

PowerPoint XP

Manual - Intermediate Level



SAMPLE

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Contact Information

Australia / Asia Pacific / Europe (ex. UK) / Rest of the World

Email: info@cheltenhamcourseware.com.au
Web: www.cheltenhamcourseware.com.au

USA / Canada

Email: info@cheltenhamcourseware.com
Web: www.cheltenhamcourseware.com

UK

Email: info@cctglobal.com
Web: www.cctglobal.com



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SAMPLE

Creating a Photo Album

When you have completed this learning module you will have seen how to:

- Create a New Photo Album
- Insert Pictures from a File or Disk
- Insert Pictures from a Scanner or Camera
- Insert a Text Box
- Insert Captions
- Change all Pictures to Black and White
- Add a Picture Layout
- Choose a Frame Shape
- Add a Design Template
- Apply Changes to a Photo Album
- Add Text and Edit Captions
- Make Changes with the Format Photo Album Dialog Box
- Change Picture Order
- Rotate Pictures
- Adjust Picture Contrast
- Adjust Picture Brightness

Adding Album Content

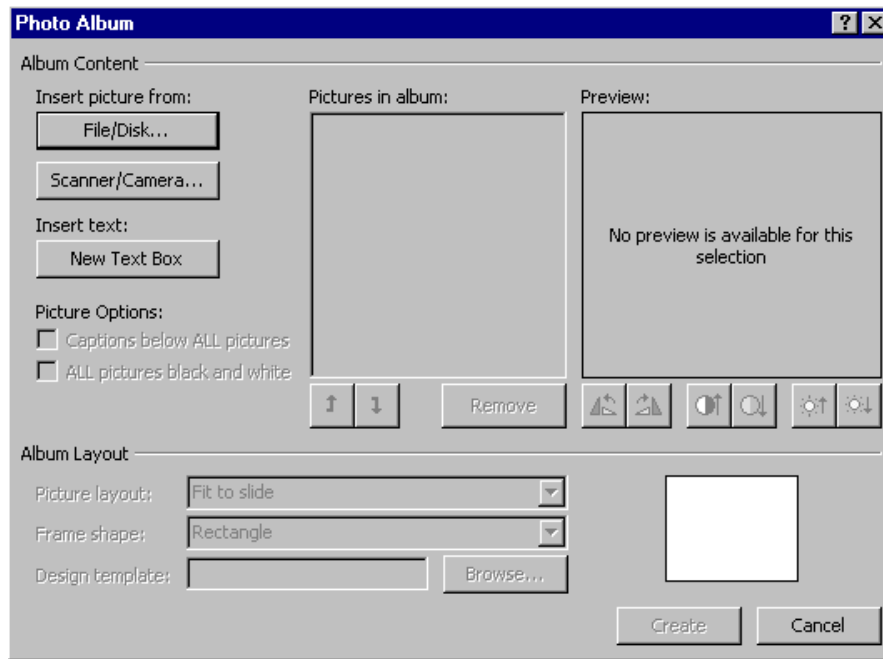
Creating a New Photo Album

- The PowerPoint XP **Photo Album** feature offers an easy way to create a presentation of pictures. You can select different **layouts**, apply **design templates**, add **captions** and **text boxes**, and modify your **pictures**. Creating a Photo Album generates a new file so your current presentation will not be affected.

To create a new photo album:

- From the main menu, select **Insert > Picture > New Photo Album**. This opens the **Photo Album** dialog box:

SAMPLE



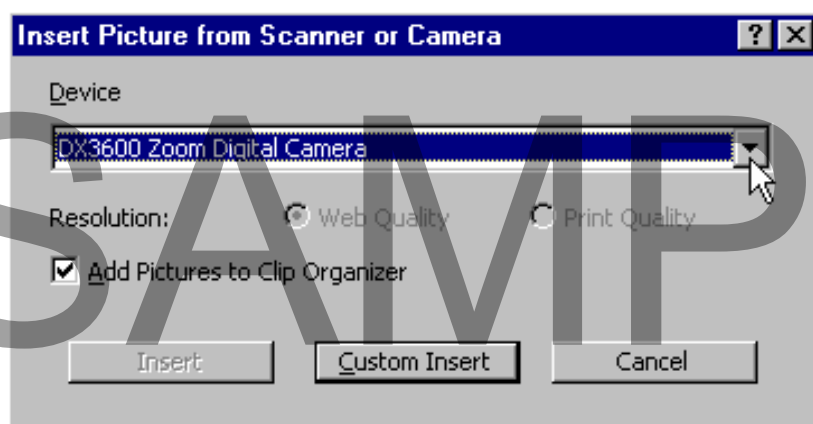
Inserting Pictures from a File or Disk

- Click the **File/Disk** button in the **Album Content** area.
- Locate the picture you want and click **Insert**.

Note: Repeat this step to add additional pictures form a **file** or **disk**.

Inserting Pictures from a Scanner or Camera

- Click the **Scanner/Camera** button in the **Album Content** area. This opens the **Insert Picture from Scanner or Camera** dialog box:

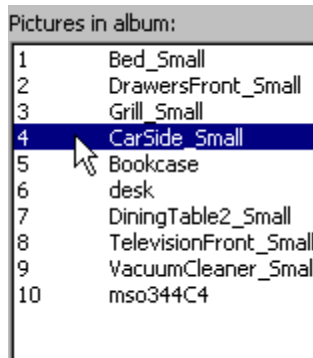


- Select the device from the drop-down menu that contains the pictures you want.
- Click the **Custom Insert** button.
- Locate the picture/s you want and click **Get Picture**.

Note: If you don't want your pictures added to the **Clip Organizer**, uncheck the **Add Pictures to Clip Organizer** box.

Inserting a Text Box

- Select the picture you want the text box to appear **after**:



- Click the **New Text Box** button in the **Album Content** area.

Note: The size of the text box is determined by the **Picture Layout**. The text box placeholder will be the same size as the picture placeholder as illustrated in the Picture Layout.

Inserting Captions

- Captions add a text box underneath each picture. By default, captions are the file name of the picture. You can edit captions in **Normal** view.

To insert captions:

- Check the Captions below ALL pictures box in the Album Content area.

Changing all Pictures to Black and White

- Check the ALL pictures black and white box in the Album Content area.

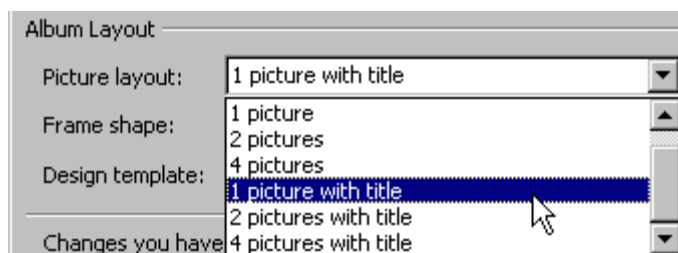
Choosing an Album Layout

Adding a Picture Layout

- The **Picture Layout** determines the layout of pictures and text on each slide.

To add a picture layout:

- Select the layout you want from the **Picture layout** drop-down menu:



Note: You **cannot** add captions to pictures, add frame shapes, or add a design template if you select the **Fit to Slide** layout.

Choosing a Frame Shape

- Choosing a **frame shape** adds a frame to all of your pictures.

To add a frame shape:

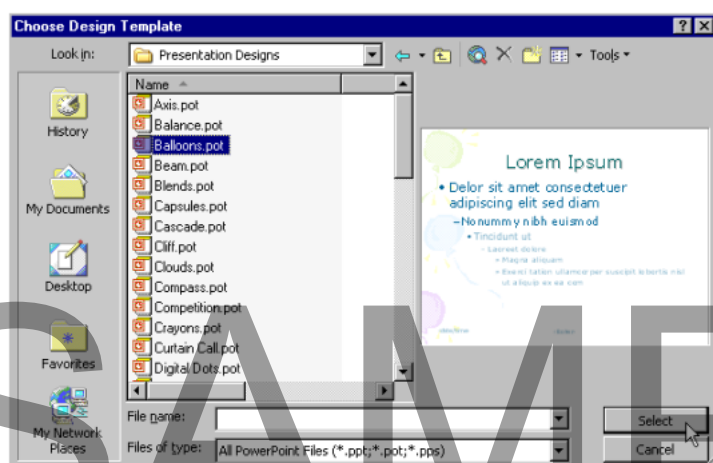
- Select the frame you want from the **Frame shape** drop-down menu.

Adding a Design Template

- **Design Templates** offer a quick and easy way to provide an attractive and interesting background to your Photo Album.

To apply a design template:

- Click the **Browse** button next to the **Design template** box. This opens the **Choose Design Template** dialog box:



- Locate the design template you want and click **Select**.

Applying Changes to a Photo Album

- When you have finished customizing the album content and layout, click **Update**.

Formatting the Album

Adding Text and Editing Captions

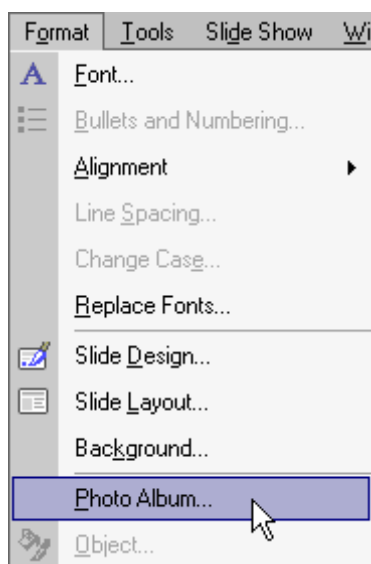
- If you added **text boxes** or **captions** during the set up of your Photo Album, you can edit these placeholders in **Normal** view.

Making Changes with the Format Photo Album Dialog Box

- You can make changes to your Photo Album with the **Format Photo Album** dialog box.

To open the **Format Photo Album** dialog box:

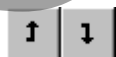
- From the main menu, select **Format > Photo Album**.



- Make the changes you want.
- Click **Update**.

