WordArt and Shapes

Introduction

There are many features and commands you can use in PowerPoint to create visually appealing slides. Two of these features are **WordArt** and **shapes**. **WordArt** allows you to create **stylized text** with effects such as textures, shadows, and outlines. It can be applied to text on any slide. You can also insert a **variety of shapes** such as rectangles, circles, lines, arrows, callouts, and stars.

In this lesson, you will learn how to apply **WordArt** styles and insert and modify **shapes** on a slide.

Creating WordArt

Video: Creating WordArt in PowerPoint 2010

PowerPoint allows you to add effects to the **text inside of a text box**, which is known as **WordArt**. For the most part, the types of effects you can add are the same as the ones you can add to shapes and text boxes (shadow, bevel, etc.). However, with WordArt, you can also **transform** the text to give it a wavy, slanted, or inflated look.

Optional: You can download this **example** for extra practice.

To apply a WordArt style to text:

A **WordArt Style** will automatically apply several effects to your text at once. You can then refine the look of your text by adding or modifying text effects.

1. Select a text box, or select some text inside of the text box. The **Format** tab will appear.
2. Click the **Format** tab.
3. In the **WordArt Styles** group, click the **More** drop-down arrow to view all of the available styles.
4. Select the desired style preset to apply the style to your text.
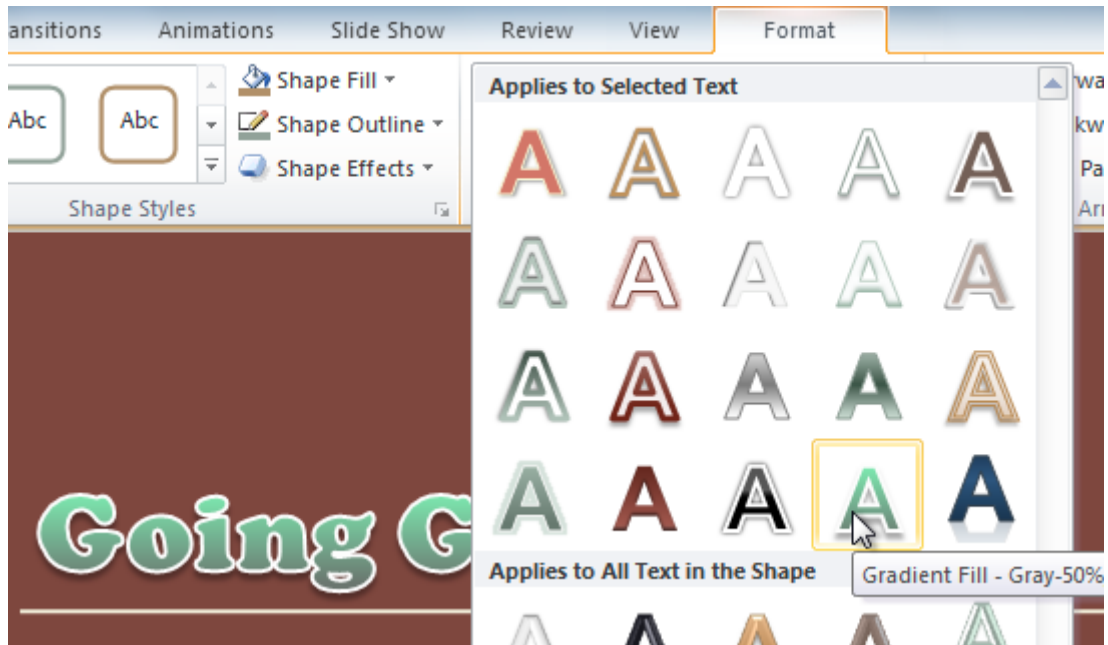

After you have applied a WordArt Style, you can still modify the **font** or **font color** from the **Home** tab if desired.

To add or modify text effects:

1. Select a text box, or select some text inside of the text box. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Text Effects** command in the **WordArt Styles** group. A drop-down menu will appear, showing the different **effect categories**.
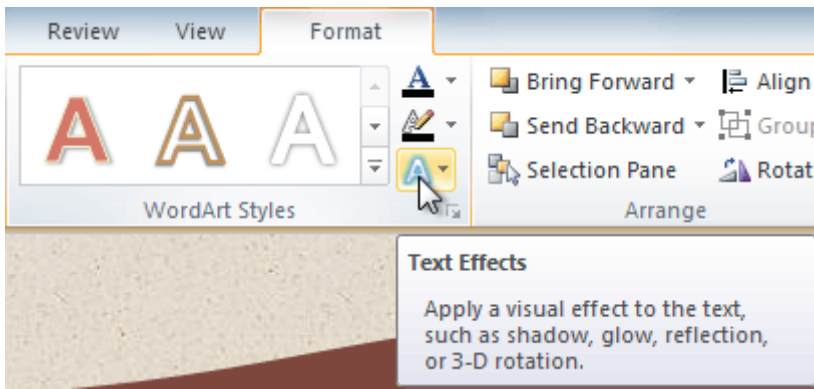
4. Hover over an effect category. A drop-down menu will appear. You can hover the mouse over the different presets to see a live preview.
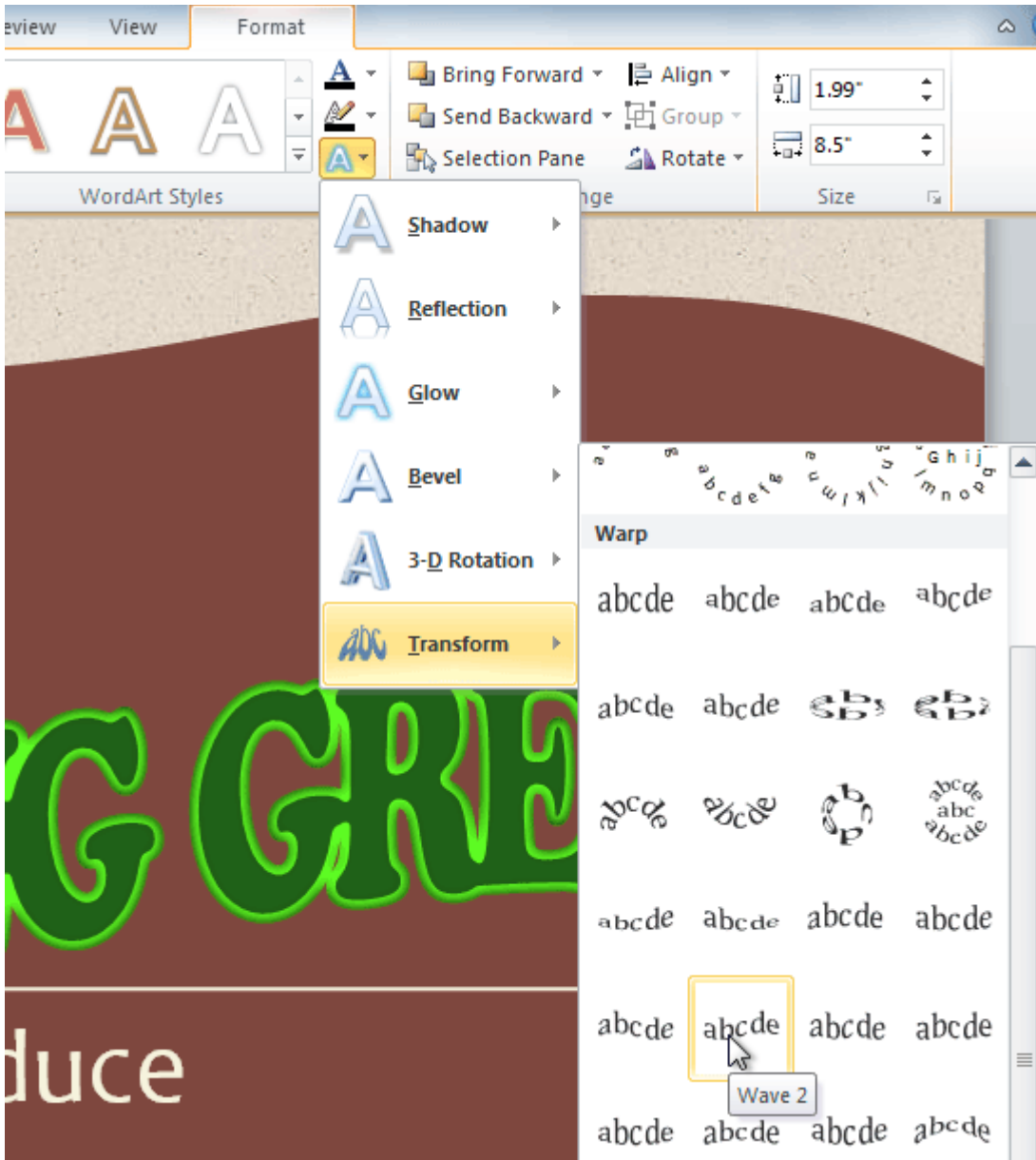
5. Select the desired effect preset. The effect will be applied to your text. If you want, you can combine several different effects.
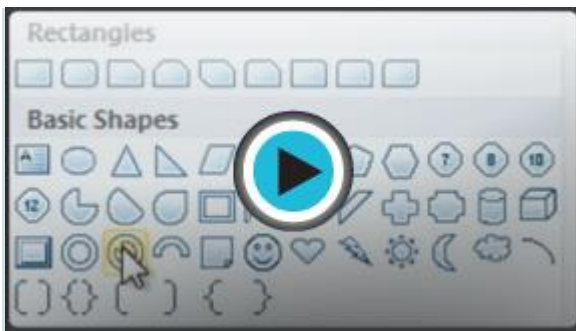
In the WordArt Styles group, you can also use the **Text Fill** and **Text Outline** drop-down boxes to modify the **fill** and **outline** color.
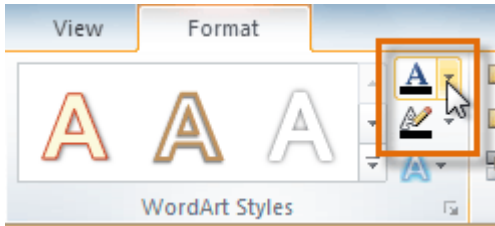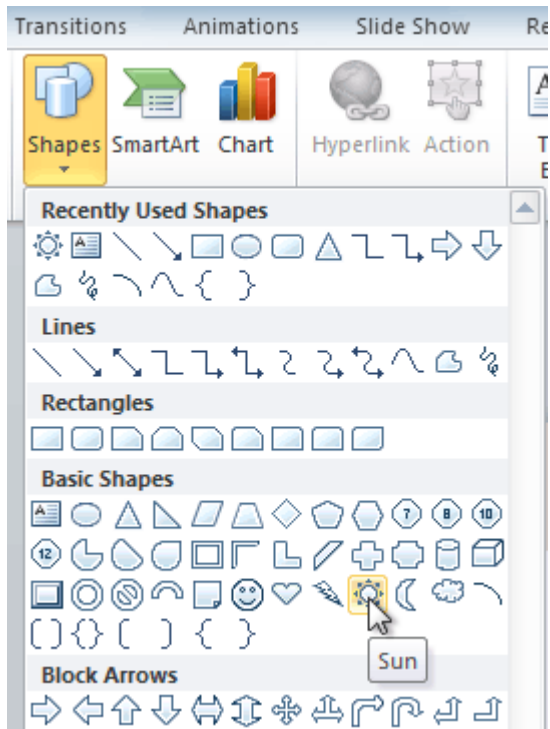

