

PowerPoint Drawing Tips and Tricks

This article covers the following:

- [Constraint Keys – tips to help when drawing and sizing shapes](#)
- [Selecting Tips and Tricks](#)
- [Quick Duplication](#)
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Constraint Keys – tips to help when drawing and sizing shapes

If you haven't got started with drawing shapes yet, or can't remember how, there's a quick reminder below – just click [here](#) to see it.

Constraint Keys

When drawing in PowerPoint, you can use the **[SHIFT]**, **[CTRL]** and **[ALT]** keys on the keyboard to constrain how the shape is drawn as you are drawing it.

Here's what each one does:

Key	Effect when drawing a shape	Effect when sizing a shape	Effect when moving a shape
[SHIFT]	<p>Will lock the shape to keep it regular.</p> <p>For example, to draw a perfect circle instead of an ellipse or a perfect square instead of a rectangle.</p> <p>Works with any polygon.</p> <p>Works with lines to lock into 45° angles.</p> <p>Works with curves to create an arc.</p>	<p>Will maintain the aspect ratio of the shape (i.e. the proportion between its width and height).</p> <p>When sizing a line or curve, allows only the line length to be altered, not the angle.</p>	<p>Enable move only vertically or horizontally, not both together.</p>
[CTRL]	<p>Draws a polygon, line or curve from the centre outwards.</p> <p>Can be used in conjunction with [SHIFT]</p>	<p>Sizes a polygon, line or curve from the centre outwards.</p> <p>Can be used in conjunction with [SHIFT]</p>	<p>Duplicate object.</p>
[ALT]	<p>Draws a polygon, line or curve without snapping to the grid.</p>	<p>Sizes a polygon, line or curve without snapping to the grid.</p>	<p>Move without snapping to the grid.</p>

You can use the constraint keys when re-sizing shapes and other objects – if you're not sure whether a constraint key will work with a particular shape tool – just try it out!

To draw a shape:

- Click a shape in the **Shapes** group on the **Home** tab



You can click the expand button to access the full library of shape

- Click anywhere in the presentation and then drag to place the shape

To add multiple shapes:

- Right-click the shape you want to add
- Choose **Lock Drawing Mode** from the menu

Press [ESC] when done

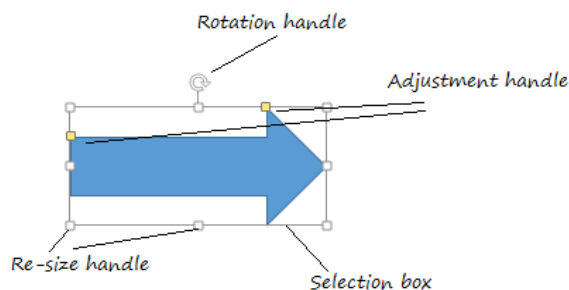
To remove a shape from a presentation:

- Click the shape to select it
- Press the **[DELETE]** key

To move an object:

- Click on the object
- Then click and drag the outline to a new location

SHAPE HANDLES



SELECTION BOX

A selection box is an outline around a shape when it is selected. Resize handles appear on the selection unless text is being added, in which case the selection box is shown as a dashed line. A shape can be moved by its selection box.

RESIZE HANDLES

Resize handles appear at the corner and edges of selected shapes. Drag a resize handle to resize the shape.

ADJUSTMENT HANDLE

The adjustment handle is a yellow diamond sized handle that appears on some shapes and is used to control a shape's features. For example, the adjustment handle in the figure above can be slid left or right, or up or down to adjust the thickness and length of the arrow and its head.

ROTATE HANDLE

Drag the green rotate handle on the shape in the direction to rotate it. To constrain the rotation of the object to 15-degree angles, hold [SHIFT] whilst dragging the rotate handle.

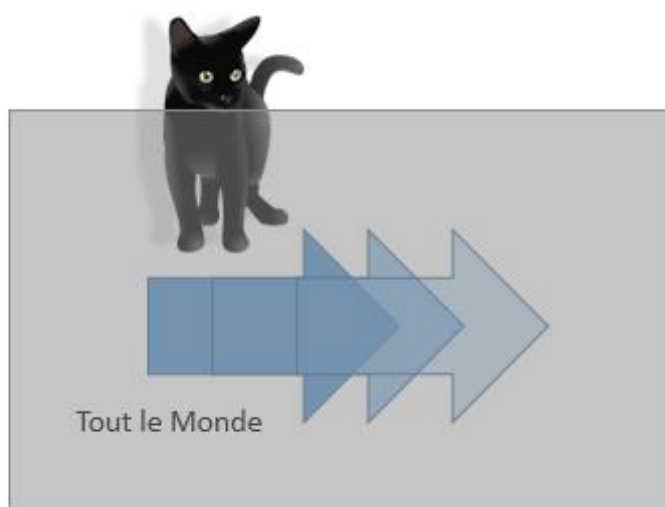
Selecting Tips and Tricks

This section contains some useful tips that might help you when selecting objects on a slide.

