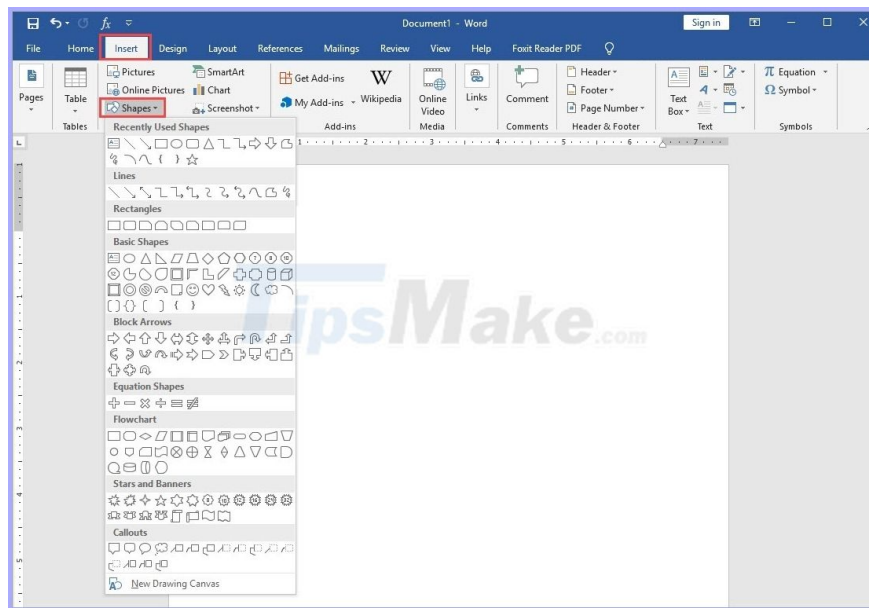


How to get the Drawing toolbar in Word to draw a picture

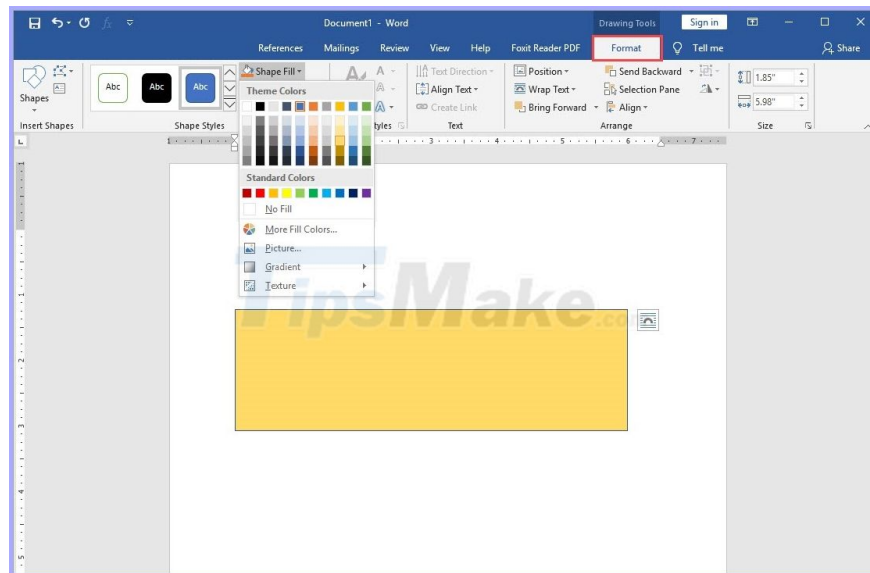
In Word, to draw shapes we will need to use the plus Drawing Shapes to draw geometry and various shapes. However, the Drawing tool in Word is well hidden and makes it take a long time for users to search.

1. Use existing Drawing Shapes

Step 1: You select the **Insert** tab and choose **Shapes** . The Drawing tool will appear for you to draw different geometry available.

