

# PowerPoint 2007: Part I

Stephen Moffat, The Mouse Training Company



Microsoft®

Office 2007

# PowerPoint Part I



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# **PowerPoint 2007**

## **Part I**



PowerPoint 2007: Part I

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# Contents

Section 1	Introduction	7
Section 2	The Basics	8
2.1	What Is Powerpoint?	9
2.2	About Smart Tags	15
2.3	To Access Help:	16
Section 3	Creating A Presentation	18
3.1	Creating Presentations	19
3.2	Changing The Slide Layout	25
3.3	Saving A Presentation	27
Section 4	Powerpoint Views	30
4.1	Different Ways To View Slides	31
4.2	Working With Outline View	33
4.3	Slide Sorter View	38
4.4	Slide Show View	45

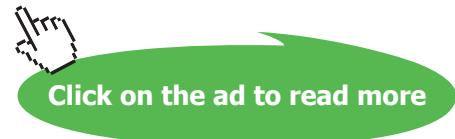
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Section 5	Formatting Slides	47
5.1	Selecting Placeholders And Text	48
5.2	Formatting Text	49
5.3	Text Formatting Using The Format Ribbon	50
5.4	Formatting Numbered And Bulleted Lists	59
Section 6	Objects	63
6.1	Charts	64
6.2	Formatting Charts	75
6.3	Illustrations	91
6.4	Creating Regular Shapes	91
6.5	Smartart	102
6.6	Pictures	106
6.7	Clip Art	125
6.8	Tables	131



Section 7 Slide Types And Layouts	Part II
7.1 Slides	Part II
7.2 Slide Formatting	Part II
7.3 Master Slides	Part II
7.4 Formatting The Masters	Part II
Section 8 Transition And Animation Effects	Part II
8.1 Animation Effects	Part II
Section 9 Organise And Deliver Presentations	Part II
9.1 Running A Slide Show	Part II
Section 10 Saving As Different Types	Part II
10.1 Web Page	Part II

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# Section 1 Introduction

PowerPoint 2007 is a powerful graphics application that allows you to create presentations for printing or on-line viewing using a variety of different tools. These range from wizards to help you with the content and look and feel of your presentation to animation tools to create moving images.

All graphics related to Microsoft in this book is in compliance with Microsoft guidelines and thus permitted by Microsoft.

## How To Use This Guide

This manual should be used as a point of reference following attendance of the introductory level Word 2007 training course. It covers all the topics taught and aims to act as a support aid for any tasks carried out by the user after the course.

The manual is divided into sections, each section covering an aspect of the introductory course. The table of contents lists the page numbers of each section and the table of figures indicates the pages containing tables and diagrams.

## Instructions

Those who have already used a spreadsheet before may not need to read explanations on what each command does, but would rather skip straight to the instructions to find out how to do it. Look out for the arrow icon which precedes a list of instructions.

## Keyboard

Keys are referred to throughout the manual in the following way:

ENTER – Denotes the return or enter key, DELETE – denotes the Delete key and so on. Where a command requires two keys to be pressed, the manual displays this as CTRL P – this means press the letter “p” while holding down the Control key.

## Commands

When a command is referred to in the manual, the following distinctions have been made:

When Ribbon commands are referred to, the manual will refer you to the Ribbon – E.g. “Choose HOME from the Ribbons and then B for bold”.

When dialog box options are referred to, the following style has been used for the text – “In the PAGE RANGE section of the PRINT dialog, click the CURRENT PAGE option”

Dialog box buttons are shaded and boxed – “Click OK to close the PRINT dialog and launch the print.” Within each section, any items that need further explanation or extra attention devoted to them are denoted by shading. E.G.:

*“Powerpoint will not let you close a file that you have not already saved changes to without prompting you to save.”*

# Section 2 The Basics

By the end of this section you will be able to identify

- Title Bar
- Ribbons
- Powerpoint window, Tri Pane View (Normal)
- Ask a Question

The advertisement features three diverse students (two boys and one girl) holding up a large globe. To the right, a yellow ribbon banner proclaims "#1 in eco-friendly attitude". The text "STUDY AT LINKÖPING UNIVERSITY, SWEDEN" is prominently displayed, followed by "RANKED AMONG TOP 50 UNIVERSITIES UNDER 50". A call-to-action button says "Click here!". The Linköping University logo is at the bottom right.

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## 2.1 What Is Powerpoint?

PowerPoint is a presentation graphics package that lets you create formatted presentations which can be used in a number of ways. You can produce projects such as overheads for a team briefing, slides for a business meeting or interactive on-screen presentations on your company's products. It allows you to produce:

Animated Presentations shown on a monitor or overhead screen

Overhead Projector Transparencies

Paper Printouts of your slides

Notes for the Speaker

Handouts for the Audience

35 mm slides

**Launching Powerpoint**

☞ To launch PowerPoint:

Mouse

1. Click the START button on the Taskbar, and select PROGRAMS. Click Microsoft PowerPoint 2007 from the sub-menu list.

**The Powerpoint Screen**

**WINDOW BORDER** The box that surrounds the PowerPoint screen when it is not maximised is called the window border. When the mouse is over the border, the pointer changes from a single to a double-headed arrow – clicking and dragging with this shape allows the window to be resized.

**TITLE BAR** The coloured bar that appears at the top of the PowerPoint window. The title bar tells you which application you are using and if the workbook you are in is maximised, it will also contain the name of the workbook. If the PowerPoint window is not maximised, by positioning the mouse over the title bar and clicking and dragging, you can move the PowerPoint window to a new location on the screen.



**MAXIMISE BUTTON** When working in a workbook, the PowerPoint screen contains two windows, an application window and a workbook window. You can maximise both windows to capitalise on the space you have on-screen. If you would like the window that your PowerPoint application is in to fill up the whole screen, click the outermost maximise button. You may find that the workbook you are in can still be bigger – click the inner maximise button to fill the remaining space within the PowerPoint application window.

 — MINIMISE BUTTON This button is very useful if you need to temporarily switch from PowerPoint into another application without closing PowerPoint down completely. Click the minimise button to shrink PowerPoint to an icon on the task bar; you will then be able to view other icons and applications you may wish to access. When you are finished and ready to continue, click the PowerPoint icon from the task bar to resume. The innermost minimise button will minimise the current workbook window.

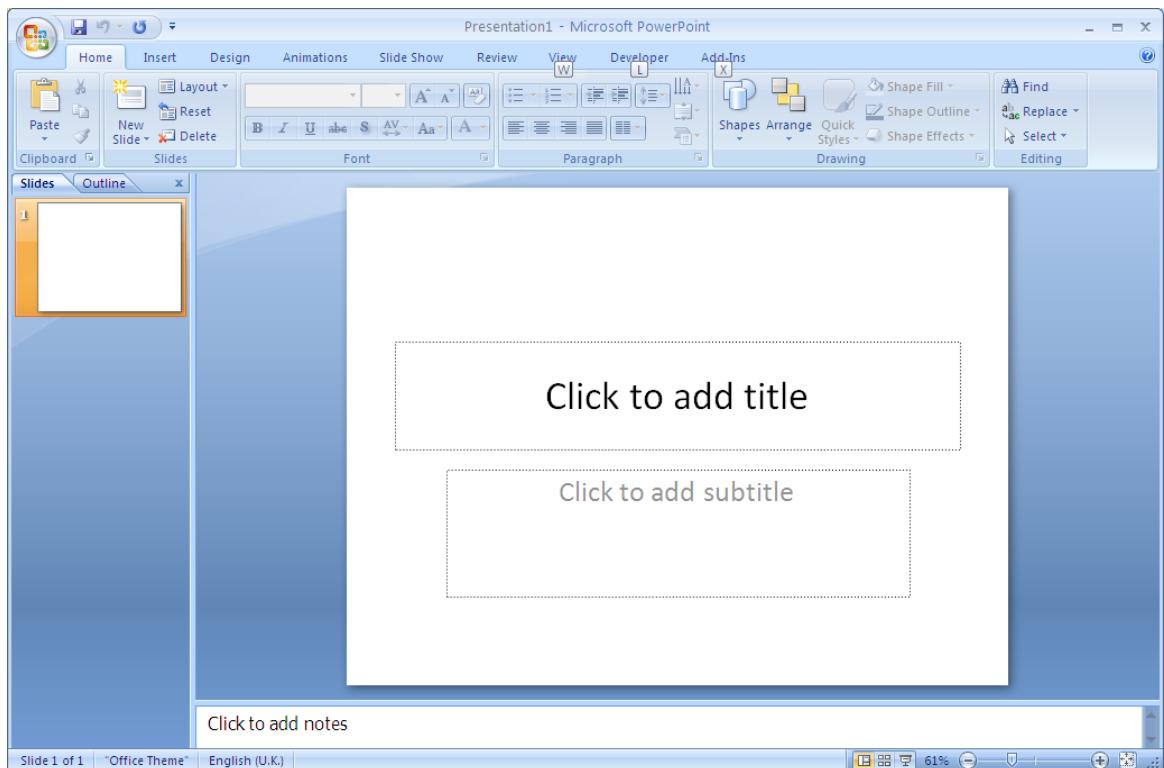
 RESTORE BUTTON This button only appears when a window is maximised. A maximised window has no border and you cannot see what is behind it. If you want to put the window back inside its border so that you can move and size it, click the restore button.

 C LOSE BUTTON This button is used to close a window. If you click the close button for a workbook window you close the document. The last button will close the PowerPoint application.

 DIALOG BOX LAUNCHER this button launches dialog boxes specific to the part of the ribbon you see them the category will be named such as FONT, CLIPBOARD, etc

 The OFFICE BUTTON is the start of PowerPoint and has many important commands and option. Such as PowerPoint settings, opening, saving, printing and closing files. This will be looked into much further later in the manual.

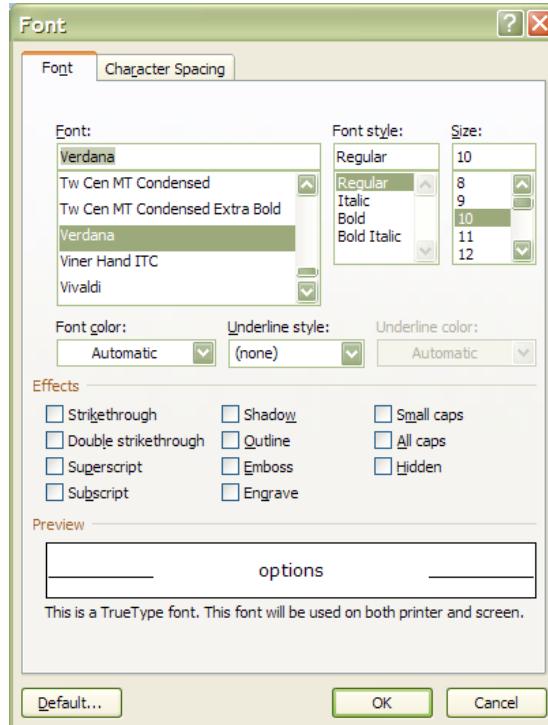
PowerPoint 2007 displays the Tri-pane displayed below when it is first launched. This view is also known as Normal view. Underneath the ribbon on the left there are tabs to show you your slides or the outline (text structure) while below the main slide part of the window is the section to type notes on the slide (these will not be seen in the slideshow but can be printed to aid the presenter)



☞ To Activate a Button on the ribbon

Mouse

1. Click the left mouse button on the required tool.

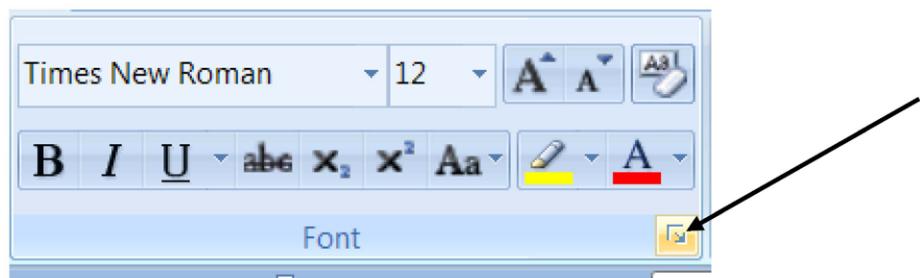


### Dialog Box

To open a dialog box use the DIALOG BOX LAUNCHER when the dialog box is open, make a choice from the various options and click OK at the bottom of the dialog box. If you wish to change your mind and close the dialog box without making a choice then click on CANCEL. The dialog box will close without any choice being applied. If you would like help while the dialog box is open then click on the “?” in the top right hand corner this will bring up a help window that will display the relevant topics.

### Groups

Look at a group type on the ribbon such as FONT and in the bottom right hand corner of that group you may see a small box with an arrow, clicking this is another method to call up a dialog box, this time, directly from the ribbon. Many dialog boxes may be more familiar if you have used PowerPoint before.



## Toolbars



There are ONLY TWO toolbars within the new version of Office 2007 there is the QUICK ACCESS TOOLBAR seen here next to the OFFICE BUTTON, and there is the MINI TOOLBAR

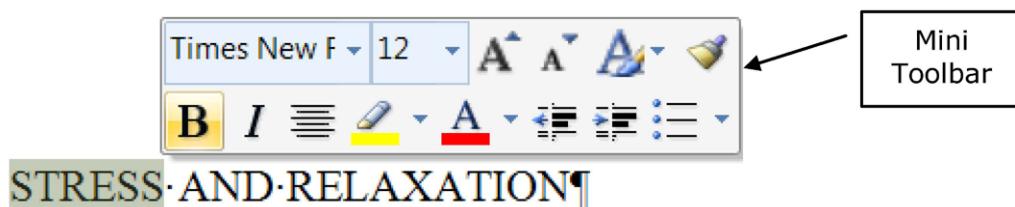


### Quick Access Toolbar

By default there are only three buttons on the QUICK ACCESS TOOLBAR but these can be edited and other regularly used buttons can be placed there. Using the drop down menu next to the QUICK ACCESS TOOLBAR will allow the customisation of this toolbar adding your most often used commands.

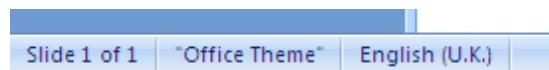
### Mini Toolbar

Whenever text is selected within Word a small formatting toolbar will appear above the highlighted text it will disappear if the mouse cursor is moved away from the toolbar and will reappear when the mouse cursor is moved over the highlighted text again.

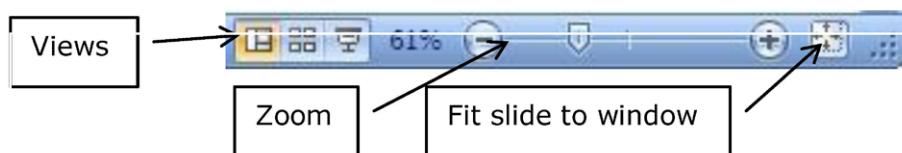


### Status Bar

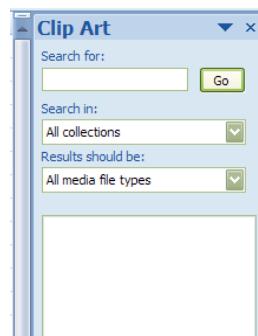
The Status bar, across the bottom of the screen, displays different information at different times. To the left is an indicator, which will display which page you are currently on, which column you are in number of words in document. If you right click on the empty area of the status bar a menu should appear showing the various items of information that can be given on the space bar merely click on the info that you wish displayed and it will appear on the status bar.



To the right of the status bar are firstly, the different views that can be used within Powerpoint, and on the far right, the zoom control



## Task Pane



A task pane is a window that collects commonly used actions in one place. The task pane enables you to quickly create or modify a file, perform a search, or view the clipboard.

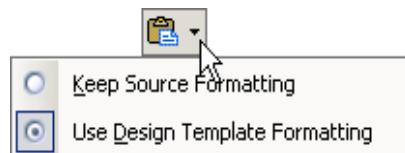
It is a Web-style area that you can either, dock along the right or left edge of the window or float anywhere on the screen. It displays information, commands and controls for choosing options. Like links on a Web page, the commands on a task pane are highlighted in blue text, they are underlined when you move the mouse pointer over them, and you run them with a single click.

A task pane is displayed automatically when you perform certain tasks, for example when you choose CLIPART from the INSERT, Ribbon, to insert a picture

## 2.2 About Smart Tags

Smart Tags, first introduced in Microsoft Office XP, make it easier for you to complete some of the most common tasks in PowerPoint 2007 and provide you with more control over automatic features.

You do not have to complete any additional steps to make the Smart Tags appear or disappear in PowerPoint. The PASTE OPTIONS, AUTOCORRECT Options and AUTOFIT smart tags appear automatically to allow you to quickly choose actions and remain in place until you begin another action. For example, when you complete a paste operation, the PASTE OPTIONS smart tag (below) remains in place alongside your text until you begin typing new text.



A “smart tag” is a type of button in Microsoft PowerPoint 2007 that appears after certain actions, such as an automatic text correction or a copy-and-paste, have taken place. The button has a menu of options that help you control the result of the action. For instance, if PowerPoint automatically capitalizes the first letter of a word, but you want the word lowercased in this instance, you can click the “undo capitalization” option on the button menu to reverse the action.

PowerPoint includes several of these smart tag buttons. They function similarly but their look can vary and each has a specific purpose.



### Autocorrect Options Smart Tag

The AUTOCORRECT OPTIONS Smart Tag appears after an automatic correction or change, such as a lowercased letter that's changed to a capital or a network path that's converted to a hyperlink. The Smart Tag shows as a small, blue box when you rest the mouse pointer near text that was changed; it then becomes a button icon which, when you point to it and click it, displays a menu. If you don't want the correction, use the options on the menu to undo it; turn off this type of correction completely; or connect to the AUTOCORRECT dialog box to adjust settings.



### Paste Options Smart Tag

The PASTE OPTIONS Smart Tag gives you greater control and flexibility in choosing the format for a pasted item. The Smart Tag appears just below a pasted item, such as text, a table, or a slide, with options for formatting. For example, if you copy and paste a slide and insert it after a slide that uses a different design template, you can choose to retain the original design for the slide or let the pasted slide assume the design of the slide it now follows.



### Autofit Options Smart Tag

The AUTOFIT OPTIONS Smart Tag appears when PowerPoint resizes text you're typing to make it fit the current placeholder. If you don't want the text to be resized, you can select options on the Smart Tag menu to undo the resizing or to connect to the AUTOCORRECT dialog box to turn AutoFit settings off. Also, for single-column layouts, you can change to a two-column layout, start a new slide to accommodate the text, or split the text between two slides.



### Automatic Layout Options Smart Tag

The AUTOMATIC LAYOUT OPTIONS Smart Tag appears after you insert an item, such as a picture, diagram, chart, or table, that changes the initial layout of the slide. To accommodate the added item, PowerPoint will automatically adjust the slide layout. If you want, use the options to undo the automatic layout or turn it off completely.

## 2.3 To Access Help:

1. Click the help button below the title bar on the far right OR press F1. The Help window will open:
2. This is very similar to a web page
3. You may enter search criteria and press ENTER (like a search when on the internet)



4. The window will display the topics that match your search. Click on a topic in order for it to be displayed

#### ► To Find a specific topic

5. The contents page allows you to select from a list of topic headings. Like search results on the internet these are HYPERLINKS to help files.
6. You may need to be online to access some of the help links. The search will be more extensive if you are online as it will search online help files from Microsoft.
7. Single click to access the help topic you need.

#### ► Using ScreenTips:

Use ScreenTips to see information about different items on the screen.

*If the dialog box does not have a Question Mark button look for a Help button or press F1.*

# Section 3 Creating A Presentation

The following topics are covered in this chapter:

- Creating a New Presentation
- Adding New Slides – entering and editing Text
- Slide Layouts – title slide, bulleted list, two column text
- Changing the Slide Layout
- Creating Blank Slides
- Adding Freeform Text
- Save a Presentation

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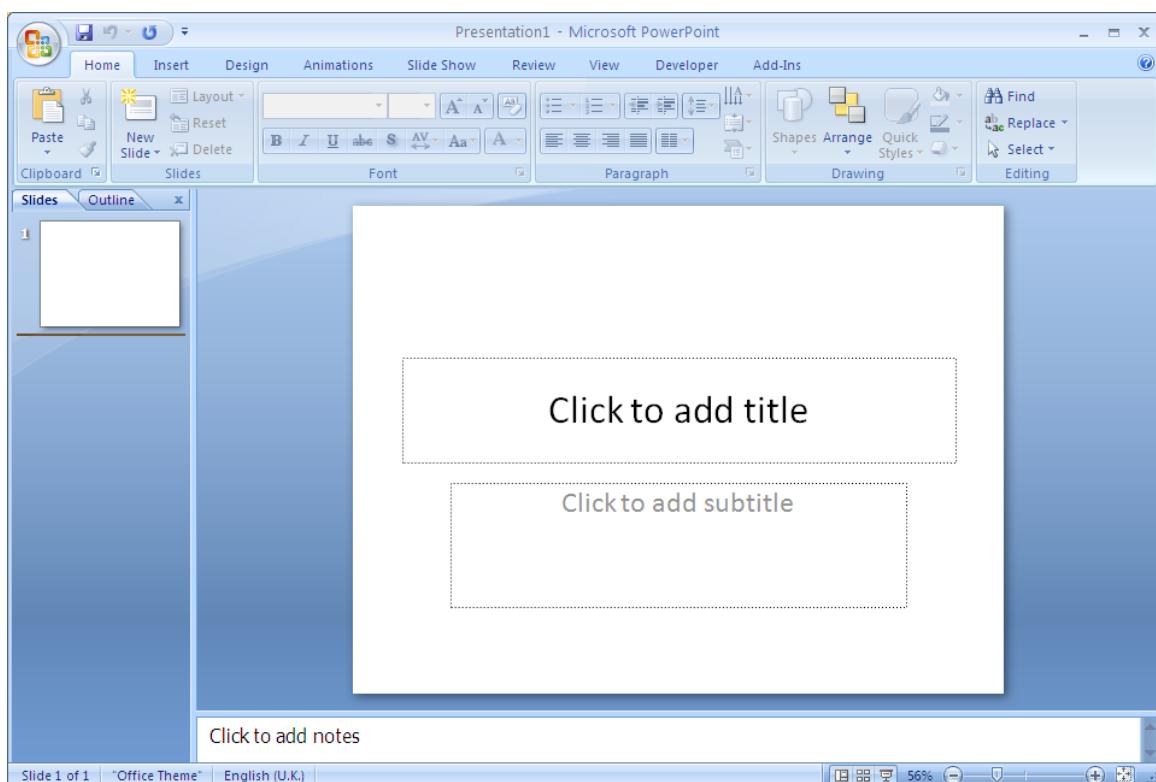
### 3.1 Creating Presentations

When you launch PowerPoint 2007, you are placed into a blank PowerPoint presentation, with one Title slide

#### ► To start a new presentation

##### Mouse

1. Launch PowerPoint. The following screen will automatically be shown, bringing you into a blank presentation, displaying a blank title slide.

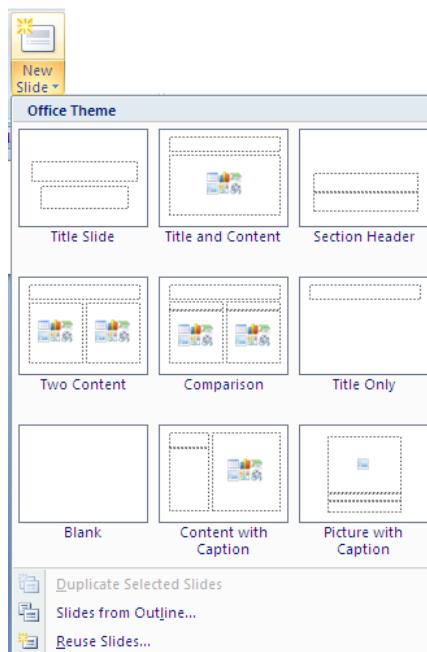


### Adding New Slides

When you start your new presentation, you are automatically placed into a Title slide layout. Whilst this is the default, you are free to choose any layout listed in the Slide Layout Task pane (see page 3). There are a number of methods to add further slides to your presentation.

► To add a new slide

Mouse



1. Click on the drop down arrow beneath the NEW SLIDE button in the slides group, on the HOME ribbon. A menu with the different layout types of slides will appear.
2. Make a selection by clicking on one of these with the left mouse button.

Keyboard

3. Press CTRL + M

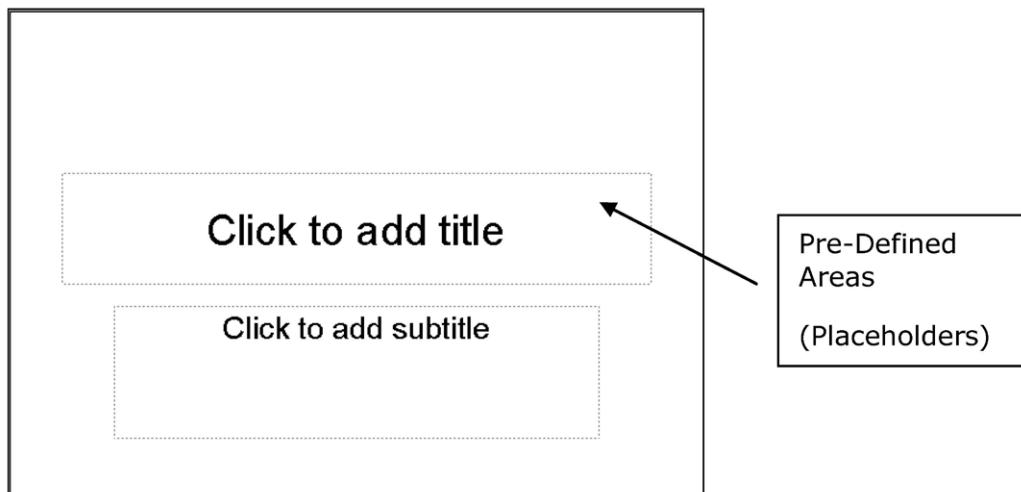
*PowerPoint will create a new slide and this new slide and all subsequent new slides will be based on the bulleted list layout.*

### Entering And Editing Text

Both the Title and Bulleted list layouts are specifically designed so that you can easily enter titles and bulleted list items.

► To Enter text on a Title slide

1. To add text to a slide click into the predefined text areas (placeholders) and type.



► To create bullets on a Bulleted slide:

Mouse

1. Click in the bullets area placeholder to show the flashing cursor.
2. Type your list item. To begin a new item, press ENTER. The bullet will automatically appear next to your cursor on the new line.

A Great City

- Capital of the United Kingdom
- Population of 11 million
- Numerous historical sites
- Man

→

### Multi-Level Bullets

PowerPoint can create five levels of bullet points. Each has a different bullet point, a smaller text size and is progressively indented.

## Getting Around

- Tube
  - Oldest Underground System in the World
- Bus
  - Inexpensive and frequent
- Taxi
  - Safe; knowledgeable drivers
  -

► Demoting your bullets

Mouse

1. Use the Increase Indent button  on the Formatting Toolbar.

Or

Keyboard

1. Press TAB

► Promoting your bullets

Mouse

1. Use the Decrease Indent button  on the Formatting Toolbar.

Or

Keyboard

2. Press SHIFT TAB

### Editing Text

Once text has been entered on a slide it can easily be edited.

► To edit text on a slide:

Mouse

1. Click on the text item to change – a shaded border will appear around the item and your cursor will flash somewhere within the text.
2. Click with your mouse or use the cursor keys on the keyboard to move the cursor around within the text, and the BACKSPACE and DELETE keys to remove characters.
3. When you have finished editing, click outside the text item to exit edit mode.

