

GIAKONDA IT LTD

Office 2010/13 Advanced

PowerPoint 2010

Howard Kirkman

Spring 2013

V 1.10

Written for the advanced ECDL course run by GiaKonda IT. Call: 01792422616

Click: wendy@giakonda.com

Visit: The Open Centre, 3 Humphrey Street, Swansea

Table of Contents

6 Advanced Presentation	5
AM6.1 Presentation Planning	5
AM6.1.1 Audience and Environment	5
AM6.1.1.1 Audience Demography	5
AM6.1.1.2 Venue Considerations	6
AM6.1.2 Design, Content and Layout	7
AM6.1.2.1 Timing Considerations	7
AM6.1.2.2 Presentation Dialogue	7
AM6.1.2.3 Design and Colour	7
AM6.1.2.4 Accessibility Issues	10
AM6.2 Slide Masters and Templates	11
AM6.2.1 Slide Masters	11
AM6.2.1.1 Insert a new slide master, new title master	11
AM6.2.1.2 Editing Slide Master	12
Delete a placeholder	14
AM6.2.1.3 Custom Slide Master	19
AM6.2.2 Templates	20
AM6.2.2.1 Create a new template, theme.	20
AM6.2.2.2 Modify a template, theme.	21
AM6.3 Graphical Objects	22
AM6.3.1 Formatting <i>Drawn Objects</i>	22
AM6.3.1.1 Apply background fill effects to a drawn object.	22
AM6.3.1.2 Apply a transparency effect to a drawn object.	22
AM6.3.1.3 Apply a 3-D effect and settings to a drawn object.	23
AM6.3.1.4 Pick up a style from a drawn object and apply it to another drawn object.	24
AM6.3.1.5 Change the default formatting for new drawn objects.	25
AM6.3.2 Formatting Pictures, Images	29
AM6.3.2.1 Adjust picture, image brightness and contrast.	29
AM6.3.2.2 Display a picture, image in greyscale, black and white, washout format.	30
AM6.3.2.3 Change colours in a picture. Restore original colours in a picture.	30
AM6.3.3 Handling Graphical Objects	31
AM6.3.3.1 Display, hide ruler, grid and guides. Move guides. Turn on, off snap objects to grid.	31

Turn on the snap-to options	31
Turn off the snap-to options	31
AM6.3.3.2 Position a graphical object (picture, image, drawn object) on a slide using specified horizontal and vertical co-ordinates.....	32
AM6.3.3.3 Distribute selected graphical objects horizontally, vertically relative to a slide.....	32
AM6.3.3.4 Crop a graphical object.....	32
AM6.3.3.5 Proportionately, disproportionately rescale a graphical object.	33
AM6.3.3.6 Convert a picture to a drawn object and edit the drawn object.	33
AM6.3.3.7 Save a graphical object as a file format like: bmp, gif, jpeg, png.	33
AM6.3.3.8 Omit, display background graphics on a slide, slides.....	33
AM6.4 Charts and Diagrams	34
AM6.4.1 Using Charts	34
AM6.4.1.1 Format chart title, legend, data labels, axes labels.....	34
AM6.4.1.2 Change the chart type for a defined data series.....	34
AM6.4.1.3 Change the gap, overlap between columns, bars in a chart.....	34
AM6.4.1.4 Format columns, bars, plot area, chart area to display an image.....	34
AM6.4.1.5 Change scale of value axis: minimum, maximum number to display, major interval between plotted numbers in a chart.	34
AM6.4.2 Using Diagrams.....	35
AM6.4.2.1 Create using built- in options or other available drawing tools a diagram like: flowchart, cycle, pyramid.....	35
AM6.4.2.2 Add, move, delete shapes in a diagram.	35
AM6.4.2.3 Add, change, delete connectors in a flowchart.	35
AM6.5 Multimedia	36
AM6.5.1 Movies, Sound.....	36
AM6.5.1.1 Insert movies to play automatically, on mouse click.	36
AM6.5.1.2 Insert sounds to play automatically, on mouse click.	36
AM6.5.2 Animation	37
AM6.5.2.1 Change custom animation effects and settings. Change sequence of custom animations in a slide.	37
AM6.5.2.2 Apply automatic settings so that bulleted points will dim to a specified colour after animation.....	37
AM6.5.2.3 Animate chart elements by series, by category, by elements in series. Animate, do not animate chart grid and legend.	37
AM6.6 Enhancing Productivity.....	38

- AM6.6.1 Linking, Embedding 38
 - AM6.6.1.1 Insert, edit, remove a hyperlink..... 38
 - AM6.6.1.2 Insert an action button. Modify settings to navigate to a specified slide, custom show, file, URL..... 38
 - AM6.6.1.3 Link data into a slide and display as an object, icon. 38
 - AM6.6.1.4 Update, break a link. 38
 - AM6.6.1.5 Insert an image from a file with a link to the file. 38
 - AM6.6.1.6 Embed data into a slide and display as an object. 38
 - AM6.6.1.7 Edit, delete embedded data..... 38
- AM6.6.2 Importing, Exporting 38
 - AM6.6.2.1 Merge slide(s), a complete presentation, a word-processed outline into an existing presentation..... 38
 - AM6.6.2.2 Save a specified slide as a file format: gif, jpeg, bmp..... 38
- AM6.7 Managing Presentations 39
 - AM6.7.1 Custom Shows 39
 - AM6.7.1.1 Create, show a named custom slide show..... 39
 - AM6.7.1.2 Copy, edit, delete a custom slide show..... 39
 - AM6.7.2 Slide Show Settings 39
 - AM6.7.2.1 Apply timings to, remove timings from slide transitions. 39
 - AM6.7.2.2 Apply settings to a slide show so that it loops continuously when played, does not loop continuously when played. 39
 - AM6.7.2.3 Apply settings so that slides advance manually, advance using timings if present. Apply settings so that slide show is presented with animation, without animation. 39
 - AM6.7.3 Slide Show Control 39
 - AM6.7.3.1 Add, erase pen annotations during a slide show. 39
 - AM6.7.3.2 Display black, white screen during a slide show. Pause, restart, end a slide show.39

Advanced Presentation (AM6)

The following is the Syllabus for *Advanced Presentation*, which provides the basis for the module's theory and practice-based test. The Syllabus for AM6 is over and above the skills and knowledge contained within the corresponding ECDL / ICDL Module 6, *Presentation*. Advanced Presentation anticipates that the candidate has already acquired the skills and knowledge outlined in ECDL / ICDL Module 6.

Module Goals

Advanced Presentation requires the candidate to understand presentation planning and design considerations and use the presentation application to produce advanced presentation outputs. The candidate shall be able to:

- ✓ Understand target audience and venue considerations in presentation planning.
- ✓ Create and modify templates and format slide backgrounds.
- ✓ Enhance a presentation using built-in drawing and image tools.
- ✓ Apply advanced chart formatting features and create and edit diagrams.
- ✓ Insert movies and sound and apply built-in animation features.
- ✓ Use linking, embedding, importing and exporting features to integrate data.
- ✓ Work with custom slide shows, apply slide show settings, and control a slide show.

6 Advanced Presentation

AM6.1 Presentation Planning

Presentation Considerations

Slides and the presentation in general should be clean and simple.

Include a title slide, a slide with an agenda or objectives, and a blank slide at the end.

Use graphics to highlight points, explain concepts visually, or to add a bit of visual interest to the presentation (but be careful to not overdo this!).

Don't put too much information in your presentation. You don't want your slides to be a transcript of your narration!

Use animations, sound, and video sparingly to give them more impact when they are used.

AM6.1.1 Audience and Environment

AM6.1.1.1 Audience Demography

Understand how audience demography (age, educational level, occupation, cultural background) and knowledge of subject impacts on planning of a presentation.

When planning a presentation, you need to consider whether you are presenting to an expert or a novice audience. Different people will be interested in different aspects of a particular topic; make sure your presentation is geared to the right audience.

The type of audience will determine whether you need to go over the background to the presentation and whether you will need to give basic explanations. If the audience is already familiar with the subject, then giving too much explanation is likely to make them lose interest. However, if the audience is unfamiliar with the subject and you give too little explanation, they may well also lose interest. You need to think about whether you are presenting to an adult audience, or whether there will be children, who may well appreciate animations, sound, etc., but who have a shorter attention span than adults. Students, business people, retired people, may all require different types of presentations. The tone of your presentation will depend whether the presentation is supposed to be formal or informal -a presentation on a topic of general interest will usually be more informal than a business presentation. If you use jargon, acronyms, or technical terms, make sure that your audience understands them.

Your presentation should be as relevant as possible to the cultural background of your audience. If you are presenting to an audience whose first language is not English, you may to rely more on images than text. If you are presenting to a group from a different country, you need to be sensitive to possible misinterpretations; for example, we see the owl as a sign of wisdom, but in China it is seen as a sign of foolishness.

