Lesson 7: Visual Elements in Microsoft PowerPoint 2016

IN THIS CHAPTER, YOU WILL LEARN HOW TO

- Customize diagrams.
- Format charts.
- Arrange graphics.

TASK1 – 5 POINTS You need the JuneMeeting presentation located in the Computer Concepts class web page to complete this exercise. Open the presentation, and then follow the steps.

1. Display slide 5, click the diagram to activate it, and then select the Ryan Danner shape for manipulation.
2. On the DESIGN TOOL tab, in the Create Graphic group, click the Add Shape arrow, and then click Add Shape Below.
3. Open the Text pane, and to the right of the new bullet symbol, type: Jerry Orman as the third-level bullet point.
4. Press ENTER to add a duplicate shape at the same level in the hierarchy.

5. Type Nate Sun.
6. In the Text pane, click to the right of Erin Hagens, press ENTER to add a new shape at the same level, press TAB to make the new shape subordinate, and then type Sarah Davis.
7. In the diagram, select the Florian Stiller shape for manipulation, click the Add Shape arrow in the Create Graphic group, and then click Add Assistant.
8. In the Text pane, click to the right of the new arrow bullet symbol, and type Andy Ruth. Then close the Text pane.
9. In the diagram, select the Nate Sun shape for manipulation, and then in the Create Graphic group, click the Promote button to move the selected shape up one level in the hierarchy.

The colors of the shapes in the diagram reflect the theme color scheme.
10. Drag the handles around the frame of the expanded diagram until it fills the available space on the slide. Now let’s switch to a different diagram layout and style.

11. On the DESIGN TOOL tab, display the Layouts gallery, and point to each thumbnail in turn to show a live preview of the various layout options for an organization chart. Then click the second thumbnail in the second row (Hierarchy).

12. Display the SmartArt Styles gallery, and after previewing the available styles, in the 3-D area, click the last thumbnail in the first row (Cartoon).

Let’s turn our attention to some of the individual shapes, which can be enhanced with formatting.

13. Andy Ruth is an assistant, not a manager, so select his background shape, and on the FORMAT TOOL tab, in the Shape Styles group, click the Shape Fill button. Then in the Theme Colors palette, click the tan swatch (Tan, Text 2).

14. Select the Florian Stiller shape for manipulation, and then in the Shapes group, click the Larger button four times.

15. In the Shape Styles group, click the Shape Fill button, and then in the Theme Colors palette, click the fourth swatch in the fifth column (Gray-50%, Accent 1, Lighter 40%).

16. To make the text in the shape a contrasting color, in the WordArt Styles group, click the Text Fill button and in the Theme Colors palette, click the White, Background 1 swatch.

17. Click outside the diagram frame to display the final result.

Nate Sun is now a peer of his former manager.

The Hierarchy layout does not provide for assistants, so the Andy Ruth shape now appears on the same level as the four managers.
18. Print preview the presentation. Click on **Edit Header and Footer** and add **STUDENT NAME** to the Footer. Click **Apply to All**.

19. Type: **5** in the Slide box. Click the **Print** button.

20. Close the presentation, saving your changes.

**TASK 2 – 5 POINTS** You need the **SavingWater** presentation located in the Computer Concepts class web page to complete this exercise. Open the presentation, and then follow the steps.

21. Display slide **14**, and click the blank area above the chart legend to activate the chart without selecting any of its elements.

22. On the DESIGN TOOL tab, in the **Type** group, click the **Change Chart Type** button to open the **Change Chart Type** dialog box.

23. To change the column chart to a line chart, click **Line** in the right pane, and then double-click the fourth thumbnail (Line with Markers).
24. To the right of the chart, click the Chart Styles button to open the Chart Styles pane with the Style page displayed.

25. In the pane, click the second thumbnail (Style 2). Notice that the chart background is now shaded with a blue gradient, the value axis has disappeared, and the data points are now represented as circles containing their values.

26. At the top of the Chart Styles pane, click Color, and in the Colorful area, click any color in the fourth row. Then click the Chart Styles button to close the pane.

Let’s change the color of the plot area, which is the area between the axes that contains the data markers. (PowerPoint treats this area as a shape.)

27. Move the pointer over the chart, and when a ScreenTip indicates you are pointing to the plot area, click to select it.

28. On the FORMAT TOOL tab, in the Shape Styles group, click the Shape Fill button, and in the menu, click Eyedropper.

29. Move the Eyedropper over the upper-left corner of the slide, and click to transfer the color under the Eyedropper to the selected plot area. Then click away from the chart.
Now let’s change the color of one of the data series and then remove the horizontal gridlines from the chart.

30. Select the chart. Then on the FORMAT TOOL tab, in the **Current Selection** group, click the **Chart Elements** arrow, and in the list, click **Series “Maximum”** to select all the data points of that series.

31. In the **Current Selection** group, click the **Format Selection** button to open the **Format Data Series** pane, and then click the **Chart Elements** arrow, and in the list, click **Series “Maximum”** to select all the data points of that series.

32. On the **Current Selection** group, click the **Format Selection** button to open the **Format Data Series** pane, and then click the **Fill & Line** icon to display the **Line** page.

33. Click **Marker** to display the **Marker** page, and then if the **Fill** options are not expanded, click **Fill**.

34. Click **Solid Fill**, and then change the color to the same dark red.

35. Repeat step 33 for the marker border color, and then close the **Format Data Series** pane.

Suppose we want to draw more attention to the legend by moving it to the top or side of the chart. To do this, we need to select a different layout.

