

Microsoft PowerPoint 2010 - Level 1

7 – Shapes



SHAPES



InFocus

Diagrams are an effective way to communicate important information, as people are more likely to receive your message as intended when the message is communicated visually rather than via words alone.

PowerPoint provides many ready-made **shapes** that you can draw and insert onto your slides, including lines, rectangles, icons, arrows, stars, banners, buttons, equation shapes, and the list goes on. By drawing shapes, you can communicate plans, diagrams, flowcharts, processes and much more. Or, you can draw shapes to highlight or to embellish a particular point or aspect of a slide.

Shapes can also be edited and formatted like any other object in PowerPoint.

In this booklet we will show you how to:

- ✓ draw shapes
- ✓ resize shapes
- ✓ edit shapes
- ✓ position shapes
- ✓ arrange shapes
- ✓ combine shapes
- ✓ format shapes
- ✓ copy shapes
- ✓ align shapes
- ✓ insert and format text in shapes
- ✓ add connectors to shapes
- ✓ group shapes
- ✓ rotate shapes.

DRAWING SHAPES





To draw a **shape**, you simply select the desired shape from the **Shapes** gallery, then click and drag on the slide to create the shape. Once drawn, you can then edit and format the shape as required, such as

resizing or rotating the shape, or changing the colour or style. In this exercise you will draw a block arrow and a circle to add visual interest to the title slide.

Try This Yourself:

Open
File

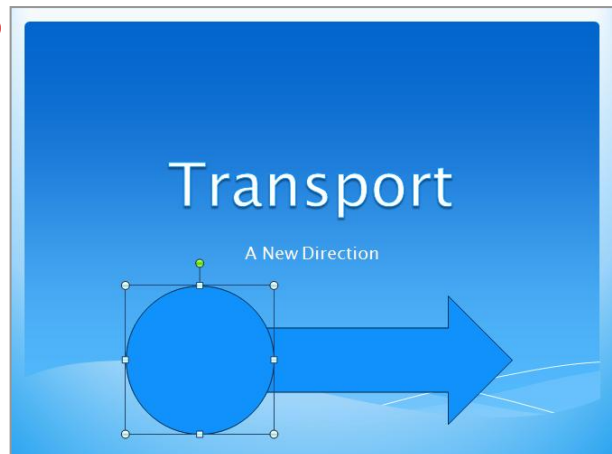
Before starting this exercise you **MUST** open the file P811 Shapes_1.pptx...

- 1** Navigate to and display slide **1** in the **Slides** window, click on the **Insert** tab, then click on **Shapes**  in the **Illustrations** group to display the **Shapes** gallery
The Shapes gallery lists all of the shapes that you can draw...
- 2** Click on **Right Arrow**  under **Block Arrow**, then move the pointer just below the subtitle
- 3** Click and drag across to the right and down slightly to create a block arrow, as shown
Don't worry about the size or position of the arrow at this stage. Now we'll draw a circle...
- 4** Click on **Shapes**  in the **Illustrations** group to display the **Shapes** gallery
- 5** Click on **Oval**  under **Basic Shapes**, press and hold **Shift**, then click and drag to create a circle, as shown, then release the mouse button
*Pressing **Shift** ensures that you'll create a perfect circle*

3




5



For Your Reference...

To **draw shapes**:

1. Click on the **Insert** tab, then click on **Shapes**  in the **Illustrations** group
2. Click on a shape to select it, then click and drag on the slide to draw the shape

Handy to Know...

- You can draw any shape in the **Shapes** gallery using the techniques described in this exercise.
- Pressing **Shift** while drawing a line or arrow will force the line to remain straight while drawing it.

RESIZING SHAPES



Once you've drawn a shape, you may need to **resize** it to suit your requirements. Shapes can be resized like any other object by clicking and dragging on any of the shape handles. You can use the **Shift** key

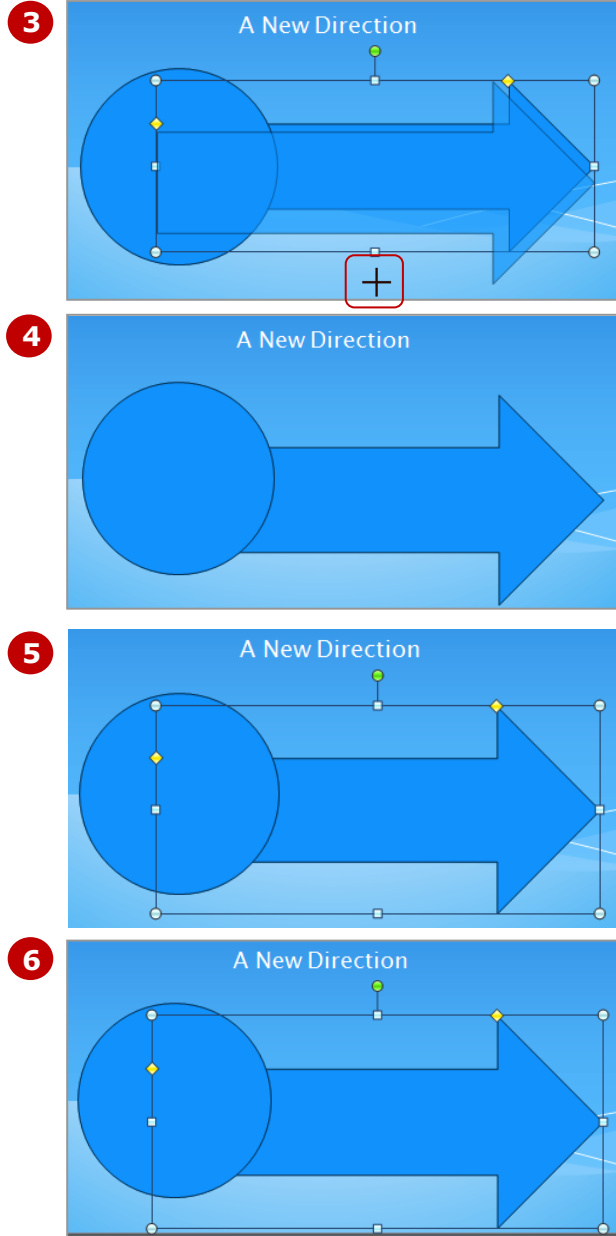
while dragging to resize the shape proportionately (both **width** and **height**). For more precise resizing, you can specify the exact height and width dimensions.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *P811 Shapes_2.pptx...*

