

PowerPoint 2007

AutoShapes and Clip Art



The Ribbon

AutoShapes are available on the Ribbon on the Insert tab using the Shapes button. Select **Insert > Shapes** on the Ribbon (Figure 1, 1).

Process Summary

The Ribbon
 Adding AutoShapes
 Formatting AutoShapes
 Inserting Clip Art
 Resizing Clip Art

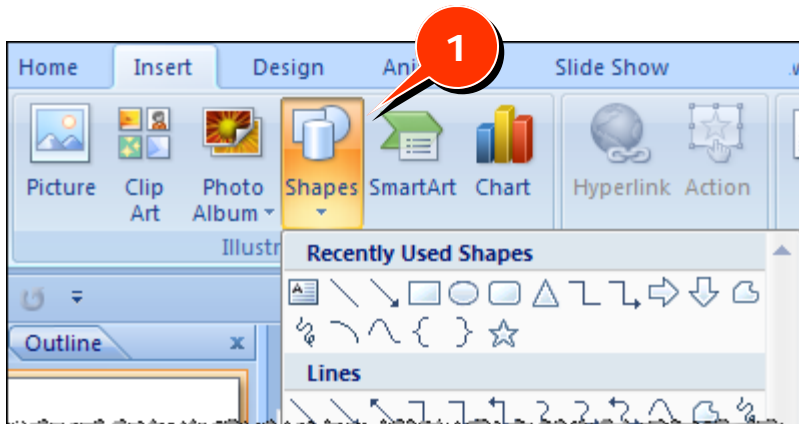


Figure 1

Adding AutoShapes

1. Left-click on the **Shapes** button on the **Insert** tab.
2. Left-click on the desired AutoShape to be inserted on the slide. *Your mouse pointer will change to a crosshair (Figure 2).*
3. Position the crosshair on the PowerPoint slide where the AutoShape is to be placed (Figure 2).
4. Left-click on the slide and **drag down and to the right** until the shape is the desired size (Figure 3).
5. **Release** the left mouse button.

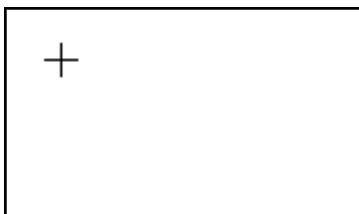


Figure 2

Mouse pointer as a cross hair

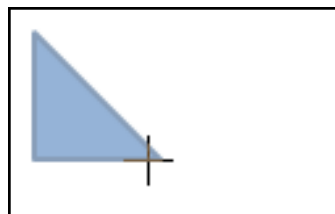


Figure 3

Click and drag on a diagonal to draw the AutoShape.



Formatting AutoShapes

You can change the fill color, line color, transparency and other qualities of an AutoShape.

1. Click on the AutoShape you wish to format. *Handles appear around the AutoShape, indicating that it has been selected (Figure 4, 1).*
2. Click the **Format** tab on the Ribbon.
3. Click the appropriate button to change the appearance of the AutoShape. In Figure 4, we have selected to change the **shape fill color** for the selected triangle to a light green color (Figure 5).