Changing Picture Order

- In the **Format Photo Album** dialog box, select the picture you want to move.
- Click the **up** or **down arrow** to move the picture to its new location:



Rotating Pictures

- In the **Format Photo Album** dialog box, select the picture you want to rotate.
- Click the **rotate left** or **rotate right** button until you reach the angle you want:



Adjusting Picture Contrast

- In the **Format Photo Album** dialog box, select the picture you want to change the contrast.
- Click the **more contrast** or **less contrast** button until you reach the contrast you want:



Adjusting Picture Brightness

- In the **Format Photo Album** dialog box, select the picture you want to change the brightness.
- Click the **more brightness** or **less brightness** button until you reach the brightness you want:



Review Questions

How would you:

- Create a New Photo Album?
- Insert Pictures from a File or Disk?
- Insert Pictures from a Scanner or Camera?
- Insert a Text Box?
- Insert Captions?
- Change all Pictures to Black and White?
- Add a Picture Layout?
- Choose a Frame Shape?
- Add a Design Template?
- Apply Changes to a Photo Album?
- Add Text and Edit Captions?
- Make Changes with the Format Photo Album Dialog Box?
- Change Picture Order?
- Rotate Pictures?
- Adjust Picture Contrast?
- Adjust Picture Brightness?

Using Diagrams and Organization Charts

When you have completed this learning module you will have seen how to:

- Insert an Organization Chart
- Insert a Cycle Diagram
- Insert a Radial Diagram
- Insert a Pyramid Diagram
- Insert a Venn Diagram
- Insert a Target Diagram
- Insert Organization Chart Shapes
- Delete Organization Chart Shapes
- Select Related Organization Chart Shapes
- Change the Organization Chart Layout
- Resize an Organization Chart
- Add a Preset Design Scheme to an Organization Chart
- Add Diagram Shapes
- Delete Diagram Shapes
- Move Shapes within a Diagram
- Reverse a Diagram
- Resize a Diagram
- Add a Preset Design Scheme to a Diagram
- Switch Between Diagram Types
- Enter Text in an Organization Chart or Diagram
- Format an Organization Chart or Diagram
- Format Organization Chart or Diagram AutoShapes
- Delete an Organization Chart or Diagram

Adding Organization Charts and Diagrams

Inserting an Organization Chart

- Organization charts are useful to show hierarchical relationships within an organization.

To insert an organization chart:

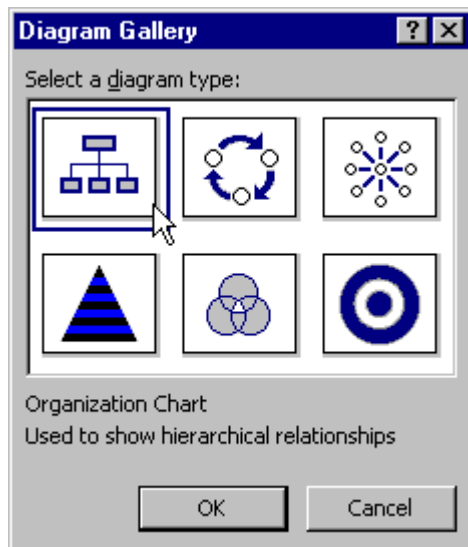
- From the main menu, select **Insert > Picture > Organization Chart**.

OR

- Click the **Insert Diagram** or **Organization Chart** button on the Drawing toolbar or on the slide Content placeholder:



- This opens the **Diagram Gallery** dialog box:



- Select the **Organization Chart** in the **Select a diagram type** box.
- Click **OK**.

Using Diagram Types

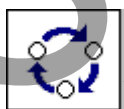
- PowerPoint offers five types of diagrams including the **Cycle Diagram**, **Radial Diagram**, **Pyramid Diagram**, **Venn Diagram**, and **Target Diagram**. Diagrams are useful for visually illustrating points in presentations.

Inserting a Cycle Diagram

- Cycle diagrams are useful for illustrating processes that have a continuous cycle.

To insert a Cycle diagram :

- Click the **Insert Diagram or Organization Chart** button on the **Drawing** toolbar or on the slide **Content placeholder**. This opens the **Diagram Gallery** dialog box.
- Select the Cycle Diagram in the Select a diagram type box:



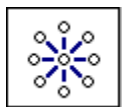
- Click **OK**.

Inserting a Radial Diagram

- Radial diagrams are useful for illustrating core element relationships.

To insert a Radial diagram :

- Click the **Insert Diagram or Organization Chart** button on the **Drawing** toolbar or on the slide **Content placeholder**. This opens the **Diagram Gallery** dialog box.
- Select the Radial Diagram in the Select a diagram type box:



- Click **OK**.

Inserting a Pyramid Diagram

- Pyramid diagrams are useful for illustrating foundation-based relationships.

To insert a Pyramid diagram :

- Click the **Insert Diagram or Organization Chart** button on the **Drawing** toolbar or on the slide **Content placeholder**. This opens the **Diagram Gallery** dialog box.
- Select the Pyramid Diagram in the Select a diagram type box:



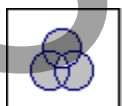
- Click **OK**.

Inserting a Venn Diagram

- Venn diagrams are useful for illustrating overlapping elements.

To insert a Venn diagram :

- Click the **Insert Diagram or Organization Chart** button on the **Drawing** toolbar or on the slide **Content placeholder**. This opens the **Diagram Gallery** dialog box.
- Select the Venn Diagram in the Select a diagram type box:



- Click **OK**.

Inserting a Target Diagram

- Target diagrams are useful for illustrating steps towards a goal.

To insert a Target diagram :

- Click the **Insert Diagram or Organization Chart** button on the **Drawing** toolbar or on the slide **Content placeholder**. This opens the **Diagram Gallery** dialog box.
- Select the Target Diagram in the Select a diagram type box:



- Click **OK**.

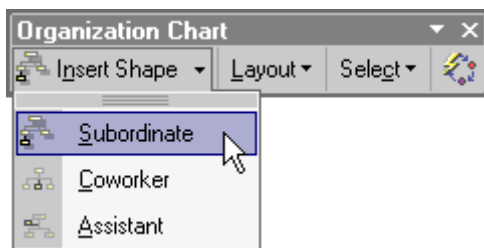
Working with Organization Charts

Inserting Organization Chart Shapes

- Organization Chart shapes include **Superior**, **Assistant**, **Subordinate**, and **Coworker**.

To insert an Organization Chart shape:

- Select the shape you want to add a new shape **next to** or **below**.
- Click the down arrow on the **Insert Shape** button on the **Organization Chart** toolbar.
- Select the desired shape:



Deleting Organization Chart Shapes

- Select the shape you want to **delete**.
- Press the **Delete** key on your keyboard.

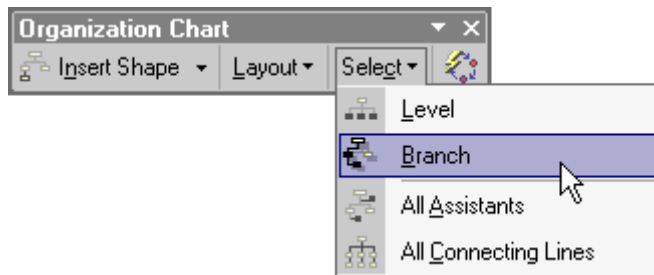
Selecting Related Organization Chart Shapes

- The **Select** button on the **Organization Chart** toolbar makes it easy to select multiple shapes by offering hierarchical selection options. You can select a **level**, **branch**, **all assistants**, or **connecting lines**.

To select hierarchically related shapes:

- Select the shape for the relevant hierarchy.

- Click the down arrow on the **Select** button on the **Organization Chart** toolbar.
- Select the hierarchical selection you want:



Changing the Organization Chart Layout

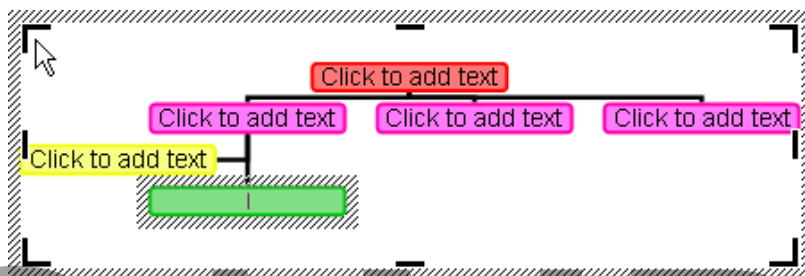
- Select the highest level shape (manager) of the **branch** you want to apply the new Organization Chart layout to.
- Click the down arrow on the **Layout** button on the **Organization Chart** toolbar.
- Select the desired layout.

Resizing an Organization Chart

- The Organization Chart has a **border** and **resizing handles**.

To increase or decrease the border and organization chart size simultaneously:

- Click and drag a **corner** resizing handle:



To proportionately increase or decrease the border and organization chart size simultaneously.

- Click the **Layout** button on the **Organization Chart** toolbar.
- Select Scale Organization Chart.
- Click and drag a **corner** resizing handle:

To decrease the (white) space in the organization chart border:

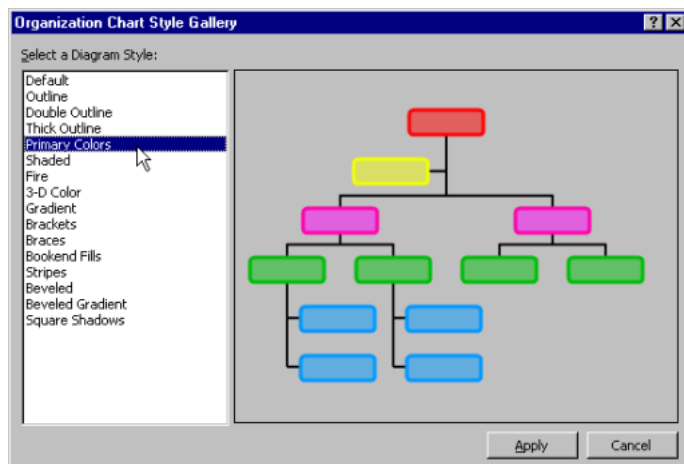
- Click the **Layout** button on the **Organization Chart** toolbar.
- Select Fit Organization Chart to Contents.

