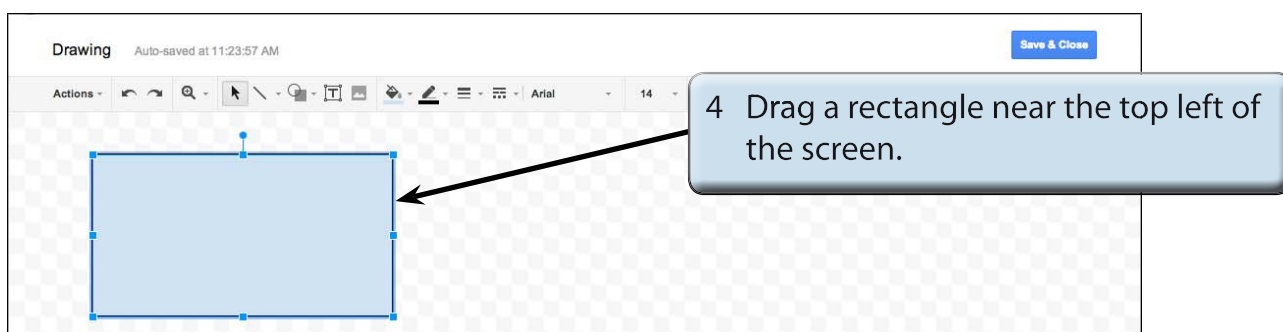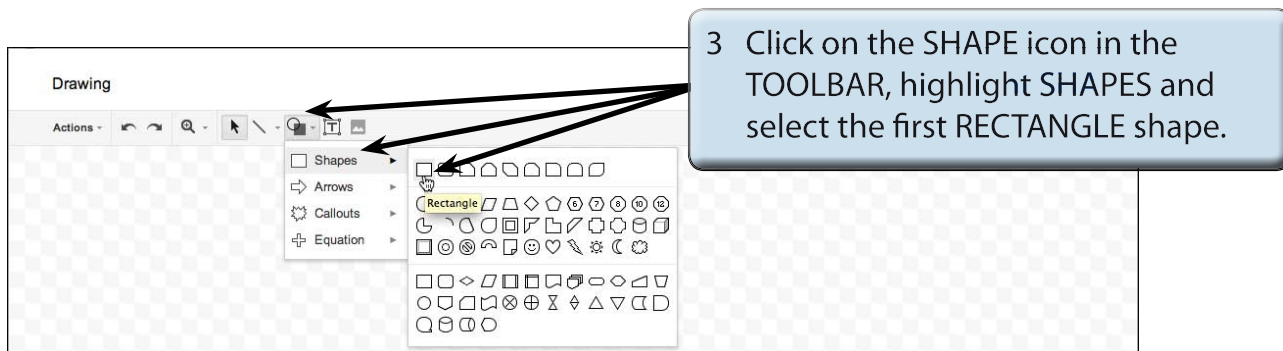# Drawing Tools

Google Docs provides extensive DRAWING TOOLS that allow you to enhance the appearance of your documents. You can use these tools to assist in the creation of detailed publications, newsletters, company logos, etc.
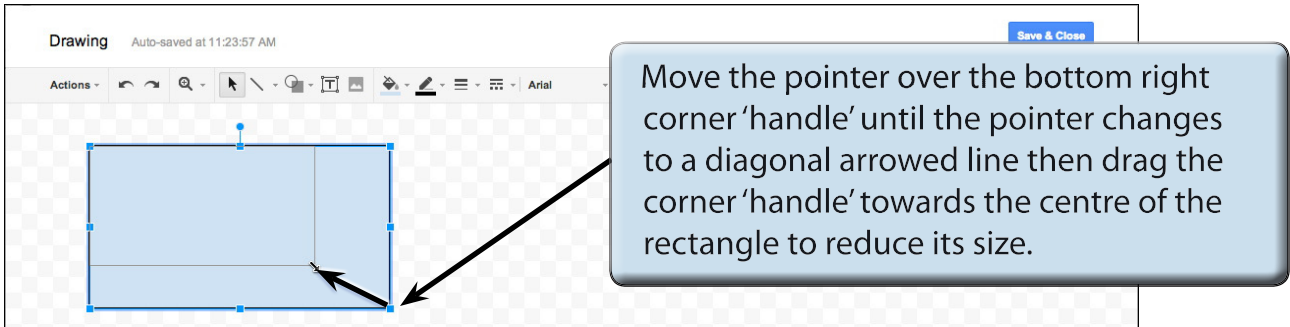
Drawing a Rectangle

The DRAWING TOOLS are contained in the DRAWING option from the INSERT menu. Let's start by drawing a rectangle.

