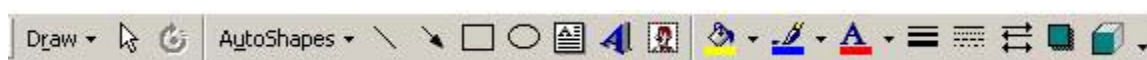


A Brief Summary of [Draw Tools](#) in MS Word ([Page 1](#))

Click [View](#) command at top of page **then [Click Toolbars](#) **then** [Click Drawing](#)!**
A checkmark appears in front of Drawing! A toolbar appears at bottom of page.
The Drawing Toolbar does not normally appear at the bottom of MS Word!
Before we start, practice [hiding & showing](#) Draw Tools! Just complete the very **First Line** of these [Directions](#) to Hide & Show Draw Tools. **Good to Practice!!!**
Toggling On & Off: Click: View > Toolbars > Drawing to show & hide Toolbar!

Note: If you are using MS Word 2003 or XP **then** a Draw Box (Canvas) appears **after** [Clicking First Draw Tool](#) (below) e.g. The Line Tool. When the Draw Box appears, create a small line in the Draw Box **then** continue with other Draw Tools. Use Mouse to [Click & Drag](#) (expand) Draw Box **down to the bottom** of Word page.



Let's try the Line Tool! (Each time using any tool you must click on it.)
To create a line, Click & Drag **then** (small white squares) handle bars will appear **and** allow for modification or changing of the [created line](#).
Use Line Tool to create a line leaning to the right **then** to the left (X)!
Sometimes lines are jagged or crooked and they need to be straighten!
To smooth them, press down on the [Shift Key](#) **before** releasing Mouse.
Notice the line is a very narrow line & has no unique character or attribute.
[Line is selected](#) when [small handle bars](#) appear. (To Select: Click on it!)
Click [Line Style](#), [Dash Style](#), or [Arrow Style](#) to change a variety of ways.
These **Styles** are located at the [right end](#) of Toolbar! To the right of **A**!
They provide many thick or dashed or arrow lines, [investigate](#) the styles!
Note: Practice [creating](#) and/or [modifying](#) the appearance of created lines.

Let's try the Arrow Tool! (Each time using any tool you must click on it.)
To create a arrow, Click & Drag **then** (small white squares) handle bars appear **and** allow for modification or changing of the [created arrow](#).
Use Arrow Tool to create a arrow leaning to the right **then** to the left (X)!
Sometimes arrows are jagged or crooked and they need to be straighten.
To smooth them, press down on the [Shift Key](#) **before** releasing Mouse.
Notice there is only **one** arrow on the one end of the created arrow line.
With the arrow [selected](#) **or** handle bars showing, (To Select: Click on it!)
Click [Line Style](#), [Dash Style](#), or [Arrow Style](#) to change a variety of ways.
Change the arrows by using the [Arrow Style](#) at the right end of Toolbar.
Styles provide many thick or dashed or arrow lines, [investigate](#) the styles!
Note: Practice [creating](#) and [deleting](#) by selecting and hitting backspace!

A Brief Summary [Draw Tools](#) in MS Word ([Page 2](#))

[Let's try the Rectangle Tool!](#) (Each time using any tool you must click on it.)

To create a rectangle, Click & Drag then handle bars (small white squares) appear **and** allow for modification or changing of the created rectangle.

Use Rectangle Tool to create a [Horizontal](#) **then** a [Vertical](#) rectangle.

Try changing the appearance or size of the rectangle **using handlebars!**

Also a **Math** integration idea is to change from H to V **or** vice versa.

Notice the rectangle is rather plain and especially with skinny lines.

With rectangle **selected** or [handle bars showing](#), (Just click on it!)

the rectangle appearance can be changed in a variety of unique ways.

With the [created rectangle selected](#), at the right end of the Draw Toolbar, click the button with many thick **and/or** dashed lines. Quite a variety!

Wow! Practice [creating](#) **or** [modifying](#) the appearance of the rectangle.

[Let's try the Oval Tool!](#) (Each time using any tool you must click on it.)

