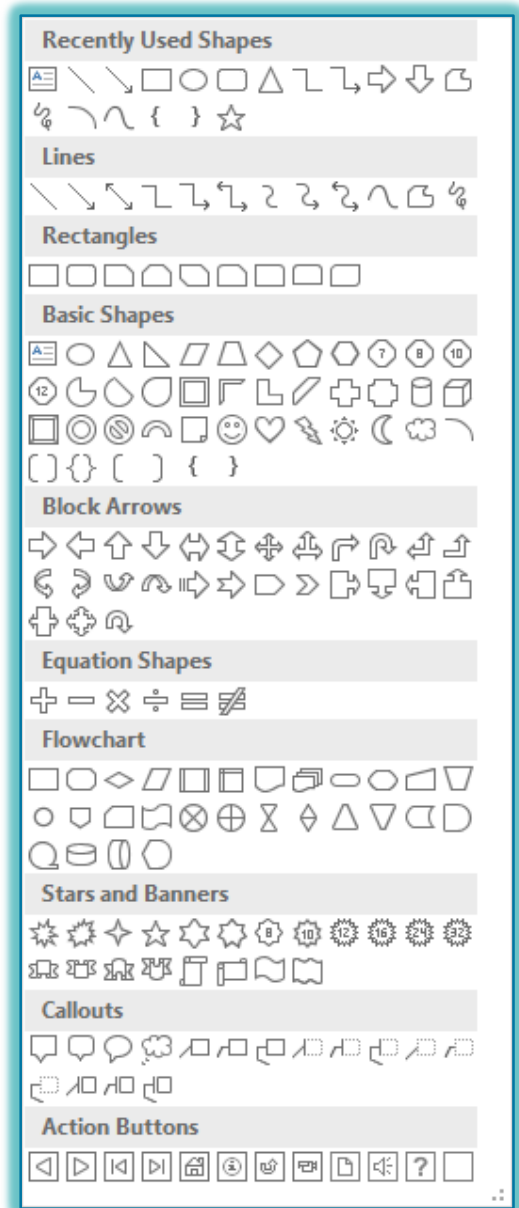
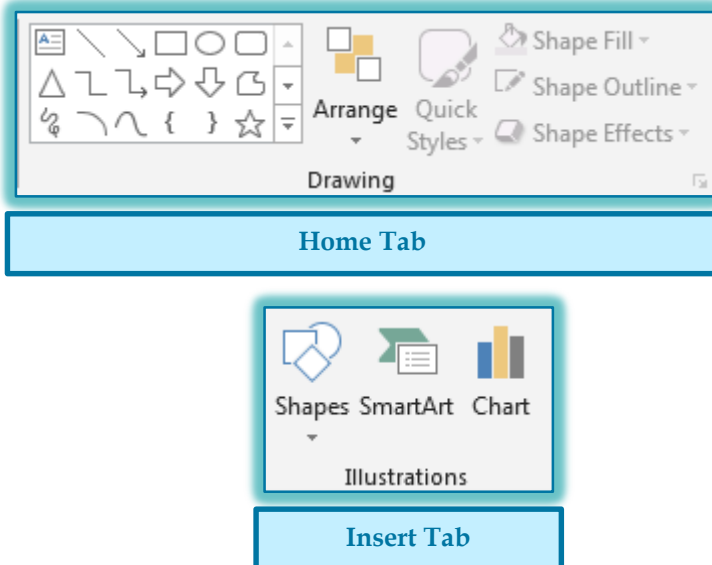


SHAPES

Within the PowerPoint program it is possible to insert different types of shapes such as Action Buttons, rectangles, smiley faces, squares, plus many more. Shapes can be inserted using the Insert Tab or the Home Tab. This document will explain the process of inserting and formatting shapes.

- ✦ Click the **Home Tab**.
- ✦ In the **Drawing Group**, click a shape within the list or click the More button to select additional shapes.
- or
- ✦ Click the **Insert Tab**.
- ✦ In the **Illustrations Group**, click the **Shape** button.
- ✦ A gallery of different shapes will appear.

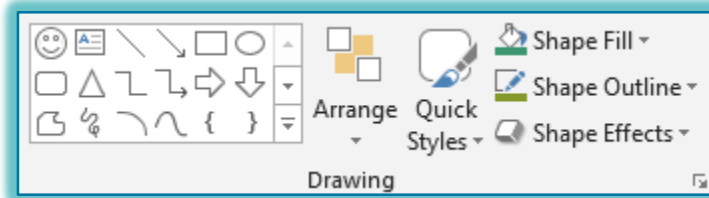


- ✦ Click one of the shapes to select it.
- ✦ The mouse pointer will turn to a plus (+) sign.
- ✦ Drag the mouse to draw the shape and insert it into the slide.
- ✦ More than one shape may be drawn on a slide.
- ✦ When more than one shape appears in the slide, use the buttons in the **Arrange** group on the **Drawing Tools Format Tab** to specify how the shapes should appear on the slide.
 - ⚙ **Order Objects** - This group of commands is used to determine how objects will appear in relation to each other. The options are **Bring to Front**, **Send to Back**, **Bring Forward**, and **Send Backward**.
 - ⚙ **Group Objects** - To specify how the objects in the slide are to be grouped, select from the options in this list. These options are **Group**, **Ungroup**, and **Regroup**.

