






ICON KEY	
	Valuable information
	Activity
	Shortcuts
	Links
	Additional information

Creating a Flyer with Word

Purpose

In this tutorial sheet you will learn how to create a flyer with Word. More specifically, you will learn how to:

1. Use WordArt
2. Insert an image
3. Insert a text box
4. Draw a picture using drawing tools

Software Needed

Microsoft Word

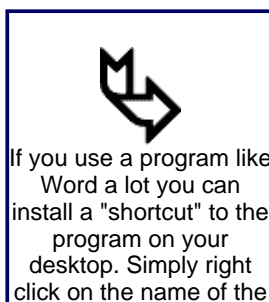
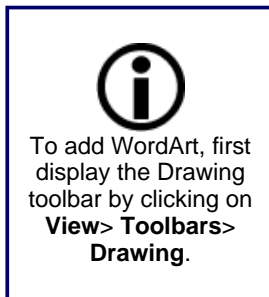
Prerequisite Knowledge and Skills

Before beginning this tutorial please make sure that you have completed the mouse, desktop, file management, and Word tutorials.

Overview

- [WordArt](#)
- [Inserting an image](#)
- [Inserting a text box](#)
- [Using drawing tools](#)

[[top](#)]



Lesson 1: Use WordArt to create a title for your flyer

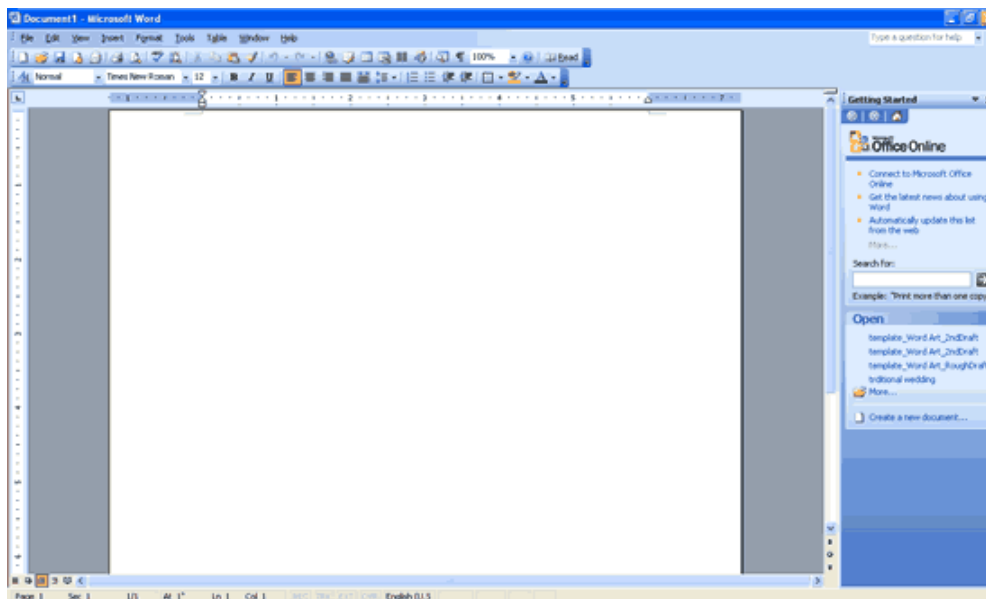
If you want to create a title for your flyer, use WordArt. WordArt enables you to use various text effects. It not only lets you change the appearance of text you can also add more visual elements to your page. You can add shapes and flowcharts. You can draw arrows or insert clipart. For each object you insert into your diagram you can also manipulate the object's properties. (See lessons below.)

Activity 1: Powering-up Microsoft Word



In this activity you will be powering-up Word.

1. Power up the computer.
2. Go to the **Start** menu . Click on **All Programs> Microsoft Word**.
3. A new blank page will appear.

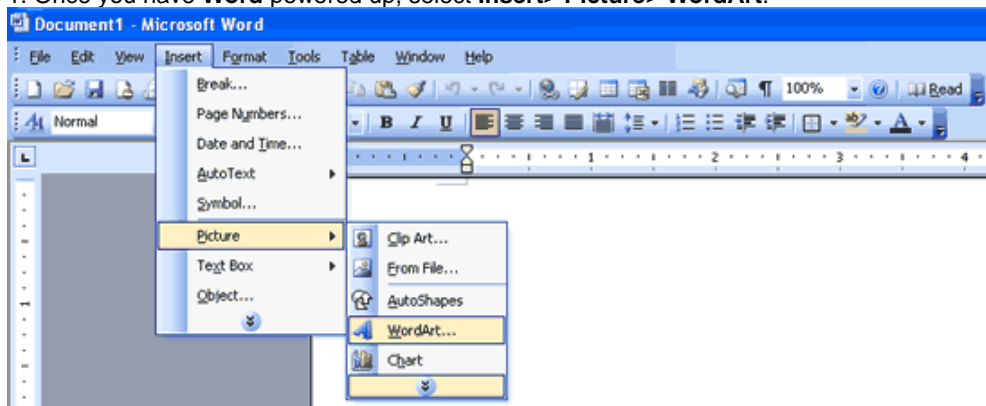
program in the program menu and select copy. Then on your desktop right click and select "paste shortcut".



Activity 2: Opening WordArt and create a title

You can open up WordArt by clicking icons on toolbar. Click  on the toolbar. The drawing toolbar will appear on the bottom. Then click  on the drawing toolbar.

