

PowerPoint: Graphics and SmartArt

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PowerPoint allows you to add a variety of graphical objects. Graphics and SmartArt are located under the **Insert** tab in the **Illustrations** group.



Inserting Objects

Picture from File

1. Click where you want to insert the picture.
2. On the Insert tab, in the Illustrations group, click **Picture**.
3. Locate the picture that you want to insert, and then double-click it.



To add multiple pictures, press and hold CTRL while you click the pictures that you want to insert, and then click Insert.

Pictures that you insert from a file are embedded in your worksheet or presentation. You can reduce the size of a file by linking to a picture instead. In the **Insert Picture** dialog box, click the picture that you want to insert, click the arrow next to **Insert**, and then click **Link to File**.

Clip Art

1. On the Insert tab, in the Illustrations group, click **Clip Art**.
2. In the Clip Art task pane, in the Search for text box, type a word or phrase that describes the clip art that you want, or type all or some of the file name of the clip art.
3. To narrow your search, do one or both of the following:
 - To limit the search results to a specific collection of clip art, in the Search in list, select the check box next to each collection that you want to search.



- To limit the search results to clip art, in the Results should be list, select the Clip Art check box. You can also select the check boxes next to Photographs, Movies, and Sounds to search those media types.

4. Click **Go**.

5. In the list of results, click the clip art to insert it.

Shapes

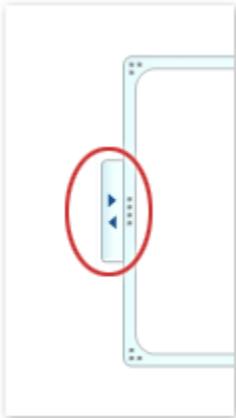


1. On the Insert tab, in the Illustrations group, click **Shapes**.
2. Click the shape that you want, click anywhere in the document, and then drag to place the shape. To create a perfect square or circle (or constrain the dimensions of other shapes), press and hold SHIFT while you drag.

SmartArt

1. On the Insert tab, in the Illustrations group, click **SmartArt**.
2. In the Choose a SmartArt Graphic dialog box, click the type and layout that you want.
3. Enter your text by doing one of the following:
 - Click [Text] in the Text pane, and then type your text.

- Copy text from another location or program, click [Text] in the Text pane, and then paste your text.



- If the Text pane is not visible, click the control.
- To add text in an arbitrary position close to or on top of your SmartArt graphic, on the **Insert** tab, in the **Text** group, click **Text Box** to insert a text box. If you want only the text in your text box to appear, right-click your text box, click **Format Shape** or **Format Text Box**, and then set the text box to have no background color and no border.
- Click in a box in the SmartArt graphic, and then type your text. For best results, use this option after you add all of the boxes that you want.

WordArt

1. On the **Insert** tab, in the **Text** group, click **WordArt**, and then click the WordArt style that you want.
2. Enter your text.

- You can customize the shape surrounding the WordArt as well as the text in the WordArt.

- If you have a chart in your document, you can replace the chart title with WordArt to give the title additional emphasis.

Formatting Objects

Move a picture, shape, text box, or WordArt

Do the following for all programs listed in the Applies To at the top of the article.

1. Click the picture, shape, text box, or WordArt that you want to move.
2. Do one of the following:
 - Drag the object to its new location.
 - To constrain an object so that it moves only horizontally or vertically, press and hold SHIFT while you drag the object.
 - To move in small increments, or nudge, press and hold CTRL while you press an arrow key.

The incremental, or nudge, distance is a 1 pixel increment. What 1 screen pixel represents relative to the document area depends on the zoom percentage. When your document is zoomed in to 400%, 1 screen pixel is a relatively small nudge distance on the document. When your document is zoomed out to 25%, 1 screen pixel is a relatively large nudge distance on the document.

If an object does not move to exactly where you want it on a slide, you can clear the **Snap to grid** option. This option, which is on automatically in PowerPoint, aligns objects to the nearest intersection of the grid while you move them. To temporarily turn this option off, press and hold ALT while you drag the object.

