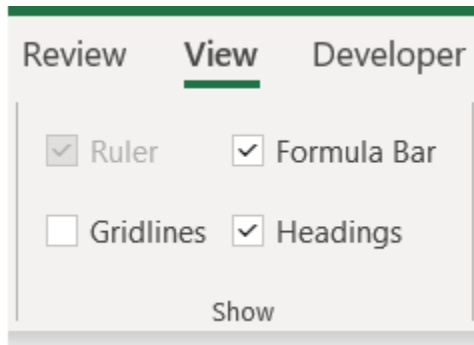# Excel Valentine: Inserting and Adding Effects to Shapes and WordArt

Excel may not be where you think to turn for a creative project, but there are actually some fun tools that you can use to make your Excel document a little more artistic and fun! It is almost Valentine's Day, so I will show you how to make an Excel Valentine to send to all your favorite Excel friends.
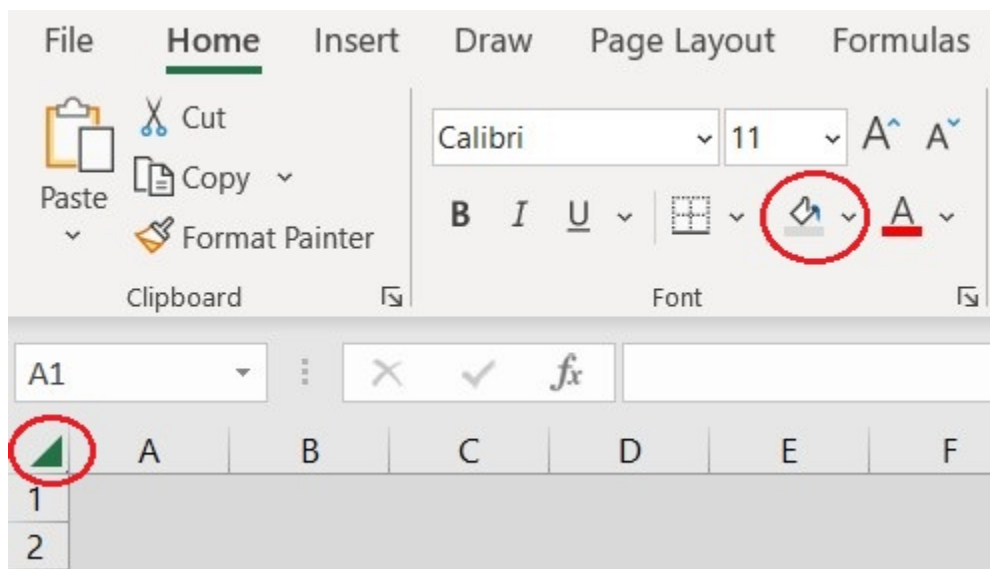
ExcelbyAshley.com

