

Modifying a Presentation

CASE

You continue working on your Canadian Train tour presentation. In this unit, you'll enter text using Outline view, then you'll format text, create a SmartArt graphic, draw and modify objects, and add slide footer information in the presentation.

Unit Objectives

After completing this unit, you will be able to:

- Enter text in Outline view
- Format text
- Convert text to SmartArt
- Insert and modify shapes
- Rearrange and merge shapes
- Edit and duplicate shapes
- Align and group objects
- Add slide footers

Files You Will Need

PPT B-1.pptx PPT B-4.pptx
PPT B-2.pptx PPT B-5.pptx
PPT B-3.pptx

Enter Text in Outline View

Learning Outcomes





- Enter text in Outline view
- Create a new slide

You can enter presentation text by typing directly on the slide in the Slide pane, or, if you need to focus on the text of the presentation, you can enter text in Outline view. Text in Outline view is organized so the headings, or slide titles, appear at the top of the outline. Each subpoint, or each line of bulleted text, appears as one or more indented lines under the title. Each indent in the outline creates another level of bulleted text on the slide. **CASE** You switch to Outline view to enter text for two more slides for your presentation.

STEPS

QUICK TIP

To open a PowerPoint 97-2007 presentation in PowerPoint 2013, open the presentation, click the FILE tab, click the Convert button, name the file in the Save As dialog box, then click Save.

1. Start PowerPoint, open the presentation **PPT B-1.pptx** from the location where you store your Data Files, then save it as **PPT B-QST.pptx**
A presentation with the new name appears in the PowerPoint window.
2. Click the **Slide 2 thumbnail** in the Thumbnails pane, click the **New Slide button list arrow** in the Slides group, then click **Title and Content**
A new slide, Slide 3, with the Title and Content layout appears as the current slide below Slide 2.
3. Click the **VIEW tab** on the Ribbon, then click the **Outline View button** in the Presentation Views group
The text of the presentation appears in the Outline pane next to the Slide pane. The slide icon and the insertion point for Slide 3 are highlighted, indicating it is selected and ready to accept text. Text that you enter next to a slide icon becomes the title for that slide.
4. Type **Atlantic Region Stations**, press **[Enter]**, then press **[Tab]**
When you pressed **[Enter]** after typing the title, you created a new slide. However, because you want to enter bulleted text on Slide 3, you then pressed **[Tab]** so the text you type will be entered as bullet text on Slide 3. See **FIGURE B-1**.
5. Type **Halifax**, press **[Enter]**, type **Moncton**, press **[Enter]**, type **Gaspe**, press **[Enter]**, type **Sussex**, press **[Enter]**, type **Amherst**, then press **[Enter]**
Each time you press **[Enter]**, the insertion point moves down one line.
6. Press **[Shift][Tab]**
Because you are working in Outline view, a new slide with the same layout, Slide 4, is created when you press **[Shift][Tab]**.
7. Type **Atlantic Region Tour Packages**, press **[Ctrl][Enter]**, type **Adventure**, press **[Enter]**, type **Cultural**, press **[Enter]**, type **Shopping**, press **[Enter]**, then type **Wildlife**
Pressing **[Ctrl][Enter]** while the insertion point is in the title text object moves the cursor into the content placeholder.
8. Position the pointer on the **Slide 3 icon**  in the Outline pane
The pointer changes to . The Atlantic Region Stations slide, Slide 3, is out of order.
9. Drag  down until a horizontal indicator line appears above the Slide 5 icon, then release the mouse button
The third slide moves down and switches places with the fourth slide as shown in **FIGURE B-2**.
10. Click the **Normal button**  on the status bar, then save your work
The Outline pane closes, and the Thumbnails pane is now visible in the window.

QUICK TIP

Press **[Ctrl][Enter]** while the cursor is in the text object to create a new slide with the same layout as the previous slide.

FIGURE B-1: Outline view showing new slide

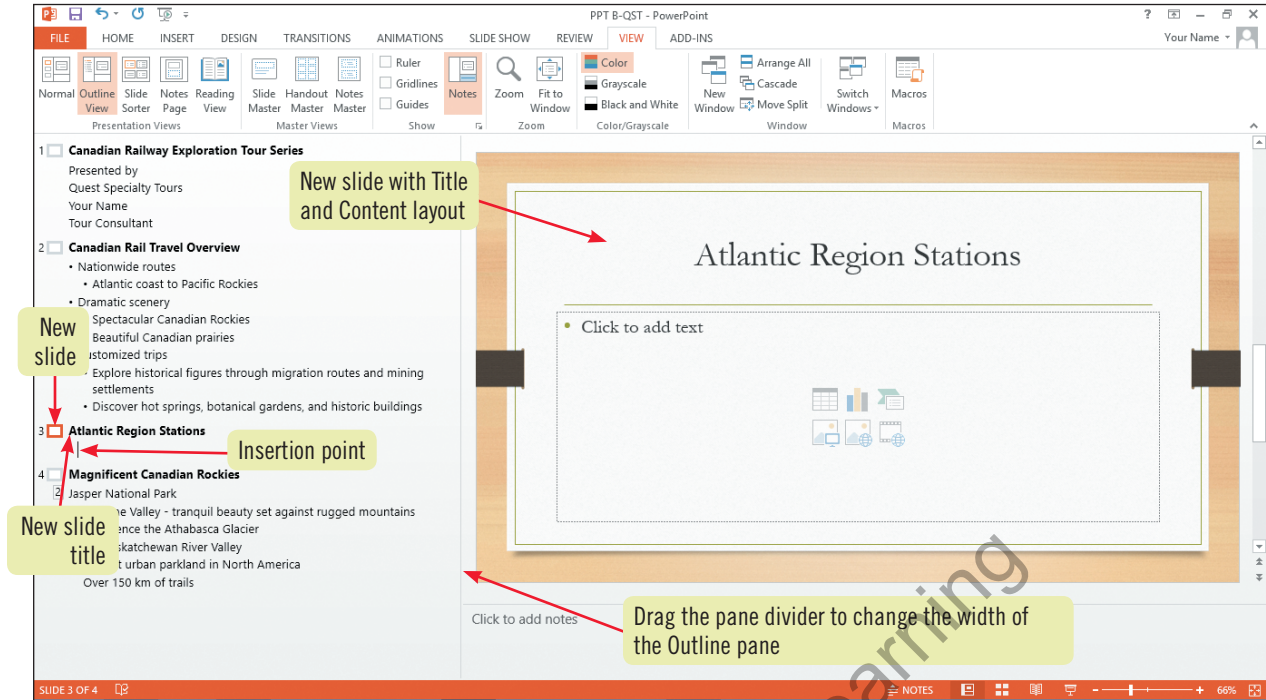
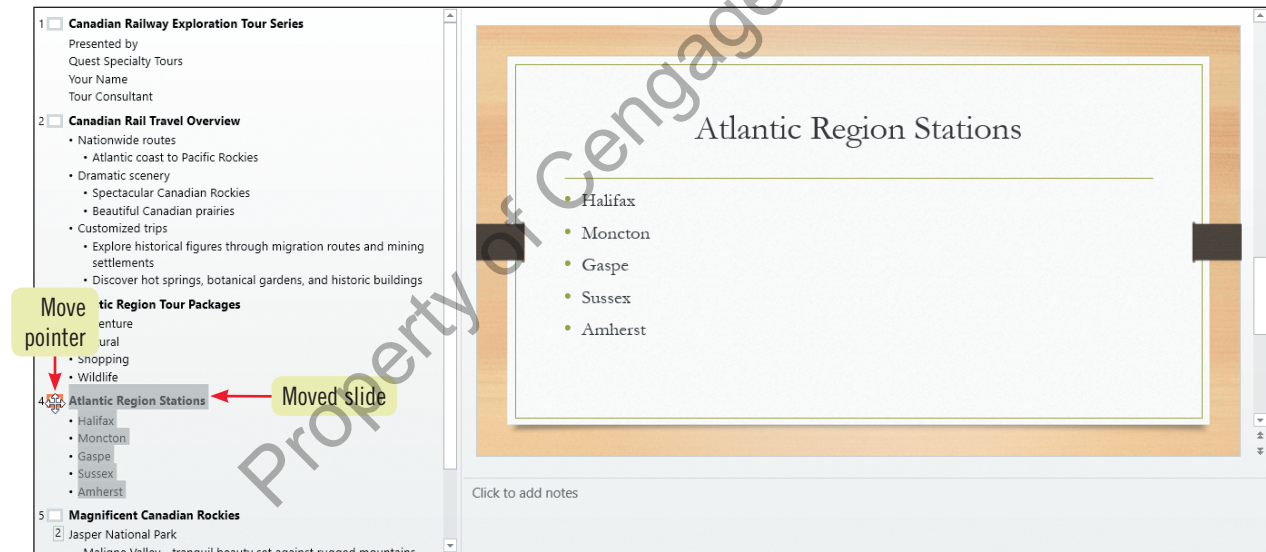


