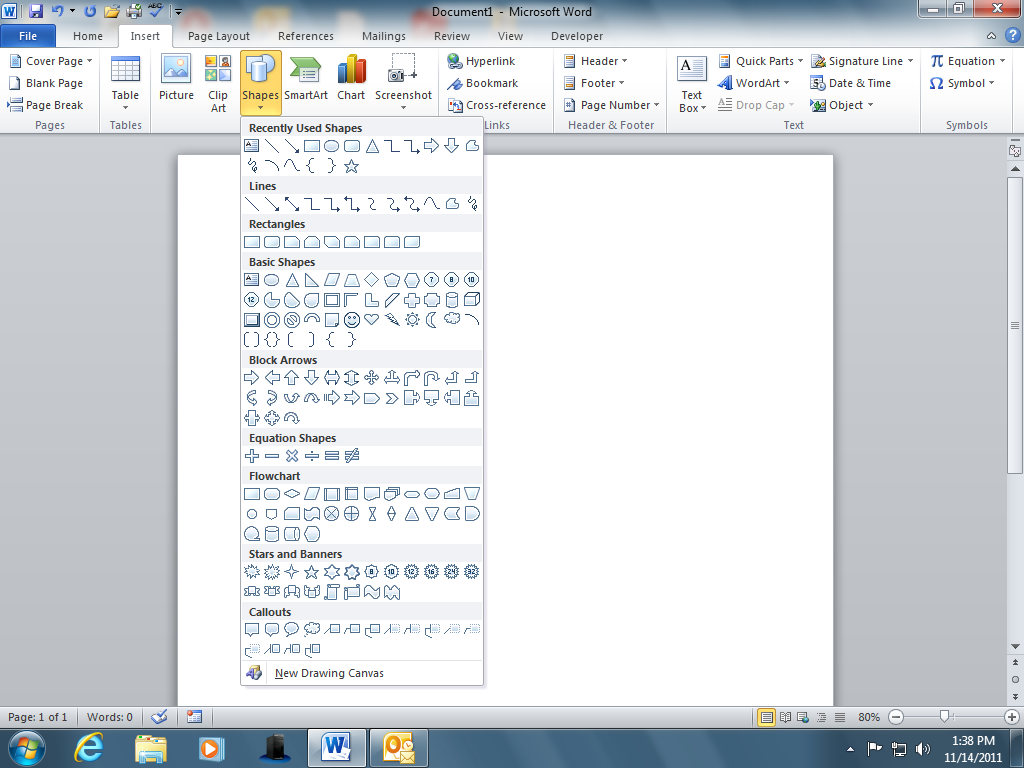
**Shapes and Drawing Tools**



**Directions:**  
\* Click on the INSERT tab.  
  
\* In the ILLUSTRATIONS group click  
 on the SHAPES command.  
  
\* Using the Shapes and Drawing  
 Tools create designs similar to the   
 examples below.

**Directions:**  
\* Click on the INSERT tab  
\* In the ILLUSTRATIONS group  
 click on the SHAPES  
 command.  
\* Using the Shapes and other  
 drawing tools create   
 designs similar to the  
 examples below.  
 below.

1. Insert an Arrow and change the line weight to 6pt.  
 (Drawing Tools - Format tab - Shape Outline).   
 Change the color of the line to a color you like.

2. Use the scribble tool to write your name.  
 Change the letters to different colors.

3. Insert a shape. Give the shape an effect   
 (i.e. Bevel, 3D rotation). Use the Shape Fill command  
 to fill it with a color or texture.

**Good Morning!**

4. Insert a Smiley Face. Give it a Gradient shape fill.  
 Insert a Callout (speech bubble). Add text in the callout.

**I love using shapes and drawing tools!**

5. Insert a Banner. Right click on the banner and select Add Text.  
 Add text. Give it a texture shape fill. Change the shape outline  
 weight.

6. Insert a Basic Shape. In Shape Outline change the line type  
 to Dashes. Then click on Edit Shape and practice using  
 Edit Points.

Before After Edited Points

7. Insert a Basic Shape. Make the shape 3D. Right click on the shape   
 and Select Format Shape. In the Format Shape task pane choose  
 Effects. Choose a 3D Rotation preset. Then select 3D Format and  
 change the Depth to a larger size. Use Shape fill and fill the shape  
 with a picture.

8. Create a drawing that uses multiple shapes. Use the curve tool in   
 your drawing. Group all of the different shapes in your drawing as 1   
 moveable object. Hold the Shift Key and click on each object. Then let   
 go of the Shift Key. While all of the shapes are still selected, right click on  
 the drawing and choose Group.