

Inserting Objects into a Presentation

CASE

In this unit, you continue working on the presentation by inserting text from Microsoft Word and visual elements, including a photograph, table, and a chart, into the presentation. You format these objects using PowerPoint's powerful object-editing features.

Unit Objectives

After completing this unit, you will be able to:

- Insert text from Microsoft Word
- Insert and style a picture
- Insert a text box
- Insert a chart
- Enter and edit chart data
- Insert slides from other presentations
- Insert a table
- Insert and format WordArt

Files You Will Need

PPT C-1.pptx	PPT C-10.pptx
PPT C-2.docx	PPT C-11.pptx
PPT C-3.jpg	PPT C-12.jpg
PPT C-4.pptx	PPT C-13.pptx
PPT C-5.pptx	PPT C-14.docx
PPT C-6.docx	PPT C-15.jpg
PPT C-7.jpg	PPT C-16.jpg
PPT C-8.pptx	PPT C-17.jpg
PPT C-9.pptx	PPT C-18.jpg

Insert Text from Microsoft Word

Learning Outcomes





- Create slides using Outline view
- Move and delete slides

It is easy to insert documents saved in Microsoft Word format (.docx), Rich Text Format (.rtf), plain text format (.txt), and HTML format (.htm) into a PowerPoint presentation. If you have an outline saved in a document file, you can import it into PowerPoint to create a new presentation or create additional slides in an existing presentation. When you import a document into a presentation, PowerPoint creates an outline structure based on the styles in the document. For example, a Heading 1 style in the Word document becomes a slide title and a Heading 2 style becomes the first level of text in a bulleted list. If you insert a plain text format document into a presentation, PowerPoint creates an outline based on the tabs at the beginning of the document's paragraphs. Paragraphs without tabs become slide titles, and paragraphs with one tab indent become first-level text in bulleted lists. **CASE** *You have a Microsoft Word document with information about intercontinental Canadian train routes that you want to insert into your presentation to create several new slides.*

STEPS

QUICK TIP

While in Normal view you can click the Normal button in the status bar to go to Outline view.

1. Start PowerPoint, open the presentation **PPT C-1.pptx** from the location where you store your Data Files, save it as **PPT C-QST**, click the **VIEW** tab on the Ribbon, then click the **Outline View** button in the Presentation Views group
2. Click the **Slide 4 icon**  in the Outline pane, click the **HOME** tab on the Ribbon, click the **New Slide** button list arrow in the Slides group, then click **Slides from Outline**
Slide 4 appears in the Slide pane. The Insert Outline dialog box opens. Before you insert an outline into a presentation, you need to determine where you want the new slides to be placed. You want the text from the Word document inserted as new slides after Slide 4.
3. Navigate to the location where you store your Data Files, click the Word document file **PPT C-2.docx**, then click **Insert**
Six new slides (5, 6, 7, 8, 9 and 10) are added to the presentation, and the new Slide 5 appears in the Slide pane. See **FIGURE C-1**.
4. Click the **down scroll arrow**  in the Outline pane and read the text for all the new slides, then click the **Normal** button  on the status bar
The information on Slides 5 and 6 refer to obsolete train routes and are not needed for this presentation.
5. Press **[Shift]**, click the **Slide 6 thumbnail** in the Thumbnails pane, then click the **Cut** button in the Clipboard group
Slides 5 and 6 are deleted, and the next slide down (Explorer's Trail West) becomes the new Slide 5 and appears in the Slide pane.
6. Click the **Slide 6 thumbnail** in the Thumbnails pane, then drag it above Slide 5
Slide 6 and Slide 5 change places. All of the new slides in the presentation now follow the same theme. You want the text of the inserted outline to adopt the theme fonts of the presentation.
7. Press **[Shift]**, click the **Slide 8 thumbnail** in the Thumbnails pane, release **[Shift]**, click the **Reset** button in the Slides group, then click the **Save** button  on the Quick Access toolbar
Notice the font type and formatting attributes of the slide text changes to reflect the current theme fonts for the presentation. The Reset button resets the slide placeholders to their default position, size, and text formatting based on the Organic presentation design theme. Compare your screen to **FIGURE C-2**.

QUICK TIP

You can also use Slide Sorter view to move slides around in the presentation.

FIGURE C-1: Outline pane showing imported text

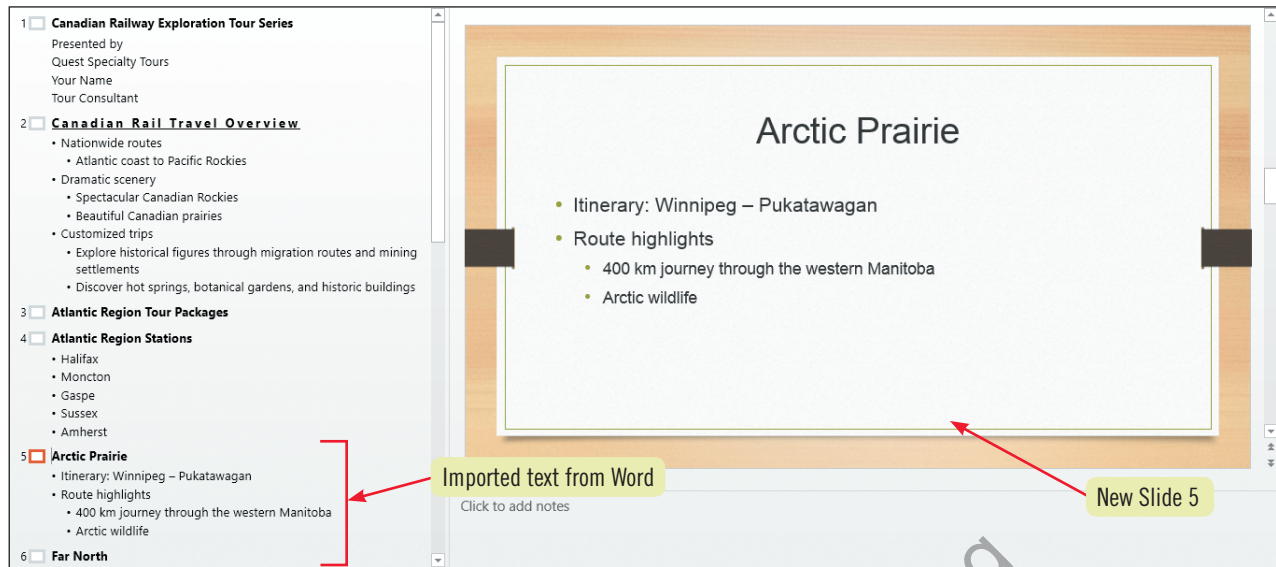
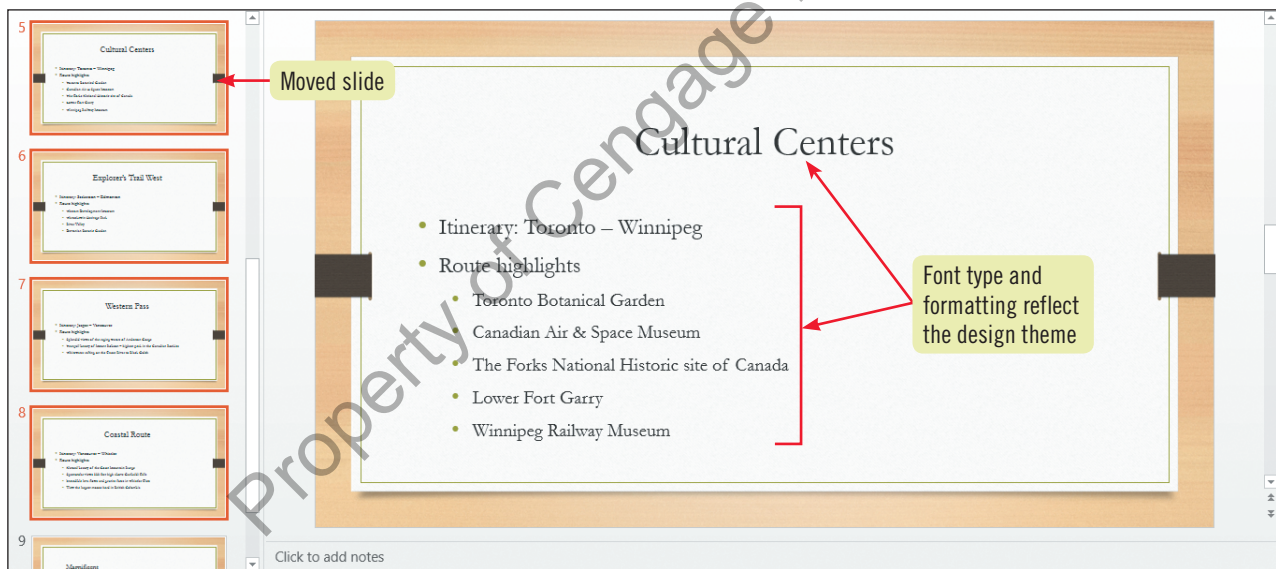


