
POWERPOINT 2002 (XP)

**LEVEL 2: TABLES, CHARTS,
GRAPHICS**

December 16, 2005

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LESSON 1 - USING TABLES

In this lesson, you will learn how to:

- Create a PowerPoint table
- Insert a Word table
- Edit a Word table
- Use Table AutoFormat
- Work with user-defined table styles
- Adjust table cells
- Select rows and columns
- Insert rows and columns
- Link a Word table

CREATING A POWERPOINT TABLE



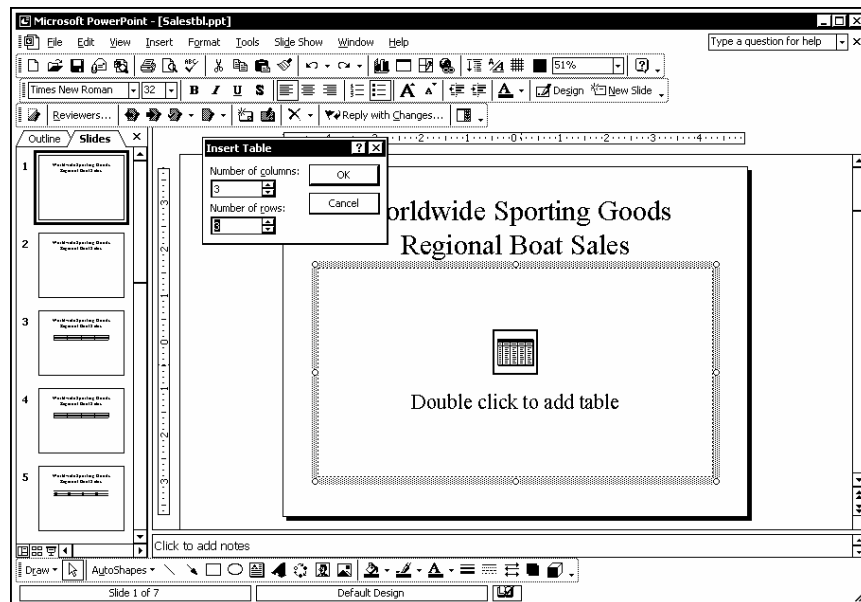
Discussion

Tables can be used to present information organized into columns and rows. You might want to insert a table, for example, to illustrate regional sales figures that do not need to be graphed.

There are two types of tables you can insert into a PowerPoint slide; you can insert a simple PowerPoint table, or you can insert a Microsoft Word table. A Microsoft Word table offers more formatting features than a PowerPoint table.

The simplest way to insert a PowerPoint table is to click a table placeholder. When you create a simple table, you must choose the desired number of rows and columns. When the table appears in the slide, all cells are perfectly symmetrical. You can, however, resize them manually as needed.

You can also create a more complex table that contains either cells of different heights or a random number of columns per row. Complex tables are generally created using the **Draw Table** button on the **Tables and Borders** toolbar. The **Draw Table** button allows you to create a table freehand, without having to follow the conventions of a simple table.



Creating a PowerPoint table



You can create a simple PowerPoint table by inserting a new slide with a **Title and Table** layout or by applying any slide layout that contains a table placeholder.



You can also insert a table by selecting the **Insert** menu and the **Table** command, or you can click the **Insert Table** button on the **Standard** toolbar and drag in the grid as desired.



If some table borders disappear when you are entering text into the table, you can try refreshing the screen by selecting **100%** from the **Zoom** list on the **Standard** toolbar and then returning the zoom level to **Fit**.



Procedures

1. Double-click the **Double click to add table** placeholder.
2. Enter the desired number of columns in the **Number of columns** box.
3. Enter the desired number of rows in the **Number of rows** box.
4. Select **OK**.

INSERTING A WORD TABLE

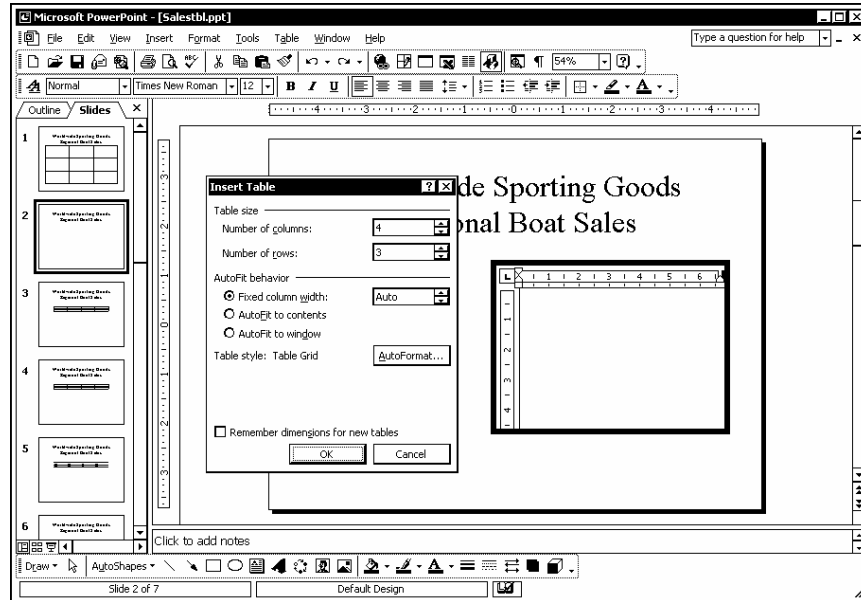


Discussion

When you insert a Word table, a Word object is embedded on the slide and Word is automatically activated. You use the Insert Object dialog box to insert the Word object and then use the available Word menus and toolbars to insert a Word table into the embedded object. In addition to selecting the number of rows and columns you want in the table, you can choose one of three available AutoFit settings, as well as apply a table style. Finally, you can set the selected options as the default for all future tables.

The cells in a table, which act as placeholders for the table data, can appear as either numbers or text. When you enter data into the table cells, you use Word insertion and navigation techniques, and the data appears in the embedded Word table, not directly on the PowerPoint slide. You can move from cell to cell using the mouse or the **[Tab]** and arrow keys. You also use Word procedures to format the table.

In order to insert a Microsoft Word table, you must have Microsoft Word installed on your system.



Inserting a Word table



You must activate Microsoft Word to edit or format the embedded object. To activate Word, double-click the embedded Word object.



You can use the **Tables and Borders** toolbar to format either a PowerPoint or Microsoft Word table. Most of the table formatting tools are available for either type of table.



PowerPoint and embedded Word tables display cell borders by default.



Procedures

1. Display the slide on which you want to insert a Microsoft Word table.
2. Select the **Insert** menu.
3. Select the **Object** command.
4. Select the **Microsoft Word Document** object type.
5. Select **OK**.

6. Select the **Table** menu.
7. Point to the **Insert** command.
8. Select the **Table** command.
9. Enter the desired number of columns in the **Number of columns** box.
10. Enter the desired number of rows in the **Number of rows** box.
11. Select the desired **AutoFit behavior** option.
12. Select **OK**.

EDITING A WORD TABLE



Discussion

You can edit an embedded Word object. For example, you may want to edit the data or add row headings to the Word table to explain the data.

Since a Word table inserted in PowerPoint is an embedded object, you must activate Word to edit the table.



To edit an embedded object, you can also right-click the embedded object, point to the **Document Object** command, and then select the **Edit** command.



Procedures

1. Double-click the embedded Word object to activate Word within PowerPoint.
2. Make the desired changes.

USING TABLE AUTOFORMAT

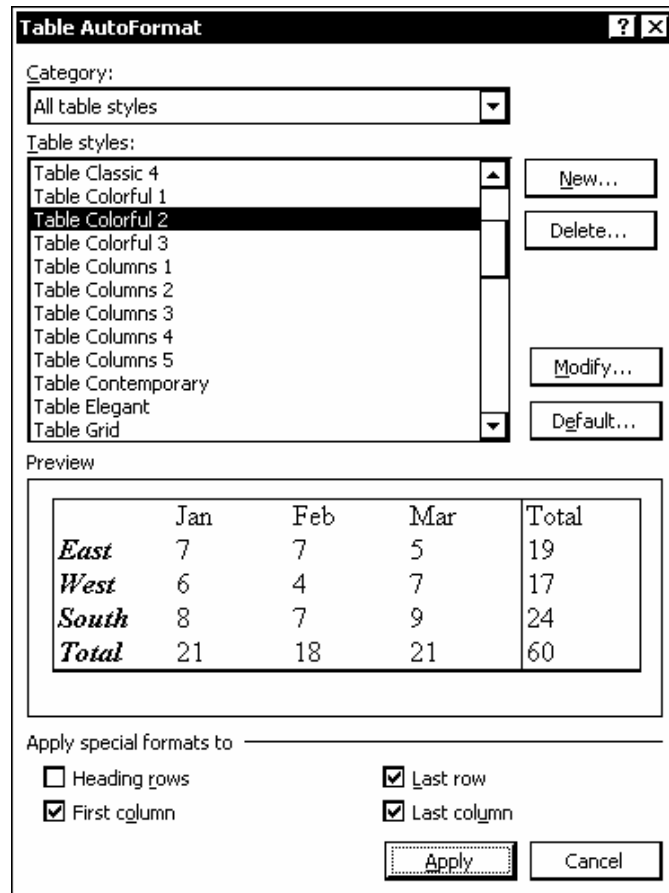


Discussion

You use Word procedures to format a Word table embedded in PowerPoint. The **Tables and Borders** toolbar provides tools for drawing and erasing tables, selecting line style and weight, setting border color and position, and choosing fill colors. This toolbar also provides tools for merging and splitting table cells, aligning cells, distributing rows and columns evenly, formatting the table automatically, changing the text direction of the cell contents, sorting cells, and summing data.

In addition, the **Tables and Borders** toolbar includes the **Table AutoFormat** feature, which you can use to apply predefined formats to an entire table or to selected table components. This feature only applies to a Word table; it is not available for a PowerPoint table.

The **Table AutoFormat** feature allows you to choose from many combinations of shading and borders, which can make a table easier to view in addition to adding a more finished, professional look. The **Table AutoFormat** feature allows you to select the table components you want to AutoFormat, as well as remove table formatting. In addition, you can modify or delete existing Table AutoFormat styles, or create your own table styles. You can also set a particular table style as the default for all embedded Word tables.



The Table AutoFormat dialog box



You can also select the **Table** menu and then the **Table AutoFormat** command to open the Table AutoFormat dialog box.





You can bisect a table cell with a diagonal line and position text or graphics in either one or both halves of the cell. A diagonal line can be created by enabling the **Draw Table** button on the **Tables and Borders** toolbar and dragging to draw the diagonal line in the cell or by selecting one of the diagonal styles from the **Borders** button on the **Tables and Borders** toolbar.



You can apply an AutoFormat when you are creating the Word table by selecting the **AutoFormat** button in the Word Insert Table dialog box.



Procedures

1. Double-click the embedded Word object.
2. Click in the Word table, if necessary.
3. Click the **Tables and Borders** button  on the **Standard** toolbar.
4. Click the **Table AutoFormat** button  on the **Tables and Borders** toolbar.
5. Select the **Category** list.
6. Select the desired category.
7. Select the desired style from the **Table styles** list box.
8. Select or deselect AutoFormat options as desired.
9. Select **Apply**.

WORKING WITH USER-DEFINED TABLE STYLES



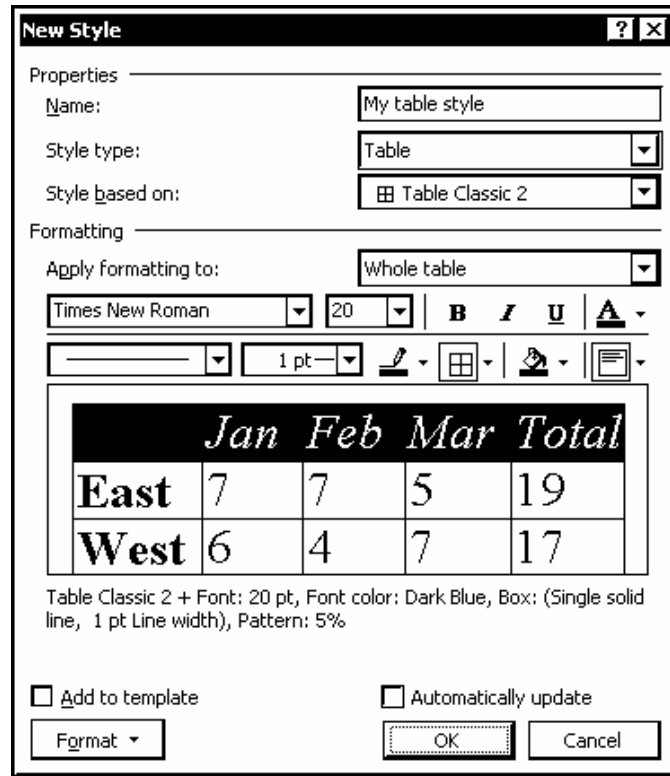
Discussion

You can use the **Table AutoFormat** feature to apply custom styles to a table when the existing styles do not fit your needs.

In addition to selecting the existing formatting elements you want to apply in the Table AutoFormat dialog box, you can also modify any available style to better suit your needs. In the Modify Style dialog box, you can change text and table cell formatting, as well as table properties and paragraph and tab settings. By default, when you use the **Table AutoFormat** feature to format tables, table row heights are resized to fit their contents.

If you frequently format tables in the same manner, you can save your table formats by creating new table styles. You can set different formatting for each part of a table, if desired. For example, you can format the table header row with a specific fill color and font style, and then format the rest of the table with a different fill color and perhaps a stylish border. When you create new table styles, they are added to both the **User-defined table styles** and **All table styles** categories in the Table AutoFormat dialog box and are then available to be applied to future tables. If you delete a table style, however, the formatting of the deleted table style will be removed from any table to which it was applied.

After a Table AutoFormat has been applied, you can modify or remove its formatting as desired. You can also remove table formats by selecting the **Table Normal** style from the Table AutoFormat dialog box. When you apply the **Table Normal** style, all table formatting is removed from the table.



Creating a table style



You can also select the **Table** menu and then the **Table AutoFormat** command to open the Table AutoFormat dialog box.





You can modify an existing table style by selecting the **Modify** button in the Table AutoFormat dialog box.



Selecting the **Delete** button in the Table AutoFormat dialog box deletes user-defined table styles from the Table AutoFormat dialog box.



Procedures

1. Double-click the embedded Word object you want to format.
2. Click the **Tables and Borders** button  on the **Standard** toolbar.
3. Click the **Table AutoFormat** button  on the **Tables and Borders** toolbar.
4. Select **New**.
5. Enter the desired table style name in the **Name** box.
6. Select the **Style based on** list.
7. Select the table style on which you want to base your new table style.
8. Under **Formatting**, select or deselect options as desired.
9. Select **OK**.
10. Select **Apply**.

ADJUSTING TABLE CELLS



Discussion

When you first create a Word table, the columns are a fixed width by default. As you enter data into the table, you may find that some columns need to be narrower than the default width and others need to be wider.

You can quickly adjust the width of any table column by dragging its column border to the desired width. You can adjust as many columns in a table as desired, although adjusting the width of any one column (except the last) does not affect the overall width of the table.

If all the cells in a column are the same width, the width of the entire column changes. If the cells within the column are different widths, however, only the width of the current cell changes.

Row height automatically adjusts to fit the font size or the number of lines of wrapped text within a row. If you want to add more spacing above or below the text in a row, you can change row height by dragging the row border to the desired height. You can only adjust the height of one row at a time by dragging.



If you hold the [Alt] key as you drag a column or row border, the exact column or row measurement appears on the corresponding ruler.



You can also change column width by dragging the table column markers on the Word horizontal ruler, or you can change row height by dragging the table row markers on the Word vertical ruler. If you need precise measurements, you can access the **Row** or **Column** page in the Table Properties dialog box.



Procedures

1. Double-click the embedded Word table you want to edit.
2. Drag any row header border up to decrease or down to increase the height of that row.
3. Drag any column border to the left to decrease or to the right to increase the width of that column.

SELECTING ROWS AND COLUMNS



Discussion

Before you can perform many actions on table columns or rows, you must first select the rows or columns you want to modify. You can use the **Select** submenu on the **Table** menu to select the entire table, the entire column or row relative to the insertion point or current selection, or just the current cell. You can select single or multiple columns or rows.



You can also drag across a row or down a column to select it or drag to select multiple cells, rows, or columns.



You can select text in an embedded Word table in the same way you would select text in any other presentation object.



Procedures

1. Double-click the embedded Word object.
2. Click any cell in the row or column you want to select.
3. Select the **Table** menu.
4. Point to the **Select** command.
5. Select the desired command.

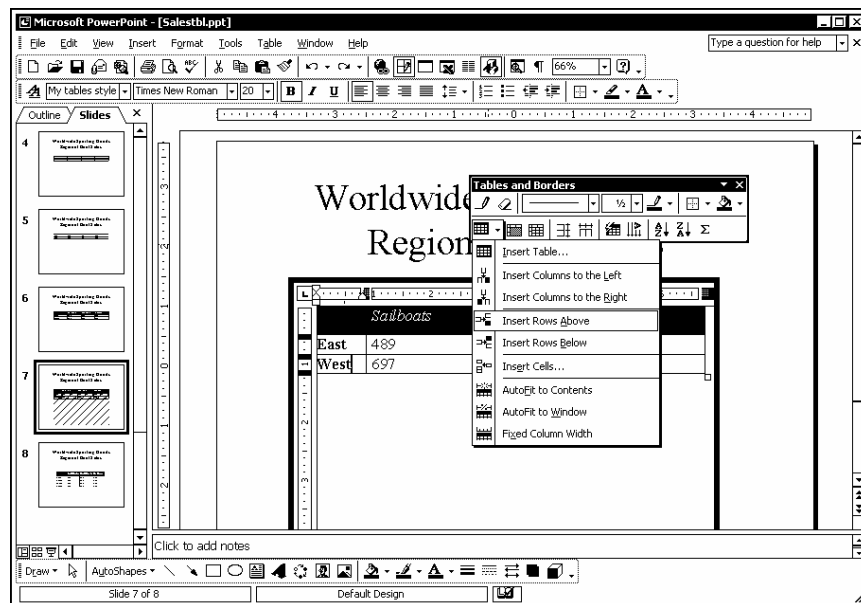
INSERTING ROWS AND COLUMNS



Discussion

When you create a table, you can designate the desired number of rows and columns. If you need to add additional information to an existing table, you do not need to re-create the table. Instead, you can insert new rows or columns into the current table.