1. Once you have **Word** powered up, select **Insert> Picture> WordArt**.

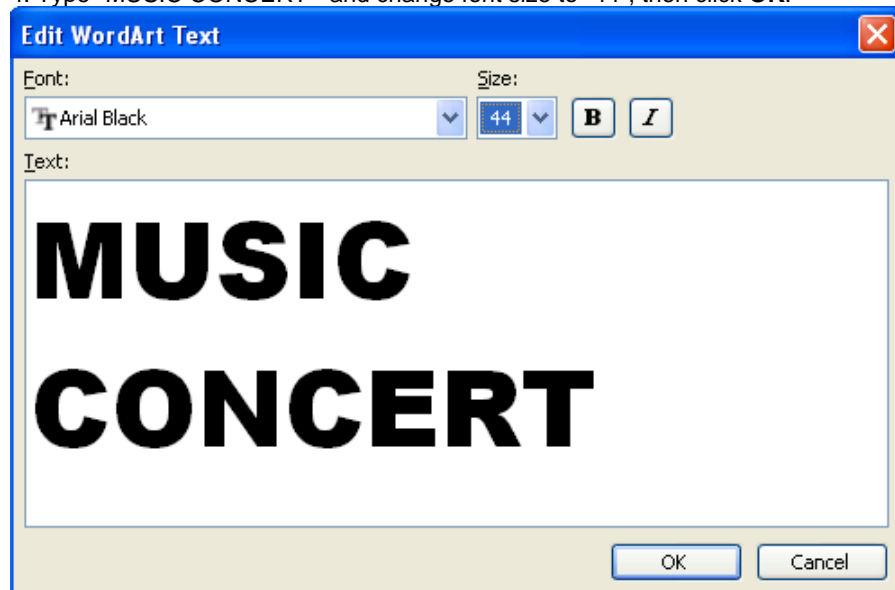


2. The **WordArt Gallery** will display in front of the blank page.

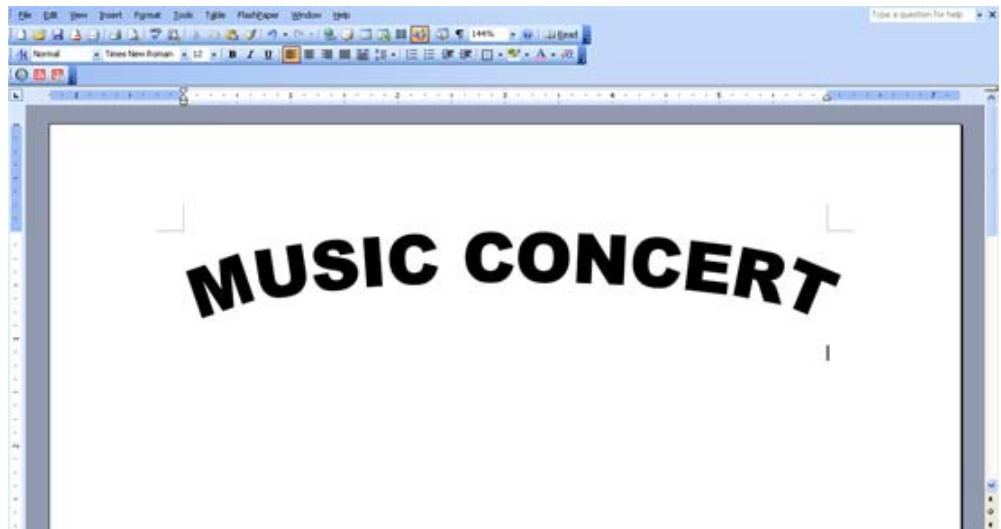


3. Click on a style you like, then click **OK**.

4. Type "MUSIC CONCERT " and change font size to "44", then click **OK**.

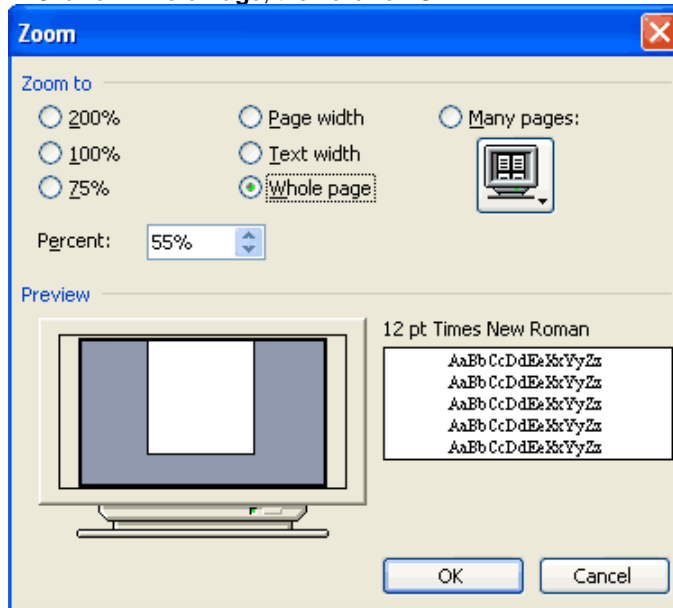


5. MUSIC CONCERT will appear on the blank page.

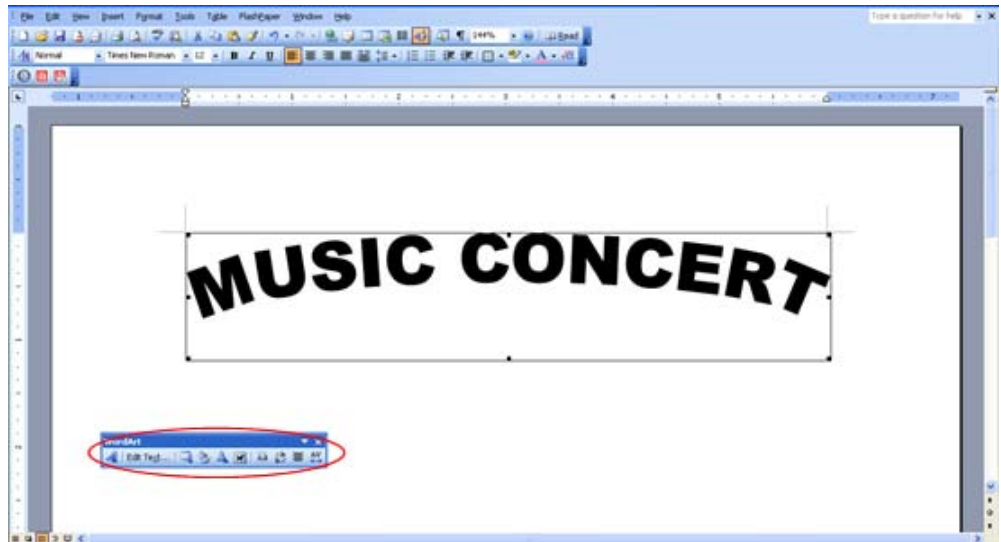


Activity 3: Using Fill Effects

1. Once the name card appears, select **View > Zoom**.
2. Click on **Whole Page**, then click on **OK**.



3. Hold down the shift key, then drag the right corner to resize the graphic to fit across the page.

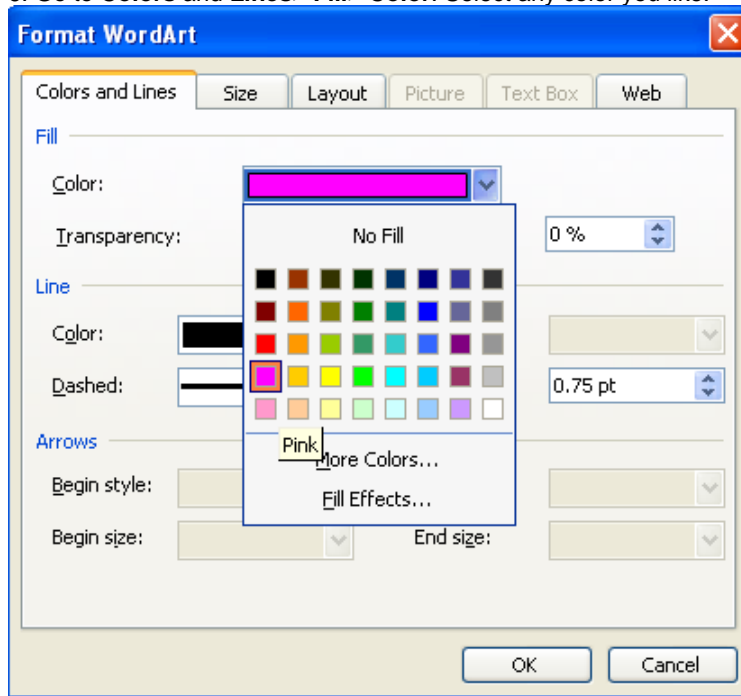


