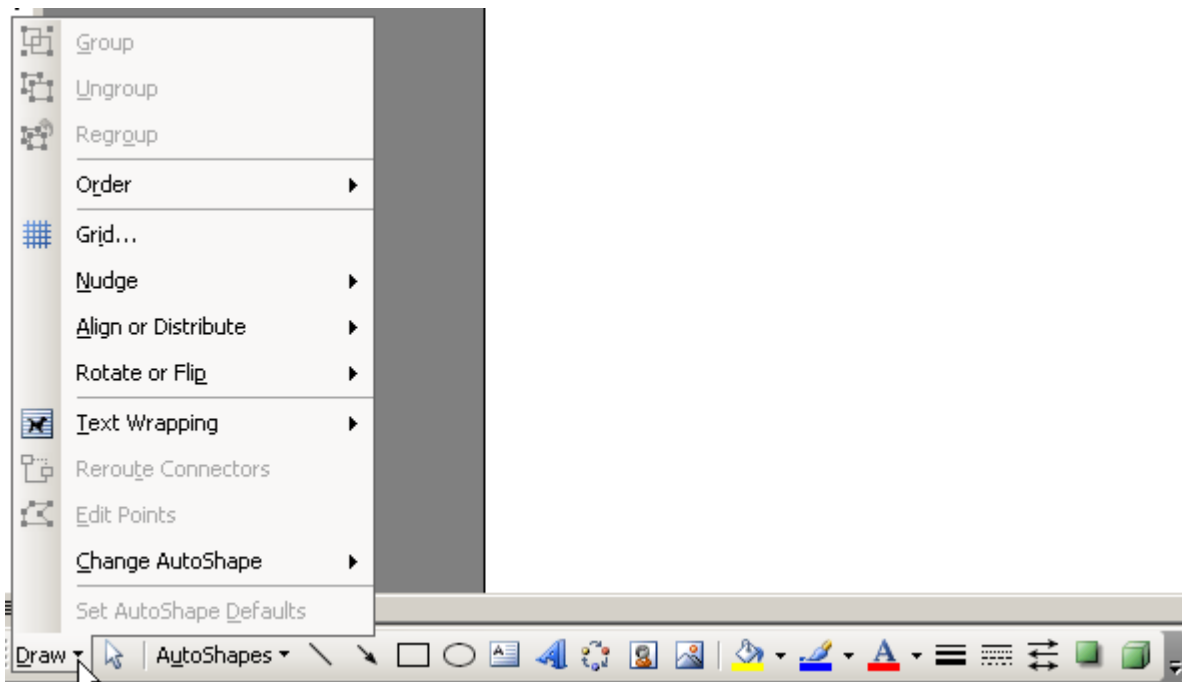


Drawing Tools in Word 2010

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Introduction

The tools on the 2003 Drawing Toolbar, shown below, are all available in Word 2010, but are no longer found grouped together in one location. This guide explains where to find them and, where the functionality has changed, how to use them.








Finding and using drawing tools in Word 2010

The icons and commands on the Word 2003 Drawing toolbars have been repositioned in Word 2010 on the **Home**, **Insert** and, when a shape is selected, on the contextual **Drawing Tools | Format** ribbons. (The latter ribbon appears *only* when a shape -- or 'drawing object' -- is selected.)

In general, use the **Insert** tab to add new drawing objects. To format or change existing drawing objects, select the shape and use the contextual tabs that appear. It's worth taking a few minutes to explore these ribbons; they contain many new tools which are useful in creating, adjusting, formatting and positioning graphic shapes.

The table below identifies at least one way of locating each command found in the Word 2003 Drawing toolbar.

2003 Toolbar Command	2010 Command
Draw menu options: Group/Ungroup/Regroup	Select drawing objects, then <ul style="list-style-type: none"> • Right-click on selection Group or • Drawing Tools Format Group or Ungroup

2003 Toolbar Command	2010 Command
Order	<ul style="list-style-type: none"> Right-click on object(s), then Bring to front or Send to back <i>or</i> Select drawing object(s), then Drawing Tools Format Bring to front or Send to back
Grid	Select drawing object(s), then Drawing Tools Format Align and relevant option
Nudge	Select object(s), then use keyboard arrow keys
Align or Distribute	Select drawing object(s), then Drawing Tools Format Align and relevant option
Rotate or Flip	Select drawing object(s), then Drawing Tools Format Rotate and relevant option
Text Wrapping	Select drawing object(s), then <ul style="list-style-type: none"> Right-click Wrap Text select appropriate option <i>or</i> Drawing Tools Format Wrap Text select appropriate option
Reroute Connectors	Not available as a command in Word 2010. Instead, select and then click and drag, nudge (using the keyboard arrow keys), or delete a connector and insert new one.
Edit Points	<ul style="list-style-type: none"> Right click on object, then Edit Points <i>or</i> Select object, then Drawing Tools Format Edit Points
Change AutoShape	Select the shape, then Drawing Tools Format Edit Shape  Change shape icon, then select new shape
Set AutoShapeDefaults	Right click on shape, then Set as Default Shape
	Home Select Select All (Note: the entire document is selected; to select specific elements, click once to deselect everything and then drag the mouse pointer from one corner of the area required to the opposite corner.)
AutoShapes menu options:	Insert Shapes , click on the shape required
	Insert Shapes , then select relevant shape
	Insert , then select relevant icon (note that the icon symbol for charts and ClipArt have changed)
	Select drawing object(s), then <ul style="list-style-type: none"> Right-click Format Shape select appropriate option <i>or</i> Drawing Tools Format select appropriate option: <ul style="list-style-type: none"> Shape Fill Shape Outline Colours Text Fill (and/or Text Outline) Shape Outline Weight Shape Outline Dashes Shape Outline Arrows Shape Effects