Add text to a shape

Click the shape that you want to add text to, and then type your text.

Resize a shape

To resize the shape, click it, and then drag its sizing handles.

The text that you add becomes part of the shape — if you rotate or flip the shape, the text rotates or flips also.

Align shapes

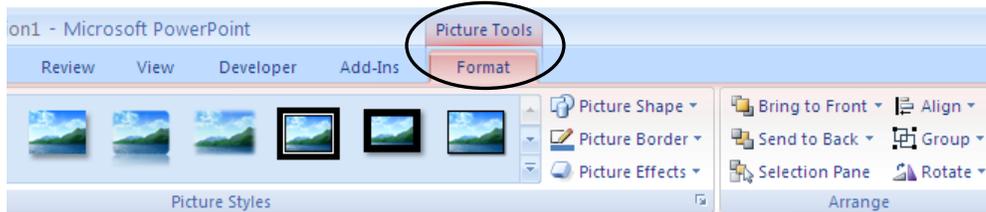
1. Select the pictures, shapes, text boxes, or WordArt that you want to align.

If **Align** options are unavailable, you may need to select an additional object.

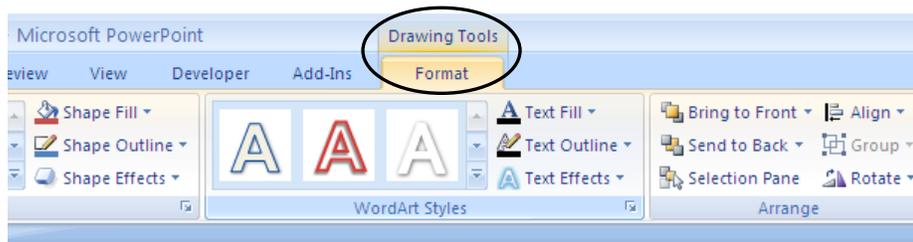
To select multiple objects, click the first object, and then press and hold CTRL while you click the other objects.

2. Do one of the following:

- To align a picture, under **Picture Tools**, click the **Format** tab.

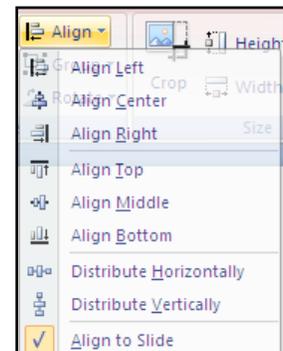


- To align a shape, text box, or WordArt, under **Drawing Tools**, click the **Format** tab.



3. In the **Arrange** group, click **Align**, and then do one of the following:

- To align the edges of the objects to the left, click **Align Left**.
- To align the objects vertically through their centers, click **Align Center**.
- To align the edges of the objects to the right, click **Align Right**.
- To align the top edges of the objects, click **Align Top**.
- To align the objects horizontally through their middles, click **Align Middle**.
- To align the bottom edges of the objects, click **Align Bottom**.
- To align one object to the slide, click **Align to Slide**.



- When you align objects relative to each other by their edges, one of the objects remains stationary. For example, **Align Left** aligns the left edges of all selected objects with the left edge of the leftmost object — that is, the leftmost object remains stationary, and the other objects are aligned relative to it. If you align an object to a SmartArt graphic, the object is aligned to the leftmost edge of the SmartArt graphic, not to the leftmost shape in the SmartArt graphic.

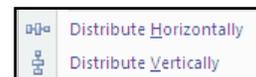
- **Align Middle** aligns objects horizontally through the middles of the objects and **Align Center** aligns objects vertically through the centers of the objects. When you align objects relative to each other by their middles or centers, the objects are aligned along a horizontal or vertical line that represents the average of their original positions. No object necessarily remains stationary, and all of the objects might move.
- Depending on the alignment option that you click, objects will move straight up, down, left, or right, and might cover an object already located there. If you align your objects and find that they are stacked on top of each other, you can undo the alignment by pressing CTRL-Z or clicking the Undo icon, and then move the objects to new positions before you align them again.

