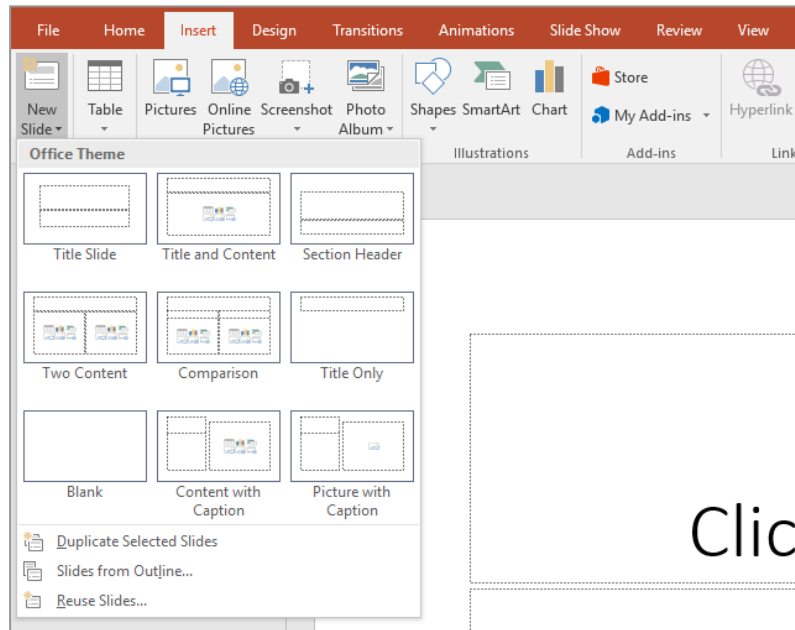


## UNDERSTANDING SLIDE LAYOUTS

In PowerPoint, a **slide layout** is like a slide template, and contains **placeholders** so that you know what kind of content to add and where. A placeholder is a container that holds text and

graphics, such as pictures, clip art, tables, charts and more. Each placeholder is positioned in certain areas of the slide, such as a text placeholder for the heading.



### The Layouts Gallery

The following predesigned slide layouts are available in the **Layouts** gallery which can be accessed by clicking on either the **Insert** tab (as shown above) or the **Home** tab, or by right-clicking on a slide in the **Slide** window and selecting **Layout**. The above image shows the basic layout options available for a blank presentation. Depending on the theme or template you choose, you may have additional or slightly different slide layout options available.

#### **Title Slide**

The **Title Slide** layout is the default layout when you open a blank presentation in PowerPoint. It comprises two text placeholders: the first for the presentation title and the second for a subtitle.

#### **Title and Content**

The **Title and Content** layout is the most commonly-used layout. It comprises a title placeholder and a content placeholder. Click on **Click to add text** to type a bulleted list.

#### **Section Header**

The **Section Header** layout is ideal for slides that introduce new sections within the presentation. It includes two placeholders: a title placeholder and a text placeholder.

#### **Two Content**

The **Two Content** layout has a title placeholder and two content placeholders that appear side-by-side.

#### **Comparison**

The **Comparison** layout has a title placeholder, two text placeholders and two content placeholders.

#### **Title Only**

The **Title Only** layout is the same as a **Title Slide** except that it doesn't have a subtitle placeholder.

#### **Blank**

The **Blank** layout is just that – blank.

#### **Content with Caption**

The **Content with Caption** layout has a title and caption placeholder on the left and a content placeholder on the right.

#### **Picture with Caption**

The **Picture with Caption** layout has a title placeholder, a caption placeholder and a placeholder for images.

## INSERTING A TITLE SLIDE

Microsoft assumes that the first slide in your presentation will be for the title, so when you create a blank presentation, a **Title Slide** will be inserted by default. A title slide contains two text

placeholders – one for the heading and one for the subheading. You can, however, add a title slide at any point in your presentation. In this example we will be adding a title slide at the end.

### Try This Yourself:

**Open File**  
Before starting this exercise you **MUST** open the file *Slide Layouts\_1.pptx...*

**1** In the **Slides** pane, click on slide **5** titled **FUTURE TRENDS**

**2** Click on the **Home** tab, then click on the bottom half of **New Slide** in the **Slides** group to display the **Layout** gallery

**3** Click on **Title Slide** to insert a new title slide at the end of the presentation

**4** Click in the **CLICK TO ADD TITLE** placeholder in the **Slide** window and type **Transport**

**5** Click in the **Click to add subtitle** placeholder and type **A New Direction**

**1** In the **Slides** pane, click on slide **5** titled **FUTURE TRENDS**

**2** Click on the **Home** tab, then click on the bottom half of **New Slide** in the **Slides** group to display the **Layout** gallery

**3** Click on **Title Slide** to insert a new title slide at the end of the presentation

**4** Click in the **CLICK TO ADD TITLE** placeholder in the **Slide** window and type **Transport**

**5** Click in the **Click to add subtitle** placeholder and type **A New Direction**

### For Your Reference...

To **insert** a **Title Slide**:

1. Select the slide that will precede the title slide that you want to insert
2. Click on the bottom half of **New Slide** in the **Slides** group on the **Home** tab
3. Select **Title Slide**

### Handy to Know...

- Title slides can be inserted anywhere in a presentation. E.g., you could insert one at the end of the presentation with text 'The End' to show the presentation is finished.
- If a slide already has the layout you need, right-click on the slide and select **Duplicate Slide** to copy it.

## INSERTING A TITLE AND CONTENT SLIDE

The **Title and Content** slide is one of the most commonly used slide layouts, and as such can be put to all sorts of good use. You can use this layout to quickly add a title and bulleted list, as

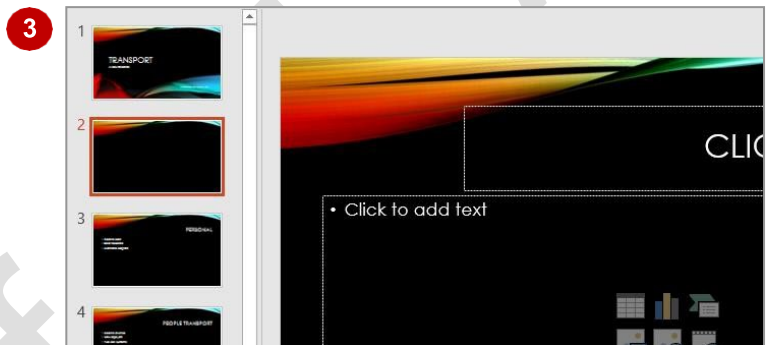
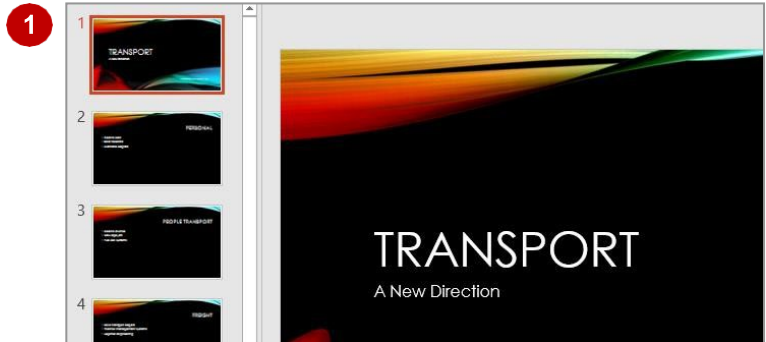
we will do in this exercise. You can also insert objects into the content placeholder, such as pictures, tables, charts, clip art and other media.