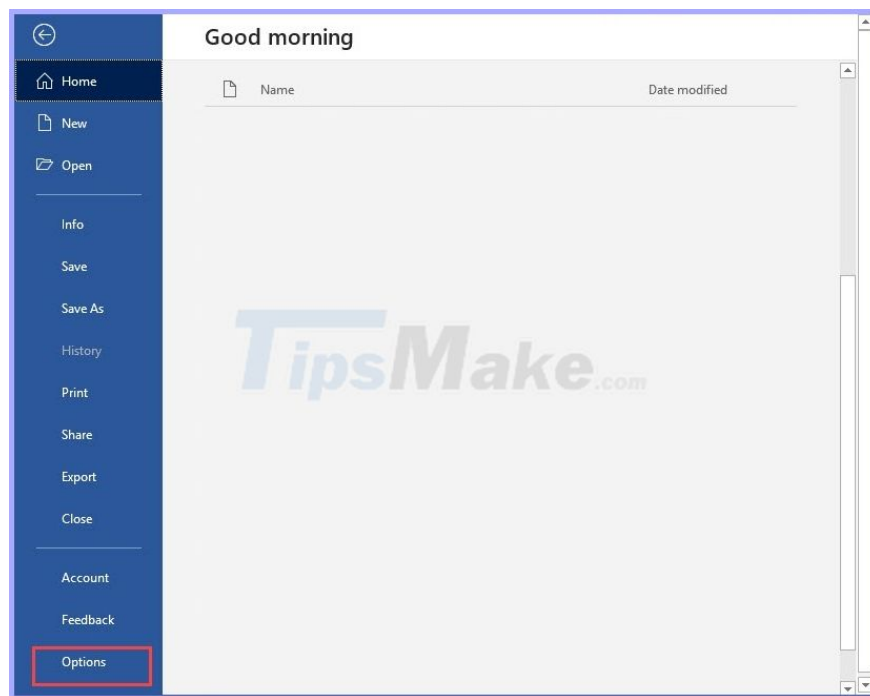


Step 2: After selecting the shape and drawing, you can select the **Format** tab to change the color of the geometry or change its properties.