Arrange shapes

1. Select at least three objects that you want to arrange equal distances from each other. To select multiple objects, click the first object, and then press and hold CTRL while you click the other objects.

To select objects that are hidden, stacked, or behind text, do the following:

- On the **Home** tab, in the **Editing** group, click **Select**, click **Select Objects**, and then draw a box over the objects.
2. Do one of the following:
 - To arrange pictures equally, under **Picture Tools**, click the **Format** tab.
 - To arrange a group with shapes, text boxes, or WordArt equally, under **Drawing Tools**, click the **Format** tab.
 3. In the **Arrange** group, click **Align**, and then do one of the following:
 - To center the objects horizontally, click **Distribute Horizontally**.
 - To center the objects vertically, click **Distribute Vertically**.



Change a shape

1. Click the shape that you want to change.

To select multiple shapes, press and hold CTRL while you click the shapes.

2. Under Drawing Tools, on the Format tab, in the Insert Shapes group, click **Edit Shape** .

If you do not see the Drawing Tools or Format tabs, make sure that you selected a shape.

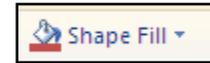
3. Point to **Change Shape**, and then click the shape that you want.

Add or change a shape fill

1. Click the shape that you want to add a fill to.

To add the same fill to multiple shapes, click the first shape, and then press and hold CTRL while you click the other shapes.

2. Under **Drawing Tools**, on the **Format** tab, in the **Shape Styles** group, click the arrow next to **Shape Fill**, and then do one of the following:



- To add or change a fill color, click the color that you want, or to choose no color, click **No Fill**.

To change to a color that is not in the theme colors, click **More Fill Colors**, and then either click the color that you want on the **Standard** tab, or mix your own color on the **Custom** tab. Custom colors and colors on the **Standard** tab do not update if you later change the document theme.

You can also adjust the transparency of the shape by clicking **More Fill Colors**. At the bottom of the **Colors** dialog box, move the **Transparency** slider, or enter a number in the box next to the slider. You can vary the percentage of transparency from 0% (fully opaque, the default setting) to 100% (fully transparent).

- To add or change a fill picture, click **Picture**, locate the folder that contains the picture that you want to use, click the picture file, and then click **Insert**.
- To add or change a fill gradient, point to **Gradient**, and then click the gradient variation that you want.
To customize the gradient, click **More Gradients**, and then choose the options that you want.
- To add or change a fill texture, point to **Texture**, and then click the texture that you want. To customize the texture, click **More Textures**, and then choose the options that you want.

Change a text box or shape border

1. Click the text box or shape border that you want to change.

If you want to change multiple text boxes or shapes, click the first text box or shape, and then press and hold SHIFT while you click the other text boxes or shapes.

2. Under **Drawing Tools**, on the **Format** tab, in the **Shape Styles** group, click **Shape Outline**.



If you do not see either the **Drawing Tools** or **Format** tabs, make sure that you selected a text box or shape.

3. Do one or more of the following:

- To change the color of the text box or shape border, click the color that you want.

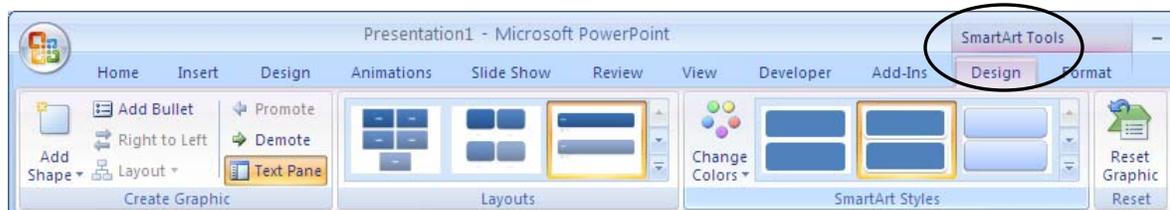
To change to a color that isn't in the theme colors, click **More Outline Colors**, and then either click the color that you want on the **Standard** tab, or mix your own color on the **Custom** tab. *Custom colors and colors on the **Standard** tab are not updated if you later change the document theme.*

- To change the width or weight of the border, point to **Weight**, and then click the line weight that you want.
To create a custom line weight, click **More Lines**, and then choose the options that you want.
- To change the style of the border, point to **Dashes**, and then click the border style that you want.
To create a custom style, click **More Lines**, and then choose the options that you want.

