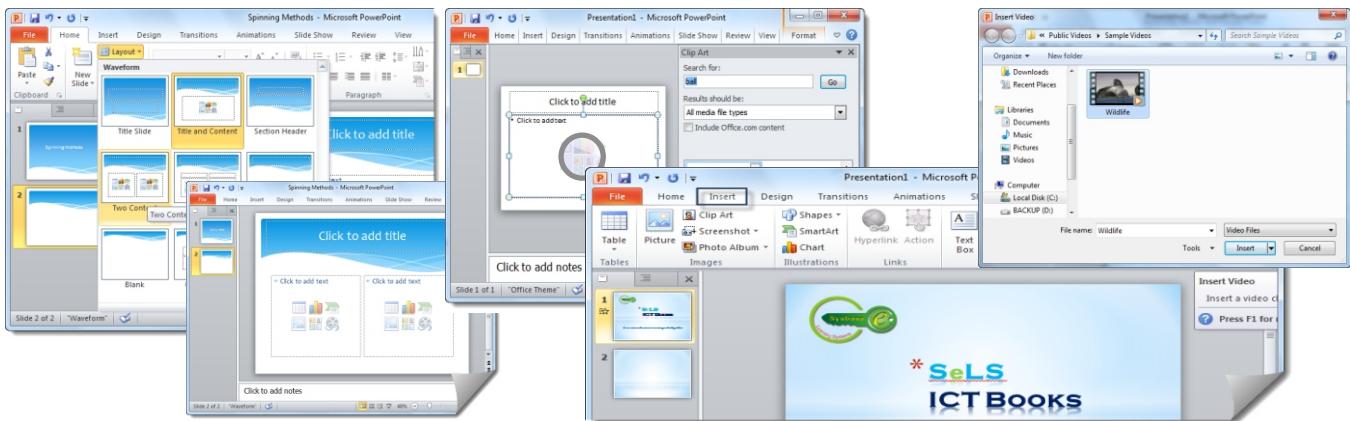


Lesson 2

Word Watch

- Slide Layout
- Context Placeholders
- Clip Art
- Media Clip
- Insert Movie
- Sound Clip



Working with Content Layouts, Text and Objects

Learning Objectives

After completing this lesson, you should be able to:

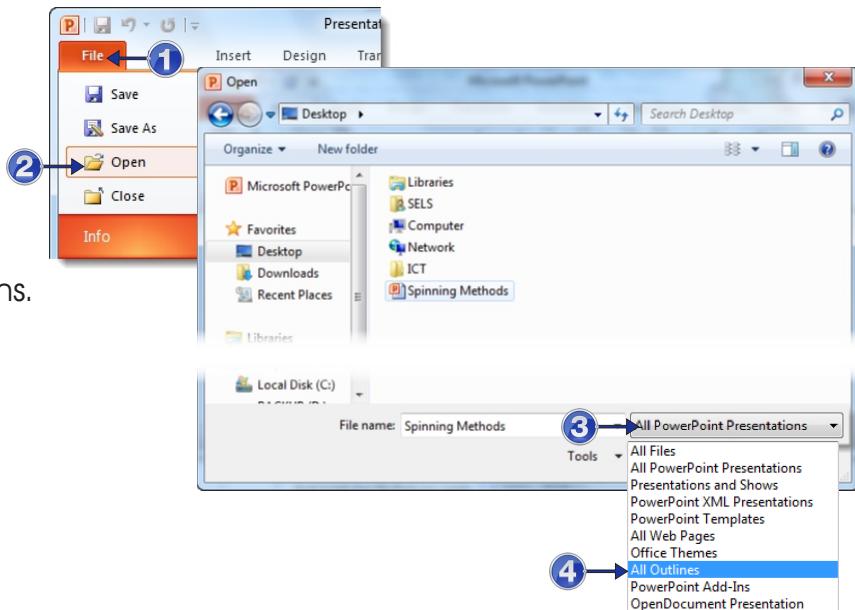
- insert a new slide;
- change the slide layout;
- use layouts with context placeholders;
- insert chart(s), picture(s), clip art(s), & tables; and
- insert media clip(s), movie & sound clip.

Importing an Outline

While you can create an outline in moments using PowerPoint's Outline tab, you need not reinvent the wheel if you have already written an outline in Microsoft Word or in another PowerPoint presentation.

Import An Outline

- 1 Click the File Tab ().
- 2 Click Open.
- 3 Click All PowerPoint Presentations.
- 4 Click All Outlines.



Changing the Slide Layout

If you decide to change a slide's original layout that no longer works, you can apply a different slide layout in Normal view or Slide Sorter view. If you select a layout that does not include an element from the original layout — such as chart that you have set up — PowerPoint will keep that additional element on the slide, even with the new layout.

Change the Slide Layout

- 1 Select the slide for which you want to change the layout.

