Using the draw and other special features of MicroSoft Word

The draw menu is a convenient way to draw and illustrate objects. The draw tool bar may be located at the bottom on your Word document.

If it is not, go to View on the menu bar, select toolbars and then select the drawing tool bar. It should appear at the bottom of your screen.

1. Open a new Word document, and type your name at the top.

2. Create a line:  
a. Click on AutoShapes, move up to lines and click on the straight line. Draw a line on your word document. To delete the line, click on it and then hit the delete key on your keyboard.

2. Create a circle:  
a. Click on AutoShapes, move up to basic shapes and click on the oval shape. Drag you mouse to create a circle on your word document. To make sure that you have a circle, right click on the circle, choose format autoshape, click on the tab for size and make the width and height the same number.

3. Make a stick figure with the line and circle shapes. Once you have it finished, group all you parts together by clicking on one of them, then hold down the shift key. Continuing clicking on the rest of the lines and circles. When you have them all, right click on the figure, then choose group. All the parts will become one group.
Click out of your drawing canvas and start a new drawing.

4. Adding fills to the shapes: Create a rectangle using the AutoShapes menu. Select it and then choose the paint bucket on the toolbar. Choose the color you like and fill the rectangle.

5. Making a prism: Go to autoshapes and choose one of the three dimensional figures. Drag your mouse to make the shape.

6. Making a two dimensional figure – three dimensional: Go to autoshape and choose a two dimensional figure. (Not all of the figures will do this). Then go to the very last option on your drawing toolbar, click on it. Select one of the options. The figure should become three dimensional.

7. Adding features to your stick figure: Copy your stick figure. Use the shapes and fill to create a nose and mouth. Make a callout with some words by: 1. selecting the stick figure and then going to autoshapes and selecting callouts. Drag the call out to a size and type some words in it. The yellow box lets you put the corner in the stick figure’s mouth.