PowerPoint Lesson 3
Working with Visual Elements

Microsoft Office 2010
Introductory

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Objectives

- Insert, convert, and edit SmartArt graphics.
- Create and format WordArt.
- Build and format charts.
- Create and modify a table.
- Draw, edit, and format an object.
Objectives (continued)

- Copy, move, order, and group objects.
- Create a text box on a shape.
- Animate shapes.
- Add a header or footer.
Vocabulary

- adjustment handle
- category axis
- cell
- chart
- column
- datasheet
- grouping
- handle
- organization chart
- rotate handle
- row
- SmartArt graphic
- table
- value axis
- WordArt
Working with SmartArt Graphics

- **SmartArt graphics** are dynamic diagrams and graphics available for use on your slides.
- Each SmartArt graphic style can be altered in countless ways to give you artistic control.
- **Organization charts** are useful for showing the hierarchical structure and relationships within an organization.
Working with SmartArt Graphics (continued)

- You can type text directly in the graphic or you can open the Text pane to the left of the SmartArt graphic to enter the text.
- You can format the text boxes.
- To go back to original graphic, click the Reset Graphic button on the SmartArt Tools Design tab.
- You can animate a SmartArt graphic.
Working with SmartArt Graphics (continued)

- Choose a SmartArt graphic dialog box
Working with Charts

- Charts, also called graphs, provide a visual way to display numerical data in a presentation.
- When you create a chart in PowerPoint, you use Microsoft Excel. If you do not have Microsoft Excel, you will use Microsoft Graph to create and edit the chart.
Working with Charts (continued)

- You can include an existing Excel chart on a slide by linking or embedding the worksheet as an object in the slide.

- To create a chart in a presentation:
  - Choose a slide layout that contains a content placeholder for a chart.
  - Or, on the Ribbon click the Insert tab, and in the Illustrations group click the Chart button.
Working with Charts (continued)

- Once you select a chart type, the chart appears on the slide with default data. The screen splits in two, with PowerPoint and Excel windows open side by side.
- The chart gives a visual representation of numeric data. A legend identifies the data series or bars in a column chart. A title gives the chart a name.
Working with Charts (continued)

- Insert Chart dialog box
Working with Tables

- **Tables** are useful when you need to organize information that can be displayed in **rows** and **columns**. Each intersection of a row and column is a **cell**.
- To include a table on a slide, use a Content slide layout with an Insert Table icon.
- You can move between cells by pressing the Tab key.
Working with Tables (continued)

- To drag a table, click the Insert tab, in the Tables group, click the Table icon. Drag to specify the number of rows and columns.

- You can:
  - Modify a table's borders, fill, or text boxes.
  - Insert or delete columns/rows, merge or split cells, and change the alignment.
  - Add gridlines, distribute content among cells, and change.
Working with Tables (continued)

- Completed table

![Completed table](image-url)

**Cotton Production in Millions of Bales**

<table>
<thead>
<tr>
<th>State</th>
<th>Production (Millions of Bales)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas</td>
<td>4.92</td>
</tr>
<tr>
<td>Mississippi</td>
<td>1.88</td>
</tr>
<tr>
<td>Arkansas</td>
<td>1.61</td>
</tr>
<tr>
<td>Georgia</td>
<td>1.54</td>
</tr>
<tr>
<td>California</td>
<td>1.41</td>
</tr>
<tr>
<td>Tennessee</td>
<td>0.79</td>
</tr>
<tr>
<td>North Carolina</td>
<td>0.78</td>
</tr>
<tr>
<td>Louisiana</td>
<td>0.75</td>
</tr>
<tr>
<td>Missouri</td>
<td>0.58</td>
</tr>
<tr>
<td>Arizona</td>
<td>0.57</td>
</tr>
<tr>
<td>Alabama</td>
<td>0.57</td>
</tr>
<tr>
<td>Oklahoma</td>
<td>0.19</td>
</tr>
<tr>
<td>South Carolina</td>
<td>0.13</td>
</tr>
<tr>
<td>Virginia</td>
<td>0.09</td>
</tr>
<tr>
<td>Florida</td>
<td>0.07</td>
</tr>
<tr>
<td>Kansas</td>
<td>0.06</td>
</tr>
<tr>
<td>New Mexico</td>
<td>0.04</td>
</tr>
</tbody>
</table>
Creating Shapes and Objects

