

## WordArt

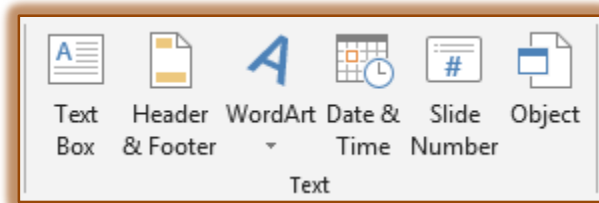
WordArt allows visual enhancements to be added to the text in a presentation in addition to changing the font type and font size. WordArt styles allow for the text to be stretched horizontally, vertically, or diagonally and is an object that may be moved to any slide in a presentation. It is also possible to resize and rotate the WordArt object. The illustration below is an example of WordArt.



Your text here

### Add a WordArt Object to a Presentation

- ✦ Click the **Insert Tab**.
- ✦ In the **Text Group**, click **Word Art** (see illustration below left).
- ✦ A gallery of **WordArt** styles will appear (see illustration below right).



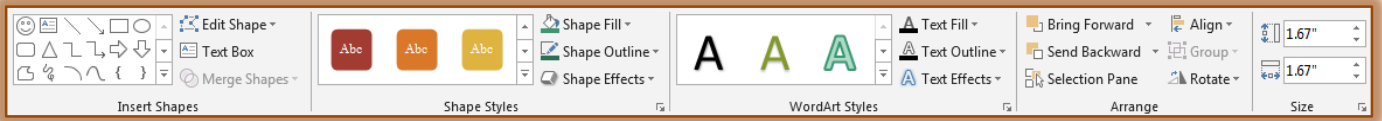
- ✦ Click one of the **WordArt** styles to select it.
- ✦ A **WordArt** placeholder will appear in the slide as shown in the illustration at the top of the page.
- ✦ Select the text in this box.
- ✦ Type the text for the **WordArt**.

### Resize and Move WordArt

- ✦ Select the **WordArt** object.
- ✦ With the **WordArt** object selected, drag any sizing handle to reshape the object until the text is the desired size.
  - ✦ The **Resizing Handles** appear along the outside edges of the WordArt.
  - ✦ The **Mouse Pointer** will change to white arrows.
  - ✦ The **WordArt** can be resized using these arrows.
- ✦ To move the **WordArt** to a different area in the slide, click on the object and then drag it to the desired location in the document.
- ✦ Instead of dragging the object, it is possible to use the up, down, right, and left arrow keys on the computer keyboard to move the item more precisely to the desired location.
- ✦ Click outside the **WordArt** text to deselect the object.

## DRAWING TOOLS FORMAT TAB

Once a shape has been added to a slide, this tab can be used to format the shape. The table below describes the groups and buttons on this tab.



