

Drawing a Canvas in MS Word

The purpose of the drawing canvas is to help you organize your drawing objects. Essentially, it provides a container for the pieces and parts that make up your drawing. The drawing canvas is initially transparent and has no border around it, but you can change those settings using the same techniques that you use to change colours and borders on other drawing objects.

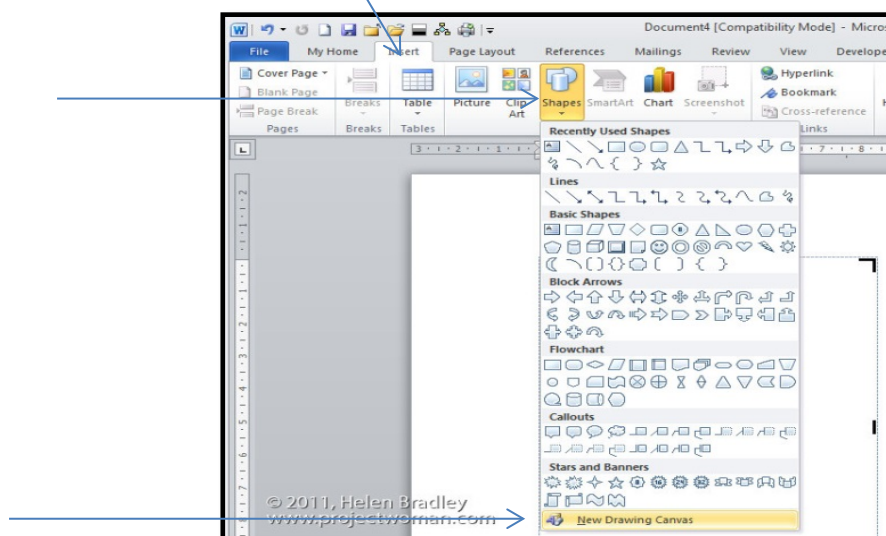
Remember that the drawing canvas is supposed to be an organizational aid. As such, it comes in very handy when you are creating a drawing that contains several individual drawing objects. For instance, you might combine different shapes to create a complex drawing. **If those shapes are contained within the drawing canvas, then they are easier to manage as a whole.**

If you are simply adding one or two independent drawing objects to your document, then the drawing canvas will be of little value. For instance, you don't need the drawing canvas if you are simply adding an arrow, line, or a circle to your document.

There is one **benefit** to using the drawing canvas that you should be aware of—it allows you **to use connectors between shapes**. Connectors are lines that stay "connected" to set points on a shape. If you move the shapes that are connected by a connector line, then the line expands, contracts, or moves as necessary to keep the connection in place. **Connector lines are available only within a drawing canvas.**

Follow these steps to create a drawing canvas for holding lines and shapes:

1. Place the cursor roughly where you want the **drawing canvas** to be.
2. Go to the **Insert** tab.
3. Click the **Shapes** button and choose **New Drawing Canvas** at the bottom of the drop-down list.
4. The Drawing Canvas will be inserted where you position cursor.
5. Select a shape or object and click inside the Canvas.



