



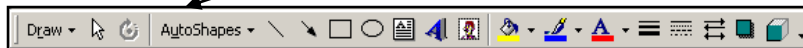
You can use Word to draw tiling patterns, scale diagrams and all sorts of other illustrations. This activity and others will show you how to do this.

Information sheet

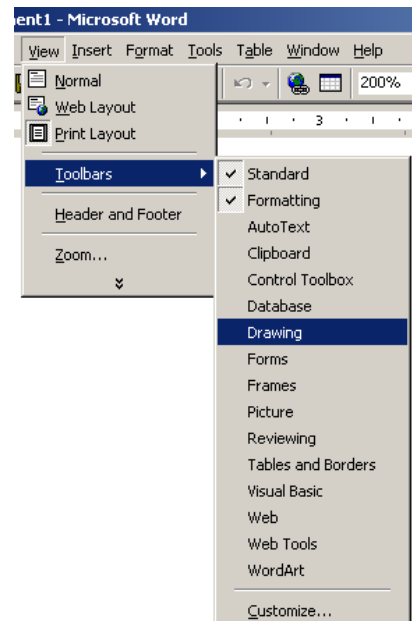
A How to draw basic shapes

Open a new **Word** document.


Look for the **Drawing Toolbar** on your screen.



If it is not there, **left click** on the **Drawing** button (or **View** then **Toolbars** then **Drawing**) to make it appear.




To draw a rectangle

Left click on the **rectangle**  on the **Drawing Toolbar**, then move the mouse until you see the cursor shown as a cross on the page.

Move the cursor to the centre of the page, then **left click** **again** and at the same time **drag the mouse** so that a rectangle appears. When you lift your finger from the mouse the rectangle will be fixed in size.

To draw a square

Left click on the **rectangle** 


Hold down the **SHIFT** key as you **left click** and **drag the mouse**.

To draw an oval

Left click on the **oval**  on the **Drawing Toolbar**.

Left click again and **drag the mouse** so that an oval shape appears. Remove your finger from the mouse when it is the size you want.

To draw a circle

Left click on the **oval** 

Hold down the **SHIFT** key as you **left click** and **drag the mouse**. This gives a circle.

Think about...

What difference does holding down the SHIFT key make?

Think about...

In general, what does the SHIFT key do when you draw a shape?

B How to move a shape

Left click on the shape to select it and at the same time **drag it** to the place where you want it to be. Try this now on some of your shapes.

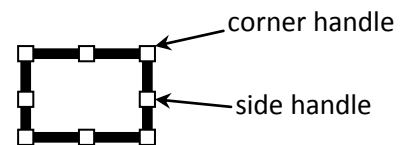
C Quick ways to change the size of a shape

Left click on your rectangle.

Handles like these will appear around the edges.

Left click on one of the **side handles** and drag the mouse.

Try other side handles.



Think about...

What happens to the shape when you drag a side handle?

Left click on one of the **corner handles** and **drag the mouse**.

Think about...

What happens to the shape when you drag one of the corner handles?

In what way is this different from dragging the side handles?

Click on other shapes and use the handles to change their sizes.

D How to fill a shape with colour

Left click on your rectangle.

Left click on the **arrow** beside the **Fill Colour** button on the **Drawing Toolbar** – this will give you a selection of colours.

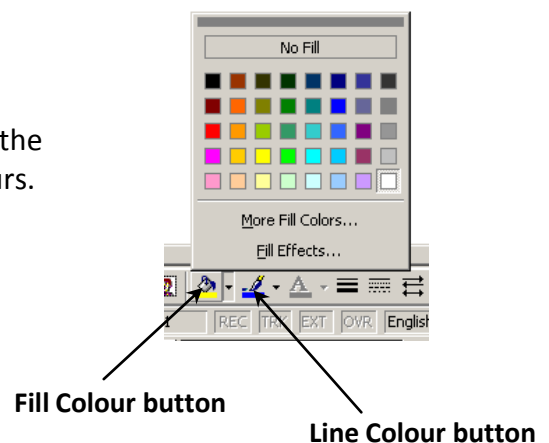
Left click on one of the colours

- your rectangle should be shaded in this colour.

Try other colours.

Then investigate **More Fill Colours** and **Fill Effects**

- you need to **left click OK** after making a selection.



E How to change the colour of the perimeter

Left click on your rectangle.

Left click on the **arrow** beside the **Line Colour** button on the **Drawing Toolbar** – again this gives a variety of colours and other options.

Try different colours and patterned lines.

Think about...

Do you remember how to:


- move a shape
- change the size of a shape
- shade a shape
- change the colour of a line round a shape.

Try this

Spend some time changing the appearance of your other shapes.

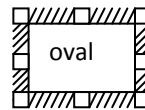
Design a colourful pattern using rectangles, squares and circles.

F How to label shapes

Left click on the **text box**  on the **Drawing Toolbar**, then move the cursor onto the page.

Left click again and drag the mouse – a text box will appear.

You will see a cursor flashing inside the text box. Left click on this cursor and type 'oval'. The word 'oval' will appear in your text box.



To remove the line around the text box, left click on the **arrow** beside the **Line Colour** button on the **Drawing Toolbar**. Choose **No Line**.

To remove any colour from the text box, left click on the **arrow** beside the **Fill Colour** button on the **Drawing Toolbar**. Choose **No Colour** (the text box may not look any different if the original colour was white).

Move the label to lie near to or on top of your oval shape. Label each of your other shapes.

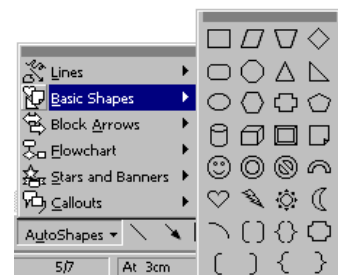
Try this

Make and save a revision sheet of shape names.