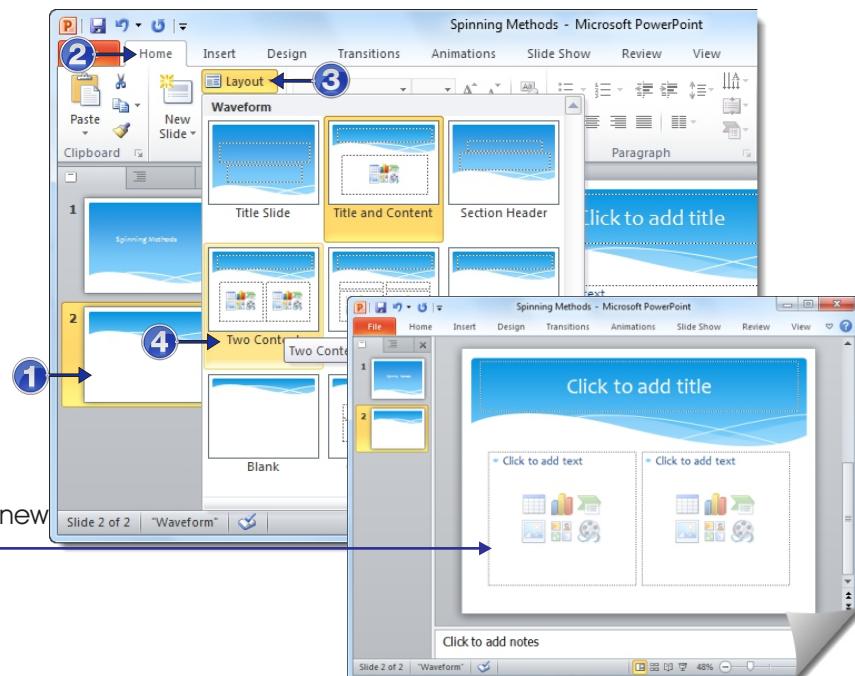
- 2 Click the Home tab.

- 3 Click the Layout button.

The layout gallery appears.

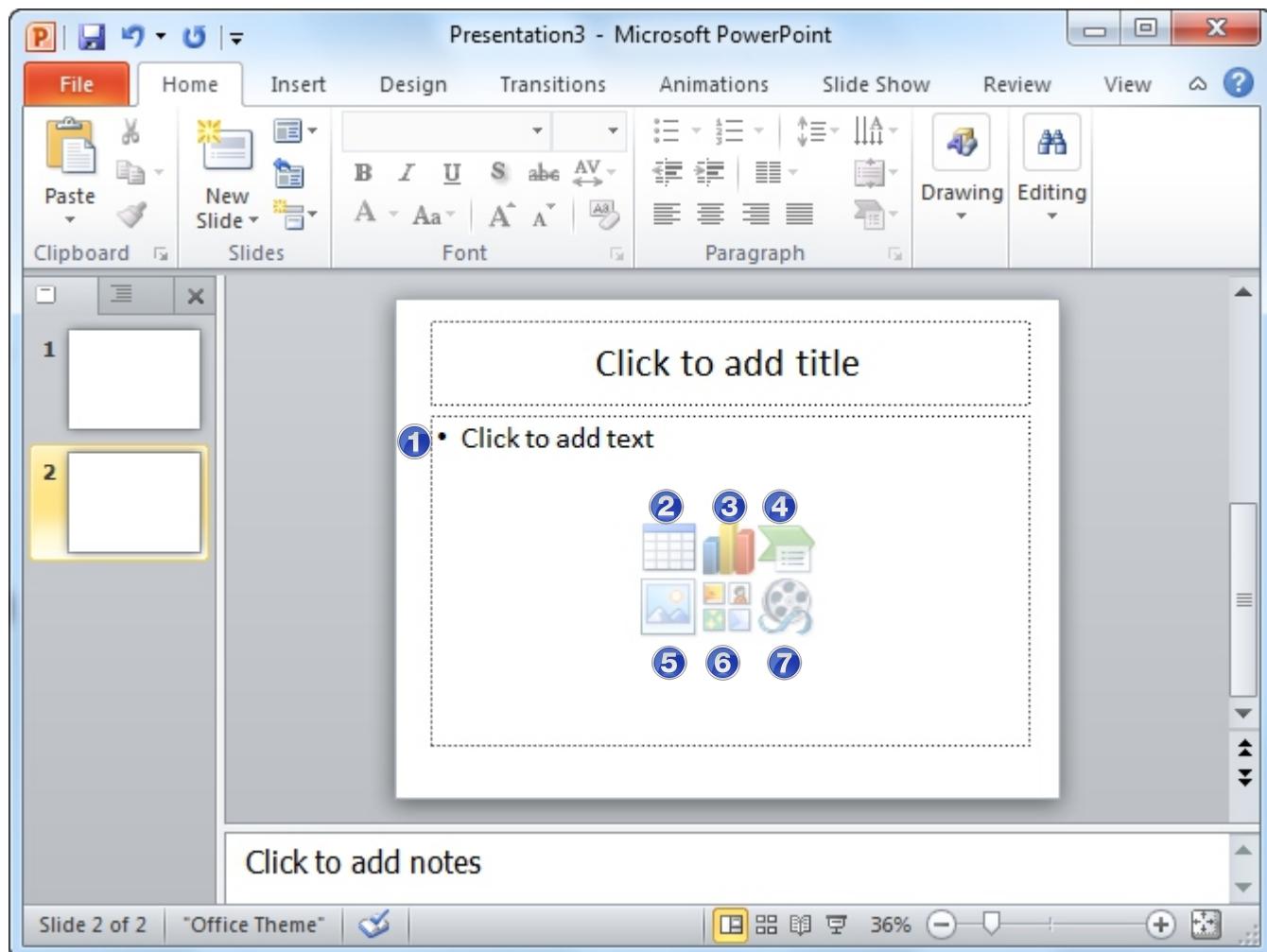
- 4 Click the new slide to apply.

