



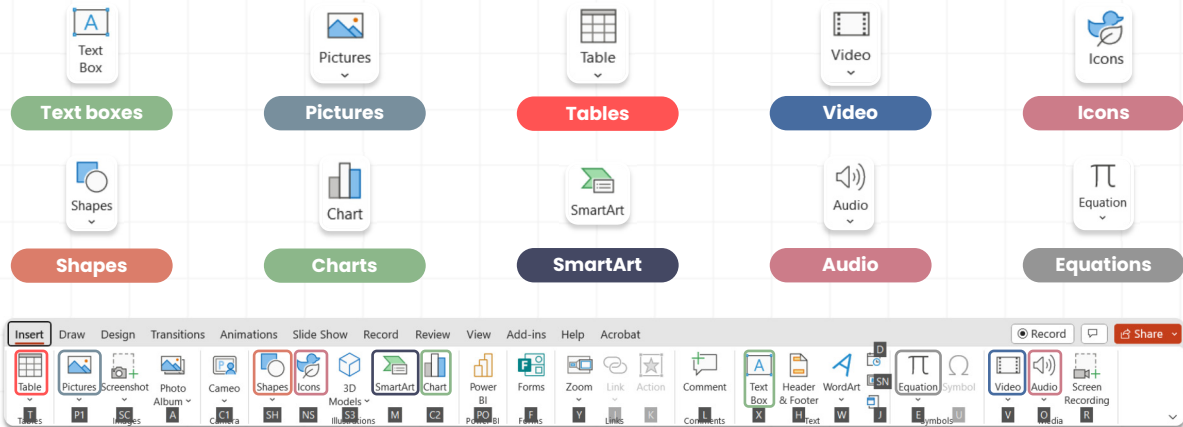
Working with Shapes

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Introduction to PowerPoint Objects

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Objects Available in PowerPoint



You can use objects to **enhance** your presentation and communicate your message more **effectively**



+



Shortcut to the Insert tab

Transforming Shapes and Other Objects

Transforming Objects



Scale

LARGE INCREMENTS



Increase Width

Shift + >

Decrease Width

Shift + <

Increase Height

Shift + ^

Decrease Height

Shift + v

SMALL INCREMENTS



Increase Width

Shift + ctrl + >

Decrease Width

Shift + ctrl + <

Increase Height

Shift + ctrl + ^

Decrease Height

Shift + ctrl + v

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Transforming Objects



Rotate

LARGE INCREMENTS



Clockwise



Counterclockwise

SMALL INCREMENTS



Clockwise



Counterclockwise

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Transforming Objects



Move

WITHOUT MOUSE



Small increments

WITH MOUSE



Straight axis movement

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Transforming Objects



Duplicate

WITHOUT MOUSE



Inconsistent Placement

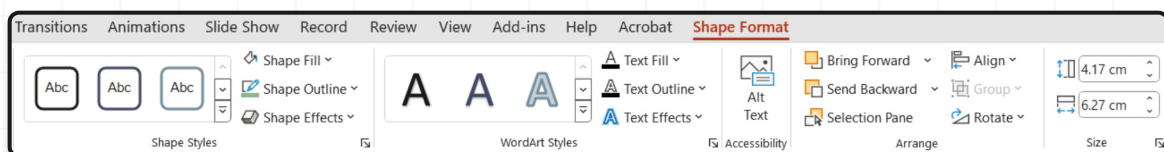
WITH MOUSE



Consistent Placement

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Basic Shapes and Formatting



Default formatting options PowerPoint provides

First, **create a shape**, and then a new tab will appear at the top of the ribbon called **'Shape Format'**

Using the formatting options in the **ribbon restricts** you to the default settings provided

Advanced Shapes and Formatting

'Formatting Options' panel on the right of the screen

3D Format

Shadow

Reflection

Click on the **diagonal arrow** to access formatting options
OR **right-click** on the shape and go to '**format shape**'

Shape Options - Adjust the effect levels

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Alignment and Rotate Tool

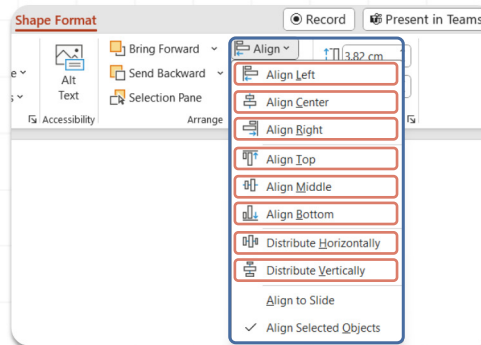
Align Tool

Arrange multiple objects on your slide according to their:

Edges

Centers

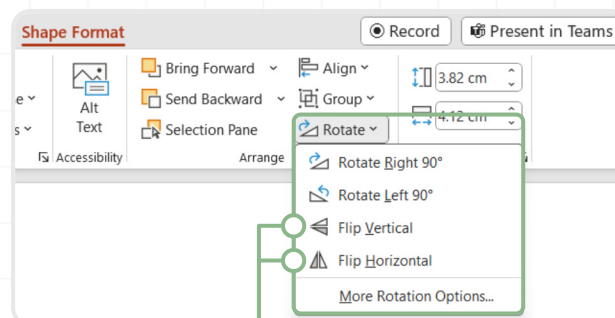
Margins



The result will depend on the **position of the primary object**, which is the **first object you selected**