More on SmartArt

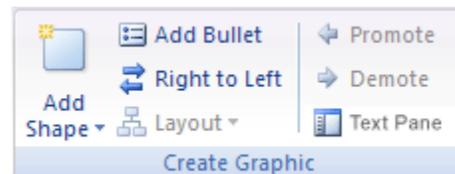
Add a shape from within the SmartArt graphic

1. Click the SmartArt graphic that you want to add a shape to.
2. Click the existing shape that is located closest to where you want to add the new shape.
3. Under **SmartArt Tools**, click the **Design** tab.



If you don't see the **SmartArt Tools** or **Design** tabs, make sure that you've selected a SmartArt graphic.

4. In the **Create Graphic** group, click the arrow under **Add Shape**, and then do one of the following to select a location for the new shape:
 - To insert a shape at the same level as the selected shape but following it, click **Add Shape After**.
 - To insert a shape at the same level as the selected shape but before it, click **Add Shape Before**.
 - To insert a shape one level above the selected shape, click **Add Shape Above**.



The new shape takes the position of the selected shape, and the selected shape and all of the shapes below it are demoted one level each.

- To insert a shape one level below the selected shape, click **Add Shape Below**.

The new shape is added at the end of other shapes at the same level.

Add a shape from within the Text pane

Add a shape before an existing shape

1. In the Text pane, place your cursor at the beginning of the text where you want to add a shape.
2. Type your text, and then press ENTER.

Add a shape after an existing shape

1. In the Text pane, place your cursor at the end of the text where you want to add a shape.
2. Press ENTER, and then type your text.

Change the layout for a SmartArt graphic

1. Click the SmartArt graphic whose layout you want to change.
2. Under **SmartArt Tools**, on the **Design** tab, in the **Layouts** group, click the layout that you want.

To see all of the available layouts within one type, in the **Layouts** group, click the **More** button  next to the layout thumbnail. To see all types and layouts, click **More Layouts**.

If you don't see the **SmartArt Tools** or **Design** tabs, make sure that you've selected a SmartArt graphic.

Change the type for a SmartArt graphic

1. Click the SmartArt graphic whose type you want to change.
2. Under **SmartArt Tools**, on the **Design** tab, in the **Layouts** group, click the **More** button , and then click **More Layouts**.

If you don't see the **SmartArt Tools** or **Design** tabs, make sure that you've selected a SmartArt graphic.

3. Click the type and layout that you want.

Change the color of an entire SmartArt graphic

1. Click the SmartArt graphic.
2. Under **SmartArt Tools**, on the **Design** tab, in the **SmartArt Styles** group, click **Change Colors**, and then click the thumbnail that you want.



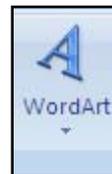
If you don't see the **SmartArt Tools** or **Design** tabs, make sure that you've selected a SmartArt graphic.

To see how a color will be applied to your SmartArt graphic before you select a thumbnail, place your pointer over the thumbnail that you want, and then look at your SmartArt graphic.

More on WordArt

Convert existing text to WordArt in Office PowerPoint 2007

1. Select the text that you want to convert to WordArt.
2. On the **Insert** tab, in the **Text** group, click **WordArt**, and then click the WordArt that you want.



Add or a fill for WordArt

1. Select the text in the WordArt or on the PowerPoint slide that you want to add a fill to.

To add the same fill to text in multiple places, select the first piece of text, and then press and hold CTRL while you select the other pieces of text.

