

Instructions for drawing arrows in Microsoft Word

When you need to point to an image to emphasize or illustrate something, drawing an arrow is the most convenient way. This article will show you how to draw arrows in Microsoft Word.

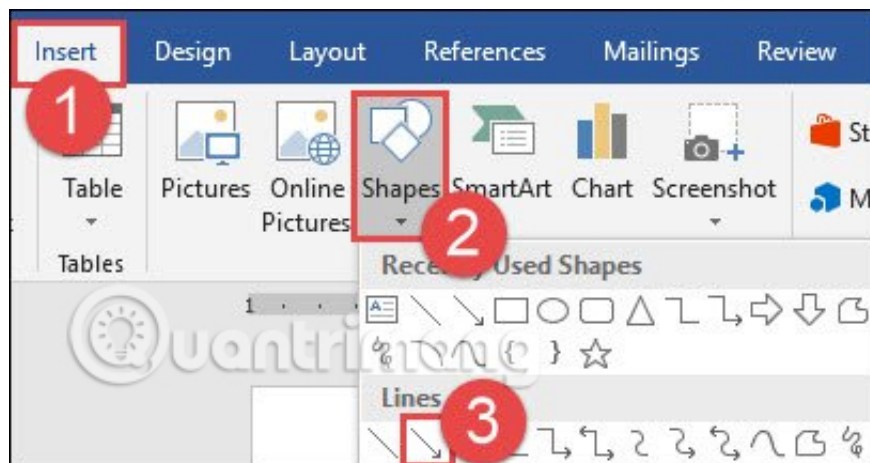
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Instructions for drawing arrows in Microsoft Word

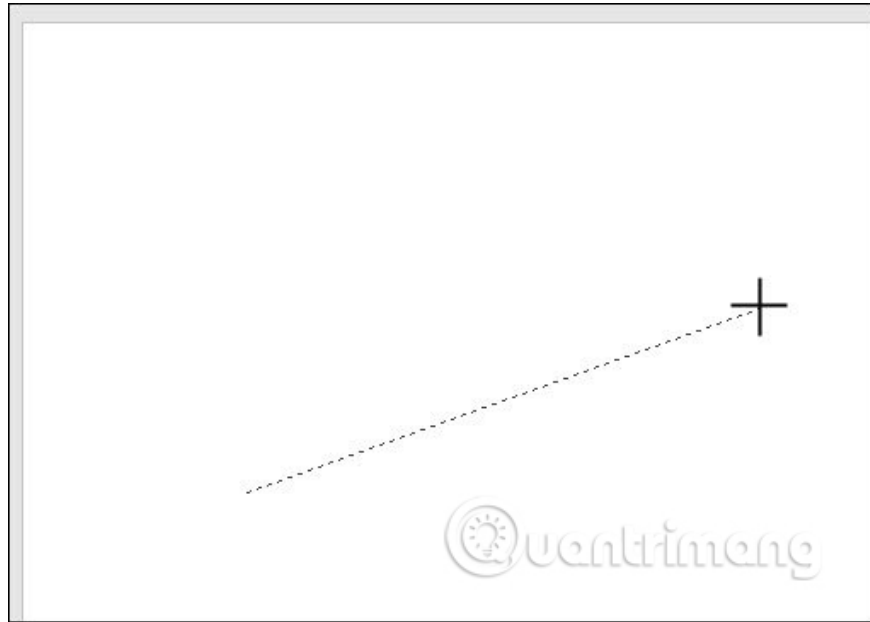
1. Draw basic arrows
2. Resize, rotate and change the color of the arrow
 1. Change the arrow size
 2. Change the color of the arrow
 3. Change the thickness of the arrow
 4. Rotate the arrow
3. Draw arrow block, curve and connect
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Draw basic arrows