### Adding Free Form Text

There will be times where you wish to insert text outside of one of the pre-defined text placeholders or perhaps on a blank slide. The Free Form Text box allows us the freedom to do this. Once you have added the Free Form text box, you can add it and resize it as you require.



► To Insert a text box

4. On the INSERT ribbon, click TEXT BOX from the text group.
5. Click in your slide where you want to insert the text box.
6. Type in the text you wish to appear in the text box.
7. Resize the text box if necessary using the white resizing circles on each side and corner and format your text as appropriate.

*You can use the options on the FORMAT ribbon to enhance a text box for example, to change the fill colour just as you can with any other drawing object.*

### 3.2 Changing The Slide Layout



LAYOUT refers to the way things are arranged on a slide. A layout contains placeholders, which in turn hold text such as titles and bulleted lists and slide content such as tables, charts, pictures, shapes, and clip art.

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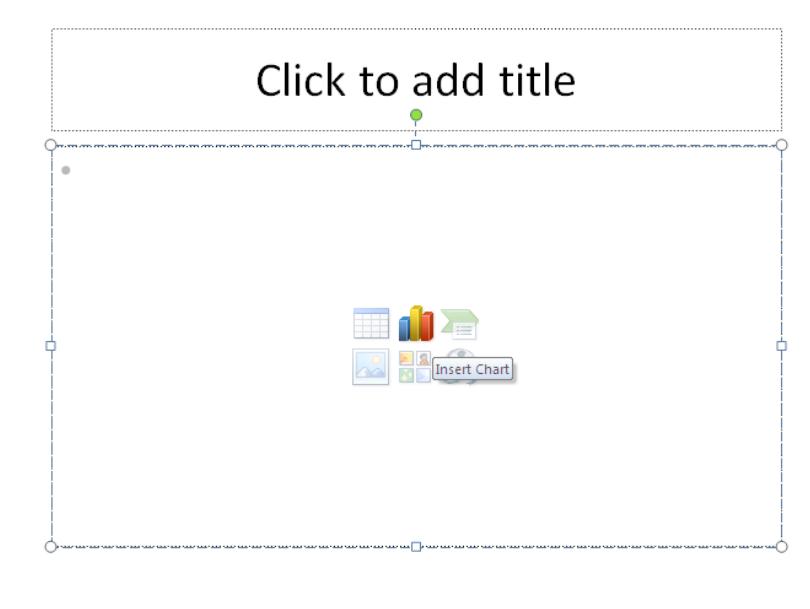
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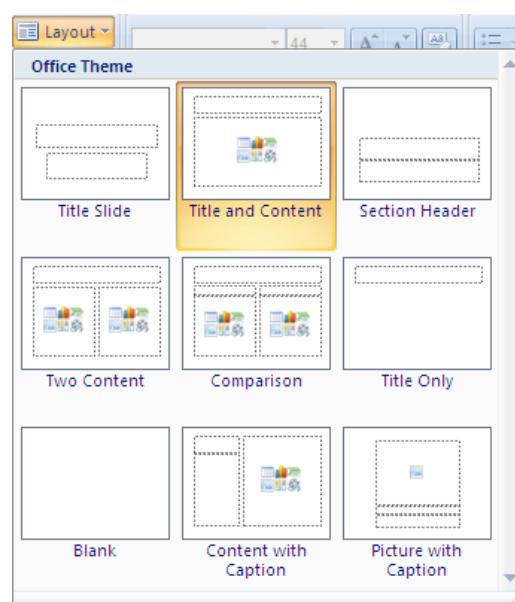
The default slide that holds bulleted text in 2007 also allows the easy insertion of basic objects you might wish WITHOUT having to change the slide layout. In the centre of the main bulleted text area are faint icons that if you move over them will allow you, with one click on them, to insert a range of objects. (see below)



Slide layouts where the main placeholder or title placeholder needs to be in different positions can be selected. All available layouts are displayed in the Slide Layout drop down menu.

► To change a slide layout

Mouse



1. Click on the Slide you wish to change the layout for.
2. Click on the LAYOUT button in the SLIDES group on the HOME ribbon.
3. Select a layout you wish to apply by clicking on the desired layout from the displayed list with the left mouse button.
4. This will apply the selected slide layout to the current slide

► **Reapplying a slide layout**

1. A layout can be reapplied to a slide by repeating the steps above.

Or

2. Select the slide you wish to return to the default content layout for that slide type
3. Click on the RESET button on the SLIDES group, HOME ribbon.
4. This will reset the layout if you have moved your placeholders or deleted some.

### 3.3 Saving A Presentation

It is important to save your presentation regularly so that your work is not lost in the event of a system crash or a power failure.

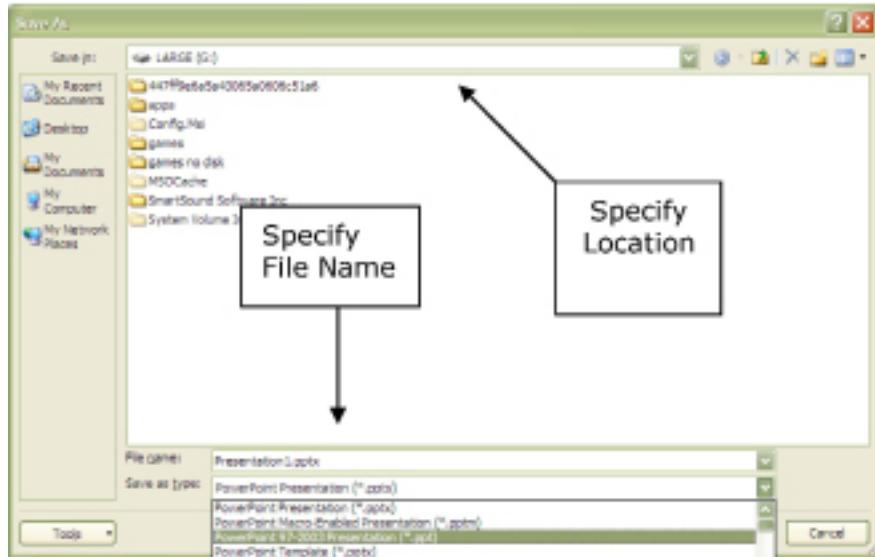
#### Name And Save A Presentation File

The first time you save a presentation that you have created, you will need to allocate a file name.

► **To save and name a presentation file:**

Mouse

1. Click on the OFFICE BUTTON and select, SAVE AS.
2. Use the SAVE IN dropdown field to select the drive in which to save the presentation.



3. Double click on a folder to open it. Repeat as necessary until the required folder is displayed in the SAVE IN field.
4. Type in a FILE NAME.
5. Click on SAVE.

*Files, by default in 2007 are saved with the **SAVE AS TYPE** extension **PPTX** and are not compatible with earlier versions of powerpoint.*





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► To make compatible with earlier versions

1. Save as above but before clicking on the save button change the save as type by using the drop down arrow to the right of that box and change to save as type of the version you wish (97-2003 file format)  
*File Names can contain up to 255 characters and can include characters such as spaces and hyphens.*

### Subsequent Saves

Once you have given a presentation a name and specified a location, you should then save that file regularly as you work.

► To save a presentation:

Mouse

1. Select OFFICE BUTTON and SAVE

Or

2. Click on  on the QUICK ACCESS toolbar

Or

3. Press CTRL S

### Saving A Presentation With A New Name

If you need to copy a presentation then you can save the current presentation under a different name thus creating a copy of the original.

► To save a presentation with a new name:

Mouse

4. Click on the OFFICE BUTTON and select, SAVE AS. The original presentation file name is automatically selected.
5. Delete this and type in a new file name.
6. Click on SAVE.

# Section 4 Powerpoint Views

The following topics are covered in this chapter:

- Normal (Tripane) View
- Slide Sorter View
- Outline View
- Notes Pages View
- View in Black and White
- Print Preview
- Using Outline View to enter text
- Creating slides in Outline View
- The Outlining Toolbar
- Creating a Summary Slide
- Using Slide Sorter View
- Deleting Slides
- Moving and copying slides within the same presentation
- Moving and copying slides between different presentations
- Using color/grayscale options
- Print preview

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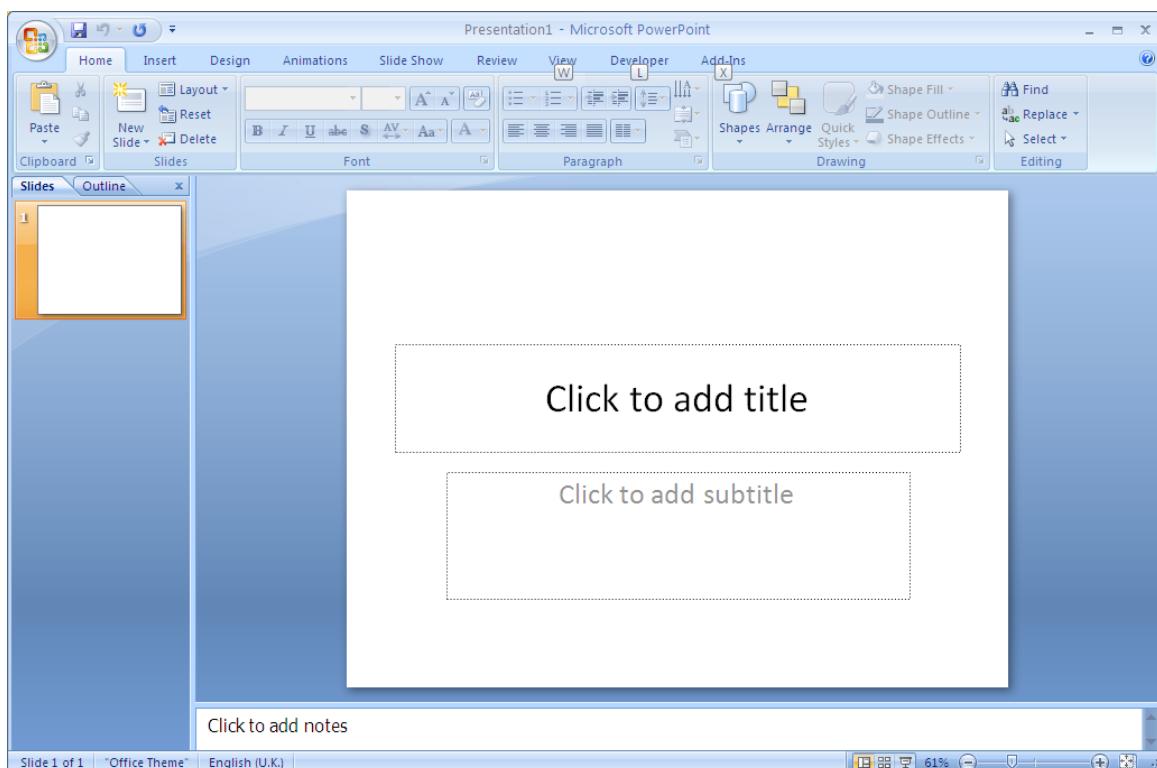
## 4.1 Different Ways To View Slides

When you are creating your presentation you can switch between different views within PowerPoint, each of which allows you to work in different ways. The views available in PowerPoint 2007 are:



- Normal (Tri Pane) View
- Slide Sorter View
- Notes Page View
- Slide Show

To switch between these different presentation views you simply need to select the view from the VIEW ribbon in the PRESENTATION VIEWS group



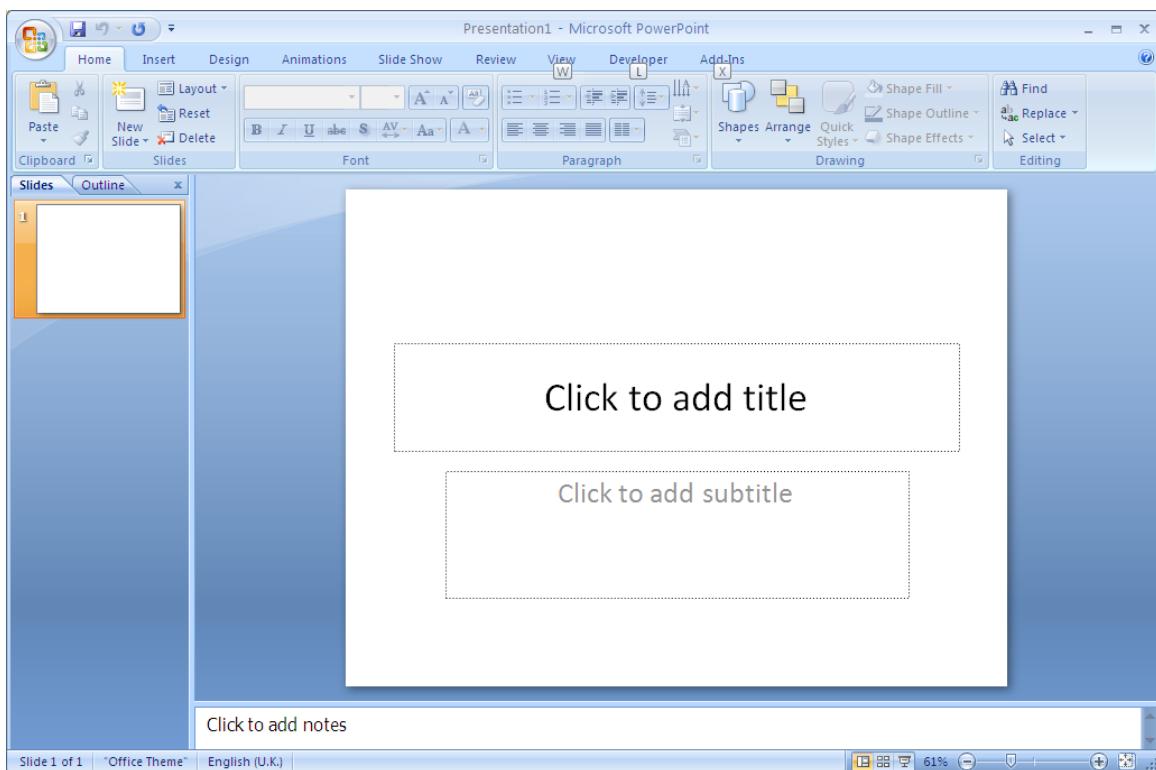
Alternatively, you can click on the required view button at the bottom left of the screen.

However, this option only gives you access to NORMAL, SLIDE SORTER, and SLIDE SHOW views.



### The Normal (Tri Pane) View

In the Normal view you can display the slide, outline and notes views in their own adjustable panes, so you can see everything at once. NORMAL view is the main editing view, which you use to write and design your presentation. The view has three working areas: on the left, tabs that alternate between an outline of your slide text (OUTLINE tab) and your slides displayed as thumbnails (SLIDES tab); on the right, the SLIDE PANE, which displays a large view of the current slide; and on the bottom, the NOTES PANE. The notes area allows you to enter notes about the current slide that will not be seen on screen but can be printed with a picture of the slide to aid a presenter in front of his audience.



## 4.2 Working With Outline View

### The Outline Tab

This pane enables you to edit your presentation quickly when it contains a large amount of text. You can add new slides and text in Outline View. This area is a great place to start writing your content, planning the logical order you want to present your ideas in, and move slides and text around.

#### ► To work in Outline View

##### Mouse

1. Click the OUTLINE tab from the NORMAL (Tri Pane) View
2. The outline format helps you edit your presentation's content and move bullet points or slides around. It allows you to create new slides and add text to slides very quickly.

#### ► To add text:

##### Keyboard

1. Type your title for the slide
2. Position the cursor at the end of the title
3. Press CTRL ENTER
4. Type in first paragraph of bulleted text.
5. Press ENTER for each new line of bulleted text.
6. Text will appear in the appropriate place on the SLIDE.

*When you save your presentation as a Web page, the text on the **Outline** tab becomes a table of contents so that you can navigate through the slides.*

### Creating Slides In Outline View

It is also possible to create new slides using Outline View.

#### ► Add a new slide

##### Keyboard

1. Position the cursor at the end of the previous slides text in the outline area.
2. PRESS CTRL ENTER.
3. Type in the title of the new slide. And continue with your text

*Outline View will display all slides with a slide icon to the left . Outline View will NOT display graphic objects or text from extra text objects placed on the slide but ONLY from the original placeholders*

## The Outlining Tools

You can increase or decrease text indents, collapse and expand content so that you see slide titles but no subordinate bullet points, and show or hide text formatting as you work.

### ► To select text in Outline View.

#### Mouse

1. To select all text on a slide, on the OUTLINE tab in normal view, point to the slide icon, and when the pointer changes to a four-pointed arrow, click the icon.
2. To select a bulleted item and all its subordinate paragraphs, point to the bullet, and when the pointer changes to a four-pointed arrow, click.

## Expand Or Collapse Text

When you work with text on the OUTLINE tab in normal view, you can collapse text so that you see only the first outline level (slide titles) as you organise. You can re-expand text at any time. You increase or decrease text indents, collapse and expand content so that you see slide titles but no subordinate bullet points, and show or hide text formatting as you work

### ► To collapse text on one slide

1. Double-click the SLIDE icon.

OR

2. Press ALT + SHIFT + MINUS SIGN.

► **To Collapse all text in the presentation**

1. Right click and select COLLAPSE ALL.

OR

2. Press ALT + SHIFT + 1.

► **To Expand text on one slide**

1. Double-click the SLIDE icon.

OR

1. Press ALT + SHIFT + PLUS SIGN.

► **To Expand all text in the presentation**

1. Right click and select EXPAND ALL.

OR

2. Press ALT + SHIFT + 9

### Demote Or Promote Text

You can increase or decrease text indents, (demote or promote text) using the right click. On the OUTLINE tab in normal view, click the text whose indent level you want to change.

► **To decrease an indent,**

1. Right click and select PROMOTE.

OR

2. Press SHIFT + TAB

► **To increase an indent**

3. Right click and select DEMOTE.

OR

1. Press TAB.

## Creating A Summary Slide

The ability to create a summary slide and a table of contents slide in your presentation is not available in Microsoft Office PowerPoint 2007. Instead, to create your own summary or table of contents slide by copying slide titles onto a new slide, do the following:

### ► To create a summary

#### Mouse

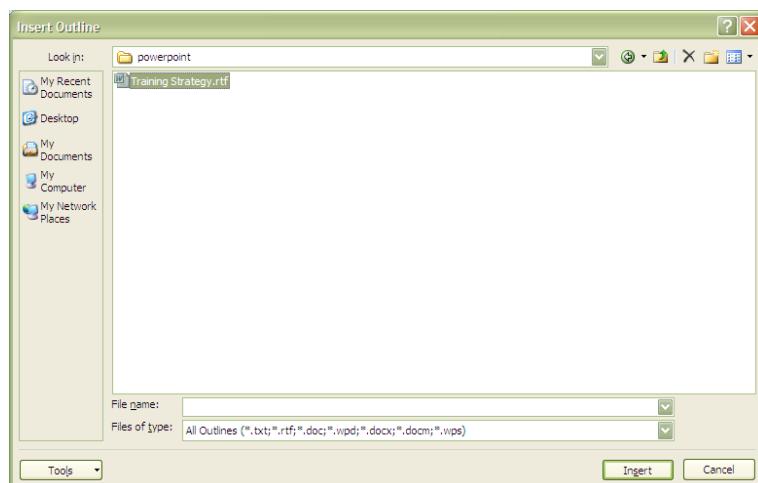
1. On the HOME ribbon, in the SLIDES group, click the arrow under NEW SLIDE, and then click a slide layout that contains a large body text placeholder  
*If you add a **BLANK** slide layout, you must then add a text box. To do this, on the INSERT tab, in the TEXT group, click **TEXT BOX**, and then drag to draw a large text box on the new slide.*
2. In the pane that contains the OUTLINE and SLIDES tabs, click SLIDES.
3. For each slide that you want to add to the summary or table of contents, copy the title in the title placeholder, and then paste it onto the new slide in the order in which the slide appears in your presentation.

## Importing An Outline

In some cases, you may prefer to use a Word Processor to create your slide show outline. As long as that document uses a format that PowerPoint understands (RTF, TXT, DOC, etc), it can create a slide show outline directly from the document, saving you valuable time.

### ► To Import a pre-existing outline

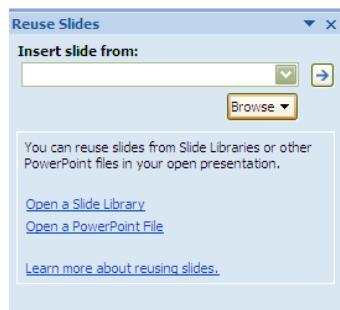
1. Create a new presentation.
2. On the HOME ribbon, in the SLIDES group, click NEW SLIDE, and then click SLIDES FROM OUTLINE a dialog appears



3. Outlines can be any textual documents that can contain an outline. Locate the file and click on insert. The textual outline will be inserted within your presentation generating slides as necessary.

### Add A Slide From Another Presentation File

To add one or more slides, from a different presentation file that is located on your computer or on a network share, do the following:



1. Open the presentation that you want to add a slide to.
2. In the pane that contains the OUTLINE and SLIDES tabs, click SLIDES, and then click where you want to add a slide.
3. On the HOME ribbon, in the SLIDES group, click NEW SLIDE, and then click REUSE SLIDES.

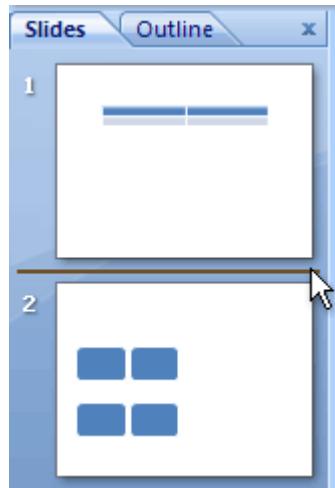
**REDEFINE  
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4. In the REUSE SLIDES pane, click OPEN A POWERPOINT FILE.
5. In the BROWSE dialog box, locate and click the presentation file that contains the slide that you want, and then click OPEN.



*In the REUSE SLIDES pane, Microsoft Office PowerPoint 2007 displays thumbnails of the slides from the presentation that you selected. Rest the pointer on a thumbnail to see a larger version of the slide's contents.*

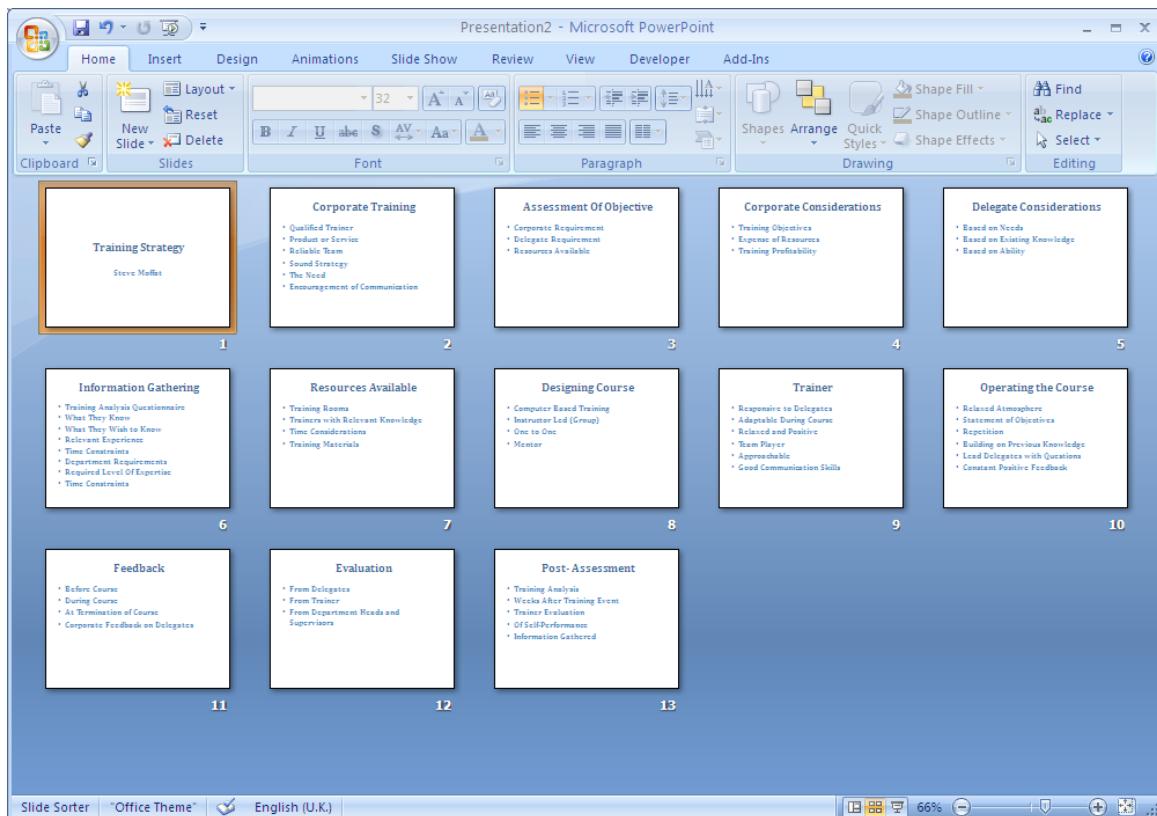
6. In the REUSE SLIDES pane, do one of the following:

*If you want the slide that you are adding to the destination presentation to maintain the formatting of the original presentation, select the **KEEP SOURCE FORMATTING** check box before you add the slide to the destination presentation.*

- To add a single slide, click the slide.
- To add all of the slides, right-click any slide, and then click Insert All Slides on the shortcut menu

### 4.3 Slide Sorter View

Slide sorter view is an exclusive view of your slides in thumbnail form. When you are finished creating and editing your presentation, slide sorter gives you an overall picture of it making it easy to reorder, add, or delete slides and preview your transition and animation effects.



## Working With Slide Sorter View

When you are finished creating and editing your presentation, slide sorter gives you an overall picture of it - making it easy to reorder, add, or delete slides and preview your transition and animation effects.

### ► To change to Slide Sorter View

Mouse



1. Choose SLIDE SORTER view from the VIEW ribbon

Or

2. Choose SLIDE SORTER view from the view icons to the bottom right of the STATUS BAR.

► To change the order of your slides:

Mouse

1. Switch to SLIDE SORTER view.
2. Click on the slide you wish to move and drag it to the position you require.
3. Repeat this process until your slides are in the correct order.



► Deleting a slide

Mouse

1. Switch to SLIDE SORTER View
2. Select the slides you want to delete. (If you want to select slides in order, press SHIFT as you click; for slides not in order, press CTRL as you click.)
3. Press the DELETE button from the SLIDES group on the HOME ribbon.

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Keyboard

4. You can also press the DELETE key to delete slides

**Moving & Copying Slides In A Presentation****► To Copy slides within a presentation**Mouse

1. Select the slides you want to copy. Click to select a single slide, press SHIFT while clicking to select adjacent slides, or press CTRL while clicking to select non-adjacent slides.
2. Then choose COPY from the clipboard group
3. Click between the slides you want your copied slide or slides to be, and choose PASTE.

*If the slides you pasted use a different design template than the slide you pasted after, and you want to keep the original formatting, go to the next step. Otherwise, the pasted slides assume the formatting of the slide they follow, and the paste is complete.*

4.  To retain the slides' original formatting, click the PASTE OPTIONS smart tag, which appears under the slides you pasted, and on the button menu, click KEEP SOURCE FORMATTING.
5. If you decide you want the current design template styles to apply, click USE DESIGN TEMPLATE FORMATTING (this is the default).

