

# Manipulate shapes in PowerPoint 2016

Shapes are a great way to make presentations more interesting. PowerPoint gives users a lot of different shapes to choose from and they can be customized to suit each person's individual needs.

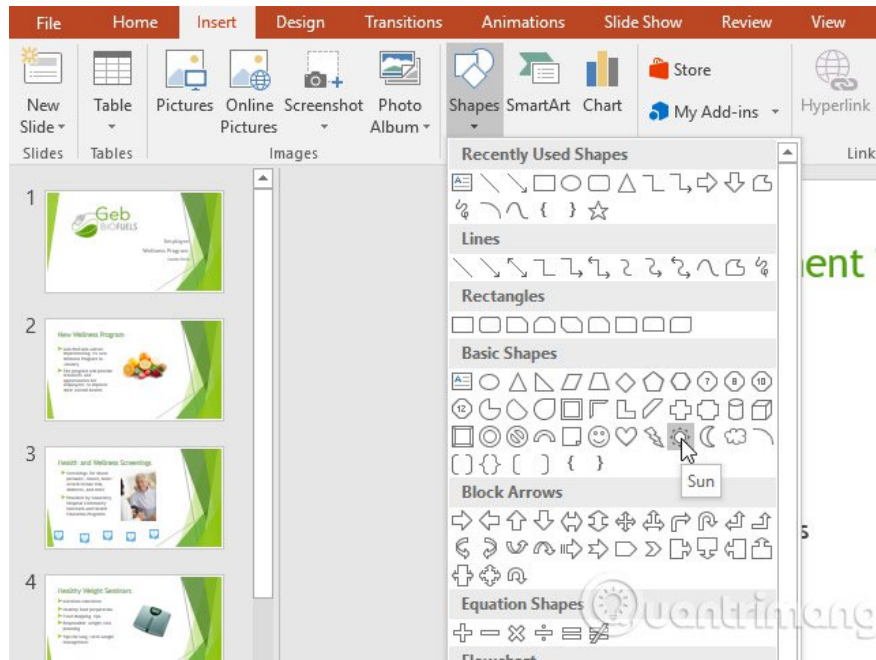
Shapes are a great way to make presentations more interesting. PowerPoint 2016 gives users a lot of different shapes to choose from and they can be customized to suit each person's individual needs. Although it is not necessary to use shapes in all presentations, if used correctly, they can help increase visual appeal.

## Learn about shapes in PowerPoint 2016

1. How to insert a shape
2. Modify the shape or text box
3. Formats and text boxes
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  2. How to change the Shape Fill color
  3. How to change outline shapes
4. How to add effects to shapes
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## How to insert a shape into a slide

1. Select the **Insert** tab , and then click the **Shapes** command in the **Illustrations** group . A drop-down menu containing shapes will appear.
2. Select the desired shape.



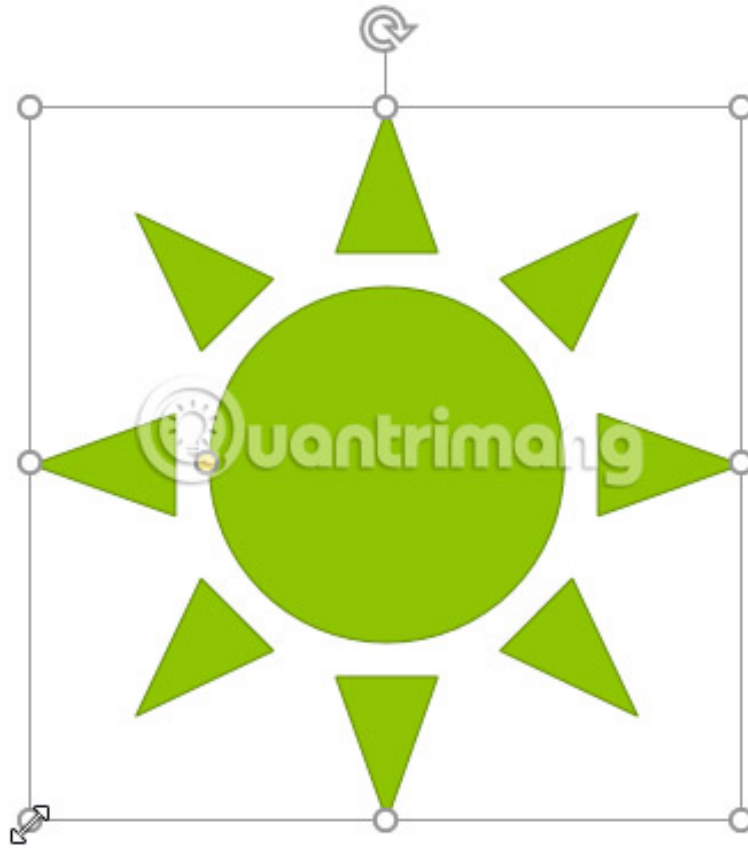
3. Click and drag to the desired position to add the shape to the slide.