FIGURE C-2: Slides reset to Organic theme default settings



Sending a presentation using email

You can send a copy of a presentation over the Internet to a reviewer to edit and add comments. You can use Microsoft Outlook to send your presentation. Although your email program allows you to attach files, you can send a presentation using Outlook from within PowerPoint. Click the FILE tab, click Share, click Email in the center pane, then click Send as

Attachment. Outlook opens and automatically creates an email with a copy of the presentation attached to it. You can also attach and send a PDF copy or an XPS copy of the presentation using your email program. Both of these file formats preserve document formatting, enable file sharing, and can be viewed online and printed.

Insert and Style a Picture

Learning Outcomes

- Insert and format a picture
- Resize and move a picture

In PowerPoint, a **picture** is defined as a digital photograph, a piece of line art or clip art, or other artwork that is created in another program. PowerPoint gives you the ability to insert 14 different types of pictures including JPEG File Interchange Format and BMP Windows Bitmap files into a PowerPoint presentation. As with all objects in PowerPoint, you can format and style inserted pictures to help them fit the theme of your presentation. You can also hide a portion of the picture you don't want to be seen by **cropping** it. The cropped portion of a picture is still available to you if you ever want to show that part of picture again. To reduce the size of the file you can permanently delete the cropped portion by applying picture compression settings in the Compress Pictures dialog box. **CASE** *Using your digital camera, you took photographs during your train tours. In this lesson you insert a picture that you saved as a JPG file on your computer, and then you crop and style it to best fit the slide.*

STEPS

QUICK TIP

You can also insert a picture by clicking the Pictures button in the Images group on the INSERT tab.

QUICK TIP

Click the Crop button list arrow to take advantage of other crop options including cropping to a shape from the Shapes gallery and cropping to a common photo size or aspect ratio.





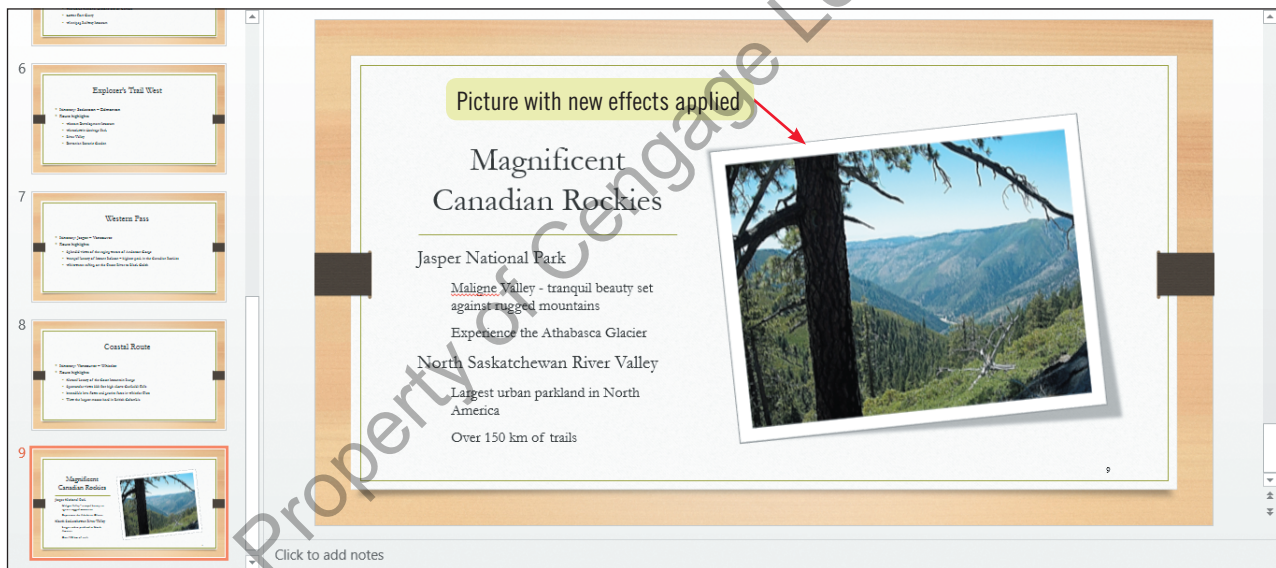
1. Click the **down scroll arrow**  in the Thumbnails pane, click the **Slide 9 thumbnail**, then click the **Pictures icon**  in the content placeholder on the slide
The Insert Picture dialog box opens displaying the pictures available in the default Pictures library.
2. **Navigate to location where you store your Data Files, select the picture file PPT C-3.jpg, then click Insert**
The picture fills the content placeholder on the slide, and the PICTURE TOOLS FORMAT tab opens on the Ribbon. The picture would look better if you cropped some of the image.
3. **Click the Crop button in the Size group, then place the pointer over the lower-right corner cropping handle of the picture**
The pointer changes to . When the Crop button is active, cropping handles appear next to the sizing handles on the selected object.
4. **Drag the corner of the picture up and to the left as shown in FIGURE C-3, release the mouse button, then press [Esc]**
PowerPoint has a number of picture formatting options, and you decide to experiment with some of them.
5. **Click the More button**  in the Picture Styles group, move your pointer over the **style thumbnails** in the gallery to see how the different styles change the picture, then click **Rotated, White** (3rd row)
The picture now has a white frame and is rotated slightly to the left.
6. **Click the Corrections button in the Adjust group, move your pointer over the thumbnails to see how the picture changes, then click Sharpen: 50%** in the Sharpen/Soften section
The picture clarity is better.
7. **Click the Artistic Effects button in the Adjust group, move your pointer over the thumbnails to see how the picture changes, then click a blank area of the slide**
The artistic effects are all interesting, but none of them will work well for this picture.
8. **Drag the picture to the center of the blank area of the slide, click a blank area on the slide, then save your changes**
Compare your screen to **FIGURE C-4**.

