

Activity 9: DRAW TOOLS

New Skills Reinforced:

In this activity, you will practice how to:

1. use and format the draw tools.

Activity Overview:

Using the draw tools is an essential skill to have before creating letterheads, flyers, newsletters, presentations, and Web pages. Draw tools should be used to enhance the overall look of a document without affecting the readability of the message you are trying to send. In this activity, you will practice using a variety of draw tools.

Instructions:

**NEW SKILL**

1. **Open** a NEW document in Word.
2. Using the Insert toolbar, **create the following ten shapes** (use the sample document provided in **Figure 9-1** as a guide):
 - a. Rectangle with green fill, 3 pt. weight black line outline, 1" height, 2.25" width.
 - b. Oval with two-color vertical gradient fill white and black, no outline, 1.25" height, 3" width.
 - c. Lightning Bolt with yellow fill, ¾ pt. weight black line outline, 1.5" height, 1.5" width.
 - d. Vertical line with 1.75" height, 0" width, 6 pt. weight, black line outline.
 - e. Horizontal arrow with 0" height, 2.5" width, 4 ½ pt weight, beginning and ending with rounded-styled arrows.
 - f. Five-point star 1.75" height, 2" width, 3 pt. weight double black line outline (go to More Lines).
 - g. Hexagon with red fill, no outline, 1.5" height, 2" width.
 - h. Square with horizontal gradient white and black, 2 ¼ pt. weight dashed black line outline, 1.5" height and width.
 - i. Use WordArt to create your first name in the font, size, and color(s) of your choice.
 - j. Use a different WordArt style to create your last name in the font, size, and color(s) of your choice.
3. Arrange the shapes so that all **fit on one page**.
4. **Save** the document as **Draw** to your Computer Sharedrive.
5. **Turn into Edmodo** – Be sure to **attach** the file.

Activity 9: DRAW TOOLS Continued

Figure 9-1

