

Chapter 3

Learning Objectives

After completing this chapter, you should be able to:

- insert a new slide;
- change the slide layout;
- use layouts with context placeholders;
- insert a table;
- insert a chart;
- insert pictures and clip arts; and
- insert a media clip.

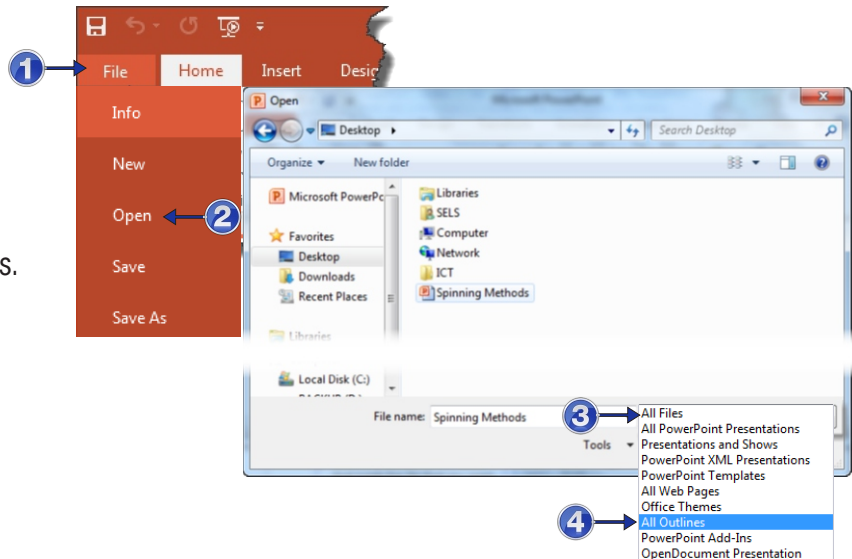
Working With Slide Content

Importing an Outline

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

Import An Outline

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



Changing the Slide Layout

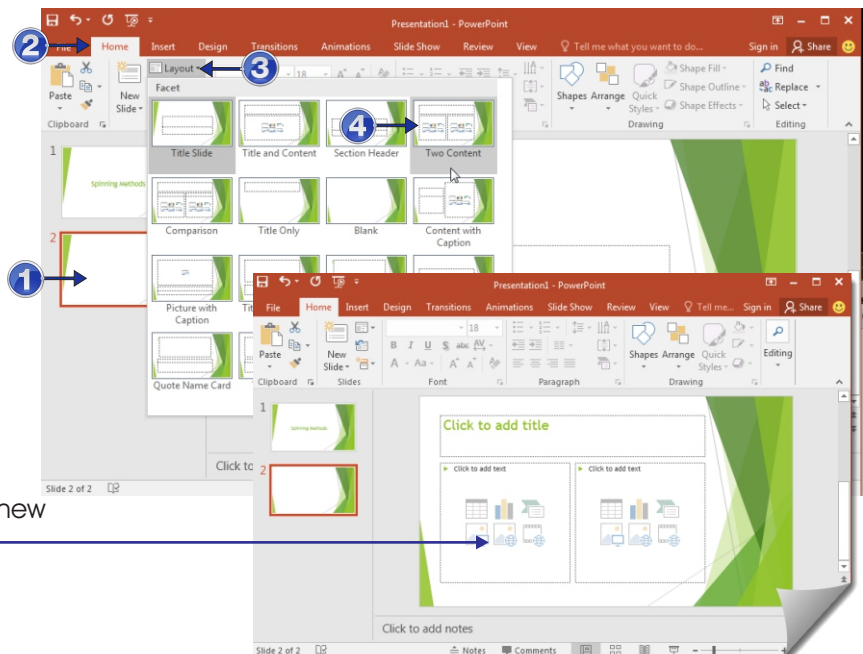
If you decide to change a slide's original layout that no longer works, you can apply a different slide layout in Normal view or Slide Sorter view. If you select a layout that does not include an element from the original layout — such as chart that you have set up — PowerPoint will keep that additional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

Change the Slide Layout

- 1 Select the slide for which you want to change the layout.
- 2 Click the Home tab.
- 3 Click the Layout button.
- 4 Click the new slide to apply.

