





















DRAWING TOOLBAR

The Drawing Toolbar is used to create objects and images in a document. The options on the Drawing toolbar are available in all the Office XP programs. The table below provides an illustration and description of each of the buttons on the Drawing Toolbar.

Button	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, and so forth.
Select Objects	 Select text or objects in a document and to group objects so they appear as one.
Auto Shapes	 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. If the Shift key is held down, it will be easier to draw a perfectly straight 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. This feature is known as WordArt.
Insert Diagram or Organization Chart	 Easily insert Diagrams and Organization Charts into a document or presentation.
Insert ClipArt	 Insert graphics into a document. The ClipArt Task Pane will appear when this button is clicked.
Insert Picture	 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 for 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.
Dash Style	 Change the style of a line. Draws the line with dashes.
Arrow Style	 Change the shape and style of an arrow.

Button	Used to:
Shadow	 Add a shadow to WordArt, an AutoShape object, ClipArt, or a text box.
3-D Style	 Add a 3-D effect to an object, ClipArt, WordArt, or a text box.