Working with shapes and text boxes

Video: Inserting Shapes in PowerPoint 2010

PowerPoint's large shape collection allows you to organize and design the image you want. While you may not need shapes in every presentation you create, they can add visual appeal.

To insert a shape:

1. Select the **Insert** tab.
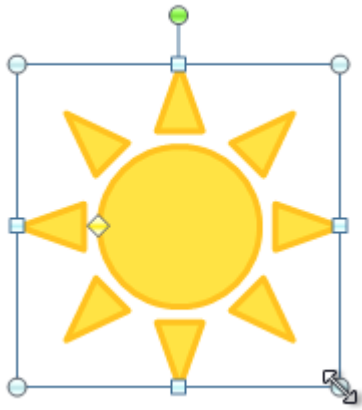2. Click the **Shapes** command.

3. Select a shape from the drop-down menu.
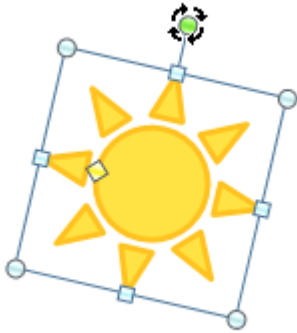4. Click and drag the mouse until the shape is the desired size.

5. Release the mouse button.

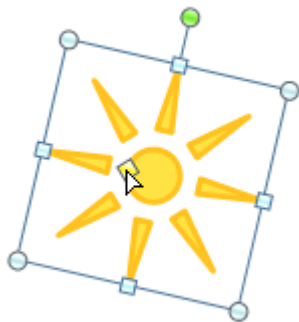# To resize a shape or text box:

1. Click the shape to select it.
2. Click and drag one of the **sizing handles** on the corners and sides of the text box until it is the desired size.

3. To rotate the shape, drag the **green handle**.

4. Some shapes also have one or more **yellow handles** that can be used to modify the shape. For example, with star shapes you can adjust the length of the points.


If you drag the **sizing handles** on any of the four corners, you will be able to change the **height** and **width** at the same time. The sizing handles on the top or bottom of the shape will only allow you to resize **vertically**, while the handles on the left and right sides will resize the shape **horizontally**.
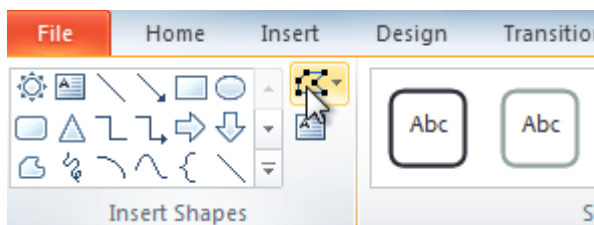
Formatting shapes and text boxes

