

Hide menu

Advanced text editing

Adding graphical elements to your presentation

Adding SmartArt to a presentation

Modifying objects in your presentation

✓ Video: Edit objects
5 min✓ Reading: Exercise: Editing objects
10 min✓ Video: Format objects
2 minReading: Exercise: Formatting objects
10 minVideo: Group objects
1 minReading: Exercise: Grouping objects
10 minVideo: Arrange objects
3 min

Reading: Exercise:

Exercise: Formatting objects

Note: You can pass this course and all graded assessments without access to the downloadable version of PowerPoint.

How to complete this exercise

To complete this exercise, you will need access to Microsoft PowerPoint.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft PowerPoint application, some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft PowerPoint, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

[Log in to your Microsoft account.](#)

Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

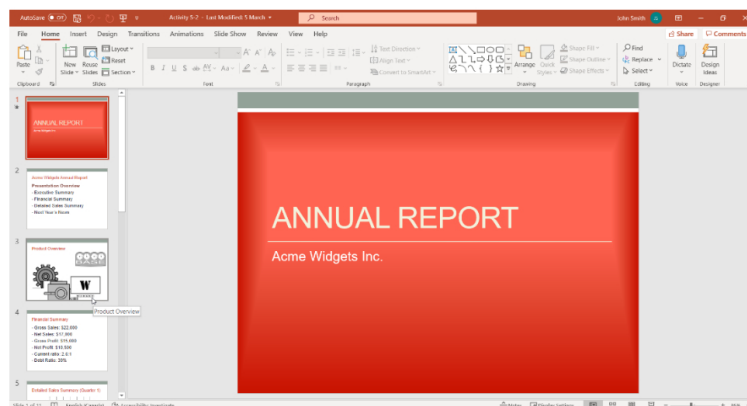
Let's get started!

In this activity, you will continue working on a product overview slide.

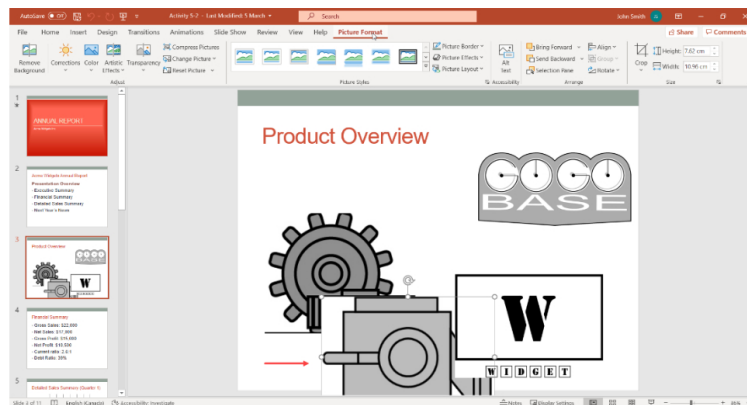
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

[Exercise: Formatting objects](#)

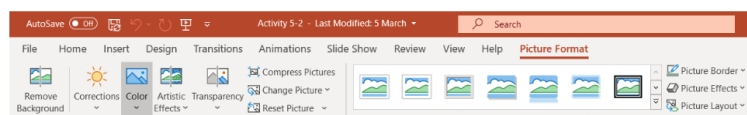
2. Click slide 3:

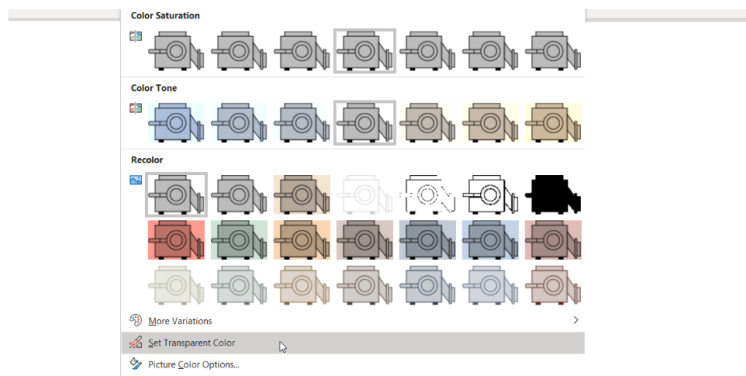


3. First, let's modify the picture that is currently only partially displayed on the slide. Click this image to select it. Then, click the **Picture Format** tab:



4. Click **Color** → **Set Transparent Color**:

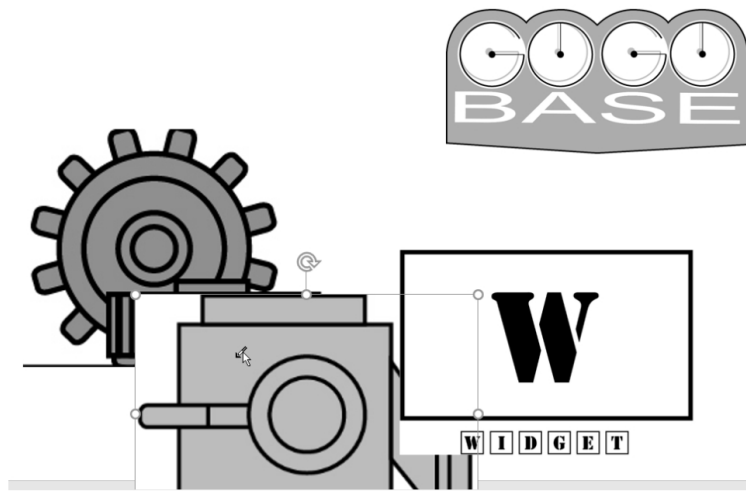




5. Click anywhere in the gray area of the image:



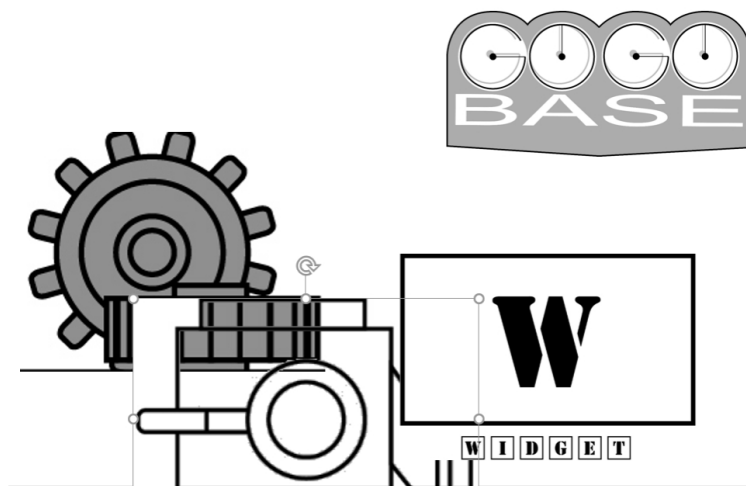
Product Overview



6. The image will now be completely transparent; you can see the other image and even the PowerPoint background through it.

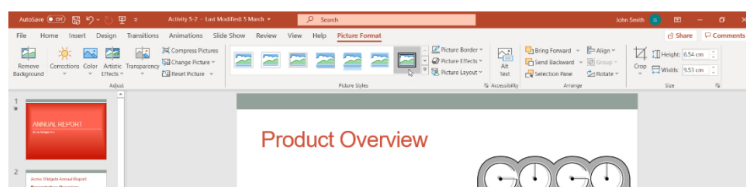


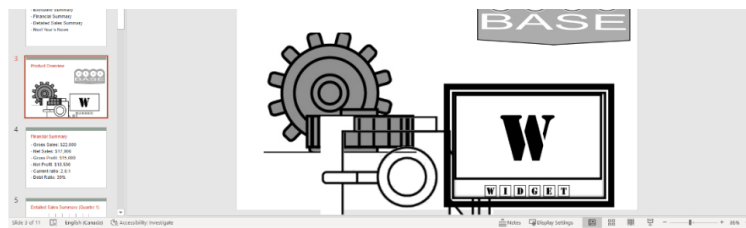
Product Overview



Later, we will reposition the image to display in a better way.