We will start with a fresh Excel document, but these steps can be applied in an existing sheet alongside your data if you'd like.
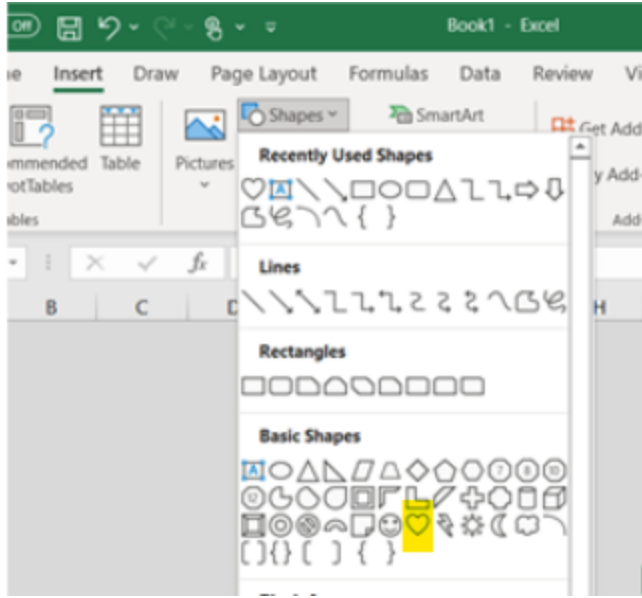
First, go to View and uncheck the Gridlines box in the Show section. This will remove the gray gridlines so our sheet is a blank space instead of showing all the cells.
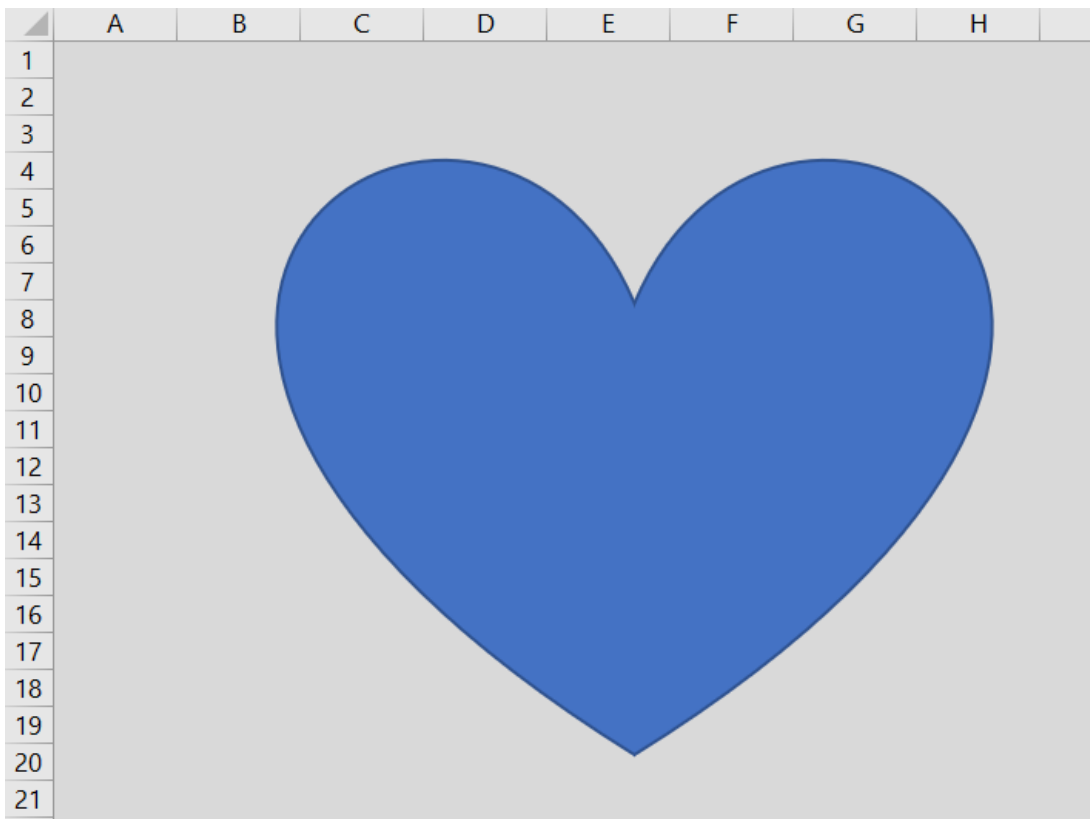
Next, we will fill the cells with the background color of your choice. You will click the arrow in the upper lefthand corner between A and 1 to select the entire sheet. Next, you will select a color to fill your background from the paint bucket in the Font section on the Home tab of the ribbon. I'm choosing a gray background for my Valentine.
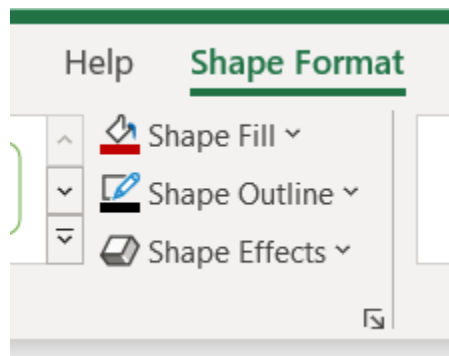
Next, we will insert the heart shape on our sheet. Go to the Insert tab on the ribbon and select the Shapes drop down menu. For this project, we will select the Heart shape.
