

## Lesson 7-9: Drawing AutoShapes

**Figure 7-23**

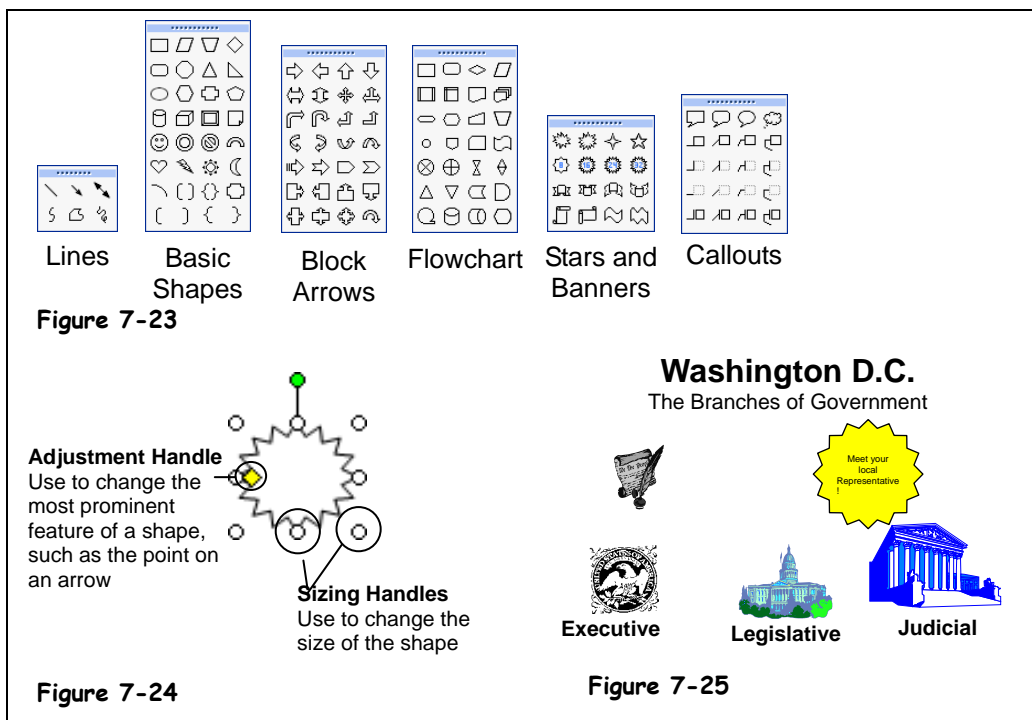
These shapes are available under the AutoShapes button on the Drawing toolbar.

**Figure 7-24**

Many AutoShapes have an Adjustment handle in addition to sizing handles.

**Figure 7-25**

AutoShapes enhance the look of a document.



You're not limited to drawing simple rectangles, ovals, and lines with Word. The *AutoShapes* button on the Drawing toolbar contains over a hundred common shapes and lines, such as arrows, stars, and pentagons. Figure 7-23 shows all the AutoShapes that are available. As you can see from the illustration, the AutoShapes menu is organized into several categories:

- **Lines:** Straight lines, curved lines, scribbly lines, arrows, and free form drawing shapes.
- **Basic Shapes:** Squares, rectangles, triangles, circles, pentagons, and more.
- **Block Arrows:** Arrows that point up, down, left, and right.
- **Flowchart:** Basic shapes used to create flowcharts.
- **Stars and Banners:** Shapes that boldly announce something.
- **Callouts:** Text box shapes that point to and describe something.
- **More AutoShapes:** Allows you to insert an object from the Clip Gallery.

AutoShapes ▾  
AutoShape button

  
16-Point Star Shape

Times New Roman ▾  
Font List

**1. Click the **AutoShapes** button on the Drawing toolbar.**

A menu listing all of the various AutoShape categories appears. Figure 7-23 lists the AutoShapes that are available under each category.

**2. Select the **Stars and Banners** category and select the **16-Point Star** shape.**

The pointer changes to a + indicating you can draw the selected shape. Drawing an AutoShape is no different from drawing an ordinary shape—just click and drag until the shape is the size you want.

- Place the + pointer just below the middle of the word **Government** in the Document title. Click and drag the + pointer down and to the right until the right edge of the shape is about 1 inch from the right edge of the document. Release the mouse button. Compare the size and position of your AutoShape with the one in Figure 7-24.

If your AutoShape is still selected, you'll notice a yellow diamond ♦ on the left side. This is an *adjustment handle*. By grabbing and dragging an adjustment handle, you can adjust the most prominent feature of an AutoShape, such as the point on an arrow or the spikes on a star. Adjustment handles are not used to resize an object—you still need to click and drag one of the object's sizing handles to do that.

- Click and drag the 16-Point Star's yellow **adjustment handle** (♦) to the left just a smidge.

By dragging the star's adjustment handle you've changed the size of the star's spikes. You can move, resize, and format an AutoShape just like any other shape. Move on to the next step to change the color of your star shape.

- With the 16-Point Star still selected, click the **Fill Color button list arrow** on the Drawing toolbar and select a **Yellow** color.

Here's another shape trick: you can add text to any shape by right-clicking the shape, selecting Add Text from the shortcut menu, and typing the text.

- Right-click the 16-Point Star and select **Add Text** from the shortcut menu.

A blinking insertion point (|) appears inside the star, indicating that the shape is ready to accept any text that you type. We have to change the font size and type first so that it will fit into the AutoShape.

- Select **Arial** from the **Font** list and **18** from the **Font Size List** on the Formatting toolbar.

Any text we type now will appear in Arial 18-point font type. We are ready to enter text in our object.

- Type **Meet your local Representative!**



Font Size List

#### Quick Reference

To Insert an AutoShape:

- Click the **AutoShapes button** on the Drawing toolbar.
- Select the category and AutoShape you want to insert.
- Drag the crosshair pointer to draw the AutoShape.

To Adjust an AutoShape:

- Select the AutoShape and drag its **adjustment handle** to adjust the most prominent feature of the shape.

To Add Text to a Shape:

- Right-click the shape and select **Add Text** from the shortcut menu.
- Type the text.