To increase the (white) space in the organization chart border:

- Click the **Layout** button on the **Organization Chart** toolbar.
- Select Expand Organization Chart.

Adding a Preset Design Scheme to an Organization Chart

- Click the **Autoformat** button on the **Organization Chart** toolbar. This opens the **Organization Chart Style Gallery** dialog box:

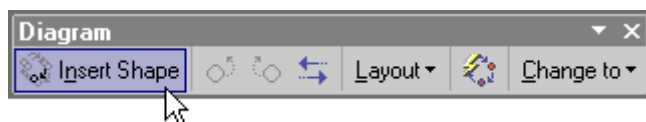


- Select the diagram style you want.
- Click **Apply**.

Working with Diagrams

Adding Diagram Shapes

- Click the **Insert Shape** button on the **Diagram** toolbar:



Deleting Diagram Shapes

- Select the shape you want to **delete**.
- Press the **Delete** key on your keyboard.

Moving Shapes within a Diagram

- Select the shape in the diagram you want to move.
- Click the **Move Shape Backward** button on the **Diagram** toolbar.

OR click the **Move Shape Forward** button on the **Diagram** toolbar.

Reversing a Diagram

- Click the **Reverse Diagram** button on the **Diagram** toolbar.

Resizing a Diagram

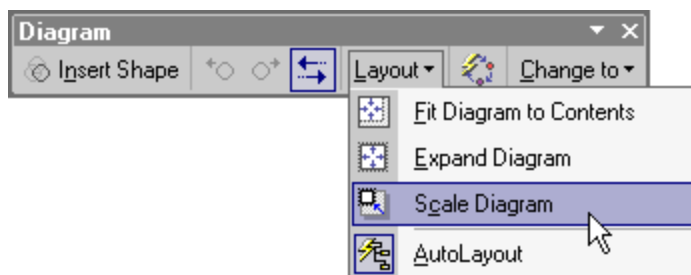
- A Diagram has a **border** and **resizing handles**.

To increase or decrease the border and diagram size simultaneously:

- Click and drag a **corner** resizing handle.

To proportionately increase or decrease the border and diagram size simultaneously.

- Click the **Layout** button on the **Diagram** toolbar.
- Select **Scale Diagram**:



- Click and drag a **corner** resizing handle.

To decrease the (white) space in the diagram border:

- Click the **Layout** button on the **Diagram** toolbar.
- Select **Fit Diagram to Contents**.

To increase the (white) space in the diagram border:

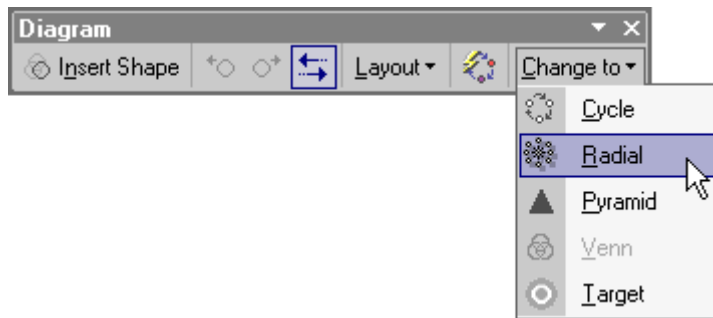
- Click the **Layout** button on the **Diagram** toolbar.
- Select **Expand Diagram**.

Adding a Preset Design Scheme to a Diagram

- Click the **Autoformat** button on the **Diagram** toolbar. This opens the **Diagram Style Gallery** dialog box.
- Select the diagram style you want.
- Click **Apply**.

Switching Between Diagram Types

- Click the **Change to** button on the **Diagram** toolbar.
- Select the diagram type you want:



Note: To change diagram types, **AutoFormat** must be on. If AutoFormat is off, PowerPoint will give you the option to turn it on when you switch between diagram types.

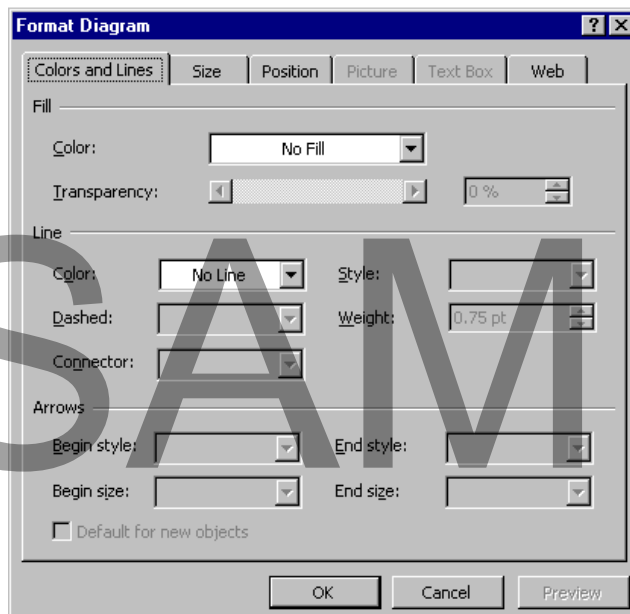
Formatting Organization Charts and Diagrams

Entering Text in an Organization Chart or Diagram

- **Click** in the Organization Shape or Diagram **text placeholders** and begin typing.

Formatting an Organization Chart or Diagram

- Double-click on the **drawing canvas** (the white space between the **organization chart** or **diagram** and the **border**). This will open the **Format Organization Chart** or **Format Diagram** dialog box:

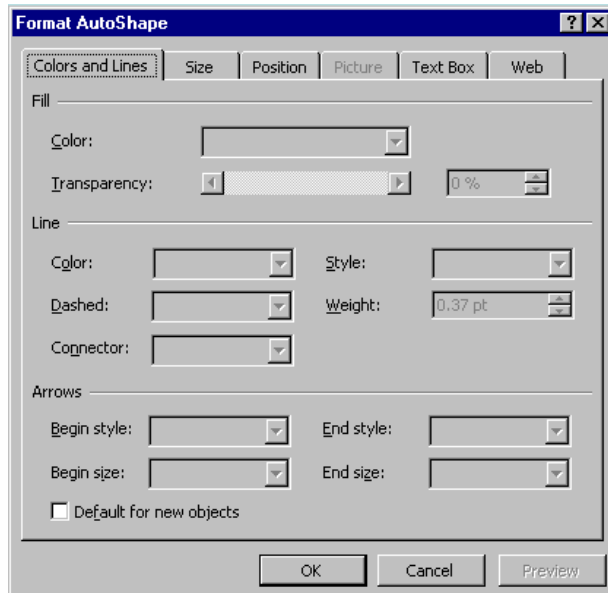


- Make the formatting changes you want.
- Click **OK**.

Note: Changes made in the **Format Organization Chart** or **Format Diagram** dialog box apply to the entire organization chart or diagram.

Formatting Organization Chart or Diagram AutoShapes

- Double-click on an organization chart or diagram **shape**. This will open the **Format AutoShape** dialog box:



- Make the formatting changes you want.
- Click **OK**.

Note: Changes made in the **Format AutoShape** dialog box apply only to the shape/s selected. If you have applied a **Preset Design Scheme** you may not be able to make custom changes.

Deleting an Organization Chart or Diagram

- Click the border of the organization chart or diagram.
- Press the **Delete** key on your keyboard.

Review Questions

How would you:

- Insert an Organization Chart?
- Insert a Cycle Diagram?
- Insert a Radial Diagram?
- Insert a Pyramid Diagram?
- Insert a Venn Diagram?
- Insert a Target Diagram?

- Insert Organization Chart Shapes?
- Delete Organization Chart Shapes?
- Select Related Organization Chart Shapes?
- Change the Organization Chart Layout?
- Resize an Organization Chart?
- Add a Preset Design Scheme to an Organization Chart?
- Add Diagram Shapes?
- Delete Diagram Shapes?
- Move Shapes within a Diagram?
- Reverse a Diagram?
- Resize a Diagram?
- Add a Preset Design Scheme to a Diagram?
- Switch Between Diagram Types?
- Enter Text in an Organization Chart or Diagram?
- Format an Organization Chart or Diagram?
- Format Organization Chart or Diagram AutoShapes?
- Delete an Organization Chart or Diagram?

SAMPLE

Using Tables and Charts

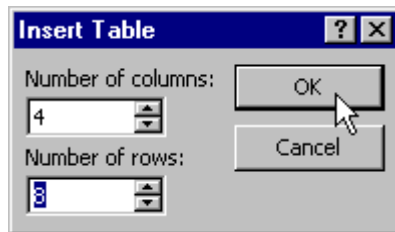
When you have completed this learning module you will have seen how to:

- Insert a Table
- Draw a Table
- Import a Table
- Insert Columns and Rows
- Delete Columns and Rows
- Split Cells
- Merge Cells
- Erase Lines
- Distribute Columns and Rows
- Align Text in Cells
- Change Border Style
- Change Border Width
- Change Border Color
- Show or Hide Borders and Lines
- Delete a Table
- Insert a Chart
- Embed and Link an Excel Chart
- Activate a Chart
- Enter Data in the Datasheet
- Import Data
- Apply a New Chart Type
- Apply a New Chart Type to a Data Series
- Change the Default Chart Type
- Create your own Chart Type
- Modify Chart Items
- Add Titles to a Chart
- Show or Hide Chart Axes
- Display Chart Gridlines
- Add a Legend to a Chart
- Add Data Labels to a Chart
- Add Data Labels to a Data Series or Data Point
- Display a Data Table in a Chart
- Add a Trendline
- Delete a Chart

Adding Tables

Inserting a Table

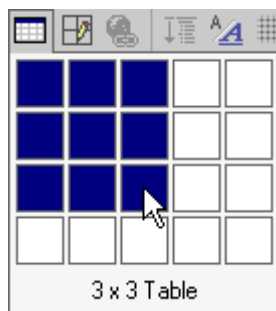
- From the main menu, select **Insert > Table**.
- **OR** click the **Insert Table** button on the slide **Content** layout.
- This opens the **Insert Table** dialog box:



- Select the number of columns and rows you want by clicking on the up or down arrows.
- Click **OK**.

