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Creating a Flyer with Word

Purpose

In this tutorial sheet you will learn how to create a flyer with Word. More specifically, you will learn how to:

1. Use WordArt
2. Insert an image
3. Insert a text box
4. Draw a picture using drawing tools
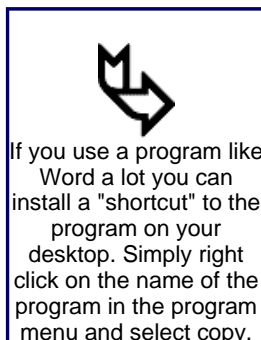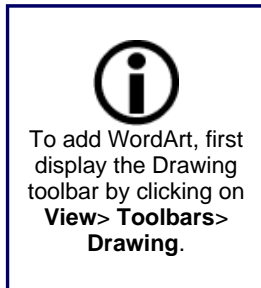
Software Needed

Microsoft Word

Prerequisite Knowledge and Skills

Before beginning this tutorial please make sure that you have completed the mouse, desktop, file management, and Word tutorials.

Overview

- WordArt
- Inserting an image
- Inserting a text box
- Using drawing tools

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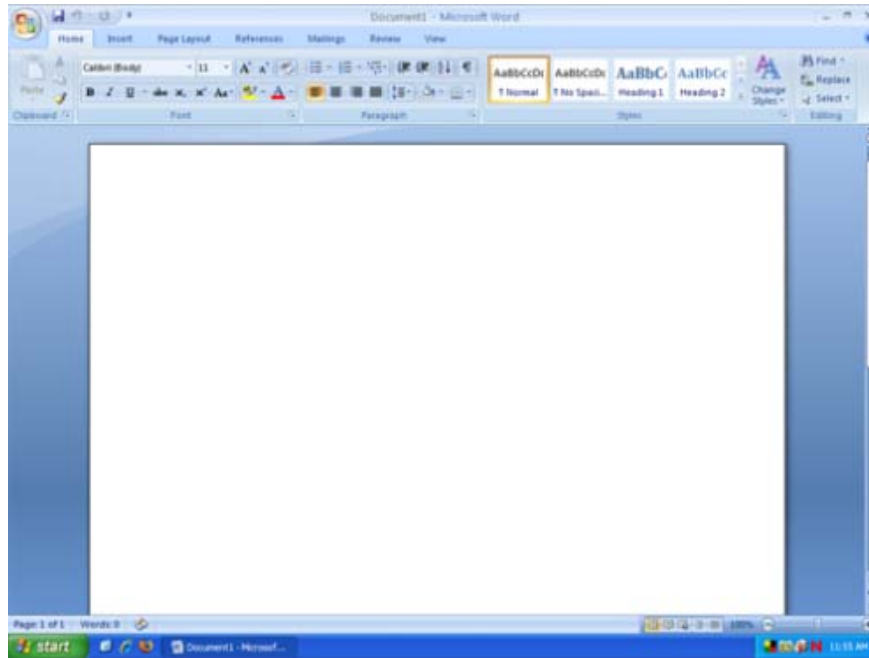## *Lesson 1: Use WordArt to create a title for your flyer*

If you want to create a title for your flyer, use WordArt. WordArt enables you to use various text effects. It not only lets you change the appearance of text you can also add more visual elements to your page. You can add shapes and flowcharts. You can draw arrows or insert clipart. For each object you insert into your diagram you can also manipulate the object's properties. (See lessons below.)

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To add WordArt, first display the Drawing toolbar by clicking on **View**> **Toolbars**> **Drawing**.

Activity 1: Powering-up Microsoft Word

In this activity you will be starting-up Word.

1. Power up the computer.

2. Go to the **Start** menu 🏁 start . Click on **All Programs > Microsoft Office > Microsoft Word 2007**.

3. A new blank page will appear.

If you use a program like Word a lot you can install a "shortcut" to the program on your desktop. Simply right click on the name of the program in the program menu and select copy.

Then on your desktop
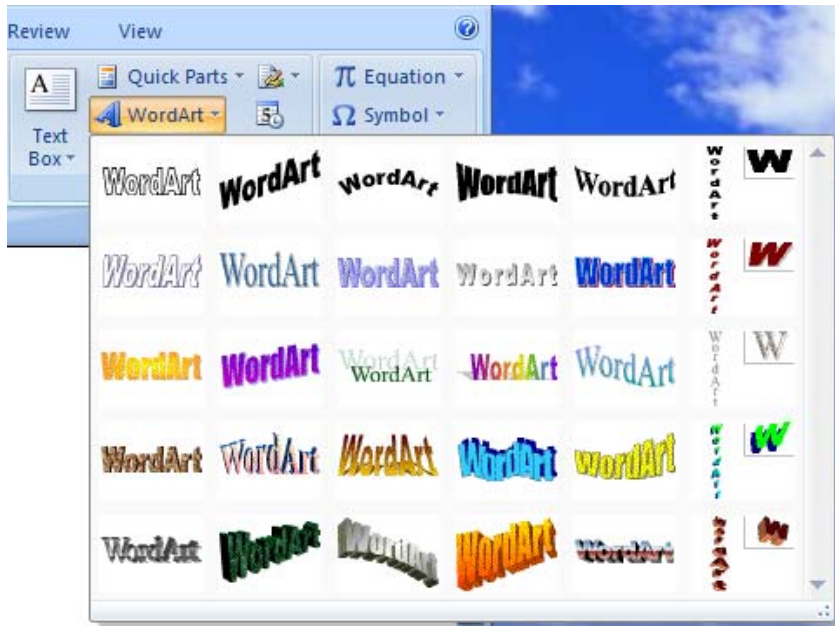right click and select
"paste shortcut".

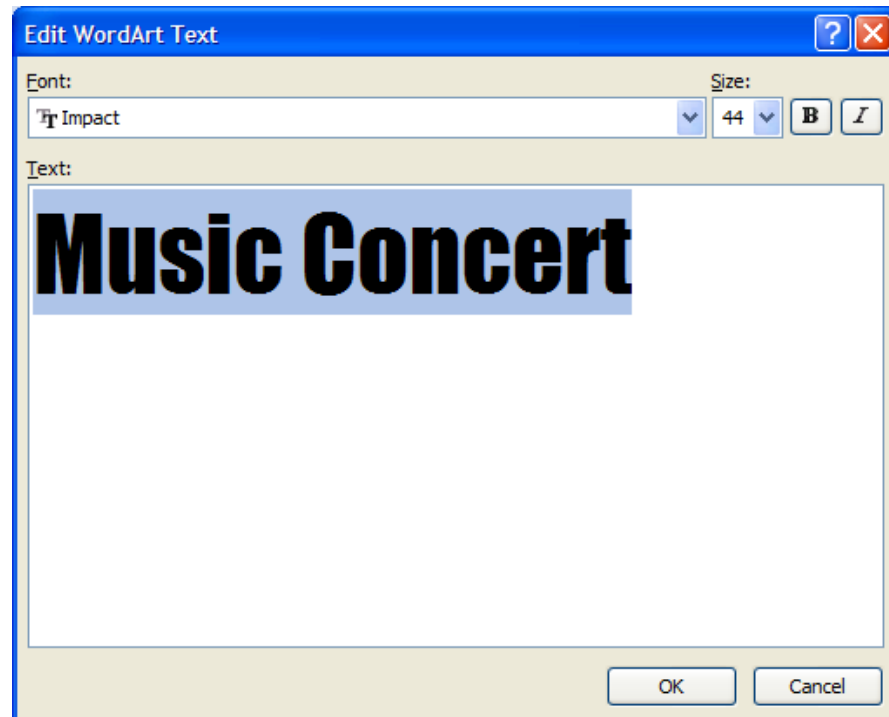### Activity 2: Opening WordArt and create a title

