



VECTORA
ENTERPRISE



SHAPE BUILDING IN POWERPOINT

A Guide to Designing Custom Shapes &
Graphics to Spice Up Your Presentations

VECTORA ENTERPRISE: Where Movement Meets Precision

EASY DESIGN ON DEMAND!

Do you ever think you don't have the tools or skills to make custom shape designs for your PowerPoint slides? Think you need fancy or expensive software or advanced design skills?

Believe it or not, you already have everything you need to get started!

With a little creativity, this step-by-step guide will teach you how to build custom shapes in PowerPoint that will not only spice up your PowerPoint slides but also help you create more compelling visuals, charts, and diagrams.

You can use these shapes for a number of items, including but not limited to:

- ▶ Custom icons
- ▶ Image shape cut-outs
- ▶ Custom image cropping
- ▶ Other custom shapes for:



Infographics



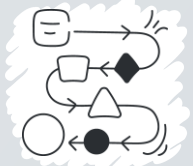
Visual Metaphors for Processes or Pipelines



Timeline Markers



KPI Gauges



Workflow Visuals & Swimlanes

THE LIST IS ENDLESS!


Let's dive in and show you how you can use shapes to design more engaging and powerful slides!



WHAT'S INSIDE THIS GUIDE

Use the Table of Contents below to navigate this guide.

If you're viewing this guide on a computer, you can **select any item** to navigate there directly.

- NOTE: 
- This may not function on a smartphone or tablet.



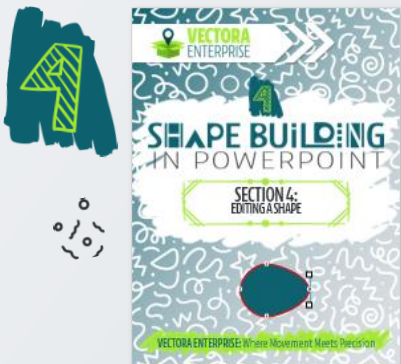
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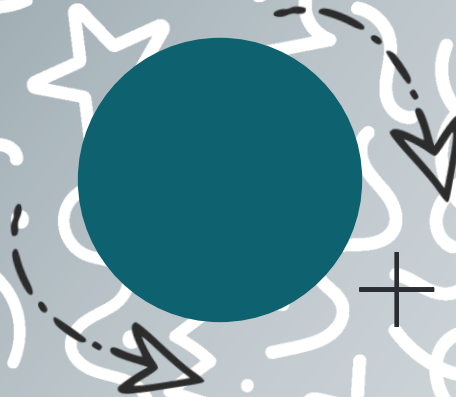


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SHAPE BUILDING IN POWERPOINT

SECTION 1:
MAKING & PLACING A NEW SHAPE



VECTORA ENTERPRISE: Where Movement Meets Precision

LET'S CIRCLE BACK TO THE BASICS

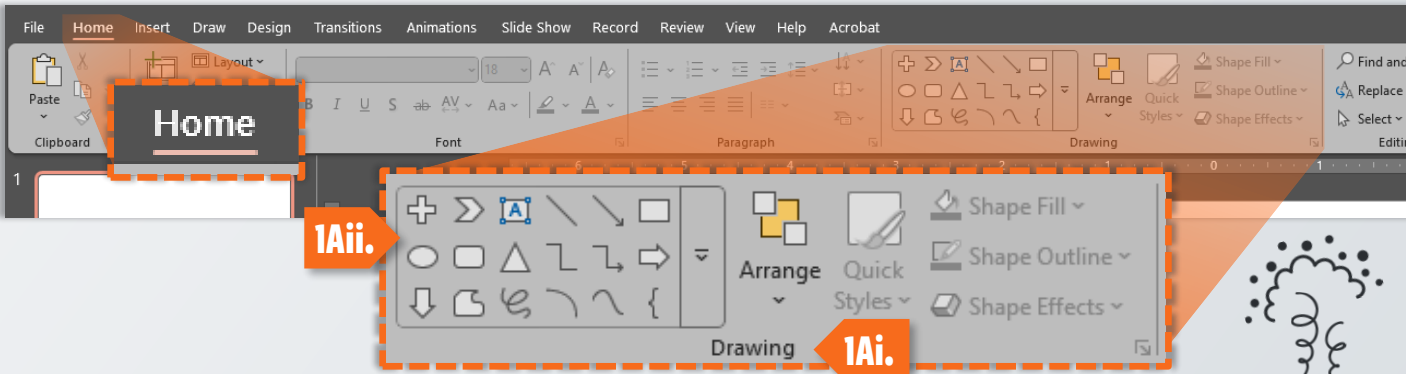
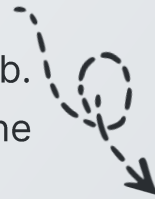


Before anything else, let's start with the basics to make sure everyone is on the same page – making and manipulating a shape.

1. There are two ways to add a shape: from the Home tab and from the Insert tab. Let's take a look at both.

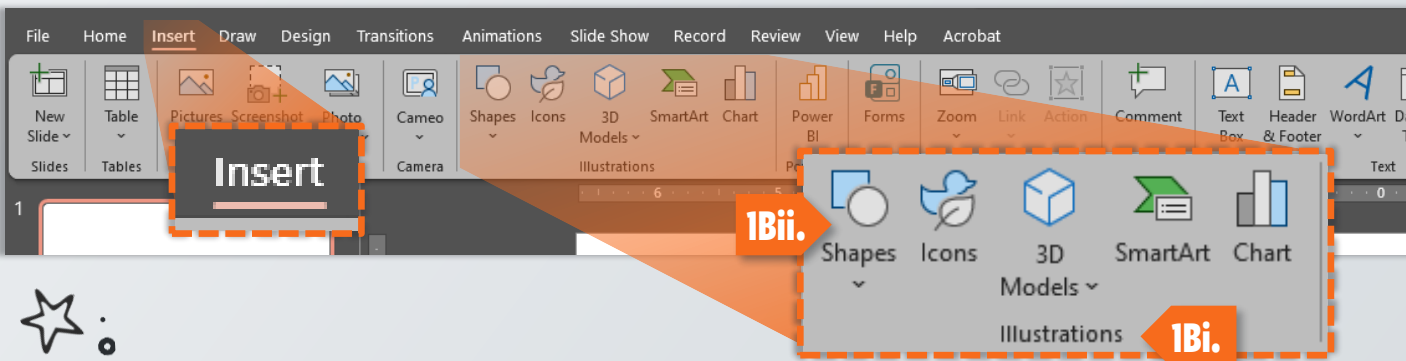
A. ADD A SHAPE FROM THE HOME TAB

- i. Locate the **Drawing** section of the Home tab.
- ii. Choose the shape you want to draw from the **Shapes** dropdown menu.



B. ADD A SHAPE FROM THE INSERT TAB

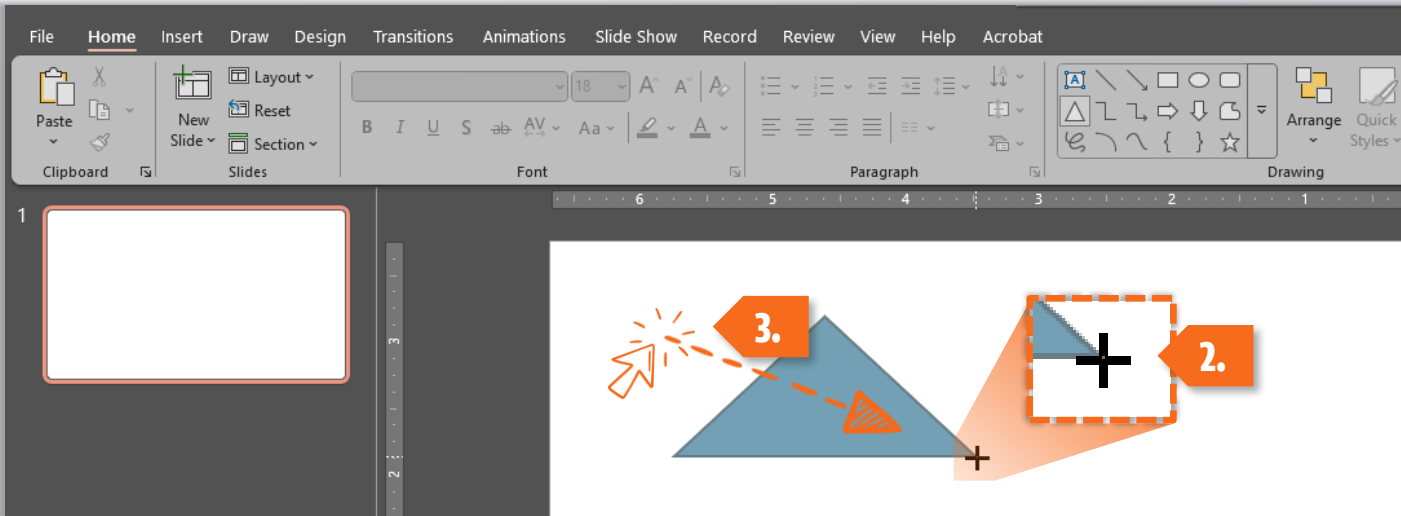
- i. Locate the **Illustrations** section of the Insert tab.
- ii. Choose the shape you want to draw from the **Shapes** dropdown menu.



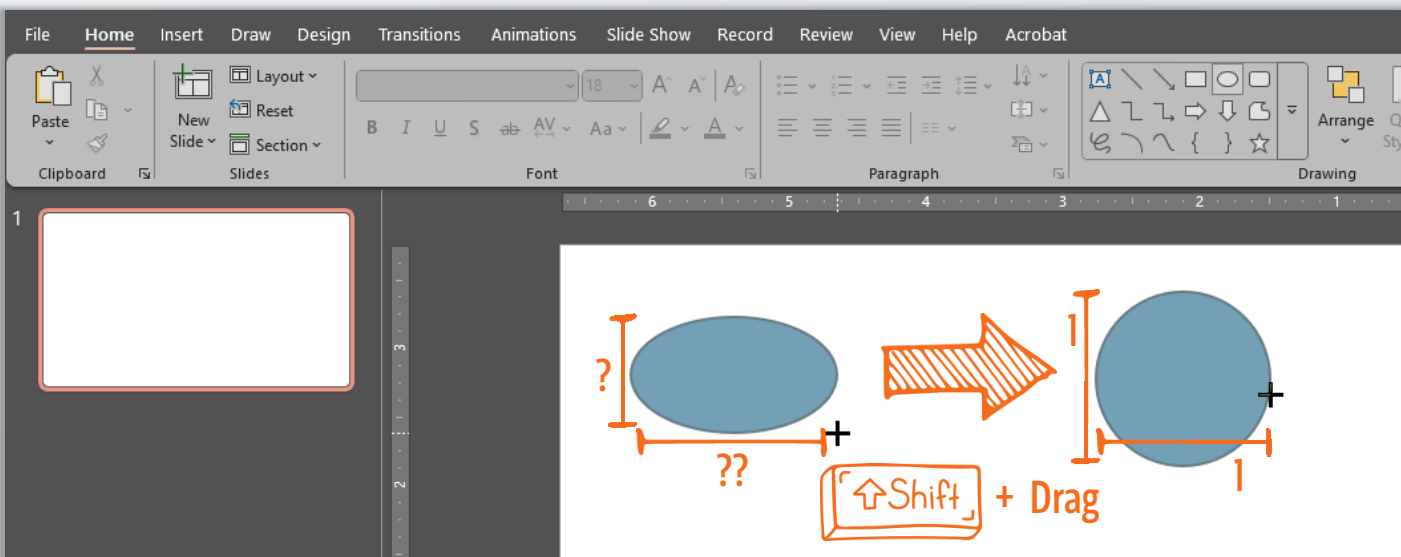
SECTION 1: MAKING & PLACING A NEW SHAPE

2. Once you choose a shape, you will see that your cursor has changed to **crosshairs**. Click anywhere on the slide and **hold down the mouse** or trackpad.

3. **Drag your mouse** or trackpad to draw the shape. The farther you drag, the larger the shape will be.



4. Optionally, you can hold down the **Shift** key while dragging the mouse or trackpad. This will **lock the dimensions of the shape** to a **1:1 ratio** – for instance, to create a perfect square or a perfect circle.



5. When you're happy with your shape, **release the mouse**. Don't worry about getting it perfect on the first try – you can modify your shape later!

6. If you want to manipulate the size, dimensions, rotation, location, or formatting of your shape, **click it once to highlight it**.

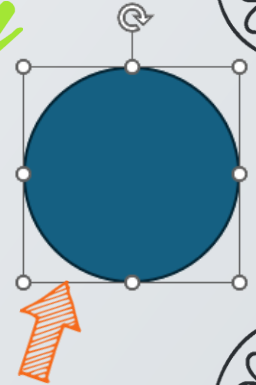


TIP: WHAT'S THAT THING AROUND MY SHAPE?

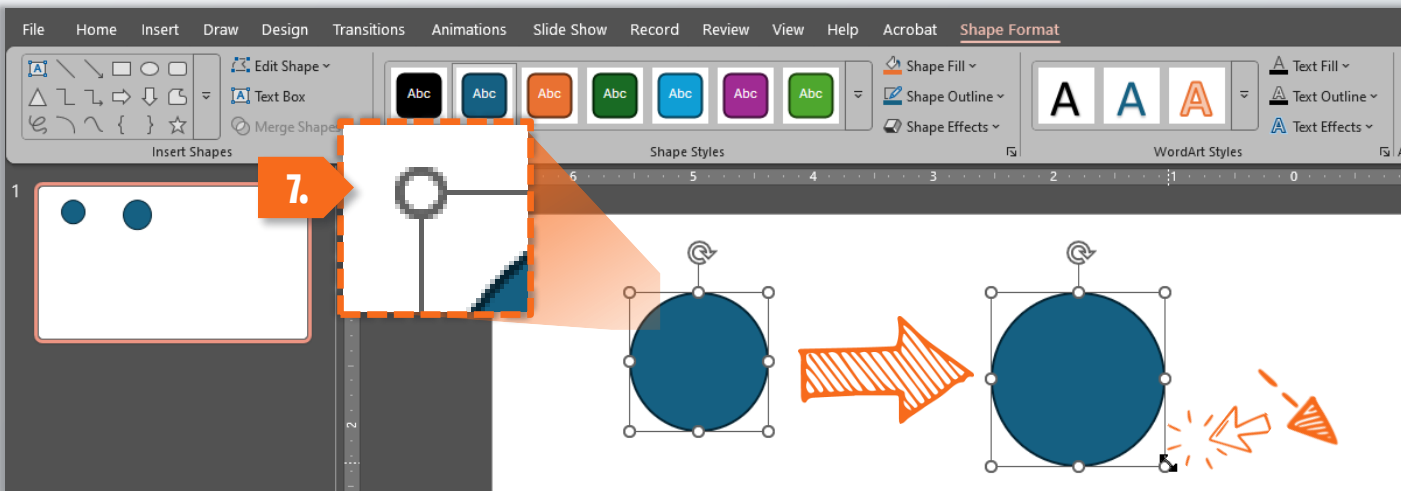
When you select a shape, you will see a rectangular border appear around it with eight equal points.

This is called a **bounding box**. It lets you see very clearly which shape(s) you have selected at a given time.

Even more important than this, though – it also allows you to manipulate the shape, as listed in steps 6-10.



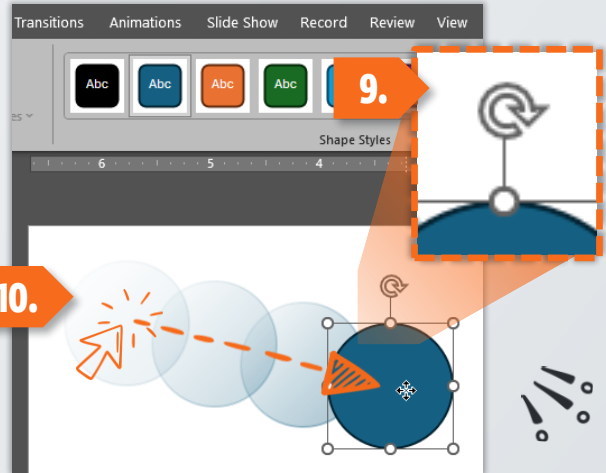
7. To change the size or dimensions of the shape, **click and hold any of the eight points** of the bounding box. Then, drag in the direction you want the shape to change.



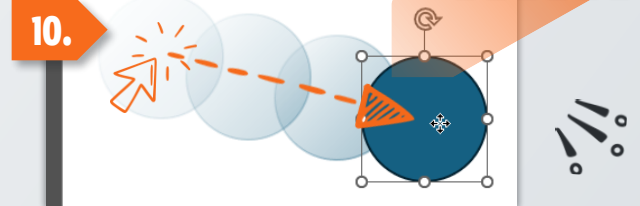
8. Optionally, you can **hold the Shift key** to make it larger or smaller while keeping the shape's current dimensions.



9. To rotate the shape, **click and hold the rotation icon** connected to the shape's bounding box. Then, **move your mouse** in the direction you want the rotation to go.



