

# Presentations

## Objectives

- Describe the characteristics of a good presenter
- Define the different types of questions and how to use them
- Describe the different view modes and their application
- Demonstrate the ability to apply design templates
- Demonstrate the ability to use slide Auto-Layouts
- Use the menu options to save a presentation
- Describe the use of the AutoContent Wizard
- Edit text in a presentation by changing text characteristics

- Demonstrate the ability to add, move, and delete slides
- Use the Slide Sorter view to arrange the slides of a presentation
- Add text notations to a slide
- Change object placements on a slide
- Create and view speaking notes for a presentation
- Describe the process for printing overheads and handouts
- Add clipart images to a slide
- Use the drawing tools of PowerPoint to draw objects on a slide
- Access images on the World Wide Web
- Create and edit a presentation's Slide Master
- Apply a Slide Master to change a presentation
- Create custom backgrounds and color schemes
- Create data charts with Microsoft Graph application
- Create simple data tables
- Create organizational charts with Microsoft Organization Chart application
- Add special, non-ASCII characters to your screens
- Apply different transitions to slides in a presentation
- Animate objects on slides in a presentation
- Add hypertext links to text on a slide
- Hide slides of a presentation
- Use tools available during Slide Show view mode
- Import text from a word processor into PowerPoint
- Use data from a spreadsheet to create a chart
- Use PowerPoint spelling and style tools to check a presentation
- Describe general guidelines for creating better presentations

# BASIC PRESENTATION SKILLS

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Basic presentation skills are those that enable you to become a good teacher and give effective professional presentations. By demonstrating the ability to give a thorough and confident presentation, you allow your audience to know that you are a thorough and confident employee, capable of delivering what you promise.

A presentation is a fast and effective method of selling your idea. Although your proposal is going to list in detail what you propose to accomplish, a presentation allows your audience to see the “human side” of the proposed idea.

## Presentation Delivery

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Follow these guidelines when delivering a presentation.

### Guideline 1: Keep Sessions as Short as Possible

Whenever possible, keep sessions short and concise. A good rule to follow is to never go longer than 30 minutes when presenting an idea. If you need to go longer, break up the sessions, and recap what you have covered at the end of each session.

### Guideline 2: Keep It Appropriate

All of your training materials should be appropriate to the matter you are discussing. Keep your presentation relevant to the issue at hand. It can be easy to go off on tangents, especially if your audience is very talkative; however, do your best to keep the presentation focused and direct.

### Guideline 3: Be Enthusiastic

If you are not excited about your proposal idea, do you expect others to be? Try your best to show enthusiasm for the subject. Even if what you are presenting is dull and drab, think of creative ways to present your idea. For example, start your presentation with what participants are familiar with, and then gradually link it to your proposed strategy.

#### **Guideline 4: State Your Objectives**

Always start your presentation by clearly stating what the goals of the meeting are. This not only helps you stay on track, but also allows your audience to know what is going to be discussed.

#### **Guideline 5: Use Open Lines of Communication**

Remember, the most effective information delivery process involves communication with the participants and not at them. Always allow for interaction between yourself and your audience. Encourage questions and open discussions. Make sure your body language conveys it is “OK to participate”.

#### **Guideline 6: Use Feedback**

As a competent presenter it is important that you identify learners with clarification and feedback needs. Be aware of your audience’s signals that they don’t follow you or are confused. Be on the lookout for body language and other non-verbal indicators that your audience either understands or is lost completely. Use feedback with questions such as, “Is everyone with me?” or, “Are there any questions before I continue?” Always promote an open line of communication within the presentation environment.

#### **Guideline 7: Use Active Learning and Exercises**

Your audience is going to learn more if they are actively involved in the process. If it is possible, prepare practical exercises, quizzes, or questions for your audience. Interact with your audience as often as you can. Without some form of interaction, your audience will lose 1/4 of what you said within six hours, 1/3 within 24 hours, and 90% within six weeks.

#### **Guideline 8: Repeat Key Messages**

At the end of your presentation, summarize and repeat the most important messages you wish to convey. If you are running out of time, make sure that all important information is covered and understood.

#### **Guideline 9: Use Positive Body Language**

Ensure that your non-verbal language projects positivity. Properly use gestures, facial expressions, and body movement to aid in your discussion and add emphasis to important points. Be aware of your body movements and try not to make any careless movements, such as jingling change in your pockets or rocking back and forth.

## Using Questions Effectively

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Questions are used to involve your audience and assess comprehension of the subject matter. You can also use certain questions to reignite lost interest during long presentations. The following list details question techniques you can use during a presentation.

- ▶ **Overhead** questions are directed to a group rather to one participant. You want to use this type of questioning to increase the likelihood of a correct answer. An example is “Can anyone tell me what year Columbus landed in America?”
- ▶ **Open** questions are questions that can not be answered with a simple yes or no. They require a more detailed response. An example is, “Roger, what are your thoughts on open-source technology?”
- ▶ **Closed** questions are answered with a yes or no. They do not prompt much of a response. An example is, “Does this application require a license key?”
- ▶ **Direct** questions require a response from a specific participant. This type of questioning is used to obtain information or assess individual comprehension. An example is, “Ben, what year did IBM begin selling computers?”
- ▶ **Redirected** questions are used to solicit feedback from other participants on a statement asked by a member of your audience. Use this technique when you do not want to embarrass a student by telling them they are wrong. An example is, “Does anyone agree with what Jennifer said?”
- ▶ **Reversed / Reflected** questions are used by a presenter to clarify a statement. An example is, “What are your thoughts on the question you just asked?”

Use these techniques to promote interaction and comprehension. Be careful in asking too many questions or questions that are too difficult and make your audience lose confidence.

## Using Eye Contact Effectively

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Using correct eye contact is essential to establishing instructor credibility. Follow these guidelines when establishing effective eye contact.

- ▶ **Establish direct and frequent eye contact with each member of the audience.** Make sure that your attention is divided evenly among the class. Make eye contact with someone in the audience for a few seconds, then look at another person. Looking at individual participants rather than the entire group will make you more comfortable, and gives the impression that you are interested in the members of your audience.
  
- ▶ **Don't stare at one particular member.** This can make the participant feel uncomfortable.
  
- ▶ **Keep focused on your audience.** The members of your class tend to look where you look. If you are focused on the clock on a side wall, your audience will develop an urge to see what is so interesting about the side wall. When you focus on the members, they will focus on you.
  
- ▶ **Never turn your back on your audience while you are talking.** If you writing on a white board, avoid talking while you are writing. Always keep your body facing forward when you are speaking.

## WHY USE POWERPOINT?

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PowerPoint and other presentation software programs are extremely popular as they enable you to create attractive materials for giving talks. They are also relatively easy programs to learn.


PowerPoint is used to:

- ▶ **Create a slide show for a computer**  
Slide shows are used to enhance presentations, especially sales presentations. They are presented to individuals or small groups using a notebook screen or a standard monitor, or to larger groups using an LCD projector. Presentations are also created with slides that advance automatically for situations where a speaker is not present, as in demonstration booths at trade shows.
- ▶ **Create overhead transparencies and handouts**  
PowerPoint provides a faster, easier, and flashier method to create overheads as opposed to using Microsoft Word<sup>®</sup> or other word processors. PowerPoint lets you select from supplied layouts with common color schemes and consistent font styles and sizes, or it allows you to create your own layouts. You can also use a color printer to make color transparencies for your overhead projectors.
- ▶ **Create a presentation on the World Wide Web**  
PowerPoint takes care of the details of converting your slide shows to HTML as it automatically adds navigation buttons and links to each slide. Simply copy the files to a web server and your presentation is available to others on the Internet.

# STARTING POWERPOINT

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Click on the  button on the Windows® taskbar, and select **Programs > Microsoft PowerPoint**.

If the Office Assistant does not display when you start PowerPoint, it has probably not been installed, or it may be turned off (hidden). If it was installed, you can display it by clicking the  button. If not installed, access the menu bar Help option or press the **F1** key.

## Tip of the Day

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By default, the Microsoft Office Assistant displays a Tip of the Day when PowerPoint starts. Read the tip if desired, and then close the window.

The tips are useful when you're starting to use a new application; however, you can disable them if you wish. When you disable the tips in one Microsoft Office application, it disables them in all of the applications in the Office suite. If you don't see the Tip of the Day, it has already been disabled.

To disable or re-enable the tips:

- 1 Right-click on the Office Assistant
- 2 Select Options
- 3 Click on the Options tab

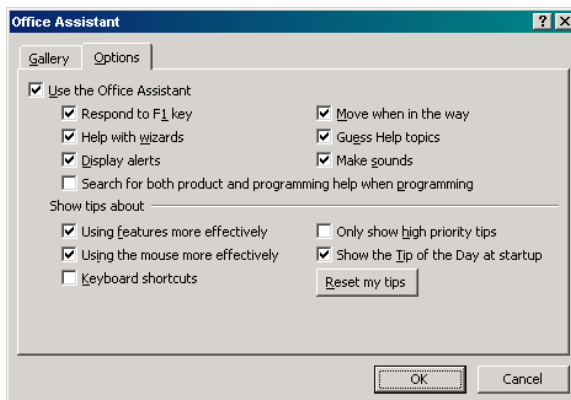


Figure 4-1: Office Assistant dialog box - Options tab

- 4 Click on Show the Tip of the Day at startup to remove or add the selection checkmark.

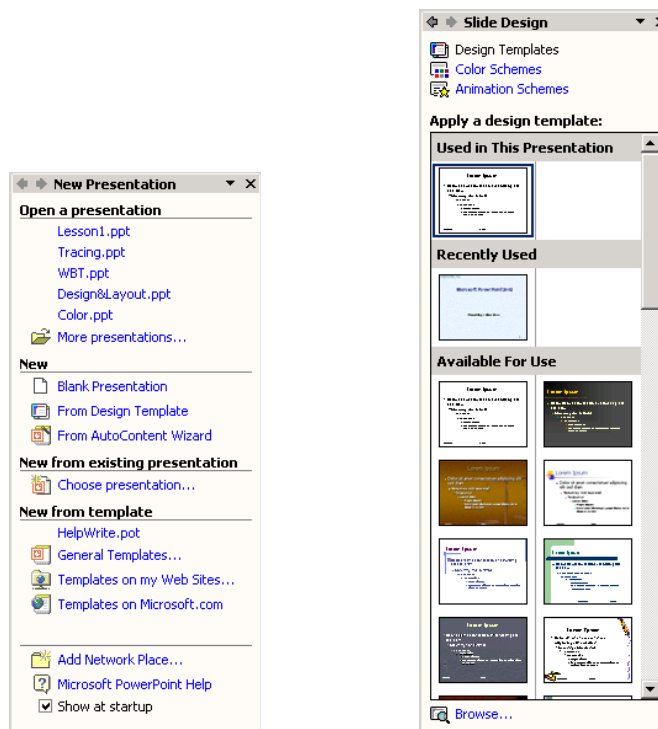


Pointing at any object (like a word, an image, or an area of the screen) and right-clicking usually displays a shortcut menu. The shortcut menus list a variety of commonly used options for the object. All of the shortcut options are also found within various menu bar commands.

# STARTING YOUR PRESENTATION

The **New Presentation** tab appears when you start PowerPoint. This tab offers four options, including:

- ▶ **Opening an existing presentation,**
- ▶ **Creating a new presentation using templates or the AutoContent Wizard,**
- ▶ **Creating a new presentation from an existing presentation, or**
- ▶ **Creating a new presentation from a template.**



**Figure 4-2:** Task Pane - New Presentation and Slide Design tabs

When you select the From Design Template option, the Slide Design tab appears. There are several options listed above the Apply a design template pane. They include:

- ▶ **Design Templates** - displays the templates available,
- ▶ **Color Schemes** - displays the color schemes available, and

- ▶ **Animation Schemes** - displays the animations available in three categories.

The Design Templates option includes various templates. A thumbnail representing each template displays at the bottom of the slide design tab. To select a specific template, click on its thumbnail. A drop-down arrow appears on the right side of the thumbnail. Click once to view the options for applying the template. Select an option to apply the template to the presentation.



Figure 4-3: Selecting a design template

## About the Design Templates

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Templates are background patterns created by graphic artists. When you choose a template, all the elements of that template (i.e. titles, bullets, and charts) are coordinated with the colors for that background. The design template also includes graphic elements that are repeated on all slides to provide a harmonious and repetitive style to the presentation. Templates are one of the strongest features of PowerPoint because design is already done. Therefore you do not have to be an artist to create attractive and effective presentations.

The purpose of templates is to give your presentation a consistent and a professional look. That is why it is important to select a template that is appropriate for your content as well as your audience.

40 templates are included when you install the default version of PowerPoint. If you perform a custom install, you can load all the available templates. To add additional templates, select the Additional Design Templates thumbnail. You are then prompted to insert the Office or PowerPoint CD.



Figure 4-4: Additional Design Templates thumbnail

## Exercise 1

In this exercise, you are going to create a new presentation using a template.

Perform the following steps:



- 1 To begin your presentation, start PowerPoint. If the Tip of the Day is enabled, read the tip, and then close the screen.
- 2 Select the option to create a new presentation using a template. Browse through the template choices, and then select the Stream template.



Figure 4-5: Stream design template thumbnail

- 3 Leave the Slide Design tab open on your screen and continue with this lesson.



You can usually select items in Windows dialog boxes by double-clicking on them. If you do not like to double-click, select the item, and then click the button provided in the dialog box.

## Layout Options


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The **New Slide** tab offers you a choice of text and content layouts for the slide you are about to create. These layouts are formatted with placeholders for you to insert information such as text or charts. When you click on a layout, a drop-down arrow appears on the right side of the thumbnail. Click once to view the options for applying the layout, and then click on an option to apply the layout to the presentation.

## Exercise 2

Perform the following steps:



- 1 Click the  button, and the Slide Layout tab displays.
- 2 Select the Title and Text layout.
- 3 Leave the blank bulleted list displayed on your screen and continue to read this lesson.

## Page Setup

From the PowerPoint window, one of the first things you should do is to select the type of output you are creating (on-screen slide show, 35mm slides, paper printout, etc.).

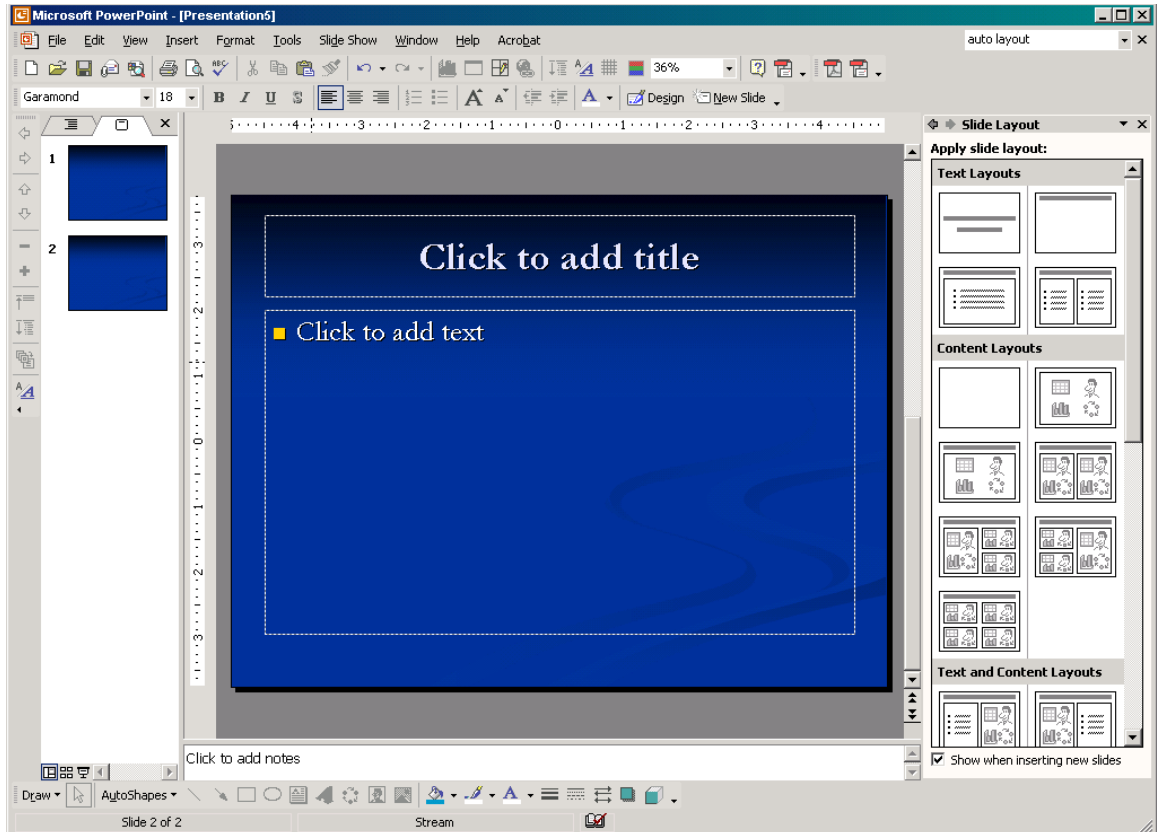


Figure 4-6: PowerPoint Window

The output screen dimensions may differ with each selection. If you change the output options after your presentation is complete, page layouts may be modified and objects may even be cut off.

By default, PowerPoint assumes that you are formatting output for an on-screen show. If you are planning to use a different output format, select **File > Page Setup** from the menu.

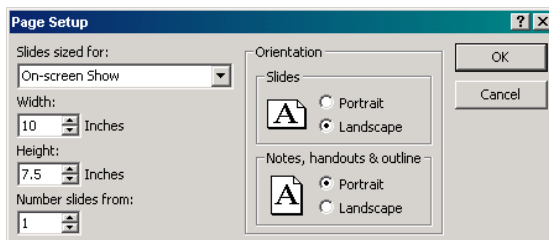


Figure 4-7: Page Setup dialog box

In the **Page Setup** dialog box, choose an output format (35mm slides, letter paper, etc.) from the **Slides sized for** drop-down list.

For 35mm slides and on-screen shows, make sure that the slide orientation is set at landscape. This is the default.

## The PowerPoint Window

At this point, we need to digress for a moment to talk about the PowerPoint Window. If you use Microsoft Word, you will notice similarities. The default window has, from top to bottom, a title bar, a menu bar, and a toolbar displayed above the main document window. While some toolbars are the same, many of the buttons and menu items are different from those in Word.

There are several toolbars in PowerPoint, and some of them displayed by default. To display other toolbars or to hide existing toolbars, select **View > Toolbars**, or right-click on any visible toolbar and check which toolbars to display. The **Standard** toolbar is displayed by default.



Figure 4-8: Standard Toolbar

Like menus, toolbars in PowerPoint are automatically customized to match your preferences. There is some variation among installations of PowerPoint, but it is likely that to begin with, only the basic commands appear as buttons on the toolbar. As you work, PowerPoint adjusts the toolbars so that only the buttons you use most are displayed. You may also customize the toolbars by selecting **View > Toolbars > Customize** and selecting the **Options** tab.

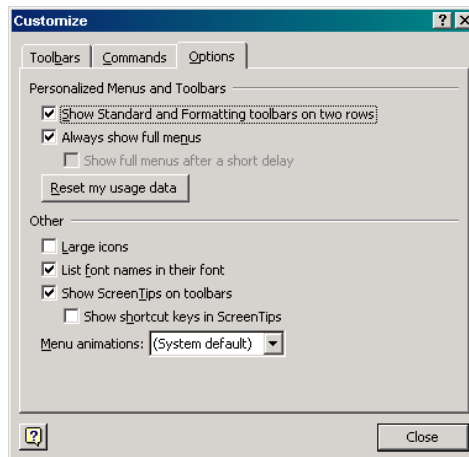













Figure 4-9: Customize dialog box - Options tab

The default buttons on the standard toolbar include:		
	New	Create a new presentation
	Open	Open an existing presentation
	Save	Save the presentation
	Print	Print the current presentation

	Spelling	Spell check the presentation
	Cut	Cut the selected object and paste it to the Clipboard
	Copy	Copy selected text
	Paste	Paste cut or copied text
	Undo	Undo the last action
	Insert Hyperlink	Add a hyperlink to a slide
<input type="text" value="60%"/>	Zoom	Change the zoom percentage
	Help	Access the Office Assistant

The formatting toolbar is essential for quick access to formatting commands and options.




Figure 4-10: Formatting toolbar






Another useful toolbar is the Drawing toolbar. It is located at the bottom of the PowerPoint window.




Figure 4-11: Drawing toolbar

The drawing toolbar contains buttons that allow you to add text boxes, shapes, lines, rectangles, circles and fancy text called WordArt to your slides. Some of the buttons on the drawing toolbar are covered in Lesson 3.

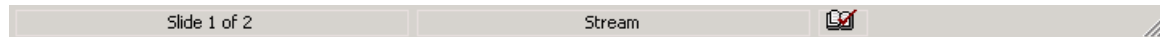
The three buttons on the left side of the screen , above the drawing toolbar are particularly important. They are used to look at your slides with different view modes. Use these views at any time while creating a presentation. In addition to these buttons, there are two tabs at the top left side of the PowerPoint window. These tabs and buttons and their related view modes are:

	New	Create a new presentation
	Open	Open an existing presentation
	Save	Save the presentation
	Print	Print the current presentation
	Spelling	Spell check the presentation

You will work in each of these view modes during this course.



Place your mouse pointer over any button on any toolbar. A ScreenTip, , appears. ScreenTips provide a brief description of the button function. In this course, the ScreenTip description is used for the button name. The ScreenTip feature can be disabled in a customized setup.

The bar at the bottom of the screen, below the drawing toolbar, is called the Status bar.




**Figure 4-12:** Status Bar

In Slides or Outline view, the left side of the status bar indicates which slide you are viewing and the total number of slides in the presentation. The middle of the status bar displays the name of the presentation template.

After you use the spell check feature, a  button appears on the right portion of the Status bar. Double-click this  button to activate the spell checker for the current slide.

## Normal View Mode

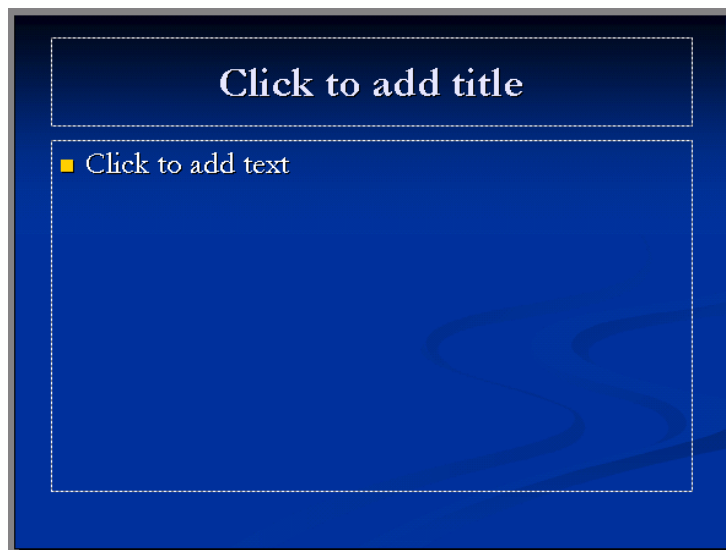
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After you select the slide layout, a slide template appears in Normal view, , mode, Normal view mode combines three views of the application: Slides, and Outline, and Notes Pages.

The three portions of the working area are displayed in different panes, similar to frames on a Web page. You can change the dimensions of the panes by dragging the edges. The slide pane, where you can see how objects appear on the slide, is in the upper right portion. The pane underneath the slide pane is used to add notes. You can also print this section to use as speaker notes when giving a presentation. The pane on the left is the text outline or slide thumbnail area.

The slide pane displays the slide template you selected. The slide template has placeholders (dotted areas) for elements in that slide (titles, bullets). Placeholders are areas designated for information, and contain settings for the font size, type, color, justification, and other characteristics. The placeholders prompt you to click and enter text or create objects like charts and graphs.

You can ignore a placeholder if you do not want to use it. Placeholders always appear on your screen when you are in Normal (Slides or Outline) view mode. If a placeholder is not used, it will not print or appear in a Slide Show view display.



**Figure 4-13:** Slide with placeholders

You should choose the working view you are most comfortable with, depending on your equipment and the task you are completing.

When you start a presentation, you may find it faster to focus on entering text and ideas first, and then go back and clean up the appearance of the slides. If you prefer to work this way, you may want to work in the Outline view mode.

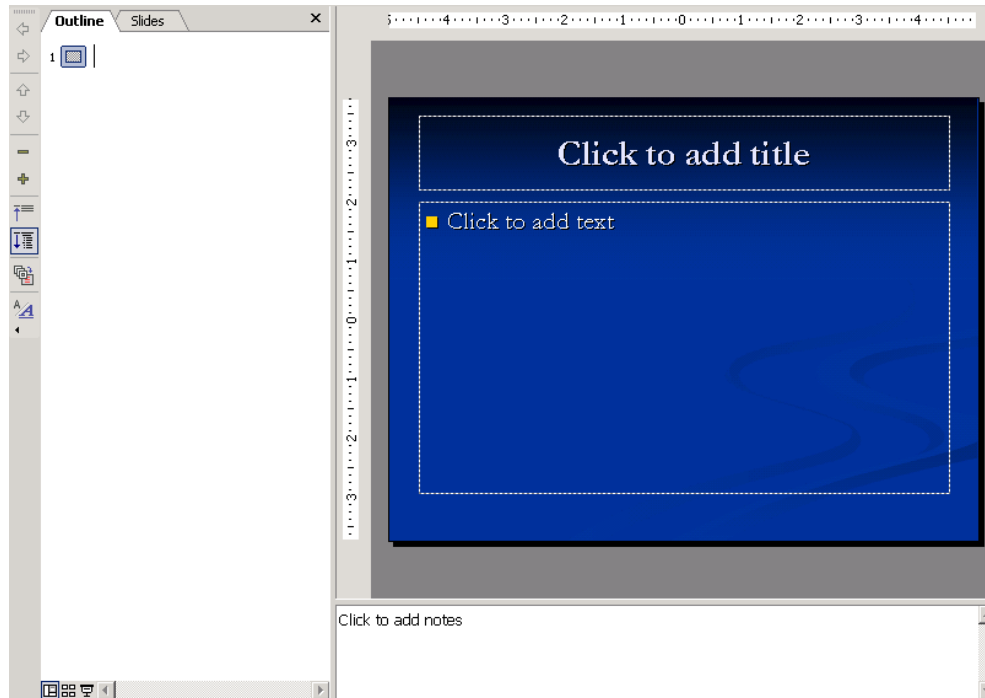
To change from one view to another, click on the appropriate view button or tab.

## Working In Outline View

To enter your text ideas in an outline form, click the Outline tab of the Normal view,





The Outline view is similar to a blank sheet of paper.





**Figure 4-14:** Outline view mode


The **Outlining** toolbar (displayed on the far left side) may or may not be present. If it is not present, turn it on using the **View > Toolbars > Outlining** option. The outlining toolbar has buttons to help you position items in your presentation. A thumbnail-sized version of the slide displays to the right of the slide number. The text area for the slide is visible next to and below the slide thumbnail.


In Outline view, the first line you type is presumed to be a title by PowerPoint. Press the **Enter** key to start the next line in the outline. Pressing the Enter key continues to add items at the current level; therefore, you must use the outlining toolbar. Use the Demote  and Promote  buttons or the keystrokes described below to position the text.

For instance, to position bulleted items under a title, you would perform these steps:


1 Type the title and press the **Enter** key.


1  **My list**  
2 



2 Because pressing Enter created a new slide, click the  button on the Outlining toolbar to indent the level from a title level on a new slide to a bulleted level on the preceding slide.

1  **My list**  
• Item 1

3 Continue to press **Enter** to add new list items at the bulleted level.



1  **My list**  
• Item 1  
• Item 2  
• Item 3  
•

4 Click the  button after the last list item to create a new slide.

1  **My list**  
• Item 1  
• Item 2  
• Item 3  
2 

It is often quicker and easier to use the keyboard instead of the buttons to position text. You can also use shortcut keystrokes when working in the Outline view. Shortcuts include:


- |                      |  |
|----------------------|--|
| <b>Enter</b>         | Inserts a new slide if the insertion point is on a title line or a new bullet if the insertion point is on a bulleted line |
| <b>Tab</b>           | Demotes (indents) current line   |
| <b>Shift + Tab</b>   | Promotes (moves to left) current line  |
| <b>Shift + Enter</b> | Creates a new line under a bulleted item without adding a bullet   |
| <b>Ctrl + Enter</b>  | Adds a new slide in the outline when you are finished with the last bullet on a slide                                      |
| <b>Backspace</b>     | Removes an extra line or bullet  |







Another way to add a new slide is to click on the  button on the **Formatting** toolbar. The advantage of using the  button is that you can select a different screen layout for the new slide from the Slide Layout tab, if desired.

### Exercise 3



Perform the following steps:

- 1 Using the same display from Exercise 2, place your mouse pointer on each of the bottom three view buttons to see the ToolTips. Select the button for Normal view.
- 2 Click on the **Outline** tab, .
- 3 The insertion point is on the line for Slide 1. Use the keystrokes for the Outline mode, and type the following text:

- 1  Getting Acquainted with the Internet
  - ▶ What's in it for me?
- 2  What is the Internet?
  - ▶ Networked computers worldwide
  - ▶ Access to other people
  - ▶ Access to data and information
- 3  How does the Internet work?
  - ▶ Internet protocols
  - ▶ Client-server networks
  - ▶ Internet addressing
- 4  Internet Protocols
  - ▶ Universal languages
  - ▶ Common protocols
    - ▶ HTTP
    - ▶ TCP/IP
    - ▶ FTP
    - ▶ SMTP
- 5  Client-Server Computing
  - ▶ Your computer requires a modem or network connection and "client" software
  - ▶ Networked computer runs "server" software
- 6  Internet Addressing
  - ▶ IP Numbers
  - ▶ Domain names
  - ▶ Aliases

7  E-mail Addresses


- ▶ Each individual with e-mail has a unique username and address
- ▶ username@host.net

8  Web Addresses

- ▶ Each Web page has a unique address
- ▶ URL (Uniform Resource Locator)
- ▶ Protocol://server/pathname/filename






9  Summary

Understanding these Internet concepts helps you make the Internet work for you.