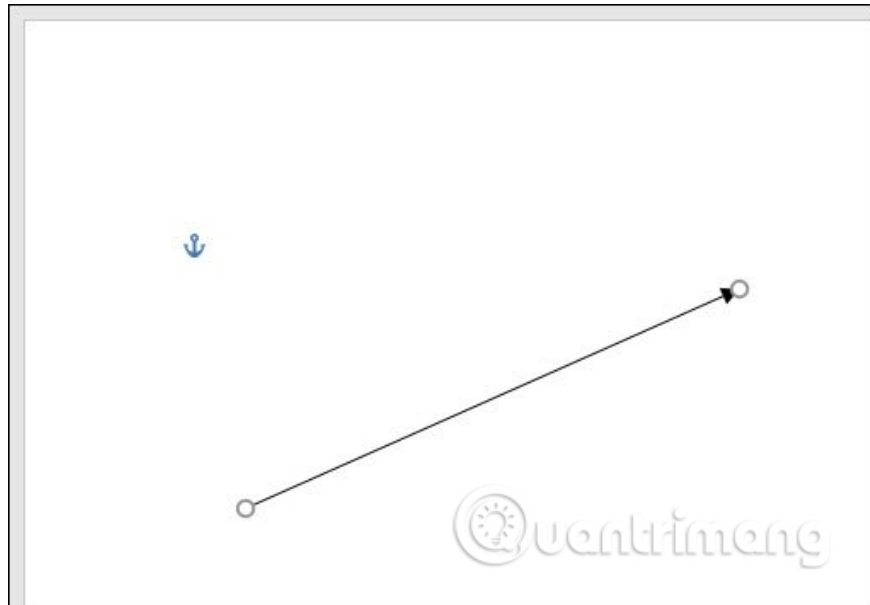
First, let's start drawing basic arrows. On the **Insert** tab, click the **Shapes** button. In the **Lines** group on the drop-down menu, click on the **Line Arrow** option.



You will see a cross icon, press and hold the left mouse button, then drag to draw the arrow. At the required length, just drop the mouse and the arrow appears as desired.



Here are the results:

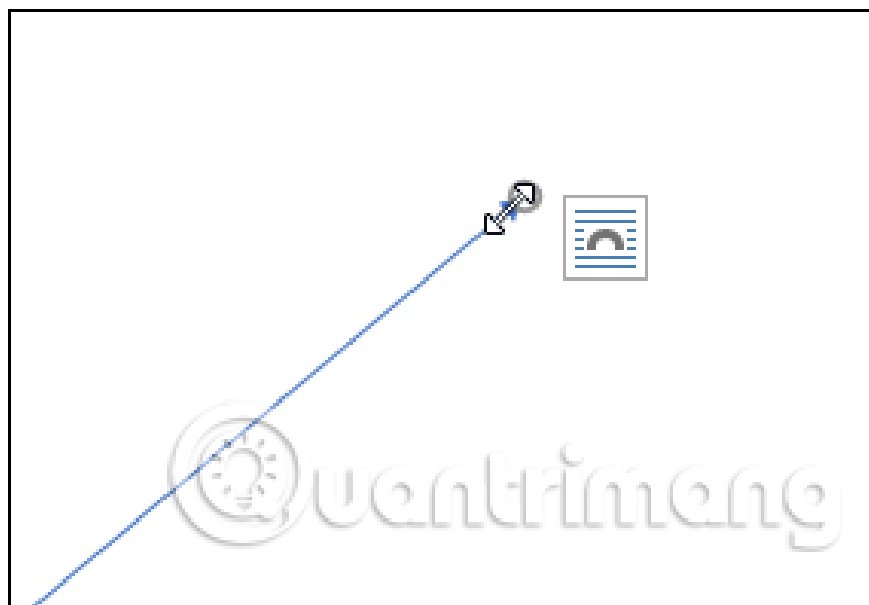


Resize, rotate and change the color of the arrow

Now we will edit the arrow just drawn. If you do not change anything, the arrow will default to the usual setting of black and arrow width of 3/4 point. But if you don't like this setting, you can change it.

