

ADDING SHAPES TO SLIDE IN POWERPOINT 2010

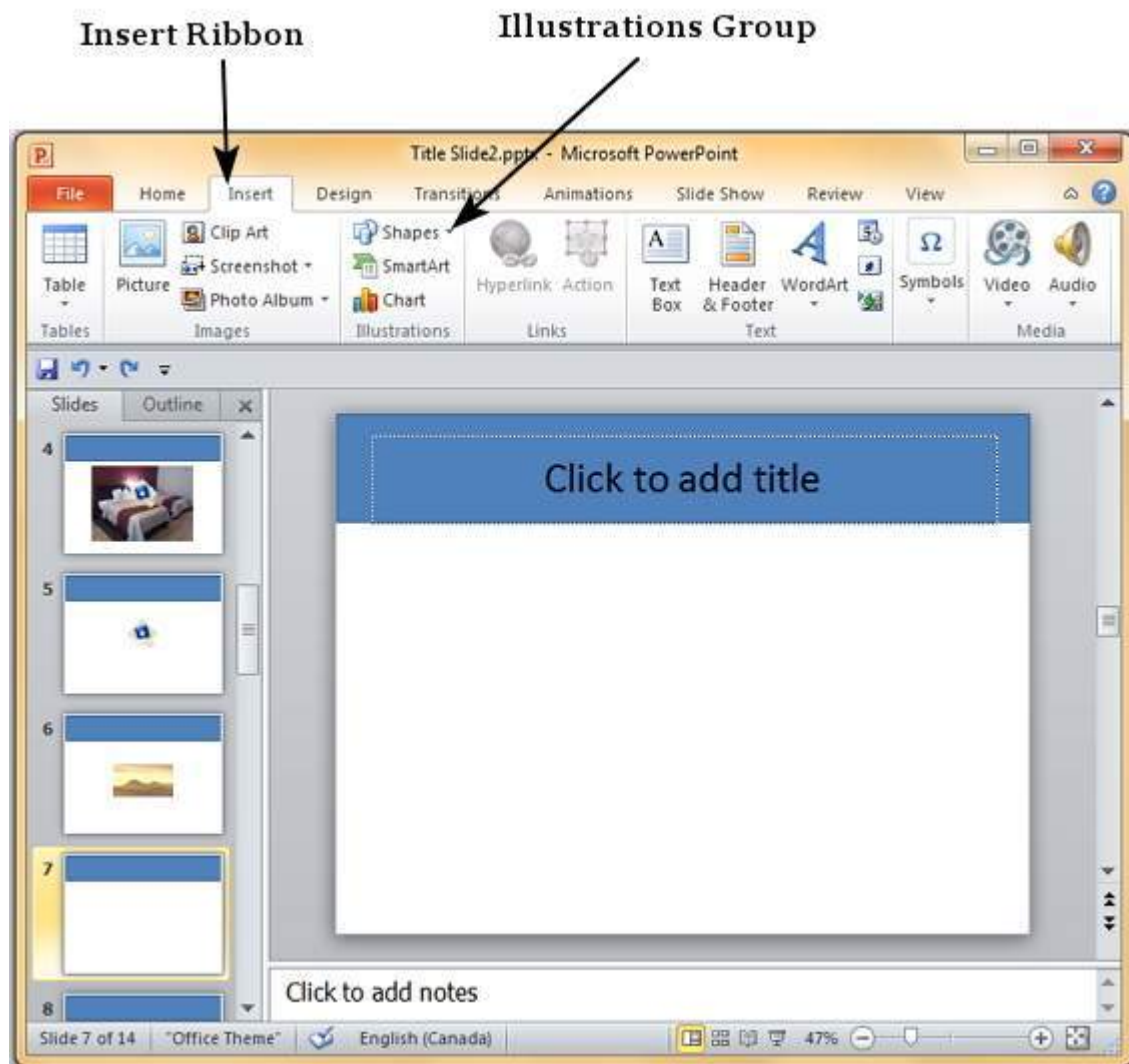
http://www.tutorialspoint.com/powerpoint/powerpoint_adding_shapes_to_slide.htm

