



4 More about MS PowerPoint

Objective

- Slide layout ✓
- Adding background ✓
- Inserting tables ✓
- Inserting charts ✓
- Applying animation effects ✓
- Adding transition to slides
- Use of media clips and action buttons
- Import data from other applications

In the previous class, you have learnt about the basic features of MS PowerPoint. In this chapter, you will learn some advanced features of PowerPoint. This will enable you to give an entirely different look to your presentation. You can add animation, transition, different slide layouts, media clips, etc.

SLIDE LAYOUT ✓

On a slide, placeholders can be arranged differently. These placeholders may hold text or an image. The arrangement of placeholders on a slide is called **slide layout**. You can choose different slide layouts from the **Slide layout** palette.

Follow the given steps to change the slide layout:

1. Open a slide on a presentation or choose a slide whose layout you want to change.
2. Go to the **HOME** tab and navigate the **Layout** button in the **Slides** group. Click the drop-down arrow next to the **Layout** option.
3. The **Office Theme** palette appears on the screen. Choose the desired layout style for the selected slide.
4. The layout of the selected slide is changed.

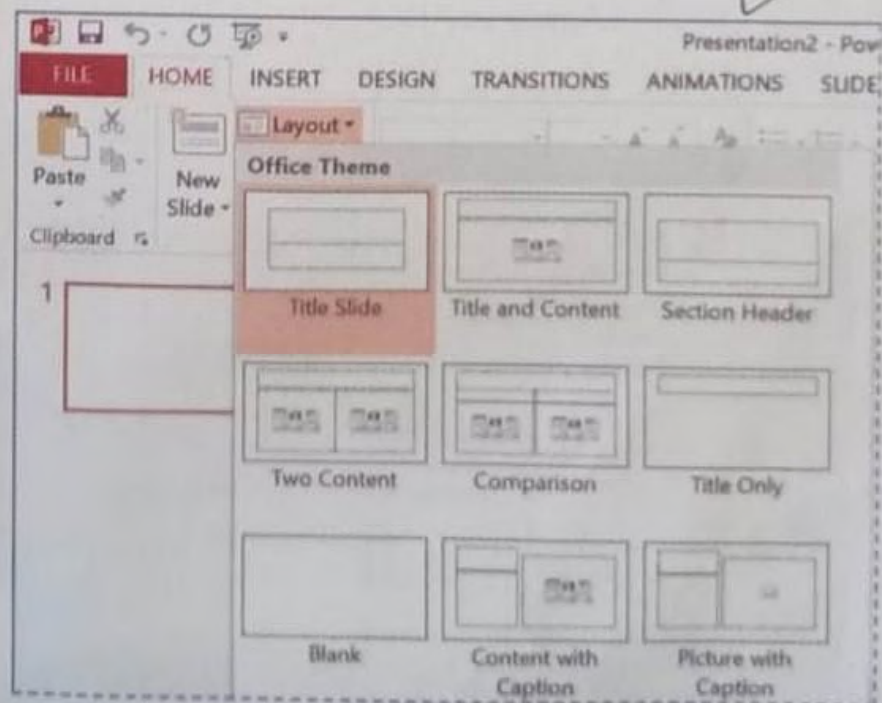


Fig. 4.1

ADDING BACKGROUND

You can add different background styles to your presentation to make it more attractive. Like, add solid colour, picture, texture and gradients to a slide.

Solid Colour Background

To set a solid colour background to a slide, follow the given steps:

1. Navigate and click the **DESIGN** (1) tab. Go to the **Customize** option and click the arrow of the **Customize** (2) option.