OR

- Click the **Insert Table** button on the **Standard** toolbar.
- Drag your mouse over the rows and columns until you have your desired table size:



- Left click to insert the table.

Drawing a Table

- Drawing a table allows you to create a more complex table.

To draw a table:

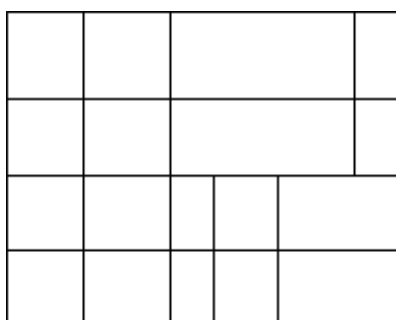
- Click the **Tables and Borders** button on the **Standard** toolbar. This opens the **Tables and Borders** toolbar.
- Click the **Draw Table** button on the **Tables and Borders** toolbar:



- Drag your mouse **diagonally** over the slide to set the table border size:



- Drag your mouse **vertically** or **horizontally** within the table border to create rows and columns:



Embedding a Microsoft Word Table

- Embedding a Microsoft Word table is only necessary when you need more powerful table formatting tools.

To embed a Microsoft Word table:

- From the main menu, select **Insert > Object**. This opens the **Insert Object** dialog box.
- Check the **Create new** box.
- Select Microsoft Word Document.
- Click **OK**.
- Create the table you want.

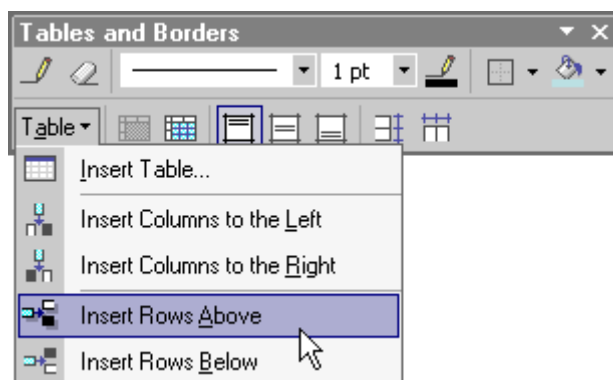
Note: Linked and embedded objects are discussed in more detail later on in this manual.

Working with Columns and Rows

Inserting Columns and Rows

- Click in the **table area** you want the row or column to be inserted.
- Click the down arrow on the **Table** button on the **Tables and Borders** toolbar.

- Select a row or column to insert:



Deleting Columns and Rows

To delete a column:

- Click in the column you want to delete.
- Click the down arrow on the **Table** button on the **Tables and Borders** toolbar.
- Select **Delete Columns**.

To delete a row:

- Click in the row you want to delete.
- Click the down arrow on the **Table** button on the **Tables and Borders** toolbar.
- Select **Delete Rows**.

Splitting Cells

- Click in the cell you want to **split**.
- Click the **Split Cell** button on the **Tables and Borders** toolbar:



OR

- Click the down arrow on the **Table** button on the **Tables and Borders** toolbar.
- Select **Split Cell**.

Merging Cells

- Select the cells you want to **merge**.
- Click the **Merge Cells** button on the **Tables and Borders** toolbar:

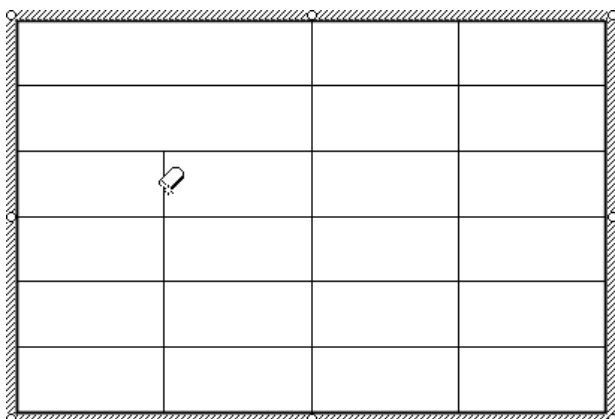


OR

- Click the down arrow on the **Table** button on the **Tables and Borders** toolbar.
- Select **Merge Cells**.

Erasing Lines

- Click the **Eraser** button on the **Tables and Borders** toolbar.
- Click the line/s you want to erase:



Distributing Columns and Rows

- Merging cells, splitting cells, and erasing lines can make the distribution of columns and rows uneven.

To distribute columns evenly:

- Click in the table area.
- Click the **Distribute Columns Evenly** button on the Tables and Borders toolbar:

To distribute rows evenly:

- Click in the table area.
- Click the **Distribute Rows Evenly** button on the Tables and Borders toolbar:

Aligning Text in Cells

- By default, text in a cell is aligned to the top of the cell.

To align text to the top of the cell:

- Select the cell for which you want to align text.
- Click the **Align Top** button on the **Tables and Borders** toolbar.

To align text to the center of the cell:

- Select the cell for which you want to align text.
- Click the **Center Vertically** button on the Tables and Borders toolbar.

To align text to the bottom of the cell:

- Select the cell for which you want to align text.
- Click the **Align Bottom** button on the **Tables and Borders** toolbar.

Formatting Tables

Changing Border Style

- Click the down arrow on the **Border Style** button on the **Tables and Borders** toolbar.
- Select the border style you want. Your cursor will turn into a **pencil**.
- Click the lines you want to change style.

Changing Border Width

- Click the down arrow on the **Border Width** button on the **Tables and Borders** toolbar.
- Select the border width you want. Your cursor will turn into a **pencil**.
- Click the lines you want to change width.

Changing Border Color

- Click the **Border Color** button on the **Tables and Borders** toolbar.
- Select the border color you want. Your cursor will turn into a **pencil**.
- Click the lines you want to change color.

Showing or Hiding Borders and Lines

- Select the cell/s you want to add or hide a border.
- Click the down arrow on the **Border** button on the **Tables and Borders** toolbar:



- Select a border option.

Deleting a Table

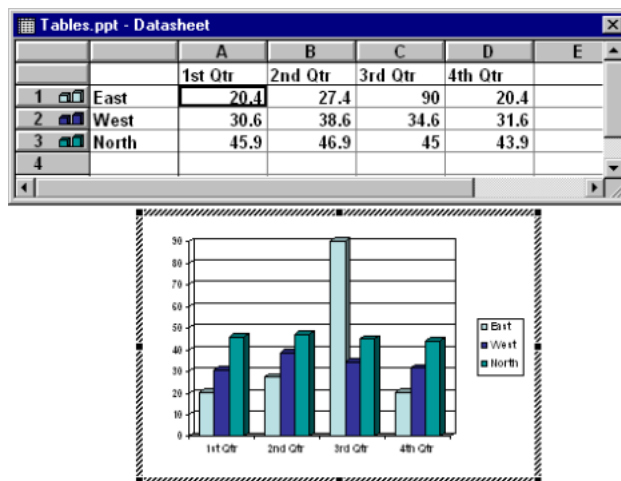
- Click the border of the table you want to **delete**.
- Press the **Delete** key on your keyboard.

Adding Charts

Inserting a Chart

- From the main menu, select **Insert > Chart**.
OR click the **Insert Chart** button on the slide **Content** layout.
OR click the **Insert Chart** button on the **Standard** toolbar.

This opens the Microsoft Graph **chart** and **datasheet**:



Note: When working on a chart, Microsoft Graph offers its own toolbar buttons and menus.

Embedding and Linking an Excel Chart

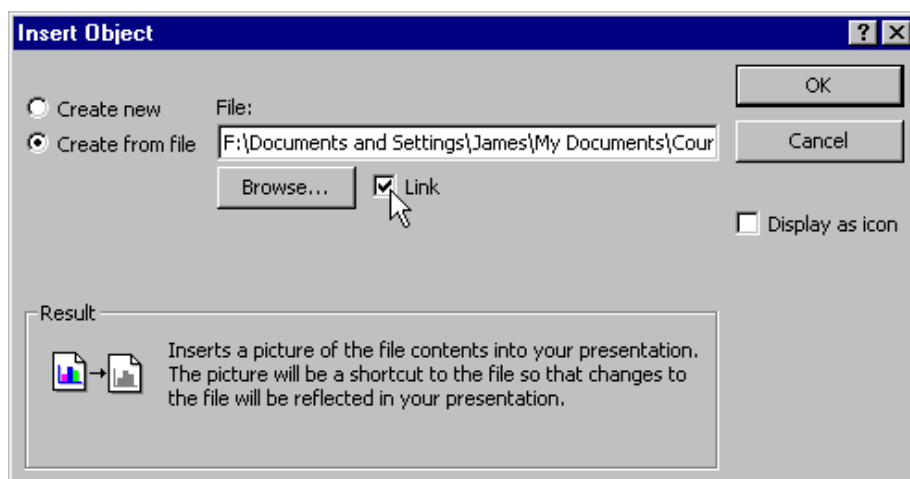
To create an embedded Excel chart:

- From the main menu, select **Insert > Object**. This opens the **Insert Object** dialog box.
- Check the **Create new** box.
- Select **Microsoft Excel Chart**.
- Click **OK**.
- Create the chart you want.

To link an Excel chart:

- From the main menu, select **Insert > Object**. This opens the **Insert Object** dialog box.
- Check the **Create from file** box.
- Click the **Browse** button and locate the Excel chart you want.

- Check the **Link** box:



- Click **OK**.
- Create the chart you want.

Note: Linked and embedded objects are discussed in more detail later on in this manual.

Entering Data

Activating a Chart

- Once you have inserted a chart, click outside of the chart area to return to the slide. If you want to edit the chart, the chart area must be **active**.

To activate a chart:

- Double-click on the chart.

Entering Data in the Datasheet

- To add or change chart data, edit the **Datasheet**.

