

2 Creating a Presentation with Illustrations and Shapes



Objectives

You will have mastered the material in this chapter when you can:

- Create slides from a blank presentation
- Change views to review a presentation
- Change slide layouts
- Add a background style
- Insert, move, and size clip art
- Insert a photograph from a file
- Delete a placeholder
- Change font color
- Format text using the Format Painter
- Add and size a shape
- Apply Quick Styles to placeholders and shapes
- Select slide transitions
- Preview and print an outline and handout

2 Creating a Presentation with Illustrations and Shapes

Introduction

In our visual culture, audience members enjoy viewing effective graphics. Whether reading a document or viewing a PowerPoint presentation, people increasingly want to see photographs, artwork, graphics, and a variety of type. Researchers have known for decades that documents with visual elements are more effective than those that consist of only text because the illustrations motivate audiences to study the material. People remember at least one-third more information when the document they are seeing or reading contains visual elements. These graphics help clarify and emphasize details, so they appeal to audience members with differing backgrounds, reading levels, attention spans, and motivations.

BTW

Delivery Skills

While illustrations and shapes help audience members retain important points in a slide show, keep in mind that a speaker's presentation skills are the most effective part of a presentation. The presenter's posture, eye contact, volume, gestures, and rate establish the tone and tempo of the presentation. A good presentation rarely overcomes poor delivery skills.

Project — Presentation with Illustrations and a Shape

The project in this chapter follows graphical guidelines and uses PowerPoint to create the presentation shown in Figure 2–1. This slide show, which discusses identity theft, has a variety of illustrations and visual elements inserted on a gray background. Clip art and photographs add interest. Transitions help one slide flow gracefully into the next during a slide show. Slide titles have a style that blends well with the background and illustrations. The slide handouts include an outline of the slides and print all four slides on one page.

This presentation uses Quick Styles, which are collections of formatting options for objects and documents. The Quick Styles, like the document themes introduced in Chapter 1, are created by Microsoft's visual designers and give your presentation a professional look. When you rest your mouse pointer on a Quick Style thumbnail in the Quick Style gallery, you will see how the various colors, fonts, and effects are combined, and you can select the image that best fits the impression you want to present in your slide show.

Overview

As you read through this chapter, you will learn how to create the presentation shown in Figure 2–1 by performing these general tasks:

- Create a new presentation from a blank presentation.
- Review presentation in a variety of views.
- Insert and format shapes.
- Insert photographs and clips.
- Print an outline and a handout.


Protect Your Good Name

Reduce Your Risk of Identity Theft

(a)

Reduce Access to Personal Data

- Shred credit card offers
- Use a locked mailbox
- Mail envelopes *inside* the post office
- Remove listing from telephone directory




(b)

Internet and Security Safeguards

- Install a firewall
- Install and update virus protection software
- Never respond to phishing e-mail
- Use credit, not debit, cards when shopping



(c)



Beware of 'Shoulder Surfers'

Shield your hand when entering your PIN
Thieves may be watching with binoculars

(d)

Figure 2-1

Plan Ahead

General Project Guidelines

When creating a PowerPoint presentation, the actions you perform and decisions you make will affect the appearance and characteristics of the finished document. As you create a presentation with illustrations, such as the project shown in Figure 2–1, you should follow these general guidelines:

1. **Focus on slide text content.** Give some careful thought to the words you choose to use. Some graphic designers advise starting with a blank screen so that the document theme does not distract from or influence the words.
2. **Use single quotation marks.** PowerPoint slides generally use a single quotation mark in several instances.
 - The introduction of an unfamiliar term
 - A quotation
 - Nicknames
 - Composition titles
3. **Adhere to copyright regulations.** Copyright laws apply to printed and Web-based materials. You can copy an existing photograph or artwork if it is in the public domain, if your company owns the graphic, or if you have obtained permission to use it. Be certain you have the legal right to use a desired graphic in your presentation.
4. **Use color effectively.** Your audience's eyes are drawn to color on a slide. Used appropriately, color can create interest by emphasizing material and promoting understanding. Be aware of symbolic meanings attached to colors, such as red generally representing danger, electricity, and heat.
5. **Use serif fonts for titles and sans serif fonts for body text.** Typefaces are divided into two categories: serif and sans serif. A serif letter generally has thin and thick areas, with the thin areas at the end of the lines. A sans serif letter generally is the same thickness. The letters in this box are sans serif.
6. **Choose graphics that serve a purpose.** Illustrations and art should help your audience remember and understand information. They should be uncluttered and visually appealing. Determine why you need each graphic and the kind of information it communicates.
7. **Consider graphics for multicultural audiences.** In today's intercultural society, your presentation might be viewed by people whose first language is different from yours. Some graphics have meanings specific to a culture, so be certain to learn about your intended audience and their views.

When necessary, more specific details concerning the above guidelines are presented at appropriate points in the chapter. The chapter also will identify the actions you perform and decisions made regarding these guidelines during the creation of the presentation shown in Figure 2–1.

Starting PowerPoint

Chapter 1 introduced you to starting PowerPoint, selecting a document theme, creating slides with bulleted lists, and printing a presentation. The following steps summarize starting a new presentation. To start PowerPoint, Windows must be running. If you are using a computer to step through the project in this chapter and you want your screen to match the figures in this book, you should change your computer's resolution to 1024 × 768. For more information about how to change a computer's resolution, see Appendix E.

To Start PowerPoint

- 1 Click the Start button on the Windows taskbar to display the Start menu.
- 2 Point to All Programs on the Start menu and then point to Microsoft Office on the All Programs submenu.
- 3 Click Microsoft Office PowerPoint 2007 on the Microsoft Office submenu.
- 4 If the PowerPoint window is not maximized, click the Maximize button on its title bar.

Focus on slide text content.

Once you have researched your presentation topic, many methods exist to begin developing slide content.

- Select a document theme and then enter text, illustration, and tables.
- Open an existing presentation and modify the slides and theme.
- Import an outline created in Microsoft Word.
- Start with a blank presentation that uses the default Office Theme. Consider this practice similar to an artist who begins creating a painting with a blank, white canvas.

Experiment using different methods of developing the initial content for slides. Experienced PowerPoint users sometimes find one technique works better than another to stimulate creativity or help them organize their ideas in a particular circumstance.

Plan Ahead

Creating Slides from a Blank Presentation

In Chapter 1, you selected a document theme and then typed the content for the title and text slides using single- and multi-level bulleted lists. In this chapter, you will type the slide content for the title and text slides, select a background, and then format the text.

To Create a Title Slide

Recall from Chapter 1 that the title slide introduces the presentation to the audience. In addition to introducing the presentation, this project uses the title slide to capture the audience's attention by using title text and a shape, which is a movable, resizable graphical element. You will add this shape after you have typed the text for all four slides. The following step creates the slide show's title.

- 1 Type `Protect Your Good Name` in the title text placeholder (Figure 2-2 on the next page).

BTW

Introducing the Presentation

Before your audience enters the room, start the presentation and display Slide 1. This slide should be visually appealing and provide general interest in the presentation. An effective title slide gives a good first impression.

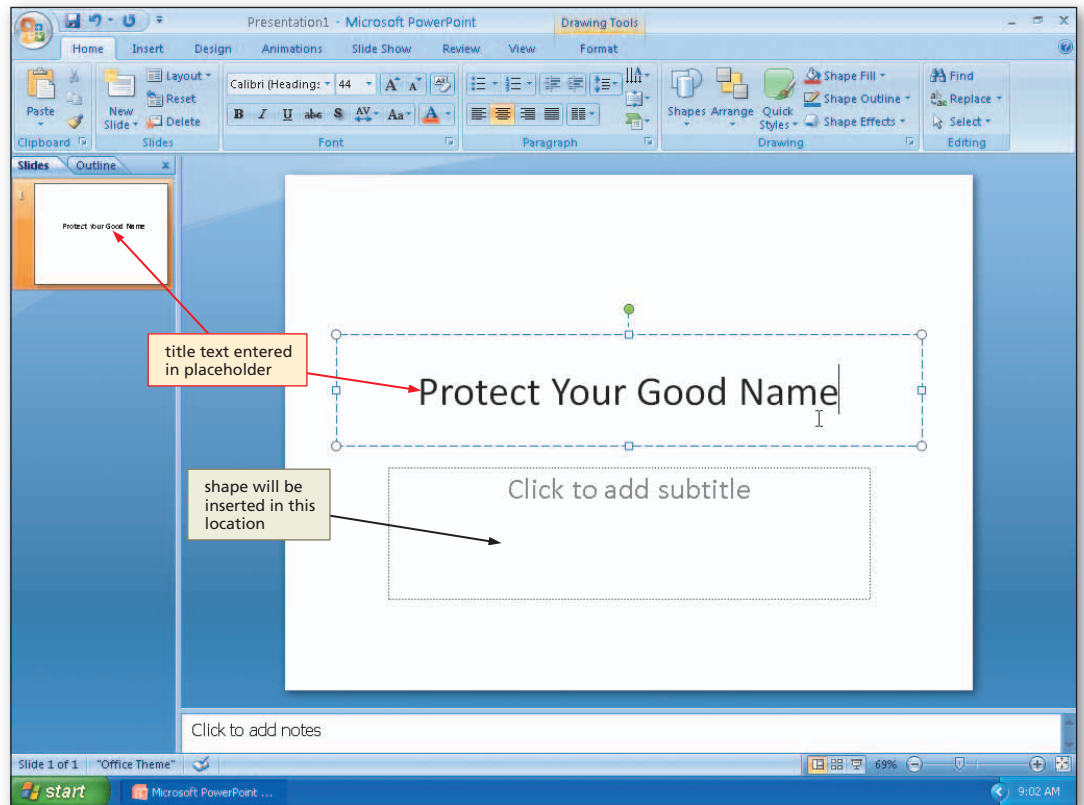


Figure 2-2

Plan Ahead

Use sans serif fonts for content text.

When a new slide is displayed during your presentation, your audience members focus on the title and then read the words in the content placeholder. Generally more words appear in the content placeholder, so designers use sans serif typefaces to decrease reading time.

To Create the First Text Slide with a Single-Level Bulleted List

The first text slide you create in Chapter 2 describes tips for helping prevent thieves from accessing personal information. The four suggestions are displayed as second-level paragraphs. The following steps add a new slide (Slide 2) and then create a text slide with a single-level bulleted list.

- 1 Click the New Slide button in the Slides group.
- 2 Type Reduce Access to Personal Data in the title text placeholder.
- 3 Press CTRL+ENTER, type Shred credit card offers in the content text placeholder, and then press the ENTER key.
- 4 Type Use a locked mailbox and then press the ENTER key.

- 5 Type Mail envelopes inside the post office and then press the ENTER key.
- 6 Type Remove listing from telephone directory but do not press the ENTER key.
- 7 Italicize the word, inside, in the third bulleted paragraph (Figure 2–3).

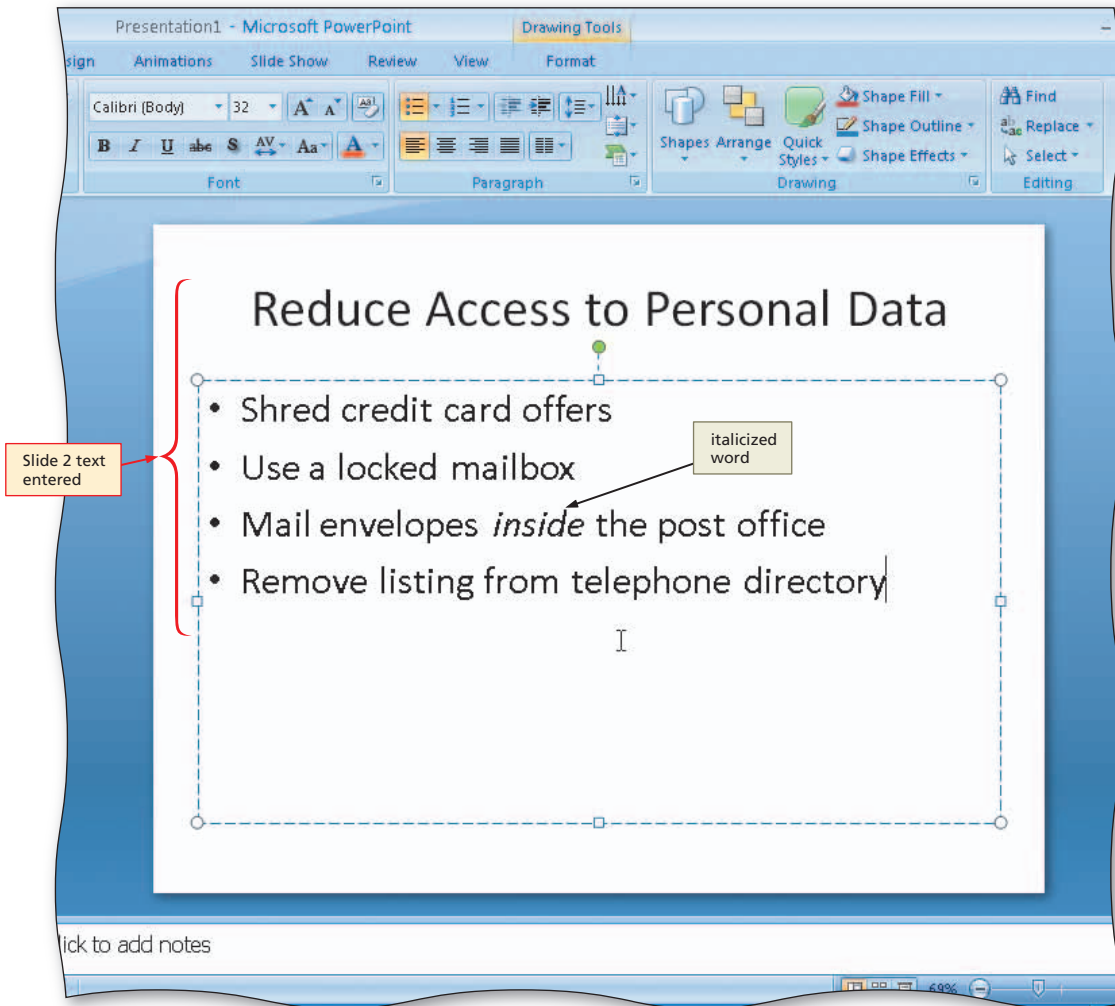


Figure 2–3

To Create the Second Text Slide with a Single-Level Bulleted List

The second text slide contains suggestions to help computer users protect their sensitive electronic files from cyber-intruders. The following steps add a new slide (Slide 3) and then create a text slide with a single-level bulleted list.

- 1 Click the New Slide button in the Slides group.
- 2 Type Internet and Security Safeguards in the title text placeholder.
- 3 Press CTRL+ENTER, type Install a firewall in the content text placeholder, and then press the ENTER key.
- 4 Type Install and update virus protection software and then press the ENTER key.

- 5 Type `Never respond to phishing e-mail` and then press the ENTER key.
- 6 Type `Use credit, not debit, cards when shopping` but do not press the ENTER key (Figure 2-4).

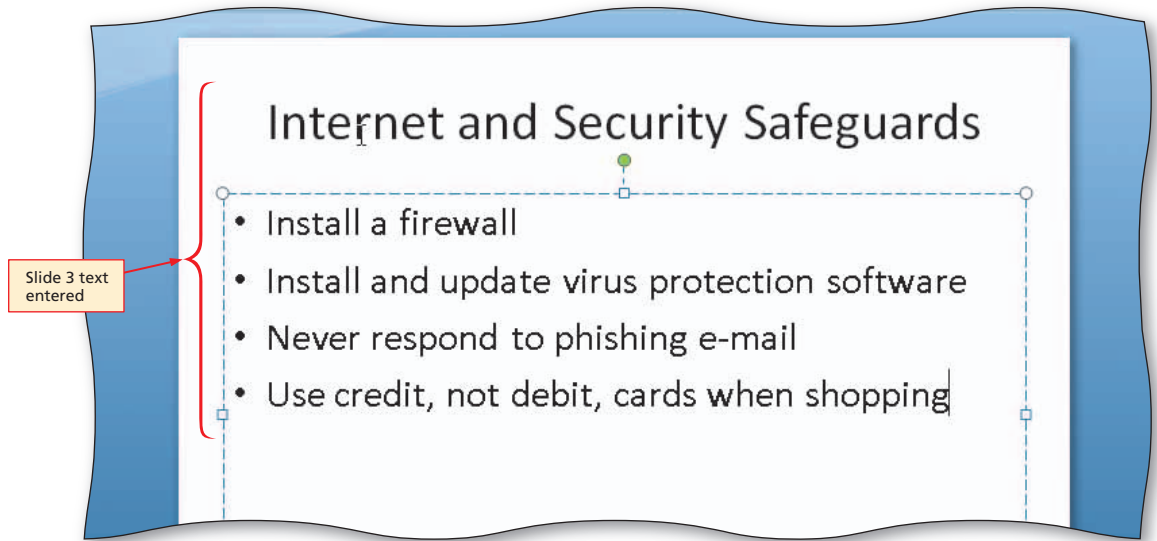


Figure 2-4

Plan Ahead

Use single quotation marks.

Type an apostrophe for the single quotation mark. PowerPoint generally will invert the first single quotation mark, making it an open-quotation mark, after you type a second single quotation mark, which then becomes a close-quotation mark.

To Create the Third Text Slide with a Single-Level Bulleted List

The final text slide in your presentation provides information to protect people using an automatic teller machine (ATM). “Shoulder surfers” position themselves near an ATM and often use binoculars and cameras to capture a user’s personal identification number (PIN). The following steps add a new slide (Slide 4) and then create a text slide with two second-level bulleted paragraphs.

- 1 Click the New Slide button in the Slides group.
- 2 Type `Beware of 'Shoulder Surfers'` in the title text placeholder.
- 3 Press CTRL+ENTER, type `Shield your hand when entering your PIN` in the content text placeholder, and then press the ENTER key.
- 4 Type `Thieves may be watching with binoculars` but do not press the ENTER key (Figure 2-5).

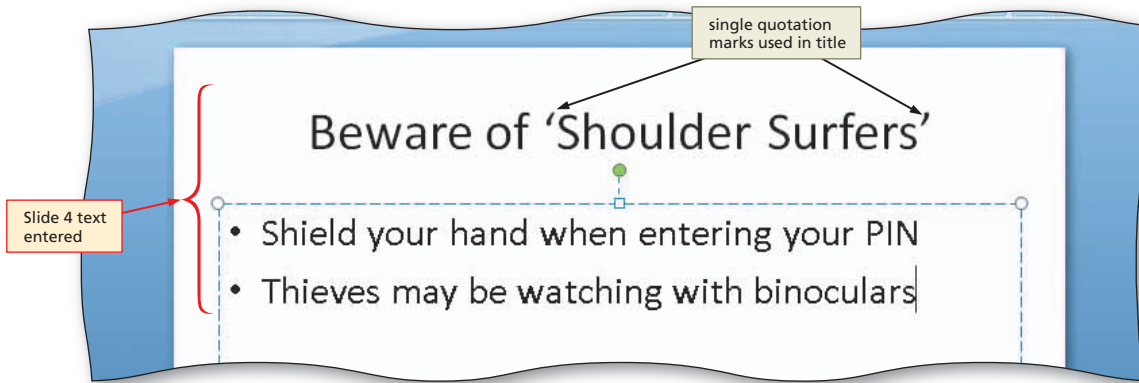


Figure 2-5

To Choose a Background Style

Now that the basic text paragraphs for the title and three text slides have been entered, you need to make design decisions. In creating Project 1, you chose a theme that determined the colors, fonts, and effects. You also can select these elements individually without choosing a theme. In Project 2, you will choose a background that fits the tone of your presentation and then choose fonts and effects. PowerPoint provides 12 white, ivory, blue, and black **background styles**. Background styles have designs that may include color, shading, patterns, and textures. **Fill effects** add pattern and texture to a background, which add depth to a slide. The following steps add a background style to all slides in the presentation.

- 1**
 - Click Design on the Ribbon to display the Design tab.
 - Click the Background Styles button in the Background group to display the Background Styles gallery (Figure 2-6).

Experiment

- Point to various styles themes in the Background Styles gallery and watch the backgrounds changes on the slide.

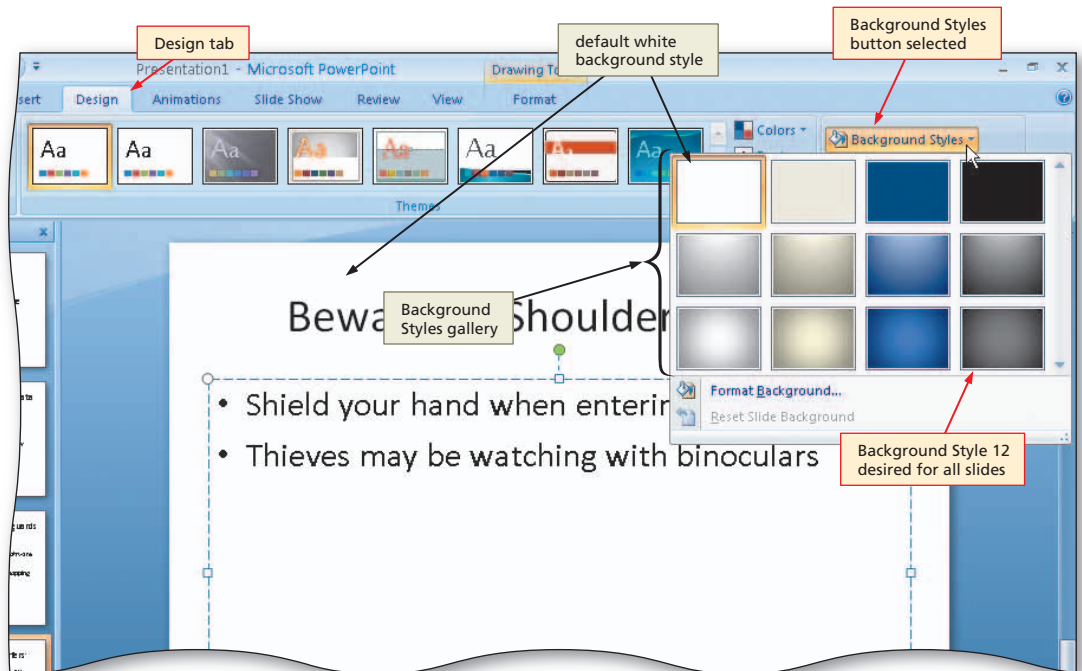


Figure 2-6

Q&A Are the backgrounds displayed in a specific order?

Yes. They are arranged in order from white to black running from left to right. The first row has solid backgrounds; the middle row has darker fills at the bottom; the bottom row has darker fills on the sides. If you point to a background, a ScreenTip with the background's name appears on the screen.

2

- Click Background Style 12 to apply this background to all the slides (Figure 2–7).

Q&A If I decide later that this background style does not fit the theme of my presentation, can I apply a different background?

Yes. You can repeat these steps at any time while creating your presentation.

Q&A What if I want to apply this background style to only one slide?

When the gallery is displaying, right-click the desired style and then click Apply to Selected Slides.

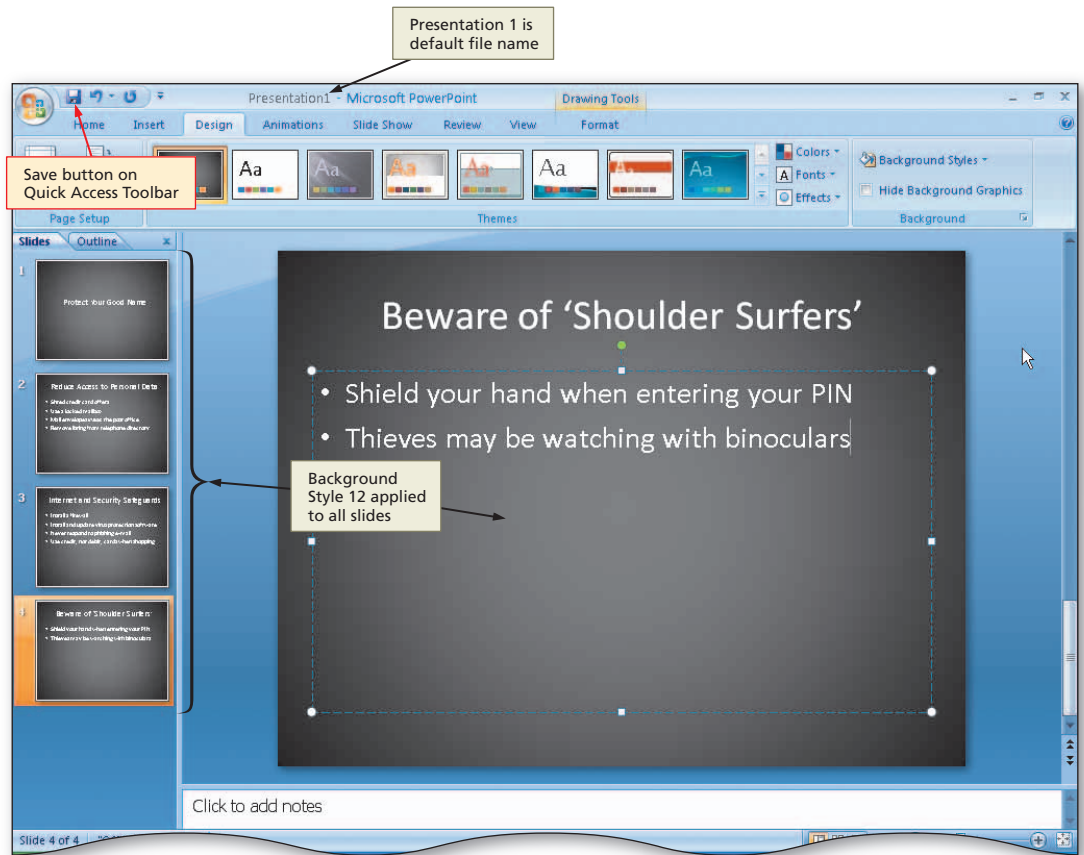


Figure 2–7

To Save a Presentation

Recall from Chapter 1 that it is wise to save your presentation frequently. With all the text for your presentation created, the following steps save the presentation on a USB flash drive using the file name, Identity Theft.