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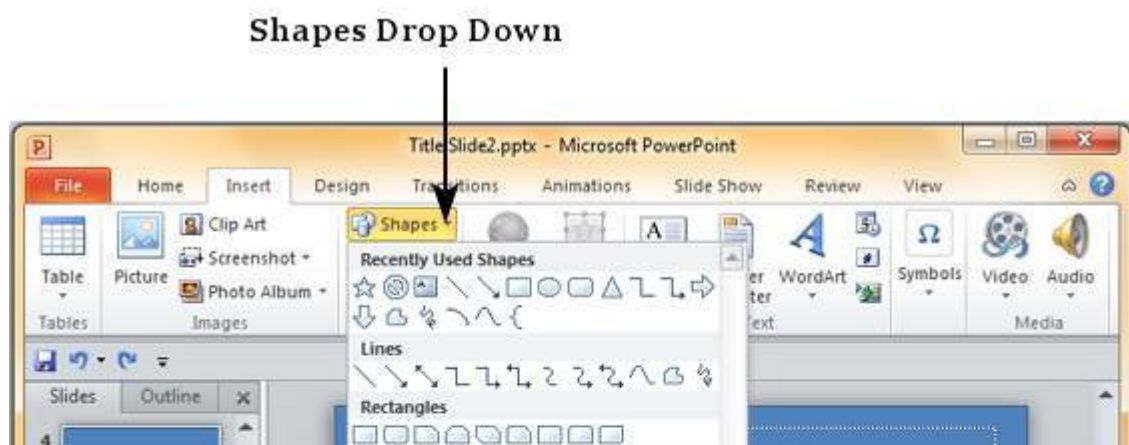
PowerPoint supports the addition of shapes in presentations. PowerPoint Shapes include basic geometric shapes, flowchart components, arrows, callouts, lines and other predefined special shapes. These shapes also double up as text boxes as they support adding text to them directly. Besides, you can also use these shape to crop pictures to shape.

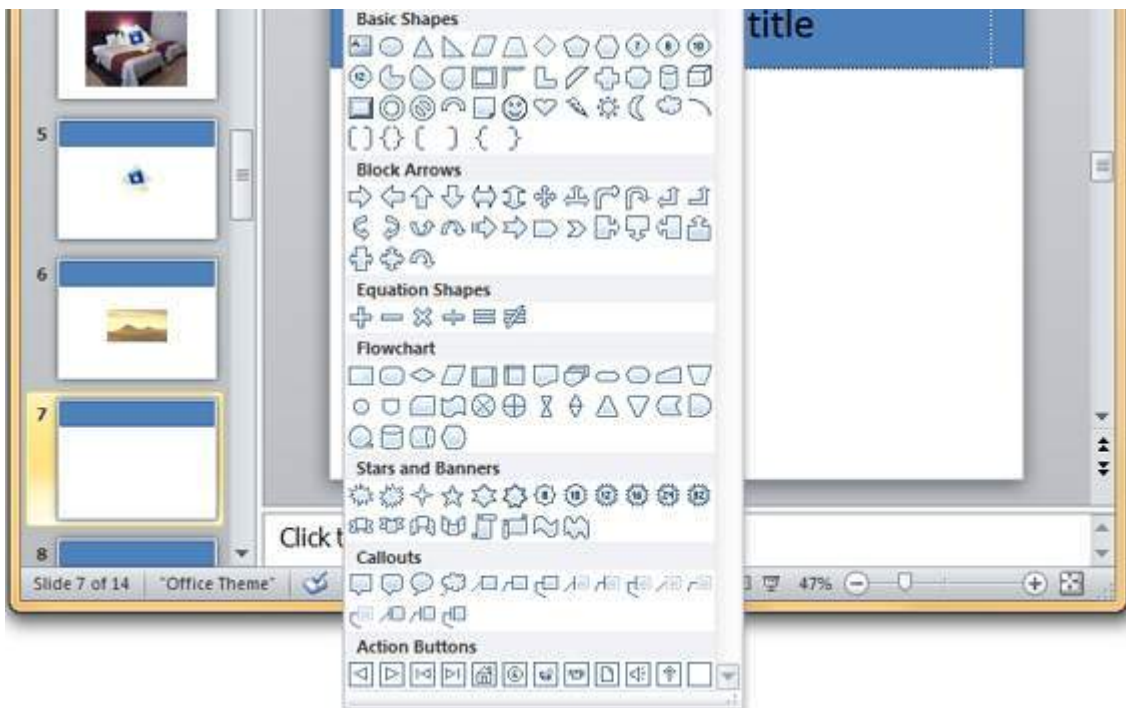
Given below are the steps to add a shape in PowerPoint.