- 1** Navigate to and display slide **1** in the **Slides** window
First we'll make the arrow wider...
- 2** Click on the arrow to select it and display the shape handles, then move the pointer to the bottom middle handle, as shown
- 3** Click and drag down slightly, as shown
- 4** Release the mouse button
We'll now resize the arrow by specifying the dimensions...
- 5** With the arrow selected, click on the **Drawing Tools: Format** tab, then click on the  for **Height** in the **Size** group until the height is **6.8 cm**
- 6** Click on the  for **Width** in the **Size** group until the width is **14.5 cm**
- 7** Click on the circle to select it, and adjust the **width** and **height** to **6.2 cm** if required using the methods described in steps **5** and **6**




For Your Reference...

To **resize shapes**:

1. Click on the shape to select it, and then:
 - Click and drag on a border handle to resize it, or
 - Specify the **Height** and **Width** in the **Size** group on the **Drawing Tools: Format** tab

Handy to Know...

- Click on the dialog box launcher  for the **Size** group to open the **Format Shape** dialog box to display further resizing options.

EDITING SHAPES

Many of the shapes available in PowerPoint can be edited in some way. This means that you can edit parts of the shape to customise or reshape the shape. When selected, shapes that can be edited will

appear with yellow diamond handles in specific areas indicating where the shape can be altered. Click and drag on a yellow diamond handle to modify the shape.


Try This Yourself:

Same
File

- 1 Navigate to and display slide **1** in the **Slides** window if required, then click on the arrow to select this shape

Continue using the previous file with this exercise, or open the file P811 Shapes_3.pptx...

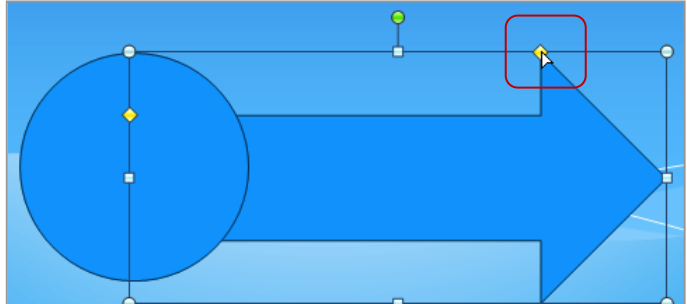
You will notice that two yellow diamond handles appear on this shape. You will edit the shape so that the arrowhead is longer...

- 2 Move the pointer to the yellow diamond handle  that appears above the arrowhead so that the pointer changes to a small pointer, as shown

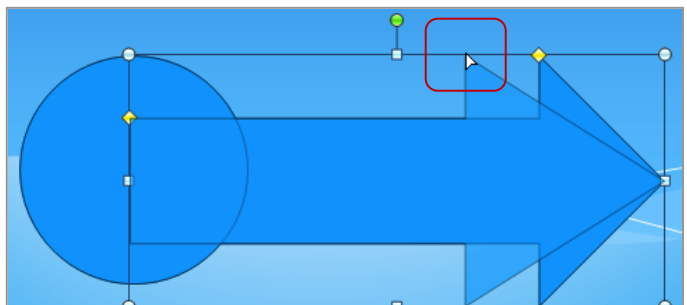
- 3 Click and drag the handle to the left, as shown

- 4 Release the mouse button
The shape has now been customised

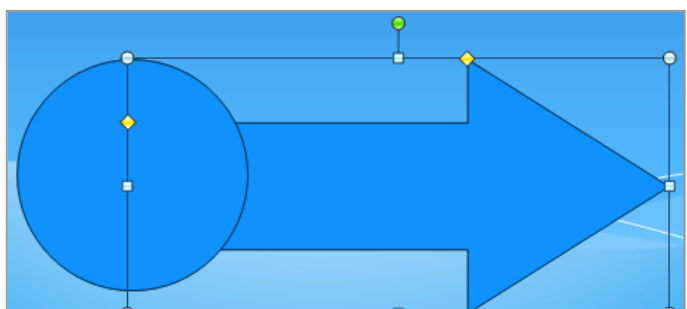
2



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For Your Reference...

To **edit shapes**:

1. Select the shape to be edited
2. Click and drag on a **yellow diamond handle** as required

Handy to Know...

