



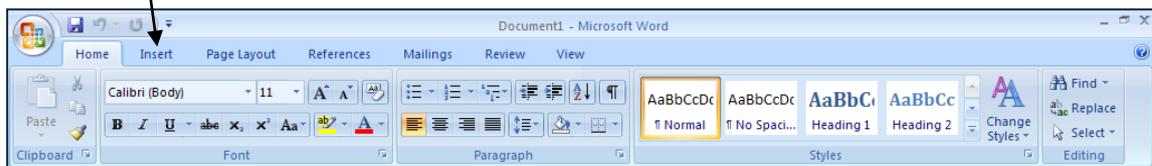
You can use Word to draw tiling patterns, scale diagrams and all sorts of other illustrations. This activity and others will show you how to do this.

### Information sheet

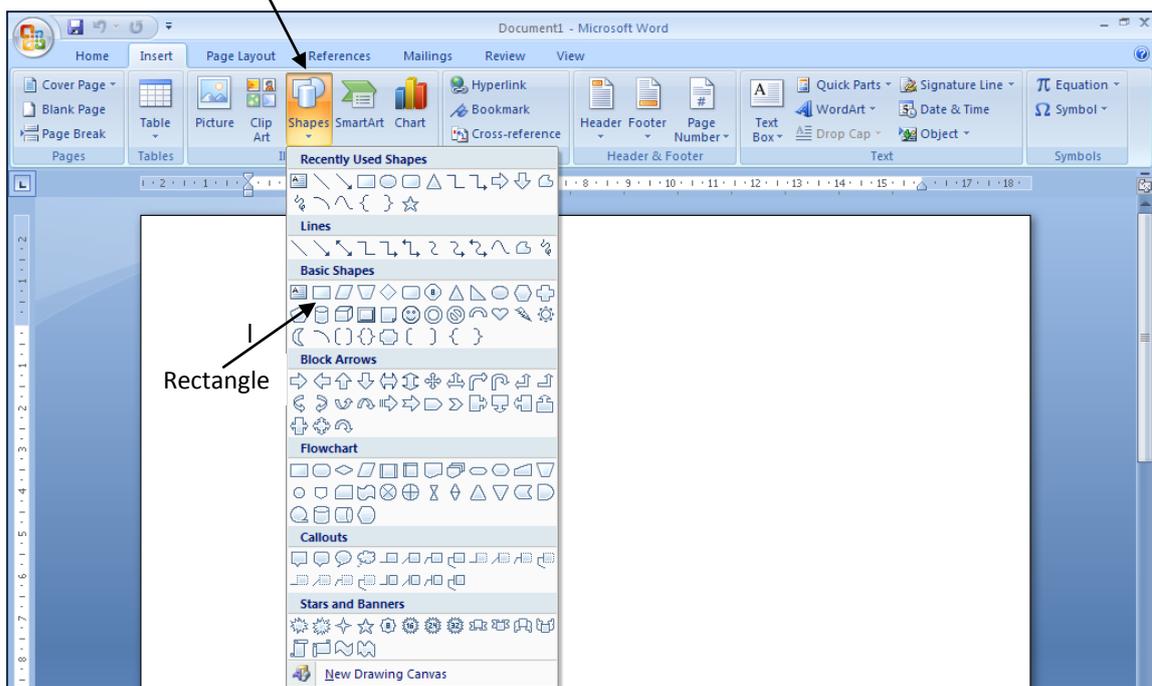
#### A How to draw basic shapes

Open a new **Word** document.

**Left click** on **Insert**.



Then **left click** on **Shapes**. You will see a menu of shapes that you can choose.



#### To draw a rectangle

**Left click** on the **Rectangle**  in the **Shapes** menu.

The cursor will become a cross.

**Left click** on the page and at the same time **drag the mouse**. A rectangle will appear. Lift your finger from the mouse when it is the size you want.

### To draw a square

Left click on the **Rectangle**



**Hold down** the **SHIFT** key as you **left click** and **drag the mouse**.

### Think about...

What difference does holding down the SHIFT key make?

### To draw an oval

**Left click** on the **Oval**



**Left click again** and **drag the mouse**. An oval shape will appear.  
Remove your finger from the mouse when it is the size you want.

### To draw a circle

**Left click** on the **Oval**



**Hold down** the **SHIFT** key as you **left click** and **drag the mouse**.  
This gives a circle.

### Think about...

In general, what does the SHIFT key do when you draw a shape?

