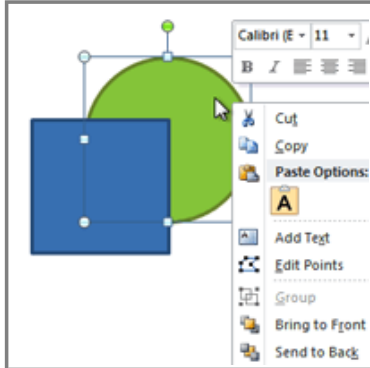




Introduction



You can add a **variety of shapes** to your document including arrows, callouts, squares, stars, flowchart shapes and more. 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 the flowchart shapes. While you may not need shapes in every document you create, they can add **visual appeal and clarity**.

In this lesson you will learn how to **insert a shape** and **format** it by changing its **fill color**, **outline color**, **shape style**, and **shadow effects**. Additionally, you will learn how to apply **3-D effects** to shapes.

Using Shapes

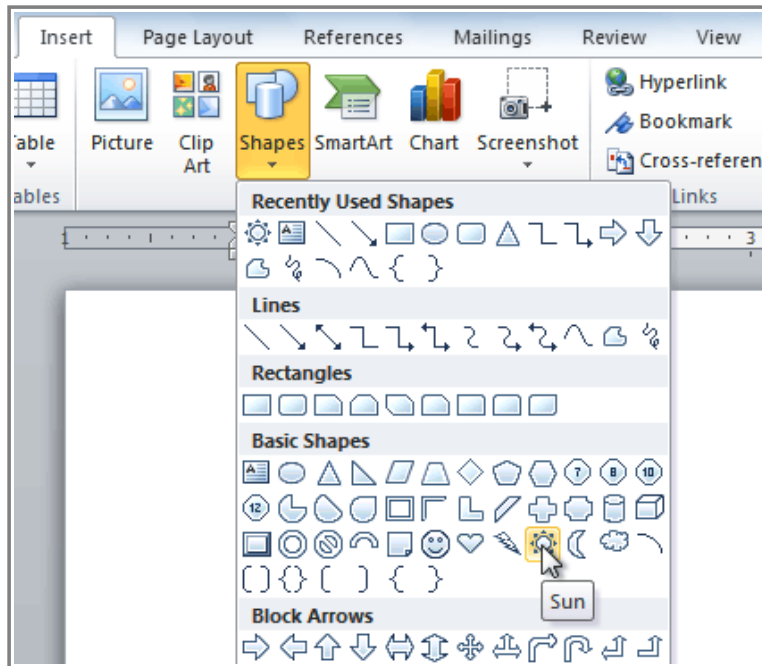
➤➤➤ Watch the video to learn about using shapes.



Watch the video (3:21). [Need help?](#)

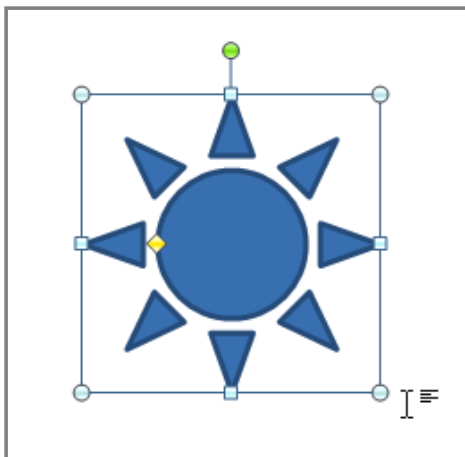
To Insert a Shape:

1. Select the **Insert** tab.
2. Click the **Shapes** command.



The Shape command

3. Select a shape from the drop-down menu.
4. Click and drag the mouse until the shape is the desired size.

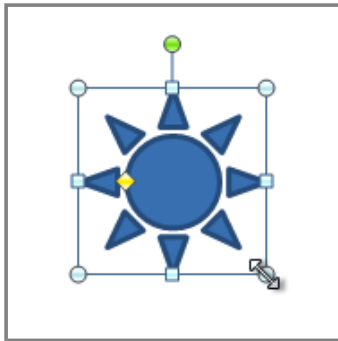


Creating a new shape

5. Release the mouse button.

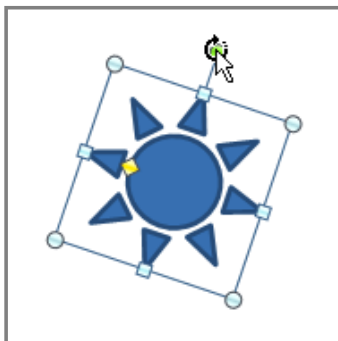
To Resize a Shape:

1. Click on the shape to select it.
2. Click and drag one of the **sizing handles** on the corners and sides of the text box until it is the desired size.



