

PowerPoint 2007

Intermediate



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SECTION 1: Advanced File Tasks

In this section you will learn how to:

- Navigate with My Computer
- Perform basic tasks with My Computer
- Change file views
- Use the My Computer toolbar
- Use the My Places toolbar
- Use different file formats
- Use file properties
- Use Auto Recover
- Open a template
- Use a template
- Download a template
- Create a template
- Navigate the slide show
- Use navigation options
- Use the pointer button

Lesson 1.1: Using My Computer within PowerPoint

My Computer is a utility that displays computer drives and folders to help you locate and organize files. In this lesson, we will navigate through My Computer, perform basic tasks with My Computer, change file views, and use both the My Computer and the My Places Toolbars.

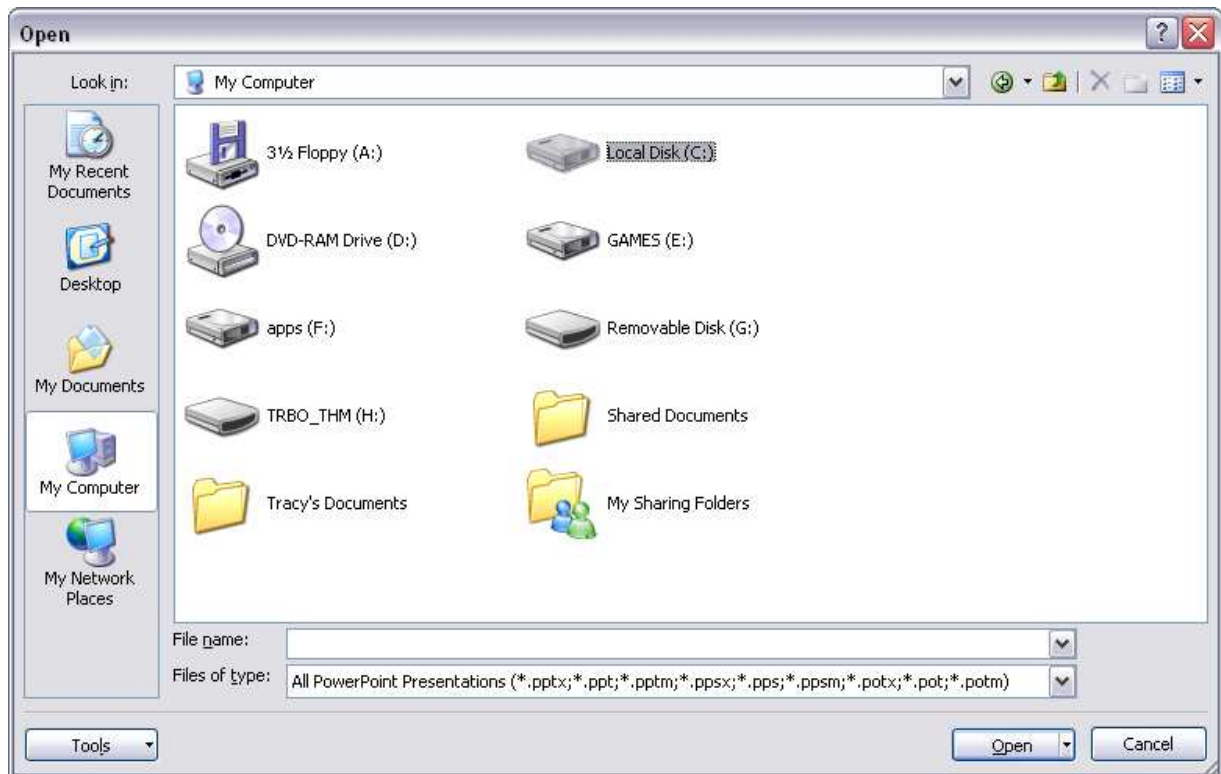
Navigating With My Computer

Opening My Computer is great when you want to locate and open a file from PowerPoint. From the Office Menu, you will find the Open command.



In the Open dialog box, there is a listing of five locations that can store files and folders: My Recent Documents, Desktop, My Documents, My Computer, and My Network Places. In this lesson, we will be focusing on My Computer and My Network Places.

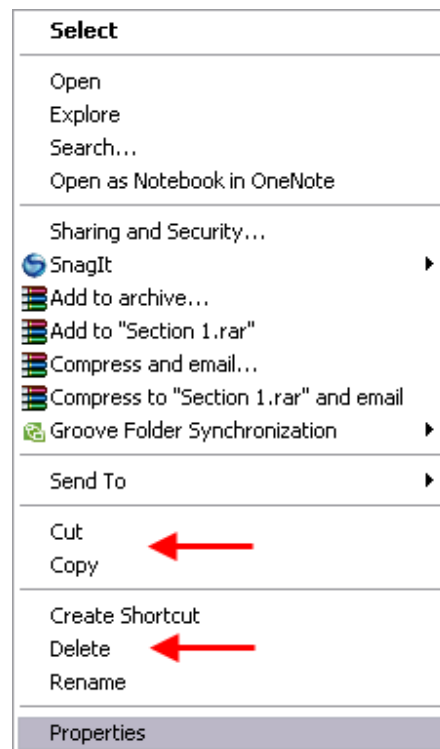
My Computer gives you access to your documents, shared documents, and all disk drives. Any of these files or drives can be opened by double clicking them or right-clicking them and clicking Open.



My Network Places is similar to My Computer; you can browse different computers and network storage locations hooked up to your network provided you have the correct passwords to access those locations. Contact your network administrator for more information on network storage facilities.

Performing Basic Tasks with My Computer

You can perform lots of basic file tasks including locating files, moving files, deleting files, and creating new folders to organize files. You can perform most of these actions by right-clicking the file or folder that you want to modify and selecting the option from the list:



(Note that some of the commands listed here might not be the same as what you see.)

The red arrows highlight the most common commands that can be performed. Cut or Copy a file or folder so you can Paste the data elsewhere. If you want to rename something, click Rename and then enter a new name. You will be asked to verify your choice if you want to delete something,

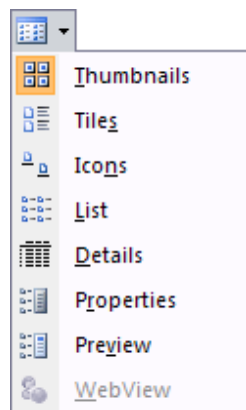
You can also move files into a folder. Simply click and drag a file or folder into another folder in the root directory:



Files can also be deleted from My Computer by clicking on the file and pressing delete on your keyboard or clicking delete on the toolbar.

Changing Views with My Computer

A view in the My Computer window relates to the way you see the files. Each person has their own preference for way their files are displayed. My Computer offers eight different views to see your files. You can select which view you want to use by clicking the pull-down arrow beside the view command



Here are a few examples of different views:

Thumbnail Useful when using pictures, Thumbnail view shows you in most cases a small image of what the file is.



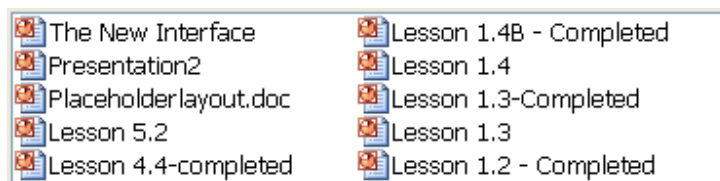
Icon Similar to the icons on your desktop, this shows the file type and the name.



Tile Tile view stacks the icons horizontally on the screen.



List List view maximizes the space available on the screen and shows a list of all files in the current folder.

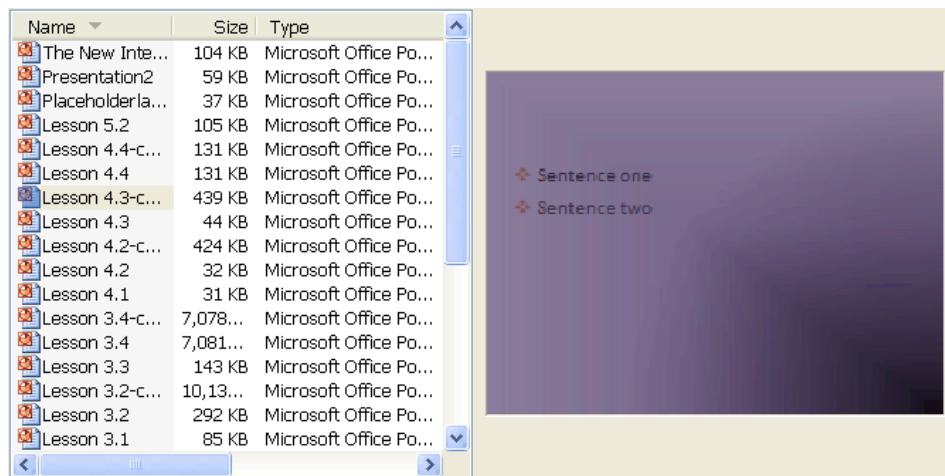


Details Details view examines the properties of each file such as author, file type, size, date modified, etc and lists the specifics.

Name	Type	Total Size	Free Space	Comments
Tracy's Docu...	File F...			
Shared Docu...	File F...			
CD Drive (D:)	CD Dr...	0 bytes	0 bytes	
Local Disk (C:)	Local ...	34.1 GB	19.3 GB	

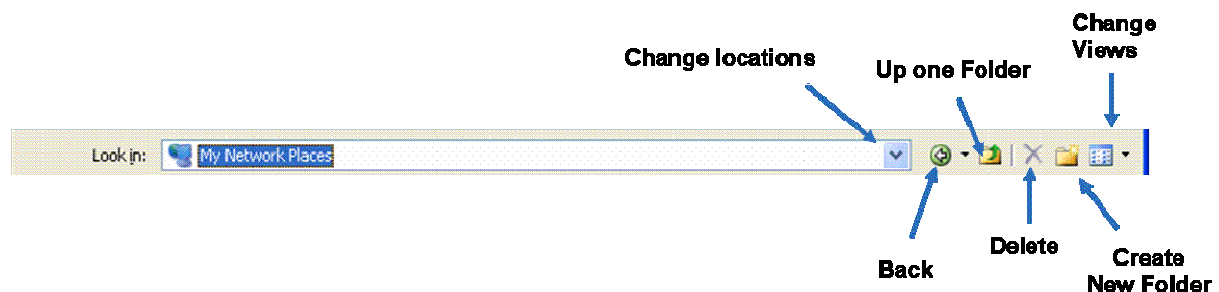
Preview Preview view is used for viewing movies and PowerPoint files. It lists information like

Details view, but also shows a mini-presentation on the right.



Using the My Computer Toolbar

In any file dialog box in Microsoft Office PowerPoint, you will see the My Computer toolbar at the top. It contains icons that allow you to go to the next or previous files or folders, create new folders, delete files and folders, and change views.



Using the My Places Toolbar

The My Places toolbar gives you quick and easy access to various locations on your hard drive. Different files and photos are normally stored and saved to different locations; it all depends on what how you have your files organized. When you are in the Open dialog box, a simple click on any of the locations in the My Places toolbar will bring you further in locating your file and its location.



My Recent Documents will list all of the files, presentations etc. that have been worked on recently. My Recent Documents will display folders, how many files are in the folders, and the individual files.



This icon allows you to access all of the items on your desktop.



My Documents is the default Windows location for all folders and files.

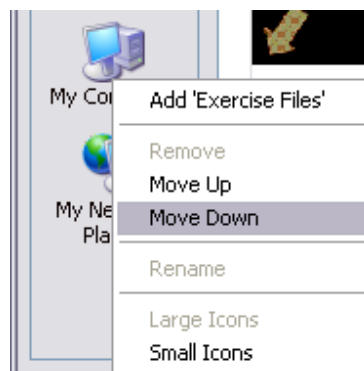


My Computer gives you access to My Documents as well as all drives in your computer.

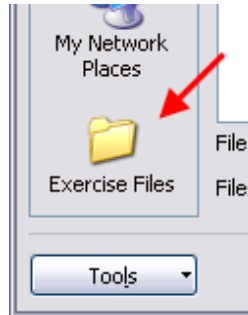


My Network Places will display all folders shared by other computers. For example, if you have a main server and have a shared network, you can access files and folders on the server via your workstation computer with this shortcut.

You cannot remove or rename these five default shortcuts. However, you can move them up or down in the list. You can also change the icon size by right-clicking on them, like this:



You can also add custom folders to the My Places toolbar. Use the My Computer window to navigate to the folder you want to add (like the Exercise Files folder used by this manual). Right-click anywhere on the My Places toolbar and click Add '<folder name>'.

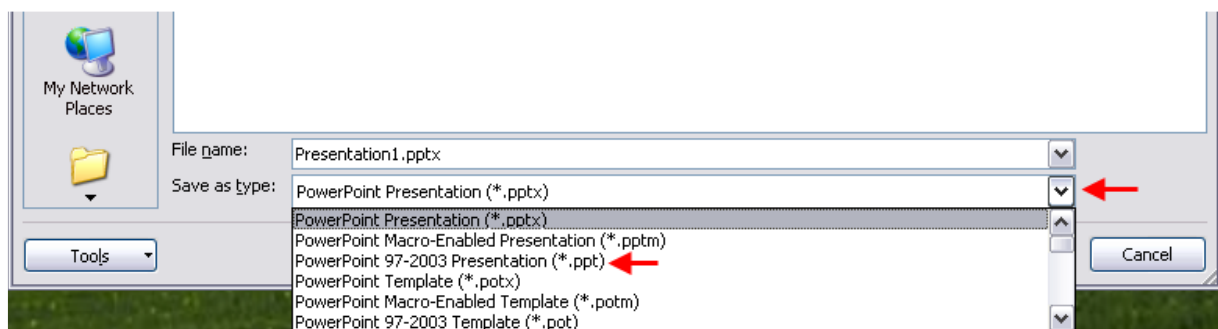


Lesson 1.2: Saving Your Files

In the Foundation level, we learned basic saving tasks you can do with PowerPoint and other Office program files. In many situations, you may be sending files to people that may not have the same version of Office that you have. They may not even have programs that are compatible with PowerPoint. In these cases, you may want to change the format of the file you are saving. In this lesson, we will look at changing file formats and how to export a file to PDF. We will also customize a file's properties, use application properties, and set up Auto Recover.

Using File Formats

When changing the format of a PowerPoint file, it is easiest to use the Save As command located in the Office Menu. For example, not everyone will upgrade to PowerPoint 2007, so PowerPoint makes it easy to save the file in the 2003 format (as we learned in the Foundation). If you don't know which version of PowerPoint the recipient has, it is best to play it safe and save with PowerPoint 97-2003 format



Exporting a File to PDF

Sometimes it is convenient to transform your worksheets into a format that is better suited to online distribution or publishing. Often, documents that are distributed online are published in a PDF (portable document format). These PDF files (that are viewed with programs like Adobe Acrobat), can contain images and text in a fairly small file size.

To publish your presentation as a PDF file, you must first download the add-in from Office Online. First, open your Web browser and visit <http://office.microsoft.com>. At the top of the window, type PDF in the search window and then click Downloads for the type. Click Go to perform the search.



(Please note that Web sites can and do change!)

Find the Office 2007 Microsoft Office Add-in: Microsoft Save as PDF or XPS link and click it.

 **2007 Microsoft Office Add-in: Microsoft Save As PDF or XPS** 
Downloads > Office Download Catalog > Downloads for the 2007 Microsoft Of
Add-ins

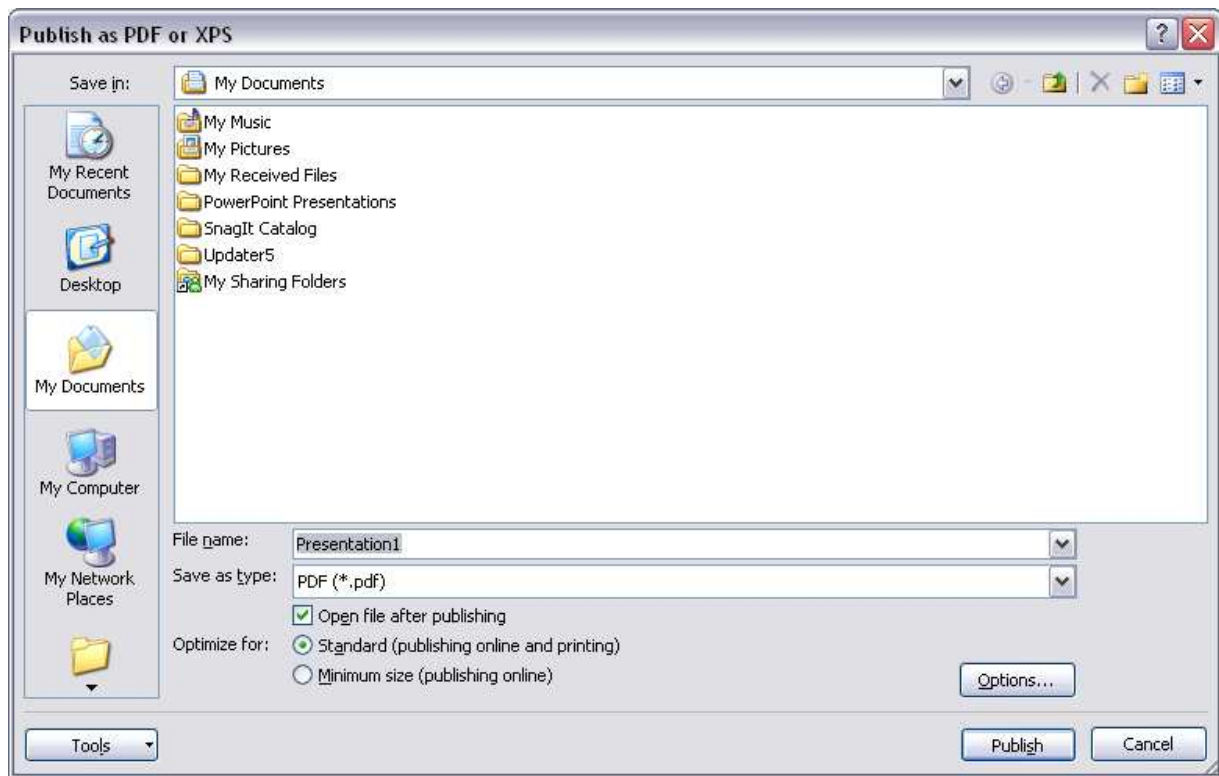
Then, follow the instructions on the screen to download and install the add-in.

↓ [2007 Microsoft Office Add-in: Microsoft Save As PDF or XPS](#) ☆
Downloads > Office Download Catalog > Downloads for the 2007 Microsoft Of
Add-ins

Now, you should see a Publish to PDF or XPS option under the Save As menu in the Office menu.



If you click on this option, you will see a Publish as PDF or XPS dialogue box.