 4 Leave this presentation open.


Note that Slide 4 has two levels in the outline under the title. You can have up to five levels in an outline, although five levels is normally too many for most slides.

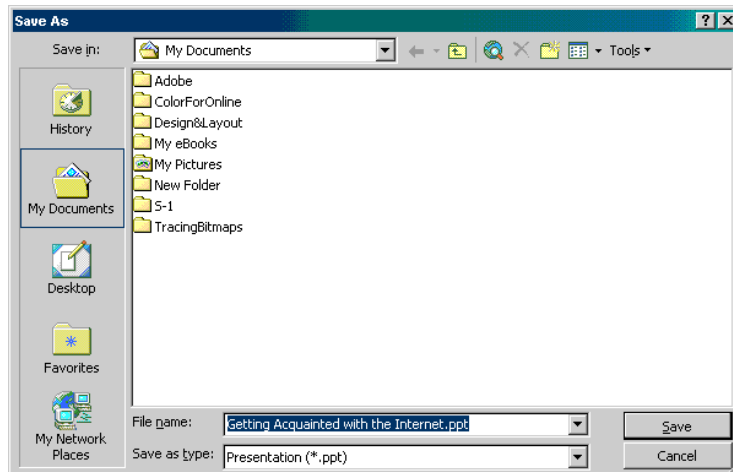
The beginning of your outline should look like the following.

- 1  **Getting Acquainted with the Internet**
  - What's in it for me?
- 2  **What is the Internet?**
  - Networked computers worldwide
  - Access to other people
  - Access to data and information
- 3  **How does the Internet work?**
  - Internet protocols
  - Client-server networks
  - Internet addressing
- 4  **Internet Protocols**
  - Universal languages
  - Common protocols
    - HTTP
    - TCP/IP
    - FTP
    - SMTP
- 5  **Client-Server Computing**
  - Your computer requires a modem or network connection and "client" software

## Saving A Presentation


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Whenever you work on a computer, it is a good practice to save your work often. When you save your presentation, all the slides are saved in one file with a .ppt extension. To save your presentation, select **File > Save** or click the  button on the **Standard** toolbar.




**Figure 4-15:** Save As dialog box

The **Save As** dialog box opens if the file has yet to be named. You may save your PowerPoint file in any folder you want.

Once your presentation is named, click on the  button saves the file over the older version. Use the **File > Save As** to change the file name, or to save to a different folder or drive.

### Exercise 4


Perform the following step:



- 1 Click the  button on the **Standard** toolbar and save your current presentation as ***Intro to the Internet***. Make a note of the folder where the presentation is saved so you can access it in the future.

## Using the Slide View

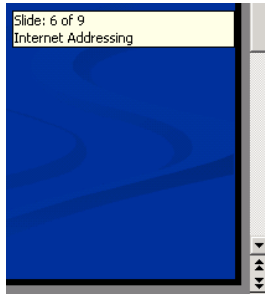
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When your outline is complete, you may want to return to the Slides view to see how the slides look. The two views are very similar, and the features described here appear in either view. The slide template pane is more prominent in Slides view than it is in Outline view, but you can still access the notes pane. It is easiest to make formatting changes in the Slides or Normal view.

To display the Slides view, click on the **Slides** view tab, .

Slides view displays one slide at a time. To move from slide to slide, click on the double-arrow buttons on the bottom of the vertical scroll bar, at the right side of the slide display. The **Previous Slide** button, , has two arrowheads pointing up. The **Next Slide** button, , has two arrowheads pointing down.

Sliding the vertical scroll bar or using a scroll wheel on a mouse also moves you through each slide in the presentation. As you slide the bar, the slide number and title, if the slide is named, are displayed.



**Figure 4-16:** Using the scrollbar

A third way to move to a different slide is to click on a specific slide thumbnail.






**Figure 4-17:** Thumbnails

### Exercise 5

Perform the following steps:




- 1 Move your insertion point in the Outline View so you are on the line for Slide 1. Or use **Ctrl + Home** to move to the top of the outline.
- 2 Click on the **Slides** view tab, . Use the  and  buttons on the vertical scroll bar to move from slide to slide.
- 3 Are there any slides where the titles appear too long?

- ◆ 4 Are there any slides where the bulleted list is going off the slide?
- ◆ 5 Use the vertical scroll bar to go back to Slide 1.

## Playing A Slide Show

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The slide pane in both Outline and Slides view gives you a good idea how each slide looks; but these views display at a lower resolution than the presentation will display. To view the slides, as they will be shown, select the **Slide Show** view.

To view your presentation from the current slide, click the  button. This button is located with the other view buttons to the left of the horizontal scroll bar.

To view your presentation from the first slide, select **View > Slide Show** or **Slide Show > View Show** from the menu bar, or press the **F5** key.

Press the **Down Arrow**, **Enter** or **PageDown** key, or click your mouse to move to the next slide. Press the **Up Arrow** or the **PageUp** key to move to the previous slide.


Right-click anytime during the slide show to display a right-click menu containing options for navigating the presentation or to end the slide show. You can also press the **Esc** key to end the slide show.

When **Slide Show** is selected, the presentation begins from the currently selected slide.

### Exercise 6

Perform the following steps:



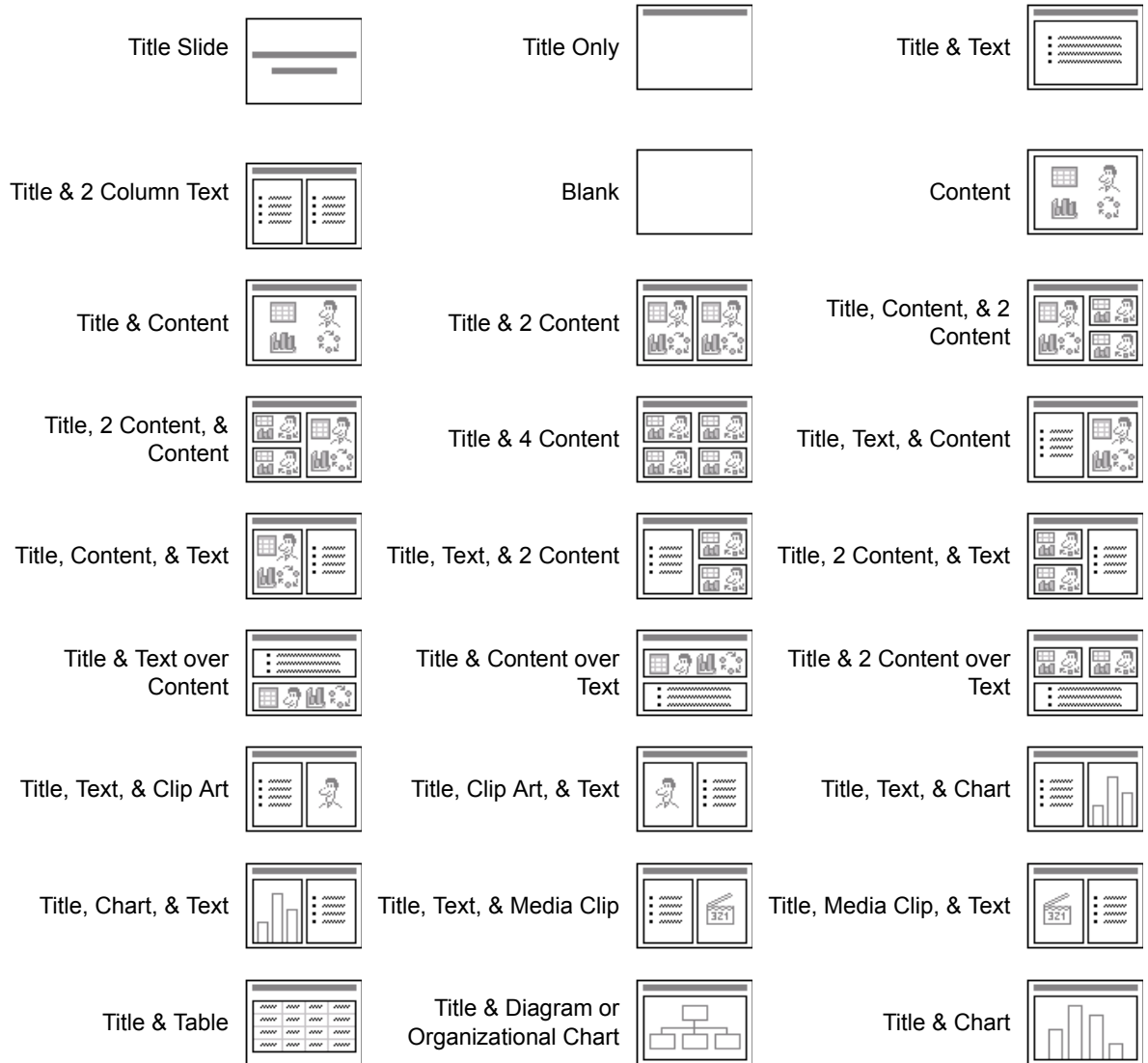
- ◆ 1 Move to Slide 1, and then click on the  button.
- ◆ 2 Use the keystrokes described above to move through the slides.
- ◆ 3 As you move through the slide show, notice the placement of titles and bulleted text items.
  - ▶ What type of symbol is used for the bullets?
  - ▶ What colors are being used?
  - ▶ Are items centered or left justified?

The graphic artists who designed the template made each of these decisions. Each of these options can be changed, if desired. By using the pre-designed templates you can see the timesavings over having to enter all the elements separately.


## More On Slide Templates

PowerPoint offers 27 slide AutoLayout templates in the Slide Layout tab. Many of these layouts are used in this course

### The Available AutoLayouts



Slide the vertical scroll bar in the **New Slide** tab to see all of these layouts. You can change the slide layout even after you have created a slide. To change a slide's layout:

- ◆ Select **Format > Slide Layout** from the menu bar, or
  - a. Right-click on the background edge area of a slide, away from any placeholders, and then choose **Slide Layout** from the menu, or
  - b. Click the  **Design** button on the **Formatting** toolbar.

- ◆ Select the new layout in the **Slide Layout** tab, and then click the **Apply to selected slides** option to apply the changes.

Changing the slide layout retains all the information on your slide, but additional editing may be required.

### Exercise 7

Perform the following steps:




- ◆ Change the view to **Slides** view for your *Intro to the Internet* slide show. Use the buttons on the vertical scroll bar to move to Slide 1.
- ◆ Use one of the methods described above to change the slide layout template for Slide 1 to **Title Slide**.
- ◆ Take a look at the result on the screen. You could leave the new sub-title area, as *What's in it for me?*
- ◆ Instead of leaving the title, change the text to *Understanding the Basics*. Do this by selecting the *What's in it for me?* text and typing the new subtitle over it.
- ◆ Save this version of the *Intro to the Internet* slide show.

## Changing AutoLayouts in the Slide Sorter View

---

If you want to change several slides as a group, use the **Slide Sorter** view. This view lets you see several slides at once, and allows you to select, reorganize, or change attributes of multiple slides.

Click the **Slide Sorter**  button to change to **Slide Sorter** view.

While holding the **Shift** key, select each slide that you want to change to a similar layout. If all the slides are to be changed, you can choose **Edit > Select All**.

Next, right-click on the slide and select the **Slide Layout** option from the shortcut menu. In the **Slide Layout** tab, select the layout desired. The layout you click is applied to all of the selected slides.

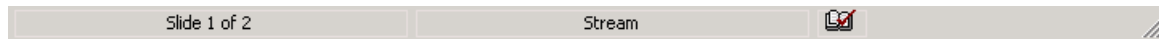
## Changing The Design Template

---


When you created a new presentation, you selected a design template for the slide background from the **Slide Design** tab. This background is not permanent as you can change the design template at any point.

There are several ways to change the design template.

The name of the current design template is displayed near the middle of the Status bar at the bottom of the PowerPoint window.



Double-click on the design template name to open the **Slide Design** tab. When you find the desired template, double-click on the template thumbnail to apply it.


You can also find the **Slide Design** option under the **Format** menu on the menu bar, or by clicking the  button.

There is no longer the restriction where you can only apply one background to an entire presentation. In PowerPoint, you may apply different templates to different slides within one presentation.

## Exercise 8

Perform the following steps:




- 1 Use your *Intro to the Internet* slide show, and click on the  button from the **Formatting** toolbar. Select the **Marble** template, and then click on the drop-down arrow. Select the **Apply to All Slides** option.
- 2 While using the Slide Show view and move through the slides to see the effect.
- 3 Change the template back to **Stream**. Go to slide four. Use the drop-down arrow for the **Globe** template and select **Apply to Selected Slides**.
- 4 Using the **Slide Show** view, move through the slides again.
  - ▶ Feel free to apply other templates.
  - ▶ What is your reaction to these backgrounds?
  - ▶ When would you want to use one template and not another?
- 5 You do not need to save this version of *Intro to the Internet*. Close the *Intro to the Internet* presentation by selecting **File > Close**.

## Using an Existing Presentation


---

When you first load PowerPoint, the New Presentation tab appears. In the top part of the tab box is the option Open a presentation. Select the **More Presentations** option and the **Open** dialog box appears. Choose the file you would like to work with. You can use the **Look in** pane to change to another folder or another drive, if desired.

To open an existing presentation in PowerPoint, click the  button on the **Standard** toolbar or select **File > Open** on the menu bar. A convenient feature under the menu bar **File** option lists the most recently opened files. You can quickly open one of those files by clicking on the file name.

## Exiting PowerPoint



---

After creating and saving a slide set, click on the  button at the top right of the PowerPoint window, or select **File > Exit** from the menu bar to exit PowerPoint.

### Exercise 9

Perform the following steps:



- 1 Close PowerPoint and then restart it.
- 2 From the **New Presentation** tab, open the *Intro to the Internet* file.
- 3 Close this document by clicking on the document  button (the  button that is on the same line as the menu bar).

## The AutoContent Wizard

---

One of the options in the opening **New Presentation** tab is **New > From AutoContent Wizard**. The **AutoContent Wizard** is a guided approach to creating presentations. It helps you create your presentation by allowing you to select the type of presentation you wish to prepare. An outline is automatically created for you based on your responses to a few questions. All you have to do is flesh-out the skeletal presentation with pertinent information and supporting data for your presentation.

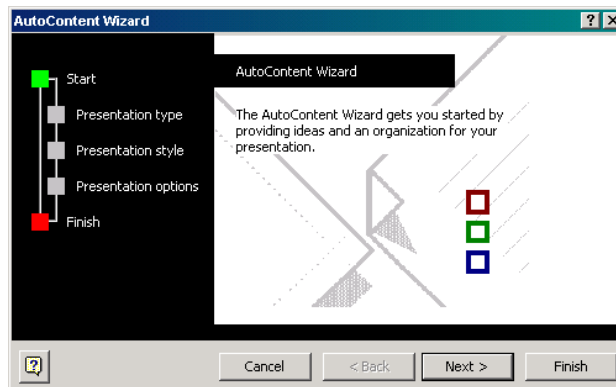

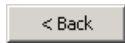



Figure 4-18: AutoContent Wizard dialog box

Selecting this option causes the **AutoContent Wizard** dialog box to begin. Several screens are then displayed. They ask you general questions about your presentation. To advance from one screen to the next, click the  button. To go back to a previous screen, click

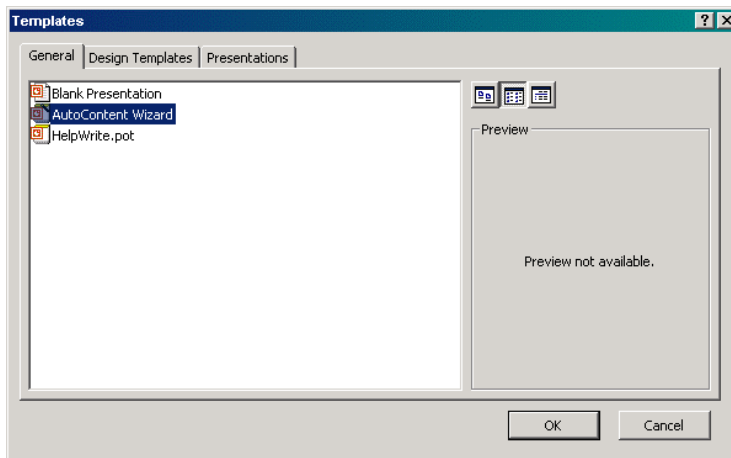


One of the questions asked is about the type of presentation you are creating. This screen lets you pick from some existing types of talks, like recommending a strategy, reporting progress, selling a product, etc.

Next, you are asked what type of output you would like (overheads, 35mm slides, on-screen presentation, etc.).

You are then prompted to enter a title for your presentation, as well as several additional items. Finally, click on the  button and you are taken to **Normal** view. This allows you to view the skeletal presentation that PowerPoint created. Flesh out the outline with information and supporting data to complete your presentation. You can also add or delete slides, as necessary, or make any edits that you wish.

If you have been working on a presentation, but wish to begin a new presentation using the **AutoContent Wizard**, it is possible to access the **AutoContent Wizard** without exiting and restarting PowerPoint. Select **File > New**. In the **New Presentation**, select the **General Templates** option under **New from Template**. The **Templates** dialog box opens. Select the **General** tab and double-click on the **AutoContent Wizard** option.



**Figure 4-19:** Templates dialog box

The AutoContent presentations are not installed with some installations of PowerPoint. If you encounter this, you are asked if you want to install them the first time you try to use the **AutoContent Wizard**. To install them, insert the Office or PowerPoint 2002 CD.

### Exercise 10

Perform the following steps:



- ◆ 1 Select **File > New** from the menu bar.
- ◆ 2 Click on the **General Templates** option in the **New Presentation** tab.
- ◆ 3 In the **General** tab of the **Templates** dialog box, double-click on the **AutoContent Wizard** option.
- ◆ 4 Pick out a talk that interests you.
- ◆ 5 Answer the Wizard's questions just as if you were going to create the presentation, and look at the text provided.
- ◆ 6 If you desire, change the text and save this new presentation under an appropriate name.

## CHANGING A PRESENTATION

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You can quickly generate a presentation by using the supplied slide templates and working from an outline. However, you also need to know how to change and customize slides. This is important because you do not want to limit yourself to PowerPoint's default choices. You may customize your presentation by adding or deleting text content in a slide, adding new slides, deleting unnecessary slides, or rearranging the order of the slides.

### Text Editing

---

You can add or adjust text within a slide by working in the Normal, Slides or Outline view. Whether you use the Outline or Slides view is based upon your personal preference. You may edit text the same way in either view.

To edit in Outline or Slides view, display the slide you want to change by making it active. In **Slides** view, click once on the item you want to change (a bulleted text area, title) to place the insertion point in the element or box. Once the insertion point is inside the element, you can modify the text as desired.



Changing text in Outline view is more straightforward because it is closer to working in a text mode of a word processor.

## Quick Text Selection Tips

To Select:	
Some of the text	Click and drag over it with the mouse to highlight the text
A word	Double-click on the word to highlight it
A paragraph	Click on it three times to highlight the entire paragraph
All of the text in a selected placeholder	Click on the gray box outline, or press the Esc key. The box outlining the placeholder changes slightly as the hash marks that create the box become small dots

## Undoing Actions

---

PowerPoint provides many ways to change the look of your slides. You must experiment to determine the best way to create the customized professional look you desire. Do not worry about making changes. You can always undo a change that results in an undesired effect by clicking the  button on the **Standard** toolbar. Even if you undo an effect and then decide that you did want the effect, you can redo any change by clicking the  button.

Twenty actions are stored under Undo and Redo by default. Click the small down arrow that is on the right side of each of those buttons to see the action history. You can also undo or redo one previous action by selecting **Edit > Undo** or **Edit > Redo** from the menu bar.

### Exercise 11

Perform the following steps:



- 1 Start PowerPoint and open the **Intro to the Internet** file created in Lesson 1. There are currently nine slides in this presentation. You now wish to rewrite the existing bullets because you have more information to present on client-server computing.
- 2 Use **Outline** view to change Slide 5 so it reads as follows:  
Client-Server Computing
  - ▶ Server computers store and distribute data over Intranets and the Internet
  - ▶ Servers are often referred to as "host computers"
  - ▶ When your computer uses client software, it can request information from servers
  - ▶ Client software includes e-mail programs and web browsers
  - ▶ Client-server systems enable information exchange among different kinds of computers

If you think there is too much text on this slide, you are correct. We will remedy this problem later in the lesson.

◆ Save the file.


## Using the New Office Clipboard

---

Before we continue discussing PowerPoint editing techniques, we will review the **Cut**, **Copy**, and **Paste** commands, and also introduce a new feature of Office 2002 applications called the Office Clipboard.

The **Cut**, **Copy**, and **Paste** commands found in the **Edit** menu should be familiar to most Windows users. These features are part of almost every Windows application. They allow you to easily transfer text, graphics, or other objects within or among Windows applications, without retyping or recreating the object.

Cutting or copying an object places it on the Windows Clipboard (i.e. a temporary storage area.) The object stored on the Windows Clipboard can then be pasted into another location, document, or application. Only one object at a time is stored on the Windows Clipboard. Copying or cutting another object replaces whatever was stored on the Windows Clipboard.

When you select **Edit > Paste** from the menu, or use the  button, the contents of the Windows Clipboard are automatically placed at the insertion point.

The three keystrokes for cutting, copying, and pasting are worth memorizing because they are used in most applications. They are:



Keystroke	Function
<b>Ctrl + x</b>	Cut
<b>Ctrl + c</b>	Copy
<b>Ctrl + v</b>	Paste

Microsoft Office 2002 expanded on the functionality of the Windows Clipboard by creating the Office Clipboard. The Office Clipboard stores up to twelve objects, instead of just one. The objects can be pasted selectively or all at once from a tool called the clipboard toolbar.

# MODIFYING YOUR PRESENTATION




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## Splitting a Slide

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When you first create a presentation, especially if you work in Outline view, you may end up with too much information on a single slide. This problem is more obvious when your slides are viewed in Slide Show view. You can solve this problem by rewriting your thoughts. If you need to keep the information in the presentation, you can split the content of one slide into two or more slides. Two good rules-of-thumb are:

- ▶ **Keep it to one idea per slide**
- ▶ **Try to have no more than 25 words on a slide**


To split an existing slide into two (or more) slides, work in the **Outline** view. Place the insertion point at the first line that you want to put on another slide. Click the  button on the **Outlining** toolbar, or the **Shift + Tab** keystroke combination until you create a new slide number. You may also have to use the  or  buttons on sub-points for the new slides.

If the **Outlining** toolbar is not displayed, right-click on the **Standard** toolbar and select it from the toolbars listed.


### Exercise 12

Perform the following steps:



- 1 You should still be in Outline view using your new version of *Intro to the Internet*. Look at Slide 5 (the client-server computing slide) in Slide Show view. The easiest way to do that from Outline view is to click somewhere within the text for Slide 5 and then click on the  button.


This slide is filled with too much text. This slide would be more effective if it were split into three slides - one on servers, one on clients, and one with the general idea summarized.

- 2 Press the **Esc** key to leave **Slide Show** view and return to the outline. It is time to split this crowded slide.
- 3 Each of the three related slides should start with a similar title. The most efficient way to accomplish this is to copy the title and paste it onto the two new slides. Select the title text and click the  button.


- 4 Position your insertion point at the end of the title and change it to the following:

Client - Server Computing: Servers (Note that this longer title might wrap to the next line in Slides or Slide Show view. We will remedy this later.)

Now position your insertion point at the front of the line beginning "When your computer..."

- 5 Click on the  button to change this to a new slide. It becomes Slide 6.


- 6 With your insertion point still in front of the "W" in "When your computer...", press **Enter**, and then press **Tab** to demote this line to a bullet underneath the Slide 6 title.

- 7 Click on the blank title line for Slide 6, and then click the  button to paste the title.




- 8 Position your insertion point at the end of this title and change it to the following:

Client - Server Computing: Clients



Slide 6 now has three bullets. The third bullet makes more sense to be on a new slide.

- 9 Position your insertion point in front of the word "Client-server," and press the  button to split the slide. Paste the "Client - Server Computing" title and make the line starting "This system..." a bulleted sub-point.

The text on slides 5, 6, and 7 in Outline view should look like the graphic.

- 5  **Client-Server Computing: Servers**
  - Server computers store and distribute data over Intranets and the Internet
  - Servers are often referred to as "host computers"
- 6  **Client-Server Computing: Clients**
  - When your computer uses client software, it can request information from servers
  - Client software includes e-mail programs and web browsers
- 7  **Client-Server Computing**
  - Client-server systems enable information exchange among different kinds of computers

- 10 In the next section you'll learn a different method to do this. Close this file without saving your work.

Sometimes you will want to promote (or demote) several bullet items at once. To do that, select a bullet, and then press the **Shift** key to continue selecting additional bullets. When all of the bullets you wish to adjust have been selected, click on the  or  buttons to change all of them at the same time.

## Duplicating a Slide

---

There is another way to add slides from either the Slides or Outline pane. However, instead of splitting the slide, you can duplicate it, and then delete text from each of the identical slides.

To duplicate a slide in Outline, Slides or Slide Sorter view, select **Insert > Duplicate Slide** from the menu bar. An identical copy of the slide is created after the current slide. Depending on the slide, this method can be accomplished with less work than the splitting process.

In the **Slide Sorter** view, you can also use the **Copy** and **Paste** commands to duplicate slides. To do so:

- 1 Select the slide(s) you want to copy
- 2 Copy the slide(s) using one of the methods described earlier in this lesson
- 3 Decide where you want to place the duplicate slide, and then click on the slide that will precede it
- 4 Paste the copied slide(s)

When you use this process, you can place the duplicate slide anywhere in the current presentation, or even copy it into a different presentation.

### Exercise 13

Perform the following steps:



- 1 Re-open the *Intro to the Internet* presentation. Stay in the **Outline** view or change to **Slide** view.
- 2 Select Slide 5 (the client-server computing slide). You should make this slide into three slides. To do this create two duplicates of this slide.
- 3 Duplicate this slide by choosing **Insert > Duplicate Slide** from the menu bar. An identical copy of this slide (Slide 6) is created.
- 4 Select **Insert > Duplicate Slide** to make a second copy.
- 5 Delete text from each of the slides to make each one unique. Return to Slide 5, and position your insertion point at the end of the title. Change it to the following:  
Client - Server Computing: Servers
- 6 Position the insertion point in the text area and delete the last three bulleted items.
- 7 Go to Slide 6 and change the title to:  
Client - Server Computing: Clients

- 8 Position the insertion point in the text area and delete the first two and the last bulleted items.
- 9 Move to Slide 7 and delete all but the last bullet.  
The outcome of this method is exactly the same as the outcome from splitting a slide in Outline view. The benefit of using this method is that when some text is repeated on each slide, duplicating the slide reduces the need to re-enter (or copy) text.
- 10 Save this new version of the presentation. You should have 11 slides.


## Adding Slides

---

Unless you are an exceptional planner, you will likely need to add more slides to a presentation. Adding slides can be accomplished in Normal's Slides and Outline views, or from the Slide Sorter view.

There are many ways to add a new slide. Normally a new slide is placed after the current slide. The exception occurs when you are in Outline view. If the insertion point is placed at the beginning of the title, the slide is inserted before the current slide. Otherwise it is inserted after the currently active slide, as in all of the other views.

From any of the views, you can add a new slide using the following methods:


- ▶ **Select Insert > New Slide from the menu bar**
- ▶ **Press Ctrl + m**
- ▶ **Click the  button on the Formatting toolbar**

These commands display the Slide Layout tab, where you can select the AutoLayout for the new slide. The Title and Text layout is the default. If a different design is desired, double-click on the desired design thumbnail to apply it to the slide. The slide appears with placeholders for the slide template you selected.

### Exercise 14

Perform the following steps:



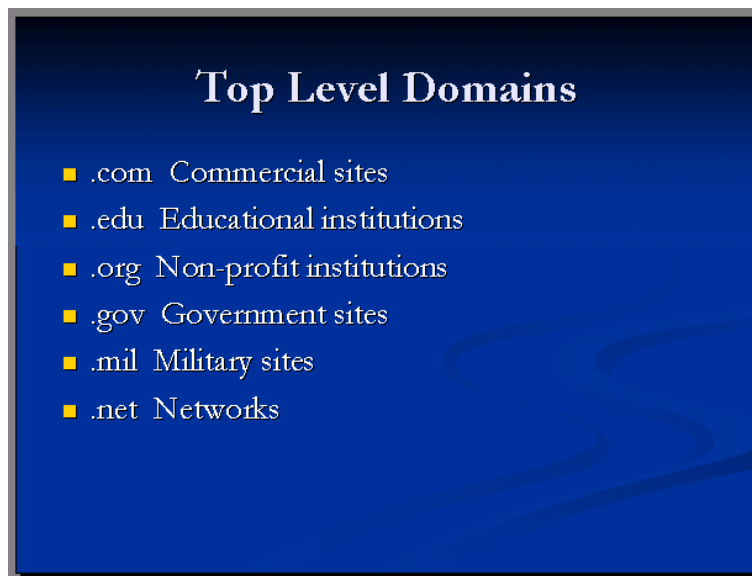
- 1 Using the *Intro to the Internet* slide set, use the Slides view and display Slide 2 as the active slide.
- 2 Click on the  button and use the **Title and Text** layout.
- 3 Click on the title of the new slide and type the title:

Popular Internet Applications

- 4 Click on the text and enter these items:  
 Electronic Mail  
 World Wide Web  
 Chat

There are now 12 slides in your presentation.

- 5 Scroll to Slide 9 on Intro to the Internet. Use one of the views (Outline, Slides, or Slide Sorter) and add this new slide:  
 Top Level Domains  
 .com Commercial sites  
 .edu Educational institutions  
 .org Non-profit institutions  
 .gov Government sites  
 .mil Military sites  
 .net Networks




There are now 13 slides in this set.

- 6 Save this version of *Intro to the Internet*.

## Working in the Slide Sorter

---

The Slide Sorter view was briefly mentioned in Lesson 1. To review quickly, click the  button located next to the other view buttons, or select **View > Slide Sorter** from the menu bar to display the Slide Sorter view.

Slide Sorter view displays several thumbnail-sized slides at once. The slides are too small to read easily and you cannot edit text in this view. If you click on a slide, it is selected in Slide Sorter and is the active slide. Double-clicking on a slide in the Slide Sorter view shifts you into Slides view, where you can edit the text.

