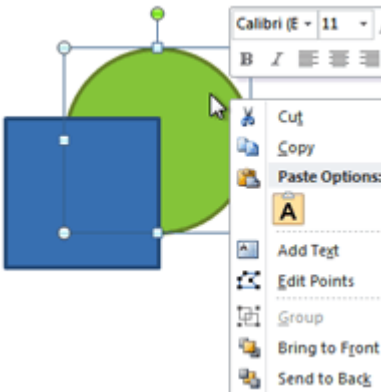


Working with Shapes

Introduction



You can add a **variety of shapes** to your document, including arrows, callouts, squares, stars, and flowchart shapes. Want to set your name and address apart from the rest of your resume? Use a line. Need to create a diagram showing a timeline or process? Use flowchart shapes.

In this lesson, you will learn how to **insert a shape** and **format** it by changing its **fill color**, **outline color**, **shape style**, and **shadow effects**. Additionally, you will learn how to apply **3D effects** to shapes.

Using shapes

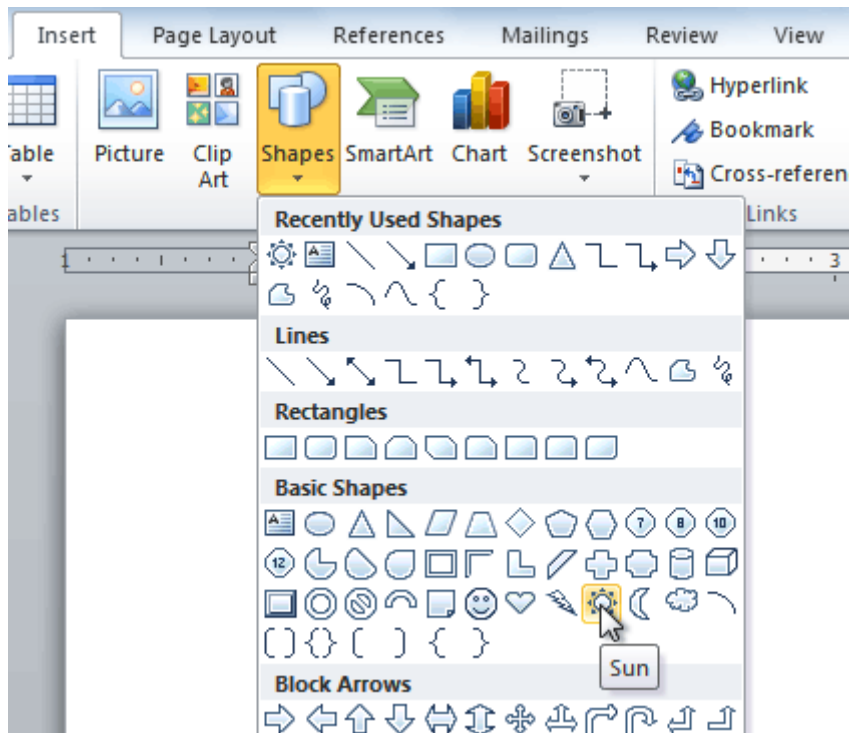
Video: Working with Shapes in Word 2010



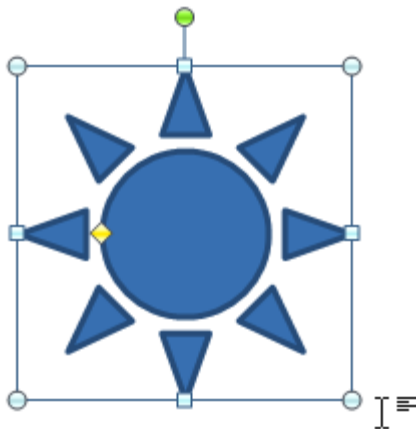
Word's large shape collection allows you to organize and design the image you want. While you may not need shapes in every document you create, they can add visual appeal. To use shapes effectively, you'll need to know how to **insert a shape** and **format** it by changing its **fill color**, **outline color**, and **shape style**, as well as add **3D effects**.

To insert a shape:

1. Select the **Insert** tab.
2. Click the **Shapes** command.



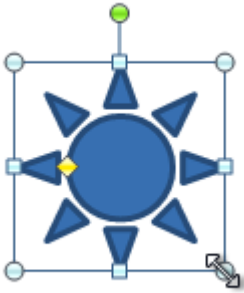
3. Select a shape from the drop-down menu.
4. Click and drag the mouse until the shape is the desired size.



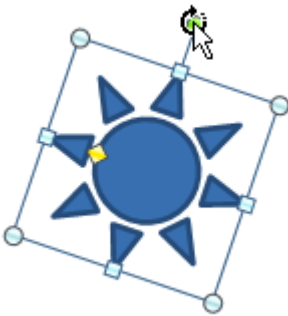
5. Release the mouse button.

