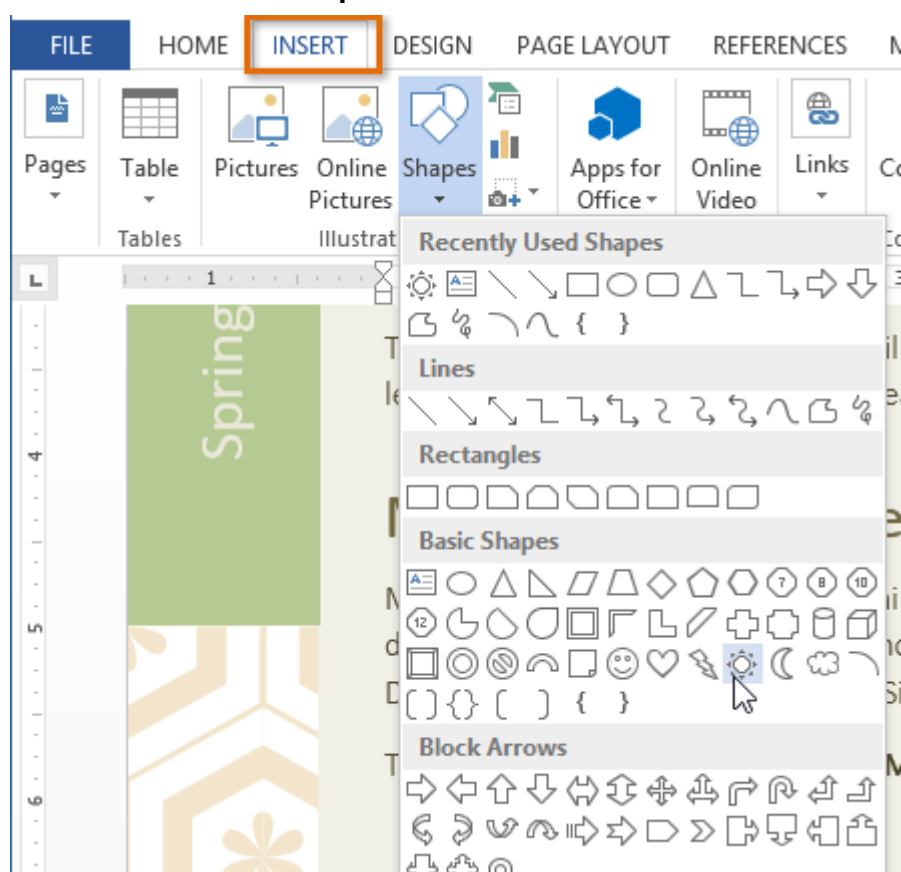


# Introduction

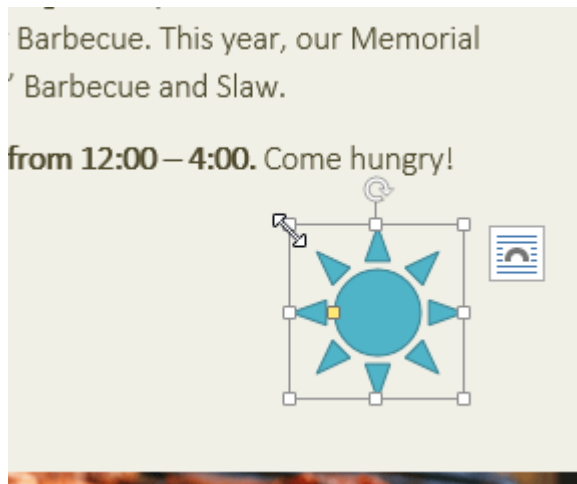
You can add a **variety of shapes** to your document, including arrows, callouts, squares, stars, and flowchart shapes. Want to set your name and address apart from the rest of your resume? Use a line. Need to create a diagram showing a timeline or process? Use flowchart shapes. While you may not need shapes in every document you create, they can add **visual appeal and clarity**.

## To insert a shape:

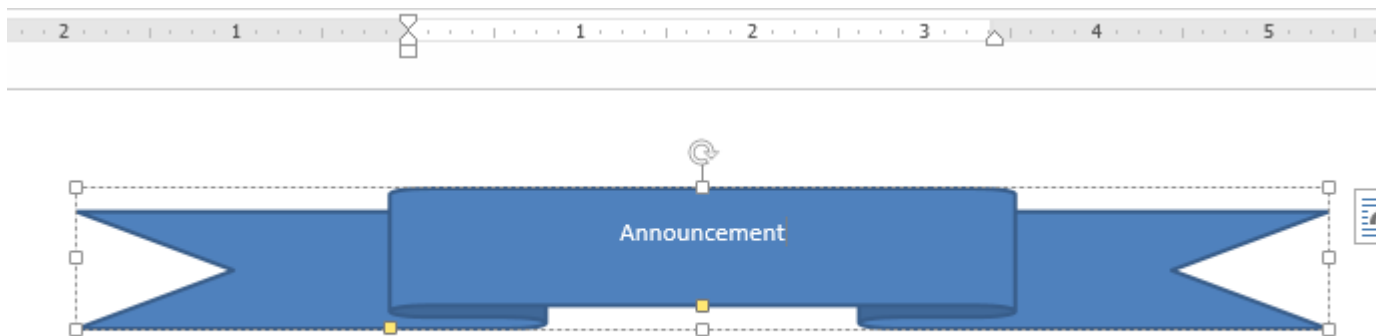
1. Select the **Insert** tab, then click the **Shapes** command. A drop-down menu of shapes will appear.
2. Select the desired **shape**.



3. Click, hold, and drag in the desired location to add the shape to your document.

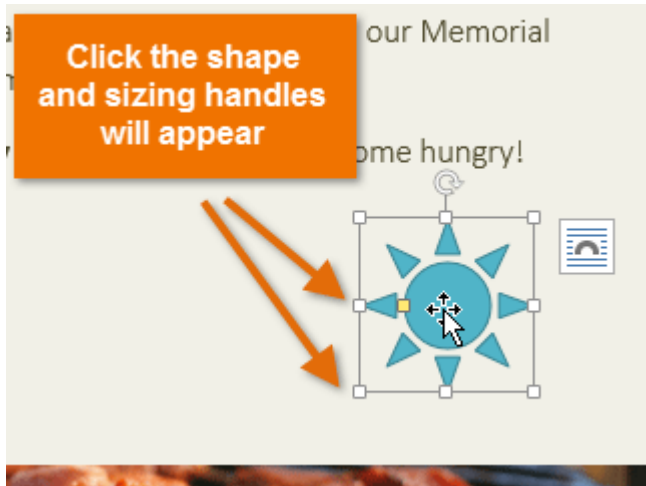


If you want, you can enter text in a shape. When the shape appears in your document, you can begin typing. You can then use the **formatting options** on the **Home** tab to change the font, font size, or color of the text.



To resize a shape:

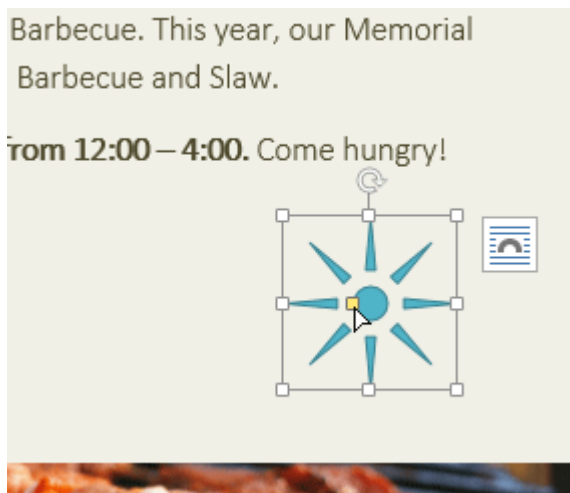
1. Select the shape you want to resize. **Sizing handles** will appear.