Exercise

Which of the following is best suited for teenagers

- A. A long detailed presentation with plenty of text.
- B. A short very detailed presentation with a lot of text
- C. A short humorous presentation with a lot of colourful images
- D. A long detailed presentation with a lot of text and images

AM6.1.1.2 *Venue Considerations*

Understand venue considerations like: lighting, available presentation equipment, room size and layout. Some presentations have to be given to hundreds of people within an auditorium, whilst others are given to a handful of people in a conference room, boardroom or classroom. Make sure the room is appropriate for the size of audience you are expecting. Any presentation needs to be able to be seen by the person furthest away from the screen or monitor. Check whether a laptop and projector will be available to you, or whether you need to bring your own. It is also important that you can be heard by the person with the worst hearing, so consider whether you need to use a microphone if speaking in a large room. Naturally, any equipment should be tested before you give your presentation to make sure it is all working properly. If you have high resolution graphics, check that the projector you will be using can handle high resolution.

For a large room presentation, you need to keep the contrast between background colour and text high so that the text can be read easily by the audience. Check, before giving the presentation that your chosen colours can be read easily by the back row of the audience. If you are using a large room to show your material, your colours will be more diffuse than you see them on your computer monitor. Your monitor is a small screen, but you are only a couple of feet away from it. It is best if you can ensure that all lights that directly hit the projector screen are turned off. Light text on a dark background looks best in a dark or slightly darkened room. In a well-lit room, however, a dark background may look faded and your light text may not show up well. Do not give a presentation in a completely darkened room it may send them to sleep!

Exercise

Which one of the following is the least important consideration when selecting a room for delivery of a slide show to a large audience?

- A. Availability of a flip chart and white board.
- B. Availability of a digital projector and screen.
- C. Number of seats in the room.
- D. Layout and size of the room.

AM6.1.2 Design, Content and Layout

AM6.1.2.1 Timing Considerations

Understand timing considerations like: tailor content to time available, allow appropriate time interval for each slide.

Exercise

How can the time intervals between slide transitions impact on how a presentation is received

AM6.1.2.2 Presentation Dialogue

Understand that presentation dialogue is supported by graphical objects and text. Understand the importance of limiting the level of detail of graphical objects and text.

AM6.1.2.3 Design and Colour

Understand the importance of using a consistent design scheme and adequate colour contrast

Exercise

Investigate the importance of colour and accessibility.

Colour Schemes

Colour can add a certain atmosphere to your presentation or highlight important points. Your subject matter may lend itself naturally to a colour or two. You should also make colour selections based on readability and the location of your presentation.

Consideration could be given to one of the following types of colour schemes

Achromatic: Black, white, and shades of grey

Monochromatic: Different shades of the same colour

Analogous: Different colours next to each other on the colour wheel

Complimentary: Colours are opposite each other on the colour wheel.

Select two or three colours and stick with them throughout the presentation.

Use the same colours consistently throughout the presentation (i.e. use the same colour for all titles, each level of text, and all backgrounds).

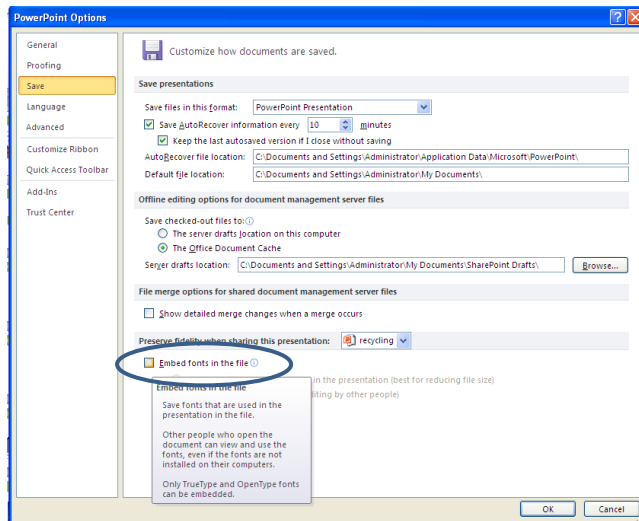
Use a dark background with lighter text if you are presenting in a dark room. Use a light background with darker text if you are presenting in a bright room or if you are creating overhead transparencies. If you use an image as a background, make sure it is not too busy and does not distract from the content on the slides.

Make sure there is enough contrast between colours so they can be easily distinguished, especially background and text colours.

Text

Sans serif fonts (i.e. Arial, Verdana) are more readable than serif fonts (i.e. Times New Roman, Garamond).

Stick with standard fonts that can be found on most computers so you can be sure that your presentation will display properly on different computers. Arial and Times New Roman are standard fonts. If you use a non-standard font, embed the font in the presentation to make sure the presentation will display properly on any computer.



Your text should be larger than 18 points so it is easily visible. Titles and headings are usually slightly larger.

Large blocks of text are often ineffective. Use bulleted phrases instead.

Slides should have no more than 6-8 lines each.

Use bold, italics, or colour for emphasis on specific words.

Use no more than two fonts in the presentation.

Leave space between lines for easier reading.

Avoid using all CAPS, except on a title slide.

Exercise

Which one of the following best describes a presentation that has adequate colour contrast?

- A. A presentation where a foreground colour does not stand out against the background colour.
- B. A presentation where a foreground colour clearly stands out against a darker background colour.
- C. A presentation where the foreground colour and the background colour are both very dark colours.
- D. A presentation where the foreground colour and the background colour are both very bright colours.

AM6.1.2.4 Accessibility Issues

Be aware of accessibility design considerations like: font size, alternative text, colours, limiting animations and transitions.

Exercise

Which one of the following best describes alternative text when used to make a presentation more accessible to a visually impaired audience?

- A. Text that describes a design scheme when viewed in slide sorter view.
- B. Text that describes animating chart elements by series when detected by a magnifier.
- C. Text that describes a graphic object when detected by a screen reader.
- D. Text that describes how to apply a transparency effect to a drawn object.

Exercise

Prepare a presentation (about 15 minutes) to explore the issues around something of your own choice to a normal audience.

AM6.2 Slide Masters and Templates

AM6.2.1 Slide Masters

Overview of a slide master

A slide master is the top slide in a hierarchy of slides that stores information about the theme and slide layouts of a presentation, including the background, colour, fonts, effects, placeholder sizes, and positioning.

Every presentation contains at least one slide master. The key benefit to modifying and using slide masters is that you can make universal style changes to every slide in your presentation, including ones added to the presentation later. When you use a slide master, you save time because you don't have to type the same information on more than one slide. The slide master especially comes in handy when you have extremely long presentations with lots of slides.

Because slide masters affect the look of your entire presentation, when you create and edit a slide master or corresponding layouts, you work in Slide Master view.

When you modify one or more of the layouts beneath a slide master, you are essentially modifying the slide master. Each slide layout, is set up differently, yet all layouts that are associated with a given slide master contain the same theme (colour scheme, fonts, and effects).

Good Practice

It is a good idea to create a slide master before you start to build individual slides, rather than after. When you create the slide master first, all of the slides that you add to your presentation are based on that slide master and the associated layouts. When you begin making changes, be sure to make them on the slide master.

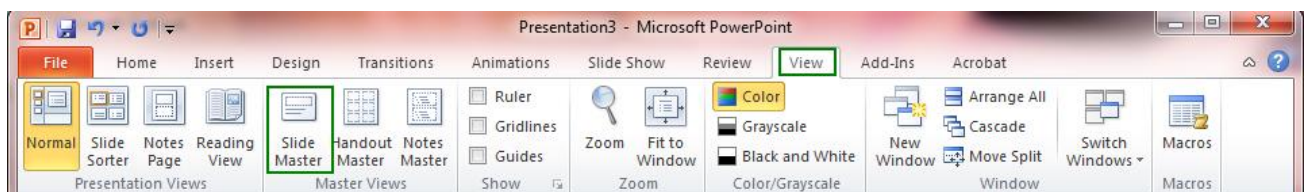
If you create a slide master after you build individual slides, some of the items on the slides may not conform to the slide master design. You can override some of the slide master customizations on individual slides by using the background and text formatting features, but others (such as footers and logos) can only be modified in Slide Master view.

AM6.2.1.1 Insert a new slide master, new title master.

Formatting Master Slides in PowerPoint 2010 is useful because you can define the formatting options for all your slides at once, thus the format will be consistent on all slides.

Any changes you make to the master slides will be automatically applied to all slides in the presentation.

Open the **Slide Master** ribbon from the View tab by clicking **Slide Master**



The new **Slide Master** tab will appear.

AM6.2.1.2 Editing Slide Master

Edit slide master layouts like: font, bulleted list format, background colour and fill effects, placeholder position, placeholder deletion.

Adding a placeholder

Placeholders are boxes with dotted borders that contain content and reside within a slide layout. With the exception of the **Blank** layout, all built-in slide layouts contain content placeholders.

The following is an example of a slide layout that contains a title text placeholder, two subtitle text placeholders, and two placeholders to which you can add body text, a table, chart, SmartArt graphic, picture, clip art, or a movie or sound clip.



You can add placeholders anywhere on a slide layout and add custom prompt text to prompt your users to enter a certain type of content.

Important If you apply a layout to one or more slides in your presentation, and then go back and edit that layout by adding a placeholder, custom prompt text, or some other layout-altering action, you must reapply the layout to the slides so that the slides adhere to the updated layout.

On the **View** tab, in the **Presentation Views** group, click **Slide Master**.

In the pane that contains the slide masters and layouts, click the layout that you want to add one or more placeholders to.