1   Load Google Docs or start a NEW DOCUMENT.

2   Display the INSERT menu and select DRAWING to open the DRAWING screen.

3 Click on the SHAPE icon in the TOOLBAR, highlight SHAPES and select the first RECTANGLE shape.

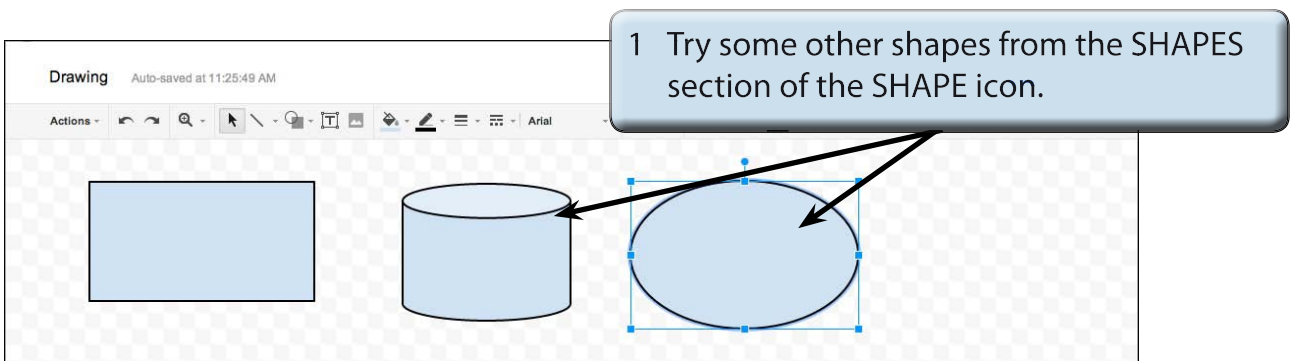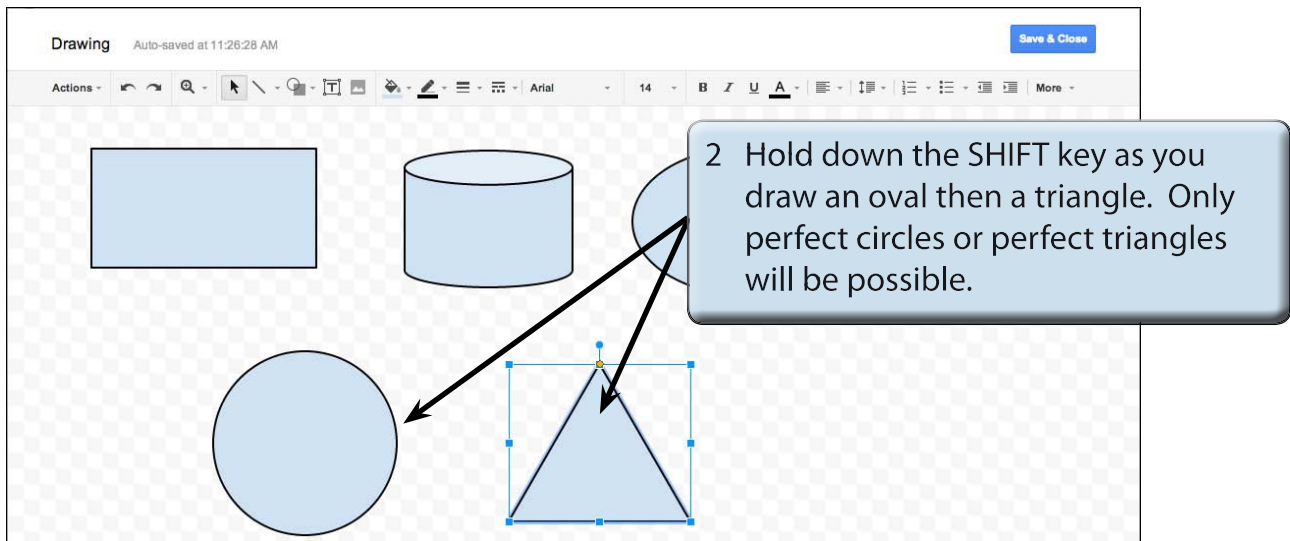4 Drag a rectangle near the top left of the screen.

Resizing Shapes

Notice that the rectangle has 'handles' (small shapes) around it. These allow the rectangle to be resized. The 'handles' at the corners allow for diagonal resizing. The 'handles' at the centre of the lines allow for either vertical or horizontal resizing. The circular 'handle' allows you to rotate the shape.

Move the pointer over the bottom right corner 'handle' until the pointer changes to a diagonal arrowed line then drag the corner 'handle' towards the centre of the rectangle to reduce its size.

Drawing Other Shapes

You can select other shapes from the SHAPE icon in the TOOLBAR.

