

How to write words on drawings in Word

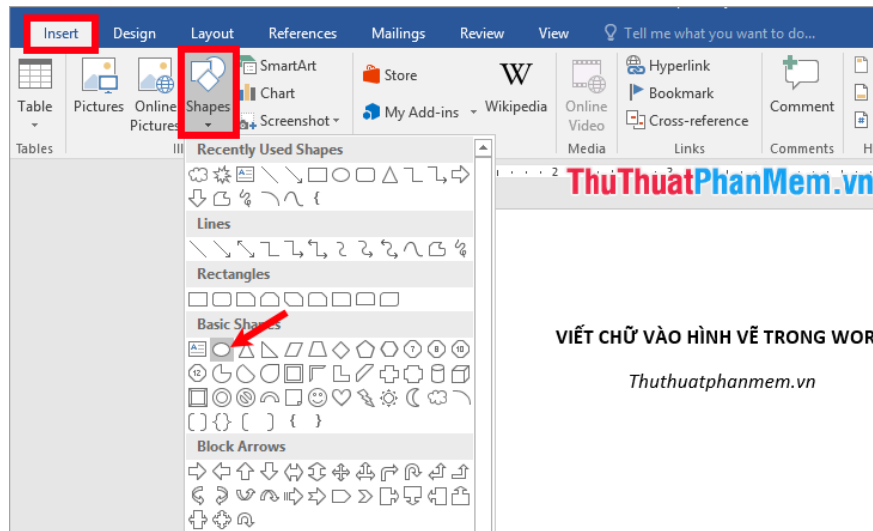
How to write words on drawings in Word In the text editing, you added symbols, drawings but you do not know how to write text in drawings like in Word? So invite you to follow the article below to learn how to write the letter v

In the text editing, you added symbols, drawings but you do not know how to write text in drawings like in Word? So invite you to follow the article below to learn how to write words in drawings in Word offline.



Here TipsMake.vn share to you how to write words in drawings in Word, please refer.

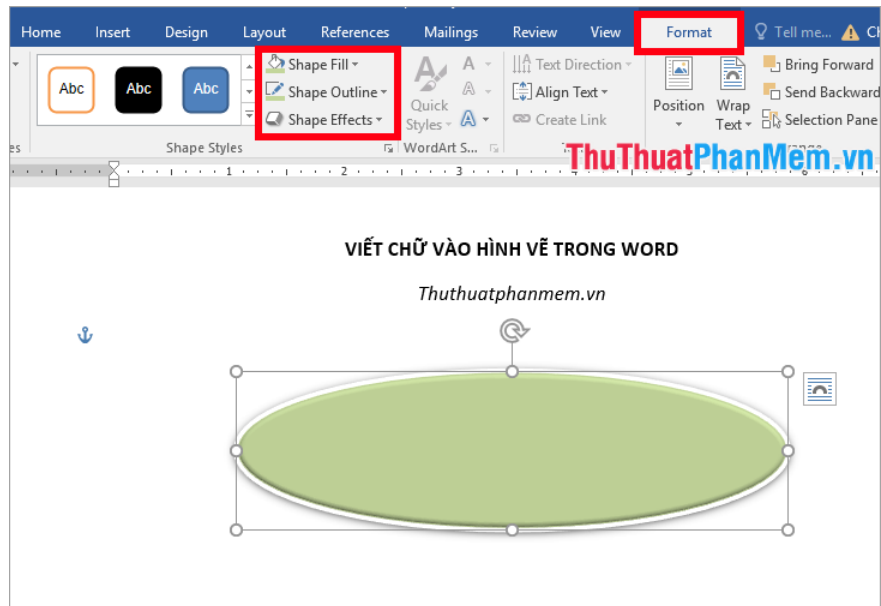
Step 1 : To write text on drawings in Word first you need to draw a shape (shape) in Word. You select the **Insert** tab -> **Shapes** -> **select the image you want to draw** .



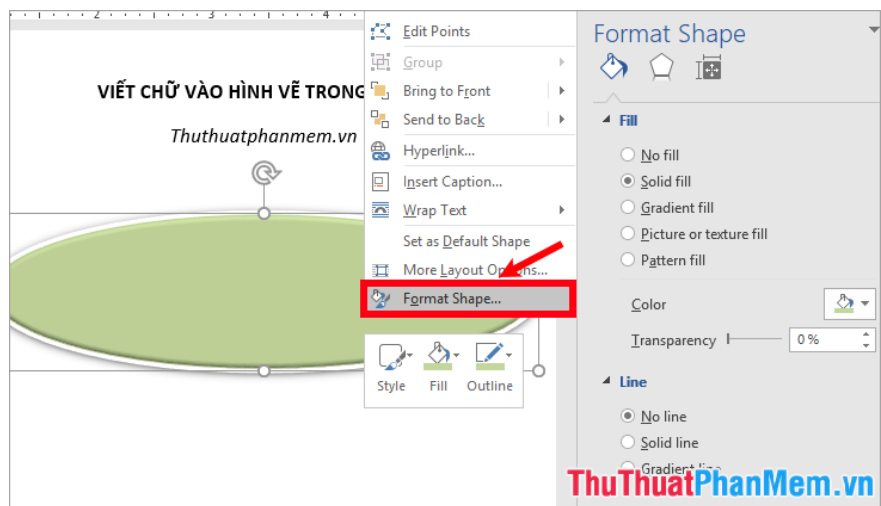
Step 2 : When the mouse pointer appears + icon, you hold down the mouse cursor and draw a picture in Word, it looks like you just need to release the mouse pointer to finish.



Step 3: You can customize the drawing by selecting the graphics, the **Format** tab will appear on the menu bar , you customize the background color in the **Shape Fill** section , customize the border color in the **Shape Outline**, effects and **Shape** shadow in the **Shape Effects** section .



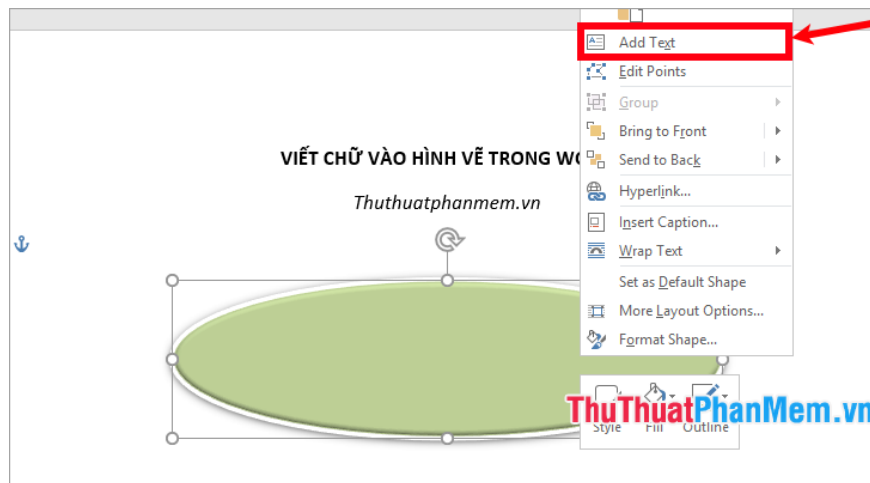
Or you can right-click on the drawing and choose **Format Shape**, the right side will appear many options in the **Shape Options** tab for you to edit the drawing as you like.



Step 4: After drawing the picture, to write text on the drawing you just need to select the image and enter the word you want to write, the text you write will default to be aligned in the middle of the drawing.

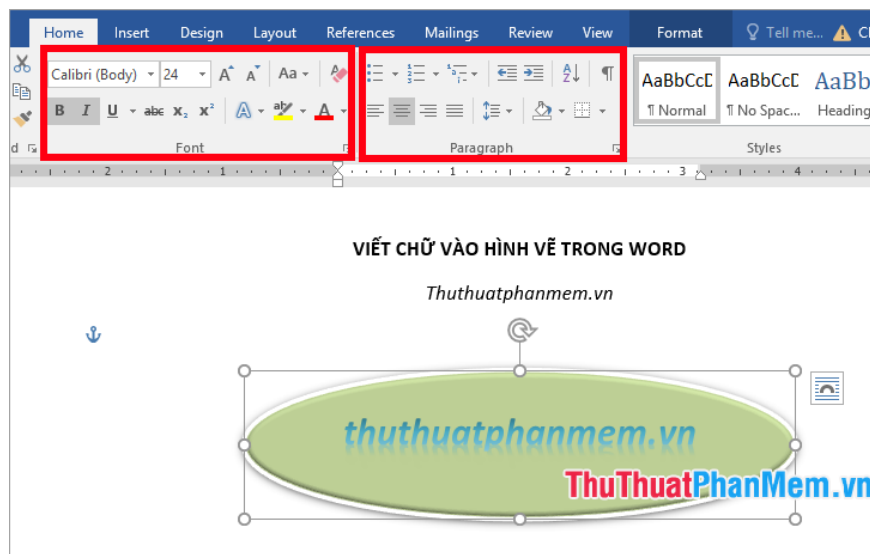


For lower versions of Word, right-click on the drawing and select **Add Text**, then write the word on the drawing.

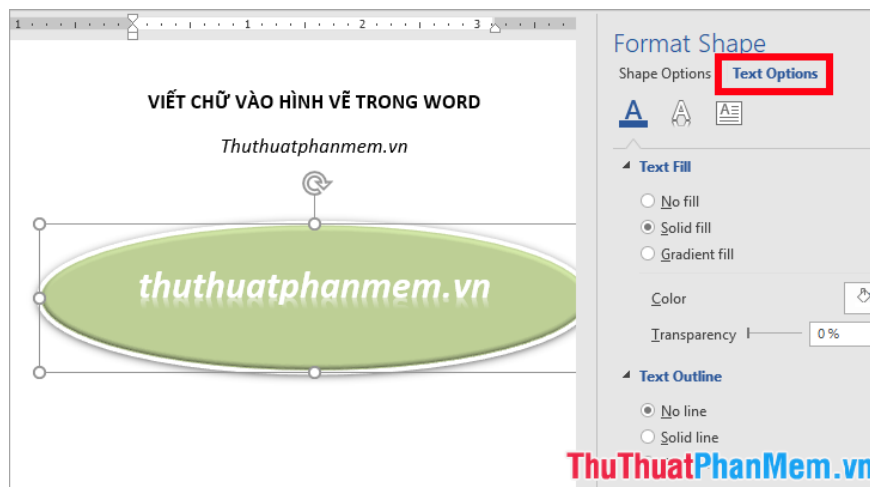


Step 5 : Edit and align text on the drawing

To change the size, font style, font color, align text . you select the drawing or highlight the text you just wrote then select the **Home** tab , use the **Font** and **Paragraph** to customize the text.



Or right-click on the drawing and choose **Format Shape** , select the **Text Options** tab in the **Text Fill** section, you can fill the text color, the transparency of the text (**Transparency**) and choose the border color for the text in the **Text Outline** section .



So you quickly wrote words into drawings in Word



So, above the article has taught you how to write words on drawings in Word. Hopefully through this article, you already know how to write and edit words on drawings in Word. Good luck!

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