You can insert a row above or below the current row or a column to the left or right of the current column. You can also add multiple rows or columns by first selecting the same number of rows or columns you want to add and then inserting the rows or columns.



Inserting a row above



You can also use the **Draw Table** tool on the **Tables and Borders** toolbar to draw columns and rows in a table. You can split a table cell with a diagonal border line by drawing the line with the **Draw Table** tool or by selecting one of the diagonal border styles from the **Borders** list.




You can also insert rows and columns by selecting the **Table** menu, pointing to the **Insert** command, and selecting the applicable command. In addition, you can add a row to the end of a table by clicking in the last cell of the table and pressing the **[Tab]** key.



You can insert multiple rows or columns by first selecting the desired number of rows or columns you want to add to the existing table, selecting the **Table** menu, pointing to the **Insert** command, and selecting the applicable command.



Procedures

1. Double-click the embedded Word object.
2. Select the row above which or the column to the left of which you want to insert the new row or column.
3. Click the arrow on the **Insert Table** button  on the **Tables and Borders** toolbar.
4. Select the applicable **Insert Rows** or **Insert Columns** command.

LINKING A WORD TABLE

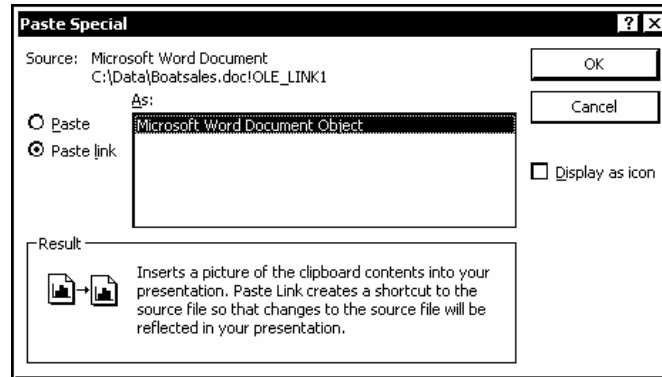


Discussion

In addition to inserting a Word table as an object, you can also copy and paste a Word table into your presentation as a linked object. When you copy the Word table, any formatting that has been applied is copied as well as the table contents. When you subsequently paste the table, an exact copy of both the contents and formatting is pasted.

Changes to a linked table are made in Word and immediately updated on the PowerPoint slide, if the presentation is open. If you make changes to a linked Word table while the PowerPoint presentation is closed, however, a message box appears as

soon as you open the PowerPoint file, informing you that the presentation contains links that can be updated. You can update the links at that time or at any later time while you are working in the presentation.



Pasting a linked table



You can double-click a linked table to open it in Word.



You can also open a linked table in Word by right-clicking the table, pointing to the **Linked Document Object** command, and selecting the **Edit** or **Open** command.



The Word file containing the source table must be open in order to paste the table as a link.



Procedures

1. In Word, select and copy the table you want to link.
2. Go to the PowerPoint slide on which you want to paste the linked table.
3. Select the **Edit** menu.
4. Select the **Paste Special** command.
5. Select the **Paste link** option.
6. Select the link type you want to use.
7. Select **OK**.

LESSON 2 - CREATING BASIC CHARTS

In this lesson, you will learn how to:

- Use charts in presentations
- Create a chart
- Delete data from the datasheet
- Enter data into the datasheet
- Change the chart type

USING CHARTS IN PRESENTATIONS

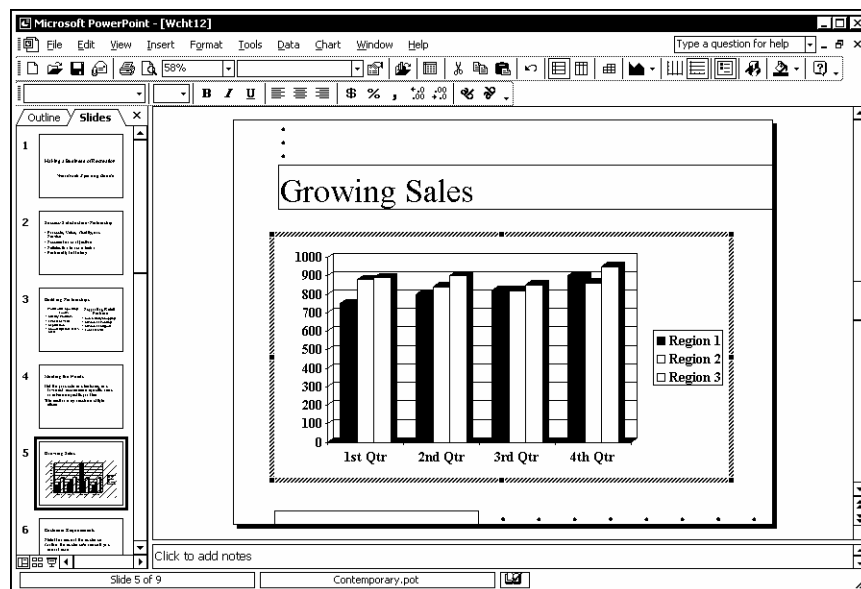


Discussion

PowerPoint's built-in graphing application, Microsoft Graph, allows you to incorporate charts into your presentations without having to import them from other applications. When you create or edit a chart in PowerPoint, the Microsoft Graph menu bar, toolbar, and datasheet appear. Microsoft Graph also provides several chart types from which you can choose.

The datasheet displays the values depicted in the chart and is composed of rows and columns. The intersection of a row and a column is called a cell. You can type the chart data directly into the cells, as well as add or delete rows and columns to or from the datasheet as needed.

The Microsoft Graph charting module allows you to group any time-based charts by month or year in order to view the appropriate level of detail for the included time analysis. It also allows you to add explanations to charts to enhance your presentations. With the charting module, you can scale fonts and rotate text along the chart axes. In addition, you can add textures, imported pictures, or gradient fills to chart elements. You can also add animation to certain chart elements.



The Microsoft Graph interface



You can also insert a Microsoft Excel chart directly onto a PowerPoint slide.



In order to create smaller files, PowerPoint automatically compresses graphics and files.

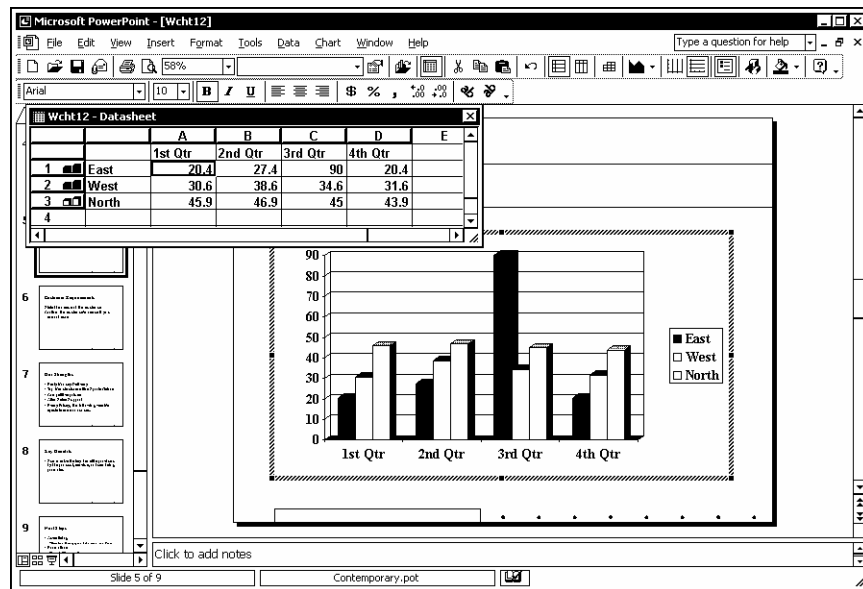
CREATING A CHART



Discussion

When you want to include a chart on a slide, you usually select a slide layout containing a chart placeholder. For example, you can select the **Title, Text and Chart**, the **Title, Chart and Text**, or the **Title and Chart** layout. You can also place a chart on any slide layout.

Once you have created the chart, a datasheet appears in which you enter the values you want to graph. By default, PowerPoint inserts sample data into the datasheet.



Creating a chart



To create a chart on a slide that does not have a chart placeholder, you can use the **Insert Chart** button on the **Standard** toolbar, or you can select the **Insert** menu and then the **Chart** command.



Procedures

1. Create or display a slide that contains a chart placeholder.
2. Double-click the chart placeholder on the slide.

DELETING DATA FROM THE DATASHEET



Discussion

By default, PowerPoint inserts sample values into the datasheet. You can delete data from individual cells, groups of cells, or entire rows or columns. To remove data from entire rows or columns, you must first select the row or column heading. For example, if you want to remove the first quarter sales figures in row 1, you must select the row 1 heading and then delete the data. If you delete the information in a row or column without first selecting the row or column heading, the data is removed, but the row or column remains in the datasheet.



To select all the data on a datasheet, click the **Select All** button (the gray rectangle in the upper left corner of the datasheet, where the column and row headings meet).



You can also delete data from multiple, adjacent rows or columns by dragging to select the desired row or column headings.



Procedures

1. Open the datasheet from which you want to delete data.
2. Select the cells containing the data you want to delete.
3. Press **[Delete]**.

ENTERING DATA INTO THE DATASHEET



Discussion

You can enter both text and numeric data into a cell in the datasheet. The data entered into the first column, which is normally text, becomes the legend data for the chart. The data entered into the other cells is used for developing the chart. For example, the first column might contain the headings **Region 1**, **Region 2**, and **Region 3**, and the data entered into the other cells would reflect the actual data for each region.

When you have finished editing chart data, you can close the datasheet, which allows you to view the entire chart.



You can press the [**Tab**] key to advance to the next cell.



Once you have closed the datasheet, it no longer opens automatically when you double-click the chart. To view the datasheet, click the **View Datasheet** button on the Microsoft Graph **Standard** toolbar, or select the **View** menu and then the **Datasheet** command.



Procedures

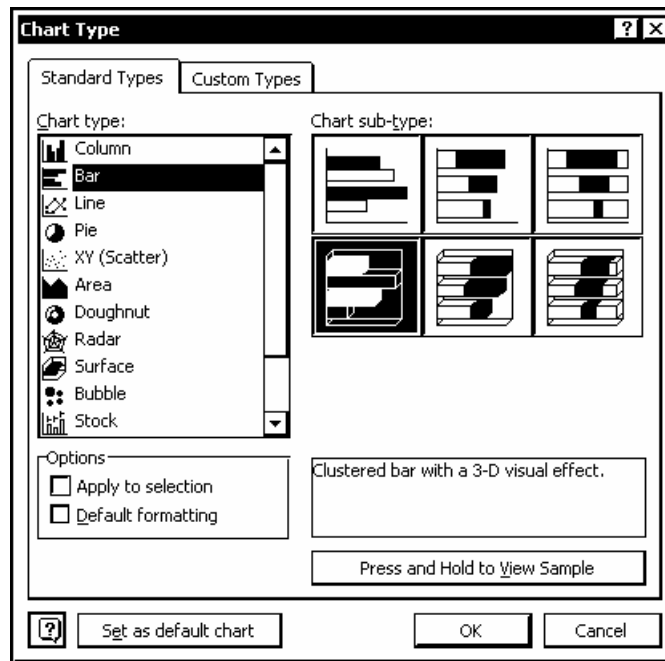
1. Open the datasheet.
2. Select the cell you want to edit.
3. Enter the desired data into the cell.
4. Press [**Enter**].
5. Continue entering data as desired.
6. When you have finished entering data, click the **Close** button on the datasheet window title bar.

CHANGING THE CHART TYPE



Discussion

You can change the chart type of an existing chart. PowerPoint offers several different chart types, as well as multiple variations of each. Changing the chart type allows you to select the best chart type for your data. For example, if you want to chart data in bars, you can select a **Bar** chart type in any of six variations, including **Clustered Bar**, **Stacked Bar**, or **Clustered bar with a 3-D visual effect**.



Selecting another chart type



To preview the chart type, hold the **Press and Hold to View Sample** button in the Chart Type dialog box. A preview of the chart with the selected type applied appears under **Sample**.



Procedures

1. Double-click the chart you want to edit.
2. Select the **Chart** menu.
3. Select the **Chart Type** command.

4. Select the **Standard Types** tab.
5. Select the desired chart type from the **Chart type** list box.
6. Select the desired chart sub-type.
7. Select **OK**.

LESSON 3 - EDITING AND IMPORTING CHARTS

In this lesson, you will learn how to:

- Edit charts
- Format the chart data markers
- Reposition the legend
- Format the 3-D view of a chart
- Drag to adjust a 3-D chart
- Explode a pie chart
- Select chart options
- Import an Excel chart

EDITING CHARTS



Discussion

PowerPoint uses an application called Microsoft Graph to create and edit charts. Microsoft Graph is the charting module used by PowerPoint and other Office applications. Microsoft Graph provides traditional chart types, such as bar, column, line, area, and scatter. In addition, it provides some less common chart types, such as bubble, pie of pie, bar of pie, cylinder, pyramid, and cone. Microsoft Graph provides a variety of 3-D chart types as well.

In order to edit a chart, you must activate Microsoft Graph. Once Microsoft Graph has been activated, the Microsoft Graph menu and toolbars replace the PowerPoint menu and toolbars.

You can edit the entire chart area, the plot area, or individual chart objects (such as gridlines and axes). The available menu items, toolbar buttons, and editing options depend upon which object is selected. For example, if you select a chart data marker, the **Format** button on the Microsoft Graph **Standard** toolbar becomes the **Format Data Series** button. If you select a chart axis, the button becomes the **Format Axis** button. In appearance, the button stays the same; however, the button name and the dialog box that opens when the button is clicked change, depending on the selected chart object.



A ScreenTip appears when you point to any chart object in Microsoft Graph; ScreenTips can help you select the correct chart object.

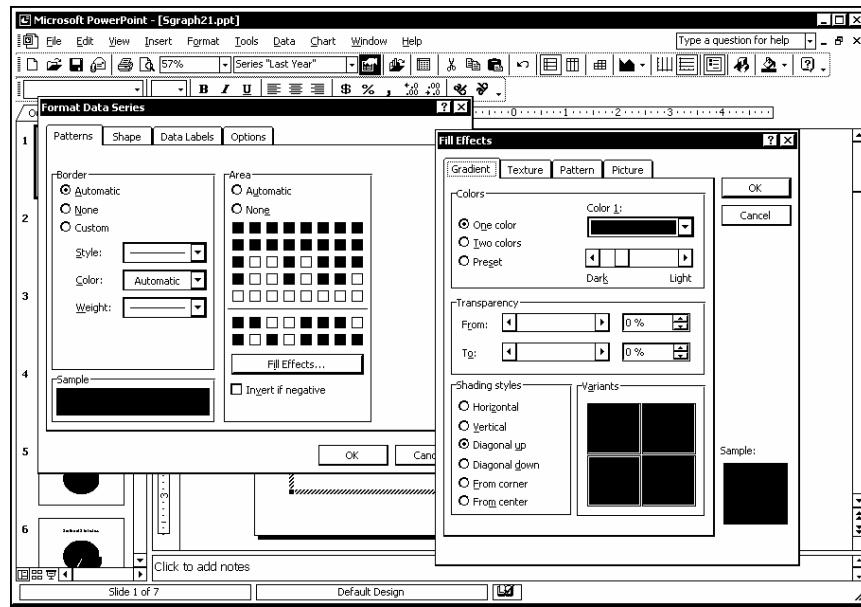
FORMATTING THE CHART DATA MARKERS



Discussion

Data markers are the bars, pie slices, lines, etc., that graphically display the chart data. You can fill the data markers with colors, textures, patterns, pictures, or gradient (shaded) fills. For example, you can format each of the “slices” in a pie chart and display data labels, values, or percents, if applicable. You can also choose to display the legend next to the data label.

Before you can format the chart data markers, you must activate Microsoft Graph.



Formatting data markers





You can also double-click any data marker to open the Format Data Series dialog box.



You can also use the **Drawing** toolbar to change chart fill colors and effects in Microsoft Graph.



Procedures

1. Double-click the chart you want to edit.
2. Click the **View Datasheet** button  to close the datasheet, if necessary.
3. Select the data marker you want to edit.
4. Click the **Format Data Series** button .
5. Select the **Patterns** tab.
6. Under **Area**, select the desired fill color.
7. Select **Fill Effects**.
8. Select the **Gradient** tab.

9. Under **Colors**, select the desired color option.
10. Under **Shading styles**, select the desired shading style.
11. Under **Variants**, select the desired effect.
12. Select **OK**.
13. Select the **Data Labels** tab.
14. Under **Data Labels**, select the desired option.
15. Select **OK**.

REPOSITIONING THE LEGEND



Discussion

The legend is the chart object that identifies the data series used in the chart. You can reposition the legend as desired within the chart area. For example, you can move the legend from the right side of the chart to the bottom. When you use the Format Legend dialog box to reposition the legend, the plot area automatically adjusts to accommodate the legend's new location.

In addition to repositioning the legend, you can resize it; change its border color and style; and format its fill color, shading, texture, and pattern.

Before you can format a chart legend, you must activate Microsoft Graph.



You can also reposition a legend on the **Legend** page in the Chart Options dialog box or by dragging it to a new position. If you drag to move or resize the legend, you must manually adjust the size and shape of the plot area, if necessary.





You can also double-click a legend to open the Format Legend dialog box.



When moving a legend manually, you must drag it by a border, not a sizing handle.



Procedures

1. Double-click the chart you want to edit.
2. Click the **View Datasheet** button  to close the datasheet, if necessary.
3. Select the legend.
4. Click the **Format Legend** button .
5. Select the **Placement** tab.
6. Select the desired legend placement.
7. Select **OK**.

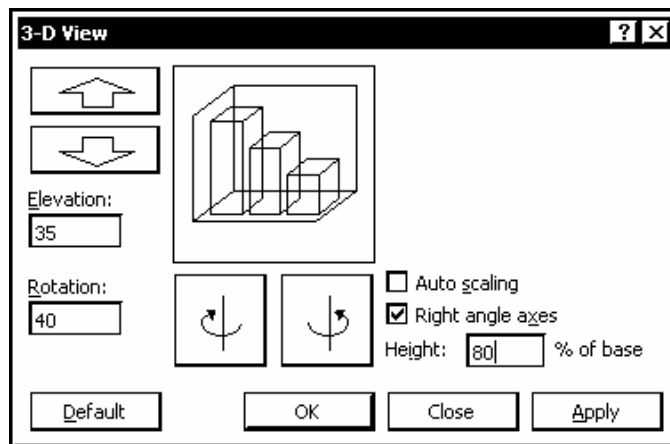
FORMATTING THE 3-D VIEW OF A CHART



Discussion

You can format most Microsoft Graph chart types as either two-dimensional (2-D) or three-dimensional (3-D) images. You can rotate or elevate a 3-D chart to see the data displayed at various angles.