The slide you selected changes the new layout.



Using Layouts with a Content Placeholder

Content placeholders enable you to insert text or one of several types of graphical content.



1 BULLETED LIST

Click next to the placeholder bullet and type a list of items, pressing to finish each item.

2 TABLES

Click to insert a table and specify the number of rows and columns in it.

3 CHARTS

Click to enter data for which PowerPoint generates a graphical chart using the chart type you specify.

4 SMARTART GRAPHICS

Click to insert a diagram using one of dozens of new diagram styles.

5 PICTURES

Click to insert a picture file such as a bitmap or JPEG you have stored on your computer or removable media.

6 CLIP ART

Click to select an image from built-in clip art collections, or import a piece of clip art from outside Microsoft Office Online.

7 MEDIA CLIPS

Click to insert a video or animation file that will play back when you run the slide show.

Inserting a Table

A table enables you to arrange information in rows and columns for easy data comparison. For example, you might list regions of the country in the far left column, with the remaining columns presenting sales by year for each region. You can use a content placeholder to insert a table, and then type labels and data into the table cells.

Insert a Table

- ① On a slide with a content placeholder, click the Insert Table icon (

).

The Insert Table dialog box appears.

- ② Click to set the number of columns.
- ③ Click to set the number of rows.
- ④ Click OK.

The table appears on the slide, with a table style pre-applied. By default, most of the table styles assume you will enter column headings (labels) in the top row of the table.

Type Text In A Table

- ⑤ Type a column heading in the first cell.

- ⑥ Press the Tab key.

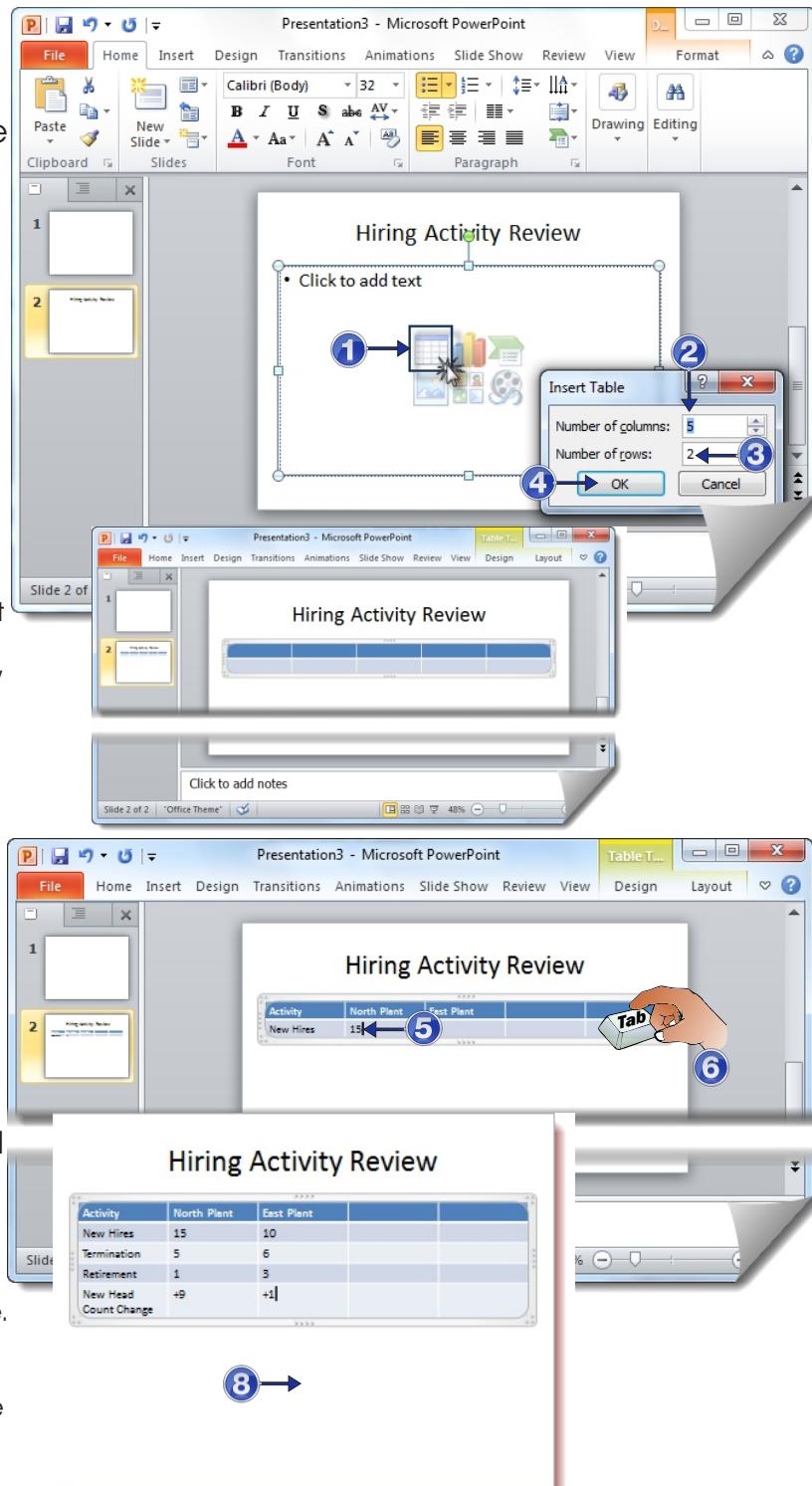
The insertion point moves to the next cell.