- 1 Connect a USB flash drive to one of the computer's USB ports and then click the Save button on the Quick Access Toolbar.
- 2 Type `Identity Theft` in the File name text box. Do not press the ENTER key after typing the file name. Click the Save in box arrow.
- 3 Click UDISK 2.0 (E:) in the Save in list.
- 4 Click the Save button in the Save As dialog box.

BTW **Experimenting with Normal View**

As you become more comfortable using PowerPoint, experiment with using the Outline tab and with closing the Tabs pane to maximize the slide area. To close the Tabs pane, click the X to the right of the Outline tab. To redisplay the Tabs pane, click the View tab on the Ribbon and then click Normal in the Presentation Views group.

Changing Views to Review a Presentation

In Chapter 1, you displayed slides in Slide Show view to evaluate the presentation. Slide Show view, however, restricts your evaluation to one slide at a time. Recall from Chapter 1 that Slide Sorter view allows you to look at several slides at one time, which is why it is the best view to use to evaluate a presentation for content, organization, and overall appearance. After reviewing the slides, you can change the view to Normal view to continue working on the presentation.

To Change the View to Slide Sorter View

You can review the four slides in this presentation all in one window. The following step changes the view from Normal view to Slide Sorter view.

- 1 Click the Slide Sorter view button at the lower right of the PowerPoint window to display the presentation in Slide Sorter view (Figure 2–8).

Q&A Why is Slide 4 selected?
It is the current slide in the slide pane.

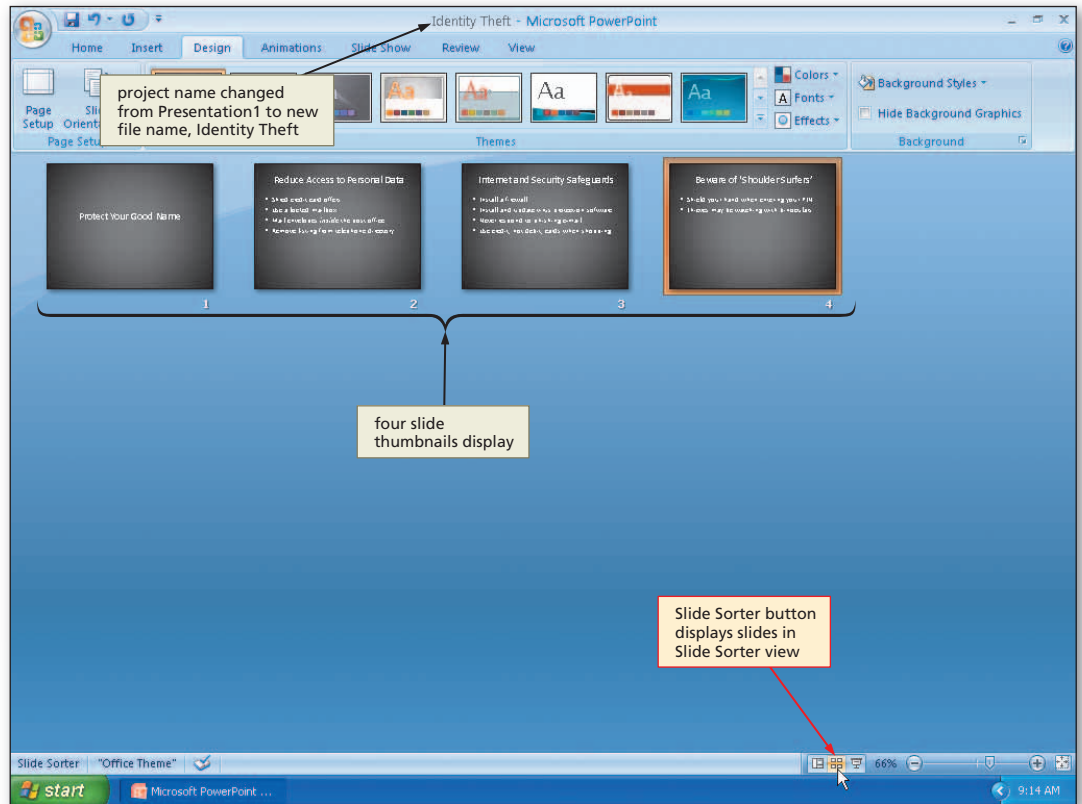


Figure 2–8

To Change the View to Normal View

You can make changes to text in Normal view and on the Outline tab. It is best, however, to change the view to Normal view when altering the slide layouts and formats so you can see the results of your changes. Switching between Slide Sorter view and Normal view helps you review your presentation, assess whether the slides have an attractive design and adequate content, and are organized for the most impact. The following steps change the view from Slide Sorter view to Normal view.

- 1 Click the Normal view button at the lower right of the PowerPoint window to display the presentation in Normal view (Figure 2–9).

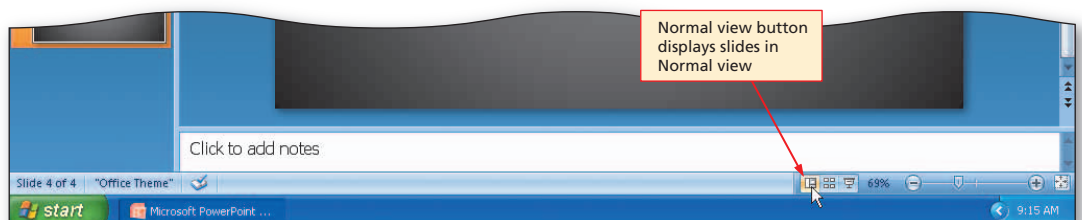


Figure 2–9

BTW **Using the Find Command**

Rather than viewing all the slides in your presentation to look for a particular word or phrase you typed, use the Find command to locate this text. Click the Home tab, click the Find button in the Editing group, type the text in the Find what text box, and then click the Find Next button.

Changing Layouts

When you developed this presentation, PowerPoint applied the Title Slide layout for Slide 1 and the Title and Content layout for the other three slides in the presentation. These layouts are the default styles. A **layout** specifies the arrangement of placeholders on a slide. These placeholders are arranged in various configurations and can contain text, such as the slide title or a bulleted list, or they can contain content, such as SmartArt graphics, pictures, charts, tables, shapes, and clip art. The placement of the text, in relationship to content, depends on the slide layout. You can specify a particular slide layout when you add a new slide to a presentation or after you have created the slide.

Using the **Layout gallery**, you can choose a slide layout. The nine layouts in this gallery have a variety of placeholders to define text and content positioning and formatting. Three layouts are for text: Title Slide, Section Header, and Title Only. Five are for text and content: Title and Content, Two Content, Comparison, Content with Caption, and Picture with Caption. The Blank layout has no placeholders. If none of these standard layouts meets your design needs, you can create a **custom layout**. A custom layout specifies the number, size, and location of placeholders, background content, and optional slide and placeholder-level properties.

When you change the layout of a slide, PowerPoint retains the text and objects and repositions them into the appropriate placeholders. Using slide layouts eliminates the need to resize objects and the font size because PowerPoint automatically sizes the objects and text to fit the placeholders.

To Change the Slide Layout to Two Content

Notice the slides have a significant amount of space and look plain. These observations indicate a need to add visual interest to the slides. The next several sections improve the presentation by changing layouts and adding clip art and photos. Before you add these graphical elements, you must change the slide layouts.

Adding clip art and a photograph to Slides 2, 3, and 4 requires two steps. First, change the slide layouts and then insert the clip or photo into the content placeholders. The following steps change the slide layout on Slide 2 from Title and Content to Two Content.

- 1**
 - Click the Previous Slide button on the vertical scroll bar twice to display Slide 2.
 - Click Home on the Ribbon to display the Home tab.
 - Click the Layout button in the Slides group on the Home tab to display the Layout gallery (Figure 2–10).

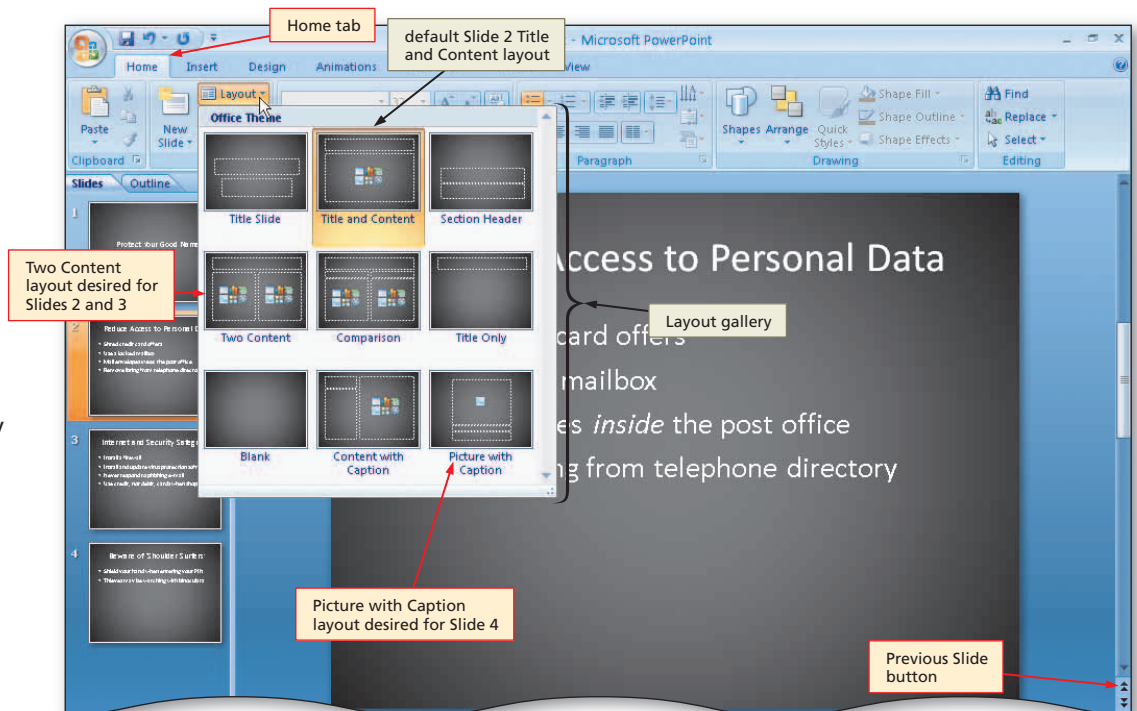


Figure 2–10

2

- Click Two Content to apply that layout to Slide 2 (Figure 2–11).

Q&A

Why did the bulleted list move to the left placeholder?

PowerPoint assumes you want your bulleted list to display on the left side of your slide. If you want the list to display on the right side, you will need to move the placeholders on the slide.

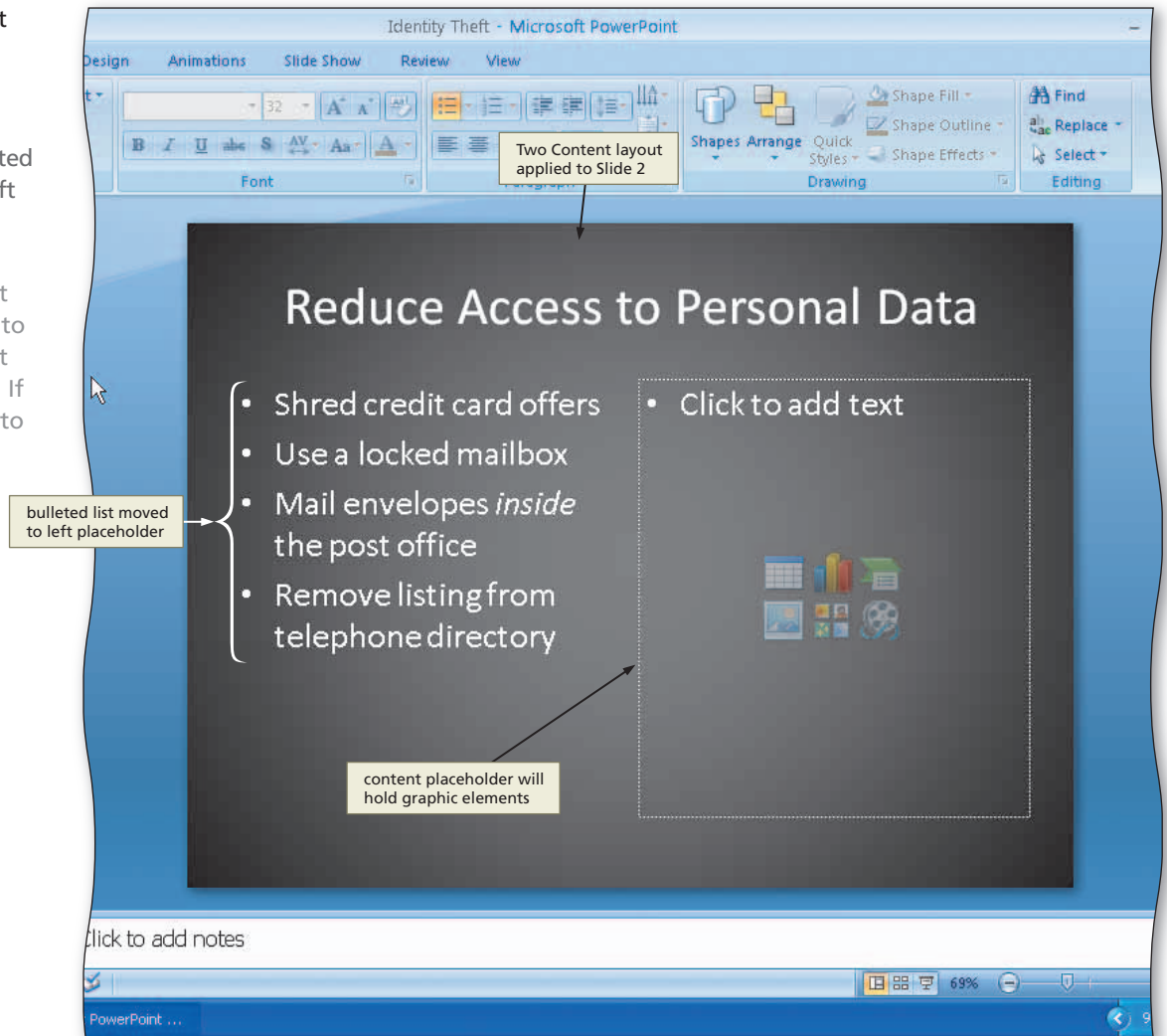


Figure 2–11

To Change the Slide Layout to Two Content

Slide 3 also will have a bulleted list and a graphic element, so the layout needs to change to accommodate this slide content. The following steps change the Slide 3 layout to Two Content.

- 1** Click the Next Slide button.
- 2** Click the Layout button in the Slides group on the Home tab to display the Layout gallery.
- 3** Click Two Content to apply the layout to Slide 3 (Figure 2–12).

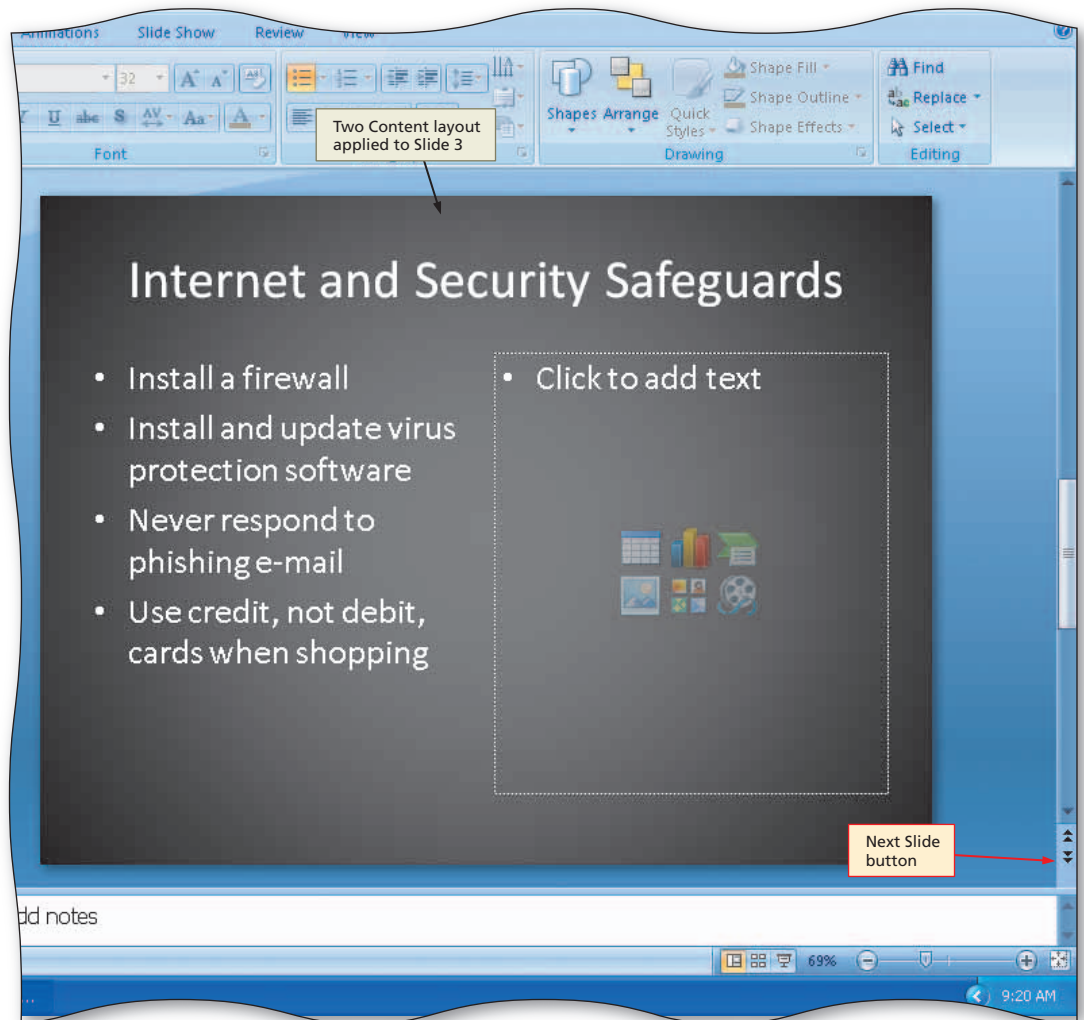


Figure 2-12

To Change the Slide Layout to Picture with Caption

The Slide 4 text discusses exercising caution while using an automatic teller machine (ATM). You have a photograph of a person using an ATM, and you want to display this graphic prominently on the slide. The Picture with Caption layout serves this purpose well, so the layout needs to change to accommodate this slide content. The following steps change the Slide 4 layout to Picture with Caption.

- 1 Click the Next Slide button.
- 2 Click the Layout button in the Slides group.
- 3 Click Picture with Caption to apply the layout to Slide 4 (Figure 2-13).

Q&A Why did the font size of the title and bulleted list text decrease?
 PowerPoint reduced the font size to make room for the large upper content placeholder. You can increase the font size of this text if you desire.

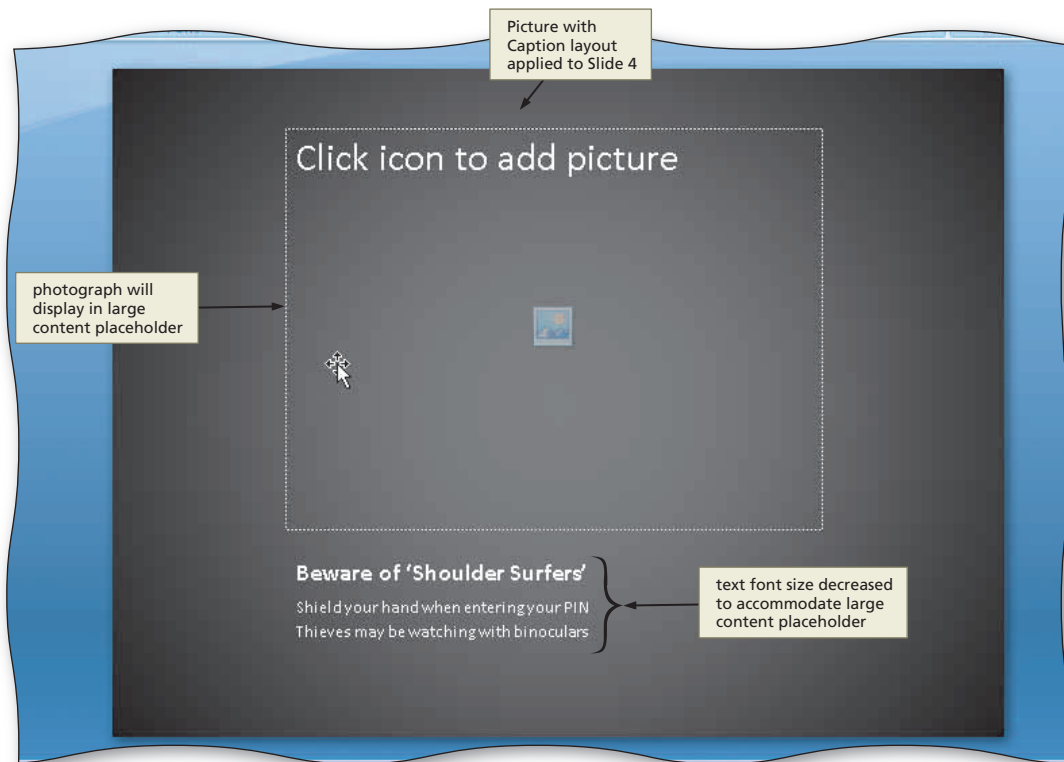


Figure 2-13

Inserting Clip Art and Photographs into Slides

A **clip** is a single media file, including art, sound, animation, and movies. Adding a clip can help increase the visual appeal of many slides and can offer a quick way to add professional-looking graphic images and sounds to a presentation without creating these files yourself. This art is contained in the **Microsoft Clip Organizer**, a collection of drawings, photographs, sounds, videos, and other media files shared with Microsoft Office applications. The **Office Collections** contains all these media files included with Microsoft Office.

You also can add your own clips to slides. You can insert these files directly from a storage medium, such as a USB flash drive. In addition, you can add them to the other files in the Clip Organizer so that you can search for and reuse these images, sounds, animations, and movies. When you create these media files, they are stored on your hard disk in **My Collections**. The Clip Organizer will find these files and create a new collection with these files. Two other locations for clips are Shared Collections and Web Collections. Files in the **Shared Collections** typically reside on a shared network file server and are accessed by multiple users. The **Web Collections** clips reside on the Microsoft Clip Art and Media Home page on the Microsoft Office Online Web site. They are available only if you have an active Internet connection.

BTW

Importing Clips

Previous versions of PowerPoint imported clips automatically the first time a user desired to insert clips. PowerPoint 2007 requires the user to import the clips on first use by clicking the Organize clips link in the Clip Art task pane, clicking the File menu in the Favorites – Microsoft Clip Organizer dialog box, pointing to Add Clips to Organizer in the File menu, and then clicking Automatically.

The Clip Art Task Pane

You can add clips to your presentation in two ways. One way is by selecting one of the slide layouts that includes a content placeholder with a Clip Art button. A second method is by clicking the Clip Art button in the Illustrations area on the Insert tab. Clicking the Clip Art button opens the Clip Art task pane. The **Clip Art task pane** allows you to search for clips by using descriptive keywords, file names, media file formats, and clip collections. Specific file formats could be for clip art, photographs, movies, and sounds. Clips are organized in hierarchical **clip collections**, which combine topic-related clips into categories, such as Academic, Business, and Technology.

Clips have one or more keywords associated with various entities, activities, labels, and emotions. In most instances, the keywords give the name of the clip and related categories. For example, an image of a cow in the Animals category has the keywords animals, cattle, cows, dairies, farms, and Holsteins. You can enter these keywords in the Search for text box to find clips when you know one of the words associated with the image. Otherwise, you may find it necessary to scroll through several categories to find an appropriate clip.

To Insert a Clip from the Clip Organizer into a Content Placeholder

Depending on the installation of the Microsoft Clip Organizer on your computer, you may not have the clip art used in this chapter. Contact your instructor if you are missing clips used in the following steps. If you have an open connection to the Internet, clips from the Microsoft Office Online Web site will display automatically as the result of your search results.

With the Two Content layout applied to Slide 2, you insert clip art into the right content placeholder. The following steps insert clip art of a shredder into the content placeholder on Slide 2.

- 1
 - Click the Previous Slide button twice to display Slide 2.
 - Click the Clip Art button in the content placeholder to display the Clip Art task pane.
 - Click the Search for text box in the Clip Art task pane, delete any letters that are present, and then type shredder in the Search for text box (Figure 2-14).