Change the arrow size

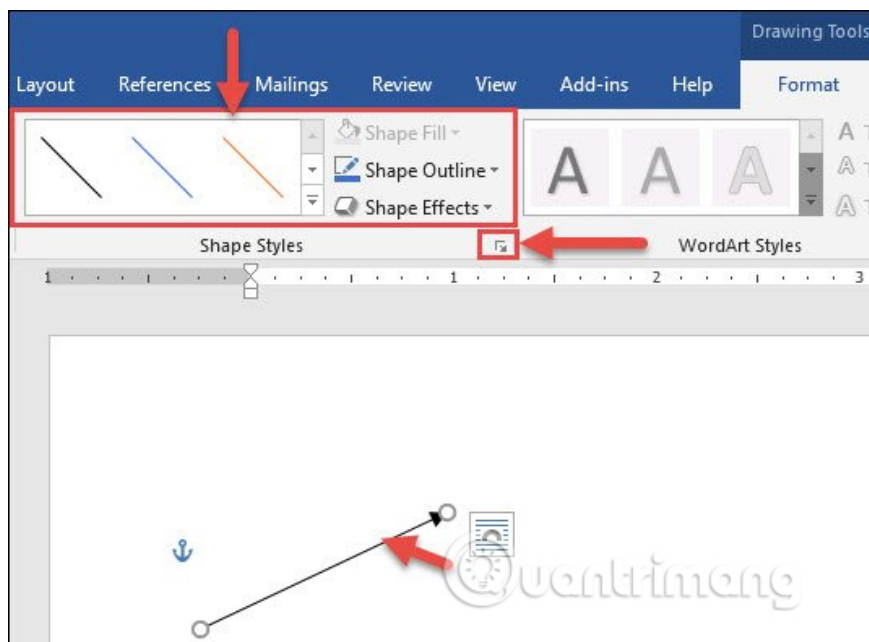
To change the length of the arrow, you can do it quickly by hovering over the arrow until you see the two-dimensional arrow icon.



Click and drag the mouse to make the arrow shorter, longer or move it to another direction. If you just want to extend or shorten the arrow, but don't want to redirect, hold down **Shift** while clicking and dragging it.

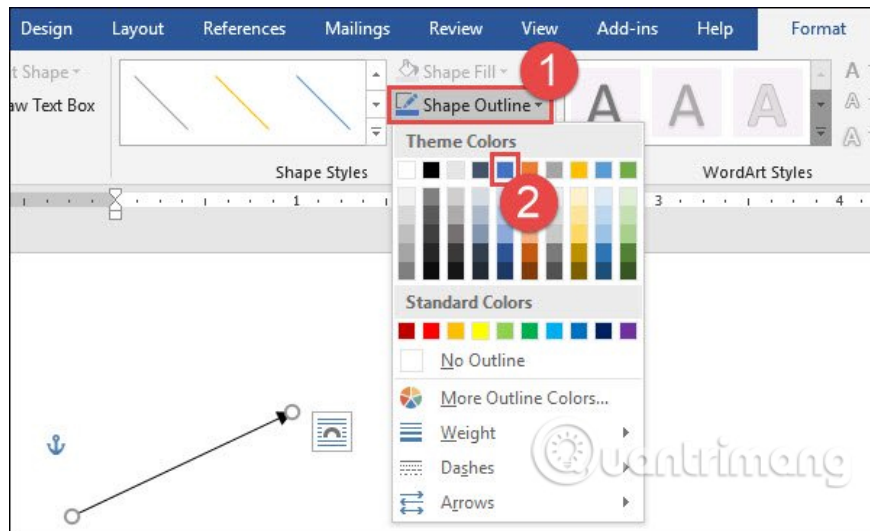
To make other changes, you can:

1. Use the options in the **Format** tab in the Ribbon.
2. Click **Advanced Tools** (small diagonal arrow in the bottom right corner of the **Shape Styles** group) in the Ribbon.
3. Right-click and arrow to open the **Autoshape / Picture Format** dialog box to see more options.



