

Lesson 4-8: Drawing AutoShapes

Figure 4-19

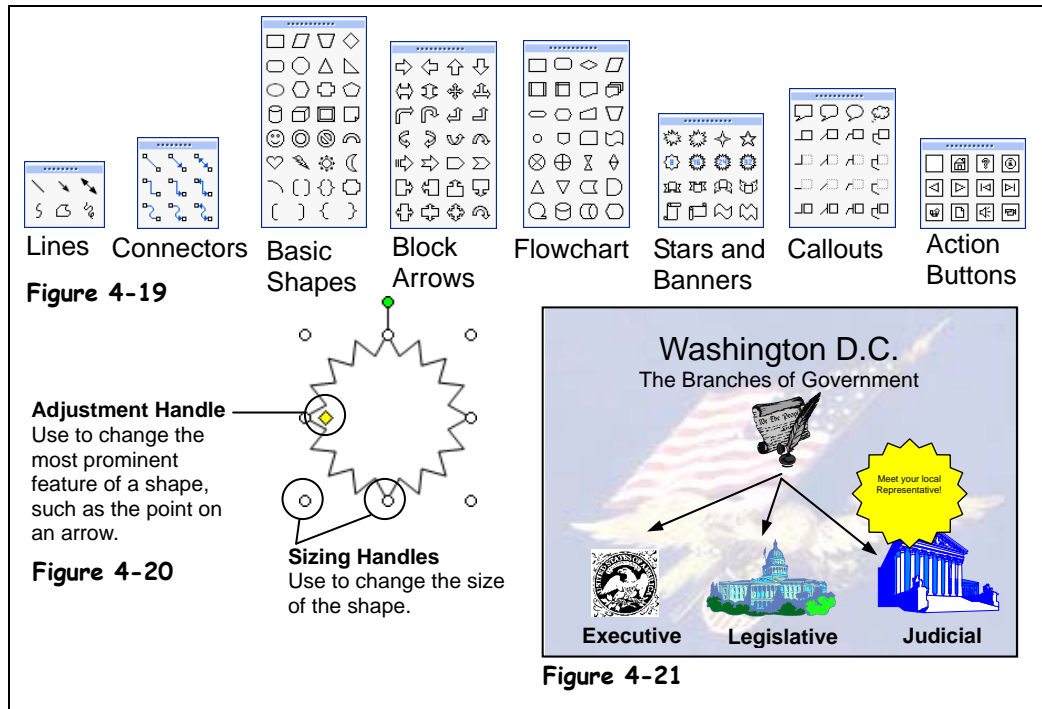
Shapes available under the AutoShapes button on the Drawing toolbar.

Figure 4-20

Many AutoShapes have an Adjustment handle in addition to sizing handles.

Figure 4-21

The updated slide.



You're not limited to drawing simple rectangles, ovals, and lines with PowerPoint. The AutoShapes button on the Drawing toolbar contains over a hundred common shapes and lines, such as arrows, stars, and pentagons. Figure 4-19 shows all the AutoShapes that are available. As you can see from the illustration, the AutoShapes menu is organized into several categories:

- **Lines:** Straight lines, curved lines, scribbly lines, arrows, and free form drawing shapes.
- **Connectors:** Various types of lines used to connect shapes and objects to one another.
- **Basic Shapes:** Squares, rectangles, triangles, circles, pentagons, and more.
- **Block Arrows:** Arrows that point up, down, left, and right.
- **Flowchart:** Basic shapes used to create flowcharts.
- **Stars and Banners:** Shapes that boldly announce something.
- **Callouts:** Text box shapes that point to and describe something.
- **Action Buttons:** Navigation buttons like those found on a VCR, used to jump to another slide or run a macro.



AutoShape button





16-Point Star Shape

1. Click the **AutoShapes button** on the Drawing toolbar.
A menu listing the various AutoShape categories appears. Figure 4-19 lists the AutoShapes that are available under each category.
2. Select the **Stars and Banners** category and select the **16-Point Star** shape.

The pointer changes to a +, indicating you can draw the selected shape. Drawing an AutoShape is no different than drawing an ordinary shape—just click and drag until the shape is the size you want.

3. Place the + pointer just above the judicial building. Click and drag the + pointer down and to the right until the right edge of the shape is about 1 inch from the right edge of the slide, then release the mouse button. Compare the size and position of your AutoShape with the one in Figure 4-21.

If your AutoShape is still selected, you'll notice a yellow diamond  on the left side. This is an *adjustment handle*—some AutoShapes sneak them in along with the object's sizing handles. By grabbing and dragging an adjustment handle, you can adjust the most prominent feature of an AutoShape, such as the point on an arrow or the spikes on a star. Adjustment handles are not used to resize an object—you still need to click and drag one of the object's sizing handles to do that.

4. Click and drag the 16-Point Star's yellow **adjustment handle** () to the left just a bit.

By dragging the star's adjustment handle you've changed the size of star's spikes. You can move, resize, and format an AutoShape just like any other shape. Go to the next step and we'll change the color of our star shape.

5. With the 16-Point Star still selected, click the **Fill Color button list arrow** on the Drawing toolbar, select **More Fill Colors**, and select a **Yellow** color.

Here's another shape trick: you can add text to any shape by right-clicking the shape, selecting Add Text from the shortcut menu, and typing the text.

6. Right-click the 16-Point Star and select **Add Text** from the shortcut menu.

A blinking insertion point (|) appears in the star, indicating that the shape is ready to accept any text that you type. First, we have to change the font size and type so that it will fit in the AutoShape.

7. Select **Arial** from the Font list and **14** from the Font Size list on the Formatting toolbar.



Any text we type now will appear in Arial 14-point font type. OK, we're ready to enter text in our text box.

8. Type *Meet your local Representative!* press **<Enter>** to add a new line and type *Representative!*

Let's try adding some more AutoShapes to the current slide. The Connectors AutoShape contains lines that connect objects on your slide. Connector lines are great if you want to create a flowchart—and that's what we'll do in the next step.

9. Click the **AutoShapes button** on the Drawing toolbar, select **Connectors** and select the **Straight Arrow Connector**.

Next you need to select the two objects you want to connect.

10. Position the pointer over the **Constitution picture's bottom middle sizing handle** until the pointer changes to a . Click the bottom sizing handle and then click the **Executive branch object's top middle sizing handle** with the  pointer.

You've just connected the Constitution object and the Executive branch object. Complete the next step and you've finished the lesson!

11. Following the procedure you learned in **Steps 9 and 10**, connect the **Constitution** with the **Legislative** and **Judicial** objects.

Compare your slide with the one in Figure 4-21 when you've finished.

Times New Roman

Font List

24

Font Size List



Straight Arrow Connector

Quick Reference


To Insert an AutoShape:

1. Click the **AutoShapes button** on the Drawing toolbar and select the category and AutoShape that you want to insert.
2. Drag the crosshair pointer to draw the AutoShape.

To Resize an AutoShape:

Select the AutoShape and drag its **sizing handles** to resize it.

To Adjust an AutoShape:

- Select the AutoShape and drag its **adjustment handles** () to adjust the most prominent feature of the shape.

To Add Text to a Shape:

- Right-click the shape, select **Add Text** from the shortcut menu and type the text.