- ⑦ Continue making cell entries and pressing Tab after each entries.

- ⑧ Click outside the table.

The finished table appears on your slide.

- To make changes in table data, you can click the cell to edit, placing the insertion point in the cell. Use the keyboard to make desired changes, and then click outside the table to finish.



Inserting a Chart

Charts present numerical information in a visual way. They give an instant impression of trends or compared sets of data, such as sales growth over a several-year span. In PowerPoint, you can easily insert a chart by choosing the chart type and then typing your data in a spreadsheet.

Insert a Chart

- ① On a slide with a content placeholder, click the Insert Chart icon (chart icon).

The Create Chart dialog box appears.

- ② Click a chart type in the list at the left.
- ③ Click a specific chart type's thumbnail.
- ④ Click OK.

The chart appears, with placeholder data in a separate window.



Enter Chart Data

- ⑤ Click in cells in row 1 and column A and type column labels and row labels.

Replace placeholder contents as needed, and delete any cells holding unnecessary placeholder entries.

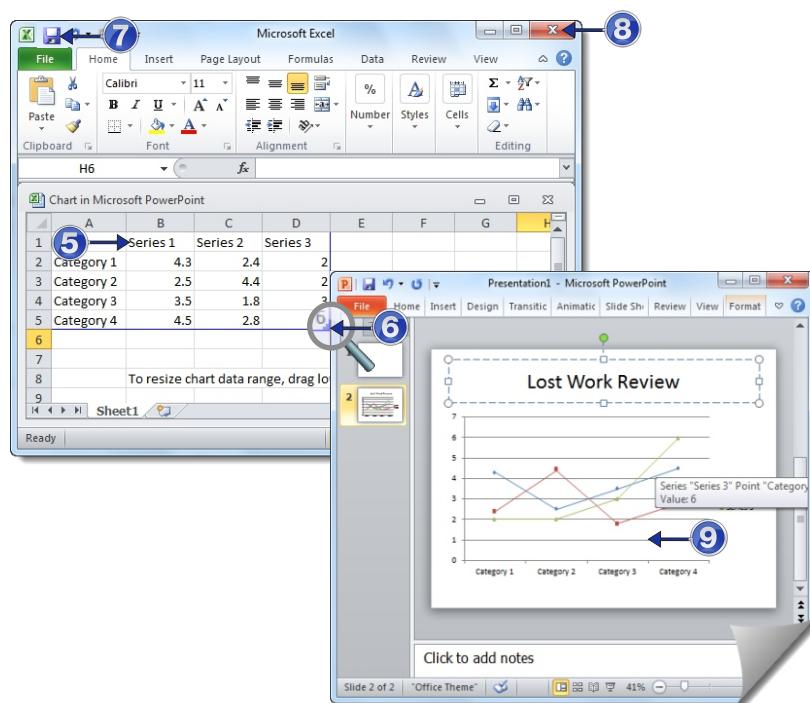
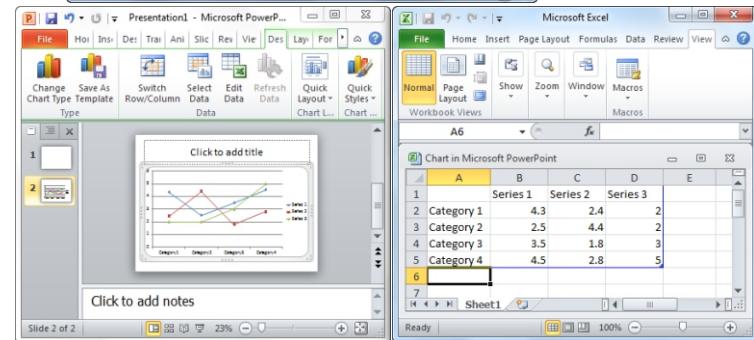
- ⑥ Click in data cells below and beside, then row and column headings, and type values.
- ⑦ Click the Save button (disk icon).

You can also press +. If you hear a beep, your data has been updated.

- ⑧ Click the Close button (X).

The spreadsheet window closes, and the chart appears on the slide.

- ⑨ Click outside the chart to finish it.