FIGURE C-3: Using the cropping pointer to crop a picture



FIGURE C-4: Cropped and styled picture



Saving slides as graphics

You can save PowerPoint slides as graphics and later use them in other presentations, in graphics programs, and on Web pages. Display the slide you want to save, click the FILE tab, then click Save As. Select the location where you want to save the file. In the Save As dialog box, click the Save as type list arrow, select the desired graphics format, then name the file. Graphics format

choices include GIF Graphics Interchange Format (*.gif), JPEG File Interchange Format (*.jpg), PNG Portable Network Graphics Format (*.png), TIFF Tag Image File Format (*.tif), and Device Independent Bitmap (*.bmp). Click Save, then click the desired option when the alert box appears asking if you want to save all the slides or only the current slide.

Insert a Text Box

Learning Outcomes

- Insert a text box
- Format text in a text box
- Resize and move a text box

As you've already learned, you enter text on a slide using a title or content placeholder that is arranged on the slide based on a slide layout. Every so often you need additional text on a slide where the traditional placeholder does not place text effectively for your message. You can create an individual text box by clicking the Text Box button in the Text group on the INSERT tab on the Ribbon. There are two types of text boxes that you can create: a text label, used for a small phrase where text doesn't automatically wrap to the next line inside the box, and a word-processing box, used for a sentence or paragraph where the text wraps inside the boundaries of the box. Either type of text box can be formatted and edited just like any other text object. **CASE** You decide to add a text box to the SmartArt graphic on Slide 3. You create a word-processing box on the slide, enter text, edit text, and then format the text.

STEPS

QUICK TIP

To create a text label, click the Text Box button, position the pointer on the slide, click once, then enter your text.

TROUBLE

If there is no space after the word "inclusive," click after the word, then press [Spacebar].

QUICK TIP

Click the Shape Outline list arrow in the Drawing group, then click Weight or Dashes to change the outline width or style of a text object.

1. Click the **Slide 3 thumbnail** in the Thumbnails pane, click the **INSERT tab** on the Ribbon, then click the **Text Box button** in the Text group
The pointer changes to ↓.
2. Move ↓ to the blank area of the slide to the left of the SmartArt graphic, then drag the pointer + down and toward the right about 3" to create a text box
When you begin dragging, an outline of the text box appears, indicating the size of the text box you are drawing. After you release the mouse button, a blinking insertion point appears inside the text box, in this case a word-processing box, indicating that you can enter text.
3. Type **Each package can be tailored for a quick all-inclusive getaway or an extended holiday**
Notice the text box increases in size as your text wraps to additional lines inside the text box. Your screen should look similar to **FIGURE C-5**. After entering the text, you realize the sentence could be clearer if written differently.
4. Drag I over the phrase **all-inclusive** to select it, position mouse on top of the selected phrase, then press and hold the **left mouse button**
The pointer changes to mouse.
5. Drag the selected words to the left of the word "package" in the text box, then release the mouse button
A grey insertion line appears as you drag, indicating where PowerPoint places the text when you release the mouse button. The phrase "all-inclusive" moves before the word "package" and is still selected.
6. Move I to the edge of the text box, which changes to mouse, click the **text box border** (it changes to a solid line), then click the **Italic button** I in the Font group
All of the text in the text box is italicized.
7. Click the **Shape Fill list arrow** in the Drawing group, click the **Blue-Gray, Accent 3, Lighter 60% color box**, click the **Shape Outline list arrow** in the Drawing group, then click the **Orange, Accent 5 color box**
The text object is now filled with a light blue color and has a light orange outline.
8. Drag the **right-middle sizing handle** of the text box to the right until all the text fits on two lines, position mouse over the text box edge, then drag the **text box** to the Smart Guide on the slide as shown in **FIGURE C-6**
9. Click the **Reading View button** on the status bar, review the slide, press [Esc], then save your changes

