Microsoft Office 2007 - Illustrated Introductory,

Modifying A Presentation
Entering Text in the Outline Tab

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

Slide titles

Outline tab

1st level bullets

2nd level bullet

Entering Text in the Outline Tab

- When you create a new slide in the Outline tab, a new slide appears
  - Flashing cursor indicates you can enter slide title
  - Press [Enter], then [Tab] to start a new bullet
Entering Text in the Outline Tab

3. Sales Meeting Schedule
   • Monday
     ○ Meet at the Surfside Conference Room at 9:00 am
   • Tuesday
     ○ Free time in the morning
     ○ Meet for lunch at 1:00 by the West Pool
   • Wednesday
     ○ Meetings with managers all day in the Surfside Conference Room

New slide

Flashing cursor
Entering Text in the Outline Tab

• To rearrange the order of slides, simply drag a slide title to a new location in the Outline tab

• A horizontal indicator line appears to show the new location of the slide
Formatting Text

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

Highlighted text

Mini toolbar

Sales Meeting

- Monday
  - Meet at the Surfside Conference
Formatting Text

- You can also remove bullets from a bulleted list by selecting the text, then clicking the Bullets button on the Paragraph tab.
- Use the Paragraph tab to change the alignment of text.

Bullets buttons

Alignment buttons
Formatting Text

• You can replace fonts in a presentation

• Use the Replace command

Enter text to replace

Enter new text
Converting Text to SmartArt

- When formatting your text alone simply does not work, you can use SmartArt
- You can convert existing text into a SmartArt graphic or start from scratch
Converting Text to SmartArt

• When formatting your text alone simply does not work, you can use SmartArt

• A SmartArt graphic is a professional-quality diagram that visually illustrates text
Converting Text to SmartArt

• You can convert existing text into a SmartArt graphic or start from scratch
• To convert existing text, select text box, then click Convert to SmartArt button in Paragraph group
Converting Text to SmartArt

- **SmartArt graphics are grouped by category**
- **Click More SmartArt Graphics to see additional categories**
Converting Text to SmartArt

Basic Venn SmartArt graphic

Click text placeholders to enter text
Converting Text to SmartArt

- SmartArt graphics can be modified using the SmartArt Tools contextual tab
- A **SmartArt Style** is a pre-set combination of simple and 3-D formatting options that follow the presentation theme
Converting Text to SmartArt

SmartArt Styles group

Layouts group
Inserting and Modifying Shapes

• In PowerPoint you can insert many different types of shapes including lines, geometric figures, arrows, stars, callouts, and banners

• Click the Shapes button in the Illustrations group on the Insert tab
Inserting and Modifying Shapes

Shapes button
Inserting and Modifying Shapes

- You can create single shapes or combine several shapes together to make a more complex figure.
- Use the Shape Fill, Shape Outline and Shape Effects on the Drawing group to modify a shape.
Inserting and Modifying Shapes

- To resize a shape, drag a resizing handle or use the Width and Height commands in the Size group on the Ribbon.
  - Click Format tab on Ribbon to see Size group.
Inserting and Modifying Shapes

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

Quick Styles button
Editing and Duplicating Shapes

• With PowerPoint, you can edit adjust various aspects of shapes to help change the look of them

• You use the adjustment handle—a small yellow diamond—to change the appearance of an object
Editing and Duplicating Shapes

- The adjustment handle appears next to the most prominent feature of the object.
- Drag handle to change appearance of shape.
Editing and Duplicating Shapes

• The rotate handle is used to rotate an object in the direction and the amount that you drag the handle.
Editing and Duplicating Shapes

- As you drag a handle, a semitransparent copy shows the updated image before you release the handle.

Semitransparent copy
Editing and Duplicating Shapes

• You can also edit shapes by copy and pasting them, adding text to them, and moving them.

• PowerPoint aligns objects to a hidden grid on the slide as you manipulate them.
Aligning and Grouping Objects

• You can position objects accurately on the slide using Align commands in the Arrange group

• You can align objects relative to each other by snapping them to a grid of evenly spaced vertical and horizontal lines
Aligning and Grouping Objects

Select the objects to be aligned

Arrange button

Align options

Aligning and Grouping Objects

Result of aligning objects by their left edges
Aligning and Grouping Objects

- You can group objects to secure their relative position to each other
- Grouping objects makes it easy to edit and move them
- Click the Arrange button, then click Group
Aligning and Grouping Objects

Result of grouping objects
Aligning and Grouping Objects

• To distribute objects is to evenly space them horizontally or vertically relative to each other or the slide

• The Distribute commands are beneath the Align commands
Aligning and Grouping Objects

Result of vertically distributing objects

Space between objects is equal
Adding Slide Headers and Footers

• Headers and footers are information that you can add to each slide, such as a company name or the date

• To insert headers and/or footers, click the Insert tab, then click Header & Footer
Adding Slide Headers and Footers

Click options to determine how you want header and footer information to appear.
Adding Slide Headers and Footers

- The placement of the footer text objects on the slide is dependent upon the presentation theme.

Typical footer in left corner of slide
Adding Slide Headers and Footers

• To apply headers and footers to notes and handouts, click the Notes and Handouts tab in the Header and Footer dialog box
Checking Spelling in a Presentation

• To check spelling in a presentation, click the Review tab, then click Spelling

• The Spelling dialog box appears and identifies the first misspelled word

• The misspelled word may be a proper name that the electronic dictionary does not recognize
Checking Spelling in a Presentation

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

This word is not in the dictionary

Spelling dialog box
Checking Spelling in a Presentation

• Click Change or Change All to correct a misspelled word
  • Use the correctly spelled suggested word

• For proper names you can click Ignore All
  • The spellchecker will not question any more occurrences of the word
Checking Spelling in a Presentation

• You should always proofread your work even after you spell check it

  • The spellchecker will not correct words that are spelled correctly but used incorrectly

• The spellchecker does not check the text in inserted pictures or objects