

**Basic Graphic Learning**  
"It's more than just a presentation tool!"

## Storyboard by Sprinters



# Storyboard Multimedia Product Development

**Client Name:** USF – COED-IT

**Project Title:** Basic Graphic Learning

**Basic page type:** Title

**Page number:** 1

**Date:** 5/31/2017

**Design Team:** SPRINTERS

**Font type & size:** Arial 12px,

**Color specs.:** Orange (hex #ff7c00ff)  
Blue (hex #4cb3f6ff)  
Ivory(hex #fffff0)

**Text area:**

**User Interactions:**

**Hyperlinks:**

**Audio inclusion and controls:**

**Video inclusion and controls:**

**Images:**

Min, J. (2016, September).  
[Desktop computer].  
Retrieved May 31,  
2017, from  
[https://pixabay.com/en/  
presentation-microsoft-  
power-point-1794128/](https://pixabay.com/en/presentation-microsoft-power-point-1794128/)



Sprintera

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Sprintera

▶ 0:00 / 4:27 ○



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**Font type & size:** Arial 12px,

**Color specs.:** Orange (hex #ff7c00ff)

**Basic page type:** Menu

Blue (hex #4cb3f6ff)

**Page number:** 2

Ivory(hex #fffff0)

## Text area:

- Link to different resource
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## User Interactions:

- Navigate to course content
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- Adjust volume

## Hyperlinks:

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- Link to course content

## Audio inclusion and controls:

Volume slider

## Video inclusion and controls:

Video player with: play, pause, stop

## Narration:

## Images:

Volume icon  
Slider  
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Splash screen



# Basic Graphic Learning with PowerPoint

"It's more than just a presentation tool!"

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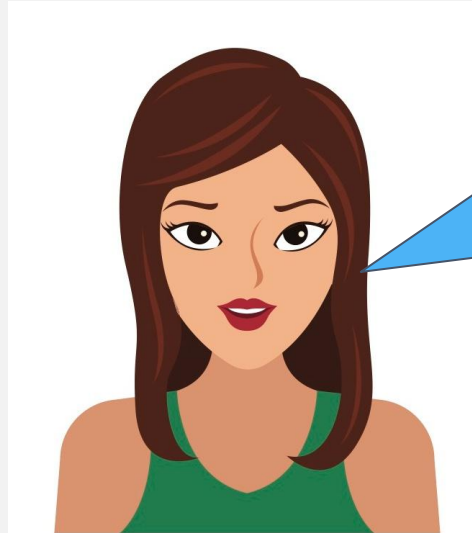
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*Hello and welcome to the PowerPoint graphics tutorial series!*

*In this tutorial, I will show you how to manipulate a shape's points to create custom shapes using Microsoft PowerPoint.*



0:08 / 4:27



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**Font type & size:** Arial 12px,

**Color specs.:** Orange (hex #ff7c00ff)

**Basic page type:** Instructional Content

Blue (hex #4cb3f6ff)

**Page number:** 3

Ivory(hex #fffff0)

## Text area:

- Link to different resource
- Course description/overview
- Course objectives
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## User Interactions:

- Navigate to course content
- Play video
- Click to view course content
- Click to view course objectives
- Click to take assessment
- Adjust volume

## Hyperlinks:

- link to additional resources
- link to course assessment
- Link to course content

## Audio inclusion and controls:

Volume slider

## Video inclusion and controls:

Video player with: play, pause, stop

## Narration:

- Hello and welcome to the PowerPoint graphics tutorial series!
- In this tutorial, I will show you how to manipulate a shape's points to create custom shapes using Microsoft PowerPoint.

## Images:

Volume icon  
Slider  
Narrator  
Team logo



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*As a reminder, a point is a place on an object where its path can change direction.*



0:48 / 4:27



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**Font type & size:** Arial 12px,

**Color specs.:** Orange (hex #ff7c00ff)  
Blue (hex #4cb3f6ff)  
Ivory(hex #fffff0)

**Basic page type:** Instructional Content

**Page number:** 4

## Text area:

- Link to different resource
- Course description/overview
- Course objectives
- Course assessment
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- Course Content

## User Interactions:

- Navigate to course content
- Play video
- Click to view course content
- Click to view course objectives
- Click to take assessment
- Adjust volume

## Hyperlinks:

- link to additional resources
- link to course assessment
- Link to course content

## Audio inclusion and controls:

Volume slider

## Video inclusion and controls:

Video player with: play, pause, stop

## Narration:

- As a reminder, a point is a place on an object where its path can change direction.
- This will come in handy when you are trying to create a graphic using PowerPoint but the exact shape you are after is not available in the Drawing Tools ribbon.
- In this tutorial we will review four functions available when editing points:
  - Adding points
  - Deleting points
  - Moving points, and
  - Adjusting curves
- To get the most out of this tutorial, you will want to open a blank PowerPoint file and follow along with the examples.

