






## Drawing Toolbar

The Drawing Toolbar is used to create objects and images in a document. The table below describes each of the buttons and what it is used for.

| Button  | Used to:   |
|---|--|
| <b>Draw</b>                                    | 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.  |
| <b>Select Objects</b>                          | Select text or objects in a document and to group objects so they appear as one.   |
| <b>AutoShapes</b>                              | Draw different shapes from predefined lists. Examples of AutoShapes are Stars and Banners, Lines, Flowcharts, Basic Shapes, Block Arrows, and Callouts.                                  |
| <b>Line</b>                                    | Draw a straight line in a document. If the Shift key is held down, it will be easier to draw a perfectly straight line.  |
| <b>Arrow</b>                                   | Draw an arrow in a document. If the Shift key is held down, it will be easier to draw a perfectly straight arrow.  |
| <b>Rectangle</b>                               | Draw a rectangle shape in a document. If the Shift key is held down while drawing, the shape will become a square.   |
| <b>Oval</b>                                   | Draw an oval shape in a document. If the Shift key is held down while drawing, the shape will become a circle.   |
| <b>Text Box</b>                              | 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.                       |
| <b>WordArt</b>                               | Insert different text effects into a document.   |
| <b>Insert Diagram or Organization Chart</b>  | Insert a diagram or organization chart into a document. With this version of Office, it is very easy to insert Diagrams and Organization Charts. Click this button to perform that task. |
| <b>ClipArt</b>                               | Insert graphics into a document. The ClipArt Task Pane will appear.  |
| <b>Insert Picture</b>                        | Open the My Pictures window. From there it is possible to insert a picture that has been downloaded from the Web or obtained from another source into the document.                      |
| <b>Fill Color</b>                            | Add or change the color of an object, WordArt, or ClipArt image.   |
| <b>Line Color</b>                            | Change the outside border of an object, a table, WordArt, or a ClipArt image.  |
| <b>Font Color</b>                            | Change the color of the text in a whole document or within a text box or table.  |
| <b>Line Style</b>                            | Change the style of a line in a Table, WordArt, or an object.  |

| <b>Button</b>      |   | <b>Used to:</b>   |
|--------------------|---|---|
| <b>Dash Style</b>  |  | Change the style of a line. Makes the line with dashes.         |
| <b>Arrow Style</b> |  | Change the shape and style of an arrow.                         |
| <b>Shadow</b>      |  | Add a shadow to WordArt, an object, ClipArt, or a text box.     |
| <b>3-D</b>         |  | Add a 3-D effect to an object, ClipArt, WordArt, or a text box. |