CHAPTER 2
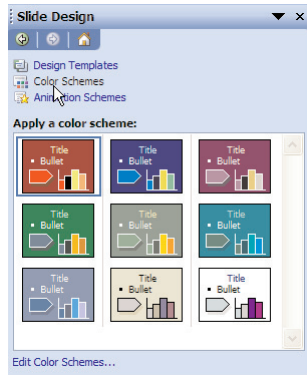
Creating Slide Show
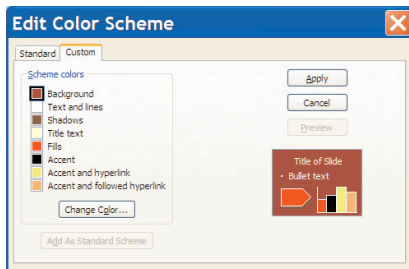
Formatting Slide Design
Adding Slide
Adding Text
Inserting Image to the Slide
Adding Table
Adding Chart
Using Placeholders
Using Slide Master
Viewing Show

Microsoft Office
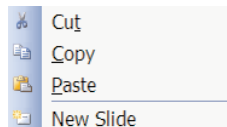**PowerPoint 2003**

Slide Design pane

Edi Color Scheme

Adding a New Slide

2.1 Formatting Slide Design

You may apply a template for your slide. In the example is selected the template which named teamwork. You can select the template you like.

step 1: Click Format> Slide Design

step 2: Select the slide design which is viewed as thumbnails from the task pane.

If you don't like the default colors of your template, or you would like another color better for only background or hyperlink, you can customize the color of your design by clicking the Color Schemes on the top of task pane.

step 3: Select any scheme and click Edit Color Schemes located at the bottom of task pane. You will get dialog box below. You can customize choosing your favorite colors for the different options.

step 4: After modifying colors, click [Apply] button to accept the changes and close the dialog box. If you want to see how it looks like before applying the changes. Click [Preview] button and look at the slide if it looks like the way you like.

2.2 Adding a Slide

- Click Insert>New Slide or,
- <CTRL+M> keystroke   or,
- [New Slide] button on the formatting toolbar
- Right-click in the Slide panel on the view pane.

A new slide will be inserted to the next to the current slide you are working. In addition, Slide layout will appear. Choose a proper layout according to your slide content.
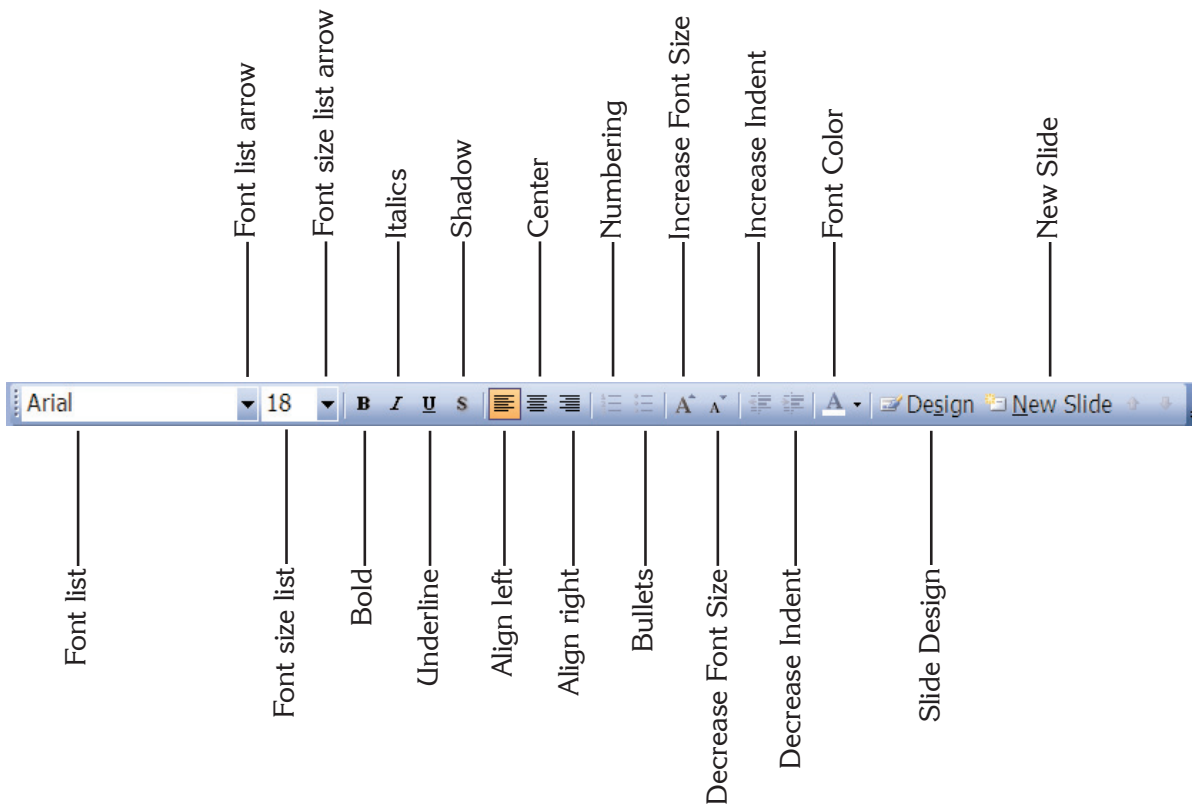
2.3 Adding Text

