

# Development of Illustrations in Microsoft Word:

Instruction and Active Learning with the

Thesis Course of Early Childhood Education at Koriyama Women's University

## Microsoft Word でのイラストの開発：

指導とアクティブラーニング

郡山女子大学幼児教育学位論文コース

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### 要 約

この研究論文は、Microsoft Wordを活用したアートやデザインの作成手順と学生の技量について示している。現在、学生は提供されたりソースを使っているが、この“知性”と“幅広い知識”を理解し、有効に活用するためには、実践的な準備が必要である。真の上達のために熟練した技量を獲得する方法を学生に知らせるために、オリジナルの実践活動を授業で導入している。本稿では、授業の情報活用の効果について、様々なリソースを用いながら説明し、考察を試みた。

This research paper expresses the steps involved for creating art and design by utilizing just Microsoft Word and the ability of students. Now students are using their provided resources, but need practical preparation to understand and put this "intellect" and "wide knowledge" to good use. I have introduced original practical activities in my class to inform students of how to gain skilled abilities for real improvement. I explain and discuss the effectiveness of my classes utilizing information by using the various resources available to us.

### 1. Introduction

The current outlook with computers inspires a future with new tools that will be applied to education: specifically how will we utilize the tools we have and how can we do better at using these tools? Students these days are more comfortable using the Internet, smartphones, and have a better understanding of computers than they had in the past. Getting them to be ready for the future demands they gain new experiences and ideas firsthand. School allows them to gain a better assortment of tools, which they can use currently and in the future. I have

worked in the private sector and in education. Both areas benefit from technical tools. How to learn to be a better user needs curiosity on the part of the individual, but also great tools. In my own way, I came upon some of the tools that I later decided to teach. Once I knew these tools worked, I searched for collaborators, someone or a group that might have contributions they could share. As I searched, I came to find out that there were few doing anything with Microsoft Word as a drawing tool.<sup>1-5)</sup> I did find claims of art, but after watching samples on YouTube, and reviewing posted material on the Internet, it was obvious that their samples were not as detailed or even complicated except in name.<sup>7-9)</sup> This paper has been prepared to clarify the undocumented details of Microsoft Word that allow users to generate professional illustrated material.

## 2. Where We Begin

While charging my computer the other day, I was thinking how many different ways I use it. It really is a part of my day and indispensable. I honestly believe it extends my resources. One of the ways it extends my resources is by being able to not only write and review material, but also to draw digitally all in the same software. This might sound overly simple, but this paper intends to demonstrate that Microsoft Word is an excellent tool for illustration. Many of the features of what it can do are undocumented. I have searched for ways to do things in Microsoft Word that I had done in Adobe Illustrator, but I have only found a few samples that others shared. These days everyone tends to share or show much of their work, so by not finding anything,<sup>1-2)</sup> it seems few know or use Microsoft Word for illustration compared to Adobe Illustrator for example.

## 3. A Starting Point

The students I teach I always start with a basic drawing.<sup>(Image1) (Tip1) (Tip2)</sup> I always show the finished drawing and then repeat the entire drawing in front of them while explaining each of the steps involved. Computer software involves steps. Many of the steps involve using the mouse. The mouse utilizes two buttons and each button is needed since various tools are included with either button.<sup>(Tip1) (Tip3) (Tip4)</sup> Therefore, as I go through the process, I indicate the button I push, either right or left. In some cases, a keyboard key is also used while in combination with the button. That is why we start simple; I repeat the steps and the students will often take notes. Of course, I have a printout of the steps and the results for them to review. The first day of class, we focus on using drawings they will be successful with and by repeating the steps, they soon retain the skills to create a simple drawing.

#### 4. A Basic Drawing

The software involves steps, which are numerous at first and difficult to remember. I have also studied various software on my own. I used tutorials to learn various software for photo editing, illustration, and word processing. All tutorials repeat basic steps so the user can memorize how to repeat the process needed to get the finished result. Tutorials are very helpful and assist self-study. Tutorials, if memorized, help make the process easier. I use the same method for teaching my students. I repeat the same things over and over, and then have students follow those steps until they have the finished drawing. I do tell them they need to memorize the steps, which they realize will help them. The first drawing takes students sixty minutes to complete during the first class, but under five minutes later in the semester.<sup>(Tip4)</sup> Memorizing the steps involved increases their speed and all the memorized steps are repeated for all the work they will do throughout the class.<sup>(Tip1) (Tip2)</sup>

