



Microsoft PowerPoint 2016

Advanced

INFOCUS COURSEWARE

Designed to fast-track you through the process of learning about computers and information technology, the *In Focus* range is a unique and innovative concept in learning.

A quick reference summary of key procedures is provided at the bottom of each page together with handy tips and additional information.

Each title in the *In Focus* series can be used as:

- a classroom workbook for instructor-led teaching and training;
- a self-study guide for self-paced learning;
- a tutorial guide for distance education programs;
- a resource collection of just-in-time support and information for help desk users and support staff;
- a handy, desk-side reference for computer users.

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Microsoft PowerPoint 2016
Advanced

MICROSOFT POWERPOINT 2016

ADVANCED

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READ ME FIRST

In case you're not familiar with the terminology, *Read Me First* is quite often the name given to a computer file that contains important information for people to know prior to using an application.

This section contains some important information to help you use this book so we thought we'd start with a *Read Me First* section.

What skills and knowledge you will acquire...

The skills and knowledge acquired in Microsoft PowerPoint 2016 - Advanced are sufficient to be able to use and operate the software effectively.

What you'll need to know before beginning this course...

Microsoft PowerPoint 2016 - Advanced assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

The objectives of this guide...

At the completion of this course you should be able to:

- create and work with **SmartArt** graphics
- create and work with charts
- create and work with tables
- import data into **PowerPoint** from a number of different applications
- edit inserted images
- draw and format shapes
- insert and work with different types of media
- create animations in a presentation
- set up a presentation for the required presentation mode
- save and share your presentations in other formats

What you get in a chapter...

Each chapter begins with a summary page listing the topics covered in that chapter. The chapter then consists of single-page topic sheets pertaining to the theme of the chapter.

What you'll need to have before commencing this course...

Many of the topics in this learning guide require you to open an existing file with data in it. These files can be obtained from your instructor and need the product code for this course which is PowPointAdvanced.

As you work through this guide...

It is strongly recommended that you close all open files, if any, prior to commencing each new chapter in this learning guide. Each chapter, where relevant, has its own set of exercise files and any from a previous chapter are no longer required.

Where to from here...

Have a look at the next page which explains how a topic page works, ensure that you have access to the exercise files (see above), and you're ready to make a start.

WORKING WITH TOPIC SHEETS

The majority of this book comprises single-page topic sheets. There are two types of topic sheets: **task** and **reference**. The layout of both is similar – an *overview* at the top, *detail* in the centre and

additional reference (optional) material at the bottom. *Task* sheets contain a *Try This Yourself* step-by-step exercise panel in the detail area as shown below.

Word Processing Simple Documents

1

3

5

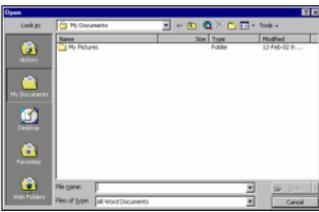
OPENING A DOCUMENT

Although there are a number of different ways to open a Word file, which include using the **Start** menu or clicking directly on an icon of the file, perhaps the best and simplest way to do it is from within the Word program itself using the **File > Open** command. The **Open** dialog box has tools that help you to identify file types and location.

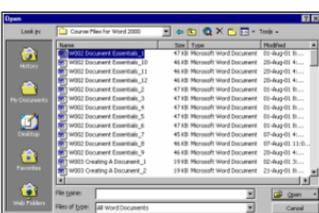
Try This Yourself:

Before you begin ensure that *Word 2000* has started.

- 1 Select **File > Open** to display the **Open** dialog box.
- 2 Click on the drop arrow for **Look in** to display a list of possible locations available to your computer where documents may be found.
- 3 Click on **Drive C (C:)** or its equivalent on your computer.
- 4 The contents of drive C: will now be displayed in the **Open** dialog box...
- 5 Double-click on **Course Files For Word 2000** – this is the folder where files for this course can be found.
- 6 The contents of the folder **Course Files For Word 2000** will now be displayed...
- 7 Click on **W002 Document Essentials_1.doc** to select it as the file that you wish to open, then click on **[Open]** to open the document on the screen.



2



6

For Your Reference...

To open a document in Word:

1. Select **File > Open** to display the **Open** dialog box.
2. Locate the file and folder (if necessary)
3. Click on **[Open]**

Handy to Know...

There is more than one way to open a document in Word. Alternatively you could:

- Click on the **Open** tool
- Select a recently opened file from the **File** menu.

2

4

6

Skilgate Learning Centres Page 10 Chapter 2: Working With A Document

- 1 Topic name
- 2 General topic overview provides an introduction to the topic
- 3 *Try This Yourself* (Task-based topic sheets) is a detailed step-by-step practice exercise for you to work through. In *Reference* topic sheets this is usually replaced by a box with reference information.
- 4 In *Task* topic sheets screen shots and graphics provide a visual clue as to what will happen when you work through the *Try This Yourself* practice exercise. In *Reference* topic sheets the screen shots and graphics are used to visually represent information and concepts.
- 5 The *For Your Reference* (optional) element provides a quick summary of the steps required to perform a task. These usually only appear in Task-based topic sheets.
- 6 The *Handy To Know* (optional) element provides additional information such as alternate ways of accomplishing a task or further information providing handy tips.

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NOTES:



CHAPTER 1 SMARTART

InFocus

Rather than constructing diagrams such as flow charts, process charts or organisation charts from scratch, PowerPoint includes a range of **SmartArt** graphics that you can use. SmartArt is a range of graphics designed to help you build simple or complex diagrams. Select a SmartArt graphic from the gallery and then customise it to suit your needs. SmartArt will help you to create professional-looking diagrams in minutes.

In this session you will:

- ✓ gain an understanding of **SmartArt**
- ✓ learn how to insert a **SmartArt** graphic
- ✓ learn how to insert text into a **SmartArt** graphic
- ✓ learn how to add shapes below the active shape
- ✓ learn how to add shapes above the active shape
- ✓ learn how to add shapes before and after the active shape
- ✓ learn how to add an assistant
- ✓ learn how to promote and demote shapes
- ✓ learn how to switch a **SmartArt** graphic from right to left
- ✓ learn how to resize **SmartArt**
- ✓ learn how to apply a different layout
- ✓ learn how to apply a colour scheme
- ✓ learn how to apply a **SmartArt** style
- ✓ learn how to delete shapes from a **SmartArt** graphic.

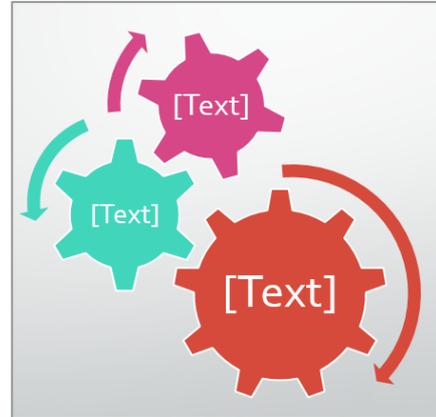
UNDERSTANDING SMARTART

SmartArt allows you to visually communicate your important ideas and information. For example, you can use SmartArt graphics to depict processes, hierarchies, relationships and

so on. By using SmartArt to communicate information, you can create visually-appealing diagrams that can say so much more than words alone.

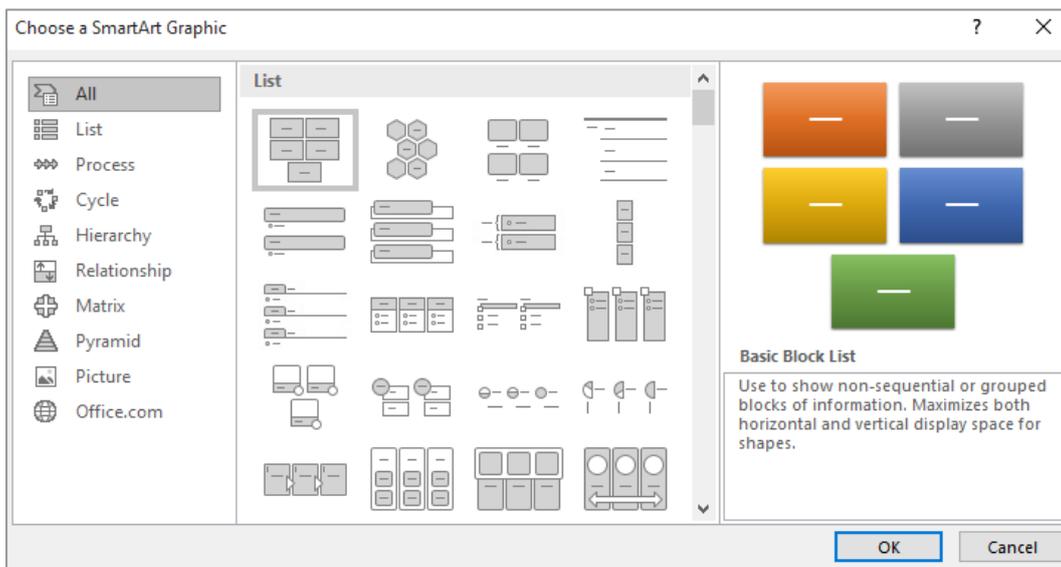
How To Use SmartArt

SmartArt can be a simple flowchart depicting a process or a complex arrangement of shapes and lines used to show relationships. To work with SmartArt, simply select a **layout** from the SmartArt gallery that most closely represents the way you want to structure your information, then customise the SmartArt graphic by adding text and formatting the shapes. The picture to the right is an example of a SmartArt graphic used to list a range of complementary fuels. Presented in this way, dry subject matter can suddenly become more interesting to read.



The SmartArt Gallery

SmartArt graphics are available from the **SmartArt** gallery. Click on a **category** in the left pane to view a range of **layouts** for that category in the centre pane. Click on a layout to **preview** it in the right pane.



There are eight categories of SmartArt graphics in the SmartArt gallery:

- List** For items without a sequence, such as a list of key objects or concepts
- Process** For items or steps with a specific sequence and end point
- Cycle** For steps with a continuing sequence
- Relationship** To illustrate relationships between things such as objects and people
- Matrix** For grid-like diagrams
- Pyramid** For a hierarchy of items, like the traditional food pyramid
- Picture** To create picture galleries and collages, for example
- Office.com** Connect to **office.com** to view the layouts available to download

INSERTING A SMARTART GRAPHIC

To create diagrams using **SmartArt** graphics, you first need to open the **SmartArt** gallery. You then select a layout from one of the eight categories that will best depict the information

you want to convey. Once you insert the graphic, you can then insert text and format the shapes as required. In this exercise, you will insert an **organisation chart**.

Try This Yourself:

Open File Before starting this exercise you **MUST** open the file *SmartArt_1.pptx...*

1 Click on the **Insert a SmartArt Graphic** icon located in the centre of the content placeholder, as shown, to open the **Choose a SmartArt Graphic** dialog box

Alternatively you could click on the **Insert** tab, then click on **SmartArt** in the **Illustrations** group.

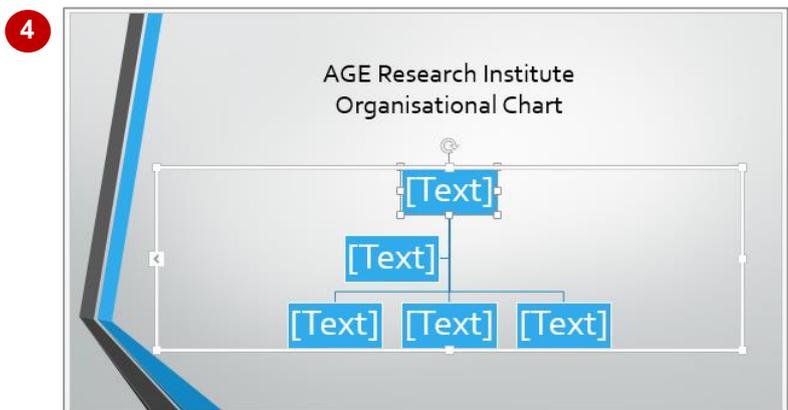
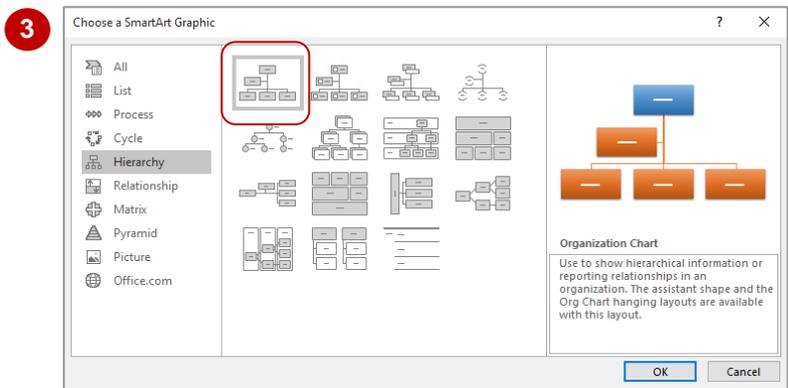
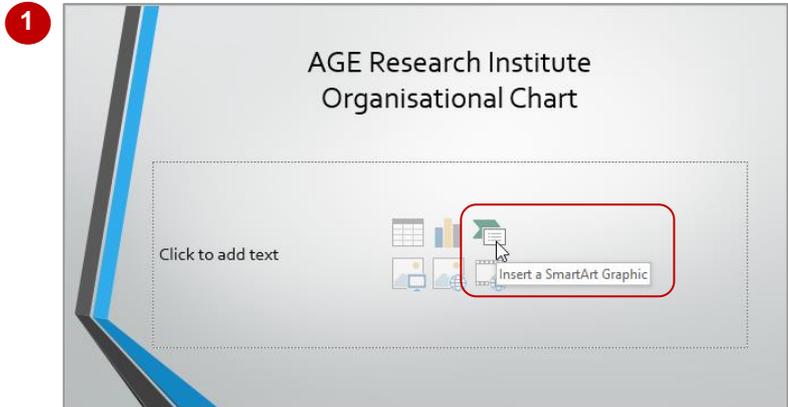
Let's insert a graphic into the placeholder...

2 Click on each **category** in the left pane, then click on the **layout** options in the centre pane to preview each layout in the right pane

3 Click on **Hierarchy** in the left pane, then click on **Organisation Chart** in the centre pane to select this layout

4 Click on **[OK]** to insert the **SmartArt** graphic

The graphic is contained within a placeholder. You can click in any **[Text]** placeholder and type to add text



For Your Reference...

To **insert** a **SmartArt** graphic:

1. Click on the **Insert a SmartArt Graphic** icon
2. Select a **category** in the left pane
3. Select a **layout**, then click on **[OK]**

Handy to Know...

- Among the numerous organisation chart layouts available in the **SmartArt** gallery, is a **Picture and Name Organisation Chart**. If you insert this graphic, you will see picture placeholders. Click on a picture placeholder to open the **Insert Picture** pane, select the picture, then click on **[Insert]**.

INSERTING TEXT INTO SMARTART

Text is inserted into **text placeholders**, which contain the text within the corresponding shape. There are two ways to insert text into a **SmartArt** graphic. Either click on the **[Text]** placeholder

and start typing, or display the **Text** pane and type text into it. Inserting text into the **Text** pane is generally the quicker method, as you don't need to move to each shape before you type the text.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *SmartArt_2.pptx...*

- 1 Click on the **SmartArt** graphic to display the placeholder if necessary, then click on the tab on the left border of the placeholder to open the **Text** pane

The tab will expand to open the **Text** pane, where each bullet point corresponds to a shape in the graphic...

- 2 In the first bullet point, type **Managing Director**

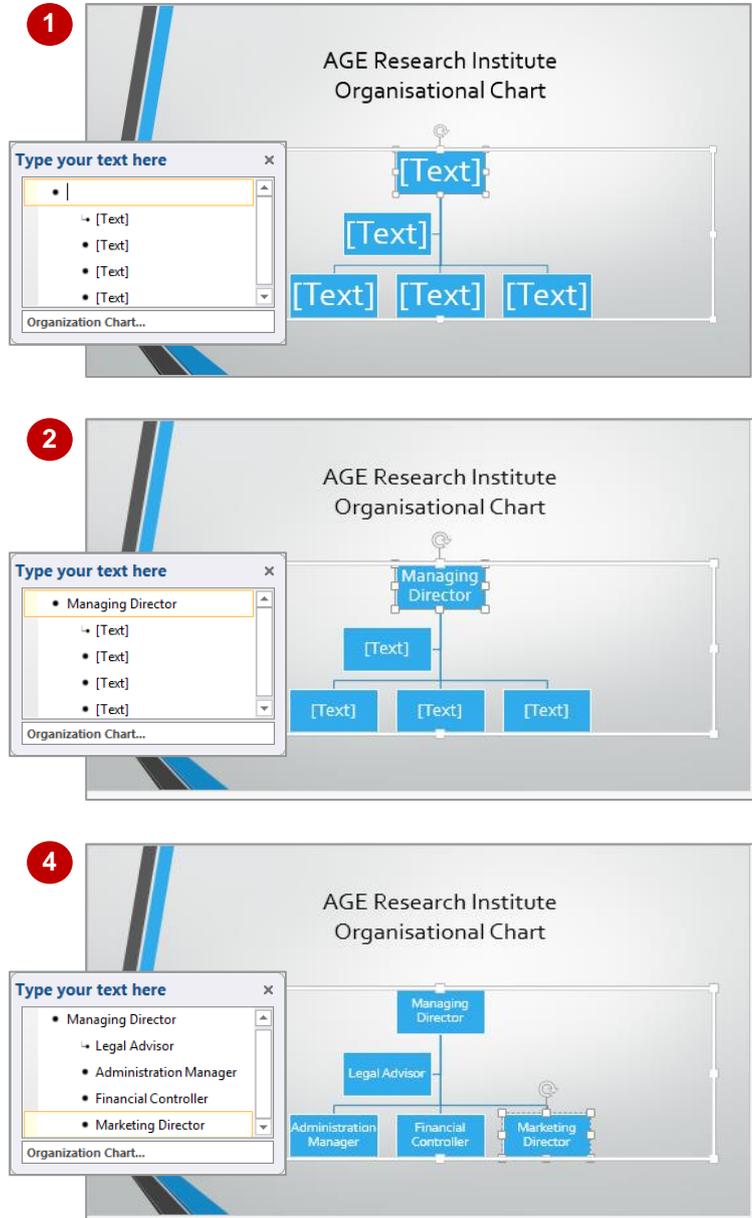
The text will appear in the corresponding shape in the chart. Notice also how the font size adjusts automatically...

- 3 Press **↓** to move down to the next bullet point (assistant) and type **Legal Advisor**

- 4 Repeat step 3 to add the following entries:

Administration Manager
Financial Controller
Marketing Director

- 5 Click on **Close** at the top of the **Text** pane to close it



For Your Reference...

To **insert text into** a **SmartArt graphic**:

1. Click on the **SmartArt** graphic to display the placeholder, then click on the tab on the left border of the placeholder
2. Type the text, using the arrow keys to move between entries (shapes)

Handy to Know...

- You can display and hide a SmartArt graphic **Text** pane by clicking in the SmartArt graphic to activate the placeholder, then clicking on **Text Pane** in the **Create Graphic** group on the **SmartArt Tools: Design** tab.

ADDING SHAPES BELOW

Although the range of **SmartArt** layouts make for a great start when creating diagrams, it is likely that you will need to customise the graphic to meet your needs. One way to customise

SmartArt is to **add shapes** to the existing graphic. You can add shapes **below** the active (source) shape, which will appear below the active shape, one level down in the hierarchy.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *SmartArt_3.pptx...*

- 1 Click on the text **Managing Director** to make the shape active

A dashed line will appear around the shape, indicating it is active and you can edit it. Let's add a shape one level below the active shape...

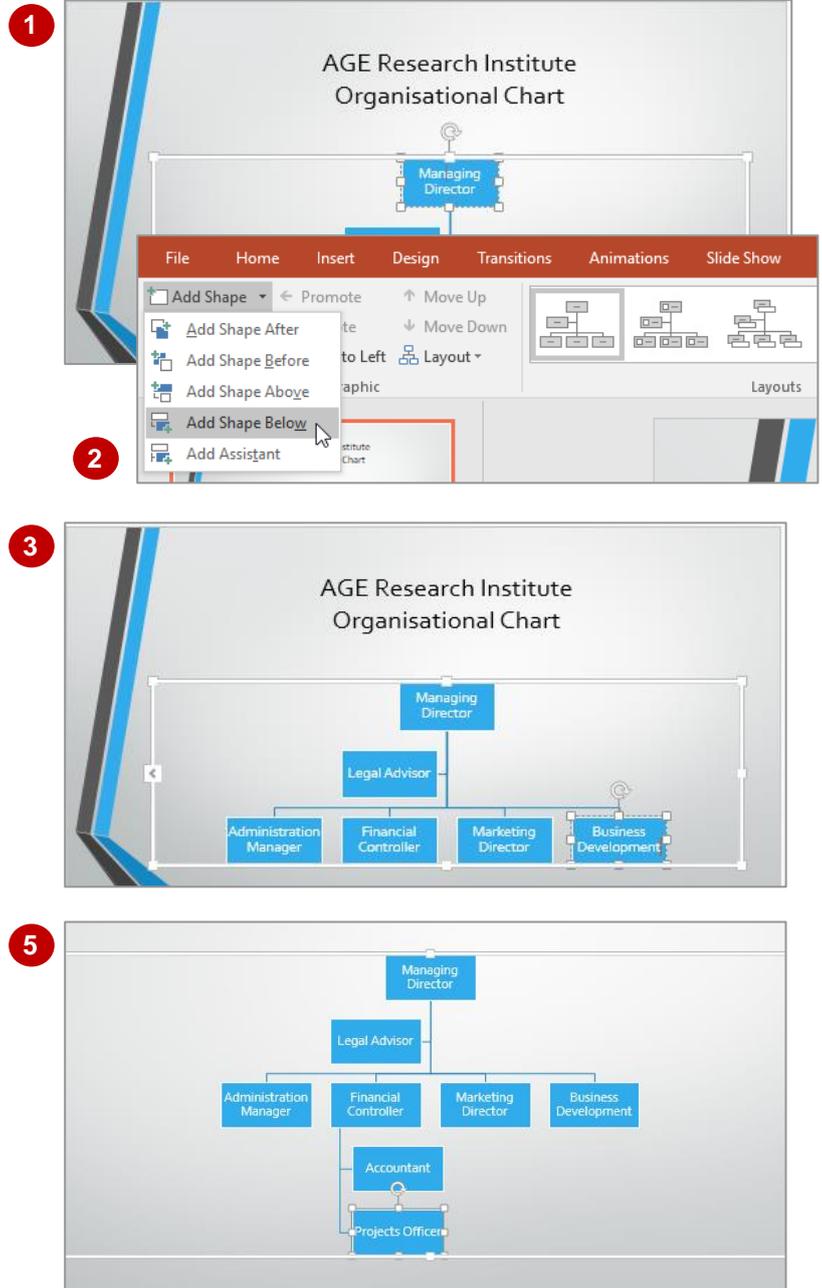
- 2 Click on the **SmartArt Tools: Design** tab, then click on the drop arrow for **Add Shape** in the **Create Graphic** group and select **Add Shape Below**

The shape will be inserted one level below and is active so you can start typing...

- 3 Type **Business Development**
You will now add the **Accountant** and **Projects Officer** who both report to the **Financial Controller**...

- 4 Click on the text **Financial Controller** to make the shape active, then repeat step 2 to add a shape below

- 5 Type **Accountant**, then click on **Financial Controller** and repeat step 2 to add another shape titled **Projects Officer**



For Your Reference...

To **add a shape below**:

1. Click on the source shape to make it active
2. Click on the **SmartArt Tools: Design** tab, then click on the drop arrow for **Add Shape** in the **Create Graphic** group
3. Select **Add Shape Below**

Handy to Know...

- In SmartArt, you can **add shapes below** by typing text directly into the **Text** pane. To do this, open the **Text** pane, then click at the end of the text entry of the source shape. Press **Enter** to add a shape (bullet point) below it, then press **Tab** and type the text.

ADDING SHAPES ABOVE

When you add a shape **above**, the shape will appear one level above the active shape in the hierarchy. So, to add a higher position to an organisation chart, you click on or select the

source shape (that is, the starting shape that you will add other shapes to) and then add a shape above it. Here you will add the *CEO* and *General Manager* to the hierarchy.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *SmartArt_4.pptx...*

- 1 Click on the text **Managing Director** to make the shape active

Let's add the CEO to the hierarchy...

- 2 Click on the **SmartArt Tools: Design** tab, then click on the drop arrow for **Add Shape** in the **Create Graphic** group and select **Add Shape Above**

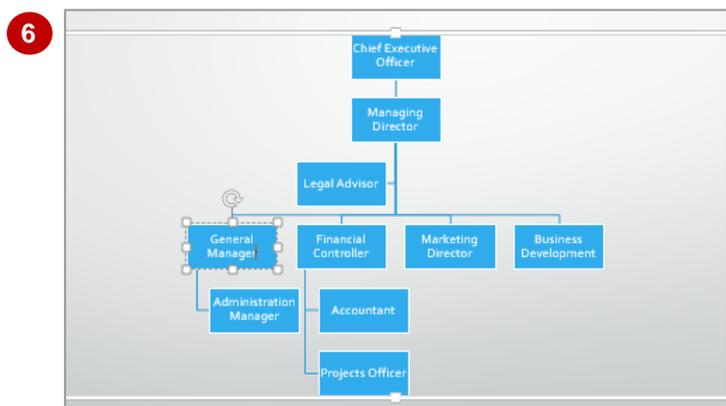
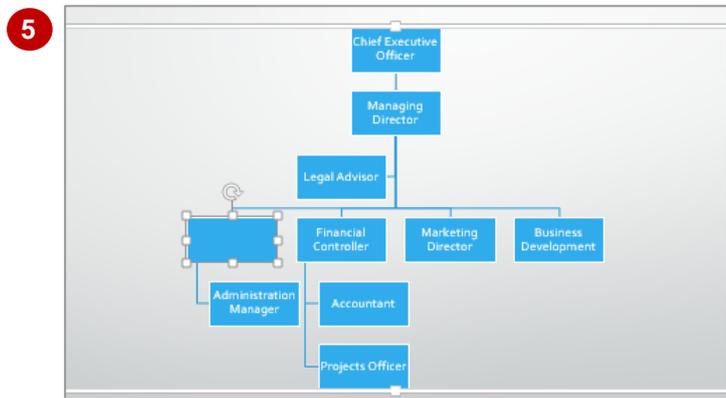
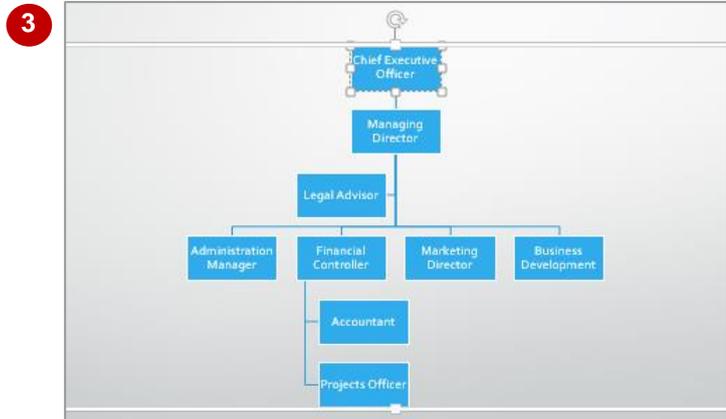
- 3 Type **Chief Executive Officer**

- 4 Click on the text **Administration Manager** to make the shape active

Let's add the General Manager to the hierarchy...

- 5 Repeat step 2 to add a shape above

- 6 Type **General Manager**



For Your Reference...

To **add a shape above**:

1. Click on the source shape to make it active
2. Click on the **SmartArt Tools: Design** tab, then click on the drop arrow for **Add Shape** in the **Create Graphic** group
3. Select **Add Shape Above**

Handy to Know...

- In SmartArt, you can *add shapes above* by inserting text into the **Text** pane. Open the **Text** pane, then click at the beginning of the bullet point entry of the source shape. Press **Enter** to insert a new entry, then press **↑**, and press **Shift + Tab** to promote the entry (one level up). Type the text.

ADDING SHAPES BEFORE AND AFTER

As well as adding shapes to your **SmartArt** graphic that appear above and below the active shape in the hierarchy, you can also add shapes to appear either to the **left of (before)** or the

right of (after) the active shape. When you add shapes before or after the active shape, the entry will appear on the same level of the hierarchy as the active shape.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *SmartArt_5.pptx*...

- 1 Click on the text **Business Development** to make the shape active

Let's add the Sales Manager to the hierarchy...

- 2 Click on the **SmartArt Tools: Design** tab, then click on the drop arrow for **Add Shape** in the **Create Graphic** group and select **Add Shape Before**

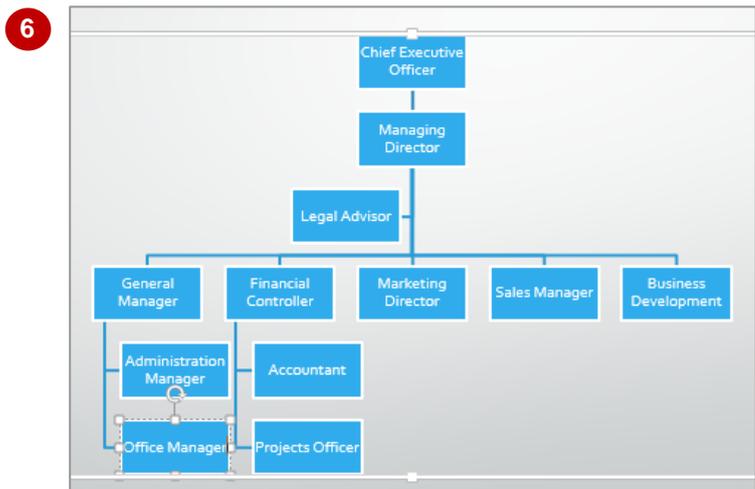
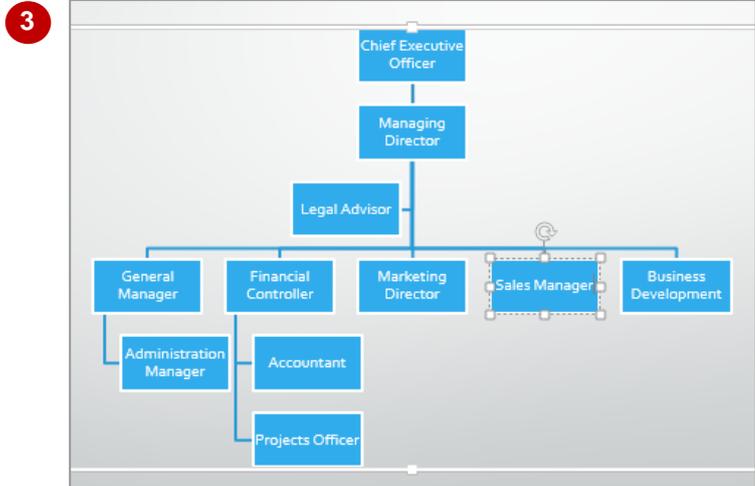
- 3 Type **Sales Manager**

- 4 Click on the text **Administration Manager** to make the shape active

Let's add the Office Manager to the hierarchy, who also reports to the General Manager...

- 5 Click on the drop arrow for **Add Shape** in the **Create Graphic** group and select **Add Shape After**

- 6 Type **Office Manager**



For Your Reference...

To **add a shape before** or **after**:

1. Click on the source shape to make it active
2. Click on the **SmartArt Tools: Design** tab, then click on the drop arrow for **Add Shape** in the **Create Graphic** group
3. Select **Add Shape Before** or **Add Shape After**

Handy to Know...

- In SmartArt, if you're not satisfied with the position of a shape when you **Add Shape Before** or **After**, you can click on **Move Up** to move the shape across one position to the left, or **Move Down** to move the shape across one position to the right.

ADDING AN ASSISTANT

An **assistant**, such as an Executive Assistant, generally reports to the CEO or Managing Director, but is not at the same level as other subordinates. For example, the CEO may have

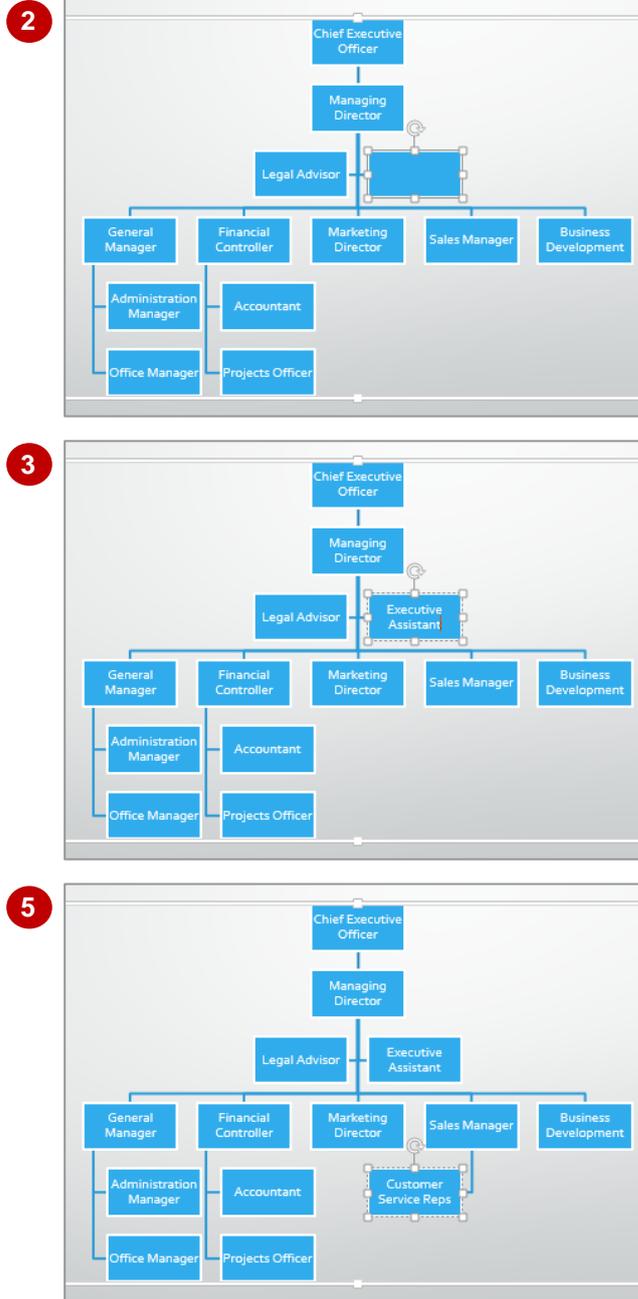
an Executive Assistant as well as other managers who report to them. For this reason, PowerPoint provides the **Add Assistant** tool to help account for these types of positions in the hierarchy.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file SmartArt_6.pptx...

- 1 Click on the text **Managing Director** to make the shape active
Let's add an Executive Assistant to the Managing Director...
- 2 Click on the **SmartArt Tools: Design** tab, then click on the drop arrow for **Add Shape** in the **Create Graphic** group and select **Add Assistant**
- 3 Type **Executive Assistant**
- 4 Click on the text **Sales Manager** to make the shape active
Let's add Customer Service Reps...
- 5 Repeat step 2 to add an assistant, then type **Customer Service Reps**



For Your Reference...

To **add** an **assistant**:

1. Click on the source shape to make it active
2. Click on the **SmartArt Tools: Design** tab, then click on the drop arrow for **Add Shape** in the **Create Graphic** group
3. Select **Add Assistant**

Handy to Know...

- By default, **assistants** in SmartArt are placed one level below the active shape and appear on the **left** of the connecting line. Subordinate positions appear on the **right** of the connecting line.

PROMOTING AND DEMOTING SHAPES

Microsoft PowerPoint allows you to **promote** and **demote** shapes (or positions) in the hierarchy. This can save you from having to delete and recreate positions. When you promote or demote

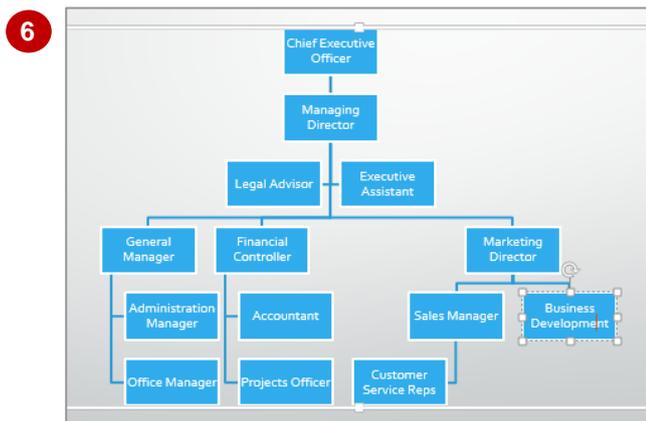
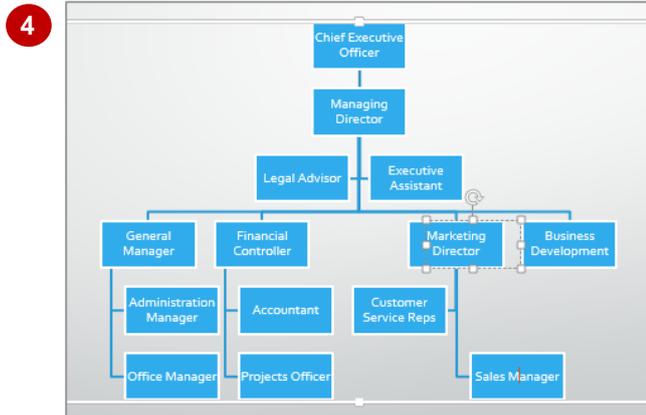
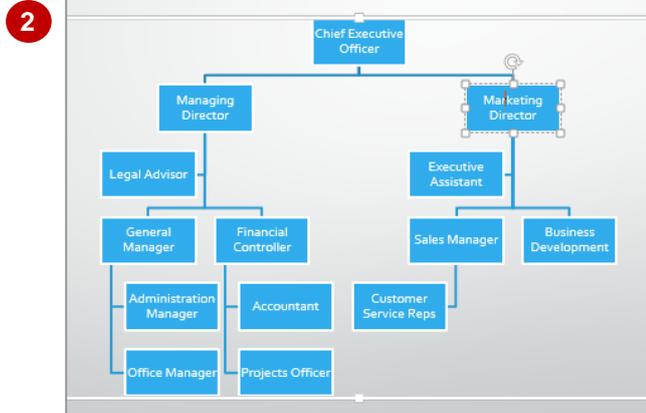
a shape in the hierarchy, any shapes below that shape are also promoted or demoted accordingly, and will move up or down one level in the hierarchy.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file SmartArt_7.pptx...

- 1 Click on the text **Marketing Director** to make the shape active
The Business Development and the Sales Manager should actually report to the Marketing Director...
- 2 Click on the **SmartArt Tools: Design** tab, then click on **Promote** in the **Create Graphic** group to promote the position of Marketing Director
This is not right at all! The reporting structure is a mess...
- 3 Click on **Demote** or press **Ctrl + Z** to undo the change
Let's try another approach...
- 4 Click on the text **Sales Manager**, then click on **Demote** in the **Create Graphic** group
- 5 Click on **Customer Service Reps**, then click on **Demote** to reposition this shape below **Sales Manager**
- 6 Click on **Business Development**, then click on **Demote** to reposition this shape also below **Marketing Director**



For Your Reference...

To **promote** or **demote** positions:

1. Click on the source shape to make it active, then click on the **SmartArt Tools: Design** tab
2. Click on **Promote** or **Demote** in the **Create Graphic** group

Handy to Know...

- You may not get what you expect when promoting and demoting positions in a SmartArt hierarchy. Sometimes it may just be easier to delete the existing position and then recreate it.

SWITCHING SMARTART RIGHT TO LEFT

The **Right to Left** tool allows you to switch the order of shapes in your **SmartArt** graphic. This is really the same as flipping or reversing the graphic. This also applies to any arrows that may

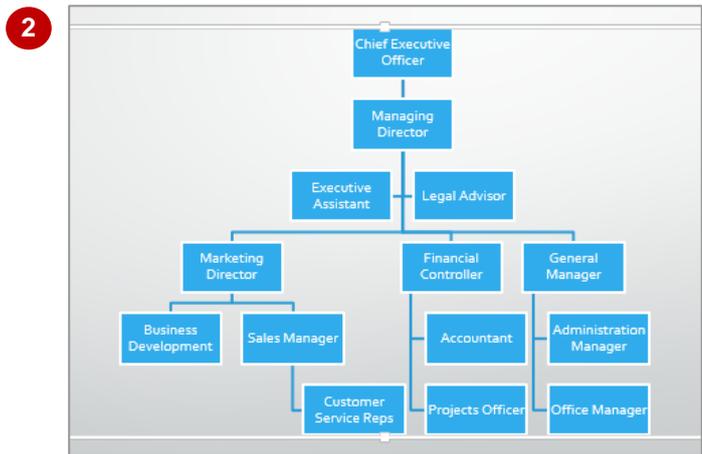
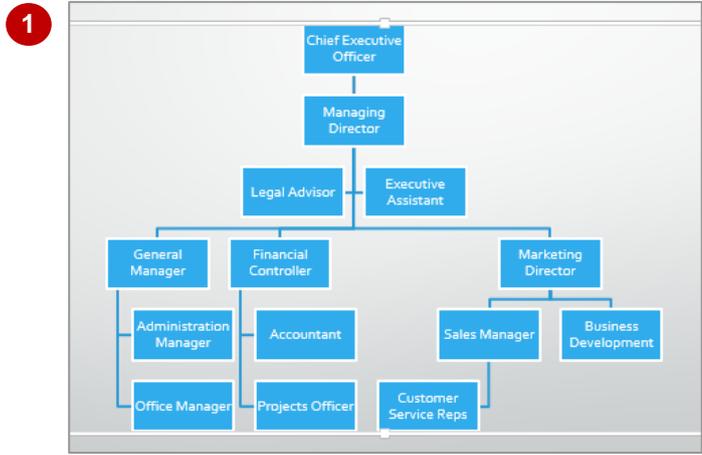
appear in the graphic. So, whatever appeared on the left will appear on the right and vice versa. Note that you can only flip or reverse the entire graphic, not parts of the graphic.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *SmartArt_8.pptx*...

- 1 Click on the graphic to display the graphic placeholder if it is not already visible
- 2 Click on the **SmartArt Tools: Design** tab, then click on **Right to Left** in the **Create Graphic** group
The chart will be reversed. This layout is looking much better, let's just double-check that we want to use this layout...
- 3 Repeat step 2 to restore the original layout
The other layout is preferable...
- 4 Press **Ctrl + Z** to reinstate the change, then click outside the placeholder to view the result



For Your Reference...

To **switch SmartArt right to left**.

1. Click on the **SmartArt** graphic to display the graphic placeholder
2. Click on the **SmartArt Tools: Design** tab, then click on **Right to Left** in the **Create Graphic** group

Handy to Know...

- In SmartArt, **Right to Left** is ideally suited for *cycle* and *process* diagrams, where it can be used to reverse the order of the process.

RESIZING SMARTART

By default, **SmartArt** will resize automatically to fit the placeholder and vice versa. As you add or delete shapes, for example, the graphic will adjust its size accordingly to fit the placeholder.

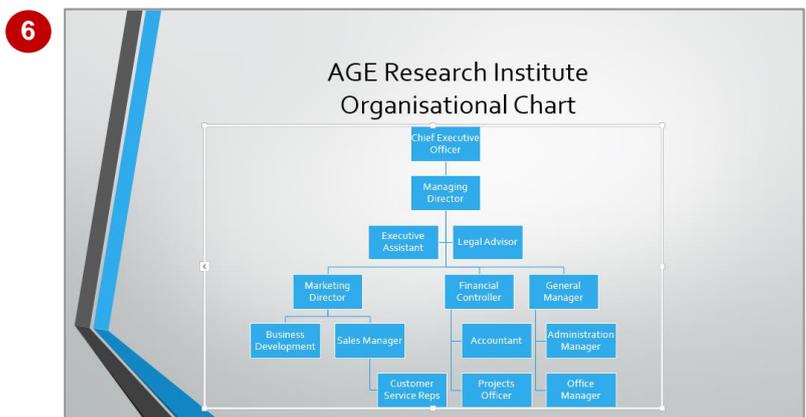
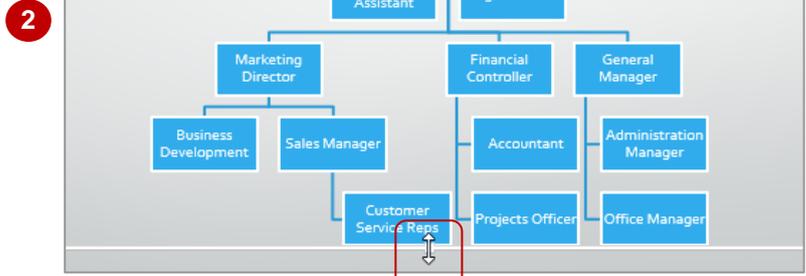
However, you may want to increase or decrease the size of the graphic, and there are a couple of ways to do this: either drag on a placeholder **handle**, or specify the **width** and **height**.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *SmartArt_9.pptx...*

- 1 Click on the **SmartArt** graphic to make it active
- 2 Point to the placeholder handle that appears in the middle of the bottom border until a double-headed arrow appears, as shown
- 3 Click and drag the handle down, then release the mouse button
The graphic is resized. Let's use the controls on the Format tab to resize the height more precisely...
- 4 Click on the **SmartArt Tools: Format** tab, then click on the up or down arrow for **Height** in the **Size** group to set it to **13 cm**
The chart now extends off the slide...
- 5 Repeat step 4 to change **Width** to **21 cm**
- 6 Point to the border until the pointer is a four-headed arrow, then click and drag the organisation chart to reposition it as shown



For Your Reference...

To **resize SmartArt**:

1. Click in the **SmartArt** graphic to activate it
2. Click and drag on a placeholder handle to resize, or
Click on the **SmartArt Tools: Format** tab, then specify the **Height** and **Width** in the **Size** group

Handy to Know...

- Press **Ctrl** while dragging on a placeholder handle to resize from all four sides at once.
- To position SmartArt, select the placeholder, then click on the **SmartArt Tools: Format** tab and click on **Align** and select an option.