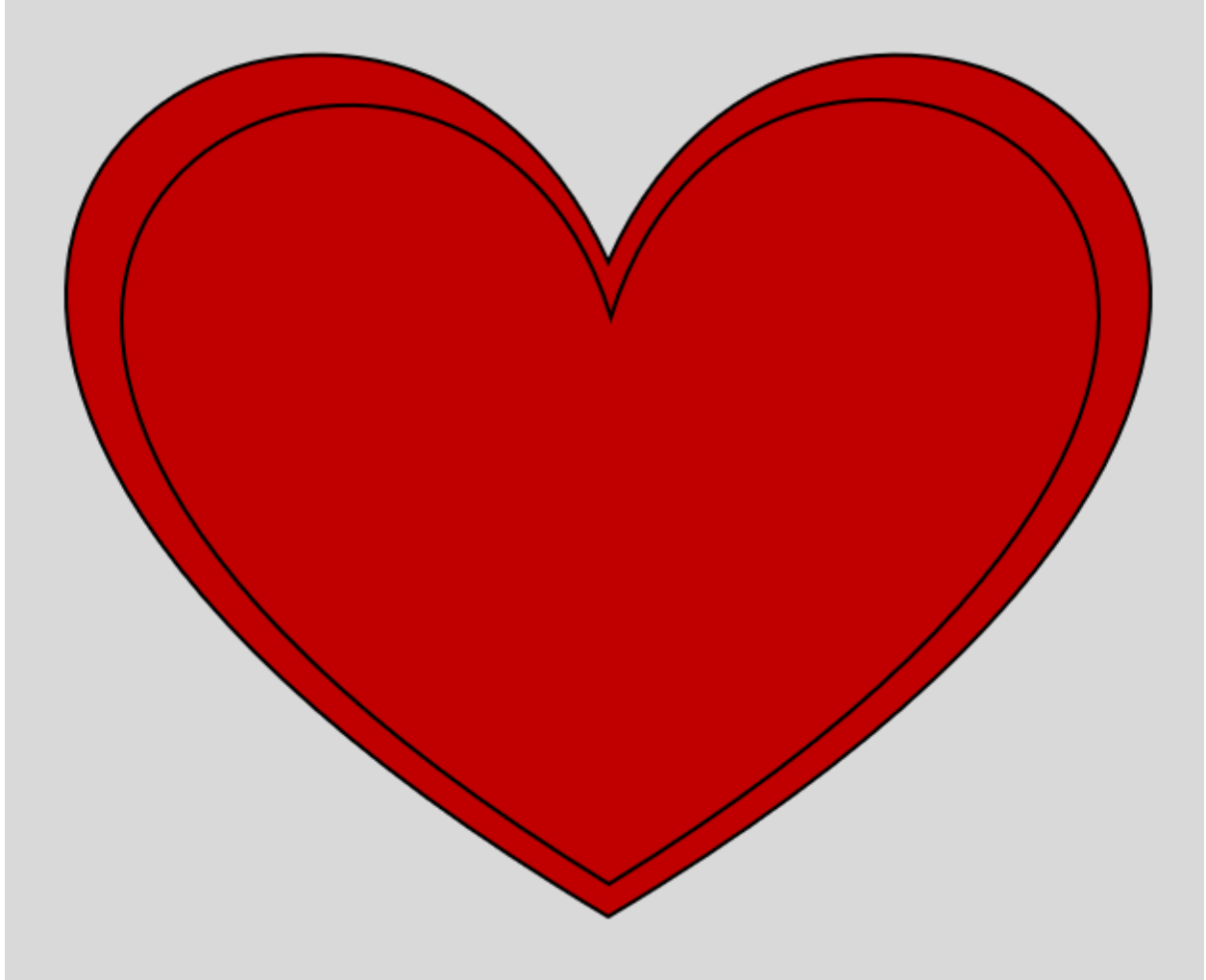
Once you select the shape you want, your cursor will change to a plus sign. You can click anywhere (I usually start in the upper left corner of where I want my shape to start) and then drag down to the shape and size that you want. When you release your mouse, the shape will be placed. If you click on it, you can adjust the placement and sizing.
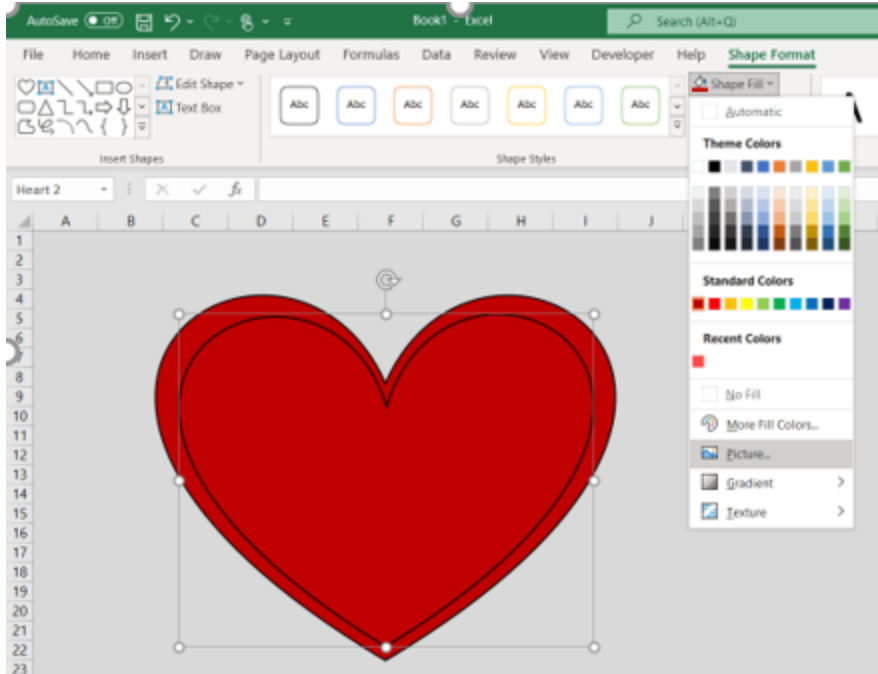
We will use this first heart to be our background heart which will act as the box. We first need to change the fill to a dark red and the outline to black. You can do both of those in the Shape Format tab of your ribbon which appears when you click on your shape. From the dropdown of the Shape Fill we chose our red and the Shape Outline we chose black.