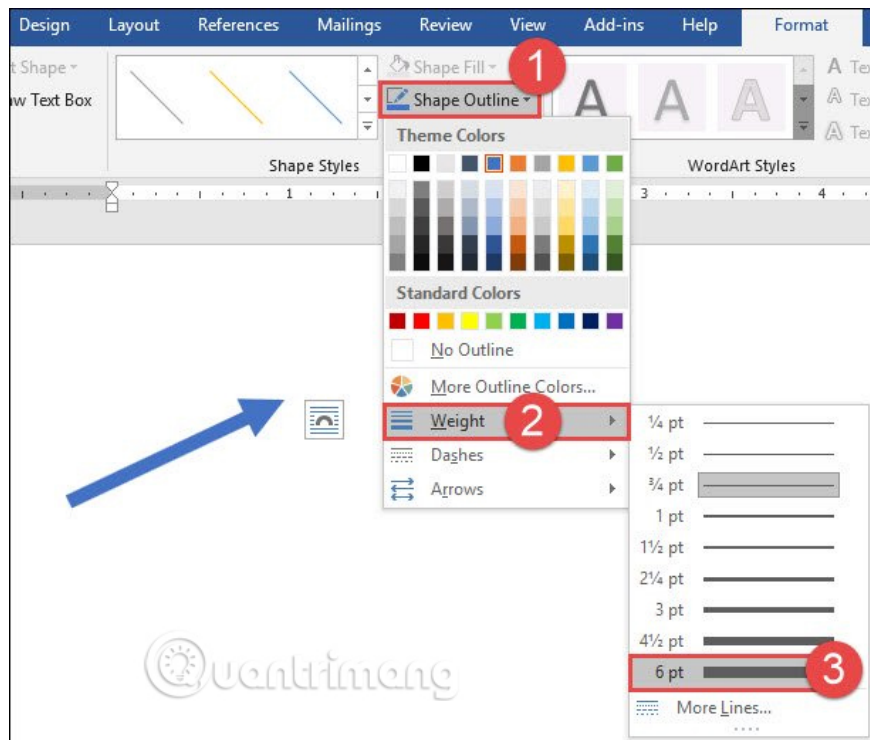
Change the color of the arrow

To change the arrow color, click the **Shape Outline** button on the **Format** tab and then click on the color you want to use.



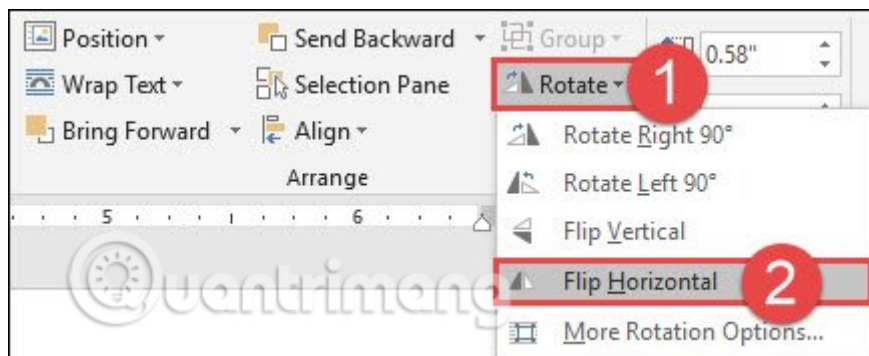
Change the thickness of the arrow

To change the thickness of the arrow, click on the **Shape Outline** button, point to the **Weight** menu and then click on the thickness you want to use.

