

**Course  
&  
Test Series**

**Inserting Shapes and Objects in Power Point**

**Microsoft Power Point**

**Module 15 - Inserting Shapes and Objects in Power Point**

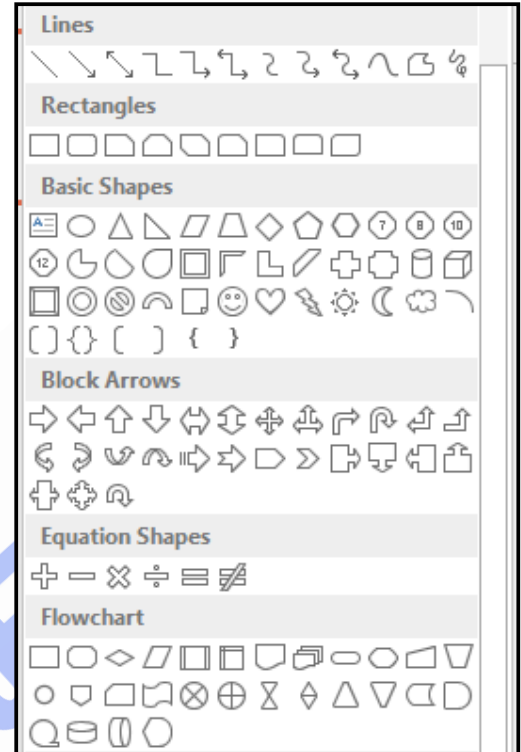
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**Meaning Shapes in PowerPoint:**

Shapes are predefined figures that you can add to your slides. These can be used to emphasize content, create diagrams, or simply decorate your slide.

**Types of shapes:**

1. **Basic shapes:** Rectangles, circles, lines, arrows, and more.
2. **Flowchart shapes:** Shapes specifically designed for creating flowcharts and process diagrams.
3. **Callouts:** Speech or thought bubble-like shapes used for adding annotations.
4. **Stars and banners:** Decorative shapes that can add a flair to your slides.
5. **Equation shapes:** Specialized shapes used for mathematical formulas.



**Inserting Shapes:**

1. **Open PowerPoint:** Start by opening your PowerPoint presentation.
2. **Go to the "Insert" Tab:** On the Ribbon at the top, click on the Insert tab.
3. **Click on "Shapes":** In the Insert tab, you'll see a Shapes button. Click on it, and a dropdown menu will appear with various shapes like rectangles, circles, arrows, and lines.
4. **Choose a Shape:** Select the shape you want to insert by clicking on it.
5. **Draw the Shape:** After selecting the shape, click anywhere on the slide and drag your mouse to draw the shape. You can adjust the size later if needed.

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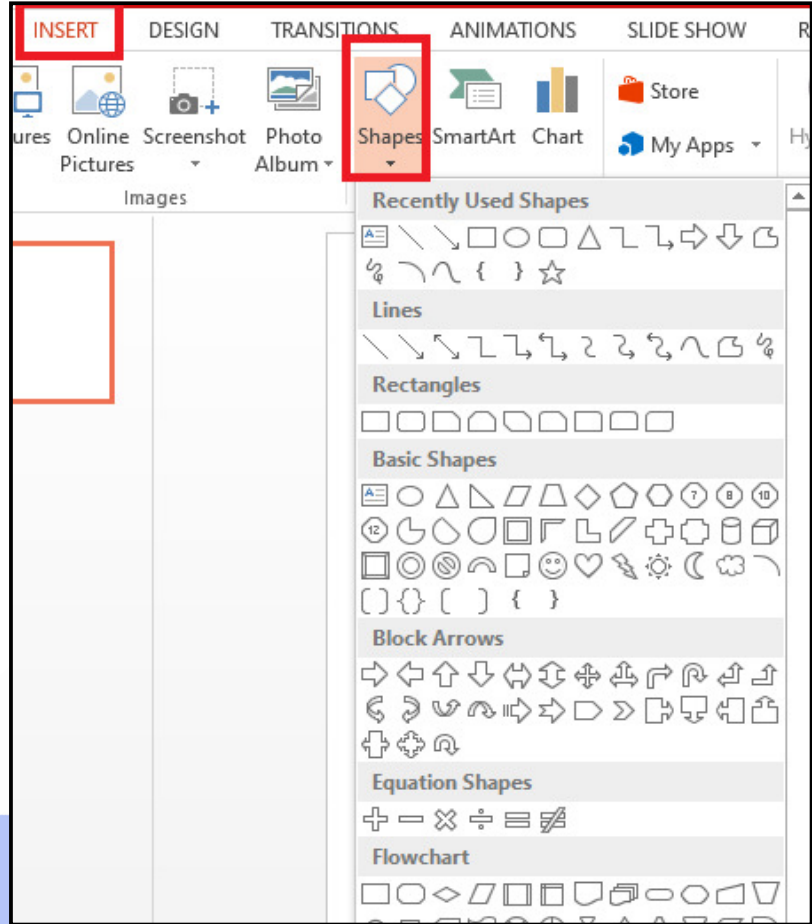
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**Meaning of Object in PowerPoint:**

In PowerPoint, an object refers to any item you insert into a slide that is not text. An object can be anything visual or multimedia element, such as:

1. **Images:** Photos, illustrations, or clipart that you insert into a slide from your computer or the web.
2. **Icons:** Small visual representations of concepts or actions, often used to represent things like actions, objects, or ideas.
3. **Text Boxes:** Areas where you can add text in a more customizable format than using regular slide titles or content boxes.
4. **Charts:** Graphical representations of data, like bar charts, pie charts, line charts, etc., which are linked to Excel data.
5. **SmartArt:** Pre-designed graphical elements that help you visualize concepts, such as hierarchies, processes, or relationships.
6. **Videos and Audio:** Media elements like video or audio files that can be embedded into your slide.
7. **Tables:** Structured grids of rows and columns used to present data clearly.
8. **Hyperlinks:** Interactive links to other slides, websites, or files.



