How to…
Create a leaflet in Word Continued

1) To change the colour of your rectangles, select the rectangle, then go to the ‘format’ tab and select ‘shape fill’ to view the colour options. To create a rectangle without a fill select ‘no fill’.

2) Repeat this with your other two rectangles. Keep any colour choices you make consistent.
3) To change the colour of the outlines of your rectangles, select the rectangle, then go to the ‘format’ tab and select ‘shape outline’ to view the colour options.

4) Repeat this with your other two rectangles. Keep any colour choices you make consistent.