CHANGING THE SMARTART LAYOUT

Each **SmartArt category** in the **SmartArt** gallery contains a range of **layouts** that you insert to create your diagrams. But if you're not happy with the layout, you can easily apply a different one to

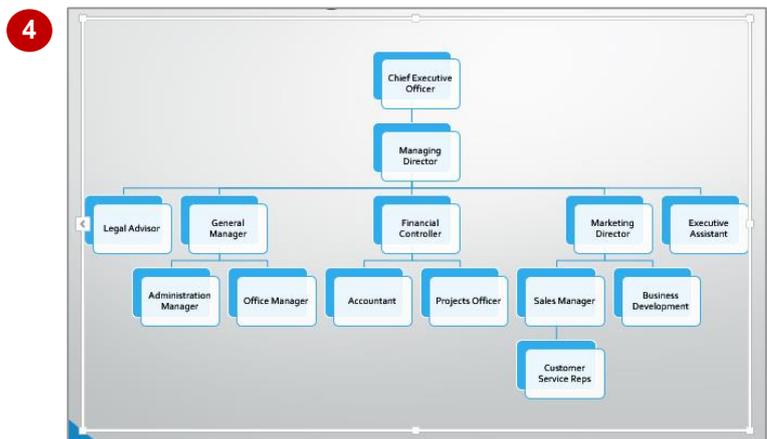
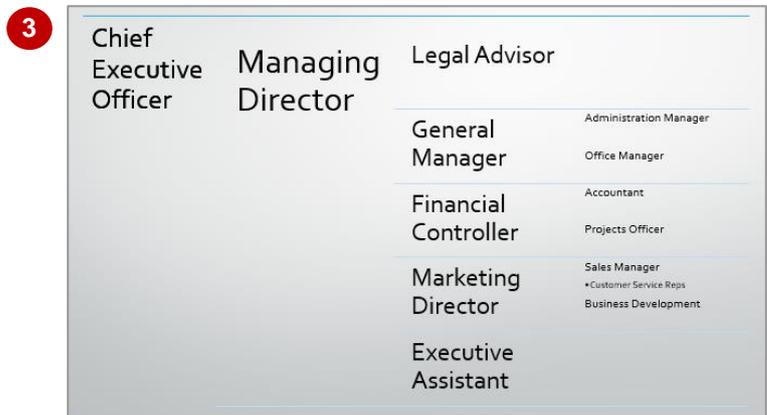
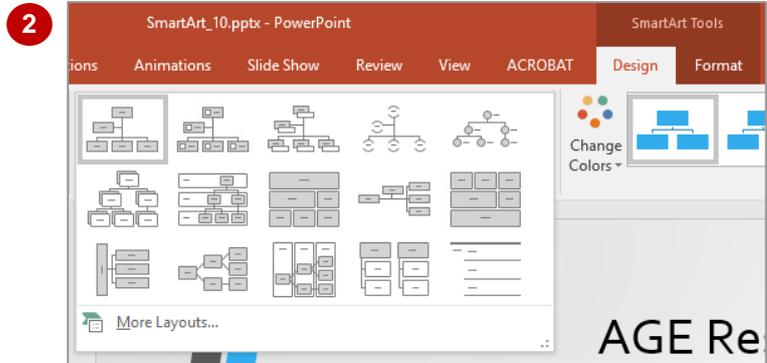
your existing graphic. The shapes and text will reformat in line with the selected layout and changing the layout will not affect the structure of the diagram.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *SmartArt_10.pptx...*

- 1 Click on the **SmartArt** graphic to display the placeholder
- 2 Click on the **SmartArt Tools: Design** tab, then click on the **More** arrow in the **Layouts** group to display a gallery of available layouts
The current layout is outlined in orange...
- 3 Point to different layouts to see the organisation chart reformatted in Live Preview
The name of each layout will be displayed in a tool tip...
- 4 Select **Hierarchy** to apply this layout



For Your Reference...

To **apply** a **different layout**:

1. Click on the **SmartArt** graphic to activate it
2. Click on the **SmartArt Tools: Design** tab
3. Click on **More** in the **Layouts** group
4. Click on a layout to apply

Handy to Know...

- If you wish to see more available SmartArt layouts, you can click on **More Layouts** in the **Layouts** gallery to display the **Choose a SmartArt Graphic** dialog box.

APPLYING A COLOUR SCHEME

You can change practically every aspect of **SmartArt** graphics, and changing the default colour scheme is no exception. There are many alternate colour schemes that you can apply to

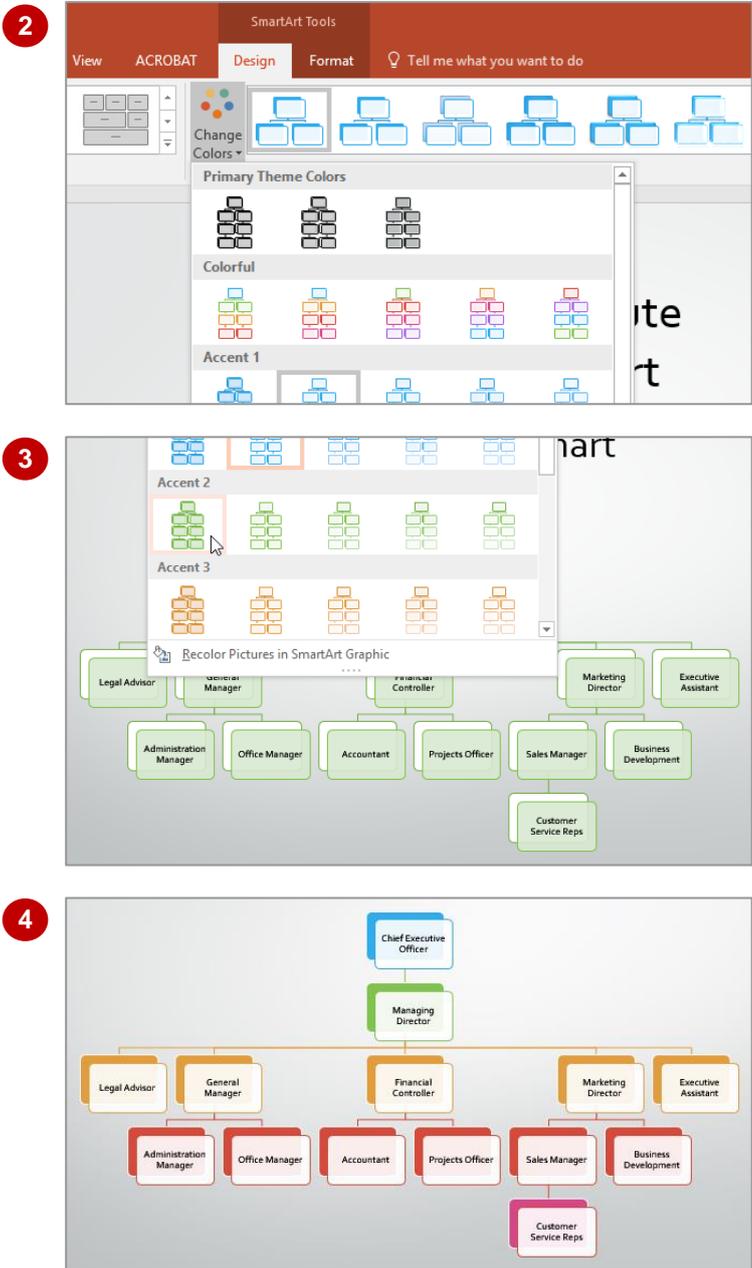
your SmartArt to ensure, for example, that the graphic conforms to the formatting requirements of the presentation.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *SmartArt_11.pptx...*

- 1 Click on the **SmartArt** graphic to display the placeholder
- 2 Click on the **SmartArt Tools: Design** tab, then click on **Change Colours** in the **SmartArt Styles** group to display a gallery of colour schemes (or themes)
The currently applied scheme is outlined in orange...
- 3 Point to different colour schemes to see the SmartArt update in Live Preview
- 4 Select **Colourful – Accent Colours** under **Colourful** to apply the colour scheme, then click outside the placeholder to view the result



For Your Reference...

To **apply** a **colour scheme**:

1. Select the SmartArt graphic
2. Click on the **SmartArt Tools: Design** tab, then click on **Change Colours** in the **SmartArt Styles** group
3. Click on a colour scheme to apply it

Handy to Know...

- You can modify the format of individual shapes, lines and the text within a SmartArt graphic. To do this, click on a shape or line to select it (hold down **Shift** and click to select multiple shapes), or select the text, then click on the **SmartArt Tools: Format** tab and apply formatting as required.

APPLYING A SMARTART STYLE

There is a vast range of SmartArt formatting options available. Not only can you change the layout and colour scheme of your SmartArt to a style that suits your presentation, you can also

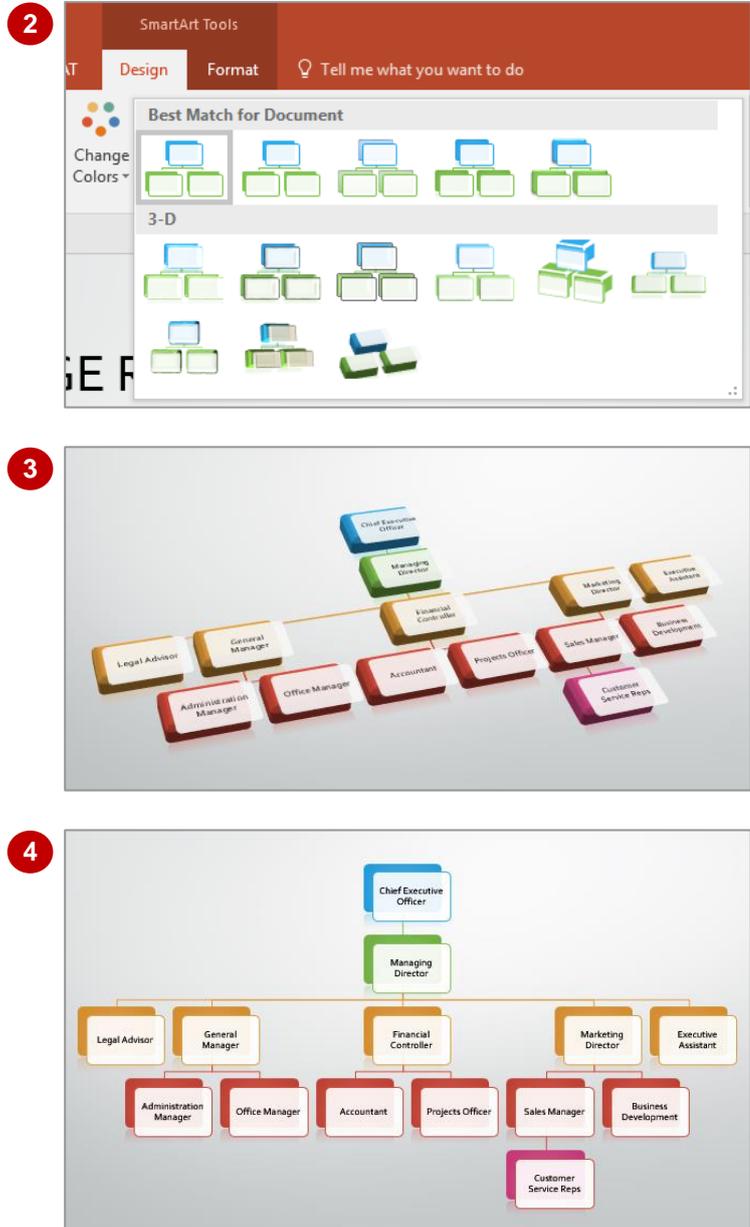
apply **styles** to your SmartArt. **Styles** differ to layouts in that they include a range of effects for shapes, such as 3D effects, thereby enhancing the look of your graphic.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *SmartArt_12.pptx...*

- 1 Click on the **SmartArt** graphic to display the placeholder and make it active
- 2 Click on the **SmartArt Tools: Design** tab, then click on **More** in the **SmartArt Styles** group to display the gallery of styles
PowerPoint suggests a range of styles that best match the current document...
- 3 Point to different styles to see the SmartArt update in Live Preview
You may need to wait a moment for Live Preview to display the effect, as 3D effects can be quite memory-intensive...
- 4 Click on **Moderate Effect** under **Best Match for Document** to apply this style, then click outside the placeholder to view the result



For Your Reference...

To **apply** a **SmartArt Style**:

1. Click on the **SmartArt** graphic to activate it
2. Click on the **SmartArt Tools: Design** tab
3. Click on **More** in the **SmartArt Styles** group
4. Click on the desired style to apply it

Handy to Know...

- You can reset a SmartArt graphic to its original form (that is, the original layout), removing any formatting such as styles and colour schemes. To do this, activate the graphic, click on the **SmartArt Tools: Design** tab, then click on **Reset Graphic** in the **Reset** group.

DELETING SMARTART SHAPES

As well as formatting your SmartArt graphic with the vast range of formatting options, you may also need to edit the graphic, such as deleting individual shapes or editing text. When you

delete shapes in a SmartArt graphic, the graphic will adjust accordingly. Any lines connecting to that shape will also be removed.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *SmartArt_13.pptx...*

- 1 Click on the text **Legal Advisor** to activate the shape, then click on the border of the shape to select it, as shown

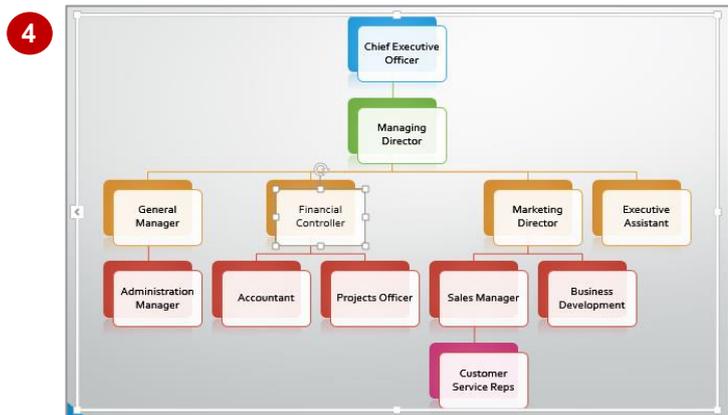
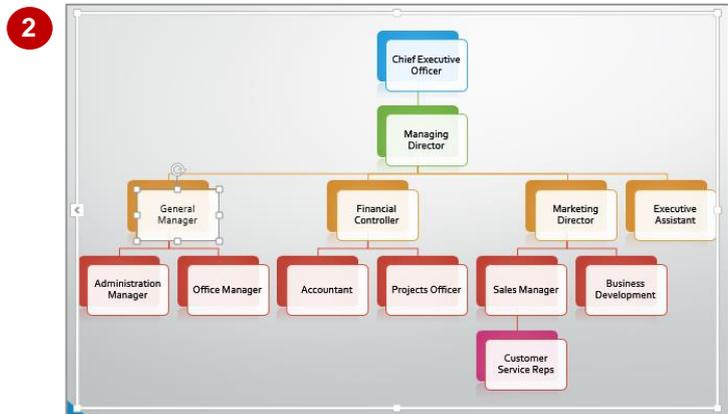
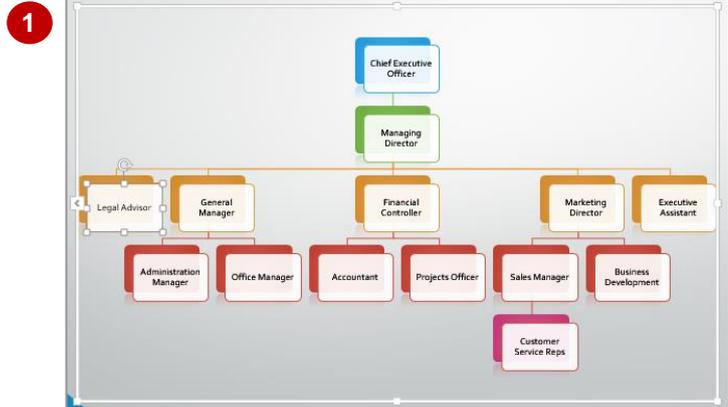
Handles should appear around the shape but the cursor should not appear in the text...

- 2 Press **Del**

The shape will be deleted and the graphic will adjust accordingly...

- 3 Repeat step 1 to select the shape titled **Office Manager**

- 4 Press **Del**



For Your Reference...

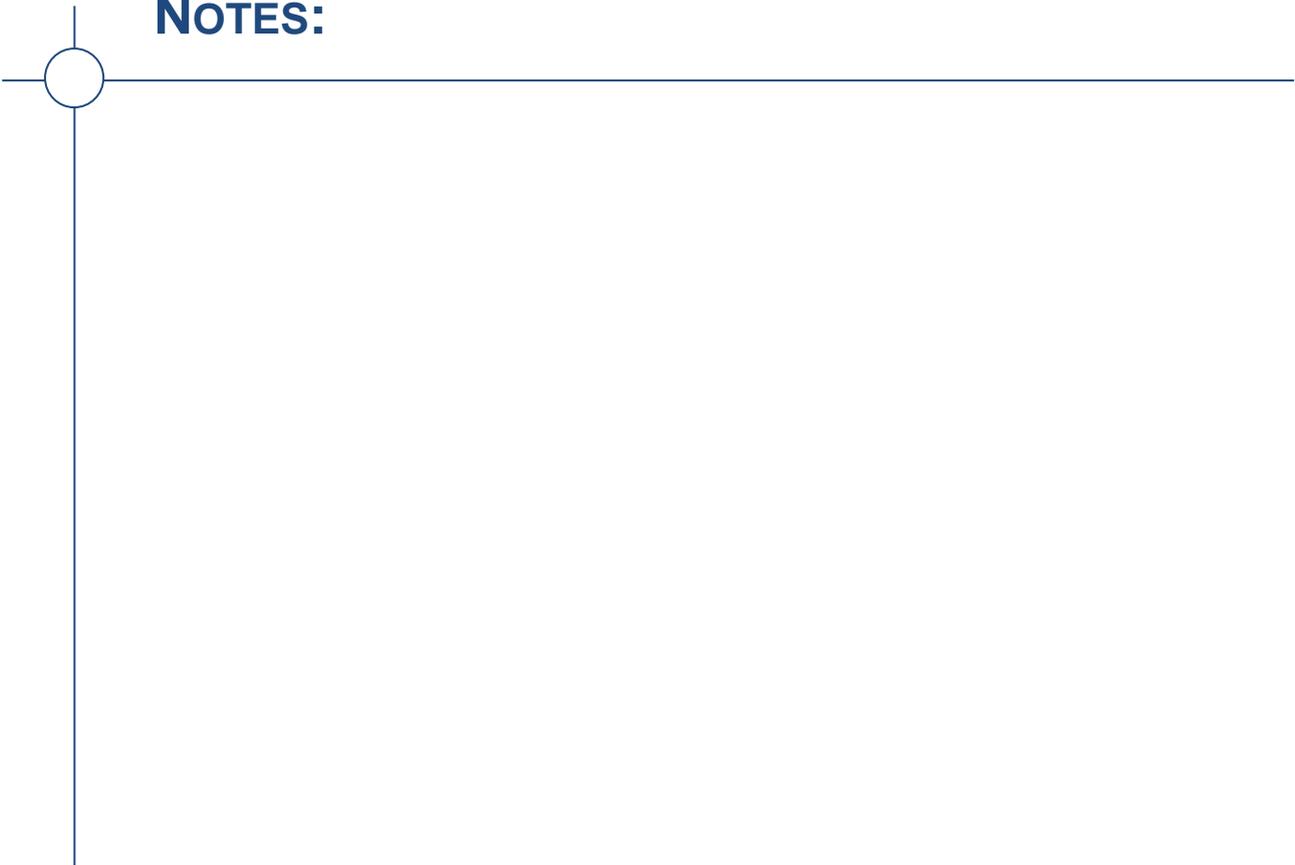
To **delete** a **shape** from **SmartArt**.

1. Click on the border of the shape to select it
2. Press **Del** or **Back Space**

Handy to Know...

- To delete multiple shapes at once, press **Shift** and click to select multiple shapes, then press **Del**.
- To delete the entire SmartArt graphic, activate the graphic, click on the placeholder border to make sure no shapes are selected, then press **Del**.

NOTES:



CHAPTER 2 CHARTS

InFocus

You can display data in rows and columns within a table on a slide. Alternatively, you can display the same data in a chart.

Because charts let you present data in a visual format, you will find a chart is not only more visually appealing than a table but its data is often easier to understand.

In this session you will:

- ✓ gain an understanding of charts
- ✓ learn how to insert a chart using the ribbon
- ✓ learn how to change the chart type
- ✓ gain an understanding of chart elements
- ✓ learn how to change the chart layout
- ✓ gain an understanding of chart buttons
- ✓ learn how to change the layout of chart elements
- ✓ learn how to apply a chart style
- ✓ gain an understanding of the chart format panes
- ✓ learn how to format chart elements
- ✓ learn how to edit data series
- ✓ learn how to hide and show data series
- ✓ learn how to work with pie charts.

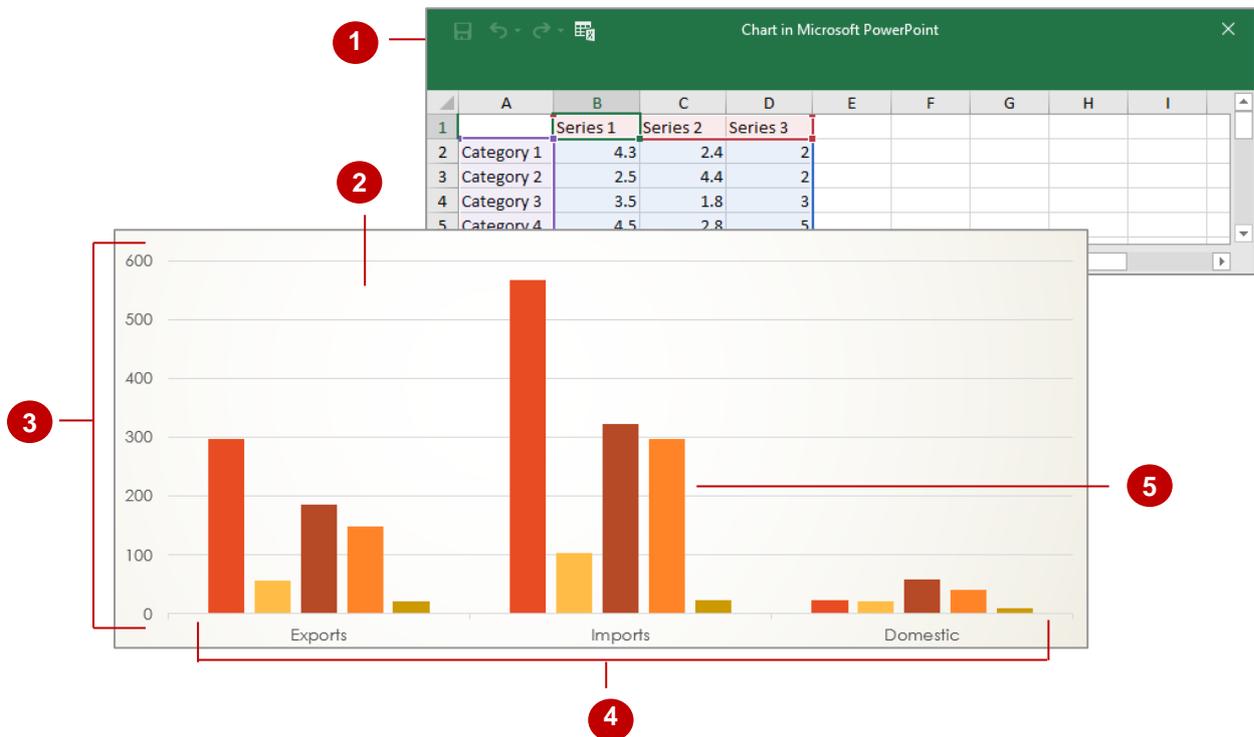
UNDERSTANDING CHARTS

Charts are used primarily to depict numerical data such as statistics or percentages in a graphical format that is easier to understand and quicker to digest than a list of numbers and

figures. There are many different kinds of charts and some chart types suit certain purposes better than others.

Charts

Creating a chart in PowerPoint is easy. Simply click on the **Insert** tab, then click on **Chart** in the **Illustrations** group to display the **Insert Chart** dialog box. Click on a category in the left pane and select an option from the top of the right pane to display a thumbnail. If you point to the thumbnail in the right pane, it will zoom in so you can see it in greater detail. Once you have chosen a chart, click on **[OK]** and the chart will be inserted into the slide with the Excel worksheet open by default. The Excel worksheet contains the data to be displayed in the chart. Any data you add to the worksheet will be immediately reflected in the chart.



- 1 Excel Worksheet** When a chart is opened for editing, the data that is used to draw the chart is displayed in an **Excel worksheet**. Changes to the information in the Excel worksheet are immediately reflected in the chart.
- 2 Chart Area** The **chart area** contains the entire chart and all its elements.
- 3 Vertical (Value) Axis** An **axis** is a line that borders one side of the plot area providing a frame of reference for measurement or comparison in a chart. For most charts, data values are plotted along the **value axis**, which is usually vertical (the **Y axis**). In the example above, a **vertical (value) axis title** has not been included.
- 4 Horizontal (Category) Axis** Categories are usually plotted along the **category axis**, which is usually horizontal (the **X axis**).
- 5 Data Series** A **data series** is a collection of related data. Each data series relates to a column or row of data in the Excel worksheet and is usually represented in the chart by a colour, pattern or object depending on what kind of chart it is. For example, the yellow bars in the above chart represent a data series – in this case, the data in the column for Canada in the Excel worksheet.

INSERTING A CHART USING THE RIBBON

There are several ways to insert a chart into PowerPoint. You can click on the **Insert Chart** icon in a content placeholder on a slide or click on **Insert Chart** in the **Illustrations** group on the

Insert tab. After selecting the most appropriate chart type, an **Excel** window will open, into which you enter (or copy) the desired data. PowerPoint will then create the chart using the data.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *Charts_1.pptx...*

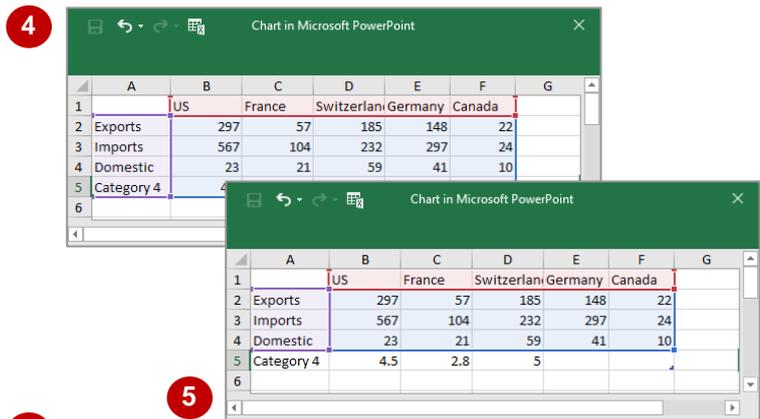
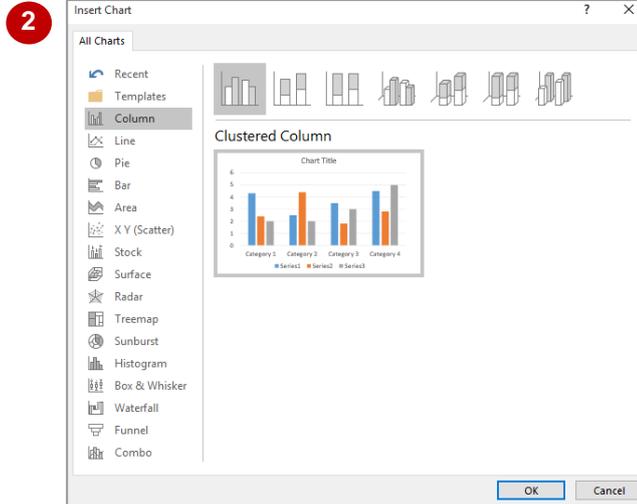
- 1 Navigate to and display slide **2** in the **Slide** window
- 2 Click on the **Insert** tab then click on **Chart** in the **Illustrations** group to open the **Insert Chart** dialog box
- 3 Ensure **Column** is selected under **All Charts** and ensure the first option is selected in the right pane, then click on **[OK]** to insert a chart

An **Excel** spreadsheet opens automatically. Let's enter the chart data into the **Excel** spreadsheet...

- 4 Click in cell **B1** and type the data as shown, pressing **Tab** to move to the next cell
The blue line shows the data that will be included in the chart, but we don't want to include the data in row 5...

- 5 Drag the bottom right corner of the blue range rectangle up until row **5** is excluded, then release the mouse button

- 6 Click on **Close** to close the worksheet and view the result



For Your Reference...

To **insert** a **chart**:

1. Click on the **Insert** tab, then click on **Chart** in the **Illustrations** group
2. Select the chart type and click on **[OK]**
3. Enter the data in the **Excel** spreadsheet

Handy to Know...

- When you are editing the data of a chart, if you click on **Edit Data in Microsoft Excel** in the **Quick Access Toolbar** of the **Excel** spreadsheet, the spreadsheet will be opened in **Excel** so you have access to all the editing and formatting options available in **Excel**.

CHANGING THE CHART TYPE

Sometimes you may use different types of charts to represent the same data. Or you may decide, for example, that your data would be better displayed in a pie chart rather than a column

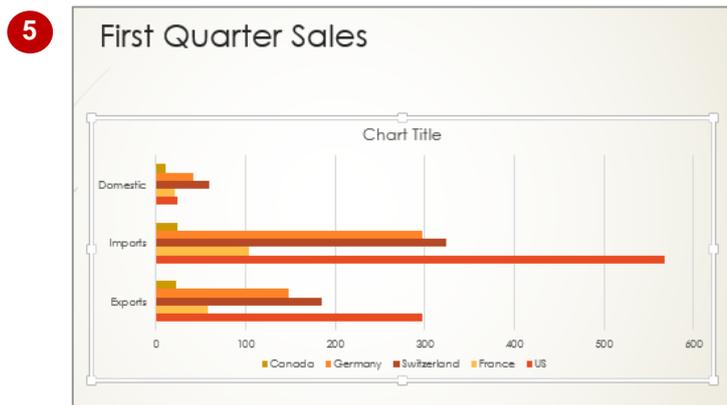
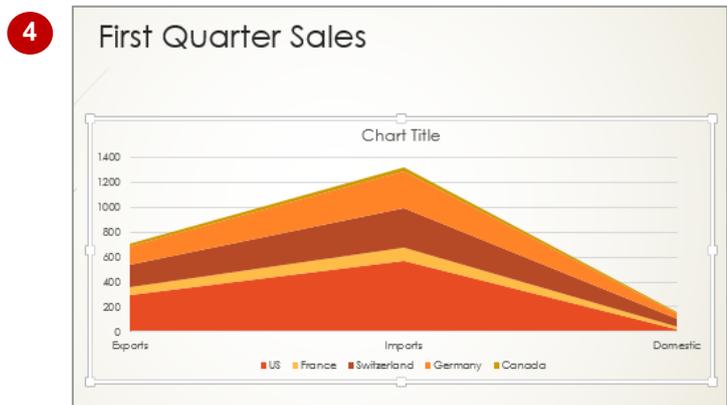
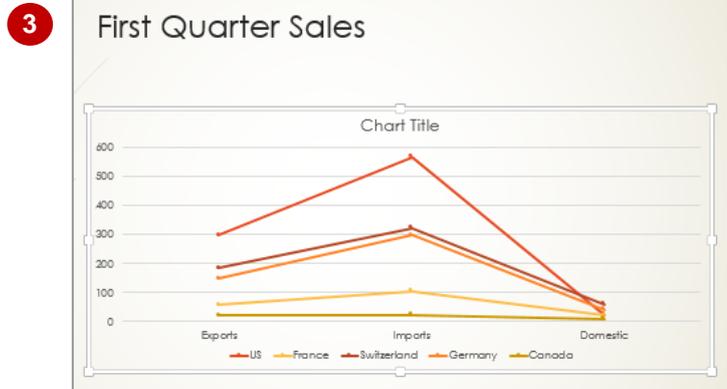
chart. You can easily convert an existing chart to a different chart type in PowerPoint. You can also use this feature to test different chart types to find the one that will best represent your data.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Charts_2.pptx*...

1. Navigate to and display slide 2 in the **Slide** window if required, then click on the chart to activate it
The placeholder will display which means the chart can now be edited...
2. Click on the **Chart Tools: Design** tab, then click on **Change Chart Type** in the **Type** group to open the **Change Chart Type** dialog box
3. Click on **Line** in the left pane, then click on **Line with Markers** to select this chart type and click on [OK] to apply the change
4. Repeat steps 2 and 3 to change the chart to a **Stacked Area** chart (under **Area**)
Probably not the best way to represent our data...
5. Repeat steps 2 and 3 to change the chart to a **Clustered Bar** chart (under **Bar**)
Our data is represented clearly in this chart type



For Your Reference...

To **change** the **chart type**:

1. Click on the chart, then click on the **Chart Tools: Design** tab and click on **Change Chart Type** in the **Type** group
2. Select the chart type
3. Click on [OK]

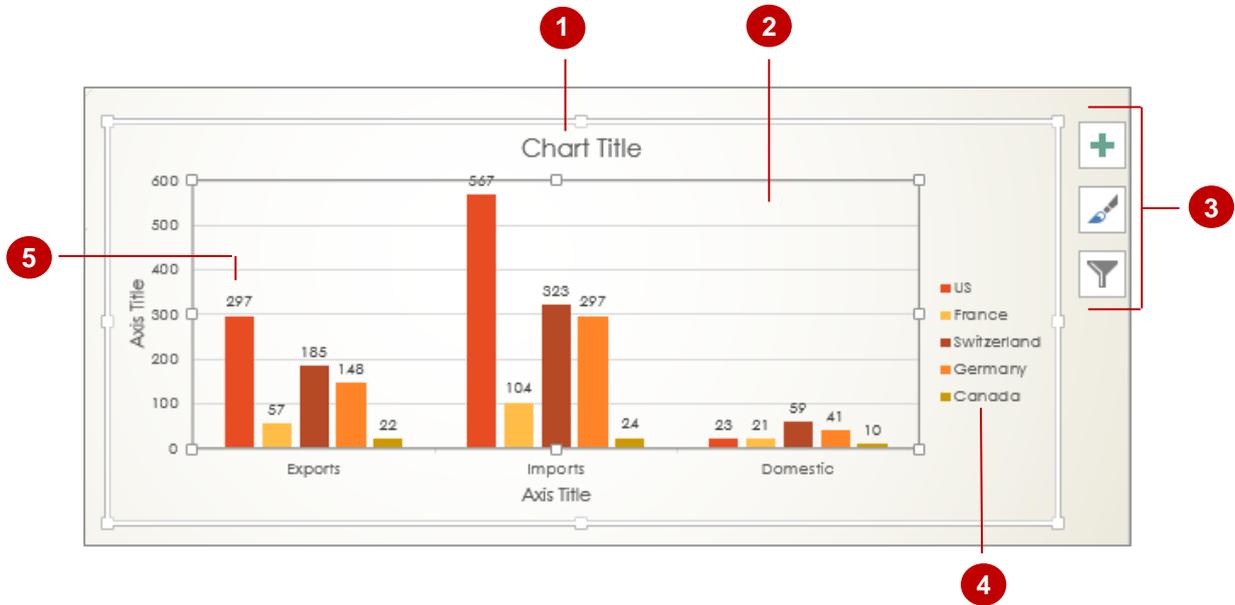
Handy to Know...

- Some chart types will not be suitable for some data. For example, if you have defined five data series, you could not change the chart type to a **pie chart**, as pie charts represent data for only one data series.

CHART ELEMENTS

Charts are made up of many chart elements – the chart title, data labels, legend, and more. Each of these elements can be individually formatted, moved, and in some cases, hidden or

shown, to create exactly the chart you want for your presentation. The following diagram and accompanying text describes some of the main elements in a chart.



- 1 **Chart Title** The name of the chart.
- 2 **Plot Area** In a **2-D chart**, the **plot area** is the area bounded by the axes and includes the data series. In a **3-D chart** the **plot area** is the area bounded by the axes and includes the **data series**, **category names** and **axes titles**. In the example above, it also includes the horizontal **gridlines**.
- 3 **Chart Buttons** There are three chart buttons and they are **chart elements**, **chart styles** and **chart filters**. These buttons only appear when a chart is selected and can be used to perform a range of basic functions.
- 4 **Legend** The **legend** identifies the patterns or colours assigned to the data series or categories in a chart.
- 5 **Data Labels** A **data label** is a label that provides additional information about a **data marker**, which represents a single data point or value that originates from a worksheet cell. Data labels can be applied to a single data marker, an entire data series or all data markers in a chart.

USING QUICK LAYOUTS

After creating a chart, you can instantly change the layout of its various elements to one of the predefined layouts (known as **quick layouts**) provided by PowerPoint. Depending on the chart

type, you can choose to display or hide the legend, chart titles, axes' titles, data labels, data tables and gridlines. You can also change the location of the legend.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Charts_3.pptx...*

1 Navigate to and display slide **2** in the **Slide** window if required, then click in the chart to activate it

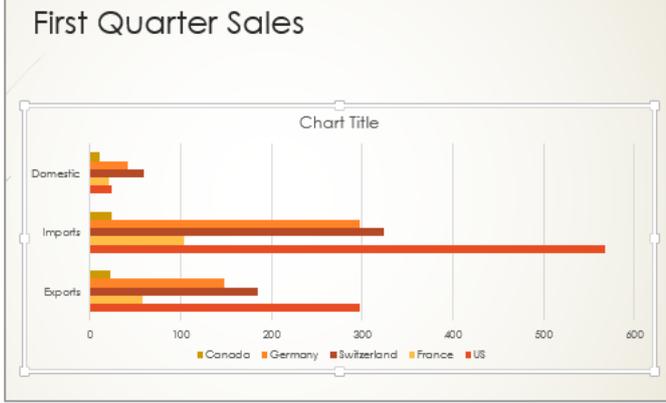
2 Click on the **Chart Tools: Design** tab, then click on **Quick Layout** in the **Chart Layouts** group to open a gallery of options

Although no options are highlighted, **Layout 3** is the default layout for this chart...

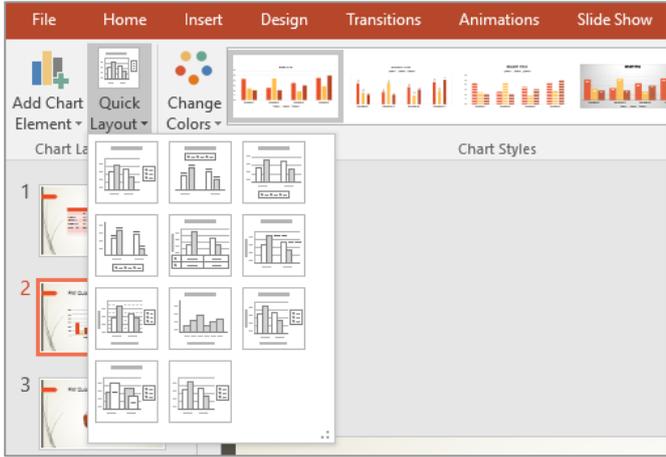
3 Click on **Layout 8**
Notice there are now **Axis Titles**...

This layout has also displayed the chart title, which in our case, is superfluous since the slide title is the same as the chart title. But that's ok, as you can quickly delete it using the **Chart Tools: Layout** tab or the **Chart** buttons as you'll see later in this chapter

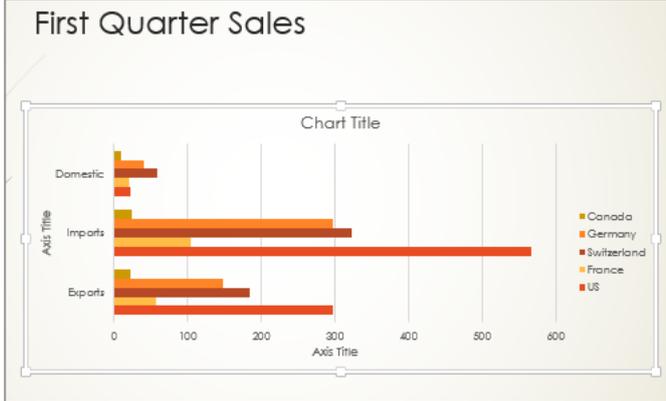
1



2



3



For Your Reference...

To **use** the **quick layouts**:

1. Click on the chart
2. Click on the **Chart Tools: Design** tab, then click on **Quick Layout** in the **Chart Layouts** group
3. Click on the desired layout

Handy to Know...

- The number and style of the quick layouts that appear in the **Chart Layouts** gallery will depend on the current chart type.

UNDERSTANDING CHART BUTTONS

Chart Buttons are a quick and handy way of accessing formatting and editing options for your chart. They contain the basic functions necessary for creating a chart such as chart styles, options

for chart elements and data filtering. You can also access **Format** panes for the chart elements via the **chart elements** button.

Chart Buttons

In addition to a comprehensive ribbon and shortcut menu from which you can access chart tools and options, PowerPoint also provides a quicker way to access certain chart options.

Whenever you select a chart, three buttons appear next to the top right corner of a chart. These three buttons are called **chart elements**, **chart styles** and **chart filters**. When you click on one of these three buttons, a fly-out menu of options/commands appears for you to work with, as shown.

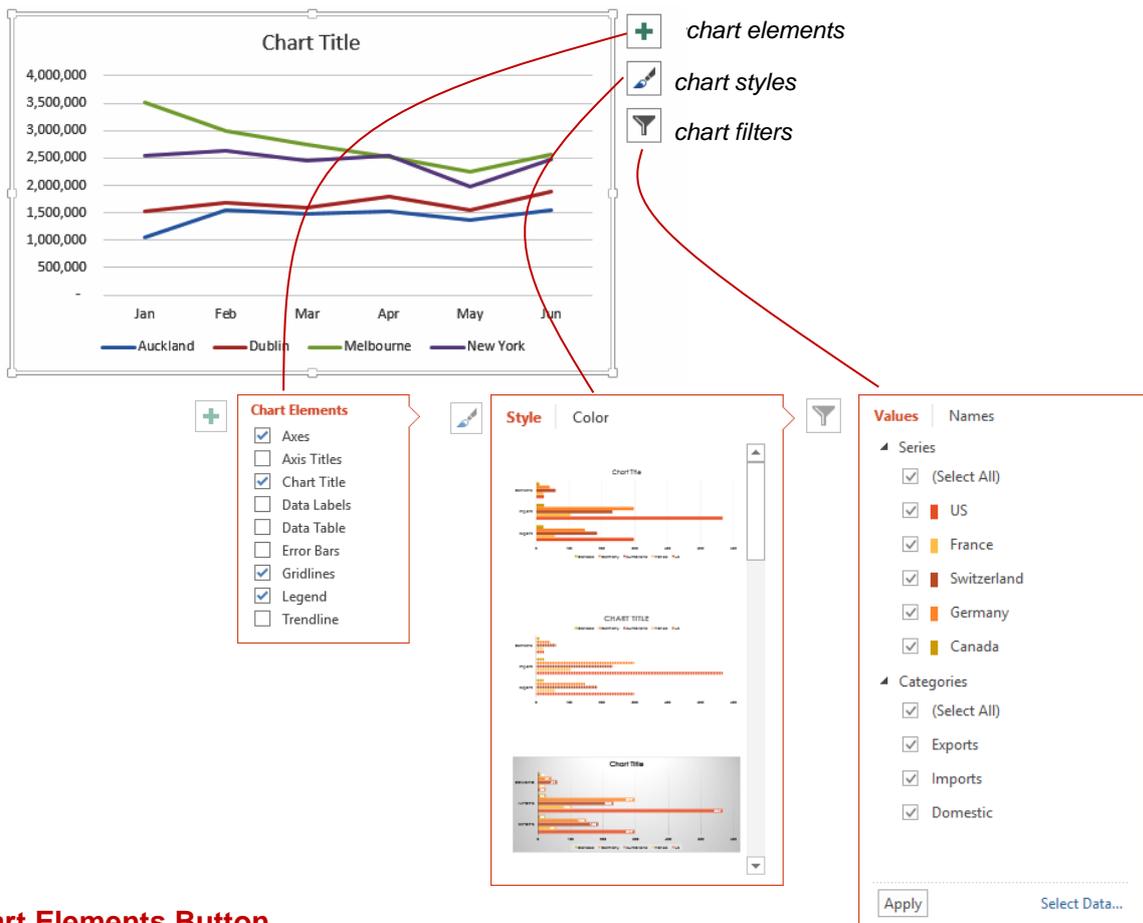


Chart Elements Button

The **chart elements** button provides you with options for how to label the data in a chart. To show/hide a chart element, simply click on the checkbox for that element so it appears *with* or *without* a tick.

Pointing to an element will display a small grey arrow. Clicking on this arrow will open an additional fly-out menu that contains options specific to that element, such as where you would like the element placed on the chart. You can access even more formatting options for a chart element by selecting **More Options** from this menu which will open the **Format** pane specific to that chart element.

Chart Styles Button

The **chart styles** button provides you with options for working with the appearance of a chart. You can select a style or colour from the gallery of **Style** or **Colour** options to immediately apply it to the chart.

Chart Filters Button

Chart filters provides you with several options for working with the data in a chart. You have the ability to show or hide **Series** and **Category** values or names by checking or unchecking the specific checkboxes. Clicking on **[Apply]** will then apply this option to the chart.

Clicking on **Select Data** will open the **Select Data Source** dialog box as well as the Excel spreadsheet. Using this dialog box you can select options for hiding or adding data series.

CHANGING THE LAYOUT OF CHART ELEMENTS

PowerPoint provides numerous standard layouts for the selected chart type. While these may be fine for some situations, you can manually alter the layout of the various chart elements until you

achieve the desired result. For example, you can add, remove or position labels including axis titles and legends. You can also display or hide trendlines, turn the plot area on or off, and more.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Charts_4.pptx...*

1

On slide 2, click on the chart to select it, then click on the **chart elements** button to display a fly-out menu

Let's remove the chart title...

2

Click on the **Chart Title** checkbox so it appears without a tick

The chart will expand to occupy the extra space.

Because the bars are fairly small, let's add data labels to clarify the figures...

