

5.4 Creating Shapes

At this point we enter the hands-on section of this book where brown text indicates steps to complete in PowerPoint. Working through all the hands-on components in this and following chapters will give you practical experience needed for restructuring your own materials later. We'll start by making a few basic shapes, and then proceed into more complexity.

1. Open PowerPoint. An initial white slide with placeholders appears.
2. On the **Home** tab, click **Layout**, and then click the **Blank** option to remove the placeholders.
3. On the **Insert** tab (Figure 5.12), click **Shapes**. In the list of available shapes that appears (Figure 5.13), click the **Rounded Rectangle** option on either the top or third row (pausing the mouse pointer on the options reveals their names). After clicking **Rounded Rectangle**, the pointer changes to a "+" sign. At this point you can click and drag anywhere on the slide pane to create the shape (Figure 5.14). Release the mouse to complete.
4. Experiment with creating other shapes on this slide.

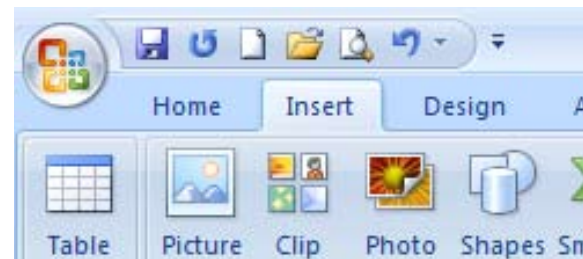


Figure 5.12

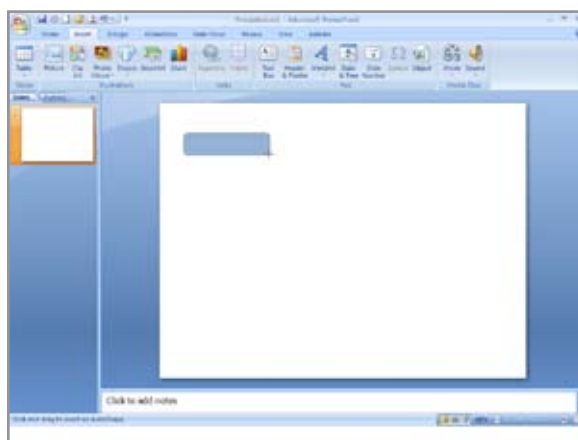


Figure 5.14

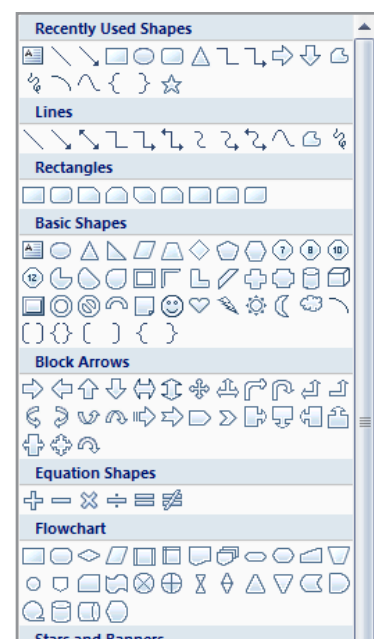


Figure 5.13

5.5 Selecting Shapes

After a shape is placed on the slide pane, it is relatively independent of other objects on the slide, and of the slide pane itself, almost as if occupying its own layer. As a result, you can easily make many changes to individual shapes, or groups of shapes, such as modifying their size and appearance. However, to change a shape, you must first *select it* (make it active). One way to select a shape is simply to click it.

