

PowerPoint 2007

Foundation Level



SAMPLE

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SAMPLE

Opening and Viewing Presentations

FIRST STEPS WITH PRESENTATIONS

Opening PowerPoint

- Click on the **Start** button (bottom-left of your screen). From the popup menu displayed click on **All Programs**. Click on a submenu option called **Microsoft Office**. Finally click on **Microsoft Office PowerPoint 2007**.

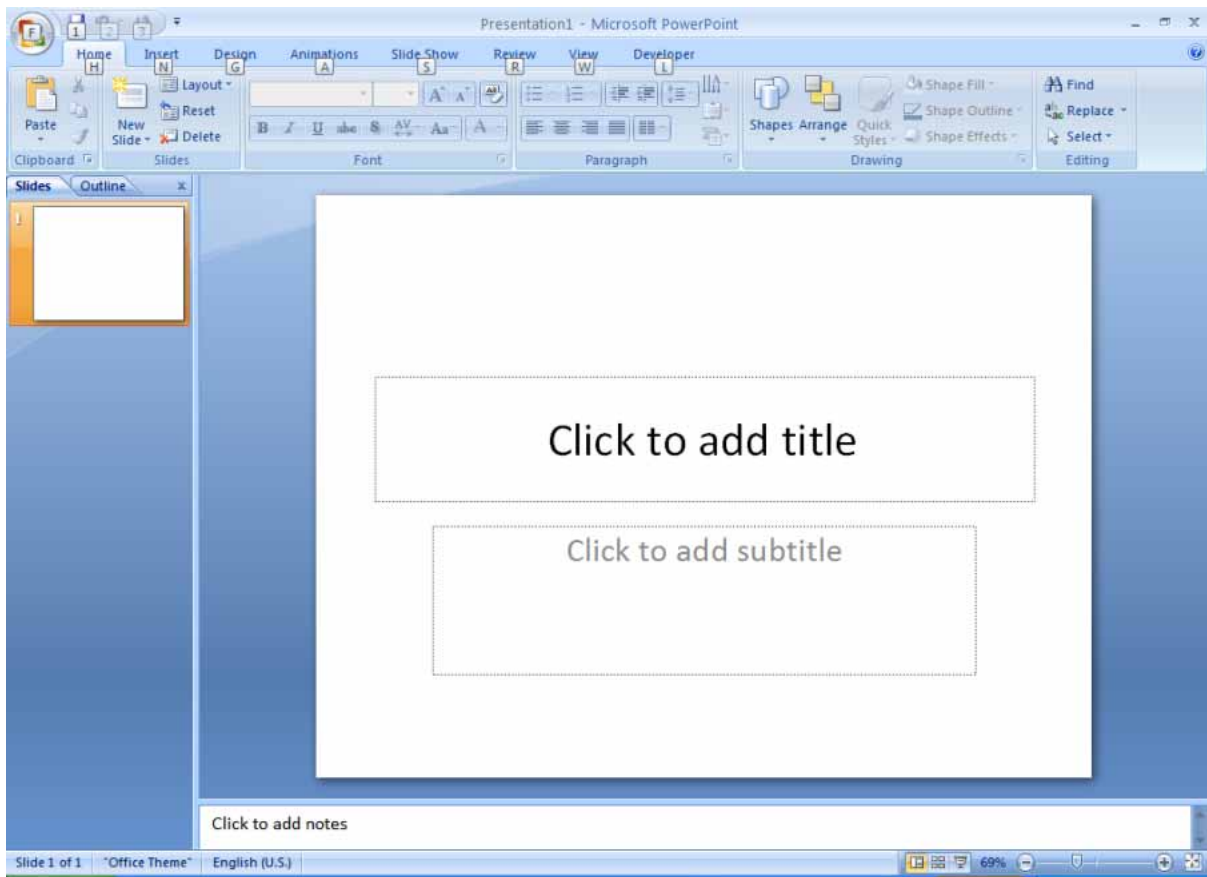


NOTE: The location of the PowerPoint option may vary slightly from one computer to another, but with a little searching around you should be able to find it!

Clicking on the **PowerPoint** option will load the PowerPoint program from your hard disk into your computer memory (RAM – Random Access Memory).

Your screen will look something like this.

SAMPLE



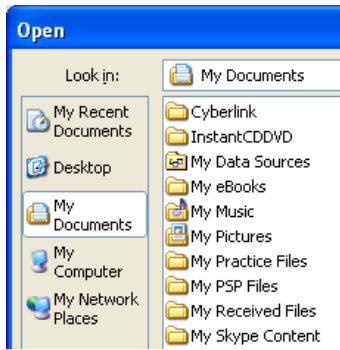
Opening a presentation

- To open a file, click on the **Office Button** (top-left of your screen) and then select the **Open** command.



TIP: A shortcut to open a file is **Ctrl+O**.

You will see the **Open** dialog box displayed. Normally it will display the contents of a folder called **My Documents**.



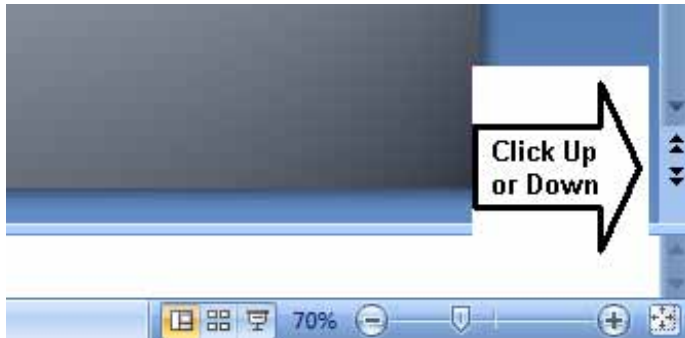
- You need to navigate to the folder containing your sample workbook files.
- Select a file called **Computer Parts**. Open this file. Your screen should now look like this.



Navigating between slides

- To move to the next slide press the **Page Down** key. Press the **Page Up** key to display the previous slide.

If you prefer using the mouse click on the **Next Slide** or **Previous Slide** controls located at the bottom of the vertical scroll bar.



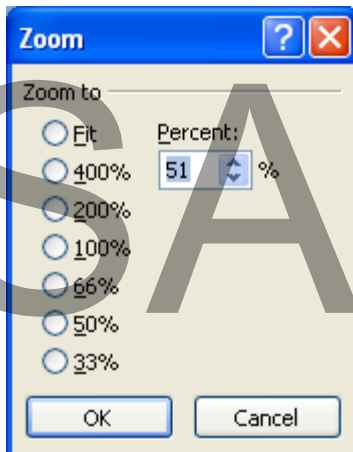
- To display a particular slide, use the scroll bars to display the slide thumbnails (displayed down the left side of the screen) and then click on the thumbnail.
- Experiment with displaying different slides.
- Before continuing, return to the first slide.

Using the Zoom tool

- The Zoom controls are displayed at the bottom-right of your screen. You can use the horizontal slider control to set the zoom level. The larger the zoom level the greater the slide will be magnified on your screen.



- If you click on the **Zoom percentage figure (70%** in the illustration), you will see the **Zoom** dialog box. This allows you to select a range of preset options, or to set an exact zoom percentage.



Changing PowerPoint views

- There are a set of view buttons in the Status bar at the bottom of your screen.



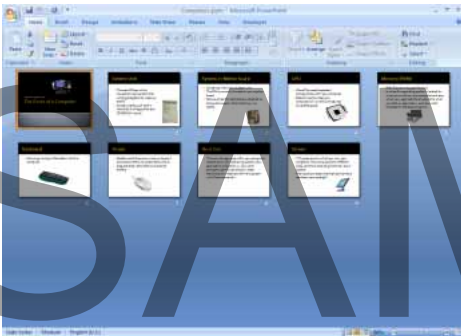
- **NORMAL VIEW:** 

The first view icon is called the **Normal** view. This is the view you normally work in. You see the slide thumbnails displayed to the left and the selected slide displayed to the right.



- **Slide Sorter view:** 

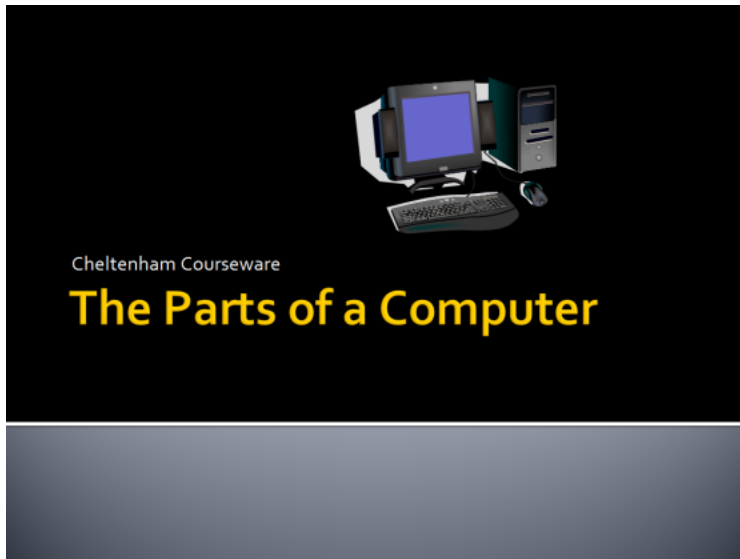
Click on this icon and the screen will change as illustrated. This view allows you to easily rearrange the order of slides within a presentation.



Experiment with rearranging the order of the slides. To do this, select a slide in **Slide Sorter** view. Press the mouse button down and while keeping it depressed down move the mouse pointer to a gap between two other slides. When you release the mouse button the slides will have changed position within the presentation.

- **Slide Show View:** 

Select the first slide within the presentation and then click on this icon. The slide will be displayed as a slide show and fill the whole screen. Click on the mouse button to advance through the slide show. To stop the slide show at any point, press the **Esc** key.



- Before continuing, make sure that you are displaying the presentation in **Normal** view.

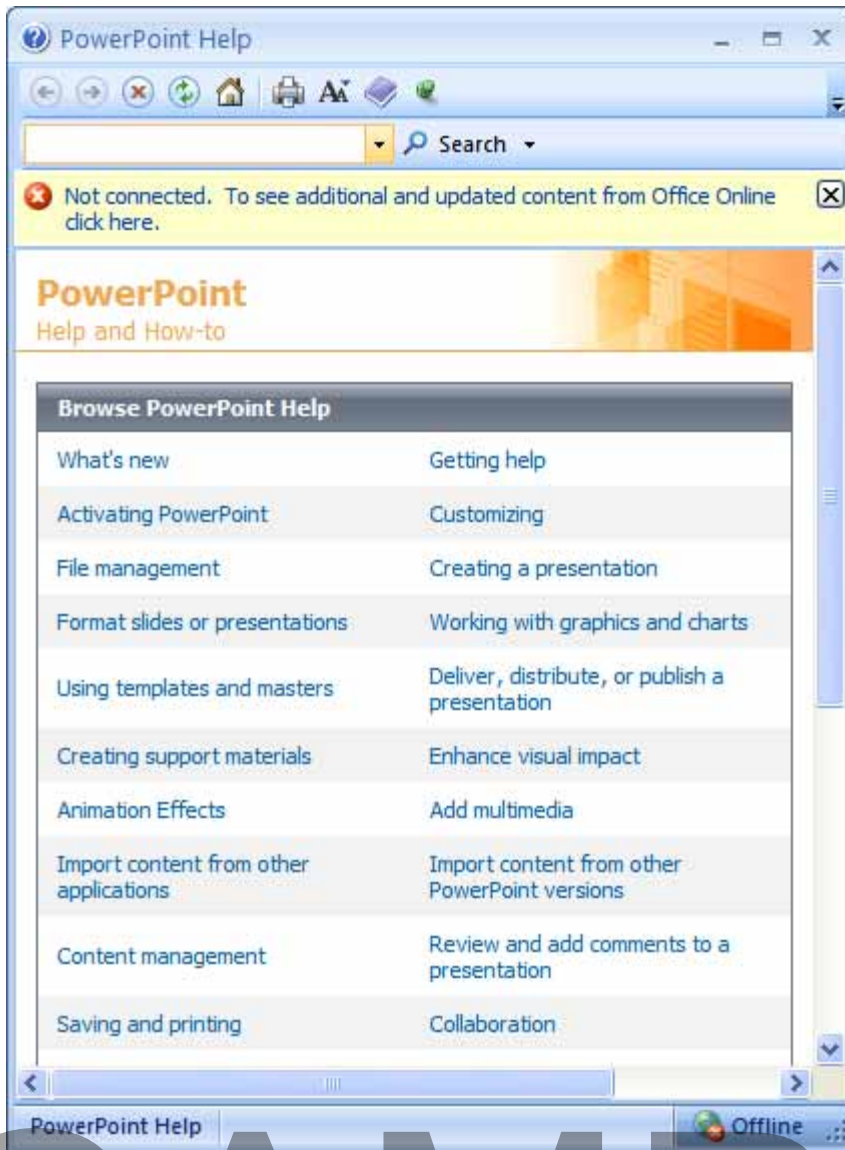
Using Help

- To display the Help windows click on the **Microsoft Office PowerPoint Help** button at the top-right of the screen.



