

## Microsoft Word – Tips & Tricks

NOTE: IF you cannot see the *Drawing* toolbar at the bottom of your window, go to the *View* menu and select *Toolbars*. Make sure there is a checkmark in front of the *Drawing* toolbar.

### ROTATE A SHAPE

1. Go to the Draw menu
2. Choose Rotate or Flip
3. Choose an option

### MOVE SHAPES IN FRONT OF OR BEHIND ANOTHER SHAPE

1. Click on the shape you want to move
2. Go to the Draw menu
3. Choose Order
4. Choose an option to move a shape in front of another one or behind it

### ALIGN SHAPES

1. Hold down the shift click as you click on the shapes you want to align
2. Release the shift and go to the Draw menu
3. Choose Align or Distribute
4. Choose an option
5. Repeat steps 2-3 if needed

### ADD WORDART

1. Click on the  button and choose a style from the window.
2. Enter the text you want, pick a font, and click OK.
3. Click the paint bucket on the WordArt toolbar to change the fill or outline color.



### MOVE A SHAPE ANYWHERE

1. Click on the shape to select it
2. Click the layout button (one with a dog)
3. Choose “In Front of Text”
4. You should now be able to move the shape anywhere

### MAKE A “PERFECT” SHAPE

1. Click the button for AutoShapes
2. Choose a shape from the menu
3. Hold down the shift key as you click & drag the mouse to create the shape

### CHANGE THE COLOR - SHAPE

1. Click on the shape to select it
2. Click on the paint bucket on the Drawing toolbar or click on the ▼ to pick a different color)

### CHANGE THE COLOR - LINE

3. Click on the shape to select it
4. Click on the paint brush on the Drawing toolbar or click on the ▼ to pick a different color)

### SAVE YOUR WORK

1. Go to the File menu
2. Choose SAVE or SAVE AS ..
3. Click the ▼ by the SAVE IN menu and select “JHSTUDNT on JHSERV 1(H:)”
4. Double click on your folder to open it and then click SAVE.