FIGURE C-5: New text object

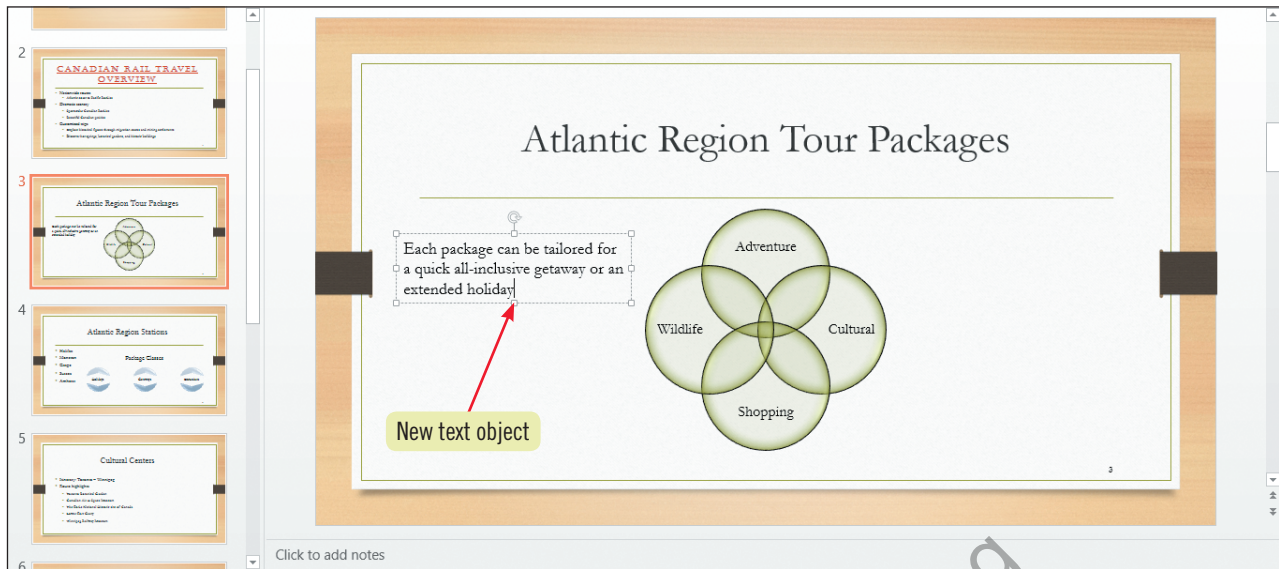
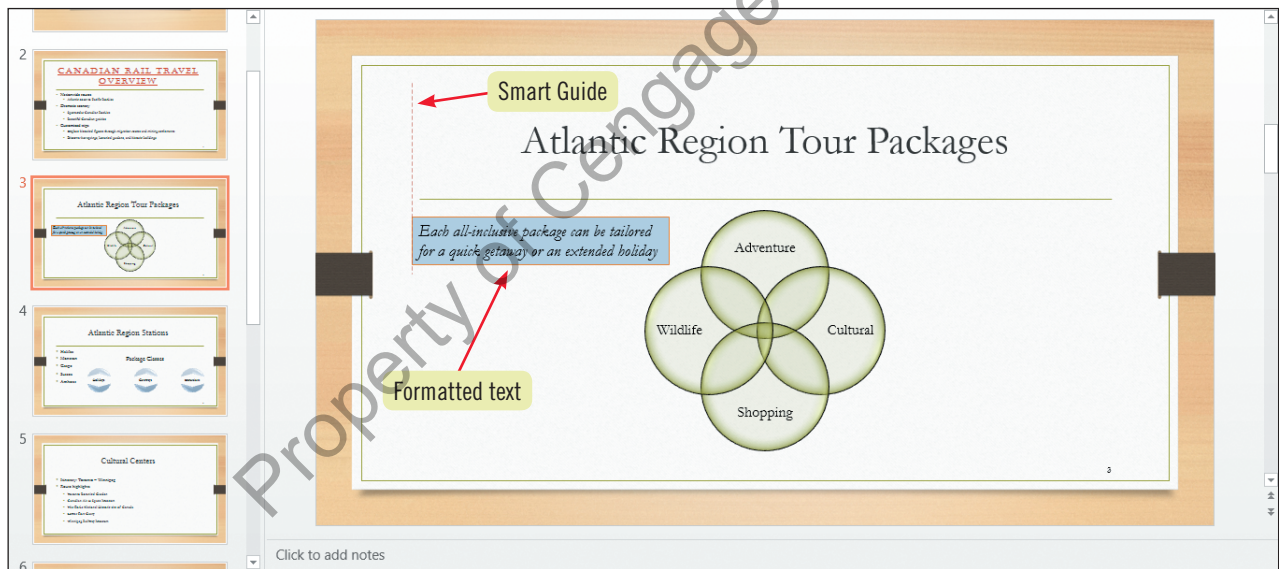


FIGURE C-6: Formatted text object



Changing text box defaults

You can change the default formatting characteristics of text boxes you create using the Text Box button on the INSERT tab. To change the formatting defaults for text boxes, select an existing formatted text box, or create a new one and format it using any of PowerPoint's formatting commands. When you are ready

to change the text box defaults, press [Shift], right-click the formatted text box, release [Shift], then click Set as Default Text Box on the shortcut menu. Any new text boxes you create now will display the formatting characteristics of this formatted text box.

Insert a Chart

Learning Outcomes


- Insert a new chart on a slide

Frequently, the best way to communicate numerical information is with a visual aid such as a chart. PowerPoint uses Excel to create charts. A **chart** is the graphical representation of numerical data. Every chart has a corresponding **worksheet** that contains the numerical data displayed by the chart. When you insert a chart object into PowerPoint, you are actually embedding it. An **embedded object** is one that is a part of your presentation (just like any other object you insert into PowerPoint) except that an embedded object's data source can be opened, in this case using Excel, for editing purposes. Changes you make to an embedded object in PowerPoint using the features in PowerPoint do not affect the data source for the data. **CASE** *You insert a chart on a new slide.*

STEPS

QUICK TIP

Right-click a slide in the Thumbnails pane, then click Duplicate Slide to create an exact copy of the slide.

1. **Click the Slide 9 thumbnail in the Thumbnails pane, then press [Enter]**
Pressing [Enter] adds a new slide to your presentation with the slide layout of the selected slide, in this case the Content with Caption slide layout.
2. **Click the HOME tab on the Ribbon, click the Layout button in the Slides group, then click Title and Content**
The slide layout changes to the Title and Content layout.
3. **Click the Title placeholder, type Customer Survey, then click the Insert Chart icon  in the Content placeholder**
The Insert Chart dialog box opens as shown in **FIGURE C-7**. Each chart type includes a number of 2D and 3D styles. The Clustered Column chart is the default 2D chart style. For a brief explanation of chart types, refer to **TABLE C-1**.

QUICK TIP

You can also add a chart to a slide by clicking the Chart button in the Illustrations group on the INSERT tab.




4. **Click OK**
The PowerPoint window displays a clustered column chart below a worksheet with sample data, as shown in **FIGURE C-8**. The CHART TOOLS DESIGN tab on the Ribbon contains commands you use in PowerPoint to work with the chart. The worksheet consists of rows and columns. The intersection of a row and a column is called a **cell**. Cells are referred to by their row and column location; for example, the cell at the intersection of column A and row 1 is called cell A1. Each column and row of data in the worksheet is called a **data series**. Cells in column A and row 1 contain **data series labels** that identify the data or values in the column and row. "Category 1" is the data series label for the data in the second row, and "Series 1" is a data series label for the data in the second column. Cells below and to the right of the data series labels, in the shaded blue portion of the worksheet, contain the data values that are represented in the chart. Cells in row 1 appear in the chart **legend** and describe the data in the series. Each data series has corresponding **data series markers** in the chart, which are graphical representations such as bars, columns, or pie wedges. The boxes with the numbers along the left side of the worksheet are **row headings**, and the boxes with the letters along the top of the worksheet are **column headings**.
5. **Move the pointer over the worksheet, then click cell C4**
The pointer changes to . Cell C4, containing the value 1.8, is the selected cell, which means it is now the **active cell**. The active cell has a thick green border around it.
6. **Click the Close button  on the worksheet title bar, then click the Quick Layout button in the Chart Layouts group**
The worksheet window closes, and the Quick Layout gallery opens.
7. **Move  over all the layouts in the gallery, then click Layout 1**
This new layout moves the legend to the right side of the chart and increases the size of the data series markers.
8. **Click in a blank area of the slide to deselect the chart, then save your changes**
The CHART TOOLS DESIGN tab is no longer active.