## Images:

- Volume icon
- Slider
- Narrator
- Team logo





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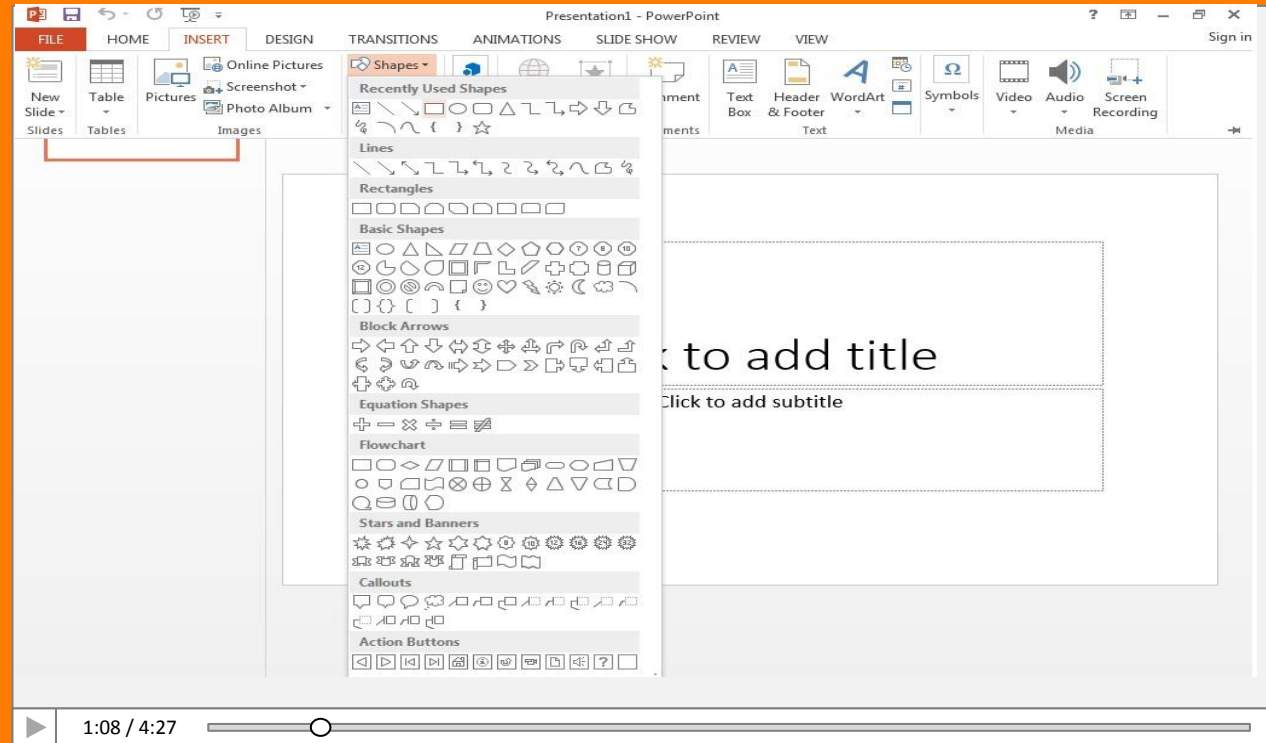
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Ivory(hex #fffff0)

**Basic page type:** Instructional Content

**Page number:** 5

## Text area:

- Link to different resource
- Course description/overview
- Course objectives
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- Course Content

## User Interactions:

- Navigate to course content
- Play video
- Click to view course content
- Click to view course objectives
- Click to take assessment
- Adjust volume

## Hyperlinks:

- link to additional resources
- link to course assessment
- Link to course content

## Audio inclusion and controls:

Volume slider

## Video inclusion and controls:

Video player with: play, pause, stop

## Images:

- Volume icon
- Slider
- Narrator
- Team logo
- PowerPOint screen

## Narration:

- To begin, click on the Insert tab, select Shape, and draw a rectangle. Notice that a new tab has appeared called Drawing Tools.
- This tab will be available to you as long as the shape you drew is selected. Go to the Drawing Tools tab and click on Edit Shape in the top left corner of the ribbon.
- Here, you can select the option to 'Edit Points.' When you do this, notice that your shape's outline has changed to a red segmented outline along with four black points.



