Step by Step with PowerPoint -- Adding a Shape

PowerPoint’s Smart Shapes are a great alternative to fancy backgrounds and can add life to otherwise dull text or bulleted lists. Here is how to make the most of them:

1) Choose the slide where you would like to add a shape. It is easier to start with a totally blank slide, but you can use Arrange under Home on the Ribbon to put a shape behind an existing Text Box if you have added one all ready.

2) Choose Shapes under Insert on the Ribbon. Select a Shape.

3) Hold the left mouse button down and run it over the slide to make a Shape.

4) Just as with a Text Box, you can move, resize, or rotate your Shape.

5) To recolor or add fancy effects to your Shape, left click on it twice with the mouse and choose, Shape Outline, Shape Fill, or Shape Effects from the Ribbon.

6) When you have your Shape in place, you can then put a Text Box right on top of it. The Shape will enhance your Text Box' background and contents.