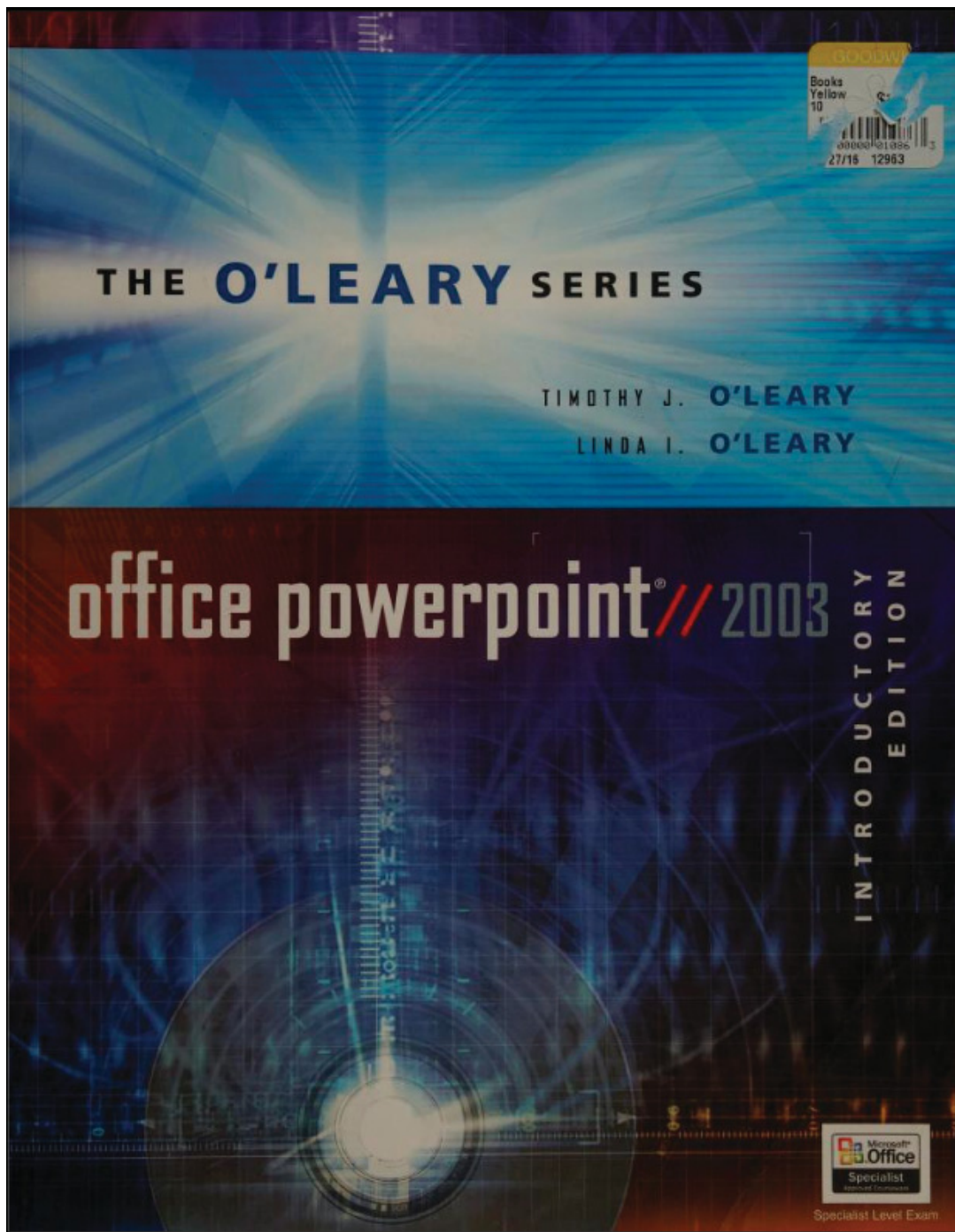




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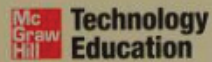
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Introductory Edition

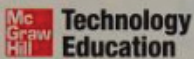
Timothy J. O'Leary

Arizona State University

Linda I. O'Leary



Boston Burr Ridge, IL Dubuque, IA Madison, WI New York San Francisco St. Louis
Bangkok Bogotá Caracas Kuala Lumpur Lisbon London Madrid Mexico City
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Sponsoring editor: *Don Hull*

Developmental editor: *Jennie Yates*

Marketing manager: *Andy Bernier*

Media producer: *Mark Christianson*

Project manager: *Jim Labeots*

Manager, new book production: *Heather D. Burbridge*

Coordinator freelance design: *Artemio Ortiz Jr.*

Photo research coordinator: *Ira C. Roberts*

Supplement producer: *Matthew Perry*

Senior digital content specialist: *Brian Nacik*

Cover design: *Asylum Studios*

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Working Together 1: Copying, Embedding, and Linking Between Applications

Case Study

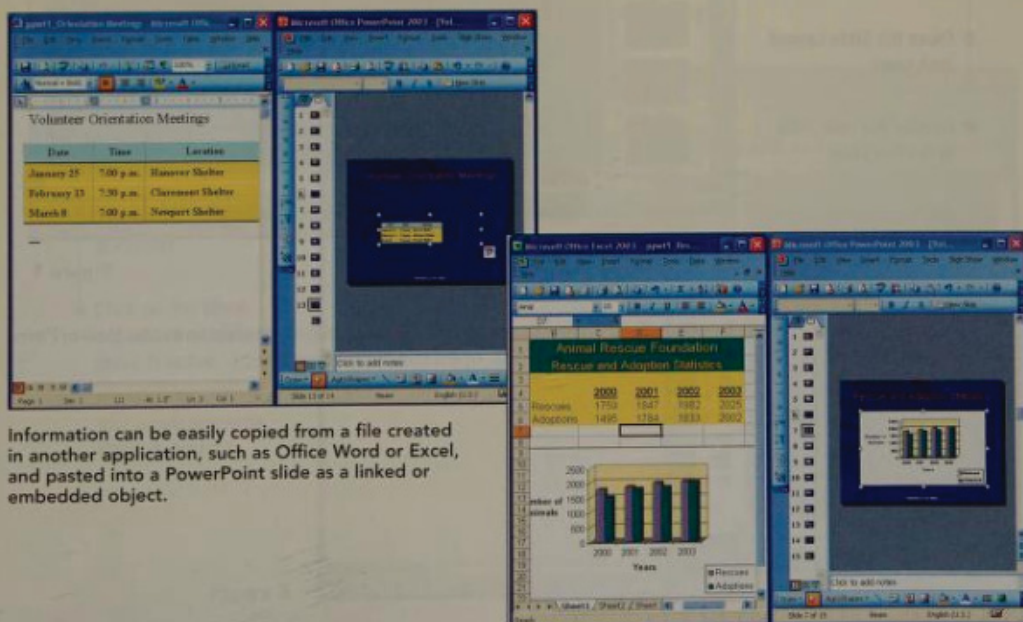
Animal Rescue Foundation

The director of the Animal Rescue Foundation has reviewed the PowerPoint presentation you created and has asked you to include a chart showing the adoption success rate that was created using Excel. Additionally, the director has provided a list of dates for the upcoming volunteer orientation meetings that he feels would be good content for another slide.

Frequently you will find that you want to include information that was created using a word processor, spreadsheet, or database application in your slide show. As you will see, you can easily share information between applications, saving you both

time and effort by eliminating the need to recreate information that is available in another application. You will learn how to share information between applications while you create the new slides. The new slides containing information from Word and Excel are shown here.

Note: The Working Together section assumes that you already know how to use Office Word and Excel 2003 and that you have completed Lab 2 of PowerPoint. You will need the file Volunteer2, which you saved at the end of Lab 2 of PowerPoint. If this file is not available, use ppwt1_Volunteer2.



PPWT1.1

Copying Between Applications

The orientation meeting information has already been entered in a document using Word. All the Microsoft Office System applications have a common user interface, such as similar commands and menu structures. In addition to these obvious features, they have been designed to work together, making it easy to share and exchange information between applications.

Rather than retype the list of orientation meeting dates provided by the director, you will copy it from the Word document into the presentation. You can also use the same commands and procedures to copy information from PowerPoint or other Office applications into Word.

Copying from Word to a PowerPoint Slide

First, you need to modify the PowerPoint presentation to include a new slide for the orientation meeting dates.

- 1 Start Office PowerPoint 2003.
- Open the presentation Volunteer2 (saved at the end of Lab 2).
- Insert a new slide using the Title Only layout after slide 12.
- Close the Slide Layout task pane.
- Display the new slide in Normal view.

Your screen should be similar to Figure 1

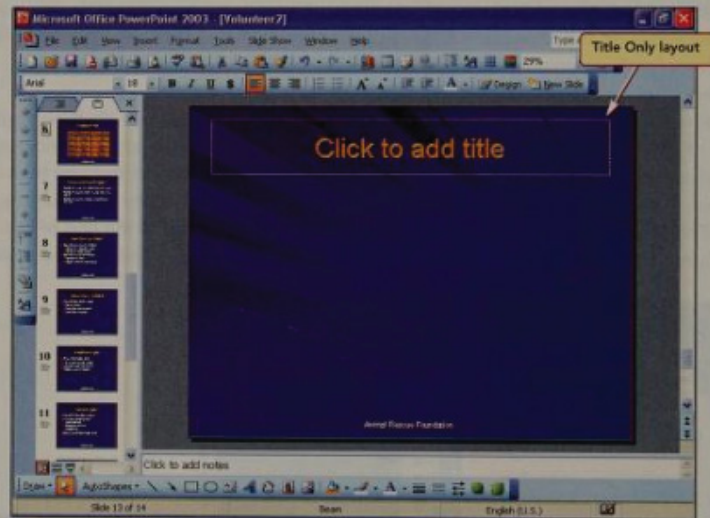


Figure 1

To copy the information from the Word document file into the PowerPoint presentation, you need to open the Word document.

- 2 Start Office Word 2003.
- Open the document ppwt1_Orientation Meetings.

Your screen should be similar to Figure 2

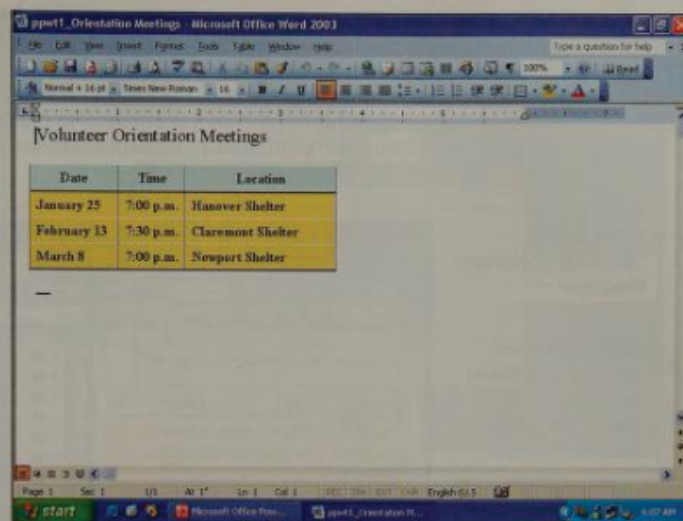


Figure 2

Two open applications

There are now two open applications, Word and PowerPoint. PowerPoint is open in a window behind the Word application window. Both application buttons are displayed in the taskbar. There are also two open files, Orientation Meetings in Word and Volunteer2 in PowerPoint. Word is the active application, and Orientation Meetings is the active file. To make it easier to work with two applications, you will tile the windows to view both on the screen at the same time.

- 3 Right-click on a blank area of the taskbar to open the shortcut menu.
- Select Tile Windows Vertically
- Click on the Word document window to make it active.

Your screen should be similar to Figure 3

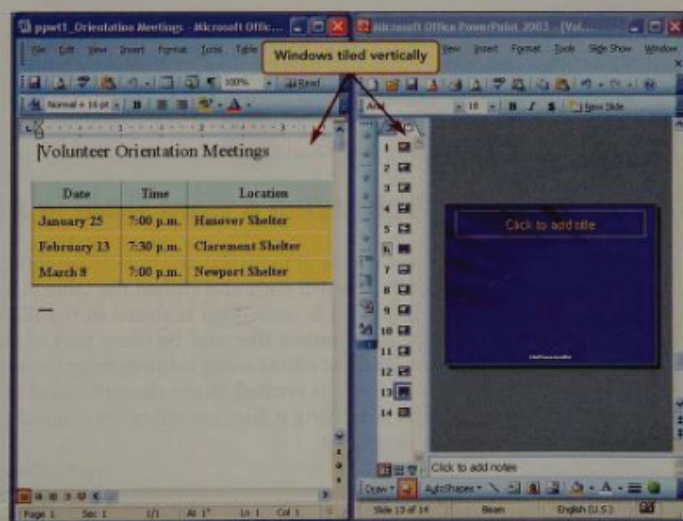


Figure 3

First, you will copy the title from the Word document into the title placeholder of the slide. While using the Office Word and PowerPoint applications, you have learned how to use cut, copy, and paste to move or copy information within the same document. You can also perform these same operations between documents in the same application and between documents in different applications. The information is pasted in a format that the application can edit, if possible.

- 4 Select the title "Volunteer Orientation Meetings."

- Drag the selection using the right mouse button to the title placeholder in the slide.

Having Trouble?

If you drag using the left mouse button, the selection is moved instead of copied.

- From the shortcut menu, select Copy.

Another Method

You could also use Copy and Paste to copy the title to the slide.

- Click on the slide to deselect the placeholder.

Your screen should be similar to Figure 4

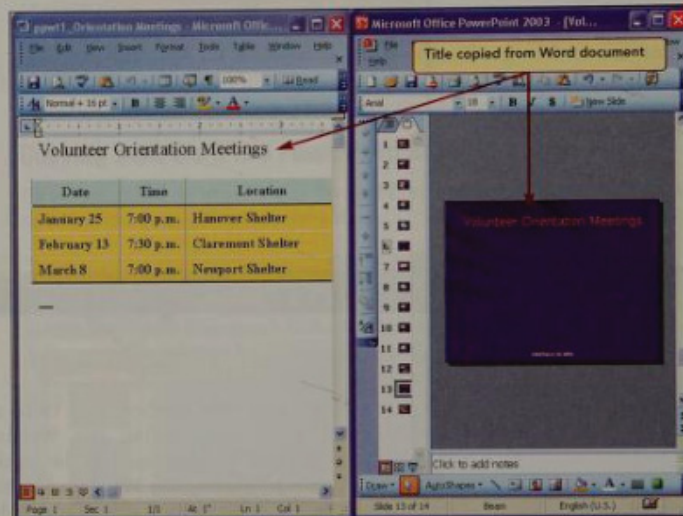


Figure 4

The title has been copied into the slide and can be edited and manipulated within PowerPoint. The formats associated with the slide master are applied to the copied text. If the copied text included formatting, such as color, it would override the slide master settings, just as if you formatted a slide individually to make it unique.

Embedding a Word Table in a PowerPoint Slide

Next you want to display the table of orientation dates below the title in the slide. You will copy and embed the table in the slide. As you have seen, an object that is embedded is stored in the file that it is inserted into, called the **destination file**, and becomes part of that file. The embedded object can then be edited using features from the source program, the program in which it was created. Since the embedded object is part of the destination file, modifying it does not affect the original file called the **source file**.

- 1 Select the table in the Word document window.

Having Trouble?

Drag to select the entire table or use Table/Select/Table.

- Click  Copy.
- Click on the PowerPoint window.
- Choose Edit/Paste Special.

Your screen should be similar to Figure 5

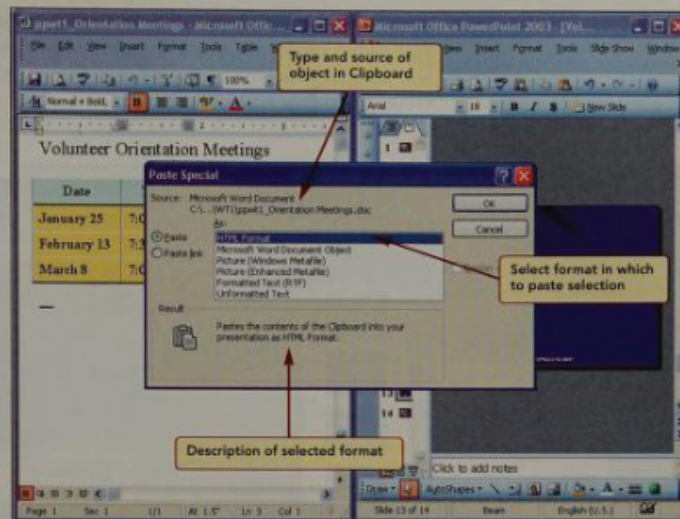
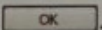


Figure 5

The Paste Special dialog box displays the type of object contained in the Clipboard and its location in the Source area. From the As list box, you select the type of format in which you want the object inserted into the destination file. The default option inserts the copy in HTML (HyperText Markup Language) format. The Result area describes the effect of your selections. In this case, you want the object inserted as a Word Document Object.

- 2 From the As list box, select Microsoft Word Document Object.

- Click .

Your screen should be similar to Figure 6

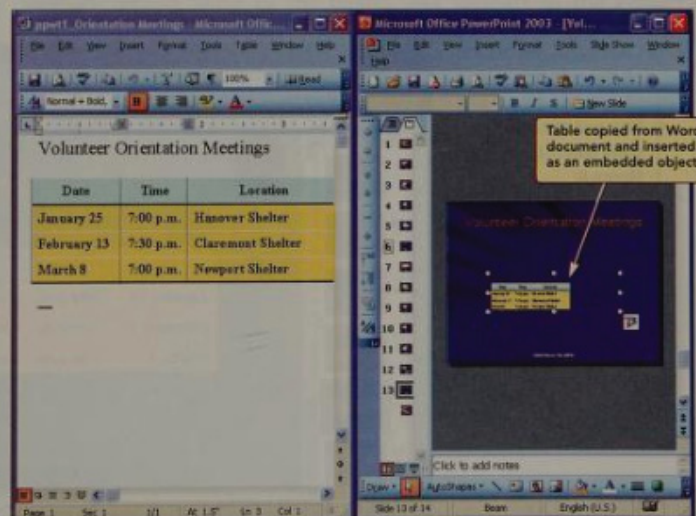


Figure 6

The table, including the table formatting, is copied into the slide as an embedded object that can be manipulated using the Picture toolbar. You will trim or crop the object so that the object size is the same size as the table. Then you will increase the size of the object and position it in the slide.

- 3 Choose **Undo Tile** from the taskbar shortcut menu.
- If necessary, maximize the PowerPoint window and select the table.
- Display the Picture toolbar.
- Click  **Crop**.
- Position the cropping tool  over a corner crop mark and drag inward to reduce the size of the object to the same size as the table.

Your screen should be similar to Figure 7

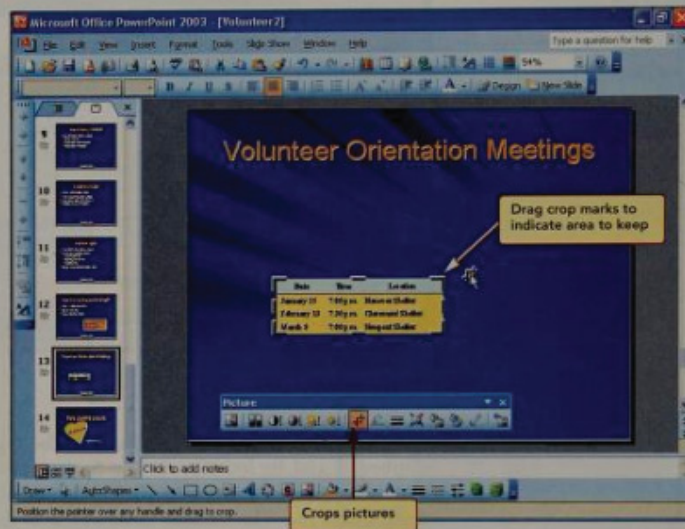


Figure 7

- 4 Click  **Crop** to turn off the cropping tool.
- Size and move the table object as in Figure 8.
- Deselect the object.
- Close the Picture toolbar.

Your screen should be similar to Figure 8

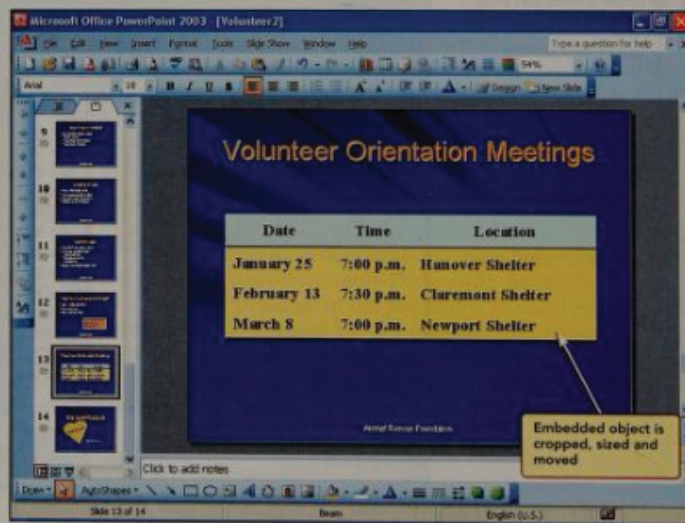


Figure 8

Editing an Embedded Object

As you look at the table, you decide you want to change the appearance of the text in the headings. To do this, you will edit the embedded object using the source program.

