

Inserting Clip Art

Clip Art is a collection of pictures and graphics that Microsoft has included with PowerPoint.

Click the **Insert** tab on the Ribbon and click the **Clip Art** button in the Images group.

The Clip Art task pane appears.

Trap: Depending on how PowerPoint is installed and configured on your computer, an error message may appear, informing you that the clip art feature has not been installed. Try inserting the Office 2010 CD-ROM and/or reinstalling the PowerPoint program altogether.

Type the name of what you're looking for in the "Search for" text box.

Click the **Results should be** list arrow and check every box.

Tip: Check the **Include Office.com content** box to include online items in your search results.

Click the **Go** button.

Scroll through the clip art until you find a file that you like.

Click the clip art that you want to insert.

When you're finished inserting clip art, close the Clip Art task pane.

Click the **Close** button in the upper-right corner of the Clip Art task pane.

The task pane closes.

Tips

A little star in the bottom-right corner of a graphic indicates animation.

Exercise

Exercise File: American History7-1.pptx

Exercise: Navigate to Slide 7.

Open the Clip Art task pane and search for images of a lighthouse.

Click the first image to insert it into the presentation.

Close the Clip Art task pane.

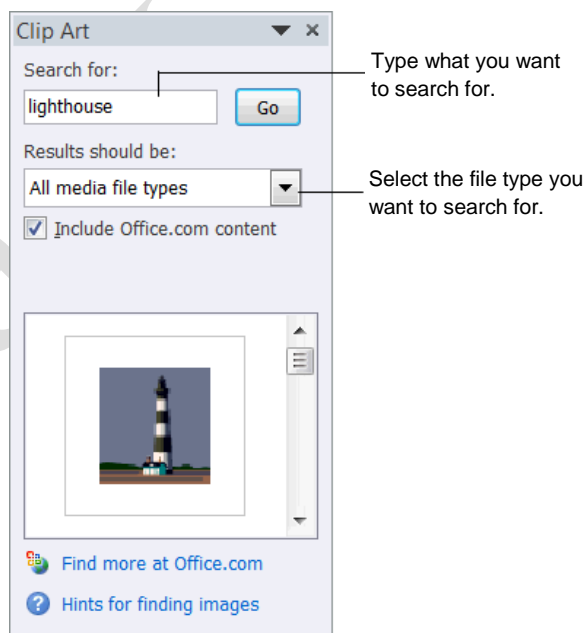


Figure 7-1: The Clip Art pane.

Inserting Screenshots

A screenshot is a snapshot of an area on your screen which you can use as an image in your presentation.

Insert a screenshot of an open window

Click the **Insert** tab on the Ribbon and click the **Screenshot** button list arrow in the Images group. A gallery of all open program windows appears.

✔ **Tip:** If the program window is minimized to the taskbar, it will not appear in the gallery.

Click an image.

The screenshot is inserted into the presentation.

Insert a screen clipping

Rather than inserting an entire window, use the Screen Clipping tool to take a screenshot of part of the window.

Make the window from which you want to take a screen clipping active.

✔ **Tip:** Minimize all program windows to the taskbar except for PowerPoint and the one from which you want to take a screen clipping.

In PowerPoint, click the **Insert** tab on the Ribbon and click the **Screenshot** button list arrow in the Images group.

A gallery of all open program windows appears.

Select **Screen Clipping**.

The PowerPoint window minimizes to the taskbar, the desktop fades, and the cursor changes to a crosshair.

✔ **Tip:** To cancel a screen clipping, press the **<Esc>** key while screen clipping mode is active.

Move the cursor to the corner of the area you want to clip.

Click and drag the cursor around the area you want to clip.

The screen clipping is inserted into the presentation.

Exercise

Exercise File: American History7-2.pptx and <http://en.wikipedia.org>

Exercise: Navigate to Slide 3.

In your web browser, look up Mount Rushmore in Wikipedia.

Take a screen clipping of the Mount Rushmore picture.

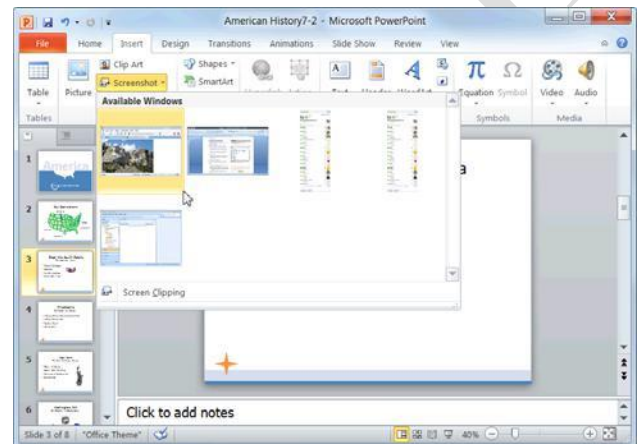


Figure 7-2: The Screenshot gallery is populated with thumbnails of all open program windows.



Figure 7-3: A screen clipping in progress.

Inserting Pictures and Graphics Files

In addition to inserting clip art and screenshots into a presentation, you can also insert pictures or graphics that you have on file—such as pictures uploaded from a digital camera or graphics created in another program.

Click the **Insert** tab on the Ribbon and click the **Picture** button in the Images group.

The Insert Picture dialog box appears.

Navigate to the location where the file you want to insert is stored.

Click the name of the file you want to insert and click **Insert**.

Tip: To insert more than one picture or graphic file at a time, press and hold down the **<Ctrl>** key as you click each file.

The graphic is inserted into the presentation, and the Format contextual tab appears on the Ribbon under Picture Tools.

Exercise

Exercise File: American History7-3.pptx, Philadelphia.jpg

Exercise: Navigate to Slide 4 and insert the Philadelphia.jpg image located in the Practice folder.

