Tools for Drawing with Microsoft Word 2007 and 2010

Grid Setting: Displays a grid on the document to help plan placement of objects and text.

View Gridlines: Checkbox entry form when checked will display the gridlines on a Word documents.

Outline Weight: Displays choices of width of a line or border.

Arrows: Changes lines into directional arrows.

Draw Text Box: Inserts a text box into the document.

Shapes: Inserts ready-made shapes into the document as stand-alone objects.

Shape Outline: Specifies the color, width, and line-style for the outline of a selected shape.

Shape Fill: Fills the shape with a selected color, pattern, gradient, or picture.

Rotate: Rotates or flips a selected object.

Bring to Front: Brings the selected object in front of all objects on the document.

Send to Back: Sends the selected object behind all the objects on the document.

Group: Joins two or more objects together so that they will be treated as one object.

Ungroup: Breaks a set of grouped objects into individual objects.

Picture Size: Crops and resizes the image, photo, or illustration.

Key Commands:

Cutting	Ctrl+X	Undo	Ctrl+Z
Copying	Ctrl+C	Duplicate	Ctrl+D
Pasting	Ctril+V	Directional	Arrow Keys