Inserting Pictures and Clip Arts

You can illustrate and enhance your presentation message using graphics such as pictures and clip art. Pictures include digital camera shots or scanned images. PowerPoint includes a gallery of clip art graphics of various types (photos, line drawings, and so on), and you can even download more clip art from Microsoft Office Online.

Insert Pictures

- With a slide containing a content placeholder displayed, click the Insert Picture icon ().

The Insert Picture dialog box appears.

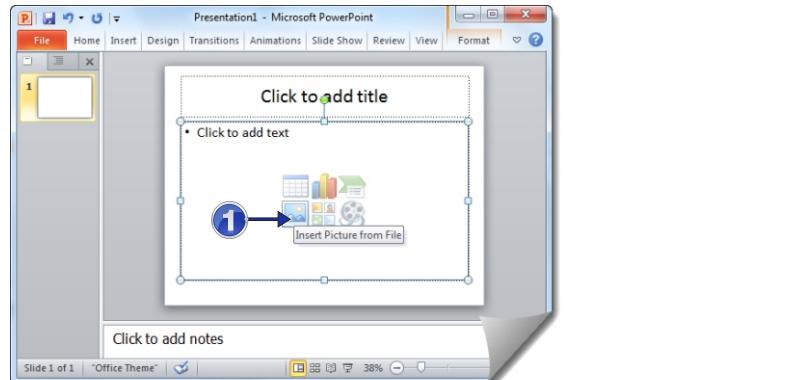
- Click the folder that contains the picture file.

You can use the Address bar, Favorite Links list, or Folders list to navigate the folders on your computer.

- Click the picture file.

- Click Insert.

The selected picture is inserted into the placeholder.



Insert Clip Art

- With a slide containing a content placeholder displayed, click the Insert Clip Art icon ().

The Clip Art task pane appears.

- Type a term to search for a clip art image to fit your presentation.

The example in the illustration uses the term people.

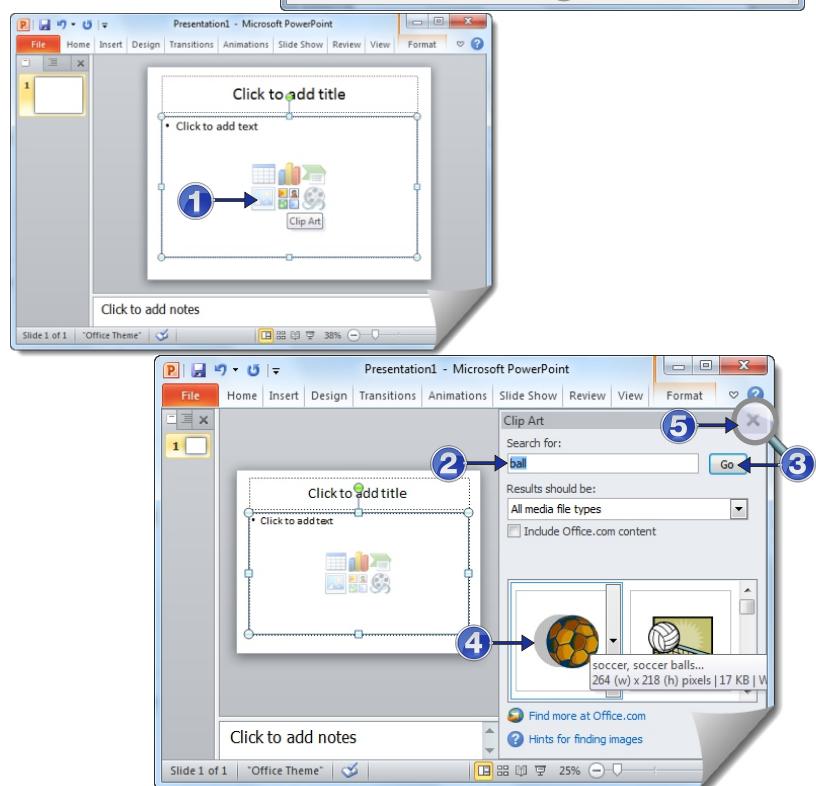
- Click Go.

- If a message appears asking whether to include online clips in the search results, click Yes. Clip art graphics matching the search term appear.

- Click a picture to select it.

PowerPoint inserts the clip art.

- Click the Close button () to close the Clip Art task pane.



Inserting a Media Clip

Media clips include movie and animation clips that you can play automatically or manually during an onscreen slide show. PowerPoint recognizes media clips in a variety of different formats, such as Windows Media Video (.wmv) files and MPEG Movie files.

Insert a Media Clip

- With a slide containing a content placeholder displayed, click the Insert Media Clip icon ().

