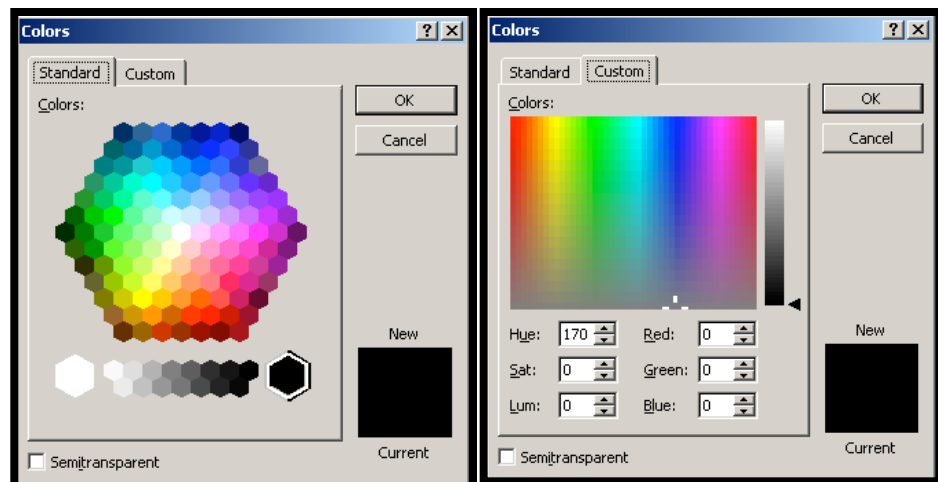


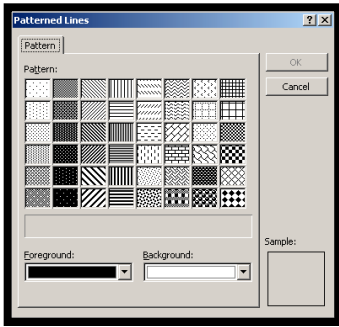
More Line Colors

If the desired color is not in the pallet of colors, click on the **More Line Colors** button.

You can choose additional colors from either the Standard or Custom tabs.

You can even make the object color semi-transparent by checking the **Semitransparent** box.





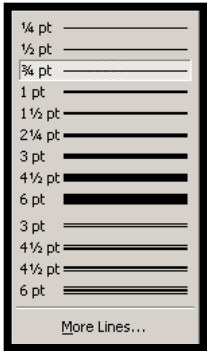
Patterned Lines

The Patterned Lines option enables you to choose from 48 different patterns, and you can customize the look by choosing different foreground colors and background colors.

Line Styles



By using the Line Styles tool, you can change the thickness and style of the line you've drawn.



More Lines

This option in the Line Styles menu takes you to the Format AutoShape window. Here you have the option of choosing unique beginning and ending styles.

Dash Style



This tool allows you to change your solid line into a variety of dash styles.

ARROWS



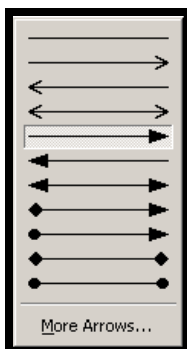
The Arrow button on the Drawing Toolbar provides you the option of adding a variety of arrows to your document.

Once you've drawn your arrow, you can use all of the features listed above for **LINES**. You can change the color of the arrow and assign styles and custom widths to the arrow.

Arrow Style



A separate button on the toolbar gives you the option of selecting a variety of arrow styles. Simply select the arrow, click on the **Arrow Style** button and choose the style of arrow you desire.



More Arrows

This option in the Arrow Styles menu takes you to the Format AutoShape window. Here you have the option of choosing unique beginning and ending arrow styles.

Dash Style



This tool allows you to change your solid arrow into a variety of dash styles.

RECTANGLE TOOL



Rectangles

Use the rectangle tool to draw rectangles and squares.

To draw a rectangle, click on the **Rectangle** button, click in the document and drag the mouse pointer to set the borders of the shape.

Squares

To resize the rectangle, select the rectangle and then drag a sizing handle until the desired size is shown.

To draw a square, click on the **Rectangle** button, hold down the **Shift** key, click in the document and drag the mouse pointer to set the borders of the shape.

To draw a one-inch square, click on the **Rectangle** button, click in the document and release the mouse button.

To resize the square, hold down the **Shift** key when dragging a corner-sizing handle.

OVAL TOOL

Use the oval tool to draw ovals and circles.

