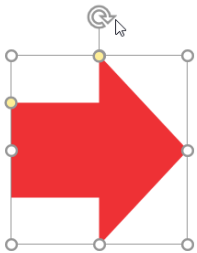


Application: PowerPoint - Rotating and Flipping Shapes

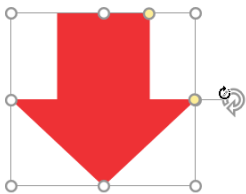
Occasionally a shape or image inserted on a slide facing in the wrong direction. In this instance, it is of importance to be able to rotate or flip the object to the position you require.

Free rotation

1. Select the shape or image to be rotated.
2. Click the circle rotation arrow on the top of the shape.



3. Click and drag left or right to rotate.

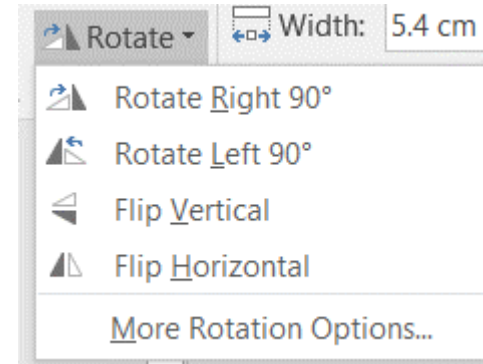


Tip: Holding the shift key as you rotate will rotate the shape at 15-degree increments.

Rotating left / right or flip horizontally / vertically

1. Click on the shape or image to be rotated or flipped to launch the **Drawing Tools > Format** options.

2. Click on the **Rotate** drop-down options from the **Arrange** group and select the required option.



3. Select **More Rotation Options...** to access **Size & Properties** task pane to specific rotation angles, scaling.