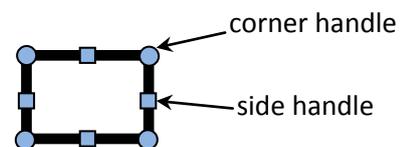
## B How to move a shape

**Left click on the shape** to select it and at the same time **drag it** to the place where you want it to be. Try this now on some of your shapes.

## C Quick ways to change the size of a shape

**Left click** on your rectangle. 'Handles' will appear.

**Left click** on a side handle and at the same time **drag the mouse**. Try other side handles.



### Think about...

What happens to the shape when you drag a side handle?

**Left click** on one of the **corner handles** and **drag the mouse**.

### Think about...

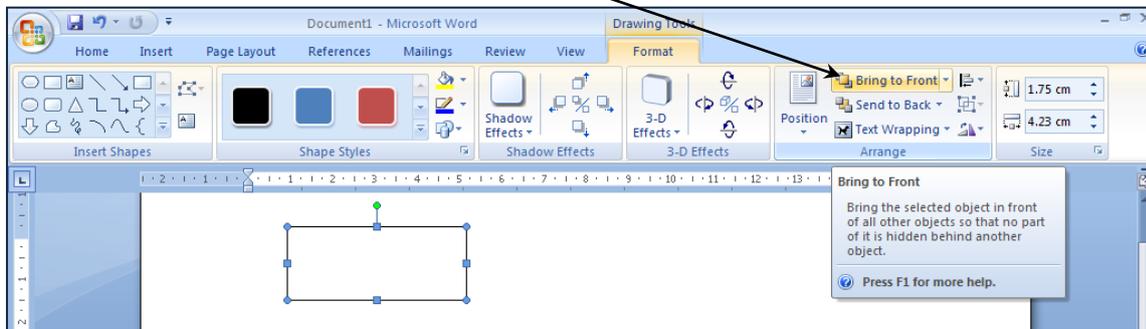
What happens to the shape when you drag one of the corner handles?

In what way is this different from dragging the side handles?

Click on other shapes and use the handles to change their sizes.

## D How to change the appearance of a shape

**Left click** on a shape. The **Drawing Tools Format** menu will appear. Move the cursor over each button to tell you what it does. This shows what the 'Bring to Front' button does.



Some buttons have little arrows beside them. **Left click** on an arrow to show the choices you have.

The arrow next to the **Shape Fill** button gives a lot of different ways to colour your shapes (shown below).



## Try this

Experiment with the options in the **Drawing Tools Format** menu.  
If you don't like any effect, use the **Undo** button to remove it.



## Think about...

Do you remember how to:

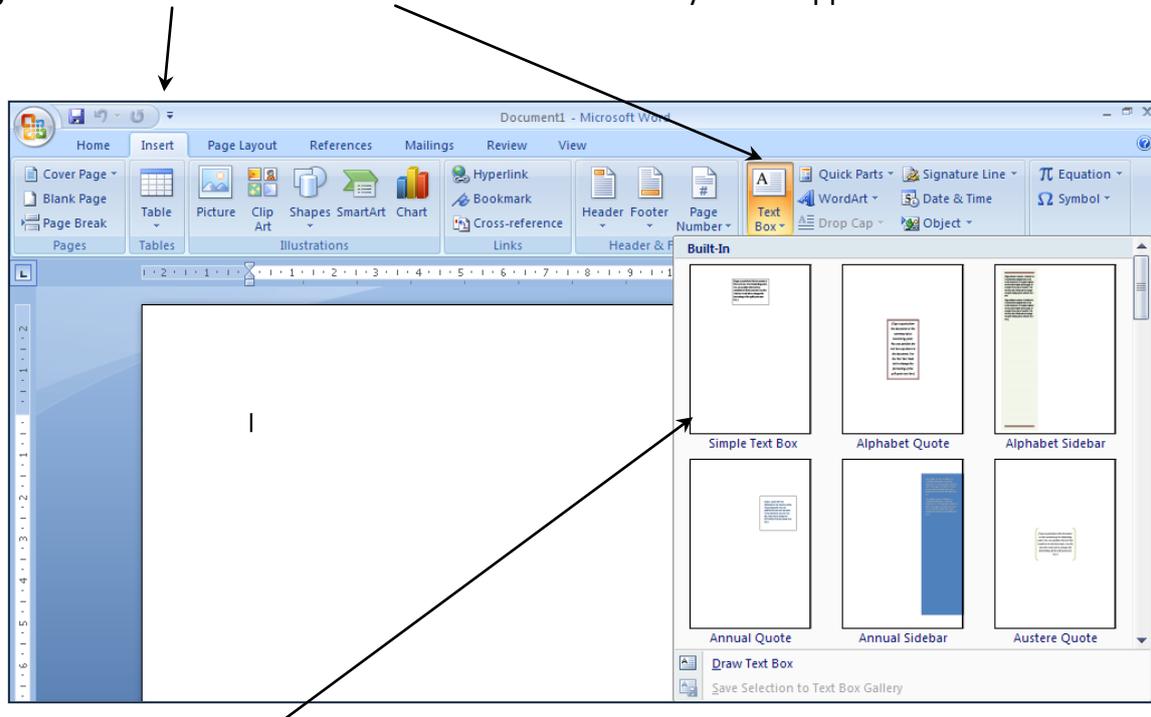
- move a shape
- change the size of a shape
- change the appearance (such as the colour) of a shape.