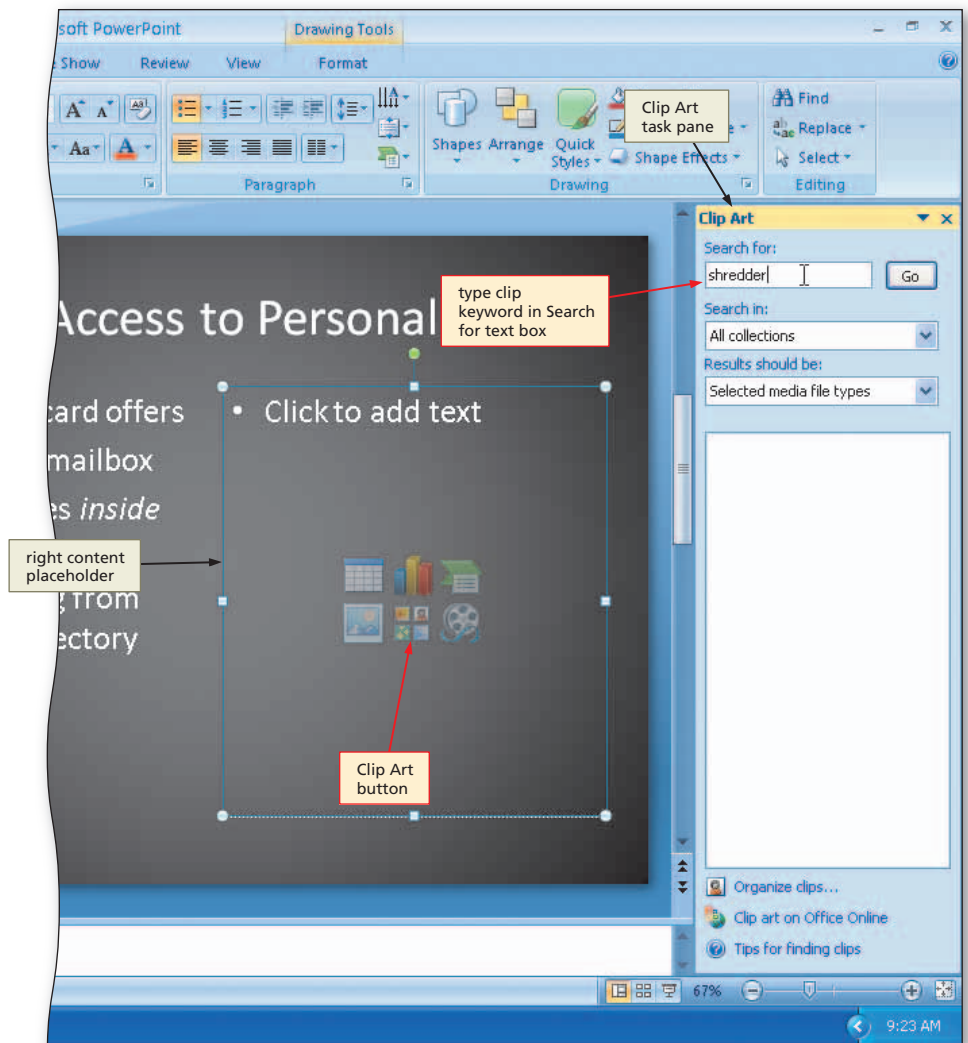


Figure 2-14

2

- Click the Go button so that the Microsoft Clip Organizer will search for and display all pictures having the keyword, shredder.
- If necessary, click the Yes button if a Microsoft Clip Organizer dialog box appears asking if you want to include additional clip art images from Microsoft Office Online.
- If necessary, scroll down the list to display the shredder clip shown in Figure 2–15
- Click the clip to insert it into the right content placeholder (Figure 2–15).

Q&A What if the shredder image displayed in Figure 2–15 is not shown in my Clip Art task pane? Select a similar clip. Your clips may be different depending on the clips installed on your computer and if you have an open connection to the Internet.

Q&A What is the blue globe image that displays in the lower-left corner of the clips in the Clip Art task pane? The globe indicates that the image was obtained from the Microsoft Office Online Web site.

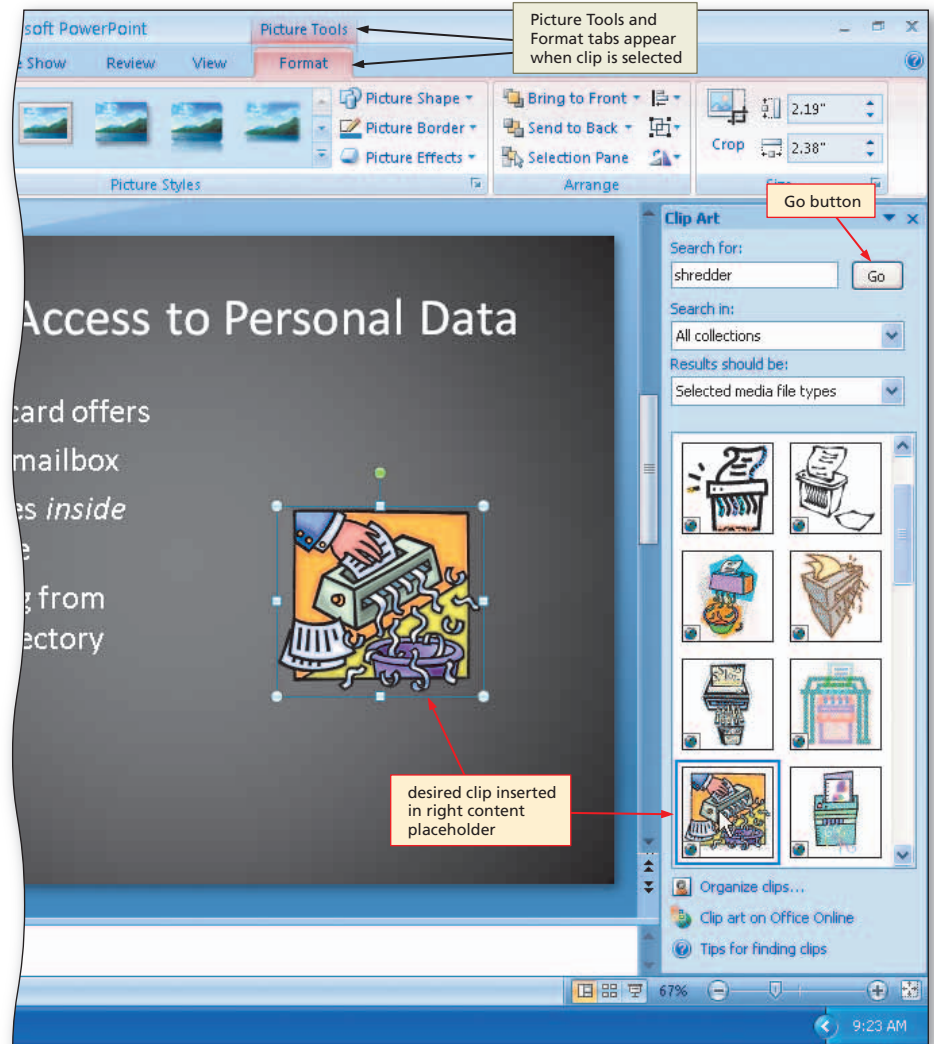


Figure 2–15

Adhere to copyright regulations.

You have permission to use the clips from the Microsoft Clip Organizer. If you want to use a clip from another source, be certain you have the legal right to insert this file in your presentation. Read the copyright notices that accompany the clip and are posted on the Web site. The owners of these images and files often ask you to give them credit for using their work, which may be satisfied by stating where you obtained the images.

Plan Ahead

Photographs and the Clip Organizer

In addition to clip art, you can insert pictures into a presentation. These may include scanned photographs, line art, and artwork from compact discs. To insert a picture into a presentation, the picture must be saved in a format that PowerPoint can recognize. Table 2–1 identifies some of the formats PowerPoint recognizes.

You can import files saved with the .emf, .gif, .jpg, .png, .bmp, .rle, .dib, and .wmf formats directly into PowerPoint presentations. All other file formats require separate filters that are shipped with the PowerPoint installation software and must be installed. You can download additional filters from the Microsoft Office Online Web site.

Table 2–1 Primary File Formats PowerPoint Recognizes

Format	File Extension
Computer Graphics Metafile	.cgm
CorelDRAW	.cdr, .cdt, .cmx, and .pat
Encapsulated PostScript	.eps
Enhanced Metafile	.emf
FlashPix	.fpx
Graphics Interchange Format	.gif
Hanako	.jsh, .jah, and .jbh
Joint Photographic Experts Group (JPEG)	.jpg
Kodak PhotoCD	.pcd
Macintosh PICT	.pct
PC Paintbrush	.pcx
Portable Network Graphics	.png
Tagged Image File Format	.tif
Windows Bitmap	.bmp, .rle, .dib
Microsoft Windows Metafile	.wmf
WordPerfect Graphics	.wpg

To Insert a Photograph from the Clip Organizer into a Slide

Next you will add a photograph to Slide 3. You will not insert this picture into a content placeholder, so it will display in the center of the slide. Later in this chapter you will resize this picture and then delete the right placeholder because it is not being used. To start the process locating this photograph, you do not need to click the Clip Art button icon in the content placeholder because the Clip Art task pane already is displayed. The following steps add a photograph to Slide 3.

- 1 Click the Next Slide button to display Slide 3.
- 2 Click the Search for text box in the Clip Art task pane and then delete the letters in the text box.
- 3 Type `credit card` and then click the Go button.
- 4 If necessary, scroll down the list to display the picture of a credit card shown in Figure 2–16 and then click the photograph to insert it into Slide 3 (Figure 2–16).

Q&A Why is my photograph so large on the slide?

The photograph was inserted into the slide and not into a content placeholder. You will resize the picture later in this chapter.



Figure 2-16

To Insert a Photograph from a File into a Slide

The final image to insert in the presentation is a photograph on Slide 4. This slide uses the Picture with Caption layout, so the picture will display in the top placeholder. The following steps add a picture from the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for more information on accessing the required files. The following steps insert a photograph of a student using an automatic teller machine (ATM).

- 1
 - Click the Next Slide button to display Slide 4.
 - Click the Close button in the Clip Art task pane so that it no longer is displayed (Figure 2-17).

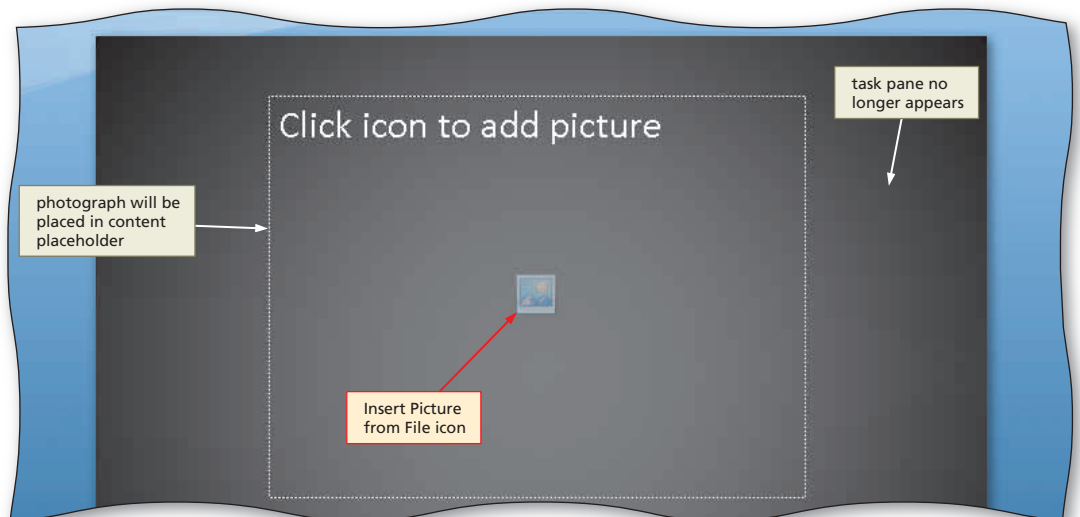


Figure 2-17

- 2
 - Click the Insert Picture from File icon in the content placeholder to display the Insert Picture dialog box.
 - With your USB flash drive connected to one of the computer's USB ports, if necessary, click the Look in box arrow and then click UDISK 2.0 (E:) to select the USB flash drive, Drive E in this case, in the Look in list as the device that contains the picture.
 - Click ATM to select the file name (Figure 2-18).

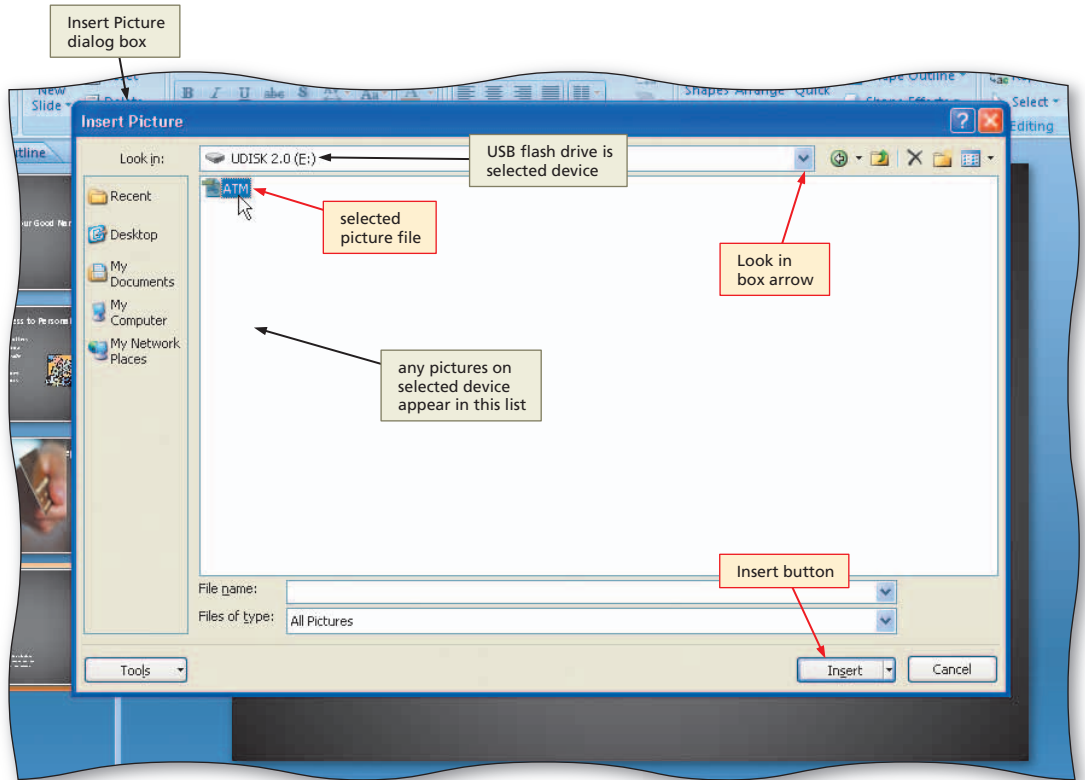


Figure 2-18

Q&A What if the photograph is not on a USB flash drive?
 Use the same process, but be certain to select the device containing the photograph in the Look in list.

- 3
 - Click the Insert button in the dialog box to insert the picture into Slide 4 (Figure 2-19).

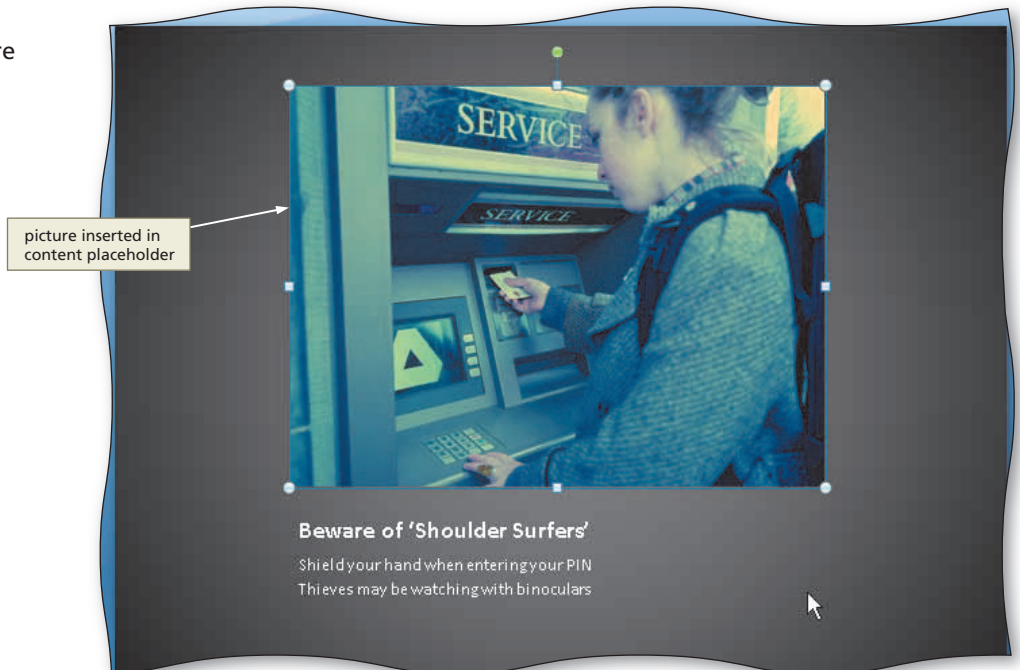


Figure 2-19

Resizing Clip Art and Photographs

Sometimes it is necessary to change the size of clip art. **Resizing** includes both enlarging and reducing the size of a clip art graphic. You can resize clip art using a variety of techniques. One method involves changing the size of a clip by specifying exact dimensions in a dialog box. Another method involves dragging one of the graphic's sizing handles to the desired location. A selected graphic appears surrounded by a **selection rectangle**, which has small squares and circles, called **sizing handles** or move handles, at each corner and middle location.

To Resize Clip Art

On Slide 2, much space appears around the clip, so you can increase its size. The photograph on Slide 3 is too large for the slide, so you should reduce its size. To change the size, drag the corner sizing handles to view how the clip will look on the slide. Using these corner handles maintains the graphic's original proportions. Dragging the square sizing handles alters the proportions so that the graphic becomes more or less high or more or less wide. The following steps increase the size of the Slide 2 clip using a corner sizing handle.

- 1
 - Click the Previous Slide button two times to display Slide 2.
 - Click the shredder clip to select it and display the selection rectangle.
 - Point to the upper-left corner sizing handle on the clip so that the mouse pointer shape changes to a two-headed arrow (Figure 2–20).

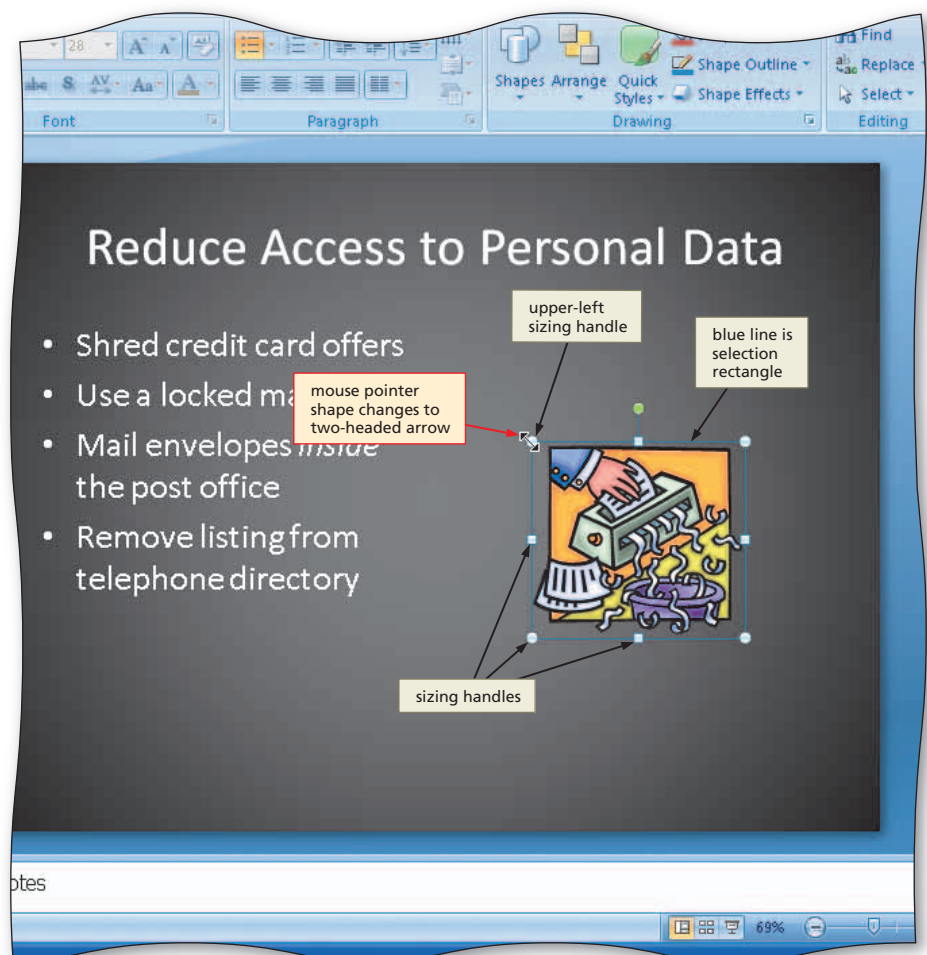


Figure 2–20

2

- Drag the sizing handle diagonally toward the center of the slide until the mouse pointer is positioned approximately as shown in Figure 2-21.

Q&A What if the clip is not the same size shown in Figure 2-21?
Repeat Steps 1 and 2.

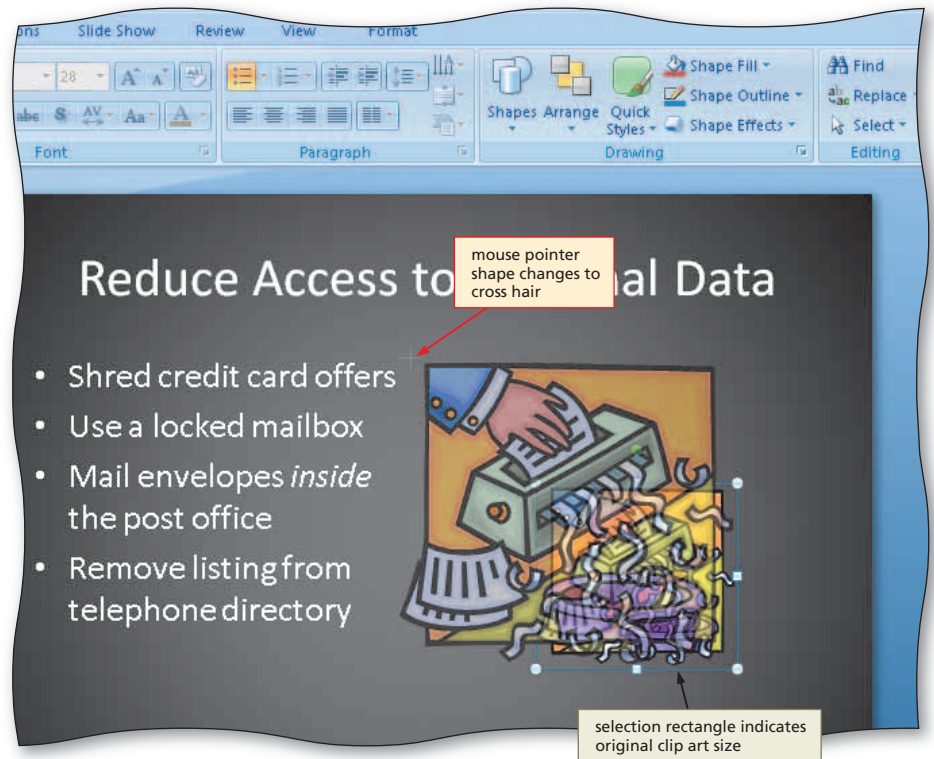


Figure 2-21

3

- Release the mouse button to resize the clip. If necessary, select the clip and then use the ARROW keys to position the clip as shown in Figure 2-21.

4

- Click outside the clip to deselect it (Figure 2-22).

Q&A What happened to the Picture Tools and Format tabs?

When you click outside the clip, PowerPoint deselects the clip and removes the Picture Tools and Format tabs from the screen.

Q&A What if I want to return the clip to its original size and start again?

With the graphic selected, click the Reset button in the Slides group on the Home tab.

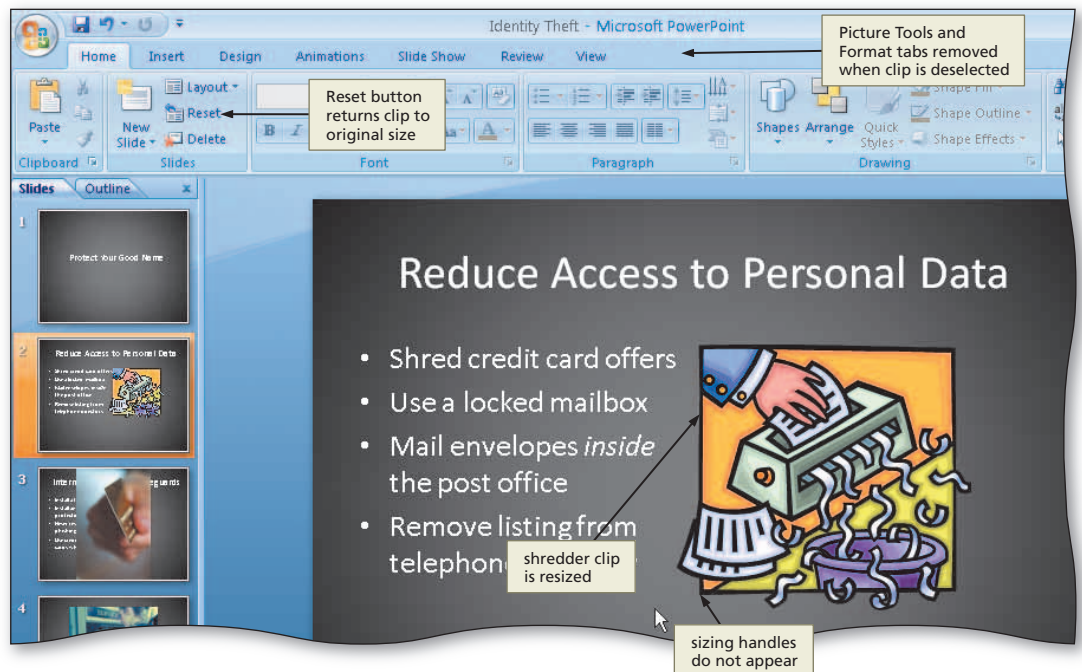


Figure 2-22

To Resize a Photograph

The credit card picture in Slide 3 fills the middle of the slide and covers some text, so you should reduce its size. The following steps resize this photograph using a sizing handle.

- 1 Click the Next Slide button to display Slide 3.
- 2 Click the credit card photograph to select it.
- 3 Drag the upper-left corner sizing handle on the photograph diagonally inward until the photograph is resized approximately as shown in Figure 2–23.