Table 7-1: Supported Graphics File Formats

Graphics Interchange Format	.gif, .gfa
JPEG File Format	.jpeg, .jpg, .jfif, .jpe
Microsoft Windows Bitmap	.bmp, .rle, .dib
Portable Network Graphics	.png
Tagged Image File Format	.tiff
Microsoft Windows Metafile	.emf, .wmf
Computer Graphics Metafile	.cgm

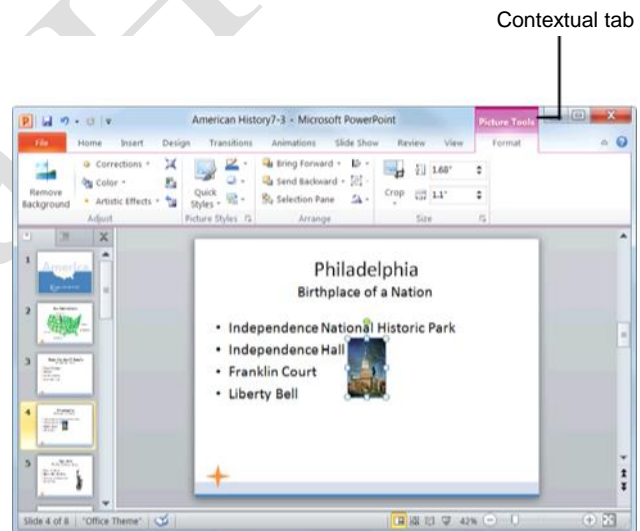


Figure 7-4: Whenever a graphic is inserted, the Format contextual tab appears on the Ribbon by default.

Removing Backgrounds from Pictures and Graphics

PowerPoint 2010 now has the ability to remove backgrounds from pictures and graphics.

Double-click the picture or graphic from which you want to remove the background.

The Format contextual tab appears under Picture Tools on the Ribbon.

Click the **Remove Background** button in the Adjust group.

The Background Removal contextual tab appears on the Ribbon, and the area that will be removed from the picture or graphic appears in purple.

Click and drag the sizing handles of the inlaid rectangle around the area you want to keep. The area identified as the background changes.

It is unlikely that PowerPoint will get it exactly right, so you will have to refine the areas to be kept and removed.

Click the **Mark Areas to Keep** button or the **Mark Areas to Remove** button in the Refine group.

The cursor changes to a pencil.

Click and drag the mouse over the areas of the image that you want to keep or remove.

A line is drawn across the area. It changes depending on whether you want to keep it or not.

To remove a mark, click the **Delete Mark** button in the Refine group and click on the mark you want to delete.

The mark is removed.

When you are finished, click the **Keep Changes** button in the Close group.

The background is removed and PowerPoint returns to Normal view.

Tip: To return the image to its original state, double-click the image, click the **Remove Background** button, and click **Discard All Changes**.

Tips

Try experimenting with different styles or fills to replace the removed background.

Exercise

Exercise File: American History7-4.pptx

Exercise: Navigate to Slide 3. Remove the background from the image. Refine as necessary.

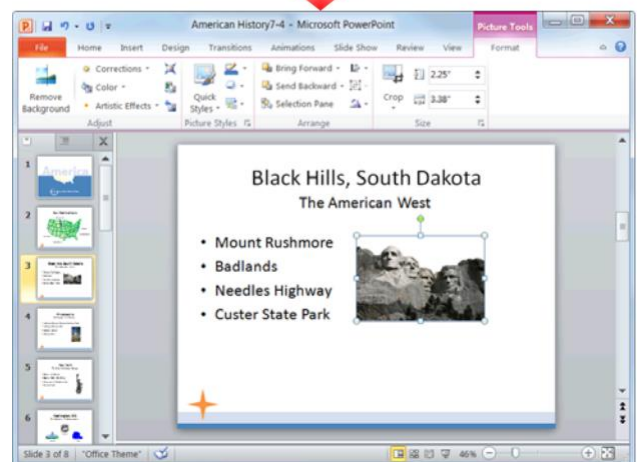
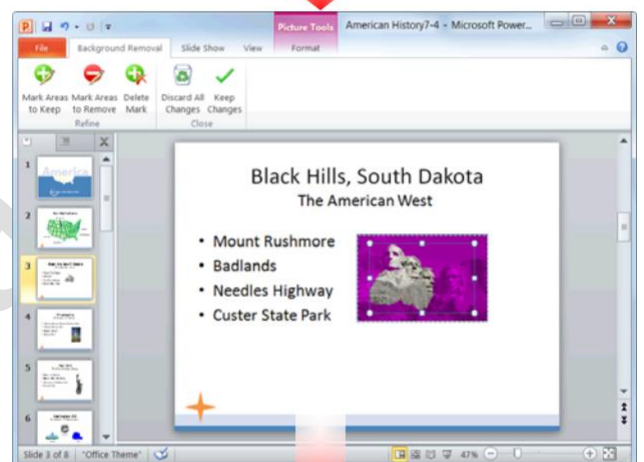
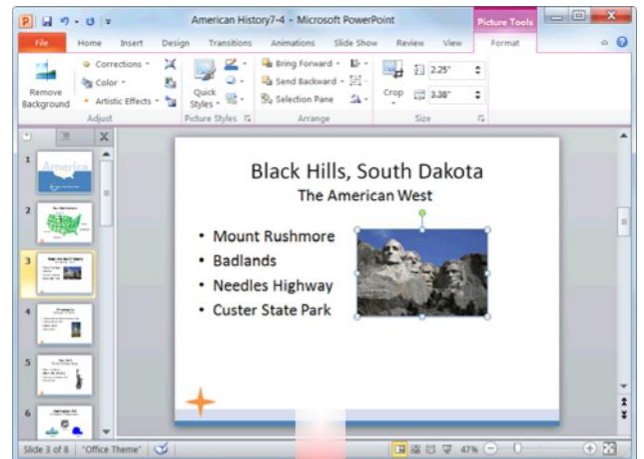


Figure 7-5: Removing the background from a picture.

Altering the Look of Pictures and Graphics

PowerPoint 2010 has greatly expanded the user's ability to alter the appearance of pictures and graphics. Now you can easily sharpen or soften an image, change brightness and contrast, adjust coloring, and apply artistic effects.

Apply corrections

Corrections that can be applied include sharpening or softening, and adjusting the brightness and contrast.

Double-click the picture or graphic to which you want to apply corrections.

The Format contextual tab appears on the Ribbon under Picture Tools.

