



Adding AutoShapes

To add AutoShape

1. Click on the **Insert** menu.
2. Click **Picture**.
3. Then, click **AutoShapes**.
4. Click on **Stars and Banners** and then click on desired shape in that category.
5. Click in the upper-right corner of the slide and then drag the object down diagonally about an inch.
6. To delete an AutoShape, right-click the AutoShape you want to delete and then click **Cut**.

To add an AutoShape with text

1. On the **AutoShapes toolbar**, click **Callouts**.
2. Click on the **Rectangular Callout**.
3. Click in the slide and drag the object down about an inch.
4. Type the text of your choice.
5. Highlight the text you just typed.
6. Right-click on the **Callout** box.
7. Click on **Font**.
8. Change to the desired size and click **OK**.
9. Click and drag the upper-right corner of the Callout box until all of the text fits within it.
10. Close the **AutoShapes toolbar**.

If you want your shape to be an exact size, right-click on the shape and from the shortcut menu choose **Format AutoShape**. Click the **Size tab**. The dialogue box asks you to specify the exact size. To make the textbox appear to be floating above the page, click the **Shadow button** on the drawing toolbar.