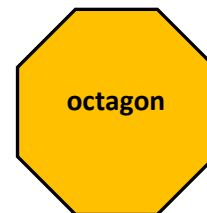
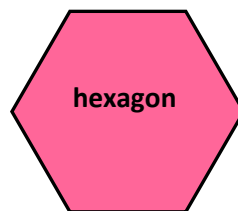
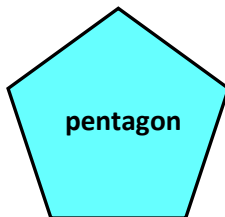
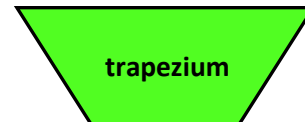
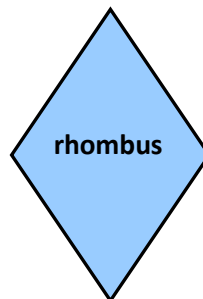
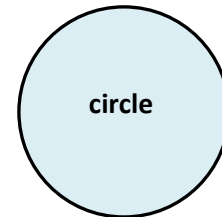
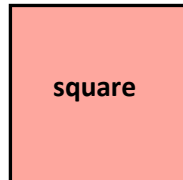
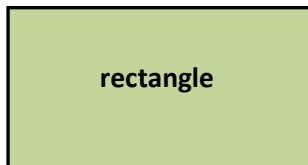
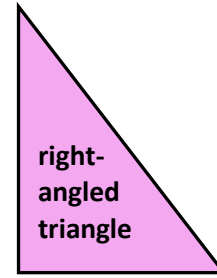
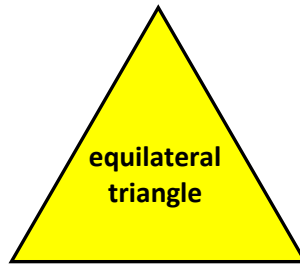
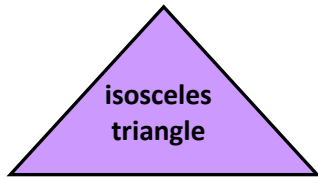
Some of the most important ones are given on the next page.

To find the shapes you need, left click on **Autoshapes** on the **Drawing Toolbar**, then **Basic Shapes**. (Word sometimes uses different names, but those on the next page are the ones you need to know.)

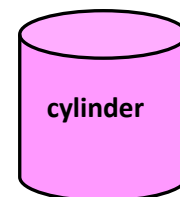
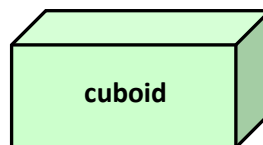
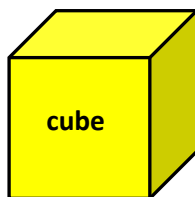
Remember to hold down SHIFT to get a regular shape.



2D Shapes



3D Shapes



Reflect on your work

Check that you remember how to do each of the following:

- draw a shape (with equal sides when needed)
- move a shape
- change the size of a shape
- change the colour of a shape and the line around it.

Alternative methods

There are other ways of doing some things.

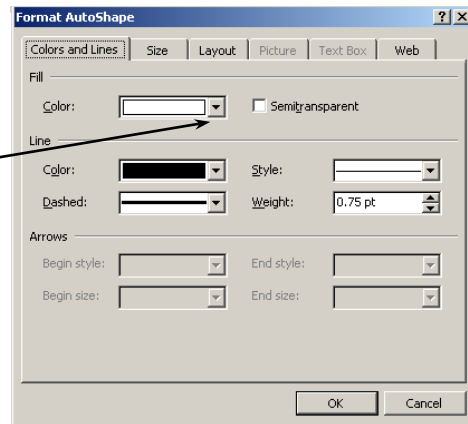
Another way to colour a shape

Left double click on your circle.

A **Format AutoShape** menu like this should appear.

Left click on the **Fill Colour arrow** – this gives colours to choose from.

Left click on one of the colours, then OK
– your circle should reappear shaded in this colour.



Another way to change the line around a shape

Left double click on your circle again, then left click on the **Line Colour arrow**. Left click on the colour you want, then OK.

You can also use one of the **Line Weight** arrows to change the thickness of the line.

– the **top arrow** increases the thickness of the line and the **bottom arrow** decreases the thickness.

To make your line dashed click on the **Line Dashed arrow** - this gives a variety of patterns to choose from.

Also investigate the options given by the **Line Style arrow**.

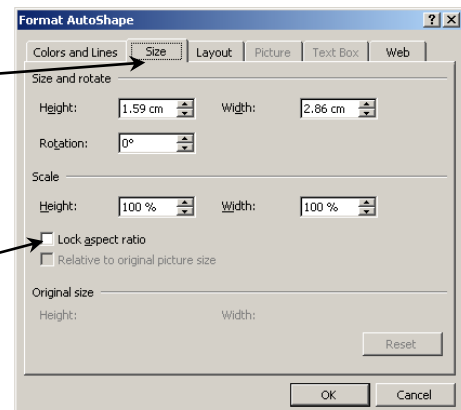
Click OK to apply your choices.

Another way to change the size of a shape

Left double click on your rectangle, then click **Size**. The current size of your rectangle will be shown.

Use the **Height** and **Width arrows** to change the size of your rectangle. (Or *click on the measurements and type in particular lengths* if you wish.)

You can also enlarge the rectangle using the **Scale Height** and **Width arrows** or by *typing in particular percentages*. Click on **Lock aspect ratio** to enlarge the rectangle by the same % in each direction.



Try this

Compare the different ways of changing shapes and decide which you prefer.