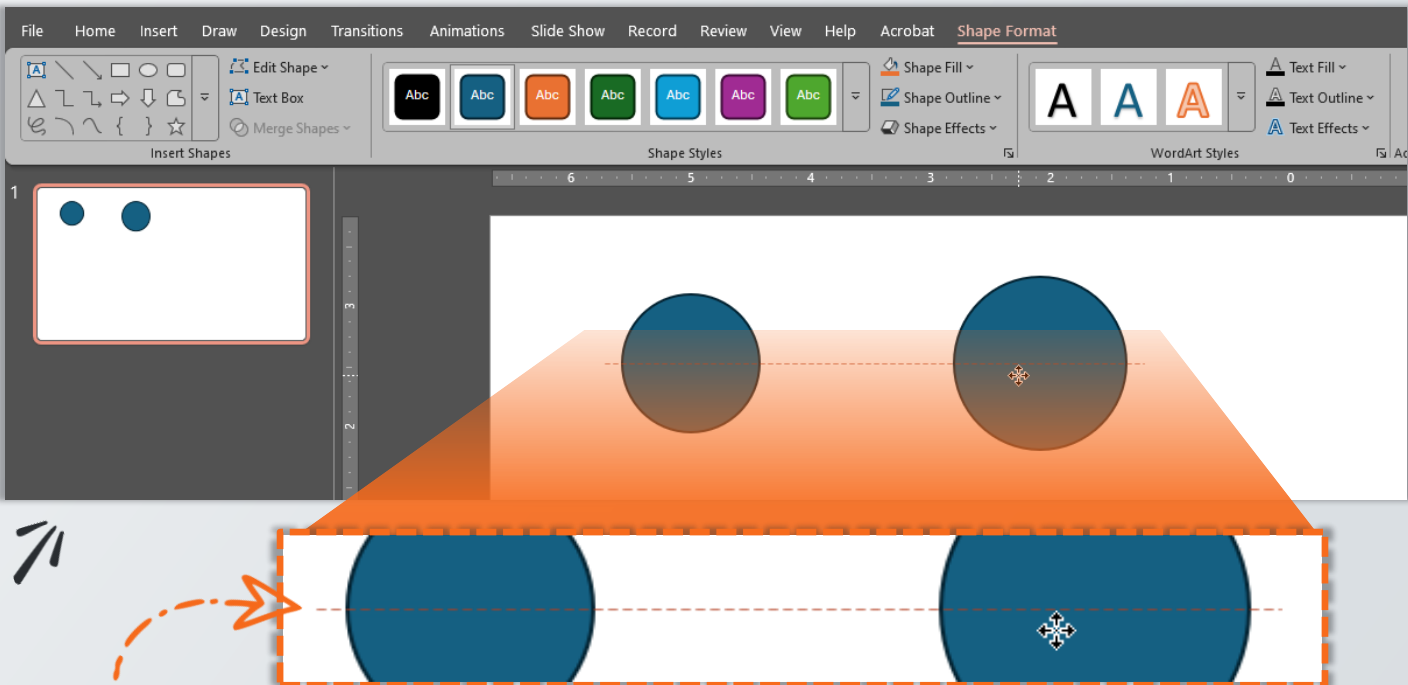
10. To move the shape while keeping its current shape and size, **click and hold anywhere inside the shape** or the edge lines of the bounding box (NOT the eight points). Then, **drag the shape** to the desired location.



11. You will notice that shapes will **automatically line up** to other shapes using invisible guides. This is called **snapping**.

These guides become visible as you drag the shape when it begins to line up with other items on the slide or even with the slide itself.

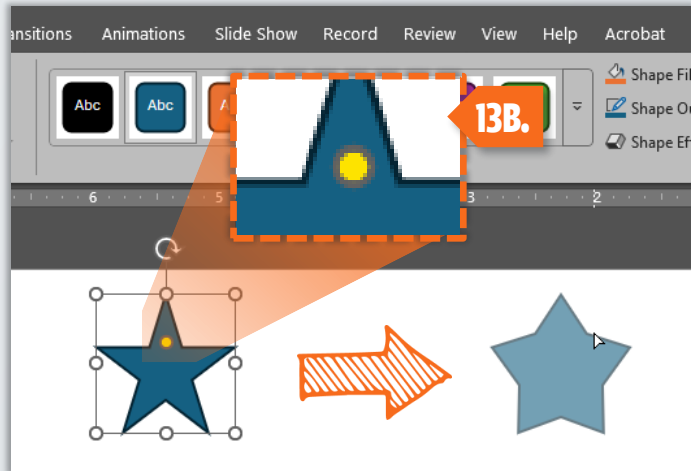
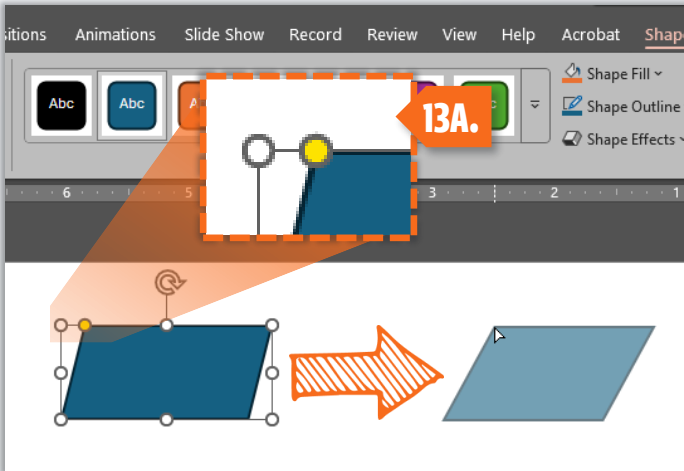
If you *don't* want the shape to line up with these guides, **hold the Alt/Option key** while moving the shape.



12. Once your shape has the size, dimensions, rotation, and placement that you want, simply **click any blank space** on the slide to deselect the shape.

13. Some shapes, such as parallelograms and stars, have **additional manipulation options** that appear in the bounding box. These are denoted by an additional **ninth point** inside the bounding box.

- A. In the case of the **parallelogram**, by clicking and dragging this point side to side, you can change the steepness of the angled edges.
- B. In the case of a **star**, by clicking and dragging this point up and down, you can change the thickness of the arms of the star.
- C. Steps 13a and 13b are just examples – any time you see these additional points, **drag them around to experiment** and see what they do! If you ever don't like the changes you made, simply use the keyboard shortcut **Ctrl+Z/Cmd+Z** to undo the change.



AND THAT'S IT!

Remember that just because you've deselected the shape doesn't mean you can't select it again later to manipulate it further.

YOUR TURN! MAKE A SHAPE

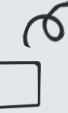
Follow the steps below to practice making and placing a shape.

1. Open a new PowerPoint presentation.
2. Add a shape both from the Drawing section of the Home tab and from the Illustrations section of the Insert tab (step 1).
3. Make one shape locked to a 1:1 ratio by holding the Shift key while dragging and one shape not locked to a specific ratio (steps 3-4).
4. After creating a shape, manipulate it using the eight points and rotation icon of the bounding box (steps 6-9).
5. Move the shape to another location on the slide (step 10).
6. Create a second shape and line it up with the first by snapping it to the invisible guides (step 11).
7. Create a star or parallelogram and manipulate its ninth yellow point (step 13).




YOU'LL BE A SHAPES PRO BEFORE YOU KNOW IT!


REFLECT ON WHAT YOU LEARNED



What are some of your key takeaways from this section? Write any notes or tips you want to remember and any other thoughts from this section.



How can you apply what you learned in this section? Write 2-3 ideas.



What are you struggling with or confused about? Record any questions you have about this section.





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**SECTION 2:
FORMATTING A SHAPE**



VECTORA ENTERPRISE: Where Movement Meets Precision

IT'S SHAPING UP TO LOOK PRETTY GOOD!



Now that you've got your shape where you want it, as well as the correct size, dimensions, and rotation, it's time to start thinking about the formatting – namely, the colors and any special effects the shape might have.

A NOTE BEFORE WE GET STARTED

Keep in mind that in many organizations, **the colors you can choose from may be predetermined** by your company's brand guidelines.

Some companies have these colors built into their PowerPoint templates, which you may even be using right now!

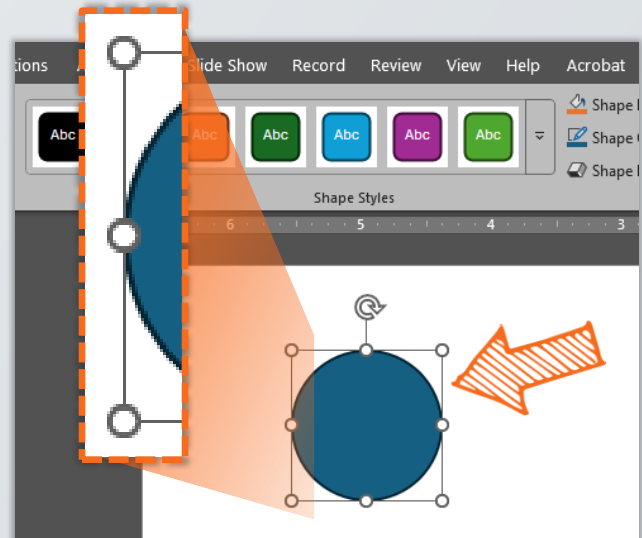
But if not, you can **search your company's intranet page** to see if the brand guidelines have been posted, or if not, you can **contact your Marketing team** for further assistance.

This is especially important if you're making a presentation for a large audience, senior leadership, or that will be viewed externally outside the company.

1. Click the shape to select it.



The shape will be selected when the bounding box – or the rectangular border with eight points – appears around it.



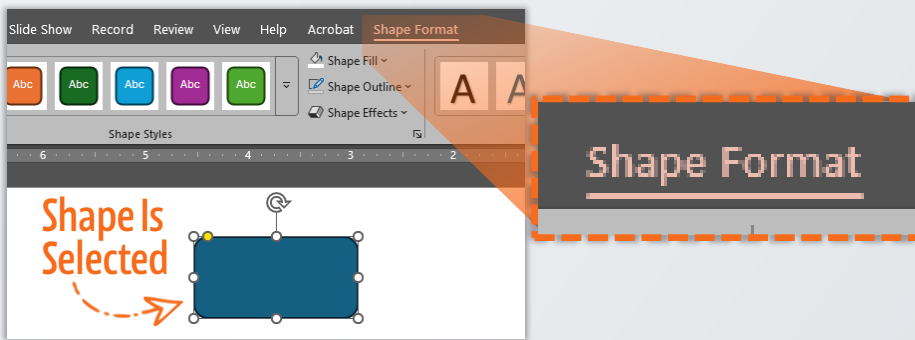
2. There are two ways to change the formatting of a shape. Let's take a look at them both.

A. USING THE SHAPE FORMAT TAB

- i. After you click the shape, click the new tab that appears on the toolbar called **Shape Format**. The tab may automatically open upon clicking the shape.

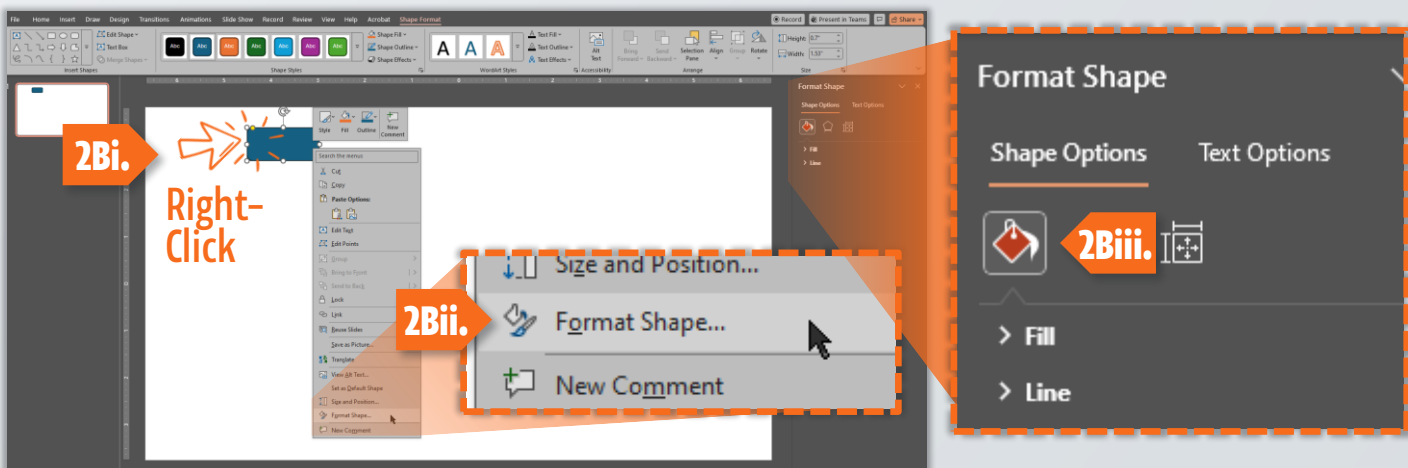


This tab only appears when a shape is selected. If you aren't seeing this tab, it means you either haven't selected your shape per Step 1, or you have selected a different item by mistake, such as an image.



B. USING THE FORMAT SHAPE PANEL

- i. **Right-click** the shape you want to format.
- ii. From the dropdown menu that appears, choose **Format Shape**.
- iii. The **Format Shape** panel will open on the right-hand side of your screen. Often, the **Fill & Line** button, denoted by a paint can, will be selected by default, but if it isn't, you can click it now.



FOR THE PURPOSES OF THIS GUIDE...

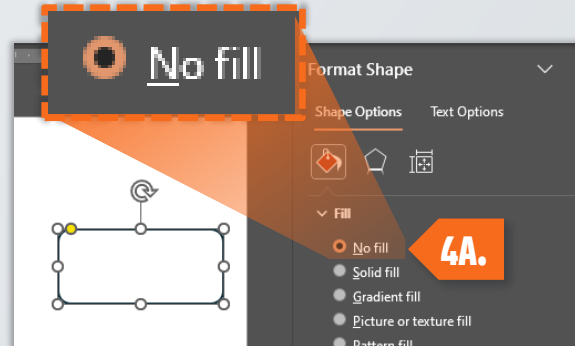
We will talk about how to format shapes from the **Format Shape** panel, per step 2B on the previous page, as there are additional options available there that aren't available from the Shape Format tab.

3. You will see several options for changing the formatting of your shape. For the purposes of this guide, we're going to focus on these three in the following steps: **Shape Fill**, **Shape Outline**, and **Shape Effects**.

4. SHAPE FILL

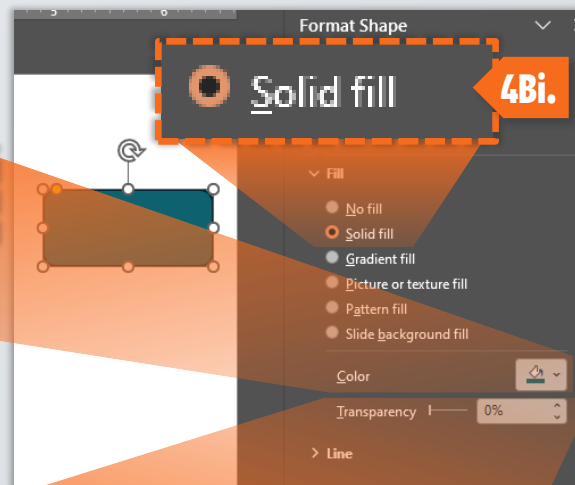
Shape Fill refers to the color of the shape itself. You have a number of options for how you can fill the shape.

A. **NO FILL**: You can take away the color of the shape entirely, making it **fully transparent**. To do so, click the **No Fill** radio button.



B. **FILL WITH A COLOR**

- i. First, choose the **Solid Fill** radio button.
- ii. Then, you can **choose a solid color** from the menu of colors provided.



4Bii. **Color**



iii. You can also change how translucent or opaque the shape is by using the **Transparency** slider.

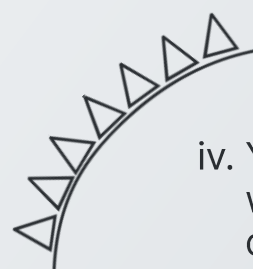
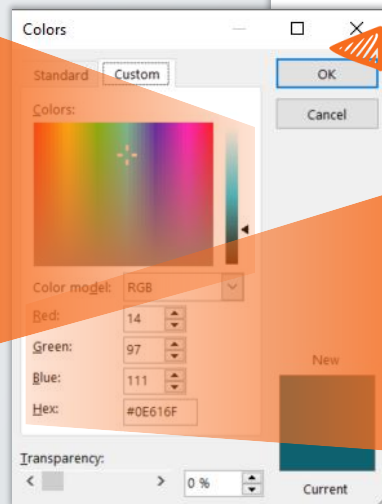
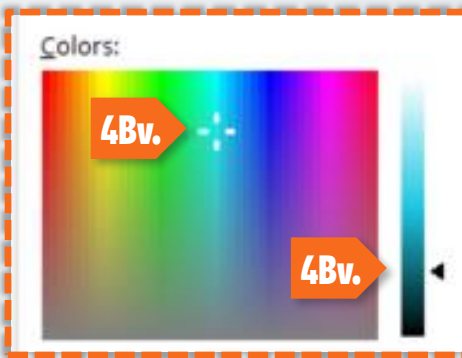
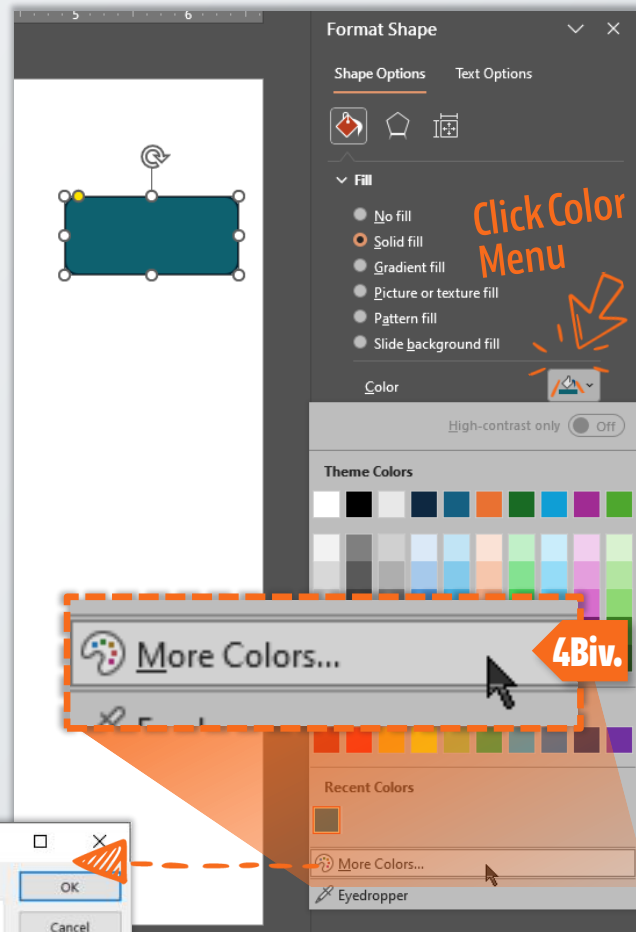
4Biii.

