



UNIT

B

PowerPoint 2010

Microsoft PowerPoint 2010- Illustrated

Unit B: Modifying A Presentation

Objectives

- Enter text in the Outline tab
- Format text
- Convert text to SmartArt
- Insert and modify shapes

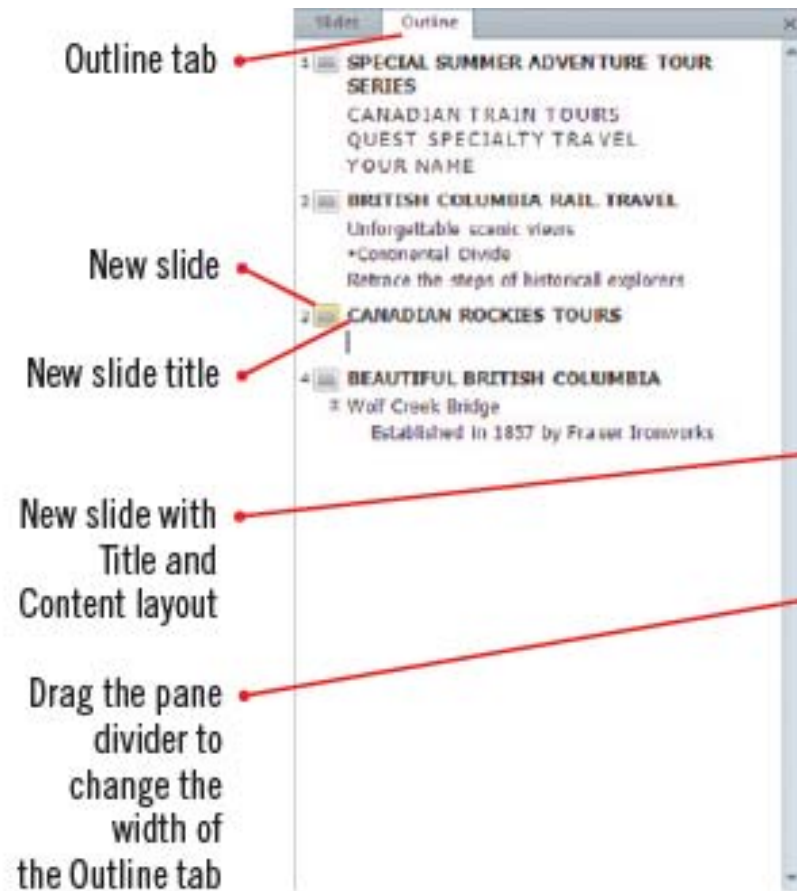
Objectives

- Edit and duplicate shapes
- Align and group objects
- Add slide headers and footers
- Use proofing and language tools

Entering Text in the Outline Tab

- The **Outline tab** is a great place to enter type when you want to focus on text and not the layout
- The Outline tab is organized with slide titles as headings and bulleted text as indented lines

Entering Text in the Outline Tab



Entering Text in the Outline Tab

- When you create a new slide in the Outline tab, a new slide appears
 - A blinking insertion point indicates you can enter slide title
 - Press [Enter], then [Tab] to start a new bullet

