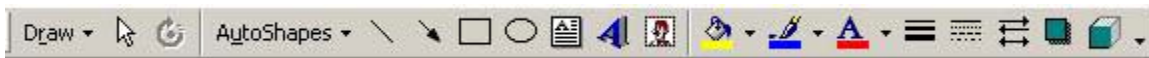


A Brief Summary of Draw Tools in MS Word * MS Office 2003 (Page 1)

(((Good idea is to **Print Out** instructions! For **MS Office 2007** instructions see page at eCollege!)))

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 * MS Office 2003 (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 * MS Office 2003 (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. **Your Students will enjoy!**

Requirements for Draw Tool Projects in MS Word * MS Office 2003 (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 shown in example must be represented in 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 centered 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.

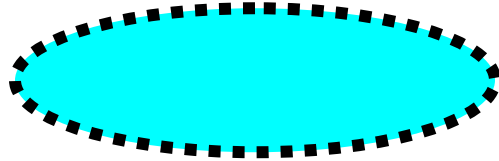
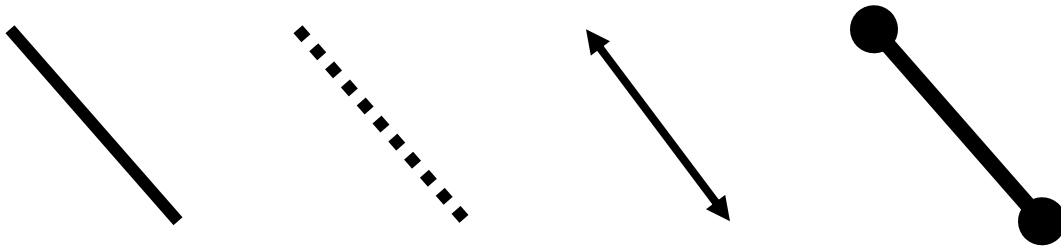
After completing, Draw Tools Projects answer these **two** questions as best as possible at the **bottom** of each of the Draw/Word Art using a Text Box. **See Example!**

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

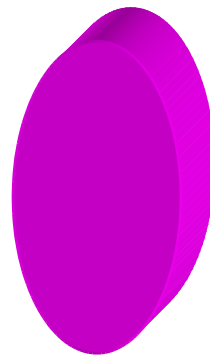
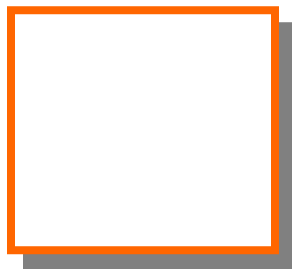
What was the most meaningful **and/or** unexpected outcome from this activity?

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 will 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!