		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						

To view the datasheet:

- From the main menu, select **View > Datasheet**.

OR click the **View Datasheet** button on the **Standard** toolbar:



- Enter your data in the Datasheet.

Importing Data

- Data can be imported from Excel worksheets, workbooks, and charts; delimited text files; and Lotus 1-2-3 files.

To import data:

- From the main menu, select **Edit > Import File**.

OR click the **Import File** button on the **Standard** toolbar:



- Locate the file containing the data you want to import.

Note: If you import data from Excel, you will be prompted to select a **worksheet** or **range**. If you import data from a text file, you will be taken through a **Text Import Wizard**.

Changing the Chart Type

Applying a New Chart Type

- Chart types include **Pie, Column, Bar, Line, Cylinder, Cone, Pyramid** and many others.

To change the chart type:

- Click the down arrow on the **Chart type** button on the **Standard** toolbar:



- Select a chart type.

OR

- From the main menu, select **Chart > Chart Type**.
- Click the **Standard Types** or **Custom Types** tab.
- Select the chart type you want.
- Click **OK**.

Note: If you select a Standard Type chart, you also have a choice of chart sub-types.

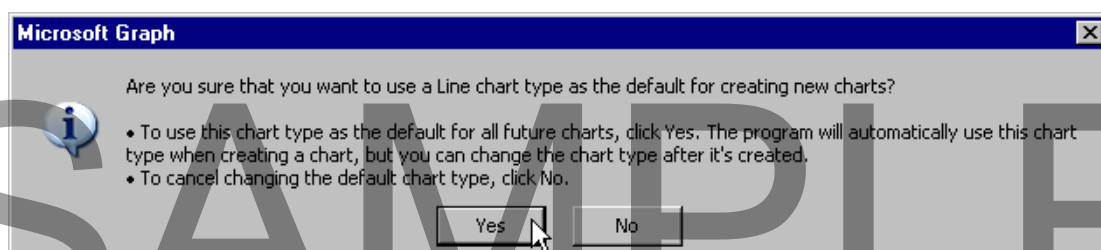
Applying a New Chart Type to a Data Series

- Select the data series you want to apply a new chart type.
- From the main menu, select **Chart > Chart Type**.
- Make sure the **Apply to selection box** is checked.
- Click the **Standard Types** or **Custom Types** tab.
- Select the chart type you want.
- Click **OK**.

Note: You cannot combine **2-D** and **3-D** chart types.

Changing the Default Chart Type

- From the main menu, select **Chart > Chart Type**.
- Click the **Standard Types** or **Custom Types** tab.
- Select the chart type you want.
- Click the **Set as default chart** button. This opens the **Microsoft Graph** dialog box.

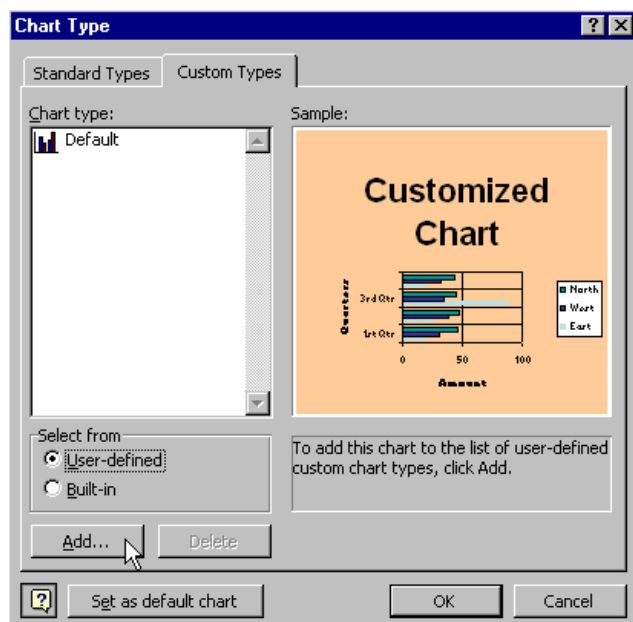


- Click the **Yes** button to change the default chart type.
- Click **OK**.

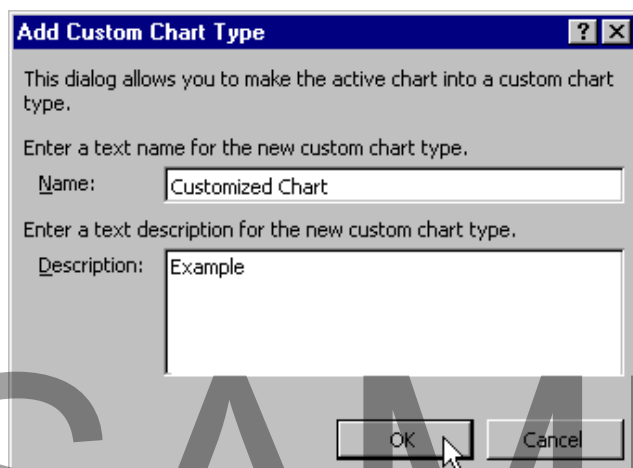
Creating your own Chart Type

- From the main menu, select **Chart > Chart Type**.
- Click the **Standard Types** or **Custom Types** tab.
- Select the chart type you want to customize.
- Make changes to the chart.

- From the main menu, select **Chart > Chart Type**.
- Click the **Custom Types** tab.
- Check the **User-defined** box.
- Click **Add**:



- This opens the **Add Custom Chart Type** dialog box:



- Enter a **name** and **description** for your customized chart.
- Click **OK**.

Customizing Charts

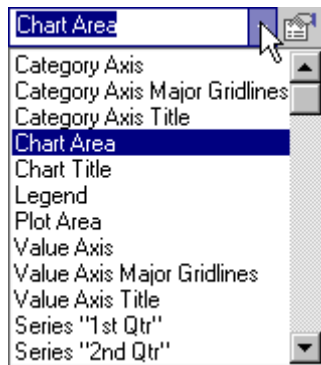
Modifying Chart Items

- Chart items include **Axes**, **Data Series**, **Data Labels**, **Legends**, and other items. To modify a specific chart item, it has to be selected first.

To select chart items:

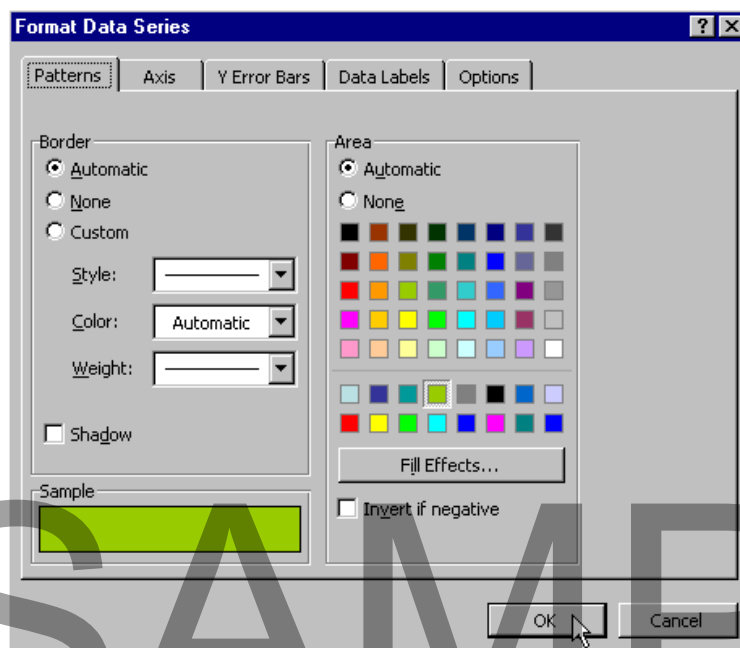
- Click directly on the chart item you want.

OR click the down arrow on the **Chart Objects** drop-down menu and select the chart item you want:



To format chart items:

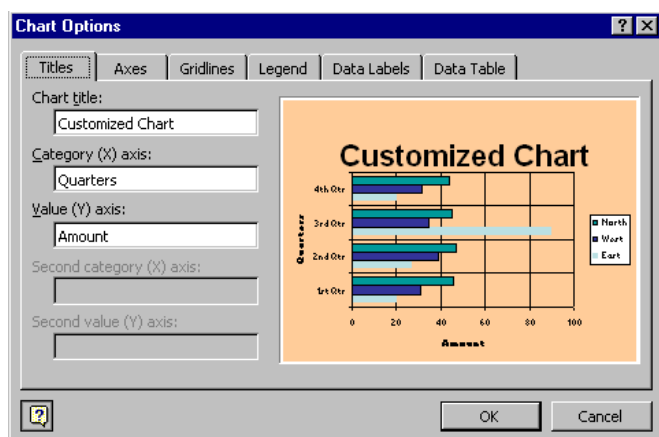
- Double-click the item/area you want to format.
- This will open the relevant dialog box:



- Make the changes you want.
- Click **OK**.

Adding Titles to a Chart

- From the main menu, select **Chart > Chart Options**.
- Click the **Titles** tab.
- Enter a name for the **Chart title** or **Category axes**:



- Click **OK**.

Showing or Hiding Chart Axes

- From the main menu, select **Chart > Chart Options**.
- Click the **Axes** tab.
- Check or uncheck the axes you want to show or hide.
- Click **OK**.

Displaying Chart Gridlines

- From the main menu, select **Chart > Chart Options**.
- Click the **Gridlines** tab.
- Check the gridlines you want displayed.
- Click **OK**.

Adding a Legend to a Chart

- From the main menu, select **Chart > Chart Options**.
- Click the **Legend** tab.
- Check the **Show legend** box.
- Select the legend placement you want.
- Click **OK**.

Adding Data Labels to a Chart

- From the main menu, select **Chart > Chart Options**.
- Click the **Data Labels** tab.
- Select the data labels you want.
- Click **OK**.

Adding Data Labels to a Data Series or Data Point

- Select the **data series** or **data point** you want to add data labels.

- From the main menu, select **Format** > **Selected Data Series**.