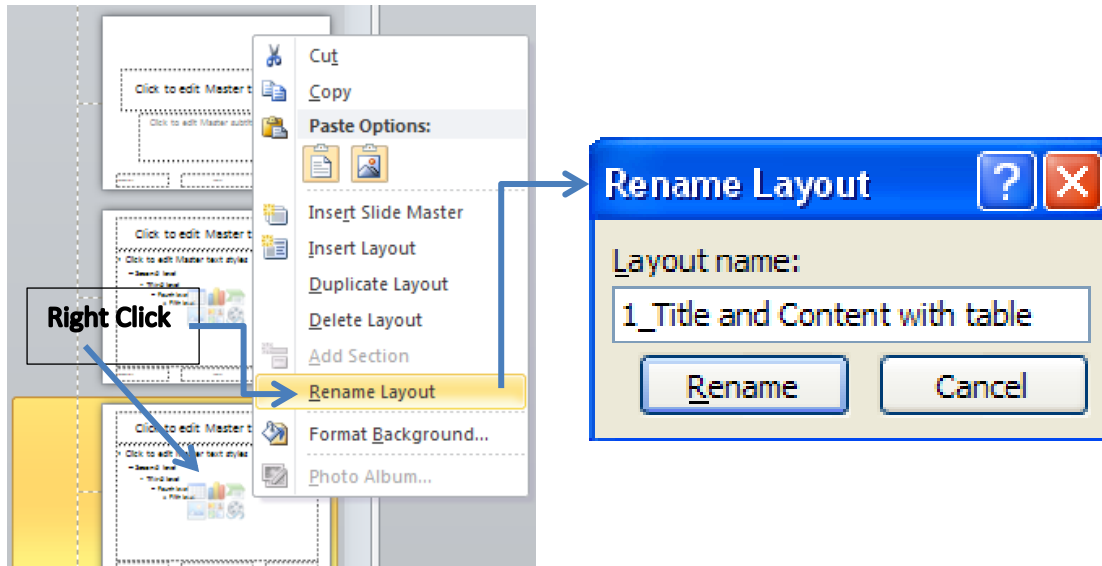
On the **Slide Master** tab, in the **Master Layout** group, click **Insert Placeholder**, and then click the type of placeholder that you want.



Click a location on the layout, and then drag to small cross draw the placeholder.

Note: When you add placeholders to a layout, if the content in those placeholders changes the layout's purpose, you should rename the layout to reflect the new purpose. To do this, right-click the

Slide Layout Thumbnail in the sidebar, click **Rename Layout**, type a new name, and then click **Rename**.



On the **Slide Master** tab, in the **Close** group, click **Close Master View** to return to Normal view.

To reapply or add a slide layout:

To reapply the newly-edited layout to an existing slide, in the slide thumbnail list, select the slide, and then on the **Home** tab, in the **Slides** group, click **Layout**, and then select the revised layout.

To add a new slide that contains the layout (with the newly-added placeholders), on the **Home** tab, in the **Slides** group, click **New Slide**, and then select the slide revised layout.

Change or delete a placeholder

You can change a placeholder by resizing it, repositioning it, or changing the font, size, case, colour, or spacing of text within it. You can also delete a placeholder.

Note: If you apply a slide layout to one or more slides in your presentation, and then edit the layout by adding, changing, or deleting a placeholder, you must reapply the layout to the slides so that the slides display the change in the layout.

Change a placeholder

To locate a placeholder

On the **View** tab, in the **Master Views** group, click **Slide Master**.

On the **Layout**, click the **Placeholder** that you want to change.

To resize it, point to one of its **Sizing Handles**, and when the pointer becomes a **Two-Headed Arrow**, drag the handle.

To reposition it, point to one of its borders, and when the pointer becomes a **Four-Headed Arrow**, drag the placeholder to a new position.

To change the font, size, case, colour, or spacing for text within it, select the text, and then on the **Home** tab, in the **Font** group, click the properties that you want to apply.

Grouping Ungrouping Objects

To group objects such as pictures, shapes, clip art, and charts, select the first object that you want to place in a group, press **<CTRL>** key, and then click on the other objects that you want to group together. Under **Drawing Tools**, on the **Format** tab, in the **Arrange** group, click **Format**, and then click **Group** twice.

Note: You can group objects in object placeholders, but not text box placeholders. However, you can add a **Text box** shape and group that with other objects. To do this, on the **Insert** tab, in the **Shapes** group, under **Basic Shapes**, click **Text Box**.

To ungroup the objects, select the grouped objects, under **Drawing Tools**, on the **Format** tab, click **Group**, and then click **Ungroup**.

On the **Slide Master** tab, in the **Close** group, click **Close Master View**.

Important: For the placeholder changes to be final, you must reapply the slide layout to the slides that follow the changed slide layout. To reapply the slide layout, in the list of slide thumbnails, click the slide that adheres to the layout that you just changed.

On the **Home** tab, in the **Slides** group, click **Layout**, and then click the layout that contains the placeholders that you just changed.

Delete a placeholder

On the **View** tab, in the **Master Views** group, click **Slide Master**.

Click the border of the placeholder that you want to delete, and then press **DELETE**.

On the **Slide Master** tab, in the **Close** group, click **Close Master View**.

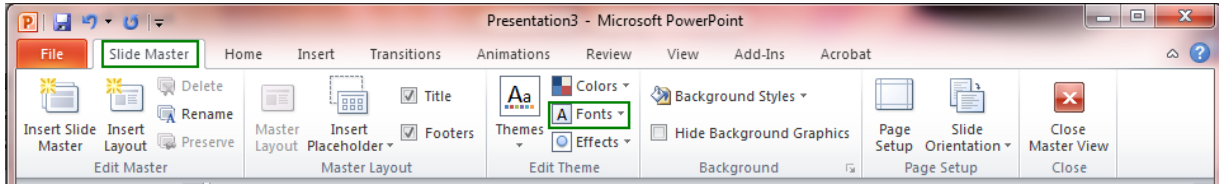
Important: For the placeholder changes to be final, you must reapply the slide layout to the slide. To reapply the slide layout, in the list of slide thumbnails, click the slide that adheres to the layout that no longer contains the deleted placeholder.

On the **Home** tab, in the **Slides** group, click **Layout**, and then click the layout that no longer contains the deleted placeholder.

Formatting Text

Click on the master title style to select it.

From the **Slide Master** tab, select the **Fonts** dropdown in the **Edit Theme** area.



Note You can also double click to highlight existing bulleted or numbered list and a floating font window will appear.



Select the desired font, font style, font size, effects, and colour.

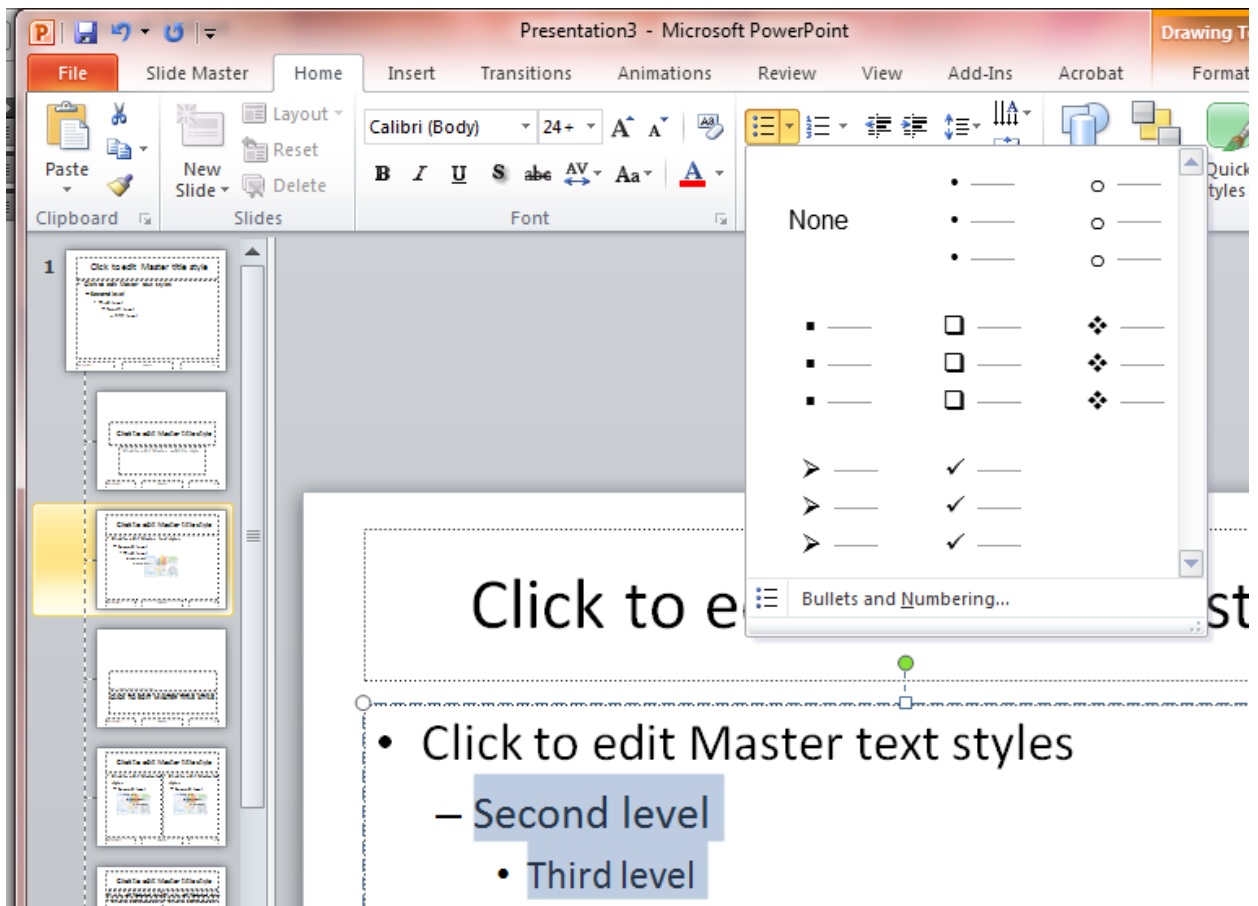
Click *OK* when you have finished selecting the font attributes for the title style.