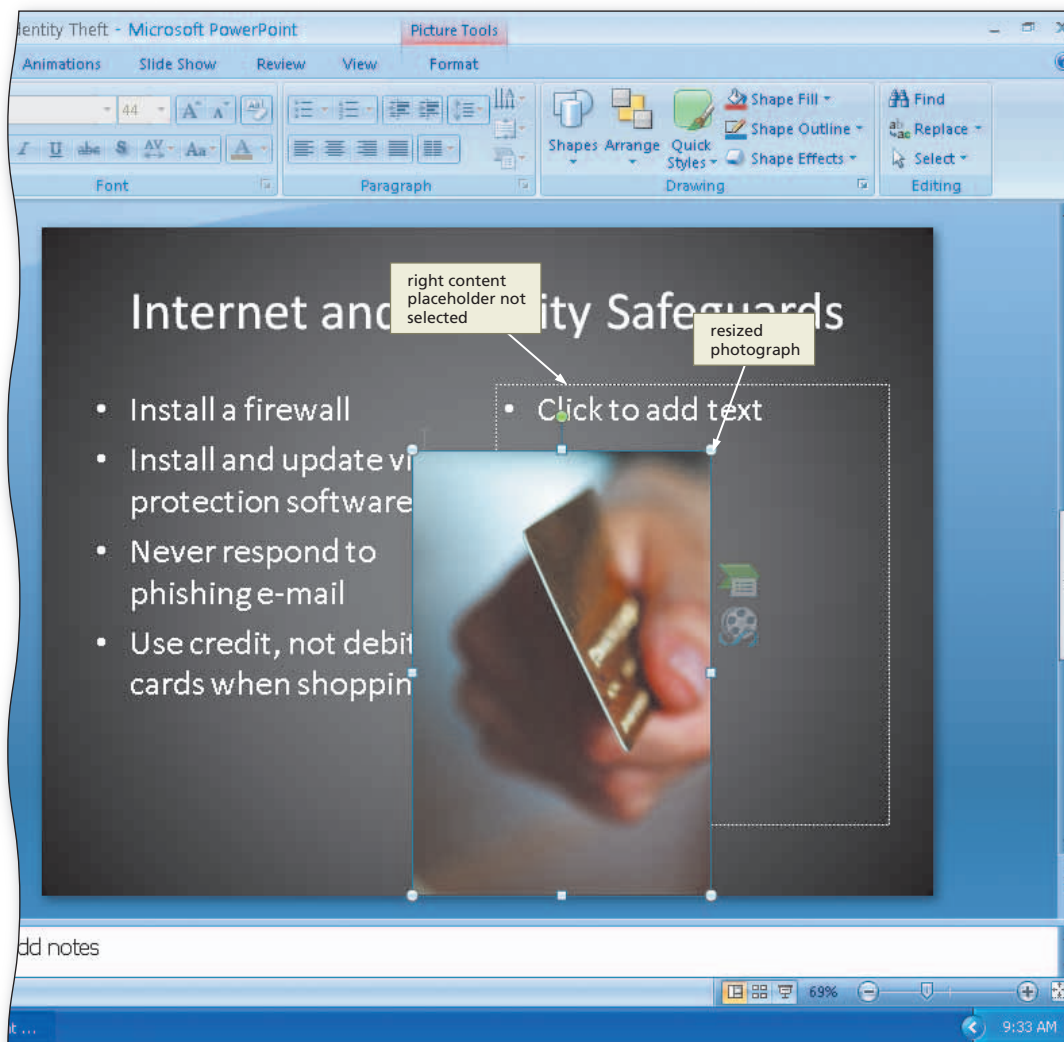


Figure 2–23

To Delete a Placeholder

The credit card photograph was inserted into the slide and not into a content placeholder. The right content placeholder, therefore, is not needed, so you can delete it from the slide. The following steps delete this placeholder.

- 1
 - Click the right content placeholder to select it.
 - Click the edge of the placeholder so the border is displayed as a solid line (Figure 2–24).

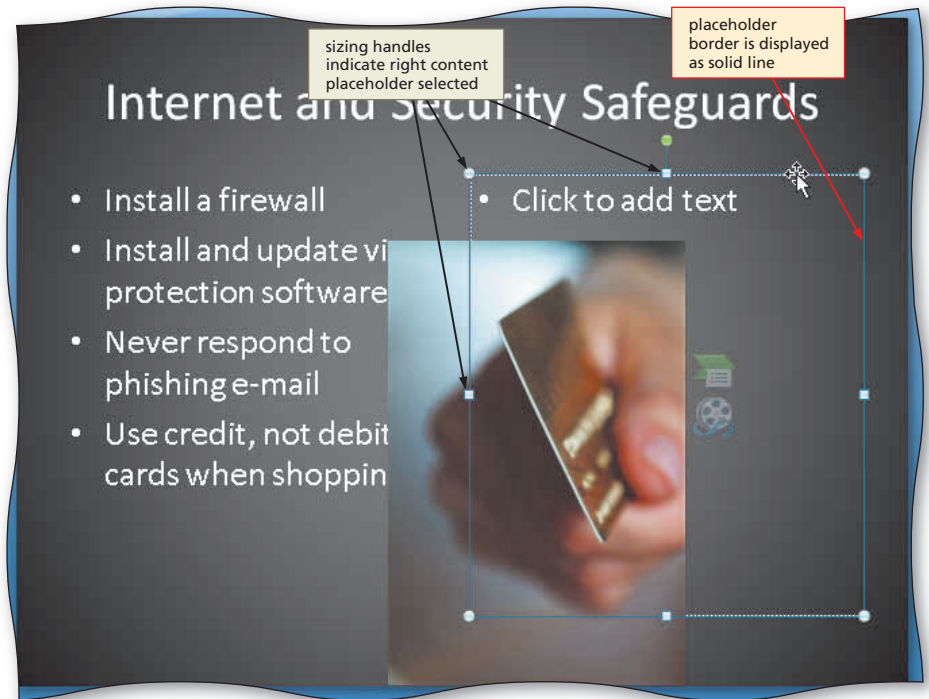


Figure 2–24

- 2
 - Press the DELETE key to delete the placeholder from Slide 2 (Figure 2–25).



Figure 2–25

To Move Clips

After you insert clip art or a picture on a slide, you may want to reposition it. The credit card photograph on Slide 3 and the shredder clip on Slide 2 could be centered in the spaces between the bulleted text and the right edge of the slide. The following steps move these graphics.

1

- Click the credit card photograph on Slide 3 to select it and then press and hold down the mouse button.
- Drag the photograph diagonally upward toward the word, Safeguards (Figure 2–26).



Figure 2–26

2

- Click the Previous Slide button to display Slide 2.
- Click the shredder clip to select it, press and hold down the mouse button, and then drag the photograph toward the right side of the slide (Figure 2–27).

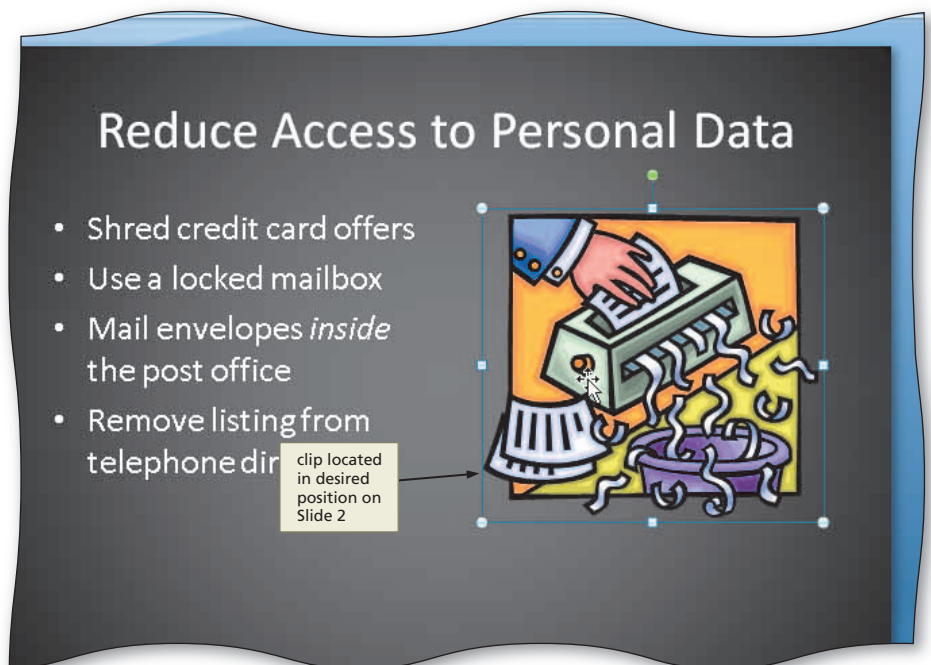


Figure 2–27

BTW

Inserting Special Characters

You can insert characters not found on your keyboard, such as the Euro sign (€), the copyright sign (©), and Greek capital letters (e.g., Δ, Ε, Θ). To insert these characters, click the Insert tab on the Ribbon, and then click the Symbol button in the Text group. When the Symbol dialog box is displayed, you can use the same font you currently are using in your presentation, or you can select another font. The Webdings, Webdings 2, and Webdings 3 fonts have a variety of symbols.

To Save an Existing Presentation with the Same File Name

You have made several changes to your presentation since you last saved it. Thus, you should save it again. The following step saves the presentation again.

- 1 Click the Save button on the Quick Access Toolbar to overwrite the previous Identity Theft file on the USB flash drive.

Formatting Title and Content Text

Choosing well-coordinated colors and styles for text and objects in a presentation is possible by using **Quick Styles**, which are defined combinations of formatting options. The styles in the Quick Styles Gallery have a wide variety of font, background, and border colors. You even can create a custom Quick Style and give it a unique name. Once you select a particular Quick Style and make any other font changes, you then can copy these changes to other text using the **Format Painter**. The Format Painter allows you to copy all formatting changes from one object to another.

To Format Title Text Using Quick Styles

The 42 Quick Styles are displayed in thumbnails in the Quick Style gallery. When you place your mouse pointer over a Quick Style thumbnail, PowerPoint changes the text and shows how the Quick Style affects the formatting. The title text in this presentation will have a light orange background, a dark orange border, and black letters. The following steps apply a Quick Style to the title text.

- 1
 - Click the Slide 2 title text placeholder to select it.
 - Click the Quick Styles button in the Drawing group in the Home tab to display the Quick Styles gallery. Point to the Subtle Effect – Accent 6 Quick Style (row 4, column 7) to display a live preview of the style (Figure 2–28).

Experiment

- Point to various styles in the Quick Styles gallery and watch the format of the text, backgrounds, and borders change in the placeholder.



Figure 2–28

- 2
 - Click the Subtle Effect – Accent 6 Quick Style (row 4, column 7) to apply this format to the title text placeholder (Figure 2–29).

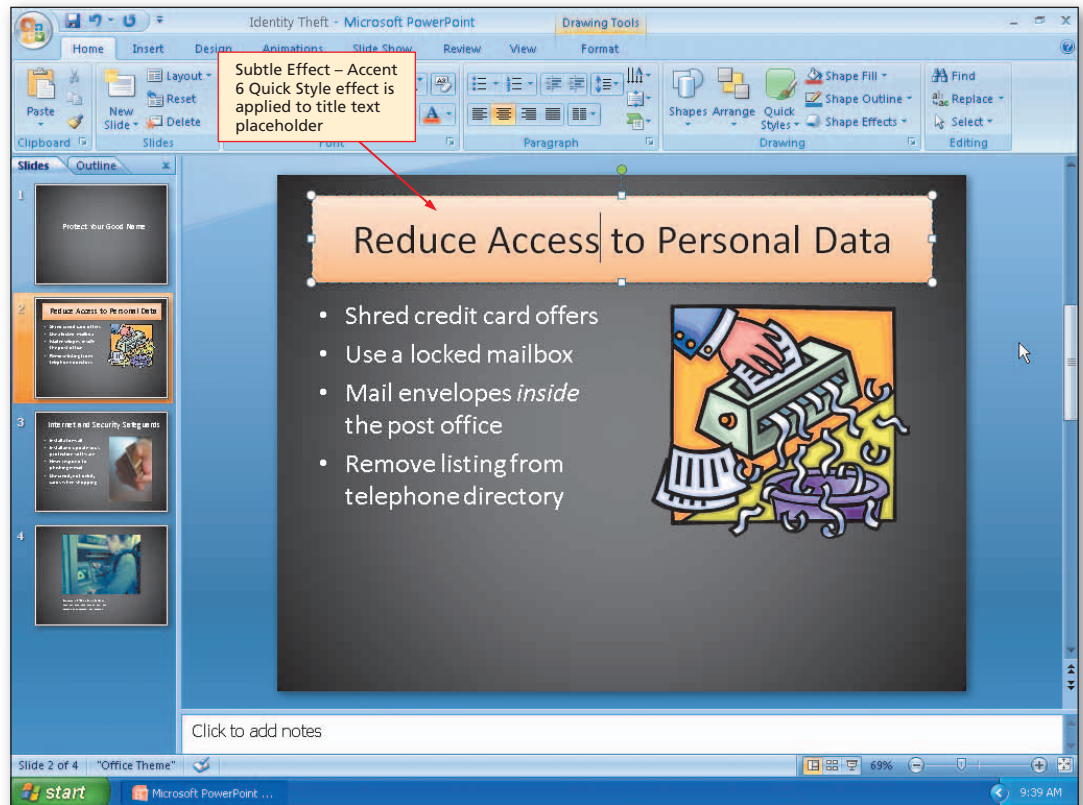


Figure 2–29

To Format Remaining Title Text Using Quick Styles

Once you have applied a Quick Style to one title text placeholder, it is a good idea to use the same style for consistency. The following steps apply the Subtle Effect – Accent 6 Quick Style to the title text placeholder on Slides 3 and 4.

- 1
 - Click the Next Slide button to display Slide 3. Click the title text placeholder and then click the Quick Styles button in the Drawing group to display the Quick Styles gallery.

- 2 Click the Subtle Effect – Accent 6 Quick Style (row 4, column 7) to apply this format to the title text placeholder.
- 3 Click the Next Slide button to display Slide 4. Click the title text placeholder, click the Quick Styles button, and then click the Subtle Effect – Accent 6 Quick Style (row 4, column 7) to apply this format to the title text placeholder (Figure 2–30).

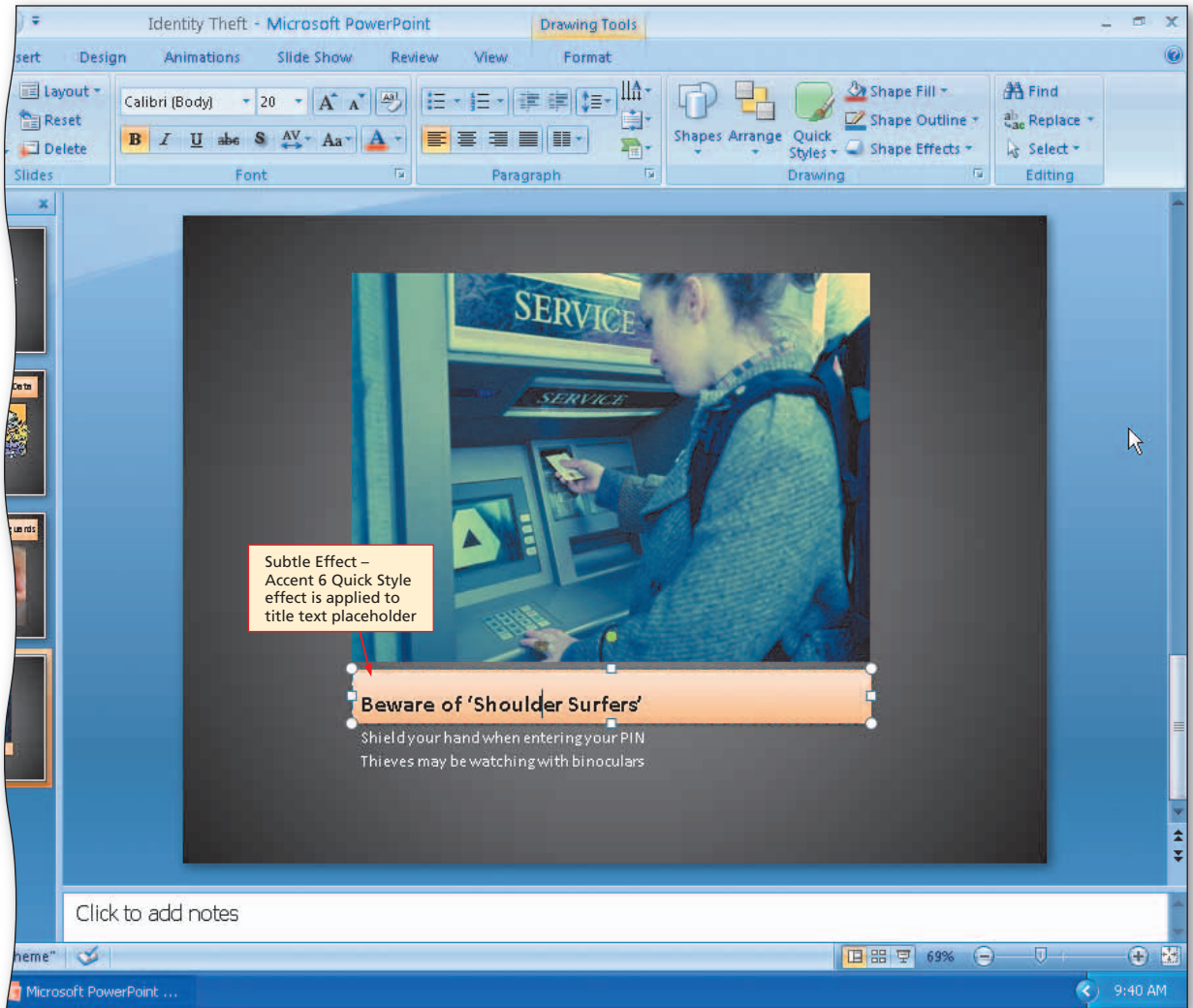


Figure 2–30

Plan Ahead

Use serif fonts for titles.

The design guidelines for title text differ from the guidelines for content body text. You would like your audience members to remember the main points of your presentation, and you can help their retention by having them read the title text more slowly than they read the words in the content text placeholder. The uneven lines in serif typefaces cause eye movement to slow down. Designers, therefore, often use serif fonts for the slide title text.

To Change the Heading Font

The default Office Theme heading and body text font is Calibri with a font size of 28 point. Calibri is a sans serif font, and designers recommend using a serif font to draw more attention to the slide title text. The following steps change the font from Calibri to Cambria.

- 1
 - Click the Previous Slide button two times to display Slide 2. Triple-click the title text paragraph. With the text selected, click the Font box arrow in the Font group on the Home tab to display the Font gallery (Figure 2–31).

Q&A Will the fonts in my Font gallery be the same as those in Figure 2–31?
 Your list of available fonts may differ, depending on the type of printer you are using.

- 2
 - Scroll through the Font gallery, if necessary, and then point to Cambria (or a similar font) to display a live preview of the title text in Cambria font.

 **Experiment**

- Point to various fonts in the Font gallery and watch the font of the title text change in the document window.

- 3
 - Click Cambria (or a similar font) to change the font of the selected text to Cambria (Figure 2–32).

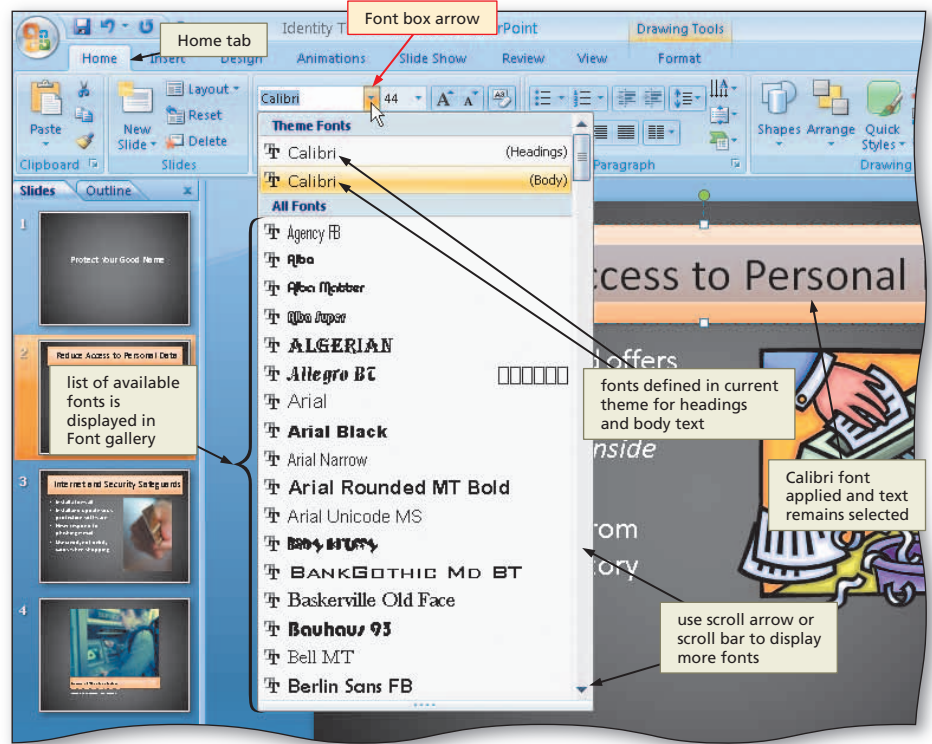


Figure 2–31

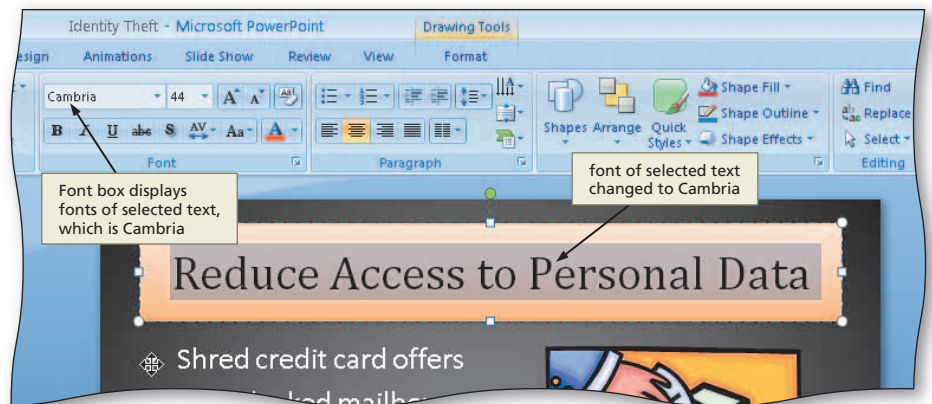


Figure 2–32

Other Ways

- | | | |
|---|---|--|
| <ol style="list-style-type: none"> 1. Click Font box arrow on Mini toolbar, click desired font in Font gallery 2. Right-click selected text, click Font on shortcut menu, click Font tab, select desired font | <ol style="list-style-type: none"> 3. Click Dialog Box Launcher in Font group, click Font tab, select desired font in Font | <ol style="list-style-type: none"> list or type a font in Font box, click OK button 4. Press CTRL+SHIFT+F, click Font tab, select desired font in the Font list, click OK button |
|---|---|--|

To Shadow Text

A **shadow** helps the letters display prominently by adding a shadow behind the text. The following step adds a shadow to the selected title text, Reduce Access to Personal Data.

- 1 With the text selected, click the Text Shadow button in the Font group on the Home tab to add a shadow to the selected text (Figure 2–33).

Q&A How would I remove a shadow?
 You would click the Shadow button a second time, or you immediately could click the Undo button on the Quick Access Toolbar.

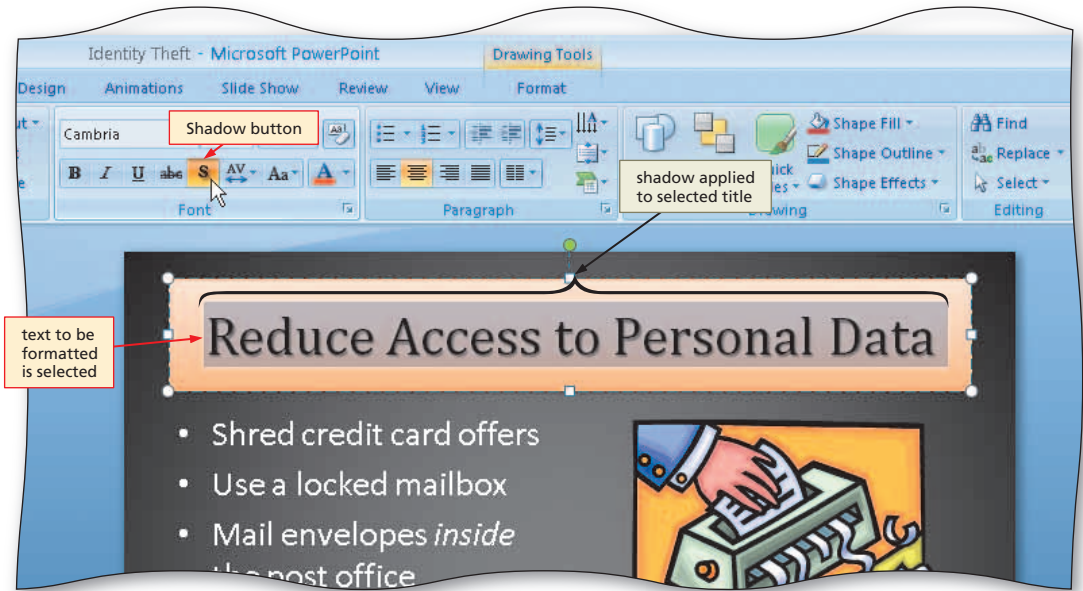


Figure 2–33

To Change Font Color

Color is used to emphasize or draw attention to specific text. The following step changes the title text font color from black to dark red.

- 1 With the text selected, click the Font Color box arrow in the Font group on the Home tab to display the Font Color gallery (Figure 2–34).

Q&A What is the difference between the colors shown in the Theme Colors area and the Standard Colors?
 The ten colors in the top row of the Theme Colors area are two text, two background, and six accent colors in the Office Theme; the five colors in each column under the top row display different transparencies. The ten standard colors are available in every document theme.