FIGURE C-7: Insert Chart dialog box

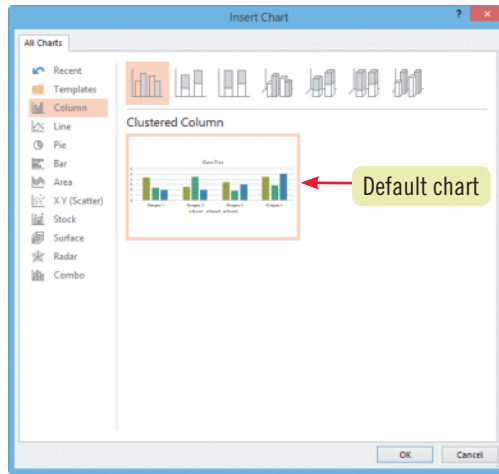


FIGURE C-8: Worksheet open with data for the chart

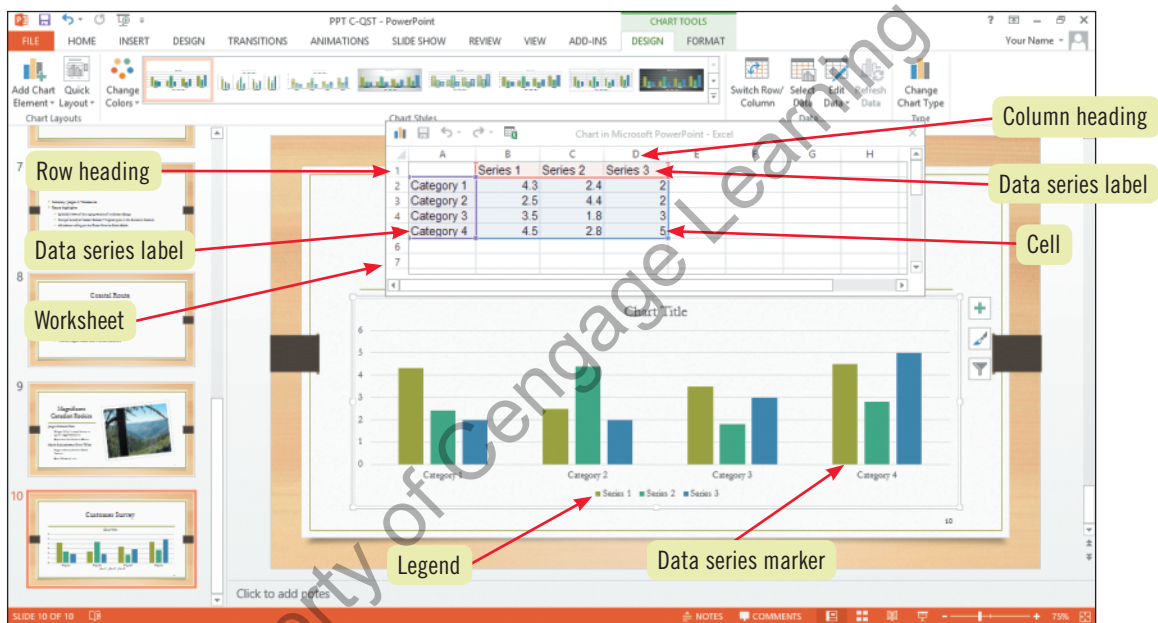


TABLE C-1: Chart types

chart type	icon looks like	use to
Column		Track values over time or across categories
Line		Track values over time
Pie		Compare individual values to the whole
Bar		Compare values in categories or over time
Area		Show contribution of each data series to the total over time
X Y (Scatter)		Compare pairs of values
Stock		Show stock market information or scientific data
Surface		Show value trends across two dimensions
Radar		Show changes in values in relation to a center point
Combo		Use multiple types of data markers to compare values

Enter and Edit Chart Data

Learning Outcomes

- Change chart data values
- Format a chart

After you insert a chart into your presentation, you need to replace the sample information with the correct data. If you have data in an Excel worksheet, you can import it from Excel; otherwise, you can type your own data into the worksheet. As you enter data and make other changes in the worksheet, the chart on the slide automatically reflects the new changes. **CASE** *You enter and format survey data you collected that asked people to positively rate four train tours with respect to three factors: suite accommodations, food quality, and overall trip satisfaction.*

STEPS

QUICK TIP

Click the chart in the PowerPoint window, then move your pointer over each bar in the chart to see the data source values.

1. Click the **chart** on Slide 10, then click the **Edit Data button** in the Data group on the **CHART TOOLS DESIGN** tab on the Ribbon

The chart is selected and the worksheet opens in a separate window. The information in the worksheet needs to be replaced with the correct data.

2. Click the **Series 1 cell**, type **Suite**, press [Tab], type **Food**, press [Tab], then type **Overall**

The data series labels, describing three survey factors, are entered in the worksheet and display in the legend on the chart. Pressing [Tab] moves the active cell from left to right one cell at a time in a row. Pressing [Enter] in the worksheet moves the active cell down one cell at a time in a column.

3. Click the **Category 1 cell**, type **Atlantic**, press [Enter], type **Prairie**, press [Enter], type **Rockies**, press [Enter], type **Pacific**, then press [Enter]


The data series labels, describing the tour regions, are entered in the worksheet and appear along the bottom of the chart on the x-axis. The x-axis is the horizontal axis also referred to as the **category axis**, and the y-axis is the vertical axis also referred to as the **value axis**.

4. Enter the data shown in **FIGURE C-9** to complete the worksheet, then press [Enter]

Notice that the height of each column in the chart, as well as the values along the y-axis, adjust to reflect the numbers you typed. You have finished entering the data in the Excel worksheet.

5. Click the **Switch Row/Column button** in the Data group

The data charted on the x-axis switches with the y-axis. Notice the legend now displays the row data series labels for each tour region.

6. Click the **Close button**  on the worksheet title bar, then click the **Chart Title text box object** in the chart

The worksheet window closes.

7. Type **Guest Satisfaction**, click a blank area of the chart, then click the **Chart Styles button**  to the right of the chart to open the Chart Styles gallery

The Chart Styles gallery opens on the left side of the chart with STYLE selected.

8. Scroll down the gallery, click **Style 6**, click **COLOR** at the top of the Chart Styles gallery, then click **Color 2** in the Colorful section

The new chart style and color gives the column data markers a professional look as shown in **FIGURE C-10**.

9. Click a blank area on the slide, then save the presentation

The Chart Styles gallery closes.