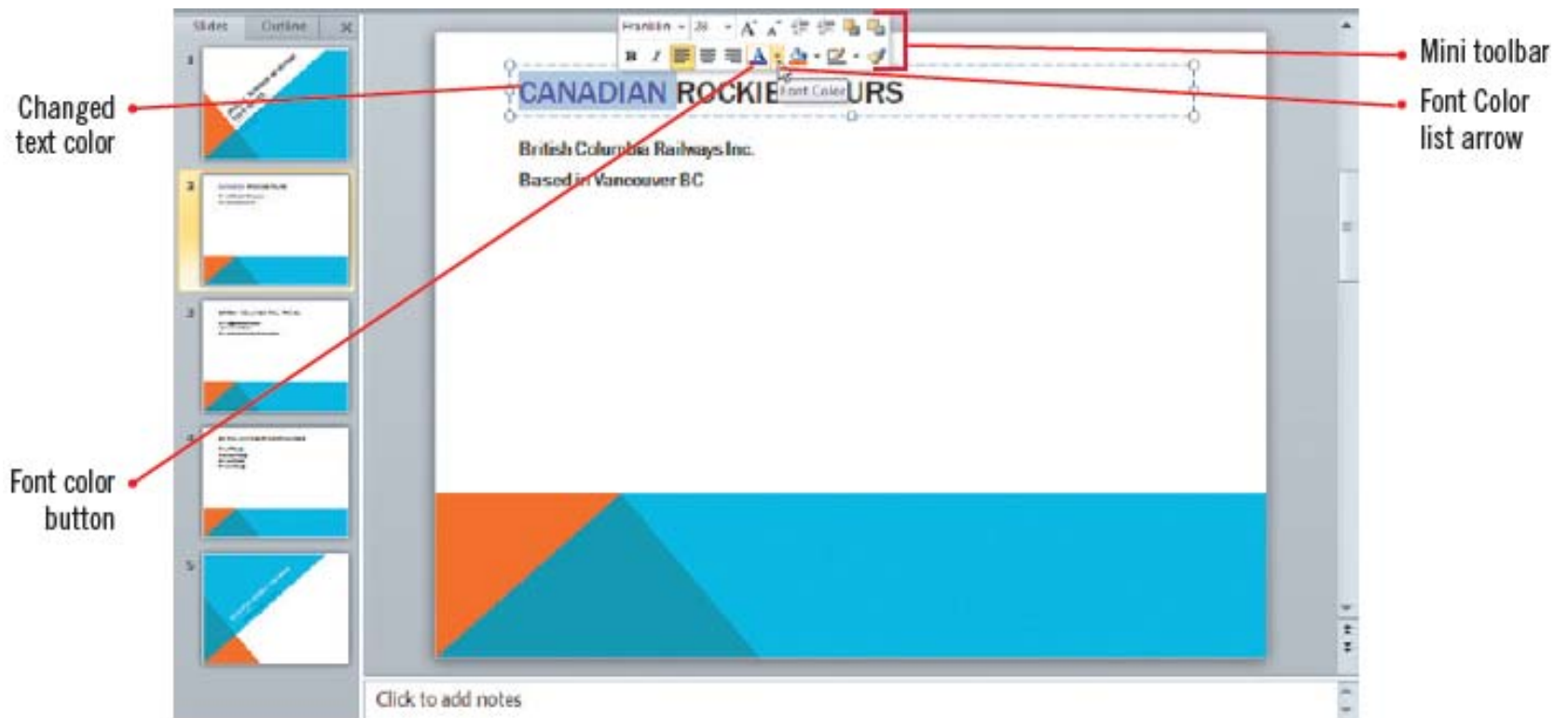
Entering Text in the Outline Tab

- To rearrange the order of slides, simply drag a Slide Icon to a new location in the Outline tab
- A horizontal indicator line appears to show the new location of the slide

Formatting Text

- Once text is entered, you can format it with fonts, colors and sizes
- Formatting text allows you to make specific points stand out and grab the audience's attention
- To format text
 - Select a text box or
 - Highlight a word or phrase
- Use buttons on the **Mini toolbar** to format selected text

Formatting Text



Converting Text to SmartArt

- The ability to convert text to a SmartArt graphic increases your ability to create dynamic-looking text.
- A **SmartArt** graphic is a professional-quality diagram that visually illustrates text.
- There are eight categories, or types, of SmartArt graphics

Converting Text to SmartArt

- You can convert existing text into a SmartArt graphic or start from scratch
- To convert existing text, select the text box, then click Convert to SmartArt button in Paragraph group
- A SmartArt Style is a pre-set combination of simple and 3-D formatting options that follows the presentation theme

Converting Text to SmartArt

The screenshot shows the Microsoft PowerPoint 2010 interface. The 'Design' tab is selected in the ribbon, and the 'SmartArt Styles' group is visible. A 'Pyramid List' SmartArt graphic is applied to a list of service packages. The 'Text pane' is open on the left side of the slide, showing the list of packages. Red arrows point to various UI elements:

- Text pane button**: Points to the 'Text Pane' button in the ribbon.
- Text pane Close button**: Points to the close button in the top right corner of the text pane.
- Text pane**: Points to the text pane itself, which contains a list of service packages: Royal Package, Exclusive Package, Deluxe Package, and Classic Package.
- More button**: Points to the 'More' button in the ribbon.
- SmartArt Tools Design tab**: Points to the 'Design' tab in the ribbon.
- SmartArt graphic**: Points to the 'Pyramid List' SmartArt graphic on the slide.