Step 1: Go to **Illustrations** group under **Insert** Tab



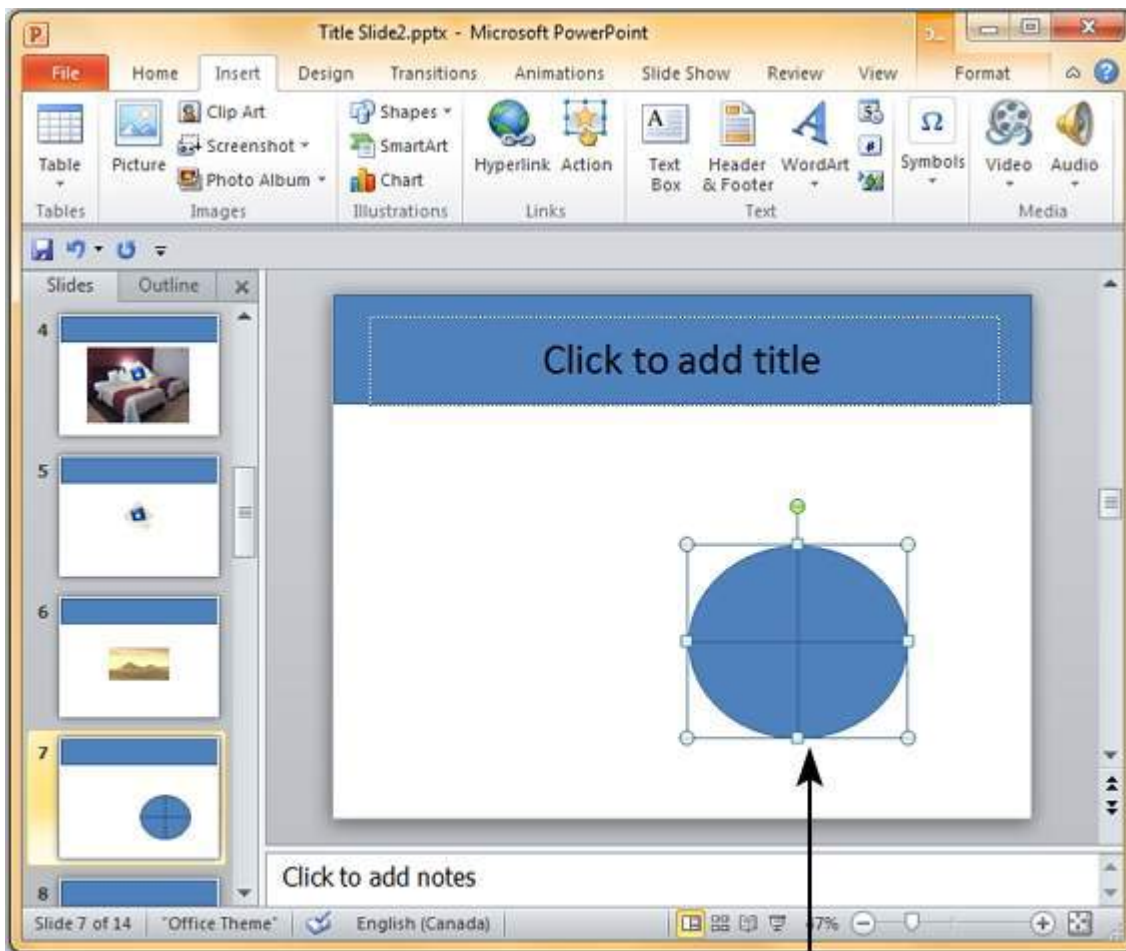
Step 2: Click on the **Shapes** drop down to view available shapes





Step 3: Select the shape you want to insert. This will change the cursor to a + sign

Step 4: Click and drag on the slide to create the shape. As you drag the shape will show up on the slide. Continue to drag and adjust the size and symmetry of the shape.



Inserted Shape