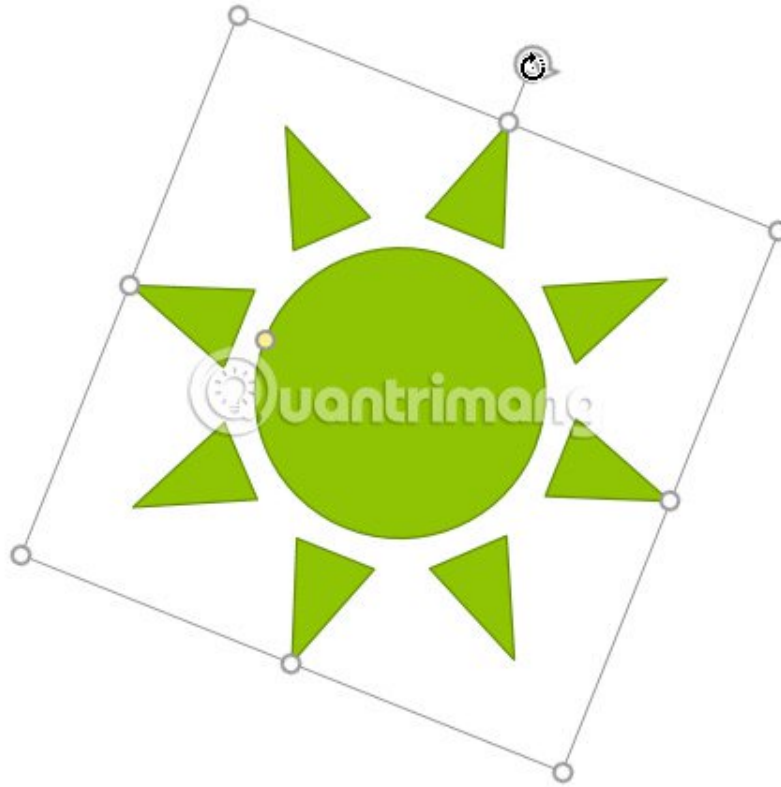
## Modify the shape or text box

When clicking on a shape or text box, the handles will appear allowing you to manipulate the shape. There are several types of handles.