To resize a shape:

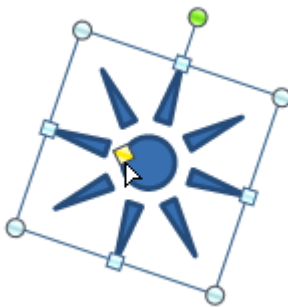
1. Click the shape to select it.
2. Click and drag one of the **sizing handles** on the corners and sides of the shape until it is the desired size.



3. To rotate the shape, drag the **green handle**.



4. Some shapes also have one or more **yellow handles** that can be used to modify the shape. For example, with star shapes you can adjust the length of the points.

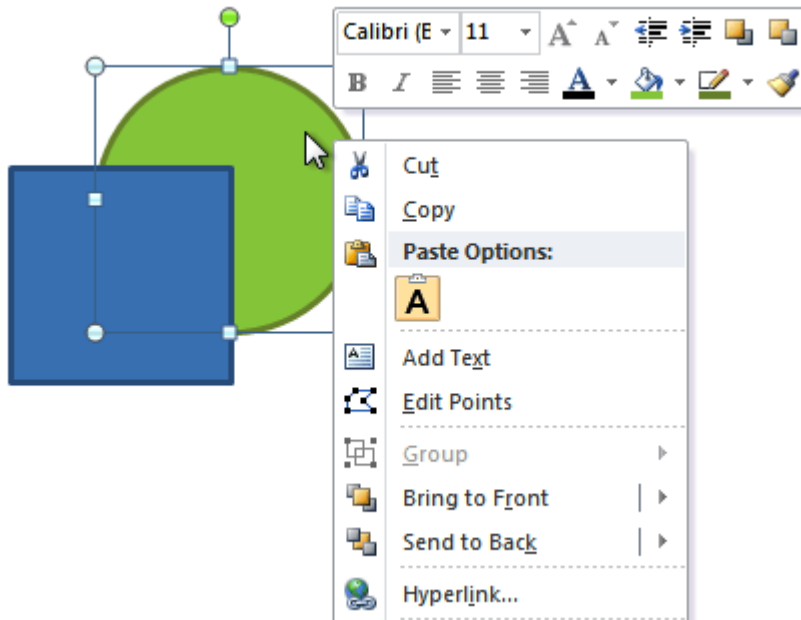


If you drag the **sizing handles** on any of the four corners, you will be able to change the **height** and **width** at the same time. The sizing handles on the top or bottom of the shape will only allow you to resize **vertically**, while the handles on the left and right sides will resize the shape **horizontally**.

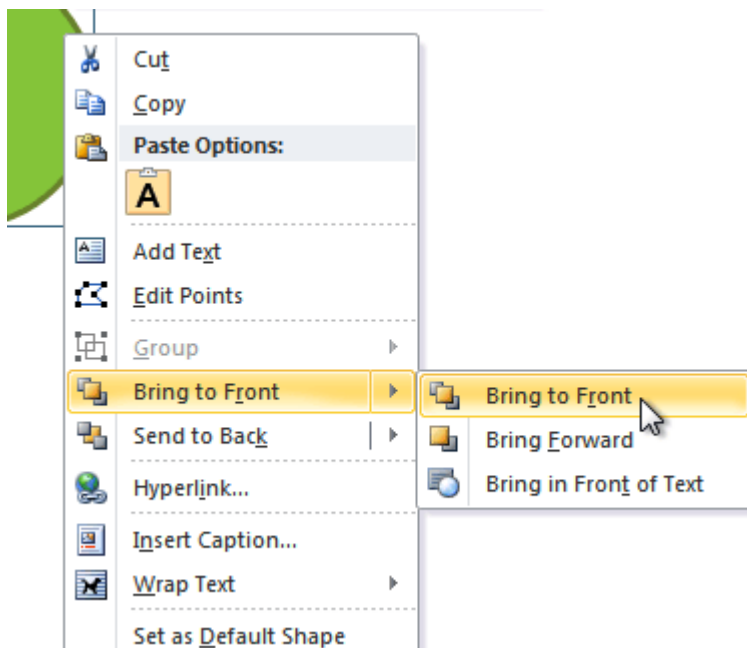
To change the order of shapes:

If one shape overlaps another, you may need to change the **ordering** so the correct shape appears in front. You can bring a shape to the **front** or send it to the **back**. If you have multiple images, you can use **Bring Forward** or **Send Backward** to fine tune the ordering. You can also move a shape **in front of** or **behind** text.