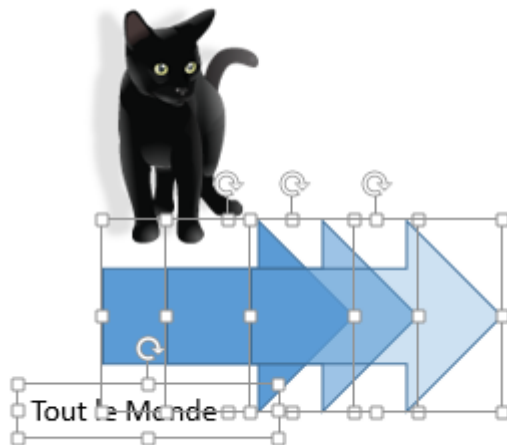
Marquee Selection

This is useful if you need to select objects that are hidden, stacked or behind text or other objects.

- ▶ You use the selection tool (your regular mouse pointer) to draw an imaginary a box (or "marquee") around the objects you want to select.



- ▶ Each item that falls entirely within the *Marquee* will be selected.



NOTE: You must incorporate the entire selection border of the object.

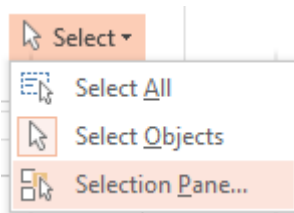
The Selection Pane

The Selection Pane is useful if you have got one or more objects that are obscured by other objects, or if you have a large number of objects on a slide.

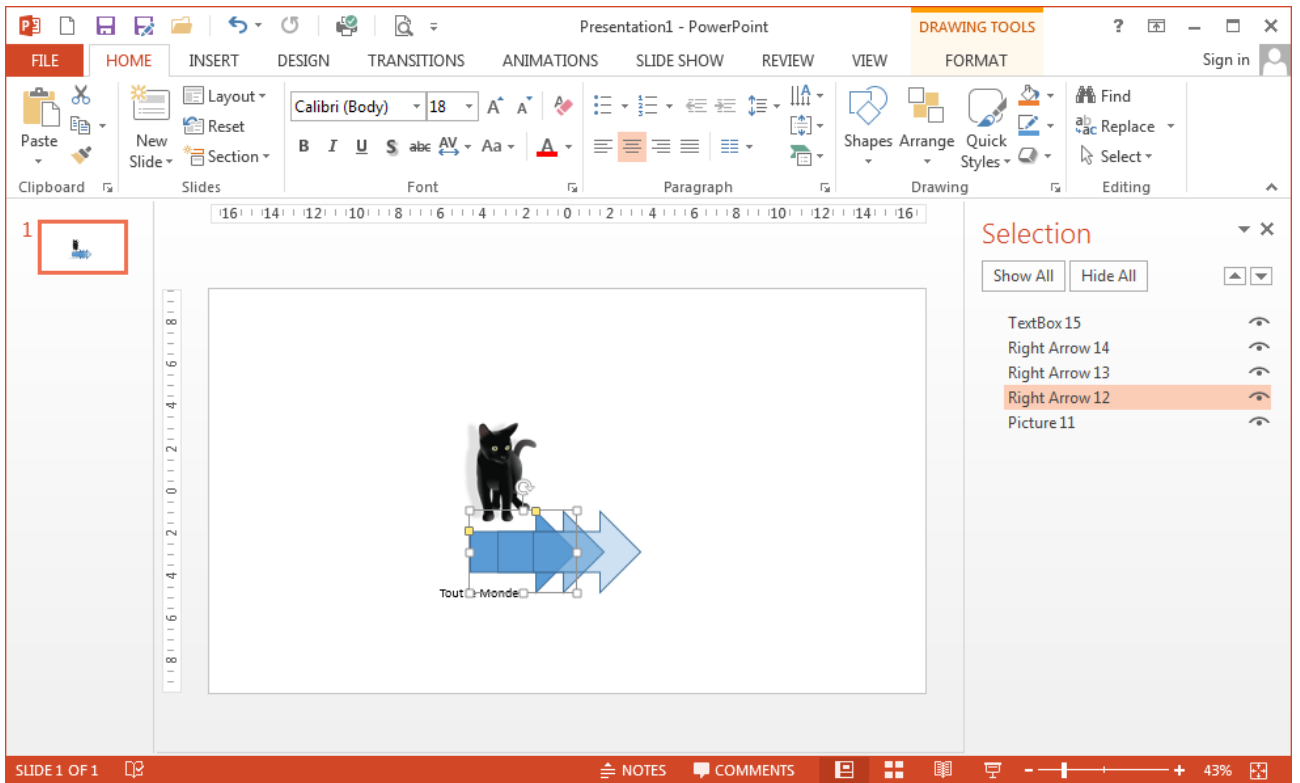
You can use the Selection Pane to select one or multiple objects, and to show, hide or change the order of objects.




To open the selection pane:

- ▶ Choose **Select** from the **Home** tab and choose **Selection Pane** from the menu.