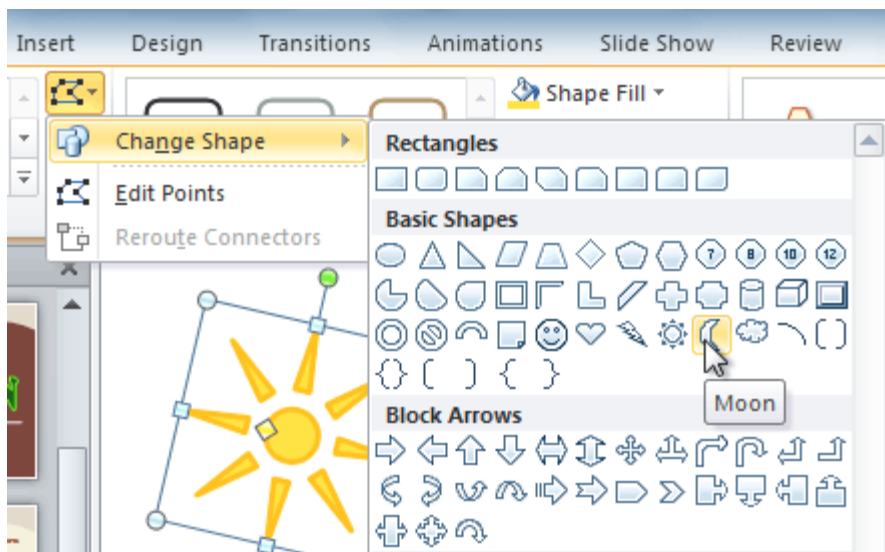## To change to a different shape:

1. Select the shape or text box. The **Format** tab will appear.
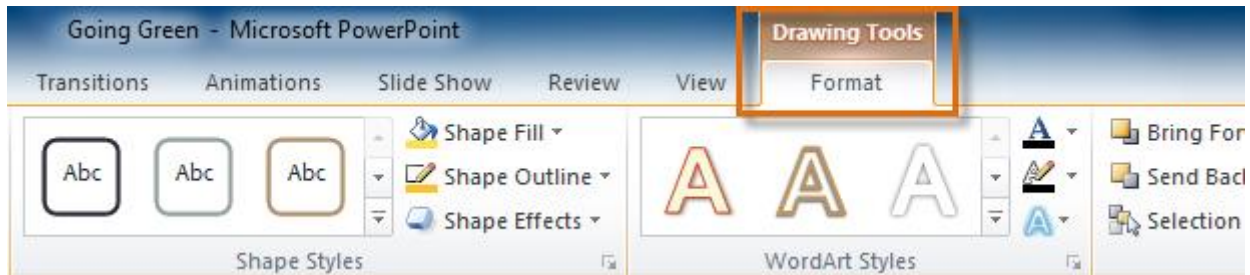
2. From the **Format** tab, click the **Edit Shape** command.

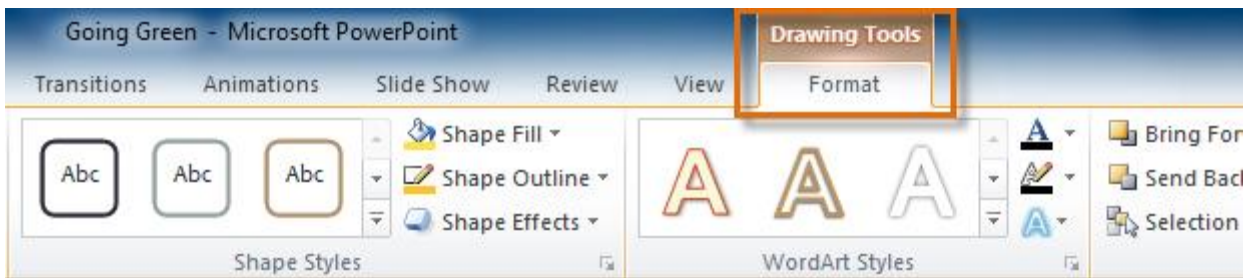3. Click **Change Shape** to display a drop-down list.