Click the **Corrections** button in the Adjust group. A gallery of corrections options appears.

Select a correction option from the gallery.

The picture or graphic is corrected accordingly.

Tip: To preview how the correction will change your picture or graphic, briefly hold the mouse over the correction option.

Adjust color

When you adjust color, you can change the color saturation, color tone, or simply re-color the image.

Double-click the picture or graphic for which you want to adjust color.

The Format contextual tab appears on the Ribbon under Picture Tools.

Click the **Color** button in the Adjust group. A gallery of color options appears.

Select a color option from the gallery.

The picture or graphic is re-colored accordingly.

Tip: To preview how the color adjustment will change your picture or graphic, briefly hold the mouse over the color option.

Exercise

Exercise File: American History7-5.pptx

Exercise: Navigate to Slide 3.

Apply the Temperature: 8800K Color

Tone. Apply the Marker artistic effect.

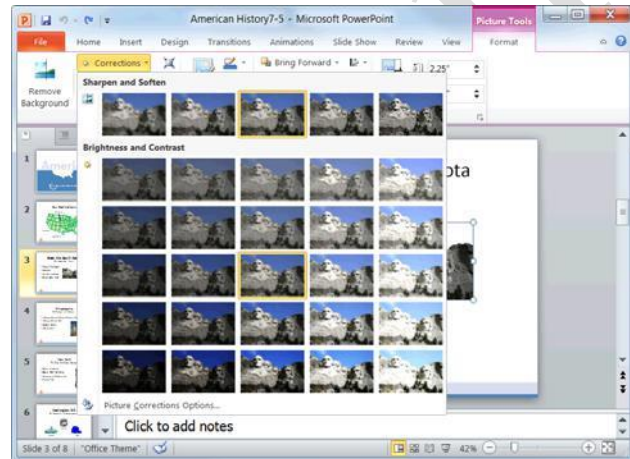


Figure 7-6: The Corrections gallery.

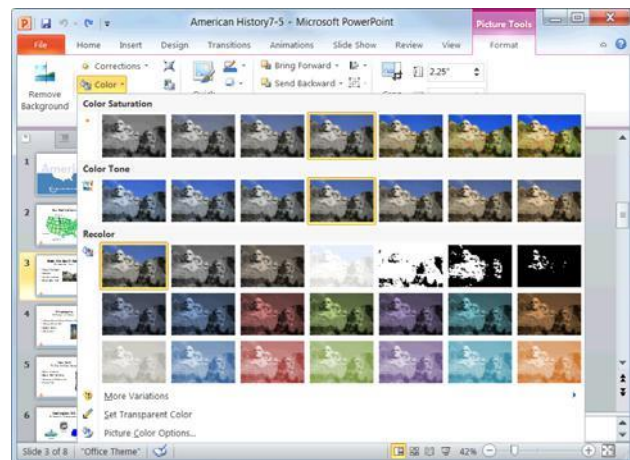


Figure 7-7: The Color gallery.

Apply artistic effects

Perhaps the most interesting new feature for image adjustment is the ability to apply artistic effects. You can make your picture or graphic appear as if it were painted or drawn with the click of a button.

Double-click the picture or graphic to which you want to apply an artistic effect.

The Format tab appears on the Ribbon under Picture Tools.

Click the **Artistic Effects** button in the Adjust group. A gallery of artistic effects appears.

Select an artistic effect from the gallery.

The artistic effect is applied accordingly.

- ✔ **Tip:** To preview how the artistic effect will change your picture or graphic, briefly hold the mouse over the effect.

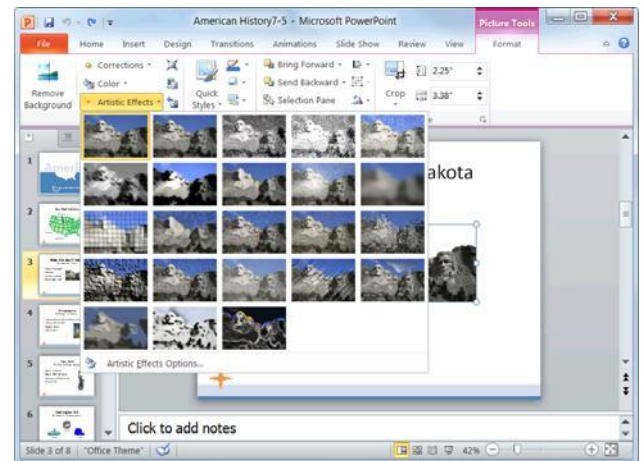


Figure 7-8: The Artistic Effects gallery.

Formatting Pictures and Graphics

PowerPoint comes with several features that allow you to alter a picture or graphics file once it has been inserted.

Crop a picture or graphic

When you crop a picture or graphic, you trim its horizontal and vertical sides. Cropping is useful when you only want to include a portion of a picture or graphic.

Double-click the picture or graphic that you want to crop.

The Format contextual tab appears on the Ribbon under Picture Tools.

Click the **Crop** button list arrow in the Size group.

A list of options appears. See Table 7-2: Cropping Options for a description of each option.

Click **Crop**.

Click and drag the picture or graphic's cropping handles.

PowerPoint crops the picture or graphic.

Tip: To crop all four sides of a picture or graphic at once while maintaining the graphic's proportions, press and hold down **<Ctrl> + <Shift>** as you drag.

Click the **Crop** button in the Size group once again to turn off the cropping tool.

Change the visual style of a picture or graphic

Changing the visual style of a picture or graphic changes how it appears on the slide.

Double-click the picture or graphic that you want to adjust.

The Format contextual tab appears on the Ribbon under Picture Tools.

Select a style from the Picture Styles group.

Tip: To view all the available styles, click the **More** button (☰) in the Picture Styles group to view the Picture Styles gallery.

The style is applied to the picture or graphic.

Exercise

Exercise File: American History7-6.pptx

Exercise: Navigate to Slide 4 and apply the Rotated, White picture style to the image.

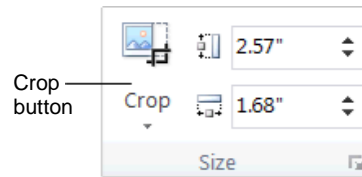


Figure 7-9: The Size group on the Format tab.