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Slide Layouts\_2.pptx...*

- 1 In the **Slides** pane, click on slide 1 titled **TRANSPORT**
  - 2 Click on the **Home** tab, then click on the bottom half of **New Slide** in the **Slides** group to display the **Layout** gallery
  - 3 Click on **Title and Content** to insert a new slide with two placeholders
  - 4 Type **New Directions** in the **CLICK TO ADD TITLE** placeholder
  - 5 Click on the **Click to add text** placeholder and type **Current Solutions**
  - 6 Press  then click on the **Home** tab and click on **Increase List Level** in the **Paragraph** group to create a second-level bulleted list
  - 7 Type the text as shown, pressing  for each new bullet, then click on **Decrease List Level** in the **Paragraph** group to create the second first-level bullet (**Renewable Solutions**)
- As you type the last bulleted list entry you may notice the space between each line is reduced so the text can fit the placeholder*



7

### For Your Reference...

To **insert a Title and Content slide**:

1. Click on the slide that will precede the title and content slide
2. Click on the **Home** tab, then click on the bottom half of **New Slide** in the **Slides** group
3. Select **Title and Content**

### Handy to Know...

- Instead of using **Increase List Level** and **Decrease List Level** to change bulleted list levels, you can press  to indent a bulleted list entry and  +  to outdent a bulleted list entry.

## INSERTING A SECTION HEADER SLIDE

A **Section Header** slide is similar in appearance to a **Title Slide**, except that a **Section Header** slide is usually used to separate the major topics in your presentation into sections. For example, if

you create a presentation for a one-day training course, you might use section header slides to indicate scheduled breaks such as morning tea, lunchtime and afternoon tea.

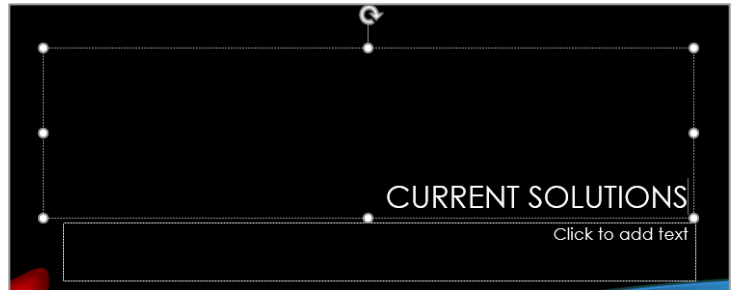
### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Slide Layouts\_3.pptx...*

- 1 In the **Slides** pane, click on slide 2 titled **NEW DIRECTIONS**
- 2 Click on the **Home** tab, then click on the bottom half of **New Slide** in the **Slides** group to display the **Layout** gallery
- 3 Click on **Section Header** to insert a new slide with two placeholders after slide 2
- 4 Type **Current Solutions** in the **CLICK TO ADD TITLE** placeholder  
*We don't need the subheading placeholder...*
- 5 Click inside the **Click to add text** placeholder, then point to the border of the placeholder until the pointer changes to a four-headed arrow and click to select it
- 6 Press **Del** to delete the placeholder
- 7 Click on slide 6, then repeat the above steps to insert another **Section Header** slide, titled **Renewable Solutions**, ensuring that you delete the **Click to add text** subheading placeholder

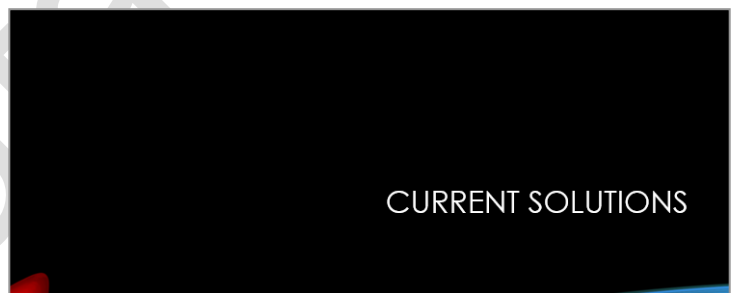
4



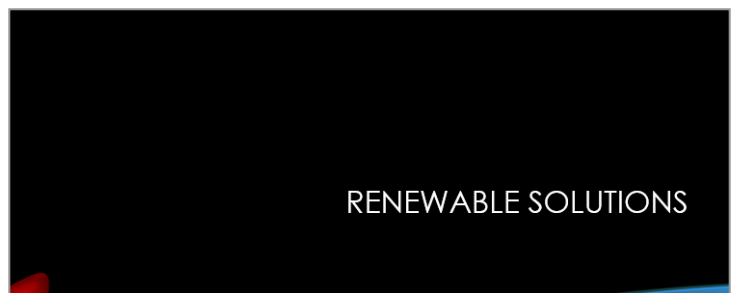
5



6



7



### For Your Reference...

To **insert** a **Section Header slide**:

1. Click on the slide that will precede the section header slide
2. Click on the **Home** tab, then click on the bottom half of **New Slide** in the **Slides** group
3. Click on **Section Header**

### Handy to Know...

- Section header slides can give a logical break in the information you are presenting. They help to indicate to the audience the completion of one section or phase and the start of another. They can also help to give the presenter a logical place for a break or pause.

## INSERTING A TABLE

**Tables** are a great way to present data. They add a graphical element to your slides, and can be formatted using the many tools on the **Drawing Tools: Format** tab. You can insert a

table into any of the content placeholders on the various slide layouts. Alternatively, you can create a new table from scratch and insert it anywhere you like.

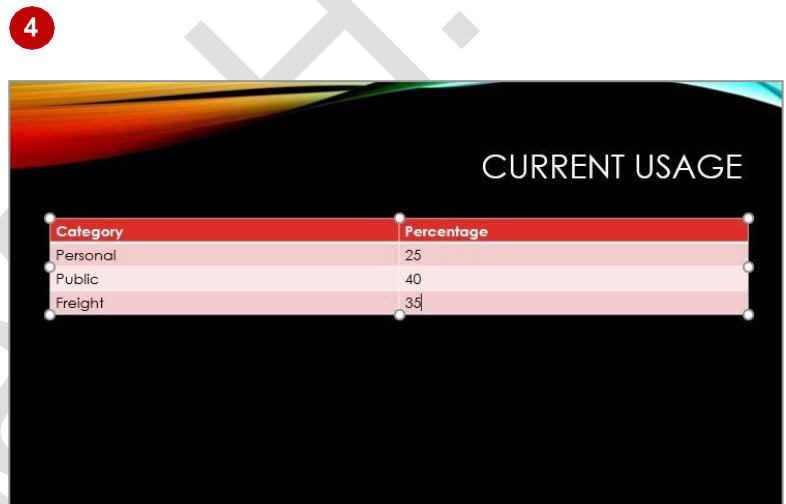
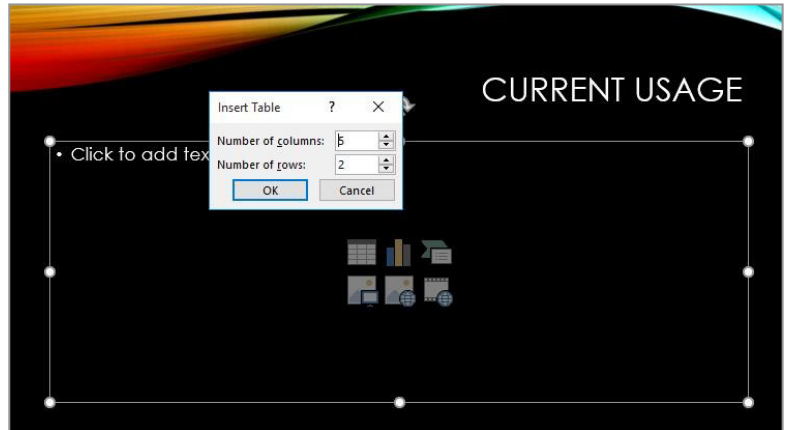
### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Slide Layouts\_4.pptx...*