**► To Move slides within a presentation**Mouse

1. Select the slides you want to move. Click to select a single slide, press SHIFT while clicking to select slides in a row, or press CTRL while clicking to select slides not in a row.
2. Then choose CUT. Click the slide you want your cut slides to follow, and choose PASTE.

*If the slides you pasted use a different design template than the slide you pasted after, and you want to keep the original formatting, go to the next step. Otherwise, the pasted slides assume the formatting of the slide they follow, and the paste is complete.*

3.  To retain the slides' original formatting, click the PASTE OPTIONS button, which appears under the slides you pasted, and on the button menu, click KEEP SOURCE FORMATTING.
4. If you decide you want the current design template styles to apply, click USE DESIGN TEMPLATE FORMATTING (this is the default).

*To drag the slides, select them, drag them to the new position on the Slides tab, look for the horizontal line under the slide where you want to paste, then release. To copy, you can also press CTRL+C; to cut, you can press CTRL+X; to paste, you can press CTRL+V.*

## Moving And Copying Between Presentations

Moving and copying slides between presentations allows you to easily access slides contained in different presentations and include them in your current presentation.

### ► To copy slides between presentations

#### Mouse

1. Ensure that both the PowerPoint files are open i.e. both the source of the PowerPoint slides being copied and the destination file that the slides are being copied into.
2. On the VIEW menu in the WINDOW group, click ARRANGE ALL.
3. Select the slides you want to copy (within the source file). Click to select a single slide, press SHIFT while clicking to select slides in a row, or press CTRL while clicking to select slides not in a row.
4. Then choose COPY.
5. Click into the slide you want your copied slides to follow (within the destination file), and choose PASTE.  
*If the slides you pasted use a different design template than the slide you pasted after, and you want to keep the original formatting, go to the next step. Otherwise, the pasted slides assume the formatting of the slide they follow, and the paste is complete.*
6.  To retain the slides' original formatting, click the PASTE OPTIONS button, which appears under the slides you pasted, and on the button menu, click KEEP SOURCE FORMATTING.
7. If you decide you want the current design template styles to apply, click USE DESIGN TEMPLATE FORMATTING (this is the default).

### ► To move slides between presentations

1. Ensure that both the PowerPoint files are open ie. both the source of the PowerPoint slides being copied and the destination file that the slides are being copied into.
2. On the VIEW menu in the WINDOW group, click ARRANGE ALL.
3. Select the slides you want to Move (within the source file). Click to select a single slide, press SHIFT while clicking to select slides in a row, or press CTRL while clicking to select slides not in a row.
4. Then choose CUT.
5. Click into the slide you want your copied slides to follow (within the destination file), and choose PASTE.
6. *If the slides you pasted use a different design template than the slide you pasted after, and you want to keep the original formatting, go to the next step. Otherwise, the pasted slides assume the formatting of the slide they follow, and the paste is complete.*
7.  To retain the slides' original formatting, click the PASTE OPTIONS button, which appears under the slides you pasted, and on the button menu, click KEEP SOURCE FORMATTING.
8. If you decide you want the current design template styles to apply, click USE DESIGN TEMPLATE FORMATTING (this is the default).

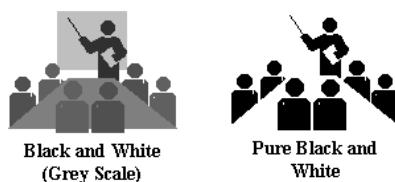
## View In Black And White



- To see slides in Black and White or grayscale.

Mouse

1. Select the view ribbon and select the BLACK AND WHITE, COLOUR or GRAYSCALE from the COLOUR/GRAYSCALE group



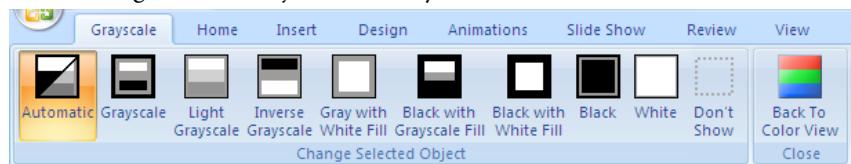
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[www.employerforlife.com](http://www.employerforlife.com)
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2. The presentation slides and the thumbnails will now display in black and white. If legibility and contrast has deteriorated, select each object and you will notice that you have a new ribbon called grayscale to allow you to fine tune the settings for each object on all of your slides



### To Print Grayscale

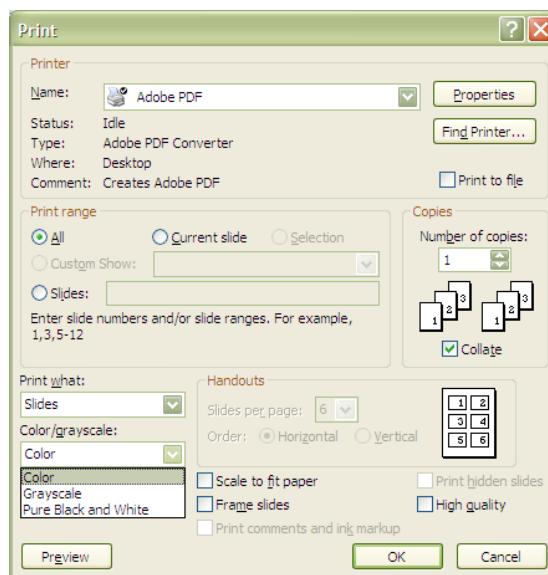
The settings above are purely for onscreen while building your presentation they have nothing to do with the running of the presentation or the printing of it.

If you want your presentation to print in Black and White, the Colour/Grayscale option in the Print dialog box (File, Print) will convert your presentation to grey scale as it prints. The Pure Black and White option in the Print dialog box will print all colours as black or white only.

#### ► To print grayscale/black and white

##### Mouse

1. Click on the OFFICE BUTTON and select PRINT from menu to call up the PRINT dialog box.
2. To the bottom left of the dialog select the COLOUR/GRAayscale type you wish to print in from the drop down box.
3. Click OK to print in that colour format



## 4.4 Slide Show View

### Viewing A Slideshow

Instead of having OHP transparencies produced you can show your presentation directly from your computer, using the electronic slide show. You can show the presentation on the computer monitor or use an LCD panel and project the show onto an overhead screen.

Slides fill the whole screen and display exactly as formatted. As you click with your mouse or press ENTER on your keyboard you will automatically be taken through each slide.

Furthermore you can incorporate a range of extra features such as transitions (the way one slide makes way for the next) and animated build effects (which allow objects such as text and graphics to “fly” onto the slide in different ways). You can also include movies and sounds in your presentation as well as buttons which allow the user to branch from one slide to another. Transitions and Animations will be detailed in later sections.

*When choosing the slide show button at the bottom left of your screen, your slide show is started from the slide you have selected. However, when starting the slide show from View, Slide Show you will always be started from the first slide in the presentation.*

#### ► To view a slideshow presentation

##### Mouse

1. Go to the view ribbon and select slideshow from the presentation views group.

Or

2. Use the slideshow button from the status bar view icons

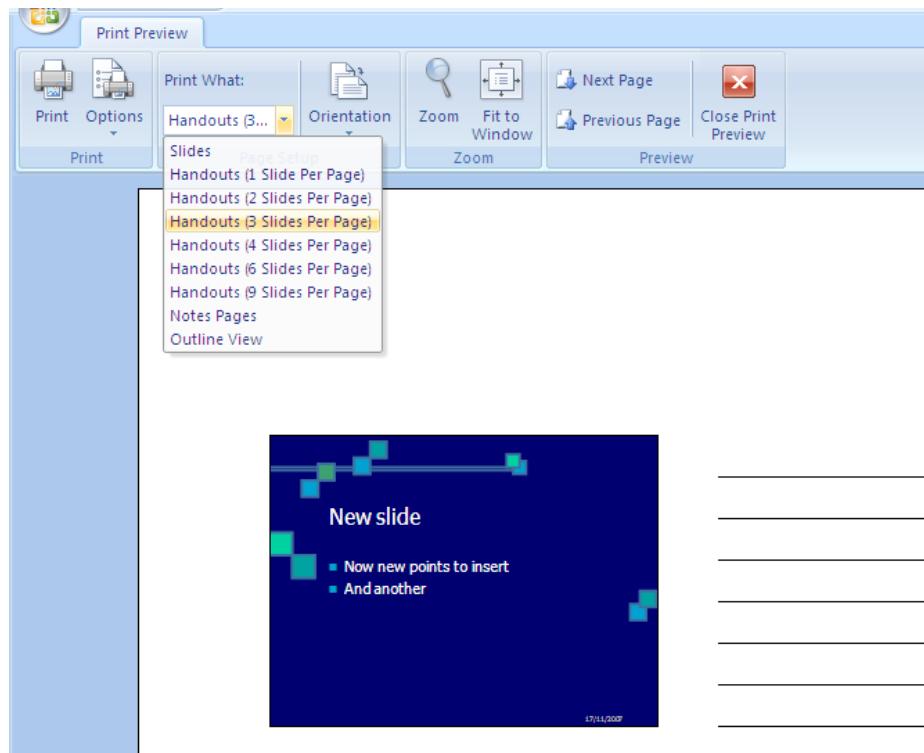
Or

##### Keyboard

1. Press the F5 key
2. Use the left mouse click or ENTER key to move through to the end of your presentation.
3. The ESC key will end your presentation at any time.

### Print Preview

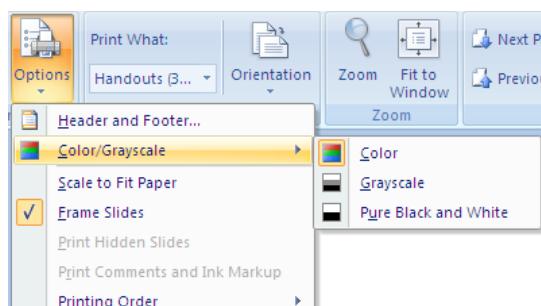
PowerPoint 2007 gives you the ability to preview the way your slides will look before they are printed out on paper.



► To use print preview

Mouse

4. From the OFFICE BUTTON choose PRINT then PRINT PREVIEW.
5. Use the NEXT PAGE and PREVIOUS PAGE buttons to advance through your slides.
6. You can choose other options for what to print e.g. handouts with three slides per page, by choosing a new option from the PRINT WHAT box by clicking on the drop down arrow.



7. You can choose other printing options by clicking on the OPTIONS button on the menu. e.g. to create a frame around each slide choose FRAME SLIDES. The SCALE TO FIT PAPER option will resize your slides for printing on A4 paper.
8. To return to your previous view after working in Print Preview, click on the CLOSE button.

# Section 5 Formatting Slides

The following are covered in this section:

- Selecting Placeholders and Text
- Formatting Text
- Formatting Backgrounds
- Formatting Numbered and Bulleted Lists
- Changing Case
- Format Painter

The advertisement features three diverse students (two women and one man) holding up a large globe, symbolizing global education or environmental awareness. To the right, a yellow ribbon banner proclaims "#1 in eco-friendly attitude". The text "STUDY AT LINKÖPING UNIVERSITY, SWEDEN" is prominently displayed, followed by "RANKED AMONG TOP 50 UNIVERSITIES UNDER 50". A call-to-action button says "Click here!". The Linköping University logo is at the bottom right.

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→ **Click here!**

 **Linköping University**

## 5.1 Selecting Placeholders And Text

In order to change the appearance of text, it is firstly necessary to select or highlight either the text or the placeholder that the text sits in. There are a number of different methods used for selecting the text.

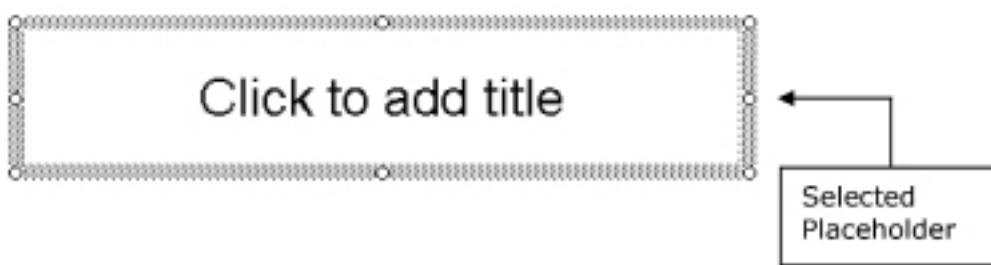
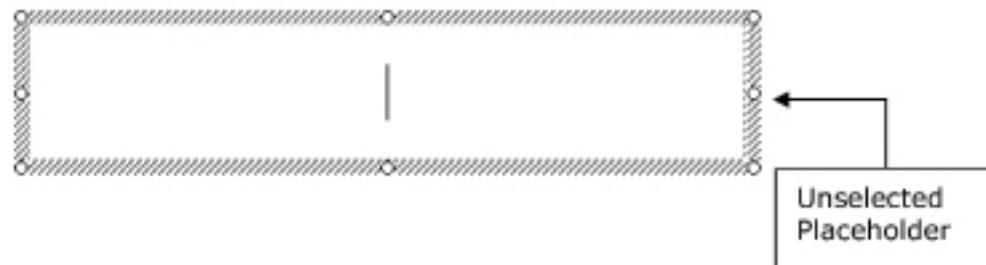
### Selecting Placeholders

Selecting the entire frame or placeholder is a very quick, efficient and consistent method of selecting text. Any formatting applied to a selected place holder will format all text sitting in the place holder

#### ► To select the Placeholder:

##### Mouse

1. Click into the text to be formatted.
2. Click on the shaded border of the text box. This will change the pattern of the border line to indicate that all text in it is selected.



##### Or

##### Keyboard

3. Click into the text to be formatted.
4. Press CTRL A.

## Selecting Text

You may apply different formatting to different parts of text within the one place holder or frame.

- To select some of the text in a box:

Mouse

1. Click into the text to be formatted.
2. Click and drag through text to select it.



- To select text by paragraph:

Mouse

1. Click into the text to be formatted.
2. Triple click in the text to select a paragraph and any second, third, fourth and fifth level paragraphs below it.



## 5.2 Formatting Text

Text formatting allows you to change the font, size, colour and style of your text. Using similar formatting across your Word, Excel and PowerPoint documents helps to present a consistent and professional corporate image. Don't forget, in order to format text, it is firstly necessary to select it.

The HOME ribbon contains a variety of different options for formatting text on a slide.

The FORMAT ribbon contains many options for changing the appearance of text radically or of formatting the whole placeholder

## Text Formatting Using The Home Ribbon

- To format text using the home ribbon:

Mouse

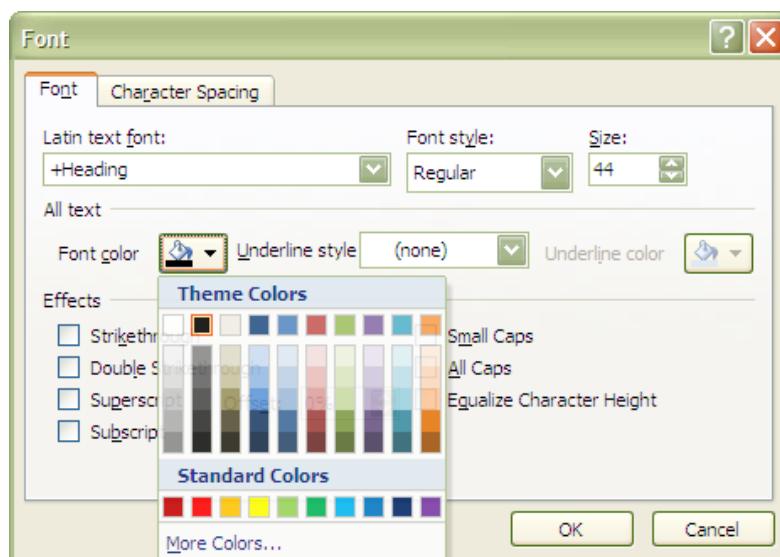
3. Select the text you want to format.

Either

4. Use the buttons on the home ribbon to change many aspects of the font style.

Or

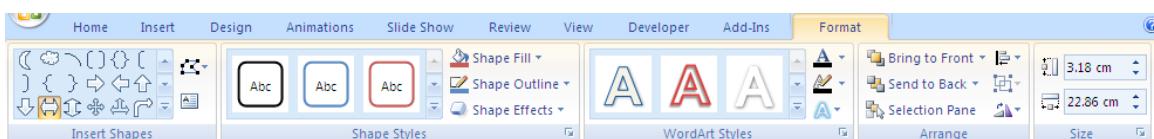
5. Use the dialog box launcher on the font group



6. Set the options for FONT, SIZE, COLOUR and EFFECTS. Choose from Effects such as SUPERSCRIPT and UNDERLINE.
7. Click on OK.

*Colours offered are from your Colour Scheme, to use additional colours choose the More Colour option.*

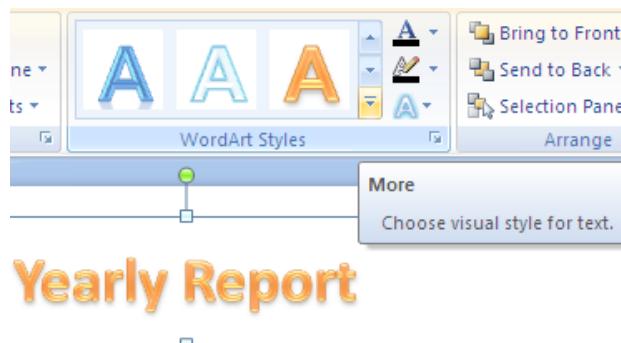
## 5.3 Text Formatting Using The Format Ribbon



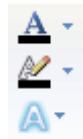
For more advanced and drastic formats, you can make use of the Format ribbon.

► To apply formats using the Format Ribbon

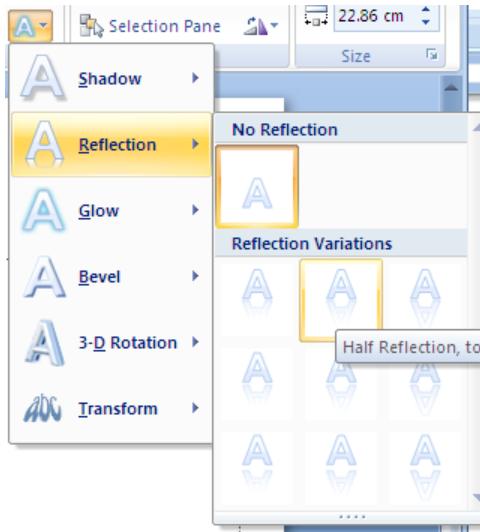
Mouse



1. Select the placeholder you want to format
2. Click on the FORMAT ribbon.
3. In 2007 the placeholder text is easily formatted as wordart by selecting one of the wordart styles in that group



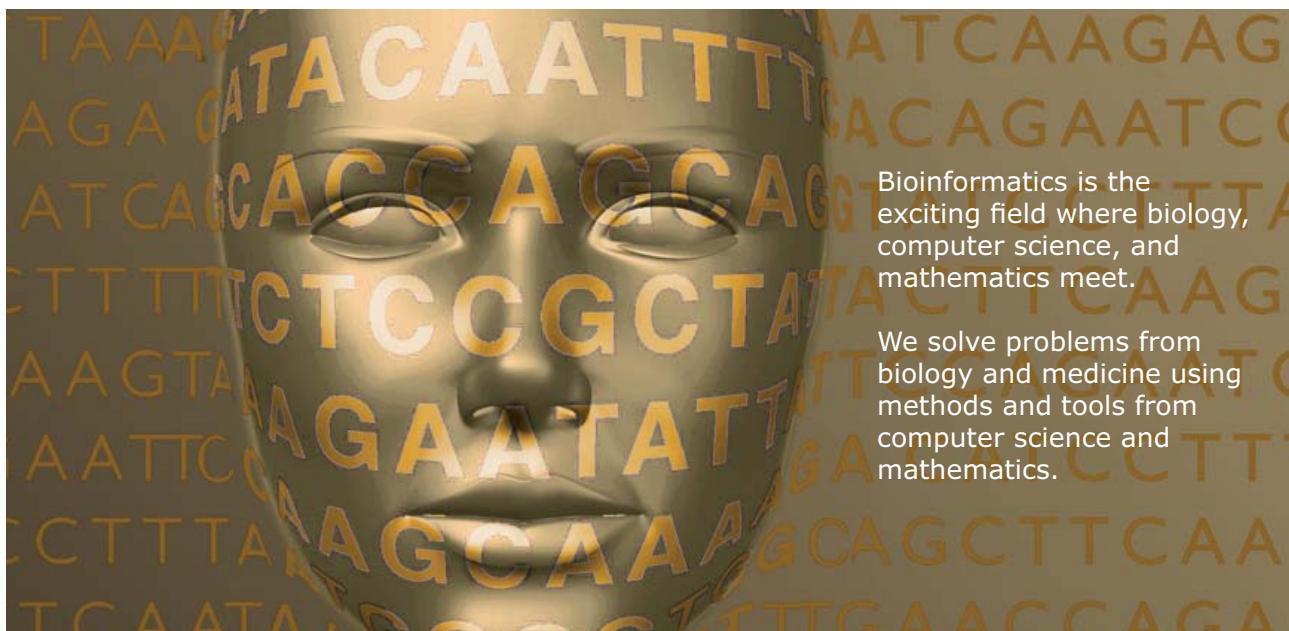
4. The buttons with drop down arrows to the right of the wordart group allows the changing of color, border colour or style of text. Clicking on the drop down arrow to the right of each button. Allows a selection to alter your text to your satisfaction.
5. The text style button allows dramatic changes to your text for a highly professional look to your text. You may change the attributes for all aspects of your text:



- The shadow
- Reflection
- A glow
- The bevel
- 3-d rotation
- Transformations



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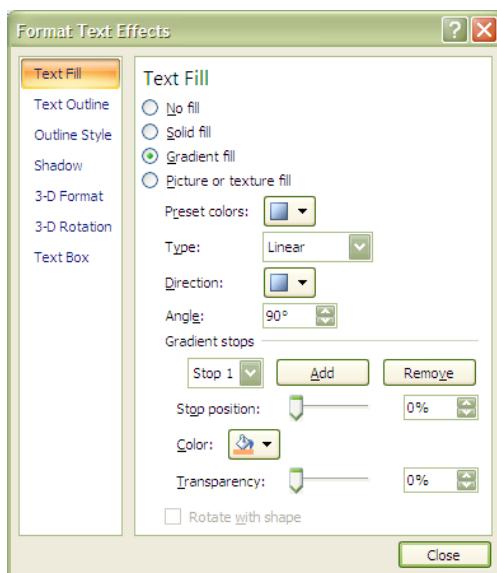
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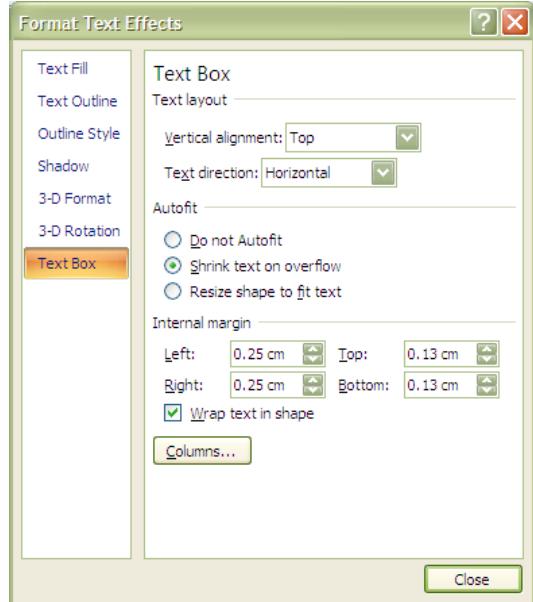
6. After making choices from all of these options your text may appear as below.

The image shows a slide with the text "Yearly Report" in a large, bold, orange font. The text has a drop shadow effect, appearing twice in a slightly darker shade of orange. The background of the slide is white.

7. Further text effects and OPTIONS may be achieved by clicking on the DIALOG BOX LAUNCHER from the WORDART STYLES group and making further changes to your text options from the FORMAT TEXT EFFECTS dialog which offers many options that will allow you to refine your initial choices from the preset menu's. Such as :



- Text fill
- Text outline
- The text outline style
- 3-d format of the text
- It's rotation
- Text box options shown in the following dialog.



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## The Format Painter

The Format Painter is a tool that you can use to copy all the formats from one area of text to another. This is particularly useful when you have spent time formatting one placeholder and you decide that you would like to apply the same formatting to another placeholder – rather than reapplying the formats again manually, one by one, you can paint them in to the new placeholder or text with the Format Painter.

### ► To paint formats:

#### Mouse

1. Select the placeholder or the text that contains the formatting that you want to use.
2.  Click the FORMAT PAINTER button from the HOME ribbon. Your mouse pointer will change to display a paintbrush next to the selection pointer
3. Select the placeholder you want to apply the formats to by clicking on it. As soon as you release the mouse, the format will appear.

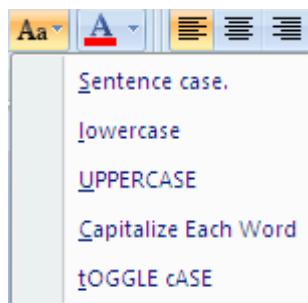
*The **FORMAT PAINTER** will paint the formats from your chosen placeholder and will then turn off. You can keep the **FORMAT PAINTER** turned on to enable the painting of multiple placeholders by double clicking on the **FORMAT PAINTER** instead of single clicking as above. To turn the format painter off when finished, press **ESC** or click once on the **FORMAT PAINTER** button.*

## Changing Case

If the case of the letters is wrong, rather than deleting and re-typing in the correct case, you can use the following formatting option.

### ► To change text case:

#### Mouse



1. Select your text.
2. Select the drop down arrow next to the CHANGE CASE button in the FONT group on the HOME ribbon
3. Choose desired case.

*Once your text is selected you can also use **SHIFT + F3** to toggle between Upper, Lower and Sentence case.*

## Formatting The Placeholder

The placeholder itself can be formatted further by using the options on the FORMAT ribbon in the SHAPE STYLES group.

### ► To format a placeholder

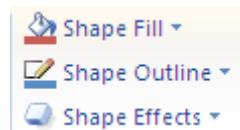
#### Mouse

1. Use the preset styles by clicking on the drop down arrow to the bottom right of the viewable preset styles and make a selection from the displayed options



#### Or

2. Use the drop down arrows to right of the three buttons in the shape styles group to define your own choices for the:



- Shape fill.
- Shape outline.
- Shape effects.

#### Or

3. Use the DIALOG BOX LAUNCHER to bring up a similar dialog as we did for the text effects but THESE options are specifically for the placeholder shape and as you can see from the title the dialog is called FORMAT SHAPE.
4. When you have selected the desired options form the various categories displayed (which are immediately applied) click on CLOSE.
5. Your placeholder may appear as below.