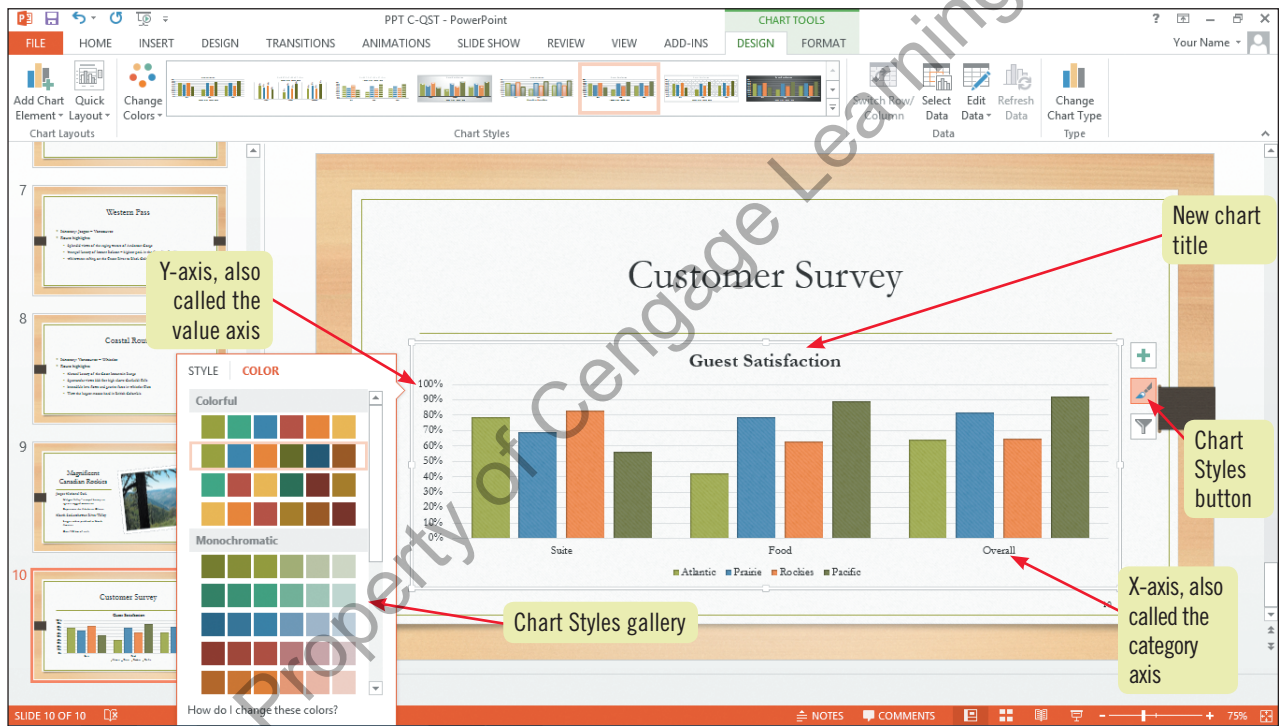
QUICK TIP

You can also change the chart style by clicking a style option in the Chart Styles group on the CHART TOOLS DESIGN tab.

FIGURE C-9: Worksheet data for the chart

	A	B	C	D	E	F	G	H
1		Suite	Food	Overall				
2	Atlantic	79%	42%	64%				
3	Prairie	69%	79%	82%				
4	Rockies	83%	63%	65%				
5	Pacific	56%	89%	92%				
6								
7								

FIGURE C-10: Formatted chart



Adding a hyperlink to a chart

You can add a hyperlink to any object in PowerPoint, including a chart. Select that chart, click the INSERT tab on the Ribbon, then click the Hyperlink button in the Links group. If you are linking to another file, click the Existing File or Web Page button, locate the file you want to link to the chart, then click OK. Or, if you want to

link to another slide in the presentation, click the Place in This Document button, click the slide in the list, then click OK. Now, during a slide show you can click the chart to open the linked object. To remove the link, click the chart, click the Hyperlink button in the Links group, then click Remove Link.

Insert Slides from Other Presentations

Learning Outcomes


- Insert slides from another presentation

To save time and energy, you can insert one or more slides you already created in other presentations into an existing presentation or one you are currently working on. One way to share slides between presentations is to open an existing presentation, copy the slides you want to the Clipboard, and then paste them into your open presentation. However, PowerPoint offers a simpler way to transfer slides directly between presentations. By using the Reuse Slides pane, you can insert slides from another presentation or a network location called a Slide Library. A **Slide Library** is folder that you and others can access to open, modify, and review presentation slides. Newly inserted slides automatically take on the theme of the open presentation, unless you decide to use slide formatting from the original source presentation. **CASE** ▶ You decide to insert slides you created for another presentation into the Canadian train tour presentation.

STEPS

QUICK TIP

You can also open a second presentation window and work on the same presentation in different places at the same time. Click the VIEW tab, then click the New Window button in the Window group.

1. Click the **Slide 4 thumbnail** in the Thumbnails pane, click the **New Slide list arrow** in the Slides group, then click **Reuse Slides**
The Reuse Slides pane opens on the right side of the presentation window.
2. Click the **Browse button** in the Reuse Slides pane, click **Browse File**, navigate to the location where you store your Data Files, select the presentation file **PPT C-4.pptx**, then click **Open**
Six slide thumbnails are displayed in the pane with the first slide thumbnail selected as shown in **FIGURE C-11**. The slide thumbnails identify the slides in the **source presentation**, PPT C-4.pptx.
3. Point to each slide in the Reuse Slides pane list to display a preview of the slide, then click the **Manitoba Tour slide**
The new slide appears in the Thumbnails pane and Slide pane in your current presentation as the new Slide 5. Notice the new slide assumes the design style and formatting of your presentation, which is called the **destination presentation**.
4. Click the **Keep source formatting check box** at the bottom of the Reuse Slides pane, click the **Northern Quebec Tour slide**, then click the **Keep source formatting check box**
This new slide keeps the design style and formatting of the source presentation.
5. Click the **Slide 4 thumbnail** in the Thumbnails pane, in the Reuse Slides pane click the **Trans Canadian Luxury Tour slide**, then click the **Southern Ontario Tour slide**
Two more slides are inserted into the presentation with the design style and formatting of the destination presentation. You realize that slides 6 and 8 are not needed for this presentation.
6. With the **Slide 6 thumbnail** still selected in the Thumbnails pane, press **[Ctrl]**, click the **Slide 8 thumbnail**, release **[Ctrl]**, right-click the **Slide 8 thumbnail**, then click **Delete Slide in the shortcut menu**
Slides 6 and 8 are deleted. Objects on the inserted slides may not be in the correct position on the slide. To ensure objects are positioned correctly on the slide, you can reset the slide defaults.
7. Click the **Slide 6 thumbnail** in the Thumbnails pane, press **[Shift]**, click the **Slide 5 thumbnail**, release **[Shift]**, then click the **Reset button** in the Slides group
The selected slides are set back to the original default settings for this design theme.
8. Click the **Reuse Slides pane Close button** , then save the presentation
The Reuse Slides pane closes. Compare your screen to **FIGURE C-12**.