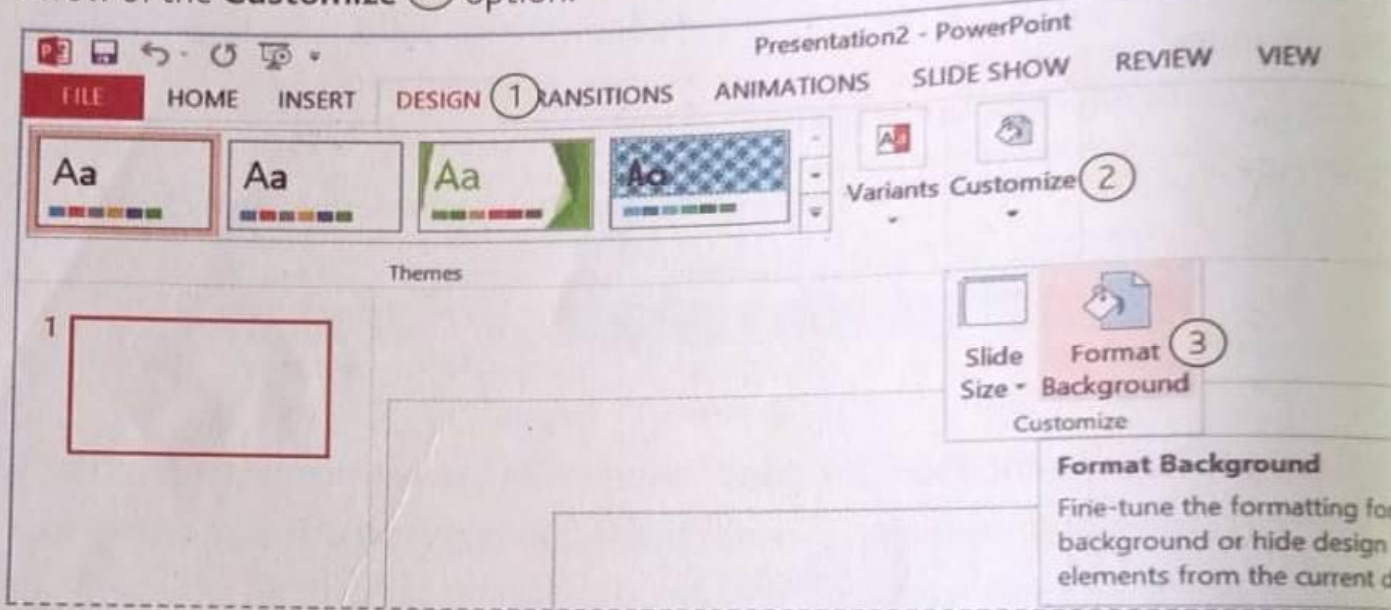
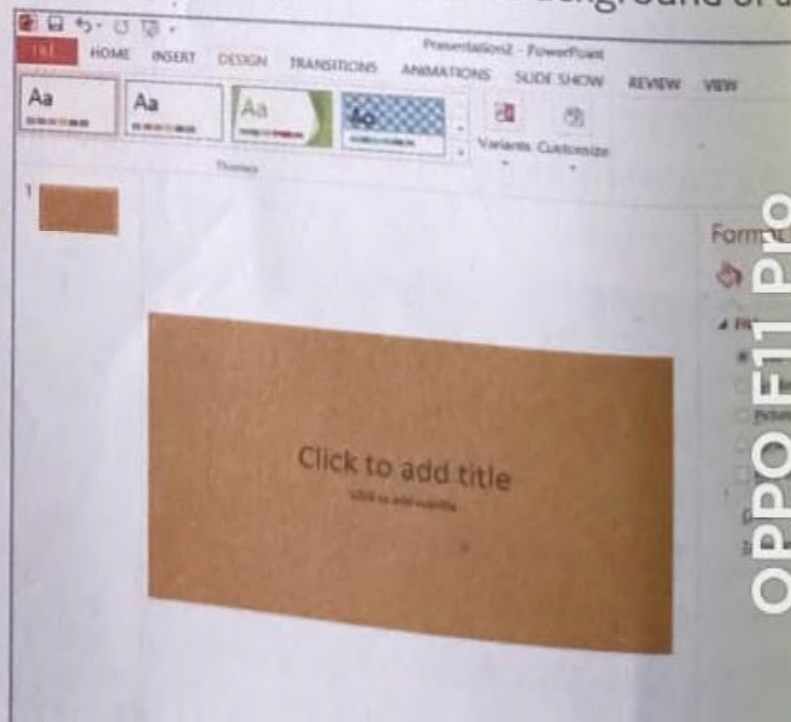
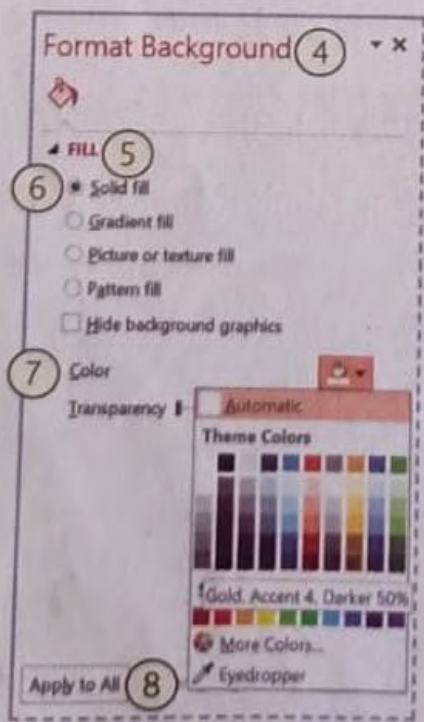


Fig. 4.2

2. Select the **Format Background** (3) option. The **Format Background** pane (4) appears on the right side of the PowerPoint window.
3. Click the **Solid Fill** (6) radio button in the **FILL** (5) section. Go to the **Color** option and click the drop-down arrow next to the **Color** (7) option to choose the desired colour for background.
4. Click the **Apply to All** (8) button. The chosen colour appears in the background of all slides.



Set Background

Set a gradient background by following the given steps:

Navigate and click the **DESIGN** tab. Go to the **Customize** option and click the drop-down arrow of the **Customize** option.

Select the **Format Background** option. The **Format Background** pane (1) appears on the right side of the PowerPoint window.

Click the **Gradient Fill** (3) radio button in the **FILL** (2) section. Different options regarding the gradient fill pops out in the lower sections.

Specify the required details for the gradient fill. These include **Preset gradients** (4), **Type** (5), **Direction** (6), **Angle** (7), **Gradient Stops** (8), **Color** (9), and **Position** (10).

Click the **Apply to All** (11) button. The gradient background appears on the slide according to the specified options given for gradient fill.

