

# MS PowerPoint - Lesson 6: Drawing Toolbar

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## Display the drawing toolbar

From the **View** menu, go to **Toolbars** and select **Drawing**

Here are some icons and functions of the **Drawing** toolbar

**Draw** Allows applying different bar adjustments to drawing objects. **Select Objects** Allows to select a drawing object. If you want to select multiple objects, hold down the **Shift** **AutoShapes** Click the **AutoShapes** icon to see a list of drawing objects. Move the mouse pointer to set and select Use **Line** shape to draw the line. To draw horizontal or vertical lines, hold Shift while dragging **Arrow** Suu to draw lines with arrows **Rectangle** Using drawing rectangles. To draw a square, hold down the Shift key while dragging. **Oval** Use drawing oval. To draw the correct circle, hold down the Shift key while dragging. **Text Box** Used to draw cells containing text. **Vertical Text Box** Used to draw text cells along **Insert WordArt For** inserting different styles of WordArt **Insert Diagram or Organization Chart** Used to insert diagrams or **Insert Clip Art** organization charts Used to insert drawings with **Insert Picture** available Use to insert images from the position you specify **Fill Color** Use to color the object drawing **Line Color** Use to color the object currently selected. **Font Color** Format the **font** color for text in drawing objects. **Line Style** Used to determine the type of line drawing **Dash Style** Used to determine the type of line out of **Arrow Style** Used to determine the type of arrow **style Shadow Style** Click on the type of shadow you want to use for the object. **3-D Style** Click on the 3D model you want to use

## Add AutoShape

- Click the **AutoShape** icon on the **Drawing** toolbar to display the **AutoShape** menu
- Click on the **AutoShape** you want to use
- Click on the location where you want to start drawing the object.
- Hold the left mouse button while dragging the object to the desired drawing
- Release the mouse when the image is balanced

- To adjust the picture, select the shape and drag the adjustment hook

### **Draw a line**

- Click on the **Line** icon from the **Drawing** toolbar . The cursor changes to a plus sign
- Click on the location you want to start dragging. Release the mouse when you want to end

### **Draw an arrow at the top**

- Click the **Arrow** icon on the **Drawing** toolbar. The mouse pointer changes to a plus sign when the cursor moves onto the slide
- Click on the location where you want the starting and pulling points. Release the mouse when you want to finish

### **Draw a rectangle**

- Click the **Rectangle** icon on the **Drawing** toolbar. The cursor changes to a plus sign
- Click on the location where you want to place the rectangle or cube to start. When finished, release the mouse cursor

### **Draw an oval**

- Click the **Oval** icon on the **Drawing** toolbar. The cursor changes to a plus sign
- Click on the location where you want the oval or circle to start. When finished, release the mouse cursor

### **Create a Text box**

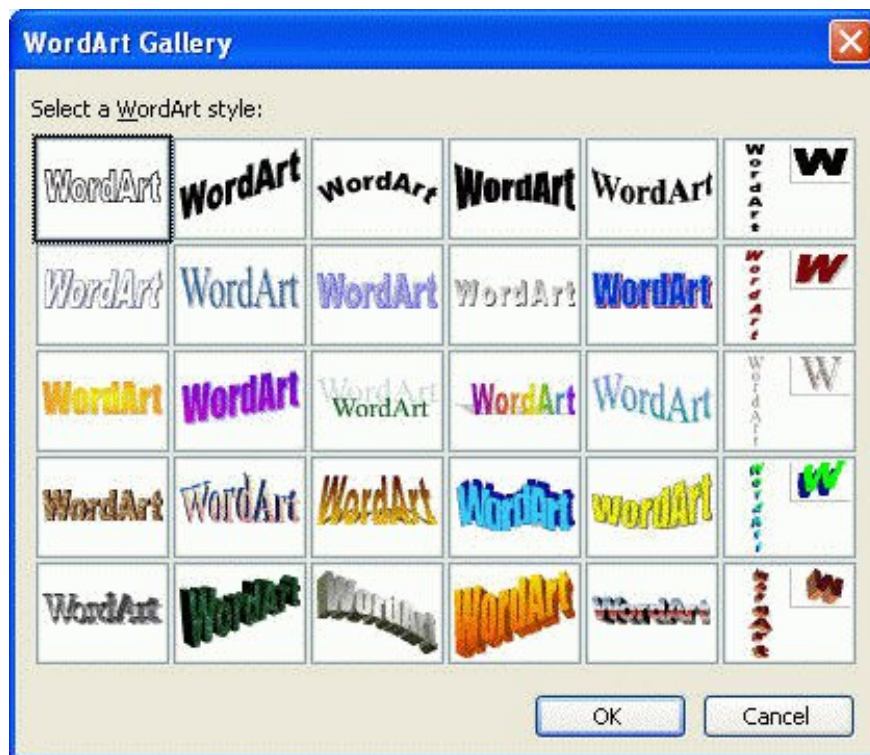
- Click on the **Text Box** icon on the **Drawing** toolbar
- From the cursor mark position, left click. Drag the mouse until it is sufficient, then release the mouse
- The text box will appear in the document, you can type in the content or enter the image there.