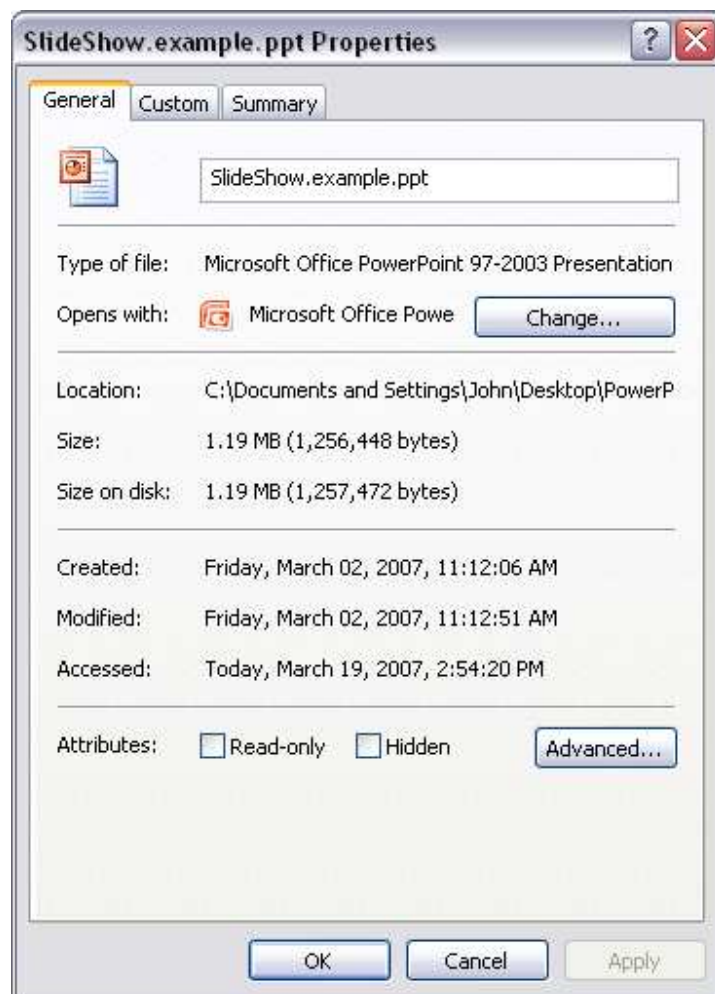
In the dialogue box, you should make sure that PDF is specified in the Save As Type field. You can also choose if the document should be published in Standard size (good for printing), or in Minimum Size (best for online publishing). You can specify your choice by selecting the appropriate radio button at the bottom of the dialogue. If you click the Options button, you will see an Options dialogue appear on your screen.

Once you have chosen the settings you want, you can click the OK button to return to the Publish as PDF or XPS dialogue. You should make sure the file has a name in the File Name field of the dialogue and that the correct save location is specified in the Save In field. Once everything is ready, click the Publish button to create the PDF file.

Using File Properties

With file properties, you can customize any file you have created. Different folders have different customization options. Folders added to a location can be renamed, shared, and have pictures displaying the contents of the folder. Default folders (created by Microsoft or were there when you installed Windows) can be shared and renamed.

Right-click a file or folder and then click Properties. No matter if you right click a file or folder, the General tab shows a list of all general statistics about the file or folder:



The tabs that appear at the top of the Properties window will vary depending on the type of file. However, these tabs let you change more detail about the file itself. If right-clicking a folder, you also have the ability to share the contents of the folder. Consult the Windows help file for more information on folder sharing.

You can also access file properties from inside PowerPoint. View these properties by clicking Office Menu → Prepare → Properties:



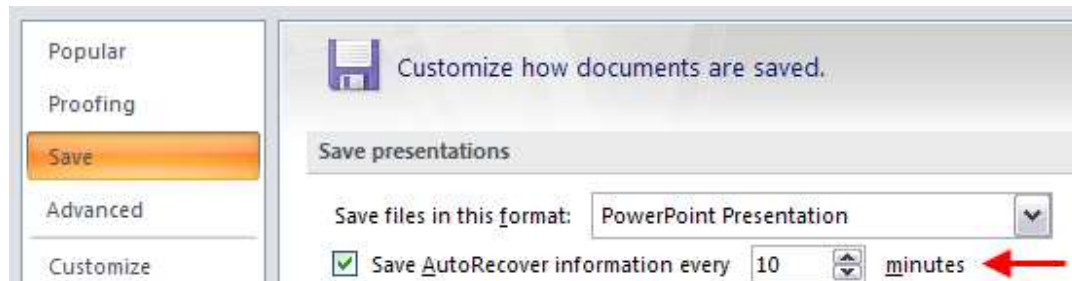
Here you are able to enter presentation headings such as, Author, Title of the presentation, Subject and Category of the presentation, keywords representing the presentation, and extra comments.

Click the X button in the upper-right hand corner to close the Properties window when you are finished. You will then need to save the file in order to save the changes in the Properties.

Using Auto Recover

Auto Recover is used for backing up files you are working on. It can be set to automatically save once every one minute or in intervals up to one hour. In cases of power failure or system crashes, Auto Recover will hold onto the last copy of the file and display the file in the recovery task pane when the

program is re-booted. Auto Recover displays all of the copies it has made, so be sure not to mix up the most recent file with the original as there is no way to recovery your work once it has been re-saved. To access these settings, click Office Menu → PowerPoint Options. Then, click the Save tab:



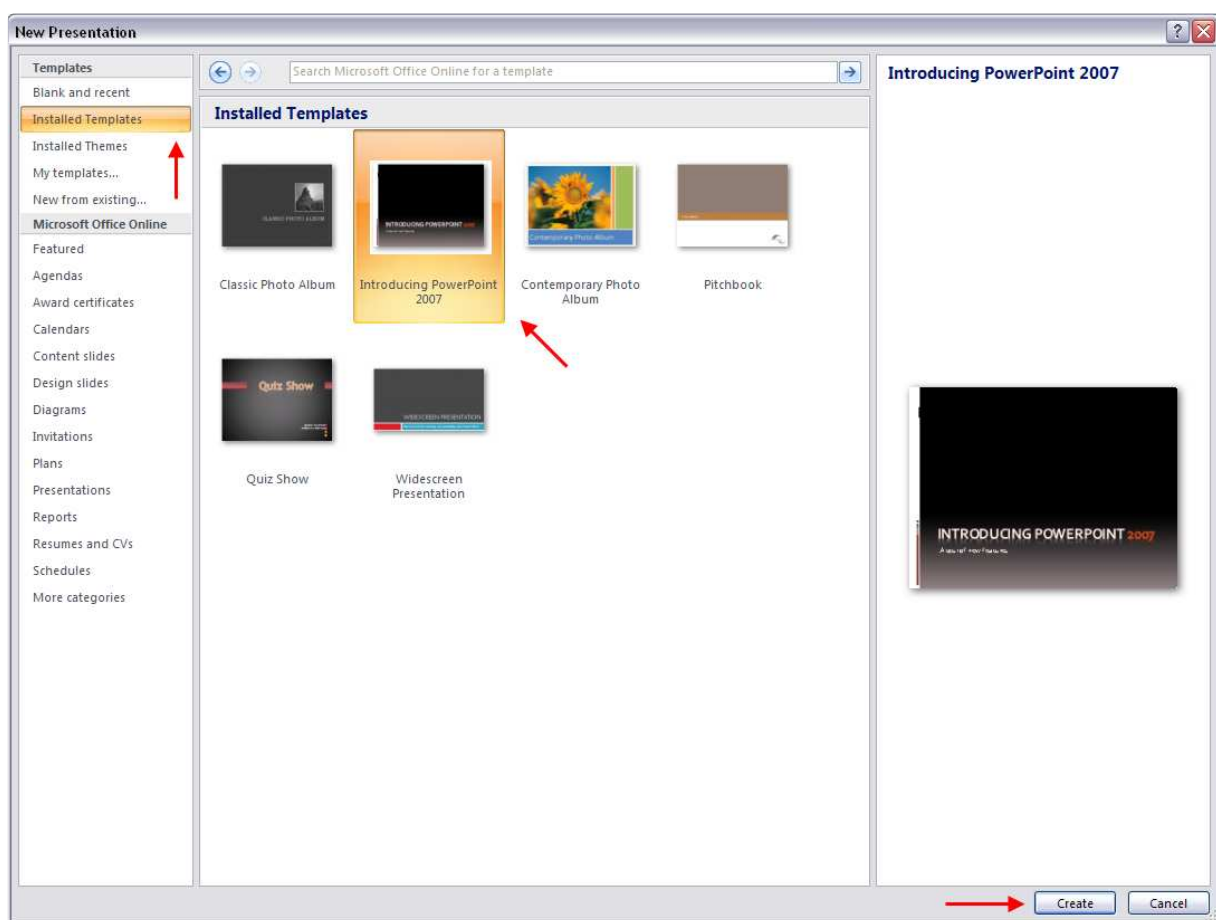
Lesson 1.3: Using Templates

Templates are files that are ready to use, you just need to add the information and change the template to suit your needs. In this lesson we will examine what a template is in more detail, discuss how to use a template, and then create one of our own.

Opening a Template

When you click Office Menu → New, you will see the New Presentation dialogue box appear. This window is used to let you choose a file to use for the basis of your presentation, whether it is a blank presentation or a pre-made template. There are two categories to choose from; Normal templates (ones that were installed when Office was installed) and those that are available from Office Online.

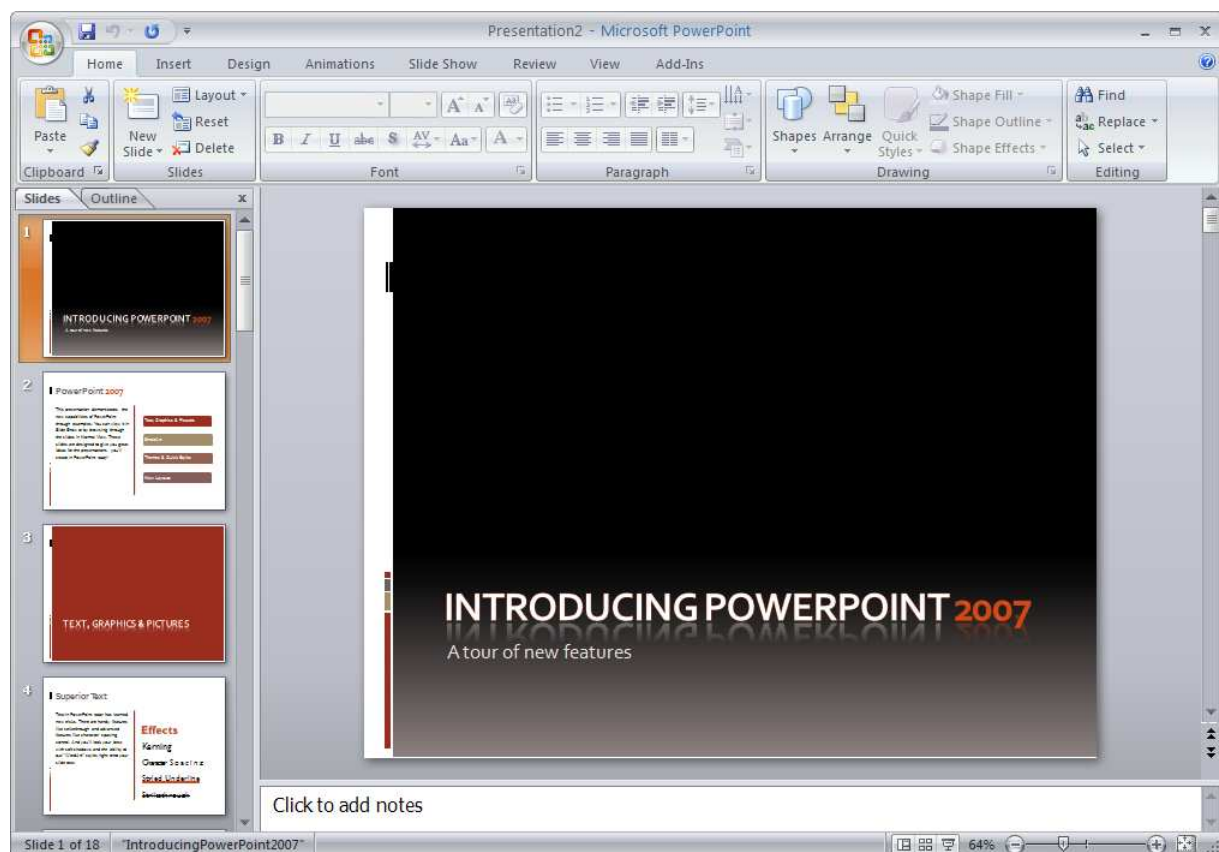
To open a template from either category, highlight the main tab you want to use and then select a sub-template from the center part of the window. When you have selected a file to use, click Create:



If you select a file from the Microsoft Office Online category, you must wait for the template to download first. (We will explore this in a moment.) Most of the templates are under a megabyte in size, so this process won't take long.

Using a Template

Once a template is open in front of you, you can begin to use it as you would any file that was created from scratch:

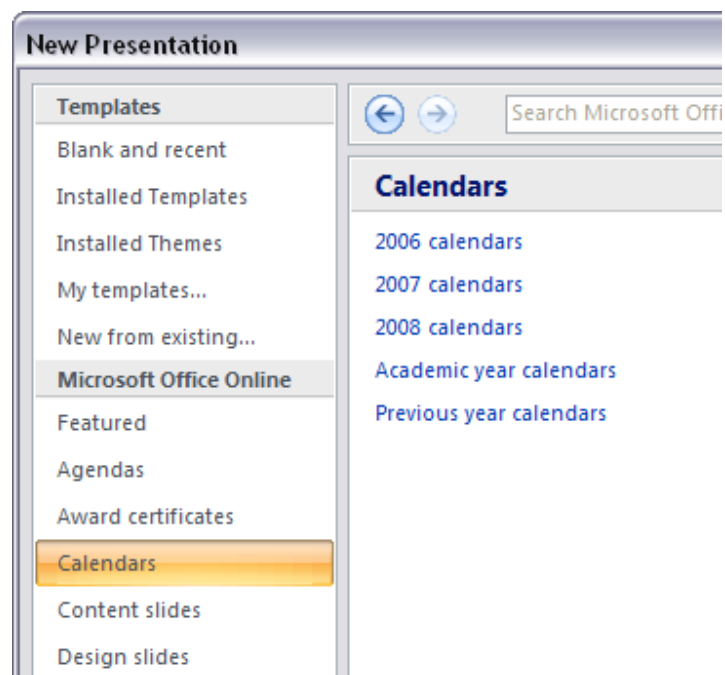


You can change fonts, move objects, apply new slide styles and transition effects, etc. When you want to save changes, clicking Save will open the Save As dialogue box. Enter a location and name for the file and click OK to save it.

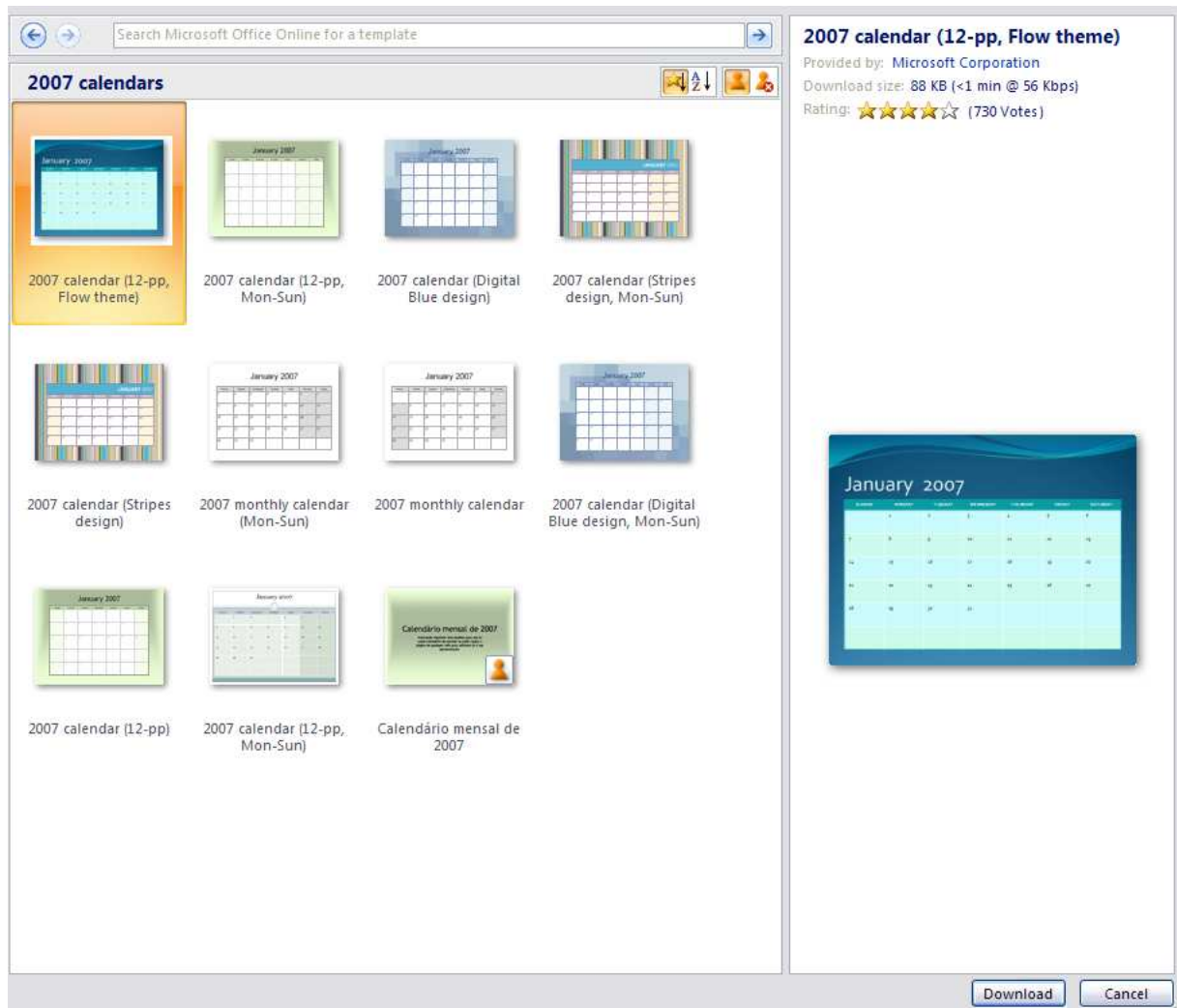
Downloading Templates

PowerPoint 2007 templates have the file extension *.potx. Because of the backwards-compatibility built into Microsoft Office, you can use any template file that was created with Office 97-2003 (*.pot).

To download a template from Office Online, click Office Menu → New and then choose a category under the Office Online heading:



After a quick moment (and providing you have an Internet connection) you will see several sub-categories of presentations available online, like those shown in the diagram above. Click a sub-category and then choose from the list of available templates:

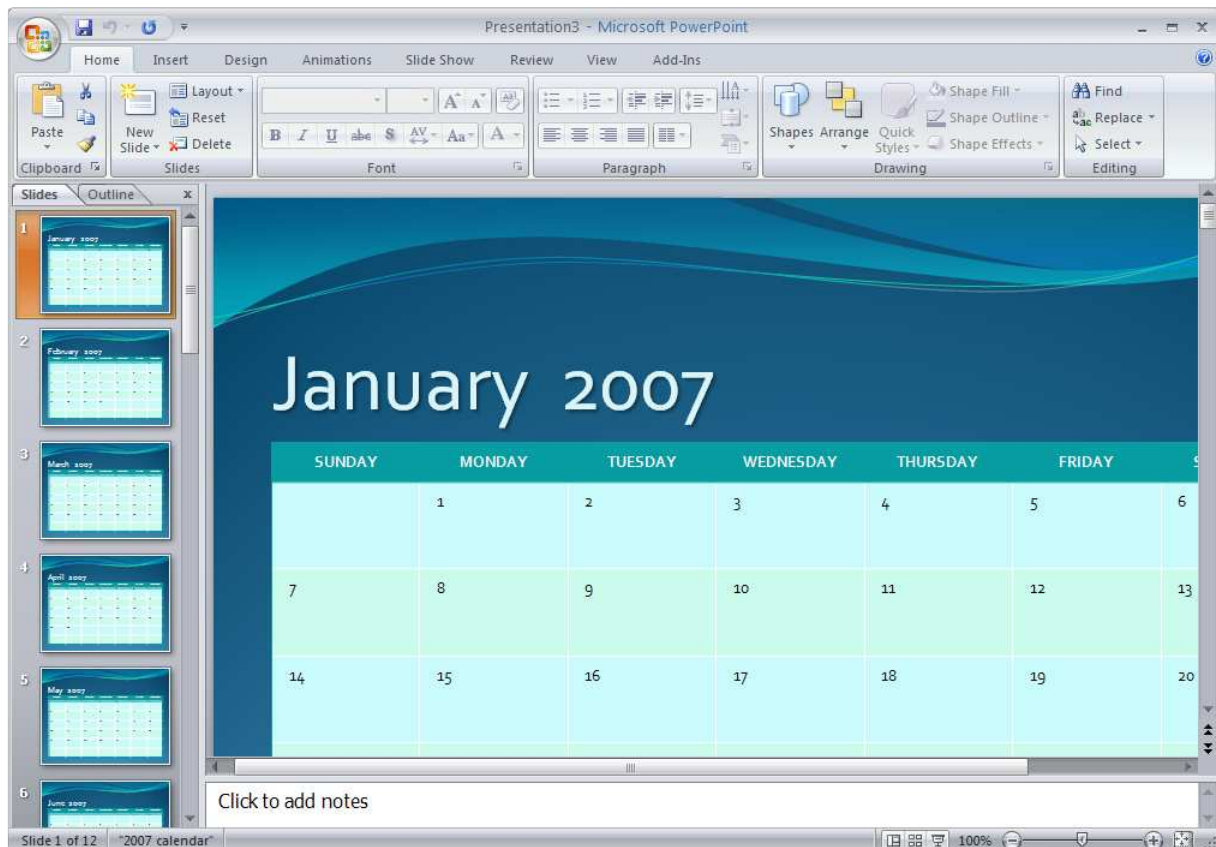


Selecting one of the templates will display information about the template on the right-hand side of the screen. These stats include the author, the size in kilobytes, and the overall rating from those Office users who have submitted a rating.