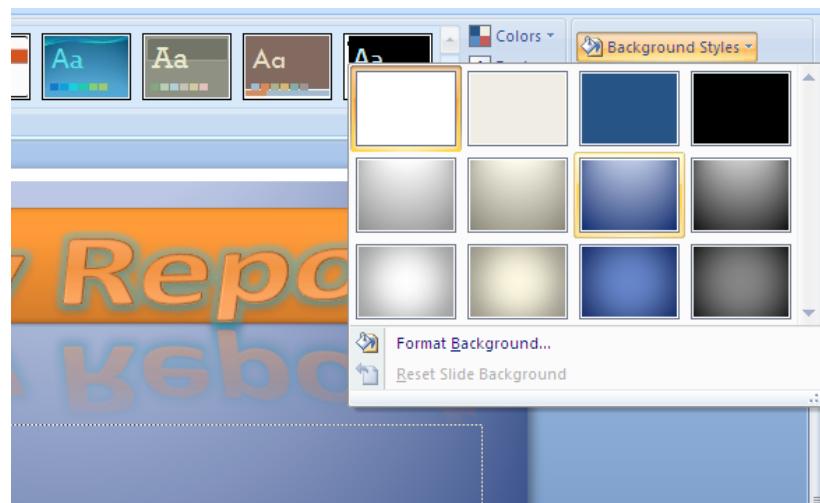


## Formatting Slide Backgrounds

The background colour of all new slides is, by default, white. It is possible to apply a different colour, graded fill colour, pattern, texture or picture, which will override the default setting. The change applies to all slides that follow the design template of the currently selected slide

### ► To change the background formatting

1. On the DESIGN ribbon, click on the BACKGROUND STYLES button from the BACKGROUND group.  
Make a choice from one of the preset options displayed.

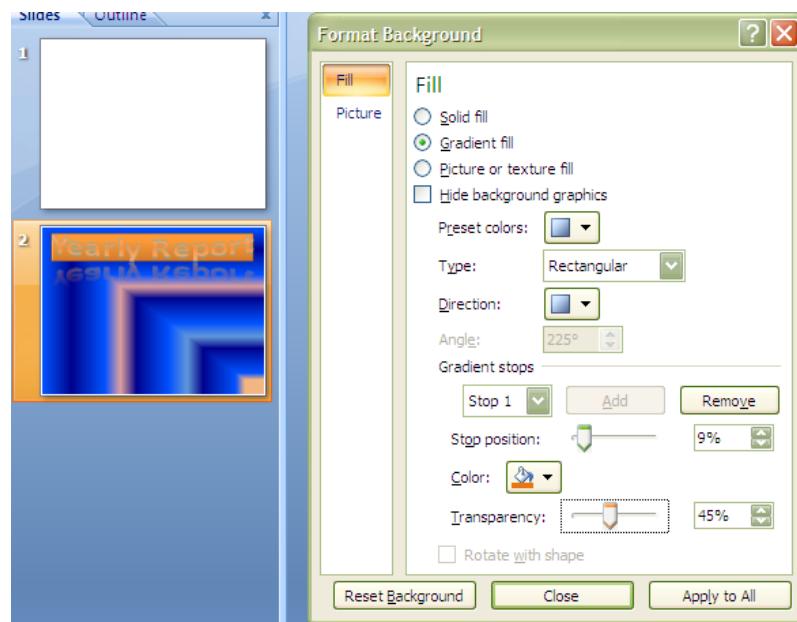


### Or to use a dialog

2. On the DESIGN ribbon, click on the BACKGROUND STYLES button from the BACKGROUND group.  
Select format background.

Or

3. On the DESIGN ribbon, click on the DIALOG BOX LAUNCHER from the BACKGROUND group. A dialog appears.



4. Make selections from the FILL category or click on the PICTURE category to select a picture for your background. When all desired selections have been made click CLOSE.

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**DO NOT CLICK **APPLY TO ALL** THIS WILL BE DISCUSSED LATER**

*A picture you use as a slide background will be stretched to fill the slide background area. If it is not of suitable proportions it will be distorted.*

*You can insert many popular graphics file formats into your presentation including Enhanced Metafile (.emf), Joint Photographic Experts Group (.jpg), Portable Network Graphics (.png), Windows Bitmap (.bmp, .rle, .dib) and Windows Metafile (.wmf) graphics. To insert other file formats you will need to install additional graphic filters.*

## 5.4 Formatting Numbered And Bulleted Lists

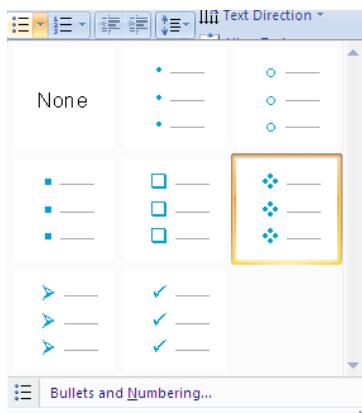
The bullets that PowerPoint assigns when you switch them on or use a bulleted list auto layout are controlled by the slide master template. You can however choose different bullet symbols if you wish. This can be done on each individual slide or for all slides on the master. However in this section we will deal with just formatting them on the slides themselves as slide masters will be dealt with later.

### Formatting A Bulleted List

#### ► To change bullet symbols:

##### Mouse

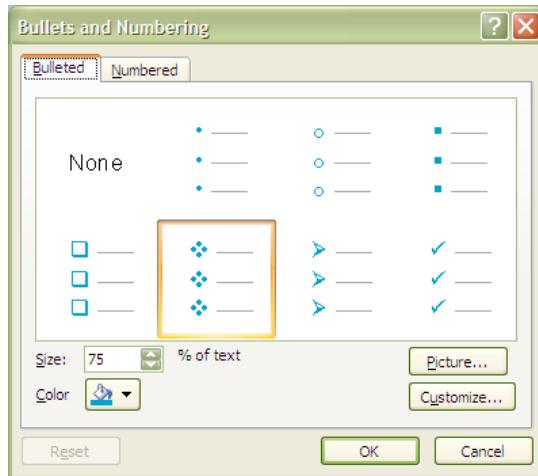
1. Select the place holder to format all bullets or click in a paragraph to change just an individual bullet.
2. On the HOME ribbon in the PARAGRAPH group use the drop down arrow to the right of the BULLETS button.
3. Make a selection with the left mouse button by clicking on the bullet format you want.



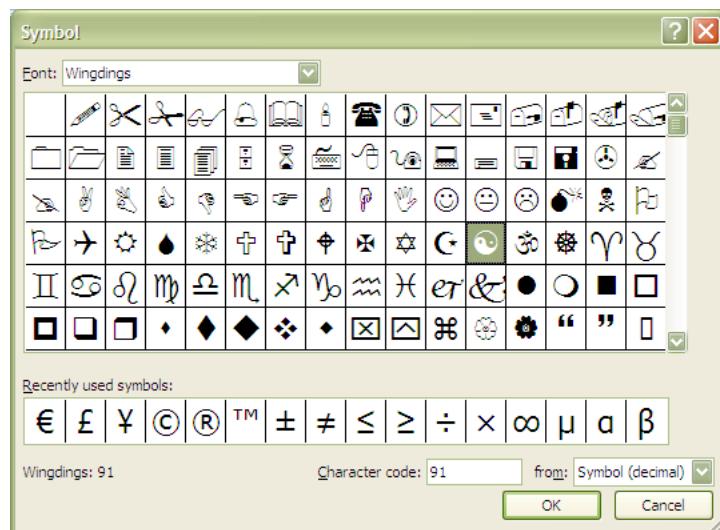
##### Or

1. On the HOME ribbon in the PARAGRAPH group use the drop down arrow to the right of the BULLETS button and select BULLETS AND NUMBERING at the bottom of the displayed options. A dialog will appear.

2. Make a selection of bullet type, size and colour before clicking ok



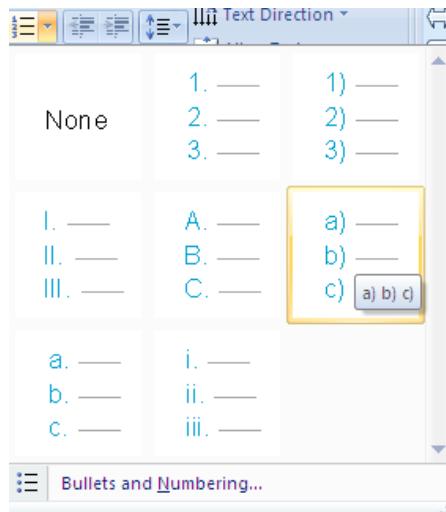
3. For further options or to choose a different style of bullet then you could click on CUSTOMISE which opens a further dialog to select the bullet from a selection of fonts.
4. To select a symbol from a different font change the FONT prompt in the top left of the dialog box.
5. Click on your chosen bullet point and click on OK.



You will find a good choice of symbols in the **WEBDINGS**, **WINGDINGS** and **MONOTYPE SORTS** fonts.

### Formatting A Numbered List

The numbers that PowerPoint assigns when you switch them on or are controlled by the slide master template. You can however choose to edit the numbering if you wish.



► To change Number Styles:

Mouse

1. Select the placeholder to format all numbering or click in a paragraph to change just an individual numbered item.
2. On the HOME ribbon in the PARAGRAPH group use the drop down arrow to the right of the NUMBERING (LIST) button.

## Trust and responsibility

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Inés Aréizaga Esteva (Spain), 25 years old  
Education: Chemical Engineer

– You have to be proactive and open-minded as a newcomer and make it clear to your colleagues what you are able to cope. The pharmaceutical field is new to me. But busy as they are, most of my colleagues find the time to teach me, and they also trust me. Even though it was a bit hard at first, I can feel over time that I am beginning to be taken seriously and that my contribution is appreciated.



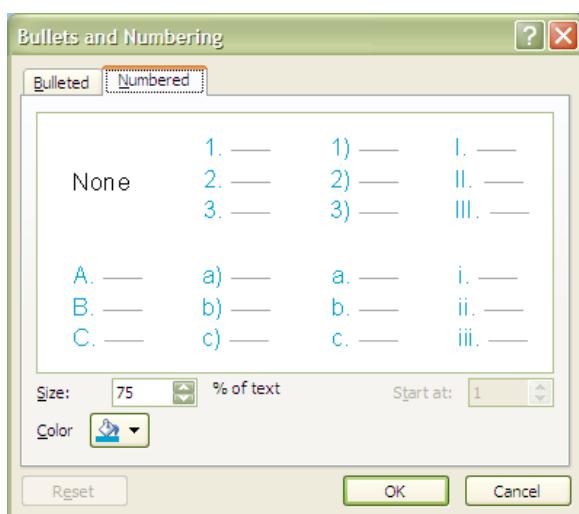
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3. Make a selection with the left mouse button by clicking on the numbering format you want.

Or

4. On the HOME ribbon in the PARAGRAPH group use the drop down arrow to the right of the NUMBERING (LIST) button and click on the BULLETS AND NUMBERING selection at the bottom of the displayed options a dialog appears.
5. Select a STYLE OF NUMBERING, SIZE and COLOUR before clicking OK
6. To change the colour, click the arrow next to COLOUR, and either select a COLOUR from the displayed choices — which represent the current colour scheme — or click MORE COLOURS for additional choices
7. Click on OK.



# Section 6 Objects

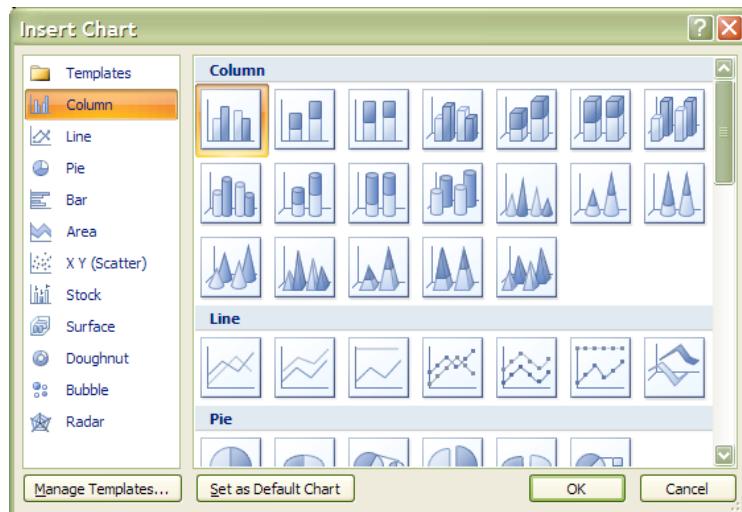
By the end of this section you will be able to:

- Create and edit a chart
- Insert and use quick parts
- Use smartart
- Insert and format shapes
- Insert and format pictures and clipart
- Work with photoalbums
- Insert, format and work with tables

## 6.1 Charts

Charts in powerpoint 2007 are very different from earlier versions and for the most part it is just like working in excel. In fact the underlying datasheet IS excel and when you select the data or edit the data you will be working in the underlying spreadsheet. The charting program is exactly the same otherwise as you would find in excel.

An embedded chart appears on the worksheet where it was created. It is an embedded object, which does not normally appear in its own window, and has no separate existence apart from the slide



### Chart Elements

#### Some chart elements to be aware of.

Chart Element	Description
Titles	This is the area where you can specify the titles to have on the chart (i.e. X-axis "1998", Z-axis "GBP")
Axes	Here you specify whether you want a Y/Z axis and whether you are using timescales to plot your data
Gridlines	The gridline ribbon allows you to switch on and off horizontal and vertical gridlines
Legend	Use this ribbon to switch the legend on and off or reposition it
Data Labels	The Data Labels ribbon allows you to display the amount each point represents or display the label (i.e. in the example above, each cylinder would have Qtr1, Qtr2 displayed as appropriate at the top of each data marker)
Data Table	The Data Table ribbon will display a grid underneath the chart that will show the information that is being plotted.

## To Create A Chart

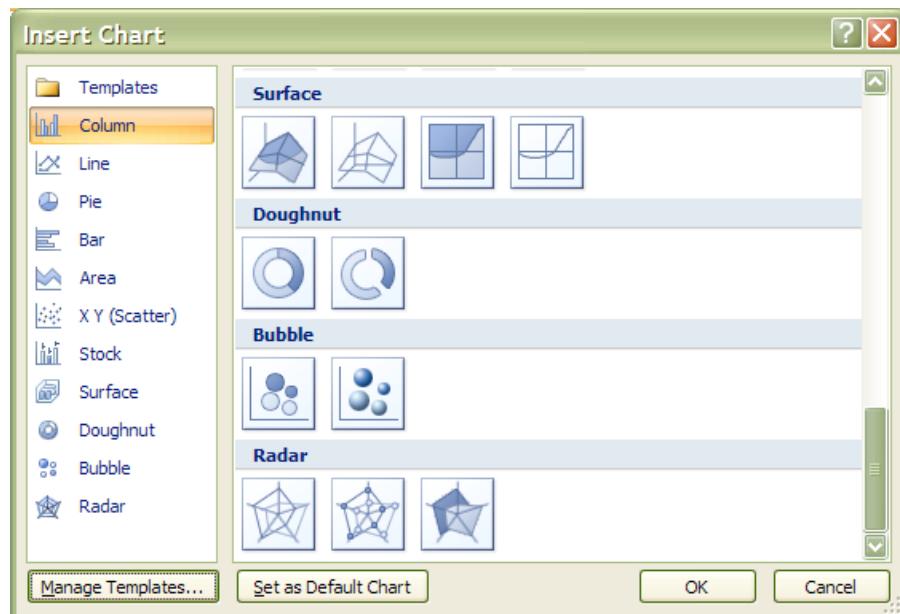
### ► To create a chart

#### Mouse

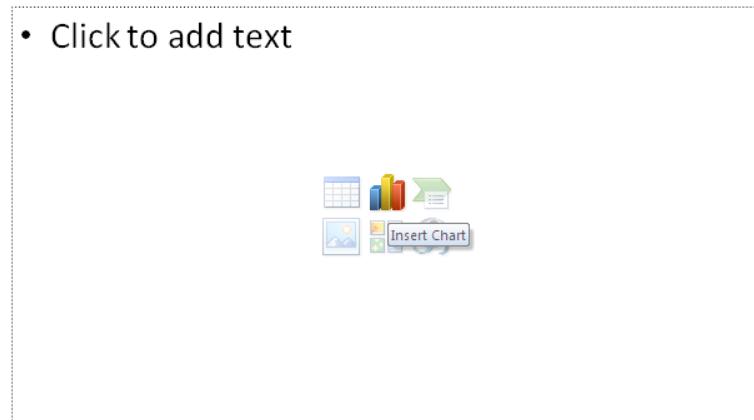
1. Go to the INSERT ribbon and click on the CHART button
2. The INSERT CHART dialog will appear to enable you to insert a chart type of your choice
3. Select the chart type you wish and click on OK.



#### Or



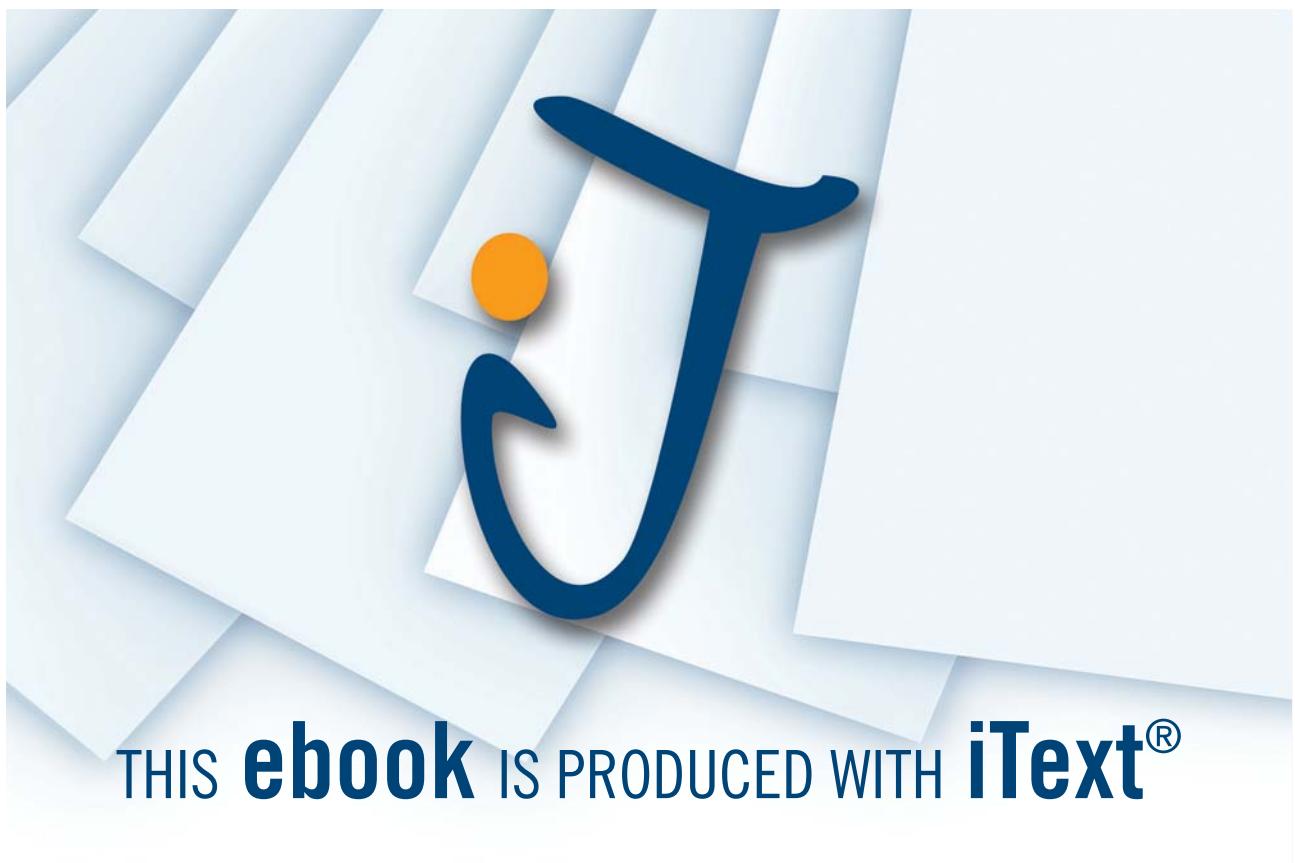
4. Click on the chart icon of a slide with a chart content



- Click to add text
5. The same INSERT CHART dialog will appear
  6. Make a selection and click OK.

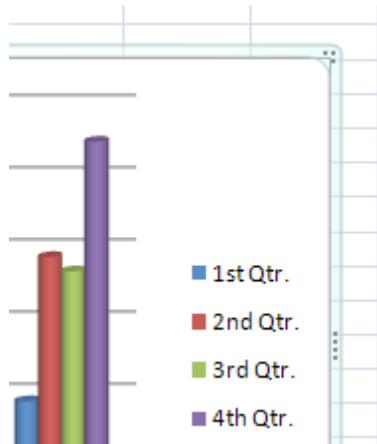
#### Moving And Resizing Embedded Charts

Once the chart object has been created and stored as an embedded object, you can move and resize it.



► To move an embedded chart:

Mouse



1. Move mouse over the chart frame border your mouse cursor should have a four pointed black arrow
2. Click on the chart frame border and hold the mouse button down as you drag. Release the mouse when the chart is in the desired location.

► To resize an embedded chart:

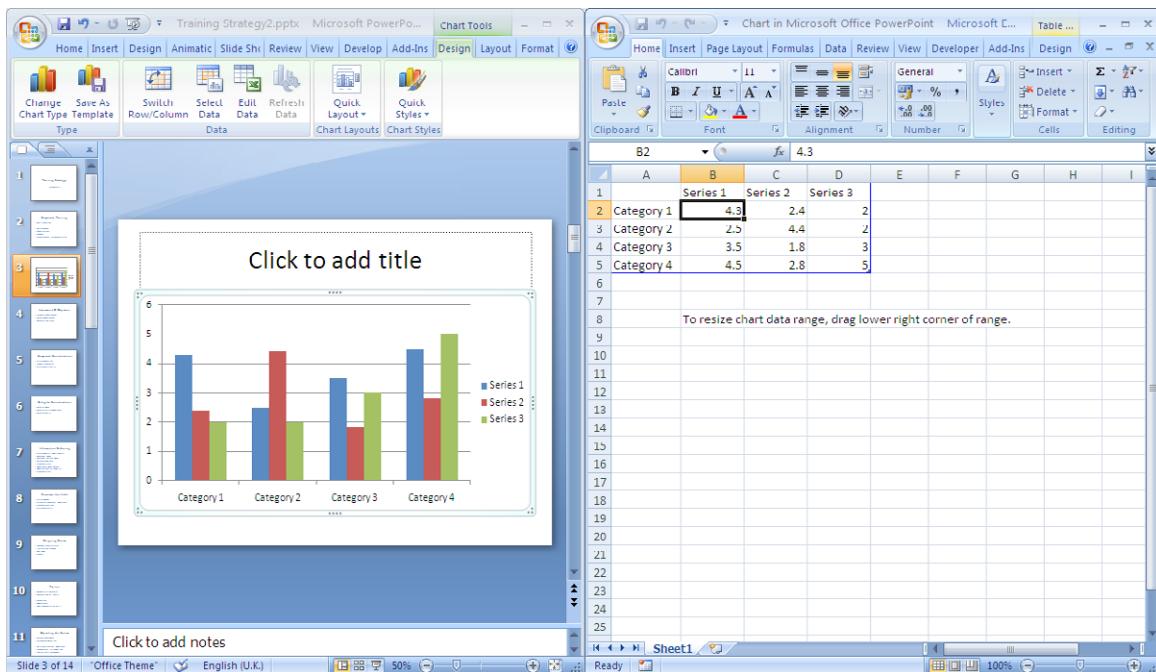
Mouse

1. Move your mouse over the dotted handles on the Chart frame border.
2. The mouse cursor should change to a double arrow.
3. Click and Drag up, down, left or right.

*Hold down the ALT key if you wish the chart to resize by snapping to the cell gridlines*

### Data Layout

Depending on the “shape” of the data, Excel will assign categories and data series to either the rows or columns of information. Usually it will be assumed that there are more categories than data series, therefore, if there are more rows than columns of selected information, the data series will be based on columns, with the legend labels being picked up from the row across the top of the selected area and the category labels being picked up from the leftmost column:



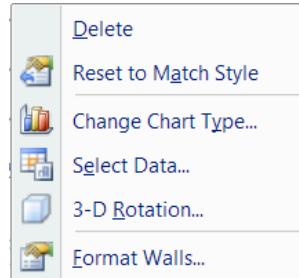
When building a chart in powerpoint, excel automatically inputs some default data to give your chart some “volume” The data can be edited at any time by clicking on the Edit data button in the data group of the design ribbon. Excel will open the underlying data in a separate spreadsheet and tile the two windows side by side.

You may click in the spreadsheet at any time in the underlying data and edit the values and labels. The data is surrounded by a blue line so when all your data has been pasted or typed you may need to resize the blue border so that it just includes the data you wish on the chart. DO NOT include any empty rows or columns as these will be reflected in the chart itself and ensure that all labels are included within the blue border if you wish them to appear on the chart.

### Shortcut Menu (Right Click)

You may be familiar with the Shortcut menus associated with the selected cell(s) on the Excel worksheet. When working on a chart clicking on the chart with the secondary mouse button will call up a Charting Shortcut menu.

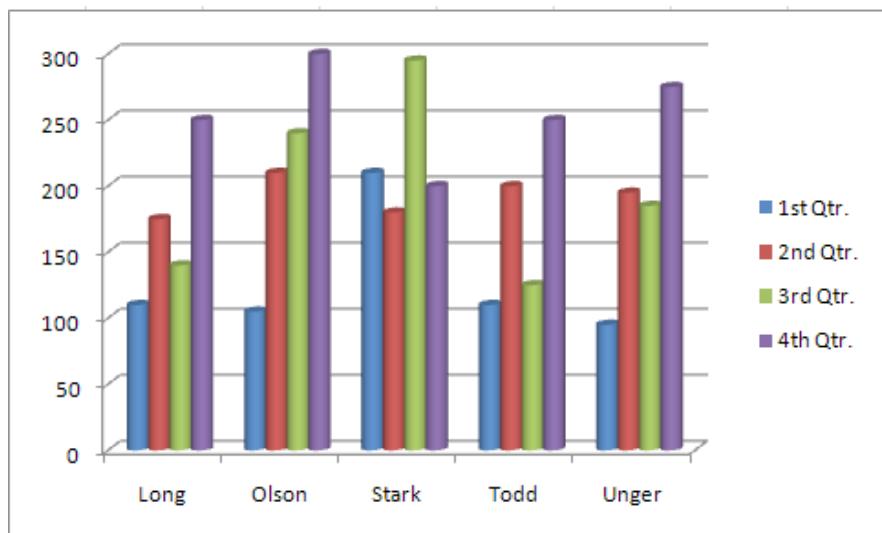
The Shortcut menu will contain a selection of choices from some of the Standard Menu bar options mostly relating to the chart as an embedded object - almost like a graphic on the worksheet.



► To enter or edit data

Mouse

1. On the DESIGN tab, in the DATA group click on the EDIT DATA button.
2. Click on the spreadsheet that opens on the cells within the blue border.
3. Type in new values for the labels and the data.
4. Move your mouse to the bottom right of the blue border until you mouse cursor changes to a double pointed arrow
5. Resize the blue border to encompass all of the your entered data.
6. As your new data is entered your chart in powerpoint will adjust automatically to display your new values.
7. Close the spreadsheet WITHOUT SAVING.



## Chart Types

There are several different types of chart available within Excel. The type to choose will vary depending on the data involved and what information the chart is intended to convey or highlight. Practice will improve your instinct on which type of chart to use in each instance. Initially it may be useful to try different types until the result is reasonably close to your requirements, and then add custom formats and elements as desired. Some chart types are very specialised and may only be of use to particular business sectors.

### Available Types Of Chart

Selecting any of the types listed will apply a given chart type to the active chart. The most useful types available and some of their applications have been summarised below:

#### Area





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Area charts can be 2 or 3-dimensional. They are used to compare the change in volume of a data series over time, emphasising the amount of change rather than the rate of change. Area charts show clearly how individual data series contribute to make up the whole volume of information represented in the graph.

