POWERPOINT OBJECTS
And the Drawing Toolbar
By Vic Jaras

OBJECTS: In PowerPoint, almost everything is an object that can be moved, resized, sometimes rotated and transformed with color, shadow or shading. The Drawing Toolbar (Below) allows you easy access to most PowerPoint objects. You can even create objects from scratch.

The Drawing Toolbar (on the bottom of your screen) is a collection of icons for easy access to the most popular objects used in PowerPoint.

HINT: If you do not see this toolbar on your screen, click on View, Toolbars and check the box next to Drawing.

Let's begin our tour of this toolbar with the Draw Menu Option

LOCATION, LOCATION, LOCATION: As in real estate, location is everything. With PowerPoint, you can control which objects appear in front, and behind.

First click an object to select it.

Click on Draw, move up the menu to **Order** and move to the right to select where you want your object located on the slide.
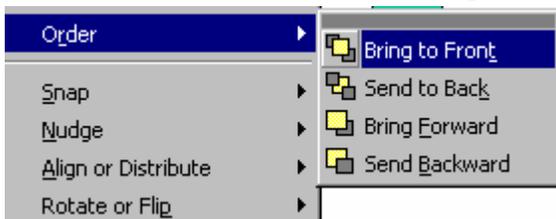
You can change which object Appears in front or back.
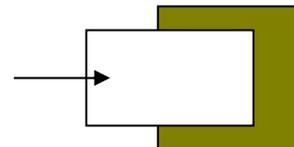
AUTOSHAPES: These are ready-made objects that you simply click on from the menu and then with your mouse on the slide holding down the left button, determine the size. There are several types of shapes categorized for you. Simply click on a shape, and then drag your mouse on the slide to define the shape of that object. Release the mouse and your auto shape should be on the slide.
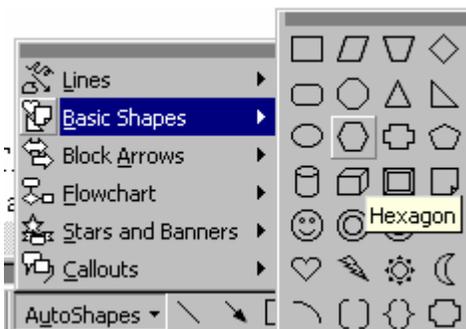
TIP: You may need to practice this a few times. Be careful not to release the mouse too soon.

Notice that there are five menus, each with a collection of auto shape objects that you can use to embellish your presentations and add zest to an otherwise dry topic..

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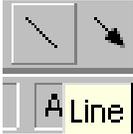
LINE AND ARROW: The line and arrow shapes are useful to embellish your presentation. All these objects are placed in your slide the same way.

TIP: Hold down the shift key while you draw your line or arrow to force it to be straight. This is especially helpful on Monday mornings before coffee.

RECTANGLE AND OVAL: These are shapes that are useful to define space in a presentation. You may want a box behind your text to be a different color than your presentation background. If so, use the rectangle icon and with your mouse draw a box and then click on the paint bucket to change the background color.

TEXT BOX: The text box allows you to insert text anywhere on a slide. Sometimes the ready-made auto layouts do not have a text box in the location you need. The text box is like a mini word processor inside of PowerPoint. It word wraps, it spell checks and you can change the size, style and format (bold, italics, underline and shadow) with the toolbar icons.

TIP: You will need to HIGHLIGHT your text in the text box before changing it.

WORD ART: Word Art transforms text into a picture object that you can resize simply by using the sizing handles with your mouse.

Select the style of word art and then a box will pop-up and click OK. Simply enter your text in this box and click OK and you will have created a really cool object for your presentation.

CLIP ART- This is a handy icon that with a click will open the ClipArt menu so you can add these objects into your presentation.

COLOR YOUR WORLD

PowerPoint has three color icons to manipulate colors in objects. The paint bucket does background color, the Paint brush controls line colors and the letter A controls text colors.

CHANGE THE BACKGROUND COLOR: If you have created a rectangle or oval shape and need to change the color, click on the triangle next to the paint bucket.

This will launch a menu with the following options.
**No Fill**- removes all color from your object.
Automatic-offers you 8 basic colors
More fill colors- launches the Colors menu where you can select thousands of color combinations and then add this color to your object.
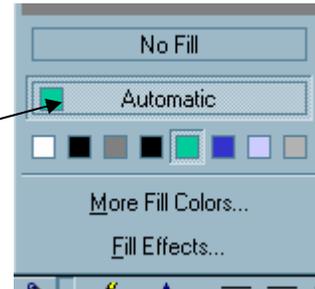
TIP: The color you select is also added as a new choice to the automatic menu.