2. Click, hold, and drag the **sizing handles** until the shape is the desired size. You can use the corner sizing handles to change the shape's **height** and **width** at the same time.



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.



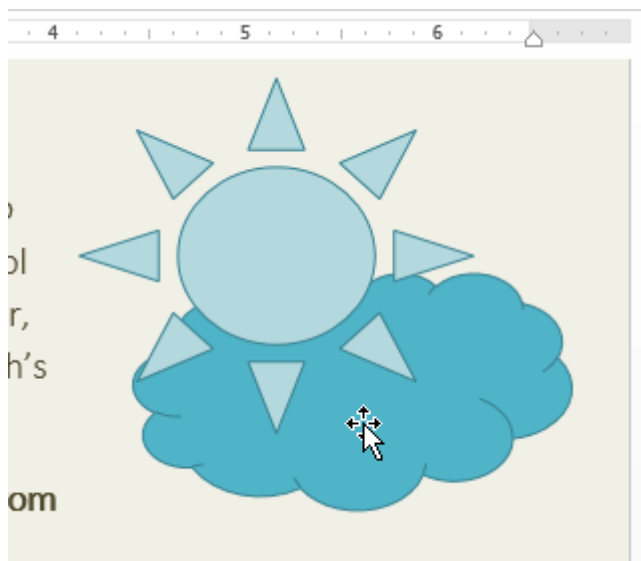
To rotate the shape, click, hold, and drag the rotation handle.



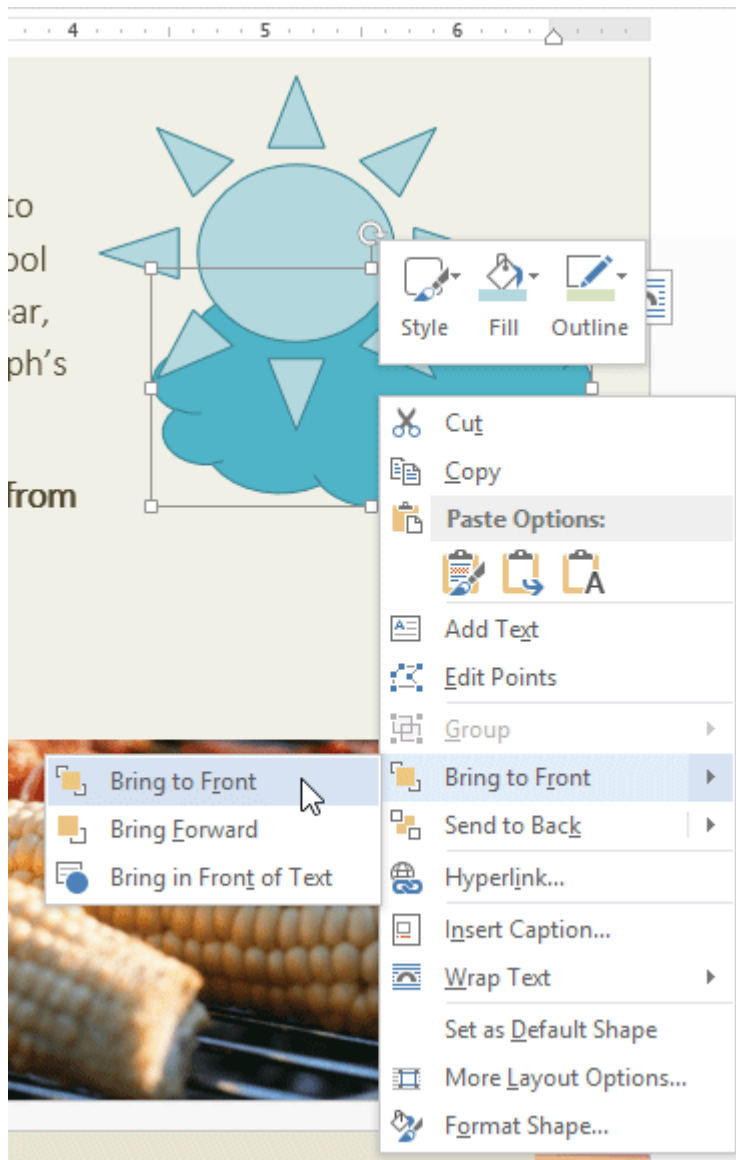
## To change the order of shapes:

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.

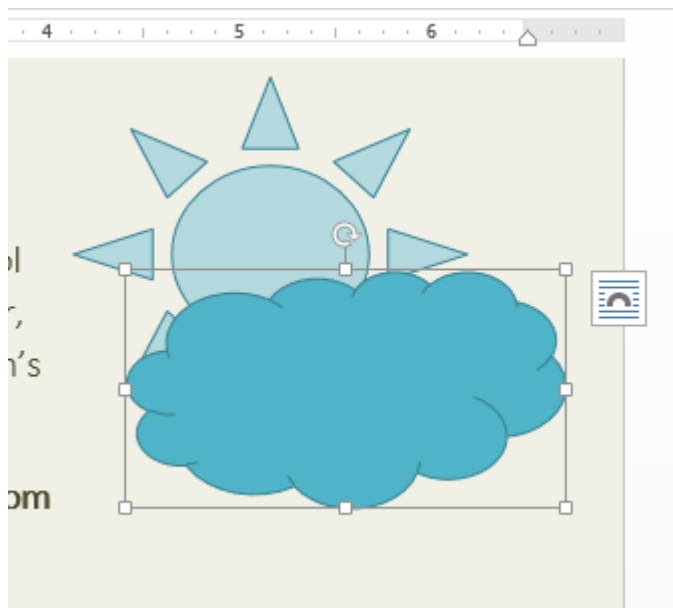
1. Right-click the **shape** you want to move. In our example, we want the cloud to appear in front of the sun, so we'll right-click the cloud.



2. In the menu that appears, hover over **Bring to Front** or **Send to Back**. Several ordering options will appear. Select the desired ordering option. In this example, we'll choose **Bring to Front**.