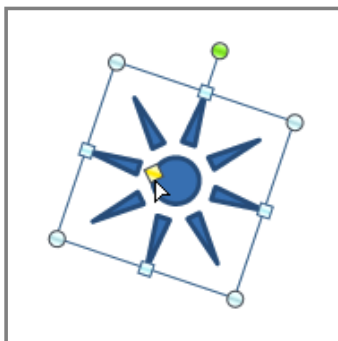
Resizing the shape

3. To rotate the shape, drag the **green handle**.



Rotating the shape

4. 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.



Modifying the shape

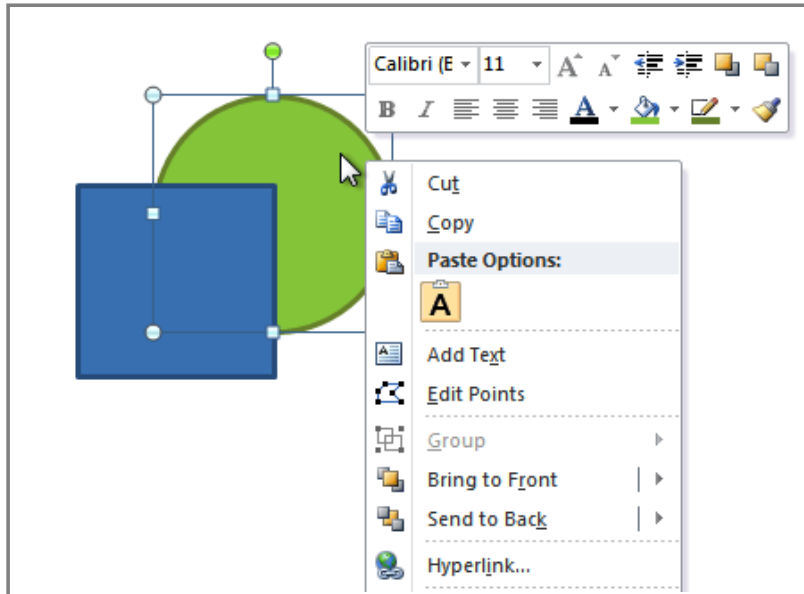
If you drag the **sizing handles** on any of the four corners, you will be able to change the **height** and **width** at the same time. The sizing handles on the top or bottom of the shape will only allow you to resize **vertically**, while the handles on the left and right sides will resize the shape **horizontally**.

To Change the Order of Shapes:

If one shape overlaps another, you may need to change the **ordering** so that the correct shape appears in front.

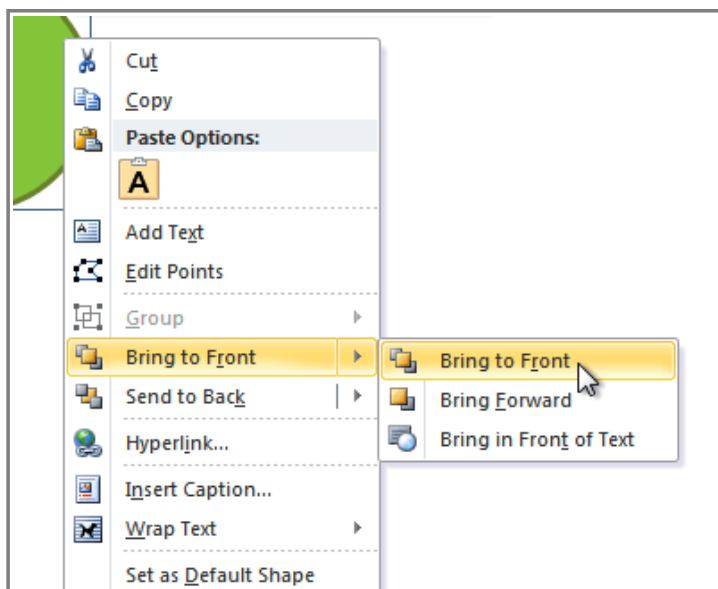
You can bring a shape to the **front** or send it to the **back**. If you have multiple images, you can use **Bring Forward** or **Send Backward** to fine-tune the ordering. You can also move a shape **in front of** or **behind** text.

