

# PowerPoint 2003: Part I

Stephen Moffat, The Mouse Training Company



# PowerPoint 2003 Part I

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Stephen Moffat, The Mouse Training Company

# **PowerPoint 2003**

## **Part I**



PowerPoint 2003: Part I

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# Introduction

PowerPoint 2003 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 PowerPoint 2003 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 course. The table of contents lists the page numbers of each section and the table of figures indicates the pages containing tables and diagrams.

## Objectives

Sections begin with a list of objectives each with its own check box so that you can mark off those topics that you are familiar with following the training.

## Instructions

Those who have already used a similar application 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 hand icon  which precedes a list of instructions.

## Appendices

The Appendices list the toolbars mentioned within the manual with a breakdown of their functions and tables of shortcut keys.

## 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 follows:

[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 menu commands are referred to, the manual will refer you to the menu bar** – E.g. “Choose File from the menu bar and then Print”.

**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.”

## Notes

Within each section, any items that need further explanation or extra attention devoted to them are denoted by shading.  
For example:

*“PowerPoint will not let you close a presentation that you haven’t already saved without prompting you to save.”*

# 1 The Basics

## Objectives

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

- Title Bar
- Menu Bar
- Toolbars
- Tri Pane View (Normal)
- Ask a Question

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## 1.1 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

## 1.2 Launching PowerPoint

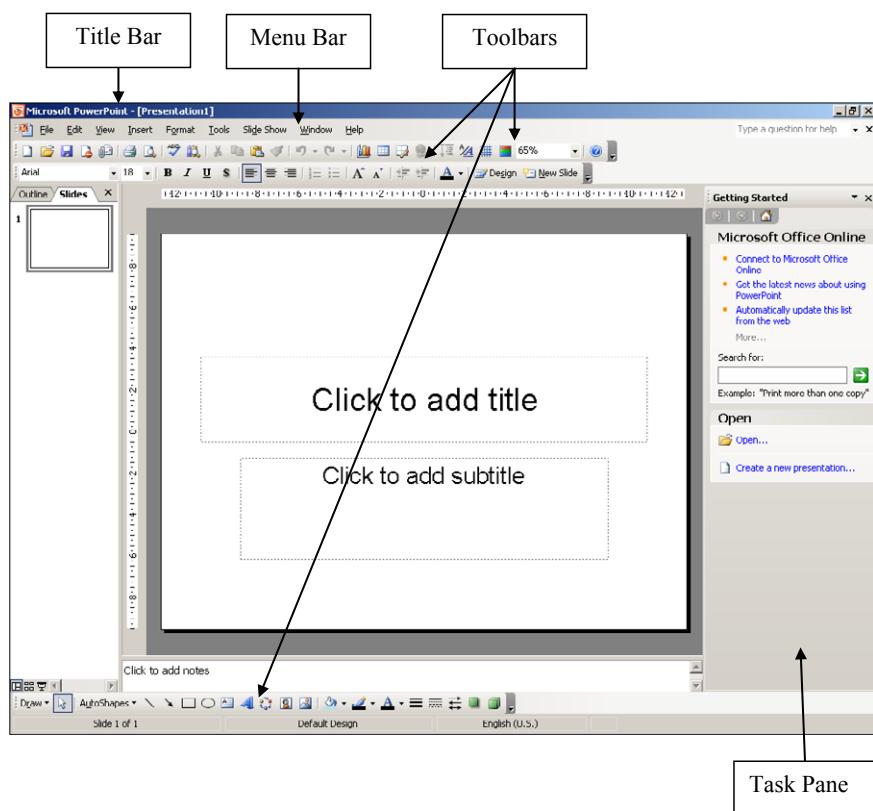


To launch PowerPoint:

### Mouse

- Click the **Start** button on the Taskbar, and select **Programs**. Click Microsoft PowerPoint 2003 from the sub-menu list.

PowerPoint 2003 displays the Tri-pane displayed below when it is first launched. This view is also known as Normal view.



### 1.3 The PowerPoint Screen

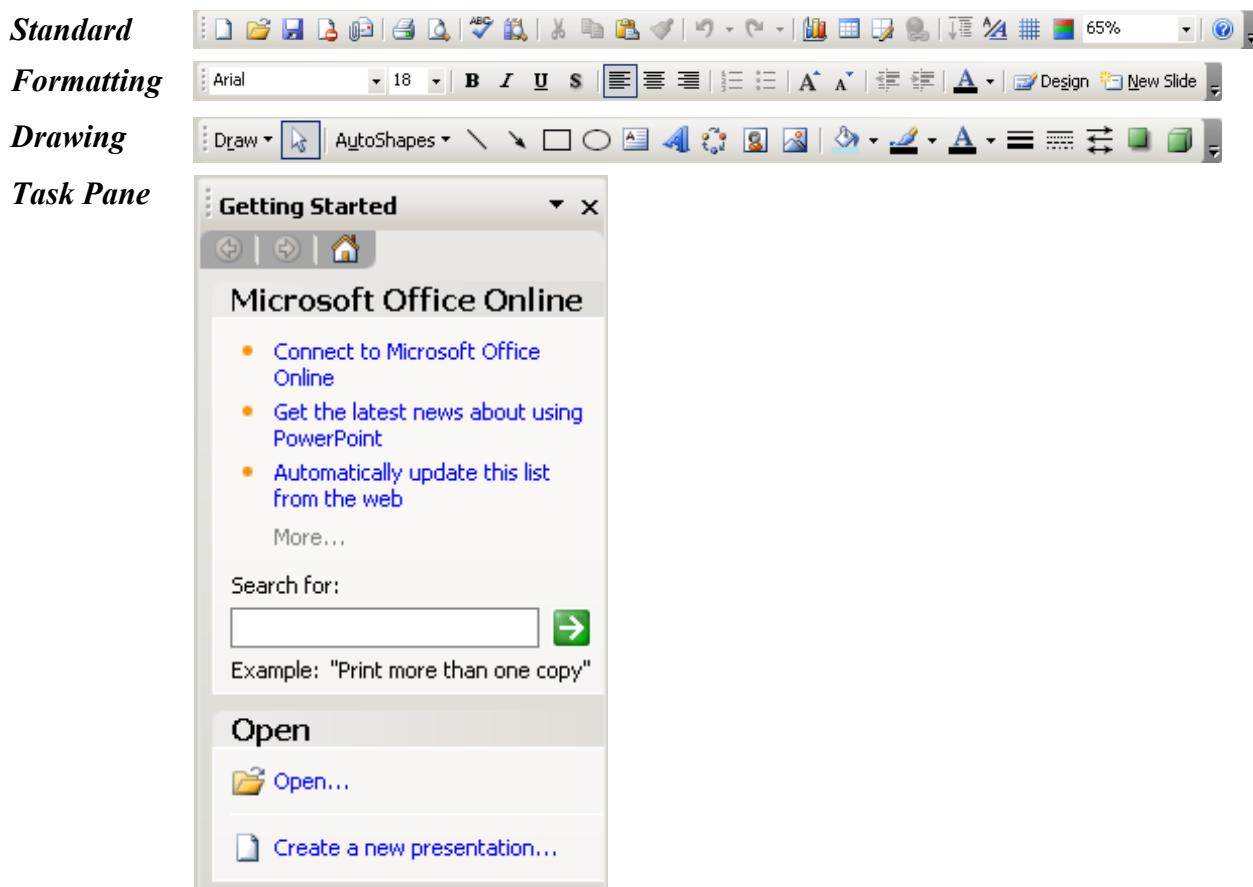
**Title Bar** The coloured bar that appears at the top of the PowerPoint window. The title bar tells you which application you are using and if the presentation you are in is maximized, it will also contain the name of the presentation.

**Menu Bar** PowerPoint 2003 has two menus, the *menu bar* and *shortcut menu*. The menu bar displays all options available within PowerPoint and is accessed using the left mouse button. The shortcut menu however, only displays some of the more frequently used options and is accessed via the right mouse button.

**Toolbars** Toolbars are a form of shortcut menu. They allow the user to carry out some of the most common functions quickly.

In PowerPoint 2003 there are numerous toolbars available. By default, the Standard, Formatting, Drawing and Task Pane toolbars are displayed when PowerPoint 2003 is launched.

If the mouse pointer is left stationary over an icon on a toolbar, a 'tool tip' appears stating the use of the tool.





### To Activate a Tool Button on the Toolbar

#### Mouse

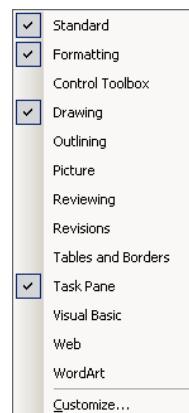
- Click the left mouse button on the required tool.



### To Display Other Toolbars

#### Mouse

- Click the **right** mouse button on any toolbar currently displayed, e.g. on the Formatting toolbar. This action will cause a list of all available toolbars to be displayed.



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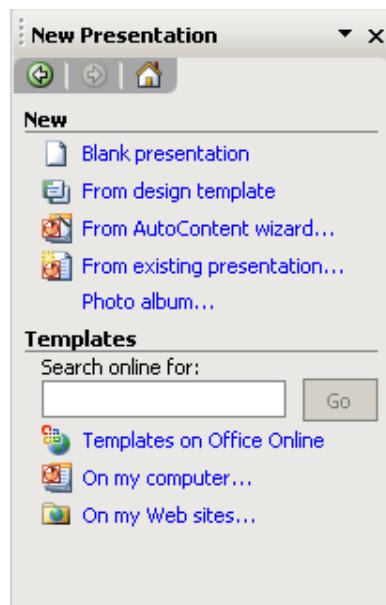
Click on the ad to read more

- Select the toolbar required by clicking on the specific toolbar, e.g. WordArt.

*The same method is used to hide a toolbar.*

*You can customise existing toolbars by selecting the Customise option from the Tools menu. You can then add extra buttons or remove those you don't require.*

## 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.

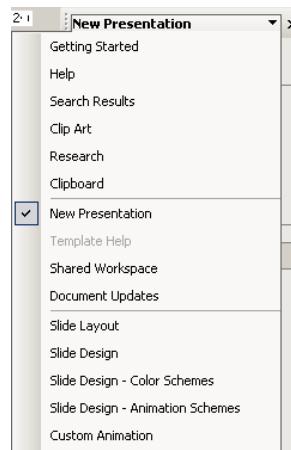
It is a Web-style area that you can either dock along the right or left edge of the window or float anywhere on the screen. It displays information, commands and controls for choosing options. Like links on a Web page, the commands on a task pane are highlighted in blue text, they are underlined when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

A task pane is displayed automatically when you perform certain tasks, for example when you choose the File, New command from the menu bar to create a new presentation.



To display a task pane at any time:

### Mouse



- Choose Task Pane from the View menu.

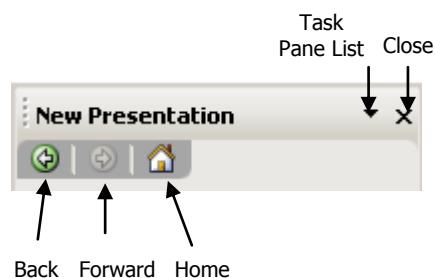
**Or**

- Choose View, Toolbars, Task Pane from the menu bar.

**Or**

- Right-click the menu bar or any toolbar and choose Task pane from the shortcut menu.

You then need to navigate to the particular task pane you want to work with. You can display any of the main task panes that are available by clicking the down arrow near the upper right corner of the pane that is displayed initially, and choosing the name of the pane you want to open from the drop-down menu.



You can navigate among the task panes you have recently displayed by clicking the Back and Forward Web-style buttons. The Home button will display the 'Getting Started' Task Pane. Close the task pane by using the close button.

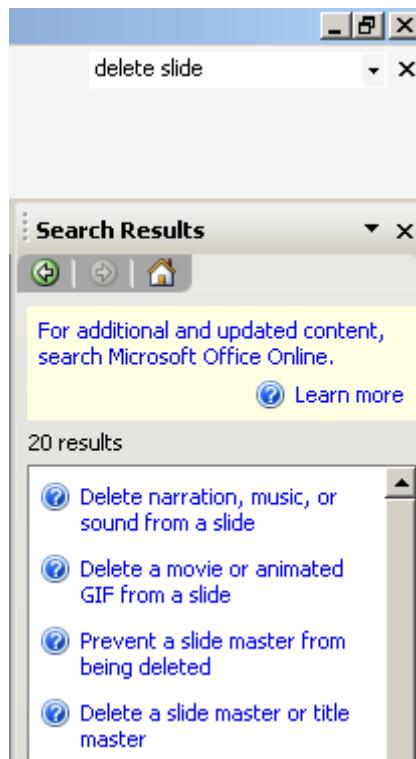
## 1.4 Using Help

PowerPoint 2003 offers several ways of obtaining help.

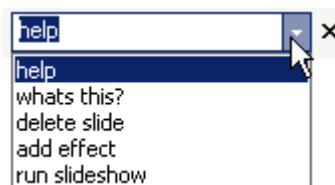


### Ask a Question for Help

- Typing a question or phrase in to the **Type a question for help** box that you will find in the upper-right corner of the application, and then pressing [ENTER].
- Matching topics will be displayed in the Task Pane. Single click on the topic that you wish to view



If you want to repeat a question you have already typed during the current session, you can simply select the question from the drop-down list on the Ask a Question Box.

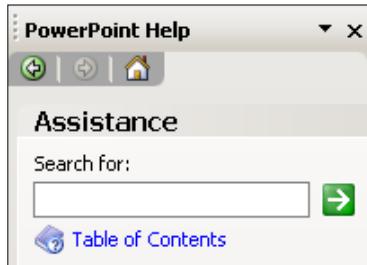


*If no possibilities are listed , try searching using a different word or phrase. For example, you will not find any topics listed under “parallel” but will find some information listed under “align”.*



### Using the Table of Contents

- Select **Microsoft Office PowerPoint Help** on the **Help** menu.
- The **Help** Task Pane will be displayed.