QUICK TIP

To copy noncontiguous slides, open Slide Sorter view, click the first slide thumbnail, press and hold **[Ctrl]**, click each additional slide thumbnail, release **[Ctrl]**, then click the Copy button.

FIGURE C-11: Presentation window with Reuse Slides pane open

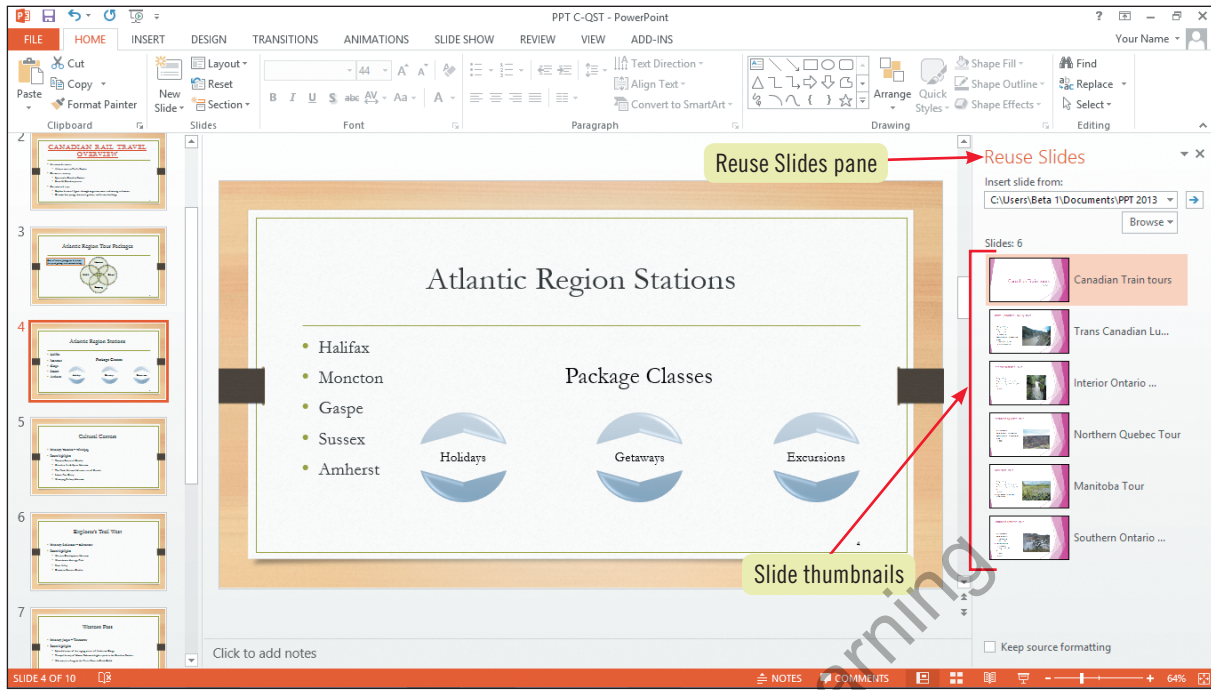


FIGURE C-12: New slides with correct design



Working with multiple windows

Another way to work with information in multiple presentations is to arrange the presentation windows on your monitor so you see each window side by side. Open each presentation, click the VIEW tab on the Ribbon in any presentation window, then click the Arrange All button in the Window group. Each presentation you have open is placed next to each other so you can easily drag, or transfer, information between the

presentations. If you are working with more than two open presentations, you can overlap the presentation windows on top of one another. Open all the presentations you want, then click the Cascade Windows button in the Window group. Now you can to easily jump from one presentation to another by clicking on the presentation title bar or any part of the presentation window.

Insert a Table

Learning Outcomes


- Insert a table
- Add text to a table
- Change table size and layout

As you create your presentation, you may have some information that would look best organized in rows and columns. For example, if you want to compare the basic details of different train accommodations side by side, a table is ideal for this type of information. Once you have created a table, two new tabs, the TABLE TOOLS DESIGN tab and the TABLE TOOLS LAYOUT tab, appear on the Ribbon. You can use the commands on the table tabs to apply color styles, change cell borders, add cell effects, add rows and columns to your table, adjust the size of cells, and align text in the cells. **CASE** ▶ You decide a table best illustrates the different levels of accommodation services offered by the train tour company.

STEPS

1. Right-click **Slide 4** in the Slides Thumbnails pane, click **New Slide** on the shortcut menu, click the **title placeholder**, then type **Accommodations**

A new slide with the Title and Content layout appears.

2. Click the **Insert Table icon** , click the **Number of columns down arrow** once until **4** appears, click the **Number of rows up arrow** twice until **4** appears, then click **OK**

A formatted table with four columns and four rows appears on the slide, and the TABLE TOOLS DESIGN tab opens on the Ribbon. The table has 16 cells. The insertion point is in the first cell of the table and is ready to accept text.

QUICK TIP

Press [Tab] when the insertion point is in the last cell of a table to create a new row.

3. Type **Classic**, press [Tab], type **Deluxe**, press [Tab], type **Luxury**, press [Tab], type **Business**, then press [Tab]

The text you typed appears in the top four cells of the table. Pressing [Tab] moves the insertion point to the next cell; pressing [Enter] moves the insertion point to the next line in the same cell.

4. Enter the rest of the table information shown in **FIGURE C-13**

The table would look better if it were formatted differently.

5. Click the **More button**  in the Table Styles group, scroll to the bottom of the gallery, then click **Dark Style 1 – Accent 3**

The background and text color change to reflect the table style you applied.

QUICK TIP

Change the height or width of any table cell by dragging its borders.

6. Click the **Classic cell** in the table, click the **TABLE TOOLS LAYOUT tab** on the Ribbon, click the **Select button** in the Table group, click **Select Row**, then click the **Center button**  in the Alignment group

The text in the top row is centered horizontally in each cell.

7. Click the **Select button** in the Table group, click **Select Table**, then click the **Align Bottom button**  in the Alignment group


The text in the entire table is aligned at the bottom within each cell.

QUICK TIP

To change the cell color behind text, click the Shading list arrow in the Table Styles group, then choose a color.

8. Click the **TABLE TOOLS DESIGN tab**, click the **Effects button** in the Table Styles group, point to **Cell Bevel**, then click **Convex** (2nd row)

The 3D effect makes the cells of the table stand out. The table would look better in a different place on the slide.

