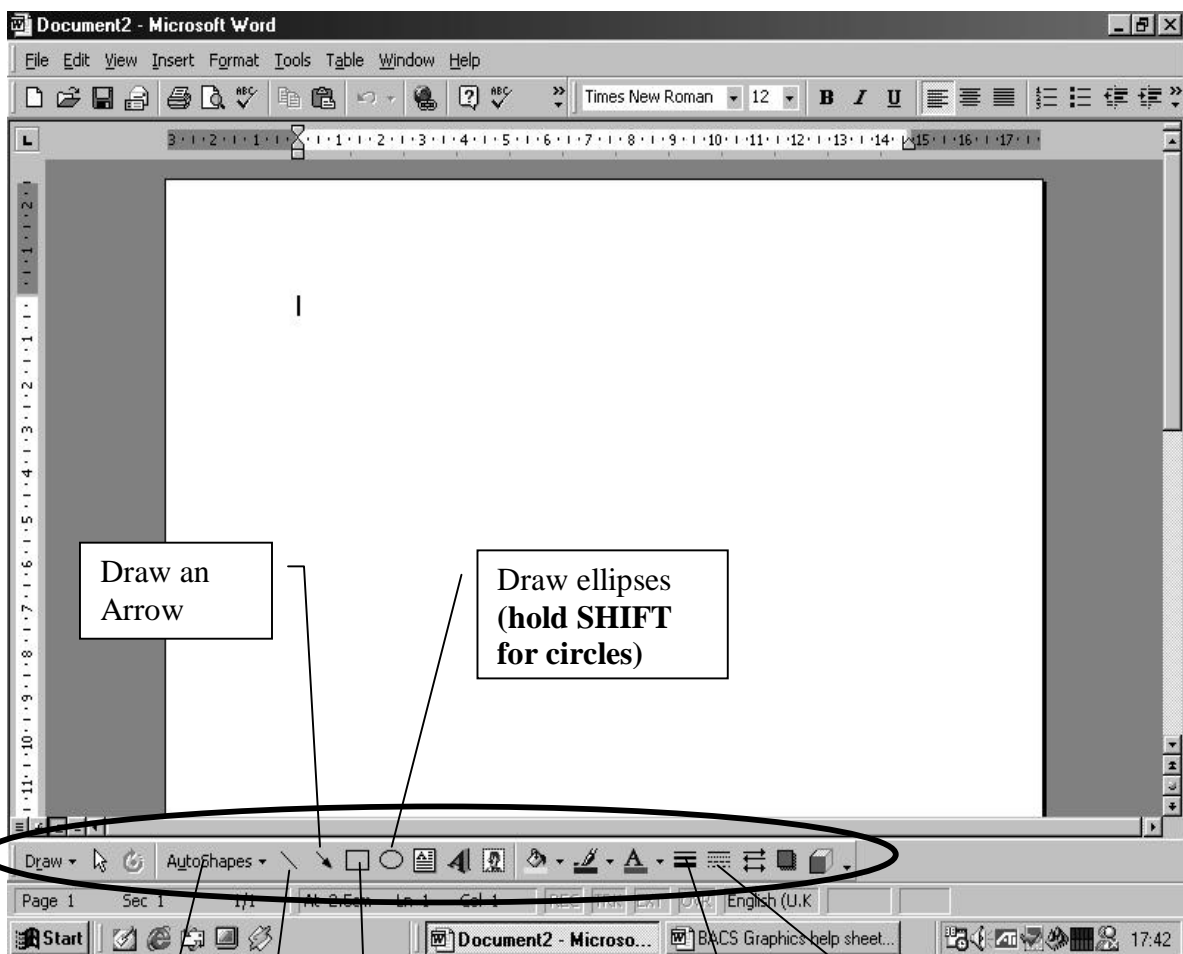


GCSE Business & Communication Systems

Graphics & Clipart.

Help sheet.

- Make sure you have the DRAW TOOLBAR visible.
(**VIEW>TOOLBARS>Click DRAWING**)



Use this to create special shapes, speech bubbles, callouts etc.

Draw a Line

Draw rectangles (hold SHIFT to draw squares)

Change line thickness

Dashed lines