Lesson 8 Shapes and Drawings

In the lesson we will learn how to draw shapes an other images.

Draw Shapes

Shapes are simple geometric objects that are pre-created by PowerPoint and can be modified. A shape can contain text or can appear without it. It can be filled with colour, and the outline of the shape can be given a different c**olour.**

Inserting a Shape

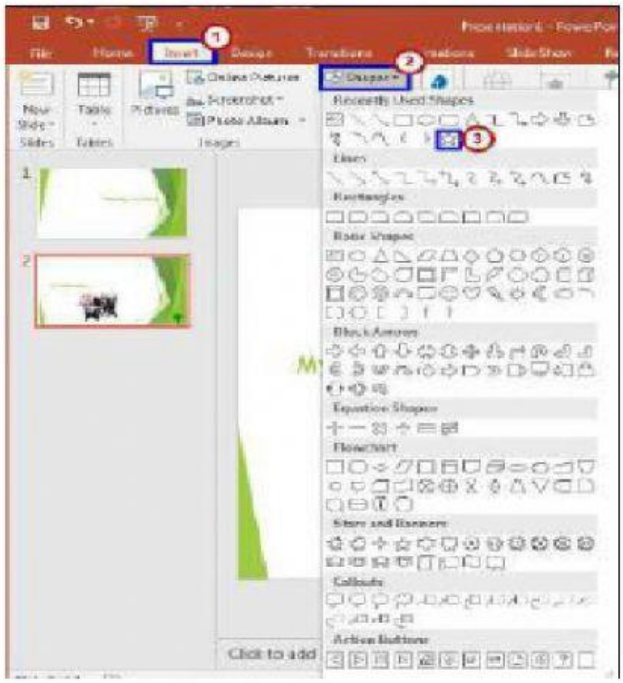
1. *Select* the **Insert** Tab.

2. *Click* **Shapes** .

3. Select the *shape* you wish to d**r**aw.

4. Your *cursor* becomes a **small black plus**.

5. In the **Slide Pane**, point the *crosshair mouse pointer* to the upper left corner, the area where you want right to create the shape. **1**



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Altering a Shape

1. You can now move your shape if necessary by *clicking* on the **object**, holding *down* the *left mouse* button, and dragging it to another location. **2**
2. You may also alter the look of your shape by se*l*ecting the shape and clicking the **Format** tab.2
3. In the *Shape Styles* group, scroll through **additional styles** an *click* on the *desired style* to **apply** it to the **shape**. **2**



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Questions

1. **How do you Inert a Shape.?**

2. Describe how to alter a shape?

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