⚙️ **Position Objects** – Click the options in this group to determine where on the slide the object should be positioned. The options are [Align](#) and [Rotate](#).

✚ Select one or more of the objects in the slide.

✚ Click the **Quick Styles** button in the **Drawing Group** on the **Home Tab** to display a gallery of different styles.

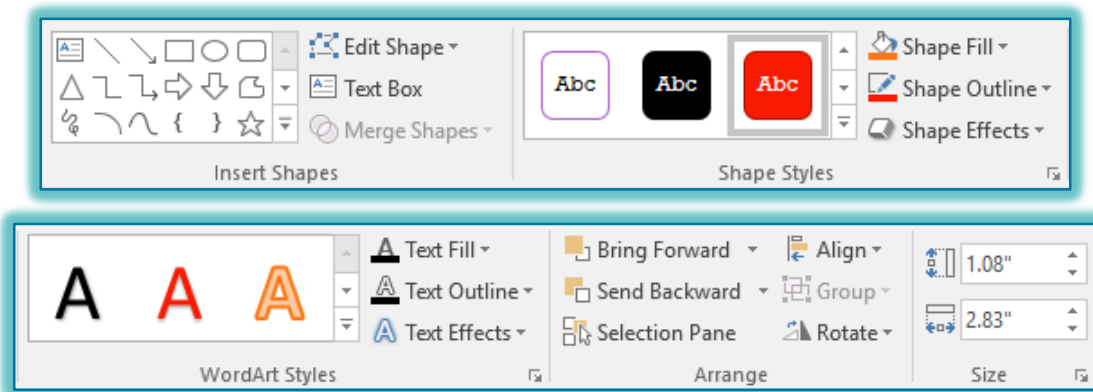


✚ Move the mouse pointer over the style to see a **Live Preview** of the style.

✚ Click the **Style** to apply it to the object(s).

DRAWING TOOLS FORMAT TAB

Once a shape has been added to a slide, this tab can be used to format the shape. The table below describes the groups and buttons on this tab.



Group/Button	Description
Insert Shapes Group	
Insert Shapes Gallery	Click this button to see the gallery of different shapes that can be drawn within a PowerPoint slide. The arrows on the right side of the gallery box are used to move through the gallery.
Edit Shape	To change the shape of the object, click this button. This button can also be used to change it to a free form shape, or to change the edit points.
Text Box	Use this button to insert a text box into the slide.
Merge Shapes	This button is used to merge selected shapes into one or more new geometric shapes.
Shape Styles Group	
Styles Gallery	This gallery is used to apply different styles to a shape. Click the More button to see a gallery of additional shapes.
Shape Fill	Use this button to fill a shape with a color, gradient, texture, or picture.
Shape Outline	To change the line color and size of the border of the shape, click this button.

Group/Button	Description
Shape Effects	Use this button to apply a visual effect to the object, such as a reflection, glow, shadow, or 3-D rotation.
Format Shape Task Pane Launcher	This button is located in the lower right corner of the Shape Styles Group. It is used to open the Format Shape Task Pane. This pane can be used to make additional changes to the format of the shape.
WordArt Styles Group	
Quick Styles	When this button is clicked a gallery of different visual text styles will display.
Text Fill	Use this button to fill the text with a color, gradient, texture, or picture.
Text Outline	To change the line color and size of the border of the text, click this button.
Text Effects	Use this button to apply a visual effect to the text, such as a reflection, glow, shadow, or 3-D rotation.
Format Text Effects: Task Pane Launcher	Click this button to show the Format Shape Task Pane. Additional options for working with WordArt images are available in this area.
Arrange Group	
Bring Forward	When a shape is placed behind another shape, this button is used to bring the bottom shape in front of the other one or to move the shape forward one level.
Send Backward	This button is used to send a shape that is on top of another one to the back of the top one or to move the shape backward one level.
Selection Pane	Click this button to help select individual objects and to change their order and visibility.
Align	This option is used to align different shapes either at the top, bottom, left, or right. Before the shapes can be aligned, they must be selected. To select several shapes, click the first shape and then hold down the Shift key to select additional items. This option can also be used to distribute selected shapes either horizontally or vertically on the slide.
Group	Once a group of shapes has been formed into an item such as a logo, use this button to group the items together so the shapes become as one. Before the shapes can be grouped, they must be selected. To select several shapes, click the first shape and then hold down the Shift key to select additional items
Rotate	To rotate or flip the selected shape, click this button. A list of possible options will display. For additional rotation options, click More Rotation Options.
Size Group	
Shape Height	To change the height of the shape, click the spinner arrows for this option. To change the height and width at the same time, input the size for the height and press the Enter key on the keyboard. To change only the height, input the size and click in the slide.

Group/Button	Description
Shape Width	Click the spinner arrows for this option to change the width of the shape. To change the width and height at the same time, input the size for the width and press the Enter key on the keyboard. To change only the width, input the size and click in the slide.
Size and Position Task Pane Launcher	To open the Size and Position Task Pane, click this button. It is located in the lower right corner of the Size Group.