- Shapes include arrows, circles, cones, and stars. On the Insert tab, click the Shapes button to display the Shapes gallery.
- The Shapes gallery contains buttons for drawing objects.
- To use a tool, click and hold the mouse button, and then drag to draw. To create a perfect circle or square, hold down the Shift key as you drag.
Creating Shapes and Objects (continued)

- When you select an inserted object, little squares appear at the edges of the graphic.
- These small squares are called handles. They indicate that the object is selected, and they allow you to manipulate the object.
- Drag these handles to resize the object. The yellow boxes are adjustment handles. The green circle is the rotate handle.
Creating Shapes and Objects (continued)

- You can rotate, fill, scale, or size an object, as well as change its color and position.
- To scale an object proportionately, hold down Shift and drag a corner handle.
- You can select more than one object using mouse. You can also rotate an object.
- Gridlines and guides help you place objects exactly where you want them on the slide.
Applying Formatting

- The Drawing Tools Format tab on the Ribbon contains tools to apply formatting to visual elements.
- You can change the fill, line, or font color. You can apply Shape Styles or WordArt Styles, or arrange objects for added effects.
- You can fill a shape with colors, or use a picture, gradient, or texture to fill a shape.
Applying Formatting (continued)

- You can change a line color, and also the thickness and appearance of the line.
- Shape effects include Shadow, Reflection, Glow, Soft Edges, Bevel, and 3-D Rotation.
- Artistic effects can make an image look as though it is a watercolor painting, broken glass, wrapped in plastic, or even cast in cement.
Copying or Moving an Object

- To move an object, first select it and then drag it into place. You can cut, copy, and paste objects the same way you do text.
- **Grouping** allows you to work with several items as if they were one object.
Create a Text Box on a Shape

- To place text inside a shape, simply click the shape and then begin to type.
- You cannot type text on an object that is part of a group. You can ungroup the object to add special formatting or text, and then regroup it to make it part of the original group again.
Animating Shapes

- Grouped objects will animate as a single object.
- If you want the same animation applied to another object, can use the Animation Painter.
- As you build the animations in a slide, you can get an overall picture of the sequence and timings of the animations by using the Animation Pane.
Ordering Visual Elements

- If you add an object to a slide with objects, the last object is stacked on top of the other objects.
- To bring an object forward or send it backward, select the object and then the appropriate command in the Arrange group on the Drawing Tools Format tab.
- You can remove the background color from a picture using the Remove Background button.
Ordering Visual Elements (continued)

- Background removed
Inserting Objects on a Slide

- Objects can include Excel charts, media clips, video, bitmaps, or almost any other media file that can be embedded into a PowerPoint presentation.
- To insert a video, click the Video button in the Media group. To insert a sound, click the Audio button in the Media group.
Adding a Header or Footer

- You add a header or footer to the slides or notes pages by using the Header and Footer dialog box.
- When you click the Notes and Handouts tab, you have the option of creating a header as well as a footer.
Summary

In this lesson, you learned:

- How to insert and modify SmartArt graphics to give special effects to text and graphics on a slide.
- How to create and format WordArt.
- How to build and format charts in a presentation using Microsoft Excel.
- How to create, format, and modify a table.
Summary (continued)

- How to add shapes and objects to your presentation to add effects to the text.
- How to rotate, fill, scale, or size an object as well as change its fill or line color.
- How to copy, move, order, and group objects on a slide.
- How to animate shapes and use the animation painter to copy animation.
Summary (continued)

- How to order visual elements, create a motion path, and make and remove a background from a picture.
- How to insert objects on slides, including worksheets, sounds, and videos.
- How to add a header or a footer to slides in a presentation