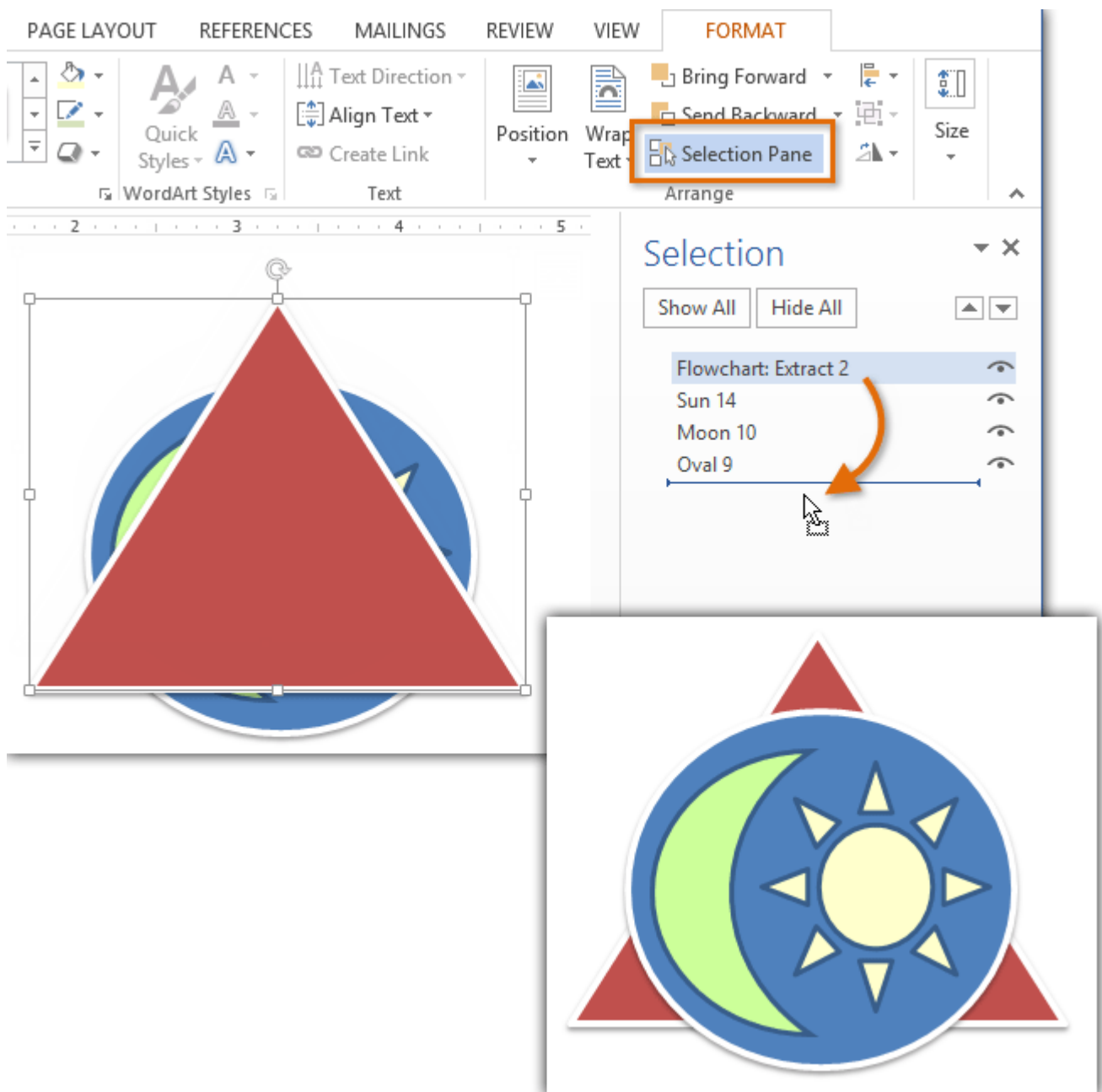


3. The order of the shapes will change.



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

If you have many shapes placed on top of each other, it may be difficult to select an individual shape. The **Selection Pane** allows you to select a shape and drag it to a new location. To access the Selection Pane, click **Selection Pane** on the **Format** tab.

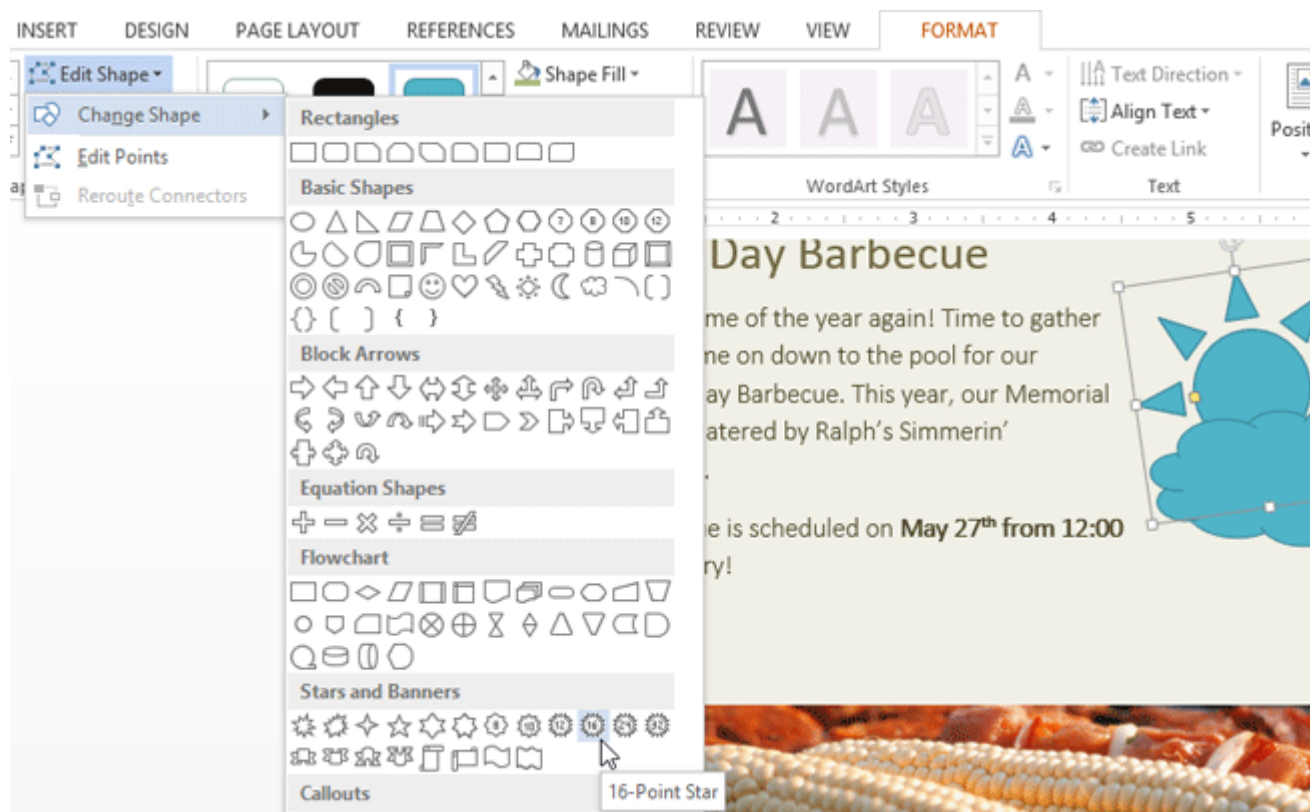


# Modifying shapes

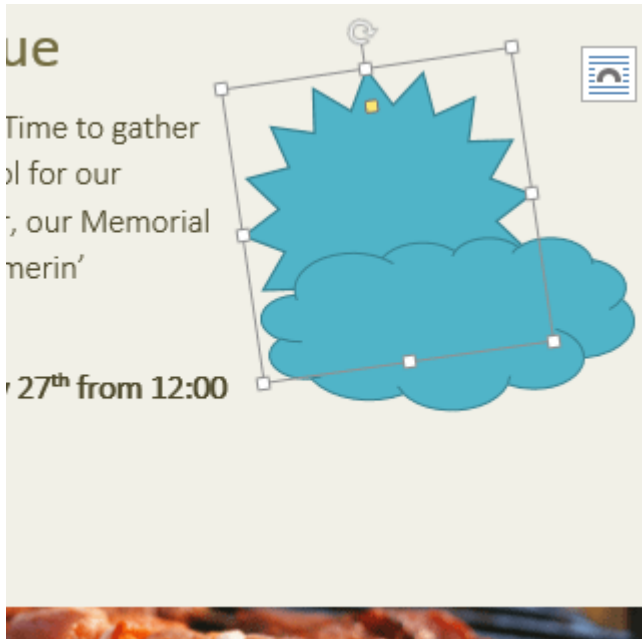
Word allows you to modify your shapes in a variety of ways so you can tailor them to your projects. You can **change** a shape into a **different** shape, **format** a shape's style and color, and add **shadow effects**.

To change to a different shape:

1. Select the shape you want to change. The **Format** tab will appear.
2. On the **Format** tab, click the **Edit Shape** command. In the menu that appears, hover the mouse over **Change Shape** and select the desired **shape**.