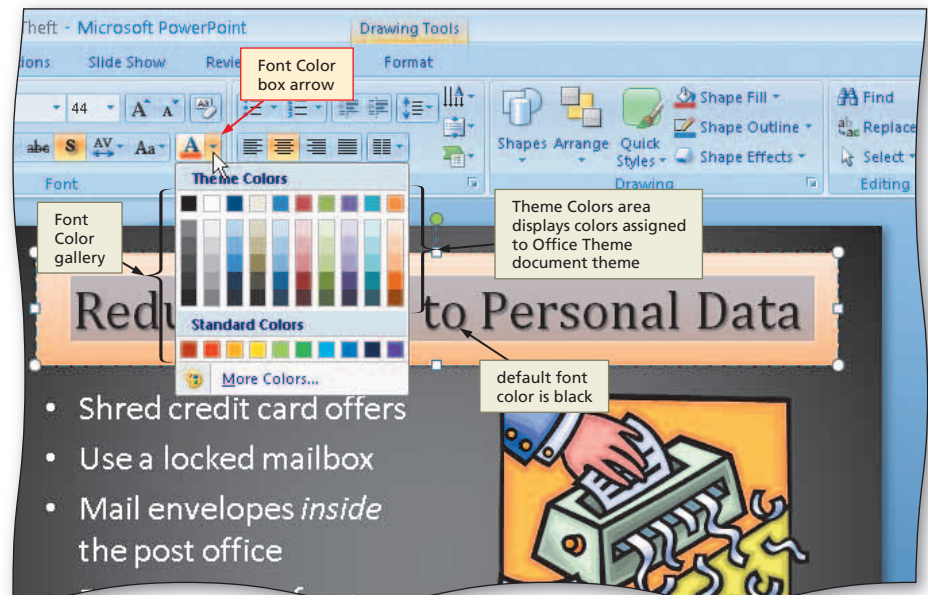


Figure 2–34

2

- Point to the Dark Red color in the Standard Colors row to display a live preview of the title text in a Dark Red color (Figure 2–35).

Experiment

- Point to various colors in the Font Color gallery and watch the title text color change in the slide.

3

- Click Dark Red to change the title text font color.

Q&A How would I change a color?
 You would click the Font Color box arrow and then select another color in the Font Color gallery.

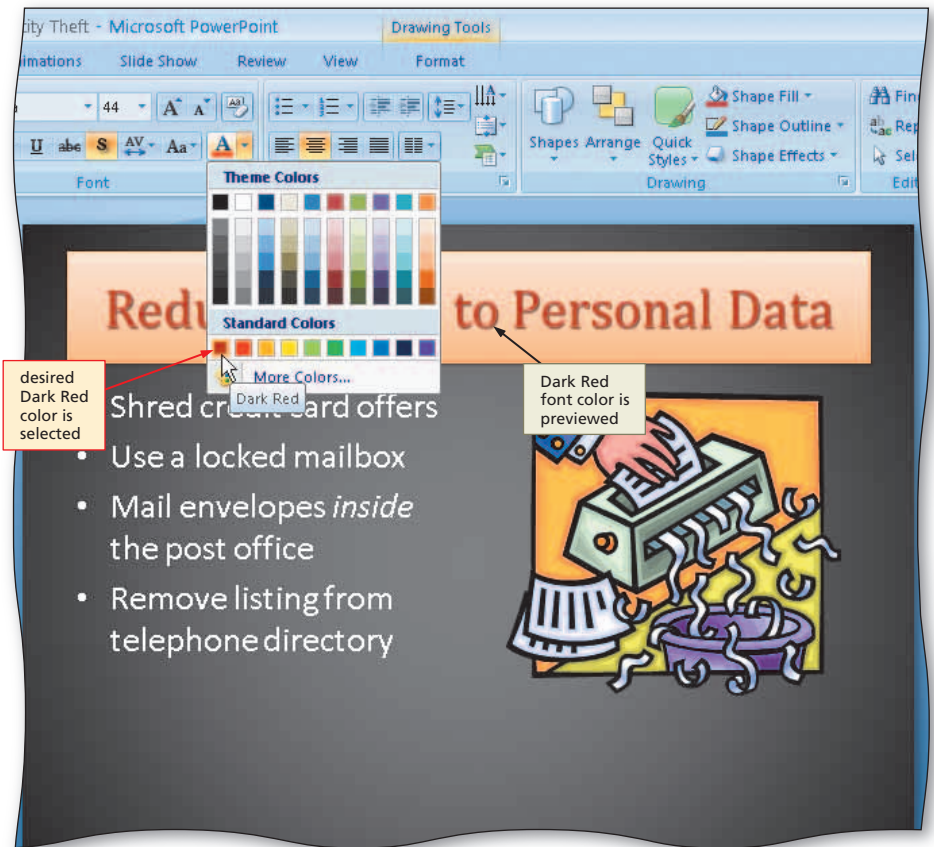


Figure 2–35

Other Ways

1. Click Font color box arrow on Mini toolbar, click desired color in Font Color gallery
2. Right-click selected text, click Font on shortcut menu, click Font tab, select desired color in Font color list, click OK button
3. Click Dialog Box Launcher in Font group, click Font tab, select desired color in Font color list, click OK button
4. Press CTRL+SHIFT+F, click Font tab, select desired color in Font color list, click OK button

Format Painter

To save time and avoid formatting errors, you can use the Format Painter to apply custom formatting to other places in your presentation quickly and easily. You can use this feature in three ways:

- To copy only character attributes, such as font and font effects, select text that has these qualities.
- To copy both paragraph attributes, such as alignment and indentation and character attributes, select the entire paragraph.
- To apply the same formatting to multiple words, phrases, or paragraphs, double-click the Format Painter button and then select each item you want to format. You then can press the ESC key or click the Format Painter button to turn off this feature.

BTW

Deleting WordArt

If you decide you no longer want the WordArt text to display on your slide, select this text, click the Format tab on the Ribbon, click the Quick Styles button, and then click Clear WordArt.

To Format Slide 3 Text Using the Format Painter

To save time and duplicated effort, you quickly can use the Format Painter to copy formatting attributes from the Slide 2 title text and apply them to Slides 3. The following steps use the Format Painter to copy formatting features.

- 1
 - With the Slide 2 title text still selected, double-click the Format Painter button in the Clipboard group in the Home tab (Figure 2–36).
 - Move the mouse pointer off the Ribbon.

Q&A

Why did my mouse pointer change shape?

The mouse pointer changed shape by adding a paint brush to indicate that the Format Painter function is active.

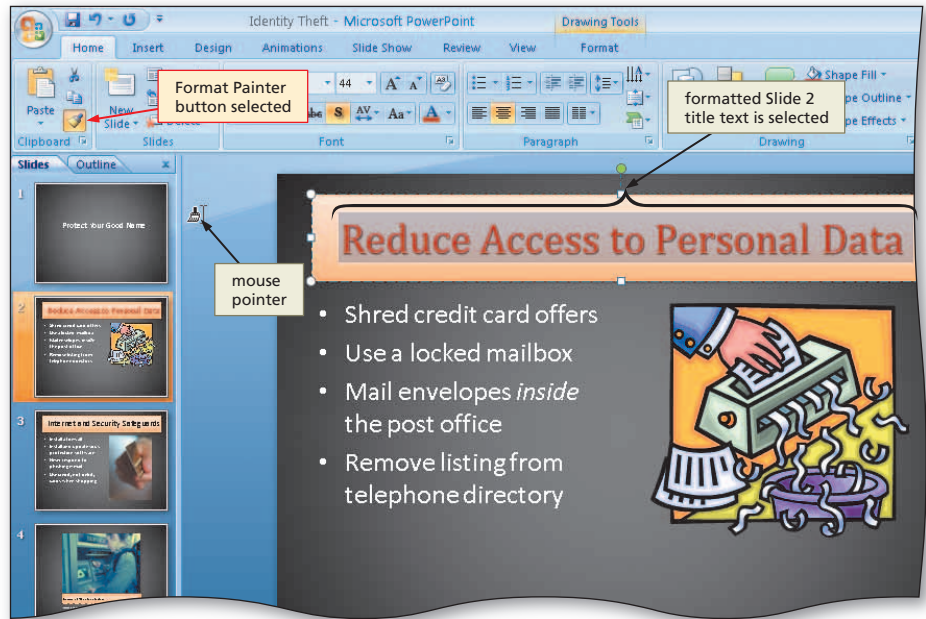


Figure 2–36

- 2
 - Click the Next Slide button to display Slide 3. Triple-click the title text placeholder to apply the format to all the title text (Figure 2–37).

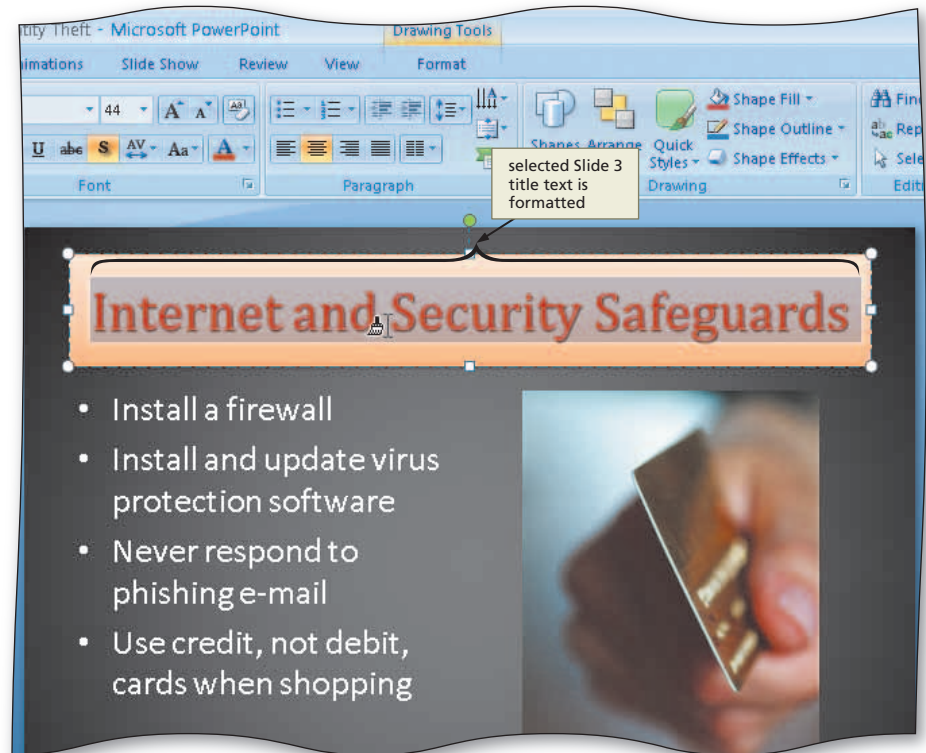


Figure 2–37

To Format Remaining Title Text

Once you have applied formatting characteristics to one text placeholder, you should maintain consistency and apply the same formats to the other title text characters. The following steps use the Format Painter to change the font and font color and apply a shadow to the Slide 4 and Slide 1 title text.

- 1 Click the Next Slide button to display Slide 4. Triple-click the title text placeholder to apply the format to all title text characters.

Q&A

What happened to all the letters in my title?

The Format Painter applied a style that does not fit in the current placeholder. You will adjust the font size so that all the words are displayed.

- 2 Click the Previous Slide button three times to display Slide 1. Triple-click the title text placeholder to apply the format to all title text characters.
- 3 Press the ESC key to turn off the Format Painter feature (Figure 2–38).

Other Ways

1. Click Format Painter button on Mini toolbar

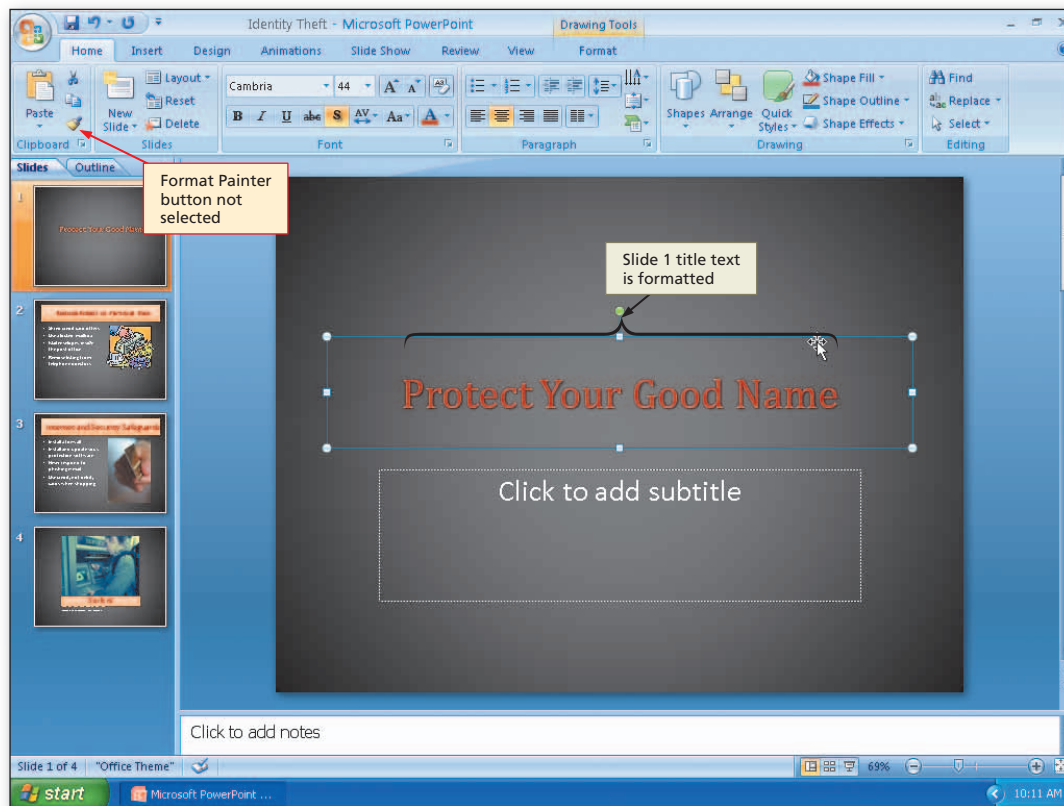


Figure 2–38

To Size Slide 4 Text

The Slide 4 title text placeholder is too small to accommodate the formatting characteristics you applied to the text. The text will fit if you reduce the font size. In addition, the body text should be enlarged for readability. The following steps adjust the size of the Slide 4 title and body text.

- 1 Click the Next Slide button three times to display Slide 4.
- 2 Select both body text paragraphs in the content text placeholder and then click the Increase Font Size button on the Mini toolbar four times to increase the font size to 24 point.
- 3 Triple-click the title text placeholder and then click the Decrease Font Size button on the Mini toolbar three times to reduce the font size to 32 point (Figure 2–39).
- 4 Click the slide anywhere outside the placeholders to deselect it.

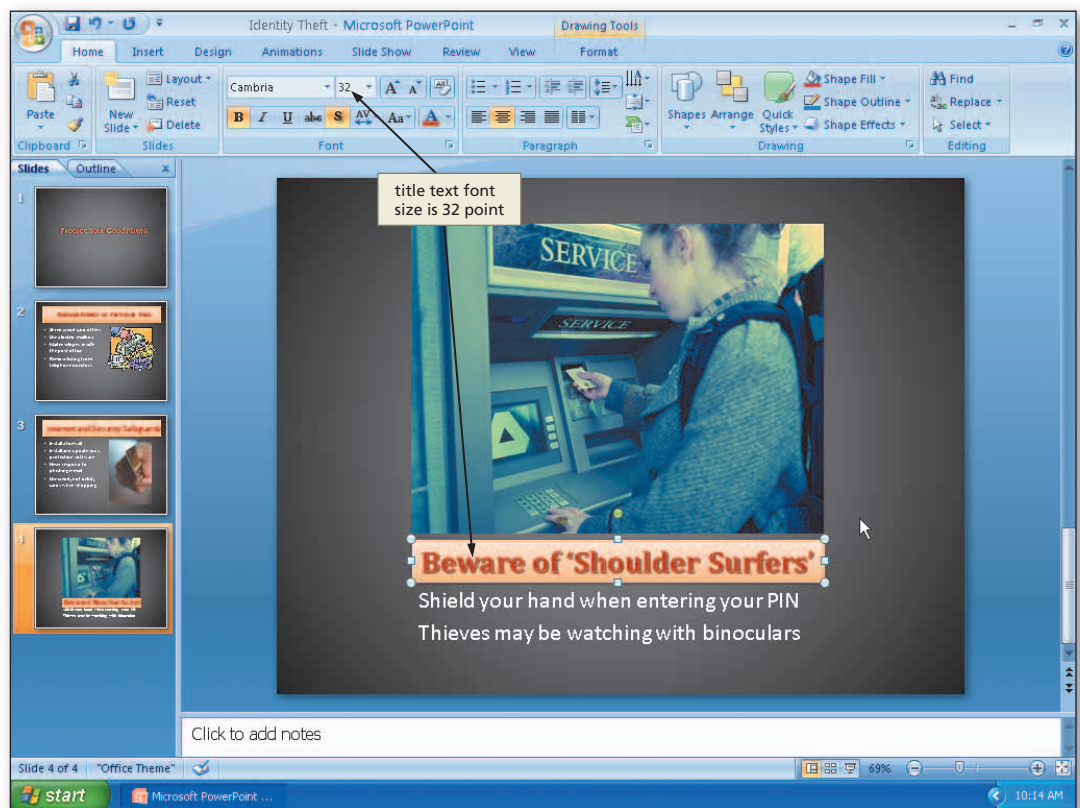


Figure 2–39

Adding and Formatting a Shape

One method of getting the audience's attention at the start of a slide show is to have graphical elements on the title slide. PowerPoint provides a wide variety of shapes that can add visual interest to a slide. Shape elements include lines, basic geometrical shapes, arrows, equation shapes, flowchart symbols, stars, banners, and callouts.

Slide 1 in this presentation is enhanced in a variety of ways. First, the title text font size is increased to aid readability and to catch the audience's attention. Then a shape is inserted below the title text with additional formatted text. Finally, the subtitle text placeholder is deleted because it no longer is needed.

To Increase Title Slide Font Size

The title on a slide should be large enough to stimulate the audience's interest and announce the topic of the presentation. The following steps increase the Slide 1 title text.

- 1 Click the Previous Slide button three times to display Slide 1.
- 2 Select the Slide 1 title text, Protect Your Good Name. Click the Increase Font Size button on the Mini toolbar six times until the font size is 80 point (Figure 2–40).
- 3 Click the slide anywhere outside the title text placeholder to deselect it.

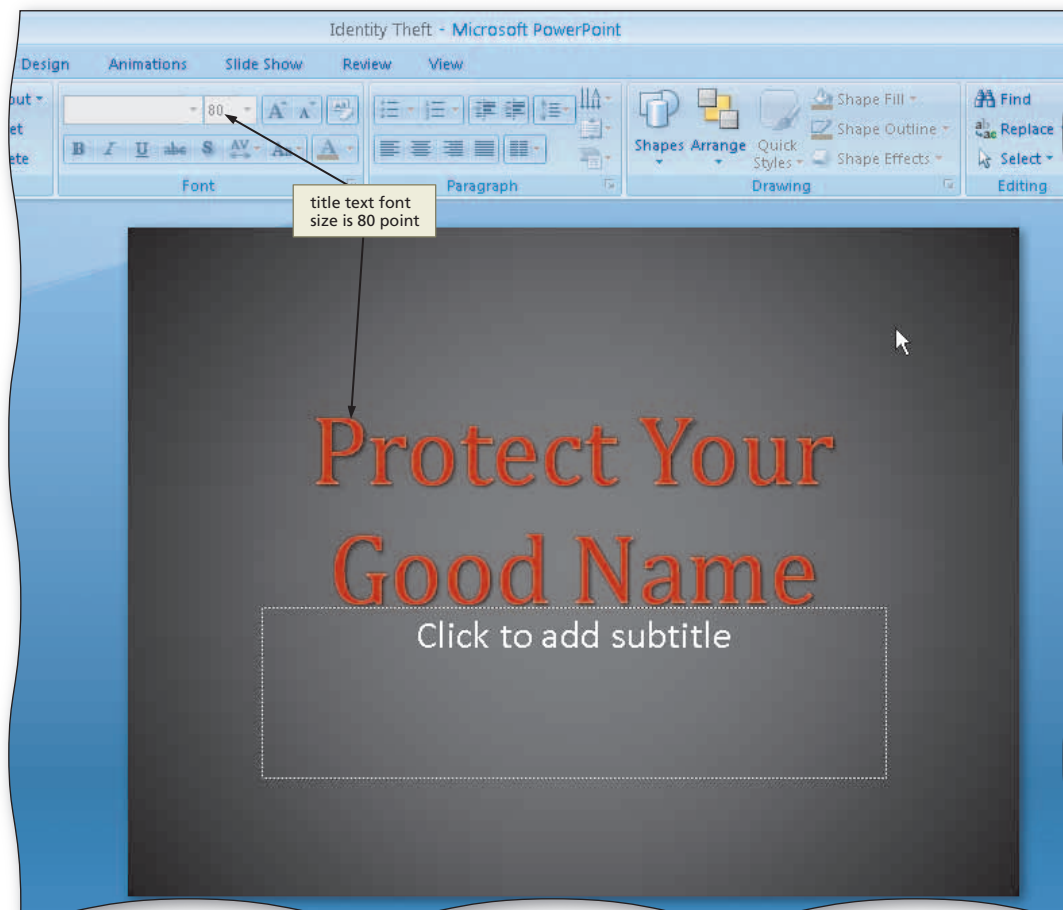


Figure 2–40

To Add a Shape

After adding a shape to a slide, you can change its default characteristics by adding text, bullets, numbers, and Quick Styles. You also can combine multiple shapes to create a more complex graphic. The following steps add a banner shape to Slide 1.

- 1
 - Click the Shapes button in the Drawing group on the Home tab to display the Shapes gallery. Point to the Wave banner shape in the Stars and Banners area (Figure 2–41).

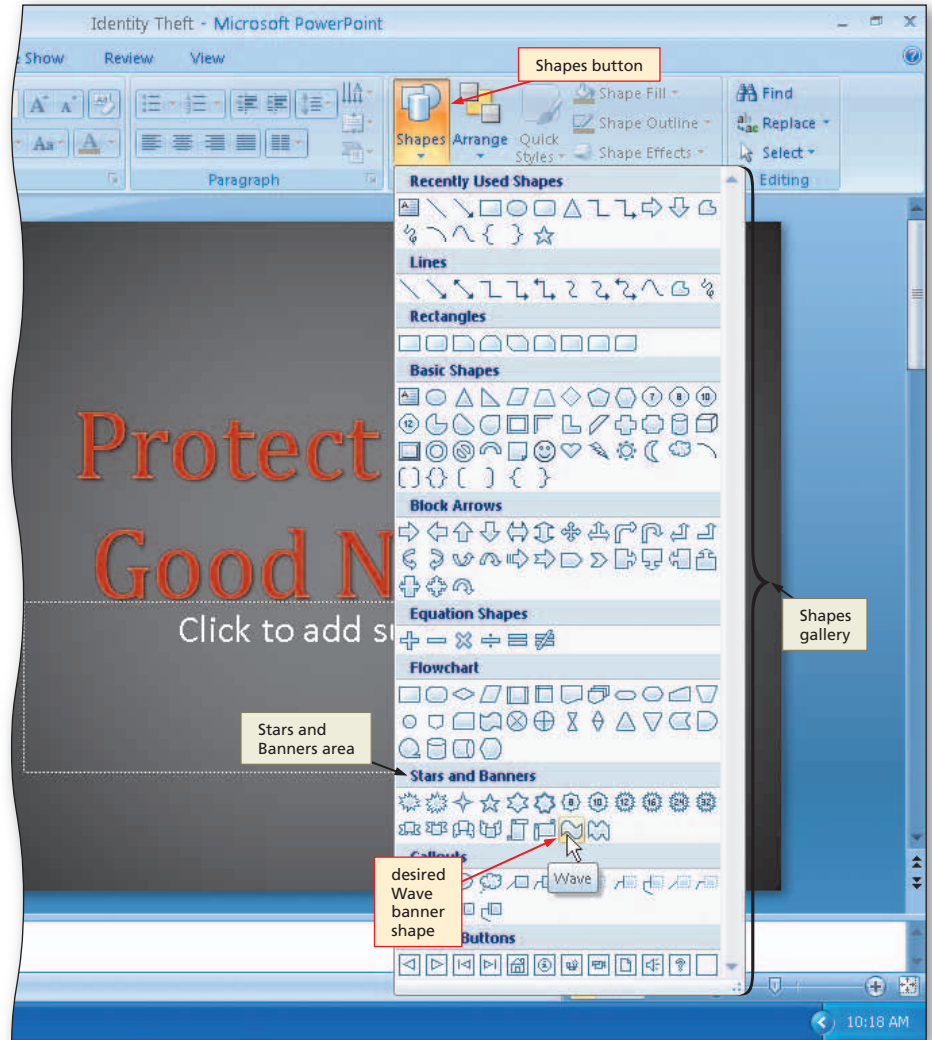


Figure 2–41

- 2
 - Click the Wave shape (Figure 2–42).

Q&A Why did my pointer change shape?
 The pointer changed to a plus shape to indicate the Wave shape has been added to the Clipboard.

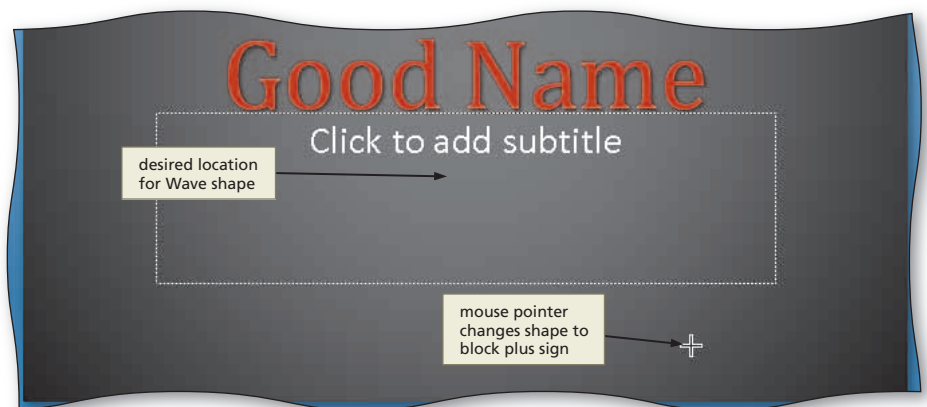


Figure 2–42

3

- Click Slide 1 anywhere below the title text to insert the Wave shape (Figure 2–43).

