



Marie Babyanss

September 2020 IT Club

**Hillingdon U3A
IT Club
21.09.2020**

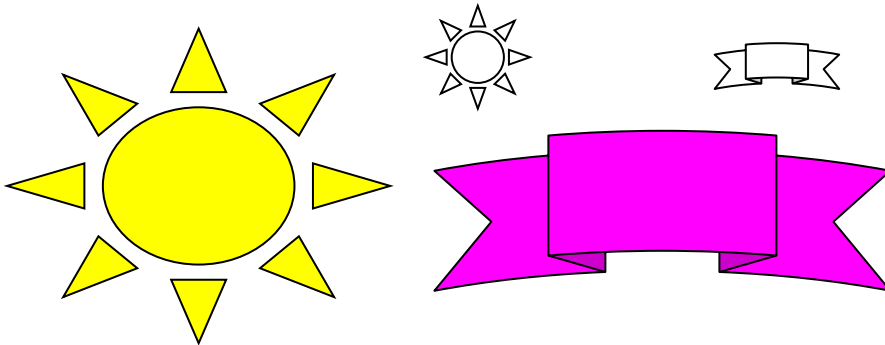
Summary of Contents:

**Inserting and formatting shapes and other art forms in
MS Word 2010:**

- **Shapes & Lines**
- **New Drawing Canvas**
- **Box Borders & Page Border**
- **Clip Art & Pictures**
- **Word Art**
- **Text Boxes**
- **Change Text Direction**
- **Drop Cap**
- **Symbols**
- **Subscript/superscript**
- **Quick Parts**
- **Smart Art**
- **Charts**

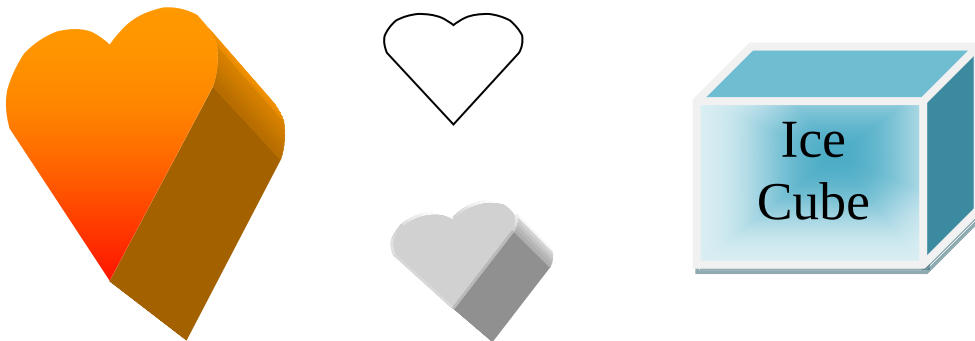
Insert Shapes/Draw Shapes

On the Menu bar in Microsoft Word, select the '**Insert**' tab, and from the options available, select '**Shapes**'. Your mouse pointer will change to a + sign. **Move the mouse and click**, hold down and drag it to insert the shape inside your document. When the frame is the required size, let go of the mouse button. You may resize or delete the shape as required.



Change fill colour and fill effects of shapes

Right click inside the shape, select '**Format AutoShapes**', and from the drop down menu, make the changes you require.



To insert text inside a shape

Right click inside the shape and select '**Add Text**' from the menu. Start typing and when finished, click outside the shape.



Insert a text box; change text direction

Click on the 'Text Box' icon on the toolbar and draw it inside your document. Start typing your text. You can change the text direction, and format the text box.

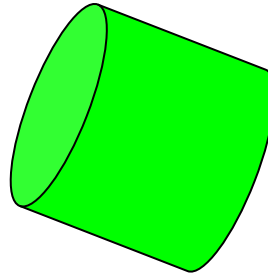
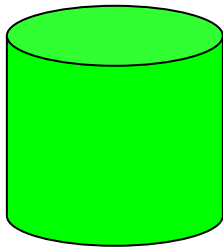
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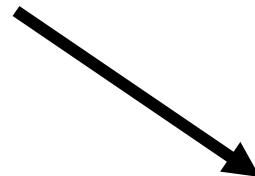
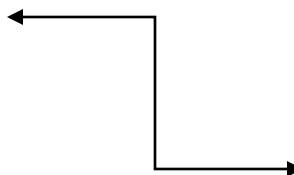
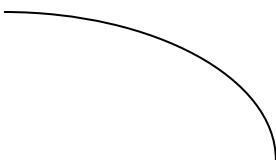
HALLOWEEN

Rotate a shape

Select the shape, and click and hold the mouse down on the single green dot above the shape, till you achieve the desired angle. Click outside the shape.

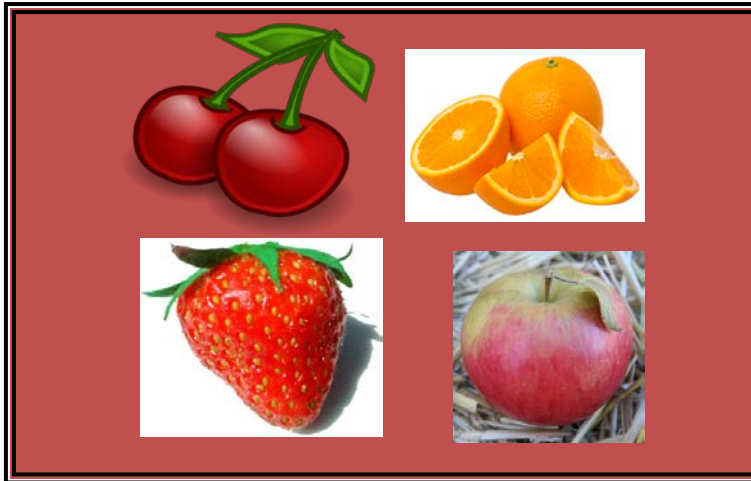


Insert Lines



Insert 'New Drawing Canvas'

From 'Shapes' in the **Insert** toolbar, select 'New Drawing Canvas'. It enables you to insert multiple objects in one space which makes it easy to move them around together rather than one-by-one.