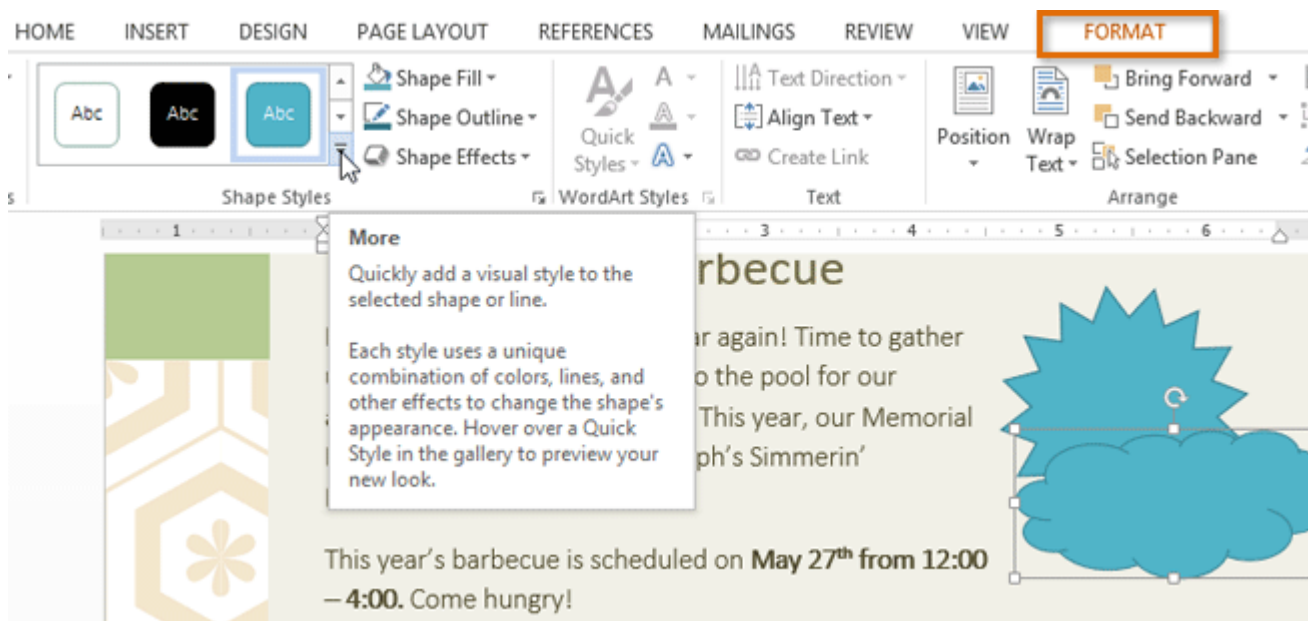
3. The new shape will appear.



## To change the shape style:

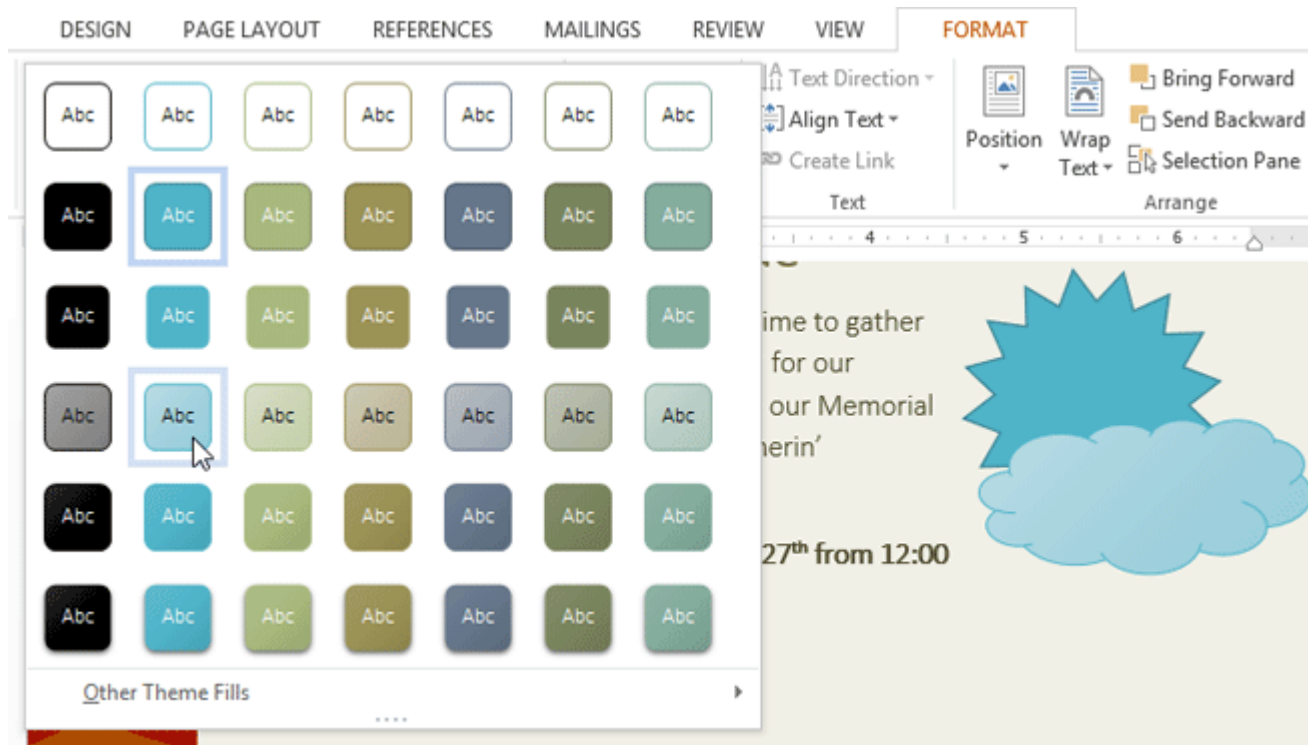
Choosing a **shape style** allows you to apply preset colors and effects to quickly change the appearance of your shape.

1. Select the shape you want to change.
2. On the **Format** tab, click the **More** drop-down arrow in the **Shape Styles** group.



3. A drop-down menu of styles will appear. Select the **style** you want to use.

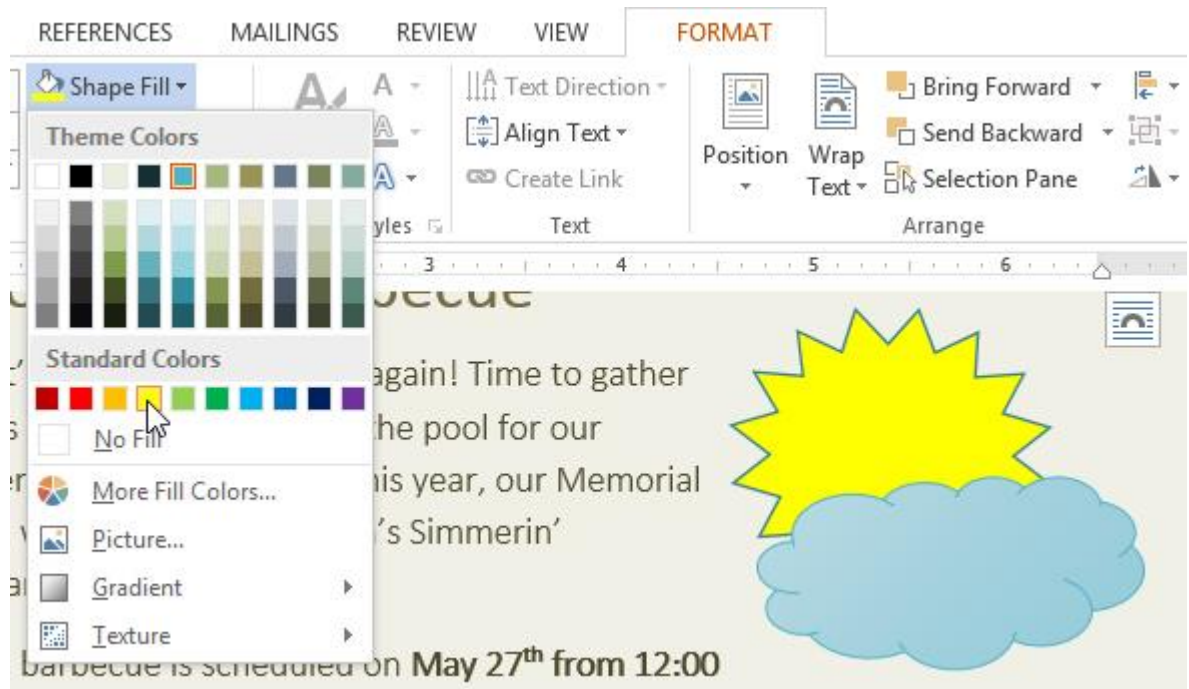




4. The shape will appear in the selected style.

## To change the shape fill color:

1. Select the shape you want to change.
2. On the **Format** tab, click the **Shape Fill** drop-down arrow. The **Shape Fill** menu appears.
3. Move the mouse over the various colors. Select the **color** you want to use. To view more color options, select **More Fill Colors**.