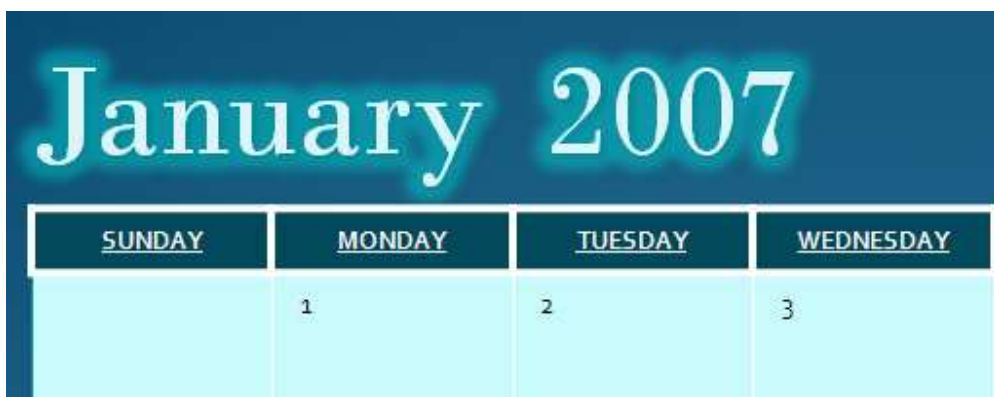
Click the Download button in the lower-right hand corner to download the template. This will require validating that your copy of Microsoft Office 2007 is valid.

Creating a Template

If you want to create a template for your own use, or use an existing template and modify to suit your needs, this is easy to do. Consider the following template downloaded from Office Online:



This is a calendar template that contains 12 slides, one for each month. If you wanted to change the font and the color scheme of the calendar, make the changes you want first of all:



Then, then you are happy with the changes, click Office Menu → Save As.

Lesson 1.4: Navigating the Slide Show

When it comes time to give the presentation, knowing how to show your presentation to others is obviously very important. In this lesson, you will learn how to navigate the slide show using navigation and pointer buttons.

Navigating the Slide Show

There are several methods of navigating through your slide show while it is running: you can use the left mouse button, the keyboard, and right-click shortcuts. All of these methods are used when timing or slide transition is not applied. (In these cases, the Back and Forward buttons will let you move from slide to slide.) The Pointer allows you to highlight and make annotations directly on the slide; PowerPoint even provides you with an eraser!

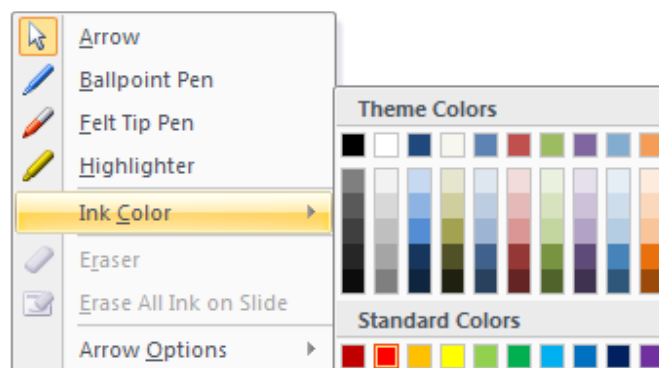
When navigating a Slide show you can use the tools provided in the lower-left hand corner of the screen. They are quite faded out, but if you hover your mouse in that corner, you can see them one at a time:

Previous Slide

Click this to move back one slide in the presentation.

Pen/Highlighter

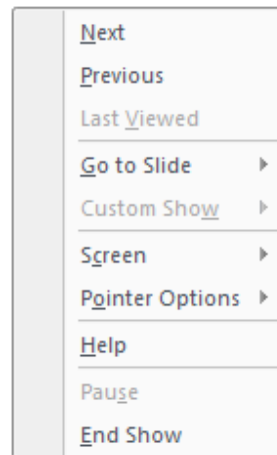
You can use a virtual marker to emphasize points about your presentation. Click the command and then choose a pen style/color:



When you have completed your slide show, you have the option to save any markings you made to the show.

Slide Show Menu

Click this command to see options about your show (also accessible by right-clicking any slide):



Next Slide

Click to advance to the next slide. You can also advance to the next slide by clicking on an empty area of the slide, pressing the right or down arrows, or pressing Enter.

Using the Navigation Buttons









In the foundation level, you were introduced to the Normal view and Slide Sorter View buttons. Next is the Slide Show button, found next to the Slide Sorter button. The Slide Show can also be viewed from the Slide Show ribbon, using the From Beginning or From Current Slide command.



To start the slide show, click the Slide Show view button on the bottom right of the screen or select From Beginning from the Slide Show Ribbon. The first slide in the presentation appears in full screen, and will not proceed to the next slide until you choose to do so, or set timings for automatic navigation.

Using the Pointer Button

You can make handwritten notes anywhere on a slide during a presentation by changing the pointer to a pen, felt tip pen, or highlighter (using the Slide Show menu), and then marking the slide with a tablet pen or mouse. The Pointer options are available from the Pointer button next to the Navigation buttons and Slide Show menu on the bottom left of the screen. The Pointer Button provides you with all the tools necessary to make annotations. Here is an overview of the different pointers:

 A rrow	The default arrow pointer.
 B allpoint Pen	Changes the pointer to a ballpoint pen that can write or draw on the slide.
 F elt Tip Pen	Changes the pointer to a felt tip pen than can write or draw on the slide.
 H ighlighter	Changes the pointer to a highlighter that can write or draw on the slide.
 I nk C olor	Displays a color list to change the ink color of the ballpoint pen, felt-tip marker, and highlighter.
 E raser	Changes the pointer to an eraser that can erase ink on the slide.
 E rase All Ink on Slide	Erases all of the ink mark-up on the slide.
 A rrow O ptions	Display options for the arrow pointer: automatic, visible, or hidden. The default setting is automatic, meaning the pointer shows when it is moved and is hidden the rest of the time.

Section 1: Review Questions

- 1. My Computer is a...**
 - A. Place to store files
 - B. Location that displays computer drives and files
 - C. A piece of hardware
 - D. Both A & B

- 2. In My Computer you can perform which tasks?**
 - A. Moving and dropping files into folders
 - B. Delete files and folders
 - C. Navigate through folders
 - D. All of the above

- 3. The Thumbnail view displays:**
 - A. File details and properties
 - B. Properties and a preview of the file
 - C. A icon and name
 - D. None of the above

- 4. To view the properties and details of a file/folder:**
 - A. Click the Preview view
 - B. Click the Details view
 - C. Click the Tile view
 - D. Click the List view

- 5. The My Computer toolbar allows you to...**
 - A. Move forward and backwards between files and folders
 - B. Create new folders
 - C. Delete files and folders
 - D. All of the Above

- 6. To save a file under a different format, which steps would you follow?**
 - A. Click Save from the Quick Access toolbar
 - B. Click Save As → Enter file name → Save
 - C. Click Save As → Enter file name → select file format → Save
 - D. Both A & C

- 7. To add a picture to a Thumbnail folder...**
 - A. Right click file → Properties → Sharing
 - B. Right click file → Properties → Customize
 - C. Right click file → Properties → General
 - D. You can only apply a folder picture to folders in Icon view.

8. How would you access a file's information?

- A. Click the Sharing tab
- B. Click the General tab
- C. Click the Customize tab
- D. Both A & B

9. The Slide show pointer is used for...

- A. Slide annotations
- B. Highlighting aspects of a slide
- C. Erasing annotations and highlights
- D. All of the above

10. Manual slide show navigation is done using...

- A. Timing options
- B. Speed and timing options
- C. Clicking back and forward buttons with your mouse
- D. Any of the above

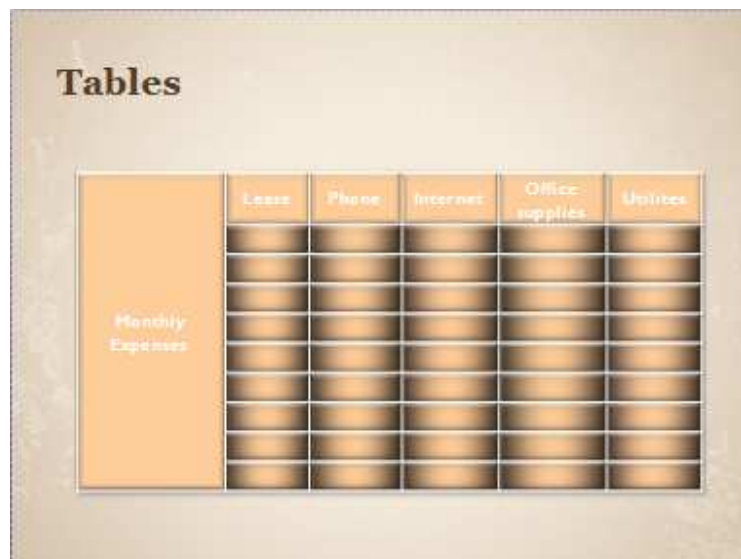
SECTION 2: Adding Tables and Charts

In this section you will learn how to:

- Insert a table
- Draw a table
- Insert and delete columns and rows
- Work with cells
- Insert Excel tables
- Use the Table Tools ribbon
- Set style options
- Set table styles
- Change the shade of a fill
- Change borders
- Add effects
- Draw borders
- Add and format WordArt
- Create and link worksheet charts and graphs
- Incorporate titles and data
- Use legends and labels
- Choose and design your chart style
- Construct 3-D charts
- Edit chart axes
- Show gridlines and trend lines
- Work with organization charts
- Create organization charts
- Choose a style and layout
- Insert and select chart shapes

Lesson 2.1: Creating and Working with Tables

One of the more efficient ways to organize and present data is by using tables. Creating tables can be done in most of the Office programs. This means you can insert an existing table from any file, or draw and format your table anywhere on your slide. In this lesson you will learn how to insert and draw tables, insert and delete columns and rows, work with cells, and insert an Excel table.



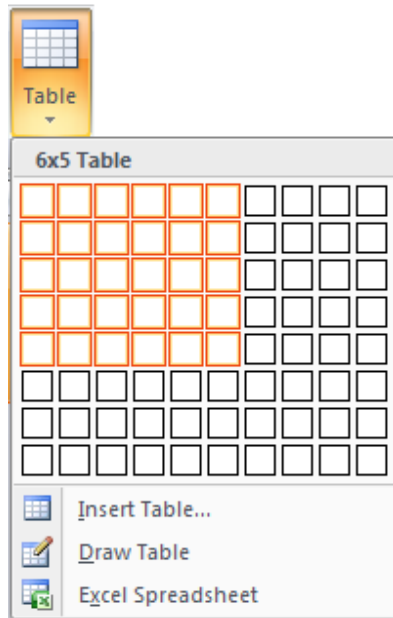
Monthly Expenses	Lease	Phone	Internet	Office supplies	Utilities

Inserting a Table

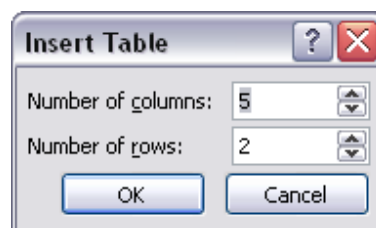
You can insert and draw tables to incorporate and support your information, or you can have a solitary table that speaks for itself. To create simple tables, use the Insert Table command on the Insert ribbon. If you look at the figures below, you can see there are two ways you can insert a table.

The first is by dragging your cursor over the provided squares, up to 10 rows x 8 columns. You can also click the Insert Table command, which will display a dialog box for you to enter a custom number of rows and columns.

Option 1



Option 2

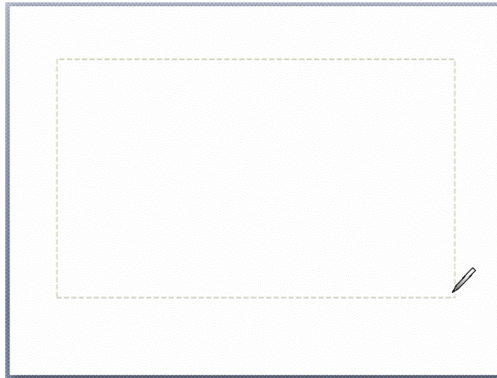


Drawing a Table

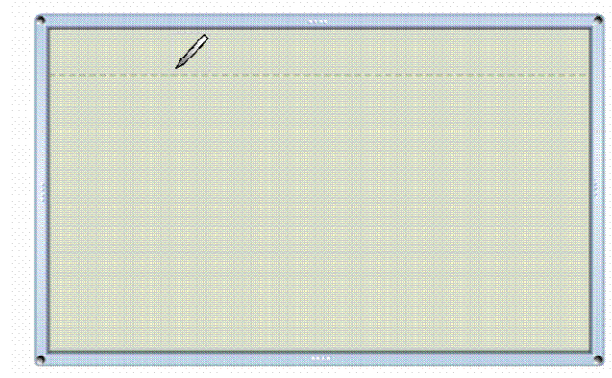
If you require a complex table, drawing a table is the best option. When drawing complex tables, the initial size of the table must be drawn first, and then the cells are drawn afterwards.

To do this, first click the Draw Table command listed under Insert Table, as shown above in Option 1. When Draw Table is clicked, the cursor will change to a pencil for you to draw the table outline and then construct the columns and rows.

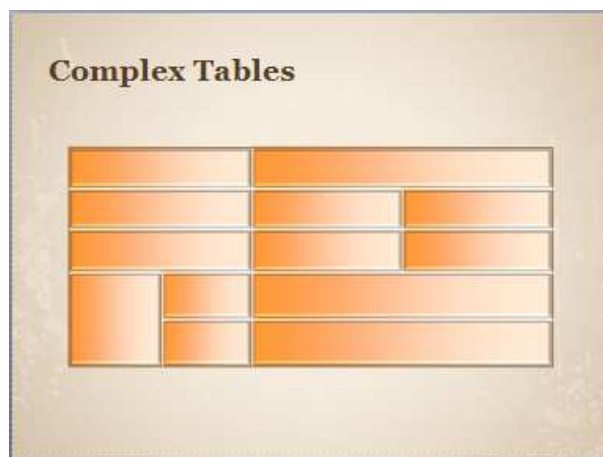
Step 1



Step 2



Here is an example of a complex table that was drawn by clicking and dragging lines to divide the rows and columns:



Using the Table Tools Ribbon

The Table Tools ribbon is a new ribbon called a contextual ribbon; that is one that appears only when you are working with tables. Every possible command available regarding tables is on this ribbon. (We will learn more about table formatting in the next lesson.) For now, we will look at the features and commands available to you.

Design Sub Ribbon

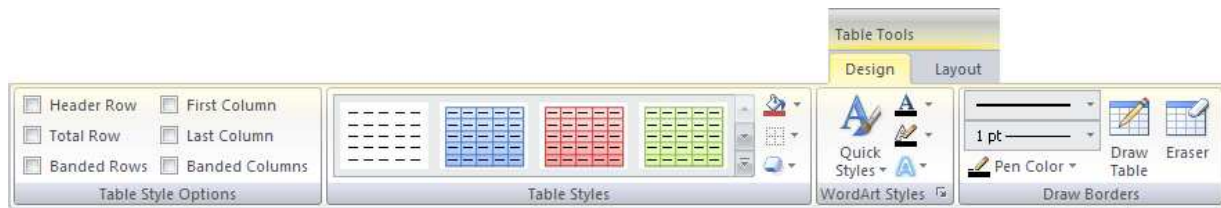


Table Style Options

This group allows you to indicate the style of your table, whether or not to have a header row, a totals row, and so on. These options are not automatically inserted with the default table style.

Table Styles

These styles are preformatted tables that be altered in terms of color, font, or fill. Borders, shapes, and effects can also be added to these styles.

WordArt Styles

Add a bit of your own style to a table by formatting the title or other parts using WordArt.

Draw Borders

This is a group you use in conjunction with complex tables (tables that have been drawn by you). With this group you can set the width and style of the border, select a border color, and correct mistakes with the eraser.

Layout Sub Ribbon

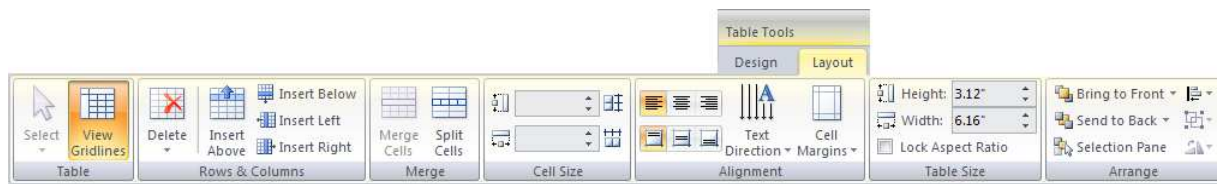


Table Style Options

The table group allows you to select the whole table, or columns and rows for editing. You can also show or hide the table gridlines.

Rows & Columns

Insert or remove rows and columns in the table as you see fit.

Merge

Merging cells means taking all the selected cells and forming them into one big cell. Splitting a cell will do the opposite, take the area of one cell and split it up into a specified number of pieces.

Cell Size

This group lets you format the individual cells of your table. Specify the width and height, as well as distribute the columns and rows for an even and organized look.

Alignment

Align the content in a cell with the margins of the cell. You can left, right, or center justify, as well as space the contents evenly within the boundaries of the cell.

Table Size

Set the width and height of the table.