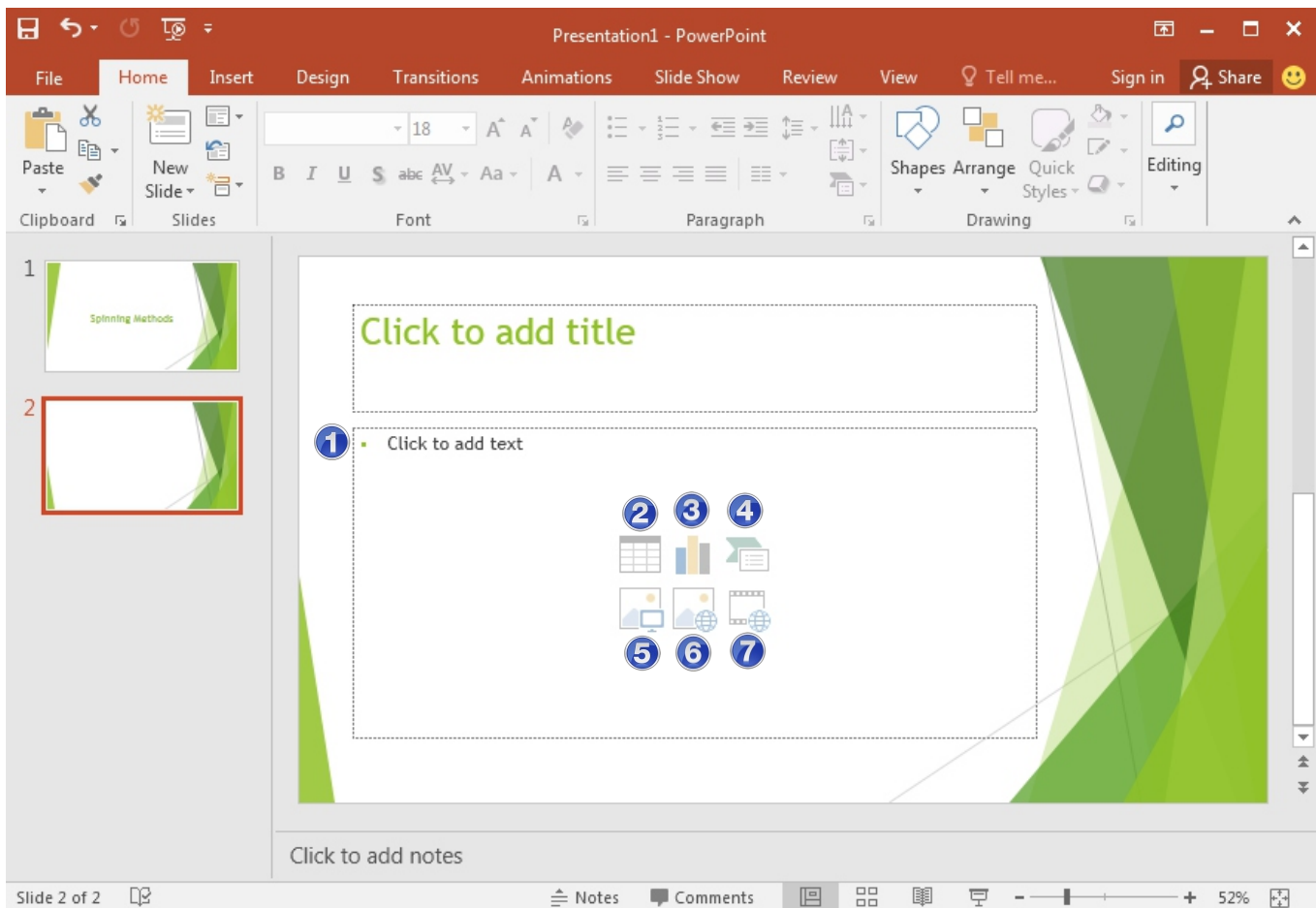
The layout gallery appears.

The slide you selected changes the new layout.



Using Layouts with a Content Placeholders

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



1 BULLETED LIST

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

2 TABLES

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

3 CHARTS

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

4 SMARTART GRAPHICS

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

5 PICTURES

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

6 CLIP ART

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

7 MEDIA CLIPS

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

Inserting a Table

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

Insert a Table

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

The Insert Table dialog box appears.