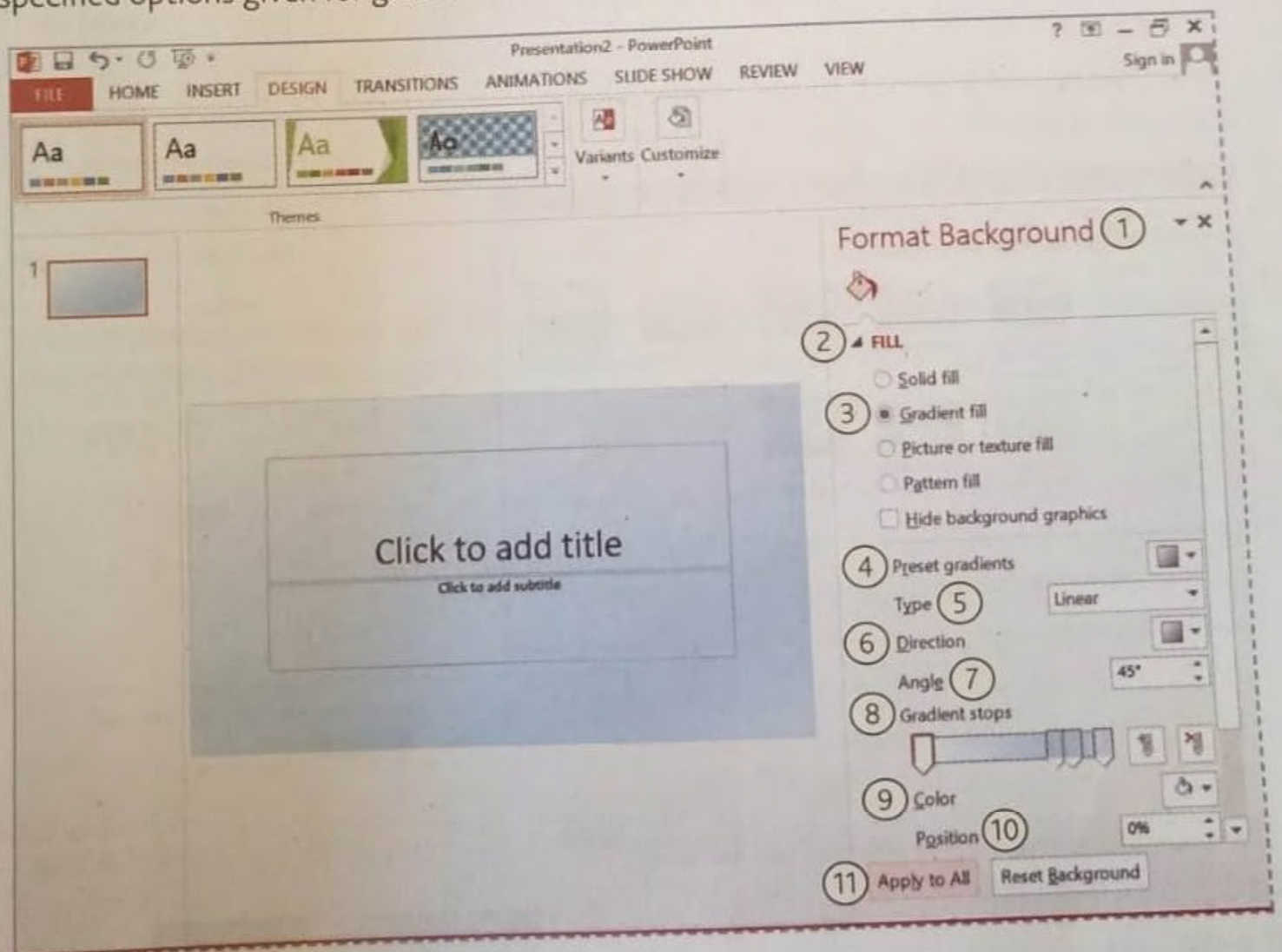


Fig. 4.5

First select the slide layout and then enter your data into the slide. If you will change the layout after entering the data, you need to rearrange all your pictures, charts, etc. on the slide to new positions according to the chosen layout.

Picture Background

A picture can be set at your slide's background. Follow the given steps to insert a picture at the background of your slide.

1. Following the above steps, open the **Format Background** (1) pane that appears on the right side of the PowerPoint window.
2. Click the **Picture or texture fill** (3) radio button in the **FILL** (2) section. Different options regarding the **Picture or texture fill** pops out in the lower sections.
3. The details regarding the **Picture or texture fill** include **Insert picture from, Texture, Transparency**, etc.
4. Go to **Insert picture from** (4) section and choose the **File** (5) option. The **Insert Picture** (6) dialog box appears on the screen.
5. Select the picture you want to add to your slide background and click the **Insert** (7) button.



Fig. 4.7

6. The selected picture appears on the background of slide.
7. If you want the picture on all the slides, then select the **Apply to All** (8) button.

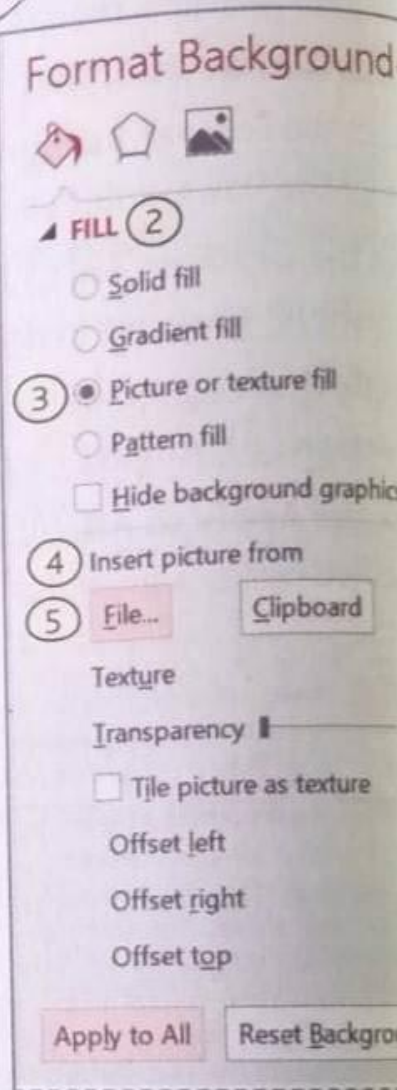
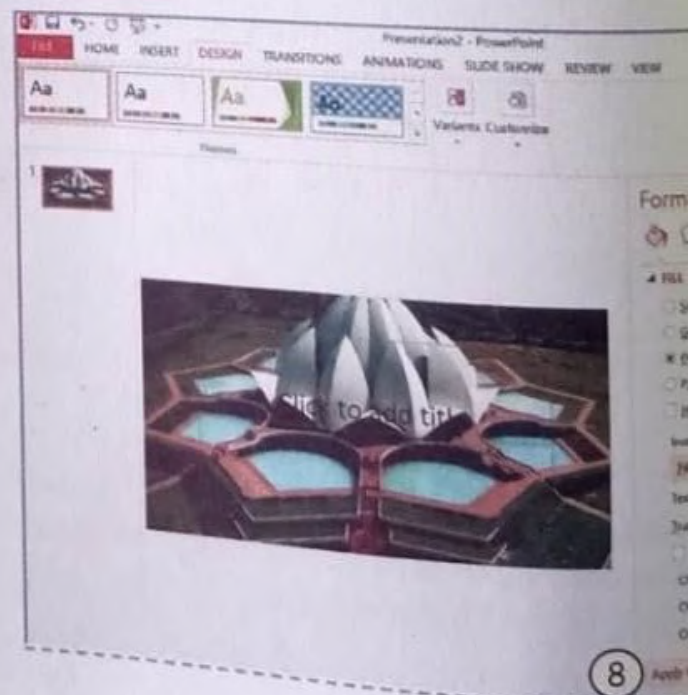


Fig. 4.6



Textured Background

In order to set a textured background, follow the given steps:

1. Open the **Format Background** ① pane that appears on the right side of the PowerPoint window.
2. Click the **Picture or texture fill** ③ radio button in the **FILL** ② section. Different options regarding the **Picture or texture fill** pops out in the lower sections.