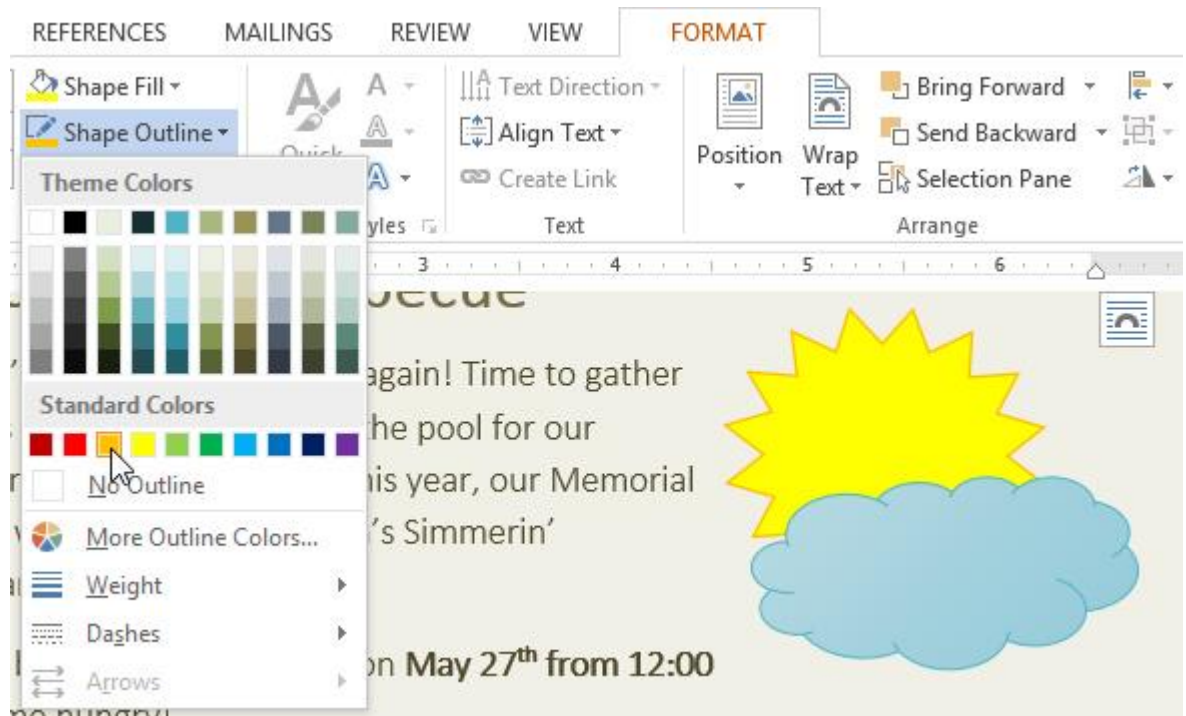


4. The shape will appear in the selected fill color.

If you want to use a different type of fill, select **Gradient** or **Texture** from the drop-down menu. You can also select **No Fill** to make it transparent.

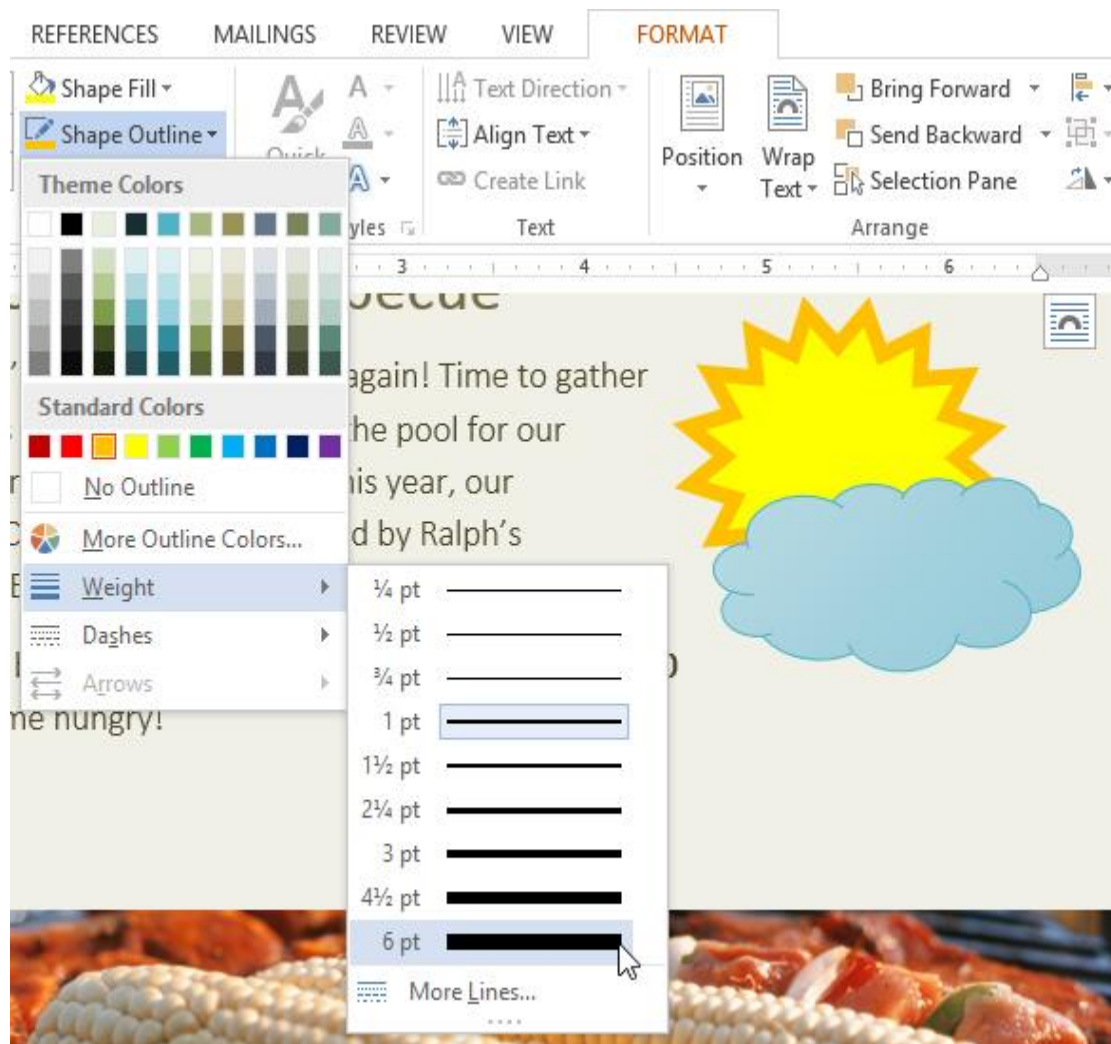
## To change the shape outline:

1. Select the shape you want to change.
2. On the **Format** tab, click the **Shape Outline** drop-down arrow. The **Shape Outline** menu will appear.
3. Select the **color** you want to use. If you want to make the outline transparent, select **No Outline**.