Transparency | 0%

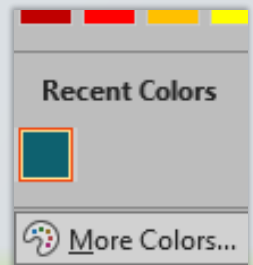




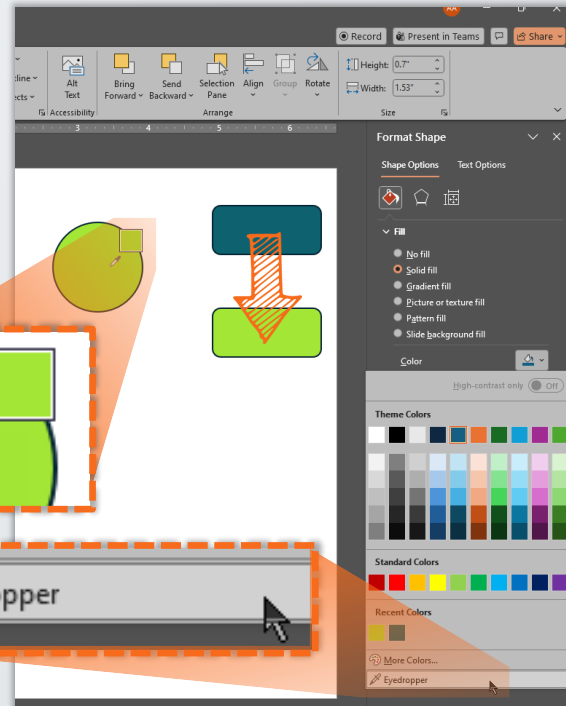
- iv. You aren't limited to only the colors listed in the Color menu. When you **click the Color menu dropdown**, you have the option to choose any custom color you want from the **More Colors panel**.
- v. Click and drag anywhere in the rainbow to choose a custom color and use the slider to make the color lighter or darker.
- vi. If your company provides branded colors, enter the **RGB (Red, Green, Blue) numbers** or **6-digit hex code** here.



- iv. You'll notice as you choose custom colors that they will appear in the **Recent Colors** row beneath the color menu. This makes it easy to pick the same colors again once you've chosen them the first time.



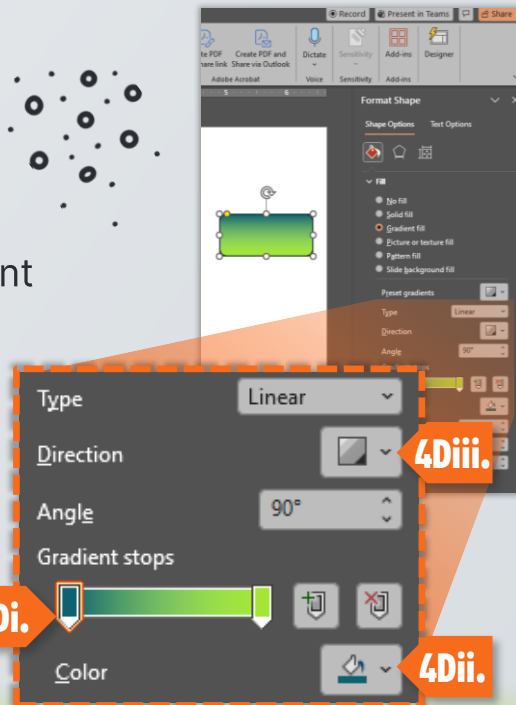
C. FILL WITH THE EYEDROPPER: To match the color of the shape to another item on your slide, use the **Eyedropper tool** available in the Solid Fill section. With the Eyedropper selected, **click the color on another item on your slide** and watch the shape fill with the exact same shade! This is great if you want to match a shape to an exact color on an image.



Anything you want to color-match must be on the slide with the shape. For instance, if you want to use a color from a picture on a webpage, you must first insert it into your slide.

D. FILL WITH A GRADIENT: To fill the shape with more than one color, select the **Gradient Fill radio button**. You can choose from the list of premade gradients or make your own.

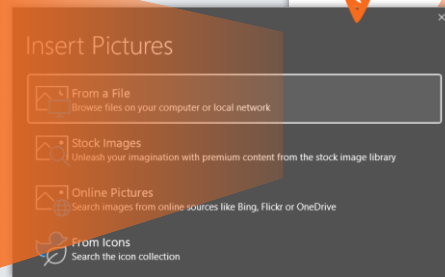
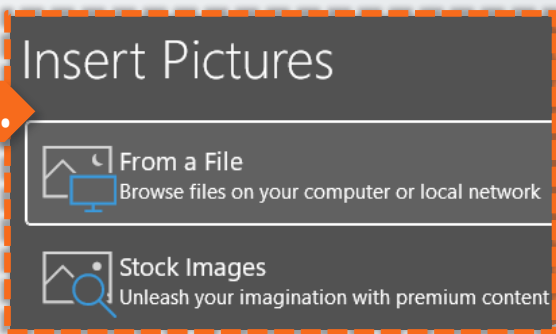
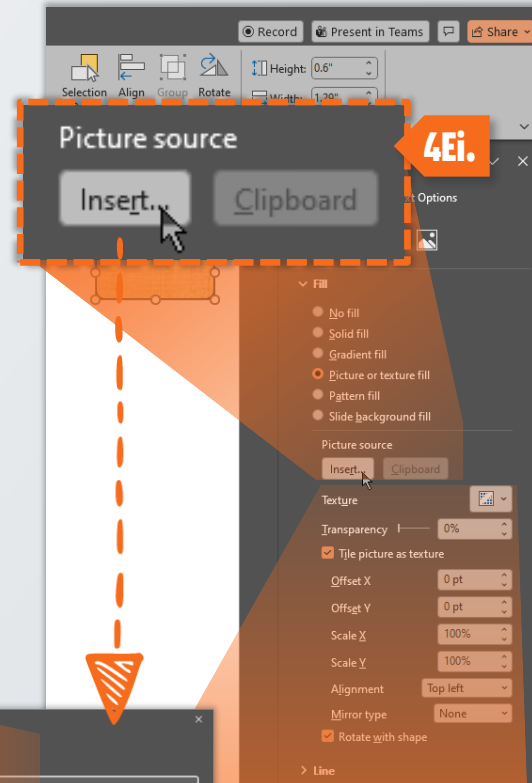
- i. Use the **slider** to place your Gradient Stops (where each color will start).
- ii. You can **change the color of each Stop marker** with the Color dropdown, as well as toggle the transparency of each item.
- iii. You can **modify** the type of gradient (Linear, Radial, etc.), the direction of the gradient, and the angle.



E. FILL WITH A PICTURE OR TEXTURE:

To fill the shape with an image or texture, choose the **Picture or Texture Fill** radio button.

- i. You can insert a picture using the **Insert** button.
- ii. A **popup menu** will appear asking you where on the computer you want the picture to come from. You can choose a **picture from a File** on your computer, from a **free Stock image library** in PowerPoint, and more!

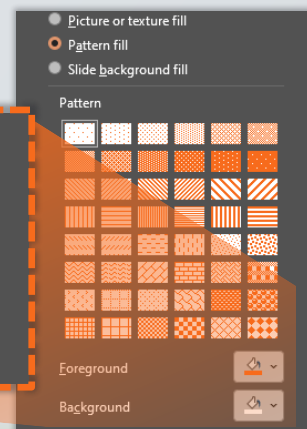
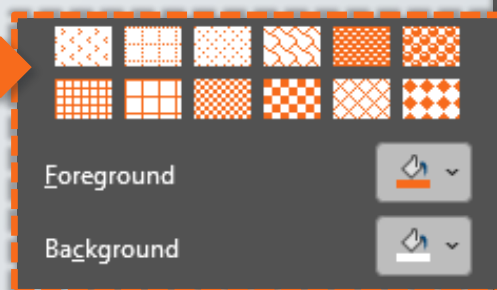


- iii. Alternatively, you can choose a premade texture from the **Texture dropdown menu**.

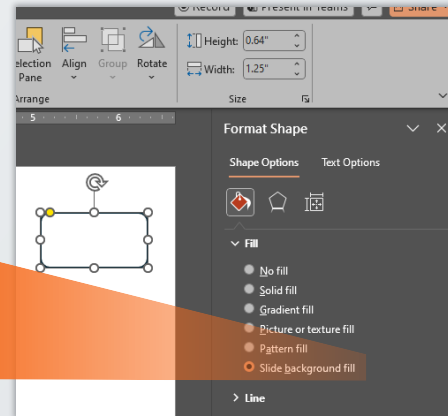
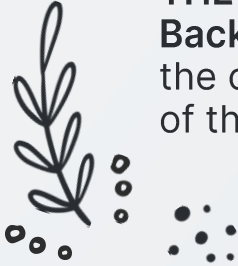


F. FILL WITH A PATTERN:

To fill the shape with a pattern, choose the **Pattern Fill** radio button. You can choose from a number of patterns and change the foreground and background colors.



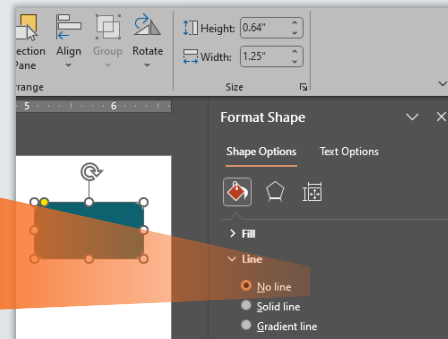
G. TO MATCH THE FILL OF THE SHAPE TO THE BACKGROUND: Choose the **Slide Background Fill** radio button to change the color of the shape to match the color of the slide's background.



5. SHAPE OUTLINE

Shape Outline refers to the outline of the shape. You have a few options for the shape outline.

A. TO REMOVE THE OUTLINE ENTIRELY:
You can choose for your shape to have no outline at all by clicking the **No Line** radio button.



B. TO CREATE A SOLID OUTLINE: A "solid" outline simply refers to the color of the outline – that the outline will be only one solid color, as opposed to a gradient of colors.



STANDARD LINES

DOTTED LINES

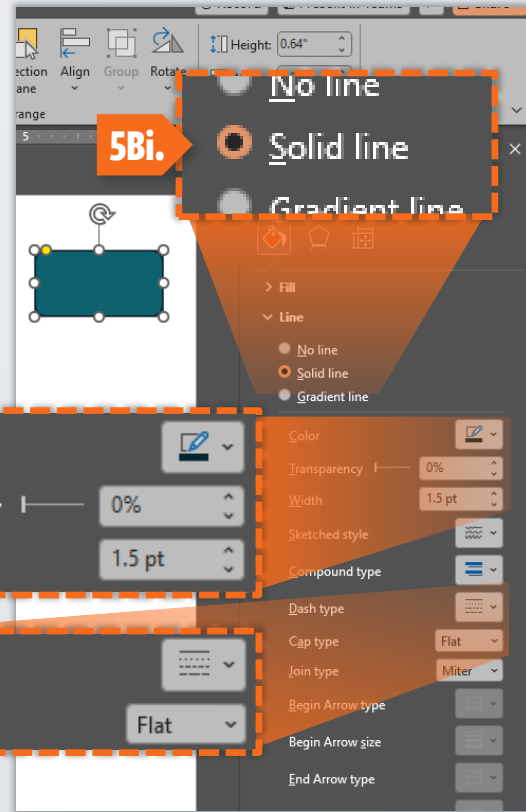
DASHED LINES

COMPOUND LINES

SKETCHED LINES

CAN ALL BE EITHER SOLID OR GRADIENT OUTLINES

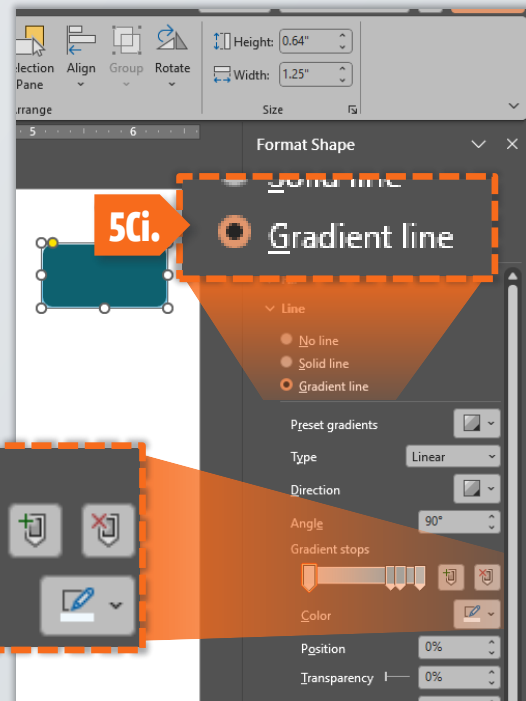
- i. Start by choosing the **Solid Line radio button**.
- ii. Then, choose the **color** and **transparency** for the line.
- iii. You can increase the line thickness using the **Width ticker**.
- iv. You can make dotted and dashed lines by choosing from the **Dash Type dropdown menu**.
- v. To make dots round or squared, change the **Cap Type** to round or flat, respectively.
- vi. Play with all the other options available to create unique effects!



C. TO CREATE A GRADIENT OUTLINE:

A gradient outline has all the same styling options as a solid outline except that it allows you to have more than one color across the line.

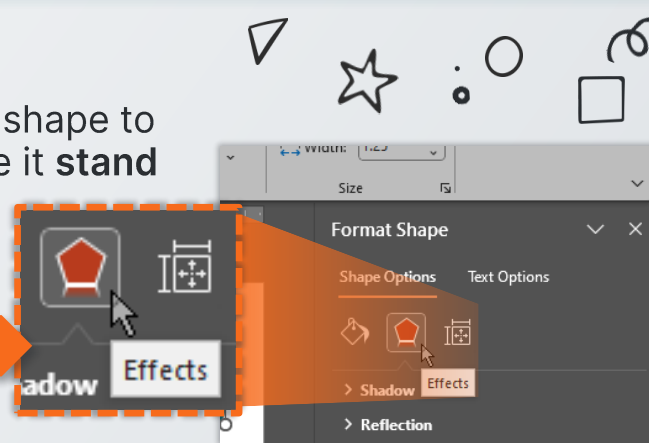
- i. Start by choosing the Gradient Line radio button.
- ii. Just like with the gradient fill, use the **Stop markers** to determine where each color begins.



6. SHAPE EFFECTS

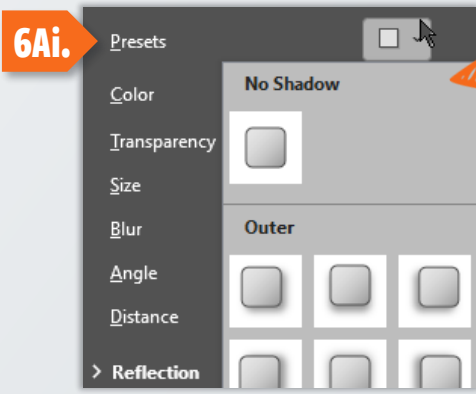
You can add all sorts of effects to a shape to give it different properties that make it **stand out** from the slide, appear to be **highlighted, stylize** it, or otherwise **draw attention** to it. Let's look at what's available in PowerPoint.

To access all the Shape Effects options, click the **Effects button** in the Format Shape panel under the Shape Options.

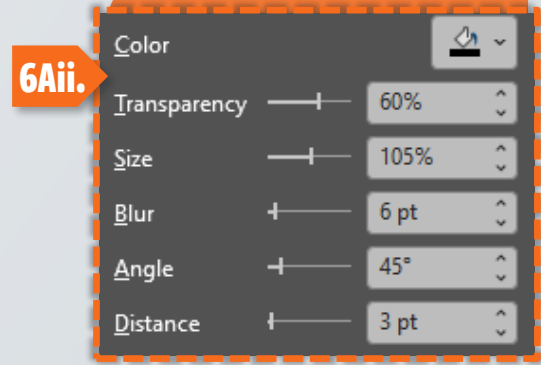
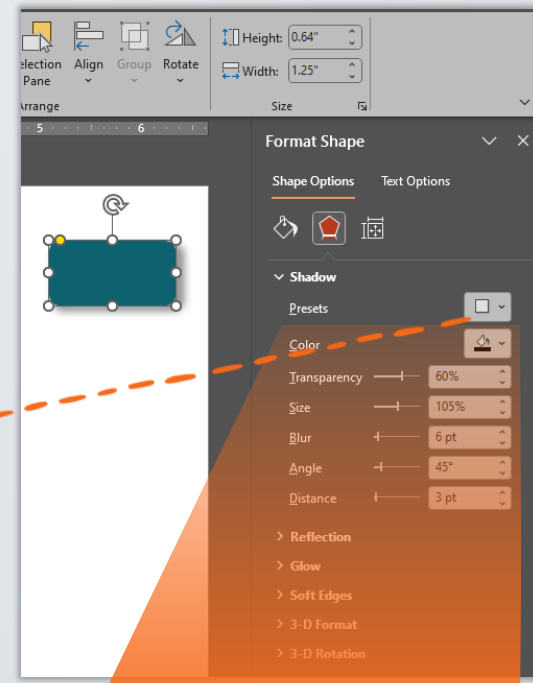


A. ADD A SHADOW: A shadow can give a shape the illusion of being three-dimensional or appear to be jumping off the page.

- i. To add a shadow, choose the option from the **Presets dropdown** menu that best **matches the look** you want.