Inserting and Modifying Shapes

- In PowerPoint you can insert many different types of shapes including lines, geometric figures, arrows, stars, callouts, and banners
- You can create single shapes or combine several shapes together to make a more complex figure

Inserting and Modifying Shapes

- To resize a shape, drag a resizing handle or use the Width and Height commands in the Size group on the Ribbon
- If you press [Shift] as you drag to create a shape, the shape maintains even proportions

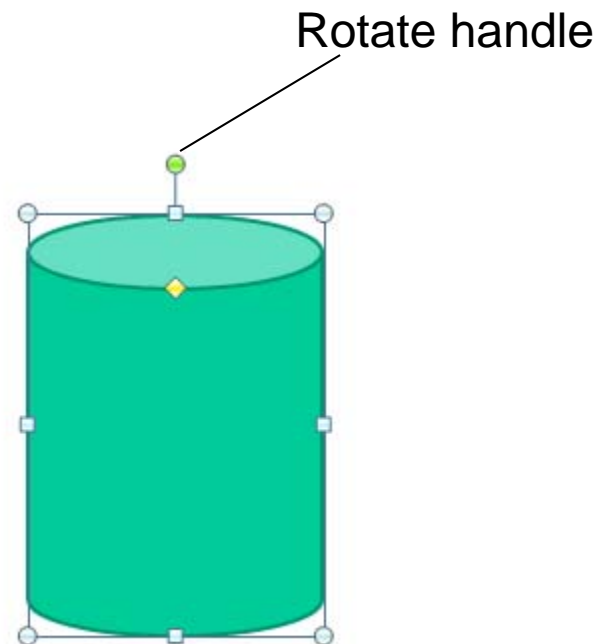
Inserting and Modifying Shapes

- You can also apply a **Quick Style**
- A Quick Style is a set of formatting options, including line style, fill color, and effect

Editing and Duplicating Shapes

- With PowerPoint, you have the ability to refine the aspects of a shape
- You use the **adjustment handle**—a small yellow diamond—to change the appearance of an object

Editing and Duplicating Shapes



- The rotate handle is used to rotate an object in the direction and the amount that you drag the handle

Editing and Duplicating Shapes

- As you drag a handle, a semitransparent copy shows the updated image before you release the handle
- PowerPoint uses gridlines to align objects

Aligning and Grouping Objects

- You can position objects accurately on the slide using Align commands in the Arrange group
- You can align objects relative to each other by snapping them to a grid of evenly spaced vertical and horizontal lines

Aligning and Grouping Objects

The screenshot displays a PowerPoint slide titled "BRITISH COLUMBIA RAIL TRAVEL". The slide content includes the text "Unforgettable scenic views", a bullet point "Continental Divide", and "Retrace the steps of historical explorers". Below the text are three callout boxes: "Explorer's Trail", "Western Pass", and "Northern Route". The slide is overlaid with a vertical dashed line and a horizontal dashed line. A red arrow points from the text "Vertical guide" to the vertical dashed line. Another red arrow points from the text "Moved shape" to the "Explorer's Trail" callout box. A third red arrow points from the text "Horizontal guide set to 1.25" to the horizontal dashed line. The slide is shown in a window with a slide thumbnail pane on the left and a "Click to add notes" area at the bottom.