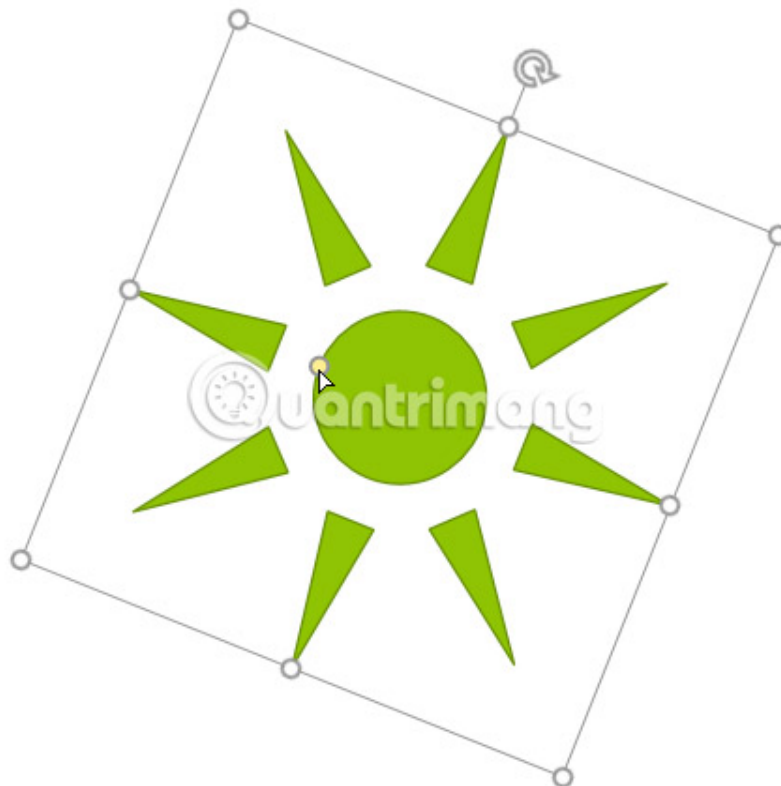
1. **Size adjustment handle** : Click and drag the handle to adjust the size until the shape or text box has the desired size. You can use the size handle at the corners to change the height and width at the same time.



1. **Handle rotate** : Click and drag handle rotate to rotate the shape.



1. **Handle Yellow:** Some shapes with one or more Yellow handles can be used to customize the shape. For example, with the sun image, you can change its ratio.



In addition to resizing, customizing and rotating shapes, you can align, arrange and group them together.

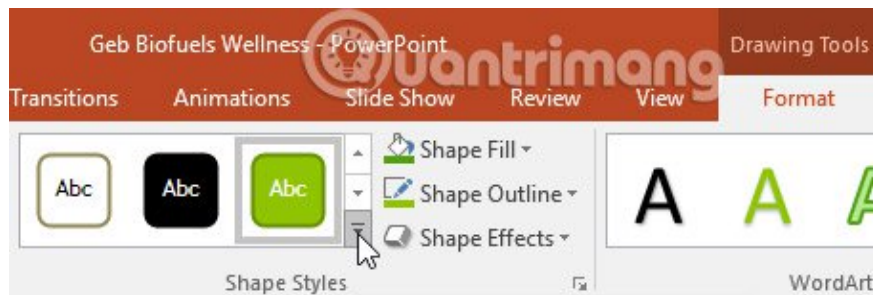
## Formats and text boxes

PowerPoint allows you to modify shapes and text boxes in a variety of ways so that you can adjust them to suit your project. You can change the shape and text box into different shapes, style and color formats, as well as add effects to them.

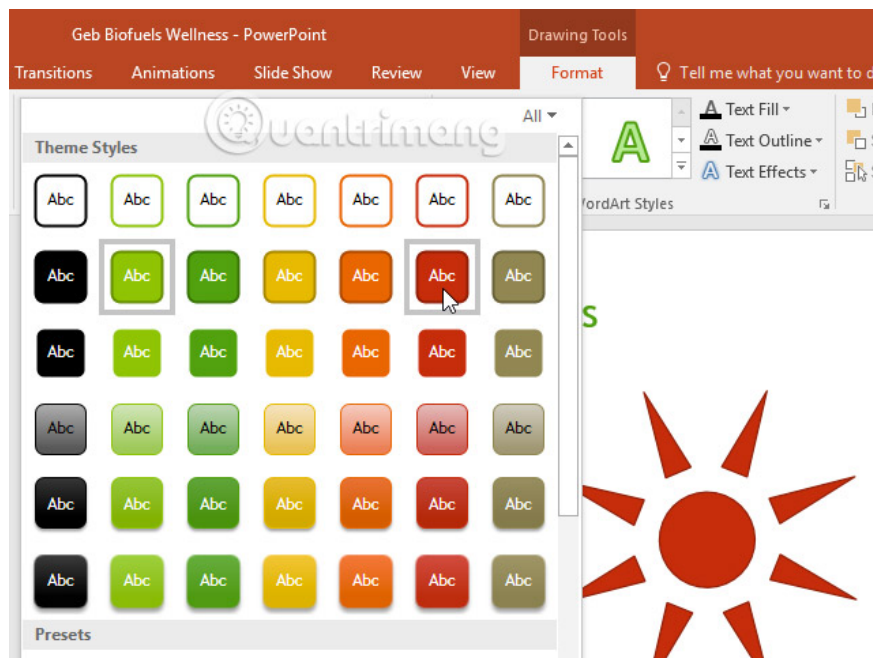
### How to change the shape shape

Choose a style for the shape that allows you to apply preset colors and effects to quickly change the appearance of the shape or text box. These options will depend on the color, which is now part of the theme in use.