1. Once you have Word powered up, select the **Insert** ribbon tab and select **WordArt**.
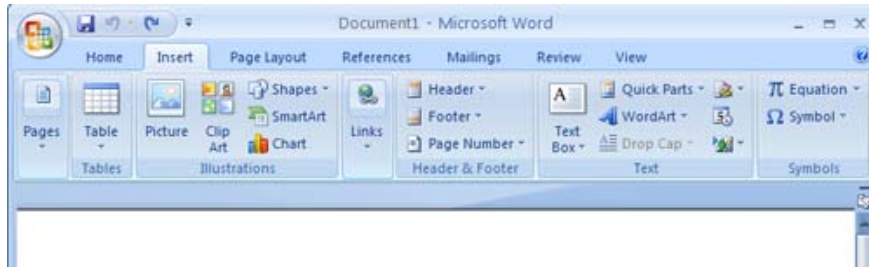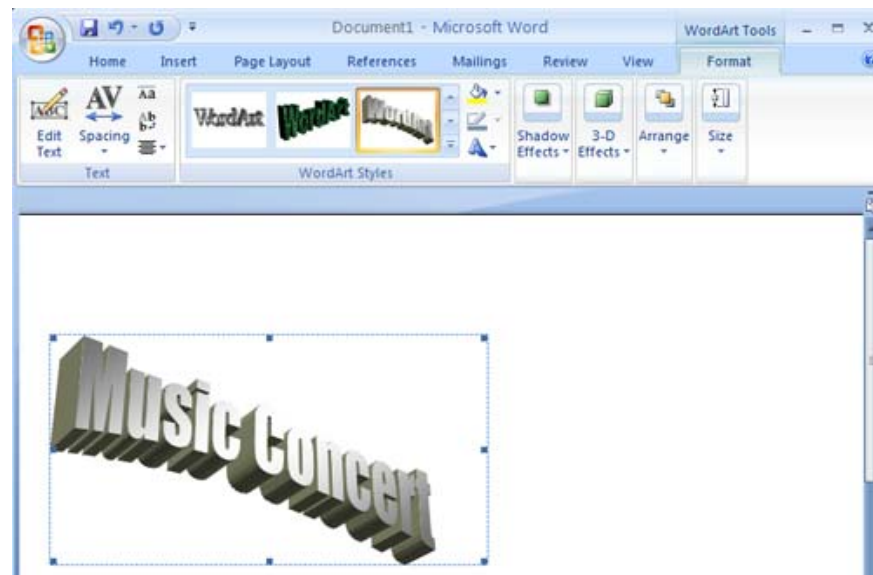

2. The **WordArt Gallery** will display.

3. Click on a style you like, then click **OK**.

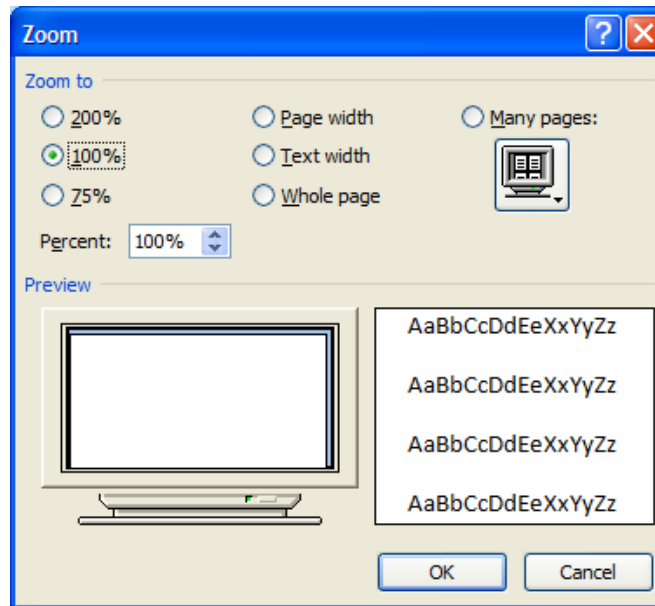4. Type "MUSIC CONCERT " and change font size to "44", then click **OK**.

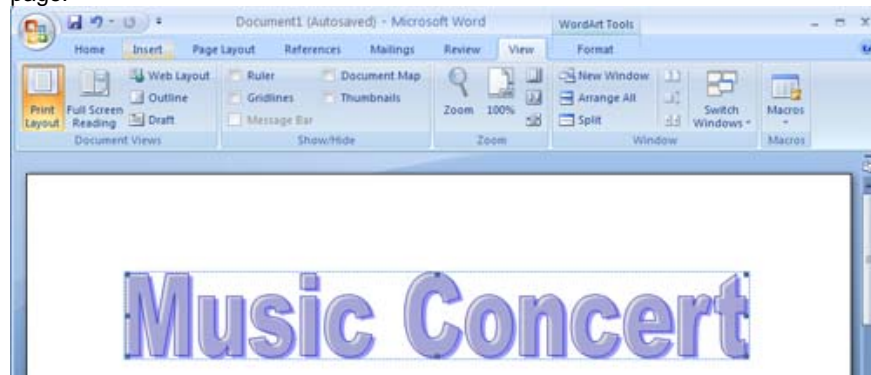5. MUSIC CONCERT will appear on the blank page.