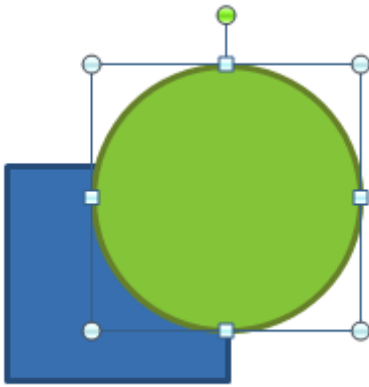
1. Right-click the shape you want to move.



2. In the menu that appears, hover over **Bring to Front** or **Send to Back**. Several ordering options will appear.



3. Select the desired ordering option. The shapes will reorder themselves.

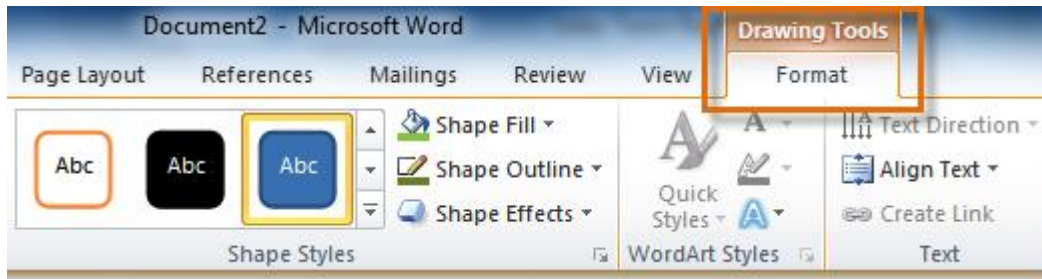


In some cases, the ordering option you select will not affect the ordering of the shapes. If this happens, select the same option again or try a different option.

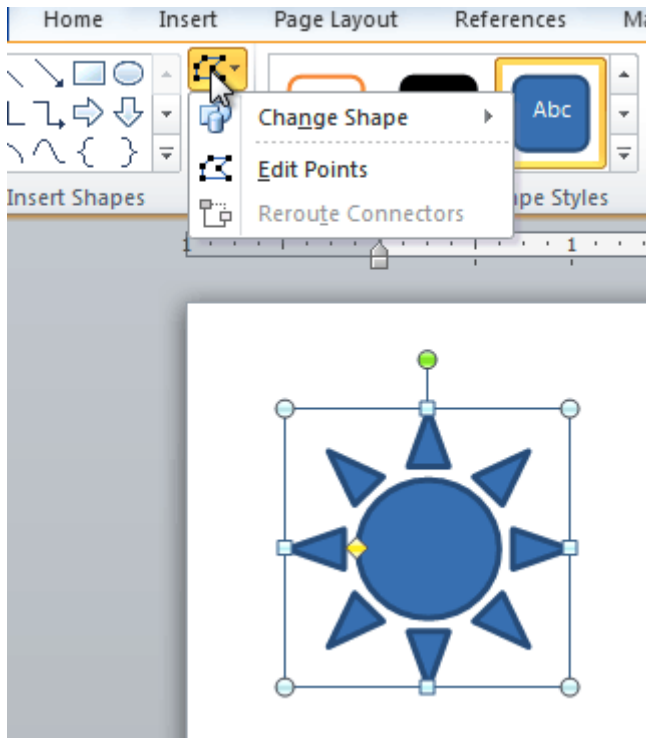
Changing a shape's appearance

To change to a different shape:

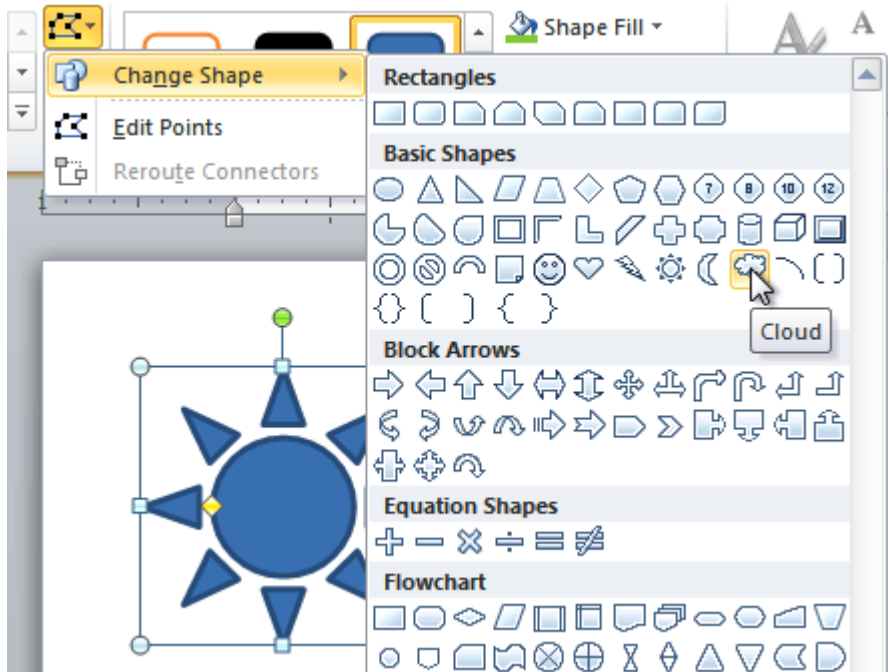
1. Select the shape. A new **Format** tab appears with **Drawing Tools**.