4. Click on the graphic and the **WordArt** toolbar will appear.

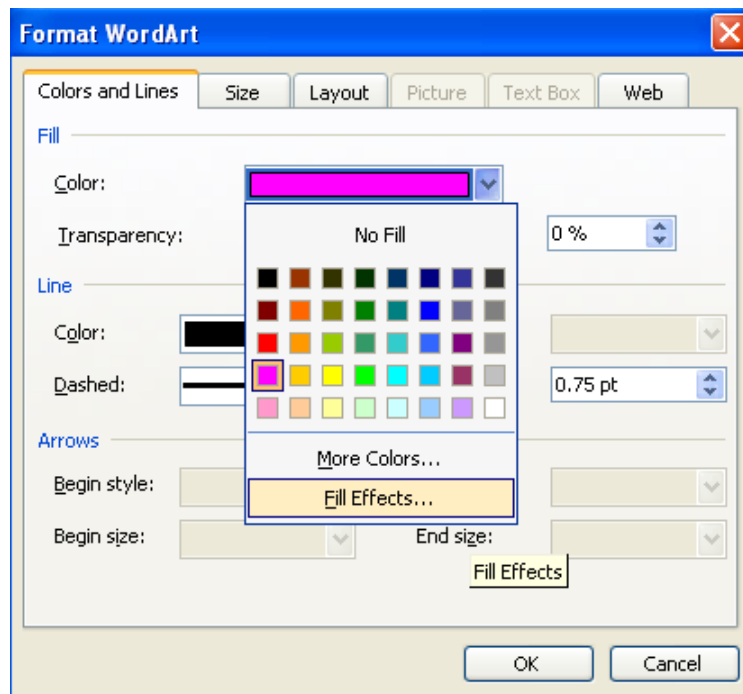
5. Click on the **Format WordArt** icon in the **WordArt** toolbar.



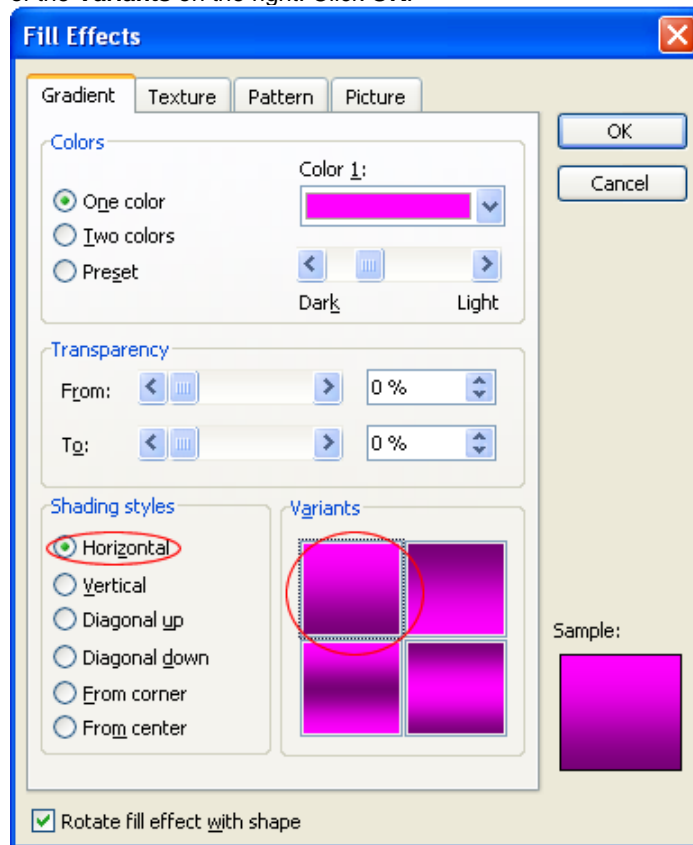
6. Go to **Colors and Lines > Fill > Color**. Select any color you like.



7. Go to **Color > Fill Effects**.



8. Go to **Fill Effects > Gradient > Shading styles**. Select a shading style and then click one of the **Variants** on the right. Click **OK**.



[[top](#)]




Lesson 2: Insert an Image

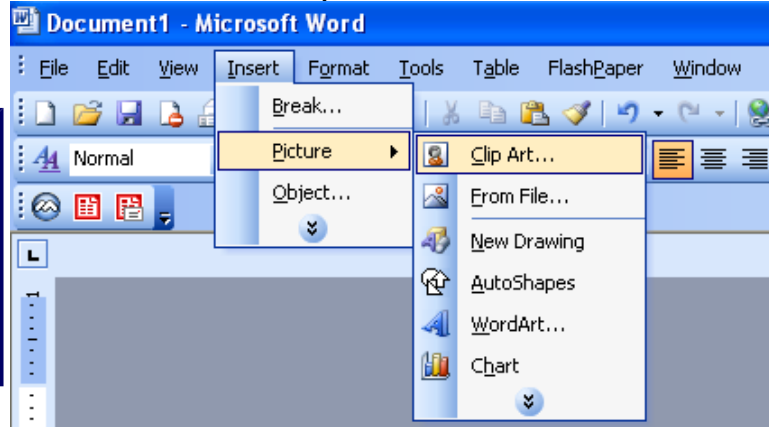
You can insert an image in a Word document. One of the easiest ways is to insert an image from Clip Art. Clip Art is a collection of images you can use in Word for free.



