METBD 050
Activity 3: Drawing with Word

The purpose of this activity is to familiarize you with the drawing tools available in MS Word.

Getting Ready:
- Open your standard document METBD 050 Std Doc.doc and change the header to reflect Activity 3 and today's date.
- Turn off the drawing canvas. See the handout on the webpage for details on how to do this. The menu sequence is Tools-Options. Uncheck the appropriate box on the General tab. **YOU SHOULD DO THIS EACH TIME YOU CREATE A DRAWING IN WORD IN THE LAB.** This setting will remain set once you do it one time at home.
- Open the Drawing Toolbar (shown below) using the menu sequence View-Toolbars-Drawing.

Activity:
1. Draw the figure shown below using the LINE tool. The number indicates the length of the side in grid blocks. Draw the figure a second time using the FREEFORM tool which is found in the AutoShapes-Lines menu. The line width for the second one should be 1.5 pt. and the Freeform should be filled with a yellow color.

![Figure 1](image1.png)

2. Draw two concentric circles. The outer one is one-inch (4 blocks) diameter and the inner one is .75 inches (3 blocks). Use the alignment tools to center them with respect to one another.
3. Draw a circle having a diameter of 1-inch. Copy it and paste it four times to obtain five total circles. Align the circles horizontally, evenly spaced. There should be 1-in spacing between the circles. Be sure to use the align and distribute tools to do this.

![Image of five circles](image)

4. Draw a line diagonally across a square of your grid. Copy the line 3 times to make four total lines. Align the lines vertically and space them one block apart. Draw a vertical line connecting the four lines as shown in the figure below.

![Image of lines](image)

5. Group the lines drawn above. Copy the group and paste it four times. Use the flip and rotate tools to create the figure shown to the right.

![Image of grouped lines](image)

6. Create the following figure:

![Image of rectangle and circle](image)

Note that the center of the circle is at the corner of the rectangle.
7. Copy the figure and paste it below the original. Change the ORDER of the objects so that the rectangle is in front of the circle.

8. Copy the figure from number six and flip it. What do you have to do to get an exact mirror copy?

9. The ORDER tool is essential when creating the following figure. Use the FLOWCHART: OR symbol two times: one with no fill and one with black fill. You will also need two squares with white fill and no border line. Use 1” diameter for the OR symbol. Stack and align the drawing objects to get the required symbol.

10. Create the following figure. Use a textbox for the dimension value. It will have no border line and a white fill.

11. Insert the dialog box (Format AutoShape) by opening it, then pressing Alt-Print Scrn to copy the image to the clipboard. Click in the document and pick Paste to place it in the document. Change the Layout – Wrapping to “In Front of Text” and resize it to fit. Right-click on the picture and select Format Picture to access the Layout tab.