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

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

Type Text In A Table

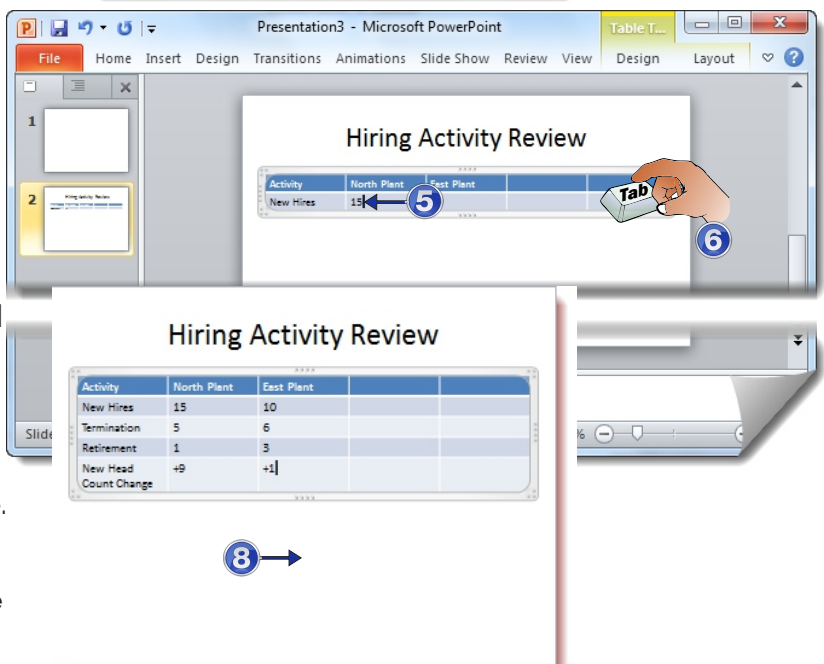
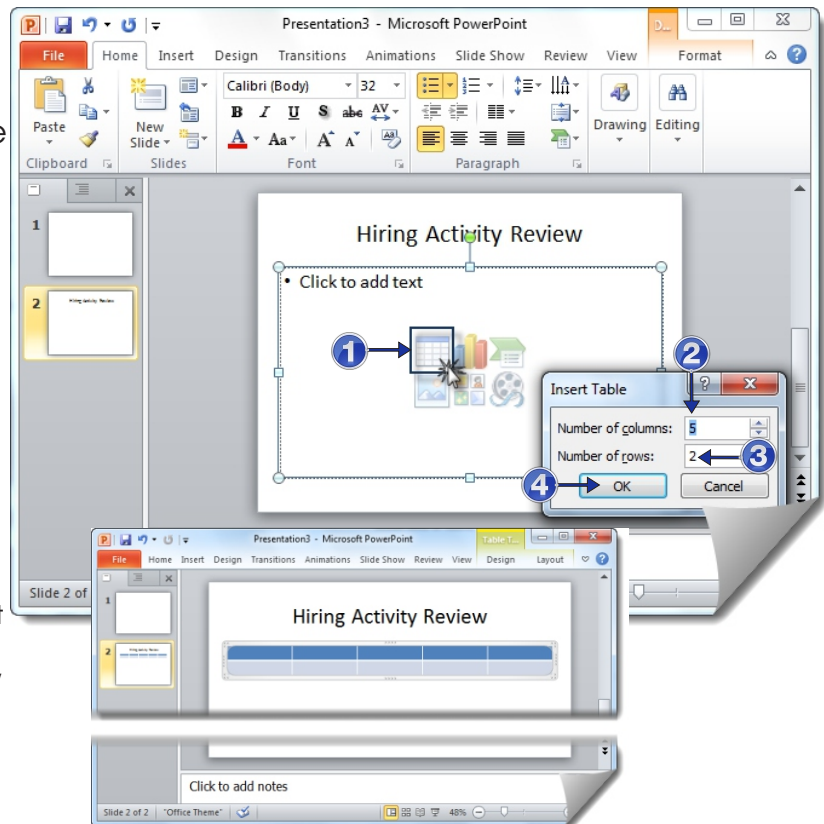
- 5 Type a column heading in the first cell.
- 6 Press the Tab key.

The insertion point moves to the next cell.

- 7 Continue making cell entries and pressing Tab after each entries.
- 8 Click outside the table.

The finished table appears on your slide.

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



Inserting a Chart

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

Insert a Chart

- 1 On a slide with a content placeholder, click the Insert Chart icon (📊).
- 2 Click a chart type in the list at the left.
- 3 Click a specific chart type's thumbnail.
- 4 Click OK.

