Session 2: Working with PowerPoint

Objectives- Following the workshop, Working with PowerPoint, attendees will be able to:

- **Add and manipulate:**
  - Charts
  - Organizational Charts
  - Clip Art
  - Master Slide
  - Bullets

- **Work in Presentation Mode:**
  - View Presentation
  - Presentation Menu
  - End Show

- **Print:**
  - Slides
  - Handouts
  - Note Pages
  - Outline View

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**Adding and Manipulating:**

PowerPoint allows for ease of adding and manipulating a variety of inserted materials including charts or graphs, organizational charts, clip art, and bulleted items.

**Charts**

Charts in PowerPoint are templates pre-created for you that with just a click of the mouse can be altered to suit your needs and data. As with most templates in PowerPoint, your data is inserted through highlighting existing text and typing in your own information.

Click radio button for Blank presentation

Open a Blank Presentation. Click OK.
Choose a chart slide layout scheme, then click OK.

At the above screen, give your chart a title, by clicking in the Title box and type in your own. If you choose to insert your chart before providing a title that is OK, titles can always be added later.

Follow PowerPoint directions for adding a chart, the method of double clicking to insert items into PowerPoint is used for organizational charts and clipart also.
In the above screen, PowerPoint provides you with the final view of your chart, top screen, a spreadsheet for data, second screen, and a view of your chart as it would appear on the slide, bottom screen.

The top screen can be used as a shortcut to alter font size and style, color and look of columns, legend box, and grid lines.

The second screen is used to add your data by highlighting existing data and typing in your own.

The top screen provides you with an up to date view or WYSIWYG (wizy-wig), what you see is what you get, of any additions or alterations.

*Adding Data*

As mentioned previously, click on spreadsheet screen to bring it to the forefront.
Click inside a cell to activate it. Highlight text, if not already highlighted. Type in desired data, notice how the WISYWIG screen changes as new information is added. Click on the Chart screen to bring it up.

**Formatting Chart Area**

Click on the outside of your chart, towards the gray border of the screen, to select the main chart area. You should box bordering the inside of the chart screen.

Double click to open the Format Chart Area tool.

The Format Chart Area, above screen, allows you to add a border around the chart, in addition to background color or fill. By selecting the Font tab, you
can adjust the font, size, style, and effects of your main chart area.

Formatting Plot Area

Altering the look of your chart is just a click away using PowerPoint’s double clicking format of opening tool areas. Click OK when done.

Patterns

Click area next to the chart to select the chart’s plot area, you should see a box bordering the chart, indicating it has been selected.

Double click with the mouse to open Formatting Plot Area tools.

At the above screen you can customize the border and background area. Click OK when done.
At the chart screen, click on any column you would like to alter in order to select it. You should notice a box around the each column within that set.

Double click to open Format Data series tool area.

At the above screen you can alter column patterns, area, shape, data labels, and other options by clicking on tag labels.

Border selection alters the line style, color, and shape that surrounds your column series. Area selection will alter the color or fill of the column.

Click OK when done with each area.
**Changing Column Shape**

Under shape, above screen, click on the desired column shape. Click OK when done.

**Changing Data Labels**

Under Data Label, above screen, click on the radio button for desired label view. None indicates that no label is required for your column. Show Value will place the entered numerical value next to the selected column series. Show Label selection will place the entered label name next to the column.

Click OK when done.
**Options**

Under Options, above screen, you can alter space width between columns and chart and gap depth.

Gap depth deals with adjusting the visual gap depth of the entire chart. Adjusting Gap width alters the width between column groups. Adjusting Chart depth will increase or decrease the visual depth of the entire chart.

**Formatting Legend**

From the chart screen, click on the Legend box to select it, you should notice a box around it. Double click inside the box to open the Format Legend tool area.
Legend Pattern

At the above screen you have access to adjusting the border line style of the Legend as well as choosing to fill the box with color or a pattern. Click OK when done in each area.

Legend Font

Through clicking on the tab menu you have access to adjusting the font, size, style, and effects of the text.
Legend Placement

Selecting the Placement tab, above screen, allows you to choose the placement of the Legend, by clicking on the desired radio button.

Chart Tool Bar

An alternative way to access these same areas is utilizing the Chart Formatting tool bar that appears when adding a chart.

The Chart Tool bar allows access to all the above areas by use of pull down menus, and selection of desired chart locations.

Click pull down menus to access various chart areas.

Toggle icons to turn off and on grid lines and legend.
Saving Chart

Once you have created your chart to fit your needs and data update your slide presentation to include your chart and return to building your slide show.

Click on File in your main tool bar, click Update if making changes to a previously inserted chart. Click Quit & Return to "presentation title" to save and return to your slide presentation.
Organizational charts can be used to illustrate data or organizational structure. As with adding charts, organizational charts are inserted and manipulated in much the same way.

From the shortcut icon menu, click New Slide.