FIGURE B-2: Outline view showing moved slide



Using proofing tools for other languages


If you have a presentation in another language, how would you check the spelling and grammar of that presentation? Every version of PowerPoint contains a language pack with a primary language, such as English, Italian, or Arabic. Each language pack includes additional languages other than the primary language. For example, the English language pack also includes French and Spanish. So, let's say you have an English version of PowerPoint and you want to check the spelling of a presentation that is written in French. To check the spelling of a French presentation,

click a text object on a slide, click the REVIEW tab on the Ribbon, click the Language button in the Language group, then click Set Proofing Language to open the Language dialog box. Click one of the French options from the list, then click OK. Only languages in the list with a spelling symbol are available to use for checking spelling and grammar. Now when you check the spelling, PowerPoint will do so in French. If your version of PowerPoint does not have the language you want to use, you can purchase additional language packs from Microsoft.

Format Text

Learning Outcomes

- Modify text characteristics

Once you have entered and edited the text in your presentation, you can modify the way the text looks to emphasize your message. Important text should be highlighted in some way to distinguish it from other text or objects on the slide. For example, if you have two text objects on the same slide, you could draw attention to one text object by changing its color, font, or size. **CASE**  You decide to format the text on Slide 2 of the presentation.

STEPS

QUICK TIP

To show or hide the Mini toolbar, click the FILE tab on the Ribbon, click Options, then click the Show Mini Toolbar on selection check box.

1. Click the **HOME** tab on the Ribbon, click the **Slide 2 thumbnail** in the Thumbnails pane, then double-click **Rail** in the title text object

The word “Rail” is selected, and a Mini toolbar appears above the text. The **Mini toolbar** contains basic text-formatting commands, such as bold and italic, and appears when you select text using the mouse. This toolbar makes it quick and easy to format text, especially when the HOME tab is closed.

2. Move  over the **Mini toolbar**, click the **Font Color list arrow** , then click the **Dark Red color box** under **Standard Colors**

The text changes color to dark red as shown in **FIGURE B-3**. When you click the Font Color list arrow, the Font Color gallery appears showing the Theme Colors and Standard Colors. ScreenTips help identify font colors. Notice that the Font Color button on the Mini toolbar and the Font Color button in the Font group on the HOME tab change color to reflect the new color choice, which is now the active color.

QUICK TIP

To select an unselected text object, press [Shift], click the text object, then release [Shift].

3. Move the pointer over the **title text object border** until the pointer changes to , then click the **border**

The border changes from a dashed to a solid line as you move the pointer over the text object border. The entire title text object is selected, and changes you make now affect all of the text in the text object. When the whole text object is selected, you can change its size, shape, and other attributes. Changing the color of the text helps emphasize it.

QUICK TIP

For more text formatting options, right-click a text object, then click Format Text Effects to open the Format Shape - Text Options pane.

4. Click the **Font Color button**  in the **Font group**


All of the text in the title text object changes to the current active color, dark red.

5. Click the **Font list arrow** in the **Font group**

A list of available fonts opens with Garamond, the current font used in the title text object, selected at the top of the list in the Theme Fonts section.

6. Scroll down the alphabetical list, then click **Castellar** in the **All Fonts** section

The Castellar font replaces the original font in the title text object. Notice that as you move the pointer over the font names in the font list the text on the slide displays a Live Preview of the different font choices.

7. Click the **Underline button**  in the **Font group**, then click the **Increase Font Size button**  in the **Font group**

All of the text now displays an underline and increases in size to 44.

8. Click the **Character Spacing button**  in the **Font group**, then click **Very Loose**

The spacing between the letters in the title increases. Compare your screen to **FIGURE B-4**.

9. Click a blank area of the slide outside the text object to deselect it, then save your work

Clicking a blank area of the slide deselects all objects that are selected.

FIGURE B-3: Selected word with Mini toolbar open

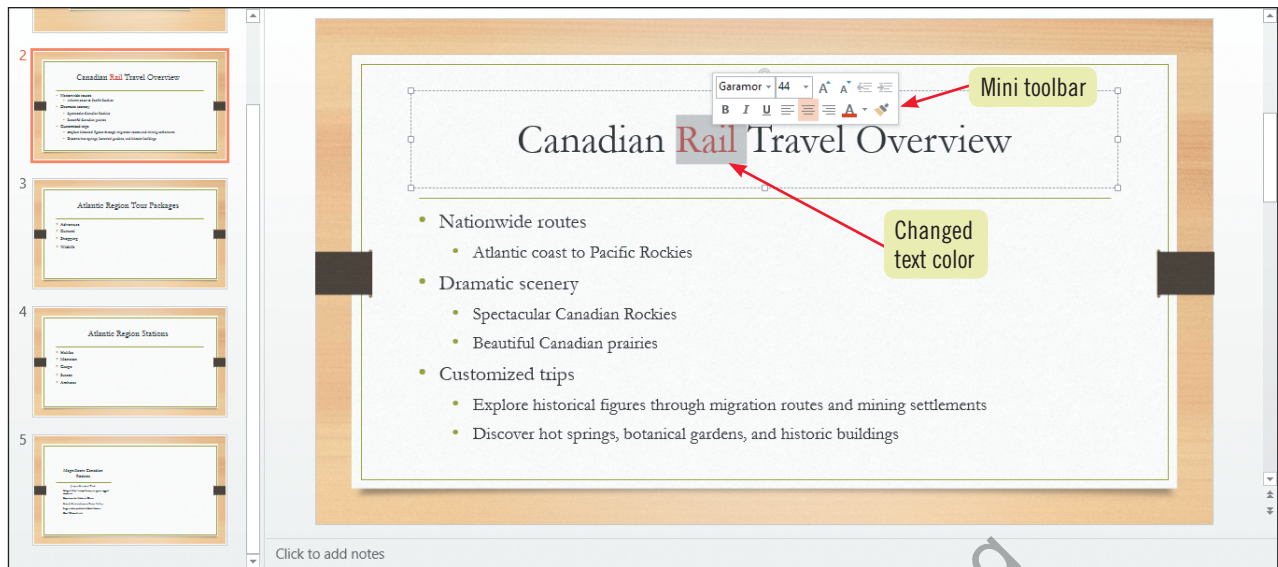


FIGURE B-4: Formatted text



Replacing text and fonts

As you review your presentation, you may decide to replace certain text or fonts throughout the entire presentation using the Replace command. Text can be a word, phrase, or sentence. To replace specific text, click the HOME tab on the Ribbon, then click the Replace button in the Editing group. In the Replace dialog

box, enter the text you want to replace, then enter the text you want to use as its replacement. You can also use the Replace command to replace one font for another. Simply click the Replace button list arrow in the Editing group, then click Replace Fonts to open the Replace Font dialog box.

Convert Text to SmartArt

Learning Outcomes

- Create a SmartArt graphic
- Modify the SmartArt design

Sometimes when you are working with text it just doesn't capture your attention, no matter how you dress it up with color or other formatting attributes. The ability to convert text to a SmartArt graphic increases your ability to create dynamic-looking text. A **SmartArt** graphic is a professional-quality diagram that visually illustrates text. There are eight categories, or types, of SmartArt graphics that incorporate graphics to illustrate text differently. For example, you can show steps in a process or timeline, show proportional relationships, or show how parts relate to a whole. You can create a SmartArt graphic from scratch or create one by converting existing text you have entered on a slide with a few simple clicks of the mouse. **CASE** *You want the presentation to appear visually dynamic so you convert the text on Slide 3 to a SmartArt graphic.*

STEPS

1. Click the **Slide 3 thumbnail** in the Thumbnails pane, click **Adventure** in the text object, then click the **Convert to SmartArt Graphic button** in the Paragraph group


A gallery of SmartArt graphic layouts opens. As with many features in PowerPoint, you can preview how your text will look prior to applying the SmartArt graphic layout by using PowerPoint's Live Preview feature. You can review each SmartArt graphic layout and see how it changes the appearance of the text.

2. Move  over the **SmartArt graphic layouts** in the gallery

Notice how the text becomes part of the graphic and the color and font changes each time you move the pointer over a different graphic layout. SmartArt graphic names appear in ScreenTips.

3. Click the **Vertical Picture Accent List layout** in the SmartArt graphics gallery

A SmartArt graphic appears on the slide in place of the text object, and a new SMARTART TOOLS DESIGN tab opens on the Ribbon as shown in **FIGURE B-5**. A SmartArt graphic consists of two parts: the SmartArt graphic itself and a Text pane where you type and edit text. This graphic also has placeholders where you can add pictures to the SmartArt graphic.

4. Click each **bullet point** in the Text pane, then click the **Text pane control button** 

Notice that each time you select a bullet point in the text pane, a selection box appears around the text objects in the SmartArt graphic. The Text pane control opens and closes the Text pane. You can also open and close the Text pane using the Text Pane button in the Create Graphic group.

5. Click the **More button**  in the Layouts group, click **More Layouts** to open the Choose a SmartArt Graphic dialog box, click **Relationship**, click the **Basic Venn layout icon**, then click **OK**

The SmartArt graphic changes to the new graphic layout. You can radically change how the SmartArt graphic looks by applying a SmartArt Style. A **SmartArt Style** is a preset combination of simple and 3-D formatting options that follows the presentation theme.

6. Move  slowly over the **styles** in the SmartArt Styles group, then click the **More button**  in the SmartArt Styles group

A Live Preview of each style is displayed on the SmartArt graphic. The SmartArt styles are organized into sections; the top group offers suggestions for the best match for the document, and the bottom group shows you all of the possible 3-D styles that are available.

7. Move  over the styles in the gallery, then click **Cartoon** in the 3-D section

Notice how this new style adds a black outline and shading to each object to achieve the 3-D effect.

8. Click a blank area of the slide outside the SmartArt graphic object to deselect it, then **save your work**

Compare your screen to **FIGURE B-6**.

TROUBLE

If the Text pane is not open as shown in Figure B-5, click the Text pane control on the SmartArt graphic.

QUICK TIP

Text objects in the SmartArt graphic can be moved and edited like any other text object in PowerPoint.

QUICK TIP

Click the Convert button in the Reset group, then click Convert to Text to revert the SmartArt graphic to a standard text object.

FIGURE B-5: Text converted to a SmartArt graphic

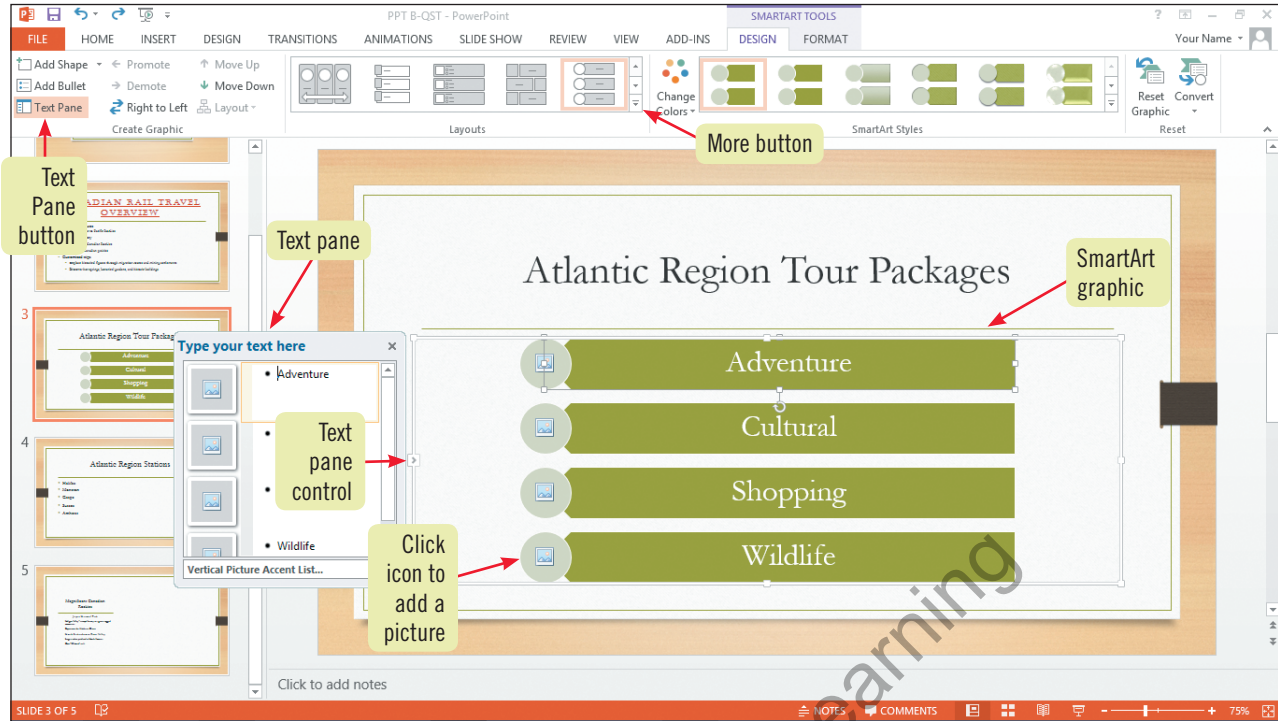
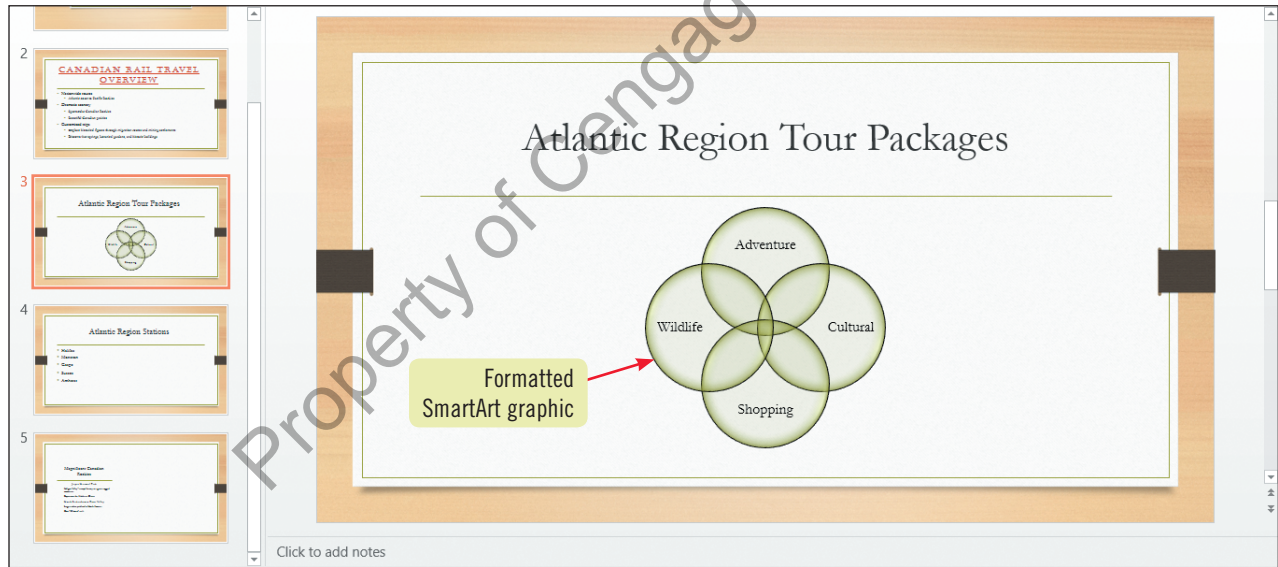


FIGURE B-6: Final SmartArt graphic



Choosing SmartArt graphics

When choosing a SmartArt graphic to use on your slide, remember that you want the SmartArt graphic to communicate the message of the text effectively; not every SmartArt graphic layout achieves that goal. You must consider the type of text you want to illustrate. For example, does the text show steps in a process, does it show a continual process, or does it show nonsequential information? The answer to this question will dictate the type of SmartArt graphic layout you should choose. Also, the amount of

text you want to illustrate will have an effect on the SmartArt graphic layout you choose. Most of the time key points will be the text you use in a SmartArt graphic. Finally, some SmartArt graphic layouts are limited by the number of shapes they can accommodate, so be sure to choose a graphic layout that can illustrate your text appropriately. Experiment with the SmartArt graphic layouts until you find the right one, and have fun in the process!