## Moving Slides

---

If you have done many presentations using “real” slides or overhead transparencies, you have probably reorganized the slide order several times after presenting. This is done to specifically modify the presentation for different audiences and situations.

Rearranging the order of slides in PowerPoint is very easy to do. Use the Slide Sorter view to give a visual orientation of the slides and provide the tools to move and reorder them. Select the slide you want to move by clicking on it once. With the slide selected, drag it to its new location. A small slide image follows the mouse pointer. A gray vertical bar to the left of another slide displays at the new location of the slide. You may need to drag a slide to another location if you accidentally “drop” the slide in the wrong spot.

You can select more than one slide at a time in the Slide Sorter, and then drag all the selected slides to a new location. If the slides are contiguous, click on the first slide, and while holding down the **Shift** key, click on the last slide in the sequence. If the slides are not contiguous, click on the first slide, and while holding down the **Ctrl** key, select additional slides.

You may also use the Outline view when reorganizing slides. Click on the slide number in the left margin and drag it to another slide line. A horizontal line appears in the outline showing where the slide will be dropped.

One advantage to moving slides in Outline view is that it is possible to combine the contents of two slides. Notice as you experiment with this feature that you can position the horizontal line within another slide, and drop the slide in another slide, rather than just between two slides.

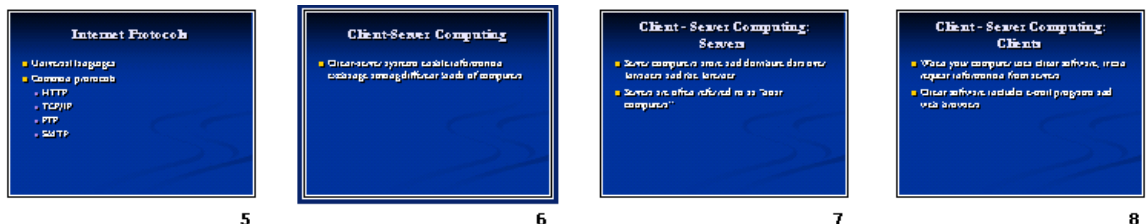
### Exercise 15



It would make sense to place Slide 8 on client-server computing before Slide 6 to help introduce the concept.

Perform the following steps:

- 1 Use the Slide Sorter view and drag Slide 8 in front of Slide 6.



- 2 Save this file.

## Deleting Slides

---

You can delete a slide in any of the three working views. Click on the slide or the slide number you want to delete, and then select **Edit > Delete Slide**. If in the Slide Sorter view, select a slide and press the **Delete** key. If in the Outline view, delete a slide by clicking on the slide number in the left margin and pressing the **Delete** key.


## THE FORMATTING TOOLBAR














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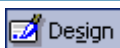
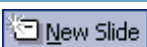
With the text selected, you can use options found under **Format** on the menu bar, or you can use the Formatting toolbar buttons to modify text.

The **Formatting** toolbar is displayed directly to the right of, or below the Standard toolbar in the Slides and Outline views. If the **Formatting** toolbar is not displayed, right-click on the **Standard** toolbar, and then select the **Formatting** toolbar option from the shortcut menu.

Most of the buttons in the **Formatting** toolbar are features that are found under the **Format** menu. The toolbar buttons are emphasized in this lesson because it is faster to use the buttons to apply these commonly used features.

As an example, to center-justify text in the placeholder, you could select **Format > Alignment > Center** from the menu bar. The same task can be accomplished with a single click of the  button.

From left to right, the default buttons on the Formatting toolbar are:		
	Font	Changes the font of selected text
	Font Size	Change font size of selected text
	Bold	Bolds selected text
	italic	Italicizes selected text
	Underline	Underlines selected text
	Shadow	Adds a shadow to selected text
	Align Left	Left-aligns selected text
	Center	Centers selected text
	Align Right	Right-aligns selected text
	Numbering	Adds/removes numbers from selected paragraphs
	Bullets	Adds/removes bullets from selected paragraphs
	Increase Font Size	Increases font size of selected text
	Decrease Font Size	Reduces font size of selected text

	Indent Less	Removes indents to selected paragraphs by one level
	Indent More	Indents selected paragraphs by one level
	Text Color	Applies color to selected text
	Design	Opens the Slide Design tab
	New Slide	Opens the Slide Layout Tab

For text formatting purposes, it is important to remember that a paragraph is defined as a unit of text that ends when the Enter key is pressed. This means that a paragraph can be a single line, or several lines of text in PowerPoint. Note that several of the Formatting toolbar buttons affect paragraphs of text.

## Exercise 16

Perform the following steps:



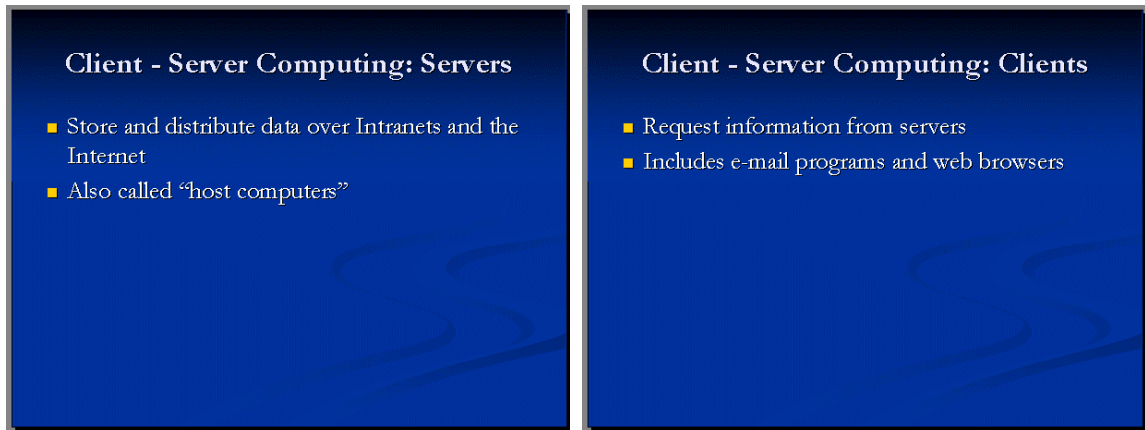
In this exercise, we will modify the size of the titles on the two "Client - Server Computing" slides. Perform the following steps:

- 1 You should be using the Stream design template. If this is not the background in use, change the background by double-clicking the design name on the Status bar. You also want to be in the Slides view for this exercise.
- 2 Move to Slide 7. You will notice that the title wraps to a second line. If the font were slightly smaller it would fit on one line across the slide.
- 3 First, display the **Formatting** toolbar if it is not visible. (Right-click on the **Standard** toolbar and select the **Formatting** toolbar from the list of options.)
- 4 Click once on the title of the slide to select the placeholder.
- 5 Press the **Esc** key. That selects all of the text within that placeholder without requiring you to select it with a marquee. You will see a minor change to the appearance of the box surrounding the placeholder.
- 6 Click on the  drop-down button on the **Formatting** toolbar and change the font size to 40 point. That should make it fit; if not try a smaller size.
- 7 Repeat the procedure on the next slide.

Do not reduce the size of the titles too much. If you have to decrease the size more than a few points, you should reword the title or find another solution. In Lesson 3 you will learn how to modify the size of similar text areas on all the slides in a presentation at one time.

Take one more look at slides 7 and 8. Can you think of a way to reduce the number of words on these slides without changing the meaning?

The slides below are one possible solution.



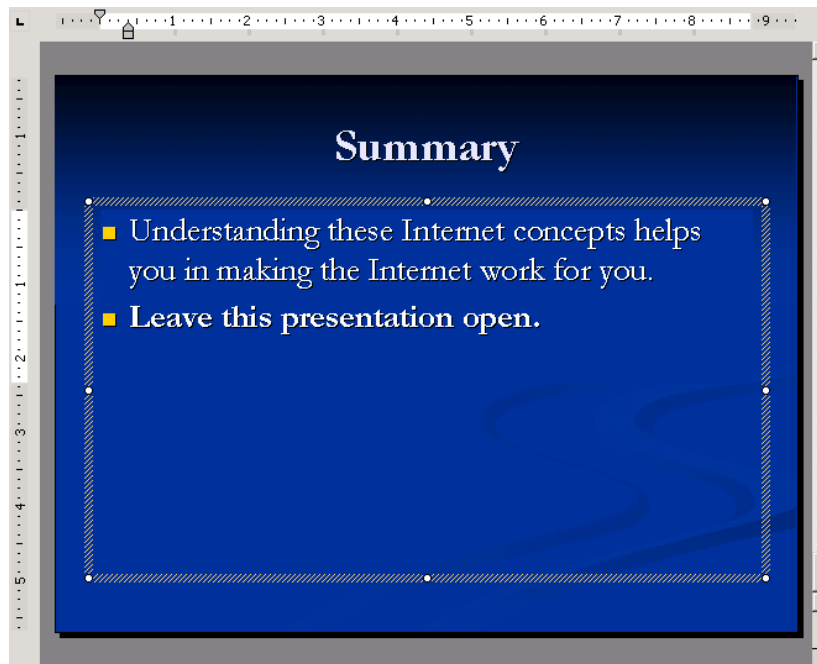
8 Save this version of *Intro to the Internet*.

Now that you have saved your work, spend some time selecting text and experimenting with the other bullets using the tools of the Formatting toolbar. When you are done experimenting, close the file without saving your work.

## THE RULER

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If you wish to modify paragraph indents or align text in columns, turn on the Ruler. To display the Ruler, select **View > Ruler** on the menu bar.



**Figure 4-20:** Slide with the vertical and horizontal rulers displayed

When Ruler is turned on, horizontal and vertical rulers appear at the top and left side of the slide pane. The appearance of the rulers change depending on what you select on the slide.

### Adjusting Indents

---





Each text placeholder has its own ruler and its own indentation and tab settings.


When a text placeholder is selected, the two triangles on the left side of the horizontal ruler show the indents for the first line in each paragraph. For instance, for a bulleted list with one level of bullets, the top triangle marks the position of the left edge of the bullet, and the bottom triangle marks the position of the text following the bullet. There will be indent markers for each level of a multi-level bulleted list.

To change an indent setting for the selected text, drag the top or bottom triangle to the desired location. Dragging the small square below the bottom triangle will move both triangles at the same time and maintain their positions relative to each other.

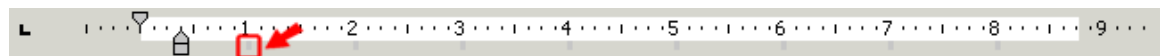
## Placing and Moving Tabs

Tabs in PowerPoint are very similar to tabs in Word. As in Word, when you want to align columns of text, you should use tabs and not spaces.

PowerPoint provides four kinds of tabs		
	Standard (flush left)	causes text to align flush left at the tab stop
	Center	causes text to center beneath the tab stop
	Flush Right	causes text to align flush right at the tab stop
	Decimal	causes text to align on a decimal point or period

You will notice a  button to the left of the ruler when a text placeholder is selected. While a standard (flush left) tab is used by default, you can click on this button to display the other tab types.

Default tab stops are set at one-inch increments. These preset tab stops are displayed as vertical lines on the bottom edge of the Ruler.



You can change a preset location by dragging the tab marker. The space between all default tab markers changes proportionately. If the tab stops were moved to one-half inch, all default tabs would change to be one-half inch apart.

To set a tab on the Ruler, click the tab button to display the desired tab type. Next click on the Ruler where you want the tab to be applied. Notice that this removes all preceding preset tabs and the selected tab becomes the first one on the ruler. To change the position of a tab drag it left or right. To remove a tab, drag it below the Ruler and release the mouse button.

### Exercise 17

Perform the following steps:



- 1 Return to Slide 10. To make the slide more legible, align the domain descriptions in a column.
- 2 In each line of the bulleted list, delete space(s) between the domain name and its description.
- 3 Press the **Tab** key to move the description to the nearest preset (left) tab. The slide should look like the graphic below.


## Top Level Domains

- .com Commercial sites
- .edu Educational institutions
- .org Non-profit institutions
- .gov Government sites
- .mil Military sites
- .net Networks



## ADDING CUSTOM TEXT BOXES

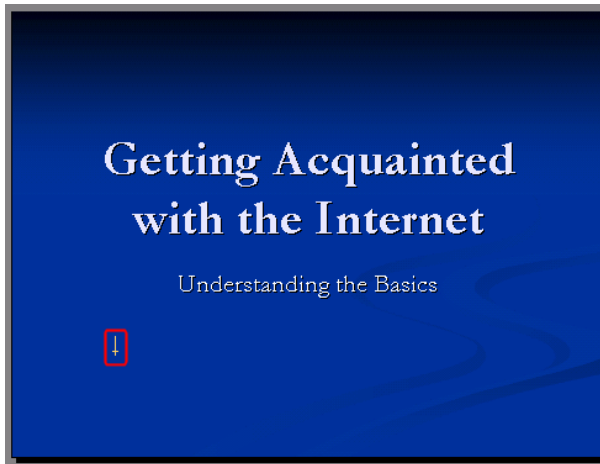
---

Text placeholders supplied by the design template are convenient and useful. Text boxes are also useful for annotating charts, callouts for graphics, or describing complicated images on a slide. There will be times however, that you will want to add text in areas of slides that are not in a template's placeholders.

To add text boxes for customizing slides, use the  button on the **Drawing** toolbar (at the bottom of the PowerPoint window). This function is also accessible in the menu bar under **Insert > Text Box**.

For this lesson, it is desired to put the presenter's name and title on the title slide.

Text boxes are added in the slide pane in either Outline or Slides view. Click on the  button, and then move the mouse pointer over the slide. Notice that the shape of the mouse pointer has changed to  .



**Figure 4-21:** Slide with Insert Text cursor displayed

There are two methods to add text. One method allows you to click where you want the box to start. When you release the mouse button, the insertion point is inside a small box. Type the text. Press **Enter** to force the text to the next line.

The other method is to click and drag to create a sized textbox. Set the textbox size by releasing the left mouse button. The insertion point is inside the box. As text is entered, it automatically wraps to fit the width of the box. The box expands its height to accommodate text.

Text in custom textboxes can be formatted just like any other text. PowerPoint treats custom textboxes as graphical elements. Any information typed into a custom textbox does not appear in the Outline view.

## Moving or Copying Placeholders and Text Boxes

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You can select placeholders and text boxes on the slide pane or in Slides view by clicking on them. They are then treated like a graphic box in Word. You can drag the box by its border to change the position, drag a handle to change its size, press the **Delete** key to delete the placeholder, and cut, copy and paste the box to other slides.

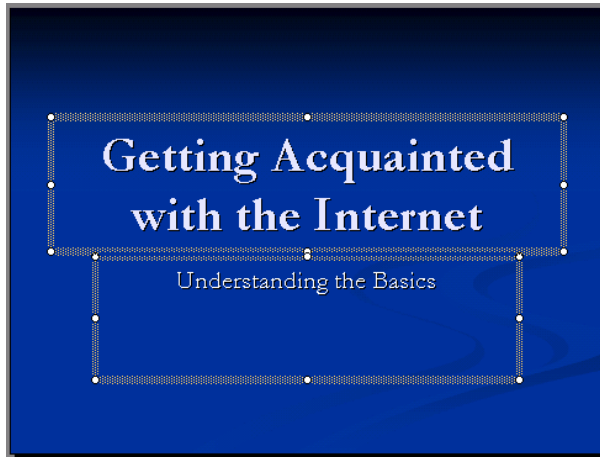






Figure 4-22: Slide with placeholder selected

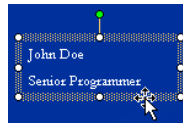
### Exercise 18

Perform the following steps:

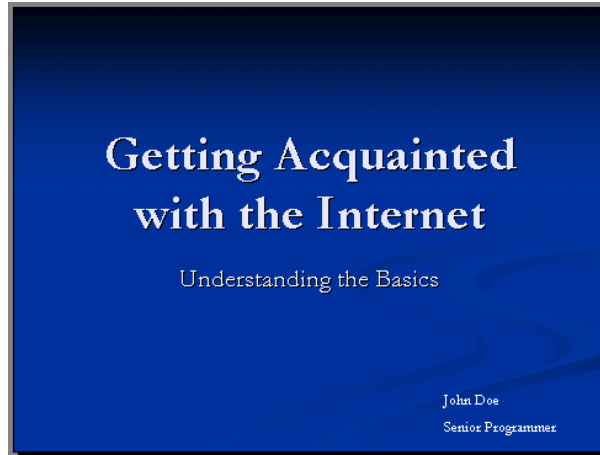





- 1 Open the *Intro to the Internet* file in **Outline** or **Slide** view.
- 2 Go to Slide 1. Click the  button on the **Drawing** toolbar.
- 3 Click on the slide where you want your name and title to appear. When the insertion point appears inside the box, type at least two lines: one with your name and one with your title. Press **Enter** to force your title information to the second line.
- 4 Click away from the custom textbox to deselect it.
- 5 Is the text in your text box the correct size? If not, select the text. Decrease or increase the size by clicking the  and  buttons until the desired text size is achieved. View the slide in **Slide Show** view to review the font size.

- 6 To position the custom textbox, move the cursor over the gray edge of the text box. When the mouse pointer becomes a 4-sided arrow , drag the box to the lower right corner of the title slide.



- 7 The title slide should now look like the graphic below.




- 8 You may also want to include your name on the last slide of the presentation. While the text box is still selected, press the  button to copy it and then go to the end of your presentation and paste the text box on the **Summary** slide. The  and  buttons are displayed on the **Standard** toolbar.
- 9 Save this new version of *Intro to the Internet*.

## ADDING SPEAKER NOTES

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If giving a PowerPoint presentation you will find it essential to add notes to the notes pane in the **Outline** or **Slides** view. You can print the notes and use them as speaking notes.

The notes pane is below the slide pane in Normal's Slide and Outline views. In order to see the notes as you type them in this box, you may need to enlarge the notes pane. Place the mouse pointer on the edge between the slide pane and the notes pane. When you see it change its appearance to a double-sided arrow, , you can drag the edge to make the notes pane larger.

If your monitor is not large enough to allow you adequate space to work in Slide or Outline view, you can select **View > Notes Pages** from the menu bar. In order to see the text in the notes area of this screen, you may need to use the  button on the **Standard** toolbar to enlarge the display.


Notes are not displayed in Slide Show view, but you can print a version of the presentation that shows a half-page size image of each slide. The related lecture notes are printed below the images.

If you want to use the notes to create handouts, you can also format the text using the features found on the **Formatting** toolbar.

### Exercise 19

Perform the following steps:



- 1 Go to Slide 3 of the *Intro to the Internet* file.
- 2 This page lists three popular Internet applications. Add notes to remind yourself to ask the audience some questions at this point in the presentation.
- 3 Work in **Normal** view, or select the **Notes Pages** view from the **View** menu. Click on the  button and enlarge the display, if required. The prompt: "Click to add text." should be easily legible.
- 4 Click in the notes area of the screen, and type in the following notes: (Add bullets using the  button on the **Formatting** toolbar.)
  - ▶ Share some anecdotes about how you use the Internet for work and in your home life.
  - ▶ Ask the group about their Internet use.

## Lesson 4: Presentations

- ▶ How many have access?
  - ▶ What do they use it for?
  - ▶ What kinds of services do their Internet Service Providers offer? E-mail? Web? Web space?
- ◆<sup>5</sup> Go to Slide 12 (Web addresses). Add the note: URL stands for "Uniform Resource Locator."
- ◆<sup>6</sup> Save this new version of *Intro to the Internet*.

In the next section you will learn how to print notes, as well as other views of the slides.

# PRINT OPTIONS

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## What Can Be Printed?

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A variety of items can be printed through PowerPoint:

**Slides** Prints one slide per page, with all the bulleted items present. This is the default.

**Handouts** (2, 3, 4, 6 or 9 slides per page) Prints small versions of the slides with multiple slides per page. You may select the number of slides per page and the slide layout on the page.

**Notes Pages** Prints the notes with the slides for speaker notes or as a reference for the audience.

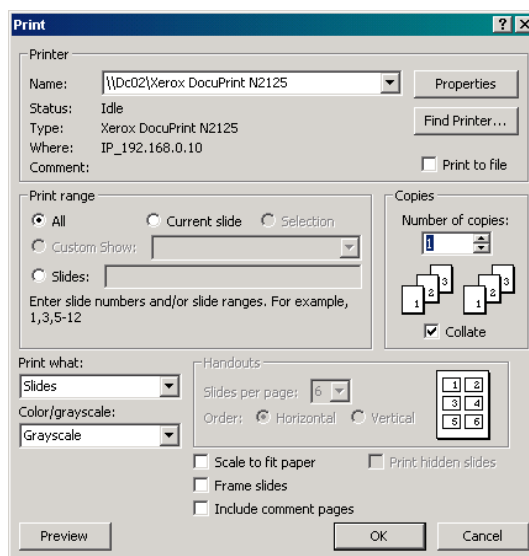
**Outline View** Prints an outline just as it appears on your screen.

The option you select when printing depends on your needs and preferences.


## Printing Basics

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Bring up the **Print** dialog box by selecting **File > Print**, or by pressing the **Ctrl + p** keys.



**Figure 4-23:** Print dialog box

Click the  button on the **Standard** toolbar to print the entire presentation using the most recently used print settings (the **Print** dialog box does not display). Or select **File > Print** to display the **Print** dialog box.

- ▶ The **Printer** box lets you select various printers installed for your computer.
- ▶ The **Print Range** section allows you to print all of the slides in your presentation (default), the current slide, or a specific range of slides. For a range of slides, use a comma separator "," to specify individual slides, and a dash separator "-" to indicate a range of slides. If you have selected slides in the **Slide Sorter** view, you may also indicate that you wish to print this selection.
- ▶ The **Copies** section allows you to indicate the number of copies to print. If multiple copies are needed, you collate them by clicking the Collate checkbox.

The following options are available at the bottom of this dialog box:

- The Print what drop-down box lists the choices that were described at the beginning of this section.
- If selected, the Pure black and white option prints all of the slides in black ink on a white background. If you have a color printer, this is a quick way to print a draft copy of your presentation.



If selected, the Scale to fit paper option automatically sizes slides to fit the paper loaded in the printer.



- ◆ If selected, the **Frame slides** option adds a thin frame around the border of every slide, except when the Outline view is printed.
- ◆ If you have created a presentation with hidden slides, an option to **Print hidden slides** also appears. Select this option to print hidden slides. Hidden slides are covered in Lesson 5.
- ◆ If you have animated any slides, an option to **Include animations** appears when you print slides. Animation options are covered in Lesson 5. If you create a slide to display one bulleted item at a time, rather than all of the bullets at once, this option adds a bulleted item (beginning with the slide title) on each subsequent page until the entire slide is printed.


## Exercise 20

Perform the following steps:



- ◆ Open the *Intro to the Internet* file. Experiment with options under the **Print** dialog box. Change the print item to **Handouts (9 slides per page)**, and use the **File > Print Preview**  option to review the way the presentation would print. Change the number of slides to **3 per page** and use the **File > Print Preview**  option again.

Use the  option to view a single full page slide print option. Try adjusting the options for a second and third slide, experimenting with the **Black and white** and **Frame slides** options and viewing the results using the  option.

Preview the printing of the presentation in Outline view. If you entered Notes for your slides, preview those slides using this format and the  option.

## Page Setup

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Page setup was covered briefly in Lesson 1 for the purpose of selecting the slide output type. Page setup allows you to change the size, type, and orientation of paper on which you wish to print your presentation. It additionally allows you to set the slide starting number.

## ADDING IMAGES

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Adding clean, easy-to-understand, and appropriate images to a presentation can be a powerful way to convey the content of the presentation to its audience. For example, the Client-server computing slide in the *Intro to the Internet* presentation may be easier for the audience to understand with an illustration of the concept included. If giving this presentation, you might add a graphic to each slide, or even use illustrations in place of the words on some slides.

You must decide where images are appropriate for your presentation. You should consider the audience, the topic, and the reason for the presentation. It is important to add only images that enhance your presentation. Adding images just for esthetics will actually degrade your presentation.

### Sources of Images

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A number of clip art images are installed during a standard installation with PowerPoint. However, you might want to add other types of images to your presentations, such as an organizational chart, a company logo, or diagrams explaining a concept. Due to PowerPoint's ability to import a wide range of graphic formats, images are easy to acquire for use in presentations. Images can come from the Web, commercial graphics applications, scanned photos, or can even be of your own creation. PowerPoint supports most graphic formats, like .gif, .jpg, .wmf, .bmp, .png, and many others.

Adding images from other sources requires that the correct import filters be installed when loading PowerPoint onto your computer. You might need to add filters if you have trouble with a particular type of graphic. PowerPoint also supplies a toolset for you to use to create images yourself. These drawing tools are described later in this lesson.

The Web is a good source of clip art, and many Web sites offer clip art for free. Four websites for clip art are:

- ▶ **USDA Photo Center** <http://www.usda.gov/oc/photo/opclibra.htm>
- ▶ **The ClipArt Connection** <http://www.clipartconnection.com>
- ▶ **ClipArt.com** <http://www.clipart.com>
- ▶ **All Free ClipArt** <http://www.free-clipart.net/main.html>

Microsoft also offers clip art on the Web. Accessing the online clip art is covered later in this lesson.

You can save any .gif or .jpg image displayed on Web pages if you right-click on them. Even though information stored on the Web can be freely accessed, copyright law still applies. Generally, you should obtain permission to distribute any documents or graphics you find on the Web unless your use of the material falls under the Fair Use Guidelines. Always assume

information, graphics, sound files, and anything else you can save off the Web is copyrighted, unless a statement saying otherwise accompanies it.

To read more about copyright law, visit the **United States Copyright Office** at <http://lcweb.loc.gov/copyright>.

## Types of Images

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You need to be aware of two types of images as you use them in presentations with a color background: bitmapped (or raster) and vector graphics.

Bitmapped images are made up of pixels (or dots). They are commonly produced from scanned drawings or photographs, and with a paint program, like the one that ships with the Windows operating systems.

Vector images, on the other hand, are based on mathematical equations. The computer stores the images not as information for each small area of the drawing, but as a series of mathematical equations. The file sizes are smaller, and you can group and ungroup these drawings in most vector programs. Vector images can have irregular shapes, and the background shows around the edges.

If you place a bitmapped flower image on a slide with a colored background, the background part of the image (which is probably white) is part of the image, and covers up the slide's background. If you place a vector flower image on a slide, in most cases, there is no background to cover up the slide's background.


Most of the images in the Microsoft Clip Gallery are vector images. You can purchase both types of images, so consider the image format when buying clip art.

The number of clip art images you have access to from Office 2002 depends on your installation choices, and whether or not you have clip art from previous versions of Microsoft Office. If you have the Microsoft Office 2002 CD in your CDRom drive when you access the clip art collection, you can access all of the clip art on the CD.


As the lesson proceeds, if you do not have the clip art image mentioned in an exercise, choose a different one. The point here is to learn how to work with clip art.

## Placing an Image

---

To insert an image, you should be in Outline or Slides view and looking at the slide where you want to place the image. Click the  button on the drawing toolbar, or select **Insert > Picture > Clip Art** on the menu bar. The **Insert Clip Art** tab appears.

Use the **Search in** drop down list to select the directories for searching clip art. Use the **Results should be** drop-down list to select the types of clip art to display in the search results. Once these have been set, use the **Search text** field to type in a keyword.

Click the  button to execute a search for clip art with the parameters you set in the **Search in**, **Results should be**, and **Search** text fields.

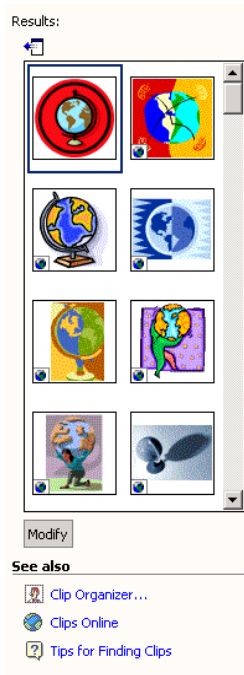


Figure 4-24: ClipArt search results


For this lesson we will choose the  art. Double-click on the thumbnail to insert the clip art on the selected slide. The inserted image is selected on the page and has handles around it (eight squares around the outside of the image area).



Figure 4-25: Handles of image

Click anywhere within the handles, and then drag with the left mouse button depressed to move the entire image to any location on the slide. A dotted outline shows you where the image will be placed when you release the left mouse button.




Figure 4-26: Moving an image

### Exercise 21

Perform the following steps:



- 1 Open the **Intro to the Internet** presentation and display Slide 2 in **Outline** or **Slides** view. An image showing a globe from the Map category might be appropriate here to help enforce the concept of the Internet as a world-wide system. (If you do not have an image like the one in the lesson, select any other image you like.)
- 2 Click on the  button on the **Drawing** toolbar. Use any or all of the search fields to find a world clip art piece suitable for use on Slide 2. Double-click on an image thumbnail to place it on the slide.
- 3 Practice moving the image around on the slide, and then move it to the lower right side of the slide by clicking and dragging anywhere within the box area (but not on a handle).

Depending on the image you choose, your slide should look similar to this:



- 4 Save the revised presentation.

## Deleting an Image

---

Sometimes after you insert an image, you may decide that you would rather use a different graphic. To delete the current image, click on it to select it, and then press the **Delete** key.

## Resizing Clip Art

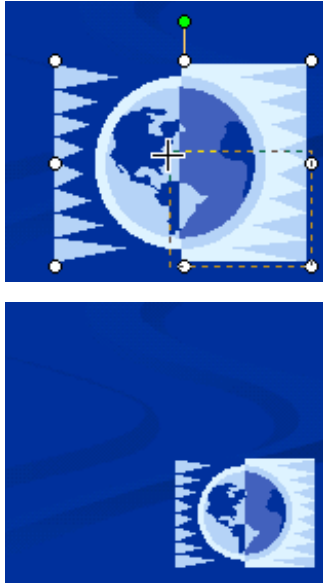
---


You will often want to adjust the size of images you place on your slides. There are a variety of options, and they all begin by selecting the clip art object. To select an image, click on it with the mouse to make the handles appear.

### Resizing by Dragging

- ▶ **To make an object shorter**, drag the top middle or bottom middle handle toward the center.
- ▶ **To make an object narrower**, drag the middle handle on either side toward the center.