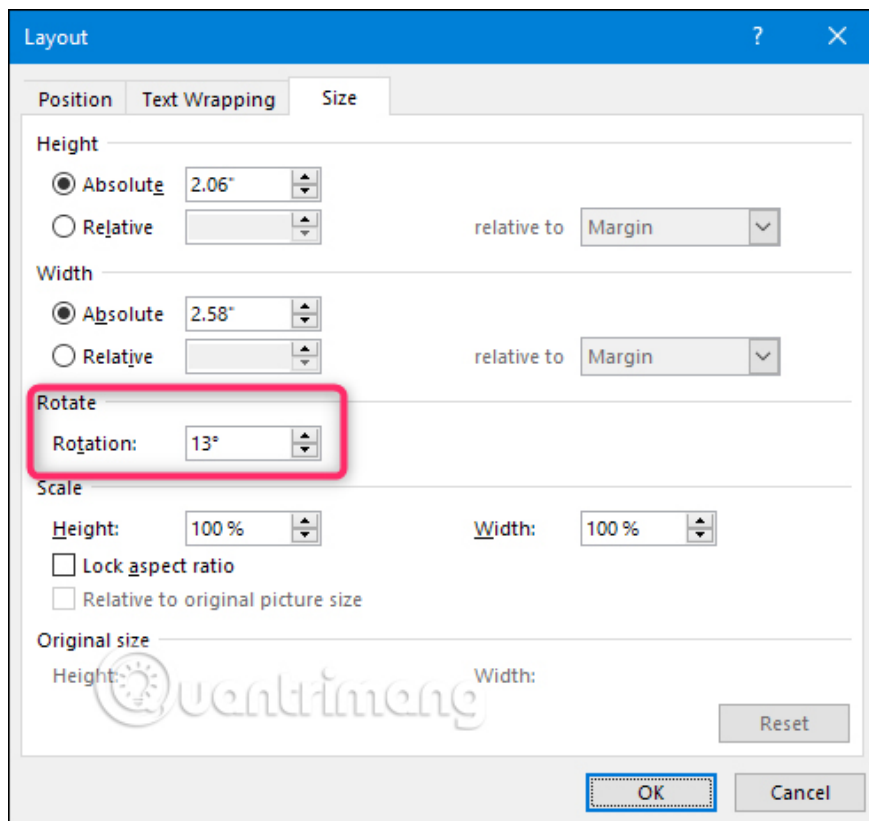


Rotate the arrow

To rotate the arrow, click on the **Rotate** button on the **Format** tab and select the rotation direction option. To preview, simply point to each option.



To add more options to rotate the arrow, click **More Rotation Options**. On the **Size** tab of the **Layout** window, you can rotate the arrow with the correct angle.

