MICROSOFT OFFICE SUITE 2007
# HINTS AND TIPS: WORKING WITH SHAPES

Using shapes *(Microsoft Office 2007 Menu Bar (Insert > Shapes)* can enhance or point to various parts within the document. They can be text boxes, circles, squares, lines, stars, or you can create your own. Shapes or lines can be drawn in any colour or width and placed over or under written text to attract attention, or can be used to create link lines to other pictures or graphics. All shapes can be resized, rotated, or perspective enhanced by clicking on the yellow dot/triangle attached to the shape drawn.

Basic Shapes

To view the Shapes collection in an Office document, click *Insert > Shapes*. The palette that opens displays the shapes available in this application. To make a shape, click the shape to use and drag to draw it on the document.

Shapes have a green rotate handle that you can drag on to rotate the shape around its axis. If you hold the Shift key as you rotate it, the shape will rotate in 15 degree increments.
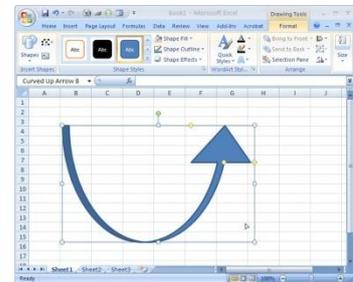
Some Shapes also have yellow diamond shape markers that allow you to adjust aspects of the shape. For example, on the shape which is a square with a folded corner, the yellow diamond lets you adjust the depth of the fold. The diamonds on other shapes let you; for example, change the arc of a circle, the size of an arrow head or the point of a teardrop.

Hold down the Shift key as you draw out shape to maintain the shapes perspective and does not distort when drawn, *(e.g.: perfect circle instead of oval, square not rectangle)*

An easy way to clone a shape you have just drawn with the same measurement and style, place your mouse cursor over the shape and hold down the Control key your cursor changes to a page + sign. Whilst holding down the Control key, hold down the left mouse button and drag off a "cloned" copy. *(NOTE: If this does not work, you may have to change a program setting. Click the Office Button and click on Word Options, click on Advanced and Untick Use CTRL + Click to follow Hyperlink, click OK.*

Freeform Shapes

The Freeform Shape creates a polygonal shape which can also have drawn edges. To use it, click the shape then, to create a polygon click once at each corner of the shape and straight lines will appear between the points. Double click over the starting point to close the shape or simply double click to create an open shape.

You can mix straight and drawn sides by dragging with the mouse button when you want a drawn side and click when you want a straight line.

The Curve shape lets you create Bezier curves. To do this click once where the curve is to start and then again where the top of the curve should be. Click again to anchor the next part of the curve or double click to finish it at this point.
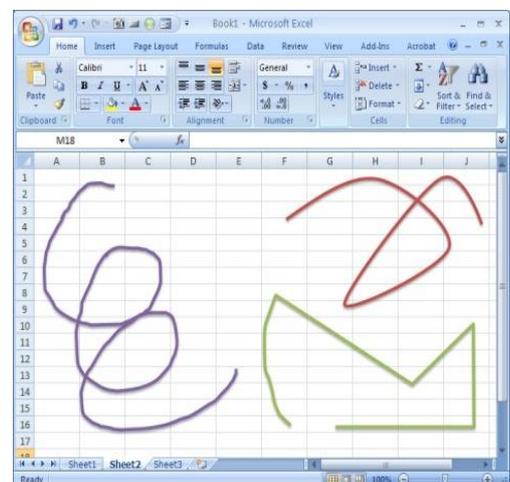
Shapes and Themes

Shapes can be formatted using the options which are included in the currently selected Theme. To do this, choose *Drawing Tools > Format > Shape Styles* and select a style to apply to the current shape.

If you later change the Theme of the document, worksheet, or presentation, the shapes will change formatting automatically to match the Theme colours. You can further customize the shape's fill by choosing a Shape Style and then choose Shape Fill and choose a fill colour from the colour palette.
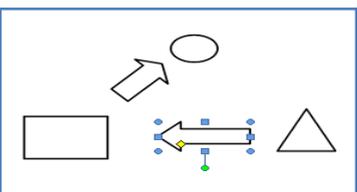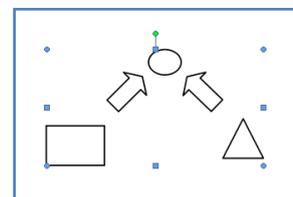
You can also fill a shape with a picture by selecting Picture from the Shape Fill dropdown list. Select the image to use to fill the shape from the files on your disk, click Insert and the photo or other image will fill the shape. Likewise you can choose a gradient fill from the Gradients list.

Grouping and Ungrouping Shapes

Having many shapes within your document and having to manoeuvre them to where and how you want them to appear can be quite time consuming, once you have 'all' your shapes in place, you can "Group them all together to form 'ONE' combined shape.
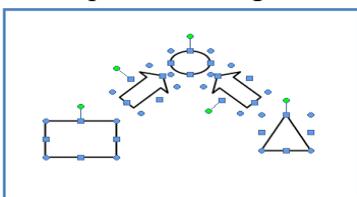
To do this click on the 1st shape then hold down the SHIFT key and click on the remaining shapes one at a time till all shapes you require are selected. Right click the mouse inside one of the shapes and select *Grouping > Group.*
You will notice that you now have one shape

combining all your selected shapes, and this can be moved or adjusted in size. If you need to adjust a particular shape within the grouped

shape, you can click on the shape to select it, then *right click > Grouping > Ungroup* click to select the shape to edit, then regroup to be all one shape again.

Shapes in Excel and PowerPoint

Excel and PowerPoint both support the new tools for working with Shapes so the techniques which follow work in these programs, but many do not work the same way in Word. Once a shape has been created you can click the shape to select it. When you do, the Drawing Tools option appears on the ribbon — it appears only when a shape is selected.

Included in the Drawing Tools collection is the Insert Shapes tool so you can easily add another shape to your workspace without having to return to the Insert tab on the Ribbon to do so. Once you have drawn a shape, you can adjust it by clicking *Drawing Tools > Format > Edit Shape > Edit Points.*

You will see the nodes appear on the shape and the handles that form the curves. Drag on the node to move it and drag on the handles to adjust the amount and direction of the curve.
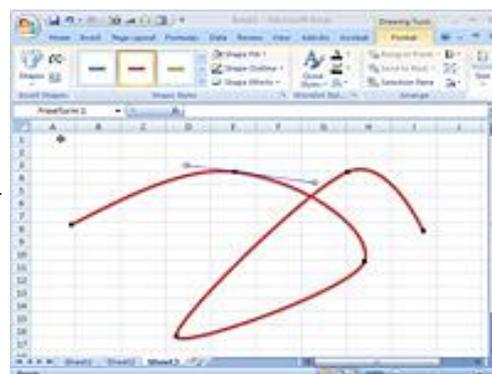
Shapes like rectangles and arrows aren't freeform shapes so they don't display nodes by default.

Source http://www.winplanet.com/article/3984-5462.htm

Resources

- Other QUICK TIPS FOR STUDENTS   http://www.usq.edu.au/learningcentre/tips.htm
- Online resources on ALSOnline http://www.usq.edu.au/learningcentre/alsonline/lecttuts/tuts.htm
- Talk with a tutor at The Learning Centre (tlc@usq.edu.au