Activity 3: Using Fill Effects

1. Select the **View** tab on the ribbon and click the **Zoom** button.

2. Click on **Whole Page**, then click on **OK**.

3. Hold down the shift key, then drag the right corner to resize the graphic to fit across the page.
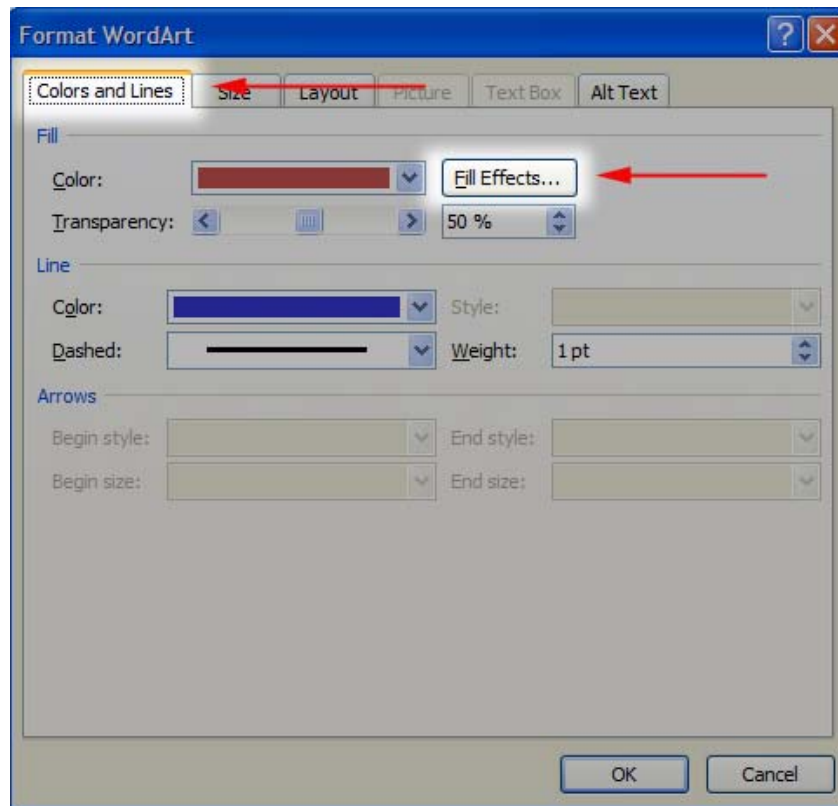

4. Click on the graphic and the **WordArt** ribbon will appear. Notice the "WordArt Tools" tab above the other tabs.
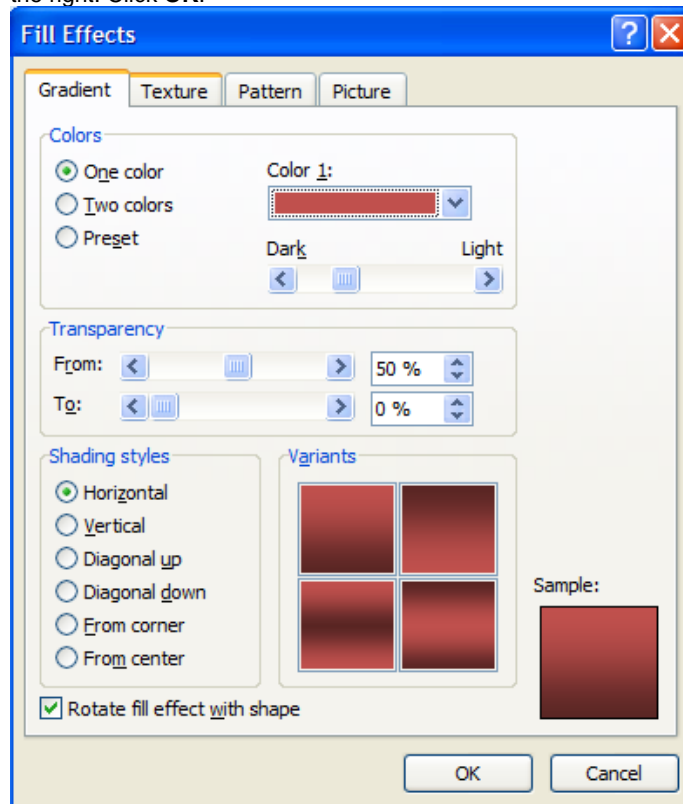
5. Click on the **Format WordArt** icon in the size section on the **WordArt** ribbon.

6. Select the **Colors** and **Lines** tab and click the **Fill Effects** button.

7. In the **Shading styles** area, select a shading style and then click one of the **Variants** on the right. Click **OK**.

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Lesson 2: Insert an Image

You can insert an image in a Word document. One of the easiest ways is to insert an image from Clip Art. Clip Art is a collection of images you can use in Word for free.
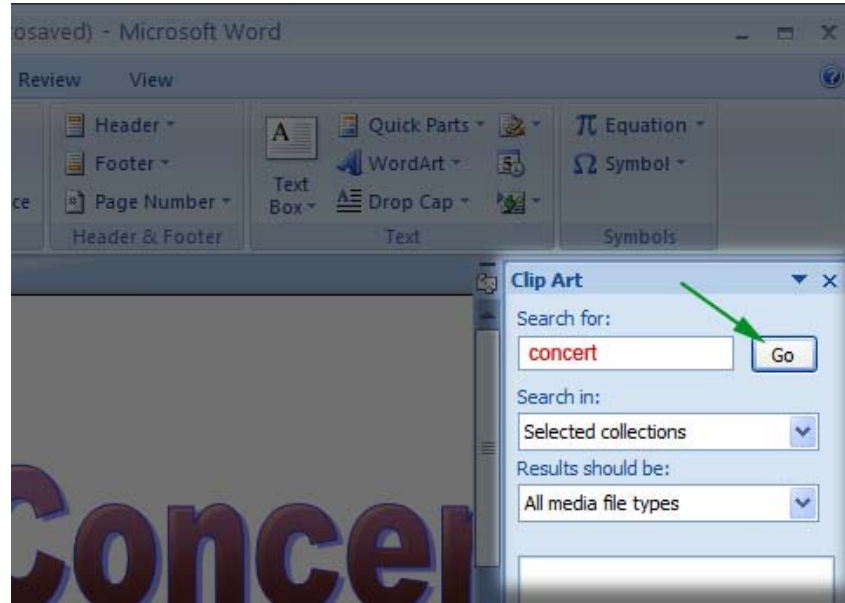
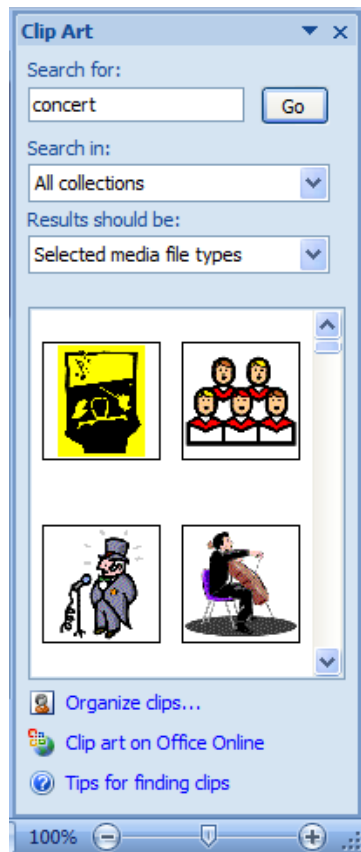**Activity 1: Insert an Image from Clip Art**