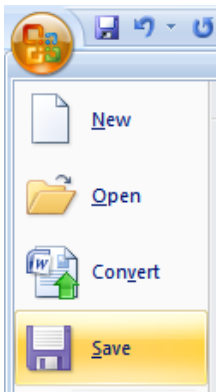
TIP: To display the Help windows you can press the **F1** keyboard shortcut.

This will display the **PowerPoint Help** window.



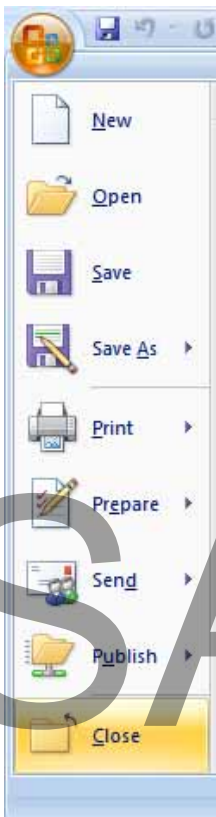
Saving a presentation

- To save the changes you have made to the presentation, use the **Ctrl+S** keyboard shortcut or click on the **Microsoft Office button** (top-left of the screen), and then select the **Save** command.



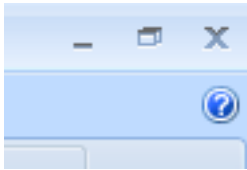
Closing a presentation

- To close the presentation click on the **Microsoft Office button** (top-left of your screen) and then click on the **Close** command.



Closing PowerPoint

- To close the PowerPoint program, click on the **Close** icon (top-right) of your screen.

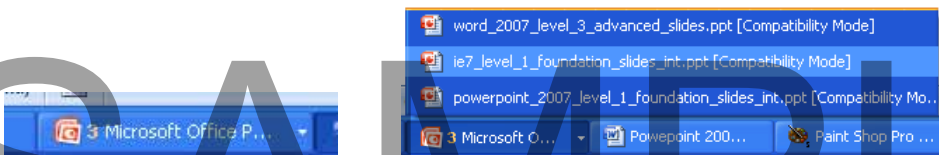


Opening multiple presentations

- Restart PowerPoint.
- You can open more than one PowerPoint presentation at a time. Press **Ctrl+O** and open a presentation (it does not matter which one). Then open a second and then a third presentation.

Switching between multiple presentations

- The different presentations will each be represented by a button in the Windows Taskbar across the bottom of your screen. Clicking on a button displays the presentation represented by that button.
- If you have many open presentations, you may see a single button, as illustrated below. Clicking on the button will display a list of open presentations and you can click on the one you wish to switch to.



TIP: Pressing **Alt+Tab** allows you to switch between open presentations that are running.

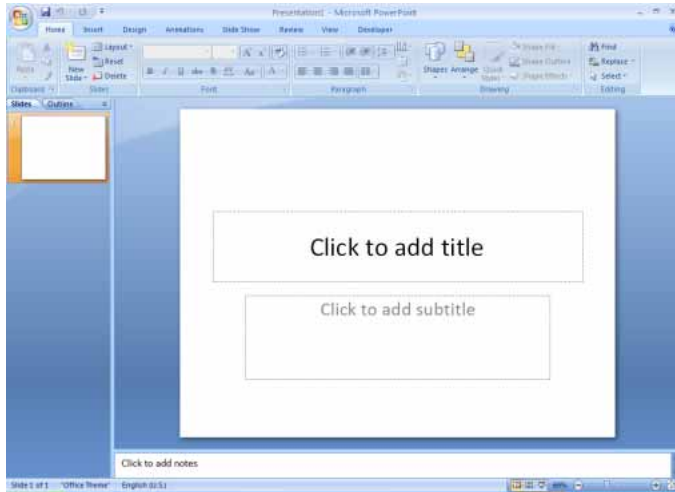
- Close all presentations and close PowerPoint.

Creating a Presentation

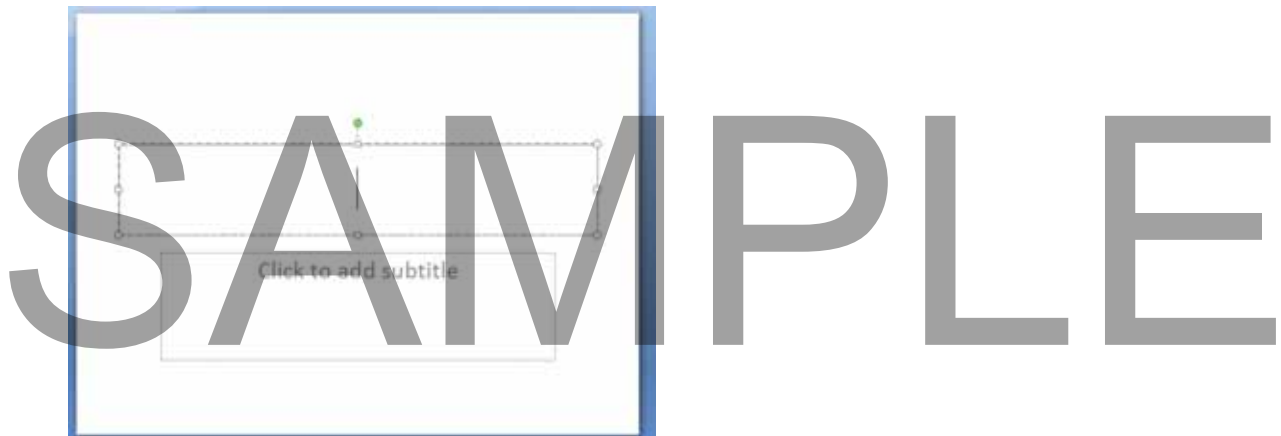
Creating a Presentation

Creating a new presentation

- Start PowerPoint. You will see a screen as illustrated.



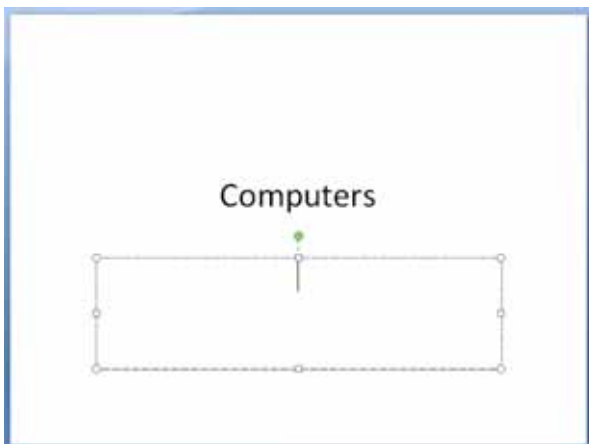
- Most presentations start with a title page and this is what you are viewing on your screen. Click within the area of the slide displaying the message '**Click to add title**'. You will see a title placeholder outlined, as illustrated below.



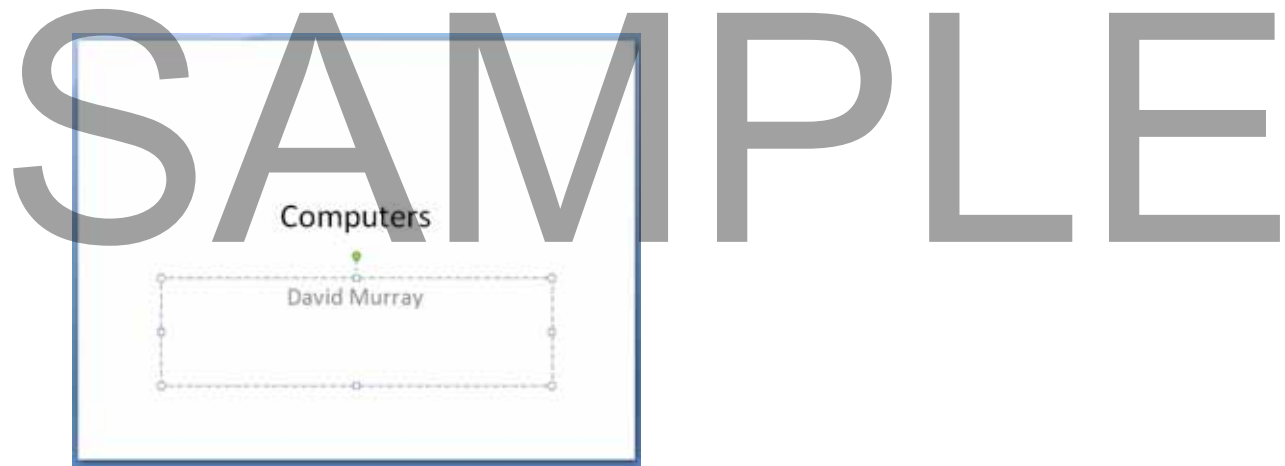
- You can now type in a title for your presentation. In this case type in the word '**Computers**', as illustrated.



- Next click within the area of the slide displaying the message '**Click to add a subtitle**'. You will see a subtitle placeholder outlined, as illustrated below.



- Type in your name as a subtitle, in the example illustrated the name **David Murray** was entered.



Inserting a new slide

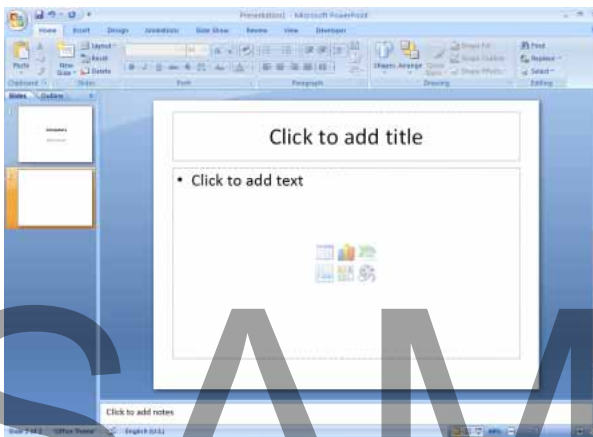
- We have finished creating our title slide, next we need to insert a new slide so that we can start creating the rest of the presentation. To do this, if necessary, click on the **Home** tab, and you will see the **New Slide** button displayed in the Ribbon.



NOTE: There are two parts to this button. Try clicking on the upper part of this button, i.e. the part that contains an icon picture that represents a new slide (we will see the effect of clicking on the lower part of this button later).



A new slide is displayed, as illustrated.



NOTE: You can now see two 'slide thumbnails' displayed to the left of your screen. The layout of the slide that you have just inserted is different. There is no sense in having two 'Title' slides in one presentation.

- Click within the area of the slide displaying the instruction '**Click to add title**'. Type in the title for this slide, in this case type in the words '**System Unit**'.
- Click within the area of the slide displaying the instruction '**Click to add text**'. Type in the text for this slide, in this case type in the words:

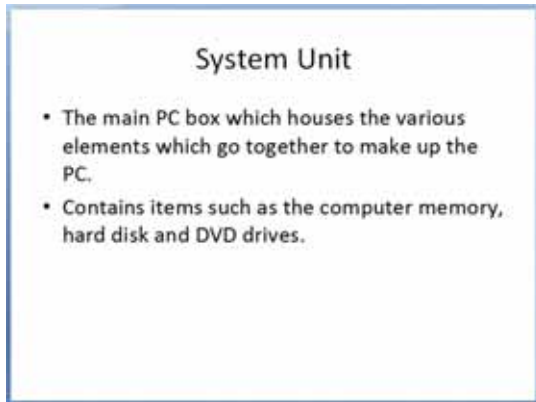
The main PC box which houses the various elements which go together to

make up the PC.