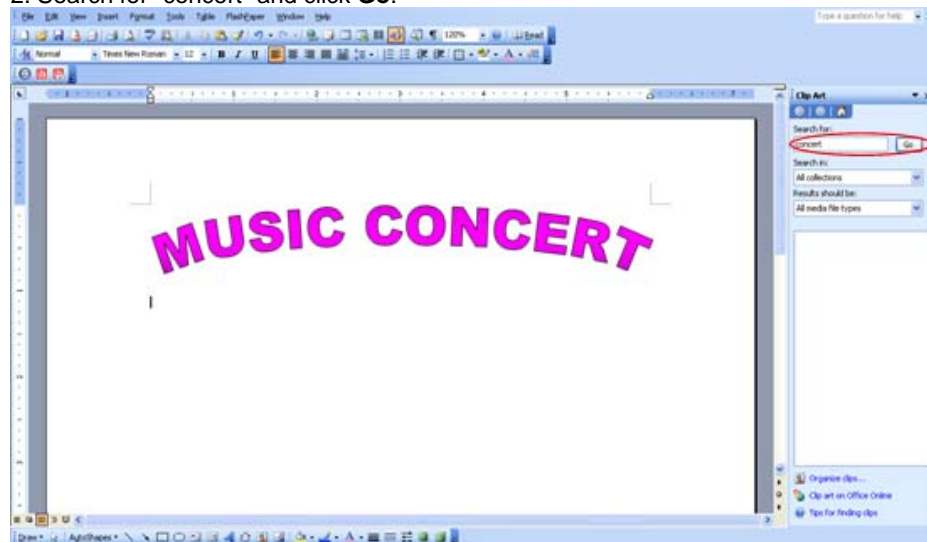
Activity 1: Insert an Image from Clip Art

1. Go to **Insert > Picture > Clip Art**.

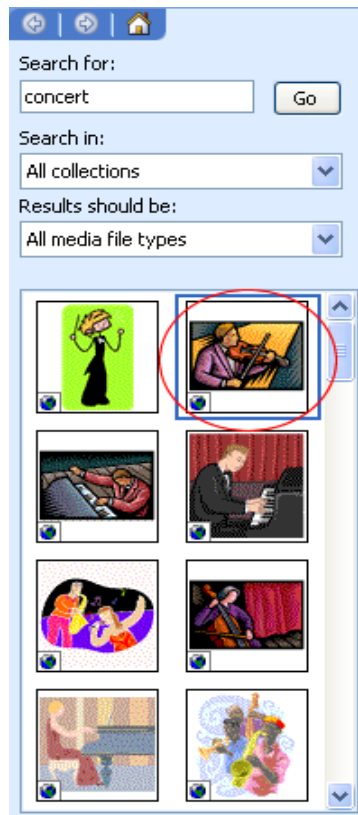
You can open up Clip Art by clicking  on the drawing toolbar.



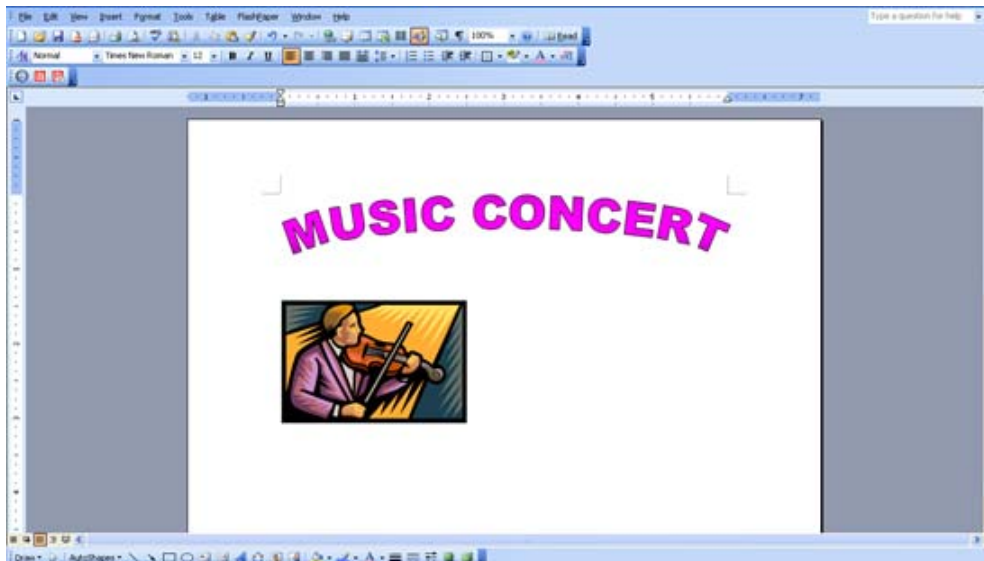
2. Search for "concert" and click **Go**.



3. Choose an image.



4. Adjust the size of the picture. Resize and reshape the frame by moving the mouse over one of the handles until the pointer changes to a line with an arrow on each end. You can also change how the text flows around the image or even have it in-line with the text. To change the layout of image in relation to text just **right-click** on the picture and select **Format Picture**. Go to **Layout** and you could for example select **Square** in **Wrapping style**. This will cause the text to wrap around the image like a square.



[[top](#)]



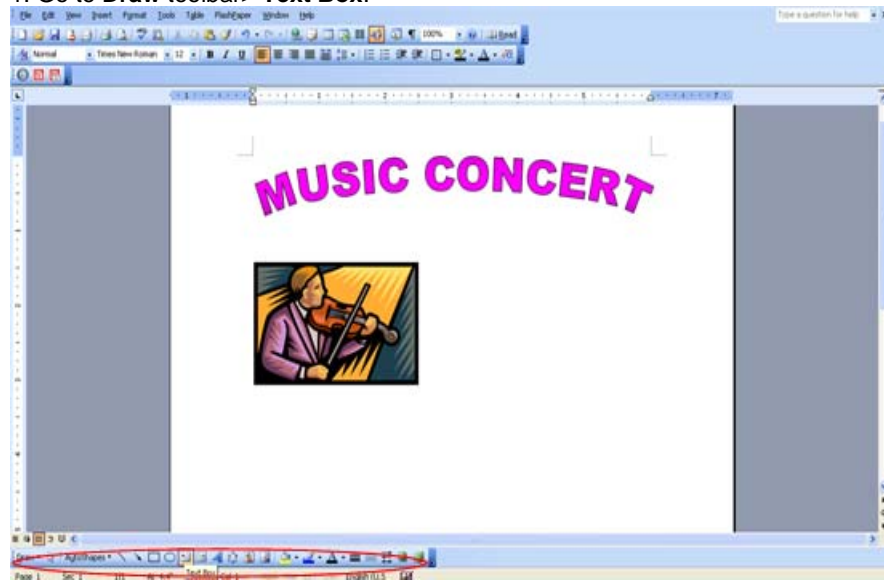
Lesson 3: Insert a text box

Just like PowerPoint, you can insert a text box in Word document.