1. Select the shape or text box you want to change.
2. On the **Format** tab , click the **More** drop-down arrow in the **Shape Styles** group .



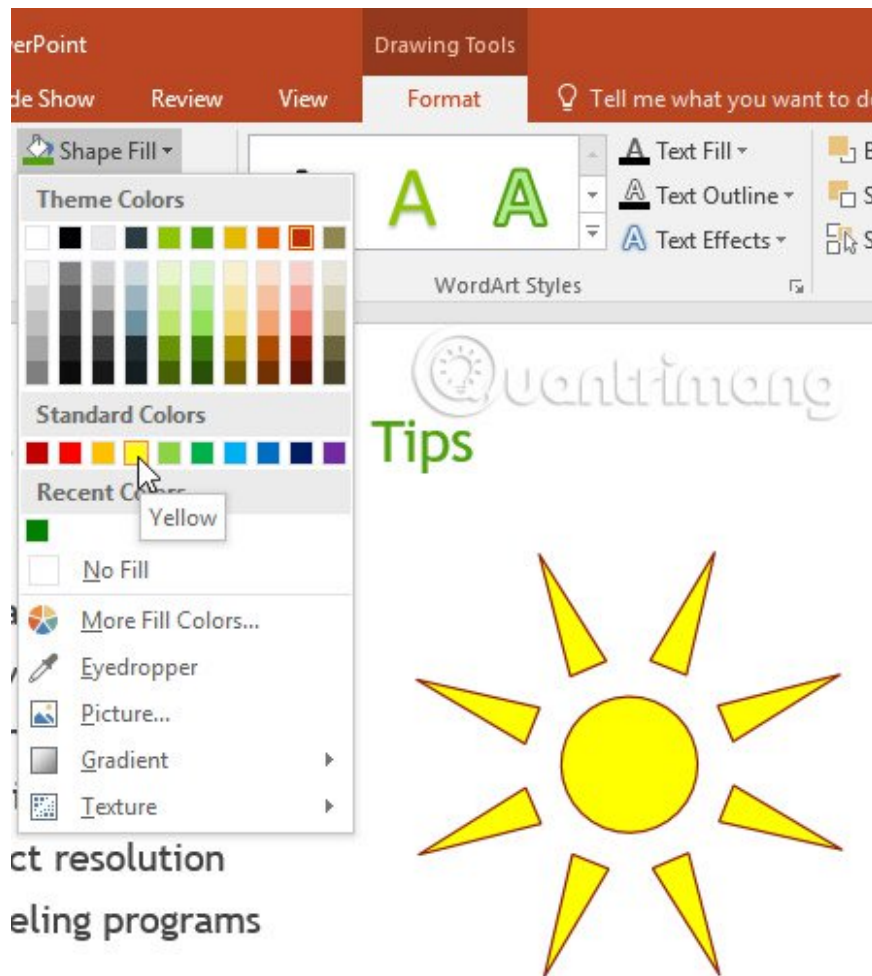
3. A drop-down menu containing styles will appear. Please choose the type you want to use.



4. The shape or text box will appear in the selected style.

## How to change the Shape Fill color

1. Select the shape or text box you want to change.
2. On the **Format** tab , click the **Shape Fill** drop-down arrow . The **Shape Fill** menu will appear.
3. Move the mouse over different colors to select the color you want to use. To see more color options, select **More Fill Colors** .



4. The shape or text box will appear with the selected color.

If you want to use another **Fill** type, select **Gradient** or **Texture** from the drop-down menu. You can also select **No Fill** to make it transparent.

