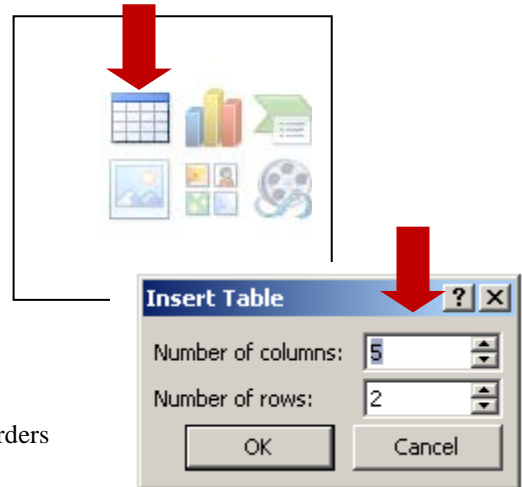


PowerPoint 2007

Table, Pictures, Statistical Chart and SmartArt Graphic

Table

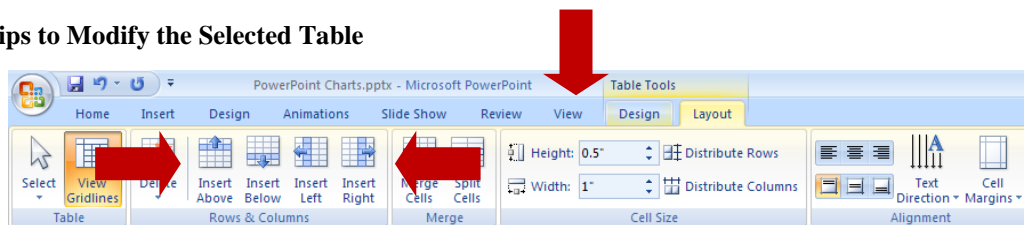
1. From the **Ribbon**, select the **Home** tab > **New Slide** pull down menu > select **Title and Content** slide
2. In the slide, double click on the **Table** icon
3. From the **Insert Table** box type in number of columns and number of rows needed for the table (this can be adjusted later if needed)
4. Use the **Design** and **Layout** tabs in the Ribbon to make changes to the table



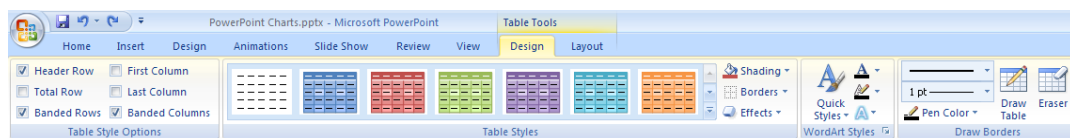
Design tab includes: Table Style Options, Table Styles (Shading, Borders, Effects), WordArt Styles and Draw Borders

Layout tab includes: Table, Rows and Columns, Merge, Cell Size, Alignment, Table Size and Arrangement

5. **Tips to Modify the Selected Table**



- a. From the Ribbon select the **Layout** tab
- b. Use the **Rows & Columns** icons to insert rows above or below, and to insert columns to the left or right.
- c. Use the **Cell Size** icons to distribute rows and columns or to enter a set height or width for the cells
- d. Use the **Alignment** icons to center text in the table cells, distribute text to the top, middle or bottom and to change the text direction and cell margins.



- e. From the Ribbon select the **Design** tab
- f. Use the **Table Style Options** to create a table with banded rows or banded columns
- g. **Table Styles** – hold the cursor over the sample to see what it would look like for your slide; to select the style click on it; to see more styles use the more arrow to the right. Use the pull down menu for Shading, Borders and Effects options
- h. WordArt Styles – selections effect font style
- i. Draw Borders – selections effect border color, width and style

To change the table size, use the resize handles. The corner handles resize proportionally. The internal handles affect the height or width of the table.

To center the table on the slide – from the Ribbon select the **View** tab and from **Show/Hide** select **Ruler** and **Gridlines**. Align the center of the table to the center of the slide (zero on the ruler).

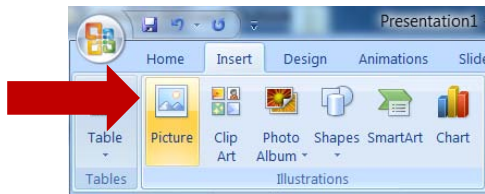
Table Exercise

Think about the information you have gathered to present the evidence for your clinical case question. For example: if you are comparing side effects of different medications, a table would be a good way to visually present the information.

