

# PowerPoint 2003

Workbook - Intermediate Level



SAMPLE

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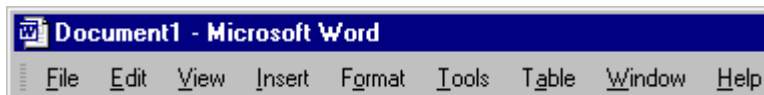
SAMPLE

## Course Basics

### Toolbars

#### The Title Bar

- The title bar is displayed along the top of almost all program, folder and dialog box windows. It is used to display information such as the name of the application (or folder) and the document you are working on. Information which is displayed here may vary. The example shown illustrates the title bar for a program called **Microsoft Word**, in which a document called **Document1** has been opened or saved:



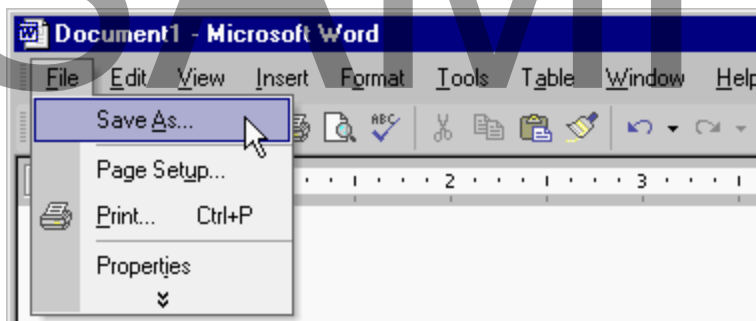
#### The Menu Bar

- The menu bar is located under the title bar, and contains a series of drop down menus. The example shown illustrates the Microsoft Word Menu Bar:



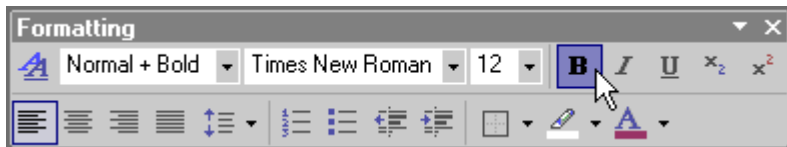
#### To execute Menu commands

- In most cases, you are asked to use the mouse to execute a series of menu commands (e.g., **File > Save As**). What this means is that you select **File** from the main menu, followed by **Save As**:



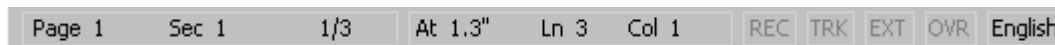
## The Tool Bar

- The tool bar contains a series of icons, which allow you to achieve a desired effect as quickly as possible. In the example shown, taken from the Microsoft Word Formatting toolbar, to make the selected text bold, you would click on the **Bold** icon:



## The Status Bar

- Most application windows have a status bar displayed along the bottom of the window. In the example illustrated, taken from Microsoft Word, the status bar conveys information about the page within the document which you are working on, along with other relevant information:





## The Scroll Bar

- When a program or folder needs to display information within a window, two sets of scroll bars may be displayed along the bottom and right side of the window. By using the scroll bars it is possible to move to any position within a document and also work on a document many times bigger than your physical screen size.

### To move up and down within a window (using the scroll bar)

- To scroll upwards in a window, click on the upwards-pointing arrow at the top of the vertical scroll bar: 
- To move downwards in a window, click on the downwards-pointing arrow at the bottom of the vertical scroll bar: 

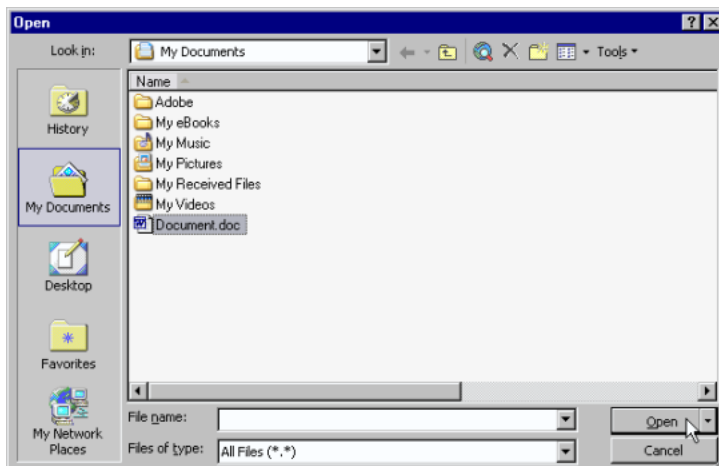
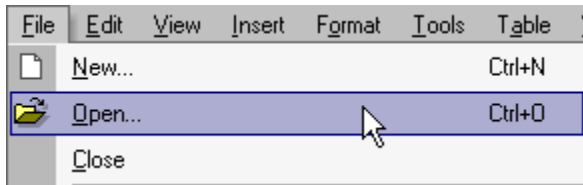
### To move right to left within a window

- To move to the right-hand side of a window, click on the right-hand arrow on the horizontal scroll bar: 
- To move to the left-hand side of a window, click on the left-hand arrow on the horizontal scroll bar: 

## File Management

### Opening Files

- From the main menu, select **File > Open** command or click on the **Open** icon and select the required file from the dialog box displayed:

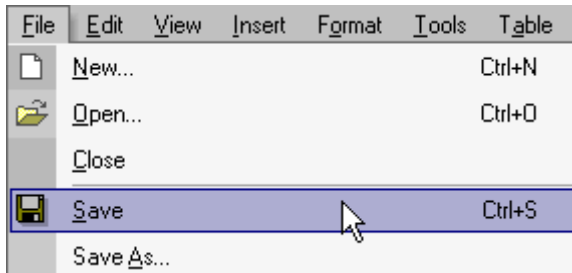


- Use the **Look in** drop-down menu to select the drive or folder which contains the file you want.
- To open the file you require either double-click on the file name or select the file name by clicking on it, and then click on the **Open** button.

### Saving Files

#### To save a new document

- From the main menu, select **File > Save** command or click on the **Save** icon and from the dialog box displayed select the required folder. Enter a file name and then click on the **Save** button:



- After you have saved the file for the first time, clicking on the **Save** icon will automatically save your document with the filename you gave it. It does not give you the option to rename.

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### To save a document under another name and/or location

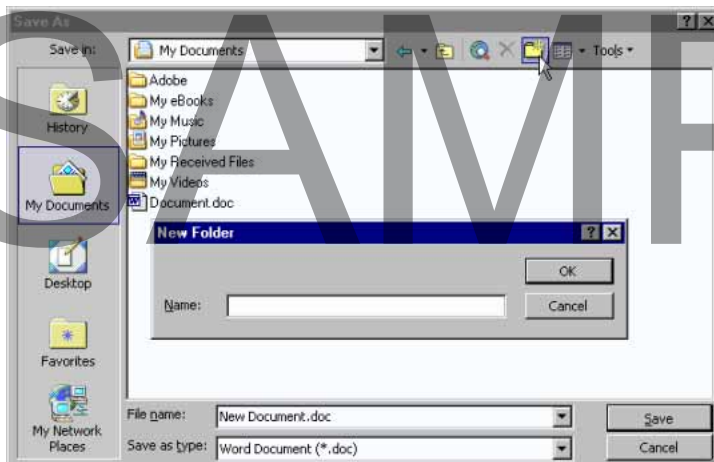
- The **Save As** command can be used to save a file under a different name, to save a file in a different word processor format, or to save a file to a different drive and/or folder. From the main menu, choose **File > Save As** command.

**Note:** The **File > Save As** command will rename the document on the screen so that you can keep the earlier version, as well as saving any changes you have made.

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### To create a new folder in which to save your document

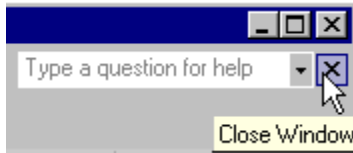
- Click on the **Create New Folder** icon, displayed within the **Save As** dialog box.
- This will display the **New Folder** dialog box. Enter the name of the new folder, and then click on the **OK** button:



**Note:** The folder will be created under the current folder.

## Closing Files

- Click on the **Close Window** icon displayed at the top-right of the document window. Be sure to click on the **Close Window** icon, (as opposed to the **Close** icon):



## Installing the Sample Files

- Use Windows Explorer to create a folder called **PowerPoint 2003 Intermediate Samples**, in the **My Documents** folder.
- Copy the sample files for this course to the **My Documents\PowerPoint 2003 Intermediate Samples** folder. If these files have been copied to your network server, then ask your trainer/supervisor for more information about how to copy these files to your PC's hard disk.

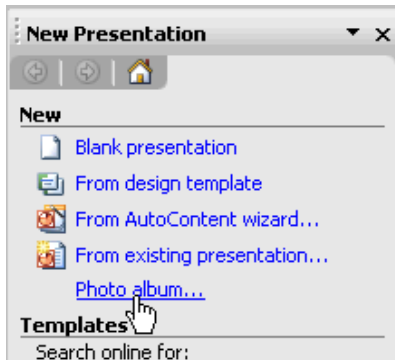
SAMPLE

## Creating a Photo Album

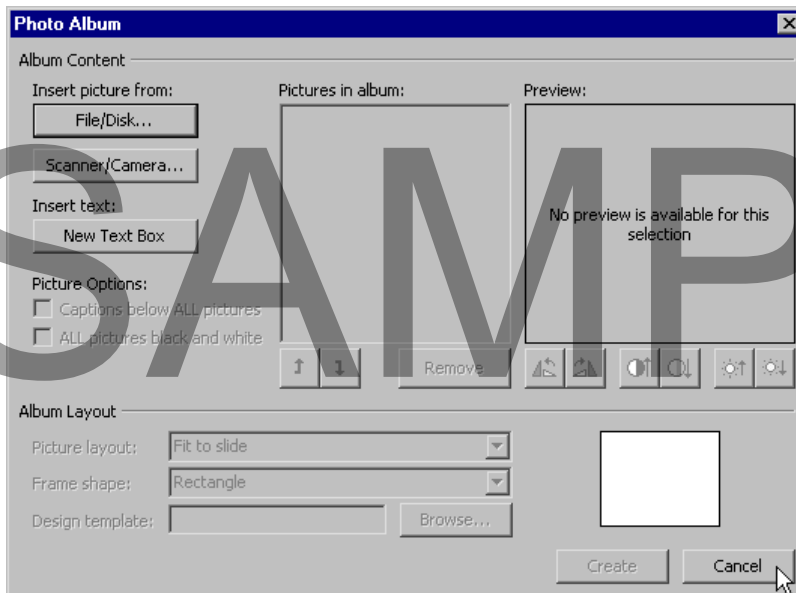
### Creating and Adding Content to a Photo Album

#### Creating a New Photo Album

- Start **Microsoft PowerPoint 2003**.
- From the main menu, select **File > New** to open the **New Presentation** task pane.
- Choose **Photo Album** to open the **Photo Album** dialog box:



- Click **Cancel** to close the **Photo Album** dialog box:

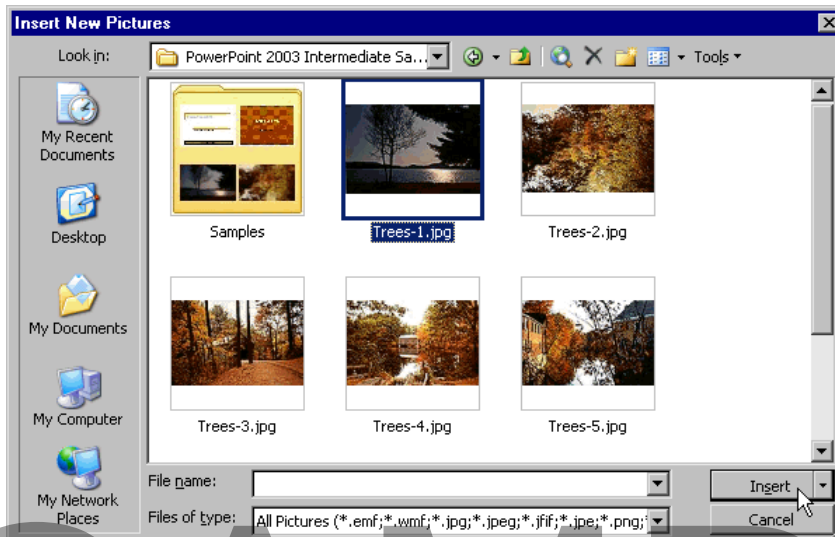


## Inserting Pictures from a File or Disk

- From the main menu, select **Insert > Picture > New Photo Album**.
- Click the **File/Disk** button in the **Album Content** area:

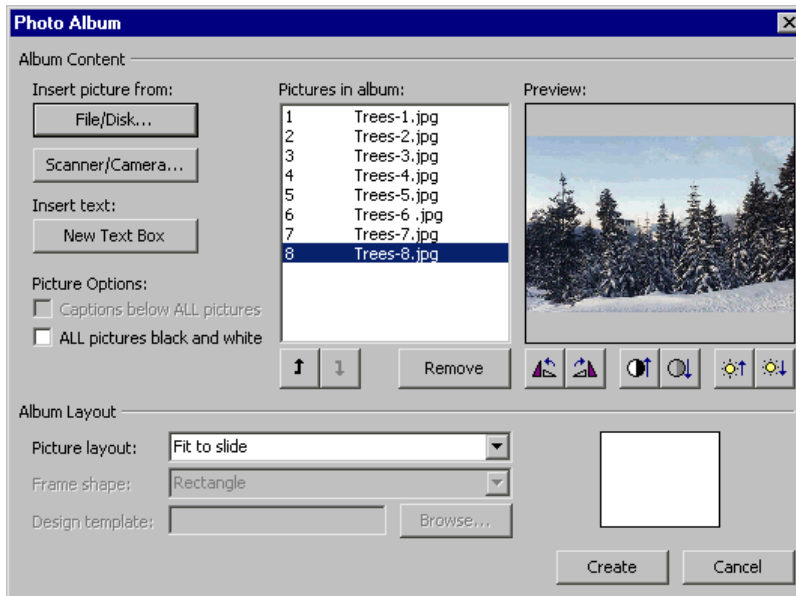


- In the **Insert New Pictures** dialog box, locate your **PowerPoint 2003 Intermediate Samples** folder.
- Select **Trees-1.jpg**.
- Click **Insert**:



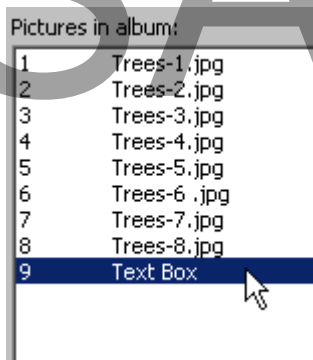
- Click the **File/Disk** button in the **Album Content** area.
- Select **Trees-2.jpg**.
- Click **Insert**.
- Click the **File/Disk** button in the **Album Content** area.
- Select **Trees-3.jpg**.
- Click **Insert**.
- Click the **File/Disk** button in the **Album Content** area.
- Select **Trees-4.jpg**.
- Click **Insert**.
- Click the **File/Disk** button in the **Album Content** area.
- Select **Trees-5.jpg**.
- Click **Insert**.

- Click the **File/Disk** button in the **Album Content** area.
- Select **Trees-6.jpg**.
- Click **Insert**.
- Click the **File/Disk** button in the **Album Content** area.
- Select **Trees-7.jpg**.
- Click **Insert**.
- Click the **File/Disk** button in the **Album Content** area.
- Select **Trees-8.jpg**.
- Click **Insert**:



### Inserting a Text Box

- Select the **Trees -8.jpg** picture.
- Click the **New Text Box** button in the **Album Content** area.
- Observe that the text box is now listed below the **Trees -8.jpg** picture:



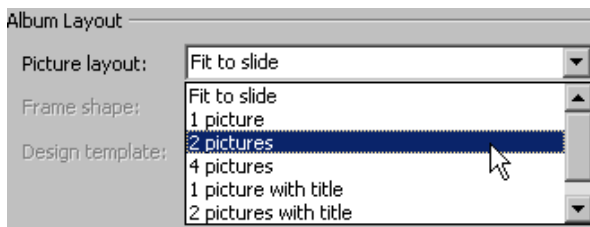
- Click **Remove** to remove the text box.