To create a Oval, Click & Drag then handle bars (small white squares) appear **and** allow for modification or changing of the created oval.

Use Oval Tool to create a [Horizontal](#) then a [Vertical](#) appearance.

Try changing the appearance or size of the oval **using handle bars!**

Also a **Math** integration idea is to change from H to V vice versa.

Notice the oval is rather plain and especially with skinny lines.

With oval **selected** or handle bars showing, (Just click on it!)

the oval appearance can be changed in a variety of unique ways.

With the [created oval selected](#), at the right end of the Draw Toolbar, click the button with many thick and/or dashed lines. Awesome variety!

OK! Practice [creating](#) and [deleting](#) by selecting **and** hitting backspace!

[Let's try the Text Tool!](#) (Each time using any tool you must click on it.)

To create a Text Box, Click & Drag then handle bars (small white squares) appear **and** allow for modification or changing of the created Text Box.

Use Text Tool to create a Horizontal **then** a Vertical text box. [Try it!!!](#)

Try changing the appearance or size of the oval **using handle bars!**

A **Math** integrating idea is to change from H to V or vice versa.

Now try typing in the text box **and** changing the appearance of the text.

This is done in the traditional way of changing text in a word processor.

Be sure you try changing [size](#), [style](#), [color](#) and [font](#) of the text in the box.

Also, try changing justifications ([L](#), [C](#), [R](#)) and various styles ([B](#), [I](#), [U](#)).

Hopefully, you still have a rectangle or oval visible on the page to use!

If not then create either **or** both would even be better for the next tool.

A Brief Summary of [Draw Tools](#) in MS Word ([Page 3](#))

[Let's try the Fill Tool!](#) (Each time using any tool you must click on it.)

It is the [Bucket](#) that allows an object to be **filled** with a specific color.

Select either the created rectangle **or** created oval (Just click on it!),

Be careful and click on the [tiny drop down arrow](#) on the **right** of the bucket.

This will allow you to view and select a variety of Colors **and** Fill Effects

such as [Gradients, Textures, Patterns, and Pictures...](#) What a selection!!!

Try filling either or both rectangle and/or oval. **Be sure to try Fill Effects!**

Also, make sure to try out changing line thickness **and** appearance (dashed)!

[Let's try the Shadow Tool!](#) (Each time using any tool you must click on it.)

Select either the created rectangle **or** created oval (Just click on it!),

and click on the [green square](#) at the **far right** of the Draw Toolbar.

There are a variety of shadow effects that can be included into drawings.

Try as many of them as you want **and** change shape of object **and** try more.

Remember to [change the shape](#) of a created objects using the handle bars.

[Let's try the 3D Tool!](#) (Each time using any tool you must click on it.)

Select either the created rectangle or created oval (Just click on it!),

and click on the [green faced cube](#) at the far right of the Draw Toolbar.

There are a variety of 3-D effects that can be used to change drawings.

Try as many of them as you want **and** change shape of object **and** try more.

Remember to [change the shape](#) of a created objects use the handle bars.

Let's investigate the [Autoshapes](#) at the **far Left** of the Draw Toolbar.

Remember to change the shape of a created objects use the handle bars.

Let's use a [Investigative Approach](#) to using these Autoshapes! **Have Fun!**

This [Investigative Approach](#) is also called a [Discovery Approach](#).

This is an **excellent [Discovery Activity](#)** for **Students** and **Teachers** alike!

Finally, and probably one of the most exciting tools is the [Word Art Tool](#).

([Create a New MS Word Document, to try the Word Art Tool!](#))

It is a dark [Blue A](#) leaning to the right **and** in the middle of Draw Toolbar.

Click on it **and** select a specific [design](#) from [WordArt Gallery](#) **then** click OK!

An [Edit WordArt Text](#) appears, **Hit Delete**, **then** type First & Last Name

then click the OK button... Be patient!!! **Wow! Wonderful Word Art!!!**

Click on the Word Art **and** [change appearance](#) by using the handle bars.

Also, position cursor in the middle **and** move the entire image on the page.