Next, we need to duplicate our heart for the chocolate part. You can copy your existing heart by right clicking on the heart or using control C and then paste using right click or Control V, or you can go back through the steps we just did. We want to resize the second heart to fit inside the first one so it looks like the inside part of a heart box. When you click on the heart, you will see there are dots in the corners. When you click and hold those, you can adjust the size and shape of the heart. You can also right click on the heart and select Edit Points to adjust the parts of the heart. This is the hardest part of the project, but you just have to play around with it until you're happy with how the hearts align.

Now we get to be creative! Select the smaller heart and go back to your Shape Fill dropdown. At the bottom of the dropdown menu, you will see an option for Picture.

Once you click Pictures, you can select where to get the Picture. If you would like to insert a picture of you and your work bestie, you can select From a File. You can also browse the Stock Images or Icons that Excel provides, or you can look for pictures online. I'm going to select Online Pictures.
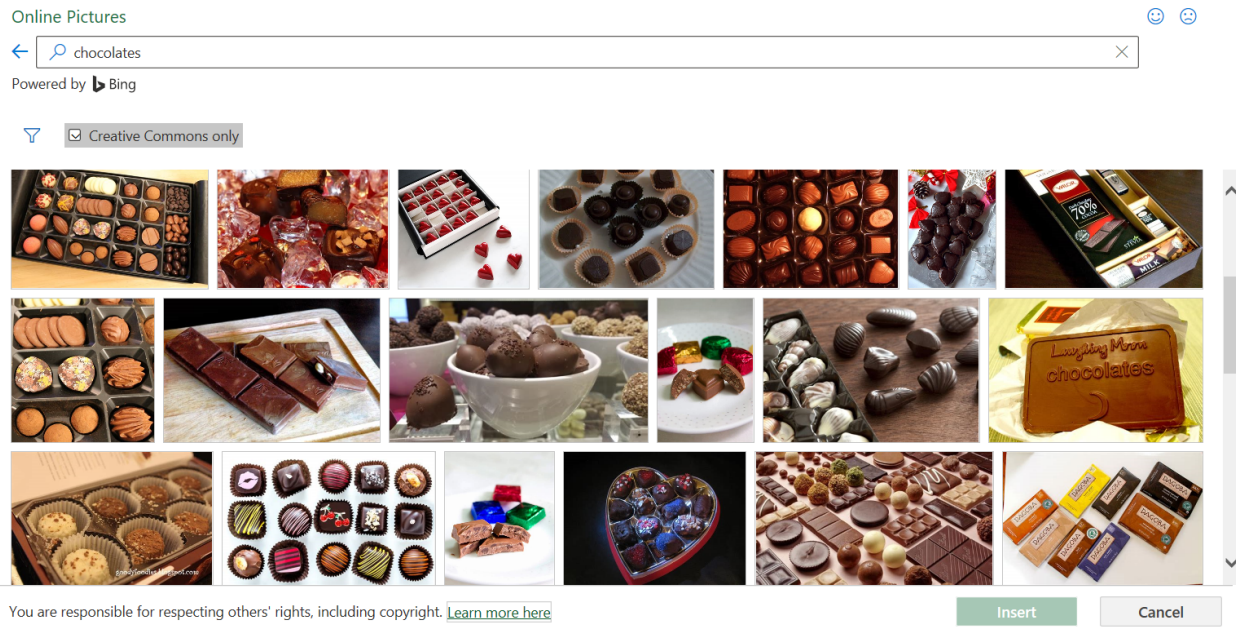
Insert Pictures

From a File
Browse files on your computer or local network

Stock Images
Unleash your imagination with premium content from the stock image library

Online Pictures
Search images from online sources like Bing, Flickr or OneDrive

From Icons
Search the icon collection

You will get a popup with a search bar. I am going to search for "Chocolates".
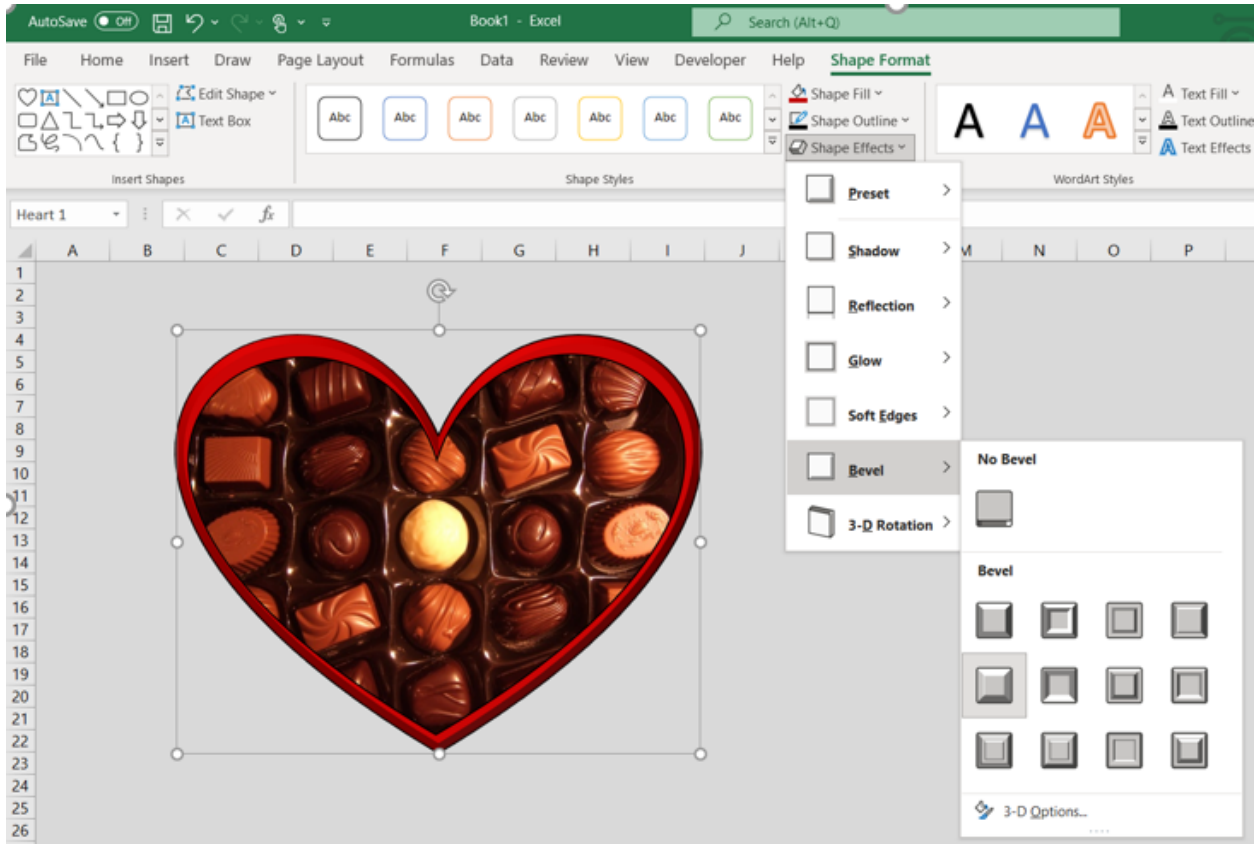
You can scroll through the results and find the one that best fits what you need and then click Insert. It may take a few search options to get the perfect result for your project.