- For even greater control over the shape of an object, select it, click on **Drawing Tools: Format** tab, click on **Edit Shape** in the **Insert Shapes** group and select **Edit Points**. You can then click and drag on any point (or corner) of the object to reshape it.

POSITIONING SHAPES

When you draw shapes you'll most likely need to move them into position. The easiest method for positioning shapes is to either drag the selected shapes to their new location or use the arrow keys (↑, ↓, ←, →).

(← and →). A **smart guide** (dotted line) may appear when moving shapes. This indicates when a shape is aligned with a nearby shape making it easy for you to align them.

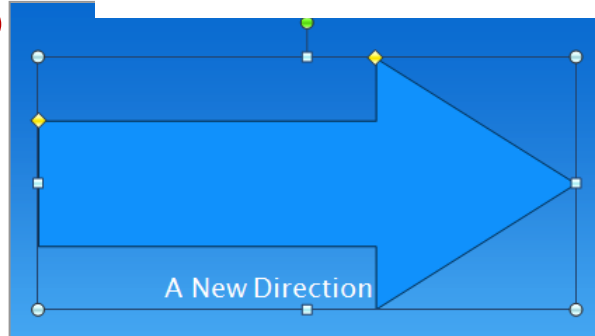
Try This Yourself:

Open File

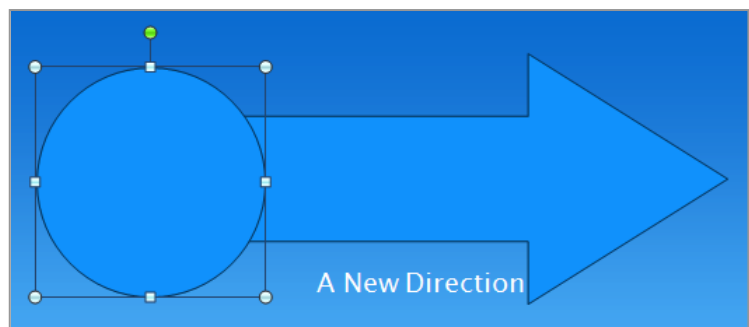
Before starting this exercise you **MUST** open the file **P811 Shapes_4.pptx...**

- 1** Navigate to and display slide **1** in the **Slides** window, then click on the arrow to select it
We'll move the arrow into position...
- 2** Click and drag the arrow upwards so that it sits over the text **Transport**, then release the mouse button
The text is now hidden behind the shape. Now we'll move the circle into position...
- 3** Click on the circle to select it, then press ↑ and ← to move the circle into position, as shown

2




3




For Your Reference...

To **position shapes**:

1. Select the shape and then:
 - Click and drag the shape to its new location, or
 - Click on the **Drawing Tools: Format** tab, then click on **Align**  in the **Arrange** group and select an alignment option

Handy to Know...

- When positioning shapes you may prefer to use gridlines to help you to position or draw your shapes precisely. To view gridlines click on the **Drawing Tools: Format** tab, then click on **Align**  in the **Arrange** group and select **View Gridlines**. Repeat this step to hide gridlines.

ARRANGING SHAPES



When you're working with multiple shapes and objects on a slide, often you'll find that some objects overlap or hide other objects. For example, a particular object sits in

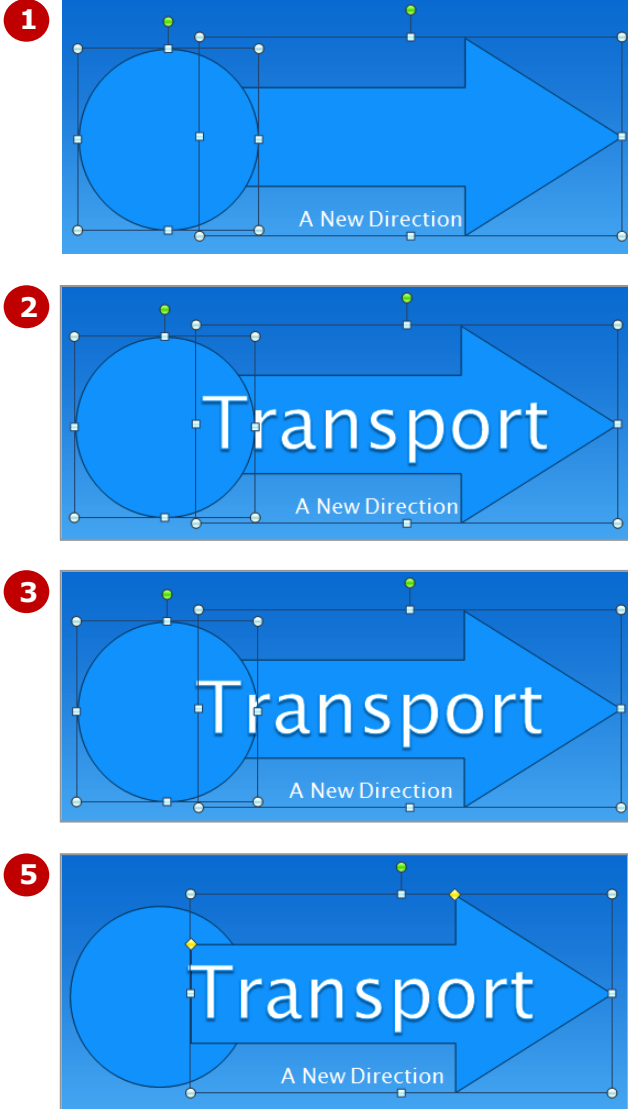
front of another object, but you want it to sit behind. In PowerPoint you can **arrange** shapes in such a way as to bring shapes in front of or behind other shapes.

