

PowerPoint 2

Introduction

In PowerPoint 1 we learned how to create and present a basic slideshow. We discussed creating and arranging slides, inserting and manipulating images and text boxes, and implementing backgrounds and transitions to add a little extra polish to the overall look and feel of a slideshow.

In this class, we will look at using some of the more advanced features of PowerPoint. This will include using templates, themes, smart art, tables, charts, and graphs. While these features make slick slideshow creation easier and faster, they can be difficult to use and customize without first mastering the basics.

Themes and Templates

- When opening PowerPoint or creating a new slideshow, you have the option to create a Blank Presentation or to start with a theme or template. A **theme** is just a collection of colors, fonts, and effects that will affect the entire presentation, while a **template** will also include content you can customize for your own use.
- Themes and templates may have different slide layouts to choose from.
- These terms are often interchangeable, even on Microsoft help pages.

Themes

- There are two ways to set a theme for your slideshow:
 - When creating a slideshow...
 - Click on any of the labeled images besides Blank Presentation.
 - Once selected, a window pops up. Choose a color scheme on the right.
 - You can also browse through More Images to see examples of slides with the theme and color scheme selected.
 - Click Create.
 - While editing a slideshow...
 - Go to the Design tab.

- Select a theme from the picture menu on the left of the ribbon.
 - Select a color scheme from the picture menu on the right.
 - NOTE: To access additional options for both menus, click on the drop down arrow in the lower right.
- By right-clicking on a theme or color selection, you can apply the theme to just the current slide, or a group of slides. Select multiple slides by clicking on them in the navigation pane while holding Shift (for a group) or Ctrl (for one at a time).
 - You can use a slide layout from any applied theme when creating a new slide.

Templates

- A template is basically a slideshow to be used as a blueprint for other slides. They contain a theme as well as placeholder content you can customize for your own use.
- Templates can only be selected while creating a new slideshow.
 - To apply a template slide to an existing slideshow, you can copy and paste slides across slideshows.
- You must be connected to the internet to search for templates within PowerPoint.
- Some templates react better to theme and color changes than others.

Shapes

- Shapes are basic objects that can be added to a slide and manipulated like an image or text box, but can also have text of their own or button functionality.
- To add a shape:
 - Go to the Insert tab.
 - Click on Shapes in the ribbon.
 - Click on the shape to be added.
 - Click on the slide to place the object by its upper-left corner OR click-and-drag to add the new shape as you change its dimensions.
- Some shapes, when selected, have yellow nodes on its selection box. These can be dragged along the edges to manipulate parts of the shape.
- To add text to a shape:
 - Go to the Insert tab or Drawing Format tab.
 - Click on Text Box in the ribbon.

- Click on the shape. The shape and text and act as they would for a normal text box.
- To add an image to a shape:
 - Go to the Drawing Format tab.
 - Click Shape Fill.
 - Click Picture...
 - Browse to the image file.
 - Click Insert.
 - NOTE: This can also be done backwards by inserting a picture, then cropping to a shape.

SmartArt

- SmartArt is a dynamic way to graphically organize text. For example, one could list the steps of a cycle in a circular graphic or use a pyramid to show items in a hierarchy.
- SmartArt generally works by using bullet lists to create and organize the text within a dynamic graphic.
- Be aware that some SmartArt graphics are smarter than others.
 - Each graphic option has a small description of how it works, but the best way to learn how graphics will react to your bullet lists is experimentation.
 - Many graphics have limited functionality, meaning there is a limit as to how many items or levels a graphic can accommodate.
- There are two ways to implement SmartArt:
 - Start with empty SmartArt.
 - Go to the Insert tab.
 - Click on SmartArt in the Illustrations group.
 - Choose from the SmartArt graphics available in the popup window.
 - Convert a text box to SmartArt
 - Select a text box.
 - Go to the Home tab.
 - Click on Convert to SmartArt
 - Choose a graphic.
- Customizing SmartArt
 - There are other customizations you can make to SmartArt besides editing the graphic's bullet list. These can be found in the Design and Format context tabs that appear while the SmartArt is selected.
 - Design tab

- Create Graphic Group – use to flip or slightly alter the layout of the graphic. Other options are better done in the Text Pane.
- Layout – you can change the graphic selection to something else.
- SmartArt Styles – here you change the style and color of the graphic.
- Reset – you can instantly undo any changes to the graphic here, or you can convert the graphic to a bullet list
- Format tab
 - The options in the Format tab are the same as those for a text box and work the same way.
- NOTE: SmartArt is ultimately a collection of shapes and text boxes. These elements can be selected and altered as you would a regular shape or text box, but manual changes may adversely affect the SmartArt functionality.