### Bar

Bar charts can be 2 or 3-Dimensional. They are used to show individual figures at a specific time or to compare different items. Categories are listed vertically, so that bars appear on the horizontal, thus there is less emphasis on time flow. Bars extending to the right represent positive values while those extending left represent negative values.



### Column

Column charts can be 2 or 3-Dimensional. They are frequently used to show variation of different items over a period of time. Categories (often days or months for example, representing a progression of time) are listed horizontally and columns are displayed side by side, making for easy comparisons. Two variations on the theme of Column charts are represented by further tools on the Chart toolbar. The Stacked Column chart can be used to show variations over a period of time, but also shows how each data series contributes to the whole. A further variation on the 3-D column chart produces 3-D columns in a 3-D plot area, receding away from the viewer.\



### Line

Line charts can be 2 or 3-Dimensional. Line charts are used to compare trends over time. There are similarities with Area charts, but line charts tend to emphasise the rate of change rather than volume of change over time. 3D lines appear as "ribbons" which can be easier to see on the chart.



Pie

Pie charts can be 2 or 3-Dimensional. They are used to compare the size of the parts with the whole. Only one data series can be plotted, making up 100%. Pie charts within their own window can be made to “explode” by dragging one or more pieces of pie away from the centre.

Radar

Each category in a radar chart has its own axis radiating from the centre point. Data points are plotted along each spoke, and data points belonging to the same series are connected by lines.



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Jane, Chinese architect

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A large advertisement featuring a woman smiling. To her left is a quote from Jane, a Chinese architect, about learning English. To her right is a green speech bubble containing the text "ENGLISH OUT THERE". Below the woman is a call-to-action button with a hand cursor icon pointing to it, which reads "Click to hear me talking before and after my unique course download". At the bottom left is the website "bookboon.com".

### XY SCATTER CHARTS

XY charts are used to compare two different numeric data series, and can be useful in determining whether one set of figures might be dependent on the other. They are also useful if the data on the X axis represents uneven intervals of time or increments of measurement.



### 3-D Surface

3-D Surface charts present information in an almost topographical layout. They can be used to pinpoint the high and low points resulting from two changing variables. It can be helpful to think of a 3-D surface chart as a 3-D Column chart which has had a rubber sheet stretched over the tops of the columns.



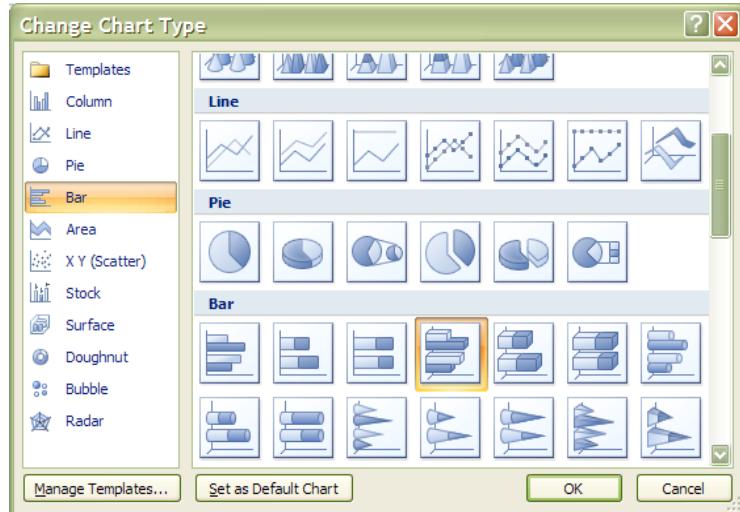
### Combination

A combination chart allows you to overlay one 2-Dimensional chart type on top of another. This can be useful for comparing different types of data, or for charting data requiring two different axis scales. Once the combination chart has been set up, the actual type of the main or overlay chart can be changed by you.

#### ► To change the chart type:

##### Mouse

1. Click on chart to be changed.
2. Go to the TYPE group on the DESIGN ribbon. Click on the CHANGE CHART TYPE button. A dialog will appear.
3. Hovering your mouse over a chart type in the menu will bring up an explanation of that chart type
4. When you have chosen click once to select a chart type
5. Your chart will have changed



OR

6. Right click on the chart to call up the shortcut menu Click on CHANGE CHART TYPE
7. The INSERT CHART dialog will appear Select a type from the left hand section and a sub type from the right hand section. Click OK to change the chart type

### Default Chart Type

The default graph setting in Excel is set to a simple 2dimensional column chart, however you can change the default to any of the types offered within the chart type dialog.

► To set the default chart type:

Mouse

1. Go to the TYPE group on the DESIGN ribbon. Click on the CHANGE CHART TYPE button. A dialog will appear
2. Select a type from the left hand section and click on the specific format that you want the chart to have from the gallery of pictures on the right.
3. Click the SET AS DEFAULT CHART button.
4. New charts created from now on will use the default format as defined by you when pressing F11

## 6.2 Formatting Charts

There are several different ways of formatting the various elements in a chart. Some formats, such as adding a legend can be applied to a chart using the following sections

Calling up the Shortcut menu on a Chart will also allow you to access the dialog boxes which can be used to change formatting on the entire chart.

### Design Ribbon

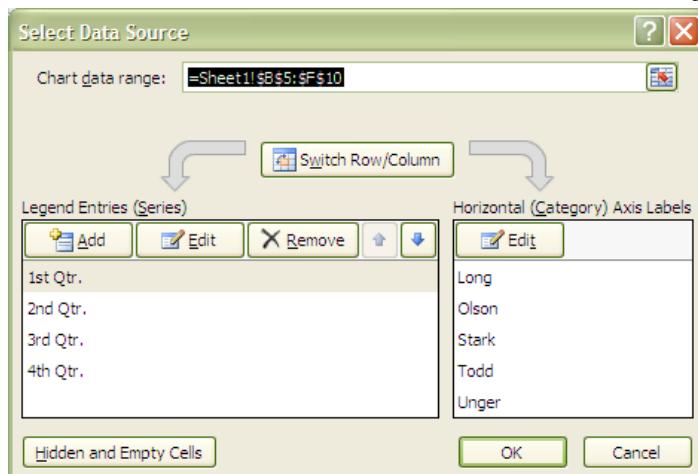
The DESIGN ribbon is to change some very basic aspects of your chart globally for the chart we have already looked at changing the chart type. We will look at creating some of our own later on



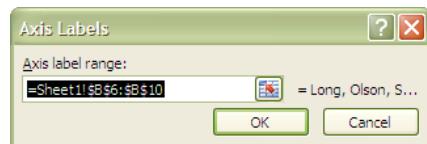
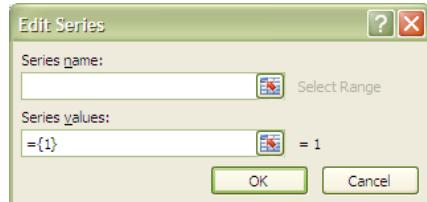
- To add or remove a series or category.

#### Mouse

1. Click on the Chart.
2. Click on SELECT DATA in the DATA group the SELECT DATA SOURCE dialog will appear above the excel spreadsheet as it opens.
3. In the LEGEND ENTRIES (SERIES) box click on ADD the EDIT SERIES dialog will appear.



4. In the series name box select the cell that holds the series Label
5. In the series values box select the range of cells that will make up the data for that series.
6. Click OK



7. In the HORIZONTAL (CATEGORY) AXIS LABELS box click on EDIT
8. The AXIS LABELS dialog will appear
9. Reselect the range that will include any new category labels.
10. Click OK. and OK again to apply the new data to your chart.

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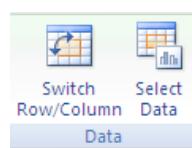
► To delete a series

Mouse

1. Click on the Chart.
2. Click on SELECT DATA in the DATA group the SELECT DATA SOURCE dialog will appear
3. Select the series you wish to delete.
4. Click on DELETE the series will be removed.

► To delete a category

1. Click on the Chart.
2. Click on SELECT DATA in the DATA group the SELECT DATA SOURCE dialog will appear



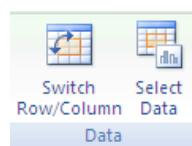
3. Click on the SWITCH ROW/COLUMN button. What was a category has now become a series
4. Now delete series as previously explained.
5. Click on the SWITCH ROW/COLUMN button on the dialog box. What were series have now become categories with the category you wished, removed.

**Switch Rows And Columns**

► To switch between rows and columns

Mouse

1. Click on the Chart.
2. Click on SELECT DATA in the DATA group the SELECT DATA SOURCE dialog will appear
3. Click on the SWITCH ROW/COLUMN button. What was a category has now become a series



OR

Mouse

1. Click on the Chart.
2. Click on the EDIT DATA button in the DATA group of the DESIGN ribbon.
3. When the excel spreadsheet opens click in the data.
4. Click on SWITCH ROW/COLUMN in the DATA group
5. Your data has now switched rows to columns
6. This facility may not be available if multiple data ranges have been selected for your chart especially if they are different sizes from different locations.

**Changing The Chart Layout**

As discussed earlier a chart is made up from many elements that can be turned on or off depending on the type of chart or arranged in different places on the chart. To change the layout swiftly instead of laboriously changing each element the change layout tool allows some quick global options.

► **To change the chart layout**Mouse

1. Click on the drop down arrow on the CHART LAYOUT group
2. Select a chart Layout
3. The layout is applied

**Chart Styles**

A chart style is mainly a theme of formatting for your chart using the existing elements of your chart There are some very exciting colour schemes in this feature

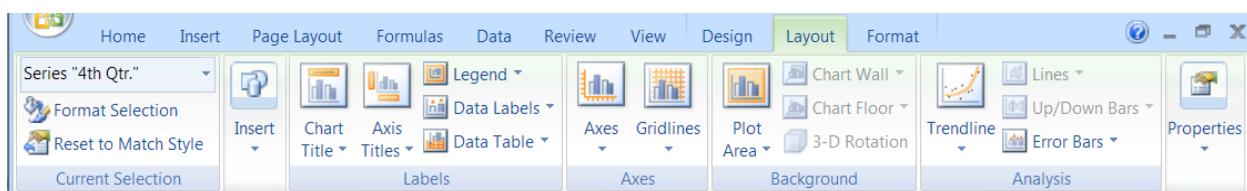
► **To apply a chart style**Mouse

1. Select chart
2. Click on the drop down arrow to the right of the CHART STYLES group.
3. Select a chart style
4. Your chart should now adopt the style chosen.

*If the chart style is not to your liking apply another style following the same method until you have a style close to what you wish. We will look at formatting the various elements in a later chapter to achieve exactly what you want*

## Layout Ribbon

The Layout ribbon allows us to format, add or remove various elements of a chart. Some tools are only available, however for certain types of chart. E.G. you cannot apply 3D rotation to a 2D chart.



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## Formatting Chart Elements

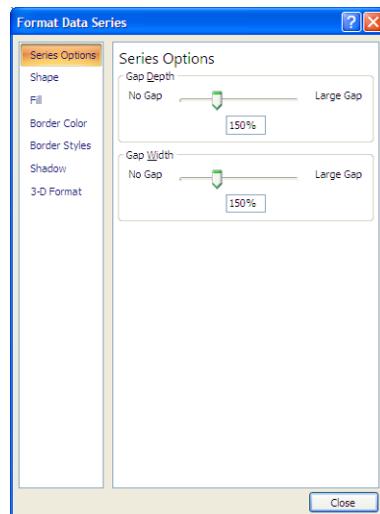
- To select and format a chart element.

### Mouse

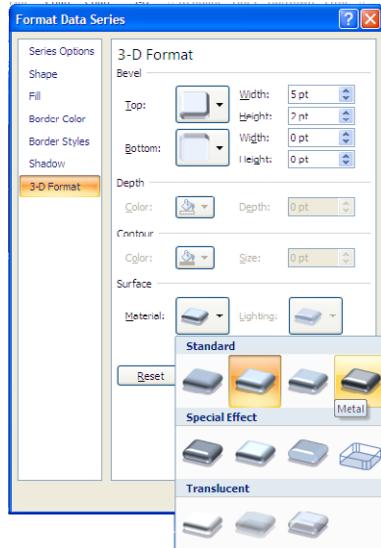
1. Go to the LAYOUT ribbon.
2. To select an element of your chart, click on the drop down arrow to the right of top box in the CURRENT SELECTION group.
3. Click on a chart element. That element will be selected



4. Click on FORMAT SELECTION in the CURRENT SELECTION group, the following dialog will appear.



5. The left hand section of the dialog will give the various categories of how you may format your selection  
(These options may vary depending on the selection.)
6. The right hand section contains the available formats for that category.

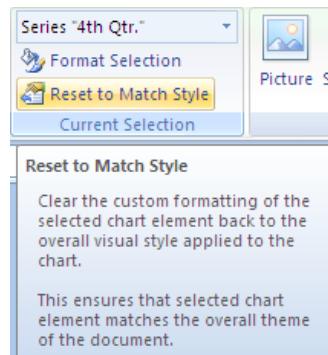


7. Clicking on each category and setting your format choices will immediately affect you chart.
8. When you are satisfied with your formatting choices, click CLOSE.

*Many of the options displayed in the category options section may involve other drop down boxes to make a selection. (see picture) if you move your mouse over these possible selections a help tip should appear to give you a description of that choice BEFORE actually making a selection. Any choice already applied will already be selected and have a different colour.*

### Resetting Custom Formats

When experimenting with various formats you may find it difficult to remember exactly what settings were applied to a specific element and therefore you would find it difficult to make it appear as it once was. Resetting the format of specific chart elements can be very useful.



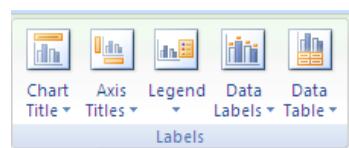
► To reset an element

Mouse

1. Make a selection of element to be reset
2. Click on RESET TO MATCH STYLE button on the CURRENT SELECTION group.
3. The selected element will revert back to the original format settings of the applied chart style.

### Adding, Removing And Formatting Labels

Information labels on your chart are very important on your chart especially if it is on a separate sheet. The LABELS group offers a selection of labels you may wish to show or hide on your chart. The chart layout choices previously explained uses a mixture of labels in different locations on your chart but you may wish to put specific labels on your chart and format them yourself and place them where you wish.



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**Month 16**  
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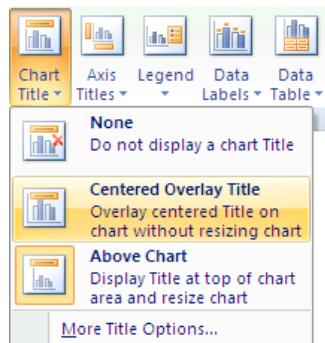
Real work  
International opportunities  
Three work placements





► To add or remove labels.

Mouse



1. Select the chart
2. Click on drop down arrow of type of label you wish to add or remove from the LABELS group.
3. Make a selection from choices present.
4. Label will appear or disappear dependant on choice

e.g.

5. Use the DATA LABELS button on the LABELS to write the values or the labels on the data markers.
6. Use the DATA TABLE button on the LABELS to add the plot data so that it is visible on the chart itself.

► To format labels

Mouse

1. Select label element from drop down box in the CURRENT SELECTION group as mentioned previously.
2. Click on FORMAT SELECTION in the CURRENT SELECTION group as mentioned previously.

To edit label text

Mouse

1. Select label as previously discussed.
2. Click within the label and delete and retype with the text you require.
3. Click off label

► To move or resize chart elements

Mouse



1. Make a selection of a chart element. (E.G. a label)
2. Handles will appear at each corner to show selection.
3. Moving mouse over label border should show a 4 pointed Black arrow. This appears to indicate that you are in the right position to click and drag to move the selected element.
4. Clicking within the label to edit the text the label will automatically resize to the size of the text entered

*Selecting an element like the PLOT AREA will allow a double black arrow when moving over a handle. Clicking and dragging will resize that element.*

## Axes

For various types of charts you may not wish to see both axes on the chart you are able to hide or show these axes dependant on your needs.



### ► To add or remove axes from chart

#### Mouse



1. Select chart if embedded.
2. Click on drop down button on AXES button on AXES group

3. Select PRIMARY HORIZONTAL or PRIMARY VERTICAL AXIS.

Make a selection from choices shown.

*Selecting more primary horizontal or vertical options opens the formatting dialog which would appear if you selected the axis and formatted it. Using the axes menu is best for turning it off or on.*

► To format the Category (X) Axis:

Mouse

1. Under TICK MARK TYPE, you may click on the appropriate option button to specify that tick marks on the axis will appear on the inside or outside of the axis line, cross the axis line, or not appear at all. Minor tick marks can also be included (click on the Scale... button to set the intervals for major and minor tick marks).
2. The TICK LABELS section allows you to dictate where the Labels associated with the selected axis will display. This can be at the High Values end of the axis, the low values end of the axis, next to the axis, or completely suppressed.
3. Use the SCALE ribbon to specify at where the value axis will appear, which categories are labelled and how many categories will appear between each pair of tick marks.
4. A series of boxes [a]use automatic positioning. The default setting is to have this box checked, which produces a Value Axis at the edge of a given category. Putting a value in the next box down will result in a Value Axis which cuts down the middle of a category. This will also affect the location of tick marks on the axis. Categories may be displayed in reverse order if desired, and the Value Axis may be required to cross at the last plotted category on the chart.
5. Use the ALIGNMENT category to specify the orientation of the category labels.

► To format the Value (Y) axis:

Mouse

1. Follow steps described above for the category axis.
2. The SCALE ribbon will have different options relating to the values on the axis.
3. From the SCALE ribbon, you may specify the Minimum and Maximum values to appear on the axis. The intervals to be used as Major and Minor units on the axis may also be set. You may dictate the point at which the value and category axes cross, whether or not the axes are plotted on a Logarithmic Scale, or whether to have the values plotted in Reverse order.

### Gridlines

Gridlines are the indicator lines that run across your chart to either divide up your categories or give visual help when deciding on a value for a data point more distant from the value axis. You may need more, or less of these, dependant upon your needs for accuracy or visual impact.

► To change gridline options

Mouse



1. Select chart
2. Click on drop down arrow on GRIDLINES on the AXES group.
3. Choose PRIMARY HORIZONTAL or PRIMARY VERTICAL GRIDLINES and make a selection from the choices given.

The advertisement features a collage of images related to business and technology, including a man at a desk, a modern building at night, and two women in an office setting. A grid overlay is applied to the right side of the collage. At the bottom left, the website [www.job.oticon.dk](http://www.job.oticon.dk) is displayed. The bottom right corner contains the **oticon** logo with the tagline "PEOPLE FIRST".

## Unattached Text

Floating text may be typed directly onto the Chart, then dragged to the desired position.

### ► To add floating text to a chart:

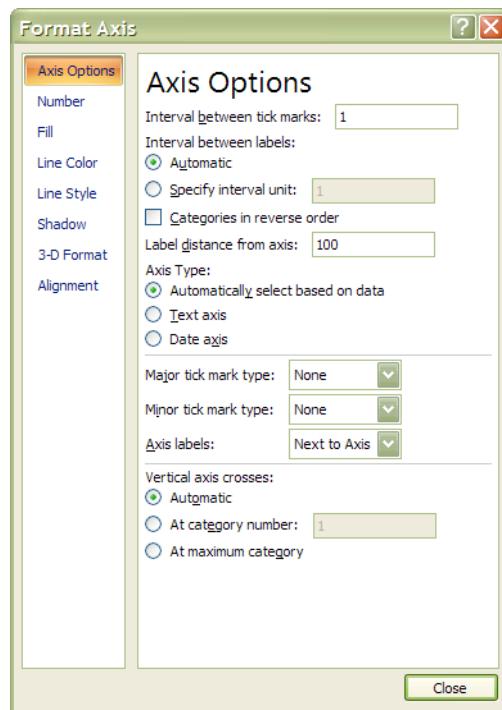
#### Mouse

1. Go to the INSERT ribbon and select the TEXT BOX button click on your chart and a text box will appear.  
Type required text, resize and format text box and drag to required location.

## Format Dialog

#### Element options

This category varies dependent on what is selected it may show axis, category or series options. For series options it allows you to change the width of the column or gap between the series. axis options allows you to specify widths and separation options where the axis begins and ends (if available)



#### Fill

Use the FILL category to specify background colours or designs.

### Shape

Use this category to set the shape for a selected element (series or data point if available)

### Borders

Select the BORDER colour to change the border colour and set a border

Set the BORDER STYLES category to add a border around the outside of the selected element

### Shadow

This option allows you to set the shadow depth , colour and direction for the selected element.

### 3-D Format

If you have a chart that has a 3-D format this category will allow you to change many aspects of the 3-D appearance such as the material, lighting, contour, depth and bevel.

Depending on the data being displayed, some data markers on a 3-D chart may be obscured. It is possible to adjust the view so that your data may be seen to its best advantage. You may influence the degree of elevation, perspective or rotation of your chart. A sample chart within the 3-D view dialog box reflects the new views as you change these factors.

Elevation and Rotation can be adjusted either by typing values into the appropriate sections within the dialog box, or by clicking on the arrow buttons displayed around the sample chart. The latter technique is obviously easier.

Elevation dictates the height from which you view the data. Ranging from 90°(above the plot area) to -90°(below the plot area), where 0° represents a view level with the centre of the plot area. With 3-D Pie Charts, the range varies from 10°, almost level with the edge of the pie, to 80°, looking down on the surface of the pie.

### 3-D Rotation

Selecting the plot or chart area will allow you to rotate your chart in any direction or change the perspective of your chart.

### Rotation

Rotation allows you to turn the graph on its vertical axis. The range goes from 0°to 360°, where zero views the chart from the front, 90°would view it from the side, and 180° would allow you to see it from the back - effectively reversing the order of the data series for the chart display.

### Perspective

Perspective can be changed to make the data at the back of a 3-D chart appear more distant. A perspective of zero means that the farthest edge of the chart will appear as equal in width to the nearest edge. Increasing perspective (up to a maximum of 100) will make the farthest edge appear proportionally smaller.

You may also affect the height of the graph in relation to its width and whether or not you want the axes to remain at right angles. This latter setting would preclude the use of perspective in 3-D charts. Auto-scaling allows Excel to scale a 3-D chart so that, where possible, it is similar in size to its 2-D equivalent.

### Font

The font for any selected textual element can be set on the HOME ribbon from the FONT group or right clicking on the highlighted text and using the mini toolbar.



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A woman wearing blue coveralls and safety glasses is working on a large metal pipe in an industrial setting.

### Formatting The Legend

The Legend can be selected and formatting like the other chart elements. The legend can be positioned manually simply by pointing and dragging it to a new position on the chart, but there are some preset positions which can be selected from legend button in the LABEL group.

*Note that the legend cannot actually be resized. Changing the font size will cause the size of the overall legend to adjust, but it cannot be resized by dragging on the selection handles. No chart element which shows white selection handles (rather than the usual white) can be resized by dragging. Dragging the legend to a new position on the chart will sometimes affect the shape of the legend and the size of the chart. The legend may be placed overlapping the chart. Note that the text appearing in the Legend box is picked up from the worksheet data. Edit the text on the worksheet in order to change the legend text (The legend may be deleted(hidden) by selecting it and pressing the Delete key on the keyboard.*

### Add A Series Manually

#### ➤ Other methods To add a new data series to a chart:

##### Mouse

1. Select the worksheet cells containing the relevant data (including the label to be used if labels were included in the original data).
2. Copy this data to the clipboard in the usual way.
3. Activate the chart by clicking on it and choose Edit, Paste. The data series will appear in the chart.

##### Or

1. Select the worksheet cells containing the relevant data
2. Drag and drop selected data onto chart.

*The added series will invariably come in as the final data series, but the order can be changed by you as outlined later in this document.*

### Charting With Blocks Of Data

As it is possible to select separate ranges in Excel, it is possible to produce charts based on non-contiguous data. This is vital if some of the information on the worksheet is to be omitted. There are some guidelines to be aware of however. The layout of data is important as was demonstrated at the beginning of this document. The selected ranges must amount to a regular block with consistent height and width measurements so that Excel can interpret it correctly, with categories and data series matching up. Once the data has been successfully selected, choose File, New and click on Chart before clicking on OK, or tap [F11]. An extension of this idea leads to the fact that ranges from separate worksheet files can be included in a single chart. Simply select the worksheet data to be included (subject to the layout provisos above), copy to the clipboard then paste them into the chart.

## 6.3 Illustrations

### Drawing

PowerPoint offers a wide range of drawing tools which allow you to create your own pictures to visually enhance your presentation. You also have a comprehensive Clip Art gallery of pictures which can be inserted into your slides.

## 6.4 Creating Regular Shapes

- To draw a shape

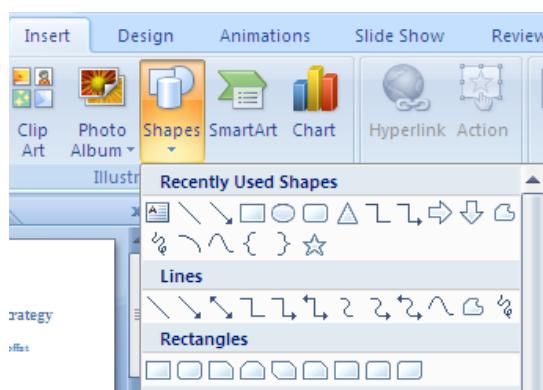
Mouse



1. In the DRAWING group on the HOME ribbon select a shape from the SHAPE gallery.

Or

2. Go to the ILLUSTRATIONS group on the INSERT ribbon and click on the SHAPES button to open the shapes menu.
3. To draw a shape, click on the shape to select it, then click on the slide at the top left corner where you want to start and drag the outline of the shape diagonally. Release the mouse and the shape appears on the slide.



## Drawing Perfect Squares, Circles And Straight Lines

If you hold down the SHIFT key while dragging an oval or a rectangle, PowerPoint keeps the object the same width and height. That way you can make perfect circles and squares. Release the mouse before you release the SHIFT key.

Holding down the SHIFT key while dragging a line or arrow keeps your line at an angle that's an exact multiple of 15 degree increments, which is particularly useful for making exactly horizontal or vertical lines. Release the mouse before you release the SHIFT key.

### ► To draw "perfect" objects:

#### Mouse

1. Select a SHAPE Tool.
2. Hold SHIFT as you click and drag to define the shape on the slide.
3. Release the mouse before you release the SHIFT key.

## DRAWING OBJECTS FROM CENTRE OUTWARDS

Sometimes, it's useful to draw a shape by anchoring its centre point and then dragging. This is particularly useful when trying to position things accurately on a slide.

### ► To draw an object from the centre out:

#### Mouse

1. Select a Shape Tool.
2. Hold CTRL as you click and drag to define the shape on the slide.
3. Release the mouse before you release the CTRL key.

*You can draw a perfectly regular shape from the centre outwards by holding down SHIFT + CTRL as you draw the shape.*

## Drawing Lines

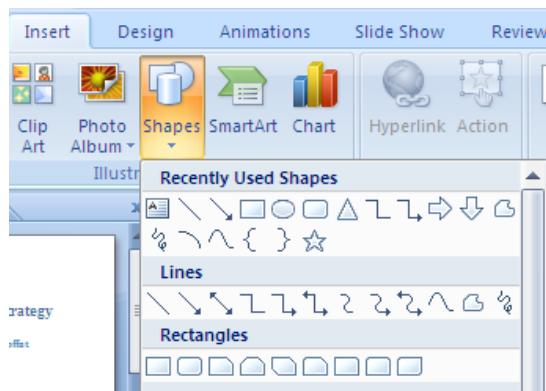
### ► To draw Lines

1. In the DRAWING group on the HOME ribbon select a line from the SHAPE gallery.

#### Or

2. Go to the ILLUSTRATIONS group on the INSERT ribbon and click on the SHAPES button to open the shapes menu.
3. You can click on the FREEFORM button to draw an object with both curved and straight segments. Drag to draw freehand shapes; click and move the mouse to draw straight lines.
4. To end a shape and leave it open, double-click at any time. To close a shape, click near its starting point.