1. Right-click the shape you wish to move.



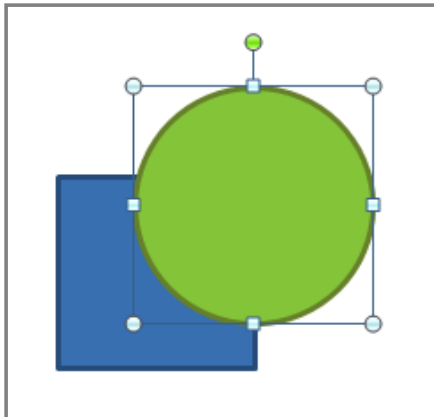
Right-clicking the shape

2. In the menu that appears, hover over **Bring to Front** or **Send to Back**. Several ordering options will appear.



Selecting an ordering option

3. Select the desired ordering option. The shapes will reorder themselves.



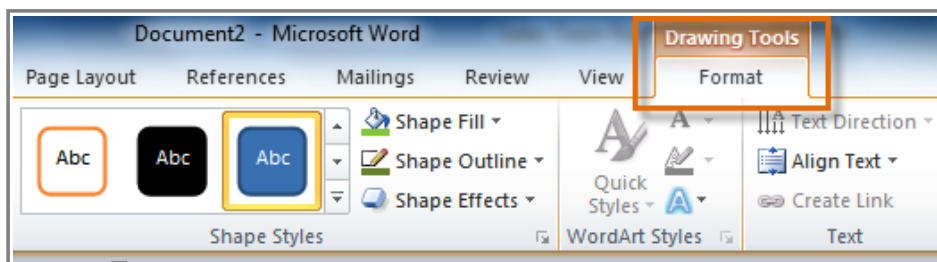
The reordered shapes

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

Changing a Shape's Appearance

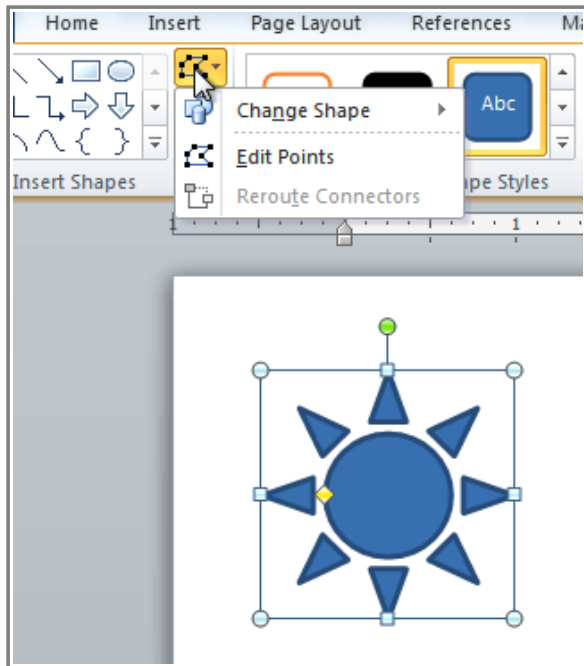
To Change to a Different Shape:

1. Select the shape. A new **Format** tab appears with Drawing Tools.



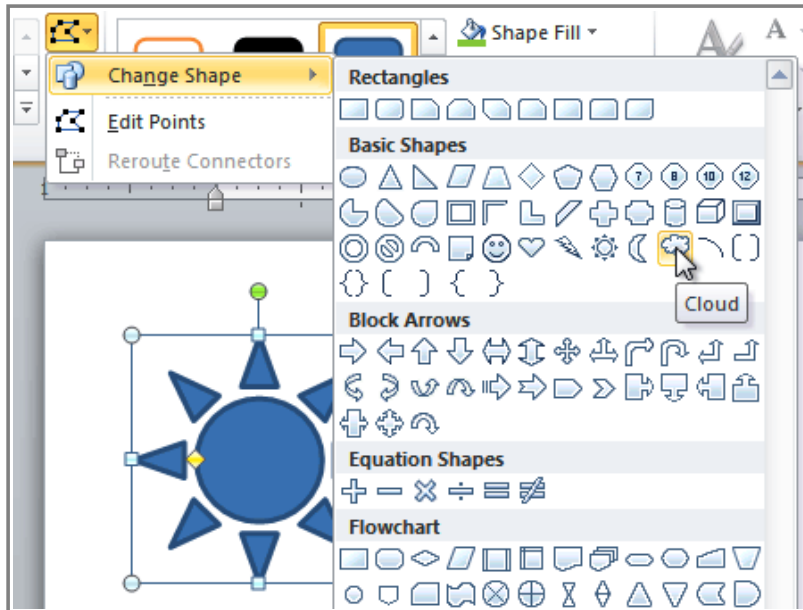
The Format tab

2. Click on the **Format** tab.
3. Click the **Edit Shape** command.



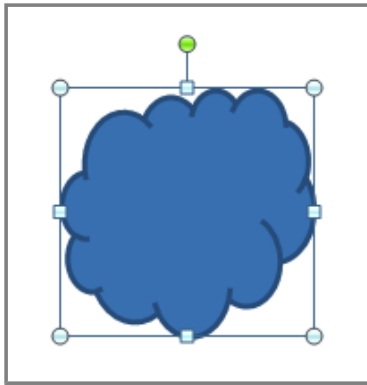
The Edit Shape command

4. Click **Change Shape** to display a drop-down list.



Choosing a new shape

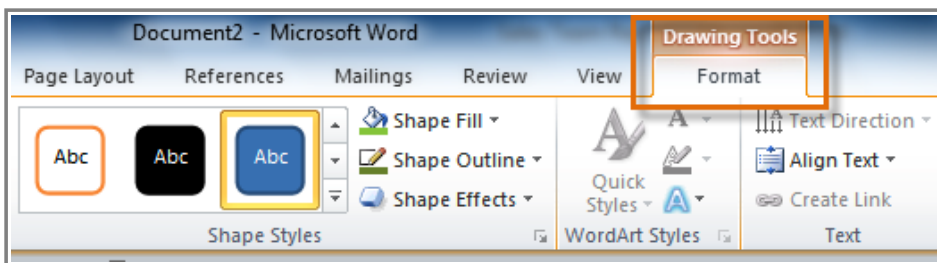
5. Select the desired shape from the list.



The new shape

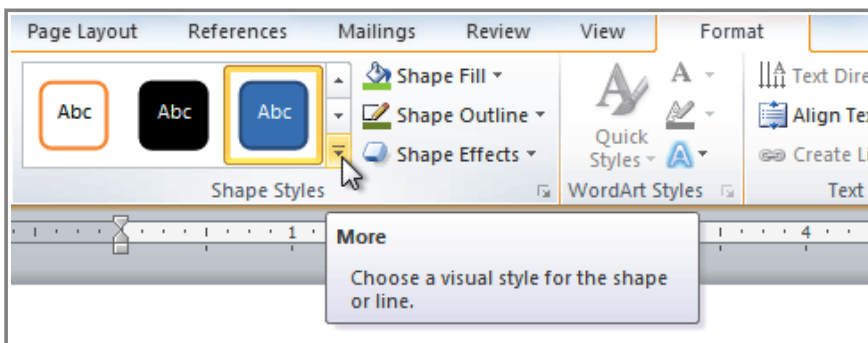
To Change Shape Style:

1. Select the shape. The **Format** tab appears.



The Format tab

2. Click the **More** drop-down arrow in the Shape Styles group to display more style options.



The More drop-down arrow

3. Move your cursor over the styles to see a live preview of the style in your document.

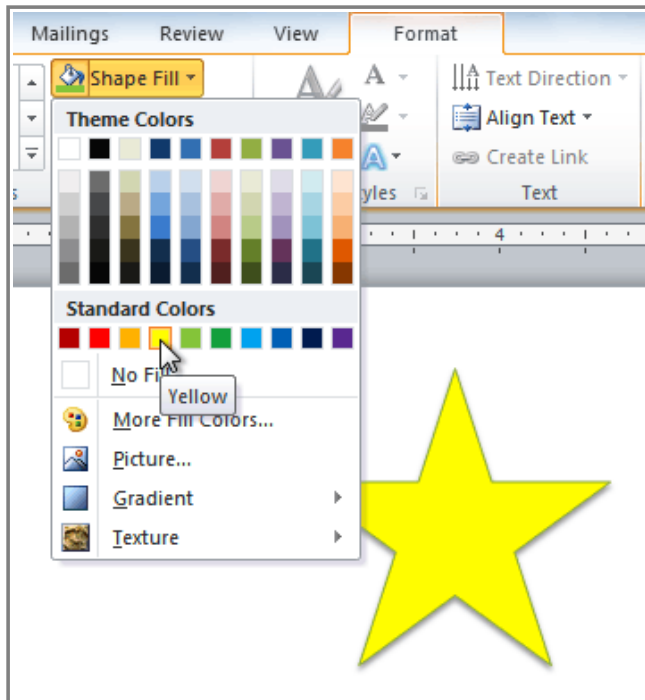


Previewing shape styles

4. Select the desired style.

To Change the Shape Fill Color:

1. Select the shape. The **Format** tab appears.
2. Select the **Format** tab.
3. Click the **Shape Fill** command to display a drop-down list.

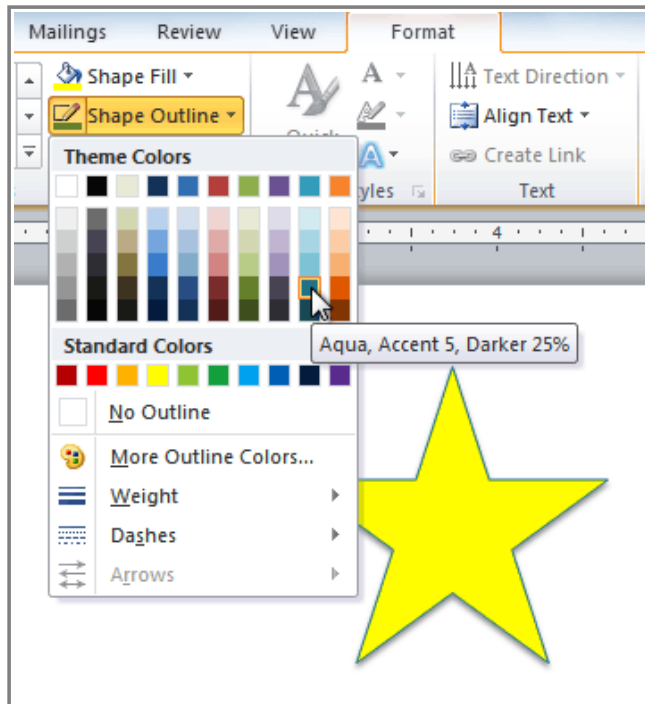


Choosing a fill color

4. Select the desired **color** from the list, choose **No Fill**, or choose **More Fill Colors** to choose a custom color.

To Change the Shape Outline:

1. Select the shape. The **Format** tab appears.
2. Click the **Format** tab.
3. Click the **Shape Outline** command to display a drop-down menu.