To insert a text;

- you can use Text Box on the Insert menu or,

● You can click [icon] button on drawing toolbar simply. (For the names of toolbars refer to figure in first unit).

2.3.1 Formatting Text

You can change the format of the text by using the formatting toolbar. It is the fastest way to format a text.
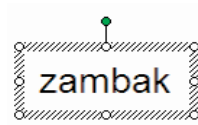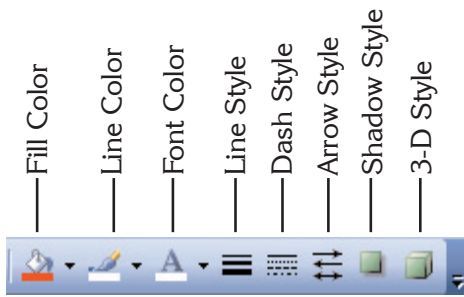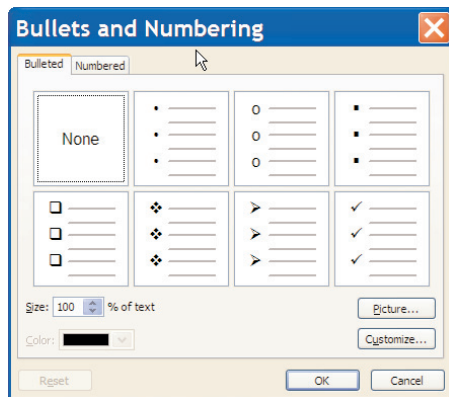

The Formatting toolbar

Fill Color — Line Color — Font Color — Line Style — Dash Style — Arow Style — Shadow Style — 3-D Style

zambak

Figure a

zambak

Figure b

You can customize text box border, fill color from drawing toolbar. To transform the text from *figure a* to *figure b,* use the following icons on the drawing toolbar.

Follow these steps to transform the text box into the second one.

step 1: Click to add a line if it does not have a border. If it has a line already, you can use the same icon to change the line color.

step 2: Click to change the line style. Three lines have been selected as border style in the example.

step 3: Click to apply change the background color for the text box.

step 4: Click to change the font color.

step 5: Use shadow ( ) effect if you want to add a shadow effect to the text box.

Bullets and Numbering

Bulleted | Numbered

None

Size: 100 % of text   Picture...

Color: Customize...

Reset   OK   Cancel

Bullet styles

2.3.1.1 Creating Bulleted List

When giving a speech, conveying the message to the audience is important for a speaker. You can categorize your speech to increase the understanding, or you can explain the steps in your speech in brief explanations, or you can use to explain a continuous cycle in steps etc. with the help of bulleted text. You can simply create a bulleted list by activating Format>Slide Layout and selecting the appropriate placeholder for the bulleted list.

You can modify the bullet style for your pleasure. Use Format>Bullets and Numbering to change the bullet style.