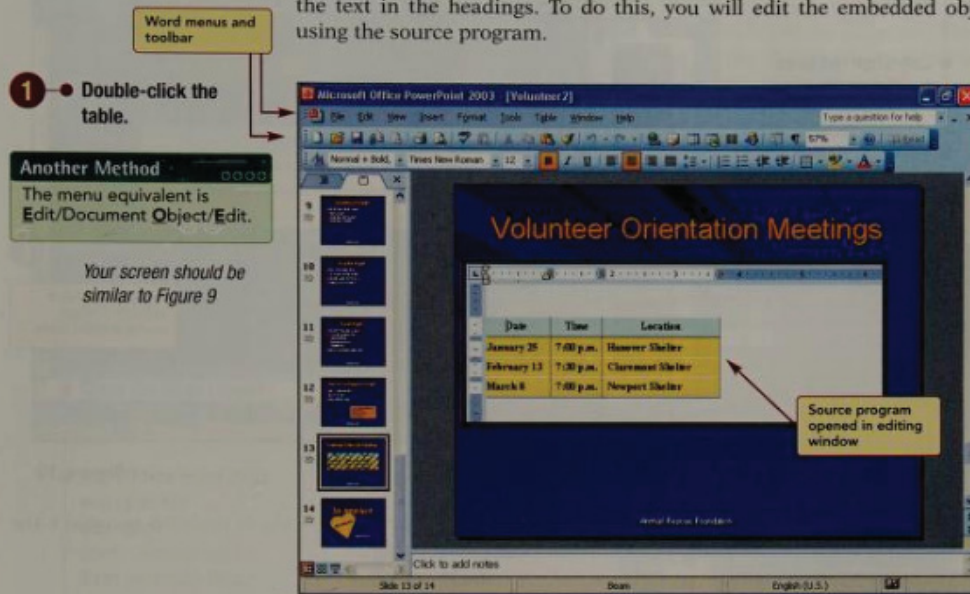


Figure 9

Additional Information

The user must have the source program on their system to be able to open and edit an embedded object.

The source program, in this case Word, is opened. The Word menus and toolbars replace some of the menus and toolbars in the PowerPoint application window. The embedded object is displayed in an editing window. Now, you can use the Word commands to edit the object.

- 2 Change the font color of the three headings to blue.
- Left-align the three headings.
- Close the source program by clicking anywhere outside the object.

Your screen should be similar to Figure 10

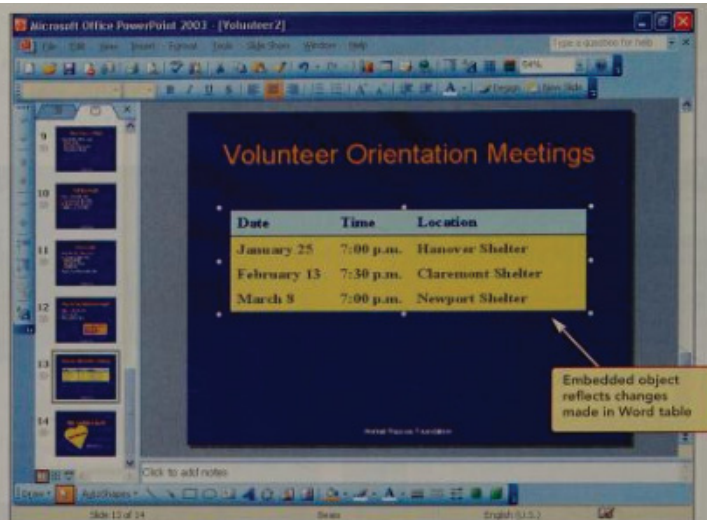


Figure 10

The embedded object in the PowerPoint slide is updated to reflect the changes you made in the Word table.

- 3 Click **Orientation Meetings ...** in the taskbar to switch to the Word application.
- Deselect the table and notice that the source file has not been affected by the changes you made to the embedded object.
- Exit Word.

Linking Between Applications

Next you want to copy the chart of the rescue and adoption data into the presentation. You will insert the chart object into the slide as a **linked object**, which is another way to insert information created in one application into a document created by another application. With a linked object, the actual data is stored in the source file (the document in which it was created). A graphic representation or picture of the data is displayed in the destination file (the document in which the object is inserted). A connection between the information in the destination file to the source file is established by creating a link. The link contains references to the location of the source file and the selection within the document that is linked to the destination file.

When changes are made in the source file that affect the linked object, the changes are automatically reflected in the destination file when it is opened. This connection is called a **live link**. When you create linked objects, the date and time on your machine should be accurate. This is because the program refers to the date of the source file to determine whether updates are needed when you open the destination file.

Linking an Excel Chart to a PowerPoint Presentation

The chart of the rescue and adoption data will be inserted into another new slide following slide 6.

- 1 Insert a new slide following slide 6, using the Title Only layout.
- Close the Slide Layout task pane.
- Start Office Excel 2003 and open the workbook `ppwt1_RescueData` from your data files.
- Tile the application windows vertically.

Your screen should be similar to Figure 11

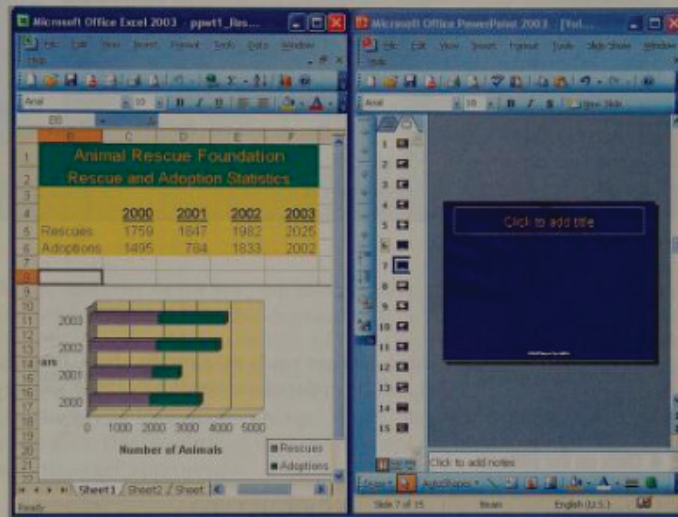


Figure 11

The worksheet contains the rescue and adoption data for the past four years as well as a column chart of the data. Again, you have two open applications, PowerPoint and Excel. Next you will copy the second title line from the worksheet into the slide title placeholder.

- 2 Select cell B2.
- Click  Copy.
- Select the Title placeholder in the slide.
- Choose **Edit/Paste Special** and select **Formatted Text (RTF)**.
- Click .
- Remove the extra blank lines below the title and the extra space at the end of the title.
- If necessary, size the placeholder and position the title appropriately on the slide.
- Click on the slide to deselect the placeholder.

Your screen should be similar to Figure 12

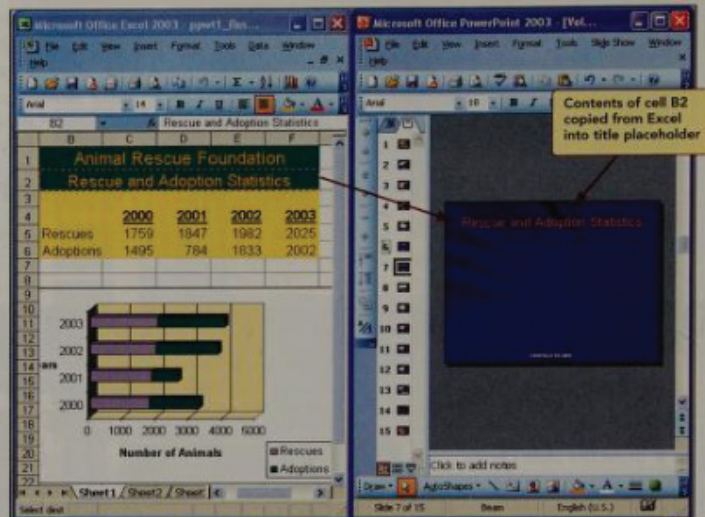


Figure 12

Now, you are ready to copy the chart. By making the chart a linked object, it will be updated automatically if the source file is edited.

3 Select the entire chart.

Having Trouble?

Click on the chart to select it when the ScreenTip displays "Chart Area."

- Click Copy.
- Click on the slide.
- Choose Edit/Paste Special.
- Select Paste link.

Your screen should be similar to Figure 13

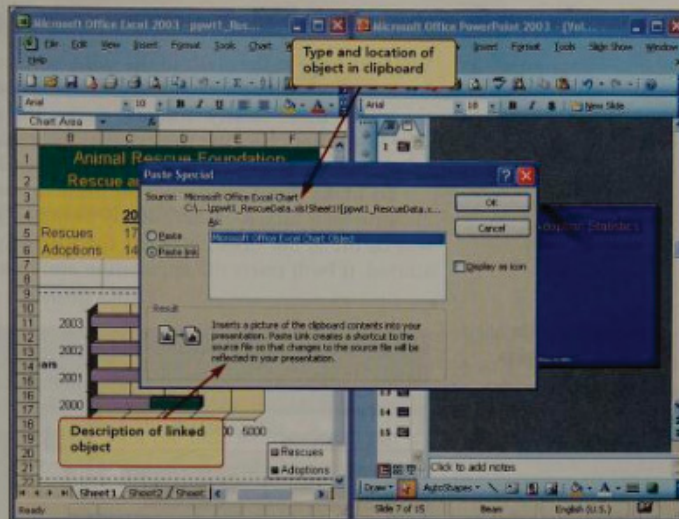


Figure 13

Again, from the As list box, you select the type of format in which you want the object inserted into the destination file. The only available option for this object is as a Microsoft Excel Chart Object. The Result area describes the effect of your selections. In this case, the object will be inserted as a picture, and a link will be created to the chart in the source file. Selecting the Display as Icon option changes the display of the object from a picture to an icon. Double-clicking the icon displays the object picture. The default selections are appropriate.

4 Click OK.

- Appropriately size and center the linked object on the slide.
- Deselect the object.

Your screen should be similar to Figure 14

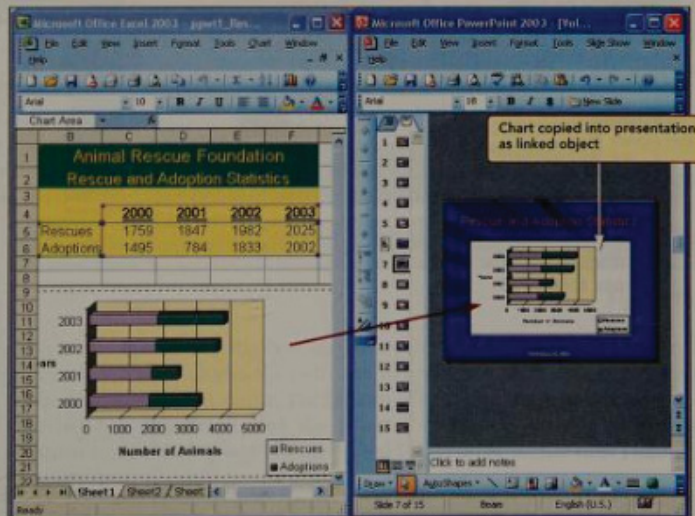


Figure 14

Updating a Linked Object

While looking at the chart in the slide, you decide to change the chart type from a column chart to a bar chart. You believe that a bar chart will show the trends more clearly. You also notice the adoption data for 2001 looks very low. After checking the original information, you see that the wrong value was entered in the worksheet and that it should be 1784.

To make these changes, you need to switch back to Excel. Double-clicking on a linked object quickly switches to the open source file. If the source file is not open, it opens the file for you. If the application is not started, it both starts the application and opens the source file.

- 1 Double-click the chart object in the slide.

Another Method
The menu equivalent is **Edit/Linked Worksheet Object/Open**.

- In Excel, right click on one of the columns in the chart and select **Chart Type**.

Another Method
The menu equivalent is **Chart/Chart Type**.

- Select **Column**.
- Select **Clustered column with a 3-D visual effect**.
- Click **OK**.
- Edit the value in cell **D6** to 1784.

Your screen should be similar to Figure 15

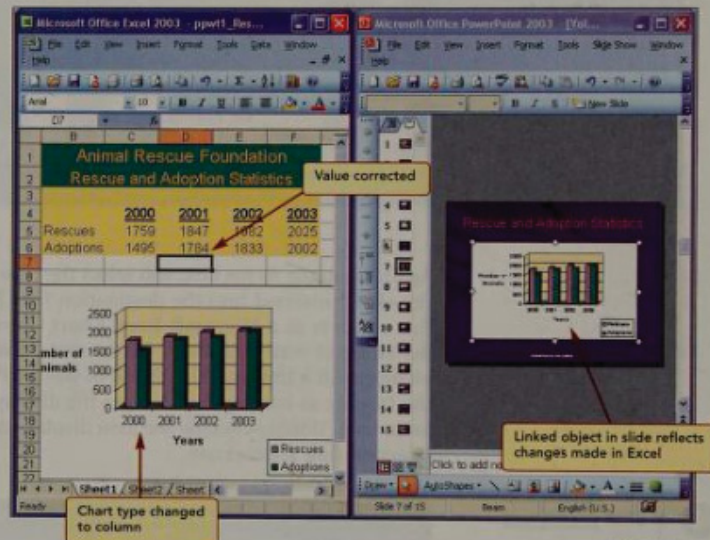


Figure 15

The chart in both applications has changed to a bar chart, and the chart data series has been updated to reflect the change in data. This is because any changes you make in the chart in Excel will be automatically reflected in the linked chart in the slide.

2. Untile the application windows.
- Save the revised Excel workbook as **RescueData Linked**.
- Exit Excel.
- If necessary, maximize the PowerPoint window.

Editing Links

Whenever a document is opened that contains links, the application looks for the source file and automatically updates the linked objects. If there are many links, updating can take a lot of time. Additionally, if you move the source file to another location, or perform other operations that may interfere with the link, your link will not work. To help with situations like these, you can edit the settings associated with links. You will look at how to do this, though you will not actually edit the settings.

1. If necessary, select the chart object.
- Choose **Edit/Links**.

Your screen should be similar to Figure 16

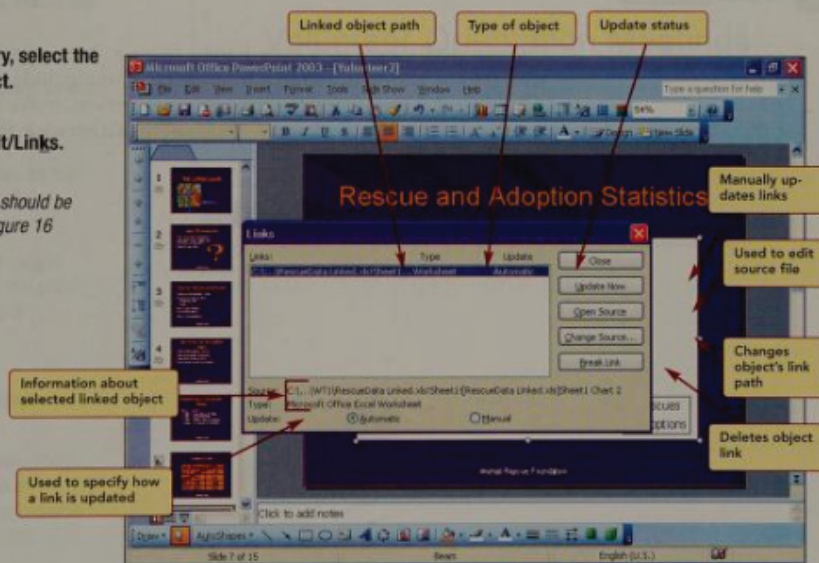


Figure 16

The Links dialog box list box displays information about all links in the document. This includes the path and name of the source file, the range of linked cells or object name, the type of file, and the update status. Below the list box the details for the selected link are displayed. The other options in this dialog box are described in the table on the next page.

Option	Effect
Automatic	Updates the linked object whenever the destination document is opened or the source file changes. This is the default.
Manual	The destination document is not automatically updated, and you must use the Update Now command button to update the link.
Locked	Prevents a linked object from being updated.
Open Source	Opens the source document for the selected link.
Change Source	Used to modify the path to the source document.
Break Link	Breaks the connection between the source document and the active document.

You do not want to make any changes to the link.

2 • Click .

Linking documents is a very handy feature, particularly in documents whose information is updated frequently. If you include a linked object in a document that you are giving to another person, make sure the user has access to the source file and application. Otherwise the links will not operate correctly.

Printing Selected Slides

Next, you will print the two new slides.

- 1 Switch to Slide Sorter view and select slides 7 and 14.
- Use View/Header and Footer to modify the slide footer to display your name on slides 7 and 14 only.

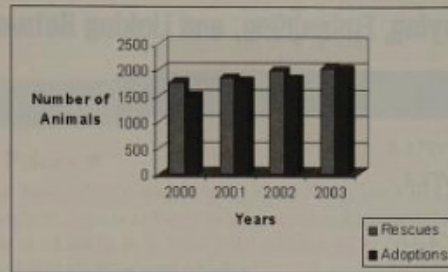
Having Trouble?

Select the slides you want to modify, use the command, and click to apply the new footer to the selected slides only.

- Choose **File/Print**.
- If necessary, select the printer.
- Select **Selection** as the print range.
- Specify Slides as the type of output.
- Preview the output and change the print to grayscale if necessary.
- Print the slides.
- Save the PowerPoint presentation as **Volunteer2 Linked** and exit PowerPoint.

Your printed output should be similar to that shown here.

Rescue and Adoption Statistics



Student Name

Volunteer Orientation Meetings

Date	Time	Location
January 25	7:00 p.m.	Hanover Shelter
February 13	7:30 p.m.	Claremont Shelter
March 8	7:00 p.m.	Newport Shelter

Student Name

lab review

WORKING TOGETHER 1

Copying, Embedding, and Linking Between Applications



key terms

destination file PPWT1.4

linked object PPWT1.8

live link PPWT1.9

source file PPWT1.4

microsoft office specialist skills

The Microsoft Office Specialist certification program is designed to measure your proficiency in performing basic tasks using the Office 2003 applications. Certification demonstrates that you have the skills and provides a valuable industry credential for employment. After completing this lab, you have learned the following Microsoft Office PowerPoint 2003 Specialist skills:

Skill Sets	Skill Standards	Page
Creating Content	Insert and edit text based content	PPWT1.2
	Insert objects	PPWT1.11
Managing and Delivering Presentations	Organize a presentation	PPWT1.2, 1.9
	Print slides, outlines, handouts, and speaker notes	PPWT1.14

command summary

Command	Action
Edit/Paste Special/ <Object>	Inserts an item from Clipboard as an embedded object
Edit/Paste Special/Paste Link	Inserts an item from Clipboard as a linked object
Edit/Links	Changes settings associated with linked objects
Edit/Linked Worksheet Object/Open	Opens source application of linked object
Edit/Document Object/Edit	Opens source application of embedded object

lab exercises

rating system

- ★ Easy
- ★★ Moderate
- ★★★ Difficult



step-by-step

Embedding a Table of Massage Prices ★



1. To complete this problem, you must have completed Step-by-Step Exercise 2 in Lab 2. The Massage Therapy presentation is almost complete. You just need to add some information to the presentation about the prices. This information is already in a Word document as a table. You will copy and embed it into a new slide. The completed slide is shown here.

- a. Start Word and open the document `ppwt1_MassagePrices`.
- b. Start PowerPoint and open the `Massage Therapy2` presentation.
- c. Add a new slide after slide 9 using the Title Only layout.
- d. Copy the title from the Word document into the slide title placeholder.
- e. Copy the table into the slide as an embedded object. Exit Word.
- f. Size and position the object on the slide appropriately.
- g. Edit the table to increase the font size as needed.
- h. Change the fill color of the table to match the slide design.
- i. Save the presentation as `Massage Therapy3`.
- j. Print the new slide.

Massage Price List

Swedish Massage	\$65 per hour
Reflexology	\$65 per hour
Shiatsu and Acupressure	\$75 per hour
Sports Massage Therapy	Make appointment for evaluation

lab exercises

Linking a Table of Coffee Prices ★ ★



2. To complete this problem, you must have completed Step-by-Step Exercise 4 in Lab 2. Evan, owner of the Downtown Internet Cafe, wants you to include information about special prices on coffee beans in the coffee slide show you created. You will link the coffee price information to the presentation, because the prices change frequently with market conditions and good buys. The completed slide is shown here.

- Start Word and open the document `ppwt1_CoffeePrices`.
- Start PowerPoint and open the presentation `Coffee Show`.
- Add a new slide at the end of the presentation using the Title Only layout.
- Enter the slide title **... Or Take Some Home**.
- Copy the table of prices into the slide as a linked object.
- Copy the text "Roast Coffee Specials" from the Word document into a text box on the slide. Apply a new font color and increase the font size.
- Size and position the objects appropriately.
- In the Word document, change the price of Kona to **\$14.95**.
- Save the Word document as `Coffee Prices Linked`. Exit Word.
- Save the PowerPoint presentation as `Coffee Show Linked`.
- Print the new slide.