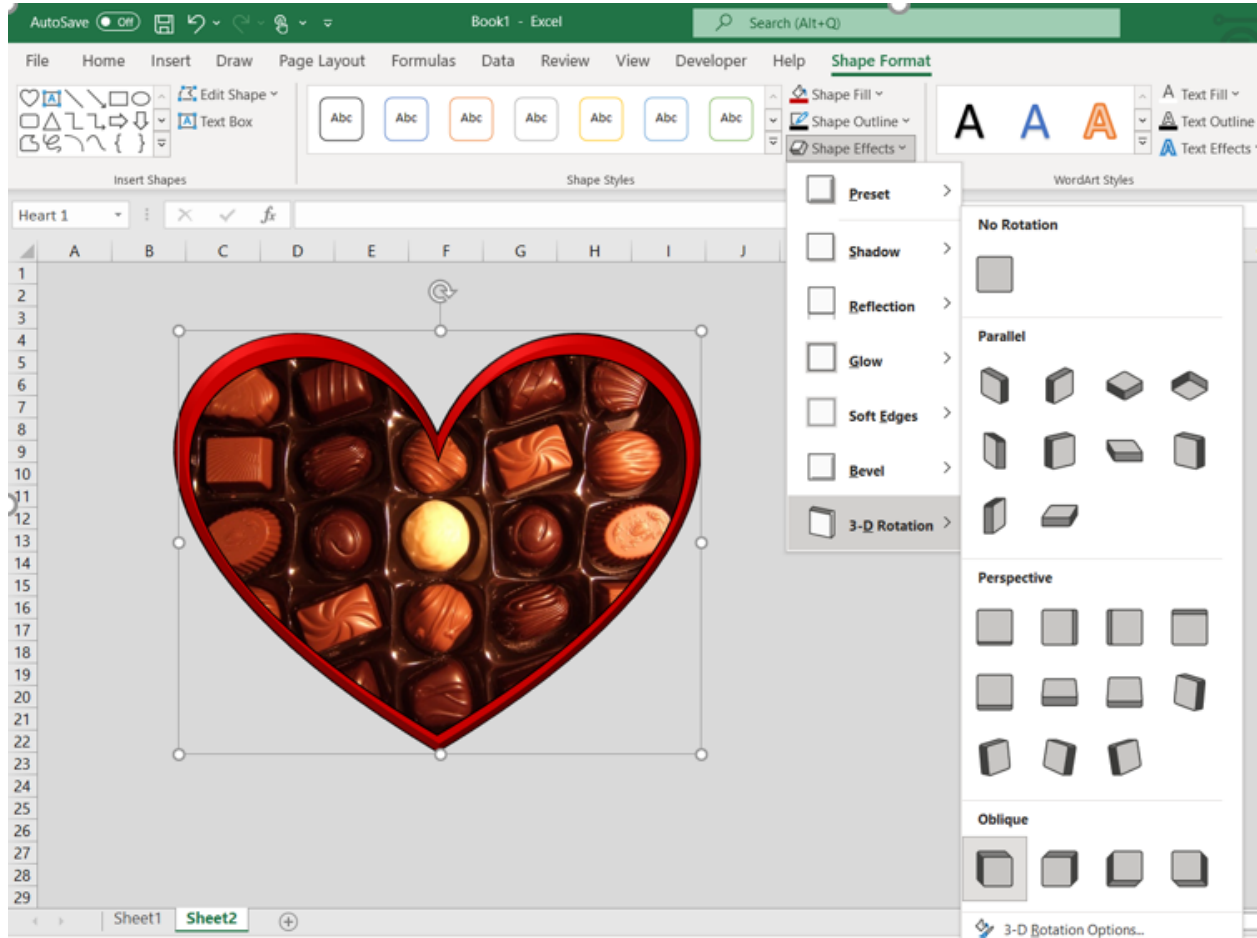Once you click Insert, the image will fill into the shape you had selected.