Table 7-2: Cropping Options

Crop to Shape	Crops your graphic to fit inside a shape selected from the gallery.
Aspect Ratio	Crops your picture or graphic according to an aspect ratio.
Fill	Resizes the picture so that the entire picture area is filled while keeping the aspect ratio. Use when enlarging an image.
Fit	Resizes the picture so that the entire picture area is filled while keeping the aspect ratio. Use when shrinking an image.

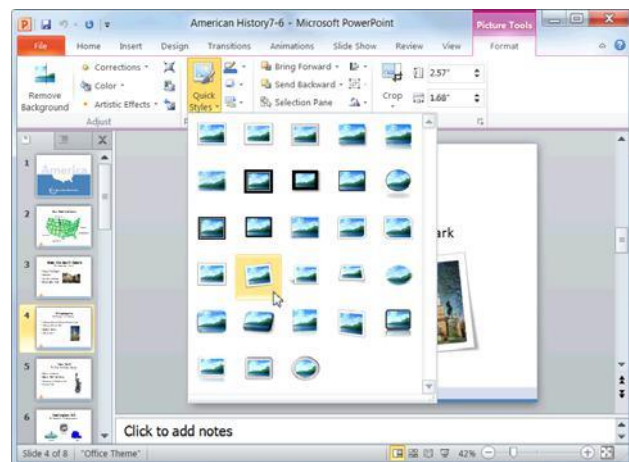


Figure 7-10: The Picture Styles gallery.

Inserting Shapes

PowerPoint 2010 comes with an extensive set of ready-made shapes, called AutoShapes, that you can use to easily draw shapes on your slides. The Shapes gallery contains over a hundred common shapes and lines, such as stars, arrows, and speech balloons.

Draw a shape

To insert a shape into a presentation, draw it.

Click the **Insert** tab on the Ribbon and click the **Shapes** button in the Illustrations group.

The Shapes gallery appears.

Click the shape you want to insert.

The arrow pointer changes to a crosshair.

Click and drag on the slide until the shape reaches the desired size.

Tip: To draw a straight line, perfect square or circle, or to constrain the dimensions of other shapes, press and hold down the **<Shift>** key as you drag.

Release the mouse button.

The shape is inserted onto the slide and the Format contextual tab appears on the Ribbon under Drawing Tools.

Other Ways to Insert a Shape:

Click the **Home** tab on the Ribbon and click the **Shapes** button in the Drawing group.

Adjust a shape

You can adjust the most prominent feature of a shape—such as the point of an arrow or the spikes on a star—by using its adjustment handle.

Click the shape to select it.

Click and drag the shape's adjustment handle (◊).

Release the mouse button.

Tip: Some shapes have more than one adjustment handle, while others don't have any at all.

Exercise

Exercise File: American History7-7.pptx

Exercise: Navigate to Slide 5 and draw a 16-point star shape to the left of the Statue of Liberty image.

Condense the shape by dragging its adjustment handle downward.

Table 7-3: AutoShape Categories

Lines	Straight lines, curved lines, scribbly lines, arrows, and free form drawing shapes.
Basic Shapes	Squares, rectangles, triangles, circles, pentagons, and more.
Block Arrows	Arrows that point up, down, left, and right.
Equation Shapes	Plus, minus, division, and equal to signs.
Flowchart	Basic shapes used to create flowcharts.
Stars and Banners	Shapes that boldly announce something.
Callouts	Text box shapes that point to and describe something.
Action Buttons	Navigation buttons used to jump to another slide or run a macro.

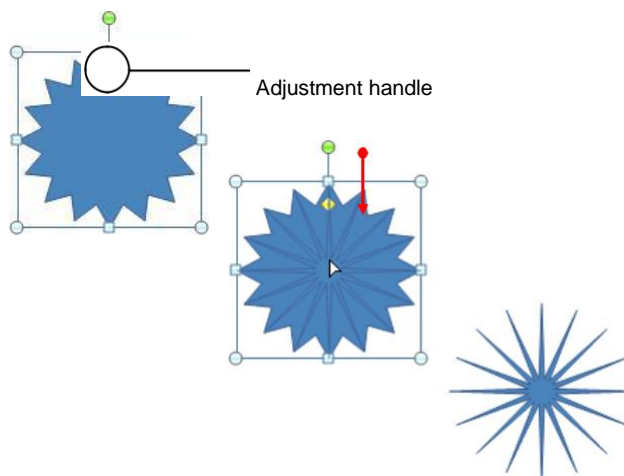


Figure 7-11: Adjusting a shape.

Add text to a shape

Adding text to a shape is extremely easy—just click the shape and start typing.

Click the shape you want to add text to and start typing.

Other Ways to Add Text to a Shape:

Right-click the shape you want to add text to, select **Edit Text** from the contextual menu, and type your text.

Mustafa H. Ali

Formatting Shapes

The first thing you'll probably want to do after inserting a shape is change its fill color or outline. This lesson will show you how to format a shape to meet your needs.

Change the fill color of a shape

You can add, adjust, or remove the fill color of the shapes you create in PowerPoint.

Double-click the shape whose fill color you wish to change.

The Format contextual tab appears on the Ribbon under Drawing Tools.

Click the **Shape Fill** button in the Shape Styles group.

The Shape Fill menu appears. You have several options to choose from here, as shown in Table 7-4: The Shape Fill Menu.

Select an option from the menu.

- Other Ways to Change the Fill Color of a Shape:** Right-click the shape and select **Format Shape** from the contextual menu. Click the **Fill** tab, select your options, and click **Close** when you're finished.

Change the outline of a shape

You can add an outline to shapes or adjust or remove an existing outline.

Double-click the shape whose outline you wish to change.

The Format contextual tab appears on the Ribbon under Drawing Tools.

Click the **Shape Outline** button in the Shape Styles group.

The Shape Outline menu appears. You have several options to choose from here, as shown in Table 7-5: The Shape Outline Menu.

Select an option from the menu.