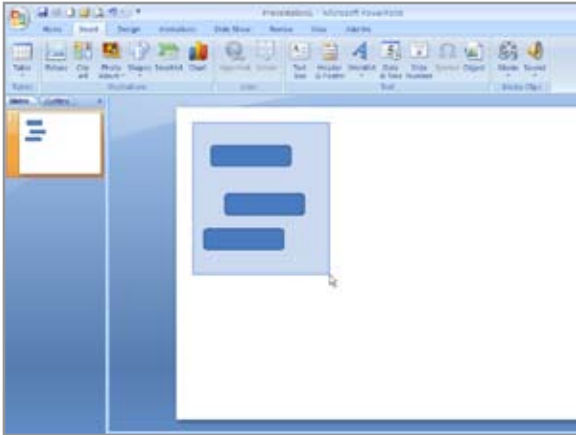


Figure 5.16

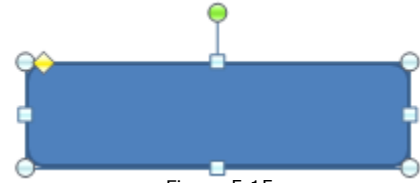


Figure 5.15

When selected, a shape has small white circles at its corners, and squares at the midpoints of its sides (Figure 5.15). These circles and squares are called *sizing handles* and allow size adjustment. Another way to select one or more shapes is to click the slide pane away from shapes and, with the left mouse button held down, drag. A semitransparent blue *selection net* forms as a result (Figure 5.16). Any shape (or shapes) fully enclosed by this net are selected. Practice selecting shapes using the following procedures. Also note that clicking the slide pane anywhere outside shape boundaries deselects all selected shapes.

1. Select a single shape by clicking it. Notice the small white circles and squares that appear around its border.
2. To select multiple shapes, hold down either the **Shift** or **Ctrl** key while clicking the desired shapes.
3. Multiple selections are even easier by forming a selection net (Figure 5.16). Left click and drag somewhere on the slide pane to surround the desired shapes. Make sure you begin by clicking off to the side of (outside) a shape. Anything fully contained within the blue rectangle will be selected when you release the mouse button.

5.6 Moving Shapes

You can move shapes from one area of the slide pane to another by three different methods. Practice all of the following:

1. Click the shape and, with the left mouse button held down, drag it.
2. Click the shape to select it, and then press the keyboard **Arrow** keys.
3. Specify an exact target position on the slide. The method for doing so is not obvious by looking at the Ribbon and requires opening the **Size and Position** dialog box. Do either of the following:
 - a. Right-click the shape, and then click **Size and Position** on the shortcut menu.
 - b. Double-click the shape to display the **Drawing Tools Format** tab. On the far right side of this tab, locate the **Size** group. To the right side of this label, notice the tiny arrow. Clicking this arrow opens the **Size and Position** dialog box.

TIP

Holding down the **Ctrl** key while pressing an **Arrow** key moves the shape in smaller increments.

4. In the **Size and Position** dialog box, click the **Position** tab.
5. Type **.5** in the **Horizontal** box and **.5** in the **Vertical** box.
6. Click **Close** to close the dialog box. This action moves the shape to the upper left corner of the slide, a half inch from the top and left boundaries.

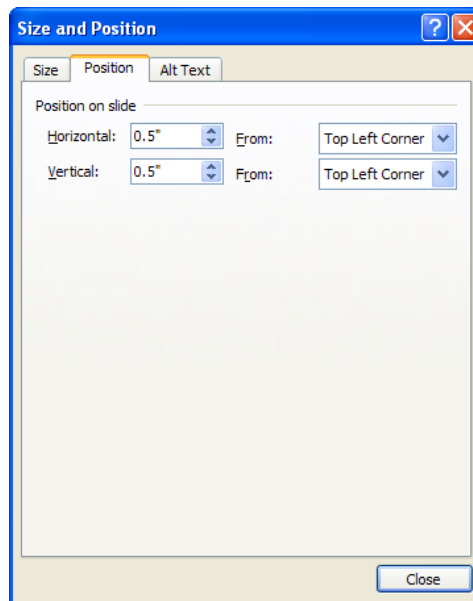


Figure 5.17

Resize shapes by “eyeballing” or being specific. Practice the following:

1. Select a shape; then click and drag one of its sizing handles (small white circles/squares). Dragging from a corner resizes both height and width simultaneously in any direction. Dragging from the top, bottom, or sides changes only one dimension at a time. Try making the shape approximately 0.5 inch tall and 2 inches wide.
2. Now double-click the shape to check its exact dimensions. Double-clicking displays the **Drawing Tools Format** tab. In the **Size** group (far right side), see the shape’s current height and width (Figure 5.18).
3. If your estimate was off, make the shape’s dimensions exactly **0.5** tall and **2** wide by entering those values here. You do not need to enter the inches symbol (“”). Simply entering the number automatically defaults the value to inches.
4. Alternatively, enter values in the **Size and Position** dialog box.



Figure 5.18

5.7 Resizing Shapes

TIP

Holding down the **Shift** key while dragging a corner sizing handle changes the shape’s height and width proportionally (constrained resizing). Holding down the **Ctrl** key while dragging a corner sizing handle changes all four directions proportionally.

TIP

When entering numbers into dialog boxes, there is no need to type unit symbols (for example, the inches symbol) along with numbers. PowerPoint assumes the typed numbers are in default units and enters those symbols for you automatically.