

# More on drawing and graphics?

## Mac/PC – Microsoft Word Draw 2 (WDB)

### Object-Oriented Techniques: Essential for Creating Visuals

We recommend that you sit in front of your computer as you take this assessment.

“Think it through.”

Recommend: 20-30 minute time frame for the complete test

### You just don't know what you don't know... so TEST YOURSELF!

Basic drawing techniques are fundamental when working with graphics and graphic applications. Learning to draw basic shapes as well as having a more proficient understanding of clipart insertions, will give you a good grounding on how to manipulate the items on your page the way you would like them to be! You are not a slave to pre-existing imagery and layout.

Move on to “Word Draw 2” and “Desktop Publishing (DTP) with Word” to really make the most of your documents. This graphic series of courses in MS Word also offers the basic principles used in Power Point, Excel and higher-end applications such as Corel Draw, PhotoShop, PageMaker, Quark Xpress and even web-based software.

Rate Your Ability Circle your most appropriate level for each question. 1 = Don't really know it 2 = Understand it a bit 3 = Know it extremely well		1	2	3
		No	Kind of	Yes
1.	Can create a TEXT BOX, write text in the box and change its formatting such as font type, size and style.	1	2	3
2.	Can remove or change the colour of the text box FILL and OUTLINE.	1	2	3
3.	Can write text in any draw object.	1	2	3
4.	Can change TEXT COLOR in any object containing text.	1	2	3
5.	Knows and can use the CONSTRAIN key to make perfect circles, squares and lines versus ellipses, rectangles and non-90-degree lines.	1	2	3
6.	Can move an object INFRONT or BEHIND another object, e.g. change the order of a circle behind a square, or bring the circle in front of the square.	1	2	3
7.	Can do MULTIPLE SELECTIONS of objects. (Hint: two ways of doing this)	1	2	3
8.	Can ROTATE or FLIP and object.	1	2	3
9.	Can turn the draw GRID on or off.	1	2	3
10.	Can create fancy FILL EFFECTS in any object.	1	2	3
11.	Can convert an object to 3D.	1	2	3
12.	Can create a SHADOW EFFECT with any draw object.	1	2	3
13.	Knows what the PICTURE TOOLBAR is, when and why it comes up and generally how to use it.	1	2	3
14.	Knows the difference between and how to manipulate or edit CLIPART and PHOTOGRAPHIC IMAGERY, as well as its limitations.	1	2	3
15.	Can take ClipArt apart - change it as desired and put it back together again.	1	2	3
16.	Can GROUP and UNGROUP any object and know why you would do this.	1	2	3
17.	Knows how to use WORDART.	1	2	3
18.	Advanced: Can create your own POLYGON or CURVED shape and EDIT points as desired. For example: Can you draw a house?	1	2	3
<b>TOTAL SCORE = add up each column</b>			+	+
<b>FINAL SCORE = add total scores for each column together</b>				

### RESULT RECOMMENDATIONS:

If you score: 0-31 Not to worry - But intermediate “graphic skills” are a problem for you..... Take this course (WDB).  
32-45 Not Bad - But you have quite a few gaps in your knowledge ..... Brush up on skills before moving on.  
46-54 Congrats - Generally a good understanding of intermediate drawing ..... Move on...