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

Enter Chart Data

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

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

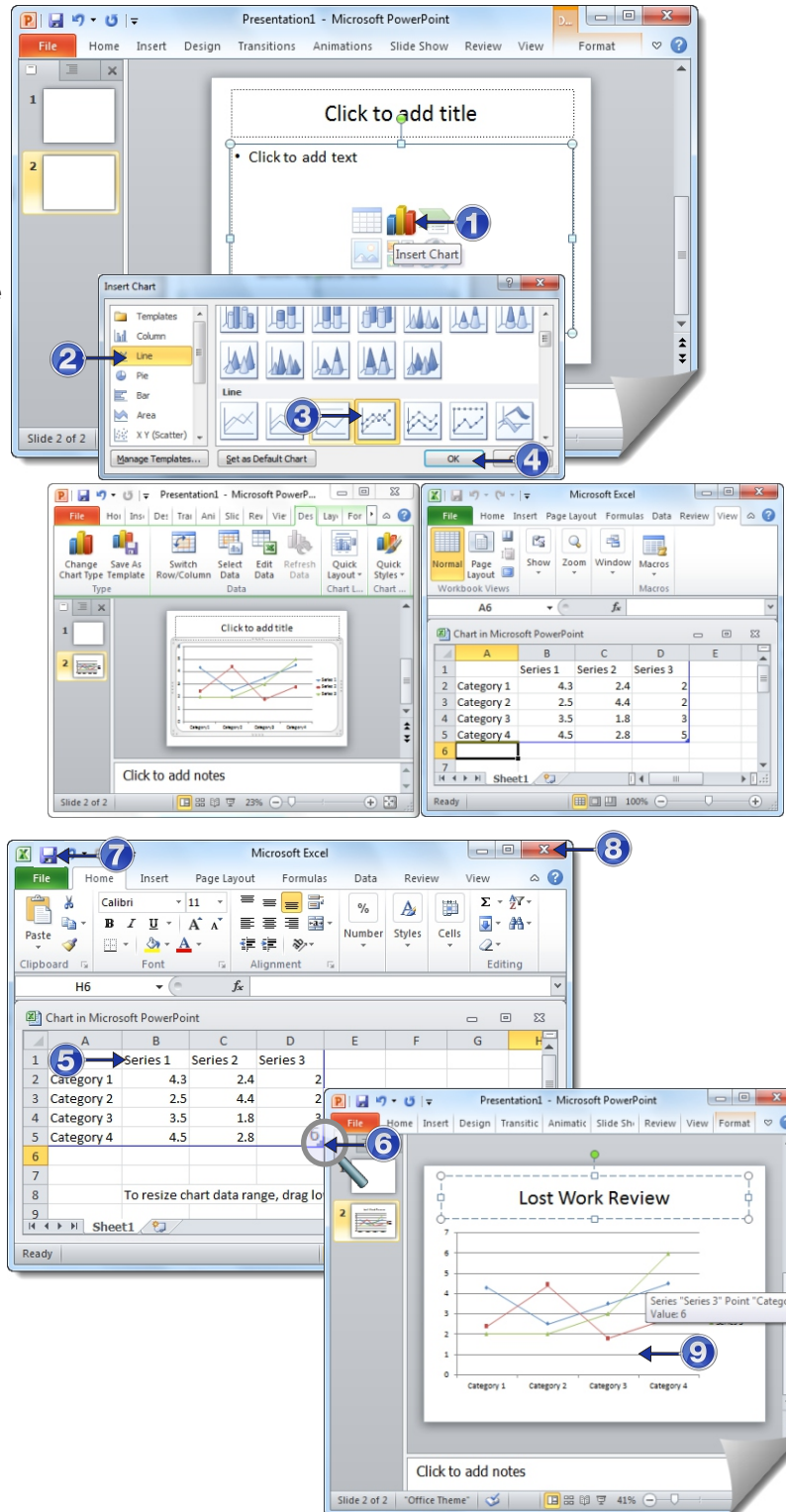
- 6 Click in data cells below and beside, then row and column headings, and type values.
- 7 Click the Save button (💾).

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

- 8 Click the Close button (X).

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

- 9 Click outside the chart to finish it.



Inserting Pictures and Clip Arts

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

Insert Pictures

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

The Insert Picture dialog box appears.

- 2 Click the folder that contains the picture file.

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

- 3 Click the picture file.