Choosing an outline color

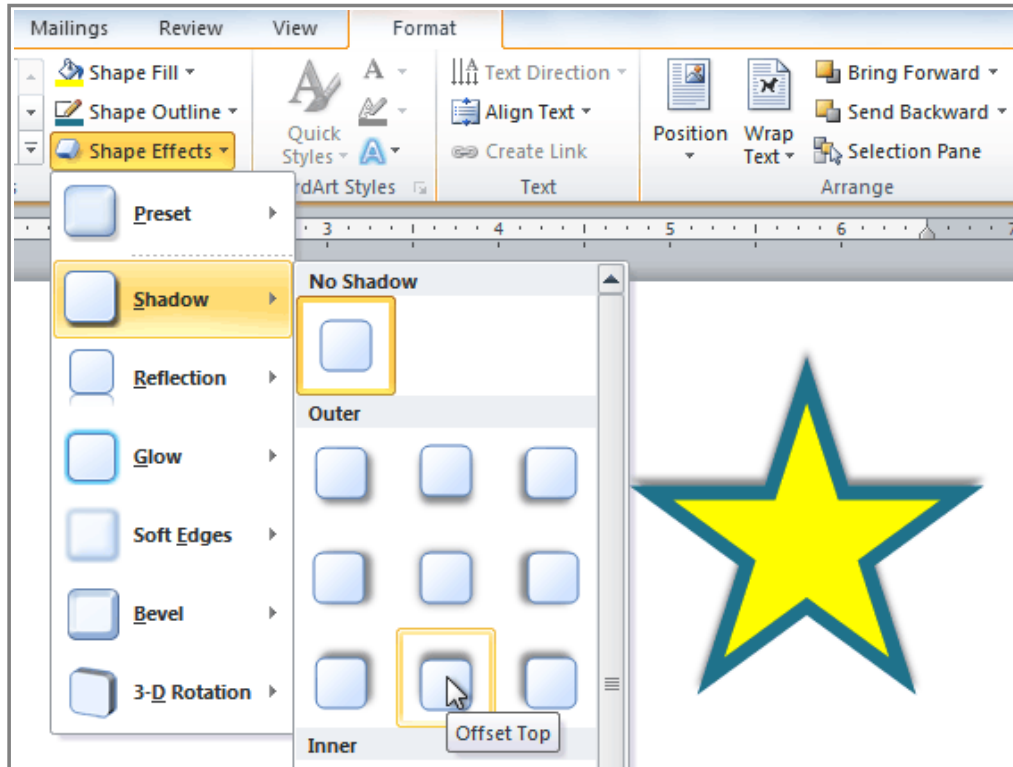
4. From the drop-down menu, you can change the outline **color**, **weight** (thickness), and whether or not it is a **dashed** line.



A thicker outline

To Change Shadow Effects:

1. Select the **Format** tab.
2. Click the **Shape Effects** command. A drop-down menu will appear.
3. Hover the mouse over **Shadow**. You will see a list of shadow presets.
4. Move your mouse over the menu options to see a live preview of the shadow effect in your document.



Choosing a shadow type

5. Click the desired shadow effect to add it to your shape.

You can select **Shadow Options** from the drop-down menu and click the **Color** button to select a different shadow color for your shape.