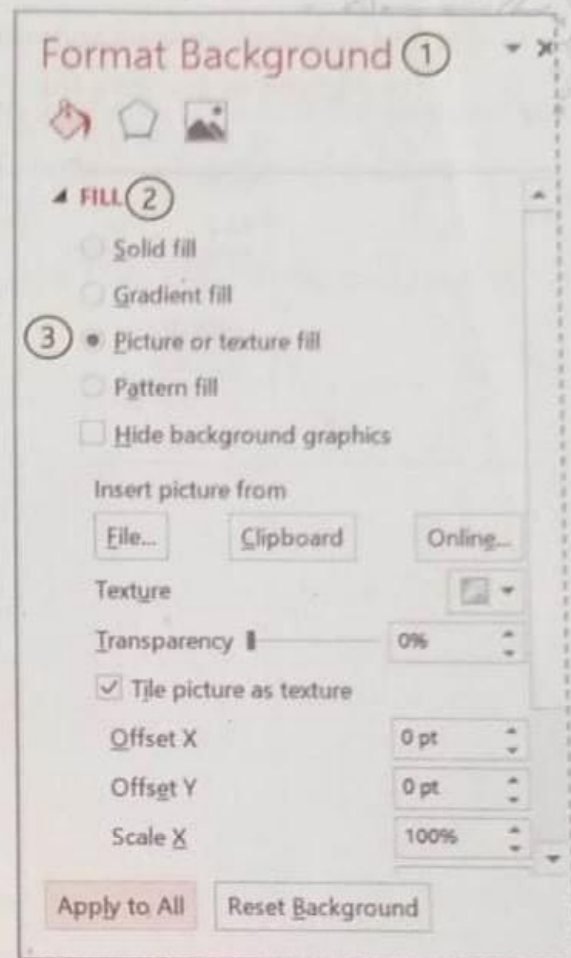


Fig. 4.9

3. Click the drop-down arrow next to the **Texture** ④ button. A **palette** ⑤ showing different types of textures opens. Select the texture you want to add and also specify other settings like **Transparency** ⑥, **Offset X** ⑦, **Y** ⑧, **Scale X** ⑨, etc. Select the **Apply to All** button ⑩.



Fig. 4.10

4. The selected Texture appears on the background of slide according to the specified options for **Picture or texture fill**.