1. Go to the **Insert** ribbon and choose the **Clip Art** button.
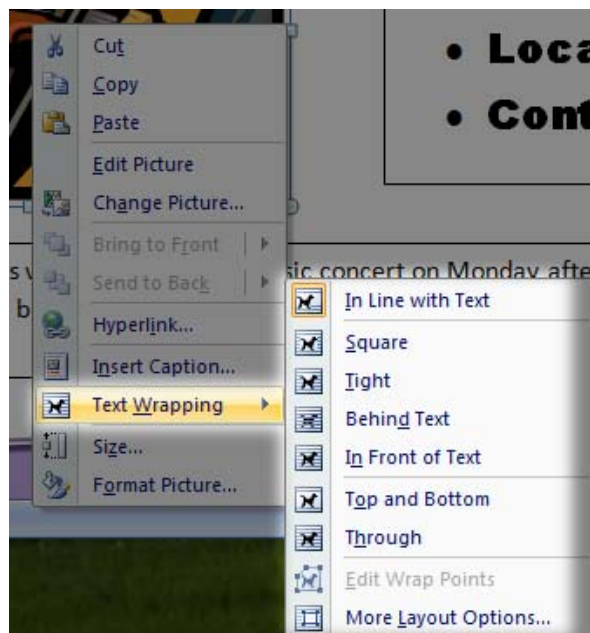

2. Search for "concert" and click **Go**.

3. Choose an image.

4. Adjust the size of the picture. Resize and reshape the frame by moving the mouse over one of the handles until the pointer changes to a line with an arrow on each end. You can also change how the text flows around the image or even have it in-line with the text. To change the layout of image in relation to text just **right-click** on the picture and select **Text Wrapping**. You could, for example, select **Square** in **Wrapping style**. This will cause the text to wrap around the image like a square.
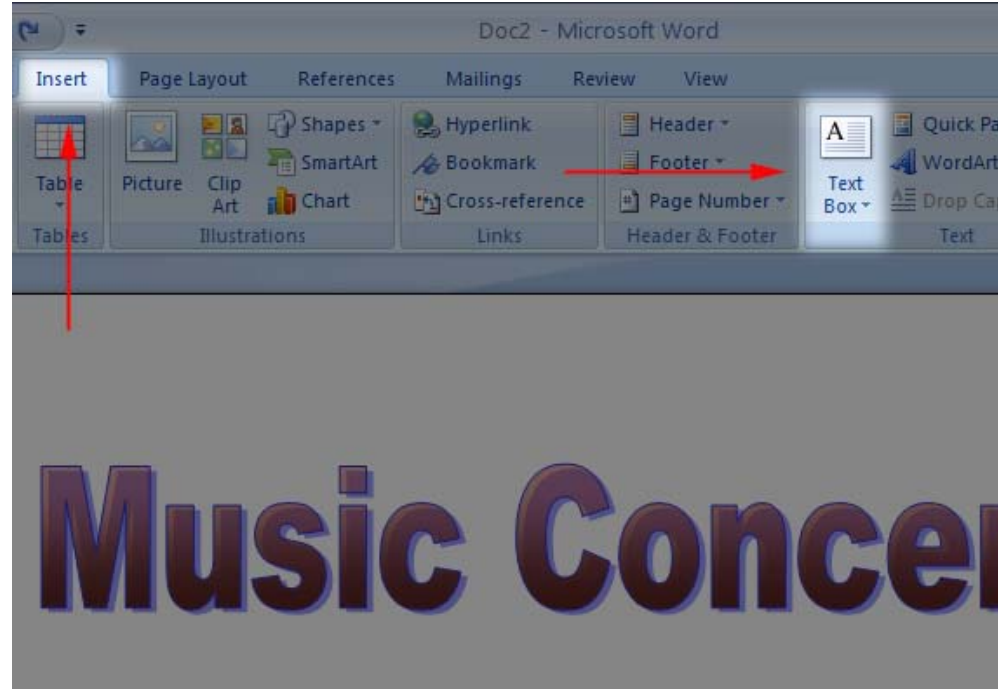
Lesson 3: Insert a text box

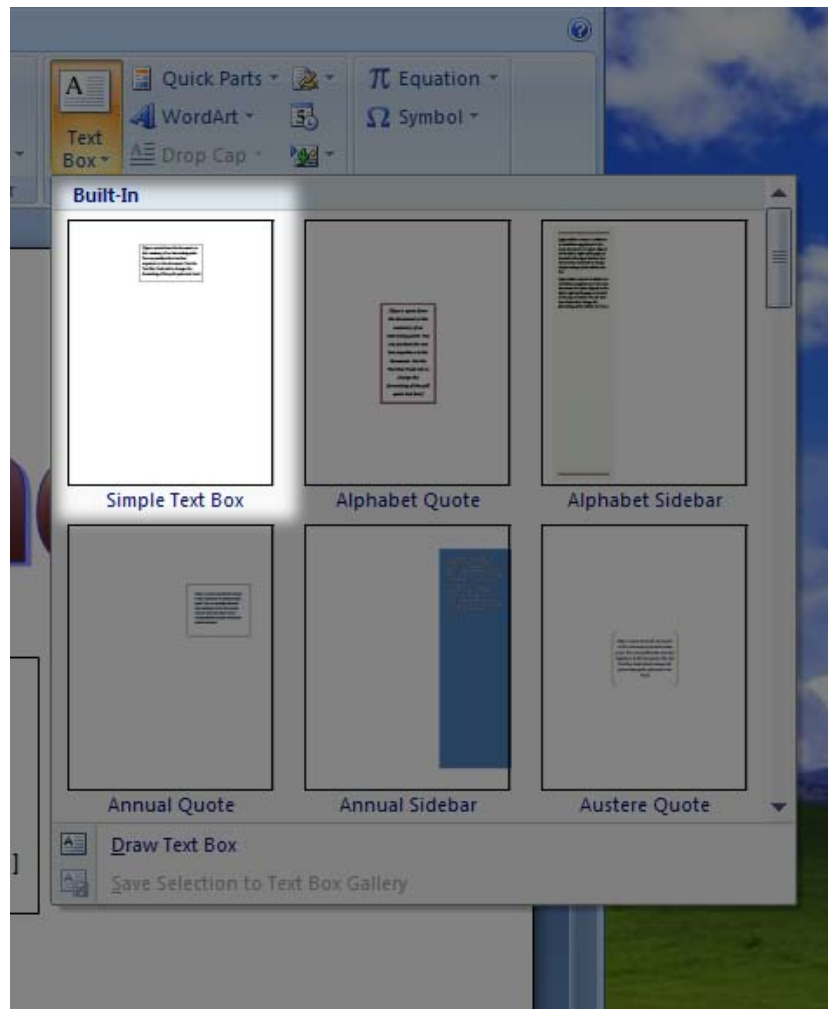Just like PowerPoint, you can insert a text box in Word document.
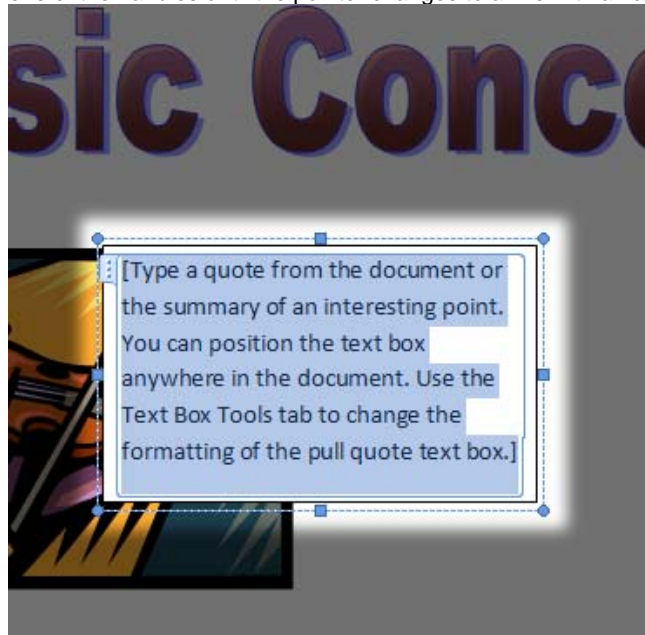
Activity 1: Inserting a Text Box