Try This Yourself:

Same
File



Continue using the previous file with this exercise, or open the file *P811 Shapes_5.pptx...*

- 1** Navigate to and display slide **1** in the **Slides** window, click on the arrow, then press **Shift** and click on the circle to select both shapes
- 2** Click on the **Drawing Tools: Format** tab, then click on the bottom half of **Send Backward**  and select **Send to Back**
Both shapes will be sent behind all other objects...
- 3** Use the arrow keys as required to position the shapes as shown
We want the arrow to sit in front of the circle...
- 4** Click away from the shapes to deselect the shapes, then click on the arrow to select it
- 5** Click on the top half of **Bring Forward**  in the **Arrange** group to bring the arrow in front of the circle



For Your Reference...

To **arrange shapes**:

1. Select the shape/s to be arranged
2. Click on the **Drawing Tools: Format** tab, then click on the top half of **Send Backward**  or **Bring Forward**  in the **Arrange** group and select an option

Handy to Know...

- When arranging objects, you are actually **layering** objects on top of one another. When you send an object to the back or front, it sits behind or in front of all other objects, that is, will be the bottom or top layer. To send backward or bring forward will send an object behind or forward one layer.

COMBINING SHAPES

New to PowerPoint 2010 is the ability to combine two or more existing shapes to create a new custom shape. The **Combine Shapes** tool must be added to the **Quick Access toolbar** before you can use it, as

this tool does not appear on the Ribbon by default. The **Combine Shapes** tool allows you to combine shapes in various ways to create different effects and results.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *P811 Shapes_6.pptx...*

- 1 Click on **More** in the **Quick Access toolbar** and select **More Commands**

You will add the Combine Shapes tool to the Quick Access toolbar...

- 2 Click on the drop arrow for **Choose commands from** and select **Commands Not in the Ribbon**

- 3 Scroll down to and click on **Combine Shapes**, then click on **[Add]** to add this command to the **QAT**, then click on **[OK]**

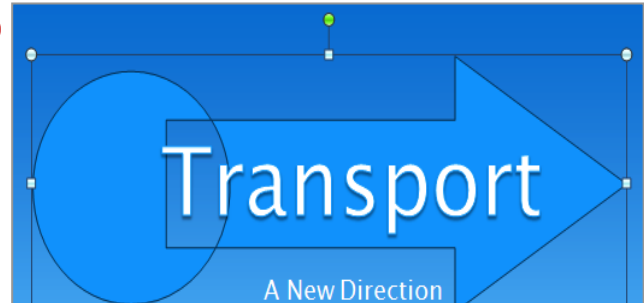
- 4 Navigate to and display slide **1** in the **Slides** window, click on the circle, press **[Shift]** and click on the arrow to select both shapes

- 5 Click on **Combine Shapes** in the **QAT** and select **Shape Combine**

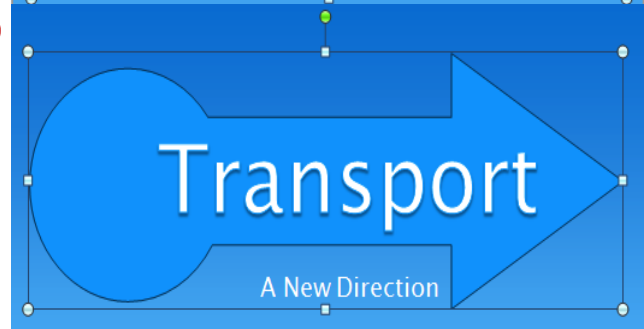
This has created an interesting effect, but not exactly what we're after...

- 6 Press **[Ctrl] + [Z]** to undo the command, then click on **Combine Shapes** in the **QAT** and select **Shape Union**
The two shapes will be combined into a single shape

5



6



For Your Reference...

To **combine shapes**:

1. Add **Combine Shapes** to the **Quick Access toolbar** if required
2. Select the shapes to be combined
3. Click on **Combine Shapes** in the **QAT** and select an option

Handy to Know...

- The **Combine Shapes** tool also includes **Shape Intersect** and **Shape Subtract**. **Shape Intersect** will remove all parts of the shape except the area where two or more objects overlap. **Shape Subtract** will crop or cut holes in the shape in the form of the overlapping object/s.




FORMATTING SHAPES

When you draw shapes, they will be formatted in line with the applied theme. **Formatting** includes applied colours, fonts and effects. If you're not entirely satisfied with the default formatting, you can apply

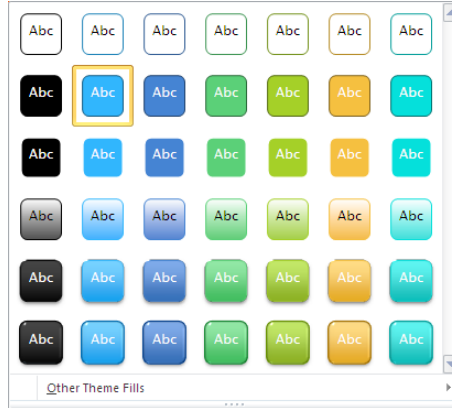
a **shape style** to the shape. Each shape style is preformatted and consists of a particular colour set, font and font size, borders and shading, as well as effects, such as gradient fills.

