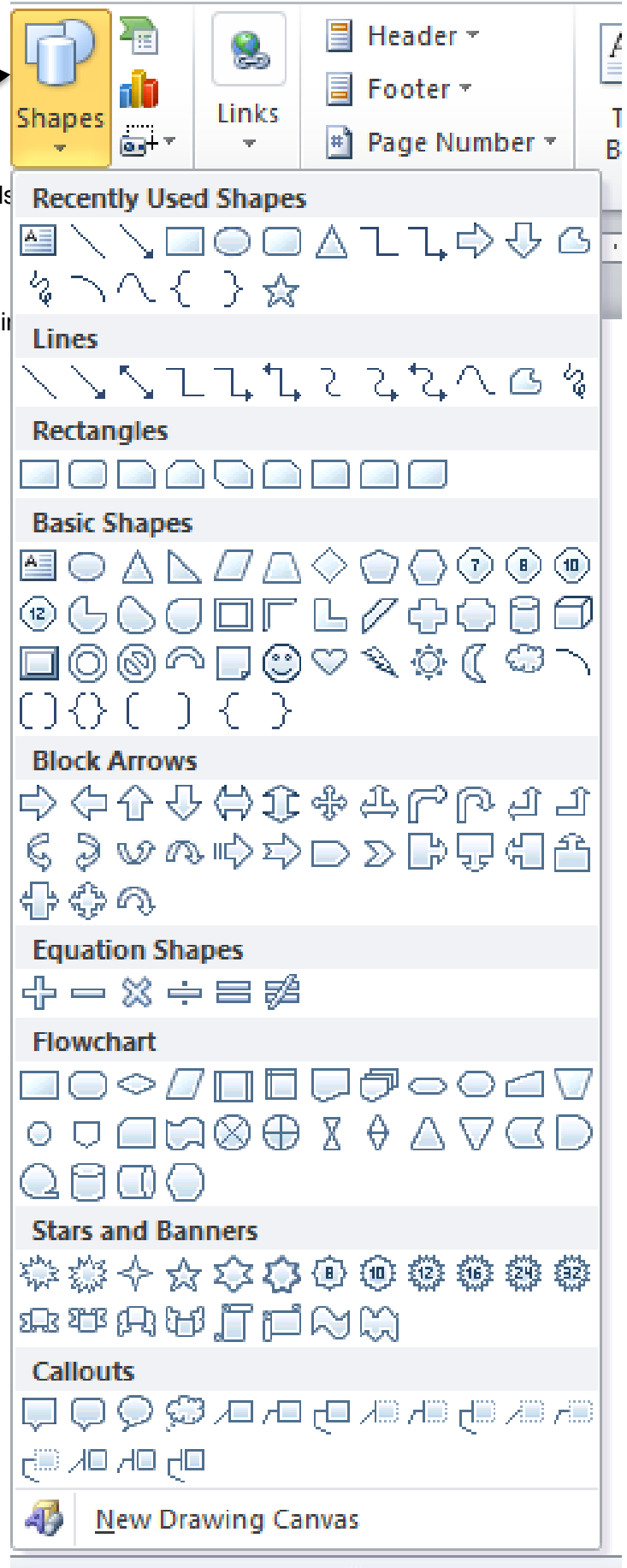


The Microsoft Word 2010 Drawing tools are found inside the Insert Tab, and the Shapes Down arrow



The top 2 rows are for recently used drawing tools

The next category is for all the different types of li

Rectangles

Basic Shapes

Arrows

Equation signs

FlowChart shapes

Stars and Banners

Callouts (for characters etc.)

New Drawing Canvas

Tips:

To draw a perfect circle:

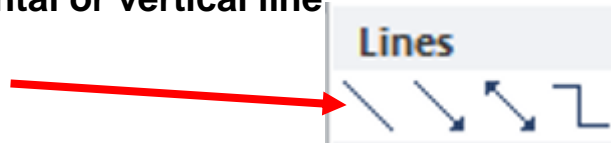
Select the oval tool



And hold down your Shift key while you draw

To draw a horizontal or vertical line:

Select the line tool



And hold down your Shift key while you draw