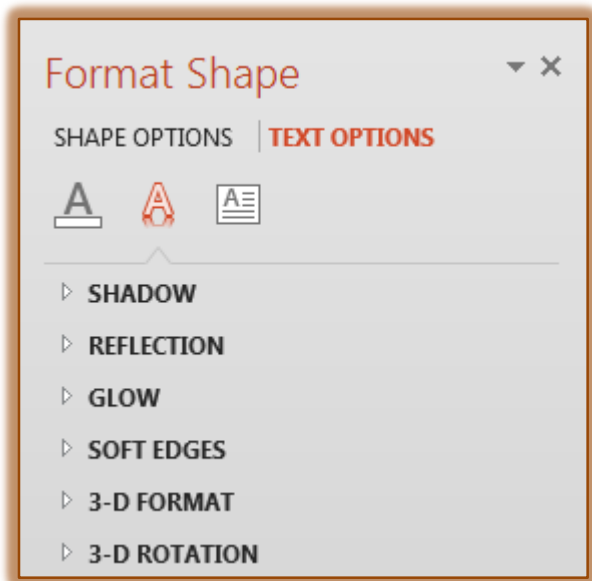
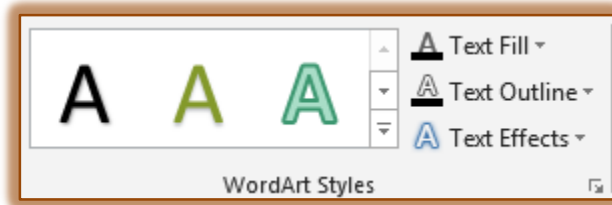
Group/Button	Description
<b>Insert Shapes Group</b>	
<b>Insert Shapes Gallery</b>	Click this button to see the gallery of different shapes that can be drawn within a PowerPoint slide. The arrows on the right side of the gallery box are used to move through the gallery.
<b>Edit Shape</b>	To change the shape of the object, click this button. This button can also be used to change it to a free form shape, or to change the edit points.
<b>Text Box</b>	Use this button to insert a text box into the slide.
<b>Merge Shapes</b>	This button is used to merge selected shapes into one or more new geometric shapes.
<b>Shape Styles Group</b>	
<b>Styles Gallery</b>	This gallery is used to apply different styles to a shape. Click the More button to see additional shapes.
<b>Shape Fill</b>	Use this button to fill a shape with a color, gradient, texture, or picture.
<b>Shape Outline</b>	To change the line color and size of the border of the shape, click this button.
<b>Shape Effects</b>	Use this button to apply a visual effect to the object, such as a reflection, glow, shadow, or 3-D rotation.
<b>Format Shape Task Pane Launcher</b>	This button is located in the lower right corner of the Shape Styles Group. It is used to open the Format Auto Shape dialog box. This dialog box can be used to make additional changes to the format of the shape.
<b>WordArt Styles Group</b>	
<b>Quick Styles</b>	When this button is clicked a gallery of different visual text styles will display.
<b>Text Fill</b>	Use this button to fill the text with a color, gradient, texture, or picture.
<b>Text Outline</b>	To change the line color and size of the border of the text, click this button.
<b>Text Effects</b>	Use this button to apply a visual effect to the text, such as a reflection, glow, shadow, or 3-D rotation.
<b>Format Text Effects: Task Pane Launcher</b>	Click this button to show the Format Text Effects dialog box. Additional options for working with WordArt images are available in this area.

Group/Button	Description
<b>Arrange Group</b>	
<b>Bring Forward</b>	When a shape is placed behind another shape, this button is used to bring the bottom shape in front of the other one or to move the shape forward one level. When the arrow is selected, the Bring to Front option is also available.
<b>Send Backward</b>	This button is used to send a shape that is on top of another one to the back of the top one or to move the shape backward one level. To select the option Send to Back, click the list arrow.
<b>Selection Pane</b>	Click this button to help select individual objects and to change their order and visibility.
<b>Align</b>	This option is used to align different shapes either at the top, bottom, left, or right. Before the shapes can be aligned, they must be selected. To select several shapes, click the first shape and then hold down the Shift key to select additional items. This option can also be used to distribute selected shapes either horizontally or vertically on the slide.
<b>Group</b>	Once a group of shapes has been formed into an item such as a logo, use this button to group the items together so the shapes become as one. Before the shapes can be grouped, they must be selected. To select several shapes, click the first shape and then hold down the Shift key to select additional items
<b>Rotate</b>	To rotate or flip the selected shape, click this button. A list of possible options will display. For additional rotation options, click More Rotation Options.
<b>Size Group</b>	
<b>Shape Height</b>	To change the height of the shape, click the spinner arrows for this option. To change the height and width at the same time, input the size for the height and press the Enter key on the keyboard. To change only the height, input the size and click in the slide.
<b>Shape Width</b>	Click the spinner arrows for this option to change the width of the shape. To change the width and height at the same time, input the size for the width and press the Enter key on the keyboard. To change only the width, input the size and click in the slide.
<b>Size and Position Task Pane Launcher</b>	To open the Size and Position Task Pane, click this button. It is located in the lower right corner of the Size Group.

### Format WordArt

In addition to using the **Drawing Tools Format Toolbar**, the **Format Text Effects** dialog box can be used.

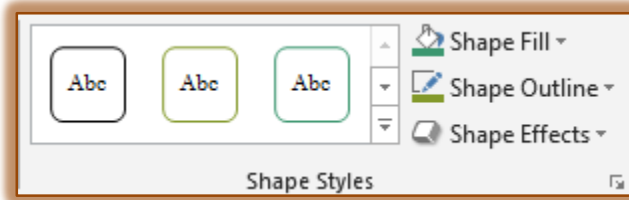
- ✦ Click the **Drawing Tools Format** tab.
- ✦ In the **WordArt Styles Group**, click the **Format Shape Task Pane Launcher** button (see illustration on next page).
- ✦ The **Format Shape Task Pane** will open with the **Text Options** tab selected (see illustration on next page).