There exist several styles on the menu. You can apply any of them by double-clicking it. If you want a style which is different from the list, you can click **Customize...** button to add a symbol. Use **Picture...** to use a picture from the clipart gallery. By using the **Import...** button, you can add your own pictures as bullet.
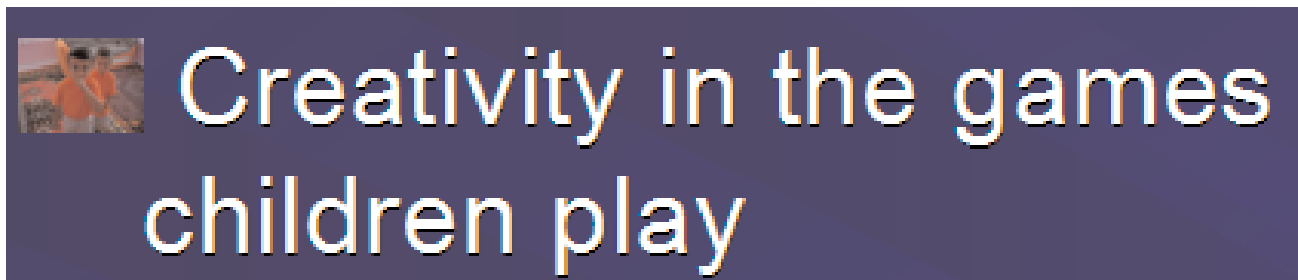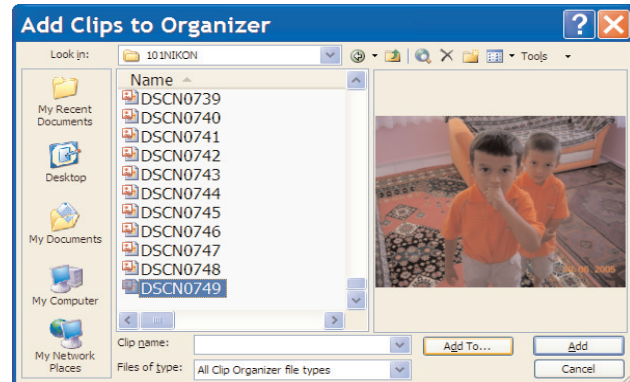
You can import your own picture as bullet style

2.3.2 Modifing Text

To change the current text in the text box, select the text. You can select any part of the text using <SHIFT>+<arrow> key combination. After selecting, you can apply different formatting, remove, or copy text etc.

<SHIFT>+

WordArt Gallery

2.3.3 WordArtx

WordArt feature is used to create fancy texts. It is a good option to ornate the text, but you should be careful not to cover the message you want to give to the audience.

step 1: Click the icon on drawing toolbar.

step 2: Select any of styles in WordArt Gallery and click <OK> to continue to the next step.

step 3: Start typing to replace the text **Your Text Here** with your own text.

step 4: Click <OK> to accept the changes you made. Your text with the style you want will be created. The WordArt toolbar will appear with the WordArt object too.
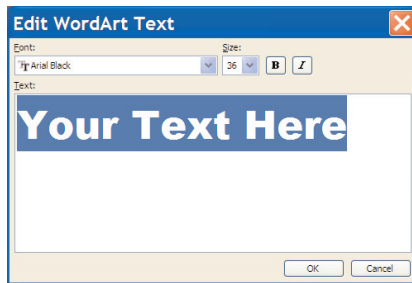
Edit WordArt Text

### 2.3.3.1 Modifying WordArt

WordArt Toolbar

A sample WortArt

Once WordArt object is created, WordArt toolbar appears automatically. If it does not, you can select View>Toolbars>WordArt to activate the toolbar.

You can modify the text by double clicking on it, or hitting **Edit Text...** button on WordArt Toolbar.

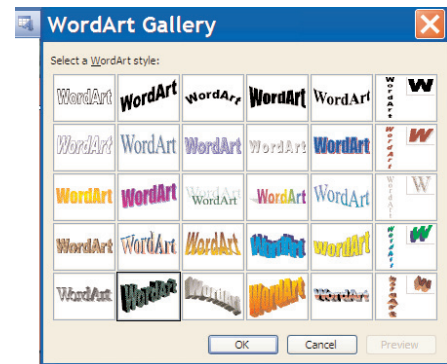WordArt object style can be altered after creating of the object.

step 1: Select the WordArt object.