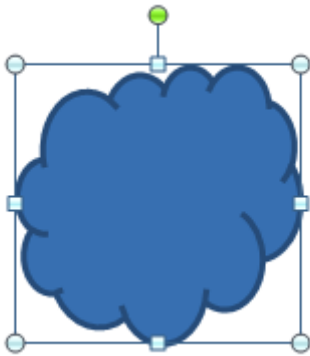
2. Click the **Format** tab.
3. Click the **Edit Shape** command.



4. Click **Change Shape** to display a drop-down list.

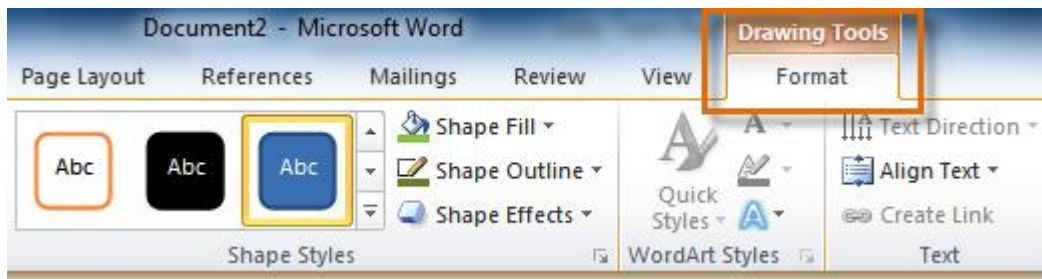


5. Select the desired shape from the list.

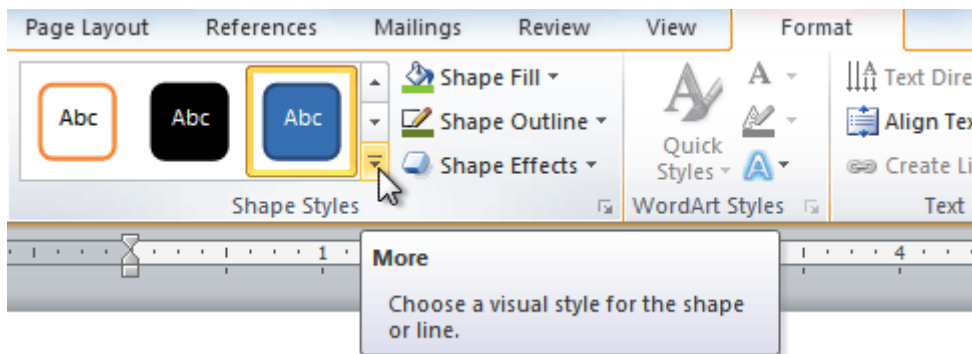


To change the shape style:

1. Select the shape. The **Format** tab appears.



2. Click the **More** drop-down arrow in the Shape Styles group to display more style options.



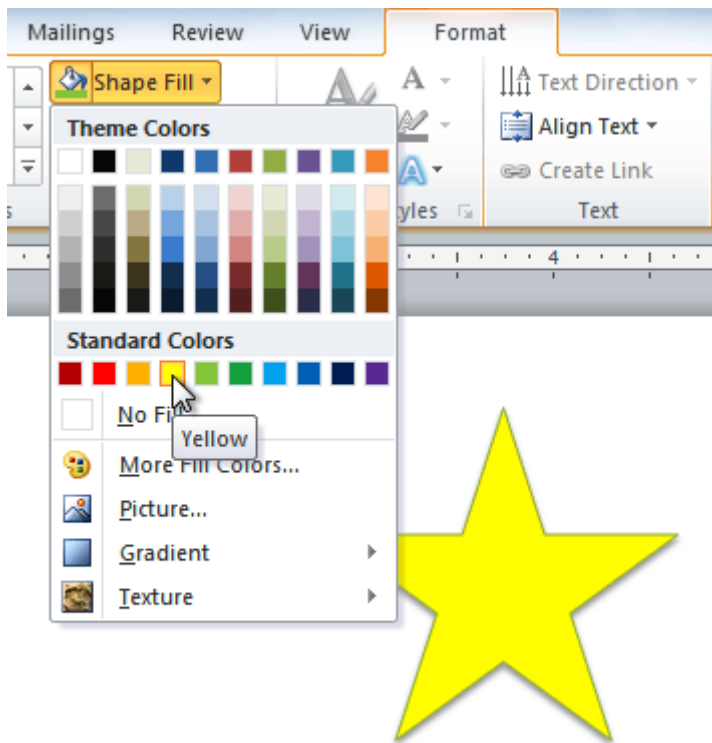
3. Move your cursor over the styles to see a live preview of the style in your document.