Roast Coffee Specials		
<u>Coffee</u>	<u>Description</u>	<u>Cost/Pound</u>
Columbian Blend	Classic body and aroma	\$8.50
Kona	Smooth, light bodied	\$14.95
Ethiopian	Floral aroma and flavor	\$12.00
Sumatra	Dark roasted	\$7.95

6/27/2003 Student Name 10

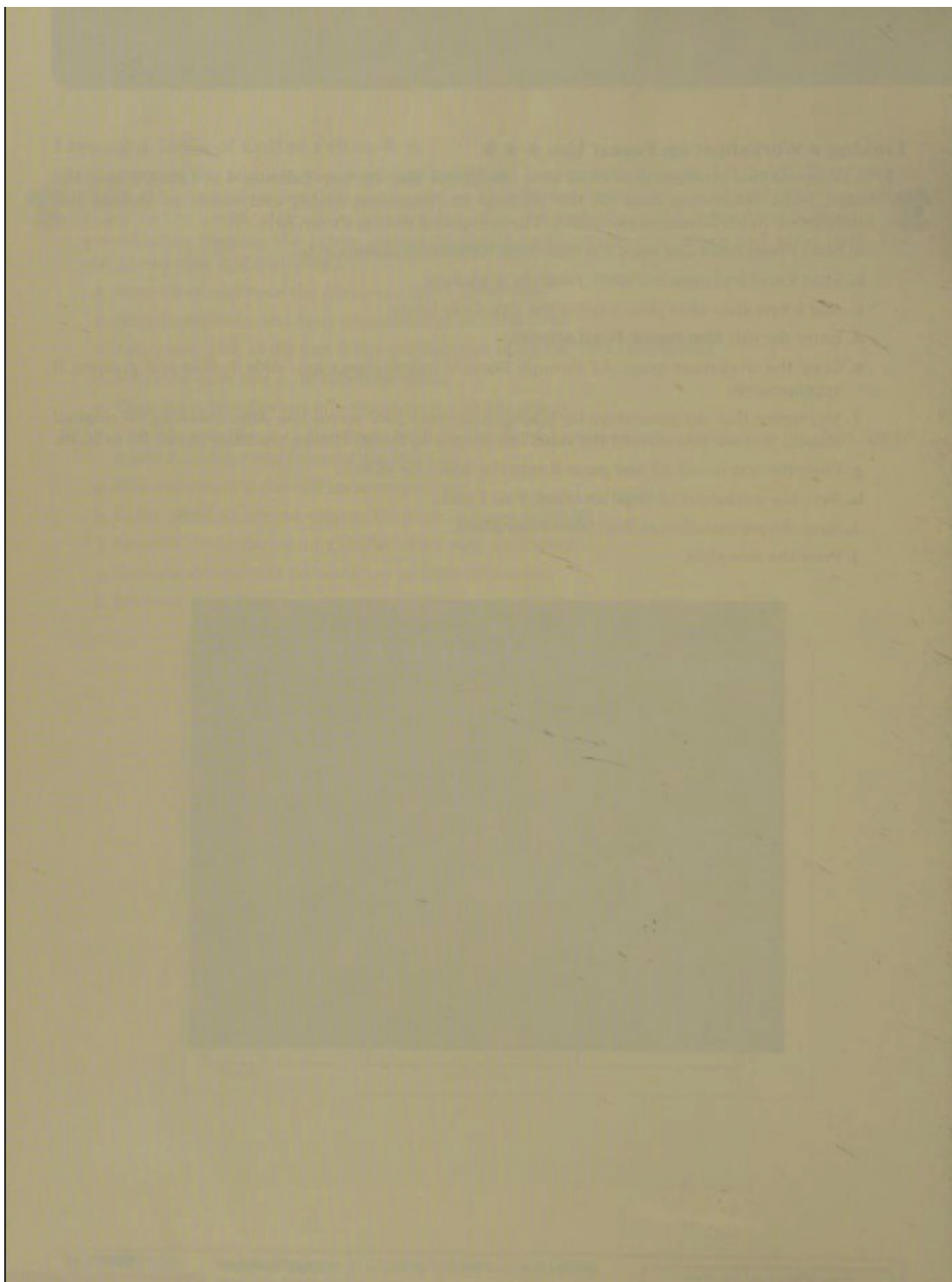
Linking a Worksheet on Forest Use ★ ★ ★

3. To complete this problem, you must have completed Step-by-Step Exercise 4 of Lab 2. Logan has found some interesting data on the increase in Americans hiking and wants to include this information in his lecture presentation. The completed slide is shown here.
- a. Start PowerPoint and open the Triple Crown Presentation2 presentation.
 - b. Start Excel and open the ppwt1_Forest Use worksheet.
 - c. Add a new slide after slide 6 using the Title Only layout.
 - d. Enter the title **Most Popular Forest Activities**.
 - e. Copy the worksheet range A2 through B6 as a linked object into slide 7. Size and position it appropriately.
 - f. You notice that the percentage for hiking in the year 2002 seems low. After checking the original source, you see you entered the value incorrectly. In Excel, change the value in cell B5 to **36.4%**.
 - g. Copy the text in cell A8 and paste it into the Notes for slide 7.
 - h. Save the worksheet as Forest Use Linked. Exit Excel.
 - i. Save the presentation as Triple Crown Presentation3.
 - j. Print the new slide.

Site Seeing	52.10%
Relaxation	45.30%
Viewing Wildlife	37.80%
Hiking	36.4%
Driving	22.50%

Student Name

7



Using Advanced Presentation Features

LAB 3

Objectives

After completing this lab, you will know how to:

- 1 Create a new presentation from existing slides.
- 2 Create a numbered list.
- 3 Use Format Painter.
- 4 Create a custom background.
- 5 Change the design template.
- 6 Zoom slides.
- 7 Modify objects and change stacking order.
- 8 Wrap text in an object.
- 9 Group, ungroup, and align objects.
- 10 Create and modify a chart.
- 11 Create and modify an organization chart.
- 12 Export a presentation outline to Word.
- 13 E-mail a presentation.
- 14 Rehearse timings.
- 15 Package a presentation for a CD.
- 16 Prepare overheads or 35mm slides.

Case Study

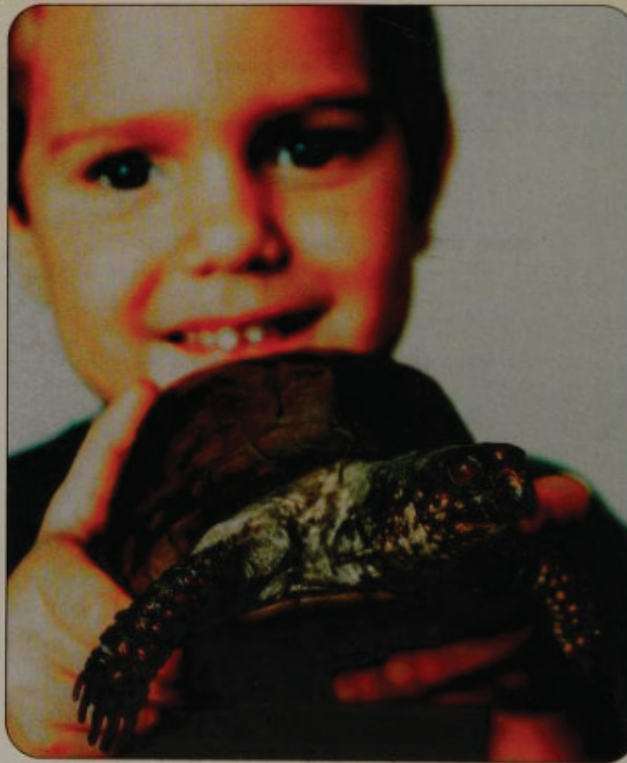
Animal Rescue Foundation

The volunteer recruitment presentation you created for the Animal Rescue Foundation was a huge success. Now the agency director has asked you to create a presentation to use during new volunteer orientation programs. To create this presentation, you will modify and expand the recruitment presentation. This will include creating a new slide that presents an overview of the orientation, and another slide showing the organization of the agency. In addition, you plan to

make the presentation more interesting by adding customized clip art and a custom background.

To help with these enhancements, PowerPoint 2003 includes several tools, such as graphs and organization charts that are designed to help present data. You will also use several Drawing tool features

to customize a clip art graphic to enhance the presentation. Several slides from the completed presentation are shown here.



Ryan McVay/Corbis

Concept Preview

The following concepts will be introduced in this lab:

- 1 **Group** A group is two or more objects that are treated as a single object.
- 2 **Object Alignment** Object alignment refers to the position of objects relative to each other by their left, right, top, or bottom edges; or horizontally by their centers or vertically by their middles; or in relation to the entire slide.
- 3 **Chart** A chart is a visual representation of numeric data that is used to help an audience grasp the impact of your data more quickly.
- 4 **Collect and Paste** The collect and paste feature is used to store multiple copied items in the Office Clipboard and then paste one or more of the items into another location or document.
- 5 **Organization Chart** An organization chart is a map of a group, which usually includes people, but can include any items that have a hierarchical relationship.

● Creating a New Presentation from Existing Slides

You worked very hard developing the content and layout for the volunteer recruitment presentation. Now you need to create a new presentation to be used during the volunteer orientation meeting. Much of the material in the volunteer recruitment presentation can also be used in the volunteer orientation presentation. To make the task of creating the new presentation easier, you will use the existing presentation, modify it to fit your needs, and save it as a new presentation. You have already made a few changes to the presentation. You changed the design and removed a few slides that you will not need in the orientation presentation.

- 1 Start Office PowerPoint 2003.
- Open the file pp03_Recruitment.
- If necessary, maximize the window and switch to Normal view.
- Change the title of slide 1 to **Welcome Animal Angels**.
- Replace Student Name on slide 1 with **your name**.
- Look at each of the slides to see the changes that have been made.
- Delete slide 10.
- Display slide 1 again.

Your screen should be similar to Figure 3.1



Figure 3.1

Copying Slides from Another Presentation

Now you want to replace the ending slide you just deleted with a slide from another presentation you have been working on. To do this, you will copy the slide from the other presentation into the volunteer orientation presentation.

1. Open the file pp03_Animal Angels3.
- Select slide 1 in the Outline tab.
- Click  Copy.
- Close the pp03_Animal Angels3 presentation.
- Display slide 9.
- Click  Paste.

Your screen should be similar to Figure 3.2

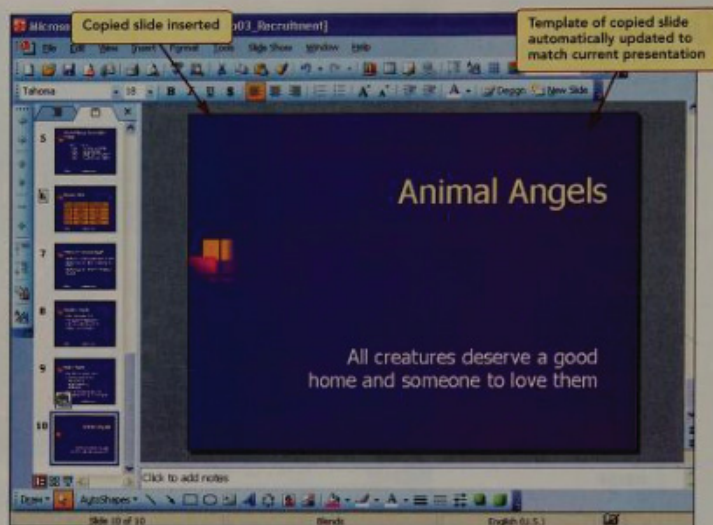


Figure 3.2

The copied slide is inserted into the presentation after the current slide. In addition, the slide template of the copied slide is updated automatically to match that of the current presentation.

Saving the New Presentation

Before you make any additional changes, you will save the file as a new presentation.

1. Modify the title of slide 10 to Thank You for Joining Animal Angels.
- Save the revised presentation as Volunteer Orientation.

Your screen should be similar to Figure 3.3

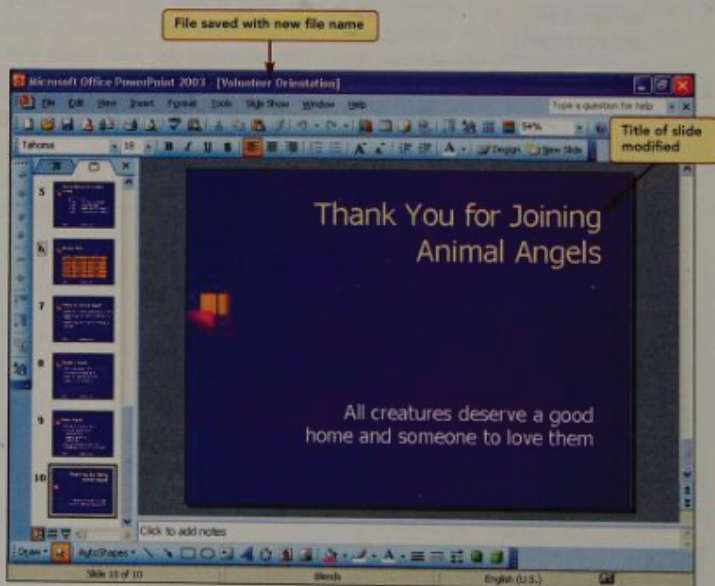


Figure 3.3

By modifying an existing presentation and saving it as a new presentation, you have saved a lot of time in the creation of your new presentation.

Enhancing the New Presentation

Now that the basic presentation is assembled, you want to make some enhancements, such as adding an agenda slide, changing the color of text on a few slides, and adding some more content.

Creating a Numbered List

First you want to change the second slide, which shows the topics of discussion, to a slide showing the agenda for the orientation. Since the agenda shows a sequential order of events, you want to use a numbered list rather than bullets.

- 1 Change the title of slide 2 to **Agenda**.
- Select the five bulleted items.
- Type the text for the following five bulleted items:
Overview
Introductions
Tour
Lunch
Breakout sessions
- Select the five bulleted items on slide 2.
- Click  Numbering.

Your screen should be similar to Figure 3.4.

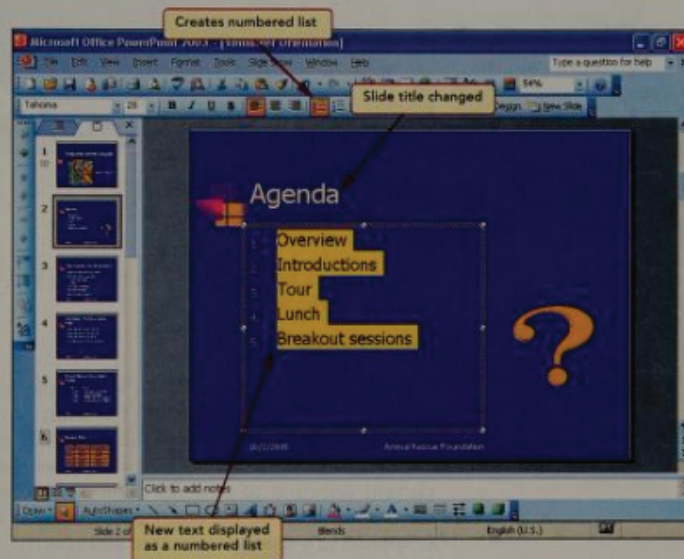


Figure 3.4

Another Method

You can also change a bulleted list to a numbered list by typing. To do this, press **[Backspace]** to remove the bullet at the beginning of the line, type 1, A, a, l, or i followed by a period or closing parenthesis, type the text, and then press **[Enter]** to start a new line. The next line is automatically numbered using the same style.

The bullets have been replaced with numbers, indicating a sequential order of events.

You would also like to change the size of the numbers so they will stand out more on the slide.

2 Choose Format/Bullets and Numbering.

● Increase the Size percentage to 100%.

● Click .

● Click **B** Bold.

● Deselect the text.

Your screen should be similar to Figure 3.5

Additional Information

The Numbered tab of the Bullets and Numbering dialog box also allows you to select from several other numbering styles as well as specify a starting number.

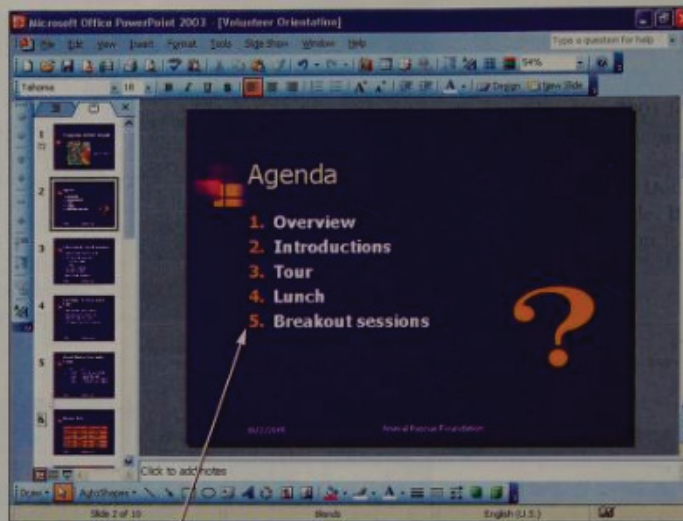


Figure 3.5

The numbers have changed to the size you selected and now stand out more from the text.

Using Format Painter

You decide that slide 5, which shows the history of the Animal Rescue Foundation, could benefit from the addition of a little more color. To help you quickly apply the same formats to multiple selections, you will use the **Format Painter** tool. This feature applies the formats associated with the current selection to new selections. If the selection is a paragraph, the formatting is applied to entire paragraphs. If the selection is a character, it is applied to a word or selection you specify.

- 1 Display slide 5.
- Select the word "Year" in the slide.
- Change the font to Arial, bold, and the font color to gold.
- Double-click  Format Painter.
- Click 1990.

Additional Information

Single-clicking  Format Painter applies the format to one selection, whereas double-clicking allows you to apply the format multiple times.

Additional Information

When the Format Painter feature is on, the mouse pointer appears as .

Your screen should be similar to Figure 3.6

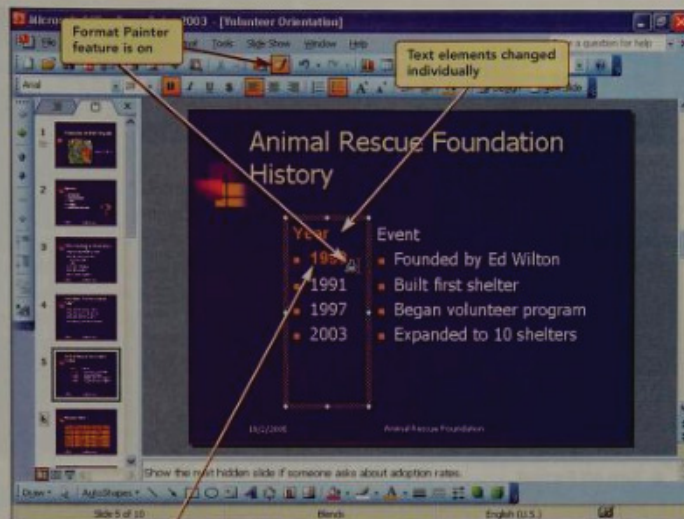


Figure 3.6

The text automatically changed to the same font settings associated with the selection when you turned on Format Painter. In one single click, you quickly applied three formats.

- 2 Use Format Painter to format the remaining three years.
- Click  Format Painter to turn off the feature.
- Change "Event" to Arial and bold.
- Use Format Painter to change all the event text to match the heading.
- Turn off Format Painter.

Another Method
You can also press **[Esc]** to turn off the Format Painter.

- Deselect the text.
- Size the placeholder so each bullet is on one line.

Your screen should be similar to Figure 3.7

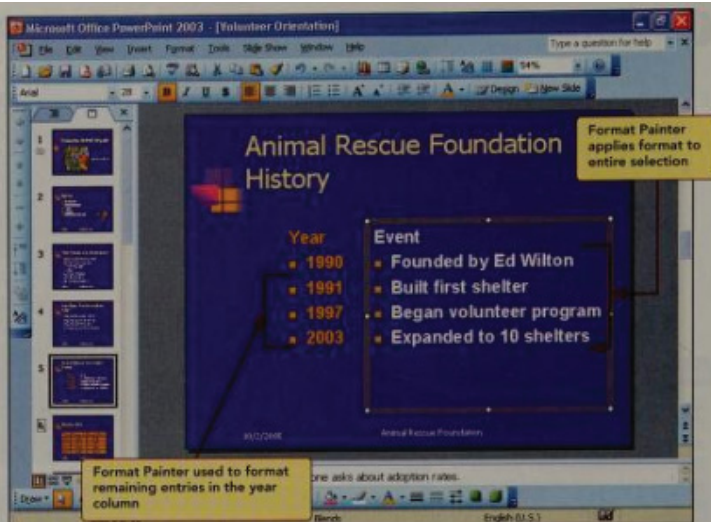


Figure 3.7

Modifying the Design Template

Although you like the template design you selected for this presentation, you think the presentation design would benefit by adding a little variety. To do this, you decide to change the appearance of several of the slides by changing the slide background and using a different design template.

Creating a Custom Background

As you look at the slides you decide you want to add a more interesting background. You will do this by adding a gradient color to the background.

- 1 Choose **Format/Background**.
- Select **Fill Effects** from the **Background Fill** color drop-down list.
- Open the **Gradient** tab and select **Two** colors.
- From the **Color 1** drop-down list, select the dark blue color from the top row.
- From the **Color 2** drop-down menu, select **More Colors**.
- Select a lighter blue color from the **Standard color palette** and click **OK**.
- From the **Shading styles** area, select **Horizontal** and click **OK**.

Your screen should be similar to Figure 3.8

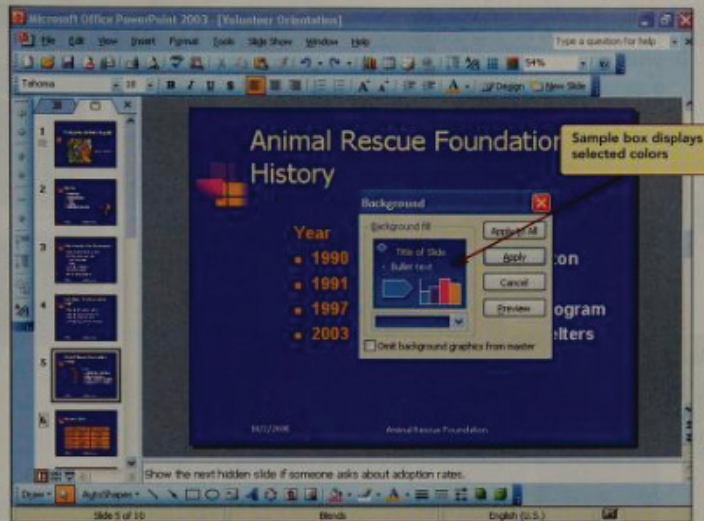


Figure 3.8

The selected colors in the gradient shading style you selected are displayed in the Sample box so you can see how it will look on the slide.

- 2 Click **Apply to All**.
- Change to Slide Sorter view.

Additional Information

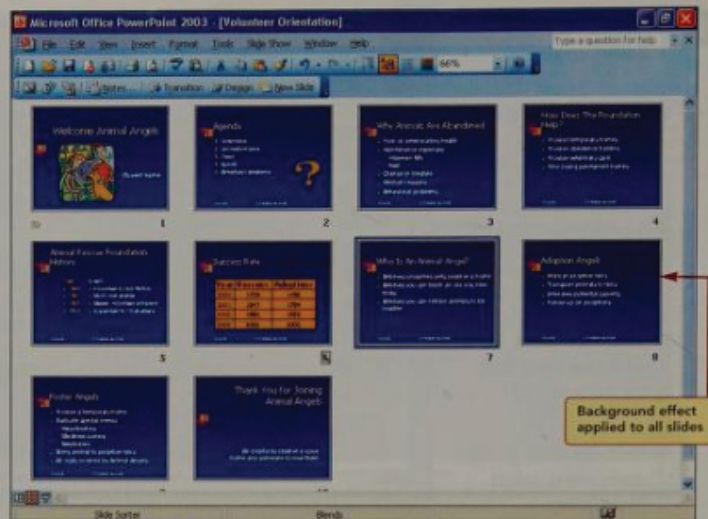
Clicking **Apply** applies the selected background to the current slide only.