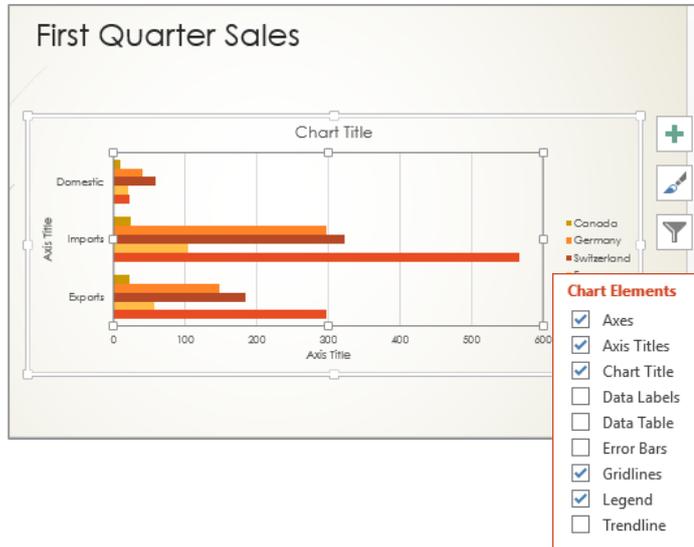
3

If necessary, repeat step 1, then point to **Data Labels** until a small black arrow appears to the right, then click on the arrow to display a fly-out menu

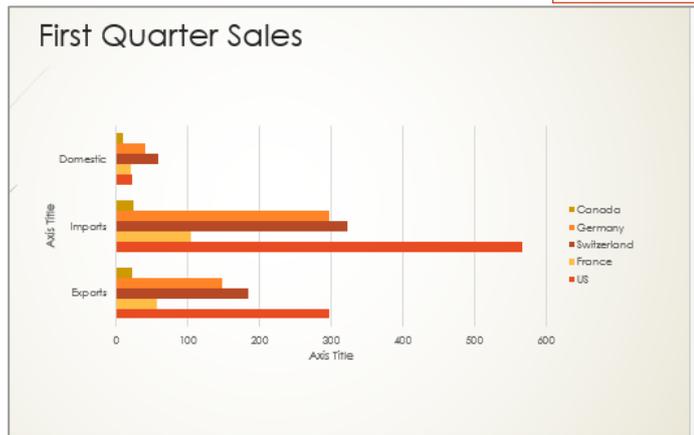
4

Click on **Outside End** to apply these data labels
Data labels will appear to the right of each bar showing their actual value

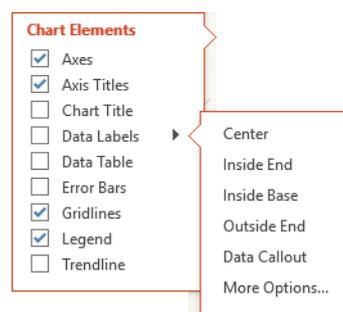
1



2



3



For Your Reference...

To **manually change** the **layout** of **chart elements**:

1. Click on the chart
2. Click on the **Chart Tools: Design** tab
3. Make the desired changes

Handy to Know...

- You can use the ribbon to change the layout of chart elements by clicking on the **Chart Tools: Design** tab and applying the options in the **Chart Layouts** group.

APPLYING A CHART STYLE

One advantage of applying a **theme** to a presentation is that each object you insert – be it a table, shape or chart – will be formatted with a default style that reflects the theme elements,

such as the theme colours. In addition to the default chart style, you can apply one of many other built-in styles to your charts to ensure they complement your presentation.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Charts_5.pptx...*

1 On slide **2**, click on the chart to activate it

2 Click on the **Chart Tools: Design** tab, then click on the **More** arrow in the **Chart Styles** group to display the **Chart Styles** gallery

The gallery displays a range of complementary styles for the current chart. The current style is highlighted in orange...

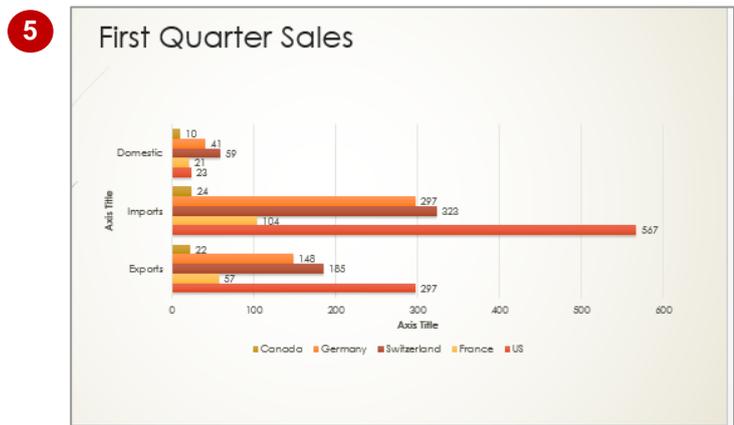
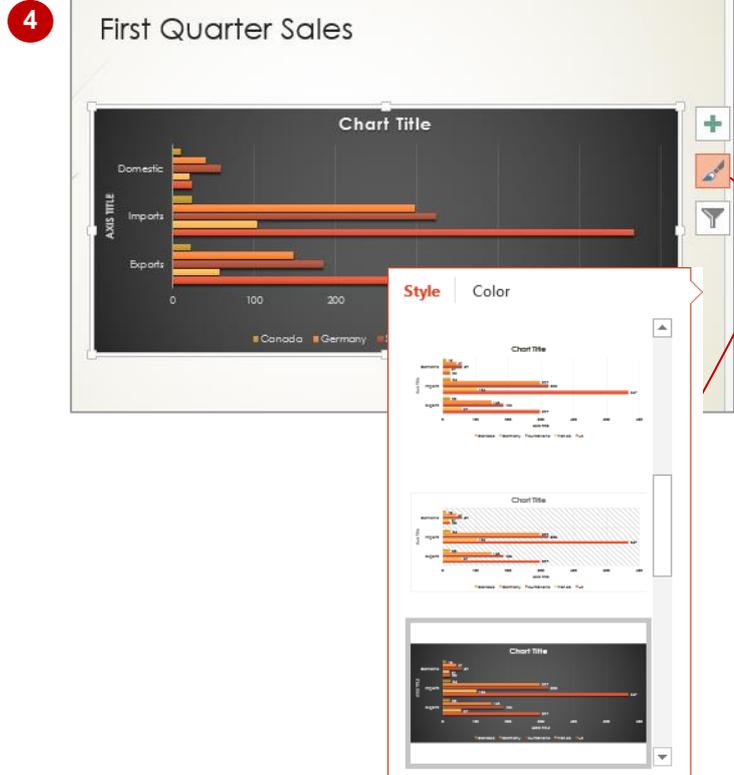
3 Point to the options to display a tooltip with the style name, then click on **Style 7** to apply this style

Let's try a quicker method...

4 Click on the **chart styles** button to the right of the chart to display a gallery of style options

5 Ensure the **Styles** tab is selected, then click on **Style 5** to apply this style

Notice this style overrides the Quick Layout applied previously



For Your Reference...

To **apply a chart style**:

1. Click on the chart
2. Click on the **Chart Tools: Design** tab, click on the **More** arrow in the **Chart Styles** group and select a style, or
Click on the chart styles button and select a style

Handy to Know...

- You can save a chart as a template by right-clicking on the chart and selecting **Save as Template**. You can then type a name in the **Save Chart Template** dialog box and click on **[Save]**.
- Templates are listed under **Templates** in the **Chart Type** dialog box.

UNDERSTANDING THE CHART FORMAT PANES

The chart **Format** panes allow you to edit the elements of a chart with greater control than simply using the tools available on the **Chart Tools** tab. Currently the only downside is that

Live Preview is not available with this feature. However as changes you make in the chart **Format** panes update live in the presentation, this is not too much of an inconvenience.

Accessing Chart Format Panes

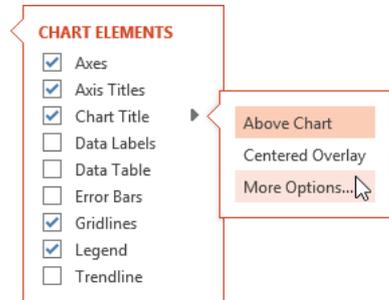
There is a **Format** pane for every element in the **Chart Elements** menu (accessible via the **chart elements** button), as well as for some aspects of the chart not included in the **Chart Elements** menu such as the **chart area**. These **Format** panes contain advanced options for a particular chart element.

You can access these **Format** panes using several different methods. You can access them via the **chart elements** button by pointing to the desired chart element until a black arrow appears, then clicking on the arrow and selecting **More Options**, as shown to the right.

For instance, clicking on **More Options** for **Chart Title** will open the **Format Chart Title** pane, as shown below to the right.

Alternatively, you can access the **Format** panes by clicking on the dialog box launchers on the **Chart Tools: Format** tab. Or you may choose to open a **Format** pane by selecting certain options from some of the menus on the **Chart Tools: Format** tab. For instance, if you click on **Shape Outline** in the **Shape Styles** group, point to **Weight** and select **More Lines**, a **Format** pane will open.

When you choose to open a **Format** pane using these methods, the particular **Format** pane that opens will depend on what section of the chart is currently selected.

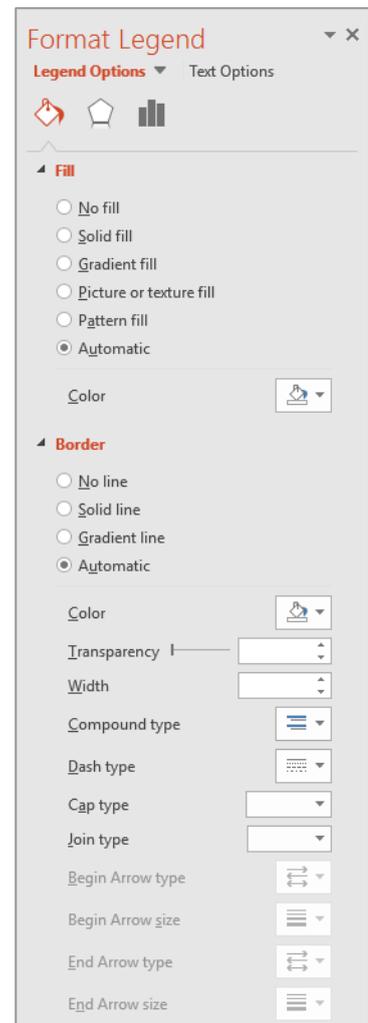


Using The Chart Format Panes

Though many of the options available in the **Format** panes are also available on the ribbon, there are many advantages to using the **Format** pane. For instance, many of the **Format** panes offer greater control over certain formatting options. One example is if you want to apply a **gradient shape fill** to your chart. Using the ribbon, you can select from a range of preset gradient options. However, using the **Format** pane, you can modify the gradient in a number of ways including deciding the **type, direction, angle, transparency** and **brightness** of the gradient.

You can also move **Format** panes around the screen as required, by pointing to the top of the **Format** pane until a four-headed arrow appears then clicking and dragging it to wherever you require. This can be handy when you are working on a complex chart, or a number of charts and are going to be frequently using the formatting tools.

Another advantage of using **Format** panes is that once one is open, you don't have to close it in order to open another. You can open the specific **Format** panes for the other elements by simply double-clicking on the desired element within the chart. For example, once the **Format Chart Title** pane is open, you can double-click on the plot area to open the **Format Plot Area** pane or double-click on the data labels to open the **Format Data Labels** pane etc.



FORMATTING CHART ELEMENTS

You can format individual chart elements such as the chart area, plot area, data series, axes, titles, data labels and legend. For example, you can format the text in a selected chart element using

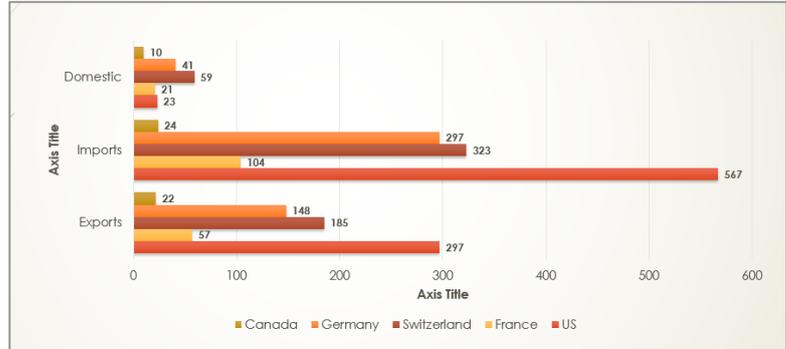
WordArt; applying a different style; or selecting a specific text fill, text outline or text effect. You can also apply other formatting options as desired.

Try This Yourself:

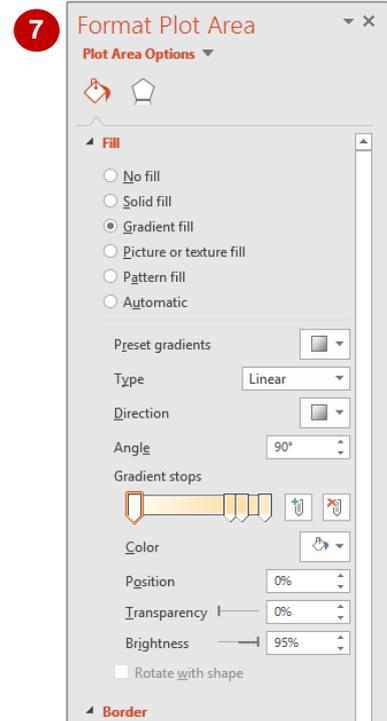
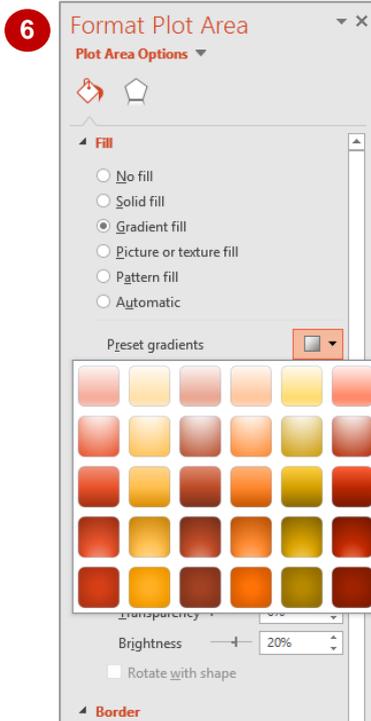
Same File

Continue using the previous file with this exercise, or open the file *Charts_6.pptx...*

- 1 On slide 2, click on the first data label (10) in the chart
The other data labels for that series will also be selected...
- 2 Click on the **Home** tab, then click on the drop arrow for **Font Size** in the **Font** group and select **10**, then click on **Bold**
- 3 Repeat steps 1 and 2 to reformat the other data labels
- 4 Click on the chart plot area, then right-click to display a shortcut menu and select **Format Plot Area** to open the **Format Plot Area** pane
- 5 Under **Fill** click on **Gradient fill**, then click on the drop arrow for **Preset gradients**
- 6 Click on **Light Gradient, Accent 2** to apply this
- 7 Click on the slider for **Brightness** and drag it to the left until it reduces to **40%**
- 8 Close the **Format Plot Area** pane and view the result



3



For Your Reference...

To **manually format chart elements**:

1. Click on the chart
2. Click on the **Chart Tools: Format** tab
3. Select the element to be formatted in **Chart Elements** in the **Current Selection** group
4. Make the desired changes

Handy to Know...

- Grouped elements, such as data series and data labels, contain individual elements that can be selected after you've selected the group. For example, to select a single data label, select the series data labels from the chart element list or by clicking on one of the labels, then click on the required data label.

EDITING A DATA SERIES

A big advantage of using an application like PowerPoint to make visual presentations of numeric data is that when the data changes you can easily reflect those changes in a PowerPoint

chart. By displaying the underlying data, you can delete an unwanted **data series** using the standard Excel functions.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Charts_7.pptx...*

- 1 On slide 2, click on the chart to select it
- 2 Click on the **Chart Tools: Design** tab then click on the bottom half of **Edit Data** in the **Data** group
- 3 Select **Edit Data** to display the spreadsheet
- 4 In the **Canada** column, edit the data as shown, then press **Enter** or click in another cell to apply the change
Notice the chart updates automatically...
- 5 Close the spreadsheet to view the changes in the chart

3

	A	B	C	D	E	F	G
1		US	France	Switzerland	Germany	Canada	
2	Exports	297	57	185	148	22	
3	Imports	567	104	323	297	24	
4	Domestic	23	21	59	41	10	
5	Category 4	4.5	2.8	5			
6							

4

	A	B	C	D	E	F	G
1		US	France	Switzerland	Germany	Canada	
2	Exports	297	57	185	148	30	
3	Imports	567	104	323	297	40	
4	Domestic	23	21	59	41	50	
5	Category 4	4.5	2.8	5			
6							



5

For Your Reference...

To **edit** a **data series**:

1. Select the chart, then click on the **Chart Tools: Design** tab
2. Click on **Edit Data** in the **Data** group
3. Edit the data as required

Handy to Know...

- If you want to add another data series to your chart, open the Excel worksheet and drag the blue line out to include however many additional columns you wish to add (each column is a data series). Then simply enter the data as required and the chart will update automatically.

HIDING DATA SERIES

The data on which a chart is based is stored in an Excel worksheet. When you click on the **Edit Data** tool, the worksheet will open in Excel allowing you to modify it just like other Excel

worksheets. To change chart data, simply click in the cell containing the data that you want to change and type the new information. PowerPoint will then update the chart to reflect the changes.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Charts_8.pptx...*

1

On slide 2, ensure the chart is selected, then click on the **chart filters** button to display a fly-out menu of options

2

Under **Series**, point to **Canada** – this greys out the other data series in the chart so you can clearly see the **Canada** data series

Notice that an **Edit Series** button appears. Clicking on this button will open the Excel spreadsheet and an **Edit Series** dialog box.

Let's hide the **Canada** data series...

3

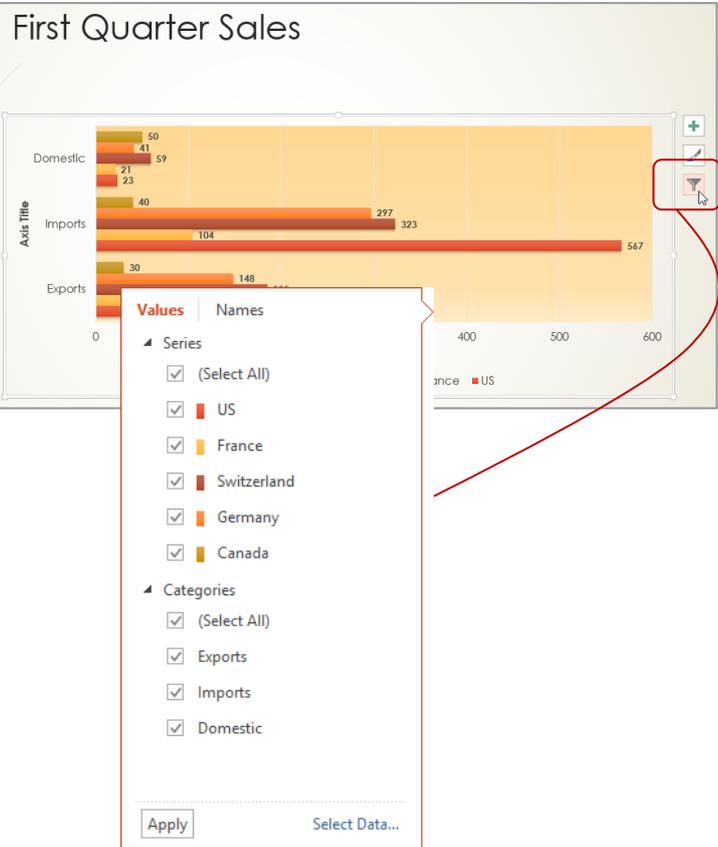
Click on the checkbox for **Canada** so it appears *without* a tick, then click on **[Apply]** to apply this change and close the fly out-menu of options

The bars representing the **Canada** data series no longer appear in the chart...

4

Repeat step 1, then click on the checkbox for **Canada** so it appears *with* a tick and click on **[Apply]** so that the data series is shown in the chart again

1



3



For Your Reference...

To **filter data**:

1. Select the chart
2. Click on the **chart filters** button
3. Select the **Series** or **Categories** you wish to hide/show and click on **[Apply]**

Handy to Know...

- You can click on **NAMES** at the top of the **chart filters** fly-out menu to specify whether you want the names for the series and categories displayed.

WORKING WITH PIE CHARTS

Pie charts are one of the best ways to graphically represent a single series of data. You can do some pretty fancy things with pie charts, especially 3-D pie charts. For example, you can

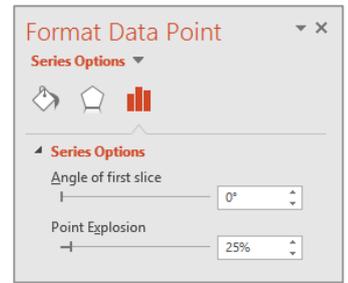
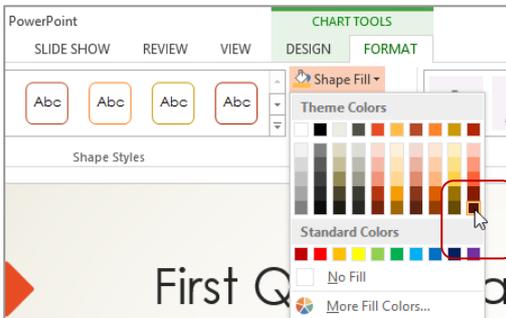
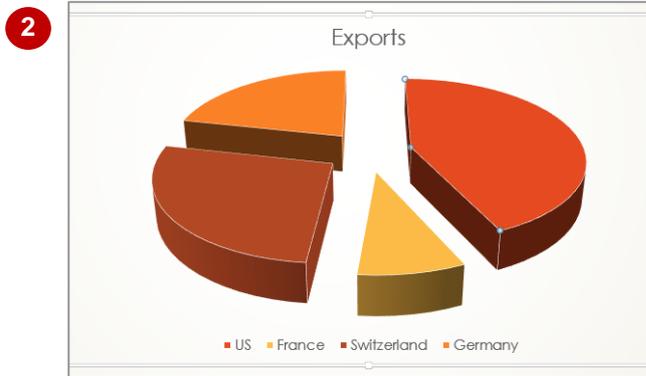
move various pie wedges, or slices, around the screen individually placing them for emphasis. You can explode the chart to show individual portions and rotate it to place a slice in a specific position.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Charts_9.pptx*...

- 1 On slide 3, click on a pie slice to select the chart
- 2 Click on the **US** pie slice to select it only
- 3 Click on the **Chart Tools: Format** tab, then click on **Shape Fill** in the **Shape Styles** group and select **Dark Red, Accent 6, Darker 50%**, as shown
- 4 Click off the chart, then click on a pie slice to select all slices of the pie chart
- 5 Right-click on a pie slice to display a shortcut menu and select **Format Data Series** to display the **Format Data Series** pane
- 6 Drag the **Angle of first slice** slider to see how the chart rotates, then set it to **195°**
- 7 Drag the **Pie Explosion** slider to see how the slices move, then set it to **18** and close the **Format Data Series** pane



For Your Reference...

To **rotate a pie chart**:

1. Click on the chart
2. Right-click on the chart to display a shortcut menu and select **Format Data Series**
3. Change the **Angle of first slice**

Handy to Know...

- An **exploded** pie chart (that is, one in which the wedges are displayed apart from each other) can be easily re-joined by displaying the **Format Data Series** pane and setting the **Pie Explosion** to **0%**.

CHAPTER 3 TABLES

InFocus

Tables are used to present data or other information in a structured, grid-like format. Tables are ideal for presenting **rows** and **columns** of data in graphical form, as tables add can add visual interest to otherwise dull data.

In PowerPoint, you can create and insert pre-formatted tables, so all you really need to do is type in the table data. Having said that, PowerPoint also offers an almost endless range of formatting options so you can customise the table to suit your needs.

In this session you will:

- ✓ learn how to insert tables and add table data
- ✓ learn how to insert rows and columns
- ✓ learn how to apply a table style
- ✓ learn how to merge and split cells
- ✓ learn how to adjust column widths
- ✓ learn how to adjust row height
- ✓ learn how to resize and reposition a table
- ✓ learn how to format table data
- ✓ learn how to align table data
- ✓ learn how to apply borders to a table
- ✓ learn how to apply shading to a table.

INSERTING A TABLE USING THE RIBBON

Tables are often used to present data in a structured and graphical framework. Using a table makes entering data quick and easy. Tables are inserted into special placeholders,

with the number of **rows** and **columns** that you have specified. The intersection of a row and column is called a **cell**, which is where you enter your data.

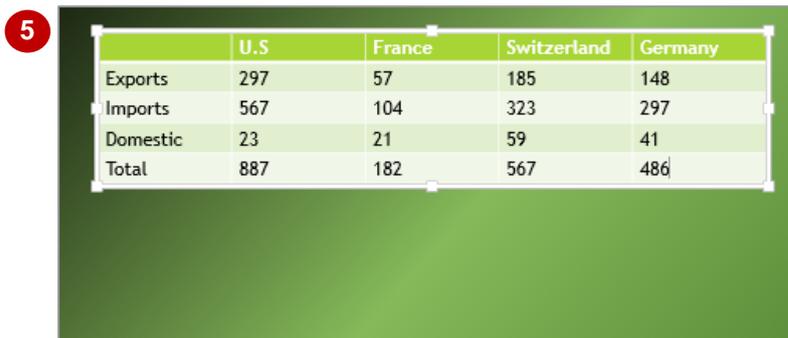
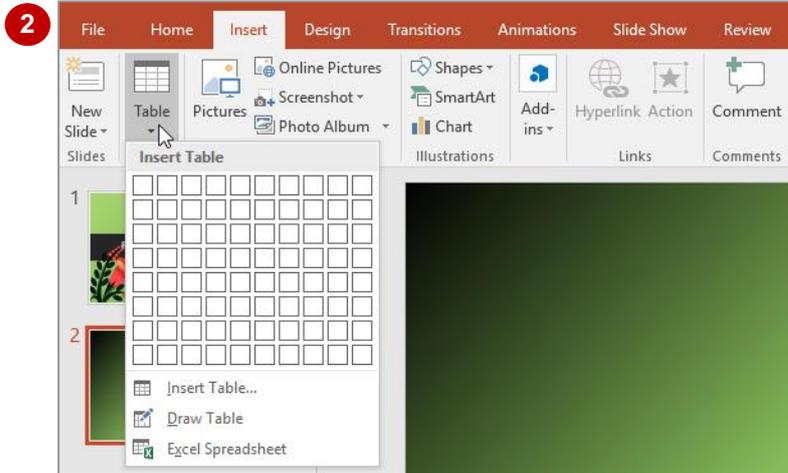
Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *Tables_1.pptx*...

- 1 Click on slide **2** to display it in the **Slide** window
- 2 Click on the **Insert** tab, then click on **Table** in the **Tables** group to display a menu of options
- 3 Select **Insert Table** to open the **Insert Table** dialog box
- 4 Ensure **5** is selected in **Number of columns**, press **Tab**, then type **5** for **Number of rows** and click on **[OK]**

A blank table will be inserted onto the slide with the cursor in the first cell so you can start typing...
- 5 Click in the second cell, then enter the data as shown, pressing **Tab** to move to the next cell, or pressing **Shift + Tab** to move back to the previous cell if required



For Your Reference...

To **insert** a **table**:

1. Click on the **Insert** tab, then click on **Table** in the **Tables** group
2. Select **Insert Table**
3. Type the **Number of columns**, press **Tab**, type the **Number of rows**, then click on **[OK]**

Handy to Know...

- You can select **Draw Table** from the **Table** menu on the **Insert** tab to draw a table freehand, or select **Excel Spreadsheet** to use a table from Excel.

INSERTING ROWS AND COLUMNS

As you work with a table and add data, you may find that you need extra rows and columns. **Rows** and **columns** can be inserted anywhere in the table, depending on where you have

positioned the cursor. For example, rows can be inserted above or below the current (active) row, and columns can be inserted to the left or the right of the current (active) column.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Tables_2.pptx*...

- 1 On slide 2, click in the first cell of the table to make it active

Let's insert a row above so we can create a heading ...

- 2 Click on the **Table Tools: Layout** tab, then click on **Insert Above** in the **Rows & Columns** group

A row will be inserted above the active row...

- 3 Type **First Quarter Sales** into the new row, as shown

Let's insert a column...

- 4 Click anywhere in the text **Germany**, then click on **Insert Right** in the **Rows & Columns** group to insert a column to the right of the active column

- 5 Click in the empty cell next to **Germany** and type **Canada**, press **↓** and type the data as shown, pressing **↓** to move down the column

1

	U.S.	France	Switzerland	Germany
Exports	297	57	185	148
Imports	567	104	323	297
Domestic	23	21	59	41
Total	887	182	567	486

3

First Quarter Sales				
	U.S.	France	Switzerland	Germany
Exports	297	57	185	148
Imports	567	104	323	297
Domestic	23	21	59	41
Total	887	182	567	486

4

First Quarter Sales					
	U.S.	France	Switzerland	Germany	
Exports	297	57	185	148	
Imports	567	104	323	297	
Domestic	23	21	59	41	
Total	887	182	567	486	

5

First Quarter Sales					
	U.S.	France	Switzerland	Germany	Canada
Exports	297	57	185	148	22
Imports	567	104	323	297	24
Domestic	23	21	59	41	19
Total	887	182	567	486	65

For Your Reference...

To **insert rows** and **columns**:

1. Click in a column or row to make it active
2. Click on the **Table Tools: Layout** tab and select an option from the **Rows & Columns** group

Handy to Know...

- To delete a row or column, click in the row or column to delete, click on the **Table Tools: Layout** tab, then click on **Delete** in the **Rows & Columns** group and select **Delete Columns** or **Delete Rows**.
- You can right-click in a cell and use the mini toolbar to **insert** or **delete** rows or columns.

APPLYING A TABLE STYLE

When you insert a table onto a slide, the table will be formatted with a **table style**. This table style, which includes colours and fonts, will reflect the applied theme if applicable. If you're not entirely

convinced that Microsoft have applied a complementary table style to suit the presentation, you can apply a different table style to better suit your needs.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Tables_3.pptx...*

- 1 On slide 2, click in the table to activate the placeholder, if required

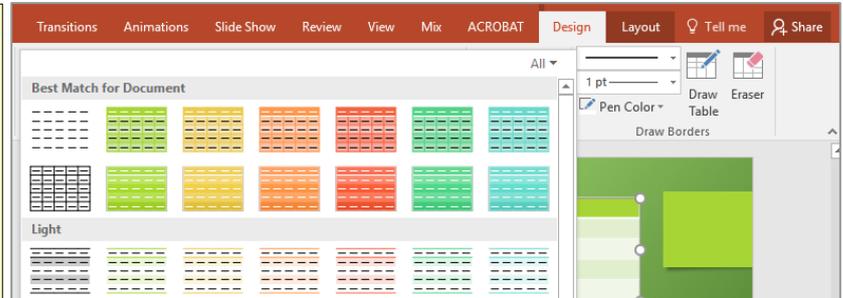
The table is now able to be edited, and you can make formatting and textual changes to the table as required...

- 2 Click on the **Table Tools: Design** tab, then click on the **More** arrow for the **Table Styles** gallery in the **Table Styles** group to display a gallery of options

The currently applied style is highlighted with an orange border. The gallery displays table styles that are the Best Match for Document, as well as many other table styles...

- 3 Point to the various table styles to see them applied temporarily to the table in Live Preview

- 4 Under **Medium**, select **Medium Style 4 – Accent 1** to apply this style to the table



2

3

First Quarter Sales	U.S	France	Switzerland	Germany	Canada
Exports	297	57	185	148	22
Imports	567	104	323	297	24
Domestic	23	21	59	41	19
Total	887	182	567	486	65

4

First Quarter Sales	U.S	France	Switzerland	Germany	Canada
Exports	297	57	185	148	22
Imports	567	104	323	297	24
Domestic	23	21	59	41	19
Total	887	182	567	486	65

For Your Reference...

To **apply a table style**:

1. Click in the table, then click on the **Table Tools: Design** tab
2. Click on the **More** arrow for the **Table Styles** gallery, in the **Table Styles** group, and select an option

Handy to Know...

- Once you have applied a table style, you can further customise the table by working with the **Shading**, **Borders** and **Effects** tools on the **Table Styles** group. Note you can apply borders and shading to selected cells but effects will be applied to the entire table.

MERGING AND SPLITTING CELLS

If the default grid-like layout of your table does not suit your requirements, you can **merge** and **split** existing cells. To merge cells is to select two or more cells and merge them to form a single

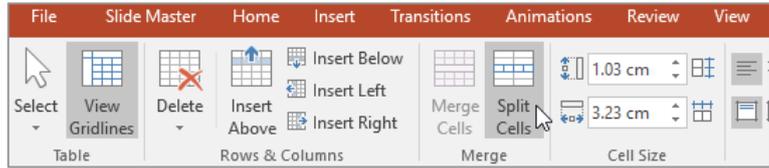
cell. To split cells is to select a cell and then split the cell into two or more cells. Cells will be split within the original cell, so it won't affect the overall table structure.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Tables_4.pptx...*

- 1 On slide 2, click anywhere in the **Total** row of the table, to make the row active
- 2 Click on the **Table Tools: Layout** tab and click on **Split Cells** in the **Merge** group to open the **Split Cells** dialog box
- 3 Ensure that the **Number of columns** is 2 and the **Number of rows** is 1, then click on [OK]
The Total cell is now two cells. The word Total no longer fits on one line but we will learn later on how to change this...
- 4 Click in the empty cell next to **Total** and type (N), then click outside the table to view the result
Let's merge six cells to form a single cell....
- 5 Point to the outside of the left border of the first row until a black arrow appears, as shown
- 6 Click once to select the entire row, then click on the **Table Tools: Layout** tab and click on **Merge Cells** in the **Merge** group
- 7 Click outside the table to deselect it and view the result



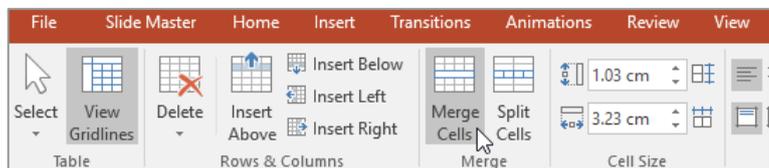
2

4

Exports	297	57	185
Imports	567	104	323
Domestic	23	21	59
Total	887	182	567

5

First Quarter Sales			
	U.S	France	Switzerland
Exports	297	57	185



6

7

First Quarter Sales					
	U.S	France	Switzerland	Germany	Canada
Exports	297	57	185	148	22
Imports	567	104	323	297	24
Domestic	23	21	59	41	19
Total	(N)	887	182	567	486

For Your Reference...

To **merge cells**:

1. Select the row, column or cells to merge, then click the **Table Tools: Layout** tab and click on **Merge Cells** in the **Merge** group

To **split cells**:

1. Click on the **Table Tools: Layout** tab and click on **Split Cells** in the **Merge** group

Handy to Know...

- To select multiple cells, click in the first cell that you want to select and drag across or down to select multiple cells, then release the mouse button. You can then merge the selected cells. You can also apply formatting and the like to the selected cells.

ADJUSTING COLUMN WIDTHS

When you create a table in PowerPoint, all columns are of equal width. As you insert and format text, such as increasing the font size, the column width adjusts to fit the text - for the most

part. However sometimes you may find that you need to make manual adjustments to your columns to better fit the text. You can also ensure even distribution of columns within the table.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Tables_5.pptx...*

- 1 On slide 2, click anywhere in the table to make it active
Let's manually resize the Switzerland column to make the heading fit on one line...
- 2 Point to the border between **Switzerland** and **Germany** until the double-headed arrow appears as shown
- 3 Hold down the left mouse button until a vertical dashed line appears, then drag to the right slightly to resize the column
The heading should now fit. Let's resize the columns more accurately...
- 4 Click and drag to select the columns from **U.S** to **Canada**
- 5 Click on the **Table Tools: Layout** tab then click on **Distribute Columns** in the **Cell Size** group
PowerPoint will distribute the width of the selected columns equally between them – in this case, Switzerland once again doesn't fit. We will re-adjust this column width in another exercise

2

First Quarter Sales					
	U.S	France	Switzerland	Germany	Canada
Exports	297	57	185	148	22
Imports	567	104	323	297	24
Domestic	23	21	59	41	19
Total (N)	887	182	567	486	65

3

First Quarter Sales					
	U.S	France	Switzerland	Germany	Canada
Exports	297	57	185	148	22
Imports	567	104	323	297	24
Domestic	23	21	59	41	19
Total (N)	887	182	567	486	65

4

First Quarter Sales					
	U.S	France	Switzerland	Germany	Canada
Exports	297	57	185	148	22
Imports	567	104	323	297	24
Domestic	23	21	59	41	19
Total (N)	887	182	567	486	65

5

First Quarter Sales					
	U.S	France	Switzerland	Germany	Canada
Exports	297	57	185	148	22
Imports	567	104	323	297	24
Domestic	23	21	59	41	19
Total (N)	887	182	567	486	65

For Your Reference...

To **adjust column widths**:

- Click and drag the column border to the left or right, or
- Select the table, click on the **Table Tools: Layout** tab, then click on **Distribute Columns** in the **Cell Size** group

Handy to Know...

- You can auto-fit individual columns in a table by pointing to the column borders and then double-clicking to resize the column.
- You can specify a column size by clicking on the **Table Tools: Layout** tab and adjusting **Width** in the **Cell Size** group.

ADJUSTING ROW HEIGHTS

When you create tables in PowerPoint, the height of each row will depend on the applied table style, as well as the size of the font applied to the table cells. If you increase the font size, for

example, the row height will increase accordingly. However, you may want to increase the row height so that data in the row stands out, for example, or so that the data is better aligned within the cell.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Tables_6.pptx...*

1 On slide **2**, click anywhere in the table to make it active

2 Point to the border between the **Exports** and **Imports** rows until the pointer appears as a double-headed arrow

Let's manually resize the row...

3 Hold down the left mouse button until a horizontal dashed line appears, then drag down, as shown, to resize the **Exports** row

Let's resize the rows more accurately...

4 Click on the **Table Tools: Layout** tab and click on **Distribute Rows** in the **Cell Size** group

The table is now too long and we need to resize it, but we'll learn more about that in the next exercise

2

First Quarter Sales						
	U.S	France	Switzerland	Germany	Canada	
Exports	297	57	185	148	22	
Imports	567	104	323	297	24	
Domestic	23	21	59	41	19	
Total	(N)	887	182	567	486	65

3

First Quarter Sales						
	U.S	France	Switzerland	Germany	Canada	
Exports	297	57	185	148	22	
Imports	567	104	323	297	24	
Domestic	23	21	59	41	19	
Total	(N)	887	182	567	486	65

4

First Quarter Sales						
	U.S	France	Switzerland	Germany	Canada	
Exports	297	57	185	148	22	
Imports	567	104	323	297	24	
Domestic	23	21	59	41	19	
Total	(N)	887	182	567	486	65

For Your Reference...

To **adjust row heights**:

1. Click and drag the row border up or down, or Select the column, then specify the **Height** in the **Cell Size** group on the **Table Tools: Layout** tab

Handy to Know...

- You can specify a row size by selecting the row, clicking on the **Table Tools: Layout** tab and adjusting **Width** in the **Cell Size** group.

RESIZING AND POSITIONING A TABLE

When you insert a table, add data, insert columns, rows and the like, you may find that the table is too big, or the column widths are wider than necessary. It is easy to resize a table by

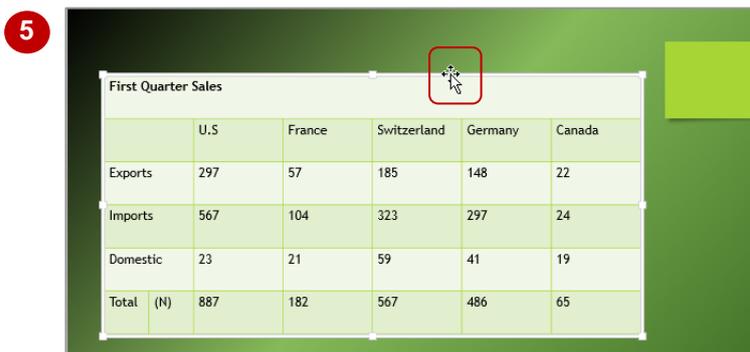
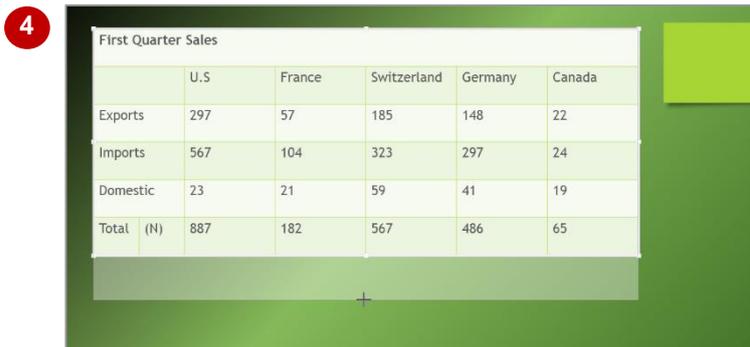
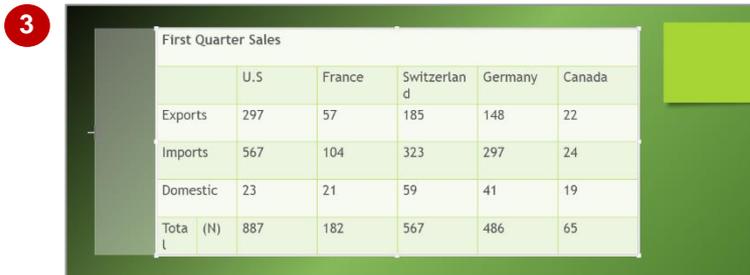
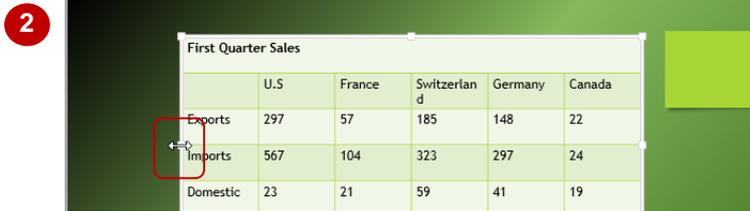
dragging on a placeholder border. Once resized, you may need to reposition the table so that it sits centred on the slide, or in the desired position.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Tables_7.pptx...*

- 1 Click anywhere in the table to display the placeholder border
- 2 Point to the middle control handle of the left border until the pointer changes to a double-headed arrow
- 3 Click and drag to the left, as shown, then release the mouse to resize the table
Total and Switzerland now each fit on a single line...
- 4 Point to the bottom control handle until a double-headed arrow appears, then drag down as shown, and release the mouse to resize the table
Now that we have resized the table, let's reposition it...
- 5 Point to any part of the outside border until a four-headed arrow appears, then click and drag down to reposition the table on the slide as shown



For Your Reference...

To **resize** a **table**:

1. Click and drag on a placeholder border handle, as required

To **reposition** a **table**:

1. Click in the table, then click and drag the placeholder border, as required

Handy to Know...

- You can use the **Table Tools: Layout** tab to align the table to a specific point on the slide. For instance you can choose to **align centre** or **align left** etc. To do so, click on the **Table Tools: Layout** tab, then click on **Align** in the **Arrange** group and select an option.

FORMATTING TABLE DATA

You can format table data in the same way as you format text on slides. You can use any of the tools in the **Font** and **Paragraph** groups on the **Home** tab to format table data. Before you can

apply formatting, however, you first need to select the cells that contain the text you want to format. Here you will apply a range of basic font formatting to selected text.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Tables_8.pptx...*

- 1 On slide 2, point to the left of the first row of the table, until the pointer is a black horizontal arrow, then click to select the row
Let's increase the font size...
- 2 Click on the **Home** tab, then click on the drop arrow for **Font Size** in the **Font** group and select **28**
- 3 Ensure row 1 is still selected, then click on **Italic** in the **Font** group to apply italics to the text
- 4 Click in the first cell in row 3, press and hold **Shift** and click after 19 (last cell, row 5) to select the three rows, then click on **Decrease Font Size** in the **Font** group to reduce the font size to **16 pt**
Let's apply automatic formatting to the Total row...
- 5 Click anywhere in the **Total** row, then click on the **Table Tools: Design** tab and click on **Total Row** in the **Table Style Options** group until it appears with a tick
The Total row is now the same colour as the heading row and so stands out from the other rows

3

		U.S	France	Switzerland	Germany	Canada
Exports		297	57	185	148	22
Imports		567	104	323	297	24
Domestic		23	21	59	41	19
Total	(N)	887	182	567	486	65

4

		U.S	France	Switzerland	Germany	Canada
Exports		297	57	185	148	22
Imports		567	104	323	297	24
Domestic		23	21	59	41	19
Total	(N)	887	182	567	486	65

5

		U.S	France	Switzerland	Germany	Canada
Exports		297	57	185	148	22
Imports		567	104	323	297	24
Domestic		23	21	59	41	19
Total	(N)	887	182	567	486	65

For Your Reference...

To **format table data**:

1. Select the row, column or cells that contain the text you want to format
2. Click on the **Home** tab, then click on the required formatting tools in the **Font** and **Paragraph** groups

Handy to Know...

- You can use the **Select** tool to select rows or columns. To do this, click anywhere in the desired row or column, click on the **Table Tools: Layout** tab, click on **Select** in the **Table** group and click on **Select Column** or **Select Row**.

ALIGNING TABLE DATA

It is important to ensure that your table data is lined up. The audience must be able to see which data belongs to which column or row. Although there's a range of alignment tools in the

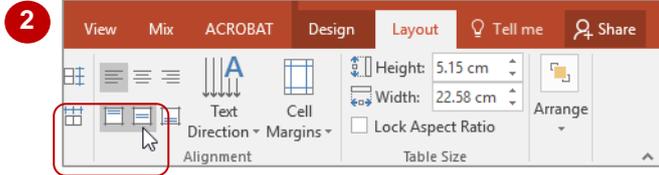
Paragraph group, it's best to work with the alignment tools on the **Table Tools: Layout** tab when aligning data in tables. Data can be aligned **horizontally** or **vertically** within a cell.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Tables_9.pptx...*

- 1 On slide 2, click on the table placeholder to select it
First we'll align all data vertically in the table...
- 2 Click on the **Table Tools: Layout** tab, then click on **Centre Vertically** in the **Alignment** group to vertically centre all of the text in the table
Now we'll centre some of the data so that it lines up with the column headings...
- 3 Click in the cell titled **U.S.**, then press and hold **Shift** and click in the last cell (**65**) to select all cells in between, as shown
- 4 Click on the **Table Tools: Layout** tab, then click on **Centre** in the **Alignment** group to centre the data in these cells – click outside the table to view the result



3

	U.S.	France	Switzerland	Germany	Canada
Exports	297	57	185	148	22
Imports	567	104	323	297	24
Domestic	23	21	59	41	19
Total (N)	887	182	567	486	65

4

	U.S.	France	Switzerland	Germany	Canada
Exports	297	57	185	148	22
Imports	567	104	323	297	24
Domestic	23	21	59	41	19
Total (N)	887	182	567	486	65

For Your Reference...

To **align table data**:

1. Select the cells with the data to align
2. Click on the **Table Tools: Layout** tab
3. Select one of the alignment options in the **Alignment** group

Handy to Know...

- The **Text Direction** tool is another useful tool in the **Alignment** group. Using this tool you can rotate selected text to **90°** or **270°**, or you can select to **stack** characters on top of one another. Changing text direction might be required when the text doesn't fit the column, but the column cannot be adjusted.