OR select **Format** > **Selected Data Point**.

- Click the **Data Labels** tab.
- Select the data labels you want to apply to the **data series** or **data point**.
- Click **OK**.

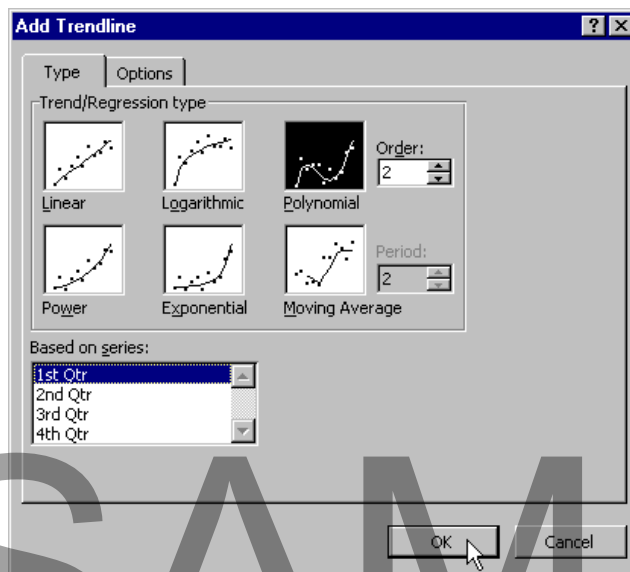
Displaying a Data Table in a Chart

- From the main menu, select **Chart** > **Chart Options**.
- Click the **Data Table** tab.
- Check the **Show data table** box.
- Click **OK**.

Note: You can display a data table for **line**, **area**, **column** and **bar** charts.

Adding a Trendline

- From the main menu, select **Chart** > **Add Trendline**. This opens the **Add Trendline** dialog box:



- Select the trendline type you want.
- Select the data series you want the trendline based.
- Click **OK**.

Deleting a Chart

- Return to the slide by clicking outside the chart.
- Click on the chart to select it.
- Press the **Delete** key on your keyboard.

Review Questions

How would you:

- Insert a Table?
- Draw a Table?
- Import a Table?
- Insert Columns and Rows?
- Delete Columns and Rows?
- Split Cells?
- Merge Cells?
- Erase Lines?
- Distribute Columns and Rows?
- Align Text in Cells?
- Change Border Style?
- Change Border Width?
- Change Border Color?
- Show or Hide Borders and Lines?
- Delete a Table?
- Insert a Chart?
- Embed and Link an Excel Chart?
- Activate a Chart?
- Enter Data in the Datasheet?
- Import Data?
- Apply a New Chart Type?
- Apply a New Chart Type to a Data Series?
- Change the Default Chart Type?
- Create your own Chart Type?
- Modify Chart Items?
- Add Titles to a Chart?
- Show or Hide Chart Axes?
- Display Chart Gridlines?
- Add a Legend to a Chart?
- Add Data Labels to a Chart?
- Add Data Labels to a Data Series or Data Point?
- Display a Data Table in a Chart?
- Add a Trendline?
- Delete a Chart?

Embedding and Linking Objects

When you have completed this learning module you will have seen how to:

- Link Objects from Part of a File
- Link Objects from an Entire File
- Change how Objects are Displayed
- Update Links Automatically or Manually
- Open the Source File
- Edit the Source File
- Change the Source File Location
- Break a Link
- Create a New Embedded Object
- Embed an Object from Part of a File
- Embed an Object from an Entire File
- Edit an Embedded Object
- Embed Fonts
- Link to another Slide or Custom Presentation
- Link to an Existing File or Web Page
- Link to a New File
- Link to an E-mail Address
- Link from an Action Button
- Change a Hyperlink
- Remove a Hyperlink

Working with Linked Objects

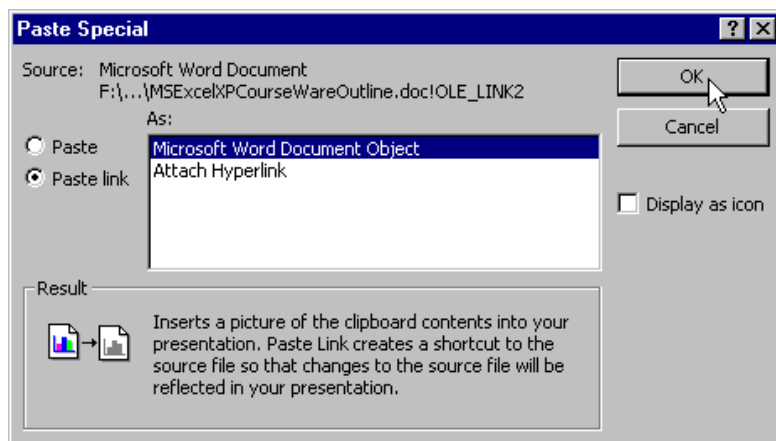
Using Linked Objects

- A **linked object** is created in a **source file** and inserted into a presentation. The inserted file **does not** become a part of the presentation. The two files maintain a connection, and any change made to the source file is reflected in the linked file.

Note: The primary benefit of linking an object is keeping the presentation file size down.

Linking Objects from Part of a File

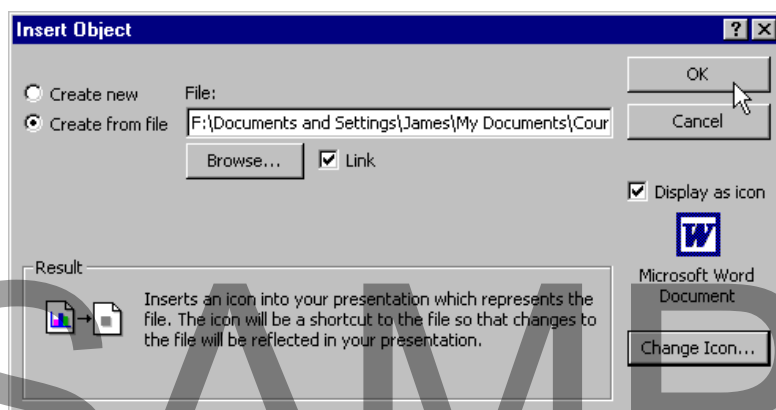
- Open the file containing the information you want to link.
- Select the information you want to link.
- Click the **Copy** or **Cut** button on the **Standard** toolbar.
- Go to the slide where you want to insert your information.
- From the main menu, select **Edit > Paste Special**. This opens the **Paste Special** dialog box:



- Check the **Paste link** box.
- Select the file format you want to link from the **As** box.
- Click **OK**.

Linking Objects from an Entire File

- From the main menu, select **Insert > Object**. This opens the **Insert Object** dialog box.
- Check the Create from file box.
- Click the **Browse** button and locate the object you want to insert.
- Check the **Link** box.
- Click **OK**:



Note: To display the linked object as an icon, check the **Display as icon** box.

Changing how Objects are Displayed

To change the object displayed from an icon to content:

- Select the icon you want to change to content.
- From the main menu, select **Edit > Linked (document type) Object > Convert**. This opens the **Convert** dialog box.

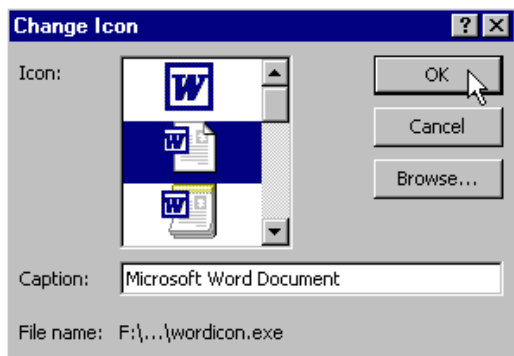
- Uncheck the **Display as icon** box.
- Click **OK**.

To change the object displayed from content to an icon:

- Select the content you want to change to an icon.
- From the main menu, select **Edit > Linked (document type) Object > Convert**. This opens the **Convert** dialog box.
- Check the **Display as icon** box.
- Click **OK**.

To change the icon image:

- Select the icon you want to change.
- From the main menu, select **Edit > Linked (document type) Object > Convert**. This opens the **Convert** dialog box.
- Click the **Change Icon** button. This opens the **Change Icon** dialog box:



- Select the icon image you want.
- Click **OK**.

Note: Changing how an object is displayed applies to both **linked** and **embedded** objects.

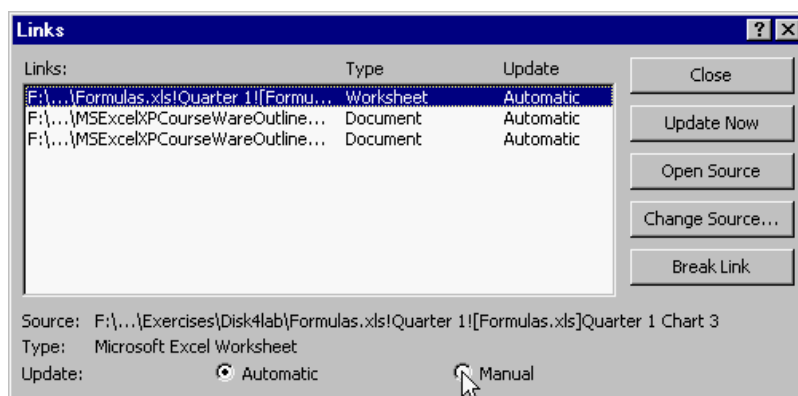
Updating Links Automatically or Manually

- If you choose to update links **automatically**, objects are automatically updated when the source file is updated or when the presentation is opened. If you choose to update links **manually**, objects are only updated when you give instructions to do so.

To set automatic or manual update settings:

- From the main menu, select **Edit > Links**. This opens the **Links** dialog box.
- Click the link you want to update.

- Check the **Automatic** or **Manual** box:



To manually update a link:

- Click the link you want to update.
- Click Update Now.
- Click **Close**.

Opening the Source File

- Double-click on the linked object.

OR

- Select the linked object.
- From the main menu, select **Edit > Linked** (document type) **Object > Open**.