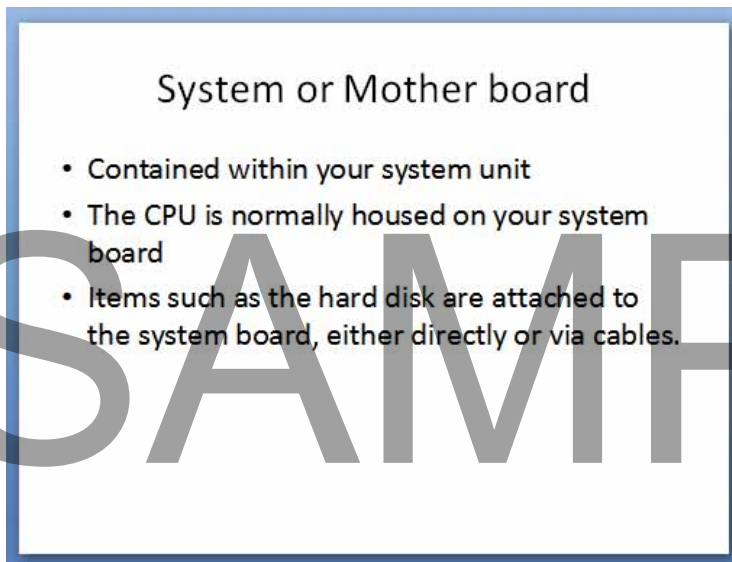
- Press the **Enter** key to drop you down to the next line. Notice that a bullet point is automatically inserted for you. Type in the following information to make up the second bullet point.

Contains items such as the computer memory, hard disk and DVD drives.

Your slide will now look like this.



- This slide is now complete and you can insert your next slide. Create the following slides within your presentation.



SAMPLE

Screen

- TV type screen on which you view your programs. They are supplied in different sizes, common sizes range from 15" to 21" screens.
- Poor quality or badly maintained monitors can harm your eyesight.

Memory (RAM)

- RAM (Random Access Memory)
- Is where the operating system is loaded to when you switch on your computer and also where your applications are copied to when you start an application, such as a word processor or database program.

SAMPLE

Keyboard

- Allows you to type information into the computer

Mouse

- Used to select drop down menus, to point and click on items, to select items and to drag and drop items from one place to another

Hard Disk

- The main storage area within your computer.
- Used to store your operating system, your application programs (i.e. your word processor, games etc) and your data.
- Hard disks are installed within the system unit of your computer.

SAMPLE

Undo and Redo

- When creating or editing a PowerPoint presentation always remember that if you make a mistake, in most cases you can click on the **Undo** icon and undo the mistake. The **Undo** icon is displayed at the top-left of your screen.
- Try selecting a word within a slide and then pressing the Del key to delete it. Then click on the **Undo** icon to undo the deletion.



NOTE: You cannot undo a mistake after you have saved and closed a file.

TIP: As well as **Undo** there is a **Repeat** icon to repeat the last action for you.



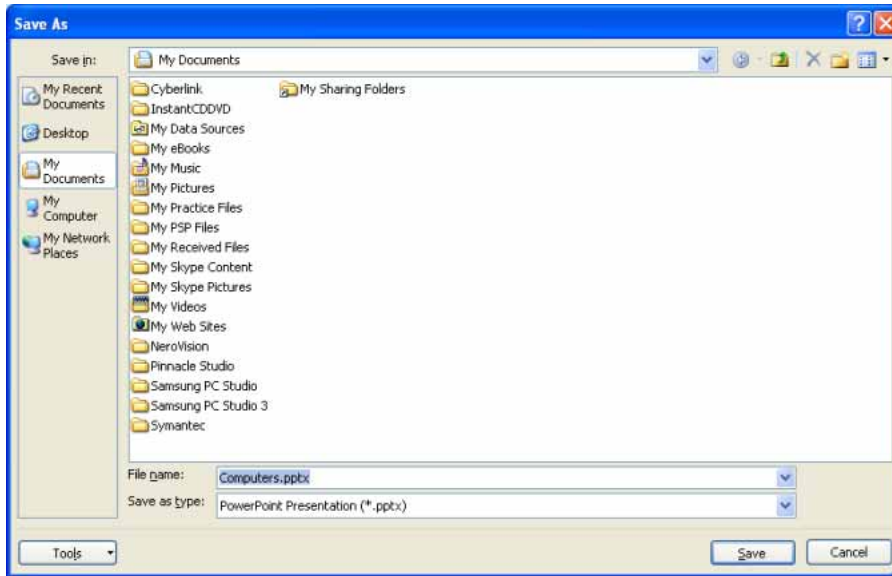
Saving a presentation

- You have created your first presentation. You now need to save this presentation to your hard disk. To do this click on the **Save** icon towards the top-left of your screen.



- You will see the **Save As** dialog box displayed, similar to the illustration below.

SAMPLE



- Click on the **Down arrow** to the right of the **Save in** section of the dialog box and navigate to the folder containing your sample files.
- Notice that the file name suggested by PowerPoint in the **File name** section of the dialog box is **Computers**. This name is taken from the title you typed into your first slide. Click on the **Save** button to save the presentation to your disk.

TIP: Now that you have named your presentation, in future clicking on the **Save** icon will not ask you for a file name, but will automatically use the existing file name and overwrite the contents of the version of the presentation that you have saved on disk.

Saving a presentation using a different name

- Sometimes you may like to have different versions of a presentation saved on disk. To save the presentation using a different file name, click on the **Office Button** (top-left of your screen) and from the options displayed click on the **Save As** button.



TIP: If you look closely at the **Save As** button, it is made up of two components. The **disk icon** and the words **Save As** make up one part, while the right pointing arrow makes up the other part. Be sure to click on the disk icon for now. This will display the **Save As** dialog box. Within the **File name** section of the dialog box, enter a new name such as **My First Presentation**. Click on the **Save** button to save the presentation.

You now have two copies of the presentation saved to disk. The first one is saved as a file called **Computers**, while the second copy is saved as a file called **My First Presentation**.

- Close your presentation and close PowerPoint.

Manipulating Slides

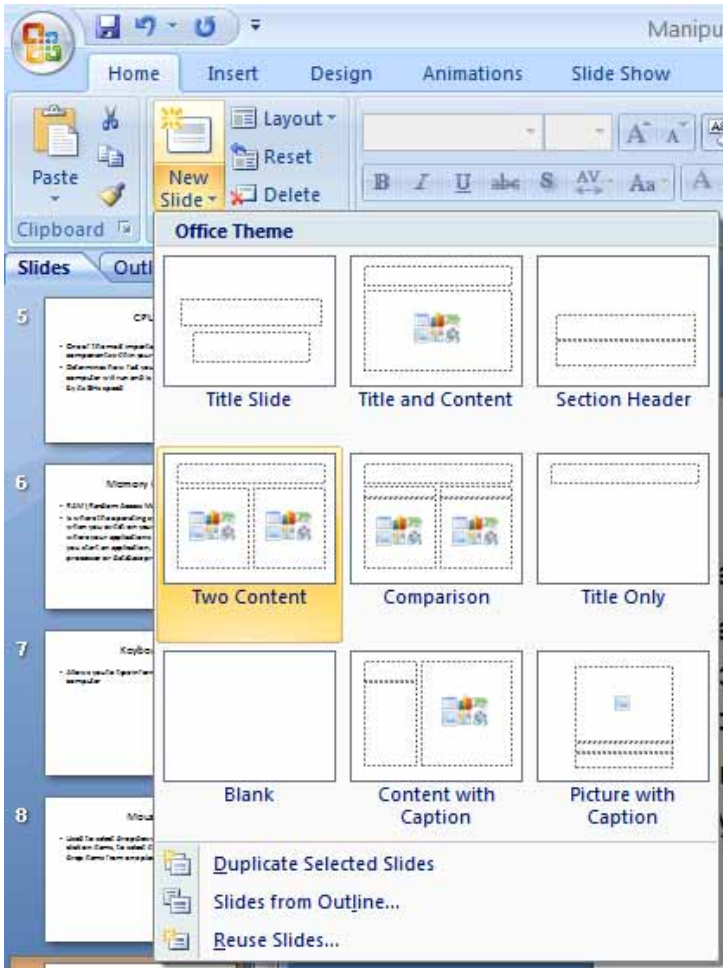
Inserting slides with a particular slide layout

- Start PowerPoint and open the presentation called **Manipulating Slides**.
- Display the last slide within the presentation.
- Click on the bottom part of the **New Slide** button (the part displaying the text **New Slide**).

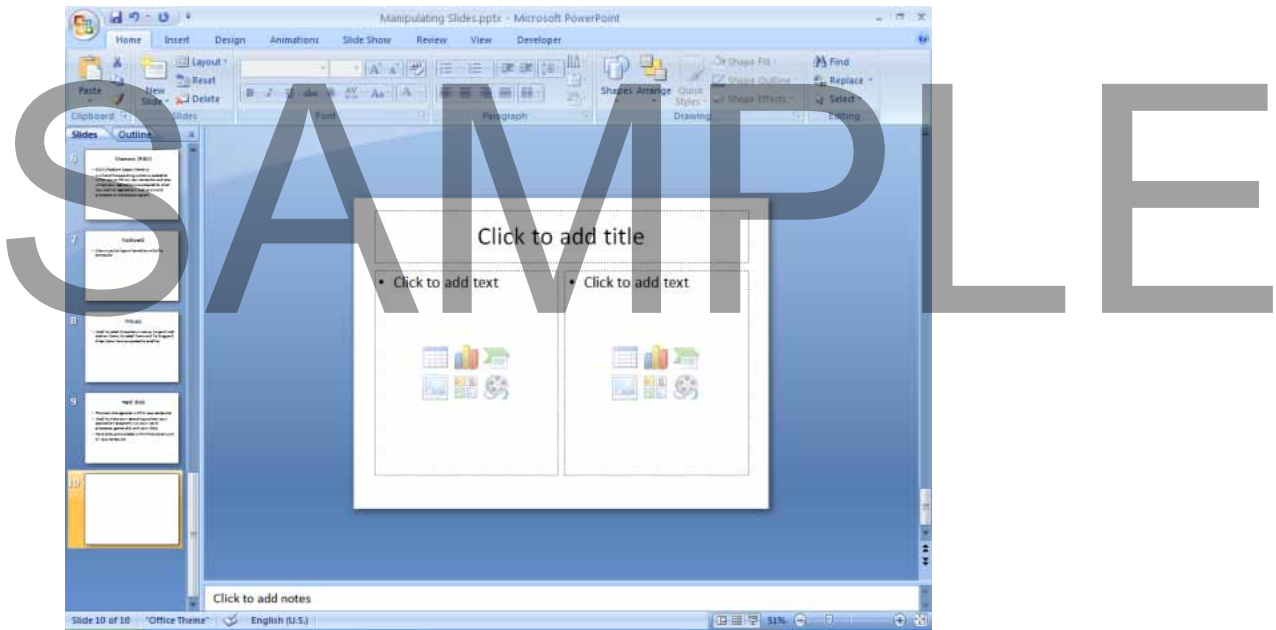


This will display a drop down allowing you to select the type of slide layout that you wish to insert. Select the **Two Content** option as illustrated.

SAMPLE



- Your screen will now look like this:



- Click within the title area of the slide and insert the following title.

Laptop Computers

- Click within the left '**Add text**' area and add the following text.

All the computer components are contained within a single unit.

- Click within the right '**Add text**' area and add the following three lines of text.

