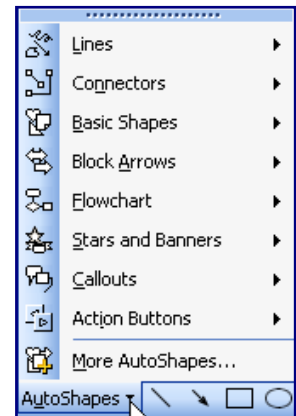


## WORKING WITH AUTOSHape OBJECTS

---

PowerPoint provides several pre-drawn shapes that may be used in a presentation. To draw one of these objects, complete the following steps:

- ❖ Click the **AutoShapes** button on the **Drawing** toolbar.
- ❖ A list of different **AutoShape** categories will appear as shown in the illustration at the right.
- ❖ Move the mouse pointer over one of the categories to see what shapes are available within that category.
- ❖ Click the shape that is to be drawn.
- ❖ Move the mouse pointer to the location in the slide where the top of the shape is to be located.
- ❖ Hold down the left mouse button and drag until the shape is the desired size.
- ❖ Release the mouse button.
- ❖ The shape will appear in the slide.
- ❖ Take a few minutes to practice working with these shapes.



### Adding Color, Shadows, Line Styles, and 3-D Effects

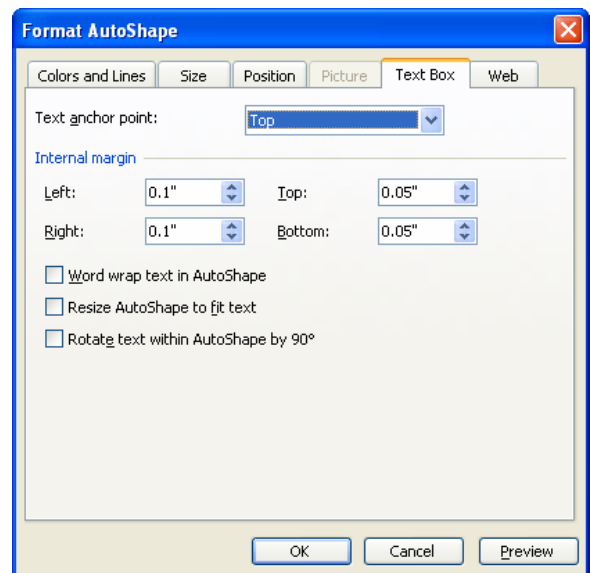
---

- ❖ Make sure the **Drawing** toolbar is displayed. Click the link for the Drawing Toolbar to see illustrations of the buttons mentioned below.
- ❖ Select the object where the effect is to be added.
- ❖ Select an option from the list below:
  - **To fill a shape:**
    - Click the **Fill Color** drop-down arrow on the **Drawing** toolbar.
    - Select the desired color by clicking on the color.
  - **To change the line color:**
    - Click the **Line Color** drop-down arrow on the **Drawing** toolbar.
    - Select the desired color by clicking on the color.
  - **To change the line style:**
    - Click the **Line Style** button or the **Dash Style** button on the **Drawing** toolbar.
    - Select the desired style by clicking on that style.
  - **To change the line arrow style:**
    - Click the **Arrow Style** button on the **Drawing** toolbar.
    - Select the desired style by clicking on that style.
  - **To add a shadow to an object:**
    - Click the **Shadow Style** button on the **Drawing** toolbar.
    - Select a Shadow style from the gallery that appears.
    - Click the **Shadow Settings** link to add additional effects to the shadow.
  - **To change an object to a 3-D effect:**
    - Click the **3-D Style** button on the **Drawing** toolbar.
    - Select the desired 3-D effect by clicking on that effect.
    - To add additional effects to the **3-D Style** click the **3-D Settings** option.

## Adding Text to an Object

Text may be added to any drawn shape. When a shape is moved, the text will stay with the shape. To insert text into a drawing, complete the following steps:

- ❖ Right-click the shape where the text is to appear.
- ❖ Choose **Add Text** from the list of choices.
- ❖ Input the text into the shape.
- ❖ The text will appear in a single line within the object.
- ❖ To change the location of the text or to change other attributes:
  - Do one of the following:
    - Select **Format, AutoShape** from the **Menu Bar**.
    - Right-click the **Shape** and choose **Format Auto Shape**.
    - Double-click the **Shape**.
  - The **Format AutoShape** dialog box will appear (see illustration).
  - Click the **Text Box** tab.
  - Open the **Text Anchor Point** drop-down list.
  - Choose a position for the text in relation to the shape. The options here are:
    - **Top** – The text will appear at the top of the object.
    - **Middle** – The text will appear in the middle of the object.
    - **Bottom** – The text will appear at the bottom of the object.
    - **Top Centered** – This option is the same as the top one.
    - **Middle Centered** – This option is the same as the middle one.
    - **Bottom Centered** – This option is the same as the bottom one.
  - Set the **Internal Margin** (the space between the edges of the shape and the text) for the shape.
  - Select any of the following check boxes:
    - **Word Wrap Text in AutoShape** – If the text is wider than the shape, the text is wrapped to another line.
    - **Resize AutoShape to Fit Text** – Use this option to make the shape either larger or smaller so the text will fit exactly within the margins.
    - **Rotate Text Within AutoShape by 90°** – This option is used to rotate the text to run vertically in the box so it will appear vertically in the shape rather than horizontally.
  - Use the **Preview** button to view the effects of the changes.
  - Click **OK** to save the changes and exit the dialog box.
- ❖ The **Format Auto Shape** dialog box may also be used to change other formatting such as size, colors and lines, and position.



## Resizing an Object

---

Objects used in a PowerPoint slide may be resized to accommodate the needs of individual users. The steps for accomplishing this are described below.

- ❖ Move the mouse pointer over the sizing handle until the pointer turns to a double-headed arrow.
  - The sizing handles are the small white squares located around the edges of the selection box. There are sizing handles at the: Corners, Top, Bottom, Left, and Right Side
- ❖ Drag the sizing handles until the object is the desired size.
  - The corner sizing handles will resize the box proportionally. To do this:
    - Press and hold the Shift key.
    - Drag a corner-sizing handle in a diagonal direction.
  - This option is useful when resizing Pictures, ClipArt, WordArt, or charts.
  - Using the top/bottom and left/right sizing handles could distort the object, especially pictures.

## Moving an Object

---

Objects may be moved to different locations on a slide just by clicking on the object and dragging it to a different location. To accomplish this, complete the following steps:

- ❖ **Using the Mouse**
  - Move the pointer over the object. The pointer changes to a four-headed arrow.
  - Drag the object to a new location.
    - Drag the border to move unfilled objects.
    - Press Shift as the object is being dragged to move it in a straight line.
- ❖ **Using the Keyboard**
  - Click the object.
  - Press the arrow keys (Left, Right, Up, Down) on the keyboard to move the object in the desired direction.