Click elsewhere on the slide to deselect the title style and view the font formatting.

Repeat the steps as needed until you are satisfied with the appearance of the title style.

Select each text style and follow steps 2 through 6 to format the appearance of the text.

To change the bullets for each level of text, click on the text to select it and from the **Home** tab, expand the **Bullets and Numbering** menus.



Note You can also double click to highlight existing bulleted or numbered list and a floating font window will appear.



Moving and Resizing Text Areas

Click on a text area. A border appears with resize handles.

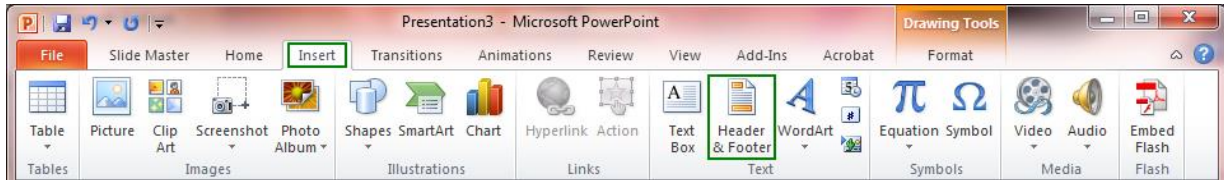
To resize the text area, click and drag a resize handle while keeping the mouse clicked. A dotted line shows the new size of the area.

To move the text area, move the mouse pointer over the text area. The mouse pointer becomes a **four-headed arrow**. **Click and drag** the text area to a new location while keeping the mouse clicked.

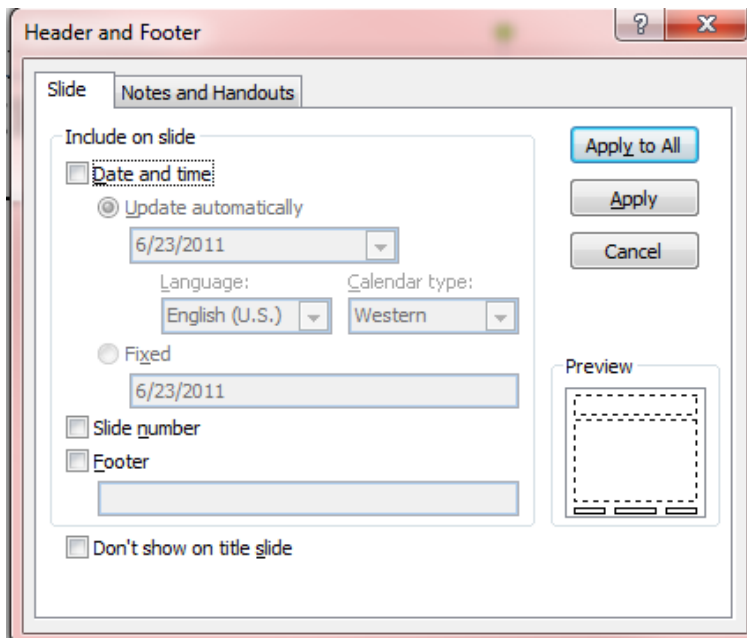
Working with Footers and Special Placeholders

The Slide Master contains placeholders for date/time, slide number, and footer. These can be moved around, resized, and reformatted. You can also turn them on or off.

In the menu ribbon, select the Insert tab > Header and Footer.



The Header and Footer dialogue box appears.



Click on the Slide number check box if you want the slides to be numbered.

Type text in the Footer box if you want footer text on each slide.

Click the Don't show on title slide check box if you do not want the placeholders to appear on the title slides.

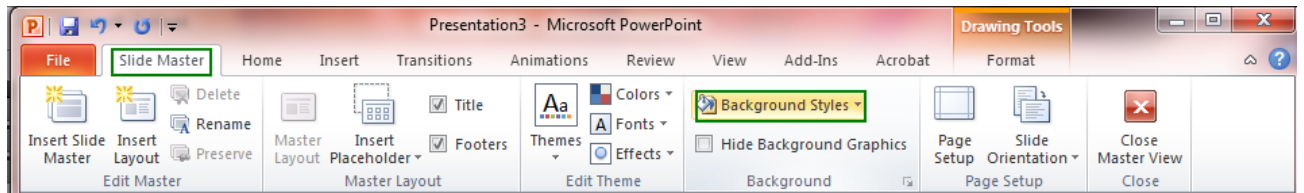
By default, the date/time does not appear even though the placeholder is turned on. This is because Fixed is the default setting and the Fixed box is blank.

To make the date/time appear, type the date in the Fixed box or click Update automatically to set up an automatic date/time on each slide. Click the drop down menu to select the desired date/time format.

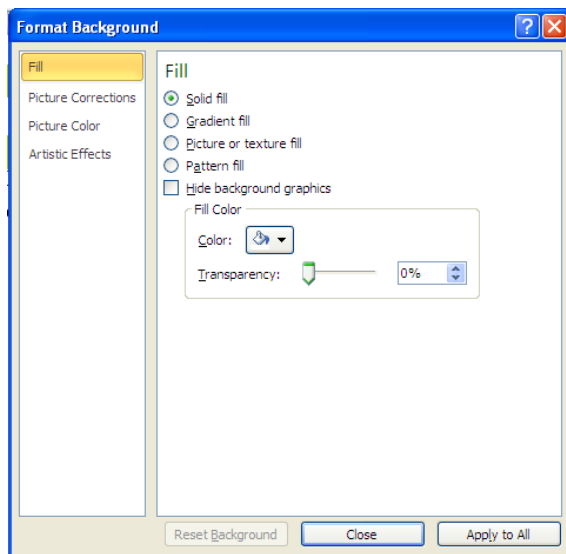
Click **Apply to All** to apply the footers and placeholders to all slides.

Changing the Background

From the menu ribbon, select the **Slide Master** tab > **Background** group> **Background Styles** dropdown menu. The Background window appears.



Select **Format Background** to apply a full range of possibilities.



Note:

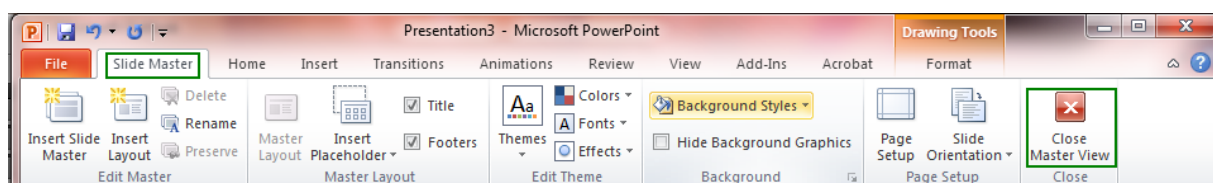
Fill or Picture to select a gradient, texture, pattern, or picture for your background.

You can preview your colour selections before you apply simply by moving the mouse over your selection.

Click to apply the background selection to the slide master.

Returning to Normal view

After defining your slide master formats, return to the normal view so you can edit individual slides by selecting the **Slide Master** tab > **Close Master View** from the ribbon.



AM6.2.1.3 Custom Slide Master

Apply a custom slide master to specified slides.

Highlight the slides and select the slide master layout of your choice.

Slide Masters and Templates

Open PowerPoint and create a new presentation.

Add two new layouts both with a title placeholder but without any footer placeholders, On the first layout add a placeholder for SmartArt and on the second add a placeholder for Media.

Name these layouts SmartArt and Media respectively

Insert a graphic at the bottom left of all slides except the Title Slide.

Add the SmartArt layout as slide two and the Media layout as slide three

Save this presentation with the filename **Template1** as a PowerPoint template .potx file.

Close this file and create a new presentation based on the template Template1 that you just saved.

Give your presentation the title **IT Support**

Insert a second slide using the SmartArt Layout. Use the SmartArt placeholder to add an organisational chart. Fill in the Organisational chart as follows:

Top level **IT Support**

Subordinate shape below and to the left **Customer Care**

The three subordinate shapes at the bottom fill with **Server Support, Repair and Maintenance and Training**

Centre and Middle the SmartArt shape.

Use multiple slide masters in your presentation

When you want your presentation to contain two or more different styles or themes (such as backgrounds, colours, fonts, and effects), you need to insert a slide master for each different theme.

