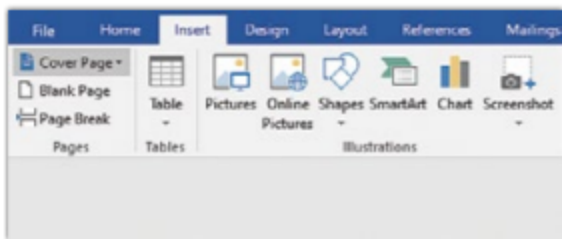


## Drawing Tools

Word allows us to insert pictures, shapes and other designs in our documents

For that, we have to choose **Illustrations group** under **Insert tab**.



## Working with Shapes

We can insert various shapes in word documents. The list of shapes appears when you click on the **shapes** option.

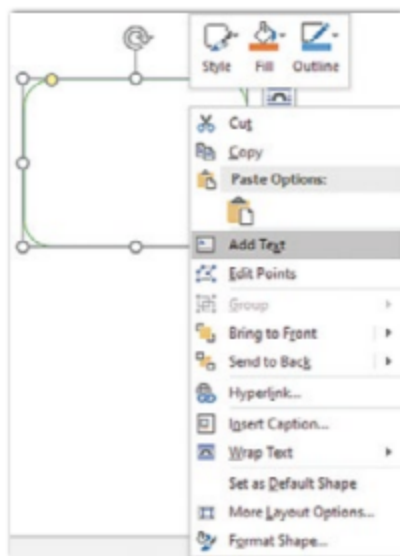
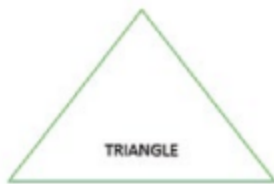
The mouse pointer changes when you choose any shape for inserting in your document. Click and drag the mouse for inserting the shape in your document.



## Placing text in shapes

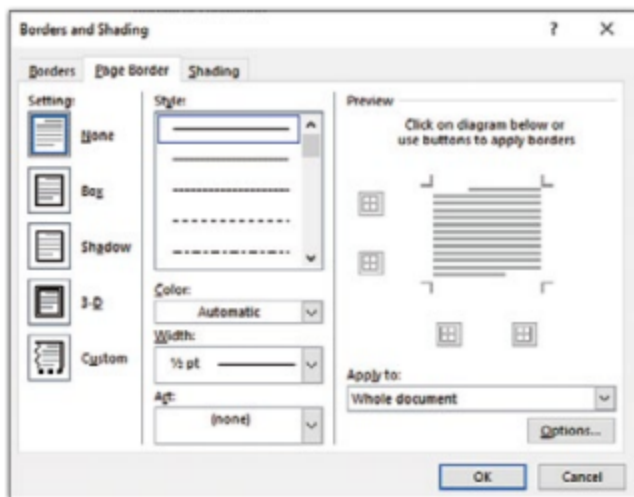
Not only you can insert a shape, you can also place text inside the shapes.

To place text in a shape, right click on the shape and choose option Add Text. The cursor will appear and you can write inside the shape.



# Apply border and shading

Page borders give a page a beautiful look. You can put page border on your document by choosing **Page Borders** option under Page Background group in Design tab.



Shown are some of the choices given in Page Border. You can choose from Styles option or from Art option. The document is shown along.

