














Shapes

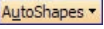
Inserting a Shape or Line

1. Click the **Line** , **Arrow** , **Rectangle** , or **Oval**  button on the **Drawing** toolbar.
 2. Click and drag in the slide to create the shape or line.
- Note: To create a square, click the **Rectangle**  button, hold the **Shift** key, and click and drag in the slide. To create a circle, click the **Oval**  button, hold the **Shift** key, and click and drag in the slide.*

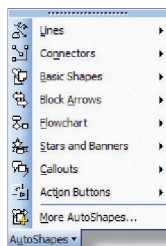
Editing a Shape or Line

1. Select the shape or line you want to edit.
2. Do any of the following:
 - To add a fill color to the shape, click the arrow on the **Fill Color**  button on the **Drawing** toolbar and select a fill color from the resulting color palette. To apply a color that is not listed, select **More Fill Colors**, select a color, and click the **OK** button.
 - To add a color to the line or the line around a shape, click the arrow on the **Line Color**  button on the **Drawing** toolbar and select a line color from the resulting color palette. To apply a color that is not listed, select **More Line Colors**, select a color, and click the **OK** button.
 - To change the weight or style of the line or the line around the shape, click the **Line Style**  button on the **Drawing** toolbar and select a line weight or style from the resulting menu.
 - To change the dash style of the line or the line around the shape, click the **Dash Style**  button on the **Drawing** toolbar and select a dash style from the resulting menu.
 - To add an arrow to the line, click the **Arrow Style**  button on the **Drawing** toolbar and select an arrow option from the resulting menu.
3. *Optional:* To change additional line or shape options, double-click the line or shape. Make selections in the **Format AutoShape** dialog box and click the **OK** button when you are finished.

Inserting an AutoShape



1. Click the **AutoShapes**  button on the **Drawing** toolbar.
2. Select an **AutoShape** category.
3. Select a shape from the resulting menu.
4. Click and drag in the slide to create the shape.

*Note: To add text to an AutoShape, right-click the shape, and select **Add Text** from the shortcut menu.*




Working with Objects

Grouping Objects


1. Select the objects you want to group.
 2. Click the **Draw**  button on the **Drawing** toolbar.
 3. Select **Group** from the resulting menu.
- Note: To ungroup objects, select the group. Click the **Draw**  button on the **Drawing** toolbar, and select **Ungroup** from the resulting menu.*

Aligning Objects



1. Select the objects you want to align.
2. Click the **Draw**  button on the **Drawing** toolbar.
3. Select **Align** or **Distribute**.
4. Select an alignment option from the resulting menu.

Stacking Objects

You can adjust the order of layered objects in a slide.





1. Select the object or objects you want change the order for.
2. Click the **Draw**  button on the **Drawing** toolbar.
3. Select **Order**.
4. Do one of the following:
 - To bring the object or objects all the way to the front, select **Bring to Front** from the resulting menu.
 - To send the object or objects all the way to the back, select **Send to Back** from the resulting menu.
 - To bring the object or objects one layer forward, select **Bring Forward** from the resulting menu.
 - To send the object or objects one layer backward, select **Send Backward** from the resulting menu.



Rotating and Flipping Objects

1. Select the object you want to rotate.
2. Click the **Draw**  button on the **Drawing** toolbar.
3. Select **Rotate** or **Flip**.
4. Select **Free Rotate**, **Rotate Left 90°**, **Rotate Right 90°**, **Flip Horizontal**, or **Flip Vertical** from the resulting menu. (If you select **Free Rotate**, click and drag any green **Rotating** handle to rotate the object to the angle you want. To turn free rotate off, click the **Draw**  button on the **Drawing** toolbar, select **Rotate** or **Flip**, and select **Free Rotate** from the resulting menu.)


*Note: To manually rotate an object, click the object to select it, and click and drag the green **Rotating** handle.*

Adding Shadows or 3-D Effects

1. Select the object you want to add a shadow or 3-D effects to.
2. Do one of the following:
 - To add a shadow, click the **Shadow Style**  button on the **Drawing** toolbar and select a shadow from the resulting menu.
 - To add a 3-D effect, click the **3-D Style**  button on the **Drawing** toolbar and select a 3-D effect from the resulting menu.
3. *Optional:* To remove a shadow or 3-D effect from the selected shape, click the **Shadow Style**  or **3-D Style**  button on the **Drawing** toolbar and select **No Shadow** or **No 3-D** from the resulting menu.

*Note: For additional shadow or 3-D options, display the **Shadow Settings** or **3-D Settings** toolbar. Click the **Shadow Style**  or **3-D Style**  button on the **Drawing** toolbar and select **Shadow Settings** or **3-D Settings** from the resulting menu.*

Nudging Objects

1. Select the object or objects you want to move by 1 pixel.
 2. Click the **Draw**  button on the **Drawing** toolbar.
 3. Select **Nudge**.
 4. Select a direction from the resulting menu.
- Note: You can also use the arrow keys to nudge an object.*