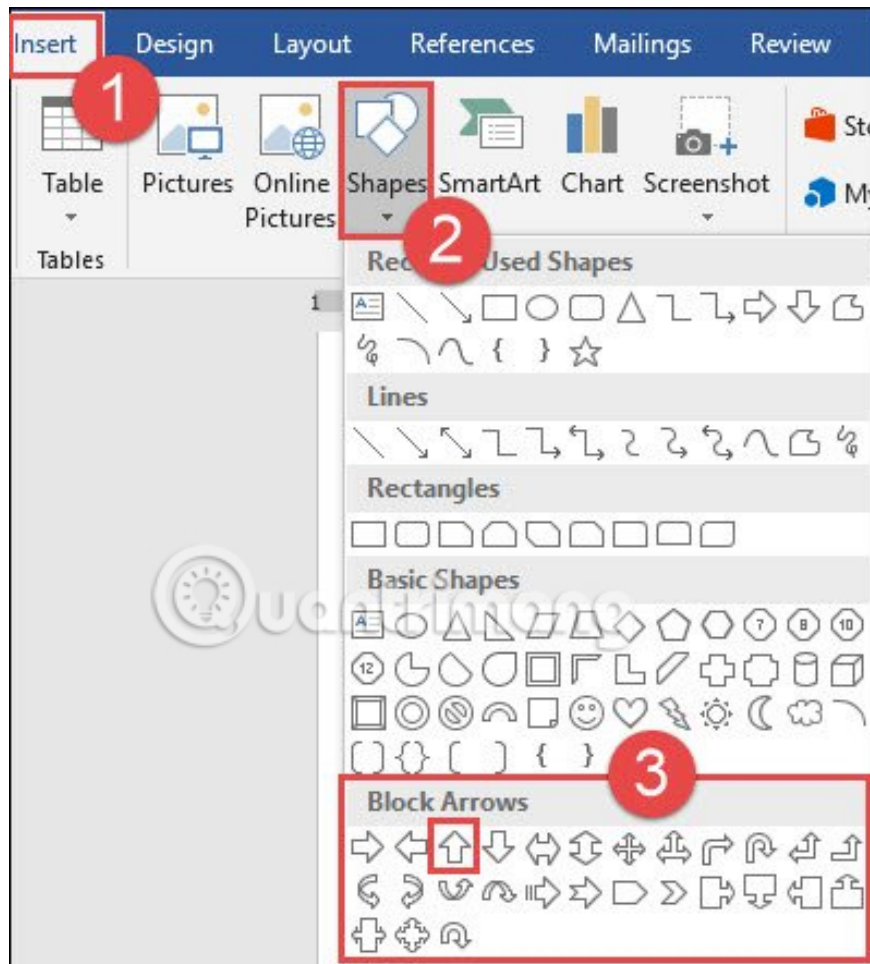


Draw arrow block, curve and connect

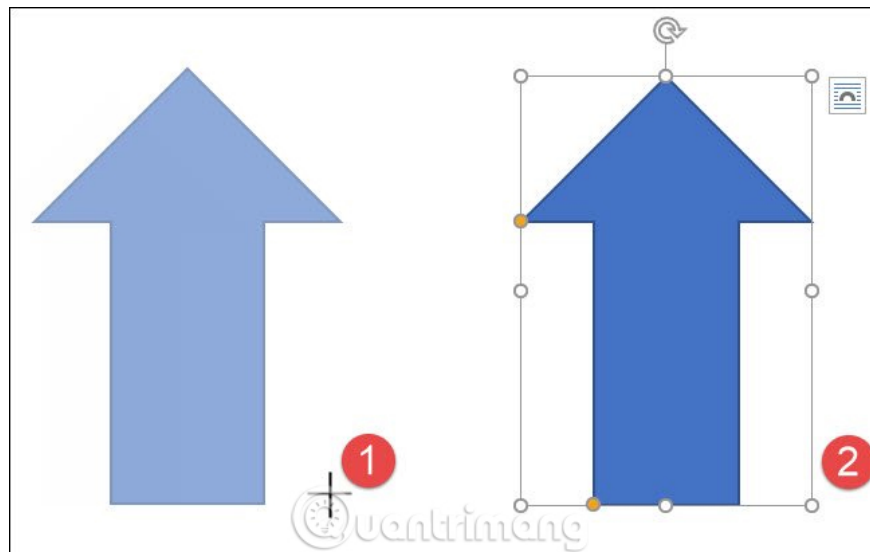
On Word, you can draw different types of arrows such as block, curved and connected arrows.

How to create a block arrow

On the **Insert** tab of the Ribbon, click the **Shapes** button. In the **Block Arrows** section in the drop-down menu, click on the type of arrow you want to use. In this example, we will use the block arrow upwards.



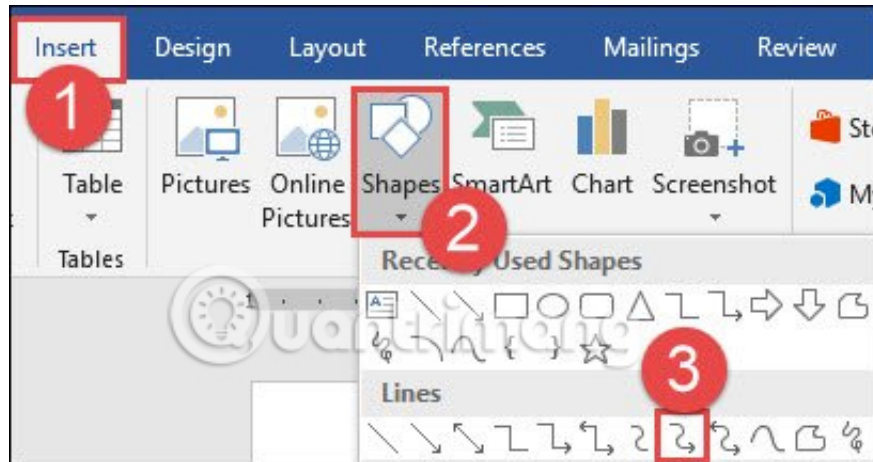
Your cursor will turn into a cross icon, click and drag it to draw the arrow, release the mouse to complete.



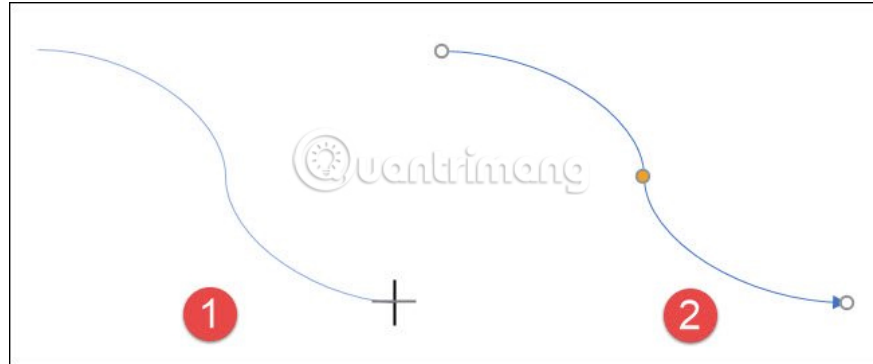
You can use the same formatting tool we talked about in the previous section to change colors, borders, sizes, etc. In addition, you can use eight white buttons to change the size. Overall arrow ruler. The yellow button is used to reshape the arrowhead and arrow arrows separately.