## Changing all Pictures to Black and White

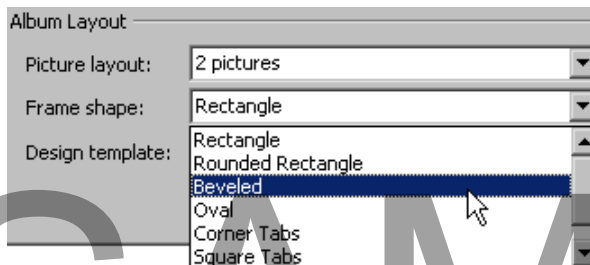
- Check the **ALL pictures black and white** box in the **Album Content** area.
- Deselect the **ALL pictures black and white** box in the **Album Content** area to revert back to colored pictures.
- Leave the presentation and the **Photo Album** dialog box open for the next exercise.

## Choosing an Album Layout

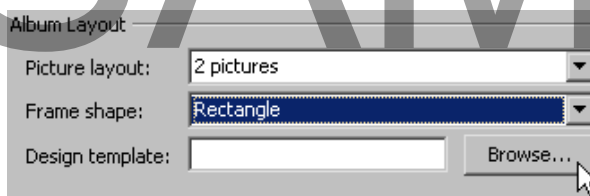
- Select **2 pictures** from the **Picture layout** drop-down menu:



- Select **Beveled** from the **Frame shape** drop-down menu:

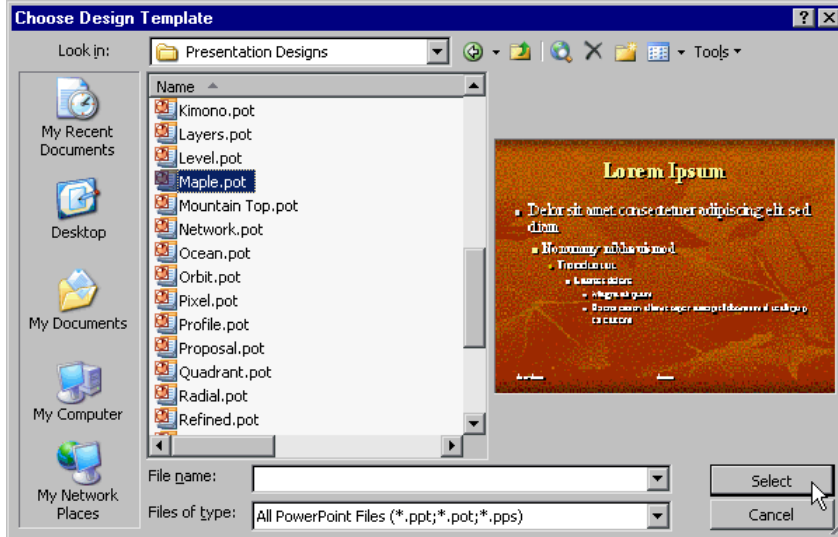


- Click the **Browse** button next to the **Design template** box:

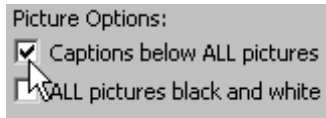


- In the **Choose Design Template** dialog box, double-click the **Presentation Designs** folder.
- Select **Maple.pot** from the template list.

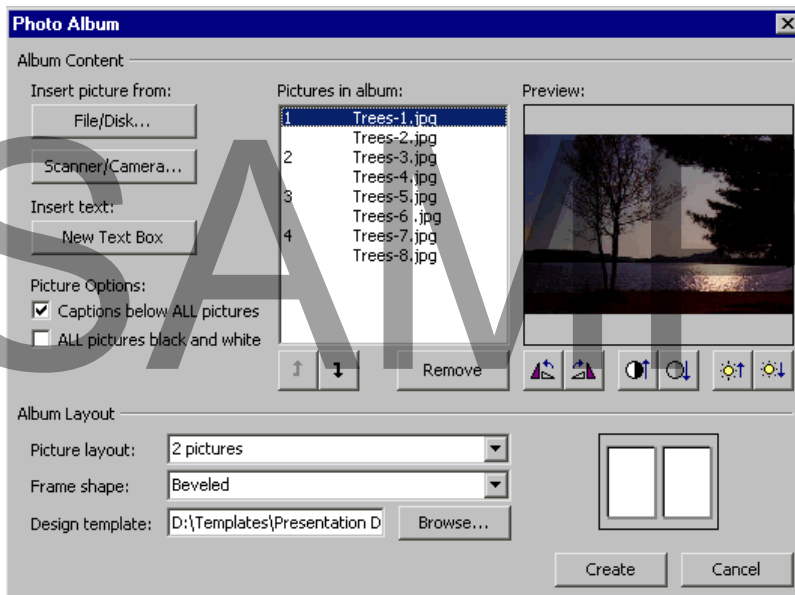
- Click **Select**:



- In the **Photo Album** dialog box, check the **Captions below ALL pictures** box:



- Select **Trees-1.jpg** in the **Pictures in album** area.
- Your **Photo Album** dialog box looks just like this (your Design template box may display a different file path):



- Click **Create**.

- Select **File > Save** to open the **Save As** dialog box.
- In the **Save in** drop down menu, locate your **PowerPoint 2003 Intermediate Samples** folder.
- Name your new presentation **TreesPhotoAlbum.ppt**.
- Click **Save**.
- Close the presentation.

## Formatting the Photo Album

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### Adding Text and Editing Captions

- From the main menu, choose **File > Open**, and select **TreesPhotoAlbum.ppt** from the PowerPoint 2003 Intermediate Samples folder.
- With the **TreesPhotoAlbum.ppt** presentation open, click on **slide thumbnail 1** in the Slides tab area.
- If the Slides tab area is not displayed, from the main menu, select **View > Normal (Restore Panes)**.
- Change the **Photo Album** title to read **Photos of Trees**:



- Enter your name in the **subtitle** if it is not already there:



- Click on **slide thumbnail 2** in the Slides tab area.
- Select the **Trees-1** caption.
- Replace the **Trees-1** text with **Trees in Silhouette**. Select the text, and click on the **Bold** button on the **Formatting** toolbar in order to bold the text.
- Select the **Trees-2** caption.
- Replace the **Trees-2** text with **Reflections**. Bold the text:

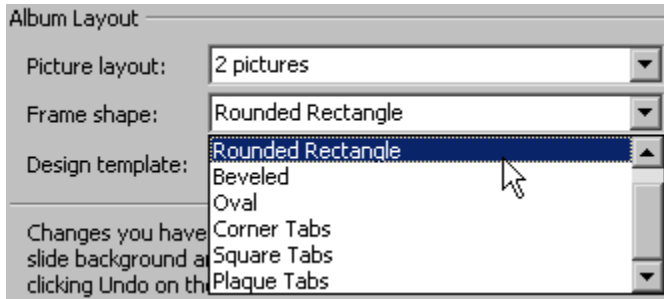


- Click on **slide thumbnail 3** in the Slides tab area.
- Select the **Trees-3** caption.
- Replace the **Trees-3** text with **Red Road**. Bold the text.
- Select the **Trees-4** caption.
- Replace the **Trees-4** text with **Reflective Pond**. Bold the text.
- Click on **slide thumbnail 4** in the Slides tab area.
- Select the **Trees-5** caption.
- Replace the **Trees-5** text with **Trees at Sunset**. Bold the text.
- Select the **Trees-6** caption.
- Replace the **Trees-6** text with **Avenue of Oaks**. Bold the text.
- Click on **slide thumbnail 5** in the Slides tab area.
- Select the **Trees-7** caption.
- Replace the **Trees-7** text with **Summer Shade**. Bold the text.
- Select the **Trees-8** caption.
- Replace the **Trees-8** text with **Winter Wonderland**. Bold the text.

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### **Making Changes with the Format Photo Album Dialog Box**

- From the main menu, select **Format > Photo Album**.
- In the **Format Photo Album** dialog box, change the frame shape to **Rounded Rectangle**:



- Click on **Trees-3** in the **Pictures in album** box.
- Click on the **Down Arrow** button to re-arrange the order of the pictures in the photo album:



- Click on **Trees-3** in the **Pictures in album** box.
- Click the **Rotate Right** button:



- Click on **Trees-3** in the **Pictures in album** box.
- Increase the contrast by clicking twice on the **Increase Contrast** button:

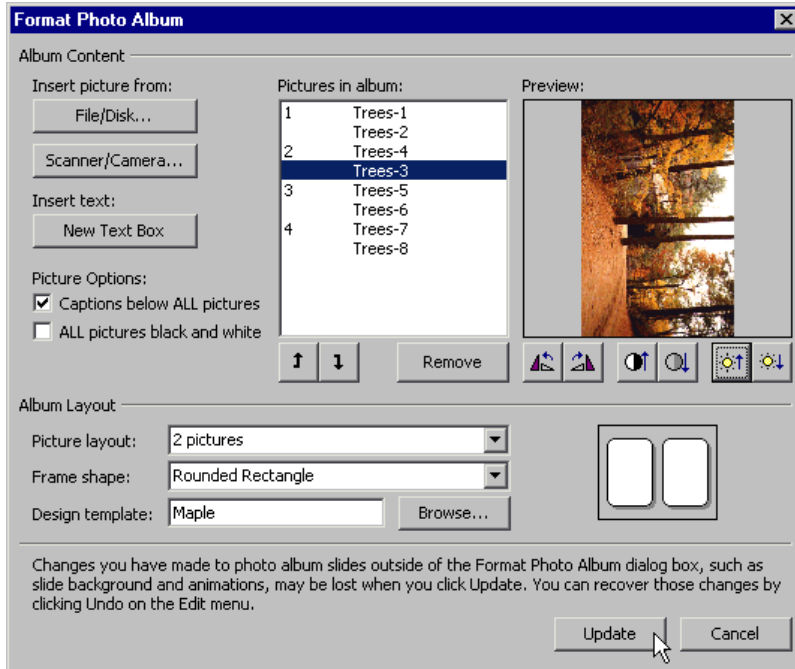


- Click on **Trees-3** in the **Pictures in album** box.
- Increase the brightness of the picture by clicking twice on the **Increase Brightness** button:



- Click **Update**:

SAMPLE



- Browse through the slides in your Photo Album in order to observe the changes you have just made:



- Click the **Save** button on the **Standard** toolbar.
- From the main menu, select **File > Close**.
- Open **TreesPhotoAlbumExample.ppt** from the **PowerPoint 2003 Intermediate Samples** folder to see what your Photo Album should look like.
- Exit PowerPoint.

## Using Diagrams and Organization Charts

### Adding Organization Charts and Diagrams

#### Inserting an Organization Chart

- Start PowerPoint 2003.
- Delete the Title and Text placeholders from the slide. You should now have a completely blank slide.
- From the main menu, select **Insert > Diagram**

**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:



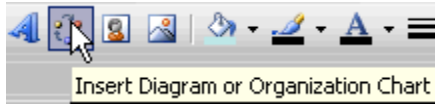
- Select the **Organization Chart** in the **Select a diagram type** box.
- Click **OK**:



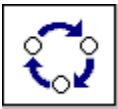
- Click the **Undo** button on the **Standard** toolbar.

## Inserting a Cycle Diagram

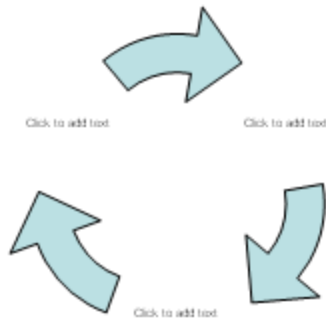
- If the **Drawing** toolbar is not already displayed, from the main menu, select **View > Toolbars > Drawing**.
- Click the **Insert Diagram or Organization Chart** button on the **Drawing** toolbar:



- This opens the **Diagram Gallery** dialog box.
- Select the **Cycle Diagram** in the **Select a diagram type** box:



- Click **OK**:



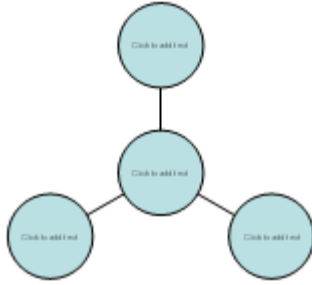
- Click the **Undo** button on the **Standard** toolbar.

## Inserting a Radial Diagram

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



- Click **OK**:



- Click the **Undo** button on the **Standard** toolbar.

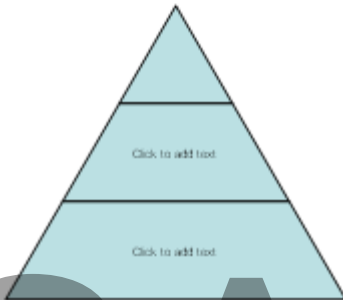
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### Inserting a Pyramid Diagram

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



- Click **OK**:



- Click the **Undo** button on the **Standard** toolbar.

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### Inserting a Venn Diagram

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



- Click **OK**:



- Click the **Undo** button on the **Standard** toolbar.

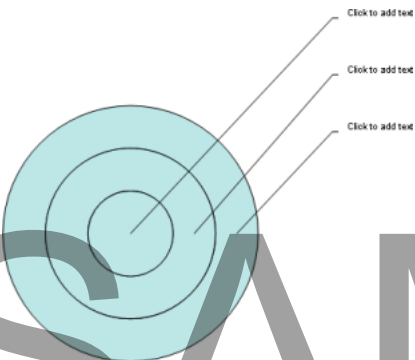
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### Inserting a Target Diagram

- Click the **Insert Diagram or Organization Chart** button. This opens the **Diagram Gallery** dialog box.
- Select the **Target Diagram** in the **Select a diagram type** box:



- Click **OK**:



- Click the **Undo** button on the **Standard** toolbar.
- Close the presentation without saving the changes.
- Exit PowerPoint 2003.

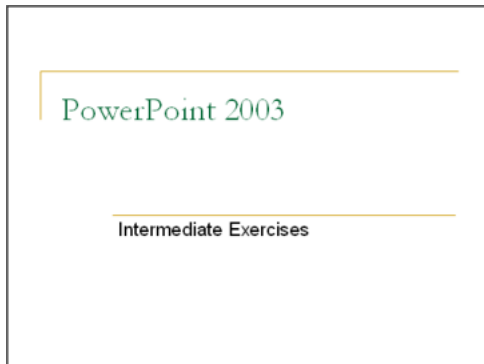
### Working with Organization Charts

- Start Microsoft PowerPoint 2003.

