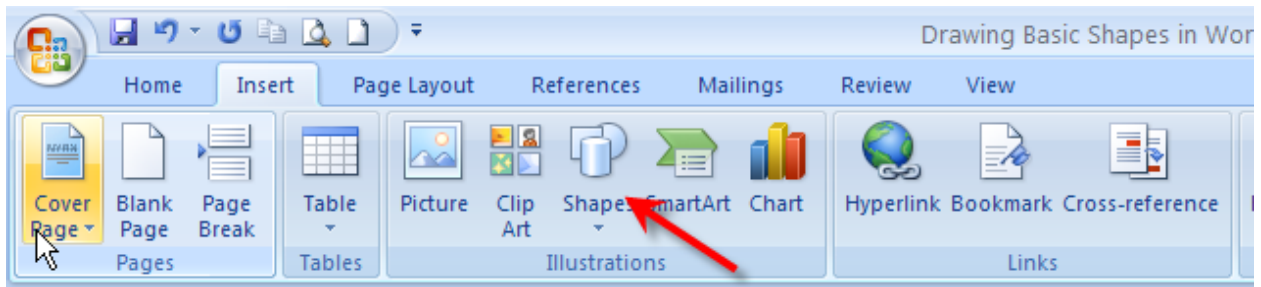
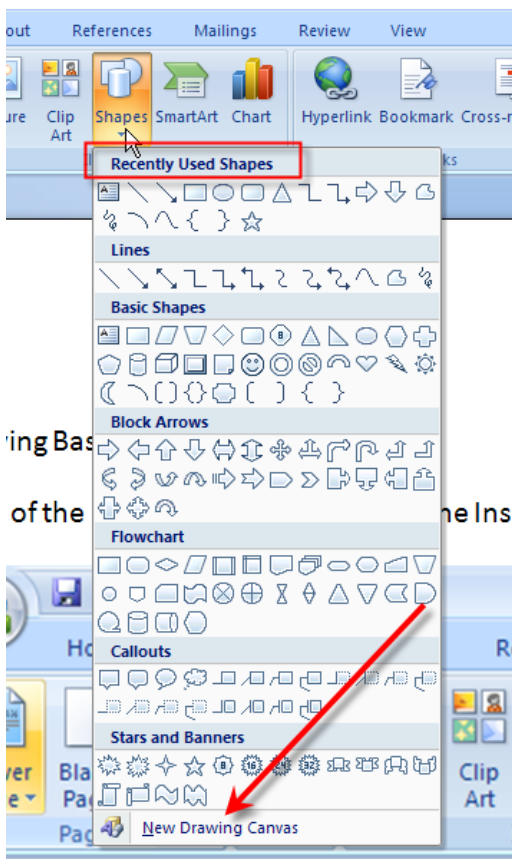


Drawing Basic Shapes in Word 2007

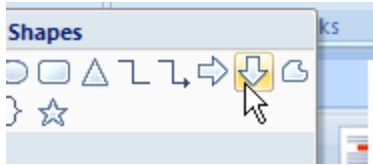
Most of the basic shapes are found on the Insert Tab:



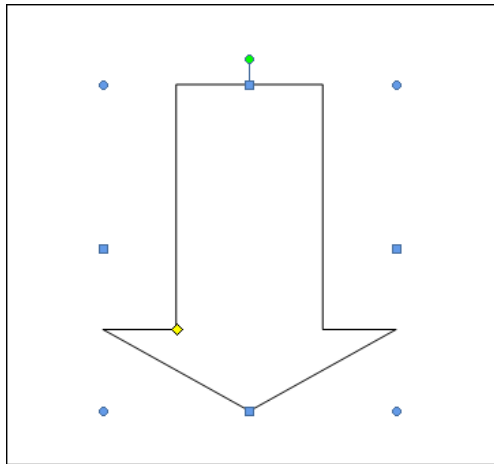
The pull-down menu shows what shapes you've used most recently, as well as a list and pictures of other ready-made shapes that are available – you can also insert a new drawing canvas from this menu:



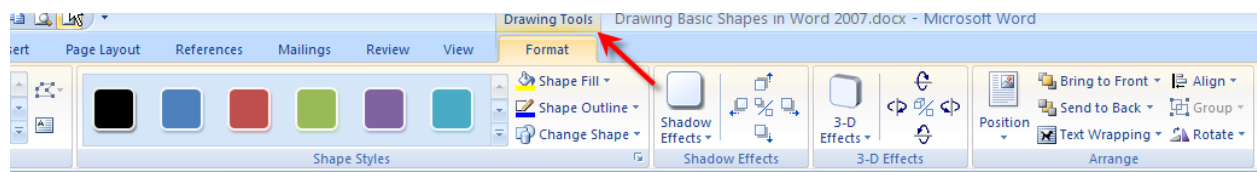
Select a shape:



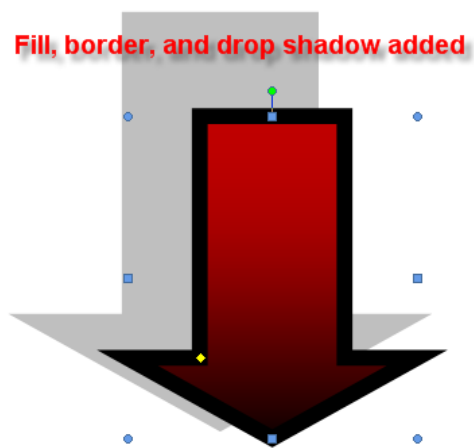
Put your cursor where you want to insert the shape, hold down the mouse button, and pull to draw:



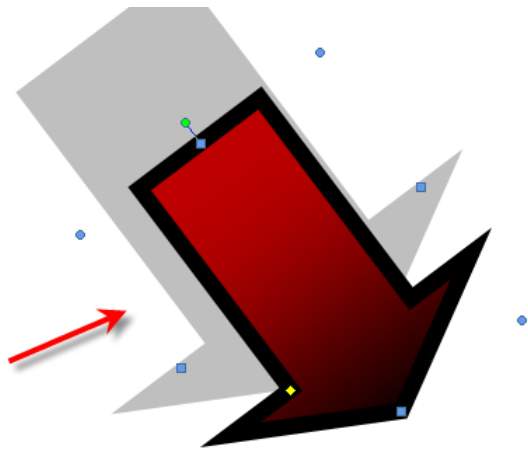
As soon as you do this, the Shape Format menu appears, and you can change the way your shape looks:



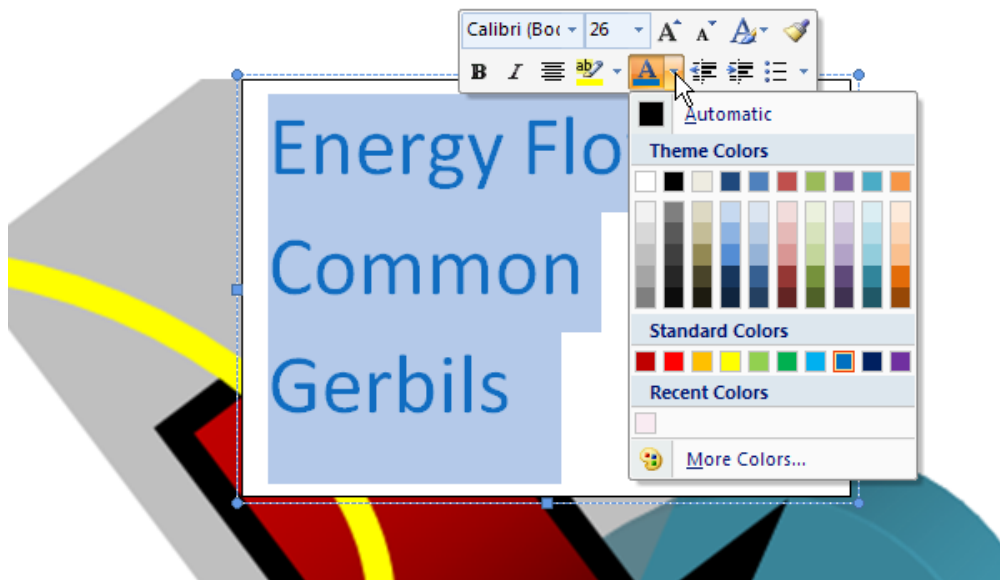
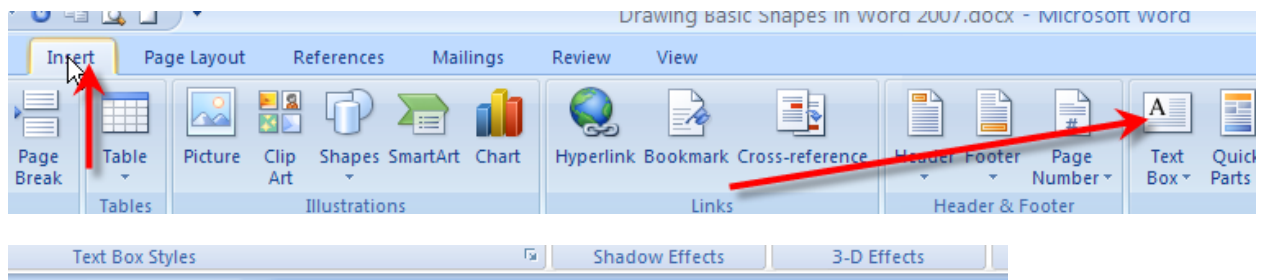
You can experiment with colors and effects:



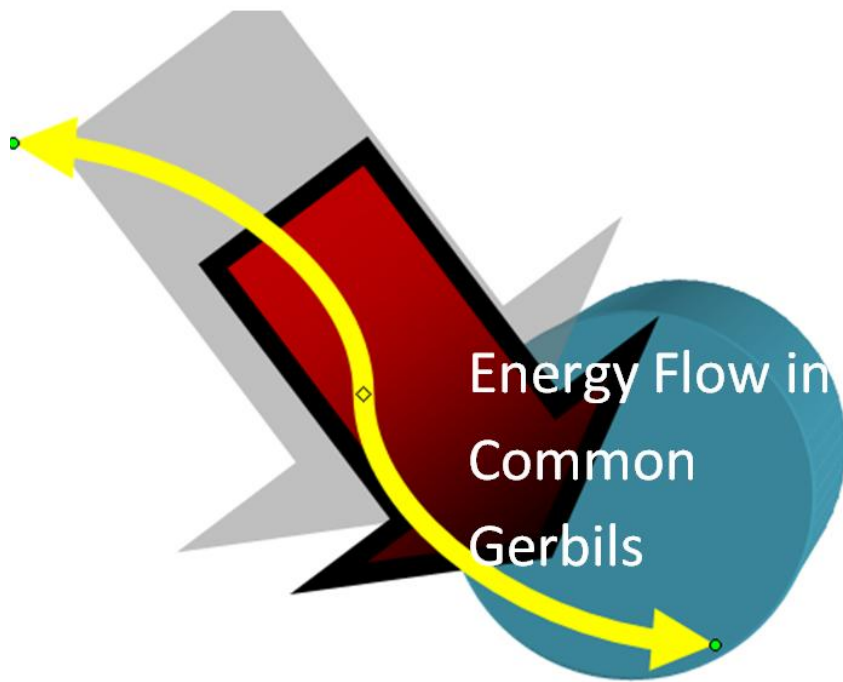
You can rotate the shape in this same menu:



You can draw several shapes, change their order front to back, and group them together so they move on the page at the same time, and you can add text (Insert>Text Box) or Right Click on Shape:



The Result:



Word 2007 has expanded and organized the Drawing Shapes menu to provide many new options – the best way to discover all of them is to experiment with a few basic shapes.