Try This Yourself:

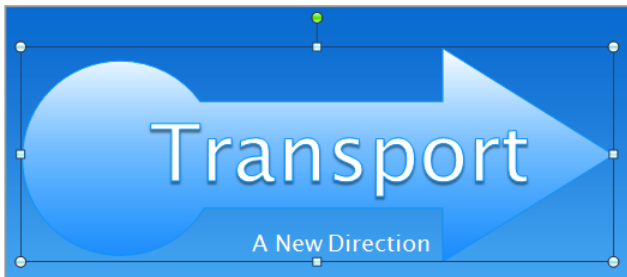
Same
File

- 1 Navigate to and display slide **1** in the **Slides** window, then double-click on the arrow
You will notice that the Drawing Tools: Format tab is displayed when you double-click on the shape...
- 2 Click on **More**  in the **Shape Styles** group to display the **Shape Styles** gallery
Here you can select from a range of preformatted shape styles...
- 3 Point to the various shape styles to see them applied temporarily to the shape in **Live Preview**
- 4 Click on **Subtle Effect – Blue, Accent 1** to apply this shape style to the shape
Now we'll position the shape...
- 5 With the shape selected, use  and  to move the shape into position, as shown

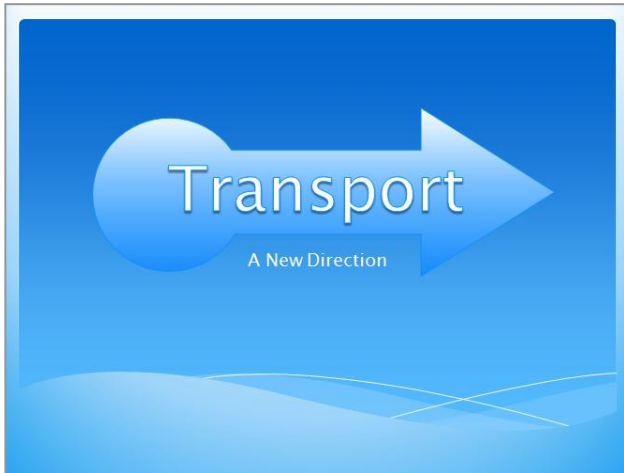
2



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For Your Reference...

To **format shapes**:

1. Select the shape/s, then click on the **Drawing Tools: Format** tab
2. Click on **More**  in the **Shape Styles** group and select a shape style

Handy to Know...

- Once you've applied a shape style, you can then alter individual elements of the style if required, including the colours, fonts and effects. To do this, select the shape, then use the **Shape Fill**, **Shape Outline** and **Shape Effects** tools in the **Shape Styles** group to customise the shape style.

COPYING SHAPES







Where you're using the same shape repeatedly, it is much easier (and more precise!) to **copy** the existing shape instead of redrawing it each time. Copying shapes works the same way as copying

other objects. When you copy a shape it is placed onto the **clipboard**, ready for you to **paste** onto the slide. Here you will draw a rectangle and then copy it several times in preparation for a drawing.

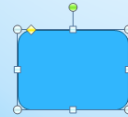
Try This Yourself:

Same
File

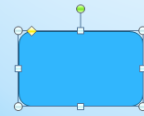
Continue using the previous file with this exercise, or open the file P811 Shapes_8.pptx...

- 1** Navigate to and display slide **6 – Freight** – in the **Slides** window
- 2** Click on the **Insert** tab, then click on **Shapes**  to display the **Shapes** gallery and click on **Rounded Rectangle**  under **Basic Shapes**
- 3** Click and drag on the slide to create a small rounded rectangle, as shown
We'll now adjust the size...
- 4** Click on the **Drawing Tools: Format** tab, then click on the  for **Height** in the **Size** group until the height is **2.5 cm**
- 5** Click on the  for **Width** in the **Size** group until the width is **4 cm**
- 6** With the rectangle selected, click on the **Home** tab, then click on **Copy**  in the **Clipboard** group to copy the rectangle onto the clipboard
We'll now paste the rectangle onto the slide...
- 7** Click on the top half of **Paste**  in the **Clipboard** group to paste a copy of the rectangle onto the slide
- 8** Repeat the above step **3** times to paste three more rectangles onto the slide

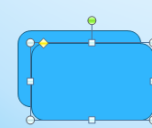
- 3**
 - * Ionic transport depots
 - * Thermal management systems
 - * Logistics engineering



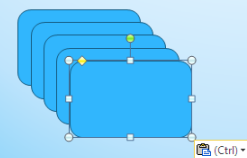
- 5**
 - * Ionic transport depots
 - * Thermal management systems
 - * Logistics engineering



- 7**
 - * Ionic transport depots
 - * Thermal management systems
 - * Logistics engineering





- 8**
 - * Ionic transport depots
 - * Thermal management systems
 - * Logistics engineering




For Your Reference...

To **copy shapes**:

1. Select the shape to be copied
2. Click on the **Home** tab, then click on **Copy**  in the **Clipboard** group
3. Click on the top half of **Paste**  in the **Clipboard** group

Handy to Know...