### **Create a vertical text box**

- Click the **Vertical Text Box** icon in the **Drawing** toolbar
- From the position of the cursor, left click. Drag until you want to stop, then release the mouse
- The text box displays in the document, you can type the content and add the image right there

### **Create a WordArt object**

- Click the **Inser WordArt** icon on the **Drawing** toolbar



- From the **WordArt Gallery** select the type you want and click the **OK** button
- **Edit WordArt Text** dialog box displayed, Type content into 'Your Text here' section
- Click the **OK** button to insert **WordArt** . You can see **WordArt** placed on the slide

### **Create an organization chart or chart**

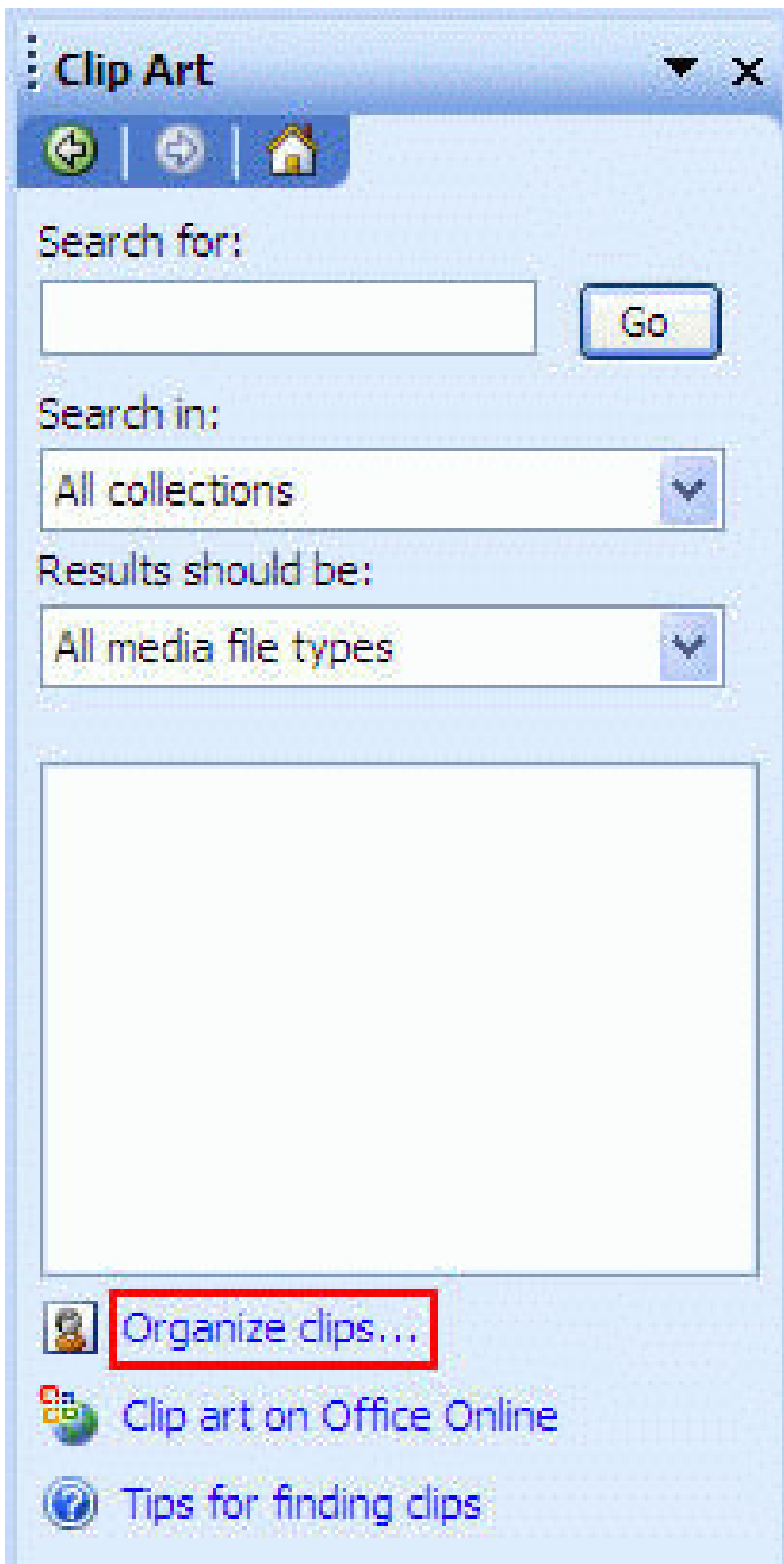
- Click the **Insert Diagram or Organization Chart** icon on the Drawing toolbar



- From the **Diagram Gallery** dialog box select a chart you want, then click **OK**

### **Insert a clipart**

- Click the **Insert Clip Art** icon on the **Drawing** toolbar to open the **Clip Art** box



- **Search for:** data field allows you to enter one or more related to a graphic you want to search. Each time you enter, click the **Go** button to start searching. Note: During that time, the Internet must be connected.
- Click **Organize clips** . (Blue letter)
- From the **Microsoft Clip Organizer** window , double click on **Office Collections** .



- You can see, there are sub-items like Arts, Animals, . Each category has several clip art
- Right click on the picture and select **Copy**



- Move the cursor to the location where you placed the clip art. Click the **Paste** icon on the **Formatting** toolbar

### **Insert a photo**

- Click the **Insert Clip Art** icon on the **Drawing** toolbar to open the **Insert Picture** dialog box

- Select the photo you want to insert and click the **Insert** button

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