4. Select the desired style.

To change the shape fill color:

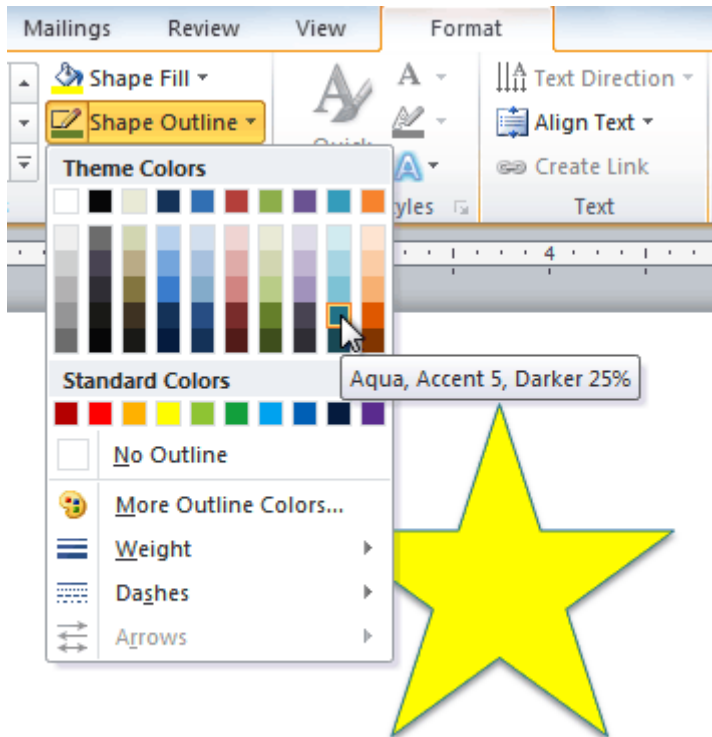
1. Select the shape. The **Format** tab appears.
2. Select the **Format** tab.
3. Click the **Shape Fill** command to display a drop-down list.



4. Select the desired **color** from the list, choose **No Fill**, or choose **More Fill Colors** to choose a custom color.

To change the shape outline:

1. Select the shape. The **Format** tab appears.
2. Click the **Format** tab.
3. Click the **Shape Outline** command to display a drop-down menu.