- As well as **copying** and **pasting** shapes to copy existing shapes, you can also **duplicate** shapes. To do this, select the shape, click on the **Home** tab, then click on the drop arrow for **Copy**  and select **Duplicate**. The shape will be copied without having to paste it.

ALIGNING SHAPES




When you're working with multiple shapes and objects, often you'll want to arrange objects so that they are aligned with other objects. **Aligning** objects means that objects line up with each other on the

slide, which improves the overall layout of the slide. An audience will respond better to a slide where objects are aligned than they will to the random placement of shapes.

Try This Yourself:

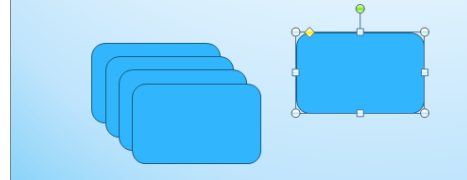
Same File

Continue using the previous file with this exercise, or open the file P811 Shapes_9.pptx...

- 1** Navigate to and display slide **6** in the **Slides** window
- 2** Click on the top rectangle to select it, then drag it into position, as shown
- 3** Repeat step **2** to position the remaining rectangles, as shown
- 4** Click on the first rectangle to select it, press and hold **Shift** and click on each rectangle to select all five rectangles
- 5** Click on the **Drawing Tools: Format** tab, then click on **Align**  in the **Arrange** group and select **Distribute Horizontally**
All shapes will now be distributed evenly, meaning equal space on the right and/or left sides of the shapes...
- 6** Deselect all shapes, then repeat step **4** to select the three top shapes
- 7** Click on **Align**  in the **Arrange** group and select **Align Top**
The selected shapes will be aligned with the top of the highest shape. You could have also used Align Bottom or Align Middle for this selection...
- 8** Repeat step **6** to select the two lower shapes, then click on **Align**  in the **Arrange** group and select **Align Bottom**

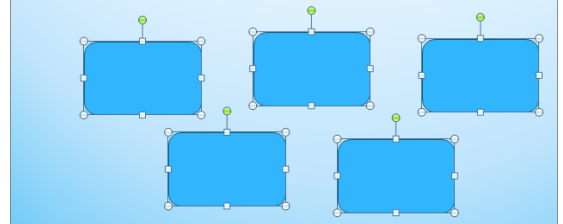
2

* Logistics engineering



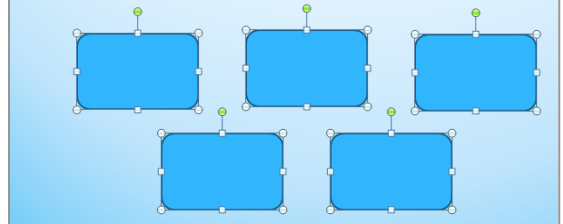
3

* Logistics engineering



5

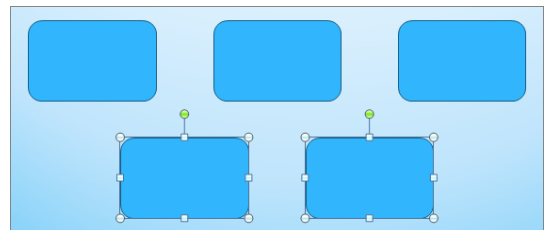
* Logistics engineering



7




8



For Your Reference...

To **align shapes**:

1. Select the shapes to align
2. Click on the **Drawing Tools: Format** tab, click on **Align**  in the **Arrange** group and select an alignment option

Handy to Know...

- You can align objects with other objects or with the slide. In this exercise we aligned objects with each other. But you can also align one or more objects with the slide by selecting the object/s, then clicking on **Align** in the **Arrange** group (**Drawing Tools: Format** tab) and selecting **Align to Slide**.

INSERTING AND FORMATTING TEXT


Each shape also acts like a text box. This means that you can simply type in the shape if required. When you insert text, it will be preformatted in line with the applied theme or shape style. Text will also

be centred in the shape. Once inserted, text can be formatted like any other text. In this exercise you will label each rectangle and then format the text to make it larger.

Try This Yourself:

Same File

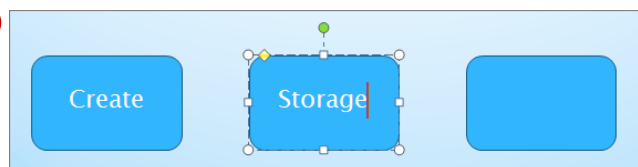
Continue using the previous file with this exercise, or open the file *P811 Shapes_9.pptx...*

- 1** Navigate to and display slide **6** in the **Slides** window if required
- 2** Click on the first rectangle to select it, then type **Create**
- 3** Click on the next rectangle (to the right) and type **Storage**
- 4** Repeat the above steps to type the following text into the remaining three rectangles:
Ship
Market
Review
- 5** Click on the first rectangle, then press and hold **Shift** and click on the remaining four rectangles to select all five rectangles
Now we'll format the text...
- 6** Click on the **Home** tab, then click on the drop arrow  for **Font Size** and select **24** to increase the text size
- 7** Deselect all shapes and then save the presentation