For example, if there are two slide masters in Slide Master view. Each slide master has a different theme applied to it. Each slide master owns the layouts beneath it. Any modifications or customizations made to those layouts belong to the associated slide master. All presentations have a slide master, whether you modify it directly or not.

Exercise

Open the file **Multiple SlideMasters** Change the background on both slide masters to something of your choice.

Exercise

Prepare a set of slide masters to support a presentation of your choice. Include as many of the things you have learnt so far as possible

AM6.2.2 Templates

A PowerPoint template is a pattern or blueprint of a slide or group of slides that you save as a .potx file. Templates can contain layouts, theme colours, theme fonts, theme effects, background styles, and even content.

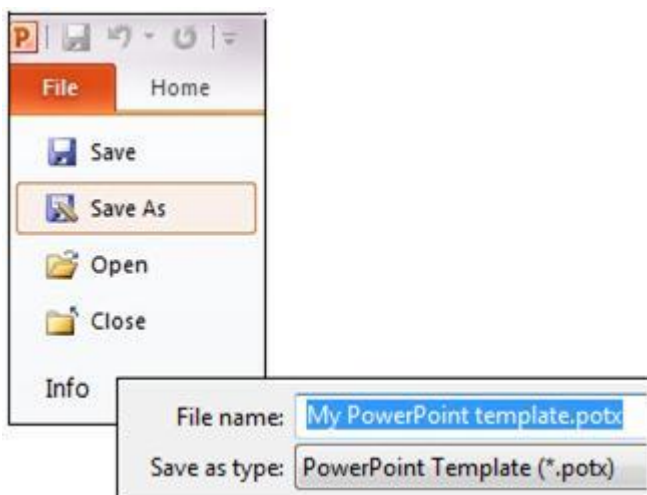
Templates should be saved in the **My templates** folder on your computer. This is an automatic process, you simply save the file as a PowerPoint Template (.potx) file and PowerPoint does the rest.

When you create a new presentation click **File New** and click the **My templates icon**. Your saved templates will be there. When you save your new presentation you will be invited to provide a new name for it.

Note There are different types of templates built-in to PowerPoint, and many more on Office.com and on other Web sites that you can apply to your presentation.

AM6.2.2.1 Create a new template, theme.

When you create a presentation, and then save it as a PowerPoint Template (.potx) file, you can share it with your colleagues and reuse it as often as required.



You can produce a presentation that forms the basis of other presentations and save that presentation as a template. This enables you to setup themes, layouts, and slide master settings for each new presentation based on the original.

Remember, after you open a template, you do not save it as a template. PowerPoint will ask you to provide a new name so you don't overwrite the template with presentation-specific changes.

AM6.2.2.2 Modify a template, theme.

If you want to modify the template theme then you must open the file as a template, make the changes you require and save the file as a template theme. This is **NOT** the same as opening the file as a presentation when, on closing, you would be prompted for a new name.

Exercise

Create a template for a presentation of your choice.

Edit the template so that ALL slides that use this design template will have Arial font, size 44 for ALL title placeholders.

Do NOT include subtitle placeholders

AM6.3 Graphical Objects

AM6.3.1 Formatting *Drawn Objects*

AM6.3.1.1 Apply background fill effects to a drawn object.

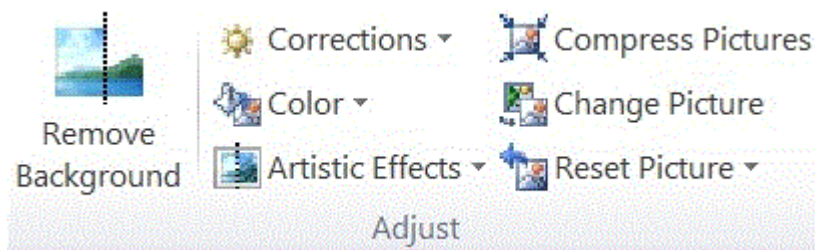
To apply a background effect to an object select the object border, left click and select **Format Object**. Select **Fill** and choose the appropriate background. You can also vary the effects by choosing Shadow, 3-D Format or 3-D Rotation.

Exercise

Create a new blank presentation. On the first slide add the title Graphics. Add a second slide with the layout **Title and Content**. Using the SmartArt placeholder insert a **Basic Pyramid** graphic with the apex labelled **Top** followed by the next layer **Middle** and the base **Bottom**. Add the title **Basic Pyramid**

AM6.3.1.2 Apply a transparency effect to a drawn object.

1. Click the picture that you want to create transparent areas in.
2. Under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Colour**.



Adjust group on the **Format** tab under **Picture Tools**

If you don't see the **Format** or **Picture Tools** tabs, make sure that you've selected a picture. You may have to double-click the picture to select it and open the **Format** tab.

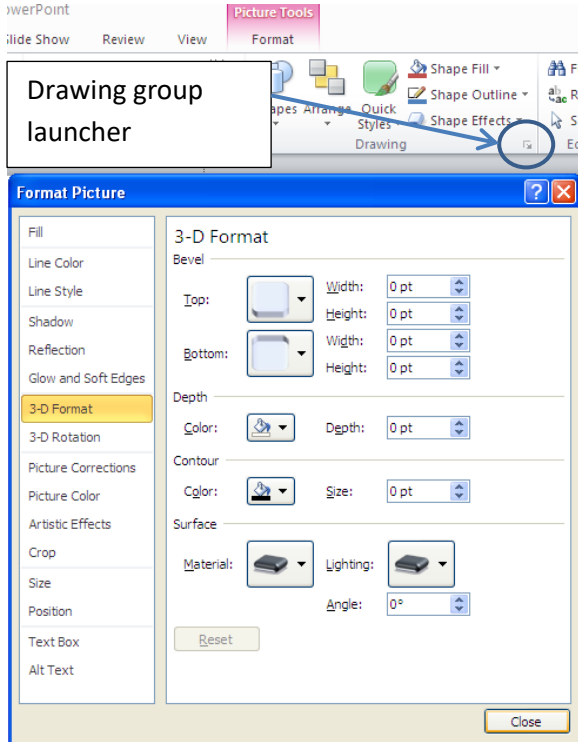
3. Click **Set Transparent Colour**, and then click the Colour in the picture or image that you want to make transparent.

You cannot make an entire image transparent, or partially transparent, by using the **Set Transparent Colour** option. To make an entire image transparent or partially transparent, insert a shape such as a rectangle into your Office document, give the shape a picture fill using the image that you want, and then change the picture fill's **Transparency** setting.

The **Set Transparent Colour** option is available for bitmap pictures that are not already transparent, and some clip art. You cannot create a transparent area in animated GIF pictures. You can, however, make transparency changes in an animated-GIF editing program, and then re-insert the file into your Office document.

AM6.3.1.3 Apply a 3-D effect and settings to a drawn object.

Select the image from the **Picture Tools** tab and launch the **Drawing** group dialogue box. Experiment with the various 3D options.



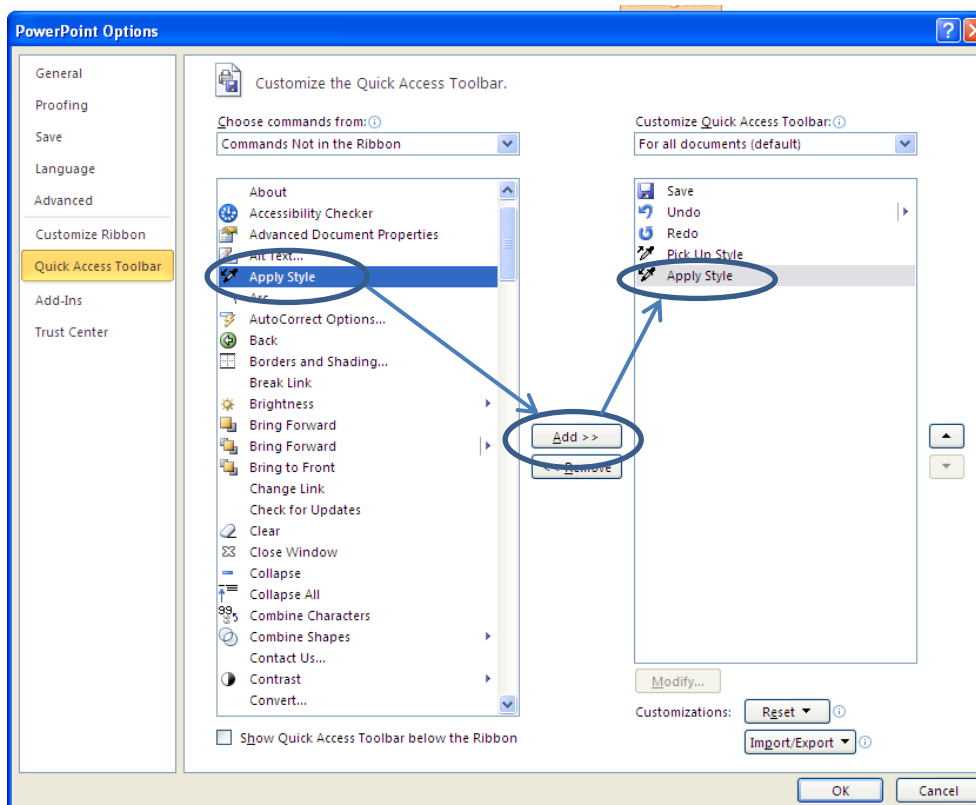
AM6.3.1.4 Pick up a style from a drawn object and apply it to another drawn object.

