

LEARNER GUIDE



Ms PowerPoint Advanced

Unit Standard 116930

Level 3 Credits 5

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PERSONAL INFORMATION

<i>NAME</i>	
<i>CONTACT ADDRESS</i>	
<i>Code</i>	
<i>Telephone (H)</i>	
<i>Telephone (W)</i>	
<i>Cellular</i>	
<i>Learner Number</i>	
<i>Identity Number</i>	

<i>EMPLOYER</i>	
<i>EMPLOYER CONTACT ADDRESS</i>	
<i>Code</i>	
<i>Supervisor Name</i>	
<i>Supervisor Contact Address</i>	
<i>Code</i>	
<i>Telephone (H)</i>	
<i>Telephone (W)</i>	
<i>Cellular</i>	

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INTRODUCTION

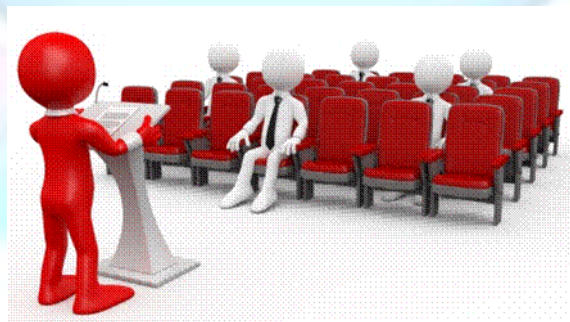
Welcome to the learning programme

Follow along in the guide as the training practitioner takes you through the material. Make notes and sketches that will help you to understand and remember what you have learnt. Take notes and share information with your colleagues. Important and relevant information and skills are transferred by sharing!



This learning programme is divided into sections. Each section is preceded by a description of the required outcomes and assessment criteria as contained in the unit standards specified by the South African Qualifications Authority. These descriptions will define what you have to know and be able to do in order to be awarded the credits attached to this learning programme. These credits are regarded as building blocks towards achieving a National Qualification upon successful assessment and can never be taken away from you!

Programme methodology



The programme methodology includes facilitator presentations, readings, individual activities, group discussions and skill application exercises.

Know what you want to get out of the programme from the beginning and start applying your new skills immediately. Participate as much as possible so that the learning will be interactive and stimulating.

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The following principles were applied in designing the course:

- ✓ Because the course is designed to maximise interactive learning, you are encouraged and required to participate fully during the group exercises
- ✓ As a learner you will be presented with numerous problems and will be required to fully apply your mind to finding solutions to problems before being presented with the course presenter's solutions to the problems
- ✓ Through participation and interaction the learners can learn as much from each other as they do from the course presenter
- ✓ Although learners attending the course may have varied degrees of experience in the subject matter, the course is designed to ensure that all delegates complete the course with the same level of understanding
- ✓ Because reflection forms an important component of adult learning, some learning resources will be followed by a self-assessment which is designed so that the learner will reflect on the material just completed.

This approach to course construction will ensure that learners first apply their minds to finding solutions to problems before the answers are provided, which will then maximise the learning process which is further strengthened by reflecting on the material covered by means of the self-assessments.


Different role players in delivery process

- ✓ Learner
- ✓ Facilitator
- ✓ Assessor
- ✓ Moderator

What Learning Material you should have


This learning material has also been designed to provide the learner with a comprehensive reference guide.

It is important that you take responsibility for your own learning process; this includes taking care of your learner material. You should at all times have the following material with you:

<i>Learner Guide</i>	<i>This learner guide is your valuable possession:</i>
	This is your textbook and reference material, which provides you with all the information you will require to meet the exit level outcomes.
	During contact sessions, your facilitator will use this guide and will facilitate the learning process. During contact sessions a variety of activities will assist you to

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	<p>gain knowledge and skills.</p> <p>Follow along in the guide as the training practitioner takes you through the material. Make notes and sketches that will help you to understand and remember what you have learnt. Take and share information with your colleagues. Important and relevant information and skills are transferred by sharing!</p> <p>This learning programme is divided into sections. Each section is preceded by a description of the required outcomes and assessment criteria as contained in the unit standards specified by the South African Qualifications Authority. These descriptions will define what you have to know and be able to do in order to be awarded the credits attached to this learning programme. These credits are regarded as building blocks towards achieving a National Qualification upon successful assessment and can never be taken away from you!</p>
<p>Formative Assessment</p>  <p>Workbook</p>	<p>The Formative Assessment Workbook supports the Learner Guide and assists you in applying what you have learnt.</p> <p>The formative assessment workbook contains classroom activities that you have to complete in the classroom, during contact sessions either in groups or individually.</p> <p>You are required to complete all activities in the Formative Assessment Workbook.</p> <p>The facilitator will assist, lead and coach you through the process.</p> <p>These activities ensure that you understand the content of the material and that you get an opportunity to test your understanding.</p>

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Different types of activities you can expect

To accommodate your learning preferences, a variety of different types of activities are included in the formative and summative assessments. They will assist you to achieve the outcomes (correct results) and should guide you through the learning process, making learning a positive and pleasant experience.



The table below provides you with more information related to the types of activities.

<i>Types of Activities</i>	<i>Description</i>	<i>Purpose</i>
<i>Knowledge Activities</i> 	You are required to complete these activities on your own.	These activities normally test your understanding and ability to apply the information.
<i>Skills Application Activities</i> 	You need to complete these activities in the workplace	These activities require you to apply the knowledge and skills gained in the workplace
<i>Natural Occurring Evidence</i> 	You need to collect information and samples of documents from the workplace.	These activities ensure you get the opportunity to learn from experts in the industry. Collecting examples demonstrates how to implement knowledge and skills in a practical way

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Learner Administration



Attendance Register

You are required to sign the Attendance Register every day you attend training sessions facilitated by a facilitator.

Programme Evaluation Form

On completion you will be supplied with a "Learning programme Evaluation Form". You are required to evaluate your experience in attending the programme.

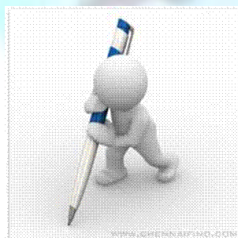
Please complete the form at the end of the programme, as this will assist us in improving our service and programme material. Your assistance is highly appreciated.

Assessments

The only way to establish whether a learner is competent and has accomplished the specific outcomes is through the assessment process. Assessment involves collecting and interpreting evidence about the learners' ability to perform a task.

To qualify and receive credits towards your qualification, a registered Assessor will conduct an evaluation and assessment of your portfolio of evidence and competency.

This programme has been aligned to registered unit standards. You will be assessed against the outcomes as stipulated in the unit standard by completing assessments and by compiling a portfolio of evidence that provides proof of your ability to apply the learning to your work situation.



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How will Assessments commence?

Formative Assessments

The assessment process is easy to follow. You will be guided by the Facilitator. Your responsibility is to complete all the activities in the Formative Assessment Workbook and submit it to your facilitator.

Summative Assessments

You will be required to complete a series of summative assessments. The Summative Assessment Guide will assist you in identifying the evidence required for final assessment purposes. You will be required to complete these activities on your own time, using real life projects in your workplace or business environment in preparing evidence for your Portfolio of Evidence. Your Facilitator will provide more details in this regard.

To qualify and receive credits towards your qualification, a registered Assessor will conduct an evaluation and assessment of your portfolio of evidence and competency.

Learner Support

The responsibility of learning rests with you, so be proactive and ask questions and seek assistance and help from your facilitator, if required.



Please remember that this Skills Programme is based on outcomes based education principles which implies the following:

- ✓ You are responsible for your own learning – make sure you manage your study, research and workplace time effectively.
- ✓ Learning activities are learner driven – make sure you use the Learner Guide and Formative Assessment Workbook in the manner intended, and are familiar with the workplace requirements.
- ✓ The Facilitator is there to reasonably assist you during contact, practical and workplace time for this programme – make sure that you have his/her contact details.

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- ✓ You are responsible for the safekeeping of your completed Formative Assessment Workbook and Workplace Guide
- ✓ If you need assistance please contact your facilitator who will gladly assist you.
- ✓ If you have any special needs please inform the facilitator



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Learner Expectations

Please prepare the following information. You will then be asked to introduce yourself to the instructor as well as your fellow learners



Your name:
The organisation you represent:
Your position in organisation:
What do you hope to achieve by attending this course / what are your course expectations?

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UNIT STANDARD 116930

Unit standard title

Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance

NQF Level

3

Credits

5

Purpose

This unit standard is intended for people who need to enhance presentation appearance using a Graphical User Interface (GUI)-based presentation application either as a user of computers or as basic knowledge for a career in the ICT industry.

The performance of all elements is to a standard that allows for further learning in this area

Learning assumed to be in place

The credit value of this unit standard is calculated assuming a person has the prior knowledge and skills to:

- ✓ Read, write, communicate and comprehend at least at GET level
- ✓ Use generic functions in a Graphical User Interface (GUI)-environment
- ✓ Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations
- ✓ Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief.

Unit standard range

- ✓ This standard is applicable to any presentation application that runs on any Graphical User Interface(GUI) operating systems
- ✓ Where wording is not exact for the chosen operating system, the learner can choose the equivalent item or option to demonstrate competence in the specific outcome or assessment criteria
- ✓ Appearance enhanced by the use of chart graphs, drawn objects, images, objects

Specific outcomes and assessment criteria

Specific outcome 1: Create a chart/graph in a presentation

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Assessment criteria

- ✓ A new chart/graph is created
- ✓ Data is entered into the chart graph
- ✓ Chart/graph colours are changed. Chart/graph area, data series
- ✓ The chart/graph type is changed
- ✓ Chart/graphs are resized

Specific outcome 2: Create an organisational chart in a presentation

Assessment criteria

- ✓ A new organisational chart is created. Minimum of three levels and hierarchical elements
- ✓ The hierarchical structure of an organisational chart is changed
- ✓ Hierarchical elements are added and removed: Subordinate, co-worker, manager
- ✓ The organisational chart is resized

Specific outcome 3: Create a drawing in a presentation

Assessment criteria

- ✓ Lines are drawn into a presentation: Straight line, arrow line, curve line, freeform line
- ✓ Line attributes are changed: Style, arrow start and finish, colour, width
- ✓ Shapes are drawn into a presentation: At least two of: Box, circle, autoshape
- ✓ The orientation of a drawing is changed
- ✓ The attributes of a shape are changed: Any three of: line colour, fill colour, 3-D
- ✓ Drawings are resized: Resize entire drawing
- ✓ Drawing objects are re-aligned in the presentation: At least one of: automatically, manually
- ✓ The order of display of overlapping objects is changed relative to the other drawing objects
- ✓ Connector lines are added between shapes

Specific outcome 4: Import images into a presentation

Assessment criteria

- ✓ Images are imported from different file types: File types: JPEG, WMF, BMP
- ✓ Images are resized: Resize entire image, crop image
- ✓ An image is copied to a master slide

Specific outcome 5: Images and objects are manipulated in presentation: Chart/graphs, organisational charts, drawing objects

Assessment criteria

- ✓ Images and objects are moved

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- ✓ Images and objects are copied
- ✓ Images and objects are deleted
- ✓ Images and objects are manipulated: Flip and rotate images

Specific outcome 6: Animation effects and transitions are applied or added to a presentation.

Assessment criteria

- ✓ Animation effects are applied to the presentation: At least 3 of the following: Animation effects, timing, sounds, sequence, automatic, manual
- ✓ Slide transition effects and timing are added to a presentation: At least 2 of the following: Transition effects, timing, sounds, automatic, manual



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Specific outcome 7: Master Slides are customised within a presentation

Assessment criteria

- ✓ An item is copied to a master slide: Item: Any one of drawing object, image, object
- ✓ Formatting is changed: At least 4 of the following:Font, style, size, colour, alignment, bullets, numbering, line spacing, character spacing, headers, footers, background.

Critical cross field outcomes

- ✓ Organise and manage oneself and one`s activities responsibly and effectively.
- ✓ Collect, analyse, organise, and critically evaluate information
- ✓ Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion when engaging with the subject
- ✓ Use science and technology effectively and critically, showing responsibility towards the environment and health of others



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INSERTING A CHART

Outcome

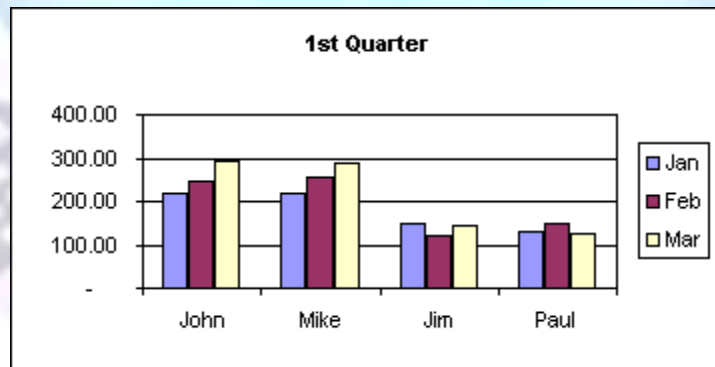
Create a chart/graph in a presentation

Assessment criteria

- ✓ A new chart/graph is created
- ✓ Data is entered into the chart graph
- ✓ Chart/graph colours are changed. Chart/graph area, data series
- ✓ The chart/graph type is changed
- ✓ Chart/graphs are resized

What is a Chart

A chart (or graph) is a diagram displaying the relationship between numeric data. Charts make it easier to identify, present, and emphasise trends, highs and lows, or comparisons in data, especially to an audience who may not be familiar with the source data. A chart can be a lot more convincing in support of an argument than a table of numbers.



Column Chart

There are a variety of chart formats (or types), such as Line, Bar, and Pie charts, which can all be presented in 2-D or 3-D layout. Chart elements can be customised for colour, font, size, scale and in various other ways. Bars on a chart can be displayed in a variety of shapes including blocks, columns, cones, and pyramids.

Excel has its own chart-creation tool and is an ideal application in which to create, edit, and format charts. You can copy and paste an Excel chart to another file, such as a Word document or PowerPoint presentation.

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If you do not have Excel, you can use Microsoft Graph to create and edit a chart. Graph is a chart-editing application shared between all the Office applications.

Office uses Object Linking and Embedding (OLE) to embed a Microsoft Graph object in the Office "host" document. You can edit the chart object at any time using the tools available in Graph.

Plotting a chart

Data for a chart generally needs to be laid out in a table, spreadsheet, or delimited list, with column and row headings.

You do not have to select all the data from the table however. For example, the following selection (in an Excel spreadsheet) could be made to compare how profits changed over time for different items. The Totals are not required.

	A	B	C	D	E
1	1st Quarter				
2		Jan	Feb	Mar	Total
3	John	220.00	245.00	295.00	760.00
4	Mike	220.00	256.00	287.00	763.00
5	Jim	150.00	123.00	146.00	419.00
6	Paul	130.00	147.00	125.00	402.00
7	Total	720.00	771.00	853.00	2,344.00

Data selection for a column or bar chart

Bar, column, and line charts are made up of the data series (the values that are plotted), the value axis (displaying the range of values in the data series), and the category axis (displaying the range of items providing the values).

In this example, the series legend comes from the row headings (John, Mike, Jim, Paul), the categories are Jan, Feb, Mar, and the values to plot range from 125 to 295.

Tip *Data for a Graph chart is stored in a datasheet attached to the chart. You can include or exclude rows and columns temporarily if you only want to show a portion of the data set in the chart.*

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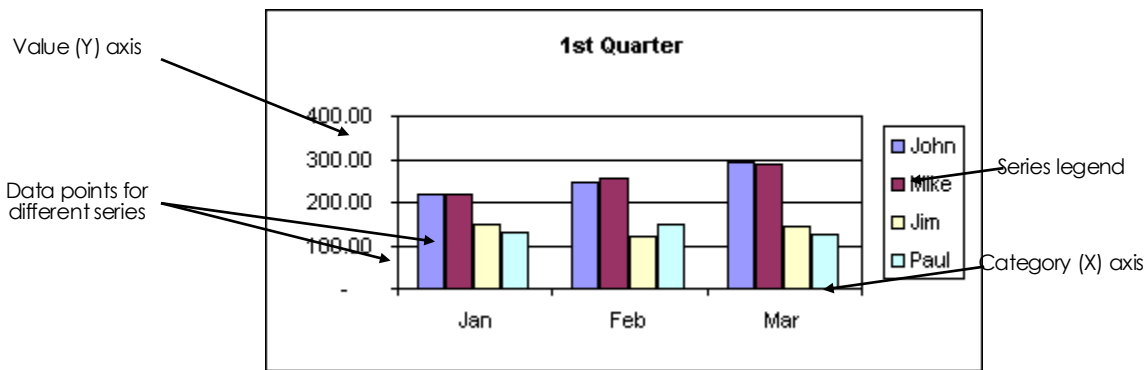
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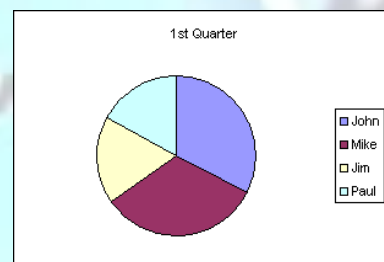
Column chart

Alternatively, you could select separate areas of the table to show how much of the total profit each item comprises.

An appropriate chart to display this data would be the pie chart, which is designed to show how elements of one data series make up a total.

	A	B	C	D	E
1	1st Quarter				
2		Jan	Feb	Mar	Total
3	John	220.00	245.00	295.00	760.00
4	Mike	220.00	256.00	287.00	763.00
5	Jim	150.00	123.00	146.00	419.00
6	Paul	130.00	147.00	125.00	402.00
7	Total	720.00	771.00	853.00	2,344.00

Data selection for a pie chart



Pie chart

You could also use a column chart to compare the totals with one another.

For most charts, you need to restrict the number of data series plotted or the chart will become too confusing - imagine the column chart shown above with 50 different columns drawn on it!

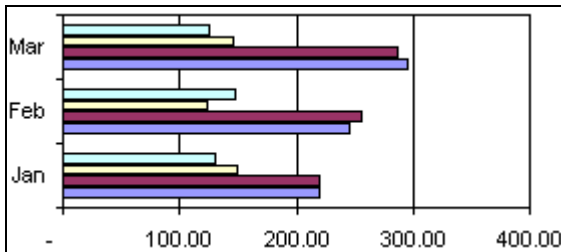
Chart type

One of the main decisions to make is to choose the chart type. Some of the most commonly used types are:

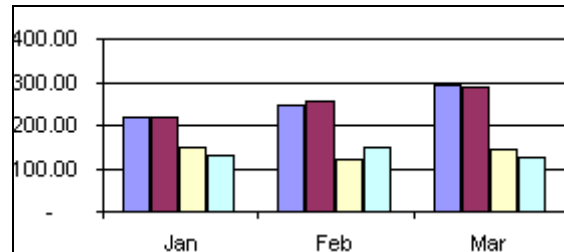
- ✓ **Bar** and **column** - display discrete coloured horizontal bars or vertical columns to represent each value. This type of chart makes it easy to compare values, because very high or low values stand out. Bar charts are better suited to displaying a large number of different items (or **series**) than column charts - the emphasis is more on the values than the items themselves.

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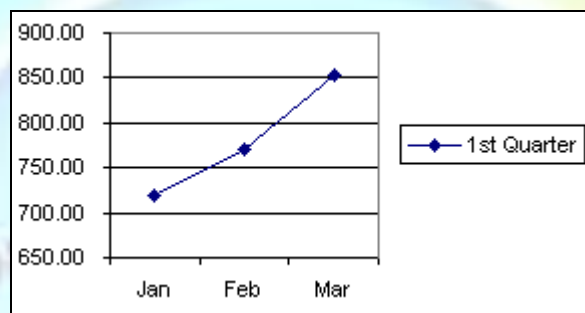


Bar Chart



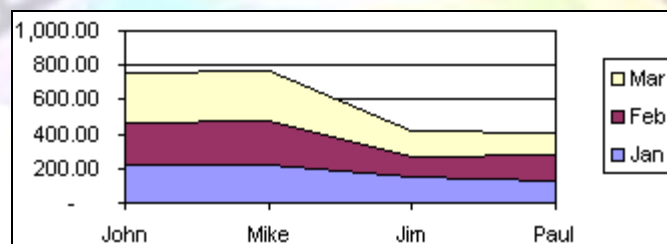
Column Chart

- ✓ **Line** - plot each value with a small marker and add a line to join the markers up. Line charts emphasise changes in data over a regular period (**trends**), particularly where there are highs and lows. Line charts should not be used with too many series, as they become too confusing to read. However, they are useful when a category contains many values.



Line Chart

- ✓ **Area** - plot each series of values as a line without markers. The area under the line is filled in. Area charts emphasise the rate of change rather than changes in discrete values. **Stacked** area charts (where the lines are plotted on top of one another) make it easy to see how much an item contributes to the total amount of values plotted.



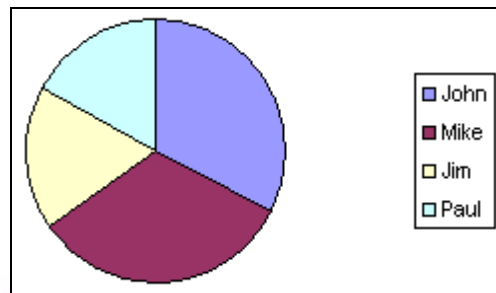
Area Chart

- ✓ **Pie** - display each value as a slice of a circle, which represents the total of all values plotted. This shows how much one element contributes to the overall amount in comparison with other elements.

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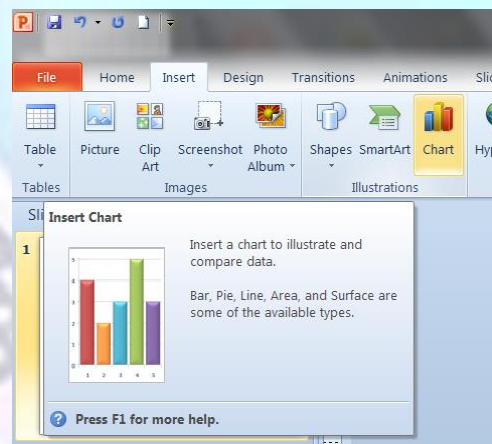
Pie Chart

Each main chart type also has several subtypes or variations, such as adding a 3-D effect.

Insert a Chart using Microsoft Graph

You can create a Graph by inserting a Graph object into your or PowerPoint slide. Graph creates a default chart with some sample data. You can then adjust the data to the values you want to use and, optionally, change the chart type to something more suitable.

