





















Drawing Toolbar

The Drawing Toolbar is used to create objects and images in a document. The illustration below shows what each toolbar button is. It also describes each of the buttons and what that button is used for. The options on the Drawing toolbar are available in all the Office 2003 programs.

Button	Image	Used to:
Draw		Perform tasks such as Align or Distribute objects, change the order of the objects on the page, to rotate or flip the object, etc.
Select Objects		Select text or objects in a document and to group objects so they appear as one.
AutoShapes		Draw different shapes from predefined lists. Examples of AutoShapes are Stars and Banners, Lines, Flowchart, Basic Shapes, Block Arrows, and Callouts.
Line		Draw a straight line in a document. If the Shift key is held down, it will be easier to draw a perfectly straight line.
Arrow		Draw an arrow in a document. To draw a straight arrow, hold down the Shift key while drawing the arrow.
Rectangle		Draw a rectangle shape in a document. If the Shift key is held down while drawing, the shape will become a square.
Oval		Draw an oval shape in a document. If the Shift key is held down while drawing, the shape will become a circle.
Text Box		Insert a box into a document where text may be input. This allows the text to be moved around and positioned in a document to call attention to a particular item.
Insert WordArt		Insert different text effects into a document.
Insert Diagram or Organization Chart		With this version of Office, it is very easy to insert Diagrams and Organization Charts into a document or presentation. Click this button to perform that task.
Insert ClipArt		Insert graphics into a document. The ClipArt Task Pane will appear.
Insert Picture		This option will open the My Pictures window. From there it is possible to select a picture to insert into the document.
Fill Color		Add or change color to an object, WordArt, or ClipArt image.
Line Color		Change the outside border of an object, a table, WordArt, or ClipArt image.
Font Color		Change the color of the text in a whole document or within a text box or table.
Line Style		Change the style of a line in a Table, WordArt, or an object. To draw a straight line, hold down the Shift key while drawing the line.

Button	Image	Used to:
Dash Style		Change the style of a line. The lines will appear as dashes. To draw a straight line, hold down the Shift key while drawing the line.
Arrow Style		Change the shape and style of an arrow. There are several types of arrows to choose from.
Shadow Style		Add a shadow to WordArt, an object, ClipArt, or a text box. A shadow will add emphasis to the object.
3-D Style		Add a 3-D effect to an object, ClipArt, WordArt, or a text box. This will add additional emphasis to each of the objects.