Portable

Flexible

Normally more expensive than desktop computers

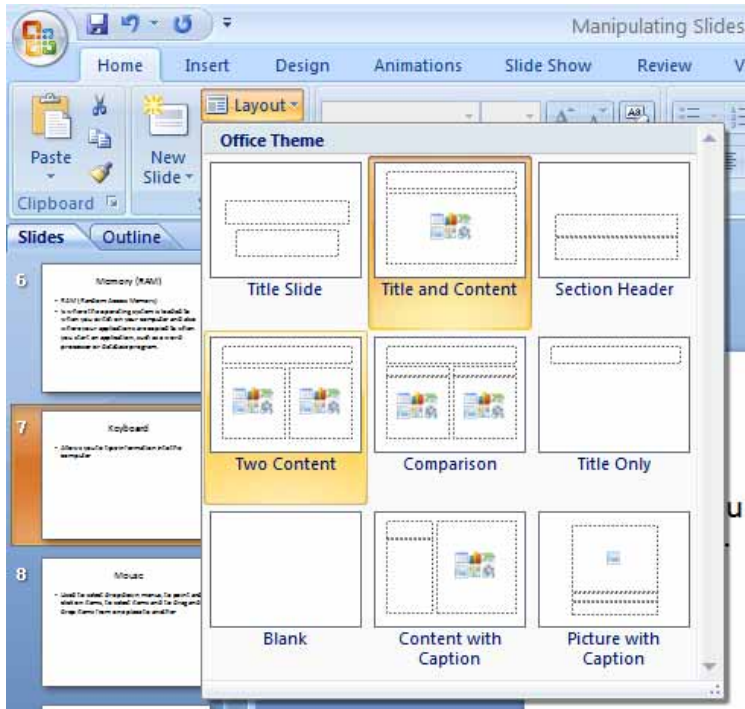
Modifying the slide layout

- Display the slide displaying information about the **Keyboard**.
- Within the **Home** tab, click on the **Layout** button.

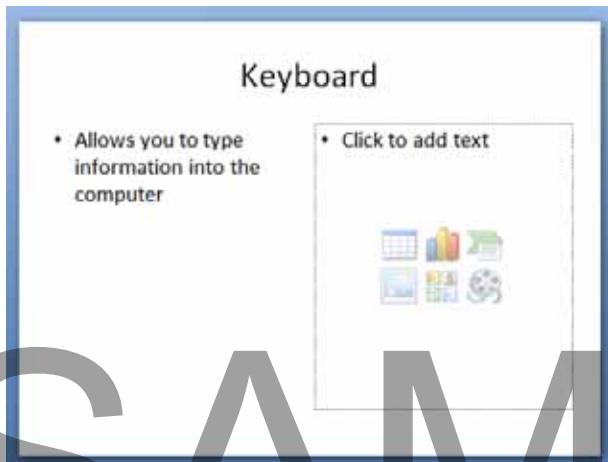


- From the drop down options select **Two Content**.

SAMPLE



The layout will change as illustrated.



- You can click within the right hand text area and add more text such as:

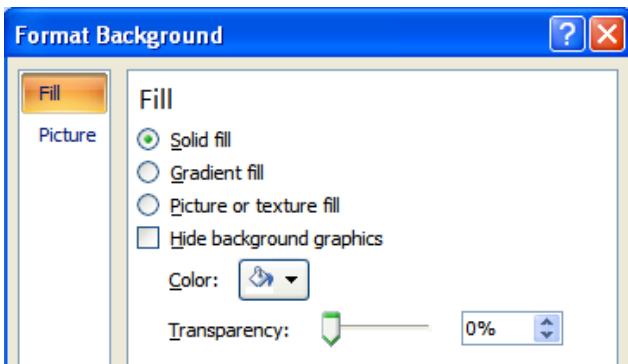
Many different types of keyboard are now available.

Changing the background color on the active slide

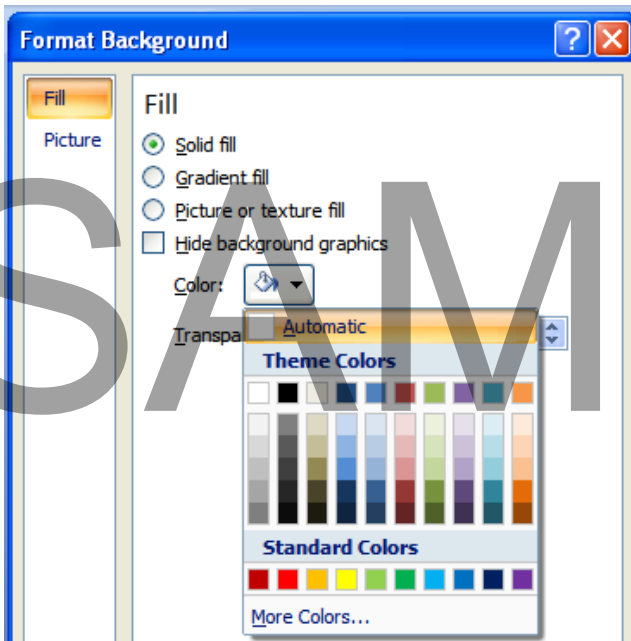
- Make sure that the slide relating to the keyboard is displayed.
- Click on the **Design** tab and then click on the **Background Dialog Box Launcher** button.



This will display the **Format Background** dialog box.

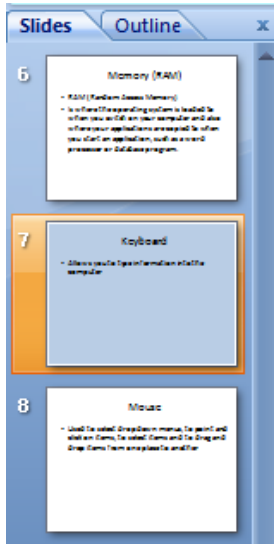


- Click on the **down arrow** to the right of the **Color** section. This will display a drop down from which you can select a color. Select a light blue color.



- Click on the **Close** button.

- As you can see from looking at the left of your screen, this color has only been applied to the active slide.



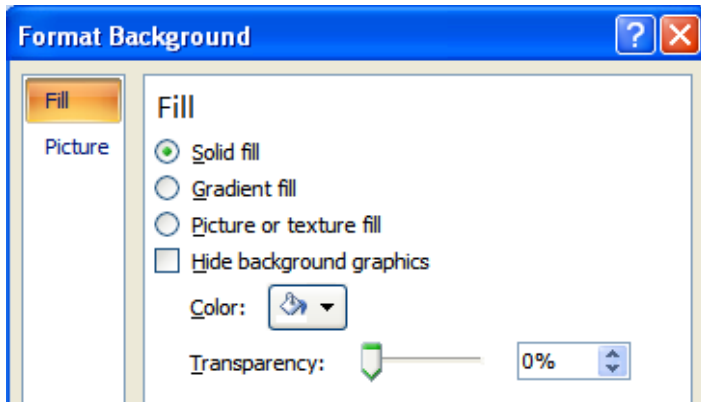
- Scroll up and down through your presentation to confirm that only the slide relating to the **Keyboard** has a light blue background.

Changing background color on all the slides within a presentation

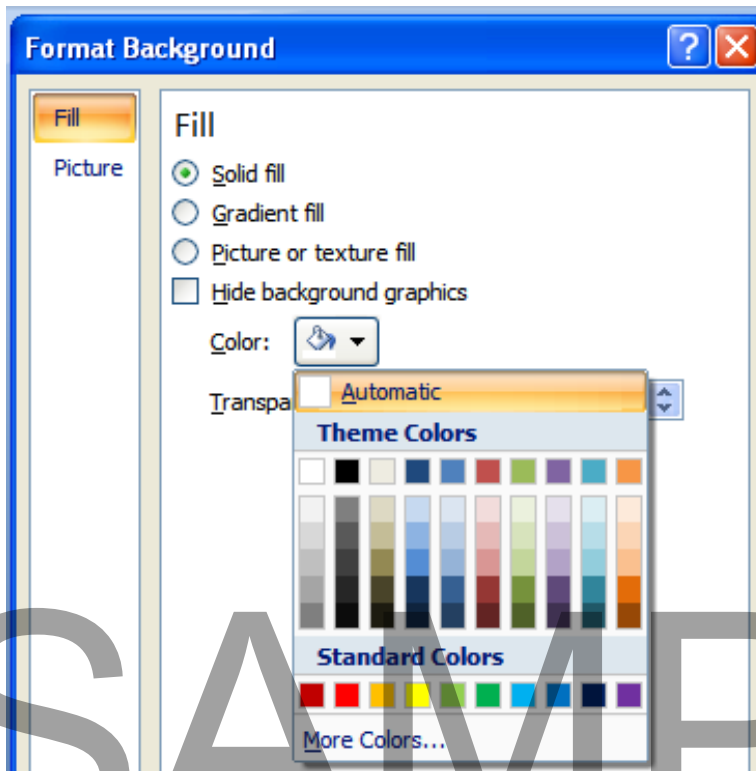
- Click on the **Design** tab and then click on the **Background Dialog Box Launcher** button.



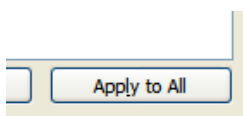
This will display the **Format Background** dialog box.



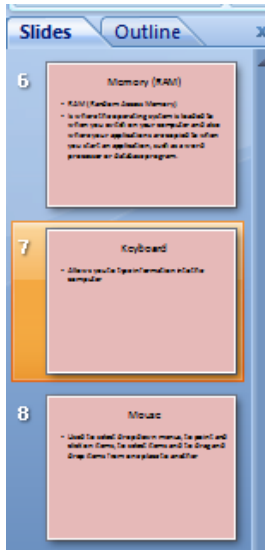
- Click on the **down arrow** to the right of the **Color** section. This will display a drop down from which you can select a color. This time select a light red color.



- Click on the **Apply to All** button.



- Click on the **Close** button to close the dialog box. As you can see from looking at the left of your screen all the slides now have a light red background.

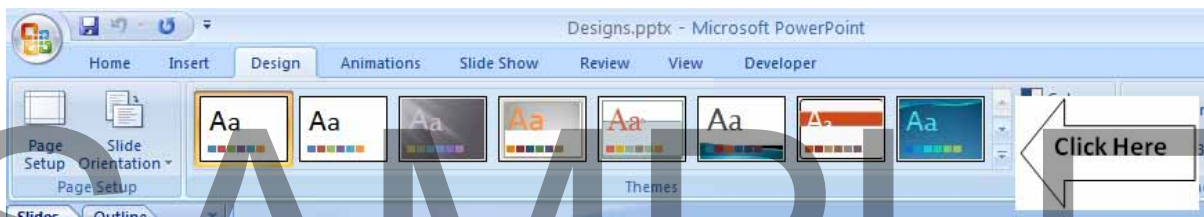


- Save your changes and close the presentation.