- ▶ The selection pane is displayed on the right of your slide view:




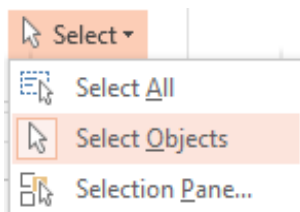
- Click an item in the pane to select it on the slide.
- Hold down **[CTRL]** and click further items in the pane to select more than one item.
- Click the  to hide/display an item on the slide.
- Select an item in the pane and then use  or  to change the order of the items.

Selecting Basics

Select is the default function when you are not in the middle of any other command, or using a drawing tool.

Your mouse pointer should be the regular .

- If it's not, press [ESC],
- or finish what you are doing,
- or choose the select function from  on the **HOME** tab.



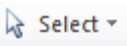
To select one object:

- Click the shape, or for place holders and other objects, the selection border of the object.

Select Multiple Objects:

- Click to select the first object.
- Hold [SHIFT] **OR** [CTRL] while you click on each further object you want selected.

To Select All Objects on a Slide:

- Choose  from the **Editing** group on the **Home** tab.
- Choose **Select All** from the menu.

De-Selecting:

- To deselect all of the object, click anywhere but on the objects.
- To deselect one object at a time, hold [SHIFT] and click the shape.

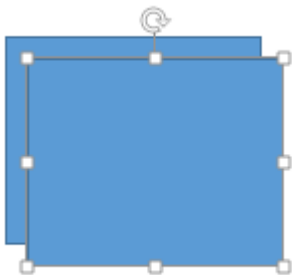
Quick Duplication

Once you have drawn or placed an object on a slide, there are many ways in which you can copy it, including using the clipboard.

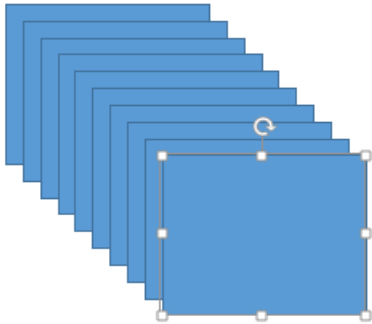
But, here are two quick ways you can duplicate an object:

Method 1:

- Select the object
- Press **[CTRL]+[D]**
- You can duplicate once....



- ▶ Or several times (just keep pressing **[CTRL]+[D]**)



Method 2:

- ▶ Hold down **[CTRL]** whilst dragging the object to duplicate it rather than move it.

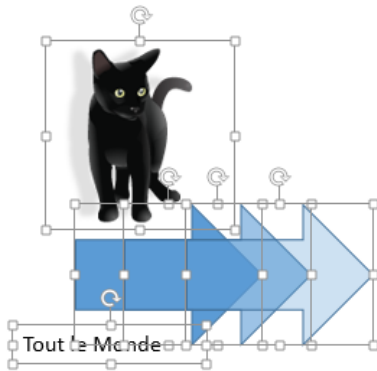
Grouping

You can select several objects and group them together.

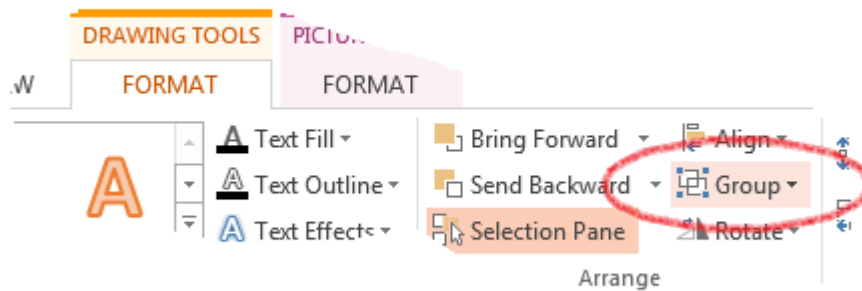
This can be useful if you have drawn or carefully placed several objects together and want them to stay in that particular arrangement, because grouped objects act as a single object.

Once grouped, objects can be ungrouped and regrouped.

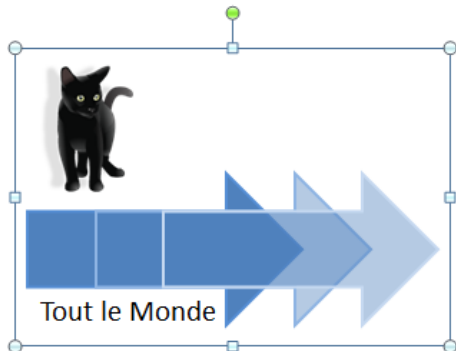
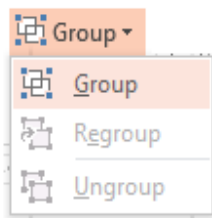
- ▶ Select the shapes you wish to group



- Choose the **Group** from the context sensitive *Drawing Tools* Tab.



- And then choose **Group** from the menu.



- The selected objects are grouped and will act as a single object.

To Ungroup:

- Choose the **Group** from the context sensitive *Drawing Tools* Tab.
- Then choose **Ungroup** from the menu.