Activity 1: Inserting a Text Box

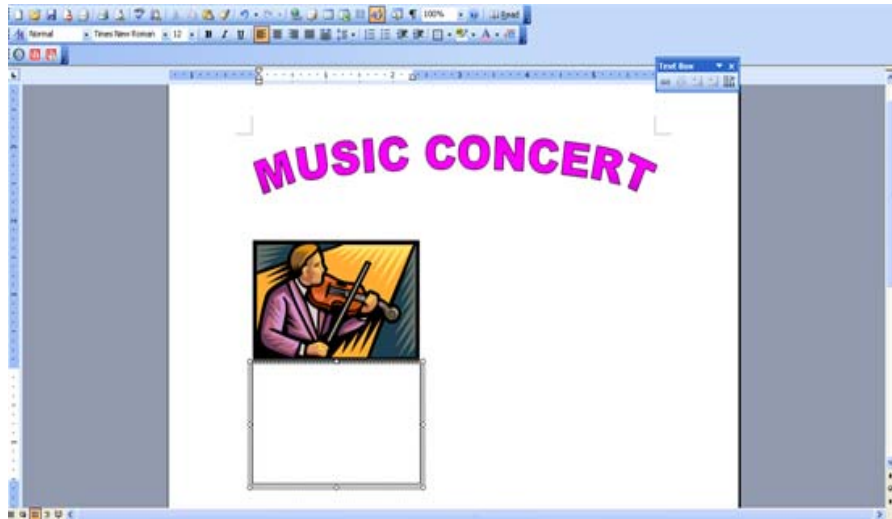
1. Go to **Draw** toolbar > **Text Box**.



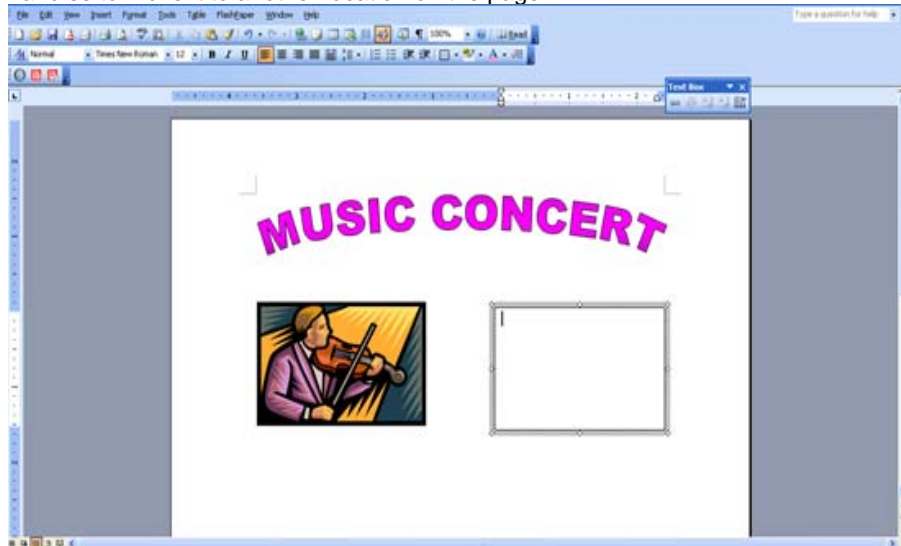
2. A **Drawing Canvas** will appear.



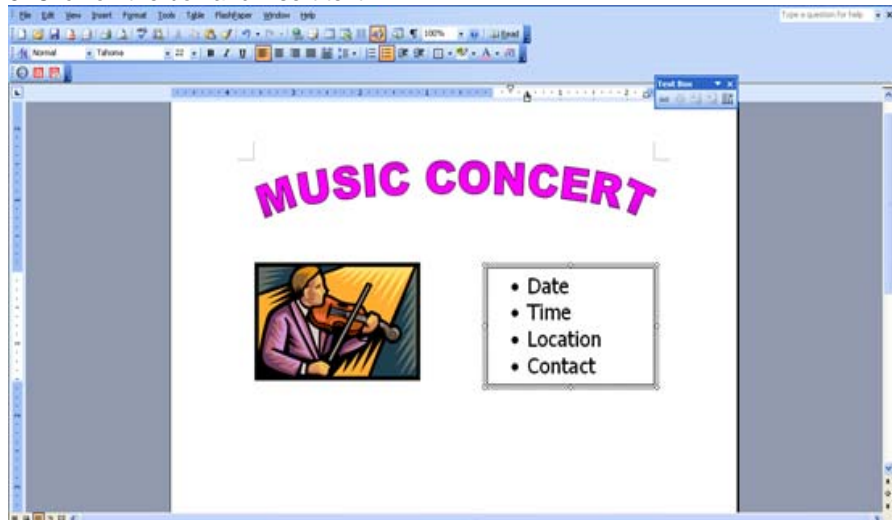
3. Adjust the size of the **Text Box**. Resize and reshape the frame by moving the mouse over one of the handles until the pointer changes to a line with an arrow on each end.



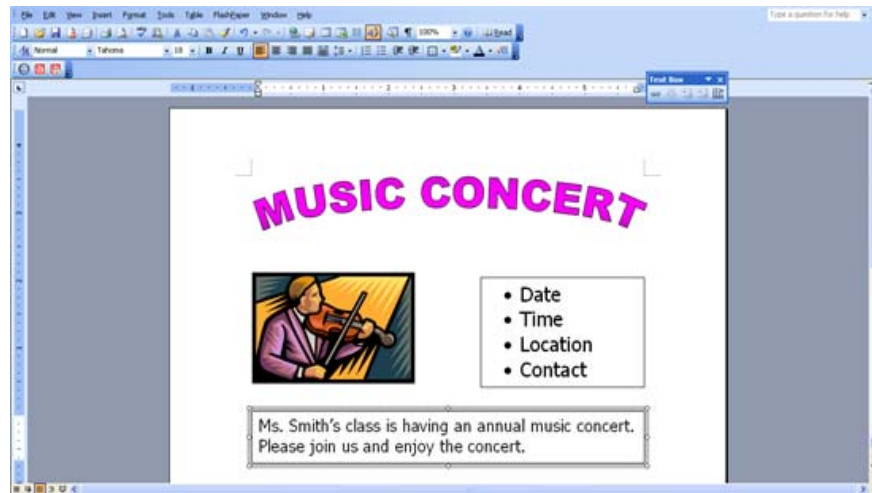
4. Drag the **Text Box** to the right side of the picture. Click on the frame away from the handles to move it to another location on the page.