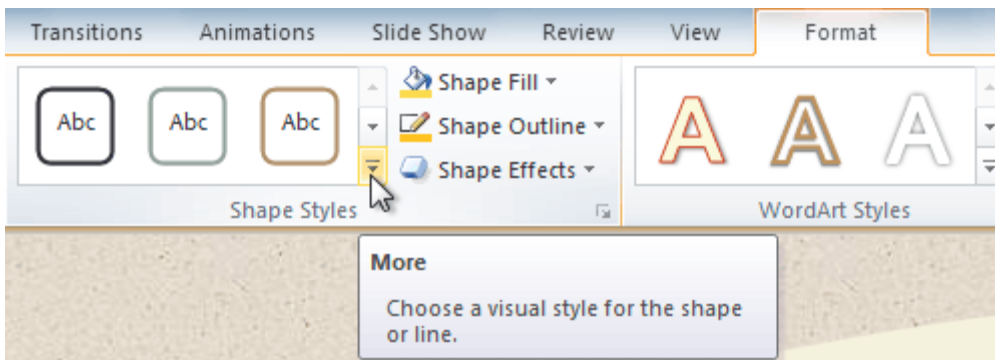4. Select the desired shape from the list.
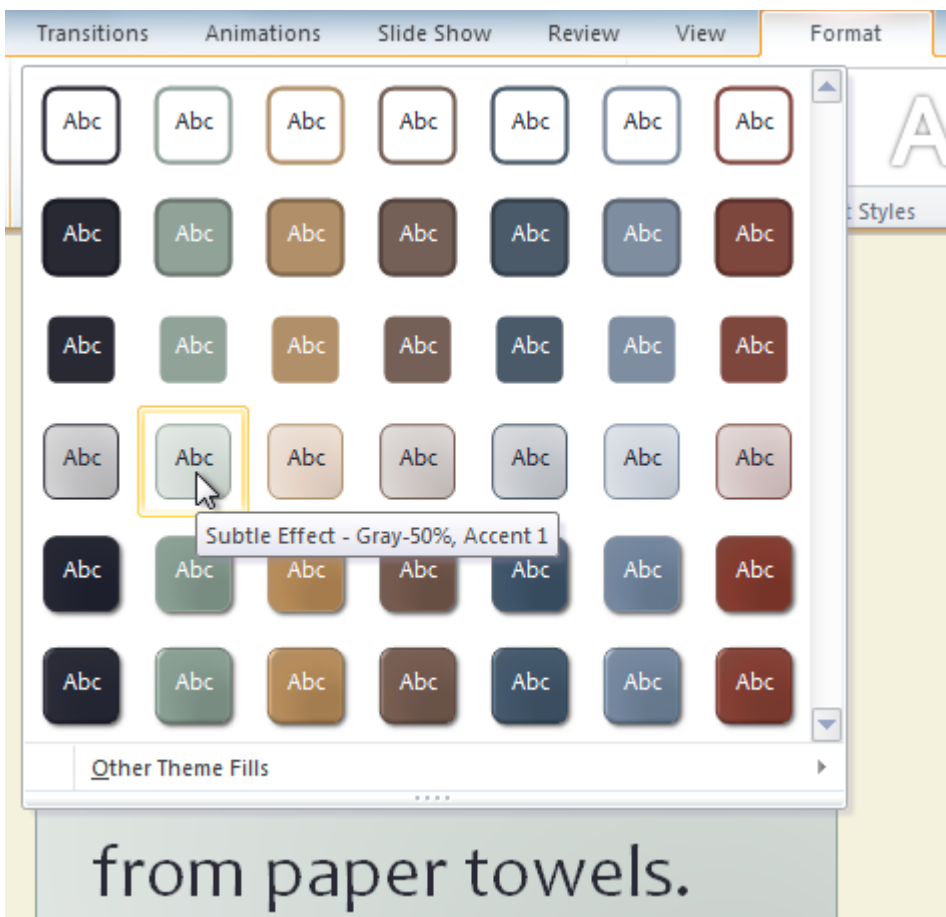
To change the shape style:

1. Select the shape or text box. The **Format** tab will appear.

2. Click the **More** drop-down arrow in the Shape Styles group to display more style options.
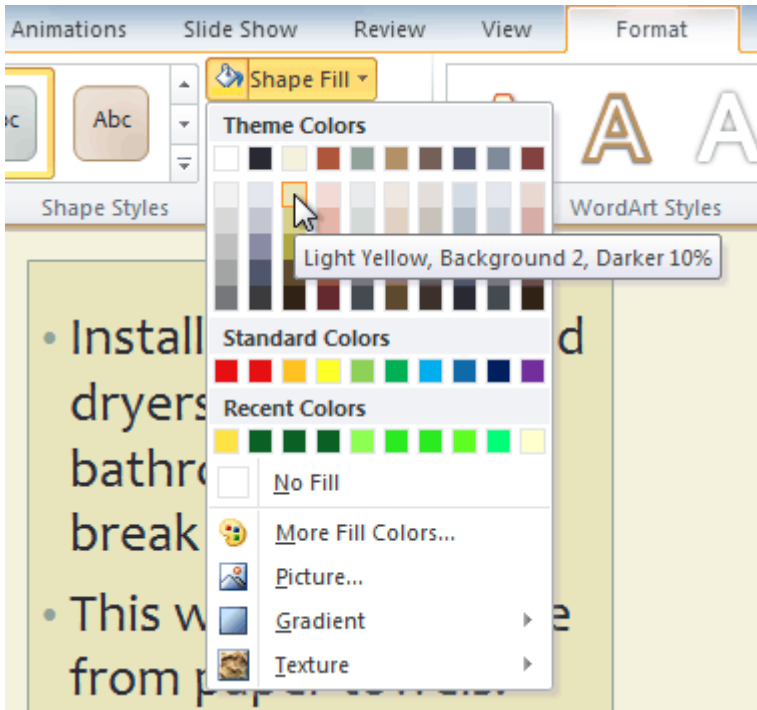