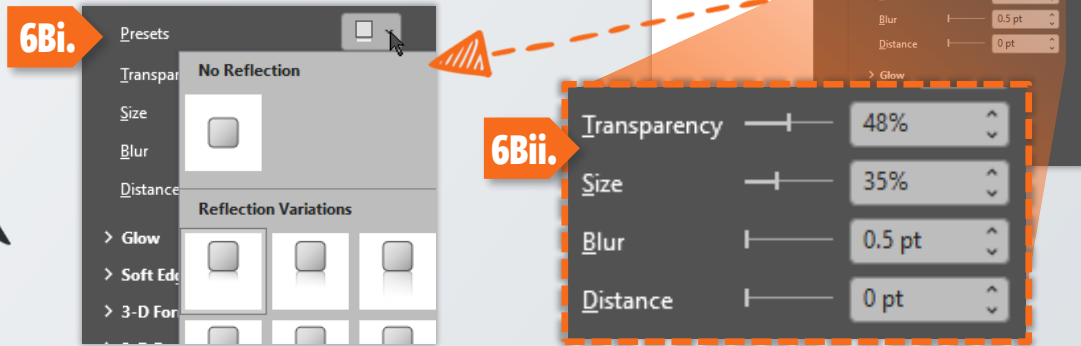
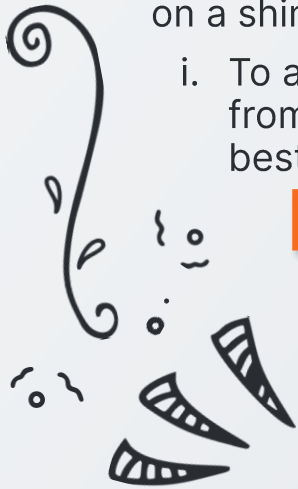


- ii. Once you choose, you can **change the color** of the shadow, how **transparent** or opaque the shadow is, its **size**, how **blurred** or sharp it is, its **angle**, and how **far** it is from the shape.



B. ADD A REFLECTION: A reflection can give a polished or high-tech effect to a slide, making it appear as though a shape is sitting on a shiny surface like glass or marble.

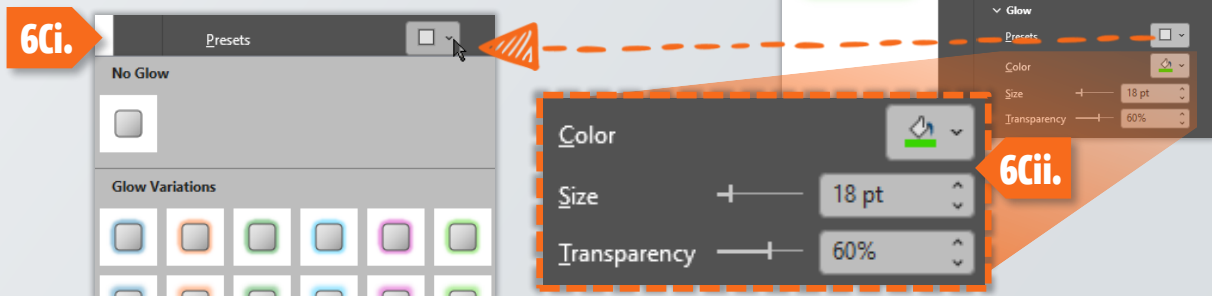
- i. To add a reflection, choose the option from the **Presets dropdown** menu that best matches the look you want.



- ii. Then, change how **transparent** or opaque the reflection is, how **far down** the reflection goes, how **blurred** or clear the reflection is, and the **distance** the reflection is from the bottom of the shape.

C. ADD A GLOW: A glow can highlight a shape or make it appear as though the shape is emitting light.

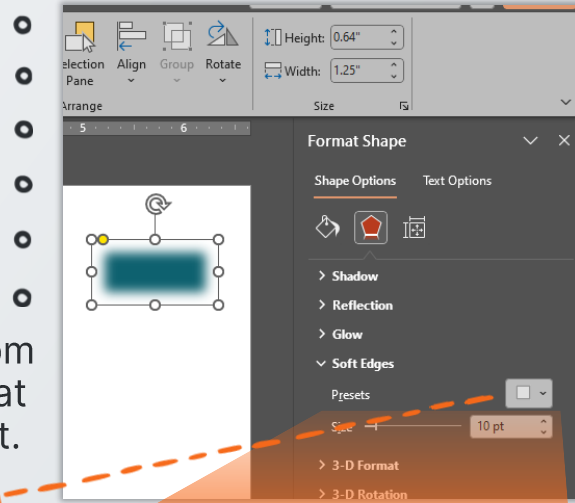
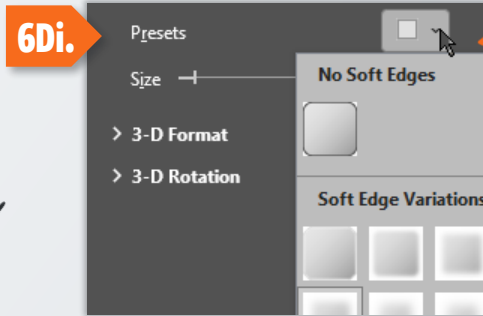
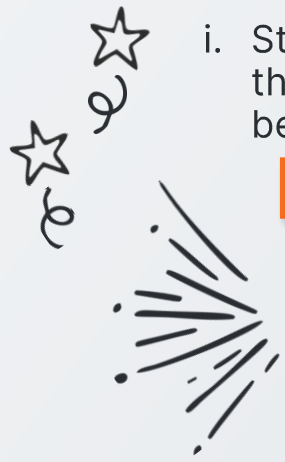
- i. To add a glow, choose the option from the **Presets dropdown** menu that best matches the look you want.



- ii. You can change the **color** of the glow, how widely the glow **emits** from behind the shape, and how **transparent** or opaque it is.

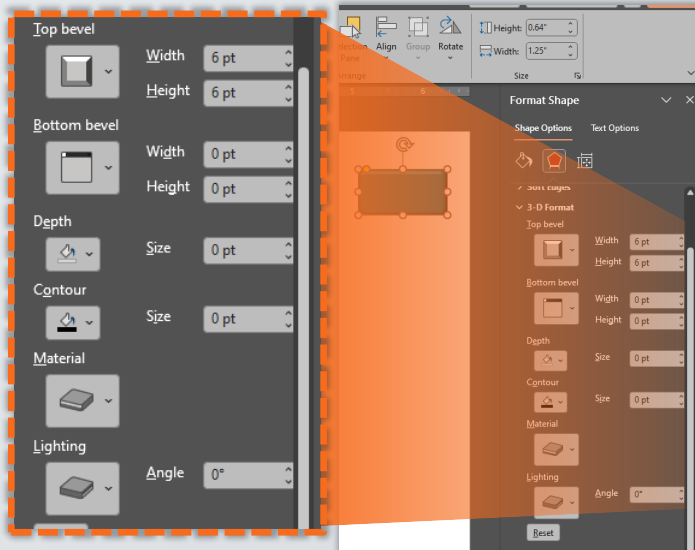
D. SOFTEN THE EDGES: The Soft Edges option softens the perimeter of a shape by gradually fading its edges into transparency. It creates a smooth transition with the items behind the shape while leaving the dimensions of the shape intact.

- i. Start by choosing the option from the **Presets dropdown** menu that best matches the look you want.



- ii. Then, change how far into the shape the transparency reaches.

E. 3-D FORMAT & 3-D ROTATION: While they don't have to be used together, the two items tend to go hand-in-hand. Both add elements like **beveling**, **lighting** effects, **material** effects, and **rotation** effects that make the 2-D shape in the slide appear more three-dimensional.



TOWRAPUP: Combining different

effects can turn any boring shape into something special! Experiment with all the different options available to see what you can create!

YOUR TURN! FORMAT A SHAPE

Follow the steps below to practice formatting a shape.

1. Open a new PowerPoint presentation and create a shape.
2. Open the Shape Format tab in the toolbar and the Format Shape panel (step 2).
3. Change the shape fill in at least three different ways – e.g., fill with a color, fill with a gradient, fill with a picture (step 4).
4. Change the shape outline in at least two different ways – e.g., create a solid line, change the solid line to dashed or dotted, create a gradient line (step 5).
5. Add at least three different types of shape effects – e.g., add a shadow, add a reflection, add a glow, experiment with 3-D options (step 6).



YOU'LL BE A SHAPES PRO BEFORE YOU KNOW IT!



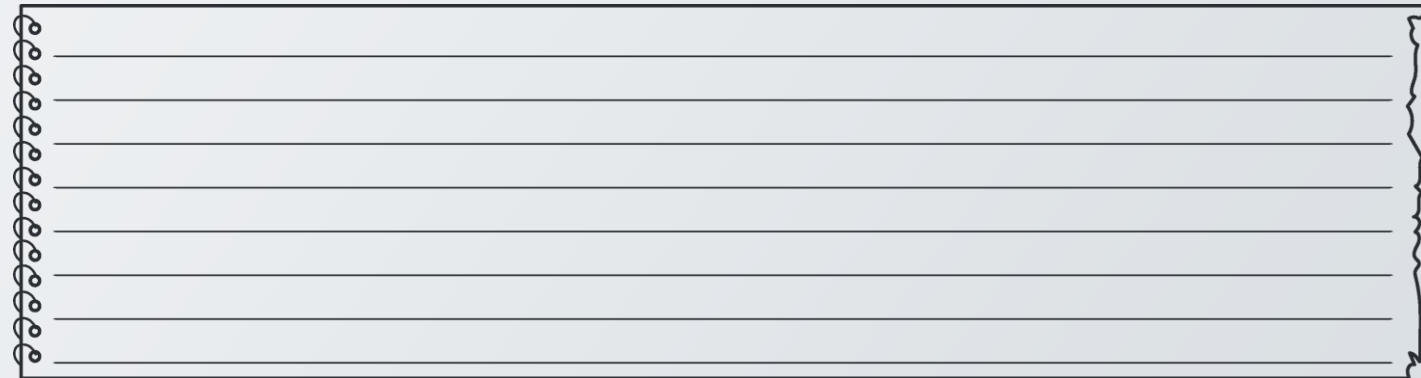
REFLECT ON WHAT YOU LEARNED




What are some of your key takeaways from this section? Write any notes or tips you want to remember and any other thoughts from this section.



How can you apply what you learned in this section? Write 2-3 ideas.



What are you struggling with or confused about? Record any questions you have about this section.





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SHAPE BUILDING IN POWERPOINT

**SECTION 3:
HAND-DRAWING CUSTOM SHAPES**



VECTORA ENTERPRISE: Where Movement Meets Precision

THINK OUTSIDE THE BOX!

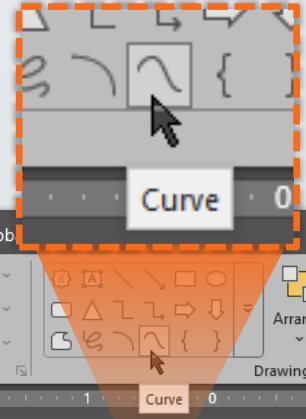


You aren't stuck using only the premade shapes PowerPoint has in their Shapes dropdown menu. There may be times where you want to create either a curve or a geometric shape.

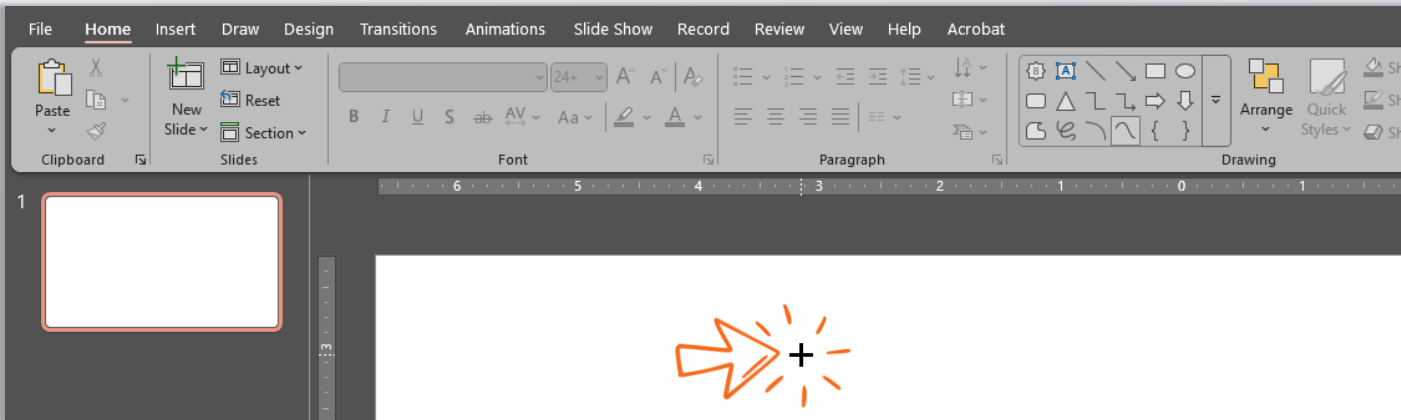
Let's look at how to do both.

1. MAKING A CUSTOM CURVE

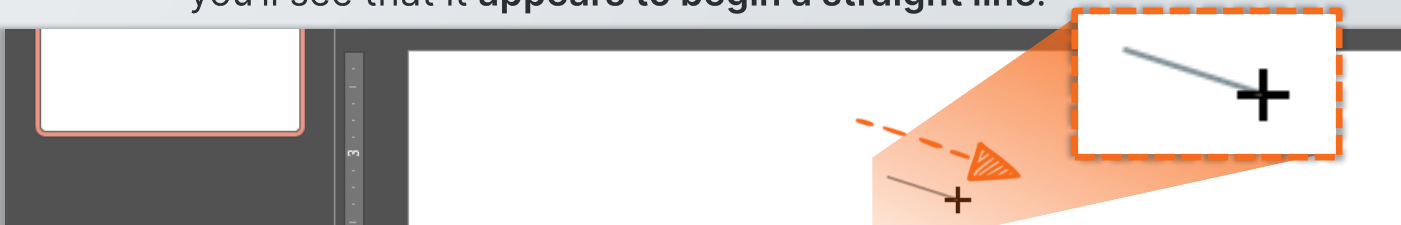
A. In the Shapes menu, choose the **Curve** tool.



B. On the slide, **click** where you want the **curve** to begin.



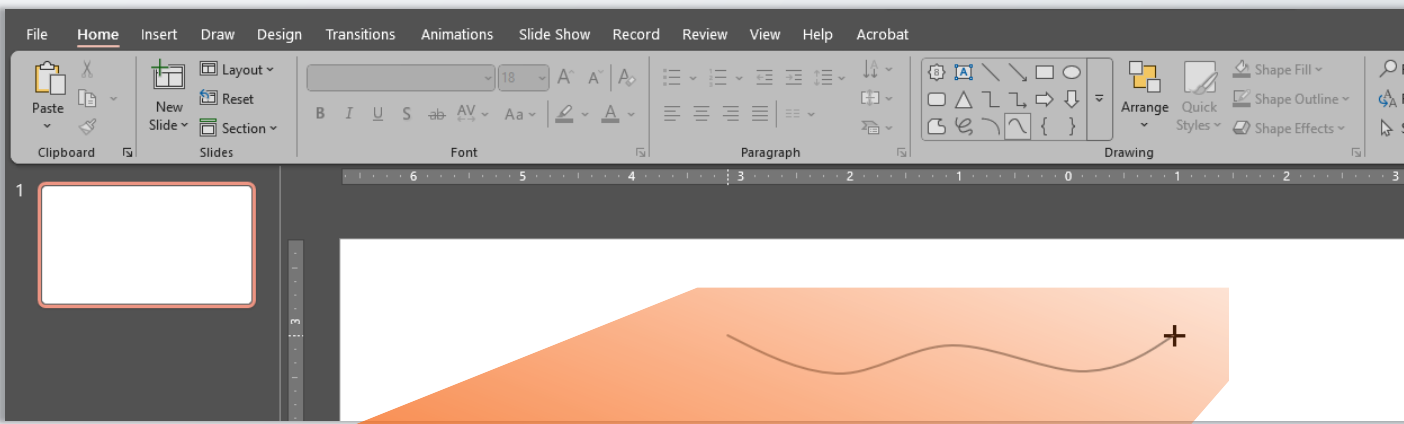
C. Each click will denote where the **peaks and troughs** of each curve will be. When you click the first time to begin drawing the curve, you'll see that it **appears to begin a straight line**.