step 2: From the WordArt Toolbar use two of the icons as shown in figures to change the style.
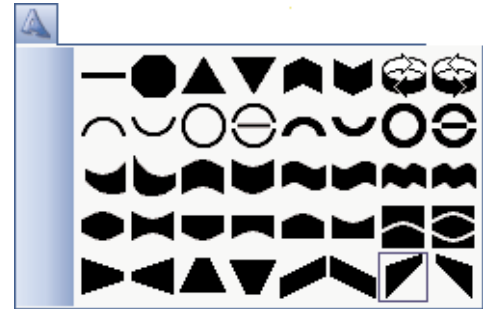
Use the WordArt Shape icon to change style to one of these shapes

Select any format from the WordArt Gallery

2.4. Inserting an Image to a Slide

2.4.1 Inserting a Shape

Drawing toolbar contains options to draw different geometrical shapes. These shapes are used to add esthetics and visuality to the presentations. You can draw a heart easily using the drawing toolbar.

step 1: Click on the drawing toolbar as follows

step 2: Move the cursor over the area where you want the heart to be located without releasing the left button.

step 3: Let us spice up our heart a bit. Click triangle of the icon on the drawing toolbar.
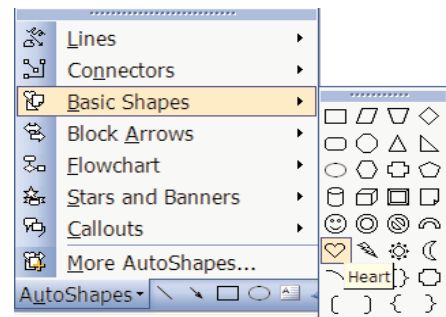
Auto Shapes on Drawing toolbar

step 4: Choose Fill Effects from the menu. In this option you will be able to fill in your shape with color or with a picture.

Fill Color popup window on the Drawing toolbar

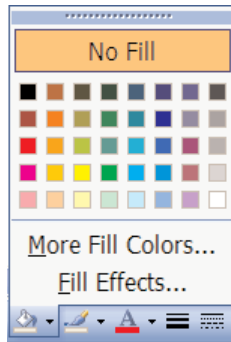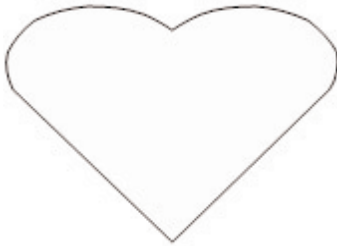In this example, heart shape is basically filled in with a picture.

2.4.2 Inserting Clipart

PowerPoint has pre-installed graphic images under categories which make slides more dynamic, creative and colorful. You can access them via Microsoft Clipart Gallery. Clipart Gallery is a handy tool that lets you categorize the clipart images in your computer. You can search images through your local disk or through web and import them.

● Click insert>picture>clipart.

● Clipart task pane appears on the right hand side. You can either type a text into Search for text box to find a related clipart object, or you can select the clipart object from Organize clips... option

2.4.3. Inserting a Picture from a File

● Click insert>picture>From File... An Insert dialog box appears. Choose the picture you want to insert and click insert button.

● Besides, you can copy a picture from another program and paste it to Power Point instantly.
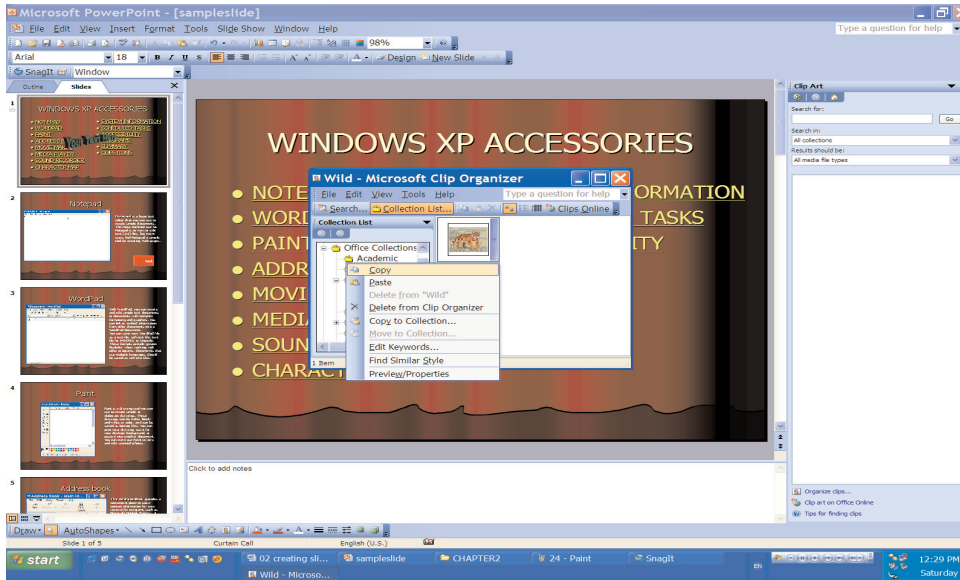
Using Copy-Paste option, you can locate your clipart object on the slide.