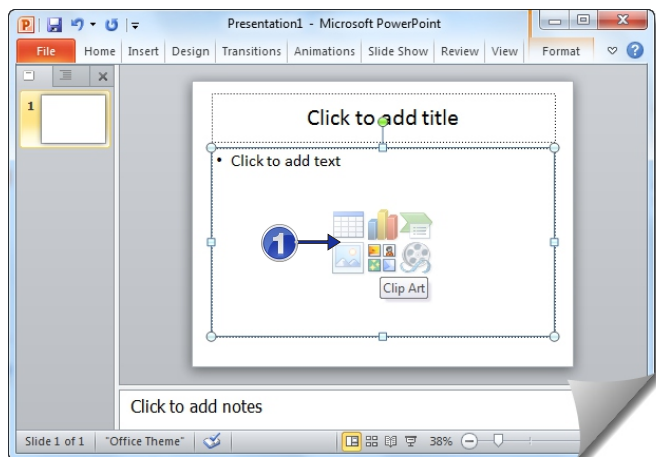
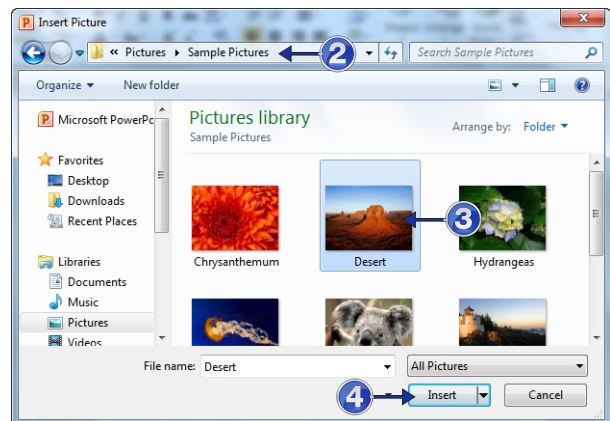
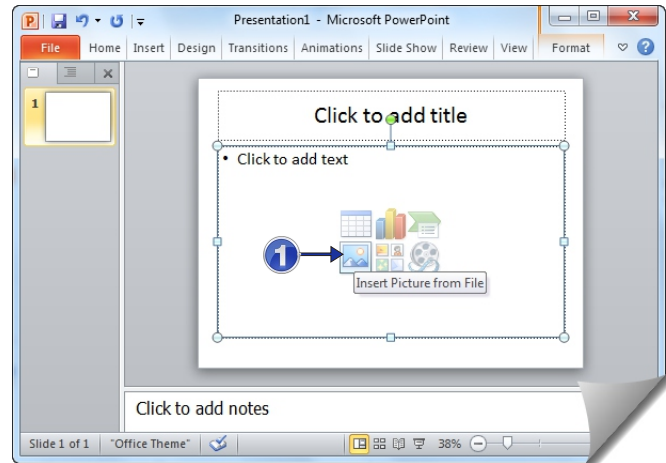
- 4 Click Insert.

The selected picture is inserted into the placeholder.

Insert Clip Art

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

The Clip Art task pane appears.

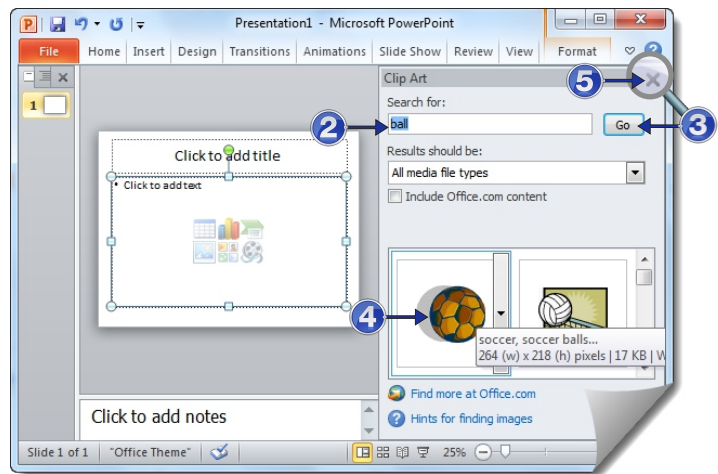


- 2 Type a term to search for a clip art image to fit your presentation.

The example in the illustration uses the term people.

- 3 Click Go.
 - If a message appears asking whether to include online clips in the search results, click Yes. Clip art graphics matching the search term appear.
- 4 Click a picture to select it.

PowerPoint inserts the clip art.
- 5 Click the Close button (X) to close the Clip Art task pane.



Inserting a Media Clip

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

Insert a Media Clip

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

The Insert Movie dialog box appears.

- 2 Open the folder containing the movie or sound file.

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

- 3 Click a movie or sound file to insert.

- 4 Click OK.