- Click the **Slide Design** button on the **Formatting** toolbar to open the **Slide Design** task pane.
- Scroll down the **Apply a design template** list, and select the **Edge.pot** template:



- Click in the title placeholder of the current slide and type **PowerPoint 2003**.
- Click in the sub-title placeholder of the current slide and type **Intermediate Exercises**:

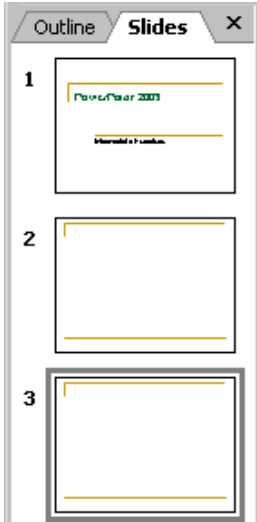


- Click the **New Slide** icon on the **Formatting** toolbar.
- Apply the **Title, Text, and Content** layout located in the **Slide Layout** task pane under the **Text and Content Layouts** section:

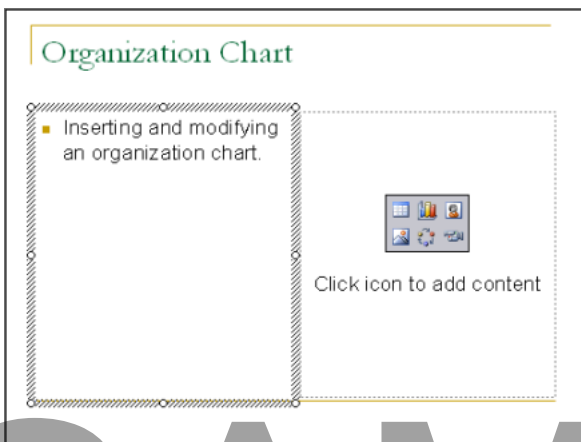


- From the main menu, select **Insert > Duplicate Slide**.
- You should now have **3 slide thumbnails** in total in the Slides tab area:

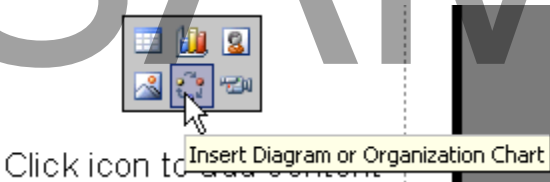
SAMPLE



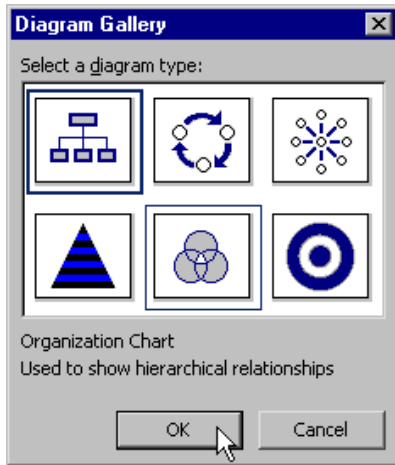
- Click on **slide thumbnail 2**.
- In the title placeholder, type **Organization Chart**.
- In the text placeholder, type **Inserting and modifying an organization chart**:



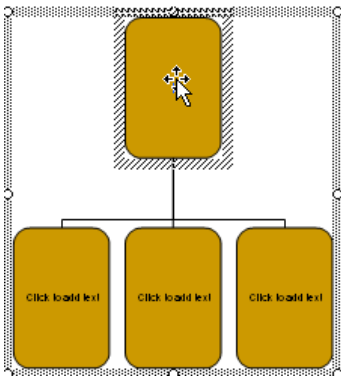
- Click the **Insert Diagram or Organization Chart** button in the Content placeholder:



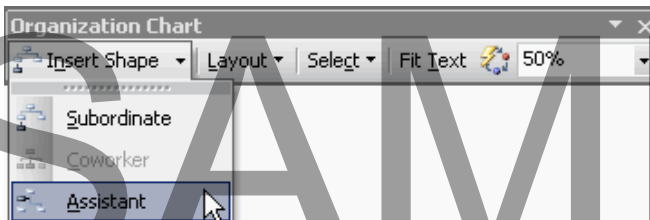
- Select the **Organization Chart** from the **Diagram Gallery** dialog box.
- Click **OK**:



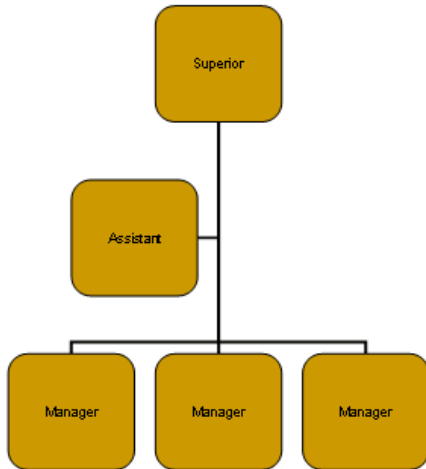
- Select the most superior shape in the organization chart:



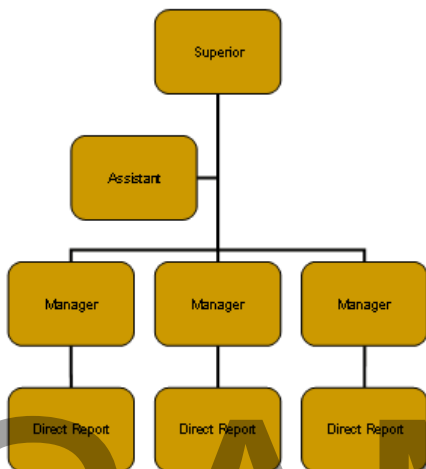
- Click the down arrow on the **Insert Shape** button on the **Organization Chart** toolbar.
- Select **Assistant**:



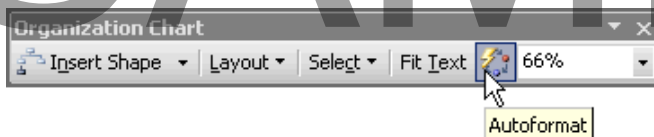
- Select the most superior shape in the organization chart again.
- Type **Superior**.
- Select the **Assistant** shape.
- Type **Assistant**.
- In each of the remaining three (co-worker) shapes, type **Manager**:



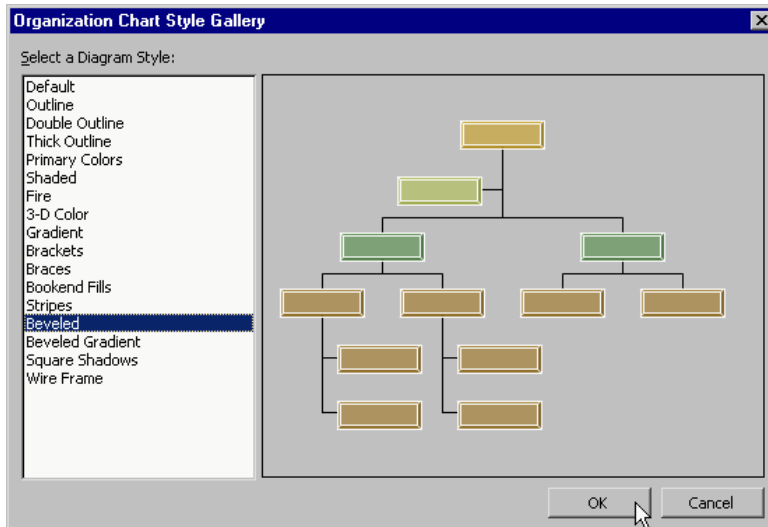
- Select the **Manager** on the left side of the chart.
- Click the down arrow on the **Insert Shape** button on the **Organization Chart** toolbar, and select **Subordinate**.
- Insert a **Subordinate** shape for each of the other two **Managers**.
- Select each **Subordinate** and type **Direct Report**:



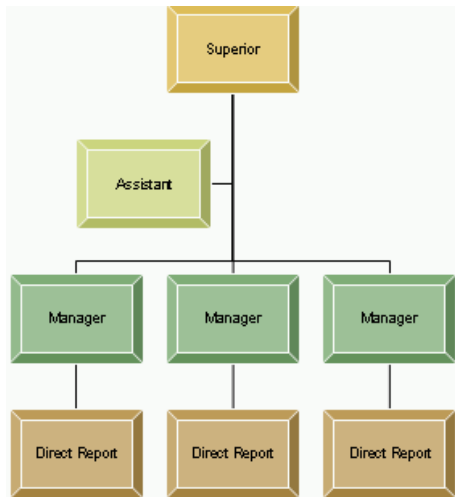
- Click somewhere on the Organization Chart.
- Click the **Autoformat** button on the **Organization Chart** toolbar:



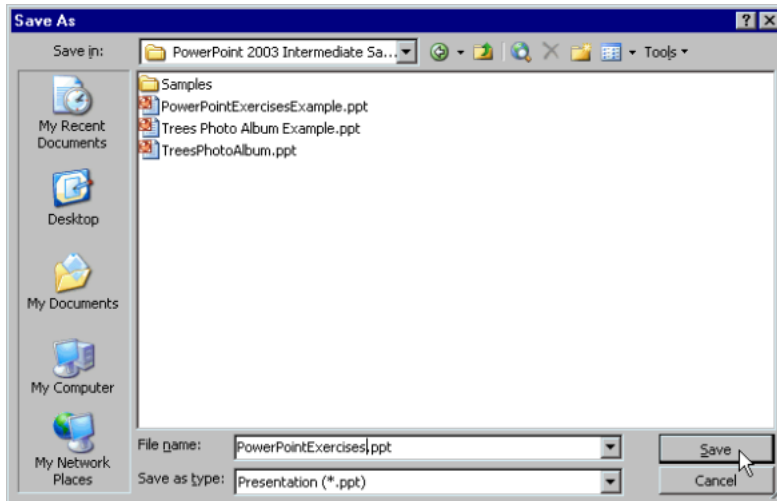
- Select **Beveled** from the diagram type box.
- Click **OK**:



- Your **Organization Chart** should look like this:



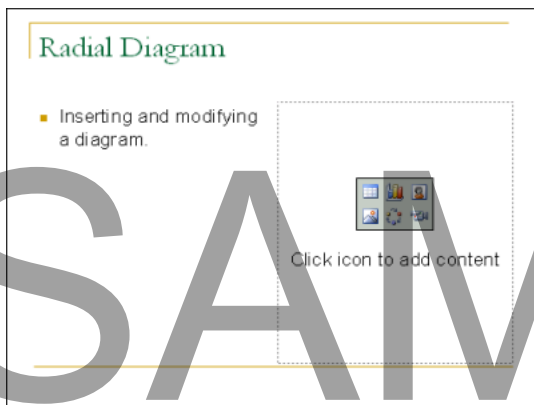
- Click the **Save** button on the **Standard** toolbar.
- In the **Save in** drop down menu, locate you **PowerPoint 2003 Intermediate Samples** folder.
- Name your new presentation **PowerPointExercises.ppt**.
- Click **Save**:



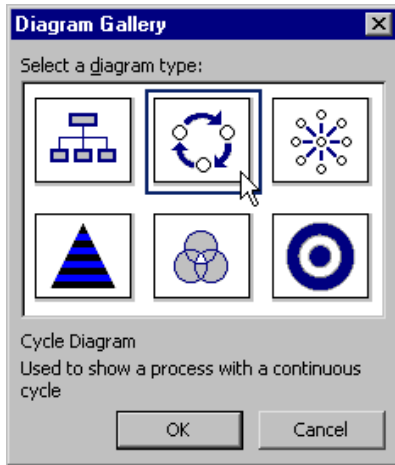
- Close the presentation.

## Working with Diagrams

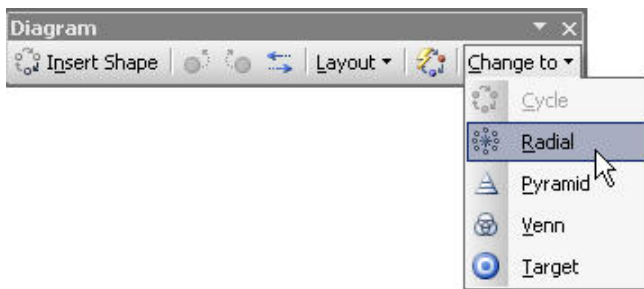
- From the main menu, select **File > Open** and select **PowerPointExercises.ppt** from the **PowerPoint 2003 Intermediate Samples** folder.
- Click on **slide thumbnail 3** in the Slides tab area.
- In the title placeholder, type **Radial Diagram**.
- In the text placeholder, type **Inserting and modifying a diagram**:



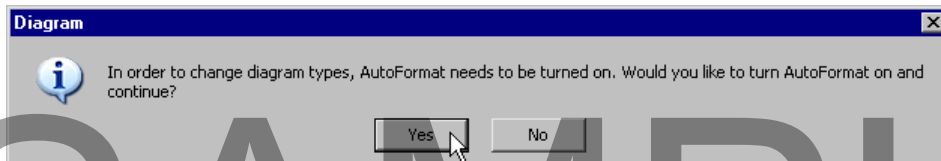
- Click the **Insert Diagram or Organization Chart** button.
- Select the **Cycle Diagram** from the **Diagram Gallery** dialog box:



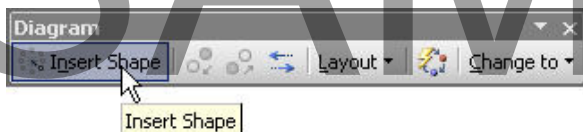
- Click **OK**.
- Click the **Change to** button on the **Diagram** toolbar.
- Select the **Radial** diagram:



- If PowerPoint asks you to turn AutoFormat on, click **Yes**:

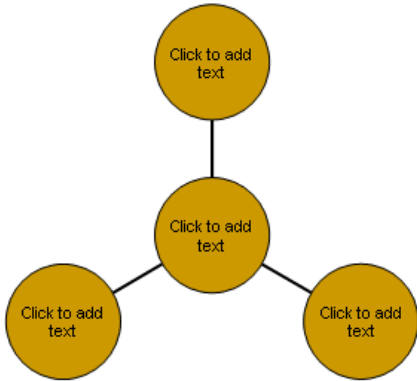


- Click the **Insert Shape** button on the **Diagram** toolbar:

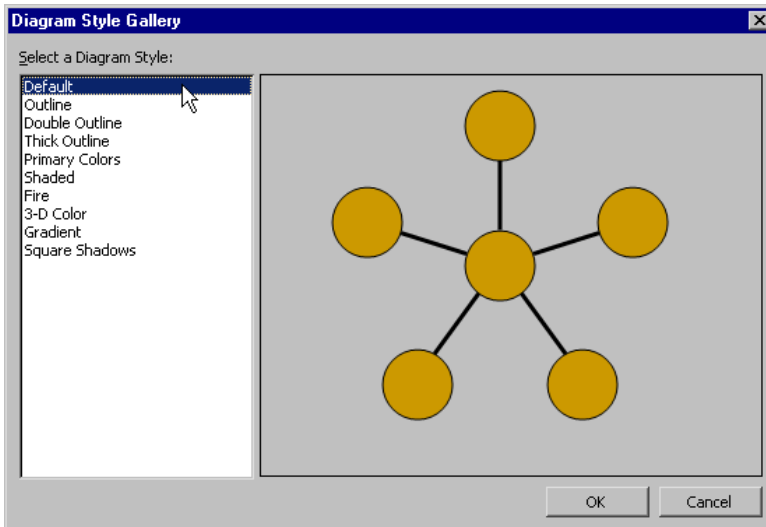


- You should have four circles that comprise your **Radial** diagram:

SAMPLE



- Click the **Autoformat** button on the **Diagram** toolbar.
- Select **Default**:

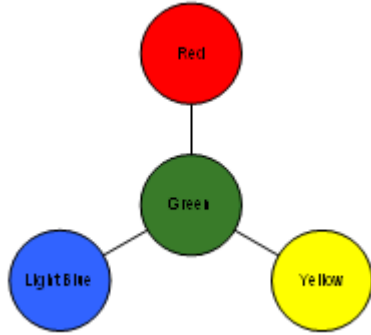


- Click **OK**.
- Right-click on the top circle and select **Format AutoShape**.
- In the **Format AutoShape** dialog box, click the **Colors and Lines** tab.
- Change the **Fill Color** to **Red**:

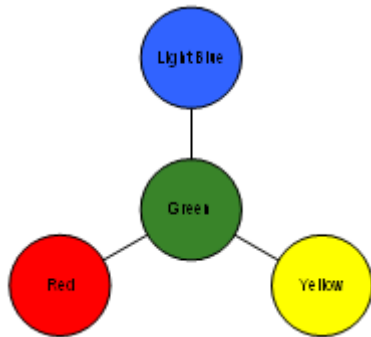
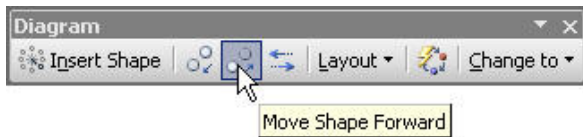
SAMPLE



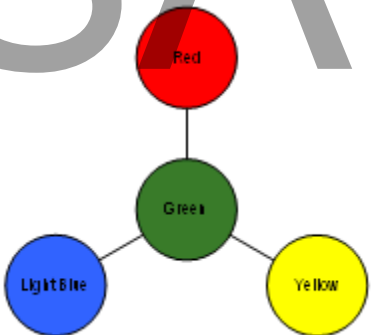
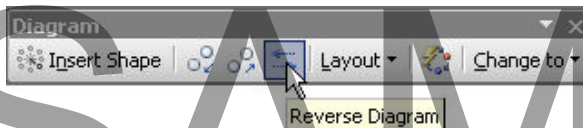
- Click **OK**.
- Double-click the centre circle.
- In the **Format AutoShape** dialog box (Colors and Lines tab), change the color to **Green**.
- Click **OK**.
- Double-click the lower-left circle.
- In the **Format AutoShape** dialog box (Colors and Lines tab), change the color to **Light-blue**.
- Click **OK**.
- Double-click the lower-right circle.
- In the **Format AutoShape** dialog box (Colors and Lines tab), change the color to **Yellow**.
- Click **OK**.
- Select the red circle and type **Red**.
- Select the green circle and type **Green**.
- Select the light blue circle and type **Light Blue**.
- Select the yellow circle and type **Yellow**.
- Observe the changes you have made:



- Select the red circle.
- Click the **Move Shape Forward** button until the blue circle is at the top of the Diagram and the red circle is at the lower left:

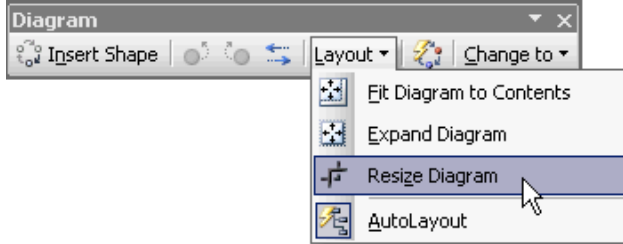


- Click on the **Reverse Diagram** button on the **Diagram** toolbar:

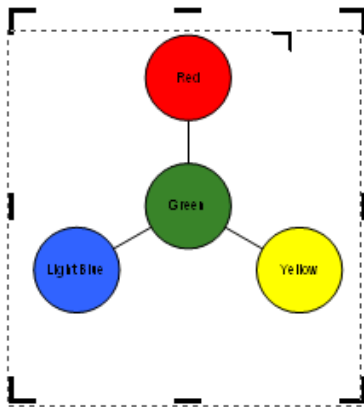


SAMPLE

- Click the **Layout** button on the **Diagram** toolbar and select **Resize Diagram**:



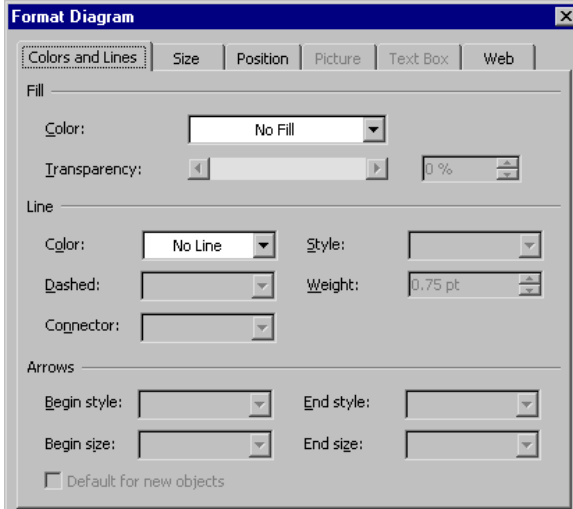
- Click and drag a **corner** resizing handle to decrease the size of the diagram:



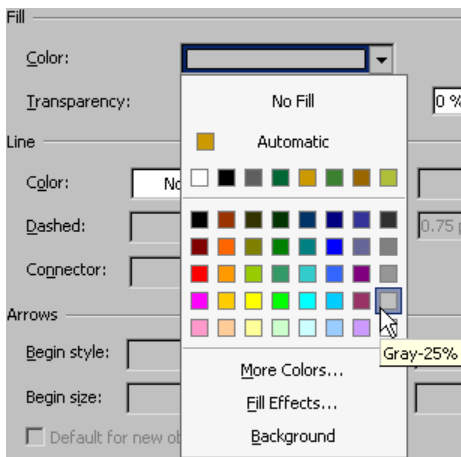
- Click the **Save** button on the **Standard** toolbar.
- Close the presentation.

## Formatting Organization Charts and Diagrams

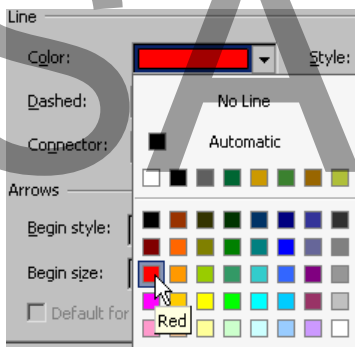
- From the main menu, select **File > Open** and select **PowerPointExercises.ppt** from the **PowerPoint 2003 Intermediate Samples** folder.
- Select **slide 3**.
- Double-click on the **drawing canvas** (the white space between the **organization chart** or **diagram** and the **border**). This will open the **Format Diagram** dialog box:



- Select the **Colors and Lines** tab.
- Change the **Fill Color** to **Gray 25%**:

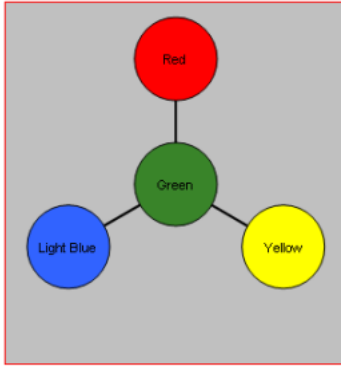


- Change the **Line Color** to **Red**:



- Click **OK**.
- Observe the formatting changes you made:

SAMPLE



- Click the border of the diagram.
- Press the **Delete** key on your keyboard.
- Click the **Undo** button on the **Standard** toolbar to reverse the deletion.
- Close the presentation without saving the changes.

# SAMPLE

## Using Tables and Charts

### Adding Tables

#### Inserting a Table

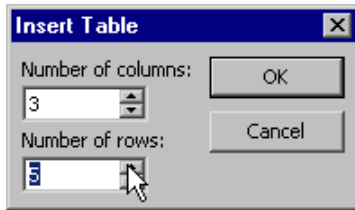
- From the main menu, select **File > Open** and select *PowerPointExercises.ppt* from the **PowerPoint 2003 Intermediate Samples** folder.
- Click on **slide thumbnail 3** in the Slides tab area.
- Press the **Enter** key on your keyboard.
- Apply the **Title, Content, and Text** layout located in the **Slide Layout Pane** under the **Text and Content Layouts** section (the text and content placeholders are reversed compared to the previous slide):



- From the main menu, select **Insert > Duplicate Slide**.
- You should now have **5 slide thumbnails** in total in the Slides tab area.
- Click on **slide thumbnail 4** in the Slides tab area.
- In the title placeholder, type **Table**.
- In the text placeholder, type **Drawing and modifying a table**.
- Select the content placeholder **border**.
- Press the **Delete** key on your keyboard. This will delete the content placeholder:



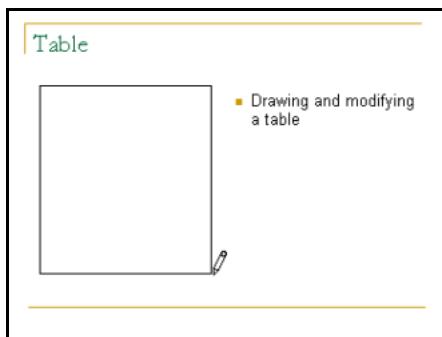
- From the main menu, select **Insert > Table**. This opens the **Insert Table** dialog box:



- Select **3** columns and **5** rows by clicking on the up or down arrows.
- Click **OK**.
- Click the **Undo** button on the **Standard** toolbar twice to reverse the changes.

### Drawing a Table

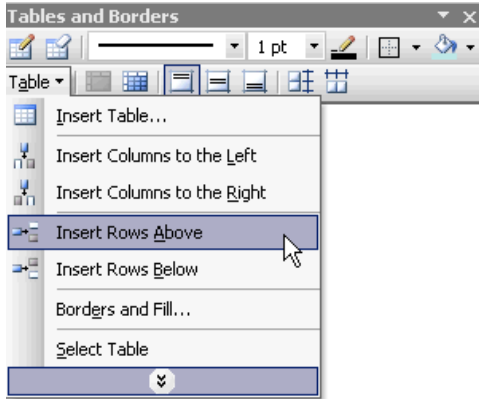
- Click the **Tables and Borders** button on the **Standard** toolbar.
- Drag your mouse **diagonally** over the area where the content placeholder was to set the table border size:



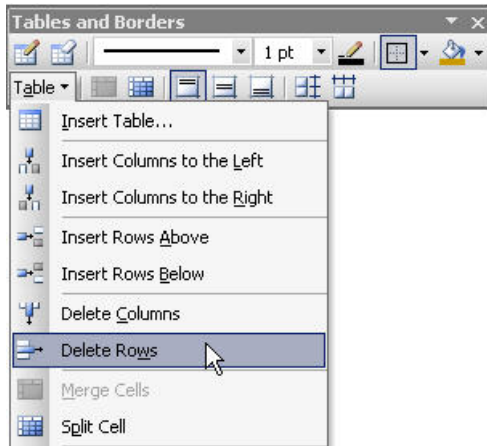
- Drag your mouse **vertically** and **horizontally** within the table border to “draw” **five** rows and **three** columns.
- Click the **Draw Table** button on the **Tables and Borders** toolbar to stop drawing.
- Click the **Save** button on the **Standard** toolbar.
- Leave the *PowerPointExercises.ppt* presentation open for the next exercise.

### Working with Columns and Rows

- With the *PowerPointExercises.ppt* presentation open, click in the **bottom** row of the table.
- If the **Tables and Borders** toolbar is not displayed, from the main menu, select **View > Toolbars > Tables and Borders**.
- Click the down arrow on the **Table** button on the **Tables and Borders** toolbar.
- Select **Insert Rows Above**:



- Click in the row you just created.
- Click the down arrow on the **Table** button on the **Tables and Borders** toolbar.
- Select **Delete Rows**:



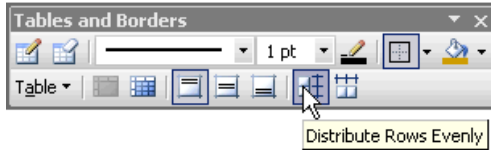
- Click in the bottom left cell.
- Click the **Split Cell** button on the **Tables and Borders** toolbar:



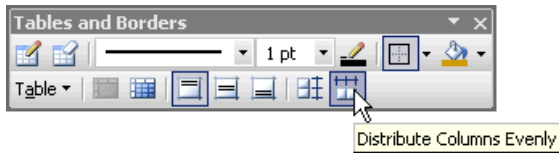
- Select the two cells that you just split.
- Click the **Merge Cells** button on the **Tables and Borders** toolbar:



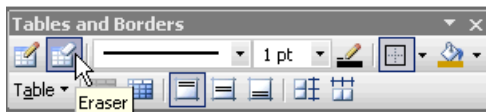
- Click somewhere inside the table.
- Click the **Distribute Rows Evenly** button on the **Tables and Borders** toolbar:



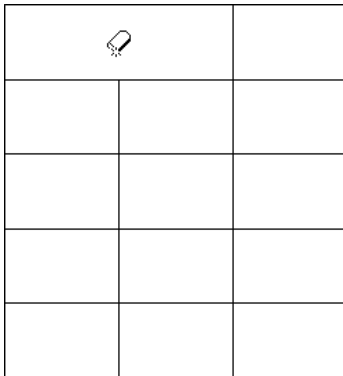
- Click the **Distribute Columns Evenly** button on the **Tables and Borders** toolbar:



- Click the **Eraser** button on the **Tables and Borders** toolbar:



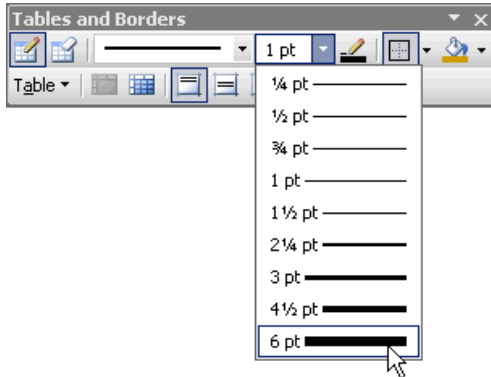
- Click the first column line in the first row to erase the line:



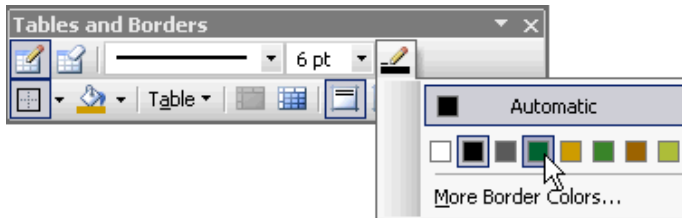
- Click the **Eraser** button on the **Tables and Borders** toolbar again to stop erasing.
- Click somewhere in the bottom row.
- Click the down arrow on the **Table** button on the **Tables and Borders** toolbar.
- Select **Insert Rows Above**.
- Select the bottom two rows.
- Click the **Merge Cells** button on the **Tables and Borders** toolbar.
- Click the **Save** button on the **Standard** toolbar.
- Leave the *PowerPointExercises.ppt* presentation open for the next exercise.

## Formatting Tables

- With the *PowerPointExercises.ppt* presentation open, click the down arrow on the **Border Width** button on the **Tables and Borders** toolbar.
- Select **6pt**:



- Click on all border lines until the entire table is formatted.
- Select the **Borders Color** button on the **Tables and Borders** toolbar.
- Select **dark green**:



- Click on all border lines until the entire table is formatted.
- Click the **Draw Table** button on the **Tables and Borders** toolbar again to stop formatting.
- Resize the table to nicely fit on your slide, if needed:



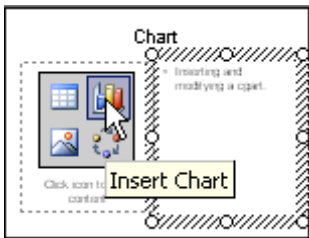
- Close the **Tables and Borders** toolbar.
- Click the **Save** button on the **Standard** toolbar.

- Close the presentation.

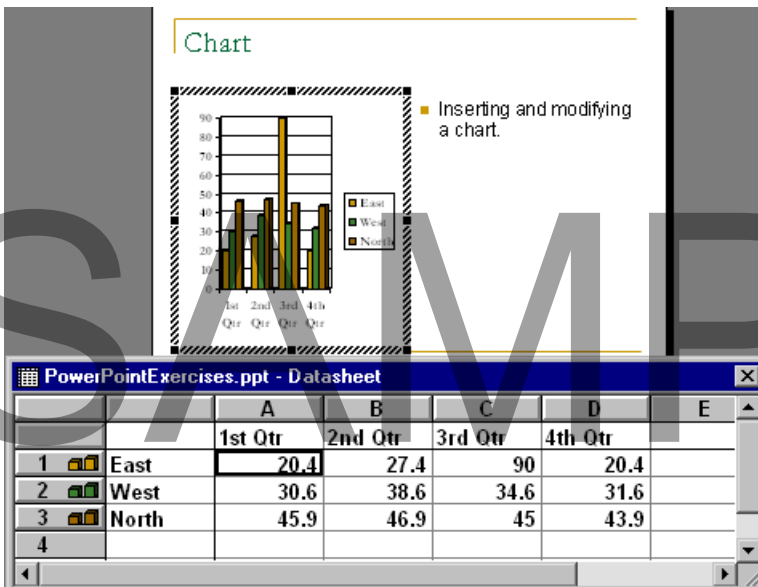
## Adding Charts

### Inserting a Chart

- From the main menu, select **File > Open** and select *PowerPointExercises.ppt* from the **PowerPoint 2003 Intermediate Samples** folder.
- Click on **slide thumbnail 5** in the Slides tab area.
- In the title placeholder, type **Chart**.
- In the text placeholder, type **Inserting and modifying a chart.**
- Click the **Insert Chart** button in the Content placeholder:



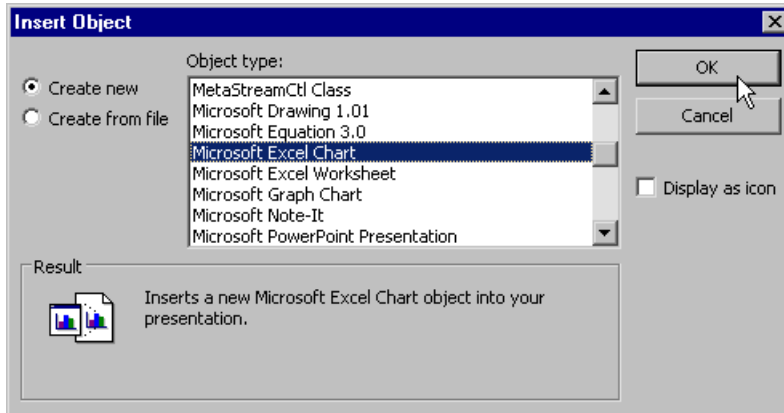
- This opens the Microsoft Graph **chart** and **datasheet**:



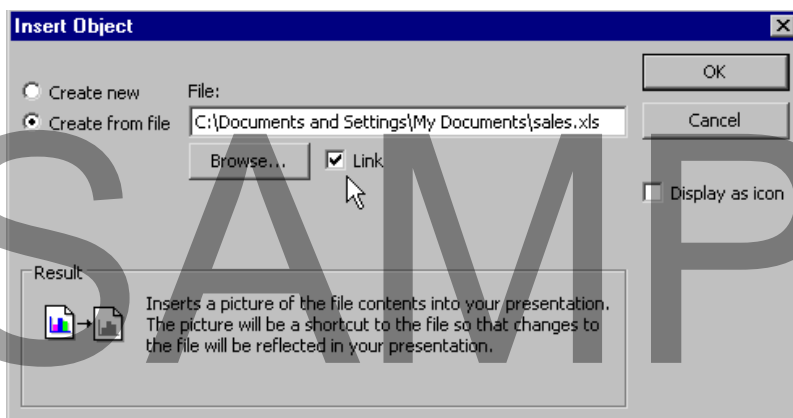
- Click the **Undo** button on the **Standard** toolbar.