This can be done by using the keyboard shortcuts or with the **Pickup** and **Apply Object Style** tools

Using the Keyboard Shortcuts

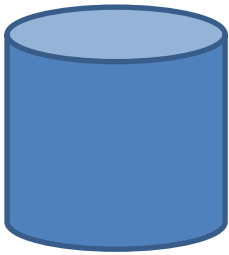
1. On the **Insert** toolbar, click on **Shapes** and draw a shape on the slide. Add some text to it.
2. Format the shape and text.
3. Click the shape, and then press CTRL+SHIFT+C to pick up the style.
4. Draw another shape and add text to it.
5. Click this shape, and then press CTRL+SHIFT+V to transfer the style of the first shape to this shape.

To use the Pickup and Apply Object Style tools it is first necessary to add them to the Quick Access Toolbar or a Customised Ribbon. In the **Choose commands from:** drop down select **Commands not in the Ribbon** find the Apply Style and Pickup Style tools and add them.



You can now use the droppers to pick up a style applied to an object and transfer it to a new object.

AM6.3.1.5 Change the default formatting for new drawn objects.



Whenever a new shape is inserted on a slide in normal PowerPoint 2010, it is filled with a solid colour and has an outline by default. In a new blank presentation the shape is by default filled with a blue solid fill and has a thin dark blue outline, as you can see in the cylinder alongside. Whenever we insert another new shape on a slide, it will possess these same default shape attributes (fill, outline, and effect).

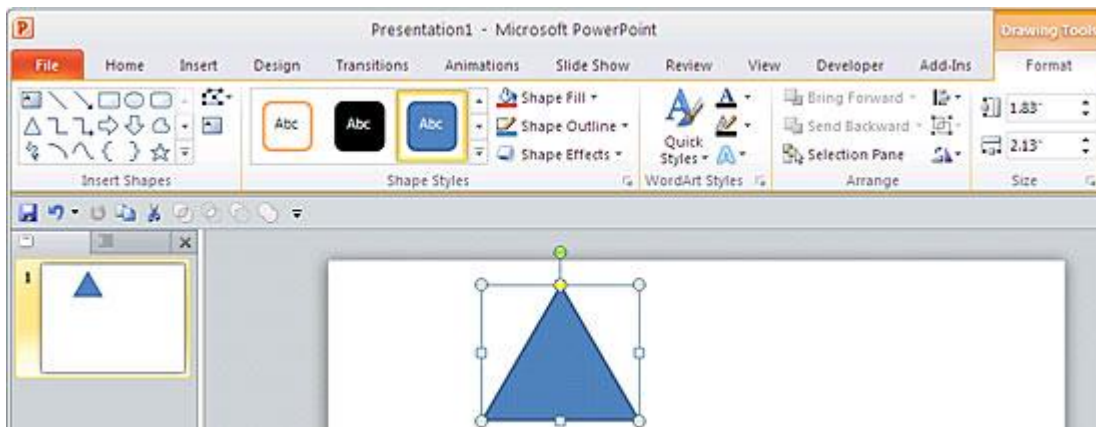
These default shape attributes can be changed very easily in PowerPoint 2010. However these changes are only limited to the presentation you are working on. If you do not save the presentation you will lose the changes.

To change the default shape attributes in PowerPoint 2010:

Create a new presentation in PowerPoint 2010. The presentation will open with a blank title slide. You may change the slide layout to Blank by selecting, from the **Home** ribbon the **Layout** tool then the **Blank** layout.

Now insert a triangle shape on the slide. The shape is filled with a blue colour and has a thin dark blue outline (See above). If you see different attributes just move ahead with the rest of the steps.

Select the shape, notice the Ribbon area now shows the Drawing Tools Format tab. Click on the Ribbon tab.





From the **Drawing Tools Format** tab, locate the **Shape Styles** group. Then select the **Shape Fill** button. This is the Shape Fill drop-down gallery.

Choose a fill colour for your shape.

Note: You can also apply a Gradient and Texture from this dropdown

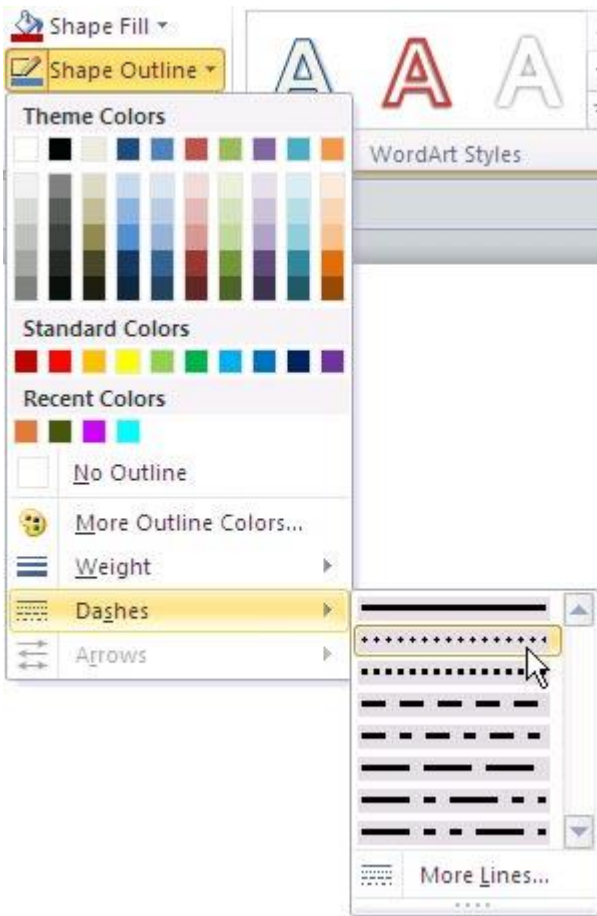
Now, within the **Drawing Tools Format** tab select the **Shape Outline** button to bring up the gallery that you can see here.



Choose the **Weight** option to open the Weight sub-gallery.

Within this gallery, choose any weight (thickness) value for the selected shape outline.

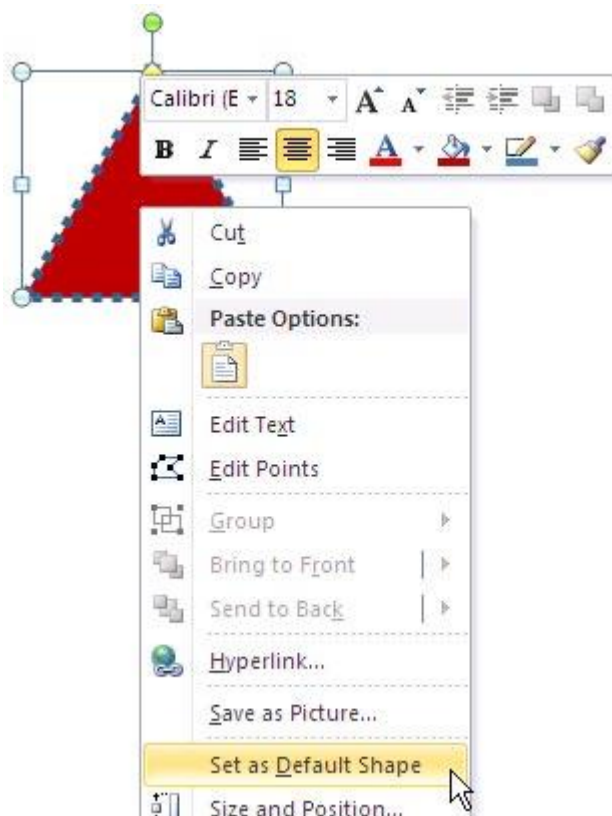
You can change the shape outline to be dashed by selecting the **Dashes** option within the **Shape Outline** gallery -- this opens the **Dashes** sub-gallery



Within this gallery, choose any dash style for the selected shape.

Now we will apply this formatting to any newly drawn object

Select the shape and right-click it to bring up the context menu shown.



From the menu choose the Set as Default Shape option.

Set as Default Shape option

This will set the attributes of the selected shape as the default shape attributes. Hereafter, whenever you'll insert a new shape on the slide it will appear with these attributes. Make sure you save the presentation file so you keep these attributes.

Note: You can change the thickness of an open shape such as a line or curve, change its colour, and then right-click and choose Set as Default Shape -- and thereafter draw closed shapes such as a circle or rectangle -- and those shapes will take your new attributes. But PowerPoint 2010 do not respect the default shape attributes for open shapes such as lines and curves

In Brief If you have a certain fill or line that you would like to use for all the graphic objects in your presentation, you can set your choice of formatting as the default for all new objects. First create a drawing object and format it the way you want. If you use the Format AutoShape (or Format Text Box) dialog box, check the Default for New Objects check box in the dialog box. Otherwise, right-click the object and choose Set as Default Shape.

