# Details of figures:

# Width of figures border 11/2pt(Shape outline ->weight) To check its width “double click on figures”

# To group figures,select all figures by double clicking and using shift then go to “layout” and “group”.

# Using CTRL+arrow key to move the figure/object ,SHIFT+arrow key to resize the figure.

# Oval shape:

# Arrow:

# Parallelogram:

# Rectangle:

# Line:

# Text Box:

**Text Box**

# *This text box border width is set to 0 pt and transparency is set to 100%.It can be used to write title inside of some figures.So the box is not visible.*