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A screenshot of the Microsoft PowerPoint application interface. The title bar reads "Presentation1 - PowerPoint". The ribbon is set to "DRAWING TOOLS" with the "FORMAT" tab selected. The ribbon includes sections for "Insert Shapes", "Shape Styles" (with three "Abc" shape style thumbnails), "WordArt Styles" (with three "A" word art style thumbnails), "Arrange", and "Size". A tooltip titled "Edit Shape" is visible, stating: "Change the shape of this drawing, convert it to a freeform shape, or edit the wrap points to determine how text wraps around the drawing." The main slide area shows a blue square shape with selection handles. Below it are two text boxes: "Click to add title" and "Click to add subtitle". The status bar at the bottom indicates "SLIDE 1 OF 1", "ENGLISH (UNITED STATES)", "NOTES", "COMMENTS", and a progress indicator showing "2:08 / 4:27".



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Ivory(hex #fffff0)

**Basic page type:** Instructional Content

**Page number:** 6

## Text area:

- Link to different resource
- Course description/overview
- Course objectives
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## User Interactions:

- Navigate to course content
- Play video
- Click to view course content
- Click to view course objectives
- Click to take assessment
- Adjust volume

## Hyperlinks:

- link to additional resources
- link to course assessment
- Link to course content

## Audio inclusion and controls:

Volume slider

## Video inclusion and controls:

Video player with: play, pause, stop

## Images:

- Volume icon
- Slider
- Narrator
- Team logo
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## Narration:

- To add a point, you first need to decide where you would like that point to go.
- Hover your mouse over that area until you see your cursor change to the crosshairs just like this.
- Right-click on that area and select 'Add Point.'
- You now have an extra point to manipulate the shape.



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The screenshot displays the Microsoft PowerPoint interface. The title bar shows 'Presentation1 - PowerPoint'. The ribbon is set to 'DRAWING TOOLS' with the 'FORMAT' tab selected. The slide content features a small triangle in the top-left corner and a larger triangle in the center. The status bar at the bottom indicates 'SLIDE 1 OF 1', 'ENGLISH (UNITED STATES)', and a progress bar showing '2:28 / 4:27'.



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**Color specs.:** Orange (hex #ff7c00ff)  
Blue (hex #4cb3f6ff)  
Ivory(hex #ffffff0)

**Basic page type:** Instructional Content

**Page number:** 7

## Text area:

- Link to different resource
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## User Interactions:

- Navigate to course content
- Play video
- Click to view course content
- Click to view course objectives
- Click to take assessment
- Adjust volume

## Hyperlinks:

- link to additional resources
- link to course assessment
- Link to course content

## Audio inclusion and controls:

Volume slider

## Video inclusion and controls:

Video player with: play, pause, stop

## Narration:

- Let's now look at deleting a point.
- We will first delete the point that we just created by hovering over it and, again, right-clicking with our mouse.
- Simply click 'Delete Point' and it will disappear.
- Now, let's see what happens to the shape when we delete one of the corner points of the original rectangle.
- Right click on any of the points (I am going to choose this bottom left corner) and delete it.
- Because we essentially took away a corner of the shape, we now have a triangle.