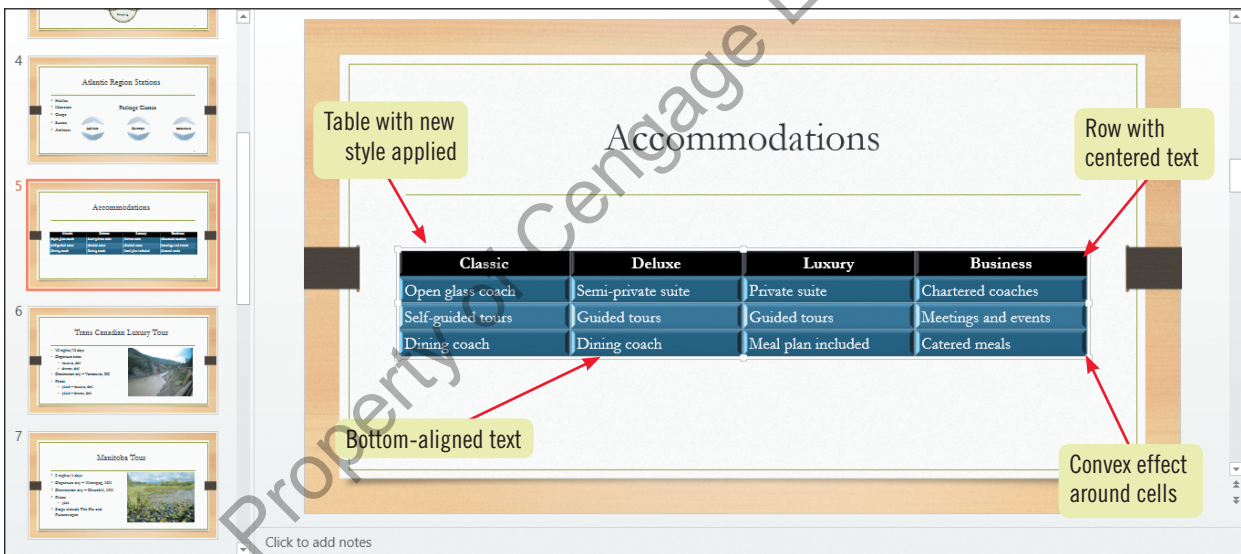
9. Place the pointer  over the top edge of the table, drag the table straight down as shown in **FIGURE C-14**, click a blank area of the slide, then save the presentation

The slide looks better with more space between the table and the slide title.

FIGURE C-13: Inserted table with data



FIGURE C-14: Formatted table



Drawing tables

Choose the slide where you want the table, click the Table button in the Tables group on the Insert tab, then click Draw Table. The pointer changes to . Drag to define the boundaries of the table in the area of the slide where you want the table. A dotted outline appears as you draw. Next, you draw to create the rows and columns of your table. Click the TABLE TOOLS DESIGN tab

on the Ribbon, click the Draw Table button in the Draw Borders group, then draw lines for columns and rows. Be sure to draw within the boundary line of the table. You can also create a table by clicking the Table button in the Tables group on the Insert tab, then dragging over the table grid to create a table.

Insert and Format WordArt

Learning Outcomes











- Create, format, and resize WordArt

As you work to create an interesting presentation, your goal should include making your slides visually appealing. Sometimes plain text can come across as dull and unexciting in a presentation. **WordArt** is a set of decorative text styles, or text effects, you can apply to any text object to help direct the attention of your audience to a certain piece of information. You can use WordArt in two different ways: you can apply a WordArt text style to an existing text object that converts the text into WordArt, or you can create a new WordArt object. The WordArt text styles and effects include text shadows, reflections, glows, bevels, 3D rotations, and transformations. **CASE** Use WordArt to create a new WordArt text object on Slide 8.

STEPS

QUICK TIP

To format any text with a WordArt style, select the text, click the DRAWING TOOLS FORMAT tab on the Ribbon, then click a WordArt style option in the WordArt Styles group.

1. Click the **Slide 8 thumbnail** in the Thumbnails pane, click the **INSERT tab** on the Ribbon, then click the **WordArt button** in the Text group
The WordArt gallery appears displaying 20 WordArt text styles.
2. Click **Gradient Fill – Orange, Accent 1, Reflection** (second row)
A text object appears in the middle of the slide displaying sample text with the WordArt style you just selected. Notice the DRAWING TOOLS FORMAT tab is open on the Ribbon.
3. Click the edge of the **WordArt text object**, then when the pointer changes to , drag the text object to the blank area of the slide
4. Click the **More button**  in the WordArt Styles group, move  over all of the WordArt styles in the gallery, then click **Fill – Orange, Accent 1, Outline – Background 1, Hard Shadow – Accent 1**
The WordArt Styles change the sample text in the WordArt text object. The new WordArt style is applied to the text object.
5. Drag to select the text **Your text here** in the WordArt text object, click the **Decrease Font Size button**  in the Mini toolbar until **44** appears in the Font Size text box, type **Best Value**, press [Enter], then type **Of the Summer**
The text is smaller and appears on two lines.
6. Click the **Text Effects button** in the WordArt Styles group, point to **Transform**, click **Inflate** in the Warp section (sixth row), then click a blank area of the slide
The inflate effect is applied to the text object. Compare your screen to **FIGURE C-15**.
7. Click the **Reading View button**  on the status bar, click the **Next button**  until you reach Slide 13, click the **Menu button** , then click **End Show**
8. Click the **Slide Sorter button**  on the status bar, then click the **Zoom Out icon**  on the status bar until all 13 slides are visible
Compare your screen with **FIGURE C-16**.
9. Click the **Normal button**  on the status bar, add your name and the date as a footer to the slides, save your changes, submit your presentation to your instructor, then exit PowerPoint

QUICK TIP

To convert a WordArt object to a SmartArt object, right-click the WordArt object, point to Convert to SmartArt on the shortcut menu, then click a SmartArt layout.

FIGURE C-15: WordArt inserted on slide



FIGURE C-16: Completed presentation in Slide Sorter view



Saving a presentation as a video

You can save your PowerPoint presentation as a full-fidelity video, which incorporates all slide timings, transitions, animations, and narrations. The video can be distributed using a disc, the Web, or email. Depending on how you want to display your video, you have three resolution settings from which to choose: Computer & HD Displays, Internet & DVD, and Portable Devices. The Large setting, Computer & HD Displays (1280 X 720), is used for viewing on a computer monitor,

projector, or other high-definition displays. The Medium setting, Internet & DVD (852 X 480), is used for uploading to the Web or copying to a standard DVD. The Small setting, Portable Devices (424 X 240), is used on portable devices including portable media players such as Microsoft Zune. To save your presentation as a video, click the FILE tab, click Export, click Create a Video, choose your settings, then click the Create Video button.