Exercise

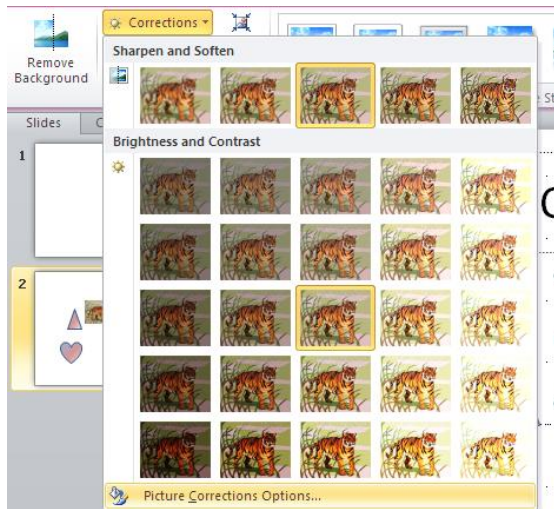
Create a cylinder using Insert Shape. Once inserted then apply a style (Shadow colour etc.) of your choice. Set this style so that it is used on all subsequent drawn objects.

AM6.3.2 Formatting Pictures, Images

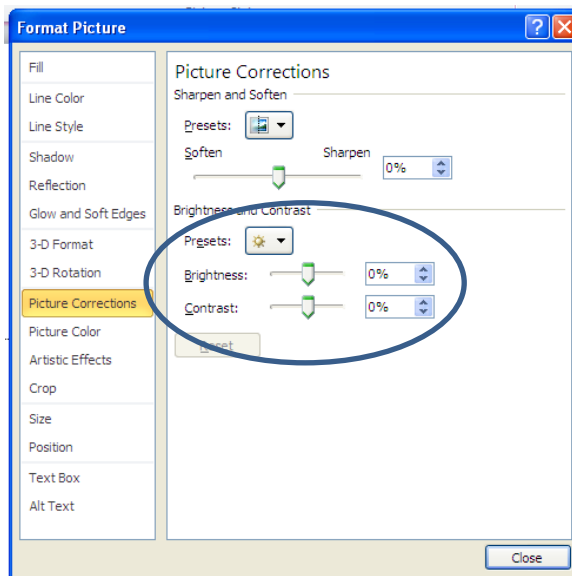
AM6.3.2.1 Adjust picture, image brightness and contrast.

In the **Picture Tools Format** tab in the **Adjust** group select **Corrections**. At the very bottom click

Picture Corrections Options this launches the **Format Picture** dialogue box.

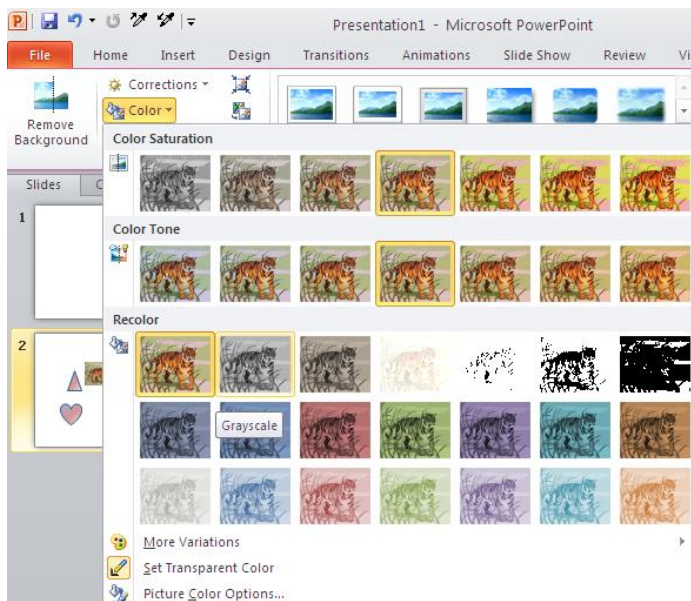


Here you can set both **Brightness** and **Contrast**



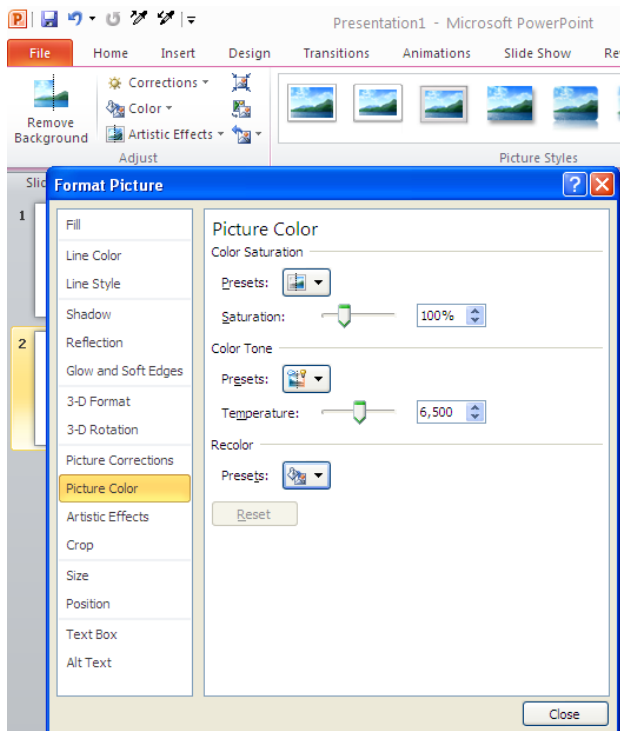
AM6.3.2.2 Display a picture, image in greyscale, black and white, washout format.

In the **Picture Tools Format** tab in the **Adjust** group select **Colour**.



AM6.3.2.3 Change colours in a picture. Restore original colours in a picture.

In the **Picture Tools Format** tab in the **Adjust** group select **Colour**. At the bottom select **Picture Colour Options**



AM6.3.3 Handling Graphical Objects

AM6.3.3.1 Display, hide ruler, grid and guides. Move guides. Turn on, off snap objects to grid.

Turn on the snap-to options


1. On the **Home** tab, in the **Drawing** group, click **Arrange**, point to **Align**, and then click **Grid Settings**.



Note You can also right-click on an empty area of the slide (not a [placeholder](#)) or the margin around the slide, and then click **Grid and Guides**.

2. Do one or both of the following:
 - To position shapes or [objects](#) to the closest intersection of the grid, under **Snap to**, select the **Snap objects to grid** check box.
 - To position shapes or objects to grid lines that go through the vertical and horizontal edges of other shapes or objects, under **Snap to**, select the **Snap objects to other objects** check box.

Notes

- To temporarily override the snap-to options, hold down ALT while you drag the shape or object.
- If you want the current settings in the **Grid and Guide** dialog box to be the default settings for all presentations, rather than just this one, click **Set as Default**.
- If the **Snap objects to grid** check box is selected, you can draw in straight lines when you draw a freeform shape .

Turn off the snap-to options

1. On the **Home** tab, in the **Drawing** group, click **Arrange**, point to **Align**, and then click **Grid Settings**.

Tip You can also right-click on an empty area of the slide (not a [placeholder](#)) or the margin around the slide, and then click **Grid and Guides**.

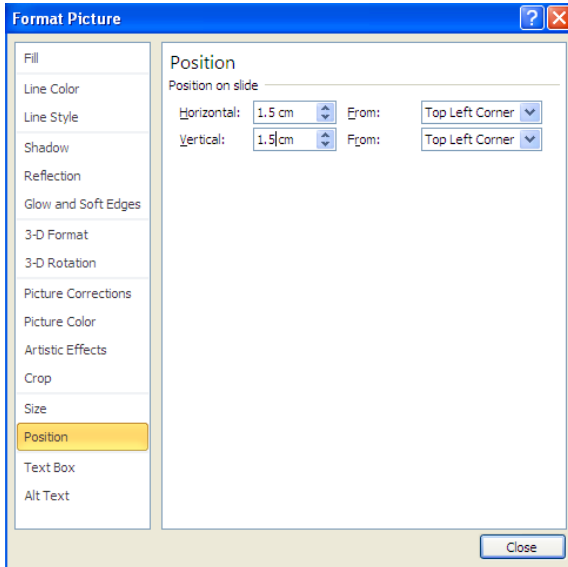
2. To turn off **Snap objects to grid** or **Snap objects to other objects**, clear the respective check box.

Note If you want the current settings in the **Grid and Guide** dialog box to be the default settings for all presentations, rather than just this one, click **Set as Default**.

AM6.3.3.2 Position a graphical object (picture, image, drawn object) on a slide using specified horizontal and vertical co-ordinates.

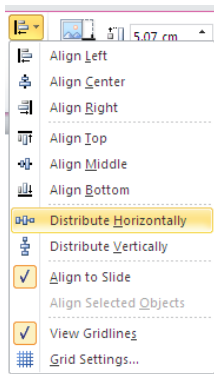
To do this it is often useful to view the gridlines, click on an empty area of the slide and then click **Grid and Guides**.

Open the file **Place object.pptx**. Using the **Picture Tools** tab launch the **Picture Tools** dialogue box and select **Position**. Enter the position 1.5 cm from the **Horizontal** and **Vertical Top Left Corner**.



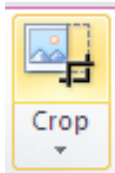
Save your presentation by adding your initials to the existing file name. Close the file.

AM6.3.3.3 Distribute selected graphical objects horizontally, vertically relative to a slide.



To select one or more objects and distribute them either **Horizontally** or **Vertically** click on the object. Select the Picture Tools Tab then from the **Arrange** group select the **Align** tool. Finally select the appropriate **Distribute** action.