- ▶ **To make an object taller or wider,** drag the middle handles away from the center.
- ▶ **To maintain the proportions of an object as you enlarge or reduce it,** drag it by a corner handle.
- ▶ **To keep the object centered as you resize it,** press the **Ctrl** key while you drag one of the corner handles.



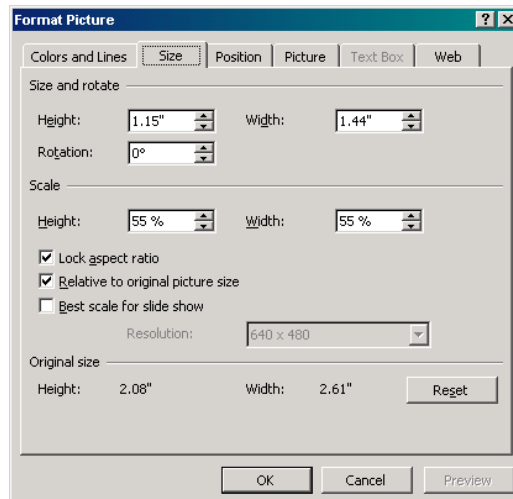
Using the top/bottom or left/right handles will resize only the height or width, and therefore distort the graphic. To maintain the graphic's proportions, use one of the corner handles to resize the graphic. Remember that you can click the  button to return the graphic to its original proportions.

## Scaling Graphics

You can also resize an image by using the scaling feature by pressing the **Ctrl** key while dragging a corner handle. This will proportionally resize the object around a fixed center point by specifying a scale percentage. A scale of 200 percent doubles the size of the selected object and a scale of 50 halves the size of the graphic.

To scale an image, right-click on the desired image and choose **Format > Picture** from the shortcut menu. (This option is also found in the menu bar under **Format**.) Next, select the

**Size tab.** The **Scale** section in the **Format Picture** dialog box allows you to indicate percentages for the height and width, relative to the original picture size.



**Figure 4-27:** Format Picture dialog box

You can see the results of the modifications you make if you click the **Preview** button, and then drag the **Format Picture** dialog box out of the way. The **Preview** button is grayed out until the option to **Lock Aspect Ratio** is de-selected. The **Lock Aspect Ratio** option is selected by default. When this option is selected, changing either the height or width, causes the other to automatically change to keep the image's proportion. If you do not want to maintain the object's original proportions, click to remove the checkmark from this option. When you find the percentage that works best, click the **OK** button to accept the new scale factor.

You can always click the **Reset** button on the **Size** tab to return the selected object to its original size.

## Exercise 22

Perform the following steps:




- 1 Click on the image inserted in Exercise 21 to select it. With the **Ctrl** key pressed, drag one of the corner handles to make the object larger.
- 2 Right-click on the image, and select **Format > Picture** from the shortcut menu.
- 3 Click on the **Size** tab. In the **Scale** section, experiment with different scale percentages, previewing your slide as you make changes.
- 4 Find the size that you like best, and click the **OK** button.
  - ▶ Which resizing method do you prefer?

- ▶ Can you think of advantages for each of them?

- 5 Save this version of *Intro to the Internet* and keep the file open.

## Images from Other Sources

The **Insert > Picture > Clip Art** menu selection and the  button provide access to images from the Microsoft Clip Gallery. To use image files from other sources, choose the **Insert > Picture > From File** menu option.

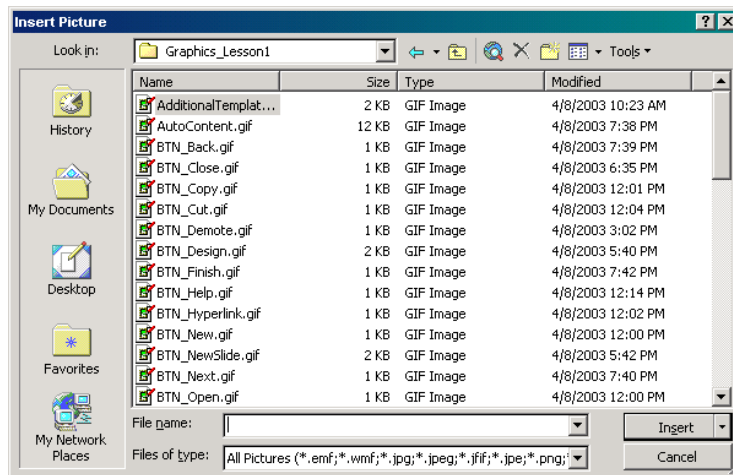





Figure 4-28: Insert Picture dialog box

In the **Insert Picture** dialog box, click in the **Look in** field to select the drive and/or folder that contains your image(s). Click on the file you want to select it, and then click . The image you insert is placed on the active slide. The default folder is a good place to store files you want to use in PowerPoint presentations.

Click the  option from under the  button in the **Insert Picture** dialog box (see image below) to see a preview of the image you select before you insert it.

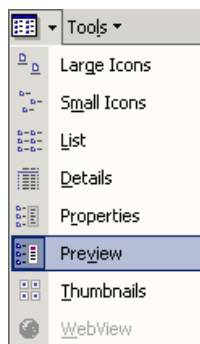


Figure 4-29: Insert Picture drop-down list

## Exercise 23



In this exercise, you will add an image to the *Intro to the Internet* presentation.

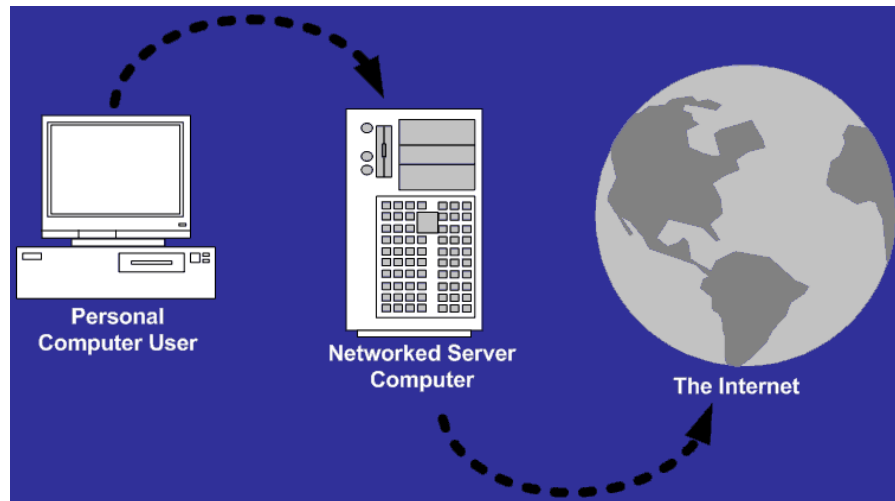



Figure 4-30: UserToInternet.bmp

With the *Intro to the Internet* presentation loaded in Normal view, make Slide 6 the active slide. Instead of having just text on this slide, it is decided that showing a graphic of the concept would be more useful. As you explain the concept of the slide, the audience will be able to visualize it with the graphic on the slide. You can also copy the bulleted text to the notes pane.

Perform the following steps:

- 1 Select the text in the bulleted text placeholder.
- 2 Press **Ctrl + x** to cut the text from the placeholder.
- 3 Click in the notes pane and press **Ctrl + v** to paste the text.
- 4 Change the slide layout to a **Title Slide** AutoLayout.
- 5 Reduce the size of the title text so that it fits on one line by clicking the  several times.
- 6 Delete the sub-title text box.
- 7 To insert the image, select **Insert > Picture > From File**.
- 8 Navigate to the **Look in** window to select the drive and/or folder where you saved the UserToInternet.bmp image. If you saved the image in A:\Pictures, you should see the file name when you access the directory.
- 9 Double-click on the file name *UserToInternet.bmp* to insert the file.  
The image does not display well on the dark-blue background. The later section of this lesson provides a solution to this problem.

- ◆ Save and then close the *Intro to the Internet* file.

## Picture Toolbar

There are many ways to modify the vector clip art that comes with PowerPoint, in addition to moving and resizing it. The Picture toolbar displayed below contains tools for performing modifications. Some of these tools also work with bitmapped formats, but you will need to experiment with each case.

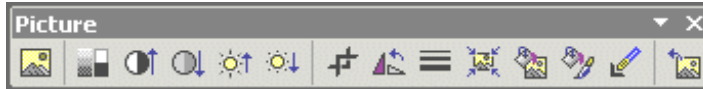

















Figure 4-31: Picture toolbar


The **Picture** toolbar may display automatically when you select a clip art image. If it is not displayed, right-click on an image and select it from the shortcut menu. If it appears in an inconvenient location on your screen, you can move it around by dragging its title bar. To close it, click the  button on its title bar.


The tools on the Picture toolbar are explained below.		
	Insert Picture	Allows you to insert a picture
	Image Control	Sets the image as Automatic, Grayscale, Black and White, and Washout
	More Contrast	Increases the picture's contrast
	Less Contrast	Decreases the picture's contrast
	More Brightness	Increases the picture's brightness
	Less Brightness	Decreases the picture's brightness
	Crop	Crops a portion of the picture
	Rotate Left	Rotates the picture 90 degrees counter-clockwise
	Line Style	Sets the line style of the picture
	Compress Picture	Opens the Compress Picture dialog box with options to reduce the picture's file size
	Recolor Picture	Opens the Recolor dialog box for changing colors in the picture
	Format Picture	Allows you to format the picture
	Set Transparent Color	Only available for bitmapped pictures, sets the transparent color
	Reset Picture	Returns original picture settings

If you are interested in changing the graphics used, try experimenting with the Picture toolbar buttons. It is safe to make any changes you wish. Just click the Picture toolbar button to return the picture back to its original state, no matter what changes you have made.

The next section describes how to use the cropping tool on the Picture toolbar.

## Cropping Clip Art

The cropping feature allows you to hide unwanted parts of an image in order to emphasize the part that remains. To crop an image, select it, and then display the Picture toolbar. Click on the  button.

The mouse pointer changes to an arrow with the cropping tool (the image on the  button). When you place the tool over one of the handles, the arrow disappears. Drag one of the object's handles to crop the image as desired.

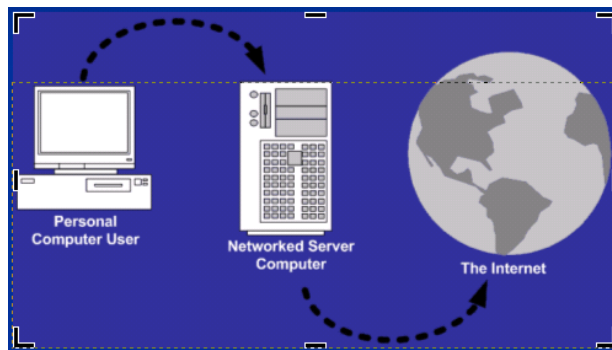



Figure 4-32: Graphic with cropping handles

Repeat this step, using other handles on the object, until the cropping is completed to your satisfaction. When you are finished, click on any blank area in the slide, or press the **Esc** key to deselect both the clip art object and the cropping tool.

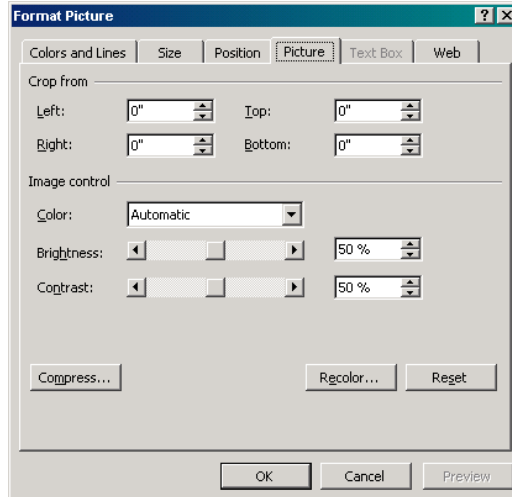


Figure 4-33: Graphic cropped to smaller graphic

PowerPoint keeps the entire object intact in memory when you crop it, so un-cropping is possible. This allows you to restore part of, or all of, what has been previously cropped. To un-crop an object, select it and use the Cropping tool to drag the handles to reverse the previous cropping action. Part, or all of the cropping can be reversed using this method. You can also click the  button on the Picture toolbar to return the picture to its original state.

However, this also causes any other modifications made (brightness, image color, etc.) to revert to the original settings.

An alternative method for cropping is found on the Picture tab of the **Format Picture** dialog box.
























**Figure 4-34:** Format Picture dialog box

Cropping a picture in this dialog box is done by entering measurements in inches into the **Crop from** fields. This method is more precise, but is also harder to accomplish accurately.

# THE DRAWING TOOLBAR

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The **Drawing** toolbar provides a selection of tools for working with graphics in the slides.

<b>The buttons on the Drawing toolbar and their functions are:</b>		
	Draw Menu	Provides options for grouping and ungrouping images, aligning images, rotating images, and more
	Select Objects	The default button. Selects an image when you click on an object
	AutoShapes	Adds a variety of shapes to your slide drawings
	Line	Draws a line
	Arrow	Draws an arrow
	Rectangle	Draws a rectangle
	Oval	Draws an oval
	Text Box	Adds a text box
	Insert Word Art	Adds "artsy" words to your slide
	Insert Chart	Opens the Diagram Gallery to insert a diagram type into the presentation
	Insert Clip Art	Inserts an image from the Clip Art Collection
	Insert Picture	Inserts a graphic from any acceptable file type
	Fill Color	Changes the color of the selected drawing object
	Line Color	Changes the color of the selected line
	Font Color	Changes the color of the selected text
	Line Weight	Changes the weight of the selected line
	Line Style	Changes the dash style of the selected line
	Arrow Style	Changes the style of the arrows on a selected line
	Shadow	Adds a shadow to a select object
	3-D	Adds three dimensions to a selected drawn object
	Add/Remove Buttons	Customizes the Drawing toolbar

Explaining all of the drawing tools in detail could comprise a whole workshop, but once you understand a few of them, you will be able to explore others on your own.

## Adding Objects

---

The process for adding objects (like lines, arrows, rectangles, ovals, or any of the AutoShapes) is to click on the object's button on the **Drawing** toolbar, and then click on the screen and drag the mouse to draw the object. Release the left mouse button and the object appears with selection handles. You can resize a drawn object as you do a clip art image - by dragging on the handles. You can also move a drawn object by dragging it to a new location.

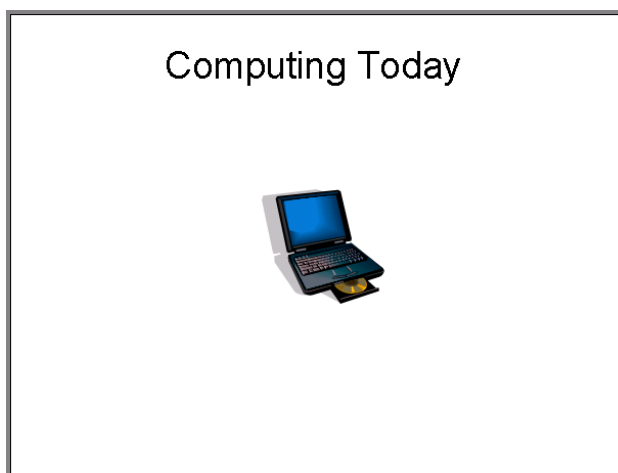
If you hold down the **Shift** key as you drag to draw the object, the object is constrained to an equal proportion. For example, when you add a rectangle, holding down the **Shift** key as you draw it lets you draw a perfect square.


### Exercise 24

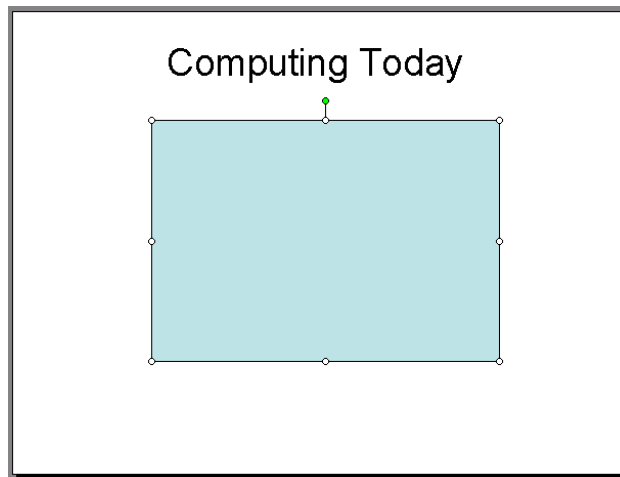
Perform the following steps:



- 1 Start PowerPoint and open a new presentation with the **From Design Template** option. Select the **Design Default** template.
- 2 Move the title box to the top and enter **Computing Today** as the title. Delete the sub-title placeholder.
- 3 Insert a clip art image (a laptop computer) on the first slide.



- 4 Draw a box around the image of the laptop computer to make it stand out on the slide. Click on the  button, then click where you would like the upper left corner of the box to start. Depress the left mouse button, and while holding it down, drag to the lower right to create a box around the laptop graphic.



- 5 When the box is the size you want, release the left mouse button. A rectangle will cover the laptop graphic. The color of the rectangle will depend on the fill color selected when you drew the rectangle.
- 6 Leave the slide open on your screen and continue with the next lesson to learn how to remedy this problem.

## Layering Objects

---

Objects in graphics programs like PowerPoint are layered or *stacked* on the slide. This is referred to as a z-order. As you move objects around, you will clearly see that each object resides on its own layer. The rectangle you created in the previous exercise is on top, and you need to move it behind the laptop computer image.

To reorder a stack of objects, select one of the objects and click on the **Draw** button on the **Drawing** toolbar. You can also right-click on the object to display the shortcut menu. Select **Order** and then select from the choices in the sub menu. They are:


- |                       |                                    |
|-----------------------|------------------------------------|
| <b>Bring to front</b> | puts object on top of the stack    |
| <b>Send to back</b>   | puts object on bottom of the stack |
| <b>Bring forward</b>  | brings object up one layer         |
| <b>Send backward</b>  | moves object down one layer        |

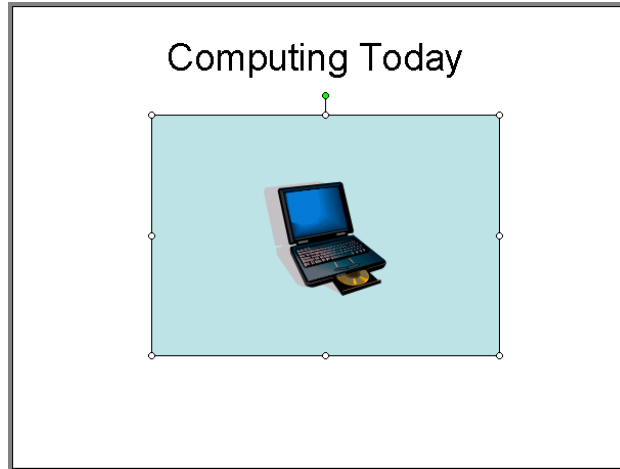
### Exercise 25



Continue from the *Computing Today* slide.

Perform the following steps:


- 1 If the rectangle is not selected, click on it.
- 2 Click on , and choose **Order > Send to back**.



- 3 Leave the slide open on your screen and continue with the lesson.

## Modifying Object Attributes

---


Every object you draw will be created using the default PowerPoint settings. The buttons on the **Drawing** toolbar, starting with the  button and moving toward the right, gives you options for changing object colors and styles.

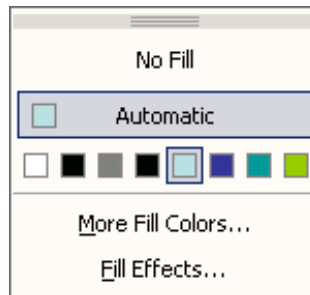
## Exercise 26

Perform the following steps:

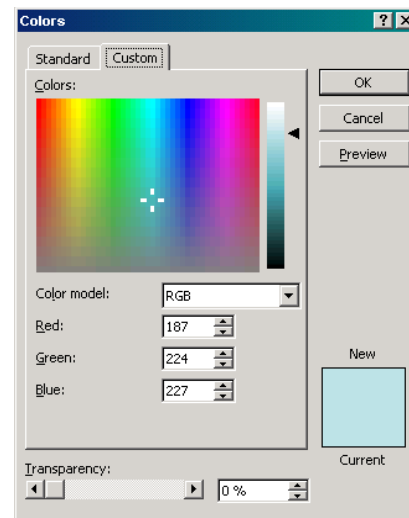
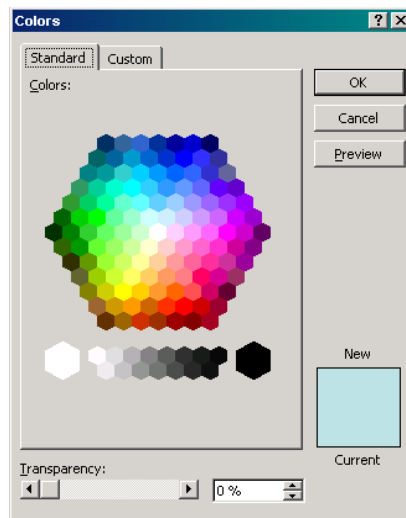


Continue from the *Computing Today* slide. Perform the following steps to change the fill color of the rectangle:

- 1 If the rectangle is not selected, click on it.
- 2 Click on the down arrow on the right side of the  button. A small fill color dialog box appears with a small set of colors to choose from.

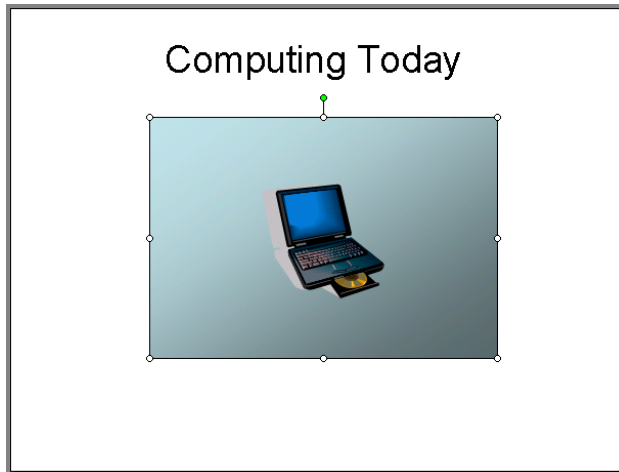
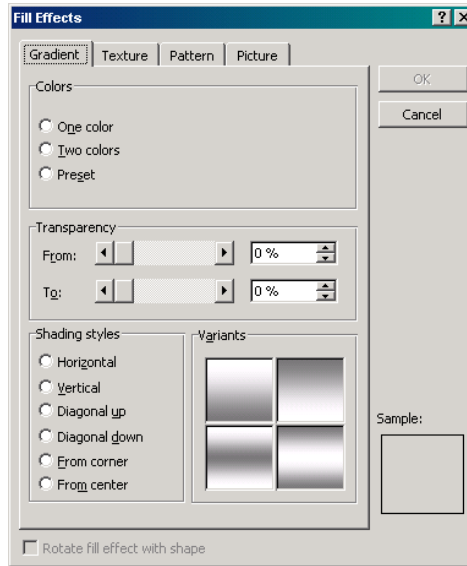


- 3 If you do not like the colors provided, click on **More Fill Colors** and click on a different color on the color wheel in the **Colors** dialog box.



- 4 Select a light blue fill.

- 5 Besides changing fill colors, you can select **No Fill** or select from a variety of **Fill Effects**, including color gradients, textures and patterns.



- 6 Leave the slide open on your screen and continue with the lesson.


## Grouping Objects


---

In the Computing Today picture you created in the preceding exercises, there are two objects: the laptop computer and the rectangle. If you want to move the two images on your screen, you would have to select each one and move them separately. If there were twenty objects, imagine how time-consuming and tedious this could be.

One solution to this is to group objects together. Grouping objects so that you can move or resize them all at once is very useful, especially with a drawing made up of several individual components.

To group objects, you have to select them all at the same time. To select multiple objects, click the 1st object. Hold down the **Shift** key, and then click on each additional object. Handles appear around the objects as they are selected. If an object is accidentally selected, click on the object again while the **Shift** key is still depressed, and it will be deselected.

Here are a couple of shortcuts for selecting multiple objects on the slide. Use the  tool, and click and drag to draw a marquee box completely around the objects. Or, choose **Edit > Select All** to select every object on the screen. To eliminate an object or two from the selection, press the **Shift** key and click on the objects you do not want.

To group the selected objects, click on  and then choose **Group**. Selected objects can also be ungrouped and grouped again as required.

Vector drawing objects, including some clip art, are really made up of many smaller objects that may be grouped together. For example, the laptop computer graphic is comprised of about a three-dozen smaller objects.

Before you ungroup an image, you may need to convert it to a Microsoft Office drawing object. If this is required, a prompt will appear.

To resize an ungrouped object proportionally, you must use the **Shift** key.


As you look through the Clip Art Gallery, keep in mind that you can ungroup and/or crop the clip art images and modify their component objects. This makes the supply of images available to you even greater.

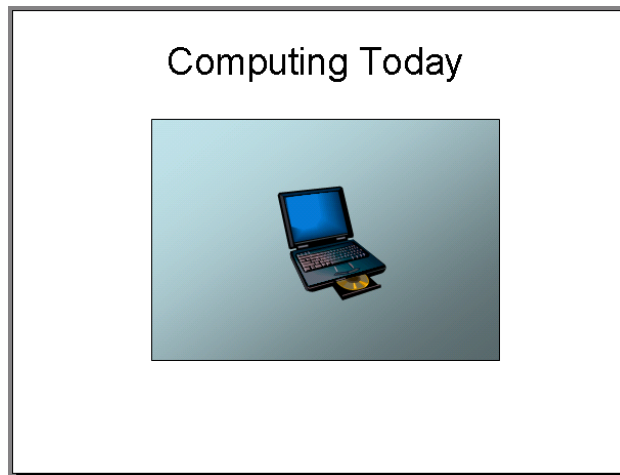
## Exercise 27

Perform the following steps:

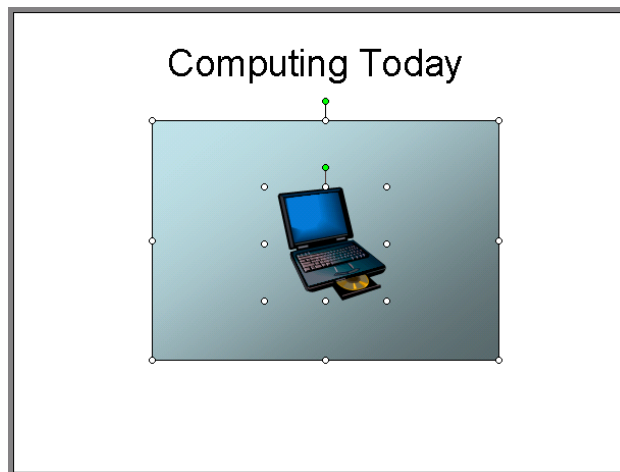


Ungrouping the object for editing and then grouping the objects on the *Computing Today* slide will help you to reposition or resize the image.

- 1 Select the laptop graphic, and then click on the  button and choose **Ungroup**.
- 2 Select the gray shadow object and press the **Delete** key. The laptop computer graphic below shows the shadow deleted.



- 3 Draw a marquee box around all of the laptop graphic and click on the  button and choose **Group**.
- 4 Press the **Shift** key and click on the rectangle and the laptop computer to select them.



- 5 Click on the  button and choose **Group**.
- 6 The objects are now grouped into one object. Demonstrate this for yourself by dragging the picture to the right or left. Both objects now move together.
- 7 Save this new version of *Computing Today* and close the presentation.

## WORKING WITH SLIDE MASTERS

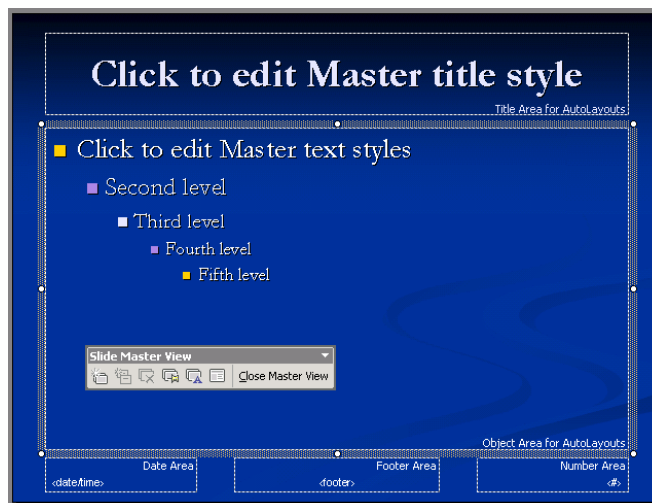
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So far, you have created, edited, and enhanced individual slides in a presentation. In this section you will learn how to edit and enhance all of the slides in a presentation at once. This is performed automatically when you select a design template.

Each design template is created using masters that hold the formatted placeholders for text, as well as the background items such as page numbers, dates, and graphics. For every design template, there is a separate master for slides, handouts, speaker's notes, and the formatting for text placeholders.

Adjustments are made to design templates through the slide masters. The placeholders can be moved and reformatted as desired. Simply changing the format on the master may change the entire look and function of a presentation. Changes made to the format of individual slides do not affect the master.

To work with the masters, select **View > Master** from the menu bar, and then select **Slide Master**. The slide master appears, with placeholders for the title, text, and background items.



**Figure 4-35:** Slide Master with toolbar

Areas on the slide master can be moved, resized, or formatted in any way desired. Selecting placeholders and objects in them on the Slide Master is identical to the process when working with a single slide. Click on the placeholder to select it, and press the **Esc** key, or click a second time on the gray box outline select the entire placeholder. With the eight handles displayed, the placeholder can be moved, and resized, or you can apply any formatting you wish. Remember PowerPoint's definition of a paragraph: a new one is created every time the **Enter** key is pressed. Click in any paragraph to select the paragraph, and then apply formatting to just the selected portion of text within the placeholder. When changing text attributes, it is sometimes easier if the text you want to change is highlighted.




You may want to add your organization's logo to the presentation. Using the slide and title masters, a logo can be added to every slide in the presentation very easily. You probably want to begin by making room for the logo. Move and/or resize the title and text placeholders as required. Once you have made room for the logo (or any graphic), select **Insert > Picture** from the menu bar and select and place the logo on the slide and title master. This image now appears on every slide.