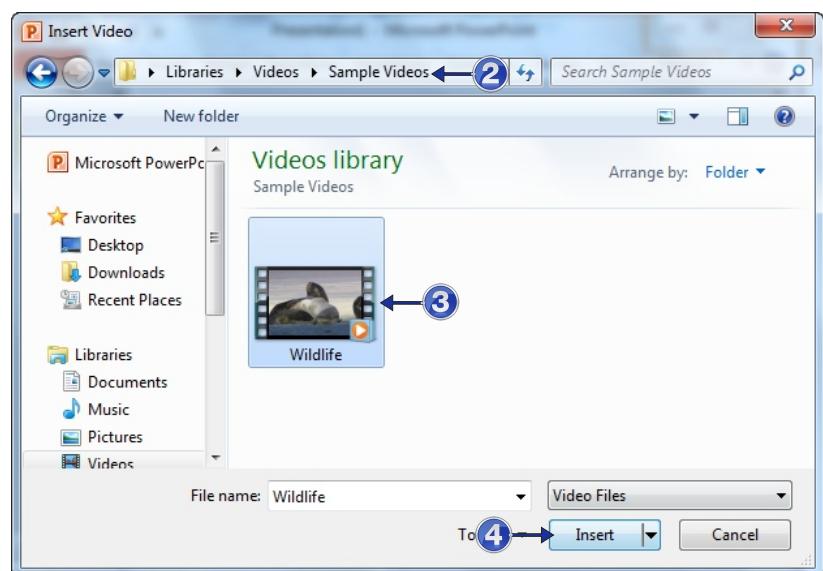
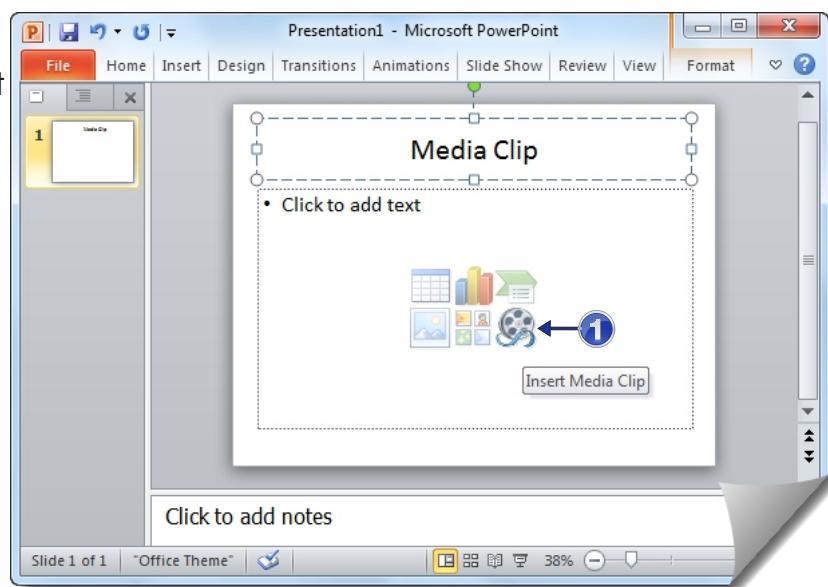
The Insert Movie dialog box appears.

- Open the folder containing the movie or sound file.

You can use the Address bar, Favorite Links list, or Folders list to navigate the folders on your computer.

- Click a movie or sound file to insert.

- Click OK.



Inserting Movie And Sound Clips

To make your slide show more lively, you can insert a movie or sound clip on a slide and play it during the show. You can insert a movie or sound file from the Insert tab on the Ribbon. You can also use the Media Clip icon in any content placeholder to insert movie and sound clips.

Insert Movie and Sound Clips

- ① In Normal view, display the slide on which you want to insert a clip.
- ② Click the Insert tab.
- ③ Click Movie or Sound icon in the Media Clips group.