1. Select the **Insert tab** on the ribbon and choose **Text Box**.


2. From the list select **Simple Text Box**. A text box will appear in the middle of the page.
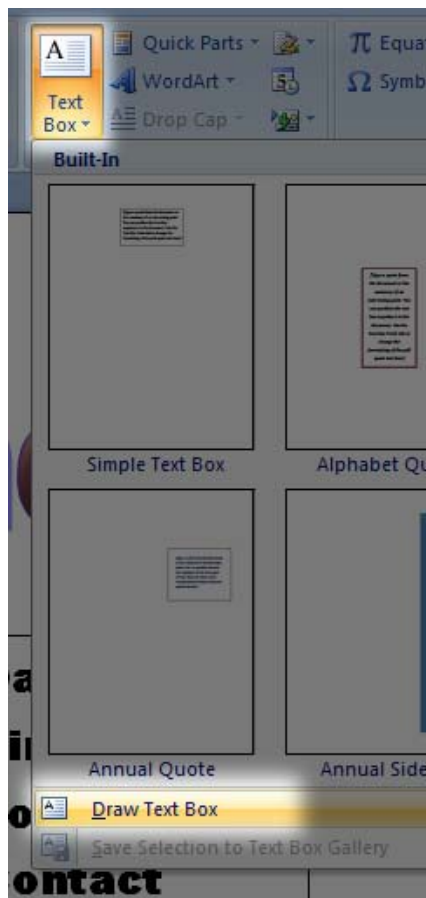
3. Adjust the size of the **Text Box**. Resize and reshape the frame by moving the mouse over one of the handles until the pointer changes to a line with an arrow on each end.
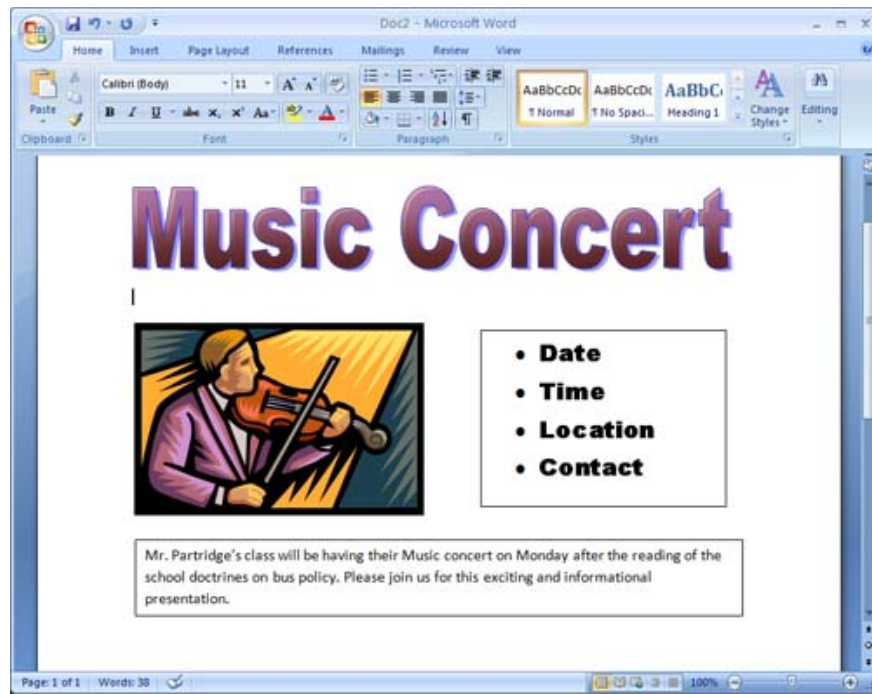
4. Drag the **Text Box** to the right side of the picture. Click on the frame away from the handles to move it to another location on the page. Click on the box and insert text.
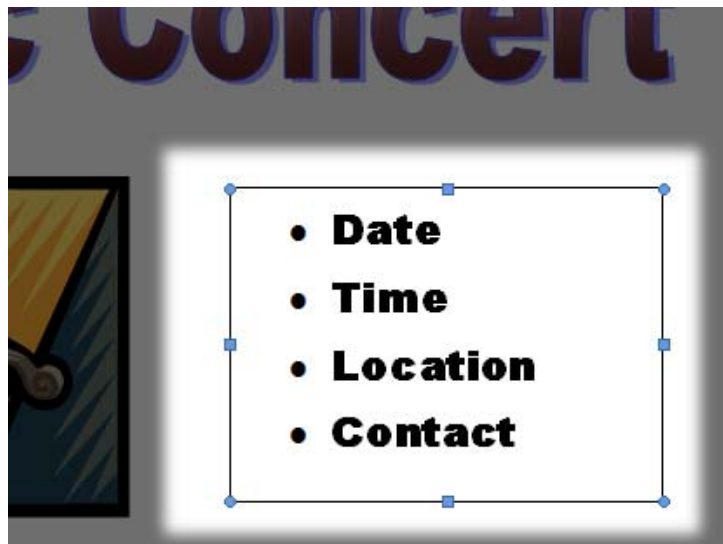
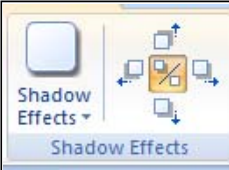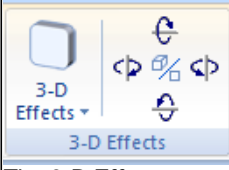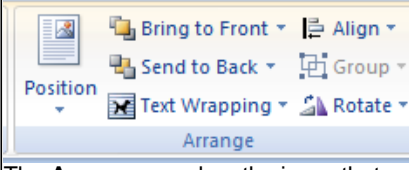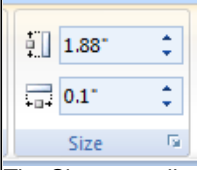5. Add another text box and insert text.

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Lesson 4: Draw a picture using drawing tools

You can create your own drawing by using drawing tools in Word. Elements of the drawing toolbar are shown below.