- Click on the Table of Contents hyperlink.

The Table of Contents dialog box is open, displaying a list of topics under the heading "Table of Contents". The topics are:

- Startup and Settings
- Creating Presentations
- Running Presentations
  - About delivering presentations
  - About running a presentation on the screen
  - Start a slide show presentation
  - Run a presentation on two monitors
  - Navigate between slides during a presentation
  - Always show the pointer during a presentation
  - Hide the pointer during a slide show
  - Temporarily black out the screen during a presentation
- Setting Up a Presentation

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- The **Contents** Tab breaks down the information into broad topics. Single click on the Book icon for the topic you want. This will open a list of subheadings.
- Single click to access the help topic you need.

## Using the Office Assistant

The Office Assistant can answer your questions, offer tips, and provide Help for a variety of features.



### Opening the Office Assistant:



- Click on Show the Office Assistant under the **Help** menu
- Type your question into the space provided.
- Click on **Search**. Topics that match your criteria will be displayed in the Task Pane



### Using ScreenTips:

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

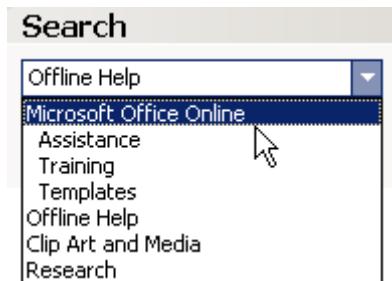
- To see ScreenTips for a dialog box option click on the Question Mark button at the top right corner of the dialog box.

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



### Using Online Sources of Help

- If you are unable to find the information you require, PowerPoint makes it easy for you to connect to online sources that are likely to provide the resources you need.

**Assistance:**

Articles, conceptual topics, columns, and tips to help you get the most from Office 2003

**Training:**

Short, self-paced courses covering specific features of Office 2003

**Templates:**

Pre-designed templates for use with Office 2003

**Clip Art and Media:**

Clip art, sounds, animations and photos that you can download for use in your presentations

*You need an internet connection to make use of these online features.*

A woman with red hair and blue eyes is smiling. She is positioned on the left side of the advertisement, which is divided into two main sections by a diagonal line. The top section is dark blue, and the bottom section is white. On the right side, there is text in blue: "REDEFINE YOUR FUTURE", "Join AXA, A GLOBAL LEADING COMPANY IN INSURANCE AND ASSET MANAGEMENT", and the AXA logo. At the bottom right, there is a green oval containing the text "redefining / standards" and the AXA logo. A small vertical text "agence clg - © Photononstop" is located at the bottom left of the woman's photo.

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# 2 Creating a Presentation

## Objectives

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**

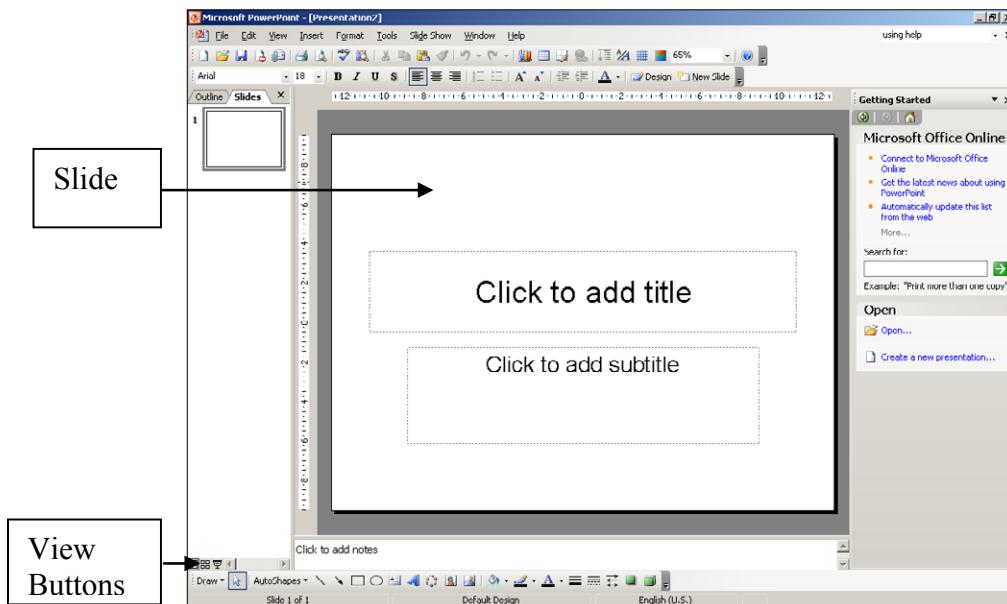
## 2.1 Creating presentations

When you launch PowerPoint 2003, you are placed into a blank PowerPoint presentation, with one Title slide and the **Getting Started** Task Pane displayed.



### To start a new presentation

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



*There are many different layouts you can select for your slide. You can select an appropriate layout including bulleted text, graphs, clipart etc.*

## 2.2 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 18). There are a number of methods to add further slides to your presentation.



### To add a new slide

#### Mouse

- Choose the New Slide icon from the Formatting toolbar. PowerPoint will create a new bulleted list slide

#### Keyboard

- 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.

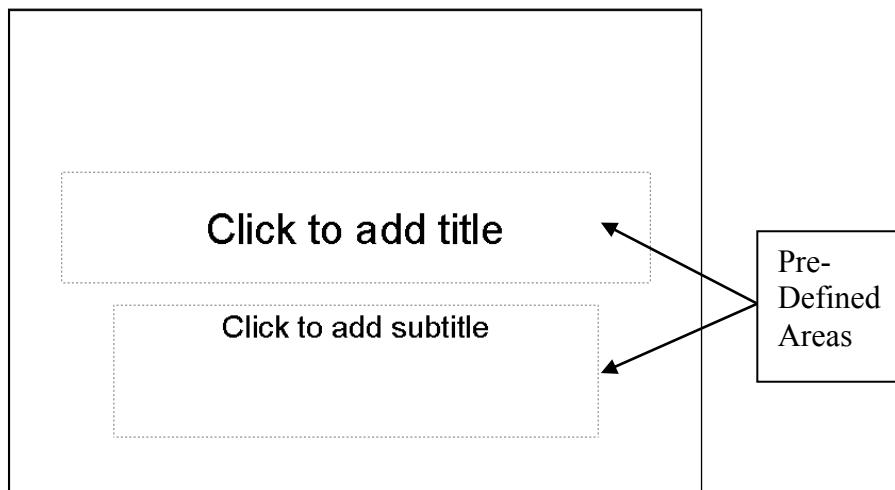
### Entering and Editing Text

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



#### Entering text on a Title slide

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



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To create bullets on a Bulleted slide:

#### Mouse

- Click in the bullets area to anchor the cursor.
- 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 screenshot of a PowerPoint slide titled "A Great City". The slide contains a bulleted list:

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

A mouse cursor is visible at the end of the fourth bullet point, indicating where the user can click to add a new line.

#### 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.

A screenshot of a PowerPoint slide titled "Getting Around". The slide contains a multi-level bulleted list:

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



Demoting your bullets

#### Mouse

- Use the Increase Indent button  on the Formatting Toolbar.

Or

#### Keyboard

- Press [TAB]



Promoting your bullets

#### Mouse

- Use the Decrease Indent button  on the Formatting Toolbar.

Or

#### Keyboard

- Press [SHIFT][TAB]

#### Editing text

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

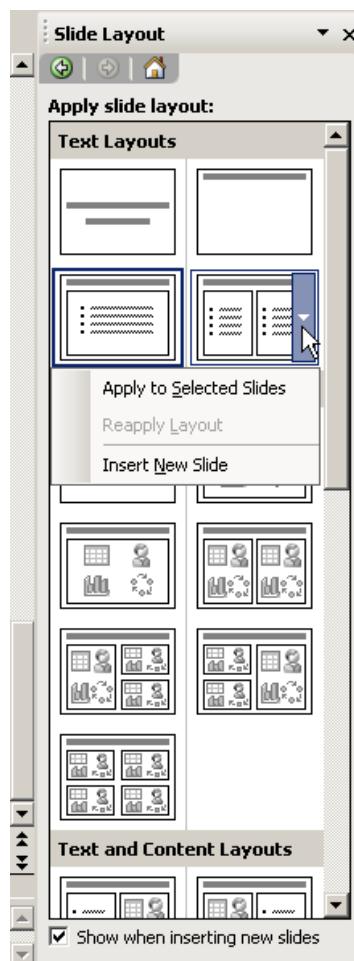


To edit text on a slide:

#### Mouse

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

### 2.3 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.

All available layouts are displayed in the Slide Layout Task Pane. This Pane will automatically be displayed when you either create a new presentation or add a new slide to your existing presentation.



### To change a slide layout

#### Mouse

- Click on the Slide Layout you require in the Slide Layout Pane.
- This will apply the selected slide layout to the current slide



### Reapplying a slide layout

- A layout can be reapplied to a slide by using the drop-down menu next to the desired layout option in the Task Pane

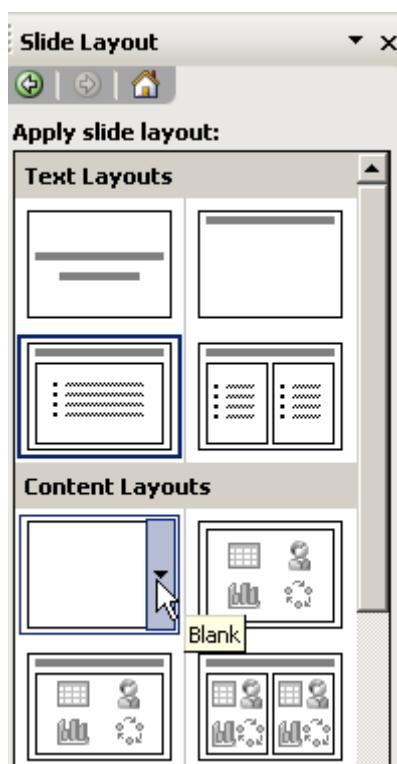
*Note: You can also insert a new slide from within the task pane. Point to the layout you want the slide to have, click on the downward arrow, and then choose Insert New Slide*



### To insert a blank slide

#### Mouse

- Allow your mouse to hover over the Blank Auto Layout slide in the Task Pane; a drop down arrow will appear.
- Click on the drop down arrow



- Choose the **Insert New Slide** option

## 2.4 Comments

Comments are like electronic sticky notes that can be attached to a slide. If you would like your presentation to be reviewed by colleagues you can ask them to insert comments about suggested changes instead of making changes to the presentation itself.

The comments appear in yellow comment boxes. Each Note inserted will show the reviewers name at the top. This name is taken from the information entered into the **General** tab of the **Tools, Options** dialog box.

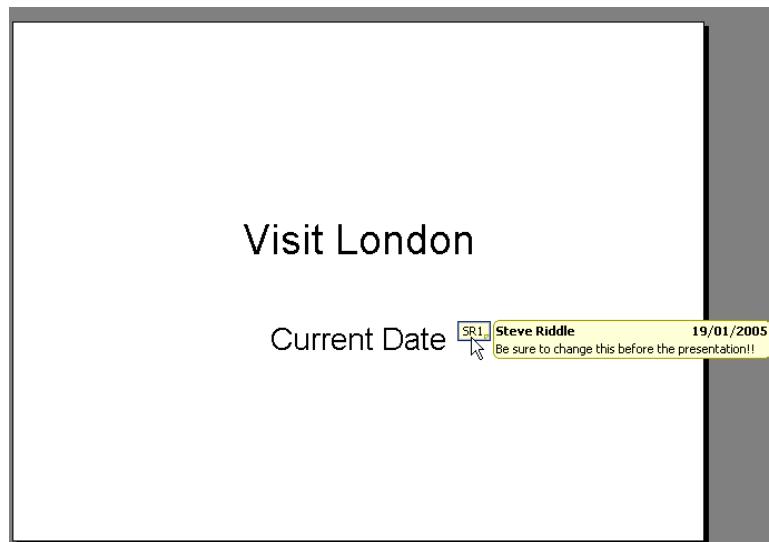
Comments won't appear in outline view or in slide show view.



### Inserting comments in a presentation:

#### Mouse

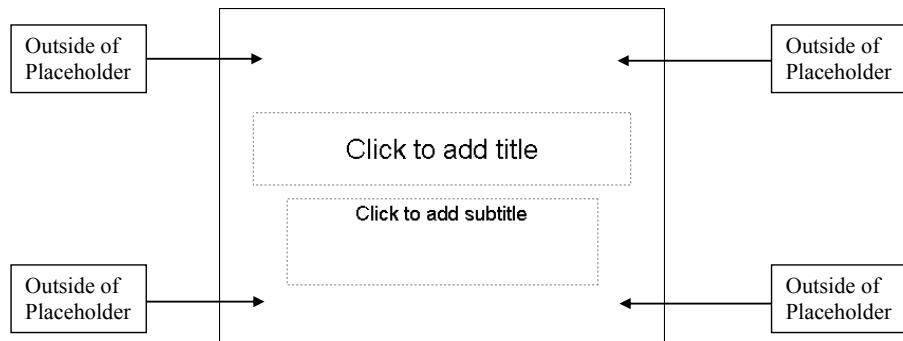
- In normal view, display the slide you want to add comments to.
- Select Insert, Comment.
- Type your comments into the yellow comments box and then click away.
- Move the comment box to your preferred position on the slide.



*By right clicking on the comment you can get options to Edit and Delete the comment.*

## 2.5 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.



### Insert a text box

- On the **Drawing** toolbar, click **Text Box**
- Click in your slide where you want to insert the text box.
- Type in the text you wish to appear in the text box.
- Resize the text box if necessary using the white resizing circles on each side and corner and format your text as appropriate.