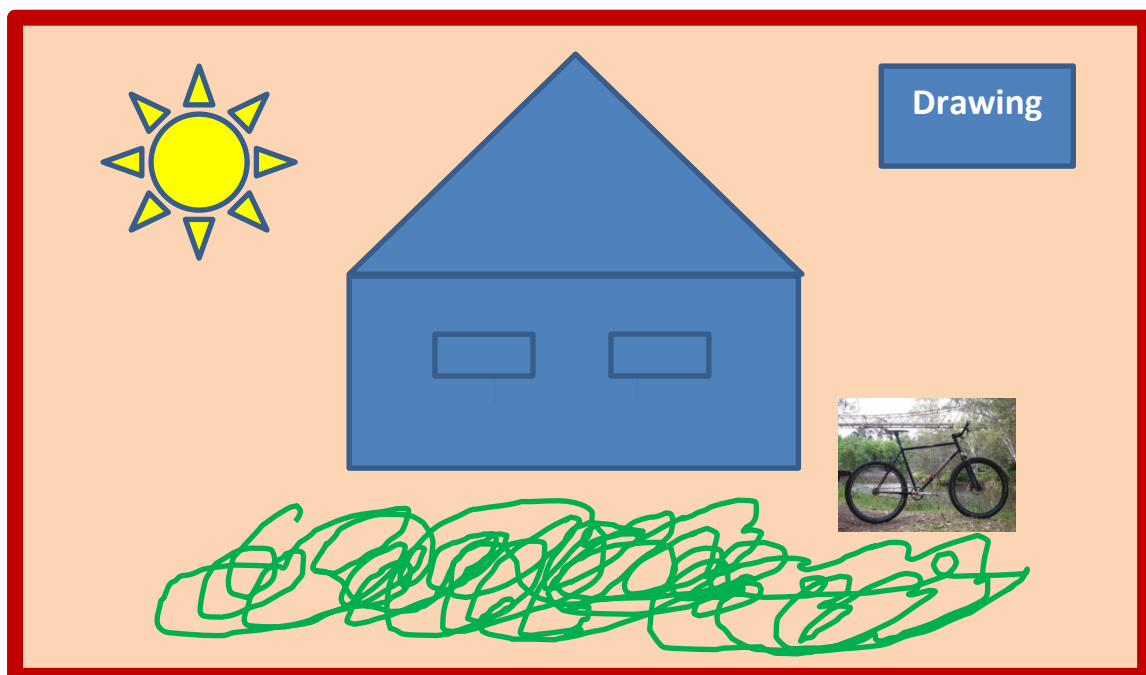
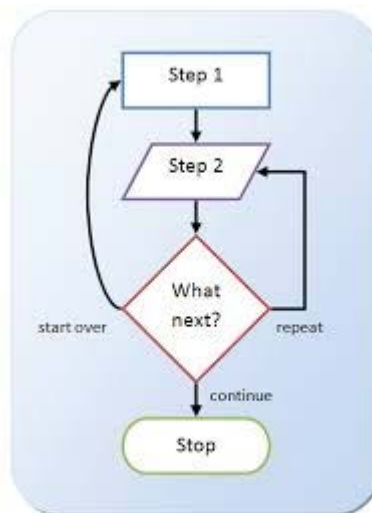
You can resize, format, and move the Canvas, use fill colour, patterns and textures to the background, add a border, text box, insert shapes, clip art, pictures, lines, add a label, add a caption, draw a chart, group and move the objects. **Add flow charts with connectors.**

Align the objects on the canvas. To align the objects, press and hold CTRL while you select the objects that you want to align. On the **Format** tab, in the **Arrange** group, click **Align** to choose from an assortment of alignment commands.

Group selected shapes. Select several shapes at a time by pressing CTRL on your keyboard and clicking each shape you want to include in the group. On the **Format** tab in the **Arrange** group, click **Group** so that all of the shapes will be treated like a single object.

To create a flow chart in Canvas, on the **Format** tab, in the **Insert Shapes** group, click a Flow chart shape. Under **Lines**, choose a connector line such as the **Curved Arrow Connector**.