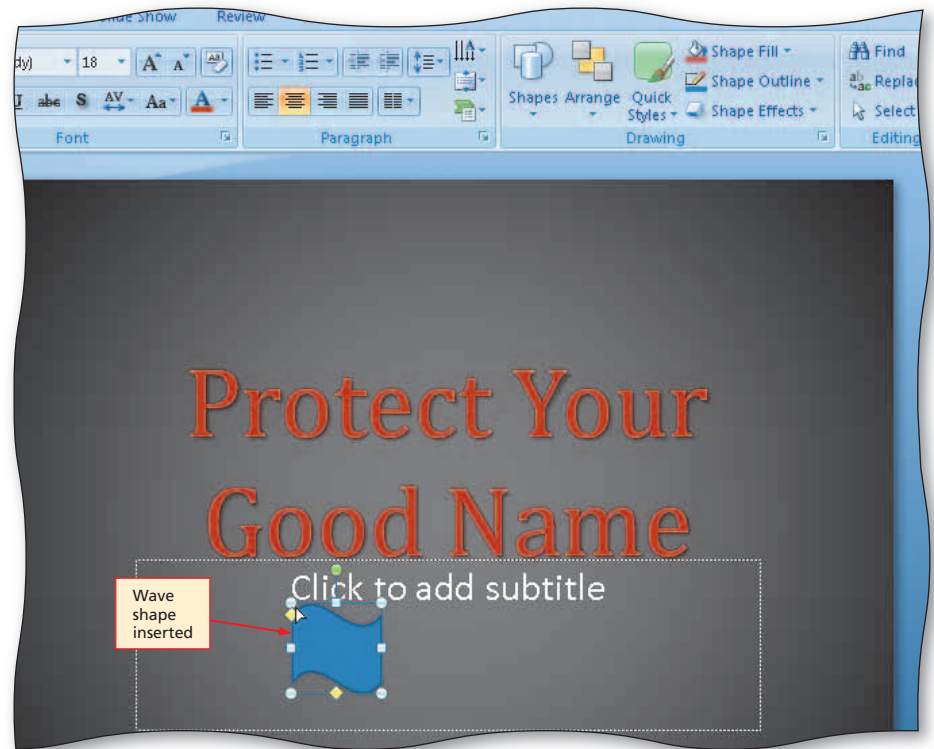


Figure 2–43

Other Ways

- Click More button in Insert Shapes group on Format tab in Drawing Tools tab

To Resize a Shape

The next step is to resize the Wave shape. The shape should be enlarged so that it appears prominently on the slide and can hold the subtitle text. The following steps resize the selected Wave shape.

1

- With the Wave shape still selected, point to the lower-right corner sizing handle on the picture so that the mouse pointer shape changes to a two-headed arrow (Figure 2–44).

Q&A What if my shape is not selected?
To select a shape, click it.

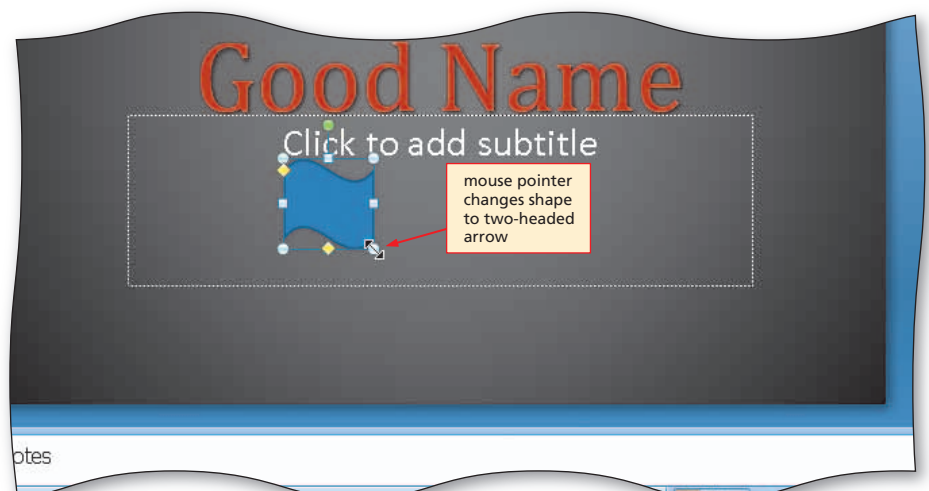


Figure 2–44

2

- Drag the sizing handle diagonally outward and downward until the Wave shape is the approximate size of the one shown in Figure 2–45.



Figure 2–45

3

- Release the mouse button to resize the shape (Figure 2–46).

Q&A What if the shape is the wrong size?
Repeat Steps 1 and 2.

Q&A What if I want to move the shape to a different location on the slide?
With the shape selected, press the Arrow keys or drag the shape to the desired location.



Figure 2–46

Other Ways

1. Enter shape height and width in Height and Width text boxes in Size group on Format tab in Drawing Tools contextual tabs
2. Click Dialog Box Launcher in Size group on Format tab in Drawing Tools contextual tabs, click Size tab, enter desired height and width values in text boxes, click Close button

To Add Text to a Shape

The banner shape is displayed on Slide 1 in the correct location. The next step is to add text stating that the presentation will cover strategies to help prevent identity theft. The following step describes how to add this information to the shape.

- 1
 - With the Wave banner shape selected, type *Reduce Your Risk of Identity Theft* in the shape (Figure 2–47).

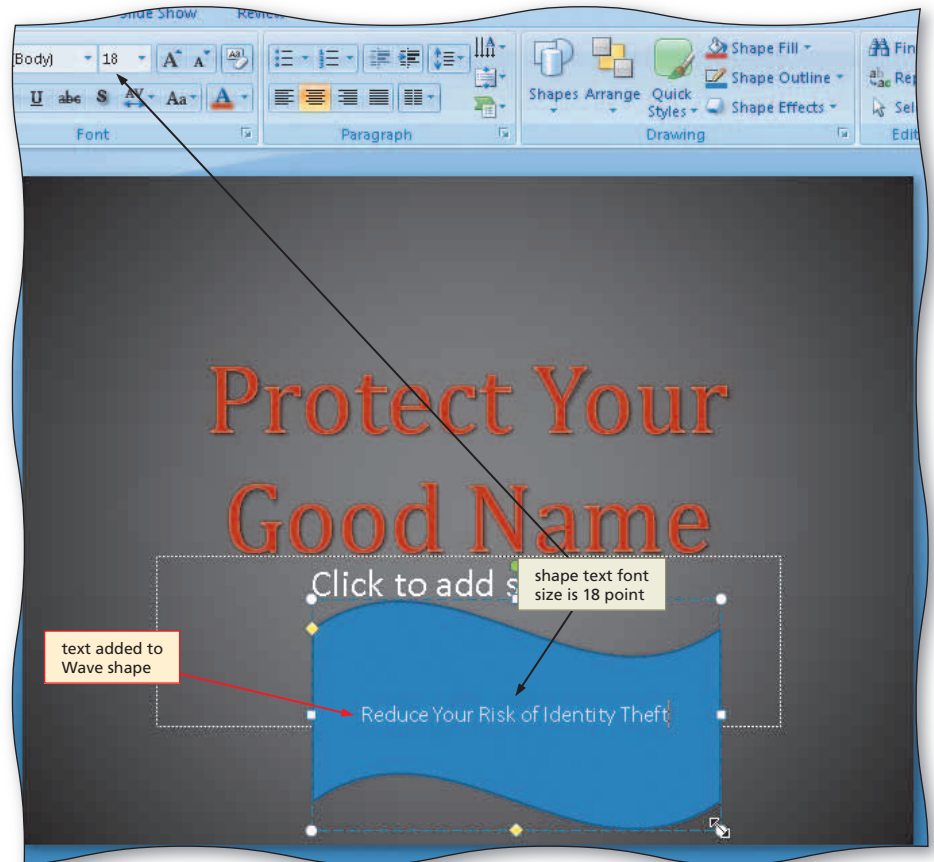


Figure 2–47

To Format Shape Text and Add a Shape Quick Style

Formatting text in a shape follows the same techniques as formatting text in a placeholder. You can change font, font color and size, and alignment, and you also can apply a Shape Quick Style. The following steps describe how to format the shape text by increasing the font size and adding a Shape Quick Style.

- 1
 - Triple-click the Wave shape text to select it and then click the Increase Font Size button on the Mini toolbar five times until the font size is 36 point (Figure 2–48).

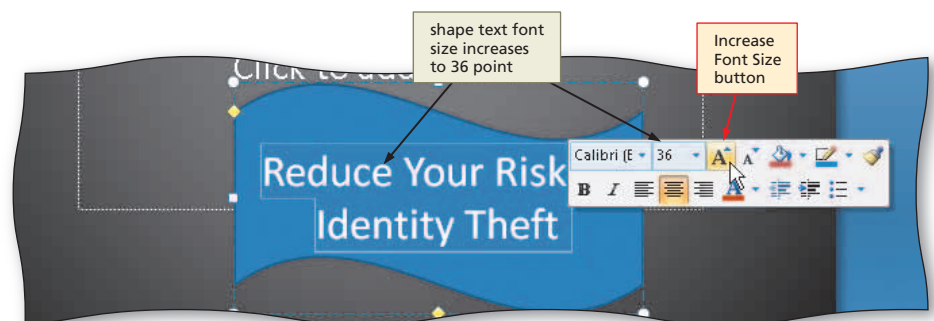


Figure 2–48

2

- Click the Shape Quick Styles button in the Drawing group on the Home tab to display the Quick Styles gallery (Figure 2–49).
- Point to the Subtle Effect – Accent 6 Shape Quick Style (row 4, column 7) to display a live preview of the style.

Experiment

- Point to various styles in the Quick Styles gallery and watch the format of the text, backgrounds, and borders change in the Wave shape.

3

- Click the Subtle Effect – Accent 6 Shape Quick Style (row 4, column 7) to apply this format to the shape.



Figure 2–49

4

- Click outside the shape to deselect it (Figure 2–50).



Figure 2–50

To Delete a Placeholder

The subtitle placeholder no longer is necessary on Slide 1 because the shape fills the area below the title text. The following steps delete the Slide 1 subtitle placeholder.

- 1
 - Click the subtitle text placeholder border two times to change the border to a solid line (Figure 2–51).



Figure 2–51

- 2
 - Press the DELETE key to delete the placeholder. If necessary, select the shape and then use the ARROW keys to center the shape under the title text (Figure 2–52).



Figure 2–52

Plan Ahead

Use simple transitions.

Transitions help segue one slide into the next seamlessly. They should not be used decoratively or be something on which an audience member focuses. For consistency, use the same transition throughout the presentation unless you have a special circumstance that warrants a different effect.

BTW

Certification

The Microsoft Certified Application Specialist (MCAS) program provides an opportunity for you to obtain a valuable industry credential – proof that you have the PowerPoint 2007 skills required by employers. For more information see Appendix F or visit the PowerPoint 2007 Certification Web page (scsite.com/ppt2007/cert).

Adding a Transition

PowerPoint provides many animation effects to add interest and make a slide show presentation look professional. **Animation** includes special visual and sound effects applied to text or content. A **slide transition** is a special animation effect used to progress from one slide to the next in a slide show. You can control the speed of the transition effect and add a sound.

PowerPoint provides more than 50 different transitions in the Quick Styles group. They are arranged into five categories that describe the types of effects:

- Fades and Dissolves - Blend one slide seamlessly into the next slide
- Wipes - Gently uncover one slide to reveal the next
- Push and Cover - Appear to move one slide off the screen
- Stripes and Bars – Use blinds and checkerboard patterns
- Random – Use vertical and horizontal bars or an arbitrary pattern that changes each time you run the presentation.

To Add a Transition between Slides

In this presentation, you apply the Uncover Right transition in the Wipes category to all slides and change the transition speed to Medium. The following steps apply this transition to the presentation.

1

- Click the Animations tab on the Ribbon and then point to the More button in the Transition to This Slide group (Figure 2–53).

Q&A

Is a transition applied now?
No. The first slide icon in the Transitions group has an orange border, which indicates no transition has been applied.

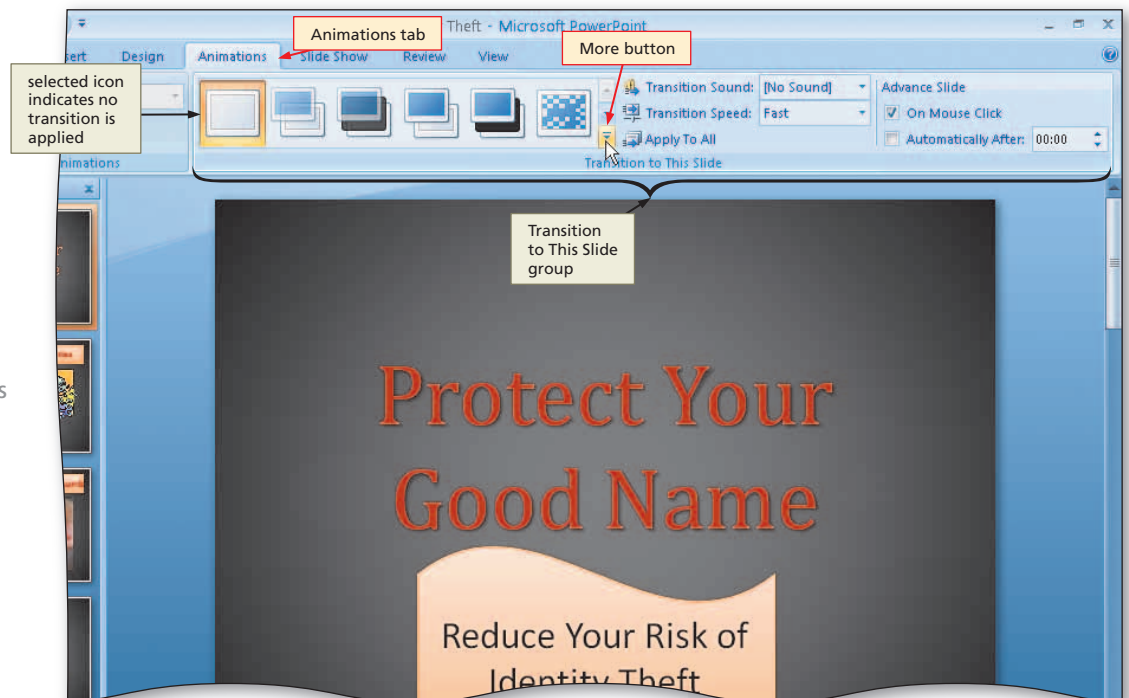


Figure 2–53

2

- Click the More button to expand the Transitions gallery.
- Point to the Uncover Right transition (row 2, column 2) in the Wipes category in the Transitions gallery to display a live preview of this transition (Figure 2-54).

Experiment

- Point to various styles in the Transitions gallery and watch the transitions on the slide.

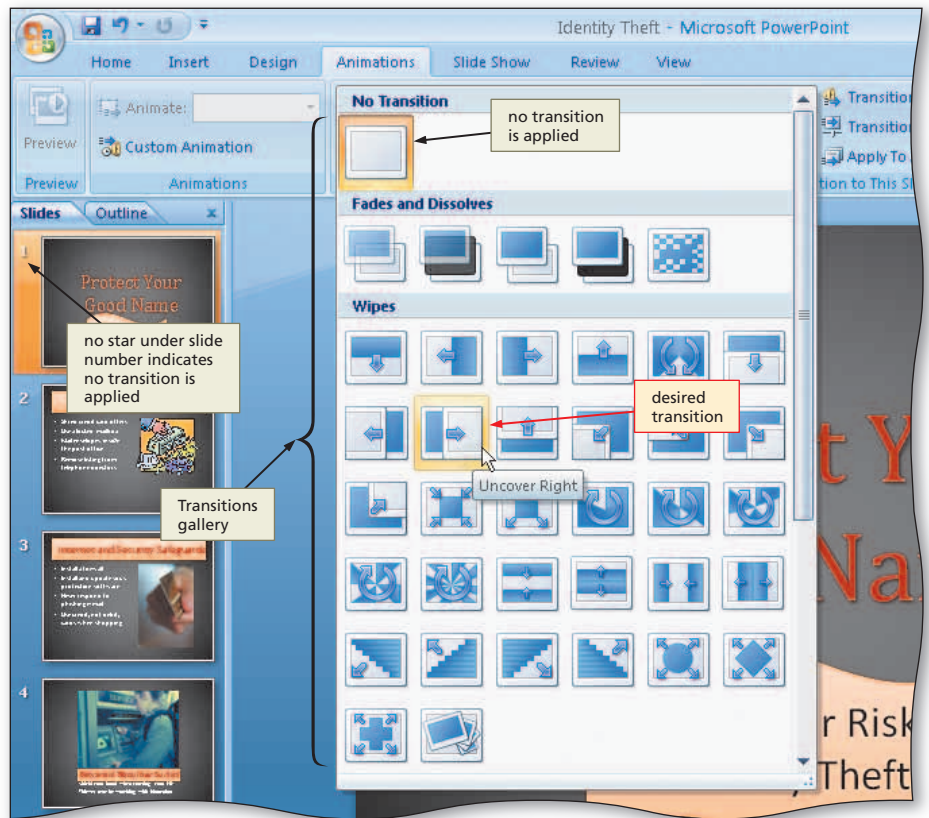


Figure 2-54

3

- Click Uncover Right in the Wipes category in the Transitions gallery to apply the Uncover Right transition to the title slide.

Q&A Why does a star appear next to Slide 1 in the Slides tab?
 The star indicates that a transition animation effect is applied to that slide.

- Click the Transition Speed arrow in the Transition to This Slide group on the Animations tab to display three possible speeds: Slow, Medium, and Fast (Figure 2-55).

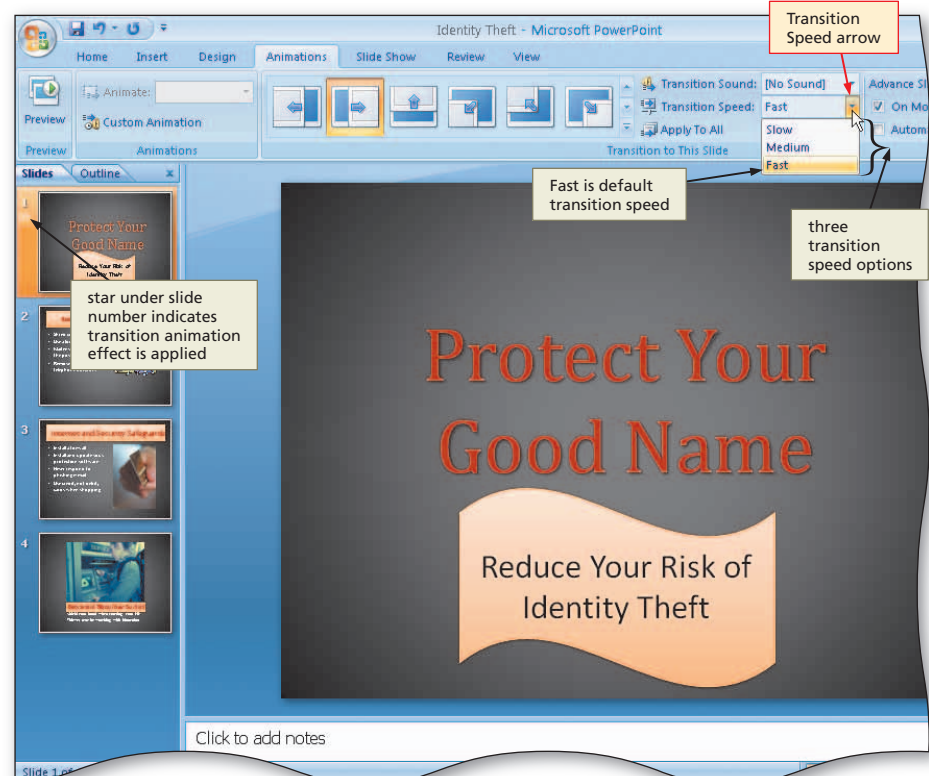


Figure 2-55

4

- Click Medium to change the transition speed for Slide 1 to Medium.
- Click the Apply to All button in the Transition to This Slide group on the Animations tab to apply the Uncover Right transition and Medium speed to all four slides in the presentation (Figure 2–56).

Q&A

What if I want to apply a different transition and speed to each slide in the presentation?
Repeat Steps 2 through 5 for each slide individually.

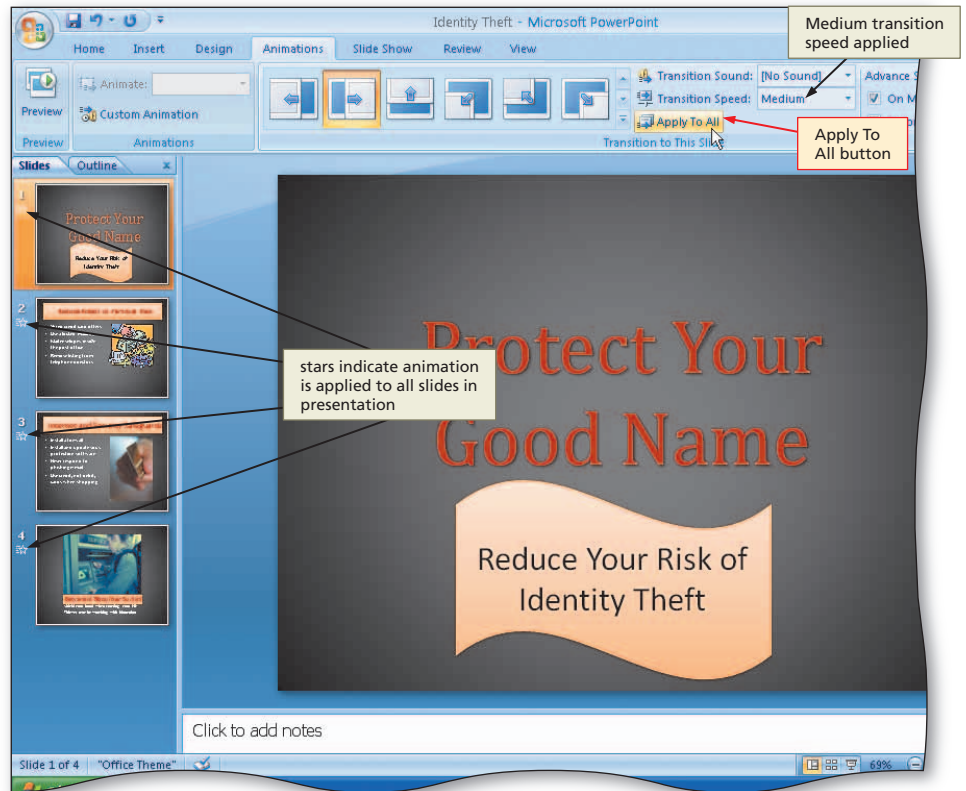


Figure 2–56

To Change Document Properties

Before saving the presentation again, you want to add your name, class name, and some keywords as document properties. The following steps use the Document Information Panel to change document properties.

- 1 Click the Office Button to display the Office Button menu, point to Prepare on the Office Button menu, and then click Properties on the Prepare submenu to display the Document Information Panel.
- 2 Click the Author text box, if necessary, and then type your name as the Author property. If a name already is displayed in the Author text box, delete it before typing your name.
- 3 Click the Subject text box, if necessary delete any existing text, and then type your course and section as the Subject property.
- 4 Click the Keywords text box, if necessary delete any existing text, and then type *identity theft, Internet safeguards, PIN* as the Keywords properties.
- 5 Click the Close the Document Information Panel button so that the Document Information Panel no longer is displayed.

To Save an Existing Presentation with the Same File Name

You have made several changes to the presentation since you last saved it. Thus, you should save it again. The following step saves the document again.

- 1 Click the Save button on the Quick Access Toolbar to overwrite the previous Identity Theft file on the USB flash drive.
-

To Run an Animated Slide Show

All changes are complete, and the presentation is saved. You now can view the Identity Theft presentation. The following step starts Slide Show view.

- 1 Click the Slide Show button to display the title slide (Figure 2-57).
 - 2 Click each slide and view the transition effect and slides.
-



Figure 2-57

Printing a Presentation as an Outline and Handouts

During the development of a lengthy presentation, it often is easier to review an outline in print rather than on the screen. Printing an outline also is useful for audience handouts or when your supervisor or instructor wants to review your subject matter before you

Quick Reference

For a table that lists how to complete the tasks covered in this book using the mouse, Ribbon, shortcut menu, and keyboard, see the Quick Reference Summary at the back of this book, or visit the PowerPoint 2007 Quick Reference Web page (scsite.com/ppt2007/qr).

develop the presentation fully. In addition, printing two or more slides on one page helps audience members see relationships between slides and also conserves paper. You can preview your print selections to see how your printout will look.

The **Print What list** in the Page Setup group or in the Print dialog box contains options for printing slides, handouts, notes, and an outline. If you want to print handouts, you can specify whether you want one, two, three, four, six, or nine slide images to display on each page. The next two sections preview and then print the presentation outline and the presentation slides as a handout.

To Preview and Print an Outline

Recall that in Chapter 1 each slide printed on a separate page when you clicked Quick Print on the Print submenu. When you want to print other materials, such as an outline, notes, or handouts, you click Print on the Print submenu and select what form of output you desire. The following steps preview and print an outline.

1

- Click the Office Button to display the Office Button menu.
- Point to Print on the Office Button menu to display the Print submenu (Figure 2–58).