## Embedding and Linking an 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**:



- Click the **Undo** button on the **Standard** toolbar to delete the 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 **Formulas.xls** file from the **PowerPoint 2003 Intermediate Samples** folder. Click **OK**.
- Check the **Link** box:



- Click **OK**.
- Click the **Undo** button on the **Standard** toolbar to reverse the changes you just made.
- Click the **Save** button on the **Standard** toolbar.
- Close the presentation.

## Entering Data

- From the main menu, select **File > Open** and select *PowerPointExercises.ppt* from the **PowerPoint 2003 Intermediate Samples** folder.
- Click on **slide thumbnail 5** in the Slides tab area.
- Click the **Insert Chart** button in the Content placeholder.
- Change the **East, West, and North** labels in the Datasheet to read **United States, Europe, and Australia**.
- Change the **1st Qtr, 2nd Qtr, 3rd Qtr, and 4th Qtr** labels to read **1st, 2nd, 3rd, and 4th**:

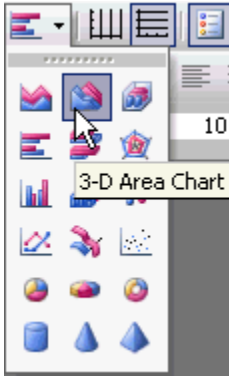
		A	B	C	D
		1st	2nd	3rd	4th
1	United States	20.4	27.4	90	20.4
2	Europe	30.6	38.6	34.6	31.6
3	Australia	45.9	46.9	45	43.9
4					

- From the main menu, select **View > Datasheet** to close the datasheet.
- Click the **Save** button on the **Standard** toolbar.
- Close the presentation.

## Changing the Chart Type

### Applying a New Chart Type

- From the main menu, select **File > Open** and select *PowerPointExercises.ppt* from the **PowerPoint 2003 Intermediate Samples** folder.
- Select **slide 5**.
- Double-click on the chart.
- Click the down arrow on the **Chart type** button on the **Standard** toolbar:

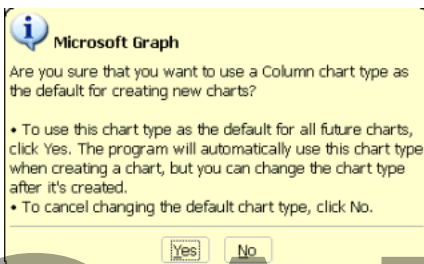


- Select the **3-D Area Chart** type.
- Click the **Undo** button on the **Standard** toolbar to reverse then changes you just made.

---

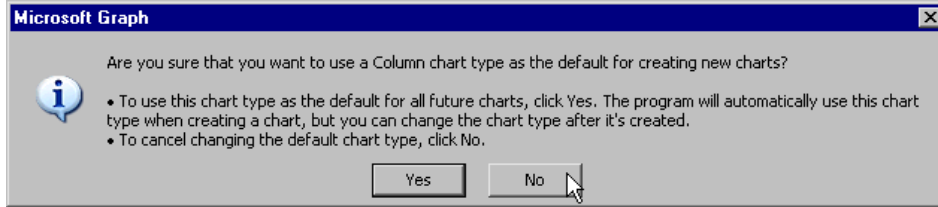
### Changing the Default Chart Type

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



- Click the **No** button to cancel the change to the default chart type.

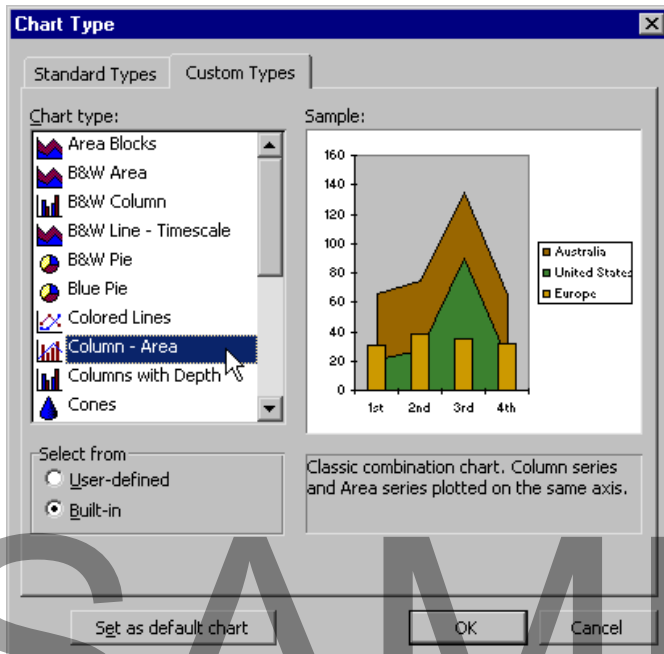
**Note:** If you have switched off the **Office Assistant** feature, you may see a warning dialog box. Click **No** to cancel your change to the default chart type:



- Click **Cancel** to close the **Chart Type** dialog box without keeping the changes you made.

### Creating your own Chart Type

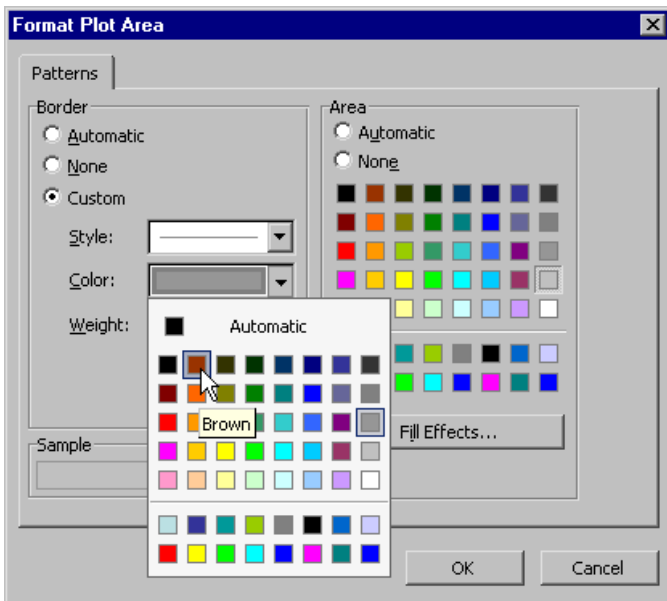
- From the main menu, select **Chart > Chart Type**.
- Click the **Custom Types** tab.
- Select the **Column - Area** chart type:



- Click **OK**.
- Now you will make changes to the design of the chart. Double click on the **Plot Area** to open the **Format Plot Area** dialog box:

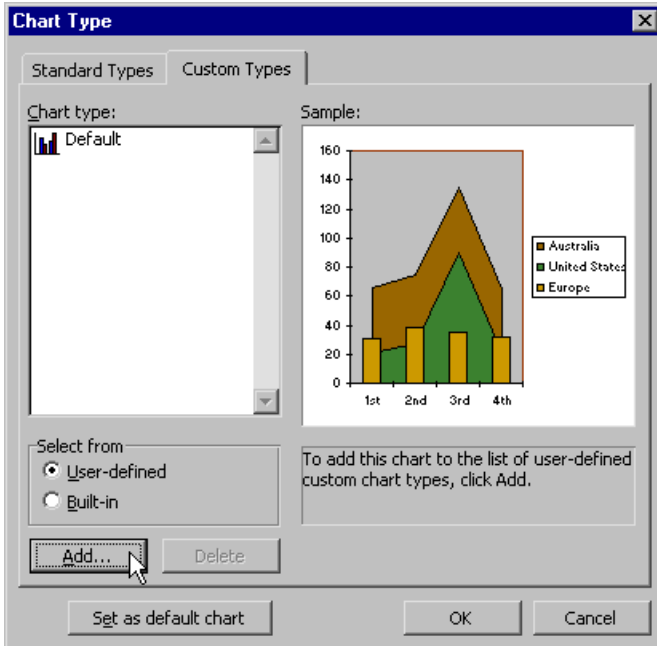


- Change the **Border Color** to **Brown**:

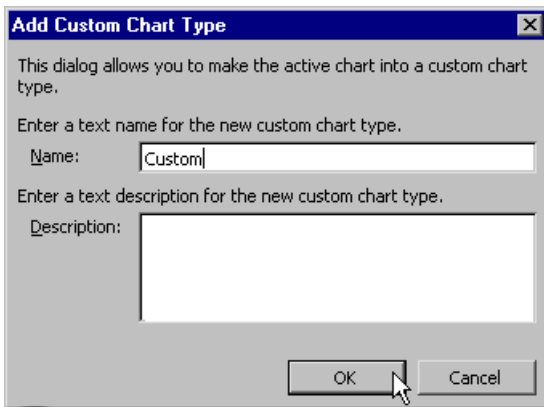


- Click **OK**. Observe that the border of the plot area is now colored brown.
- From the main menu, select **Chart > Chart Type**.
- Click the **Custom Types** tab.
- Check the **User-defined** box.
- Click **Add**:

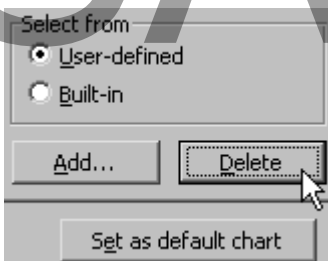
SAMPLE



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



- Enter "**Custom**" for a name.
- Click **OK**.
- Click the **Delete** button to delete the custom chart you just created:

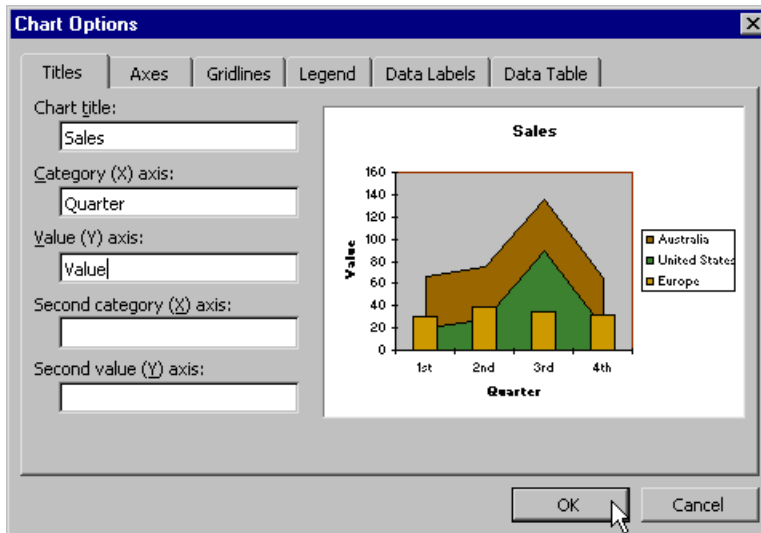


- Click **OK** to accept the deletion.

- Click **Cancel** to close the **Chart Type** dialog box.
- Save the changes, and close the presentation.

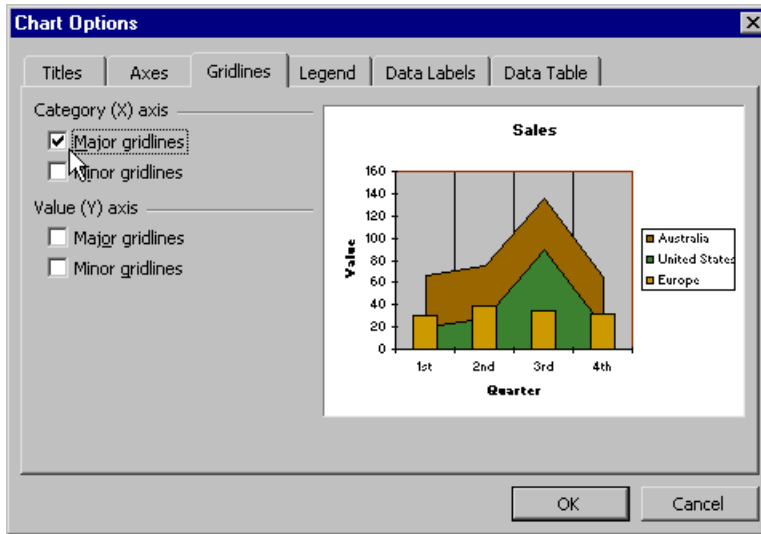
## Customizing Charts

- From the main menu, select **File > Open** and select *PowerPointExercises.ppt* from the **PowerPoint 2003 Intermediate Samples** folder.
- Select **slide 5**.
- Double-click on the chart.
- From the main menu, select **Chart > Chart Options**.
- Click the **Titles** tab.
- Enter **Sales** for the **Chart title**, **Quarter** for the **Category (X) axis**, and **Value** for the **Value (Y) axis**:

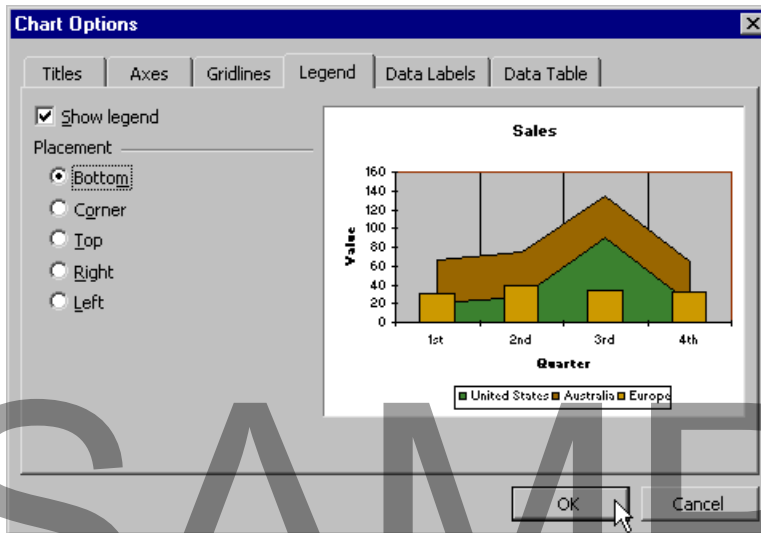


- Click the **Gridlines** tab.
- Check the **Major gridlines** box in the **Category (X) axis** area:

SAMPLE

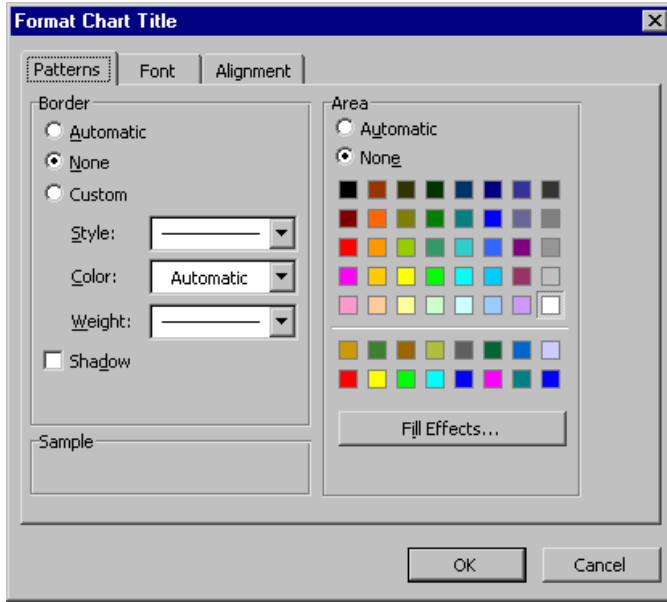


- Click the **Legend** tab.
- Check the **Show legend** box if it is not already checked.
- Select **Bottom** placement.
- Click **OK**:

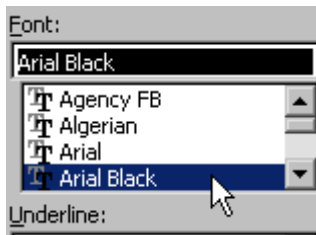


- Click outside of the chart area to return to the slide.
- Click the **Save** button on the **Standard** toolbar.
- Double-click the **Chart Title**.
- This will open the **Format Chart Title** dialog box:

SAMPLE



- Click on the **Font** tab.
- Select the **Arial Black** font type:



- Click **OK**.
- Save the changes, and close the presentation.