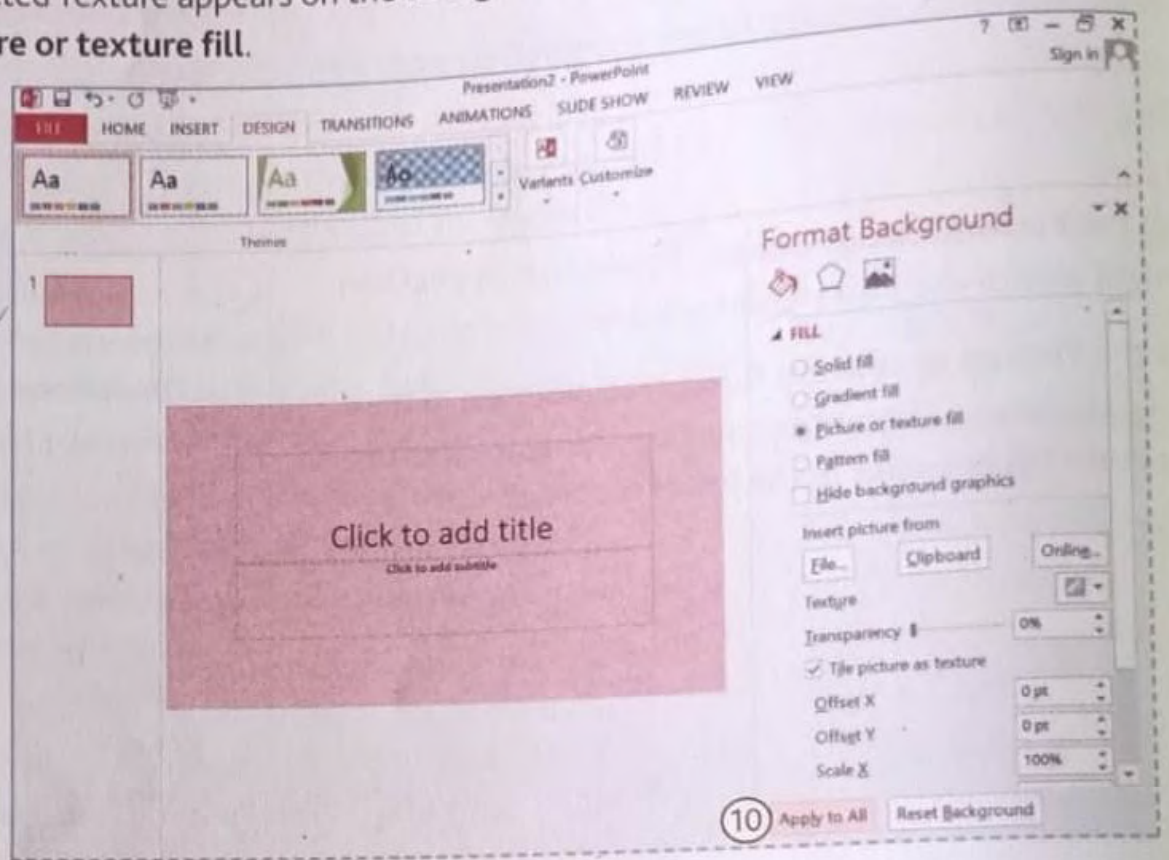


Fig. 4.11

Pattern Background

1. Open the **Format Background** (1) pane that appears on the right side of the PowerPoint window.
2. Click the **Pattern fill** (3) radio button in the **FILL** (2) section. A **Pattern** (4) palette showing different pattern styles appears. Choose a pattern style.
3. Click the drop-down arrow of the **Foreground** option (5) to select the foreground colour in your pattern. Similarly, click the drop-down arrow of the **Background** option (6) to select the background colour. Finally, click **Apply to All** button (7).
4. The selected pattern style with chosen foreground and background colours appear on the slide.

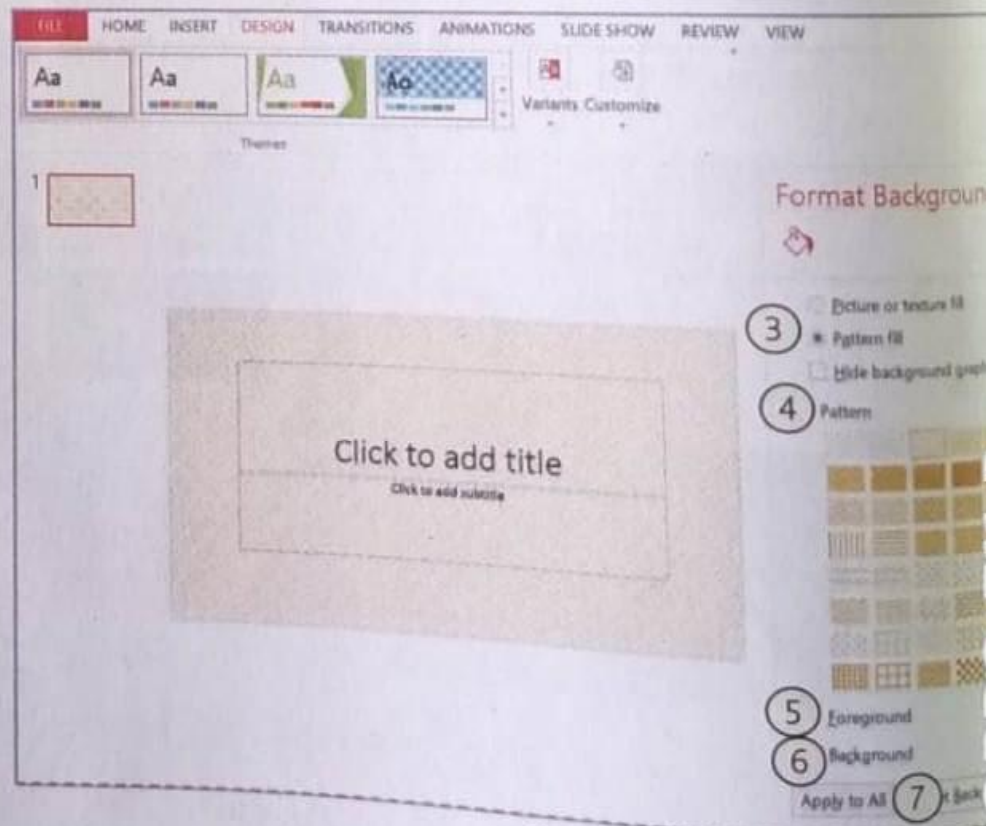


Fig. 4.12

INSERTING TABLES

A table represents data in an organized manner. You can insert table on a slide by following the given steps:

1. In the **HOME** (1) tab, navigate the **Layout** button in the **Slides** group. Click the drop-down arrow next to the **Layout** (2) option.
2. The **Office Theme** (3) palette appears on the screen. Choose the **Title and Content** (4) layout for the slide.

