

Advanced PowerPoint XP

October, 2005



Changing Color Schemes

Go to the **Format menu** and select **Slide color scheme**.

- a) Every design template is associated with a color scheme in PowerPoint. Each contains settings for background, text and lines, shadows, title text, fills, accents and hyperlinks.
- b) You can change the color scheme of a design template or change the color schemes of tables, charts, etc.
- c) Select the **custom tab** and move the dialog box slightly, so the slide can be seen in the background. An example is shown on the bottom right-hand corner of the dialog box.
- d) Click on the scheme that you want to change (example: background), and click on the **change color** button. Select the color that you want to use and click **ok**.
- e) Apply applies to the slide you are currently on. If you select apply to all, all slides will be changed.

2) Inserting Symbols in your Presentation

- a) Go to the **Insert Menu** and select **Symbol**. After the symbol has been inserted, you may select it and resize it.

3) Inserting Clipart

- a) Select a slide with a clipart setup and click **ok**. Double click on the clipart icon.
- b) Clipart can be used from the Microsoft Clipart gallery or from another source.

To insert clipart from a CD for example, go the **Insert Menu** and select **Picture** and **from file**.

4) Modifying Clipart

- a) While the clipart is selected, go to the **Draw toolbar** and select **Ungroup** – *you may have to ungroup several times*. You will receive the following message in a dialog box: This is an imported object, not a group. If you convert it to a Microsoft Office drawing, embedded data or linking information will be lost. Do you want to convert this object? Yes or No? Click on **Yes**.
- b) After clipart is ungrouped, it is automatically converted to a PowerPoint drawing.
- c) *The clipart is ungrouped all the way when ungroup becomes dim on the draw menu.*
- d) Your clipart is now ungrouped and you may modify the colors of it. You will see several selection boxes within the clipart. Click off the clipart to deselect it. Clipart is made up of many sections. You don't realize this until you ungroup an object.
- e) To change the color of a piece of clipart, click to select the piece that you want to change. Click on the arrow to the right of the paint can on the drawing menu and select a color.

5) Regrouping Clipart

- a) Draw an imaginary box around your piece of clipart by placing your mouse pointer to the left of the clipart. Hold down your left mouse button and drag to the right. You will see a border around the clipart. Next drag down to totally encompass the clipart. Go to the **Draw** menu and select **Group**.
- b) Your clipart will now become one unit until it is ungrouped again.

6) Changing the Order of Objects

- a) To understand the concept of the drawing order in PowerPoint, it helps to think of drawing objects as though they were pieces of paper in various shapes and colors. If you put one of them on top of another, it covers it up wherever there's an overlap between the two. PowerPoint lets you change the order of drawing objects quite easily. **There are four options:**

Go to the **Drawing Toolbar** and select **order**.

- i) **Bring to front** – moves the object to the top of the stack of objects on the slide and covers up any that are beneath it.
- ii) **Send to back** – places the object at the bottom of the stack, putting it behind all the other objects on the slide. If it overlaps any other object, it will partially or fully cover that object up.
- iii) **Bring forward** – moves an object up one place in the stack. If you have only two objects overlapping, this places the object on top, however; if you have several objects on top of each other, this moves the selected object only one place forward in the stack.
- iv) **Send backward** – sends an object back one place in the stack of objects.

These commands work on all kinds of objects including text, drawings and objects such as clipart.

7) Add an image as a Watermark

- a) Go to the **Insert Menu** and select **Picture**
- b) Next select **clipart** (don't ungroup your picture and change any colors on it because if you do, you won't be able to make the picture a watermark).
- c) Make sure the **Picture Toolbar** is on your screen. If it isn't go to the **View Menu**, select **Toolbars** and select the **Picture** toolbar.
- d) Select the image control icon, and choose **Watermark**



Try the other icons out

- i) More contrast
- ii) Less contrast
- iii) More brightness
- iv) Less brightness
- v) Crop
- vi) Line Style
- vii) Recolor picture
- viii) Format picture
- ix) Reset picture

8) Clipart Animation

- a) Select a new slide with a clipart layout and click **ok**.
- b) Double click on the clipart picture to add clipart.
- c) Select the **bluebird** (*example*) under animals and click **insert**.
- d) Select the clipart by clicking on it once. You will know that the clipart has been selected when you see the selection handles around it.
- e) Go to the **Slide Show** menu
- f) Select **Custom Animation**
- g) Select the **desired animation** under the **entry animation and sound** selection arrow.
- h) Assign a **sound** to your animation if you wish to
- i) Select **preview** to see how the animation will look on your slide
- j) Click **ok**
- k) **Run your slide show**

