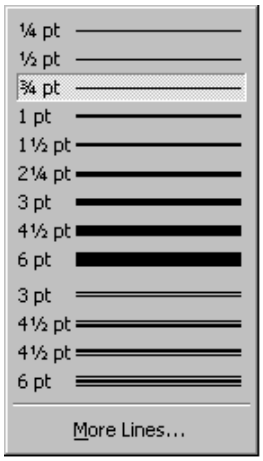
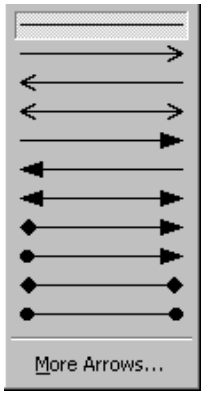
Things worth knowing in MS Office: Graphics

Graphics techniques in Microsoft Office are the same (or nearly the same) in Word, PowerPoint, and Excel. We'll be using Word for this session, but the graphics we create can easily be pasted into PowerPoint.

To start, you'll need to see the Drawing toolbar (View > Toolbars > Drawing). Put it wherever you like:

lines (hold shift down and you get a straight line)
arrows (hold shift down and you get a straight line)
rectangles (hold shift down and you get a square line)
ovals (hold shift down and you get a circle)



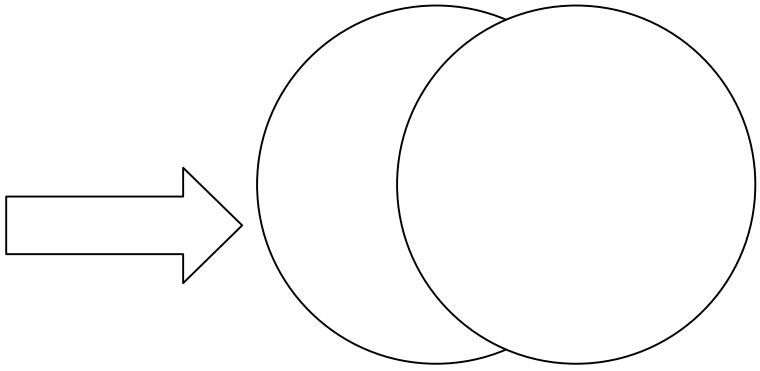


After drawing these things, you can format them

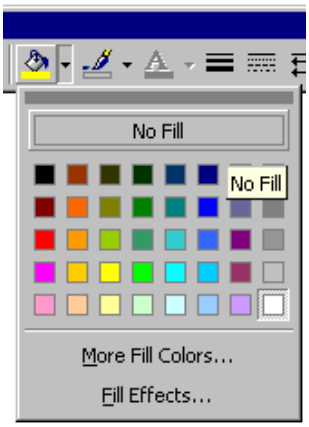
fill color
line color
line style
dash style
arrow style

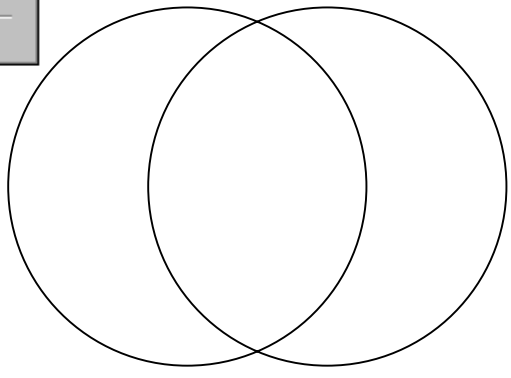
The power of holding shift down while you're dragging some figure is as a **constraint**. If you want to draw a Venn diagram, you'll need two ovals (we'll make 'em circles by holding down shift when we drag 'em:

I got these two to be the same size by drawing one and duplicating it, then selecting them both and going to the Drawing toolbar and aligning their bottoms (Draw > Align or Distribute > Align Bottom).



But the Venn diagram doesn't work right because the two circles are opaque. So all I have to do is select the top (right) one and go to the Fill bucket and tell it No Fill.