2.4.4 Using Organizational Chart

Organizational Chart is a good way of illustrating a hierarchical structure within a company or an organization.

● Click Insert>Diagram or,

● Click [icon] icon on the Drawing Toolbar and from the Diagram Gallery choose the type you need. Click <OK>
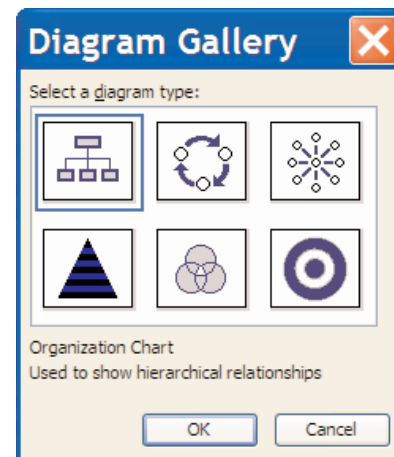
Diagram Gallery
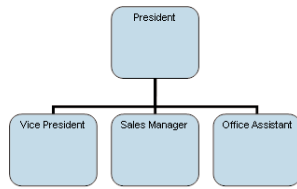
Organization Chart
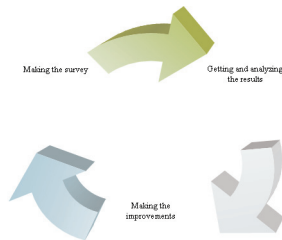
Cycle Diagram

	Hierarchical relationships are shown in this type
	Continuous cycle process can be illustrated in this type
	Dependency of the elements to a main element is illustrated
	Shows the relationship where each element is foundation of the next element
	Shows overlapping between the elements
	Shows the steps toward a goal

Diagram samples

2.4.5. Formatting Image Objects

When you insert a picture or clipart object, a Picture Toolbar appears that gives you many different options for formatting your images.
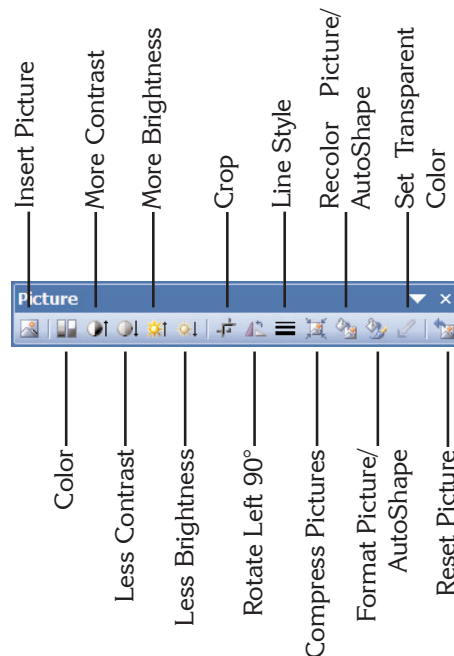
Picture toolbar

2.5. Adding a Table

2.5.1 Create a Table

Sometimes you need to show your information in an organized, neat manner, or you may want to show your information under certain categories. Table option will help you create table and enter information by means of rows and columns.

To create a table, use one of the followings;

● Using the menu bar Insert>Table .To the dialog box, type the number of rows and columns and click ok button or,

● Click the ▦ icon on standard toolbar or,

● You can also use slide layout task pane to insert a table by choosing the corresponding layout. Click the icon below to create a table from layout.