APPLYING BORDERS

The borders that appear applied to a table will depend on the table style that you have applied. If you have applied a table style that you like but it doesn't have the required borders, you can

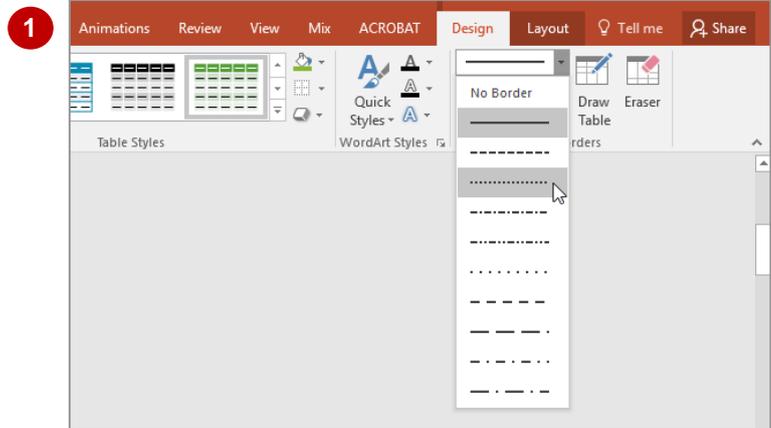
easily add borders of various widths and colours to suit your needs. To apply borders, you must first select the area to apply the borders to, such as the table, row(s), column(s) or cell(s).

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Tables_10.pptx...*

- 1 On slide 2, select the table, then click on the **Table Tools: Design** tab, click on the drop arrow for **Pen Style** in the **Draw Borders** group and select the 3rd border option (dotted line)
The pointer will change to a pen...
- 2 Click on the drop arrow for **Pen Weight** in the **Draw Borders** group and select **3 pt**
- 3 Click on **Pen Colour** in the **Draw Borders** group and click on **Black**
- 4 Point to the top of the left border for the **U.S** column, then click and drag down to the bottom of the column to draw the border as shown
- 5 Press **Esc** until the pointer changes back to normal, then select all columns and rows beneath the heading
- 6 Click on the drop arrow for **Borders** in the **Table Styles** group and select **Inside Borders**, then click outside the table to view the result



For Your Reference...

To **apply borders** to a **table**:

1. Select the required row, column or cell, then click on the **Table Tools: Design** tab
2. Select options from the **Draw Borders** group
3. Draw borders using your pointer, or
Click on **Borders** in the **Table Styles** group and select an option

Handy to Know...

- To remove borders from a table, select the table, row, column or cells that contain the border(s) you want to remove, click on the **Table Tools: Design** tab, then click on **Borders** in the **Table Styles** group and select **No Border**.

APPLYING SHADING

Shading is often used in a table to make important data stand out, such as headings or figures. As with borders, the shading, or **fill** colour that is applied to your table will depend on

the table style you have applied. PowerPoint provides a range of shading options, which include solid colours, as well as **gradient** fills. Shading can be applied or removed to suit your needs.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Tables_11.pptx*...

1 On slide **2**, point to the left of the second row of the table, until a black horizontal arrow appears, then click to select the row

2 Click on the **Table Tools: Design** tab, then click on the drop arrow for **Shading** in the **Table Styles** group to display the colour palette

3 Point to various colours to see them applied temporarily in Live Preview

4 Click on **Lime, Accent 1, Darker, 25%** to apply this colour, then click outside the table to view the result

Let's apply a gradient to the Total row...

5 Repeat steps **1** to **4** to apply the same shading to the **Total** row

6 With the **Total** row selected, click on the drop arrow for **Shading** in the **Table Styles** group, then point to **Gradient** and click on **Linear Up in Dark Variations**

1

	U.S	France	Switzerland	Germany	Canada
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Total (N)	887	182	567	486	65

4

	U.S	France	Switzerland	Germany	Canada
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Domestic	23	21	59	41	19
Total (N)	887	182	567	486	65

6

	U.S	France	Switzerland	Germany	Canada
Exports	297	57	185	148	22
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Domestic	23	21	59	41	19
Total (N)	887	182	567	486	65

For Your Reference...

To **apply shading** to a **table**:

1. Select the table, row, column or cells that you want to apply shading to
2. Click on the **Table Tools: Design** tab, then click on **Shading** in the **Table Styles** group and select a shading option

Handy to Know...

- To remove shading from a table, select the table, row, column or cells that contain the shading you want to remove, click on the **Table Tools: Design** tab, then click on **Shading** in the **Table Styles** group and select **No Fill**.

CHAPTER 4 IMPORTING INTO POWERPOINT

InFocus

The information conveyed in presentations is often sourced from other files, such as Microsoft Word documents or Microsoft Excel spreadsheets. The overall advantage of importing information is that you save time, avoid accidental errors, and you can create dynamic files that automatically reflect any changes made to their source.

In this session you will:

- ✓ gain an understanding of the differences between linked and embedded objects
- ✓ learn how to copy a **Word** table as an embedded object
- ✓ learn how to insert a new **Excel** table as an embedded object
- ✓ learn how to copy and link an **Excel** table
- ✓ learn how to copy and link **Excel** charts.

UNDERSTANDING OBJECT LINKING AND EMBEDDING

You can use **Object Linking and Embedding (OLE)** to include content from other programs that support OLE – such as Excel, Word or Outlook – in Microsoft PowerPoint. For instance,

you can insert an Excel worksheet in a PowerPoint presentation. To see which programs support OLE, click on the **Insert** tab, then click on **Object** in the **Text** group to display the **Insert Object** dialog box.

Linked And Embedded Objects

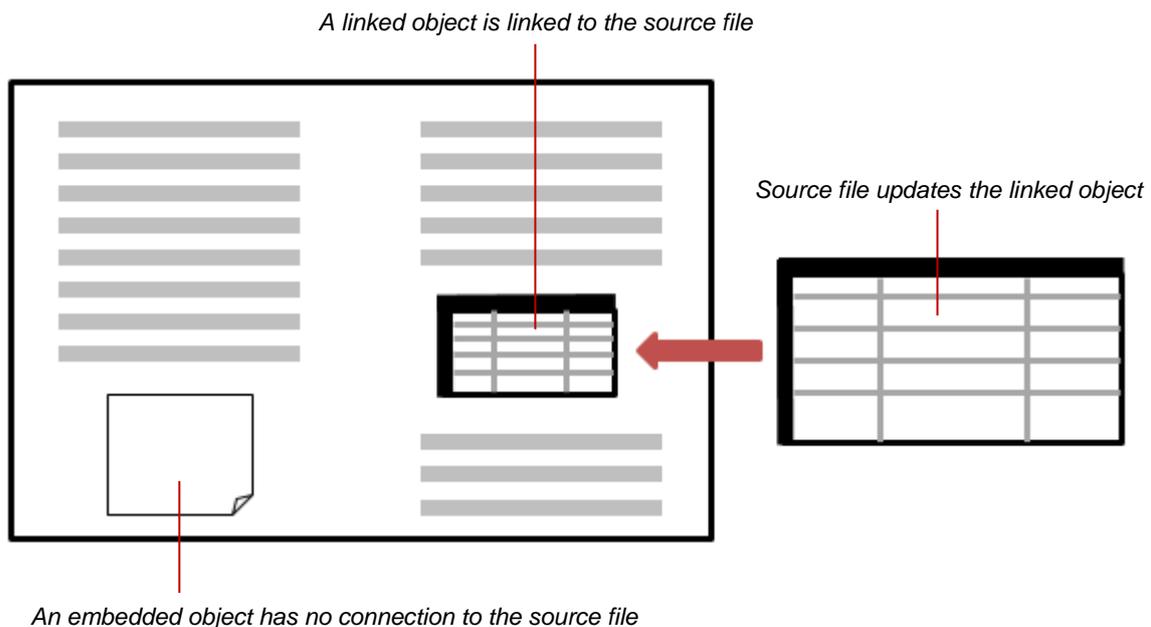
When you copy information between Word and PowerPoint, or any other program that supports OLE, you can copy the information as either a **linked object** or an **embedded object**.

Linked Objects

Linked objects are created in a source file and are inserted in the destination file while maintaining a connection between the two files. With a linked object, the original information remains stored in the source file. The destination file stores the location of the original data and displays a representation of the linked information. The linked object in the destination file can be updated when the source file is updated.

Embedded Objects

The information (or object) from a source file is inserted into a destination file. Once embedded, the object becomes part of the destination file. There is no connection to the source file so any changes made to the original file will not update the embedded object. Because embedded objects are stored in the destination document, the file size of the destination document is larger than if you were to link the same information.



When To Use Linked Objects Versus Embedded Objects

Use **linked objects** when you want the information in your destination file to be updated when the data in the source file changes. The source file must remain available on your computer or network to maintain the link to the original data.

Use an **embedded object** when you don't want the copied data to be updated when changes are made to the source file. The version of the source is embedded entirely in the presentation. When the presentation is opened on another computer, the embedded object can be viewed without having access to the original data.

COPYING WORD TABLES AS EMBEDDED OBJECTS

Microsoft Office makes it easy to reuse tables from both Word and Excel in a PowerPoint presentation. You simply select the table (or cell range in Excel), copy it and paste it into

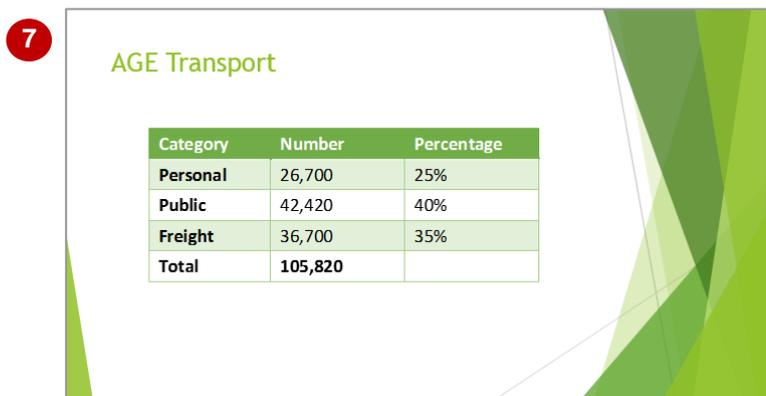
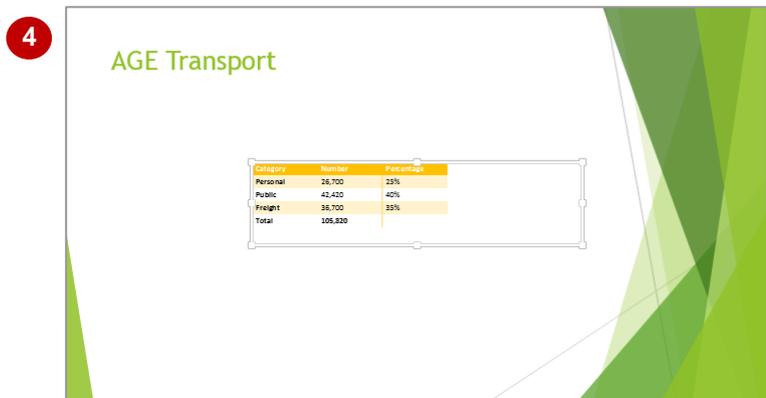
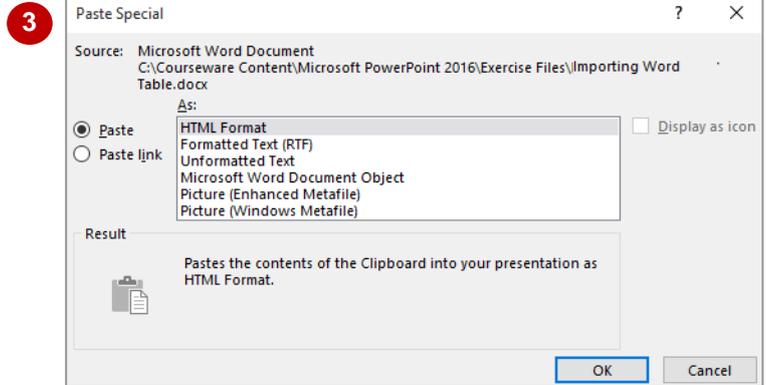
PowerPoint as an embedded object using **Paste Special**. By double-clicking on the embedded table you can edit it, as desired, in the application in which it was created.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *Importing_1.pptx...*

- 1 Launch Word 2016, then open **Importing Word Table.docx** in the course files folder
- 2 Click in the table, click on the **Select Table** icon above the table to select, then press **Ctrl + C** to copy the table to the clipboard. Close Word
- 3 In PowerPoint, click on **Slide 2**, then click on the bottom half of **Paste** on the **Home** tab and select **Paste Special** to open the **Paste Special** dialog box
- 4 Click on **Microsoft Word Document Object** in **As**, then click on **[OK]**
- 5 Move the object to the left, then drag a corner to the right to increase the size of the text
- 6 Double-click on the object to open Word within PowerPoint, click on the **Table Tools: Design** tab, then click on **Table Grid 4 – Accent 6** in **Table Style**
- 7 Drag the column guides to make each column a little narrower, centre the content vertically in the rows (**Table Tools: Layout** tab), then click outside the table twice to view the result



For Your Reference...

To **copy a table** from **Word**:

1. Select the table in Word, then click on **Copy** in the **Clipboard** group
2. Click on the slide in PowerPoint
3. Click on the bottom half of **Paste** and select **Paste Special**
4. Click on **Microsoft Word Document Object**

Handy to Know...

- You can insert an entire file (both Word and Excel) as an embedded object. Click on the **Insert** tab, then click on **Object** in the **Text** group on to display the **Insert Object** dialog box. Click on **Create from file** and then **[Browse]** to the file.

INSERTING A NEW EXCEL TABLE

You can create a new Excel 2016 table in a PowerPoint presentation to take advantage of the functionality of Excel tables, such as their formulas and so on. The table will be inserted as

an embedded object. This means that you cannot edit the table using the options in PowerPoint, but instead you can edit it in Excel which will open within PowerPoint.

Try This Yourself:

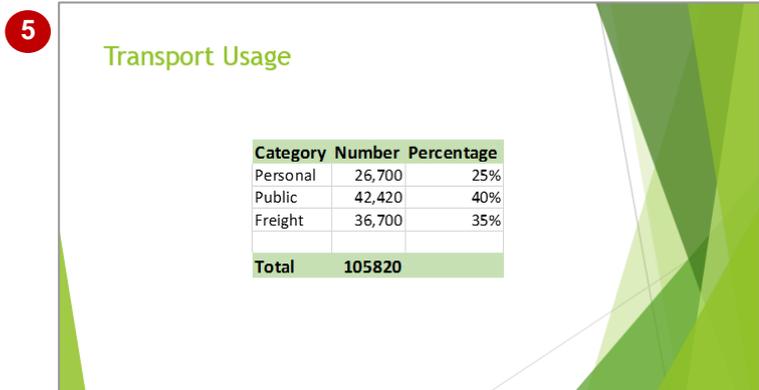
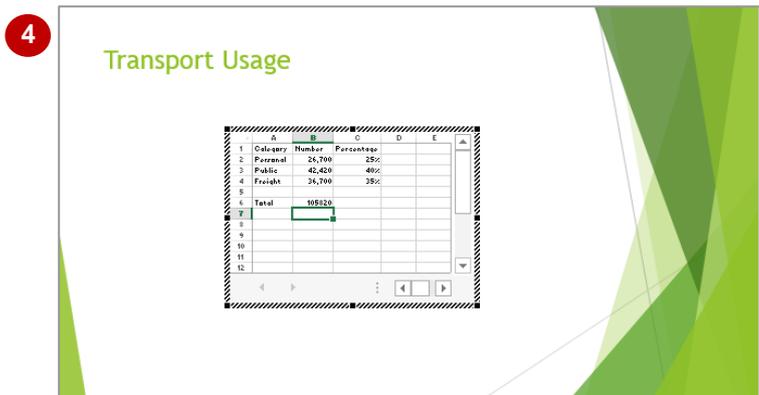
Same File

Continue using the previous file with this exercise, or open the file *Importing_2.pptx...*

- 1 Click on **Slide 3**, then click on the **Insert** tab
- 2 Click on **Table** in the **Tables** group and select **Excel Spreadsheet**
After a moment, a miniature copy of Excel will open in PowerPoint complete with the full Excel ribbon...
- 3 Type the details as shown into the worksheet – you will need to drag to expand the worksheet
- 4 Click in cell **B6**, click on **Sum** in the **Editing** group, then press to insert a formula that adds the values above the cell
- 5 Format the table as:
Cell ranges **A1 – C1** and **A6 – C6**: Heading 4, Accent 6 (**Styles** group), 26pt, bold
A2 – C5: 20pt
Adjust the column widths to approximately fit the text
- 6 Drag to reduce the size of the spreadsheet until it just fits the data, click outside the spreadsheet twice to see the result

1	Category	Number	Percentage
2	Personal	26,700	25%
3	Public	42,420	40%
4	Freight	36,700	35%

Total



For Your Reference...

To **insert** a new **Excel table**:

1. Click in the slide
2. Click on the **Insert** tab, then click on **Table** in the **Tables** group and select **Excel Spreadsheet**
3. Enter the text as desired, then click outside the table to close Excel

Handy to Know...

- To edit the Excel table after you have clicked outside it, double-click on the embedded object to open the worksheet in Excel.
- To insert a new **Word** embedded object, click on the **Insert** tab, click on **Object** in the **Text** group, click on **Create new**, then click on **Microsoft Word document**.

COPYING AND LINKING EXCEL TABLES

Rather than pasting a copy of an Excel table in a slide, you can link the table to the source Excel worksheet during the pasting process. This will insert the table as a linked object. When you

open the presentation, the link will be updated to reflect any changes that have been made to the Excel file. You can also open Excel directly from the object to update both tables simultaneously.

Try This Yourself:

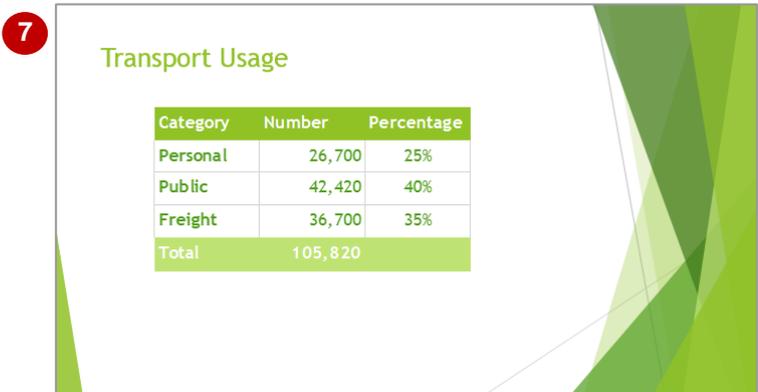
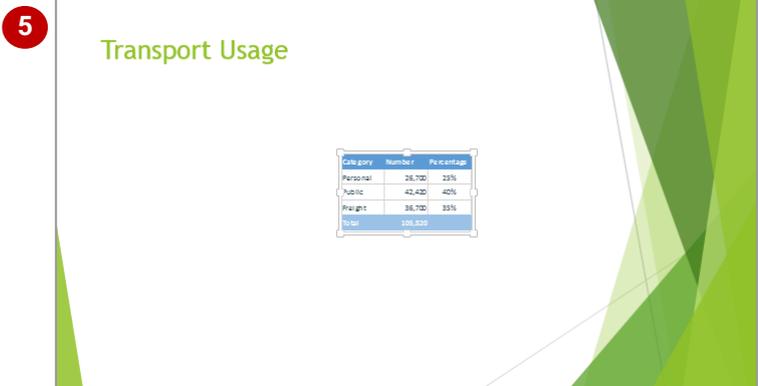
Same File

Continue using the previous file with this exercise, or open the file *Importing_3.pptx...*

- 1 Launch Microsoft Excel 2016, then open **Importing Excel Table.xlsx** in the course files folder
- 2 Click in cell **A1**, hold **Shift** and click in cell **C5** to select the table
- 3 Press **Ctrl + C** to copy the table
Leave Excel open so that the link will be able to be created...
- 4 In PowerPoint, click on **Slide 4**, click on the bottom half of **Paste** on the **Home** tab, then select **Paste Special** to display the **Paste Special** dialog box
- 5 Click on **Paste link**, then click on **[OK]** to insert the table as a linked Excel worksheet object – let's check that the link works
- 6 Double-click on the table to open Excel, change the **Theme** to **Facet** (**Page Layout** tab), change the font colour for cell range **A2:C4** to **Dark Green Accent 2**, and format cell range **A2:A4** as **Bold**. Close Excel saving the file
- 7 In PowerPoint, drag a corner handle to increase the size of the table, then click outside the linked object to view the result

1

A1	:	X	✓	fx	Category
	A	B	C	D	E
1	Category	Number	Percentage		
2	Personal	26,700	25%		
3	Public	42,420	40%		
4	Freight	36,700	35%		
5	Total	105,820			
6					



For Your Reference...

To **copy** and **link** an **Excel table**:

1. Copy the cells to the clipboard in Excel
2. Click on the slide in PowerPoint
3. Click on the bottom half of **Paste**, then select **Paste Special**
4. Click on **Paste link**, then click on **[OK]**

Handy to Know...

- You cannot use PowerPoint options to edit a linked object. You must double-click on it to edit it in the source application.
- If your changes don't appear immediately in the linked object, right-click on the object and select **Update Link**.

COPYING AND LINKING EXCEL CHARTS

When you copy a chart from Excel and paste it into your presentation, the chart is linked automatically to the data in the external Excel worksheet – that is, the chart is inserted as a

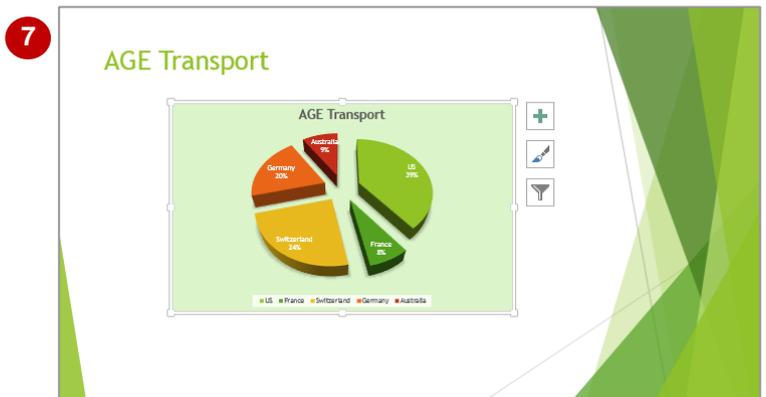
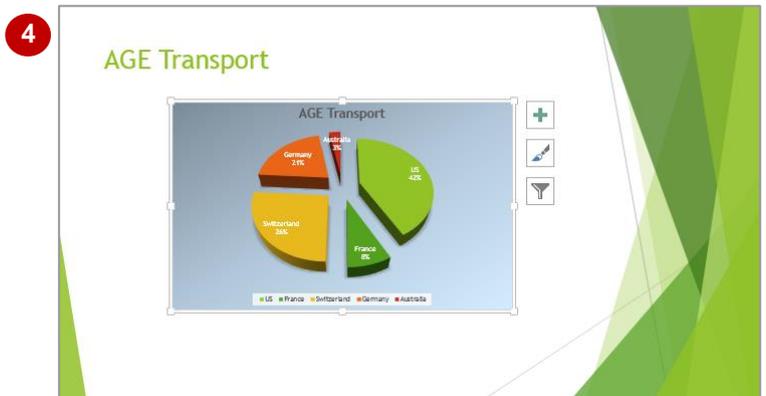
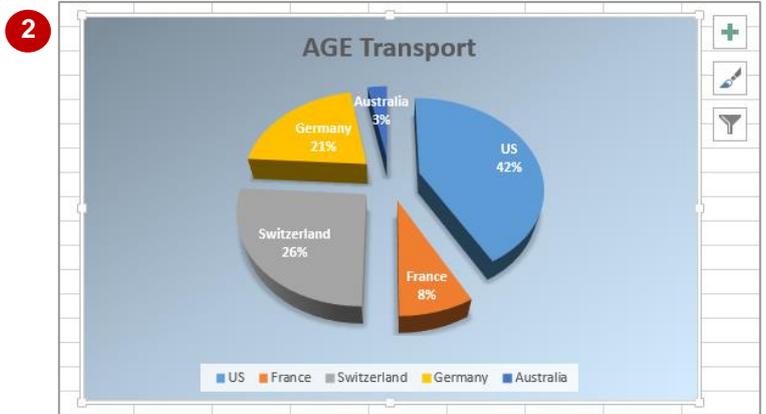
linked object. To change the chart in PowerPoint, you must change the source worksheet in Excel. The Excel worksheet and chart is a separate file – it is not saved with the PowerPoint presentation.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Importing_4.pptx...*

- 1 Launch Microsoft Excel 2016 and open the file **Importing Charts.xlsx** in the course files folder
- 2 Click on the border of the chart to select it
- 3 Press **Ctrl + C** to copy it to the clipboard, then close Excel
- 4 In PowerPoint, click on **Slide 5**, press **Ctrl + V** to paste the chart, then drag to make it larger
The colours of the data series alter to conform with the presentation's theme, but the chart area hasn't...
- 5 Click on the **Chart Tools: Format** tab, select the blue **Chart Area** and change the **Shape Fill** to **Dark Green, Accent 2, Lighter 80%** (row 2, col 6)
Let's edit the data...
- 6 Click on the **Chart Tools: Design** tab, then click on **Edit Data** to open the source file in Excel
- 7 Type **10** in cell **B6**, press **Enter**, then close Excel saving the file – the Australian slice is now larger and the other pieces have moved to accommodate the change



For Your Reference...

To **copy** and **link** an **Excel chart**:

1. Select the chart in Excel
2. Click on **Copy** in the **Clipboard** group
3. Click on the slide in PowerPoint
4. Click on **Paste**

Handy to Know...

- When you create a chart in PowerPoint using, for instance, the **Insert Chart** icon, the Excel worksheet is saved with the PowerPoint file – that is, the Excel chart is **embedded** in your presentation.

CHAPTER 5 ENHANCING IMAGES

InFocus

Like other Microsoft applications such as Word and Excel, PowerPoint comes complete with a range of tools that let you edit images inserted on a slide. The range of tools is so comprehensive that it has all but eliminated the need to use third-party image-editing software.

In this session you will:

- ✓ gain an understanding of picture enhancements
- ✓ gain an understanding of the **Format Picture** pane
- ✓ learn how to remove the background of an image
- ✓ learn how to apply colour corrections to an image
- ✓ learn how to recolour an image
- ✓ learn how to apply a picture style to an image
- ✓ learn how to apply effects to an image
- ✓ learn how to apply artistic effects to an image
- ✓ learn how to crop an image.

UNDERSTANDING PICTURE ENHANCEMENTS

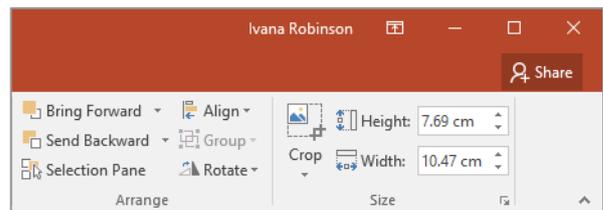
PowerPoint provides you with an array of tools on the **Picture Tools: Format** tab that you can use to enhance pictures in your documents. You can adjust pictures by **correcting**, **recolouring** and

applying **artistic effects**, or you can work with the picture border and apply **styles**, **borders** and **effects**. You may never need to use third-party image-editing software again.



This is the left half of the ribbon displaying the **Adjust** and **Picture Styles** groups on the **Picture Tools: Format** tab.

This is the right half of the ribbon displaying the **Arrange** and **Size** groups on the **Picture Tools: Format** tab.



Adjust Group

By using the tools in the **Adjust** group on the **Picture Tools: Format** tab (as shown above), you can remove the background of a picture and apply **corrections**, such as **sharpening** or **softening** the picture or adjusting the **contrast** and **brightness** (to lighten or darken the picture). You can also **colour** the picture by adjusting the **saturation**, **tone** or **colour**. If this range of enhancement options doesn't quite add the flair you're after, you can also apply a range of **artistic effects**, such as a glass, photocopy or paint strokes. You can also **compress** a picture to reduce its size, **change the picture** to swap the current image with a different one but still retain the size and formatting, or **reset the picture** to revert the image to its original unformatted state.

Picture Styles Group

While the tools in the **Adjust** group of the **Picture Tools: Format** tab are designed to enhance the picture itself, the tools in the **Picture Styles** group are used to work with the border or frame of the picture.

You can apply **styles**, **borders** and **effects** to picture borders to further enhance your pictures. Choose a style from the **Picture Style** gallery, add a coloured **picture border** or apply a **picture effect** to the border, such as a **shadow**, **glow** or **reflection**.

Arrange Group

When you insert pictures on a slide, they adopt a stacking order whereby the first image is at the bottom of the stack. If images overlap, the more recently added image(s) will partly obscure those images added before them. Using the commands in the **Arrange** group (as shown above) you can adjust the stacking order of overlapping pictures by **bringing them forward** or **sending them back**. You can also **align** and **rotate** your pictures.

Size Group

This group allows you to **crop** your picture to eliminate certain parts of the picture you may not want or to simply increase or reduce the **size** of the picture.

Clip Art

You can also use the **Picture Tools: Format** tab to edit and enhance clip art images.

THE FORMAT PICTURE PANE

The **Format Picture** pane allows you to edit pictures easily by grouping all picture commands in one easy to access location. Though many of the editing options are also available on the

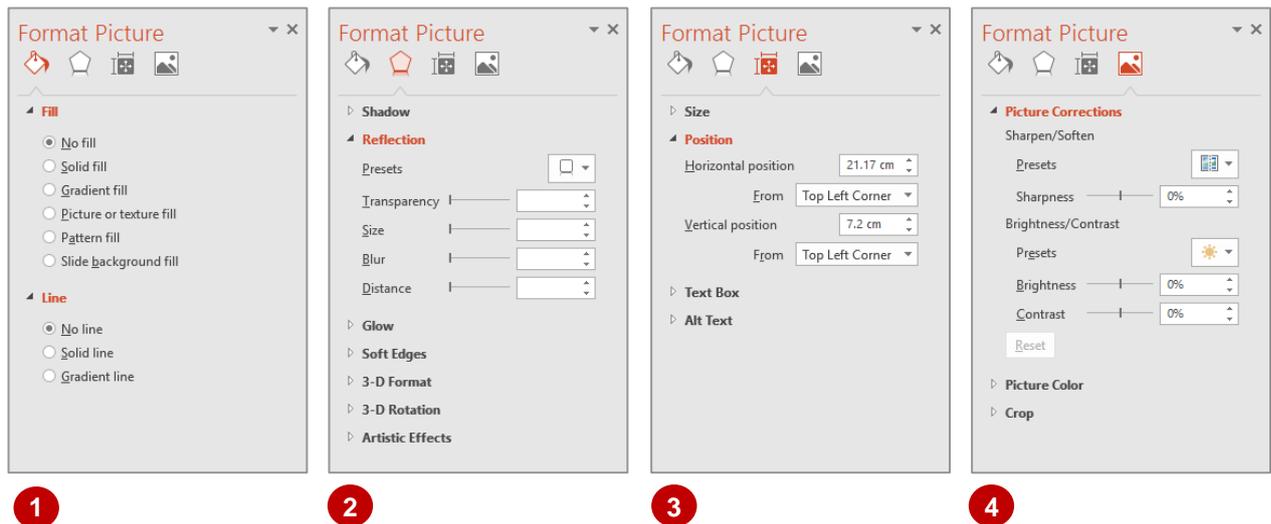
ribbon, the **Format** pane provides greater control over the edits you make. The fact that you can move the pane around the screen using the options in the top right corner is also quite handy.

The Format Picture Pane

You can access the **Format Picture** pane via a number of different methods. You can right-click on an image to display the shortcut menu from which you select **Format Picture**. Alternatively, you can click on the **Picture Styles** dialog box launcher on the **Picture Tools Format** tab or select **Options** from the bottom of various galleries such as the **Picture Effects** or **Colour** galleries.

Once open, you can use the **Format Picture** pane to perform any of the functions you would normally use the **Picture Tools: Format** tab for, because the **Format Picture** pane contains the same tools. However, as well as providing access to the galleries of preset options, the **Format Picture** pane also includes additional tools. These tools let you manually and accurately further adjust options.

The **Format Picture** pane is divided into four categories – each of which is accessed by clicking on its icon beneath the heading. Once a category is selected, the various subcategories will display in the pane. To see the available tools, expand the subcategories by clicking on the arrow to the left.



- 1. Fill & Line** **Fill & Line** allows you to add a fill to your picture or add a line border. Depending on what sort of **fill** you choose (**solid**, **gradient**, **picture**, **texture** or **pattern**) determines the options you are provided with. The same goes for **line** – you can choose **no line**, **solid line** or **gradient line** and each option comes with a range of settings to choose from.
- 2. Effects** You can see in the corresponding image that **Effects** lists the **Picture Effects** from the **Picture Styles** group on the **Picture Tools: Format** tab, as well as **Artistic Effects** from the **Adjust** group. However, greater control and accuracy is possible here, for example, you can choose to apply the **reflection preset** effect to your picture then adjust the **transparency**, **size**, **blur** and **distance** to suit your requirements.
- 3. Size & Properties** **Size & Properties** allows you to manipulate the size of images and text boxes and to determine their position on the slide. You can also add a **title** and **description** to a picture.
- 4. Picture** **Picture** contains commands from the **Adjust** and **Size** groups on the **Picture Tools: Format** tab. **Picture Corrections** and **Picture Colours** contain the same features as those on the ribbon, however they also contain additional features such as slider bars for settings like **sharpness**, **brightness**, **contrast** and **saturation**.

REMOVING AN IMAGE BACKGROUND

Sometimes when you insert images you will find that the image contains a background that does not complement the colours used in the presentation. This is common when inserting

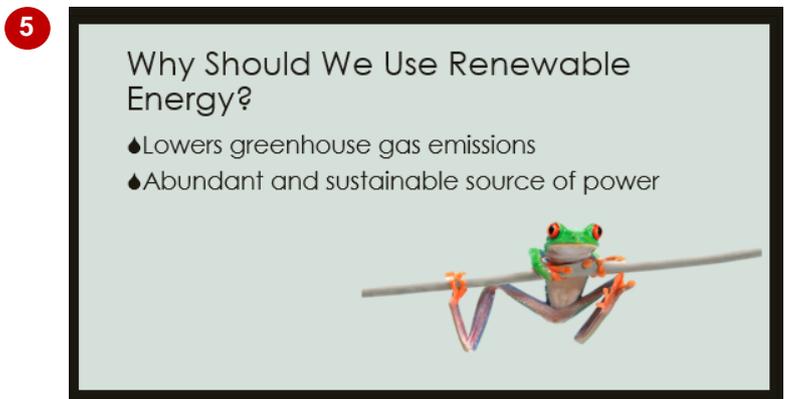
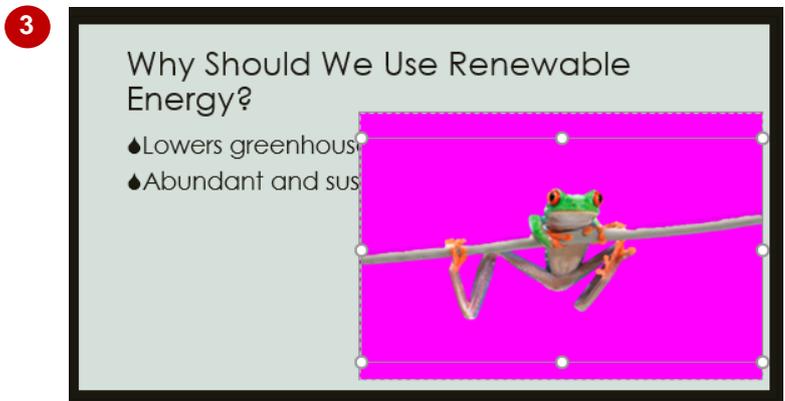
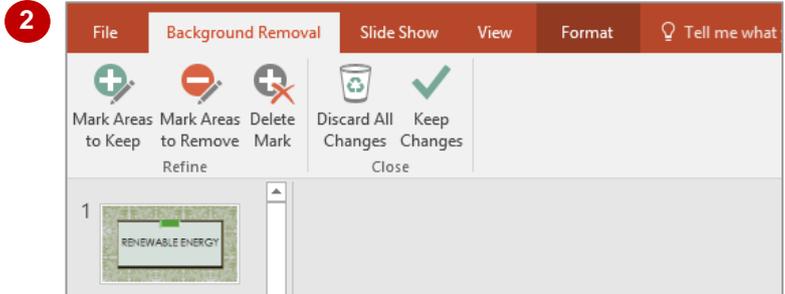
images with a white background onto a slide that contains a coloured background. PowerPoint's **Remove Background** tool will remove any background and only the actual image remains.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *Enhancing Images_1.pptx...*

- 1 Navigate to and display slide **3** in the **Slide** window, then click on the image to select it
- 2 Click on the **Picture Tools: Format** tab, then click on **Remove Background** in the **Adjust** group
The pink area represents the background to be discarded, while the placeholder box determines what you will end up with if you accept the changes. Let's increase the placeholder to include more of the image...
- 3 Pull the side handles of the placeholder out to the edges, as shown, to increase the amount of branch that is kept
- 4 Click on **Keep Changes** in the **Close** group of the **Background Removal** tab to accept the changes
The white background is now removed...
- 5 Reposition the image so it is not overlapping the text, then deselect it to view the result



For Your Reference...

To **remove the background** of an **image**:

1. Click on the image to select it
2. Click on the **Picture Tools: Format** tab, then click on **Remove Background**
3. Adjust the image area if required
4. Click on **Keep Changes**

Handy to Know...

- When removing the background of an image, you can select areas to include or exclude using the **Mark Areas to Keep** and **Mark Areas to Remove** tools on the **Background Removal** tab. Select the relevant tool, then click and drag on areas of the image to include or exclude.

APPLYING COLOUR CORRECTIONS

You can apply **colour corrections** to images, particularly photos, to improve the look of the image. Where the image is too dark, for example, you can increase the **brightness** and **contrast** to

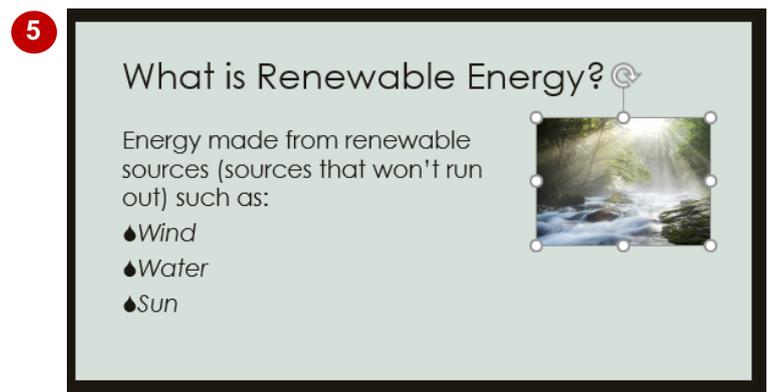
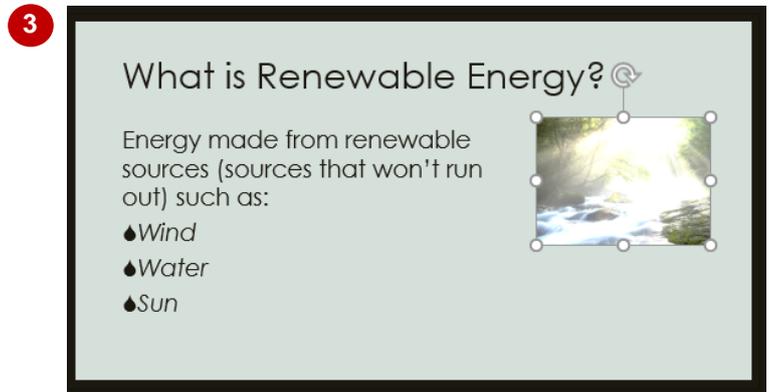
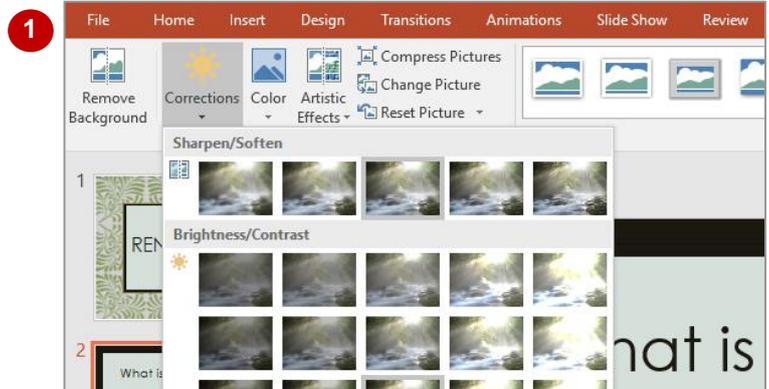
lighten the image. Or, you can enhance the detail in an image by **sharpening** it. To reduce detail in an image, you can apply **softening**. You can correct images using the **Correction** tool.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Enhancing Images_2.pptx...*

- 1 Click on slide **2** to display it in the **Slide** window, then click on the image to select it
Let's sharpen this image...
- 2 Click on the **Picture Tools: Format** tab, then click on **Corrections** in the **Adjust** group to display the **Corrections** gallery
Here you can select from a range of correction options. The highlighted options indicate the settings currently applied to the image...
- 3 Move the mouse pointer over some of the correction options to view the result on the image in Live Preview
- 4 Click on **Sharpen: 50%** under **Sharpen and Soften** to apply this correction
You will notice the image has become slightly sharper. Let's now increase the contrast...
- 5 Click on **Corrections** to display the **Corrections** gallery, then click on **Brightness: 0% (Normal) Contrast: +20%** (column 3, row 4) under **Brightness and Contrast** to apply this correction



For Your Reference...

To **apply colour corrections** to an **image**:

1. Click on the image to select it
2. Click on the **Picture Tools: Format** tab, then click on **Corrections** in the **Adjust** group
3. Click on a correction option to apply it

Handy to Know...

- You can specify an exact percentage to increase or reduce brightness and contrast of an image, or to sharpen or soften the image. Simply click on **Corrections** on the **Picture Tools: Format** tab and select **Picture Correction Options** to open the **Format Picture** pane.

RECOLOURING AN IMAGE

A common image-editing task is to **recolour** an image. In PowerPoint, you can recolour an image by adjusting the **saturation** of the image. The more saturated an image, the more vivid the

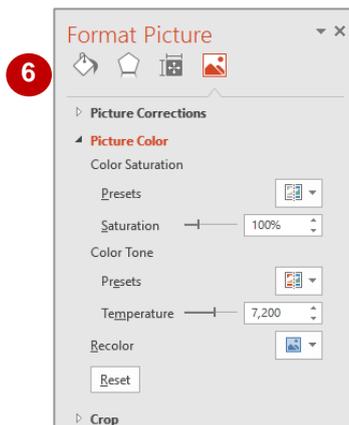
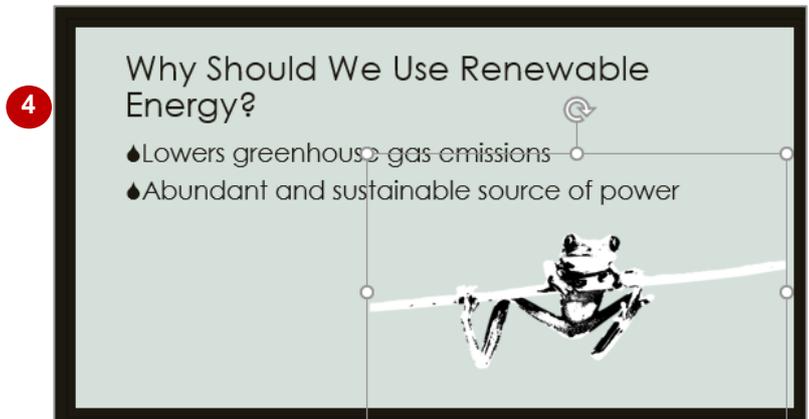
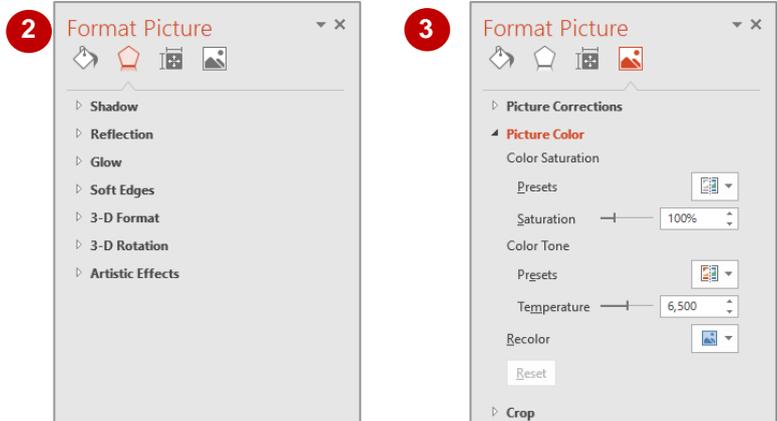
colours. You can also adjust the **tone** or 'temperature' of an image, which means to include or exclude more blue or orange. Or, you can simply apply a colour to your image to recolour it.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Enhancing Images_3.pptx...*

- 1 Click on slide **3** to display it in the **Slide** window, then click on the image to select it
Let's reduce the tone of the image...
- 2 Right-click on the image to display a shortcut menu and select **Format Picture** to open the **Format Picture** pane
- 3 Click on the **Picture** icon below the **Format Picture** heading to display the **Picture** options, then click on **PICTURE COLOUR** to expand this category
- 4 Click on the drop arrow for **Recolour** and select **Black and White 50%**
Notice the recolouring is updated immediately on your slide...
- 5 Click on **[Reset]** to undo the change
- 6 Under **Colour Tone**, click and drag the zoom slider for **Temperature** to the right until it reaches **7200** to apply this tone
Notice that the image contains more red, so the temperature is 'warmer'



For Your Reference...

To **recolour** an **image**:

1. Click on the image to select it
2. Click on the **Picture Tools: Format** tab, then click on **Colour** in the **Adjust** group
3. Click on a **Colour Saturation**, **Colour Tone** or **Recolour** option to apply

Handy to Know...

- You can access preset image colour options via the ribbon. To do so, click on the **Picture Tools: Format** tab and click on **Colour** in the **Adjust** group to display a gallery of options to choose from.

