

# PowerPoint XP Advanced Techniques



## Tutorial will cover:

1. Statistical Chart (using PowerPoint with Excel)
2. Organization Chart
3. Table
4. Drawing
5. Clip Art
6. Custom Animation
7. Sound and movies

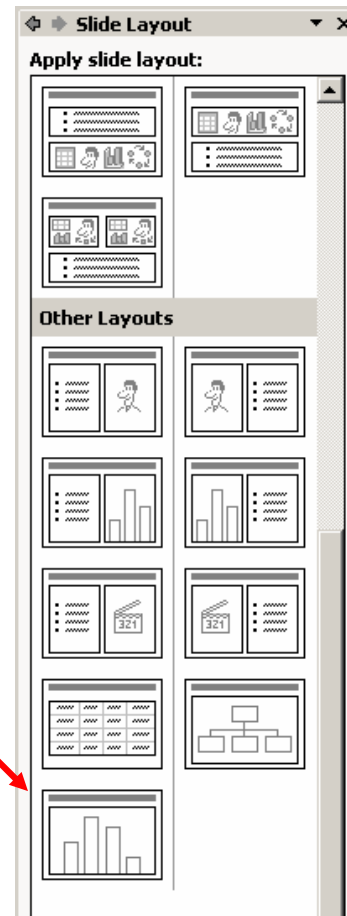
## 1. Statistical Charts

- Creating a chart slide
- Editing data
- Selecting a chart type
- Entering labels and numbers
- Animating the chart
- Using the data from MS Excel

### Creating a chart slide

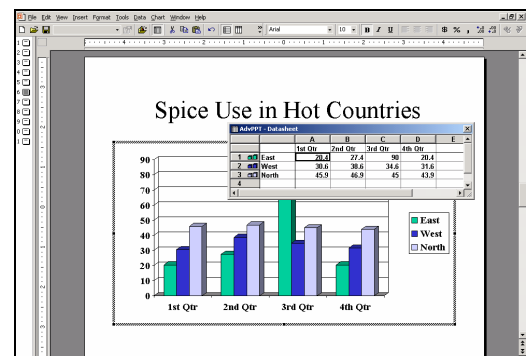
There are 14 standard and 20 custom chart types available in PowerPoint.

1. From the **Slide Layout** task pane
  - Other Layouts**
  - Title and Chart**
2. Click to add title <chart title>
3. Double click to add chart
4. Use the sample datasheet (see p.2) to enter your data.
  - a. Cells
  - b. Rows
  - c. Columns
5. Select the type of chart needed to display statistics
  - a. Chart > Chart type
  - b. Use the Chart Type button & pull down menu



**Microsoft Graph Exercise:**

- Choose chart type
- Replace labels and enter data
- Change column width, add/move row, column
- Explore Data, Tools, Chart menus
- Format font and numbers
- Animate chart
- Customize



		A	B	C	D	E	F
		India	Kenya	Vietnam	Philippines	Mexico	
1	S/R Meats	9	5.9	4.3	3.2	4.3	
2	S/R Vegetables	6.5	3.2	1.7	2	2.8	
3							
4							
5							
6							

Sample Datasheet

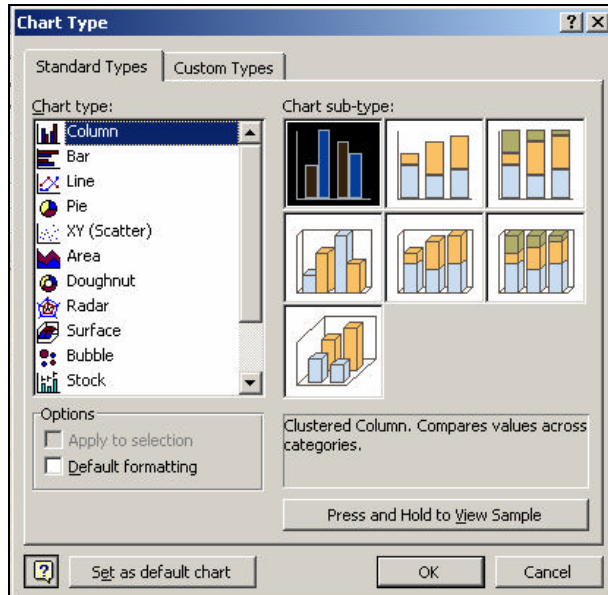
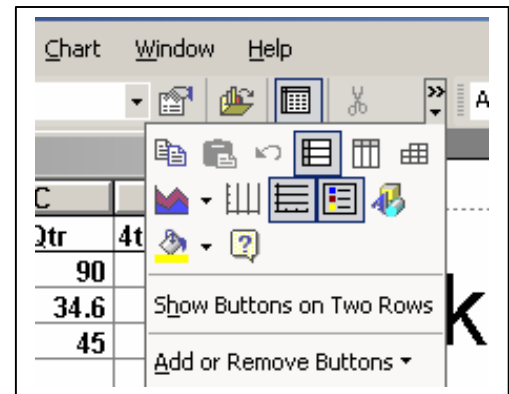


