

## Topic 24:- Shapes

In Excel, you can use shapes to enhance your spreadsheets, diagrams, or charts. Shapes are versatile objects that allow you to add graphical elements, such as arrows, lines, rectangles, circles, and more. Here's how to insert and work with shapes in Excel:

### **Inserting Shapes:**

**1. Open Your Excel Worksheet:** Launch Excel and open the workbook where you want to insert shapes.

**2. Go to the "Insert" Tab:** In the Excel ribbon, go to the "Insert" tab.

**3. Insert a Shape:**

- In the "Illustrations" group, click on "Shapes."
- A drop-down menu will appear, showing various shapes you can choose from.

**4. Select a Shape:**

- Click on the shape you want to insert. Your cursor will change to a crosshair.

**5. Draw the Shape:**

- Click and drag in your worksheet to draw the selected shape. You can adjust the size and position as needed.

**6. Modify Shape Properties:**

- After inserting a shape, you can format it using the "Format" tab that appears in the Excel ribbon when the shape is selected. Here, you can change the shape's fill color, line color, outline style, and more.

### **Working with Shapes:**

Once you've inserted a shape, you can perform various tasks to customize and manipulate it:

**1. Resize and Rotate:**

- To resize a shape, click and drag its sizing handles (small squares or circles) at the corners or sides.
- To rotate a shape, click and drag the green rotation handle at the top of the shape.

## **2. Move or Align Shapes:**

- Click and drag a shape to move it to a different location on the worksheet.
- You can align shapes relative to each other or to the worksheet using the "Align" and "Distribute" options in the "Format" tab.

## **3. Change Shape Style:**

- Use the "Shape Styles" group in the "Format" tab to change the shape's style, fill color, outline color, and effects.

## **4. Add Text to Shapes:**

- Double-click on a shape to add text inside it. You can also right-click the shape, choose "Edit Text," and enter your text.

## **5. Group or Ungroup Shapes:**

- You can group multiple shapes together to treat them as a single object. Select the shapes, right-click, and choose "Group."
- To ungroup shapes, select the grouped shape, right-click, and choose "Ungroup."

## **6. Copy and Paste Shapes:**

- You can copy shapes by selecting them, right-clicking, and choosing "Copy." Then, right-click where you want to paste the shape and choose "Paste."

Shapes are versatile tools that allow you to create diagrams, flowcharts, callouts, and other graphical elements to enhance the visual appeal and clarity of your Excel worksheets or presentations. They are particularly useful for creating custom charts or annotating data.