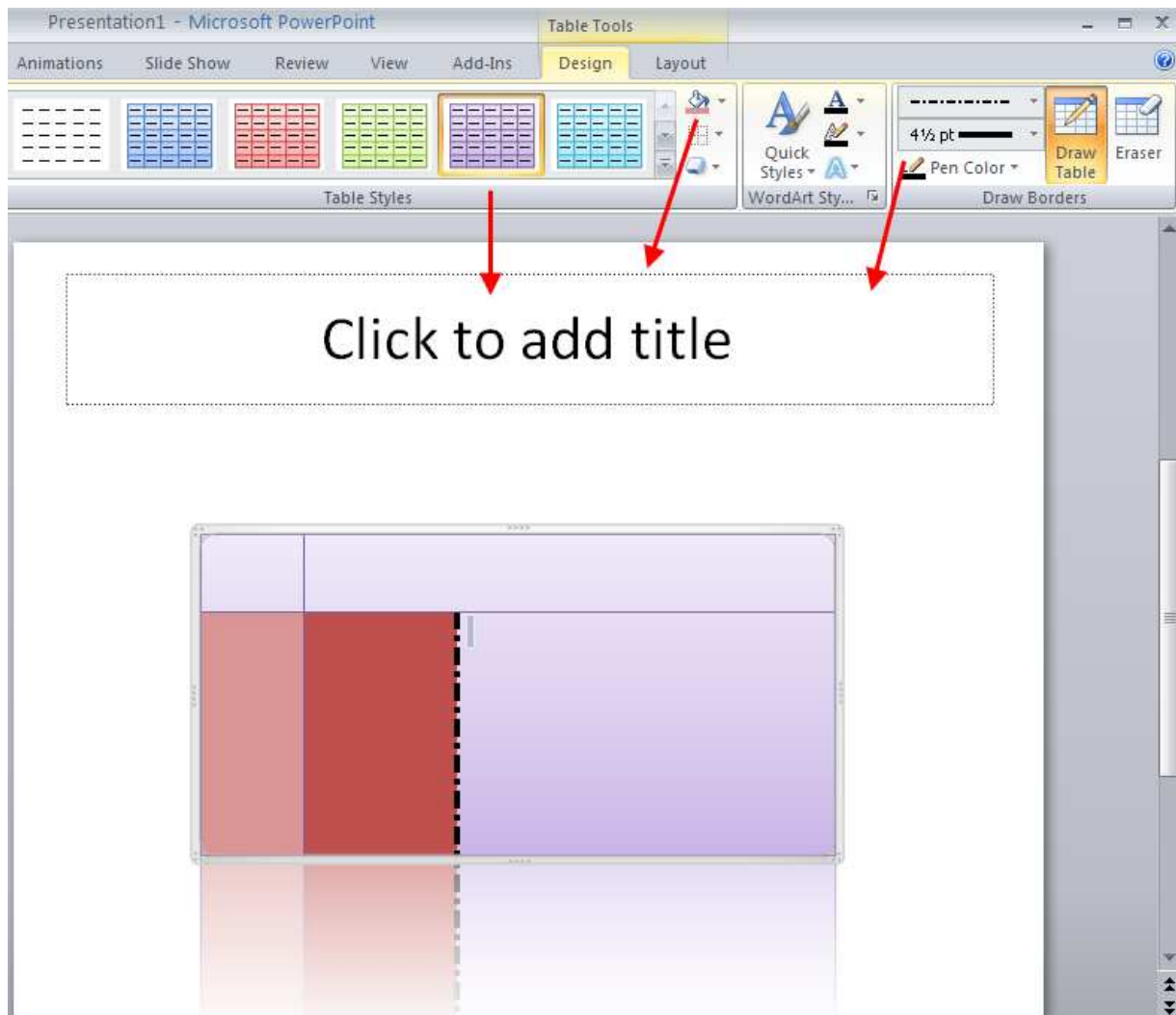
Arrange

If you have multiple overlapping items in a cell, you can group them together or order the individual pieces as if you were stacking pieces of paper on top of each other.

Working with Cells

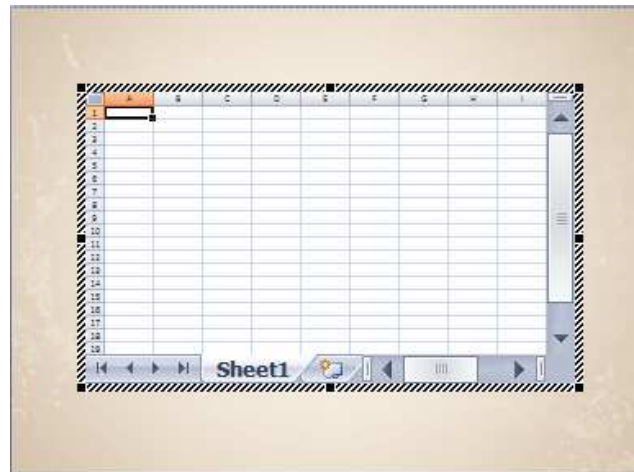
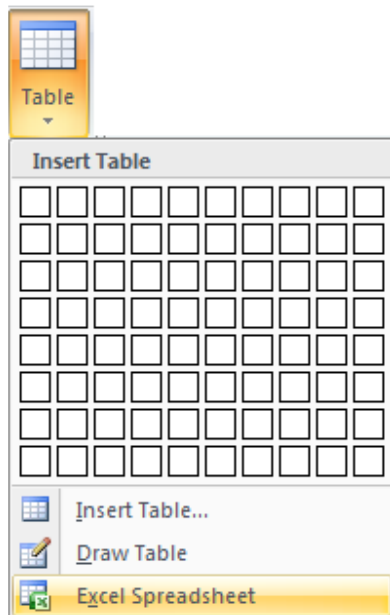
Working with cells can be tedious in regards to formatting. Therefore, the best solution to formatting cells is first to decide if you are going to use a pre-formatted table style or format the table on your own. Using a pre-formatted style and then applying a cell effect (such as shape fill) to the style does not always work as you would like it to. Our advice is to refrain from using these features together or you could end up wasting a lot of time getting something to look just right.

No matter what method you choose, formatting tables is done with the Table Styles and Draw Borders commands shown in the Format Ribbon diagram above.



Inserting an Excel Table

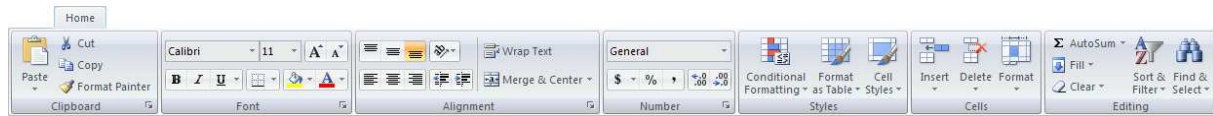
PowerPoint 2007 can use an Excel spreadsheet as part of the slide. As you can see below, an Excel spreadsheet differs from a regular table. The Insert Excel spreadsheet command is found under the Insert table command. When the Excel spreadsheet command is clicked the table automatically inserts itself for you to enter data, although it may need to be resized to fit properly on your slide:



The Insert Excel Table Ribbons

When an Excel table is inserted a new ribbon appears. You will find that there are features you are already familiar with (like Clipboard, Font, and Alignment in the Home ribbon) and some you might not be. Let's go over the new features:

Home Ribbon



Numbers

Determine how the numbers in the cell or table will be formatted.

Styles

Apply conditional formatting (red if negative, black if positive) and format a group of cells at once.

Cells

Insert and delete cells, and format the physical properties of a cell.

Editing

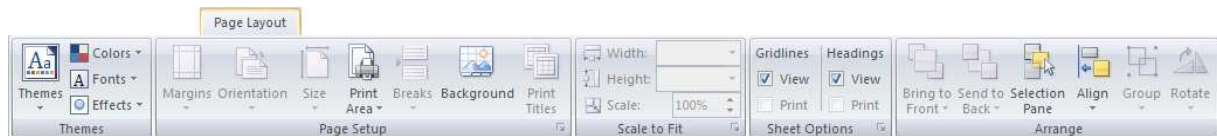
Add the values in a column or row, create formulas, fill a cell with a specific pattern, and arrange data to make it easier to read.

Insert Ribbon



The Insert ribbon is nearly identical to the PowerPoint main Insert ribbon, however this section includes the ability to add different types of charts to visually represent your data.

Page Layout Ribbon



Page Setup

All of the Page Setup commands control the overall look of the page, such as setting margins, orientation, paper size, section breaks, and pictures for the background of a table.

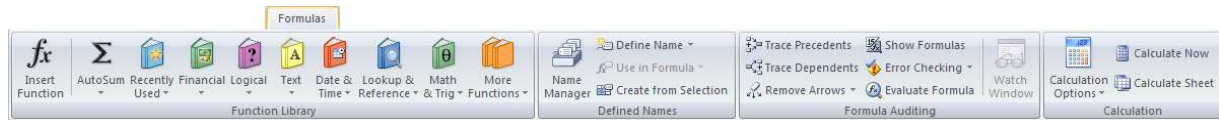
Scale to Fit

These commands will shrink the contents in order to fit the most data on a page.

Sheet Options

This group lets you keep part of the cells stationary while the rest are scrollable. You can also save the display and settings for a future presentation.

Formulas Ribbon



Function Library

Choose from a vast number of mathematical functions that can be performed on your data.

Defined Names

This group allows you to create, edit, and find all names in a workbook, and name cells, in order to refer to them in formulae.

Formula Auditing

Shows a display of cell relations, display formulas instead of values, trace the execution path of a formula, error checking, and more.

Calculation

Specify when calculations are performed on the data in the spreadsheet.

Data Ribbon



Get External Data

Import data from Access, Word, or some other external source.

Connections

Keeps track of the physical links that have been made between the spreadsheet and the external data.

Data Tools

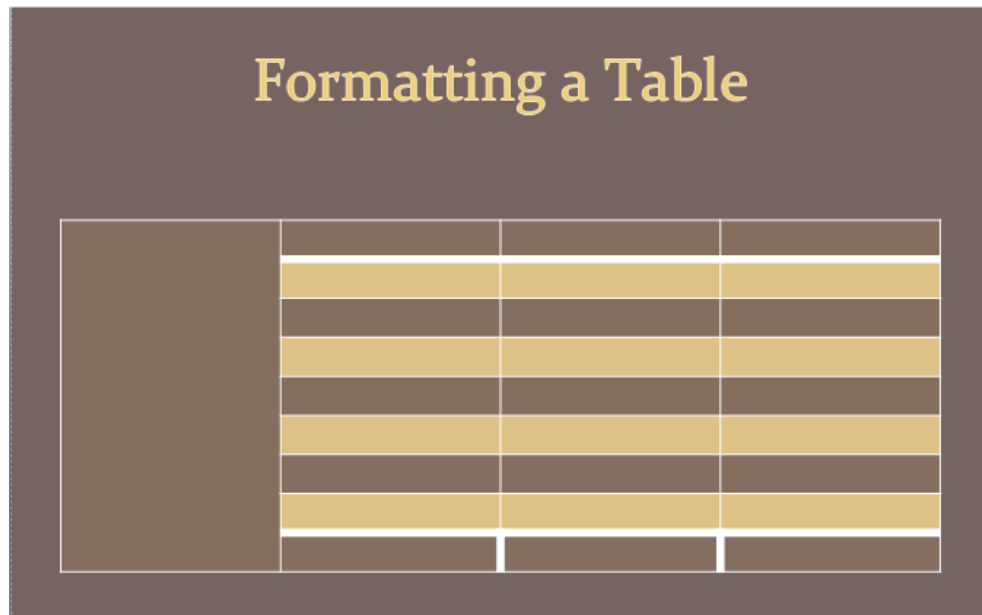
Perform analytical calculations on the data as a group of information. Delete duplicate information, verify the data to make sure it meets requirements, etc.

Outline

Lets you tie a group of cells together to expand or collapse them at once, create subtotal cells, etc.

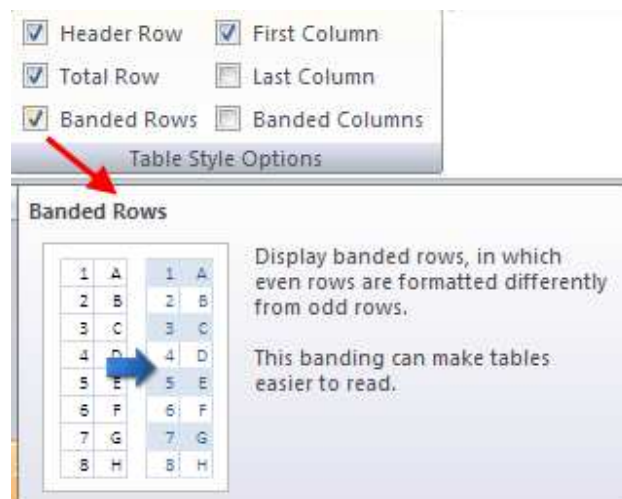
Lesson 2.2: Formatting a Table

Formatting your table means making it look the way you want it to. This lesson will show you how to have fun with your tables so that you can show your creative side. Using the Table Tools → Design ribbon, we will look at style options, table styles, shape fills, borders, special effects, and WordArt.



Setting Style Options

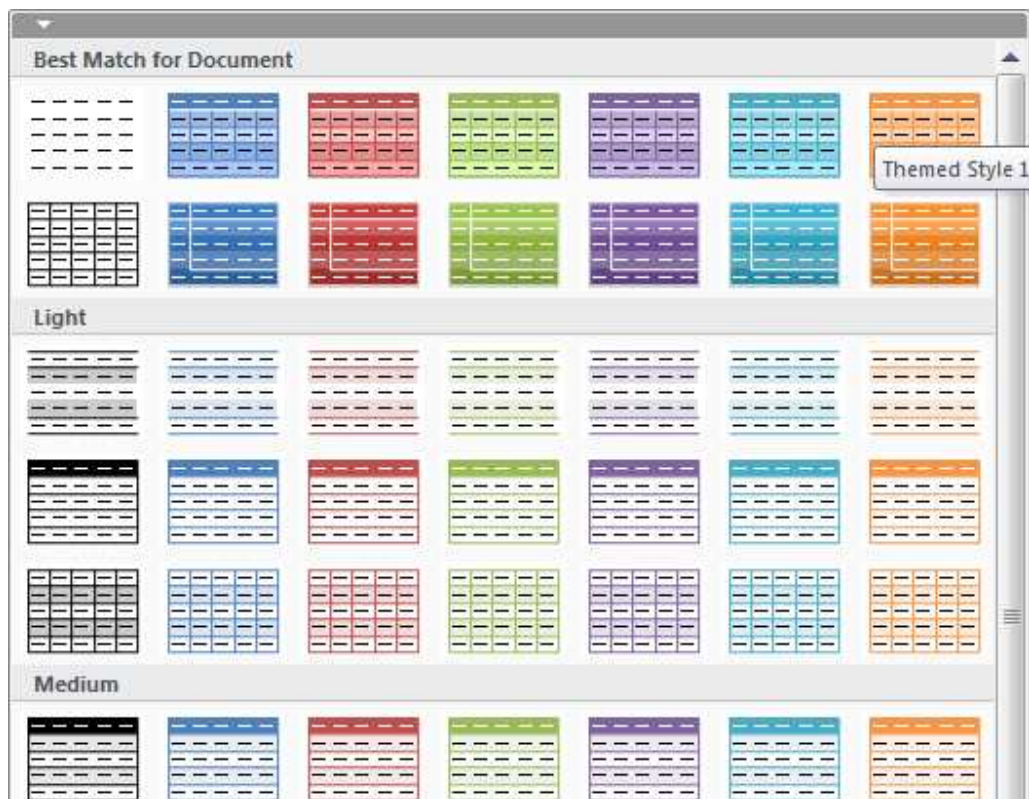
Style options are set by checking the option boxes displayed on the Table Tools → Design ribbon. The purpose of style options is to make certain cells more noticeable than the others. With style options you can insert a header row, a totals row, set a default color for the first column (for the table title), and enable or disable banded columns and rows.



Setting Table Styles

Using a default table style is easy – just pick a style from the list and all data will be formatted automatically. In this lesson, you will learn how to change that default style using the Table Styles gallery. Remember that the color of the table style is determined by the slide design, so set that color first.

The Table styles gallery is accessed by clicking the down arrow in the Table Styles ribbon.



Changing the Shade of a Fill

Most fills used for tables are solid or gradient fills, but other shades can also be used. A shape is the actual cell of the table, therefore when applying fills the entire table (or particular cells) must be selected.

Under the Shape Fill command, you will find all of the gradient, texture, and picture options for table backgrounds.



Applying Borders

Borders consist of all the inner and outer gridlines that separate the cells. You can change the style of the border, as well as increase the weight of certain cells to make them more prominent than the other cells.

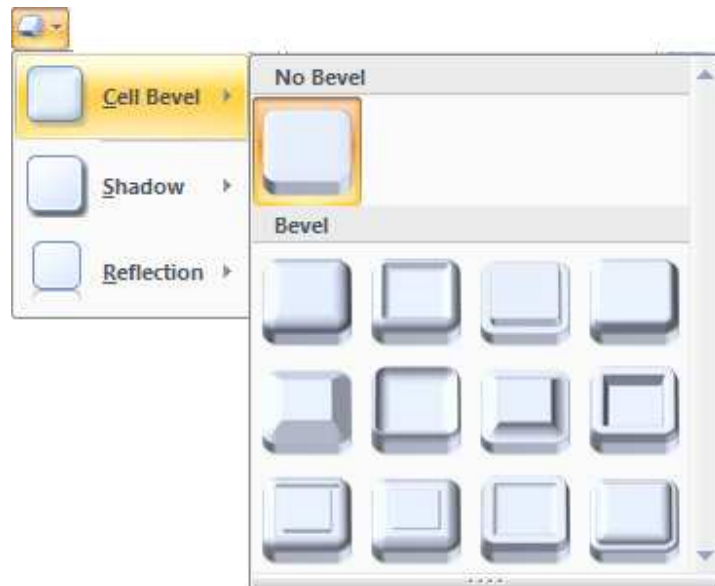
Most of the built-in styles show the gridlines in normal view, although during the slide presentation the gridlines are hidden. Applying borders to all or some of the gridlines will make them visible during the slide show. Like shape fills, table cells must be highlighted in order for you to apply a border.



Adding Effects

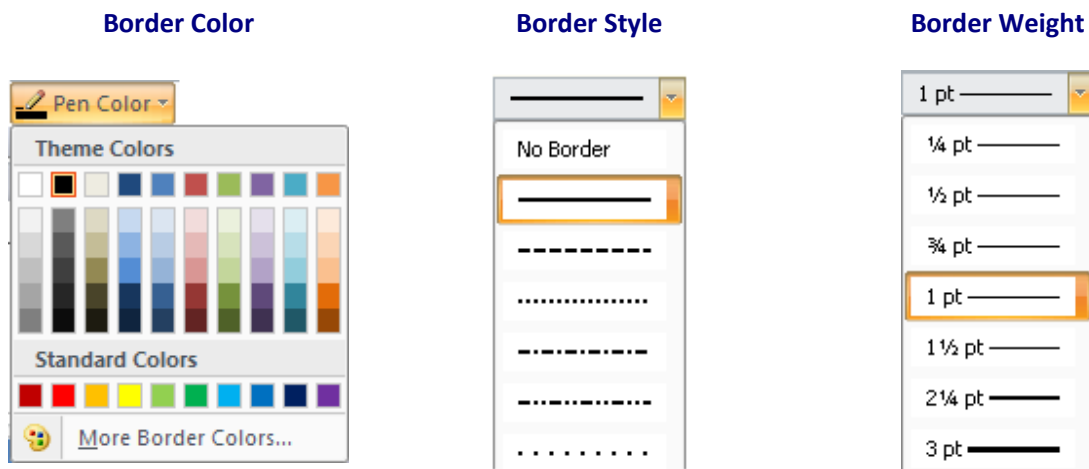
Effects can be added to just about any element on a slide including table cells. There are three kinds of effects that can be applied: 3-D (Bevel), Shadow and Reflection. As well, each type of effect has multiple variants for you to choose.

An effect is added by clicking on the desired variant under the Effects menu and then choosing a particular effect.



Drawing Borders

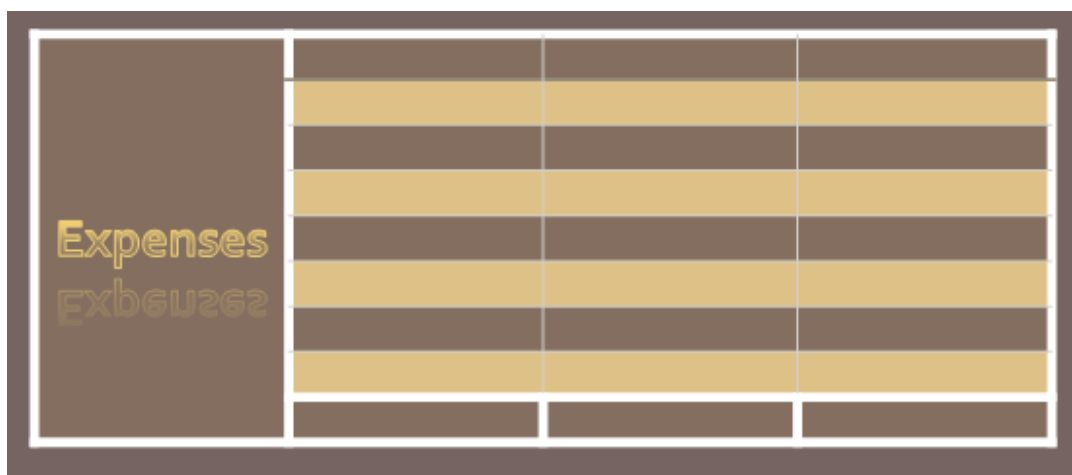
When drawing borders, you can specify border color, style, and the width of the border lines. Drawing borders is different from the other features you may be use too. For example, when applying effects or borders the cells must be selected before the effect is applied. When applying border color, style or width, the color, style or width is chosen first, and then you click on the lines to apply the effect.