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

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## 2.6 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

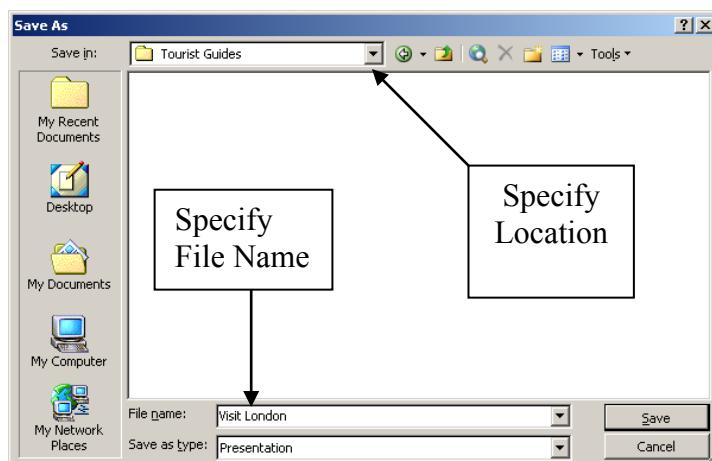
The first time you save a presentation that you have created, you will need to allocate a file name.



To save and name a presentation file:

#### Mouse

- Click on File, Save As.



- Use the **Save in** dropdown field to select the drive in which to save the presentation.
- Double click on a folder to open it. Repeat as necessary until the required folder is displayed in the **Save in** field.
- Type in a File name.
- Click on **Save**.

*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

- Select File, Save

**Or**

- Click on 

**Or**

- 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

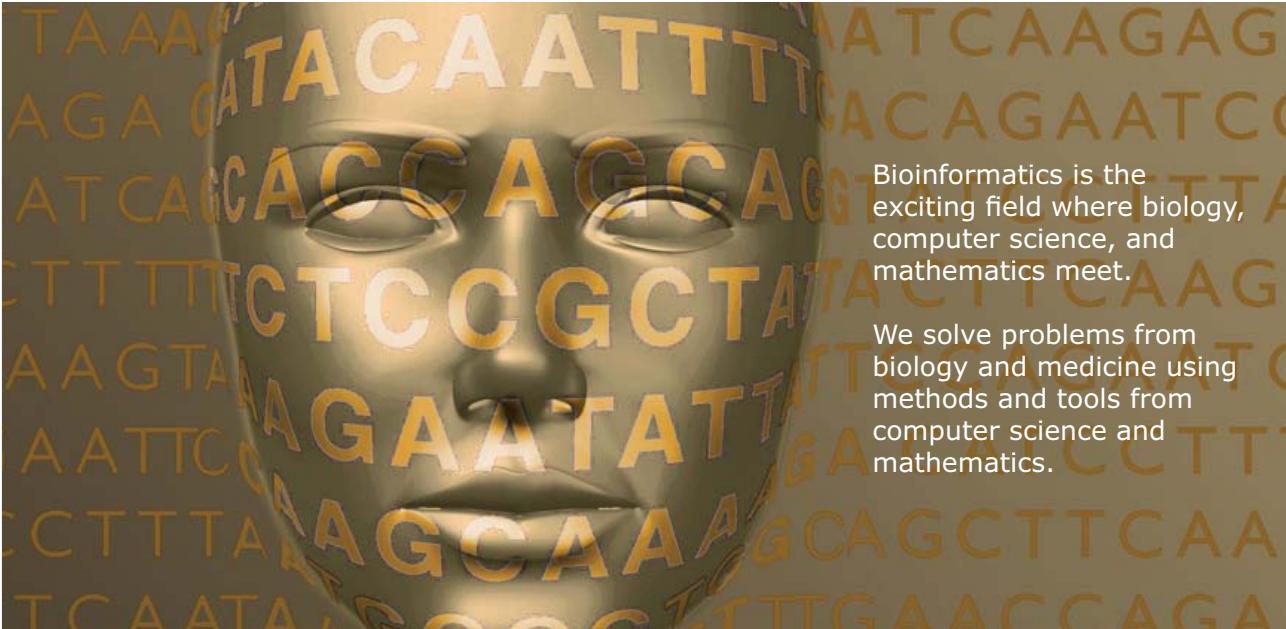
- Click on File, Save As. The original presentation file name is automatically selected.
- Delete this and type in a new file name.
- Click on **Save**.



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- Notes

# 3 Formatting a Presentation

## Objectives

The following are covered in this section:

- Selecting Placeholders and Text
- Formatting Text
- Formatting Backgrounds
- Formatting Numbered and Bulleted Lists
- Changing Case
- Slide Master
- Format Painter
- Smart Tags



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### 3.1 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

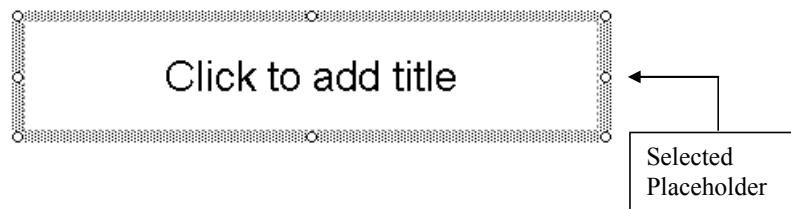
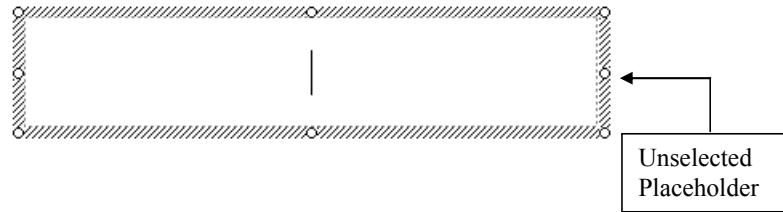
Selecting the entire frame or placeholder is a very quick, efficient and consistent method of selecting text. Any formatting applied to a selected place holder will format all text sitting in the place holder



To select the Placeholder:

#### Mouse

- Click into the text to be formatted.
- 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

- Click into the text to be formatted.
- Press [CTRL] [A].

#### Selecting Text

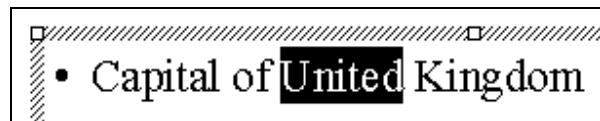
You may apply different formatting to different parts of text within the one place holder or frame.



To select some of the text in a box:

#### Mouse

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



To select text by paragraph:

#### Mouse

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

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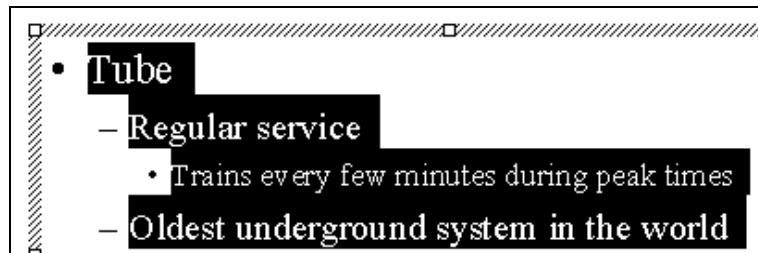
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## 3.2 Formatting Text

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.

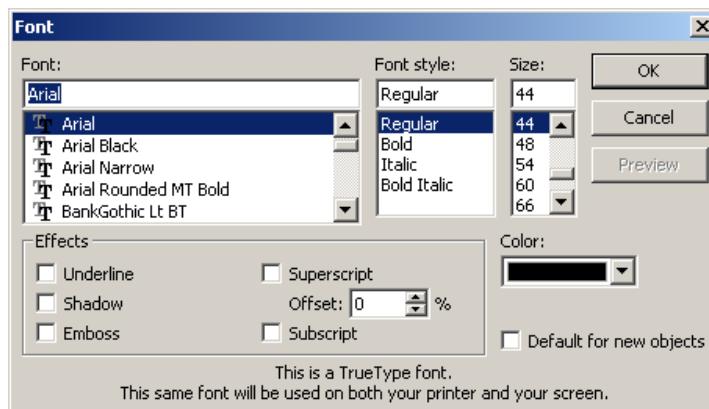
The Format menu contains a variety of different options for formatting text on a slide.



To format text using the Format menu:

### Mouse

- Select the text you want to format. (see page 27).
- Select Format, Font.



- Set the options for Font, Size, Colour and Effects. Choose from Effects such as Shadow, Emboss and Underline.
- Click on OK.

*You can also access these font formatting options using the shortcut buttons on the Formatting toolbar. (See Appendix).*

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



### Applying text formatting using the Formatting Toolbar

For the most commonly applied formats, you can make use of the Formatting toolbar.



To apply formats using the Formatting Toolbar:

#### Mouse

- Select the text you want to format (see page 27).
- Click on the appropriate button to change font, size, style, colour and alignment of text.

*Please refer to the Toolbars Appendix for a full list of all buttons on the Formatting toolbar.*

### 3.3 Formatting 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

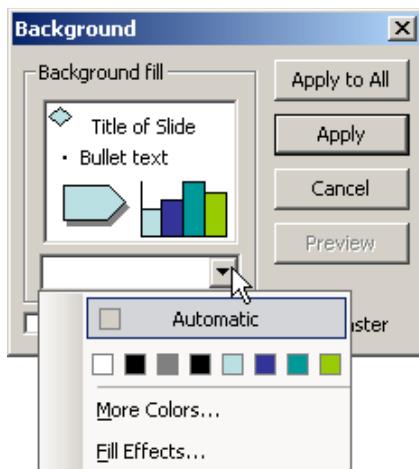


To change the background formatting

- On the Format menu, click Background.

Under Background fill, click the arrow on the right of the box, and then do one of the following:

Select a colour from the colour palette that is displayed when the menu opens



OR

Select a colour outside the colour scheme by clicking **More Colours...**

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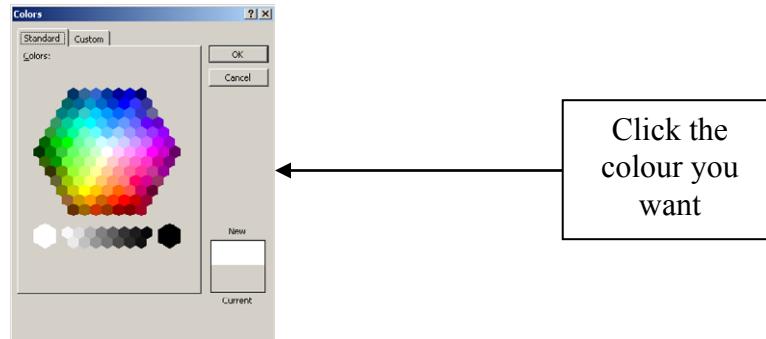
Inés Aréizaga Esteva (Spain), 25 years old  
Education: Chemical Engineer

– 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.

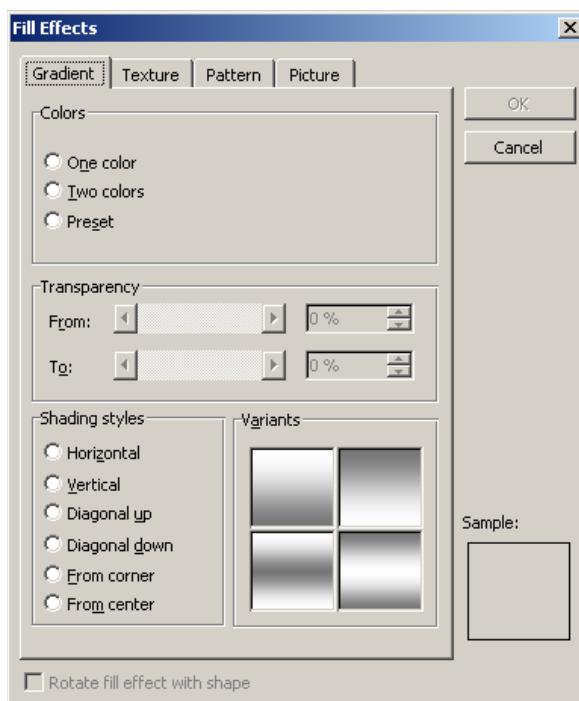


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- You can also select a fill effect or picture as a slide background:
- On the Format menu, click Background.
- Under Background fill, click the arrow on the right of the box. Select Fill Effects.



To use shading, click the **Gradient** tab, click a type under **Colours**, click a shading style, and then click **OK**.

To use a texture, click the **Texture** tab, click the texture you want or click **Other Texture** to select a file and insert it, then click **OK**.

To use a pattern, click the **Pattern** tab, select the pattern you want, select foreground and background colours, then click **OK**.

To use a picture, click the **Picture** tab, click **Select Picture** to find the picture file you want, click **Insert**, and then click **OK**.

- Do one of the following:

If you want to apply the background to selected slides, click **Apply**.



If you want to apply the background to all slides, click **Apply to All**.

*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.*

### 3.4 Formatting Numbered and Bulleted Lists

#### Editing a Bulleted List

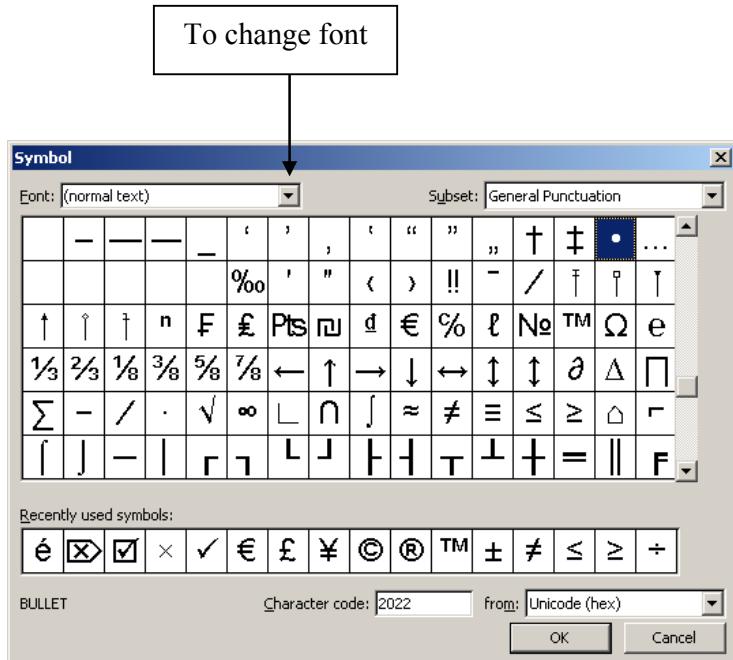
The bullets that PowerPoint assigns when you switch them on or use a bulleted list auto layout are controlled by the slide master template (see page 35). You can however choose different bullet symbols if you wish.



To change bullet symbols:

#### Mouse

- Position cursor in paragraph.
- Select Format, Bullets and Numbering, Customise.
- To select a symbol from a different font change the **Font** prompt in the top left of the dialog box.



- 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.*



## Editing 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:

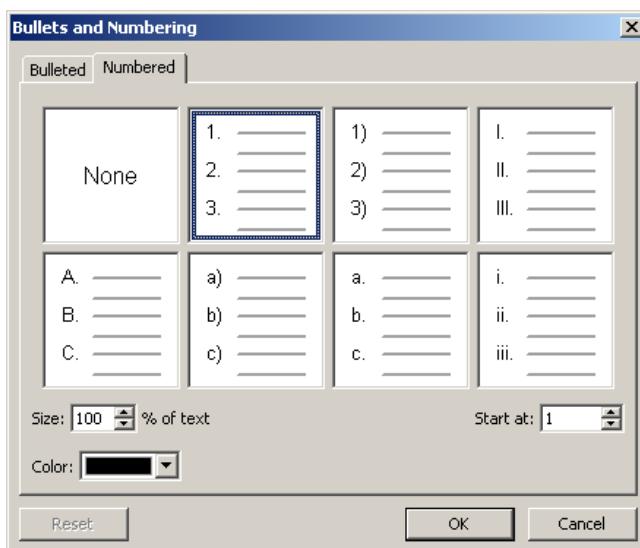
### Mouse

- Select the text or list whose numbering style you want to change.
- On the **Format** menu, click **Bullets and Numbering**.
- On the **Numbered** tab, do any of the following:  
To change the number style, click a style.

To change the size, click the arrows in the **Size** box.

To change the color, click the arrow next to **Color**, and either select a color from the eight choices — which represent the current color scheme — or click **More Colors** for additional choices

- Click on **OK**.



## 3.5 Master Slides

### Slide Master

The slide master stores information relating to the underlying formats of the slides in your presentation, including font styles, placeholder sizes and positions, background design, and colour schemes and is used to control the appearance of the presentation. Each presentation has a Slide Master. When you want to apply consistent formatting through all slides in your presentation, you change global attributes by editing the Slide Master. These changes will be automatically reflected through each slide (apart from the Title Slide). This is done through the **View, Master, Slide Master**.



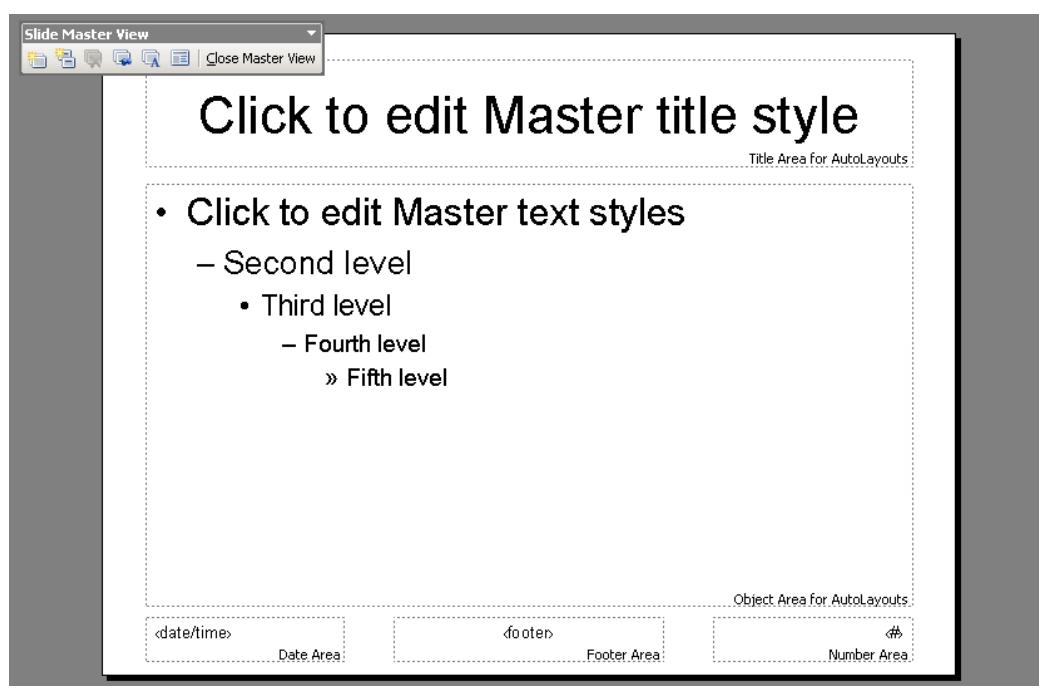
## Using the Slide Master

### Mouse

- Select View, Master, Slide Master.

Or

- Press [SHIFT] (Normal View Button).



- To establish the formatting for title text, body text, bullets and footers select the relevant sample text or bullet and format using the Format menu commands or the Toolbar shortcut buttons.
- Place any required graphics, logos and additional headers and footers on the slide master and format as desired.
- To change the position of any graphic or box of click and drag the object to a new position.
- Return to Normal View. (Click on **Close Master View** button or on Normal View button).

*All your slides will now follow the formatting of the Slide Master. All graphics, logos, headers and footers on the master will show on all slides.*

*If you would prefer the text on any individual slide not to follow the Slide Master format the text of that slide individually.*

*To hide Slide Master items such as graphics/ logos on an individual slide use Format, Background, Omit Background Graphics from Master.*

**Note:** For more information on Slides Masters, creating Multiple Slide Masters and working with Title Masters, please see Section 12 (page 139), Slide Masters and Templates.

### 3.6 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

- Select the placeholder or the text that contains the formatting that you want to use.
- Click the Format Painter button from the Standard toolbar . Your mouse pointer will change to display a paintbrush next to the selection pointer (white plus).
- Select all the cells you want to apply the formats to by dragging over them. As soon as you release the mouse, the formats will appear.

*The format painter will paint the formats from your chosen area and will then turn off. You can keep the format painter turned on to enable the painting of multiple areas 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.*



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### 3.7 Changing Case

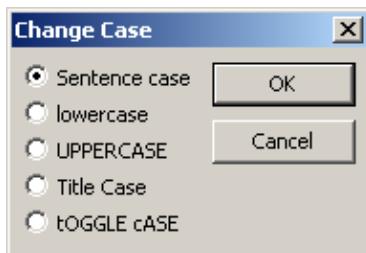
If the case of the letters is wrong, rather than deleting and re-typing in the correct case, you can use the following formatting option.



To change text case:

#### Mouse

- Select your text.
- Select **Format, Change Case**.



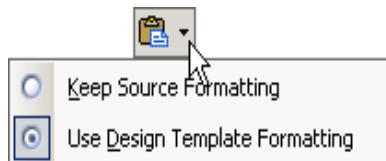
- Choose desired case.
- **OK**.

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

### 3.8 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 2003 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.



## About smart tags

A “smart tag” is a type of button in Microsoft PowerPoint 2003 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.

- Notes

# 4 PowerPoint Views

## Objectives

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

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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 2003 are:

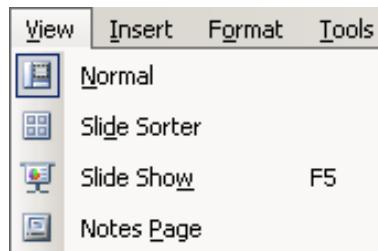
Normal (Tri Pane) View

Slide Sorter View

Notes Page

Slide Show

To switch between these different presentation views you simply need to select the view from the **View** menu.



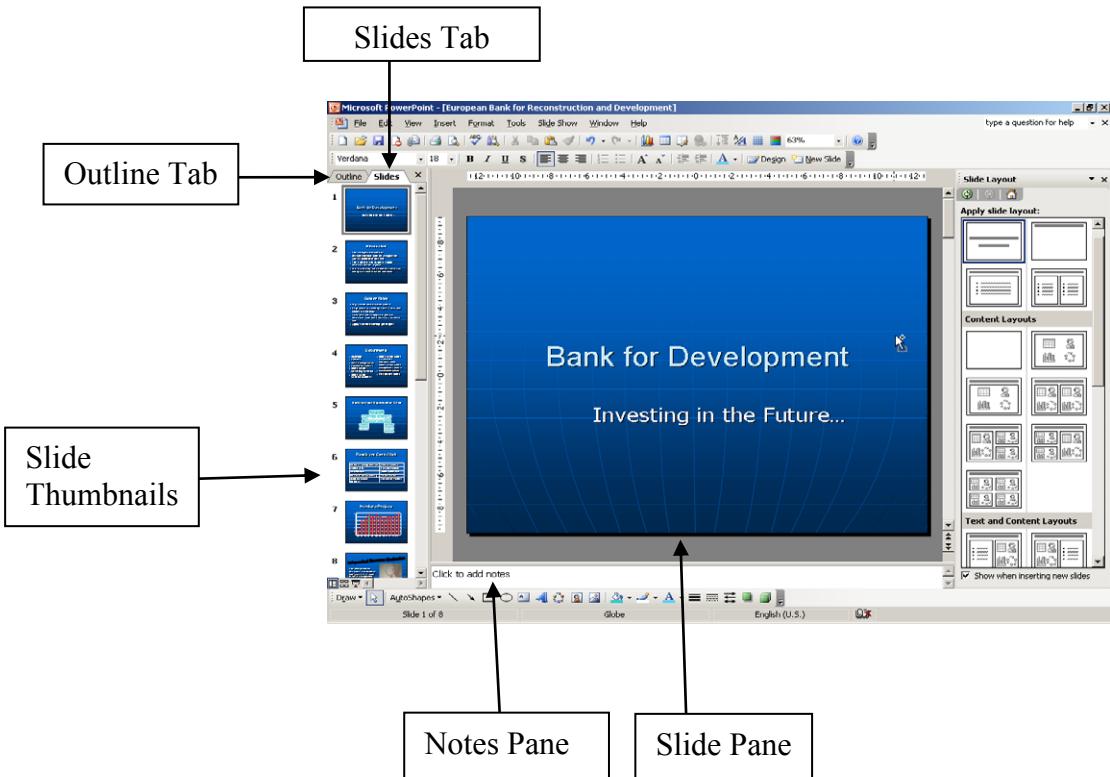
Alternatively, you can click on the required view button at the bottom left of the screen.



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**.



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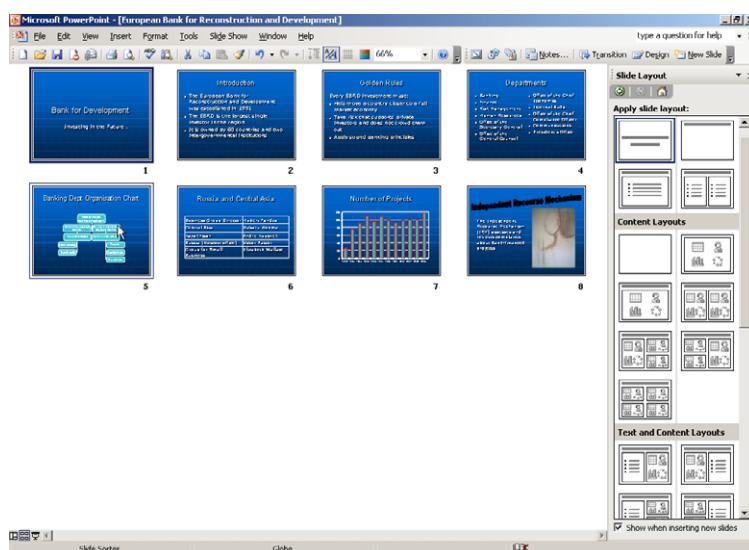
## The Outline Tab

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.

## 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.



To change the order of your slides:

### Mouse

- Click on the slide you wish to move and drag it to the position you require.
- Repeat this process until your slides are in the correct order.

## Slide Show View

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.

*Note: 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.*

### View in Black and White

To see a presentation in Black and White select **View, Color/Grayscale** and select either Grayscale or Pure Black and White.

The presentation slides will now display in black and white but note that the thumbnails will still appear in colour. If legibility and contrast has deteriorated, select each object, Right Click the mouse and select Black and White from the shortcut menu. This will offer alternative shading options listed to the right.



If you want your presentation to print in Black and White, the Color/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.

### Print Preview

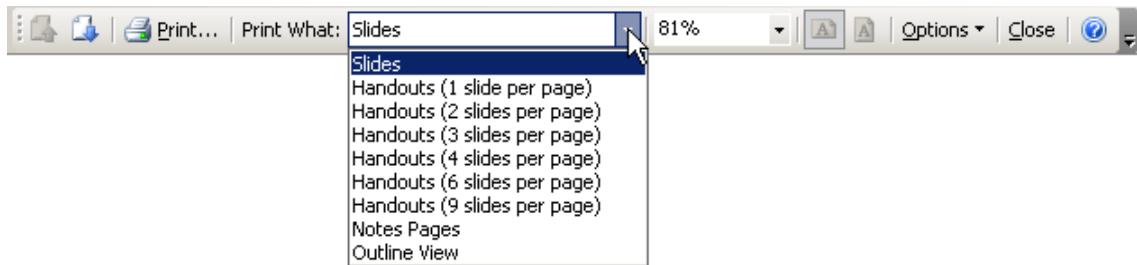
PowerPoint 2003 gives you the ability to preview the way your slides will look before they are printed out on paper.



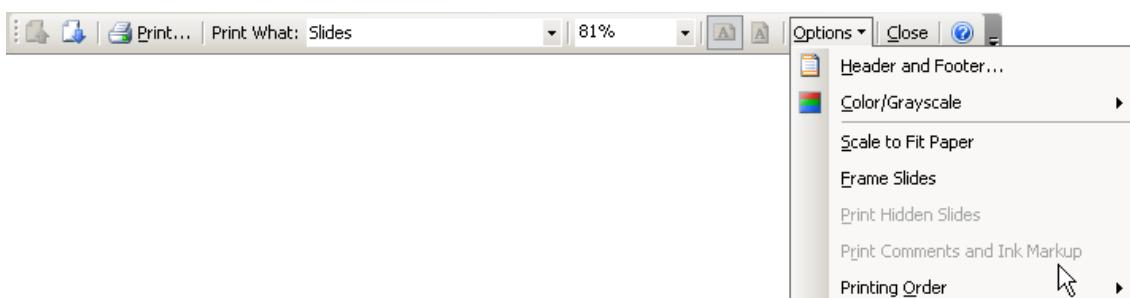
To use print preview

### Mouse

- From the File menu, choose Print Preview.
- Use the up and down arrow buttons to advance through your slides.
- 
- You can choose other options for what to print e.g. handouts with six slides per page, by choosing a new option from the Print What box by clicking on the downward arrow.



- 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.



- To return to your previous view after working in Print Preview, click on the Close button.

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# 5 Working with Outline View

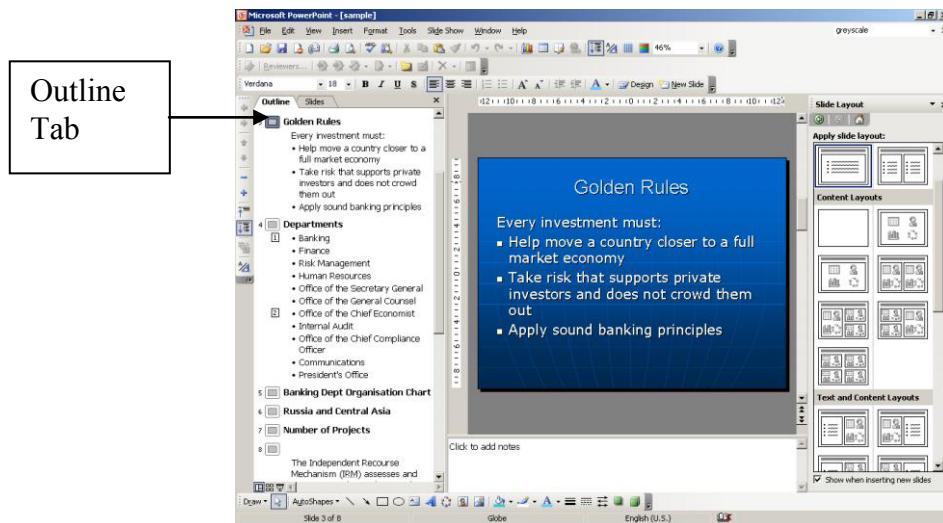
## Objectives

The following topics are covered in this chapter

- **Using Outline View to enter text**
- **Creating slides in Outline View**
- **The Outlining Toolbar**
- **Creating a Summary Slide**

## 5.1 Using Outline View to enter Text

### 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.

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### To work in Outline View

- Click the Outline tab from the Normal (Tri Pane) View

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 new body text:

#### Keyboard

- Position the cursor at the end of the title
- Press [CTRL] [ENTER]
- Type in first paragraph of body text.
- Press [ENTER] for each new line of body text.

*Note: 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

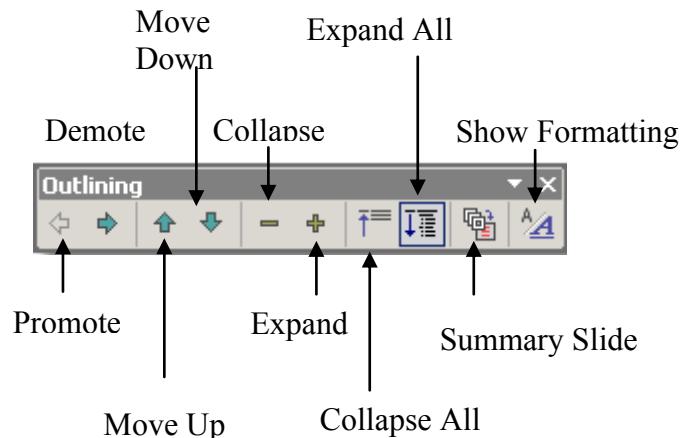
- Position the cursor at the end of the previous slide.
- **Press** [CTRL] [ENTER].
- Type in the title of the new slide.

*Note: Outline View will display all slides with a slide icon to the left Outline View will **not** display graphic objects.*

## 5.2 The Outlining Toolbar

When in Outline Format an extra toolbar is available, the Outlining Toolbar.

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.

- 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.
- 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 organize. 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

- Double-click the slide icon.

**OR**

- Press [ALT] + [SHIFT] +[MINUS SIGN].



#### To Collapse all text in the presentation

- On the **Outlining** toolbar, click **Expand All**. (This toggles between collapsing and expanding text.)

**OR**

- Press [ALT] + [SHIFT] +[1].



#### To Expand text on one slide

- Double-click the slide icon.

**OR**

- Press [ALT] + [SHIFT] + [PLUS SIGN].



To Expand all text in the presentation

- On the **Outlining** toolbar, click **Expand All**.

**OR**

- Press [ALT] + [SHIFT] +[9]

#### Decrease or increase text indents in an outline

You can increase or decrease text indents, using the Outline Toolbar. On the **Outline** tab in normal view, click the text whose indent level you want to change.



To decrease an indent,

- On the **Outlining** toolbar, click **Demote**.

**OR**

- Press [SHIFT] + [TAB]

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### To increase an indent

- On the **Outlining** toolbar, click **Promote**

**OR**

- Press [TAB].

## 5.3 Importing text stored in other formats

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 (RFT, TXT, DOC, etc), it can create a slide show outline directly from the document, saving you valuable time.



### To Import a pre-existing outline

- Click on the New Presentation icon.
- Click on the Outline tab.
- Choose File, Open and navigate to the directory that contains your outline document by changing the Look In field.
- Select All Outlines in the Files of Type field.
- Double click the file to select it for importing.

## 5.4 Creating a Summary Slide

To introduce or close a slide show presentation, you can create a slide that includes the titles of all your slides or certain selected slides in your presentation. This is sometimes referred to as the title slide, which is a new slide, with bulleted titles from the selected slides, appearing in front of the first selected slide.

The Summary Slide can be created in either Slide Sorter View or Outline View



### To create a Summary Slide in Slide Sorter View

- Select the slides whose titles you want to use.
- To select multiple slides, hold down [CTRL] and click the slides you want.
- On the **Slide Sorter** toolbar, click the **Summary Slide** icon on the Slide Sorter toolbar



### To create a Summary Slide in Outline View

- Select the slides whose titles you want to use.
- To select multiple slides, hold down CTRL and click the slides you want.
- On the **Outline** toolbar, click Summary Slide icon on the Slide Sorter toolbar

. Notes

# 6 Working with Slide Sorter View

## Objectives

By the end of this section you will be familiar with:

- **Using Slide Sorter View**
- **Deleting Slides**
- **Moving and copying slides within the same presentation**
- **Moving and copying slides between different presentations**



The advertisement features a dark blue background with white text and graphics. At the top, it says "ENGINEERING, RESEARCH AND OPERATIONS". Below that, a large "85" is followed by "years of innovation". Underneath, it lists statistics: ">120,000 employees", ">140 nationalities", and "~85 countries of operation". At the bottom, the website "careers.slb.com" is listed. To the right, there's a photograph of a woman wearing a blue Schlumberger uniform and safety glasses, working on a large metal pipe. The text "Who are we?", "Who are we looking for?", and "What will you be?" are also present.

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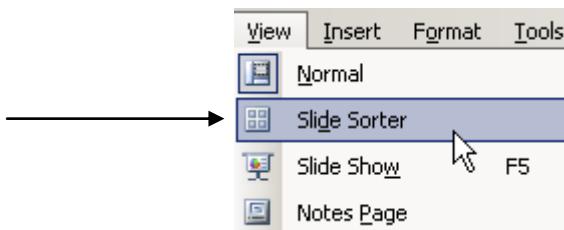
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## 6.1 Using Slide Sorter view

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

- Choose View, Slide Sorter

Or

- Click on the Slide Sorter button at the bottom left of the screen



Deleting a slide

### Mouse

- Switch to Slide Sorter View
- 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.)
- On the Edit menu, click Delete Slide.

### Keyboard

- You can also press DELETE to delete slides

### Moving & Copying slides within the same presentation



To Copy slides within a presentation

- Select the slides you want to copy. 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.
- Then choose **Copy**.
- Click the slide you want your copied 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.*

- 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**.
- 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

- Select the slides you want to copy. 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.
- Then choose **Cut**.
- Click the slide you want your copied 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.*

- 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**.
- If you decide you want the current design template styles to apply, click **Use Design template formatting** (this is the default).

*Note: 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*

*Note: To copy, you can also press CTRL+C; to cut, you can press CTRL+X; to paste, you can press CTRL+V.*

## 6.2 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

- 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.
- On the **Window** menu, click **Arrange All**.
- 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.
- Then choose **Copy**.
- 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.*

- 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**.
- 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

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- Then choose **Cut**.
- 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.*

- 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**.
- If you decide you want the current design template styles to apply, click **Use Design template formatting** (this is the default).



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# 7 Drawing Skills

## Objectives

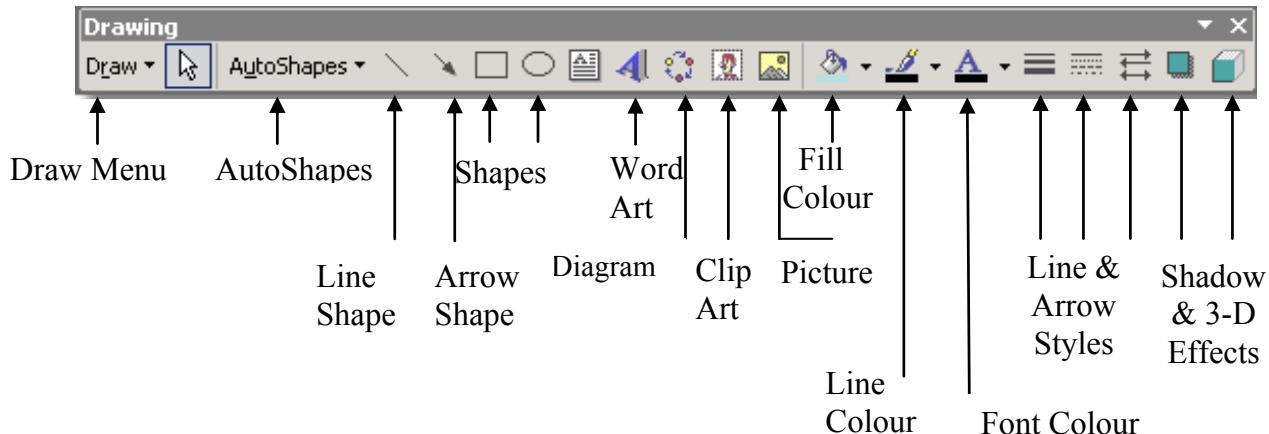
By the end of this section you will be familiar with:

- **The Drawing Toolbar**
- **Drawing and resizing basic shapes freehand**
- **Formatting Shapes**
- **Copying and Moving**
- **Working with Guides**
- **Working with the Visible Grid**
- **Aligning and distributing Objects**
- **Flipping and Rotating**
- **Ordering and Grouping Objects**
- **Inserting and formatting text within a shape**

## 7.1 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.

### The Drawing Toolbar



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## Drawing Basic shapes freehand



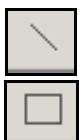
To draw freehand shapes



- On the Drawing toolbar, click **AutoShapes**, and then point to **Lines**.
- 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. To end a shape and leave it open, double-click at any time. To close a shape, click near its starting point.
- 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

## Creating Regular Shapes

There are four basic shapes, each with its own button:



To draw a line



To draw a rectangel



To draw an arrow



To draw an oval

To draw a shape, click on the shape to select it, then click on the top left corner where you want to start and drag the outline of the shape downwards. Release the mouse and the shape appears on the slide.

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.

## Drawing perfect squares, circles and straight lines

You can ensure that your shapes are perfectly square or round or that your lines are horizontal, vertical or 45° angles by using the [SHIFT] key as you draw them.



To draw “perfect” objects:

#### Mouse

- Select a Shape Tool.
- Hold [SHIFT] as you click and drag to define the shape on the slide.
- 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:

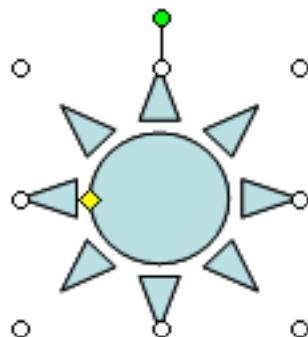
#### Mouse

- Select a Shape Tool.
- Hold [CTRL] as you click and drag to define the shape on the slide.
- Release the mouse before you release the [CTRL] key.

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

## 7.2 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.



To select one object:

#### Mouse

- Click on the object.



To select several objects:

#### Mouse

- Click on the first object.
- Press the [CTRL] key. Click on each other object in turn.

Or

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

Or

- Press [CTRL] [A] to select all objects on the slide (including text objects).

### 7.3 Formatting objects using the menu

PowerPoint's Format menu gives you plenty of scope for changing an object's attributes which will change its appearance on the slide.

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To format an object using the menu:

### Mouse

- Select the Object to be formatted.
- Select Format, Colours and Lines.

**Or**

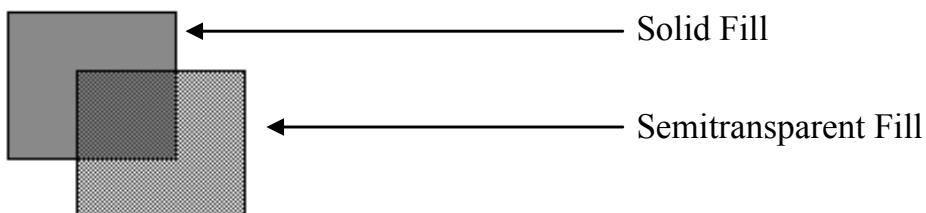
- Select Format, AutoShape.

### The Colours and Lines tab

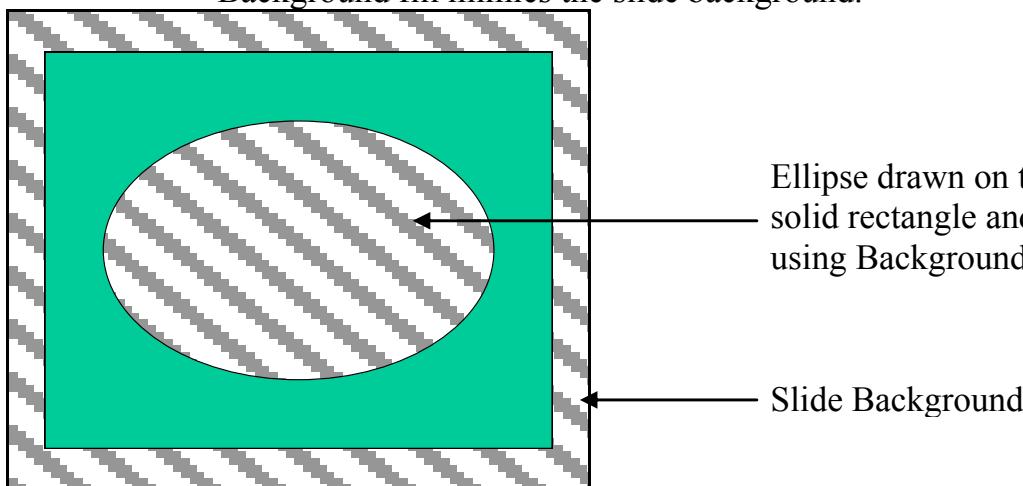
#### Fill

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:



Background fill mimics the slide background.



(For information on gradient, textured, pattern and picture see section on Applying Slide Background, page 147).

## Lines

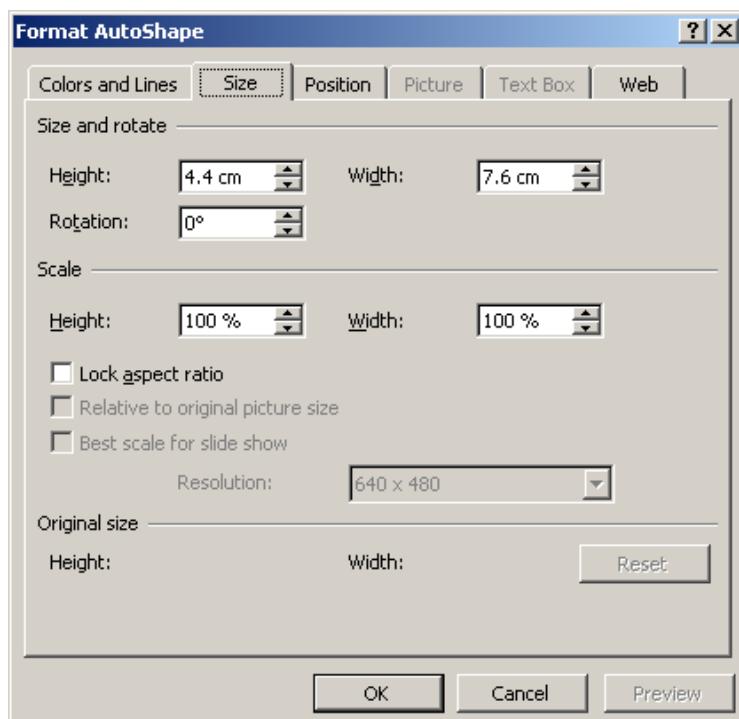
Use the options in the Colours and Lines tab to format the colour, style and weight of the line and to set a dashed effect if desired. Connectors can be changed between straight, elbowed and curved types.

## 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.

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

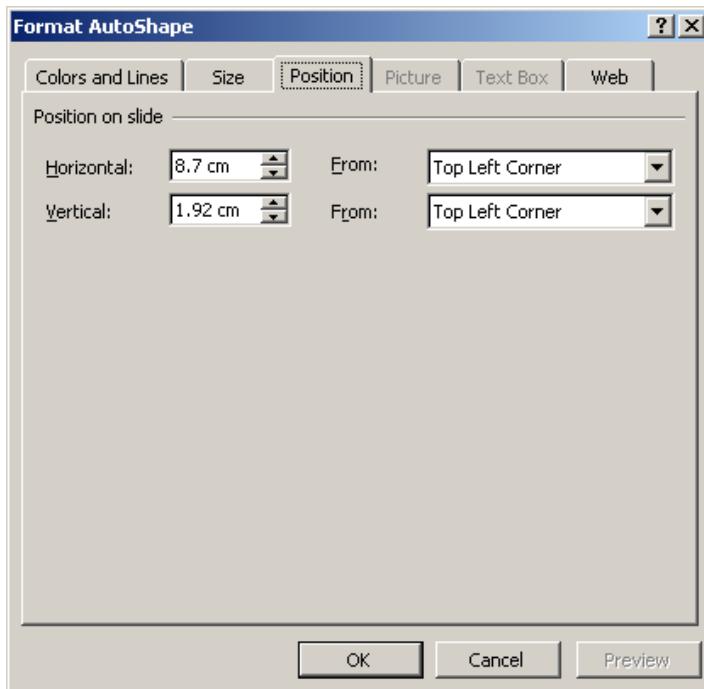
## The Size tab



This dialog box tab offers a variety of methods to resize your object. You can resize using exact measurements or using percentage scaling.

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

### The Position tab

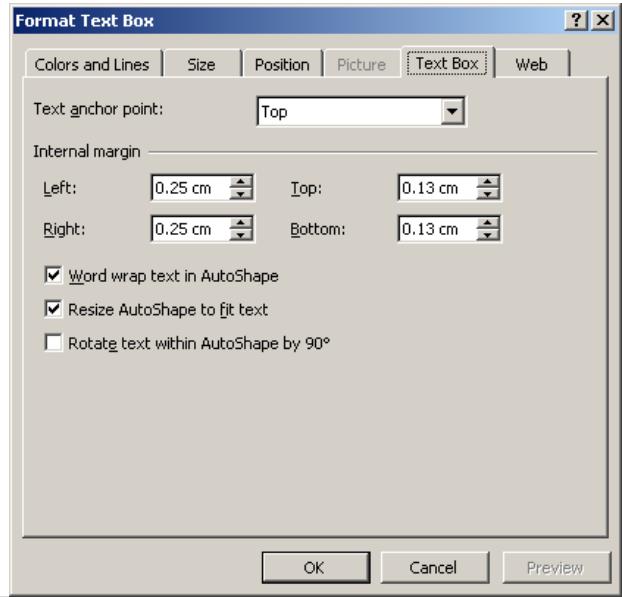


The settings in this dialog box tab allow you to position an object relative to the edges or the centre of the page.

The image is a composite of two parts. On the left, a man in a dark suit stands in a field of tall grass, holding up a large, detailed map of a road network. On the right, there is a promotional advertisement for TomTom. The ad features the TomTom logo with a red hand icon. Below the logo, the text 'WHERE DO YOU WANT TO BE?' is displayed. The text continues: 'TomTom is a place for people who see solutions when faced with problems, who have the energy to drive our technology, innovation, growth along with goal achievement. We make it easy for people to make smarter decisions to keep moving towards their goals. If you share our passion - this could be the place for you.' At the bottom of the ad, it says 'Founded in 1991 and headquartered in Amsterdam, we have 3,600 employees worldwide and sell our products in over 35 countries.' and 'For further information, please visit [tomtom.jobs](#)'.

### Text Box Tab

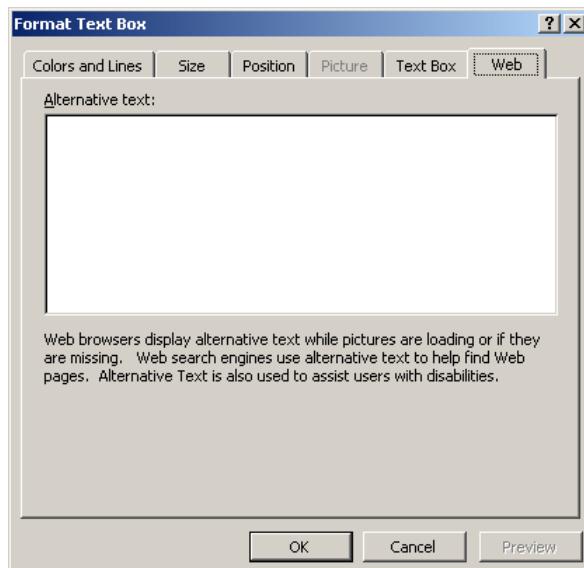
The settings in this dialog box allow anchoring the text in a textbox in various formats. The ability to adjust the size of the autoshape so the text fits inside it was added in PowerPoint 2000.



**Note:** The Text Box tab will not be available until you have entered text onto your object. To type text onto an object, select the object and begin to type.

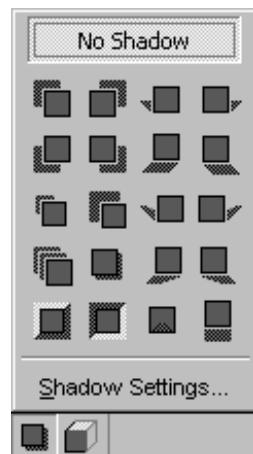
### Web Tab

Type the text you want to be displayed while pictures are loading on your web page.

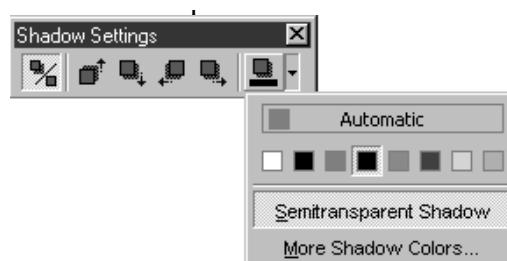


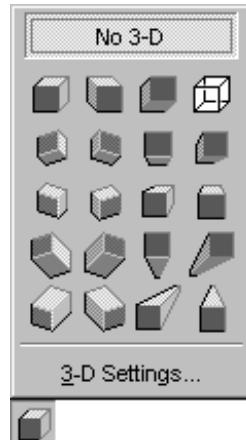
## 7.4 Formatting objects using the toolbar

There are also a number of buttons on the Drawing Toolbar which can be used to format objects.



The **Shadow** button gives access to a range of shadow options for your object. To customise these further select the **Shadow Settings** command. This opens the **Shadow Settings** toolbar which allows you to nudge the shadow in any direction, change the colour of the shadow and set the shadow to be semitransparent.





The 3-D button gives access to a range of 3-D effects for your object allowing you to transform a flat object into a solid one. To customise the settings select the 3-D Settings command. This opens the 3-D Settings toolbar which allows you to tilt the object, change the depth and direction, the lighting effect, the surface texture and the colour.



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## 7.5 Resizing Objects

If you need to enlarge or shrink an object, you can use the sizing handles that appear when it is selected.



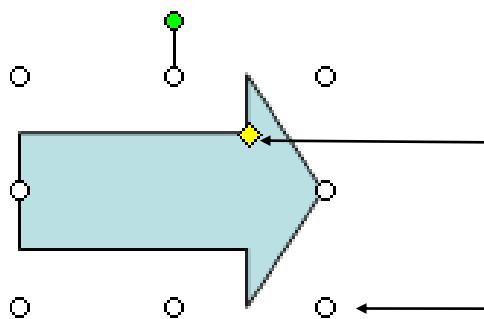
To resize an object:

### Mouse

- Select the object (when an object is selected 8 resizing handles should appear).
- Click and drag a resizing handle to resize the object.

Or

- Click and drag an adjustment handle to re-proportion the object.



Many shapes also display Adjustment Handles when selected. These are small, diamonds which when moved will adjust the proportions of the shape.

Resizing Handles are small circles which appear at each corner and along the sides of a rectangular area that surrounds each object.

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

## 7.6 Moving Objects

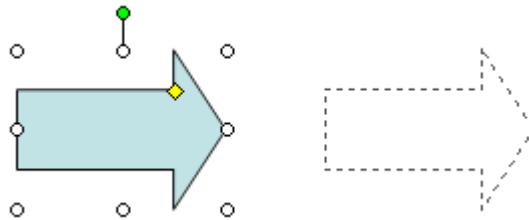
If you need to reposition an object on a slide you can very easily move it.



To move an object:

### Mouse

- Select the object.
- Click and drag to move. (Click on centre of object or on fuzzy border). As objects are being moved an outline of the object shape will be displayed to help you position them accurately.



### Keyboard

- Select the Object.
- Use the arrow keys to move it in a particular direction
- **OR**
- Press [CTRL] [X] to cut the object out.
- Press [CTRL] [V] to paste a duplicate back onto the slide.

*Note: Holding down the [SHIFT] key and **moving an object** will **move** the object and keep it in a parallel line with its original position*

## 7.7 Copying Objects

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



To copy an object:

### Mouse

- Select the object.
- Press the [CTRL] key.
- Click and drag to move and copy (click on centre of object or on fuzzy border).

### Keyboard

- Select the Object.
- Press [CTRL] [C] to cut the object out.
- Press [CTRL] [V] to paste a duplicate back onto the slide.

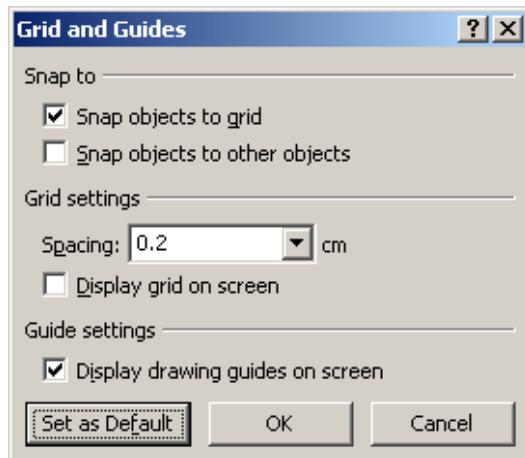
*Note: Holding down the [SHIFT] + [CTRL] keys and **dragging an object** will **copy** an object and keep it parallel to the original*

## 7.8 Working with 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.



To display and hide guides:



### Mouse

- Choose View from the menu bar, then click Grid and Guides.

Or

- Press [CTRL] [G].

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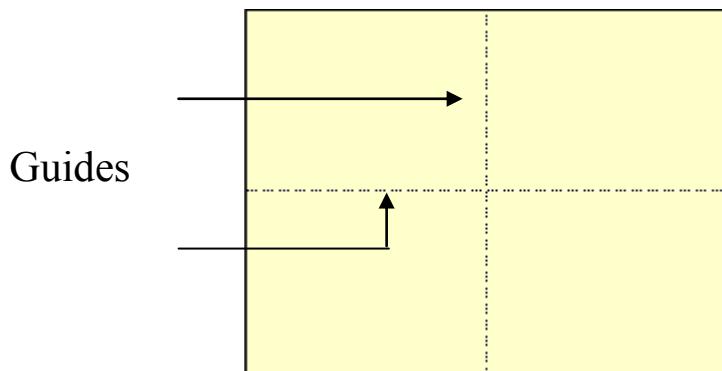
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- Select Display drawing guides on screen
- Choose **OK**



To move the guides:

#### Mouse

- Click on the guide line.
- 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

- Click on an existing guide line.
- Hold the [CTRL] key.
- 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

- Click on the guide line and drag it off the slide.

## 7.9 Working with the Visible Grid

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.

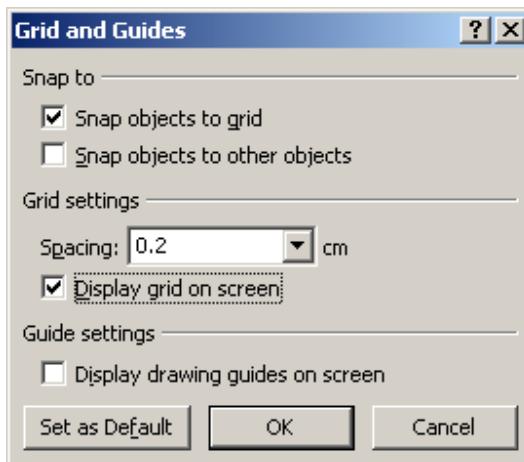
Use the grid to help align objects more precisely, particularly in relation to each other.

The grid can be shown or hidden. Grids are not visible in a slide show and they do not print.



### To show and hide the grid

#### Mouse



- Choose View from the menu bar, then click Grid and Guides.

#### Or

- Press [CTRL] [G].
- Select **Display grid on screen**
- Change the grid settings to increase or decrease the distance between the grid lines
- Choose **OK**.

#### 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

- Choose View, Grid and Guides
- Untick the **Snap objects to grid** option. This will turn off grid snap for all objects until you choose to turn it back on.

#### OR

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

## 7.10 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

- elect the Objects to be aligned.
- Select Draw, Align or Distribute. Select the option required using the illustrations for each command as a guide.

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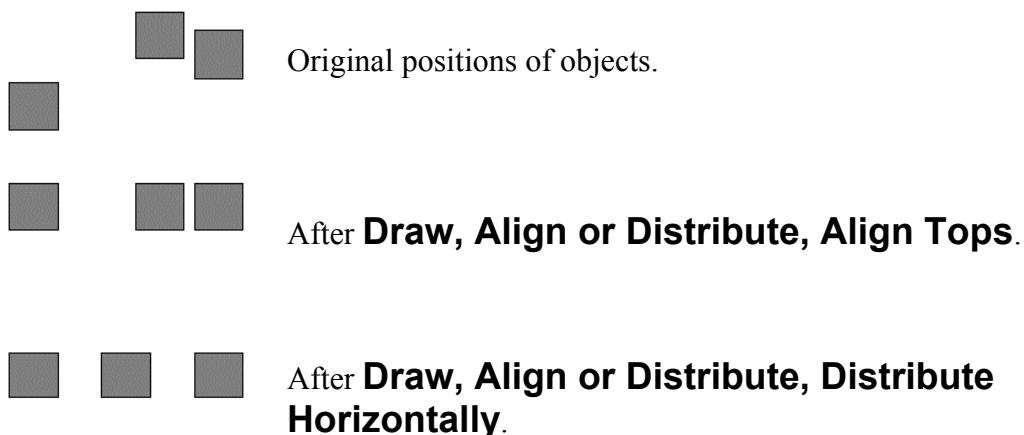
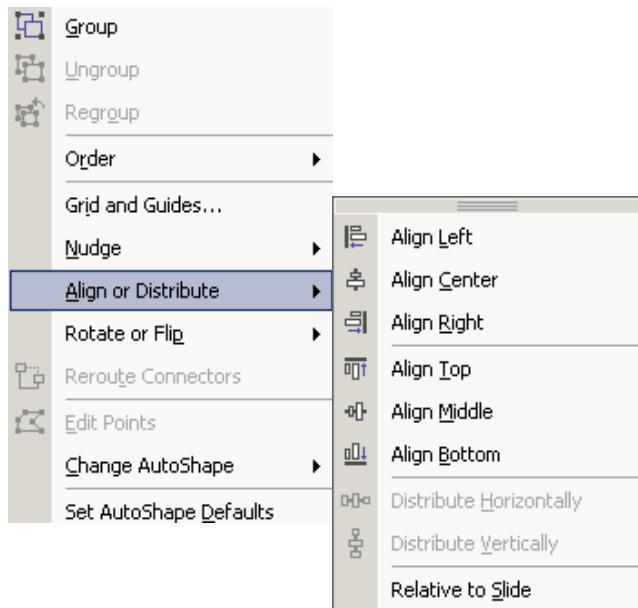
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## 7.11 Rotating/ Flipping Objects

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



To rotate or flip an object:

### Mouse

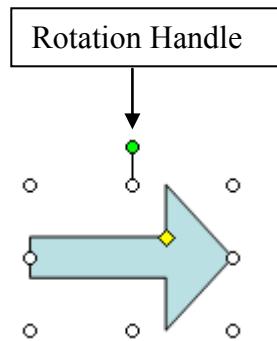
- Select the object.
- Click on Draw, Rotate/Flip.
- Choose the appropriate option from the cascading menu. Use the pictures to help you select the option you need.

## The Rotation Handle

In PowerPoint 2003 you have the ability to free rotate all objects easily using the rotation handle.



### Using the rotation handle



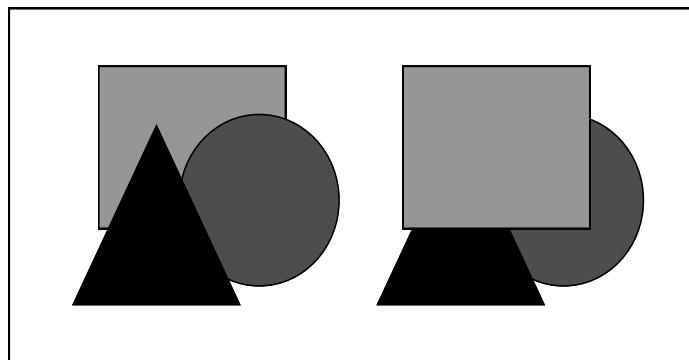
- Hover your mouse over the rotation handle until your mouse pointer changes to a circular arrow symbol.
- Click and drag with the mouse to move the object around to the desired new position.

*The rotation handle can be found on most objects in PowerPoint 2003 e.g. images inserted from file, text boxes, clipart and AutoShapes.*

## 7.12 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

- Click on the object to be moved.
- Select Draw, Order.
- Select the option required.

### 7.13 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 2003 also lets you change certain attributes of individual objects even though they may be part of a group.



To group objects:

#### Mouse

- Select all the objects.
- Select Draw, Group.

*To work on the objects individually again, ungroup them using the Draw, Ungroup command.*

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## 7.14 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

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

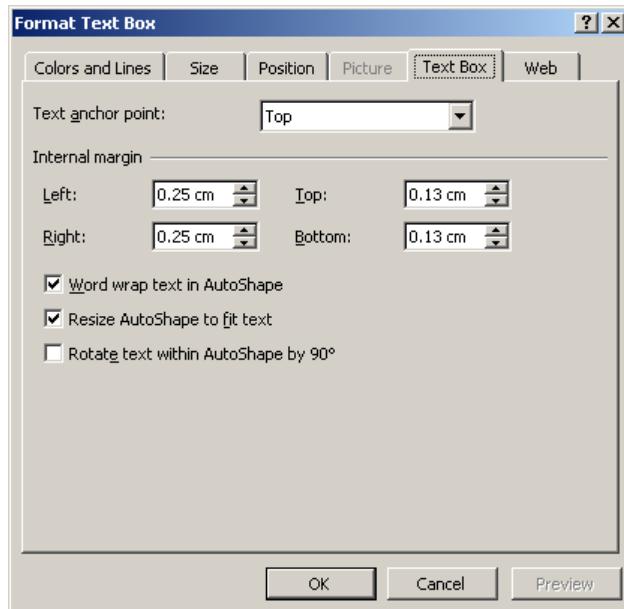
*The text does not automatically wrap to the next line. Press the [ENTER] key for a new line or check the Word-wrap option in Format, AutoShape, Text Box (see below).*

### Formatting Object Text



Text Box formatting

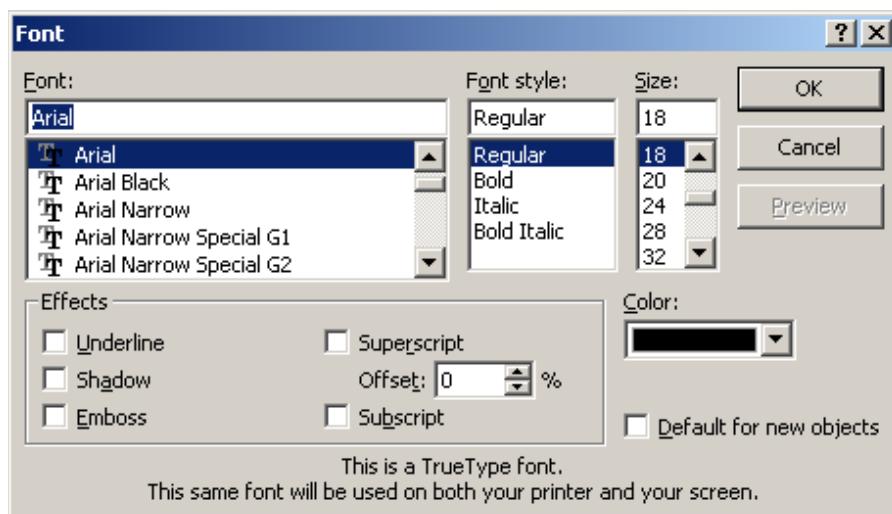
- Select the Shape or Text Box object.
- Select Format, AutoShape from the menu bar OR right click your shape and select Format AutoShape.
- Click on the **Text Box** tab. Choose from the following options:
  - Change **Text Anchor Point** to reposition text within shape or text box.
  - Change **Internal Margins** to increase or decrease the distance between the text and the edge of the object.
  - Switch on **Word wrap text in AutoShape** to force the text to wrap to the next line automatically. (This option is switched on by default for Text Boxes).
  - Switch on Resize **AutoShape to fit text** to force PowerPoint to adjust the size of the shape to accommodate the text. (This option is switched on by default for Text Boxes).
  - Use **Rotate text within AutoShape by 90°** to turn the text a quarter turn to the right.
- Click on **OK**.



To alter font formatting in an object:

#### Mouse

- Select the Text.
- Click on Format, Font.



- Set the options for Font, Size, Colour and Style. Choose from Effects such as Shadow, Emboss and Underline.
- Click on **OK**.