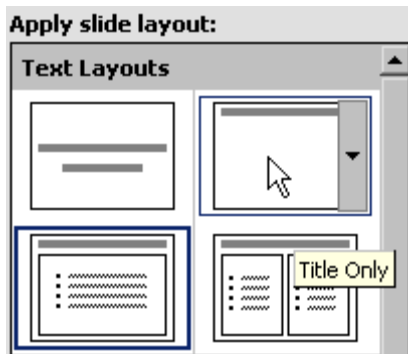
SAMPLE

## Embedding and Linking Objects

### Working with Linked Objects

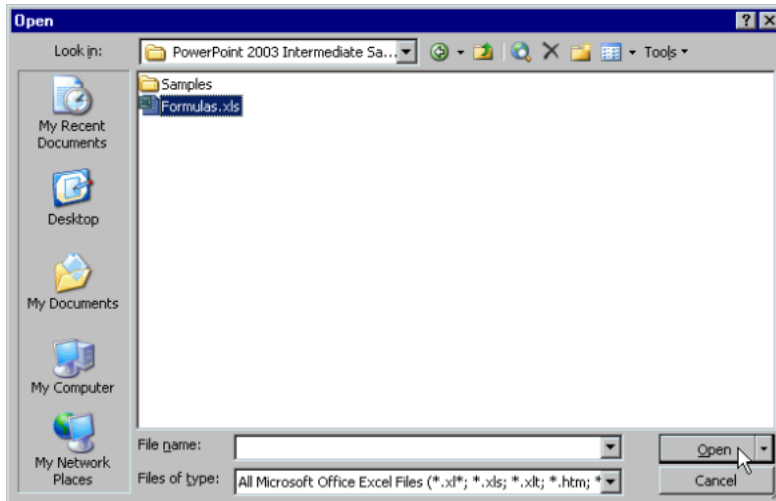
#### Linking Objects from Part of a File

- From the main menu, select **File > Open** and select *PowerPointExercises.ppt* from the **PowerPoint 2003 Intermediate Samples** folder.
- Select **slide 5**.
- Click the **New Slide** button on the **Formatting** toolbar.
- Apply the **Title Only** layout located in the **Slide Layout** pane under the **Text Layouts** section:

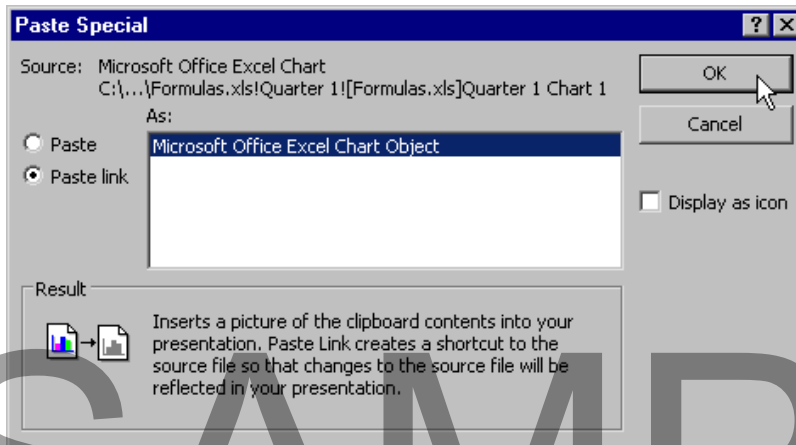


- In the title placeholder, type **Linked and Embedded Objects**.
- Open **Microsoft Excel**.
- Click the **Open** button on the **Standard** toolbar.
- In the **Look in** drop down menu, locate your **PowerPoint 2003 Intermediate Samples** folder.
- Select *Formulas.xls*:

SAMPLE



- Click **Open**.
- Select the chart (click in the white area of the chart).
- Click the **Copy** button on the **Standard** toolbar.
- Return to the PowerPoint slide.
- From the main menu, select **Edit > Paste Special**.
- Check the **Paste link** box:

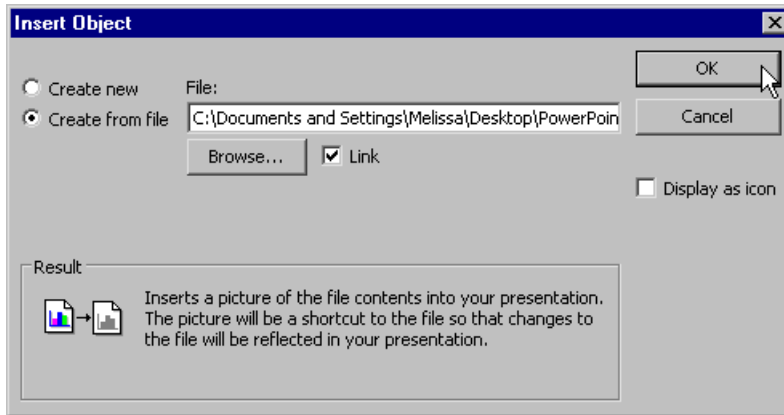


- Click **OK**.

### 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 your **PowerPoint 2003 Intermediate Samples** folder.
- Select **Formulas.xls**, and click **OK**.

- Check the **Link** box.
- Click **OK**:



---

### Updating Links Automatically or Manually

- From the main menu, select **Edit > Links**. This opens the **Links** dialog box.
- Click the link you want to update.
- Check the **Manual** option button.
- Click the **Update Now** button.
- Click the **Close** button.

---

### Opening the Source File

- In PowerPoint 2003, double-click on the linked Excel chart.
- Note that the linked worksheet file has been opened in Excel 2003.
- Close the worksheet without saving the changes.

---

### Editing the Source File

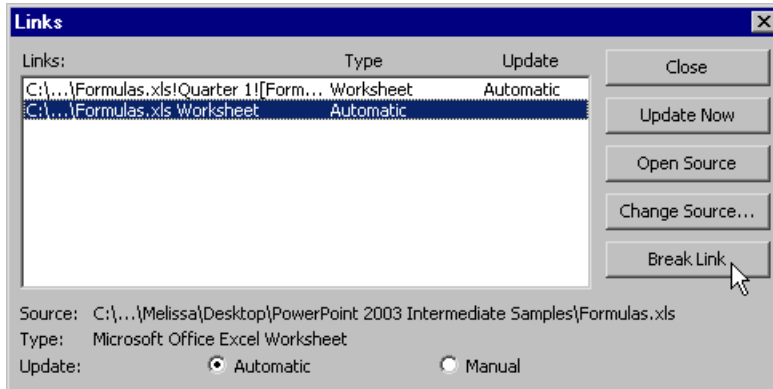
- In PowerPoint 2003, select the linked chart.
- From the main menu, select **Edit > Linked Worksheet Object > Edit**. This opens the source file in its source program.
- From the main menu, select **File > Exit** to close Microsoft Excel 2003 without saving the changes.

---

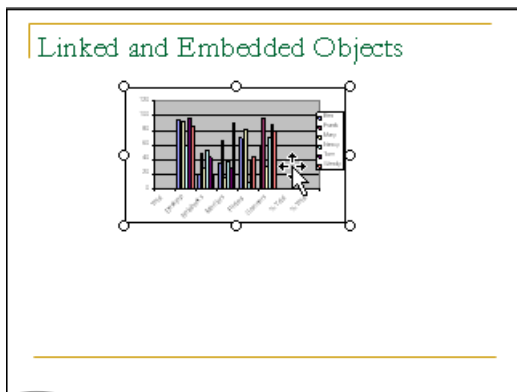
### Breaking a Link

- Select the linked worksheet object.

- From the main menu, select **Edit > Links**. This opens the **Links** dialog box.
- Select each of the links and click the **Break Link** button:



- Click **Close**.
- Select the worksheet object on the slide, and press the **Delete** key on your keyboard.
- Press **Delete** again to delete the placeholder.
- Position the linked Excel chart so that is centered below the Title on the slide:



- Click the **Save** button.
- Close the presentation.

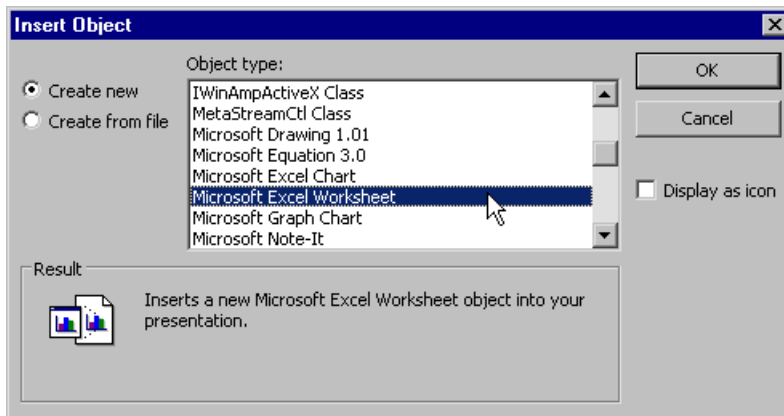
# SAMPLE

## Working with Embedded Objects

### Creating a New Embedded Object

- From the main menu, select **File > Open** and select *PowerPointExercises.ppt* from the **PowerPoint 2003 Intermediate Samples** folder.
- Select **slide 6**.

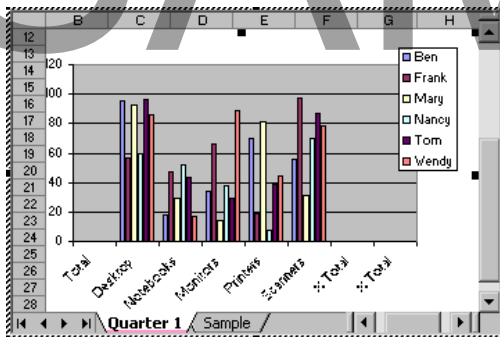
- From the main menu, select **Insert > Object**. This opens the **Insert Object** dialog box.
- Check the **Create new** box:



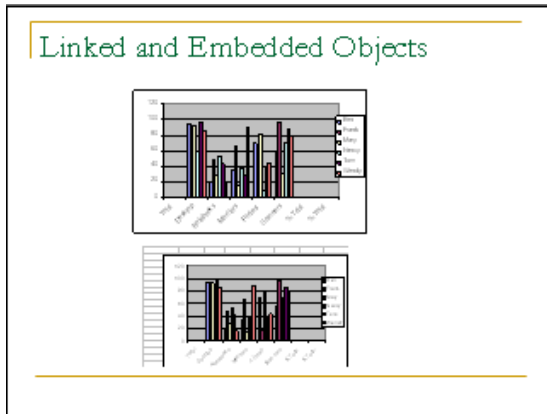
- Select **Microsoft Excel Worksheet**.
- Click **OK**.
- Click **twice** on the **Undo** button on the **Standard** toolbar to reverse the changes you made.

### Embedding an Object from Part of a File

- From the main menu, select **Insert > Object**.
- Check the **Create from file** box.
- Click the **Browse** button.
- Locate your **PowerPoint 2003 Intermediate Samples** folder.
- Select **Formulas.xls**.
- Click **OK**.
- Click **OK** again.
- Move the embedded worksheet to fit nicely **under** the linked file.
- Double-click the embedded Excel worksheet.
- Scroll down the worksheet and resize the window until just the chart is in view:



- Click outside of the chart area to return to the slide.
- Adjust the sizing of the linked and embedded charts so they fit nicely under each other:



- Click the **Save** button on the **Standard** toolbar.
- Close the presentation.

## Working with Hyperlinks

---

### Linking to another Slide or Custom Presentation

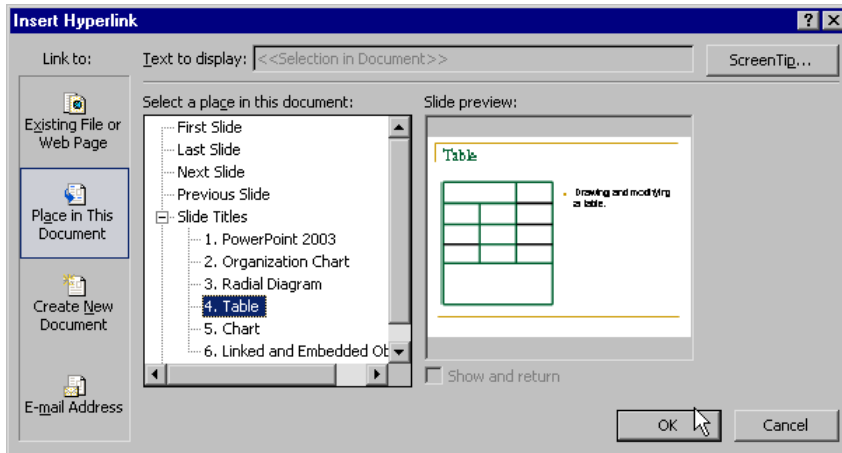
- From the main menu, select **File > Open** and select *PowerPointExercises.ppt* from the **PowerPoint 2003 Intermediate Samples** folder.
- Select **slide 2**.
- Select the **Superior** shape in the organization chart:



- 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 **Table** slide from the **Select a place in this document** list.
- Click **OK**:



- Click the **Slide Show (from current slide)** button at the bottom-left of the screen to preview and test your link:



- In Slide Show view, click the **Superior** shape to test the hyperlink.
- Press the **Esc** key to exit the slide show.
- Click **Save**.

## Linking to an Existing File or Web Page

- Select **slide 6**.
- Click on the embedded chart at the bottom of the slide.
- Click the **Insert Hyperlink** button on the **Standard** toolbar.
- Select **Existing File or Web Page** in the **Link to** area.
- Locate your **PowerPoint 2003 Intermediate Samples** folder.
- Select **Formulas.xls**.
- Click **OK**.
- Click the **Slide Show (from current slide)** button at the bottom-left of the screen to preview and test your link:



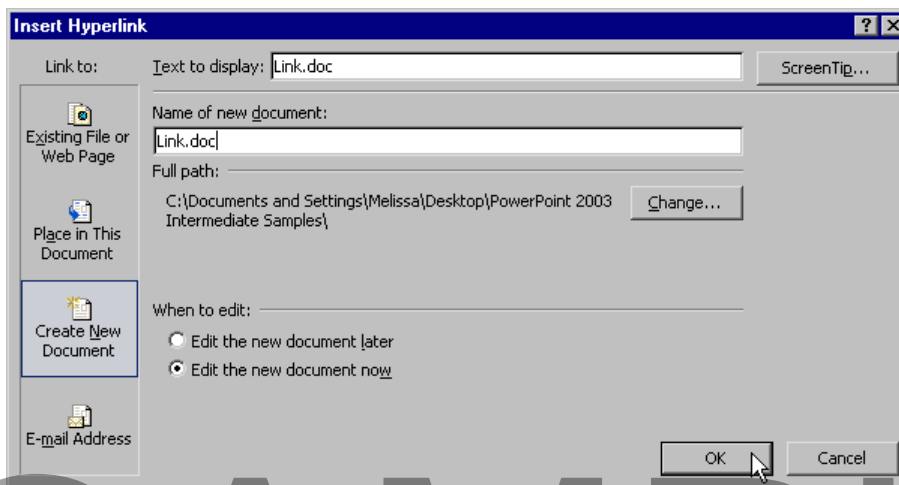
- In Slide Show view, click the embedded chart.
- **Close** the Excel file.
- Click through to the end of the slide show.
- Click the **Save** button on the **Standard** toolbar.