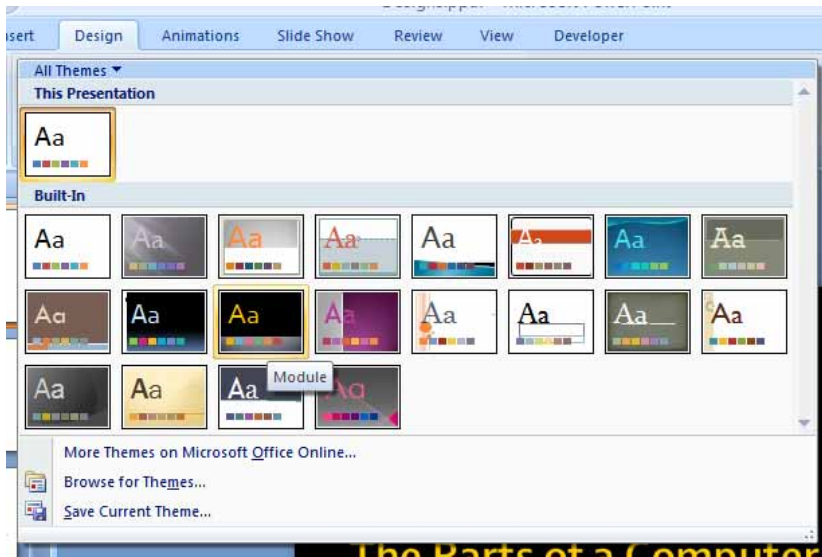
Themes

Applying a theme to a presentation

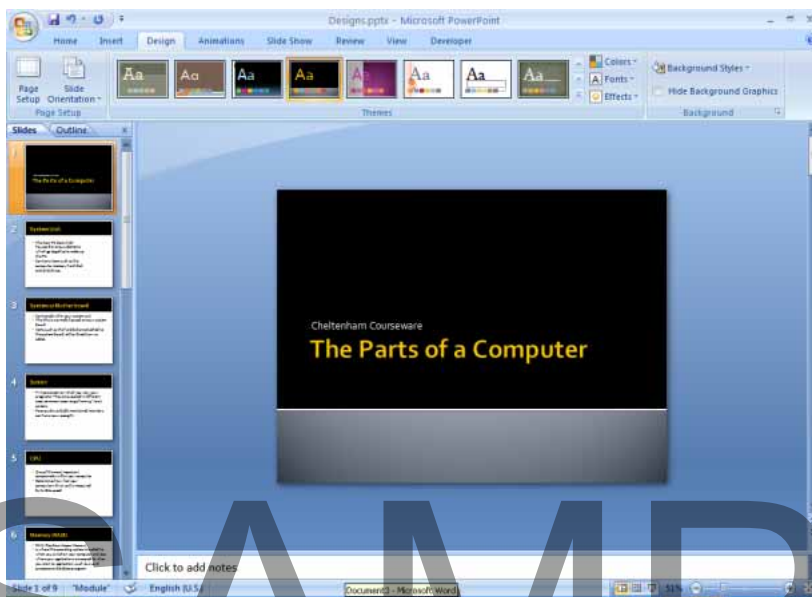
- Open a presentation called **Designs**.
- Click on the **Design** Tab.
- Click on the **down arrow** to the right of the **Themes** section.



This will display a drop down from which you select a design type. In this case select the **Module** design.



- Once you click on a design it will be applied to all your slides, as illustrated.



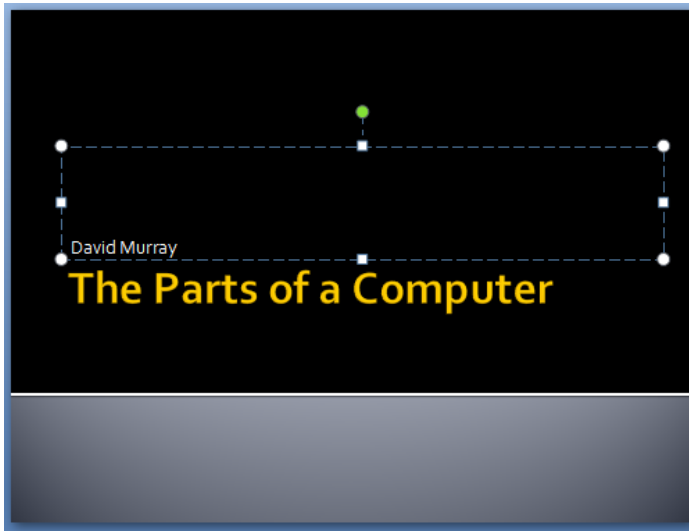
As you can see with very little effort your slides suddenly look much more interesting!

- Experiment with applying other designs to your presentation slides.

Text Boxes (Placeholders)

What are Text Boxes (Placeholders)?

- Display the first slide within your presentation.
- Select the text **Cheltenham Courseware** and replace it with your name.
- Click once on your name and you will see the placeholder for your name, as illustrated.



- Click on the presentation title and you will see the title placeholder, as illustrated.



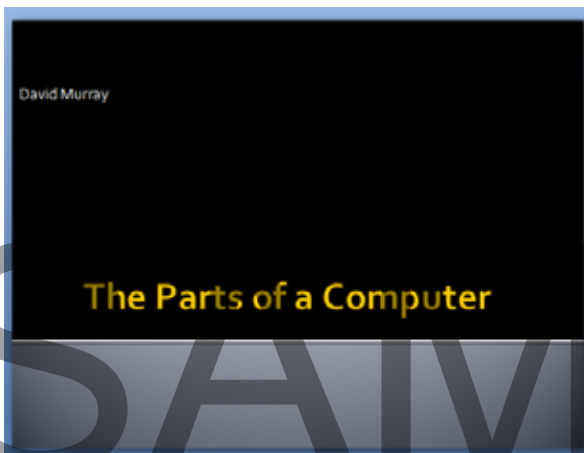
- These placeholders determine where the text will be displayed on the slide. You can move or resize any placeholder within a presentation.

Resizing a Text Box (Placeholder)

- Click on the placeholder containing your name. Move the mouse pointer over the 'handle' in the middle of the top edge of the placeholder. Press the mouse button and while keeping it pressed move the mouse pointer up the slide. When you release the mouse button the placeholder will be resized so that it is taller. Try resizing this placeholder so that it is shorter.
- Use the same technique on either side of the placeholder to make the placeholder narrower or wider. In this case you will need to drag the handle on either vertical side of the placeholder.
- Try moving the mouse pointer to one of the four placeholder corners and you will be able to drag to resize the placeholder in two directions at the same time, allowing you to make the placeholder narrower or wider and also taller or shorter.
- Experiment with resizing the placeholder containing the title.
- Before continuing resize both placeholders to their approximate original sizes.

Moving a Text Box (Placeholder)

- Click on the placeholder containing your name. Move the mouse pointer over the dotted line representing the placeholder (not over a handle). The shape of the mouse pointer will change. Press the mouse button and while keeping the button pressed move the mouse pointer up the screen. When you release the mouse button the name placeholder will be displayed higher up on your slide.



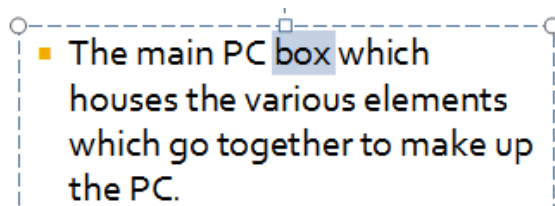
- Use the same technique to move the title placeholder down and to the left on your slide.
- Save your presentation and close PowerPoint

Text editing and formatting

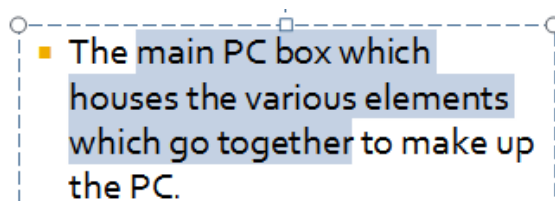
Selecting, copying moving, resizing and deleting text

Selecting text

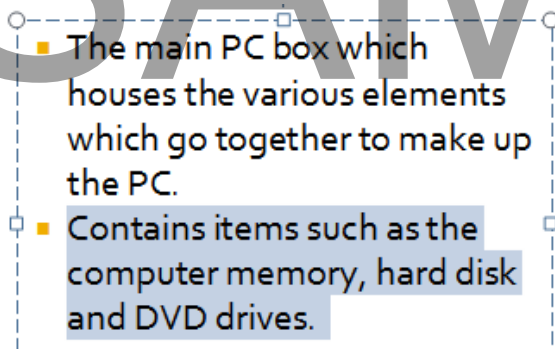
- Open a presentation called **Manipulating text**. Display the second slide displaying information about the **'System Unit'**
- To select a word on the slide double click on that word. Try double clicking on the word **'box'**. You will then see this word highlighted indicating that it has been selected.



- To select a number of words within a paragraph, click before the first word that you wish to select and hold the **Shift** key down. While keeping the **Shift** key pressed click just after the last word that you wish to select. Release the **Shift** key and the text will remain selected, as illustrated. Try this now.



- To select an entire paragraph, triple click within that paragraph. Try triple clicking within the second paragraph and you will see the following.



Moving text within a slide

- Display the slide relating to the **Screen**.
- Select the first bulleted paragraph. Press **Ctrl+X** to **Cut** the selected text to the Clipboard.
- Click at the end of the last bulleted point and press the **Enter** key to insert a new bullet point.
- Press **Ctrl+V** to paste the contents of the Clipboard to the insertion point.

Moving text between slides within a presentation or between presentations

- Display the slide with the title '**Hard Disk**'.
- Select the last two bulleted paragraphs. Press **Ctrl+X** to **Cut** the selected text to the Clipboard. Display the next slide titled '**Internal Hard Disk**'.
- Click after the bulleted paragraph and press the **Enter** key.
- Press **Ctrl+V** to paste the contents of the Clipboard to the insertion point.

TIP: You can use the same method to move selected text to a slide within a different presentation.

Copying text within a slide

- Display the slide relating to the **Memory**.
- Select the first bulleted paragraph. Press **Ctrl+C** to **Copy** the selected text to the Clipboard.
- Click at the end of the last bulleted point and press the **Enter** key to insert a new bullet point.
- Press **Ctrl+V** to paste the contents of the Clipboard to the insertion point.

Copying text between slides within a presentation or between presentations

- Display the slide with the title '**System of Mother board**'.
- Select the last two bulleted paragraphs. Press **Ctrl+C** to **Copy** the selected text to the Clipboard. Display the slide titled '**System Unit**'.
- Click after the last bulleted paragraph and press the **Enter** key.
- Press **Ctrl+V** to paste the contents of the Clipboard to the insertion point.

TIP: You can use the same method to copy selected text to a slide within a different presentation.

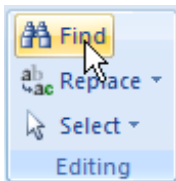
Deleting text

- Practice selecting a word, sentence or paragraph and deleting the selected text by pressing the **Del** key.
- Save your changes and close the presentation.

Searching Your Presentation

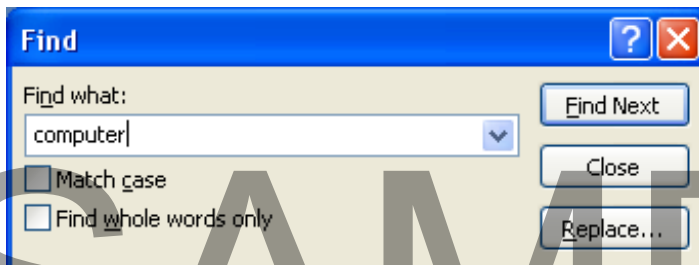
Using Find

- Open a presentation called **Find and Replace**.
- Click the **Find** button, located in the **Editing** group of the **Home** tab.

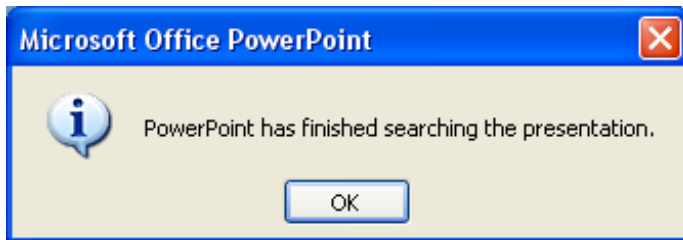


TIP: Use the **Ctrl+F** keyboard shortcut to start the **Find** function.

- The **Find** dialog box will be displayed. Type the word computer into the **Find what** box.



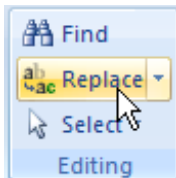
- Click on the **Find Next** button. PowerPoint will locate and select the first instance of the word computer in the presentation. Click on the **Find Next** button repeatedly to find all occurrences of the word.
- When you reach the end of the search PowerPoint will display the following dialog box.



- Click on the **OK** button.
- Click on the **Close** button within the **Find** dialog box.

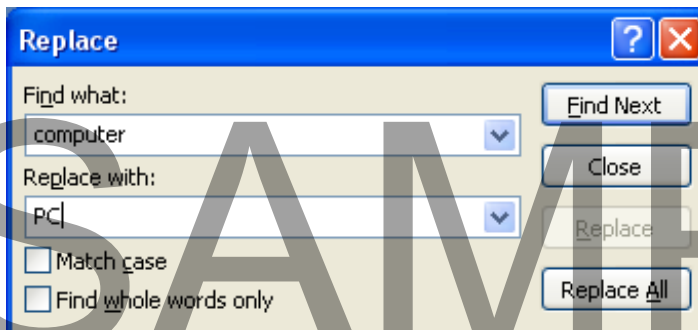
Using Replace

- Click the **Replace** button, located in the **Editing** group of the **Home** tab.