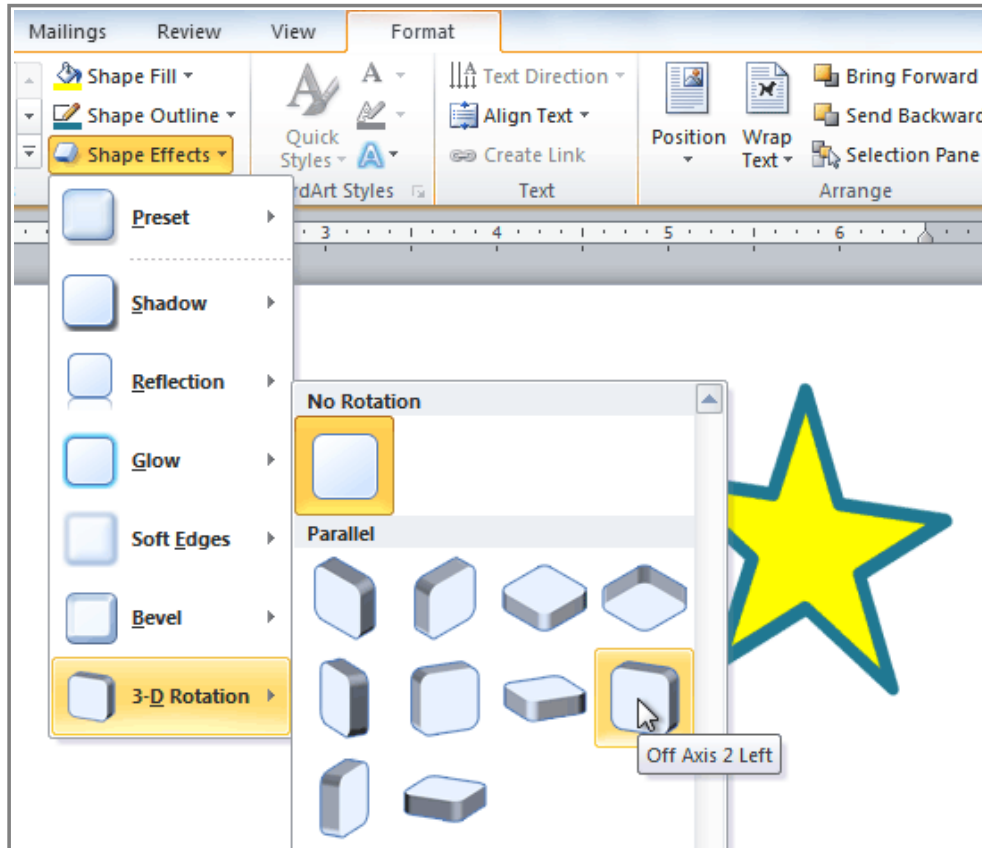
3-D Effects

There are two kinds of effects that you can apply to your shapes to give them a 3-D appearance: **3-D Rotation** and **Bevel**. **3-D Rotation** gives the appearance that you are viewing the 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 Use 3-D Rotation:

1. Select the shape.
2. Click on the **Format** tab.
3. Click **Shape Effects** from the **Shape Styles** group.

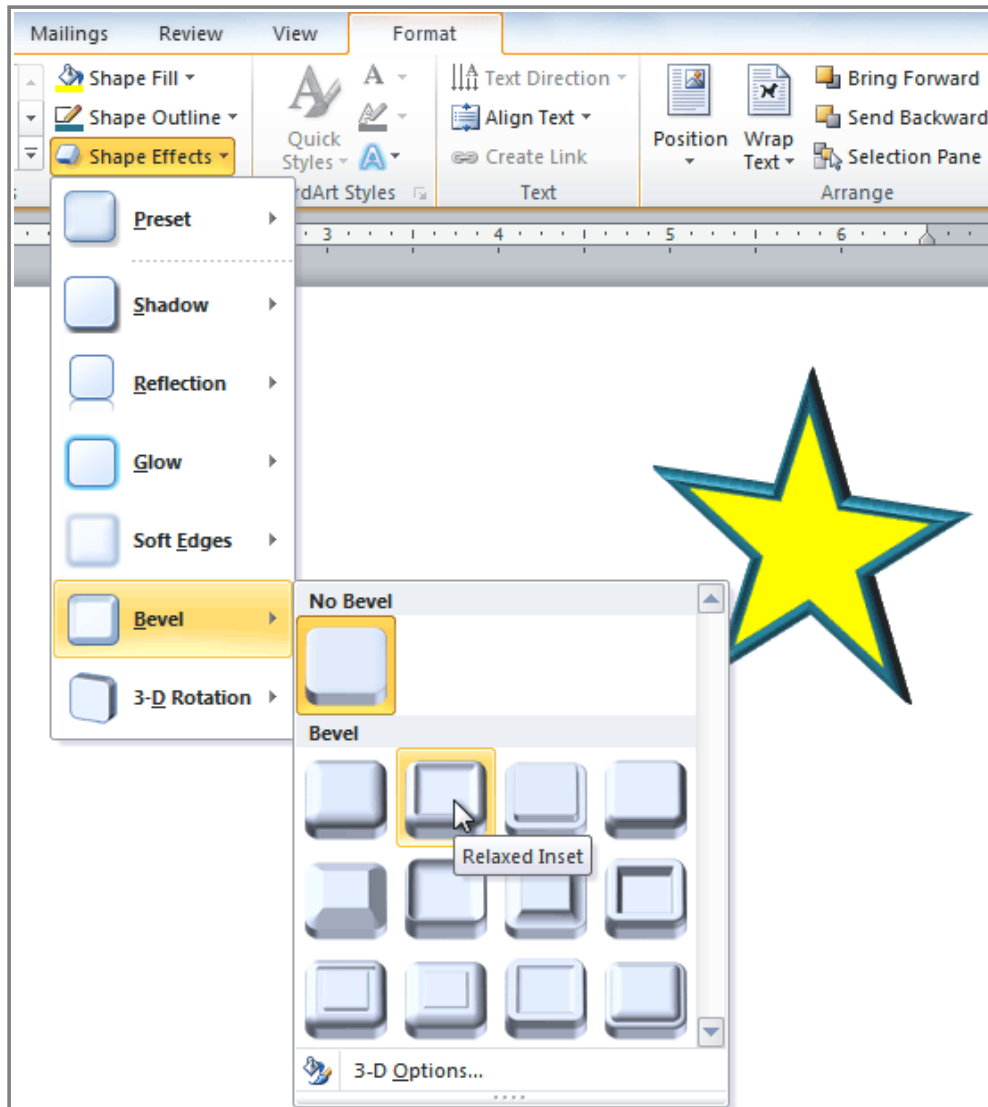
4. Hover the mouse over **3-D Rotation**. A drop-down menu will appear.
5. Select the desired **rotation preset** from the drop-down menu. You can also click **3-D Rotation Options** if you would prefer to type in custom values.



