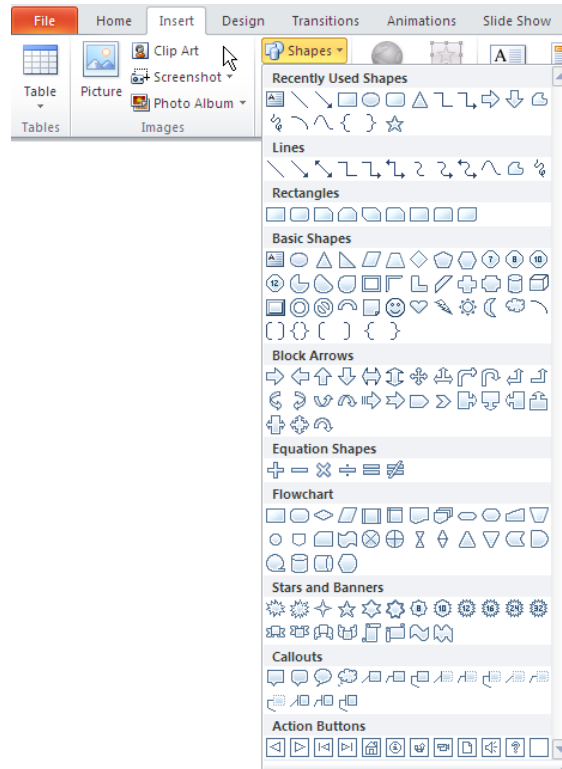


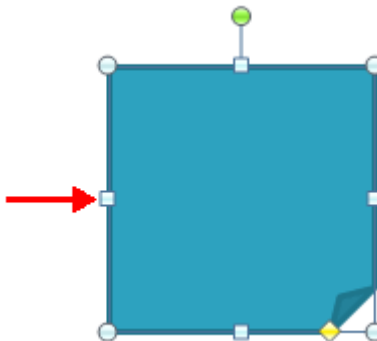
## Adding a Shape

To add Shapes:

- Click the **Insert** Tab
- Click the **Shapes** Button
- Click the shape you choose

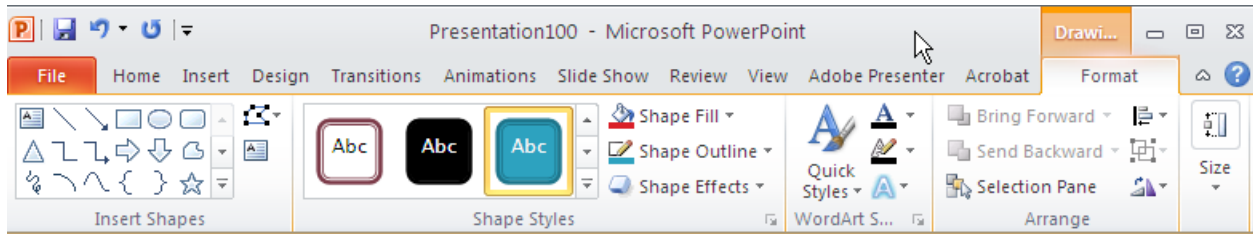


- Click the **Slide**
- Drag the **cursor** to expand the Shape



To format the shapes:

- Click the **Shape**
- Click the **Format** tab

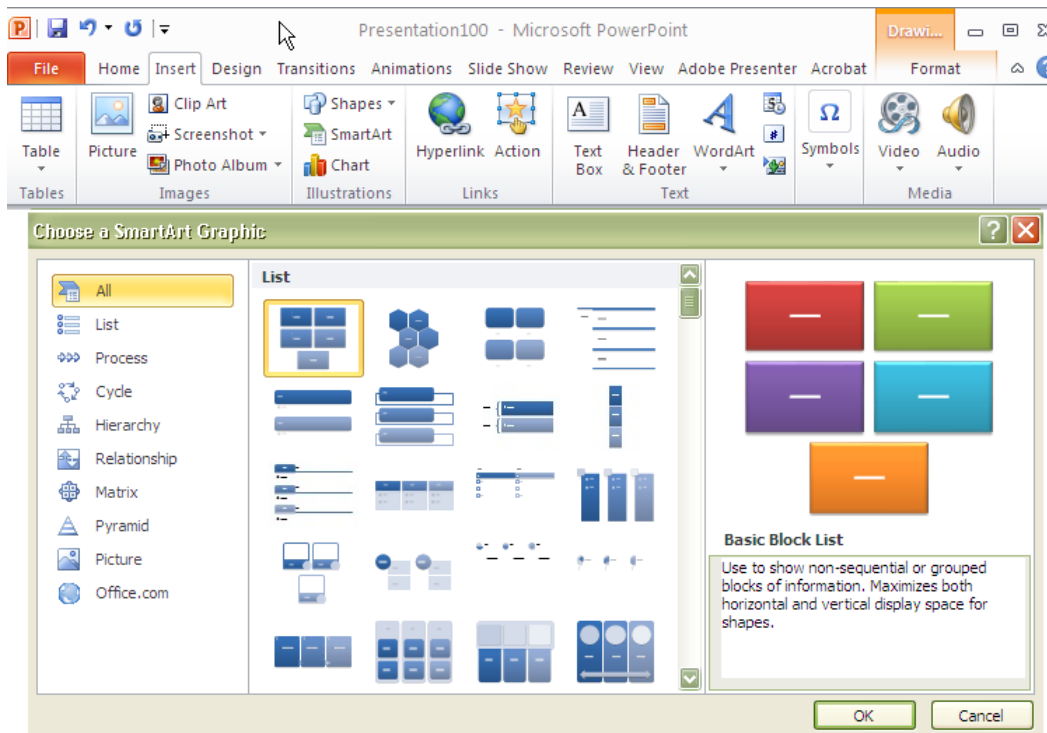


## Adding SmartArt

SmartArt is a feature in Office 2010 that allows you to choose from a variety of graphics, including flow charts, lists, cycles, and processes.

To add SmartArt:

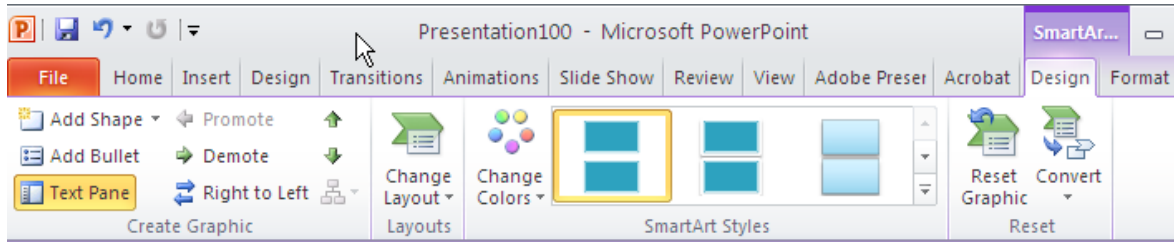
- Click the **Insert** Tab
- Click the **SmartArt** Button
- Click the **SmartArt** you choose



- Click the **SmartArt**
- Drag it to the desired location in the slide

To format the SmartArt:

- Click the **SmartArt**
- Click either the **Design** or the **Format** tab
- Click the **SmartArt** to add text and pictures.



## Adding a Photo Album

The photo album feature in PowerPoint 2010 allows you to easily create a photo album to share pictures.

To create a photo album:

- Click the Photo Album button on the Insert tab
- Click File/Disk to add pictures to the photo album
- Move the pictures up and down in the order of the album but clicking the up/down arrows
- Click the Create button