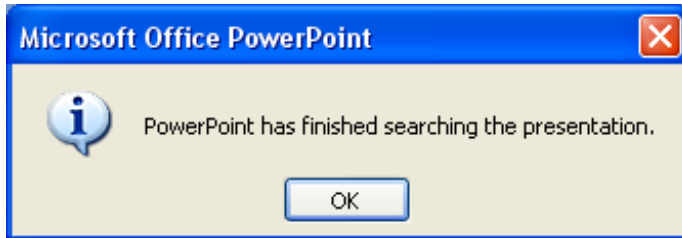


TIP: Use the **Ctrl+H** keyboard shortcut to start the **Replace** function.

- The **Replace** dialog box will be displayed. Type the word computer into the **Find what** box.
- Type the word PC into the **Replace with** box. The **Replace** dialog box should now look like the illustration below.



- Click on the **Find Next** button. PowerPoint will locate and select the first instance of the word computer in the presentation. To replace that instance of the word computer with PC click on the **Replace** button. Repeat this process to replace all occurrences of the word computer with PC.
- When you reach the end of the search PowerPoint will display the following dialog box.

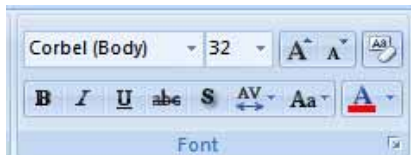


- Click on the **OK** button.
- Click on the **Close** button within the **Replace** dialog box.
- Save your changes and close the presentation.

Font Formatting

Font formatting options

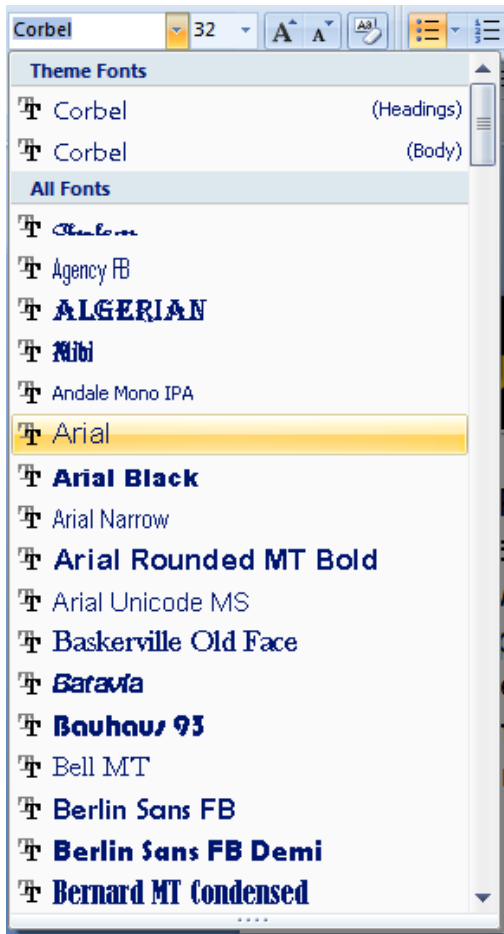
- Open a presentation called **Font formatting**.
- Select the first paragraph of text within the '**System Unit**' slide.
- Make sure that the **Home** tab is displayed and you will see the following icons relating to basic text formatting.



Changing the font type

- Select the first paragraph of text. Click on the **down arrow** to the right of the **Font** section of the Ribbon. This will display a drop down from which you can select the required font. Apply the **Arial** font, as illustrated.

SAMPLE



Changing font size

- Select the first paragraph. Click on the **down arrow** to the right of the **Font Size** section. Experiment with applying different font sizes.

SAMPLE



Increasing or decreasing the font size

- Select the text within the slide title. Experiment with using the **Increase Font Size** and the **Decrease Font Size** icons.



TIP: The shortcut to increase the font size of selected text is **Ctrl+]**
The shortcut to decrease the font size of selected text is **Ctrl+[**

Be sure that you use the square open and close brackets.

Bold, Italic or Underline formatting

- Select the title text and experiment with applying bold, underling and italic formatting.



TIP: After selecting text clicking on one of these icons applies the effect, while clicking on the icon a second time removes the effect.

TIP: You can use keyboard shortcuts to format text as bold, italic or underlined.

Bold	Ctrl+B
Italic	Ctrl+I
Underlined	Ctrl+U

Strikethrough effects

- Select a word and experiment with applying strikethrough formatting using the **Strikethrough** icon.



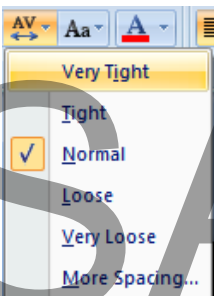
Shadow effects

- Select a word within the last paragraph and experiment with applying **Shadow** formatting. You may find this effect is easier to see when combined with **Bold** formatting.



Character spacing

- Display the slide relating to the CPU.
- Select the first paragraph.
- Click on the **Character Spacing** icon. This will display a drop down from which you select the required type of character spacing. Experiment with applying different types of character spacing and observe the effects.

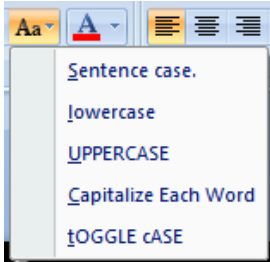


- Reset the character spacing back to 'Normal' before continuing.

Changing case

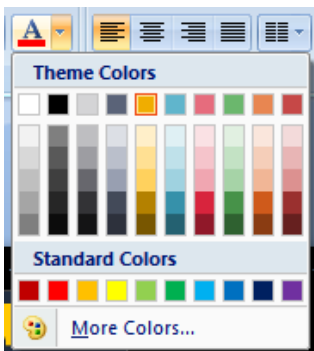
- Display the slide relating to the mouse.
- Select the title text on your slide.

- Click on the **Change Case** icon. This will display a drop down from which you can select how you wish to change the case of the selected text.
- Experiment with applying the different options available and observe the effect of your changes.



Font color

- Select the last paragraph of text within your slide.
- Click on the **down arrow** to the right of the **Font Color** icon. This will display a range of colors that you can apply to the selected text.



- Experiment with applying different colors to entire paragraphs within your presentation and also to individual words within a slide.

Clearing all text formatting

- Select a paragraph of text that you have previously formatted. Click on the **Clear All Formatting** icon and the formatting will be removed.



- Save your changes and close the presentation.

Paragraph Formatting

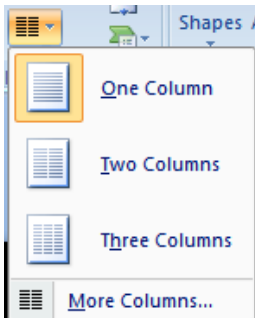
Text alignment

- Open a presentation called **Paragraph formatting**.
- Display the second slide. Click within the last paragraph within the slide.
- Experiment with clicking on the alignment icons to align to the left, to the right and centering the text. Also examine the effect of the clicking on the **Justify** button.

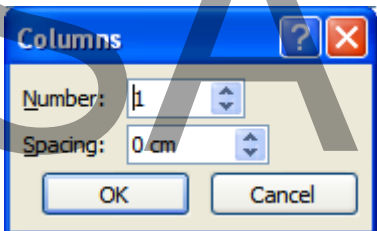


Columns

- Display the last slide within your presentation.
- Click within the text area and then click on the **Columns** icon. You will see a drop down offering you various column formatting choices. Experiment with applying two then three column formatting to your text.



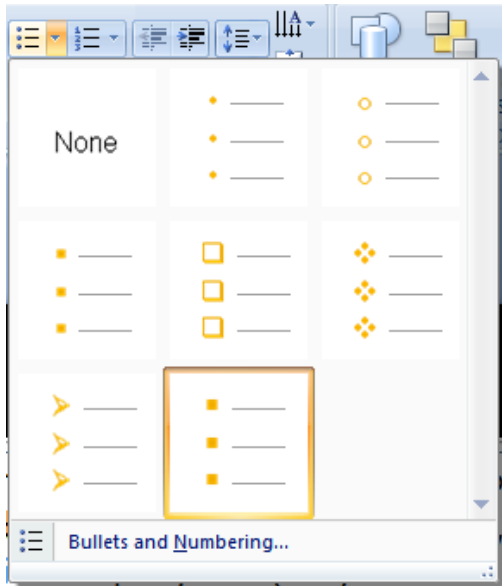
- If you have time experiment with clicking on the **More Columns** option which displays the **Columns** dialog box.



You can use this dialog box to set the number of columns and the spacing between the columns.

Modifying bullet point formatting

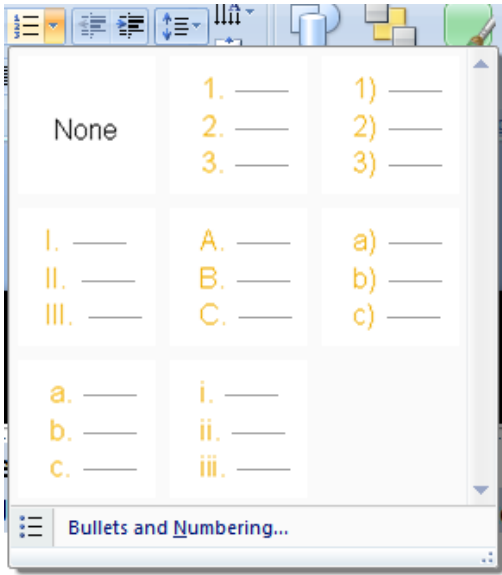
- Select the three bulleted paragraphs within your last slide.
- Click on the **down arrow** to the right of the **Bullets** icon to display a drop down list of alternative bullet symbols. Experiment with applying different types of bullets to the slide.



Using numbering instead of bullet points

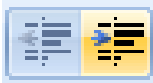
- Display the slide relating to the '**System or Mother board**'.
- Select the three bulleted paragraphs within this slide.
- Click on the **down arrow** to the right of the **Numbering** icon to display a drop down list of alternative numbering formats. Experiment with applying different types of numbering to the slide.

SAMPLE



Changing the list level

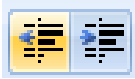
- Display the slide relating to the 'Memory'.
- Click within the last paragraph within the slide.
- Click on the **Increase List Level** icon.



Your slide will change to look like this.

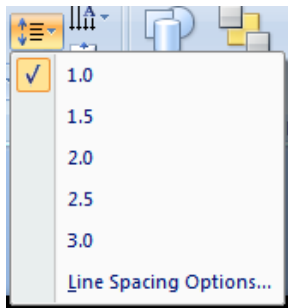
A screenshot of a PowerPoint slide titled 'Memory (RAM)'. The slide has a black header with the title in yellow. Below the header is a bulleted list. The first bullet point is 'RAM (Random Access Memory)'. The second bullet point is 'Is where the operating system is loaded to when you switch on your computer and also where your applications are copied to when you start an application, such as a word processor or database program.' The text in the second bullet point is indented to the right and displayed in a smaller font size than the first bullet point. A large, semi-transparent watermark 'SAMPLE' is overlaid on the slide content.

As you can see the last paragraph has been indented to the right and the text is displayed using a smaller font. You can use the **Decrease List Level** icon to reverse the effect.



Line spacing

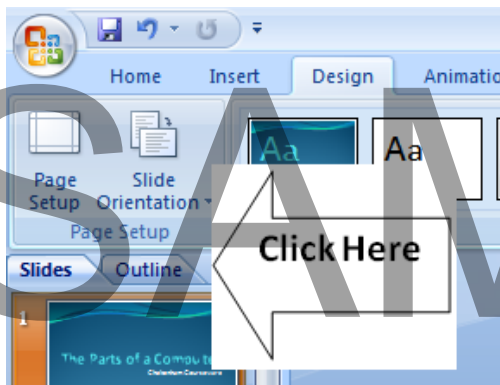
- Display the slide relating to the **'Screen'**.
- Select the two bulleted paragraphs. Click on the **Line Spacing** icon. This will display a drop down from which you can modify the line spacing. Experiment with this applying these effects.