Remember that applying changes to the master slide changes all slides that are using the master. If only changing a few slides in your presentation, change the individual slides, and leave the slide master alone.

## Exercise 28

Perform the following steps:



- 1 Open the *Intro to the Internet* file and select **View > Master > Slide Master** from the menu bar.
- 2 Assuming you are still using the **Stream** design template, all of the titles are centered. Select the title placeholder, and then click the  button on the **Formatting** toolbar. The title becomes left aligned, rather than centered.
- 3 Change the color of the title to yellow using the arrow on the right of the  button on the **Drawing** toolbar.
- 4 Change the appearance of the bullets, or turn them off completely.
- 5 Experiment with the  button on the **Formatting** toolbar and **Format > Bullets and Numbering** on the menu bar. Remember that any changes you make are applied to the bullet level(s) currently selected.
- 6 Return to Outline or Slides view to observe the results of the changes. Examine several slides, including the title slide.
- 7 Close the *Intro to the Internet* file without saving it.

# CHANGING THE BACKGROUND

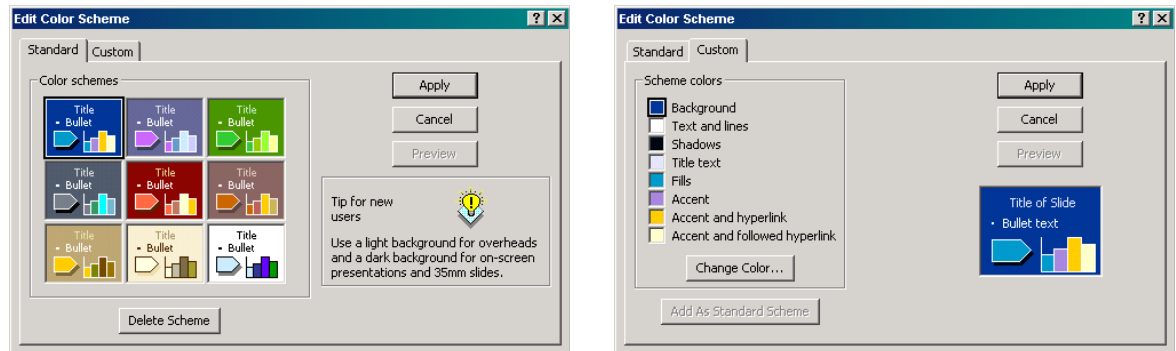
---

## Changing Slide Color

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PowerPoint offers different slide color scheme options for the templates provided.

Select **Format > Slide Design**. On the **Slide Design** tab, select **Color Schemes**. To edit any of the existing schemes or to create a new scheme, select the **Edit Color Schemes** at the bottom of the tab.



**Figure 4-36:** Edit Color Scheme dialog box - **Standard** tab and **Custom** tab

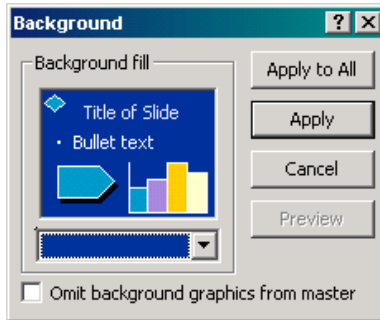
The **Standard** tab offers several preset color schemes, based on the colors being used for the background template. The **Custom** tab provides the tools to completely customize a color scheme. With the tools of the **Custom** tab you can select the color for each element on the slide. Just like the dialog box for custom backgrounds, you are able to preview your work, and then decide to apply the results to the current slide or all slides in the presentation. Once you create a custom color scheme that you really like, save it as a standard scheme. Your customized scheme will then appear under the **Standard** tab for use another time.

## Creating a Custom Background

---

While PowerPoint comes with a nice selection of backgrounds that you can select through the design templates, you may find that you wish to create your own for an entire presentation or for individual slides within a presentation.

To create your own background, select **Format > Background** from the menu bar. This displays the **Background** dialog box.



**Figure 4-37:** Background dialog box

The **Background Fill** box occupies most of the dialog box. The drop-down box near the bottom can be used to select backgrounds of different colors, shades, patterns, textures, and even pictures. As you try different combinations, they are displayed in the small image in the Background fill pane. To see a larger version of the background, click the **Preview** button.

If you start from a design template when you create a custom background, you can choose not to include graphics that are part of the slide master.

When you are satisfied with the background, click on the **Apply** button to change the background of the current slide. If all slides are to be changed, click the **Apply to All** button and every slide in the presentation will have the new background.

## Exercise 29

Perform the following steps:




Reopen the *Intro to the Internet* presentation. Remember the dark graphic on Slide 6?

Experiment with the Slide Color scheme and Custom Background options to create your own solution to that problem. Experiment with as many of the options as you wish. When you are finished, return to your presentation and evaluate.

- ▶ Did you modify the background for all the slides, or change the background on only some individual slides?
- ▶ Does the background you used enhance the text or detract from it?
- ▶ Will your audience be able to read the slides easily?

These are issues you need to consider when customizing the background. When you prepare a real presentation, if you have the opportunity, test your presentation with the equipment you will use to present it. This is important when you use a digital display or need to create 35 mm slides, because color choices can be modified by display or photo equipment.

Another simple solution is included below.

- 1 Click on the graphic to select it.
- 2 Click on the  button, and then click in the background of the graphic.
- 3 Save this version of *Intro to the Internet*.

## CREATING CHARTS

---


Four slide AutoLayouts have placeholders for charts: Title, Text & Chart; Title, Chart & Text; Title & Chart; and Title & Diagram or Organization Chart.

Separate accessory applications are used to create data and organizational charts within PowerPoint. The Microsoft Graph application is used to create data charts and the Microsoft Organization Chart application is used to create organizational charts. When you double-click the chart placeholder area, PowerPoint launches the application required to create the chart. Different menu options and toolbar buttons appear when these accessory applications are active.

Both the Chart and Organization Chart layouts have a title area and a graph area that nearly fills up the slide. The Title, Text & Chart layout has a bulleted list to the left side of the graph, and the Title, Chart & Text layout has a bulleted list to the right side of the graph.

The Organization Chart application is used specifically for creating a diagram of positions within an organization.

The three data chart layouts can be used to present data in a variety of ways, including horizontal and vertical bar charts, pie, line, scatter, area, stock charts, and others. The more complex the data chart, the more likely it is that you would need to use the full size chart for legibility and readability.

To add a chart to any other slide layout, select **Insert > Chart** from the menu bar, or click the  button on the **Standard** toolbar. To add an organizational chart, select **Insert > Picture > Organization Chart** from the menu bar or **Insert > Diagram**, and then select the **Organizational Chart** option in the **Diagram Gallery** dialog box. Creating a Data Chart

The vertical bar chart is one of the most commonly used data chart types. This is referred to as a column chart in PowerPoint, and is the default chart type.

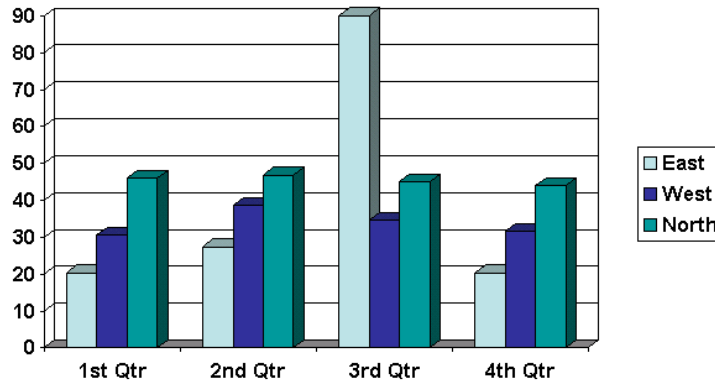


Figure 4-38: Bar Chart

Working with charts is easiest in Outline or Slides view. Add a new slide and select one of the chart layouts.

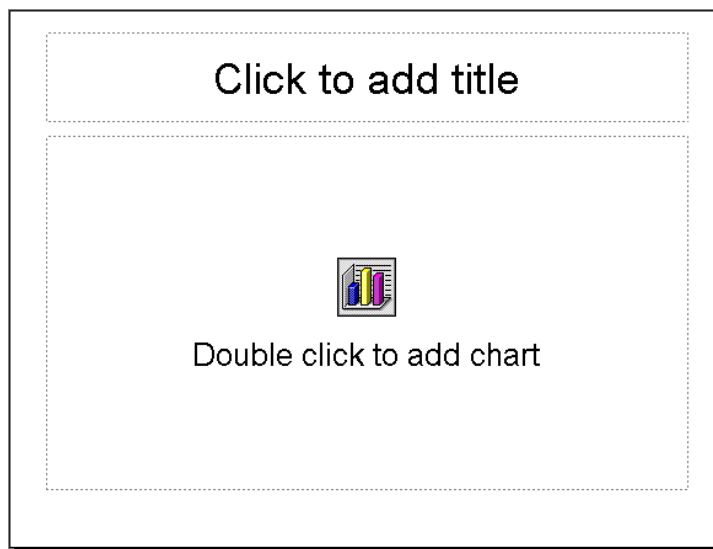


Figure 4-39: Title and Chart template

Add a title to the slide, and then double-click on the chart placeholder to launch Microsoft Graph application. The **Datasheet** dialog box appears.

	A	B	C	D	E
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1 East	20.4	27.4	90	20.4	
2 West	30.6	38.6	34.6	31.6	
3 North	45.9	46.9	45	43.9	
4					

Figure 4-40: Datasheet dialog box

It displays sample data to aid you in entering your own data. Move the dialog box, if desired by clicking and dragging on the title bar.

With Microsoft Graph application running, the **Edit**, **View**, **Insert**, **Format**, and **Tools** menus have different options. **Data** and **Chart** also appear on the menu bar, and the Microsoft Graph toolbar buttons appear on the Standard toolbar.



Figure 4-41: Standard Toolbar

To close Microsoft Graph application and return to the normal PowerPoint screen view, click on the slide outside of the chart area. If you click out of the chart area accidentally, double-click on the chart to reopen Microsoft Graph application.

## Selecting Chart Type and Format

The default chart type is a column chart. To see samples of the other chart types and the formatting options available for each, select **Chart > Chart Type** on the menu bar to bring up the **Chart Type** dialog box.

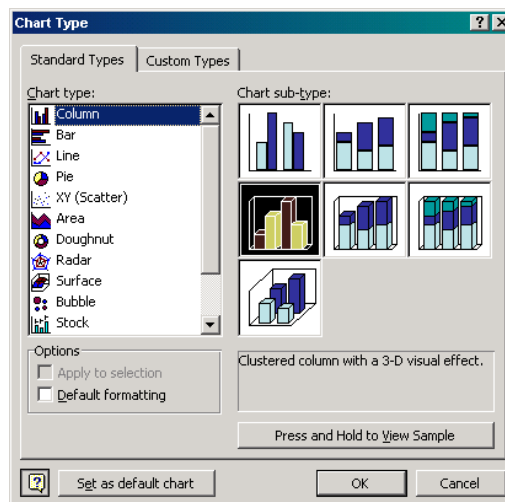



Figure 4-42: Chart Type dialog box

There are seven variations or sub-types of the column chart. The default sub-type is the **Clustered column with a 3-D visual effect**.

In PowerPoint, you can change the default chart type by selecting a different type and clicking the **Set as default chart** button at the bottom of the **Chart Type** dialog box.

Another quick way to select a different chart type is to click the down arrow on the right side of the  button on the **Microsoft Graph** application toolbar. This button lets you choose from 18 of the most common chart sub-types.



**Figure 4-43:** Chart sub-types

For the greatest variety of chart types and options, use the **Chart > Chart Type** menu selection.

It is possible to change chart types after you have entered data for a chart, but sometimes some data cannot be transferred from one chart type to another. Sometimes PowerPoint restricts you from changing from one chart type to another, depending on the chart types.



## Entering Chart Data

---

Use the datasheet to enter data into Microsoft Graph application. If the datasheet is not displayed, click the  button on the **Microsoft Graph** toolbar, or select **View > Datasheet** from the menu bar.

Working with the datasheet is similar to working in a spreadsheet program. Drag to select the sample data in the datasheet, or click the corner control box the empty cell in the upper-left corner of the datasheet to quickly select all of the data, and then press **Delete** to clear it. The datasheet will be blank and the associated chart will disappear, because there is no data to create the chart.

Enter text labels and numbers in the datasheet just as you would in a spreadsheet. Use the arrow keys to move around. After the data is entered, close the display of the datasheet using one of these methods:

- ▶ Click the button  on the datasheet title bar
- ▶ Click the  button on the **Microsoft Graph** toolbar to toggle off the datasheet display
- ▶ Select **View > Datasheet** from the menu bar to toggle off the datasheet display


If you have data in another application like Microsoft Excel or Lotus 1-2-3, you can import or link to that data and use it in a chart. Importing data is covered in Lesson 6.

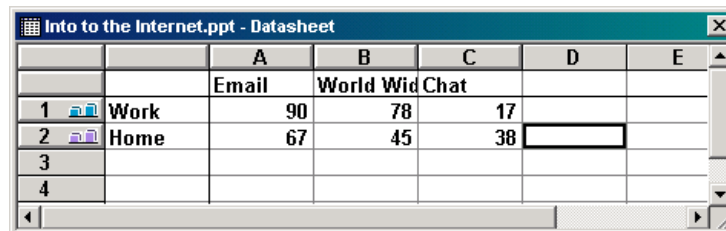
## Exercise 30

Perform the following steps:




To practice creating a chart in a presentation, we will assume that a survey was conducted of users in your organization. Questions in this survey deal with how people use Internet services at work and at home. Introduce the data in the presentation using the default column chart format.

- 1 Open the *Intro to the Internet* file. Move to Slide 3 on Popular Internet Applications. Click the  button and select a **Title and Chart** layout.
- 2 Enter **Internet Applications Used** as the title of the slide.
- 3 Double-click on the chart placeholder.
- 4 Take a look at the datasheet that appears and how data is entered. Notice there is a column for legend labels (small labels for the individual bars) and a row for cluster labels (text to explain the X-axis).
- 5 Click the corner control box in the upper-left corner of the datasheet to select all of the data at once.
- 6 Press the **Delete** key to remove all the data.
- 7 Replace it with the information provided below:

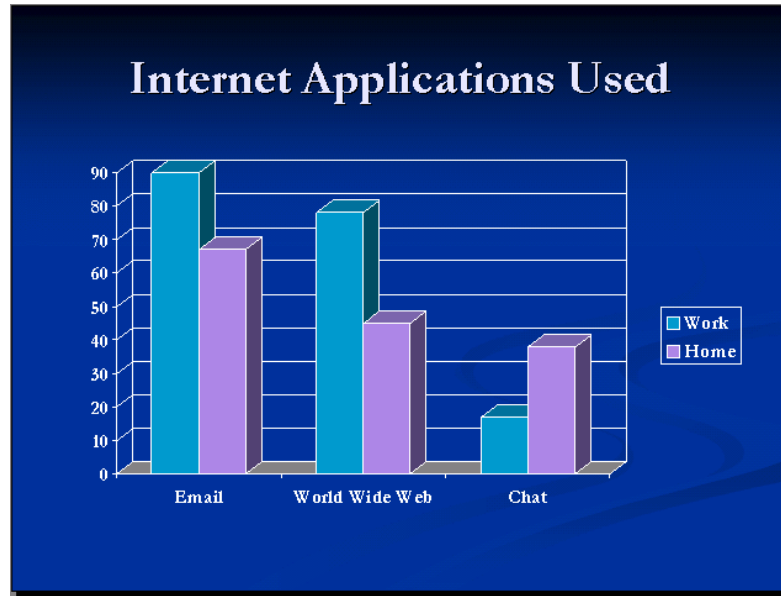


		A	B	C	D	E
		Email	World Wid Chat			
1	Work	90	78	17		
2	Home	67	45	38		
3						
4						

As you enter the data, you can see the chart being created. The title in Column B should be **World Wide Web**. Notice that as you type the column headings, Column B is not wide enough to display the full title. Even so, the entire text item appears on the chart. If you drag the vertical line between columns in the header area of the datasheet (where the column letters appear) you can enlarge the column to view the title.

- 8 When finished entering data, close the datasheet by clicking its  button.
- 9 To complete the chart and return to a PowerPoint view, click anywhere on the slide outside the chart area. The Microsoft Graph application toolbar disappears and the normal toolbars reappear.

The column chart you created should resemble the graphic below.



- ◆ Save this version of Intro to the Internet.
- ◆ With the chart slide active, change the AutoLayout to Title, Text & Chart or Title, Chart & Text.
  - ▶ What do you think of these slides as compared to the Title and Chart layout?
  - ▶ Change the AutoLayout back to Title and Chart.

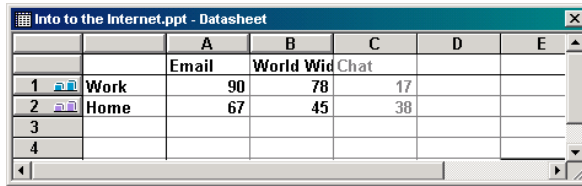
## Hiding and Displaying Selected Data

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You might sometimes want to chart only part of the data entered in a datasheet. Hide selected columns or rows of data by double-clicking on either the column letters (A, B, C, and etc.) or the row numbers (1, 2, 3, and etc.). Double-click on hidden columns or rows to toggle them back on.

Suppose you wanted to show only the data for E-mail and Web use. You would open the datasheet, and then double-click on the column heading C to hide the Chat data. The image

below shows that the data in column C is readable in the datasheet, but it is dimmed. The chart now shows only bars for the data entered in columns A and B.



	A	B	C	D	E
	Email	World Wide Web	Chat		
1	Work	90	78	17	
2	Home	67	45	38	
3					
4					

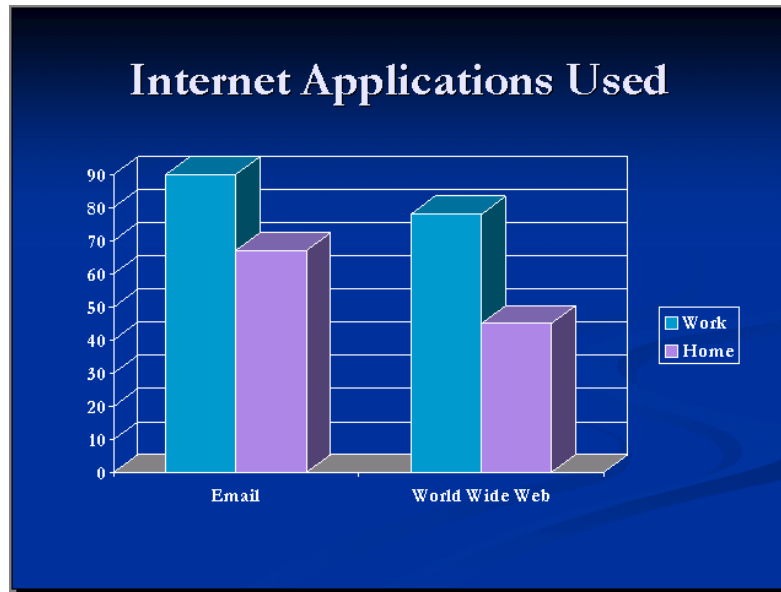


Figure 4-44: Bar Chart with data entered

## REFINING DATA CHARTS

---

For ease of understanding data presented in a chart, the KISS (Keep It Simple, Stupid) principle works. There will be times when the default PowerPoint data charts lack the necessary format for the correct presentation of information.

Earlier, you created a chart displaying data on the use of Internet applications at work and at home. This data was not defined very well. A lot of information was left out. Did the numbers represent actual individuals, or did the numbers represent the percent of individuals surveyed? Were the individuals all surveyed from the same department, or were they a cross-section of the general population? How current is the data presented? While including too much detail on a chart can make it chaotic and hard to read, always include enough information to get the point across and avoid misinterpretation.

### Chart Options

---

Options for adding titles and data labels can be accessed in the **Chart Options** dialog box by selecting **Chart > Chart Options** from the menu bar in the Microsoft Graph application.

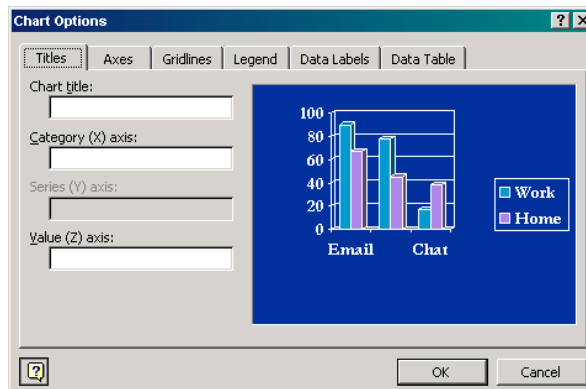


Figure 4-45: Chart Options dialog box

The **Chart Options** dialog box has six tabs:

- |                    |   |
|--------------------|---|
| <b>Titles</b>      | Add chart and axis titles                               |
| <b>Axes</b>        | Determine which axis labels display                     |
| <b>Gridlines</b>   | Display or hide major and minor gridlines for each axis |
| <b>Legend</b>      | Display or hide the legend and determine its placement  |
| <b>Data Labels</b> | Display data values and/or percentages                  |
| <b>Data Table</b>  | Display table of data used to create the chart          |

To add titles to the horizontal or vertical axis, enter the titles on the **Titles** tab. A preview pane to the right of the title entry area provides an idea of where and how the titles will be

displayed. Because of limited space in this pane, the display may be inaccurate. You will have to close the dialog box to see exactly how the titles display.

The option for labeling the data is found on the **Data Labels** tab. Some data label options are unavailable for certain chart types.

### Exercise 31

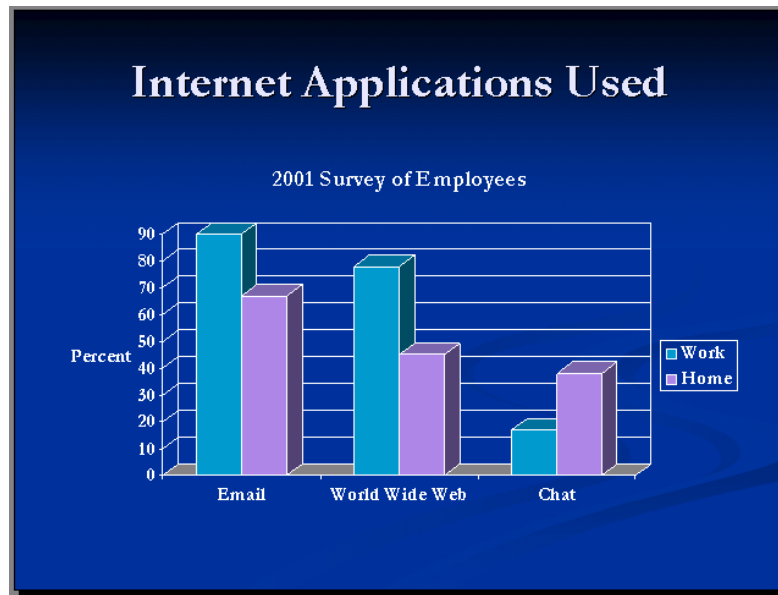


Suppose the data presented in the chart you created in Exercise 30 were obtained in a 2001 survey of employees and show the percentage of employees using each type of Internet application. Adding titles with this explanatory information would make the chart more meaningful.

Perform the following steps:

- 1 Still working on Slide 4 in the *Intro to the Internet* file, double-click on the data chart to launch Microsoft Graph application. Select **Chart > Chart Options**.
- 2 Examine the **Data Labels** tab. Experiment with the available options and watch the preview pane as you make changes. Although you could show the value represented by each bar, there is no option available here for indicating that the data represents percentages. You would need to include that information in titles, or add explanatory text annotations to the page.
- 3 Click on the **Titles** tab. In the **Chart Title** field, type in the title: **2001 Survey of Employees**. Notice where the title is placed in the preview pane on the right.
- 4 In the **Value (Z) axis** tab, type in the title: Percent.
- 5 Click  to close the **Chart Options** dialog box and see the results.

The column chart you created should resemble the graphic below.



◆ Save this version of *Intro to the Internet*.

## Formatting Data Charts

---

Every chart is made up of many objects, like titles, gridlines, axis values, and data representations (lines, bars, pie wedges). You have a great deal of control over the way each object in the data chart is displayed. For example, you can change the font color and style of each title; the color, fill, and shape of data bars; the location of the legend; the axis scale; and so on.

When the Microsoft Graph application is active, you can edit the objects that make up a chart. To edit an object, perform one of the following:

- ▶ Click on an object to select it and then choose **Format > Selected Object** from the menu bar. (Note: the term "selected object" will be replaced with the actual item type selected such as: "Axis", "Gridline", or "Walls").
- ▶ Right-click on the object and choose **Format > Selected Object** from the short cut menu.
- ▶ Double-click on an object.

Practice and experience are required to learn exactly where to find each object. But to assist you, descriptive tooltips appear as you hover your cursor over chart items in the Microsoft Graph application. The tooltips identify which object is selected if clicked on at that location.

The specific formatting options available for each object depend on the chart type and sub-type being used. For example, some 2-dimensional charts let you add error bars and trend lines. These options are not available for 3-dimensional charts.


The best way to learn which formatting options are available, is to explore them for each chart type.

### Exercise 32

Perform the following steps:



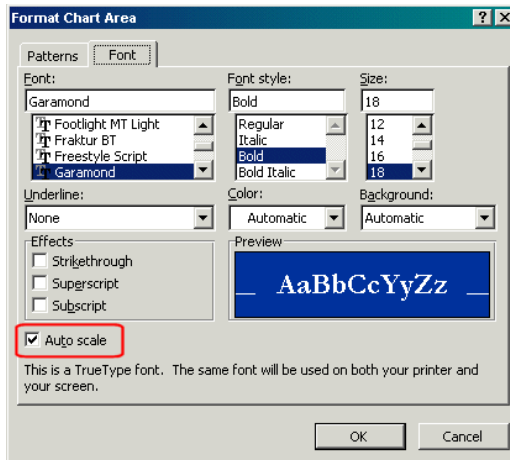
Lets completely alter the appearance of the **Internet Applications Used** chart created in Exercise 30. You will not be saving the results of this exercise. Feel free to experiment with any options and forget about tasteful and functional design. Your purpose (for this exercise only) is to explore possibilities.

- 1 Still working on Slide 4 in the *Intro to the Internet* file, double-click on the data chart to launch **Microsoft Graph** application.
- 2 The **Datasheet** dialog box appears. Close this dialog box by clicking the  button.
- 3 Your first goal is to see just how many objects you can find on this graph. Hover the cursor at different parts of the graph and find the objects listed below.
  - ▶ The value axis title
  - ▶ The value axis
  - ▶ The category axis
  - ▶ A bar from the "Work" data series
  - ▶ A bar from the "Home" data series
  - ▶ The Chart title
  - ▶ The legend
  - ▶ The value axis major gridlines
  - ▶ The walls
  - ▶ The corners
  - ▶ The plot area (the area around the actual graph, excluding axis labels and titles)
  - ▶ The chart area (the area surrounding everything on the graph)  
You are probably beginning to realize how many objects make up the column chart. Right-clicking any of these objects brings up a menu with options for that object.
- 4 Your purpose now is to be creative! See how many features you can change for each of the objects listed above. Rotate text, add patterned backgrounds, change number formats, change bar styles, move the legend. As you make changes, examine the effect on the chart. Although you would never change object properties with complete abandon as you are now, some of these possibilities may be useful to you in the future.
- 5 Close the file without saving it.

## Resizing Charts

---

Resize a chart just like you resize images, that is by dragging any of its handles when it is selected. A default setting (called **Auto Scale**) in the **Chart Area Format** dialog box causes the fonts in a chart to be resized in proportion to changes you make in the size of the chart.



**Figure 4-46: Format Chart Area dialog box - Auto scale**

If for some reason you want to turn the **Auto Scale** feature off, select the chart area by right-clicking in it (the blank area between the border of the chart and the plot area). Select **Format Chart Area** from the short cut menu. Select the **Font** tab and clear the check box from the **Auto Scale** option.


## Drawing Objects and Charts

---

In Lesson 3, you learned how to draw objects on a slide. You can use the same techniques to draw objects on a chart either within the Microsoft Graph application, or directly on your slide in PowerPoint. There is a slight difference in how the drawn objects are handled when a chart is moved or resized.

If you draw an object on a chart while you are in PowerPoint the object remains separated from the chart. It will not automatically resize or move if you resize or move the chart.

On the other hand, if you draw an object on a chart while in the Microsoft Graph application, the object becomes part of the chart. It will scale proportionally if you resize the chart, and will move with the chart if you adjust its position on the slide.

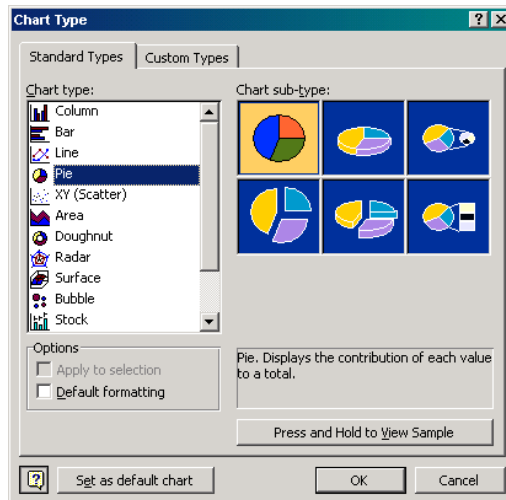
To draw an object while in Microsoft Graph application, click on the  button on the standard toolbar to display the **Drawing** toolbar, if it is not already displayed at the bottom of your screen. Use the tools on the **Drawing** toolbar to draw objects using the same techniques you learned in Lesson 3.

You have already learned many important basics of creating data charts in PowerPoint. The upcoming sections cover some items unique to pie charts.

## CREATING A PIE CHART

---

Pie charts are commonly used to show the percent of the total for each item in a group. Begin a pie chart using the same process you would use for any data chart, select one of the chart layouts for a new slide. Double-click the chart area to launch the **Microsoft Graph** application, and then select the **Pie** chart type by choosing **Chart > Chart Type** on the menu bar.



