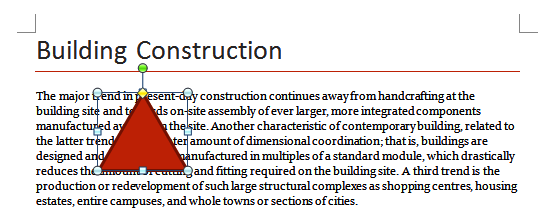
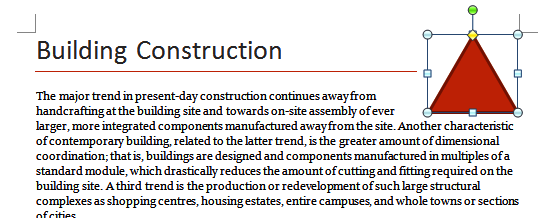
# Inserting Shapes

So you fancy you’re a bit of a Rembrandt, or at least a Picasso? Well, if so you can use the various shapes under the ***Shapes*** command to create your own drawings. These drawings can be quite complex indeed given the broad range of tools and formatting available to you. Most people however, use ***Shapes*** for creating more simple drawings such as logos, or diagrams.

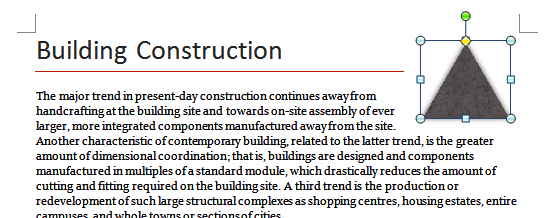


**3**

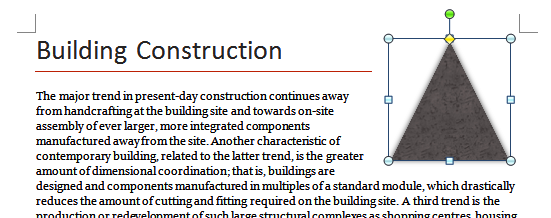
|  |  |
| --- | --- |
| **Try This Yourself:** | |
| Same File | Continue using the previous file with this exercise, or open the file U109 Shapes\_1.docx... |
|  | Click at the start of the first paragraph |
|  | Click on the ***Insert*** tab and click on ***Shapes*** in the ***Illustrations*** group to display a gallery of ***Shapes*** |
|  | Click on ***Isosceles*** ***Triangle*** and click anywhere in the first paragraph |
|  | Click on ***Position*** in the ***Arrange*** group and click on the top right option |
|  | Hover the mouse over the various ***Shape*** ***Styles*** to preview how the shape looks |
|  | Click on ***Moderate Effect – Grey - 50% - Accent 5*** style |
|  | Click on the value currently in ***Height*** in the ***Size*** group, type ***4 cm*** and press |
|  | Click on the value currently in ***Width*** in the ***Size*** group, type ***4*** ***cm*** and press |



**4**



**6**



**8**

For Your Reference…

To insert a ***shape*** into a file:

1. Click on the ***Insert*** tab and click on ***Shapes***

2. Click on the desired shape

3. Click into the file to insert the shape

Handy to Know…

* The ***Position*** command is great for logos – these are generally placed in one of the four corners. Using the command makes it a cinch to properly and perfectly insert a clip art image in the exact corner of the file.