- Other Ways to Change the Outline of a Shape:** Right-click the shape and select **Format Shape** from the contextual menu. Click the **Line** tab, select your options, and click **Close** when you're finished.

Exercise

Exercise File: American History7-8.pptx

Exercise: Navigate to Slide 5 and apply a yellow fill color to the star shape.

Apply an orange outline color to the shape.

Table 7-4: The Shape Fill Menu

Theme Colors	Lets you select a fill color from the colors in the current theme.
Standard Colors	Lets you select a fill color from one of the 10 standard colors.
No Fill	Removes the fill color.
More Fill Colors	Lets you select a fill color from one of the thousands of colors in the Colors dialog box.
Picture	Fills the shape with a graphic you have on file.
Gradient	Fills the shape with a gradient that gradually changes from one color to another.
Texture	Fills the shape with a texture.

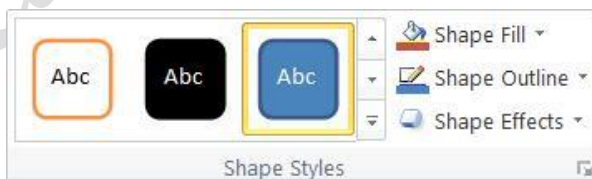


Figure 7-12: The Shape Styles group on the Format tab.

Table 7-5: The Shape Outline Menu

Theme Colors	Lets you select an outline color from the colors in the current theme.
Standard Colors	Lets you select an outline color from one of the 10 standard colors.
No Outline	Removes the outline.
More Outline Colors	Lets you select an outline color from one of the thousands of colors in the Colors dialog box.
Weight	Changes the thickness of an outline.
Dashes	Changes the look of the outline.

Change the visual style of a shape

Changing the visual style of a shape is an easy way to spice up its appearance. A visual style is a set of different formatting commands that can be applied to a shape in one single step.

1. Double-click the shape that you want to adjust.

The Format contextual tab appears on the Ribbon under Drawing Tools.

2. Select a style from the Shape Styles group.

Tip: To view all the available styles, click the **More** button (▾) in the Shape Styles group to display the Styles gallery.

The visual style is applied to the shape.

Other Ways to Change the Visual Style of a Shape:

Click the **Home** tab on the Ribbon, click the **Quick Styles** button in the Drawing group, and select a style from the gallery.



Figure 7-13: The Shape Styles gallery.

Resize, Move, Copy and Delete Objects

More often than not, the objects that you insert into your presentations will need to be modified in order to coincide with the other elements on a slide. This lesson will show you how to resize, move, copy, and delete the shapes and graphics in your presentations.


Resize an object

Make an object larger or smaller by resizing it.

Click the object to select it.

Sizing handles appear around the object once it is selected. You can use these sizing handles to change the size and proportion of the selected object.

Click and drag one of the object's sizing handles.

 **Tip:** To maintain the object's proportions while resizing, hold down the <Shift> key as you drag.

Release the mouse button.

Move an object

By simply clicking and dragging with the mouse, you can move an object to a new location on the slide.

Click and drag the object to a new location.

Release the mouse button when the object is positioned where you want it.

Copy an object

You can also copy an object by clicking and dragging—simply press and hold the <Ctrl> key as you drag.

Click the object to select it.

Press and hold down the <Ctrl> key, and click and drag the object to a new location.

Release the mouse button, and then release the <Ctrl> key.

Delete an object

If you decide you don't want an object, delete it.

Select the object that you want to delete and press the <Delete> key.

The object is removed from the presentation.

Exercise

Exercise File: American History7-9.pptx

Exercise: Navigate to Slide 3 and enlarge the Mt. Rushmore image.

Navigate to Slide 6 and make a duplicate of the Executive image.

Delete the duplicate image.

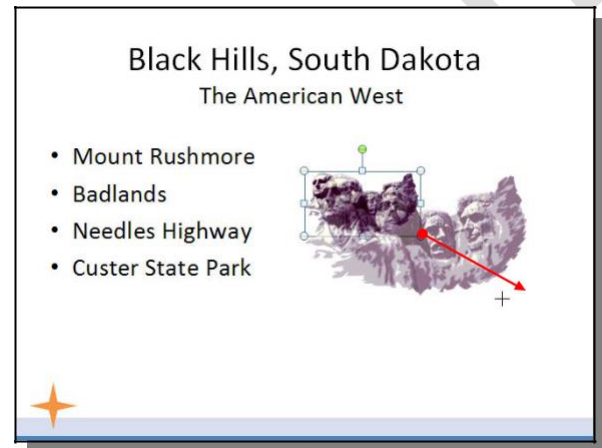


Figure 7-14: To resize an object, simply click and drag one of its sizing handles.

Positioning Objects

Gridlines and drawing guides are two very important tools you can use when positioning objects in Microsoft PowerPoint.

Display/hide the grid

Just like the graph paper you used to use in geometry class, the *grid* consists of horizontal and vertical lines that help you draw and position objects.

Click the **View** tab on the Ribbon.

Click the **Gridlines** check box in the Show group.

Horizontal and vertical gridlines appear on the slide.

Other Ways to Display the Grid:

Press **<Shift> + <F9>**, or click the **Format** contextual tab on the Ribbon, click the **Align** button in the Arrange group, and select **View Gridlines** from the list.

Display/hide drawing guides

Unlike gridlines, which are stationary, drawing guides can be moved around to help you arrange objects on a slide.

Click the **Home** tab on the Ribbon and click the **Arrange** button in the Drawing group.

Point to **Align** and select **Grid Settings** from the list.

The Grid and Guides dialog box appears.

Click the **Display drawing guides on screen** check box and click **OK**.

One horizontal and one vertical guide appear on the slide. To manually position these guides, click and drag them.

Click and drag the individual guides to the desired location on the slide.

Other Ways to Display Drawing Guides:

Click the **Format** contextual tab on the Ribbon, click the **Align** button in the Arrange group, and select **Grid Settings** from the list. Click the **Display drawing guides on screen** check box and click **OK**.

Tips

To create another drawing guide, press the **<Ctrl>** key while dragging an existing guide.

To turn off the grid or drawing guides, follow the same steps you used to turn them on.