**Figure 4-47:** Chart Type dialog box - Pie chart

There are six pie chart sub-types including:

<b>Basic Pie</b>	Each slice represents a percentage of the whole
<b>3-D Pie</b>	Same as above, only in 3 dimensions
<b>Exploded Pie</b>	Each slice is separated from the others
<b>3-D Exploded Pie</b>	Same as above, only in 3 dimensions
<b>Pie of Pie</b>	One slice is extracted to show user-defined sub-sections in another pie
<b>Bar of Pie</b>	One slice is extracted and shows user-defined sub-sections in a bar chart

A pie chart normally does not require a legend, but it does require labels for the pie slices.

### Exercise 33

Perform the following steps:

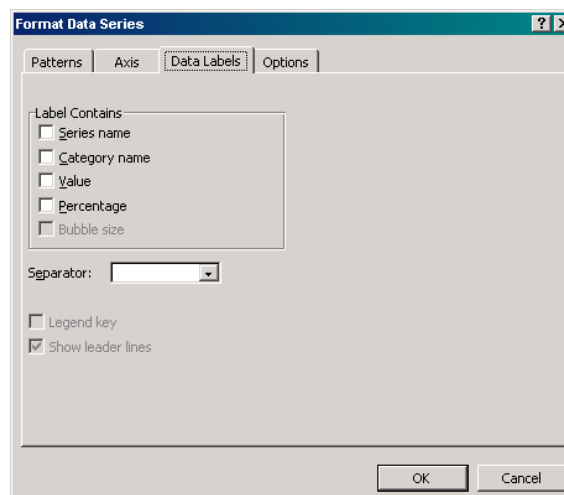


Add a chart to your presentation showing the number of United States Web sites by domain, as reported in a recent survey. Because each category represents a percent of the total U.S. Web sites, this would be an excellent use of a pie chart.

- 1 Re-open the *Intro to the Internet* file and move to Slide 11 **Top Level Domain**. Use Slides view and add a new slide. Select a **Title and Chart** layout.
- 2 Click on the title placeholder and enter the title **U.S. Web Sites**.
- 3 Double-click on the data chart placeholder, and select **Chart > Chart Type** and pick a basic pie chart type.
- 4 When the datasheet appears, note how the sample data is entered, and then clear it by clicking on the corner control box and pressing the **Delete** key.
- 5 Enter the information as in the graphic below:

		A	B	C	D	E
		EDU	NET	ORG	COM	
1	Pie 1	6092	56874	81127	972268	
2						
3						
4						

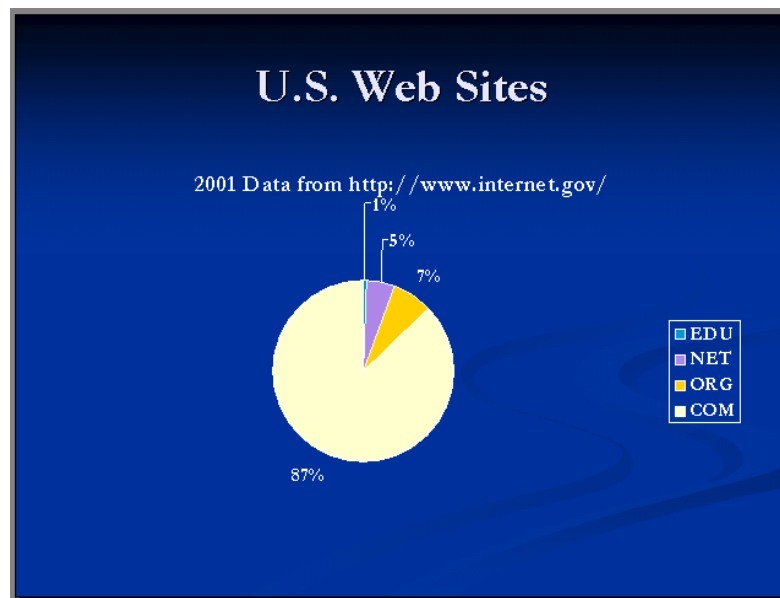
- 6 Close the datasheet by clicking on the button.
- 7 Click on one of the pie wedges, and right-click to bring up the **Shortcut** menu. Select the **Format Data Series** option. The **Format Data Series** dialog box appears.



- 8 The **Data Labels** tab in the **Format Data Series** dialog box provides options to change the setting for data labels, which is initially **None**, to:
  - **Series name**

- ▶ **Category name**
  - ▶ **Value**
  - ▶ **Percent**
  - ▶ **Bubble size**
- 9 Select **Percent** and click  to close the dialog box and examine the results.
- 10 Right-click on the border surrounding the pie chart and choose **Format Plot Area**. Click the **None** option of the **Border** area to turn off the border display and click  to close the dialog box.
- 11 This data was obtained from an outside survey and should be cited. Bring up the **Chart Options** dialog box by selecting **Chart > Chart Options**. Enter the title: **2001 Data from <http://www.internet.gov/>**. Click  to close the dialog box.
- 12 Click on the slide away from the chart area to exit the charting program and return to PowerPoint.  
Examine the chart. Is the pie chart easy to read?

The chart should look something like the graphic below.



- 13 Save this version of **Intro to the Internet** for now. You now have 15 slides in the set.

## Refining the Pie Chart

---

The pie chart just created has a few shortcomings. First, the data labels intersect the title, and one of the slices is really too small to be easily readable.

Because every feature on a chart can be edited, there are some specific and useful processes for pie charts. You can rotate the starting angle of the pie; this rotates the labels and eliminates the overlap with the title. This option is found on the **Options** tab in both the **Format Data Series** and **Format Data Point** dialog boxes. Right-click in the pie slice area and select the applicable option.

The individual pie slices can be exploded emphasis. This is useful for legibly displaying very small slices. To explode the pie, click on a slice and drag it away from the rest of the pie.

Another useful process is using one of the pie sub-types to display more detail about a particular portion of the chart.

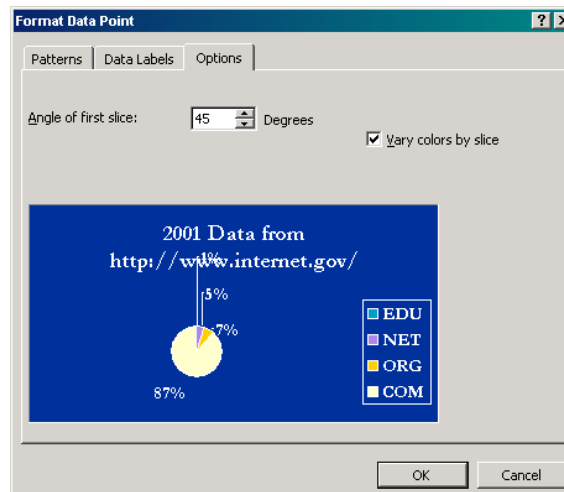
The next exercises walk through the steps involved in these techniques.

### Exercise 34

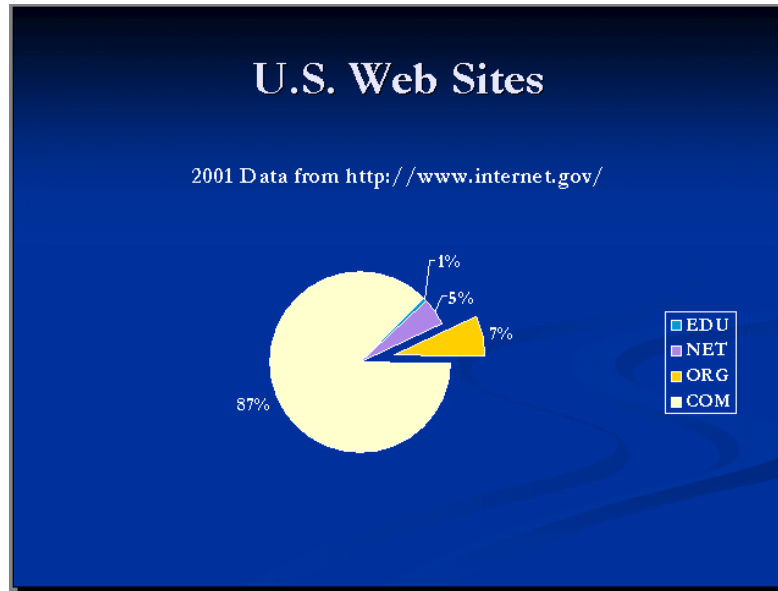
Perform the following steps:



- 1 Continue working on the U.S. Web Sites slide you created in Exercise 33. If not already in the **Microsoft Graph** application is not open, double-click on the pie to launch it.
- 2 Before going on, save this PowerPoint file as *Pie Experiments*.
- 3 Experiment with rotating the pie to adjust the location of the slice labels. Select one of the pie slices (by slowly clicking twice), and then right-click. Select **Format Data Point**. On the **Options** tab, increase the **Angle of first slice** until the slice labels are clear of the title and then click .



- Now experiment with exploding selected pie slices. Suppose it is the ORG domain that you wish to emphasize. Click on the slice representing the ORG domain and drag it away from the rest of the pie. This helps focus the audiences' attention to it.



- Save the **Pie Experiments** file and close it.

The processes you have just used have resulted in an improved pie chart. However, one problem remains. The slice representing the COM domain is so large that the other three slices are nearly lost in the chart. The details of the EDU, NET, and ORG slices would be better presented by using a second pie chart. This is accomplished using the Pie of Pie chart sub-type.

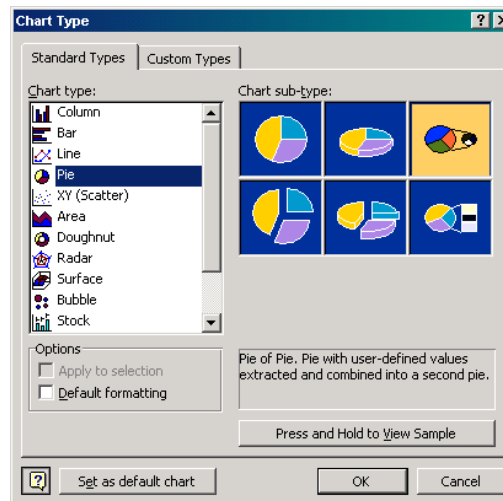
### Exercise 35



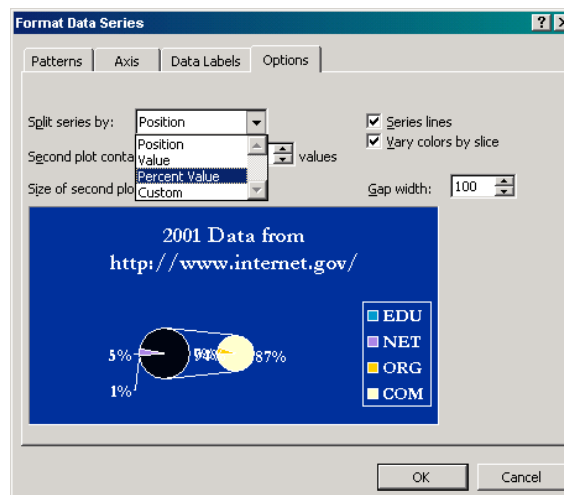
It will be easier to work on the Pie of Pie chart if you return to the previous version of this file.

- Re-open the *Intro to the Internet* file and return to Slide 12 on U.S. Web Sites. Double-click on the pie to launch **Microsoft Graph** application.
- Close the datasheet.

- 3 Select **Chart**, **Chart Type** and choose the **Pie of Pie** sub-type.

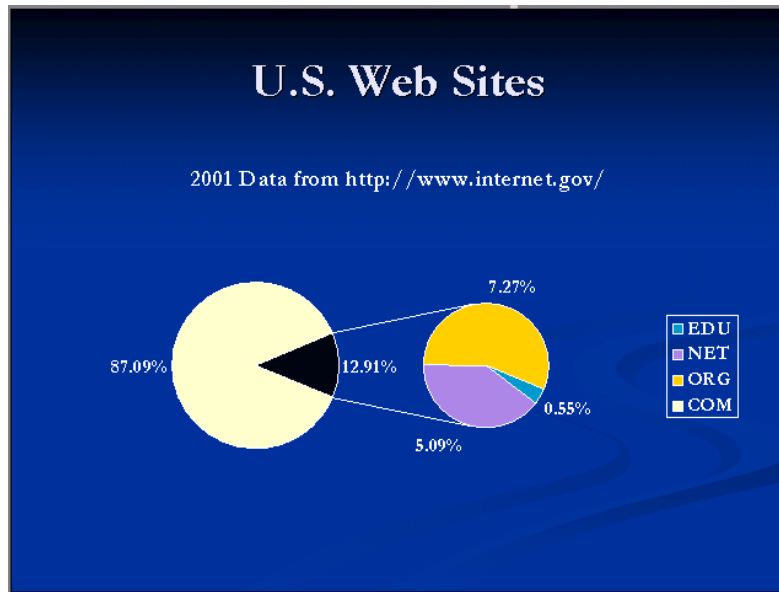
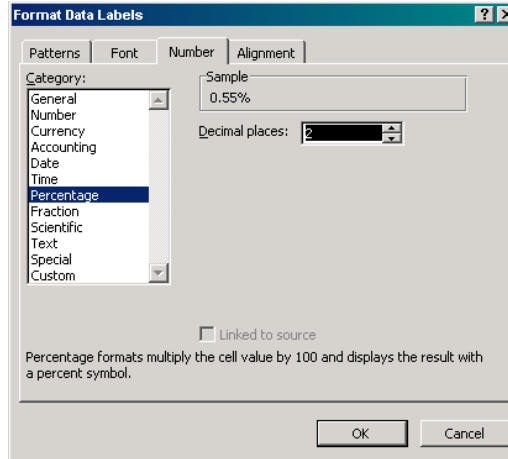


- 4 By default, Microsoft Graph application extracts the last two data points in the datasheet for the corresponding pie slices. Options permit changing the selection by value, percentage, or by dragging slices from pie to pie.
- 5 To select the desired slices for the sub-pie, right-click on the sub-pie and select the **Format Data Series** option from the Shortcut menu.
- 6 On the **Options** tab, change the item **Split series by** to **Percent value**.



- 7 Change the selection **Second Plot contains all values less than** to **80%**.

- 8 Experiment with the other formatting options and make any other desired changes to this pie chart. Consider changing the number format of the slice labels to show one decimal place, to give more meaning to the EDU domain percentage.



- 9 Save this version of *Intro to the Internet* and close the file.

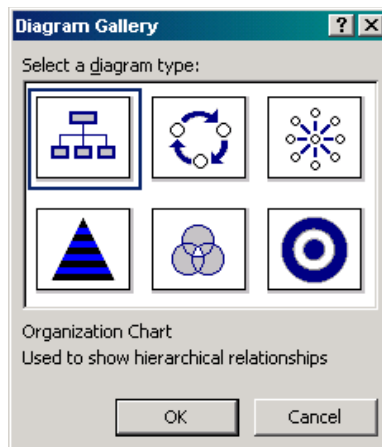
# ORGANIZATIONAL CHARTS

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Organization charts are used for many reasons; a few might be to show the structure, information flow, or lines of operation within an organization or work unit.

PowerPoint includes an Organizational Chart as one of its slide layouts. When you add an organizational chart to a PowerPoint presentation, you use an accessory application called Microsoft Organization Chart. If Organization Chart was not installed on your computer, PowerPoint will prompt you to install it the first time you attempt to create an organizational chart. You will need to insert the Office 2002 CD to complete the installation.

To begin an organizational chart on a page by itself, add a new slide and select the **Organization Chart** layout. Enter a title for the slide, and then double-click on the chart placeholder to launch Microsoft Organization Chart.



**Figure 4-48:** Diagram Gallery dialog box

Select the organizational chart from the **Select a diagram type** pane and click the  button.

To add an organizational chart to any other slide layout select **Insert > Picture > Organization Chart** from the menu bar.

The initial chart provides a small tree with one manager position and three subordinate positions. You can enter up to four lines of information in each position box. To enter information, click the box once. Enter text and then press either **Enter**, **Tab**, or the **Down Arrow** to move to the next text line.

## Organization Chart Basics

### Adding Positions

Use the **Organization Chart** toolbar buttons to add positions to your chart.

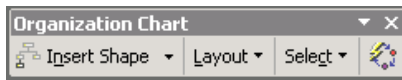


Figure 4-49: Organization Chart toolbar

The Organizational Chart buttons and Menus	
	<ul style="list-style-type: none"> <li> Subordinate</li> <li> Coworker</li> <li> Assistant</li> </ul>
	<ul style="list-style-type: none"> <li> Standard</li> <li> Both Hanging</li> <li> Left Hanging</li> <li> Right Hanging</li> <li> Fit Organization Chart to Contents</li> <li> Expand Organization Chart</li> <li> Scale Organization Chart</li> <li> AutoLayout</li> </ul>
	<ul style="list-style-type: none"> <li> Level</li> <li> Branch</li> <li> All Assistants</li> <li> All Connecting Lines</li> </ul>
	<div style="border: 1px solid gray; padding: 5px;"> <p><b>Organization Chart Style Gallery</b> [?] [X]</p> <p>Select a Diagram Style:</p> <ul style="list-style-type: none"> <li>Default</li> <li>Outline</li> <li>Double Outline</li> <li>Thick Outline</li> <li>Primary Colors</li> <li>Shaded</li> <li>Fire</li> <li>3-D Color</li> <li>Gradient</li> <li>Brackets</li> <li>Braces</li> <li>Bookend Fills</li> <li>Stripes</li> <li>Beveled</li> <li>Beveled Gradient</li> <li>Square Shadows</li> </ul> <div style="text-align: center;"> </div> <p style="text-align: right;"> <input type="button" value="Apply"/> <input type="button" value="Cancel"/> </p> </div>

To add to a position, right-click on the position, and then click on the type to add. You must re-select a position each time you add a box, unless you are adding multiple positions to one box.

## Deleting Positions

To delete any position, select it and then press the **Delete** key. If you delete a position with subordinates, the subordinate positions will move up one level in the structure.

## Selecting Multiple Positions

One way to select more than one position is to hold down the **Shift** key while you click on the position boxes. The **Select** and **Select Levels** options under **Edit** in the menu bar let you select specific groups of boxes based on organizational functions and levels.

## Saving and Returning to PowerPoint

To save your work and return to PowerPoint, click off the chart area.

## Exercise 36



Open the *Pie Experiments* file and choose any background you like.

- 1 Create a new slide and select the **Organization Chart** layout.
- 2 Title the new slide **My Department**.
- 3 Experiment with Organization Chart to create the structure of your department. If you work in a very flat organization, add some imaginary positions. Add at least one position of each type: coworker, subordinate, and assistant. Delete a position that has subordinates and look at the results.
- 4 Save the file as *Pie Experiments* and leave it open for the next exercise.

## Formatting an Organizational Chart


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### Cosmetic Changes

The Organization Chart menu bar items **Text > Boxes > Lines** and **Chart** contain options for changing the appearance of those items. Select the object(s) to be changed and then make the changes. You can also change the background color of the chart by choosing **Chart > Background Color**.

## Structural Changes

There are four options under the **Layout** menu for changing the organization of subordinate groups in the chart. A group is considered to be all of the positions who share the same top level. The default style uses a wide arrangement to display boxes at the same level. Sometimes one of the other styles would conserve more space on the slide and make a cleaner appearance.

To change a **Style**, click the  button and select the new style you want to apply. The structure below shows all subordinates reporting to one of the third-level managers.

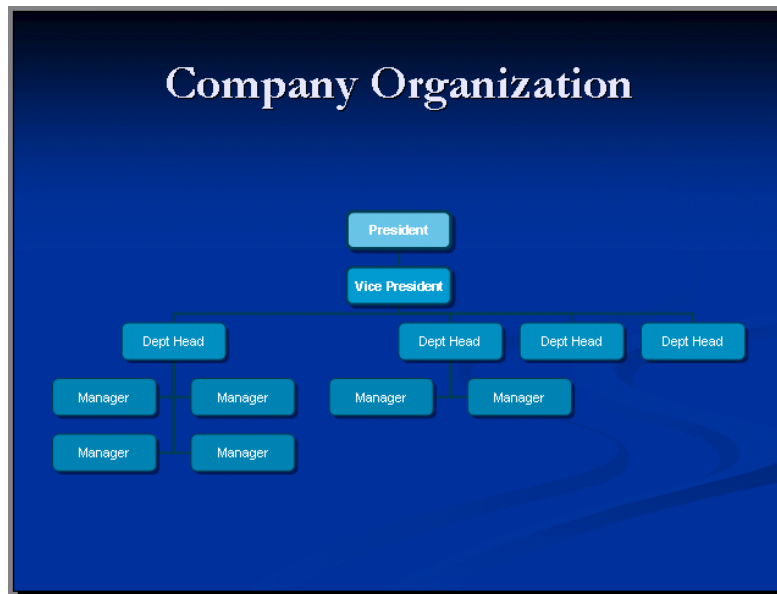



Figure 4-50: Organizational Chart slide

### Exercise 37



Continue experimenting with the organizational structure you created in the *Pie Experiments* file.

- 1 Double-click on the organizational chart to re-launch **Microsoft Organization Chart** application.
- 2 Set the **Style to Default** by clicking the  button and selecting **Default**.
- 3 Select all of the boxes using the **Edit > Select > All** option.
- 4 Change the box color and border color and style, and apply a shadow. Make any other appearance changes as desired.
- 5 Now experiment with different group styles. Can you find a way to restructure your chart to improve its readability?

6 Save and close the *Pie Experiments* file for now.

## CREATING SIMPLE TABLES

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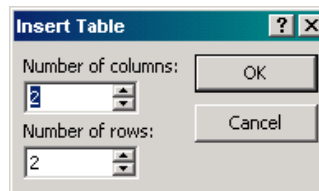
PowerPoint includes a new feature that allows you to insert simple tables into presentations. However, there are still some limitations to PowerPoint tables, and some situations where it would be better to use one of the other Microsoft applications to create a table and then import it into PowerPoint. Tables requiring complex formatting should be created in Microsoft Word, and those requiring complex calculations should be created in Microsoft Excel. Although the type of tables that are best presented within a presentation can be created in PowerPoint.


There are several ways to add a table to a presentation:

- ▶ Create a new slide and choose the **Table AutoLayout**, or change the layout for an existing slide to the Table AutoLayout.

On any other slide AutoLayout:

- ▶ Choose **Insert > Table** from the menu bar and enter the number of columns and rows you want, or



- ▶ Click the  button on the **Standard** toolbar and drag to select the number of rows and columns you want.



Like Excel spreadsheets or tables in Word, PowerPoint tables are made up of individual cells (the intersections of columns and rows). Click in a cell to insert text. Press the **Tab** key to move to the next cell. Press **Shift + Tab** to move to the previous cell.

To resize a table, click on it to select it, and then drag a handle using the techniques described in Lesson 3 for resizing images.

To select text within a table, drag across the text.

To select an entire column, point just above the top border of the column. When the mouse pointer appears as a solid down-arrow, click to select the column.

To delete a table and its contents, point to the outer border of the table. When the mouse pointer appears as a 4-sided arrow, click to select the table and then press the **Delete** key.


### Exercise 38

Perform the following steps:



- 1 Open the *Intro to the Internet* file and display Slide 3 (the chart on popular Internet applications).

Because you suspect that some of your audience will be unclear about the difference between e-mail and chat applications, a slide comparing the two applications would be useful.

- 2 Click the  button and select the **Title and Table** AutoLayout.
- 3 Double-click the table placeholder, and create a table with 3 columns and 3 rows.
- 4 Add the slide title **Internet Communications**.
- 5 Enter text to create the following table:




<b>Tool</b>	<b>Timing</b>	<b>Type</b>
E-mail	Occurs at communicators' convenience	Formal or informal
Chat	Occurs in real time	Typically informal

Your table should look similar to this:

Internet Communications		
Tool	Timing	Type
Email	Occurs at communicators convenience	Formal or informal
Chat	Occurs in real time	Typically informal

6 Save the **Intro to the Internet** file and continue with this lesson.

## Formatting Tables

Formatting text within a table is similar to formatting text within any placeholder. Select the text and then make changes using buttons on the **Formatting** toolbar or options within the Format menu. For example, to align text horizontally within a cell, select the text and then click the desired alignment button ( , , or  ) on the **Formatting** toolbar. The options for changing the vertical alignment, internal cell margins, and rotation of text within a cell are found on the **Text Box** tab under the **Format > Table** menu selection.

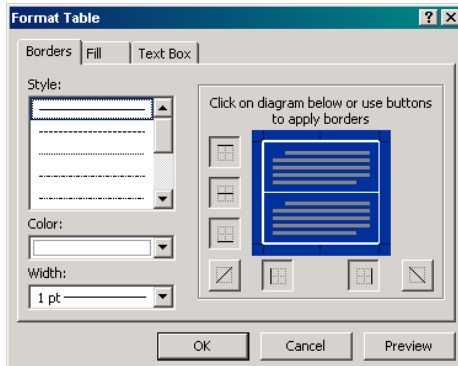


Figure 4-51: **Format Table** dialog box

Options for formatting a table's border and fill are also found under the **Format > Table** menu selection. You must click on the table to make the **Table** option appear in the **Format** menu.

Alter table row heights and column widths by selecting the table and then dragging row and column borders.

Format other aspects of the table structure using buttons found on the tables and borders toolbar. If the toolbar is not displayed, right-click on the **Standard** toolbar and select it from the toolbar list.

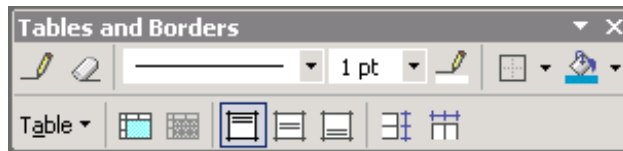



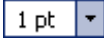













Figure 4-52: Tables and Borders toolbar

	Draw Table	Creates a table with complex column and row structure
	Eraser	Merges cells within a table by erasing lines
	Border Style	Changes line style of selected segments in a table
	Border Width	Changes the line width of selected segments within a table
	Border Color	Changes line color of selected segments in a table
	Select Borders	Applies border formatting to selected group of borders
	Fill Color	Changes the fill color of selected cell(s)
	Table	Includes options for inserting, deleting, splitting, merging, and selecting columns and rows
	Merge Cells	Merge selected cells
	Split Cells	Split selected cell
	Align Top	Vertically align text at top of cell
	Align Center	Vertically align text in the center of cell
	Align Bottom	Vertically align text at bottom of cell
	Distribute Rows Evenly	Aligns rows evenly in table
	Distribute Columns Evenly	Aligns all columns evenly in table

### Exercise 39

Perform the following steps:



- 1 Experiment with the formatting options to customize the table you created in Exercise 38. Use your own ideas, or try some of the following:
  - ▶ Bold the column headings
  - ▶ Vertically center text within columns

## Lesson 4: Presentations

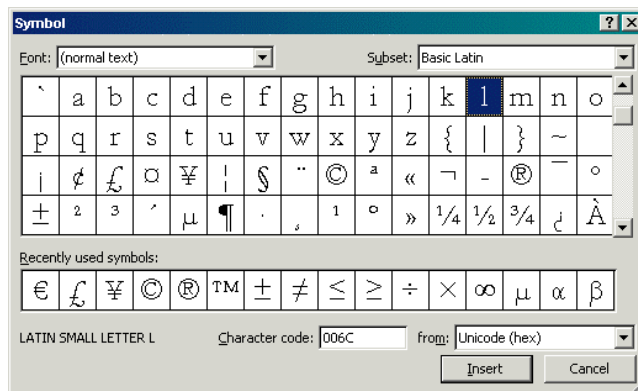
- ▶ Decrease the height of the first table row
  - ▶ Change the inside borders to dotted lines
- ◆<sup>2</sup> If you like the formatting changes you made, save the **Intro to the Internet** file. If not, close the file without saving the new format.

## USING SPECIAL CHARACTERS

---

Occasionally it is necessary to include special, non-ASCII characters or symbols in a presentation.

To insert a symbol or special character, first click in a text placeholder and position the insertion point where you want the character to be placed. Select the **Insert > Symbol** option. The **Symbol** dialog box appears.



**Figure 4-53:** Symbol dialog box

The Symbol dialog box provides you with the list of symbol fonts accessible on your computer. Select the font you need, and then double-click on the character you want to insert, or click once and then click .

**Warning:** Special characters are created from special sets of fonts. If you use special characters in your presentation and then go to another computer to either show the presentation or have 35mm slides made, be sure both computers have the same fonts on them, or these symbols will not display as intended.

If the correct font is not available, PowerPoint will substitute a different font and does not bother notifying you it is substituting, so you must check fonts before you give a presentation or get 35mm slides imaged.

The Pack and Go feature explained in Lesson 5 provides the option to embed TrueType fonts with your presentation, and may be helpful in some situations.

## SPECIAL FEATURES FOR PRESENTATIONS


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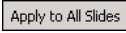
The features described in this section are recommended, but not all are required for an effective slide show. Most of the features will only be used in presenting a slide show using a computer connected to a data projector.

### Applying Transitions to Slides

---

Slide transition is the effect that occurs when going from one slide to another in the **Slide Show** view mode. The default is no transition, which means one slide disappears and the next appears as you view your slide show.

Select **Slide Show > Slide Transition** from the menu bar to apply a transition to the active slide. This method works from any of the view modes. The Slide Transition tab appears on the right side of the PowerPoint window, and has 59 transition effects from which to choose. To preview how each effect displays, click the  button after selecting the transition.

You can apply a transition to a single slide or to all of the slides. To apply a transition to a single slide, simply select the transition in the list. The transition is automatically applied to the current slide. If you select more than one slide in the Slide Sorter view, before you bring up the Slide Transition tab, the transition will be applied to each of the selected slides. To apply the selected transition to all the slides of the presentation, click the  button.

Other options in the dialog box affect the transition speed, when the slide should advance, and sound effects.

#### Exercise 40




So far in the *Intro to the Internet* presentation, no transitions have been applied to any of the slides.

Perform the following steps:


- 1 Open the *Intro to the Internet* file and save it as *Transitions* so you can experiment with different transition effects.
- 2 Work in Outline or Slides view and go to Slide 1.
- 3 Select **Slide Show > Slide Transition** from the menu bar and examine some of the types of transitions. Just a little experimentation here will clarify what transition is all about.