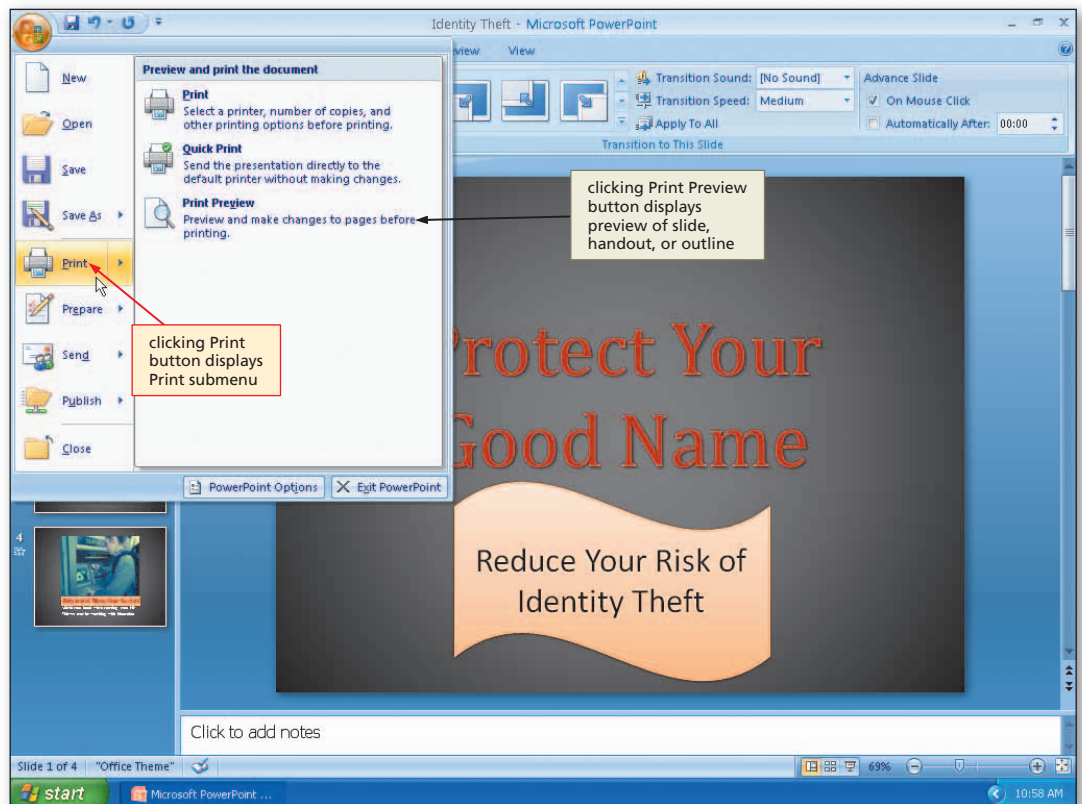


Figure 2–58

2

- Click Print Preview on the Print submenu to display a preview of a slide, handout, or outline of the presentation.

Q&A Why does the slide preview image vary among slides, handouts, and outlines?

PowerPoint retains the settings last specified for previewing and printing. If, for example, you last specified to print in Grayscale, the current document will print in Grayscale unless you change the setting.

- If an outline is not previewed, click the Print What box arrow in the Page Setup group on the Print Preview tab to display a list of output types in the Print What list (Figure 2-59).



Figure 2-59

3

- Click Outline View in the Print What list if this choice is not already selected.
- Click the Zoom button in the Zoom group on the Print Preview tab to open the Zoom dialog box.
- Click 100% in the Zoom dialog box to change the zoom so that you can read the outline easily on the screen (Figure 2-60).

Q&A If I change the zoom percentage, will the document print differently?
Changing the zoom has no effect on the printed document.

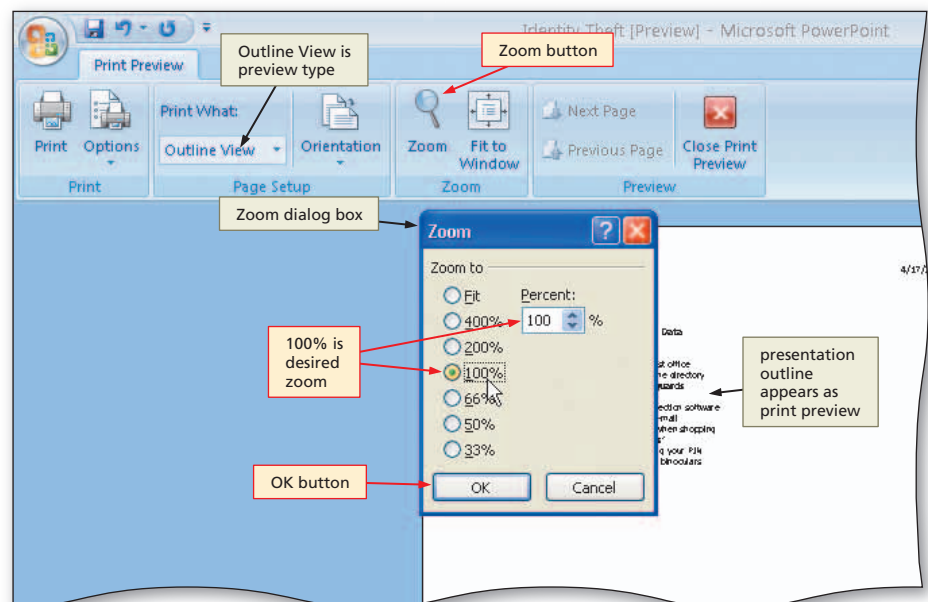


Figure 2-60

4

- Click the OK button in the Zoom dialog box to zoom the outline.
- Drag the scroll box on the vertical scroll bar up or down to move through the outline text (Figure 2–61).

Q&A

If I do not want to print my outline now, can I cancel this print request?

Yes. Click the Cancel button in the Print dialog box to return to Normal view.

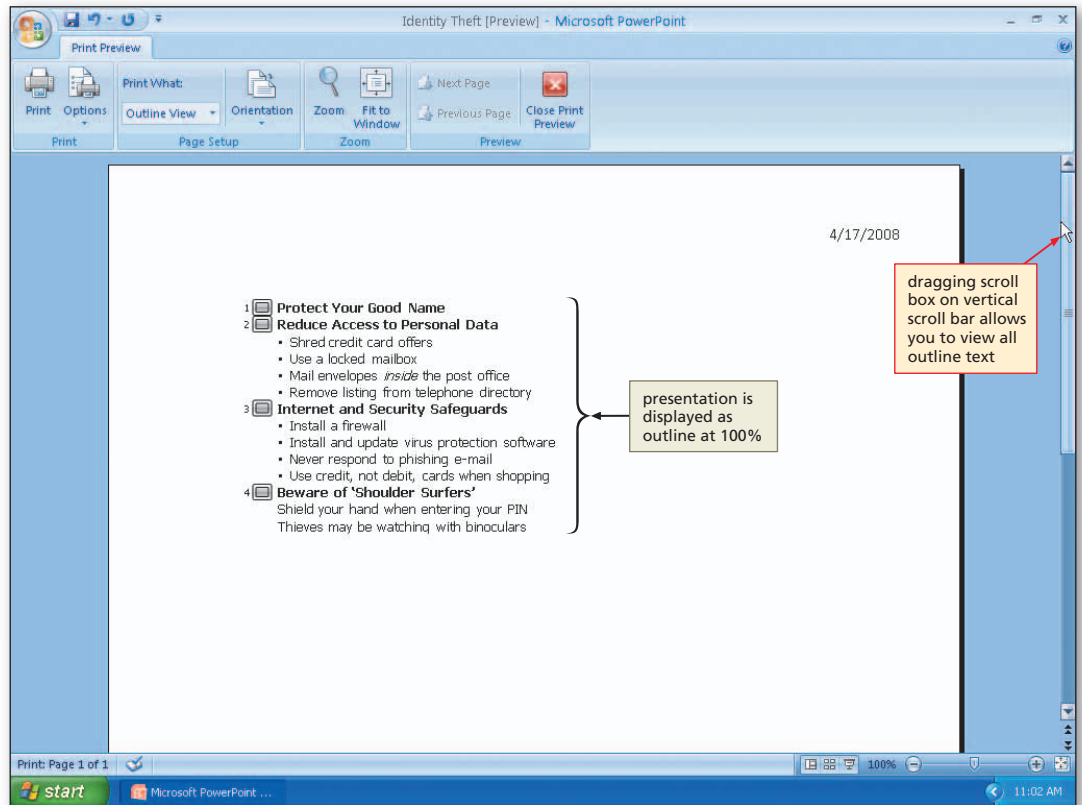


Figure 2–61

5

- Click the Print button in the Print group on the Print Preview tab to display the Print dialog box (Figure 2–62).

Q&A

What if my Print dialog box displays a different printer name?

It is likely a different printer name will display. Just ensure that the printer listed is the correct device you want to use to print your outline.

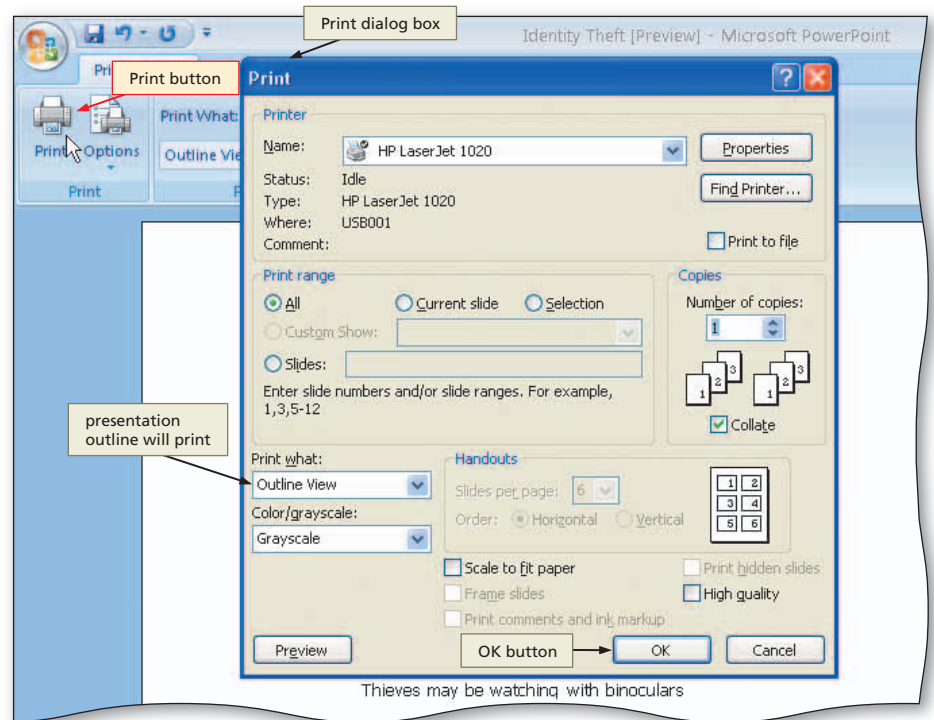


Figure 2–62

6

- Click the OK button to print the outline (Figure 2–63).

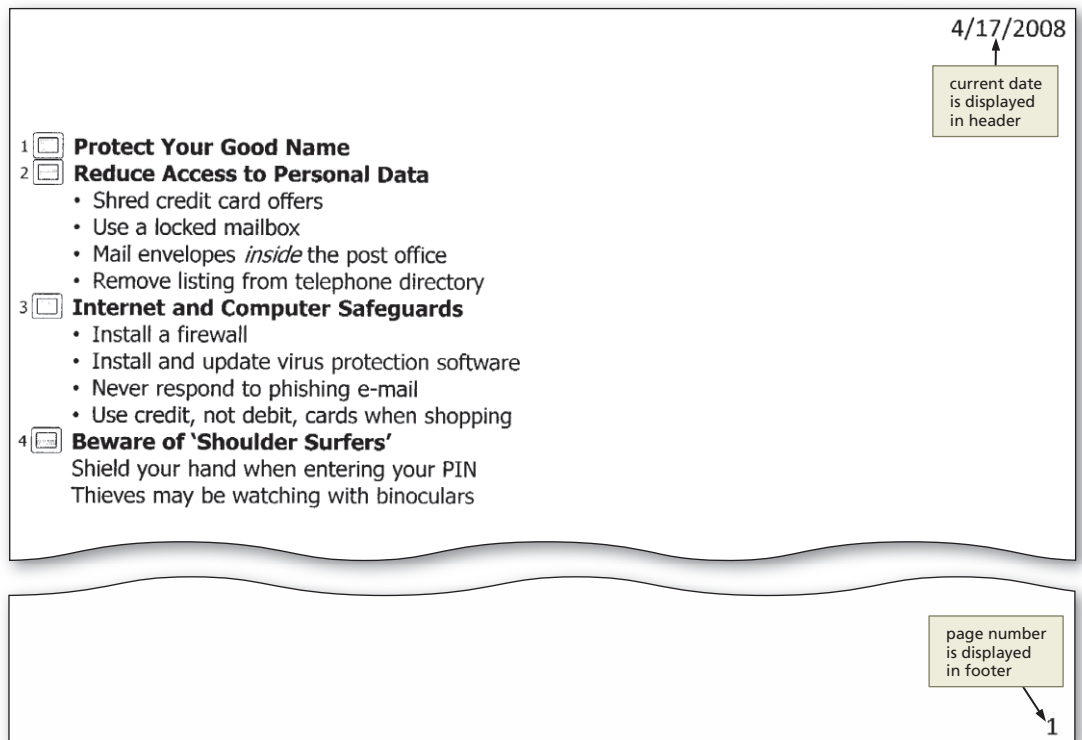


Figure 2–63

Other Ways

- Drag Zoom slider on status bar
- Click Zoom button on status bar, select desired zoom percent or type, click OK button

To Preview and Print Handouts

Printing handouts is useful for reviewing a presentation because you can analyze several slides displayed simultaneously on one page. Additionally, many businesses distribute handouts of the slide show before a presentation so the attendees can refer to a copy.

The default slide print order is Horizontal so that Slides 1 and 2, and 3 and 4 are adjacent to each other. You can change this order to Vertical, which shows Slides 1 and 4, and 2 and 3 adjacent to each other, by clicking Options in the Print group on the Print Preview tab and then changing the printing order.

The following steps preview and print presentation handouts.

- Click the Print What box arrow in the Page Setup group.
- Click Handouts (4 Slides Per Page) in the Print What list. Drag the scroll box on the vertical scroll bar up or down to move through the page.
- Click the Print button in the Print group.
- Click the OK button in the Print dialog box to print the handout (Figure 2–64).
- Click the Close Print Preview button in the Preview group on the Print Preview tab to return to Normal view.


4/17/2008
current date is displayed in header

Protect Your Good Name

Reduce Your Risk of Identity Theft


Reduce Access to Personal Data


- Shred credit card offers
- Use a locked mailbox
- Mail envelopes *inside* the post office
- Remove listing from telephone directory



Internet and Computer Safeguards

- Install a firewall
- Install and update virus protection software
- Never respond to phishing e-mail
- Use credit, not debit, cards when shopping





Beware of 'Shoulder Surfers'

Shield your hand when entering your PIN
Thieves may be watching with binoculars

page number is displayed in footer
1

Figure 2-64

Saving and Quitting PowerPoint

If you made any changes to your presentation since your last save, you should save it again before quitting PowerPoint. The following steps save changes to the presentation and quit PowerPoint.

To Quit PowerPoint

This project is complete. The following steps quit PowerPoint.

- 1 Click the Close button on the right side of the title bar to quit PowerPoint.
- 2 If necessary, click the Yes button in the Microsoft Office PowerPoint dialog box so that any changes you have made are saved.

Chapter Summary

In this chapter you have learned how to create slides from a blank presentation, change slide layouts, add a background style, insert clip art and pictures, size graphic elements, apply Quick Styles, select slide transitions, and preview and print an outline and handout. The items listed below include all the new PowerPoint skills you have learned in this chapter.

1. Choose a Background Style (PPT 89)
2. Change the View to Slide Sorter View (PPT 91)
3. Change the View to Normal View (PPT 91)
4. Change the Slide Layout to Two Content (PPT 92)
5. Change the Slide Layout to Picture with Caption (PPT 94)
6. Insert a Clip from the Clip Organizer into a Content Placeholder (PPT 96)
7. Insert a Photograph from the Clip Organizer into a Slide (PPT 98)
8. Insert a Photograph from a File into a Slide (PPT 99)
9. Resize Clip Art (PPT 100)
10. Resize a Photograph (PPT 103)
11. Delete a Placeholder (PPT 104)
12. Move Clips (PPT 105)
13. Format Title Text Using Quick Styles (PPT 106)
14. Format Remaining Title Text Using Quick Styles (PPT 107)
15. Change the Heading Font (PPT 109)
16. Shadow Text (PPT 110)
17. Change Font Color (PPT 110)
18. Format Text Using the Format Painter (PPT 112)
19. Format Remaining Title Text (PPT 113)
20. Add a Shape (PPT 116)
21. Resize a Shape (PPT 117)
22. Add Text to a Shape (PPT 119)
23. Format Shape Text and Add a Shape Quick Style (PPT 119)
24. Add a Transition between Slides (PPT 122)
25. Preview and Print an Outline (PPT 122)
26. Preview and Print Handouts (PPT 129)



If you have a SAM user profile, you may have access to hands-on instruction, practice, and assessment. Log in to your SAM account (<http://sam2007.course.com>) to launch any assigned training activities or exams that relate to the skills covered in this chapter.

Learn It Online

Test your knowledge of chapter content and key terms.

Instructions: To complete the Learn It Online exercises, start your browser, click the Address bar, and then enter the Web address `scsite.com/ppt2007/learn`. When the Office 2007 Learn It Online page is displayed, click the link for the exercise you want to complete and then read the instructions.

Chapter Reinforcement TF, MC, and SA

A series of true/false, multiple choice, and short answer questions that test your knowledge of the chapter content.

Flash Cards

An interactive learning environment where you identify chapter key terms associated with displayed definitions.

Practice Test

A series of multiple choice questions that test your knowledge of chapter content and key terms.

Who Wants To Be a Computer Genius?

An interactive game that challenges your knowledge of chapter content in the style of a television quiz show.

Wheel of Terms

An interactive game that challenges your knowledge of chapter key terms in the style of the television show *Wheel of Fortune*.

Crossword Puzzle Challenge

A crossword puzzle that challenges your knowledge of key terms presented in the chapter.

Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this chapter.

Changing the Background and Adding Photographs and a Quick Style

Instructions: Start PowerPoint. Open the presentation, Apply 2-1 Lifestyle, from the Data Files for Students. See the inside back cover this book for instructions on downloading the Data Files for Students, or contact your instructor for more information about accessing the required files.

The four slides in the presentation present basic guidelines for maintaining a healthy lifestyle and focus on proper weight, exercise, and food choices. The document you open is an unformatted presentation. You are to add and size photographs, change the background style, change slide layouts, apply a transition, and use the Format Painter so the slides look like Figure 2-65.

Perform the following tasks:

1. Change the background style to Style 11 (row 3, column 3). On the title slide, use your name in place of Student Name and bold and italicize your name and change the font color to orange. Increase the title text font size to 72 point, change the font to Baskerville Old Face, and change the font color to Dark Blue.
2. On Slides 2 and 4, change the layout to Two Content and then insert the photographs shown in Figure 2-65b and 2-65d from the Microsoft Clip Organizer.
3. On Slide 3, change the layout to Picture with Caption and then insert the picture shown in Figure 2-65c from the Microsoft Clip Organizer. Delete the text placeholder. Change the title text font size to 44 point, center this text, and then add the italic font style and shadow effect. Use the Format Painter to format the title text on Slides 2 and 4.
4. Apply the Subtle Effect – Accent 1 Quick Style (row 4, column 2) to the Slides 2, 3, and 4 title text placeholders. Apply the Uncover Left wipe transition (row 2, column 1) to all slides.

5. Check the spelling, and then display the revised presentation in Slide Sorter view.
6. Change the document properties, as specified by your instructor. Save the presentation using the file name, Apply 2-1 Healthy Lifestyle. Submit the revised document in the format specified by your instructor.

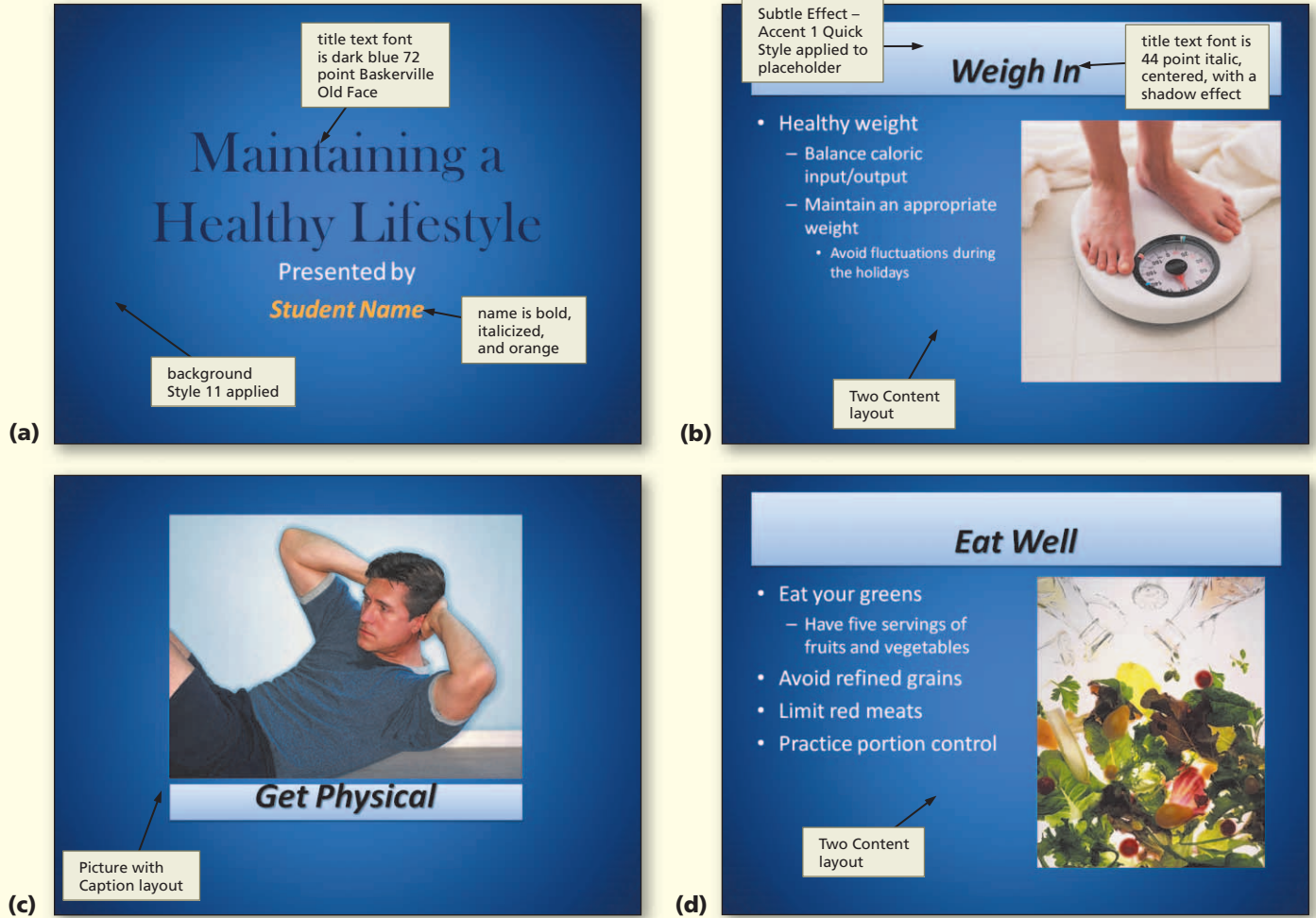


Figure 2-65

Extend Your Knowledge

Extend the skills you learned in this chapter and experiment with new skills. You may need to use Help to complete the assignment.

Changing Slide Layouts and Moving Clips

Instructions: Start PowerPoint. Open the presentation, Extend 2-1 Fats, from the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for more information on accessing the required files.

You will choose a background, format slides, and copy clips (Figure 2–66).

Perform the following tasks:

1. Add an appropriate background style.
2. On Slide 1, use your name in place of Student Name. Format the text using techniques you learned and applied in this chapter, such as changing the font size and color and also bolding and italicizing words.
3. Slide 7 contains a variety of clips downloaded from the Microsoft Clip Organizer. Review the slides in the presentation and then move clips from Slide 7 to the appropriate slides. You do not need to use all the clips. Delete Slide 7 when you have finished moving the desired clips to the slides.
4. Change the slide layouts to accommodate the clips. Size the clips when necessary. Edit the text so that each slide meets the 7×7 rule, which states that each line should have a maximum of seven words, and each slide should have a maximum of seven lines.
5. Apply an appropriate transition to all slides.
6. Change the document properties, as specified by your instructor. Save the presentation using the file name, Extend 2-1 Enhanced Fats.

7. Submit the revised document in the format specified by your instructor.



Figure 2–66

Make It Right

Analyze a presentation and correct all errors and/or improve the design.

Applying Background and Quick Styles

Instructions: Start PowerPoint. Open the presentation, Make It Right 2-1 Safety, from the Data Files for Students. See the back inside cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for more information on accessing the required files.

Correct the formatting problems and errors in the presentation while keeping in mind the guidelines presented in this chapter.

Perform the following tasks:

1. Change the document theme from Verve, shown in Figure 2–67, to Paper. Apply the Style 7 background style (row 2, column 3).
2. On Slide 1, replace the words, Student Name, with your name. Apply a Quick Style to your name and the title text so that they display prominently on the slide.
3. Move Slide 2 to the end of the presentation so that it becomes the new Slide 5.
4. Use the spell checker to correct the misspellings. Analyze the slides for other word usage errors that the spell checker did not find.
5. Adjust the clip art sizes so they do not overlap text and are the appropriate dimensions for the slide content.
6. Select a Quick Style to apply to the Slides 2 through 5 title text. Center the title text and apply a shadow.
7. Apply an appropriate transition to all slides. Change the speed to Slow.
8. Change the document properties, as specified by your instructor. Save the presentation using the file name, Make It Right 2-1 Home Safety.
9. Submit the revised document in the format specified by your instructor.