Tables

- Tables are a way to sort information into rows and columns.
- There are many ways to add a table, and these are only a few...
 - With the Insert tab:
 - Go to the Insert tab.
 - Click on Table.
 - Hover the mouse over the grid, then click to set the dimensions.
 - Click Insert Table, then enter the dimensions.
 - With a content box:
 - Go to either the Home or Insert tab.
 - Click on New Slide.
 - Select a slide layout with a content box.
 - Click the Table icon, then enter the dimensions.
 - With an existing Excel spreadsheet:
 - Open the Excel file.
 - Highlight the cells for the PowerPoint slide.
 - In the Home tab, click Copy.
 - Go back to the PowerPoint slide, then click Paste.
 - NOTE: After pasting, you will see a little clipboard near the bottom right corner of the table with paste options. The default paste option is usually best (Destination Styles), but the 4th option will let you treat the table as a picture, which can't be edited but can be useful.

- NOTE: You can drag-and-drop the entire file from a folder, too, but this will embed the entire Excel file into the slide, and will edit as an Excel file.
- The Table Design tab contains options for adding color, effects and banding.
- The Table Layout tab contain basic cell formatting, including commands to add and delete columns and rows, as well as merging and splitting cells.
- The Home tab is still where to go to change things like font style, size, and color.

Charts

- Charts are a graphical way to display data.
- There is a large selection of chart types and appearances, with a wide variety of uses and functionality. Not every type of chart will work for a given set of data.
- There are several ways to create a chart...
 - With the Insert tab:
 - Go to the Insert tab.
 - Click on Chart.
 - Select a type of chart from the left.
 - Select a visual variant of that chart from top.
 - Click OK.
 - With a content box:
 - Go to either the Home or Insert tab.
 - Click on New Slide.
 - Select a slide layout with a content box.
 - Click the Chart icon, make you selections, click OK.
 - With Excel:
 - Open the Excel file containing the chart.
 - Copy the chart.
 - Go to the destination slide in PowerPoint.
 - Paste the chart. Like with tables, there will be paste options available.
- The Chart Design tab is where to change the layout, style, or color theme of the chart, or even change the chart type at any time.
- Where SmartArt uses a bullet list to dynamically create its graphics, charts use a data table. To edit chart data:
 - Select the chart
 - Go to the Chart Design tab.
 - Click on the chart icon above Edit Data. An Excel-like table will appear.

- Edit the data in the cells to dynamically change the appearance of the chart. It may take some experimentation to figure out how a chart works.
- NOTE: Data from an Excel file can be copy/pasted into a chart's data table. An error will occur if the data is inappropriate for the destination chart.
- Like SmartArt, charts are a collection of simple elements, however, the ability to manipulate them is significantly constrained. To format chart elements:
 - Go to the Chart Format tab.
 - Either double-click on the element OR select it from the dropdown menu on the left of the ribbon, then click Format Selection.
 - Basic formatting options will look familiar, but various other options for formatting the element will appear on the right. The options are extremely context dependent, and will be different for each chart element.

Video

- Videos can be a helpful for bringing content to a presentation that otherwise might not be possible, like a historic speech or a dangerous experiment. These can be added and manipulated in a manner similar to pictures.
- To add a video:
 - Go to the Insert tab
 - Click Video.
 - If you are inserting a clip from a streaming site like YouTube, select Online Video..., if the video is on the computer you are editing with, select Video on My PC...
 - Online Video:
 - You can either perform a search for the video on YouTube from with PowerPoint OR copy/paste the embed code from the webpage with the video.
 - Video on My PC:
 - Perform as search of your folders and files as you would a picture, select it, and click Insert.