Al-Mustaqbal University / College of Engineering & Technology
Department Department of Medical Instrumentation Techniques Engineering

Class (4ᵗʰ Stage)
Subject (Computer Applications)
Lecturer: MSc. Alaa Khalid Abd alreda
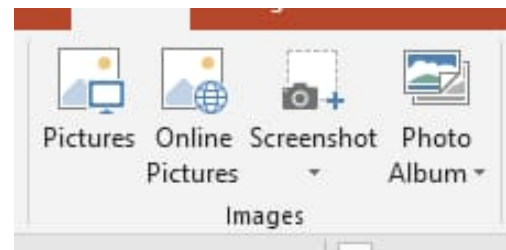**1ˢᵗterm – Lecture No4. & Lecture Name (Inserting ObjectsII)**

Inserting Objects

Images

- **pictures: This displays the Insert Picture dialog box.**

- **Screenshot: Use this tool to take screenshots.**

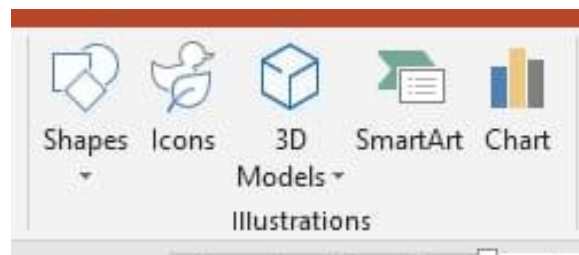- **Photo Album: This displays the Photo Album dialog box button,**

Insert a computer image into the silde

Depending on the version of PowerPoint you're using, you can insert pictures, photos, a free copy, or other images to display on disks or the internet.

1-Select where you want to insert the image into the silde.

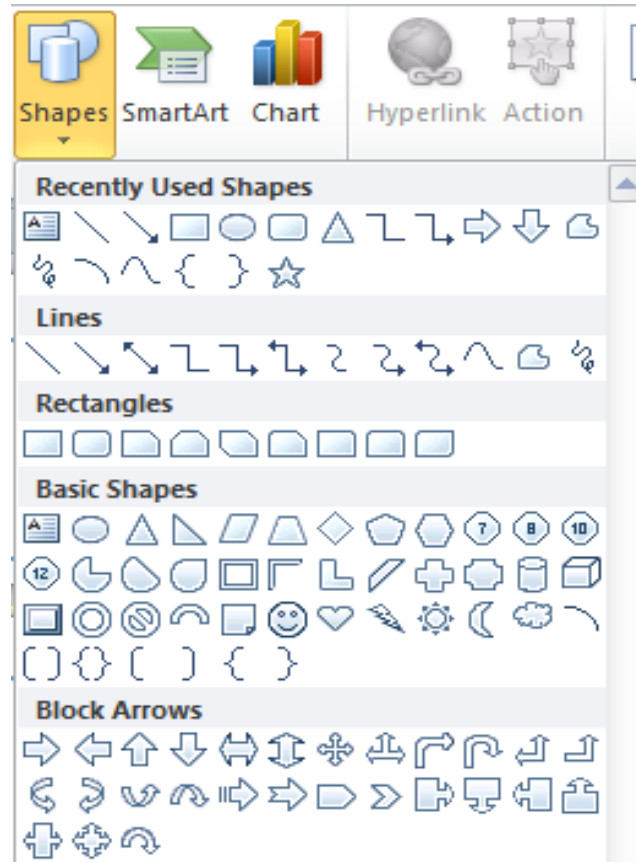2-On the Insert tab, in the images group, select Picture, and then insert

Illustrations:

- Shapes: Contains a unified drop-down menu for all shapes, including lines, rectangles, basic shapes, block arrows, equation shapes, flowcharts, stars, banners, and callouts.

- Icons: This button adds various icon types.

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- SmartArt: This button displays the SmartArt dialog box, which allows you to choose from the following SmartArt types: list, process, cycle, hierarchy, relationship, matrix, and pyramid.

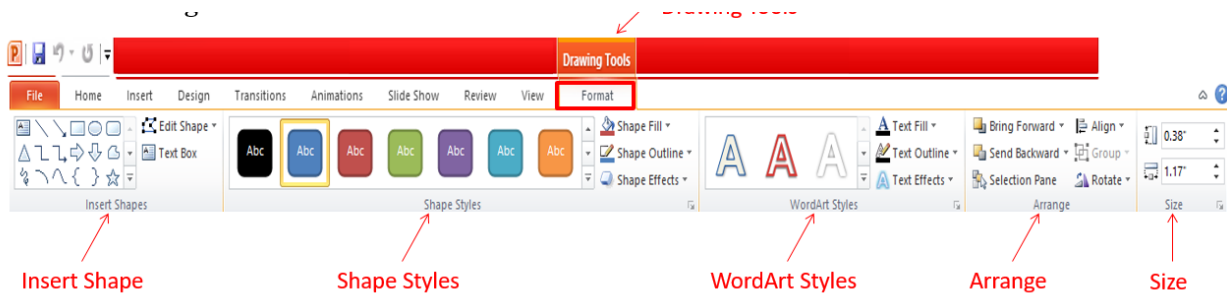- Chart: This button inserts a Microsoft Graph chart.