## How to change outline shapes

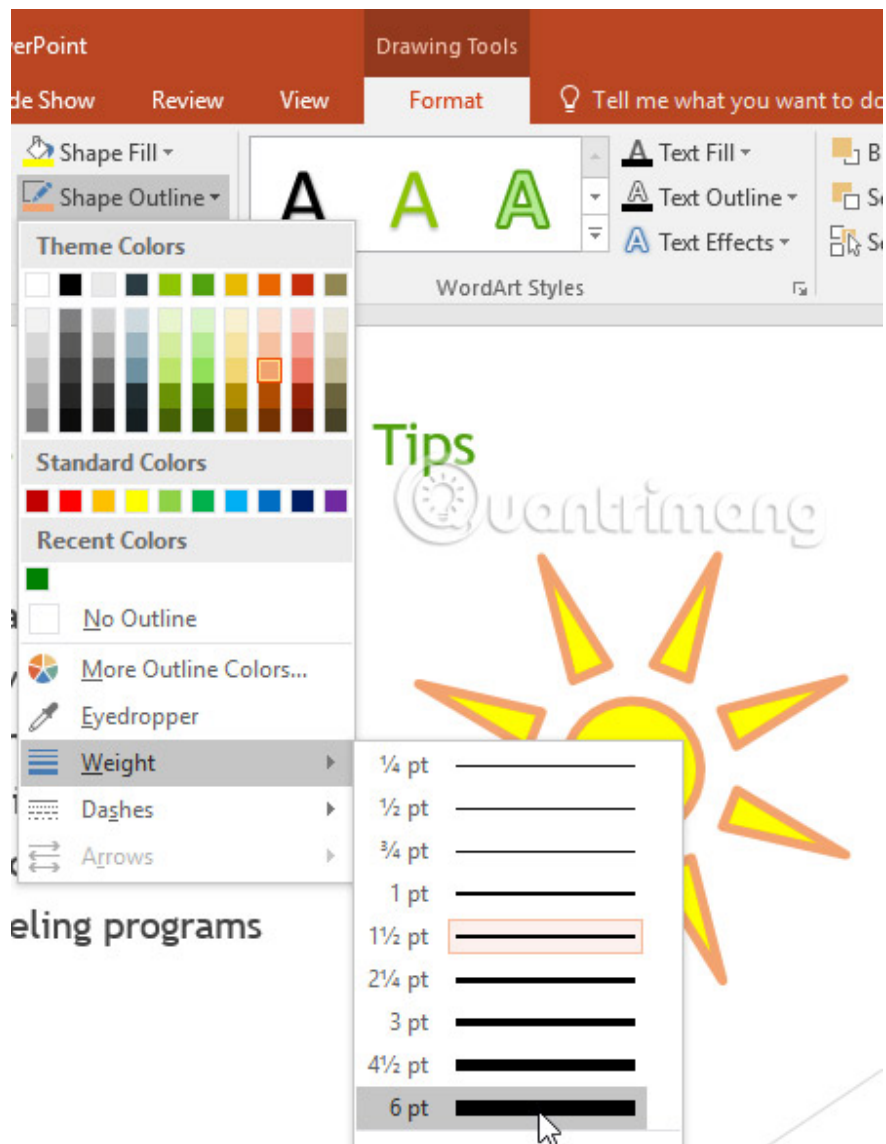
1. Select the shape or text box you want to change.
2. On the **Format** tab , click the **Shape Outline** drop-down arrow . Menu **Shape Outline** will appear.