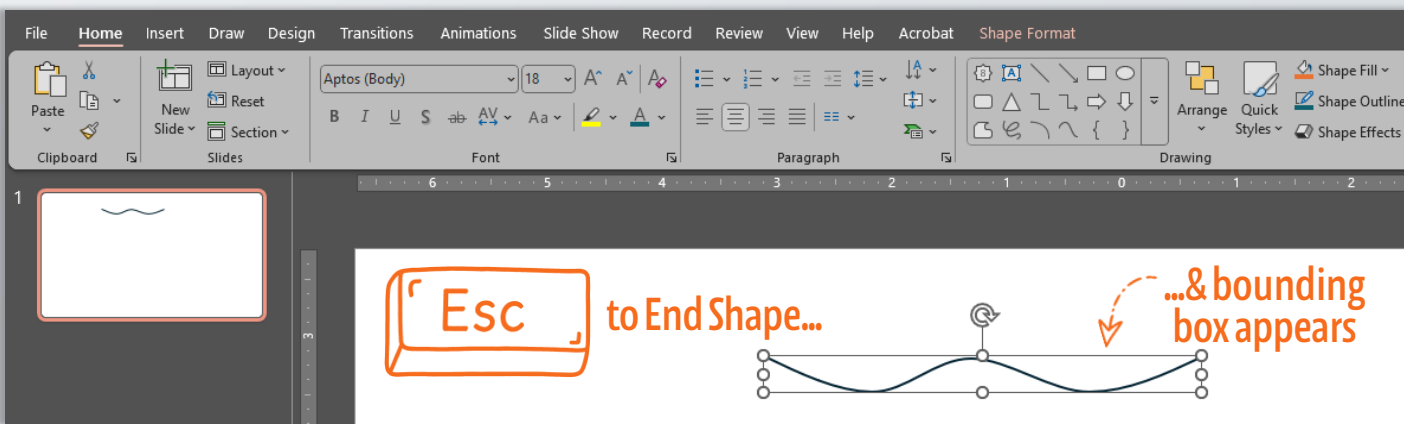
D. Move your cursor up to make a peak and down to make a trough. Then, **click where you want the point**. The line being drawn will automatically change to a curve.



E. Continue clicking to make a curve with several points, or you can stop after just one or two clicks depending on your desired outcome.

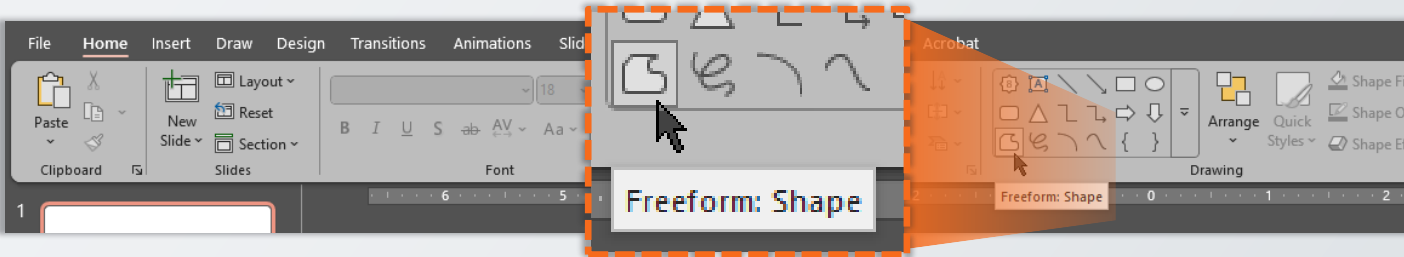


F. When you're finished making your curve, **hit the Esc key** on the keyboard to finalize the shape. A bounding box will appear around the shape, signaling that the creation of the shape is complete.

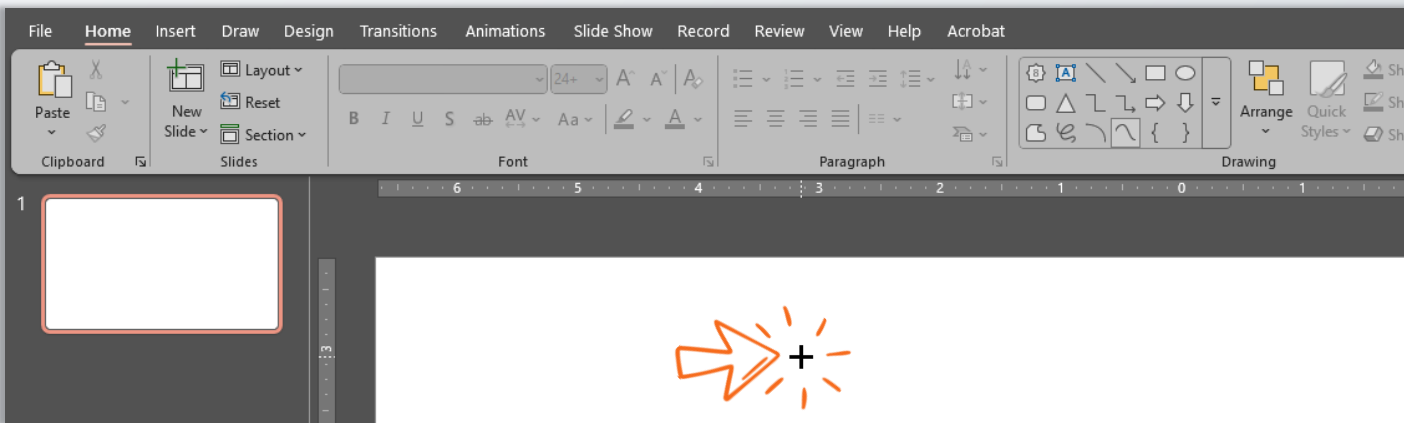


2. MAKING A CUSTOM GEOMETRIC SHAPE

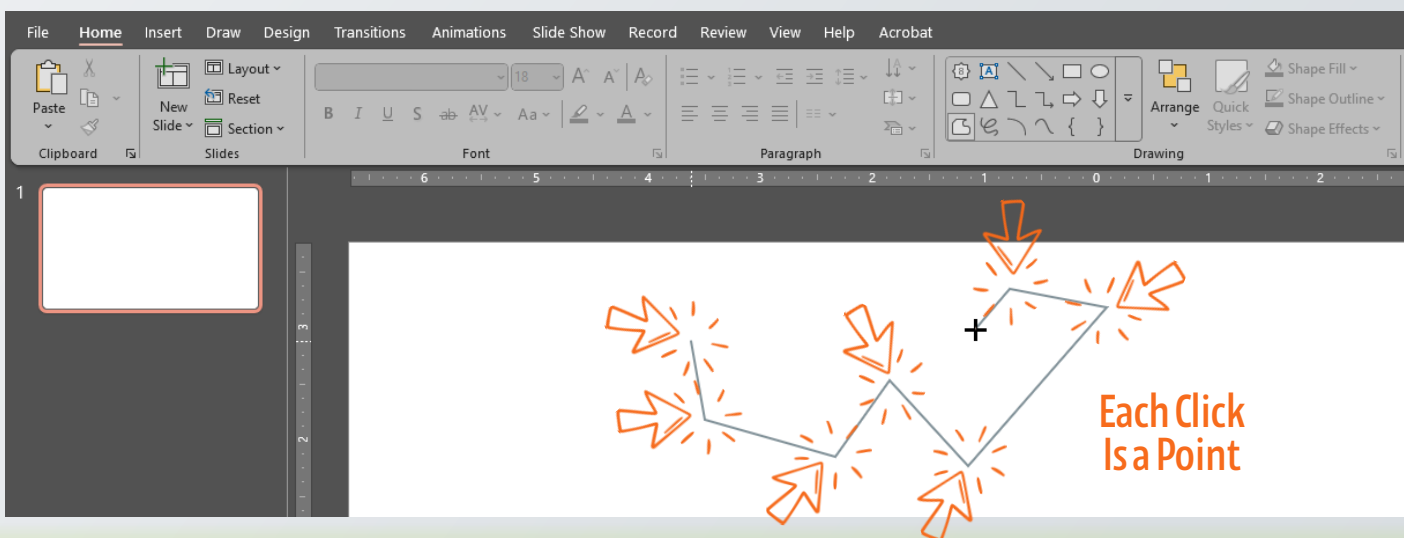
A. In the Shapes menu, choose the **Freeform: Shape** tool.



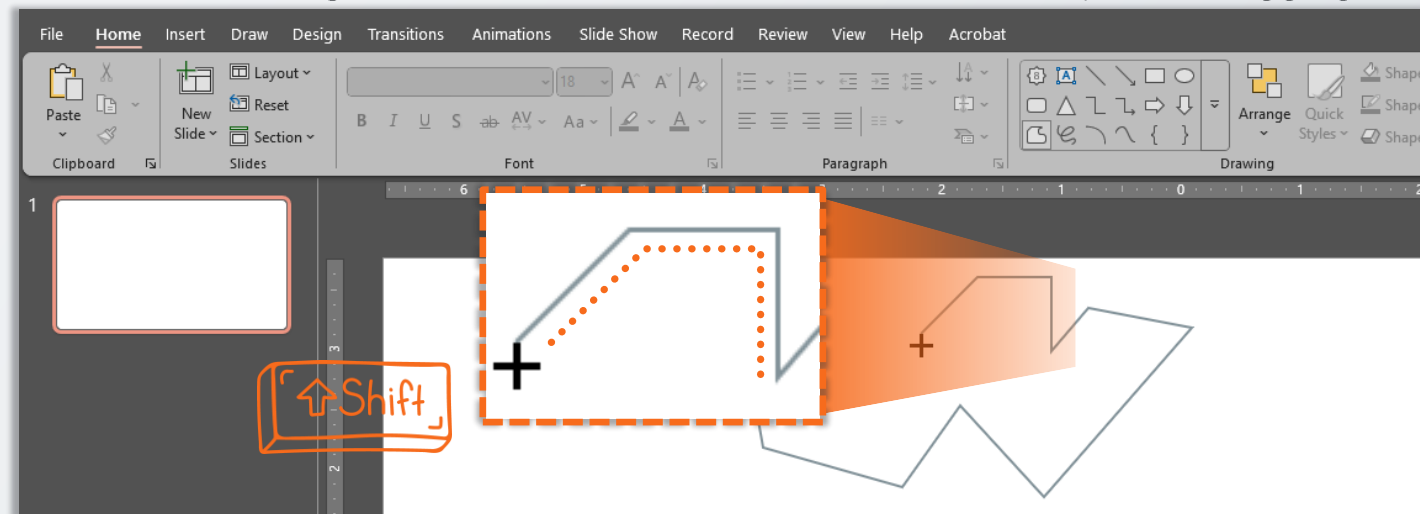
B. On the slide, click where you want to **put the first point** of the shape.



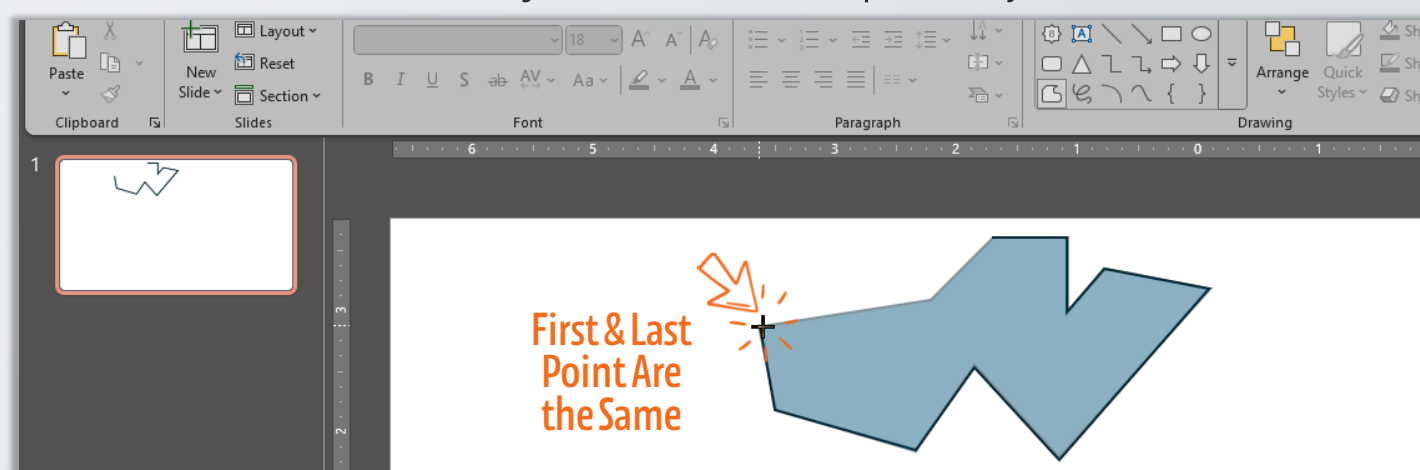
C. Each click will create a point in the shape. **Continue clicking** to make a geometric shape with several points.



D. To lock any segment to 45° increments – including perfectly vertical, horizontal, or diagonal lines – hold the **Shift** key before clicking. You will see the line lock in the direction you're dragging it.



E. When you're finished making your shape, you can create a fully closed shape by returning to the first point and placing your last point in the same spot. If you want to leave the shape open, you can hit the **Esc** key to finalize the shape at any time.



If you don't like where the points are of your curve or geometric shape, don't worry! In the next Section, we'll discuss how to edit your custom shape, as well as any others you make from the Shape menu.

YOUR TURN! HAND-DRAW A CUSTOM SHAPE

Follow the steps below to practice hand-drawing custom shapes.

1. Open a new PowerPoint presentation.
2. Use the Curve tool to make a custom curve. Make two different curves: one with only one bend and one with several peaks and troughs (step 1).
3. Use the Freeform: Shape tool to create a geometric shape. Make two different shapes: one where all the segments are locked to 45° angles (perfectly straight, horizontal, and diagonal) and one where they are all freeform lines (step 2).
4. Create two new shapes, either curves or geometric shapes. For one, make a few points, then hit the Esc key to finalize the shape without closing it. For the other, place the last point over the first point to close the shape (step 2E).



YOU'LL BE A SHAPES PRO BEFORE YOU KNOW IT!

REFLECT ON WHAT YOU LEARNED



What are some of your key takeaways from this section? Write any notes or tips you want to remember and any other thoughts from this section.



How can you apply what you learned in this section? Write 2-3 ideas.



What are you struggling with or confused about? Record any questions you have about this section.



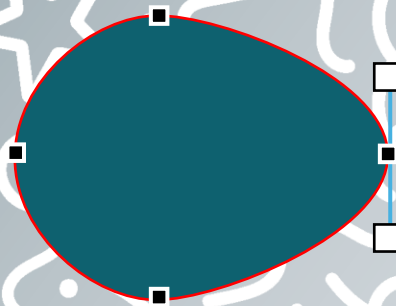


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SHAPE BUILDING IN POWERPOINT

**SECTION 4:
EDITING A SHAPE**



VECTORA ENTERPRISE: Where Movement Meets Precision

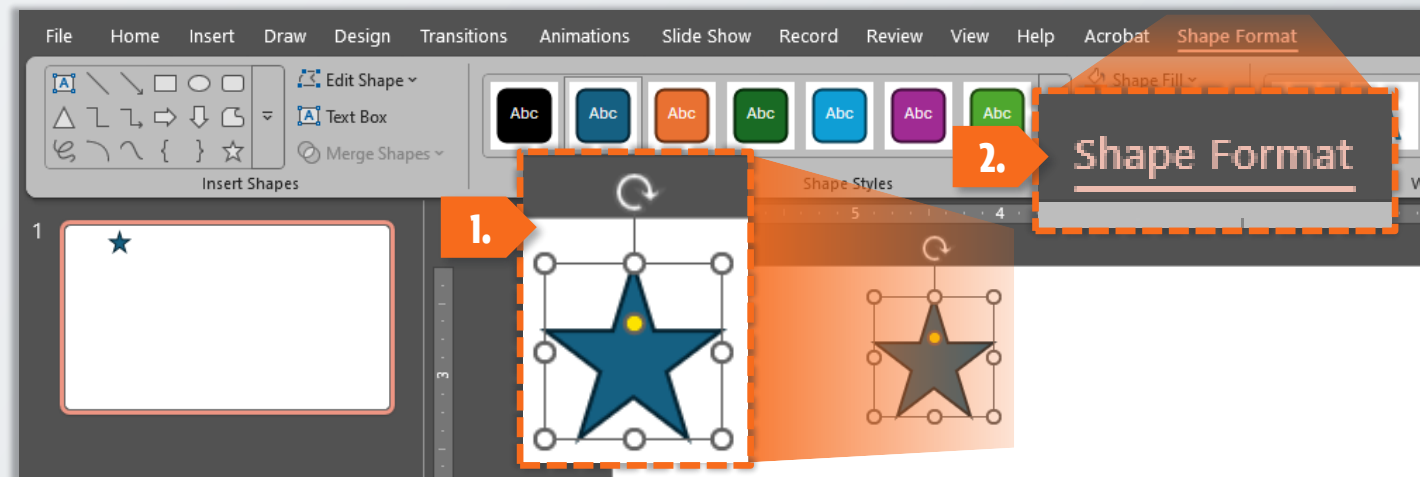
GET TO THE POINT!



Perhaps you made a custom shape but don't love how it turned out. Or maybe you made a pre-formed shape from the Shapes menu but need to adjust one or two of its points to make a new shape.

PowerPoint has a built-in shape editor that allows you to modify a shape point by point – not the points of the bounding box but the vertices or curves of the shape itself.