4. The shape will appear in the selected outline color.

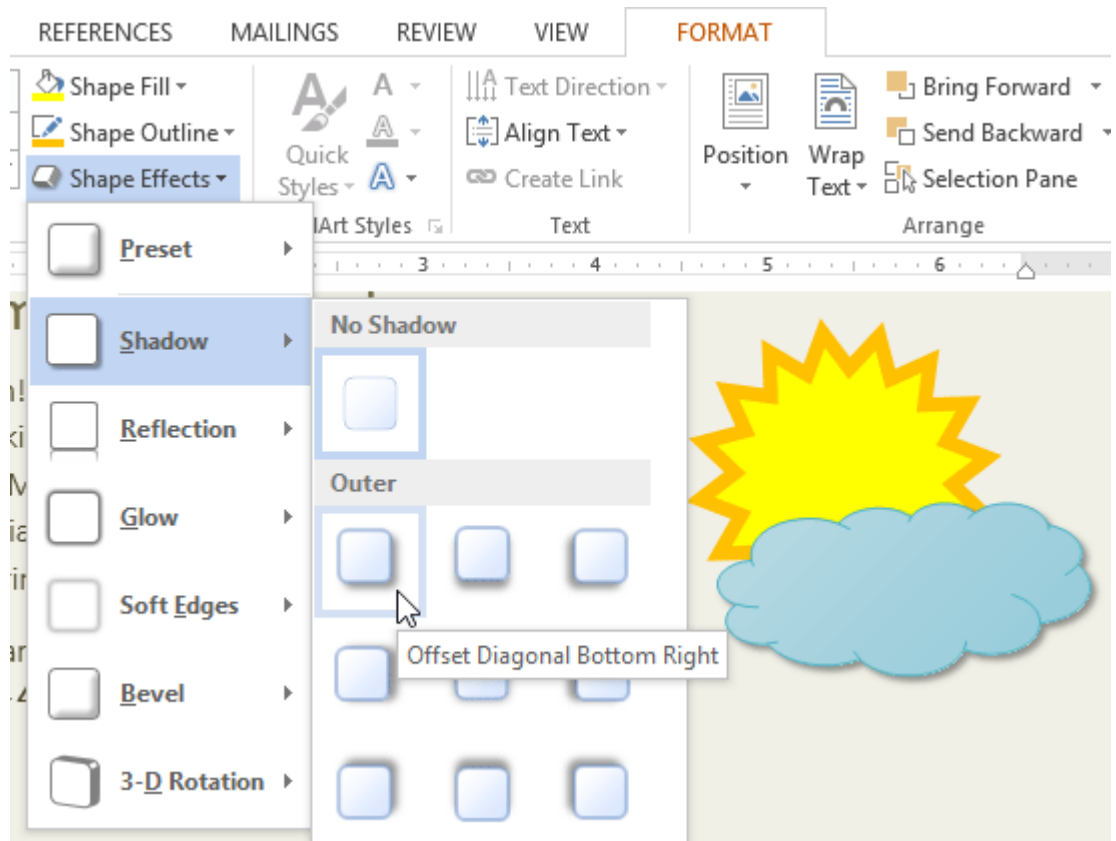
From the drop-down menu, you can change the outline **color**, **weight** (thickness), and whether or not it is a **dashed** line.



## To change shadow effects:

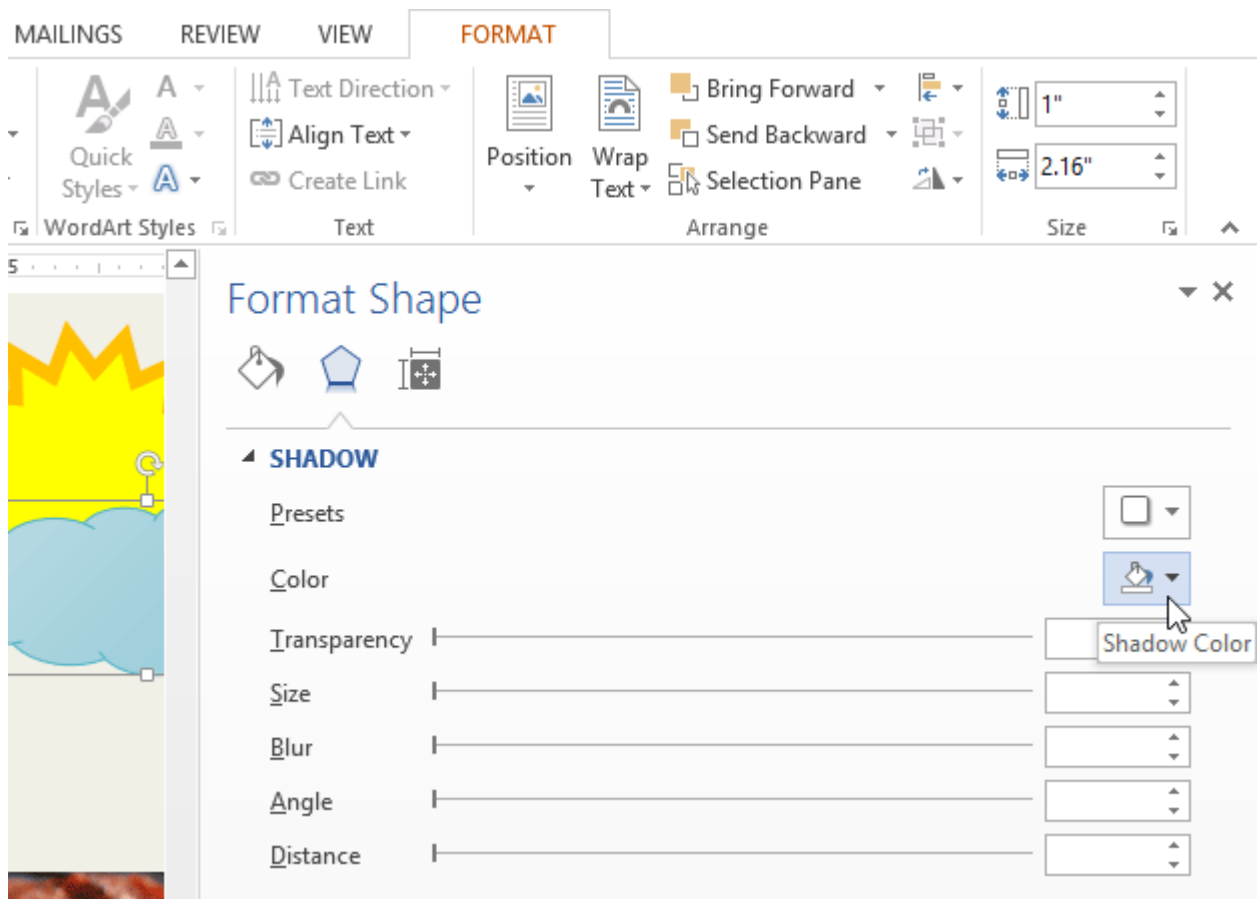
Adding a shadow to a shape can make it appear as though it is floating above the page, and it can help to add contrast between the shape and the background.

1. Select the shape you want to change.
2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, hover the mouse over **Shadow** and select the shadow you want to use.



3. The shape will appear with the selected shadow.

To adjust the shadow color, size, distance and more, select **Shadow Options** from the drop-down menu. The **Format Shape** pane will appear on the right side of the Word window, allowing you to customize the shadow.