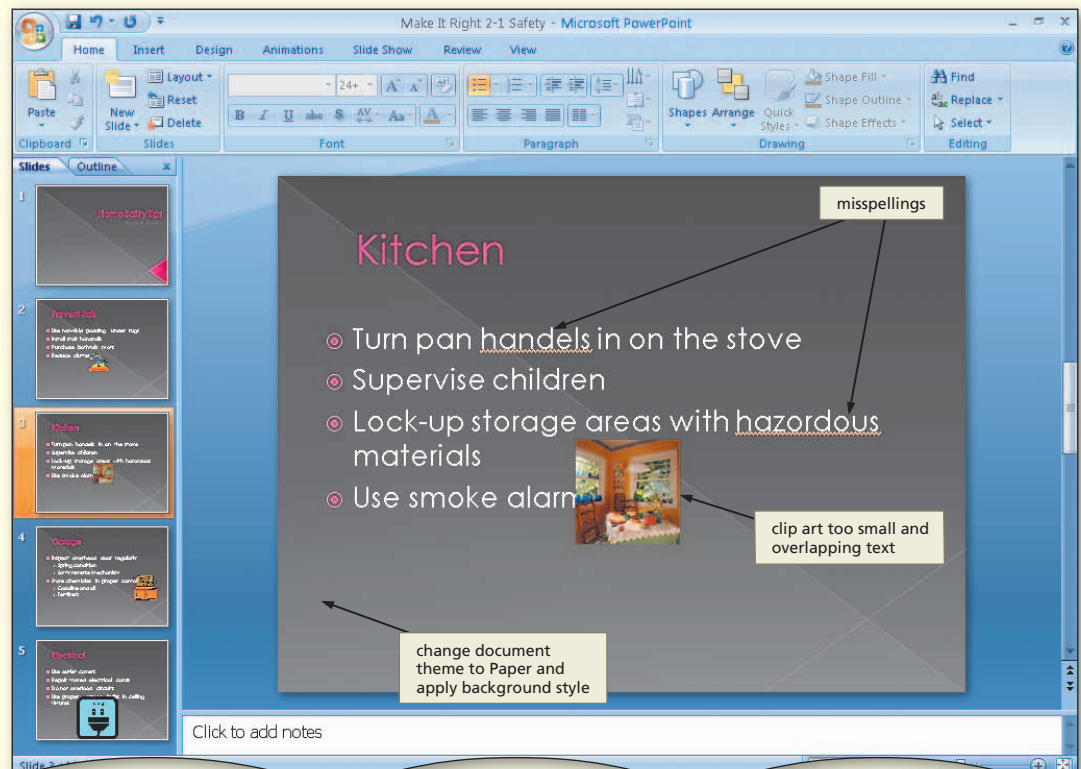


Figure 2–67

In the Lab

Design and/or create a presentation using the guidelines, concepts, and skills presented in this chapter. Labs 1, 2, and 3 are listed in order of increasing difficulty.

Lab 1: Creating a Presentation with a Clip and Shapes

Problem: The ear affects balance while it enables us to hear. This organ can be divided into three parts for analysis: outer, middle, and inner. The outer ear is composed of a flap and the auditory canal. The middle ear has three tiny bones called the auditory ossicles and the eustachian tube, which links the ear to the nose. The inner ear contains the spiral-shaped cochlea and also the semicircular canals and the vestibule, which control balance. You are studying the ear as a unit in your health class, so you decide to develop a PowerPoint slide that names these parts to help you study for a quiz. Create the slide shown in Figure 2–68 from a blank presentation.

Instructions: Perform the following tasks.

1. Apply the Style 6 background style (row 2, column 2) to the slide. Change the layout to Content with Caption. Import the ear diagram clip from the Microsoft Clip Organizer.
2. Type the slide title and caption body text shown in Figure 2–68. Use your name in place of Bill Tracy, and then italicize this text and change the font color to Blue (color 8 in the Standard Colors row). Change the color of the title text to Dark Red (color 1 in the Standard Colors row) and increase the font size to 24.
3. Use the Right Arrow, Left Arrow, Up Arrow, and Down Arrow shapes in the Block Arrow section to point to the parts of the ear shown in Figure 2–68. Add the number to each arrow. Apply the Subtle Effect – Accent 3 Quick Style (row 4, column 4) to each arrow. Change the font size of each

arrow text to 24 point and bold these numbers.

4. Check the spelling and correct any errors.
5. Change the document properties, as specified by your instructor. Save the presentation using the file name, Lab 2-1 Ear.
6. Submit the revised document in the format specified by your instructor.

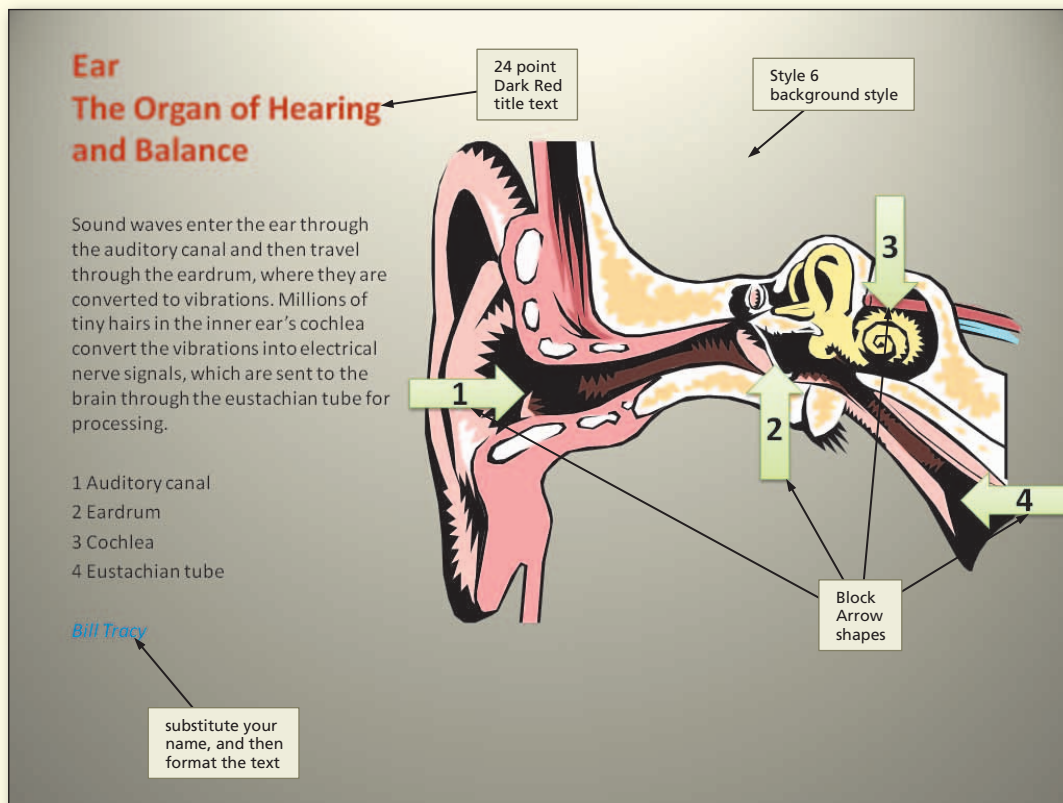


Figure 2–68

In the Lab

Lab 2: Creating a Presentation with Photographs Inserted from a File

Problem: Destructive insects damage specific species of trees throughout the world. You have learned in your Botany 202 class that the Asian Longhorn Beetle, the Emerald Ash Borer, the Gypsy Moth, and the Western Pine Beetle are among trees' biggest pests. One of your assignments in your botany class is to give a speech about common tree pests. You develop the outline shown in Figure 2–69 and then prepare the PowerPoint presentation shown in Figures 2–70a through 2–70f. You have obtained permission from the U.S. Forestry Department to copy photographs from its Web site to your slide show; these photographs are on your Data Files for Students.

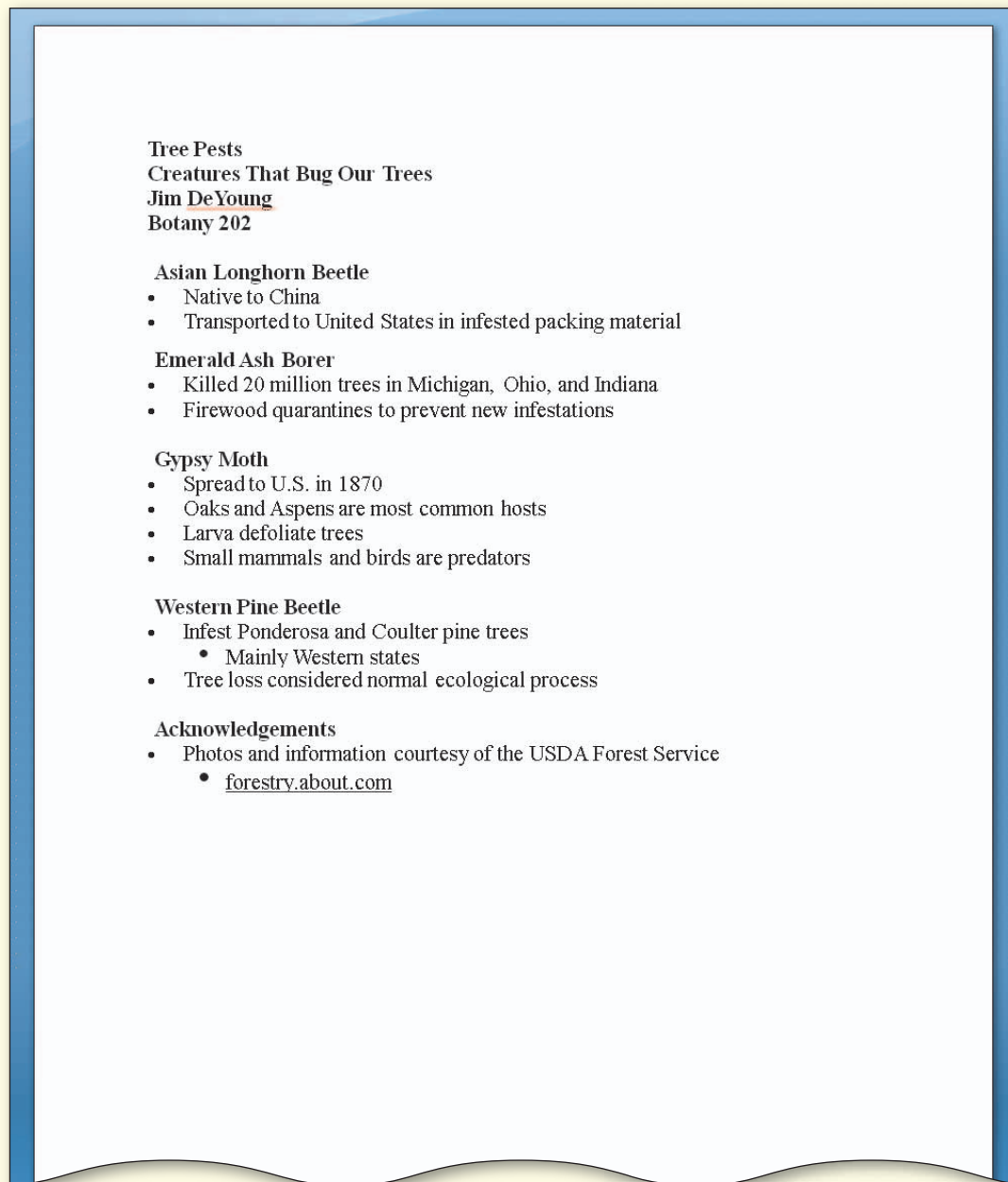


Figure 2–69

In the Lab *continued*

Instructions: Perform the following tasks.

1. Create a new presentation using the Foundry document theme. Apply the Style 7 background style (row 2, column 3).
2. Using the typed notes illustrated in Figure 2–69, create the title slide shown in Figure 2–70a using your name in place of Jim DeYoung. Bold your name and apply a shadow.
3. Insert the Isosceles Triangle shape (row 1, column 3 in the Basic Shapes category) in the top center of Slide 1. Size the shape so that the top and bottom align with the edges of the brown area of the slide, as shown in Figure 2–70a.
4. Using the typed notes in Figure 2–69, create the five text slides with bulleted lists shown in Figures 2–70b through 2–70f. Use the Two Content slide layout for Slides 2 through 5 and the Title and Content slide layout for Slide 6.
5. Insert the appropriate pictures from your Data Files for Students on Slides 2 through 5.
6. Apply the Wedge transition (row 1, column 5 in the Wipes category) to all slides. Change the speed to Medium. Check the spelling and correct any errors.
7. Review the slides in Slide Sorter view to check for consistency, and then change the view to Normal.
8. Drag the scroll box to display Slide 1. Click the Slide Show button to start Slide Show view. Then click to display each slide.
9. Change the document properties, as specified by your instructor. Save the presentation using the file name, Lab 2-2 Tree Pests.
10. Submit the document in the format specified by your instructor.

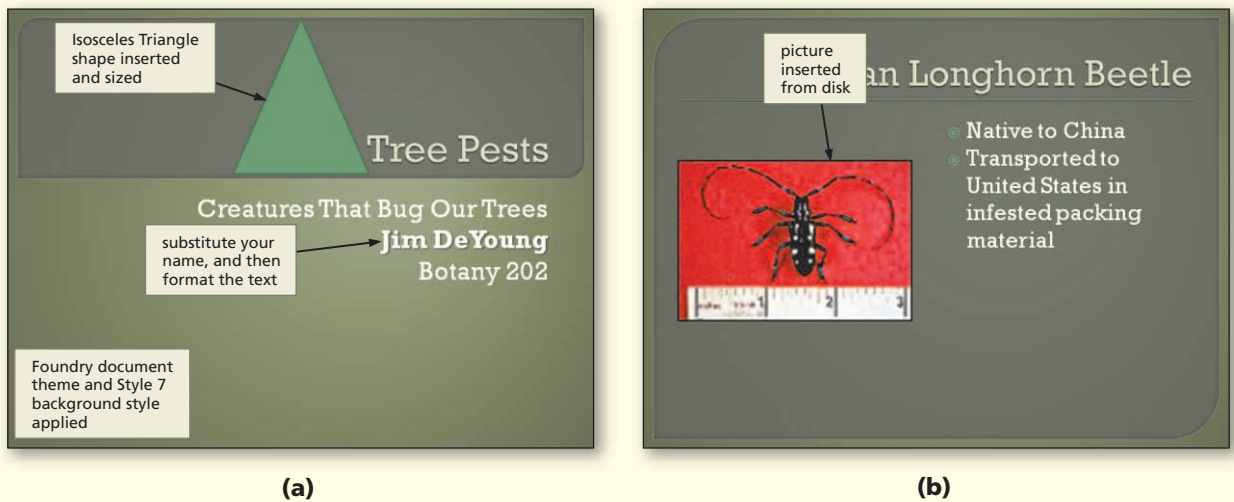


Figure 2–70

Emerald Ash Borer

picture inserted from disk




- Killed 20 million trees in Michigan, Ohio, and Indiana
- Firewood quarantines to prevent new infestations

(c)

Gypsy Moth

picture inserted from disk



- Spread to U.S. in 1870
- Oaks and Aspens are most common hosts
- Larva defoliate trees
- Small mammals and birds are predators

(d)

Western Pine Beetle

picture inserted from disk



- Infest Ponderosa and Coulter pine trees
 - Mainly Western states
- Tree loss considered normal ecological process

(e)

Acknowledgements

- Photos and information courtesy of the USDA Forest Service
 - forestry.about.com

(f)

Figure 2-70



In the Lab

Lab 3: Creating a Presentation with Clips and Shapes

Problem: Snowboarding's popularity has soared in recent years; even Cameron Diaz and Space Shuttle astronauts have a passion for the sport. But with this increase in snowboarders has come a corresponding increase in injuries. The most common injuries are caused by a failure to follow common sense precautions. In order to maximize the time on the slopes, snowboarders need to prepare for the sport by wearing proper equipment, getting into condition, and snowboarding under control. Bryan Howell owns a local ski and snowboard shop in your town and has asked you to prepare a PowerPoint presentation that he can share with equipment buyers and renters. He hands you the outline shown in Figure 2-71 and asks you to create the presentation shown in Figures 2-72a through 2-72d.

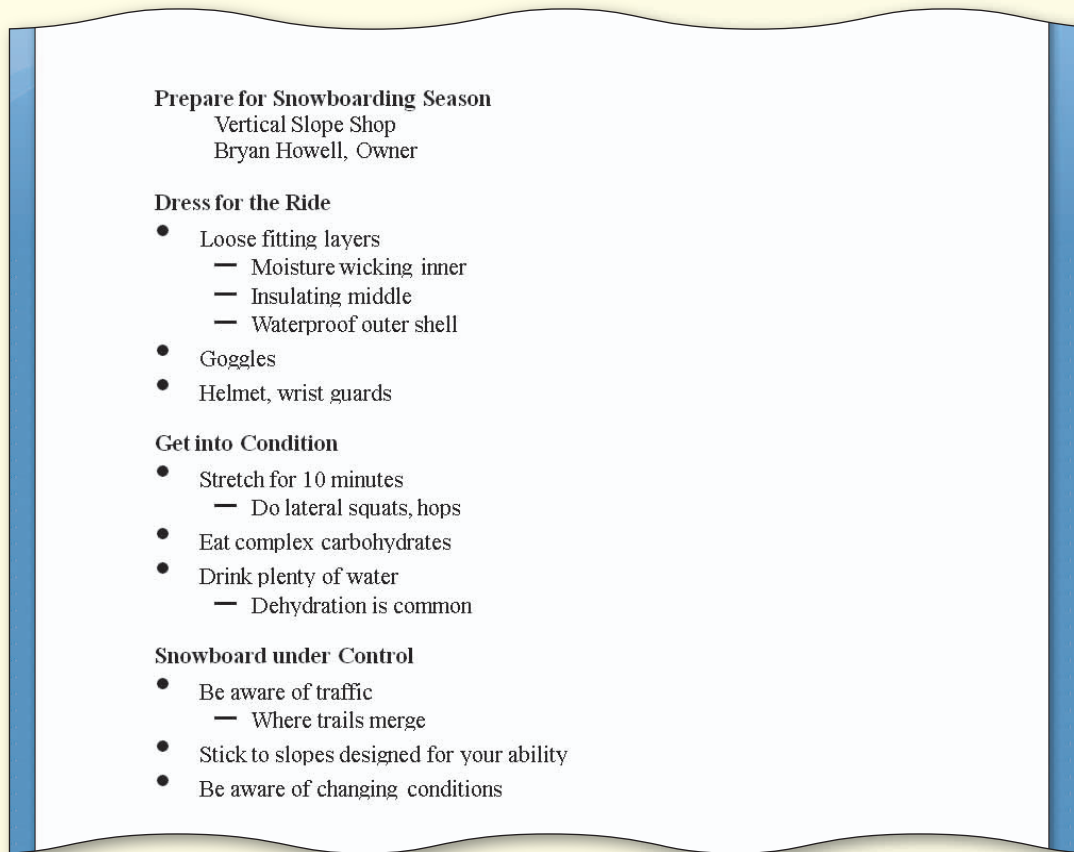


Figure 2-71

Instructions: Perform the following tasks.

1. Use the typed notes illustrated in Figure 2-71 to create four slides shown in Figures 2-72a through 2-72d from a blank presentation. Apply the Style 7 background style (row 2, column 3). Use your name in place of Bryan Howell on the title slide shown in Figure 2-72a. Bold your name.
2. Insert the Right Triangle shape (row 1, column 4 in the Basic Shapes category) on Slide 1. With the shape selected, click the Arrange button in the Drawing group on the Home tab, point to Rotate in the Position Objects group, and then click Flip Horizontal to turn the triangle shape. Drag the shape to the lower-right corner of the slide, increase the size to that shown in Figure 2-72a, and apply the Colored Outline - Accent 3 Quick Style (row 1, column 4).

3. Italicize the Slide 1 title text, Prepare for Snowboarding Season, align the text left, and change the font color to Black. Align the subtitle text left and change the font color to Green (color 6 in the Standard Colors row).
4. Add the photographs and clip art shown in Figures 2–72a through 2–72d from the Microsoft Clip Organizer. Adjust the clip sizes when necessary.
5. Change the Slide 2 title text font size to 54 point, change the font to Forte, and then change the color to Green. Use the Format Painter to format the title text on Slides 3 and 4 with the same features as on Slide 2.
6. Apply the Newsflash transition (row 6, column 2 in the Wipes category) to all slides. Change the speed to Medium. Check the spelling and correct any errors.
7. Click the Slide Sorter view button, view the slides for consistency, and then click the Normal view button.
8. Change the document properties, as specified by your instructor. Save the presentation using the file name, Lab 2-3 Snowboarding.
9. Submit the revised document in the format specified by your instructor.



Figure 2–72

Cases and Places

Apply your creative thinking and problem solving skills to design and implement a solution.

- EASIER
- MORE DIFFICULT

Note: Remember to use the 7×7 rule as you design the presentations: a maximum of seven words on a line and a maximum of seven lines on one slide.

• 1: Design and Create an Energy Efficiency Presentation

Global demand, industry deregulation, and regional conflicts have increased energy prices. The United States Department of Energy predicts energy use will grow 33 percent by 2030. Despite these staggering numbers, homeowners can undertake relatively simple measures to be energy efficient. Create a presentation using the outline in Figure 2–73. Apply at least three objectives found at the beginning of this chapter to develop the presentation. Add a title slide with a shape and a closing slide that cites your references. Be sure to check spelling.

Home Energy Savings Tips

Save Money While You Help the Environment

Bright Ideas

- Lighting accounts for more than 10 percent of electric bill
- Change to compact florescent lights (CFLs)
 - Use 50-75 percent less energy
 - Last up to ten times longer than conventional bulbs

Keep It Clean

- Wash only *full* loads of clothes and dishes
- Keep dryer vents clean
- Air dry dishes when possible
- Use ENERGY STAR products

Stay Out of Hot Water

- Heating water accounts for 13 percent of energy bill
- Use low-flow fixtures
- Repair leaks
- Lower thermostat
- Insulate heater

References

- www1.eere.energy.gov/consumer/tips/save_energy.html
- www.exeloncorp.com/comedcare/
- www.energystar.gov/

Figure 2–73

• 2: Design and Create a Hypertension Presentation

According to the National Heart, Lung, and Blood Institute, nearly one-third of American adults are inflicted by the “silent killer,” high blood pressure. This disease affects people of all ages and ethnicities. Use the concepts and techniques presented in this chapter to create a presentation following the outline in Figure 2–74, which includes the definition of hypertension and hypertension categories, has tips on controlling high blood pressure, and lists Web sites to view for further information. Insert photographs and clips, and apply a subtle slide transition to all slides. Be sure to check spelling.

Blood Pressure 101
Taking Control of the Silent Killer

Blood Pressure Definition

- Force of blood on vein walls
 - Pressure units: milligrams of mercury (mgHg)
- Defined by two numbers
 - Systolic: Pressure during beats
 - Diastolic: Pressure between beats
- Read as the systolic over diastolic level
 - Example: 125 over 74

Adult Blood Pressure Categories

- Normal
 - Systolic < 120
 - Diastolic < 80
- Prehypertension
 - Systolic 120 – 139
 - Diastolic 80 – 89
- Hypertension
 - Systolic > 140
 - Diastolic > 90

Detection

- No symptoms
- Person must be tested
 - Sphygmomanometer and stethoscope used

Hypertension Prevention Tips

- Eat healthy
 - Fruits, vegetables
 - Low fat diet
- Maintain weight
- Exercise regularly

References

- National Heart, Lung, and Blood Institute
www.nhlbi.nih.gov
- American Heart Association
www.americanheart.org/presenter.jhtml

Figure 2–74

Cases and Places *continued*

•• 3: Design and Create a Portable Media Player Presentation

Video tape recorders were immensely popular more than three decades ago with several competing standards introduced in the market. Each technology touted different features. Today, the situation is similar with portable media players and cellular telephones that can download music from the Internet or rip files from your computer. Your supervisor at NextPhase Electronics recognizes buyers need assistance learning about these devices. She has asked you to prepare a presentation summarizing one of these players for next month's Saturday Seminar Series at the store. Research a specific portable media player and create a slide for each of the following attributes: featured model, user interface, and finding and loading songs. Select art and photographs from the Microsoft Clip Organizer, and add a title slide and summary slide to complete your presentation. Format the title slide with a shape and the text with colors and bolding where needed for emphasis.

•• 4: Design and Create a Campus Orientation Presentation

Make It Personal

Feedback from new students at your school cites difficulties navigating your campus. Incoming students mention the library, registrar, and health services as locations most often sought. To address these concerns, you volunteered as a member of the New Student Orientation Team to create a presentation and distribute a handout showing frequently accessed areas of the school. Use the concepts and techniques presented in this chapter to develop and format a slide show with a title slide and at least three text slides with bulleted lists. Create a slide for each landmark that briefly describes its location, and use clips and text to annotate it. Obtain a map of your campus and import it as a picture into your presentation. Select slide layouts that permit both the map and a bulleted list to appear on each slide. Use the arrow shapes to indicate the location of the landmark on the map. Add a background style and slide transitions. Be sure to check spelling. Print a handout with two slides on each page to distribute to new students on campus.

•• 5: Design and Create a Wellness Program Presentation

Working Together

Health care costs continue to rise at nearly double the inflation rate. Many health insurance companies are becoming proactive in containing those costs by offering reimbursement for wellness programs. Have each member of your team visit, telephone, or view Web sites of three health insurance companies. Gather information about:

- 1) Health screenings
- 2) Fitness center amenities
- 3) Self-Improvement classes
- 4) Wellness program benefits

After coordinating the data, create a presentation with a least one slide showcasing each topic. As a group, critique each slide. Submit your assignment in the format specified by your instructor.