APPLYING A PICTURE STYLE

Picture styles are great when you want the image to stand out, or to enhance the image in some way. By applying picture styles, you can apply borders to images, or change the shape of

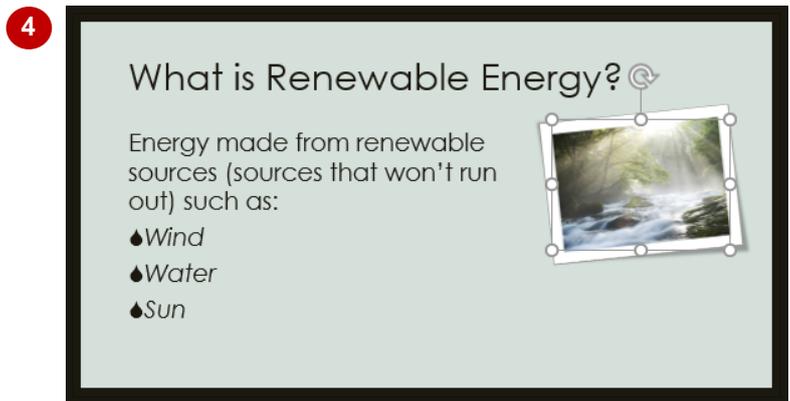
the image, as well as apply special effects such as reflection and glow.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Enhancing Images_4.pptx...*

- 1 Click on slide 2 to display it in the **Slide** window, then select the image
 - 2 Click on the **Picture Tools: Format** tab, then click on the **More** arrow in the **Picture Styles** group to display the **Picture Styles** gallery
- The gallery contains a range of predesigned picture styles that you can apply...
- 3 Point to several of the styles to view the result on the image in Live Preview
 - 4 Click on **Rotated, White** to apply this style to the image, then deselect the image to view the result



For Your Reference...

To **apply a picture style** to an **image**:

1. Click on the image to select it
2. Click on the **Picture Tools: Format** tab, then click on the **More** arrow in the **Picture Styles** group
3. Click on a picture style to apply

Handy to Know...

- You can modify an applied picture style. To do this, select the image, click on the **Picture Tools: Format** tab, then click on **Picture Border** in the **Picture Styles** group, to add or modify a picture border, or click on **Picture Effects** to add effects or to modify the applied effects.

APPLYING PICTURE EFFECTS

PowerPoint is designed to help you create powerful and professional-looking presentations quickly by using available templates, themes and styles. But with the range of image editing tools

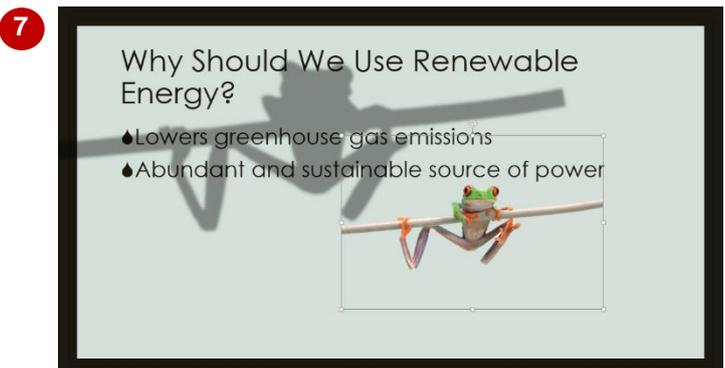
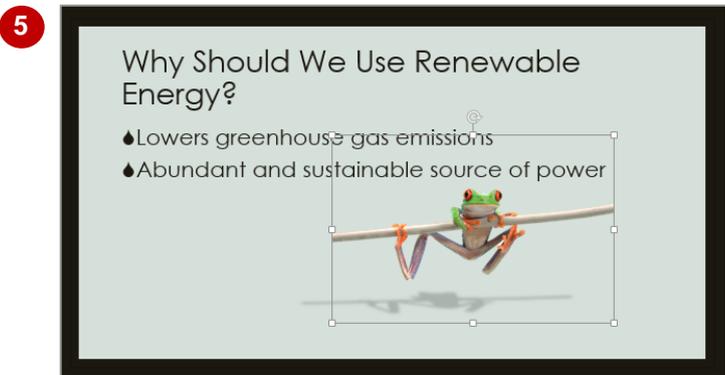
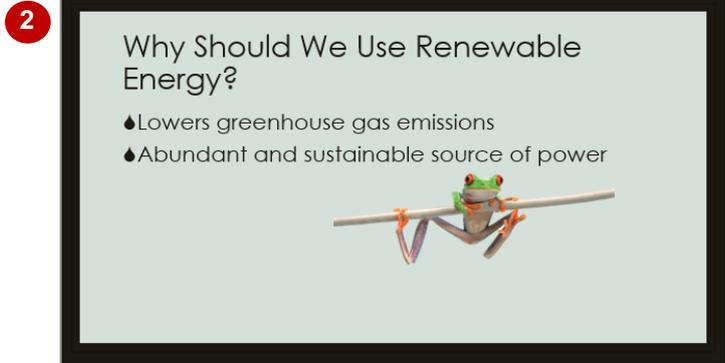
and effects that you can apply to images and other objects, you may find that you will want to spend more time in PowerPoint editing images.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Enhancing Images_5.pptx...*

- 1 Navigate to and display slide 3 in the **Slide** window, then click on the image to select it
Let's add a perspective effect to the clip art image to give it a shadow...
- 2 Resize the image so it is about **13cm** wide, then move it up
- 3 Right-click on the image to display the shortcut menu and select **Format Picture** to open the **Format Picture** pane
- 4 Ensure the **Effects** icon is selected below the **Format Picture** heading, then click on **SHADOW** to expand this category and display the available options
- 5 Click on the drop arrow for **Presets** and select **Perspective Diagonal Upper Left** under **Perspective** to apply this effect
- 6 Drag the zoom slider for **Transparency** to set it to about **30%**, making the shadow less transparent
- 7 Select the value in **Size** and type **200%** to see the effect – it's now very big – then reset **Size** to **100%**
- 8 Select the value in **Transparency** and type **60 (%)**



For Your Reference...

To **apply picture effects** to an **image**:

1. Click on the image to select it
2. On the **Picture Tools: Format** tab, click on **Picture Effects** in the **Picture Styles** group
3. Select an effect, then select a pre-set option

Handy to Know...

- To see what an image might look like with a **picture effect** applied, click on the **Picture Tools: Format** tab, click on **Picture Effects** in the **Picture Styles** group and point to a category to display a menu of preset effects. Pointing to each effect applies it in Live Preview.

APPLYING ARTISTIC EFFECTS

PowerPoint provides you with a range of **artistic effects** which allow you to be as creative as you like. Using the artistic effects you can do things such as make your images look like drawings or

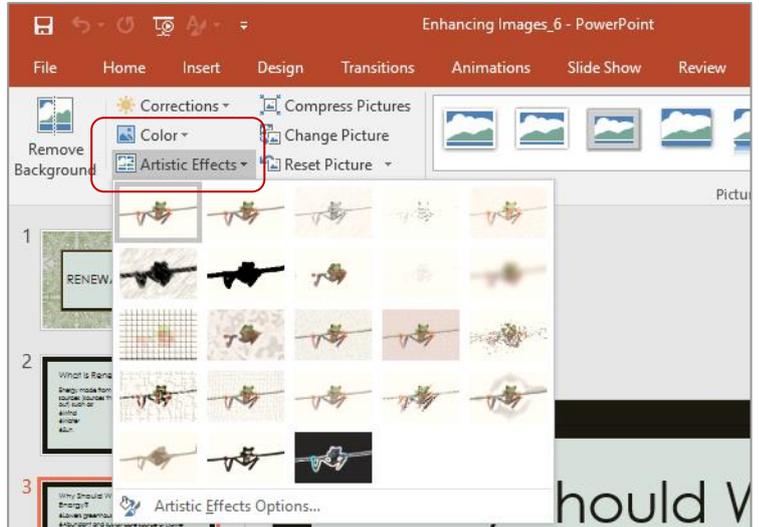
paintings. You can apply a combination of effects to create something totally new or stick with one effect that works.

Try This Yourself:

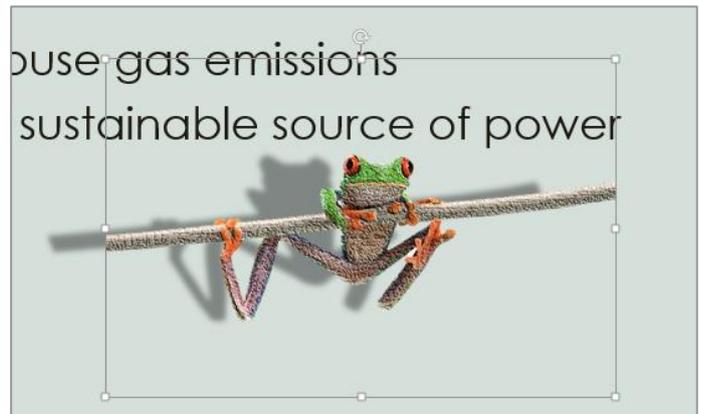
Same File

Continue using the previous file with this exercise, or open the file *Enhancing Images_6.pptx...*

- 1 Ensure slide 3 is displayed in the **Slide** window, then click on the image to select it
- 2 Click on the **Picture Tools: Format** tab, then click on **Artistic Effects** in the **Adjust** group to display the **Artistic Effects** gallery
You can choose from a range of pre-set effects. If you hover over an option, you can view a Live Preview of the result. However we would like to have more control over the artistic effect we apply...
- 3 Select **Artistic Effects Options** from the bottom of the menu to display the **Format Picture** pane
- 4 In **Effects**, click on the drop arrow for **Artistic Effects** under **Artistic Effects**, to display the gallery
- 5 Click on **Cement** (column 1, row 4) to apply this effect
Two options have become available below Artistic Effects in the Format Picture pane...
- 6 Select the value for **Crack Spacing** and type **80** to smooth the effect
- 7 Click on **[Reset]** then repeat steps 4 and 5 to reapply the **Cement** effect at the default settings



2



5

For Your Reference...

To **apply artistic effects** to an **image**:

1. Click on the image to select it
2. Click on the **Picture Tools: Format** tab, then click on **Artistic Effects** in the **Adjust** group
3. Click on an artistic effect to apply

Handy to Know...

- The options that become available in the **Format Picture** pane once you have selected an **Artistic Effect** will differ depending on the effect you have chosen.

CROPPING AN IMAGE

To **crop** an image is to trim it and remove parts of the image that you don't want to see. When you crop an image, you are actually **masking** that part of the image so that it becomes hidden.

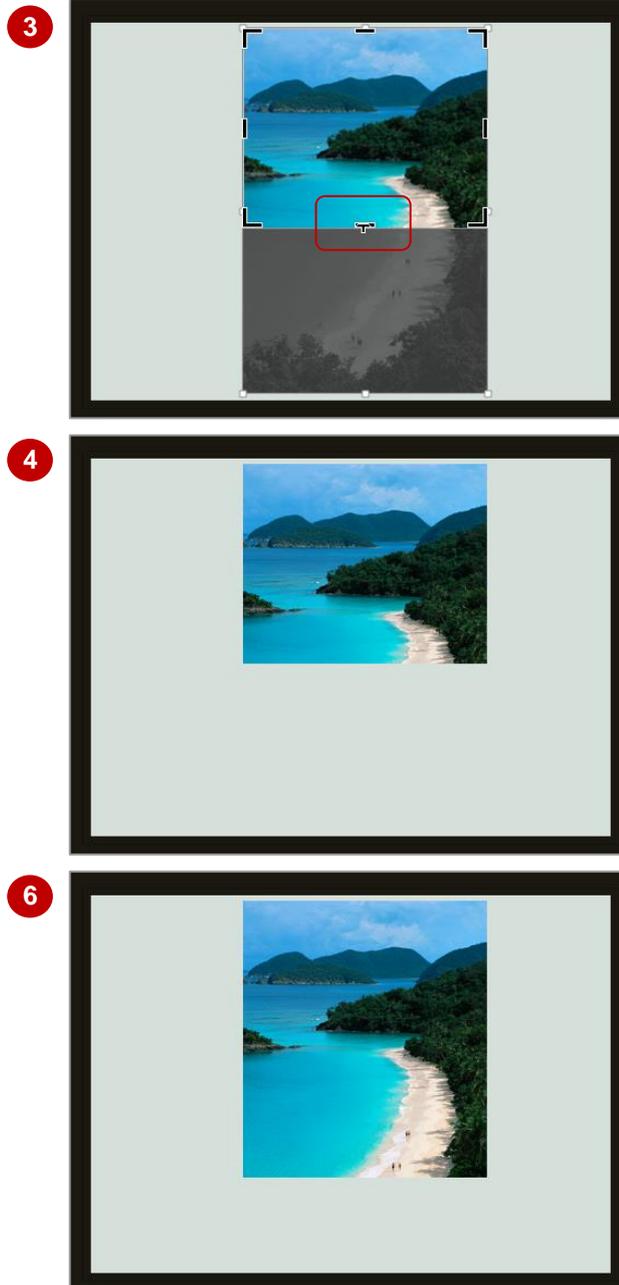
Cropping an image does not affect the actual file or impact on file size in any way. You can crop an image from any or all of its four sides.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Enhancing Images_7.pptx...*

- 1 Click on slide **4** to display it in the **Slide** window, then select the image
- 2 Click on the **Picture Tools: Format** tab and click on the top half of **Crop** in the **Size** group
Cropping handles will appear around the image. You can click and drag on any handle to crop.
Let's remove the bush from the bottom of the image...
- 3 Point to the bottom centre crop handle until the pointer appears as a T shape, as shown, then click and drag upwards about halfway
- 4 Release the mouse, then click elsewhere to apply the crop
This crop is a bit excessive...
- 5 Click on the image and repeat step **2** to display the crop handles
Notice the grey area below...
- 6 Click and drag the bottom centre crop handle down to reduce the size of the crop and reveal some people on the beach, then click elsewhere to apply the changes



For Your Reference...

To **crop** an **image**:

1. Click on the image, then click on the **Picture Tools: Format** tab and click on the top half of **Crop**
2. Click and drag a cropping handle to exclude parts of the image as required, then click elsewhere to apply the crop

Handy to Know...

- To crop to a shape, select the image, click on the **Picture Tools: Format** tab, click on the bottom half of **Crop** in the **Size** group, point to **Crop to Shape** and select the desired shape. You can then either accept the default crop or select **Fill** to choose which part of the image is cropped.

CHAPTER 6 SHAPES

InFocus

PowerPoint provides many ready-made **shapes** that you can draw and insert onto your slides, including lines, rectangles, icons, arrows, stars, banners, buttons, equation shapes, and the like. By drawing shapes, you can communicate plans, diagrams, flowcharts, processes and much more. Or, you can draw shapes to highlight or to embellish a particular point or aspect of a slide.

Shapes can also be edited and formatted like any other object in PowerPoint.

In this session you will:

- ✓ learn how to draw shapes
- ✓ learn how to resize shapes
- ✓ learn how to edit shapes
- ✓ learn how to position shapes
- ✓ learn how to arrange shapes
- ✓ learn how to merge shapes
- ✓ learn how to format shapes
- ✓ learn how to use the eyedropper tool
- ✓ learn how to copy shapes
- ✓ learn how to align shapes
- ✓ learn how to align shapes using the smart guides
- ✓ learn how to insert and format text in shapes
- ✓ learn how to add connectors to shapes
- ✓ learn how to group shapes
- ✓ learn how to rotate shapes.

DRAWING SHAPES

To draw a **shape**, simply select the desired shape from the **Shapes** gallery, then click and drag on the slide to create the shape. Once drawn, you can then edit and format the shape

as required, such as resizing or rotating the shape, or changing the colour or style. In this exercise you will draw a block arrow and a circle to add visual interest to the title slide.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file Shapes_1.pptx...

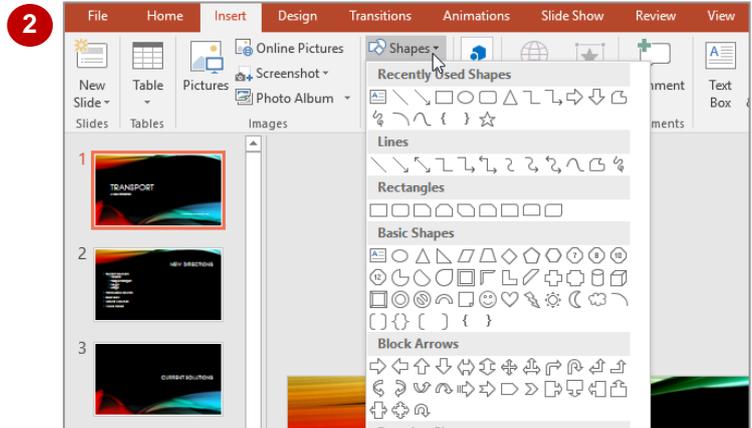
- 1 Select slide **1** in the **Slides** pane to display it in the **Slide** window
- 2 Click on the **Insert** tab, then click on **Shapes** in the **Illustrations** group to display the **Shapes** gallery

The Shapes gallery lists all the shapes that you can draw...

- 3 Click on **Right Arrow** under **Block Arrows**, then point to just below the subtitle
- 4 Hold down the left mouse button and drag across to the right and down slightly to create a block arrow

Don't worry about the size or position of the arrow at this stage. Let's draw a circle...

- 5 Repeat step 2 to display the **Shapes** gallery
- 6 Click on **Oval** under **Basic Shapes**, press and hold **Shift**, then click and drag to create a circle, as shown, before releasing the mouse button and then **Shift**
*Pressing **Shift** ensures that you create a perfect circle*



For Your Reference...

To **draw shapes**:

1. Click on the **Insert** tab, then click on **Shapes** in the **Illustrations** group
2. Click on a shape to select it, then click and drag on the slide to draw the shape

Handy to Know...

- Once you have selected a shape from the **Shapes** gallery, instead of clicking and dragging to draw the shape on the slide, you can click once to insert it at its default size.
- Press and hold **Shift** while drawing a line or arrow to ensure it is straight.

RESIZING SHAPES

Once you have drawn a shape, you may need to **resize** it to suit your requirements. Shapes can be resized like any other object, by clicking and dragging on any of the control handles. You can

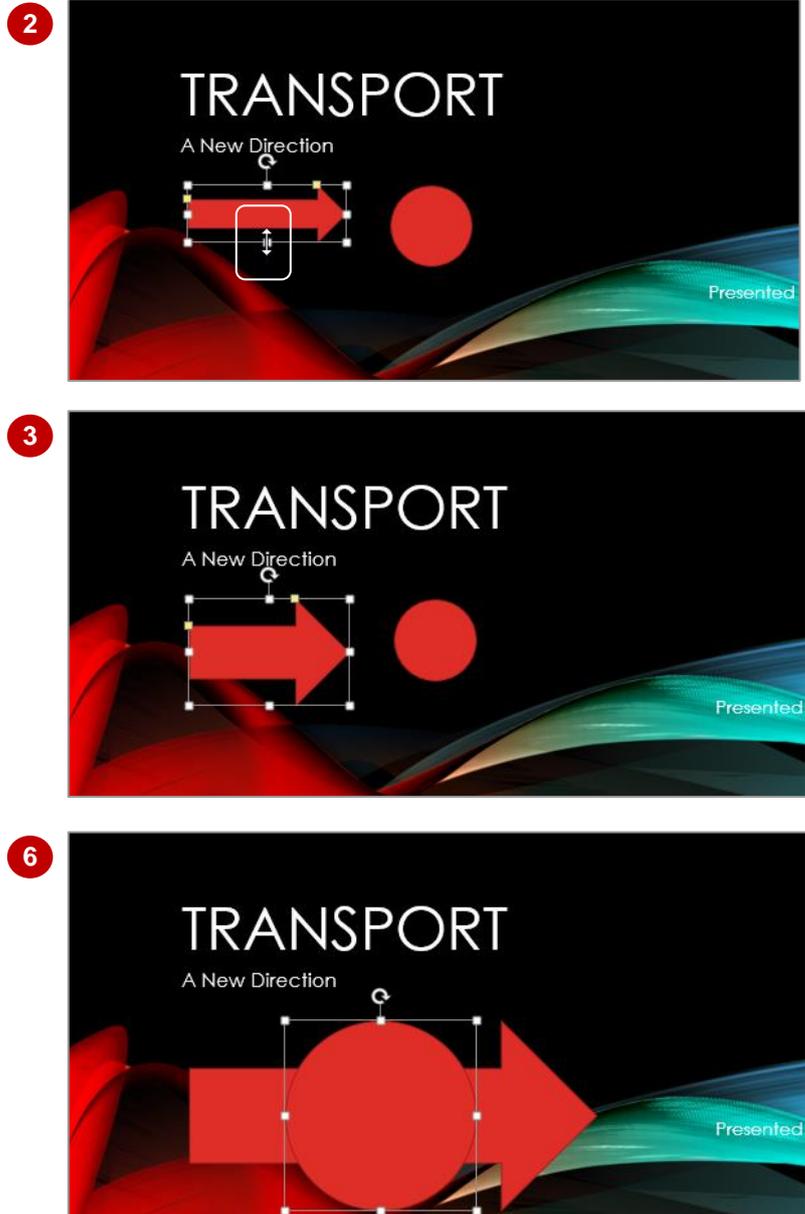
press **Shift** while dragging, to resize the shape proportionately (both width and height). For more precise resizing, you can specify the exact height and width dimensions.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Shapes_2.pptx...*

- 1 Ensure slide 1 is displayed in the **Slide** window
Let's make the arrow wider...
- 2 Click on the arrow to select it and display the placeholder handles, then point to the bottom middle handle, as shown
- 3 Click and drag down to adjust the height, as shown
Let's now resize the arrow by specifying the dimensions...
- 4 With the arrow selected, click on the **Drawing Tools: Format** tab, then click on the up spinner arrow for **Height** in the **Size** group until the height is **6.8 cm**
- 5 Repeat step 4 to change the **Width** to **14.5 cm**
- 6 Select the circle, then hold down **Shift** and click and drag the bottom left corner handle to resize the circle as shown



For Your Reference...

To **resize shapes**:

1. Select the shape
2. Click and drag on a border handle, or
Click on the **Drawing Tools: Format** tab and adjust the **Height** and **Width** in the **Size** group

Handy to Know...

- When resizing shapes, on the **Drawing Tools: Format** tab, click on the dialog box launcher for the **Size** group to open the **Format Shape** pane to display more advanced resizing options.

EDITING SHAPES

Many of the shapes available in PowerPoint can be **edited** in some way. This means that you can customise or reshape them. When selected, shape placeholders display white handles.

Shapes that can be edited, however, will also display **yellow handles** in specific areas indicating where the shape can be altered. Click and drag on a yellow handle to modify the shape.

Try This Yourself:

Same File

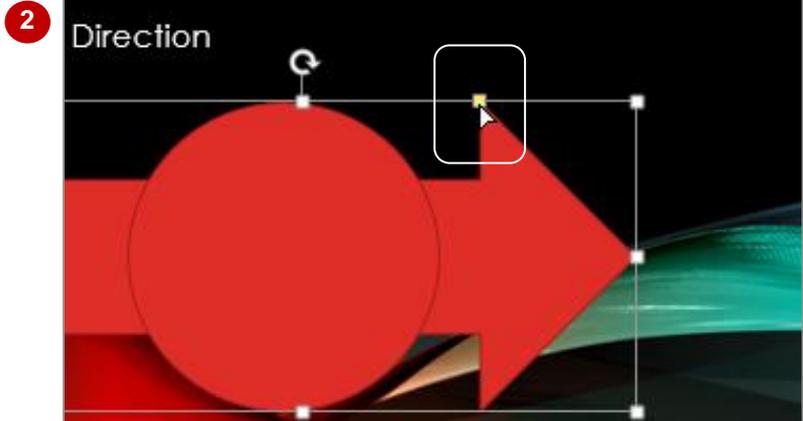
Continue using the previous file with this exercise, or open the file *Shapes_3.pptx...*

- 1 Ensure slide 1 is displayed in the **Slide** window, then select the arrow

Notice that two yellow handles appear on this shape.

Let's edit the shape so that the arrowhead is longer and narrower...

- 2 Point to the yellow handle at the top of the arrowhead until the pointer changes to a small arrow, as shown
- 3 Click and drag the handle to the left
- 4 Deselect the shape to view the result



For Your Reference...

To **edit shapes**:

1. Select the shape to be edited
2. Click and drag on a yellow handle

Handy to Know...

- For even greater control over the shape of an object, select it, click on the **Drawing Tools: Format** tab, then click on **Edit Shape** in the **Insert Shapes** group and select **Edit Points**. You can then click and drag on any point (or corner) of the object to reshape it.

POSITIONING SHAPES

When you draw shapes you might need to reposition them. The easiest methods for positioning shapes is to either drag the selected shape to a new location or to use the arrow keys

(↑, ↓, ← and →). Alignment guides (dotted lines) may appear when moving shapes. This indicates when a shape is aligned with a nearby object making it easy for you to position neatly.

Try This Yourself:

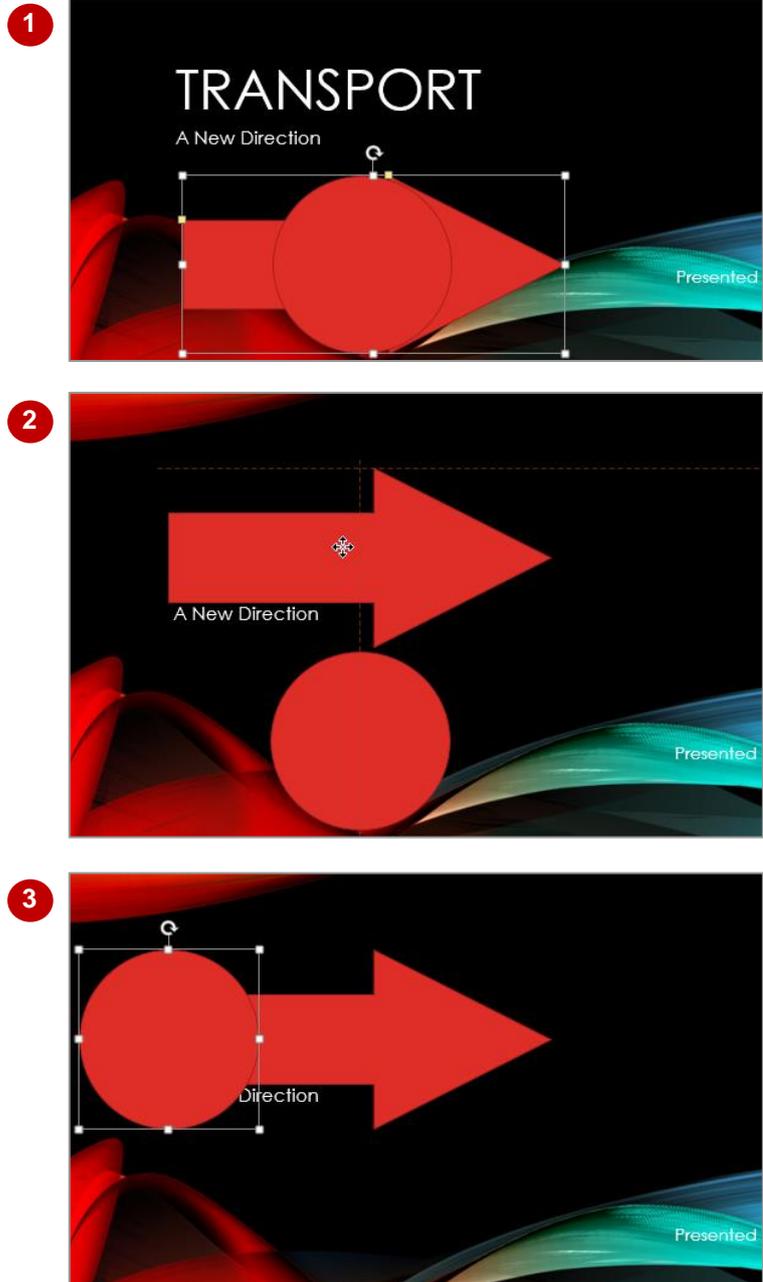
Same File

Continue using the previous file with this exercise, or open the file *Shapes_4.pptx...*

- 1 Ensure slide 1 is displayed in the **Slide** window, then click on the arrow to select it
Let's move the arrow into position...

- 2 Click and drag the arrow upwards so it sits over the text **Transport** as shown
The text is now hidden behind the shape. Guides appear to help you align the shape on the page.

- 3 Click on the circle to select it, then press ↑ and ← to move the circle into position, as shown



For Your Reference...

To **position shapes**:

1. Select the shape
2. Click and drag the shape, or Use ↑, ↓, ← and/or →

Handy to Know...

- When positioning shapes, you can use gridlines to help you to position or draw your shapes precisely. To view gridlines, click on the **View** tab, then click on the checkbox for **Gridlines** in the **Show** box until it appears with a tick. Repeat this until **Gridlines** appears without a tick to hide gridlines.

ARRANGING SHAPES

When working with multiple shapes and objects on a slide, you will often find that some objects overlap or hide others. This is because as shapes are added to the slide, they are placed in

a stacking order – the most recent shape residing in the top-most layer. In PowerPoint you can **arrange** shapes, restacking them to bring shapes in front of or behind other shapes.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *Shapes_5.pptx...*

- 1 Ensure slide 1 is displayed in the **Slide** window
- 2 Select the arrow, then press **Shift** and click on the circle to select both shapes
- 3 Click on the **Drawing Tools: Format** tab, then click on the bottom half of **Send Backward** in the **Arrange** group and select **Send to Back**

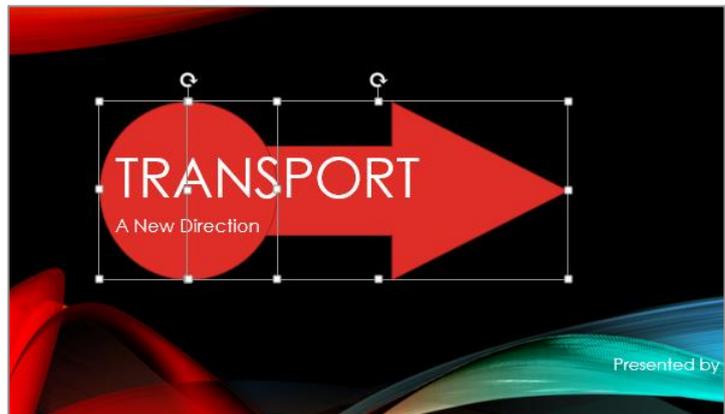
Both shapes will be sent behind all other objects...
- 4 Use the arrow keys to position the shapes behind the text as shown

Let's reposition the arrow so it is in front of the circle...
- 5 Click away from the shapes to deselect them, then select the arrow again
- 6 Click on the **Drawing Tools: Format** tab, then click on the top half of **Bring Forward** in the **Arrange** group to bring the arrow in front of the circle

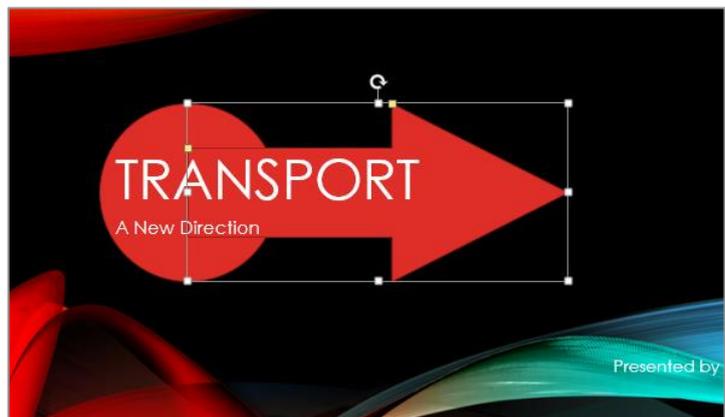
3



4



6



For Your Reference...

To **arrange shapes**:

1. Select the shape(s) to be arranged
2. Click on the **Drawing Tools: Format** tab, then click on the top half of **Send Backward** or **Bring Forward** in the **Arrange** group and select an option

Handy to Know...

- When arranging objects, you are actually layering objects on top of one another. When you send an object to the **back** or **front**, it sits behind or in front of all other objects, so that it becomes the bottom or top layer. To **send backward** or **bring forward** will send an object behind or forward *one* layer only.

MERGING SHAPES

You can select two or more shapes on a slide and combine them to create a custom shape. The **Merge Shapes** tool can be used to perform a variety of different types of merge, such as

Combine which cuts out the part of the shape that overlaps with another, or **Union** which merges the selected shapes into one.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Shapes_6.pptx...*

- 1 Ensure slide 1 is displayed in the **Slide** window

Let's try an easy way of selecting multiple shapes...

- 2 Point above and slightly to the left of the circle, then click and drag down diagonally to the right to draw a selection marquee around the circle and arrow shapes

When you release the mouse button, both shapes will be selected...

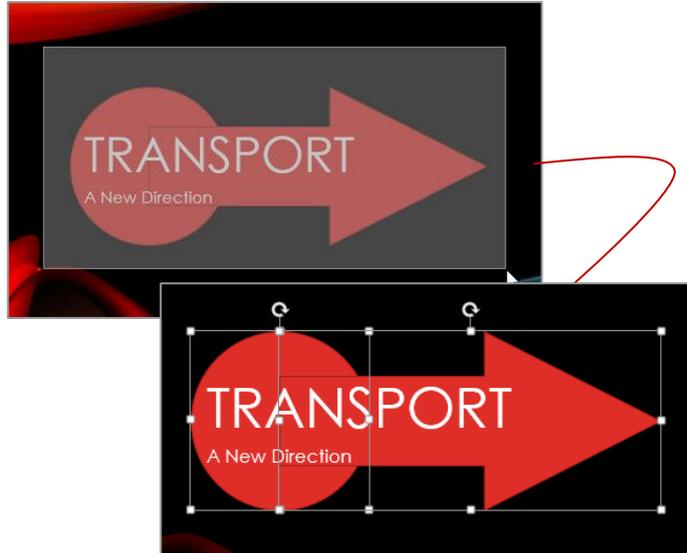
- 3 Click on the **Drawing Tools: Format** tab, then click on **Merge Shapes** in the **Insert Shapes** group to display a menu of options

- 4 Point to each of the options to view the effect on the shapes in Live Preview

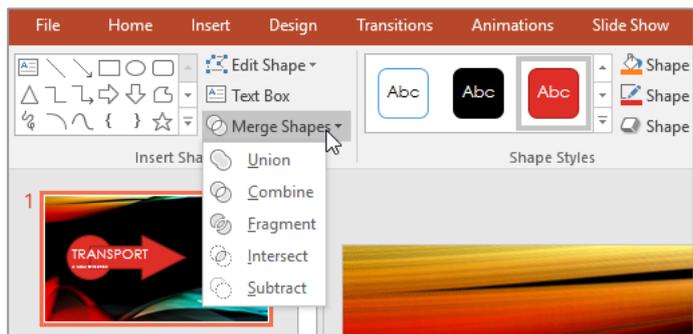
- 5 Select **Union** to merge the two shapes into one shape

You can see that this is now a single shape as there is only a single placeholder border

2



3



5



For Your Reference...

To **merge shapes**:

1. Select the shapes you wish to merge
2. Click on the **Drawing Tools: Format** tab, then click on **Merge Shapes** in the **Insert Shapes** group
3. Select an option

Handy to Know...

- The **Merge Shapes** tool also includes **Shape Intersect** and **Shape Subtract**. **Shape Intersect** will remove all parts of the shape except the area where two or more objects overlap. **Shape Subtract** will crop or cut holes in the shape in the form of the overlapping object(s).

FORMATTING SHAPES

When you draw shapes, they are formatted in line with the applied theme. Formatting includes applied colours, fonts and effects. If you're not entirely satisfied with the default formatting, you

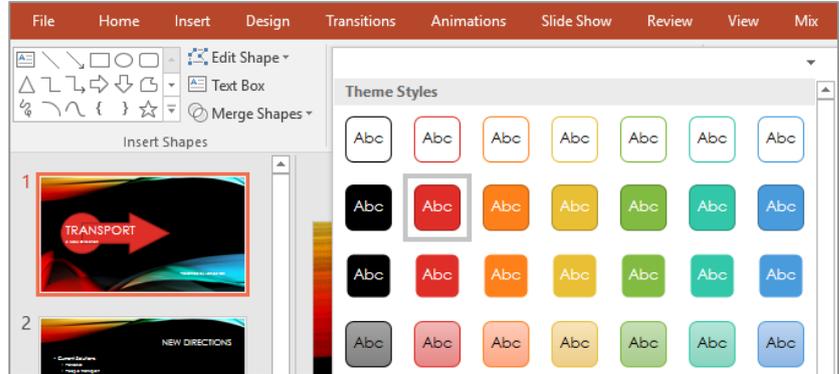
can apply a **shape style** to the shape. Each shape style is preformatted and consists of a particular colour set, font and font size, borders and shading, as well as effects such as gradient fills.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Shapes_7.pptx...*

- 1 Ensure slide 1 is displayed in the **Slide** window, then select the arrow shape behind the text
- 2 Click on the **Drawing Tools: Format** tab, then click on the **More** arrow for the **Shape Styles** gallery in the **Shape Styles** group to display a gallery of options
Here you can select from a range of preformatted shape styles...
- 3 Point to the various shape styles to see them applied temporarily to the shape in Live Preview
- 4 Click on **Light 1 Outline, Coloured Fill, Blue, Accent 6** (column 7, row 3) to apply this shape style

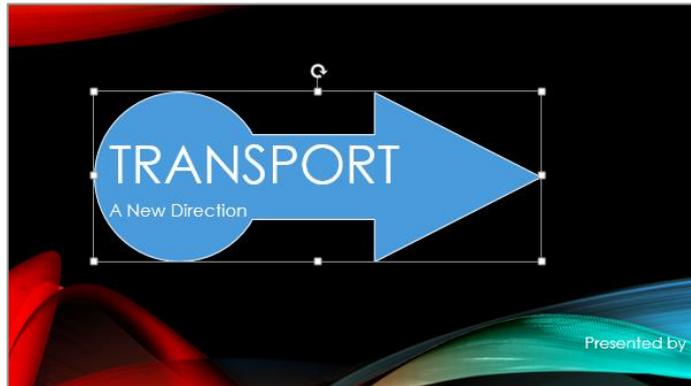


2

3



4



For Your Reference...

To **format shapes**:

1. Select the shape(s), then click on the **Drawing Tools: Format** tab
2. Click on the **More** arrow for the **Shape Styles** gallery and select a shape style

Handy to Know...

- Once you have applied a shape style, you can then alter individual elements of the style if required, including the colours, fonts and effects. To do this, select the shape, then use the **Shape Fill**, **Shape Outline** and **Shape Effects** tools in the **Shape Styles** group to customise the shape style.

USING THE EYEDROPPER

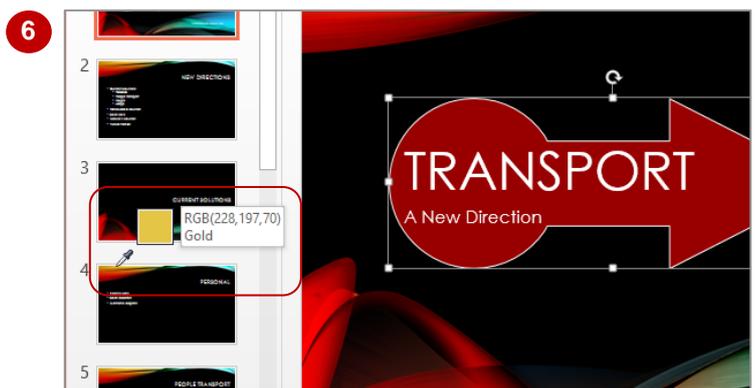
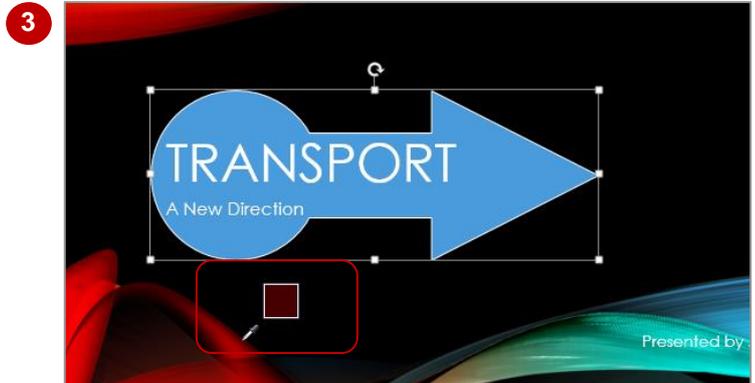
Making various elements on your slide the same colour ties them together and creates visual unity for your content. The **eyedropper** tool makes colour matching a breeze. Not only can you pick

colours from within PowerPoint but you can also match colours from other formats such as a website.

Try This Yourself:

Continue using the previous file with this exercise, or open the file *Shapes_8.pptx...*

- 1 Ensure slide 1 is displayed in the **Slide** window and the shape is selected
- 2 Click on the **Drawing Tools: Format** tab, then click on **Shape Fill** in the **Shape Styles** group to display a gallery of options
- 3 Select **Eyedropper**
The pointer changes to an eyedropper and can now pick up the colour to which it is pointing...
- 4 Point to the dark red colour in the bottom left corner of the slide, then click to fill the shape with this colour
- 5 Repeat steps 3 and 4 to activate the **Eyedropper** again
- 6 Click and drag (without releasing the mouse button) to any of the slides that are visible in the slides pane and point to a colour
In this example we have chosen a yellow colour from the background of slide 4. We could have taken this colour from slide 1 but want to demonstrate that you can select colours from other slides...
- 7 Release the mouse button
The shape on slide 1 will now be filled with the colour you selected



For Your Reference...

To **select colours using** the **eyedropper**:

1. Select the shape
2. Click on the **Drawing Tools: Format** tab, click on **Shape Fill** in the **Shape Styles** group and select **Eyedropper**
3. Point to a colour and release the mouse button to apply the colour

Handy to Know...

- You can use the eyedropper to pick a colour from an external source, such as a website. To do so, have both your presentation and the other source open on your screen, select the eyedropper, click in your presentation, drag to the colour in the other source and release the mouse button to apply the colour.

COPYING SHAPES

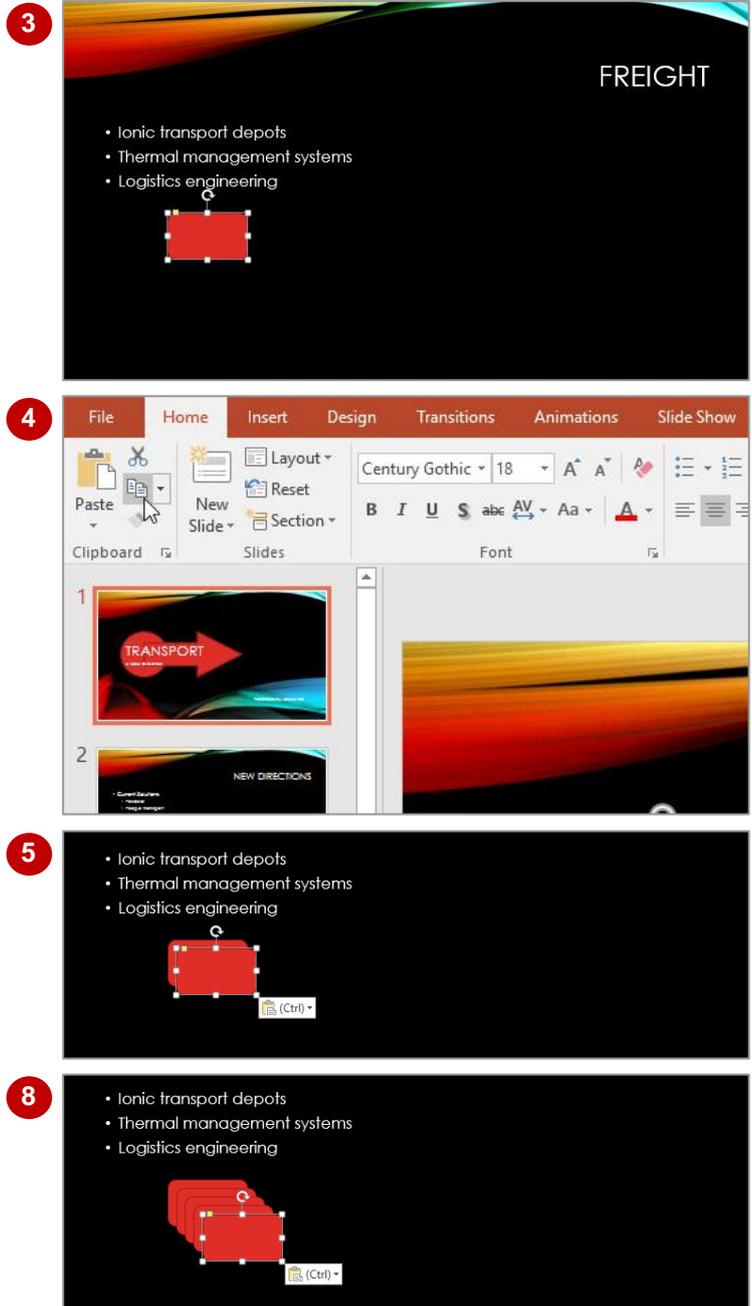
Where you are using the same shape repeatedly, it is easier, quicker and more precise to **copy** the existing shape instead of redrawing it each time. Copying shapes works the same way as copying

other objects. When you copy a shape it is placed onto the **clipboard**, ready for you to **paste** onto the slide. Here you will draw a rectangle and copy it several times in preparation for a drawing.

Try This Yourself:

Continue using the previous file with this exercise, or open the file *Shapes_9.pptx...*

- 1 Select slide **6** in the **Slides** pane to display it in the **Slide** window
- 2 Click on the **Insert** tab, then click on **Shapes** in the **Illustrations** group to display the **Shapes** gallery
- 3 Select **Rounded Rectangle** under **Rectangles**, then click and drag below the slide text to create a small rectangle, as shown
- 4 With the rectangle selected, click on the **Home** tab, then click on **Copy** in the **Clipboard** group to copy the rectangle onto the clipboard
Let's paste the rectangle onto the slide...
- 5 Click on the top half of **Paste** in the **Clipboard** group to paste a copy of the rectangle
Let's try a quicker method using keyboard shortcuts...
- 6 With the rectangle selected, press **Ctrl + C** to copy it
- 7 Press **Ctrl + V** to paste the shape
- 8 Press **Ctrl + V** two more times to paste two more copies of the shape to create **5** in total



For Your Reference...

To **copy shapes**:

1. Select the shape to be copied
2. Click on the **Home** tab, then click on **Copy** in the **Clipboard** group
3. Click on the top half of **Paste** in the **Clipboard** group

Handy to Know...

- As well as copying and pasting shapes to copy existing shapes, you can also **duplicate** shapes. To do this, select the shape, click on the **Home** tab, then click on the drop arrow for **Copy** and select **Duplicate**. The shape will be copied and pasted in a single step rather than two.

