



Ann Arbor District Library Computer Classes

AADL offers hands-on computer classes on a variety of topics at all Library locations. AADL also provides access to a variety of online learning and research resources. For more information, check out the following links:

Schedule of computer classes: aadl.org/classes

Review online skills-building resources: aadl.org/services

Review online research resources: aadl.org/research

Word Drawing

Learn how to use the drawing toolbar to insert objects and wrap text around them. Knowledge of Microsoft Word basics is required.

Learning Goals

Go to aadl.org/handouts, choose a class, and click on a learning goal for step-by-step instructions:

[Add a Drawing](#)

[Add, Change, Delete Shapes](#)

[Quick Styles](#)

[Shape Lines](#)

[Fill Shapes](#)

[Gradient Fill](#)

[Add Text to Shapes](#)

[Change the Order](#)

[Group and Ungroup](#)

[Connect Shapes](#)

[Freeform Shapes](#)

[Format WordArt](#)

[Picture Watermark](#)

[Create SmartArt](#)

[SmartArt Graphics](#)

[Screen Clippings](#)

[Captions](#)

[Drawing Keyboard Shortcuts](#)

Books

[Easy Microsoft Word 2010](#), by Sherry Kinkoph Gunter, Call number: 005.36 Wo

[Word 2010](#), by Elaine J. Marmel, Call number: 005.36 Wo

[Microsoft Word 2010 Bible](#), by Herbert L. Tyson, Call number: 005.36 Wo