Chart Type options



**Toolbar Options** pull down menu  
 Note—use of the **By Column** and **By Row** icons will change the arrangement of the X and Y/Z axis.

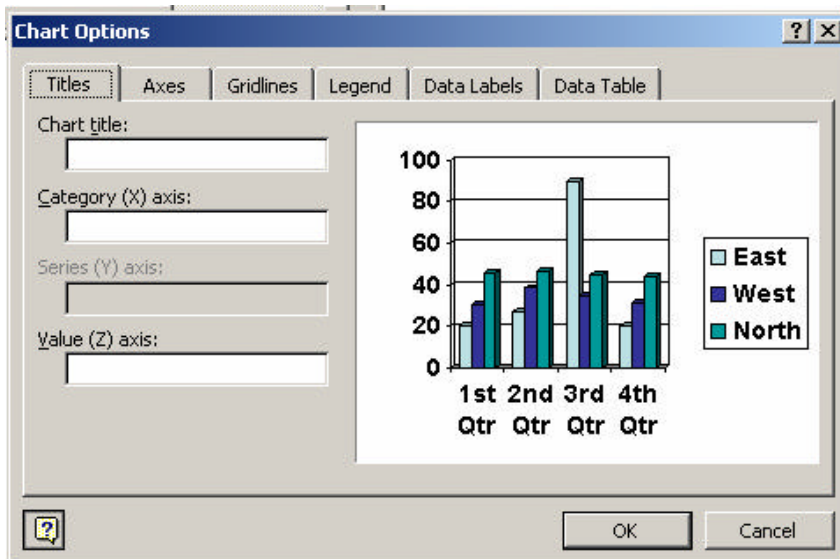


Chart Options

**YError Bars**

1. Create chart in **Excel**
2. Include Y Error Bars or not (Format Data Series > Y Error Bars)
3. Copy chart and paste into a PowerPoint slide
5. Double click on this chart in PowerPoint
6. Edit the chart; you can add the Y Error Bars (select bar > right click a bar > Format Data Series > Y Error Bars), change colors and animate this pasted chart.

## Using Data from Microsoft Excel

### 1. Transfer your Excel data to PowerPoint

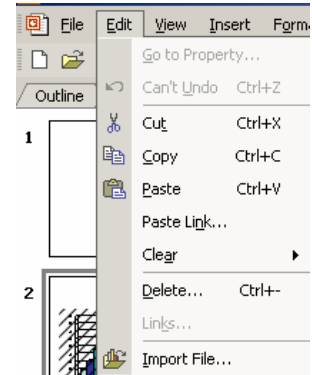
- Create a new Chart slide
- Open the datasheet
- Click the cell located in the upper-left corner
- Select: **Edit>Import File**
- Navigate to the Excel file where the data resides and double click
- Select the sheet from the workbook
- Click OK to import

### 2. Creating a Link Between Excel and PowerPoint Graph

- In Excel select the range of data you want to link to PowerPoint
- From the Excel Edit menu, choose Copy
- Switch to the PowerPoint datasheet and select the cells of the area into which you want to paste the data
- From PowerPoint's Graph Edit menu, choose **Paste Link**
- When you change a number in Excel, you can immediately see the number change in PowerPoint. The link updates automatically
- NOTE: This is a one-way link. Changes made in Excel are updated in PowerPoint, but changes made in PowerPoint's Graph do not update the original Excel spreadsheet

### 3. Import an existing Excel chart into PowerPoint

- Create a chart in Excel
- Select chart then Edit > Copy
- Return to PPT and use Edit > Paste
- You can resize the chart; otherwise it cannot be edited