#### 5. The Drawing

We begin with basics shapes that once drawn and combined will be the cherry.<sup>(Tip3) (Tip4)</sup> It looks deceptively easy. The stem is a curved line. From the tool section, we choose the free-form tool and place two points. Each point is a Bezier curve point.<sup>10) (Tip5)</sup> Each point can be edited. One main undisclosed fact in Microsoft Word is that Bezier points are included in all Microsoft products. There are three potential changes with Bezier points. The first choice can use automatic smoothing, the next choice is manual smoothing, and the last choice is a point that is a hybrid from a corner to a curve. These point edits can be used on any shape, but depending on the design, one choice might be more suited than the other. Anyone with experience using Adobe Illustrator or Adobe Photoshop would know these as standard professional level tools. Others, without this experience, might not. Bezier tools allow users to make detailed curves with very few points.<sup>10) (Tip5)</sup> That is the key element that allows students to draw complicated shapes in Microsoft Word.

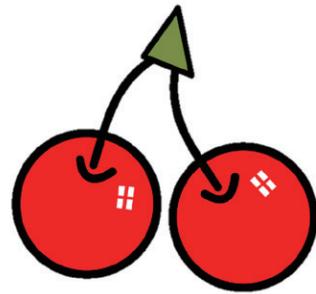


Image 1: Cherry

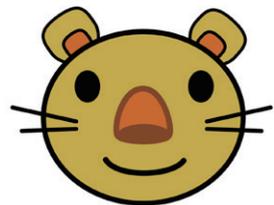


Image 2: Lion

## 6. Advanced Drawing

Basics drawings continue to improve while reinforcing the initial tools. Use of the Bezier tool challenges, but helps students get accustomed to drawing familiar shapes. Students are soon drawing animals and shapes that are more complicated.<sup>(Image2)</sup> I have a selection of samples I created to help them build their skills.<sup>(Image3)</sup> <sup>(Image5)</sup> Bremen is a set of four drawings based on a story from Bremen, Germany. Image 3 is the first part of the four drawing series. I initially drew these as parts, which help the students understand the different pieces they need to create. Once made they can easily assemble the shape into the donkey. Also, in the Bremen series of drawings, they will first use the gradation tool.

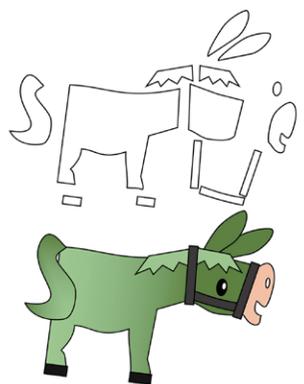


Image 3: Bremen, Donkey

## 7. Complex Drawing

We continue to complete drawings and go to the next step: multiple color gradations, which also use transparency.<sup>(Image4)</sup> The shapes are simple for this, but the gradations and transparency tools are complicated. I display this finished sample and then proceed to show the students how to make each shape. More time is necessary to make and edit the blends. The newest tool is the transparency tool. The students quickly have a similar drawing and continue to edit this in the following class. The gradation tool is a valuable asset and makes complicated drawings like sky scenes, reflections in water, and realistic shadows appear more natural. Students are free to experiment with their own drawings since they now have an understanding of the tools needed to create a variety of drawings.



Image 4: Sunrise

## 8. Poster Drawing

Posters are one of the most difficult drawings for students to make by hand or with software, but they also are more impactful.<sup>(Image6)</sup> <sup>(Image7)</sup> <sup>(Image8)</sup> They are used for all types of events and probably the best examples of contemporary posters currently are from movies. With the Internet, you can find excellent examples of posters. Some of the finest examples include travel, theater, and music. Making a poster requires a good sense of color and even dedication to accomplish the project. Any printed piece goes through multiple editions, which can include type placement and color choices. Students draw a background separately, and then move additional drawings into the poster. Adding typography is a key element to any poster and

Microsoft Word has many features for adding color and point size.

## 9. Conclusion

Trends in education come and go, but the classroom does truly broaden the student's active learning potential with real-life experiences. In education, some subjects are well suited to a lecture approach to learning. Learning to draw is often taught by examples that students need to attempt to do on their own. An active learning approach is the method I use for teaching students to use the computer for illustration. I have used a similar approach over multiple years and the beginning steps of learning to copy, to group, and to then draw a simple recognizable shape has proven to be effective in helping students grasp Microsoft Word for illustration. While this is not a comprehensive explanation of Microsoft Word and all of its tools, it is a beginning look at my lesson, my discoveries, and how I use Microsoft Word and active learning to help students gain an understanding of an undocumented tool. Everyone who uses Microsoft Word products has the capability to do many levels of illustration, but without tutorials, it is a mystery to nearly all users. Tutorials and giving students possible outcomes have given better results to my students. I expect input and for students to have questions. Since this is not a passive lecture, I always allow for feedback and expect students to be busy attempting to improve. As they are growing, it's natural for them to have small setbacks. I am responsible to help them through setbacks and enable or assist whenever needed. Students are highly capable of producing well-designed professional artwork. Helping them with the tools they have, but are unaware of, is continually motivating for me. The classes at Koriyama Women's University seem limitless and I look to endeavor beyond the classroom and into the future!



