

Adding Objects to Slides

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

Adding Shapes to slides

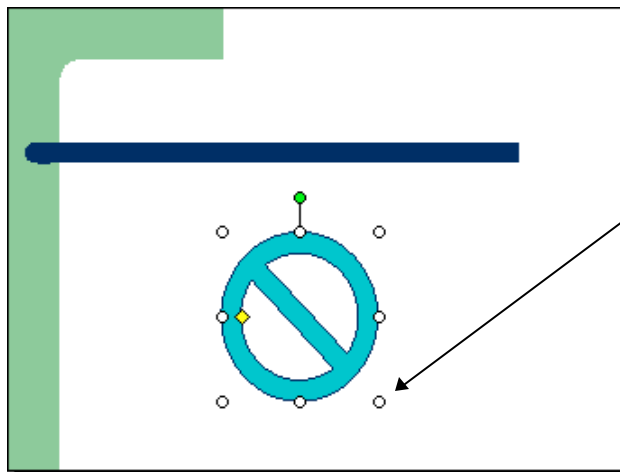
- If the **Drawing** toolbar is not available on the screen, toggle it on using the **View...Toolbars...Drawing** menu item




The **Drawing** toolbar offers you a range of ways to alter your objects, like changing its line, fill and font color and styles, adding shadows, rotating objects and making it into a 3D shape.

- Go to Slide 2 of your presentation
- Create a new slide using the **Blank** Slide Layout (click the **New Slide** button; click the **Blank** icon in the **Content Layouts** section; click the close button on the task pane)
- Select the **AutoShapes...Basic Shapes** menu item from the **Drawing** toolbar and select the “**No**” **Symbol**  from the menu list.
- **Click-and-drag** a box on your blank page. The “**No**” **Symbol** picture will appear:

Exercise
Adding AutoShapes to slides



- **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).

Exercise
Resizing an AutoShape object