Adding and Formatting WordArt

When working with WordArt, you must remember that the WordArt styles are just that, styles. Therefore, in order to match the color of the WordArt with the slides and table the color and outline color of those elements must be set.

WordArt can be applied by highlighting the word then clicking on the desired WordArt style from the gallery. Or, you can click on the WordArt style and then type in the word.



Lesson 2.3: Working with Charts and Graphs

Charts and graphs are used to support your data because they are functional and easy to read when comparing data. PowerPoint 2007 gives you the ability to create your own graph or insert a graph from a file. This lesson will cover how to create and link worksheet charts and graphs, incorporate titles and data, and use legends and labels.

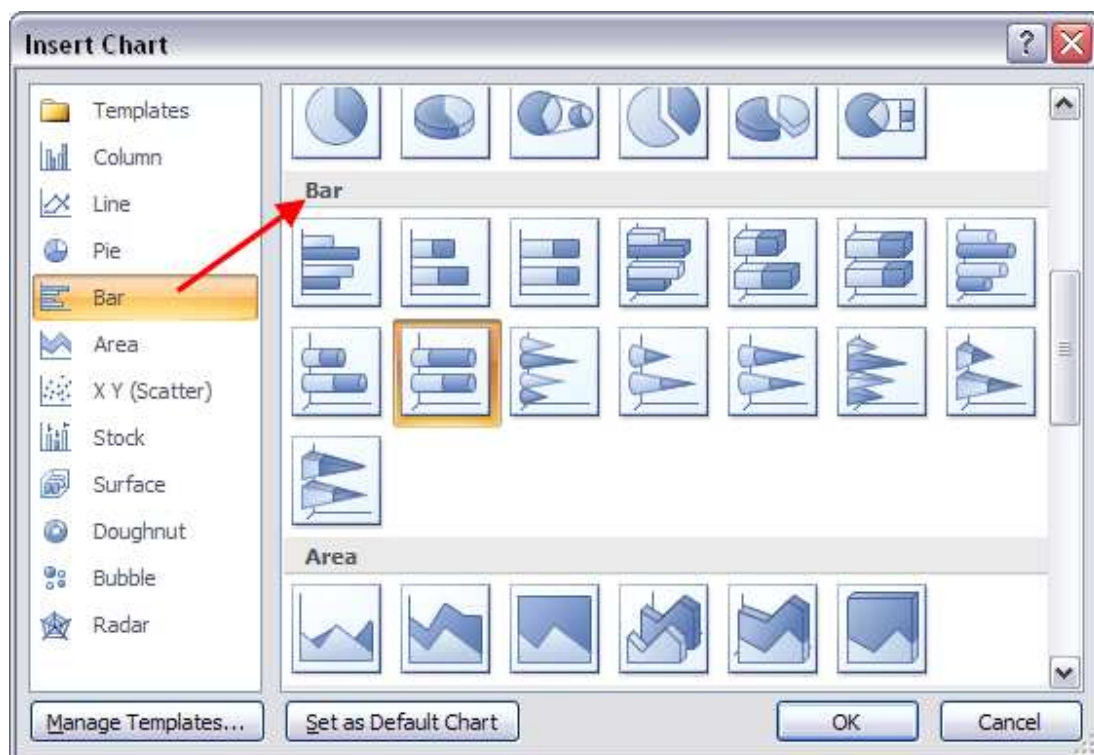


Creating and Linking Worksheet Charts and Graphs

To create a chart or graph, click Insert and choose Chart.



Next, select your chart type. Select the type from the list in the left, then choose a specific example on the right and click OK to insert it in your presentation.



You will then see an Excel worksheet appear where you can enter your chart's information. When doing this, PowerPoint is automatically creating a link to the Excel worksheet (source):

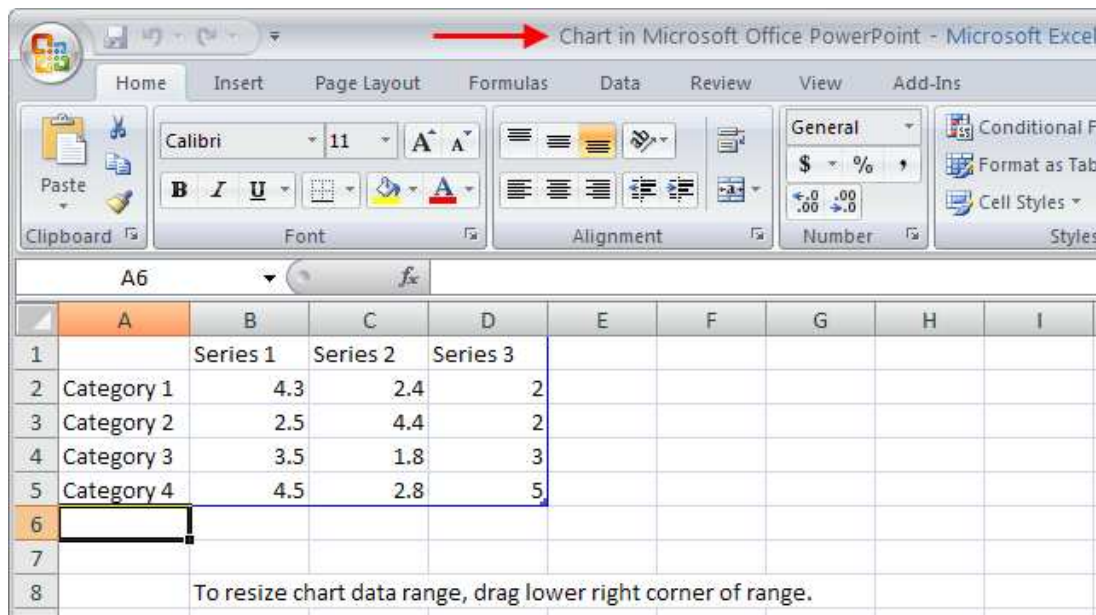


Chart Tools Ribbon

You will see that PowerPoint has specific ribbons for the creation of charts. The Chart Tools Ribbon has three sub-ribbons: Design, Layout and Format. All three ribbons contain combined features found on the Slide, Insert, and Design ribbons. Therefore, only new features and groups will be labelled in the figures below.

Design Ribbon



Data

These four commands help you in managing and editing the data used as the source for the chart (Excel spreadsheet or other). You can switch the data in the rows and columns to view the information in a different way. You can select a new data range to use for the chart, and directly edit the source data. If you are working from a shared file, other users might have changed some of the source data since you made the chart. Click Refresh Data to reload the source data and your chart will update automatically.

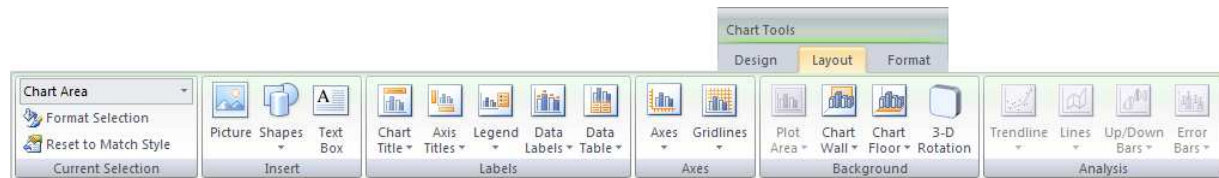
Chart Layouts

Choose a number of pre-formatted chart layouts, with the legend, titles, and chart data in different areas.

Chart Styles

Choose from a number of color schemes to find one that best fits in with your color scheme.

Layout Ribbon



Labels

Use these commands to add or remove different chart elements. Click the pull-down arrow to place the chart element in a number of different locations within the chart boundaries.

Axes

Choose formatting options for the X/Y/Z axes; add or remove chart gridlines (which can make charts with many data elements easier to read and compare).

Background

Choose which axis plane to use as your background for the data. Use the 3D Rotation commands to adjust how your 3D chart will be rotated, where the light source will come from, and so on.

Analysis

If you are plotting a trend and want to view some statistical elements about your chart data, use the command to insert a trend line, up/down bars, and margins of error.

Format Ribbon



Shape Styles

Select the actual chart objects (like the bars of a bar graph) and apply a style to them. Remember, every element and feature of a chart is customizable!

Incorporating Titles and Data

Incorporating data with your charts and graphs is a good way to stay consistent with the points you plan to take up during your presentation. PowerPoint makes it easy to enter data labels and titles to charts using the Chart Elements commands in the Layout ribbon.

Titles can also be added to the chart, or the slide title placeholder. If the chart is the sole element on the slide, using the slide title placeholder will create a large and clear title. Many of the Styles contain built-in titles directly on the chart; to enter your title name click on the “Chart Title” and type in the name you would like.



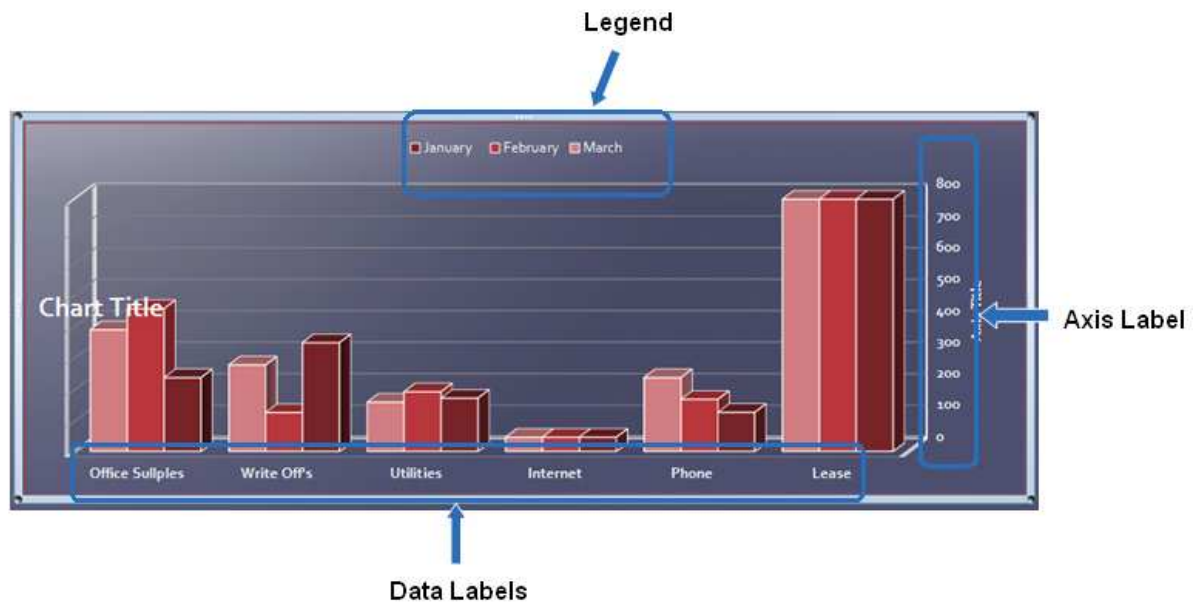
Legends and Labels

When working with charts, a legend will automatically be created for you. However, you are not required to use that particular legend. You can change the legend using the Legend, Data Labels, and Axis Titles options of the Chart Tools → Layout ribbon. Each function provides standard and advanced legend and label options.

Legends are the column headings you use in the Excel worksheet, and can be hidden or customized using the Legends and Labels command on the Layout ribbon.

Data labels are the subject titles used in the chart and can be hidden or customized using the Legends and Labels command on the Options ribbon.

Axis Labels are the labels applied to the X and Y axes.



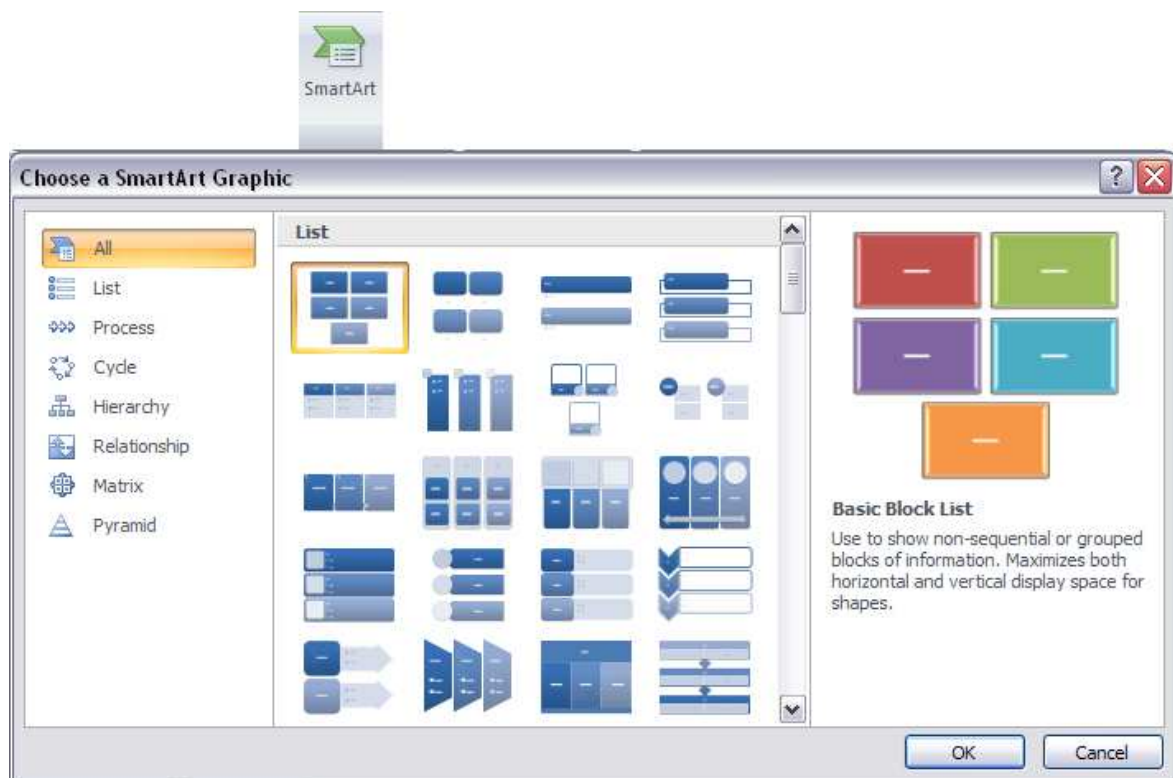
Lesson 2.4: Working with SmartArt

SmartArt is a new type of organization chart. Organization charts are different from a regular chart/graph because they show a hierarchical relationship. They can be used to display the chain of command at a corporation or the line of descent in a family tree. There are three primary topics which will be covered in this lesson: learning what shapes to use, the layout of the chart, and formatting the SmartArt.

Creating SmartArt

PowerPoint 2007 provides users with various styles of SmartArt so that you can decide which one will work best with your presentation and data. There are seven types of SmartArt available to choose from.

The first step in creating SmartArt is clicking Insert. Then, click SmartArt and choose your graphic type and click OK:



SmartArt Tools

The SmartArt tools ribbons are just like the Table Tools and chart tools ribbons. All of the same concepts are there, just customized to SmartArt. The below figures will discuss new concepts in regards to each ribbon.

Design Ribbon



Layouts

Choose a layout style to apply to your graphic. The basic structure will be kept the same, though the diagram will look like different physical effects have been applied.

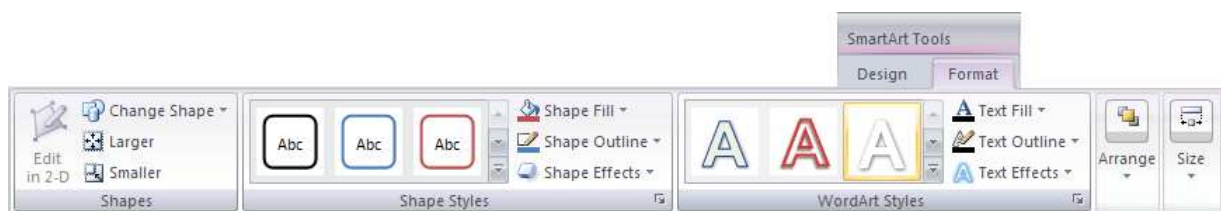
SmartArt Styles

Choose a different look and feel as well as color scheme.

Reset

Returns your SmartArt to the default style when the diagram was first inserted.

Format Ribbon

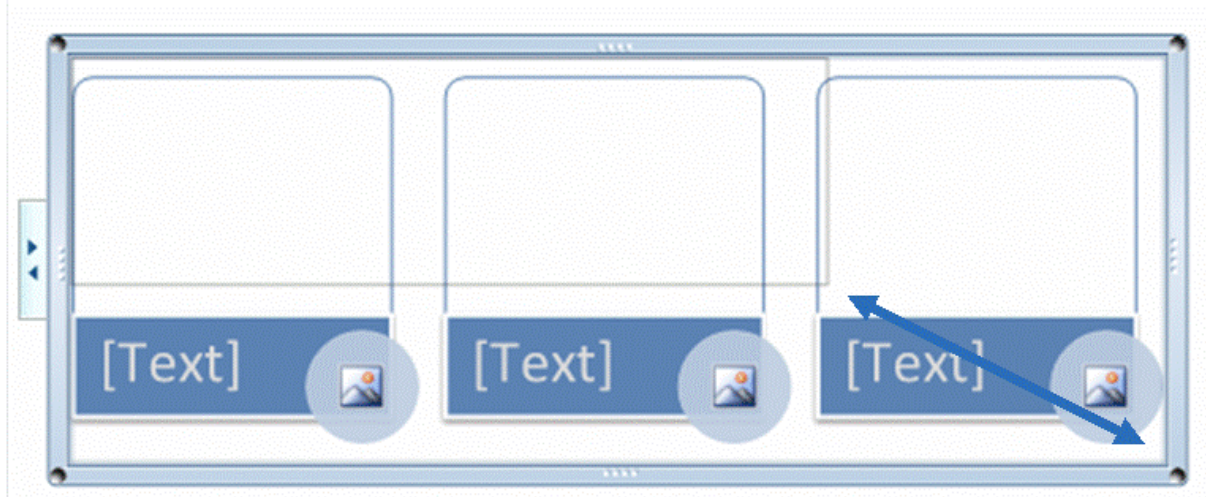


Shapes

You can physically edit the shape of each SmartArt shape with these commands.