## Types of charts

- **Bar Charts** – compare measurements at intervals; bars run horizontally
- **Column Charts** – compare measurements at intervals and provide snap shot views of data; bars run vertically
- **Line Charts** – show changes in data or trends over time; lines emphasize change
- **Pie Charts** – show the breakdown of a total; data in a single series
- **XY (Scatter) Charts** – degree of correspondence between two series of numbers; used for scientific data
- **Area Charts** – ; show the amount of changes in a set of values during an interval of time; emphasize amount of change
- **Doughnut Charts** – show breakdowns of totals and let you depict several series of data in successive rings around a doughnut hole
- **Radar Charts** – compare change in values of several series; each value is plotted on axes that radiate from the center of the chart. Series of values are connected by a line that runs from axis to axis and circles the center of the chart
- **Surface Charts** – depict the best and worse combinations of numbers. Colors or patterns designate areas with the same value
- **Bubble Charts** – like an xy (Scatter) chart with the addition of different-sized bubbles at the data points to indicate the value of a third number
- **Stock Charts** – show the values of stocks or other financial investments; they can also depict scientific data
- **Cylinder, Cone and Pyramid Charts** – just like 3-D column or 3-D bar charts, except they use more interesting and dramatic shapes to display values

## 2. Diagram or Organization Chart

### 1. Slide Layout > Other Layouts

Select the **Title and Diagram or Organization Chart** and then **Insert New Slide**

### 2. Click to add title <Slide Title>

### 3. Double click to add diagram or organization chart

### 4. From the **Diagram Gallery** select the first diagram type (upper left corner)

### 5. Adding Boxes

Use the **Organization Chart** toolbar  
From the **Insert Shape** pull down menu select an appropriate level (subordinate, coworker, assistant)

### 6. Moving Boxes

Boxes can be moved by just clicking on them and then dragging to a new location

### 7. Edit Text information in a box -

Click in the box and then click in the text to position the insertion point where you want to edit. Use various text tools to change size, color and alignment

### 8. Deleting Boxes – click on the box and backspace or delete

### 9. AutofORMAT icon

- Use to select a **Diagram Style**:
- Experiment with the various selections

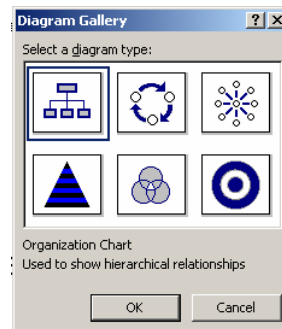
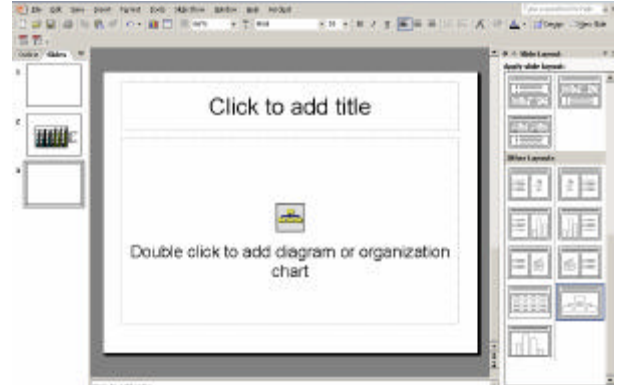
### 10. Custom Animation

- Slide Show > Custom Animation**
- Select an effect
- Click on the effect then

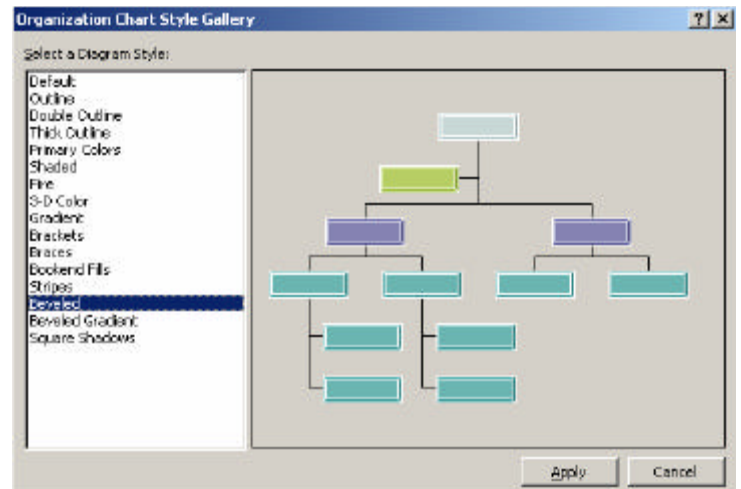
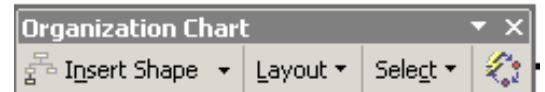
#### Effect Options