9) Adding a Chart to your Presentation

- a) Add a new slide, select a chart layout and click **ok**.
- b) Double click on the chart picture to add a chart
- c) Select the **chart type icon** on the **formatting toolbar**



- d) Select the chart type you wish to use (please select the pie chart for the class).
- e) Fill in the chart data
- f) Close the chart dialog box

10) Ungrouping a Pie Chart

- a) Click on the pie chart once to select it
- b) Go to the **drawing menu** and select **ungroup**. Select yes to ungroup the chart.

11) Changing Colors in a Chart

- a) Double click on the piece of pie you wish to change
- b) Make your color selection
- c) If you wish to pull out a piece(s) of the chart you may do so now.

12) Regrouping the Pie Chart Pieces

- a) When you have finished changing the colors of your chart, and wish to regroup the units so that they move together, draw an imaginary box around your chart and the chart legend box by placing your mouse pointer to the left of the chart. Hold down your left mouse button and drag to the right. You will see a border around the chart. Drag down to totally encompass the chart.
- b) Select **Draw, Group** to make the chart one unit again
- c) Now your pie chart can be moved around the page as one unit

13) Changing Slide Show Pointer Options

- a) While in the slide show, click on your right mouse button
- b) Here you can select the arrow, pen or pointer options
- c) **Select the pen** (*example*) and draw around an item on your screen for emphasis
- d) If you want to clear the drawing, click your right mouse button, select **Screen** and select **Erase Pen**. Otherwise it will be erased when you exit the slide show.

14) Increase the size of a bullet/change the bullet type

- a) To increase the size of a bullet go to the **Format Menu** and select **Bullet**
- b) On the percentage scale take the percentage up to 105% or more
- c) Your bullet now becomes larger. *If you set the bullet at your first bulleted item, it will carry through for the slide you are currently on.*

15) Changing the amount of space between the bullet and the text

- a) Click in front of the text you want to change the bullet spacing on.
- b) Go to the **View Menu** and select **Ruler**
- c) You will see the indent marker. Place your mouse pointer on it and drag it to the right until you have reached the desired location.

16) Using the Format Painter - The format painter is used to copy formatting from one area of your slide to another. It is represented by the paintbrush icon on the standard toolbar.

- a) Display the slide containing the format you wish to copy
- b) Position the I beam cursor in the word containing the desired text format
- c) Click on the **Format Painter**
- d) **The mouse now appears as an I beam carrying a paintbrush.**
- e) **Position the I beam carrying the paintbrush on the text you want to format.**
- f) **Click on the text you wish to format.**
- g) All text within the selection is formatted and the mouse drops the paintbrush.

***If you double click on the format painter paintbrush, you may change more than one selection.*

17) Moving text around on a slide using drag and drop editing

18) Formatting the distance between lines of text on your slide

- a) If you wish to change the distance between bulleted items, for example go to the **Format Menu** and select **Line Spacing**. Here you may increase or decrease the amount of space between slide lists.

19) Rotating ClipArt

- a) Select a slide with a clipart setup
- b) Insert a piece of clipart
- c) Go to the **Draw menu** at the bottom left-hand corner of your screen and select rotate or flip. If the choices are grayed out, **Select the picture**, go to the **Draw Menu** and **ungroup** it all the way. Now select **Group**
- d) Go back to the **Draw Menu** and select a **Rotation Option**

20) Rotating Text

- a) Select the text and go to the draw menu
- b) Select the rotation option you wish to use

21) Timed Slide Shows

- a) To set up a slide show so that it runs automatically, go to the **Slide Show Menu** and select **Slide Transition**. In the automatically after _____ seconds area, type in the amount of seconds you want before the slide automatically moves on. Select **apply to all** and click **ok**.
- b) Click the slide show icon at the lower left-hand corner of your PowerPoint window or go to the **Slide Show Menu** and select **View Slide Show**. This will allow you to practice your slide show with the timings on.

22) Setting up a Slide Show to run on as a Kiosk System

- a) Go to the **Slide Show Menu** and select **Set Up Show**. Next select **browsed as a kiosk (full screen)**. While this is running continuously, you may press the Esc key to stop the show.