

Adding Objects – Drawing

It is easy to draw basic shapes such as lines, rectangles and ovals in PowerPoint 2003.

Click on the **line button** in the drawing toolbar.



On a slide, **click** the mouse button and **drag** to create a **line**.



Microsoft and PowerPoint are registered trademarks of Microsoft Corporation in the United States and/or other countries

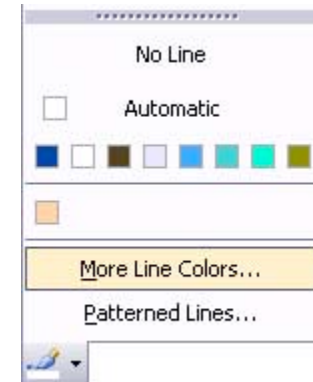
An Introduction to Microsoft® PowerPoint® 2003

You can change the style of the line, weight and its colour by **clicking** on the **buttons** in the drawing toolbar.

To change the line colour, **click** on the **‘Line Colour’** button and **select** the **colour** you wish to use.



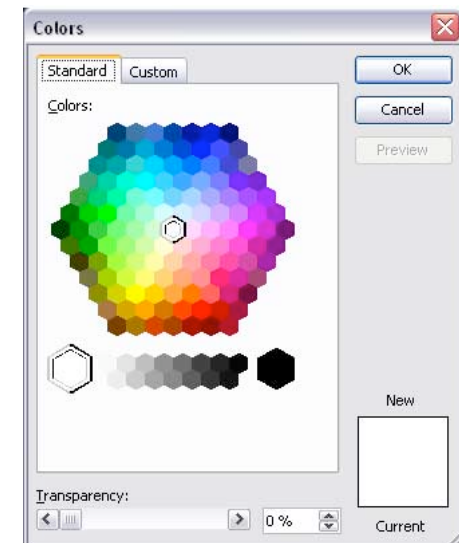
Line Color



If the colour you wish to use is not shown, **click** the **‘More Line Colours’** button.

The Colour dialog box will open allowing you to choose the colour you wish to use.

Click on it once, and **click** **‘OK’**.



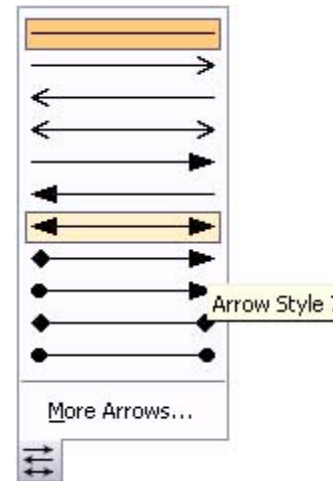
An Introduction to Microsoft® PowerPoint® 2003

To give your line arrow heads, **click** on the 'Arrow Style' button.



Arrow Style

Select the arrow style you wish to use.



An Introduction to Microsoft® PowerPoint® 2003

To draw a rectangle or oval uses the same principal.

Click on the **rectangle** or **oval tool** in the drawing toolbar.



On your slide, **click** the mouse button and **drag** to **create** your shape.

You can alter the fill colour, line colour and line weight by using the other buttons in the drawing toolbar with your object selected.