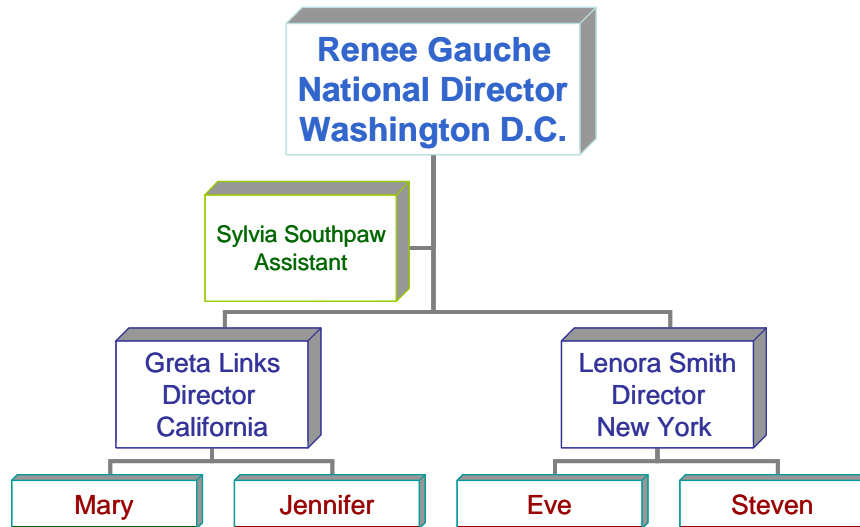
**Choices include:**  
**All at once**  
**Each branch, shape by shape**  
**Each level, shape by shape**  
**Level by level**

**Exercise:** Create an organization chart for your organization or a group you are familiar with or use the included example (page 5). Use the various tools demonstrated in this tutorial.



- Organization Chart
- Cycle Diagram
- Radial Diagram
- Pyramid Diagram
- Venn Diagram
- Target Diagram





Renee Gauche  
National Director  
Washington DC

Sylvia Southpaw  
Assistant

Greta Links  
Director  
California

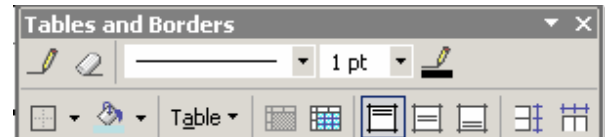
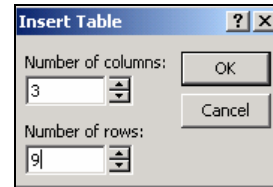
Lenora Smith  
Director  
New York

Nancy, Tiffany

Mary, Eve, Jennifer, Steve

### 3. Table

1. Path to add a Table slide:  
**Slide Layout > Other Layouts > Table > Insert New Slide**
2. Click to add table title
3. Double click to add table
4. From the Insert Table box type in number of columns and number of rows needed for the table (this can be adjusted later on)
5. Use the **Tables and Borders** toolbar
  - Draw table
  - Eraser
  - Line style and line thickness
  - Border color
  - Outside borders
  - Fill color
  - Merge cells; split cells; alignment to top, middle, bottom
6. Enter text in the table; a table grows vertically to accommodate its longest text entry.
  - Use short text entries for clarity – type a word or two, not complete sentences
  - Less is more
7. **Modify the table**; you can easily modify table structure by adding, deleting, moving and copying cells, columns and rows
  - Use the various commands from the table pull-down menu to insert columns and rows; or delete

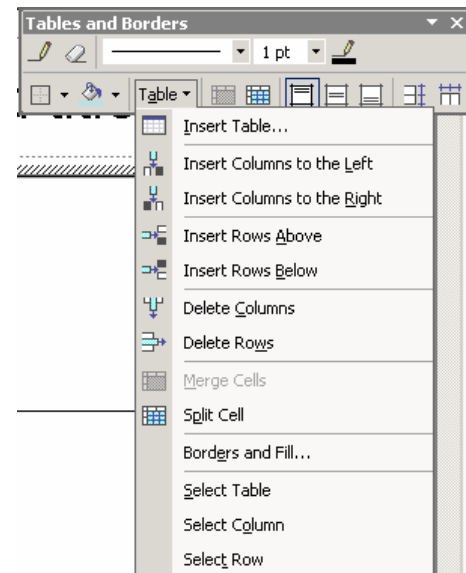


**Note:** to automatically fit the column text to the widest text contained in the column, position the pointer anywhere on the column's right border until the pointer changes to a double line and arrow, and then double-click. The column width increases or decreases to the size of its widest text.

