

RHP Computer Applications Class

7-1 Graphic Design and the Draw Toolbar



The draw toolbar allows you to add graphic elements to any document. Today, you will be designing two flyers, one for a pizza fundraiser for your class, and one of anything you want (garage sale, outing, etc).

To view the draw menu, either right click the mouse in the toolbar area and choose draw, or, if available, click on the draw icon (to the right).



First, let's start with a fancy heading for your pizza sale. Scan the draw toolbar with your cursor until you find WordArt. Click on it. A box pops up with different formats for lettering. Pick one that looks good. Click on OK. Another box appears. Where it says 'Your Text Here', type in **Pizza Sale**. Hit OK.

WordArt will insert your graphic. Size it by using the sizing handles. Make sure it is centered on your page towards the top.

Next, add the details about your pizza sale by using a Text Box. Find the text box icon on the drawing toolbar, then click and drag a box below PIZZA SALE to insert your text. Make sure to include the price per slice, when the pizza party is, what the money is going for, etc. Make sure the type is big and plain enough to be seen from a distance.

You can also add clipart to your flyer. Pull down the *Insert* menu, Picture, ClipArt. Click on the Clips Online button to search for a pizza clipart. Click on the icon on the bottom right (looks like a globe with magnifying glass).

To finish the flyer, add a page border. Pull down the *Format* menu and choose *Borders and Shading*.

Make sure the Page Border tab is selected and pull down the art list. Choose a border that enhances your flyer. You may have to adjust the size of the border items in the width box above the art list. Save this flyer as **flyer1.doc**.

Next design a different flyer, using any of the items on the draw toolbar. You can add a border, shade, add shapes; be creative!

Save this file as **flyer2.doc** in your system folder.

Email both documents to me at rhp@denovodental.com. The subject line is **Compapp 7-1 lastname**.