Note: **Yellow Handle Bars** allow for a difference in appearance and size.

I hope it was fun playing with the Draw Tools. **Students will enjoy!**

Details & Requirements for Draw Tool Projects in MS Word (Page 4)

Now to **Apply the Learning** acquired from the Draw Tools Activity (Pages 1- 3)
Open a MS Word Document and make sure the Draw Toolbar is visible at bottom.

#1 First Project with Draw Tools (View provided example below on next page!)

ALL Draw Tools in example must be represented in this First Project!

Create a Title for first Draw Project on Top of a **NEW MS Word** with your Full Name!

Now, using each Draw Tool as practiced and/or learned from the above activity,
create an object and/or image **using each** of the Draw Tools. **Make it Unique & Creative!** Also, involve a few **Personal Characteristics** to make it interesting.

Arrange each **Draw Tool images atheistically** displayed on the page for creativity.

#2 Second Project with Draw Tools (View provided example below on next page!)

All (3) Titles shown in example must be shown in Second Project!

Using the Draw Tool called the **Word Art Tool**, which is very creative and useful,
Create a **Full Page of Word Art** with three lines of Word Art as provided below:

First & Last Name School of Education Malone College

These three lines of Word Art can be of any choice of design **but** must be as **required** making this an application of your Word Art Ability. **Requirements:**

The three lines of text must be **centered Horizontally and Vertically** on a **Single Page of MS Word** with a Full Page background of **Only** a White Color!!!

(**Maybe Try a BG**, Try Format > Background > Only a Light Color > Changes!!!)

These activities are to be save: **DrawToolActivity1fl** & **DrawToolActivity2fl**

No Spaces in Name: (fl) means **First & Last initials**

Submitted via **Drop Box** as attachment in Productivity Assignment as separate pages.

After completing, Draw Tools Projects answer these **two** questions as best as possible at the **bottom** of each of the Draw/Word Art using a Text Box. **See Example!**

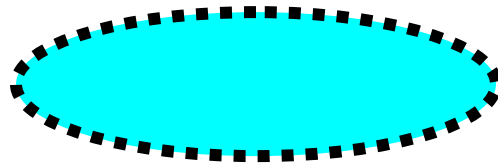
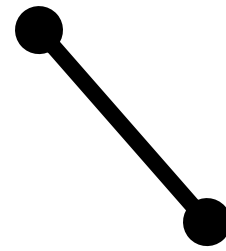
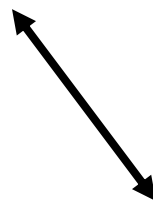
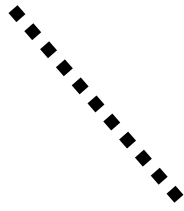
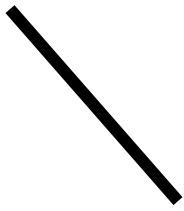
(**See my provided comments on the Draw Tools at the bottom of example!**)

What was the most meaningful **and/or** unexpected outcome from this activity?

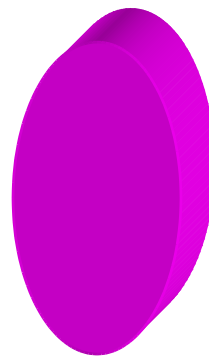
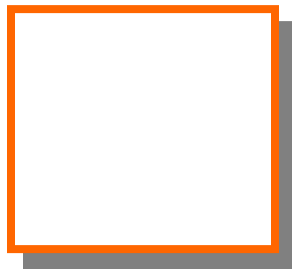
How would this activity benefit my future students **or** benefit to my teaching?

A Brief Application of a Few Draw Tools in MS Word ([Page 5](#))

A Selection of MS Word Draw Tools (A Project needs more than I did!)



This is a Text Box for Words !



These are Examples of Draw Tools were created by Thomas E. Love

I am amazed at how easy it is to use Draw Tools! I want to involve my students with Draw Tools!

Malone College

School of Education

Thomas E. Love

Word Art is so easy! It really makes MS Word dazzling! I will integrate it in my future teaching!