

## Exercise #3

### Working with AutoShapes

In this exercise you will learn how to use flowchart AutoShapes to demonstrate processes.

**Note:** The following toolbar must be active: **Drawing**

#### A. Modifying AutoShapes

PowerPoint makes it easy to modify the attributes of any existing shape on a slide.


1. Go to **slide #7** in the **file\_1.ppt** file.
2. Select the red arrow by right-clicking on it, and from the menus select **Format AutoShape**.

The **Format AutoShape** window appears.

**Note:** This window can be used to edit other drawing objects, such as rectangles, connectors, and ovals.

3. Select a shade of **green** from the **Color:** menu.
4. In the **Weight:** field, change the value to **2.5 pt**
5. Click **OK**.



6. With the arrow image selected, place the cursor over the **green dotted handle**  next to it. Hold down the mouse button and drag the pointer until the arrow is facing right.

**OVER**

## B. Flowchart AutoShapes

PowerPoint allows you to create flowchart shapes to depict processes.

1. Click the **AutoShapes** button in the **Drawing** toolbar.
2. Experiment with the flow chart and connector menus, and duplicate the gray areas of **slide #7**. Add one shape at a time, add the appropriate text, and connect the shapes as shown.

- Note: When using **connectors**, all the possible connection locations appear as *blue squares*.

*Red dots* indicate that the connector line has locked on to the object.



### TIP

You can customize selected AutoShapes by dragging the diamond-diamond adjustment handle. *Try it by inserting the **happy face** AutoShape and turning it into a sad face.*

### Bonus

- Recreate the flowchart on **slide #8**.