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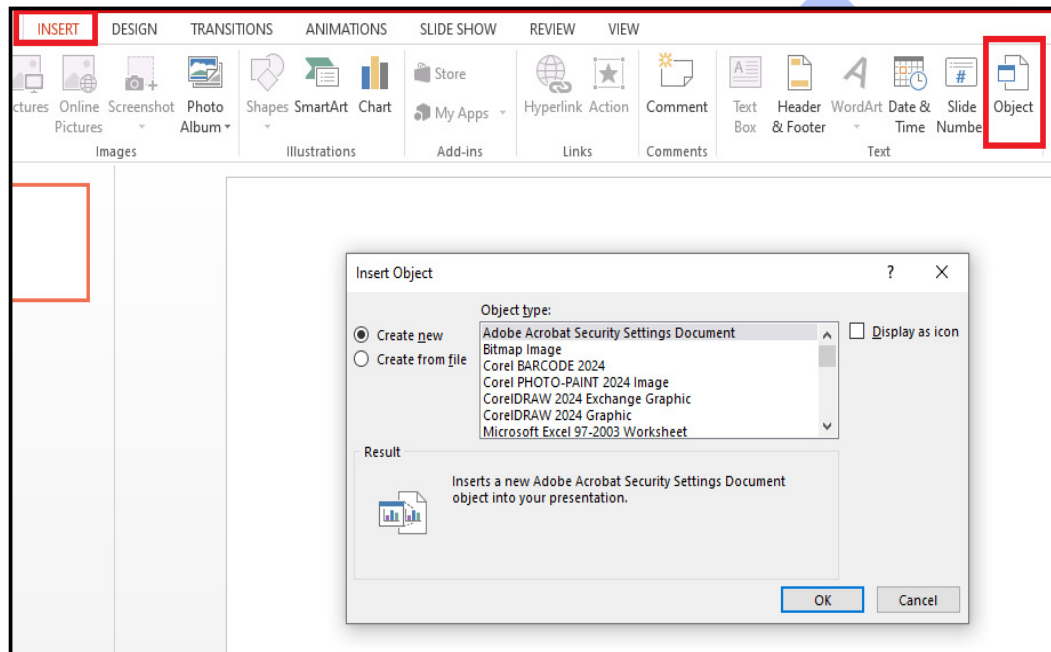
**Inserting Objects (Images, Charts, etc.):**

1. Open PowerPoint and go to the Insert tab.

2. Choose the Object Type:

- **Images:** Click on Pictures to insert images from your computer or from online sources.
- **Icons:** Click on Icons to add a variety of vector-based icons.
- **Charts:** Click on Chart to insert a chart (Excel will open for you to input data).
- **SmartArt:** For diagrams and flowcharts, click on SmartArt and choose a layout that suits your needs.
- **Text Boxes:** If you need a custom text area, click Text Box and draw the area where you want to type.

3. **Adjust the Object:** Once you've inserted an object, you can resize, rotate, and position it as needed. Use the handles around the object to resize, and the rotation handle at the top to rotate the object.



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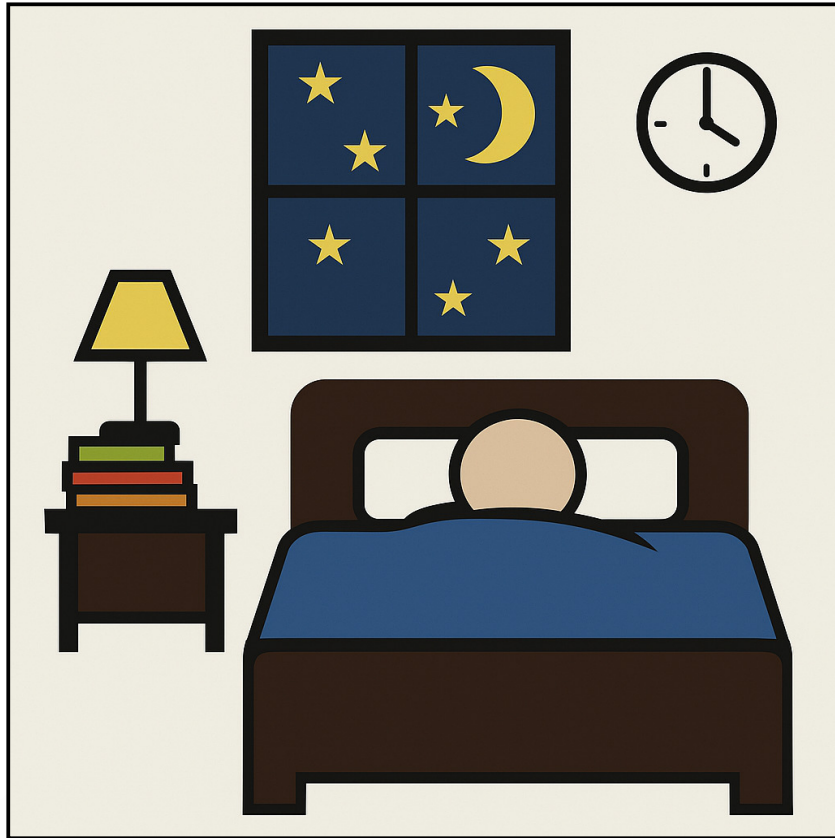
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Assignment

Use Different Shapes to Create a Bedtime Scene as given below



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