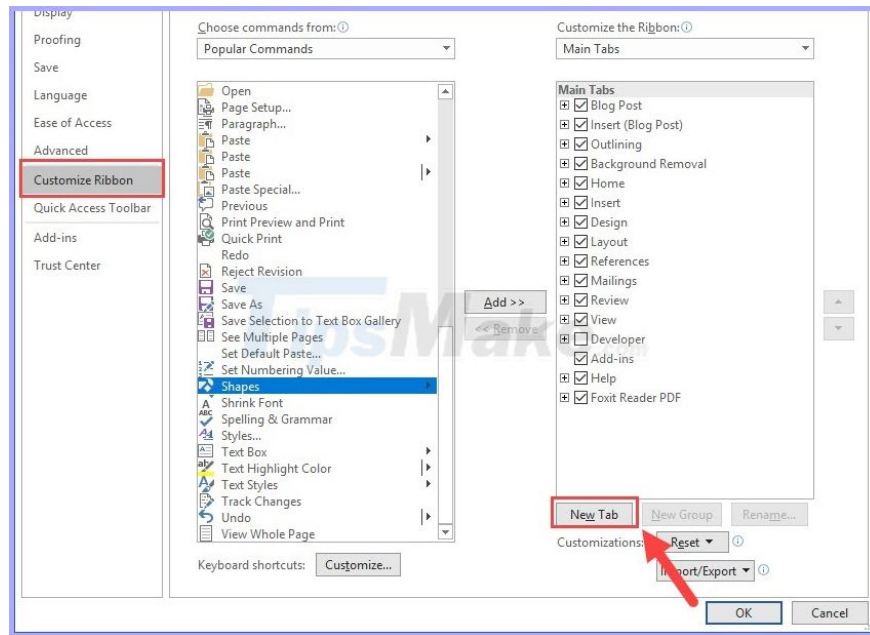


2. Create the Drawing Shapes toolbar

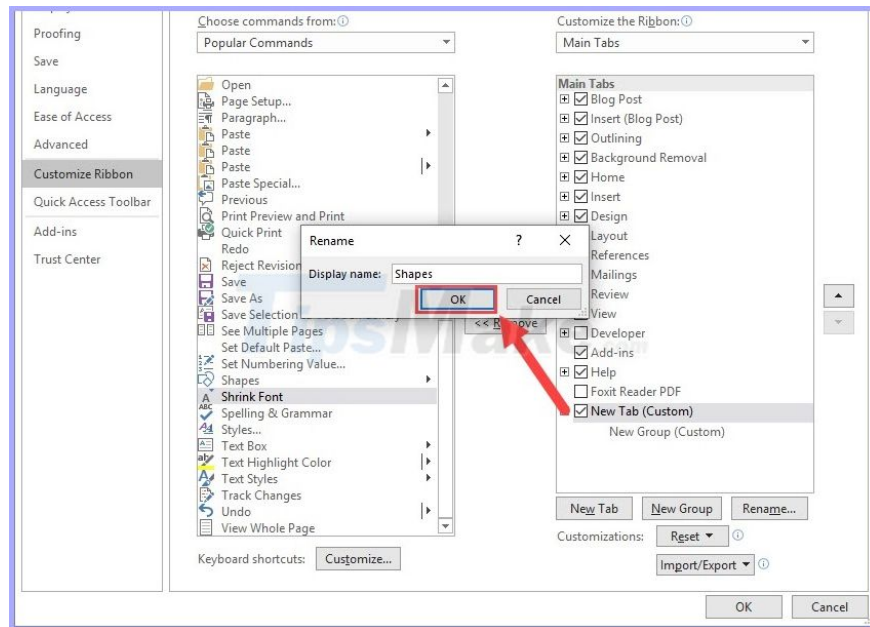
Step 1: You **File** and select **Options** to set Word.



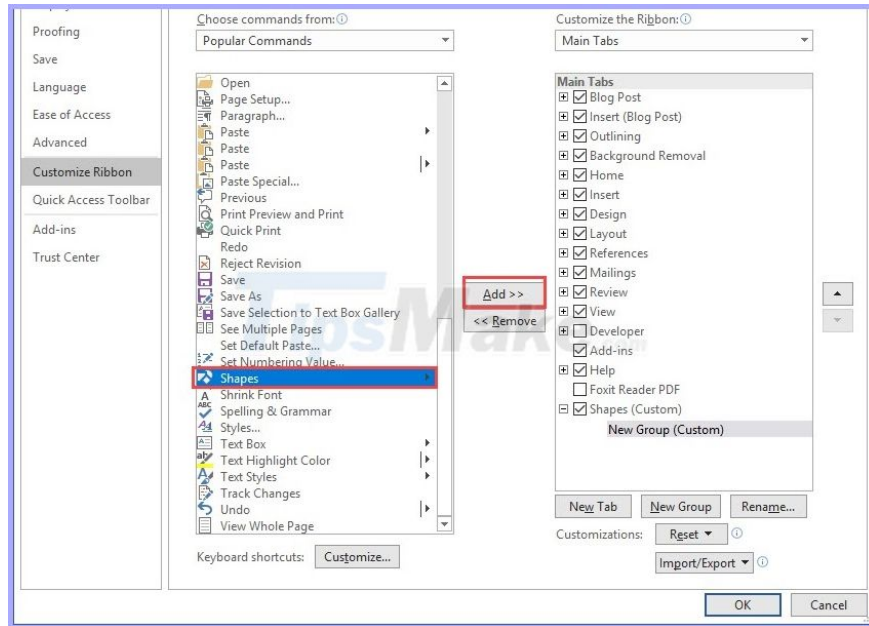
Step 2: After that, select the **Customize Ribbon** tab and click **New Tab** to create a new tool tab on the software.



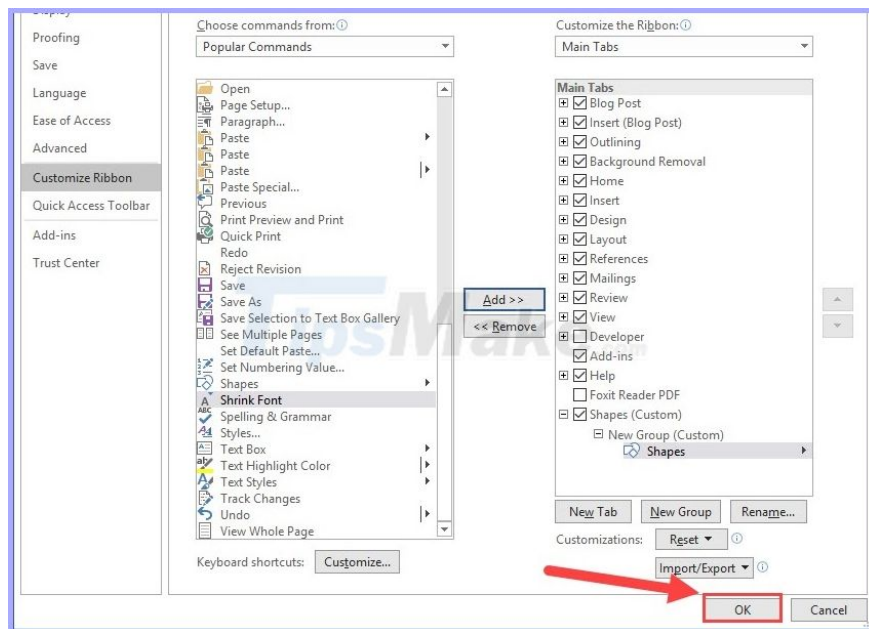
Step 3: You proceed to name the toolbar, you can name it Shapes, draw shapes, Draw arbitrary so that it is easy to remember!



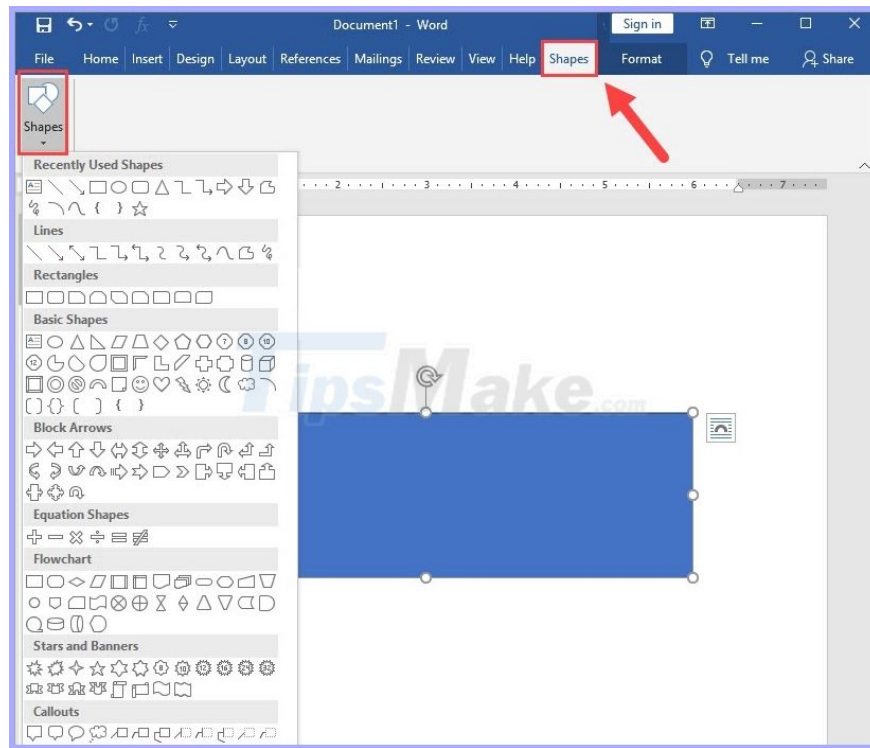
Step 4: After creating, you go to **Shapes** in the right column and click **Add** to add to the toolbar we have just created.



Step 5: Finally, click **OK** to finish.



Step 6: At this time, in your toolbar there will be **Shapes** section (or other name depending on your order). Click here to open the Quick **Drawing Tool** !



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