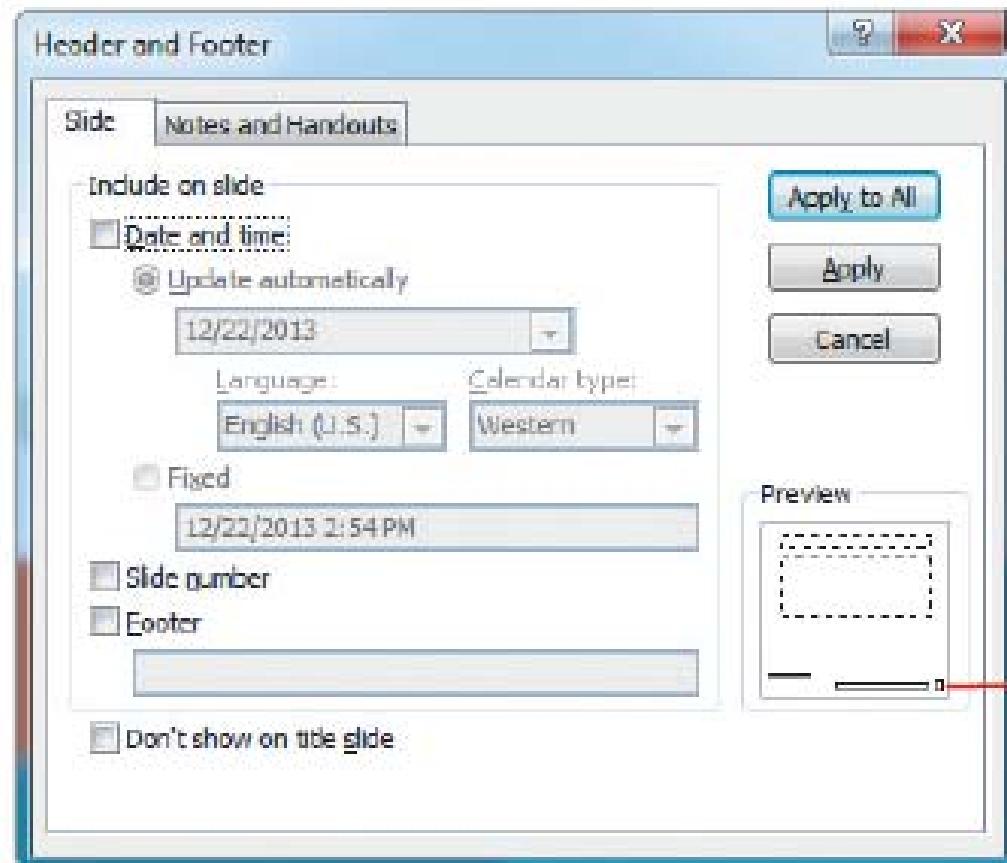
Aligning and Grouping Objects

- You can group objects to secure their relative position to each other
- Click the Arrange button, then click Group
- To distribute objects is to evenly space them horizontally or vertically relative to each other or the slide

Adding Slide Headers and Footers

- Headers and footers are information that you can add to each slide, such as a company name or the date
- To insert headers and/or footers, click the Insert tab, then click Header & Footer

Adding Slide Headers and Footers



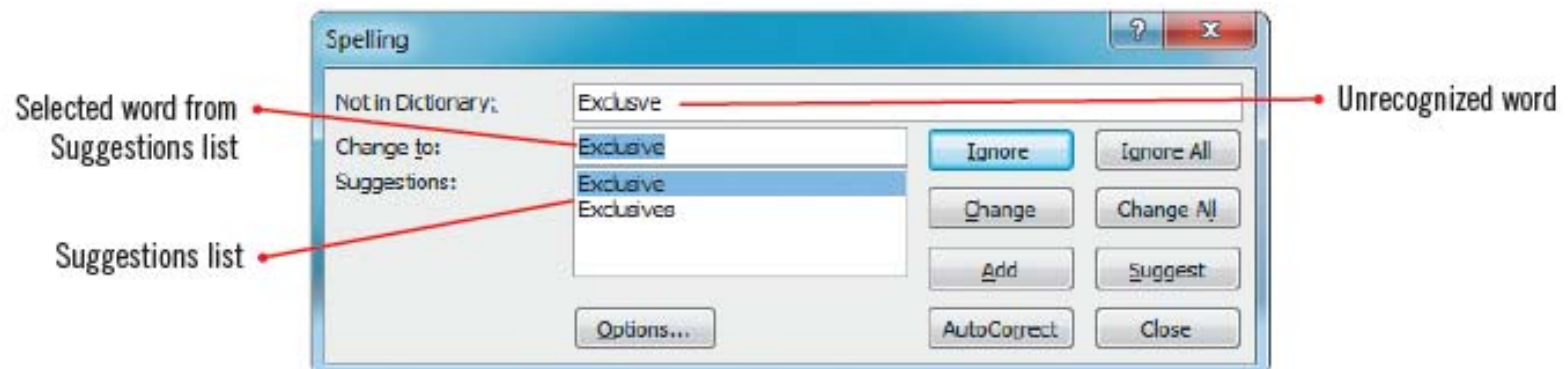
Shows where footer text appears on the slide

Adding Slide Headers and Footers

- The placement of footer text objects is dependent upon the presentation theme
- The Header and Footer dialog box has two tabs: a Slide tab and a Notes and Handouts tab
- There are three types of footer text, Date and time, Slide number, and Footer

Using Proofing and Language Tools

- You can use the spell-checking feature in PowerPoint to check for and correct spelling errors



Using Proofing and Language Tools

- Click Change or Change All to correct a misspelled word
 - Use the correctly spelled suggested word
- For proper names you can click Ignore All
 - The spell-checker will not question any more occurrences of the word

Using Proofing and Language Tools

- The Microsoft Translator can translate your text to a different language
- Click the Translate button in the Language group

Summary

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