2. Under **Drawing Tools**, on the **Format** tab, in the **WordArt Styles** group, click the arrow next to **Text Fill**, and then do one of the following:



If you do not see the **Drawing Tools** or **Format** tabs, make sure that you selected the text in the WordArt or on the PowerPoint slide.

- To add or change a fill color, click the color that you want. To choose no color, click **No Fill**. If you click **No Fill**, your text will not be visible unless you previously added an outline to the text. To change to a color that is not in the theme colors, click **More Fill Colors**, and then either click the color that you want on the **Standard** tab, or mix your own color on the **Custom** tab. Custom colors and colors on the **Standard** tab are not updated if you later change the document theme.
- To add or change a fill picture, click **Picture**, locate the folder that contains the picture that you want to use, click the picture file, and then click **Insert**.

If you select noncontinuous pieces of text and apply a picture fill, each individual selection is filled with the whole picture. The picture does not span the text selections.

- To add or change a fill gradient, point to **Gradient**, and then click the gradient variation that you want.
To customize the gradient, click **More Gradients**, and then choose the options that you want.
- To add or change a fill texture, point to **Texture**, and then click the texture that you want.
To customize the texture, click **More Textures**, and then choose the options that you want.

Add or change an outline for WordArt

1. Select the text in the WordArt or on the PowerPoint slide that you want to add an outline to.

To add the same outline to text in multiple places, select the first piece of text, and then press and hold CTRL while you select the other pieces of text.

2. Under **Drawing Tools**, on the **Format** tab, in the **WordArt Styles** group, click the arrow next to **Text Outline**, and then do one of the following:



If you do not see the **Drawing Tools** or **Format** tabs, make sure that you selected the text in the WordArt or on the PowerPoint slide.

- To add or change an outline color, click the color that you want. To choose no color, click **No Outline**.

To change to a color that is not in the theme colors, click **More Outline Colors**, and then either click the color that you want on the **Standard** tab, or mix your own color on the **Custom** tab. Custom colors and colors on the **Standard** tab are not updated if you later change the document theme.

- To add or change the thickness of the outline, point to **Weight**, and then click the thickness that you want.
To customize the thickness, click **More Lines**, and then choose the options that you want.
- To add or change the outline to dots or dashes, point to **Dashes**, and then click the style that you want.
To customize the style, click **More Lines**, and then choose the options that you want.

Add or change and effect for WordArt

1. Select the text in the WordArt or on the PowerPoint slide that you want to add an effect to.

To add the same effect to text in multiple places, select the first piece of text, and then press and hold CTRL while you select the other pieces of text.

2. Under **Drawing Tools**, on the **Format** tab, in the **WordArt Styles** group, click **Text Effects**, and then do one of the following:



If you do not see the **Drawing Tools** or **Format** tabs, make sure that you selected the text in the WordArt or on the PowerPoint slide.

- To add or change a shadow, point to **Shadow**, and then click the shadow that you want. To customize the shadow, click **Shadows Options**, and then choose the options that you want.
- To add or change a reflection, point to **Reflection**, and then click the reflection variation that you want.
- To add or change a glow, point to **Glow**, and then click the glow variation that you want. To customize the glow colors, click **More Glow Colors**, and then click the color that you want. To change to a color that is not in the theme colors, click **More Colors**, and then either click the color that you want on the **Standard** tab, or mix your own color on the **Custom** tab. Custom colors and colors on the **Standard** tab are not updated if you later change the document theme.
- To give your text the appearance of depth by adding or changing an edge, point to **Bevel**, and then click the bevel that you want. To customize the bevel, click **3-D Options**, and then choose the options that you want.
- To add or change a 3-D rotation, point to **3-D Rotation**, and then click the 3-D rotation that you want. To customize the 3-D rotation, click **3-D Rotation Options**, and then choose the options that you want.
- To add or change the warp or path of the text, point to **Transform**, and then click the warp or path that you want.