Your screen should be similar to Figure 3.9.

Additional Information

Additional Information: To remove a background effect, choose **No Background** from the Background dialog box.

Figure 3.9



The gradient style background adds interest to the slides.

Applying a Slide Master to Selected Slides

Next you want to change the design template for the first and last slides in the presentation to another template. Design templates can be applied to selected slides as well as to an entire presentation.

- 1 Return to Normal view.
- Select slides 1 and 10.
- Display the Slide Design task pane.
- If necessary, select **Show Large Previews** from the shortcut menu of any template design.
- Locate the Clouds design and select **Apply to Selected Slides** from the shortcut menu.
- Display slide 1.
- Scroll to the top of the Slide Design task pane.

Your screen should be similar to Figure 3.10

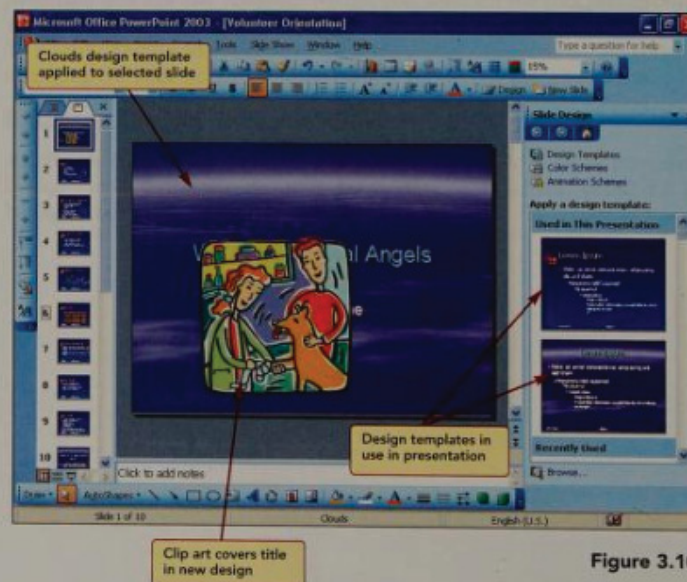


Figure 3.10

The Used in This Presentation section of the Slide Design task pane displays thumbnails for both design templates in use. As you can see by looking at slide 1, you need to make some changes to the title slide arrangement. You will make these changes to the slide title master.

- 2 Display Slide Master view.
- Point to the title slide master of the Clouds design (thumbnail 4).

Your screen should be similar to Figure 3.11

Two sets of masters

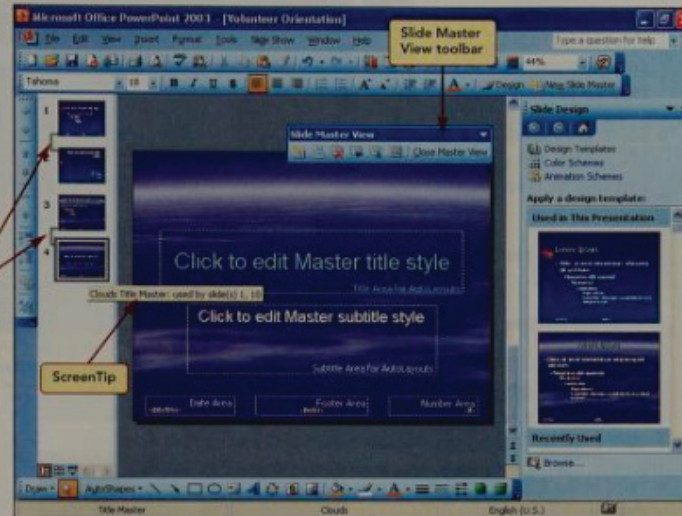


Figure 3.11

Because you are using two different slide designs in the presentation, there are two sets of masters, one for each design. Pointing to a slide master thumbnail displays a ScreenTip showing the design name and the slides in the presentation that use that template. Using menu commands and buttons on the Slide Master View toolbar, you can add, duplicate, rename, and delete masters. You can also preserve a master, which protects it from being deleted automatically in certain cases by PowerPoint.

You will modify the title master of the Clouds design and then you will rename it Sky.

- 3 Select the title placeholder and change the font color to dark gold and 48 pt.
- Move the title placeholder to the position shown in Figure 3.12.
- Select the subtitle placeholder and size and position it as in Figure 3.12.
- Right-align the subtitle text.
- Click  Rename Master.
- Replace the existing name with **Sky** and click .
- Point to the Sky thumbnail in the Slide Design task pane.

Your screen should be similar to Figure 3.12

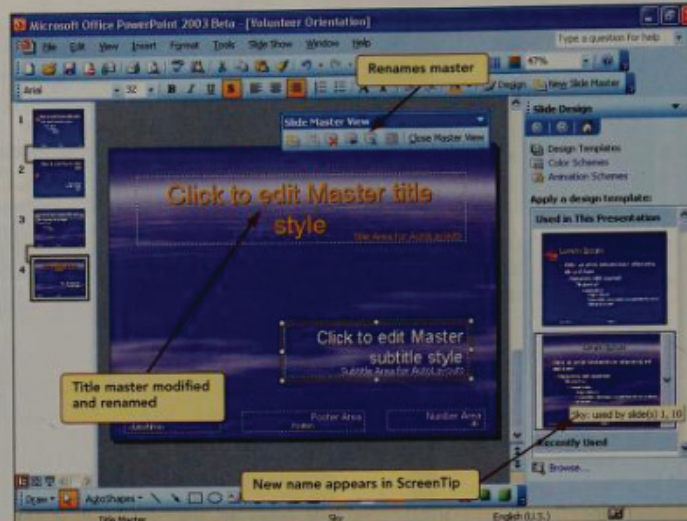


Figure 3.12

The new name appears in the ScreenTip.

- 4 Close Slide Master view.
- If necessary, reapply the slide layout.

Having Trouble?

Use Format/Slide Layout and select Reapply Layout from the Title Slide layout shortcut menu.

- Close the task pane and change to Slide Sorter view.

Your screen should be similar to Figure 3.13

Changes to Sky master title slide applied to both Title slides

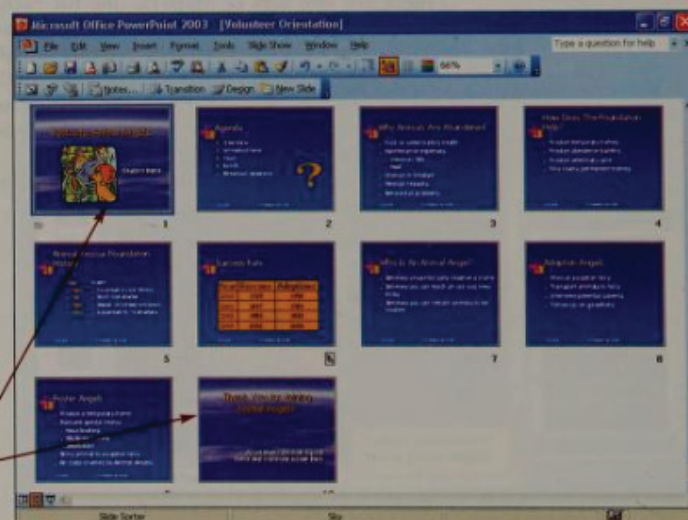


Figure 3.13

The changes you made to the master title slide are displayed in the two title slides in the presentation. In order to make changes throughout your presentation, you must make design changes to both pairs of masters.

Adding a Picture Background

Finally, you decide to use a different slide background for the last slide in the presentation. You will use a picture of a sunrise in place of the clouds.

- 1 Display slide 10 in Normal view.
- Choose **Format/Background**
- Select **Fill Effects** from the **Background Fill** color drop-down list.
- Open the **Picture** tab.
- Click **Select Picture...**
- Change the location to the location of your data files and select **pp03_Sunrise**.
- Click **Insert**.
- Click **OK**.
- Select **Omit background graphics from master**.
- Click **Apply**.
- Change to **Slide Sorter** view.
- Save the presentation.

Your screen should be similar to Figure 3.14

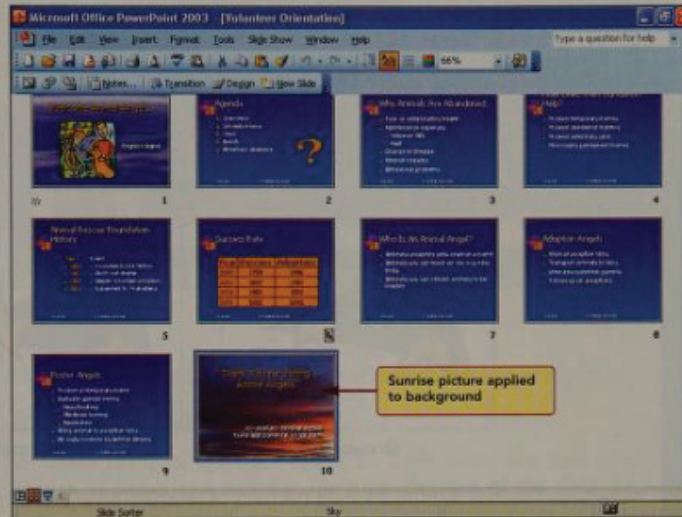


Figure 3.14

The sunrise background has been applied to the selected slide only.

Customizing Graphics

You want to replace the question mark clip art on the Agenda slide with a graphic of a cat and a dog. You were unable to find a graphic of a cat and dog together that you liked, so you decide to create a custom graphic from two separate graphics. You will do this by opening and modifying the graphics individually, then grouping them into one object.

Concept 1

Group

- 1 A group is two or more objects that are treated as a single object. Many clip art pictures are composed of several different elements that are grouped together. This allows you to easily move, resize, flip, or rotate all pieces of the group as a single unit. Features or attributes, such as line or fill color, associated with all objects in the group can also be changed at one time.



Grouped



Ungrouped

Sometimes you may want to ungroup the parts of an object so that the individual parts can be manipulated independently. Other times you may want to combine several objects to create your own graphic object that better suits your needs.

First you need to delete the existing clip art and placeholder. Then you will insert, position, and modify the new picture.

- 1 Display slide 2 in Normal view.
- Delete the question mark graphic and the clip art placeholder.
- Insert the graphic file pp03_Cat from your data file location.
- Move it to the right of the numbered list.

Your screen should be similar to Figure 3.15

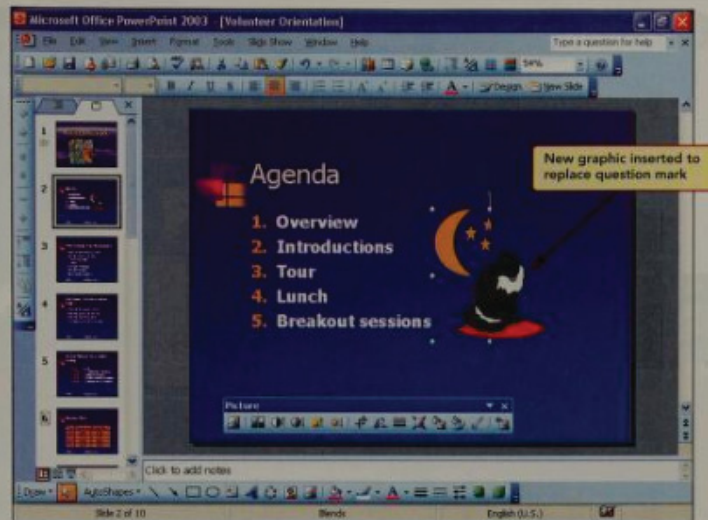


Figure 3.15

The cat graphic is made up of several elements grouped together.

Zooming the Slide

To make complex graphics easier to work with, you can turn off the display of panes and increase the magnification of the slide. In Normal view the slide is sized by default to fit within the pane and is about 60 percent of full (100 percent) size. You can increase the onscreen display size up to four times normal display (400 percent) or reduce the size to 33 percent. Changing the Zoom percentage only affects the onscreen display of the slide; it does not change the actual font or object sizes.

- 1 Close the tabs pane and the Outlining toolbar.
- Open the Zoom drop-down menu (on the Standard toolbar) and choose 100%.

Another Method
The menu equivalent is **View/Zoom**.

Your screen should be similar to Figure 3.16

Entire slide cannot be displayed in the window

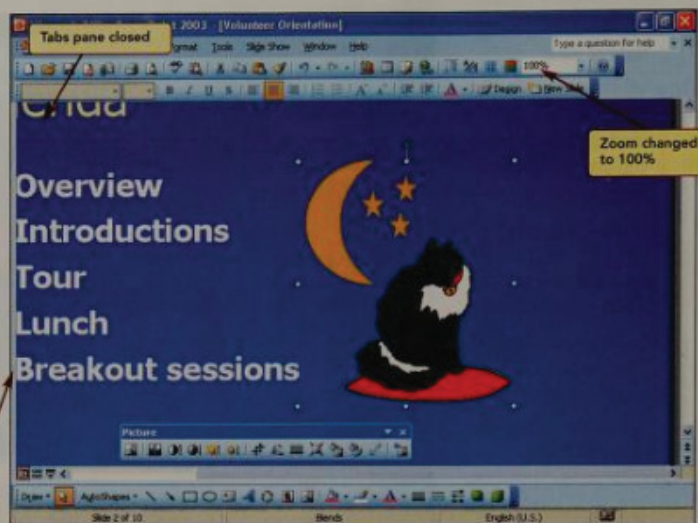


Figure 3.16

The slide display is increased to 100 percent, and the entire slide is now too large to fully display in the window. The graphic is much larger, and as you make changes to the graphic, you will be able to more easily select different parts of the object.

You want to modify the graphic first by changing the color of the pillow below the cat. You can customize graphics by adding and deleting pieces of the graphic, changing the fill and line colors, and otherwise editing the graphic using features on the Drawing toolbar. However, to do this, the graphic must be a drawing object.

Converting Graphics to Drawing Objects

Because this is an imported graphic (it was not originally created within PowerPoint using the Drawing features), it first needs to be converted to a drawing object that can be manipulated using features included within PowerPoint.

- 1 Right-click on the graphic and choose **Edit Picture**.
- Click to convert the graphic to a Microsoft Office drawing object.
- Click on the red pillow to select it.

Your screen should be similar to Figure 3.17

Additional Information

Not all types of graphics can be converted to drawing objects. Windows metafiles (.wmf) can be converted, but bitmap (.bmp), .jpg, .gif, and .png file types cannot.

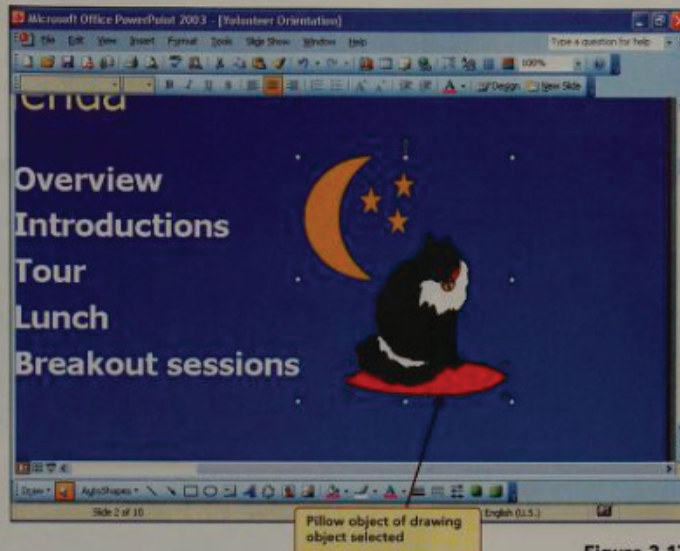


Figure 3.17

Once a graphic has been converted to a drawing object, the individual parts can be selected and edited just as you would an individual drawing object that you created using the Drawing features. You will change the fill color of the selected pillow and then the color of the collar to match.

- 2 Open the  Fill Color drop-down list and select any color from the color scheme palette.
- Select the collar and change the color to the same color as the pillow.

Your screen should be similar to Figure 3.18

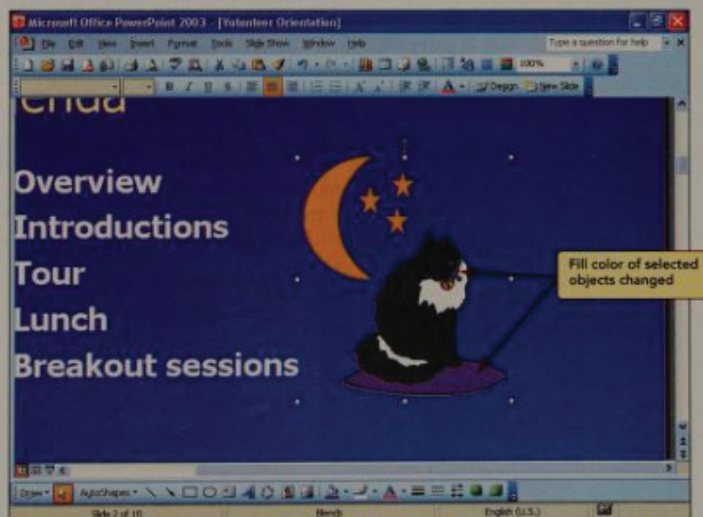


Figure 3.18

The color of the two selected objects within the graphic object has changed to the color you specified.

Ungrouping an Object

You decide you do not like the moon and stars and you want to delete them. To delete individual objects from a graphic, you must first ungroup the object.

- 1 Right-click on the graphic and select **Grouping/Ungroup** from the shortcut menu.

Another Method
You can also use **Ctrl+U** / **Ungroup**.

Your screen should be similar to Figure 3.19

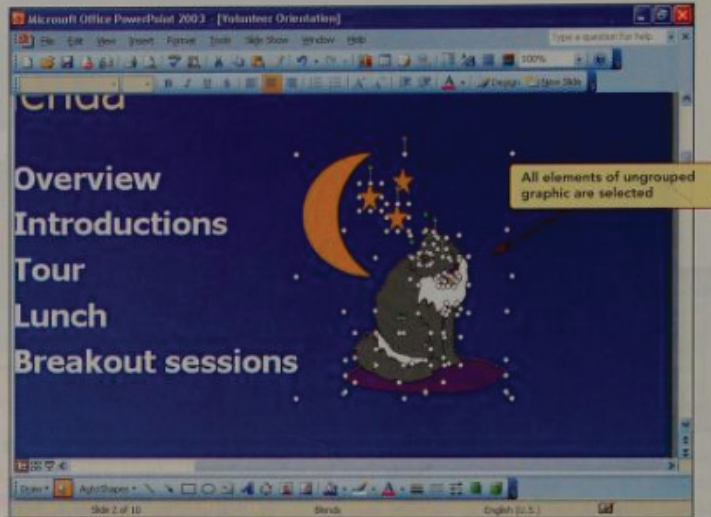


Figure 3.19

The graphic has been ungrouped and all the elements in the graphic are selected.

Deleting a Graphic Element

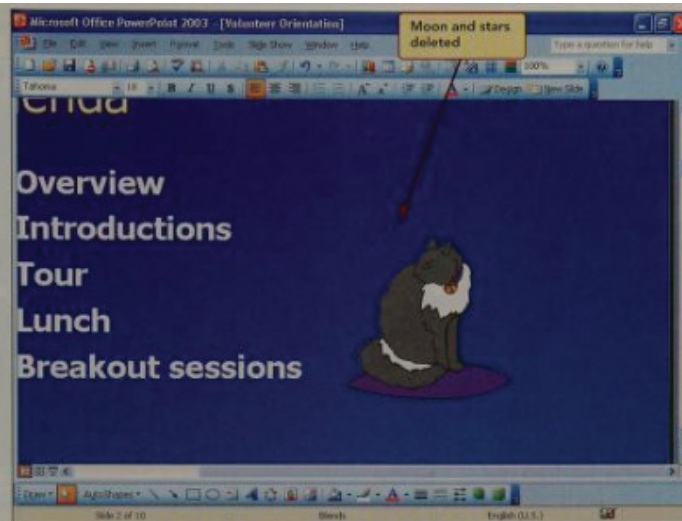
You first need to deselect all the elements, and then select only the elements in the graphic object you want to delete. Clicking outside the selected object will deselect all elements. Then to select a specific object, you can click anywhere on a filled object or click on the border of an unfilled object.

- 1 Click anywhere outside the graphic to deselect all the elements.
- Click on the moon to select the object.
- Press **Delete**.
- In the same manner, delete the stars.

Additional Information

Select multiple objects by holding down **(Ctrl)** while clicking on each object.

Your screen should be similar to Figure 3.20



Additional Information

The graphic was made by starting with a black outline of the entire image filled with black, and then overlaying colored pieces to construct the cat. Because of this construction, certain areas of the graphic cannot be deleted.

The moon and stars are deleted.

Regrouping Objects

You think the graphic looks a lot better now. Next you will add a graphic of a dog to the slide and combine it with the cat graphic. You will regroup the parts of the cat graphic again and then insert the picture of the dog.

Additional Information

The graphic does not need to be ungrouped to select and modify separate parts using features on the Drawing toolbar.

- 1 Click near the cat to select the entire cat graphic.
- Choose **Grouping/Regroup** from the shortcut menu.

Another Method
You can also use **Ctrl+G** / **Regroup**.

- Open the **Zoom** drop-down menu and choose **Fit**.
- Insert the picture **pp03_Dog** from your data file location.
- Move and size the object as in Figure 3.21.