- 1 In the **Slides** pane, click on slide **6**, titled **FREIGHT**
- 2 Click on the **Home** tab, then click on the bottom half of **New Slide** in the **Slides** group and click on **Title and Content** to insert a new slide
- 3 Type **Current Usage** in the **CLICK TO ADD TITLE** placeholder
- 4 Click on the **Insert Table** icon in the centre of the content placeholder to open the **Insert Table** dialog box
- 5 Type **2** in **Number of columns**, press **Tab**, then type **4** in **Number of rows** and click on **[OK]** to insert the table  
*The table will be formatted using the applied theme colours...*
- 6 Type the following data into the table, pressing **Tab** after each entry to move to the next cell:
 

Category	Percentage
Personal	25
Public	40
Freight	35
- 7 Click outside the table to deselect it



### For Your Reference...

To **insert a table**:

1. Click on the **Insert Table** icon in the content placeholder
2. Type the **Number of columns** and **Number of rows**, then click on **[OK]**
3. Enter the table data

### Handy to Know...

- Once you have created a table, you can move it by clicking on the table border and dragging to a new location. You can also drag the borders in or out to resize the table.
- Use the **Table Tools: Design** and **Layout** tabs to add extra rows and columns or to format a table.



## INSERTING A PICTURE WITH CAPTION SLIDE

**Pictures**, such as photos and images, can add life and interest to otherwise dull text-based slides. There are several ways to insert pictures into your slides. You can insert a picture

anywhere on a slide using **Pictures** on the **Insert** tab or, you can insert a picture into a content placeholder by clicking on the **Pictures** icon in the placeholder.

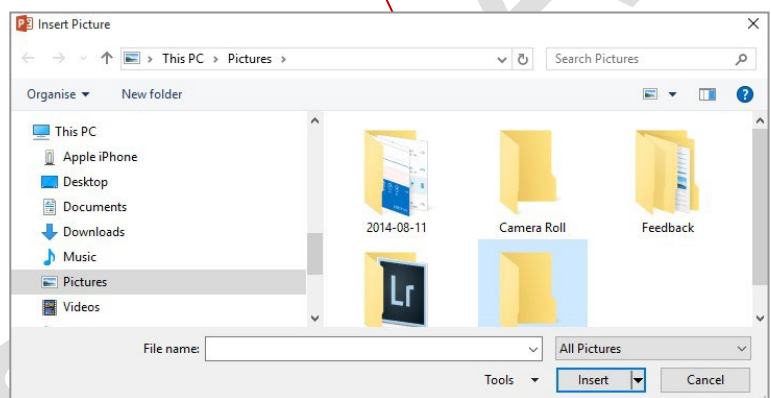
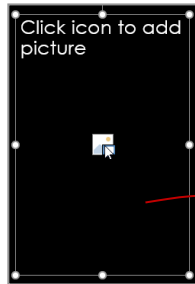
### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Slide Layouts\_5.pptx...*

- 1 In the **Slides** pane, click on slide 9 titled **FUTURE TRENDS**  
Let's replace this slide...
- 2 Click on the **Home** tab, then click on the bottom half of **New Slide** in the **Slides** group and click on **Picture with Caption** to insert a new slide
- 3 Type **Future Trends** in the **CLICK TO ADD TITLE** placeholder
- 4 In the **Click icon to add picture** placeholder, click on the **Pictures** icon to open the **Insert Picture** dialog box, then navigate to the course files folder
- 5 Click on **Slide Layouts Picture.jpg**, then click on **[Insert]**
- 6 Click in the **Click to add text** placeholder and type the following text, pressing **[Enter]** to create each new point:  
**Hybridisation**  
**Solid oxide technology**  
**Power plant alternatives**
- 7 In the **Slides** pane, click on slide 9 titled **FUTURE TRENDS** and press **[Del]**

4



6

### For Your Reference...

To **insert** a **Picture with Caption slide**:

1. Click on the slide that will precede the picture with caption slide
2. Click on the **Home** tab, then click on the bottom half of **New Slide** in the **Slides** group
3. Click on **Picture with Caption**

### Handy to Know...

- In a **Picture with Caption** slide, the picture and caption are held in separate placeholders so they move independently. However, if select them both by holding down **[Shift]** and clicking on each placeholder, you can then move them around as one object.

# INSERTING A CHART

**Charts** allow you to represent statistical data and the like graphically and as such can enhance the look of a slide as well as providing information. Once you insert a chart, you then enter the data

which will automatically update the chart. You can insert a chart via the **Insert** tab or you can click on the **Insert Chart** icon in any of the content placeholders.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Slide Layouts\_6.pptx...*

**1** In the **Slides** pane, click on slide **7**, titled **CURRENT USAGE**

We'll replace the table with a pie chart...

**2** Click in the table, then click on the border of the table to select it and press **Del**

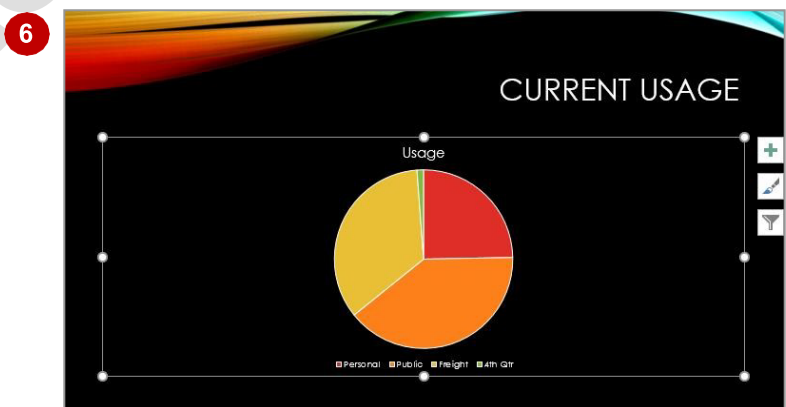
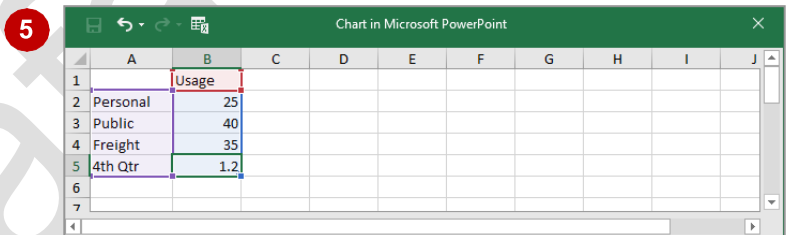
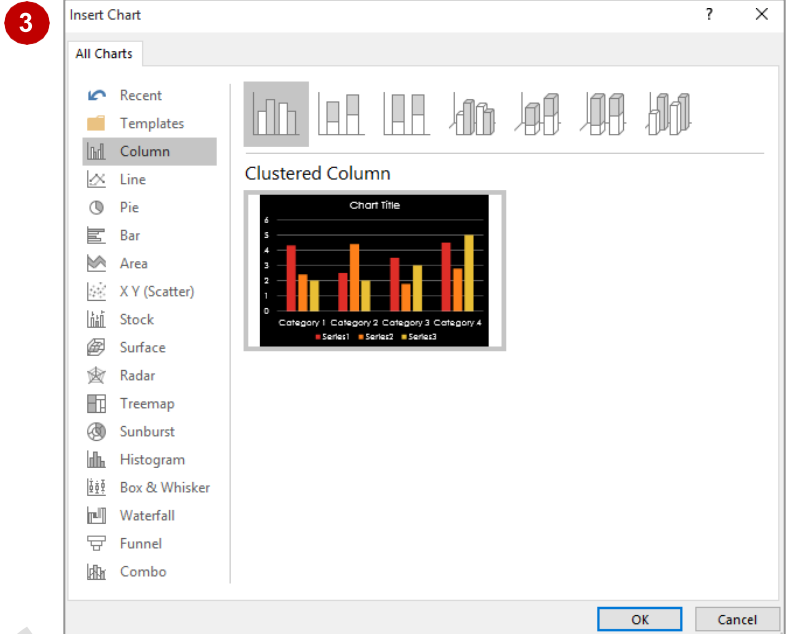
An empty content placeholder replaces the table...