ALIGNING SHAPES USING THE RIBBON

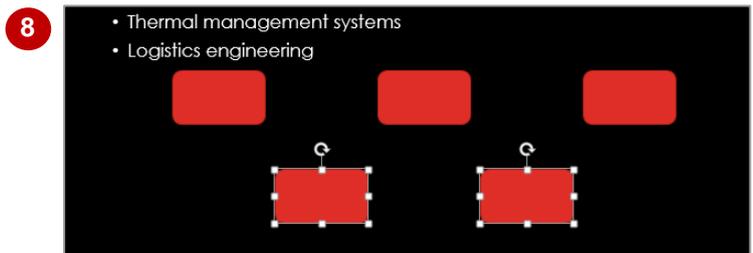
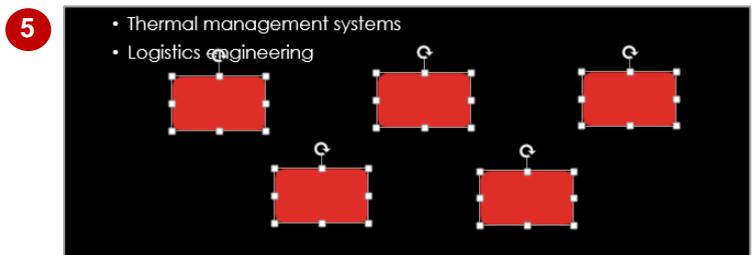
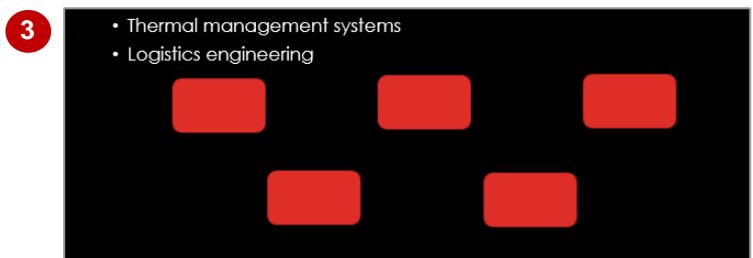
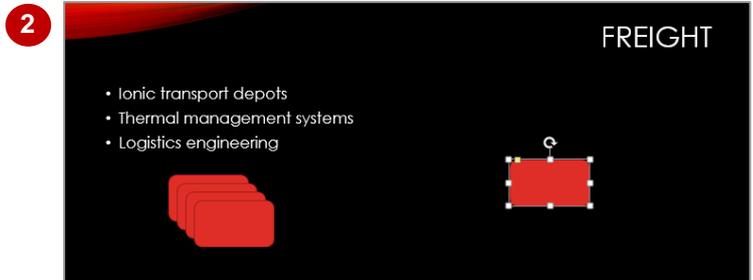
When you are working with multiple shapes and objects, you can arrange the objects so they are aligned with other objects. **Aligning** objects means that they line up with each other on the

slide, which improves the overall layout. An audience will respond better to a slide where objects are aligned than they will to the random placement of shapes.

Try This Yourself:

Continue using the previous file with this exercise, or open the file *Shapes_10.pptx...*

- 1 Ensure slide 6 is displayed in the **Slide** window
- 2 Select the top rectangle if necessary, then click and drag it into position, as shown
- 3 Repeat step 2 to position the remaining rectangles, as shown
- 4 Select one rectangle, then press and hold **Shift** and click on each rectangle to select all five
- 5 Click on the **Drawing Tools: Format** tab, then click on **Align** in the **Arrange** group and select **Distribute Horizontally**
All shapes will be distributed evenly with equal space on the right and/or left sides of the shapes...
- 6 Deselect all shapes, then select the three top shapes
- 7 Click on **Align** in the **Arrange** group and select **Align Top**
*The selected shapes will be aligned with the top of the highest shape. You could also use **Align Bottom** or **Align Middle** for this selection...*
- 8 Select the two lower shapes, then click on **Align** in the **Arrange** group and select **Align Bottom**



For Your Reference...

To **align shapes**:

1. Select the shapes to align
2. Click on the **Drawing Tools: Format** tab, then click on **Align** in the **Arrange** group and select an alignment option

Handy to Know...

- You can align objects with other objects or with the slide. To align to the slide, select the object(s), then click on **Align** in the **Arrange** group on the **Drawing Tools: Format** tab and selecting **Align to Slide**.

ALIGNING OBJECTS USING THE SMART GUIDES

Smart guides are very handy if you want to quickly and easily align objects on your slides. Not only can you use the guides to align objects and text, but you can also use them to evenly

space objects so that their top, bottom, left or right margins are aligned. As you move objects, dotted orange lines and arrows appear (shown in white here for clarity) when they are aligned.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Shapes_11.pptx...*

- 1 Select slide **10** in the **Slides** pane to display it in the **Slide** window

- 2 Click on the plane to select it, then drag it slightly to the right and up until the two smart guides appear as shown

The plane is right-aligned with the heading frame and is bottom-aligned with the car...

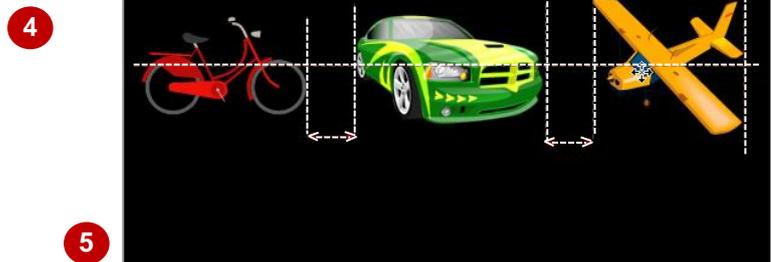
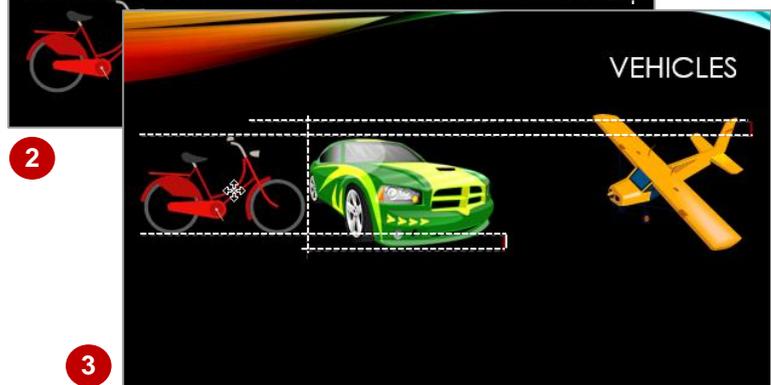
- 3 Select the bike and drag it slightly to the right and up until the smart guides appear as shown

The distance between the bike and the bottom of the car and the distance between the top of the plane and the top of the car are the same as shown by the arrows...

- 4 Drag the car to the right until the smart guides appear as shown

The car and the bike are now centre aligned and the distance between each object is the same...

- 5 Move the plane down slightly so that it is centre aligned with the other two images



For Your Reference...

To **align objects using the smart guides:**

1. Drag the first object into position
2. Drag the next object until the smart guides appear showing the two objects aligned

To **evenly space three or more objects:**

- Drag the objects until double-headed arrows appear

Handy to Know...

- You can use smart guides to resize an object so that two objects align. To do this, move the object to be resized as required, then drag the appropriate centre resizing handle (right to right-align shapes, bottom to bottom-align shapes, etc.) until the smart guide appears showing they are aligned.

INSERTING AND FORMATTING TEXT

Shapes also act like a text box. This means you can type directly into a shape if required. When you insert text, it will be preformatted in line with the applied theme or shape style and will be

centred in the shape. Once inserted, text can be formatted like any other object. In this exercise you will label each rectangle and then format the text to make it larger.

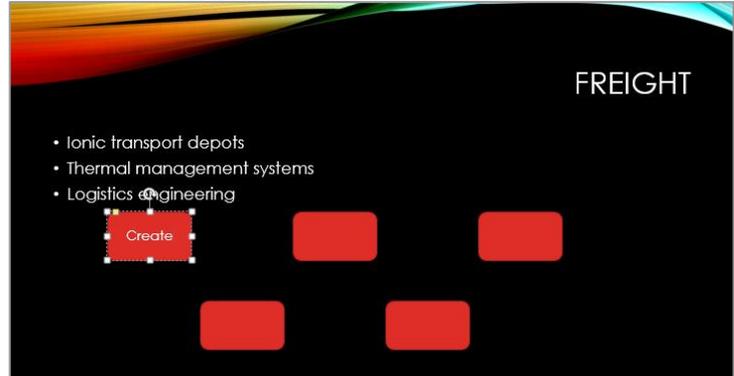
Try This Yourself:

Same File

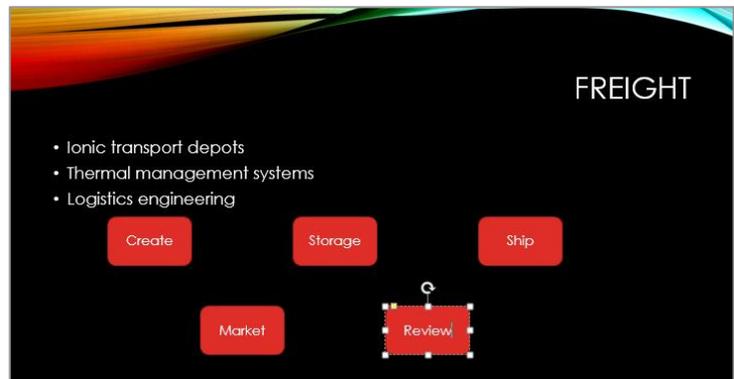
Continue using the previous file with this exercise, or open the file *Shapes_12.pptx...*

- 1 Select slide **6** in the **Slides** pane to display it in the **Slide** window
- 2 Click on the top left rectangle to select it, then type **Create**
- 3 Click on the rectangle to the right and type **Storage**
- 4 Repeat the above steps to type the following text into the remaining three rectangles:
Ship
Market
Review
- 5 Select all five rectangles
Let's format the text...
- 6 Click on the **Home** tab, select the value in **Font Size** in the **Font** group and type **22**, then press to increase the text size
- 7 Deselect all shapes to view the result

2



4



7



For Your Reference...

To **insert** and **format text**:

1. Select the shape and type the required text
2. Click on the **Home** tab and apply formatting using the commands in the **Font** and **Paragraph** groups

Handy to Know...

- You can use any of the formatting tools in the **Font** and **Paragraph** groups on the **Home** tab to format the text in a selected shape. You can also use the text formatting tools in the **WordArt Styles** group on the **Drawing Tools: Format** tab.

CONNECTING SHAPES

PowerPoint lets you connect shapes (or any objects for that matter) with arrows and lines called **connectors**. Connecting shapes is particularly useful when depicting processes or

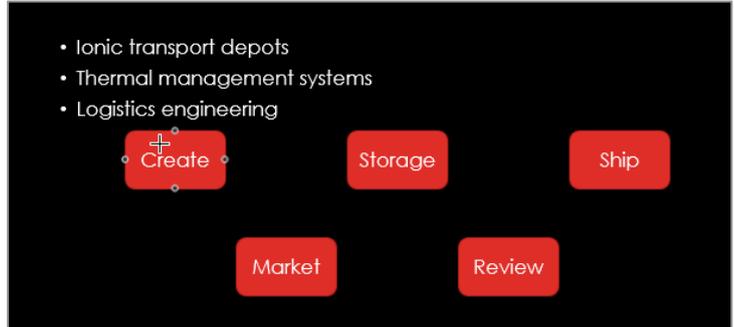
steps. When you rearrange connected shapes, the connectors remain attached and move with the shapes. This means that you don't need to select and move the lines as well as the shape.

Try This Yourself:

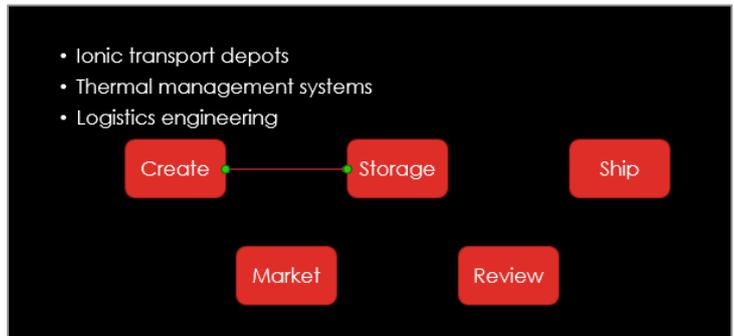
Same File

Continue using the previous file with this exercise, or open the file *Shapes_13.pptx...*

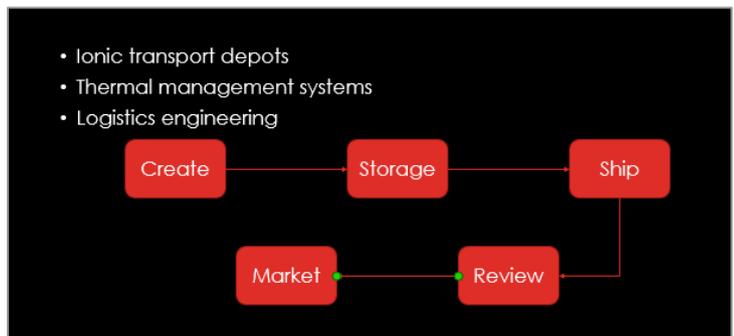
- 1 Ensure slide 6 is displayed in the **Slide** window
- 2 Click on the **Insert** tab, then click on **Shapes** in the **Illustrations** group to display the **Shapes** gallery
- 3 Select **Arrow** under **Lines** and point to the **Create** rectangle
Notice that four connector points appear around the shape...
- 4 Point to the connector point on the right border, then click and drag to the **Storage** rectangle
- 5 When the pointer is over the left connector of the **Storage** rectangle, release the mouse button
When shapes are connected, a green connector point will appear on each connected shape...
- 6 Repeat steps 2 to 5 to connect the **Storage** and **Ship** rectangles
- 7 Repeat step 2 to select **Elbow Arrow Connector** under **Lines**
- 8 Click on the bottom connector point of the **Ship** rectangle and drag to the connector point on the right border of the **Review** rectangle
- 9 Repeat steps 2 to 5 to draw a connector from the **Review** rectangle to the **Market** rectangle



3



5



9

For Your Reference...

To **connect shapes**:

1. Click on the **Insert** tab, then click on **Shapes** in the **Illustrations** group and select **Line**, **Arrow**, **Double Arrow** or one of the **Connectors**
2. Click on a connector point and drag to the connector point of the connecting shape

Handy to Know...

- To reroute a connector between shapes, click on the line or arrow, then click and drag the red dot that appears at either end of the connector to the new location.
- To delete a connector, click on the line or arrow to select it, then press **Del**.

GROUPING SHAPES

When working with multiple shapes, such as where you have drawn a number of individual objects to make up a single diagram, you may find it easier to work with the shapes if they are

grouped. Grouped shapes act as a single object and as such, can be moved, aligned and formatted as a single object. Here you will group various shapes and then format the grouped object.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Shapes_14.pptx...*

1 Ensure slide 6 is displayed in the **Slide** window

2 Draw a selection marquee to select all shapes

Let's group and then format the lines...

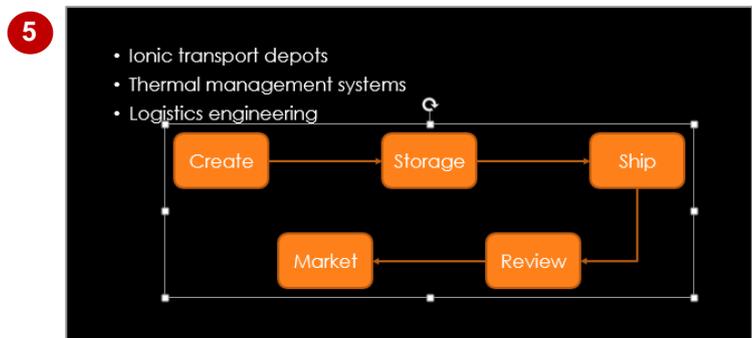
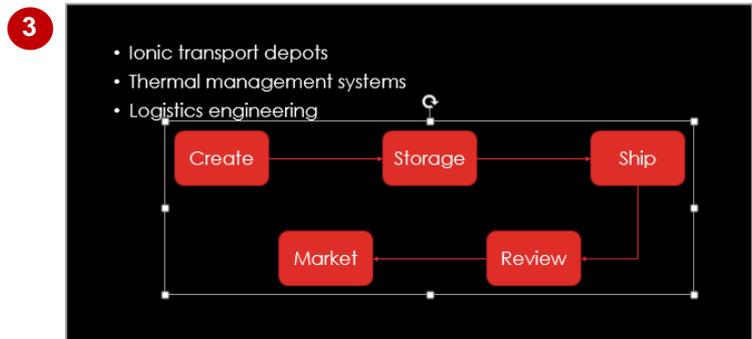
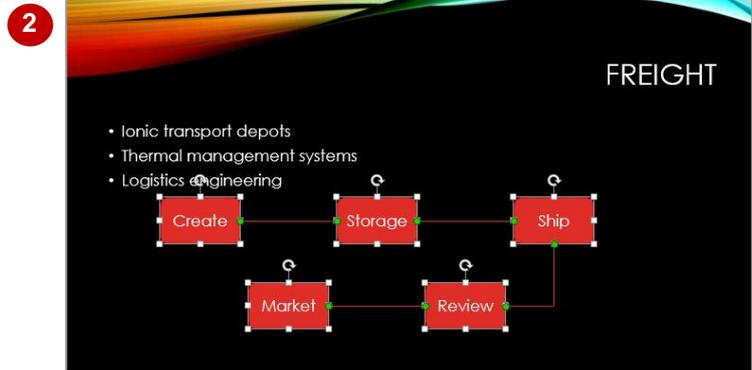
3 Click on the **Drawing Tools: Format** tab, then click on **Group** in the **Arrange** group to display a menu of options and select **Group** to group the selected objects

Notice there is now a single bounding box around all the shapes, including the lines.

You can now apply formatting to all shapes at once...

4 With the group selected, click on the **More** arrow in the **Shape Styles** group and click on **Coloured Fill – Orange, Accent 2** (column 3, row 2) to apply this shape style to the group

5 With the group selected, click on **Shape Outline** in the **Shape Styles** group, then point to **Weight** and select **3 pt**



For Your Reference...

To **group shapes**:

1. Select the shapes and objects to group
2. Click on the **Drawing Tools: Format** tab, then click on **Group** in the **Arrange** group and select **Group**

Handy to Know...

- To separate grouped objects, select the grouped object, click on the **Drawing Tools: Format** tab, then click on **Group** in the **Arrange** group and select **Ungroup**.
- To edit individual objects within a grouped object, select the grouped object, then click on the individual object and edit as required.

ROTATING SHAPES

As with other objects, you can **rotate** a shape to a certain degree from its current axis. For example, you can rotate a shape to 45° from its current position. Shapes can be rotated in any

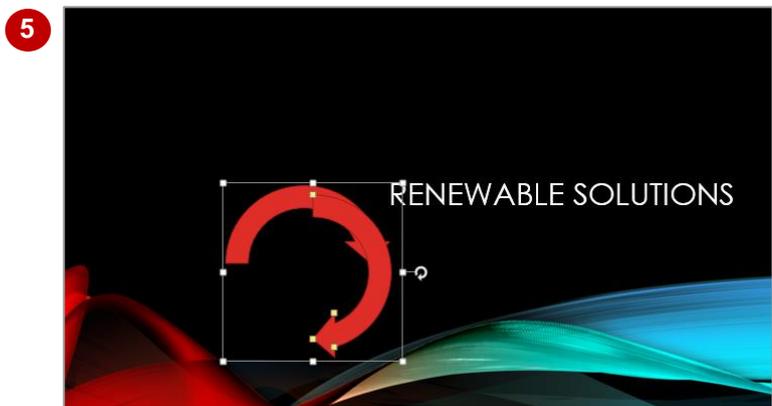
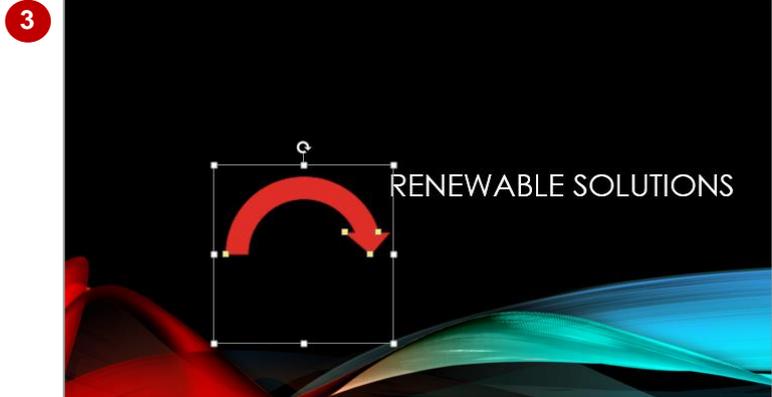
direction. You can freely rotate a shape by dragging the rotate handle that appears for a selected shape, or you can specify the position to rotate to by using the **Rotate** tool.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Shapes_15.pptx...*

- 1 Select slide **8** in the **Slides** pane to display it in the **Slide** window
- 2 Click on the **Insert** tab, then click on **Shapes** in the **Illustrations** group to display the **Shapes** gallery and select **Circular Arrow** under **Block Arrows**
- 3 Press and hold **[Shift]**, then click and drag on the slide to draw a circular arrow, as shown
Don't worry too much about the size...
- 4 Click on the **Home** tab, then click on the drop arrow for **Copy** in the **Clipboard** group and select **Duplicate**
Let's now rotate the copied shape...
- 5 Click on the **Drawing Tools: Format** tab, then click on **Rotate** in the **Arrange** group and select **Rotate Right 90°**
- 6 Repeat step 5 to rotate the shape again, then reposition the arrows as shown



For Your Reference...

To **rotate shapes**:

1. Select the shape
2. Click on the **Drawing Tools: Format** tab, then click on **Rotate** in the **Arrange** group and select a rotation option

Handy to Know...

- You can freely rotate selected objects. To do this, click on the rotate handle that appears above the selected shape, then drag the handle to the right or left to rotate.
- If you make a mistake when drawing shapes, press **[Ctrl] + [Z]** to undo the change, or select the shape and press **[Del]**.

PowerPoint presentations can be enhanced with the careful use of multimedia, such as movies, animated GIF files, sound clips and voice narration. As such, you can insert **sound** and **video** clips onto your slides.

And if you are developing your presentation for other people to use, you can ensure that they will find it easy to navigate by inserting **action buttons** onto each slide, so that users can click on the button to easily navigate through the presentation.

In this session you will:

- ✓ gain an understanding of media
- ✓ learn how to insert an online video
- ✓ learn how to insert an audio clip
- ✓ learn how to format media clips
- ✓ learn how to edit audio clips
- ✓ learn how to optimise and compress media
- ✓ gain an understanding of action buttons
- ✓ learn how to insert action buttons.

UNDERSTANDING MEDIA IN POWERPOINT

Often, the difference between an adequate and a great presentation lies in the careful use of multimedia. You can grab your audience and maintain their attention by incorporating audio

and video clips. This media can be used to emphasise key points, control the focus of the discussion, or simply entertain during an otherwise dull presentation. The key is to not overdo it.

Video and Audio File Formats

Sometimes the most effective way to get your message across is to insert a video or animation into your presentation. For example, you may include a video clip of an expert speaker who cannot attend the actual presentation. In PowerPoint, **video** refers to **digital** video.

PowerPoint supports a range of digital video formats, including Windows media files (ASF, WMV), Windows video files (AVI), QuickTime movie files (MOV), MP4, movie files (MPG, MPEG, MPEG-2) and Adobe Flash files (.SWF). The digital video format which is selected in PowerPoint by default is **MPEG-4** video and this is the format which will provide you with the best playback experience.

You may also want to add audio to your presentation, particularly if it is a presentation which will be played automatically such as at a trade show or in a shop. PowerPoint supports a range of audio file formats, including AIFF, UNIX audio (AU), MIDI files, MP3 files, Windows audio files (.WAV) and Windows Media Audio files (WMA).

For a detailed list of supported and compatible media files, visit www.microsoft.com and conduct a search (for example, *PowerPoint 2016 video audio file formats*).

Inserting Media Clips

When you insert a media clip, the clip is **embedded** onto the slide by default. When you embed a clip, it is contained within the presentation, and as such, can significantly increase the overall file size of the presentation. PowerPoint includes a range of options for **compressing** and **optimising** clips to reduce file size for a range of presentation modes (such as the Internet).

Alternatively, where file size is still an issue, you can create a link from the file to the presentation. Then, when you insert a clip, PowerPoint creates a link to the clip's file location. Because of this, it is good practice to store the media files in the same folder as your presentation before you insert them. You will then need to ensure that you 'package' the media file with the presentation when distributing to others.

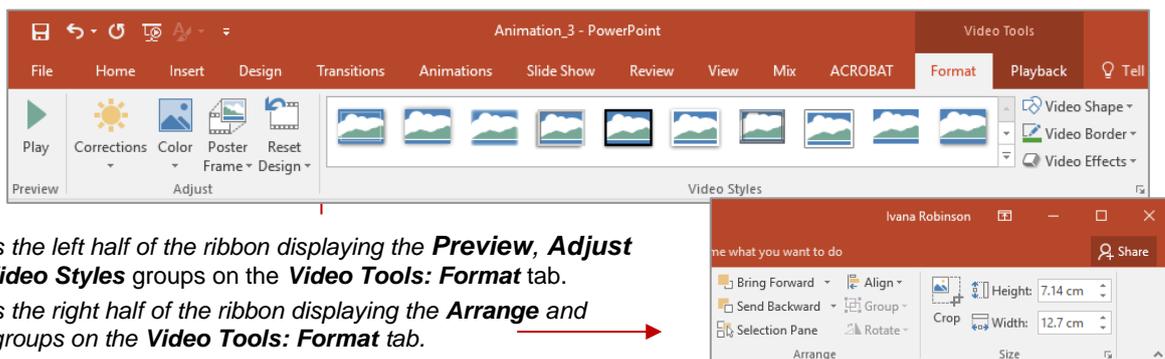
Editing Media Clips

When you insert a media clip, the contextual **Video Tools: Playback** tab (for video) and the **Audio Tools: Playback** tab (for audio) becomes available, which contains a range of tools to edit and set timings for media clips. For example, you can trim the clip if you don't want the clip played from beginning to end, or you can set the clip to loop continuously until you manually stop or pause it. You can also adjust the volume, play full screen or select whether the clip is to start automatically or *on click*.

Note: After initial release, there was a documented problem with inserting online videos into PowerPoint. This problem also affects the Video Tools: Playback tab. If Microsoft Updates are regularly installed, you should not experience these difficulties.

Formatting Media Clips

If you want to edit the actual look of the video or audio clip as it appears within your presentation you can use the tools on the **Video Tools: Format** tab or **Audio Tools: Format** tab (see below), depending on what type of clip you are working with.



This is the left half of the ribbon displaying the **Preview, Adjust** and **Video Styles** groups on the **Video Tools: Format** tab.

This is the right half of the ribbon displaying the **Arrange and Size** groups on the **Video Tools: Format** tab.

INSERTING AN ONLINE VIDEO

When you insert a video clip onto a slide, the file will be **embedded** into the presentation by default, which means that it is contained within the presentation and is not just a link to the

presentation. There are two ways to insert a video. You can click on **Insert Video** in a content placeholder, or where a placeholder isn't available, use the relevant commands on the **Insert** tab.

Try This Yourself:

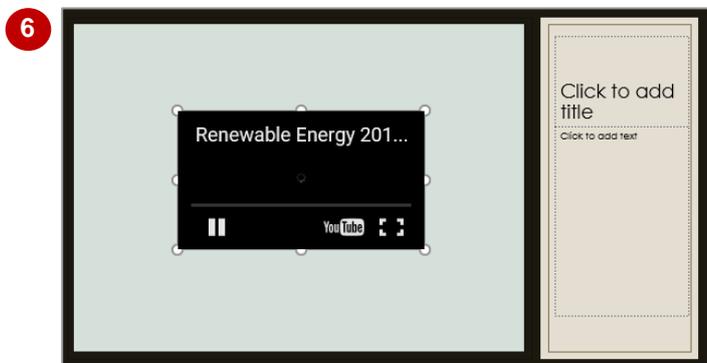
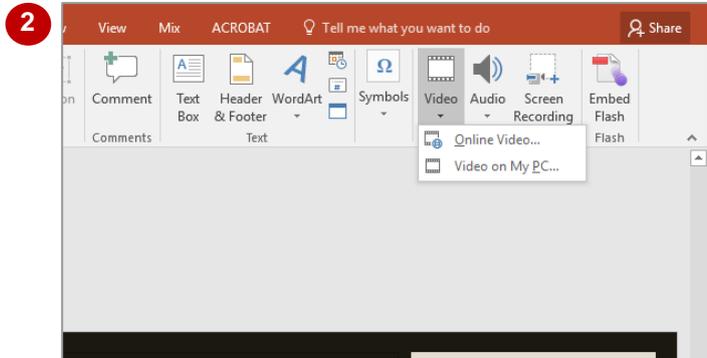
Open File

Before starting this exercise you MUST open the file Media And Action Buttons_1.pptx...

- 1 Navigate to and display slide **5** in the **Slide** window if required
Let's insert a short video clip...
- 2 Click on the **Insert** tab, then click on the bottom half of **Video** in the **Media** group to display a list of insert options
- 3 Select **Online Video** to open the **Insert Video** pane
- 4 Click on the search box next to **YouTube**, then type **renewable energy** and press **Enter** to display the results
- 5 Click on a thumbnail to select the video, then click on **[Insert]**

In this example we have selected BEHIND THE SCIENCE – Renewable Energy...

- 6 Ensure the **Video Tools: Format** tab is selected, then click on **Play** in the **Preview** group and click on the **Play** button in the video if necessary
The video should now start – an initial documented problem inserting and playing online videos should no longer occur if Microsoft updates are regularly installed



TIP: You can also insert a video that is already saved on to your computer. Simply click on the **INSERT** tab, click on **Video** in the **Media** group and select **Video on My PC**. The **Insert Video** dialog box will display and you can locate and select the required video.

For Your Reference...

To **insert** an **online video**:

1. Click on the **Insert** tab, then click on **Video** in the **Media** group
2. Select **Online Video**, type in your search term and press **Enter**
3. Select a video and click on **[Insert]**

Handy to Know...

- You can insert a **linked media file** rather than embedding media into your presentation. To do this click on the **Insert** tab, click on **Video** in the **Media** group, select **Video on My PC**, navigate to the required media file then click on the drop arrow for **[Insert]** and select **Link to File**.

INSERTING AN AUDIO CLIP

When you insert an audio file onto a slide, the clip will be embedded into the presentation by default and will appear as a speaker icon on the slide. Once inserted, you can then edit the audio

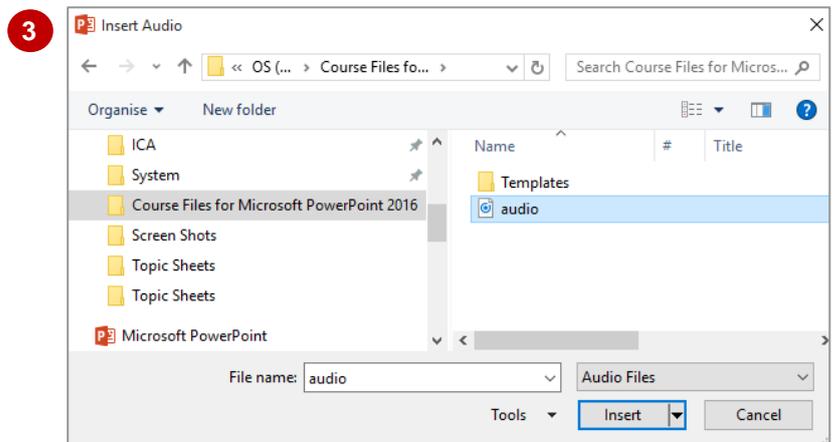
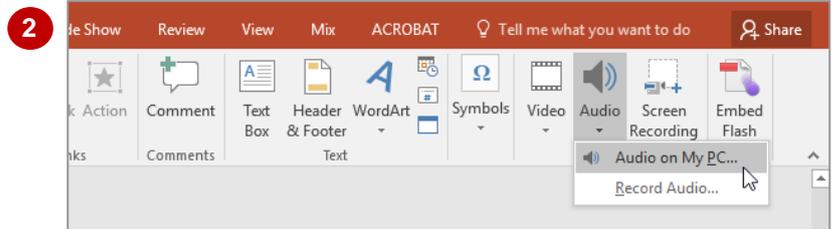
clip in much the same way as you would edit video clips. Audio clips can be inserted using the **Audio** command on the **Insert** tab, and then edited using the commands on the **Playback** tab.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Media And Action Buttons_2.pptx...*

- 1 Display slide 6 in the **Slide** window
- 2 Click on the **Insert** tab, then click on **Audio** in the **Media** group and select **Audio on My PC** to display the **Insert Audio** dialog box
- 3 Navigate to the **Course Files for Microsoft PowerPoint 2016** folder and locate the **Audio.mp4** file
The results for the search term birds will appear...
- 4 Ensure the file is selected, then click on **[Insert]**
- 5 With the audio icon selected (to display the audio toolbar below), click on **Play/Pause** to play the audio clip



For Your Reference...

To **insert** an **audio clip**:

1. Click on the **Insert** tab, then click on **Audio** in the **Media** group
2. Locate the clip and click on **[Insert]**
3. Click on the **Audio Tools: Playback** tab to work with the audio options

Handy to Know...

- If you attach a microphone, you can record your own audio and save it to your computer.
- You can insert audio saved to your computer by clicking on the **Insert** tab, then click on **Audio** in the **Media** group and select **Audio on My PC**. Select the required file(s) using the **Insert Audio** dialog box.

FORMATTING MEDIA CLIPS

Improving the appearance of the media clip thumbnails within your presentation can greatly improve the look of your slides. For instance you may wish to format a media clip so that it

matches the design of the rest of the slides, thereby maintaining a sense of cohesion throughout the presentation.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Media And Action Buttons_3.pptx...*

- 1 Display slide **5** in the **Slide** window then click on the video thumbnail to select it
- 2 Click on the **Video Tools: Format** tab and click on **Corrections** in the **Adjust** group
Let's adjust the contrast...
- 3 Click on **Brightness: 0% (Normal) Contrast:+20%** to apply this correction
Let's make the thumbnail stand out from the slide...
- 4 Click on the **More** arrow for the **Video Styles** group to display a gallery of options then click on **Canvas, Grey** under **Intense**
Now let's improve the appearance of the audio clip icon...
- 5 Display slide **6**, then click on the audio icon to select it and click on the **Audio Tools: Format** tab
- 6 Click on **Picture Effects** in the **Picture Styles** group to display a gallery of options, then point to **Glow**
- 7 Click on **Green, 8 pt glow, Accent colour 1** to apply this colour, then deselect the thumbnail to view the result



For Your Reference...

To **format media clips**:

1. Select the video or audio clip
2. Click on the **Video Tools: Format** or **Audio Tools: Format** tab
3. Make the desired changes

Handy to Know...

- You can use the **Format Video** pane to format a video clip thumbnail. Simply right-click on the thumbnail and select **Format Video**, or click on a dialog box launcher on the **Video Tools: Format** tab, or select certain options from the menus available.

EDITING AUDIO CLIPS

PowerPoint provides you with a range of handy options for editing audio clips via the **Audio Tools: Format** tab. You can do all sorts of things such as set the audio to play in the background

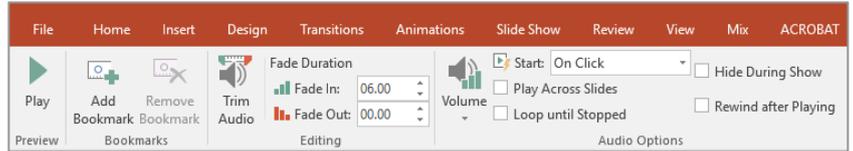
while your presentation is running, or trim the audio clip to make it shorter. You can even create a fade in or fade out for the clip so that it doesn't start and finish too abruptly.

Try This Yourself:

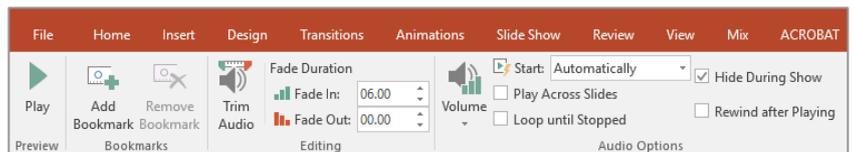
Same File

Continue using the previous file with this exercise, or open the file *Media And Action Buttons_4.pptx...*

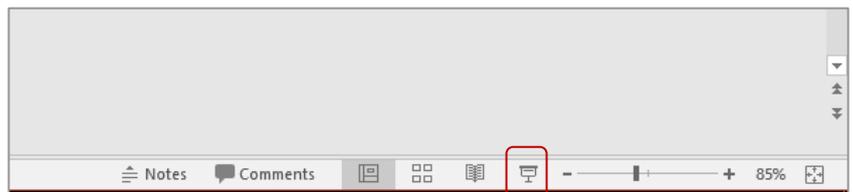
- 1 Display slide **6** in the **Slide** window then select the audio clip icon so that the audio toolbar appears
- 2 Click on the **Audio Tools: Playback** tab
Let's make this clip fade in...
- 3 Click on the up spinner arrow for **Fade In** in the **Editing** group until it reaches **6.00**
For a preview, click on Play in the Preview group...
- 4 Click on the drop arrow for **Start** in the **Audio Options** group and select **Automatically**
- 5 Click on the checkbox for **Hide During Show** so that it appears with a tick
- 6 Click on slide **1**, then click on the **Slide Show** icon in the status bar to begin the slide show
- 7 Navigate to slide **6**
The audio clip automatically plays when you reach this slide and the audio clip icon is not visible



3



5



6

For Your Reference...

To **edit audio clips**:

1. Select the audio clip
2. Click on the **Audio Tools: Playback** tab
3. Make changes as desired

Handy to Know...

- You can add a **Bookmark** to an audio or video clip to mark a position within the clip so you can quickly access it again. Simply navigate to where you want to add the bookmark, click on the **Audio Tools: Playback** tab and click on **Add Bookmark** in the **Bookmarks** group.

OPTIMISING AND COMPRESSING MEDIA

Embedding media into your presentation can increase overall file size. If you are preparing a presentation to distribute on the internet or to send via email, you can **optimise** and **compress**

the media. Optimising a presentation will ensure compatibility across computers, while compressing a presentation will reduce its file size (along with a possible reduction in media quality).

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Media And Action Buttons_5.pptx...*

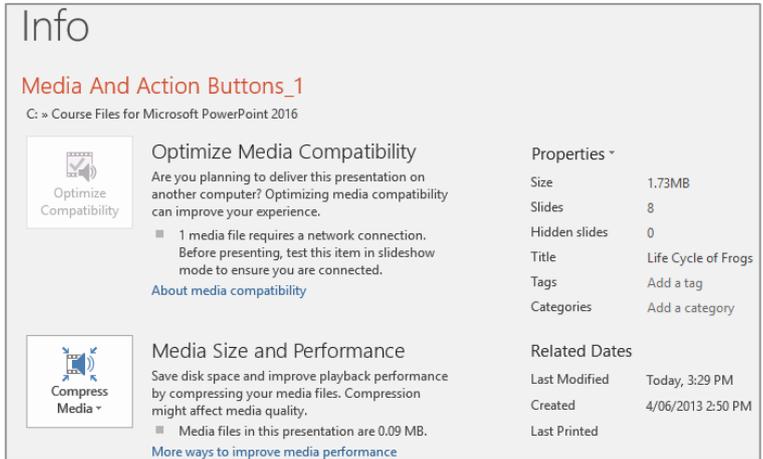
- 1 Click on slide **6** to display it in the **Slide** window
- 2 Click on the audio icon to select it
- 3 Click on the **File** tab to display the **Backstage** and ensure **Info** is selected in the left pane

Here you can optimise and compress media...

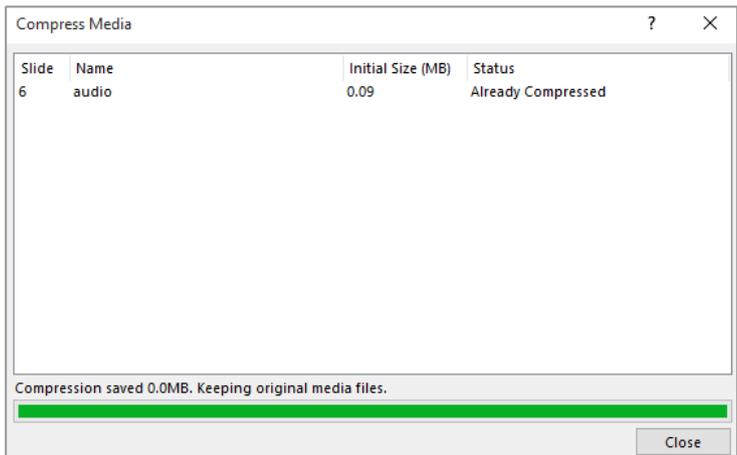
- 4 Click on **[Optimise Compatibility]** to begin the optimisation process if it has not been greyed out
The *Optimise Media Compatibility dialog box is displayed. Optimising enables the video to be viewed on any computer, even if the video format is not supported. Now we'll compress the remaining media objects...*

- 5 Click on **[Close]**, then click on **[Compress Media]** and select **Internet Quality**
This option will compress to a size suitable for viewing on the internet. In this example the file is already compressed...

- 6 Click on **[Close]** to close the **Compress Media** dialog box, then click on the **Back** arrow to return to the presentation



3



4

For Your Reference...

To **optimise** and **compress media**:

1. Click on the **File** tab, then click on **Info**
2. Click on **[Optimise Compatibility]**, then click on **[Close]** when finished
3. Click on **[Compress Media]**, then click on **[Close]** when finished

Handy to Know...

- The **Compress Media** option contains two other compression options: **Presentation Quality** and **Low Quality**. Select **Presentation Quality** when you want to preserve current video and media quality and select **Low Quality** when you want to send the presentation via email, for example.

UNDERSTANDING ACTION BUTTONS

Action buttons are objects that you assign actions to, so when the presenter or user clicks on that button, a specific action will be performed. Actions might include **Next** to move to the next

slide, or **Home** to return to the first slide. Action buttons are commonly used to help users navigate a presentation, particularly for self-running presentations and kiosk displays.

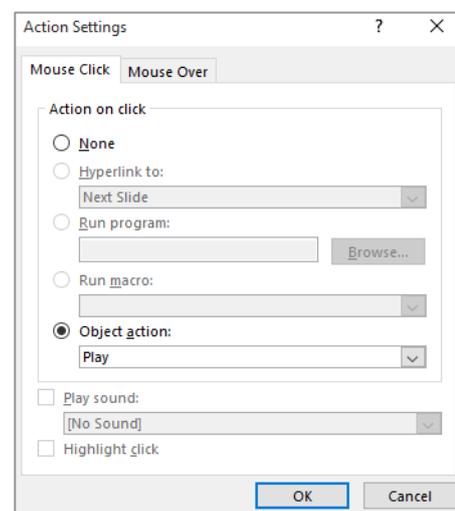
Action Buttons

There are 12 action buttons available in the **Shapes** gallery. Below is a brief description of each type of action button and the default action they will perform when clicked on.

-  The **Back or Previous** button will navigate to the previous slide.
-  The **Next or Forward** button will navigate to the next slide.
-  The **Beginning** button will navigate to the first slide.
-  The **End** button will navigate to the last slide.
-  The **Home** button will navigate to the first slide. This button has the same action as the **Beginning** button.
-  The **Information** button has no preset action. You can use this international information symbol to link to a slide, an external file or a web page that includes further information about the slide or topic.
-  The **Return** button will navigate to the last viewed slide.
-  The **Movie** button has no preset action, but you can use it to open a link to a video clip that you have specified in the **Action Settings** dialog box (see picture below).
-  The **Document** button has no present action, but you can use it to open a link to a document or program that you have specified in the **Action Settings** dialog box.
-  The **Sound** button will play an audio clip that you have specified in the **Action Settings** dialog box.
-  The **Help** button has no preset action, but you can use it to link to a slide, external file or a web page that includes further information about the slide or topic.
-  The **Custom** button can be used to create any type of action.

Action Settings Dialog Box

When you insert an action button onto a slide, the **Action Settings** dialog box will open with a range of preselected options for that particular action. In the picture to the right, the **Action Settings** dialog box selects the default option when creating the **Home** action button. When clicked on, the presentation will navigate to the first slide.



INSERTING ACTION BUTTONS

While delivering your presentation, or to enable users to navigate your presentation, you can insert **action buttons** onto slides. These buttons, available in the **Shapes** gallery, are simply

objects with default actions applied. Action buttons are particularly useful when users have to self-navigate a presentation. Here you will insert several action buttons onto the slides.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Media And Action Buttons_6.pptx...*

- 1 Navigate to and display slide 1 in the **Slide** window

Let's insert a Forward button on this slide...

- 2 Click on the **Insert** tab, then click on **Shapes** in the **Illustrations** group to display the **Shapes** gallery

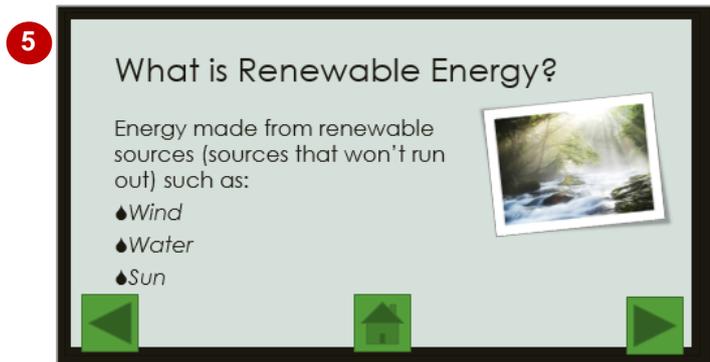
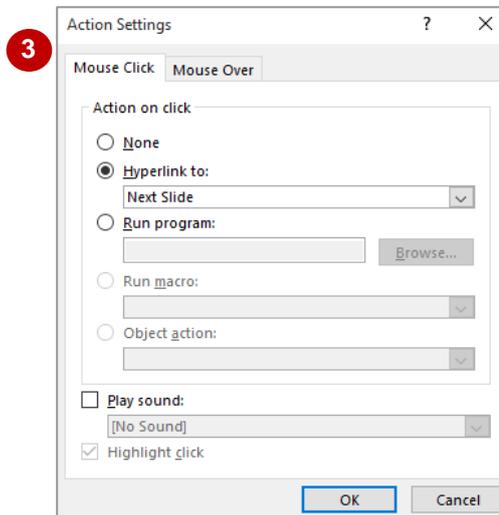
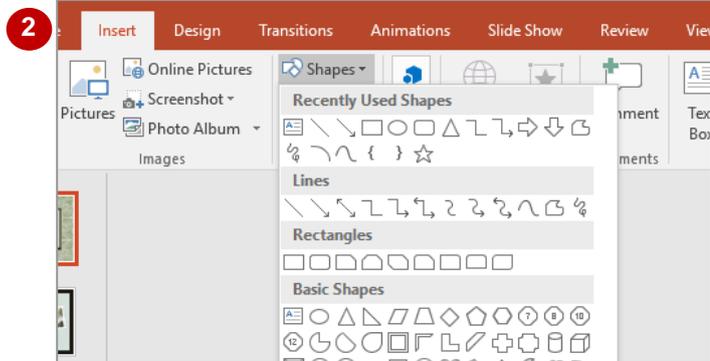
The action buttons appear at the bottom of the gallery...