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Rotate Tool



Mirror your objects or shapes

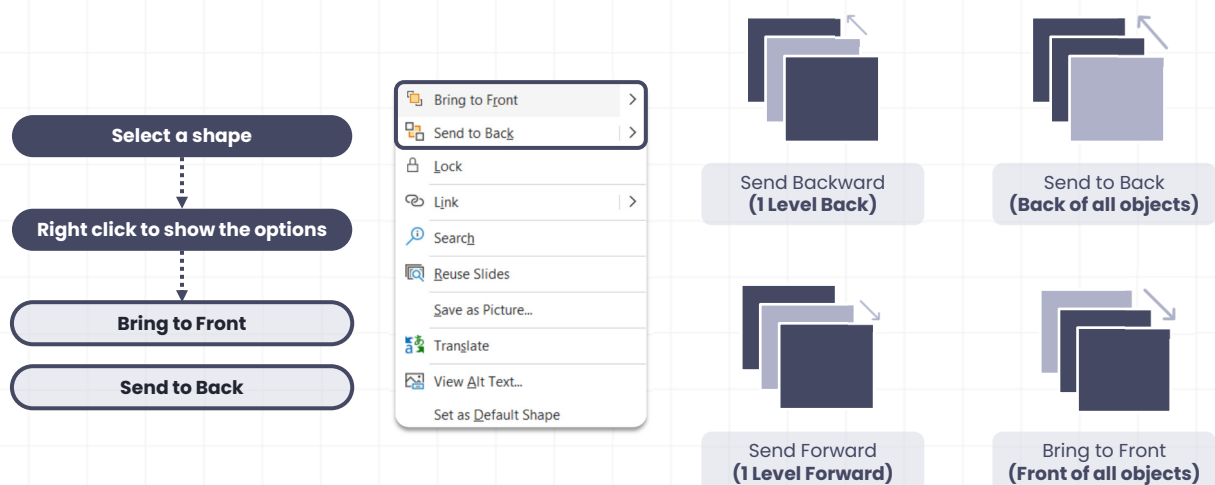
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Send Backwards/Forwards and Selection Pane

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Send Back / Forward

Change the **order** of overlapping objects on your slide

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Selection Pane

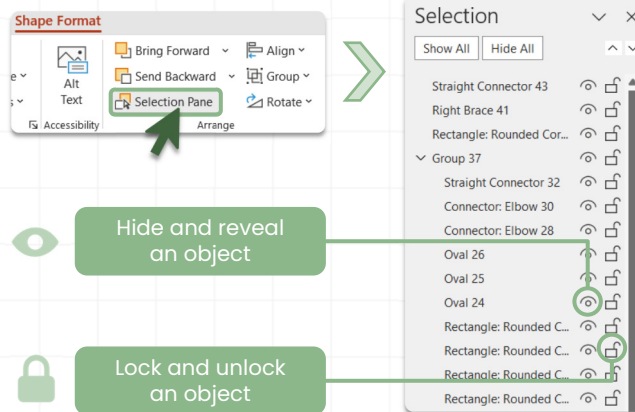
This feature that allows you to **view** and **manage all the objects on your slide**