Insert and Modify Shapes

Learning Outcomes

- Create a shape
- Modify a shape's style

In PowerPoint you can insert many different types of shapes including lines, geometric figures, arrows, stars, callouts, and banners to enhance your presentation. You can modify many aspects of a shape including its fill color, line color, and line style, as well as add other effects like shadow and 3-D effects. Another way to alter the way a shape looks is to apply a Quick Style. A **Quick Style** is a set of formatting options, including line style, fill color, and effects. **CASE** You decide to draw some shapes on Slide 4 of your presentation that identify the Atlantic regional train stations.

STEPS

1. Click the **Slide 4 thumbnail** in the Thumbnails pane, click the **Oval button**  in the Drawing group, then position **+** in the blank area of the slide below the slide title. Slide 4 appears in the Slide pane. ScreenTips help you identify the shapes.

TROUBLE

If your shape is not approximately the same size as the one shown in Figure B-7, press [Shift], then drag one of the corner sizing handles to resize the object.

2. Press and hold [Shift], drag **+** down and to the right to create the shape, as shown in **FIGURE B-7**, release the mouse button, then release [Shift]

A circle shape appears on the slide, filled with the default theme color. Pressing [Shift] while you create the object maintains the object proportions as you change its size, so you create a circle using the oval tool. A **rotate handle**—small round arrow—appears on top of the shape, which you can drag to manually rotate the shape. To change the style of the shape, apply a Quick Style from the Shape Styles group.

3. Click the **DRAWING TOOLS FORMAT** tab on the Ribbon, click the **More button**  in the Shape Styles group, move  over the styles in the gallery to review the effects on the shape, then click **Subtle Effect - Blue-Grey, Accent 3**

A blue Quick Style with coordinated gradient fill, line, and shadow color is applied to the shape.

4. Click the **Shape Outline list arrow** in the Shape Styles group, point to **Weight**, move  over the line weight options to review the effect on the shape, then click **3 pt**

The outline weight (or width) increases and is easier to see now.

5. Click the **Shape Effects button** in the Shape Styles group, point to **Preset**, move  over the effect options to review the effect on the shape, then click **Preset 3**


Lighting and shadow effects are added to the shape to give it a three-dimensional appearance. You can change the shape to any other shape in the shapes gallery.

6. Click the **Edit Shape button** in the Insert Shapes group, point to **Change Shape** to open the shapes gallery, then click the **Teardrop button**  in the Basic Shapes section

The circle shape changes to a teardrop shape and a new yellow handle—called an **adjustment handle**—appears in the upper-right corner of the shape. Some shapes have an adjustment handle that can be moved to change the most prominent feature of an object, in this case the end of the teardrop. You can rotate the shape to make the shape look different.

7. Click the **Rotate button** in the Arrange group, move  over the **rotation options** to review the effect on the shape, then click **Flip Vertical**

Notice that the rotate handle is now on the bottom of the shape indicating that the shape has flipped vertically, or rotated 180 degrees, as shown in **FIGURE B-8**. You prefer the circle shape, and you decide the shape looks better rotated back the way it was before.

8. Click the **Undo button list arrow**  in the Quick Access Toolbar, click **Change Shape**, click a blank area of the slide, then save your work

The last two commands you performed are undone, and the shape changes back to a circle and is flipped back to its original position. Clicking a blank area of the slide deselects all objects that are selected.

QUICK TIP

To change the transparency of a shape or text object filled with a color, right-click the object, click Format Shape, click FILL, then move the Transparency slider.

FIGURE B-7: Oval shape added to slide

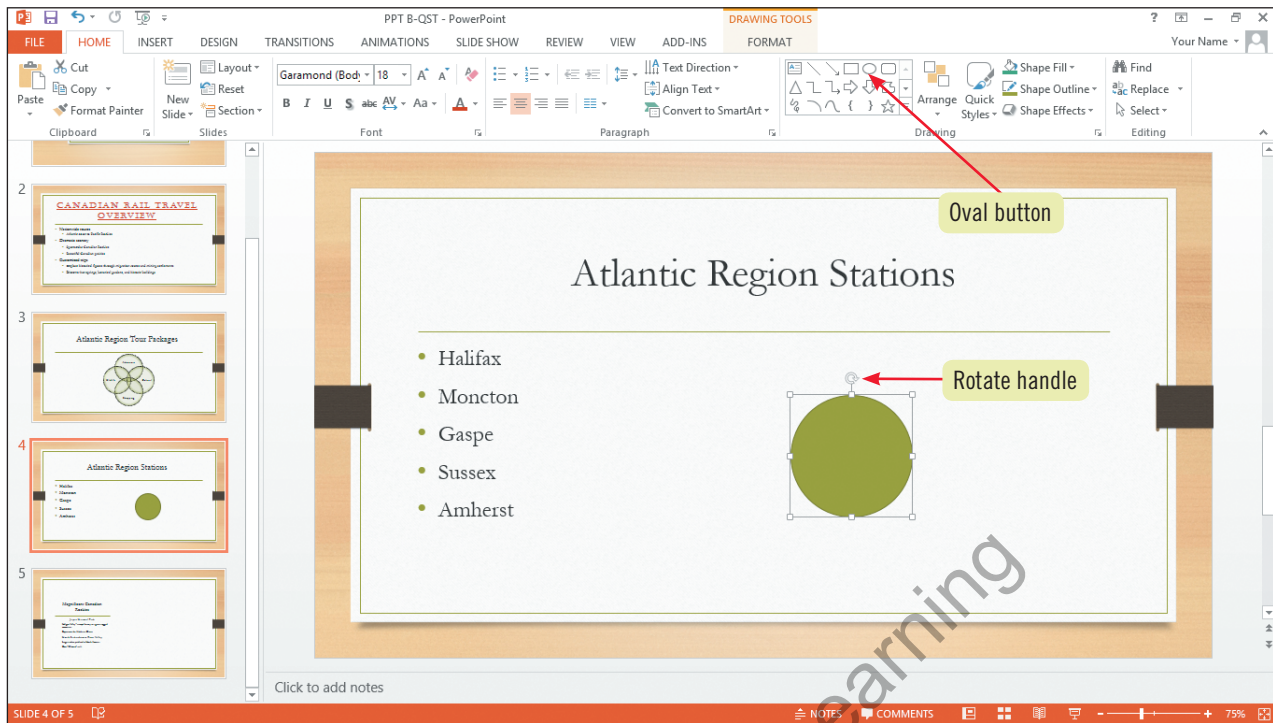
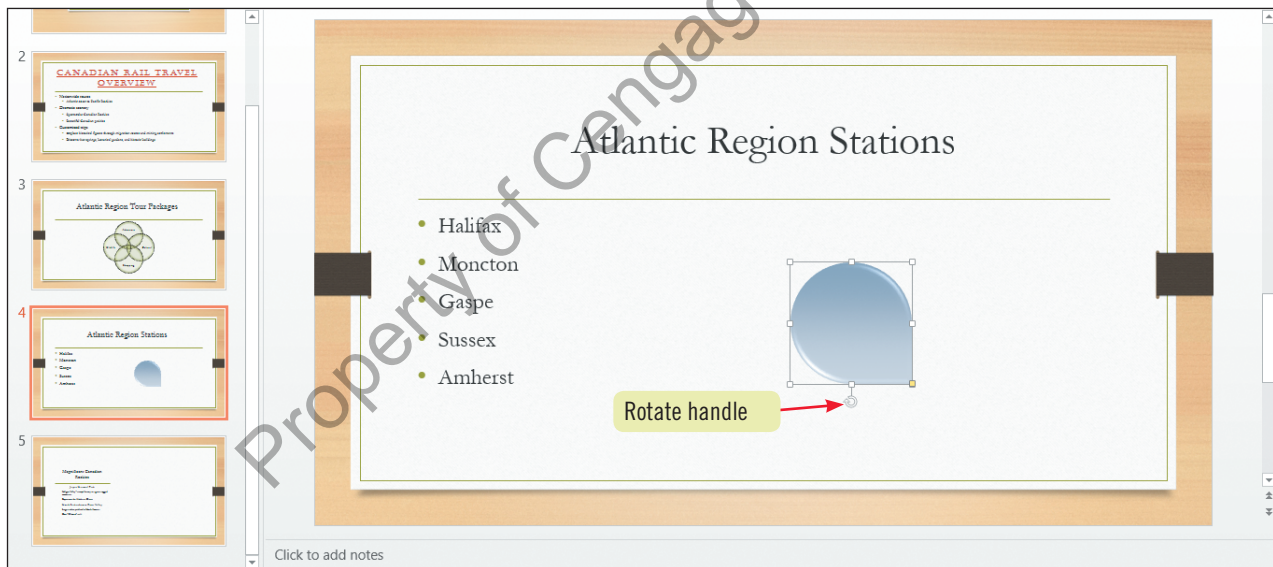


FIGURE B-8: Rotated teardrop shape



Use the Eyedropper to match colors


As you develop your presentation and work with different shapes and pictures, sometimes from other sources, there may be a certain color that is not in the theme colors of the presentation that you want to capture and apply to objects in your presentation. To capture a color on a specific slide, select any object on the slide, click any button list arrow with a color feature, such as the Shape Fill button or the Shape Outline button on the DRAWING TOOLS FORMAT tab, then click Eyedropper. Move the

eyedropper over the color you want to capture and pause, or hover. As you hover over a color, a Live Preview of the color appears and the RGB (Red Green Blue) values, called coordinates, appear in a ScreenTip. Click when you see the color you want to capture. The new color now appears in any color gallery under Recent Colors. If you decide not to capture a new color, press [Esc] to close the Eyedropper without making any change.




