

[Hide menu](#)**Advanced text editing****Adding graphical elements to your presentation**

**Video:** Insert Images  
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**Video:** Insert shapes  
3 min

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**Video:** Insert WordArt  
2 min

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10 min

**Practice Assignment:**  
Knowledge check:  
Adding graphical elements to your presentation  
15 min

**Adding SmartArt to a presentation**

## Exercise: Inserting shapes

**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!

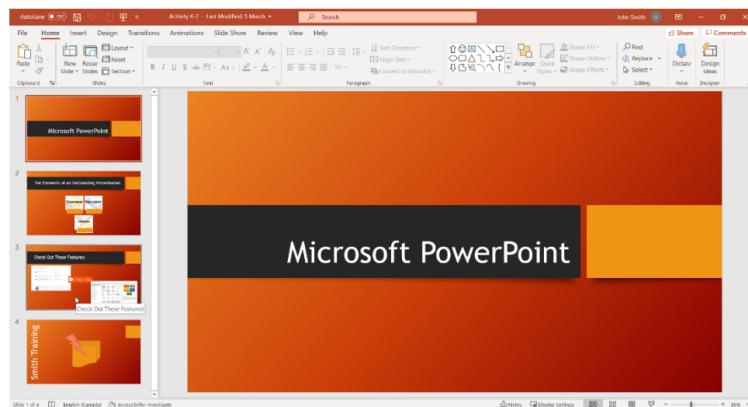
**Let's get started!**

In this activity, you will use shapes to further enhance your presentation.

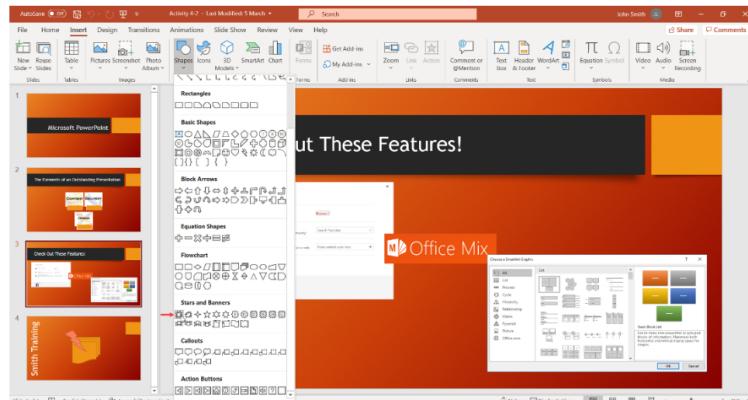
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

[Exercise: Inserting shapes](#)

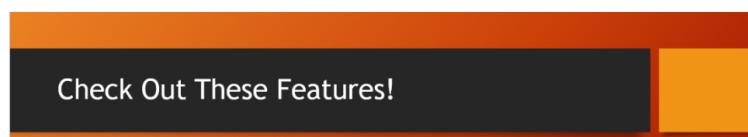
2. First, let's add emphasis to one of the images on slide 3. Click that slide to select it:



3. Click **Insert** → **Shapes** → **Explosion 1**:

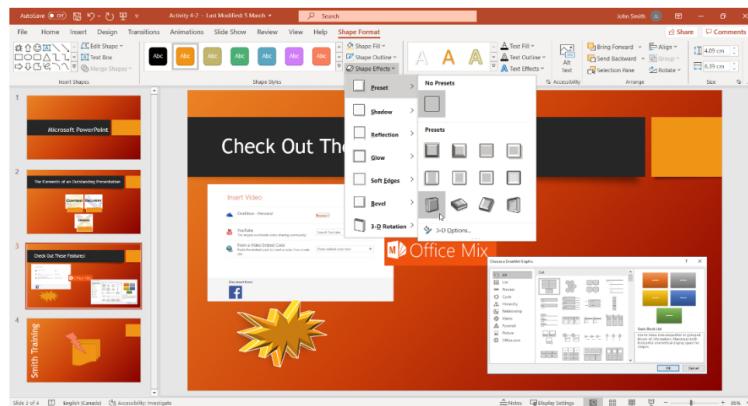


4. Click and drag along the bottom of the left-most image to add an explosion shape to it:

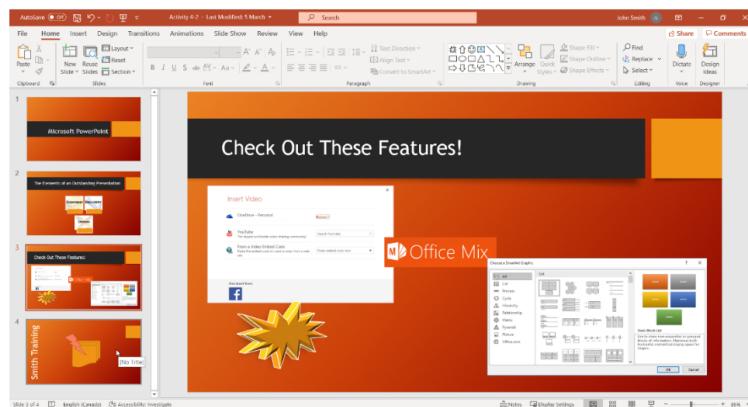




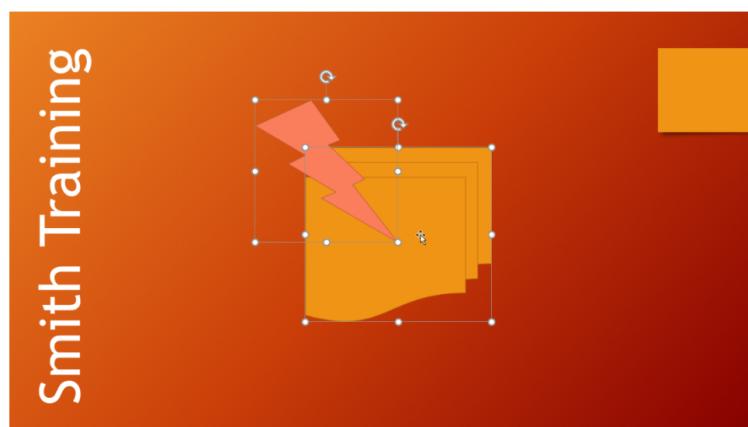
5. Now, let's apply an effect to this shape. Ensure that it is selected. Then, click **Shape Format** → **Shape Effects** → **Preset** → **Preset 9**:



6. This shape is now complete. Now, let's fix the shapes on slide 4 to represent the Smith Training logo. Click slide 4 to select it:



7. Hold the **Ctrl** key and click both shapes in the middle of the slide to select them:

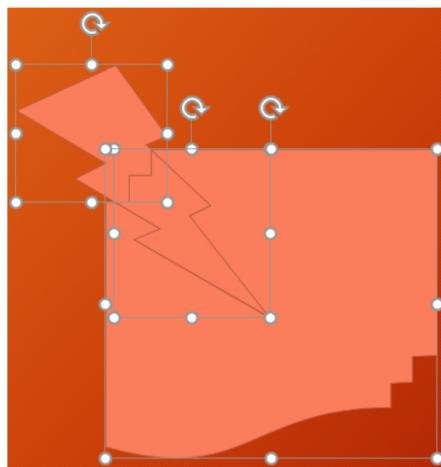


8. Next, click **Shape Format** → **Merge Shapes** → **Fragment**:





9. The operation will be performed. Notice how many more shapes there are now:

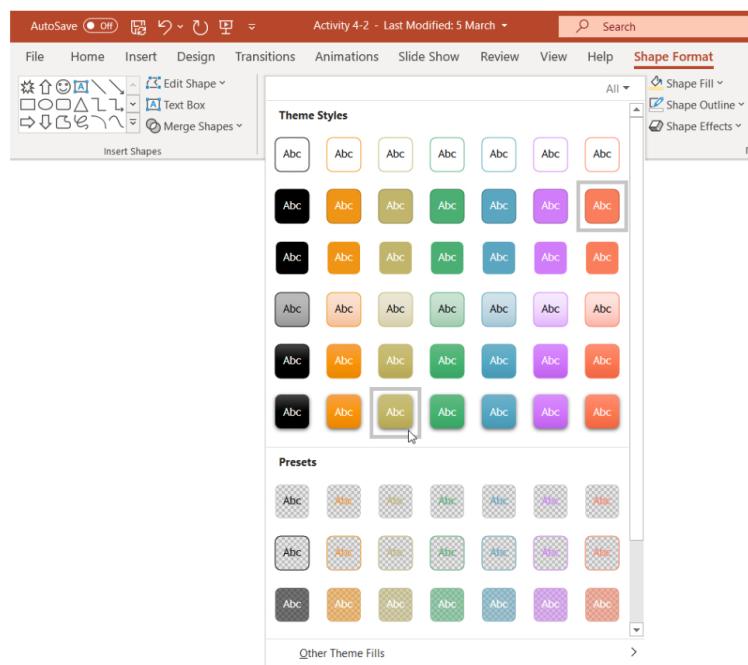


(If your shapes are using the lighter orange color instead of the darker orange color shown here, that is OK.)

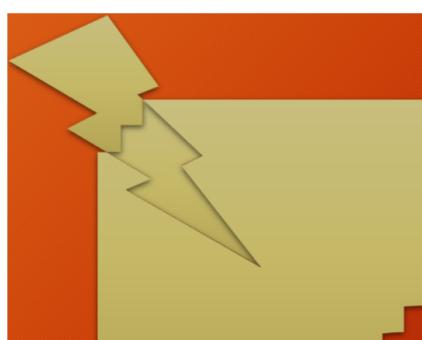
10. Let's apply a new style to all of these fragmented shapes. With all the shapes selected, click the **More** arrow in the Shape Styles group of the Shape Format tab:



11. Click “**Intense Effect – Tan, Accent 2:**”



12. The logo is now complete:





13. Save your presentation as Activity 4-2 Complete. Close Microsoft 365 PowerPoint to complete this activity.

14. Now, you can check out an example of a completed document in the link below:

[Completed Exercise: Inserting shapes](#)

[Mark as completed](#)

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