5. Click on the box and insert text.



6. Add another text box and insert text.



[[top](#)]



Lesson 4: Draw a picture using drawing tools

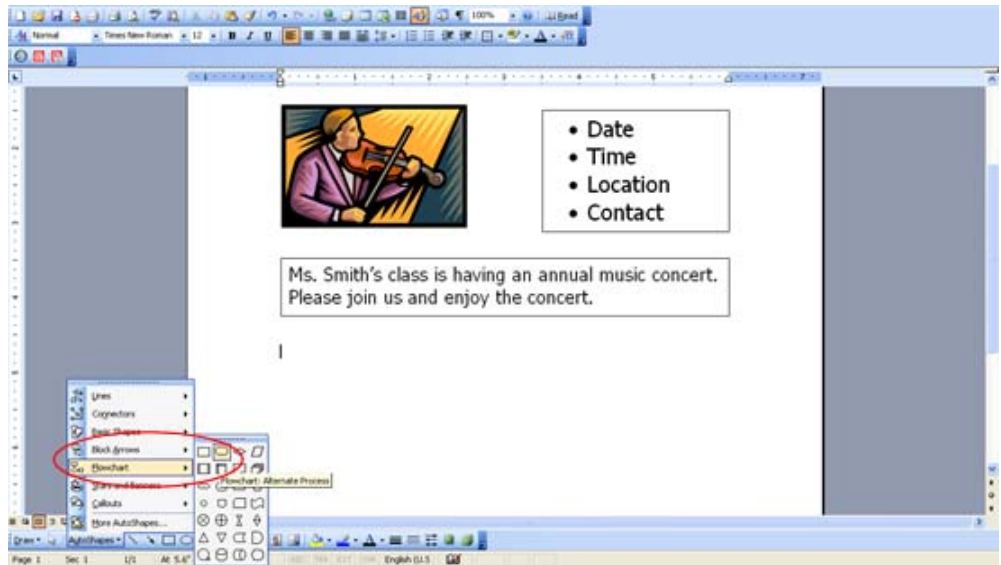
You can create your own drawing by using drawing tools in Word. Elements of the drawing toolbar are shown below. The drawing toolbar can be divided into three major components.

Main Menu	Draw icon is the main menu of the drawing toolbar. Some of the things you can do with this menu includes being able to group or ungroup objects using this menu. You can also change the order in which objects are layered bringing them forward or sending them backward.
Create an Object	These are the icons that are mostly related to creating an object. You can create a shape, line, text box, word art, organizational chart, or even add a graphic.
Change Properties of Object	These are the icons that you can use to change the properties of an object. For example, you can change the fill color, line color, text color, line thickness, arrow shape, or make an object 3 dimensional.

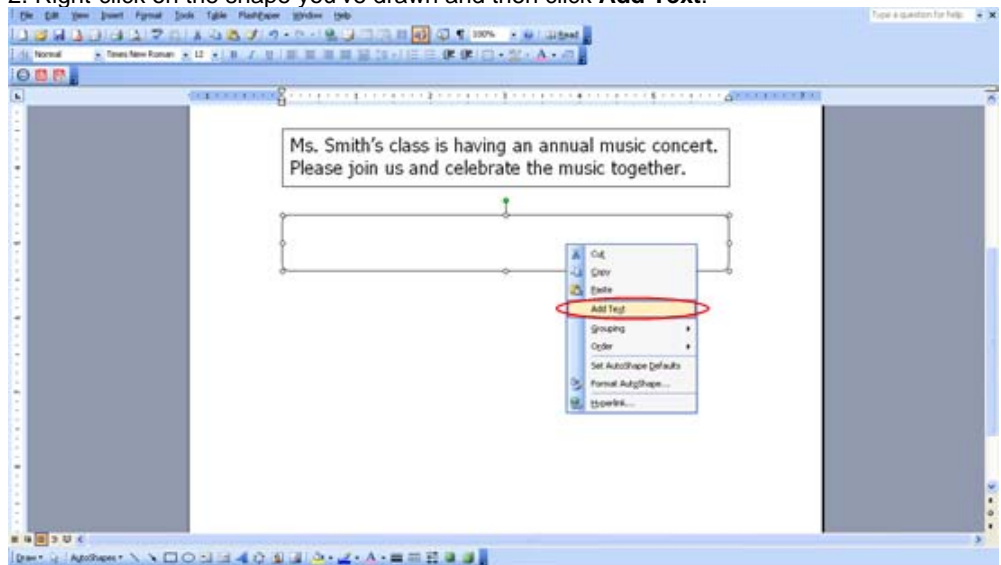


Activity 1: Creating Flow Charts

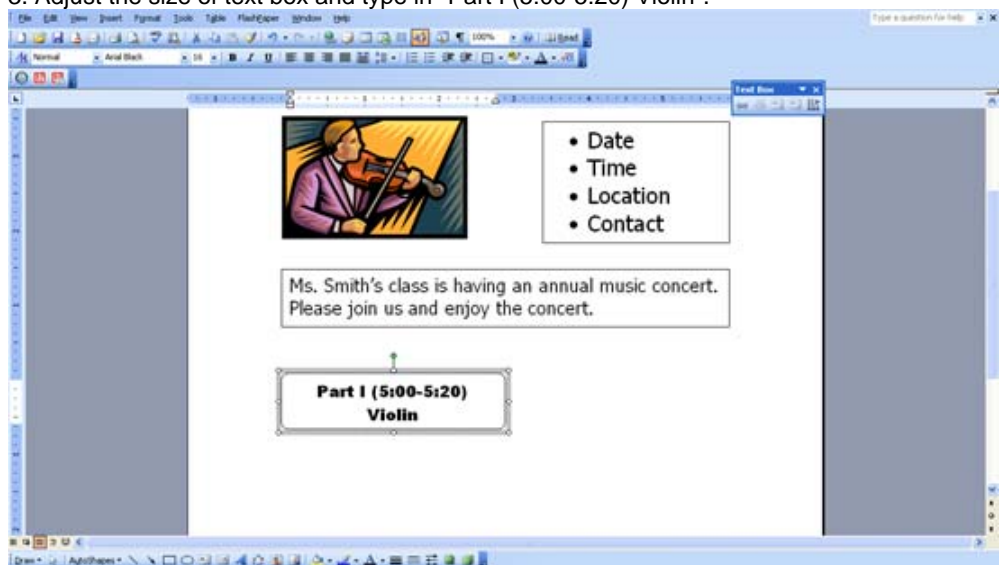
1. Go to **AutoShapes> Flowchart> Alternate Process**.



2. Right-click on the shape you've drawn and then click **Add Text**.



3. Adjust the size of text box and type in "Part I (5:00-5:20) Violin".



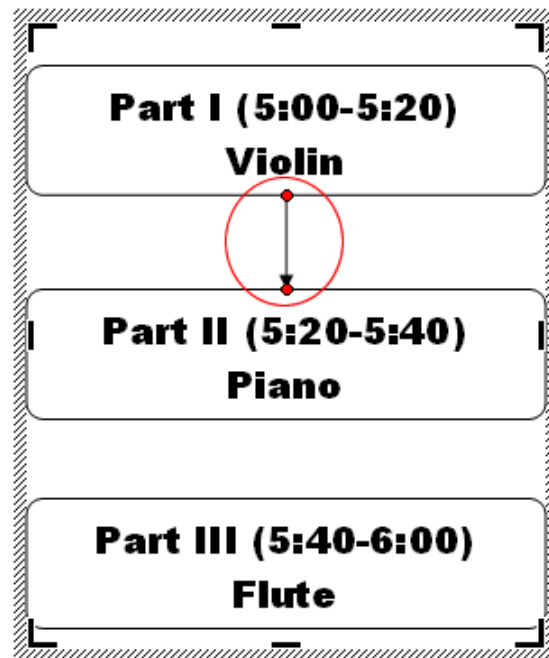
4. Repeat the same process by copying and pasting.

Part I (5:00-5:20)
Violin

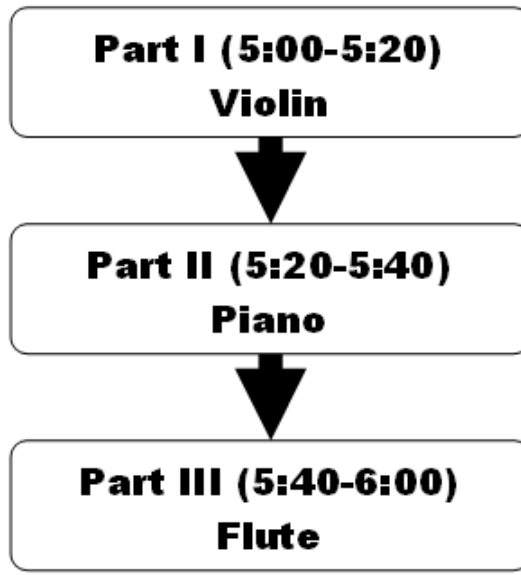
Part II (5:20-5:40)
Piano

Part III (5:40-6:00)
Flute

5. Click on the first box, then go to **AutoShapes> Connectors** on the **Drawing** toolbar. Click on **Straight Arrow Connector**. The **Connector** option will keep the shapes connected even when you move the shapes. Point to where you want to lock the connector. Connection sites should appear as blue circles over a shape. Click the first connection site you want, point to the other shape, and then click the second connection site.

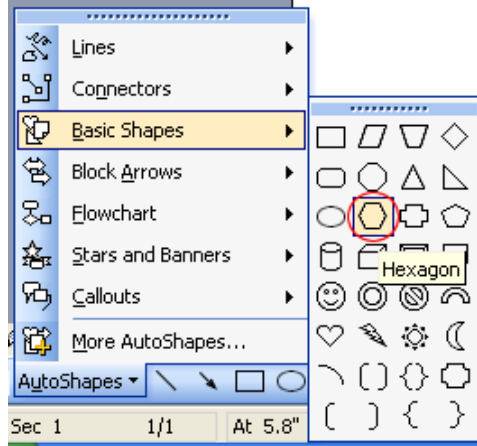


6. Double-click on the arrow and go to **Colors and Lines> Line> Weight**. Change the **Weight** into 10 pt. Repeat the same process for the next arrow.



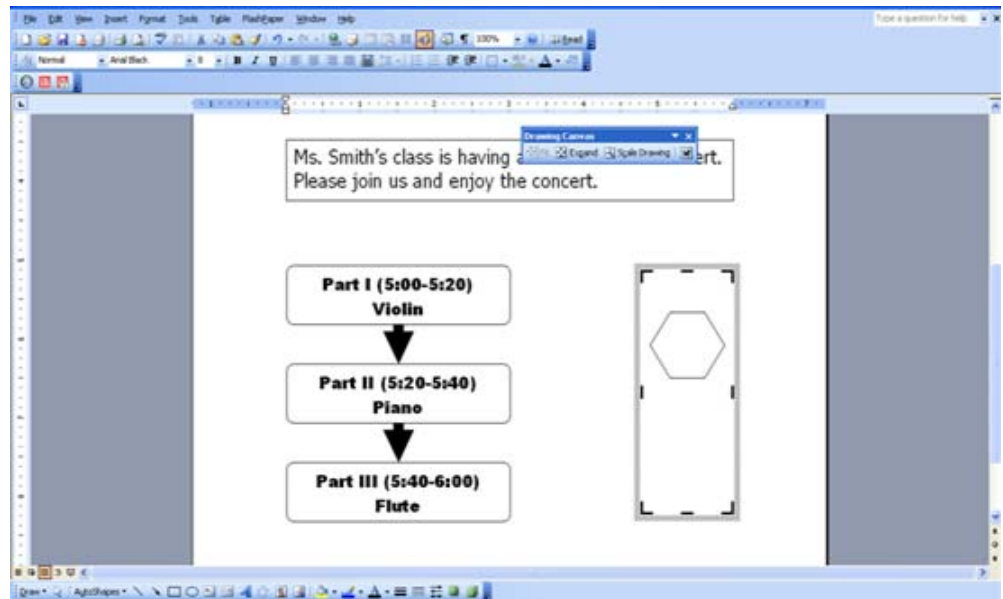
Activity 2: Creating a stop sign by using drawing tools