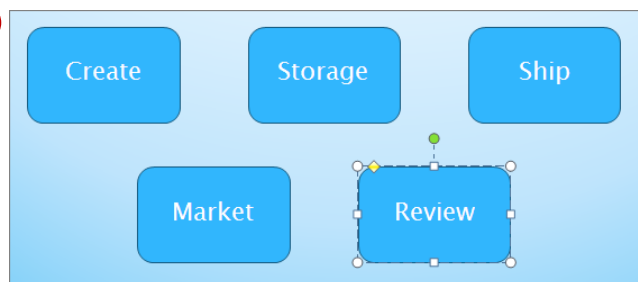
2



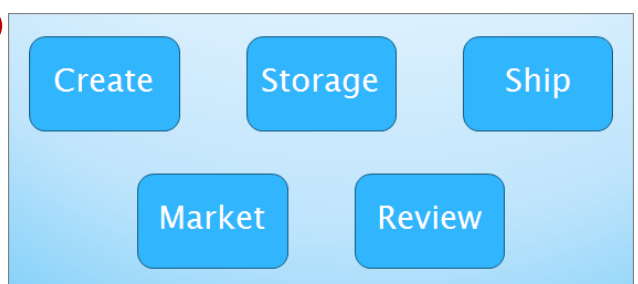
3



4



7



For Your Reference...

To **insert** and **format text**:

1. Select the shape and type the required text
2. Apply formatting using the commands in the **Font** and **Paragraph** groups on the **Home** tab, and/or the commands in the **WordArt Styles** group on the **Format** tab

Handy to Know...

- You can use any of the formatting tools in the **Font** and **Paragraph** groups on the **Home** tab to format the text for a selected shape. You can also use the text formatting tools in the **WordArt Styles** group on the **Drawing Tools: Format** tab.

CONNECTING SHAPES





PowerPoint lets you connect shapes (or any object for that matter) with arrows and lines called **connectors**. Connecting shapes is particularly useful when depicting processes or steps. When you rearrange

connected shapes, the connectors remain attached and move with the shapes. This means that you don't need to select and move the lines as well as the shape.

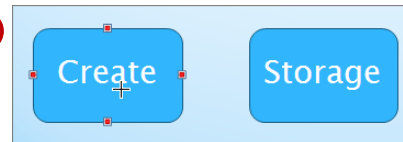
Try This Yourself:

Same File

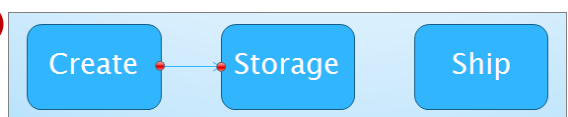
Continue using the previous file with this exercise, or open the file *P811 Shapes_10.pptx...*

- 1** Navigate to and display slide **6** in the **Slides** window if required
- 2** Click on the **Insert** tab, click on **Shapes**  in the **Illustrations** group, then click on **Arrow**  under **Lines** and hover over the first rectangle
You'll notice that four red connector points appear around the shape...
- 3** Move the pointer to the right connector point, then click and drag to the next rectangle
- 4** When the pointer is over the left connector of the second rectangle, release the mouse button
- 5** Repeat steps **2** to **4** to connect the second rectangle to the third rectangle
We'll add an elbow connector...
- 6** Click on **Shapes**  in the **Illustrations** group and click on **Elbow Arrow Connector** , then hover over the third rectangle, click on the bottom connector point and drag to the right connector point in the lower rectangle
- 7** Repeat steps **2** to **4** to draw a connector from the **Review** rectangle to the **Market** rectangle

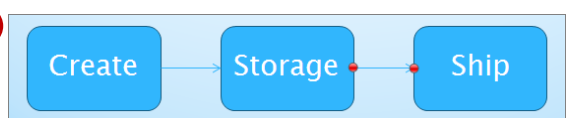
2



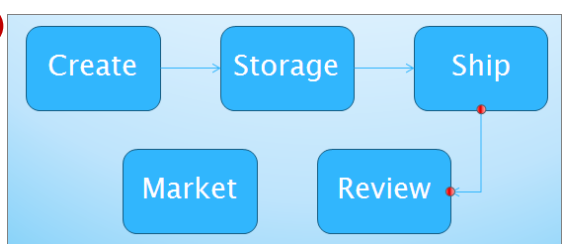
4



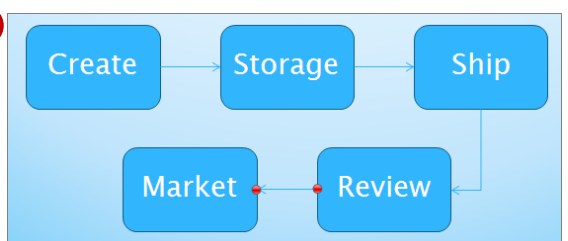
5



6




7




For Your Reference...

To **connect shapes**:

1. Click on **Shapes**  and select **Line**, **Arrow**, **Double Arrow** or one of the **Connectors**
2. Hover over the shape, click on a connector point and drag to the required connector point of the connecting shape

Handy to Know...

- To reroute a connector, click on the line or arrow, then click on and drag the red dot that appears at either end of the connector to the new location.
- To delete a connector, click on the line or arrow to select it, then press .

GROUPING SHAPES




When working with multiple shapes, such as where you have drawn a number of individual objects to make up a single diagram, you may find it easier to **group** the shapes. Grouped shapes act as a single

object and as such, can be moved, aligned and formatted as a single object. Here you will group various shapes and then format the grouped object.

