


Adding Objects to Slides

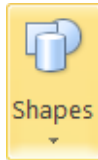
6

You are not limited to just using text and Layouts in your presentation. You can spice up your slides with other types of objects, like clip art, pictures, shapes, spreadsheets, charts and tables:

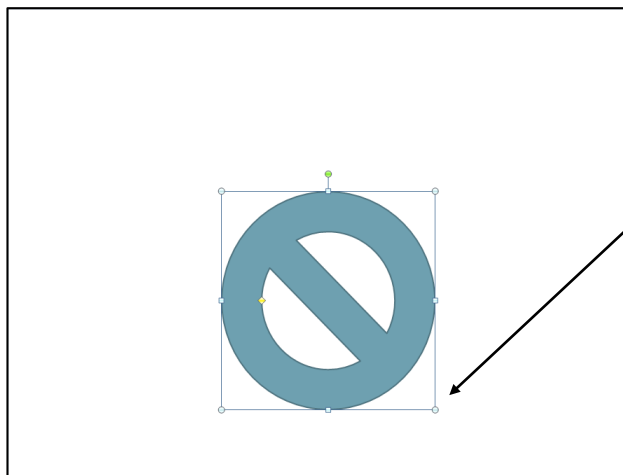
Adding Shapes to Slides


- Go to Slide 2 of your presentation
- Click on the **Home** Ribbon tab
- Create a new slide using the **Blank** Slide Layout: click on the bottom-half of **New Slide** in the **Slides** group and click on **Blank** from the list of new slide layouts.
- Click on the **Insert** Ribbon tab
- Click on **Shapes** in the **Illustrations** group
- Click on “**No**” Symbol  in the **Basic Shapes** section
- **Click-and-drag** a box on your blank slide. The “**No**” Symbol picture will appear:

Exercise
Adding Shapes to slides



Exercise
Resizing a Shape object



- **Resize** the shape by **clicking-and-dragging** the resize handles (the small circles on the edges and corners). You will see a **Resize** cursor appear: . Press the **[Shift]** key on your keyboard at the same time, to resize the object proportionally (to form a circle).

- Use the yellow diamond handle to change the inside diameter of the shape
- Use the green circle to rotate the object