1. Go to **AutoShapes> Basic Shapes> Hexagon**.

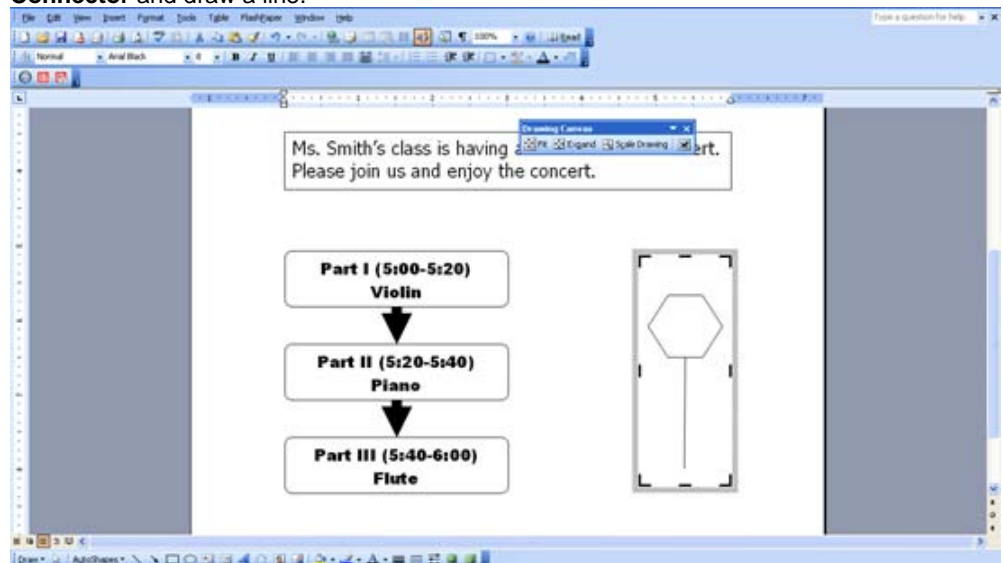


Drawing Canvas can be sometimes annoying. You can turn it off and add images and shapes without the canvas.. Go to **Tools> Options> General** and uncheck the option: "**Automatically create drawing canvas when inserting AutoShapes**".

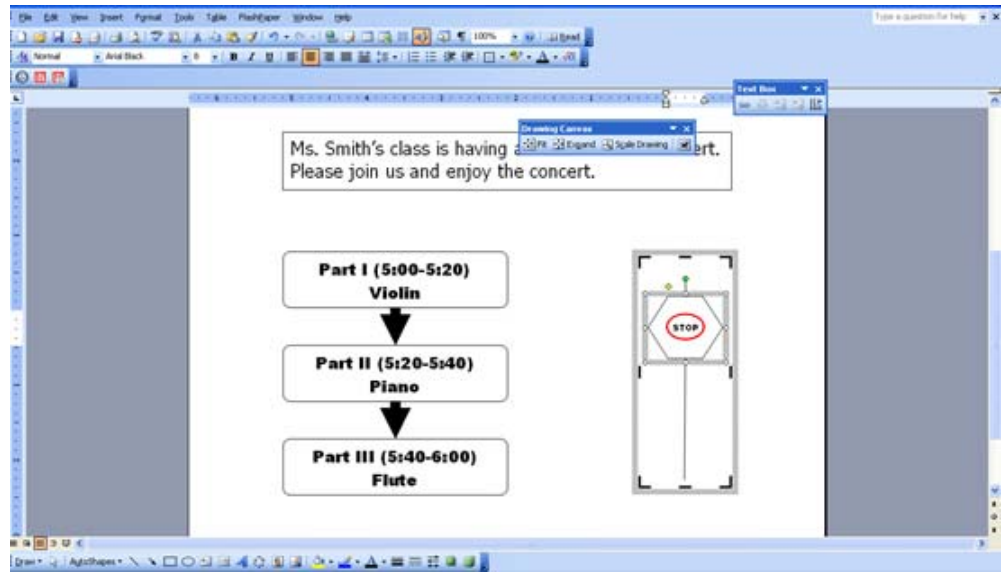
2. Draw a hexagon and adjust the size of canvas. After the adjustment, go to **Drawing Canvas> Text Wrapping** and select **Square**. You will be able to move the hexagon to the right.



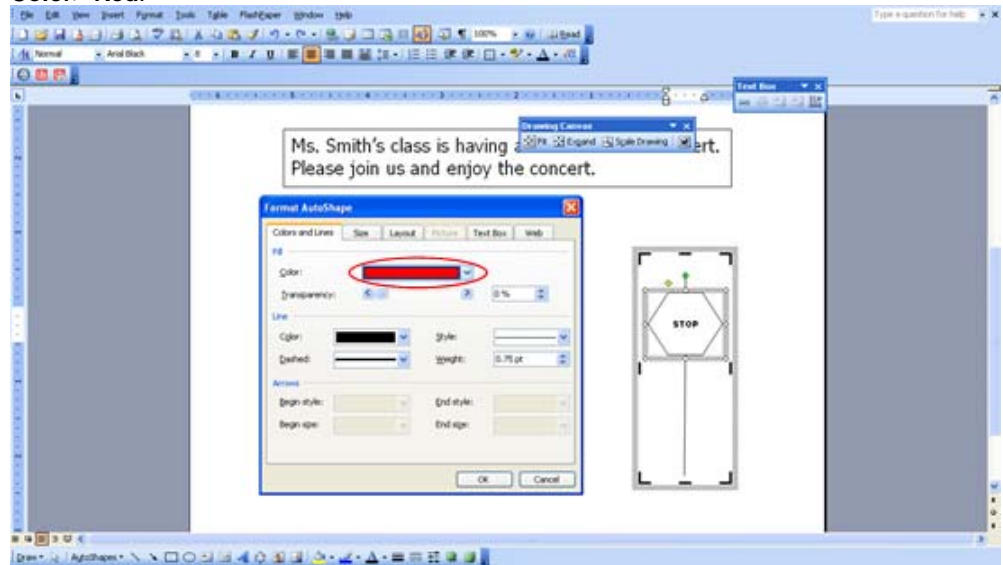
3. Click on the hexagon and then Go to **AutoShapes > Connectors**. Select the **Straight Connector** and draw a line.



4. Right-click on the hexagon and go to **Add Text**. Type in "STOP".



5. Double-click on the hexagon and go to **Format AutoShape > Colors and Lines > Fill > Color > Red**.



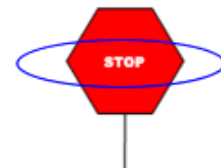
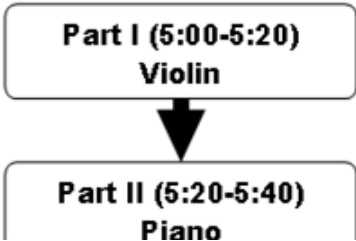
6. Highlight "STOP" in the text box and then right-click it. Go to **Font > All text > Font color**. Change the **Font color** to White. The word "STOP" will appear in white.

MUSIC CONCERT



- Date
- Time
- Location
- Contact

Ms. Smith's class is having an annual music concert.
Please join us and enjoy the concert.



Wrap Up:

In this tutorial you have learned how to create a flyer using WordArt, Clip Art, Text box, and Drawing tools. For more advanced tips, visit Wikipedia (http://en.wikipedia.org/wiki/Wikipedia:How_to_draw_a_diagram_with_Microsoft_Word).