- ✓ On the **Insert tab**, go to the illustrations group and click **Insert Chart** 

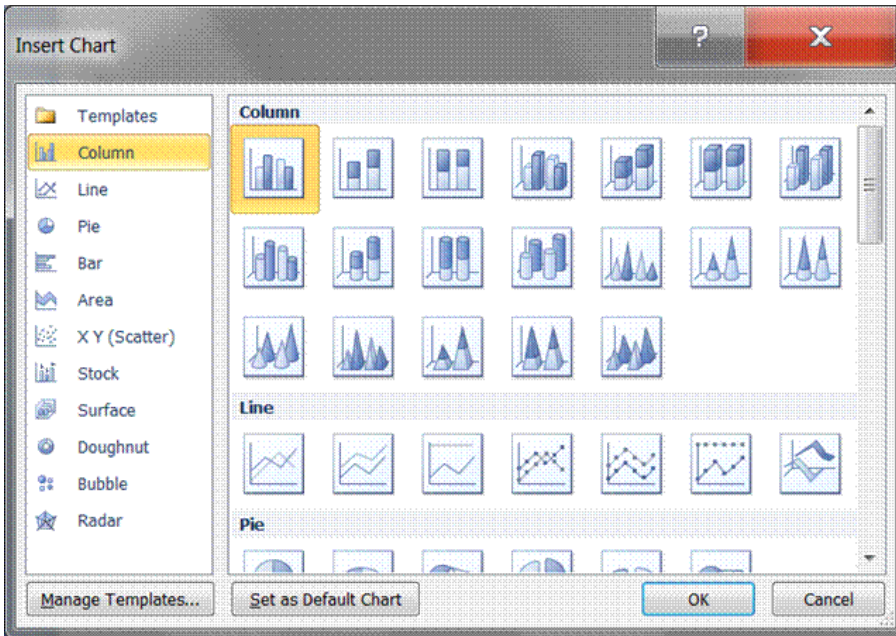


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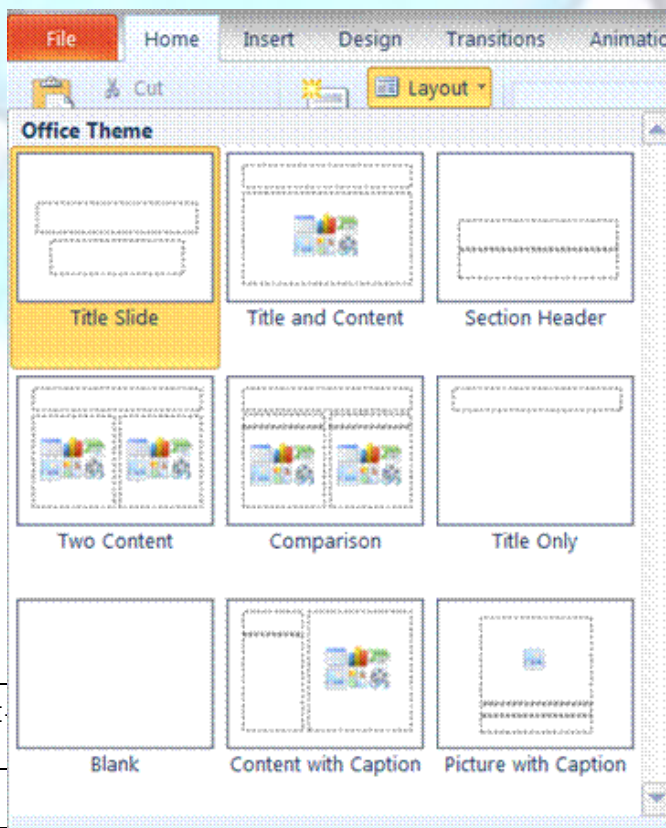
The insert chart dialogue box will display



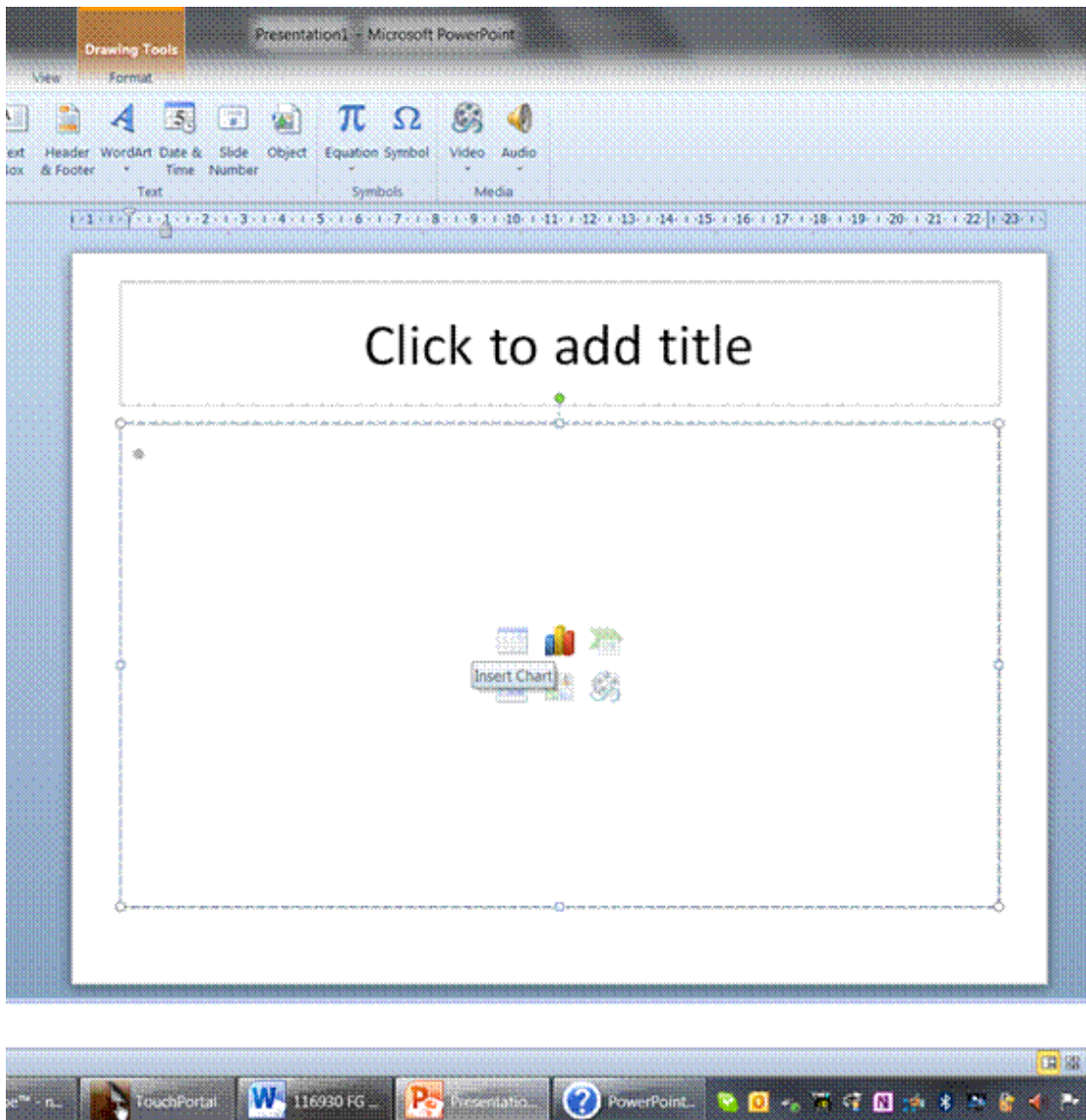
When you rest the mouse pointer over any chart type, a ScreenTip displays its name. Select the chart you need.

OR

- ✓ On the **Home** tab, **slides** group, select **Layout**



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- ✓ Select a slide layout that includes the illustrations group and click on Chart.
- ✓ A new Microsoft Graph chart object is created. Graph's menus and toolbars are displayed.
- ✓ MS Excel is also opened. Now you can edit the data
- ✓ Enter the data you need for your chart and when you are finished editing your data, you can close Excel.

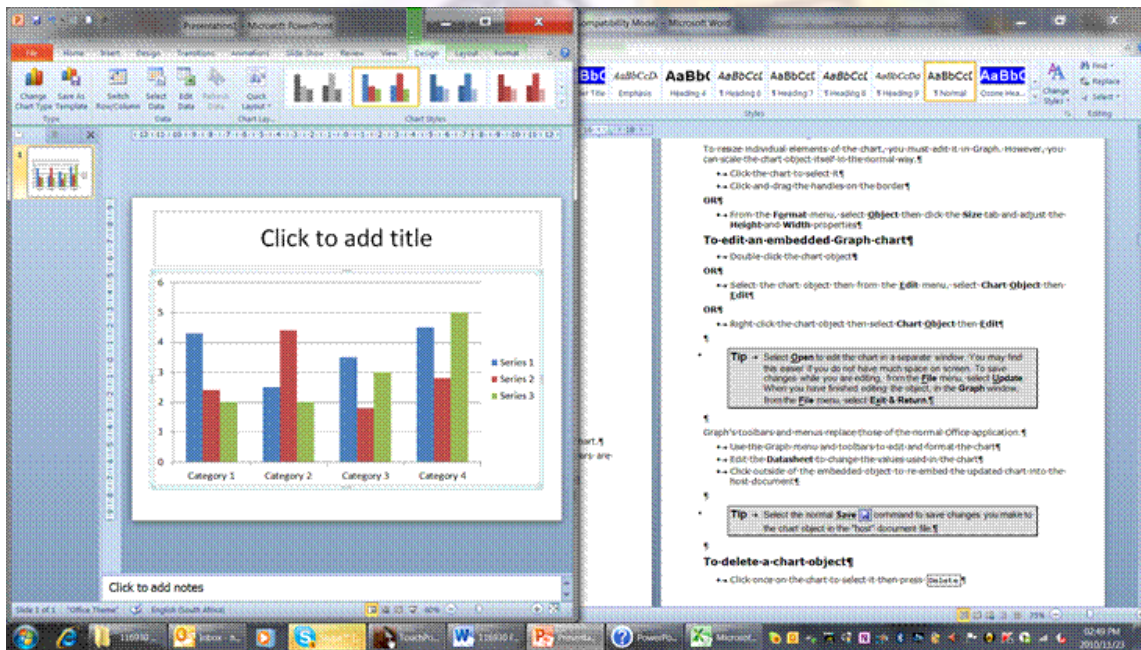
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	A	B	C	D
1	Column1	East	West	North
2	1st Qtr	20.4	35.6	22.9
3	2nd Qtr	27.4	38.9	33
4	3rd Qtr	90	40.6	49.5
5	4th Qtr	20.4	45	51

SAMPLE DATA IN AN EXCEL WORKSHEET



To get a good idea of what you can add to or change in your chart, under Chart Tools, click the Design, Layout, and Format tabs, and then explore the groups and options that are provided on each tab

The Design tab gives you the following options:

- ✓ **Change chart type:** here you can change to a different chart type
- ✓ **Switch row/columns:** the data in rows will now be displayed in columns
- ✓ **Edit data:** opens Excel so that you can edit the data
- ✓ **Quick layout:** change the layout of the chart

The **Chart Styles** group shows different options for the look of the chart.

Change the layout or style of a chart

Once you have created your chart, Microsoft allows you to change its look. To avoid a lot of manual formatting, Microsoft Office Excel provides a variety of useful predefined quick layouts and styles that you may want to apply to your chart.


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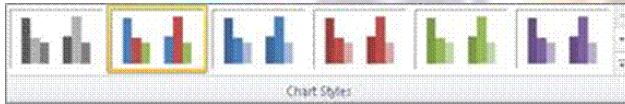
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You can then customise the chart further by manually changing the layout and formatting style of its individual chart elements.

Select a predefined chart style

- ✓ Click the chart that you want to format. The Chart Tools, adding the Design, Layout, and Format tabs will display
- ✓ On the Design tab, in the Chart Styles group, click the chart style that you want to use.
- ✓ To see all predefined chart styles, click More .



Tip *Chart styles use the colors of the current document theme that is applied to the workbook. You can change the colors by switching to a different document theme. You can also customize a document theme to display a chart in the exact colors that you want.*

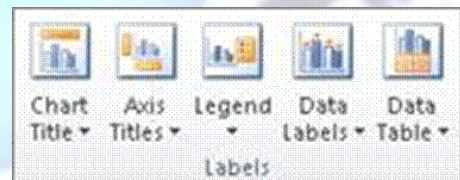
Change the layout of chart elements

Click anywhere in the **chart** or click the **chart element** that you want to change.

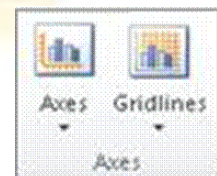
This displays the **Chart Tools**, adding the **Design**, **Layout**, and **Format** tabs.

On the **Layout** tab, do one or more of the following:

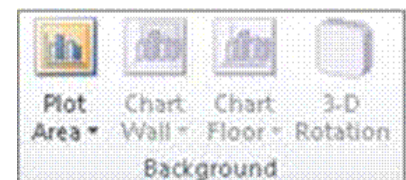
In the **Labels** group, click a **layout option** for the chart label that you want to change.



In the **Axes** group, click a layout option for the axis or gridlines that you want to change.



In the **Background** group, click a layout option for the background that you want to change.



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Note *Options for chart walls, floors, and 3-D rotation are available on 3-D charts only.*

In the **Analysis** group, click a layout option for any lines or bars that you want to add or change. Depending on the chart type of your chart, some analysis options may or may not be available.


Note *The layout options that you select are applied to the element that you have selected. For example, if you have the whole chart selected, data labels will be applied to all data series. If you have a single data point selected, data labels will only be applied to the selected data series or data point.*

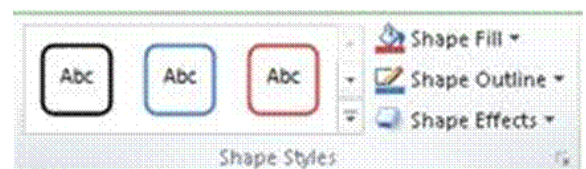
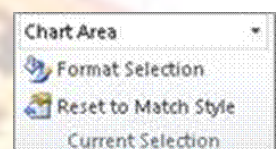
Tips

- ✓ On the Layout tab, you can also find options to add pictures, shapes, or text boxes (Insert group), and you can change the name of your chart (Properties group).
- ✓ To change the format of a specific chart element, you can right-click that chart element, and then click Format Chart element.

Change the formatting style of chart elements

Click the **chart element** that you want to change or do the following to select it from a list of chart elements:

- ✓ Click the **chart**. This displays the **Chart Tools**, adding the **Design, Layout,** and **Format** tabs.
- ✓ On the **Format** tab, in the **Current Selection** group, click the arrow in the **Chart Elements** box, and then click the chart element for which you want to change the formatting style.
- ✓ On the **Format** tab, do one of the following:
- ✓ In the **Current Selection** group, click **Format Selection**, and then
- ✓ In the **Format Chart element** dialog box, select the formatting options that you want.
- ✓ In the **Shape Styles** group, click the More button , and then select a style.



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- ✓ In the **Shape Styles** group, click **Shape Fill**, **Shape Outline**, or **Shape Effects** and then select the formatting options that you want.
- ✓ In the **WordArt Styles** group, click a **WordArt Style option**, or click Text Fill, **Text Outline**, or **Text Effects**, and then select the text formatting options that you want.

Tip To change the format of a specific chart element, you can right-click that chart element, and then click **Format Chart element**.

Move, Resize, Edit, and Delete a Graph Object

You work with a graph object as you would a picture object.

Position a chart

An embedded chart can be moved and positioned like any other object.

- ✓ To move a chart, click-and-drag the object around the slide/page

OR

- ✓ Use the **Cut**  and **Paste**  tools

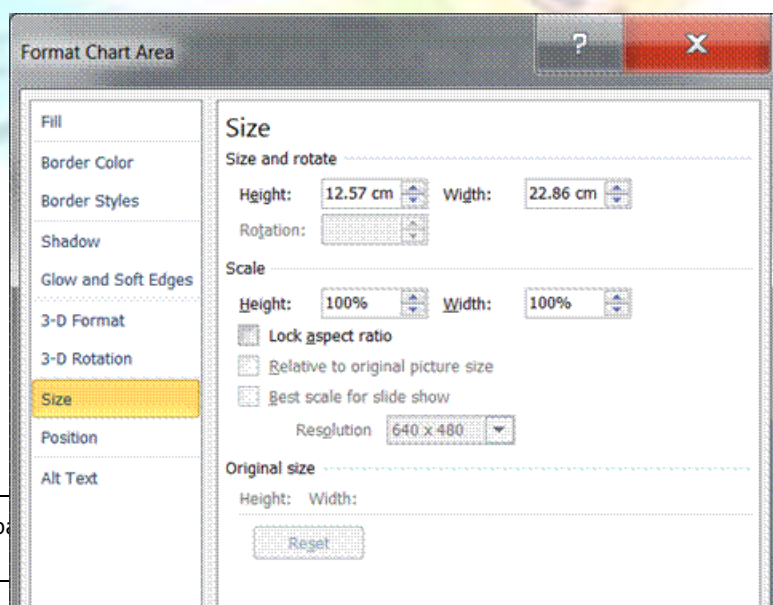
Resize a chart

To resize individual elements of the chart, you must edit it in Graph. However, you can scale the chart object itself in the normal way.

- ✓ Click the chart to select it
- ✓ Click-and-drag the handles on the border

OR

- ✓ From the **Format** tab, **size group** then click the **Size** arrow and adjust the **Height** and **Width** properties



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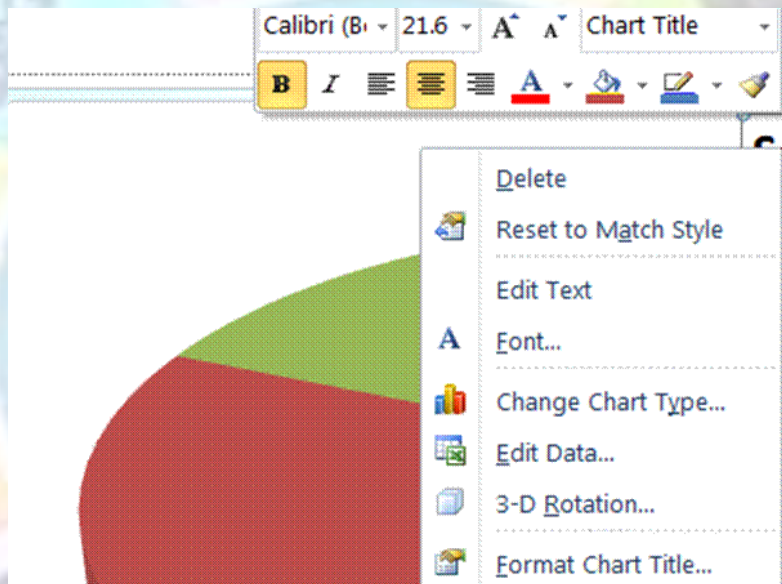
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Edit a chart

- ✓ Double-click the chart object. The appropriate **Format Chart** dialogue box will display

OR

- ✓ Right-click the chart object for the shortcut menu to appear



- ✓ Select the function you require
- ✓ Graph's **toolbars and menus** will replace those of PowerPoint.
- ✓ Use the **Graph menu** and toolbars to edit and format the chart
- ✓ Edit the **Datasheet** to change the values used in the chart
- ✓ Click outside of the embedded object to re-embed the updated chart into the host document

Delete a chart object

- ✓ Click once on the chart to select it then press

Move around the datasheet

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Whenever you select an option to edit chart elements, Excel will open to display the ***datasheet***.

Used the following options to move around the datatsheet:

Press	To Move
← → ↑ ↓	One cell
Home	To beginning of row
Ctrl + Home	To first data cell
End	To end of row
Ctrl + End	To lower-right cell containing data
Page Down	Down one window
Page Up	Up one window

Tip *Alternatively, you can click the cell you want to move to with your mouse to move around the datasheet. Use the scroll bars to scroll through the datasheet. Scrolling changes only the screen display; the active cell and current selection do not change.*

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Select cells, rows, and columns

There is always at least one cell selected on the datasheet: this is the active cell. To change the active cell, select the one you want to be active.

To Select	Click
One cell	The cell
Range of cells	And-drag from one corner of the range to the opposite corner
Row or column	Click the row or column heading
All cells	Click the Select All button (the column button above the row labels)

Enter and edit data

The first column and the first row are normally used as labels to identify the data.

- ✓ Select a cell and start typing then move off the cell (*SpeedKey*: **Enter**) to finish

OR

- ✓ Double-click a cell

The cell is activated with an insertion point so you can edit the data directly in the cell.

- ✓ Move the insertion point to where you want to change the data and make the change you want
- ✓ Press **Enter** to make the entry



OR

- ✓ Select a cell and press **F2**

The cell is activated with an insertion point so you can edit the data directly in the cell.

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- ✓ Move the insertion point to where you want to change the data and make the change you want
- ✓ Press **Enter** to make the entry



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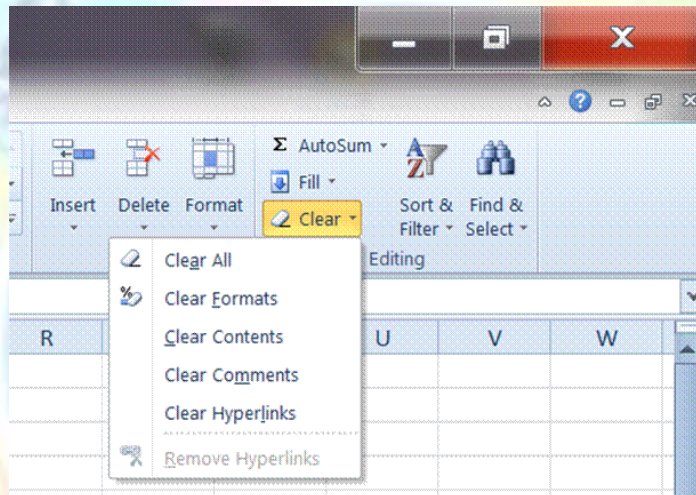
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Work with the Excel datasheet

Delete data

On the datasheet, you can remove data from cells, formatting from cells or both data and formatting from cells.

- ✓ Select the cell(s) containing the data you want to delete
- ✓ On the **Home tab**, from the **Editing group** menu, select **Clear**
- ✓ Select **All** to remove both the formatting and the data; **Contents** to remove only the data; or **Formats** to remove the formatting but not the data



Note *Cleared data is not put onto the Clipboard. You can recover cleared data by choosing Undo from the Edit menu before you choose any other commands.*

Delete rows and columns

- ✓ In the datasheet, select the rows or columns you want to delete

You can select several rows or columns by dragging across several row or column headings.

- ✓ From the **Edit** menu, select **Delete**

Warning *If you do not select entire columns or rows before choosing Delete, a dialogue box appears. Specify whether you want cells shifted left or up, and whether you want to delete entire rows or entire columns.*

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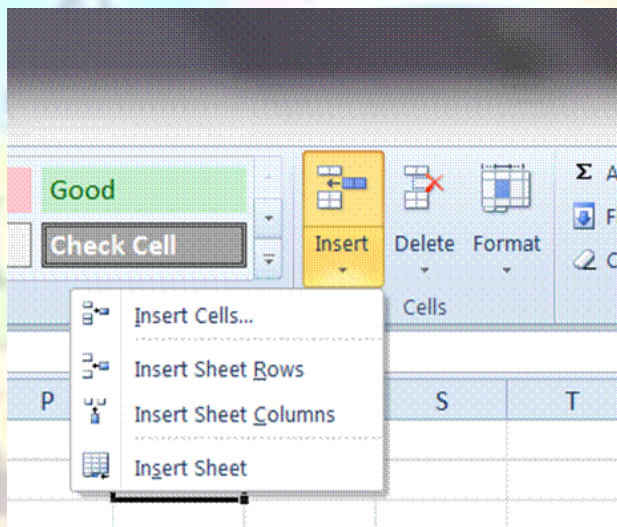
Insert rows and columns

- ✓ Select the number of rows or columns you want to insert






For example, if you want to insert one column, select one column; if you want to insert three rows, select three rows.

Tip You can select several rows or columns by dragging across several row or column headings.