This is really starting to take shape, but it's still pretty flat. To add some depth, we will play with the shape effects. Let's start with the bigger heart. Go back to your Shape Format tab in the
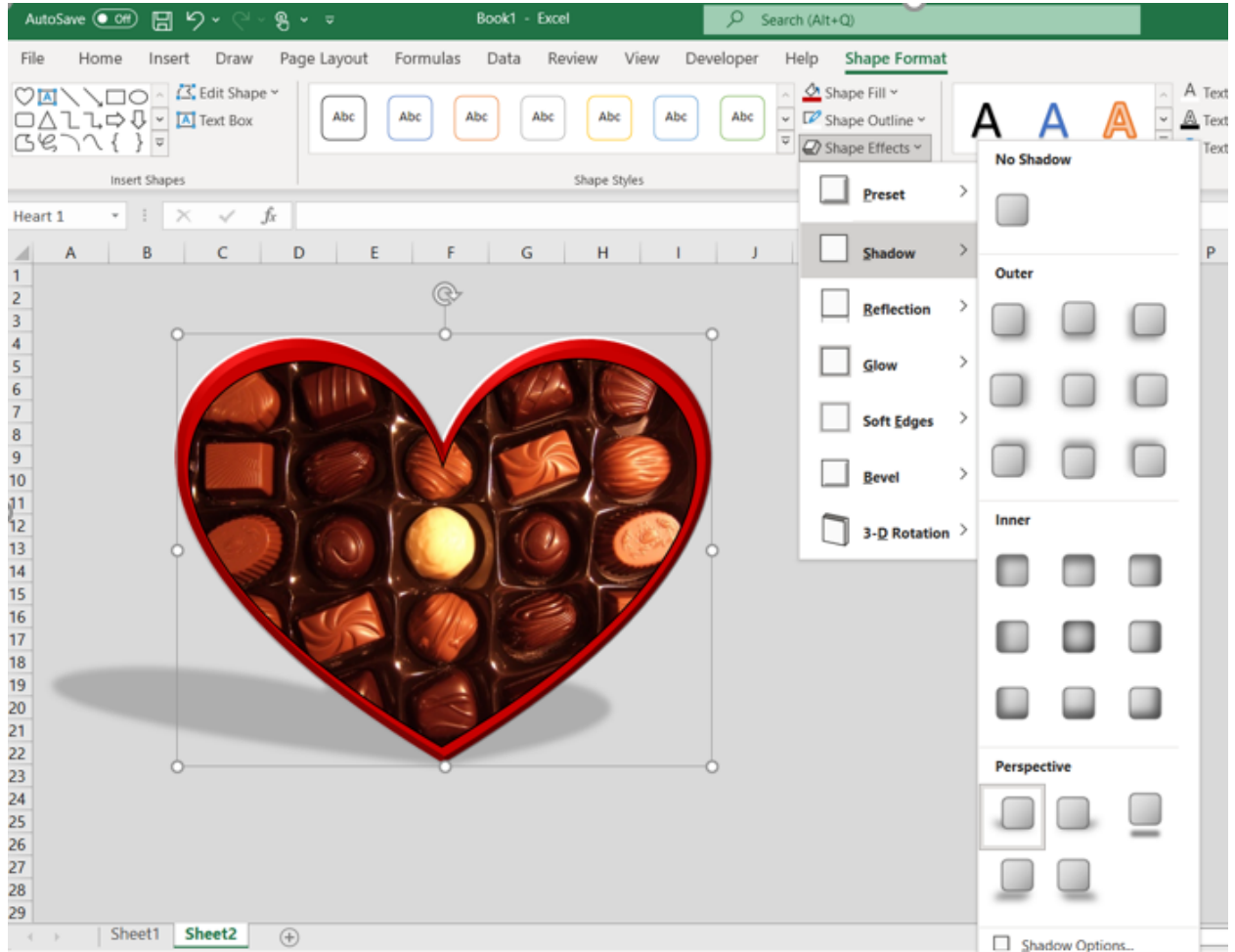
ribbon and under the Shape Fill and Shape Outline that we already used, there is Shape Effects where you can add shadows, glow, 3D and more. I'm going to use one of the Bevel settings to add depth. I selected Bevel Angle. You can see when I hover on it, it gives me a preview of what the shape will look like with this applied.
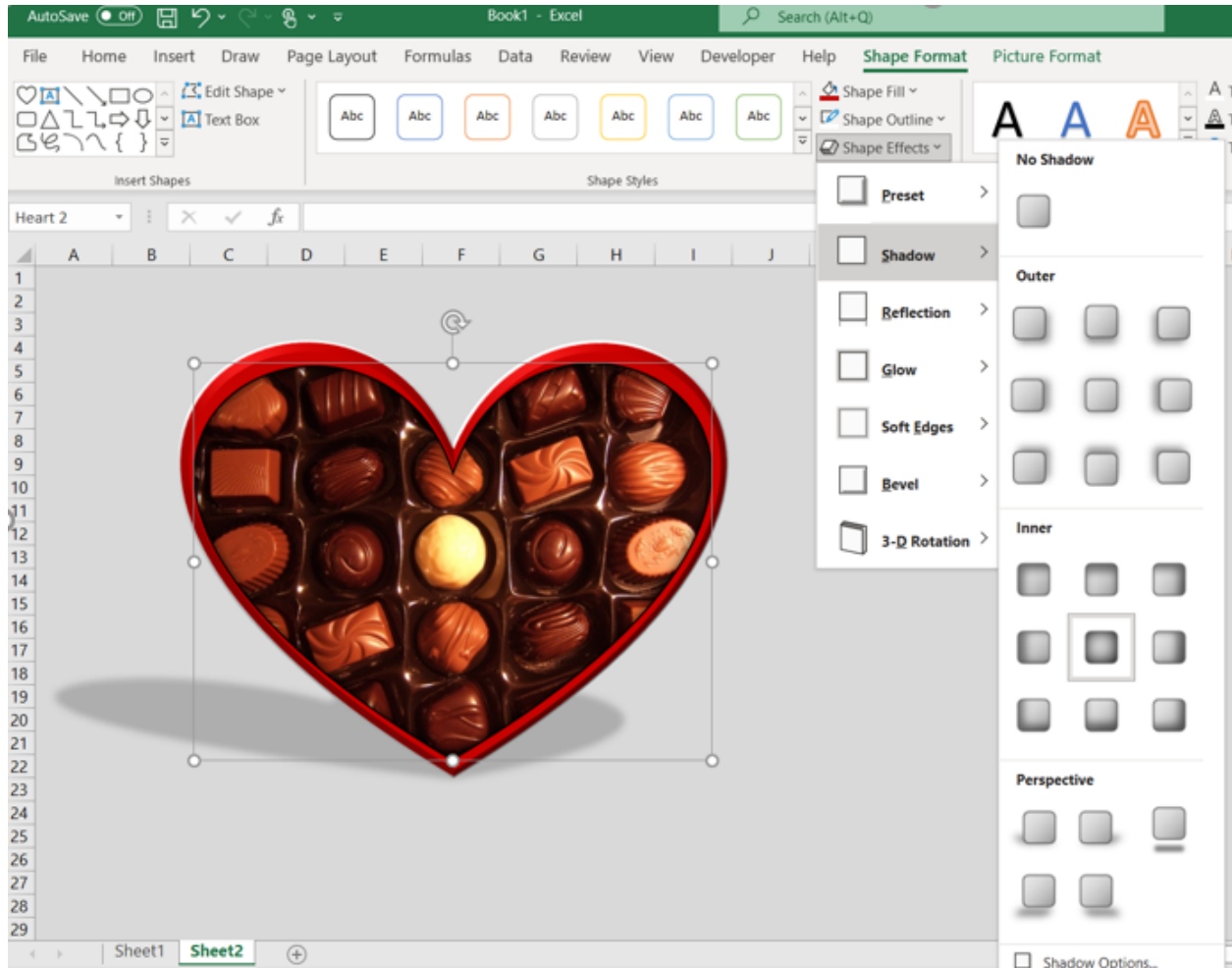