### Linking to a New File

- Select **slide 4**.
- Highlight the table object..
- 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 **Link.doc** as a **name** for your new document.
- Choose the **PowerPoint 2003 Foundation Samples** folder by clicking on the **Change** button.
- Select **Edit the new document now**.
- Click **OK**:



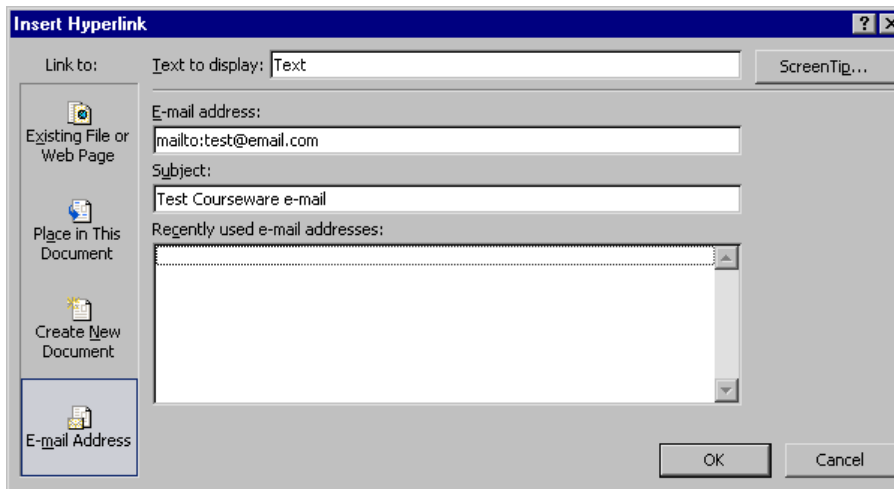
- From the main menu, select **File > Close** to close the new Word 2003 document. This will return you to your original presentation.

### Linking to an E-mail Address

- Select **slide 3**.
- Select the **red** circle:



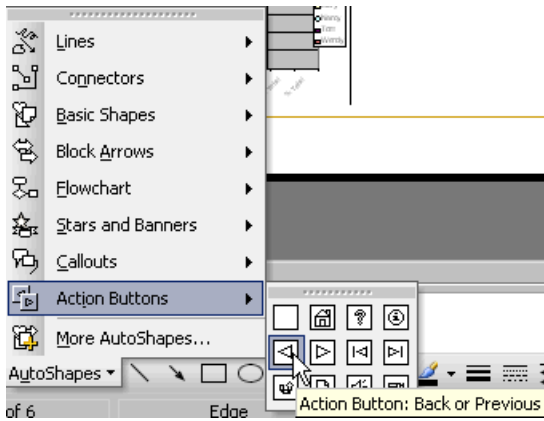
- Click the **Insert Hyperlink** button on the **Standard** toolbar  
*OR* from the main menu, select **Insert > Hyperlink**.
- This opens the **Insert Hyperlink** dialog box.
- Select **E-mail Address** in the **Link to** area:



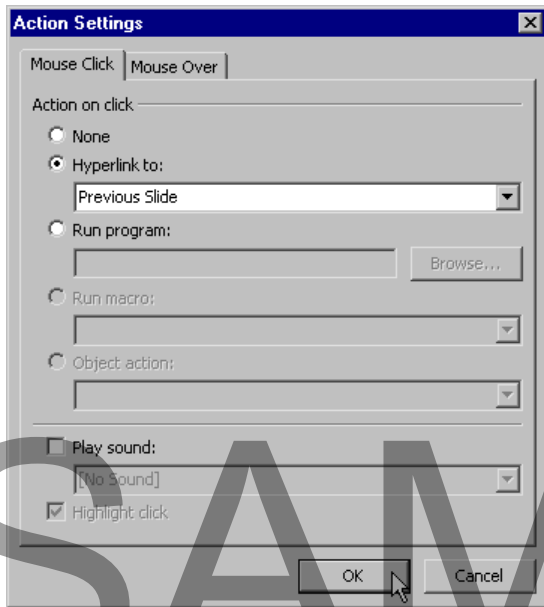
- Enter an **E-mail address**.
- Enter a **Subject**.
- Click **OK**.
- Click **Save**.

### Linking from an Action Button

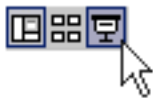
- **Select slide 6.**
- Click the down arrow on the **AutoShape** button on the **Drawing** toolbar.
- Select **Action Buttons** from the AutoShape menu.
- Draw **Action Button: Back or Previous** on the bottom left corner of your slide:



- This opens the **Action Settings** dialog box.
- Click the **Mouse Click** tab.
- Select the **Hyperlink to** radio button.
- Click the down arrow on the **Hyperlink to** drop-down menu.
- Select **Previous Slide**.
- Click **OK**:



- Click the **Slide Show (from current slide)** button at the bottom-left of the screen to preview and test your link:



- Click through to the end of the slide show.
- Click the **Save** button on the **Standard** toolbar.

---

### Changing a Hyperlink

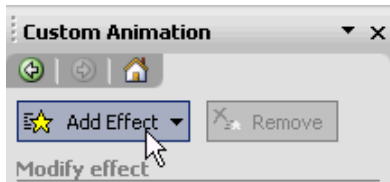
- Select the action button hyperlink you just created.
- Right click on the button, and select **Edit Hyperlink**.
- This opens the **Action Settings** dialog box. Click the down arrow on the **Hyperlink to** drop-down menu.
- Select **End Show**. Click **OK**.
- Click the **Slide Show (from current slide)** button at the bottom-left of the screen to preview and test your link.
- Click the **Save** button on the **Standard** toolbar.
- Close the presentation.

SAMPLE

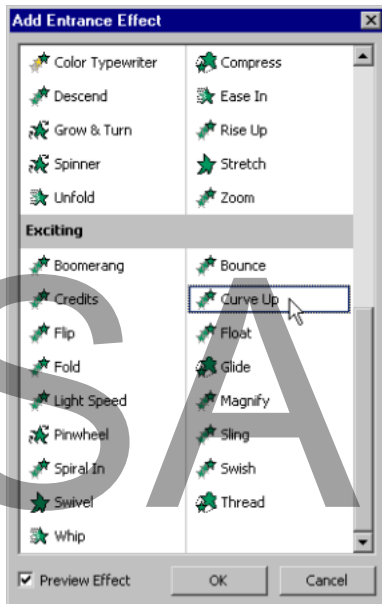
## Applying Custom Animation

### Adding Animation Effects

- From the main menu, select **File > Open** and select *PowerPointExercises.ppt* from the **PowerPoint 2003 Intermediate Samples** folder.
- From the main menu, select **Slide Show > Custom Animation**.
- From the main menu, select **View > Master > Slide Master** (you should be looking at the **Title Master**).
- Select the text in the **title placeholder**.
- Click the **Add Effect** button on the **Custom Animation** pane:

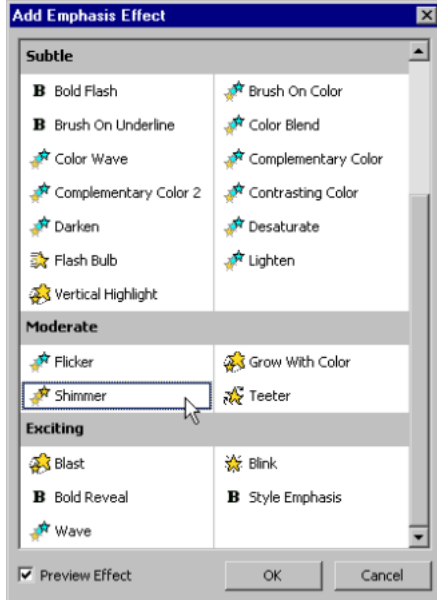


- From the drop-down menu, select **Entrance > More Effects**.
- Click the **Curve Up** effect in the **Exciting** category:



- Click **OK**.
- Select the text in the **sub-title placeholder**.
- Click the **Add Effect** button on the **Custom Animation** pane.
- From the drop-down menu, select **Emphasis > More Effects**.

- Click the **Shimmer** effect in the **Moderate** category:

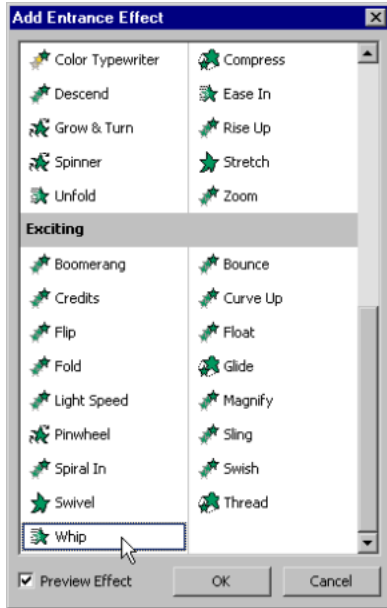


- Click **OK**.
- Click the **Slide Master** thumbnail at the left of the screen:

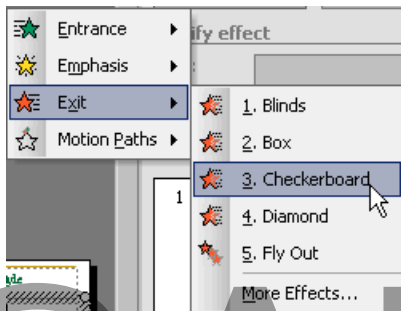


- Select the text in the **title placeholder**.
- Click the **Add Effect** button on the **Custom Animation** pane.
- From the drop-down menu, select **Entrance > More Effects**.
- Click the **Whip** effect in the **Exciting** category:

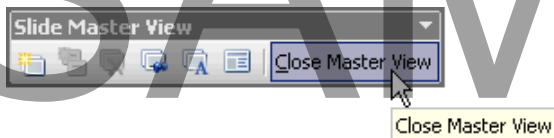
SAMPLE



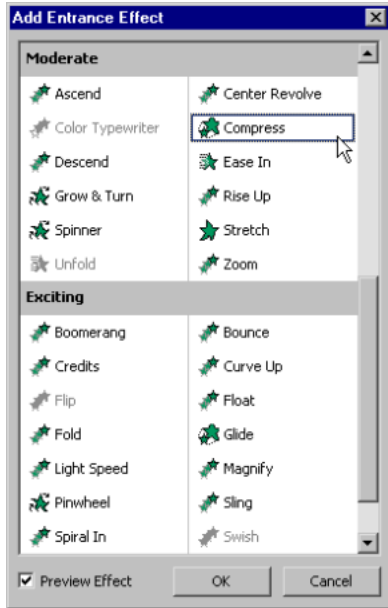
- Click **OK**.
- Select all of the text in the **text placeholder**.
- Click the **Add Effect** button on the **Custom Animation** pane.
- From the drop-down menu, select **Exit**.
- Click the **Checkerboard** effect in the **Basic** category:



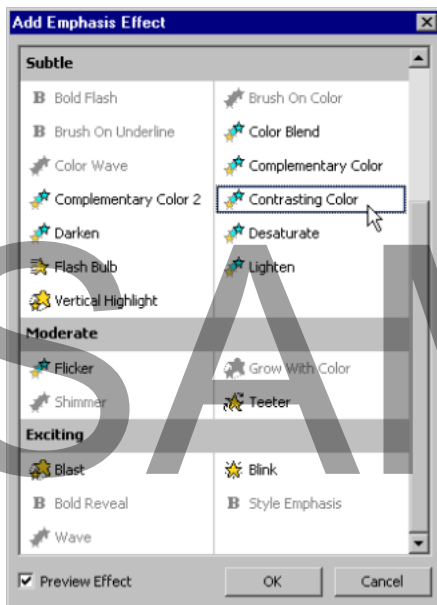
- Click the **Close Master View** button on the **Slide Master View** toolbar:



- Click on **slide thumbnail 2** in the Slides tab area.
- Select the organization chart.
- Click the **Add Effect** button on the **Custom Animation** pane.
- From the drop-down menu, select **Entrance > More Effects**.
- Click the **Compress** effect in the **Moderate** category:

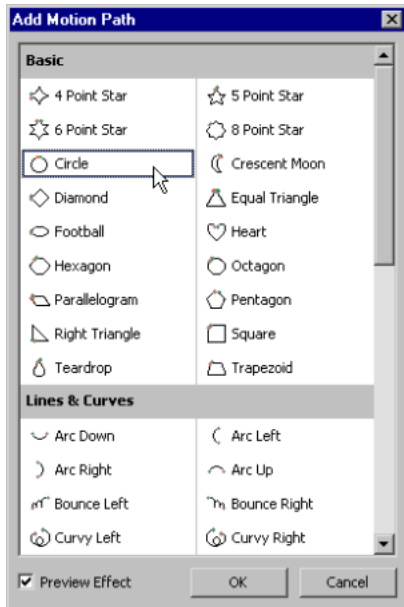


- Click **OK**.
- Click on **slide thumbnail 3** in the Slides tab area.
- Select the diagram.
- Click the **Add Effect** button on the **Custom Animation** pane.
- From the drop-down menu, select **Emphasis > More Effects**.
- Click the **Contrasting Color** effect in the **Subtle** category:



- Click **OK**.
- Click on **slide thumbnail 4** in the Slides tab area.
- Select the table.
- Click the **Add Effect** button on the **Custom Animation** pane.

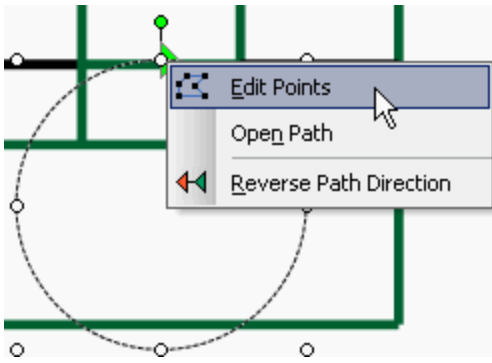
- From the drop-down menu, select **Motion Paths > More Motion Paths**.
- Click the **Circle** effect in the **Basic** category:



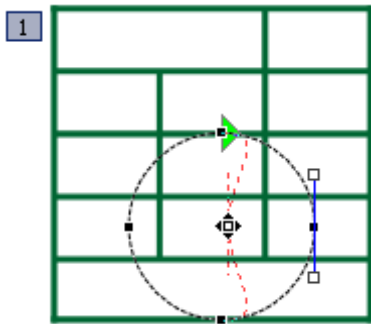
- Click **OK**.
- Click on **slide thumbnail 5** in the Slides tab area.
- Select the chart.
- Click the **Add Effect** button on the **Custom Animation** pane.
- From the drop-down menu, select **Object Actions > Open**.
- Click the save button.
- Close the presentation.