3. Select the color you want to use. If you want to make the outline transparent, select **No Outline**.



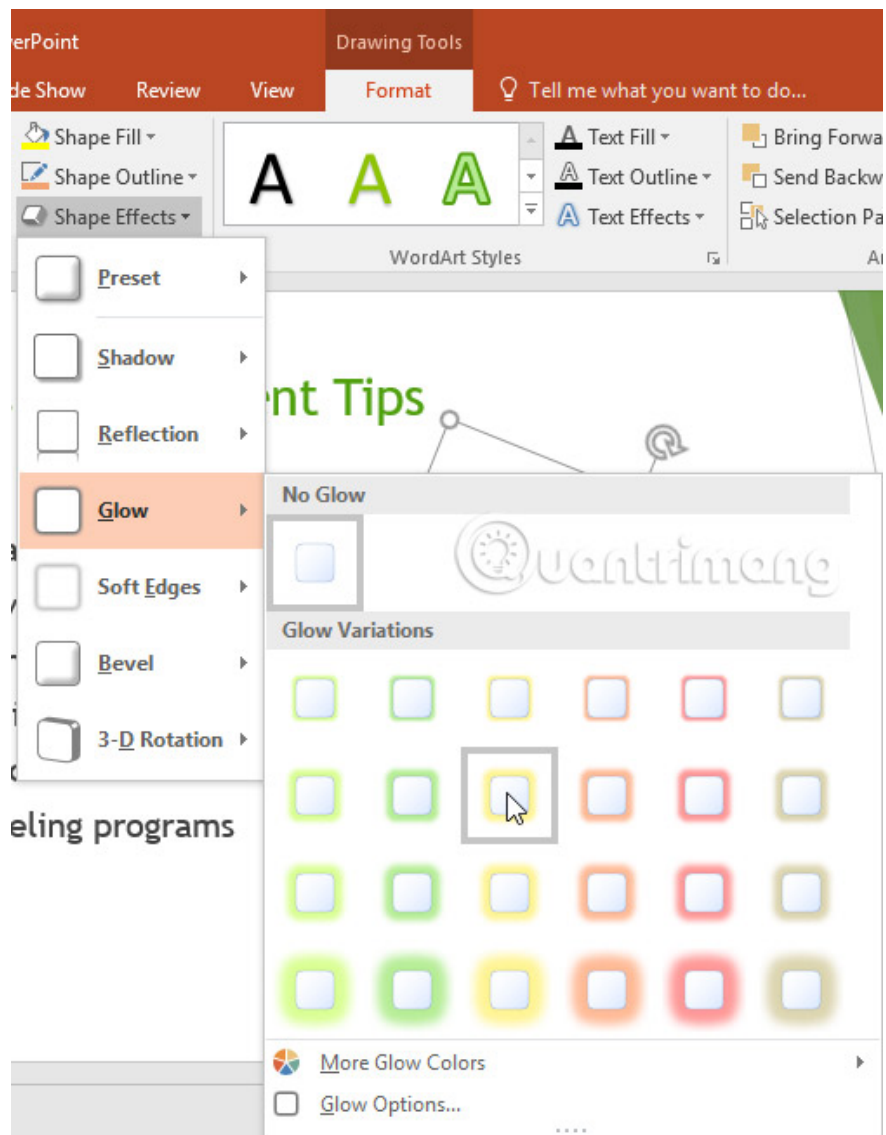
4. The shape or text box will appear with the selected outline color.

From the drop-down menu, you can change the color, thickness of the outline and choose the type of dashed line or not.