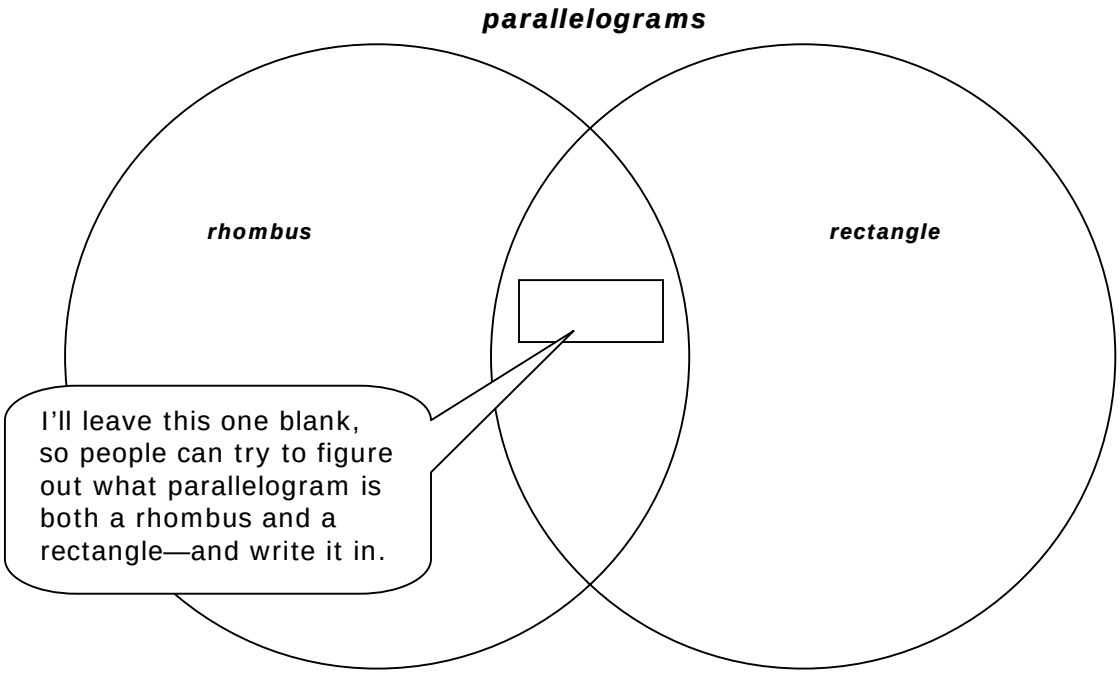




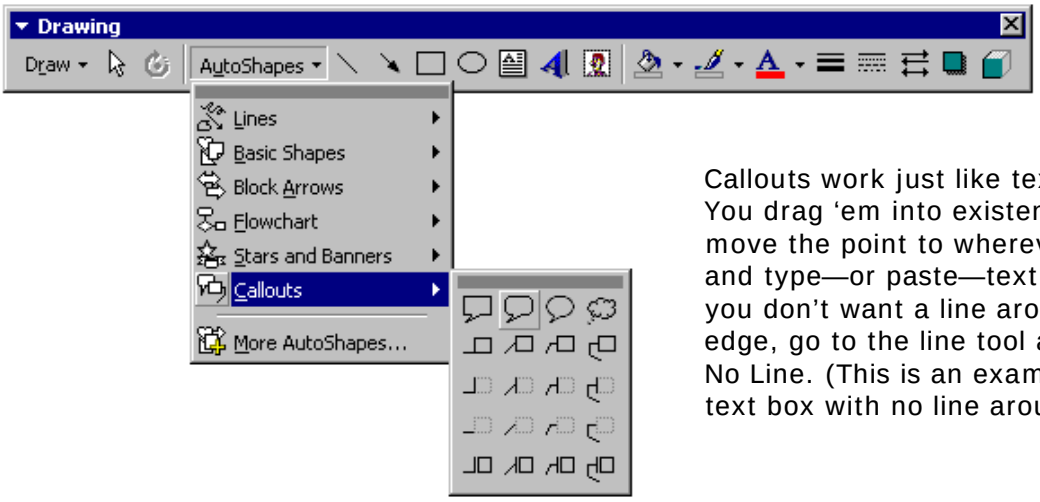
Now I've got my transparent, No Fill circle. All I have to do is put some things inside 'em.

I want to make the circles bigger—both of 'em—so I shift click 'em to select both. (I could have also used the Select Objects arrow in the Drawing toolbar and dragged a fence around 'em.) Then I hold the Shift key down to keep the height/width ratio constant and drag on the handles to make 'em bigger.

I want to put some words inside, so I'll click on the text box in the drawing toolbar and drag a box to put my word in.



I wanted to call attention to the text box in the intersection of the two circles, so I used a callout. Look for them in the Drawing toolbar in AutoShapes > Callouts



Callouts work just like text boxes. You drag 'em into existence, then move the point to wherever you like and type—or paste—text inside. If you don't want a line around the edge, go to the line tool and tell it No Line. (This is an example of a text box with no line around it.)

See also "Drawing Pumpkins in Word" and other how-to documents on Microsoft Office at **www.soesd.k12.or.us/support/training**

Larry Francis, SOESD Computer Information Services
larry_francis@soesd.k12.or.us or 541.858.6748
www.soesd.k12.or.us/support/training