

## DRAWING AN OBJECT

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### Drawing and Enhancing Objects

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Objects are items such as curved lines, rectangles, squares, and text boxes that are used to enhance a document. They are used to enliven the document or to help make a point.

The following are examples of object shapes.



The Drawing Toolbar is used to create different shapes in a presentation. The buttons on the Drawing toolbar are described in the previous section of this document. To insert an object into a document, complete the following steps:

- ❖ Insert a **New Slide** at the end of the presentation.
- ❖ Choose the **Blank Slide Layout**.
- ❖ Click the button on the **Drawing** toolbar for the line or shape to be drawn.
  - To draw a Rectangle, click the Rectangle button.
  - To draw an Oval, click the Oval button.
  - To draw a Line, click the Line button.
  - To draw an Arrow, click the Arrow button.
  - To draw a Square, click the Rectangle button, hold down the Shift key, and then draw the object.
  - To draw a Circle, click the Oval button, hold down the Shift key and then draw the object.
- ❖ Choose a shape on the Drawing toolbar.
- ❖ Move the mouse pointer into the slide area.
- ❖ The mouse pointer will be shaped like a crosshair (plus sign).
- ❖ Hold down the left mouse button and drag until the object is the desired size.
- ❖ Release the mouse button.
- ❖ The finished line or shape will appear.

### Add a Freeform Drawing Object

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- ❖ On the **Drawing** toolbar, click **AutoShapes**, and then point to **Lines**.
- ❖ Click **Freeform** to draw an object with both curved and straight segments. Drag to draw freehand shapes; click and move the mouse to draw straight lines.
- ❖ Click **Scribble** to make an object look more like it was drawn with a pen.
- ❖ To end a shape and leave it open, double-click it at any point.
- ❖ To close a shape, click near its starting point.