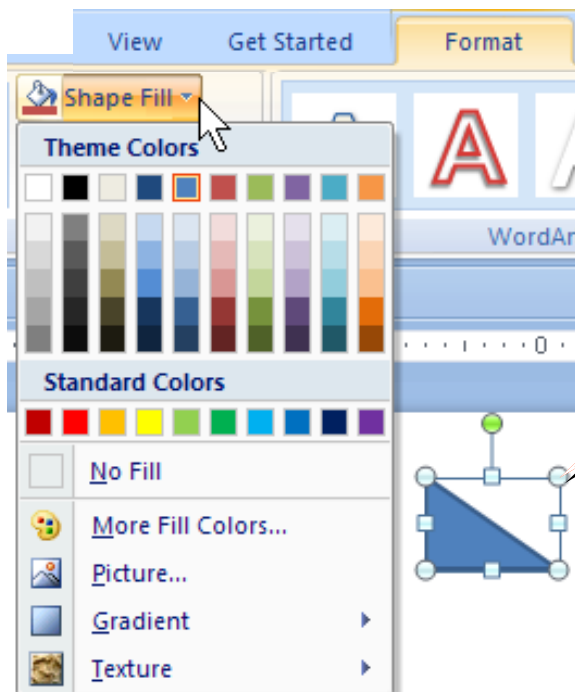


Figure 4

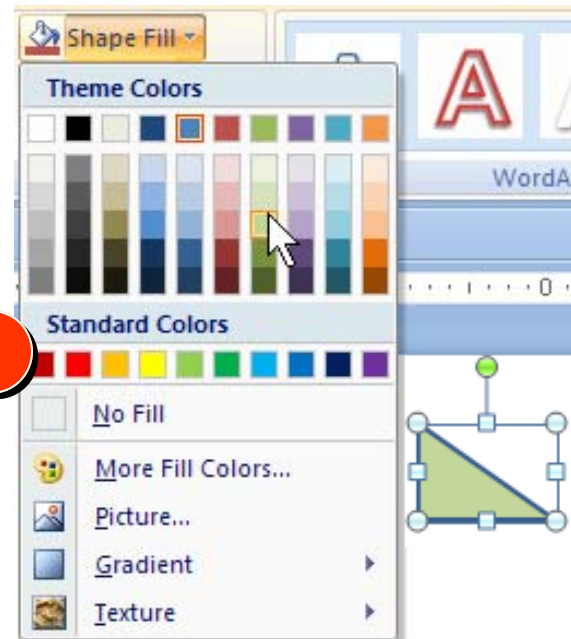


Figure 5

Resizing AutoShapes

You can change the size of an AutoShape by dragging the handles that appear around the shape when it is selected.

1. Click on the AutoShape you wish to format. *Handles appear around the AutoShape, indicating that it has been selected.*
2. **Click and drag a handle** to resize the AutoShape.

If you want the shape to be resized but REMAIN PROPORTIONAL, click and drag a corner handle while holding down the Shift key on the keyboard. Release the mouse and then the Shift key.

Inserting ClipArt Images

You can insert clip art images, sounds, photos and movies using the Clip Art icon on a Content placeholder.

1. Click the Insert tab.
2. **Click the Clip Art icon** (Figure 6, 1). *The Clip Art task pane appears on the right side of your PowerPoint screen.*
3. In the **Search for** box, type the name of the image you would like to locate in the Clip Art gallery. *In this example, (Figure 7) we have typed "clock".*

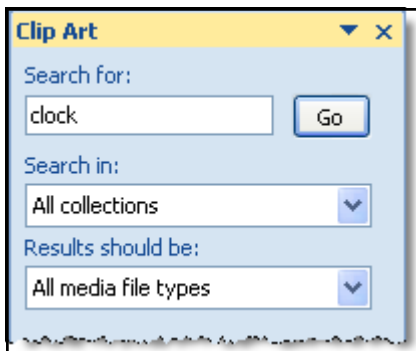


Figure 7



Figure 6

4. Click the **Go** button to start your search. *A variety of images appears in the Clip Art pane.*
5. Click the image you would like to insert. *The image is inserted into the PowerPoint slide (Figure 8).*

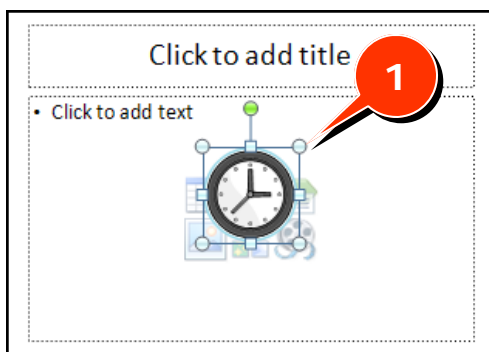


Figure 8

Resizing Clip Art

You can change the size of a Clip Art image by dragging the handles that appear around the image when it is selected.

1. Click on the Clip Art you wish to format. *Handles appear around the image, indicating that it has been selected (Figure 8, 1).*
2. **Click and drag a handle** to resize the Clip Art image.

★ If you want the image to be resized but REMAIN PROPORTIONAL, click and drag a corner handle while holding down the Shift key on the keyboard. Release the mouse and then the Shift key.