The drawing toolbar can be divided into six areas:

Insert Shapes	
	Insert Shapes Has several shapes available to use for drawing. If you think of any object you want to draw as a collection of shapes, any number of drawings can be created.
Shape Styles	
	As you hover over one of these **Shape Styles** your shape will preview the

|		
	style in the document. Use the drop-down arrow to view more preset styles, and the icon in the corner to open the Format AutoShapes window.	
Shadow Effects	The **Shadow Effects** area allows you to add shadow effects, altering the direction and style of the shadow.	
3-D Effects	The **3-D Effects** area will allow you to transform a shape to a three dimensional object. Once	
Arrangement	The **Arrange** area has the icons that you can use to arrange the objects you create.	
Size	The Size area allows you to transform the size of the object. Clicking the icon in the lower right corner of this area will open the Format AutoShapes window to the size tab.	

Activity 1: Creating SmartArt
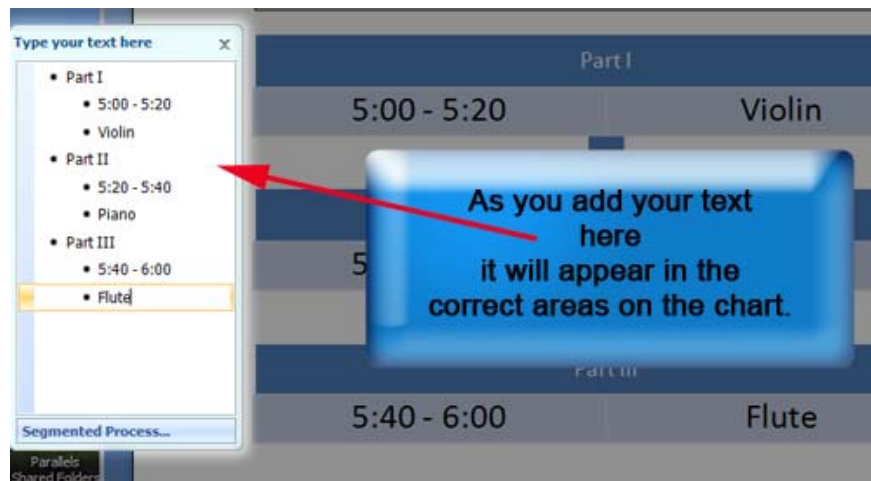
1. Select the **Insert** tab on the ribbon.
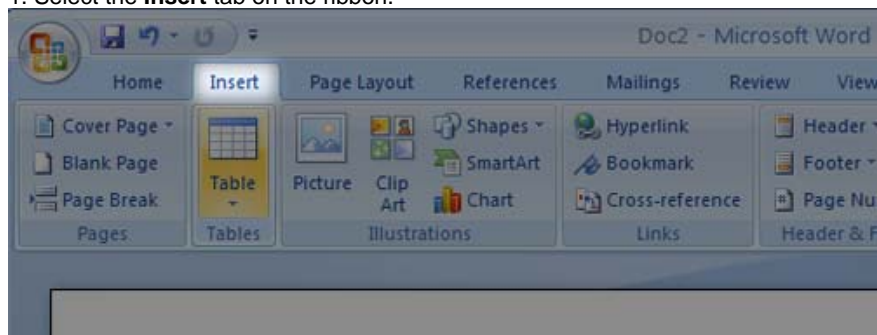

2.Click the **SmartArt** button.
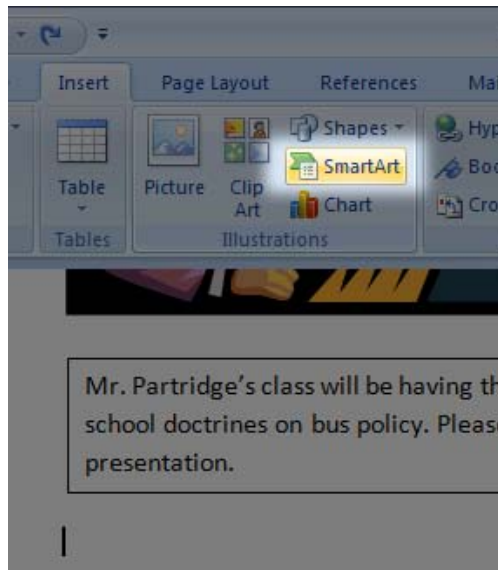
3. Selct the Relationship category and choose the Segmented Process option.
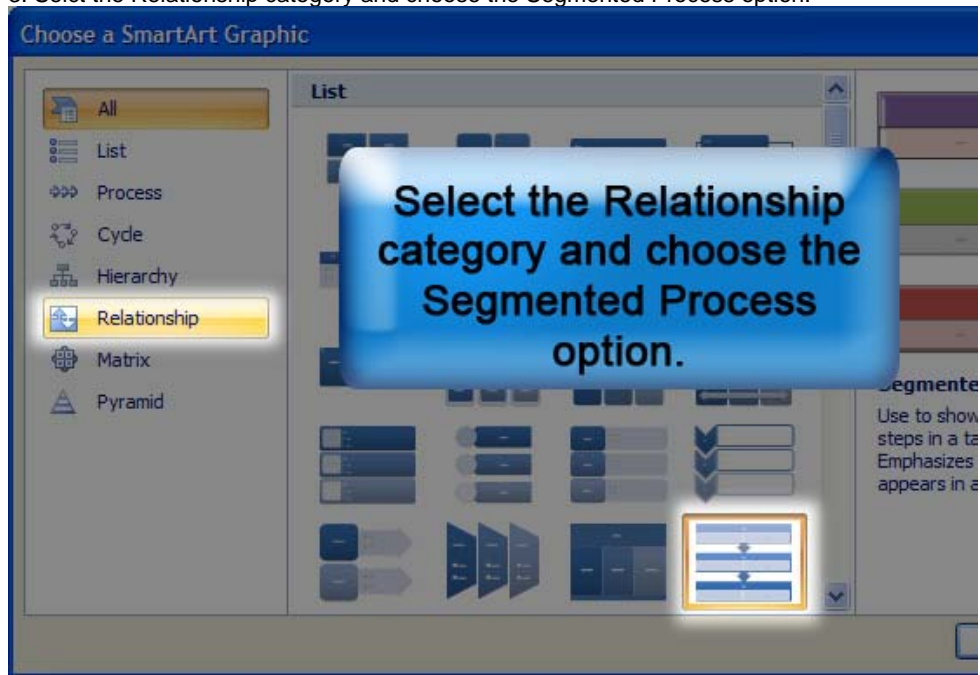