Rearrange and Merge Shapes



Learning Outcomes

- Reorder shapes
- Combine shapes together

Every object on a slide, whether it is a shape, a picture, a text object, or any other object, is placed, or stacked, on the slide in the order it was created, like pieces of paper placed one on top of another. Each object on a slide can be moved up or down in the stack depending how you want the objects to look on the slide. **Merging** shapes, which combines multiple shapes together, provides you the potential to create a variety of unique geometric shapes that are not available in the Shapes gallery. **CASE**  You create a diamond shape on Slide 4 and then merge it with the circle shape.

STEPS

1. Click **Gaspé** in the text object, position  over the **right-middle sizing handle**,  changes to , then drag the **sizing handle** to the left until the right border of the text object is under the first word in the title text object

The width of the text object decreases. When you position  over a sizing handle, it changes to . This pointer points in different directions depending on which sizing handle it is over.

2. Click the **More button**  in the Drawing group, click the **Diamond button**  in the Basic Shapes section, then drag down and to the right to create the shape

Compare your screen to **FIGURE B-9**. A diamond shape appears on the slide, filled with the default theme color. You can move shapes by dragging them on the slide.

3. Drag the **diamond shape** over the circle shape, then use the Smart Guides that appear to position the diamond shape in the center of the circle shape where the guides intersect **Smart Guides**, help you position objects relative to each other and determine equal distances between objects.

4. Click the **Select button** in the Editing group, click **Selection Pane**, then click the **Send Backward button**  in the Selection pane once

The Selection pane opens on the right side of the window showing the four objects on the slide and the order they are stacked on the slide. The Send Backward and Bring Forward buttons let you change the stacking order. The diamond shape moves back one position in the stack behind the circle shape.

5. Press **[SHIFT]**, click the **circle shape** on the slide, release **[SHIFT]** to select both shapes, click the **DRAWING TOOLS FORMAT tab** on the Ribbon, click the **Merge Shapes button** in the Insert Shapes group, then point to **Union**

The two shapes appear to merge, or combine, together to form one shape. The merged shape assumes the theme and formatting style of the diamond shape because it was selected first.

6. Move  over the other **merge shapes options** to review the effect on the shape, click a **blank area of the slide twice**, click the **diamond shape**, then click the **Bring Forward list arrow** in the Arrange group on the **DRAWING TOOLS FORMAT tab** once

Each merge option produces a different result. The diamond shape moves back to the top of the stack. Now, you want to see what happens when you select the circle shape first before you merge the two shapes together.

7. Click the **circle shape**, press **[SHIFT]**, click the **diamond shape**, click the **Merge Shapes button** in the Insert Shapes group, then point to **Union**

The merged shape adopts the theme and formatting style of the circle shape.

8. Point to each of the **merge shapes options**, then click **Subtract**

The two shapes merge into one shape. This merge option deletes the area of all shapes from the first shape you selected, so in this case the area of the diamond shape is deleted from the circle shape. The merged shape is identified as Freeform 6 in the Selection pane. See **FIGURE B-10**.

9. Click the **Selection Pane button** in the Arrange group, click a blank area of the slide, then save your work

TROUBLE

If Smart Guides do not appear, right-click a blank area of the slide, point to Grid and Guides, then click Smart Guides.

QUICK TIP

To move an object to the top of the stack, click the Bring Forward arrow, then click Bring to Front. To move an object to the bottom of the stack, click the Send Backward arrow, then click Send to Back.

FIGURE B-9: Diamond shape added to slide

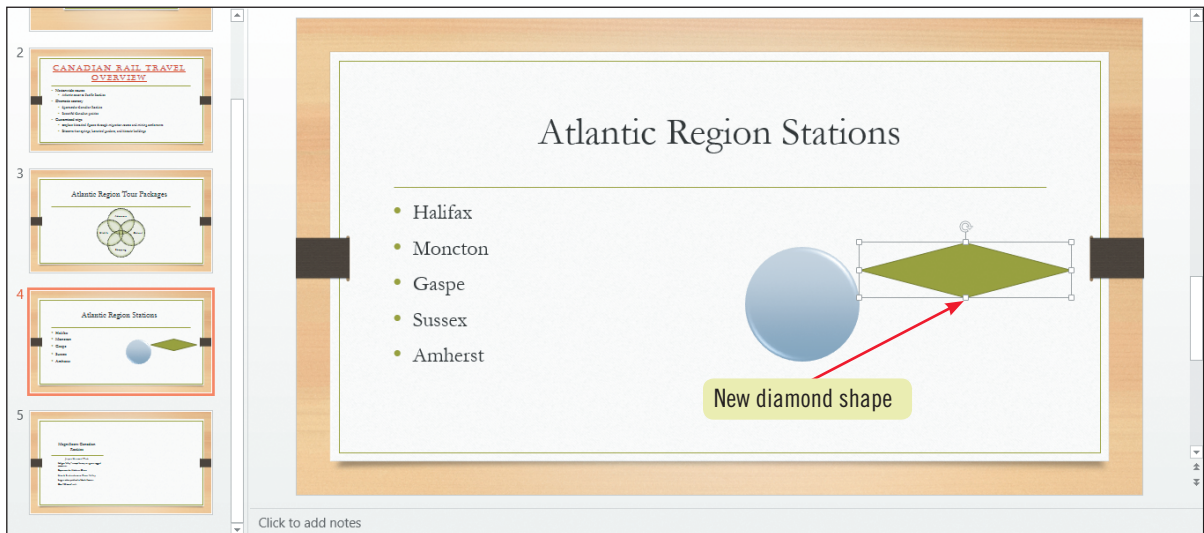
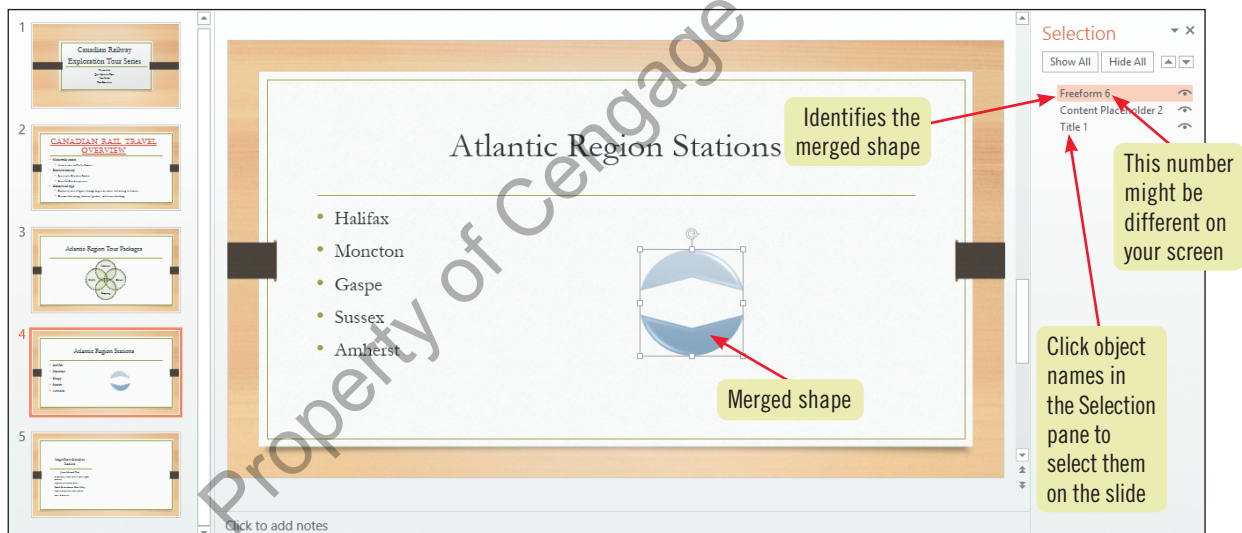


FIGURE B-10: New Merged shape



Changing the size and position of shapes

Usually when you resize a shape you can simply drag one of the sizing handles around the outside of the shape, but sometimes you may need to resize a shape more precisely. When you select a shape, the DRAWING TOOLS FORMAT tab appears on the Ribbon, offering you many different formatting options including some sizing commands located in the Size group.