- ✓ From Home tab, Cells group, select **Insert** menu
- ✓ Select **Cells** (or make another selection)



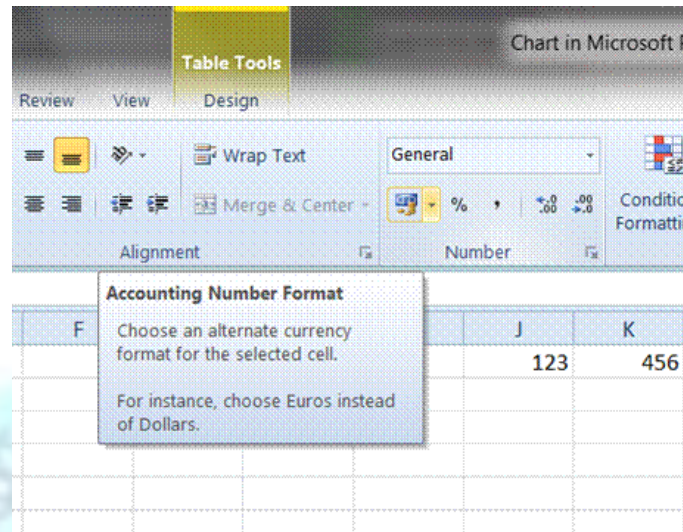
Format data

- ✓ Select the cell(s) to format
- ✓ Use the groups and buttons on the **Home** tab, **Numbers** group to apply numeric formats, such as **Currency** , **Percent Style** , **Comma Style** , or **Increase Decimal**  or **Decrease Decimal** 

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Formative Assessment



- ✓ Start a new **PowerPoint** presentation file
- ✓ Save the file as **MANUFACTURER CAR SALES**
- ✓ Add the heading **Car Sales**; change the slide type to a Title and Content slide and add the title **Car Sales**
- ✓ Insert a new column chart
- ✓ Click in the datasheet and type the following labels in the first row, replacing the existing cell contents: **Vauxhall, BMW, Rover, Ford**
- ✓ Click in row 4 in the first column and add the label **South**
- ✓ Change the values in the cells as shown below

		A	B	C	D
		Vauxhall	BMW	Rover	Ford
1	East	450,000.00	350,000.00	425,000.00	550,000.00
2	West	380,000.00	645,000.00	390,000.00	590,000.00
3	North	450,000.00	750,000.00	560,000.00	440,000.00
4	South	210,000.00	685,000.00	415,000.00	465,000.00
5					

- ✓ Save changes to the file
- ✓ Print a single copy of the page/slide containing the chart
- ✓ Double-click the chart to edit it
- ✓ Click the chart object to select it then on the **Standard** toolbar, click **Copy** 
- ✓ Insert a new page/slide then paste the copied chart on to it
- ✓ Double-click the copied chart to edit it
- ✓ Change the chart to a **Pie Chart**
- ✓ Save the file and close it

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CREATING A DIAGRAM



Outcome

Create an organisational chart in a presentation

Assessment criteria

- ✓ A new organisational chart is created. Minimum of three levels and hierarchical elements
- ✓ The hierarchical structure of an organisational chart is changed
- ✓ Hierarchical elements are added and removed: Subordinate, co-worker, manager
- ✓ The organisational chart is resized



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What is a Diagram

A diagram displays relationships between different elements in a visual way. Different types of diagram are best suited to displaying different types of relationships.

Hierarchy

A hierarchy shows how an element relates to other elements within the group in terms of responsibility, control, or precedence. Typically elements higher in the hierarchy have more authority or control than elements lower in the hierarchy. A good example of a hierarchical diagram is one showing the employees working for a business. An organisation chart emphasises the individual elements (for example, workers) and their relationships. A pyramid diagram shows layers of precedence (for example, different departments).

Process

Process diagrams show how elements contribute towards an end result. In a target diagram, the elements are shown in layers. In a radial diagram they are shown as spokes radiating from the result element. In a cycle diagram, there is no actual end result, because the process is continuous, with the last element feeding into the first. A process can also be shown by drawing a flowchart. Flowcharts can be created using the Office connector shape tools.

Commonality

Diagrams are also useful for showing what elements share in common (and how they are different). A Venn diagram (as used for sets in mathematics) shows what elements have a property in common. A radial diagram can be used to show the components of a source element.

In PowerPoint 2010, SmartArt allows you create diagrams

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SmartArt

Tip *A SmartArt graphic is a visual representation of information and ideas*

A chart is a visual illustration of numeric values or data.

We can therefore say that SmartArt graphics are designed for text and charts are designed for numbers.

When to use a SmartArt graphic

A SmartArt graphic will help you if you want to do any of the following:

- ✓ Create an organization chart.
- ✓ Show a hierarchy, such as a decision tree.
- ✓ Illustrate steps or stages in a process or workflow.
- ✓ Show the flow of a process, procedure, or other event.
- ✓ List information.
- ✓ Show cyclical or repetitive information.
- ✓ Show a relationship between parts, such as overlapping concepts.
- ✓ Create a matrix illustration.
- ✓ Show proportional or hierarchical information in a pyramid illustration.
- ✓ Create an illustration quickly by typing or pasting your text and having it automatically positioned and arranged for you.

When to use a chart

A chart is appropriate if you want to do any of the following:

- ✓ Create a bar chart or column chart.
- ✓ Create a line or XY scatter (data point) chart.
- ✓ Create a stock chart, used to graph various stock prices.
- ✓ Create a surface, donut, bubble, or radar chart.
- ✓ Link to live data in a Microsoft Excel workbook.
- ✓ Update your chart automatically when numbers in a Microsoft Excel workbook are updated.
- ✓ Use "what-if" calculations, and you want to be able to change numbers and see the changes automatically and immediately reflected in the chart.
- ✓ Automatically add legends or gridlines that are based on your data.
- ✓ Use chart-specific functionality, such as error bars or data labels.

Notes re working with SmartArt

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When you create a SmartArt graphic, you are prompted to choose a type of SmartArt graphic, such as

- ✓ Process,
- ✓ Hierarchy,
- ✓ Cycle, or
- ✓ Relationship.

Each type of SmartArt graphics contains several different layouts.

After you choose a layout, it is easy to switch the layout or type of a SmartArt graphic. Most of your text and other content, colors, styles, effects, and text formatting are automatically carried over to the new layout.

As you add and edit your content in the Text pane, your SmartArt graphic is automatically updated — shapes are added or removed as needed.

What to consider when you create a SmartArt graphic

Before you create your SmartArt graphic, decide what type and layout are best for displaying your data.

What message do you want to send with your SmartArt graphic? Do you want a certain look? Since you can quickly and easily switch layouts, try different layouts (across types) until you find the one that best illustrates your message. Your graphic should be clear and easy to follow. Experiment with different types by using the table below as a starting point. The table is intended to help you get started and is not an exhaustive list.

Purpose of graphic	Graphic type
Show non-sequential information	List
Show steps in a process or timeline	Process
Show a continual process	Cycle
Show a decision tree	Hierarchy
Create an organization chart	Hierarchy
Illustrate connections	Relationship
Show how parts relate to a whole	Matrix

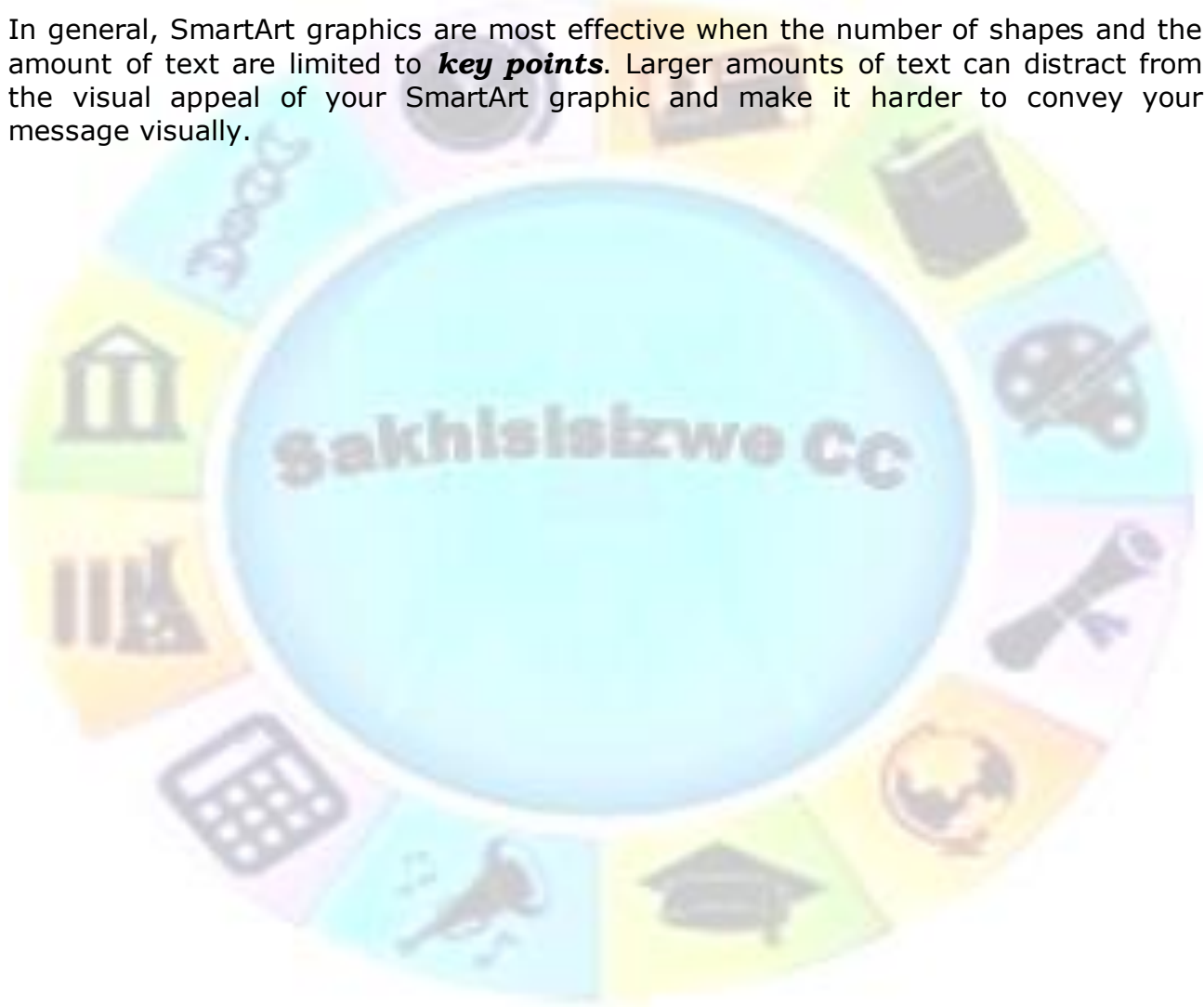
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Show proportional relationships with the largest component on the top or bottom	Pyramid
Draw a family tree with pictures	Picture

Also, consider the amount of text that you have, because the amount of text often determines the layout that you use and how many shapes you need in the layout.

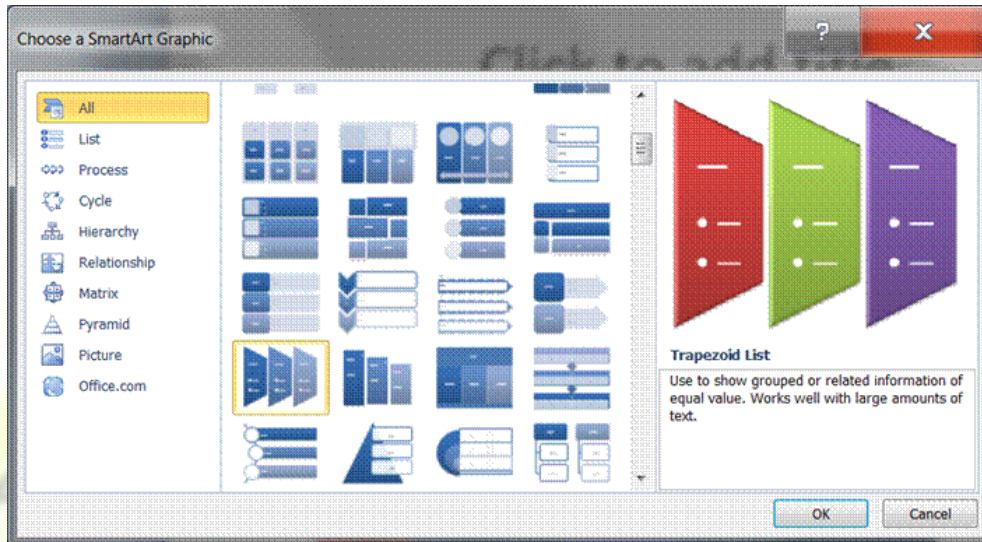
In general, SmartArt graphics are most effective when the number of shapes and the amount of text are limited to **key points**. Larger amounts of text can distract from the visual appeal of your SmartArt graphic and make it harder to convey your message visually.



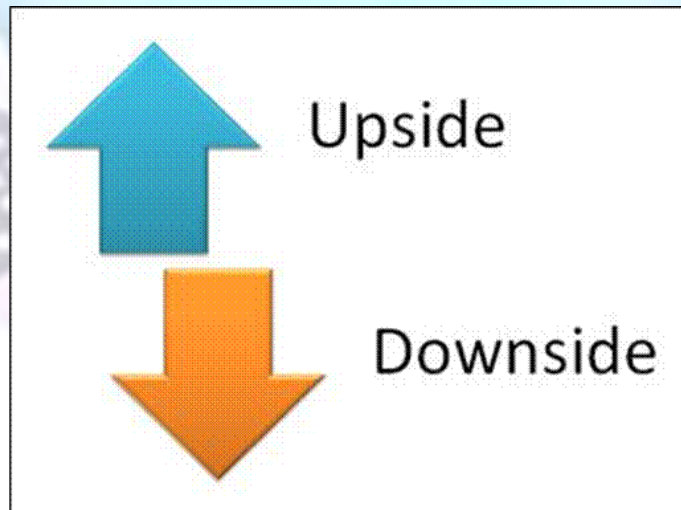
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Some layouts, such as **Trapezoid List** in the List type, work well with larger amounts of text.



Some layouts for SmartArt graphics contain a fixed number of shapes. For example, the Opposing Arrows layout in the Relationship type is designed to show two opposing ideas or concepts. Only two shapes can correspond to text, and the layout cannot be changed to display more ideas or concepts.



THE OPPOSING ARROWS LAYOUT WITH TWO OPPOSING IDEAS

If you need to convey more than two ideas, switch to another layout that has more than two shapes for text, such as the Basic Pyramid layout in the Pyramid type. Keep in mind that changing layouts or types can alter the meaning of your information. For

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example, a layout with arrows pointing to the right, such as Basic Process in the Process type, has a different meaning from a SmartArt graphic with arrows going in a circle, such as Continuous Cycle in the Cycle type.










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List of SmartArt graphics

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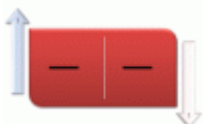


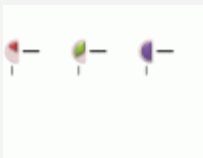
List

Layout name	Description	Picture
Alternating Hexagon List	Use to represent a series of interconnected ideas. Level 1 text appears inside the hexagons. Level 2 text appears outside the shapes.	
Basic Block List	Use to show non-sequential or grouped blocks of information. Maximizes both horizontal and vertical display space for shapes.	
Bending Picture Accent List	Use to show non-sequential or grouped blocks of information. The small circular shapes are designed to contain pictures. Works well for illustrating both Level 1 and Level 2 text. Maximizes both horizontal and vertical display space for shapes.	
Continuous Picture List	Use to show groups of interconnected information. The circular shapes are designed to contain pictures.	
Descending Block List	Use to show groups of related ideas or lists of information. The text shapes decrease in height sequentially, and the Level 1 text displays vertically.	
Detailed Process	Use with large amounts of Level 2 text to show a progression through stages.	
Grouped List	Use to show groups and sub-groups of information, or steps and sub-steps in a task, process, or workflow. Level 1 text corresponds to the top-level horizontal shapes, and Level 2 text corresponds to vertical sub-steps under each related top-level shape. Works well for emphasizing sub-groups or sub-steps, hierarchical information, or multiple lists of information.	

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Hierarchy List	Use to show hierarchical relationships progressing across groups. Can also be used to group or list information.	
Horizontal Bullet List	Use to show non-sequential or grouped lists of information. Works well with large amounts of text. All text has the same level of emphasis, and direction is not implied.	
Horizontal Picture List	Use to show non-sequential or grouped information with an emphasis on related pictures. The top shapes are designed to contain pictures.	
Increasing Circle Process	Use to show a series of steps, with the interior of the circle increasing with each step. Limited to seven Level 1 steps but unlimited Level 2 items. Works well with large amounts of Level 2 text.	
Lined List	Use to show large amounts of text divided into categories and subcategories. Works well with multiple levels of text. Text at the same level is separated by lines.	
Opposing Ideas	Use to show two opposing or contrasting ideas. Can have one or two Level 1 items. Each Level 1 text can contain multiple sub-levels. Works well with large amounts of text.	
Picture Accent List	Use to show grouped or related information. The small shapes on the upper corners are designed to contain pictures. Emphasizes Level 2 text over Level 1 text, and is a good choice for large amounts of Level 2 text.	
Picture Caption List	Use to show non-sequential or grouped blocks of information. The top shapes are designed to contain pictures and pictures are emphasized over text. Works well for pictures with short text captions.	
Pie Process	Use to show steps in a process with each pie slice increasing in size up to seven shapes. Level 1 text displays vertically.	

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Plus and Minus Use to show the pros and cons of two ideas. Each Level 1 text can contain multiple sub-levels. Works well with large amounts of text. Limited to two Level 1 items.



Pyramid List Use to show proportional, interconnected, or hierarchical relationships. Text appears in the rectangular shapes on top of the pyramid background.



Reverse List Use to change between two items. Only the first two items of text display, and each item can contain a large amount of text. Works well to show a change between two items or shift in order.



Segmented Process Use to show a progression or sequential steps in a task, process, or workflow. Emphasizes Level 2 text, since each line appears in a separate shape.



Stacked List Use to show groups of information or steps in a task, process, or workflow. Circular shapes contain Level 1 text, and the corresponding rectangles contain Level 2 text. Works well for numerous details and minimal Level 1 text.



Square Accent List Use to show lists of information divided into categories. Level 2 text appears beside a small square shape. Works well with large amounts of Level 2 text.



Table Hierarchy Use to show groups of information built from top to bottom, and the hierarchies within each group. This layout does not contain connecting lines.



Table List Use to show grouped or related information of equal value. The first Level 1 line of text corresponds to the top shape and its Level 2 text is used for the subsequent lists.



Target List Use to show interrelated or overlapping information. Each of the first seven lines of Level 1 text appears in the rectangular shape. Unused text does not appear, but remains available if you switch layouts. Works well with both Level 1 and Level 2 text.



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Trapezoid List	Use to show grouped or related information of equal value. Works well with large amounts of text.	
Vertical Box List	Use to show several groups of information, especially groups with large amounts of Level 2 text. A good choice for bulleted lists of information.	
Vertical Block List	Use to show groups of information or steps in a task, process, or workflow. Works well with large amounts of Level 2 text. A good choice for text with a main point and multiple sub-points.	
Vertical Bullet List	Use to show non-sequential or grouped blocks of information. Works well for lists with long headings or top-level information.	
Vertical Chevron List	Use to show a progression or sequential steps in a task, process, or workflow, or to emphasize movement or direction. Emphasizes Level 2 text over Level 1 text, and is a good choice for large amounts of Level 2 text.	
Vertical Picture Accent List	Use to show non-sequential or grouped blocks of information. The small circles are designed to contain pictures.	
Vertical Picture List	Use to show non-sequential or grouped blocks of information. The small shapes on the left are designed to contain pictures.	
Vertical Accent List	Use to show lists of information. Level 2 text appears in rectangular shapes over vertical chevrons. Emphasizes Level 2 text over Level 1 text, and is a good choice for medium amounts of Level 2 text.	
Vertical Arrow List	Use to show a progression or sequential steps in a task, process, or workflow that move toward a common goal. Works well for bulleted lists of information.	

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Vertical Circle List Use to show sequential or grouped data. Works best for Level 1 text, which displays next to a large circular shape. Lower levels of text are separated with smaller circular shapes.



Vertical Curved List Use to show a curved list of information. To add pictures to the accent circle shapes, apply a picture fill.



Process

Layout name	Description	Picture
Accent Process	Use to show a progression, a timeline, or sequential steps in a task, process, or workflow. Works well for illustrating both Level 1 and Level 2 text.	
Alternating Flow	Use to show groups of information or sequential steps in a task, process, or workflow. Emphasizes the interaction or relationships among the groups of information.	
Arrow Ribbon	Use to show either related or contrasting concepts with some connection, such as opposing forces. The first two lines of Level 1 text are used for text in the arrows. Unused text does not appear, but remains available if you switch layouts.	
Basic Bending Process	Use to show a progression or sequential steps in a task, process, or workflow. Maximizes both horizontal and vertical display space for shapes.	
Basic Chevron Process	Use to show a progression; a timeline; sequential steps in a task, process, or workflow; or to emphasize movement or direction. Level 1 text appears inside an arrow shape while Level 2 text appears below the arrow shapes.	
Basic Process	Use to show a progression or sequential steps in a task, process, or workflow.	

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Basic Timeline

Use to show sequential steps in a task, process, or workflow, or to show timeline information. Works well with both Level 1 and Level 2 text.



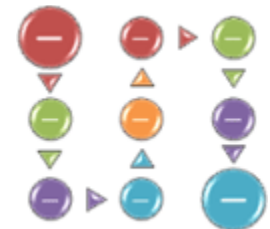
Chevron List

Use to show a progression through several processes that make up an overall workflow. Also works for illustrating contrasting processes. The Level 1 text corresponds to the first arrow shape on the left, while the Level 2 text corresponds to horizontal sub-steps for each shape that contains Level 1 text.



Circular Bending Process

Use to show a long or non-linear sequence or steps in a task, process, or workflow. Works best with Level 1 text only. Maximizes both horizontal and vertical display space for shapes.



Closed Chevron Process

Use to show a progression, a timeline, or sequential steps in a task, process, or workflow, or to emphasize movement or direction. Can be used to emphasize information in the starting shape. Works best with Level 1 text only.



Circle Accent Timeline

Use to show a series of events or timeline information. Level 1 text appears next to larger circular shapes. Level 2 text appears next to smaller circular shapes.



Circle Arrow Process

Use to show sequential items with supporting text for each item. This diagram works best with small amounts of Level 1 text.



Continuous Arrow Process

Use to show a timeline or sequential steps in a task, process, or workflow. Works best with Level 1 text because each line of Level 1 text appears inside the arrow shape. Level 2 text appears outside the arrow shape.



Continuous Block Process

Use to show a progression or sequential steps in a task, process, or workflow. Works best with minimal Level 1 and Level 2 text.



Continuous Picture List










Use to show groups of interconnected information. The circular shapes are designed to contain pictures.



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Converging Arrows	Use to show ideas or concepts that converge to a central point. Works best with Level 1 text only.	
Descending Process	Use to show a descending series of events. The first Level 1 text is at the top of the arrow, the last Level 1 text displays at the bottom of the arrow. Only the first seven Level 1 items appear. Works best with small to medium amounts of text.	
Detailed Process	Use with large amounts of Level 2 text to show a progression through stages.	
Diverging Arrows	Use to show ideas or concepts that progress outward from a central source. Works best with Level 1 text only.	
Equation	Use to show sequential steps or tasks that depict a plan or result. The last Level 1 line of text appears after the equals sign (=). Works best with Level 1 text only.	
Funnel	Use to show the filtering of information or how parts merge into a whole. Emphasizes the final outcome. Can contain up to four lines of Level 1 text; the last of these four Level 1 text lines appears below the funnel and the other lines correspond to a circular shape. Unused text does not appear, but remains available if you switch layouts.	
Gear	Use to show interlocking ideas. Each of the first three lines of Level 1 text corresponds to a gear shape, and their corresponding Level 2 text appears in rectangles next to the gear shape. Unused text does not appear, but remains available if you switch layouts.	
Increasing Arrows Process	Use to show sequential and overlapping steps in a process. Limited to five Level 1 items. Level 2 can contain large amounts of text.	
Opposing Arrows	Use to show two opposing ideas, or ideas that diverge from a central point. Each of the first two lines of Level 1 text corresponds to an arrow. Unused text does not appear, but remains available if you switch layouts.	

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Phased Process

Use to show three phases of a process. Limited to three Level 1 items. The first two Level 1 items can each contain four Level 2 items, and the third Level 1 item can contain an unlimited number of Level 2 items. Works best with small amounts of text.



Picture Accent Process

Use to show sequential steps in a task, process, or workflow. The rectangular shapes in the background are designed to contain pictures.



Process Arrows

Use to show information illustrating a process or workflow. Level 1 text appears in the circular shapes and Level 2 text appears in the arrow shapes. Works best for minimal text and to emphasize movement or direction.



Process List

Use to show multiple groups of information or steps and sub-steps in a task, process, or workflow. Level 1 text corresponds to the top horizontal shapes, and Level 2 text corresponds to vertical sub-steps under each related top-level shape.



Random Result Process

Use to show, through a series of steps, how several chaotic ideas can result in a unified goal or idea. Supports multiple items of Level 1 text, but the first and last Level 1 corresponding shapes are fixed. Works best with small amounts of Level 1 text and medium amounts of Level 2 text.



Repeating Bending Process

Use to show a progression or sequential steps in a task, process, or workflow. Maximizes both horizontal and vertical display space for shapes.



Segmented Process

Use to show a progression or sequential steps in a task, process, or workflow. Emphasizes Level 2 text, since each line appears in a separate shape.



Staggered Process

Use to show a downward progression through stages. Each of the first five lines of Level 1 text corresponds with a rectangle. Unused text does not appear, but remains available if you switch layouts.




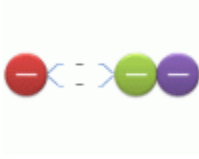

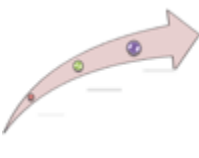





Step Down Process

Use to show a descending process with multiple steps and sub-steps. Works best with small amounts of text.



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Step Process	Up Use to show an ascending series of steps or lists of information.	
Sub-Step Process	Use to show a multi-step process with sub-steps between each instance of Level 1 text. Works best with small amounts of text and is limited to seven Level 1 steps. Each Level 1 step can have unlimited sub-steps.	
Timeline Pipe	Use to show sequential steps in a task, process, or workflow, or to show timeline information. Level 1 text appears larger than Level 2 text.	
Upward Arrow	Use to show a progression or steps that trend upward in a task, process, or workflow. Each of the first five lines of Level 1 text corresponds to a point on the arrow. Unused text does not appear, but remains available if you switch layouts.	
Vertical Arrow List	Use to show a progression or sequential steps in a task, process, or workflow that move toward a common goal. Works well for bulleted lists of information.	
Vertical Bending Process	Use to show a progression or sequential steps in a task, process, or workflow. Maximizes both horizontal and vertical display space for shapes. Places more emphasis on the interrelationships among the shapes than on direction or movement.	
Vertical Chevron List	Use to show a progression or sequential steps in a task, process, or workflow, or to emphasize movement or direction. Emphasizes Level 2 text over Level 1 text, and is a good choice for large amounts of Level 2 text.	
Vertical Equation	Use to show sequential steps or tasks that depict a plan or result. The last Level 1 line of text appears after the arrow. Works best with Level 1 text only.	
Vertical Process	Use to show a progression or sequential steps in a task, process, or workflow from top to bottom. Works best with Level 1 text, since the vertical space is limited.	

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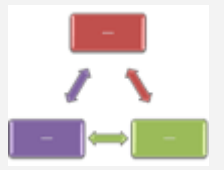



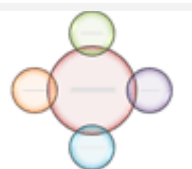


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Cycle

Layout name	Description	Picture
Basic Cycle	Use to represent a continuing sequence of stages, tasks, or events in a circular flow. Emphasizes the stages or steps rather than the connecting arrows or flow. Works best with Level 1 text only.	
Basic Pie	Use to show how individual parts form a whole. The first seven lines of Level 1 text correspond to the evenly distributed wedge or pie shapes. The top Level 1 text shape appears outside of the rest of the pie for emphasis. Unused text does not appear, but remains available if you switch layouts.	
Basic Radial	Use to show the relationship to a central idea in a cycle. The first line of Level 1 text corresponds to the central shape, and its Level 2 text corresponds to the surrounding circular shapes. Unused text does not appear, but remains available if you switch layouts.	
Block Cycle	Use to represent a continuing sequence of stages, tasks, or events in a circular flow. Emphasizes the stages or steps rather than the connecting arrows or flow.	
Circle Arrow Process	Use to show sequential items with supporting text for each item. This diagram works best with small amounts of Level 1 text.	
Continuous Cycle	Use to represent a continuing sequence of stages, tasks, or events in a circular flow. Emphasizes the connection between all components. Works best with Level 1 text only.	
Cycle Matrix	Use to show the relationship to a central idea in a cyclical progression. Each of the first four lines of Level 1 text corresponds to a wedge or pie shape, and Level 2 text appears in a rectangular shape to the side of the wedge or pie shape. Unused text does not appear, but remains available if you switch layouts.	
Diverging Radial	Use to show relationships to a central idea in a cycle. The first Level 1 line of text corresponds to the central circular shape. Emphasizes the surrounding circles rather than the central idea. Unused text does not appear, but remains available if you switch layouts.	

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Gear	Use to show interlocking ideas. Each of the first three lines of Level 1 text corresponds to a gear shape, and their corresponding Level 2 text appears in rectangles next to the gear shape. Unused text does not appear, but remains available if you switch layouts.	
Multidirectional Cycle	Use to represent a continuing sequence of stages, tasks, or events that can occur in any direction.	
Nondirectional Cycle	Use to represent a continuing sequence of stages, tasks, or events in a circular flow. Each shape has the same level of importance. Works well when direction does not need to be indicated.	
Radial Cluster	Use to show data that relates to a central idea or theme. The top Level 1 text appears in the center. Level 2 text appears in surrounding shapes. Can contain up to seven Level 2 shapes. Unused text does not appear, but remains available if you switch layouts. Works best with small amounts of text.	
Radial Cycle	Use to show the relationship to a central idea. Emphasizes both information in the center circle and how information in the outer ring of circles contributes to the central idea. The first Level 1 line of text corresponds to the central circle, and its Level 2 text corresponds to the outer ring of circles. Unused text does not appear, but remains available if you switch layouts.	
Radial Venn	Use to show both overlapping relationships and the relationship to a central idea in a cycle. The first line of Level 1 text corresponds to the central shape and the lines of Level 2 text correspond to the surrounding circular shapes. Unused text does not appear, but remains available if you switch layouts.	
Segmented Cycle	Use to show a progression or a sequence of stages, tasks, or events in a circular flow. Emphasizes the interconnected pieces. Each of the first seven lines of Level 1 text corresponds to a wedge or pie shape. Unused text does not appear, but remains available if you switch layouts.	
Text Cycle	Use to represent a continuing sequence of stages, tasks, or events in a circular flow. Emphasizes the arrows or flow rather than the stages or steps. Works best with Level 1 text only.	

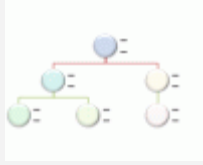





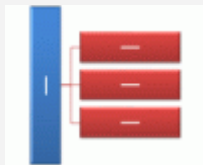
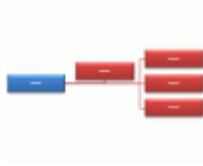
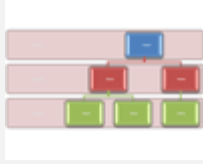
Hierarchy

Layout name	Description	Picture
Architecture Layout	Use to show hierarchical relationships that build from the bottom up. This layout works well for showing architectural components or objects that build on other	

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objects.

Circle Picture Hierarchy	Use to show hierarchical information or reporting relationships in an organization. Pictures appear in circles and corresponding text appears next to the pictures.	
Half Organization Chart	Use to show hierarchical information or reporting relationships in an organization. The assistant shapes and Org Chart hanging layouts are available with this layout.	
Hierarchy	Use to show hierarchical relationships progressing from top to bottom.	
Hierarchy List	Use to show hierarchical relationships progressing across groups. Can also be used to group or list information.	
Horizontal Hierarchy	Use to show hierarchical relationships progressing horizontally. Works well for decision trees.	
Horizontal Labeled Hierarchy	Use to show hierarchical relationships progressing horizontally and grouped hierarchically. Emphasizes heading or level 1 text. The first line of Level 1 text appears in the shape at the beginning of the hierarchy, and the second and all subsequent lines of Level 1 text appear at the top of the tall rectangles.	
Horizontal Multi-Level Hierarchy	Use to show large amounts of hierarchical information progressing horizontally. The top of the hierarchy is displayed vertically. This layout supports many levels in the hierarchy.	
Horizontal Organization Chart	Use to show hierarchical information horizontally or reporting relationships in an organization. The assistant shape and the Org Chart hanging layouts are available with this layout.	
Labeled Hierarchy	Use to show hierarchical relationships progressing from top to bottom and grouped hierarchically. Emphasizes heading or level 1 text. The first line of Level 1 text appears in the shape at the beginning of the hierarchy, and all subsequent lines of Level 1 text appear to the left of the tall rectangles.	

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Lined List Use to show large amounts of text divided into categories and subcategories. Works well with multiple levels of text. Text at the same level is separated by lines.



Name and Title Organization Chart Use to show hierarchical information or reporting relationships in an organization. To enter text in the title box, type directly in the smaller rectangular shape. The assistant shape and Org Chart hanging layouts are available with this layout.



Organization Chart Use to show hierarchical information or reporting relationships in an organization. The assistant shape and the Org Chart hanging layouts are available with this layout.



Picture Organization Chart Use to show hierarchical information or reporting relationships in an organization, with corresponding pictures. The assistant shape and the Org Chart hanging layouts are available with this layout.

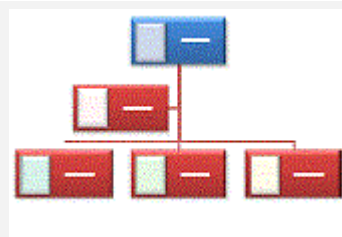




Table Hierarchy Use to show groups of information built from top to bottom, and the hierarchies within each group. This layout does not contain connecting lines.






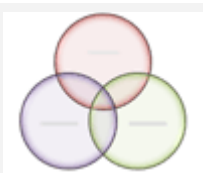




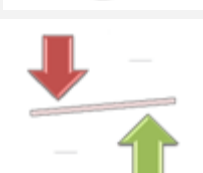
Relationship

Layout name	Description	Picture
Arrow Ribbon	Use to show either related or contrasting concepts with some connection, such as opposing forces. The first two lines of Level 1 text are used for text in the arrows. Unused text does not appear, but remains available if you switch layouts.	
Balance	Use to compare or show the relationship between two ideas. Each of the first two lines of Level 1 text corresponds to text at the top of one side of the center point. Emphasizes Level 2 text, which is limited to four shapes on each side of the center point. The balance tips towards the side with the most shapes containing Level 2 text. Unused text does not appear, but remains available if you switch layouts.	

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Basic Pie	Use to show how individual parts form a whole. The first seven lines of Level 1 text correspond to the evenly distributed wedge or pie shapes. The top Level 1 text shape appears outside of the rest of the pie for emphasis. Unused text does not appear, but remains available if you switch layouts.	
Basic Radial	Use to show the relationship to a central idea in a cycle. The first line of Level 1 text corresponds to the central shape, and its Level 2 text corresponds to the surrounding circular shapes. Unused text does not appear, but remains available if you switch layouts.	
Basic Target	Use to show containment, gradations, or hierarchical relationships. The first five lines of Level 1 text are associated with a circle. Unused text does not appear, but remains available if you switch layouts.	
Basic Venn	Use to show overlapping or interconnected relationships. The first seven lines of Level 1 text correspond with a circle. If there are four or fewer lines of Level 1 text, the text is inside the circles. If there are more than four lines of Level 1 text, the text is outside of the circles. Unused text does not appear, but remains available if you switch layouts.	
Circle Relationship	Use to show the relationship to or from a central idea. Level 2 text is added non-sequentially and is limited to five items. There can only be one Level 1 item.	
Continuous Picture List	Use to show groups of interconnected information. The circular shapes are designed to contain pictures.	
Converging Arrows	Use to show ideas or concepts that converge to a central point. Works best with Level 1 text only.	
Converging Radial	Use to show relationships of concepts or components to a central idea in a cycle. The first line of Level 1 text corresponds to the central circular shape and the lines of Level 2 text correspond to the surrounding rectangular shapes. Unused text does not appear, but remains available if you switch layouts.	
Counterbalance Arrows	Use to show two opposing ideas or concepts. Each of the first two lines of Level 1 text corresponds to an arrow and works well with Level 2 text. Unused text does not appear, but remains available if you switch layouts.	










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Cycle Matrix	Use to show the relationship to a central idea in a cyclical progression. Each of the first four lines of Level 1 text corresponds to a wedge or pie shape, and Level 2 text appears in a rectangular shape to the side of the wedge or pie shape. Unused text does not appear, but remains available if you switch layouts.	
Diverging Arrows	Use to show ideas or concepts that progress outward from a central source. Works best with Level 1 text only.	
Diverging Radial	Use to show relationships to a central idea in a cycle. The first Level 1 line of text corresponds to the central circular shape. Emphasizes the surrounding circles rather than the central idea. Unused text does not appear, but remains available if you switch layouts.	
Equation	Use to show sequential steps or tasks that depict a plan or result. The last Level 1 line of text appears after the equals sign (=). Works best with Level 1 text only.	
Funnel	Use to show the filtering of information or how parts merge into a whole. Emphasizes the final outcome. Can contain up to four lines of Level 1 text; the last of these four Level 1 text lines appears below the funnel and the other lines correspond to a circular shape. Unused text does not appear, but remains available if you switch layouts.	
Gear	Use to show interlocking ideas. Each of the first three lines of Level 1 text corresponds to a gear shape, and their corresponding Level 2 text appears in rectangles next to the gear shape. Unused text does not appear, but remains available if you switch layouts.	
Grouped List	Use to show groups and sub-groups of information, or steps and sub-steps in a task, process, or workflow. Level 1 text corresponds to the top-level horizontal shapes, and Level 2 text corresponds to vertical sub-steps under each related top-level shape. Works well for emphasizing sub-groups or sub-steps, hierarchical information, or multiple lists of information.	
Hierarchy List	Use to show hierarchical relationships progressing across groups. Can also be used to group or list information.	
Linear Venn	Use to show overlapping relationships in a sequence. Works best with Level 1 text only.	





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Nested Target	Use to show containment relationships. Each of the first three lines of Level 1 text correspond to the upper left text in the shapes, and Level 2 text corresponds to the smaller shapes. Works best with minimal Level 2 lines of text. Unused text does not appear, but remains available if you switch layouts.	
Nondirectional Cycle	Use to represent a continuing sequence of stages, tasks, or events in a circular flow. Each shape has the same level of importance. Works well when direction does not need to be indicated.	
Opposing Arrows	Use to show two opposing ideas, or ideas that diverge from a central point. Each of the first two lines of Level 1 text corresponds to an arrow. Unused text does not appear, but remains available if you switch layouts.	
Picture Accent List	Use to show grouped or related information. The small shapes on the upper corners are designed to contain pictures. Emphasizes Level 2 text over Level 1 text, and is a good choice for large amounts of Level 2 text.	
Radial Cluster	Use to show data that relates to a central idea or theme. The top Level 1 text appears in the center. Level 2 text appears in surrounding shapes. Can contain up to seven Level 2 shapes. Unused text does not appear, but remains available if you switch layouts. Works best with small amounts of text.	
Radial Cycle	Use to show the relationship to a central idea. Emphasizes both information in the center circle and how information in the outer ring of circles contributes to the central idea. The first Level 1 line of text corresponds to the central circle, and its Level 2 text corresponds to the outer ring of circles. Unused text does not appear, but remains available if you switch layouts.	
Radial List	Use to show relationships to a central idea in a cycle. The center shape can contain a picture. Level 1 text appears in the smaller circles and any related Level 2 text appears to the side of the smaller circles.	
Radial Venn	Use to show both overlapping relationships and the relationship to a central idea in a cycle. The first line of Level 1 text corresponds to the central shape and the lines of Level 2 text correspond to the surrounding circular shapes. Unused text does not appear, but remains available if you switch layouts.	
Segmented Pyramid	Use to show containment, proportional, or interconnected relationships. The first nine lines of Level 1 text appear in the triangular shapes. Unused text does not appear, but remains available if you switch layouts. Works best with Level 1 text only.	

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Stacked Venn	Use to show overlapping relationships. A good choice for emphasizing growth or gradation. Works best with Level 1 text only. The first seven lines of Level 1 text correspond to a circular shape. Unused text does not appear, but remains available if you switch layouts.	
Table Hierarchy	Use to show groups of information built from top to bottom, and the hierarchies within each group. This layout does not contain connecting lines.	
Target List	Use to show interrelated or overlapping information. Each of the first seven lines of Level 1 text appears in the rectangular shape. Unused text does not appear, but remains available if you switch layouts. Works well with both Level 1 and Level 2 text.	
Vertical Equation	Use to show sequential steps or tasks that depict a plan or result. The last Level 1 line of text appears after the arrow. Works best with Level 1 text only.	





Matrix

Layout name	Description	Picture
Basic Matrix	Use to show the relationship of components to a whole in quadrants. The first four lines of Level 1 text appear in the quadrants. Unused text does not appear, but remains available if you switch layouts.	
Cycle Matrix	Use to show the relationship to a central idea in a cyclical progression. Each of the first four lines of Level 1 text corresponds to a wedge or pie shape, and Level 2 text appears in a rectangular shape to the side of the wedge or pie shape. Unused text does not appear, but remains available if you switch layouts.	
Grid Matrix	Use to show the placement of concepts along two axes. Emphasizes the individual components rather than the whole. The first four lines of Level 1 text appear in the quadrants. Unused text does not appear, but remains available if you switch layouts.	
Titled Matrix	Use to show the relationships of four quadrants to a whole. The first line of Level 1 text corresponds to the central shape, and the first four lines of Level 2 text appear in the quadrants. Unused text does not appear, but remains available if you switch layouts.	



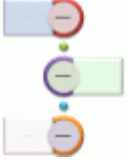
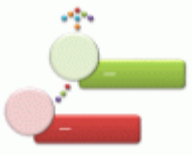
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Pyramid

Layout name	Description	Picture
Basic Pyramid	Use to show proportional, interconnected, or hierarchical relationships with the largest component on the bottom and narrowing up. Level 1 text appears in the pyramid segments and Level 2 text appears in shapes alongside each segment.	
Inverted Pyramid	Use to show proportional, or interconnected, or hierarchical relationships with the largest component on the top and narrowing down. Level 1 text appears in the pyramid segments and Level 2 text appears in shapes alongside each segment.	
Pyramid List	Use to show proportional, interconnected, or hierarchical relationships. Text appears in the rectangular shapes on top of the pyramid background.	
Segmented Pyramid	Use to show containment, proportional, or interconnected relationships. The first nine lines of Level 1 text appear in the triangular shapes. Unused text does not appear, but remains available if you switch layouts. Works best with Level 1 text only.	



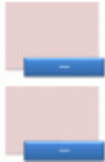




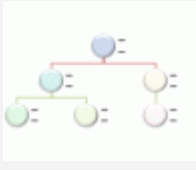

Picture

Layout name	Description	Picture
Accented Picture	Use to show a central, photographic idea with related ideas on the side. The top Level 1 text appears over the central picture. Corresponding text for other Level 1 shapes appear next to the small circular pictures. This layout also works well with no text.	
Alternating Picture Blocks	Use to show a series of pictures from top to bottom. Text appears alternately on the right or left of the picture.	
Alternating Picture Circles	Use to show a set of pictures with text. The corresponding text appears in the central circles with the images alternating from left to right.	
Ascending Picture Accent Process	Use to show an ascending series of pictures with descriptive text. Works best with a small amount of text.	

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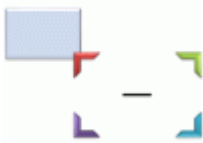


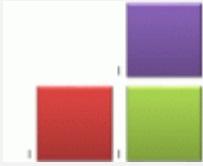




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Bending Accent List	Picture	Use to show non-sequential or grouped blocks of information. The small circular shapes are designed to contain pictures. Works well for illustrating both Level 1 and Level 2 text. Maximizes both horizontal and vertical display space for shapes.	
Bending Blocks	Picture	Use to show a series of pictures. The box covering the bottom corner can contain small amounts of text.	
Bending Caption	Picture	Use to show a sequential series of pictures. The box covering the bottom corner can contain small amounts of text.	
Bending Caption List	Picture	Use to show a series of pictures. The title and description appear in a callout shape under each picture.	
Bending Semi-Transparent Text	Picture	Use to show a series of pictures. A semi-transparent box covers the lower portion of the picture and contains all levels of text.	
Bubble List	Picture	Use to show a series of pictures. Can contain up to eight Level 1 pictures. Unused text and pictures do not appear, but remain available if you switch layouts. Works best with small amounts of text.	
Captioned Pictures	Picture	Use to show a picture with multiple levels of text. Works best with a small amount of Level 1 text and a medium amount of Level 2 text.	
Circle Hierarchy	Picture	Use to show hierarchical information or reporting relationships in an organization. Pictures appear in circles and corresponding text appears next to the pictures.	
Circular Callout	Picture	Use to show a central idea and sub-ideas or related items. The text for the first picture covers the lower portion of the picture. The corresponding text for other Level 1 shapes appears next to the small circular pictures. This diagram also works well with no text.	

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Continuous Picture List		Use to show groups of interconnected information. The circular shapes are designed to contain pictures.	
Framed Picture	Text	Use to show pictures with corresponding Level 1 text displayed in a frame.	
Hexagon Cluster		Use to show pictures with associated descriptive text. Small hexagons indicate the picture and text pair. Works best with small amounts of text.	
Horizontal Picture List		Use to show non-sequential or grouped information with an emphasis on related pictures. The top shapes are designed to contain pictures.	
Picture Blocks	Accent	Use to show a group of pictures in blocks starting from the corner. The corresponding text displays vertically. Works well as an accent on title or sub-title slides or for section breaks of a document.	
Picture List	Accent	Use to show grouped or related information. The small shapes on the upper corners are designed to contain pictures. Emphasizes Level 2 text over Level 1 text, and is a good choice for large amounts of Level 2 text.	
Picture Process	Accent	Use to show sequential steps in a task, process, or workflow. The rectangular shapes in the background are designed to contain pictures.	
Picture List	Caption	Use to show non-sequential or grouped blocks of information. The top shapes are designed to contain pictures and pictures are emphasized over text. Works well for pictures with short text captions.	
Picture Grid		Use to show pictures laid out on a square grid. Best with a small amount of Level 1 text, which appears above the picture.	

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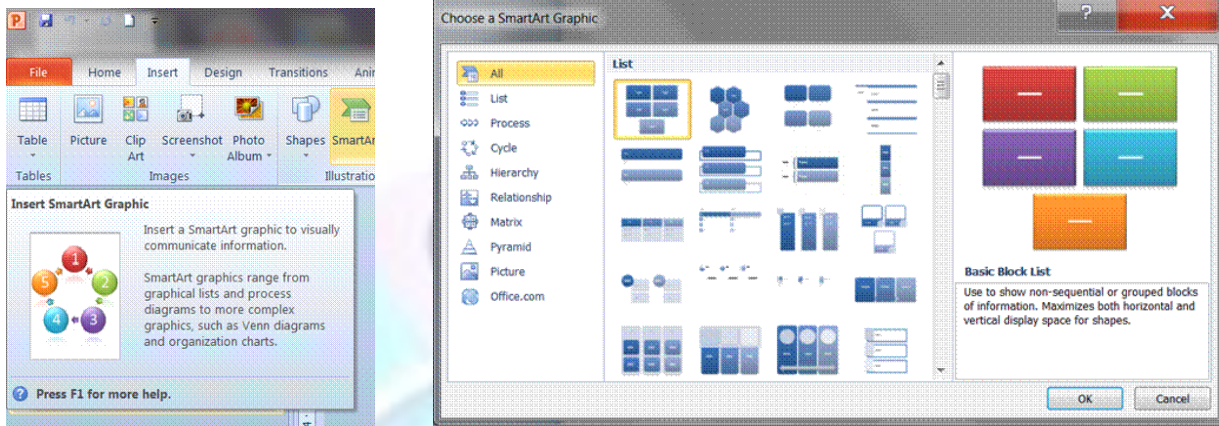
Picture Lineup		Use to show a series of pictures side by side. Level 1 text covers the top of the picture. Level 2 text appears below the picture.	
Picture Strips		Use to show a series of pictures from top to bottom with Level 1 text beside each.	
Snapshot Picture List		Use to show pictures with explanatory text. Level 2 text can display lists of information. Works well with a large amount of text.	
Spiral Picture		Use to show a series of up to five pictures with corresponding Level 1 captions that spiral in to the center.	
Titled Picture Accent List		Use to show lists of information with an accent picture for each Level 2 text. Level 1 text displays in a separate box at the top of the list.	
Title Picture Lineup		Use to show a series of pictures that each have their own title and description. Level 1 text appears in the box above the picture. Level 2 text appears below the picture.	
Titled Picture Blocks		Use to show a series of pictures. Level 1 text appears above each picture. Level 2 text appears to the side and slightly overlapping each picture.	
Vertical Picture Accent List		Use to show non-sequential or grouped blocks of information. The small circles are designed to contain pictures.	
Vertical Picture List		Use to show non-sequential or grouped blocks of information. The small shapes on the left are designed to contain pictures.	

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Create a SmartArt graphic

On the **Insert** tab, in the **Illustrations group**, click **SmartArt**.



The **SmartArt** dialogue box will display. **Click** the type and layout that you want.

Enter text

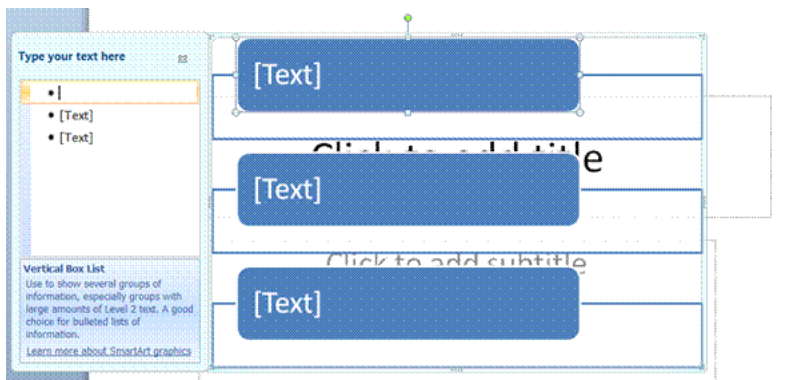
Enter your text by doing one of the following:

- ✓ Click **Text** in the **Text pane**, and then type your text.
- ✓ Copy text from another location or program, click **Text** in the **Text pane**, and then paste your text.

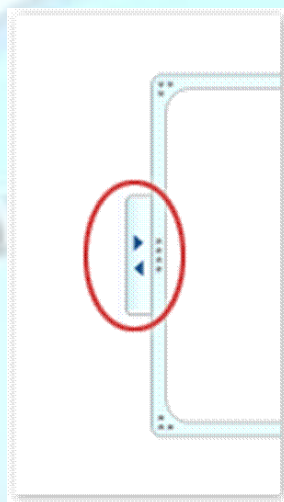
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- ✓ If the Text pane does not display, click the control



OR

- ✓ Click in a box in the SmartArt graphic, and then type your text.

Tip For best results, use this option after you add all of the boxes that you want.

Note To add text close to or on top of your SmartArt graphic, insert a text box and add your text

Add shapes in your SmartArt graphic

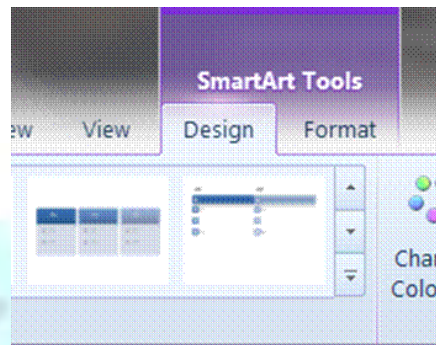
- ✓ Click the **SmartArt** graphic that you want to add another shape to.
- ✓ Click the existing shape that is located closest to where you want to add the new shape.

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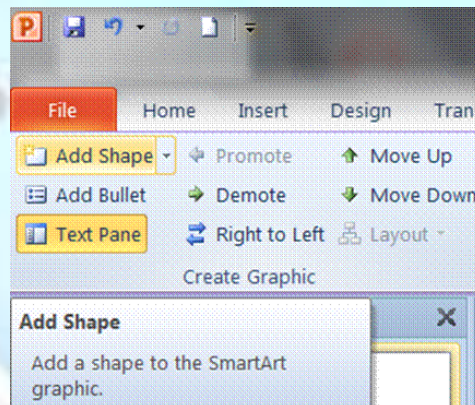
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- ✓ **SmartArt Tools** will display



- ✓ Go to the **Design** tab **Create Graphic** group, and click the arrow under **Add Shape**.



- ✓ To insert a shape after the selected shape, click **Add Shape After**.
- ✓ To insert a shape before the selected shape, click **Add Shape Before**.
- ✓ To add a shape from the **Text pane**, click an existing shape, move your cursor before or after the text where you want to add the shape, and then press ENTER.

Note *If you don't see the SmartArt Tools or Design tabs, make sure that you've selected the SmartArt graphic. You may have to double-click the SmartArt graphic to open the Design tab.*

Delete shapes in your SmartArt graphic

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- ✓ To delete a shape from your SmartArt graphic, click the shape you want to delete, and then press **DELETE**.
- ✓ To delete your entire SmartArt graphic, click the border of your SmartArt graphic, and then press **DELETE**.



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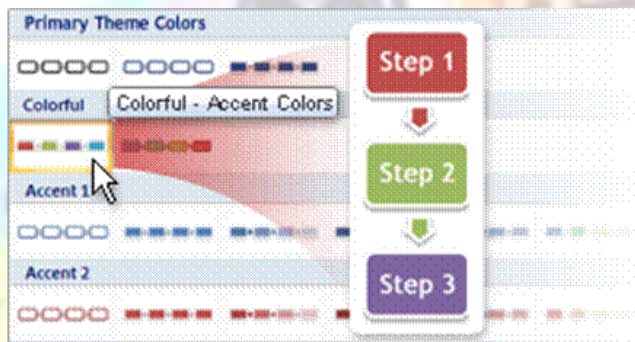
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Change the colours

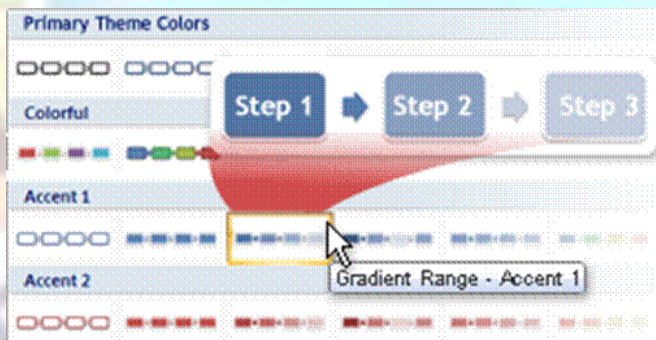
Using colours and colour effects

With PowerPoint you are able to apply color variations that are derived from the theme colours to the shapes in your SmartArt graphic.

You will use colours to enhance the message in your presentations: for example, for different steps in a process, you could give each step a different colour by applying Colourful - Accent Colors.



Or you could use a colour gradient to stress the direction of your message for a linear process.



You can create an effect of gradually changing color by applying a gradient to an object, so that its color varies smoothly from a darker to a lighter shade. Or, you can also use a gradient to give the shapes in your graphic a rainbow effect.

Colour thumbnails

Colour thumbnails show the different ways colors are applied (such as, alternating, or darkest to lightest), instead of how colors are used.

Themes

Tip *A theme is a set of unified design elements that gives your document a specific look through using colour, font and graphics.*

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We can therefore say that a theme is made up of theme colours, theme fonts and theme effects, where theme colours are a set of colours used in a file.

If you change the document theme, your SmartArt graphic will also reflect the new theme colors

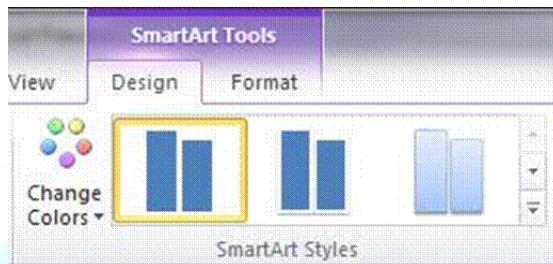


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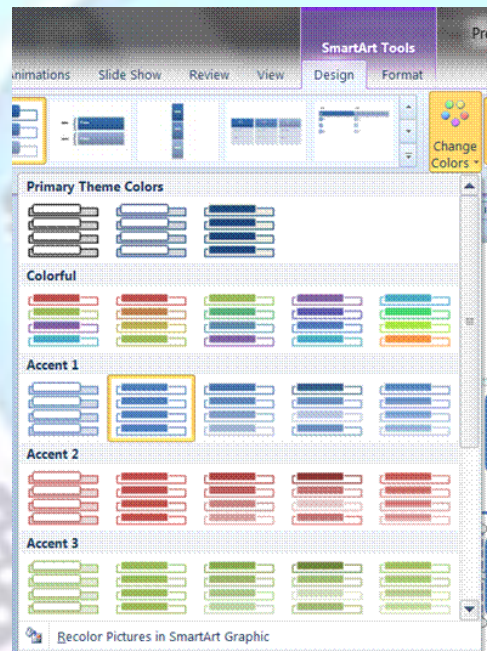
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Change colours

- ✓ Click your **SmartArt** graphic. **SmartArt Tools** will display
- ✓ Go to the **Design** tab, **SmartArt Styles** group and click **Change Colors**.




- ✓ Click to select the color variation that you need.



Apply a SmartArt Style

A SmartArt Style combines various effects, to create a unique look for your SmartArt graphic. Some of the effects are a bevelled effect or a 3-D effect.

- ✓ Click your **SmartArt** graphic. **SmartArt Tools** will display
- ✓ On the **Design** tab, in the **SmartArt Styles** group, click the **SmartArt Style** that you want.
- ✓ To see more **SmartArt Styles**, click the **More** button .

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Tip To resize your entire SmartArt graphic, click the border of your SmartArt graphic, and then drag the sizing handles in or out until your SmartArt graphic is the size that you want.



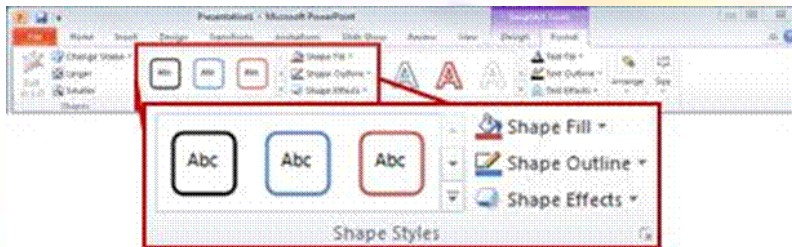
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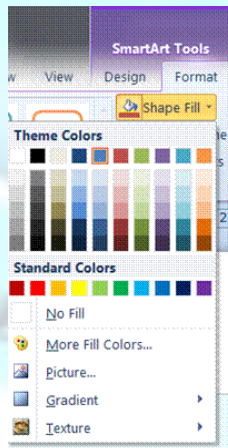
Change the color of a shape

- ✓ Click the shape in the **SmartArt graphic** that you want to change. The SmartArt Tool will display
- ✓ On the **Format** tab, in the **Shape Styles** group, click the arrow next to **Shape Fill**, and then click the color that you want.
- ✓ To choose no color, click **No Fill**.



- ✓ To change to a colour that is not in the theme colours, click **More Fill Colors**,
- ✓ Then either click the colour that you want on the **Standard** tab, or mix your own color on the **Custom** tab.

Note *Custom colors and colors on the Standard tab are not updated if you later change the document theme*



- ✓ If you do not see the **SmartArt Tools** or **Format** tabs, make sure that you have selected a SmartArt graphic. You might have to double-click the shape to open the Format tab.

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Tip *If you want to change multiple shapes to the same colour, click the first shape, and then press and hold CTRL while you click the other shapes.*



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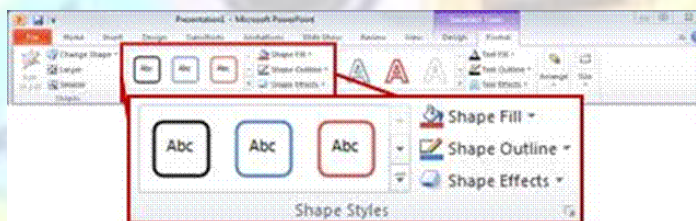
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Change the color of a shape border

- ✓ Click the **shape** that has the border that you want to change. The **SmartArt Tools** will display
- ✓ On the **Format** tab, in the **Shape Styles** group, click the arrow next to **Shape Outline**,
- ✓ Click the color that you want.

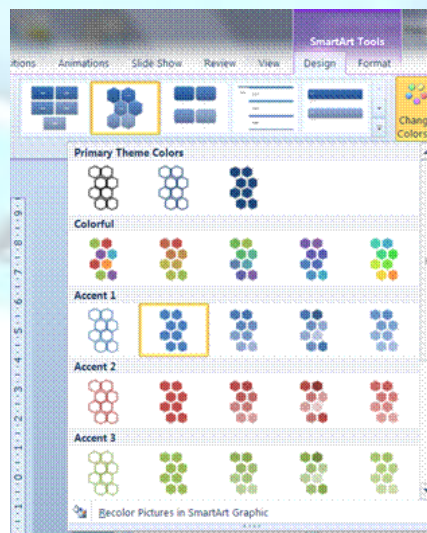
Tip To hide the border, click **No Outline**.



Tip If you want to change multiple shape borders to the same color, click the first shape, and then press and hold CTRL while you click the other shapes.

Change the color of an entire SmartArt graphic

- ✓ Click the **SmartArt graphic** to display the **SmartArt Tool**
- ✓ Go to the **SmartArt Styles** group and click **Change Colors**
- ✓ Click the **thumbnail** that you want.



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Tip *To see how a color will be applied to your SmartArt graphic before you select a thumbnail, place your pointer over the thumbnail that you want, and then look at your SmartArt graphic.*



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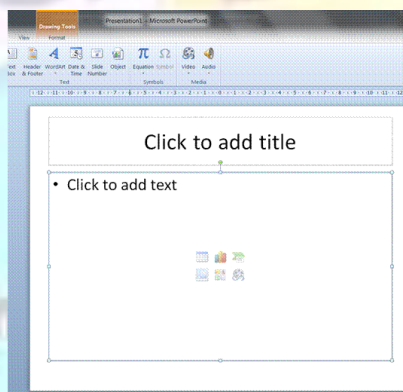
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Create an Organisation Chart

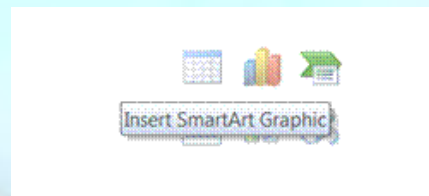
An organisation chart is a diagram showing how objects are related in a hierarchy. They are typically used to show levels of responsibility in a company or to show the hierarchy of personnel.

To create an organisation chart

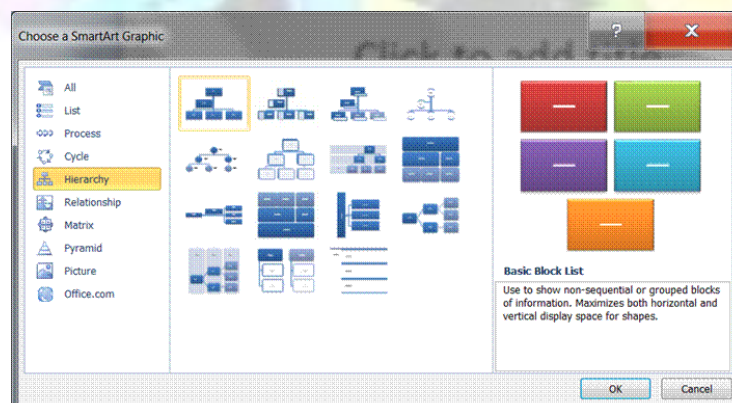
- ✓ Select **Insert New Slide** and select a slide that includes the **Illustrations** grouping:



- ✓ Click on **Insert SmartArt** graphic. The **SmartArt Graphic** dialogue box will display



- ✓ Select **Hierarchy** and then select **Organisation Chart**

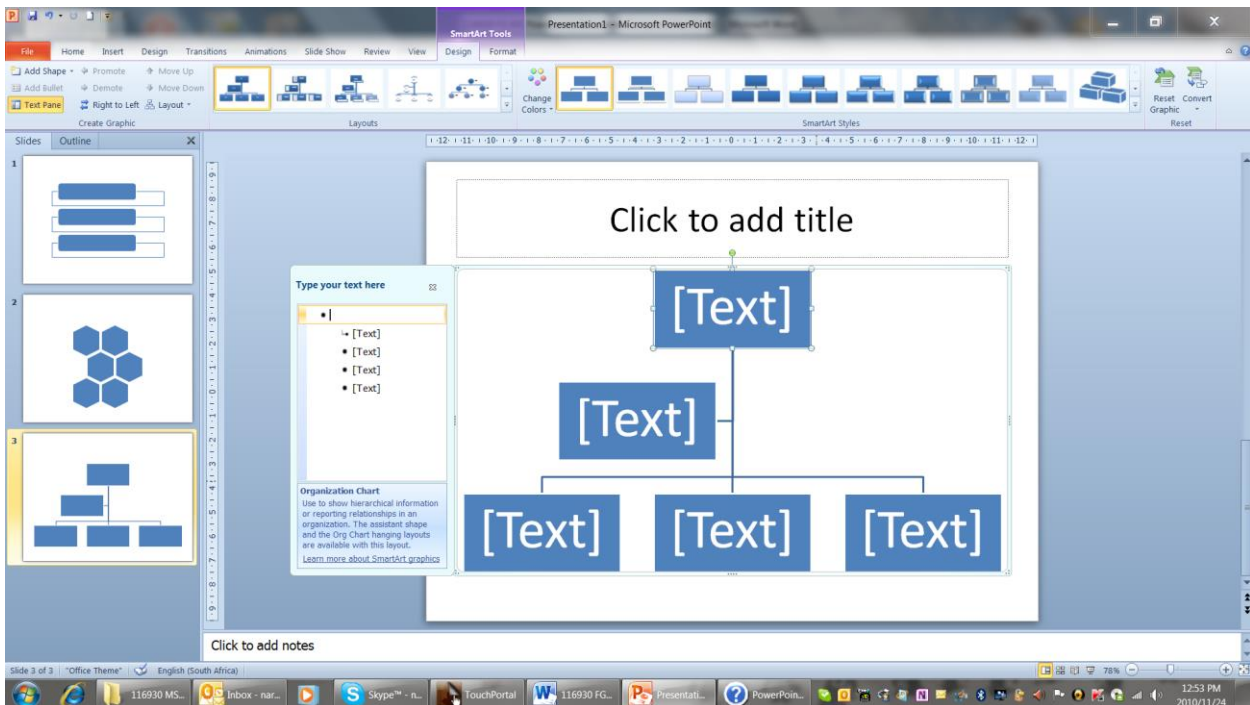


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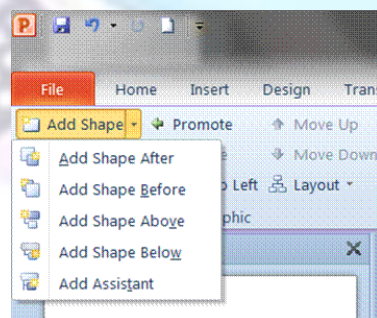
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An organisation chart will be added to your slide



Add text to the Organisation Chart

- ✓ Enter the name and job title of the person at the top of the organisation
- ✓ Click in each box and enter the appropriate names and titles
- ✓ To add a subordinate, select the box you want to add the subordinate to, click the **Add Shape** in the **Create Graphic** group



Choose from the following:

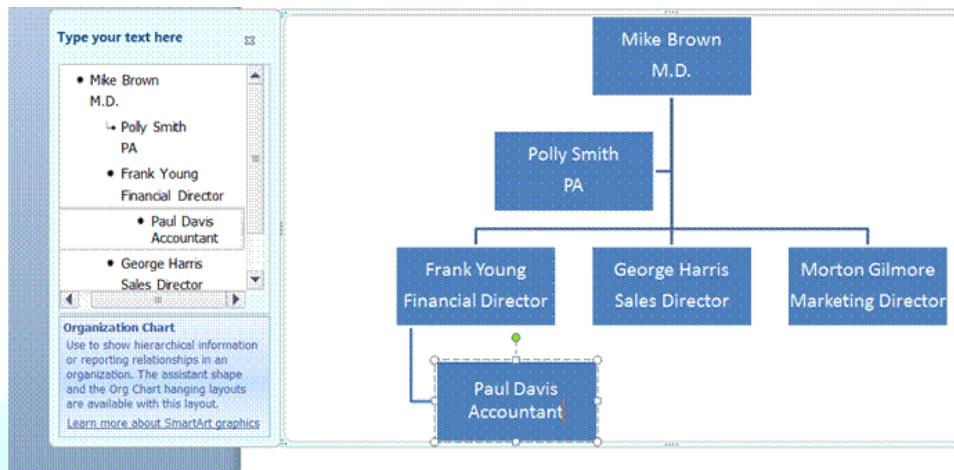
- ✓ To add more entries at the same level, select Add Shape **before** or **after**
- ✓ Add Shape above to add a box one level above
- ✓ To add a **subordinate**, select Add shape below
- ✓ Select **Add assistant** to add an assistant

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When you have finished, click outside of the chart area to embed the organisation chart into the document



Tip You can also add elements by right-clicking in the box to which you want to add a subordinate or assistant.

Modify the Structure of an Organisation Chart

You can move and delete elements of the hierarchy, change the way subordinate elements are shown, and edit the data shown in the shapes.

To edit organisation chart data

- ✓ Left-click the organisation chart area to edit it
- ✓ Click in the appropriate box and make the necessary changes
- ✓ When you have finished making changes, click outside the organisation chart area

To select a shape

Before making any changes you need to select the shapes you wish to change.

- ✓ To select one item, simply click on its border
- ✓ To select several shapes, hold down the **Shift** key while you click on the shapes you want to select

To delete a shape

You cannot delete a shape if it has assistants or subordinates attached to it.

- ✓ Select the box you wish to remove and press the **Delete** key

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To change the layout of subordinate elements

If a manager has many subordinate elements, you can change the layout to hanging to avoid making the chart too wide.

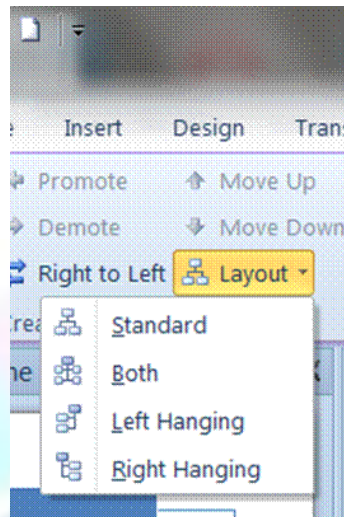
- ✓ Select the Manager box for the group of boxes whose layout you want to change
- ✓ On the **Design** tab, in the **Create Graphic** group, select **Layout**
- ✓ The Layout options are displayed. Select the appropriate layout option



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Format a Diagram or Organisation Chart

Change the size

To change the size of individual elements within a SmartArt graphic:

- ✓ Go to the **Format** tab, **Shapes** group
- ✓ Select **Larger** or **Smaller**

To change the size of the entire SmartArt graphic, click and drag one of the corners

Format text

Text within a box can be formatted using the normal text formatting tools. If you select a shape (as opposed to text within the shape) any formats will be applied to all text within the shape.

The tools to format text will be found on the **Home** tab

Change the appearance of elements of an organisation chart

Diagram elements can be formatted using the normal shape formatting tools.



- ✓ Left click the SmartArt graphic to edit it
- ✓ Select the elements you wish to make changes to by clicking on them (**Shift** +click to select multiple elements)
- ✓ To change the shape and edit shape styles, go to the **Format** tab
- ✓ To change SmartArt styles, go to the **Design** tab of **Smartart Tools**

Tip *You are be able to change the line styles as well as the shape and colour*

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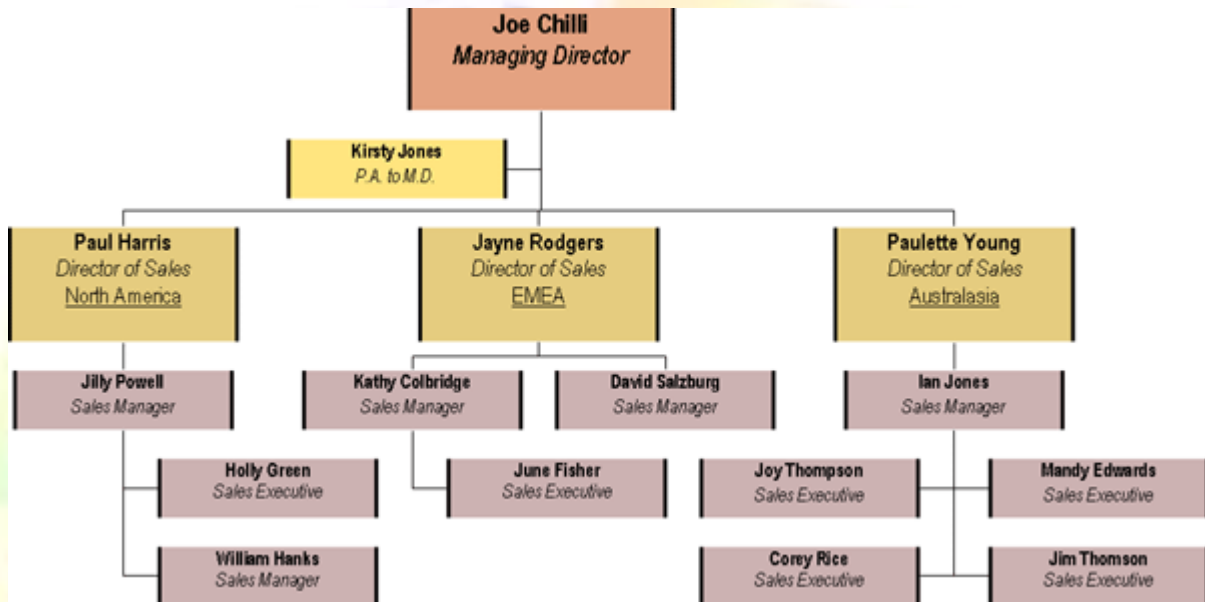
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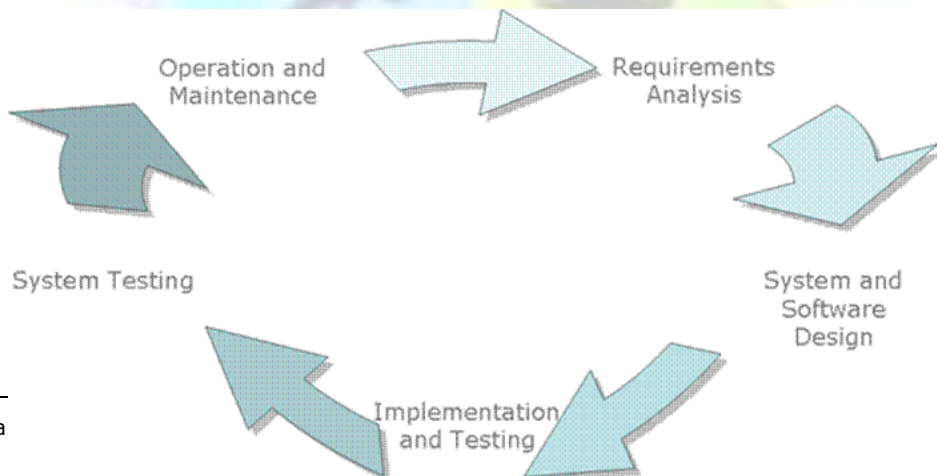
Formative Assessment



- ✓ Create a new file based on the blank template
- ✓ Insert a new diagram object
- ✓ Create the organisation chart shown below



- ✓ Save the file as **ORG CHART** and close it
- ✓ Create a new file based on the blank template
- ✓ Insert a new diagram object
- ✓ Create the SmartArt shown below



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✓ Save the file as ***DEVELOPMENT DIAGRAM*** and close it



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CREATING A SIMPLE DRAWING



Outcome

Create a drawing in a presentation

Assessment criteria

- ✓ Lines are drawn into a presentation: Straight line, arrow line, curve line, freeform line
- ✓ Line attributes are changed: Style, arrow start and finish, colour, width
- ✓ Shapes are drawn into a presentation: At least two of: Box, circle, autoshape
- ✓ The orientation of a drawing is changed
- ✓ The attributes of a shape are changed: Any three of: line colour, fill colour, 3-D
- ✓ Drawings are resized: Resize entire drawing
- ✓ Drawing objects are re-aligned in the presentation: At least one of: automatically, manually
- ✓ The order of display of overlapping objects is changed relative to the other drawing objects
- ✓ Connector lines are added between shapes



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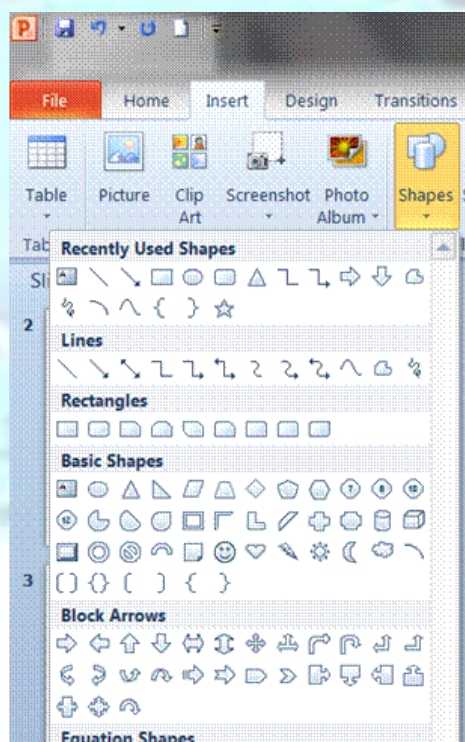
Office comes with a standard set of line art drawing tools, allowing you to create drawings and custom diagrams or flowcharts in any of the Office applications. As well as basic shapes, such as lines, circles, and boxes, a collection of **Shapes** gives you access to more unusual shapes, such as stars, banners, and callouts.

In PowerPoint, you can add objects directly over the slide/worksheet quite easily, without interfering with existing objects. However, to create a complex drawing, you may want to insert a drawing object to keep the shapes together. Doing this will make it easier to move and copy the drawing when it is complete.

Draw a Basic Shape

Create a drawing

- ✓ Insert a blank slide
- ✓ On the **Insert** tab, in the **Illustrations** group, select **Shapes**
- ✓ Select the shape you need
- ✓ Click and drag in your slide to draw the shape
- ✓ Change the colour and line of the shape to suit your needs by going to the **Format** or **Design** tabs





Draw a rectangle or oval

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- ✓ Click on the **Rectangle** button  or the **Oval** button  and point to where you want to start the object

The mouse pointer changes to a crosshair shape .

- ✓ Click-and-drag to draw the object
- ✓ Release the mouse button to finish the object



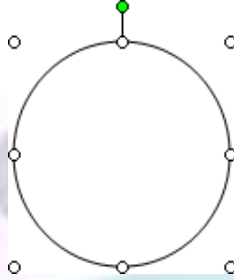
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OR

- ✓ Click to draw the object at a pre-set size, which will draw either a square or circle.
- ✓ The object is drawn, and white handles are displayed at the corners of the object indicating that it is selected.

**Constraint keys**

When you draw shapes, you can hold down the **Shift** key as well as the **Ctrl** key to constrain how an object is drawn.

To constrain lines and arrows

- ✓ Hold down the **Shift** key while you draw a line at 15° intervals
- ✓ Hold down the **Ctrl** key to draw a line extending from its midpoint out in both directions

To constrain rectangles and ovals

- ✓ Hold down the **Shift** key while drawing to create perfect circles or perfect squares
- ✓ Hold down the **Ctrl** key to draw the object from the centre outwards

Draw a shape

- ✓ Click the **Shape** you want
- ✓ Move the mouse pointer to where you want the object to start

The pointer turns into a crosshair  when you move it onto the page.

- ✓ Click-and-drag the mouse pointer to draw the object
- ✓ Release the mouse button where you want the object to end

OR

- ✓ Click to draw the object at a preset size

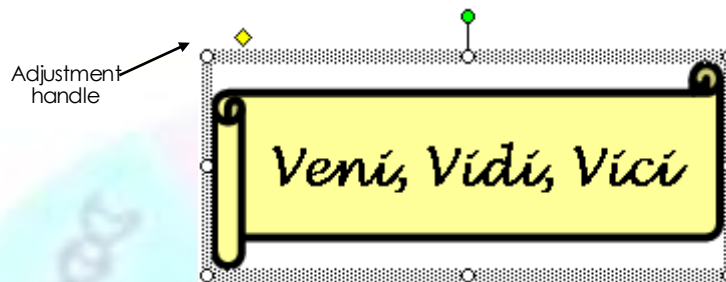
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Adjust a shape

Many shapes have adjustment handles you can use to adjust a unique aspect of the object. The adjustment handles are yellow diamond shapes and they are only visible when an object is selected.

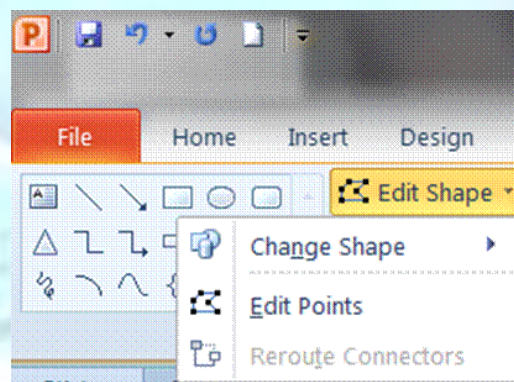


- ✓ Click on the adjustment handle with the adjustment pointer  and drag to resize

Change an object to a different shape

Most types of shape can be changed to a different AutoShape.

- ✓ Select the shape
- ✓ On the **Format** tab, **Insert Shapes** group go to **Edit Shape**
- ✓ Select **Change Shape**
- ✓ The **Shapes** dialogue box will display
- ✓ Select the **shape** you need



Draw a line or arrow

- ✓ Insert a blank slide
- ✓ On the **Insert** tab, in the **Illustrations** group, select **Shapes**

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- ✓ Click the **Line** button  or the **Arrow** button  then point to where you want to start the line

The mouse pointer changes to a cross-hair shape .

- ✓ Click-and-drag the mouse pointer to draw the object
- ✓ Release the mouse button to finish the line


The line is drawn, and white handles are displayed at the ends of the object indicating the object is selected.




Draw a curve or freeform line

As well as straight lines and basic shapes, you can use the drawing tools to create irregular shapes, freehand lines, and curves.




- ✓ Select **Lines and u** Use the following tools to draw different types of line:


To draw freehand, as though the mouse were a pen, click the **Scribble** tool 

- ✓ Click-and-drag to draw the line, releasing the mouse button to finish

To draw a smooth, curving line, click the **Curve** tool 

- ✓ Click to start the line, move the mouse then click again to add a bend in the line
- ✓ Add further curves if you wish, then **double-click** to end the line

The **Freeform** tool  combines the actions of the Line  and Scribble  tools. Use it to draw an object that has both curved and straight segments.

- ✓ Click the **Freeform** tool 
- ✓ Click the mouse to start the line then **EITHER** click to add straight lines to the shape **OR** click-and-drag to add freehand segments
- ✓ Double-click to complete the shape

Tip *Using any of the above tools, if you close a shape by ending the line at the same point it starts, the shape will be filled with the default fill colour.*

Note *Change the colour of the line to suit your needs by going to the Format or Design tabs*

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Add Text to an Object

Rectangles, circles, triangles, and other closed shapes drawn with the AutoShapes tool can have text attached to the shape.

Add text to a shape or a drawing



- ✓ Select the shape then simply begin typing
- ✓ In The text is added to the object. You can format the text using the normal tools.

Note *When you type in a shape, text is treated as part of the shape. When you move the shape, the text moves with it.*



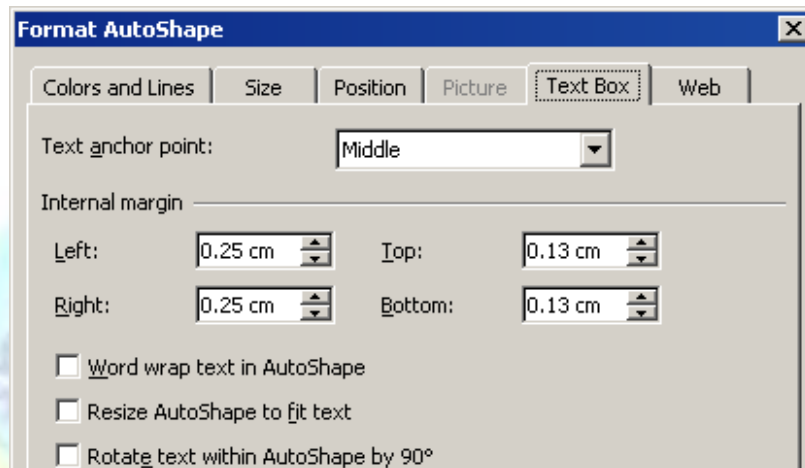
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Adjust text boundaries and alignment in an AutoShape

- ✓ Select the shape then from the **Format** menu, select **AutoShape...** and click the **Text Box** tab



Format AutoShape - Text Box tab (PowerPoint)

- ✓ Use the **Internal margin** boxes to set the distance between text and the edges of the shape
- ✓ In PowerPoint and Excel, set the vertical alignment of text in the shape using the **Text anchor point:** list box (make sure the **Resize AutoShape to fit text** option is **de-selected** for this to have any effect)
- ✓ Click the **Word wrap text in AutoShape** check box to constrain text within the shape
- ✓ Click the **Rotate text within AutoShape by 90°** check box to turn the text on its side
- ✓ Click **OK**

Formative Assessment



- ✓ Create an organisation chart for the college or your place of work
- ✓ Draw a logo for your house or draw any other picture. You have to make use of at least two shapes and at least one type of line for your picture.
- ✓ Add colours and effects to your chart and your picture

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IMPORTING AND EXPORTING DATA



Outcome

Import images into a presentation



Assessment criteria

- ✓ Images are imported from different file types: File types: JPEG, WMF, BMP
- ✓ Images are resized: Resize entire image, crop image
- ✓ An image is copied to a master slide



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You can include information in a presentation from many other sources. You can import pictures and clip art created with graphics applications. You can write the presentation in outline form in Word or any other word processor then use the file to generate a new presentation. You can also create embedded data objects, such as tables, graphs, organisation charts, or sound or video clips.

Alternatively, you can use data from your PowerPoint presentation in other applications. For example, you could export a presentation to Word to create a report or handout.

Insert or Paste an OLE Object

Most Microsoft Windows applications allow data to be moved or copied to a different application. This is known as Object Linking and Embedding. You can import data using the Cut, Copy, and Paste tools (or the Office Clipboard) or create new objects using the Insert tab. A data object (OLE object) can either be saved as part of the PowerPoint file (embedded) or remain in its original file (linked).

Linked objects are stored in the original file and edited using the original application. The PowerPoint presentation contains a pointer (or link) to the contents of the original file. You can open the object for editing by double-clicking it on the slide or by opening the original file through Windows Explorer. You can link an object using Paste Special or through Insert Object.

Embedded objects become part of the PowerPoint presentation. Like linked objects they are edited by double-clicking the object. An object is embedded when you use the Cut, Copy, and Paste tools or through Insert Object.

When you edit an object from PowerPoint by double-clicking, depending on the type of data, either PowerPoint's menus and toolbars will be replaced with those of the editing application or the object will be opened in an application window.

Link an object using the Clipboard

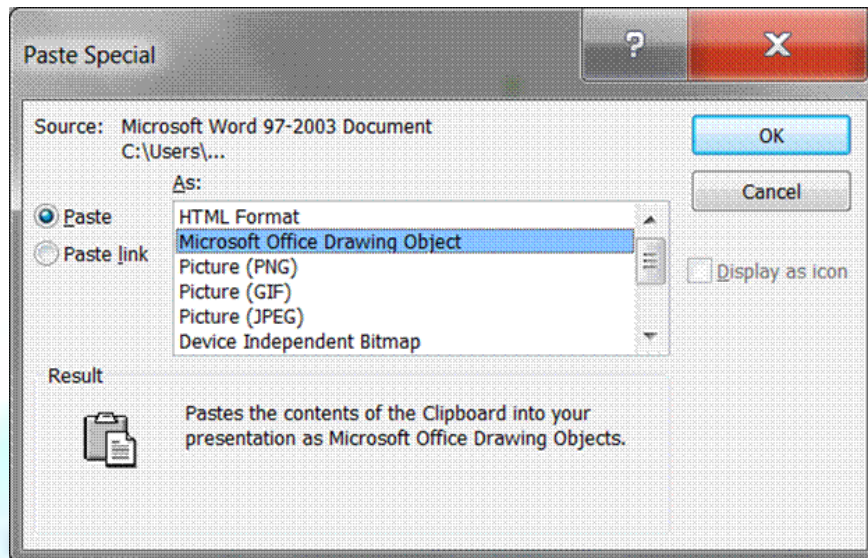
Tip *These notes refer to linking or embedding an object from another application in PowerPoint. You can use the same steps starting from another Office application to export data from a PowerPoint presentation to another file.*



- ✓ Start the application in which you wish to create or edit the object
- ✓ Open, edit, or create the file containing the data to include in the presentation
- ✓ Select the data and copy it onto the Windows Clipboard
- ✓ Switch to PowerPoint and move to where you wish to place the linked information
- ✓ From the **Home** tab, select **Paste Special...**
- ✓ Click the **Paste link** option button

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- ✓ Optionally, select a format for the link (for example, as an object or as a hyperlink)
- ✓ Click **OK**

The object is pasted into the presentation. The **AutoCorrect** smart tag may be displayed to help you position the object in a placeholder.

To embed an object using the Clipboard

- ✓ Open, edit, or create the file containing the data to include in the presentation
- ✓ Select the data and copy it onto the Windows Clipboard
- ✓ Switch to PowerPoint and move to where you wish to place the linked information
- ✓ From the **Home** tab, click **Paste...**

The object is pasted into the presentation.

To embed an object using Paste Special

You can use Paste Special to embed an object in a different format. For example, if you select a Word table then use Paste Special in PowerPoint, you can choose to paste the table as HTML, as Word data, as a picture, as unformatted text, and so on. It is a good idea to experiment with the different options to see which will give you the best effect in terms of the appearance of the data and the ease of editing it.

- ✓ Copy the data you want to use
- ✓ From the **Home** tab, select **Paste Special...**
- ✓ Select a data format from the **As:** box then click **OK**

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Export Text and Slides to Microsoft Word

PowerPoint slides, graphics, and objects can be copied, pasted, dragged, embedded, and linked from PowerPoint to a Word document.

What are PDF and XPS formats?

Portable Document Format (PDF)

PDF preserves document formatting and enables file sharing. When the PDF format file is viewed online or printed, it retains the format that you intended. Data in the file cannot be easily changed, and can be explicitly set to prohibit editing. The PDF format is also useful for documents that will be reproduced using commercial printing methods. PDF is accepted as a valid format to many agencies and organizations, and viewers are available on a wider variety of platforms than XPS.

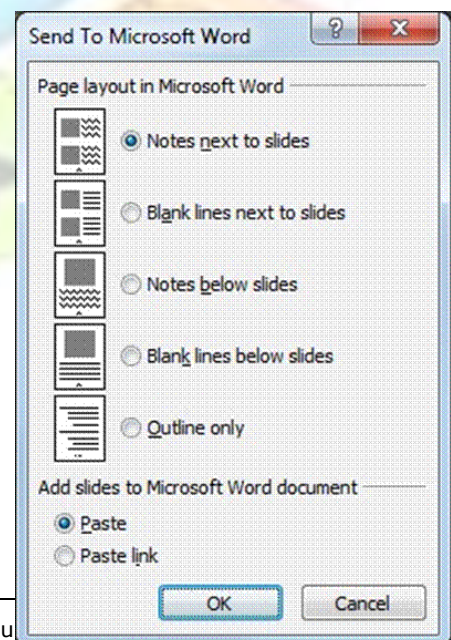
XML Paper Specification (XPS)

XPS is a platform-independent technology that also preserves document formatting and enables file sharing. When the XPS file is viewed online or printed, it retains exactly the format that you intended, and the data in the file cannot be easily changed. XPS embeds all fonts in the file so they appear as intended, regardless of whether the specified font is available on the recipient's computer, and has more precise image and color rendering on the recipient's computer than PDF.

Edit or print PowerPoint handouts in Word

You can print handouts from Microsoft PowerPoint 2010, but if you want to use the editing and formatting features of Microsoft Word, you can work on and print your handouts using Word. In the open presentation, do the following:

- ✓ Click the **File** tab, then click **Save & Send**.
- ✓ Under **File Types**, click **Create Handouts**, then under **Create Handouts in Microsoft Word**, click **Create Handouts**.
- ✓ In **the Send to Microsoft Office Word** dialogue box, click the page layout that you want, and then do one of the following:
- ✓ To paste content that you want to remain unchanged when the content in the original PowerPoint presentation is updated, click **Paste**, and then click **OK**.
- ✓ To ensure that any updates that occur to the original PowerPoint presentation are reflected in the Word document, click **Paste Link**, and then click **OK**.



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Save a presentation in pdf or xps



- ✓ Click the **File** tab and then click **Save As**.
- ✓ In the **File Name** box, enter a name for the file
- ✓ In **the Save as type list**, click PDF (*.pdf) or XPS Document (*.xps).

Notes

- ✓ If the document requires high print quality, click **Standard** (publishing online and printing).
- ✓ If the file size is more important than print quality, click **Minimum size** (publishing online).

Embed a slide in a Word document

You can drag a PowerPoint slide into a Word document, which will place an image of the slide into the document, together with the background colour and any objects that have been placed on the slide.

- ✓ Arrange both **PowerPoint** and **Word** so that they appear on the screen side by side
- ✓ In **PowerPoint** switch to **Normal** view and make sure that the slide you want to drag is visible
- ✓ In **Word** make sure that the page you want the slide to appear on is visible
- ✓ In **PowerPoint**, select the slide and on the **Home tab**, click **Copy** 
- ✓ Switch to the **Word** document, and on the **Home tab**, click **Paste** 

First slide of the presentation displayed in a Word document

- ✓ When you double-click the slide, the presentation runs as a full-screen slide show; press **Esc** to return to Word
- ✓ To edit the presentation from within Word, right-click the slide
- ✓ From the shortcut menu, select **Presentation Object**, then **Edit**
- ✓ The **PowerPoint** toolbars and menus are displayed, allowing you to make changes to the presentation
- ✓ To return to **Word**, click outside of the object frame surrounding the slide

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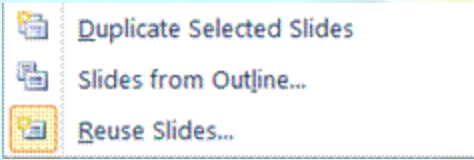
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Note *Any changes that you make to the presentation using this method will only exist within the Word document; the original presentation will remain unchanged.*

Insert Slides from Other Presentations

Use this feature to copy slides from other presentations into a new or existing presentation.

- ✓ Display the slide that will precede the new slide you want to insert
- ✓ From the **Insert** tab menu, select **New slide** and then **Reuse slides...**



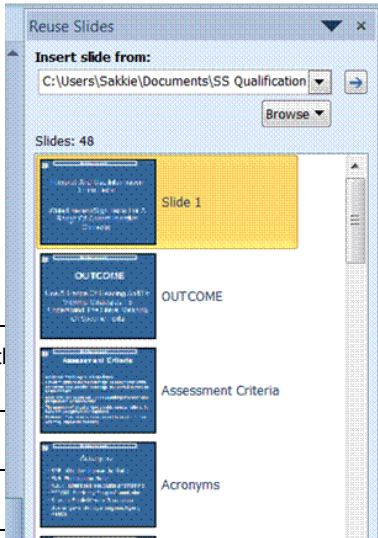
The **Reuse Slides** task pane and dialogue box is displayed.



- ✓ Click the **Browse** button to locate the presentation from which you want to copy the slide or slides

OR

- ✓ Click **Open a PowerPoint File**
- ✓ From the dialogue box that is displayed, select the required slide show and click Open
- ✓ The slide show will be displayed in the **Reuse Slides** task pane



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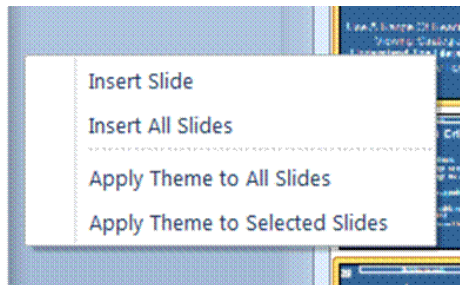
- ✓ Click on the slide you want to copy and the slide will be copied to your current slide show



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Tip *If you right-click on any slide, a shortcut menu will be displayed, giving you the option of inserting only one slide or all the slides*



Copy Slides between Two Presentations

Slide Sorter view and the Slide panel in Normal view, allow you to move and copy slides within a presentation. You can also use them to transfer slides between presentations, using the Windows Clipboard, Office Clipboard, or drag-and-drop.

To copy a slide using the clipboard

- ✓ Open the first presentation
- ✓ In **Normal** view, select the slides you want to move or copy
- ✓ On the **Home** tab, click **Cut**  or **Copy**  as required
- ✓ Open the second presentation in **Normal** view displaying the **Slides** panel

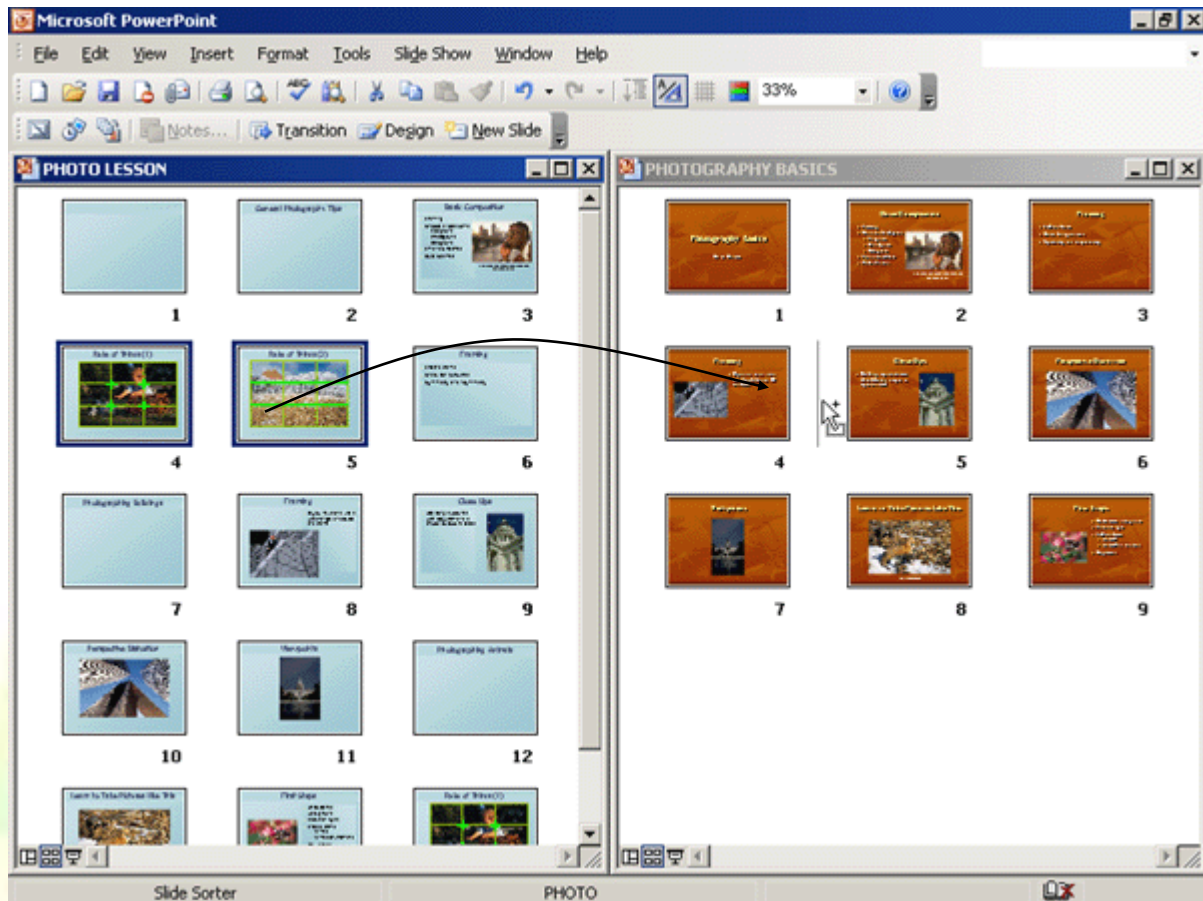
To copy a slide using drag-and-drop

- ✓ Open both presentations in **Normal** view
- ✓ Display the two presentations side-by-side.
- ✓ Select the slides you want to copy (**Ctrl** +click to select multiple slides)

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- ✓ Click-and-drag the selected slides to the point you want to insert them
- ✓ By default slides are copied, to move a slide, right-click the slide and select **Cut**, then right click in the other presentation window, and select **Paste**)



A vertical bar indicates where the slides will be inserted.

- ✓ Release the mouse button when the bar is in the correct position

The slides are copied to the new presentation.

Note *The slides are automatically reformatted using the Slide Master for the destination presentation.*

Click the **Maximize** button  on the presentation's title bar to restore the window

Formative Assessment



- ✓ Create a new presentation
- ✓ Insert pictures in the presentation
- ✓ Open the presentation **PRODUCT LAUNCH**

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- ✓ Copy slides from this presentation to your current presentation
- ✓ Send Handouts to Word



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ARRANGING OBJECTS

Outcome

Images and objects are manipulated in presentation: Chart/graphs, organisational charts, drawing objects

Assessment criteria



- ✓ Images and objects are moved
- ✓ Images and objects are copied
- ✓ Images and objects are deleted
- ✓ Images and objects are manipulated: Flip and rotate images

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Arrange and Transform Objects

Rather than line up objects manually, you can use tools to align and distribute objects relative to other objects or relative to the page or slide. This is more accurate than positioning shapes by eye.

You can also transform many types of object. An example of a transformation is to flip an object upside down or rotate it through 90°.

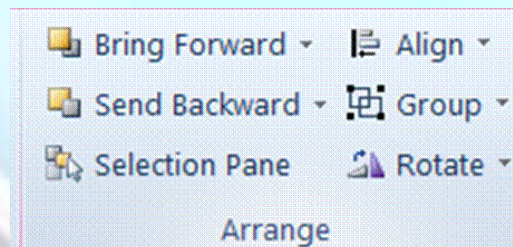
Change the order of objects

Objects are drawn in layers. The last object to be added appears in the top layer. If you move it over another object it will appear in front of it. You can change the order of any object to move it forward or back.

- ✓ Select the object(s) that you want to move forward or back
- ✓ On the **Format tab** in the **Arrange group**, toolbar, select an option

Bring Forward has two choices: **Bring Forward** will move the object forward one layer, while **Bring to the Front** will move the object to the front layer

Send Backward also has two options: **Send Back** will move the object back one layer, while **Send to the Back** will move the object to the back (bottom) layer



OR

- ✓ Right-click the selected object(s) then select the order from the shortcut menu

To align objects relative to one another

Aligning objects by eye can be quite tricky and time-consuming. It is easier to use the Align and Distribute tools.



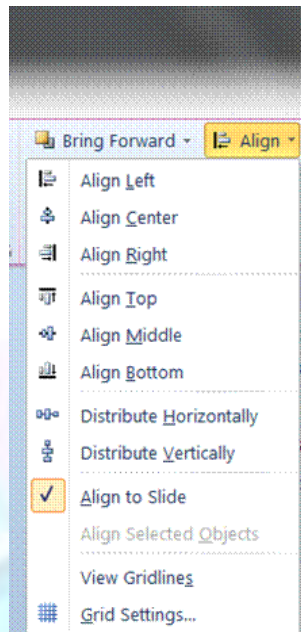
- ✓ Select the objects to align by **shift**-clicking them
- ✓ On the **Format** tab in the **Arrange** Group, select **Align**
- ✓ Select an align option from the list

The objects are aligned along the edge you selected.

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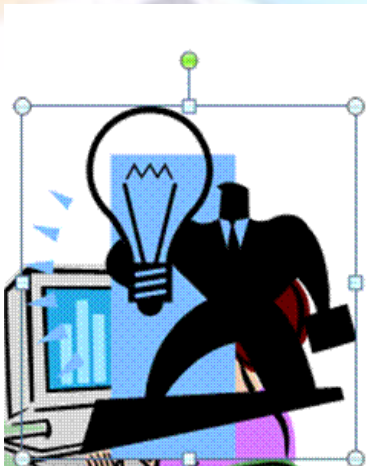


Tip *If you select more than two objects, you can choose to distribute them. This means that the space between each object will be equalised.*

Rotate or flip an object

- ✓ Select the object then point to a green handle

The mouse pointer changes shape to the rotate arrow .



- ✓ Drag the handle to rotate the object

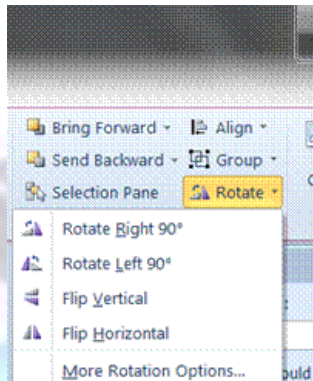
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OR

- ✓ Select the object you want to rotate then in the **Arrange** group, select **Rotate**



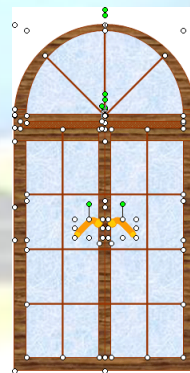
- ✓ Select the option you need

Create a Group of Objects

Grouping objects enables you to treat multiple objects as a single object. For example, suppose you used the drawing tools to draw a window. Without grouping the objects that comprise the window moving or resizing the window is much harder. Grouping objects combines them so you can work with them as a single object. Even while objects are grouped together, the individual components of the group can still be formatted without having to ungroup the object first.

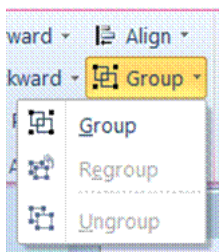


Individual objects are grouped as one



A drawing comprising many individual objects

To group objects



- ✓ Select the objects you want to group then on the **Format tab**, **Arrange Group** select **Group** (or right-click the objects and select **Group**)

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✓ Click on **Group**



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Ungroup objects

- ✓ Click on ***Ungroup***

To select an object within a group to change its formatting

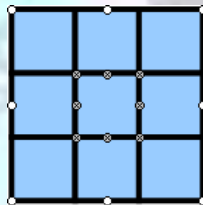
Formatting changes can be made to all objects within a group or to one particular object.



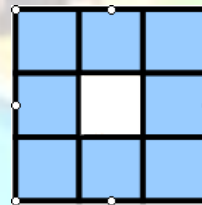
- ✓ Click on the shape within the group that you want to format

The selected shape appears with grey handles.

- ✓ Format as required



Centre square selected within the group



Centre square within a group formatted differently

Note *You cannot change the layer order of grouped objects relative to one another. You must ungroup the objects, change their layer order, then regroup them.*

Move Images and objects (Cut-And-Paste)

You can move or copy graphic objects on a slide and also between different slides. The procedure is the same in each case.

The Clipboard is a temporary storage area used by Windows to hold text or graphics while it is being moved or copied. The Clipboard can be used to transfer information within an application such as PowerPoint, or between applications such as PowerPoint and Word. The information remains on the Clipboard until you replace it or until you exit from Windows.

The terms used for these actions are Cut, Copy, and Paste.

- ✓ ***Cut*** removes the information from an application and places it on the Clipboard.
- ✓ ***Copy*** leaves the information in an application and places a copy of it on the Clipboard.
- ✓ ***Paste*** copies the information from the Clipboard and places it into an application.

PowerPoint also features an Office Clipboard that can be used to collect multiple items for pasting into Office applications.

Move graphic objects

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✓ Select the object to be moved

On the **Home tab**, click **Cut**  (SpeedKey: Ctrl + X)



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The object is removed from the document and placed onto the Clipboard. The previous contents of the Windows Clipboard are removed.



- ✓ Move the insertion point to the destination

On the **Home** tab, click **Paste**  (SpeedKey: Ctrl + V)

The contents of the Clipboard are copied from the Clipboard to the destination. You can paste the contents of the Clipboard again.

Tip *Alternatively, after selecting the object, click the right mouse button and from the shortcut menu, select Cut, then right-click where you want to put the text and select Paste.*



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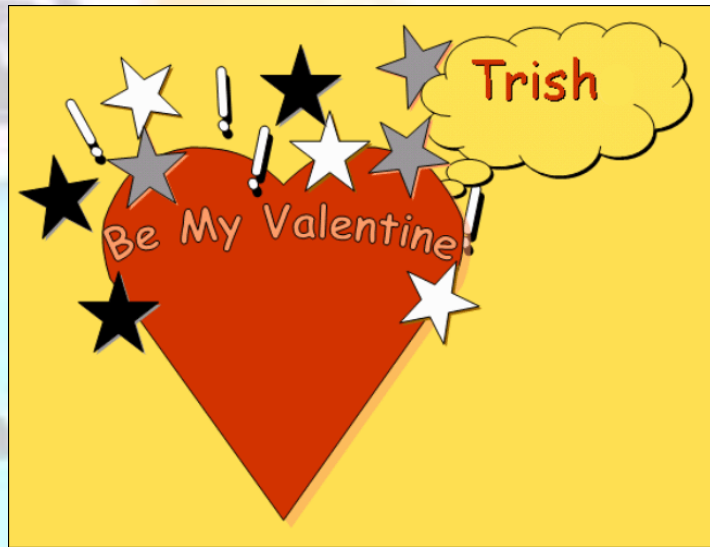
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Formative Assessment



- ✓ Open the file **VALENTINE** in PowerPoint
- ✓ By copying and arranging the objects, design a valentine card

- ✓ You can add a message to the thought-bubble by right-clicking
- ✓ Use the Group tool to "lock" objects when you have got them in a good configuration
- ✓ Follow the design shown or make up your own if you prefer



- ✓ Save and close the file
- ✓ If you have time, open **WINDOW** in PowerPoint and try to recreate the window graphic shown by duplicating, resizing, arranging, and transforming the objects provided

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ACTION SETTINGS



Outcome

Animation effects and transitions are applied or added to a presentation.

Assessment criteria

- ✓ Animation effects are applied to the presentation: At least 3 of the following: Animation effects, timing, sounds, sequence, automatic, manual
- ✓ Slide transition effects and timing are added to a presentation: At least 2 of the following: Transition effects, timing, sounds, automatic, manual

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Types of slide shows

Most presentations are designed as something for the audience to look at while the presenter talks about whatever topic he is presenting.

You can also use PowerPoint to create self-running shows. There are two types of self-running show: non-interactive and interactive.

Both types of show can be made to loop (that is, when the last slide is reached, the presentation returns to slide 1).

Non-interactive shows

A non-interactive show is one where slides and animations play automatically, based on slide timings and animation settings. An experienced presenter can use a non-interactive show, letting PowerPoint advance slides automatically. Non-interactive shows are also used to play to an audience (for example, a show outlining the benefits and features of a new product). Such shows could include voice narration as well.

Interactive shows

Rather than having a presenter, it is possible to design a presentation that the audience browse themselves. You can add action settings to a show to build a user navigation system, using PowerPoint to create a sophisticated multimedia application.

Such presentations are ideal for educational and informational applications.

Action settings can also assist a presenter in ordinary presentations because they allow him to move between slides, run macros, open other documents, and so on.

Set the Type of Slide Show

To make a slide show self-running and/or looping, you use the Set Up Show dialogue box.

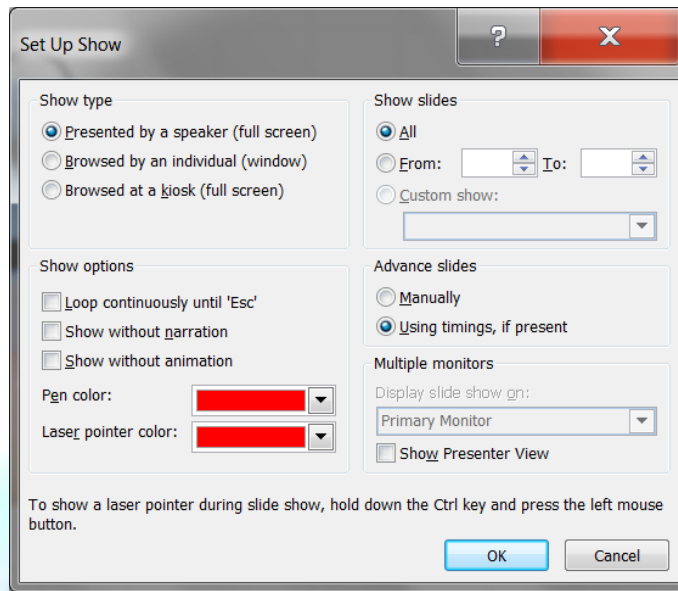
To set up a slide show

- ✓ From the ***Slide Show*** tab, select ***Set Up Slide Show***. The ***Set Up Show*** dialogue box is displayed.

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- ✓ To create an interactive show, from the **Show type** panel, select **Browsed by an individual (window)** or **Browsed at a kiosk (full screen)**

The first option leaves toolbars on the screen for the user. You could create a custom toolbar to help with navigation. If you do not want the user to access the presentation file itself, you should choose the kiosk option.

- ✓ Selecting a kiosk-type show automatically sets **Loop continuously until 'Esc'** - you can select this option for other types of show as well
- ✓ To use slide timings, select the **Using timings, if present**

This option advances the show to the next slide if timings have been defined for the slide. You can create a show that advances using a mixture of manual and timed settings.

- ✓ Click **OK**

Tip *With the kiosk option, the show restarts after 5 minutes if there is no user input.*

Rehearse Slide Show Timings

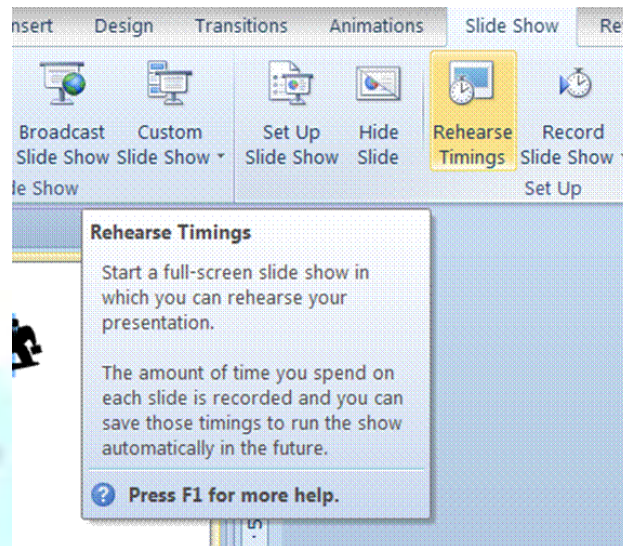
Whether you will be delivering a stand-up presentation or you want to create timings for a self-running show, you can use the Rehearse Timings tool to help to set slide timings.

- ✓ From the **Slide Show** tab, select **Rehearse Timings**

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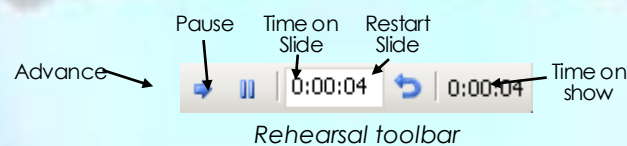
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Tip *The amount of time you spend on each slide and you can save those timings to run the show automatically*

- ✓ Practise giving the presentation, using the **Advance** button on the **Rehearsal** toolbar to move between slides and effects



Each time you move on to the next slide, the time the slide was displayed for is recorded.

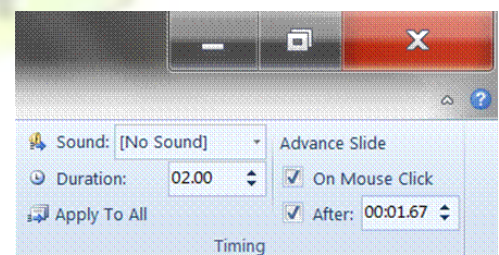
- ✓ At the end of the slide show, you can choose to save the timings to the presentation

To modify or remove slide timings

You can enter slide timings manually or remove or modify rehearsed timings. You can also specify whether a mouse click can be used to over-ride slide timings.



- ✓ Display the presentation in **Normal** view then on the **Transition** tab, go to the **Timing** group



- ✓ To prevent the slide from advancing on a mouse click, clear the **On mouse click** box

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- ✓ To modify slide timings, adjust the value in the **After** box
- ✓ To remove slide timings, clear the **After** check box
- ✓ The new settings are applied directly to the selected slide.
- ✓ Optionally, click **Apply to All** to apply the same settings to all other slides in the presentation

Animation

Animation is a great way to focus on important points, to control the flow of information, and to increase viewer interest in your presentation.

You can apply animation effects to text or objects on individual slides, to text and objects on the slide master, or to placeholders on custom slide layout

Some of the different kinds of animation effects in PowerPoint 2010:

Entrance effects: effects when you start viewing the slide. For example, you can make an object fade gradually into focus, fly onto the slide from an edge, or bounce into view.

Exit effects: effects just before the slide changes to the next one. These effects include making an object fly off of the slide, disappear from view, or spiral off of the slide.

Emphasis effects: to emphasise your message. Examples of these effects include making an object shrink or grow in size, change color, or spin on its center.

PowerPoint allows you to use any animation by itself or to combine multiple effects together. For instance, you can make a line of text fly in from the left while it grows in size by applying a Fly In entrance effect and a Grow/Shrink emphasis effect to it.