1 Try some other shapes from the SHAPES section of the SHAPE icon.

2 Hold down the SHIFT key as you draw an oval then a triangle. Only perfect circles or perfect triangles will be possible.
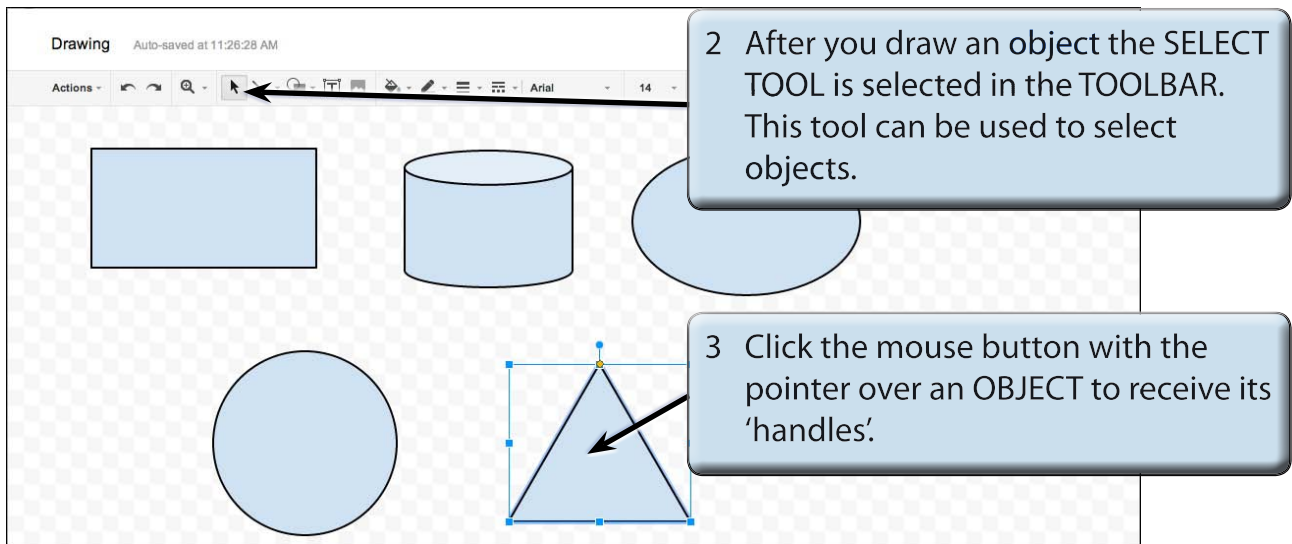
NOTE: **i** **The SHIFT key causes all sides of an object to be the same size.**

ii **All objects created using the DRAWING TOOLS can be resized using their 'handles'.**

Objects

Each shape drawn in Google Sheets is said to be an OBJECT or separate entity. You select an OBJECT by placing the pointer over the OBJECT and clicking the mouse button. 'Handles' around the OBJECT tell you that it has been selected. The OBJECT can then be deleted, resized, copied or moved. (You've just seen how to resize.)
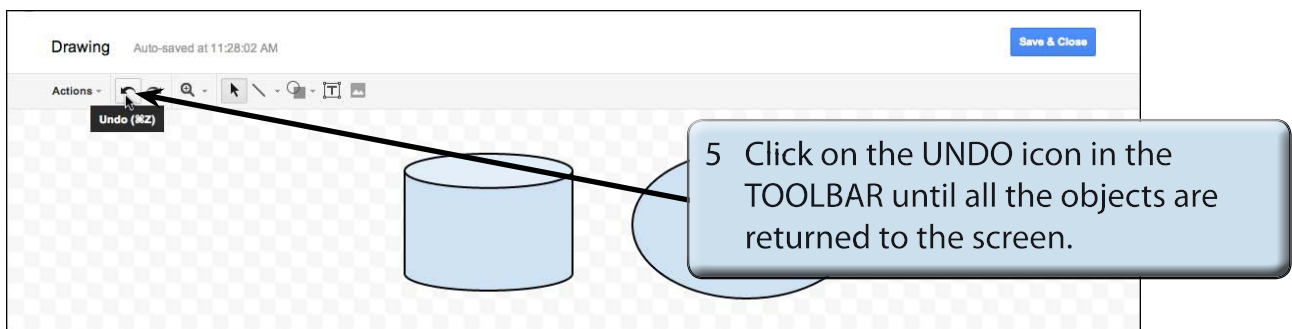
A   Deleting Objects

1   You should have a number of OBJECTS on the screen at the moment.

2   After you draw an object the SELECT TOOL is selected in the TOOLBAR. This tool can be used to select objects.

3   Click the mouse button with the pointer over an OBJECT to receive its 'handles'.

NOTE: **If an object is filled, you can click on the centre of the object to select it. If the object is not filled, you need to click on the border of the object away from a 'handle'.**

4   Press the BACKSPACE or DELETE key and the OBJECT will be removed. Delete some other objects.

5   Click on the UNDO icon in the TOOLBAR until all the objects are returned to the screen.

NOTE: **i   Pressing CTRL+Z or COMMAND+Z will also undo previous steps.**

ii   The CUT option from the ACTIONS icon in the TOOLBAR can also be used to delete OBJECTS.