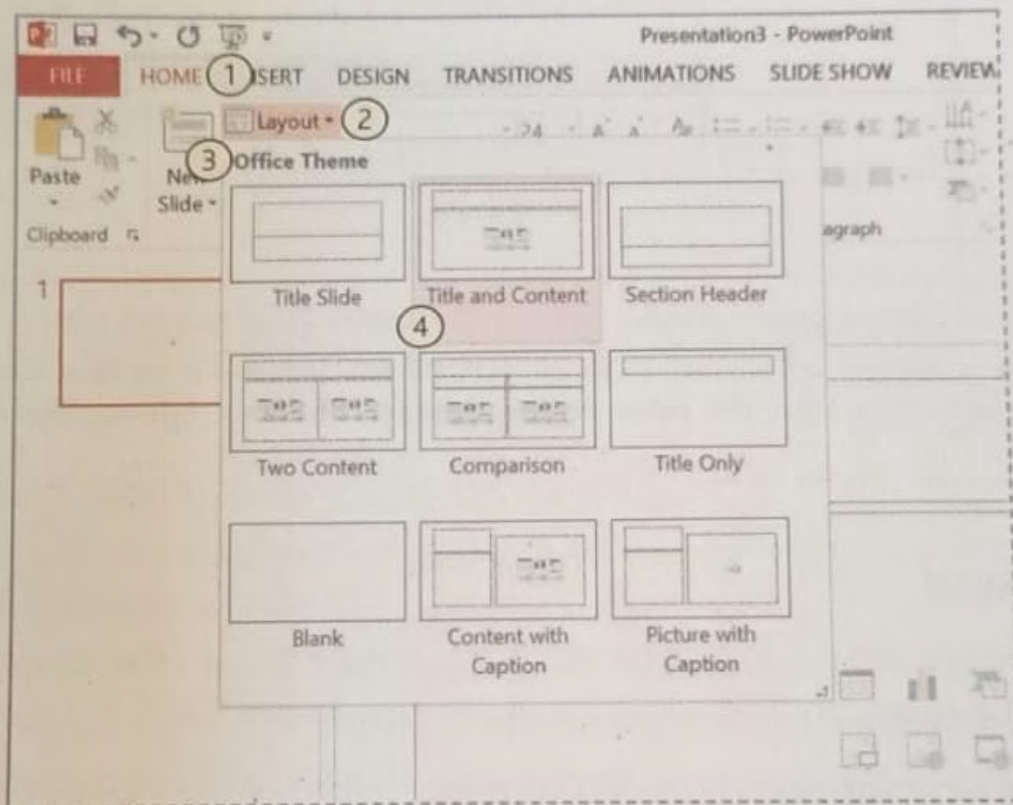


Fig. 4.13

3. Click the **Insert Table** (5) icon in the placeholder. The **Insert Table** (6) dialog box pops out on the screen. Specify the **Number of columns** (7) and **Number of rows** (8) for the table and click the **OK** (9) button.

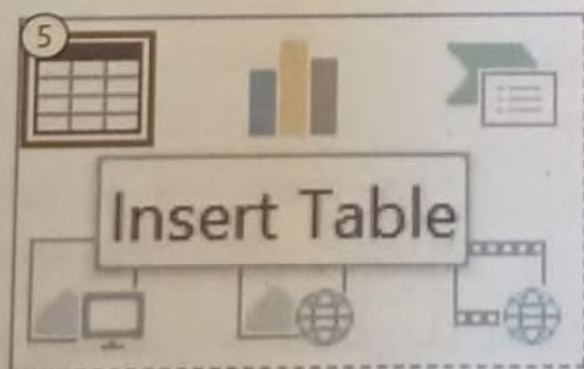


Fig. 4.14

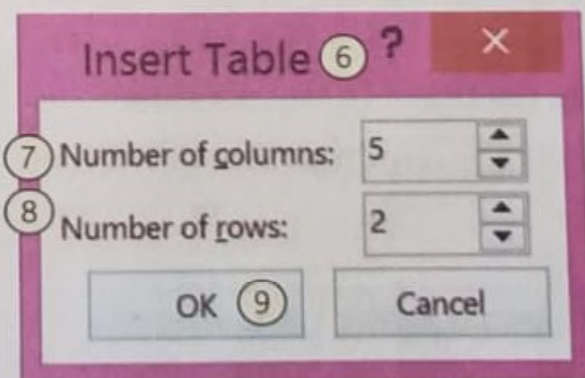


Fig. 4.15

4. The table with specified number of rows and columns appear on the screen.
5. Insert data in the cells using the **Tab** and arrow keys or just click inside the cell and start typing.

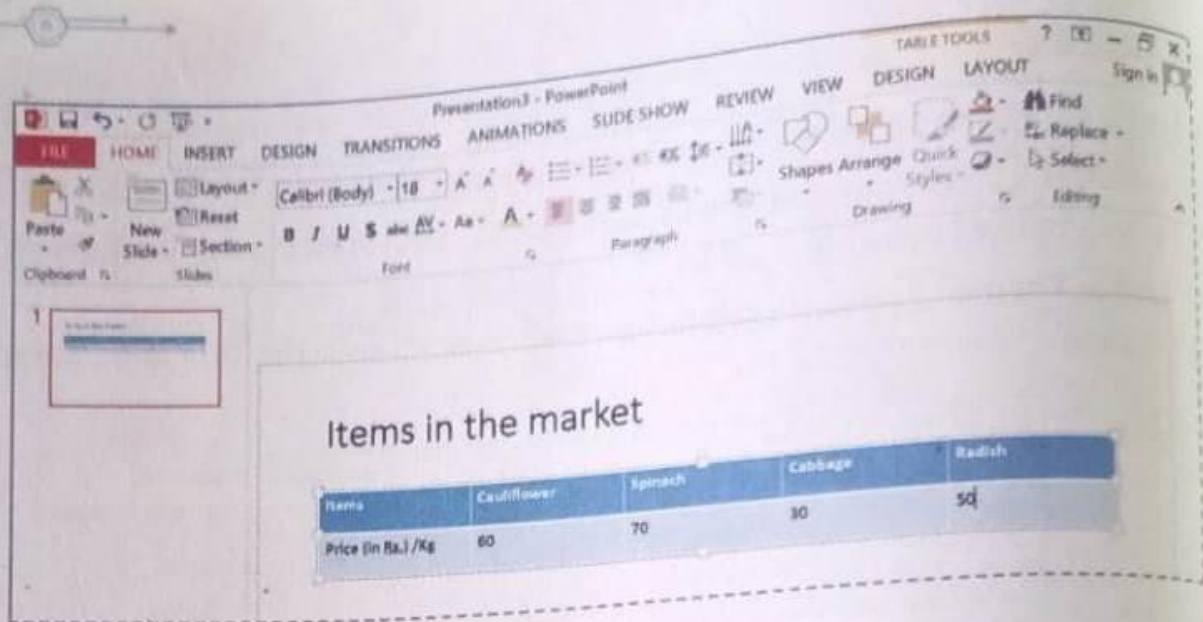


Fig. 4.16

- You can also use options given in **Tables** button in the **Tables** group to insert table.
- Once a table is inserted on a slide, **TABLES TOOLS** tab appears. It contains various options for modifying a table like **Table Styles**, **Borders**, **Shading**, **Effects**, **WordArt Styles**, etc.

INSERTING CHARTS

The graphical and pictorial representation of data is called **chart**. It is an effective way to do comparison, analysis, study the growth and relationships and also to determine trends. It is an accurate way of

In PowerPoint, you can insert charts in the following way:

1. In the **HOME** tab (1), navigate the **Layout** button in the **Slides** group. Click the drop-down arrow next to the **Layout** option (2).
2. The **Office Theme** (3) palette appears on the screen. Choose the **Title and Content** layout (4) for the slide.
3. Click the **Insert Chart** icon (5) on the slide.