Illustrations: In PowerPoint, the "**Illustrations**" group under the "**Insert**" tab provides options for adding various visual elements to your presentation. The main features and options you'll find in the "**Illustrations**" group are:

Shapes: This tool allows presenters to add a variety of shapes and drawing objects to slides. These shapes can be customized with different colors, outlines, and effects to create diagrams, icons, or other visual aids

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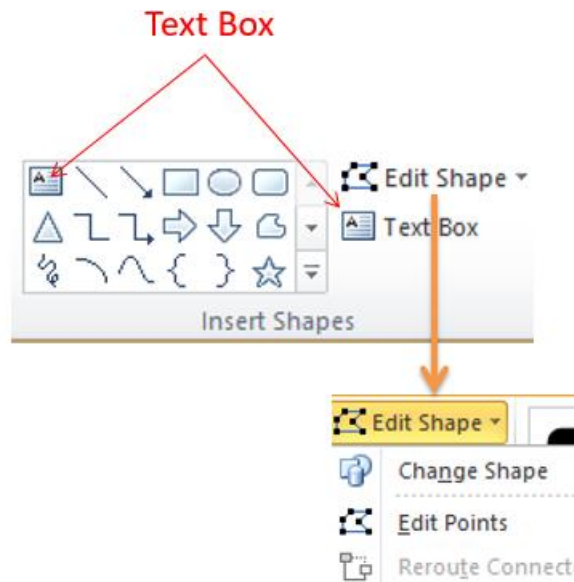**1ˢᵗterm – Lecture No4. & Lecture Name (Inserting ObjectsII)**

In PowerPoint, the "Drawing Tools" are primarily found in the "Format" tab, not the "Insert" tab. When you insert a shape or object on a slide, the "Drawing Tools" or "Format" tab appears, providing options to edit and format the selected shape. Here are the main features available in the "Drawing Tools" tab:

. Insert Shapes: The **"Shapes"** gallery in the **"Drawing Tools"** tab allows users to select and insert various shapes such as rectangles, circles, arrows, and more.

a) **Edit Shape:** The **"Edit Shape"** feature enables users to modify the selected shape by converting it into different shapes.

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- **Change Shape** feature allows you to quickly switch between different predefined shapes while keeping the size and formatting of the original shape intact.

- **Edit Points** feature allows you to modify the shape of a drawn object by manipulating individual points that define its outline.

b) **Text Box:** Text boxes are versatile elements that allow you to place and format text in a flexible manner within your presentation.

Merge Shapes Options in PowerPoint

Union Function: Joins all selected shapes into one single shape.
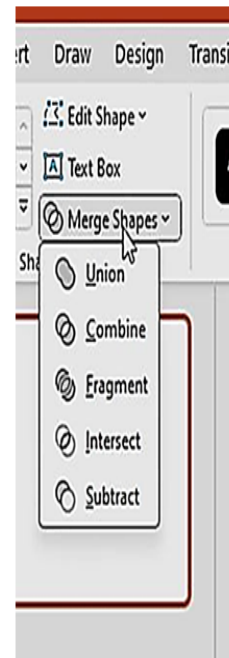
Result: All overlapping parts are combined into one unified object.

Use for: Creating one solid shape from multiple ones.

Combine Function: Merges shapes but removes the overlapping area.

Result: The intersecting section becomes transparent (a hole).

Use for: Creating hollow or cut-out designs.

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Fragment Function: Breaks the shapes into smaller pieces wherever they overlap.

Result: Each separate piece becomes its own editable shape.
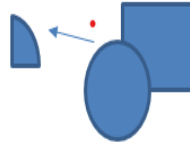
Use for: Designing complex patterns or detailed shapes.

Intersect Function: Keeps only the overlapping area between the shapes.

Result: All non-overlapping parts disappear.
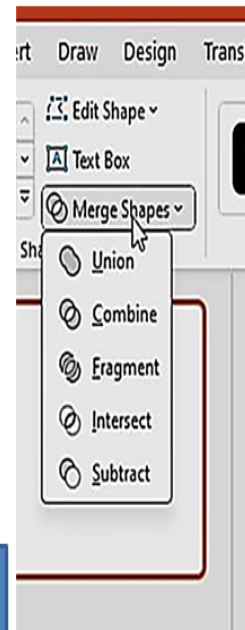
Use for: Creating shapes from the common section only.

Subtract Function: Removes the second shape from the first one.

Result: Cuts out the overlapping area from the top shape.

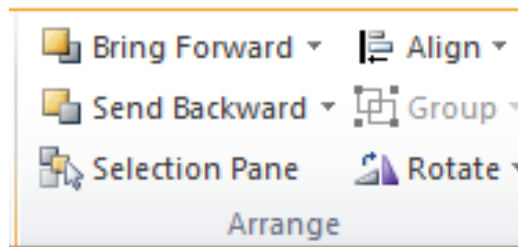**Use for**: Making holes or specific shape cutouts.

2. Shape Styles: Using shape styles in PowerPoint ensures a consistent and professional design across shapes, promoting visual cohesion in your presentation. Additionally, shape styles save time by offering quick, predefined formatting options, enhancing the overall efficiency of your design process.

▪ To refine a predefined shape style in PowerPoint, utilize the "**Format**" tab tools, including:

- "**Shape Fill**" for adjusting colors and patterns and remove the shape fill.

- "**Shape Outline**" for modifying outline attributes and remove the shape outline.

- "**Shape Effects**" for enhancements like shadows and reflections.

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3. Arrange: The "Arrange" group includes options to adjust the layering of objects on the slide. Users can bring objects to the front or send them to the back, align objects, group or ungroup shapes, and rotate them.

4. Size: The "**Size**" group in the "**Format**" tab provides tools for adjusting the size and dimensions of selected shapes.