Insert WordArt

Welcome

Happy Birthday

Insert ClipArt and Pictures

Crop ClipArt and Pictures



Wrap text around a picture



The Spanish City of Granada is set beneath the Sierra Nevada mountain range. The city is dominated by the clay red walls of Alhambra Palace which houses the finest examples of Moorish art and architecture. Many painters, poets and writers have been inspired by the grandeur of the region.

Insert Drop Caps

‘Drop Caps’ are simply that one letter at the beginning of a chapter or book that is larger than the rest: Example:

Jaguars live mainly on the ground, especially in rain forest. Found in South American tropics, jaguars eat capybaras and peccaries and sometimes hunt large domestic species including cows.

Insert Symbols

Insert symbols that are not on your keyboard, such as copyright symbols, trademark symbols, and Unicode characters:

© √ * { } € ® ¾ ¸

Superscript or subscript text

A superscript or subscript is a number, figure, symbol, or indicator that is smaller than the normal line of type and is set slightly above it (superscript) or below it (subscript). When you add a trademark, copyright, or other symbol to your presentation, you might want the symbol to appear slightly above the rest of your text. If you’re creating a footnote, you might also want to do this with a number.

Examples:	
Subscript	Superscript
H ₂ O	Registered Trademark [®]

Use the Superscript or Subscript buttons

1. Select the text or number you want.
2. Go to **Home** and from **Font** toolbar, select **Superscript**  or **Subscript** .

Use keyboard shortcuts to apply superscript or subscript

1. Select the text or number that you want.
2. For superscript, press Ctrl, Shift, and the Plus sign (+) at the same time.

For subscript, press Ctrl and the Equal sign (=) at the same time. (Do *not* press Shift.)

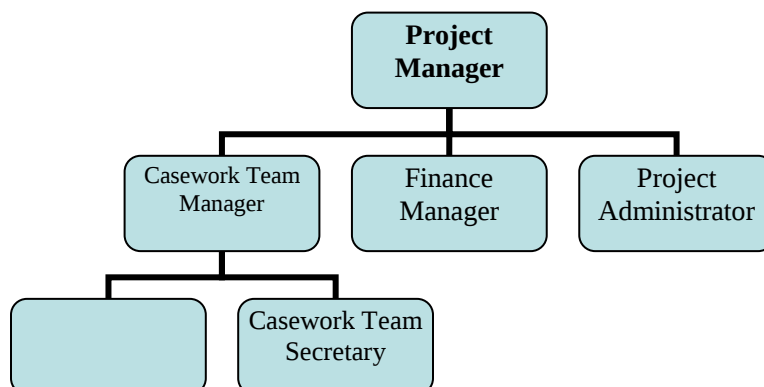
Insert Page Borders

Page borders are inserted for the whole document, in the form of either Line Borders or Art Borders. From the **'Home'** tab, select the icon for Borders and Shading and follow the instructions.

Insert Quick Parts

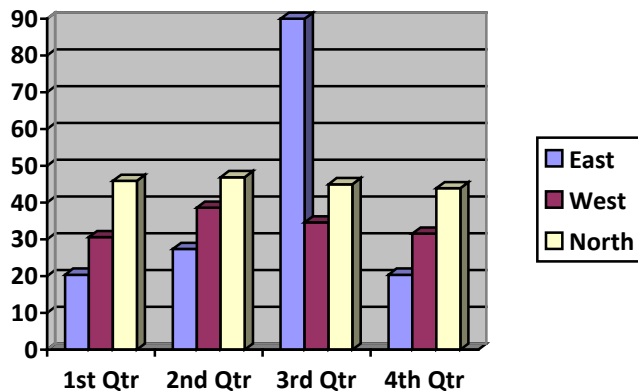
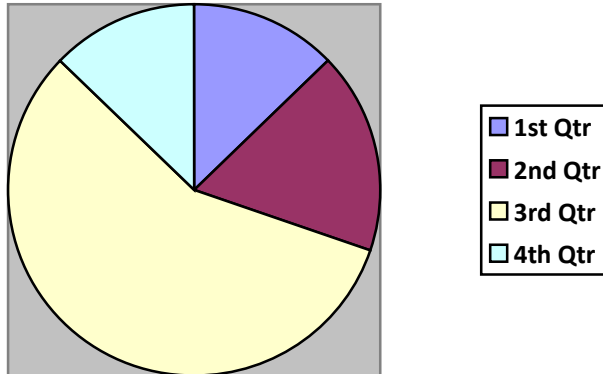
Use **Quick Parts**, such as the one I have used for the covering page of this document. Click on the **Quick Part** icon on the **Insert** toolbar and select from the options available. Then insert your text.

Insert Smart Art



Insert Charts

You can insert charts in a Word document. It will automatically open a spreadsheet where you would be able to enter your own data to obtain a corresponding chart result. From the **'Insert'** menu select **'Charts'**, and enter data if you are familiar with Excel Charts:



Useful links

<https://www.howtogeek.com/school/microsoft-word-document-formatting-essentials/lesson4/>

<https://howtech.tv/office/how-to-work-with-shapes-in-microsoft-word-2010/>