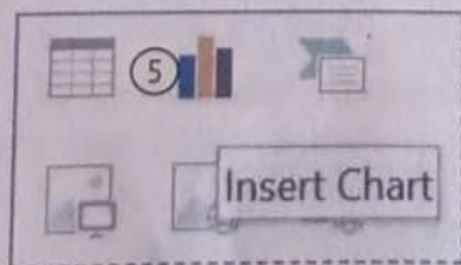


Fig. 4.18

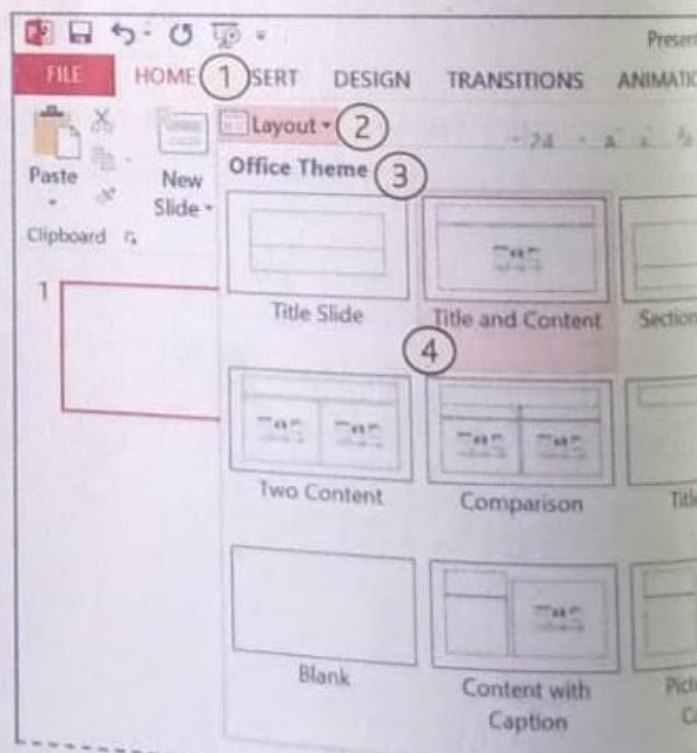


Fig. 4.17

4. The **Insert Chart** dialog box (6) appears on the screen. The different chart types you want is shown in the left pane. The sub types of the selected chart type is shown in the right pane.

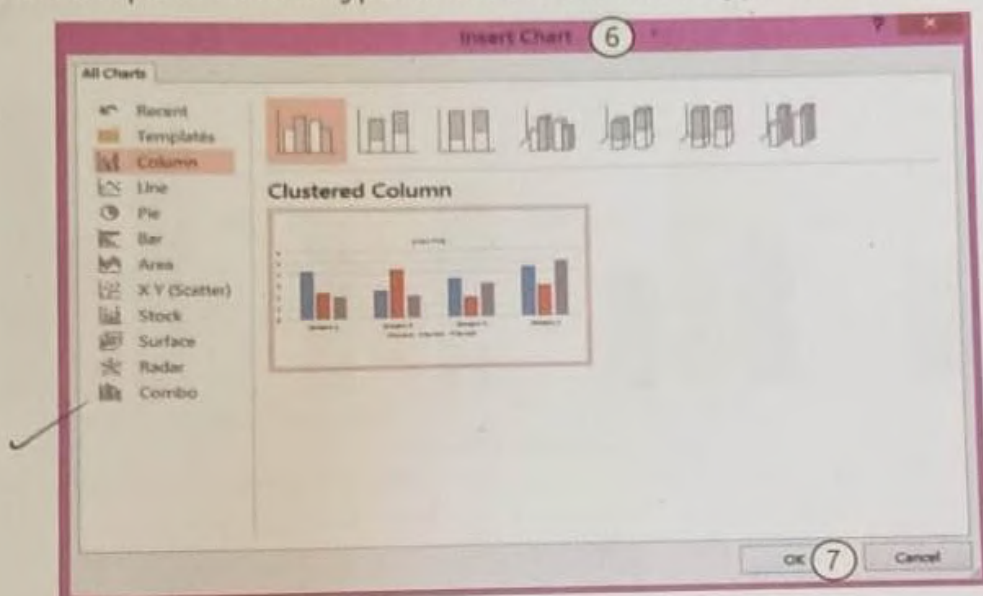


Fig.4.19

5. Select the desired chart type and click the **OK** button (7).
6. The chart along with its datasheet is displayed on the screen. If you modify values in the data, the chart automatically gets updated.

Important terms related to charts

Chart Title: This feature tells you about what the chart is about.

Chart Area: This is the complete chart including all the objects and the entire space taken by the chart.

Plot Area: This area lies within the chart area. It includes the plotted data, value axis, data series, category axis and chart.

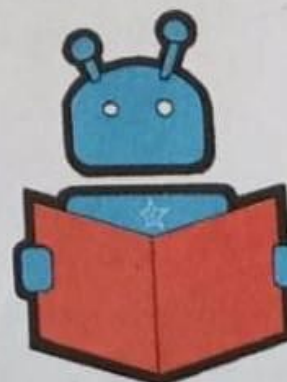
Value Axis: It is the vertical axis or y-axis of the chart. The values are plotted in this axis.

Category axis: It is the horizontal or x-axis of the chart. It shows the categories of data being compared and presented.

Data Series: It represents the columns, bars, slices or other elements that are used to show the data.

Gridlines: Depending on the chart type selected by the user, the gridlines may be vertical or horizontal. They help to read and understand the chart values easily.

Legends: These are different colours, symbols, patterns, etc., that are used to indicate data in the chart.