**3** In the content placeholder, click on the **Insert Chart** icon to open the **Insert Chart** dialog box

**4** Click on **Pie**, then click on **[OK]** to open a **Microsoft Excel** window

**5** Enter the data in rows **2** to **4** as shown, pressing **Tab** and **Enter** to move between cells, then drag the lower right corner of the blue box up until the blue line excludes the data in row **5**

**6** Click on **Close** to close **Excel** and return to **PowerPoint**  
The pie chart is inserted in the slide



## For Your Reference...

To **insert** a **chart**:

1. Click on the **Insert Chart** icon in the placeholder
2. Select the required graph type and enter the required data
3. Close **Microsoft Excel**

## Handy to Know...

- To change chart data, click on the chart, click on the **Design** tab, then click on **Edit Data** in the **Data** group to re-open **Excel**.
- You can quickly and easily format a chart by clicking on the **Chart** buttons located near the top right of the chart.

## CHANGING THE SLIDE LAYOUT

Slide layouts provide a range of placeholder combinations to suit most situations. One of the great things about slide **layouts** is that once a layout has been applied to a slide, it is not fixed.

You can easily change the layout of an existing slide whenever required. This is useful for instance, if you decide one of your slides would look better with a photo.

### Try This Yourself:

Same  
File

Continue using the previous file with this exercise, or open the file *Slide Layouts\_7.pptx...*

- 1 In the **Slides** pane, click on slide **9**, titled **FUTURE TRENDS**

Currently this slide has the *Picture with Caption* layout applied...


- 2 Click on the **Home** tab, then click on **Layout** in the **Slides** group to display the **Layout** gallery

- 3 Click on **Two Content** to apply this layout to the slide

The content is rearranged according to the placeholder positions in the new layout.

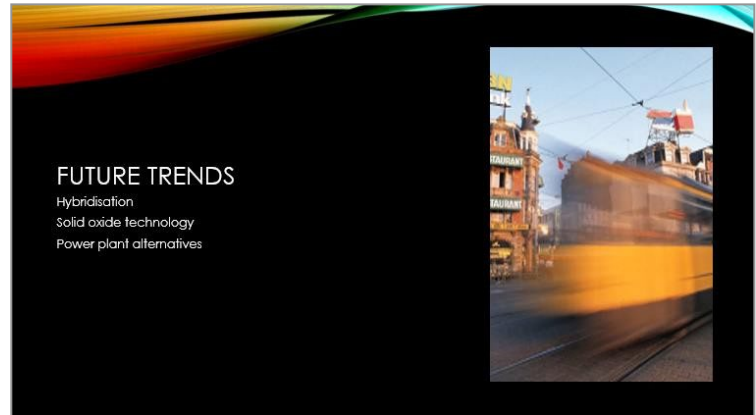
Let's tidy up the layout...

- 4 Click on any of the bulleted list entries to display the placeholder border, then move the pointer to the border until it changes to a four-headed arrow and click on the border to select it

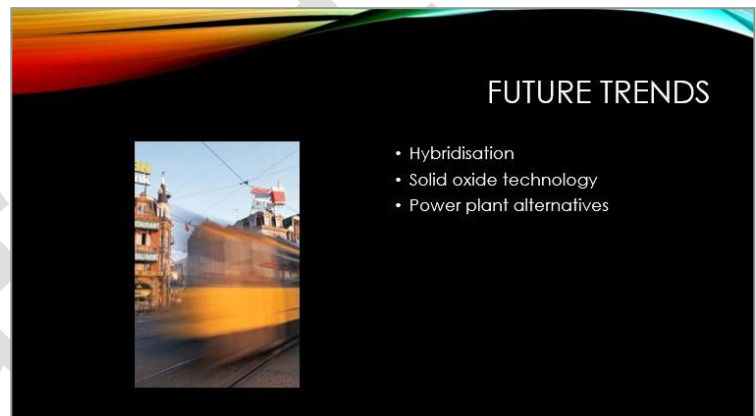
- 5 Press  to move the placeholder across as shown

- 6 Click outside the placeholder to see the result

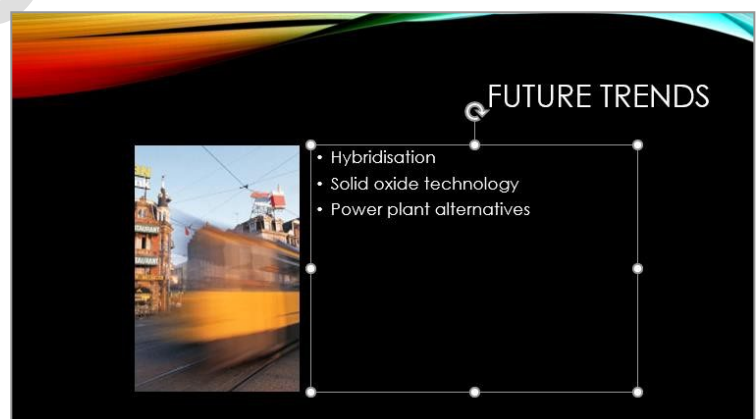
1



3



5



### For Your Reference...

To **apply a different slide layout**:

1. Display the slide
2. Click on the **Home** tab, then click on **Layout** in the **Slides** group
3. Select the layout
4. Reposition the placeholders as required

### Handy to Know...

- Placeholders are positioned to create **balance** and **contrast** between each object on the slide. When moving placeholders, remember to keep related objects close together, as well as to create white space around those objects that you want the audience to be drawn to in particular.



## EDITING TEXT

As you develop your presentation, you will need to edit the text in various ways such as inserting, correcting, deleting text and the like. Fortunately, editing text is very easy in PowerPoint. All you

have to do is select the text by double-clicking on it or clicking and dragging your mouse over it, then applying changes as required.