4. Add the text to the chart.

5. When the **SmatrtArt** is selected in the document the **SmartArt Tools** tab is available above the tabs on the ribbon. Click on the **SmartArt Tools** tab and select the **Change Colors** button. A menu of choices will appear. Choose a colorful theme you enjoy.
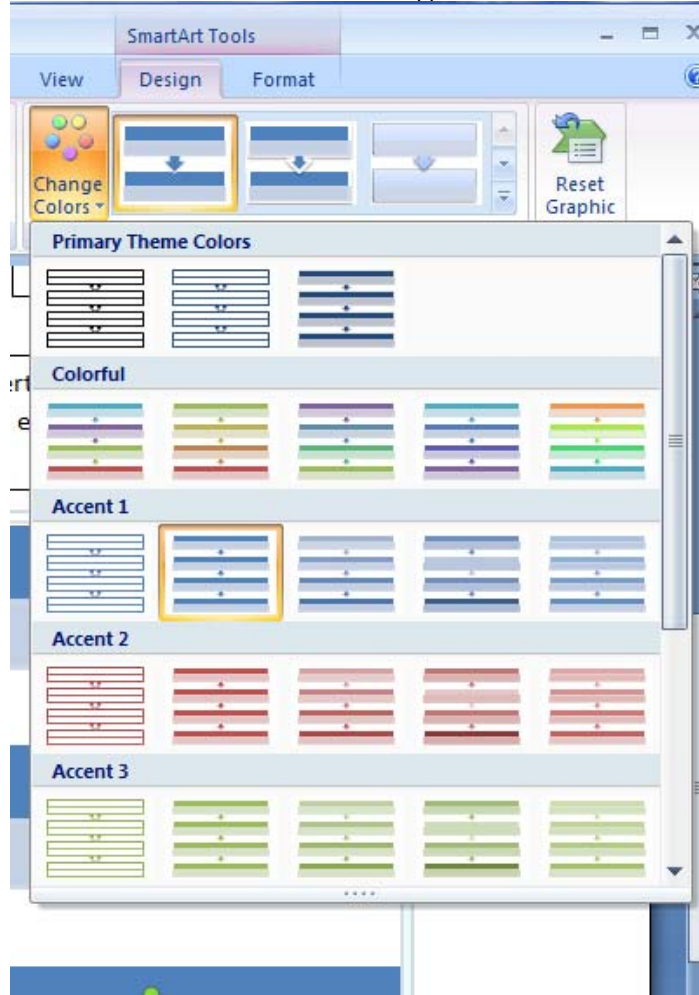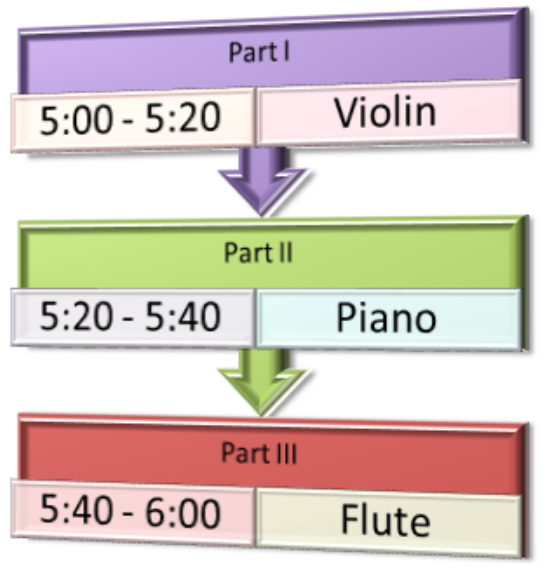

6. You can also change the style of your **SmartArt** by selecting a style from the Quick Styles menu on the ribbon.
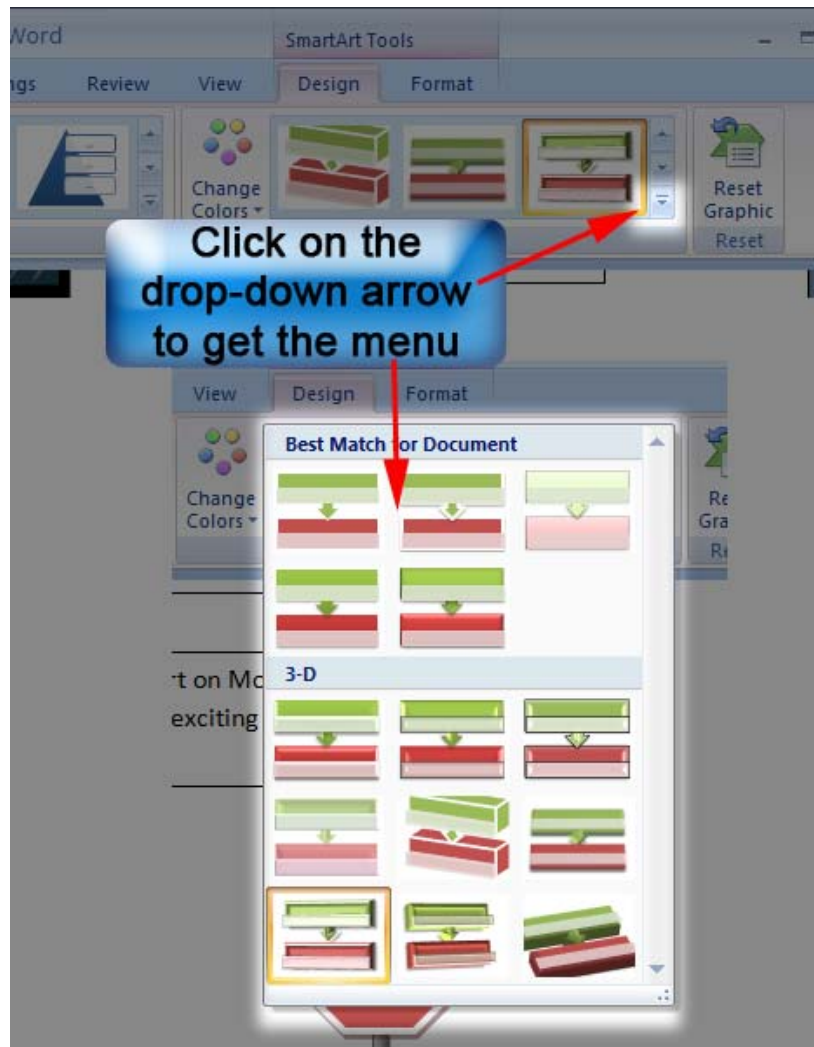
7. As you hover over a selection the style will show as a preview in the document. Select a style and the menu will close.

presentation.