The Width and Height commands in the Size group allow you to change the width and height of a shape. You also have the option to open the Format Shape pane, which allows you to change the size of a shape, as well as the rotation, scale, and position of a shape on the slide.

Edit and Duplicate Shapes

Learning Outcomes

- Modify shape size and design
- Duplicate shapes

Once you have created a shape you still have the ability to refine its basic characteristics, which helps change the size and appearance of the shape. For example, if you create a shape and it is too large, you can reduce its size by dragging any of its sizing handles. Most PowerPoint shapes can have text attached to them. All shapes can be moved and copied. To help you resize and move shapes and other objects precisely, PowerPoint has rulers you can add to the Slide pane. Rulers display the measurement system your computer uses, either inches or metric measurements. **CASE** You want three identical circle shapes on Slide 4. You first add the ruler to the slide to help you change the size of the circle shape you've already created, and then you make copies of it.

STEPS

1. Right-click a blank area of Slide 4, click **Ruler** on the shortcut menu, then click the bottom part of the **circle shape** to select it

Rulers appear on the left and top of the Slide pane. Unless the ruler has been changed to metric measurements, it is divided into inches and half-inch and eighth-inch marks. Notice the current location of the mouse is identified on both rulers by a small dotted red line in the ruler.

2. Press **[Shift]**, drag the **lower-right sizing handle** on the circle shape up and to the left approximately 1/4", release the mouse button, then release **[Shift]**

The distance of a quarter-inch on the ruler is the distance between two lines. The circle shape is now slightly smaller in diameter.

3. Position the mouse over the selected **circle shape** so it changes to the pointer icon, then drag the **circle shape** to the Smart Guides on the slide as shown in **FIGURE B-11**

PowerPoint uses a series of evenly spaced horizontal and vertical lines—called **gridlines**—to align objects, which force objects to “snap” to the grid.

4. Position the mouse over the bottom part of the **circle shape**, then press and hold **[Ctrl]**

The pointer changes to the copy icon, indicating that PowerPoint makes a copy of the shape when you drag the mouse.

5. Holding **[Ctrl]**, drag the **circle shape** to the right until the circle shape copy is in a blank area of the slide, release the mouse button, then release **[Ctrl]**

An identical copy of the circle shape appears on the slide and Smart Guides appear above and below the shape as you drag the new shape to the right, which helps you align the shapes.

6. With the **second circle shape** still selected, click the **Copy list arrow** in the Clipboard group, click **Duplicate**, then move the **duplicated circle shape** to the right in a blank area of the slide

You have duplicated the circle shape twice and now have three shapes on the slide.

7. Click the **VIEW tab** on the Ribbon, click the **Ruler** check box in the Show group, click the **HOME tab**, then type **Excursions**

The ruler closes, and the text you type appears in the selected circle shape and becomes a part of the shape. Now if you move or rotate the shape, the text moves with it. Compare your screen with **FIGURE B-12**.

8. Click the **middle circle shape**, type **Getaways**, click the **left circle shape**, type **Holidays**, click in a blank area of the slide, then save your work

All three circle shapes include text.

QUICK TIP

To display or hide gridlines, click the Gridlines check box in the Show group on the VIEW tab.

QUICK TIP

Press and hold **[Alt]** to temporarily turn the snap-to-grid feature off while dragging objects on the slide or dragging a sizing handle to make precise adjustments.

FIGURE B-11: Merged shape moved on slide

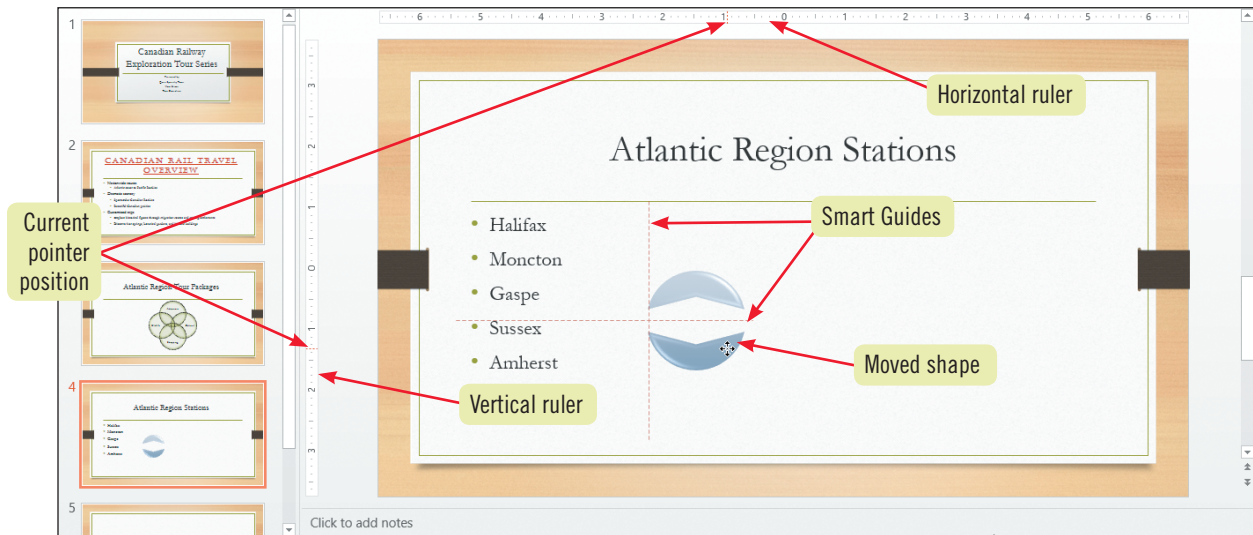
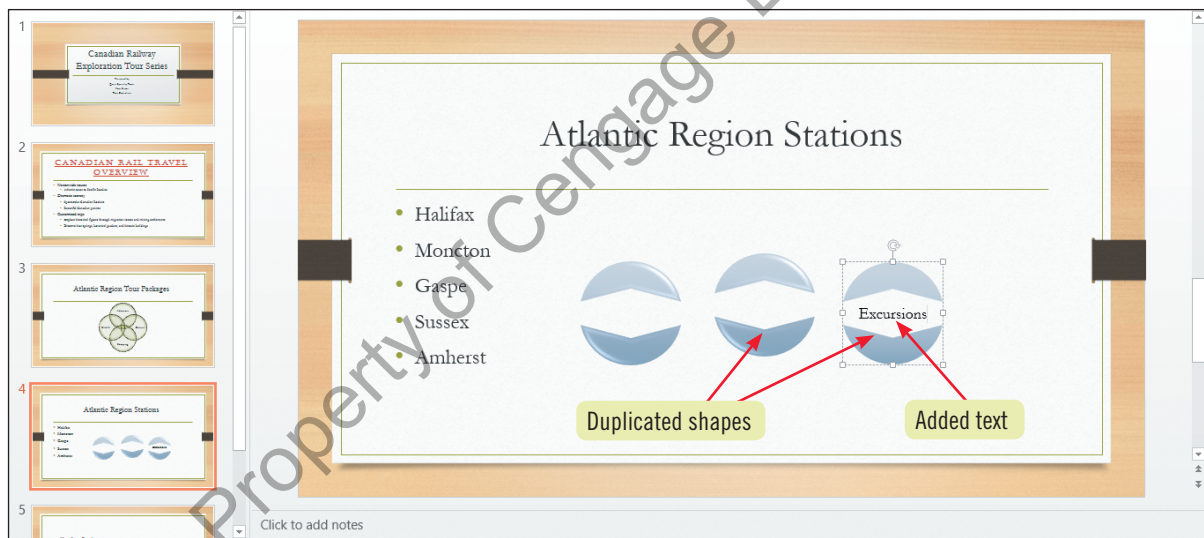


FIGURE B-12: Duplicated shapes



Editing points of a shape

If you want to customize the form (or outline) of any shape in the shapes gallery, you can modify its edit points. To display a shape's edit points, select the shape you want to modify, click the DRAWING TOOLS FORMAT tab on the Ribbon, click the Edit Shape button in the Insert Shapes group, then click Edit Points. Black edit points appear on the shape. To change the form of a shape, drag a black edit point. When you click a black

edit point white square edit points appear on either side of the black edit point, which allow you to change the curvature of a line between two black edit points. When you are finished with your custom shape, you can save it as picture and reuse it in other presentations or other files. To save the shape as a picture, right-click the shape, then click Save as Picture.