Before you can format the 3-D view of a chart, you must activate Microsoft Graph.



Formatting the 3-D view of a chart




You can also drag to rotate most charts.



You cannot drag to rotate a 3-D pie chart; you must use the options available in the 3-D View dialog box.



Procedures

1. Double-click the chart you want to edit.
2. Click the **View Datasheet** button  to close the datasheet, if necessary.
3. Select the **Chart** menu.
4. Select the **3-D View** command.
5. Click the desired elevation icon as necessary to increase or decrease the chart elevation.
6. Click the desired rotation icon as necessary to rotate the chart clockwise or counter-clockwise.
7. Deselect the **Auto scaling** option.
8. Select the **Height** box.
9. Type the desired height.
10. Select **OK**.

DRAGGING TO ADJUST A 3-D CHART



Discussion

Although the options available in the 3-D View dialog box provide a more precise way to rotate and change the elevation of 3-D charts, it is usually more convenient to drag to quickly adjust a 3-D chart.


If necessary, you can use the **Undo** feature to reverse your changes.



If you press the [**Ctrl**] key, an image of the data markers and chart appears as you drag.



Procedures

1. Double-click the chart you want to edit.
2. Click the **View Datasheet** button  to close the datasheet, if necessary.
3. Click at the intersection of any two axes.
4. Drag any sizing handle to adjust the elevation and rotation of the chart.

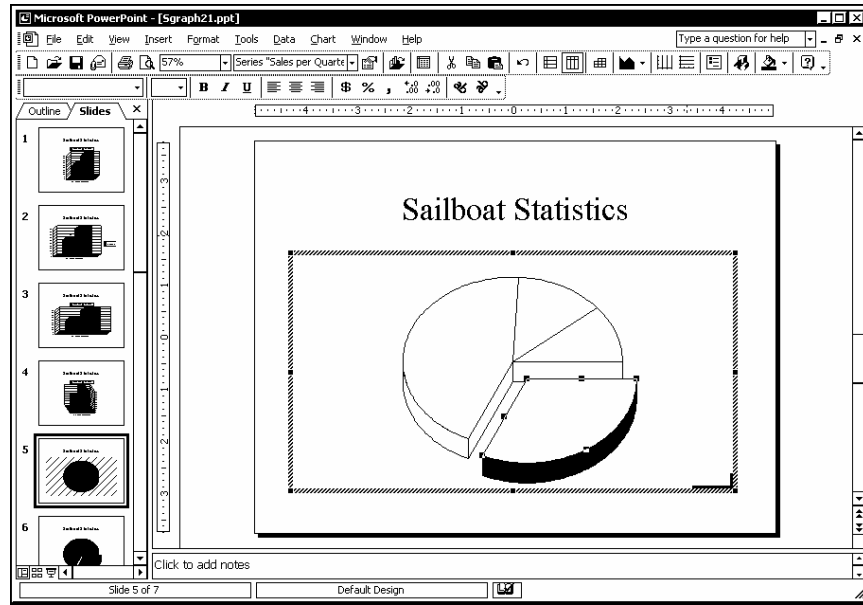
EXPLODING A PIE CHART



Discussion

One of the most popular types of charts is the pie chart. The pie chart displays data as parts of a whole. For instance, you can use a pie chart to represent the total sales for an entire year; the pie chart itself can represent the year and each of the four slices can represent one fiscal quarter. On the pie chart, you can compare the quarters at a glance and immediately see which quarter represents the greatest or least sales for the year.

You can explode a pie chart (pull the pieces out of it). You might want to explode an entire pie chart to add space for labels or only one slice to draw attention to the data represented by that slice.



An exploded pie chart



By definition, a pie chart can contain only one data series. You can use a doughnut chart to display more than one data series in a pie-type chart.




You can also drag the pie chart back together again.



You can explode all pie slices by clicking the pie chart and dragging away from it.



Procedures

1. Double-click the chart you want to edit.
2. Click the **View Datasheet** button  to close the datasheet, if necessary.
3. Select the pie chart.
4. To explode only one pie slice, click the slice you want to explode.
5. Drag the slice away from the pie chart.

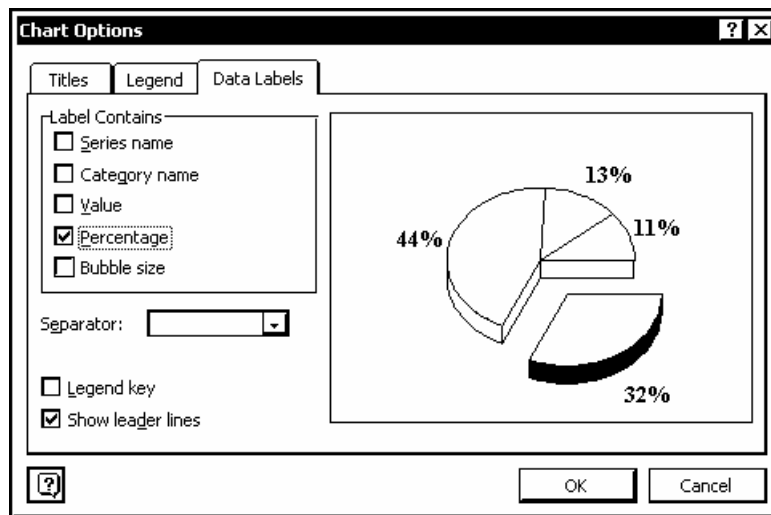
SELECTING CHART OPTIONS



Discussion

You can add explanatory information to a chart. The Chart Options dialog box allows you to insert a chart title, data labels, a legend, a chart axis, gridlines, and the data table.

You can use the options available on the **Data Labels** page to insert data labels that display any or all of the following items: the series name, the category name, the data value, its percentage, and/or the bubble size, as applicable. For example, you can label each slice of a pie chart as a percentage of the entire pie.




Adding data labels



Not all options are available for all chart types in the Chart Options dialog box.



Procedures

1. Double-click the chart you want to edit.
2. Click the **View Datasheet** button  to close the datasheet, if necessary.
3. Select the **Chart** menu.

4. Select the **Chart Options** command.
5. Select the desired tab.
6. Select the desired chart options.
7. Select **OK**.

IMPORTING AN EXCEL CHART



Discussion

You can import data from other applications into a PowerPoint chart. Microsoft Graph allows you to import data from other spreadsheet programs, text files, and Symbolic Link (SYLK) files. This option is useful when you want to include information maintained in another program, such as Microsoft Excel.

You can import an entire worksheet or chart from an Excel workbook or only a range of cells. New data from an Excel worksheet can be added to an existing Microsoft Graph datasheet. The new data can be appended to the datasheet without losing any of the existing data, or you can overwrite the existing Microsoft Graph datasheet.

By default, the **Overwrite existing cells** option is selected in the Import Data Options dialog box. Consequently, when you import data from Excel, it replaces the existing data in the datasheet. For example, if you import an Excel chart that graphs sales by month, the monthly sales data will replace whatever data occupies the same cells in the PowerPoint datasheet. If the **Overwrite existing cells** option is deselected, however, the imported data will be added to the datasheet, beginning at the current cell.



You can also select the **Edit** menu and then the **Import File** command to open the Import File dialog box.





You can insert an Excel chart as an object directly into a PowerPoint slide by selecting the PowerPoint **Insert** menu and the **Object** command; then, select the **Create from file** option in the Insert Object dialog box and either type the file name and path or browse to find it.



If a worksheet contains more than 255 data series or 4,000 rows or columns, some information will not appear in the chart.



Procedures

1. Double-click the chart you want to edit.
2. Click the **View Datasheet** button  to close the datasheet, if necessary.
3. Click the **Import File** button  on the Microsoft Graph **Standard** toolbar.
4. Select the **Look in** list.
5. Select the drive where the file containing the chart you want to import is stored.
6. Open the folder where the file containing the chart you want to import is stored.
7. Select the desired file.
8. Select **Open**.
9. Select the desired worksheet from the **Select sheet from workbook** list box.
10. Select **OK**.

LESSON 4 - CREATING CUSTOM CHARTS

In this lesson, you will learn how to:

- Display chart axes
- Display chart gridlines
- Format chart gridlines
- Format chart axes
- Format the scale of an axis
- Add a chart title
- Change the data series
- Add a drawing object to a chart
- Add text to a chart
- Insert a data table

DISPLAYING CHART AXES

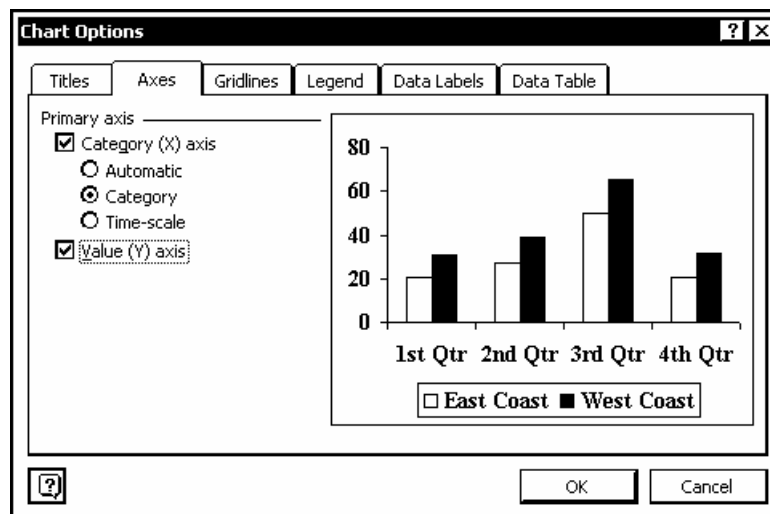


Discussion

Axes provide a frame of reference in a chart. A 2-D chart has two axes; the horizontal (x) axis usually displays the data categories (such as items, years, or quarters) and the vertical (y) axis usually displays the data values. The category axis can also display a time scale, even if the axis date has not been date-formatted.

A 3-D chart displays depth as well and can have two or three axes. The category (x) axis and the series (y) axis form the floor of the chart and the value (z) axis rises vertically from the floor of the chart. When you change a 2-D chart to a 3-D chart, the legend items become the series (y) axis.

You can display or hide chart axes. You can also format axis text, scale, value number format, color, and pattern.




Displaying chart axes



Pie and doughnut charts have no axes.



Procedures

1. Double-click the chart you want to edit.
2. Click the **View Datasheet** button  to close the datasheet, if necessary.
3. Select the **Chart** menu.
4. Select the **Chart Options** command.
5. Select the **Axes** tab.
6. Under **Primary axis**, select the **Category (X) axis** option.
7. Select the **Value (Y) axis** option.
8. Select **OK**.

DISPLAYING CHART GRIDLINES

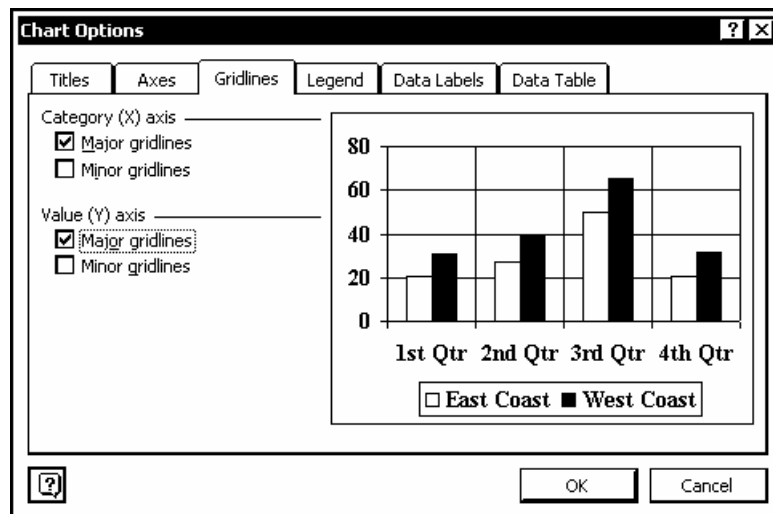


Discussion

You can add gridlines to a chart to make it easier to read. Gridlines are lines that extend from the tick marks on an axis across the plot area.

You can choose whether or not to display gridlines. If you display gridlines, they can be vertical, horizontal, major, minor, or any number of other combinations.

You can format gridlines by changing their color, thickness, style, and interval.




Displaying chart gridlines



You cannot add gridlines to pie or doughnut charts.



Procedures

1. Double-click the chart you want to edit.
2. Click the **View Datasheet** button  to close the datasheet, if necessary.
3. Select the **Chart** menu.
4. Select the **Chart Options** command.
5. Select the **Gridlines** tab.
6. Under **Category (X) axis**, select the desired options.
7. Under **Value (Y) axis**, select the desired options.
8. Select **OK**.

FORMATTING CHART GRIDLINES



Discussion

You can format the gridlines in a chart. Vertical and horizontal gridlines are formatted independently.



You can change the color, style, and weight of gridlines. For example, you can format major gridlines with a thick line style and minor gridlines with a thinner line style.



You also can double-click any gridline to open the Format Gridlines dialog box.



Procedures

1. Double-click the chart you want to edit.
2. Click the **View Datasheet** button  to close the datasheet, if necessary.
3. Select the gridline you want to format.
4. Click the **Format Gridlines** button .
5. Select the **Patterns** tab.
6. Select the **Color** list.
7. Select the desired color.
8. Select the **Weight** list.
9. Select the desired weight.
10. Select **OK**.

FORMATTING CHART AXES



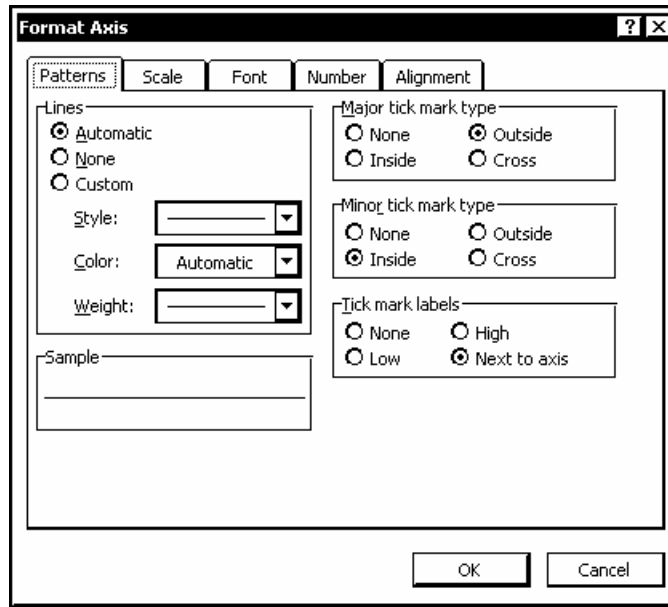
Discussion

There are several ways in which you can format an axis. The Format Axis dialog box provides options that allow you to display and format tick marks, determine the location at which the value (y) axis and the category (x) axis cross, specify a font for the axis text, format axis numbers, and align axis text.

Tick marks are the marks on an axis that indicate the data scale intervals. Displaying chart tick marks can make it easier to read the chart. You can change the color, thickness, style, and position of tick marks.

Changing the font attributes of axis text can enhance the appearance of the chart. Additionally, the numbers in the value axis can be formatted using a variety of number categories, including **Currency**, **Date**, and **Percentage**. You can also select the desired number of decimal places and a currency symbol, if applicable.

Category or value axis text can be rotated. This option can be used to make long labels less crowded-looking and easier to read.



Formatting chart axes





You can also double-click an axis to open the Format Axis dialog box.



You can hide tick marks by selecting the **None** option on the **Patterns** page in the Format Axis dialog box.



Procedures

1. Double-click the chart you want to edit.
2. Click the **View Datasheet** button  to close the datasheet, if necessary.
3. Select the axis you want to modify.
4. Click the **Format Axis** button .
5. Select the **Patterns** tab.
6. Select the desired options.
7. Select additional pages and options as desired.
8. Select **OK**.

FORMATTING THE SCALE OF AN AXIS



Discussion

The axis scale determines where one axis crosses the other, as well as the location of tick marks and the interval between them. When you create a chart, Microsoft Graph creates the axis scale based on the chart data. You can use the Format Axis dialog box to modify axes scales.

For the category (x) axis, you can specify where the value (y) axis will cross it, the number of categories between tick mark labels, and the number of categories between tick marks. You can also display the categories in reverse order.

For the value (y) axis, you can designate minimum and maximum axis values, where you want major and minor tick marks to appear, and where you want the axes to intersect. You can also display the axis values as logarithms, display them in reverse order, or have the category axis cross at the maximum value on the value axis.



Formatting the scale of an axis



You also can double-click an axis to open the Format Axis dialog box.



Procedures

1. Double-click the chart you want to edit.
2. Click the **View Datasheet** button  to close the datasheet, if necessary.
3. Select the value (y) axis.
4. Click the **Format Axis** button .
5. Select the **Scale** tab.
6. Select the **Minimum** box.
7. Enter the minimum value you want to appear on the value (y) axis.
8. Select the **Maximum** box.
9. Enter the maximum value you want to appear on the value (y) axis.
10. Select the **Major unit** box.
11. Enter the desired distance between the major tick marks or gridlines.
12. Select the **Minor unit** box.
13. Enter the desired distance between the minor tick marks or gridlines.
14. Select the **Category (X) axis Crosses at** box.
15. Enter the value at which you want the category (x) axis to cross the value (y) axis.
16. Select **OK**.

ADDING A CHART TITLE

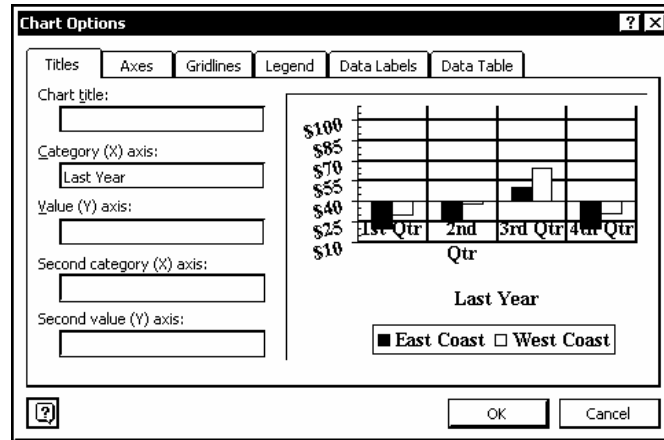


Discussion

You can add a descriptive title to your chart, as well as category and value axes titles to explain the chart data. For example, you can use a category axis title to indicate the year to which the series labels **1st Qtr**, **2nd Qtr**, **3rd Qtr**, and **4th Qtr** refer.

Chart titles are typed into text boxes. You can edit the pattern and border of a text box. In addition, you can format the font, size, style, color, and alignment of the text in it.


You can move chart and axes title text boxes, but you cannot resize them.



Adding a chart title



Procedures

1. Double-click the chart you want to edit.
2. Click the **View Datasheet** button  to close the datasheet, if necessary.
3. Select the **Chart** menu.
4. Select the **Chart Options** command.
5. Select the **Titles** tab.
6. Select the desired title box.
7. Type the title text.
8. Select **OK**.

CHANGING THE DATA SERIES



Discussion

Data series can be represented by either the columns or the rows in the datasheet. If you do not know whether the data series are represented by the datasheet rows or columns, you can refer to the datasheet. Icons next to either the row or column headings indicate how the data is charted.




Typically, the datasheet rows are the data series and the datasheet columns are the data values. However, you can switch the rows and columns so that the datasheet columns become the data series and the datasheet rows become the data values. For example, if a column chart compares regional sales by quarter, it displays the quarters as the data series (bars) and the regions as the data values. If you switch to chart the data by columns instead, the regions become the data series and you can compare quarterly sales by region.



You can also use the **Series in Rows** and **Series in Columns** commands on the Microsoft Graph **Data** menu to switch from rows to columns (and vice versa).



Procedures

1. Double-click the chart you want to edit.
2. Click the **View Datasheet** button  to close the datasheet, if necessary.
3. To switch data series, click the **By Column** button  or the **By Row** button  on the Microsoft Graph **Standard** toolbar, as applicable.

ADDING A DRAWING OBJECT TO A CHART

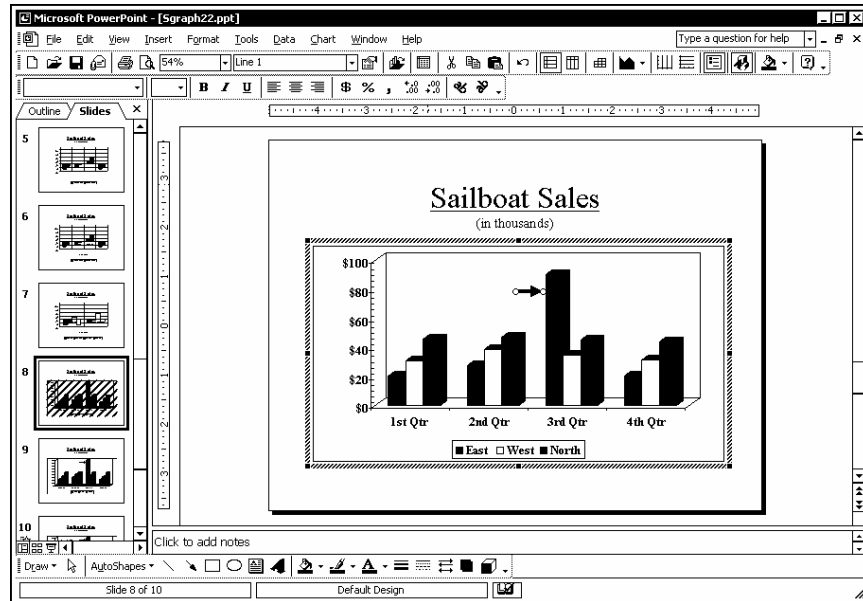


Discussion

You can use the PowerPoint **Drawing** toolbar in Microsoft Graph to add drawing objects to a chart. For example, you can add an arrow that points to a particular data marker to highlight it. After you have created drawing objects, you can format, size, move, or delete them.

The **Drawing** toolbar provides a variety of drawing tools for creating and editing chart objects and for adding color enhancements to them. You can select, fill, and rotate chart objects; create simple shapes (such as lines, arrows, rectangles, and ellipses); and add text, shadows, and 3-D effects. The **Drawing** toolbar also provides tools for selecting fill, line, and font colors, as well as line, dash, and arrow styles. In addition, the **Insert WordArt** button on the **Drawing** toolbar allows you to create interesting text effects.

The **AutoShapes** menu on the **Drawing** toolbar provides tools for creating a variety of objects, including stars and banners, action buttons, block arrows, flowcharts, and connectors.



Adding a drawing object to a chart




You can layer drawing objects on top of a chart without opening Microsoft Graph. The advantage of adding objects within the chart is that they will move and resize proportionally within the chart.



You can enter text into enclosed shapes (such as circles, rectangles, and AutoShapes) by selecting the shape and then typing the desired text.



Procedures

1. Double-click the chart you want to edit.
2. Click the **View Datasheet** button  to close the datasheet, if necessary.
3. Display the **Drawing** toolbar, if necessary.
4. Click the desired drawing object on the **Drawing** toolbar.

5. Drag in the chart to draw the object.

ADDING TEXT TO A CHART



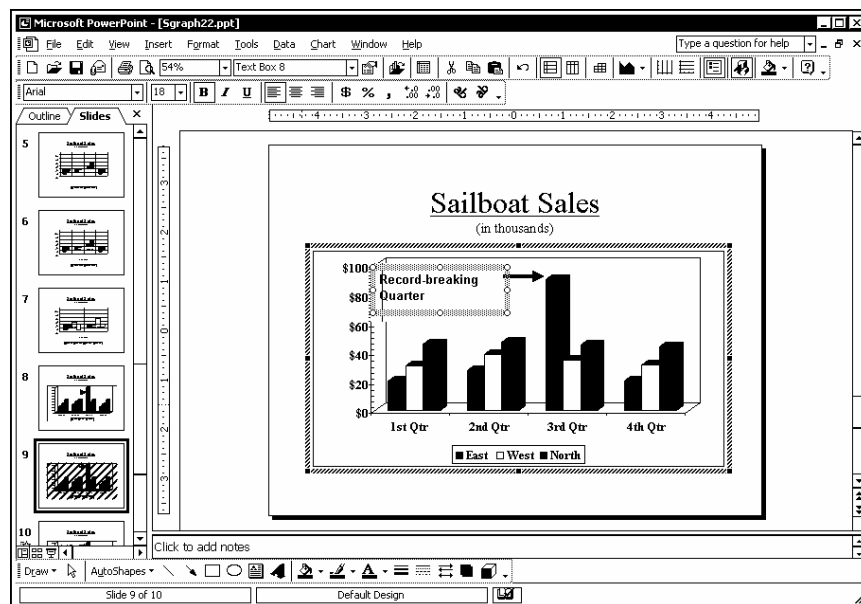
Discussion

You may need to add text to a chart. However, you cannot type text directly into a chart; you must place it in a text box. You can use text boxes to create additional labels or commentary. For example, you can insert a text box to add a comment about the level of a particular data marker.

You use the **Text Box** button on the **Drawing** toolbar to add text boxes to a chart. You can format a text box the same way you would format any other graphic object. You can move and size a text box, as well as edit its pattern and border.

You can format the font, size, style, color, and alignment of text within a text box. In addition, you can size the text in a text box to the chart.

How you create a text box determines whether it expands to fit the text as you type it or wraps the text to fit within the text box.



Adding text to a chart



When you click the **Text Box** button and then click the slide, you create a text box that expands to fit the text as you type; the text will appear on one line and will not wrap. If, however, you click the **Text Box** button and then drag to create a text box of fixed width, the text will wrap to a new line each time it reaches the right edge of the text box.





You can manually create a new line in a text box by pressing the **[Enter]** key.



You can layer a text box on top of a chart without opening Microsoft Graph. The advantage of adding a text box within the chart is that it will move and resize proportionally within the chart.



Procedures

1. Double-click the chart you want to edit.
2. Click the **View Datasheet** button  to close the datasheet, if necessary.
3. Display the **Drawing** toolbar, if necessary.
4. Click the **Text Box** button  on the **Drawing** toolbar.
5. Drag in the chart to draw the text box.
6. Type the desired text into the text box.

INSERTING A DATA TABLE



Discussion

You can display the values for each data series in a table below the chart. By inserting a data table, you can add explanatory detail to a chart. Data tables can enhance reports and provide additional information during a slide show.

When you insert a data table, it usually attaches to the category axis. The data table rows usually represent each data series in the chart.

You can display a data table in line, bar, column, and area charts.



You can also display the data table by selecting the **Chart** menu, the **Chart Options** command, and then the **Show data table** option on the **Data Table** page in the Chart Options dialog box.





You can attach a data table to the category axis in a 3-D chart by selecting the **Right angle axes** option in the 3-D View dialog box. To open this dialog box, select the **Chart** menu and then the **3-D View** command.



Procedures

1. Double-click the chart you want to edit.

2. Click the **View Datasheet** button  to close the datasheet, if necessary.

3. Click the **Data Table** button  on the Microsoft Graph **Standard** toolbar.

LESSON 5 - USING GRAPHIC IMAGES

In this lesson, you will learn how to:

- Work with graphics
- Use the Insert Clip Art task pane
- Use slide layouts
- Insert a picture
- Crop a picture
- Move a graphic
- Resize a graphic
- Format a graphic
- Recolor clip art images
- Insert clips with Clip Organizer
- Organize clips

WORKING WITH GRAPHICS



Discussion

You can add graphics to a PowerPoint presentation. A graphic can enhance a presentation by depicting an idea that may be difficult to describe or by making the presentation more visually appealing.

Graphic images that can be used in PowerPoint include simple drawn shapes, clip art, and pictures (such as scanned images that are saved as files).

One method of adding graphics to a presentation is to use the Microsoft Clip Organizer, which contains numerous images called clip art. The Clip Organizer contains hundreds of professionally designed illustrations that can be freely incorporated into a presentation. These illustrations include people, animals, landscapes, banners, various types of equipment and tools, food, and an assortment of symbols.

In addition to clip art, the Clip Organizer contains many photographs, sounds, and video clips that can be used to create a multimedia presentation.

Another method of adding graphics to a presentation is to insert a picture from a file. You can purchase clip art libraries that specialize in specific types of images, such as for education, business, or a particular industry.

Once you have inserted a graphic into a presentation, you can resize it, crop or cut away portions of the image, or change its colors. You also can move the graphic, make copies of it, and add text to it.

When a clip is inserted, eight small circles called sizing handles appear in a rectangle around the picture. Sizing handles indicate that the picture or object is selected. The small, green circle is a rotate handle and can be used to rotate the clip. In addition, the **Picture** toolbar appears as soon as you select any graphic on a slide and closes when you deselect the graphic.

When you insert clip art, the **Automatic Layout Options** button may appear. Inserted objects are often placed at a preset location on a slide. You can use the automatic layout options to undo or stop automatic layout, as well as to control AutoCorrect options.

You can insert more than one clip on a slide. Once inserted, a clip can be moved or resized.



You can delete an inserted clip or graphic by selecting it and pressing the **[Delete]** key. When you delete a graphic, PowerPoint may replace it with a content placeholder.



The first time you open the Clip Organizer, PowerPoint prompts you to organize all your available clip art.



If you close the **Picture** toolbar while a picture is selected, it no longer appears automatically. To redisplay the toolbar, right-click any toolbar and select **Picture**.

USING THE INSERT CLIP ART TASK PANE



Discussion

Clip art images can add interest to a PowerPoint presentation. You can use the **Insert Clip Art** task pane to access the Clip Organizer.

To find a clip, enter a word related to the type of clip art you want to insert in the **Search text** box. Words used in a search are called keywords. If you want to insert a clip on a slide, but you are not sure which one you want to add, you can use a keyword search for clips. For example, if your presentation contains the text **ideas**, you can use that keyword to search the Clip Organizer; any clip art pertaining to **ideas** will appear.

You can limit searches to a specific type of collection or media file by selecting the corresponding option under the **Other Search Options** area. If you have changed search criteria, but have not yet performed the search, you can use the **Restore** button to return to the previous settings.

After entering your search criteria and selecting the **Search** button, thumbnails of the clip art found based on the search criteria appear in the **Results** box. You can expand the **Results** box by clicking the button above the first image. Clicking the button again returns the **Results** box to its previous size.

Pointing to a clip displays a ScreenTip with the keywords related to that image, its size in pixels, its file size, and its graphic format. Clicking directly on a clip inserts it into your presentation. You can use the list of options that appears when you right-click a clip or click its drop-down arrow to copy or delete the clip, edit the clip keywords, find clips with a similar style, or view the clip properties.

If the list of found clips does not suit your needs, you can use the **Modify** button to modify the search or to create a new one.



Inserting a clip from the task pane



You can also find a graphic file by entering its file name in the **Search text** box in the **Insert Clip Art** task pane. In addition, you can use wildcard characters [such as an asterisk (*)] to find similarly named files. If you click the **Search** button with no text in the **Search text** box, the **Results** box displays all available clips.




The **Clip Organizer** and **Clips Online** links in the **Insert Clip Art** task pane display additional ways of searching for graphics, sounds, and animations.



Your search criteria is saved in the **Insert Clip Art** task pane until you manually change the selections. In order to search all collections for all media, you must delete the search text, reset all the search options, and then click the **Search** button.



Procedures

1. Click the **Insert Clip Art** button  on the **Drawing** toolbar.
2. If necessary, select **Now** in the Add Clips to Organizer message box to catalog the clips.

3. Select the **Search text** box.
4. Type the desired keyword.
5. To limit the search, click the **Search in** arrow.
6. Click options as desired to select the collections you want to search or deselect the collections you do not want to search.
7. Click the plus sign next to a collection to expand its contents.
8. Click options as desired to select the collections you want to search or deselect the collections you do not want to search.
9. Press **[Esc]**.
10. To limit what to search, click the **Results should be** arrow.
11. Click the plus sign next to any media type to expand its contents.
12. Click options as desired to select media you want to search or deselect media you do not want to search.
13. Press **[Esc]**.
14. Select the **Search** button.
15. Click any clip to insert it.
16. Select **Modify** to change the search criteria or click the **Close** button to close the **Insert Clip Art** task pane.

USING SLIDE LAYOUTS



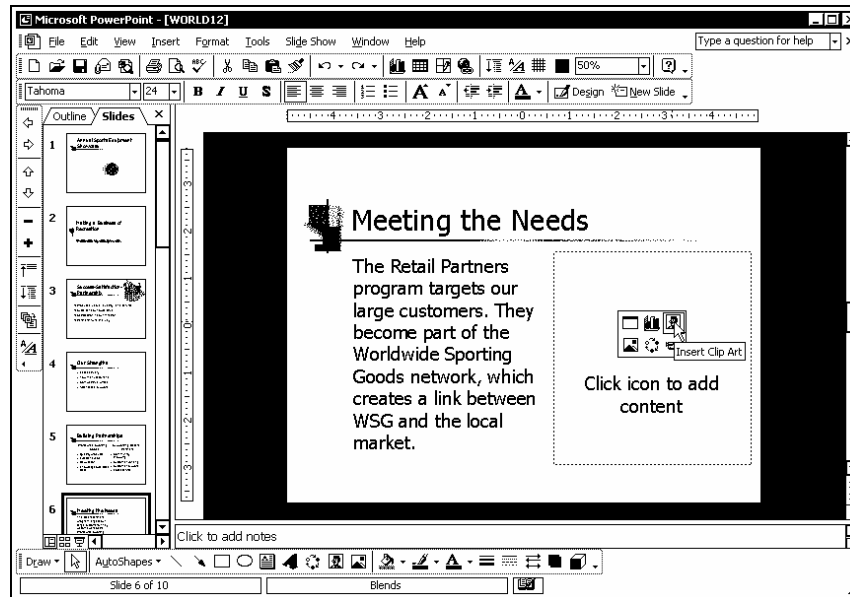
Discussion

PowerPoint also includes several slide layouts which contain placeholders for clip art. There are two types of placeholders used to insert clip art: a general content placeholder and a dedicated clip art placeholder.

A general content placeholder provides a link to insert clip art, as well as links to insert tables, charts, pictures, diagrams, organization charts, and media clips. To insert clip art using a content placeholder, just click the **Insert Clip Art** icon in the placeholder. A dedicated clip art placeholder can only insert clip art and must be double-clicked.

Both types of placeholders open the Select Picture dialog box, in which you can search for a clip art image by keyword and then insert it into the placeholder.

Once inserted into the placeholder, the clip appears with eight sizing handles and a green rotate handle, and the **Picture** toolbar appears. The clip can then be moved and resized as desired.



Inserting a clip from a slide layout




If a slide does not include a clip art placeholder, you can use the **Insert Clip Art** task pane to insert a clip; PowerPoint will place the clip in the center of the slide.



The **Import** button allows you to add a new clip to the Clip Organizer.



Procedures

1. Click the **Insert Clip Art** button  in the content placeholder.
2. Type the desired keyword.
3. Select the **Search** button.
4. Select the desired clip.
5. Select **OK**.

INSERTING A PICTURE

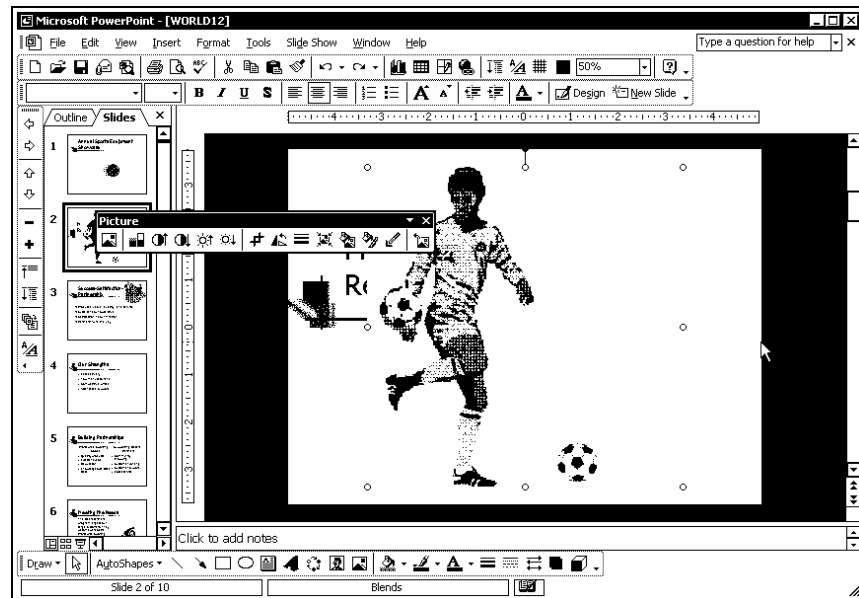


Discussion

In addition to clip art, you can insert a picture from an existing graphic file into a PowerPoint presentation. Pictures can include scanned images, photographs, and drawn objects saved as files.

PowerPoint accepts several types of graphic file formats. Some formats are accepted without a graphic filter. These formats include **.wmf**, **.emf**, **.bmp**, **.rle**, **.dib**, **.gif**, **.jpg**, **.tif** and **.png**. Other formats, such as **.wpg** and **.eps**, require a graphics filter, which can be installed using Office Setup.

The **Picture** toolbar appears as soon as you select a picture in a slide and closes when you deselect the picture.



Inserting a picture




For more information on specific filters, type **graphic filters** in the **Ask a Question** box and press the **[Enter]** key. Then, select **Graphics file types and filters**, scroll the help topic, and click the desired filter.



You can insert several pictures at once by holding the **[Ctrl]** key while selecting the files. All the selected pictures will be inserted into the current slide; you can then move them to the desired slides.



Procedures

1. Display the slide on which you want to insert the picture.
2. Click the **Insert Picture** button  on the **Drawing** toolbar.
3. Select the **Look in** list.
4. Select the drive containing the picture file you want to insert.
5. Open the folder containing the picture file you want to insert.
6. Select the picture file you want to insert.
7. Select **Insert**.

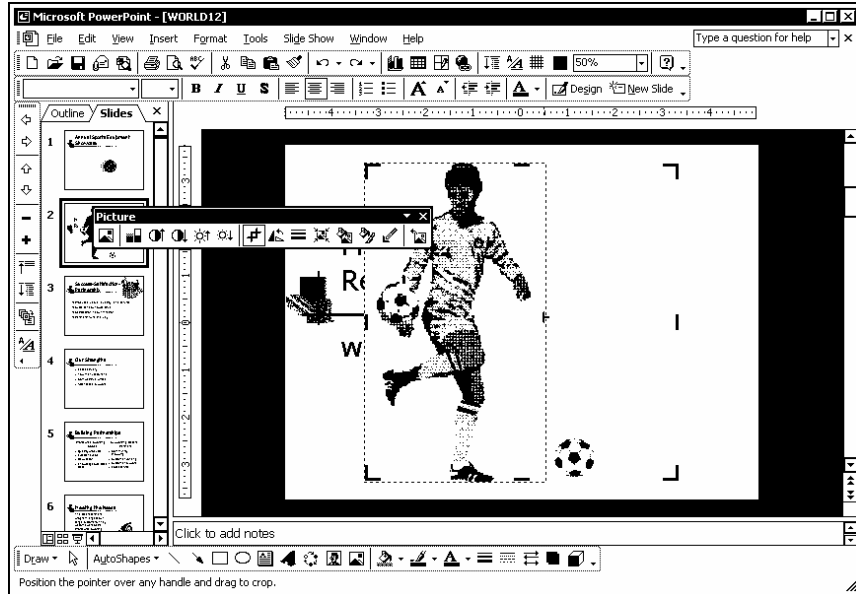
CROPPING A PICTURE



Discussion

Although cropping a picture reduces the size of the picture, cropping differs from sizing. When you crop a picture, you are not changing the size of the picture; you are actually cutting information away from it. For example, if a picture displays two people, you can crop it so that only one person appears in it.

When you activate the **Crop** feature, the mouse pointer changes into a cropping tool. You can use the **Reset Picture** button on the **Picture** toolbar to return a picture to its original size.



Cropping a picture




You can crop uniformly around the center of a picture by pressing the **[Ctrl]** key as you drag.



Cropping can also be used to increase the background area around a picture.



Procedures

1. Click the picture you want to crop.
2. If necessary, display the **Picture** toolbar.
2. Click the **Crop** button  on the **Picture** toolbar.
3. Drag the desired cropping handle towards the center of the picture.
4. Click in any blank area to deactivate the cropping tool.

MOVING A GRAPHIC



Discussion

You can move a picture or graphic on a slide by dragging it to the desired location. Moving objects to place them in the best possible location is a good way to enhance the slide text.

In order to move a graphic, the mouse pointer must be a four-headed arrow.



You can also drag other slide objects, such as placeholders, drawn objects, charts, and tables to move them. Unfilled objects, such as placeholders, must be dragged by their borders.



You can use the keyboard to move an object in small increments. Pressing any arrow key moves the selected object in the direction of the arrow.



Procedures

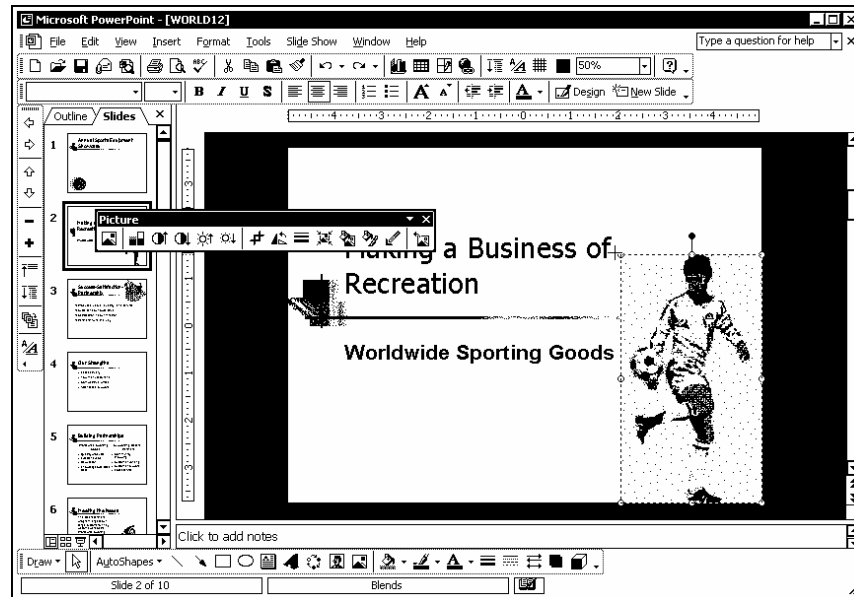
1. Drag the graphic to the desired location.

RESIZING A GRAPHIC



Discussion

You can resize a graphic object to better fit the layout of a slide. Graphics can easily be resized by dragging one or more sizing handles. If you drag by any middle sizing handle, you change the size only in that direction. However, if you drag by any corner sizing handle, you change the size in two directions at once.



Resizing a graphic



The mouse pointer must be a double-headed arrow to size a graphic object.



Other slide objects (such as placeholders, drawn objects, charts, and tables) can also be resized by dragging.



You can use the **Reset Picture** button on the **Picture** toolbar to restore a graphic to its original size.



Procedures

1. Select the graphic you want to resize.
2. Drag any sizing handle as desired to increase or decrease the size of the graphic.

FORMATTING A GRAPHIC



Discussion

Although graphic files appear with certain default settings, you can use the Format Picture dialog box to change many of those settings. The options available in the Format Picture dialog box depend upon the type of graphic you are formatting. The **Preview** button in the Format Picture dialog box allows you to view your changes while the dialog box is still open.

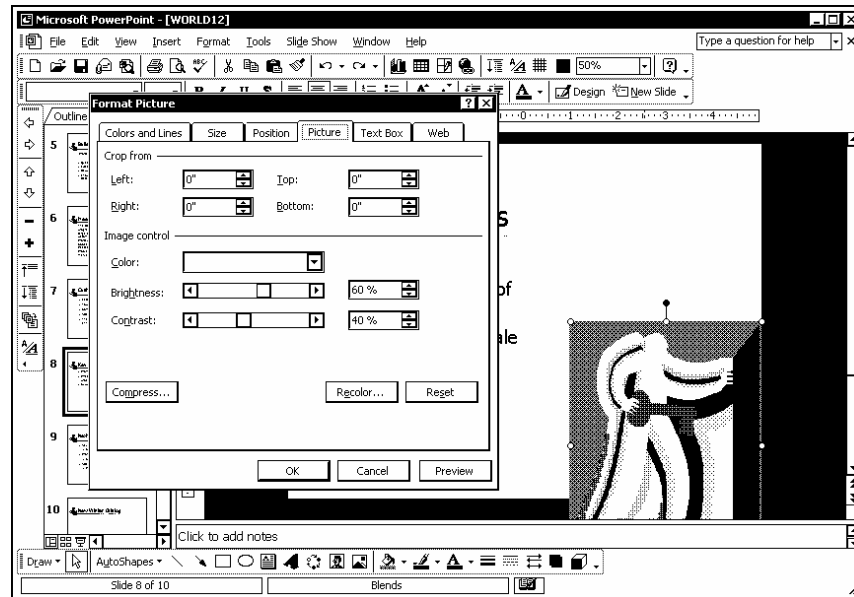
The options in the **Colors and Lines** page are used to modify the background color of a clip or to place a border around it. Special fill effects (such as gradients and textures) can be added to a background. You can place a border around any graphic; however, except for clip art, you cannot change the background of most graphics. After selecting a background color, you can use the **Transparency** slider to change the density of the color.

You can use the **Size** page to designate a specific size for a graphic, as well as scale a graphic proportionally or non-proportionally. When you scale an object, you resize it to a percentage of its original size.

Brightness and contrast options are available on the **Picture** page. You can change the color brightness and contrast to soften a clip. Additionally, clips can be changed to black and white, grayscale, or a washout. A washout is a graphic displayed with very light colors. When a washout is used in a slide background (in the slide master, for example), the washout appears behind the slide text.

Using the **Position** page, you can specify an exact position for the graphic on the page, relative to the top left corner or center of the slide. This option is useful if you want to position the same graphic on several slides in the exact same location.

If a graphic is to be viewed in a browser, the **Web** page allows you to type the text you want to appear while a graphic is loading, if a graphic is missing, or if the user has suppressed the display of graphics.



Formatting a graphic



When you double-click an AutoShape, the Format AutoShape dialog box opens.



The **Picture** toolbar provides buttons that duplicate many of the options available in the Format Picture dialog box.



The **Lock aspect ratio** option on the **Size** page in the Format Picture dialog box maintains the ratio between a selected object's height and width whenever you resize it.



Procedures

1. Double-click the graphic you want to format.
2. Select the **Colors and Lines** tab.
3. Select the list for the option you want to modify.
4. Select the desired option.
5. Select the **Size** tab.
6. Select or deselect options as desired.
7. Select other options or settings as desired.
8. Select the **Picture** tab.

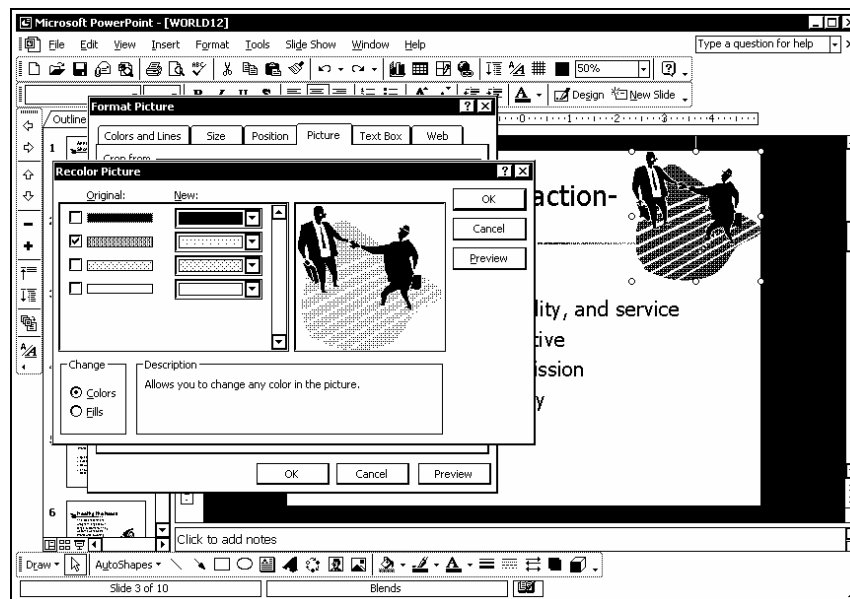
9. Drag the **Brightness** slider to the desired percentage.
10. Drag the **Contrast** slider to the desired percentage.
11. Select additional tabs and options as desired.
12. Move the Format Picture dialog box, if necessary, and select **Preview** to view the changes.
13. Select **OK**.

RECOLORING CLIP ART IMAGES



Discussion

You may find a clip that fits your slide, but does not complement your color scheme. You can use the Recolor Picture dialog box to change the colors in clip art images.



Recoloring a clip art image



Clicking the **Recolor Picture** button on the **Picture** toolbar also opens the Recolor Picture dialog box.



Only some graphic formats can be recolored in PowerPoint. To recolor a bitmap graphic, for instance, you must open Microsoft Paint.



Procedures

1. Double-click the graphic you want to recolor.
2. Select **Recolor**.
3. Under **New**, select the list for the color you want to change.
4. Select the desired color.
5. Select **OK** to close the Recolor Picture dialog box.
6. Select **OK** to close the Format Picture dialog box.

INSERTING CLIPS WITH CLIP ORGANIZER



Discussion

In addition to using the **Insert Clip Art** task pane to search the Clip Organizer for media clips, you can open the Clip Organizer to view and insert clip art.

The Clip Organizer window consists of two panes. The left pane is the Collection List, which displays all available collections. The right pane displays thumbnails of the clips stored in the selected collection.

The first time you open the Clip Organizer or the **Insert Clip Art** task pane, PowerPoint scans your available drives for all media files and creates collections under **My Collections** and **Shared Collections**, using the same names as the folder(s) in which the files are stored. Collections located on web sites appear under **Web Collections**.

The clip art supplied with Microsoft Office is located in the **Office Collections** folder. Office clip art is divided into several thematic collections, such as **Animals**, **Concepts**, **People**, and **Seasons**. Some collections contain subcollections, such as the **Domestic** and **Wild** folders under **Animals**.

Browsing through the collections in the Clip Organizer is helpful if you want to view available clip art to get an idea for a good visual illustration. If you want to search by keyword, you can use the **Search** button on the toolbar to display the **Search** task pane in place of the Collection List. The **Collection List** button redisplay the Collection List.

You can leave the Clip Organizer open while you work and use the Windows taskbar to switch between the presentation and Clip Organizer windows. If you copy a clip and then close the Clip Organizer, PowerPoint will ask if you want the clip to remain on the Clipboard.



You can use the **Copy** button on the Clip Organizer window toolbar to copy a clip.



Right-clicking a clip or clicking its list arrow displays a shortcut menu.



The Microsoft Clip Organizer comes complete with its own Help system, specific to inserting and using clip art.



Procedures

1. Open the **Insert Clip Art** task pane.
2. Select the **Clip Organizer** link at the bottom of the task pane.
3. Click the plus sign next to any collection to view its contents.
4. Continue expanding collections as desired.
5. Select the collection you want to view.
6. Right-click the clip you want to insert.
7. Select the **Copy** command.
8. Switch to the presentation window.
9. Paste the clip into the desired slide.

ORGANIZING CLIPS



Discussion

The Clip Organizer window provides both a menu bar and a toolbar for organizing media clips.

The default view for browsing clips is the **Thumbnails** view, which displays the files graphically. However, you can use the **List** or **Details** button on the Clip Organizer toolbar to view just the file names or detailed information about each file, respectively.

The clips installed by Microsoft Office have searchable keywords already assigned to them. You can assign keywords to other media files as well, to make them easier to find.

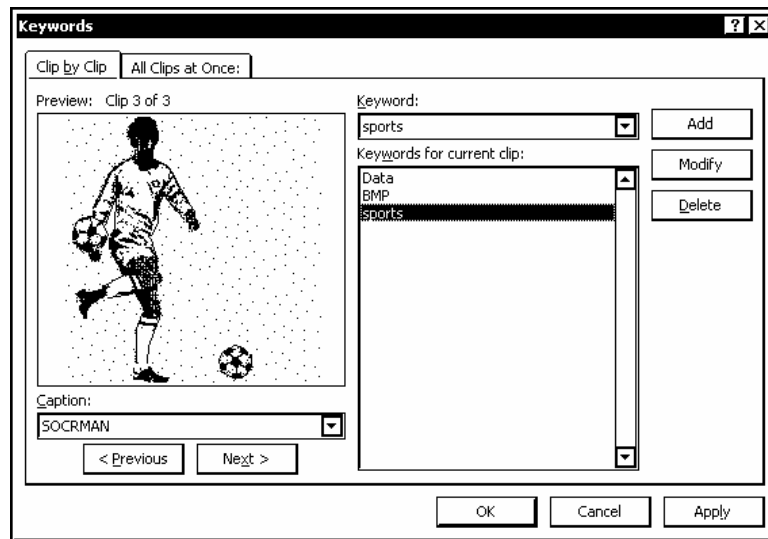
In addition to the default collections PowerPoint creates in **My Collections**, you can create new collections, rename and delete collections, and move and copy clips and graphics to other collections. The same clip can belong to more than one collection.

The **Office Collections** folder is read-only. Therefore, you cannot create, rename or delete a file in it, nor can you move or copy clips into any Office collection. However, clips in the Office collection can be copied to any collection under **My Collections**.

Clips, as well as entire collections, can be deleted from **My Collections**. You can delete a clip from one or more collections or, or you can delete it from the Clip Organizer, which removes it from all collections. Although you cannot delete a collection from **Office Collections**, you can remove Office clips from the Clip Organizer.

You can force PowerPoint to refresh your collections automatically, or you can use the **Add Clips to Organizer** command on the **File** menu to manually add clips to the Clip Organizer. When you add a clip to the Clip Organizer, you can select categories and create keywords for it. In addition, the **Clips Online** button allows you to download and add clips to your Clip Organizer from the Microsoft Clip Gallery web site.

The Clip Organizer can be collapsed to view a slide.



Adding a keyword to a clip



If you select multiple clips, you can use the **All Clips at Once** page in the Keywords dialog box to add the same keyword to all the selected clips. To select multiple clips, hold the **[Ctrl]** key and click each desired clip; to select all clips in the collection, select the **Edit** menu and the **Select All** command.



You can delete a clip from a collection by right-clicking it and selecting the **Delete from “collection”** command. You can delete a collection by right-clicking it in the **Collection List** pane and selecting the **Delete “collection_name”** command.



Collections are not physical folders on a drive. When you move or copy a clip to another collection, you are not actually moving or copying the file, you are just creating or modifying the shortcut to the actual file.



Procedures

1. Open the **Insert Clip Art** task pane, if necessary.
2. Select the **Clip Organizer** link at the bottom of the **Insert Clip Art** task pane and update the clips in the Clip Organizer, if necessary.
3. Click the plus sign next to any collection to view its contents.
4. Expand collections as necessary, and select the desired collection.
5. Select the desired view.
6. Continue selecting views as desired.
7. Right-click the clip for which you want to edit keywords.
8. Select the **Edit Keywords** command.
9. Select the **Keyword** box.
10. Enter the desired keyword.
11. Select **Add**.
12. Select **Apply**.
13. To view the next clip, select **Next**.
14. When you have finished adding keywords, select **OK**.
15. To create a new collection, right-click the desired location for the collection in the Collection List.
16. Select **New Collection**.
17. Enter the desired name for the new collection.
18. Select **OK**.
19. To copy a clip to a different collection, drag it to the desired collection.

20. To move a clip to another collection, hold **[Alt]** and drag it to the desired collection.

LESSON 6 - WORKING WITH DRAWING OBJECTS

In this lesson, you will learn how to:

- Use the Drawing toolbar
- Draw an enclosed object
- Display the drawing guides and grid
- Change the fill color of an object
- Apply a fill effect
- Apply 3-D and shadow styles
- Draw a line
- Format lines
- Create a text box
- Draw an AutoShape
- Rotate an object
- Flip an object
- Order stacked objects
- Align objects
- Group objects

USING THE DRAWING TOOLBAR



Discussion

The **Drawing** toolbar, which appears by default when you launch PowerPoint, provides several tools and features to assist you in drawing and editing slide objects and text. For example, if you want to add a balloon graphic to a slide, you can use the **Oval** and **Line** buttons on the **Drawing** toolbar to draw the balloon and its string.

The **Drawing** toolbar provides a variety of drawing tools that can be used to create and edit objects, as well as add color enhancements to them. These tools allow you to create simple shapes such as lines, arrows, rectangles, and ellipses and to add text boxes, shadows, and 3-D settings. The **Drawing** toolbar also contains tools for selecting fill, line, and font colors and line, dash, and arrow styles.

The **AutoShapes** menu on the **Drawing** toolbar contains tools for creating a variety of object shapes, including stars and banners, action buttons, block arrows, and connectors for flowcharts.

The **Draw** menu provides options for aligning, distributing, rotating, and flipping objects, as well as for changing the order of overlapping layers. You can also group multiple objects together so that they can be moved or resized as one object. If the selected object is a curve or freeform shape, you can use the **Edit Points** command to change its shape. In addition, you can use the **Draw** menu to reroute connectors on flowcharts and diagrams. This menu also allows you to move an object in small increments (nudge an object) and change a selected object from one AutoShape to another.

To assist you in precision drawing, you can display the drawing rulers, drawing guides, and gridlines. These tools do not automatically appear in the slide window; you must display them in order to use them.



The Drawing toolbar



If the **Drawing** toolbar does not appear in the presentation window, you can display it. You can also drag the toolbar as needed to reposition it in or around the slide area.



If drawing objects are added to the slide master, they appear on every slide in a presentation, except the title slide.

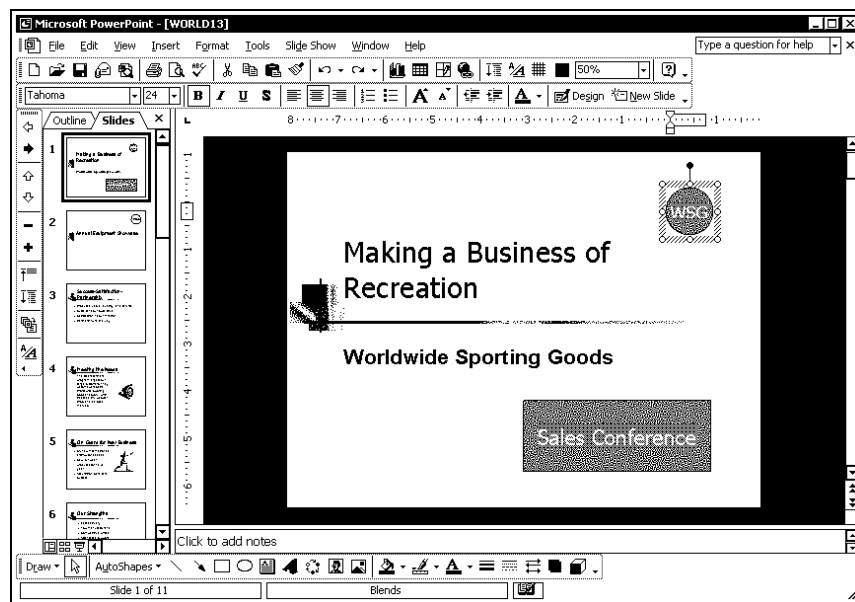
DRAWING AN ENCLOSED OBJECT



Discussion

You can draw objects directly on a slide using the drawing tools on the **Drawing** toolbar. Using these tools, you can draw enclosed objects and then move, copy, and/or resize them as desired. Enclosed drawing objects, such as rectangles or ovals, are filled by default. Filled objects are opaque and contain patterns and/or colors. If filled objects are drawn in front of other slide objects, the objects behind them are hidden. You can, however, remove an object's fill in order to view the objects behind it.

When you are drawing an object, the mouse pointer changes into a crosshair. The center of the crosshair represents the outer border of the object. An object is automatically selected when you finish drawing it. A selected object displays eight sizing handles and a green rotate handle, which can be used to rotate the object to the desired position.



Enclosed drawn objects



To draw a square using the **Rectangle** button or a circle using the **Oval** button, hold the **[Shift]** key as you drag.



You can type text into an enclosed object. After entering text into the object, you can use the **Text Box** page in the Format AutoShape dialog box to wrap the text within the object's borders.



To draw more than one object of the same type, double-click the desired drawing object button. After you have drawn the desired number of objects, you can press the **[Esc]** key or click the drawing object button again to return to normal editing mode.



Procedures

1. Click the desired drawing object button on the **Drawing** toolbar.
2. Drag to position and size the object as desired.

DISPLAYING THE DRAWING GUIDES AND GRID



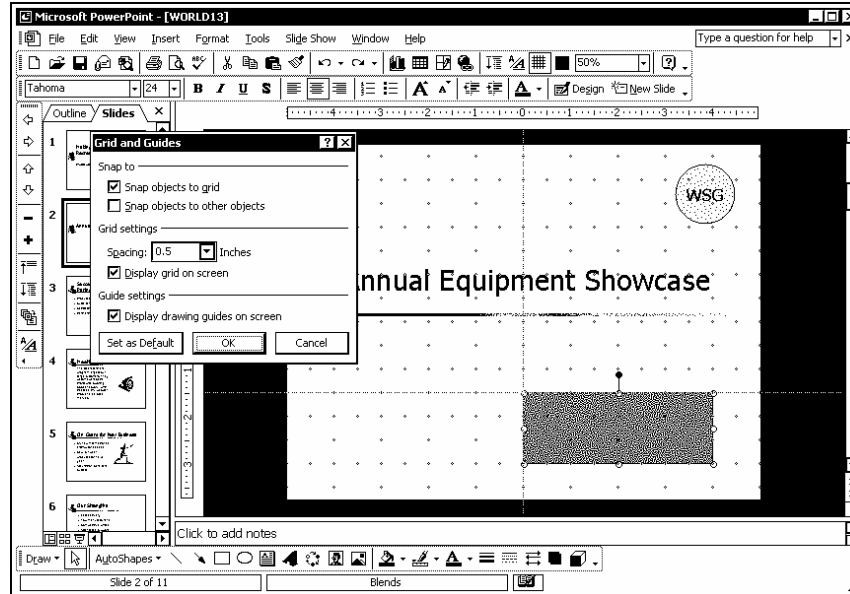
Discussion

PowerPoint provides several tools that can be used to align and size objects on a slide. In addition to displaying the horizontal and vertical rulers, you can also display drawing guides and the grid.

The drawing guides appear as a single set of dashed horizontal and vertical lines that intersect on the slide. Both the horizontal and vertical guides are moveable and display their exact position in a ScreenTip when moved. You can use the guides to position an object on a vertical or horizontal straightedge. When you drag an object close to a guide, its center or edge automatically aligns to the guide.

The grid is a series of intersecting, evenly-spaced dotted lines. You can set the spacing between the dots that make up the grid lines. Spacing can be as small as 1/24 inch and as large as 2 inches. By default, objects you create or position automatically align to the nearest horizontal and vertical dot, even when the grid lines are not displayed. This is called the snap-to feature. If you select a spacing of 1/4 inch, objects will snap to positions that are 1/4 inch apart. With 1/4 inch (.25) snap enabled, you would not be able to position an object at .35 inches.

In addition to snapping to the grid, you can snap objects to other objects. With this option enabled, you can easily align objects.



Displaying the drawing guides and grid



To freely position an object, you can disable all snap-to options. You can also temporarily disable snap-to by holding the [Alt] key as you drag an object.



You can also use the **Show/Hide Grid** button on the **Standard** toolbar to display or hide the grid.



Procedures

1. Select the **View** menu.
2. Select the **Grid and Guides** command.
3. Under **Snap to**, select or deselect the desired option.
4. Under **Grid settings**, select the **Display grid on screen** option.
5. Select the **Spacing** list.
6. Select the desired spacing option.
7. Select the **Display drawing guides on screen** option.
8. Select **OK**.
9. Drag the guides to the desired position.

CHANGING THE FILL COLOR OF AN OBJECT



Discussion

When you draw an object on a slide, PowerPoint automatically applies a default fill color to it. You can change the fill color of an object or remove its fill color so that the object is transparent. For example, if you draw a circle on a slide, it appears with the default fill color supplied by PowerPoint. If you want the circle to represent the sun, you can change the fill color to yellow.

You can select a color from the **Fill Color** palette or you can select the **More Fill Colors** command to view additional color options. The **Automatic** command on the **Fill Color** palette returns the fill of an object to its default fill color.

You must select the object(s) to which you want to add a fill color before you can apply the fill color.



You can also double-click an object and select the **Colors and Lines** tab to change the fill color.



You must click the arrow on the **Fill Color** button to display the color palette. If you click the button, PowerPoint changes the fill of the selected object to the color displayed on the **Fill Color** button.



Procedures

1. Select the object with the fill color you want to change.

2. Click the arrow on the **Fill Color** button  on the **Drawing** toolbar.

3. Select the desired fill color.

APPLYING A FILL EFFECT



Discussion

Special fill effects can be added to the background of an object using the Fill Effects dialog box. Fill effects include gradients, textures, patterns, and pictures.

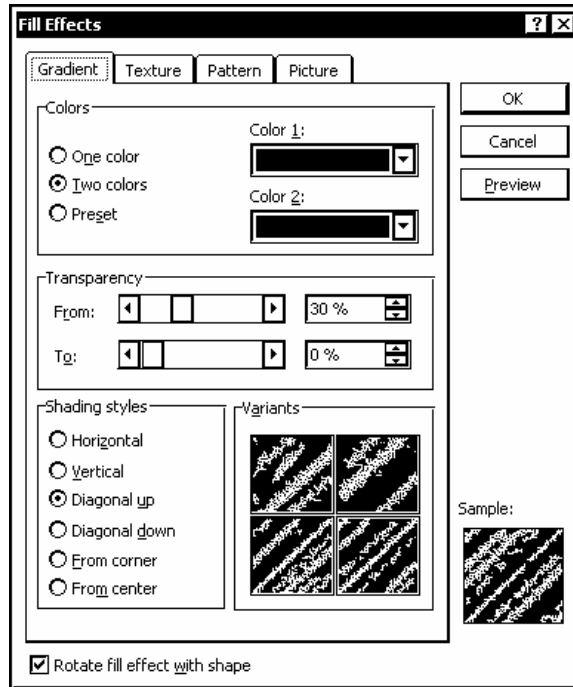
A gradient is a color effect in which the shading gradually changes. Options on the **Gradient** page include using one, two, or preset colors for the gradient. If you elect to use only one color, you can use the **Dark/Light** slider to adjust whether the color fades to black or to white. The **Transparency** sliders adjust the density at the starting and ending points of the gradient colors. Under **Shading styles** and **Variants**, you can select a direction for the shading and one of four variants for that direction, respectively.

You can also choose from a number of preset gradients, such as **Early Sunset**, **Horizon**, and **Desert**. You can change the transparency and direction of a preset gradient, but not its colors.

You can select a textured background from the **Texture** page. Colors and textures are preset and cannot be modified. You can use the **Other Textures** button to search for other background files.

The **Pattern** page contains a number of preset patterns from which you can choose. You can select separate foreground and background colors for each pattern. The pattern appears in the selected foreground color against the selected background color.


The **Picture** page allows you to select a graphic file or another clip art picture as the background for a graphic object. You can use the **Select Picture** button to search for pictures.



The Fill Effects dialog box



Procedures

1. Select the object to which you want to apply a fill effect.
2. Click the arrow on the **Fill Color** button  on the **Drawing** toolbar.
3. Select **Fill Effects**.
4. To apply a gradient, select the **Gradient** tab and the desired options under **Colors**, **Transparency**, **Shading styles**, and **Variants**.
5. To apply a pattern, select the **Pattern** tab, the desired option under **Pattern**, and the **Foreground** and **Background** colors.
6. To apply a texture, select the **Texture** tab and select the desired texture.
7. To apply a picture, select the **Picture** tab and use the **Select Picture** button to browse for the desired picture.
8. Select **OK**.

APPLYING 3-D AND SHADOW STYLES



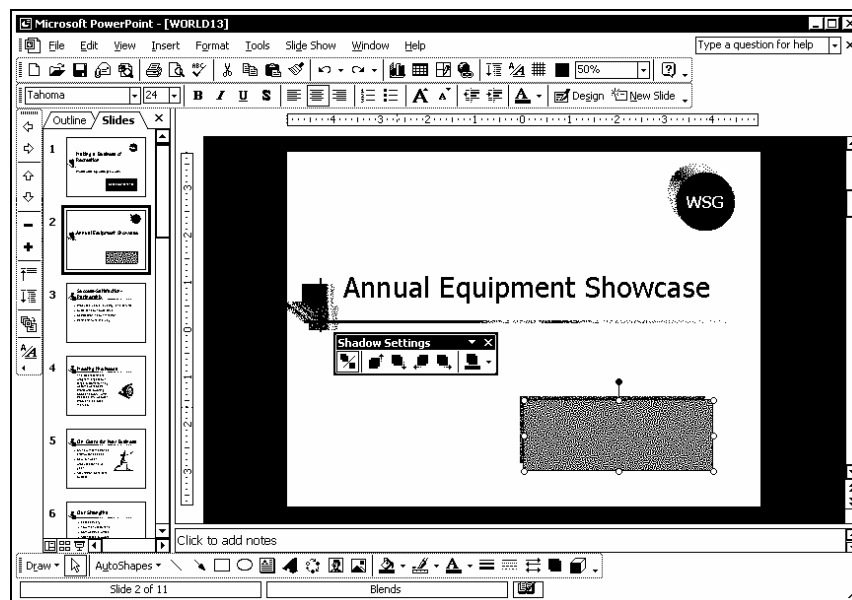
Discussion

Shadows and 3-D styles applied to objects can create interest or a feeling of depth.

A 3-D effect makes an object appear three-dimensional. You can select from a variety of 3-D effects. Once you have added a 3-D effect to an object, you can use the **3-D Settings** toolbar to apply various **Depth**, **Direction**, **Lighting**, **Surface**, and **Color** settings. You can also tilt a 3-D object up, down, left, or right. Depending on the object selected, certain options may not be available.

A shadow is a dark border around one or more sides of an object. A shadow makes an object appear raised from the background. You can select from a variety of shadows. Once you have added a shadow effect to an object, you can use the **Shadow Settings** toolbar to modify the shadow effect. From this toolbar, you can move the shadow up, down, right, or left, as well as change the color of the shadow.

You can also apply a shadow effect to text. Shadow settings affect all the text in a placeholder; consequently, you cannot change the shadow setting for specific words within the placeholder.



Applying shadow settings



An object can have either a shadow or a 3-D effect, but not both.



You cannot assign a line color to a filled, 3-D object, but you can change the fill color.



Shadow effects applied to text may not appear until you click outside of the placeholder.



Procedures

1. Select the object to which you want to add a 3-D effect.



2. Click the **3-D Style** button on the **Drawing** toolbar.

3. Select the desired 3-D style.



4. To change the 3-D settings, click the **3-D Style** button.

5. Select **3-D Settings**.

6. Select the desired 3-D settings.

7. Select the object to which you want to add a shadow.



8. Click the **Shadow Style** button on the **Drawing** toolbar.

9. Select the desired shadow style.



10. To change the shadow settings, click the **Shadow Style** button.

11. Select **Shadow Settings**.

12. Select the desired shadow settings.

DRAWING A LINE



Discussion

Lines can be used to indicate separate sections of a slide or to add visual effects. For example, you can add lines to separate bullet items in a slide. Lines can be drawn at various angles and positions. Drawn lines can be moved and sized as desired.


When you draw a line, the mouse pointer changes into a crosshair. The center of the crosshair is the point at which the line is drawn.



To create a straight line, hold the **[Shift]** key as you drag. If you move the mouse pointer up or down, the angle of the line changes in 15-degree increments.



Procedures

1. Click the **Line** button  on the **Drawing** toolbar.
2. Drag to draw the line as desired.

FORMATTING LINES



Discussion

You can format lines by changing the line style, color, and dash style. In an enclosed object, the line is the border around the object. In an open object, such as a line or an arrow, the line is the object itself.

You can change the style of an existing line. Line styles pertain to the thickness of a line, as well as to double- and triple-line styles. For example, to more dramatically separate items in a slide, you can increase the width of the line that separates them. In addition, you can change the style of an existing line to a dash style. Dash styles break the line into dots or dashes.

You can also change the line color of a drawing object. Changing the line color can enhance the appearance of the object. For example, if you are creating a logo, changing the line color can help distinguish the border of the logo.




The **Line Color** button has two components. The **Line Color** button itself always displays the currently selected color. To apply this line color to a selected object, you only have to click the **Line Color** button. You can also use the **Line Color** list to select a different color from the color palette.



You can use the **Arrow Style** button on the **Drawing** toolbar to apply an arrowhead to a line. You can also draw arrows using the **Arrow** button on the **Drawing** toolbar.



Procedures

1. Select the line you want to format.
2. To change the line style, click the **Line Style** button  on the **Drawing** toolbar.
3. Select the desired line style.
4. To change the line color, click the arrow on the **Line Color** button  on the **Drawing** toolbar.
5. Select the desired line color.
6. To change the dash style, click the **Dash Style** button  on the **Drawing** toolbar.
7. Select the desired dash style.

CREATING A TEXT BOX

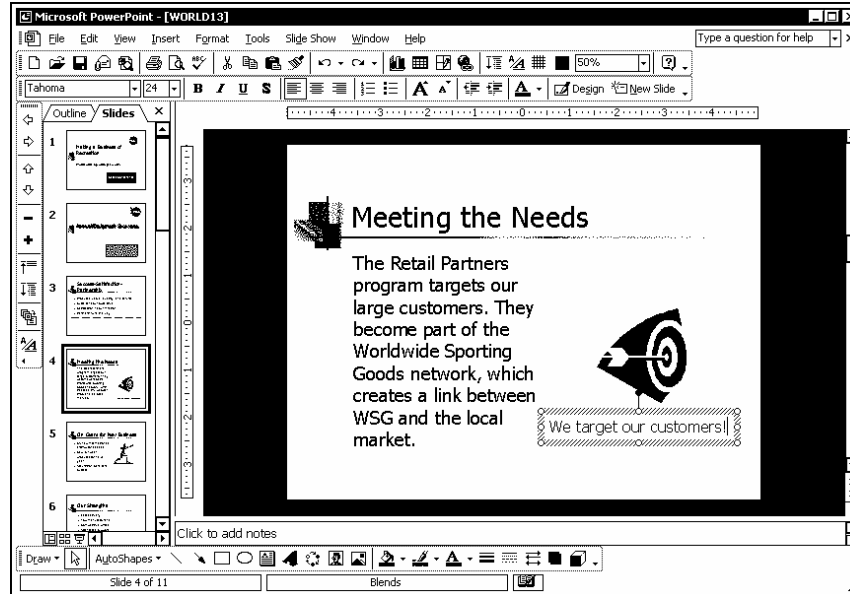


Discussion

Although most slide layouts include placeholders for text boxes, you can create text boxes as desired to label objects or graphics, add captions, or create additional notes. Text created using the **Text Box** button on the **Drawing** toolbar is not part of the presentation slide outline; the outline includes only the text created in layout text placeholders. Text boxes can be added to the slide master to display the same text on every slide (such as a company name).

You can either click at the desired slide location to create a text box, or you can drag to draw it. When you click to create a text box, the text box automatically expands as needed to accommodate the text. When you drag to create a text box, however, the text box has a fixed width, the text wraps to a new line when it reaches the right edge of the text box, and the text box automatically expands in length to fit the text. Using either method, you can resize the text box to fit the text, or you can wrap the text to fit the text box.

You can edit text in a text box the same way you edit any other presentation text.



Adding text to a text box



You can manually create a new line in a text box by pressing the **[Enter]** key.




Double-clicking a text box opens the Format Text Box dialog box. The **Size** page contains options that allow you to define the precise size and position of the selected text box. The **Text Box** page contains options for wrapping the text and automatically resizing the text box to fit the text.



Procedures



1. Click the **Text Box** button  on the **Drawing** toolbar.
2. Click in the slide or drag to draw the text box, as desired.
3. Type the desired text.

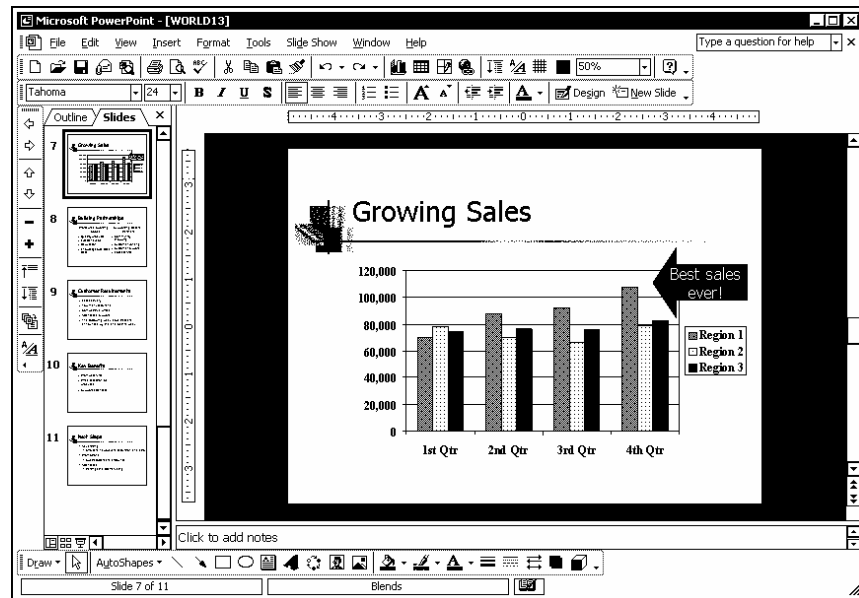
DRAWING AN AUTO SHAPE



Discussion

You can create objects quickly and easily using the commands on the **AutoShapes** menu on the **Drawing** toolbar. The **AutoShapes** menu provides a variety of categories for creating different shapes. The AutoShapes categories include **Lines**, **Connectors**, **Basic Shapes**, **Block Arrows**, **Flowchart**, **Stars and Banners**, **Callouts**, and **Action Buttons**. The **More AutoShapes** option opens the **Insert Clip Art** task pane, which contains a selection of additional clip art images.

You can easily add text to an AutoShape by selecting the AutoShape and typing the text. Once the text has been entered, you can format or wrap it to fit the AutoShape.



A block arrow AutoShape



To maintain an AutoShape's width-to-height ratio, hold the **[Shift]** key as you drag.



You can wrap existing text to fit an AutoShape by double-clicking the shape to open the Format AutoShape dialog box. Select the **Text Box** page and enable the **Word wrap text in AutoShape** option.



To insert an AutoShape with a predefined size, select the AutoShape and click in the slide. You can also use the Format AutoShape dialog box to define a precise size and position for an existing AutoShape.



Procedures

1. Select the **AutoShapes** menu on the **Drawing** toolbar.
2. Point to the desired command.
3. Click the object you want to draw.
4. Drag to draw the object on the slide.
5. To insert text, type the desired text.

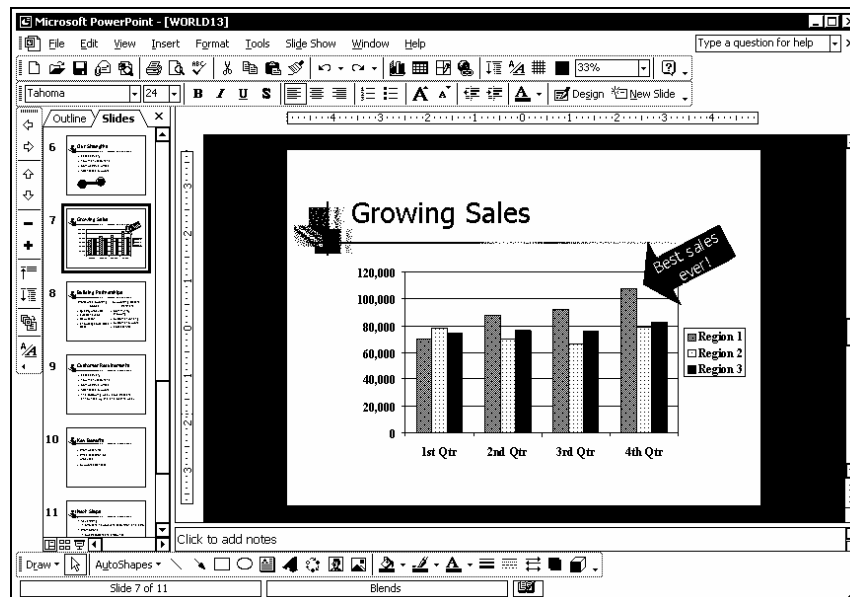
ROTATING AN OBJECT



Discussion

When you select a graphic object, a green rotate handle appears at the top of the object. The rotate handle allows you to freely rotate the object by turning it in any direction.

If the object you are rotating contains text, the text rotates with the object.



A rotated object



You can also enable free rotation by selecting the **Draw** menu on the **Drawing** toolbar, pointing to the **Rotate or Flip** command, and selecting the **Free Rotate** command. This option displays multiple rotate handles on an object.



You can reset the rotation of an object by double-clicking the object, selecting the **Size** page, and changing the degrees in the **Rotation** box to 0.



Procedures

1. Select the object you want to rotate.
2. Drag the green rotate handle in the desired direction.

FLIPPING AN OBJECT



Discussion

In addition to freely rotating an object, you can flip an object horizontally or vertically. Flipping an object creates a mirror image of the object. Flipping is useful if you have an object such as a pointing hand facing the wrong direction or if the object contains text that will display upside down if rotated.



Flipping an object



Procedures

1. Select the object you want to flip.
2. Select the **Draw** menu on the **Drawing** toolbar.
3. Point to the **Rotate or Flip** command.
4. Select the **Flip Horizontal** or **Flip Vertical** command, as desired.

ORDERING STACKED OBJECTS



Discussion

Stacking refers to the placement of objects, front to back. PowerPoint automatically stacks objects as you draw them and places each object on a unique graphic layer. You can stack an unlimited number of objects in PowerPoint.

PowerPoint stacks objects in the order in which they were created. As a result, the first object drawn is at the back of the stack and the last object drawn is at the front. For example, if you draw an oval to represent an eye and then draw a circle to represent the eye's pupil in the same location on the slide, the pupil appears in front of the eye.

You can change the order of stacked objects so that a selected object moves in front of or behind other objects.

The **Order** submenu on the **Draw** menu includes four commands for changing the order of stacked objects. The **Bring to Front** and **Send to Back** commands move a selected object to the front or back of the entire stack. The **Bring Forward** and **Send Backward** commands move a selected object forward or backward, one layer at a time.



At times, an object may be completely hidden in the stack. You can locate the desired object by pressing the **[Tab]** key or the **[Shift+Tab]** key combination to move through the objects in the stack one at a time.



Procedures

1. Select the object you want to order.
2. Select the **Draw** menu on the **Drawing** toolbar.
3. Point to the **Order** command.
4. Select the desired command.

ALIGNING OBJECTS

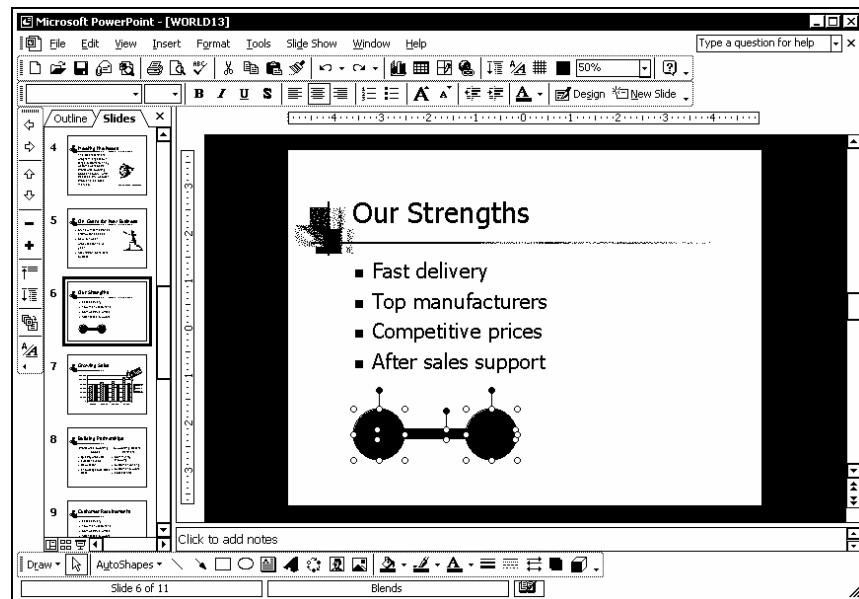


Discussion

You can align objects to create rows or columns of objects or to make a slide appear symmetrical. For example, if you draw squares to represent windows on a house, you can align the windows so that they appear symmetrical and level on the house.

You can align objects either vertically or horizontally, as well as by their edges or their centers.

You can also align single or multiple objects relative to the slide. To align objects to the slide, you must first select the **Relative to Slide** command from the **Align or Distribute** submenu on the **Draw** menu and then the desired alignment.



Aligning objects



If you drag to select objects you want to align, make sure that the marquee completely includes all the desired objects.



The **Align or Distribute** submenu on the **Draw** menu contains the **Distribute Horizontally** and **Distribute Vertically** commands. You can use these commands to arrange objects equal distances from one another.



Procedures

1. Select the first object you want to align.
2. Hold [**Shift**] and select any additional objects you want to align.
3. Select the **Draw** menu on the **Drawing** toolbar.
4. Point to the **Align or Distribute** command.
5. Select the desired command.

GROUPING OBJECTS



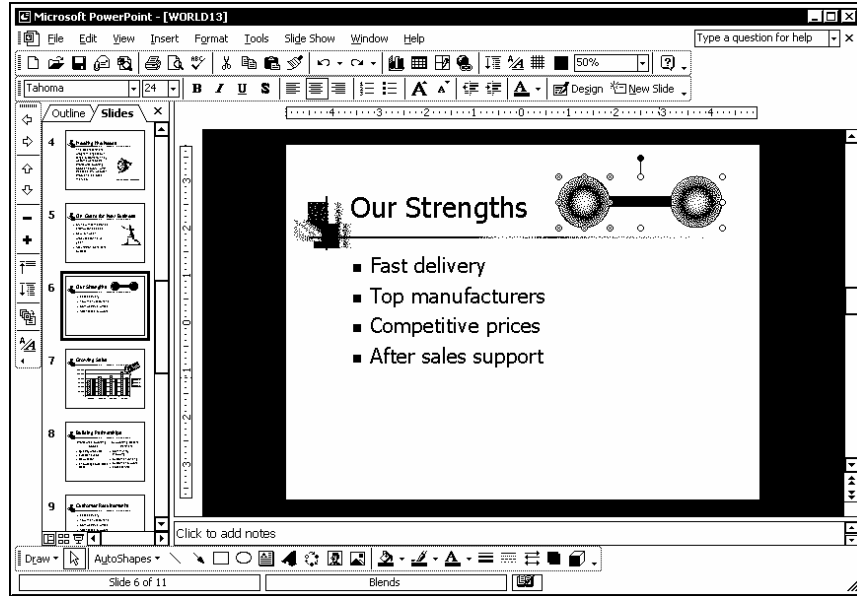
Discussion

When objects are grouped, you can work with them as if they were a single item.

Grouping is particularly useful when multiple objects are intended to work together. When you combine multiple objects into a single group, you can size and position the grouped objects as a single object. In other words, you can copy, flip, rotate, and size the grouped objects as a unit, rather than duplicating, moving, or changing each item individually.

Although an item may be grouped, you can still select an individual object in the group and modify it separately. However, if you want to change the size or position of a object in a group, you must ungroup it. After you have made the desired changes, you can regroup the objects to preserve the object as a single unit.

Imported graphics (such as pictures and clip art) often consist of multiple objects that have already been grouped into a single object. You can create interesting effects by ungrouping them and making changes to the individual objects. You can change object attributes or rearrange, resize, and delete objects from the graphic. You can even combine elements from different images. You can then regroup the objects to form new, modified images.



A grouped object



If you want to ungroup an object to make individual changes to it, select the object you want to ungroup, select the **Draw** menu on the **Drawing** toolbar, and then select the **Ungroup** command.



If you ungroup a clip art picture, PowerPoint prompts you to convert it into a Microsoft Office drawing object.



You can select multiple objects by holding the **[Shift]** key and clicking each object you want to select. You can also select multiple objects by clicking the **Select Object** button on the **Drawing** toolbar and dragging a marquee around all the objects you want to group.



Procedures

1. Select all the objects you want to group.
2. Select the **Draw** menu on the **Drawing** toolbar.
3. Select the **Group** command.

LESSON 7 - USING ORGANIZATION CHARTS/DIAGRAMS

In this lesson, you will learn how to:

- Create an organization chart
- Add text to shapes
- Add positions to shapes
- Select multiple shapes
- Rearrange shapes
- Format shapes
- Insert a diagram
- Work with diagrams

CREATING AN ORGANIZATION CHART



Discussion

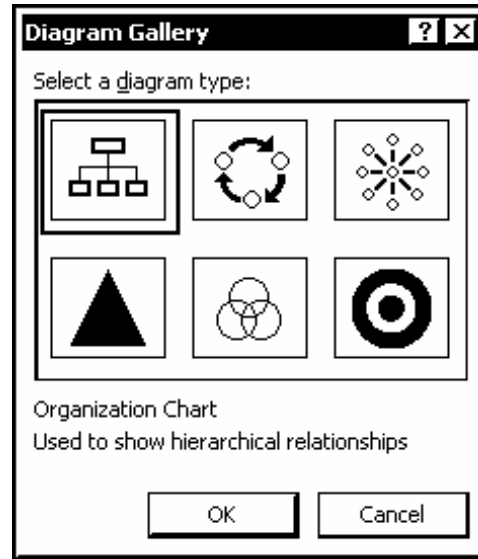
An organization chart displays the hierarchical relationships within a business, society, or other group. An organization chart consists of shapes and connecting lines. Each shape contains the name and position of one person. The lines (connectors) between shapes represent relationships between people in the organization. Generally, the shapes closer to the top of the chart represent a higher position in the organization. For example, the company president or CEO normally appears at the top of an organization chart, and any vice-presidents or departmental managers appear in shapes at lower levels.

To create an organization chart in PowerPoint, you can apply an organization chart slide layout to a new or an existing slide. You can also add the organization chart layout to a slide by clicking the **Insert Diagram or Organization Chart** button on the **Drawing** toolbar or by selecting the **Diagram** command on the **Insert** menu. In addition, you can insert an organization chart into a new or an existing slide as a picture.

When you insert an organization chart, it appears in a drawing canvas. The drawing canvas can be resized and moved as desired.

PowerPoint treats an organization chart as an object. You can add animation effects to objects, as well as use the tools on the **Drawing** and **Organization Chart** toolbars to format and recolor the object. You can change the formatting of the entire chart by selecting a preset format from the Organization Chart Style Gallery. Or, if you prefer, you can format individual shapes and lines using buttons on the **Drawing** toolbar.

You can also use Microsoft Organization Chart, an OLE (Object Embedding and Linking) application to create organization charts. Microsoft Organization Chart is available from the Insert Object dialog box. If you use the Insert Object dialog box to insert an organization chart, you can display the organization chart as an icon on the slide. This option links the slide to the organization chart and the organization chart itself does not appear on the slide.