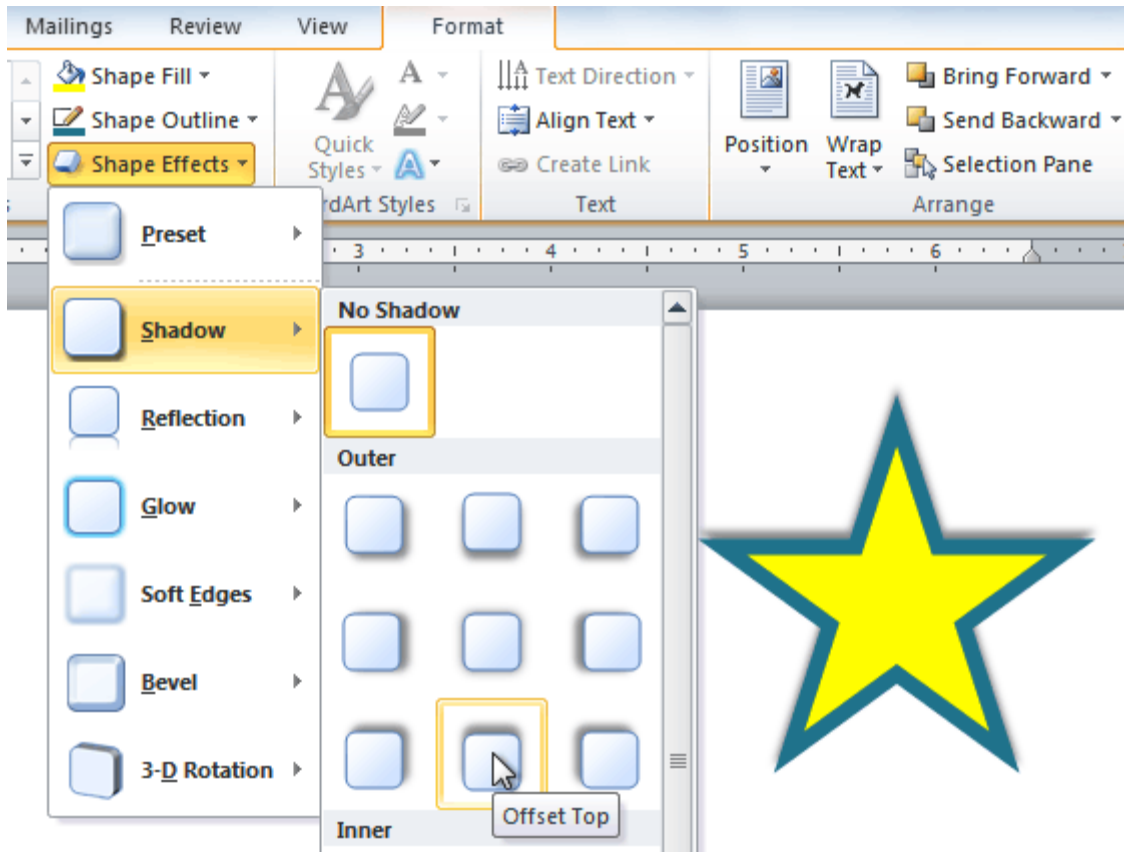
4. From the drop-down menu, you can change the outline **color**, **weight** (thickness), and whether it is a **dashed** line.



To change shadow effects:

1. Select the **Format** tab.
2. Click the **Shape Effects** command. A drop-down menu will appear.

3. Hover your mouse over **Shadow**. You will see a list of shadow presets.
4. Move your mouse over the menu options to see a live preview of the shadow effect in your document.



5. Click the desired shadow effect to add it to your shape.

You can select **Shadow Options** from the drop-down menu and click the **Color** button to select a different shadow color for your shape.