Exercise

Exercise File: American History7-10.pptx

Exercise: Display the grid and drawing guides, then turn off the Snap to Grid feature.

Hide the grid and drawing guides.

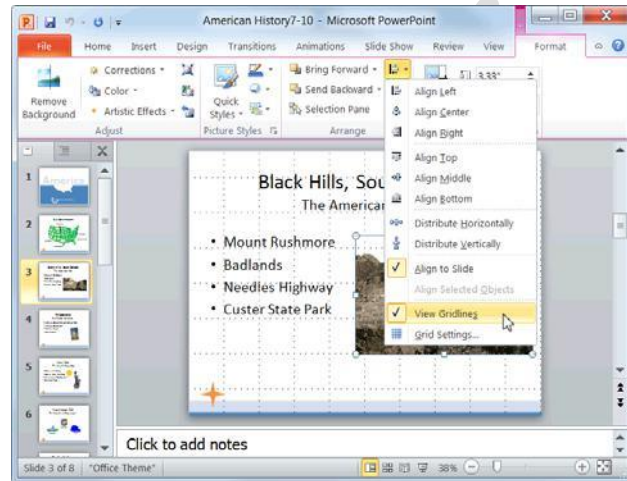


Figure 7-15: You can also display the grid using the Align list.

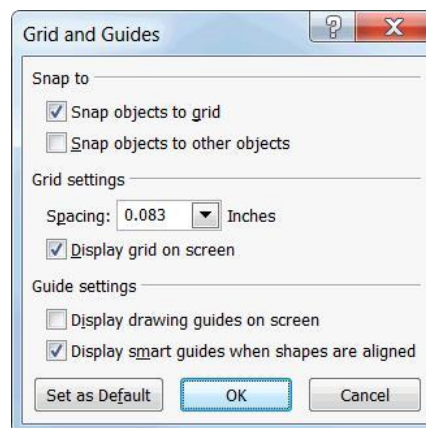


Figure 7-16: The Grid and Guides dialog box.

Drawing guides and gridlines do NOT appear in Slide Show view or when the presentation is printed.

Turn on/off the Snap to Grid feature

The Snap to Grid feature causes objects to “snap” to the nearest gridline when you move them. This can either be convenient or extremely inconvenient depending on your personal preferences.

The Snap to Grid feature is turned on by default in PowerPoint 2010, but you can easily turn it off if you decide you don't like it. Turning off this feature allows you to position objects with greater precision.

Click the **Home** tab on the Ribbon and click the **Arrange** button in the Drawing group.

Point to **Align** and select **Grid Settings** from the list.

The Grid and Guides dialog box appears.

Click the **Snap objects to grid** check box.

✔ **Tip:** To set this as the default setting, click **Set as Default** in the Grid and Guides dialog box.

Click **OK**.

📌 Other Ways to Turn On/Off the “Snap to Grid” feature:

Click the **Format** contextual tab on the Ribbon, click the **Align** button in the Arrange group, and select **Grid Settings** from the list. Click the **Snap objects to grid** check box and click **OK**.

Applying Special Effects

You can apply special effects such as reflection, glow, and 3-D rotation to clip art, shapes, and pictures.

Double-click the object that you want to apply special effects to.

The Format contextual tab appears on the Ribbon.

Depending on the object, click the **Picture Effects** button in the Picture Styles group or click the **Shape Effects** button in the Shape Styles group.

A menu of different effects appears.

Point to the type of effect you want to use, then select an option from the submenu.

The special effect is applied to the object.

- ✔ **Tip:** As you point to different effects in the submenu, the selected shape changes to show you how it will look with the effect applied (Live Preview).

Exercise

Exercise File: American History7-11.pptx

Exercise: Navigate to Slide 8 and apply a glow effect to the first rectangle shape.

Apply the special effect of your choice to the second and third rectangle shapes.

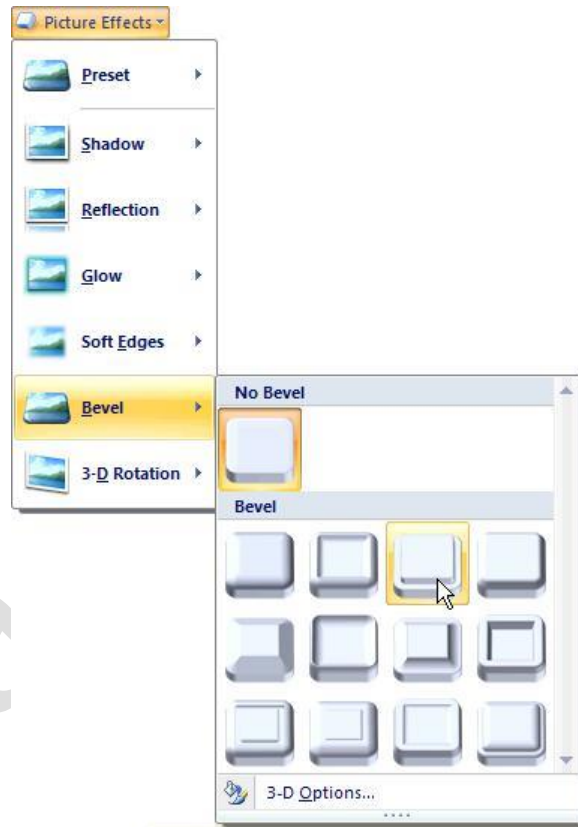


Figure 7-17: Selecting a special effect.

Grouping Objects

It is often easier to work with a single object than it is to work with several smaller objects. A *group* is a collection of objects that PowerPoint treats as a single object.

Select multiple objects

Before you can group multiple objects, you must select them first.

Press and hold down the **<Shift>** key as you click each object that you want to select.

- **Other Ways to Select Multiple Objects:**
 Use the arrow pointer to draw a box around the objects that you want to select.

Group objects

By grouping several objects together you can format an entire group of objects rather than formatting each object individually.

Select the objects that you want to group and click the **Format** contextual tab on the Ribbon.

Click the **Group** button in the Arrange group, and select **Group** from the list.

- **Other Ways to Group Objects:**
 Select the objects that you want to group. Then, right-click one of the selected objects, point to **Group** in the contextual menu, and select **Group**.

