Lesson 4: Visual Enhancements Microsoft PowerPoint 2016

IN THIS CHAPTER, YOU WILL LEARN HOW TO:

- Insert pictures and clip art images.
- Create diagrams.
- Plot charts.
- Draw shapes.
- Add animations and transitions.

**TASK 1 - 5 POINTS** You need the WaterLandscaping presentation and the Penstemon and Agastache pictures located on the Computer Concepts class web page to complete this exercise. Open the presentation, make sure you have an Internet connection so that you can connect to the Office website, and then follow the steps.

1. Press **End** to move to slide 13, and delete <show pictures>, which removes the content from the content placeholder and redisplays the content buttons.

2. In the content placeholder, click the **Pictures** button to open the Insert Picture dialog box.

3. Navigate to the Computer Concepts folder, click the Penstemon file, and then click **Insert** to insert the picture in the middle of the content pane.

Let’s adjust the position of the picture.

4. If **horizontal** and **vertical rulers** are not displayed across the top and down the left side of the Slide pane, display them by selecting the **Ruler** check box in the **Show** group on the **VIEW** tab.

5. Point close to the **upper-left corner** of the picture (but not at the sizing handle), and when a four-headed arrow attached to the pointer appears, drag to the left and down until the picture’s upper-left corner is almost level with the −3.75 inch mark on the horizontal (top) ruler and the 0.5 inch mark on the vertical (left) ruler.

Now let’s make the picture bigger.

6. Point to the handle in the upper-right corner of the picture, and drag up and to the right until that corner sits about level with the −1.5 inch mark on the horizontal ruler and the 1 inch mark on the vertical ruler.

   *When you drag a corner handle, the picture shrinks or grows proportionally.*

Now let’s add a picture when there is no content placeholder available.
7. On the INSERT tab, in the Images group, click the Pictures button, and then in the Insert Picture dialog box, double-click Agastache.

8. Point to the Agastache picture, and drag upward or downward until a smart guide indicates that the top of this picture is aligned with the top of the adjacent one.

9. Point to the handle in the lower-right corner of the Agastache picture, and drag down and to the right until a smart guide indicates that the bottom of this picture is aligned with the bottom of the adjacent one.

10. Click away from the picture to release the selection.

11. On the INSERT tab, in the Text group, click the Text Box button, and then click immediately below the lower-left corner of the Penstemon photo.

12. In the text box, type: Photos courtesy of Rugged Country Plants. Then select the text, make it 14 points and purple, and click a blank area of the slide.

When you use photos taken by someone else, you should credit the source.

13. Save the presentation.

**TASK2 – 5 Points** You need the WaterLandscaping presentation from TASK1 to complete this exercise. Open the presentation, and then with the rulers displayed, follow the steps.

14. Display slide 6, and then click the Insert a SmartArt Graphic button in the content placeholder to open the Choose a SmartArt Graphic dialog box.

In this Choose A SmartArt Graphic dialog box, all the available layouts are listed in the center pane. A picture and description of the selected layout appear in the right pane.

15. In the left pane, click each layout type in turn to display only the available layouts of that type in the center pane. Then click Cycle.
16. In the center pane, click each layout in turn to view its picture and description in the right pane.

17. When you finish exploring, in the top row of the center pane, click the second layout (Text Cycle), and then click OK to add the structure for a cycle diagram to the slide.

![Water Cycle](image)

The diagram appears in a frame, with the shapes that will contain text represented as bullet points in the adjacent Text pane.

18. With the first bullet in the Text pane selected, type: **Clouds**, and then press the Down Arrow key to move to the next bullet.

19. Pressing **SHIFT+ENTER** after each word to insert a line break, type: **Condensation**, **and**, **precipitation**. Then press the Down Arrow key.

20. Repeat step 19 to add **Runoff**, **and**, **percolation**. Then repeat it again to add **Evaporation**, **and**, **transpiration**.

21. On the DESIGN TOOL tab, in the Create Graphic group, click the Text Pane button to close the Text pane.

We don’t need the last bullet point, so let’s delete its shape from the diagram.