Shapes

Pictures

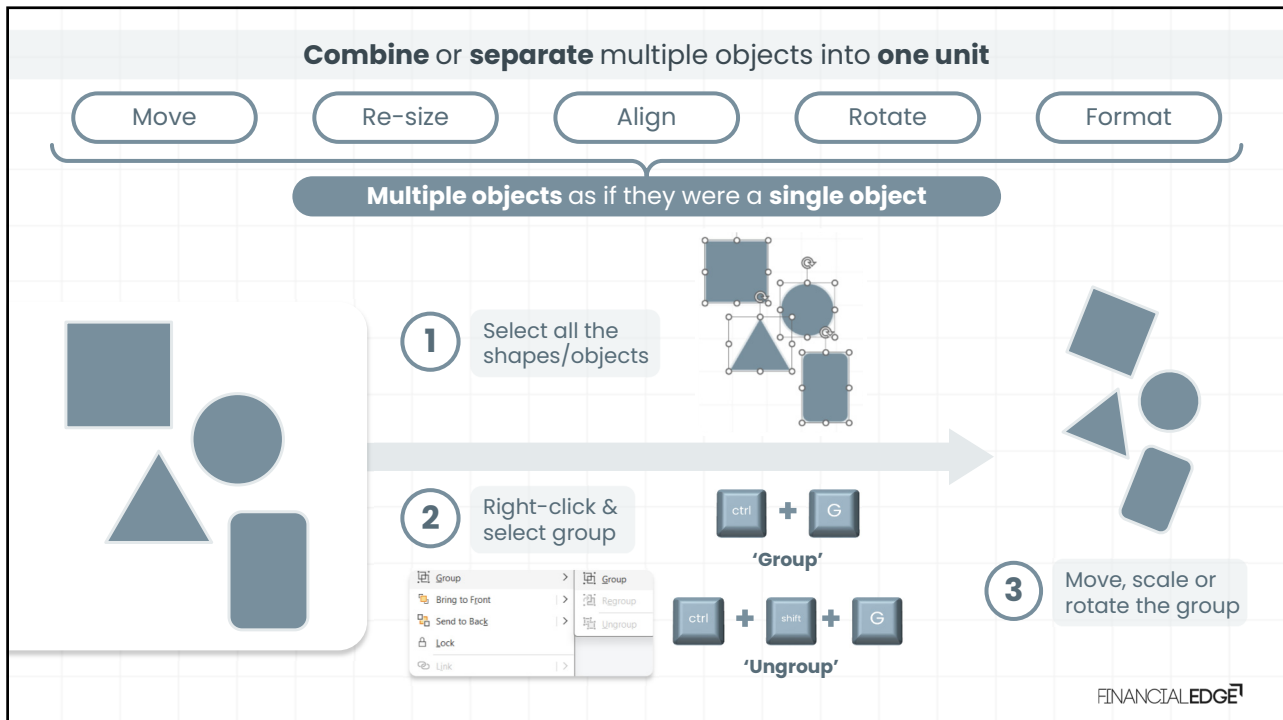
Text boxes

Placeholders

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Grouping and Ungrouping

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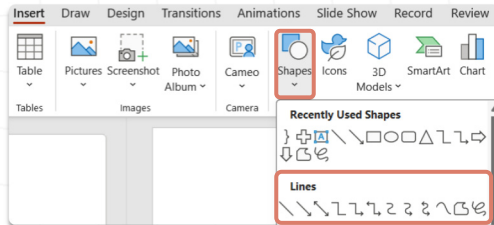
Lines and Connectors

Lines and connectors are two types of **shapes in PowerPoint** that **allow you to create:**

Diagrams

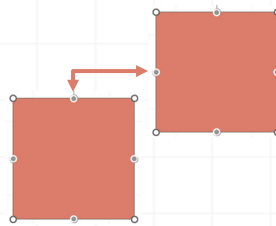
Charts

Flowcharts

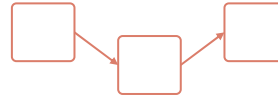


When you **click** on the **tool** for a **line** or **connector**

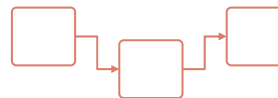
The target shape will reveal points (**grey circles**) where you can connect to



Line Arrow (Single)



Single Elbow Connector



Double Elbow Connector



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Edit Line or Connector using 'Format Options'

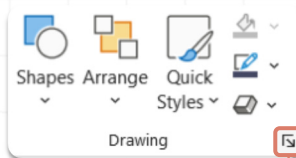
Here you can **change** the:

Line

Arrow

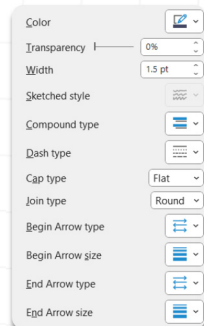
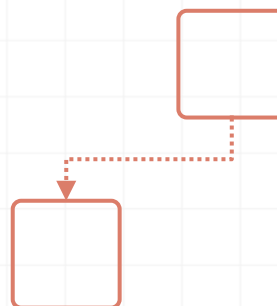
Type

Style



Click on the diagonal arrow in the drawing section

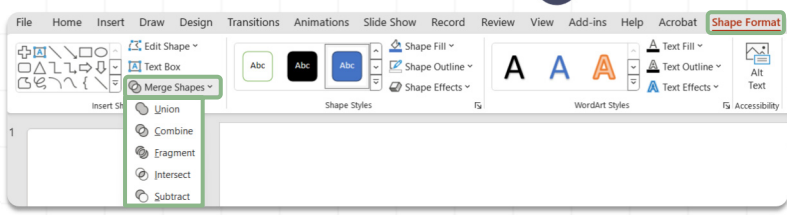
Right click on the line/connector and click 'Format Shape'



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Merging Shapes and Adding Points

Merge Shapes



The diagram illustrates the results of merging two overlapping circles using different options from the 'Merge Shapes' menu:

- Starting Shapes**: Two overlapping circles.
- Fragment**: The two circles are split into three separate pieces: two outer crescent shapes and one central lens-shaped piece.
- Union**: The two circles are merged into a single, larger shape that encompasses both original circles.
- Combine**: The two circles are merged into a single shape, but the overlapping area is removed, leaving two separate crescent shapes.
- Intersect**: Only the overlapping area (the lens shape) of the two circles is retained.
- Subtract**: The overlapping area is removed from both circles, leaving two separate crescent shapes.

The result will depend on the order and position of the selected shapes, as well as the option you choose