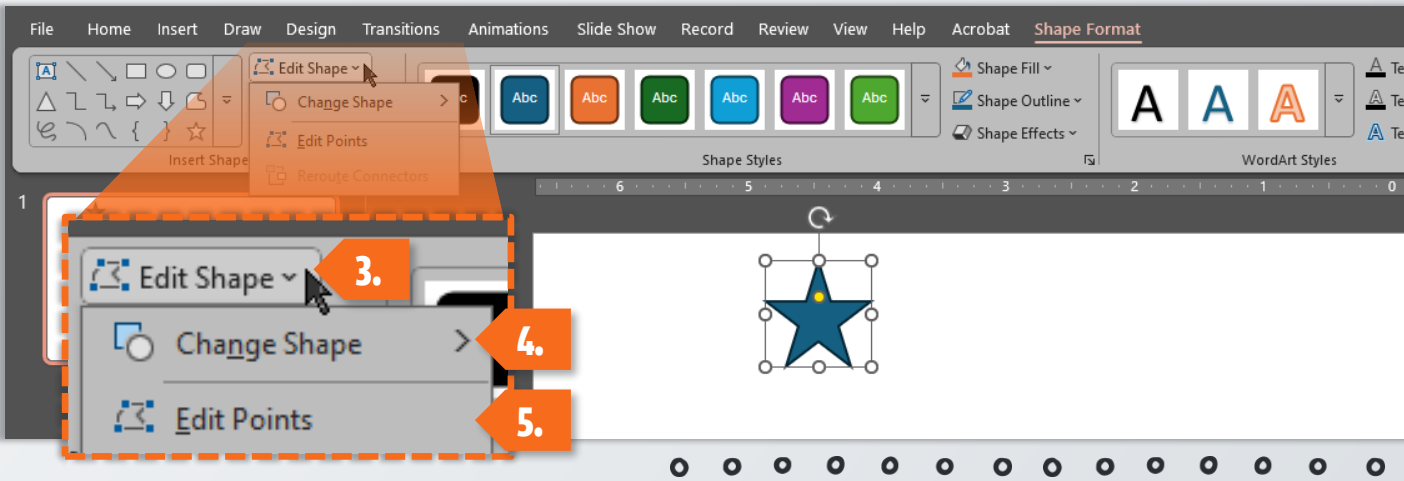
1. Start by **selecting the shape** you want to edit. Remember, when a shape is selected, you will see a bounding box around it.
2. The **Shape Format** tab will appear in the top toolbar. Usually, it will automatically open when you first select the shape. If it doesn't, click the Shape Format tab to open it.



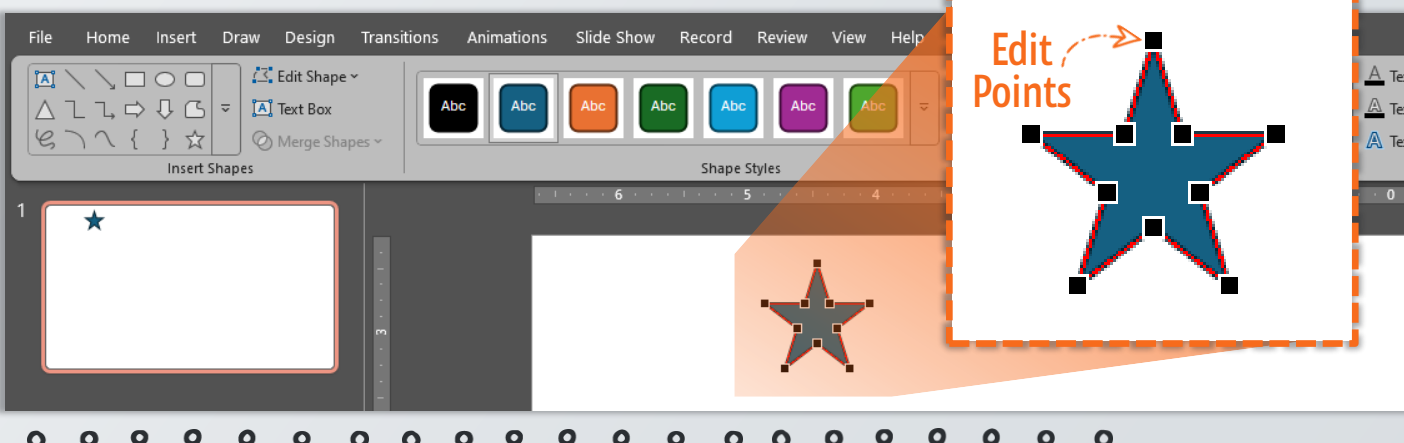
This tab only appears when a shape is selected. If you aren't seeing this tab, it means you either haven't selected your shape per step 1, or you've selected a different item by mistake, such as an image.



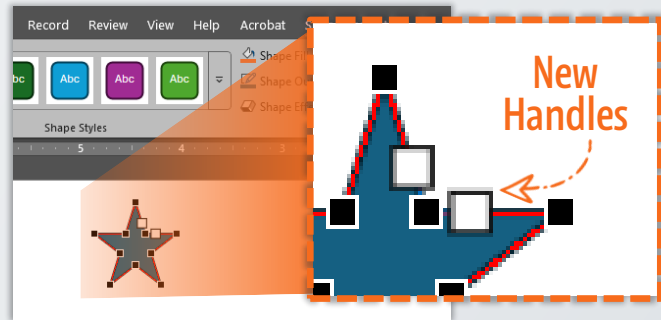
3. In the Insert Shapes section, click the **Edit Shape** dropdown menu.
4. From here, you can use the **Change Shape** menu to turn the current shape into any other pre-formed shape.
5. For this example, though, let's click the **Edit Points** option, which will allow us to do freeform editing.



6. You will see that the bounding box around the shape has disappeared. In its place, the shape's **edges have each been highlighted**, and new editable points have appeared at each of the shape's vertices. These are called **edit points** or anchor points. You may also hear Bezier points, which refer to the points at the peaks and troughs of curves. In this guide, we'll call them edit points.

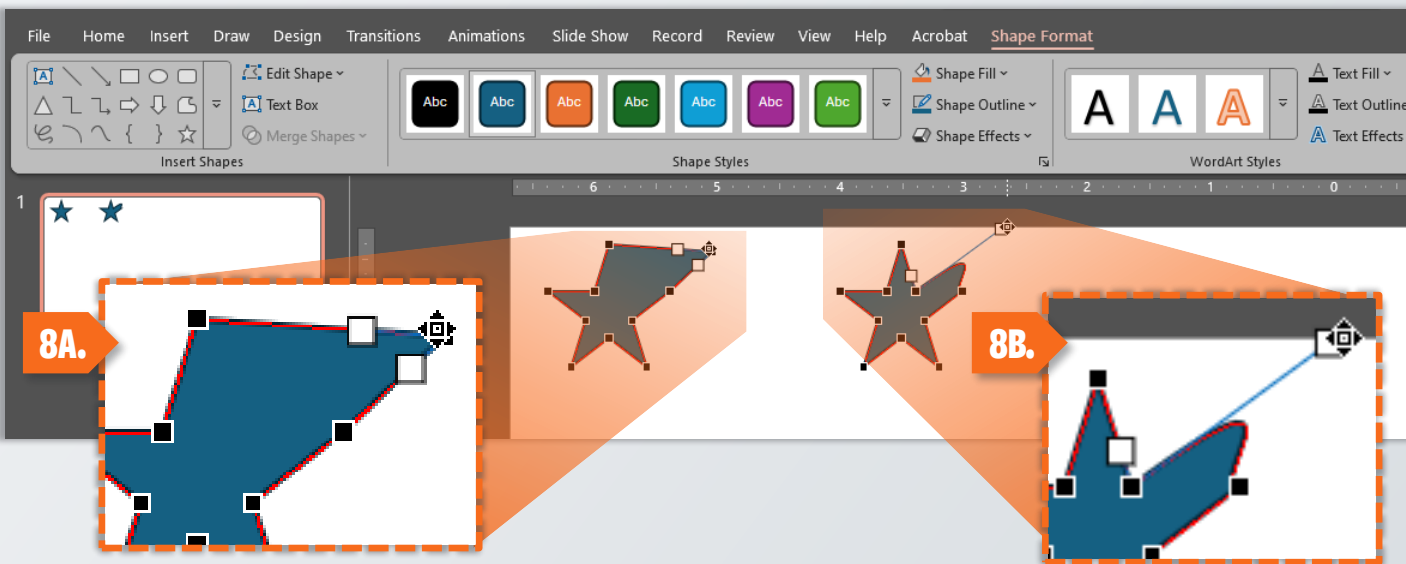


7. To edit the shape, **click any one of the edit points** once to highlight it. When you highlight it, **two more points will appear** nearby. These new points are each handles on the lever that appears.



8. From here, you have two options:

- A. You can **click and drag the edit point** to place that point elsewhere.
- B. You can **click and drag one of the two new points to turn this point into a curve** (or edit the curve if it already is one). Each of these points is the handle of the lever, which pulls the line into a convex position or pushes it into a concave one. To make the curve even smoother, you can click the next edit point in line and adjust its levers, too.



9. Once you're happy with the changes to your shape, **click any blank area of the slide** to deselect the shape.

You may find that freeform editing shapes takes some getting used to, but with practice, you can make almost any shape you want! Same thing with editing curves – everyone accidentally makes abstract art the first few tries!

YOUR TURN! EDIT A SHAPE

Follow the steps below to practice editing a shape.

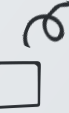
1. Open a new PowerPoint presentation and create a shape with all lines and no curves, such as a star, triangle, or square.
2. After selecting your shape, select the Edit Points option from the Edit Shapes dropdown menu in the Shape Format tab (steps 1-5).
3. First, click and drag any of the edit points to modify one of the lines (steps 7-8).
4. Then, click any of the other edit points and use the two new lever points that appear to create a curved line (steps 7-8).



YOU'LL BE A SHAPES PRO BEFORE YOU KNOW IT!



REFLECT ON WHAT YOU LEARNED



What are some of your key takeaways from this section? Write any notes or tips you want to remember and any other thoughts from this section.



How can you apply what you learned in this section? Write 2-3 ideas.



What are you struggling with or confused about? Record any questions you have about this section.



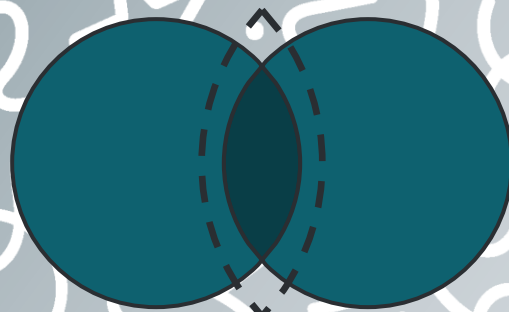


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SHAPE BUILDING IN POWERPOINT

**SECTION 5:
USING THE MERGE SHAPES MENU**



VECTORA ENTERPRISE: Where Movement Meets Precision

IT'S SHAPING UP TO BE A GOOD LESSON



Now, let's get into some true shape-building techniques.

Shape building is one of the simplest secrets in graphic design. Have you ever wondered how designers create those flashy, custom icons and how they seem to have an icon for every occasion? While shape building isn't the only way, it's one of the easiest and fastest!

Shape building is the art of combining simple shapes – like circles, squares, and triangles – to make all kinds of complex shapes that would otherwise take a lot of effort and skill to create.

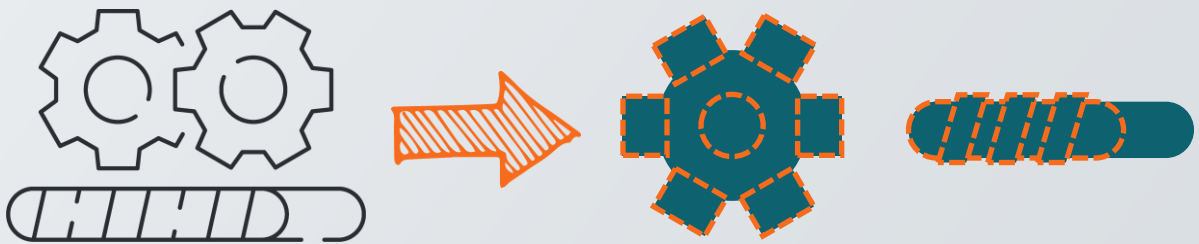
While some illustration tools have more robust features, those available in PowerPoint have a wide range of uses and are likely enough for whatever project you have in mind!

1. Start by **deciding what shape** you're trying to make.

This may seem like a silly step – of course you should know what shape you're making before you try to make it! But properly planning a shape is one of the most important steps in the process.

In order to build complex shapes, you have to be able to **break it down into its simpler components**.

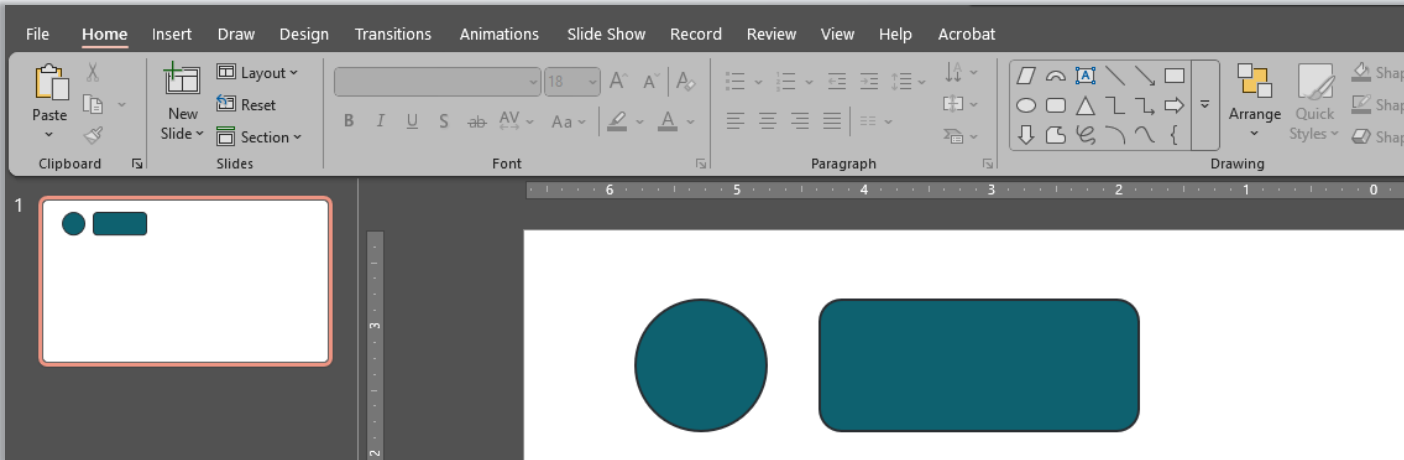
Take this icon of this meter and cogs. While it looks like several difficult shapes to make, it could be easily recreated with shape building!



To break a shape into its simpler components, you have to know what you want to build in the first place. For the purposes of this tutorial, let's keep it simple: we're going to create a rounded rectangle with one fully rounded side and one squared-off side.

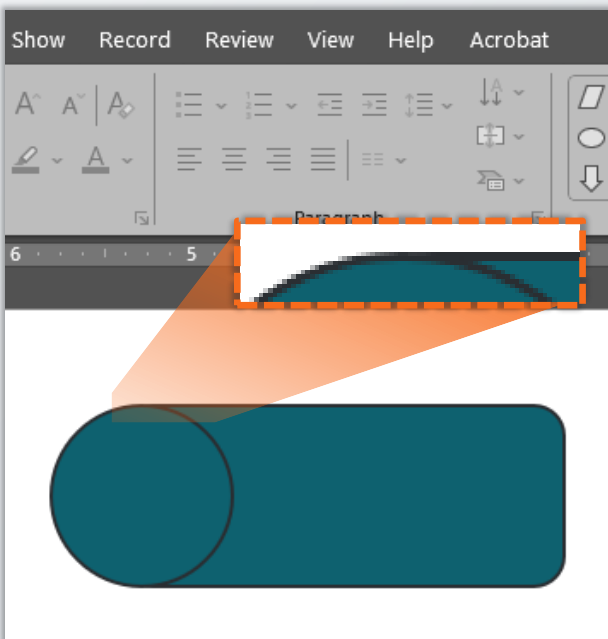


2. Make the simple shapes you need per the steps in Section 1. In this case, we'll make a circle and a rounded rectangle.



3. Line up your shapes in the same way you want the final shape to appear after being merged.

You must be **PRECISE** at this step – lining up your shapes cleanly now will ensure they merge exactly the way you want later! For instance, ensure no part of either shape is hanging off the outer edge.



TIP

You may find it helpful to make each shape a different color when lining them up – something unique from each other as well as different than the background color. This way, you can easily see where the edges of each shape are and where there is good or bad overlap. Another method of this is to make the shapes translucent so you can see where the overlap is. Still another method is to keep the outlines on the shapes. Play around with this to find the way that works best for you!

4.

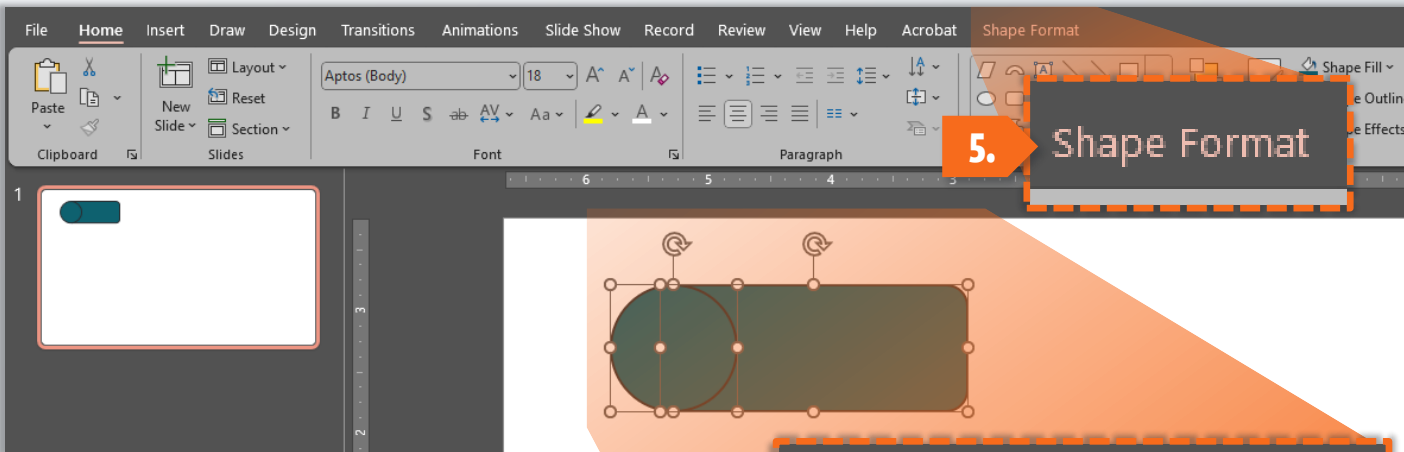
Once your shapes have been placed where you want them, you're ready to merge them! To do this, you must first select both shapes. **Click one of your shapes.** Then, **hold the Shift key** and **click the other shape.** This will highlight both at the same time – a bounding box will be visible around both.