3. Move your cursor over the styles to see a live preview of the style in the slide.

4. Select the desired style.
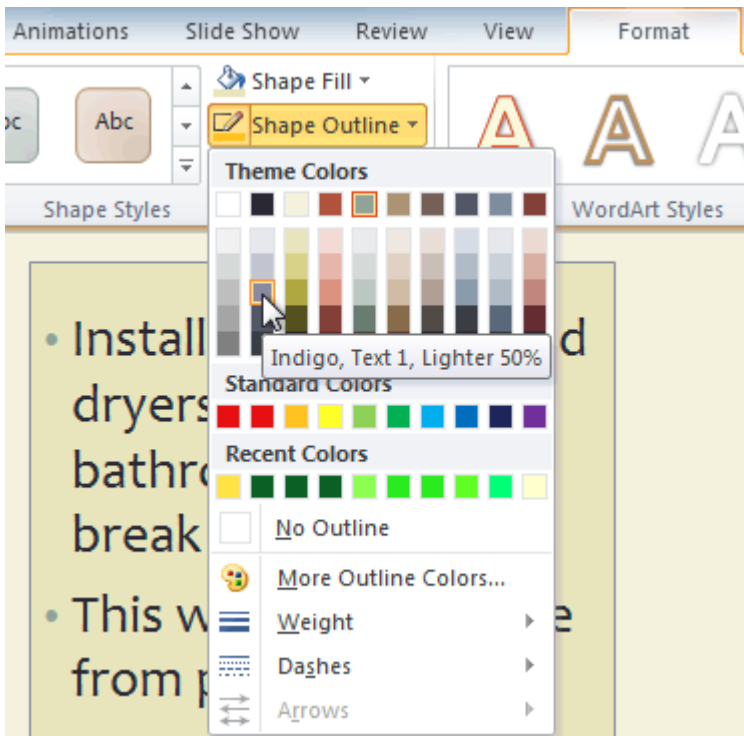
To change the shape fill color:

1. Select the shape or text box. The **Format** tab appears.
2. Select the **Format** tab.
3. Click the **Shape Fill** command to display a drop-down list.

4. Select the desired **color** from the list, choose **No Fill**, or choose **More Fill Colors** to choose a custom color.

To change the shape outline:

1. Select the shape or text box. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Shape Outline** command to display a drop-down menu.

4. From the drop-down menu, you can change the outline **color**, **weight** (thickness), and whether it is a **dashed** line.
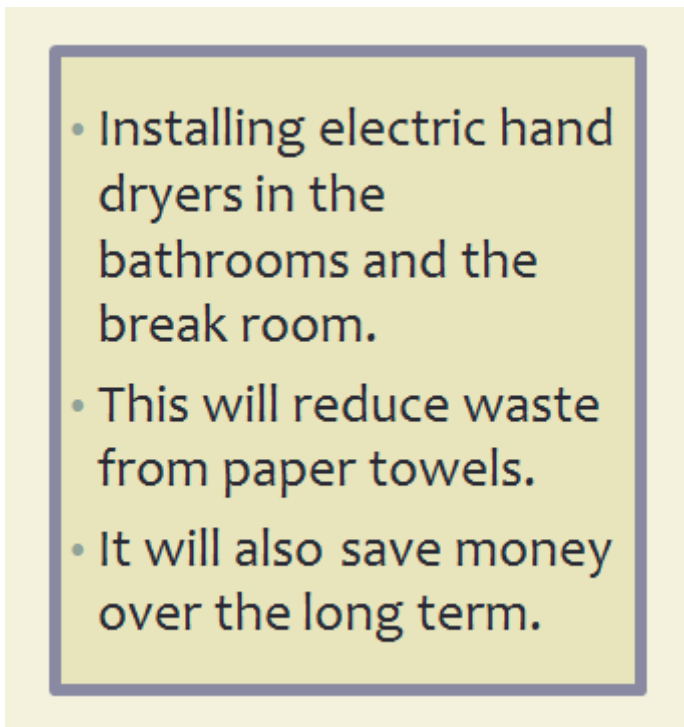
To change shadow effects:

1. Select the shape or text box. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Shape Effects** command. A drop-down menu will appear.