Your screen should be similar to Figure 3.21

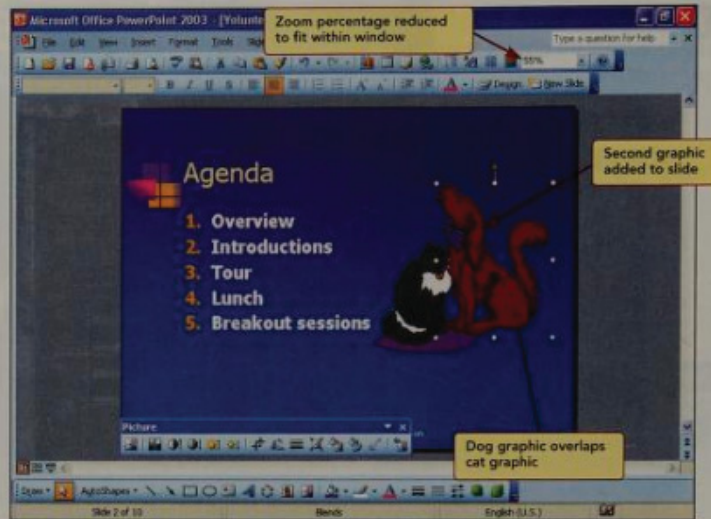


Figure 3.21

Did you notice when you moved the cat object, that all the objects in the group were identified and moved as a group? In contrast, when you moved and sized the dog object, because it has not been converted to a drawing object yet, separate parts were not identified as it was manipulated.

Changing the Stacking Order

Notice the dog graphic overlaps the cat graphic. This is because as each new object is added to a slide, it is added to a separate drawing layer that stacks on top of the previous layer.

Now you want to see if the graphic would look better if the dog object were behind the cat. To change the order of these two objects, you will send the dog object to the back of the stack.

- 1 If necessary, select the dog graphic.
- Click **Draw** and choose **Order/Send to Back**.
- Size and position the graphics as in Figure 3.22.

Additional Information

The **Bring Forward** and **Send Backward** options move the objects forward or backward in the stack one layer at a time.

Your screen should be similar to Figure 3.22

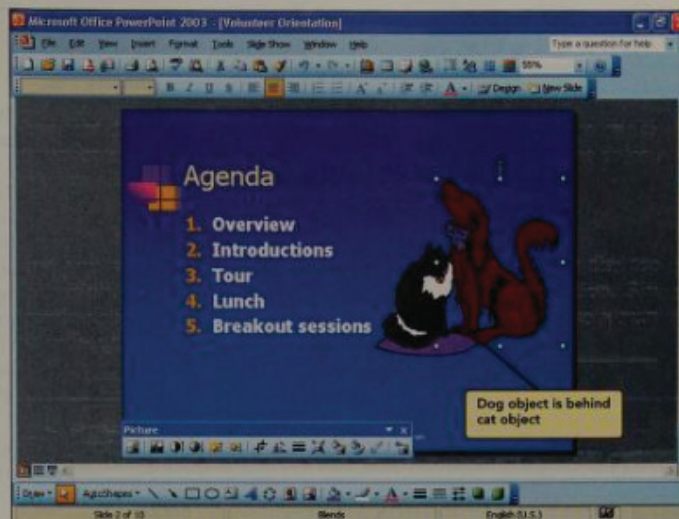


Figure 3.22

The dog is now behind the cat.

Aligning Objects

Next you want to align the dog and cat so that the bottoms of the graphics are even. Although you can position objects on your slides visually by dragging to the approximate location, you can make your slides appear more professional by using tools in PowerPoint to precisely align and position objects.

Concept 2

Object Alignment

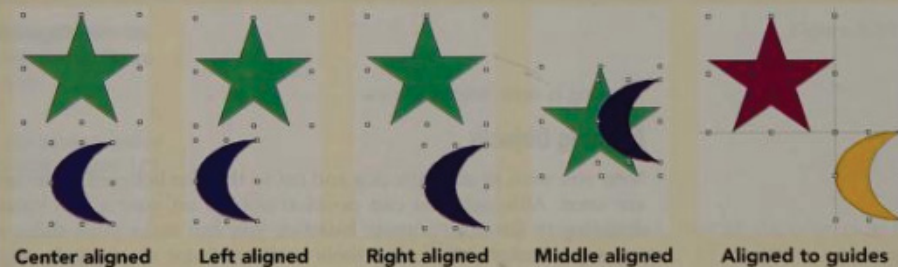
2

Object alignment refers to the position of objects relative to each other by their left, right, top, or bottom edges; or horizontally by their centers or vertically by their middles; or in relation to the entire slide.

There are several methods for aligning objects. You can align objects to a **grid**, a set of intersecting lines that form small squares on the slide. The grid is not displayed by default, but whenever you move, resize, or draw an object, the object's corners automatically "snap" to the nearest intersection of the grid. You can display the grid to help align objects more accurately. You can also snap an object to other shapes so that new objects align themselves with the pre-existing shapes. The grid lines run through the vertical and horizontal edges of other shapes, and the new shape aligns with the closest intersection of that grid.

Another way to align an object is to use a **guide**. A **guide** is a line, either vertical or horizontal, that you position on the slide. When an object is close to the guide, the object's center or corner (whichever is closer) snaps to the guide.

A third way to align objects is to other objects. For example, you can align the centers or the left edges of two objects. Using this method allows you to precisely align the edges or tops of selected shapes. At least two objects must be selected to align them.



Objects can also be aligned relative to the slide as a whole, such as to the top or side of a slide. Objects can further be arranged or distributed so that they are an equal distance from each other vertically, horizontally, or in relation to the entire slide. You must have at least three objects selected to distribute them.

You will display the slide gridlines and then evenly position the bottoms of the two graphics.

- 1 Click  Show/Hide Grid.

Another Method

The menu equivalent is **View/Grid and Guides** or click **Draw** and choose **Grid and Guides**. Then select "Display grid on screen."

Your screen should be similar to Figure 3.23

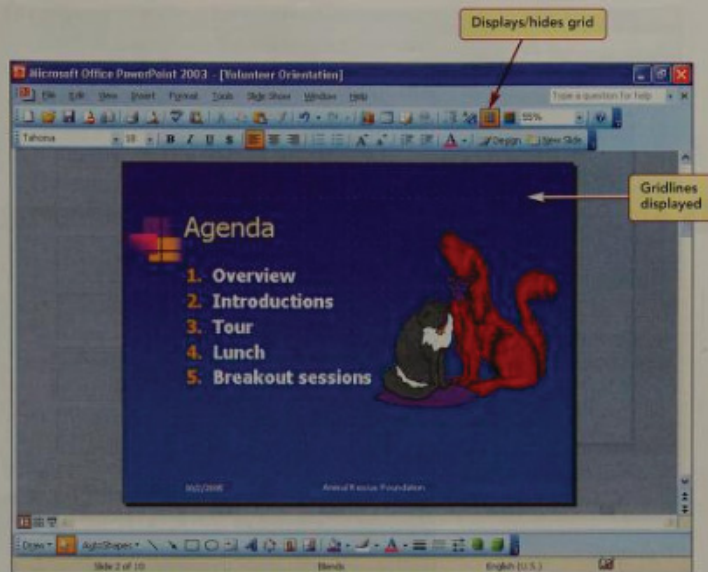


Figure 3.23

All slides in the presentation display a grid consisting of a crosshatch pattern of lines. Now you can easily align the bottom of the graphics.

- 2 Align both graphics evenly with the horizontal gridline that runs below the fifth bulleted item.

- Position the dog graphic just to the right of the cat and bring it to the front of the cat.

Additional Information

To override the snap-to settings, hold down **Alt** as you drag an object.

Your screen should be similar to Figure 3.24

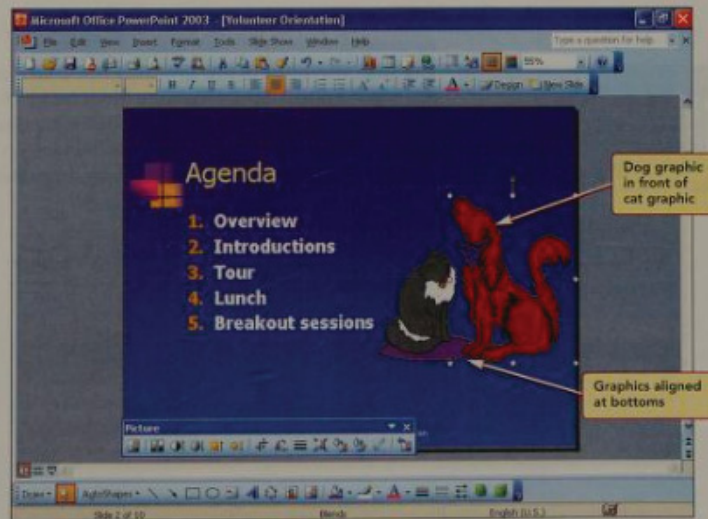


Figure 3.24

As you moved the objects, they automatically snapped to the nearest grid-line when you released the mouse button.

Grouping Objects

Now you want to combine the two graphics into one by grouping them, and then you will size them appropriately on the slide.

- 1 Select both graphics.
- Click **Draw** / **Group**.
- Size and position the graphic as in Figure 3.25.

Your screen should be similar to Figure 3.25

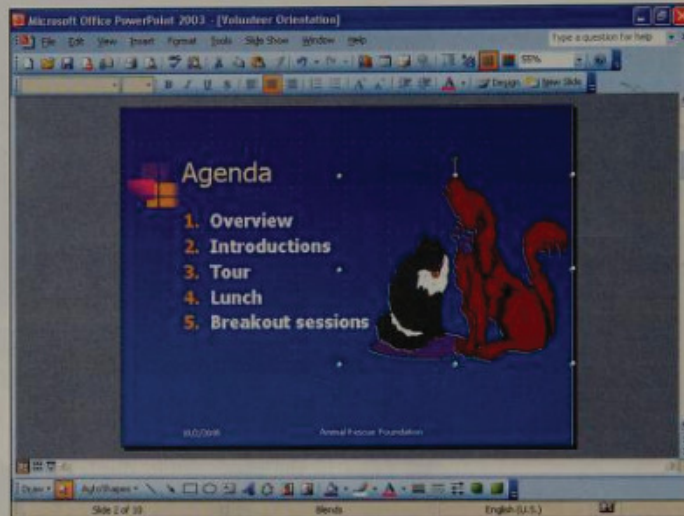


Figure 3.25

Additional Information

To select an object within a grouped object, select the group first, then click on the object you want to select.

Because the objects are grouped, they size and move as a single object. You could also change features associated with all objects in the group at once, such as changing the fill or line color of all objects. Even when objects are grouped, you can still select an object within a group and modify it individually without ungrouping the object.

Wrapping Text in an Object

Below the graphic, you decide to add a banner that welcomes the volunteers.

- 1 • Create a Curved Down Ribbon AutoShape banner below the graphic as shown in Figure 3.26.
- Change the fill color to gold.
- Right-click on the object and choose Add Text from the shortcut menu.
- Type **We're Glad You're Here!**.
- Change the font color to the same color as the pillow and apply bold.
- Click outside the AutoShape to turn off text editing.

Your screen should be similar to Figure 3.26

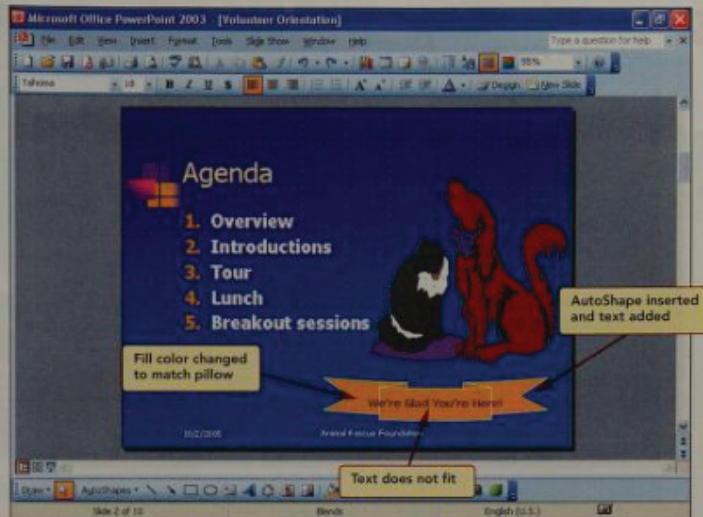


Figure 3.26

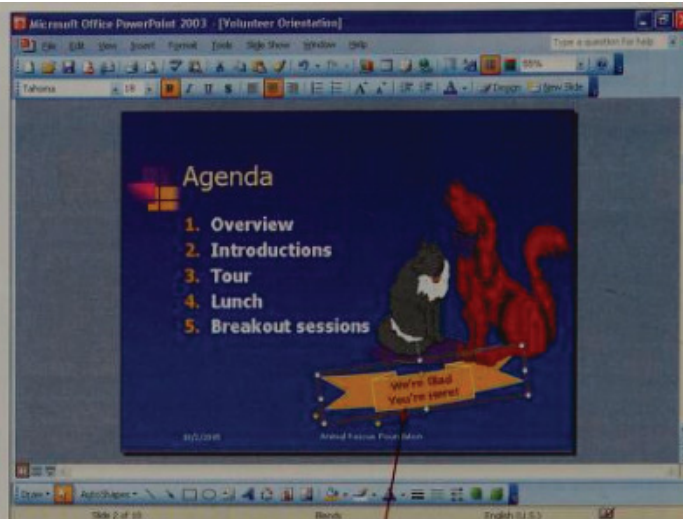
Notice that the text does not fit inside the center of the graphic. Although you could manually increase the size of the banner to fit the text, you would rather wrap the text in the AutoShape and then resize the banner to fit the text.

- 2 Choose Format AutoShape from the object's shortcut menu.

Another Method
The menu equivalent is Format/AutoShape.

- Open the Text Box tab.
- Select Word wrap text in AutoShape.
- Select Resize AutoShape to fit text.
- Click .
- Size, position, and rotate the AutoShape as shown in Figure 3.27.
- Move the AutoShape behind the animal graphic object.

Your screen should be similar to Figure 3.27



Text wrapped and banner resized, rotated, and moved to back

Figure 3.27

The text wraps to a second line and the size of the AutoShape has adjusted to fully display the two lines of text.

Centering Objects

Next you want to center the banner below the graphic. You will align the centers of the two objects and then group them into one object.

- 1 Select both the banner and the animal graphic.
- Click **Draw** and choose **Align** or **Distribute/Align Center**.

Having Trouble?

Make sure the Relative to Slide option is not selected. If it is, using Align Center will align the object with the center of the slide, not the other object.

- Group the two objects together.
- Position the grouped object as in figure 3.28.
- Click on the slide to deselect the grouped object.
- Click  to turn off the display of gridlines.
- Save the presentation.

Your screen should be similar to Figure 3.28

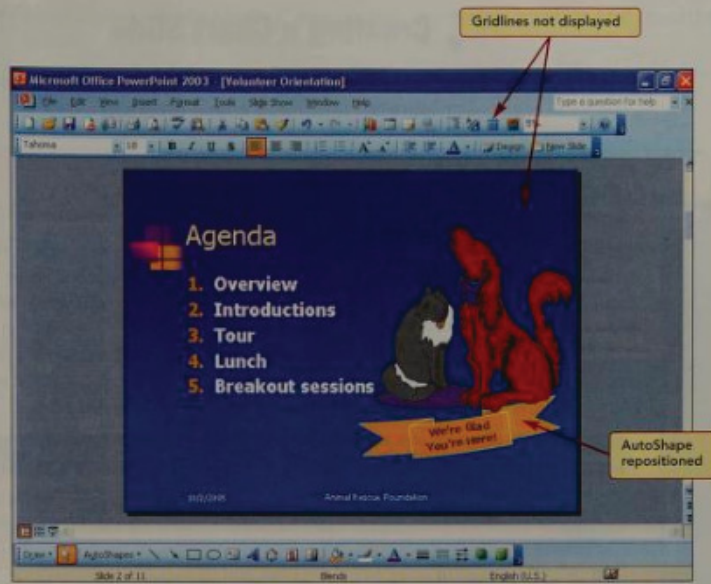


Figure 3.28

Creating a Chart Slide

The next change you want to make is to show the adoption success rate data in slide 5 as a chart rather than a table.

Concept 3

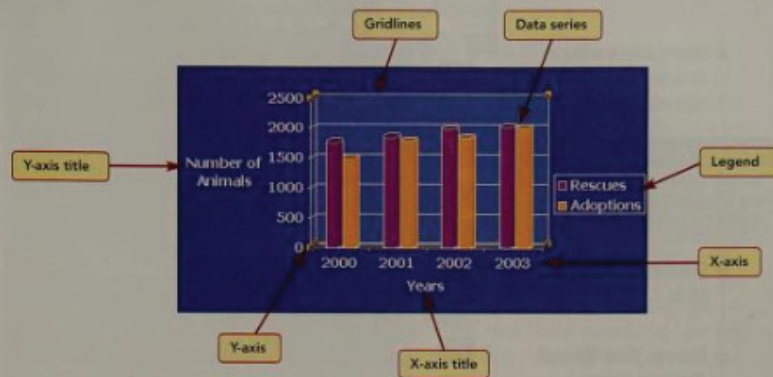
Chart

3 A chart, also called a **graph**, is a visual representation of numeric data. When you are presenting data to an audience, they will grasp the impact of your data more quickly if you present it as a chart. PowerPoint 2003 includes a separate program, Microsoft Graph, designed to help you create 14 types of charts with many different formats for each type.

Each type of chart represents the data differently and has a different purpose. It is important to select the type of chart that will provide the right emphasis to support your presentations. The basic chart types are described below.

Type of Chart	Description
Area 	Shows the relative importance of a value over time by emphasizing the area under the curve created by each data series.
Bar 	Displays categories vertically and values horizontally, placing more emphasis on comparisons and less on time. Stacked-bar charts show the relationship of individual items to a whole by stacking bars on top of one another.
Column 	Similar to a bar chart, except categories are organized horizontally and values vertically. Shows data changes over time or comparison among items.
Line 	Shows changes in data over time, emphasizing time and rate of change rather than the amount of change.
Pie 	Shows the relationship of each value in a data series to the series as a whole. Each slice of the pie represents a single value in a data series.

Most charts are made up of several basic parts as identified and described below.



Part	Description
X axis	The bottom boundary of the chart, also called the category axis , is used to label the data being charted; the label may be, for example, a point in time or a category.
Y axis	The left boundary of the chart, also called the value axis , is a numbered scale whose numbers are determined by the data used in the chart. Each line or bar in a chart represents a data value. In pie charts there are no axes. Instead, the data that is charted is displayed as slices in a circle or pie.
Data Series	Each group of related data that is plotted in a chart.
Legend	A box containing a brief description identifying the patterns or colors assigned to the data series in a chart.
Titles	Descriptive text used to explain the contents of the chart.

You will create the chart in a new slide following the slide containing the table of data on success rates. PowerPoint includes a special slide layout for charts which contains a placeholder that opens the Graph application.

- 1 Switch to Slide Sorter view.

- Insert a new slide in Title and Chart slide layout after slide 6.

Another Method

You can also use Insert/Chart or click  to add a chart object to a slide.

- Double-click on slide 7.
- Choose View/Normal (Restore Panes).
- If necessary, display the Slides tab.

Your screen should be similar to Figure 3.29

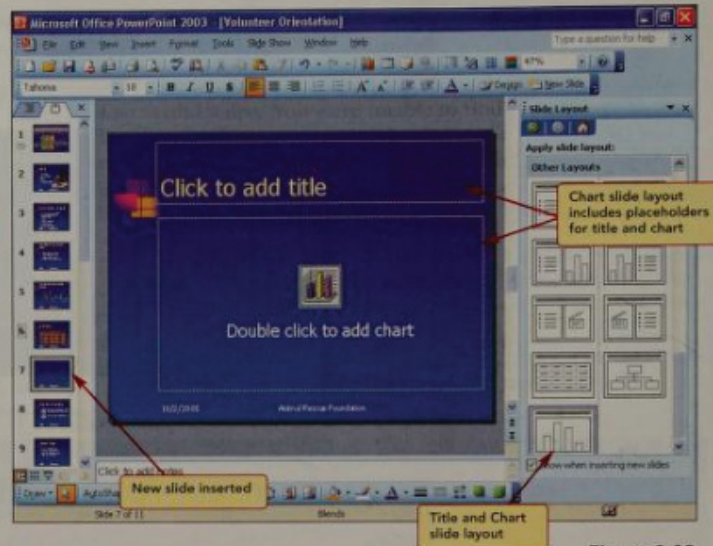


Figure 3.29

Copying Data to the Office Clipboard

The chart slide layout includes a placeholder for the title and another placeholder for the chart. When you double-click on the chart placeholder, the Microsoft Graph application will open and you will be asked to enter the data you want to chart. Because this data is already contained in the table in slide 6, you will copy the data from the table into the chart. You will also copy the title text from slide 6 into the chart slide. You could copy and paste the selections one after the other, or you can use the Office Clipboard to collect multiple items and paste them as needed.

Concept 4

Collect and Paste

- 4 The collect and paste feature is used to store multiple copied items in the Office Clipboard and then paste one or more of the items into another location or document. For example, you could copy a chart from Excel and a paragraph from Word, then switch to PowerPoint and copy the two stored items into a slide in one easy step. This saves you from having to switch back and forth between documents and applications multiple times.

The Office Clipboard and the system Clipboard are similar, but separate, features. The major difference is that the Office Clipboard can hold up to 24 items, whereas the system Clipboard holds only a single item. The last item you copy to the Office Clipboard is always copied to the system Clipboard. When you use the Office Clipboard, you can select from the stored items to paste in any order.

The Office Clipboard is available in all Office 2003 applications, and is accessed through the Clipboard task pane. Once the Clipboard task pane is opened, it is available for use in any program, including non-Office programs. In some programs where the Cut, Copy, and Paste commands are not available, or in non-Office programs, the Clipboard task pane is not visible but it is still operational. You can copy from any program that provides copy and cut capabilities, but you can only paste into Word, Excel, Access, PowerPoint, and Outlook.

First you will copy the slide title text from slide 6 to the Office Clipboard.

