

Inserting Shapes

PowerPoint 2007 comes with an extensive set of ready-made shapes, called AutoShapes, that you can use to easily draw shapes on your slides. The Shapes gallery contains over a hundred common shapes and lines, such as stars, arrows, and speech balloons.

Draw a shape

To insert a shape into a presentation, draw it.

1. Click the **Insert** tab on the Ribbon and click the **Shapes** button in the Illustrations group.
The Shapes gallery appears.
2. Click the shape you want to insert.
The arrow pointer changes to a cross hair.
3. Click and drag on the slide until the shape reaches the desired size.
 - ✔ **Tip:** To draw a straight line, perfect square or circle, or to constrain the dimensions of other shapes, press and hold down the **<Shift>** key as you drag.
4. Release the mouse button.

The shape is inserted onto the slide and the Format contextual tab appears on the Ribbon under Drawing Tools.

- 🔗 **Other Ways to Insert a Shape:**
Click the **Home** tab on the Ribbon and click the **Shapes** button in the Drawing group.

Adjust a shape

You can adjust the most prominent feature of a shape—such as the point of an arrow or the spikes on a star—by using its adjustment handle.

1. Click the shape to select it.
2. Click and drag the shape's adjustment handle (◊).
3. Release the mouse button.
 - ✔ **Tip:** Some shapes have more than one adjustment handle, while others don't have any at all.

Add text to a shape

Adding text to a shape is extremely easy—just click the shape and start typing.

- Click the shape you want to add text to and start typing.

📖 Exercise

- **Exercise File:** American History7-4.pptx
- **Exercise:** Navigate to Slide 5 and draw a 16-point star shape to the left of the Statue of Liberty image. Then, condense the shape by dragging its adjustment handle downward.

Table 7-2: AutoShape Categories

Lines	Straight lines, curved lines, scribbly lines, arrows, and free form drawing shapes.
Basic Shapes	Squares, rectangles, triangles, circles, pentagons, and more.
Block Arrows	Arrows that point up, down, left, and right.
Equation Shapes	Plus, minus, division, and equal to signs.
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 used to jump to another slide or run a macro.

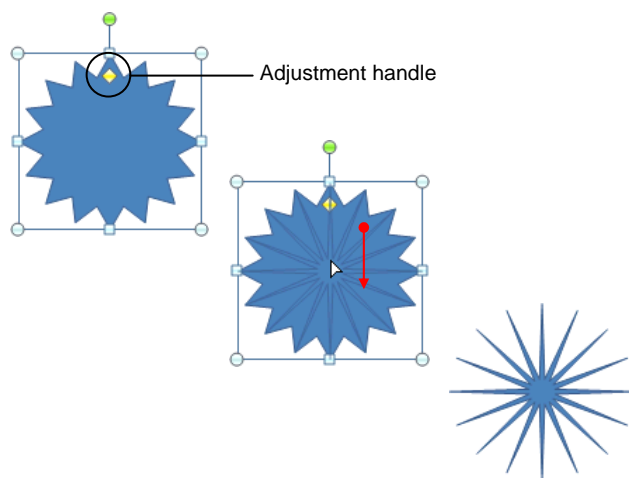


Figure 7-6: Adjusting a shape.

- 🔹 **Other Ways to Add Text to a Shape:**
Right-click the shape you want to add text to, select **Edit Text** from the contextual menu, and type your text.