## Try this

Design a colourful pattern using rectangles, squares and circles.

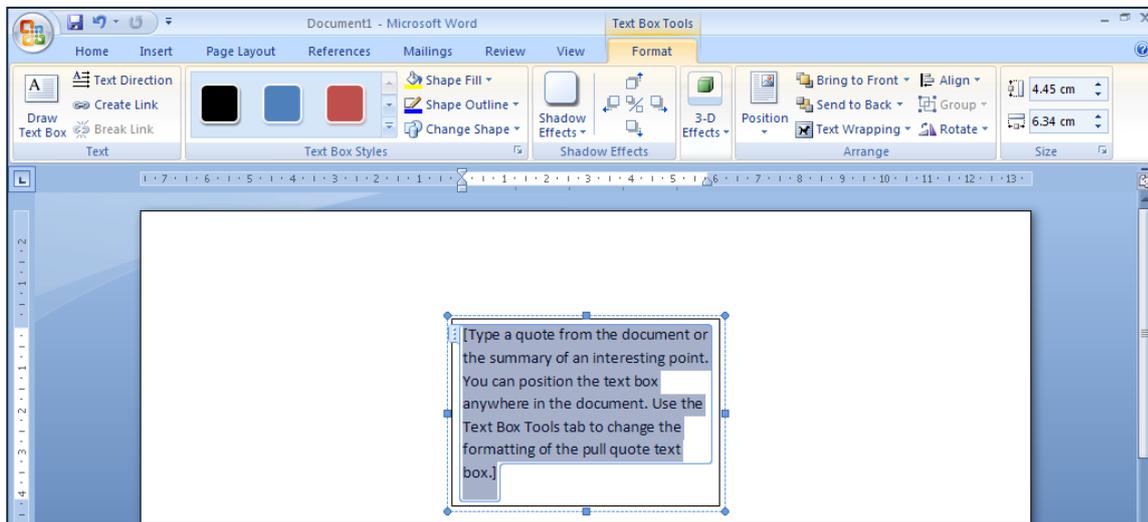
## E How to label shapes

**Left click** on **Insert** then **Text Box**. Different text box styles will appear.



**Left click** on **Simple Text Box**.

A text box will appear as shown on the next page.



Enter the name you want.

Use **Shape Outline** and **Shape Fill** to change the appearance of the text box.

(The No Outline and No Fill options will leave just the shape name.)

If you don't like any effect, use the **Undo** button to remove it.

**Undo button**



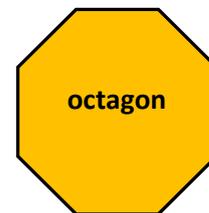
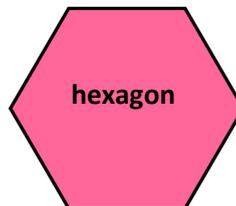
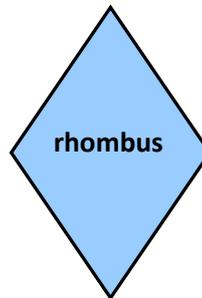
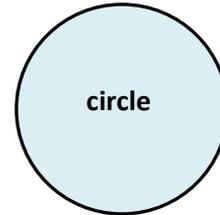
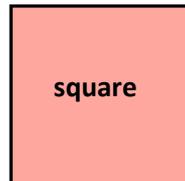
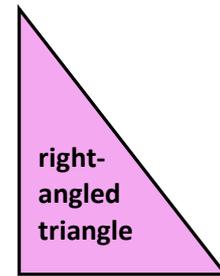
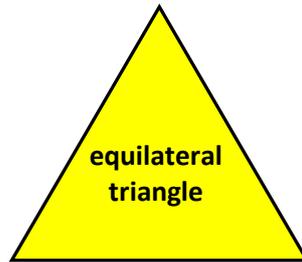
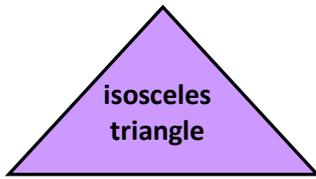
## Try this