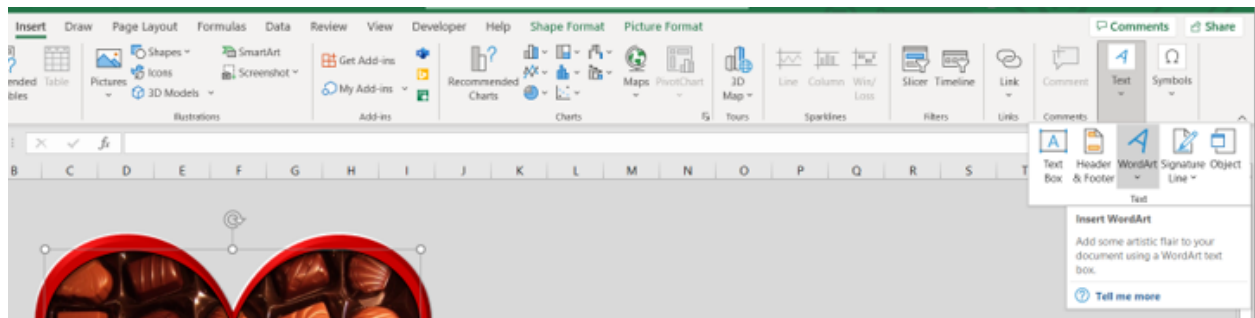I also want to add some 3D effects so I will apply Oblique.

Next, I want a shadow, so I will select Shadow>Perspective from the same Shape Effects menu.