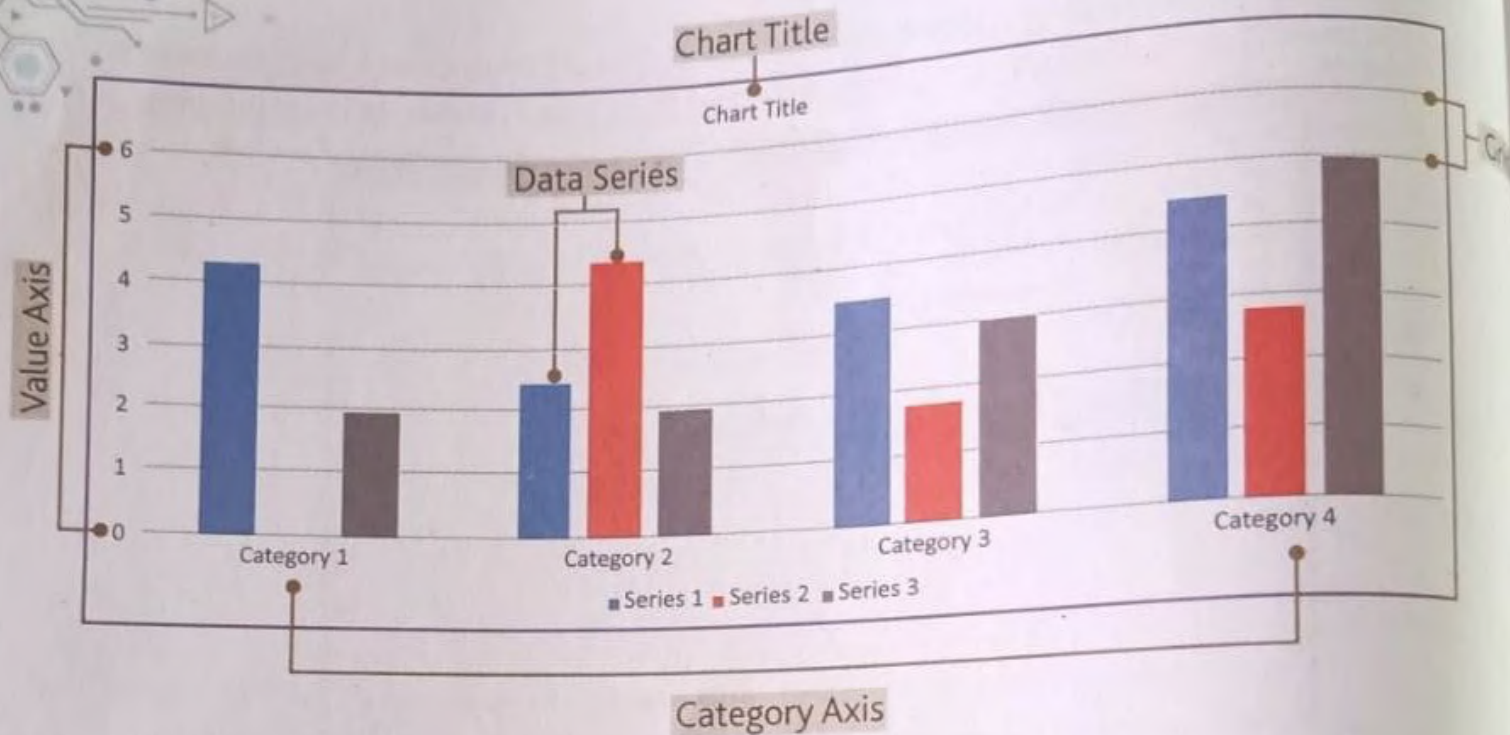


Fig. 4.20

APPLYING ANIMATION EFFECTS

You can give an impressive look to your presentation by adding audio and visual effects.

Animation is a special effect that enables the text, pictures, graphics, charts, etc., to move in any direction in a slide show. In order to add animation to your slide, follow the given steps:

1. Open a presentation and select the object you want to animate.
2. Select the **ANIMATIONS** tab and click the drop-down arrow of the **Add Animation** option in **Advanced Animation** group.



Fig. 4.21

3. The menu displays four different types of animation effects. These are:

Animation Effect	Description
ENTRANCE	It decides the manner in which the object enters into a slide in a slide show. It fades the object gradually, flies it onto the slide from an edge or bounce, etc.
EMPHASIS	It determines the way in which the object draws attention toward itself during a slide show. It shrinks the object or grows in size, changes its colour or spins it at its centre.
EXIT	It tells the way in which the object exit from a slide in a slide show. Object may Disappear, Fade, Float out, Split , etc.
MOTION PATHS	It makes the object to move up and down, left or right, in circular pattern, etc. It enables the object to move in a specified path, from one position to another in a slide show.

4. You can see more animation effects in each category by clicking on the **More Entrance Effects, More Emphasis Effects, More Exit Effects, More Motion Paths** option.
5. You can set the length of the animation by moving the spin wheel options of the **Duration** option in the **Timing** group.
6. You can set the entry of the animated slide in a slide show by clicking the drop-down arrow of the **Start** option in the **Timing** group. The numbered tag appears on the slide that indicates when the object will enter in the presentation.

Different **Start** options are:

On Click : Animation starts after a mouse click.

With Previous : Animation starts at the same time when the previous animation starts.

After Previous : Animation starts immediately after the previous animation effect.

7. In order to see the effects applied on a slide, click the **Preview** button in the **Preview** group of the **ANIMATIONS** tab.

DING TRANSITION EFFECTS

Whenever, you change from one slide to another, there occurs a break in the continuity. In order to make shift seamless, transition can be introduced to the slides. You can add transition effects following the steps:

1. Select the slide to which you want to add the transition.
2. Click the **TRANSITIONS** tab (1) in the **Transition to This Slide** group. You can see a palette (2) showing different transition effects in the **Transition to This Slide** group (see Fig. 4.22).
3. To view more transition effects, click the drop-down arrow of **More** option (3). Select the desired transition effect from the menu. The current slide shows the preview of the selected transition effect.