OR

- Select the linked object.
- From the main menu, select **Edit > Links**. This opens the **Links** dialog box.
- Click the **Open Source** button.

Editing the Source File

- Select the object linked to the source file you want to edit.
- From the main menu, select **Edit > Linked (document type) Object > Edit**. This opens the source file in its source program.
- Make changes to the source file.
- From the main menu, select **File > Exit** when you are finished.

Changing the Source File Location

- Changing the source file location is necessary when the source file has been moved.

To change the source file location:

- Select the linked object.
- From the main menu, select **Edit > Links**. This opens the **Links** dialog box.
- Click the **Change Source** button.
- Select the new source file location.
- Click **OK**.

Breaking a Link

- Select the linked object.
- From the main menu, select **Edit > Links**. This opens the **Links** dialog box.
- Click the **Break Link** button.
- Click **OK**.

Working with Embedded Objects

Using Embedded Objects

- An **embedded object** is created in a **source file** and inserted into a presentation. The inserted file **becomes** a part of the presentation. Changing the source file does not change the embedded file.

Creating a New Embedded Object

- From the main menu, select **Insert > Object**. This opens the **Insert Object** dialog box.
- Check the **Create new** box.
- Select the type of object you want to create.
- Click **OK**.
- Create the object you want.

Embedding an Object from Part of a File

- Open the file containing the information you want to embed.
- Select the information you want to embed.
- Click the **Copy** or **Cut** button on the **Standard** toolbar.
- Go to the slide where you want to insert your information.
- From the main menu, select **Edit > Paste Special**. This opens the **Paste Special** dialog box.
- Check the **Paste** box.
- Select the file format you want to embed from the **As** box.
- Click **OK**.

Embedding an Object from an Entire File

- From the main menu, select **Insert > Object**. This opens the **Insert Object** dialog box.
- Check the Create from file box.
- Click the **Browse** button and locate the object you want to embed.
- Click **OK**.

Note: To display the embedded object as an icon, check the **Display as icon** box in the **Insert Object** dialog box.

Editing an Embedded Object

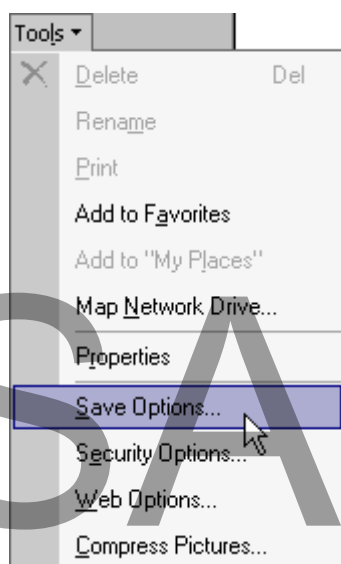
- Double-click the object you want to edit.
- Make the changes you want.
- Click outside the object to return to the slide.

Embedding Fonts

- Saving fonts is useful if you intend to distribute your presentation for review and you want the fonts to remain the same.

To embed fonts in your presentation:

- From the main menu, select **File > Save As**. This opens the **Save As** dialog box.
- On the toolbar, select **Tools > Save Options**:



- Check the **Embed TrueType fonts** box.
- Click **OK**.

Working with Hyperlinks

Using Hyperlinks

- Hyperlinks can originate from **text**, an **object**, or an **action button**. You can link to other slides in your presentation, a custom presentation, an existing file or Web page, a new file, or an e-mail address.

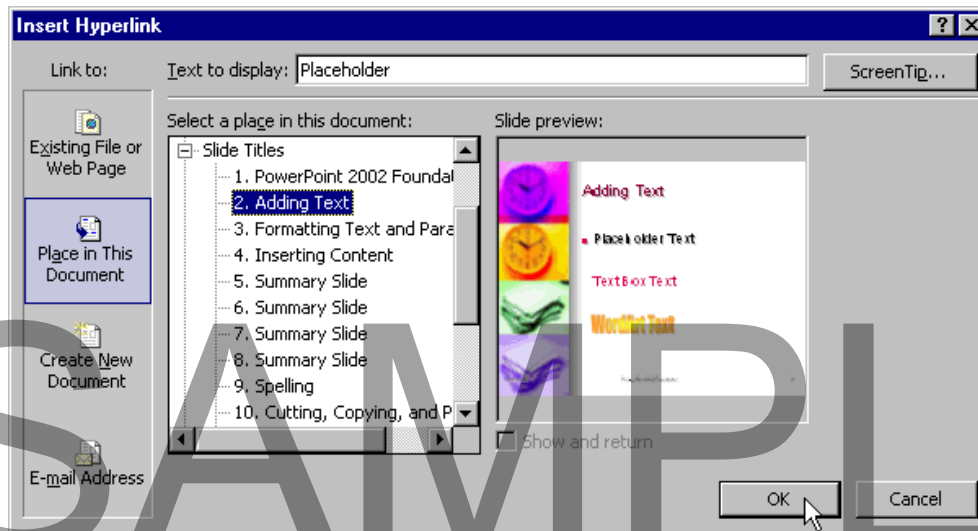
Linking to another Slide or Custom Presentation

- Highlight the text or object you want the hyperlink to originate from.
- Click the **Insert Hyperlink** button on the **Standard** toolbar:



OR from the main menu, select **Insert > Hyperlink**.

- This opens the **Insert Hyperlink** dialog box.
- Select **Place in This Document** in the **Link to** area.
- Select the slide or custom show you want to link to, from the **Select a place in this document** list.
- If you link to a custom show, check the **Show and return** box.
- Click **OK**:



Linking to an Existing File or Web Page

- Highlight the text or object you want the hyperlink to originate from.
- Click the **Insert Hyperlink** button on the **Standard** toolbar.

OR from the main menu, select **Insert > Hyperlink**.

- This opens the **Insert Hyperlink** dialog box.

- Select **Existing File or Web Page** in the Link to area.
- Locate the **file** or enter the **URL** of the Web page you want to link to.
- Click **OK**.

Linking to a New File

- Highlight the text or object you want the hyperlink to originate from.
- Click the **Insert Hyperlink** button on the **Standard** toolbar.

OR from the main menu, select **Insert > Hyperlink**.

- This opens the **Insert Hyperlink** dialog box.
- Select **Create New Document** in the **Link to** area.
- Enter a **name** for your new document.
- Choose the **path** where you want your new document saved.
- Select whether to edit your document now or edit your document later.
- If you select to edit your document now, make changes to your document.
- **Save** the changes made to your document.
- From the main menu, select **File > Exit**. This will return you to your original presentation.

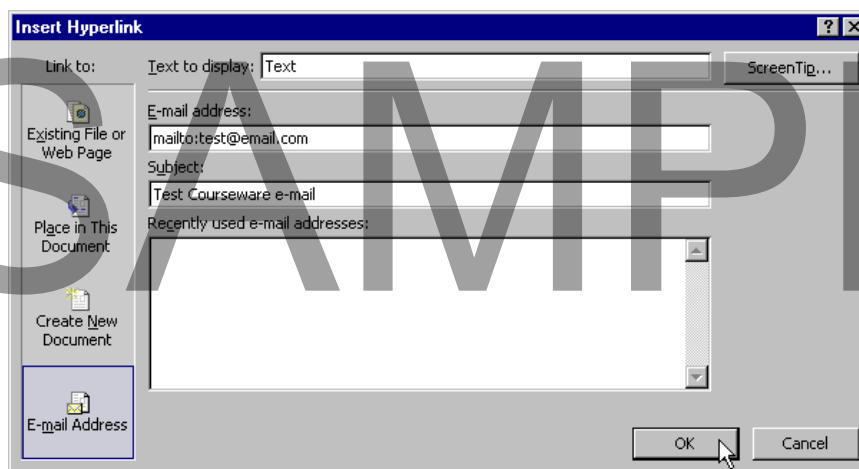
Linking to an E-mail Address

- Highlight the text or object you want the hyperlink to originate from.
- Click the **Insert Hyperlink** button on the **Standard** toolbar.

OR from the main menu, select **Insert > Hyperlink**.

This opens the **Insert Hyperlink** dialog box.

- Select **E-mail Address** in the **Link to** area:



- Enter an E-mail address.
- Enter a **Subject**.

- Click **OK**.

Linking from an Action Button

- Click the down arrow on the **AutoShape** button on the **Drawing** toolbar.
- Select **Action Buttons** from the AutoShape menu.
- Draw the action button you want. This opens the **Action Settings** dialog box.
- Click the **Mouse Click** or **Mouse Over** tab, depending on how you want to activate your Action Button.
- Check the **Hyperlink to** box.
- Click the down arrow on the **Hyperlink to** drop-down menu.
- Select the location you want to link.
- Click **OK**.

Changing a Hyperlink

- Select the hyperlink you want to change.
- Click the **Insert Hyperlink** button on the **Standard** toolbar.

OR from the main menu, select **Insert > Hyperlink**.

- This opens the **Insert Hyperlink** dialog box.
- Select the hyperlink's new destination.

Removing a Hyperlink

- Select the hyperlink you want to delete.
- Click the **Insert Hyperlink** button on the **Standard** toolbar.

OR from the main menu, select **Insert > Hyperlink**.

- This opens the **Insert Hyperlink** dialog box.
- Click **Remove Link**.

Review Questions

How would you:

- Link Objects from Part of a File?
- Link Objects from an Entire File?
- Change how Objects are Displayed?
- Update Links Automatically or Manually?
- Open the Source File?
- Edit the Source File?
- Change the Source File Location?

- Break a Link?
- Create a New Embedded Object?
- Embed an Object from Part of a File?
- Embed an Object from an Entire File?
- Edit an Embedded Object?
- Embed Fonts?
- Link to another Slide or Custom Presentation?
- Link to an Existing File or Web Page?
- Link to a New File?
- Link to an E-mail Address?
- Link from an Action Button?
- Change a Hyperlink?
- Remove a Hyperlink?