Flow Chart

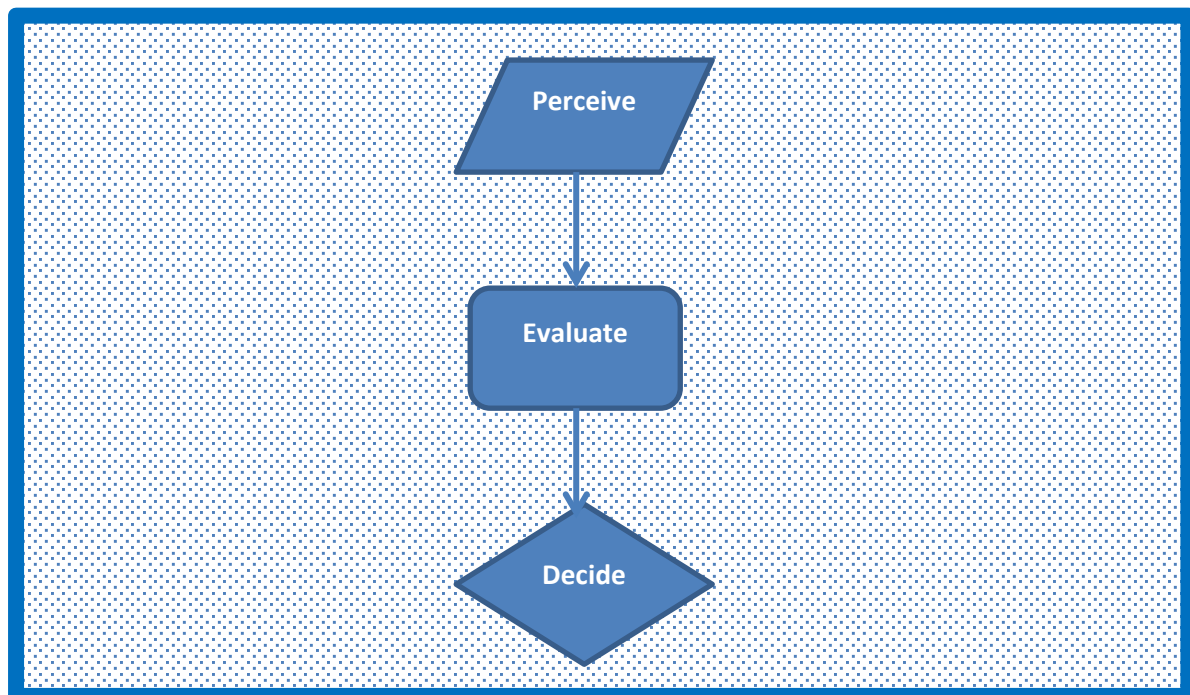


Photos and Clip Art with Caption



Figure 1 Jack & Maria in Poland

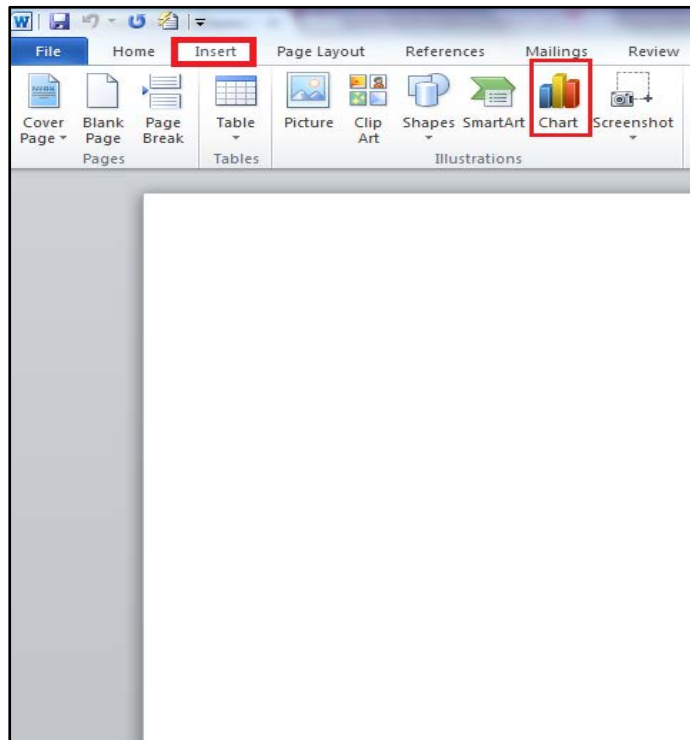
Process Chart



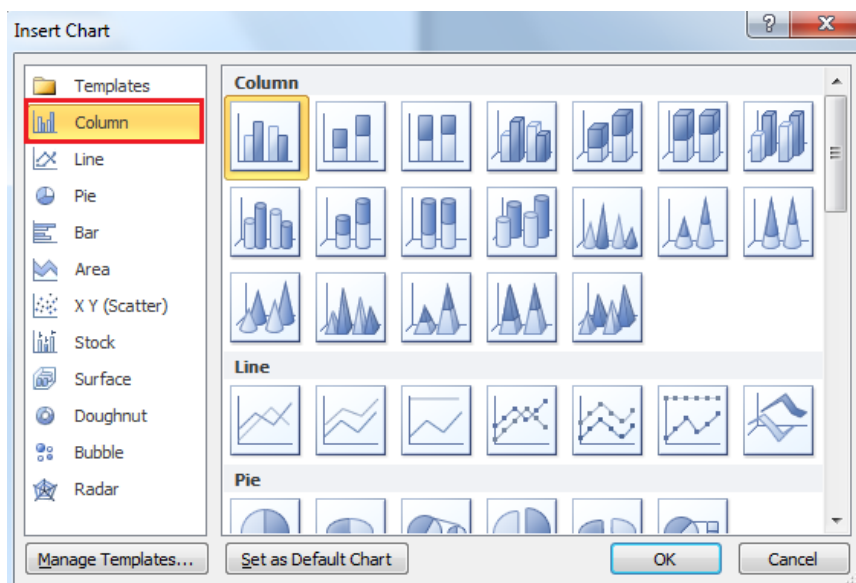
How to Insert Charts in Word 2010

When you insert a chart into a document created in Microsoft Word, a sample chart is embedded in the document. The data used to plot the sample chart is stored in an Excel worksheet that is associated with the Word file. You have full access to the same powerful charting features as you do in Excel and PowerPoint. There is no need to create a chart in Excel and then import it to Word, because the capabilities are the same.