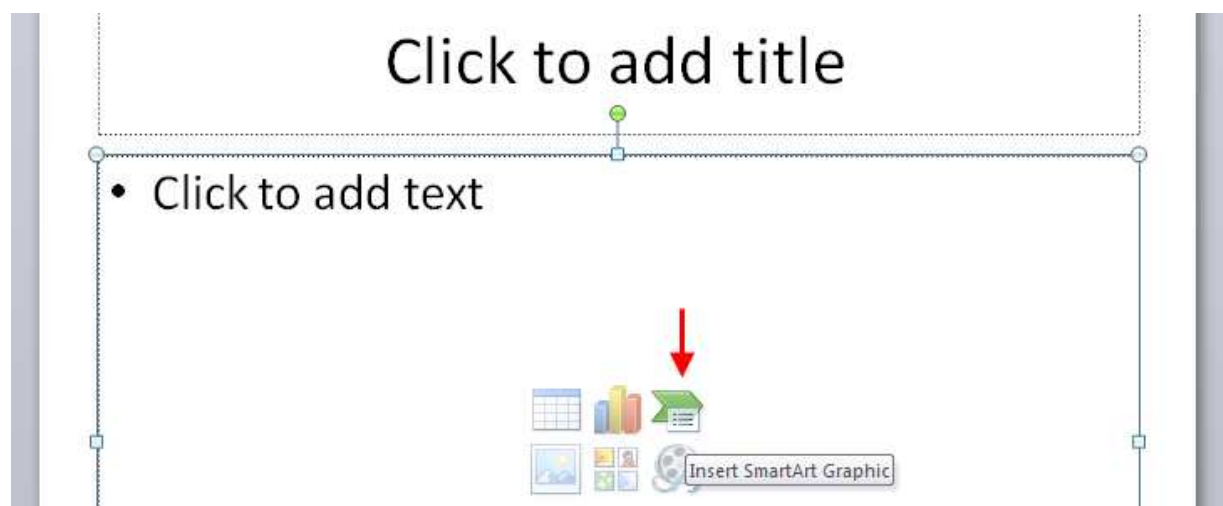
Resizing Diagrams

Once you have decided on the look of the SmartArt you want to use, you can modify the size of the chart as a whole. In order to resize your chart you must first select the chart by clicking the border surrounding the entire graphic. Then, you must click and drag the outside border of the chart to the new size.



Inserting a SmartArt Graphic from a Slide

An IGX diagram can also be inserted directly from the slide. When you add a new default slide (or choose a slide layout that can include a graphic) you will see the icon to add a SmartArt graphic. The process of inserting the diagram is the same as inserting it from the Insert ribbon, except you likely won't have to do much resizing or moving of the graphic:



Section 2: Review Questions

-
- 1. To insert a table on a new slide, which steps would you follow?**
 - A. Select content layout and click on the table icon
 - B. Click Insert Table → drag cursor over cells
 - C. Click Insert Table → Insert Table
 - D. All of the Above

 - 2. To draw a table...**
 - A. Click Insert Table → Draw Table → draw cells
 - B. Click Insert Table → Draw Table → draw perimeter → draw cells
 - C. Click Insert Table → Draw Table
 - D. Both B & C

 - 3. To enlarge cell width...**
 - A. Click the cell's bottom gridline and drag vertically
 - B. Click Table Tools → Layout → Cell Size → enter width dimension
 - C. Click the cell's side gridline and drag horizontally
 - D. Both B & C

 - 4. Which feature on the Table Tools ribbon would you use to apply border color to drawn table?**
 - A. Table Tools → Format → Borders
 - B. Table Tools → Format → Click border color → Draw table
 - C. Table Tools → Format Effects
 - D. Table Tools → Format → Shape Fills

 - 5. To Insert an Excel worksheet**
 - A. Click Insert → Table → Excel Spreadsheet
 - B. Open Excel → highlight Excel table → Copy → open PowerPoint presentation → Paste Special
 - C. Click Insert → SmartArt
 - D. None of the Above

 - 6. To Insert a 3-D Column...**
 - A. Click Insert Table
 - B. Click Insert SmartArt
 - C. Click Insert Chart
 - D. Any of the Above

 - 7. To display axes in a chart use the...**
 - A. Axis labels feature
 - B. Axis feature
 - C. Gridline feature
 - D. More Elements

 - 8. How would you hide values on a chart?**
 - A. Click a style that does not display the values

- B. Use the Data Labels feature
- C. Use the Gridline feature
- D. Use More Elements

9. How would you insert a Process diagram?

- A. Draw a Table
- B. Insert a Chart with 2-D columns
- C. Insert an SmartArt – Radial 1
- D. Insert an SmartArt – Bending Process 1

10. To add 5 shapes to a Cycle diagram...

- A. Click Insert Shape 5 times
- B. Right-click your mouse and choose Insert Shape five times
- C. Cycle diagrams only allow 4 extra shapes added to the default
- D. Both A & B

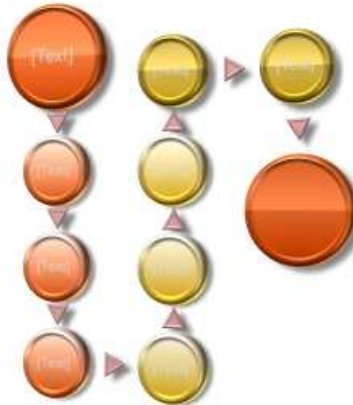
SECTION 3: Adding Graphics

In this section you will learn how to:

- Insert symbols and characters
- Add and edit shapes
- Alter diagrams
- Change diagram types and design schemes
- Incorporate text
- Add a text box
- Select a text box
- Delete a text box
- Move, resize, and rotate a text box
- Format a text box
- Search for ClipArt
- Insert ClipArt
- Format ClipArt
- Insert a photo from a file
- Insert a photo album

Lesson 3.1: Customizing Your Diagrams

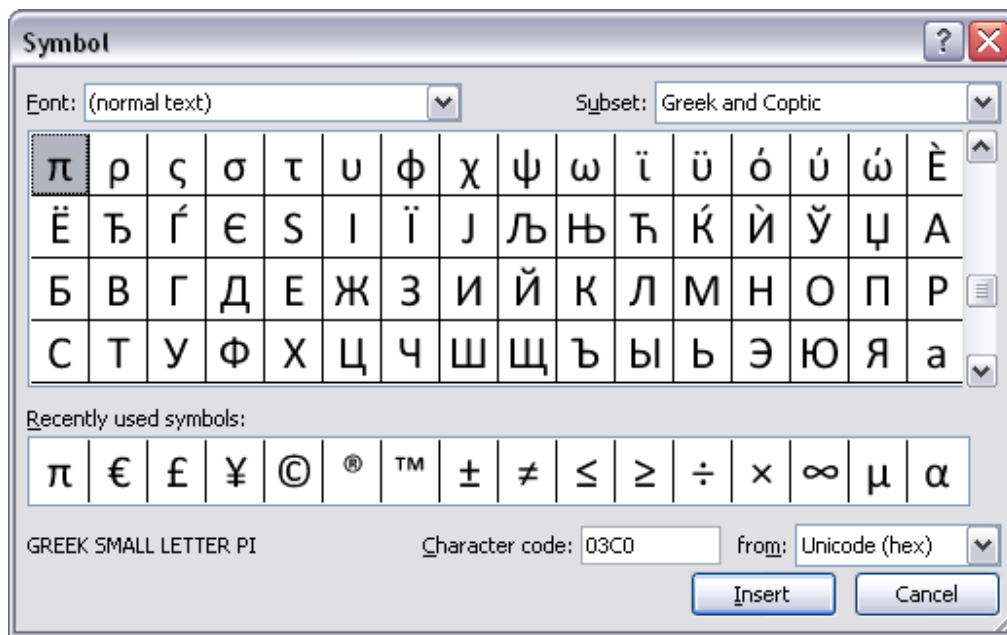
PowerPoint provides you with a variety of diagram styles and designs. In this lesson, you will learn how to customize your diagrams. The concepts discussed include inserting symbols and special characters, adding and editing shapes, altering diagrams, changing diagram types and design schemes, and incorporating text.



Inserting a Symbol or Special Character

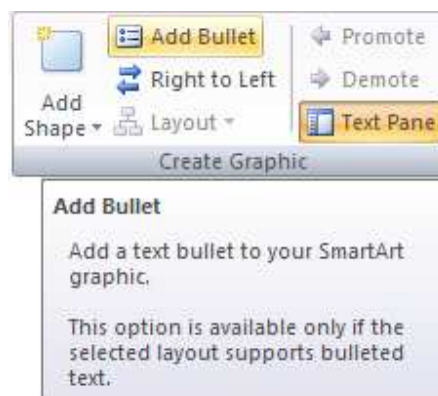
Symbols and Characters are inserted from the Insert Ribbon. In the Symbols command, you will find characters not found on your keyboard such as, trademark symbols, copyright symbols, paragraph marks and Unicode characters.





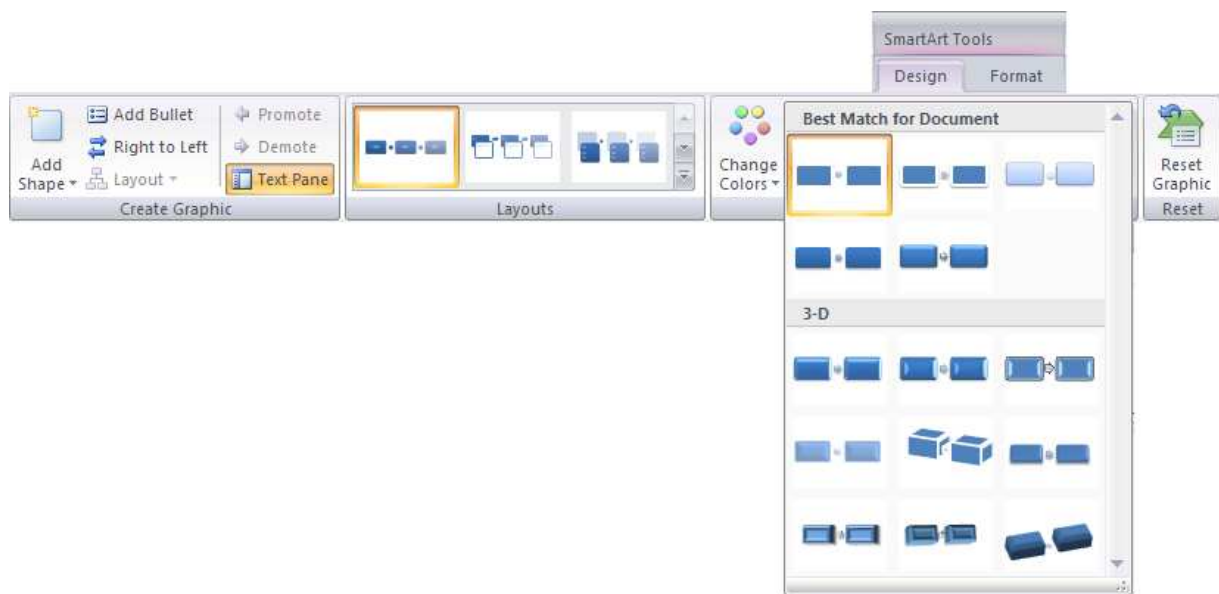
Adding and Editing Shapes

All of the SmartArt are set by default to contain a certain amount of shapes for each diagram. However, not every diagram is going to have the amount of shapes required for your diagram. Therefore, the Create Graphic chunk of the SmartArt Tools → Design ribbon gives you the option of adding shapes to correspond with your diagram needs. A shape can also be customized to display bullets, designs and color schemes.



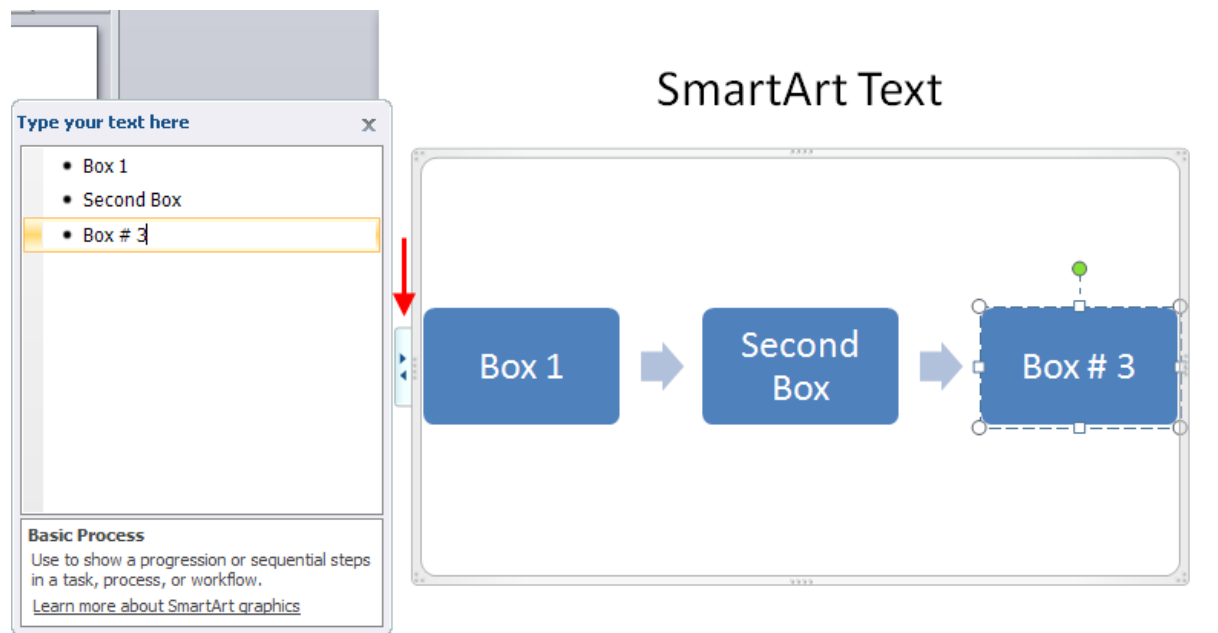
Changing Diagram Types and Design Schemes

Altering diagrams involves changing elements such as the color, style, or size. Diagrams can be altered by using the Layout and Quick Styles features on the SmartArt Tools → Design ribbon. The Format ribbon can also be used for changing the diagram by using tools such as Edit in 2-D and Quick Styles.



Incorporating Text

PowerPoint has developed a different way to add text to a diagram. When the diagram is selected, a connecting text box appears for you to enter text into the corresponding shapes. Two arrows connect the text box and diagram: the top arrow will show the text area, whereas the bottom arrow will hide the text area.



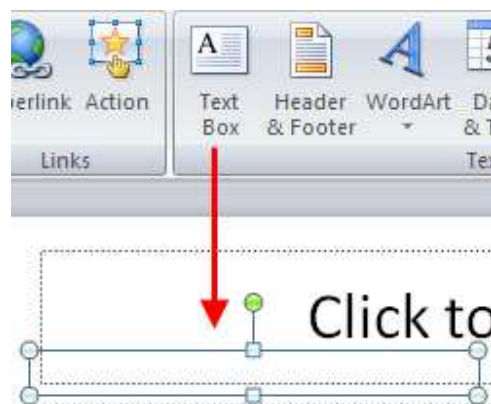
Lesson 3.2: Working with Text Boxes

A text box is a movable, resizable container for text or graphics. Text boxes are used to place text anywhere on a slide. For example, you can put a text box outside a placeholder, add a caption to a picture, or add text to an AutoShape that won't attach to the shape. Text boxes can have a border, fill, shadow, or 3-D effect, and you can change the shape of the box. In this lesson we will learn how to add a text box, select, delete and move a text box, resize and rotate a text box, and format a text box.



Adding a Text Box

Text boxes are added to hold text where placeholders are absent; they are great to use for captions or areas on blank slides. Click the Text Box command, then click and drag a text box on the slide. Or, simply click on the slide, and size the text box after you have typed in your text.



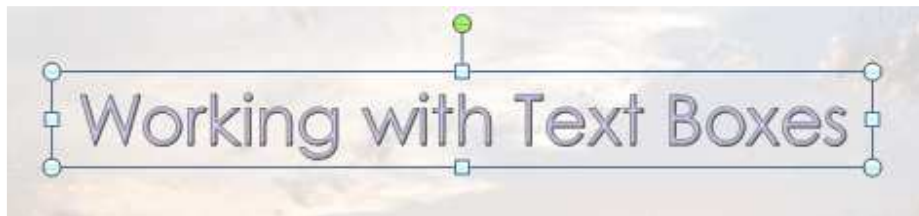
Selecting Text Boxes

Selecting a text box is necessary for you to make changes to the box itself without affecting the text. You can move the pointer over the outside of the text to display a move pointer (↕) and then click. The border of the text box will change from a dashed outline to a solid outline.

Step 1



Step 2

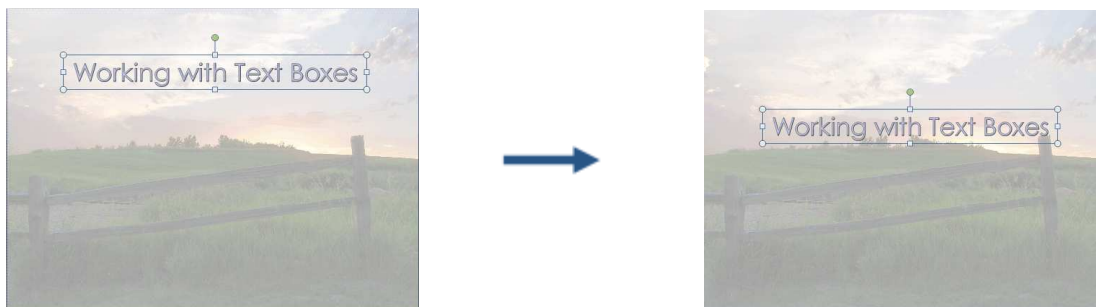


Deleting a Text Box

Text boxes can be removed easily from your slides. First, select the text box, and make sure that the insertion point is not flashing in the text. Then, press the Delete key on the keyboard. The text box and its content will disappear from the slide.

Moving a Text Box

Text boxes can be placed anywhere on a slide. To move a text box, first make sure the text box is selected. Then, move the pointer over an edge of the text box until it changes to a move pointer. Now you can click and drag the text box to a new position. You can also use the arrow keys on your keyboard to move the text box from place to place.



Resizing a Text Box

You can resize a text box to fit the text inside. To do this, remember that the height of the text box depends on the size of the text in the box. You can't make a text box taller by dragging the top and bottom sizing handles; that is the size of the font is not related to the size of the text box. The text size has to be increased by using the commands in the ribbon.

Rotating a Text Box

Text boxes can be rotated 360 degrees and can appear on your slide at any angle. This can be very useful for dressing up a presentation or to avoid having text interfere with pictures on a slide.

Click and drag the green adjustment handle (○) above the top sizing handle to rotate the box.

Formatting a Text Box

Text boxes can be formatted with borders, background color, shadow, or 3-D effects. You can even change the shape of the text box and precisely size and position it on your slide. The Drawing Tools Ribbon (which we will discuss next) has all of the options to help you create a professional look for your slide.



The Drawing Tools Ribbon

The Drawing Tools (→ Format) ribbon is similar to the other ribbons discussed in this level. The only thing to remember when using these ribbons is that each ribbon may have the same groups, but will format different aspects of the object. The below figure briefly describes different aspects of the Drawing Tools ribbon.



Insert Shapes

Shapes allow you to change the shape of the actual text box, or you can add a shape to use inside the text box.

Shape Styles

As you have probably guessed, these commands let you format the whole text box with a new look and feel.

WordArt Styles

If you want to add WordArt to your text box, customize all aspects of the WordArt using these commands.

Arrange

If you have multiple objects in the text box, use these commands to manipulate how they will appear in the text box.

Size

Adjust the dimensions of the text box to an exact measurement.

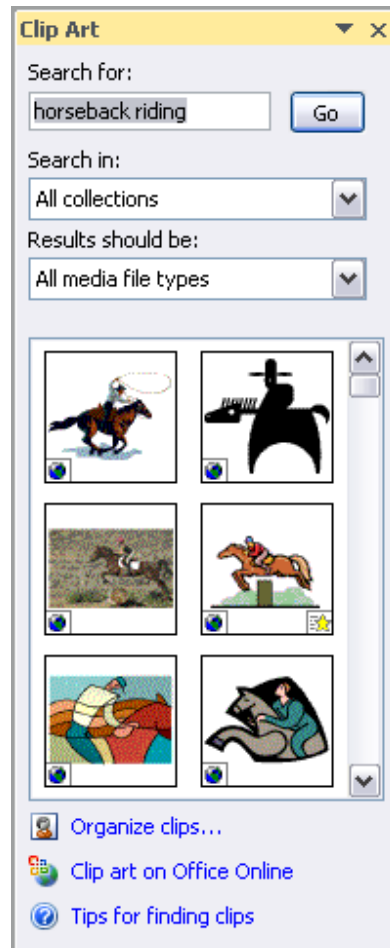
Searching for ClipArt

ClipArt is added from the Insert ribbon:



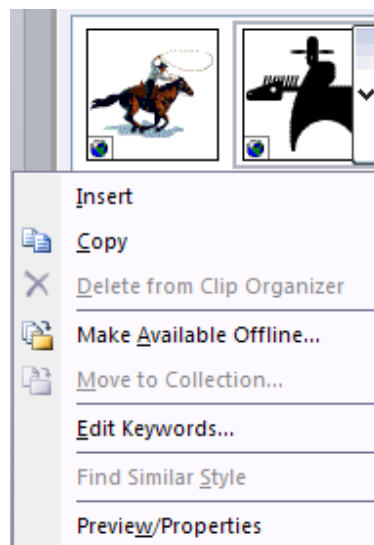
From the ClipArt task pane, you can search for clips, images and graphics in My Computer and Microsoft Office Online. The task pane allows you to search using multiple sources or conduct customized searches by selecting one main source of clips and images. The ClipArt task pane requires you to enter a keyword for the kind of ClipArt you want.