Make and save a revision sheet of shape names.

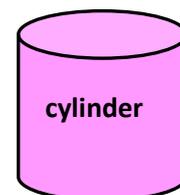
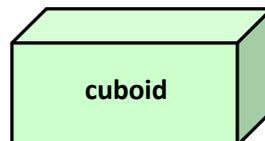
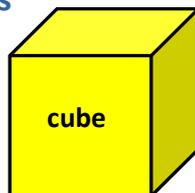
Some of the most important ones are given on the next page.

(Word sometimes uses different names, but those below are the ones you need to know.)

## 2D Shapes



## 3D Shapes



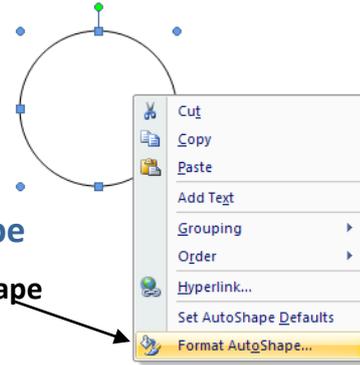
## Reflect on your work

Check that you remember how to do each of the following:

- draw a shape (with equal sides when needed)
- move a shape
- change the size of a shape
- change the colour of a shape and its perimeter.

## Alternative methods

There are other ways of doing some things.



## Another way to change the appearance of a shape

**Right click** on your circle then left click on **Format AutoShape**

A **Format AutoShape** menu like this should appear.

Left click on the **Fill Colour arrow** – this gives colours to choose from.

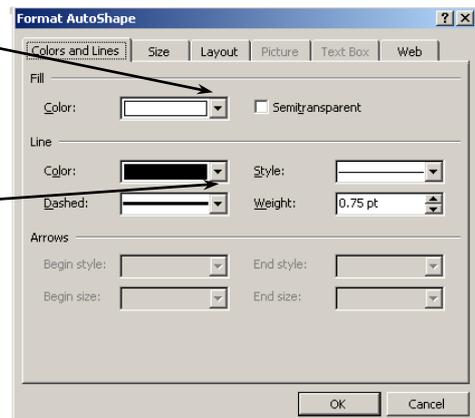
Left click on one of the colours, then OK – your circle should reappear shaded in this colour.

You can also use the **Line Colour arrow** to select the colour of the line around the circle.

Use the **Line Weight arrows** if you want to change the thickness of the line – the **top arrow increases the thickness** of the line and the **bottom arrow decreases the thickness**.

To make your line dashed click on the **Line Dashed arrow** – this gives a variety of patterns to choose from.

Also investigate the options given by the **Line Style arrow**. Click OK to apply your choices.

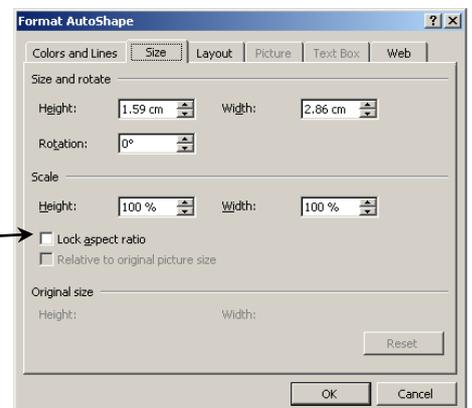


## Another way to change the size of a shape

Select your rectangle, then in **Format AutoShape** left click **Size**. The current size of your rectangle will be shown.

Use the **Height** and **Width** arrows to change the size of your rectangle. (Or click on the measurements and type in particular lengths if you wish.)

You can also enlarge the rectangle using the Scale Height and Width arrows or by typing in particular percentages. Clicking on **Lock aspect ratio** to enlarge the rectangle by the same % in each direction.



## Try this

Compare the different ways of changing shapes and decide which you prefer.