Image 5: Pinocchio

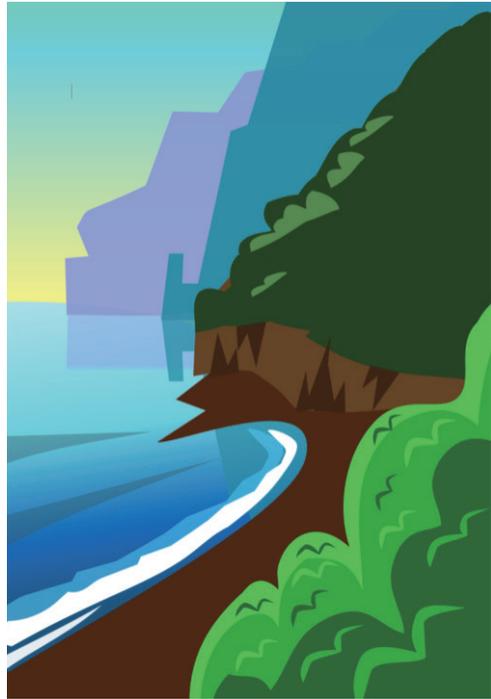


Image 6: Ocean View



Image 7: Peter Pan Poster



Image 8: Nutcracker Poster

*It is essential students memorize the following tips.*

Tip 1: コピードラッグ Copy-drag

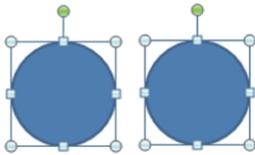
- ① 円を描く
- ② 左クリック、サークル選択
- ③ 左クリックしてコントロールキーを押す
- ④ コピードラッグサークル
- ⑤ 解放制御キー
- ⑥ 左ボタンを放す

