

PowerPoint: Drawing

Name: _____

Date: _____

How do you get the drawing toolbar?

Go to View, Toolbars, Drawing

Use the boxes below to label each tool and what it can do:

Draw menu: Here you can find group, arrange, rotate or flip, and additional formatting tools.

Rotate tool: Click here to rotate an object. Use the green circles at the corners of your object to free rotate.

Word Art. Use Word Art to create fancy text.

Insert picture tool. Shortcut for inserting pictures.

Rectangle tool. Use this tool to draw rectangles (hold down shift to create a perfect square).

Line tool. Use this tool to draw a variety of lines: straight, arrow, curve, freehand, etc.

Text color tool. Use this tool to change the line color of selected text.



Select Objects tool. Use this arrow to select multiple objects to group, move, format, etc.

Textbox tool. Use this tool to create a box you can write in.

Insert ClipArt tool. Shortcut for inserting ClipArt.

Line tool. Use this tool to draw straight lines. Hold down shift to make perfectly straight lines at 15 degree angles.

Autoshapes tool. Use this tool to draw simple shapes like circles, stars, arrows, banners, etc.

Line style tool. Use this tool to change the line style of any object.

Line color tool. Use this tool to change the line color of any object.

Extra drawing tools can be found here, like arrow, shadow, 3D, etc.