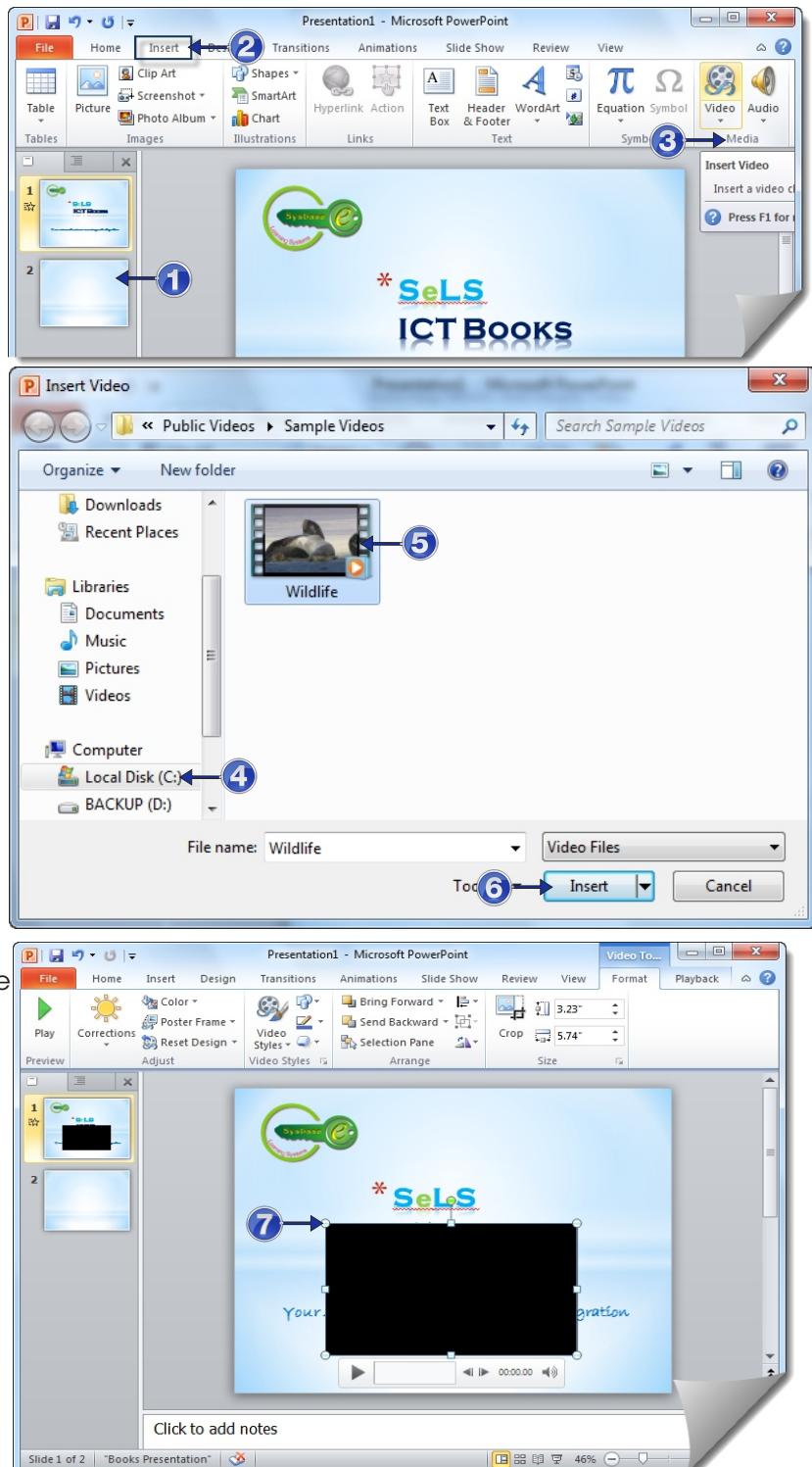
The Insert Movie or Insert Sound dialog box appears.

- If you click the bottom of either button, a menu of different options, such as inserting a clip from Clip Organizer appears.

- ④ If needed, navigate to the folder holding the video or sound to insert.
- ⑤ Click the clip that you want to insert.
- ⑥ Click Insert.

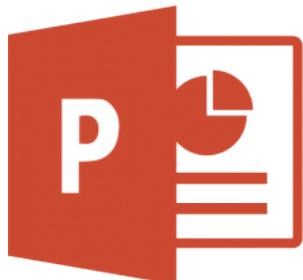
PowerPoint asks how you want the movie or sound to be started during the show.

- ⑦ Resize an inserted movie clip as needed. Also, position the movie clip or the icon for the sound clip as desired.
- If you did not specify that the movie or sound should play automatically during the slide show, click the movie frame or sound icon on the slide to start the playback.



4

Laboratory



PowerPoint
Presentation
VISUALLESSONGUIDE

Manual

LABORATORY MANUAL

Lesson 2 Working with Content Layouts, Texts and Objects

Slide layouts allow you to easily format your slides without any effort. Each layout provides you with a set of predefined placeholders that automatically format text and graphics for you. The AutoLayouts provide a built in “placeholder” for graphics. When working with these placeholders, simply double click on the cartoon head and you will be automatically taken to the clipart gallery. This is the easiest way to insert graphics into a PowerPoint slideshow. In a perfect world, you would never make any mistakes. This is, however, not a perfect world. One of the most common mistakes that people make when working with PowerPoint is selecting the wrong slide layout. To change slide layouts, select Slide Layout from the Common Tasks Toolbar. Once you have done this, you will see a familiar dialog box. Just choose the new layout and your old text will be reformatted to use the new style.

Objectives

After completing this Laboratory, you should be able to:

- manipulate the content layouts using the Microsoft PowerPoint Application; and
- demonstrate the process of inserting text and objects in Microsoft PowerPoint Application.

Lab 2.1 PowerPoint Layouts

Estimated Completion time: 15 - 20 Minutes

Directions:

1. Launch **Microsoft PowerPoint**
2. Follow the steps on how to change the layout in PowerPoint
3. Do the following:
 - a. Insert the following slide layouts:
 - Slide 1- "Title Slide Layout"
 - Slide 2- "Title and Content Layout"
 - Slide 3- "Two Content Layout"
 - Slide 4- "Comparison Layout"
 - b. Enter the following text in the slides:
 - Slide 1- Type Your Name, Course and Section
 - Slide 2- Using the bullets; enter 10 descriptions about your self



Slide 3- Enter 5 of your Favorite Foods on the first textbox and 5 of your Favorite Movies on the second textbox

Slide 4- Enter 5 important people in your life on the first textbox and State your reasons why they became important in your life on the second textbox.