How to create curved arrows

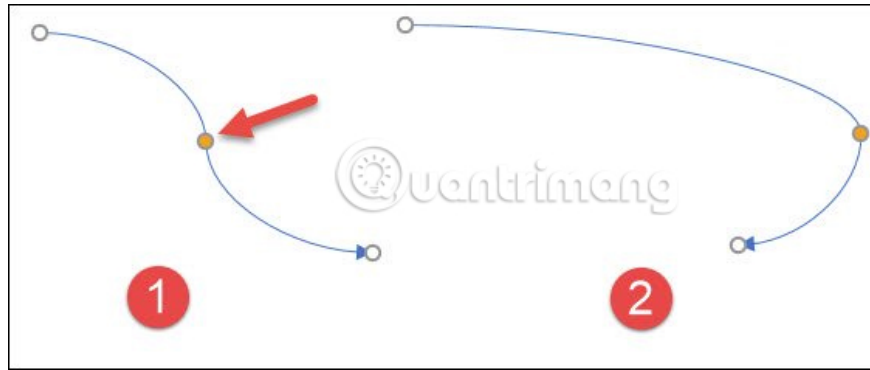
On the **Insert** tab of the Ribbon, click the **Shapes** button. In the **Lines** section, click on one of the curved arrow shapes. You will see an arrow with one end, an arrow with two ends and a simple curve without arrows.



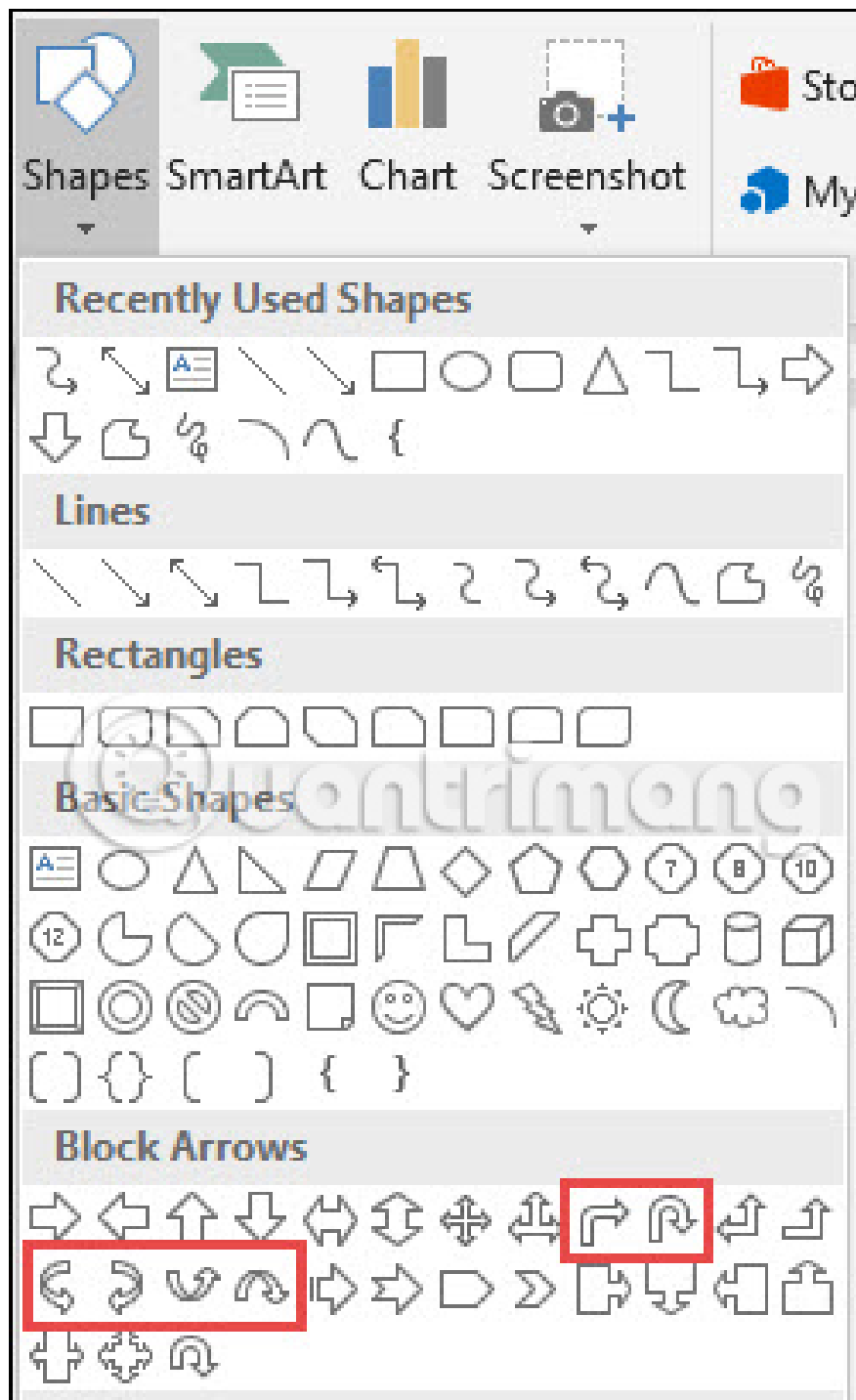
Your cursor turns into a cross symbol, click and drag to draw the arrow, release the mouse after completion.