For example, if you are conducting a presentation on equestrian riding, type *horseback riding* in the search for box and then press Enter. Remember that PowerPoint will give you more ClipArt options with general searches, so you are bound to find many clips supporting equestrian riding.



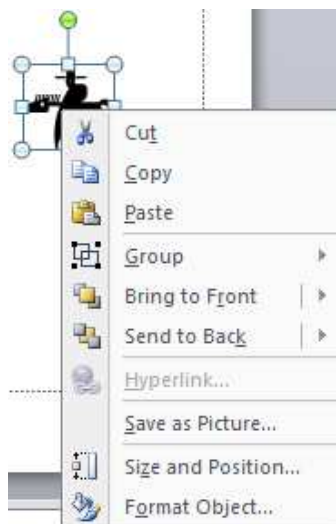
Inserting ClipArt

When you have found the clip that best matches what you were looking for, click and drag the ClipArt directly onto the slide. You can also hover over the ClipArt and click the pull-down arrow to see more ClipArt options:



Formatting ClipArt

When the clip has been inserted, you can format the clip by right clicking on the image and choosing Format Object. The Picture tools ribbon also has the formatting commands found in the Format picture dialog box. Like text boxes, ClipArt is inserted with a border for resizing and moving.





Adjust

Manipulate many different picture options here like brightness and contrast, compress the image size, and reset the image to its original configuration.

Picture Styles

These effects add different borders and styles to the outside of the picture. You can also change the shape of the image and add 3D effects.

Lesson 3.4: Other Illustrations

In the last lesson, you may have noticed that the Insert command also has an Insert Picture command. In this lesson, we will learn how to insert pictures from a file and insert a photo album.



Inserting a Photo from a File

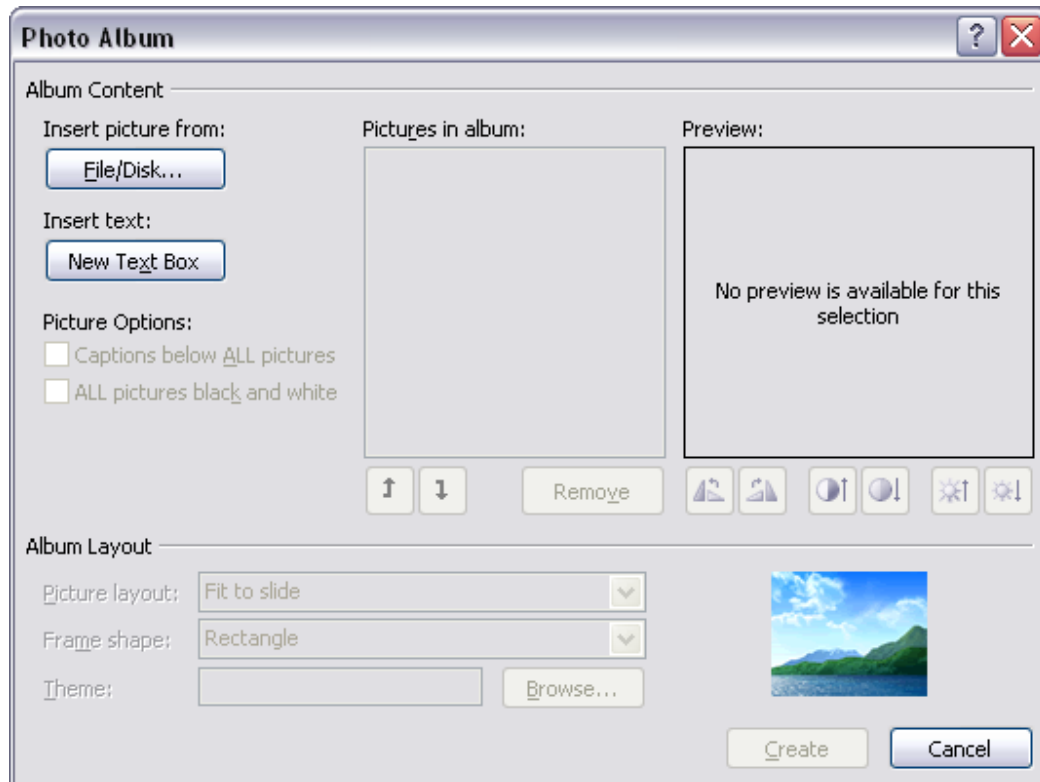
You will want to insert pictures from a file when you already have pictures saved to your computer. The Insert Picture command opens a My Computer window and will by default show the My Pictures folder. Navigate to a different location on your computer if you wish and insert a picture file:



Inserting a Photo Album

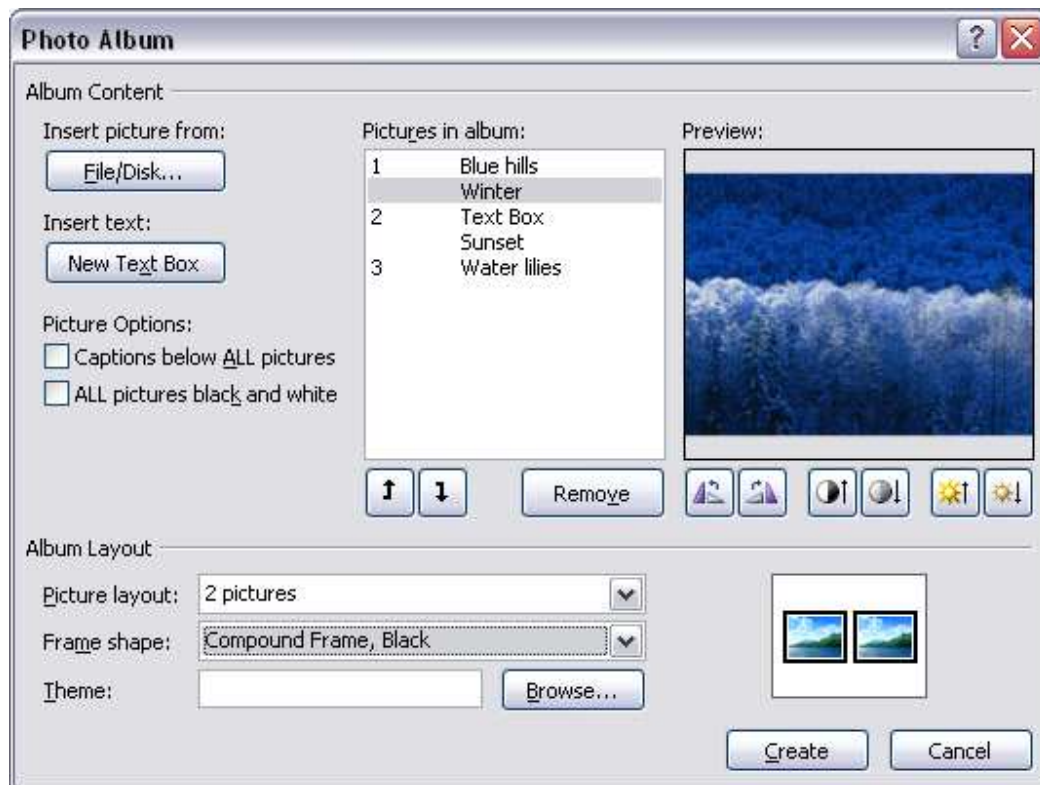
PowerPoint is a program that is easy to use to create a slideshow for social functions, such as a reception or retirement party. You can add a photo album to the presentation to show off pictures.

Click the Photo Album command to open the Photo Album dialogue box:

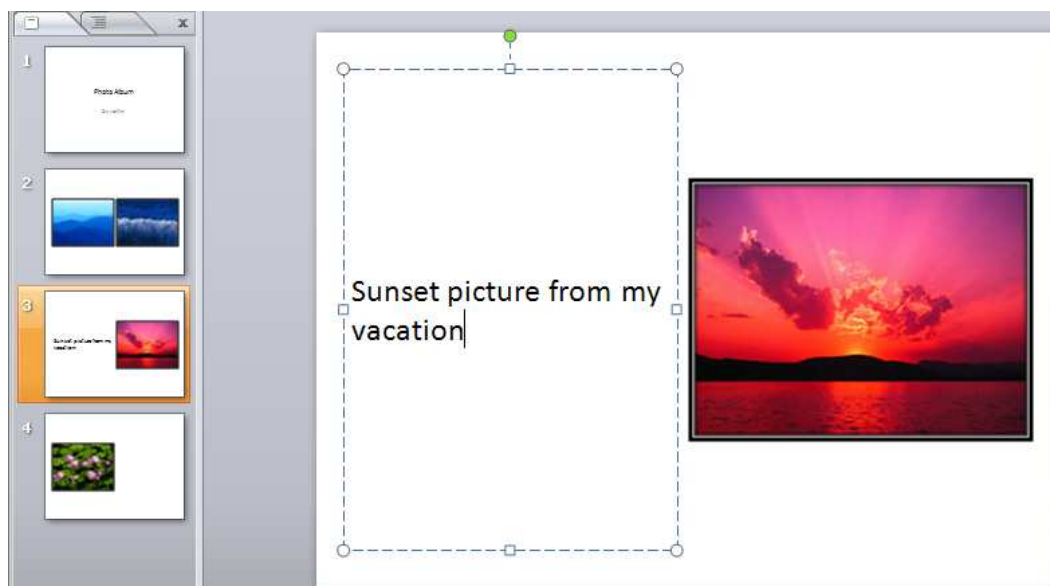


You can add two elements to a slide show – pictures or a text box. Use the text box as an introduction to the next group of pictures, like you would if you were announcing the scenes in a play. Browse your computer to locate the files you want to use and insert a text box whenever you want to have a break in the show.

The following diagram shows some elements to a slide show. When a picture is selected, you can adjust the brightness and contrast, adjust the picture order, and choose how to layout the pictures on the slide:



If you have inserted a text box, you will be able to modify it after choosing the pictures to add to the slide show. Click Create when ready to insert the photo album.

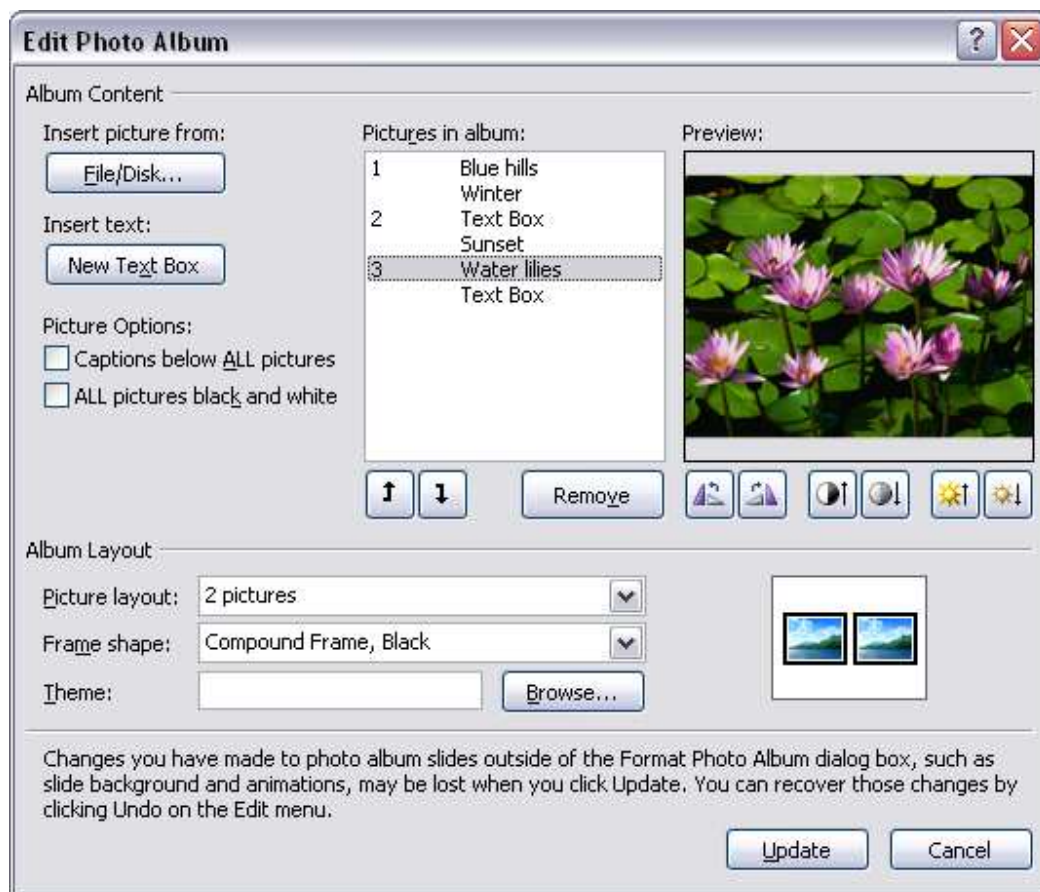


Updating a Photo Album

After you have inserted a photo album, you can add extra features by clicking the pull-down arrow beside the Photo Album command and clicking Edit Photo Album:



This opens a dialogue box similar to the Photo Album dialogue box, but with a few extra features. Slide content is now numbered and you can add a caption to each picture if you want. Make the changes you need to make and click Update when finished:



Section 3: Review Questions

-
- 1. How would you insert a symbol or special character?**
 - A. Click Insert Picture → ClipArt
 - B. Click Insert Object
 - C. Click Insert Symbol
 - D. Click insert Number

 - 2. To change the color of one shape...**
 - A. Click Design → Color
 - B. Click SmartArt Tools → Format → Quick Styles
 - C. Click SmartArt Tools → Layout → Refine Colors
 - D. Click SmartArt Tools → Format → Shape Fill and Outline

 - 3. To change the design scheme of a diagram...**
 - A. Click SmartArt tools → Design → Quick Styles
 - B. Click SmartArt Tools → Format → Quick Styles
 - C. Click SmartArt tools → Design → Change Colors
 - D. Both A & C

 - 4. To change the shape of a Text Box...**
 - A. Click text box → Drawing Tools → Format → Quick Styles
 - B. Click text box → Drawing Tools → Format → Change Shape
 - C. Click text box → Drawing Tools → Format → Shapes
 - D. Both B & C

 - 5. To move a text box...**
 - A. Double click on the text box and move to the desired location
 - B. Move cursor to edge of the text box and move when it changes to a double arrow
 - C. Move cursor to edge of the text box and move when it change to a single arrow
 - D. Click on the text box and move to desired location

 - 6. How would you search for online ClipArt?**
 - A. Click Insert Picture → ClipArt → enter search requirements
 - B. Click Insert Picture → from scanner
 - C. Click Insert → Media clips → Movie from file
 - D. Click Insert → Media clips → sound from file

 - 7. To apply a Washout effect to a graphic...**
 - A. Click image → Picture Tools → Picture Tools → Contrast 40%
 - B. Click image → Picture Tools → Picture Tools → Re-Color → Washout
 - C. Click image → Picture Tools → Picture Tools → Brightness → +30%
 - D. Both A & B

 - 8. To insert a picture from My Pictures...**
 - A. Click Insert Picture → Picture → locate photo
 - B. Click Insert Picture → From Scanner
 - C. Click Insert Picture → From Camera

- D. Click Insert New Photo Album

9. How would you apply an effect to a photo?

- A. Click Picture Tools → Picture Tools → Glow
- B. Click Picture Tools → Picture Tools → Soft Edges
- C. Click Picture Tools → Picture Tools → Preset
- D. All of the above

10. To place a picture behind text use which command would you use?

- A. Bring to front
- B. Send to back
- C. Text Wrapping → In Line With Text
- D. Text wrapping → Tight

SECTION 4: Adding Audio/Visual Effects

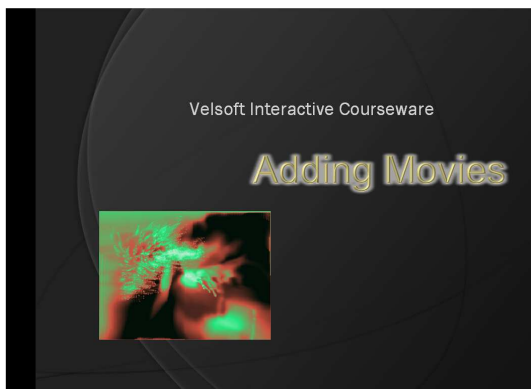
In this section you will learn how to:

- Insert movies from the clip organizer or file
- Loop a movie
- Rewind a movie
- Delete a movie
- Insert sound
- Select sound options
- Record a sound
- Play a CD
- Delete a sound
- Apply entrance and exit effects
- Apply emphasis effects
- Apply animation schemes
- Add and draw motion paths
- Apply speeds and timing options
- Use slide transition
- Create a custom animation

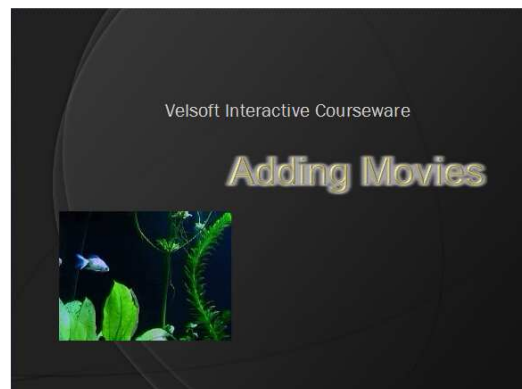
Lesson 4.1: Adding a Movie

The movies discussed in this section are video files with specific formats and file extensions. Formats supported by PowerPoint include MPEG and AVI. If you have watched a clip from a concert, or an interview on the internet, then you already have an idea of what movies you will be learning how to incorporate. You have probably seen animated GIFs as well; these are ClipArt type files that include motion. (You will often see these files decorating and enhancing Web sites.) In this lesson, we will look at how to insert a movie loop, rewind and delete movies.

Sound Movie



Movie



Insert Movie from the Clip Organizer or File

Movies and GIFs are inserted from the ClipArt organizer or from a file. For custom movies (such as a speaker who cannot make it to a meeting), the movie must be saved to a file, then inserted from that file using the Insert → Movie command.

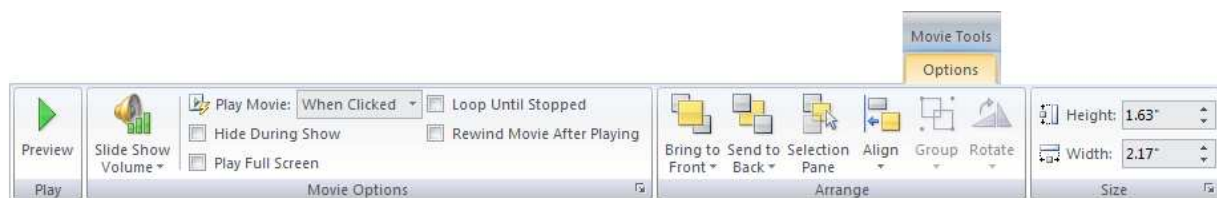
You can also search for movie files with the Clip Organizer and the ClipArt task pane. Movies can range from a person speaking on video or a song playing with visualizations; both have the same extension and considered movies.