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.

#### Positioning text in a table

Use the Align Top, Center vertically, and align bottom buttons available from the Tables and Borders toolbar.



#### Exercise:

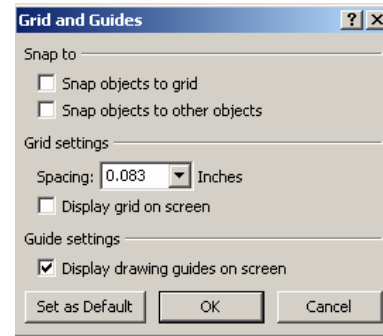
Create a table from the given information.

## 4. Drawing with AutoShapes

1. Path to add a blank slide  
Slide Layout > Text Layouts > Title
2. Use AutoShapes to draw

**Rulers and Guides** – to guide in placement of objects

- View > Rulers
- View > Guides



**The Drawing Toolbar**



**Tools from left to right:**

Draw menu, Select object, AutoShapes menu, Line, Arrow, Rectangle, Oval Text box, Insert Word Art, Insert Diagram or Organization Chart, Insert Clip Art, Insert Picture, Fill color, Line color, Font color, Line style, Dash style, Arrow style, Shadow, 3-D

**Rectangles and Squares / Ovals and Circles**

- To draw a perfect square or a perfect circle, hold down shift while dragging the object
- To draw a rectangle or square, select then click and drag

**AutoShapes**

- Explore the various shapes.
- Drag the adjust handle to adjust size and shape.
- An AutoShape can be filled and outlined, just like any other object you draw. You can also move, resize, copy and paste and duplicate.

**Curves and Freeforms / Scribbles and Connectors**

- To draw a straight line, hold down the control when you click the second point
- Double-click to end a freeform line where you want
- Connectors are lines and curves whose ends are attached to other drawn objects
- After you have added a connector between two objects, those two objects remain connected. If you move one, the other moves as well

**Switching Shapes**

- Click the shape you want to replace
- From Draw > Change AutoShape > click on a new shape

**Shadows**

- Use the Shadow tool to give an object a shadow
- Use the Shadow Settings tool to nudge the shadow in desired direction.

**3-D**

Use the 3-D tool to give an object a three dimensional look

Use the 3-D Settings tool to make changes to the effect

**Exercise:** Create a drawing from the given information. Or feel free to draw something of interest to your subject area.

## 5. Clip Art

1. Path: Slide Layout > Other Layouts > Title, Clip Art and Text
2. Click to add a title; double click to add clip art
3. Search for clip art by a subject or topic
4. Select the clip art you want and then **Insert**

Clip art can be re-sized, re-colored, ungrouped, and enhanced.  
Click on the picture to use the **Picture tool bar**. (Or if necessary, Right-click on clip art.)

### Picture Toolbar: Icons from left to right:

Insert picture; Color; More Contrast; Less Contrast; More Brightness; Less Brightness; Crop; Rotate; Line Style; Compress Pictures; Recolor Picture; Reformat Picture; Set Transparent Color; Reset Picture



### Resize Picture

- To resize the picture **proportionally** use the corner handles. Click, hold and pull out to enlarge. Click, hold and push in to reduce size.
- To distort the picture use the internal handles. Click, hold and pull out to enlarge and distort vertically or horizontally; push in to reduce size and distort vertically or horizontally.
- Use the **Reset Picture** icon to restore the picture to its original state.

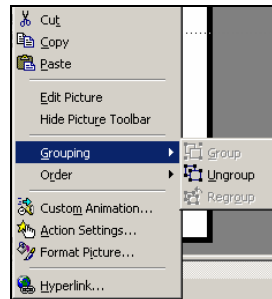
### Recolor Picture

- Use the **Recolor Picture** icon to recolor picture.
- From the Recolor Picture window, use the pull down menu to select and apply a different color.



### Ungroup Picture

- Place the cursor over the picture
- Right click
- Select Grouping > Ungroup
- Answer **Yes** to the question
- Click off the picture
- Then click on the various pieces of the Clip art to move, resize, recolor, etc.



### WordArt

Use the WordArt icon to create color and wildly shaped text.

### Clip Art Exercise:

- Select and insert a Clip Art on a slide
- Resize and recolor the clip art
- Ungroup the clip art and remove pieces
- Add text to the Clip Art slide

## 6. Applying Custom Animation

### Applied to Slide Master

- Provides a uniform build for all slides
- Fast and simple way to effect all slides

### Applied to an Individual Slide

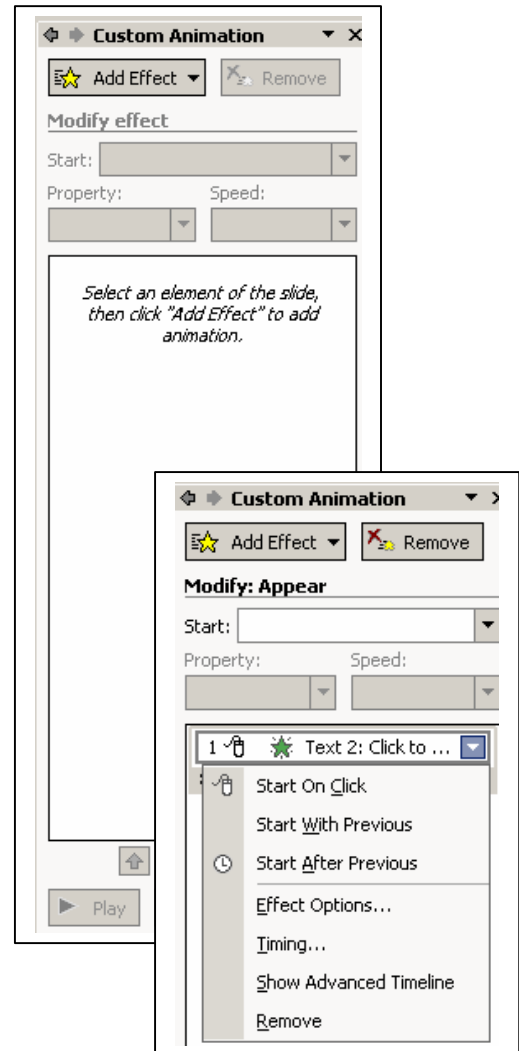
- To give each slide a unique look and feel
- To animate charts or diagrams

### Add Effect

- **Entrance > Appear**
  - **Effect Options**
    - **Effect:** Sound, dim, animate text
    - **Timing**
    - **Text Animation:** paragraph levels
- Emphasis
- Exit
- Motion Path

### To change order of animation:

Click and drag to desired position.



**Exercise:** Add custom animation to three of your slides. Try a number of different combinations and techniques. What works? What doesn't work?

## **Insert Movies**

PowerPoint provides several ways to insert video into your PowerPoint slideshow. The use of video requires more memory. Short clips work best for viewing within a PowerPoint slide. PowerPoint primarily supports **.avi (Video for Windows)** files. The **.mov (QuickTime for Windows)** file can be used when the computer is configured properly to recognize the file.

### **Process:**

#### **Insert > Movies and Sounds > Movie from File**

Navigate to the movie, select it and then click **OK** button.

You will be given the choice to play the movie automatically in the slide show or not.

**Yes**                      **No** (in Slide Show click on movie to play)

The movie image can be resized and moved for placement on the slide.

The video file must travel with the .ppt file within the same folder for the video to function properly. Copy the folder that stores the .ppt file and all linked videos used in the presentation. PowerPoint may ask you to update the links in the .ppt file when the folder is copied. You will need to update the links for the videos to play.

**To loop the video clip:** In normal view, select the movie by clicking on it once; go to **Edit > Movie Object**. Select "Loop until stopped" or "Rewind movie when done playing."

Video will play on the Web with **PowerPoint Viewer**.

## **Insert Sound**

### **Process:**

#### **Insert > Movies and Sounds > Sound from File**

Navigate to the sound, select it and then click **OK** button.

You will be given the choice to play the sound automatically in the slide show or not.

**Yes**                      **No** (in Slide Show click on sound icon to play)

The sound file must travel with the .ppt file within the same folder for the sound to function properly.

## **Use Microphone to record voice**

### **Process:**

#### **Insert > Movies and Sounds > Record Sound**

The **Record Sound** window asks you to Name the sound; press the **circle (record)** and speak into your microphone. When done click on the **square (stop)**. When done, click **OK**.

## **Resize Pictures**

The ability to import multiple images in a batch and set default picture import size is a feature that is not offered in MS PowerPoint.

Shyam Pillai, has developed a wizard to perform this function. The Image Import Wizard is available for \$35 at the following website: <http://skp.mvps.org/iw.htm> You can give it a "test drive" before purchasing to see if it will do what is needed. Installing is easy and there is a nice tutorial that steps you through the importing process.