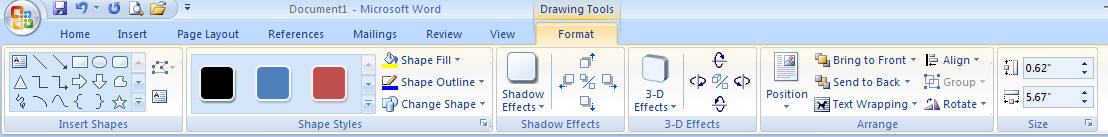
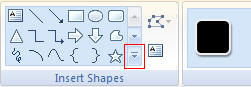
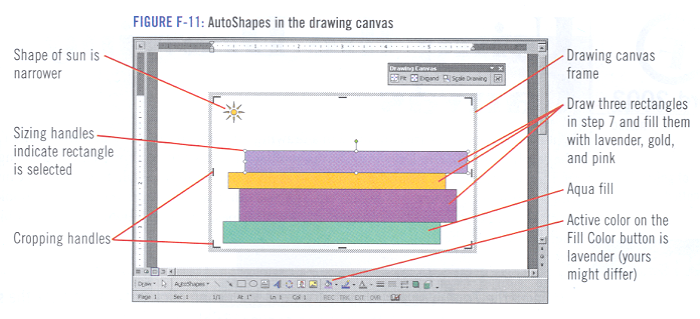
**Step 1 - Creating AutoShapes**

1. **Open Microsoft Word and make sure that there is a blank document on your screen.**
2. **Save this new document as Genre Sales to the drive and folder where your Project Files are located.**
3. **This lesson is focusing on the Drawing Tools.**  [**Check out the video**](http://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Drawing/lesson62007/videos/BasicShapes/BasicShapes.htm) to see some of the basics that will be covered.
4. **Click the Insert tab > Shapes > Rectangle button http://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Drawing/drawingimages/rectangle.pngfrom the drop down list**  
   When you click an AutoShape button, the pointer changes to +.
5. **On your blank document, drag down and to the right to create a rectangle that is about 5" wide and  ½" tall**  
   You do not need to be exact in your measurements as you drag.
6. Once this rectangle has been created, you should notice the Drawing Tools tab at the top of the screen.  This whole lesson will focus on this tool.  
     
   
7. **With your rectangle still selected, locate the Insert Shapes section of the Drawing Tools**
8. **Scroll down to locate the sun that is in the Basic Shapes section, then click the Sun**   
     
   
9. **Place the + pointer just above the rectangle and drag down and to the right to create a sun that is about ½" wide**  
   The sun shape includes a yellow diamond-shaped adjustment handle. You can drag an adjustment handle to change the shape, but not the size, of many AutoShapes
10. **Position the pointer over the adjustment handle (the little yellow diamond inside the sun)until it changes into a pointer, drag the handle to the right about  ¼", click the Fill Color list arrow http://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Drawing/lesson62007/step1.3.gifon the Drawing toolbar, click Gold, click the rectangle to select it, click http://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Drawing/lesson62007/step1.4.gif , then click Aqua**  
    The sun shape becomes narrower and the shapes are filled with color. Notice that when you select a color, the active color changes on the Fill Color button.
11. **Draw three more rectangles, click http://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Drawing/drawingimages/rectangle.png to turn off the tool, then fill the rectangles with color**
12. **After all four rectangles are drawn, use the sizing handles to resize the rectangles if necessary.**  
    
13. **Press and hold [Shift], click each rectangle to select it, click the 3-D Style button http://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Drawing/lesson62007/step1.5.jpgon the Drawing toolbar, then click 3-D Style 1   
      
    **
14. **The rectangles become three-dimensional, making the group look like a stack of books.**
15. **Deselect the books, right-click the top book, click Add Text, click the Font Size list arrow on the Home Tab, click 20, then type Children's - 17%**  
    The 3-D rectangle changes to a text box. You can convert any shape to a text box by right-clicking it and clicking Add Text.
16. **Add the 20-point text as shown in Figure F-12, then save your changes.**