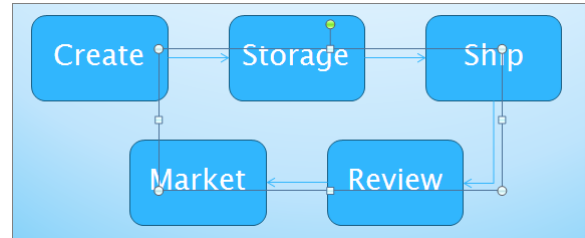
Try This Yourself:

Same File

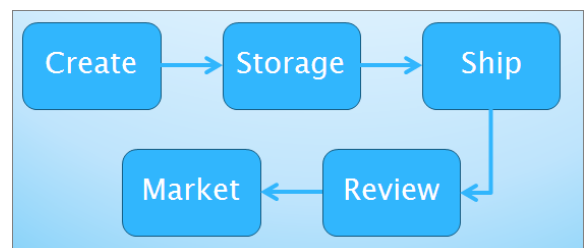
Continue using the previous file with this exercise, or open the file *P811 Shapes_11.pptx...*

- 1** Navigate to and display slide **6** in the **Slides** window
- 2** Click on the first connector, press and hold **Shift** and click on the remaining three connectors to select all four connectors
We'll group and then format the lines...
- 3** Click on the **Drawing Tools: Format** tab, then click on **Group**  in the **Arrange** group and select **Group** to group the lines
We'll group and then format the rectangles...
- 4** With the group selected, click on **Shape Outline**  in the **Shape Styles** group, select **Weight**, then select **3 pt**, then deselect the group
We'll group and then format the rectangles...
- 5** Repeat steps **2** and **3** to select and group five rectangles
- 6** Click on **More**  in the **Shape Styles** group and click on **Moderate Effect - Blue, Accent 1** to apply this shape style to the group, then click on **Align** and select **Align Centre**
As the connectors move with the shapes, they don't need to be selected prior to re-aligning the grouped rectangles

3



4




6




For Your Reference...

To **group shapes**:

1. Select the shapes and objects to group
2. Click on the **Drawing Tools: Format** tab, then click on **Group**  in the **Arrange** group and select **Group**

Handy to Know...

- To separate grouped objects, select the grouped object, click on the **Drawing Tools: Format** tab, then click on **Group**  in the **Arrange** group and select **Ungroup**.
- To edit individual objects within a grouped object, select the grouped object, then click on the individual object and edit as required.






ROTATING SHAPES

As with other objects, you can **rotate** a shape to a certain degree from its current axis. For example, you can rotate a shape to 45° from its current position. Shapes can be rotated in any direction. You can

freely **rotate** a shape by dragging the green rotate handle that appears for a selected shape, or you can specify the position to rotate to by using the **Rotate** tool.

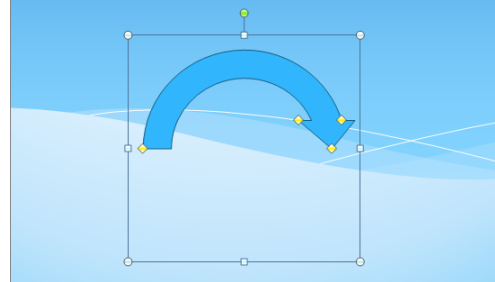
Try This Yourself:

Same File

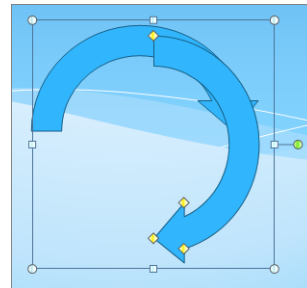
- 1** Continue using the previous file with this exercise, or open the file *P811 Shapes_12.pptx...*
- 1** Navigate to and display slide **8** in the **Slides** window, then click on the **Insert** tab, click on **Shapes**  to display the **Shapes** gallery, then click on **Circular Arrow**  under **Block Arrows**
- 2** Click and drag on the slide to draw the circular arrow, as shown
Don't worry too much about the size...
- 3** Click on the **Home** tab, then click on the drop arrow for **Copy**  and select **Duplicate**
We'll rotate the copied shape...
- 4** Click on the **Drawing Tools: Format** tab, then click on **Rotate**  in the **Arrange** group and select **Rotate Right 90°**
- 5** Repeat the step **5** to rotate the shape again
The object will now be rotated 180° from its original position...
- 6** Press  once to line up the shapes
- 7** Move the shapes into position, as shown, then save and close the presentation

2

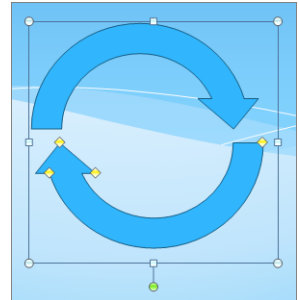
Renewable Solutions



4



5



4


5




7

For Your Reference...

To **rotate shapes**:

1. Select the shape
2. Click on the **Drawing Tools: Format** tab, then click on **Rotate**  in the **Arrange** group and select a rotation option

Handy to Know...

- You can freely rotate selected objects. To do this, click on the **green rotate handle**  that appears above the selected shape, then drag the handle to the right or left to rotate.
- If you make a mistake while drawing shapes, press **Ctrl** + **Z** to undo the change, or select the shape and press **Del**.

CONCLUDING REMARKS

Congratulations!

You have now completed the **Shapes** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as outlined in the task list on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**