

## Application: PowerPoint - Shape Fills and Outlines

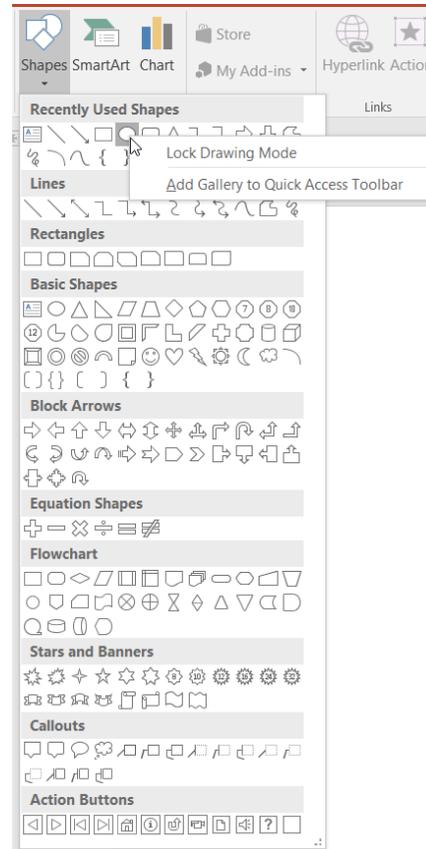
The **Shapes** menu provides a selection of **Basic Shapes**, **Lines**, **Arrows** and much more to add visual elements to your presentation document.

1. From the **Insert** tab, choose **Shapes** to select from a wide collection of predefined shapes.
2. Click and drag the mouse on the slide and your chosen shape will be created at the cursor point.

**Tip:** Did you know that if you right click on any shape and choose **Lock Drawing Mode**, the shape remains selected allowing you to continue adding this shape to the slide? Select **Esc** key to cancel the selection.

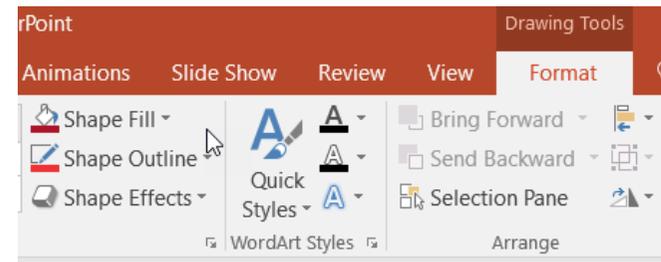
### Applying colours to a Shape

3. Colours can be applied to the Shape by using **Shape Fill** and **Shape Outline**.

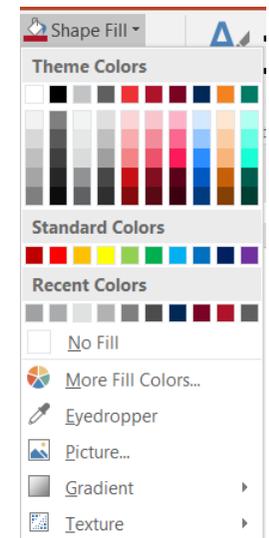


### How to apply Shape Fill Colours

1. When you have shapes selected on a slide, the **Drawing Tools** contextual tab will become activated. Select the **Format** tab.



2. Click the drop-down arrow to the right of the **Shape Fill** colour button.
3. Select the desired colour from the available **Theme Colors** or **Standard Colors** palettes.
4. The **Shape Fill** dialog allows you to apply different options for colouring shapes:



- **No Fill** will remove the existing fill colour. The object appears transparent and displays the colour of the slide background.
- **More Fill Colours...** provides access to spectrum of colours and even allows you to create your own colour shades using vertical slider.
- Other effects include **Picture...**, **Gradient** and **Texture**

**Tip:** Use the **Eyedropper** to match an existing colour used on the slide.



## How to apply Shape Outlines (borders)

1. Select a **Shapes**
2. Click the arrow to the right of the **Shape Outline** colour drop-down arrow.
3. Select the desired colour from the available **Theme Colors** or **Standard Colors** palettes.
4. The **Shape Outlines** dialog allows you to apply different border options:
  - **No Outline** will remove the existing outlines.
  - **More Outline Colours** provides access to spectrum of colours
  - **Weight** allows you to choose the thickness (width) of the outline.
  - **Dashes** provides a selection of patterns lines, such as solid, dash or dot
  - **Arrows** are enabled on Lines inserted on a slide and provides a selection of arrow formats and sizes.