36. On the DESIGN TOOL tab, in the **Chart Layouts** group, click the **Quick Layout** button to display the **Quick Layout** gallery.

37. Point to each thumbnail in turn to display its live preview, and then click the last thumbnail in the last row (**Layout 12**).
38. To the right of the slide, click the **Chart Elements** button to open the **Chart Elements** pane.

The Chart Elements pane lists all the available elements and indicates with a check mark those elements that are included in this chart.

39. In the pane, clear the **Gridlines** check box to remove the horizontal gridlines from the chart. Select the **Up/Down Bars** check box. Then click the **Chart Elements** button to close the pane, and click a blank area of the slide to release the selection.

You have customized the chart to visually emphasize the seasonal variations.
In case we want to create a similarly formatted chart in the future, let’s save this chart as a custom chart type.

40. Click a blank area of the chart. Then right-click the chart, and click **Save as Template** to open the **Save Chart Template** dialog box with the contents of your **Charts** folder (a subfolder of your **Templates** folder) displayed.

41. Save the custom chart type with the name: **Temperature By Month**.

42. On the DESIGN TOOL tab, in the **Type** group, click the **Change Chart Type** button, and in the left pane of the **Change Chart Type** dialog box, click **Templates** to display the template you just created.

43. Close the dialog box.

44. Print preview the presentation. Click on **Edit Header and Footer** and add **STUDENT NAME** to the Footer. Click **Apply to All**.

45. Type: **14** in the Slide box. Click the **Print** button

46. Close the presentation, saving your changes.

**TASK 3 - 5 POINTS** You need the **NaturalGardening** presentation located in the Computer Concepts class web page to complete this exercise. Open the presentation, and then follow the steps.

47. On slide 1, select the three photos.

48. On the FORMAT TOOL tab, in the **Arrange** group, click the **Align Objects** button, and then in the list, click **Distribute Vertically**. Notice that the middle photo moves down so that it is the same distance below the left photo as it is above the right one.

49. In the **Arrange** group, click the **Align Objects** button, and then click **Align Center**, which moves all the photos horizontally to the center of the slide.
Let’s experiment with the stacking order.

50. Click away from the stack to release the selection, and then click the obscured photo of the crow.

51. In the Arrange group, click the Bring Forward arrow, and then click Bring to Front, which obscures the middle photo.

Now let’s try bringing the hidden middle photo forward in the stacking order.

52. In the Arrange group, click the Selection Pane button to open the Selection pane.

53. In the Selection pane, click Content Placeholder 10, and then close the pane.

54. With the obscured middle photo selected, click the Bring Forward button in the Arrange group.

Let’s make sure the photos are evenly stacked and spaced by using gridlines and guides.

55. On the VIEW tab, in the Show group, select the Gridlines check box to display a faint dotted grid on the slide.

56. Drag the selected cat photo to the right and down, so that its right and bottom borders align with the first gridlines from the right and bottom edges of the slide.

57. Drag the crow photo so that its right and bottom borders align with the second gridlines from the right and bottom edges of the slide.

58. Drag the frog photo so that its right and bottom borders align with the third gridline from the right and bottom edges of the slide.

Let’s make sure the photos are evenly stacked and spaced by using gridlines and guides.

55. On the VIEW tab, in the Show group, select the Gridlines check box to display a faint dotted grid on the slide.

56. Drag the selected cat photo to the right and down, so that its right and bottom borders align with the first gridlines from the right and bottom edges of the slide.

57. Drag the crow photo so that its right and bottom borders align with the second gridlines from the right and bottom edges of the slide.

58. Drag the frog photo so that its right and bottom borders align with the third gridline from the right and bottom edges of the slide.

Centering the photos stacks them so that you can no longer discern what the two lower ones are.

Gridlines make it easier to visually align multiple graphics.

59. On the VIEW tab, click the Show dialog box launcher to open the Grid and Guides dialog box.
In the Grid and Guides dialog box, you specify the size of the grid and other options that control alignment tools.

60. In the **Grid settings** area, clear the **Display grid on screen** check box to turn off the grid.
61. In the **Guide settings** area, select the **Display drawing guides on screen** check box, and then click **OK**.
62. Point to the vertical guide (away from any text or objects), and drag it to the left, releasing it when the accompanying ScreenTip reads **3.50**. Then point outside the slide to the horizontal guide, and drag it down until its ScreenTip reads **0.50**.
63. Point to the selected frog photo, and drag it up and to the left until its left and bottom borders align with the guides.
64. Select all the photos. Then on the **FORMAT TOOLS** tab, in the **Arrange** group, click the **Align Objects** button, and in the list, click **Distribute Horizontally**.
65. Repeat step 64 to distribute the photos **vertically**.
66. On the **View** tab, in the **Show** group, clear the **Guides** check box.

Now let’s make a few more adjustments.

67. Click the rectangle shape behind the photos, and drag the rotating handle clockwise until the shape stretches diagonally across the slide. Then drag the shape’s middle sizing handles until it is almost as wide as the photos.
68. With the shape still selected, on the **FORMAT TOOLS** tab, in the **Arrange** group, click the **Send Backward** arrow, and then click **Send to Back** so that the shape sits behind the slide title in addition to being behind the photos.
69. Click away from the slide to display the results.
70. Print preview the presentation. Click on **Edit Header and Footer** and add **STUDENT NAME** to the Footer. Click **Apply to All**.
71. Type **1** in the Slide box. Click the **Print** button
72. **Close the presentation, saving your changes.**

On the finished slide, three equally spaced photos span a diagonal banner.