Choosing a 3-D rotation preset

To Use Bevel:

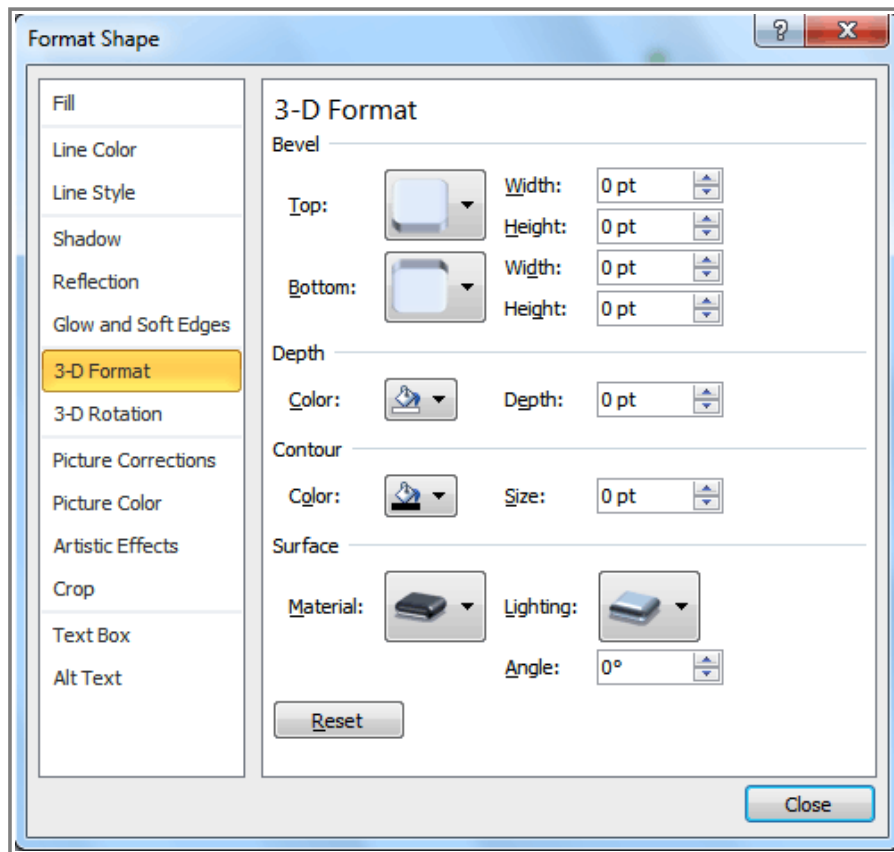
1. Select the shape.
2. Click on the **Format** tab.
3. Click **Shape Effects** from the **Shape Styles** group.
4. Hover the mouse over **Bevel**. A drop-down menu will appear.



Choosing a bevel preset

5. Select the desired **bevel preset** from the drop-down menu. You can also click **3-D Options** if you would prefer to type in custom values.

If you click on **3-D Options**, you'll also be able to change the shape's material to give it a metal, plastic, or translucent appearance, and you can choose the lighting type to change how the shape is illuminated.



Viewing the 3-D Options

Challenge!



1. Create a **new** Word document.
2. Insert a **shape**.
3. Change the shape to a **different shape**.
4. Change the **fill color**.
5. Change the **outline color**.
6. Try various **shadow effects**.
7. Try various **3-D effects**.