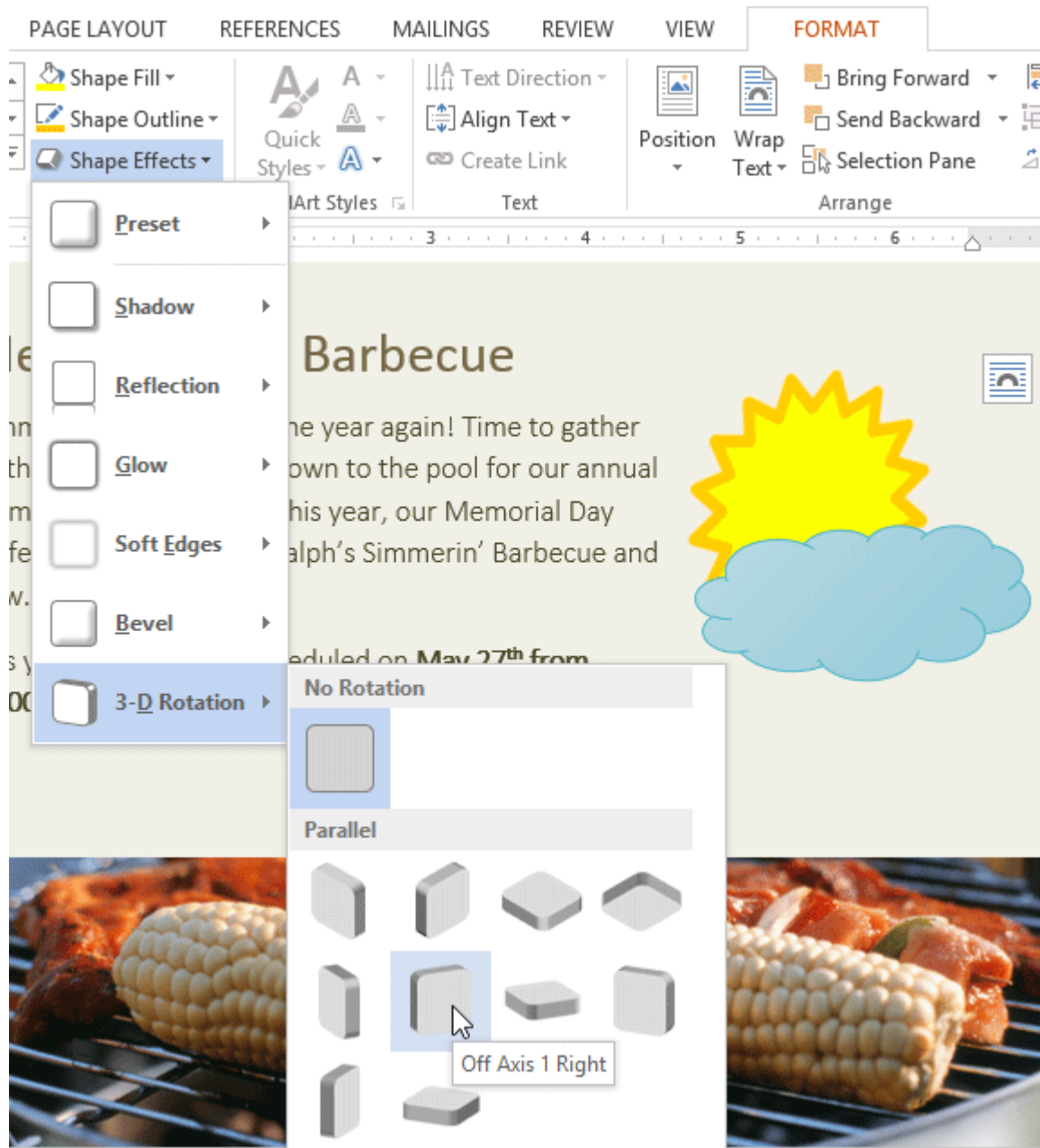


## 3D effects

There are two kinds 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 an 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.

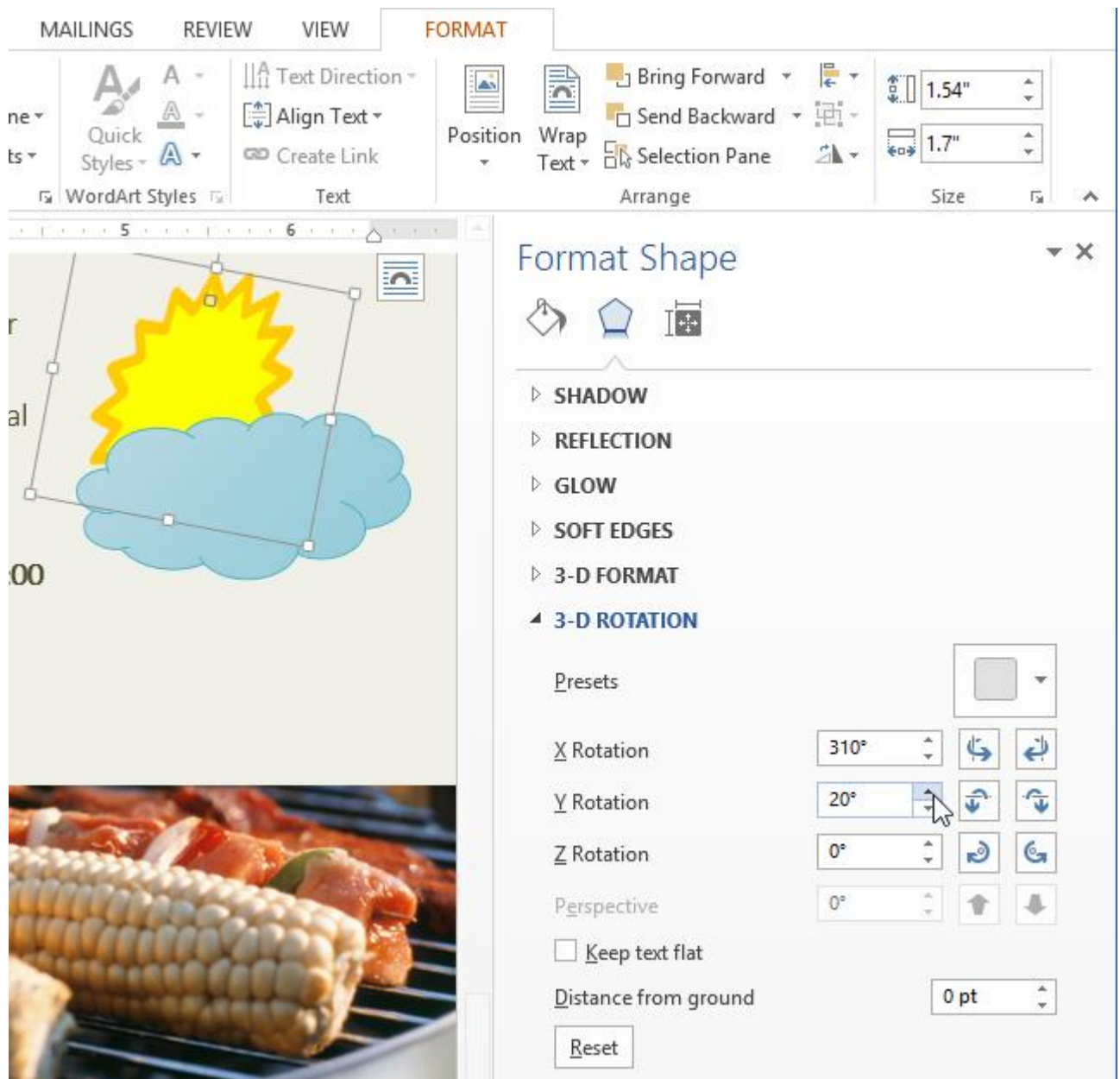
### To add 3-D Rotation:

1. Select the shape you want to change.
2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, hover the mouse over **3-D Rotation** and select the desired **3-D effect**.