A. 左クリック

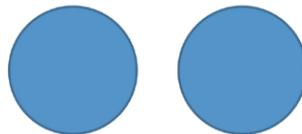


B. 左クリックしてコントロールキーを押す

C. コピードラッグサークル



D. 解放制御キー, 左ボタンを放す

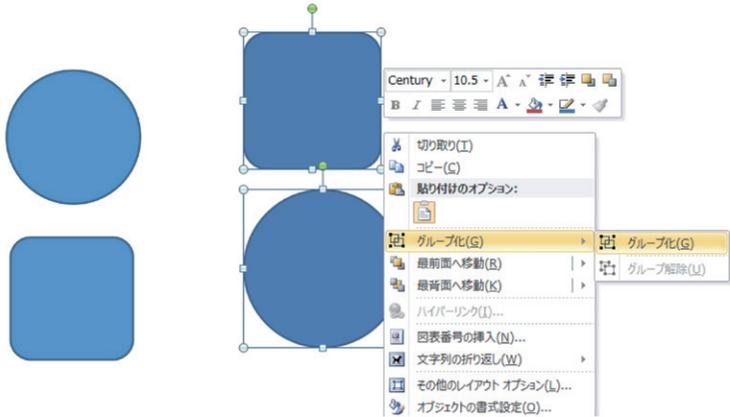


コピードラッグ Samples

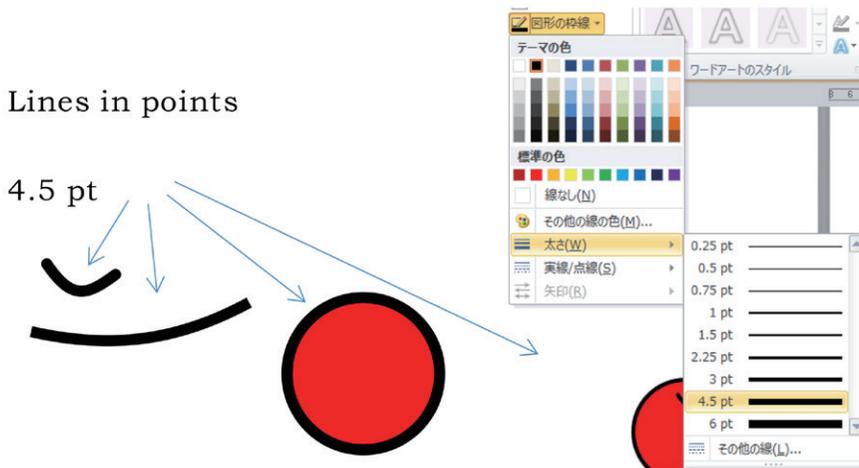


Tip 2: グループ化 Grouping

- ① 左クリック
- ② シフトキー
- ③ 左クリック
- ④ 右クリック
- ⑤ グループ化

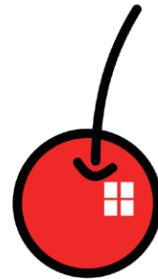
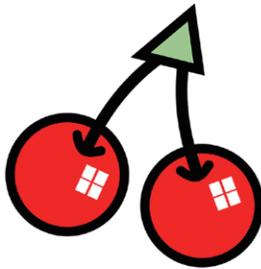
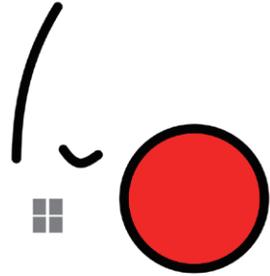


Tip 3: 色、線、ポイント サイズ Color, Lines, & Point Size



Tip 4: 桜んぼ / チェリー Cherry

- ① 円を描く
- ② 色を赤に変えて、4点にします
- ③ 長い線を引き、4点にします
- ④ 短い線を引いて、それを4点にします
- ⑤ 小さな四角形を描き、色を白に変更し、線を削除する
- ⑥ 合計4つの白い四角を作る
- ⑦ すべてのオブジェクトをグループ化する
- ⑧ 重複オブジェクト
- ⑨ 小さな三角形を描き、色を緑に変え、線も4ポイントにします
- ⑩ すべてのオブジェクトをグループ化する



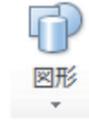
*For the past ten years I have been investigating the use of Microsoft Word as a graphic design tool. Many features of Microsoft Word give it a viable professional output without the cost of exclusive design software. Approximately thirty students and I over seven years have generated similar high quality samples as shown in this report.*

Tip 5: ベジエ点 Bezier Points

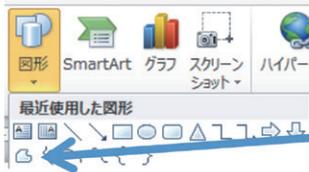
A. 左クリック



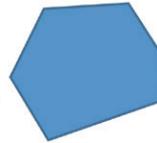
B. 左クリック



C. 左クリック



D. 左クリック

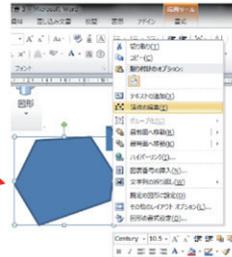


E. 左クリック



ホワイト点

F. 右クリック

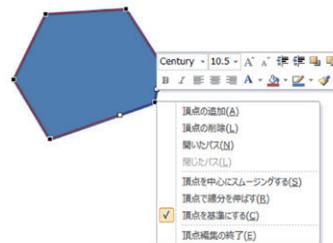


G. 左クリックドラッグ

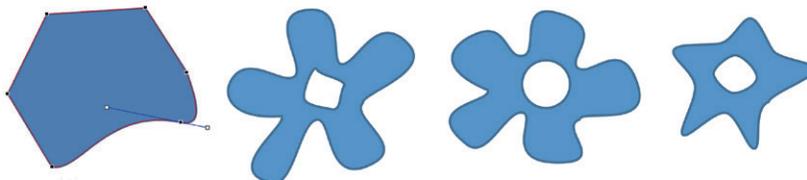


黒い点

H. 右クリック



ベジエ点 編集 Samples



## References

- 1) (2020, June) . *How to Draw on a Word Document*. [Online]. Available:  
<https://www.youtube.com/watch?v=F7XLBjbsZ6Y>
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- 3) (2015, December) . *Making Pretty Curves in MS Word*. [Online]. Available:  
<https://www.youtube.com/watch?v=zsNuW4Z550>
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<https://www.youtube.com/watch?v=odFDFtem9TY>
- 10) (2022, June) . *Bezier Curve*. [Online]. Available:  
<https://javascript.info/bezier-curve>

## Image References

*All images and artworks samples have been allowed permission to publish and view.*

Image 1: Vonnahme, P.

Image 2: Vonnahme, P.

Image 3: Vonnahme, P.

Image 4: Vonnahme, P.

Image 5: Vonnahme, P.

Image 6: Tomioka, Y. & Vonnahme, P.

Image 7: Nouchi, N. & Vonnahme, P.

Image 8: Hoshi, E., Shiota, H., Ouchi, M. & Vonnahme, P.