Ovals

To draw an Oval, click on the **Oval** button, click in the document and drag the mouse pointer to set the borders of the shape.

To resize the oval, select the **Oval** and then drag a sizing handle until the desired size is shown.

Circles

To draw a circle, click on the **Oval** button, hold down the **Shift** key, click in the document and drag the mouse pointer to set the borders of the shape.

To draw a one-inch circle, click on the **Oval** button, click in the document and release the mouse button.

To resize the circle, hold down the **Shift** key when dragging a corner-sizing handle.

TEXT BOX TOOL



Text boxes are very handy when inserting text over an image or into a blank location in a document. Text boxes keep paragraphs of text and graphics together so they can be moved as one object.

If you insert a Text Box and turn off the borders, the resulting text appears as if it is a part of the document.

When you first select a Text Box the border consists of several forward slashes (/). If you click on the border, the border will change to dots.

Create A Text Box



To create a Text Box, click on the **Text Box** tool, then click on the page and start typing. All the text you type will stay enclosed in the Text Box.

Move a Text Box

To move a Text Box, select the border of the box (dots). Your cursor will turn into a four-headed arrow.

NOTE: If you click in the Text Box, you will be in editing mode and you cannot move the Text Box in this mode.

Format Text In A Text Box

To format the text in a Text Box, select the border of the box (dots) and then apply the desired formatting commands.

Text Box Toolbar



Text boxes have their own toolbar that appears when a text box/object is selected.

The buttons work as follows:

- The first button allows you to link the current Text Box with another empty Text Box, such that if too much information is contained in one Text Box, it can “spill over” into the next Text Box.
- The next button will break the connection.
- The following two will move between linked Text Boxes.
- The final button allows you to place text on its left side then its right side, and then back to normal.

WORDART



WordArt allows you to create fancy text objects. These objects can be resized and customized. However, you cannot use spell check on WordArt, nor can you use the Find and Replace feature of Word.

To create a WordArt object:

1. Click on the **WordArt button** on the Drawing Toolbar. The WordArt Gallery appears.
2. Double click on any of the 30 designs. The Edit WordArt Text dialog box will open.
3. Enter your desired text.
4. Make any font changes desired and click on “OK”.

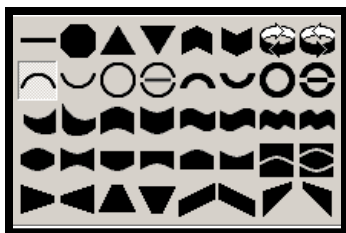
WordArt Toolbar



Once the WordArt is created, it can be edited through the use of the WordArt toolbar.

To access the toolbar, click on the WordArt object. The buttons from left to right work as follows:

- **Insert WordArt** - Allows you to create a new WordArt object.
- **Edit Text** - You can change the text of the existing WordArt object.
- **WordArt Gallery** - Allows you to change the style of WordArt originally selected to any of the other available styles.
- **Format WordArt** - Allows you to add or delete lines from the object, color the lines and change the color of the object itself.
- **WordArt Shape** - You have 40 additional shapes that you can apply to the text.
- **Free Rotate** - Allows you to rotate the WordArt object.
- **Text Wrapping** - Allows you to determine how the WordArt object interacts with regular text on the document.
- **WordArt Same Letter Heights** - Makes the lowercase letters the same height as the uppercase letters.
- **WordArt Vertical Text** - Stacks the text vertically in the document.
- **WordArt Alignment** - Provides alignment options.
- **WordArt Character Spacing** - Allows you to tighten or loosen the letter spacing of the text in a WordArt object.



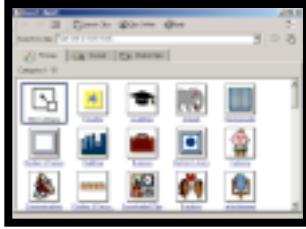
INSERT CLIPART TOOL



Insert a Clip

What is the Clip Gallery?

You can use the Clip Gallery to preview a wide variety of pictures, photographs, sounds, and video clips that you can insert in your documents.



To insert a clip:

1. Click **Insert Clip Art** on the Drawing toolbar. The Clip Gallery will open.
2. Select a Category by clicking on the **object**. A variety of images will appear.
3. Select an image to insert into your document. A window will open and all you need to do is select the button at the top of the menu. Your clip will be inserted into your document.