Be sure to check out these transitions:

- ▶ Blinds Vertical
  - ▶ Box Out
  - ▶ Checkerboard Down
  - ▶ Cover Right-Down
  - ▶ Dissolve
  - ▶ Split Horizontal Out
  - ▶ Wipe Right
  - ▶ Random Transition
- 4 Select a transition that you like for one slide and then go to Slide 2 and apply a transition to that slide. Apply another transition to Slide 3.
  - 5 Use the  button to view your slide show. Notice what happens as the first few slides appear.
  - 6 Stop the show at anytime by pressing the **Esc** key.

## Transitions in the Slide Sorter

---


The Slide Sorter view is probably the most convenient view to use when applying transition effects to one or more slides. The toolbar features a  button that brings up the Slide Transition tab. When you select multiple slides in the Slide Sorter view, you can apply the same transition effect to all of the selected slides at one time.

Regardless of how the transition is invoked, any slide with a transition applied will have an icon displayed under it on the left side. Click on the  icon to preview the transition for that slide.

### Exercise 41

Perform the following steps:



- 1 Change to the Slide Sorter view. Select several slides, and apply a transition to all of them. To select multiple slides, hold down the **Shift** key while clicking on desired slides.
- 2 Click the  icon at the lower-left side of each slide to preview the transition. View your slide show with the new transitions added.

## Using Transitions

---

There is no definite rule on how many transitions to use or when to use transitions. The application of transitions is very dependent on your audience and the tone of your presentation. If you use transitions, it is probably better to stick with one type of transition within the presentation, and possibly use a second type in key places. Use transitions with caution, especially multiple types of transitions in the same show, or your audience will start watching the transitions and ignore the points of the presentation!

## Applying Text Animation Effects

---

A powerful effect to use in a presentation is the text build effect. Conventionally, a build effect is the displaying of the slide title and each bullet item separately as the slide is viewed. First the audience sees the title, then pressing **Enter** or clicking with the mouse makes the first bullet appear, then clicking again makes the second bullet appear, etc. This helps in keeping the audience's attention on the point you are currently talking about, rather than letting them read ahead on the slide.

PowerPoint 2002 has gone beyond the traditional build effects to include over 20 different animation effects for titles, text, and objects for entering the slide, 20 more for adding emphasis, over 20 more for exiting effects, and over 20 more for special path effects. Many of the effects can be applied from different directions (left, right, top, and bottom). In addition to building a bulleted list, you can now apply any of the animation effects to titles and text in a variety of ways: by having the text appear all at once, animated word by word, or animated by letter. You can also animate charts so that data series appear in sequence as you press the **Enter** key or click with the mouse. And, you can include sounds with the movement options.

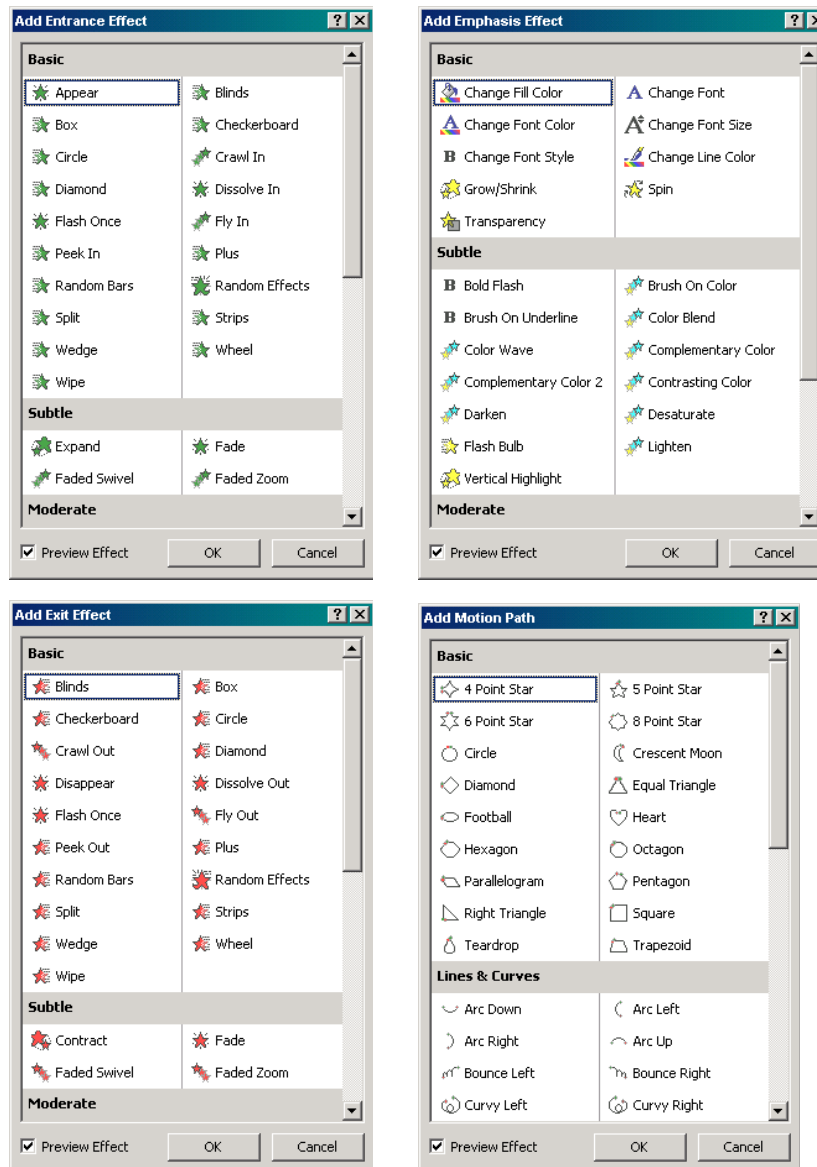


Figure 4-54: Effect menus

To access all the possible combinations of sound and movement, use the **Custom Animation** option found in the **Slide Show** menu to open the **Custom Animation** tab.

## Applying Animations to Objects in Slide View

PowerPoint has a number of preset animation effects for objects like titles, bulleted lists, and charts. Some of these combine movement and sounds.

You can apply preset animation effects in Outline, Slides, or the Slide Sorter view. In Slides view, select the slide to animate, and then select **Slide Show > Animation Schemes** from the menu bar. The **Slide Design** tab appears with the **Animation Schemes** displayed. Choose the animation effect you want to apply to the slide.

## Animation Schemes in the Slide Sorter View

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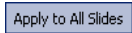

Selecting animation effects is easy from the Slide Sorter view. As previously discussed, the **Slide Sorter** Toolbar has different options. The animation effects applied under the Animation Schemes is only applied to text that is part of the template design. You cannot animate charts, graphics, or any other objects (including inserted textboxes) that you added to the slide.

Slides with text animation effects applied are identified in Slide Sorter view by an icon under the slide on the left side (same as the slide transition icon, if you have also applied a slide transition).

### Exercise 42



Use the *Transitions* slide set again. Investigate each of the preset animation types by performing the following:

- 1 Go to Slide 2 in the Outline or Slides view.
- 2 Select **Slide Show > Animation Scheme**.
- 3 Select an effect, and then click on the  button.
- 4 Click the mouse or press **Enter** to display each bulleted item in the list.
- 5 Press **Esc** to leave the show and return to Slides view.
- 6 Repeat the process with another preset animation effect until you have viewed all of the effects.  
What is your reaction to these preset animation effects?
- 7 Now change to Slide Sorter view. Select Slide 1 in your presentation, and using the Animation Schemes tab listing, choose **Faded Wipe**. Click the  button.
- 8 Click the  button and view your slide show (at least several slides of it anyway).  
What is your reaction to building the bullet information this way?
- 9 Save this version of the slide set, if you want, but leave the file open for the next exercise.

## Applying Custom Animation Effects in Slide View

---

You might agree that some of the preset animation effects are inappropriate for a formal presentation. You can apply custom animation effects to the current slide from the Outline or Slides views by selecting **Slide Show > Custom Animation**. Animation Scheme effects

should be turned off first. If not, some applied with animation schemes may remain on even after applying custom animations.

To turn animation scheme effects off, select the slide to which you have applied the scheme effects, and then select **No Animation**. Or select the animation listed and select the **Copy Effects to Slide** option.



Figure 4-55: Animation effect and drop-down menu

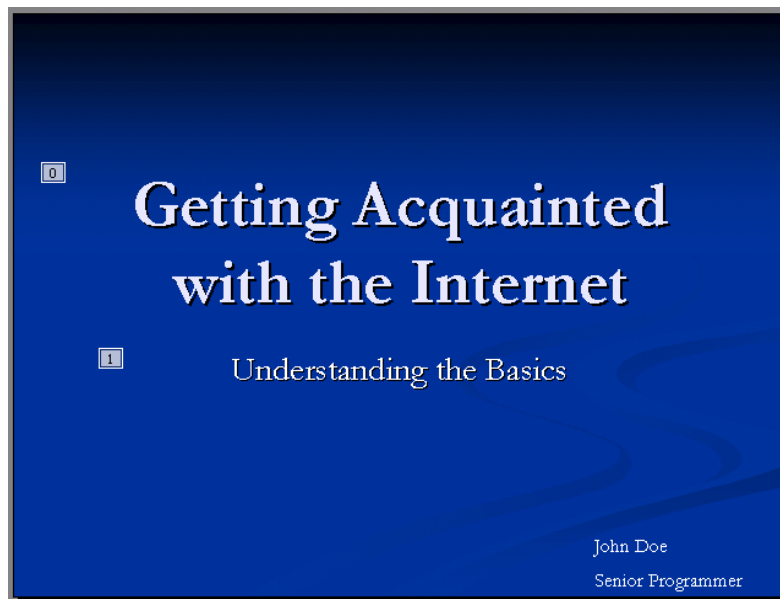




Figure 4-56: Slide with animation effects indicators

You can animate an object, and control the order in which the animation is applied. A typical order would be the title first, and then the text paragraphs or bullets.

To animate an object on a slide:

- 1 Select the object to animate.
- 2 Click on the  button.
- 3 Select the type of animation you want.
- 4 Click  to preview the effects.

Arrow   buttons at the bottom of the **Custom Animation** tab are used to rearrange the order in which the animations are applied.

## Dimming Bullets

When using a text build technique to present bulleted items one at a time, it is useful to dim or hide bullets after a new bulleted item is introduced. Options for doing this are in the **Effect Options** list on the drop-down menu for the effect.

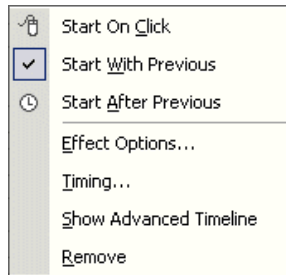


Figure 4-57: Effect Options drop-down menu

On the menu, select **Effect Options** to open the selected effect's options dialog box.

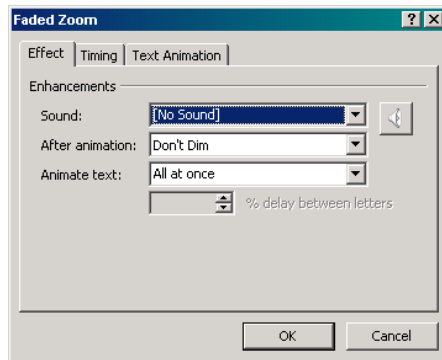


Figure 4-58: Effect Option dialog box (Effect tab)

Select the **After** animation drop-down and pick a color.

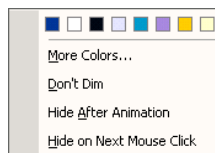
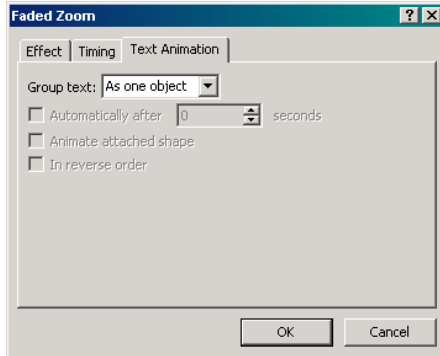


Figure 4-59: Color selection drop-down menu

To dim the previous bullets, select a color that will mute the text display on the background of the presentation.

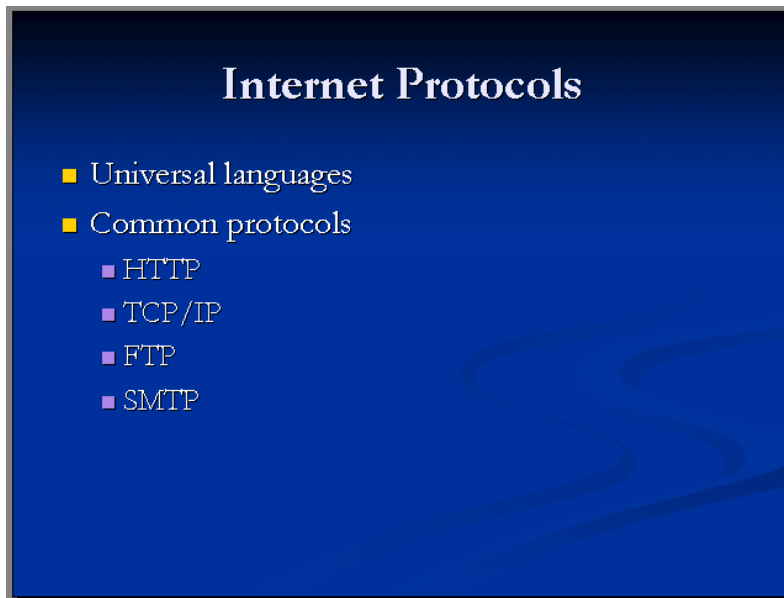
## Grouping Bullets

When you use a text build technique for a slide with more than one level of bullets, decide how to group the bulleted items. The options for doing this are on the **Text** animation tab of the effect's options dialog box.



**Figure 4-60:** Effect Option dialog box (Text Animation tab)

Remember that a slide can have up to five levels of bullets. If this slide has two levels of bullets, like the example below, grouping the items by the lowest level (the second level in this example) then every item will come in by itself.



**Figure 4-61:** Slide with two-levels of bullets

If you group the items by a higher level, any lower level bullets will come in at the same time as the higher level bullet they are associated with. In this example, if you group the items by the first (highest) level, all of the second level bullets under the second item (common protocols) will come in at the same time.

## Simple is best

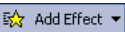
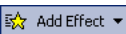
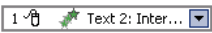

Animation effects can be fun, but like slide transitions, they should be used sparingly and with your audience in mind. Experiment with these features and determine the animations, if any,

that should be used. Keep in mind the tone of the presentation. Also remember that if you are applying slide transitions, adding animation effects may tend to make your presentation too busy for your audience. If they remember the animation, but not your key points, the presentation is useless.

### Exercise 43



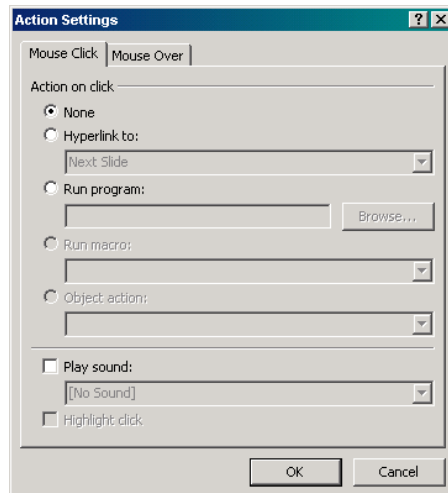
Use the *Transitions* slide set again, and set the view to Slides view.

- 1 Go to Slide 7.
- 2 Turn off preset animation effects if any are applied to this slide.
- 3 Choose **Slide Show > Custom Animation**.
- 4 Select the text area. The  button becomes active.
- 5 Click on the  button and select **Fly in** from the **Entrance** list of effects.
- 6 Click on the  drop-down arrow and select the **Effect Options** option.
- 7 The **After animation** option should be set at **Don't dim**. Change this by clicking on the drop-down arrow and, selecting **More colors**. Choose a gray color.
- 8 Click on the **Text Animation** tab.
- 9 For the **Grouped text** option, select 2nd level paragraphs.
- 10 Click the  button. Display the show for this slide to view the text build series you just created. Observe how the items are presented, then return to the **Custom Animation** tab and change the grouping to 1st level paragraphs and view the slide again.
- 11 Now go to Slide 4 with the Internet applications chart. Experiment with applying custom animation effects to the chart. Make sure you view the slide show after applying the animation effects.
- 12 Save this version of the slide set and leave the file open for the next exercise.

### Including Hyperlinks

PowerPoint lets you add hypertext links to your presentations. Hypertext links are most commonly thought of as being associated with Web sites. Hyperlinks let you jump from one location to another. In PowerPoint you can include hypertext links to Web sites, but you can also link from a slide in your PowerPoint presentation to another slide, another PowerPoint presentation, or even another application.

Links can be added to text or to objects, like graphic images. To add a hyperlink, select the text or object to link to, and then select **Slide Show > Action Settings**.




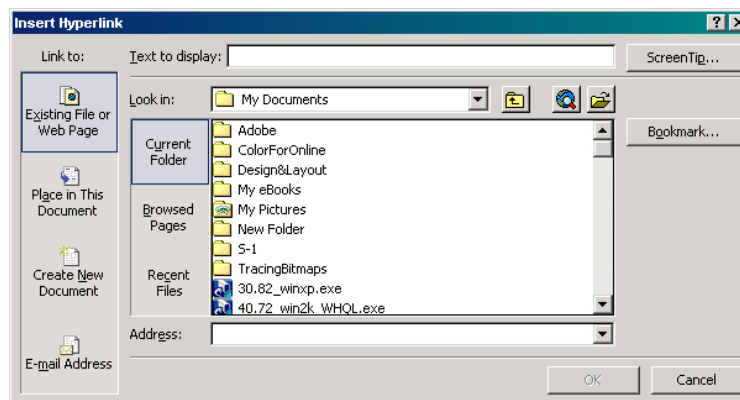
**Figure 4-62:** Action Settings dialog box (Mouse Click tab)

Note the tabs in the **Action Settings** dialog box. The tabs refer to how you initiate the action. You can activate an object either by clicking on it or by passing the mouse over it.

On either tab, the hyperlink options are found under the **Hyperlink to** item. Click on the radio button next to **Hyperlink to** to activate the feature. Click on the drop-down arrow and select the object to link with.

If you create a link to a Web page (URL), and then activate the link on a computer that has Internet access, PowerPoint opens your default browser and loads the linked page. To return to your presentation, close the browser window instead of minimizing it. The next time you click on a link, PowerPoint will open another browser window even if you had minimized the previous one.

There is another dialog box just for adding clickable hyperlinks. You can access this dialog box by choosing **Insert > Hyperlink**, by pressing **Ctrl + k**, or by clicking the  button.



**Figure 4-63:** Insert Hyperlink dialog box

## Exercise 44

Perform the following steps:



Here is a quick way to add a link to a URL using the **Insert Hyperlink** dialog box and the **Copy** and **Paste** keystroke commands:

- 1 Open your Web browser and load the page to which you want to link.
- 2 Click in the location window and press **Ctrl + c** to copy the URL to the Windows Clipboard.
- 3 Go to your presentation in PowerPoint.
- 4 Select the text or object you want to link to and press the keystroke combination **Ctrl + k** to open the **Insert Hyperlink** dialog box.
- 5 Click in the **Address** field in the **Insert Hyperlink** dialog box and press **Ctrl + v** to paste the copied URL in the window.
- 6 Click  to close the **Insert Hyperlink** dialog box.

Using this method is quick and eliminates the problem of mistyping the URL.

Save the file before you run the slide show and test the hyperlinks. You should also test the hyperlinks immediately before you give your presentation, if possible. This allows you to test the network connections and the availability of the sites you are linking to. It is not fun to stand there with nothing happening while your audience waits anxiously.

PowerPoint assigns colors to the unvisited and visited links based on the design template you are using. You can change these colors to better suit your scheme, if desired.

- 1 Select **Format > Slide Design**. On the **Slide Design** tab, select **Color Schemes**.
- 2 Select the **Edit Color Schemes** option at the bottom of the tab.
- 3 Select the **Custom** tab.

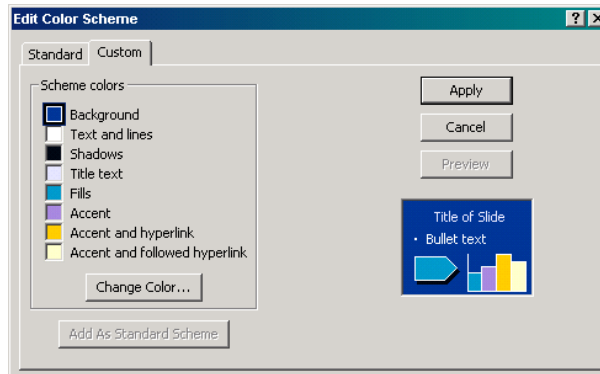


Figure 4-64: Edit Color Scheme dialog box - (Custom tab)

- ◆ Select new colors for the **Accent and hyperlink** and/or **Accent and followed hyperlink** options.

## Exercise 45

Perform the following steps:




- ◆ Use the *Intro to the Internet* file you have used in previous exercises. Go to Slide 13 with the chart on U.S. Web sites.
- ◆ This slide used data from an actual Web site, <http://www.internet.gov>. Create a link from the chart to the Web site, in case your audience wants to see the original data.
- ◆ Click once on the chart to select it.
- ◆ Choose **Slide Show > Action Settings** from the menu.
- ◆ Click to select the **Mouse Click** tab.
- ◆ Select **Hyperlink to** and choose **URL**. Type in the URL, <http://www.internet.gov>.
- ◆ Click  to close the **Action Settings** dialog box.
- ◆ Save your work and then run the slide show for this page and test the hyperlink.

## Hiding Slides

---

There might be some slides in a presentation that you may or may not want to show to the audience. This may be due to the type of audience, or it may be that with time constraints you may not be able to show and discuss all the slides. Perhaps you want to avoid unnecessary detail in your main presentation, but you anticipate receiving a question from the audience. You might hide the slide that provides that additional information, and display it only if the question arises. A hidden slide is still saved with the presentation, but it will not be displayed when viewing the slide show.

To hide the current slide, select **Slide Show > Hide Slide** from the menu bar. In the Slide Sorter view, click the  button on the slide sorter toolbar to hide selected slides. Slide numbers of hidden slides display with a line through them in Slide Sorter view.

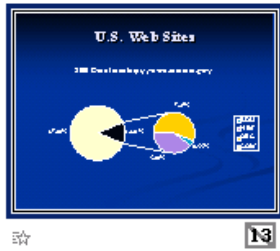



Figure 4-65: Slide Sorter thumbnail with **Hidden** icon

If you change your mind about hiding a slide before giving the presentation, select it, and unhide it by clicking the  button on the slide sorter toolbar a second time, or reselect **Hide Slide** from the Slide Show option on the menu bar. Only the selected slide(s) will be hidden, (or displayed) with either of these actions.

There are two ways to display a hidden slide while you are presenting a slide show in Slide Show view. Right-click on any slide and choose either **Go > Slide Navigator** or **Go > By Title** from the popup menu. Select the slide you want to display. You can easily identify the hidden slides in the list (their numbers are in parentheses). (Slide 13 is hidden in the example below).

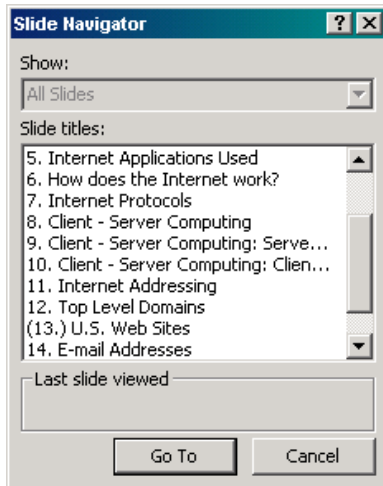


Figure 4-66: **Slide Navigator** dialog box

## SPECIAL FEATURES FOR SLIDE SHOWS

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In Lesson 5, you learned how to display a hidden slide in the Slide Show popup menu. There are a few more Slide Show tools that can help you more effectively deliver your presentations. These tools can be invoked either with simple keystrokes or through selection from the right-click menu.


### The Pen

---

Pointers and laser beams can be used to draw the audience's attention to a particular part of a slide. As an alternative, PowerPoint offers a Pen tool that you can use while you are presenting a Slide Show.

The pen is always used in Slide Show view. One way to activate the pen is to right-click on the slide and choose **Pen** from the popup menu. The less distracting way to activate the pen is to memorize and learn the keystroke commands for turning it on and off. The commands you need to know are:

Activate the Pen	<b>Ctrl + p</b>
Activate the Arrow	<b>Ctrl + a</b>
Hide the Arrow or Pen	<b>Ctrl + h</b>

When activated, the mouse pointer appears on your screen as a pen, () . Click and hold the left mouse button and drag to draw on the slide. Depress the **Shift** key while dragging the mouse to lock the drawn line straight.

Use the **Page Down** or **Page Up** keys to go to the next or previous slide, respectively. The mouse click to advance the slides is disabled in the pen mode. Toggle back to the mouse arrow by pressing **Ctrl + a** or **Ctrl + h** to deactivate the pen.

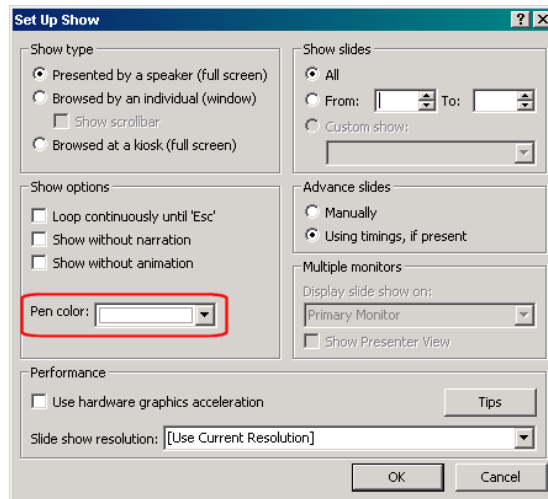
The default pen color depends on the design template currently in use. To change the pen color during a presentation:

- 1 Right-click on the slide.
- 2 Choose **Pointer Options > Pen Color** from the right-click menu.
- 3 Choose a different color.

To change the pen color before a presentation:

- 1 Select **Slide Show > Set Up Show**.

## 2 Change the color in the **Set Up Show** dialog box.



**Figure 4-67: Set Up Show dialog box (Pen color)**

If you are displeased with the pen drawing, you can erase all of the pen marks on the current slide by pressing the **e** (erase) key. You can also turn off the pen marks by right-clicking on the slide and choosing **Screen > Erase Pen** from the short cut menu.

Whether you use a pointer, laser beam, or the pen tool, realize that overusing or playing with them during a presentation will distract your audience away from your objective.

## The Black Screen

---

Another option under the **Screen** item on the short cut menu is **Black Screen**. This command temporarily black screens the display. You might use this feature while the audience is on a break, or while you are answering a question that is not related to the visual being displayed.

The keystroke command for the black screen is the **b** key. Pressing the **b** key will toggle between the slide and a black screen. This, again, is less distracting than using the popup menu.

If you move to the next or previous slide using the **Page Down** or **Page up**, the screen automatically cancels black screen mode and redisplay your slides.

There is also a related command for automatically displaying a black slide at the end of every slide show. **End with Black Slide**, is found on the **View** tab when you select **Tools > Options** from the menu bar.

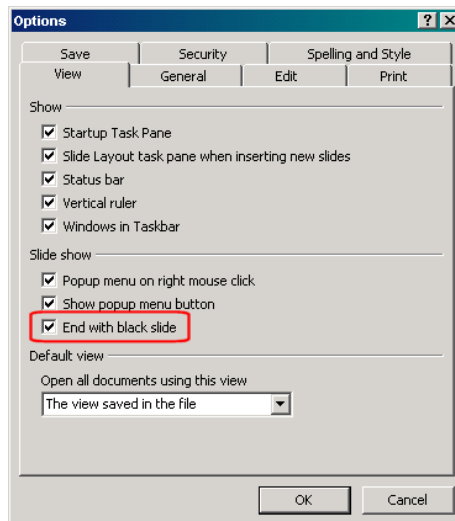


Figure 4-68: Options dialog box - (View tab - End with black slide)

You might also find it useful to display a white screen during a screen show. Press the w key to toggle back and forth between your current slide and a white screen.

## Exercise 46

Perform the following steps:



- 1 Open the *Intro to the Internet* file you have been working on throughout this workshop. Access the Slide Show view, and experiment with the Slide Show tools.
- 2 Go to one of the bulleted list slides and use the Pen tool to underline one of the bulleted items. Try doing this freehand and then with the **Shift** key depressed. Move on to the next slide and then return to the slide you were writing on. What happened to your pen marks?
- 3 Now try to blacken the screen and then unblacken the screen. Can you think of times when you might use this feature?
- 4 Keeping PowerPoint open, exit the Slide Show view and close the *Intro to the Internet* file.

## Interfacing PowerPoint with Other Applications

---


Often, the information you want or need to include in your PowerPoint presentation is already existing in another application format, like a word processor or spreadsheet; and other times, you may find it useful or necessary to export information from your presentation into another application format. This section discusses the transferring of information between PowerPoint and other applications.

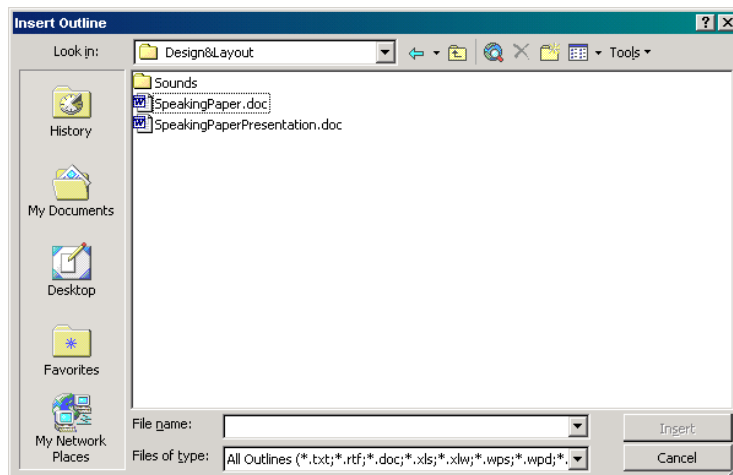
## Text from a Word Processor

You can import text into a PowerPoint presentation from a word processing file while in Outline view, Slide view, or Slide Sorter view. Of these three, it is probably easiest to import text while in Outline view.