5. The Scribble button can be used to and drag out a shape that looks more like it was drawn with a pen or to create smooth curves



### Selecting Objects

Any shape or line that you draw is called an Object and must be selected before you can move, resize or format it. Selected objects display eight resizing handles around them.

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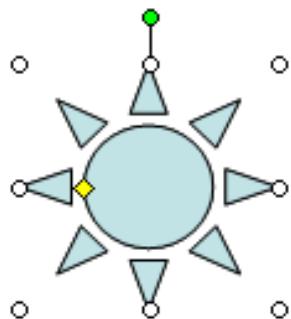
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► To select one object:

Mouse



1. Click on the object.

► To select several objects:

Mouse

1. Click on the first object.
2. Press the CTRL key. Click on each other object in turn.

Or

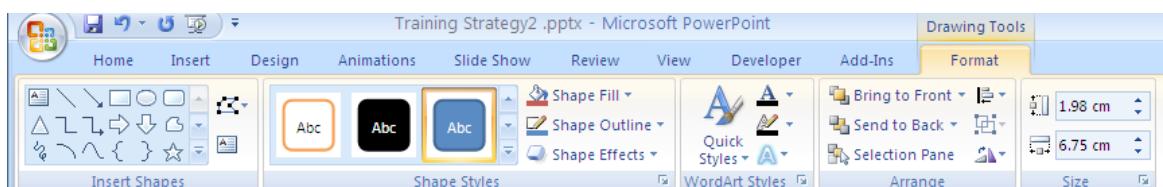
3. Click and drag a rectangle around the objects. All objects within the area will be selected.

Or

4. Press CTRL A to select all objects on the slide (including text objects).

### Format Objects Using The Format Ribbon

Once a shape, line, picture, chart, smartart, is selected new ribbons appear to allow you to format the object. In the following chapters we will explore the FORMAT, DESIGN and LAYOUT ribbons.



## Quickstyles

Quick Styles are combinations of different formatting options and are displayed in a thumbnail in the various Quick Style galleries. When you place your pointer over a Quick Style thumbnail, you can see how the Quick Style affects your SmartArt graphic or shape.

Quick Styles for SmartArt graphics (SmartArt Styles) include edges, shadows, line styles, gradients and three-dimensional (3-D) perspectives. Try different combinations of SmartArt Styles and colours until you find one that matches the message that you want to communicate. You can pick a layout, a SmartArt Style, and a colour variation that you like, and then change the layout again — your SmartArt Style and colours will stay with your SmartArt graphic, so that you do not need to re-do them.

SmartArt Styles map the theme effects (theme effects: A set of visual attributes that is applied to elements in a file. Theme effects, theme colours and theme fonts compose a theme.) of the document theme to the shapes within the SmartArt graphic. For example, shapes might have thick lines or edges, while arrows might have a more subtle style applied to them. You can also apply colours from the theme colours of the document in different ways, such as changing the colour of the shape border. If you create multiple SmartArt graphics and want them to look alike, you can apply the same colours and SmartArt Style to achieve a consistent, professional look.

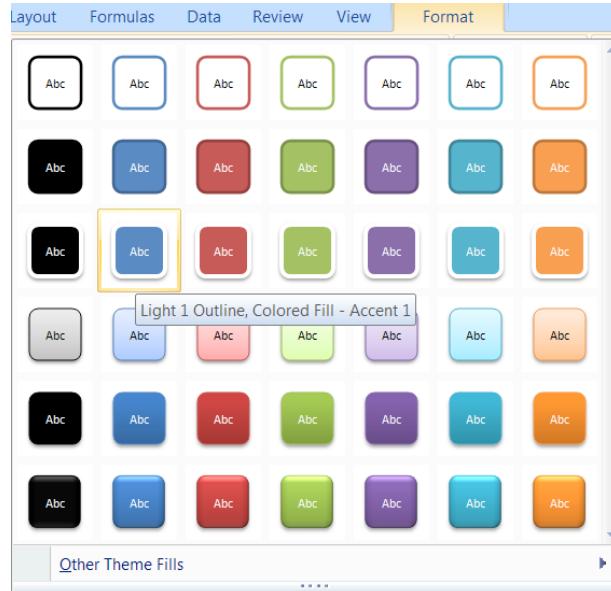
You can have shapes that display with edges, depth, and rotate in 3-D space. To make a SmartArt graphic three-dimensional, apply a 3-D SmartArt Style or manually apply a 3-D rotation to each shape. If the entire SmartArt graphic is three-dimensional (called scene coherent 3D), you can continue to edit the text and formatting of each of the individual shapes, but the shapes cannot be repositioned or resized. You can only reposition or resize shapes in a two-dimensional scene. To switch between 2-D and 3-D, under SMARTART TOOLS, on the FORMAT ribbon, in the SHAPES group, click EDIT IN 2-D. The EDIT IN 2-D button temporarily unlocks your SmartArt graphic for editing so that you can move and resize shapes— but the 3-D SmartArt Style is still applied to your SmartArt graphic and reappears when you click EDIT IN 2-D again. When your SmartArt graphic is displayed in a 3-D scene, you can rotate it as a whole and position light sources and the “camera” such that the entire SmartArt graphic appears to pop out of the screen.

SmartArt Styles affect an entire SmartArt graphic, while Quick Styles for Shapes (Shape Styles) affect only the selected shape. You can manually customize a shape by changing the colour, effects or border, or by replacing it with another shape. It is recommended that you customize your SmartArt graphic only after you settle on its content and layout, as some customizations are not transferred because they might not look good in the new layout. For more information about switching layouts for SmartArt graphics, see Switch the layout or type of a SmartArt graphic.

### ► To apply a QuickStyle

#### Mouse

1. Select the shape or shapes you wish to apply a QuickStyle to.
2. As you move your mouse over the various options your shape on the worksheet will temporarily take on that format as a preview. See below.



3. If you prefer to look at the other theme fills option at the bottom you will be given the above options

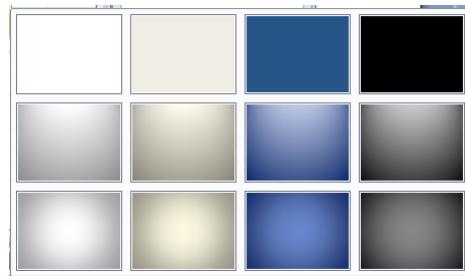
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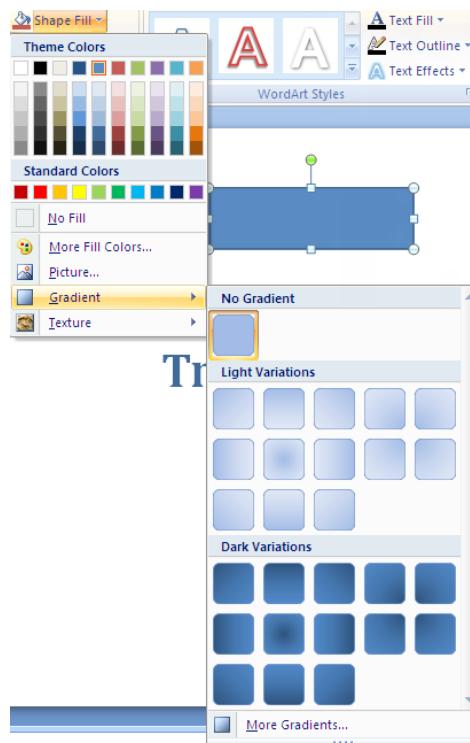
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4. When you locate the style you want click on it to apply it to your shape.



#### ► To format the fill of an object

Mouse

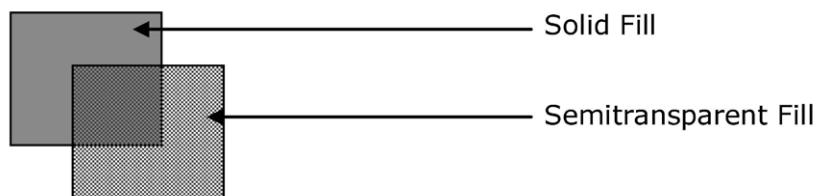


1. Select the Object to be formatted.
2. Select the FORMAT ribbon, SHAPE FILL command from the shape styles group to open a menu.
3. Make a selection from the options shown.
  - You may choose a simple fill colour
  - You may select a picture
  - You may select a predefined gradient
  - You may select a texture

Fill

The fill is the colour of the shape. Choose from solid or semitransparent fill, gradient, textured, pattern and picture fills, background colour or none.

Semitransparent Fill allows objects behind to show through:

Picture

This option allows you to use any digitally stored picture you have saved. Click on the SELECT PICTURE button to specify the file name and location of the picture.

The picture will be stretched to fill the Slide background. If it is not of suitable proportions it will be distorted.

You can insert many popular graphics file formats into your presentation including Enhanced Metafile (.emf), Joint Photographic Experts Group (.jpg), Portable Network Graphics (.png), Windows Bitmap (.bmp, .rle, .dib) and Windows Metafile (.wmf) graphics. To insert other file formats you will need to install additional graphic filters.

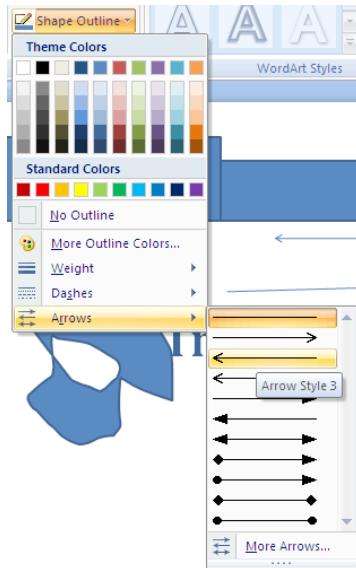
► **To format the border or line style**

4. Select the FORMAT ribbon, SHAPE FILL command from the shape styles group to open a menu.

The options are basically the same as formatting a placeholder. ( see formatting Placeholders)

Shape outlines

Use the options in the shape lines button to format the colour, style and weight of a line or exterior border and to set a dashed effect if desired. Connectors can be changed between straight, elbowed and curved types and any line can be converted to an arrow or vice versa.



### Arrows

Lines can be formatted with arrow heads and tails. The beginning of a line is the end at which the line was started when drawn.

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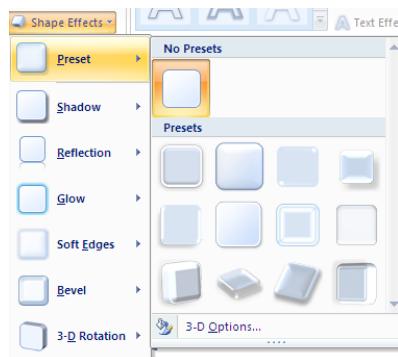
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The Default for new Objects options allows you to specify current settings as the default for all new objects drawn from that point forward.

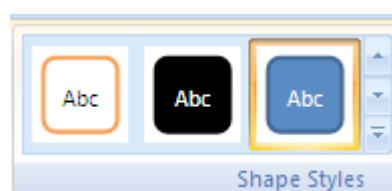
### Shape effects

Just like the placeholders mentioned previously all shapes can use the 3d effects within this menu there are many preset options to select from to enhance your shape



### Shape styles

All of the shape effects are just parts of the preset options of the shape styles from that gallery. Select an option from here and it will enhance all aspects of your shape in one quick easy manner.



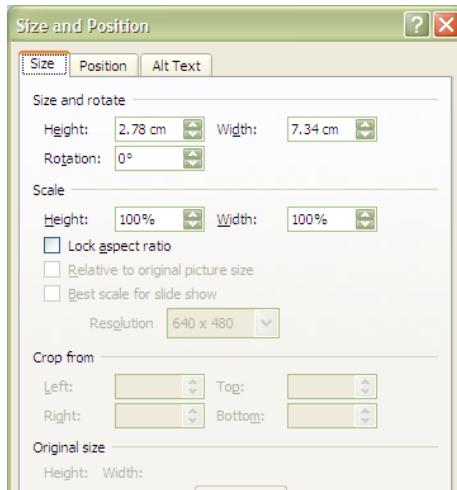
### The Size group



This group allows you to set the size of your shape to an exact size

Opening the dialog box launcher on any of these groups brings you to a dialog box. the size dialog allows you further options to do with the size of your shape.

Altering the size by a percentage larger or smaller rather than just the specific size.



The Lock aspect ratio option allows you to easily resize your object without losing the original proportions.

### Connecting Shapes

Instead of using predefined shapes already connected smartart to create a flowchart or organisation chart we can use ordinary existing shapes that will give us more flexibility in how we lay them out, We can then connect them with lines that will stay connected even if we move the shapes around.



- To connect two shapes

Mouse

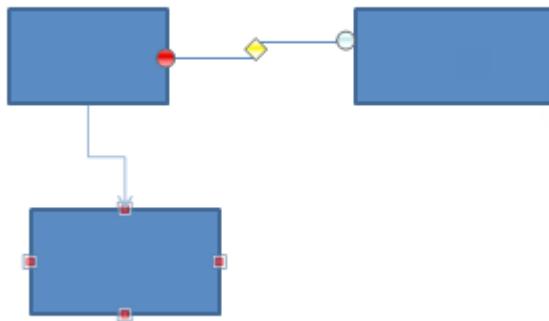


1. Draw shapes onto your slide as previously directed and lay them out in your desired manner.

2. Go to the DRAWING group on the HOME ribbon and select one of the CONNECTORS from the shapes on display.

Or

3. Use the drop down arrow to the bottom right of the SHAPES and select a CONNECTOR from the LINES section of the displayed menu.
4. A crossed cursor will appear as you move your mouse over the slide.
5. Move your mouse cursor over one of the shapes you wish to connect, a number of red dots will appear on the border of the shape these are connection points.
6. Move your mouse over a connection point and click with your left mouse and hold the mouse button down.
7. Drag your mouse over to the other shape you wish to connect still holding the mouse button – connection points will appear on that shape.
8. Move your mouse over the point you wish to connect to and release the mouse button.



9. A connector will appear with a red dot on each end of it indicating that it is now connected to that shape.
10. If one of the dots is not red, click on it, and drag it to the desired connection point as this means you missed the connection point when either clicking or releasing the mouse.

## 6.5 Smartart

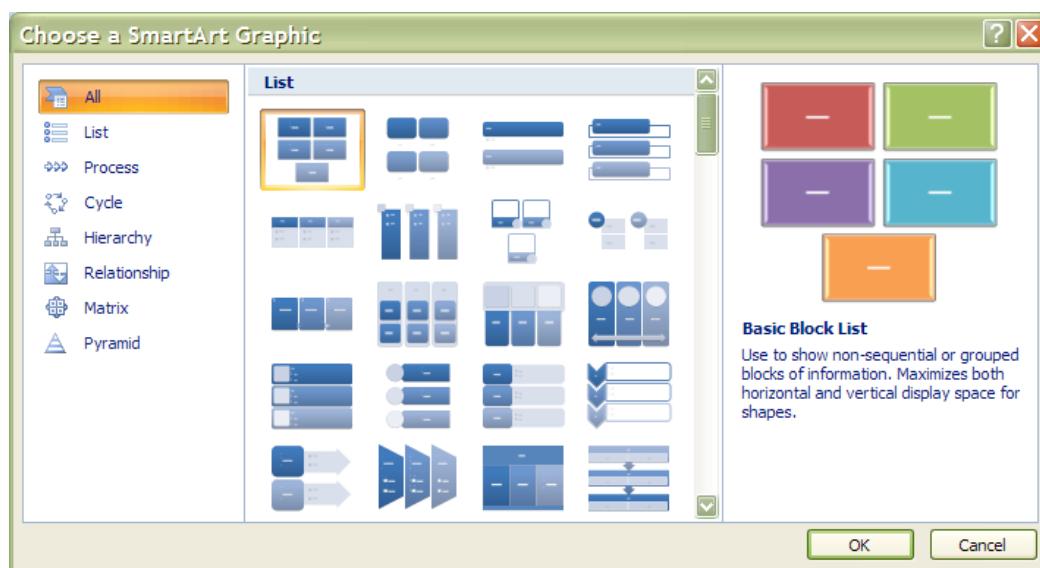
A SmartArt graphic is a visual representation of your information and ideas. You can create SmartArt graphics by choosing from among many different layouts to quickly, easily and effectively communicate your message.

Most people create content that contains only text, even though illustrations and graphics help audiences understand and recall information better than text. Creating designer-quality illustrations can be challenging, especially if you are not a professional designer or you cannot afford to hire a professional designer. If you use earlier versions of Microsoft Office, you can spend a lot of time making shapes the same size and aligning them properly, getting your text to look right, and manually formatting the shapes to match the document's overall style, instead of focusing on your content. With SmartArt graphics and other new features such as themes, you can create designer-quality illustrations with only a few clicks of your mouse.

When you create a SmartArt graphic, you are prompted to choose a type such as PROCESS, HIERARCHY, CYCLE, or RELATIONSHIP. A type is similar to a category of SmartArt graphic, and each type contains several different layouts.

When you choose a layout for your SmartArt graphic, ask yourself what you want to convey and whether you want your information to appear a certain way. Because you can quickly and easily switch layouts, try different layouts (across types) until you find the one that best illustrates your message. Experiment with different types and layouts by using the table below as a starting point.

When you switch layouts, most of your text and other content, colours, styles, effects, and text formatting are automatically carried over to the new layout.



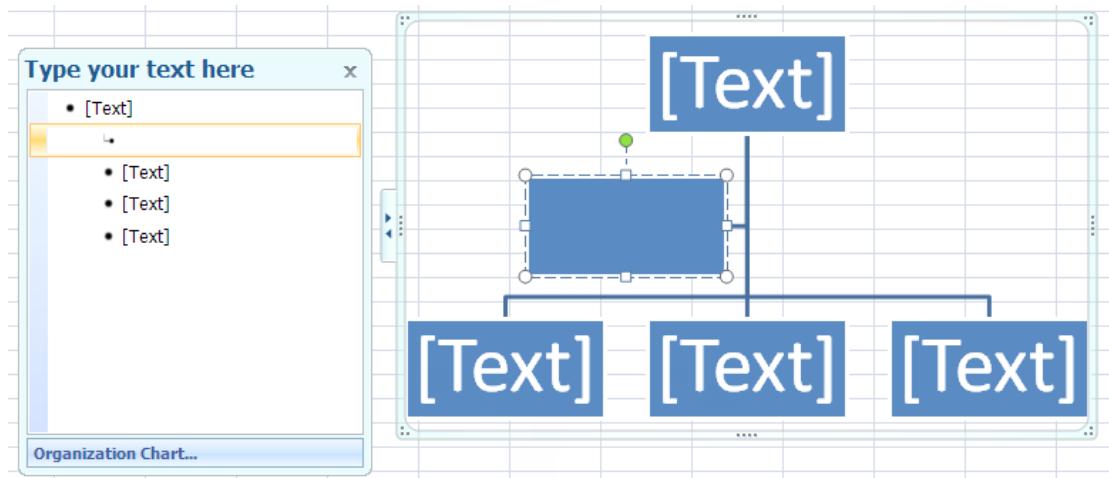
## Creating A Smartart Organisation Chart

### ► To insert a SmartArt graphic

#### Mouse

1. On the INSERT ribbon in the ILLUSTRATIONS group, click on the drop down arrow to the right of SMARTART the SMARTART dialog above will appear

2. Choose a category from the left then a graphic from the centre to see a preview in the right hand panel of the window.
3. When you have the selection you desire click ok to insert the smartart on your worksheet
4. The smart art will appear on your worksheet as in picture below.



#### About the Text pane

The Text pane is the pane that you can use to enter and edit the text that appears in your SmartArt graphic. The Text pane appears to the left of your SmartArt graphic. As you add and edit your content in the Text pane, your SmartArt graphic is automatically updated— shapes are added or removed as needed.

When you create a SmartArt graphic, the SmartArt graphic and its Text pane are populated with placeholder text that you can replace with your information. At the top of the Text pane, you can edit the text that will appear in your SmartArt graphic. At the bottom of the Text pane, you can view additional information about the SmartArt graphic.

#### ► To enter text into SmartArt

##### Mouse

1. Click on placeholder in the TEXT PANE.
2. Placeholder text will disappear.
3. Type required text and press ENTER
4. Focus will create a new placeholder and new shape waiting for text
5. Press TAB to move the text lower in the hierarchy in the example above or SHIFT + TAB to move it higher.

#### ► To remove a SmartArt shape

##### Mouse

1. Select the text or placeholder text of the shape you wish to remove in the text pane.
2. Press delete key on keyboard
3. Both text and shape will be removed from graphic

#### Wordart

WordArt is a gallery of text styles that you can add to your 2007 Microsoft Office system documents to create decorative effects, such as shadowed or mirrored (reflected) text. You can change WordArt text, as you can change any other text in a shape.

##### Mouse



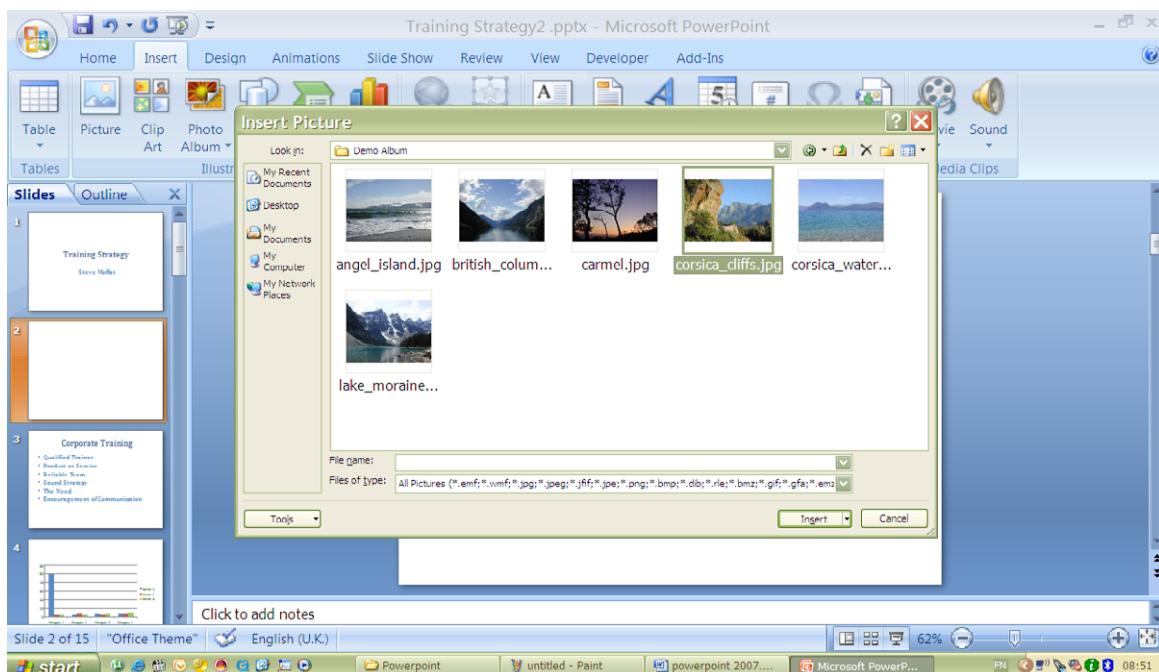
1. On the INSERT ribbon, in the TEXT group, click WORDART, and then click the WordArt style that you want.
2. Enter your text.#
3. A WordArt graphic can be resized, rotated, deleted and moved like any other shape.

## 6.6 Pictures

There are many new features for editing your pictures within powerpoint as we will see they are there to greatly enhance your presentation much more so than in any previous version. Be aware though that there is a distinct difference between clipart and pictures. Pictures are more often than not photographic images although they can look like cartoons but they will be stored in a picture style. Clipart is the inbuilt standard from office containing many images as a windows metafile format, although, clipart holds many photographs as well. Pictures are stored as filetypes such PCX, JPG or JPEG, GIF, BMP; office clipart is generally stored as filetype WMF.

### Inserting A Picture

Inserting a picture is a lot easier and less troublesome than previous versions.



#### ► To insert a picture

##### Mouse

1. Go to the insert ribbon in the illustrations group and click on the picture button
2. A dialog opens to allow you to navigate to the location of your picture.
3. After locating your picture
4. Click on the insert button
5. Your picture is inserted.
6. Resize and move your picture as you would any other object.

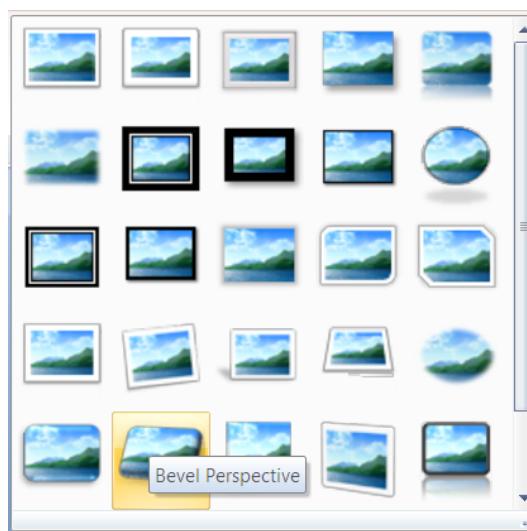
## Formatting Your Picture

The many new tools in powerpoint will allow you to do many withings with your picture once it is inserted you may choose from one of many preset styles or setermine your own style to personlise and ebhance your picture in your own way.



### ► To format picture using preset styles

Mouse



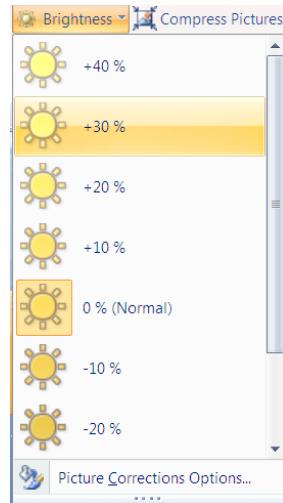
1. Select your picture by clicking once on it.
2. Go to the format ribbon in the picture styles group. Use the drop down arrow to the right of the picture styles to show a number of p[reset styles]
3. Moving your mouse over each style will allow you to preview the style on your slide. A tooltip will appear to give you information on that style.
4. Make a selection by clicking once on icon in the gallery to apply it to your picture.

## Picture Tools

We will have a look at the various other tools that you can use that you may use to enhance your picture. We will breakdown each tool and you may use whichever tool you wish in conjunction with any other tool to give your picture the desired effect.

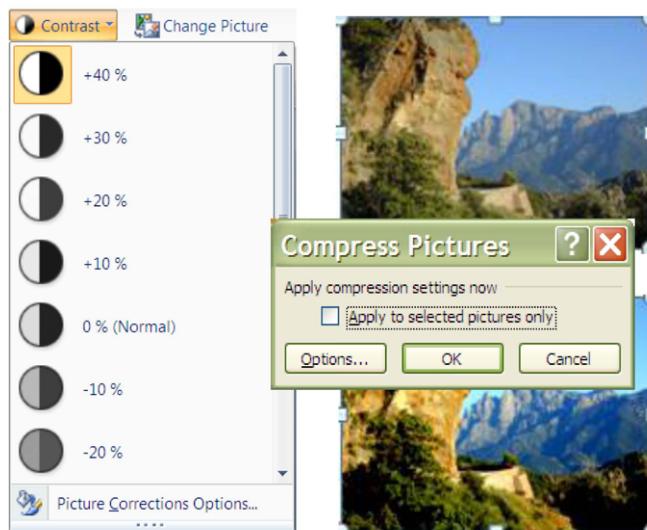
### Brightness

Use this tool to change the brightness of your picture it is in the adjust group. Clicking on it will give you the option to increase or decrease the brightness of your picture.