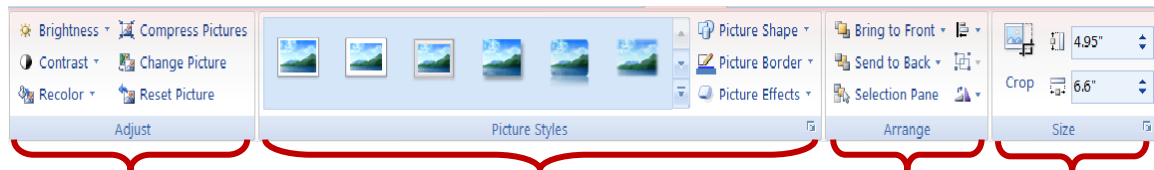
Create a table that visually represents information related to your clinical case question.

Pictures

From the **Ribbon**, select the **Insert** tab > **Picture** > navigate to the picture file > **Select** > **Insert**.



Use the **Picture Tools Format** tab to work with the picture.



- **Adjust**
 - Brightness, contrast, recolor, compress, change, reset
- **Picture Styles**
 - Various frame styles, picture shape, picture border, select pane
- **Arrange**
 - Bring to front, send to back, selection pane
- **Size**
 - Crop and horizontal and vertical size

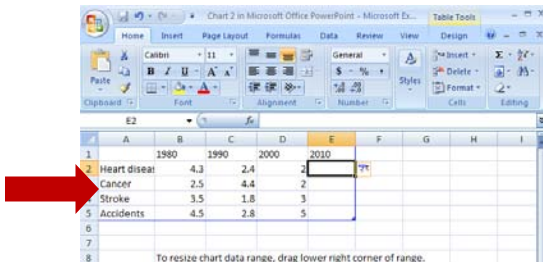
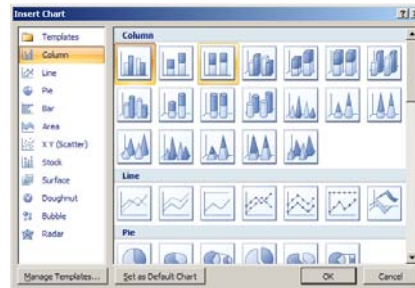
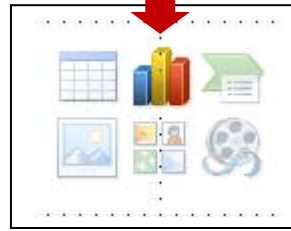
Good sources from pictures include:

- **WebPath**: <http://library.med.utah.edu/WebPath/webpath.html>
- **HEAL**: <http://www.healcentral.org/>
- **Google Images**: <http://images.google.com/>
- **Photostock**: <http://www.photostock.com/>

Images may be copyrighted. For our educational purposes for this class, **Fair Use** generally covers use of images for classroom presentations.

Statistical Chart

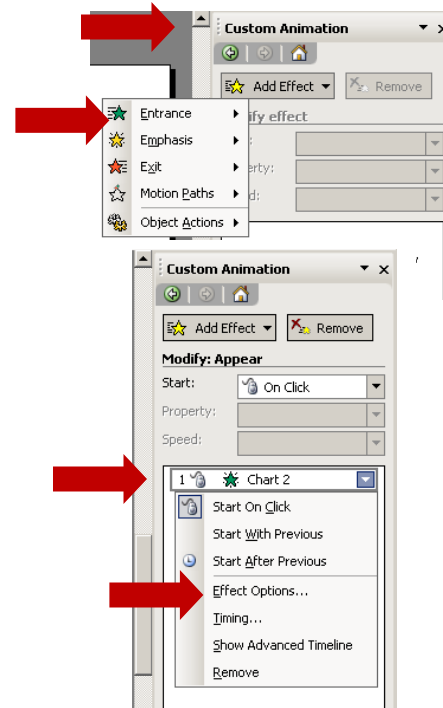
1. From the **Ribbon**, select the **Home** tab > from the **New Slide** pull down menu > select **Title and Content** slide
2. In the slide, double click on the **Insert Chart** icon
3. In the **Insert Chart** window select chart type --- this includes column, line, pie, bar, etc. and sub types. Mouse over the chart icons for a description. Click on the icon to select, and then click **OK**.
4. The slide screen is split in two.
 - a. On the left is the PowerPoint slide
 - b. On the right is the Excel spreadsheet



5. Enter your data in the Excel spreadsheet. You can add/delete rows and columns; other options include font, alignment, number, cell and editing. Click on the pull down menus to see a window with additional options.
6. To close the data sheet click in the upper right corner of the Excel spreadsheet; to return to the data sheet, click **Edit Data** from the Ribbon on the slide side (left). From slide view, double click on the chart to return to **Chart Tools Design** tab.