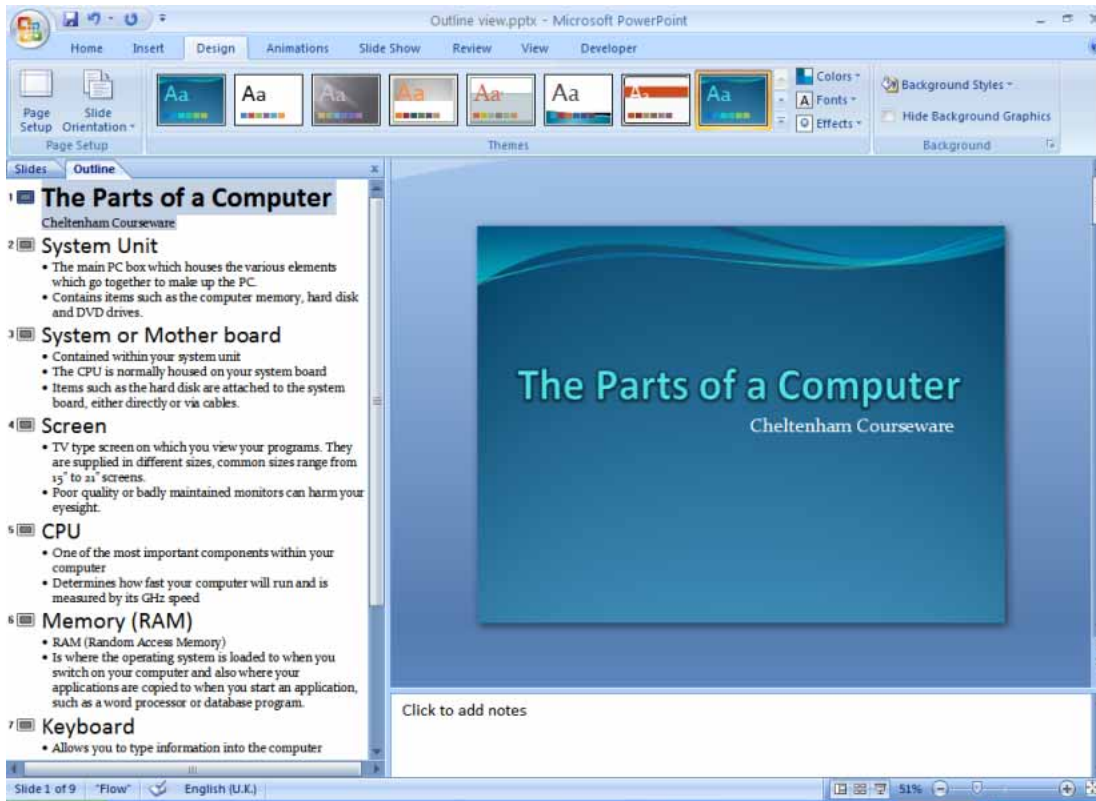
- Save your changes and close the presentation

Using Outline view

- Open a presentation called **Outline view**.
- Click on the **Outline** view tab.



- The screen will now look something like this.



- The outline view, as the name implies lets you view your presentation as an outline. You are not distracted by the formatting and layout and can concentrate on the content and structure of the presentation.
- You can add or delete text within the outline view. As an example look at the details of the '**System Unit**' slide in outline view.

2 **System Unit**

- The main PC box which houses the various elements which go together to make up the PC.
- Contains items such as the computer memory, hard disk and DVD drives.

- Click after the word '**PC**'. Press the **Enter** key. Type in the following paragraph of text.

'The power cable, mouse and keyboard cables plug into the back of the system unit'

- As you will see the slide displayed this new bulleted paragraph in the normal way. The additional text is also displayed in the outline.

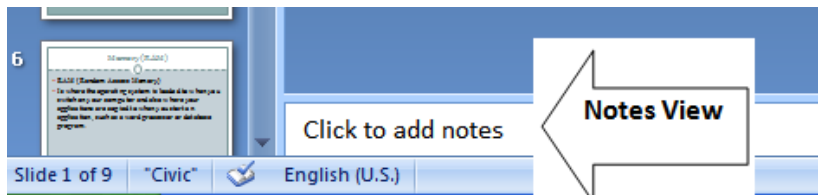
TIP: When you are first creating a presentation consider creating the basic structure using outline view, so that you can concentrate on content and structure of the presentation. Formatting the presentation, as we have seen is easy and comes

later. The most important part of any good presentation is the content.

- Experiment with editing words, sentences and paragraphs within outline view.
- Save your changes and close the file.

PowerPoint Notes

- Open a presentation called **Notes**.
- If you look carefully at your screen you will see a section towards the bottom displaying the message '**Click to add notes**'



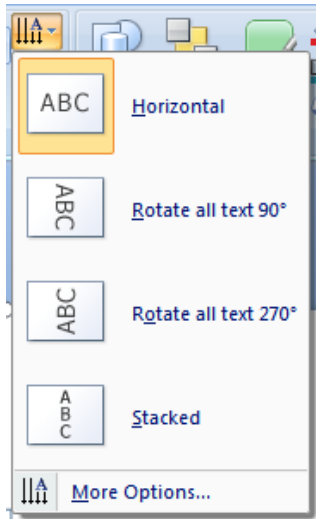
You can use this area to add presenter notes to a presentation. These can be used as memory aids and prompts by the presenter, but are not designed to be seen by persons viewing the presentation. Add the following notes to the title page.

Remember to point out that these days many people use laptops, where all the various parts of a computer are housed within a single box.

- Experiment with adding notes to some of the other slides within the presentation (just make up some information).
- Save your changes and close the presentation.

Text direction

- Open a presentation called **Text direction**.
- Click on the word '**Computers**' within the first slide.
- Click on the **Home** tab and within the **Paragraph** section click on the **Text Direction** icon. This will display a drop down list of text direction options.



- Select the **Rotate all text 90°** option. Your slide will now look like this.

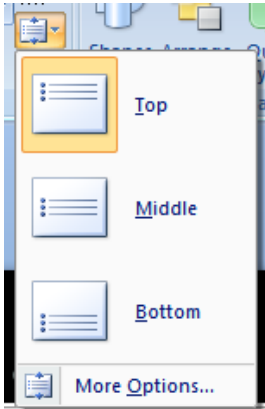


- Experiment with applying other **Text Direction** options to the rest of the slides within your presentation.
- Save your changes and close the file.

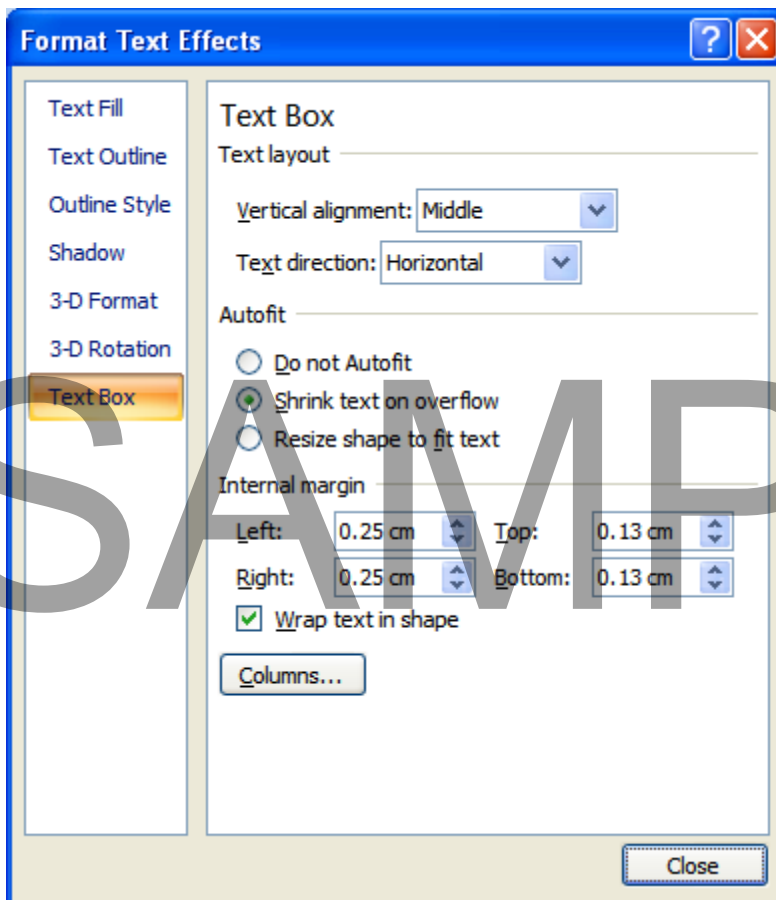
Text alignment within a Text Box (placeholder)

- Open a presentation called **Text alignment**. This presentation only contains one slide for you to practice modifying the alignment of text within a Text Box (placeholder).

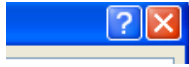
- Click within the body text and then click on the **Align Text** icon (Located within the **Paragraph** group of the **Home** tab). This will display a drop list of options. Experiment with applying the **Top**, **Middle** and **Bottom** options and observe the effect.



- If you have time investigate the options available when you click on the **More Options** command. This will display a dialog box allowing additional formatting of the Text Box (placeholder).



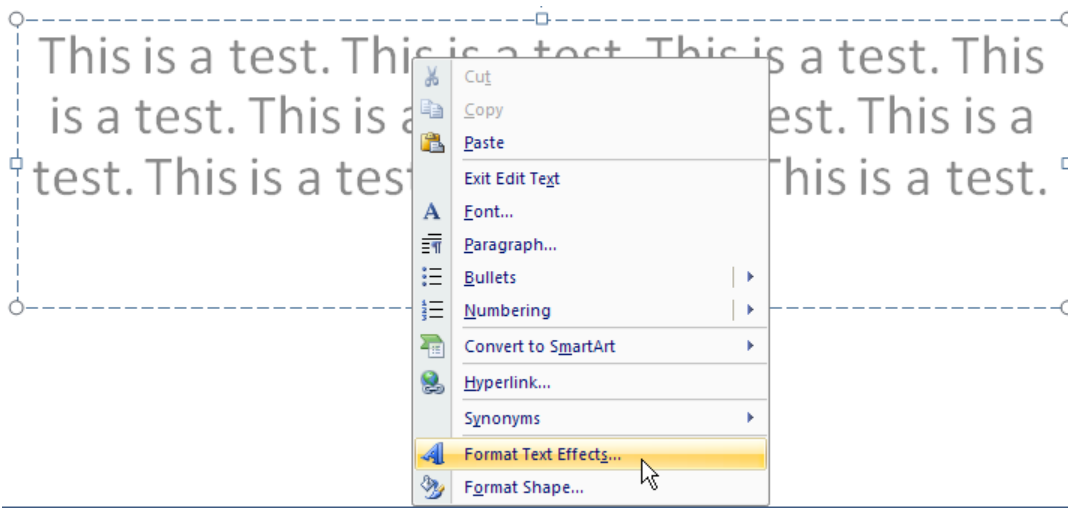
TIP: You can click on the question mark icon at the top-right of the dialog box to display information about what each of these options does.



- Save your changes and close the presentation.

Text Autofit

- Open a new blank presentation.
- Click within either of the placeholders and type a few paragraphs of text. You will see that as your text starts to fill the placeholder, by default, PowerPoint will reduce the size of the font to keep your text within the boundary of the placeholder.
- Right click on your text and from the menu displayed select **Format Text Effects**.



- The **Format Text Effects** dialog box will be displayed. The **Autofit** section of dialog box allows you to control this behavior. Try selecting **Do not Autofit** and observe the effects.



- Close the **Format Text Effects** dialog box by click on the **Close** button.
- Close your presentation without saving your changes.

Using the Format Painter

- Open a presentation called **Format painter**.
- Display the second slide. Select both bulleted paragraphs within this slide and apply text formatting effects, such as changing the font type, color and size.
- Once you have applied these text formatting modifications, select the text that you have just formatted and then click on the **Format Painter** icon (contained within the **Clipboard** group of the **Home** tab). The shape of the mouse pointer will change to that of a **paint brush**.