22. In the diagram, select the empty Text placeholder shape for manipulation (solid border). Then press the Delete key to leave only four sets of text and arrows.

![Water Cycle](image)

The text and arrow shapes have been resized to fit the available space.

23. On the DESIGN TOOL tab, in the Layouts group, click the gallery’s More button to view the available Cycle diagram layouts. Then click the first thumbnail in the first row (Basic Cycle) to switch to that layout.
Next let’s size and position the diagram.

24. Point to the *white handle* in the middle of the right side of the diagram’s frame, and drag to the left until the frame is only as wide as the diagram. (Repeat the process as necessary.)

25. Point to a part of the frame where there is no handle, and when a *four-headed arrow* is attached to the pointer, drag the diagram until it sits in the lower-right corner of the white area of the slide.

26. Point to the handle in the upper-left corner of the frame, and drag up and to the left until the frame sits at about the −2.5 inch mark on both the horizontal and vertical rulers.

*In the Basic Circle layout, the text appears in solid-color circles linked by small arrows.*
Finally, let’s format the diagram to make it more dramatic.

27. On the DESIGN TOOL tab, in the SmartArt Styles group, click the Change Colors button, and then in the Colorful area of the gallery, click the second thumbnail (Colorful Range - Accent Colors 2 to 3).

28. In the SmartArt Styles group, click the More button to open a menu that contains the SmartArt Styles gallery.

29. In the 3-D area of the gallery, click the first thumbnail in the first row (Polished), and then click outside the frame.

30. **Save the presentation.**

31. **Close the presentation, saving your changes.**

**TASK3 – 5 Points** You need the WaterConsumption workbook located in the Computer Concepts class web page and the WaterLandscapingA presentation from TASK1 and TASK2 to complete this exercise. From File Explorer (Windows Explorer in Windows 10), open the WaterConsumption workbook in Excel by double-clicking the workbook’s file name. Then open the WaterLandscapingA presentation, and follow the steps.

⚠️ **Make sure that the WaterConsumption spreadsheet is open before you move on.**

32. Display slide 7, and then in the content placeholder, click the [Insert Chart] button to open the Insert Chart dialog box.
33. In the left pane, click **Line** to display the line-chart variations in the right pane. Then click each of the other chart types in the left pane to view their variations.

34. Click **Column**, and then with the first column-chart variation (**Clustered Column**) selected, click **OK** to insert a sample column chart and open its associated Excel worksheet containing the plotted data.

35. From the **Windows Taskbar**, activate the **WaterConsumption** worksheet. Then in the worksheet, select all the cells in the range **A3:C13** by pointing to cell **A3** and dragging down and to the right to cell **C13**.

36. On the Excel **HOME** tab, in the **Clipboard** group, click the **Copy** button.

37. From the **Windows Taskbar**, activate the **WaterLandscapingA** presentation. Then in the worksheet, right-click cell **A1**.

38. Under **Paste Options** in the menu, click **Paste**. Notice that when you paste the data into the worksheet, PowerPoint immediately replots the chart.

The copied data overwrites the data in columns A, B, and C, but the original data still exists in column D (Series 3).

In the worksheet, pale blue shading and a blue border indicate that the plotted data range includes the Series 3 column. Let’s exclude that column so that only the Activity, Average, and Conservative columns are plotted.
39. In the worksheet, scroll the window until row 11 (the last row containing data) appears. Then in the lower-right corner of the cell in the Series 3 column and row 11, drag the handle to the left, releasing it when the cells in the Series 3 column are no longer shaded.

40. Close the worksheet associated with the chart.

The pasted Water Consumption data has been plotted as a clustered column chart.

Now let’s make the chart bigger.

41. Point to the white handle in the middle of the bottom of the frame, and drag downward until the frame sits at the bottom of the white area of the slide. Then drag the top of the frame until it almost touches the p in the title.

The chart area is still not big enough to display all of the category labels. Let’s edit the labels to make them fit the available space.