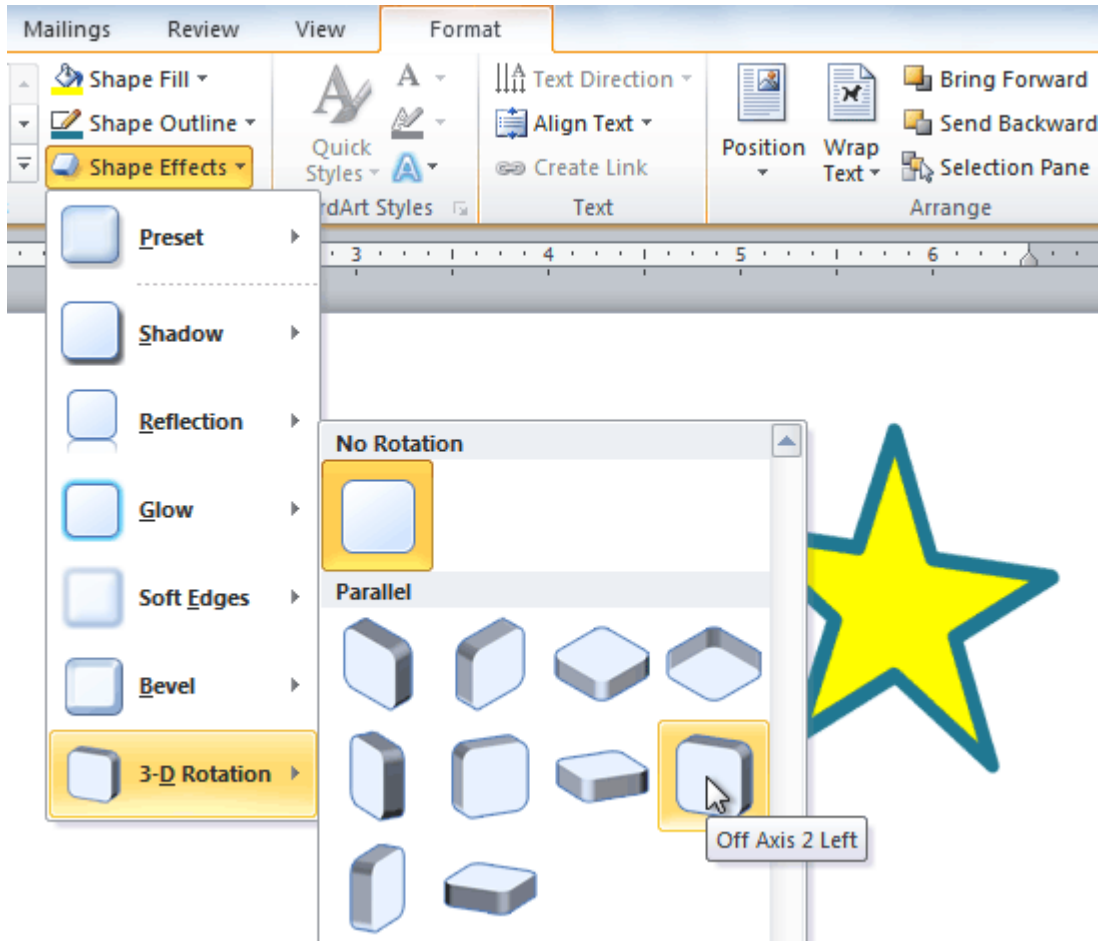
3D effects

There are two types of effects you can apply to your shapes to give them a 3D appearance: **3-D Rotation** and **Bevel**. **3-D Rotation** gives the appearance that you are viewing the object from a different angle, and it can be applied to any shape. **Bevel** adds thickness and a rounded edge to shapes, but it doesn't work with every type of shape.

To use 3-D Rotation:

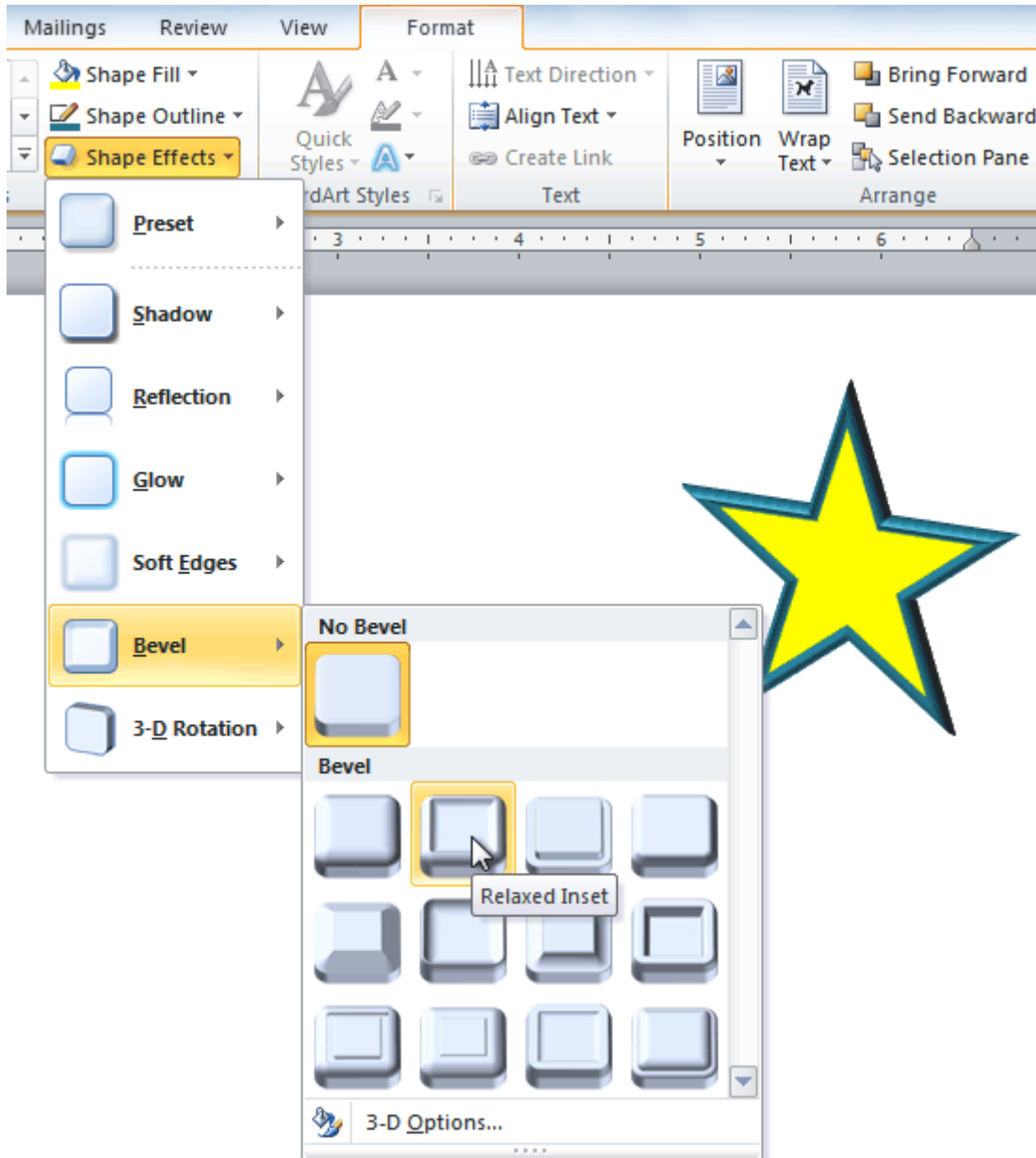
1. Select the shape.
2. Click the **Format** tab.
3. Click **Shape Effects** from the **Shape Styles** group.
4. Hover the mouse over **3-D Rotation**. A drop-down menu will appear.