### Contrast

This tool will allow you to change the variance between light and dark and is in the adjust group



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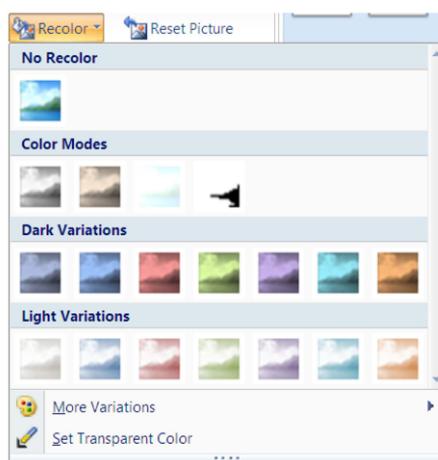
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### Compress picture

Compressing pictures is a useful thing to be able to do because of the great file size of pictures in general when you have many in your slideshow it can make the filesize unmanageably large it is useful to compress these pictures so that much picture data that does nothing to enhance the picture on screen is thrown away and can greatly reduce the filesize of your presentation. This button opens a small dialog. By default all pictures in your presentation will be compressed if you wish to compress only the ones you have selected ensure you click on the check box before clicking on OK.

*N.B. ensure your pictures are the size you wish them to be before using this tool because data is wiped from picture if you wish to make the picture larger. Poor picture quality can occur when doing this*

### Recolour



This allows you to change the RGB (red green blue) properties of your picture to alter your picture colour in a specific way. Move your mouse over an option to see a preview on your picture on the slide and click with the left mouse to apply it.

### Set Transparent Colour

allows you to integrate a picture with your slide background. This option is available for bitmap pictures that don't already have transparency information. It's also available for some, but not all, clip art. You can make only one colour transparent. When printed, transparent areas will be the same colour as the paper they're printed on.. In an electronic display, such as a PowerPoint presentation, transparent areas will be the same colour as the background.

### Reset picture

Resetting the picture just removes all the changes you have just previously made to the pictures default settings as it was inserted. This tool is also in the adjust group

### Change picture

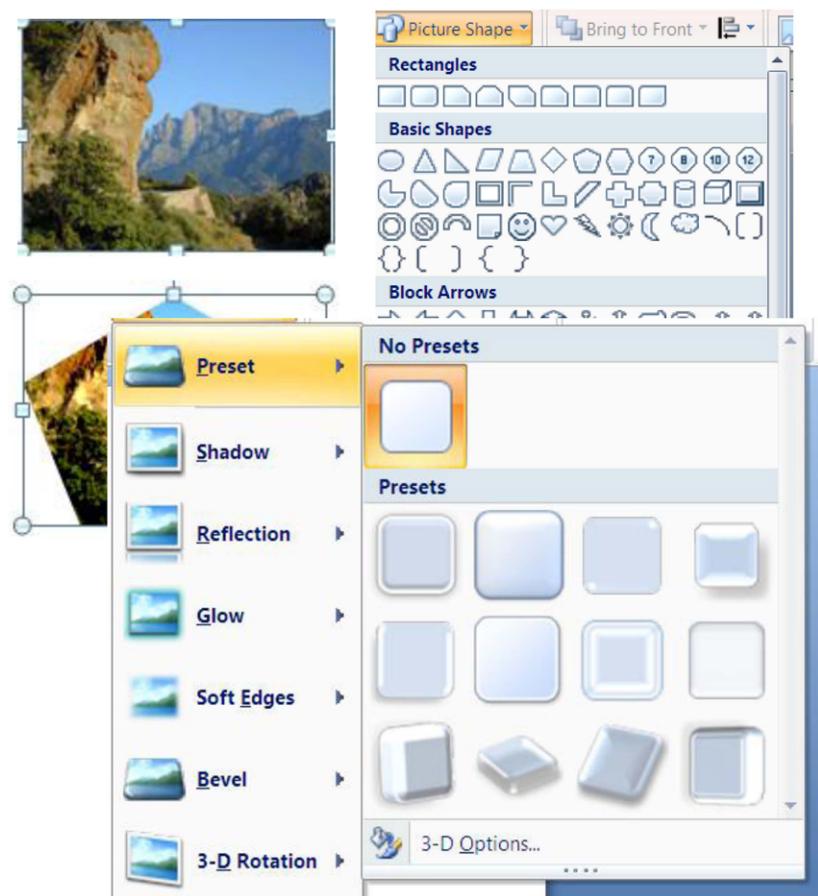
This button allows you to swap the selected picture for another you find more to your liking the insert dialog is opened allowing you to select another picture.

### Picture shape

Change the shape of your picture to any of the shapes you would use from shape menu.

### Picture Effects

The picture effects is one of the newest and most fun ways of altering your picture on screen.



### Preset

The preset selection shows you some picture styles made up from the other formatting choices.

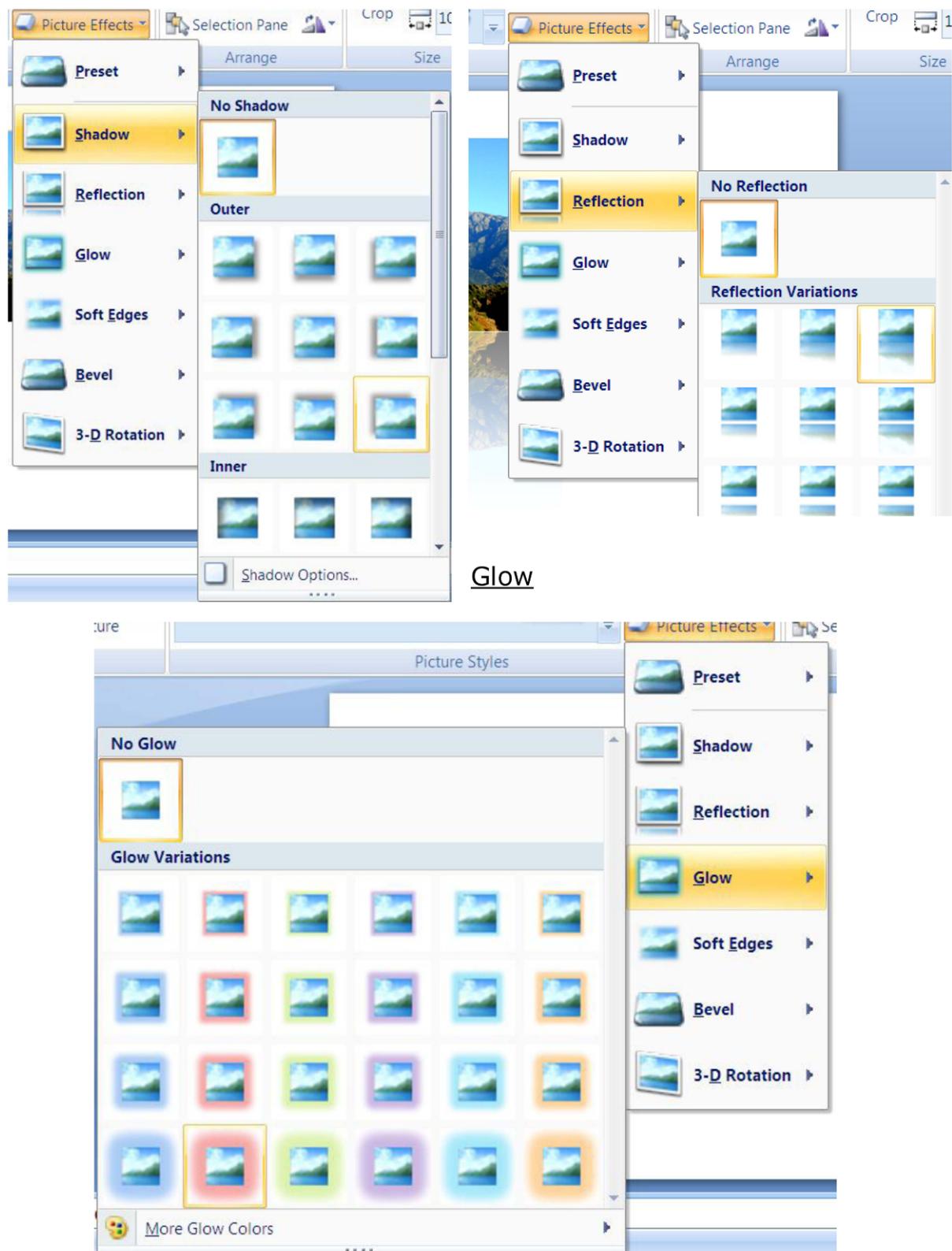
### Shadow

Choose shadow to see a range of shadows.

### Reflection

This choice gives some stunning ways to alter your picture. Move your mouse over your selection to see a preview on your slide and click to apply selection see over.

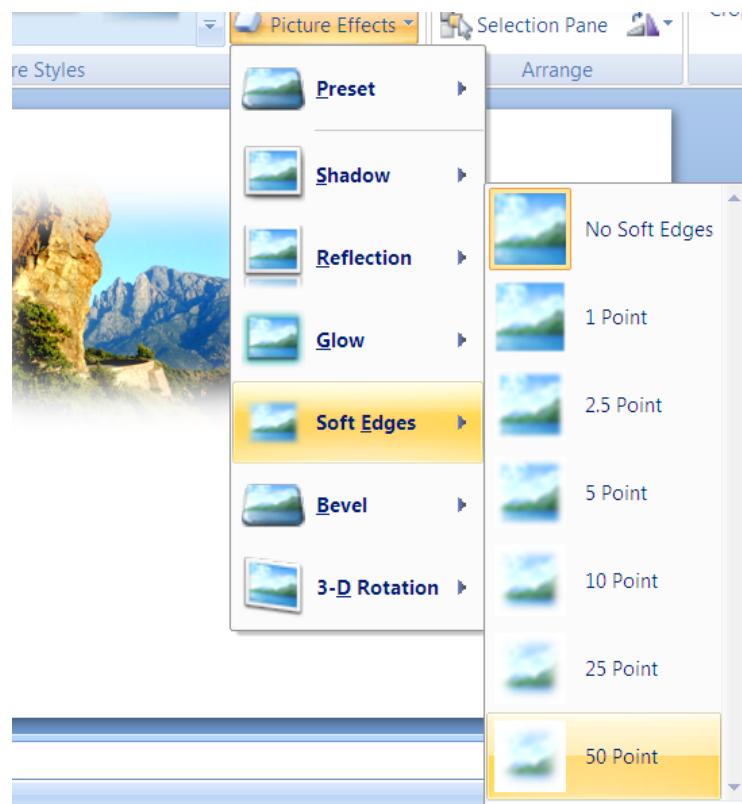
The image shows a full-page advertisement for Alcatel-Lucent. At the top right is the company logo and the URL [www.alcatel-lucent.com/careers](http://www.alcatel-lucent.com/careers). The main visual is a nighttime cityscape with tall skyscrapers and a blurred highway in the foreground, suggesting motion. A large yellow diagonal shape containing the text "What if you could build your future and create the future?" is overlaid on the left side. In the bottom right corner, there is a block of text: "One generation's transformation is the next's status quo. In the near future, people may soon think it's strange that devices ever had to be "plugged in." To obtain that status, there needs to be "The Shift". A hand cursor icon is positioned in the bottom right corner, pointing towards the advertisement.



This gives some rosy ways to soften your picture and idealise it.

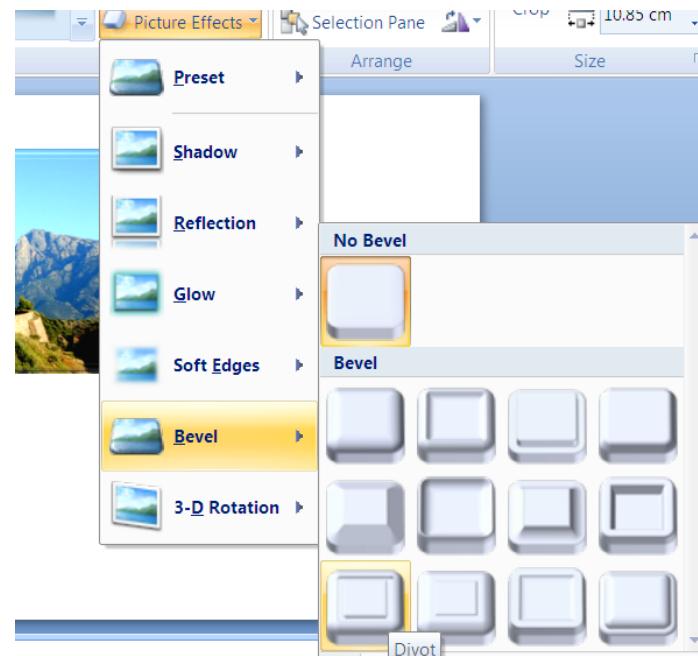
### Soft edges

Instead of having a bevel on the edges of your picture you may further idealise your photo by softening the edges.

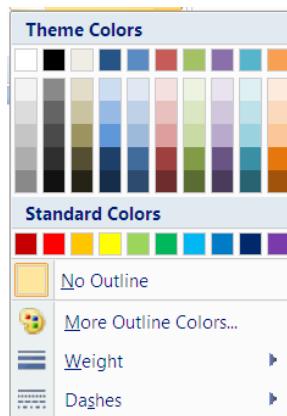


### Bevel

If you wish your picture to look more of a 3D object on screen you may opt for a bevel option such as the picture that is used in the header of this manual. Any picture could look like that.



### Picture border



Changing the thickness, colour or whether the border of your picture contains dashes. Is fairly simple on here just like any other shape or text box.

### Cropping Pictures

Pictures can be cropped to remove parts of the picture to allow you to focus on one object or part of the scene.

#### ► To Crop a picture

##### Mouse



1. Select picture.
2. Select the Format ribbon, size group.and click on the crop button
3. Position mouse over one of the resizing handles.
4. Click and drag to crop.

*Pictures can be uncropped again at any time using the techniques above. Providing they have not been compressed as this removes the extra data stored in the unseen cropped areas.*

### Working With Gridlines And Guides

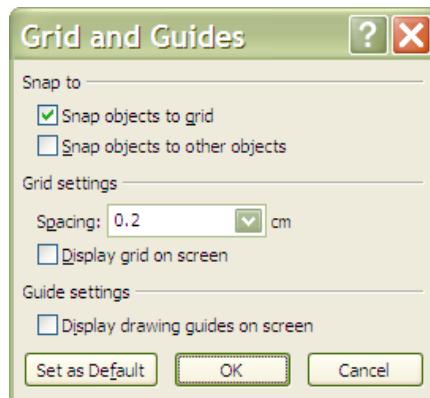
Guides are vertical and horizontal lines used to visually align objects. When an object is close to a guide line the edge or centre of the object will snap to the guide. Gridlines are similar but while you have one set of guides that are movable gridlines are fixed

The grid is a set of intersecting lines used to align objects. It can make it easier for you to align objects, because they give you a visual cue in relation to the objects and the slide.

Use the grid to help align objects more precisely, particularly in relation to each other. The grid can be shown or hidden. Grids are not visible in a slide show and they do not print.

► To display and hide gridlines:

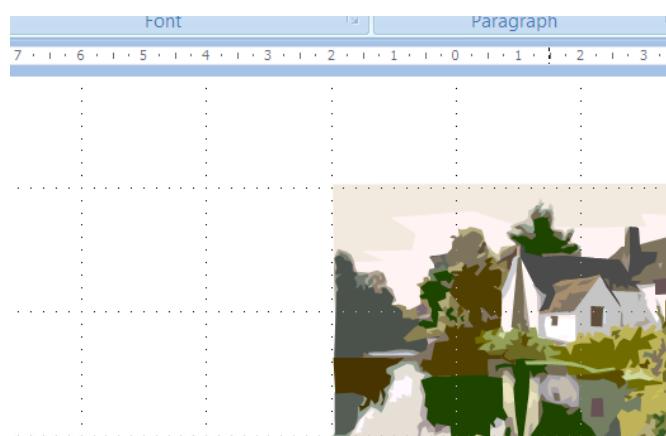
Mouse



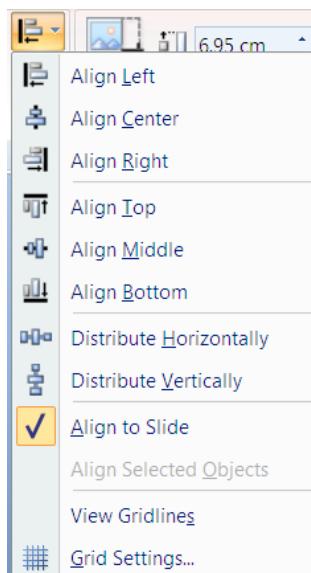
1. Choose GRIDLINES from the SHOW/HIDE group on the VIEW ribbon.

Or

2. Select an object.
3. Choose the ALIGNMENT button from the ARRANGE group on the FORMAT ribbon.
4. Select GRID SETTINGS a dialog appears
5. Select display grid on screen.
6. Choose OK.
7. Choose OK



► To display guides:



1. Select an object.
2. Choose the ALIGNMENT button from the ARRANGE group on the FORMAT ribbon.
3. Select GRID SETTINGS a dialog appears
4. Select DISPLAY DRAWING GUIDES ON SCREEN
5. Choose OK

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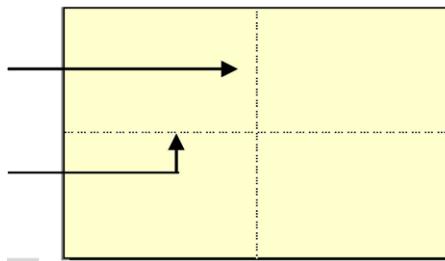
**AXA**

Mouse

6. Click on the guide line.
7. Drag the guide to the required position.

*As you drag the guide a measurement will appear. This is the distance of the guide from the centre of the page.*

## ► To create additional guides:

Mouse

1. Click on an existing guide line.
2. Hold the CTRL key and drag to the required position.

*As you drag the guide a measurement will appear. This is the distance of the guide from the centre of the page.*

## ► To delete guides:

Mouse

1. Click on the guide line and drag it back to the original guide you created it from

**Snap To Grid**

The grid includes an option called snap-to, which aligns objects to the nearest intersection of the grid or to another object as you draw or move objects. The snap-to option is turned on by default and works even when the grid is not visible. In most cases, having objects snap-to assists you in laying out your slide accurately. However, occasionally, you may find the grid snap-to option prevents you moving objects freely and placing them exactly where you want. In these cases, turn off the grid snap.

## ► Turning off grid snap

2. Select an object.
3. Choose the ALIGNMENT button from the ARRANGE group on the FORMAT ribbon.
4. Select GRID SETTINGS a dialog appears
5. Untick the SNAP OBJECTS TO GRID option. This will turn off grid snap for all objects until you choose to turn it back on.

6. Choose OK

OR

7. Hold down ALT as you are moving an object. This will temporarily turn off grid snap.

### Aligning And Distributing Objects

After you have created several objects you may wish to align them in relation to each other and to distribute them evenly. For example you can align three rectangles so that their top edges are all at the same height and the gap between each one is equal.

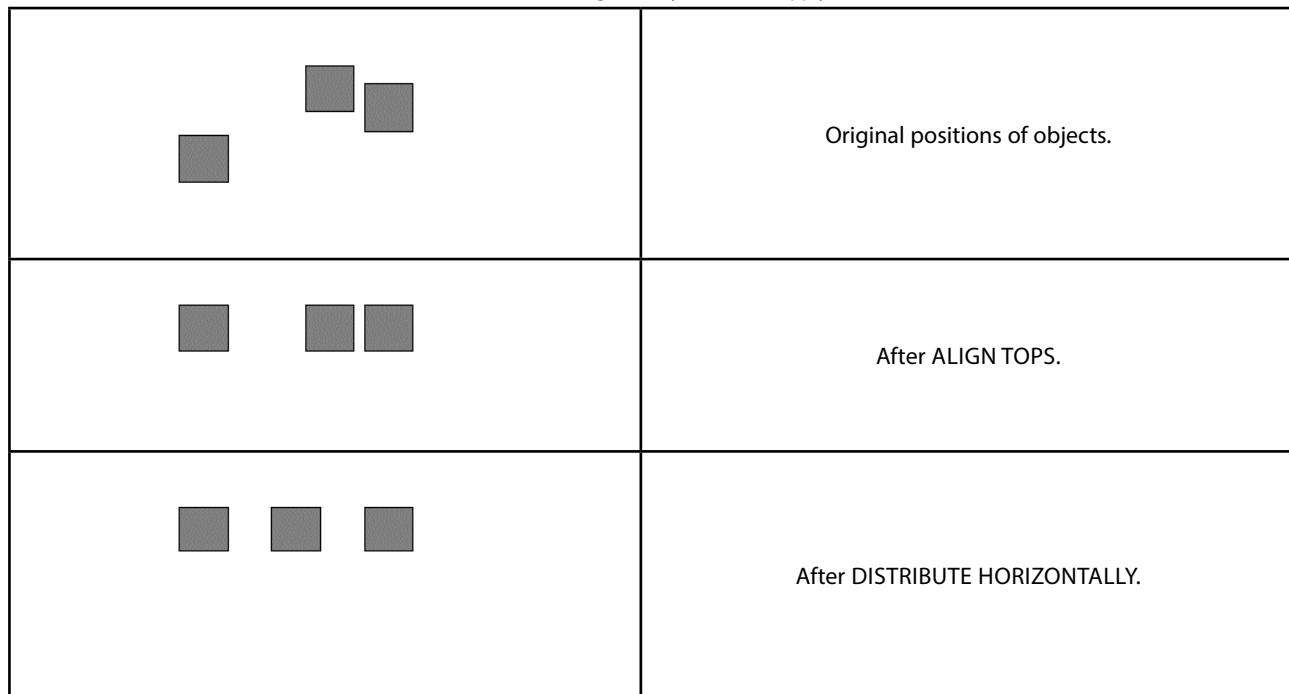
► To align or distribute objects:

Mouse

8. Select the Objects to be aligned.

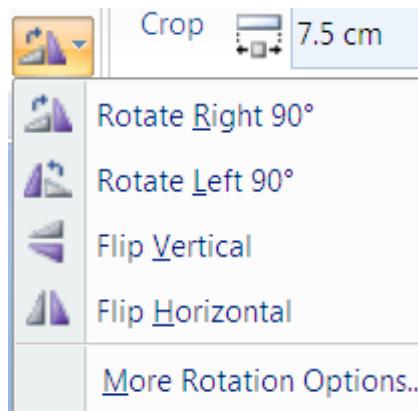
9. Choose the ALIGNMENT button from the ARRANGE group on the FORMAT ribbon.

Choose an alignment you wish to apply



### Rotating/ Flipping Objects

If you need a mirror image of an object you can flip it over in any direction.



- To rotate or flip an object:

Mouse

1. Select the object.
2. Choose the ROTATE button from the ARRANGE group on the FORMAT ribbon.
3. Choose the appropriate option from the cascading menu. Use the pictures to help you select the option you need.

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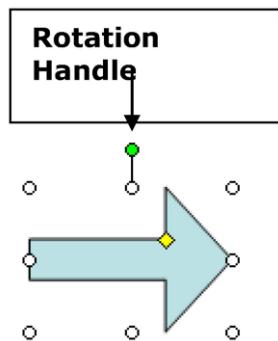
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## The Rotation Handle

In PowerPoint 2007 you have the ability to freely rotate all objects easily using the rotation handle.

### ► Using the rotation handle



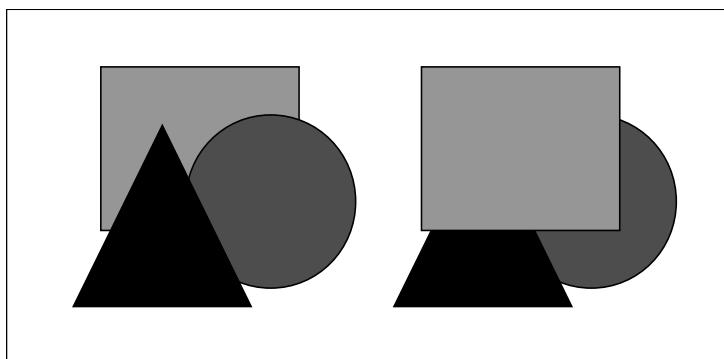
1. Hover your mouse over the rotation handle until your mouse pointer changes to a circular arrow symbol.
2. Click and drag with the mouse to move the object around to the desired new position.

*The rotation handle can be found on most objects in PowerPoint 2007 e.g. images inserted from file, text boxes, clipart and AutoShapes.*

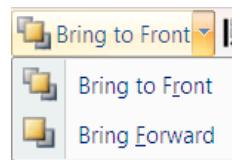
## Ordering (Stacking) Objects

PowerPoint stacks objects automatically as you add them to a slide, giving every object its own layer. You see the stacking order when objects overlap: the top object covers a portion of the objects underneath it. This is exactly like putting down several pieces of paper on a desk. The top (front) piece will obscure the piece underneath it.

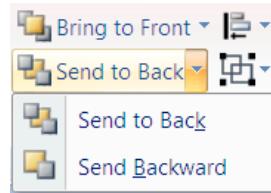
You can move individual objects or groups of objects within a stack. For example, you can move objects forwards or backwards through the stack one level at a time or you can bring an object to the front of the stack or send it to the back of the stack in one move.



### ► To change stacking order:

Mouse

1. Click on the object to be moved.



2. Choose the drop down arrow to the right of the BRING TO FRONT or MOVE TO BACK button from the ARRANGE group on the FORMAT ribbon.
3. Select the option required.

**Grouping Objects**

Grouping objects combines them so you can work with them as though they were a single object. You can flip, rotate, and resize all the objects in the group as a single unit. You can also change the formatting of all objects in a group at one time.

Grouping is particularly recommended if you individual objects that as a whole make up a diagram or flow chart. To prevent one object accidentally coming out of alignment with the rest, when you have finished working on the diagram objects, group the objects together for safety. It is always possible to ungroup later to make amendment to individual objects. PowerPoint 2007 also lets you change certain attributes of individual objects even though they may be part of a group.

► **To group objects:**Mouse

1. Select all the objects.

2. Choose the drop down arrow to the right of the GROUP button from the ARRANGE group on the FORMAT ribbon.

*To work on the objects individually again, ungroup them using the same location but **ungroup** command.*

### Inserting Text Within An Object

All the objects that you can draw onto a slide that have an interior have a text anchor point, which means that you can type text inside them. If the object is moved, the text will move with it.

#### ► To add text to an object:

##### Mouse

1. Select the object.
2. Type text straight in. (Do not select the Text Box button).
3. The text is part of the object itself; when the object is moved the text will move with it.

