

Lecture 17

Today: Microsoft PowerPoint

1. Open T:\Teach\Classes\FOR112\CultureDay.ppt
2. Slide Master View
 - a. Go to the View tab and click the “Slide Master” icon
 - b. The Slide Master allows you to make global changes to your slides. Particularly, it’s good for text formatting, background color, text color, and logos.
 - c. Once you’re in Slide Master View, you’ll see the slide master along with several layouts
 - d. Right-click on the slide master thumbnail and choose “Format Background” to change the background color of all the slides that use the slide master.
 - e. Change the title text to a yellow color. Change the bullet text to a white color. It will apply to all the slides based on the slide master
3. NOTE: Individual slide modifications will override the slide master.
4. Inserting Shapes
 - a. Adding Text when a shape is created or editing text after it’s been created.
 - b. Copying shapes – Use the typical methods of copy/paste
5. Arranging Shapes
 - a. With a shape selected, check out the Drawing Tools/Format tab and look at the different options available in the Arrange group
 - b. **Align** has many options including aligning multiple objects on their left or right sides, on their centers. You’ll note that what aligns is actually the frame around the object.

You can also use the “Distribute Horizontally (or Vertically) option when you have three or more items selected and PowerPoint will ensure that all the objects are spaced equidistantly apart.
 - c. **Group** allows you to select multiple objects and then group them so that they all get moved or formatted as one object. You can still make changes to just one of the objects within a group by selecting the single object before modifying one of its properties.
6. Changing a Slide Layout
 - a. On the Home tab, you’ll notice the Slides group contains an icon named “Layout”. Layouts can be thought of as a template for the placeholders on a slide...what kind of placeholder (title, text, etc) as well as where the placeholder is located.
 - b. If you’re editing a slide, you can change its layout by simply choosing one of the layouts after you’ve clicked on the Layout icon.
7. The Lecture Notes continue on the next page.

8. Inserting Pictures

- a. Go to the Insert Tab and click on the “Picture” icon.
- b. Browse and select the picture you want to insert.

9. Editing Pictures

- a. Double-click a picture and you’ll display the Picture Tools/Format tab.
- b. You can also right-click a picture and choose either
 - i. Size and Position (Option here to reset a picture to its original size)
 - ii. Format Picture

10. Grid and Guides

- a. Right-click a slide (not an object on the slide) and you’ll see an option to turn on the drawing grid or drawing guides. We’ll focus on the guides.
- b. Drawing guides can be very useful if you’re trying to arrange objects that are on different slides (say a picture on one slide and an arrow on another slide).
- c. The guides can be moved around the screen (just click and drag) or you can make multiple guides by pressing the <Ctrl> key and then clicking and dragging on an existing guide.
- d. You can remove a guide by dragging it off the slide.

11. Note on Formatting

- a. There are alignment icons on the Home tab in the Paragraph group. Those icons control text in objects (placeholders, text boxes, etc.).
- b. If you’re trying to align objects on the slide, you’ll need to use the options in “Align” that we talked about in 5.b on the previous page.