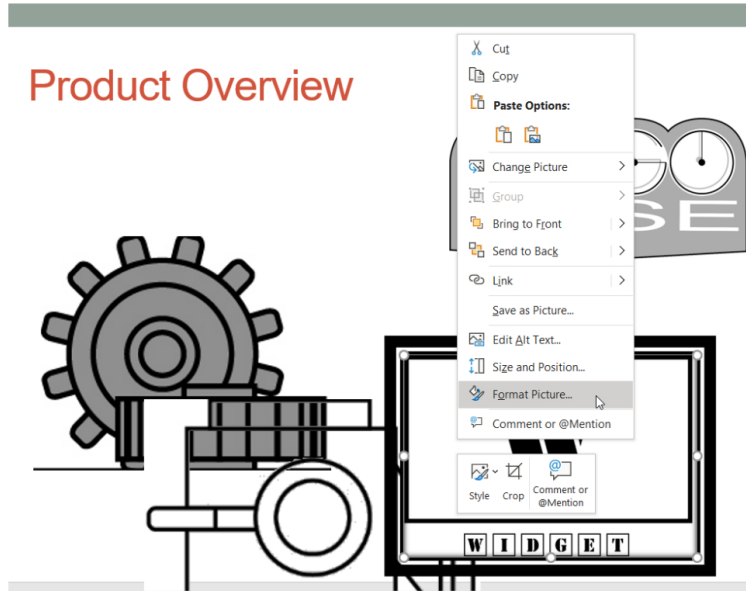
7. Now, select the image in the bottom right-hand corner of the slide (which shows the word “Widget” as well as a capital “W”). On the Picture Format tab, click the **Double Frame, Black** style:



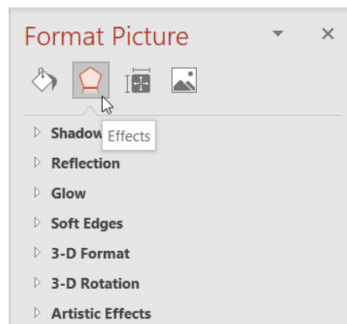


(If you cannot see this style, use the arrows to navigate through the gallery.)

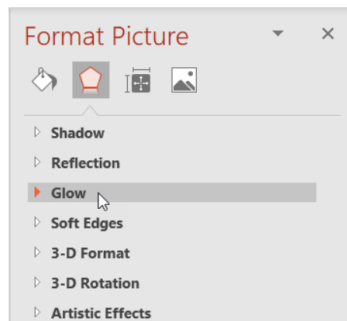
8. Now, let's customize this style. Right-click the image and click **Format Picture**:



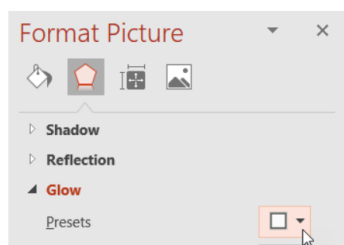
9. The Format Picture task pane will open. Ensure that the **Effects** category is selected:

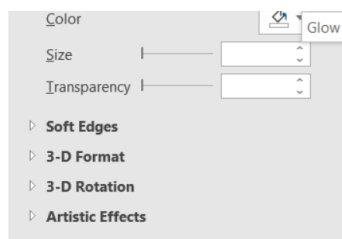


10. Click the **Glow** sub-category:

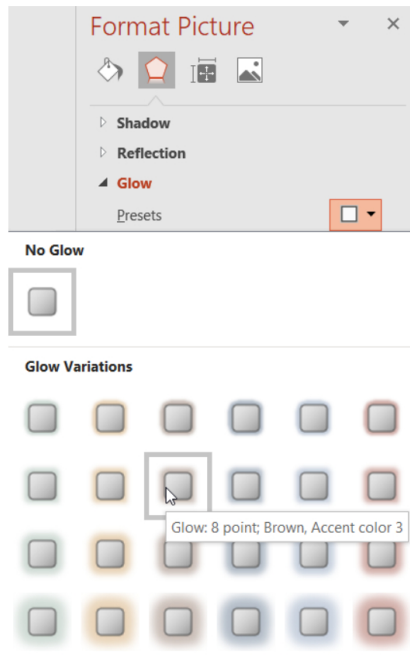


11. Click the **Presets** menu:

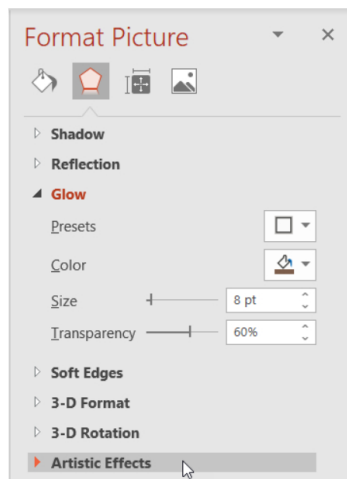




12. Click the preset shown below:



13. Next, click the **Artistic Effects** sub-category:



14. Click the drop-down menu in this section and click the **Pastels Smooth** effect:

