

MICROSOFT POWERPOINT 2007



MS PowerPoint is a powerful tool which helps us to communicate our views and ideas effectively using diagrams, photos, clip arts, sounds, colours, designs and animated special effects.

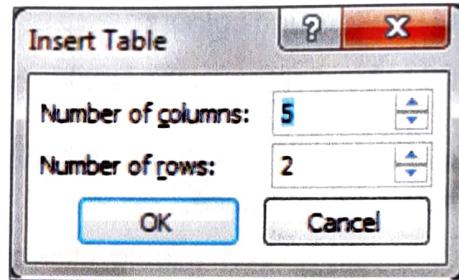
PowerPoint provides additional features to organize the information in a tabular format. A table is a grid of cells arranged in rows and columns. In this lesson, we will learn how to insert a table, apply a table style and format the table using various commands.

Let Us Recall

Which type of slide layout appears by default while opening MS PowerPoint?

|| INSERTING A TABLE

- To insert a table, click on **New Slide** drop-down arrow on the **Home** tab. Select the **Title and Content** layout.
- Click the **Insert** table command present on the slide. The **Insert Table** dialog box will appear.
- Define the number of columns and rows. Click on **OK**.
- A table will be displayed according to the defined rows and columns.



Let's Know More

We can insert a table in a slide by clicking on the **Table** option on **Insert** tab. A menu will appear.

Drag the mouse over the diagram of squares to select the number of columns and rows in the table.

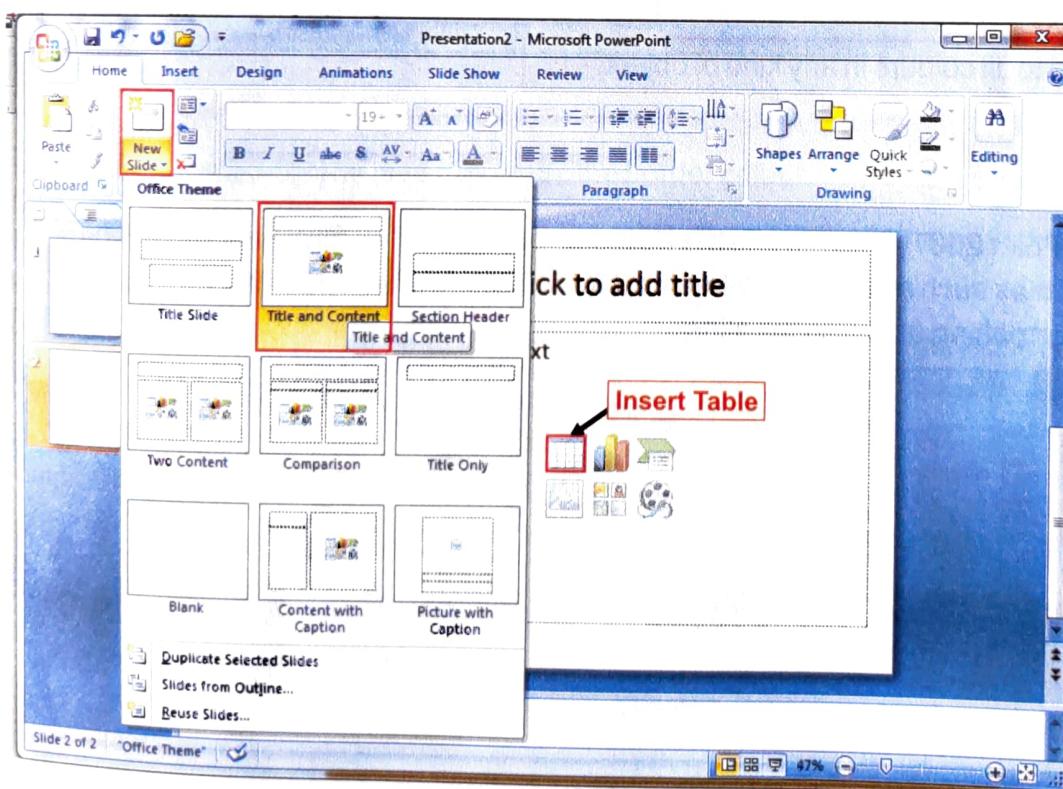


Fig. 4.1: Adding a Title and Content Slide



- Intersection of a row and a column is called a **Cell**.
- Click on the **Insert** tab and select **Table > Draw Table** option to draw a table.

Quick View

Press **F1** key to open the **Help** window in MS PowerPoint 2007.



|| ENTERING DATA IN A TABLE

- ◆ After inserting table in a slide, follow the steps given below to enter column headings or row entries:
 - ◆ Place the mouse pointer in the first cell of the table and type heading. Press the Tab key to take the insertion point to the next cell.
 - ◆ Type heading for the next cell. Similarly, we can insert data in the table using the Tab key or Arrow keys or mouse. After typing data in the table, click on the gray area outside the slide.
1. To edit data in a table, click on the cell to be modified and make changes in it.
 2. To insert new rows in a table:
 - ◆ Place the insertion point in a cell.
 - ◆ Click the right mouse button.
 - ◆ Select **Insert** option and click on either **Insert Rows Above** or **Insert Rows Below** sub-option. You can also select any of the option from the Layout tab.
 3. To apply different background colours:
 - ◆ Select the table by clicking on the outside border.
 - ◆ Click on **Shading** button  in the **Design** tab.
 - ◆ Select a colour of your choice.
 4. To delete a row or a column from a table, click on **Delete** button in the **Rows & Columns** group on the **Layout** tab. Select the required option.

NOTE Shape Fill option is used to fill colours in any kind of object.

|| TABLE TOOLS

When you insert a table in PowerPoint 2007 a new tab **Table Tools** appears. You will find various number of tools present on its **Design** and **Layout** tabs such as Borders, Shading, Draw Table, Table Styles, Merge Cells, Split Cells etc. These tools are helpful while formatting a table in the slide.

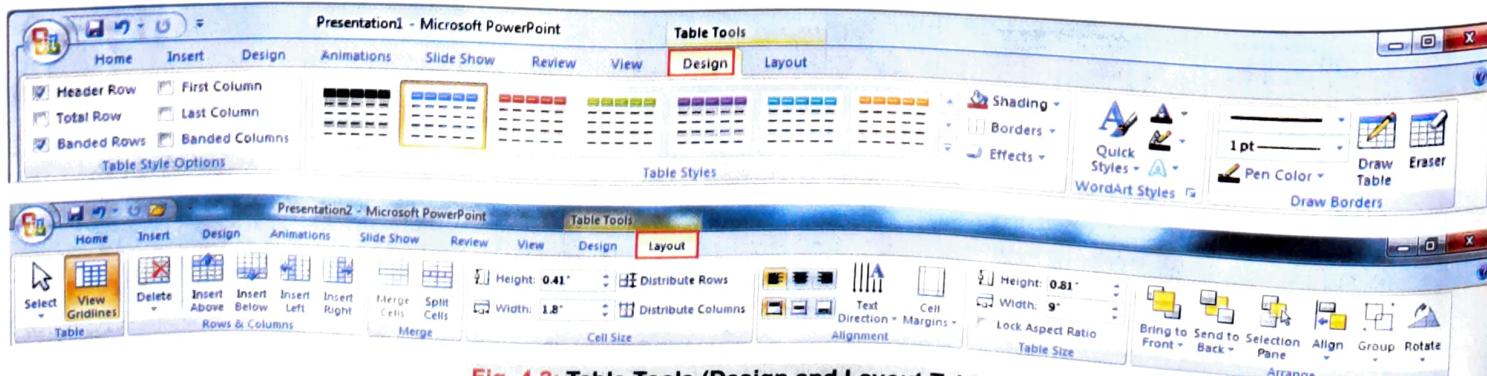


Fig. 4.2: Table Tools (Design and Layout Tab)

|| FORMATTING A TABLE STYLE

TABLE STYLES

When you insert a table, PowerPoint automatically applies a table styles to the table. You can view the Style options

In the **Table Styles** group on the **Design** tab.

To apply a table style, first select the table.

Click the **Design** tab to access all the **Table Styles** and **Options**.

Point the cursor over a table style to see a live preview of the style on the slide.

Click the **More** drop-down arrow to view all the options.

Click on the desired style to select it.

TO CHANGE TABLE SHADING

Select the table.

Select the **Design** tab.

Select the rows or column that you want to modify.

Click the **Shading** option in the **Table Styles** group and select any colour of your choice. Or

Select any other option by clicking on the drop-down arrow of **Shading** command.

TO APPLY A BORDER

The **Borders** button on the **Design** tab is used to add border to a table in a variety of ways.

Select the rows or columns you want to modify.

Click on the **Borders** tool in the **Table Styles** group. Select **All Borders** option. Border will be applied on the selected rows and columns.

BORDER COLOUR

The **Pen Color** tool is used to change the border colour.

Place the mouse pointer on any cell of the table and click the left mouse button. The table will be selected.

Click on the **Pen Color** tool in the **Draw Borders** group on **Design** tab. A colour palette appears. Choose the required colour. The mouse pointer changes to pencil shape.

Click the left mouse button on the line where you want to change the colour, or drag the mouse over the line and release the button. The line colour will be changed.

Likewise, you can change the pen style by clicking on the **Pen Style** list box in the **Draw Borders** group and selecting the required style.

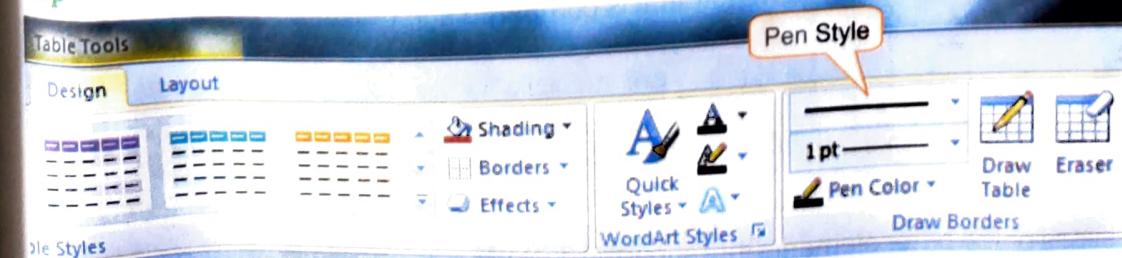


Fig. 4.3: Pen Style

Let Us Recall

What is a Table?

Let's Know More

To apply table effect, select the rows or columns. Click the **Effects** command in the **Table Styles** group and select any option from the displayed menu option.



Let's Know More

To change the thickness of the border line, click on the **Pen Weight** tool in **Draw Borders** group. Select any border width from the drop-down list. The pointer changes to pencil tool. Drag the pointer over the border line and release the button.

Know the Fact

To erase a line of a table, click on the **Eraser** tool in **Draw Borders** group. Position the mouse pointer on the line that you want to erase and click on it.

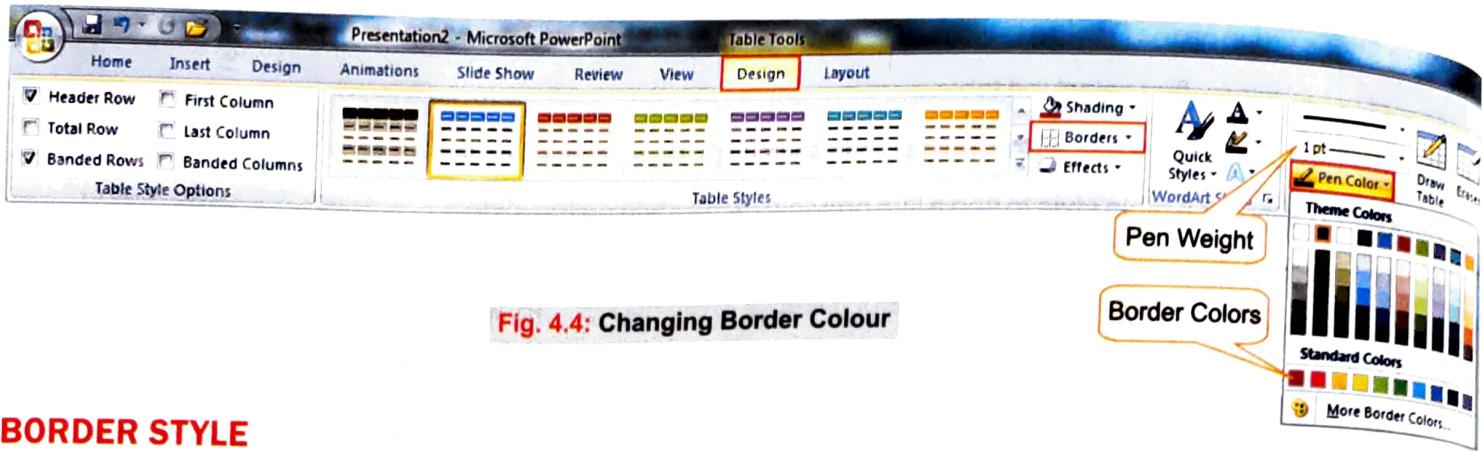


Fig. 4.4: Changing Border Colour

BORDER STYLE

This tool is very helpful in changing the line style of a table.

- ◆ Select the table and click on **Pen Style** list box on the **Design** tab. A drop-down menu appears. Select the required style. The mouse pointer changes to pencil.
- ◆ Place the mouse pointer on any line of the table and click on it or drag the mouse pointer over a line. Observe the change.

|| ALIGNING TEXT

Alignment refers to the positioning of text in a table cell. Alignment is applied on the text entered in the cell. By default, the text is aligned to the top of a cell. You will find six Alignment buttons on the **Layout** tab, i.e., Align Top, Center Vertically, Align Bottom etc.

- ◆ Select any cell entry.
- ◆ Click on **Center Vertically** button in the **Alignment** group on **Layout** tab. Observe the change in the text alignment.

|| CHARTS IN POWERPOINT

Chart is an effective way to display data in a pictorial form. Charts make it easier to show comparisons and growth, relationship among the values and trends in data. Charts provide an accurate analysis of the information.

When we insert a chart, the data is displayed in a special window called **Datasheet**. A chart gets updated automatically with any change in data.

|| COMPONENTS OF A CHART

1. CHART AREA

The Chart Area includes the complete area and all the objects in a chart.

2. CATEGORY AXIS

Category axis or X-axis is the horizontal axis. The matter that is compared and presented in the chart comes under it.

3. VALUE AXIS

Value axis or Y-axis is the vertical axis which is used to plot the values.

4. DATA SERIES

Data series are the bars, slices or the other elements that show the data values.

5. CATEGORY NAME

The Category names are the labels displayed on the X and Y-axis.

6. PLOT AREA

The Plot Area is a window within the Chart Area. It contains the actual chart itself and includes plotted data, data series, category and value axis.

7. LEGEND

It depicts the colours, patterns or the symbols which are assigned to the data series.

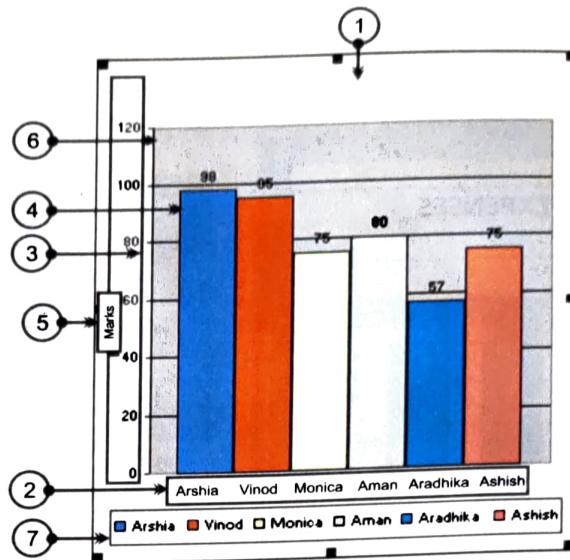
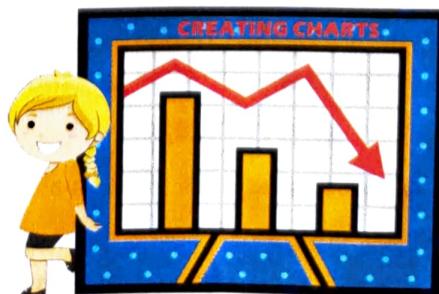


Fig. 4.5: Components of a Chart

CREATING A CHART

To create a chart on a slide, follow these steps:

- ◆ Click on the **Layout** button and select **Title and Content** layout from the drop-down menu. Select the 'Click to add title' placeholder and type "Monthly Expenses".
- ◆ Click the **Insert Chart** icon on the slide. The **Insert Chart** dialog box appears. Click and drag the scroll bar to view the chart types, or click any label on the left of the dialog box to see a specific chart style. Select the Column chart and click on **OK**. The chart will be displayed with a datasheet that contains the default data.
- ◆ You can enter your own data in the datasheet. To delete all the data from the datasheet, move the mouse pointer to the **Blank** button (upper left corner of the column indicators).
- ◆ The mouse pointer changes into a large plus sign + of white colour. Click on the button. The entire datasheet will be selected. Press the **Delete** key.
- ◆ Click on the cell beneath Column B. Type Jan, press the Tab key. Type Feb, press the Tab key. Now, type March and press the **Enter** key.
- ◆ Click on the cell adjacent to the Row 2 header. Type **Food**, press the Down arrow key. Type **Water Bill**, press the Down arrow key and type **Rent** and then **Electricity Bill** in the next row.
- ◆ Click on cell B2 and type 800. Press the Tab key and type 850. Similarly, type the entire data as shown in fig 4.6. As you enter the data, the chart gets plotted automatically.
- ◆ To close the datasheet, either click on the **Close** button on the Title bar of the datasheet or click on the gray area outside the slide. Only chart will be displayed on the slide.



Quick Quiz

How will you insert a new row in a table?

Let's Know More

To increase or decrease the data range for rows, click and drag the lower right corner of the blue line.

Know the Fact

Click on **Select Data** button in the **Data** group on **Design** tab. The **Select Data Source** dialog box will open which contains option to Add/Edit/Remove series, change the chart data range etc. Make the modifications as needed.

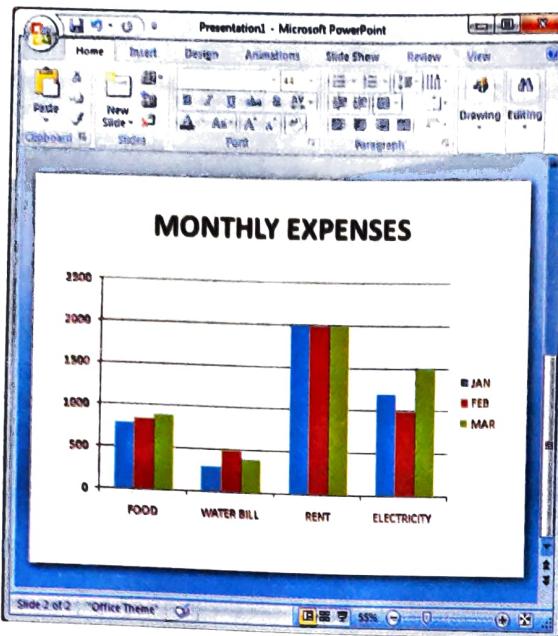
Let's Know More

Splitting a cell means dividing the cell further into separate cells, rows or columns. Place the pointer on any cell and select **Split Cells** tool.

To combine the data in a single cell, **Merge Cells** option is used.

Let's Discuss

Importance of Charts.



	A	B	C	D
1		JAN	FEB	MAR
2	FOOD	800	850	900
3	WATER BILL	300	500	400
4	RENT	2000	2000	2000
5	ELECTRICITY	1200	1000	1500

Fig. 4.6: Creating a Chart

|| CHANGING THE CHART TYPE

- ◆ Select the chart. Click on the **Design** tab.
- ◆ Click on **Change Chart Type** button in **Type** group on the **Design** tab. The **Insert Chart** dialog box will appear. Select any Chart type and click on **OK**. The chart will change into a new chart type.

|| FORMATTING A CHART

Formatting improves the appearance of a chart. We can format the chart to add title, change the text, font, line color, width, border style, legends, data series etc. When we insert a chart, three new tabs will appear on the Ribbon. The three tabs - **Design**, **Layout** and **Format** contain various chart tools and commands that allow you to modify and format the chart.

MODIFYING THE CHART LAYOUT

The chart layout determines how specific chart information will appear. To change the Chart Layout:

- ◆ Select the chart and click on the **Design** tab.
- ◆ Scroll through the options in the **Chart Layout** group, or click the **More** drop-down arrow to see all the chart layout options.
- ◆ Select any chart layout according to the need.

ADDITIONAL CHART FORMATTING

Use the tools on the **Format** tab to modify the chart in various ways. Using this tab, we can change the chart outline, format the chart text as Word Art and more.

CHANGING THE SHAPE STYLES AND COLOUR

Quick styles for lines include line styles, gradients, various effects and shadow.

- ◆ Select the line that you want to change.
- ◆ Select any **Quick style** from the **Shape Styles** group on the **Format** tab. Or
- ◆ To view more **Quick styles**, click the **More** button and select the desired style.

NOTE

Likewise, you can change the background colour, outline and effect by using the **Shape Fill**, **Shape Outline** and **Shape Effects** options respectively in the **Shape Styles** group.

Let's Know More

We can also insert a chart in any slide by using **Chart** button present on the **Insert** tab.

CHANGING BACKGROUND, COLOURS AND PATTERNS

We can modify a chart by changing its colours, pattern and background.

- ◆ Right-click on the Plot Area of the Chart and select **Format Plot Area** from the Context menu. The **Format Plot Area** dialog box will appear.
- ◆ Select the Border Styles, Border Color, Shadow effect according to your choice.
- ◆ Click on the **Fill** tab. Then, click on **Picture or texture fill** option.
- ◆ Click on **Texture** button and choose the required texture from the displayed choices.
- ◆ Click on **Close** button and observe the change.

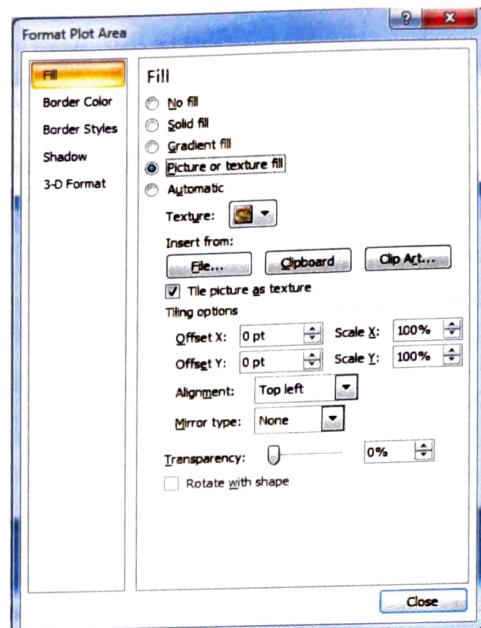


Fig. 4.7: Format Plot Area Dialog Box

Let's Know More

To make changes in chart data, right-click on the chart and select **Edit Data** option. Datasheet will open. Make changes in it and notice the effect.



Table Tools (Design and Layout tabs).

- ◆ Chart is an effective way to display data in a pictorial form.
- ◆ Chart Area includes the complete area in the chart sheet and all the objects in a chart.
- ◆ Plot Area includes plotted data, data series, category and value axis.
- ◆ A datasheet consists of rows and columns that contains the data to be converted into a chart.



Quick View

Press **F5** or select **Slide Show** tab > **From Beginning** or **View** tab > **Slide Show** option to run a presentation.

Let's Discuss

Bar Chart
vs
Column Chart

Brain DEVELOPER

A. Fill in the blanks:

1. We specify number of rows and columns in the dialog box.
2. "Insert Above" option is present on the tab.
3. The tool is used to apply different background colours in a table.
4. The is a window within the Chart Area that contains the actual chart itself.
5. are the bars that show the data value.
6. The Pen Weight tool is present in the group.

HINTS

- Draw Borders
- Plot Area
- Insert Table
- Layout
- Data Series
- Shading

B. State True or False:

1. To insert a table in a presentation, we should use Title Slide layout.
2. Text can be entered in a table by clicking on the desired cell.
3. Multiple rows can be added in a table.
4. The border of a table cannot be modified.
5. When we insert a chart, the data is also displayed in a special window called Datasheet.
6. We cannot delete the entire data of a datasheet.
7. The text is aligned to the top of a cell by default.

C. Application Based Questions:

1. Rajiv has created a presentation of 5 slides in MS PowerPoint. In all the five slides he has used only text. He wants to add one more slide, in which he would insert chart and clipart. Suggest to him which type of slide layout should he use for the same.
2. Sumit is working in MS PowerPoint 2007. He has created a table of 4 rows and 5 columns. But later on, he realized that he needs one more row in the same table. Help him by suggesting the correct option to perform this task.

Multiple Choice Questions:

Intersection of a row and a column is called a

- a. Cell Border
- b. Table
- c. Cell

..... depicts the pattern, colour or the symbols which are assigned to the data series.

- a. Chart Area
- b. Legend
- c. Plot Area

..... refers to the positioning of text in a table cell.

- a. Alignment
- b. Formatting
- c. Table Style

After inserting a table in PowerPoint 2007 tab appears automatically.

- a. Table
- b. Table Tools
- c. Table Format

In MS PowerPoint 2007 Chart button is present on the tab.

- a. Home
- b. Design
- c. Insert

There are alignment buttons on the Layout tab.

- a. Four
- b. Six
- c. Three

Answer the following:

How will you insert a table in a presentation? Explain any two ways.

.....
.....
.....

How will you add rows in a table?

.....
.....
.....

How can you apply border to a table and change its colour?

.....
.....
.....

How can you apply a new table style to a table?

.....
.....
.....

How will you align the text to the bottom of a cell?

.....
.....
.....

6. What is a chart? Name the components of a chart.

.....

.....

.....

.....

7. How will you delete the default data of a datasheet?

.....

.....

.....

.....

8. How will you change the chart type?

.....

.....

.....

.....

9. Explain how a chart layout can be modified.

.....

.....

.....

.....

ACTIVITY SECTION

LAB SESSION

Perfection Through Practice



- ◆ Click on **Start > All Programs > Microsoft Office > Microsoft Office PowerPoint 2007**. PowerPoint displays a new presentation with a Title Slide.
- ◆ Click on **Layout** button and choose **Title and Content** slide.
- ◆ Click on title placeholder and type “Performance Sheet”. Click on the chart icon. The **Insert Chart** dialog box appears.
- ◆ Select the desired chart type and click on **OK**. The chart will be displayed with a datasheet in a separate window.
- ◆ Move the mouse pointer to the button on datasheet at the upper left corner of the column indicators.



Mouse pointer changes into a large plus sign. Click on the button. The entire datasheet will be selected. Press the **Delete** key.

Type the data in the datasheet as given in the table below.

Name	Physics	Chemistry	Biology
Arisha	76	81	80
Navin	75	85	79
Ridhima	92	82	94
Kabir	89	91	91
Anika	85	86	83

- Click on the gray area outside the slide. Right-click on the chart and click on **Edit Data** option.
- Click on cell **B2**. Type **65**. Click on cell **B4** and type **56**. Notice the changes in the chart.
- Select the heading. Change the Font size to 14 and Font as 'Tahoma'.
- Move the mouse pointer to Y-axis. Right-click the mouse and select **Format Axis** option from the Shortcut menu. Select the **Axis Options** tab. In the Minimum option, select Fixed and type 50. Click on **Close**.
- Right-click on the Plot Area and select **Format Plot Area** option. Select a suitable border style or colour. Click on **Fill** tab. Then click on **Picture or texture fill** option.
- Click on **Texture** button and choose the desired texture from the displayed choices. Click on **Close**.
- Right-click on the Legend box and select **Format Legend** option from the Shortcut menu. **Format Legend** dialog box appears.
- Change the position of legend by selecting the desired option from the **Legend Options** tab.
- Save the chart using **Ctrl + S** key combination.

MY ACTIVITY

Learning While Playing

- Open a new PowerPoint presentation and select **Title** and **Content** slide from **Layout** button.
- Click on "Click to add title". Type the heading as shown.
- Click on the **Table** icon. The **Insert Table** dialog box will appear.
- Type 5 as the number of columns and 6 as the number of rows in the text box. Click on **OK**.
- Position the mouse pointer on the first cell and enter the data as given here.
- Place your insertion point on the first cell of third row. Right-click the mouse button and select the **Insert** option from the Context menu. Click on **Insert Rows Above** option. A row will be inserted.

Type 102, Rashi, 79, 95, and 80 in the newly inserted row in the respective columns headings.

MARK SHEET				
Roll No.	Name	Hindi	English	Maths
101	Ajay	50	70	60
103	Anika	88	79	90
104	Navin	75	78	79
105	Rajini	98	67	76
106	Shallu	90	67	56

- ◆ Click on the **Pen Weight** list box in the **Draw Borders** group, and select **4 ½ pt**.
- ◆ Now click on the **Pen Style** list box on the **Design** tab. Choose the required style from drop-down menu. The pointer changes to pencil shape.
- ◆ Place the mouse pointer on the first line and drag over the line. Observe the change. Similarly, drag the pointer over the border of the table. Click on the gray area outside the slide to switch it off.
- ◆ Select the table and click on the **Shape Fill** drop-down arrow in **Drawing** group on the **Home** tab. Choose blue colour. Observe the effect.
- ◆ Click on the **Borders** drop-down arrow in the **Table Styles** group on the **Design** tab. Choose ‘**Diagonal Down Border**’ from the drop-down menu. Observe the effect. Now click on **Undo** button.
- ◆ Select all the contents of the table. Click on the **Center Vertically** button in the **Alignment** group.
- ◆ Observe the effect and save the file.



GROUP DISCUSSION

For Concept Clarity



"MS PowerPoint 2007- A Strong Communication Tool." Support this statement with examples.



PROJECT WORK

Using Creativity



Your school has raised some fund from each class, i.e., 1 to 12, for the orphanage of your city/town. The computer teacher has given you the responsibility to keep the record of this fund. Create a table in PowerPoint, and define the collection from each class. Further convert the data into a chart.



ONLINE LINKS

Looking For More

To know more about MS PowerPoint, visit:

<http://office.microsoft.com/en-us/training/download-office-2007-training-HA010192650.aspx#BM6>