Where the shapes are on the slide isn't important. Once you've created your final shape, you will be able to move it around, scale it, rotate it, or otherwise modify it the same way you did with single shapes (see Section 1, MAKING & PLACING A NEW SHAPE, for more details).

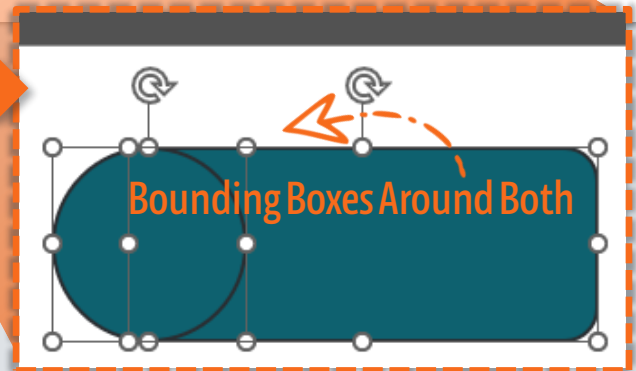
5.

Click the **Shape Format** tab in the toolbar, which appears when you click the first shape.

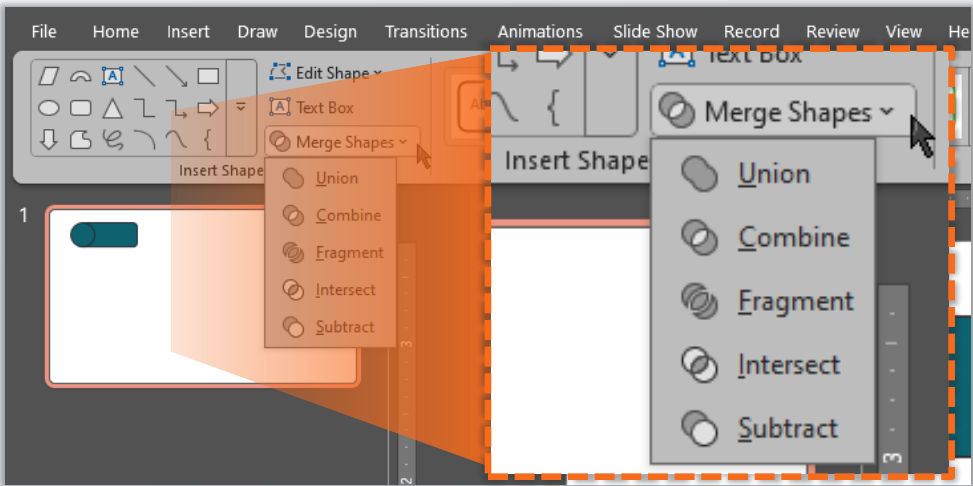


This tab only appears when a shape is selected. If you aren't seeing this tab, it means you either haven't selected your shape per step 1, or you have selected a different item by mistake, such as an image.

4.



6. In the Insert Shapes panel, click the **Merge Shapes** dropdown menu.

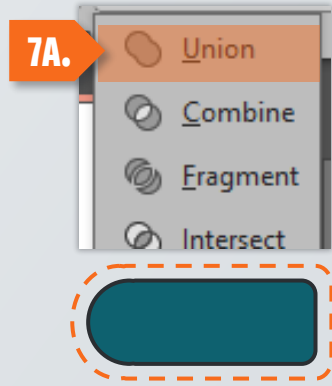


TIP
 Hovering over each option will show you a preview of how it will combine or cut out your shapes.

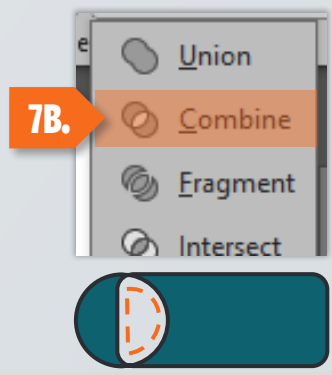
7. You'll see that there are several options for shape building here. Let's look at what they each do.



A. **TO COMBINE TWO SHAPES:** To make the shape mentioned at the beginning of this Section – a rounded rectangle with one fully rounded side and one squared-off side – click the first option, **Union**. Both shapes will be **combined into one**. This is especially apparent if you have the outlines of the shapes turned on – you will see the outline on the two shapes change to an outline on one, signaling that the shape has been combined.



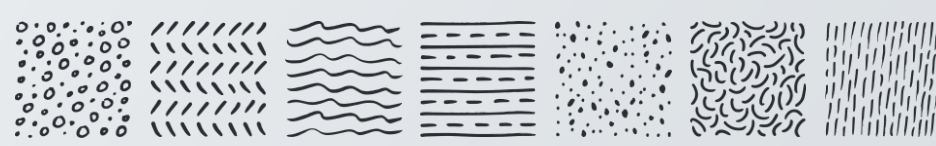
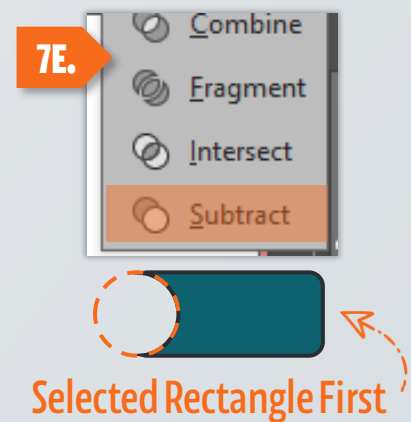
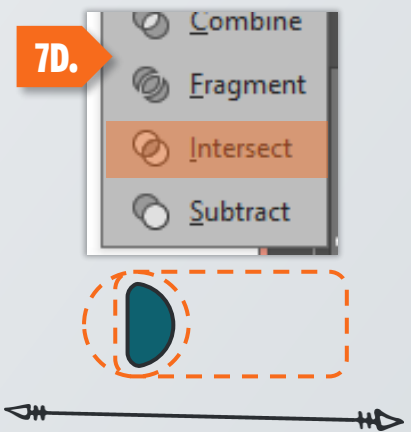
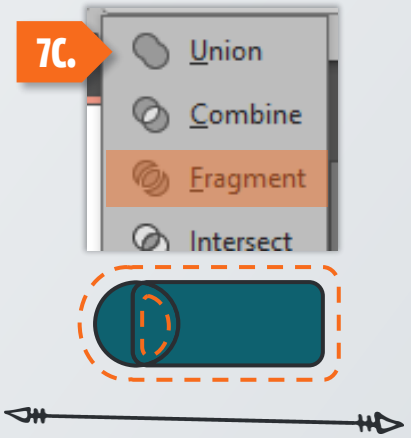
B. **TO CUT OUT THE OVERLAPPING PORTION OF THE SHAPES:** When you click the **Combine** option, you'll see that the portion of the shapes overlapping in the **middle is cut out and deleted**. This is especially apparent if you have something behind the shapes – you can see that the middle portion is now gone and what is underneath is now visible in the resulting hole.



C. TO CREATE A SHAPE FROM THE OVERLAPPING PORTION & KEEP ALL THREE SHAPES: When you click the **Fragment** option, it will at first appear as though nothing has happened; however, you will now have three shapes on the slide: the **two original ones, plus a third** for the portion of the shapes that was previously overlapping. This option punches out the overlapping shape but leaves all three shapes on screen.

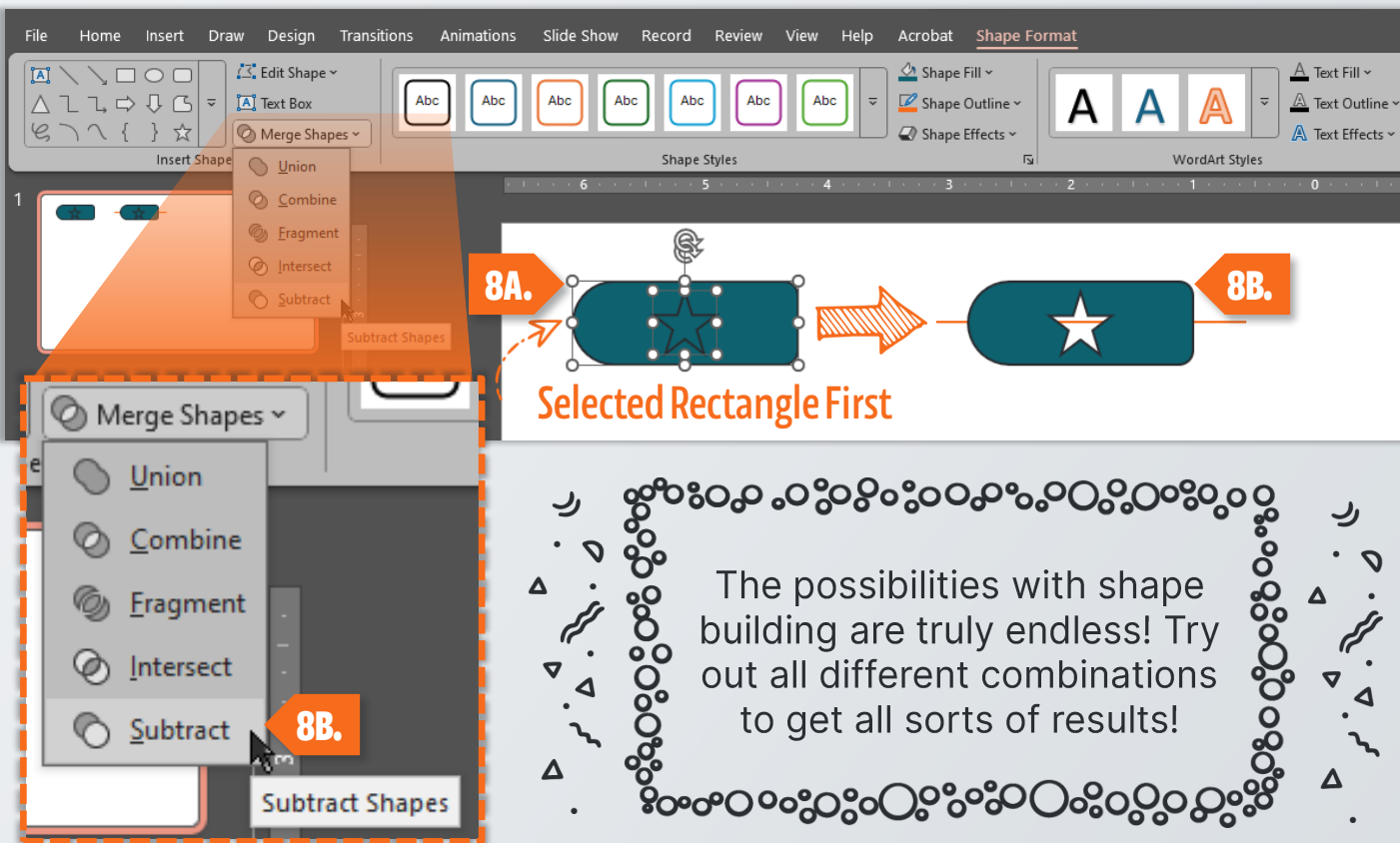
D. TO CREATE A SHAPE FROM THE OVERLAPPING PORTION ONLY: When you click the **Intersect** option, the two original shapes will disappear. In their place, **only the overlapping portion** will be left behind.

E. TO DELETE ONE SHAPE FROM ANOTHER: This one can be a bit tricky because it *depends on the order in which you select the shapes*. When you apply the **Subtract** option, PowerPoint removes the second shape you selected from the first one. The second shape disappears completely, and you're left with only the **portions of the first shape that were not overlapping it**. So remember: the first shape stays (with a chunk removed), and the second shape is subtracted from it.

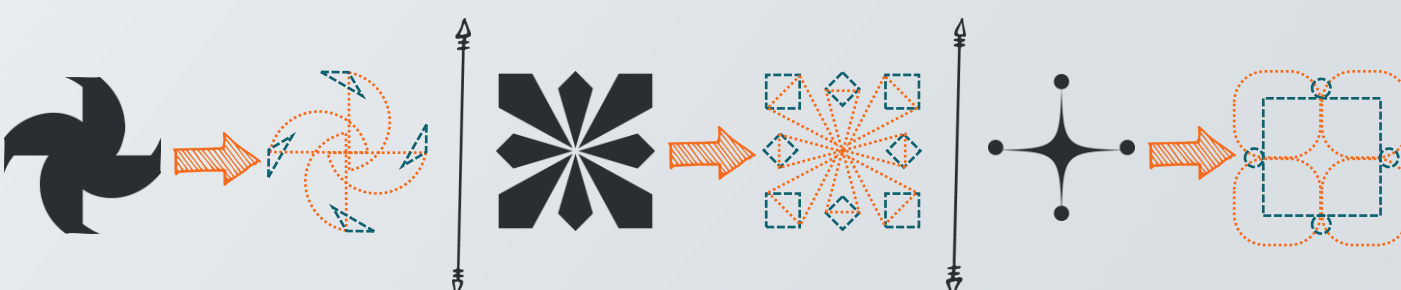


8. Once you've built a shape, you can use it to build more shapes and so on.

- A. For instance, let's say we want to cut a star out from our rounded rectangle (made using the Union option from step 7a).
- B. If we build a star on top of the new shape, we can use the **Combine** or **Subtract** option to punch out the star shape. You can see how the background is now visible within the star.

The screenshot shows the PowerPoint interface with the Merge Shapes menu open. The menu options are Union, Combine, Fragment, Intersect, and Subtract. A callout box labeled '8A.' shows a rounded rectangle with a star overlaid on it. An arrow points to the result, labeled '8B.', which is a rounded rectangle with a white star cut out of it. Below this, another callout box labeled '8B.' points to the 'Subtract' option in the Merge Shapes menu. A decorative border made of small circles surrounds the text: "The possibilities with shape building are truly endless! Try out all different combinations to get all sorts of results!"



YOUR TURN! MERGE SOME SHAPES

Follow the steps below to practice merging shapes.

1. Open a new PowerPoint presentation and create any two shapes.
2. Line up your shapes in the same way you want the final shape to be merged. Make sure the shapes are overlapping each other in some way (step 3).
3. Select both shapes (step 4).
4. Using the Merge Shapes dropdown menu, merge the two shapes using any of the first four merge options – Union, Combine, Fragment, or Intersect (steps 7A-7D).
5. Create a new set of shapes. Select them both, this time being careful to select one shape before the other depending on how you want them to be cut out (step 7E).
6. In the Merge Shapes menu, use the Subtract option, noting how the shape cuts out based on the order you selected them (step 7E).



YOU'LL BE A SHAPES PRO BEFORE YOU KNOW IT!

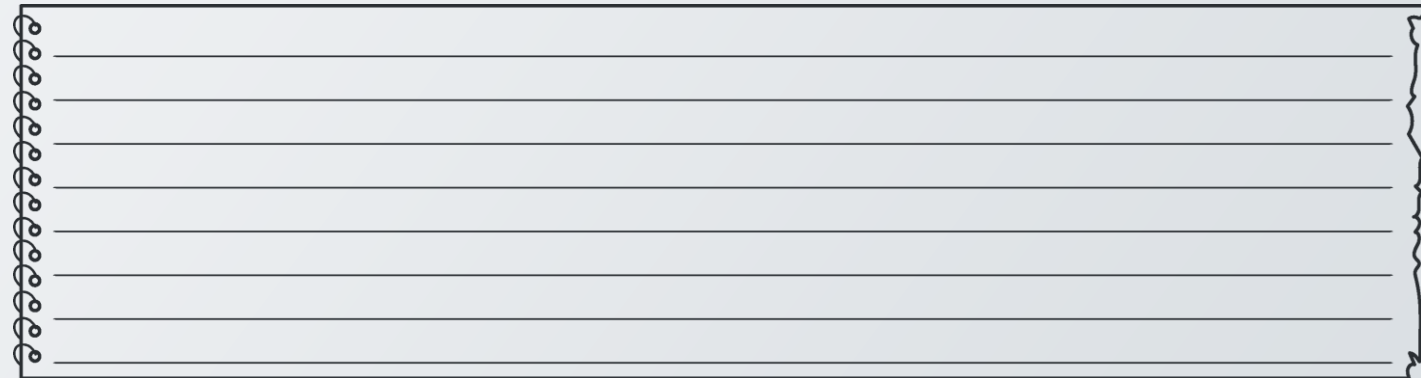
REFLECT ON WHAT YOU LEARNED



What are some of your key takeaways from this section? Write any notes or tips you want to remember and any other thoughts from this section.



How can you apply what you learned in this section? Write 2-3 ideas.



What are you struggling with or confused about? Record any questions you have about this section.