Ungroup objects

If you need to make changes to an object that is part of a group, you'll need to ungroup the objects before continuing.

Select the group of objects that you want to ungroup and click the **Format** contextual tab on the Ribbon.

Click the **Group** button in the Arrange group, and select **Ungroup** from the list.

The selected objects are ungrouped. Now you can work with each object individually.

- **Other Ways to Ungroup Objects:**
 Right-click the group of objects that you want to ungroup, point to **Group** in the contextual menu, and select **Ungroup** from the submenu.

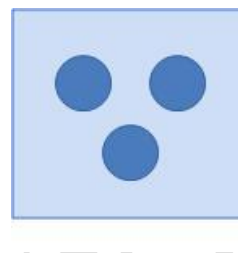
Exercise

Exercise File: American History7-12.pptx

Exercise: Navigate to Slide 6 and group the Legislative, Executive, and Judicial images. Then, ungroup them.



Select multiple objects by holding down the **<Shift>** key as you click each object...



...or by drawing a box around the objects you want to select.

Figure 7-18: Selecting multiple objects.

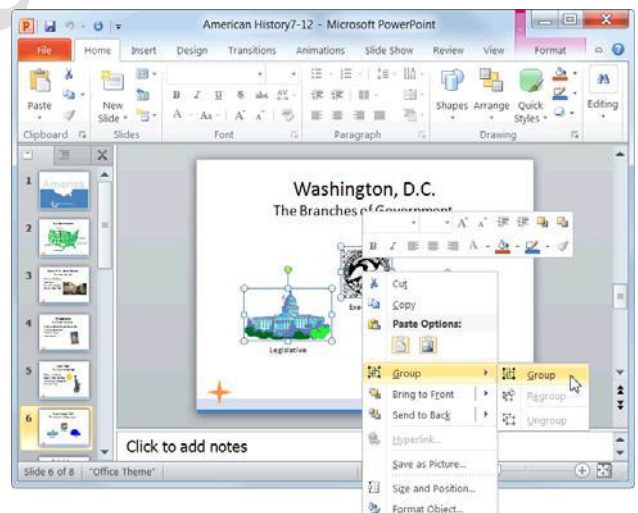


Figure 7-19: You can also use the contextual menu to group and ungroup objects.

Aligning and Distributing Objects

Slides that have objects scattered randomly about them look terrible. This lesson will show you how to use the Align and Distribute features to organize the objects on your slides.

Align objects

The Align command aligns objects relative to one another.

Select all the objects that you want to align.

Click the **Format** contextual tab on the Ribbon and click the **Align** button in the Arrange group.

A list of alignment options appears.

Select an alignment option from the list. The selected objects are aligned accordingly.

Other Ways to Align Objects:

Select the objects that you want to align and click the **Home** tab on the Ribbon. Click the **Arrange** button in the Drawing group, point to **Align**, and select an option from the submenu.

Exercise

Exercise File: American History7-13.pptx

Exercise: Navigate to Slide 6 and align the Legislative, Executive, and Judicial images with the bottom-most image. Distribute the objects horizontally.

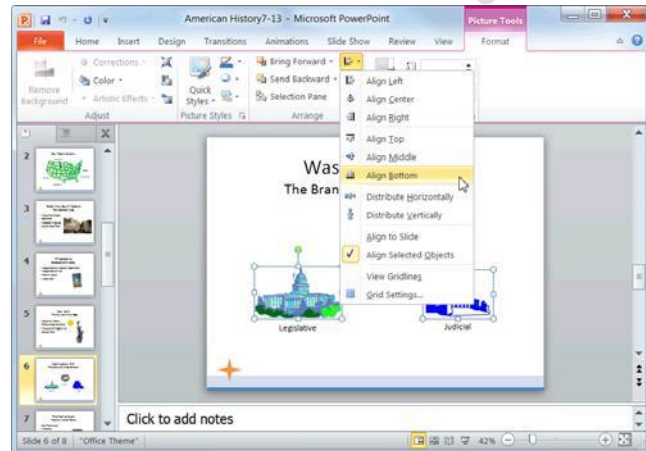


Figure 7-20: Selecting an alignment option.

Distribute objects

The Distribute command spaces out selected objects equally.

Select all the objects that you want to distribute.

Click the **Format** contextual tab on the Ribbon and click the **Align** button in the Arrange group.

Select either **Distribute Horizontally** or **Distribute Vertically** from the menu.

The selected objects are distributed so that equal space appears between each object.

Other Ways to Distribute Objects:

Select the objects that you want to distribute and click the **Home** tab on the Ribbon. Click the **Arrange** button in the Drawing group, point to **Align**, and select an option from the submenu.

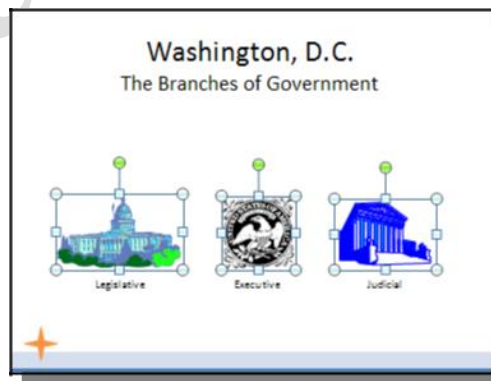


Figure 7-21: An example of objects that have been aligned and distributed.

Flipping and Rotating Objects

Flip an object

When you flip an object, you create a mirror image of it. PowerPoint allows you to flip an object horizontally or vertically.

Double-click the object that you want to flip. The

Format contextual tab appears on the Ribbon.

Click the **Rotate** button in the Arrange group.

Select **Flip Vertical** or **Flip Horizontal** from the menu.

The object is flipped accordingly.

Other Ways to Flip an Object:

Click the **Home** tab on the Ribbon and click the **Arrange** button in the Drawing group. Point to **Rotate**, and select an option from the submenu.

Rotate an object

When you rotate an object, you turn it around its center. You can rotate objects in 90-degree increments, or you can use the rotation handle to rotate an object manually.

Select the object that you want to rotate.