### Try This Yourself:

Open  
File

Before starting this exercise you **MUST** open the file *Working With Text\_1.pptx...*

**1** In the **Slides** pane, click on slide **5** to display it in the **Slide** window

**2** Click after the full stop at the end of the slide heading, to position the insertion point, then press Back Space to delete the full stop

*Let's now change Cont to Continued...*

**3** Type *inued* so that the heading reads **Competitive Analysis, Continued**

**4** Repeat step **1** to display slide **7** in the **Slide** window

**5** Double-click on the word **Reachers** to select it

**6** Press Del to delete the word

**7** Press Space, then type **Resources**

**2**



**3**



**7**



### For Your Reference...

To **delete text**:

1. Select the word by double-clicking on it, or Click and drag across multiple words
2. Press Del or press Back Space

### Handy to Know...

- If you're familiar with **Microsoft Word**, you can use the same text selection and editing techniques in PowerPoint as you do in Word.
- You can edit text by selecting it in the **Outline** pane.
- If you make a mistake when editing, press Ctrl + Z to undo the change(s).

## CHECKING SPELLING

One of the most powerful tools in PowerPoint is **Spelling**. **Spelling** runs a spell check that highlights each misspelt word or instance of incorrect grammar and suggests a correction.

You can then accept the suggestion or make a correction of your own. Using it regularly before you print is an excellent practice to get into as it can help save a lot of paper.

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Working With Text\_2.pptx...*

1 Click on the **Review** tab

2 Click on **Spelling** in the **Proofing** group

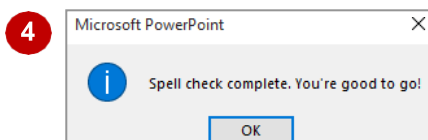
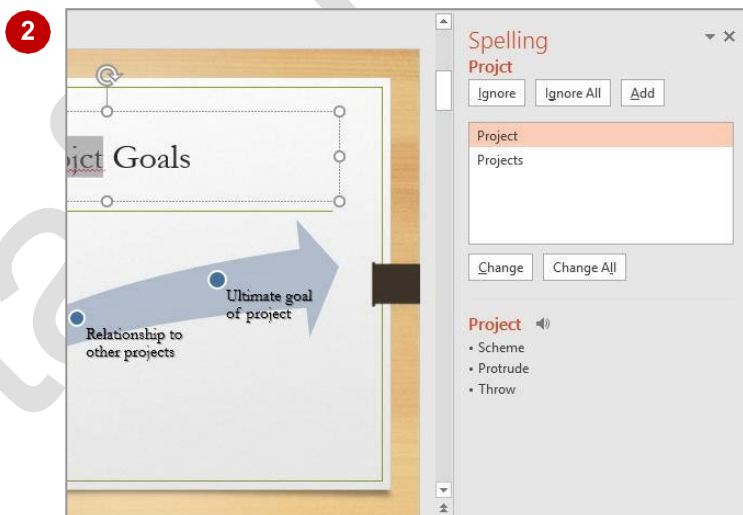
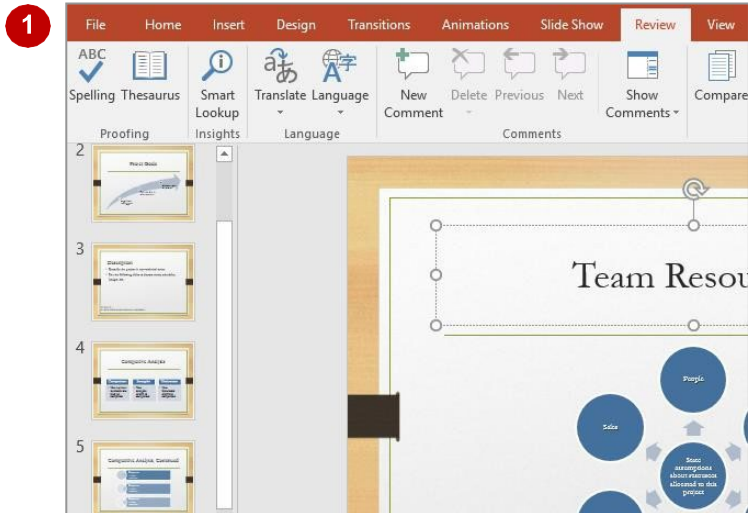
The **Spelling** pane will open, displaying the first instance PowerPoint detects as a spelling error. In the example shown here, the word 'Project' is detected as being misspelt...

3 Click on **[Change]** to accept the highlighted suggestion

If there are more errors, the next error will be displayed – 'Competitive' is also misspelt...

4 Click on **[Change]** When errors have been reviewed, PowerPoint will advise that the spelling check is complete...

5 Click on **[OK]** to close the dialog box



### For Your Reference...

To **check** the **spelling**:

1. Click on the **Review** tab
2. Click on **Spelling** in the **Proofing** group
3. Click on **[Add]**, **[Change]** or **[Ignore]** for each instance, until complete
4. Click on **[OK]**

### Handy to Know...

- If there is a word in your document that PowerPoint doesn't recognise, such as a company name, you can click on **[Add]** to add it to the dictionary so that PowerPoint no longer recognises it as an error. Alternatively, you can click on **[Ignore]** so that no changes are made to the word.

# UNDERSTANDING FONT FORMATTING

PowerPoint provides a range of font formatting tools which can be used to change the appearance of the text to suit the type of presentation you are creating. These tools are

easy to access as most of them are located on the ribbon. You can also locate some font formatting tools from a mini toolbar.

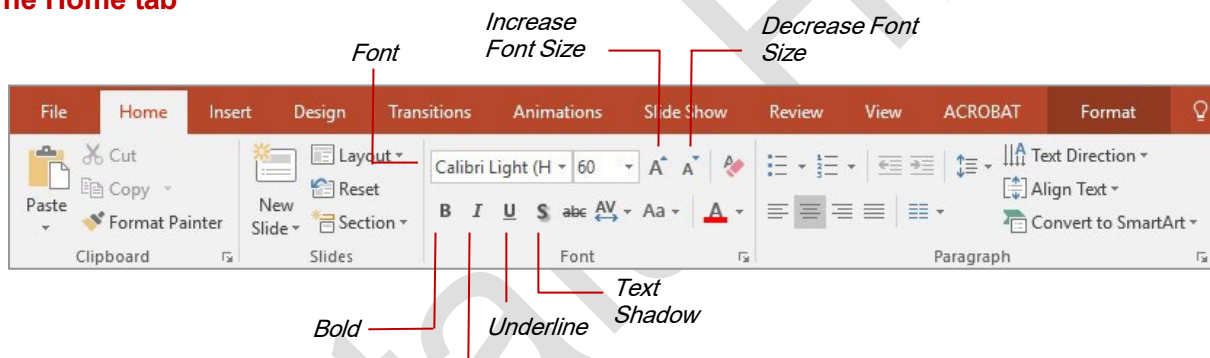
## Font Formatting Tools

Because text can be added to a presentation in so many ways, it stands to reason that you will want your font formatting tools on hand wherever text appears. Font tools appear in the **Font** group on the **Home** tab (as shown below in the first image) and in the mini toolbar that appears when text is selected or when you right-click on text to display a shortcut menu (as shown in the second image).