5. Select the desired **rotation preset** from the drop-down menu. You can also click **3-D Rotation Options** if you would prefer to type custom values.



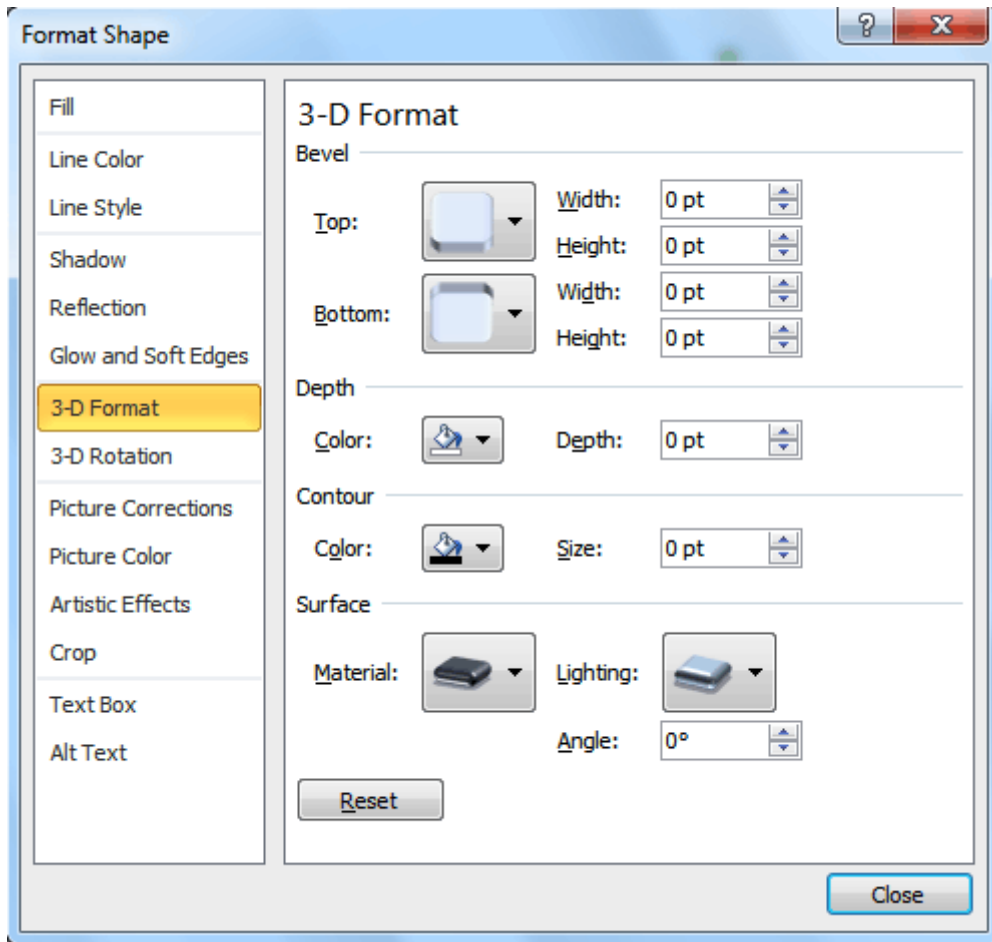
To use bevel:

1. Select the shape.
2. Click the **Format** tab.
3. Click **Shape Effects** from the **Shape Styles** group.
4. Hover your mouse over **Bevel**. A drop-down menu will appear.



5. Select the desired **bevel preset** from the drop-down menu. You can also click **3-D Options** if you would prefer to type custom values.

If you click **3-D Options**, you'll also be able to change the shape's material to give it a metal, plastic, or translucent appearance, and you can choose the lighting type to change how the shape is illuminated.



Challenge!

1. Create a **new** Word document.
2. Insert a **shape**.
3. Change the shape to a **different shape**.
4. Change the **fill color**.
5. Change the **outline color**.
6. Try various **shadow effects**.
7. Try various **3D effects**.