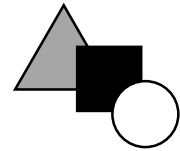
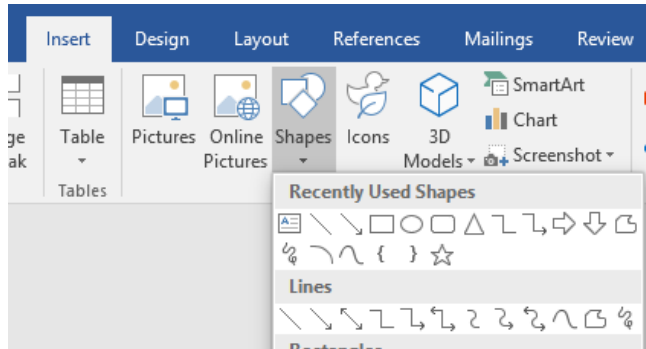


# *Drawing a simple logo in Microsoft Word*



1. Open a new blank word document and put your name in the header.
2. Save the document as Logo Design to an appropriate location.
3. Select the Insert tab, then Shapes.



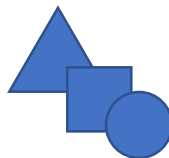
4. Select the Triangle. Position the **+** cursor where you would like to draw the triangle.
5. Keep the Shift key pressed as you click and drag the triangle. This will draw an equilateral triangle.



6. Select the rectangle shape. Position the **+** cursor where you would like to draw the square.
7. Keep the Shift key pressed as you click and drag the square. This will draw a square rather than a rectangle.



8. Select the oval shape. Position the **+** cursor where you would like to draw the circle.



9. Click on the triangle and in the format tab select Shape Fill.
10. Fill the triangle in grey.
11. Fill the square in black
12. Fill the circle in white.
13. Click on each of the shapes and change the Shape Outline to black.
14. Save the document.