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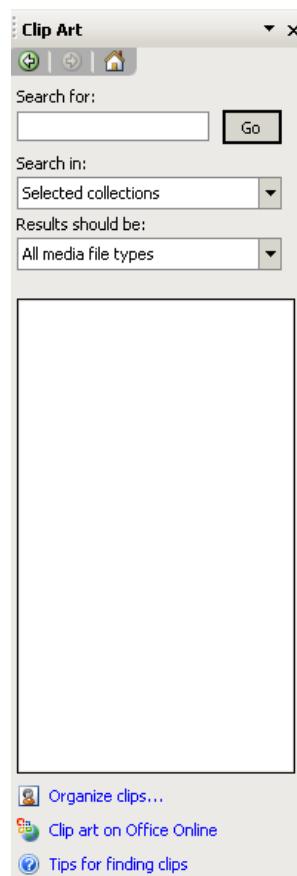
Do you like cars? Would you like to be a part of a successful brand?  
As a constructor at ŠKODA AUTO you will put great things in motion. Things that will  
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new new dimension.

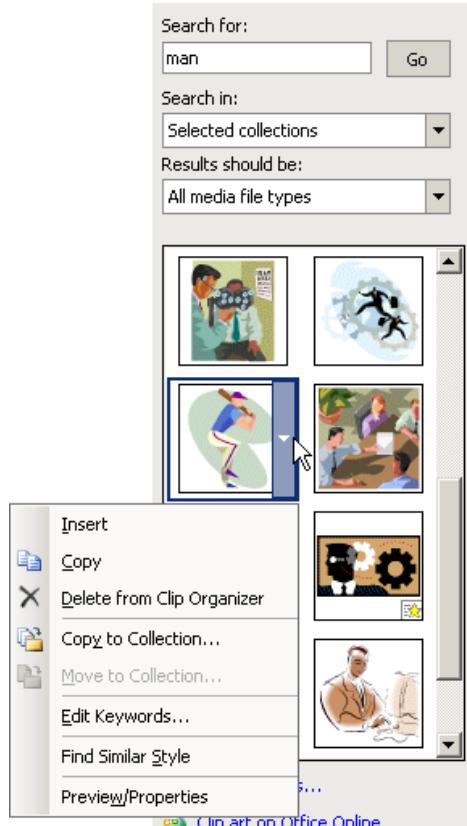
Send us your CV on  
[www.employerforlife.com](http://www.employerforlife.com)

## 6.7 Clip Art



Because we are not all equally talented in the drawing stakes and because drawing anything with a mouse is extremely difficult, Microsoft supply a huge gallery of pictures ready and waiting to be picked and used. These pictures are referred to as Clip Art. Inserting a piece of Clip Art onto a slide is very easy.





► To insert a Clip Art picture:

Mouse



1. Select INSERT ribbon, ILLUSTRATIONS group, CLIP ART
2. Type a word or text string that describes the clip you are looking for or type in all or some of the file name of the clip.
3. To narrow your search, do one or both of the following:
  - To limit search results to a specific collection of clips, in the Search in box, click the arrow and select the collections you want to search.
  - To limit search results to a specific type of media file, in the Results should be box, click the arrow and select the check box next to the types of clips you want to find.
4. Click SEARCH. Then Click on ClipArt piece to insert
5. For further options, click on the drop down arrow that appears as you move over the clip.

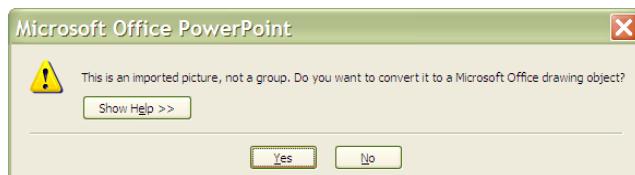
6. If you cannot find a clip that you want click on CLIP ART ON OFFICE ONLINE to browse Microsoft's online clip art library

## Format Options

All the format options thus discussed for pictures applies to clipart as well. Remember clipart is just a Picture and all the formatting options for picture apply to a piece of clipart as well

## Ungrouping Clip Art

If you need to adjust more than colour in a Clip Art picture you can ungroup it. Ungrouping will convert it to a Microsoft office drawing object allowing you to manipulate the objects which make up the picture and recolour individual parts of the picture using the PowerPoint drawing tools and commands. When finished, the picture can be regrouped, however it will then treated as a PowerPoint drawing rather than Clip Art and options such as Recolour will not be available. To use the picture tools again it will need to be resaved as a picture



### ► To ungroup Clip Art:

Mouse



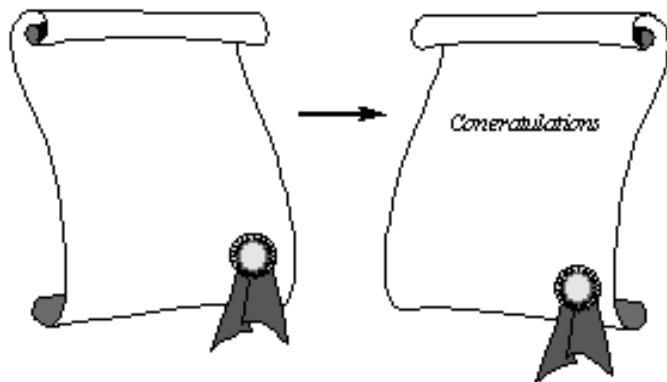
1. Click on the Clip Art picture.

2. From the format ribbon in the arrange group, select the group command and then Ungroup.

*It may be necessary to ungroup a Clip Art more than once. For example, a Clip Art of a person when first ungrouped may allow you to separate the head, body and limbs. The head may need to be ungrouped again to allow you to separate the facial features.*

► Regrouping the picture:

Mouse



1. Select all objects in picture.
2. From the FORMAT ribbon in the ARRANGE group, select the GROUP command and then UNGROUP.  
*The original Clip Art on the right was ungrouped. The scrolled parchment was flipped, the rosette moved and text added before the picture was regrouped*

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## Resizing Clipart

If you need to enlarge or reduce the size of a piece of Clip Art, you can use the sizing handles that appear when it is selected.

► To resize Clip Art:

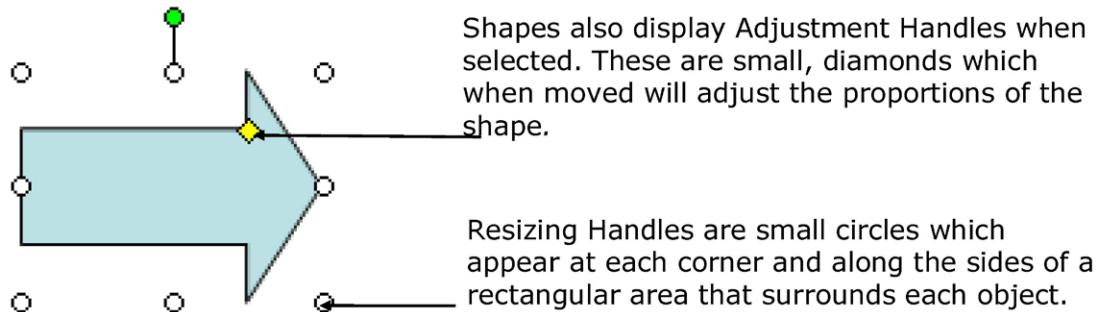
Mouse



1. Select the Clip Art. (8 resizing handles should appear).
2. Click and drag a resizing handle to resize the object.

Or

3. Click and drag an adjustment handle (top bottom or side) to re-proportion the object.



Text boxes are also objects and have similar resizing handles to graphic objects and can be resized in the same way.

## Copying Objects, Clipart, Pictures

If you need to ensure that you have an exact duplicate of an object you have drawn, or inserted and formatted the best technique is to copy it. There are several ways you can do this described below.

► To copy an object:

Mouse

1. Select the object THEN Press the CTRL key.
2. Click and drag to move and copy (click on centre of object or on fuzzy border).

## Keyboard

3. Select the Object.
4. Press CTRL C to cut the object out. (use copy button on home ribbon)
5. Press CTRL V to paste a duplicate back onto the slide. (use paste button on the home ribbon)

*Note: Holding down the SHIFT + CTRL keys and dragging an object will copy an object and keep it parallel to the original*



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## 6.8 Tables

### Working With Tables

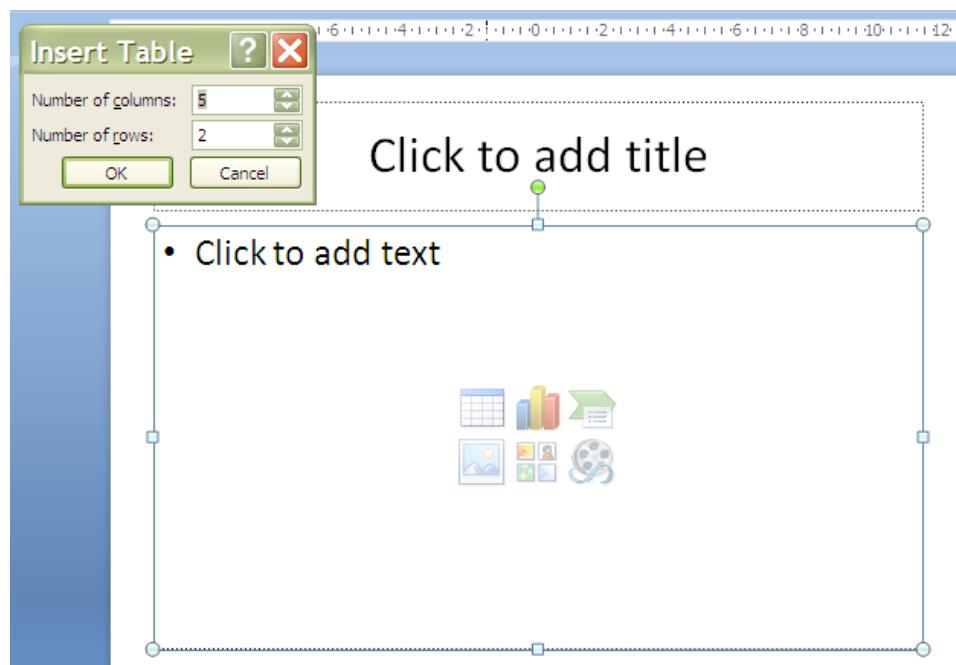
A table allows you to present information in a clear and easily accessible format. PowerPoint makes use of the table feature in its sister application Microsoft Word, so if you are already familiar with using tables in Word, you will find using tables in PowerPoint is very similar.

#### Inserting A Table

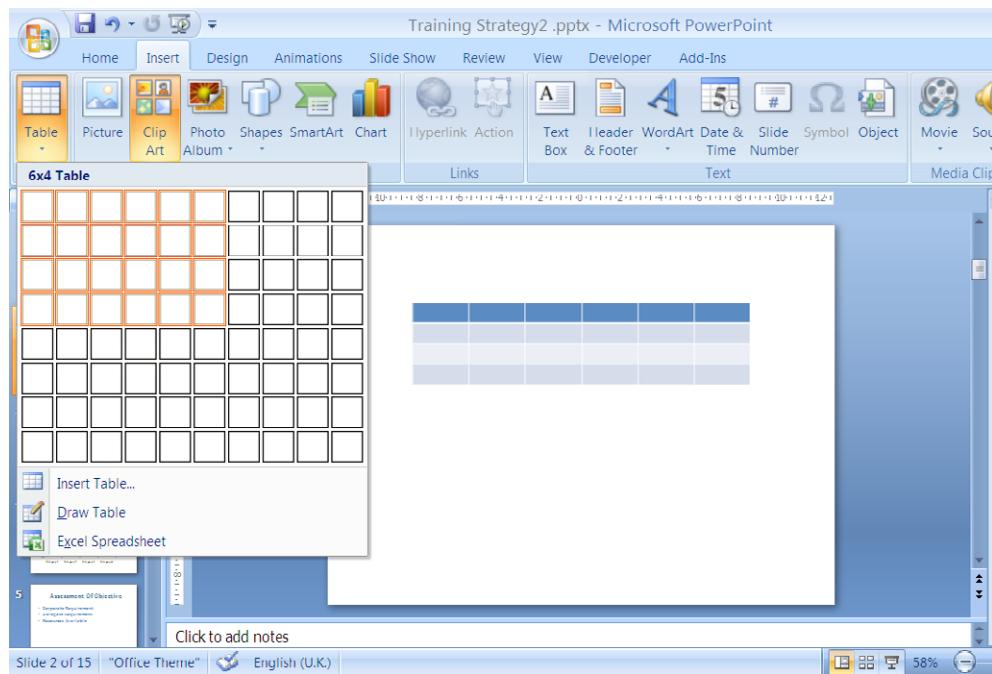
You can insert a table into your presentation in two ways; insert a new slide with a layout that contains a content pane into which you can insert a table, or insert a table onto your pre-existing PowerPoint slide.

##### ► Using a table slide layout

1. Ensure that the layout for the slide holds the CONTENT placeholder
2. Click on the TABLE icon and select the numbers of columns and rows that you need from the small dialog that appears.



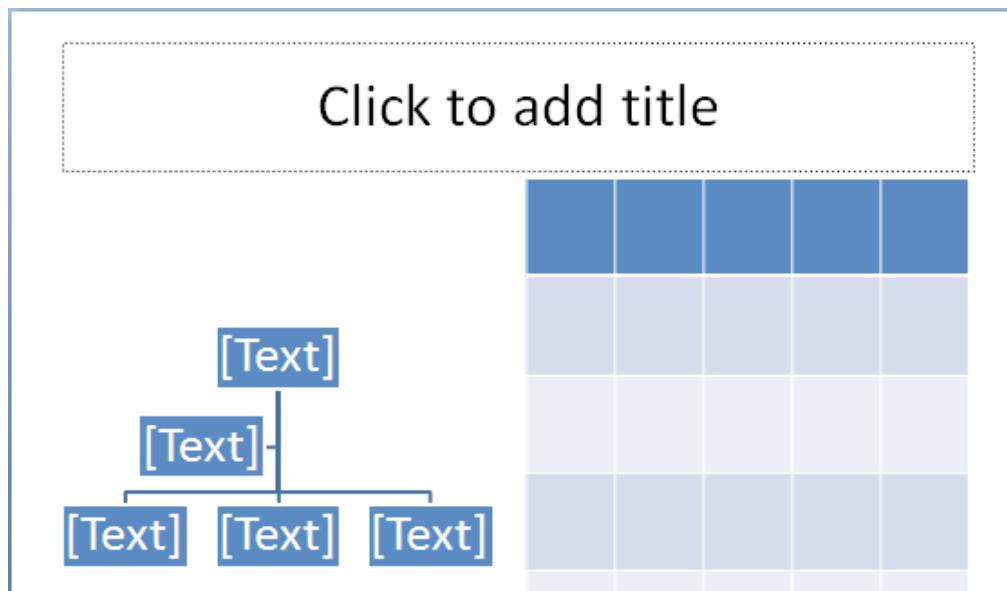
3. Click OK
4. Enter text into the table.



#### ➤ Inserting a table onto an existing slide

1. Click on the INSERT TABLE button on the insert ribbon in the tables group and select the number of rows and the number of columns required by highlighting the number of cells you require across and down.
2. A table will be inserted onto your slide with the requested number of columns and rows. All columns will have equal width and the table will fill the width of the page (less the margins). See above.
3. Insert the text you require.

If you have existing content on the slide you will have to manually arrange the objects as described previously, resizing and moving them as necessary.



*You could if, you prefer, create a new layout in the masters so enable this type of slide layout to be used regularly.  
(please see masters)*

### Adding New Columns And Rows

It's always a good idea to try and predict how many columns and rows you will need in your table before you first insert it, but you can add more columns and rows later if you need to or delete out extra columns and rows that you no longer want. When you are entering data into your table, you can simply click into different cells with your mouse to move your cursor around. This will allow you to enter text into different cells.

However, you may find it faster to move around using the keyboard. The table below outlines some keyboard techniques for moving in a table:

To	Press
Move to the next cell	TAB (If the insertion point is in the last cell of a table, pressing TAB adds a new row.)
Move to the preceding cell	SHIFT TAB
Move to the preceding or next row	↑ or ↓
Move to the first cell in the row	ALT HOME, or ALT 7 on the numeric keypad (NUM LOCK must be off.)
Move to the last cell in the row	ALT END, or ALT 1 on the numeric keypad (NUM LOCK must be off.)
Move to the first cell in the column	ALT PAGE UP, or ALT 9 on the numeric keypad (NUM LOCK must be off.)
Move to the last cell in the column	ALT PAGE DOWN, or ALT 3 on the numeric keypad (NUM LOCK must be off.)
Start a new paragraph	ENTER
Add a new row at the bottom of the table	TAB at the end of the last row
Add text before a table at the beginning of a document	ENTER at the beginning of the first cell

## Enter Data In A Table

You can enter text into each cell in your table – your text can even run to multiple lines within one cell. Working within a cell is almost like working on a very small document your text will wrap, you can insert objects, set indents and numbering and the text can be formatted as usual.

### ► To enter data in a table:

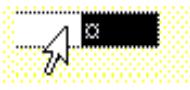
#### Keyboard

1. Position the cursor in the cell where you want the information, and type it in.
2. Press ENTER to start a new paragraph within the same cell or shift enter to start a new line.
  
3. Press TAB to move to the next cell.

Or

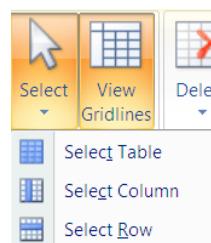
## Select Items In A Table

The table below outlines some methods for selecting table components:

To	Do this
Select a cell	Click the left edge of the cell. 
Select a row	Click to the left of the row. 
Select a column	Click the column's top gridline or border. 
Select multiple cells, rows, or columns	Drag across the cell, row, or column; or select a single cell, row, or column, and then hold down SHIFT while you click another cell, row, or column.
Select text in the next cell	Press TAB
Select text in the previous cell	Press SHIFT TAB

Mouse

Or



4. You can also select rows, columns, or the entire table by clicking on the table and then using the Select commands from the select button on the layout ribbon, Table group

Keyboard

To	Press
Select the next cell's contents	TAB
Select the preceding cell's contents	SHIFT TAB
Extend a selection to adjacent cells	Hold down SHIFT and press an arrow key repeatedly
Select a column	Click in the column's top or bottom cell. Hold down SHIFT and press or repeatedly
Extend a selection (or block)	CTRL SHIFT F8, and then use the arrow keys; press ESC to cancel selection mode
Reduce the selection size	SHIFT F8
Select an entire table	ALT 5 on the numeric keypad (with NUM LOCK off)

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## Format Table Data

You can apply the same character and paragraph formats to table data as to standard text.

► To format data in a table:

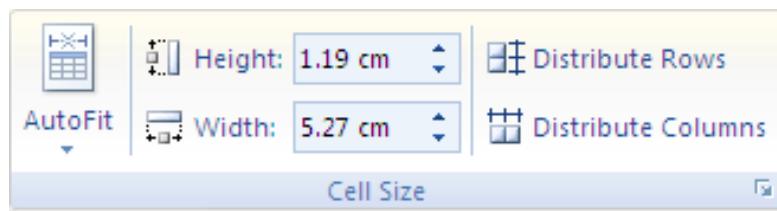
Mouse

1. Select the data to format.
2. Click the buttons to apply formatting from the home ribbon as discussed in earlier sections

Word treats each cell in a table as a separate document. Be sure if you have used the enter key in a cell and are applying paragraph formatting to select the appropriate paragraphs. This means that when you use alignment options for example, the data lines up between the edges of the cell according to the selected alignment.

## Change Column And Row Size

The initial width of the columns and height of your rows for your table will depend upon the page orientation and how many columns or rows you selected to insert. The standard widths that Word applies can be easily altered.



► To change column widths and row height

Mouse

3. Ensure that nothing in your table is highlighted (click away from any highlighting to remove it).
4. Move the mouse over the right edge of the column whose width you want to change – the mouse pointer will change shape (*see below*).
5. Click and drag the column edge to make the column wider or narrower as required. A vertical guide appears as soon as you start dragging allowing you to preview the new position of the column edge and its width.



6. Release the mouse. The column will “jump” to its new width.

Or



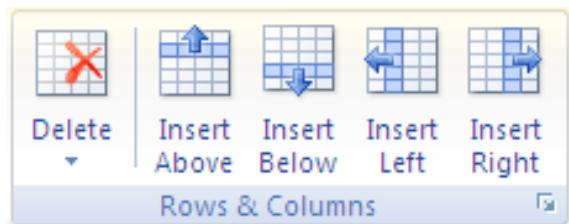
In the CELL SIZE group on the layout ribbon enter the row and column sizes you wish for the selected rows

### Add Rows And Columns

A new row can be added to the bottom of a table by pressing the tab key when the cursor is in the last cell. If you need to, you can choose where new rows and columns should be inserted or deleted from your table and add or remove them accordingly.

► To add a row or column:

Mouse



z

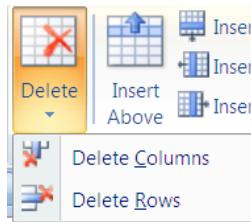
1. Select the row above or below where you want to insert the new row left or right of where you would want a new column.
2. Select from the ROWS & COLUMNS GROUP on the LAYOUT ribbon where you would want to insert a row or column.
3. A new column or row will appear. Repeat for more.

### Remove Rows And Columns

You can delete selected rows and columns from your table if they are no longer needed.

► To remove rows:

Menu



1. Select the cells, rows or columns that you want to delete.
2. Select the DELETE button from the ROWS & COLUMNS GROUP on the LAYOUT ribbon. Choose one of the options.

### Text Alignment

Because your rows and columns may have different quantities of data in them it may be necessary to align certain textual elements to various parts of the cell. I.E. you may have a one word tile in a tall cell and wish to align it to the very centre of the cell.

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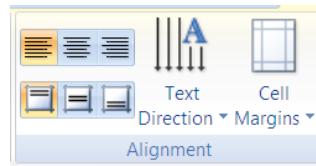
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► To align text

Mouse

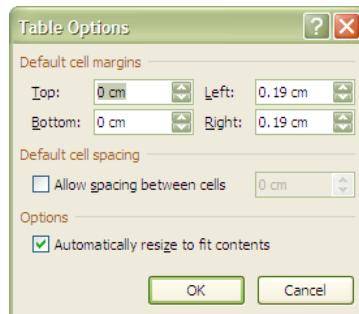


1. Select the cell or cells you wish to align the text for.
2. Choose an alignment from the ALIGNMENT group on the LAYOUT tab.

*If aligning the text does not put your text where you want it you may set the cell margins as you would for a document to line up your text perfectly*

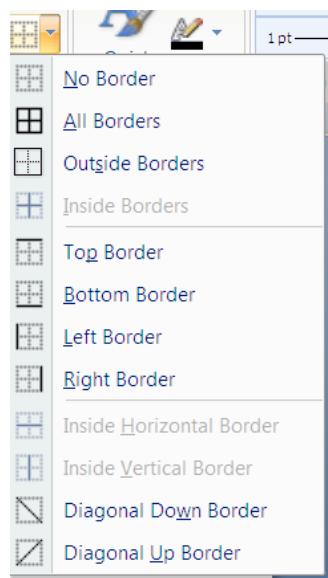
► To set cell margins

Mouse



1. Select CELL MARGINS from the ALIGNMENT group on the LAYOUT tab a dialog will appear.
2. Enter required margin sizes for selected cells.
3. Click OK to apply

## Table Borders And Shading



When you insert a table, Word automatically borders the outline and all the gridlines within – these will appear on a print out. You may want to change the border style and colour or even remove the borders altogether. You can also shade in parts of your table to emphasise them.

You can decide which borders should appear in parts of the table, or in the table as a whole.

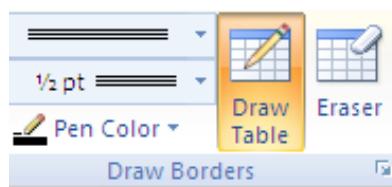
► To choose the bordered edges:

Mouse



1. Select the cell(s), row(s) or column(s) where you want to change which edges are bordered, or select the whole table.
2. Click the drop down arrow on the right of the BORDERS button on the TABLE STYLES group on the DESIGN ribbon.
3. From the palette that displays, click the button that displays the required option to control which edges of the selection will have borders and which will not.

## Border Style



You can change the line style, thickness and colour that Word uses to border the elements that make up your table. We do this in Word 2007 by drawing the border around the cells.

### ► To draw border

#### Mouse



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1. Click within your table
2. Click on the DESIGN ribbon.
3. On the DRAW BORDERS group select a line style from the topleft box (use drop down arrow) the DRAW TABLE button will be enabled
4. Select a thickness for your border from the box beneath using the drop down arrow
5. Finally choose a pen colour from the button marked.
6. Click on the border of a cell and drag along the border of a cell and release. A border will be applied with your selections.
7. Repeat step around cell or table to apply your border formatting

### Table Shading

You can apply shading to tables using an option on the TABLE STYLES group on the DESIGN ribbon.



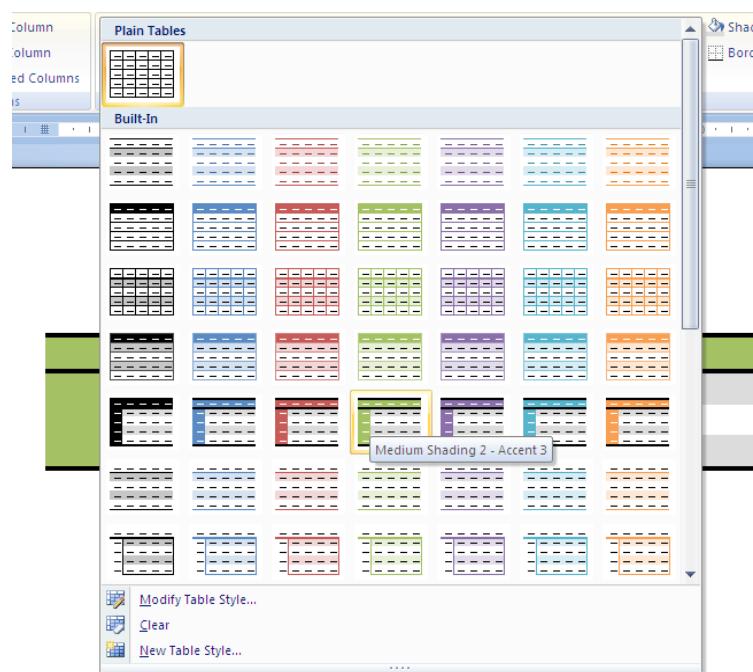
#### ► To apply shading:

##### Mouse

1. Select the cell(s), row(s) or column(s) where you want to apply shading or select the whole table if you want to shade the whole table.
2. Click the drop down arrow to the right of the Shading colour button on the TABLE STYLES group on the DESIGN ribbon. to display a list of different colours.
3. Click the required colour to apply it to your selection.

*You can remove shading by selecting the items that are shaded, clicking the Shading Colour button and choosing the **No colour** option*

## Table Styles



There are many predefined styles available to enable you to create a consistently formatted table quickly and easily that looks professional.

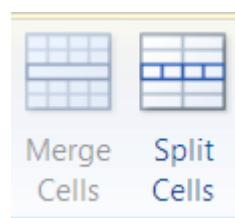
### ► To apply a table style

#### Mouse

1. Click within the table you wish to format.
2. Move your mouse cursor over the various styles. The style will preview on your table. When you have located the style you wish click and the style will be applied.

## Merging And Splitting

When you have inserted your table there may be times in a number of cells that you would want them as one cell and not several and similarly you may wish for one cell to be split into several. In 2007 this feature is easy to do.



➤ To split cells

Mouse

1. Select the cell(s) you wish to split
2. Go to the MERGE group on the LAYOUT ribbon and click the SPLIT CELLS button.

➤ To merge cells

Mouse

1. Select the cells you wish to merge.
2. Go to the MERGE group on the LAYOUT ribbon and click the MERGE CELLS button.



To see Section 7-10 download  
PowerPoint 2007: Part II