I will also apply a shadow on the chocolate heart by clicking on the smaller heart shape, going to Shadow and selecting Inner Center.
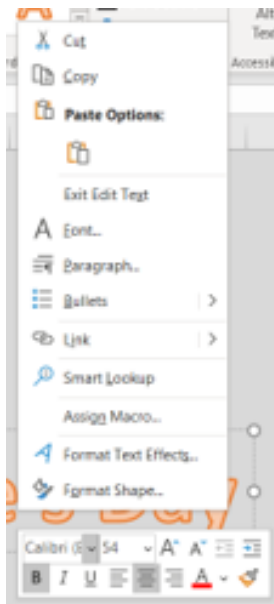
Next, we can add our custom message! Go to Insert>Text>WordArt which is located on the very right side of the Insert ribbon.

Once you select WordArt, you will have a drop down menu of some common options. You can choose the one that most closely looks like what you'd like the final result to be, but we will be making a lot of changes. Here's what mine looks like to start:

Your text here

With your WordArt still highlighted, you can start typing the word or phrase you'd like your WordArt to say. I put "Happy Valentine's Day." If you right click on the text box, you will see a menu of options including some quick formatting adjustments.
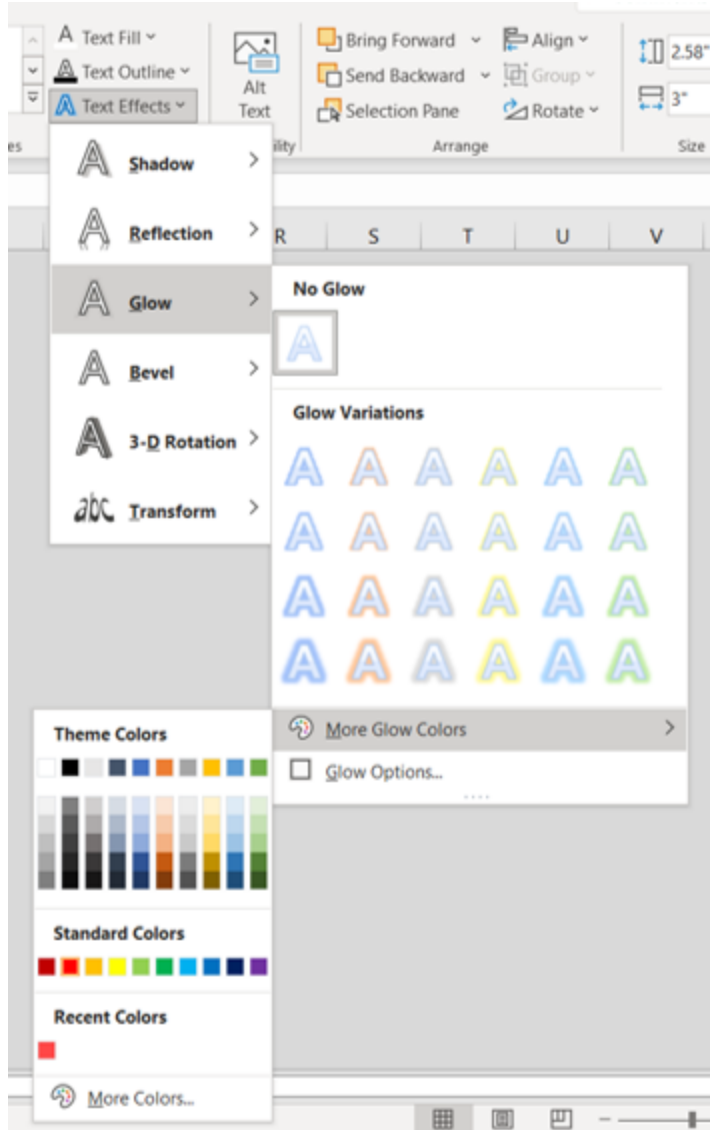
To start, I will make the text a few sizes smaller and change the text color to white. I will also change the font type to Brush Script MT. Similar to the Shape Fill and Shape Outline under the Shape Format tab of the ribbon, there are Text Fill, Outline, and Effects. We will apply a black outline.

Happy Valentine's Day

I will relocate this WordArt and center over my chocolate heart by clicking the text box and dragging. Then I can adjust the size of the text box to get the words aligned how I'd like. If I narrow the box, the text will wrap on three separate rows.

I want this text to stand out from the chocolates a little more, so I will apply a glow effect in red. I use the Text Effects dropdown just like I did with the Shape Effects. I select Glow this time and go down to more colors to select bright red.

The text now stands out from the dark background.

Now I'd like to angle the text. If I click on the text box, I get the dots in the corner to resize and I also get a circle arrow in the top center. This is to rotate the text box. I will click and drag it into the position that I'd like.

This is ready to send! You can play around with these settings and do all kinds of fun things. Maybe you fill a shape with a company logo or picture. This could be used to make your spreadsheets more interesting, to spice up your invoices, or to make a funny surprise for your coworker! Let me know in the comments how you've used Shapes or WordArt in your Excel documents.

If you have any issues or questions, please reach out by sending an email!