The tools can function in a number of ways. Either as:

- toggles, such as **Bold**, which turn a tool either on or off
- single-use buttons such as **Increase Font Size** which only ever do what their tool tip says
- buttons to display a menu of choices, such as **Change Case**
- multi-purpose tools such as **Font Colour** which can be used to either apply the displayed colour or to display a menu of alternatives. These have two-part buttons which usually consist of an icon and a drop arrow.

## The Home tab



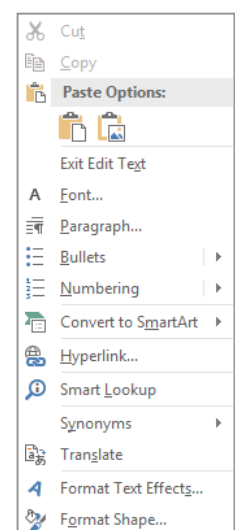
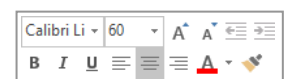
*Italic*

## The Mini Toolbar and Shortcut Menu

An even quicker and easier way to access common font formatting tools is to use the shortcut menu and mini toolbar. You can display the mini toolbar by selecting text and right-clicking on it. The mini toolbar contains a few of the most popular font formatting tools as well as tools from other groups on the **Home** tab, including (from left to right) **Font**, **Font size**, **Increase Font Size**, **Decrease Font Size**, **Decrease List Level**, **Increase List Level** (from the **Paragraph** group), **Bold**, **Italic**, **Underline**, **Align Left**, **Align Centre**, **Align Right** (from the **Paragraph** group), **Font Colour** and **Format Painter** (from the **Clipboard** group).

To find out what each tool icon represents, point to the icon to see a tool tip which displays the tool's name and a brief description of its function. The names of some of the commonly used font tools are shown above.

The shortcut menu allows you to open various dialog boxes such as the **Font** and **Paragraph** dialog boxes and also allows you quick and easy access to some of the common tools and galleries such as **Bullets**.



## APPLYING FONT FORMATTING

When you type text onto a slide, the text is formatted automatically with the applied template or **theme fonts**. Theme fonts already contain a range of formatting attributes to suit that theme,

such as the font type, size, colour and so on. However, you may need to apply font formatting to increase or decrease the size of text, change the font, or any other number of formatting techniques.

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Working With Text\_3.pptx...*

Click on slide **1** in the **Slides** pane to

**1** display it in the **Slide** window

*Let's increase the font size of the title...*

**2** Click before the word **Project** then hold down **Shift** and click after the word **Overview** to select both words

**3** Click on the **Home** tab, then click on the drop arrow for **Font Size** in the **Font** group and select **60** to increase the font size, then click outside the placeholder to deselect it and view the result

*Let's apply some colour...*

**4** Re-select the heading **Project Overview** then click on the drop arrow for **Font Colour** in the **Font** group to open a gallery of options

**5** Point to the various options to see the effect on the text in Live Preview, then click on **Teal Accent 2 Darker 25%** to select it

**6** Display slide **4** in the **Slide** window

*Let's apply bold to selected text...*

Click and drag to select the text under

**7** **Competitors** then click on **Bold** in the **Font** group to apply bold to the selected text

**8** Repeat step **7** to apply bold to the text beneath the subheadings **Strengths** and **Weaknesses**

**2**



**3**



**8**



### For Your Reference...

To **format text**:

1. Select the text to be formatted
2. Click on the **Home** tab and click on the desired tool(s) in the **Font** group

### Handy to Know...

- You can use keyboard shortcuts for some formatting commands. For instance **Ctrl** + **B** for **Bold**, **Ctrl** + **I** for **Italic** and **Ctrl** + **U** for **Underline**.
- You can also quickly change elements such as **Font colour** using the mini toolbar.



## APPLYING PARAGRAPH FORMATTING

Those who use Microsoft Word may be used to thinking of paragraphs as blocks of text, however in PowerPoint, paragraphs are more often one or two sentences or bullet points. While font

formatting changes the appearance of selected text, paragraph formatting in PowerPoint changes the appearance of all text within a placeholder and can include alignment, numbering and the like.

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Working With Text\_4.pptx...*

- 1 Click on slide **6** in the **Slides** pane to display it in the **Slide** window

*Let's increase the spacing between bullet points...*

- 2 Click anywhere in the text placeholder to display the border, then click on the border to select it

*Formatting will be applied to all text in the placeholder...*

- 3 Click on the **Home** tab, then click on the drop arrow for **Line Spacing** in the **Paragraph** group and select **1.5** to increase the spacing between each paragraph

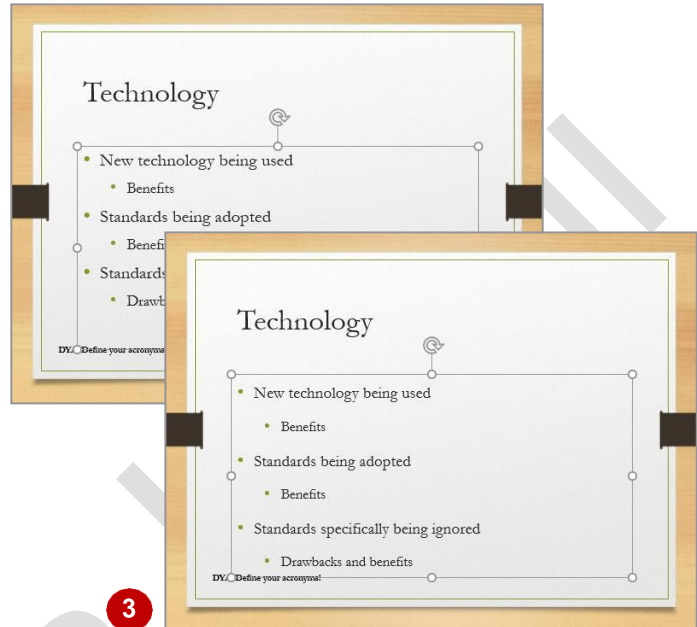
*Let's create a numbered list...*

- 4 Display slide **3** in the **Slide** window, then repeat step **2** to select the placeholder

- 5 Click on the drop arrow for **Numbering** in the **Paragraph** group to display a gallery of options

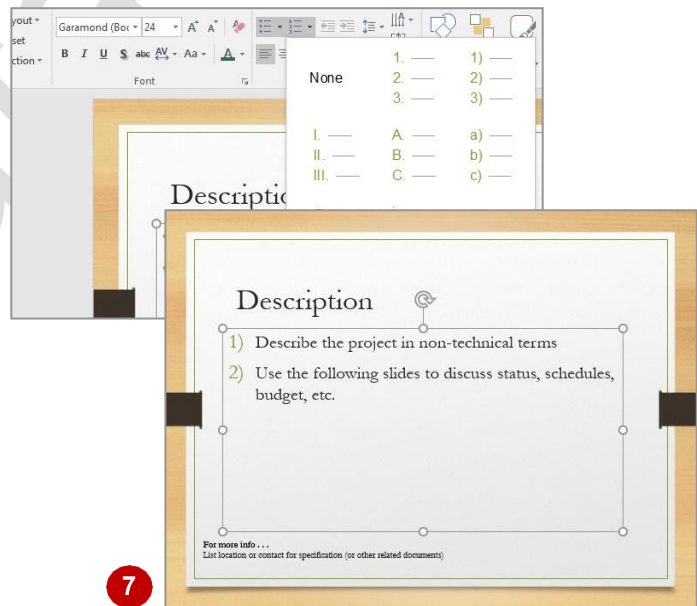
- 6 Click on the option **1)2)3)** to apply it to the bullet points

2



3

5



7

### For Your Reference...

To **apply paragraph formatting**:

1. Select the placeholder or the paragraphs to be formatted
2. Click on the **Home** tab, then click on the desired tools in the **Paragraph** group

### Handy to Know...

- You can change both the horizontal alignment of text (left-aligned, centre, right-aligned, justified or placed in columns) and vertical alignment (top, middle and bottom) of text within a placeholder, as well as indent selected text using the tools in the **Paragraph** group on the **Home** tab.