Search For a Specific Clip

To search for a specific clip on a specific topic:

1. Click **Insert Clip Art** on the Drawing toolbar, select **Picture**, then select **Clip Art**. The Clip Gallery will open.
2. Enter a keyword describing the specific topic in the window in the "Search for Clips" window.
3. Press the <ENTER> key and clips matching the keyword will be displayed.

Search for On-line Clip Art

Microsoft provides a variety of free clip images on their site. To access these images:

1. Click **Insert Clip Art** on the Drawing toolbar, select **Picture**, then select **Clip Art**. The Clip Gallery will open.
2. Click on the **Clips Online** icon at the top of the window. **NOTE:** You must use Internet Explorer for this to work.
3. Enter your search criteria in the **Search Window**. Click on the **GO** button. Clips matching your criteria will be displayed.
4. Put a check mark by the desired clip and click on the **Download # Clip(s)** link.
5. When the next window displays, click on the **Download Now** button.

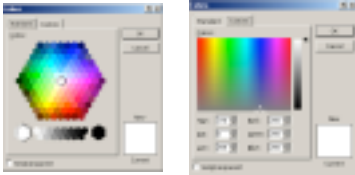
The clip(s) will be downloaded to your computer and will be placed in the Downloaded Clips category in the Clip Gallery.

FILL COLOR TOOL

This tool controls the color, pattern or effect inside a drawing object.



More Fill Colors



To add color to an object:

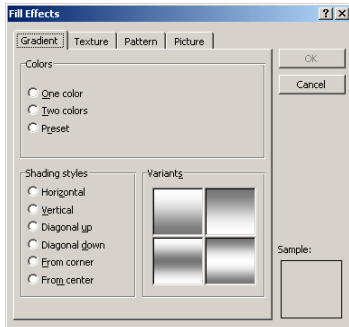
1. Select the **drawing object** you want to change.
2. Click the **arrow** next to Fill Color button.
3. Click on the **color** you want to use.

If you don't see the color you want, click **More Fill Colors**. Click a color on the **Standard** tab, or click the **Custom** tab to mix your own color, and then click **OK**.

These windows allow you to mix your own colors and in the lower right corner of the window you can see how the new color looks compared to the original color.

Fill Effects

You can also add gradients, texture, patterns and pictures to drawing objects.



If you select the **Gradient** tab you are given the option to use preset gradients or you can use custom gradients using one or two colors. You also have the option of choosing how the gradients appear (horizontally, vertically or diagonally).

If you choose the **Texture** tab, you are presented with 24 textures that you can add to your drawing object.

If you choose the **Pattern** tab, you are presented with 48 different patterns. You can select the foreground and background colors for any pattern.

If you choose the **Picture** tab, you can select a picture to fill the drawing object.

FONT COLOR TOOL

This tool enables you to change the color of any font in your document. Simply select the font you want to work with, then click on the arrow to the right of the button and you will be provided with a pallet of colors to choose from.



SHADOW TOOL



This tool allows you to instantly add a 50-percent gray drop-shadow to the border of a line or a shape.

To add a shadow:

1. Click on the **object** you want to have a shadow.
2. Click on the **Shadow button** on the Drawing Toolbar.
3. Choose from among the 20 preset shadows displayed.

Shadow Settings Toolbar



If you want to adjust the shadow's position and color, select Shadow Settings and the Shadow Settings toolbar will appear. The toolbar gives you the following options:

- **Shadow On/Off** - A toggle to turn the shadow effect on and off.
- **Nudge Shadow Up/Down** - Moves the shadow up or down.
- **Nudge Shadow Left/Right** - Moves the shadow left or right.
- **Shadow Color** - Allows you the opportunity to change the color of the shadow.

3-D TOOL



This tool allows you to give a two dimensional drawing object depth.

To add a 3-D effect:

1. Click on the **object** you want to have the effect.
2. Click on the **3-D button** on the Drawing Toolbar.
3. Choose from among the 20 preset 3-D effects displayed.

3-D Settings Toolbar



If you want to adjust the 3-D effect, select 3-D Settings and the 3-D Settings toolbar will appear. The toolbar gives you the following options:

- **3-D On/Off** - A toggle to turn the 3-D effect on and off.
- **Tilt Up/Down** - Moves the shadow slightly up or down.
- **Tilt Left/Right** - Moves the shadow slightly left or right.
- **Depth** - Controls the amount of applied depth.
- **Direction** - Controls the direction of the applied depth.
- **Lighting** - Controls the direction and the intensity of the light.
- **Surface** - Provides four different surfaces to choose from.
- **3-D Color** - Allows you to change the color of the effect.