4. Hover the mouse over **Shadow**. You will see a list of shadow presets.
5. Move your mouse over the menu options to see a live preview of the shadow effect in the slide.
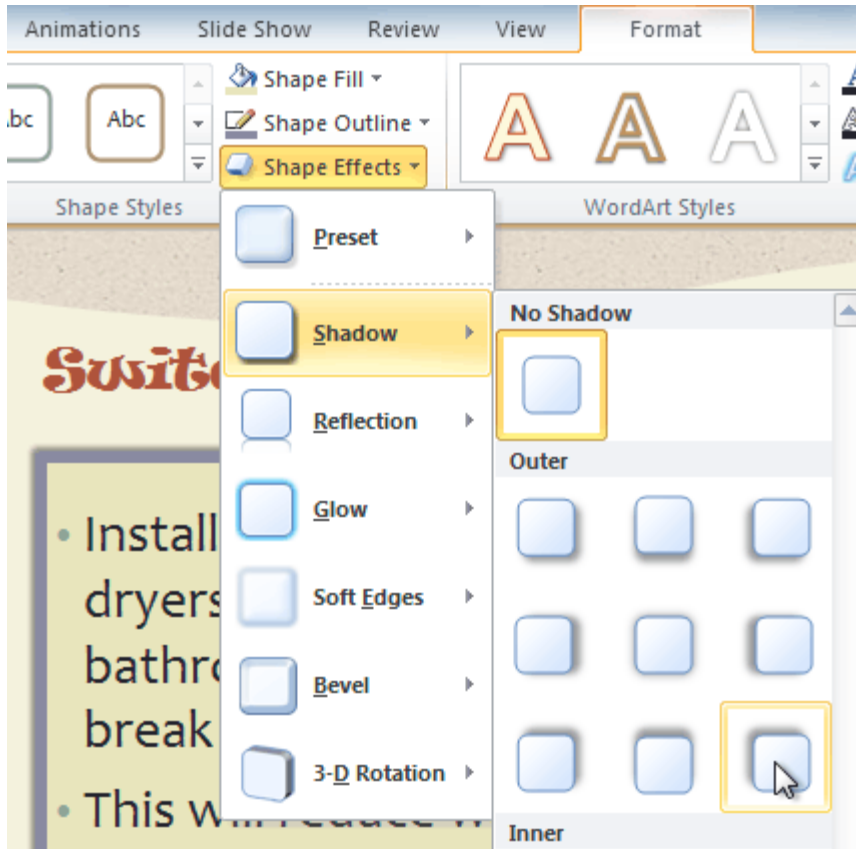
6. Click the desired shadow effect to add it to your shape.

You can select **Shadow Options** from the drop-down menu and click the **Color** button to select a different shadow color for your shape.

3D effects

There are two types of effects you can apply to your shapes and text boxes to give them a 3D appearance: **3-D Rotation** and **Bevel**. **3-D Rotation** gives the appearance that you are viewing the object from a different angle, and it can be applied to any shape. **Bevel** adds thickness and a rounded edge to shapes, but it doesn't work with every type of shape.

To use 3-D Rotation:

1. Select the shape or text box.
2. Click the **Format** tab.
3. Click **Shape Effects** from the **Shape Styles** group.
4. Hover the mouse over **3-D Rotation**. A drop-down menu will appear.
5. Select the desired **rotation preset** from the drop-down menu. You can also click **3-D Rotation Options** if you would prefer to type custom values.
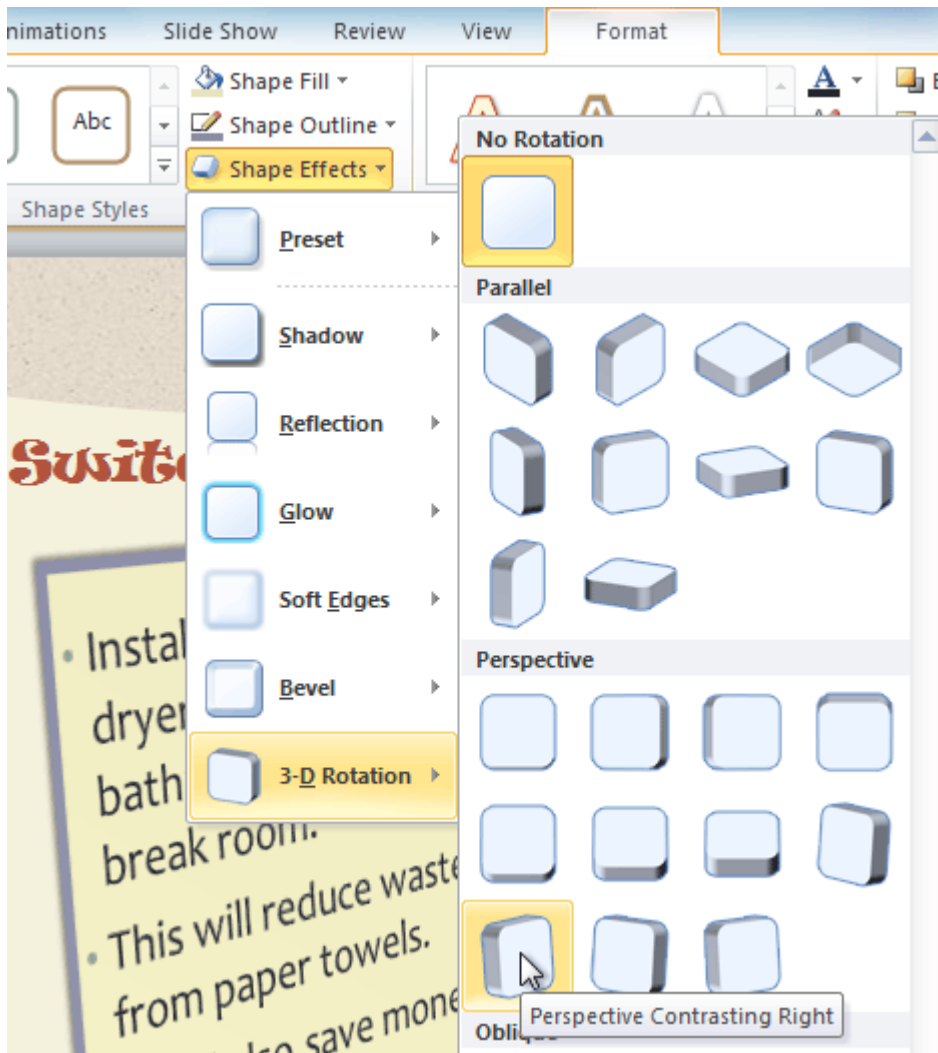
To use bevel:

1. Select the shape or text box.
2. Click the **Format** tab.
3. Click **Shape Effects** from the **Shape Styles** group.
4. Hover the mouse over **Bevel**. A drop-down menu will appear.

5. Select the desired **bevel preset** from the drop-down menu. You can also click **3-D Options** if you would prefer to type in custom values.

If you click **3-D Options**, you'll also be able to change the shape's material to give it a metal, plastic, or translucent appearance, and you can choose the lighting type to change how the shape is illuminated.
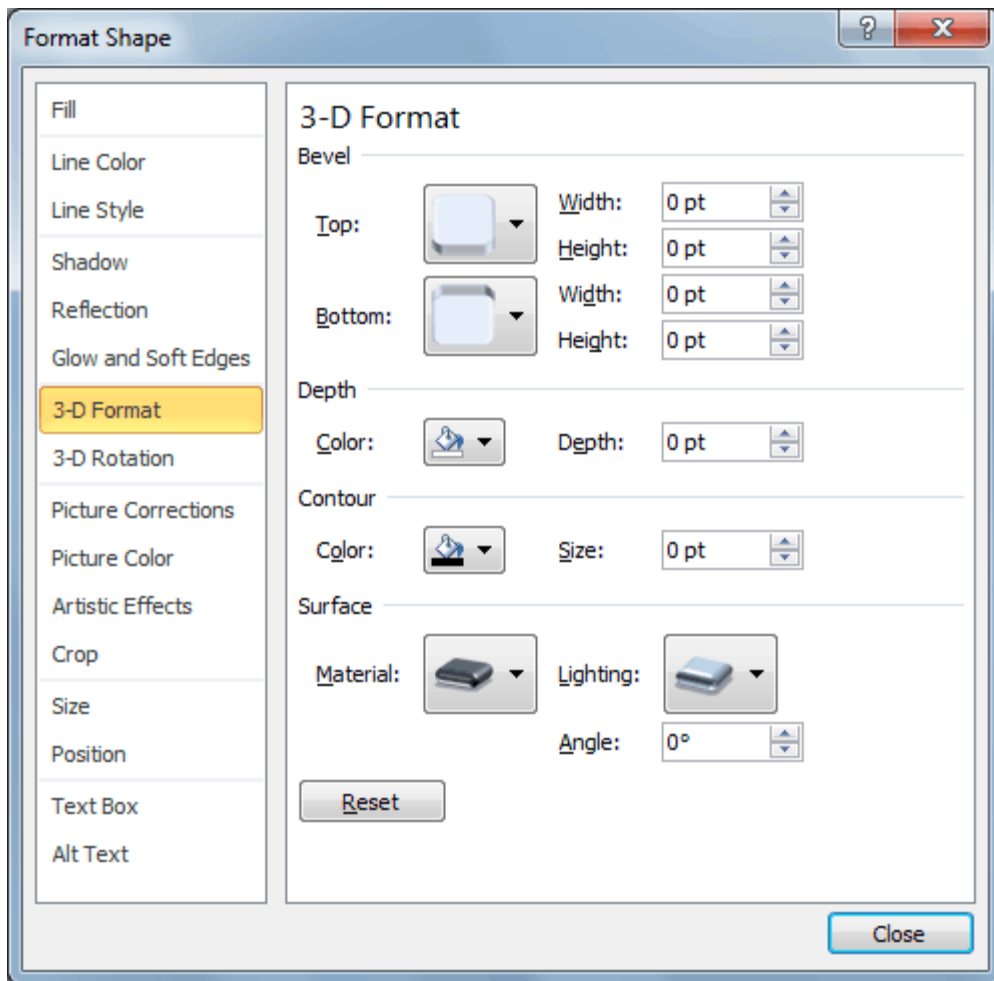
Challenge!

1. Open an **existing PowerPoint presentation**. If you want, you can use this **example**.
2. Add some **WordArt effects** to the text. If you are using the example, use the text on slide 2.
3. Insert a **shape**.
4. Change the shape to a **different shape**.
5. Change the **fill color**.
6. Change the **outline color**.
7. Try various **shadow effects**.
8. Try various **3D effects**.