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SHAPE BUILDING IN POWERPOINT

SECTION 6: CROPPING IMAGES



VECTORA ENTERPRISE: Where Movement Meets Precision

PICTURE THIS...



Sometimes rather than a shape, you may want to use an image as a decorative asset, manipulating its edges either to crop it into a particular shape or cut a shape out of it.

Let's take a look at how to do both!

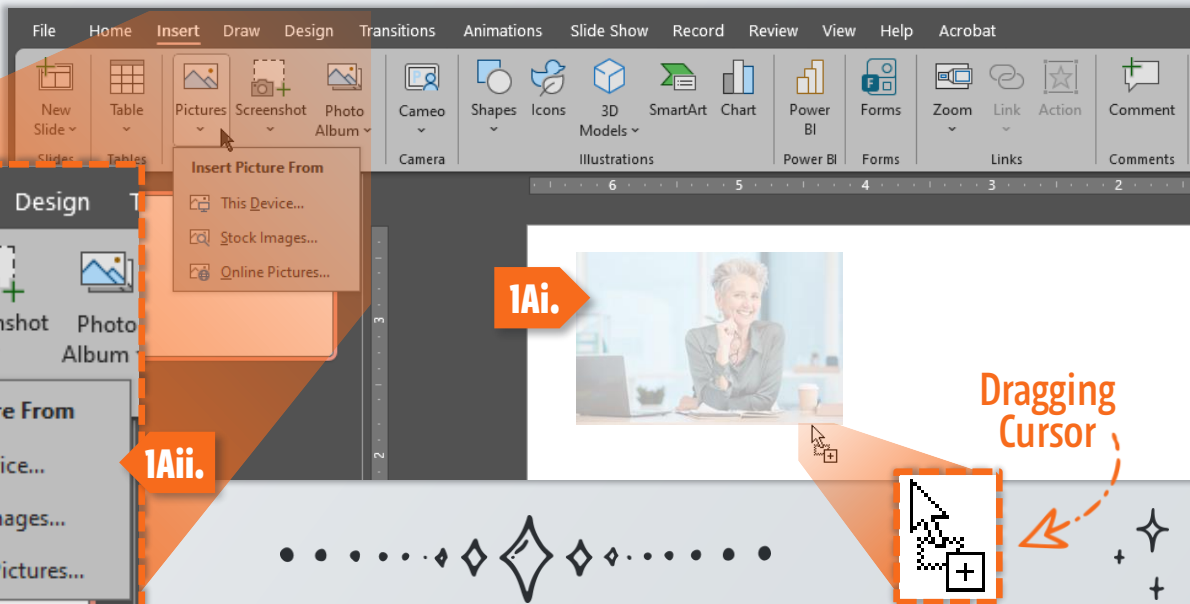


1. CROPPING AN IMAGE INTO A PARTICULAR SHAPE

TIP

Cropping an image into a shape is especially useful for times when you want an image to appear inside a perfect square or circle, such as for a slide to introduce speakers in a presentation.

- A. First, put the image you want to crop onto your slide. There are two ways to do this.
 - i. You can **drag and drop the image** from your desktop folder onto your slide.
 - ii. You can also navigate to the **Insert** tab, click the **Pictures dropdown menu**, and click **This Device** to find and insert your image that way.



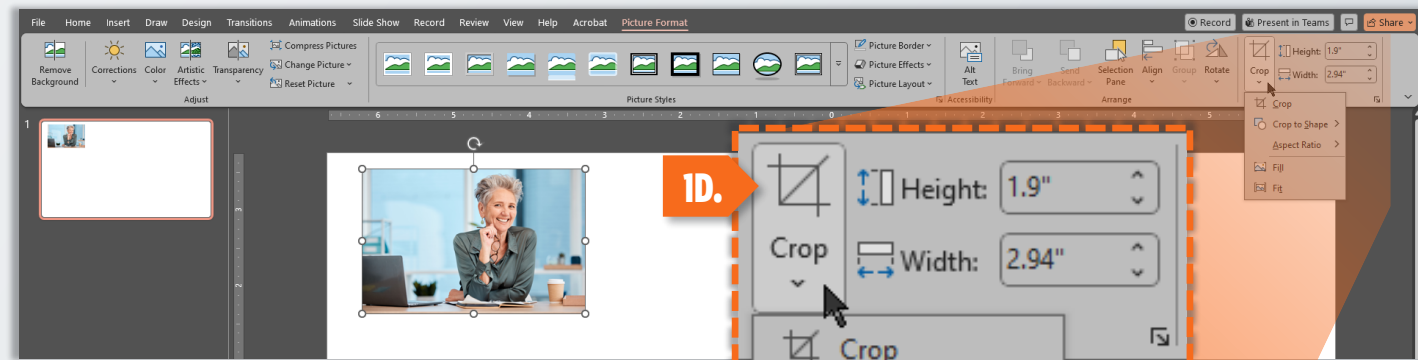
- B. **Click your image** to select it. You will know it's been selected when the bounding box appears around it.
- C. After you click the picture, click the new tab that appears on the toolbar called **Picture Format**. The tab may automatically open upon clicking the picture.



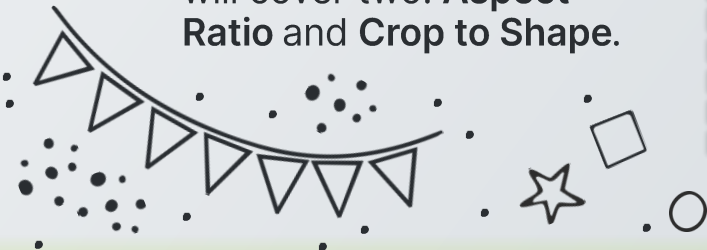
This tab only appears when a picture is selected. If you aren't seeing this tab, it means you either haven't selected your picture per step 1b or you have selected a different item by mistake, such as a shape.



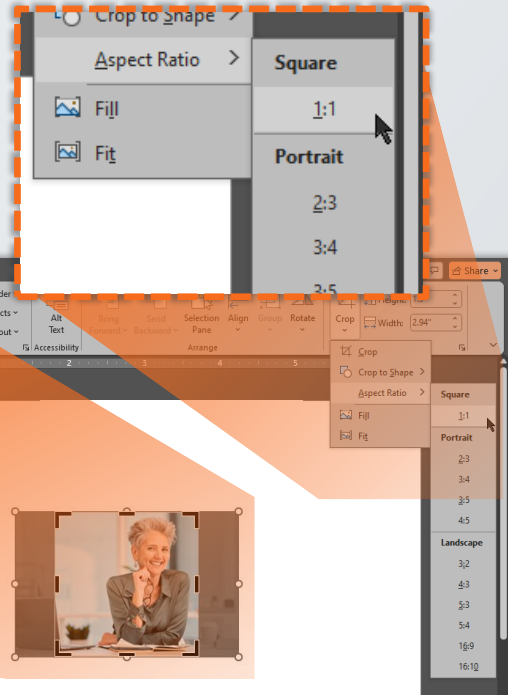
- D. In the Size panel, click the **Crop** dropdown menu.



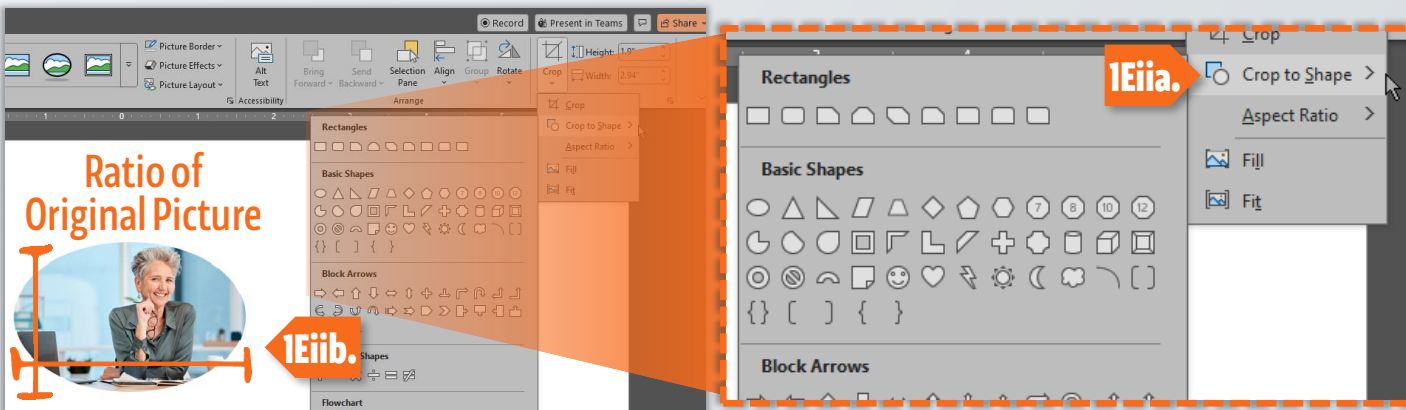
- E. There you will see several options. For this guide, we will cover two: **Aspect Ratio** and **Crop to Shape**.



- i. **ASPECT RATIO CROP:** This crop option allows you to **choose a width-to-height ratio** for your image. The 1:1 ratio is especially useful – it lets you crop an image into a perfect shape (square, circle, etc.) without any distortion. If the proportions of the image don't matter, you can skip straight to step 1eii.



- ii. **CROP TO SHAPE:** This crop option allows you to turn the photo into any of the pre-formed shapes in the drop-down menu.
- Click the **desired shape** from the drop-down menu.
 - The picture will **automatically be cropped to that shape** using its current proportions (hence, if you want a 1:1 shape or any other ratio, follow step 1eii above first).



2. CUTTING A SHAPE OR TEXT OUT OF AN IMAGE



- A. This process is the **same as cutting a shape out of another shape** as covered in Section 5 of this guide, USING THE MERGE SHAPES DROPDOWN.
- B. To start, **create the shape or text** you want to cut out of the image. If a shape, **modify it** in size, dimensions, and rotation as needed (reference Section 1, MAKING & PLACING A NEW SHAPE, to see the steps of this process).
- C. **Place the shape or text** in the exact place where you want to cut out the image. Be sure it is properly lined up and sized, as this is exactly how the shape will be cut out.

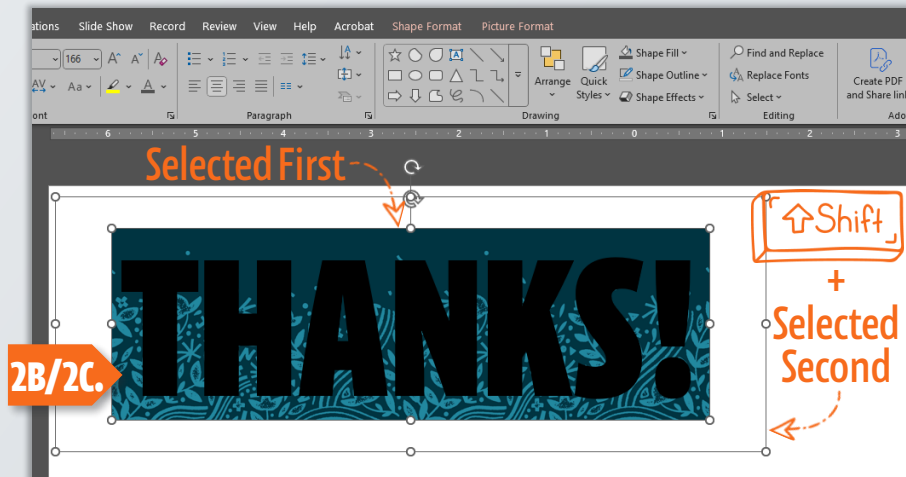


Where the shapes are on the slide isn't important. Once you've created your final shape, you will be able to move it around, scale it, rotate it, or otherwise modify it the same way you did with single shapes (see Section 1, MAKING & PLACING A NEW SHAPE, for more details).

- D. Select the **image behind the shape or text FIRST**. Then, hold the Shift key and **select the shape or text SECOND** so both items are selected. When you see a bounding box appear around both items, you will know both are selected.



This order is **EXTREMELY** important. If you select the items in the opposite order, this process will not work correctly.



- E. Because you have both a shape or text and a picture selected, the Shape Format and Picture Format tabs will appear in the toolbar. For this process, **click the Shape Format tab**. To help you remember, this process falls more into the realm of shape building – we are doing the same steps here as we did when shape building with two shapes – so therefore, we need the Shape Format tab.
- F. In the Insert Shapes section, click the **Merge Shapes dropdown menu**.
- G. Hover over each of the items to **see which effect you want to create**. For more information on each of the options, reference Section 5, USING THE MERGE SHAPES DROPDOWN.
 - i. In the case of cutting out text from an image, as in the screenshot below, the Intersect option works great!



As you can see, the options for what you can do are limited only by your creativity! There are many, many uses for this function – experiment to determine what works best for you!

YOUR TURN! CROP AN IMAGE

Follow the steps below to practice cropping an image.

1. Open a new PowerPoint presentation and place an image on the slide from your desktop (step 1A).
2. Choose an aspect ratio to crop the image to (step 1Ei).
3. Choose a shape to crop the image to (step 1Eii).
4. Place a second image on your slide from your desktop (step 1A).
5. Add a shape or text on top of the image. Be sure to line it up the way you want the final image to look (steps 2B-2C).
6. Merge the image with the shape or text using one of the five options from the Merge Shapes dropdown menu (steps 2E-2G).



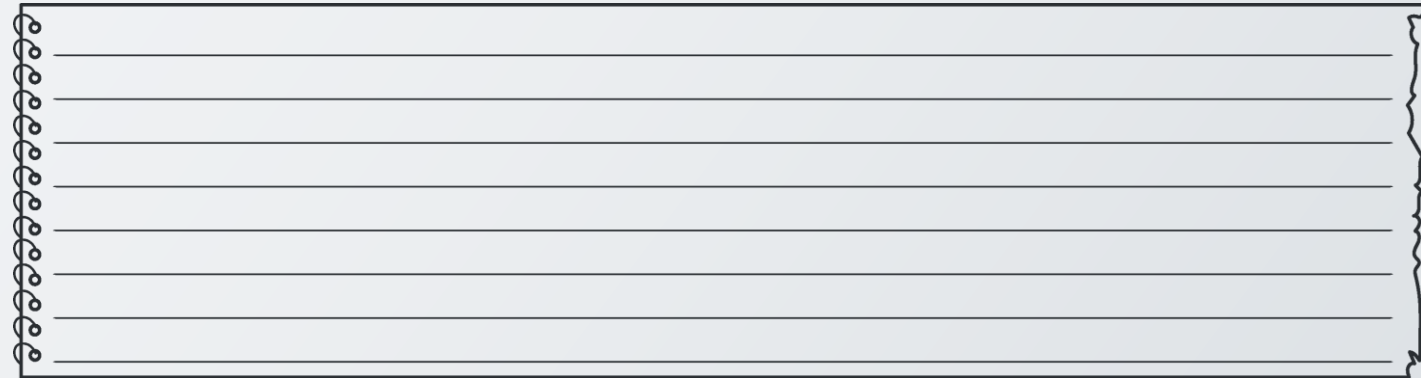
YOU'LL BE A SHAPES PRO BEFORE YOU KNOW IT!



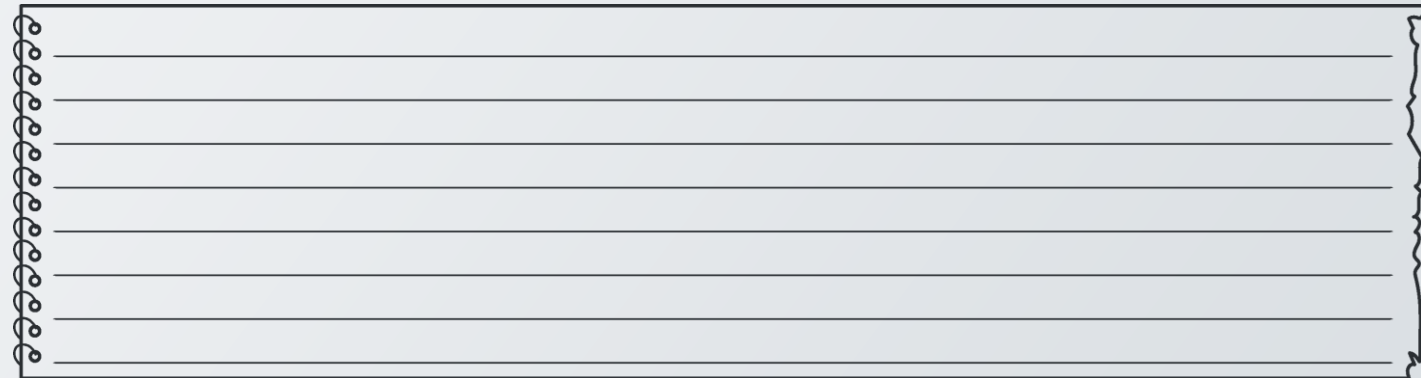
REFLECT ON WHAT YOU LEARNED



What are some of your key takeaways from this section? Write any notes or tips you want to remember and any other thoughts from this section.



How can you apply what you learned in this section? Write 2-3 ideas.



What are you struggling with or confused about? Record any questions you have about this section.



JOT IT DOWN! THOUGHTS & NOTES



Lined writing area with a spiral binding on the left side.

JOT IT DOWN! THOUGHTS & NOTES



Lined writing area with a spiral binding on the left side.

JOT IT DOWN! THOUGHTS & NOTES



Lined writing area with a spiral binding on the left side.

JOT IT DOWN! THOUGHTS & NOTES



A large spiral-bound notebook page with horizontal lines for writing. The spiral binding is on the left side. The page is otherwise blank.

JOT IT DOWN! THOUGHTS & NOTES



Lined writing area with a spiral binding on the left side.