3. The shape will appear in the selected 3-D Rotation effect.

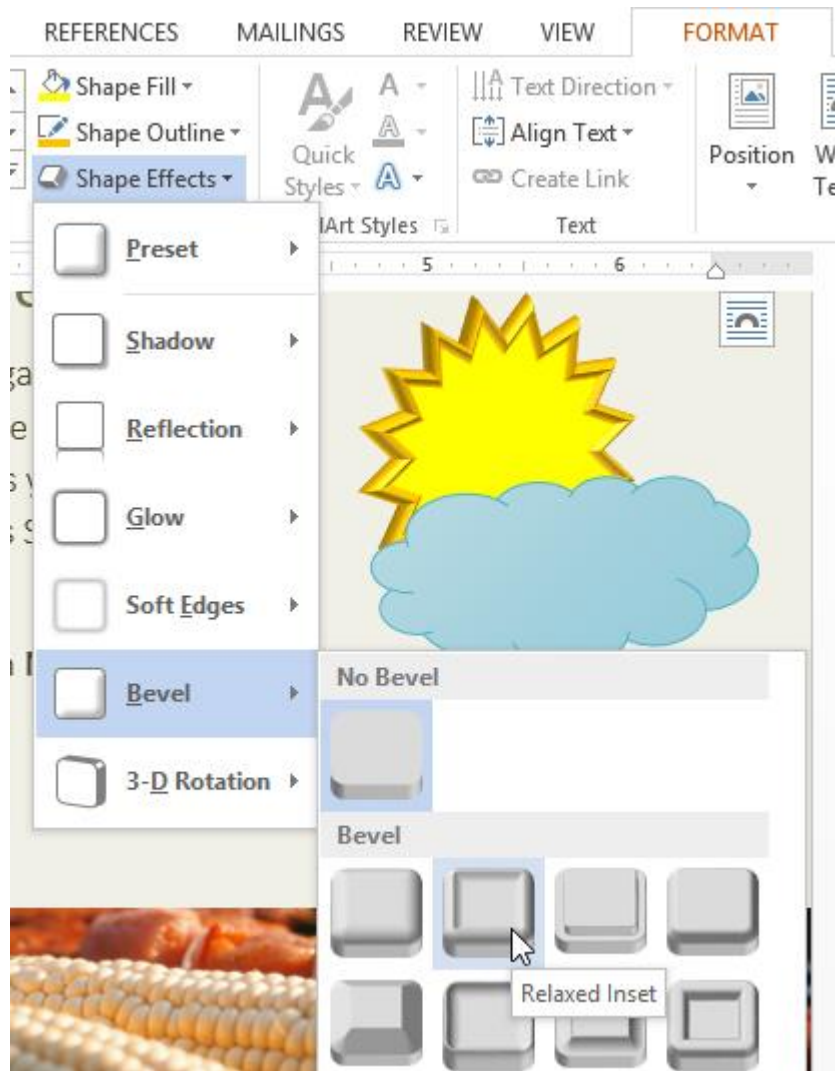
If you want, you can customize 3-D Rotation. Select **3-D Rotation Options...** from the drop-down menu, and the **Format Shape** pane will appear on the right side of the Word window. From here, you can adjust the rotation values.



## To add a bevel:

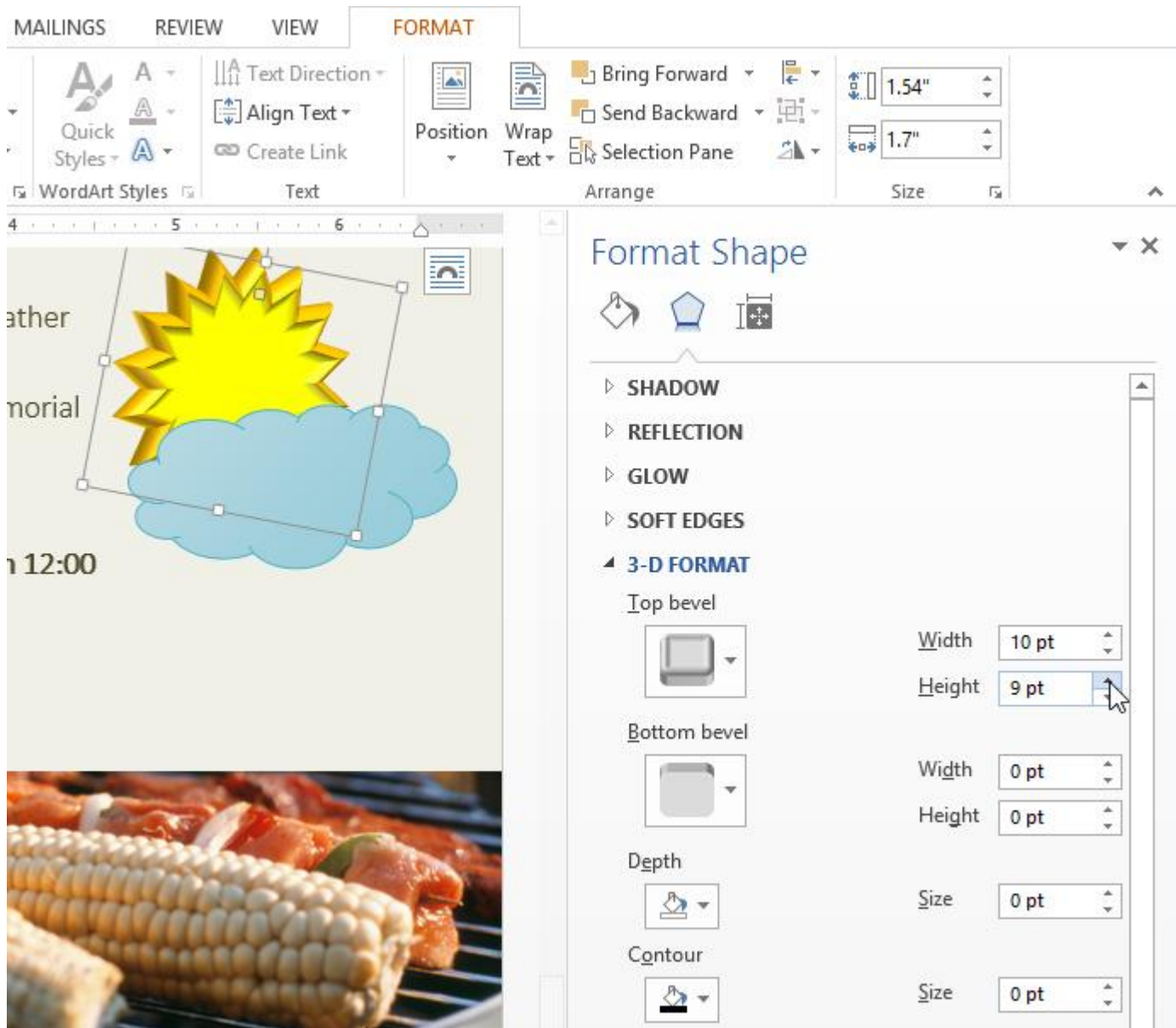
1. Select the shape you want to change.
2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, hover the mouse over **Bevel** and select the desired **bevel preset**.





3. The shape will appear in the selected bevel effect.

If you want, you can customize the bevel effect. Select **3-D Options...** from the drop-down menu. The **Format Shape** pane will appear on the right side of the Word window. From here, you can modify the width, height, and depth of a bevel. You can also change the shape's material to give it a metal, plastic, or translucent appearance, as well as choose the lighting type to change how the shape is illuminated.



## Exercise!

1. Create a **new** Word document. If you want, you can use our **practice document**.
2. Insert a two or three **shapes**. If you're using the example, insert a **Lightning Bolt** shape on the cloud.
3. Select a shape and **resize** it. If you're using the example, resize the **cloud** so it appears larger.
4. Place one shape on top of the other, and try changing the **order** of the shapes. If you're using the example, try changing the order of the shapes so the **Lightning Bolt** is behind the **Cloud**.

5. Select a shape, and change it to a **different shape**. If you're using the example, try changing the **Moon** into a **Sun**.
6. Select a shape, and try changing the **shape style**, **fill color**, and **outline**.
7. Try various **shadow effects**.
8. Try various **3D effects**.