- Display another slide within the presentation and then click at the end of a paragraph and while keeping the mouse button depressed move the mouse pointer up to the start of the paragraph. When you release the mouse button the text formatting characteristics of the original paragraph will be applied to the current paragraph.

TIP: If you single click on the **Format Painter** icon, then the format painting effect of dragging across a portion of text will only once work once.

If however you double click on the **Format Painter** icon, the effect will remain active until you press the **Esc** key to turn the effect off. You can use this trick to apply the formatting from one portion of text to many portions of text throughout the presentation. Try experimenting with using this trick now.

- Save your changes and close the presentation.

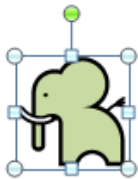
SAMPLE

Illustrations

Selecting, copying moving, resizing and deleting Illustrations

Selecting an illustration

- Open a presentation called **Manipulating illustrations 1**. Display the second slide which contains four illustrations. To select an illustration click on the illustration. For example click on the Elephant and it will look like this. The eight small squares around the selected border are called 'handles' and as we will see, they can be used to re-size the illustration.



- Click on each of the illustration, one by one, to practice selecting illustrations.

TIP: Sometimes you may need to select more than one illustration. Click on the **Elephant** illustration to select it. Press the **Ctrl** key (and keep it held down). Click on the **Monkey** illustration and then click on the **Bird** illustration. Let go of the **Ctrl** key. All three illustrations will remain selected, as illustrated. Try this now.



Moving an illustration

- Display the slide titled '**Picture**'. Select the illustration. Move the mouse pointer over the illustration and press the mouse button (and keep it pressed). Move the

mouse pointer to a different position on your slide. When you release the mouse button the illustration will have moved.

Copying an illustration

- Select the illustration. Press down the **Ctrl** key, and keep it depressed. Move the mouse pointer over the illustration and press the mouse button (and keep it pressed). Move the mouse pointer to a different position on your slide. When you release the mouse button and the **Ctrl** key the illustration will have been copied, as illustrated.



Deleting an illustration

- Select the illustration that you have just copied. Press the **Del** key and the selected illustration will be deleted.

Resizing an illustration

- Select the illustration. Move the mouse pointer to one of the four corner handles. Press the mouse button and keep it depressed. Move diagonally outwards from the centre of the illustration to make the illustration larger, or move towards the centre of the illustration to make the illustration smaller. When you release the mouse button the illustration will remain resized.

Stretching an illustration

- Select the illustration. Move the mouse pointer to one of the four handles at the centre of each border. Press the mouse button and keep it depressed.
- If you selected a handle on one of the vertical borders move the mouse left or right to stretch the illustration.



- If you selected a handle on one of the horizontal borders move the mouse up or down to stretch the illustration.



TIP: If you accidentally stretch an illustration when you meant to just resize an image, you can always click on the **Undo** icon to reverse the accident.

- We have been manipulating a picture illustration. Use the same techniques to manipulate the illustrations in the rest of the presentation. These illustrations include Clip Art, Shapes, SmartArt and a chart.

Copying illustrations between presentations

- Select an illustration within your presentation and press **Ctrl+C** to copy the selected illustration to the Clipboard.
- Open a presentation called **Manipulating illustrations 2**.
- Display the second slide.
- Press **Ctrl+V** to paste the illustration that you copied to the Clipboard into this Slide. You have now copied the illustration from one presentation to another.
- You may want to reposition and resize the illustration within this slide.

Moving illustrations between presentations

- Display the contents of the presentation called **Manipulating illustrations 1**.

- Select an illustration within your presentation and press **Ctrl+X** to cut the selected illustration to the Clipboard.
- Switch to the presentation called **Manipulating illustrations 2**.
- Display the second slide.
- Press **Ctrl+V** to paste the illustration that you cut to the Clipboard into this Slide. You may want to reposition and resize the illustration within this slide. You have now moved the illustration from one presentation to another.
- Save your changes and close the files.

Inserting Illustrations

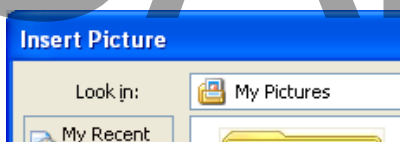
Inserting Illustrations within PowerPoint

- If you click on the **Insert** tab you will see an **Illustrations** group, which allows you to insert different types of illustration, as shown below.



Inserting pictures

- Open a presentation called **Illustrations**.
- Display the first slide.
- Click on the **Picture** icon (contained within the **Illustrations** group of the **Insert** tab). This will display the **Insert Picture** dialog box.
- You will probably find that by default the **Insert Picture** dialog box is displaying the contents of a folder called **My Pictures**.



- Use the controls within the **Look in** of the dialog to view picture files within the folder containing your sample files.
- Select a file called computer desk. Click on the **Insert** button to insert this picture into your slide.

- You may find that the picture needs to be moved.



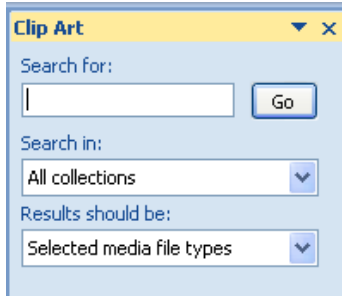
- To move a picture, or any other type of illustration, first click on the illustration to select it. Then press the mouse button, and while keeping the mouse button pressed move the mouse pointer on the screen to drag the illustration to the desired location, as illustrated below.



- If you need to resize an illustration, click once on the illustration to select it then click on a corner handle and drag to re-size the illustration.

Inserting Clip Art

- Display the slide relating to information about the **Keyboard**.
- Click on the **Clip Art** icon (contained within the **Illustrations** group of the **Insert** tab). This will display the Clip Art side panel to the right of your slide.

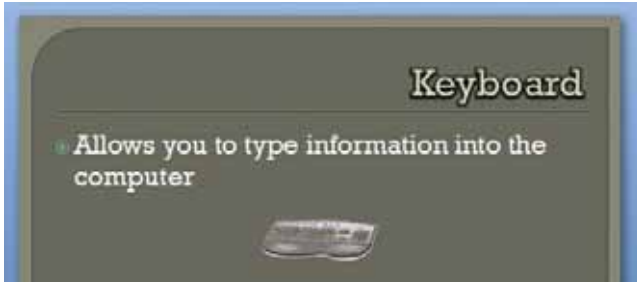


- In the **Search for** section type in the word '**Keyboard**'. Click on the **Go** button and after a short delay you will see keyboard related clip art displayed in the side panel.



- You may need to scroll down the items of clip art to find the one you want. Click on an item you wish to insert into the slide, then it will be inserted, as illustrated.

SAMPLE



- You may want to re-size the clip art. To do this click on the clip art within the slide and then click on one of the corner handles that are displayed.



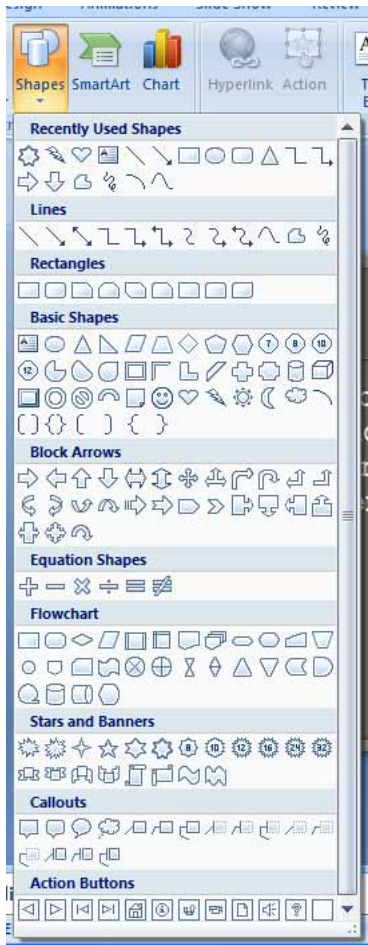
- Press the mouse button and while keeping it pressed, move the mouse away from the centre of the clip art. The clip art will get bigger. When you release the mouse button, the clip art will remain resized. To make the clip art smaller, select the clip art and drag towards the centre of the clip art. Your clip art will then look something like this.



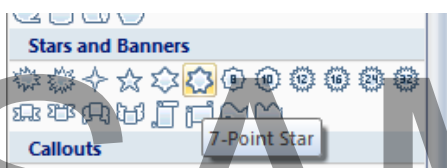
TIP: To move an item of clip art click once to select it, then press the mouse button. While keeping the mouse button pressed move the mouse pointer on your screen. When you release the mouse button the clip art will have moved to the new position on your slide.

Inserting Shapes

- Display the slide relating to the mouse.
- Click on the **Shapes** icon (contained within the **Illustrations** group of the **Insert** tab). This will display a drop down from which you can select the required shape.



- In this case select the **7-Point star** from the **Star and Banners** section of the drop down.

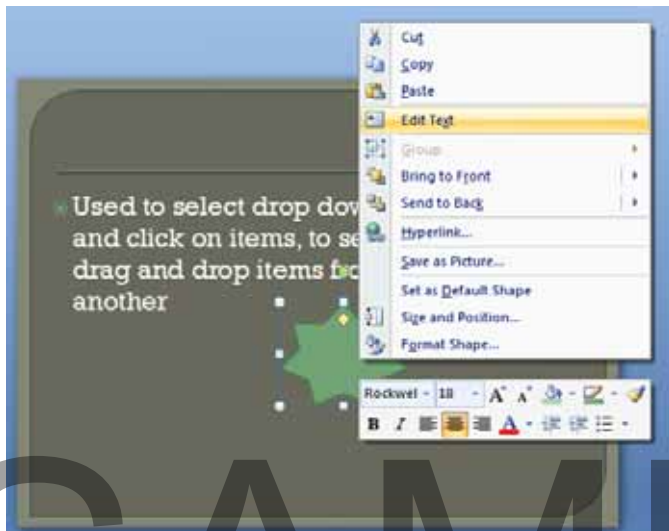


- You will notice that the shape of the mouse pointer has changed. Move the mouse pointer over an empty part of the slide. Press the mouse button down (and keep it held down). Move the mouse pointer diagonally across the screen and when you release the mouse button you will see the shape displayed on your screen, as illustrated.



Inserting text into a shape

- Select the shape and click on the shape using the right mouse button. From the popup menu displayed select the **Edit Text** command.



- If you look closely you will notice that the text insertion point is now within the shape. Type some text such as:

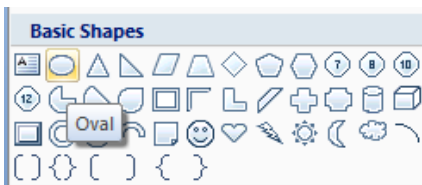
Use a good mouse!

Your shape will now look like this:



Inserting perfect circles or perfect squares

- Display the slide relating to the CPU.
- Insert an **Oval** shape (located within the **Basic Shapes** section of the **Shapes** drop down).



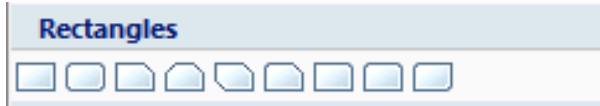
- As you drag across the screen you will find that this shape is oval, not necessarily circular, and you may produce shapes as below.



- If you wish to insert a perfect circle shape then you need to keep the **Shift** key pressed while dragging across the screen to insert the shape. The circle will then look as below. Experiment with inserting a perfect circle. Remember that you can always click on the **Undo** icon (top left of your screen) to undo any experimentation!



- The same trick applies to creating a perfect square shape rather than a rectangle. You can use the **Rectangles** section of the **Shapes** drop down to experiment with this.



- Save your changes and close the presentation.

SAMPLE

End of the preview sample



This sample is approximately half of the full course. Please see the table of contents at the beginning of this document to see the full list of topics covered in the full course.

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The banner features a photograph of five diverse people (three women and two men) standing together, smiling. The text is overlaid on a dark red background on the left and a white background on the right.

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