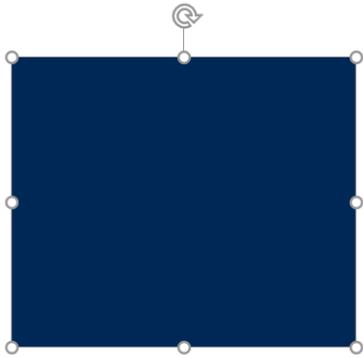


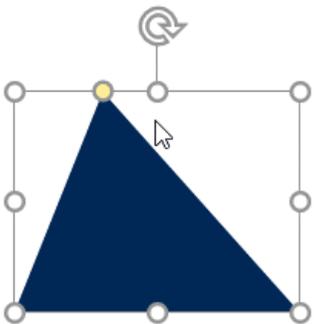
## Application: PowerPoint - Resizing Shapes

1. When a shape is selected it will display several resizing handles, as shown below:



2. Four round handles on the corners and four square handles on the sides. You will also see an arrow rotation handle over the top-middle handle.

**Tip:** Some shapes also display a yellow circle handle, which are used to change the shape proportion and appearance.



3. Click and drag any of the eight handles outward to increase the shapes height, width or proportion.
4. Click and drag any of the handles inwards to decrease the shapes height, width or proportion.
5. To maintain the width:height proportion of the shape, hold the **Shift** key while you click and drag one of the four corner handles.

**Tip:** To create a perfect circle or square, select the **Oval/Rectangle Shapes** and hold down **Shift** then click and drag.

6. To resize from the centre of the shape rather than from a corner or side, hold the **Ctrl** key while you drag one of the four corner or side handles.
7. Text may be added to any selected shape by simply typing while the shape is selected.

**Tip:** Text should always be applied to the Shapes and not as a separate text box placed on top