- 3 Click on **Action Button: Forward or Next** to select it, then click in the bottom right corner of the slide to insert a button at default size and display the **Action Settings** dialog box

- 4 Click on **[OK]** to assign the default action, then drag the button into position if necessary

- 5 Click on slide 2 to display it in the **Slide** window, then repeat steps 2 to 4 to insert **Forward or Next, Back or Previous** and **Home** buttons as shown, using the default actions

- 6 Click on the **Slide Show** icon in the status bar to run the slide show and test the action buttons



For Your Reference...

To **insert** an **action button**:

1. Click on the **Insert** tab, then click on **Shapes** in the **Illustrations** group
2. Select the required button under **Action Buttons** then draw a button
3. Set the **Action**, then click on **[OK]**

Handy to Know...

- If you want more precise control while drawing action buttons, hold down **[Alt]** while you draw.
- If you copy and paste selected action buttons to other slides in the presentation, they will appear on the other slides in the same location as the source button.

NOTES:



CHAPTER 8

ANIMATIONS AND TRANSITIONS

InFocus

You can animate text, pictures, shapes, tables, SmartArt graphics and other objects to add pizzazz to your presentation. Adding animation simply means to add a special visual or sound effect to an object including entrance and exit effects, changes in size and colour, and even movement. For example, you may choose to reveal bulleted points on a slide one line at a time to control your presentation, or you could have an image of a ball bounce across the screen just to add some interest and movement.

Another type of animation involves slide transition effects. By applying a transition to the slides, you control the way one slide moves to the next during the slide show.

In this session you will:

- ✓ gain an understanding of animation
- ✓ learn how to apply animation to text
- ✓ learn how to apply animation to objects
- ✓ learn how to apply multiple animation effects to an object
- ✓ learn how to apply motion paths to objects
- ✓ gain an understanding of the animation pane
- ✓ learn how to set timing details for an effect
- ✓ learn how to animate **SmartArt** graphics
- ✓ learn how to use slide transitions.

UNDERSTANDING ANIMATIONS AND TRANSITIONS

You can add a range of different effects to your presentation depending on what you are trying to achieve. **Animation** effects are used to animate text or objects within your presentations.

Transition effects are used to transition from one slide to the next. Generally, a presentation will have more impact on the audience if you carefully select a few effects rather than using too many.

Animations

On the **Animations** tab, in the **Animations** gallery there are a range of effect options you can choose from to apply to the objects or text within your presentation.

Each effect has an icon that indicates the way the effect works. The effects are grouped into the following four groups:

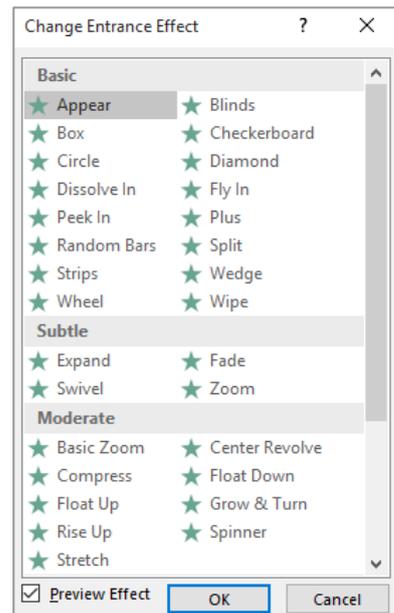
Entrance Entrance effects control the way objects appear on your slide. For example, you may have individual lines of text **fly in** from the side of the slide, or have the slide titles gradually **fading in** as the slides display.

Emphasis Emphasis effects control how the audience's eye is drawn to the animated object. For example, you may make an image **pulse** or **spin** or have a line of text move in a **wave** shape.

Exit Exit effects determine how the animated objects will leave the slide. For example, an image may **bounce** or **shrink and turn** off a slide.

Motion Paths Motion paths control the movement of your text or objects around the slide. For example, you could make objects move up and down, move in a specific shape or even create your own custom path for an object to follow.

If you can't find the required animation effect in the **Animations** gallery, you can display the entire collection of each type of effect (such as entrance or exit) by selecting an option at the bottom of the gallery (such as **More Entrance Effects**) to open the **Change Effects** dialog box (see the example to the right). Here, the animation effects are grouped according to the impact of the effect – Basic, Subtle and Moderate – and for motion paths **Basic**, **Lines & Curves** and **Special**.



Transitions

The **Transitions** tab contains a gallery which displays a range of transition effects you can choose from. You can apply these effects to all or some of the slides within your presentation. The effects are grouped into three categories – **Subtle**, **Exciting**, and **Dynamic Content**. The best way to decide on the effect you want to use is to select it and preview it. To remove an effect from a slide simply select the slide and select **None** in the effects gallery.

In the **Timing** group you can select certain timing options such as when the transition will begin, how long it will last and whether you want the effect to begin automatically or manually.

ANIMATING TEXT

Not only can animation help to make your presentation more dynamic, but you can use it to effectively control the flow of information. For example, you can animate each point of text to

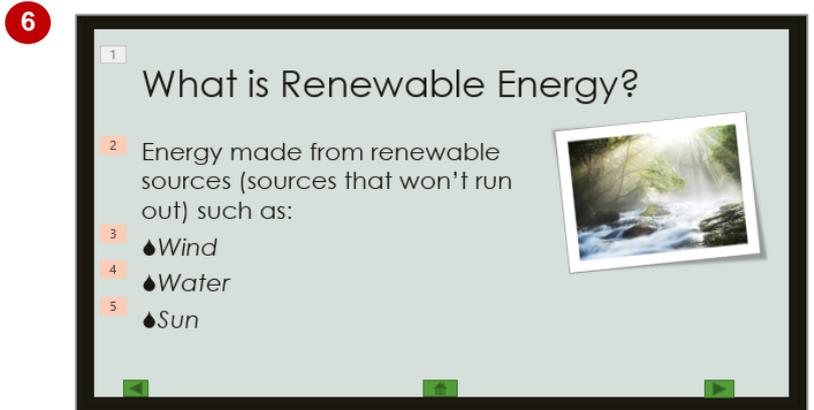
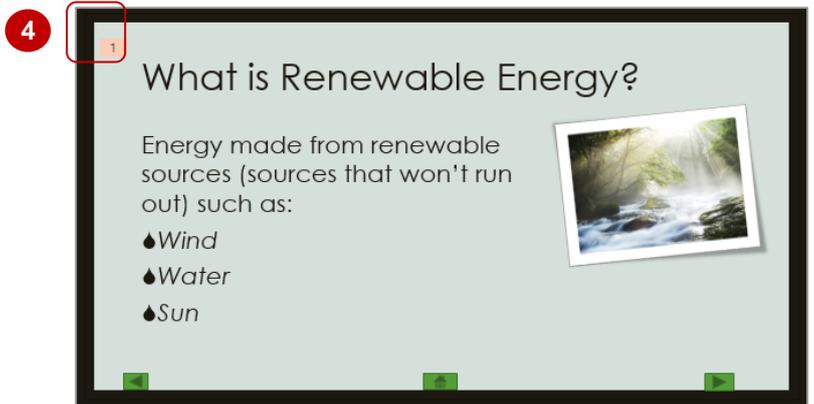
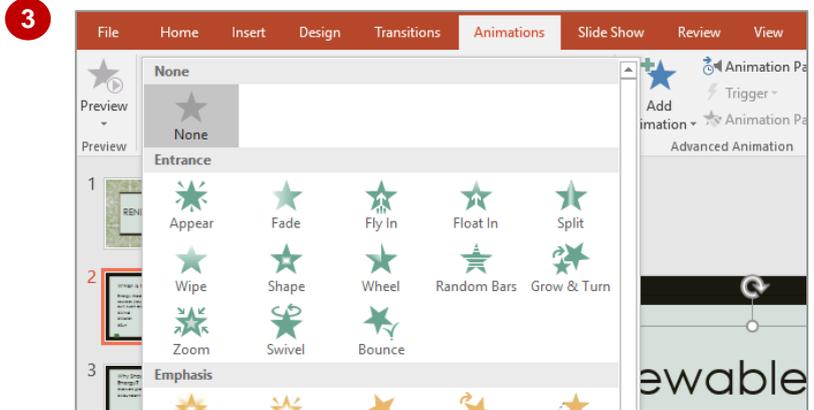
appear when you are ready to talk about it. This will ensure your audience listens to you rather than reading the remaining information on the slide.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *Animation_1.pptx...*

- 1 Navigate to and display slide 2 in the **Slide** window
- 2 Click on **What is Renewable Energy**, then click on the border of the text placeholder to select it
- 3 Click on the **Animations** tab, then click on the **More** arrow for **Animation** to display the **Animation** gallery
- 4 Click on **Wipe** under **Entrance** to apply the effect
The text will be labelled with a non-printing numbered tag. You can also animate text paragraphs...
- 5 Select the text box beneath **What is Renewable Energy**, then repeat step 3
- 6 Click on **Appear** under **Entrance** to apply this effect
Notice the text and each bullet has a different number as the effect is applied individually rather than to all of them as a whole



For Your Reference...

To **apply animation** to **text**:

1. Select the text or text placeholder, then click on the **Animations** tab
2. Click on the **More** arrow for **Animation**
3. Click on an effect
4. Click on **Preview** to preview the slide

Handy to Know...

- Animation tags only appear on a slide in **Normal** view when the **Animations** tab is selected or when the **Animation** task pane is opened.
- Under normal circumstances, you should not animate points on the same slide with different effects.

ANIMATING OBJECTS

As well as animating text, you can apply animation to objects either to emphasise a concept or just to grab the audience's attention. Just be aware, however, not to overdo the

animation in a presentation. Too much animation can be distracting – you want your audience to go away remembering the content of the presentation, not the excessive animations.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Animation_2.pptx*...

- 1 Click on slide **3** to display it in the **Slide** window
- 2 Click on the picture to select it
- 3 Click on the **Animations** tab, then click on the **More** arrow for **Animation** to display the **Animation** gallery, then click on **Fly In** under **Entrance** to apply the effect

This effect would look better if the frog flew in from the left rather than from the bottom...

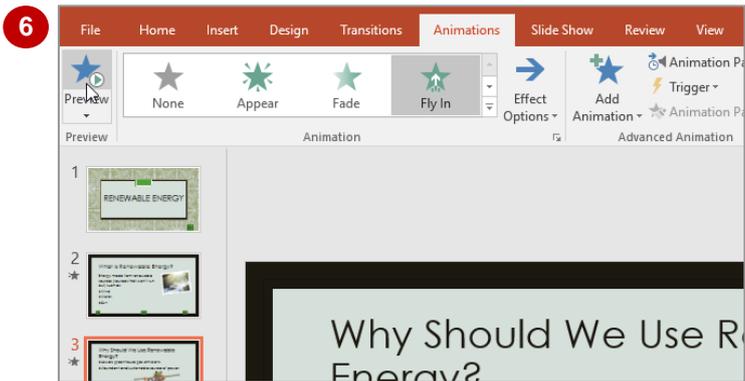
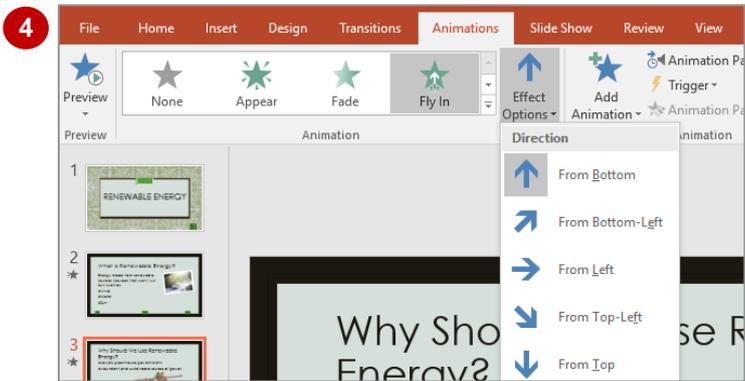
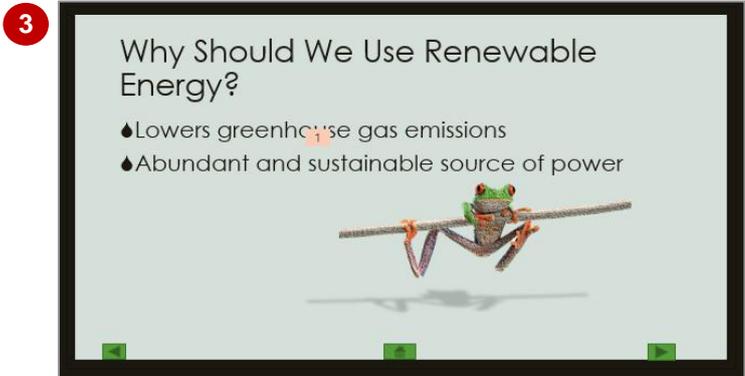
- 4 Click on **Effect Options** in the **Animation** group

The options listed in this gallery will depend on the effect that is applied...

- 5 Select **From Left**

- 6 Click on **Preview** in the **Preview** group to see the effect again

*The arrow will now appear from the left side of the slide. Notice also that the icon shown in the **Effect Options** tool on the ribbon reflects the change of direction*



For Your Reference...

To **apply animation** to an **object**:

1. Select the object, then click on the **Animations** tab
2. Click on the **More** arrow for **Animation**
3. Click on the desired effect
4. Click on **Preview** to preview the effect

Handy to Know...

- You cannot set effect options for all animation effects. When this is the case, **Effect Options** will be greyed out in the ribbon.

APPLYING MULTIPLE EFFECTS

You can apply more than one effect to the same object, but if you select the second effect from the **Animation** gallery, it will simply replace the first effect applied to the object. Instead, you

must select additional effects from the **Add Animation** gallery. When multiple effects are applied to an object, **Multiple** will be selected in the **Animation** gallery rather than the effect names.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Animation_3.pptx*...

- 1 Click on slide **2** to display it in the **Slide** window
- 2 Click on the image to select it
- 3 Click on the **Animations** tab, click on the **More** arrow for **Animation** to display the **Animation** gallery, then click on **Bounce** under **Entrance** to apply the effect

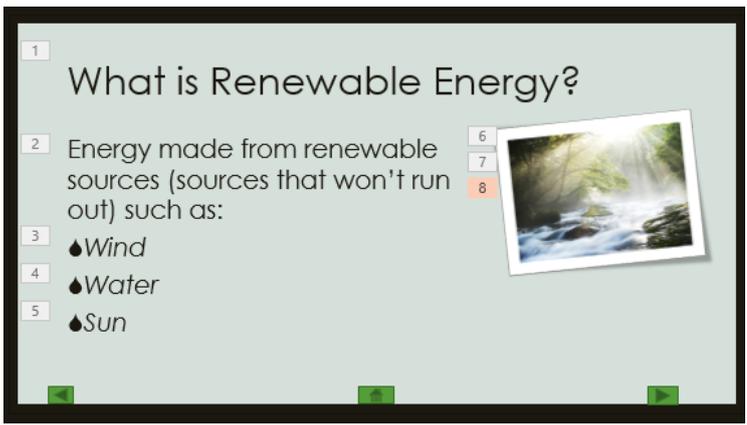
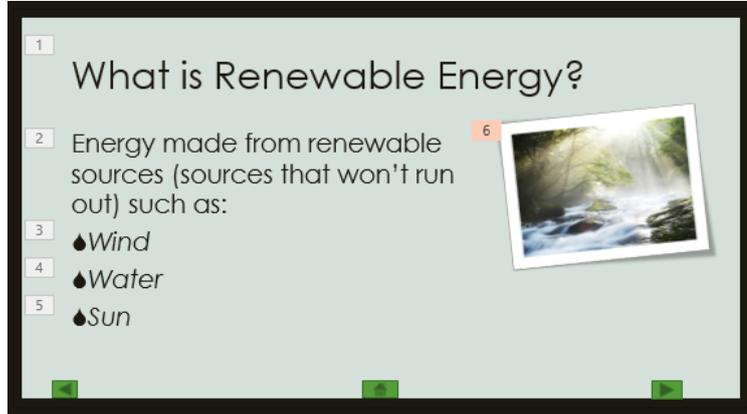
Let's add another effect...

- 4 Click on **Add Animation** in the **Advanced Animation** group to display the **Add Animation** gallery
- 5 Click on **Spin** under **Emphasis** to apply an emphasis effect

Let's add an exit effect...

- 6 Repeat steps **4** and **5** to apply the **Shrink & Turn** effect under **Exit**
- 7 Click on **Preview** in the **Preview** group to see the effects again

Currently, these effects need to be triggered individually. But we'll fix this in another exercise



For Your Reference...

To **apply multiple animation effects** to an **object**:

1. Select the object
2. Click on the **More** arrow for **Animation** and click on the desired effect
3. Click on **Add Animation** and click on the desired effect
4. Click on **Preview** to preview the slide

Handy to Know...

- Use animations and sound effects sparingly. While well-placed animations can help to effectively communicate your message, too much animation can be off-putting.
- To force multiple animation effects to work simultaneously as one effect, you must set timing options in the **Animation** pane.

APPLYING MOTION PATHS

While effects like Fly In and Fly Out can control the movement of an object to a certain degree, motion paths give you total control. The centre of an object will follow the motion path. There are

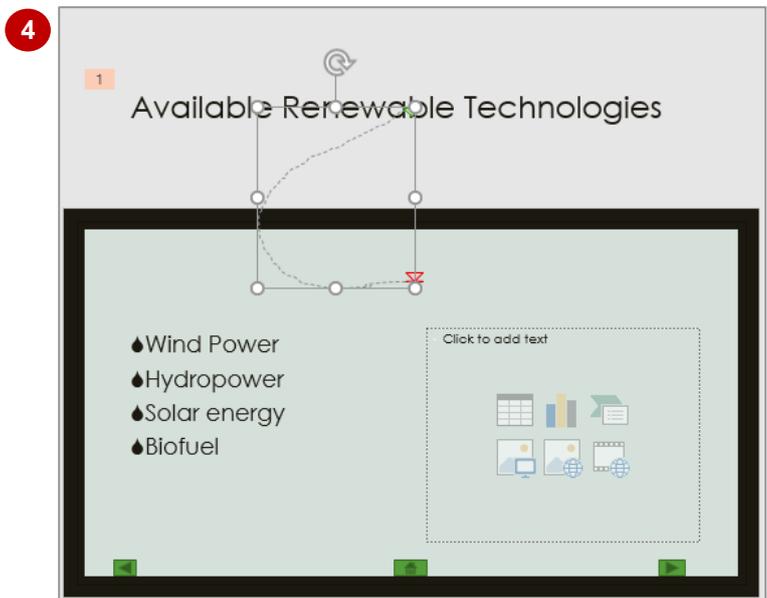
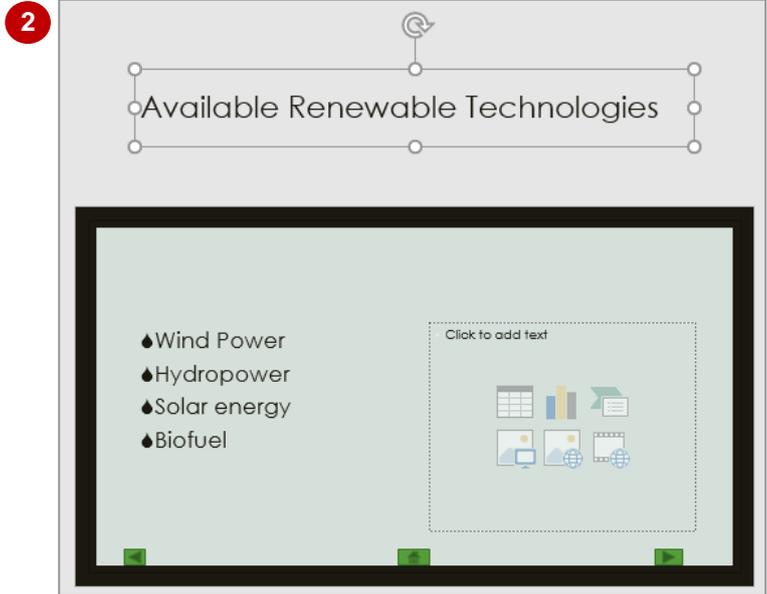
many pre-set motion paths and shapes from which you can select, plus an option for drawing a custom path. A motion path has a beginning and an end point which are shown as a green and red arrow.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Animation_4.pptx...*

- 1 Display slide **4** in the **Slide** window, then click on the text **Available Renewable Technologies**
Let's apply a motion path to this text so that it will come onto the slide and move into position...
- 2 Drag the text box off the slide, as shown (you may have to zoom out to do this)
We want the text to start from off the slide...
- 3 Click on the **Animations** tab, click on the **More** arrow for **Animation** to display the **Animation** gallery, then click on **Custom Path** under **Motion Paths**
- 4 Click and hold the left mouse button on the centre of the selected text, then drag to draw a C-shaped path similar to that shown, double-clicking at the end point to complete the motion path
- 5 Click on **Preview** in the **Preview** group to test the effect
The centre point of the text placeholder will follow the motion path



For Your Reference...

To **draw a motion path**:

1. Click on the text or object to be animated
2. Click on the **More** arrow for **Animation**
3. Click on **Custom Path** under **Motion Paths**
4. Draw the path from the centre of the object and double-click at the end of the path

Handy to Know...

- If you are not happy with a motion path after previewing it, it is probably best to press **Ctrl + Z** to undo the path and then start again. Although you can drag a handle of a selected motion path, it is not easy to edit the path by doing this.

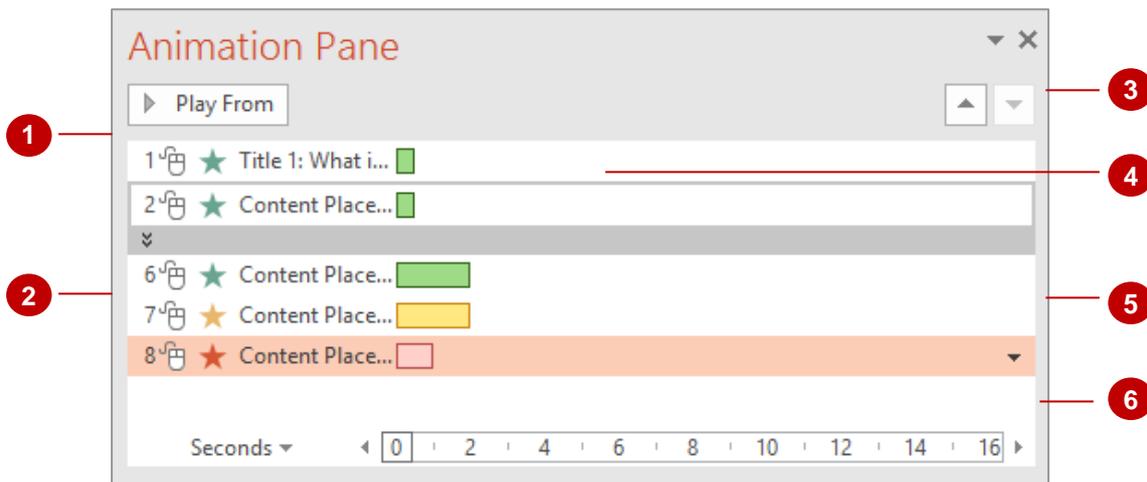
THE ANIMATION PANE

When you add animations to objects on a slide, PowerPoint automatically numbers each animation with a numbered tag. These tags don't tell you a lot about the animations except their

order. By displaying the **Animation pane**, you can see at a glance a list of all animations on the slide along with information about the effects such as the type of effect, duration of the effect, and more.

The Animation Pane

You can display the animation pane by selecting a slide that has animation applied, clicking on the **Animations** tab and clicking on **Animation Pane** in the **Advanced Animation** group. The **Animation** pane displays by default at the right side of your screen, however you can move it to the top of your screen or display it as a floating pane. To do so, simply point to the **Animation** pane, then click and drag it to wherever you desire. When you open it again, it will display by default at the last place you positioned it.



- 1 Animation effects are listed in the **Animation** pane in the order that you added them to the slide and this is the order in which they will play. By default, the animation effects are numbered – these numbers match the numbered tags shown on the slide.
- 2 The start timing icons indicate how an animation effect will be initiated.
 - Start On Click**  The animation effect will start when you click the mouse. This is the default value.
 - Start With Previous** (no icon) The animation effect will start when the previous effect starts. This lets you combine multiple effects to work simultaneously as one effect.
 - Start After Previous**  The animation effect will start immediately after the previous animation has finished.
- 3 The animation effects will play in the order in which they are listed in the **Animation** pane. If you want them to play in a different order, simply click on the effect that you wish to move and click on either the up arrow to move it up or the down arrow to move it down.
- 4 The coloured blocks indicate the duration of the effect. If a gap exists between the end of one effect and the start of the next effect, this is because a **Delay** has been set in **Timing**.
You can hide the coloured blocks by clicking on an effect and then clicking on the drop arrow and selecting **Hide Advanced Timeline**.
- 5 Click on an effect to display the drop arrow then click on the drop arrow to display the menu.
- 6 **Seconds** is a measure for the length of time (in seconds) that the animation effect lasts for.

SETTING THE TIMING

When you apply animations to objects, they are created to start with a mouse click by default. This is ideal if you want to control when text on a slide appears in a presentation. But if you want a

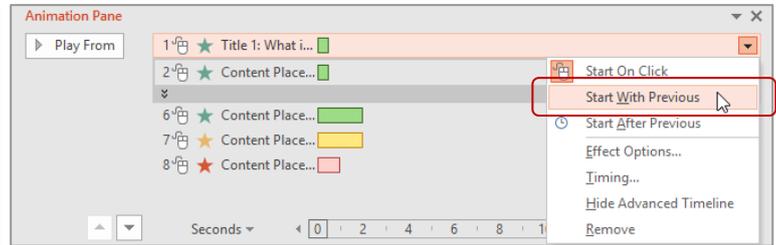
heading to appear automatically when a slide displays or you want to combine several effects to play simultaneously, you will need to change the timing for the effect.

Try This Yourself:

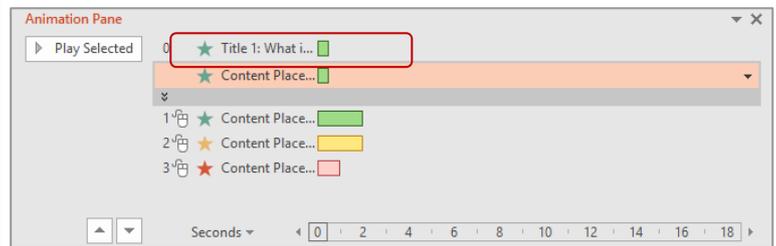
Same File

Continue using the previous file with this exercise, or open the file *Animation_5.pptx...*

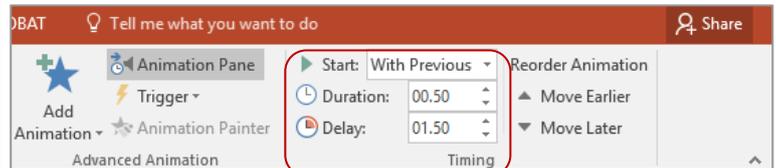
- 1 Display slide **2** in the **Slide** window, then click on the **Animations** tab and click on **Animation Pane** in the **Advanced Animation** group to open the **Animation Pane**
- 2 Point to the **Animation Pane** title bar, then click and drag to the top of the screen to dock the pane below the ribbon
- 3 Click on effect **1** in the **Animation** pane to select it, then click on the drop arrow and select **Start With Previous**
The effect will be renumbered to 0...
- 4 Click on effect **1**, then repeat step **3** to select **Start With Previous**
- 5 On the **Animations** tab, in the **Timing** group, click on the spinner arrows to set **Duration** to **00.50** and click on the spinner arrows to set **Delay** to **01.50**
The timeline will shift...
- 6 Click on effect **1** then repeat step **3** to select **Start After Previous**
- 7 Click on the first effect and click on **[Play From]** to see a preview



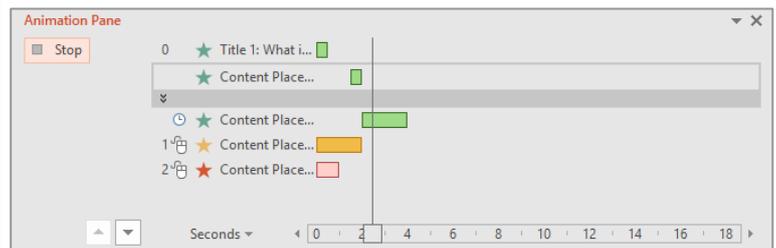
3



4



5



7

For Your Reference...

To **set** the **timing** for an **effect**:

1. Select the effect
2. Set **Start**, **Duration** and **Delay** in the **Timing** group on the **Animations** tab

To **display** the **Animation** pane:

1. Click on **Animation Pane** in the **Advanced Animation** group

Handy to Know...

- **Duration** is the time it takes for one cycle of an effect. For example, reducing the **Spin** duration will make an object spin quicker.
- You can set the **Start**, **Duration** and **Delay** of an effect by clicking on it in the **Animation** pane, then clicking on the drop arrow and selecting **Timing**.

ANIMATING SMARTART GRAPHICS

Animating SmartArt is a bit different to animating other shapes and objects. For one, any connecting lines in a SmartArt can't be animated individually, and secondly, you can't change the

order in which the individual shapes in a SmartArt appear – you can only reverse the order. You can, however, select whether the animation applies to the SmartArt as a whole, level by level and so on.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Animation_6.pptx...*

1 Display slide **8** in the **Slide** window, then click on the SmartArt to select it

2 Click on the **Animations** tab, then click on the **More** arrow for **Animation** and click on **Fade** under **Entrance**

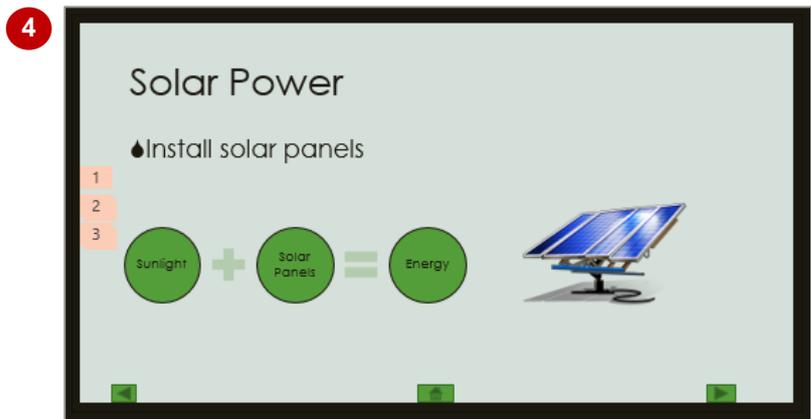
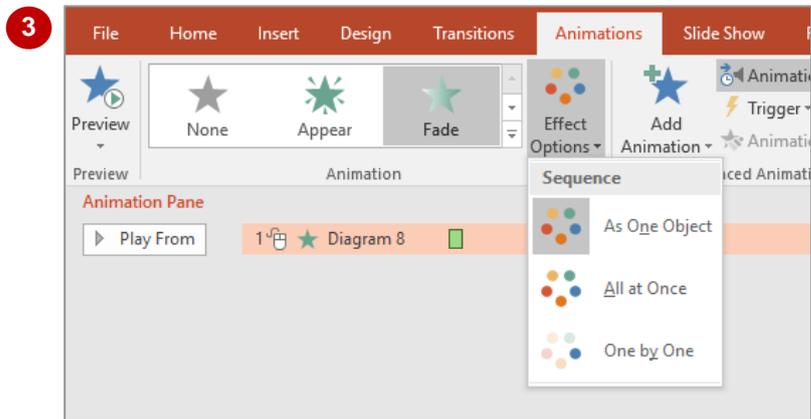
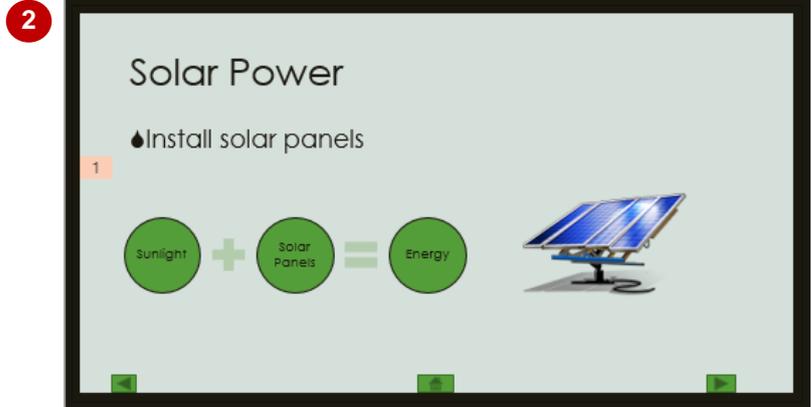
The full graphic will be animated, indicated by the single animation tag, so let's change that...

3 Click on **Effect Options** in the **Animation** group to open the **Effect Options** gallery

Currently, the animation is applied to the entire SmartArt...

4 Select **One by One**

Each circle will now fade in, one after the other, as indicated by the three animation tags



For Your Reference...

To **animate** a **SmartArt graphic**:

1. Select the **SmartArt**
2. Click on the **More** arrow for **Animation**
3. If desired, click on **Effect Options** and select an option
4. If desired, set the **Timing** options

Handy to Know...

- Not all of the animations are available for SmartArt.

USING SLIDE TRANSITIONS

Slide transition effects are an ideal way of giving your presentation a more polished and professional feel. You can set up the transition effects so that during your presentation they take

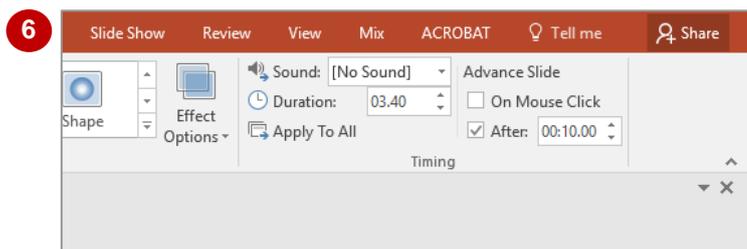
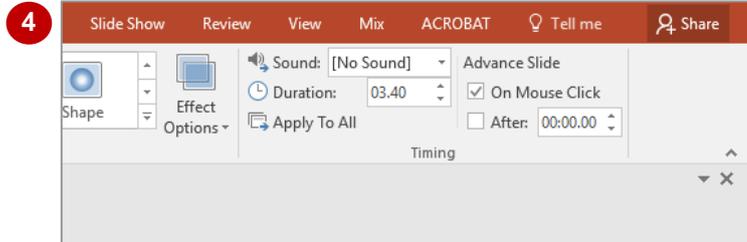
place automatically or you can choose to activate them by clicking the mouse.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Animation_7.pptx...*

- 1 Display slide **1** in the **Slide** window, then click on the **Transitions** tab
- 2 Click on the **More** arrow for the **Transition** gallery in the **Transition to This Slide** group to display a gallery of options
- 3 Under **Subtle**, select **Reveal** to apply this effect
- 4 In the **Timing** group, click on **Apply To All** to apply the effect to all slides
- 5 In the **Timing** group click on the checkbox for **On Mouse Click** so that it appears *without* a tick, then click on the checkbox for **After** until it appears *with* a tick
- 6 Click on the spinner arrow for **After** until it reads **00:10:00**, then click on **Apply To All**
You can check if the effect is applied to all by selecting a slide and checking the settings in the Timing group...
- 7 Click on the **Slide Show** icon in the task bar to view the slide show and see the result



For Your Reference...

To **use slide transition effects**:

1. Select the slide
2. Click on the **Transitions** tab, display the **Transitions** gallery and select an option
3. Apply the desired settings in the **Timing** group

Handy to Know...

- You can change certain elements of an effect by clicking on **Effect Options** in the **Transition to This Slide** group to display a menu of options. You can then select an option to modify the effect.

CHAPTER 9 **SETTING UP THE SHOW**

InFocus

Before delivering a presentation, you need to make sure that you set up the show for the required presentation mode, such as a speaker-led or a self-running presentation. This includes rehearsing and applying slide timings as required or recording narration for a presentation.

In this session you will:

- ✓ gain an understanding of self-running presentations
- ✓ gain an understanding of recording a slide show
- ✓ learn how to set up a self-running presentation
- ✓ learn how to rehearse timings
- ✓ learn how to set up a speaker-led show
- ✓ learn how to create a custom show
- ✓ gain an understanding of **Presenter** view
- ✓ learn how to use **Presenter** view.

ABOUT SELF-RUNNING PRESENTATIONS

Self-running presentations are commonly used at conventions and trade shows, or even the waiting room at your local doctor's office. Self-running presentations are designed to run without a

speaker present so the presentation should therefore provide enough time for the user to read the information, as well as to provide clear navigation cues for the audience if required.

Setting Up A Self-Running Presentation

For most self-running presentations, you will set up the slides to advance automatically after a specified period of time. This is done by assigning **automatic** timings to each slide.

You can use the **Rehearse Timings** feature to apply the same timing to all slides. Alternatively you can assign variable timings to each slide, which is particularly useful where some slides contain less content than other slides (such as title slides). It's a good idea to actually read through each slide when rehearsing timings to determine how much time it will take your audience to read and absorb the information.

Adding Narration To A Self-Running Presentation

You can also add **narration** to a self-running presentation. As everyone absorbs information in different ways (such as auditory or visual learners) this can help to deliver your message more effectively. To add narration, you can **record the slide show**. PowerPoint will record the amount of time that you spend viewing each slide, and at the same time you can record narration for the slides as required. PowerPoint will store the timing for each slide, and will also store the recording on each slide (displayed as a speaker icon on slides). Timings applied to each slide can be viewed in **Slide Sorter** view.

Note that you will need specific hardware to record the narration, such as a sound card in your computer, a microphone and speakers. Hardware requirements are discussed in more detail on the following page.

An alternative to recording the slide show is to record specific sounds or comments on relevant slides. This is achieved by selecting **Audio** and then **Record Audio** on the **Insert** tab. Again, you will require the necessary hardware as noted above.

Enabling User Navigation

If you want your audience to be able to navigate through a presentation at their own pace, you can disable any automatic timings and instead provide navigation cues for the audience, such as **action buttons** or **hyperlinks**.

For example, you can insert an action button in the shape of an arrow with the word 'Next' as a cue to the audience that they can click on this button to advance to the next slide. Action buttons give the look and feel of a web page with easily recognisable navigation icons such as *Home*, *Help*, *Next Page*, *Last Page*, and so on.

Alternatively, you can create **hyperlinks** for custom shows (which display specific slides within your presentation), other presentations, Microsoft Word or Excel files, specific addresses on the internet, or to email addresses. You can create hyperlinks from any object – including text, shapes, tables and pictures.

RECORDING A SLIDE SHOW

If you are setting up a self-running presentation for viewing by a particular audience or the general public, you might decide it's a good idea to add narration to the presentation. In this way,

the presentation will be seen as well as heard. Here we give you an overview of how to record narration and timings for a self-running presentation.

Hardware Required

To enable you to record and play back the narration, you will require the following hardware:

- A **sound card** installed on your computer. This enables you to hear sound. Most computers will already have this device installed.
- **Computer speakers.** Most computers today have built-in speakers which should be enabled by default. You may need to check that the volume is working. You can do this by clicking on the *Speakers* icon (or similar) on the taskbar and check that the sound is not turned off (or muted), and then adjust the volume to the desired level.
- A **microphone** to record your narration. For most computers, you can simply plug the microphone into the available microphone plug (a round plug with a microphone icon just above it or labelled 'mic-in') at the rear of your computer (for desktop computers) or along the side or rear of your laptop computer.

You can then begin recording your narration in PowerPoint.

Recording The Slide Show

The following is a guide to recording narrations for a slide show.

1. When you are ready to record the narration for each slide, click on the **Slide Show** tab, then click on the bottom half of **Record Slide Show**. You then select **Start Recording from Beginning** or **Start Recording from Current Slide**. If you select the latter option, ensure that the required slide is displayed in the **Slides** window or selected in **Slide Sorter** view.
You do not necessarily have to record in sequence. Also, you can pause during recording and resume at any time.
2. The **Record Slide Show** dialog box will then appear asking you if you want to record narrations (**Narrations and laser pointer**) and timings (**Slide and animation timings**). To record both narrations and slide timings, leave both of these options selected and then click on **[Start Recording]**.
3. The first (or selected) slide will appear, along with the **Recording** toolbar. The **Recording** toolbar will record the timings for each slide. You can advance to the next slide when you finish recording narration for the current slide, or **Pause** recording and timing. You can also re-record by clicking on **Repeat**.
4. To end the recording at any time, press **[Esc]**.

Previewing The Narration

Timings are saved and these will be displayed in **Slide Sorter** view. Any recorded narration will appear as a sound icon on the slide. To listen to a recorded narration, navigate to the slide, click on the sound icon, click on the **Playback** tab, then click on **Play** in the **Preview** group. If you are not satisfied with the recording, simply press **[Del]** to delete it. To re-record narration for that slide, click on the **Slide Show** tab, then click on **Record Slide Show** and select **Start Recording from Current Slide**.

Setting Up The Show

By default, timings and narrations will be applied when you set up the presentation as a self-running presentation. To set up the presentation as a self-running presentation, click on the **Slide Show** tab, then click on **Set Up Slide Show** to open the **Set Up Show** dialog box. Click on **Browsed at a kiosk** option under **Show Type**. You can hide the sound icons on each slide by selecting the sound icon, clicking on the **Playback** tab and then clicking on **Hide During Show** in the **Audio Options** group so that it appears with a tick.

SETTING UP A SELF-RUNNING PRESENTATION

When finalising a self-running presentation, such as at a kiosk or trade show, the audience must have time to read and digest the content on a slide before the slide progresses to the next one.

Where you have included action buttons, for example, users can simply click on the button to progress to the next slide. Alternatively, you can apply timings for slide advancement.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *Setting Up The Show_1.pptx...*

- 1 Display slide **1** in the **Slide** window, then click on the **Transitions** tab and click on **After** in the **Timing** group until it appears with a tick

We'll set slide advancement for 15 seconds...

- 2 Click on the up spinner arrow for **After** until it reads **00:15.00**

- 3 Click on **Apply To All** in the **Timing** group to apply this timing to all slides

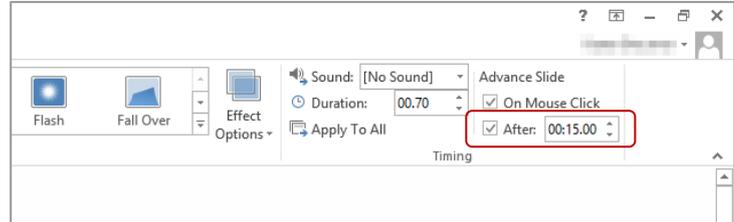
Now we'll set up the show as a self-running presentation...

- 4 Click on the **Slide Show** tab, then click on **Set Up Slide Show** in the **Set Up** group to open the **Set Up Show** dialog box

- 5 Ensure that **Using timings, if present** is selected in **Advance slides**, then click on **Browsed at a kiosk (full screen)** in **Show type** to select it, then click on [OK]

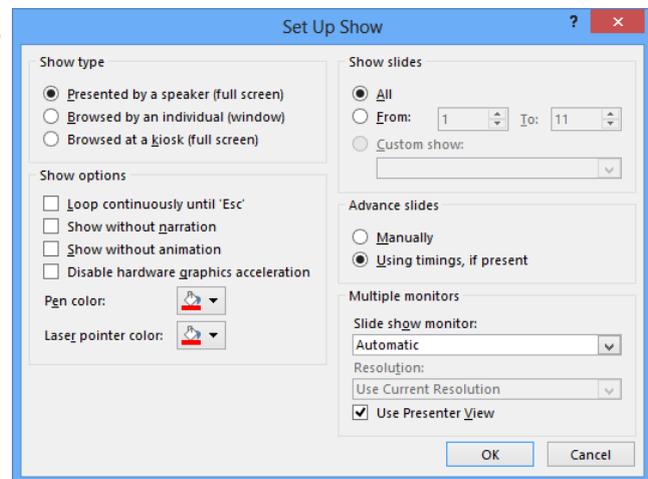
Self-running presentations will loop continuously by default...

- 6 Click on **Slide Show** in the status bar to preview the slide show, then press [Esc] when finished

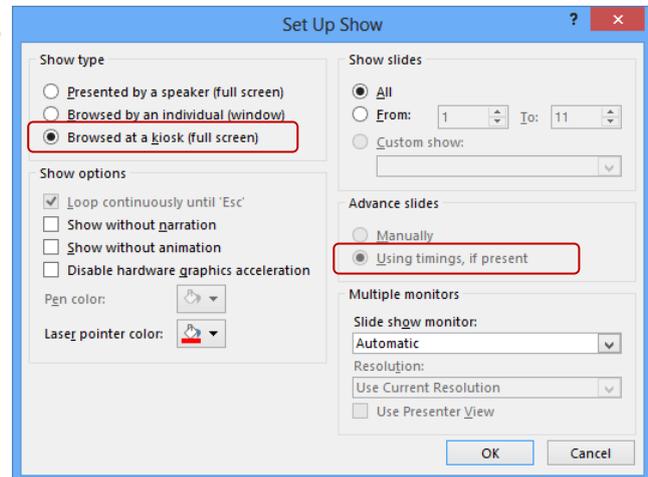


2

4



5



For Your Reference...

To **set up** a **self-running presentation**:

1. Click on the **Transitions** tab, click on **After**, set a timing in **After**, then click on **Apply to All** to apply to all slides
2. Click on the **Slide Show** tab, click on **Set Up Slide Show**, select **Browsed at a kiosk (full screen)** and click on [OK]

Handy to Know...

- You can set different timings for each slide. This is useful when you want shorter slide progressions for title slides, for example. To do this, click on **Slide Sorter View** in the status bar, click on a slide to select it, click on the **Transitions** tab and apply the required timing in **After** in the **Timing** group.