Animating the Chart for Slideshow

1. Return to slide view
2. Select the chart by clicking on it once
3. From Ribbon select **Animations** and then select **Custom Animation**
4. From the Custom Animation pane on the right select **Add Effect > Entrance > Appear** works well
5. From the **Chart** pull down menu, select **Effect Options**
6. In the **Appear** window select the **Chart Animation** tab; use the **Group chart** pull down menu to select **By series** or **By category**



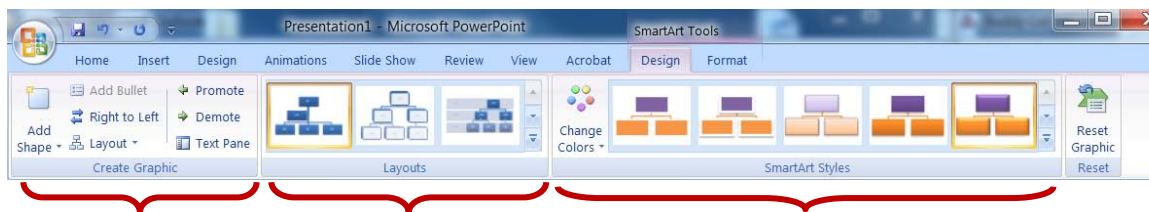
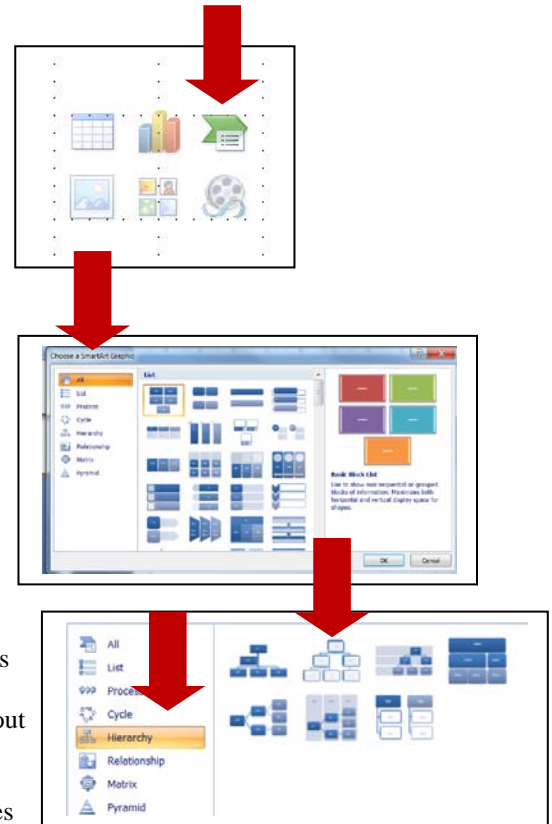
Statistical Chart Exercise

- Evaluate statistics in a clinical article of interest
- Consider how best to represent those numbers in a chart
- Use the PPT Chart feature to visually represent the data in a meaningful way; so the chart tells the story

SmartArt Graphic

Use to draw a diagram or organization chart

1. From the **Ribbon**, select the **Home** tab > from the **New Slide** pull down menu select slide > select **SmartArt Graphic** icon
2. Review choices in the **Choose a SmartArt Graphic** window
 - a. Use the left pane to limit choices to **Cycle**, **Hierarchy**, **Pyramid**, etc.
3. From the center pane click on the appropriate graphic and click **OK**
4. The graphic is added to your slide and can be worked with to “draw” your diagram
5. Working with the **Hierarchy** layout . . .
 - a. Click in box to add text
 - b. Add additional shapes by right clicking on a shape and making appropriate selection
 - i. Add Shape > After, before, above, below
 - ii. Change Shape > select
 - c. Remove a shape by selecting and using backspace
6. **SmartArt Tools Design Ribbon**; use to make design changes
 - a. **Create Graphic**
 - i. Add Shape; Add Bullet; Right to Left; Layout
 - ii. Promote; Demote; Text Pane
 - b. **Layouts**
 - i. Use more arrow to view more layout choices
 - c. **SmartArt Styles**
 - i. Change Colors
 - ii. Use more arrow to view more style choices



7. **To add Custom Animation**
 - a. Select the **SmartArt Graphic**
 - b. From the **Ribbon** select **Animations > Custom Animation**
 - c. **Add Effect** (use the pull down menu on the right)
 - d. From the Content Placeholder select **Effect Options > SmartArt Animation**
 - e. Choices include:
 - i. As One Object; All At Once; By branch one by one; By level at once; By level one by one

SmartArt Graphic Exercise

- Evaluate a clinical article of interest and identify information that could be visually presented in a flow chart / decision tree
- Use the PPT Chart feature to visually represent the information in a meaningful way; so the chart tells the story

JML – July 1, 2010
Spencer S. Eccles Health
Sciences Library
Jeanne Le Ber;
801-585-6744
jeanne.leber@utah.edu