Choose an Organizational Chart layout for your new slide.

At the above screen, you can provide your org. chart with a title, click and type.
Follow PowerPoint directions for adding an org. chart: double click to enter.

To add text to the organization chart, highlight text in boxes and type.

Manipulating Org. Chart utilizing Toolbars

To alter box, lines, chart, and font styles utilize the main tool bar's pull down menus.

To add extra boxes to build on existing organizational structure, click on Subordinate, left or right Coworker, Manager, and Assistant buttons.

After choosing a box style, click on existing org. chart box where you would like to attach a new box.

Click inside the attached box, highlight existing text, and type in new information.
Saving Org. Chart

Once you have completed building your organizational chart to fit your needs, you need to update your presentation to include the organization chart in the slide show.

Click File from the main tool bar, above screen, and click on Update "title of presentation".

Clip Art

Clip art, photos, sound, and quick time movies can be added to your slide show to enhance and support your presentation.

For the purpose of this workshop series, we will only concentrate on inserting clip art from PowerPoint's Clip Gallery and File.

Images from Gallery

From the shortcut menu, add a new slide.

Choose a graphic slide layout. Click OK.
You can add a Title to this slide at this time if you so choose, click and type.

Follow PowerPoint’s instructions for adding clip art: Double click to add clip art. This will take you to the clip gallery.

The above area offers a variety of categories to choose from in each section, (all Categories) contains all clip art that was installed.

Scroll to view and choose desired clip, click Insert button to add selected clipping to your slide.
To add your own images stored on disk use the main tool bar’s Insert picture from file command.

From shortcut menu, add new slide, choose blank slide layout.

From the main tool bar click on Insert to access the pull down menu. Select Picture and click on From File.

At the above screen, browse for your image file.
Click on the image name and select Insert.

Once an image has been inserted from file or gallery, the image is bordered with a selection box. You can click and drag the image to a desired location on the slide, or resize it by clicking on the lower left or right handles and Option drag to desired size.

Option drag for Mac, or Alt drag for IBM will maintain an image's proportion as you resize.
Utilizing PowerPoint’s Draw toolbar can alter inserted clip art properties.

The Draw toolbar, above screen, contains a variety of features to alter not only inserted clip art, but text, lines, and shapes. For the purpose of this workshop series we will only focus on the Draw pop-up menu.

**Ungrouping**

To alter inserted clip art we must ungroup the clip. Click on the clip art image to select it.

From the Draw toolbar, click Draw to access the pop up menu.

Select Ungroup, located second from the top of this menu.

Notice the small handle boxes now surrounding your image.

Select a portion of the image you would like to alter, since your image is ungrouped individual pieces in the clip can be resized, colored, or deleted.

**Regrouping**

Once you have completed your alterations, the image must be regrouped.
Click Draw to access the pop-up menu and select Regroup.

**Slide Master**

PowerPoint’s Slide Master provides access to the overall textual structure of a slide in order to construct a consistent format throughout your presentation.

From the main toolbar, click View and Master, select Slide Master from the sub-menu.
In Slide Master view you can enter a consistent title for each slide, font style and size, and various footer information.

As with inserting or altering text in PowerPoint, highlight existing information and type.

Click Close in the Slide Master menu box to return to slide view when done.

**Bullets**

Either from the Slide Master, or individual slide view, the bullet style, color, and size may be altered to better personalize and enhance your presentation.

Position the cursor in front of any bulleted text. In the main toolbar menu, under Format, select Bullet.
Bullet Settings

The Bullet setting menu allows for a selection of bullet styles, color and size.

Click on desired style, use pull down menu to select color, and either type or use arrows to alter size.

Click OK when done.

Viewing a Presentation

Once you have built and saved your slide presentation you can view it using the Slide Show feature.

Slide Show

Slide show can be accessed through either the main toolbar menu, under View and Slide Show, or by clicking on a shortcut Slide Show icon, located in the lower left hand corner of your slide screen.

Click on screen with mouse to proceed through each slide of your presentation.
Once you have completed viewing your slide show, end the show by clicking on the Slide Show sub-menu.

The sub-menu provides access to utilities that can be used as you present, such as a pen, for circling critical points, pointer and screen options, and End Show.

Click End Show to return to slide view to either add, or edit slides.

Printing

Once you have completed your slide presentation, added or edited slides, and viewed the show you have the option to print your slides.

You can print individual slides, handouts, note pages, and outlines utilizing the Print function located under File in the main toolbar menu.
Choosing Print brings up the print setting menu.

To print slides you need to choose the print format of Microsoft PowerPoint located in the pull down sub-menu.

Once the print format has been selected, choose what you want printed.
From the Print What:: pull down menu, above screen, select what you would like to print: Slides, Notes Pages, or Outline View.

If choosing Slides to print, indicate how you would like to print the slides: two, three, or six slides per page.

Click Print when selections are complete.