When you have found your movie clip, simply click on the clip's options and click Insert. PowerPoint will then ask you when the movie is to begin: automatically or manually.



Movie Tools

When the movie has been inserted into the presentation, the Movie Tools ribbon will appear with playing and movie options such as looping and rewinding features.



Play

Preview the movie clip as it will appear in the slide show.

Movie Options

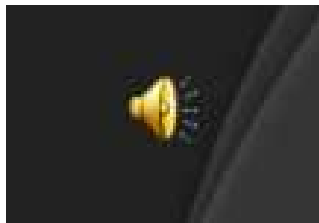
Control the movie's behavior when it is to appear in the slide show. You can play the movie in full screen, adjust the volume before the clip is played, decide when to play the movie, and so on.

Deleting a Movie


Movies are deleted just like everything else: click the movie and pressing Delete on your keyboard to remove it.

Lesson 4.2: Adding a Sound Clip

By learning how to create and manage sound effects, you can choose any sound you would like to add to an animation. You can add music and sound from computer files, a CD, or from the clip organizer. This lesson will also show you how to record a sound and manage sound options and tasks.



Insert Sound Clip from Clip Organizer or File

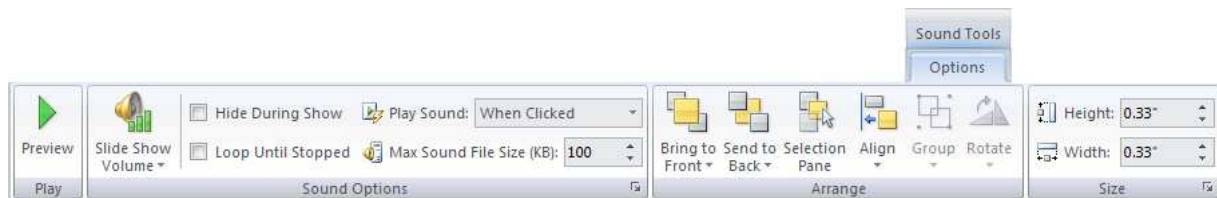
When you insert a sound or music file, a sound icon appears (). This will represent the sound/music you have added to the slide. Sound is inserted from a readymade file or from the Clip Organizer. Both options are available under Media Clips → Sound.

When inserting sound from the Clip Organizer, the ClipArt task pane will search for all sound files on the computer's hard drive as well as Microsoft Office Online.



Sound Tools

Like other elements, when you have inserted a sound clip and then select it, you will see the Sounds ribbon to help you format it.



Play

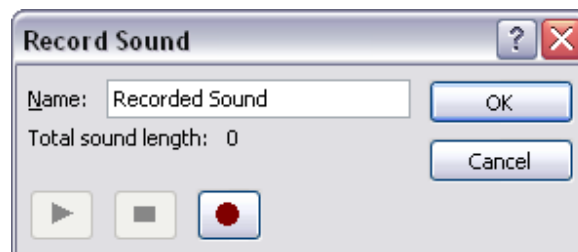
Play the sound clip; click a second time to stop playing.

Sound Options

Adjust the volume, choose when to play the sound, keep looping the sound once started, etc.

Recording a Sound

In order to record a sound or voice comment you will need a sound card, microphone, and speakers attached to your computer. The Record Sound command is located under Sound on the Insert ribbon. When the dialog box appears, you are able to name, manually record, stop, and play the narration or sound you just created.



Playing a CD

In order for a CD to play for a certain slide, the CD must be in the CD-ROM drive of the computer you are using for the presentation. CDs can be customized as movies and sounds can. CD Options also offer Clip Selections, Play Options and Display Options.



Deleting a Sound

Any reference to a sound is shown as a speaker icon on your slide. To delete a sound, select the sound icon on the slide and press Delete.



Lesson 4.3: Using Animation

Animation is what makes presentations creative and interesting. Visual effects are effective in getting a viewer's attention. The Animation task pane makes adding special effects simple. It has everything you need, from timing slide advancement, picture entrance and exit, to setting the speed and sound for each slide. The Animation Task Pane has a variety of effects that range from subtle to exciting slide and picture enhancements. In this lesson, you will learn how to apply entrance, emphasis, exit and motion path effects to text and objects.



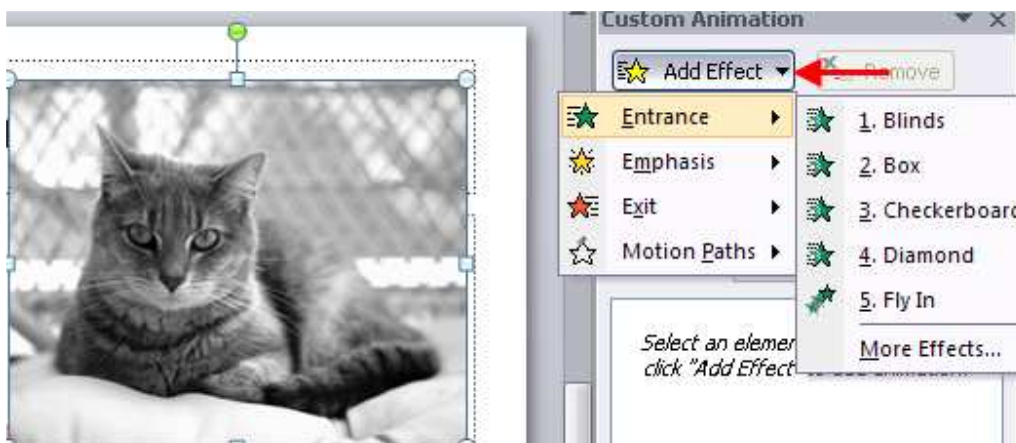
Entrance, Emphasis and Exit Effects

By adding entrance and exit effects, you could have any of your pictures fly onto and off the slide, or slide in and dissolve away. Adding emphasis to a picture is the same as animating it. Once it has arrived onto the slide, it can blink or twirl, just enough to attract attention.

Entrance and Exit effects are Custom Animations, and are applied using the Animations Ribbon. To apply Entrance, Emphasis and Exit effects the custom animation task pane must first be displayed by clicking Custom Animation command.

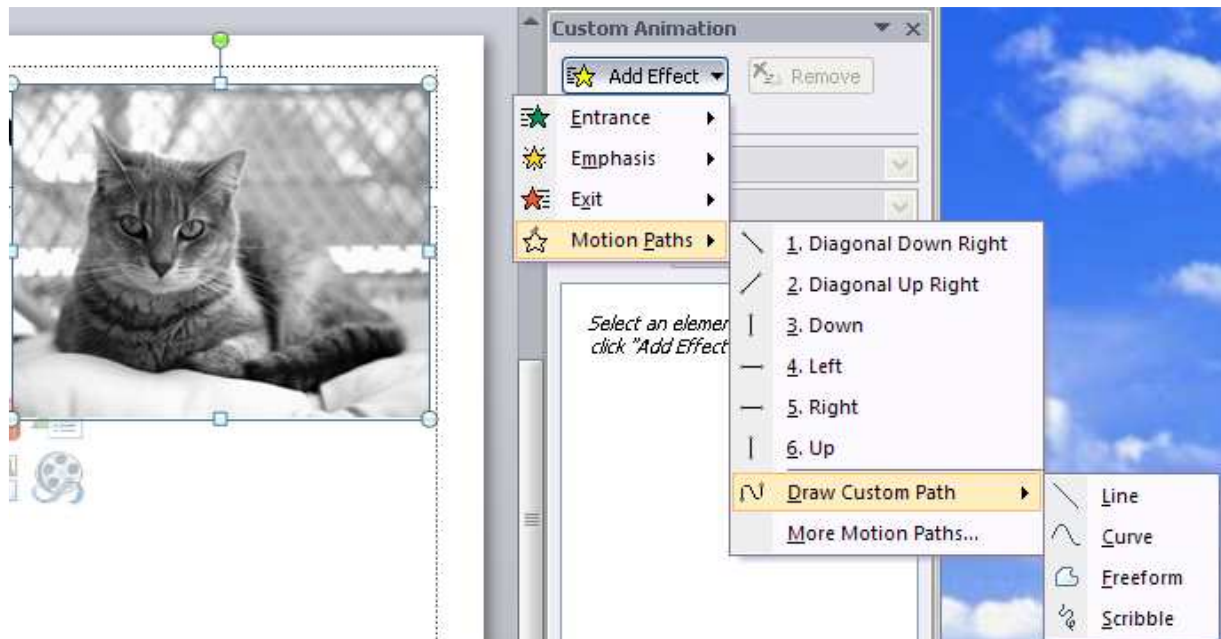


The next step is to select the picture to animate, and then click the Add Effect command that is shown in the Custom Animation pane.



Add and Draw Motion Paths

Motion Paths are found in the Add Effects command. Motion Paths can be chosen from an existing list or drawn by hand. By selecting a motion path, you can draw the path you would like the picture to take before it settles.



Lesson 4.4: Advanced Animation Options

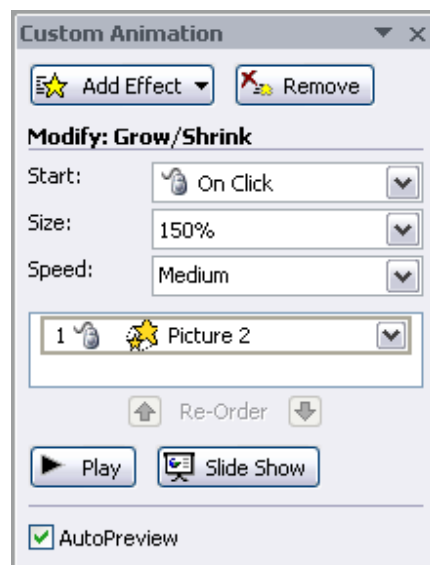
Speeds, timing options, and slide transitions are crucial to a self running presentation. You want to make sure that every piece follows smoothly, not too fast and not too slow. Slides must be set to trigger each other, and the elements on each slide must be set to start after that.

Self running presentations require attention to detail and organization, and this lesson will show you how to use PowerPoint's tools to make powerful impressions. This lesson focuses on speeds, timing options, slide transitions, and creating custom animations.

Speeds and Timing Options

Speed and Timing options control how fast the elements on the slide appear and when. These options are set in the Custom Animation task pane. Speed and time must be applied to each element and each slide, as each element and slide is triggered from the previous. Titles, pictures and other elements can be started On Click, With Previous and After Previous.

Each effect has specific directions where the effects can enter and exit, as well as speeds, such as very slow, slow, medium, and fast. To apply these speeds and timing options select any Start, Direction, and Speed from the drop down menus in the Custom Animation task pane.



Using Slide Transitions

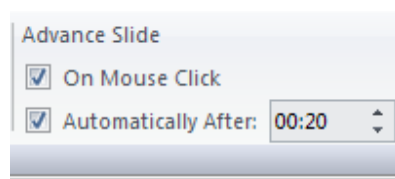
The slide transition is the amount of time allocated for each slide to be reviewed by the audience. When showing a presentation you can set the transitions of slides, saving you from manually switching between slides during the presentation. Slides can have a transition to this slide and the next. By holding the cursor over any of the transition schemes in the Custom Animation task pane, PowerPoint will give you a mini preview. If the scheme is what you want, click on the scheme and it will be applied to the slide. Transition Speed contains the same speed option as effects, and can be selected from the drop down menu provided.



Creating a Custom Animation

Creating a custom animation means creating a self-advancing presentation. It requires setting each slide and text, object, and picture animation on a timer so everything runs smoothly. At this stage, we have already gone through many of the timing options. It is recommended that this be done with each slide when the presentation is initially created. Creating a self maintained presentation is time consuming to begin; but the outcome is effective when done well and can be used over and over again.

To set a time for slide transition, click on the slide, click Automatically After, and then click the up or down arrows to enter time.



Step-By-Step

In this Step-by-Step exercise we will learn how to set speed and timing options for objects and slides, set slide transitions, and create custom presentations.

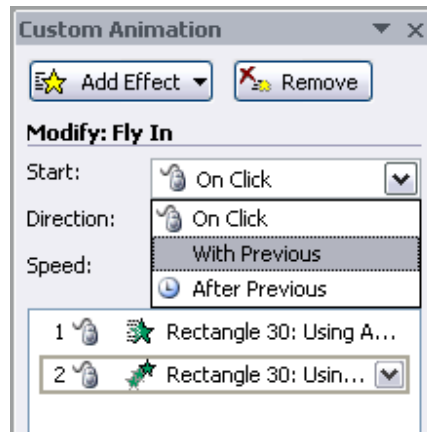
1. Open Lesson 4.4.



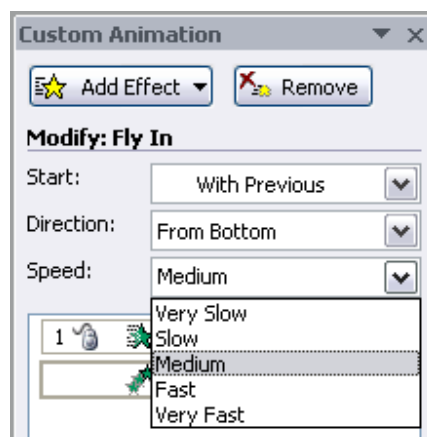
2. Click the Using Animation title and open the Custom Animation pane.



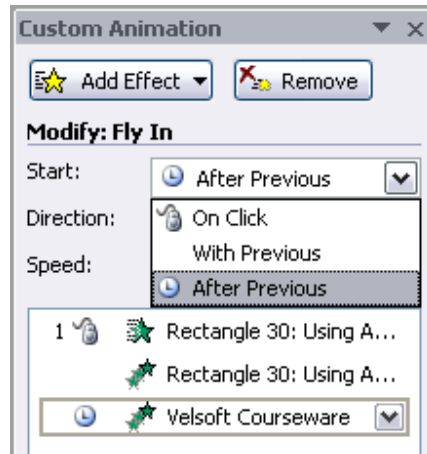
3. Add an Entrance effect, like Fly In.
Click Start → With Previous.



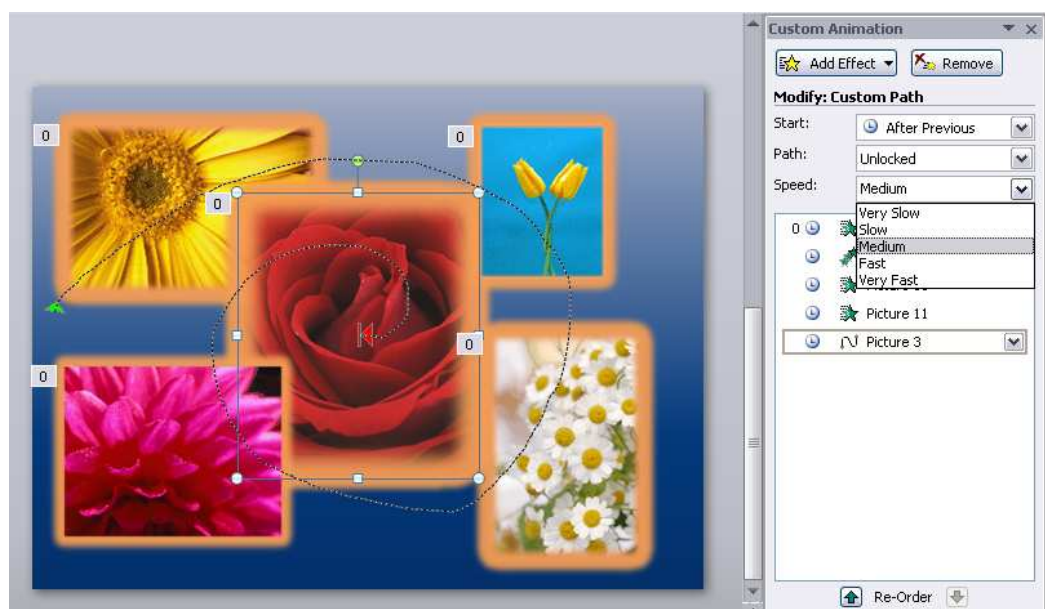
4. Set Speed to Medium.



5. Click the subtitle of the slide and apply the same Fly In entrance effect. Next, click Start → After Previous



6. Set Speed to Medium.
7. Set all photos on slide to After Previous, Medium Speed.

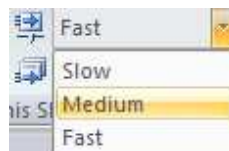


8. Close Animation Task Pane and move back to the title slide.

9. Expand Slide Transition gallery → Uncover Right



10. Click Transition Speed → Medium.



11. Uncheck On Mouse Click → Check Automatically After → Set to 00:05.

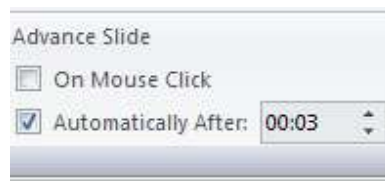


12. Click Slide 2.

- 13.** Select a Slide Transition, your choice and set Transition Speed to medium.



- 14.** Check Automatically After → Set to 3 seconds.



- 15.** Click Slide Show → From Beginning to view the show.
Save the file as Lesson 4.4 complete.

Skill Sharpener

Objective	To understand how to apply advanced timing options to a presentation.
Briefing	In order for this to be a self-run presentation, timing options must be applied.
Task	Apply a slide transition to your Whale presentation and have the presentation automatically advance each slide after 15 seconds.
Hints	This would also be a good time to go into Setup Slide show and check Use Timings as discussed in Lesson 4.4.
Sample Data	Use your Whales presentation.

Section 4: Case Study

Objective	To understand how to use audio and visual effects.
Briefing	The presentation is to be shown tomorrow, and transitions and audio effects must be applied.
Task	<p>Open the sample file and include the following:</p> <ul style="list-style-type: none">▪ Add a title slide animation▪ Insert a movie sound clip▪ Narrate each slide's relevance and data using the Record a Sound command▪ Apply slide transitions and speeds▪ Preview and fix any elements on the presentation that may not flow

Sample Data



Section 4: Review Questions

1. To insert a Movie from the Clip Art pane, which command would you use?

- A. Click Insert → Media Clips → Movie from File
- B. Insert Content Slide → click on the area provided
- C. Click Insert → Media Clips → Movie from Clip Organizer
- D. Click insert → Media Clips → Record Sound

2. To set when the movie is to start...

- A. Use the setup wizard
- B. Use Animation schemes on the Movies ribbon
- C. Use Transition schemes
- D. Both A & B

3. To loop a movie...

- A. Expand Movie Options and check Loop Until Stopped
- B. Check Loop Until Stopped in Movie Options
- C. Check Hide icon in slide show
- D. Both A & B

4. When a sound is applied to a slide...

- A. A sound icon will appear
- B. A music note will appear
- C. A CD Rom will appear
- D. None of the above

5. To narrate your voice which command would you use?

- A. Click Insert → Media Clips → Sound → From Clip Organizer
- B. Click Insert → Media Clips → Sound → Play CD Audio Track
- C. Click Insert → Media Clips → Sound → From File
- D. Click Insert → Media Clips → sound → Record Sound

6. To add an entrance effect to an object...

- A. Click Animations → Add Effect → Emphasis
- B. Click Animations → Add Effect → Motion Paths
- C. Click Animations → Transition To Slide
- D. Click Animations → Add Effect → Entrance

7. The numbers beside objects represent...

- A. Motion paths
- B. Entrance and Exit effects
- C. Animation schemes
- D. All of the Above

8. To have each element run after another, you would...

- A. Click Next with your mouse
- B. Set Timing Options
- C. Set Slide Transitions
- D. Use all of the above

9. Slide transitions are...

- A. When slide 1 changes to slide 2 with effect
- B. When slide 2 changes to slide 3 with effect
- C. When object 1 changes to object 2
- D. Both A & B

10. To set slide transition the same speed to all slides in the presentation...

- A. Click Apply to All
- B. Click each individual slide → Automatically After → Set Time
- C. Click Custom Animation → Speed → Set Speed
- D. Both A & B

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