Fill Effects- this opens the Fill Effects menu. This menu is so vast it has it's options organized into tabs.
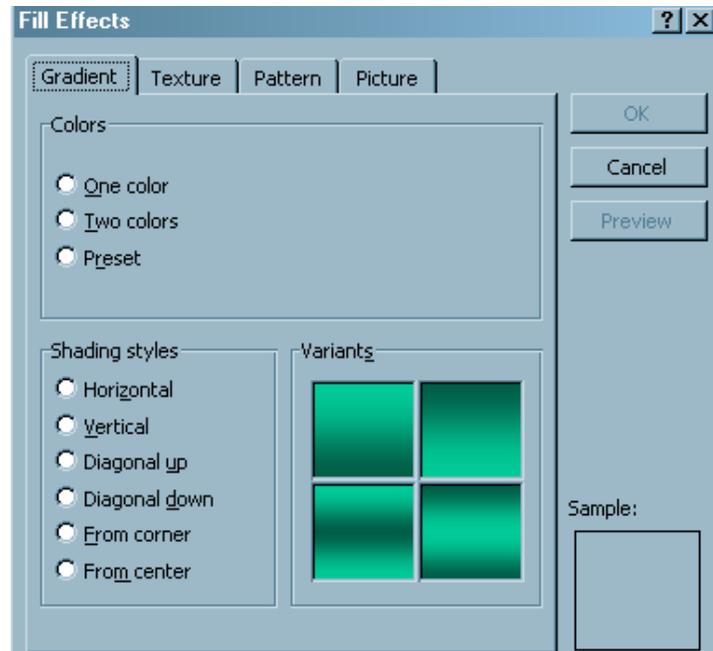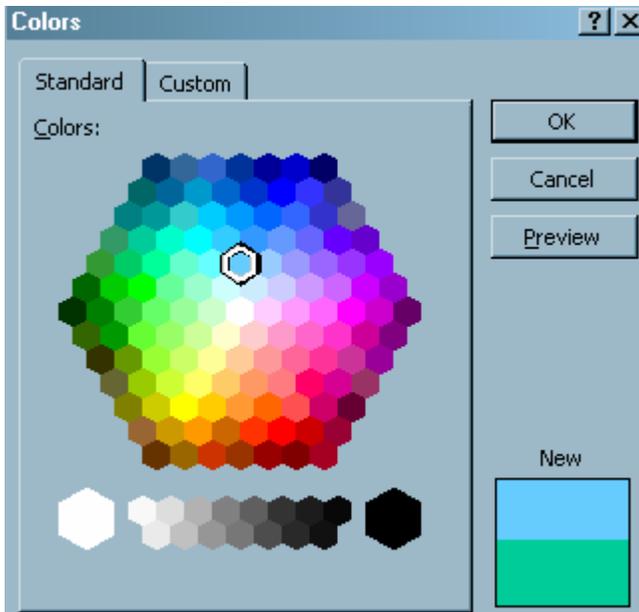
FILL EFFECTS OPTIONS:

GRADIENT- This allows you to blend background colors together and choose the direction of those colors.

TEXTURE- Changes your background to marble, wood, or other textures from the menu.

PATTERN- Add a pre-defined pattern to your background.

PICTURE- This option will take any picture and make it your object background. You have to find the picture, but you can use any picture on your computer or from a floppy disk.

TIP: If you combine Word Art and then use Fill Effects, and the Picture Option, you can have text with letters that are made up of a picture.

LINE STYLE ICONS: The line style, dash style and arrow style icons allow you change the style of your line or dash to add more emphasis.

HINT: You can make the line thicker or doubled with these tools. You can use the rectangle tool to draw a box around something, choose no-fill and then use the line style icon to create a frame.

ARROW DIRECTION ICON- Allows you to change the direction of an arrow you have created with the thin arrow icon from the drawing toolbar.

The Shadow and 3D icons allow you to transform text and other objects with a variety of effects. Select your object and then click on the shadow or 3D icon and choose a selection from the pop-up menu.

Last, but not least. This icon was placed last because it is the most challenging to work with.

ROTATE AN OBJECT:
You can rotate an object (but not a picture or clip art) by selecting the object and then clicking on the rotate icon.

TIP: Rotation of an object requires a higher level of mouse skill so you may need to practice a few times. NOTE: Not all objects can be rotated. If you click on the object and the rotation icon remains dim, then that object cannot be rotated (clipart, for example).
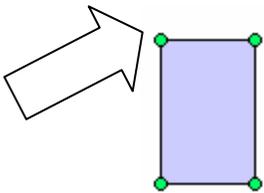
The object should now have green circles in the corners around them. Click and hold one of these sizing circles to adjust the rotation of your object. You can rotate drawing objects, text and Word Art for great effects.