## Images:

Volume icon  
Slider  
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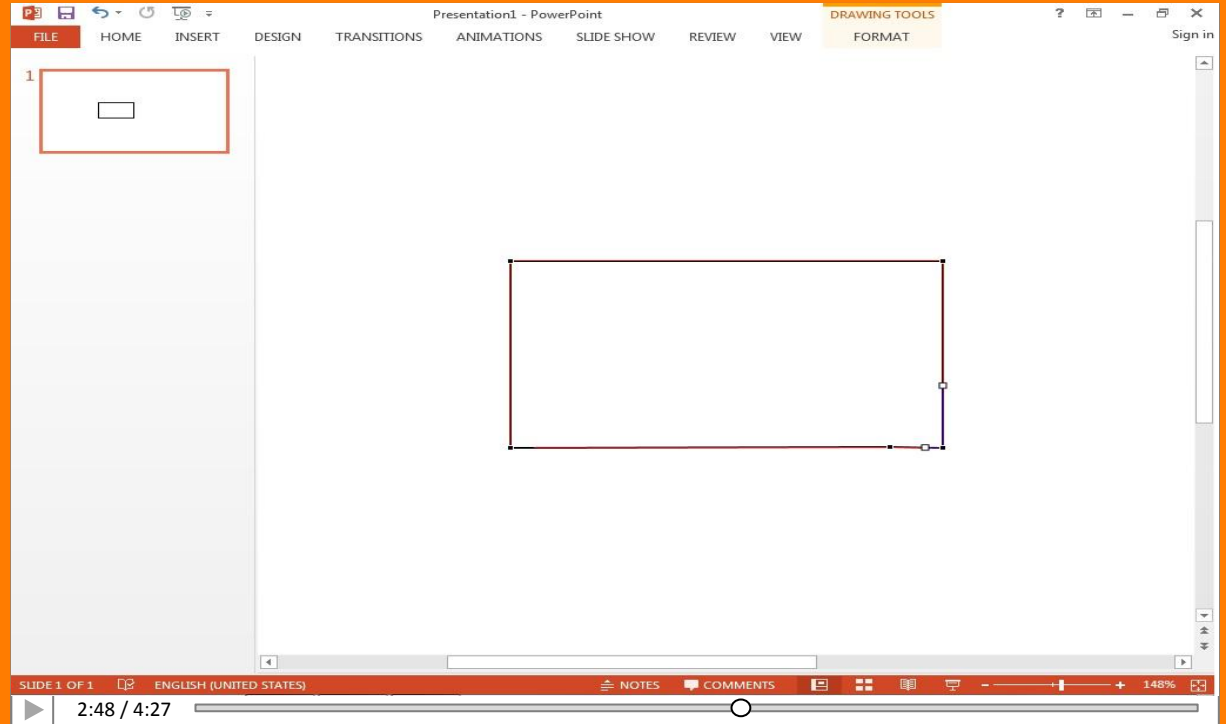
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Blue (hex #4cb3f6ff)  
Ivory(hex #ffffff0)

**Basic page type:** Instructional Content

**Page number:** 8

## Text area:

- Link to different resource
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## User Interactions:

- Navigate to course content
- Play video
- Click to view course content
- Click to view course objectives
- Click to take assessment
- Adjust volume

## Hyperlinks:

- link to additional resources
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- Link to course content

## Audio inclusion and controls:

Volume slider

## Video inclusion and controls:

Video player with: play, pause, stop

## Narration:

- Now we can move on to the fun part: moving the points!
- Let's create another blank slide and insert another rectangle.
- You'll want to click 'Edit Shape' again in order to make your points visible.
- Let's say that I needed to create a checkmark shape. As you can see in the Shape selection menu, a checkmark isn't available.

## Images:

Volume icon  
Slider  
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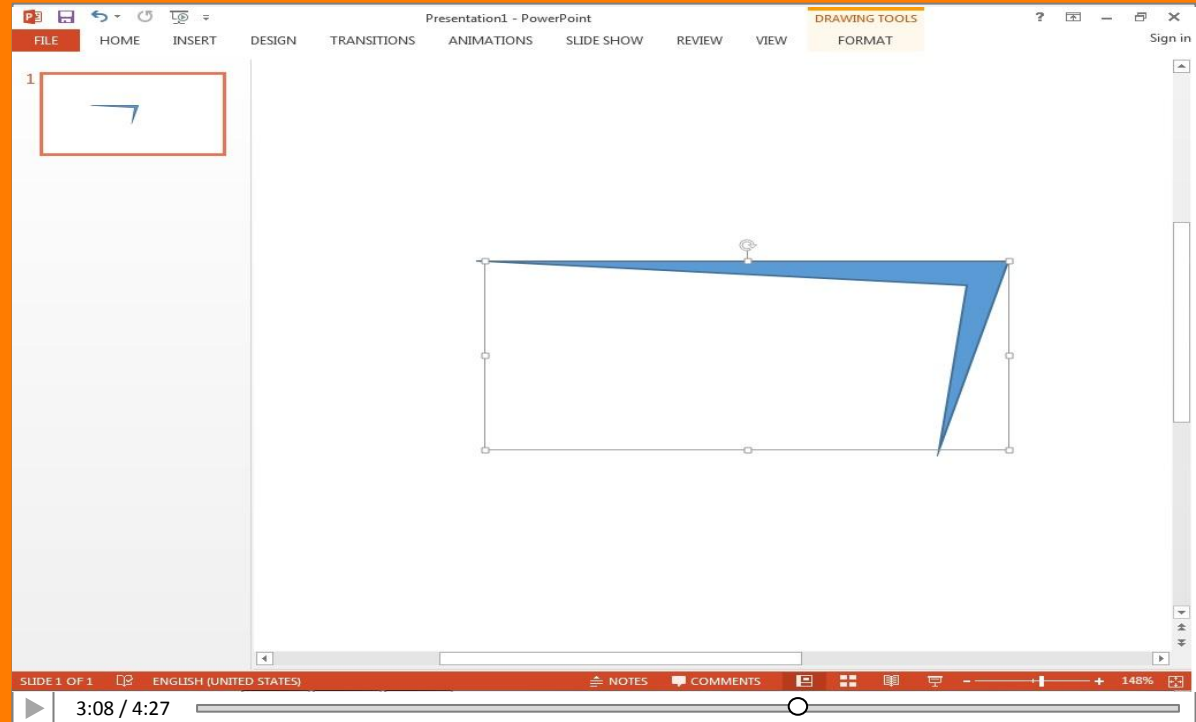
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Ivory(hex #fffff0)