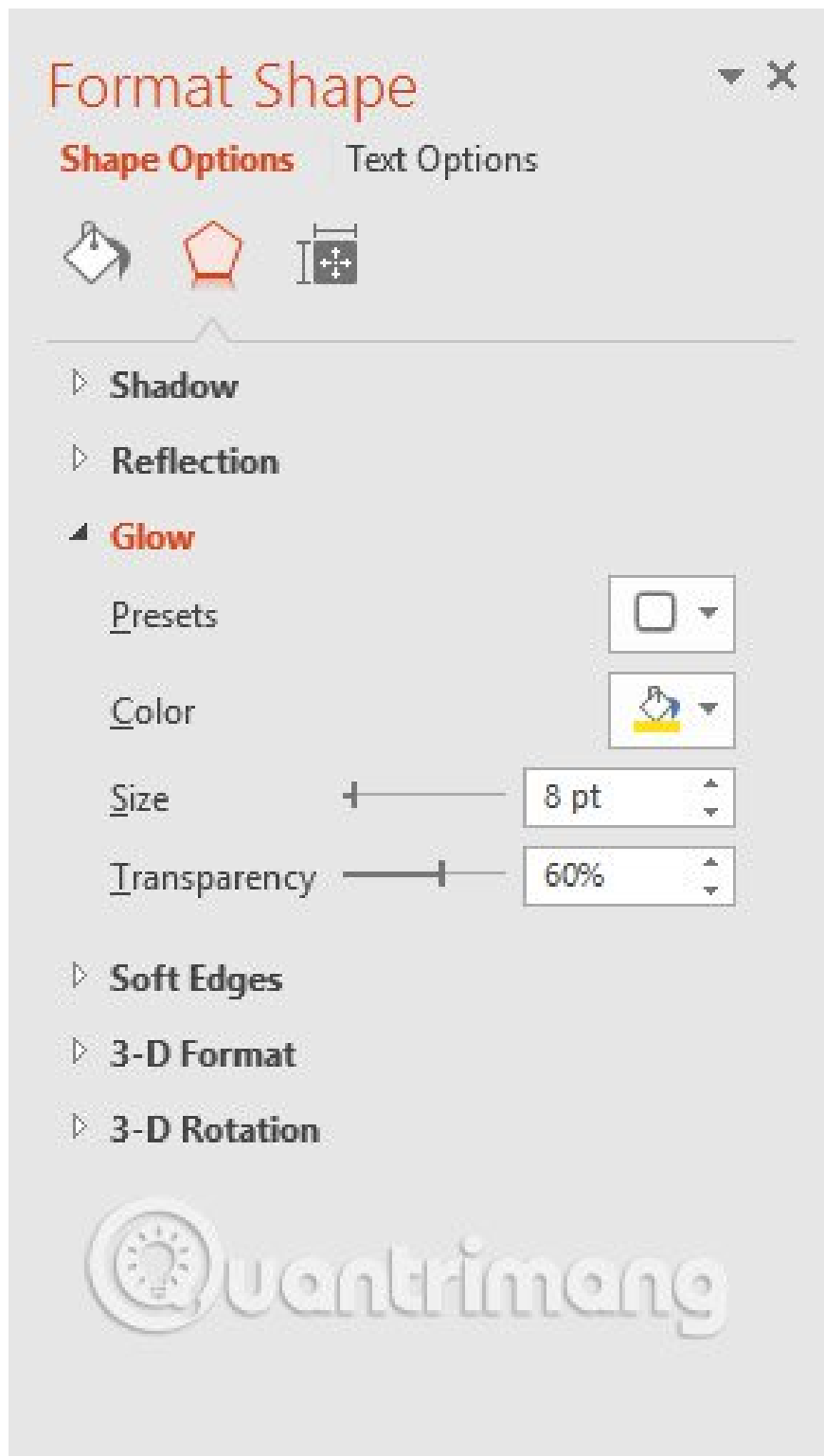
## How to add effects to shapes

1. Select the shape or text box you want to change.
2. On the **Format** tab , click the drop-down **Shape Effects** arrow . In the menu that appears, hover over the type of effect you want to add, then select the desired preset effects.