A green rotation handle (⦿) appears.

Click and drag the object's **rotation handle**.

PowerPoint rotates the selected object.

Other Ways to Rotate an Object: Double-click the object that you want to rotate, click the **Rotate** button in the Arrange group, and select **Rotate Right 90°** or **Rotate Left 90°** from the menu.

Use the Format Shape dialog box

Using an object's rotation handle is the fastest and easiest way to rotate an object, but you can rotate an object with greater precision using the Format Shape dialog box.

Double-click the object that you want to rotate. The

Format contextual tab appears on the Ribbon.

Click the **Rotate** button in the Arrange group and select **More Rotation Options** from the menu. The Format Shape dialog box appears.

Enter the number of degrees you want to rotate the object in the **Rotation** box and then click **Close**. The object is rotated accordingly.

Exercise

Exercise File: American History7-14.pptx

Exercise: Navigate to Slide 8 and flip the upward-pointing arrow shape so that it faces downward.

Rotate the second arrow shape so that it faces downward.

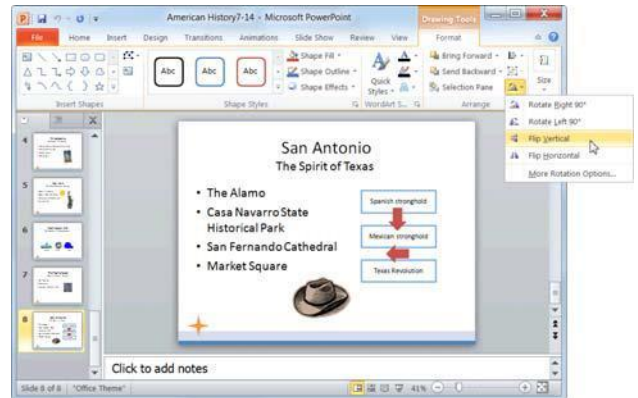


Figure 7-22: Flipping an object.

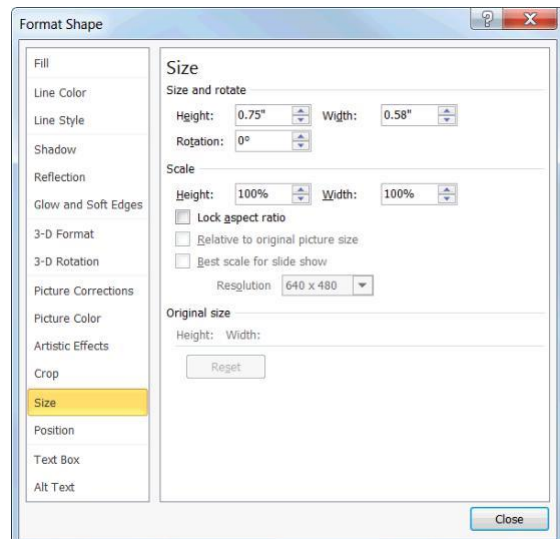


Figure 7-23: The Format Shape dialog box.

Layering Objects

By default, the first object that you insert on a slide is assigned to the bottom layer of the page. Each object that you insert thereafter is assigned one level above, and so on. The final object that you insert will appear on the topmost layer.

There are four layering commands in Microsoft PowerPoint:

Bring to Front: Places the selected object on the very top layer of the page. All other objects will appear *behind* the selected object.

Send to Back: Places the selected object on the very bottom layer of the page. All other objects will appear *in front of* the selected object.

Bring Forward: Brings the selected object up one layer.

Send Backward: Sends the selected object down one layer.

Double-click the object that you want to layer. The Format contextual tab appears on the Ribbon.

Click the **Bring Forward** or **Send Backward** button in the Arrange group, or click the **Bring Forward** or **Send Backward** button list arrow and select an option from the list.

The object is layered accordingly.

- **Other Ways to Layer an Object:**
 Right-click the object that you want to layer, point to **Bring to Front** or **Send to Back** in the contextual menu, and select an option from the submenu. Or, click the object that you want to layer, click the **Home** tab on the Ribbon, click the **Arrange** button in the Drawing group, and select an option from the list.

Exercise

Exercise File: AmericanHistory7-15.pptx

Exercise: Navigate to Slide 5 and move the star shape behind the Statue of Liberty shape.

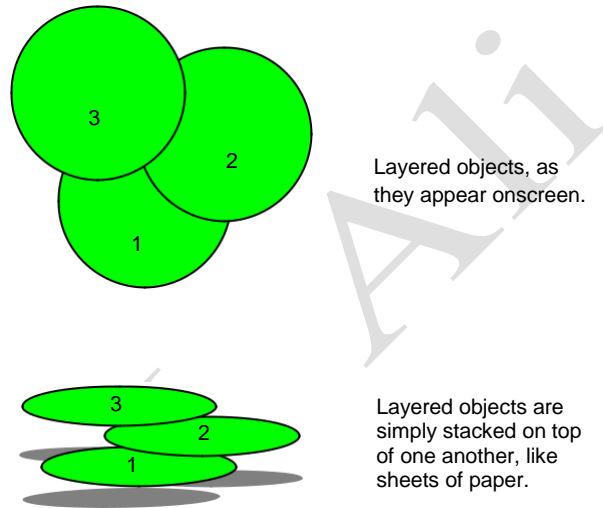


Figure 7-24: Layered objects.

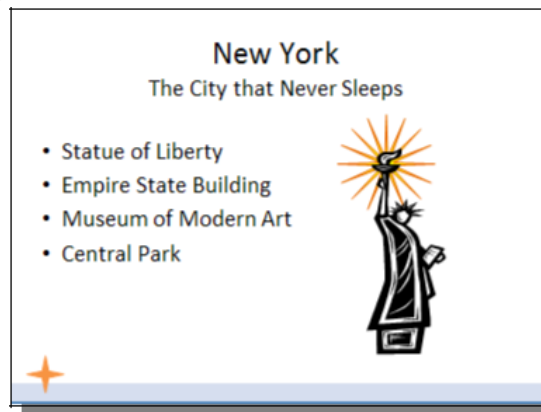


Figure 7-25: An example of layered objects