**Basic page type:** Instructional Content

**Page number:** 9

## Text area:

- Link to different resource
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## User Interactions:

- Navigate to course content
- Play video
- Click to view course content
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- Click to take assessment
- Adjust volume

## Hyperlinks:

- link to additional resources
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- Link to course content

## Audio inclusion and controls:

Volume slider

## Video inclusion and controls:

Video player with: play, pause, stop

## Narration:

- To create one from your rectangle, left-click on the bottom left corner point and, while holding your finger on the mouse, drag that point to the desired location – you will see the shape change as you do this.
- Once you are happy with the look, let go of the mouse and click outside of the shape to exit the point-editing mode.
- Now you can spin your shape to the desired point and voila! You have a custom shape you created from a regular rectangle!

## Images:

- Volume icon
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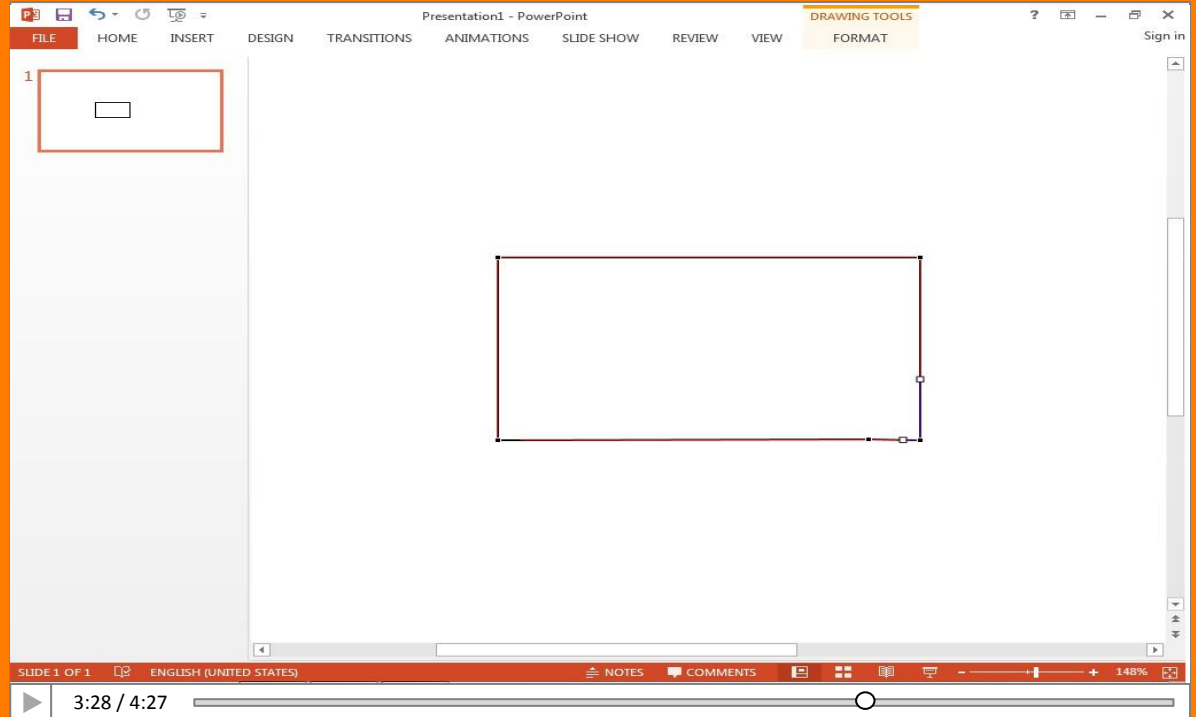
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**Color specs.:** Orange (hex #ff7c00ff)  
Blue (hex #4cb3f6ff)  
Ivory(hex #fffff0)