REHEARSING TIMINGS

Instead of applying the same timing to each slide or guessing an approximate timing for each one, you can use the **rehearse timings** feature to record exactly how much time is required to read

or speak during each slide. These slide timings can then be automatically applied to the presentation if desired. This feature is useful for both self-running and speaker-led presentations.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Setting Up The Show_2.pptx...*

- 1 Click on the **Slide Show** tab, then click on **Rehearse Timings** in the **Set Up** group

The slide show will begin and the Recording toolbar will appear, showing the timing of the current slide as well as the overall slide show time...

- 2 Pretend you are presenting the content on the slide, or pretend you are the audience reading the slide (such as at a kiosk), then click on **Next** on the **Recording** toolbar to progress to the next slide

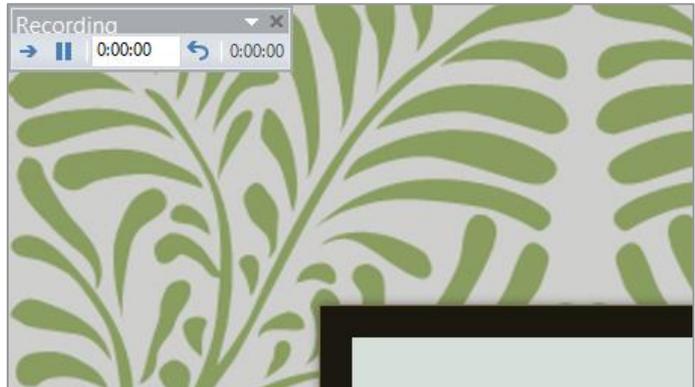
- 3 Repeat step 2 for each slide until you arrive at the last slide, then right-click on the slide and select **End Show**

A message box will appear telling you the length of the show and asking if you want to keep the new timings...

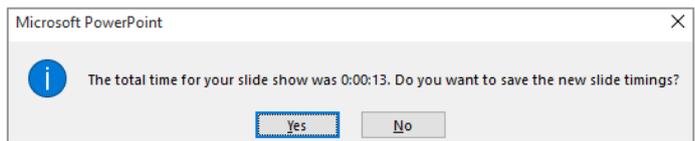
- 4 Click on **[Yes]** to save the timings, then click on the **View** tab and select **Slide Sorter** in the **Presentation Views** group

The slides will appear in Slide Sorter view with the timings displayed below each slide...

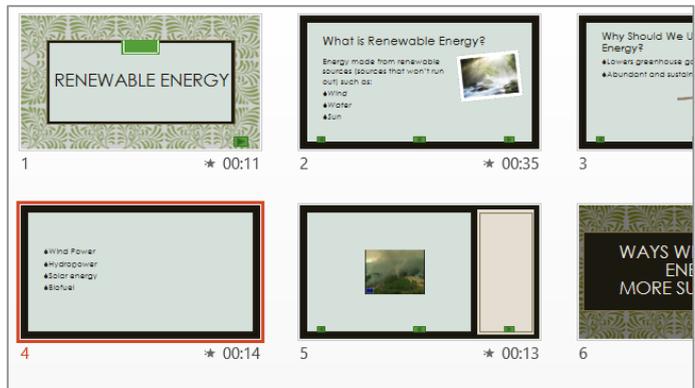
- 5 Switch back to **Normal** view



1



3



4

For Your Reference...

To **rehearse slide timings**:

1. Click on the **Slide Show** tab, then click on **Rehearse Timings** in the **Set Up** group
2. Read/rehearse the presentation, and click on **Next** to progress through each slide
3. Click on **[Yes]** to retain the timings

Handy to Know...

The **Recording** toolbar tools are as follows:

- **Next**: to move to the next slide
- **Pause**: to pause recording
- **Slide Time**: displays the timing; you can also type an exact timing into this box
- **Repeat**: to re-record the current slide.

SETTING UP A SPEAKER-LED SHOW

The most common mode of presentation delivery is the speaker-led show. During this type of presentation, the speaker will manually advance each slide when required, thereby giving the

speaker full control over the presentation. As such, timings for slide advancement will usually be disabled, however, the speaker can apply and rehearse timings if desired.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Setting Up The Show_3.pptx...*

- 1 Click on the **Slide Show** tab, then click on **Set Up Slide Show** in the **Set Up** group to open the **Set Up Show** dialog box

First we need to select the type of show...

- 2 Click on **Presented by a speaker (full screen)** in **Show type**

This is the standard option for a speaker-led presentation. As the presenter will be speaking during the show, we'll also disable the narration option...

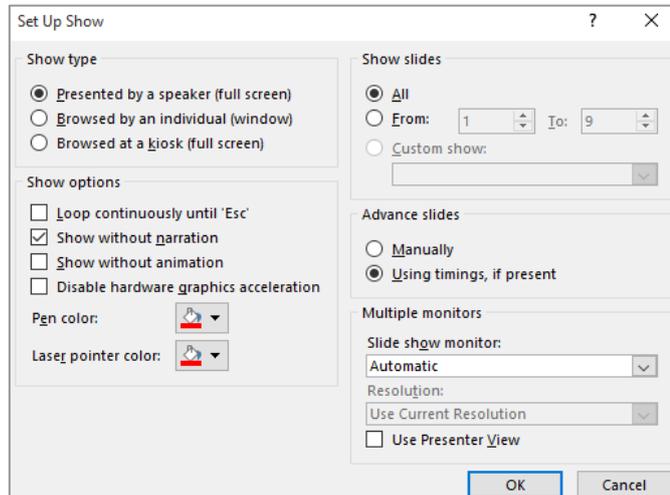
- 3 Click on **Show without narration** in **Show options** until it appears with a tick

Although timings have been set, we'll turn these off so that the speaker can manually advance each slide when required...

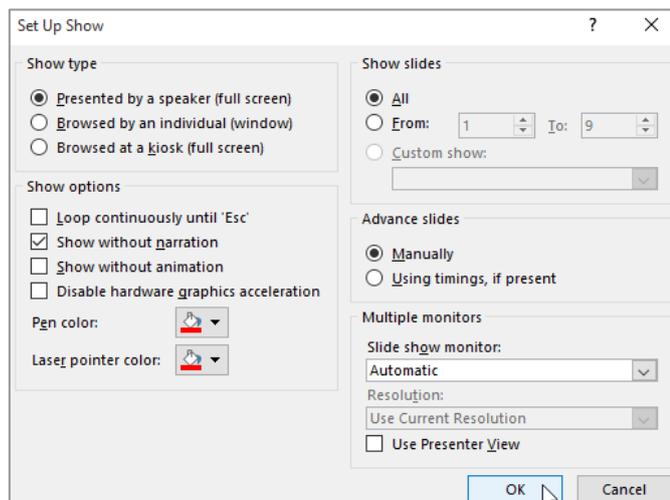
- 4 Click on **Manually** in **Advance slides** to select this option, then click on **[OK]** to apply the settings

- 5 Click on **From Beginning** in the **Start Slide Show** group to start the show

- 6 Click to advance each slide, then press **[Esc]** to end the show



3



4

For Your Reference...

To **set up** a **speaker-led show**:

1. Click on **Set Up Slide Show** in the **Set Up** group on the **Slide Show** tab
2. Click on **Presented by a speaker (full screen)**, then click on **Manually**
3. Click on **[OK]**

Handy to Know...

- If you have applied animations to text and objects, it may take a significant time to get through the presentation. This is fine if you have plenty of time, but if you don't you can disable the animations by selecting **Show without animation** under **Show options** in the **Set Up Show** dialog box.

CREATING A CUSTOM SHOW

By using **custom shows**, you can adapt a single presentation for numerous audiences. For instance, you could prepare a comprehensive presentation for your company and then create

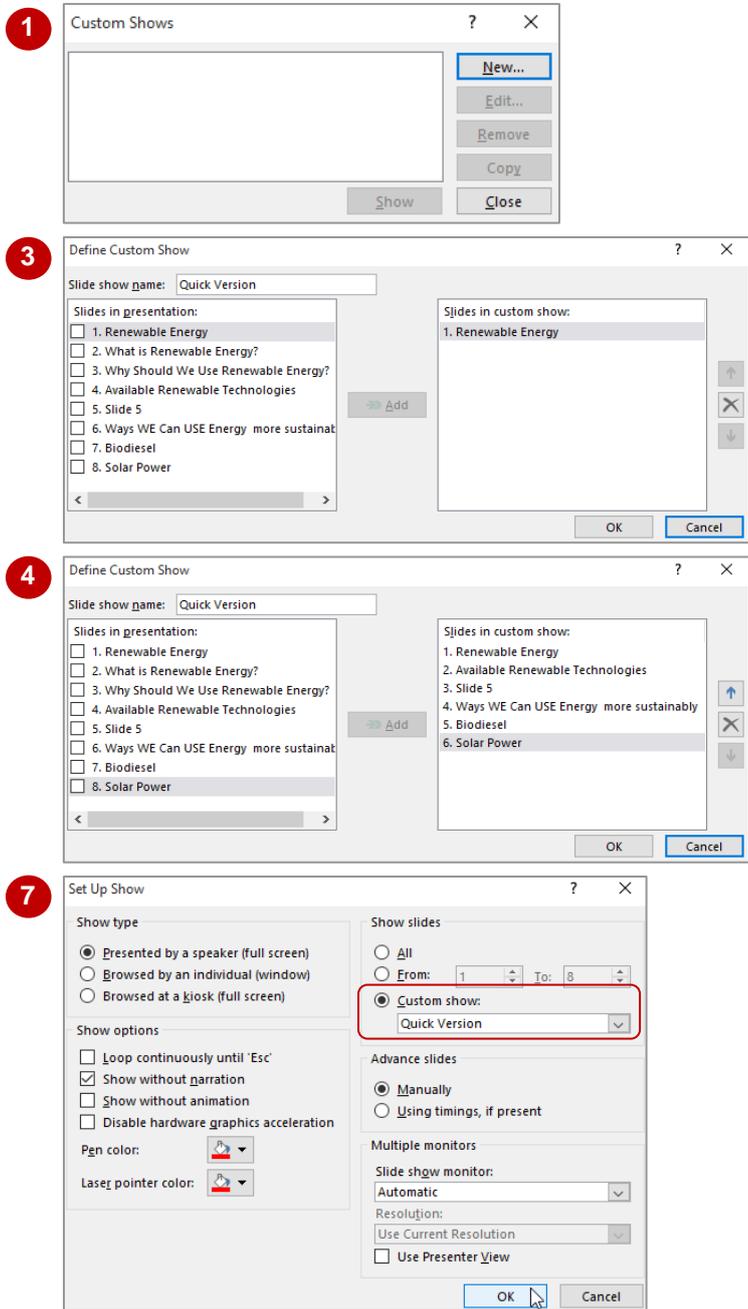
several custom shows from it – each show containing only the slides that are relevant for a specific department. If desired, you can still run the entire presentation in its original sequential order.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Setting Up The Show_4.pptx...*

- 1 Click on the **Slide Show** tab, click on **Custom Slide Show** in the **Start Slide Show** group, then select **Custom Shows** to open the **Custom Shows** dialog box
- 2 Click on **[New]** to open the **Define Custom Show** dialog box
- 3 Type **Quick Version** in **Slide show name**, then click on **1. Renewable Energy** in **Slides in presentation** and click on **[Add]**
- 4 Click on slides **4, 5, 6, 7** and **8**, then click on **[Add]**
- 5 Click on **[OK]** and click on **[Close]**
Let's change the set up so that starting the show will start the custom show...
- 6 On the **Slide Show** tab, click on **Set Up Slide Show** in the **Set Up Show** group to open the **Set Up Show** dialog box
- 7 Click on **Custom show** in **Show slides**, then click on **[OK]**
- 8 On the **Slide Show** tab, click on **From Beginning** in the **Start Slide Show** group to play the custom show



For Your Reference...

To **create** a **custom show**:

1. Click on **Custom Slide Show** in the **Start Slide Show** group on the **Slide Show** tab and select **Custom Shows**
2. Click on **[New]**
3. Type a **Slide show name**, select the slides and click on **[Add]**

Handy to Know...

- You can hyperlink to a custom show from within a presentation. To do this, select the text or object to represent the hyperlink. Click on **Hyperlink** on the **Insert** tab, click on **Place in This Document**, select the custom show under **Select a place in this document**, and tick **Show and return**.

UNDERSTANDING PRESENTER VIEW

Presenter View is a very handy feature of PowerPoint that allows you to have greater control when you are presenting a slide show. Presenter view allows you to view a kind of

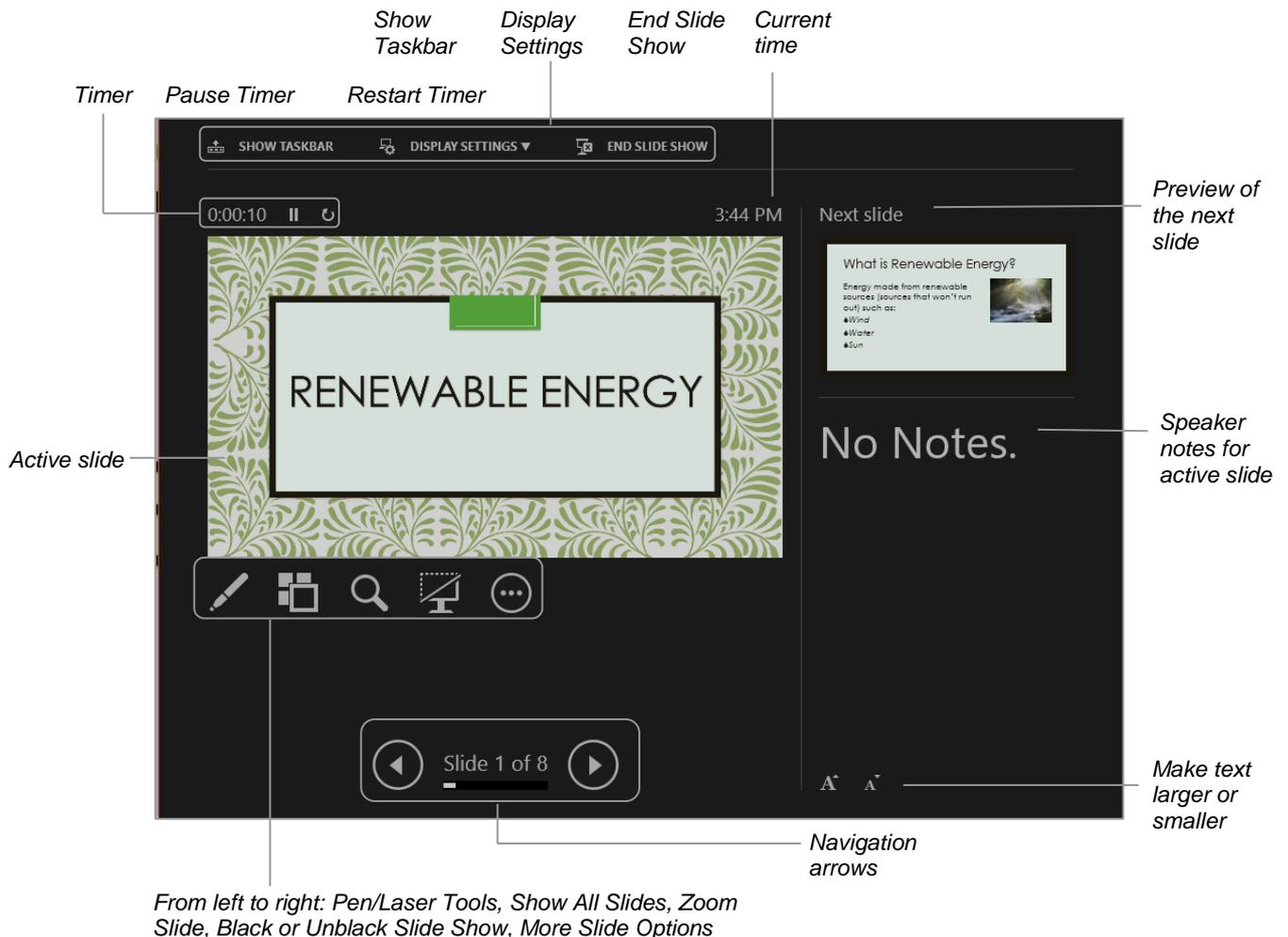
backstage of the presentation which includes notes and a preview of the next slide, while the audience is watching the slide show itself so that you can always be prepared and in control.

What Is Presenter View?

If you have multiple monitors attached to your computer, **Presenter View** will display automatically when you run your slide show. This view enables you (as the presenter) to see much more information on your monitor than what the audience sees on their monitor (the presentation in full screen). Specifically, your **Presenter View** window, as shown below, displays:

- the active slide (exactly as the audience sees it)
- the next slide in the presentation
- your speaker notes for the current slide and tools to increase or decrease their font size
- the elapsed time and tools to pause and restart the timer
- the current time
- tools for annotating slides on the fly, displaying all slides, zooming into the slide, etc
- controls at the top of the window enabling you to display the taskbar if you need to access another open program, swap **Presenter View** and **Slide Show** view if they appear on the wrong monitors, etc.

Note: If you have only one monitor attached to your PC, **Slide Show** view will display by default when you run your slide show. However, if you want to rehearse your presentation in **Presenter View**, you can switch to **Presenter View** from **Slide Show** view by selecting **Show Presenter View** in the **More slide options** menu.



USING PRESENTER VIEW

Presenter View is a handy feature provided by PowerPoint which allows you more control when delivering your presentation. If you have two monitors attached to your PC, **Presenter View**

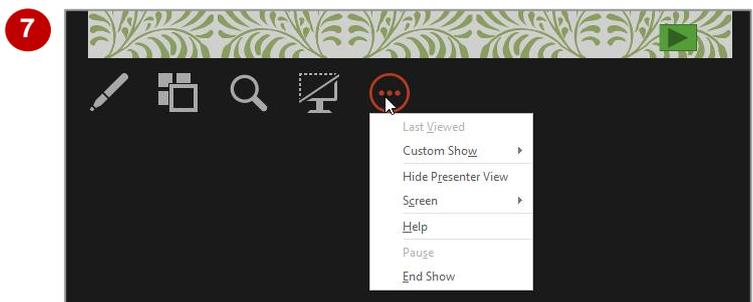
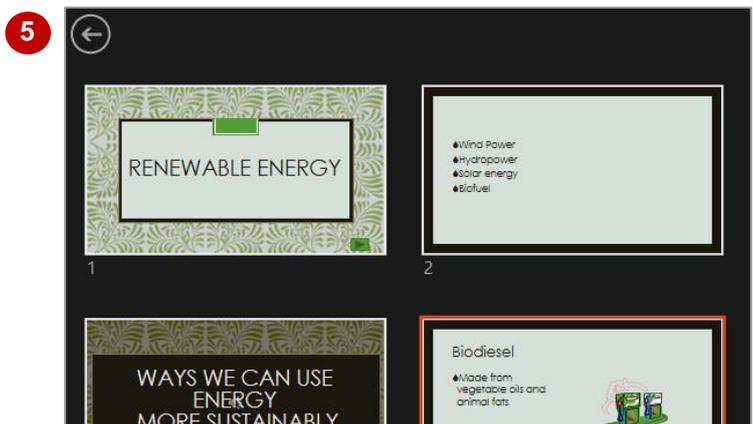
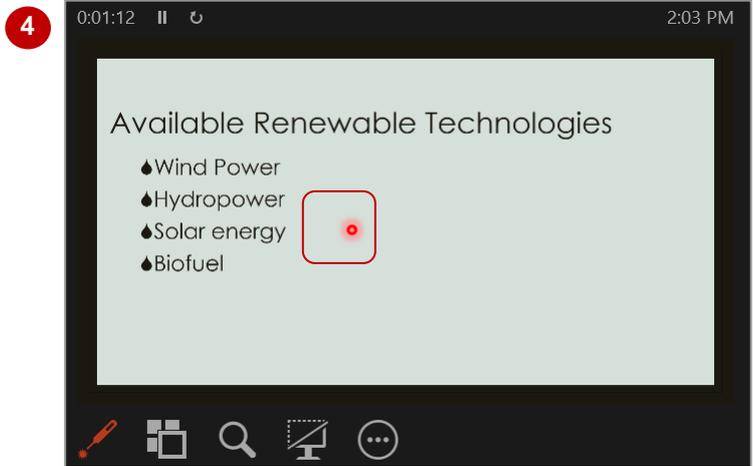
will be displayed whenever you run your slide show. For this exercise, however, we will assume that your PC is connected to only one screen.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *Setting Up The Show_5.pptx...*

- 1 Click on the **Slide Show** tab, then click on **From Beginning** in the **Start Slide Show** group to start the show in **Slide Show** view
- 2 Right-click on the screen and select **Show Presenter View** to switch to **Presenter View**
- 3 Click on the active slide to move to the next slide
Let's look at some tools beneath the active slide...
- 4 Click on **Pen and laser tools**, select **Laser Pointer** to change the cursor to a red 'laser', then move the mouse over the slide
- 5 Click on **See all slides** to see the slides in a view like **Slide Sorter** view, as shown, then click on slide **4** and click on the **Next** arrow to display slide **5**
- 6 Click on **Zoom into the slide**, then move the zoom marquee over the petrol pumps and click to zoom in
- 7 Press **[Esc]** to zoom out again, then click on **More slide show options** to display a menu and select **End Show** to return to **Normal** view



For Your Reference...

To use **Presenter View** with only **one monitor**:

1. Click on the **Slide Show** tab, then click on **From Beginning** in the **Start Slide Show** group
2. Right-click on the screen and select **Show Presenter View**

Handy to Know...

- The **auto-extend** function automatically enables **Presenter View** when you connect a second monitor to your computer and ensures your presentation is projected correctly. Ensure **Use Presenter View** is ticked in the **Monitors** group on the **Slide Show** tab.

NOTES:



CHAPTER 10 SAVING AND SHARING PRESENTATIONS

INFocus

PowerPoint enables you to save your presentation in a variety of file formats, such as a PDF document or a web-based presentation. You may need to do this to reduce file size when distributing it via email, or to ensure that your audience can view the presentation even if they don't have PowerPoint installed.

There are various ways that you can share your presentation with others, such as packaging onto a CD or broadcasting a slide show on the internet.

In this session you will:

- ✓ learn how to package presentations for **CD**
- ✓ learn how to save a presentation as a **PDF** document
- ✓ learn how to save a presentation as a video
- ✓ learn how to send a presentation via email
- ✓ gain an understanding of how to broadcast a slide show
- ✓ learn how to save a presentation to a storage device.

PACKAGING PRESENTATIONS FOR CD

With PowerPoint's **Package Presentation for CD** feature, you can save the presentation onto a CD, network or local drive for others to view. When you save the presentation in this way, any

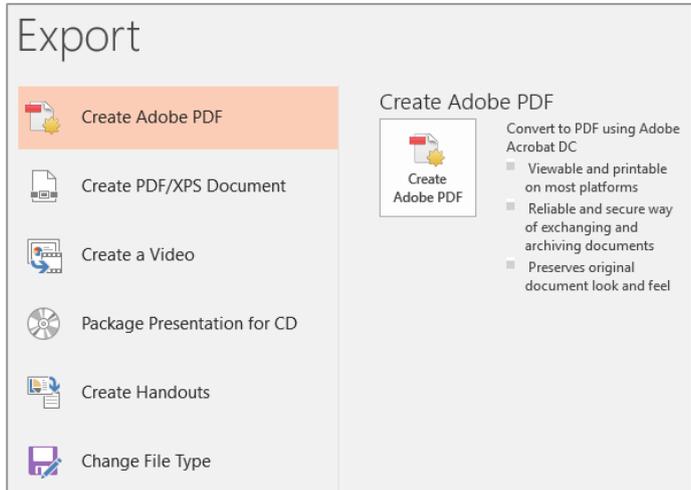
linked files, media clips and the **PowerPoint Viewer** will be saved with it. PowerPoint viewer ensures the audience can read your presentation even if they don't have PowerPoint installed.

Try This Yourself:

Open File

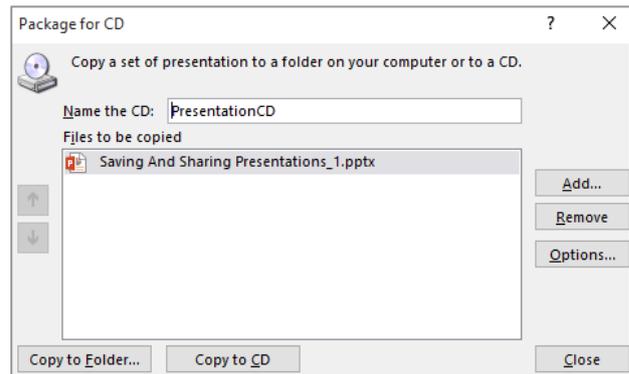
Before starting this exercise you MUST open the file Saving And Sharing Presentations_1.pptx...

- 1 Click on the **File** tab, then click on **Export** to display the options for saving and sending presentations
- 2 Click on **Package Presentation for CD** under **Export**
The right pane displays information about what the package includes...
- 3 Click on **[Package for CD]** to open the **Package for CD** dialog box
For this exercise we will actually copy to a new folder instead of copying to a CD...
- 4 Type **Solutions** in **Name the CD**, then click on **[Copy to Folder]** to open the **Copy to Folder** dialog box
- 5 Click on **[Browse]**, locate and click on the course files folder, then click on **[Select]** and click on **[OK]**
A message box will appear confirming that you want to include linked files...
- 6 Click on **[Yes]** to include linked files
PowerPoint will copy all files and File Explorer will open the Solutions folder that you created...
- 7 Close **File Explorer**, then click on **[Close]** to close the dialog box and return to your presentation

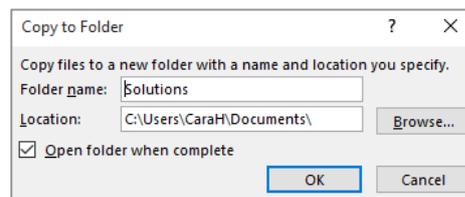


1

3



4



For Your Reference...

To **package a presentation for CD**:

1. Click on the **File** tab, click on **Export**, click on **Package Presentation for CD**, then click on **[Package for CD]**
2. Insert a CD if required, type the **Folder name**, click on **[Copy to Folder]** or **[Copy to CD]**, click on **[OK]**, then click on **[Yes]**

Handy to Know...

- When copying a presentation to CD, make sure you have a blank CD-R disk inserted in the CD drive. PowerPoint will automatically detect the CD. Once files have been written to a CD-R, they cannot be overwritten nor can files be added. You can also copy the presentation to a rewritable CD (CD-RW).

SAVING A PRESENTATION AS A PDF DOCUMENT

To ensure that all of your audience can view your presentation or to enable you to reduce file size if you want to distribute it via email, you can save the presentation as a **PDF document**. So long as

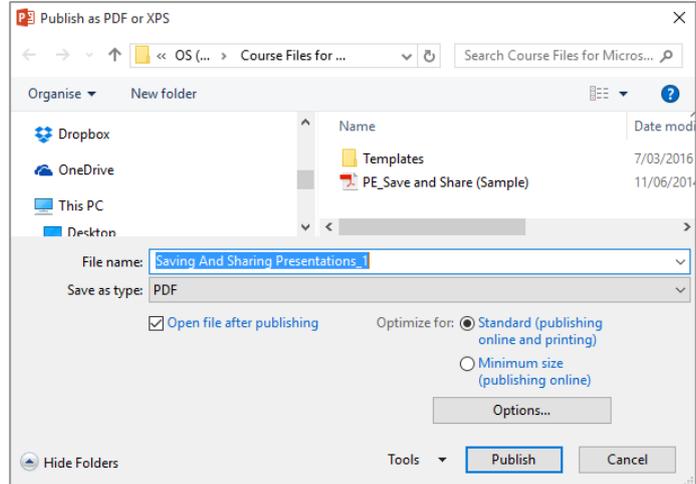
your audience has a **PDF viewer** installed (there are many types that are free to download), they can view a PDF version of the presentation, with the original layout and formatting preserved.

Try This Yourself:

Same File

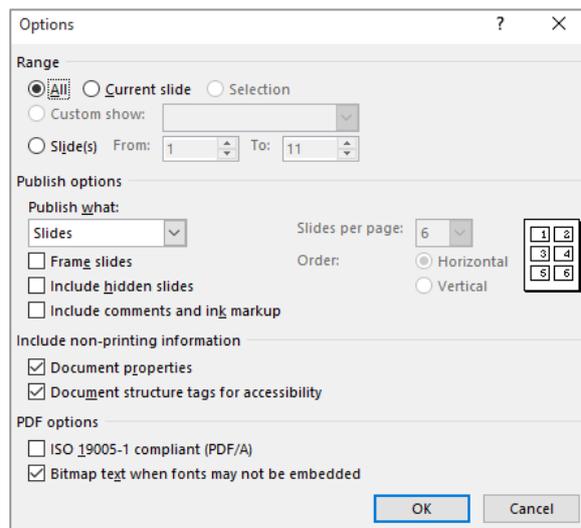
Continue using the previous file with this exercise, or open the file *Saving And Sharing Presentations_1.pptx...*

- 1 Click on the **File** tab, then click on **Export**
- 2 Ensure **Create PDF/XPS Document** is selected in the middle pane under **Export**
XPS is another universal document type, created by Microsoft...
- 3 Click on **[Create PDF/XPS]** to open the **Publish as PDF or XPS** dialog box
- 4 Leave the file name as is, click on **Open file after publishing** and **Standard (publishing online and printing)** to select them, then click on **[Options]** to open the **Options** dialog box
Here you can review and change the publish settings, but we'll leave them as they are...
- 5 Click on **[OK]** to close the **Options** dialog box, then click on **[Publish]**
PowerPoint will save the presentation as a PDF document and may automatically open it in your PDF viewer (if available). If not, open File Explorer, navigate to the course files folder and double click on the PDF...
- 6 Browse the presentation, then close the PDF viewer



3

4



For Your Reference...

To **save a presentation as a PDF document**.

1. Click on the **File** tab, click on **Export**, select **Create PDF/XPS Document**, then click on **[Create PDF/XPS]**
2. Type a **file name**, navigate to the save location, then click on **[Publish]**

Handy to Know...

- **PDF (Portable Document Format)** is a universal document format owned by **Adobe Systems** that is designed to be viewed by anyone with a PDF viewer installed on their computer. **Microsoft's** answer to a universal document format is the **XPS** document, which can also be viewed in any PDF viewer.

SAVING A PRESENTATION AS A VIDEO

PowerPoint provides you with the ability to save your presentation as a **video**. This might be useful if you want to upload the presentation to the internet or burn it onto a DVD. When you

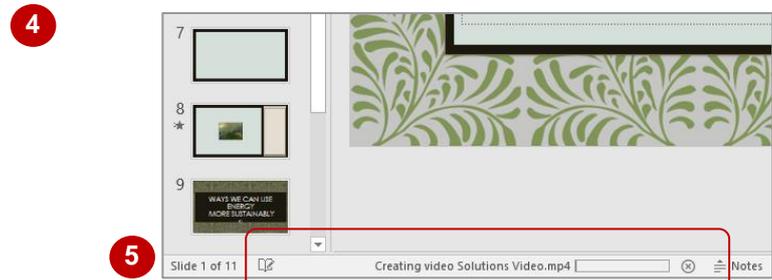
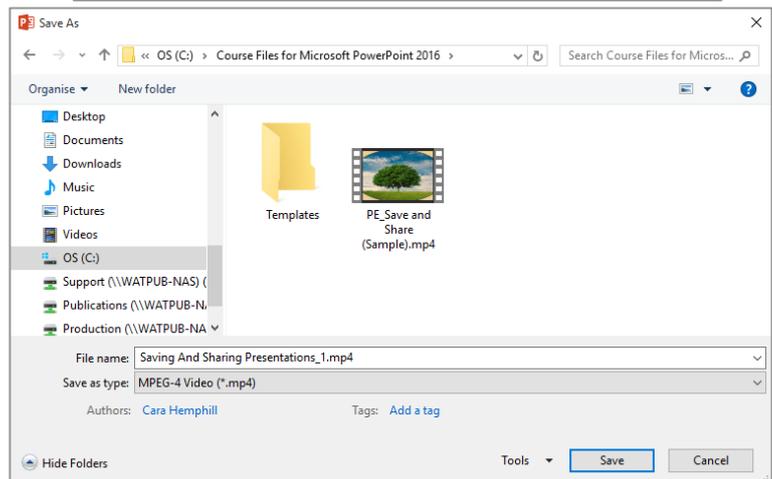
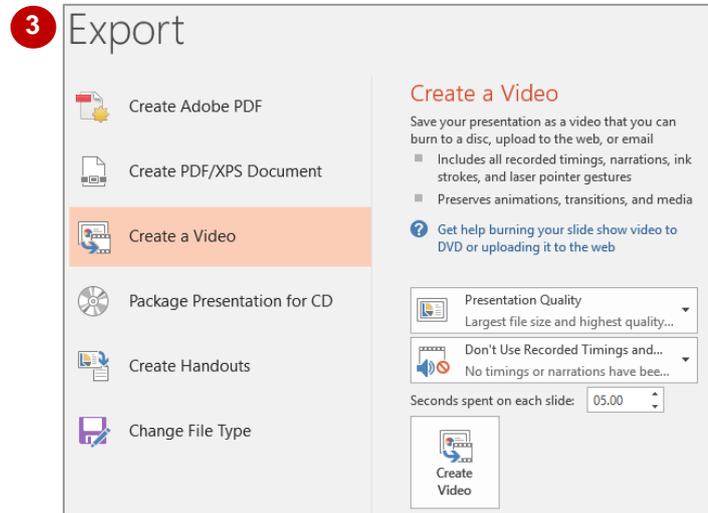
save the presentation as a video you can save it as an **MPEG-4 Video (*.mp4)** or a **Windows Media Video file (.wmv)**, and it will include any narrations, audio, animations and transitions.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Saving And Sharing Presentations_1.pptx...*

- 1 Click on the **File** tab, then click on **Export**
- 2 Click on **Create a Video** under **Export** to display the options for creating a video
- 3 Read the information in the right pane and ensure the default settings are selected as shown
- 4 Click on **[Create Video]** to open the **Save As** dialog box
The default file type in Save as type will be MPEG-4 Video (.mp4)...*
- 5 Type **Solutions Video** in **File name**, navigate to the course files folder, then click on **[Save]**
If a message appears, click on [Continue without media].
It may take some time to save in this video format. You can check the progress of the save operation in the status bar...
- 6 Once the operation is complete, open **File Explorer**, navigate to the course files folder and double-click on the video to open it



For Your Reference...

To **save** a **presentation** as a **video**:

1. Click on the **File** tab, click on **Export**, click on **Create a Video**, then click on **[Create Video]**
2. Type a **file name**, navigate to the desired save location, then click on **[Save]**

Handy to Know...

- If you do not want to distribute a video in the native **.mp4** format, you can use third-party conversion software to convert the file into your preferred video format.
- Video files will be much greater in file size than a presentation file.

SENDING A PRESENTATION VIA EMAIL

If your audience cannot attend your presentation, or you want others to review your presentation, you can easily distribute the presentation to them via email. By default, the presentation will be sent

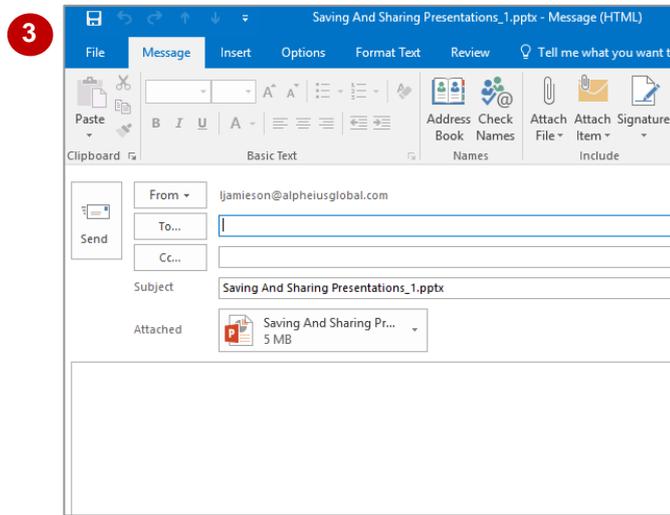
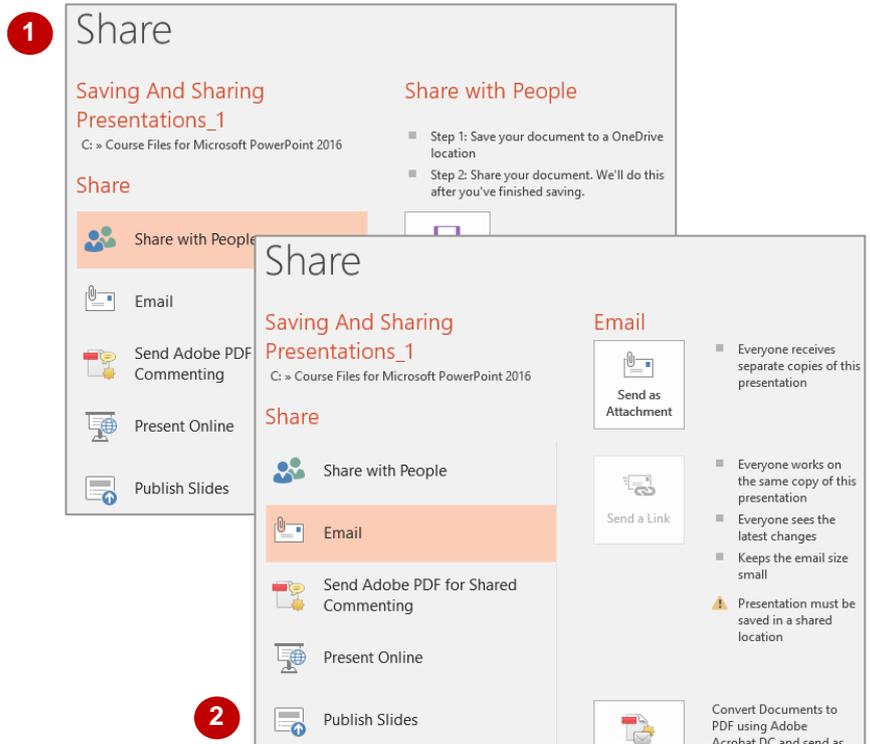
as a PowerPoint file, however, you can also choose to send the presentation as a PDF or XPS document if they do not have PowerPoint installed or if you want to reduce the file size.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Saving And Sharing Presentations_1.pptx...*

- 1 Click on the **File** tab, then click on **Share** to display saving and sharing options
- 2 Click on **Email** under **Share**. Here you have a range of email options, such as sending the presentation as a PDF or XPS document. In this exercise you will send the presentation in its original file format...
- 3 Click on **[Send as Attachment]** to open a new email message window. The file is attached and a subject heading is already inserted, so you only really need to type the recipient's email address and a message if required...
- 4 Type your email address in **To**, then click on **[Send]**. You can open your default email program to receive and open the email with the presentation attached



For Your Reference...

To **send a presentation via email**:

1. Click on the **File** tab, click on **Share**, click on **Email**, then click on **[Send as Attachment]**
2. Type the recipients' email addresses in **To**, type a message if required, then click on **[Send]**

Handy to Know...

- When you save a presentation as a PDF document, the file size will be about half of the original file size. But if you have used images in your presentation, you will see no real reduction in file size.

PRESENTING A SLIDE SHOW ONLINE

PowerPoint provides two web-based viewing options. You can save your presentation for the web so that your audience can view your presentation at their own pace, or you can

present a slide show online in real time. To use either of these options requires you to have a current **Microsoft account**. Here we discuss broadcasting a slide show.

Overview

Where your audience are scattered far and wide, you can deliver your presentation remotely and in real time. As long as your audience has internet access, you can send them a URL (web address or link) via email, and they can copy the link into their browser to view the presentation. Your audience therefore does not need to have PowerPoint installed to view the slide show. As you advance each slide, their web page will update automatically, so your audience will see what you see.

What You Will Need

To present a slide show online, you will need the following.

- A **Microsoft account**, such as an **Outlook** account. This is because the broadcast is streamed via the **Office Presentation Service** which is hosted by **Outlook**. If you don't have an Outlook account, you can create one by going to www.outlook.com and clicking on **Sign Up**. Note that your audience does not require an Outlook account to view the broadcast, they will only need the link (URL address) to the broadcast.
- **Supported browser** which includes Internet Explorer, Mozilla Firefox and Safari for Mac.

Beginning An Online Presentation

To begin presenting a slide show online, follow these steps:

1. Open your presentation in PowerPoint and make sure you are connected to the internet.
2. Click on the **Slide Show** tab, then click on **Present Online**. The **Present Online** dialog box will appear.
3. Depending on your preference, tick or un-tick the checkbox for **Enable remote viewers to download the presentation**.
4. Click on **Connect**. PowerPoint will then attempt to connect to the **Office Presentation Service**.
5. If you are not already signed in with your Microsoft account you will have to enter your **Outlook** email address and password. Click on **[OK]**. If all goes well, you will be connected to the **Office Presentation Service**, and the **Present Online** dialog box will include a link.
6. Click on **Send in Email**. A new email message window will open with the link in the email body. Note that the link is not fully hyperlinked, so your audience will need to copy and paste the link into their browser.
7. Type the email addresses of your audience in **To**. Edit the email as required. Click on **[Send]**.
8. Click on **[Start Slide Show]** to begin the broadcast when the audience is ready. Right-click to display the shortcut menu and navigate the slide show as required.

The Present Online Tab

The contextual **Present Online** tab will appear when you connect to the **Office Presentation Service**. This tab contains options you may want to use during the presentation. For instance you can choose where to start the slide show, whether you want to display the slide show in **Presenter View** or whether you want to share meeting notes (if available). When you have finished presenting the slide show, click on **End Online Presentation** in the **Present Online** group.

SAVING TO A STORAGE DEVICE

Even though you regularly save your presentation to your computer, you should also periodically back up the presentation to another storage device such as a network drive, external

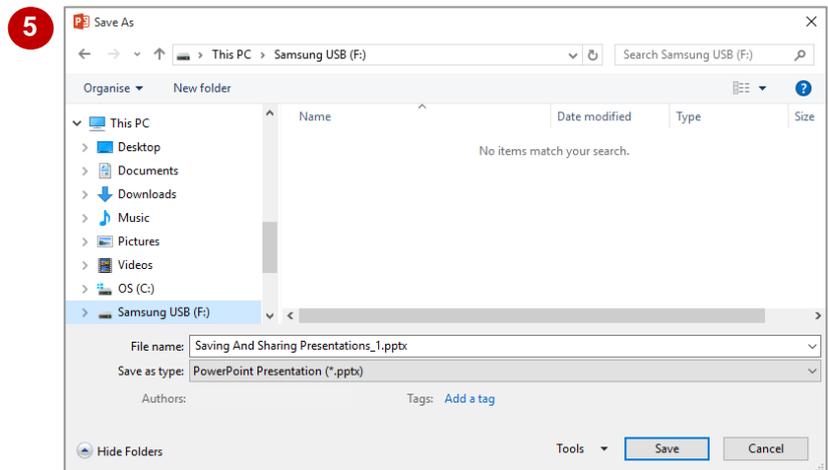
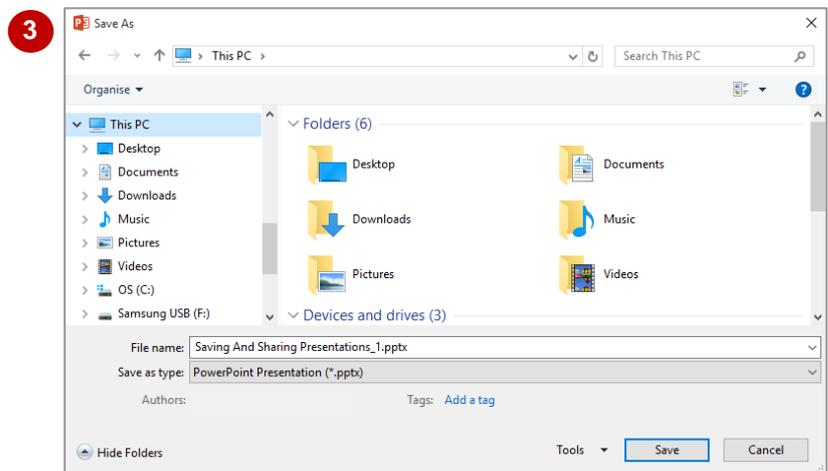
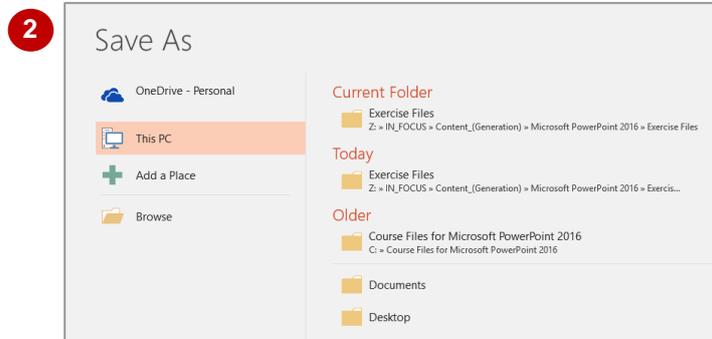
hard disk or a USB flash drive. This ensures that should anything go wrong, you won't lose your work and waste all that time and energy you put into creating the perfect presentation.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Saving And Sharing Presentations_1.pptx...*

- 1 Ensure that you have an appropriate storage device (e.g. USB flash drive) attached to your computer
- 2 Click on the **File** tab to display the **Backstage**, then click on **Save As** to display the **Save As** place
- 3 Click on **This PC** in the middle pane, then click on **Browse** to display the **Save As** dialog box
- 4 Click on **This PC** (or equivalent) in the left pane, then scroll down the right pane until you find the USB
- 5 Double-click on the USB to open it
Here we've selected the USB flash drive which is identified as Removable Disk (F:) drive...
- 6 If the storage device has folders, click on the folder that you wish to save the presentation to, otherwise click on **[Save]**



For Your Reference...

To **save** to another **storage device**:

1. Ensure that the storage device is connected to your computer
2. Click on the **File** tab and click on **Save As**
3. Locate the storage device in the **Save As** dialog box and click on **[Save]**

Handy to Know...

- Be careful using **Save As** to save your presentation to a different location. The new location you choose will become the place where all subsequent **Save** operations occur. Use the **Save As** command again and save back to the original location to reset the **Recent** location for the presentation.

NOTES:





Congratulations!

You have now completed Microsoft PowerPoint 2016 - Advanced. Microsoft PowerPoint 2016 - Advanced was designed to get you to the point where you can competently perform a variety of operations.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here?

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and books for you to work through.

Hungry for More?

We live in an ever-changing world where we all need to review and upgrade our skills.

If you have received this course book on a training course why not ask the tutor or trainer for other courses that may be of benefit to you. If you are attending a college ask for one of their brochures.

Alternatively, if you've enjoyed using this course book you can find others that cover a wide range of topics at our web site www.watsoniapublishing.com.

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