AM6.3.3.4 Crop a graphical object.



From either the Drawing or Picture toolbar select the crop tool, shown left. Use the black handles to remove any unwanted image parts. Clicking outside the image will cause the cropping action to stop.

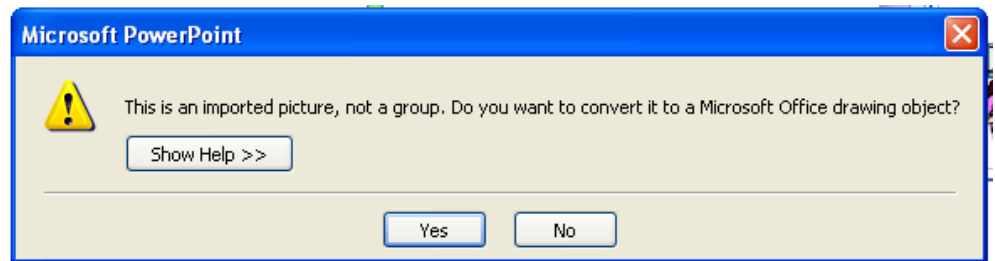
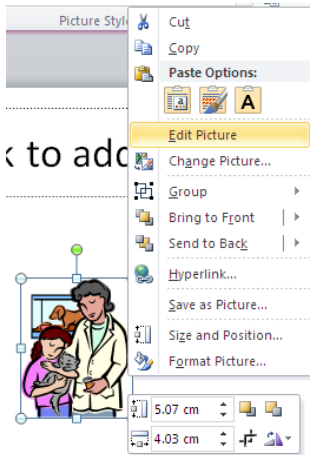
Exercise: Open the file Crop Object.pptx and remove the adult from the image. Save the file adding your initials to the existing file name.

Note you can recover any image part by simply selecting the cropping tool and reversing the process.

AM6.3.3.5 Proportionately, disproportionately rescale a graphical object.

AM6.3.3.6 Convert a picture to a drawn object and edit the drawn object.

You can only convert WMF files from a picture to a Drawing Object. Open the file **Convert.pptx** and select the picture then right click. Select **Edit Picture**, you will be asked if you want to convert it to a drawing object, select **Yes**. You can tell this is now a drawing object because the Format Tab changes from **Picture Tools** to **Drawing Tools**. You can now edit this graphic as a Drawn Object



AM6.3.3.7 Save a graphical object as a file format like: bmp, gif, jpeg, png.

You can save a picture in several graphics file formats such as Graphics Interchange Format (.gif), JPEG File Interchange Format (.jpg), or Portable Network Graphics Format (.png).

Right-click the picture that you want to save in a graphics file format, and then click **Save as Picture**.

In the **Save as type** list, select the graphics file format that you want.

In the **File name** box, type a new name for the document, or do nothing to accept the suggested file name.

Click **Save**.

AM6.3.3.8 Omit, display background graphics on a slide, slides.

AM6.4 Charts and Diagrams

AM6.4.1 Using Charts

AM6.4.1.1 Format chart title, legend, data labels, axes labels.

AM6.4.1.2 Change the chart type for a defined data series.

AM6.4.1.3 Change the gap, overlap between columns, bars in a chart.

AM6.4.1.4 Format columns, bars, plot area, chart area to display an image.

AM6.4.1.5 Change scale of value axis: minimum, maximum number to display, major interval between plotted numbers in a chart.

AM6.4.2 Using Diagrams

AM6.4.2.1 Create using built- in options or other available drawing tools a diagram like: flowchart, cycle, pyramid.

AM6.4.2.2 Add, move, delete shapes in a diagram.

AM6.4.2.3 Add, change, delete connectors in a flowchart.

AM6.5 Multimedia

AM6.5.1 Movies, Sound

AM6.5.1.1 Insert movies to play automatically, on mouse click.

AM6.5.1.2 Insert sounds to play automatically, on mouse click.

AM6.5.2 Animation

AM6.5.2.1 Change custom animation effects and settings. Change sequence of custom animations in a slide.

AM6.5.2.2 Apply automatic settings so that bulleted points will dim to a specified colour after animation.

AM6.5.2.3 Animate chart elements by series, by category, by elements in series. Animate, do not animate chart grid and legend.

AM6.6 Enhancing Productivity

AM6.6.1 Linking, Embedding

AM6.6.1.1 Insert, edit, remove a hyperlink.

AM6.6.1.2 Insert an action button. Modify settings to navigate to a specified slide, custom show, file, URL.

AM6.6.1.3 Link data into a slide and display as an object, icon.

AM6.6.1.4 Update, break a link.

AM6.6.1.5 Insert an image from a file with a link to the file.

AM6.6.1.6 Embed data into a slide and display as an object.

AM6.6.1.7 Edit, delete embedded data.

AM6.6.2 Importing, Exporting

AM6.6.2.1 Merge slide(s), a complete presentation, a word-processed outline into an existing presentation.

AM6.6.2.2 Save a specified slide as a file format: gif, jpeg, bmp.

AM6.7 Managing Presentations

AM6.7.1 Custom Shows

AM6.7.1.1 Create, show a named custom slide show.

AM6.7.1.2 Copy, edit, delete a custom slide show.

AM6.7.2 Slide Show Settings

AM6.7.2.1 Apply timings to, remove timings from slide transitions.

AM6.7.2.2 Apply settings to a slide show so that it loops continuously when played, does not loop continuously when played.

AM6.7.2.3 Apply settings so that slides advance manually, advance using timings if present. Apply settings so that slide show is presented with animation, without animation.

AM6.7.3 Slide Show Control

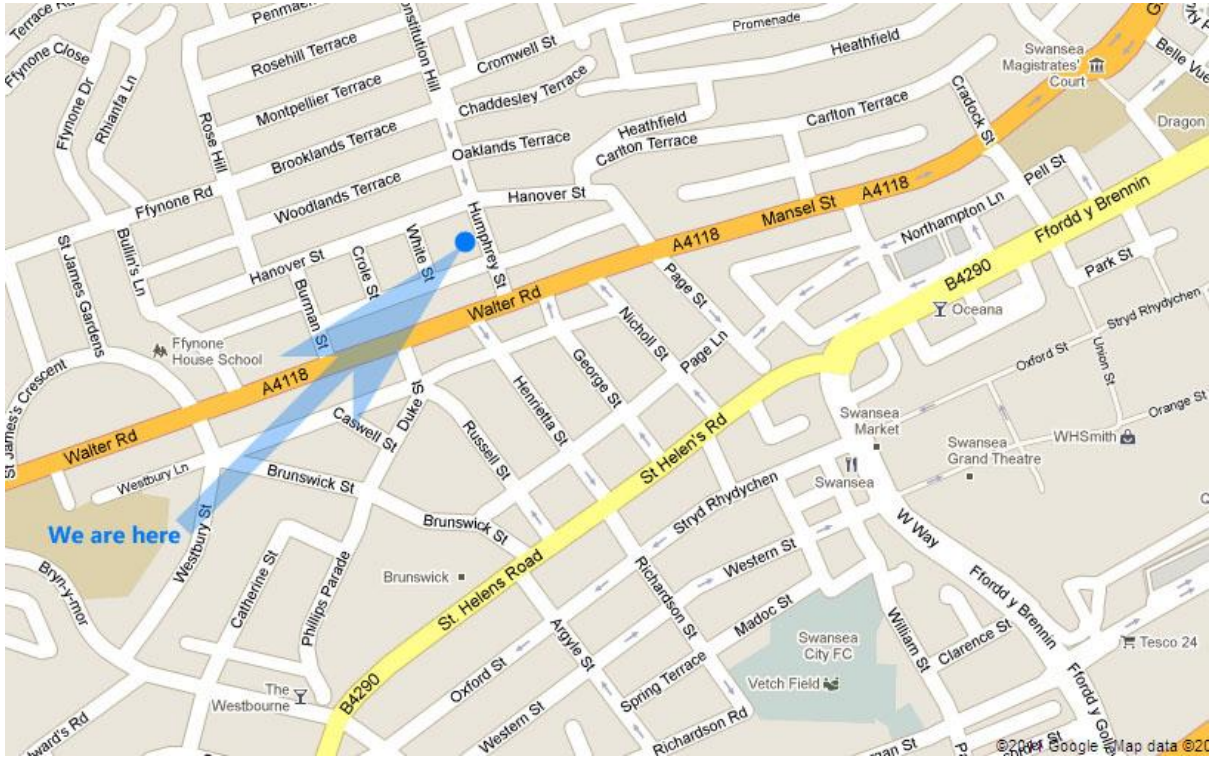
AM6.7.3.1 Add, erase pen annotations during a slide show.

AM6.7.3.2 Display black, white screen during a slide show. Pause, restart, end a slide show.

Adding a placeholder, 12
Audience Demography, 5
Change a placeholder, 13
Delete a placeholder, 14
Formatting Text, 15

Grouping Ungrouping Objects, 14
reapply or add a slide layout, 13
Timing Considerations, 7
Venue Considerations, 6

How to Find Us:



GiaKonda IT Ltd
The Open Centre
3 Humphrey Street
Swansea SA1 6BG
Tel: +44(0)1792 422 616
Email wendy@giakonda.com