Align and Group Objects

Learning Outcomes


- Move shapes using guides
- Align and group shapes
- Distribute shapes

After you are finished creating and modifying your objects, you can position them accurately on the slide to achieve the look you want. Using the Align commands in the Arrange group, you can align objects relative to each other by snapping them to the gridlines on a slide or to guides that you manually position on the slide. The Group command groups two or more objects into one object, which secures their relative position to each other and makes it easy to edit and move them. The Distribute commands on the Align list evenly space objects horizontally or vertically relative to each other or the slide. **CASE** You are ready to position and group the circle shapes on Slide 4 to finish the slide.

STEPS

1. Right-click a blank area of the slide, point to **Grid and Guides** on the shortcut menu, then click **Guides**

The PowerPoint guides appear as dotted lines on the slide and usually intersect at the center of the slide. Guides help you position objects precisely on the slide.

2. Position the mouse pointer over the **horizontal guide** in a blank area of the slide, notice the pointer change to , press and hold the mouse button until the pointer changes to a measurement guide box, then drag the **guide** up until the guide position box reads **.42**

3. Drag the **vertical guide** to the left until the guide position box reads **2.92**, then drag the **Holidays circle shape** so the top and left edges of the shape touch the guides as shown in **FIGURE B-13**

The Holidays circle shape attaches or “snaps” to the guides.

4. Drag the **Excursions circle shape** to the right until it touches a vertical Smart Guide, press and hold **[Shift]**, click the other two **circle shapes**, then release **[Shift]**

All three shapes are now selected.

5. Click the **DRAWING TOOLS FORMAT** tab on the Ribbon, click the **Align** button in the Arrange group, click **Align Top**, then click a blank area of the slide

The lower shapes move up and align with the top shape along their top edges. The right circle shape would look better if it were lined up with the line under the title.

6. Drag the **vertical guide** to the right until the guide position box reads **5.17**, then drag the **Excursions circle shape** to the left so the top and right edges of the shape touch the guides

The Excursions circle shape moves to the left and is now lined up with a design element on the slide.

7. Press and hold **[Shift]**, click the other two **circle shapes**, release **[Shift]**, click the **DRAWING TOOLS FORMAT** tab, then click the **Align** button in the Arrange group

8. Click **Distribute Horizontally**, click the **Group** button in the Arrange group, then click **Group**

The shapes are now distributed equally between themselves and grouped together to form one object without losing their individual attributes, as shown in **FIGURE B-14**. Notice that the sizing handles and rotate handle now appear on the outer edge of the grouped object, not around each individual object.

9. Drag the **horizontal guide** to the middle of the slide until its guide position box reads **0.00**, then drag the **vertical guide** to the middle of the slide until its guide position box reads **0.00**

10. Click the **VIEW** tab on the Ribbon, click the **Guides** check box in the Show group, click a blank area of the slide, then save your work

The guides are no longer displayed on the slide

QUICK TIP

To set the formatting of a shape as the default, right-click the shape, then click Set as Default Shape on the Shortcut menu.

QUICK TIP

To quickly add a new guide to the slide, press **[Ctrl]**, then drag an existing guide. The original guide remains in place. Drag a guide off the slide to delete it.

FIGURE B-13: Repositioned shape

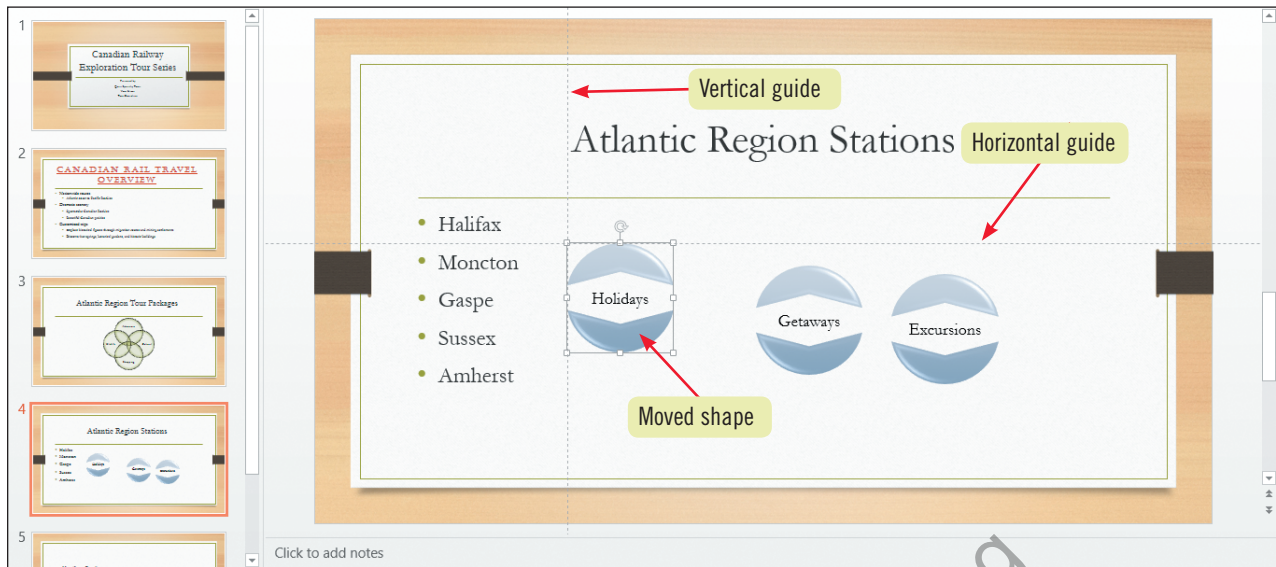
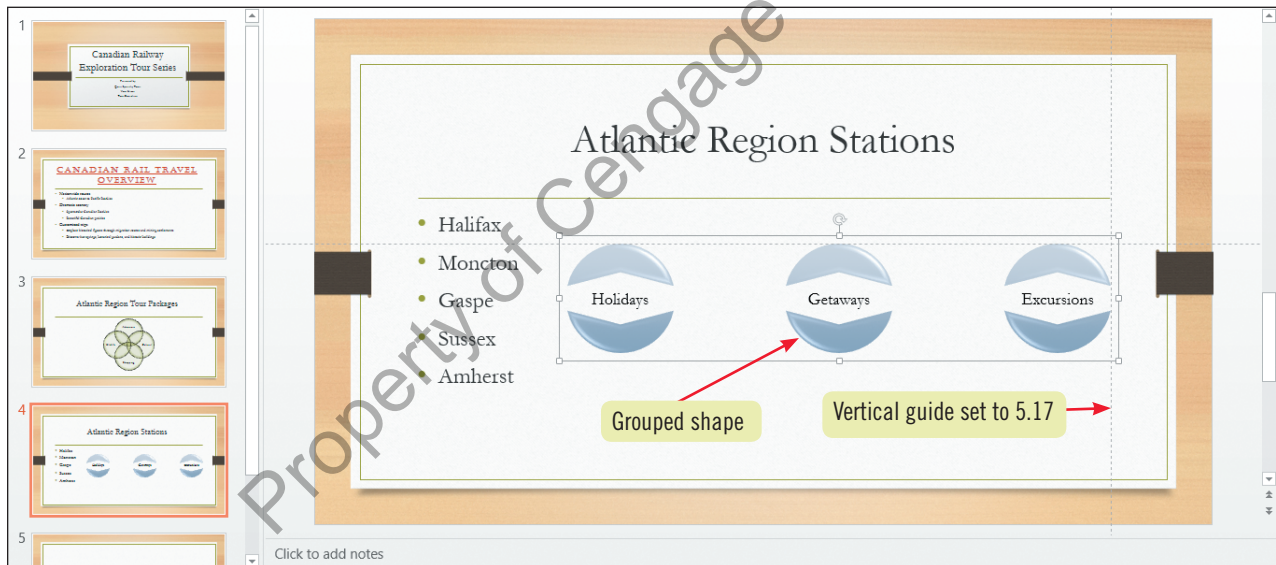


FIGURE B-14: Aligned and grouped shapes



Distributing objects

There are two ways to distribute objects in PowerPoint: relative to each other and relative to the slide edge. If you choose to distribute objects relative to each other, PowerPoint evenly divides the empty space between all of the selected objects. When distributing objects in relation to the slide, PowerPoint evenly splits the empty space from slide edge to slide edge

between the selected objects. To distribute objects relative to each other, click the Align button in the Arrange group on the DRAWING TOOLS FORMAT tab, then click Align Selected Objects. To distribute objects relative to the slide, click the Align button in the Arrange group on the DRAWING TOOLS FORMAT tab, then click Align to Slide.