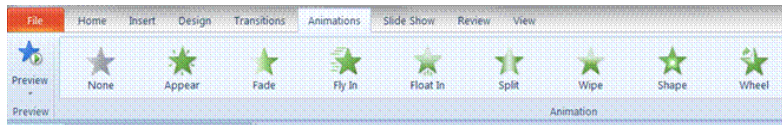
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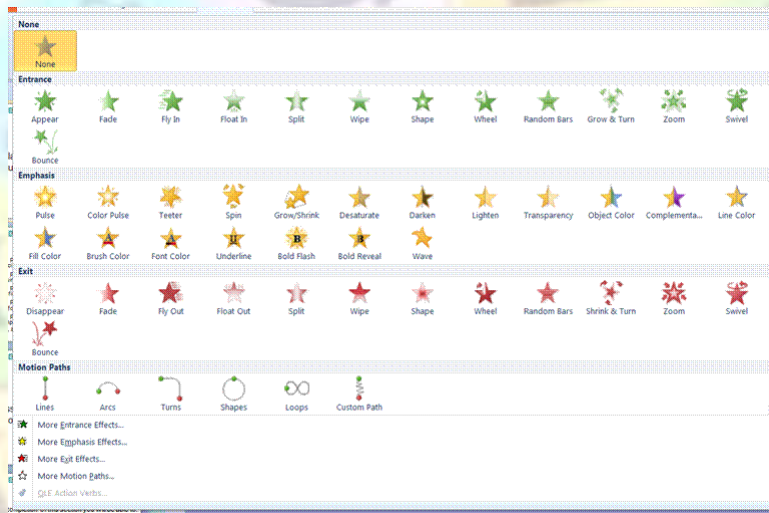
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Add animation

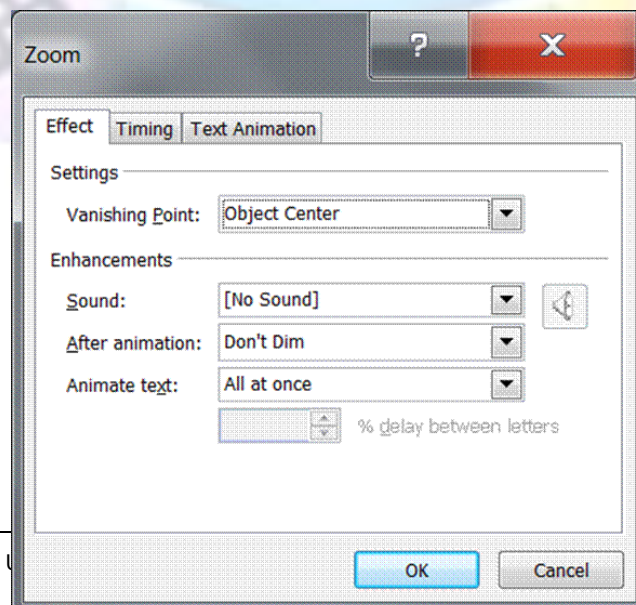
- ✓ Select the text or object that you want to animate
- ✓ Go to the **Animations** tab, the **Animation** group
- ✓ Click an animation effect from the gallery.



- ✓ click the **More** button for more options



- ✓ To change how your selection text animates, click **Effect Options** and then click what you want the animation to do.



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Note *In the gallery, entrance effects icons are colored green, emphasis effects icons are colored yellow, and exit effects icons are colored red.*

Specify timing

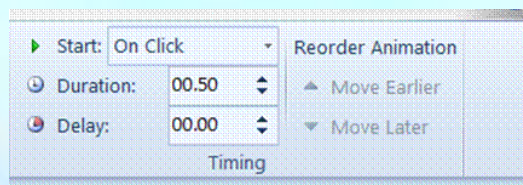
You can specify the start, duration, or delay timing for an animation on the Animations tab.

- ✓ Go to the **Animations** tab, **Timing** group
- ✓ click the arrow to the right of the **Start** menu and select the timing that you want

OR

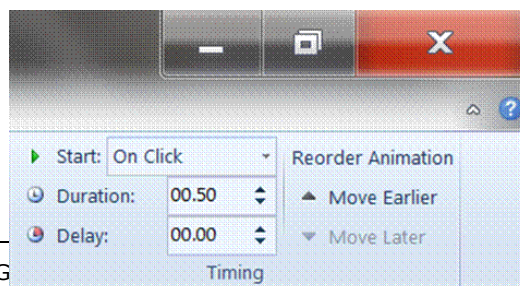
Select the commands in the **Duration** or **Delay** dialogue boxes

- ✓ To set the duration of how long the animation will run, in the **Timing** group, enter the number of seconds that you want in the **Duration** box.
- ✓ To set a delay before the animation begins, in the **Timing** group, enter the number of seconds that you want in the **Delay** box.



Set order for an animation

- ✓ Select the animation that you want to reorder
- ✓ Go to the **Animations** tab, the **Timing** group,
- ✓ Under **Reorder Animation**, either select **Move Earlier** to make the animation occur before another animation in the list or select **Move Later** to make the animation occur after another animation in the list.



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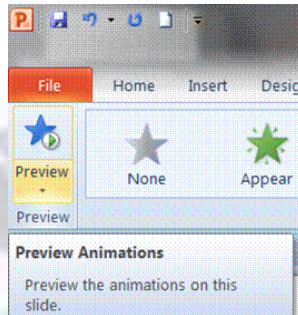
columns

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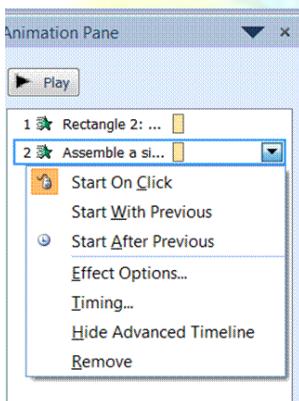
Test your animation effect

- ✓ To view what your animation effect looks like, go to the **Animations** tab
- ✓ In the **Preview** group, click **Preview**.

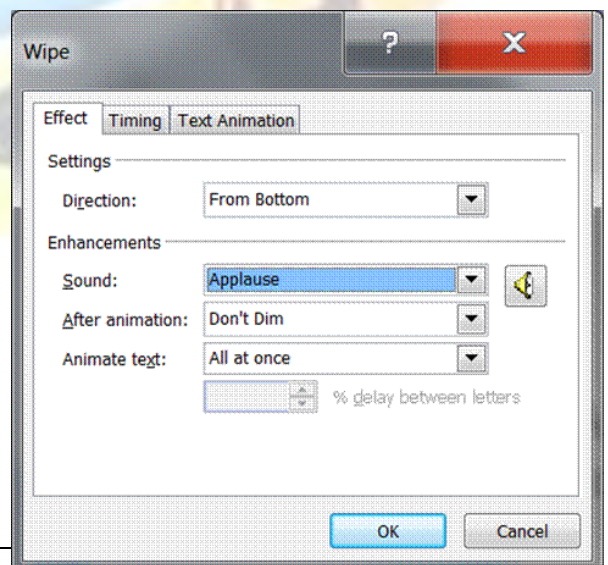


Apply sound effects

- ✓ You will apply sound effects on the **Animations** tab
- ✓ Go to the **Advanced Animation** group and click **Animation Pane**.
- ✓ The **Animation Pane** opens on the side of the workspace pane, showing the order, type and duration of animation effects applied to text or objects on a slide.



- ✓ Locate the effect to which you want to add sound, click the down arrow and then click **Effect Options**.
- ✓ On the Effect tab, under Enhancements, in the Sound box, click the arrow to open the list
- ✓ Click a sound from the list, and then click **OK**.



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Note *The Effect Options dialog box displays different options, according to the type of animation selected.*




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OR

- ✓ To add a sound from a file, click Other Sound from the list, locate the sound file that you want to use, and then click Open.

Note When you click **OK** or **Open**, the slide plays a preview of the animation with the sound added.

- ✓ To change the preview sound volume, click **Sound**  and move the slider up or down. To turn off the preview sound, select the Mute check box.
- ✓ To preview all the animation and sound applied to a slide, in the **Animation Pane**, click **Play**.



Formative Assessment

Open the presentation NEW SEASON PRODUCTS

- ✓ Display the presentation in **Normal Sorter** view
- ✓ Run the show using the rehearse timings tool
- ✓ Set up the show to run using the slide timings
- ✓ Remove all the slide timings
- ✓ Add animation effects to the show
- ✓ Add slide effects to the show
- ✓ Save and close the presentation

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MASTER SLIDES



Outcome

Master Slides are customised within a presentation

Assessment criteria

- ✓ An item is copied to a master slide: Item: Any one of drawing object, image, object
- ✓ Formatting is changed: At least 4 of the following:Font, style, size, colour, alignment, bullets, numbering, line spacing, character spacing, headers, footers, background



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What Is A Master Slide

Note A slide master is the main slide that stores information about the theme and layouts of a presentation

slide master (slide master: The main slide that stores information about the theme and layouts of a presentation, including the background, color, fonts, effects, placeholder sizes, and positions.)

It is important to keep the theme and layout of each slide similar: the background, colour, fonts, effects, placeholders, etc.

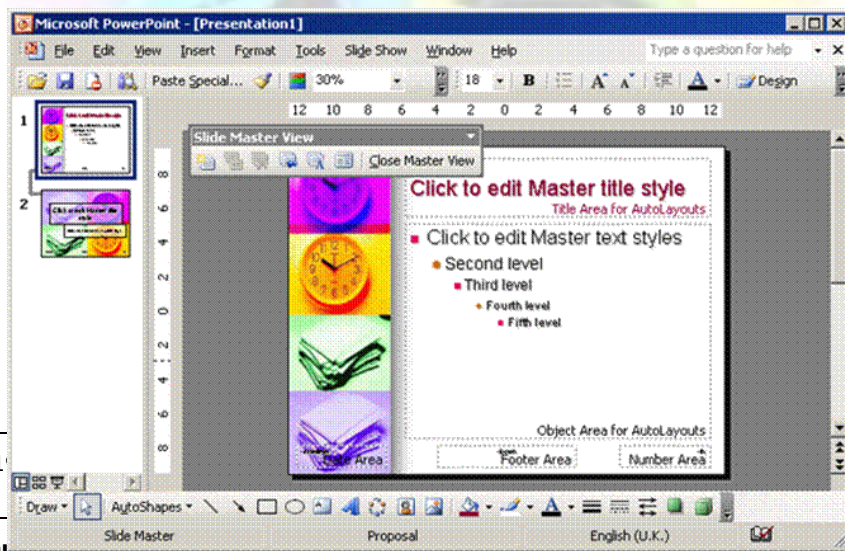
This is accomplished using **master slides**.

Every presentation has a **Slide Master**, which sets the defaults for text formatting in the placeholders. This is called **Master Text**. Master text is similar to a **style** in word processing - it sets the defaults for text and allows you to modify the appearance of text in the whole presentation by changing its attributes in just one place.

The Slide Master contains placeholders for the **title, bullet text**, and for **footers**. You can use the Slide Master to set the defaults for:

- ✓ Font type
- ✓ Font size
- ✓ Font colour
- ✓ Bullet styles
- ✓ Tabs, indents, alignment, and spacing
- ✓ Size and position of placeholders
- ✓ Slide background colour or picture
- ✓ Default colour scheme

You can also add objects to the master slide to have them appear on every slide.



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The default masters are linked to the design templates installed with PowerPoint. If you modify a master, you can give it a new name so that you can re-use it later.

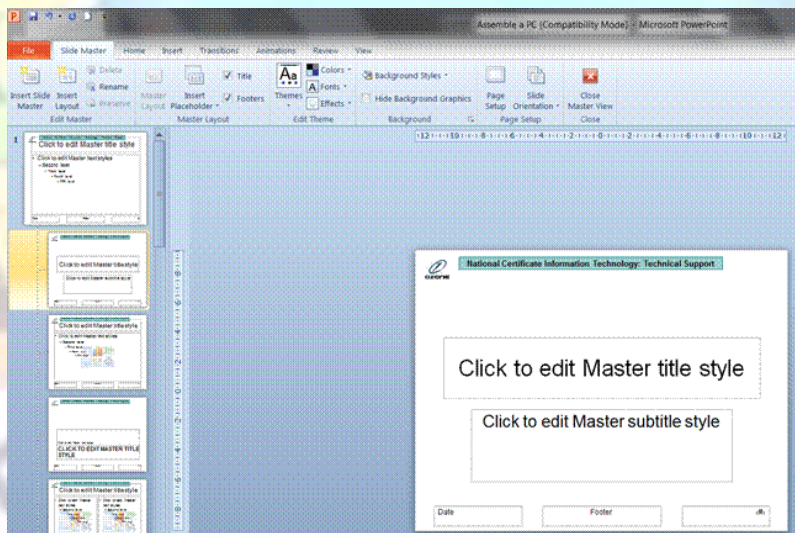
When you want to make a change to the presentation that will affect all the slides in the presentation with a particular template applied, make the change on the Slide Master, rather than each individual slide. PowerPoint will then automatically update the existing slides in the presentation that use the same template.

Tip *If you want to display your company logo in the same position on every slide in the presentation, insert the logo on the Slide Master so that it appears automatically on all slides using that master.*

View The Slide Master

- ✓ From the **View** tab, **Master Views** group, select Slide **Master**

The **Master** view is displayed.



- ✓ To return to the presentation, on the **View** tab click **Close Master View**

Modify The Slide Master

If you want the same piece of text to appear on every slide, use a text box to add text to the Slide Master.

Do not add text to the placeholders on the Slide Master as these are only for setting formatting characteristics for the presentation.

Note *All the normal formatting and editing tools work in master view as they do in normal view.*

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You can insert any type of image, picture, chart, drawing, or other object on a master slide, but remember that this will normally be displayed on **every** slide in your presentation.

Tip *You should not add objects that are too distracting or they will overwhelm the normal slide content.*

You need to maximise the amount of room for the actual slide content, which is why logos and background graphics are normally placed in a corner or the slide edge.

You can create and add objects using the normal tools on **Insert** tab

Or you could use the **Cut**, **Copy**, and **Paste** tools to add objects and text from other slides, presentations, or files.

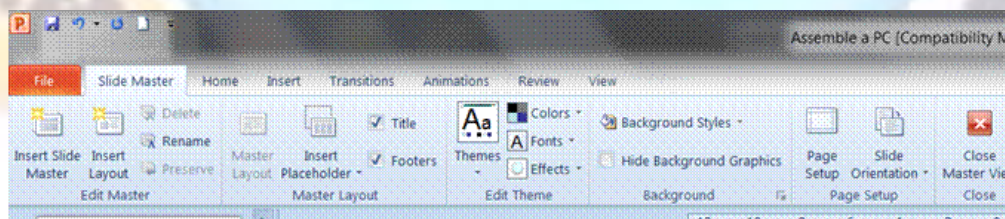


- ✓ From the **View** tab, **Master Views** group, select Slide **Master**
- ✓ Make any changes required (for example, change the master slide's background colour, add a logo, change the bullet characteristics, and so on)
- ✓ On the **Slide Master** tab, click **Close Master View** to return to the slides in the presentation

Tip *To remove an object from the master, select it then press **Delete**.*

Slide Master tab

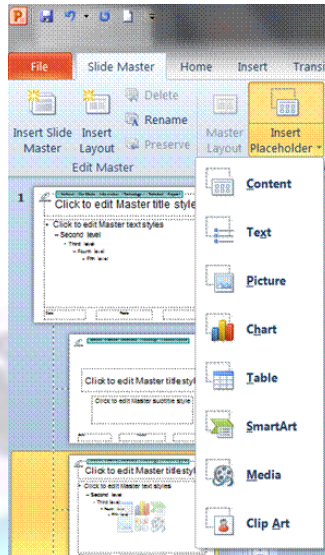
The **Slide Master** tab is displayed automatically in **Master view**.



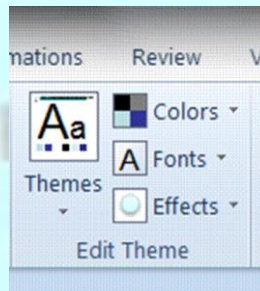
- ✓ You can insert a placeholder:

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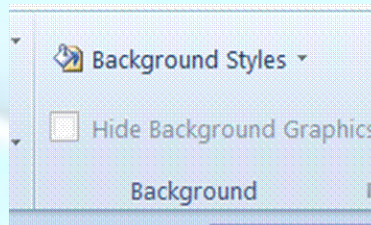
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- ✓ You can edit a theme by changing the theme colours, fonts or effects



- ✓ You can also change the background of the presentation



Formative assessment

- ✓ Open the presentation NEW SEASON PRODUCTS
- ✓ Change the font of the slide master to any font of your choice
- ✓ Add a background to the slide master
- ✓ Close the Slide Master to view your changes

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Glossary

Term	Definition
Action Button	A graphic that performs an action when clicked, such as opening another file or playing a sound.
Alignment	The horizontal and/or vertical position of an object relative to its background. For example, text can be centred between the document margins.
Animation	A technique used to create the effect of objects moving onto and off the screen.
Answer Wizard	A tool to access the online help system.
Ask A Question	A tool to access the online help system.
AutoRecover	A tool for saving data automatically and restoring it in the event of application or computer failure.
AutoShapes	A series of predefined shapes available from the Drawing toolbar.
Background Objects	Text and objects added to a master slide and so appear on every slide based on the master.
Bullet	A symbol that precedes a paragraph, usually used to format a list.
Clip Art	A library of graphics, sound and video files for use in Office programs.
Clipboard	A temporary storage area for data as it is Cut, Copied and Pasted.
Cursor	Controlled by moving the mouse, the cursor (or mouse pointer) is used to select elements of the screen.
Custom Animation Task Pane	A task pane that enables you to create customised animation effects to apply to text and objects.

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Term	Definition
Custom Show	A slide show comprising two or more presentation files.
Diagram	A tool for creating standard diagrams, such as organisation charts or Venn diagrams.
Drag-and-Drop	Moving data using the mouse instead of the Clipboard.
Embed	Storing a data object created and edited using a different application to the file the object is stored in.
Favorite	A list of bookmark links to files and web pages for easy access.
File	Data stored on a disk. Files are associated with, and edited using, different applications. Different file types are identified by their icon and file extension.
Find and Replace	A tool for locating and selecting text in a file. The selection can optionally be replaced by different text.
Folder	A directory created on a disk in which to store files.
Font	The typeface (or appearance) of text.
Format	The appearance of text or objects.
Format Painter	A tool that allows you to copy formats from one selection to another.
Graph	An Office component application for creating and editing charts.
Handouts	Printed pages with each slide in a presentation represented as a miniature.
Header/Footer	Areas reserved for text and graphics that appear at the top/bottom of every page.
Icon	A graphic or graphic button representing a file or command.
Import	Transferring or copying data stored in one file to another. Data can be imported using the cut, copy and paste, drag-and-drop or Insert/Import commands.
Indent	The distance between the margin and the text.

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Term	Definition
Insert Mode	The normal typing mode. New characters are inserted before existing characters.
Insertion Point	The typing cursor, indicating where text will appear.
Landscape	Page orientation where the page is wider than it is tall.
Line	A row of text within a paragraph.
Line Spacing	White space between the lines in a paragraph, usually measured in multiples of line height.
Link	Storing a link to a file (or part of a file) within another file.
Macro	A sequence of actions recorded in the Visual Basic for Applications programming language. A macro can be replayed by pressing a key, toolbar button, menu option or action button.
Margins	The area between the edge of an object and the text within it.
Master Slide	See "Slide Master" and "Title Master".
Meeting Minder	PowerPoint feature to help run meetings by taking minutes and generating a list of action items.
Multimedia	A presentation containing sound and/or video along with text.
Menu	A list of related commands grouped under a heading.
Merge	Save changes made by a reviewer back to the original presentation.
New Presentation Task Pane	A task pane that enables you to create new presentations based on a template, or to open an existing presentation.
Normal View	In PowerPoint, a combined view showing the slide, outline, notes and thumbnails together.
Notes Page View	The view used to edit and format notes text.
Object	A unit of data that can be copied between different files and applications. Examples of objects include pictures, charts and tables.

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Term	Definition
Office	A suite of related Microsoft software applications, sharing a common design.
Office Assistant	An on-screen helper that allows you to ask questions and provides tips while working.
Office Clipboard	An extension to the Windows Clipboard allowing multiple items to be collected and pasted in Office applications.
OLE	Object Linking and Embedding. OLE allows different applications to share data. You can insert an OLE object or file in any other file created in an OLE-compliant application. The object can be edited from the destination file using the original application. An embedded object is saved as part of the destination file. A linked object is saved in the original file and can be edited from either file.
Organisation Chart	A series of linked boxes showing the relationships between elements in a hierarchy.
Orientation	The direction of an object, usually used to refer to the dimensions of a page (portrait or landscape) but also of the direction of text.
Outline View	Used to edit and organise a presentation.
Package	Create a file archive for the presentation so that it a slide show can be displayed on another computer.
Paper Size	The type of paper a document is printed on. UK standard paper size is A4 (8.27x11.69" or 21x29.7 cm). US standard paper size is Letter (8.5x11" or 21.59x27.94 cm).
Paragraph	A block of text ended by a carriage return.
Paragraph Spacing	White space between paragraphs, usually measured in points.
Paste Special	A way of pasting specific elements of copied data (such as just formatting or values) or pasting data in a specific format.

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Term	Definition
Placeholder	A holder for a type of object such as text, clip art or charts in a standard slide layout. Placeholders appear as faint dotted lines on the slide and contain identifying text, such as "Click to add text".
Points	Units of measurement relating to the height of text characters.
Portrait	Page orientation where the page is taller than it is wide.
Presenter View	Special view used where two monitors are available, allowing the presenter more control over the presentation.
Preview	To view a document as it will print.
Recycle Bin	A Windows feature to store deleted files temporarily in case they need to be undeleted.
Redo/Repeat	A tool for reversing the effect of Undo or repeating previous edits.
Review	Tools allowing multiple users to edit and comment on a presentation file but leaving the original author free to accept or reject changes.
Sans-serif	Fonts where the text has plain ends.
Save	Writing data entered into an application to a file on a disk.
ScreenTip	A yellow box displayed over the selected element indicating its function.
Scroll	Scroll bars allow you to view parts of a document that will not fit in the screen area.
Serif	Fonts where the text has curly feet.
Slide	The basic unit or "page" in a presentation document.
Slide Layout Task Pane	A PowerPoint feature for adding new slides. The Slide Layout task pane contains 27 default slide layouts with different object placeholders and arrangements.

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Term	Definition
Slide Master	A slide controlling the format and placement of titles and text on all slides except Title Slides.
Slide Show	A way of viewing a presentation. In this view the PowerPoint window is not visible; each slide occupies the complete screen area.
Slide Sorter View	A view where each slide in a presentation is displayed as a miniature. Slides cannot be edited in this view, but they can be deleted, moved and copied.
Smart Tag	A feature for modifying data.
Spelling Checker	A tool to check spelling in the document. The Office products use the same spelling tool, though some features are not available in all applications. The checker uses a custom dictionary to keep track of words that are correct but that it does not recognise.
Status Bar	A bar at the bottom of the window displaying information about the file and application.
Symbol	Non-alphanumeric characters. Symbols cannot be inserted using normal key strokes.
Tab	A hidden character used to advance text to a certain position. Tabs are inserted using the Tab key. The position of tabs is controlled by setting tab stops.
Table	An object in a file displaying information in a grid. Tables are divided into rows and columns; rows representing records and columns representing fields.
Task Pane	Part of the application window giving access to commonly-used commands.
Taskbar	A Windows feature for starting programs and switching between applications.
Template	A file that contains specific formatting, design and colour that is applied to a presentation. Templates give a presentation a consistent appearance.

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Term	Definition
Title Master	A slide controlling the format and placement of titles and subtitles on Title Slides.
Toolbar	A bar containing icon buttons for frequently-used commands.
True Type	Fonts designed to match printed output with the screen display.
Typeover Mode	The mode used to type over existing characters in a document.
Undo	A tool for reversing previous edits.
View	Different ways of looking at and editing a document.
Web	A collection of linked web page documents published on the internet.
Window	Every application runs in a window, controlled using the icons on its Title bar. Some applications, including PowerPoint, open multiple documents in separate windows.
Windows Media Services	Windows Server technologies to display multimedia over a network to multiple users.
Wizard	A series of dialogue boxes assisting the user in completing a particular task.
WordArt	An application that enables you to create special text effects, such as shaping and rotating.
Zoom	To view the document at a different size.

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