## CHANGING BULLET AND NUMBERING STYLES

You can change the style of existing bullet points in your presentation or insert new ones based on a style other than the default one. There is a range of bullet style options to choose from

depending on your requirements. However, be wary of using too many different kinds of bullet points throughout the one presentation as it can look messy and be distracting for your viewers.

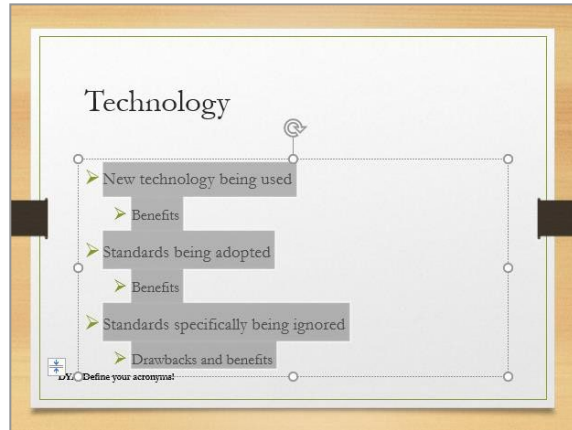
### Try This Yourself:

Same File

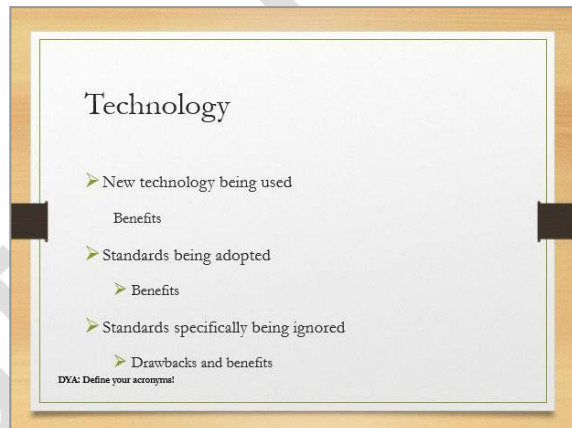
Continue using the previous file with this exercise, or open the file *Working With Text\_5.pptx...*

- 1 Click on slide **6** in the **Slides** pane to display it in the **Slide** window
- 2 Select the text beneath the heading **Technology**
- 3 Click on the **Home** tab, then click on the drop arrow for **Bullets** in the **Paragraph** group to display a gallery of options
- 4 Point to the options to see the effect on the text in Live Preview, then click on the option **Arrow Bullets** to apply this bullet style to the text
- 5 Deselect the text to view the result
- 6 Click on the text **Benefits**, under **New technology being used**, then click on the drop arrow for **Bullets** in the **Paragraph** group and select **None**  
*The bullet will be removed from the text...*
- 7 Repeat step **6** to remove the bullets from the other two bulleted subheadings **Benefits** and **Drawbacks and benefits**

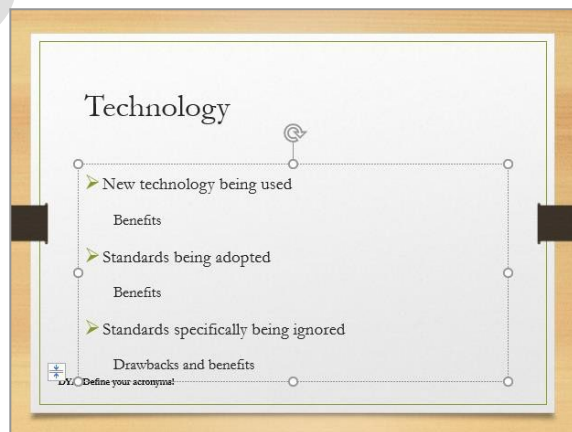
4



6



7



### For Your Reference...

To **change bullet styles**:

1. Select the text
2. Click on the **Home** tab, then click on the drop arrow for **Bullet** in the **Paragraph** group and select an option

### Handy to Know...

- If you don't like the bullets shown in the **Bullets** gallery, select **Bullets and Numbering** from the bottom of the **Bullets** gallery to open the **Bullets and Numbering** dialog box. Click on **[Customise]** to open the **Symbol** dialog box from which you can choose any symbol to use as a bullet.

## MOVING AND RESIZING PLACEHOLDERS

When you type text into a **placeholder**, the text is formatted according to the applied **theme fonts**, including font size. If there is more text than can fit in the placeholder, PowerPoint will

resize the text to fit the placeholder. However, you can resize the placeholder manually to fit in extra content or to better fit on the slide. You can also reposition placeholders anywhere on the slide.

### Try This Yourself:

Continue using the previous file with this exercise, or open the file *Working With Text\_6.pptx...*

Click on slide **6** in the **Slides** pane to

**1** display it in the **Slide** window  
*The text is in the wrong position, so we'll move the placeholder...*

**2** Click anywhere in the bulleted text to display the placeholder border, then click on the border to select the placeholder

*Let's resize the placeholder...*

**3** Click on the **Drawing Tools: Format** tab, then click on the down arrow for **Shape Width** in the **Size** group until it reads **15**

**4** Ensure the text placeholder is still selected then click on it and drag up towards the heading and position it as shown

*Onscreen guides may appear, to help you align the placeholder...*

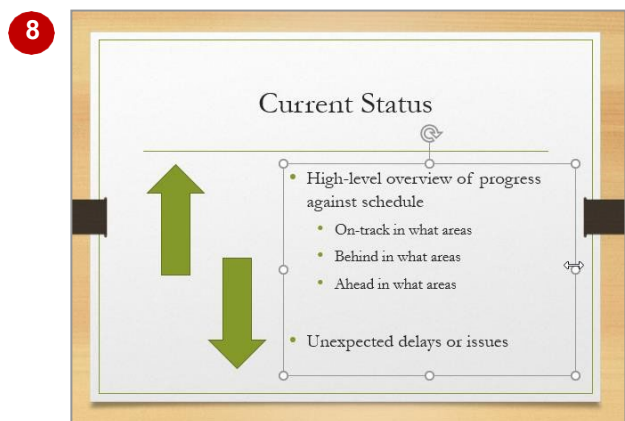
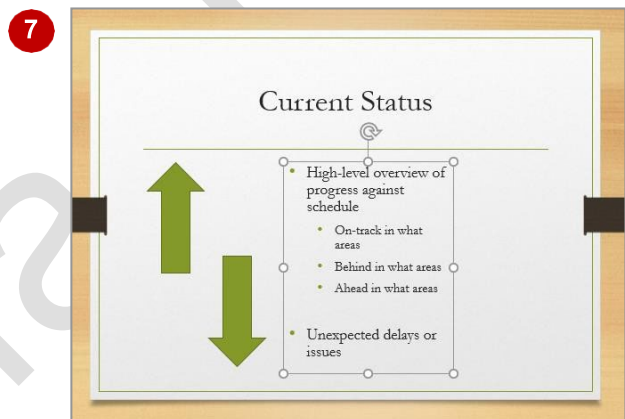
**5** Navigate to and click on slide **10** so it appears in the **Slide** window

**6** Repeat step **2** to select the placeholder

Click and drag the placeholder to the

**7** left as shown

**8** Point to the middle control handle on the right border of the placeholder until the cursor changes to a two-headed arrow, then click and drag to the right, as shown, to resize the placeholder



### For Your Reference...

To **move a placeholder**:

- Select the placeholder, then click and drag to position the placeholder in its new location

To **resize a placeholder**:

- Select the placeholder and adjust the **Height** and **Width** in the **Size** group on the **Drawing Tools: Format** tab

### Handy to Know...

- To delete a placeholder, select the placeholder, then press **Del**.
- You can use the keyboard to move a selected placeholder. Press **←**, **→**, **↑**, or **↓** to move the placeholder in the required direction.