**Basic page type:** Instructional Content

**Page number:** 10

## Text area:

- Link to different resource
- Course description/overview
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## User Interactions:

- Navigate to course content
- Play video
- Click to view course content
- Click to view course objectives
- Click to take assessment
- Adjust volume

## Hyperlinks:

- link to additional resources
- link to course assessment
- Link to course content

## Audio inclusion and controls:

Volume slider

## Video inclusion and controls:

Video player with: play, pause, stop

## Narration:

- Finally, let's take a look at how to adjust curves using this feature!
- Again, let's start with a blank slide and, this time, draw a square shape.
- Oftentimes, you may need to work with curves instead of angles when manipulating shapes.
- Select your square and click Edit Shapes and Edit Points to begin. Click on the bottom right corner point.

## Images:

Volume icon  
Slider  
Narrator  
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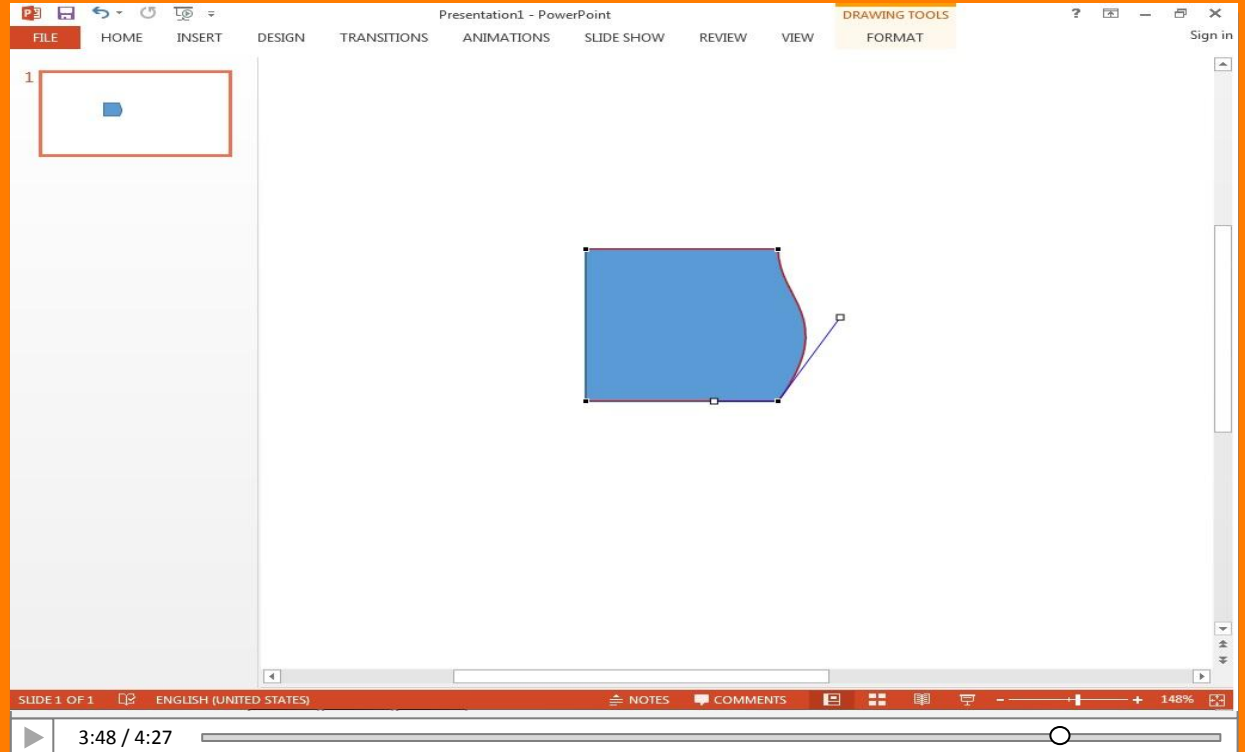
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**Color specs.:** Orange (hex #ff7c00ff)  
Blue (hex #4cb3f6ff)  
Ivory(hex #fffff0)

**Basic page type:** Instructional Content

**Page number:** 11

## Text area:

- Link to different resource
- Course description/overview
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## User Interactions:

- Navigate to course content
- Play video
- Click to view course content
- Click to view course objectives
- Click to take assessment
- Adjust volume

## Hyperlinks:

- link to additional resources
- link to course assessment
- Link to course content

## Audio inclusion and controls:

Volume slider

## Video inclusion and controls:

Video player with: play, pause, stop

## Narration:

- Notice that there are now two white lines going out to either side of the point. These are called handles.
- These handles control the curvature of the shape. Click and drag one down to create a more curved edge.
- Now do the same on the other side.
- Play with dragging it up, down, out, and in to see how the shape behaves when you drag the handle in each direction.
- Curves can be challenging at first but mastering this skill will allow you to create endless possibilities using just the shapes tool in PowerPoint!