SAMPLE

Using Macros

When you have completed this learning module you will have seen how to:

- Display the Visual Basic Toolbar
- Record a Macro
- Write a Macro Using Visual Basic
- Run a Macro
- Run a Macro from Visual Basic
- Edit a Macro using Visual Basic
- Delete a Macro
- Set a Macro Security Level
- Sign a File with a Digital Signature
- Apply Trusted Sources

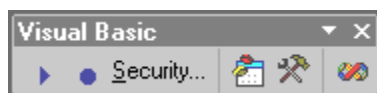
Creating Macros

Using Macros

- Macros allow you to record a series of commands you use to perform a task. Macros are useful when you perform a task repeatedly.

Displaying the Visual Basic Toolbar

- From the main menu, select **View > Toolbars > Visual Basic**:

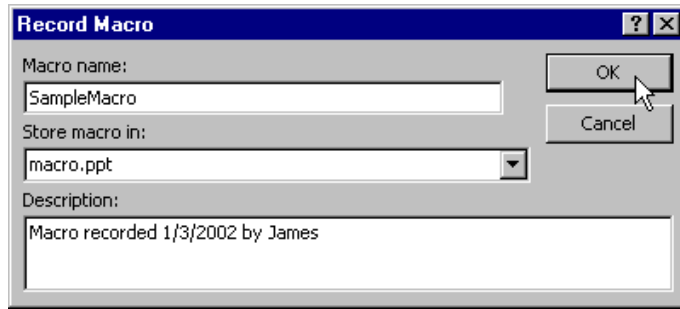


Recording a Macro

- From the main menu, select **Tools > Macros > Record Macro**.

OR click the **Record Macro** button on the **Visual Basic** toolbar.

- This opens the **Record Macro** dialog box.
- Enter a **macro name**, select the file where you want to **store the macro**, and add a **description** of the macro.
- Click **OK**:



- Perform the series of commands you want to record.
- Click the **Stop** button on the **Macro** toolbar:



Writing a Macro Using Visual Basic

- From the main menu, select **Tools > Macros > Visual Basic Editor**.

OR click the **Visual Basic Editor** button on the Visual Basic toolbar.

- This opens Microsoft Visual Basic.
- From the **Visual Basic** main menu, select **Insert > Module**.
- Enter your code in the module window.
- When you are finished entering the macro, from the **Visual Basic** main menu, select **File > Close and Return to Microsoft PowerPoint**.

Managing Macros

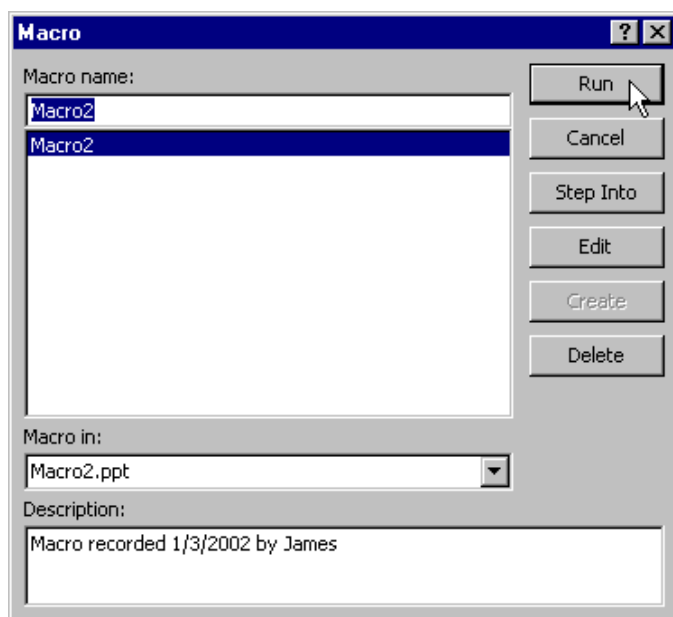
Running a Macro

- From the main menu, select **Tools > Macro > Macros**.

OR click the **Run Macro** button on the **Visual Basic** toolbar.

This opens the **Macro** dialog box:

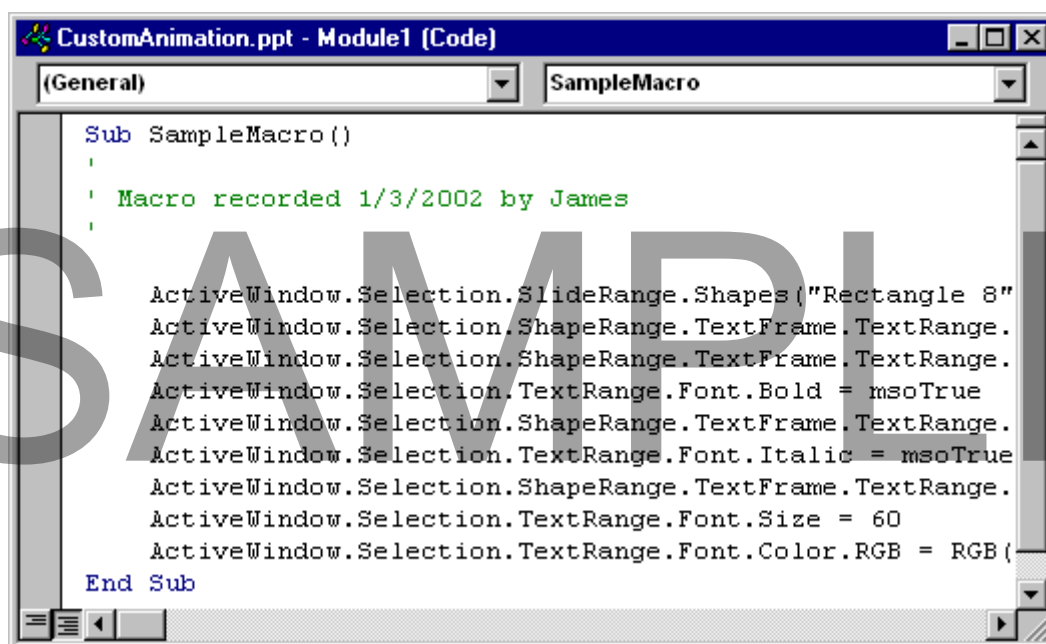
SAMPLE



- Select the macro you want to run.
- Click **Run**.

Running a Macro from Visual Basic

- From the main menu, select **Tools > Macro > Macros**.
- **OR** click the **Run Macro** button on the **Visual Basic** toolbar.
- This opens the **Macro** dialog box.



- Select the macro you want to run.
- Click **Edit**. This opens the macro in **Microsoft Visual Basic**.

- Click the **Run Sub/User Form** button on the toolbar:



Editing a Macro using Visual Basic

- From the main menu, select **Tools > Macro > Macros**.

OR click the **Run Macro** button on the **Visual Basic** toolbar.

- This opens the **Macro** dialog box.
- Select the macro you want to run.
- Click **Edit**. This opens the macro in **Microsoft Visual Basic**.
- Make the changes you want.
- When you are finished editing the macro, from the **Visual Basic** main menu, select **File > Close and Return to Microsoft PowerPoint**.

Deleting a Macro

- From the main menu, select **Tools > Macro > Macros**.

OR click the **Run Macro** button on the **Visual Basic** toolbar.

- This opens the **Macro** dialog box.
- Select the macro you want to delete.
- Click **Delete**.

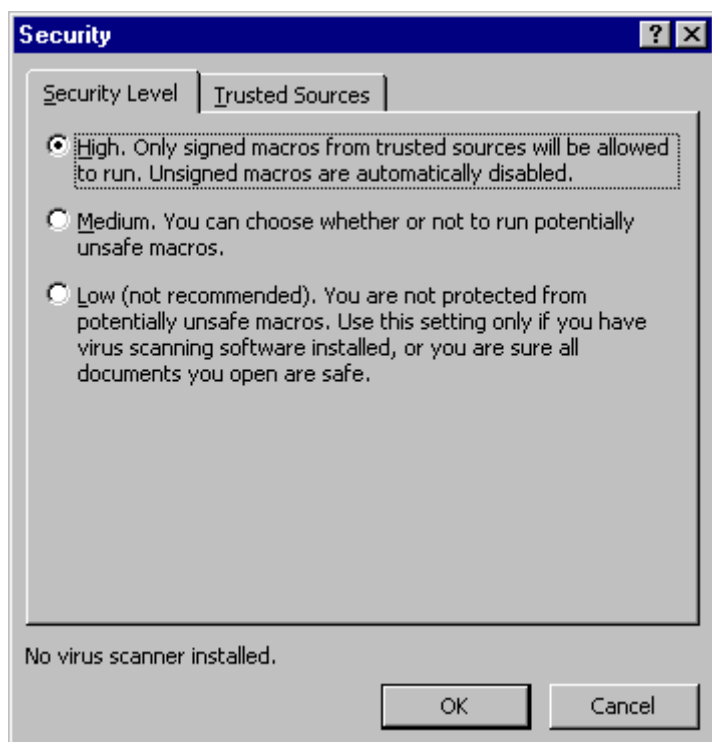
Setting Macro Security

Using Macro Security

- Macro security levels include High, Medium, and Low. The macro **security level**, the **digital signature**, and the list of **trusted sources**, determines how files containing macros are opened.

Setting a Macro Security Level

- From the main menu, select **Tools > Options**.
- Click the **Security** tab.
- Click the **Macro Security** button.
- Click the **Security Level** tab.



- Select the macro security level you want.
- Click **OK**.

OR

- Click the **Security** button on the **Visual Basic** toolbar.
- Select the macro security level you want.
- Click **OK**.

Signing a File with a Digital Signature

- From the main menu, select **Tools > Options**.
- Click the **Security** tab.
- Click the **Digital Signatures** button.
- Click **Add**. This opens the **Select Certificate** dialog box.
- Select the certificate you want to add.
- Click **OK**.

Note: To digitally sign a file, you must have a **Digital Certificate**.

Applying Trusted Sources

- When you open a file or load an add-in that contains **certified** macros, **Security Warning** dialog box opens.
- Check the Always trust macros from this source check box.
- Click **OK**

Review Questions

How would you:

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End of the preview sample



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