- 1 Click **Slide Sorter** to open the drop-down list and select **Clipboard**.

Another Method
The menu equivalent is **Edit/Office Clipboard**.

- If necessary, click **Clear All** to empty the Office Clipboard contents.
- Display slide 6.
- Select the title text.
- Click **Copy** (on the Standard toolbar).

Your screen should be similar to Figure 3.30

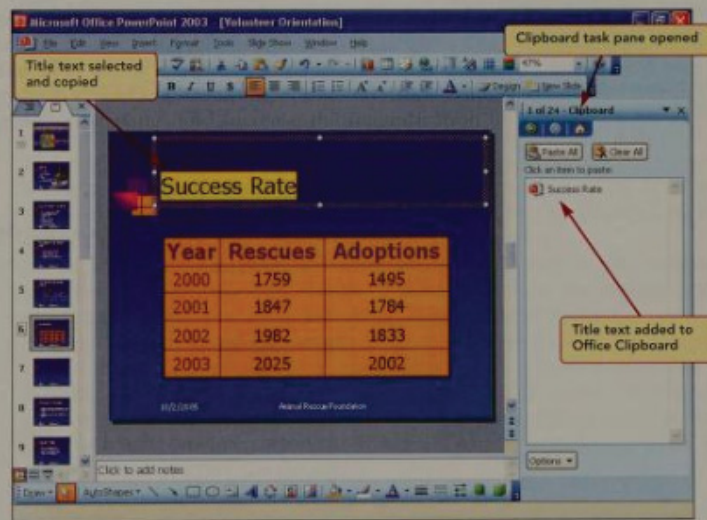


Figure 3.30

The Clipboard task pane displays a PowerPoint icon representing the copied item and the first few lines of the copied selection. Next you will copy the contents of the table into the Office Clipboard. As items are copied, they are added sequentially to the Office Clipboard with the last copied item at the top of the list.

- 2 Drag to select the entire contents of the table.
- Click  Copy.

Your screen should be similar to Figure 3.31

Additional Information

The Office Clipboard is automatically activated if you copy or cut two different items consecutively in the same program; if you copy one item, paste the item and then copy another item in the same program; or if you copy one item twice in succession.

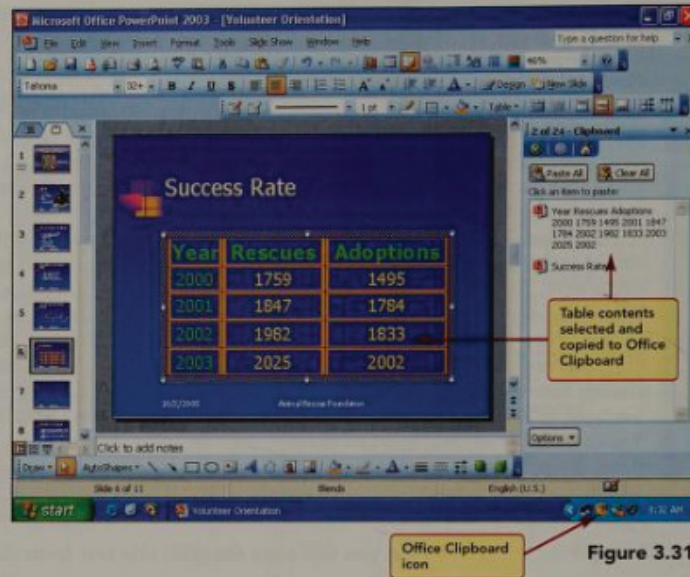


Figure 3.31

The Office Clipboard now contains two PowerPoint document icons, one for each copied item. The  Office Clipboard icon appears in the taskbar to show that the Clipboard is active. Also, as the selection is copied, the taskbar briefly displays a ScreenTip indicating that 1 out of a possible 24 items was collected.

Specifying the Chart Data

Now you are ready to start the Microsoft Graph application and use the table data to create the chart.

- 1 Display slide 7.
- Close the Tabs pane.
- Double-click  in the placeholder.
- If necessary, display the toolbar on two rows.

Your screen should be similar to Figure 3.32

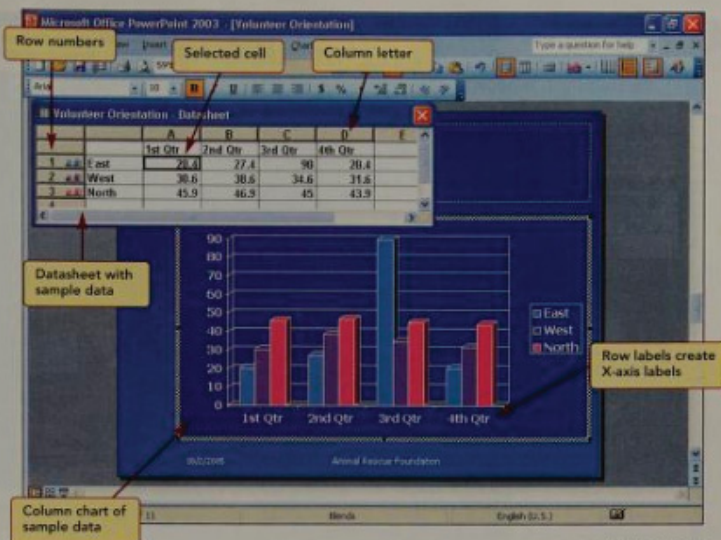


Figure 3.32

The Microsoft Graph program is activated and a column chart using the sample data from the datasheet is displayed in the slide. In addition, a datasheet containing sample data is displayed in the Datasheet window. A **datasheet** is a table consisting of rows and columns. As in a table, the intersection of a row and column creates a cell in which text or data is entered. Notice that the datasheet displays the column letters A through E and row numbers 1 through 4. Each cell has a unique name consisting of a column letter followed by a row number. For example, cell A1 is the intersection of column A and row 1. The cell that is surrounded by the border is the selected cell and is the cell you can work in.

In addition to displaying sample data, the datasheet also contains placeholders for the column labels, which are used as the legend in the chart, and for the row labels, which are used as X-axis labels.

You need to replace the sample data in the datasheet with the data you copied from slide 6. Unfortunately, because the Graph application is running, the Clipboard task pane is not displayed. However, because the table data was the last item copied to the Clipboard, you can simply click  Paste in the Standard toolbar to insert the last copied figure from the system Clipboard into the datasheet.

- 2 Click in the gray cell in the top left corner of the Datasheet window to select the entire datasheet.

Click  Paste.

- Click in response to the advisory dialog box.

Your screen should be similar to Figure 3.33

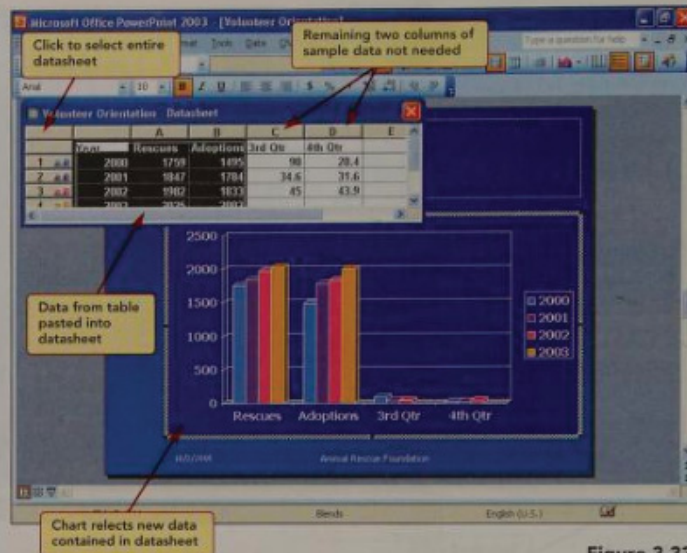


Figure 3.33

The datasheet is updated and displays the data from the table. The chart also reflects the change in data. Finally, you need to remove the remaining two columns of sample data.

- 3 Drag over the column letters C and D to select both columns.

Press .

Your screen should be similar to Figure 3.34

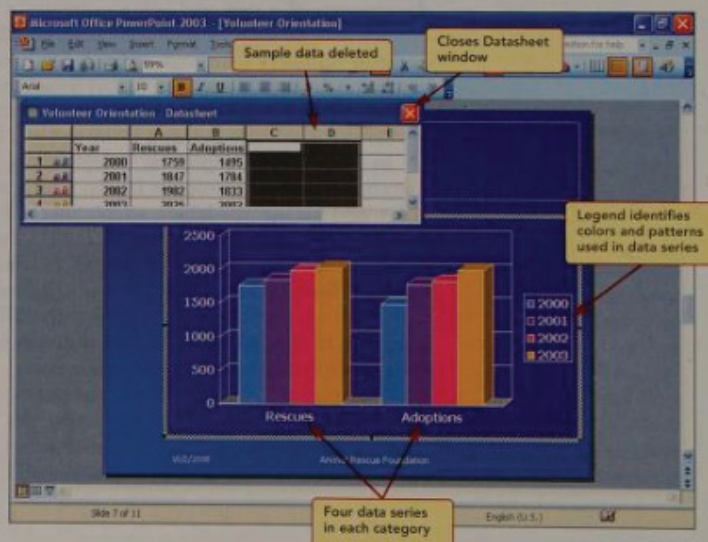


Figure 3.34

Each data series has a unique color or pattern assigned to it to identify the different series. The legend identifies the color or pattern associated with

each data series. As you can see, the values and text in the chart are directly linked to the datasheet, and any changes you make in the datasheet are automatically reflected in the chart.

- 4 Close the Datasheet window.
- Another Method**
- You can also click  View Datasheet to hide and display the Datasheet window at any time.
- Click on the slide outside the chart.
- Your screen should be similar to Figure 3.35*

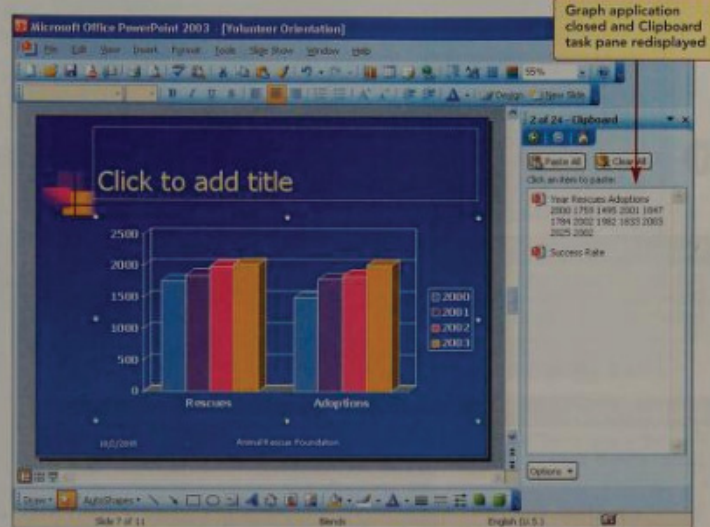


Figure 3.35

The Graph application is closed, and because the PowerPoint application is active again, the Office Clipboard task pane is displayed. Before modifying the chart, you will copy the title from the Office Clipboard into the slide.

- 5 Click in the chart title placeholder.
 - Click on the Success Rate icon in the Clipboard task pane.
 - Click  Clear All to clear the contents of the Office Clipboard.
 - Close the Clipboard task pane.
- Your screen should be similar to Figure 3.36*

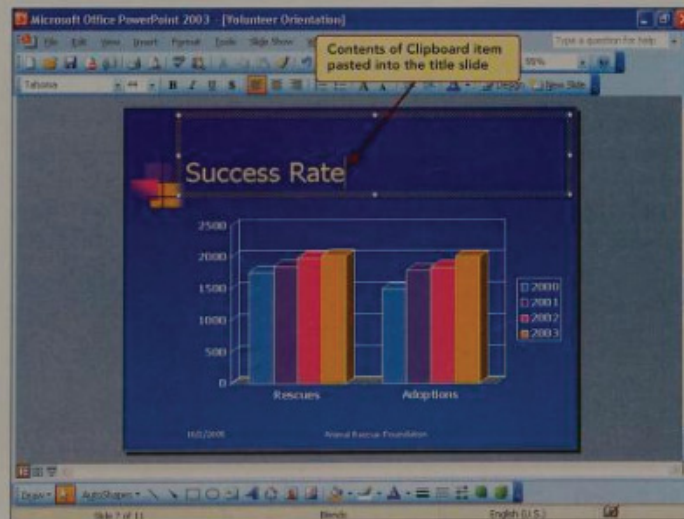


Figure 3.36

The contents of the first copied item are pasted from the Office Clipboard into the title of the slide.

Modifying Chart Data

As you look at the chart, you decide you want to change it so that the data is displayed based on the columns of data (years), not the rows of data (Rescue and Adoption categories), which is the default. To modify the chart, you need to activate the Graph application again. Then you can use the features on the Graph menu and toolbar to edit the chart.

- 1 Double-click the chart object to open it for editing.

Another Method
You can also use Chart Object/Edit from the chart objects shortcut menu.

- Click  By Column.

Another Method
The menu equivalent is Data/Series in Columns.

Your screen should be similar to Figure 3.37

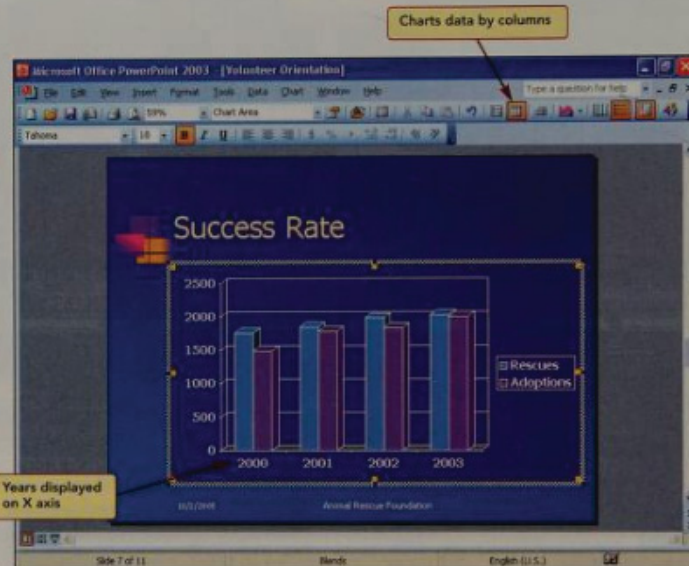


Figure 3.37

The years are now displayed along the X axis. The chart now shows the increasing success rate for adoptions and rescues over time more clearly.

Adding Axis Titles

Next you want to add labels along the axes to clarify the information in the chart.

- 1 Choose **Chart/Chart Options**.
If necessary, open the **Titles** tab.

Your screen should be similar to Figure 3.38

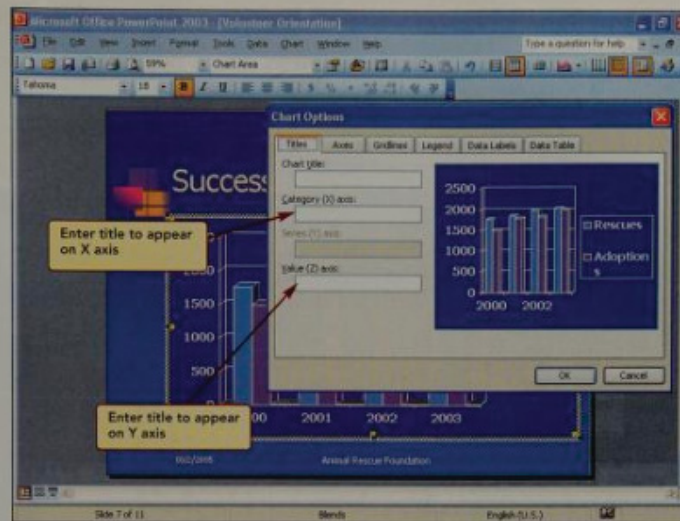


Figure 3.38

The Chart Options dialog box is used to add features to a chart, including titles, legends, and gridlines, that make it easier to understand the data in the chart. You will add titles along the two axis lines.

- 2 Type **Years** in the **Category (X) Axis** text box.
Type **Number of Animals** in the **Value (Z) Axis** text box.

Additional Information
Because this is a three-dimensional chart, a Z axis is used to display the values.

Click **OK**.

Your screen should be similar to Figure 3.39

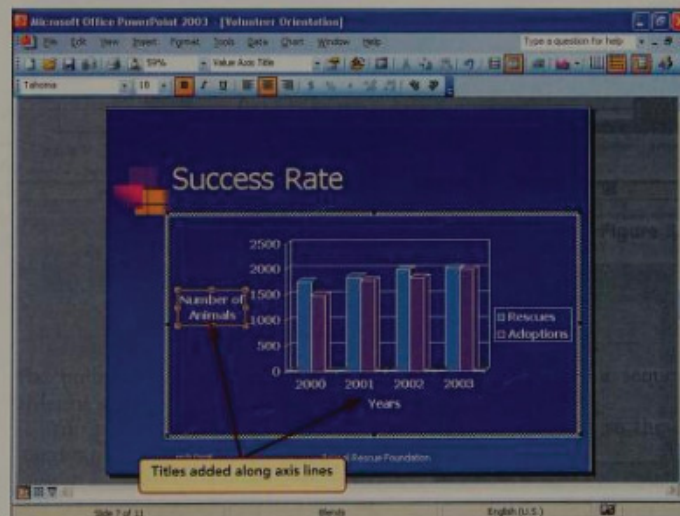


Figure 3.39

The labels you entered appear along the appropriate axes.

Changing Chart Formats

Next you want to change the color and appearance of the data series to give them more visual interest.

1 Click on any one of the Adoptions (purple) columns to select all the columns for that data series.

Click  **Format Data Series**.

Another Method

The menu equivalent is **Format/Selected Data Series**, and the keyboard equivalent is **Ctrl + 1**. You can also double-click the chart element or choose **Format Data Series** from the shortcut menu.

If necessary, open the **Patterns** tab.

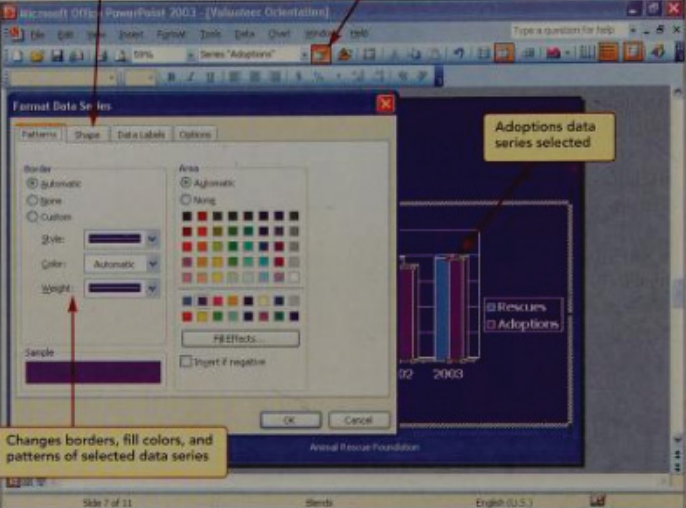


Figure 3.40

Your screen should be similar to Figure 3.40

The **Format Data Series** dialog box is used to modify the appearance of the selected data series. The default chart colors are colors associated with the presentation design template. You want to change the color and shape of the bars. From the **Patterns** tab, you can select different borders and fill colors and patterns. The **Shape** tab is used to select different chart series shapes. You will change the color to gold and the shape to a cylinder.

- 2 From the Area color palette, select a dark gold color.
- Open the Shape tab.
- Select the cylinder shape, 4.
- Click .
- Deselect the data series.

Your screen should be similar to Figure 3.41

Additional Information

You can also change other elements of the chart, such as the background and text color, gridlines, and scale.

- 3 Change the Rescues data series in the same way, using a color of your choice and the same cylinder shape.

Your screen should be similar to Figure 3.42

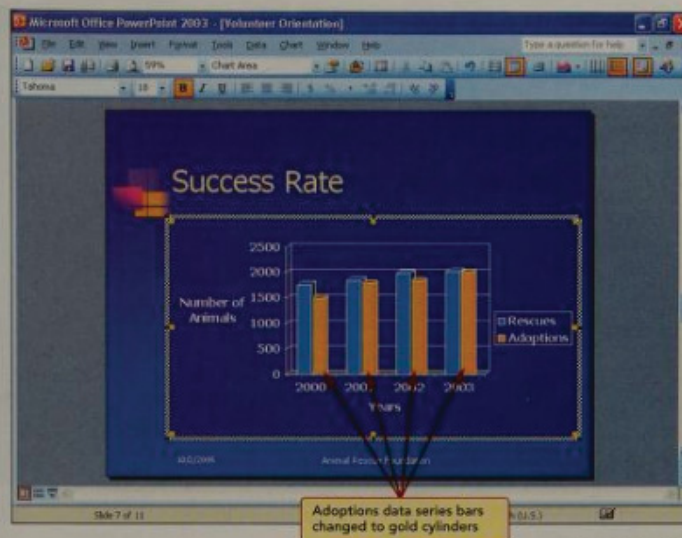


Figure 3.41

The four Adoptions data series bars have changed to a dark gold cylinder shape.

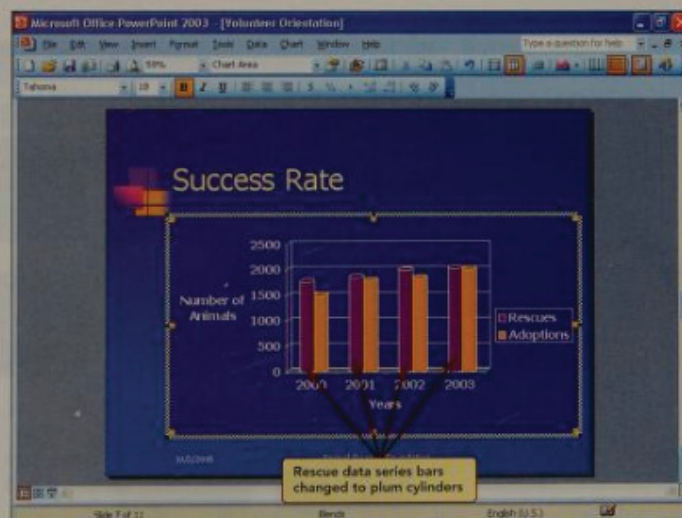


Figure 3.42

Next you want to add color to the chart walls.