▦
Double click to add table

Age	Grain	Vegetables	Fruits	Dairy	Meat
All ages	32	39	18	26	41
2-18 years	35	22	21	35	23
? 60 years	26	42	29	6	36

A sample table:
Percent of Men Meeting the Food Guide Pyramid Recommendations
(www.heinz.com/jsp/nutrition_20041230.html)
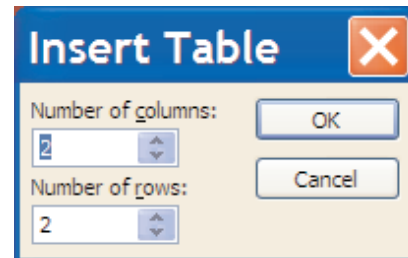
Insert Table Dialog box

2.5.2 Modifying the Table

After creating the table, you can resize, add or remove rows/columns, or color your table for a better view.

2.5.2.1 Resizing

Move the mouse over the circles until mouse pointer turns to arrow shape that shows the type of resizing. If you move the cursor inside the table over the borders you can resize the cells too.
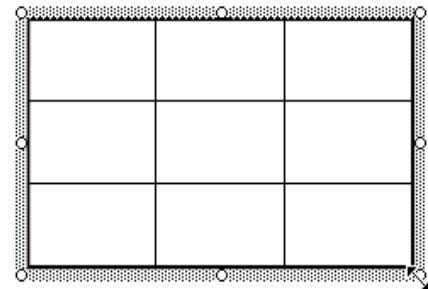
A sample table

✛	Moves the table
↕ ↔ ↘ ↗	Resizes the table proportional
↔ ↕	Resizes the correspondig row or column

Mause shape

2.5.2.2 Inserting and deleting row/column

You should want to insert a row, simply click the right button and from the menu choose insert rows option. The row where the cursor is on will be shifted down whilst a new row is inserted.

Deleting a row is the same procedure. Select delete rows option from the right-mouse menu.
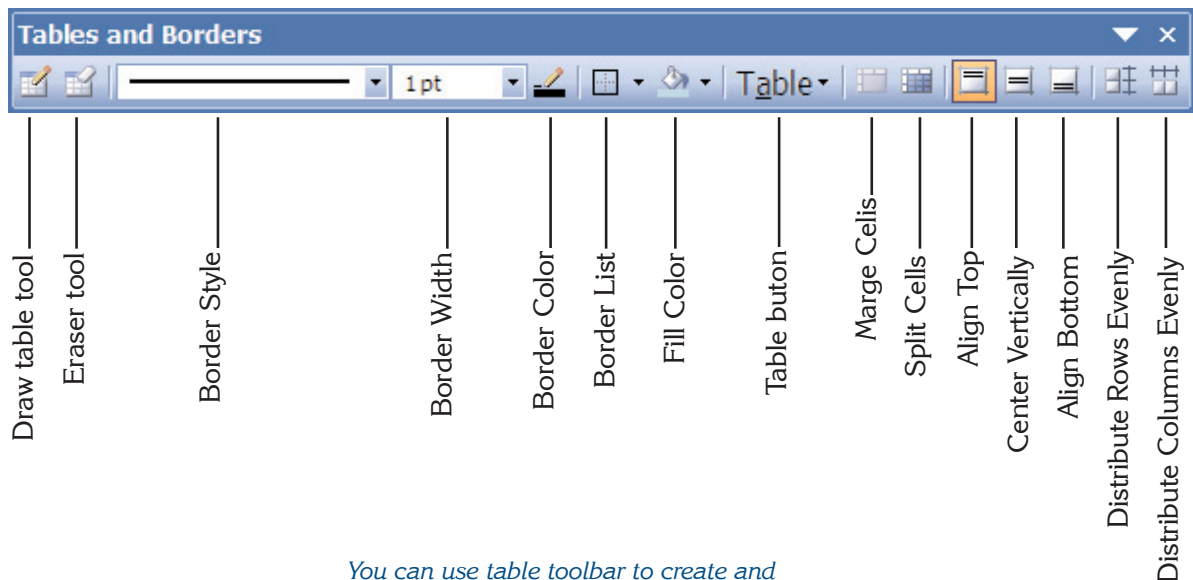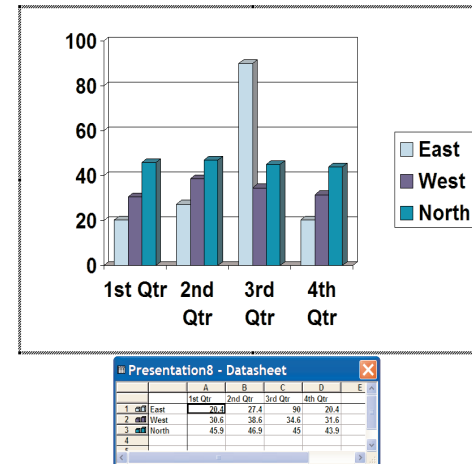
Inserting a column is a little bit different. If you want to insert column, as an extra to inserting row event, you have to select the neighboring column, and click insert columns from the right-mouse menu. Besides, you can use table toolbar to insert a column. Click <Table> and choose Insert Columns to the Left or Insert Columns to the Right.