## Editing Animation Effects

- From the main menu, select **File > Open** and select **PowerPointExercises.ppt** from the **PowerPoint 2003 Intermediate Samples** folder.
- Click on **slide thumbnail 4** in the Slides tab area.
- Right-click on the motion path outline on the slide.
- Select **Edit Points**:

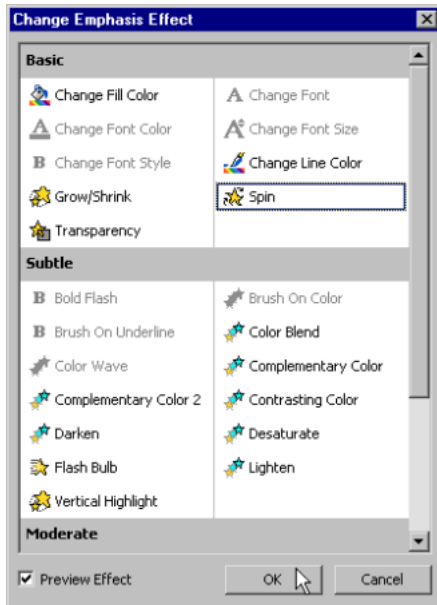


- Drag the right point inwards to form a “bean” shape:



- Click on **slide thumbnail 2** in the Slides tab area.
- Click the numbered tag to the upper-left of the organization chart.
- Click the **Change** button on the **Custom Animation Pane**.
- From the drop-down menu, select **Emphasis > More Effects**.
- Click the **Spin** effect in the **Basic** category.
- Click **OK**:

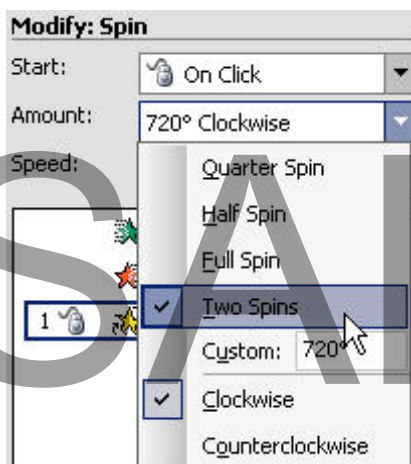
# SAMPLE



- Click the **Save** button.
- Keep the presentation open for the next exercise.

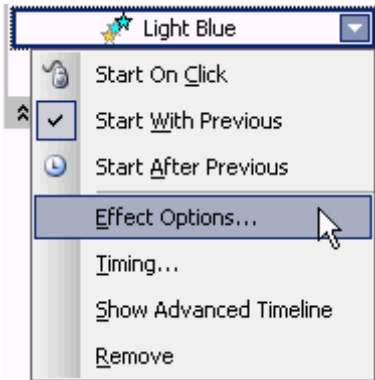
## Applying Animation Enhancements

- In the **Modify effect** area on the **Custom Animation Task Pane**, select **Two Spins** from the **Amount** drop-down menu:

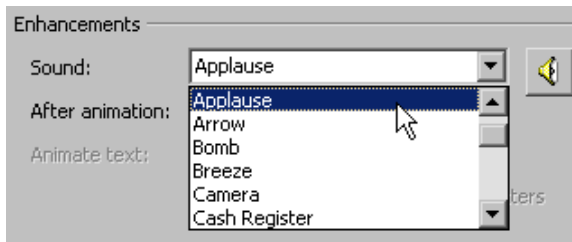


- In the **Modify effect** area on the **Custom Animation Task Pane**, select **Fast** from the **Speed** drop-down menu.
- Click on **slide thumbnail 3** in the Slides tab area.
- Click each of the numbered tags while holding down the **Shift** key. This selects all of the animations.

- In the **Modify effect** area on the **Custom Animation Task Pane**, select **Medium** from the **Speed** drop-down menu.
- Click the down arrow next to **Light Blue** in the **Custom Animation list**:



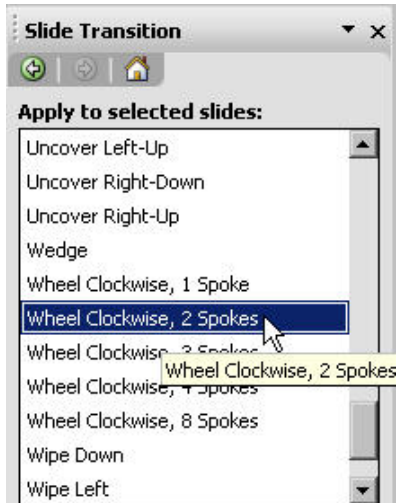
- Select **Effect Options**.
- Click the **Effect** tab.
- From the **Sound** drop-down menu, select **Applause**:



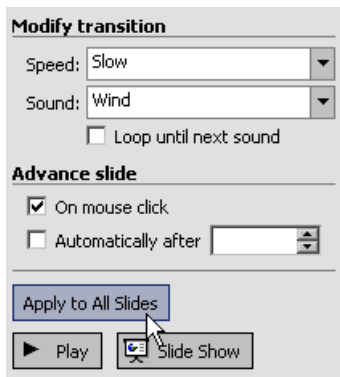
- From the **After animation** drop-down menu, choose a pale blue color.
- Click **OK**.
- Click the **Save** button on the Standard toolbar.
- Close the presentation.

## Adding Slide Transitions

- From the main menu, select **File > Open** and select **PowerPointExercises.ppt** from the **PowerPoint 2003 Intermediate Samples** folder.
- From the main menu, select **Slide Show > Slide Transition**.
- Select **Wheel Clockwise, 2 Spokes** from the **Apply to selected slides** box:



- Select **Slow** from the **Speed** drop-down menu in the **Modify transition** area.
- Select **Wind** from the **Sound** drop-down menu in the **Modify transition** area.
- Click **Apply to All Slides**:



- Click on **slide thumbnail 1** in the Slides tab area.
- From the main menu, select **Slide Show > View Show**.
- Click through your slide show.

**Note:** when the chart object opens as a result of the Object Action applied to it, close the chart and continue clicking through the slides.

- Click the **Save** button on the **Standard** toolbar.
- Close the presentation.

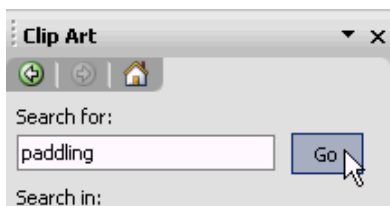
## Using Movies, Sounds & Voice Narrations

### Adding Movies or Animated GIFs

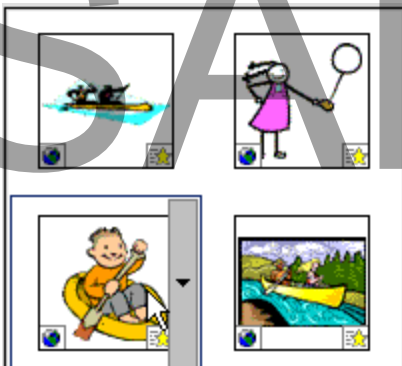
- From the main menu, select **File > Open** and select *PowerPointExercises.ppt* from the **PowerPoint 2003 Intermediate Samples** folder.
- Click on **slide thumbnail 6** in the Slides tab area.
- Click the **New Slide** button on the **Formatting** toolbar.
- Apply the **Title Only** layout located in the **Slide Layout Pane** under the **Text Layouts** section:



- Click in the title placeholder and type **Animated GIFs and Sounds**.
- Click in the body of the slide.
- From the main menu, select **Insert > Movies and Sounds > Movie from Clip Organizer**.
- In the **Clip Art** pane, **Search for "paddling,"** and click **Go**:



- Select **"paddling"** from the results:

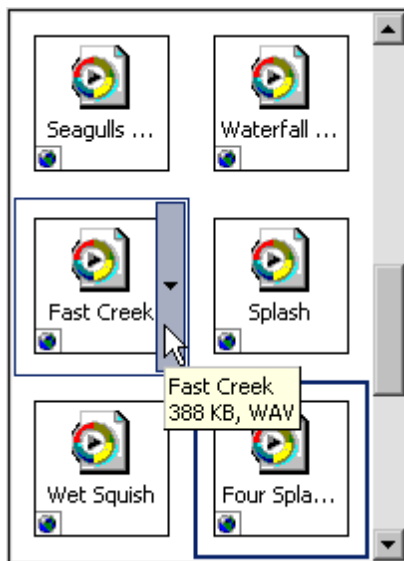


- Click the down arrow beside the image and select **Insert**.
- Centre, and resize the animated GIF so it takes up about a third of the slide.

- Click the **Save** button.
- Close the presentation.

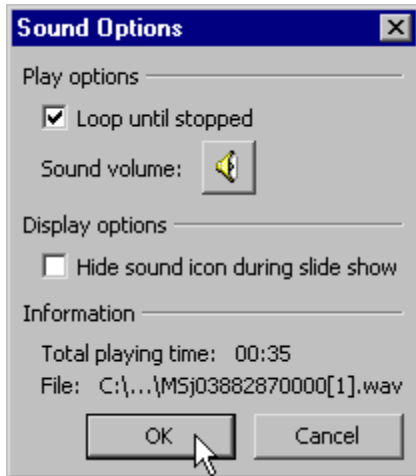
## Adding Sounds

- From the main menu, select **File > Open** and select *PowerPointExercises.ppt* from the **PowerPoint 2003 Intermediate Samples** folder.
- Select **slide 7**.
- From the main menu, select **Insert > Movies and Sounds > Sound from Clip Organizer**.
- To find **Fast Creek** quickly, enter **Water** in the **Search for** box and check **Sounds** in the **Selected media file types** drop-down menu. Click **Go**.

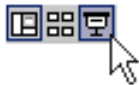


**Note:** If you still can't find **Fast Creek** in your **Clip Organizer**, from the main menu, select **Insert > Movies and Sounds > Sound from File**. Locate your **PowerPoint 2003 Intermediate Samples Folder**. Select *Fast Creek.wav*. Click **OK**.

- Right click on *Fast Creek.wav*, and select **Insert**.
- Click **Automatically** in the displayed dialog box.
- Right-click on the **Sound** icon on the slide.
- Select **Edit Sound Object**.
- Check the **Loop until stopped** box:



- Click **OK**.
- Move the sound icon to the bottom-left of the slide.
- Click the **Slide Show (from current slide)** button at the bottom-left of the screen to preview and click through your animation:



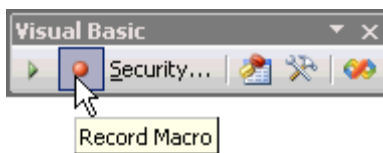
- Click the **Save** button on the **Standard** toolbar.
- Close the presentation.

# SAMPLE

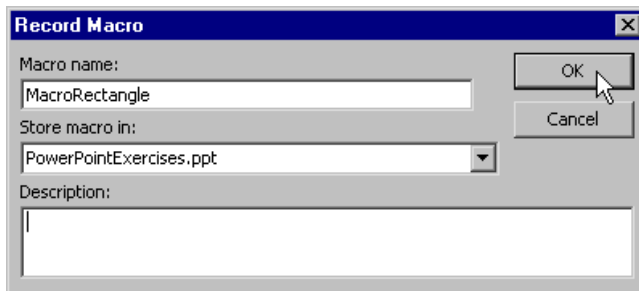
## Using Macros

### Creating Macros

- From the main menu, select **File > Open** and select *PowerPointExercises.ppt* from the **PowerPoint 2003 Intermediate Samples** folder.
- Click on **slide thumbnail 1** in the Slides tab area.
- From the main menu, select **View > Toolbars > Visual Basic**.
- Click the **Record Macro** button on the **Visual Basic** toolbar:



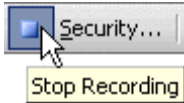
- Type **MacroRectangle** in the **Macro name** box.
- Click **OK**:



- Click the **Rectangle** button on the **Drawing** toolbar.
- Draw a long narrow rectangle along the bottom of the slide.
- Click the **Text Box** button on the **Drawing** toolbar.
- Draw a text box inside the rectangle.
- Type **MACRO RECTANGLE**.
- Select the **MACRO RECTANGLE** text.
- Click the **Bold** button on the **Formatting** toolbar:

**MACRO RECTANGLE**

- Click outside of the Rectangle.
- Click the **Stop Recording** button on the **Visual Basic** toolbar:



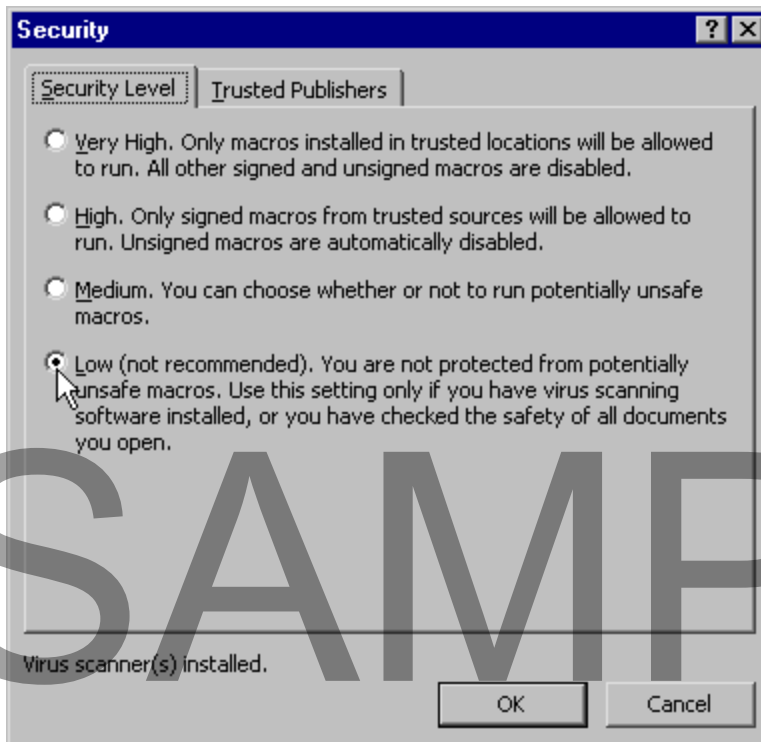
- Click the **Save** button.
- Close the presentation.

## Setting Macro Security

- From the main menu, select **File > Open** and select *PowerPointExercises.ppt* from the **PowerPoint 2003 Intermediate Samples** folder.
- From the main menu, select **Tools > Macro > Security**

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

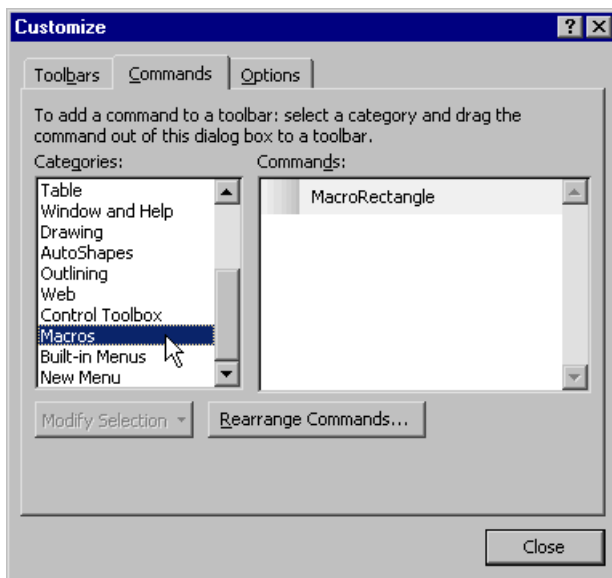
- Click the **Security Level** tab.



- Select the **Low** macro security level, which will enable you to complete the next exercise.
- Click **OK**.
- Click **Save**.
- Close the presentation.

## Managing Macros

- From the main menu, select **File > Open** and select *PowerPointExercises.ppt* from the **PowerPoint 2003 Intermediate Samples** folder.
- If the **Visual Basic** toolbar is not already displayed, from the main menu, select **View > Toolbars > Visual Basic**.
- From the main menu, choose **Tools > Customize**.
- Select the **Commands** tab.
- In the **Categories** window, scroll down and locate **Macros**:



- In the **Commands** window, click and drag **MacroRectangle** onto the **Visual Basic** toolbar:



- Click **Close** to close the **Customize** dialog box.
- Click on **slide thumbnail 2** in the Slides tab area.
- Click the **MacroRectangle** button on the **Visual Basic** toolbar.
- Repeat on each slide in the presentation.
- Click the **Save** button on the **Standard** toolbar.
- Select **slide thumbnail 1** in the Slides tab area.
- Click the **Slide Show from current slide** button at the bottom-left of the screen to preview and view your presentation.



- Click the **Save** button on the **Standard** toolbar.
- **Exit** PowerPoint.

**Note:** There is an example presentation located in the **PowerPoint 2003 Intermediate Samples**. Folder.

SAMPLE