## Images:

Volume icon  
Slider  
Narrator  
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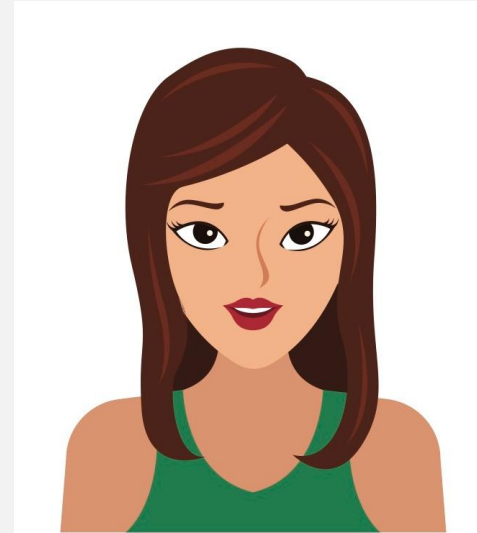
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*Thank you  
for watching.*



4:08 / 4:27



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Blue (hex #4cb3f6ff)  
Ivory(hex #fffff0)

**Basic page type:** Instructional Content

**Page number:** 12

## Text area:

- Link to different resource
- Course description/overview
- Course objectives
- Course assessment
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## User Interactions:

- Navigate to course content
- Play video
- Click to view course content
- Click to view course objectives
- Click to take assessment
- Adjust volume

## Hyperlinks:

- link to additional resources
- link to course assessment
- Link to course content

## Audio inclusion and controls:

Volume slider

## Video inclusion and controls:

Video player with: play, pause, stop

## Narration:

- We hope that you have enjoyed this tutorial on creating custom shapes and editing points in PowerPoint!
- The next step is to practice what you have learned. Select the "Tutorial 1: Editing Points" practice file and go through the exercises. Once you are finished, save your file and send it to your professor for review.
- Thank you for watching and stay tuned for the next segment in this series, "Photo Editing in PowerPoint"!

## Images:

Volume icon  
Slider  
Narrator  
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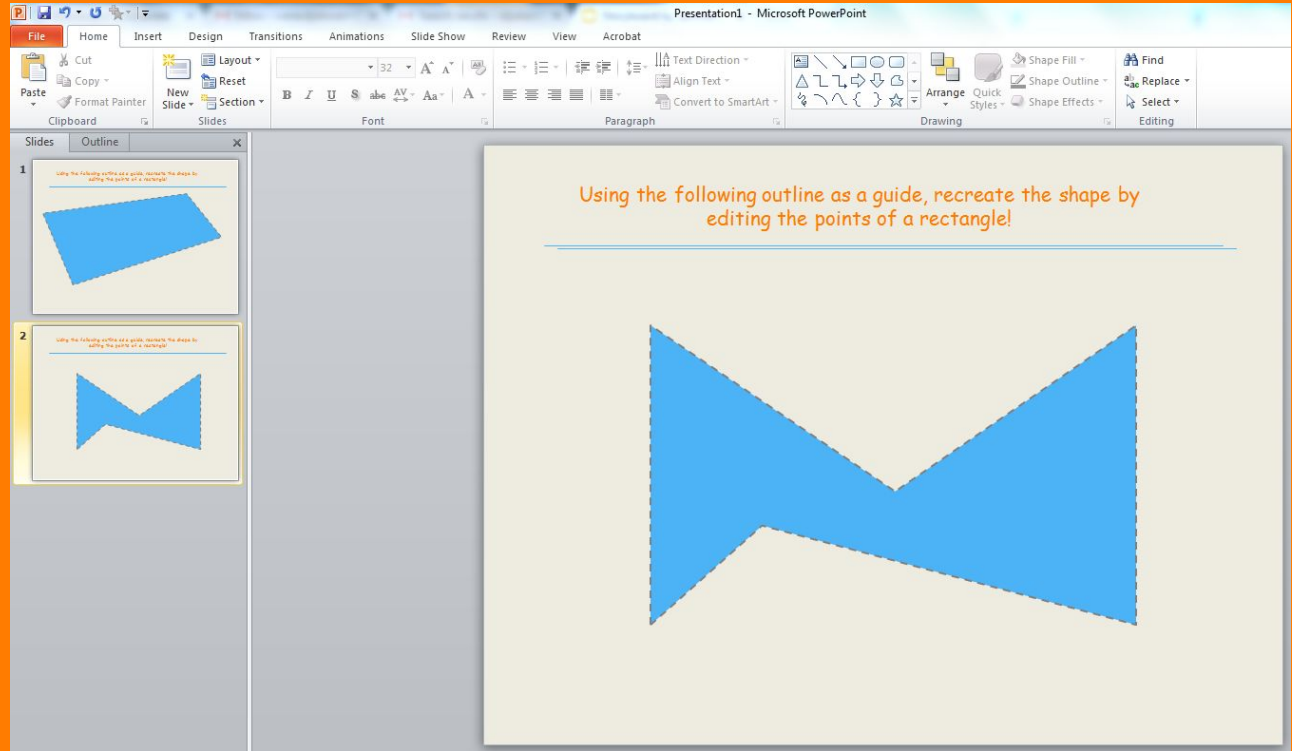
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**Color specs.:** Orange (hex #ff7c00ff)  
Blue (hex #4cb3f6ff)  
Ivory(hex #fffff0)