Use this section to add/remove rows to the .

Right-mouse menu for table

2.5.2.3 Changing table format and using table toolbar

Draw table tool — Eraser tool — Border Style — Border Width — Border Color — Border List — Fill Color — Table buton — Marge Celis — Split Cells — Align Top — Center Vertically — Align Bottom — Distribute Rows Evenly — Distribute Columns Evenly

You can use table toolbar to create and modify tables easily and visually.

2.6 Adding a Chart

The best way of displaying numerical values is using a chart which lets audience comment on or compare the values visually.

step 1: Click Insert>chart (Or click the 📊 icon on standard toolbar.)

step 2: A chart with a sample data will appear. Just change the values with your own values and see that automatically chart bars will be adapted to the new values.

step 3: After finishing modifying the data, click anywhere outside the data box. You made it!

2.6.1 Modifying a Chart

You can change the values or format of the chart object after creating the chart object also. You will start editing with double clicking the chart object. Datasheet box appears and you can make the necessary changes on the values. Click anywhere outside the chart object to close editing. PowerPoint automatically re-adjusts the chart bars according to the new changes.

Moreover, you can change the chart style or the format of the axes etc. in editing. When you double-click the chart object, Standard bar changes to which is added the buttons to modify the chart object.

A sample chart

Standard toolbar for chart details

Chart objects · Format object · Import file · View Datasheet · By row · By column · Data table · Chart Type · Category Axis Gridlines · Value Axis Gridlines · Legend · Drawing · Fill color · Microsoft Graph Help

2.7 Using Placeholders

PowerPoint offers slide layouts which specify how the text, chart object or table is located on a slide. The placeholders are located to illustrate the objects presence. You double-click the placeholder icon to insert the proposed object in to the location which is predefined in the Slide Layout. Select Format>Slide Layout to activate the Slide Layout task pane

A layout to insert a diagram

A layout to insert a bulleted Text and a clipart object

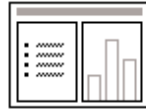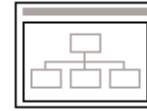*A layout to insert a bulleted text and a chart object*

Sample Slide Layouts (all of the above has a Title placeholder illustrated with a grey-colored rectangle).

2.8 Usıng Slide Master

Slide master view: change the format of a design template

You have finished everything for your presentation. However you want to change the title style a bit for a more effective presentation. It is hard to change all of the titles one by one if you have created plenty of slides. Slide master offers to make uniform changes (background color, text color, text size etc.) to the slides.

step 1: Select View>Master>Slide Master.

step 2: Select the object and just make all the changes for your pleasure.

step 3: If you want, you can save the changes with a new name as a new slide design. You can apply the new design for any of the slides simply by selecting it from Slide Design pane.

Insert New Title
Master

Preserve master
(When selected it
prevents the master
from deleting.)

Slide Master View

▼

🔲 🔲 ❌ 🔲 🔲 🔳 | <u>C</u>lose Master View

Insert New Slide
Master

Delete Master

Rename the master

Master Layout

Close Master View

Slide Master Toolbar

2.9 Viewing Show

To see your work as a slide show use;

●   Slide Show > View Show, or

●   F5, or

●   Click icon on the left bottom side of PowerPoint screen. This option offers to view starting from the current slide. You can use this feature to show the current slide.

●   To end a slide show press Esc or right click on the show and select End Show.

Advanced features of viewing slide show will be dealt with in the 5th chapter. Please refer to this chapter for more information.

Project 1. Configuring your dream PC.

Prepare a table and write your dream PC's components.

CPU	
Main Board	
RAM	
Hard Disk	
Optical Drive	
Video Card	
Floppy Disk	
Monitor	
Modem	

Project 2. Write 2003 using stars

Write the year 2003 using stars and change the color of stars.