42. On the DESIGN TOOL tab, in the Data group, click the Edit Data button to open the associated Excel worksheet.

43. Scroll the worksheet, click cell A9, enter Dishes by hand, and press the ENTER key. Then in cell A10, type: Clothes washer, and press ENTER. Finally in cell A11, replace Watering lawn (20 min.) with Lawn (20 min.), and press ENTER.

44. After PowerPoint replots the chart with the new category labels, Close the Excel worksheet. Then click outside the chart frame.

All the category labels now fit in the chart area.

Now let’s focus temporarily on the categories with the largest water consumption.
45. Point to the blank area of the chart to the right of the title, and when the Chart Area ScreenTip appears, click to activate the chart area.

46. To the right of the chart’s frame, click the Chart Filters button (the bottom button) to open the Chart Filters pane, where all the series and all the categories are selected.

47. In the Categories area, point to each category in turn, noticing that, in the chart, all the other categories are dimmed to highlight the one you are pointing to.

48. Clear the check boxes of Brushing teeth, Washing hands, Toilet flush, and Shaving. Then at the bottom of the Chart Filters pane, click Apply to replot the data with only the selected categories.

49. Click the Chart Filters button to close the Chart Filters pane.

50. Save the presentation.

51. Close the presentation, saving your changes.

**TASK 4 - 5 POINTS** You need the JournalingA presentation located in the Computer Concepts web page to complete this exercise. Open the presentation, and then follow the steps.

52. Display slide 5, and on the INSERT tab, in the Illustrations group, click the Shapes button to display the Shapes gallery.

53. In the Stars and Banners category of the gallery, click the 5-Point Star shape, and then drag the crosshair pointer in the middle of the slide to draw a star shape that spans the shadow of the hand in the background graphic.

The chart now plots only the six categories that have the largest water consumption.
54. On the FORMAT TOOL tab, in the Insert Shapes group, click the gallery’s More button. Then in the Shapes gallery, in the Block Arrows category, click the Right Arrow shape, and draw a small arrow to the right of the star.

Instead of drawing another arrow, let’s copy this one to ensure a consistent size and shape.

55. With the arrow shape still selected, hold down the [CTRL] key, and drag a copy of the arrow to the left of the star. Release the shape when the smart guides indicate that it is aligned with the right one.

Let’s make this arrow face the other way.

56. With the left shape still selected, in the Arrange group, click the Rotate Objects button, and then click Flip Horizontal.

57. Adjacent to the left arrow, add a scroll shape, and then adjacent to the right arrow, add a heart shape.

58. With the heart selected, on the HOME tab, in the Clipboard group, click the Copy arrow (not the button). Then in the list of options, click Duplicate to paste a copy of the shape on top of the original.

59. Point to the handle in the upper-left corner of the shape, and drag down and to the right.

Next let’s add some text to the shapes.

60. On the FORMAT TOOL tab, in the Insert Shapes group, click the Draw a Text Box button to the right of the gallery. Then click the center of the star, and type: ME. (Don’t worry that the text is barely visible; you’ll fix that in a later step.)

61. Repeat step 65 to add the word Education to the scroll shape and Family to the heart shape.

Then resize the shapes as necessary to make all the words fit on one line.

The shapes look somewhat flat and uninteresting. Let’s make them livelier with a special effect.

62. Click the scroll shape (don’t click the text), hold down the [SHIFT] key, click the star shape, and then click the two hearts.

63. With all four shapes selected, in the Shape Styles group, click the gallery’s More button to display the Shape Styles gallery.

64. Point to several thumbnails to display live previews of their effects, and then click the last thumbnail in the last row (Intense Effect – Light Blue, Accent 6).
Suppose you have completed your education and have entered the workforce. Let’s change the scroll shape to reflect your current status.

65. Click a blank area of the slide to release the selection, and then click the scroll shape (don’t click its text).

66. On the FORMAT TOOL tab, in the Insert Shapes group, click the Edit Shape button to the right of the gallery. Then point to Change Shape, and in the Block Arrows category of the gallery, click the third shape (Up Arrow).