Add Slide Footers

Learning Outcomes

- Add footer text to slides

Footer text, such as a company, school, or product name, the slide number, or the date, can give your slides a professional look and make it easier for your audience to follow your presentation. Slides do not have headers but can include a footer; however, notes or handouts can include both header and footer text. You can review footer information that you apply to the slides in the PowerPoint views and when you print the slides. Notes and handouts header and footer text is visible when you print notes pages, handouts, and the outline. **CASE** You add footer text to the slides of the Canadian train tour presentation to make it easier for the audience to follow.

STEPS

QUICK TIP

The placement of the footer text objects on the slide is dependent on the presentation theme.

QUICK TIP

If you want a specific date to appear every time you view or print the presentation, click the Fixed date option button, then type the date in the Fixed text box.

TROUBLE

If you click Apply to All in Step 9, click the Undo button on the Quick Access toolbar and repeat Steps 7, 8, and 9.

1. Click the **INSERT** tab on the Ribbon, then click the **Header & Footer** button in the **Text** group

The Header and Footer dialog box opens, as shown in **FIGURE B-15**. The Header and Footer dialog box has two tabs: a Slide tab and a Notes and Handouts tab. The Slide tab is selected. There are three types of footer text, Date and time, Slide number, and Footer. The rectangles at the bottom of the Preview box identify the default position and status of the three types of footer text placeholders on the slides.

2. Click the **Date and time check box** to select it

The date and time options are now available to select. The Update automatically date and time option button is selected by default. This option updates the date and time every time you open or print the file.

3. Click the **Update automatically list arrow**, then click the **second option** in the list

The day is added to the date, and the month is spelled out.

4. Click the **Slide number check box**, click the **Footer check box**, click the **Footer text box**, then type your name

The Preview box now shows all three footer placeholders are selected.

5. Click the **Don't show on title slide check box**

Selecting this check box prevents the footer information you entered in the Header and Footer dialog box from appearing on the title slide.

6. Click **Apply to All**

The dialog box closes, and the footer information is applied to all of the slides in your presentation except the title slide. Compare your screen to **FIGURE B-16**.

7. Click the **Slide 1 thumbnail** in the Thumbnails pane, then click the **Header & Footer** button in the **Text** group

The Header and Footer dialog box opens again.

8. Click the **Don't show on title slide check box** to deselect it, click the **Footer check box**, then select the text in the Footer text box

9. Type **Once in a lifetime travel experiences**, click **Apply**, then save your work

Only the text in the Footer text box appears on the title slide. Clicking Apply applies the footer information to just the current slide.

10. Submit your presentation to your instructor, then exit PowerPoint

FIGURE B-15: Header and Footer dialog box

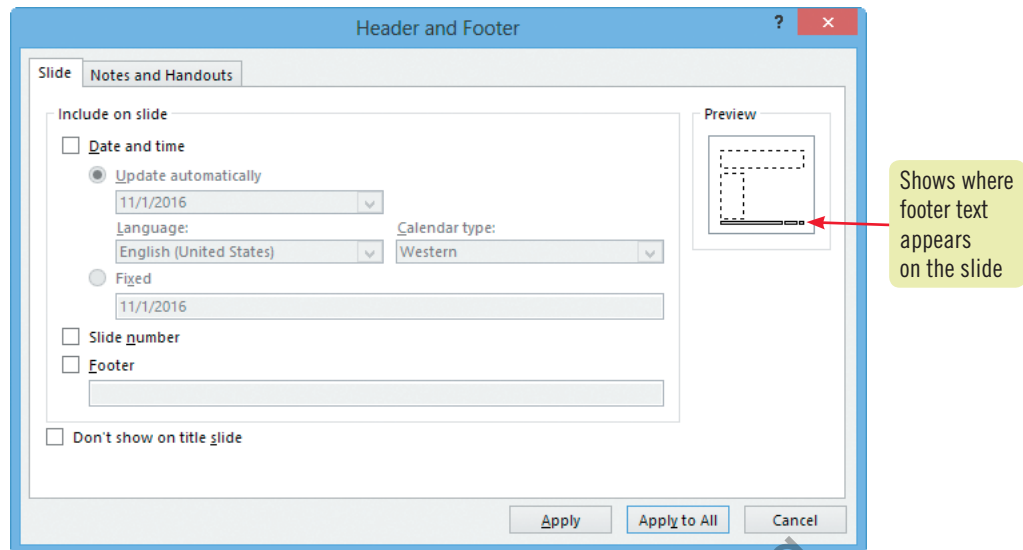
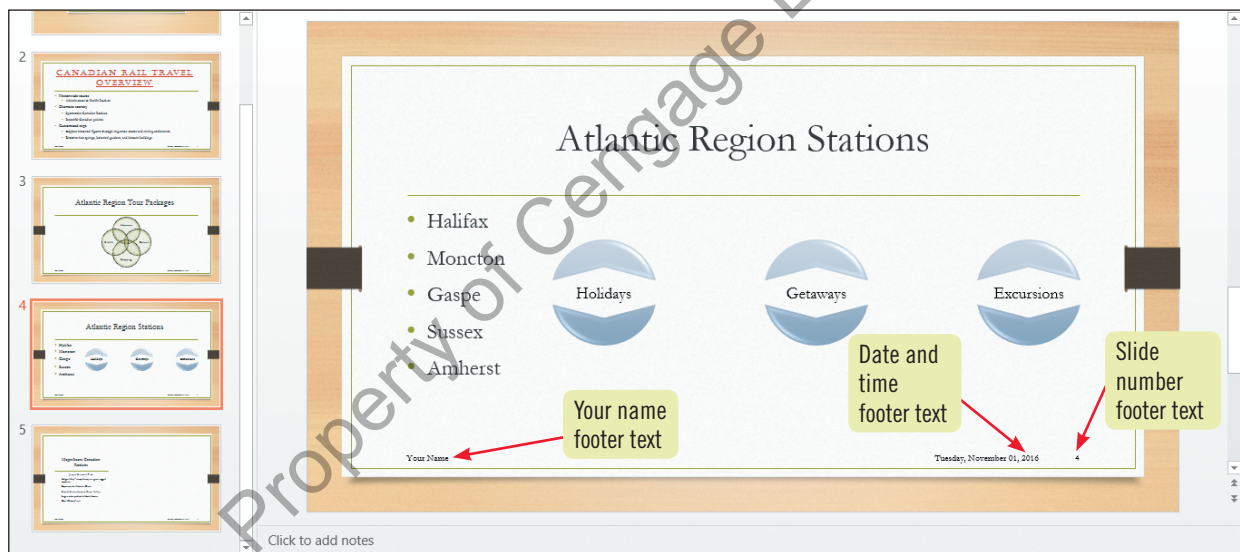


FIGURE B-16: Footer information added to presentation



Creating superscript and subscript text

Superscript or subscript text is a number, figure, symbol, or letters that appears smaller than other text and is positioned above or below the normal line of text. A common superscript in the English language is the sign indicator next to number, such as, 1st or 3rd. Other examples of superscripts are the trademark symbol™ and the copyright symbol®. To create superscript text in PowerPoint, select the text, number, or symbol, then press

[CTRL] [SHIFT] [+] at the same time. Probably the most familiar subscript text are the numerals in chemical compounds and formulas, for example, H₂O and CO₂. To create subscript text, select the text, number, or symbol, then press [CTRL] [=] at the same time. To change superscript or subscript text back to normal text, select the text, then press [CTRL] [Spacebar].