Project 3. Using different colors

Write the text "POWERPOINT 2003" using different colors.

You have table below, insert the chart showing world population distribution by region. Find a world map and insert the charts to the appropriate region.

Project 5. Good manners

Write a list of good manners. You can use your own bulleting style.

Good Manners
- Respect
- Trustworthiness
- Generosity
- Contentment

In this chapter you have learned creating and adding slides, working with texts, pictures, drawing objects, data charts and diagrams;

- Formatting a slide and using Color Schemes

- Adding a new slide

- Adding and formatting text and text box

- Creating special text effects using WordArt

- Drawing objects can help you emphasize your ideas clearly and get attention in a presentation. You learned how to insert various lines, and shapes.

- Adding clipart and image to your slides and formatting images (brightness, color, crop, etc.) You can edit pictures using the Picture toolbar.

- Adding diagrams to your presentation (diagrams are excellent for presenting relation between numbers, such as population, income etc)

- Creating tables which is needed to show your information in an organized manner, or under certain categories

- Finally, you create and show a complete presentation

1. (T) (F) You can customize the color of your design by clicking the Color schemes on top of task pane

2. (T) (F) You can add a new slide using, right-click to the Task Pane

3. (T) (F) You can change the formatting of the text by using the formatting toolbar

4. (T) (F) You cannot add Word/art using Drawing toolbar

5. (T) (F) To insert a picture use insert>picture>from file

6. (T) (F) Table is a good way of illustrating a hierarchical structure within a company

7. (T) (F) If pictures are compressed, image quality may be reduced.

8. You can customize text box's _____ from drawing toolbar

   I - shadow style

   II - fill color

   III- line color

   IV- line style

   V - font color

   A) I-II-III   **B)** II-III-IV   **C)** II-III-IV-V   **D)** All

9. you can access to _____ from Drawing toolbar> AutoShapes.

   I - Lines

   II - Block Arrows

   III- stars and Banners

   IV- Callouts

   V - Action Buttons

   A) I-II-III   **B)** II-III-IV   **C)** II-III-IV-V   **D)** All

10. Compress Pictures (which is located on the picture toolbar) _____
    A) Opens the Insert Picture dialog box so you can insert a saved image
    B) Decreases image contrast
    C) Cuts or crops unnecessary elements
    D) Compresses your pictures to reduce file size

11. You can add a new slide using;

    I - Click Insert>New Slide

    II - <CTRL+M> keystroke

    III - New Slide button on the formatting toolbarl

    IV- Right-click in the Slide panel

    A) I-III   **B)** I-II-III   **C)** II-III   **D)** I-II-III-IV

12. A _____ shows your information in an organized, neat manner, or you may want to show your information under certain categories.

    A) Table

    B) Picture toolbar

    C) WordArt

    D) Drawing toolbar

13. What does this icon do?

    A) Inserts WordArt

    B) Inserts a Diagram

    C) Inserts a Picture

    D) Inserts an Oval

14. What does this icon do?

    A) Inserts Diagram

    B) Compresses a Picture

    C) Inserts AutoShapes

    D) Inserts a Picture

15. What is this icon do?

A) Inserts a diagram
B) Inserts a chartx
C) Changes colors of a chart
D) Changes Shadow Style

16. What does this icon do?

A) Adds bullets to a paragraph
B) Adds numbers to a paragraph
C) Changes bullets style of a paragraph
D) Changes numbers style of a paragraph

17. What does this icon do?

A) Inserts a Text Box
B) Inserts Callouts
C) Inserts Clip Art
D) Inserts WordArt

18. A table can be created by using _____

 I - Draw Table button on the Tables and Borders
    toolbar
II - Insert > Table on the main menu
III- Insert Table button on the Standard toolbar
IV- Format > Table on the main menu

A) I-II   B) I-III   C) I-II-III   D) I-II-III-IV

19. To insert a chart into a slide, _____

 I - Click the Insert Chart button on the slide Content
    layout
II - Click the Insert Chart button on the Standard
toolbar
III- Choose Insert > Chart from the main menu
IV- Format > Table on the main menu

A) I-II   B) I-III   C) I-II-III   D) I-II-III-IV

20. _____ is a chart style type.

 I - Pie
II - Cylinder
III- Pyramid
IV- Format > Table on the main menu

A) I-II   B) I-III   C) II-III   D) I-II-III