## APPLYING WORDART TO TEXT

WordArt is simply that. Art that has been applied to text. In this case, WordArt refers to a range of pre-set effects, such as **glow** and **reflection** that can be applied to text to make it stand out. As

such, WordArt is ideal for headings and titles. WordArt can also be used to emphasise a key word. WordArt should be used sparingly unless you have a specific need for it.

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Working With Text\_7.pptx...*

1

Click on slide **1** in the **Slides** pane to display it in the **Slide** window

2

Let's make the title slide look more interesting...

3

Select the heading **Project Overview**

4

Click on the **Drawing Tools: Format** tab, then click on the **More** arrow for the **WordArt Styles** gallery in the **WordArt Styles** group to display the **WordArt** gallery

4

PowerPoint presents a range of styles that will complement the applied theme...

5

Click on **Fill – White, Outline – Accent 1, Shadow** (row 1, column 4) to apply this style, then click away from the placeholder to view the result

5

Re-select the heading, then click on the drop arrow for **Text Fill** in the **WordArt Styles** group to display a gallery of options and point to the options to see the effect in Live Preview

6

Click on **Orange Accent 5 Lighter 40%** to apply this fill to the heading

3



4



6



### For Your Reference...

To **apply WordArt** to **text**:

1. Select the placeholder or text
2. Click on the **Drawing Tools: Format** tab, then click on the **More** arrow for the **WordArt Styles** gallery in the **WordArt Styles** group and select an option.

### Handy to Know...

- Once you have inserted a WordArt style, you can then format the style via the options in the **WordArt Styles** group. For instance, **Text Effects** provides you with a huge range of options such as applying a reflection or even making your text appear 3D.

## CONVERTING TEXT TO SMARTART

Sometimes you can't avoid having slides in your presentation that are purely text, with no interesting graphics or the like to enhance the slide. In these situations you might consider

decorating up the text by applying a **SmartArt** graphic to it. SmartArt includes graphics for bulleted lists, but you could also use SmartArt graphics to depict processes or steps.

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Working With Text\_8.pptx...*

- 1 Click on slide **6** in the **Slides** pane to display it in the **Slide** window

Let's apply SmartArt to the bulleted list...

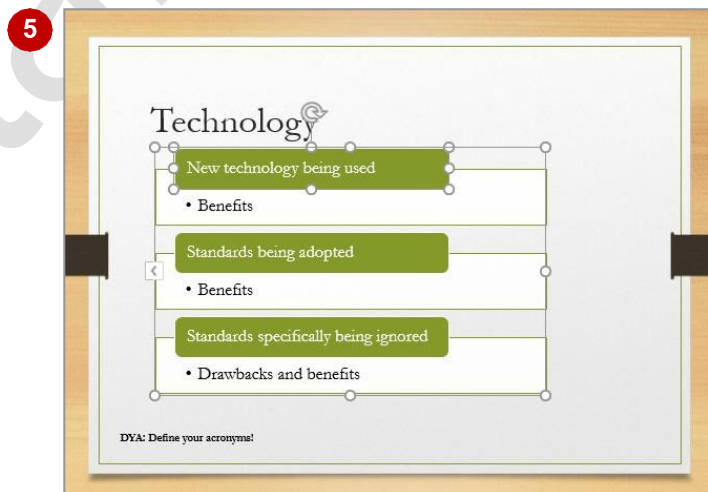
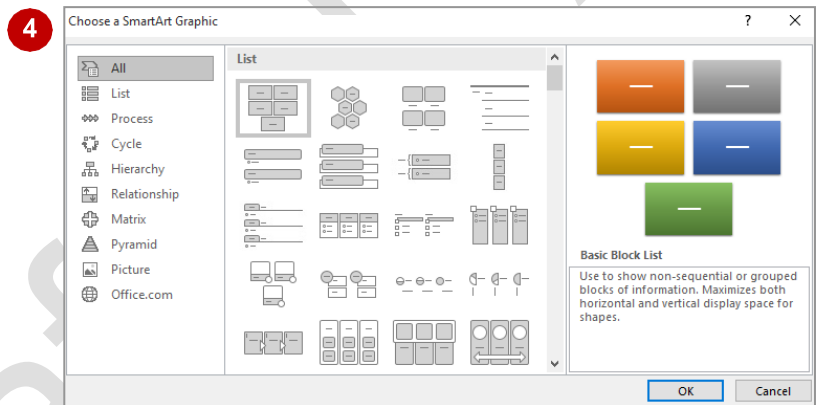
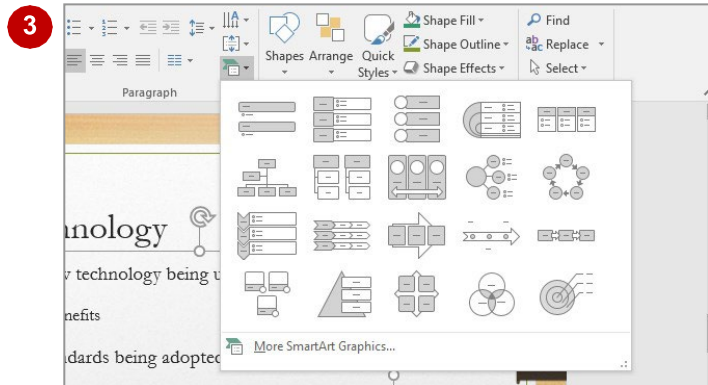
- 2 Select the text placeholder that contains the bulleted list

- 3 Click on the **Home** tab, then click on **Convert to SmartArt** in the **Paragraph** group to display the **SmartArt** gallery

You can hover over each option to view the effect in Live Preview...

- 4 Click on **More SmartArt Graphics** to open the **Choose a SmartArt Graphic** dialog box

- 5 Click on **List** in the left pane, then click on **Vertical Box List** in the middle pane and click on **[OK]**



### For Your Reference...

To **convert text to SmartArt**:

1. Select the placeholder, click on the **Home** tab, then click on **Convert to SmartArt** in the **Paragraph** group
2. Click on an option in the gallery, or Click on **More SmartArt Graphics**, then select a graphic and click on **[OK]**

### Handy to Know...

- SmartArt graphics can be customised once inserted. You can click on any shape within the graphic, then use the tools on the **SmartArt Tools: Design** tab to format the shape as desired.