After drawing the curved arrow, you can change the curve by dragging the yellow button in the middle of the arrow.



To add more curved arrow options, check the **Block Arrows** section.

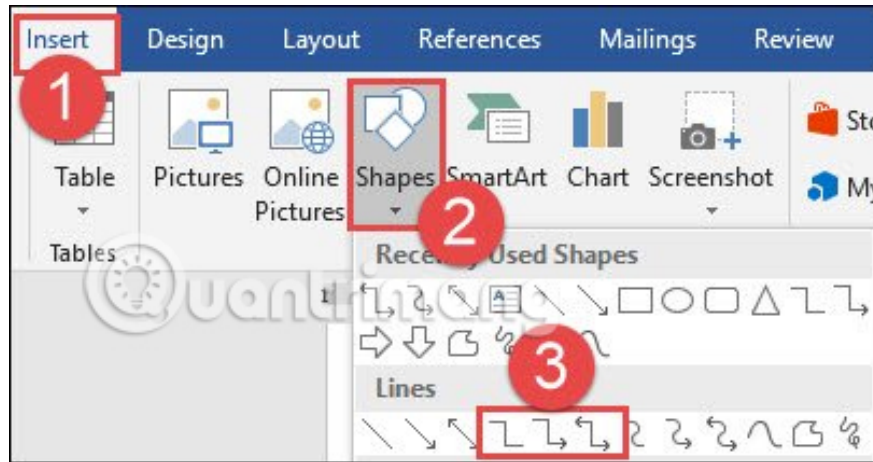


And like with any other shape, you can use standard formatting tools to change colors, borders, etc.

How to create a straight connection arrow

These arrows are used to connect different shapes in diagrams and flowcharts. On the **Insert** tab of the Ribbon, click the **Shapes** button. In the **Lines** section of the drop-down menu, select the connection arrow. As with curved arrows, you can choose the number of arrowheads you want to use.

1. Instructions on how to draw diagrams in Word



Your cursor turns into a cross symbol, click and drag to draw the arrow and release the mouse when finished.



After drawing the connecting arrow, you can use the yellow button to change the shape of the arrow. Use the white button to change the length of the nose section on it.



I wish you all success!

See more:

1. Instructions for drawing arrows with Gimp
2. Word 2013 Complete Guide (Part 17): Drawings and how to create effects for drawings
3. How to group shapes in Word

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