

PowerPoint - Beginning

103-160

Unit 2 – Modifying Text and Graphics

Notes	Activity
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PowerPoint Themes

Preview theme changes to
Letter to Santa



- In addition to templates, PowerPoint provides the ability to apply (color) *themes*
- Themes are more focused on font and color combinations and less focused on graphics
- Use either a theme or a template
- There are also more themes available at Microsoft Online
- Themes quickly become commonplace when everybody uses them.
- Templates can also become commonplace. Many organizations create their own.
 - Covered in a later class

Notes	Activity
<p>Adding Graphics</p> <ul style="list-style-type: none"> Many placeholders include <i>placeholder type</i> selectors  <ul style="list-style-type: none"> Icon descriptions (left to right, top to bottom) <ul style="list-style-type: none"> ➤ Insert table ➤ Insert chart ➤ Insert SmartArt ➤ Insert Picture ➤ Insert Clipart ➤ Insert Video Click the Insert Picture button  to insert a picture from a file on your computer (not in the clipart collection) Click the Insert Clipart button  to insert a item from the Clipart collection (or Microsoft Clips Online) If the slide layout does not include a placeholder with the type selector, you can still add graphics to the slide <ul style="list-style-type: none"> ➤ Copy the graphic to the clipboard from another source and paste it into the slide. ➤ Select the Insert tab on the Ribbon and choose either Picture or Clipart To resize the clipart (or any PowerPoint placeholder) <ul style="list-style-type: none"> ➤ Select (click) the object ➤ Drag the handles to resize To rotate the object, drag the green circle placeholder To move an object, point to the middle of the object and drag to a new location on the slide Note, the Picture Tools Format tab on the Ribbon has lots of other tools for formatting pictures. Experiment with them. To undo changes to an object <ul style="list-style-type: none"> ➤ Press the Undo button  on the Quick Access Toolbar or press Ctrl-Z ➤ The Picture Tools Format tab, Adjust group includes a Reset Picture button  that allows you to restore a picture to its original format. 	<p>Add Rover pictures (from inclass folder) to 2nd panel</p> <p>Customize</p> <p>Google Plasma TV Copy Paste into slide 2</p>

Notes	Activity
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- You can also add other objects to slides such as text boxes, charts, tables, SmartArt, etc.
 - See the book for examples

Modifying Slide Masters

- If needed, you can modify the nine slide masters that control the appearance of each new slide in a template
- This allows you to add a logo or standard text to every (any) slide type.
- Choose the View tab on the Ribbon
- Choose the Slide Master button  in the Presentation Views group.
- The navigation pane will change to display the nine slide layouts in the template plus an overall layout master at the top of the navigation panel
- Click any layout slide to modify its appearance in the slide view pane
 - Click the overall slide (at the top) and modify it to modify the appearance of all the other layout slides as well.
- Note: any existing slides will change to match the new slide masters
- Any new slides you create will use the new slide master layouts.
- Click the Close button  to return to the normal PowerPoint screen

Change 2nd level bullet to italics

In 2-content, move bird to bottom-right edge of slide.

Tabs

- Like Word, PowerPoint allows you to add tab stops to the text to help align columns of text
- View, Ruler
- Set tabs just like in Word
 - Highlight the text to be affected
 - Set the tab type
 - Point to the position on the ruler and click
 - Drag a tab stop to move it

Create a new blank slide
Insert text box
Household Member
Number of Gifts
Volker 2
Rover 3

Add tabs

Notes	Activity
<p>Tables</p> <ul style="list-style-type: none"> Also, like Word, PowerPoint allows you to insert tables into a slide to help organize data. When you create a new slide, the placeholders include a Table button—click it <ul style="list-style-type: none"> ➤ If there is no Insert Table placeholder, click the Insert ribbon, Table button. Designate the number of rows and columns When the table is selected, the Table Design ribbon appears. <ul style="list-style-type: none"> ➤ Select a design ➤ Resize columns by dragging their right edge ➤ Select a column by clicking its top edge. 	<p>Create a new Title Only slide Title: Gift Count Create a 3 x 2 table Duplicate tabs example using table. Center 2nd column Resize columns to fit Change table theme</p>
<p>Shapes and Text Boxes</p> <ul style="list-style-type: none"> Again, like MS Word, PowerPoint allows you to add shapes, SmartArt diagrams and text boxes to your slide Review MS Word Tutorial 4 notes and/or read PowerPoint Tutorial 2 for review 	<p>Add a callout shape to tabs example slide. Add text <i>Merry Christmas</i></p>
<p>Footers and Slide Numbers</p> <ul style="list-style-type: none"> Footers and slide numbers appear at the bottom of each slide <ul style="list-style-type: none"> ➤ Provide continuity during presentation Can be customized or removed. Insert ▶ Header & Footer Choose object to include on slides (Date, slide number, footer text) Choose whether to include on title slide To reposition, use the slide masters 	<p>Remove date Add footer and slide number (not on title) Align using slide master</p>