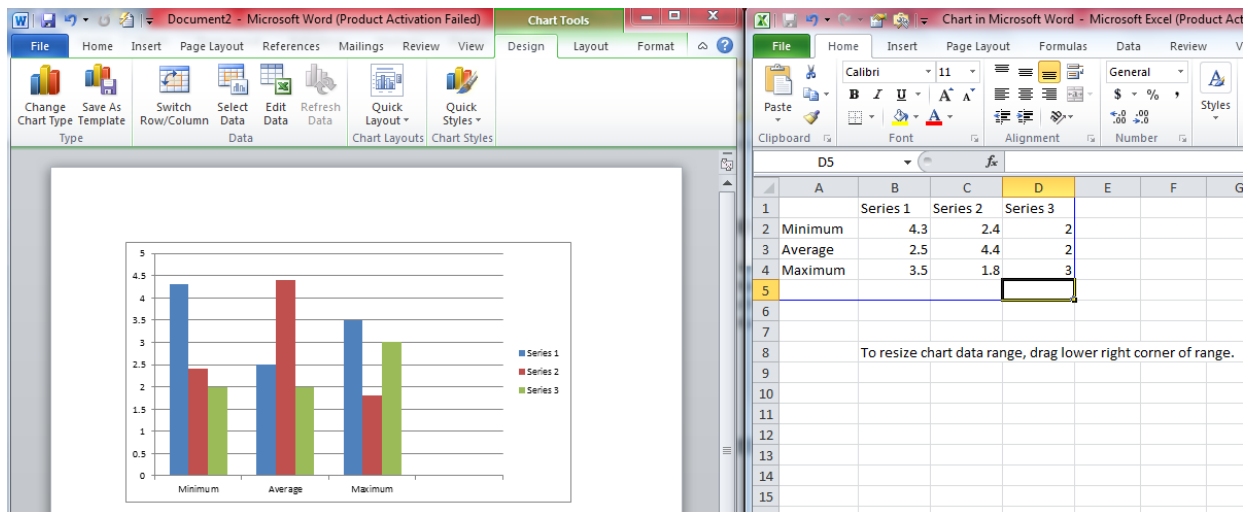
1. On the Insert tab, click Chart. The Insert Chart dialog box opens.



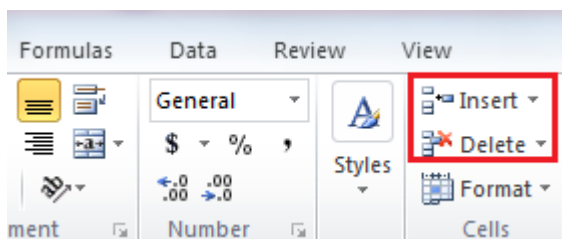
2. In the left pane, click the desired chart type, and then click OK.



3. Microsoft Excel opens, displaying a sheet containing dummy data for the chart. (Word remains open in its own window, and the two windows are arranged side by side.)

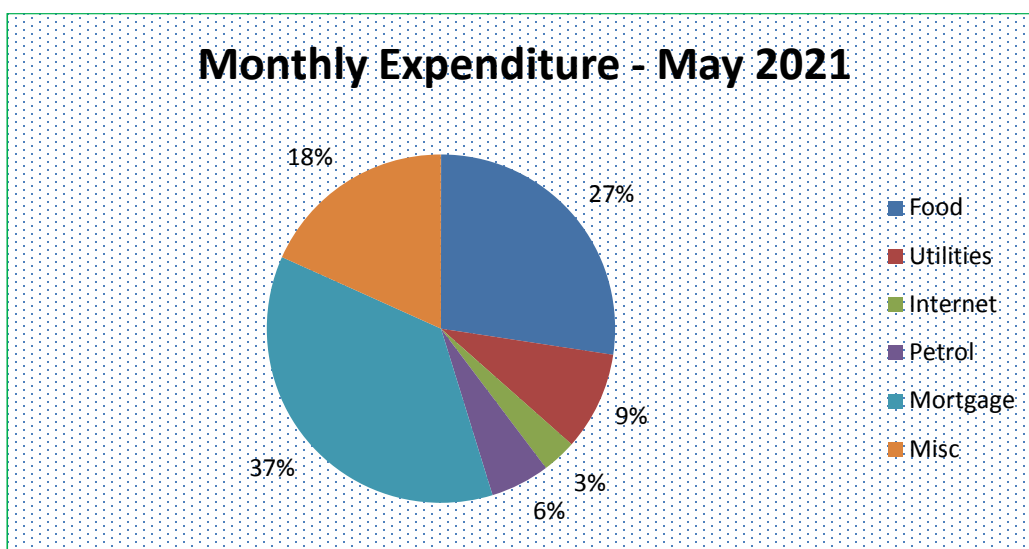


4. Change the data in Excel as needed. Edit both the numbers and the labels. You can insert or delete rows and columns as needed; the chart automatically reflects them.



5. Close the Excel window to switch to the Word window to view the chart. Right click inside the chart and from the drop down menu choose editing or formatting options.

Example of a Pie Chart



Example of a Column Chart

Monthly CD Sales