**Activity 2: Creating a stop sign by using drawing tools**

1. Select the **Insert** ribbon. Click on the **Shapes** button and choose an octagon from the menu.

Drawing Canvas can be sometimes annoying. You can turn it off and add images and shapes without the canvas.. Go to **Tools**> **Options**> **General** and uncheck the option: "**Automatically create drawing canvas when inserting AutoShapes**".
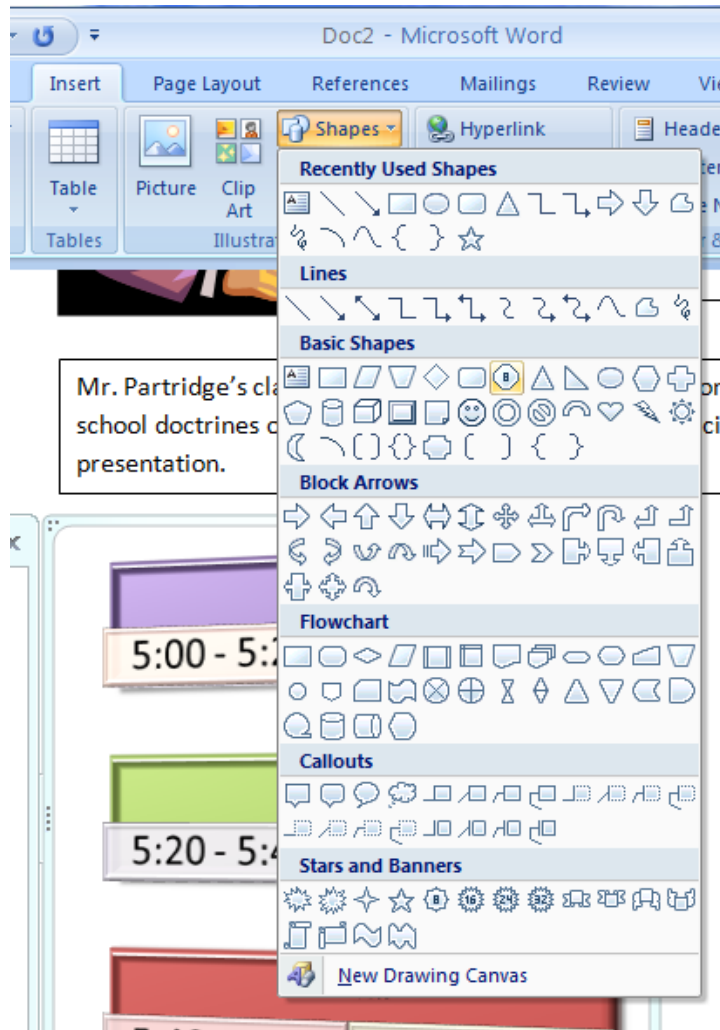
2. Draw an octagon and adjust the size. Hold the shift key while dragging to make all lines equal.
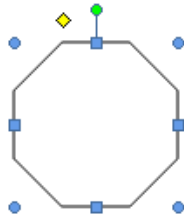

3. Let's make it look more like a stop sign. Find the Shape Styles section on the Drawing Tools ribbon and choose a red shape with a white outline. Remember, as you hover over a selection you will see it previewed in your project.
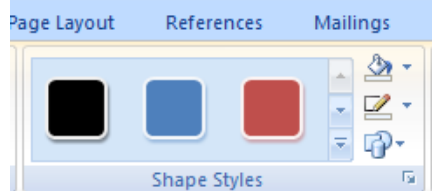
4. Right-click on the octagon and go to **Add Text**. Type in "STOP". Select the text and move the pointer just above the text. A formating menu will appear. Select an appropriate size and change the text color to white by clicking the drop-down arrow next to the "A" with the black line under it and selecting white.
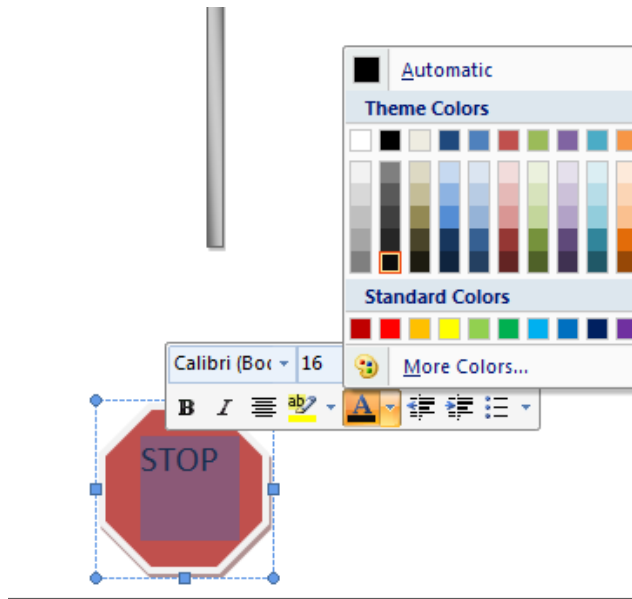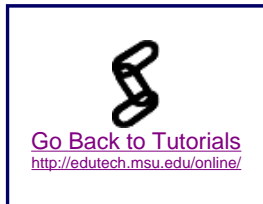
5. Next we can add a "post" to the sign by creating a rectangle. Again, select the **Insert** tab on the ribbon, click the **Shapes** button, and choose a rectangle from the basics shapes menu.
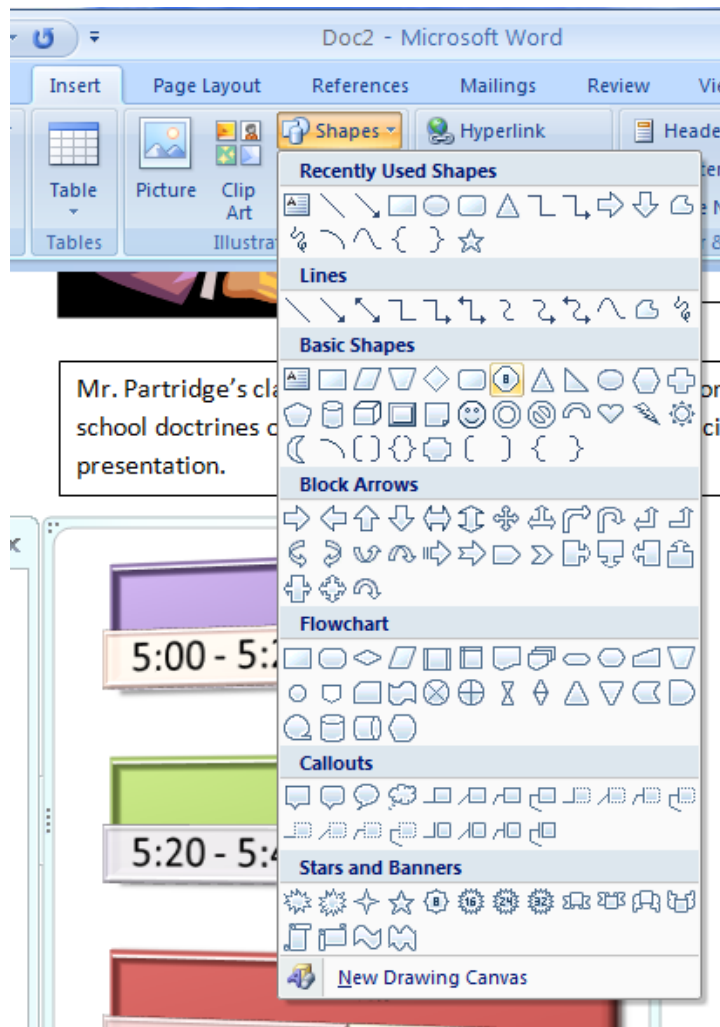
6. Draw a tall and narrow rectangle near the octagon. Use the arrow keys to move it left or

right, up or down, to center the "post" under the sign.

Wrap Up:

In this tutorial you have learned how to create a flyer using WordArt, Clip Art, SmartArt, Text box, and Drawing tools. For more tips, visit Microsoft's training area: (http://office.microsoft.com/en-us/training/CR100654561033.aspx).

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