Inserting an organization chart




The default shape on an organization chart is a rounded rectangle. You can change the default shape using the **Autoformat** button on the **Organization Chart** toolbar.



You can also create an organization chart from any slide layout containing the **Diagram or Organization Chart** placeholder.



Procedures

1. Display the slide on which you want to create an organization chart and the **Drawing** toolbar.
2. Click the **Insert Diagram or Organization Chart** button  on the **Drawing** toolbar.
3. Select the **Organization Chart** icon.
4. Select **OK**.

ADDING TEXT TO SHAPES

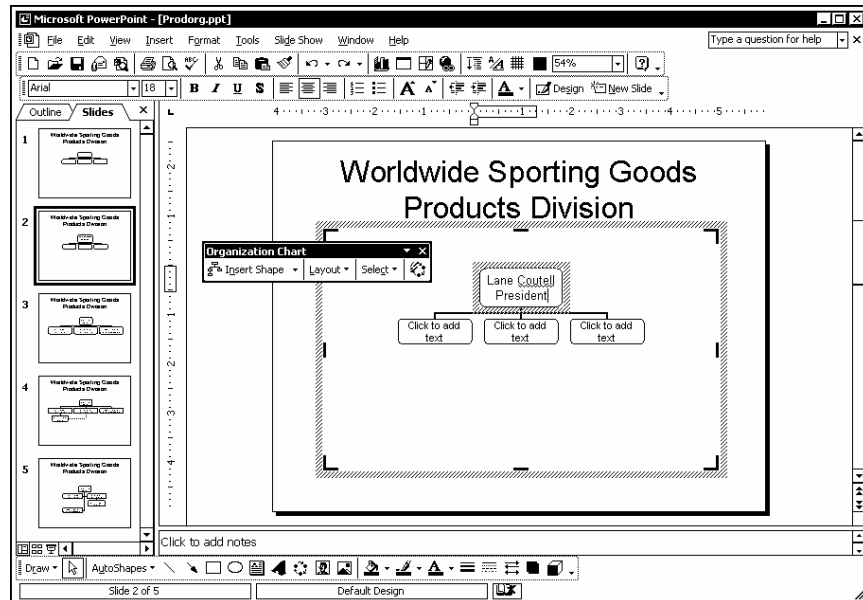


Discussion

The default organization chart contains four shapes. By default, the top shape is the manager position. The three shapes below the manager position are the subordinate positions. For example, you can type the name and position of the company president into the manager shape at the top, and then type the names and positions of the vice presidents into the shapes below it.

You can edit shapes, format text, or add and delete shapes. For example, you can type a name and the title **President** in the top shape and format the text as desired. The shapes in an organization chart adjust automatically to accommodate the text within them and, when you deselect a shape after entering text, the drawing canvas automatically adjusts to fit the shapes within it.

You do not need to select the organization chart before making changes. When you select any shape in the organization chart, the chart is automatically selected.



Adding text to a shape



Procedures

1. Select the shape to which you want to add text.
2. Enter the desired name.

3. Press **[Enter]** to move to the next line.
4. Enter the desired title.

ADDING POSITIONS TO SHAPES



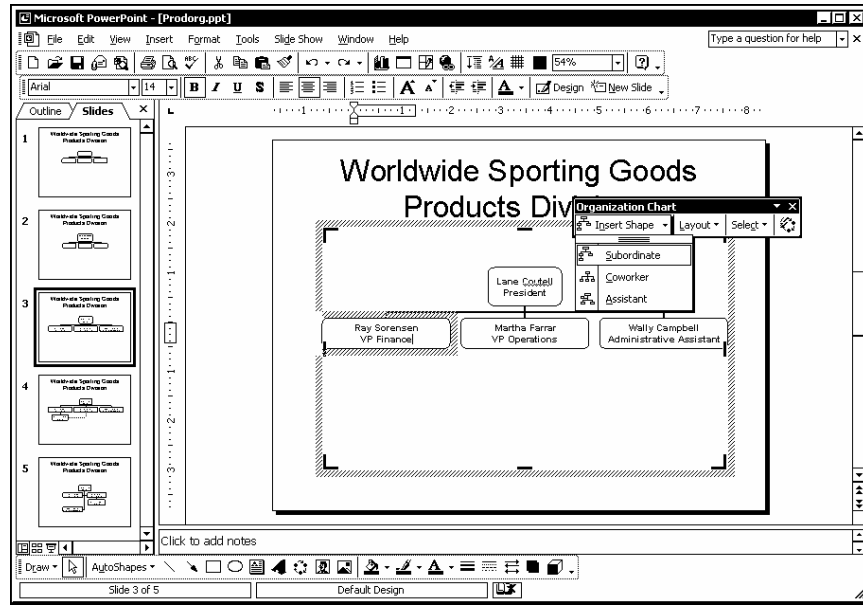
Discussion

You can add shapes to an organization chart as needed. For example, if you want to add a department head who reports to a vice president, you could add a subordinate shape to the vice president shape.

You can create the following types of shapes:

Type	Position
Subordinate	Appears below and is connected to the selected shape
Coworker	Appears adjacent to and is connected to the selected shape
Assistant	Branches off from a connecting line, below the selected shape

You can manually draw additional connecting lines in an organization chart. For example, you may want to show a secondary reporting relationship between two positions. If you select a connector from the **AutoShapes** menu on the **Drawing** toolbar, the connecting line will move or adjust as needed if you reposition either shape. You can then use the drawing tools on the **Drawing** toolbar to format connecting lines.



Adding a subordinate shape



To delete a shape from an organization chart, select the shape and press the **[Delete]** key.



You can also use the **Line** tool on the **Drawing** toolbar to draw lines between shapes; however, if you draw a line rather than a connector between shapes, it will not adjust for changes made to the shapes.



Procedures

1. Select the shape to which you want to add a position.
2. Select the **Insert Shape** button on the **Organization Chart** toolbar.
3. Select the desired shape.

SELECTING MULTIPLE SHAPES



Discussion

You can select multiple shapes in order to format or move all of them at once.

You can use any of the following methods to select multiple shapes:

To Select	Method
Multiple shapes	Hold the [Shift] or [Ctrl] key as you click each shape you want to select.
Multiple adjacent shapes	Drag a marquee that completely includes each shape you want to select.
All shapes on the same level	Select any shape on the desired level; then, select the Select button on the Organization Chart toolbar and the Level command.
All shapes in a branch	Select the desired shape; then, select the Select button on the Organization Chart toolbar and the Branch command.
All shapes in the organization chart	Select the manager shape; then, select the Select button on the Organization Chart toolbar and the Branch command.



In order to move individually selected shapes, the **AutoLayout** command on the **Layout** menu of the **Organization Chart** toolbar must be deselected.



To select all connecting lines in a chart, select the **Select** button on the **Organization Chart** toolbar and the **All Connecting Lines** command.

REARRANGING SHAPES



Discussion

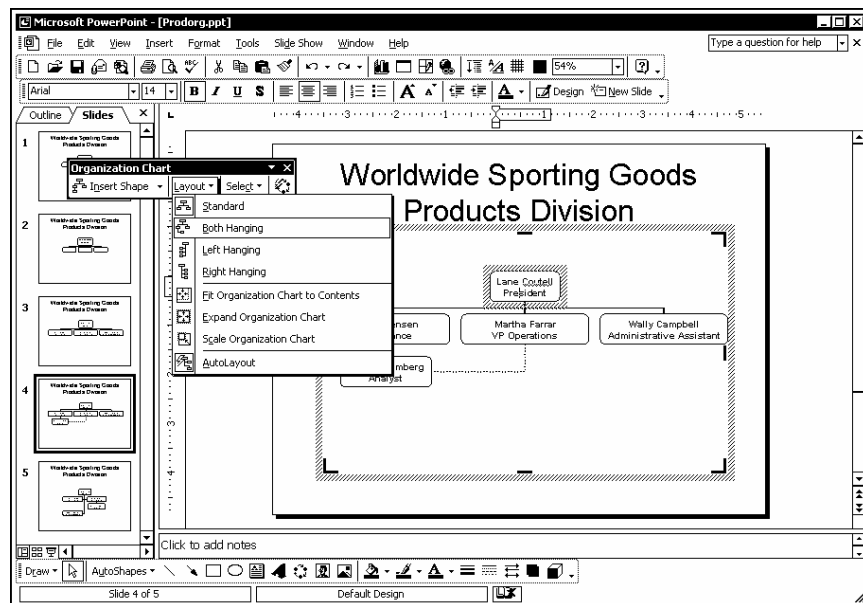
You can change the arrangement of the shapes in an organization chart. For example, you can arrange the shapes so that they align vertically. In this arrangement, the

subordinate shapes appear one below the other. When you select the **Layout** button on the **Organization Chart** toolbar, a menu of available layouts appears.

To change the layout, you must select the highest level in the branch you want to format. A warning box will open if the correct shape is not selected.

You can arrange the shapes in an organization chart into one of four available formats: **Standard**, **Both Hanging**, **Left Hanging**, or **Right Hanging**. In addition, other layout options include fitting the organization chart to its contents, enlarging the canvas to add more white space around the chart, and scaling the chart to resize it.

With AutoLayout enabled, you can drag nearly any shape, with the exception of manager shapes, to new positions to modify the reporting relationships. Disabling AutoLayout allows you to resize a specific shape or drag it to a new location in the organization chart. AutoLayout is automatically enabled when you create a new organization chart.



Changing the chart layout



When dragging a shape to a new position, you must place the shape over the destination shape and then release the mouse button.



If you re-enable AutoLayout after making changes to the size and location of shapes, any shapes you have moved or resized may resume their original size and position.



Choosing the **Fit Organization Chart to Contents** command from the **Layout** menu automatically reduces the font size of all text in the organization chart shapes as needed.



Procedures

1. Select the shape of the highest level in the branch you want to rearrange.
2. Select the **Layout** button on the **Organization Chart** toolbar.
3. Select the desired layout option.

FORMATTING SHAPES



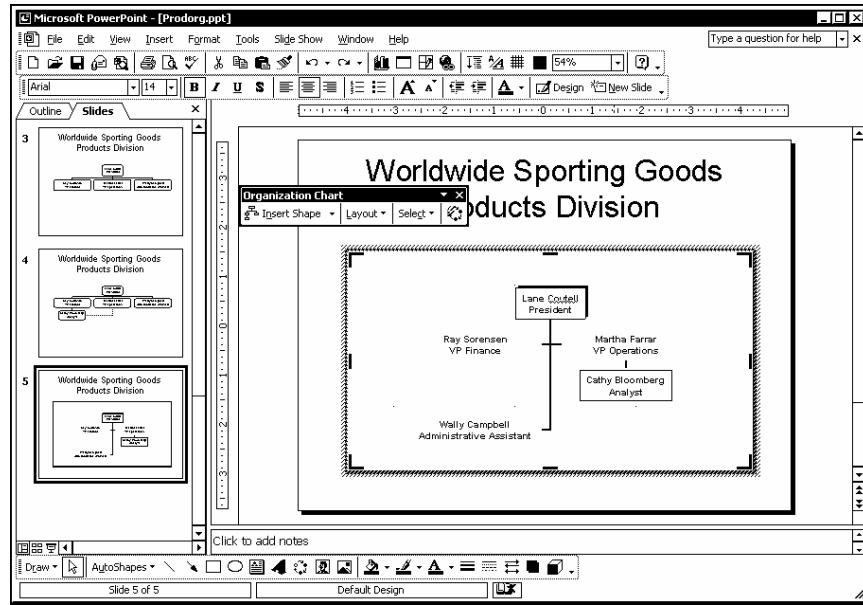
Discussion

You can format the shapes, connecting lines, and background of an organization chart to enhance its appearance. For example, you can apply the same formatting to all assistant level shapes and their connecting lines at the same time. You can customize the background of a chart to match or contrast with the slide color scheme.

If an organization chart is formatted with the **Default** Autoformat style, you can use the tools on the **Drawing** toolbar to manually format individual shapes or connecting lines. You can change the color, border style, and thickness of a shape, as well as add a shadow to it. Connecting lines can be formatted with different colors, line styles, and line thickness. The default style also allows you to choose a different AutoShape for any shape in the chart.

You can use Autoformat to apply a preset design scheme to a chart. When you apply a preset design scheme, the formatting is applied to all the shapes and connecting lines in the chart. The Organization Chart Style Gallery offers many different formats from which to choose, including brackets, boxes, and braces.

Whether you choose a preset design or format shapes and connecting lines manually, you can add a background color or fill, as well as a border around the chart, using buttons on the **Drawing** toolbar. A fill or pattern effect can also be applied to the background of a chart.




Formatting a shape



AutoLayout does not need to be enabled in order to apply a preset design format from the Organization Chart Style Gallery.



Procedures

1. Display the **Drawing** toolbar.
2. Select the organization chart you want to format.
3. Select the shape you want to format.
4. Using the **Drawing** toolbar, format the shape as desired.
5. Select the connecting line you want to format.
6. Using the **Drawing** toolbar, format the connecting line as desired.
7. To format the organization chart background, select any blank area of the chart.
8. Format the background as desired.
9. To apply a preset design scheme, click the **Autoformat** button  on the **Organization Chart** toolbar.
10. Select the desired chart style.

11. Select **Apply**.

INSERTING A DIAGRAM

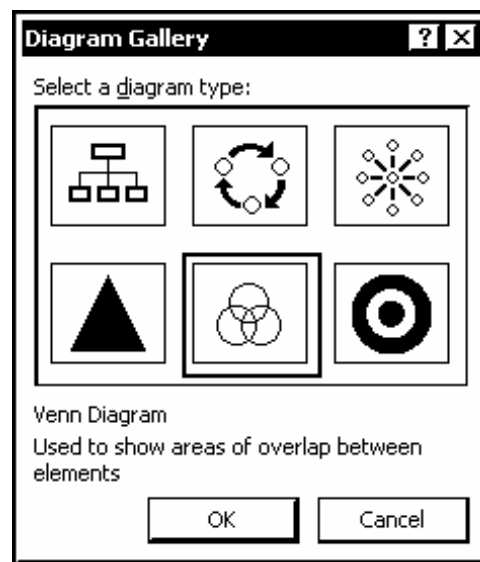


Discussion

Related information can often be presented more effectively in a diagram than in a table or discussion.

PowerPoint provides five predefined diagrams from which you can choose: Venn, Cycle, Pyramid, Target, and Radial. An organization chart is also available from the Diagram Gallery dialog box.

When you insert a new diagram, the diagram is placed on a drawing canvas. The canvas can be resized to fit the diagram.



Inserting a Venn diagram




If you have already created a diagram and want to change its type, you can select the **Change to** list on the **Diagram** toolbar and select another diagram type.



You can resize the drawing canvas by dragging one of the black sizing handles.



Procedures

1. Select the slide on which you want to insert the diagram.
2. Click the **Insert Diagram or Organizational Chart** button  on the **Drawing** toolbar.
3. Select the desired diagram type.
4. Select **OK**.

WORKING WITH DIAGRAMS



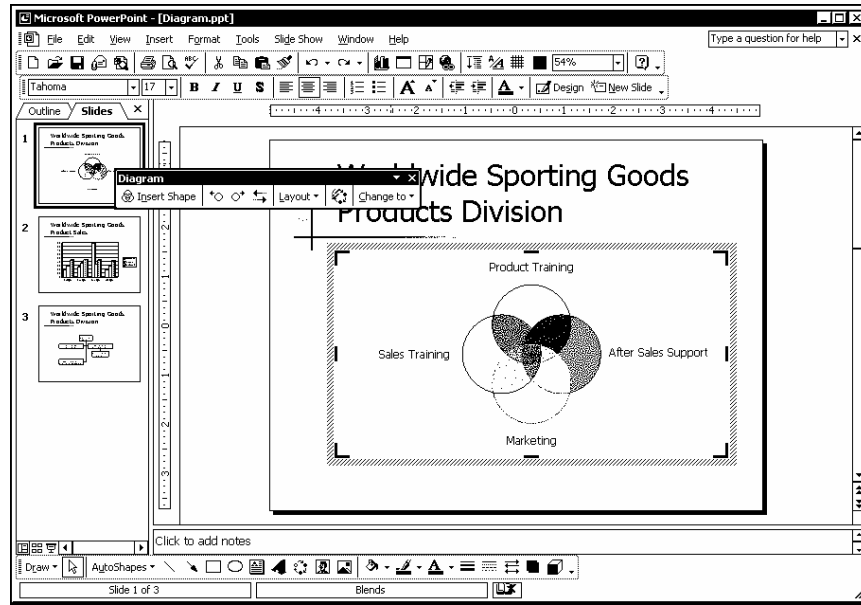
Discussion

You can customize a diagram to meet your needs. Additional shapes can be inserted and moved from front to back, labels can be added, and shapes within the diagram can be changed to different colors and/or styles to emphasize distinct concepts.

PowerPoint provides an **AutoFormat** feature that allows you to pick from predefined styles. You can, however, disable this feature and work on your own.

Diagram layout options include tightly fitting the drawing canvas to the diagram, expanding the drawing canvas to add more white space around the diagram, and scaling the diagram to resize it. To freely move diagram elements, you must disable the **AutoLayout** feature. If you then enable the **AutoLayout** feature, however, any shapes you have moved or resized will resume their original size and position.

Even after your diagram has been created, you can change to another diagram type by selecting the **Change to** button on the **Diagram** toolbar. When changing diagram types, PowerPoint enables both the **AutoLayout** and **AutoFormat** features.



Modifying a diagram



The Cycle, Venn, and Target diagrams provide text boxes for each shape. The text boxes can be resized if the **AutoLayout** feature is disabled.



You can also resize a diagram by double-clicking in a blank area of the drawing canvas and using the **Size** page in the Format Diagram dialog box to size or scale the diagram.




You can change the format of the shape to which an AutoFormat style has been applied by right-clicking the shape and deselecting the **Use AutoFormat** command.



Procedures

1. Select the diagram you want to modify.
2. To add a label, click in the applicable text box.
3. Type the desired label text.
4. Select the **Insert Shape** button on the **Diagram** toolbar to add a new diagram shape.
5. Click the **Move Shape Forward** or **Move Shape Backward** button on the **Diagram** toolbar to move the shape to the desired location in the diagram.

6. Click the **AutoFormat** button  on the **Diagram** toolbar.
7. Select the desired style.
8. Select **Apply**.
9. Select the **Layout** button on the **Diagram** toolbar.
10. Select the desired layout option.
11. Modify the diagram layout as desired.

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