- 4 Double-click on the background behind the data series.

Additional Information

The mouse pointer displays "Walls" in a ScreenTip.

- Select a lighter blue color from the Area color palette.

- Click .

Your screen should be similar to Figure 3.43

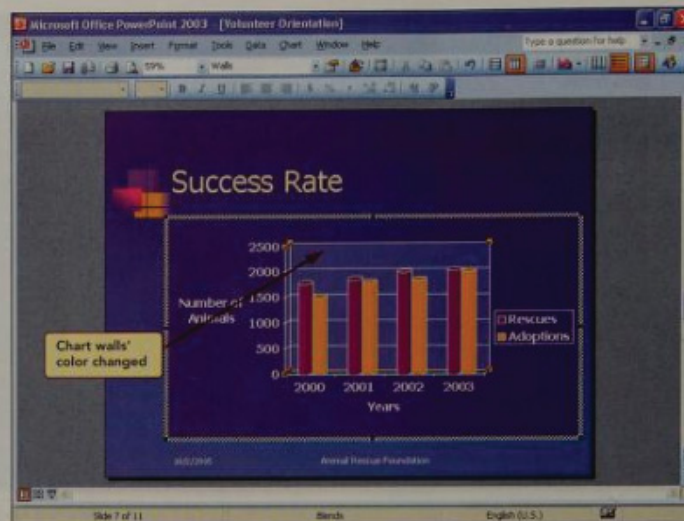


Figure 3.43

The chart is now much more attractive and more meaningful. Now that the success rate is represented in a chart, you decide to delete the slide containing the same information in table layout.

- 5 Click outside the chart to close the Graph application.

- Switch to Slide Sorter view.

- Delete slide 6.

- Save the presentation.

Your screen should be similar to Figure 3.44

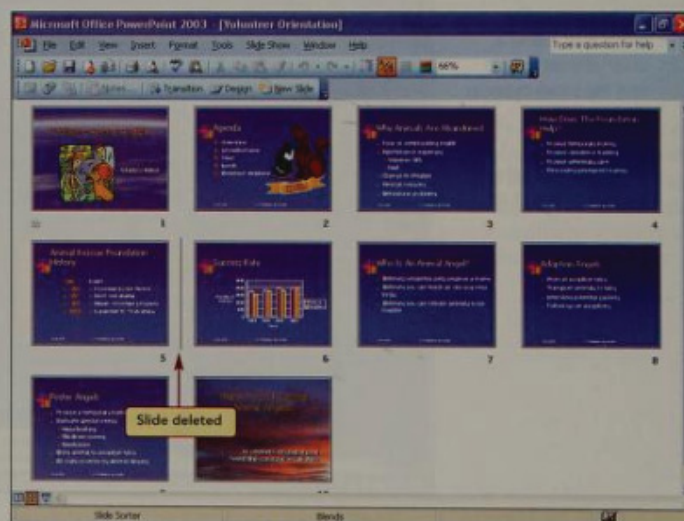


Figure 3.44

Creating an Organization Chart

To provide the volunteers with an overview of the structure of the Animal Rescue Foundation organization, you want to include an organization chart in the presentation.

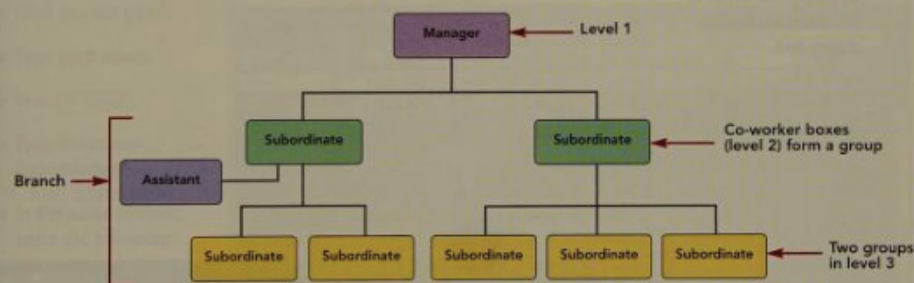
Concept 5

Organization Chart

5 An organization chart is a map of a group, which usually includes people, but can include any items that have a hierarchical relationship. A hierarchy shows ranking, such as reporting structures within a department in a business. PowerPoint 2003 includes a separate application called Microsoft Organization Chart that is designed to help you quickly create organization charts.

There are several different styles of organization charts from which you can choose, depending on how you would like to display the hierarchy and how much room you have on your slide. A basic organization chart is shown below. All organization charts consist of different levels that represent the hierarchy. A level is all the boxes at the same hierarchical position regardless of the boxes each reports to. The topmost box in the organization chart is at level 1. All boxes that report directly to it are at level 2. Those boxes reporting to a level 2 box are at level 3, and so forth. An organization chart can have up to 50 levels.

The manager box is the top-level box of a group. Subordinate boxes report to the manager box. Co-worker boxes are boxes that have the same manager. Co-workers form a group. A group consists of all the boxes reporting to the same manager, excluding assistant boxes. Assistant boxes represent administrative or managerial assistants to a manager. A branch is a box and all the boxes that report to it.



You will add a new slide following slide 4 to display the organization chart. Just as when creating a chart of data, there is a special slide layout for organization charts with a placeholder that opens the Organization Chart application.

- 1 Insert a new slide after slide 4 using the Title and Diagram or Organization Chart slide layout.
- Close the Slide Layout task pane.
- Double-click slide 5.
- Double-click  in the organization chart placeholder.
- Double-click  Organization Chart in the Diagram Gallery dialog box.

Your screen should be similar to Figure 3.45

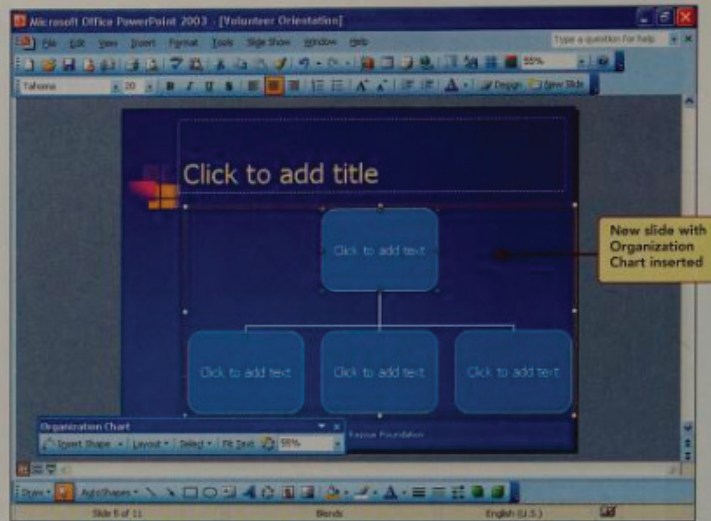
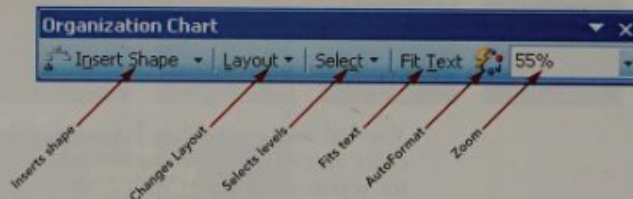


Figure 3.45

The Organization Chart toolbar contains the commands and tools to create and edit the organization chart.



When you create a new organization chart, a chart containing four boxes (the default) is displayed. To enter information into a box, you type over the placeholder text. The top box in the organization chart is already selected. You will enter the name of the director of the Animal Rescue Foundation in the top-level box. You will also increase the zoom to make it easier to see the text in the boxes.

2. Increase the zoom to 75%.
- Type **Sam Johnson**.
- Press **Enter**.
- Type **Director**.
- Click on the organization chart background.

Your screen should be similar to Figure 3.46

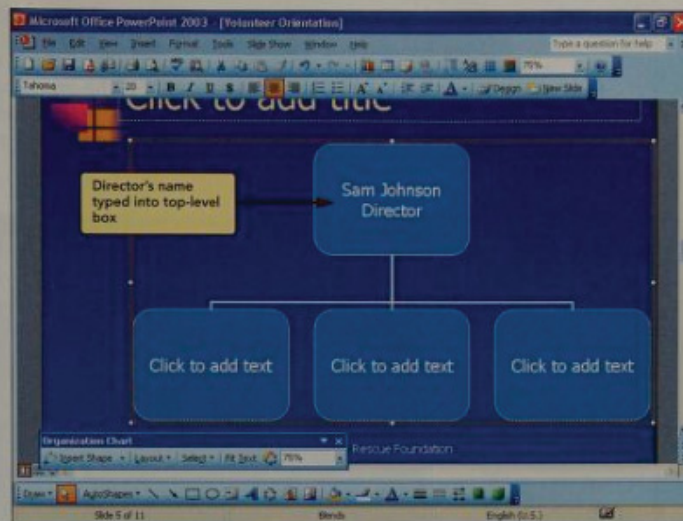


Figure 3.46

Next, you will add text to the other boxes. As you do, because some of the entries are too large to fit in the box, they will overlap. To fix this, you will size the text to fit within the box.

3. Click the left box.
- Type **your name**.
- Press **Enter**.
- Type **Volunteer Coordinator**.
- In the same manner, enter the following information in the other two boxes:
**Fred Samuels
Communications
Administrator**
**Mary Munson
Fund Raising**
- Click **Fit Text**.

Your screen should be similar to Figure 3.47

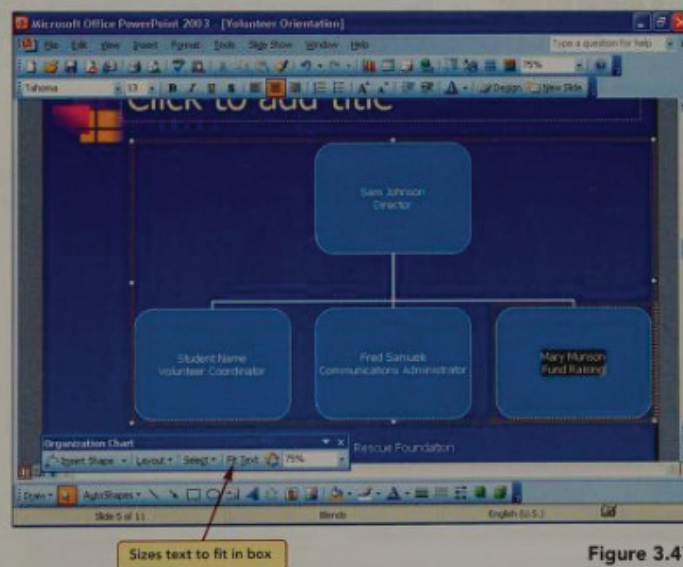


Figure 3.47

The font size of the text was reduced in all the boxes to the size needed to display the largest entry in the boxes.

Adding Boxes

Since this orientation is for volunteers, you are going to expand only the Volunteer Coordinator section of the organization chart. To add a box, you first select the type of box to add and then select the box to link it to. You will add two subordinate boxes for the two people who report directly to you.

- 1 Click the Volunteer Coordinator box.
- Open the **Insert Shape** drop-down menu and select **Subordinate**.
- Click the new subordinate box.
- Type **Martin Crane**.
- Press **Enter**.
- Type **Foster Angels**.
- Click on the chart background.

Your screen should be similar to Figure 3.48

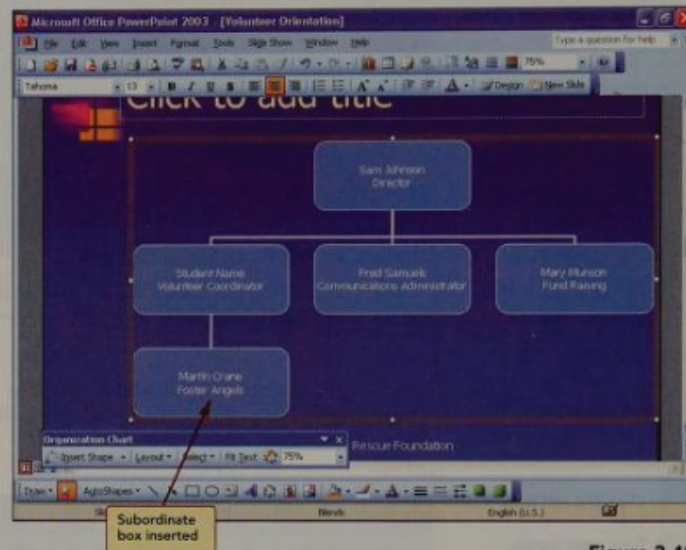


Figure 3.48

The new box appears in the same color background as the existing boxes. Next you will add a co-worker box next to Martin Crane.

- 2 Click on Martin Crane's box.
- Open the **Insert Shape** drop-down menu and select **Coworker**.
- Click the new co-worker box.
- Type **Peg Ludwig**.
- Press **Enter**.
- Type **Adoption Angels**.
- Click on the chart background.

Your screen should be similar to Figure 3.49

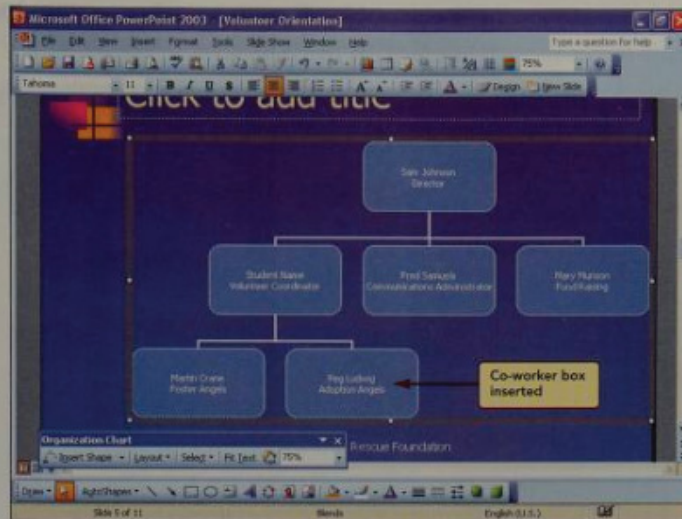


Figure 3.49

Enhancing the Organization Chart

To make the organization chart more interesting, you decide to change the appearance of the boxes, text, and lines. You could select each element individually and make changes, but PowerPoint includes an AutoFormat option that provides prepackaged styles.

- 1 Click **AutoFormat**.

Your screen should be similar to Figure 3.50

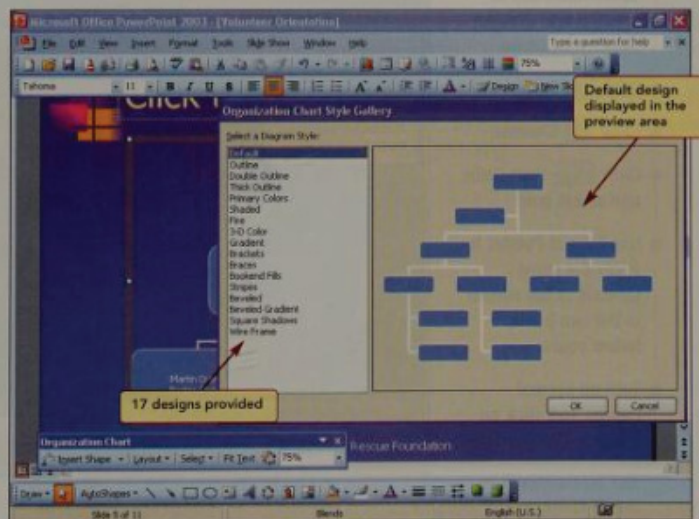


Figure 3.50

From the Organization Chart Style Gallery dialog box, you can select from 17 designs. The selected design, Default, is displayed in the preview area.

- 2 Select several diagram styles and preview the samples.

- Choose Bookend Fills.

- Click .

Your screen should be similar to Figure 3.51

Bookend Fills design applied

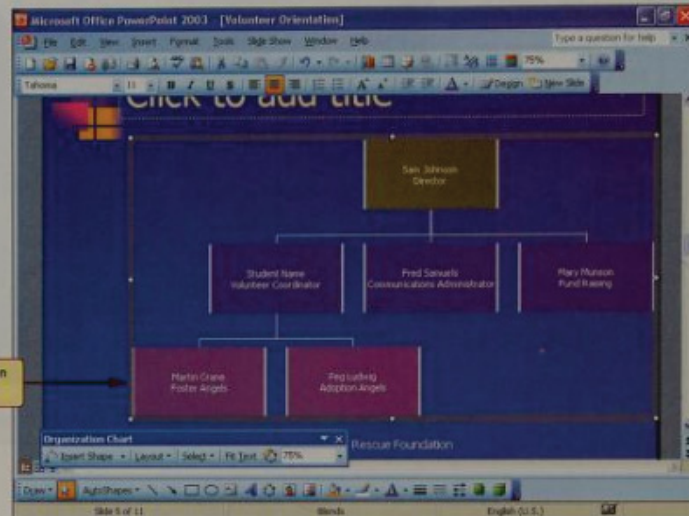


Figure 3.51

The final enhancement is to make the Volunteer branch of the organization chart stand out, so you decide to color and bold the names in the boxes.

- 3 Click on the Volunteer Coordinator box to select it and drag to select your name.

- Click Bold.

- Click Shadow.

- Click Font Color and select gold.

- Use Format Painter to apply the same formats to the names in the two boxes below yours.

- Turn off Format Painter and click on the chart background.

Your screen should be similar to Figure 3.52

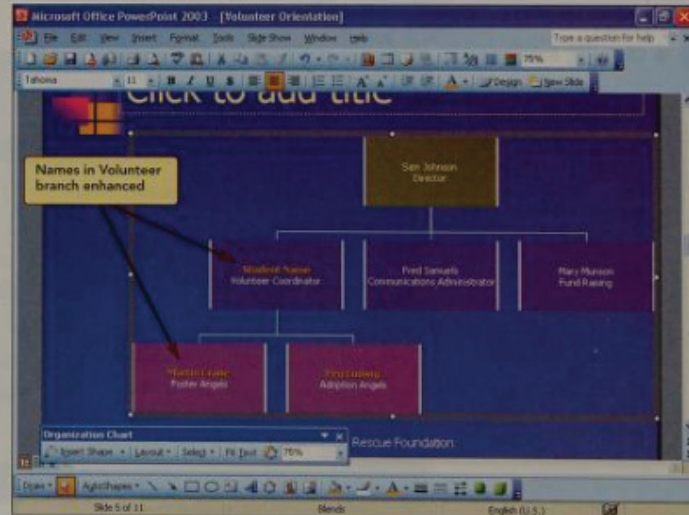


Figure 3.52

Changing the Organization Chart Layout

You also decide to add to the chart the names of the volunteer assistants who work for the coordinators.

- 1 Add two subordinate boxes under Martin Crane and enter the names **Susan Allison** and **Maria Garcia**.

Additional Information

Clicking **Insert > New Subordinate** will insert the default shape of Subordinate.

- In a similar manner, under Peg Ludwig add two subordinate boxes and enter the names **Jamul Johnson** and **Kaye Benjamin**.
- Change the font color to gold and bold in the new boxes.

Your screen should be similar to Figure 3.53

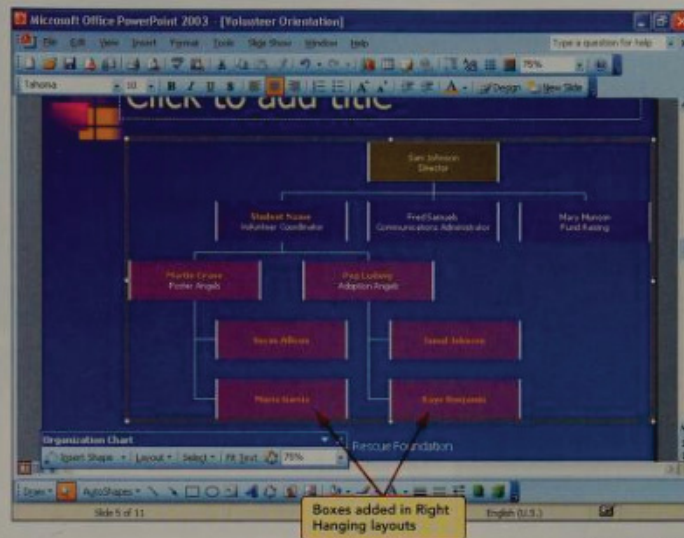


Figure 3.53

PowerPoint automatically adds the new subordinate boxes in a Right Hanging layout. You want to change the arrangement of the boxes. You can change the arrangement of the entire organization chart or only selected levels. You will rearrange the co-worker boxes to appear in the Standard layout to match the rest of the chart. To change a level, select the level above the level whose layout you want to change.

- 2 Click the box for Martin Crane.
- Open the **Layout** drop-down menu and choose **Standard**.
- In a similar manner, change the layout for the boxes beneath Peg Ludwig.
- Click on the slide background.
- Return the zoom to Fit.

Your screen should be similar to Figure 3.54

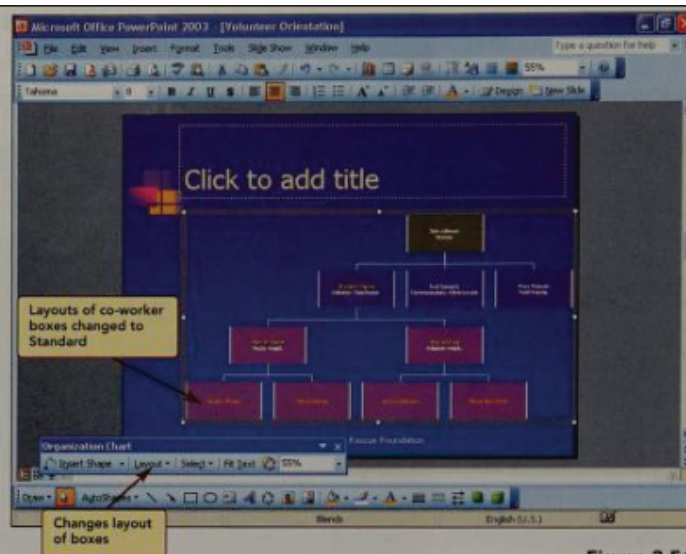


Figure 3.54

Additional Information

You can click on the chart to reopen the Organization Chart application to further modify the chart at any time.

The last step is to add the title.

- 3 Type **Who's Who** as the slide title.
- Save the presentation.
- Choose **View/Normal** (Restore Panes).

Your screen should be similar to Figure 3.55

- 4 To see how all the changes you have made to the presentation look, run the presentation beginning with slide 1.
- Print the presentation as handouts in portrait orientation, six per page.

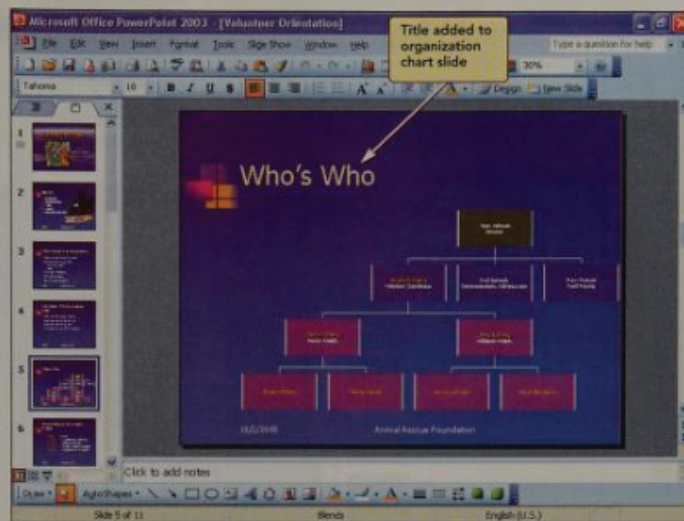
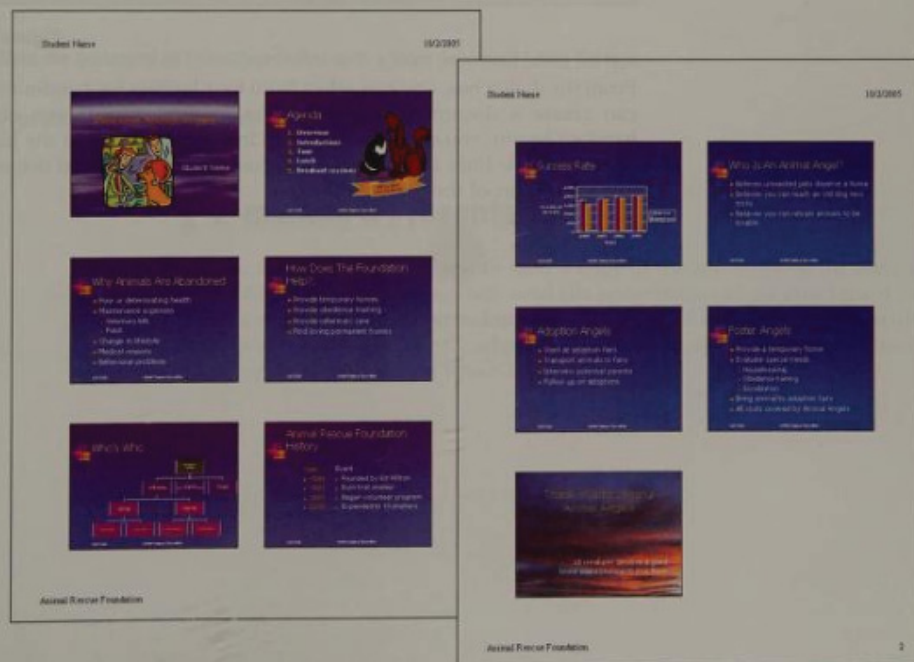


Figure 3.55

Your handouts will be similar to those shown here.



Exporting a Presentation Outline to Word

Now that the presentation is nearly complete, you need to send a copy of the text portion of the presentation to the director for approval. To do this quickly, you can save the text of the presentation to a text file.

- 1 Choose **File/Send to/Microsoft Office Word**.

Your screen should be similar to Figure 3.56

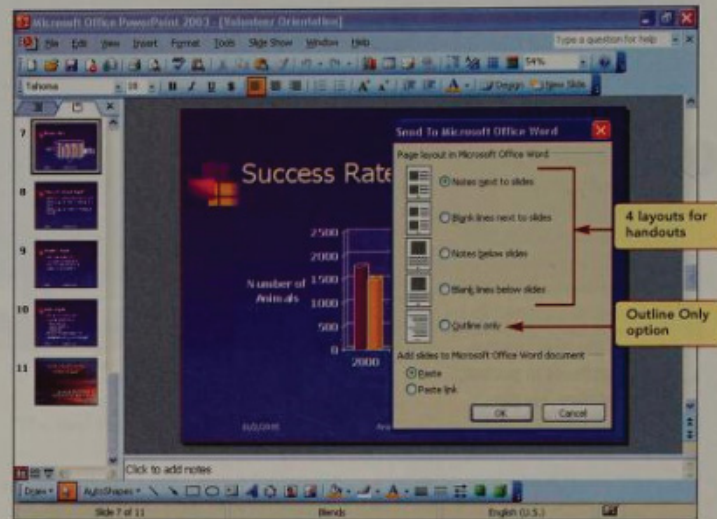


Figure 3.56

From the dialog box, you can select from four layouts for handouts, or you can create a document containing the outline only. If you choose a handout layout, you can also choose to include the slides in the handouts or just provide links to the slides. You want to create a Word document of just the outline of the presentation.

2 Select **Outline Only**.

Click .

Your screen should be similar to Figure 3.57

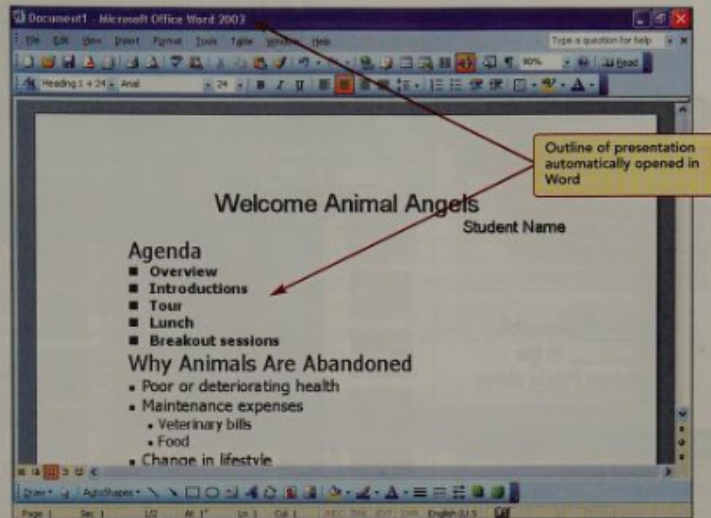


Figure 3.57

Word opens and displays the outline for the presentation.

3 Scroll through the document to review the outline.

Save the document as **Orientation Outline** with a Word document (.doc) file type.

Print the outline and exit Word.

E-mailing a Presentation

The director has asked you to send a copy of the presentation for review by e-mail. To do this, you will send the presentation as an attachment to an e-mail message. An **attachment** is a copy of a file that is included with an e-mail message. The attached file can then be opened by the recipient using the application in which it was created.

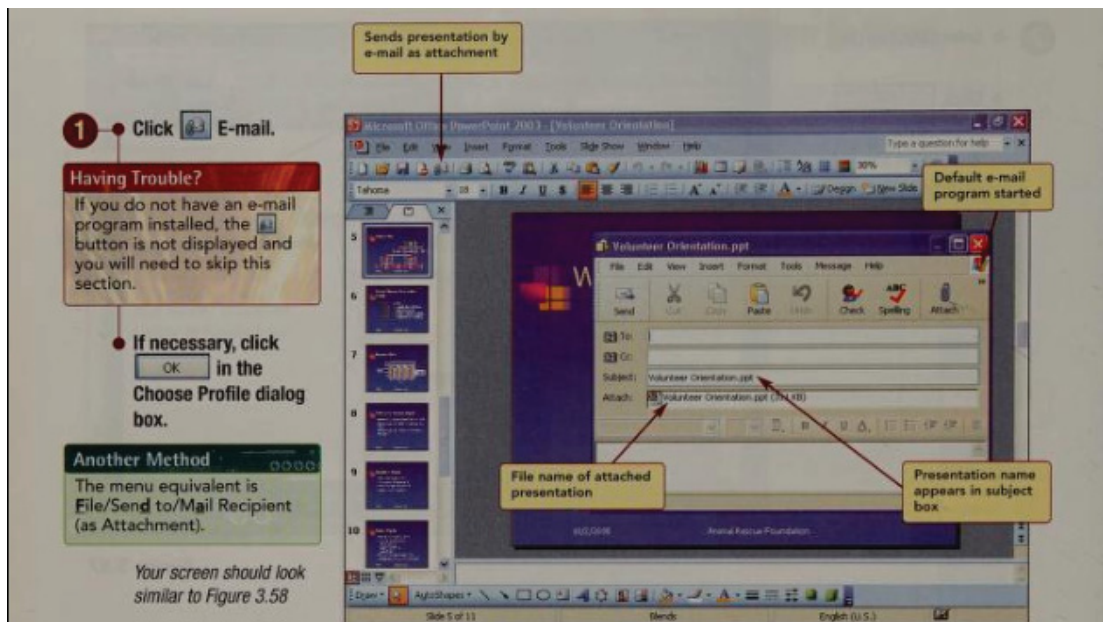


Figure 3.58

Having Trouble?

If your default e-mail program is other than Outlook Express, your e-mail window will look slightly different.

Additional Information

To send an e-mail message to multiple recipients, separate the e-mail addresses with semicolons.

The default e-mail program on your system is started, and a new message window is displayed.

You need to specify the recipient's e-mail address, the e-mail address of anyone you want to send a courtesy copy of this message to (CC:), and the subject and body of the message. You can use the toolbar buttons to select recipient names from your e-mail address book, attach a file to the message, set the message priority (high, normal, or low priority), include a follow-up message flag, and set other e-mail options. The file name of the presentation appears in the Subject box. The Attach box also displays the file name of the presentation file that will be sent with the e-mail message.

- 2 Enter the e-mail address of the person you want to send the message to in the To box.

Additional Information

Your instructor will provide the e-mail address to use. For example, if you have a personal e-mail address, your instructor may want you to use it for this exercise.

- Enter the following in the message text area: **Attached is the presentation I have been working on for the new volunteer orientation meeting. Please let me know if you have any suggestions..**

- Press **Enter** twice and type your name.

Your screen should look similar to Figure 3.59

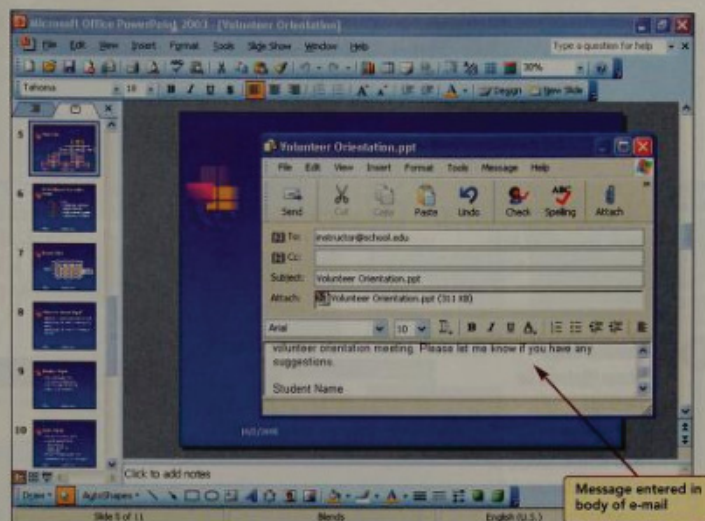


Figure 3.59

You are now ready to send the e-mail message. If you have an Internet connection, you could click  to send the e-mail message. Instead, you will save it to be sent at a later time.

- 3 Choose **File/Save As** and save the message as **Volunteer Presentation** to the location where you save your files.
- Close the e-mail window.
- If necessary, click  in response to the prompt to send the message.

When the message is sent, the recipient can open the attachment and view the presentation using PowerPoint.

Delivering Presentations

Typically presentations are delivered by connecting a computer to a projector to display the slides on a large screen. Before delivering a presentation, it is important to rehearse it so that you are well prepared and at ease with both the equipment and the materials. It is best to rehearse in a setting as close as possible to the real situation with a small

audience who will give you honest feedback. Since most presentations are allotted a set amount of time, as part of the rehearsal you may also want to keep track of the time spent on each slide and the total time of the presentation.

Rehearsing Timing

To help with this aspect of the presentation, PowerPoint includes a timing feature that records the length of time spent on each slide and the total presentation time while you are rehearsing. If the presentation runs either too long or too short, you can quickly see which slides you are spending too much or too little time on and adjust the presentation accordingly.

Additional Information

If your computer has a microphone, you could even record your narration using Slide Show/Record Narration.

- 1 Choose Slide Show/Rehearse Timings.

Your screen should be similar to Figure 3.60



Figure 3.60

The Rehearsal toolbar appears and starts a clock to time your delivery. The  button advances to the next step in the show and the  will pause the timing. You can also return to the previous slide to repeat the rehearsal and apply new timings to the slide using the  button on the toolbar.

Normally you would read your narration aloud while you rehearse the timing. For this exercise, think about what you would say for each slide. The toolbar will record the time for each slide. When you reach the end of the presentation, a message box displays the total time for the presentation.

- 2 Advance through the slide show as you would during the actual presentation.
- Click to keep the slide timings.
- Save the presentation.

Your screen should be similar to Figure 3.61

Timing for each slide

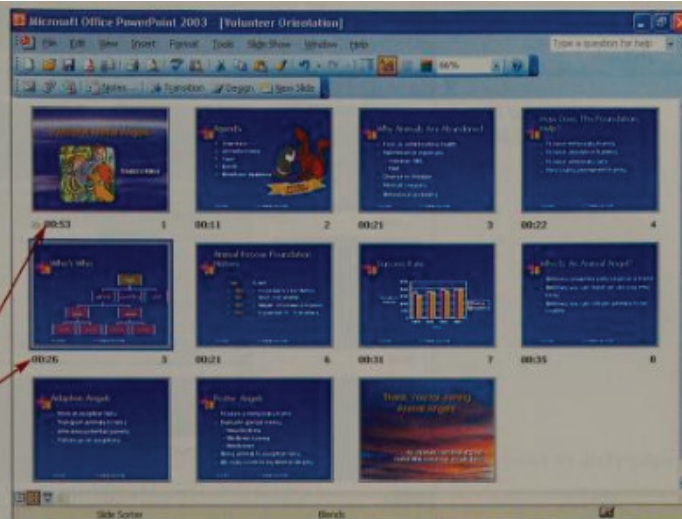


Figure 3.61

The presentation is displayed in Slide Sorter view, showing the timing for each slide. Now that you can see the individual timings, you can easily see where you are spending too little or too much time.

You can also preset timings for each slide, and the slides will be advanced automatically for you during the presentation. To turn on this feature use **Slide Show/Set Up Show** and select the **Using Timings** option to advance slides.

Packaging Presentations for a CD

Finally, you are going to use the Package for CD feature to create an archive folder of your presentations. The Package for CD feature allows you to package your presentations and all of the supporting files to a folder, which can be copied to a CD. Viewers can then automatically run your presentations from the CD. The updated Microsoft Office PowerPoint Viewer is included on the CD so the viewer does not have to have PowerPoint installed on their PC to view your presentation.

- 1 Choose **File/Package for CD**.

Your screen should be similar to Figure 3.62

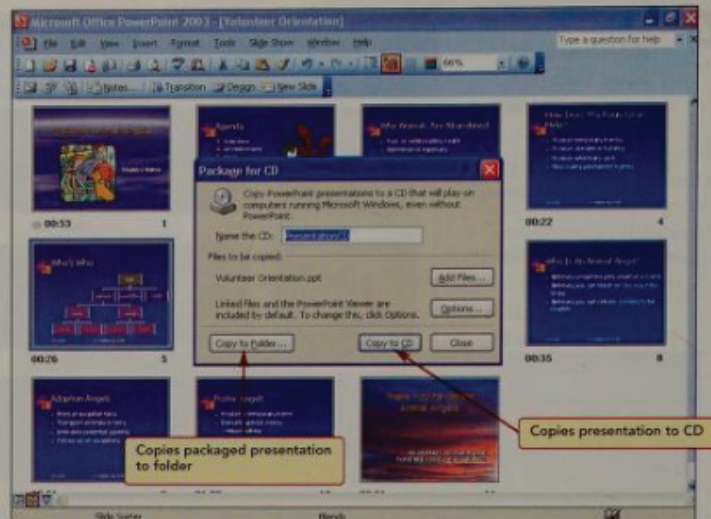


Figure 3.62

The Volunteer Orientation presentation is automatically added to the list for the CD. You also want to include the Animal Angels presentation on the CD.

- 2 Click **Add Files...**.
- Select the file **pp03_Animal Angels3.ppt** from your data file location.
- Click **Add**.

Your screen should be similar to Figure 3.63

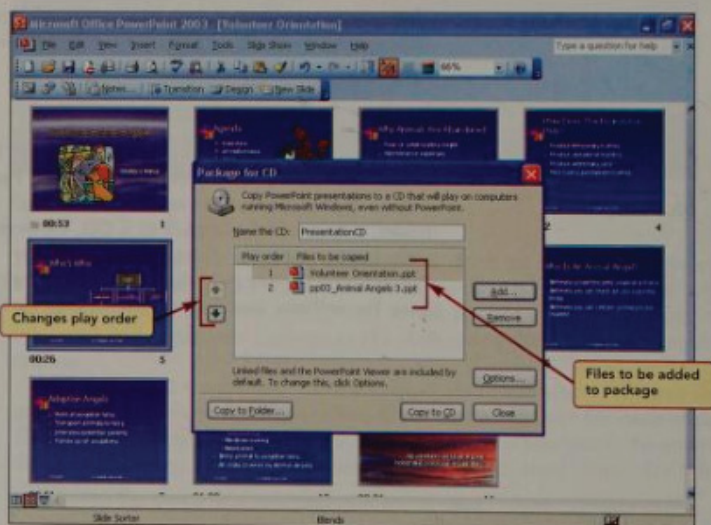
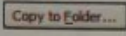


Figure 3.63

Additional Information
You could also copy the files directly to a CD at this point using **Copy to CD**.

Currently the Volunteer Orientation presentation will play before the Animal Angels presentation. You want to reverse the order, then copy the presentations to a folder.

- 3 Click  to move the Volunteer Orientation presentation down the play list.
- Click .
- Name the folder **OrientationCD**.
- Change the location to the location where you save your files.
- Click .
- When the files are finished copying, click .
- Exit PowerPoint.

When you are ready to create the CD, all you would need to do is copy the OrientationCD folder to the CD.

Preparing Overheads and 35mm Slides

If you are unsure of the availability of a data projector, you may want to convert the presentation to overheads or 35mm slides. To create overheads, you print your presentation as black-and-white or color transparencies, using transparencies in the printer instead of paper. Be sure to order the type of transparency that is appropriate for your printer.

You can also transform your electronic slides to 35mm slides by contacting a local service bureau. Follow their instructions for sending the presentation.



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Training Specialist

In today's job market, learning new skills is the only way to keep current with ever-changing technology. A training specialist in a corporate environment is responsible for teaching employees how to do their jobs, which usually involves computer training. Training Specialists use PowerPoint to create materials for their

lectures, and can automate the presentations and package to a CD to send to employees at remote locations. The position of training specialist usually requires a college degree and commands salaries from \$35,000 to \$75,000 depending on experience and skill.

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FOCUS ON CAREERS, which appears at the end of each lab just before the Concept Summary, is **new to The O'Leary Series**. This feature shows students how they can apply the skills they are learning to various real-world scenarios in the workplace. Focus on Careers helps students explore how they can use their new skills in careers as diverse as medical sales accountant, admitting nurse, fan coordinator, financial advisor, and many more.

COVERAGE OF INTRODUCTORY SOFTWARE/HARDWARE CONCEPTS IN OFFICE 2003 VOLUME I includes Introduction to Computer Essentials, which covers the basics of hardware and software, and Introduction to Office 2003, which provides a brief overview of the suite before covering individual applications. Introduction to Office 2003 is also included in each of the individual applications texts.

EASY-TO-FOLLOW DESIGN guides your students through each lab using procedural steps that appear as bullet points in the left margin to clearly identify each hands-on task within a lesson. Large, easy-to-read screen shots used liberally throughout each lab illustrate what each completed step should look like. Screen callouts identify the results of the steps and reinforce the associated concept.

USEFUL MARGINAL NOTES provide students with more in-depth coverage and challenge advanced students as well. Learning elements include Additional Information, which offers an expanded discussion of features, Having Trouble?, which includes procedural tips that advise students of possible problems and how to correct them, and Another Method, which presents alternative methods of performing a procedure.

MICROSOFT® OFFICE SPECIALIST CERTIFICATION GUIDE links all Microsoft® Office Specialist objectives to text content and end-of-chapter exercises to show which material satisfies the requirements for each Microsoft® Office Specialist objective. Introductory Edition texts are Microsoft® Office Specialist Certified at the Specialist Level.

SIMNET FOR OFFICE 2003

Incorporate **SimNet Office 2003** into your classes! This simulated learning and assessment tool consists of a Learning Component as well as an Assessment Component, both of which are based on the Microsoft® Office Specialist Objectives. The Learning Component teaches key concepts using a variety of methods and allows students to practice new skills. The Assessment Component consists of two pools of questions (one for pre-tests and one for exams) and also allows instructors to create their own exams. Go to www.mhhe.com/it/simnetxp for more information about what makes SimNet Office 2003 a cutting-edge tool for learning and assessment.

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