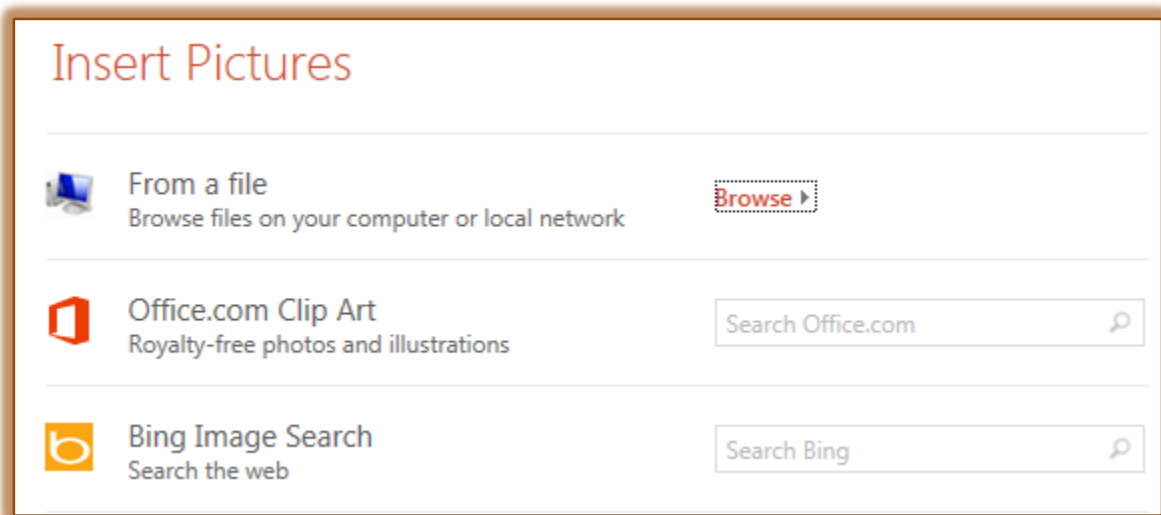
- ✦ Click one of the buttons at the top of the Task Pane. These are Text Fill and Outline, Text Effects, and Textbox.
- ✦ Click the **Shape Options** tab to apply additional formatting to the WordArt image.
- ✦ When all the changes have been made, click the **Close** button.

### Add Picture to WordArt Background

- ✦ Select the **WordArt** image.
- ✦ Click the **Drawing Tools Format** tab.
- ✦ In the **Shape Styles Group**, click the **Shape Fill** button.

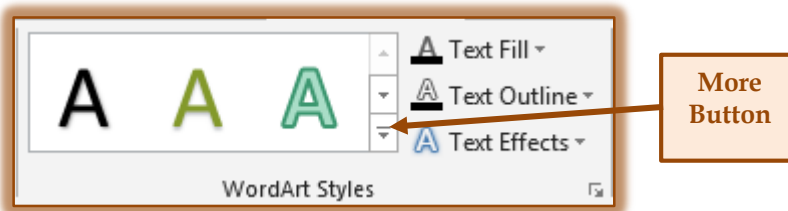


- ✦ Select **Picture** from the list.
- ✦ The **Insert Picture** window will display (see illustration on next page).
- ✦ Select the image that is to be added to the **Background**
- ✦ Click the **Open** button.
- ✦ The **Image** will appear as a background for the **WordArt** image.
- ✦ Select one of the available options to select a picture.
  - ✦ **From a File** – Use this option to select a file that is stored on the local computer or in a network folder.
  - ✦ **Office.com Clip Art** – To select a file from the Microsoft Office Images site, click the Search box and input the name, such as computer.
  - ✦ **Bing Image Search** – This option is used to select a picture from the Bing Image Search Web page. Click the Search Bing box to search for a picture.



### Add Picture to WordArt Text

- ✦ Select the **WordArt** image.
- ✦ Click the **Drawing Tools Format** tab.
- ✦ In the **WordArt Styles Group**, click the **Text Fill** button.



- ✦ Select **Picture** from the list.
- ✦ The **Insert Picture** window will display.
- ✦ Follow the steps in the previous section to locate and insert the picture.

### Clear WordArt Formatting

If after adding a WordArt image to a slide in the presentation, the formatting can be removed without removing the text. The text will change back to the normal formatting.

- ✦ Click the **Drawing Tools Format Tab**.
- ✦ In the **WordArt Styles Group**, click the **More** button (see illustration above).
- ✦ Click the **Clear WordArt** link.
- ✦ The text will appear in the presentation design without any formatting.