

Microsoft PowerPoint 2019

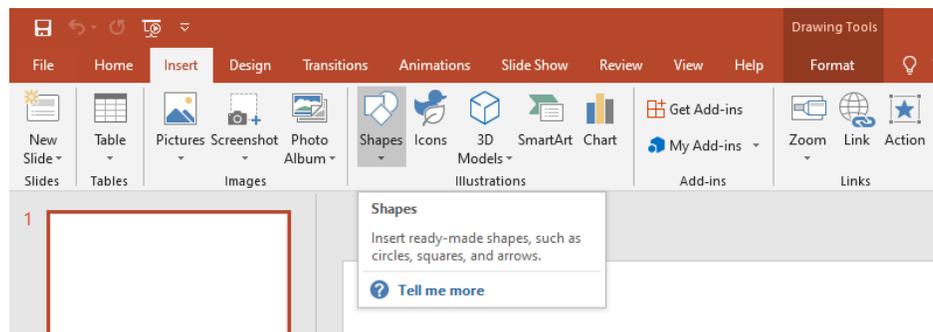
How to Combine Shapes

MERGING SHAPES TO CREATE ONE CUSTOM SHAPE

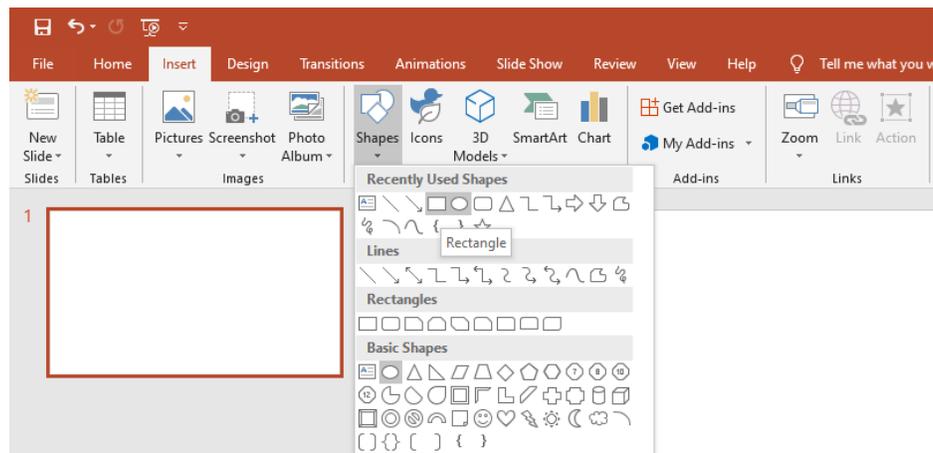
Did you know that you can create your own custom shapes in PowerPoint? Creating a custom shape is as easy as combining two together.

It's simple to create your own shape, all you need to do is;

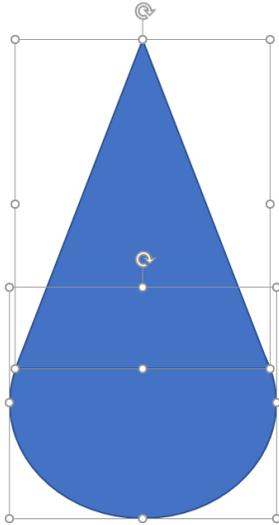
1. Open a new PowerPoint document.
2. Click on **Insert** and then on the **Shapes**



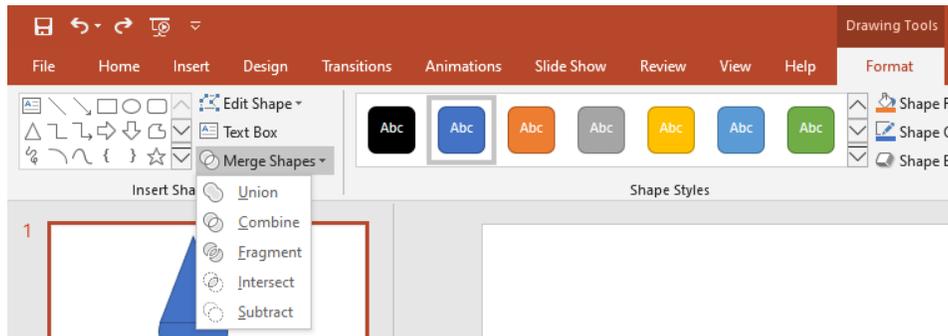
3. Select the individual shapes you want to merge one by one.



- Once you have drawn these into your slide, hold **SHIFT** and click on **both** shapes so they are highlighted.



- When you are happy with the shapes you wish to merge, click on the **Format** tab and then on **merge shapes** button.



- Select the option for your merge and you will have one single custom shape to use in your slide.
(We have merged a triangle and circle together to make an ice cream cone)