**Basic page type:** Assessment

**Page number:** 13

## Text area:

- Link to different resource
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## User Interactions:

- Open example file
- Email completed activity to professor

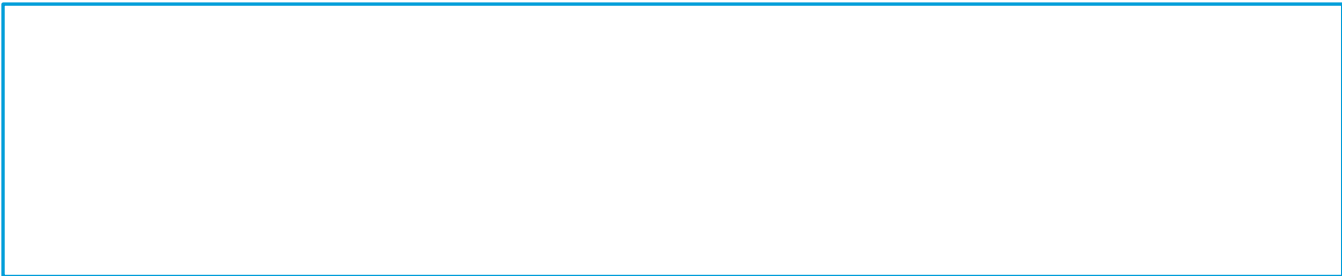
## Hyperlinks:

- link to additional resources
- link to course assessment
- Link to course content

**Audio inclusion and controls:** Volume slider

**Video inclusion and controls:** Video player with: play, pause, stop

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## Images:

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Blue (hex #4cb3f6ff)  
Ivory(hex #fffff0)

**Basic page type:** Help

**Page number:** 14

## Text area:

- Link to different resource
- Course description/overview
- Course objectives
- Course assessment
- Tutorials
- Course Content

## User Interactions:

- Navigate to course content
- Complete form
- Select submit

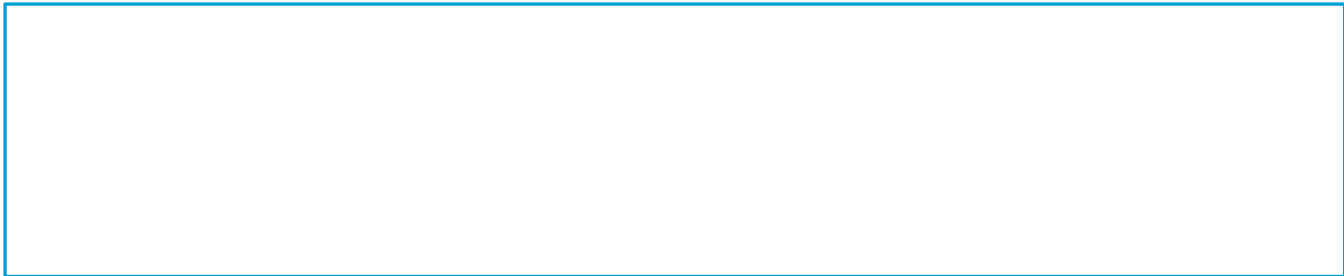
## Hyperlinks:

- link to additional resources
- link to course assessment
- Link to course content

**Audio inclusion and controls:** Volume slider

**Video inclusion and controls:** Video player with: play, pause, stop

## Narration:



## Images:

- Volume icon
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