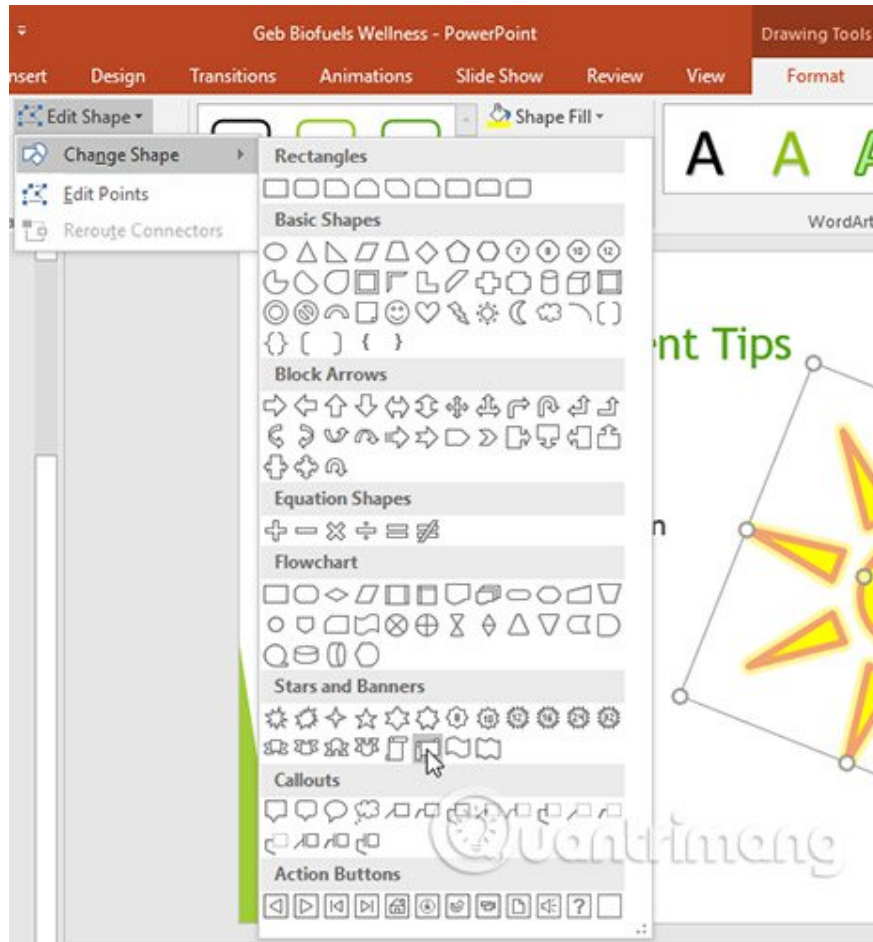
3. The shape will appear with the selected effect.

To continue adjusting the effect for the shape, select **Options** at the bottom of each menu. The **Format Shape** window will appear, allowing you to customize the effects.

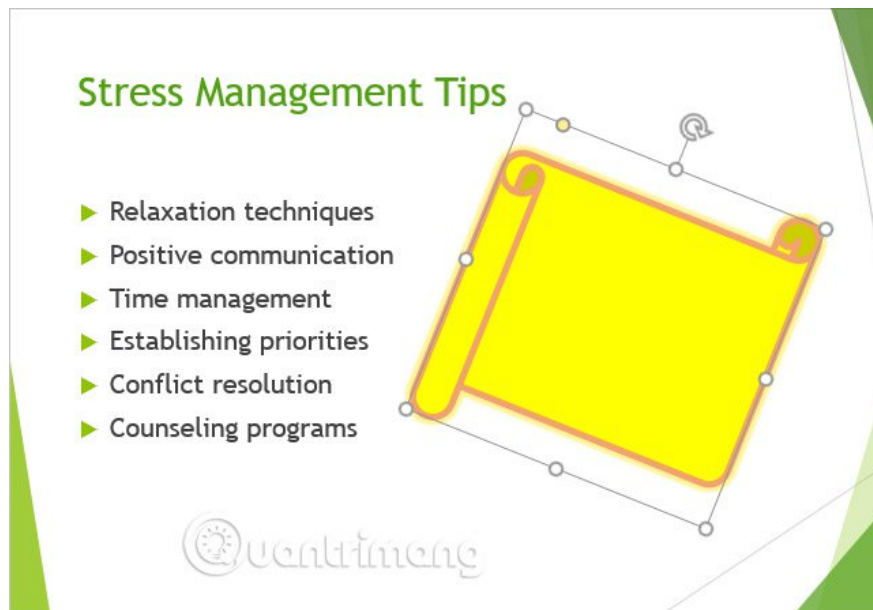


## How to change to another shape

1. Select the shape or text box you want to change. The **Format** tab will appear.
2. On the **Format** tab , click the **Edit Shape** command . In the menu that appears, hover over **Change Shape** and select the desired shape.



3. The new shape will appear.



If desired, you can enter text into the shape. When the shape appears in the document, you just need to start typing the text. Then, you can use formatting options on the **Home** tab to change the font, font size or color of

the text.



Good luck!

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