PowerPoint can read MS Word files, Rich Text Format (.rtf), and plain text (.txt) files directly.

Sending text from Word to PowerPoint is a great way to start a presentation with text from Word, and sending a PowerPoint file to Word is a great way to print a presentation using layout options not available in the PowerPoint print options; but going from one to the other and back again will cost you valuable formatting time.

To import a file, position the insertion point where you want to place the text, and choose **Insert > Slides from Outline** on the menu bar. Select the file to import from the **Insert Outline** dialog box, and then click on the  button.



**Figure 4-69:** Insert Outline dialog box

The Outline is designed for text that would fit on a slide; for example, short phrases and occasional sentences. Each paragraph contained in the file is treated as a separate slide. After importing text, you will need to edit the text to make it fit better on the slides of the presentation.

If you know that a document is going to be used in a presentation, sometimes it is easier to prepare the document before importing it. The following layout works well for outlines in files that will be imported into PowerPoint. (Press the **Tab** key when you see the reference):

First line of Slide 1

**Tab** First level of bulleted points

**Tab Tab** Second level of bulleted points

**Tab Tab** Second level of bulleted points

**Tab Tab Tab** Third level of bulleted points

**Tab** First level of bulleted points

First line of Slide 2

First line of Slide 3

PowerPoint imports up to five text levels in the outline; levels six and higher will be treated as level five text.

### Exercise 47

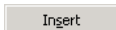
Perform the following steps:

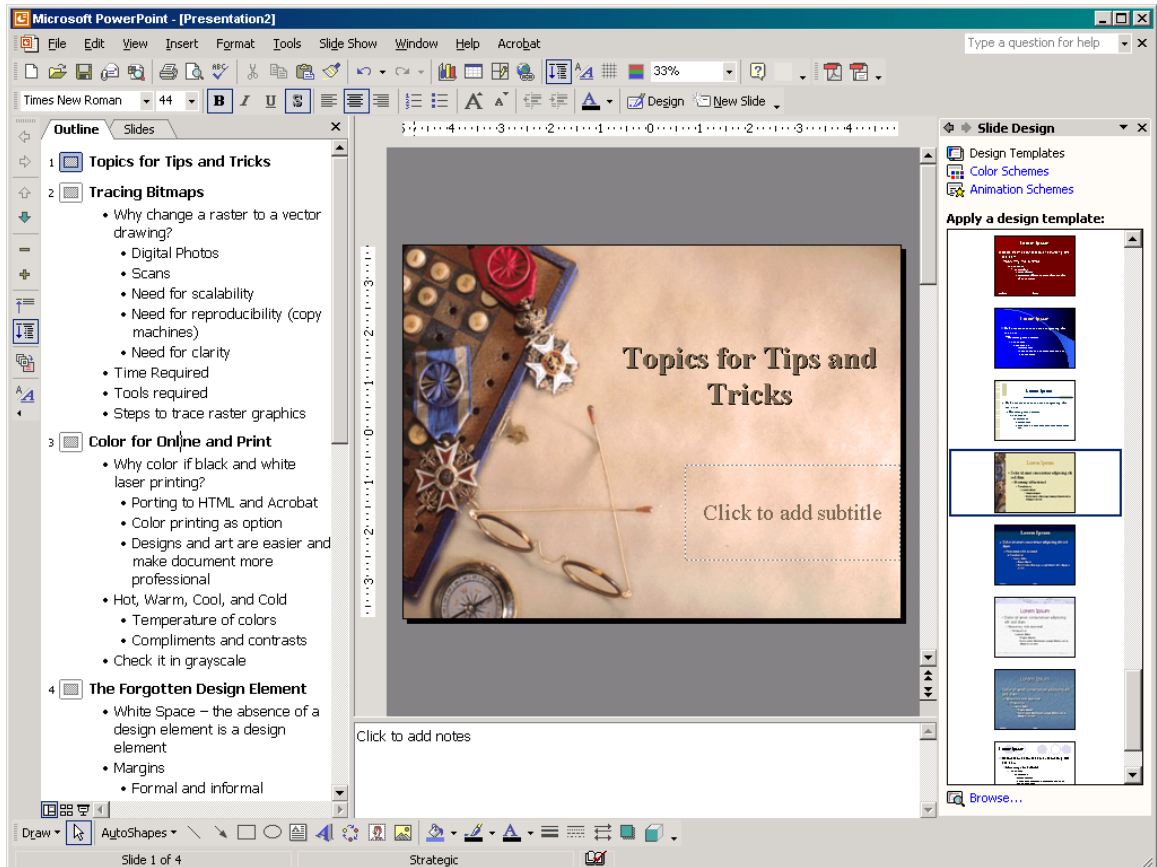


This exercise will let you practice importing a text document that was saved in Rich Text Format (.rtf).

- 1 Use the sample file (**sample.rtf**) by copying it to your local directory. It was created in Word and saved as an RTF file. Save the file in your default document folder for PowerPoint (probably C:\My Documents).

You can see what the text looks like by opening it in a word processor.

- 2 Start a new presentation in PowerPoint. Select a presentation design that you like.
- 3 Change to **Outline** view.
- 4 Make sure your insertion point is at the line for Slide 1, and choose **Insert > Slides from Outline** on the menu bar.
- 5 In the **Insert Outline** dialog box, select the **sample.rtf** document, and click on the  button. You should have one slide for each paragraph. Delete any slide lines that do not have text.

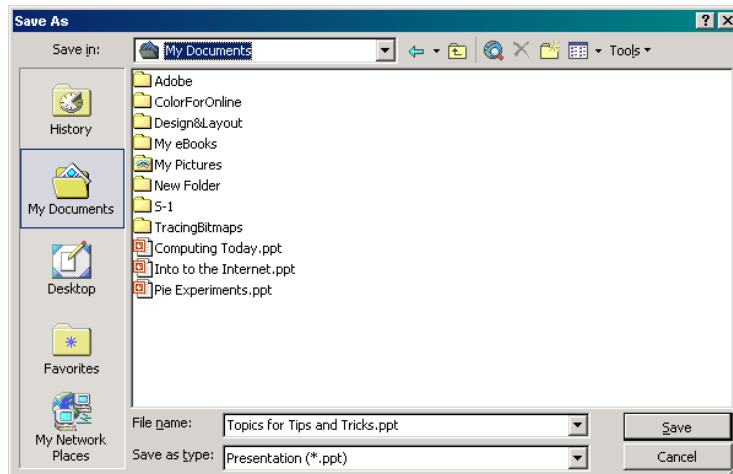


- 6 Change to the **Slides** view and look at each slide. What might you do to improve the appearance of these slides?
- 7 Close this presentation, but leave PowerPoint open for the next exercise.

### Exporting a Text Outline to a Word Processor

You can export text as an outline from PowerPoint to a word processor from any of the working views (Outline, Slide, or Slide Sorter). When you save a presentation as an outline,

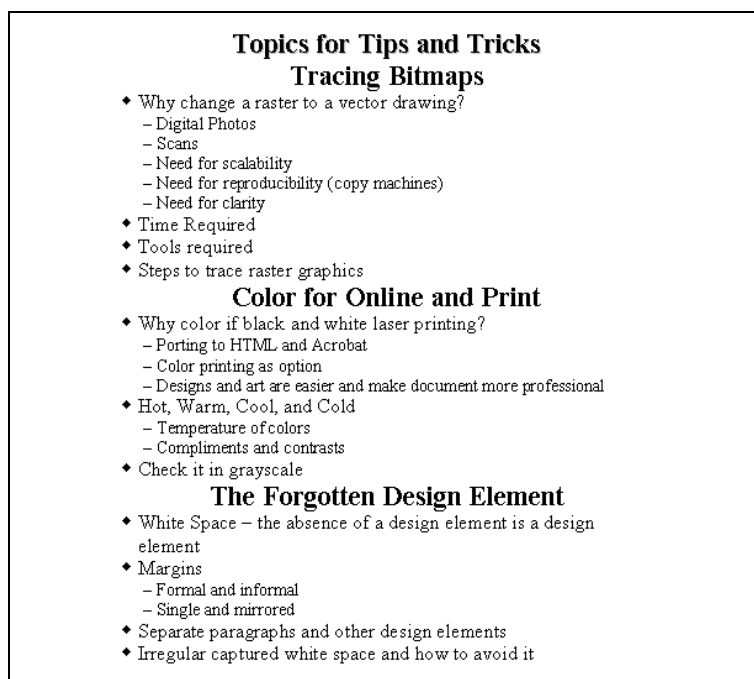
only the text is saved. Select **File > Save As** from the menu bar, and in the **File Save** dialog box, select a location from the **Save in** field and enter a file name in the **File name** field.



**Figure 4-70:** Save As dialog box

Change the **Save as type** field to save the file as **Outline/RTF**. Click **Save** to complete the operation.

The resulting document will be an outline file that can be opened directly by Word and other word processors, and looks very similar to your text in the Outline view.



**Figure 4-71:** Exported outline

## Exercise 48



This exercise will walk you through the steps involved in exporting a presentation outline from PowerPoint to a format that is readable by most word processors.

- 1 Open the *Intro to the Internet* file you have been using in this course.
- 2 Click on **File > Save As** and change the file type from a PowerPoint PPT file to an **Outline/RTF** format. Use the filename **text outline** (the extension automatically is inserted as .rtf). Note where the file is being saved.
- 3 Minimize PowerPoint.
- 4 Load your word processor, open the **outline.rtf** text file, and examine the document.

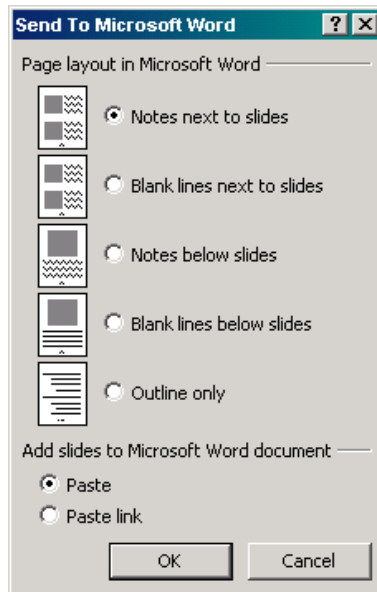
<p style="text-align: center;"><b>Getting Acquainted with the Internet</b> Understanding the Basics</p> <p style="text-align: center;"><b>What is the Internet?</b></p> <ul style="list-style-type: none"> <li>▪ Networked computers worldwide</li> <li>▪ Access to other people</li> <li>▪ Access to data and information</li> </ul> <p style="text-align: center;"><b>Popular Internet Applications</b></p> <ul style="list-style-type: none"> <li>▪ Electronic Mail</li> <li>▪ World Wide Web</li> <li>▪ Chat</li> </ul> <p style="text-align: center;"><b>Internet Communications</b> <b>Internet Applications Used</b> <b>How does the Internet work?</b></p> <ul style="list-style-type: none"> <li>▪ Internet protocols</li> <li>▪ Client-server networks</li> <li>▪ Internet addressing</li> </ul> <p style="text-align: center;"><b>Internet Protocols</b></p> <ul style="list-style-type: none"> <li>▪ Universal languages</li> <li>▪ Common protocols             <ul style="list-style-type: none"> <li>▪ HTTP</li> <li>▪ TCP/IP</li> <li>▪ FTP</li> <li>▪ SMTP</li> </ul> </li> </ul> <p style="text-align: center;"><b>Client - Server Computing</b> <b>Client - Server Computing: Servers</b></p> <ul style="list-style-type: none"> <li>▪ Server computers store and distribute data over Intranets and the Internet</li> <li>▪ Servers are often referred to as "host computers"</li> </ul> <p style="text-align: center;"><b>Client - Server Computing: Clients</b></p> <ul style="list-style-type: none"> <li>▪ Request information from servers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Includes e-mail programs and web browsers</li> </ul> <p style="text-align: center;"><b>Internet Addressing</b></p> <ul style="list-style-type: none"> <li>▪ IP Numbers</li> <li>▪ Domain names</li> <li>▪ Aliases</li> </ul> <p style="text-align: center;"><b>Top Level Domains</b></p> <ul style="list-style-type: none"> <li>▪ .com Commercial sites</li> <li>▪ .edu Educational institutions</li> <li>▪ .org Non-profit institutions</li> <li>▪ .gov Government sites</li> <li>▪ .mil Military sites</li> <li>▪ .net Networks</li> </ul> <p style="text-align: center;"><b>U.S. Web Sites</b> <b>E-mail Addresses</b></p> <ul style="list-style-type: none"> <li>▪ Each individual with e-mail has a unique username and address</li> <li>▪ username@host.net</li> </ul> <p style="text-align: center;"><b>Web Addresses</b></p> <ul style="list-style-type: none"> <li>▪ Each web page has its own address</li> <li>▪ URL (Uniform Resource Locator)</li> <li>▪ Protocol://server/pathname/filename</li> </ul> <p style="text-align: center;"><b>Summary</b></p> <ul style="list-style-type: none"> <li>▪ Understanding these Internet concepts helps you in making the Internet work for you.</li> <li>▪ Leave this presentation open.</li> </ul>
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- 5 Close your word processor without saving the document. You may also delete the file, text outline.rtf, if desired.

## A Special Transport Method for Word Users

A nice, alternate way to transfer your presentation file directly from PowerPoint to Word is by using the **File > Send to > Microsoft Word** command on the menu bar. This command will

open the **Send To Microsoft Word** dialog box where you have five layout choices for exporting your presentation to Word.



**Figure 4-72:** Sent To Microsoft Word dialog box

After you make your selection, Word automatically loads and displays the presentation in the layout you selected.



If you choose the **Outline only** layout, the file will be saved in Rich Text Format with an RTF extension. You can edit the outline in Word, using Word commands, and when finished, you can import the outline back into PowerPoint, if desired. Do this by selecting **File > Send to > PowerPoint** from the Word menu bar.

If you create a new outline in Word, you can use The **File > Send to > PowerPoint** command from Word to swiftly transport your outline into PowerPoint.

**WARNING** - Exporting an outline from PowerPoint to Word from a nearly completed presentation, and then back into PowerPoint after editing it in Word will cause most background styles and animations to be lost.

## Copying a Chart to a Word Processing Document

Charts created in PowerPoint can be copied for use in a word processing document. To copy a chart to another document:

- 1 Go into Slides view in PowerPoint and select the chart by clicking on it.
- 2 Once the eight handles are visible, select **Edit > Copy** from the menu bar, or click on the  button on the **Standard** toolbar.
- 3 Start your word processor and position the cursor at the point in the document where you want the chart inserted.
- 4 Select **Edit > Paste** from the menu bar, or click the  button. The chart appears.

If a colored background is used for the PowerPoint presentation, it is likely that text labels in the chart are white or light colored. This can lead to problems when placing this image against a white background, as the chart and label text might not show up. You might need to adjust the text or background color of the presentation, before copying the chart.



You can retain the design and change the slide color scheme to one with black text by choosing **Format > Slide Color Scheme** from the menu bar in PowerPoint before you copy and paste the chart.

## Exercise 49

Perform the following steps:



This exercise should work with any Windows word processor.

- 1 Switch to PowerPoint and open *Intro to the Internet* if it isn't already open. Change the design template color scheme by selecting **Format > Slide Color Scheme** from the menu bar. Select one of the options that offers black text on a white background. Go to the slide with the bar chart (Slide 4) and click once on the chart area. With the chart selected, click the  button.
- 2 Switch to Word, or open whatever word processor you use. Open an existing document, or work with a blank, new document. Position the cursor at the point in the document where you would like to have the chart inserted. Click the  button to insert the chart in your document. Adjust the chart size and placement, if you wish. In Word, double-clicking on the chart will invoke Microsoft Graph application, and the datasheet and chart toolbar will appear. This allows you to edit the chart. Close this file when you are done working on the chart, and close your word processor.

## Importing Chart Data

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In Lesson 4, you created data charts in PowerPoint using data entered in the datasheet. However, you can also import data from Excel or other spreadsheet applications, or from other common file types, like text (.txt) files.

### Importing Data from Excel

Although Excel allows you to have multiple sheets in an workbook file, you can only import one sheet for any individual graph. To import data from Excel:

- 1 Open the chart datasheet.
- 2 Select the upper-left cell where you want the data block to appear.
- 3 Select **Edit > Import File**.

- 4 Select the file to import and click . The **Import Data Options** dialog box appears.

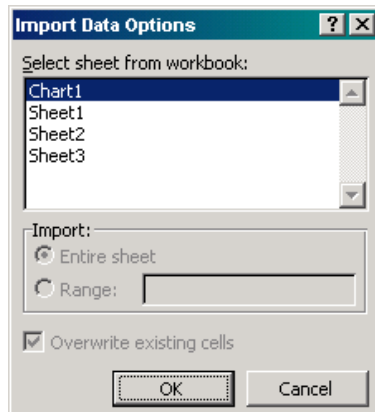



Figure 4-73: **Import Data Options** dialog box

- 5 Select the sheet first, then indicate whether you are importing the entire sheet or a range within that sheet. You can identify a range by entering cell coordinates, or a range name, if you named the range within Excel. (Either range option might require you to open the file in Excel to determine the correct entry.)
- 6 If you want to overwrite the existing cells in the datasheet, leave that item selected. If you already have data in the datasheet you want to leave intact, remove the check mark from **Overwrite existing cells**.
- 7 Click .

## Importing Data from Spreadsheet Applications Other than Excel

The steps involved in importing data from other spreadsheets, like Lotus 1-2-3, or text files vary depending on the file type. The simplest way to import a block of data from any Windows-based spreadsheet program is to use the **Copy** and **Paste** commands to copy the data from your spreadsheet directly into the PowerPoint datasheet. This method also works with data from Excel spreadsheets.

## Writing Tools

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PowerPoint offers several writing tools to assist you in creating the text of your presentation. They include a spelling tool, a style checker, and a feature called AutoCorrect.

### Check Spelling

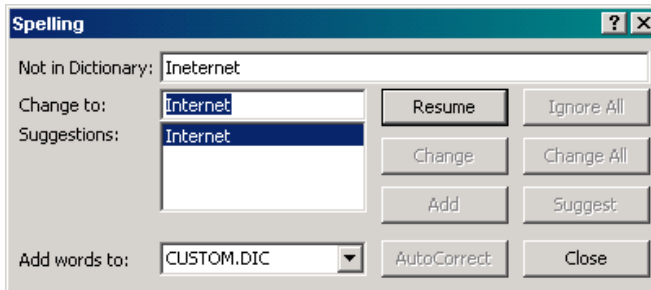
The spelling tool looks through the entire presentation, no matter if the slide is active or not when you start the checker, and checks all the words in your presentation slides and handouts. The dictionary can also be augmented with industry words and names frequently used.

**WARNING** - The spell checker does not check text in graphics and charts of PowerPoint.


Always save a new presentation before runner the spell checker.

To begin the spell checker, select **Tools > Spelling** from the menu bar, or click the  button on the **Standard** toolbar. The spell checker stops on unrecognized words and offers suggestions, if available. Depending on the circumstances, some of the following options are presented each time the spell checker stops:

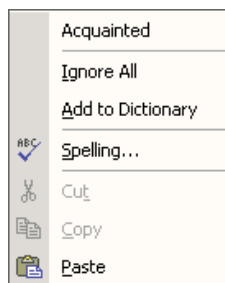
- Ignore** Skips the word and move to next misspelled word
- Ignore All** Ignores all occurrences of word
- Change** Changes the word
- Change All** Changes all occurrences of word
- Add** Adds word to custom dictionary
- Suggest** Suggest correct spelling, if not already enabled
- AutoCorrect** Adds the spelling error and its correction to the AutoCorrect list
- Close** Discontinues the spell checker at any time



**Figure 4-74:** Spelling dialog box

After initially running a spell check, a  button appears on the far-right of the status bar if anything is changed on a slide. Double-click on this button to activate the spell checker to check the text on the current slide.

Another feature related to the spelling tool checks your spelling as you type and underlines words not found in the dictionary. Right-click on each word to display a shortcut menu with suggested replacement words.



**Figure 4-75:** Short cut spelling menu

To activate or deactivate these features, select **Tools > Options** and select the desired options on the **Spelling and Style** tab.

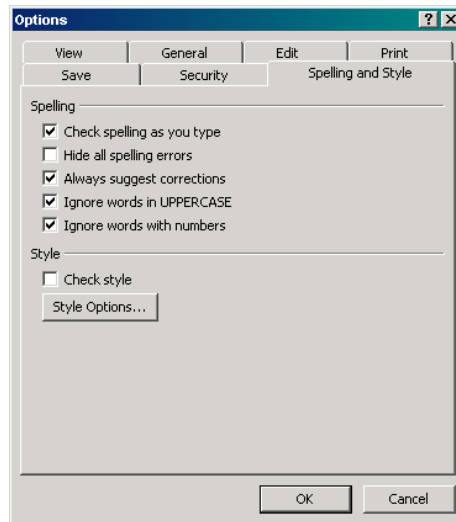


Figure 4-76: Options dialog box - (Spelling and Style tab)

## AutoCorrect

AutoCorrect can be useful in correcting common errors as you type, and to create typing shortcuts. For example, you might enter an abbreviation for a long word or phrase that you use frequently (like Win) so that AutoCorrect will automatically enter the longer string of text for you (Windows).

AutoCorrect starts automatically once set up. To check or change the setup, select **Tools > AutoCorrect** from the menu bar.

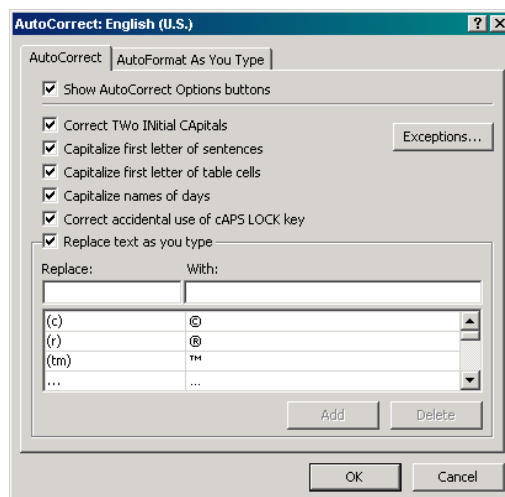



Figure 4-77: AutoCorrect dialog box


By default, the **AutoCorrect** dialog box is set to:


- ▶ **Correct Two initial capitals**
- ▶ **Capitalize first letter of a sentence**

- ▶ **Capitalize first letter of table cells**
- ▶ **Capitalize names of days**
- ▶ **Correct accidental use of cAPS LOCK key**
- ▶ **Replace text as you type**

Clearing the corresponding check box disables any unwanted feature. To add a word or phrase that will be automatically replaced as you type:

- 1 Make sure that the **Replace text as you type** option is checked.
- 2 Type the abbreviation or shortcut in the **Replace** field.
- 3 Type the word or text to substitute in the **With** field.
- 4 Click the  button.

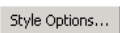
The last three steps must be repeated until all entries are added. When finished, click the  button.

To delete an entry from the replacement list, click on the item to select it, and then click the  button.

## Exercise 50

Perform the following steps:



- 1 Open the *Intro to the Internet* file and spell check it.
- 2 Select **Tools > Options** and click the  button on the **Spelling and Style** tab.
- 3 Change one or two of the style options, depending on your personal preferences.
- 4 Return to your presentation.
- 5 Click on any icons that appear on your slides, and make the changes as desired.
- 6 Leave the presentation open as you read through the design tips that follow.

# PRESENTATION DESIGN TIPS

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The mechanics of putting together a presentation are fairly easy to master, but creating a presentation that gets the message across effectively is much more difficult. This section offers some general guidelines to help you create dynamic and professional presentations.

## Makeup of a Presentation

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Consider the following elements when creating your presentation.

Does your presentation include:

▶ **A Strong Beginning**

Start with something inspiring to anchor the lesson.

▶ **A Clearly-Defined Purpose**

Tell the audience why the material is valuable and how this presentation links with past and future learning.

▶ **A Review of Prerequisites**

Cover background information or essential skills the audience needs to understand the material. Use plain English, not technical jargon.

▶ **A Statement of Objectives**

State what the audience/learner is expected to get from the presentation.

▶ **An Overview**

Outline key points to provide structure and help audience organize information.

▶ **An Organized Presentation**

Use as many slides as appropriate. If the presentation is more than 30 minutes, provide a break for audience.

▶ **Application of Content**

How can the knowledge be applied?

▶ **A Concise Summary**

Restate major points for reinforcement.

## Do's and Don'ts

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Even with a strong outline, visuals can make or break a presentation. While PowerPoint's templates help you create presentations quickly and easily, creating a custom design will give you a unique and very professional-looking presentation.

The following are some general guidelines to help you prepare professional-quality slides.

### Graphics

- ◆ **1 Do** keep presentation graphics as simple and clean as possible. Readability takes precedence over everything else in a presentation. Your visuals are support pieces; they should not impede the objective.
- ◆ **2 Do** keep everything consistent. Use only one template design per presentation, with all slides conforming to. Decide what typeface, color palette, graphics size, and layout you require, and then use it for the entire presentation.
- ◆ **3 Don't** use too many graphics. Be careful not to overload your audience with graphics or they won't hear what you have to say.
- ◆ **4 Don't** use bad graphics, as they detract from what you are presenting. If you do not have high-quality graphics, it is better not to use any. Your audience will judge your presentation on the quality of your worst slide.

### Color

- ◆ **1 Do** test your presentation before the actual presentation. Video equipment and computer monitors interpret colors and display colors differently. There may be a world of difference between the colors on your computer screen and the colors projected by the output device.
- ◆ **2 Don't** use vibrating color combinations or color combinations that make reading the information difficult. A primary concern in color usage is visibility. The color of objects and text needs to stand out from the background color. Inappropriate colors can interfere with legibility, and too many colors can distract from your message. Use lots of contrast between foreground and background.
- ◆ **3 Do** use cool colors (dark blues, darker grays, dark greens, and black) for the backgrounds, as they seem to recede away and are less dominate. Use the warm colors (yellows, light reds, and white) for foreground objects as these colors appear to come out of the background. Stay away from extremes.
- ◆ **4 Do** use color to explain or emphasize a single point, to make emphasized elements more vivid, to prioritize information, to make new points stand out, to identify a recurring theme, and to sort out material using color repetition.

- 5 **Don't** color overload. Using too many shades of one color detracts from your presentation and is chaotic.
- 6 **Do** use colors that are of different shades of grayscale so everyone will see and understand the point being made. Keep in mind that some of your audience may be color blind, especially when it comes to reds and greens.
- 7 **Don't** use textures and patterns that interfere with seeing and understanding the message. Text on top of textures or patterns can be extremely difficult to see in projected materials.
- 8 **Do** use white space or blank areas on the slides to help the reader through the data and to avoid the appearance of a cluttered or messy slide.

## Text

- 1 **Do** keep the content on your slides to a minimum. Use as few words and lines as possible. Show key words rather than complete sentences or paragraphs.
- 2 **Do** limit the use of punctuation. Don't use commas, semicolons or periods at the end of bulleted items, except in rare cases. However, don't take this to mean all the rules of punctuation can be thrown out of the window!
- 3 **Do** create bullets with only the first word and proper names capitalized. All other words should be lowercase.
- 4 **Don't** use text with fine or thin lines that could seemly disappear when projected. Avoid using script, italic, or fancy type. Type should be readable and readily comprehended. Text needs to be large enough to provide good contrast to the background, and to allow viewers in the back of the room to see the presentation.
- 5 **Don't** use more than 2 or 3 typefaces per presentation. Instead, you can create distinguishing differences, using bold, changing font sizes, or changing font colors.
- 6 **Do** use simple typefaces in large sizes. Text should be large enough to read without effort. Ideally, titles should be 36-48 point and text 24-36 point for slides.
- 7 **Don't** use all capital letters as it gives the impression you are yelling at your audience. Additionally, all caps are harder to read. Change colors, type size, and weight to distinguish different levels of importance.
- 8 **Do** proofread your presentation. And then have someone else proofread it again for you.
- 9 **Don't** underline words, unless they are links.

## Charts and Graphs

- ◆ **1 Do** make data elements (for example, bars in charts) the thickest and the brightest colors. The frame should be a lighter weight than the data elements, so it appears to fall behind the data. Grid lines should be the thinnest and should be placed behind the data lines or bars. Text should be bright and bold and easy to read.
- ◆ **2 Do** place the labels on the bars, lines, or wedges in a chart whenever possible, rather than having a separate legend. This allows for faster comprehension, because the eyes don't have to bounce back and forth from the legend to the data elements on the graph.
- ◆ **3 Do** use solidly-colored lines, bars, and wedges.
- ◆ **4 Don't** put up the entire chart or graph if the information or display is at all complicated. Simplify the charts so they are easily read in a short time period. If you do have to show the whole chart, give a handout so the audience can follow along.
- ◆ **5 Do** line up decimal places, note units clearly, and construct clean, orderly arrangements of rows and columns in table charts.
- ◆ **6 Do** use as few bars as necessary, and a maximum of six different bars in bar graphs. Four or six data lines on one graph are plenty.
- ◆ **7 Don't** use more than 6 slices in pie charts.
- ◆ **8 Do** make labels run horizontally (from left to right) whenever possible, with the exception of the Y-axis label.
- ◆ **9 Do** use sans serif typefaces, such as Arial, for all labeling and text for charts and graphs.

### Exercise 51

Perform the following steps:

- ◆ **1** Open the *Intro to the Internet* file. Go to Slide 2 in Normal view. Select the bullet chart area and change the font used to the following (or pick some of your own from your font listing):
  - ▶ Arial
  - ▶ Times New Roman
  - ▶ Verdana
  - ▶ Vladimir Script
  - ▶ Courier

How does the font selection change the feel and readability of the slide?

- ◆<sup>2</sup> Undo the font changes and take one last critical look at your *Intro to the Internet* file. Make any changes that you feel would improve the design of this presentation. Some questions to ask include:
  - ▶ How does the design template enhance or detract from the quality of this presentation?
  - ▶ How might you re-word some of the slides to provide more impact?
  - ▶ Do the data charts convey their desired meaning effectively?
  
- ◆<sup>3</sup> When you are done, close the presentation for the last time. Save it for reference in the future, if you desire.

