The Microsoft Word 2010 Drawing tools are	
found inside the Insert Tab, and the	🕞 📲 🔒 🗏 Header 🛪 🛛 👔
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The top 2 rows are for recently used drawing tool	Recently Used Shapes
The next category is for all the different types of li	\$ \ \ { } ☆
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Rectangles	Rectangles
Basic Shapes	Basic Shapes
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Equation signs Equation Shapes	
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Callouts (for characters etc.)	Callouts
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New Drawing Canvas	
	New Drawing Canvas
Tips:	
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To draw a perfect circle:	Basic Shapes
Select the oval tool	
	0 G G C E

And hold down your Shift key while you draw

To draw a horizontal or vertical line;



And hold down your Shift key while you draw