*You can also use the shortcut buttons on the Formatting Toolbar.*

- Notes

# 8 Working with Clip Art

## Objectives

By the end of this section you will be familiar with:

- Inserting Clip Art
- Moving and Resizing
- Recolouring Clip Art
- Grouping and Ungrouping Clip Art
- Cropping Clip Art
- Using Image Settings

The advertisement features three diverse students (two women and one man) holding up a large globe, symbolizing global education. 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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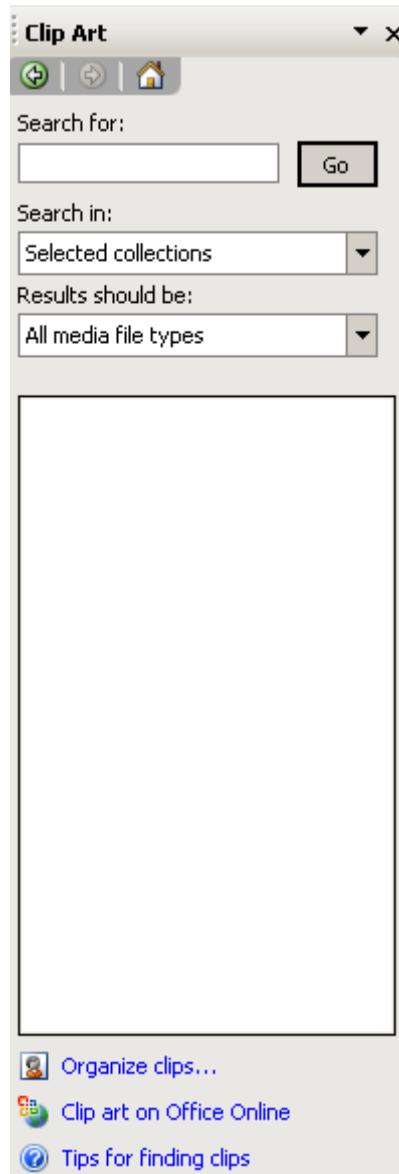
## 8.1 Inserting Clip Art

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:

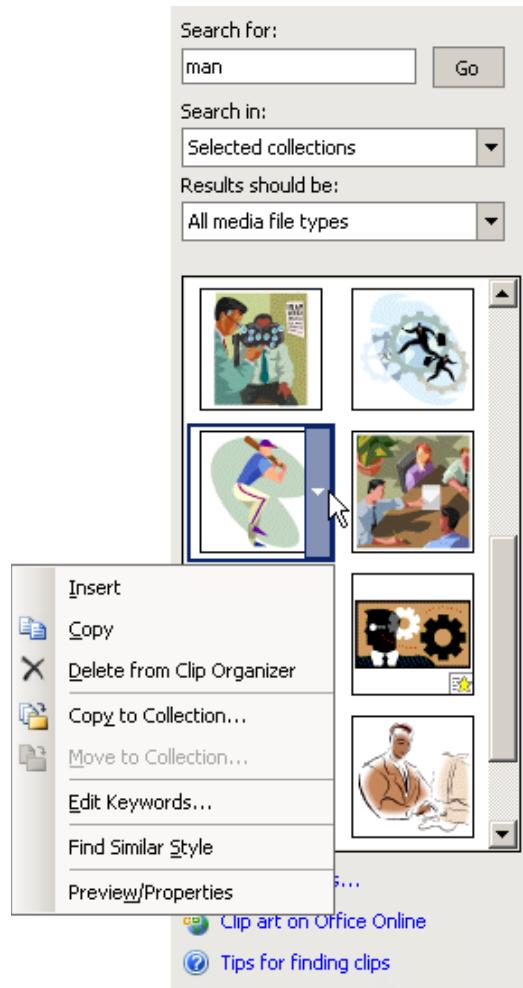
### Mouse



- Select Insert, Picture, Clip Art

Or

- Click on Insert Clip Art  button.
- 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.
- 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.
- Click **Search**.
- Click on Clip Art piece to insert
- For further options, click on the drop down arrow



- If you cannot find a clip that you want click on **Clip art on Office Online** to browse Microsoft's online clip art library

## 8.2 Resizing and Moving Objects

### Resizing Objects

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



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

**Or**

Click and drag an adjustment handle (corner) to re-proportion the object.

### 8.3 Moving Clip Art

If you need to reposition an object on a slide you can very easily move it.



To move an object:

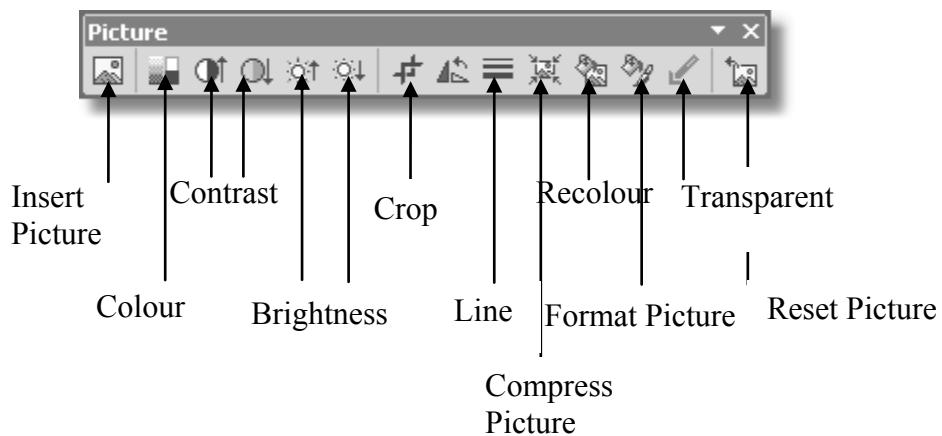
#### Mouse

- Select the piece of Clip Art.
- Click and drag to move. (Click on centre of piece of Clip Art or on fuzzy border). As Clip Art is being moved an outline of the shape will be displayed to help you position it accurately.

### 8.4 Re-Colouring Clip Art

Clip Art pictures comprise a variety of grouped objects each with their own interior colour. Occasionally, you may find a picture that exactly suits your needs but one or more of the colours is wrong. You can alter the individual colours using the method described below. The Picture toolbar is used when recolouring Clip Art.

#### The Picture Toolbar



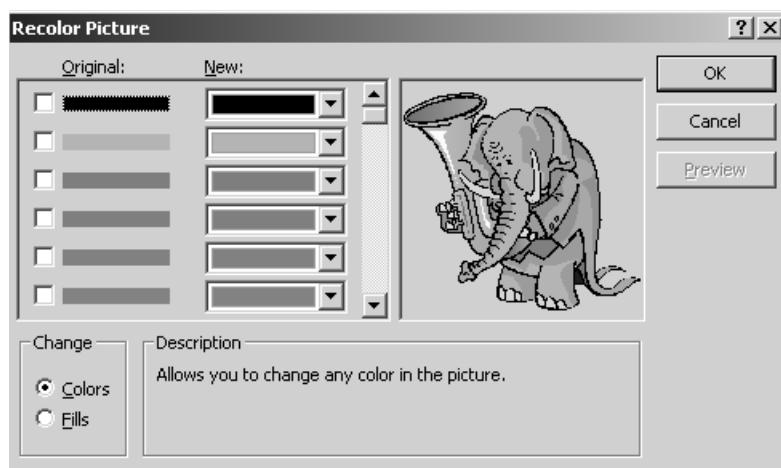
To re-colour a Clip Art picture:

#### Mouse

- Select Clip Art picture.
- Click on Format, Picture, Select the **Picture** tab and click on **Recolor**.

Or

- Click on **Recolour**  button on Picture toolbar.

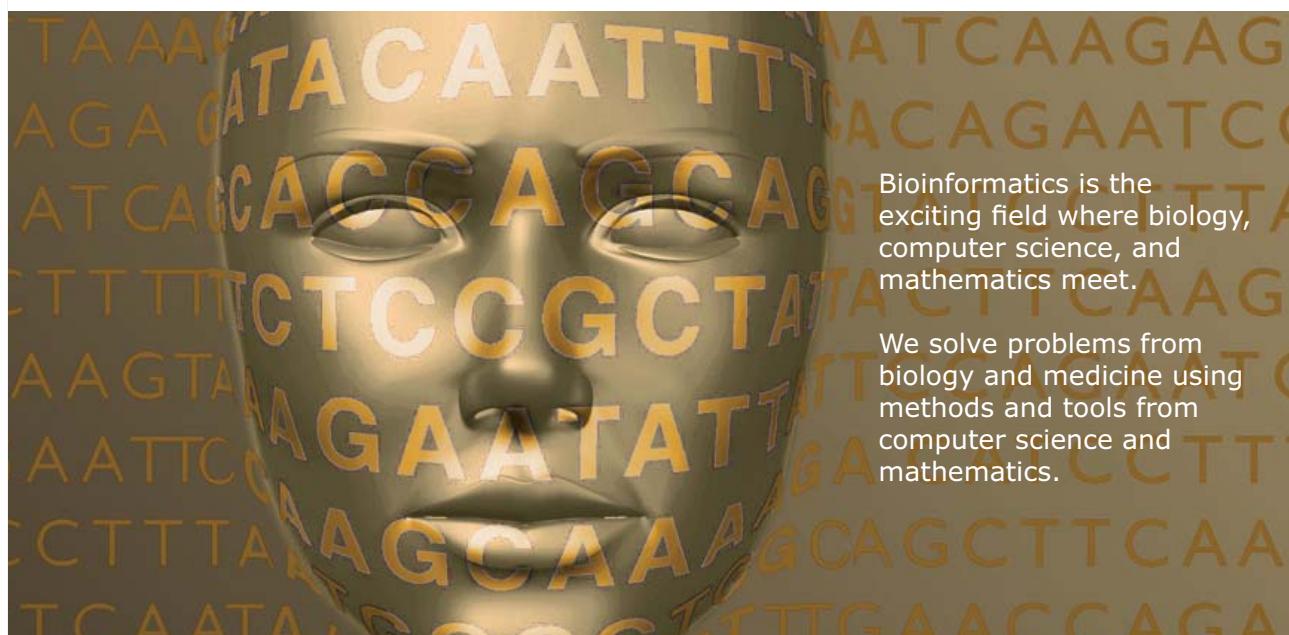


- Find the colour you would like to change in the **Original** column.
- In the **New** column choose a replacement colour.
- Click on **OK**.



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## 8.5 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 PowerPoint drawing allowing you to manipulate the objects which make up 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 a Clip Art and options such as Recolour will not be available.



To ungroup Clip Art:

### Mouse

- Click on the Clip Art picture.
- From the Drawing toolbar at the bottom left of the screen, select Draw, Ungroup.

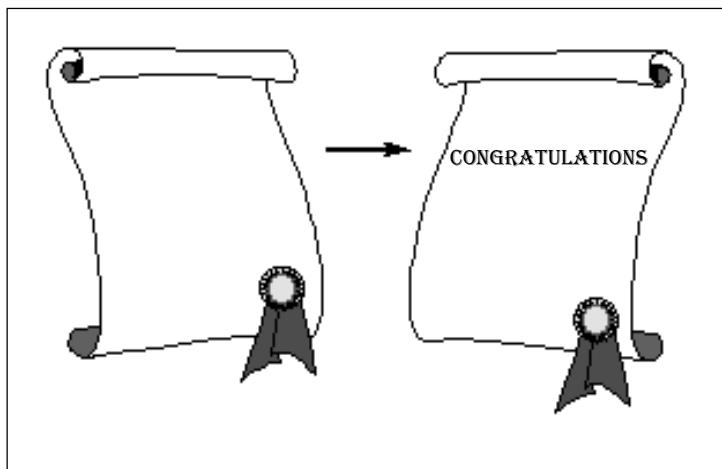
*It may be necessary to ungroup a Clip Art more than once. For example, a Clip Art of a person when first ungrouped may allow you to separate the head, body and limbs. The head may need to be ungrouped again to allow you to separate the facial features.*



Regrouping the picture:

### Mouse

- Select all objects in picture.
- Select Draw, Regroup.



The original Clip Art on the left was ungrouped. The scrolled parchment was flipped, the rosette moved and text added before the picture was regrouped.

## 8.6 Cropping Clip Art

Both Clip Art images and your own drawings can be cropped.



To Crop using the dialog box:

#### Mouse

- Select picture.
- Click on Format, Picture.
- Click on the **Picture** tab.
- Enter measurements to crop picture from preferred edge.
- Click on **OK**.



To Crop using the Picture toolbar:

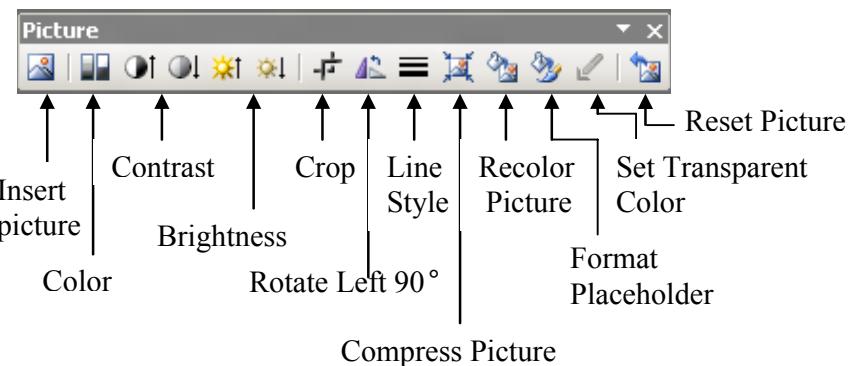
#### Mouse

- Select picture.
- Click on **Crop** tool.
- Position mouse over one of the resizing handles.
- Click and drag to crop.

*Pictures can be uncropped again at any time using the techniques above.*

## 8.7 Using Image Settings

You can control image colour, contrast and brightness by selecting the picture and applying the options on the Picture toolbar.



**Image Control** allows you to convert a picture to Greyscale or Black and White.

**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. **Compress Picture** enables you to save file space by reducing the resolution of pictures in your presentation (to 96 dots per inch (dpi) for Web and 200 dpi for print). Any areas that you have cropped from your picture will also be discarded.

- Notes

To see Section 9-14 download  
**PowerPoint 2003: Part II**