67. In the up arrow shape, double-click Education, and type Job. Then adjust the size and position of the shape so that it balances with the other shapes on the slide. (Use the smart guides to help align the shapes.).

Next we’ll group the shapes together as one object so that we can format them all at the same time.

68. Select all the shapes on the slide. Then on the FORMAT TOOL tab, in the Arrange group, click the Group Objects button, and in the list, click Group.
69. With the group selected (as indicated by the single set of handles), in the **Shape Styles** group, click the **Shape Outline** button, and then in the **Standard Colors** palette, click the last color swatch (Purple).

70. Move the entire group by pointing to any of its shapes, and when the pointer has a four-headed arrow attached to it, drag the group until the shapes are centered and balanced with the slide title. Even though the shapes are grouped, let’s change the attributes of just one of its shapes.

71. Double-click the left arrow. In the **Shape Styles** group, click the **Shape Fill** button, and change the arrow’s color to purple.

72. With the left arrow still selected, on the **HOME** tab, in the **Clipboard** group, click the **Format Painter** button, and then click the right arrow to make it purple.

Let’s finish by ungrouping the shapes.

73. Click away from the selected shape, and then click any shape to select the group.

74. On the **FORMAT TOOL** tab, in the **Arrange** group, click the **Group Objects** button, and then click **Ungroup**.

75. Save the presentation.

76. Close the presentation, saving your changes.

**TASK 5 - 5 POINTS** You need the **Journaling** presentation from Task4 to complete this exercise. Open the presentation, and then follow the steps.

77. Display slide 2 in **Normal** view. Then on the **TRANSITIONS** tab, in the **Transition to This Slide** group, click each thumbnail that is visible in the gallery to view its effects.

78. To the right of the gallery, point to the scroll down arrow, and notice that a ScreenTip tells you there are eight rows of thumbnails in this gallery.

79. Click the scroll down arrow, and continue previewing the effects of each transition.

80. When you have finished exploring, click the **More** button to display the gallery, and then click the **Cover** thumbnail in the **Subtle** category.
PowerPoint demonstrates the Cover transition effect on slide 2 and indicates that the transition has been applied by placing an animation symbol below the slide number in the Thumbnails pane. (There is no indication on the slide itself.)

81. In the **Transition to This Slide** group, click the **Effect Options** button, and then click **From Top-Left**.

Let’s add this transition to all the slides in the presentation.

82. In the **Timing** group, click the **Apply To All** button.

83. In the **Thumbnails** pane, click the animation symbol below slide 3 to display the effect of the Cover transition from slide 2 to slide 3.

To be able to start the slide show without a transition, let’s remove the transition from the title slide.

84. Display slide 1. In the **Transition to This Slide** group, click the **More** button to display the gallery, and then click the **None** thumbnail in the Subtle category. Notice that slide 1 no longer has an animation symbol.

*Because you will usually start a presentation with the title slide displayed, there is no need for a transition on this slide.*

Before we go any further, let’s preview the results so far.

85. On the **View Shortcuts** toolbar at the right end of the status bar, click the **Reading View** button to display slide 1 in that view.

86. At the bottom of the screen, click the **Next** button repeatedly to show the transitions of the first few slides, and then press **ESC** to return to **Normal** view.

87. Now let’s add sound and specify the duration of the transitions.

88. Switch to **Slide Sorter** view. Then select all the slides that have transitions by clicking slide 2, holding down the **SHIFT** key, and clicking slide 7.

89. In the **Timing** group, click the **Sound** arrow, and then click **Wind**.

90. In the **Timing** group, click the **Duration** up arrow until the duration is set to **02.00**.

91. In the **Preview** group, click the **Preview** button to preview the transition effect in **Slide Sorter** view. Then if you want, preview it again in **Reading** view.

92. Click on **INSERT > Header & Footer**.

93. Click on the check box next to Footer and type in STUDENT NAME. Click on **Apply to All**.

94. **Save and close the Journaling** presentation.