4. Save your presentation as **My Personal Layouts**

Lab 2.2 Table Layout

Estimated Completion time: 10 - 15 Minutes

Directions:

Score



1. Launch **Microsoft PowerPoint**.
2. Follow the steps on how to insert a table using layouts with content placeholders
3. Do the following:
 - a. Open a new blank slide presentation.
 - b. Insert a layout slide “Title and Content” office theme.
 - c. Insert a table with 6 columns and 10 rows, select a table style “Medium style 3-accent 5”
 - d. Key in the data on the right onto the table. Type “Socio-economic Data on Selected Southeast Asian Nations” as the title.

Country	GDP (bil. US\$)	Population (millions)	Area (km ²)	GDP/P (US\$)	GDP Growth 2013-14 Ave.
China	8,939	1,361	9,598,094	6,569	7.6%
India	1,758	1,243	3,287,263	1,414	5.1%
South Korea	1,198	50	99,678	23,838	3.1%
Indonesia	867	248	1,904,569	3,499	5.6%
Thailand	401	68	515,120	5,879	3.7%
Malaysia	312	30	329,847	10,429	4.9%
Philippines	272	97	300,000	2,792	6.7%
Vietnam	170	90	331,689	1,896	5.4%

4. Save your presentation **Socio-economic Data on Selected Southeast Asian Nations**

Lab 2.3 Hardware Chart Layout

Estimated Completion time: 10 - 15 Minutes

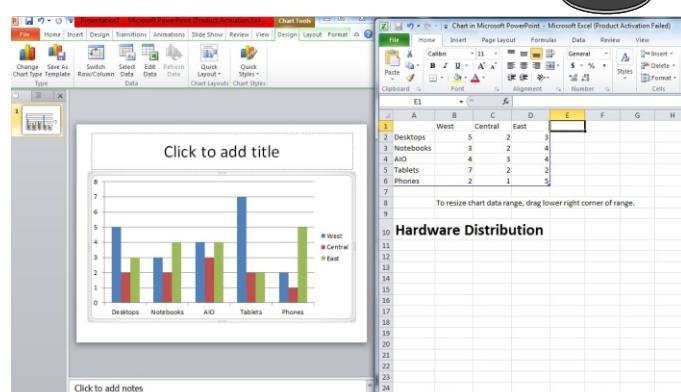
Directions:

Score



1. Launch **Microsoft PowerPoint**
2. Follow the steps on how to insert Chart from the Placeholders
3. Do the following:
 - a. Insert a slide layout “Title and Content” from the office theme
 - b. Insert a column chart
 - c. In the Excel Worksheet that will appear, enter the data shown on your right
 - d. Change the design of your graph.
4. Save the slide presentation as **Hardware Distribution**.

Preview:



Lab 2.4 Images Layout

Estimated Completion time: 10 - 15 Minutes

Directions:

1. Launch PowerPoint
2. Open the **Global Warming** slide presentation
3. Follow the steps on how to insert an Image in PowerPoint
4. Do the following:
 - a. Read the presentation to acquire knowledge about global warming
 - b. Insert the image file **save_the_world.jpg** found in the template in the first slide
 - c. Replace all the images of the sun in the presentation, use the **smiling_sun.png** file
 - d. Replace all the images of the earth in the presentation, use the **earth.png** file
 - e. View your presentation
5. Save the slide presentation into a new filename **Global Warming Revised**

Lab 2.5 Video Layout

Estimated Completion time: 10 - 15 Minutes

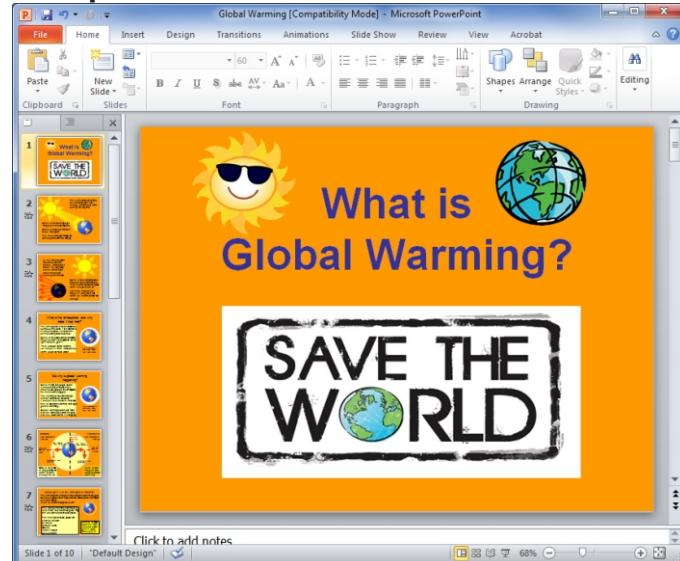
Directions:

1. Launch PowerPoint
2. Open your **Global Warming Revised** slide presentation
3. Follow the steps on how to insert videos in PowerPoint
4. Do the following:
 - a. Insert a new slide layout "Title and Content" from the office theme
 - b. Drag the slide and place it as the third slide
 - c. Insert the video Global Warming View in the slide
 - d. View your presentation
5. Save the slide presentation into a new filename **Global Warming Final**

Score



Sample Preview:



Score



Sample Preview:

