

PowerPoint 2003

Workbook - Intermediate Level



SAMPLE

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Installing the Sample Files

- Use Windows Explorer to create a folder called **PowerPoint 2003 Intermediate Samples**, in the **My Documents** folder.
- Copy the sample files for this course to the **My Documents\PowerPoint 2003 Intermediate Samples** folder. If these files have been copied to your network server, then ask your trainer/supervisor for more information about how to copy these files to your PC's hard disk.

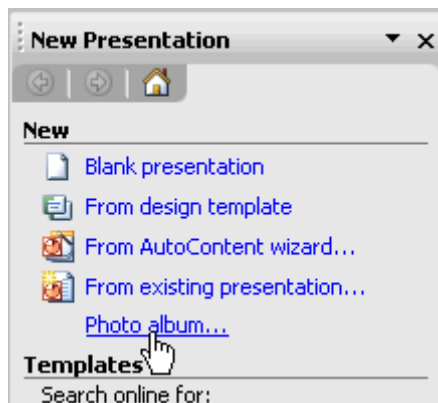
SAMPLE

Creating a Photo Album

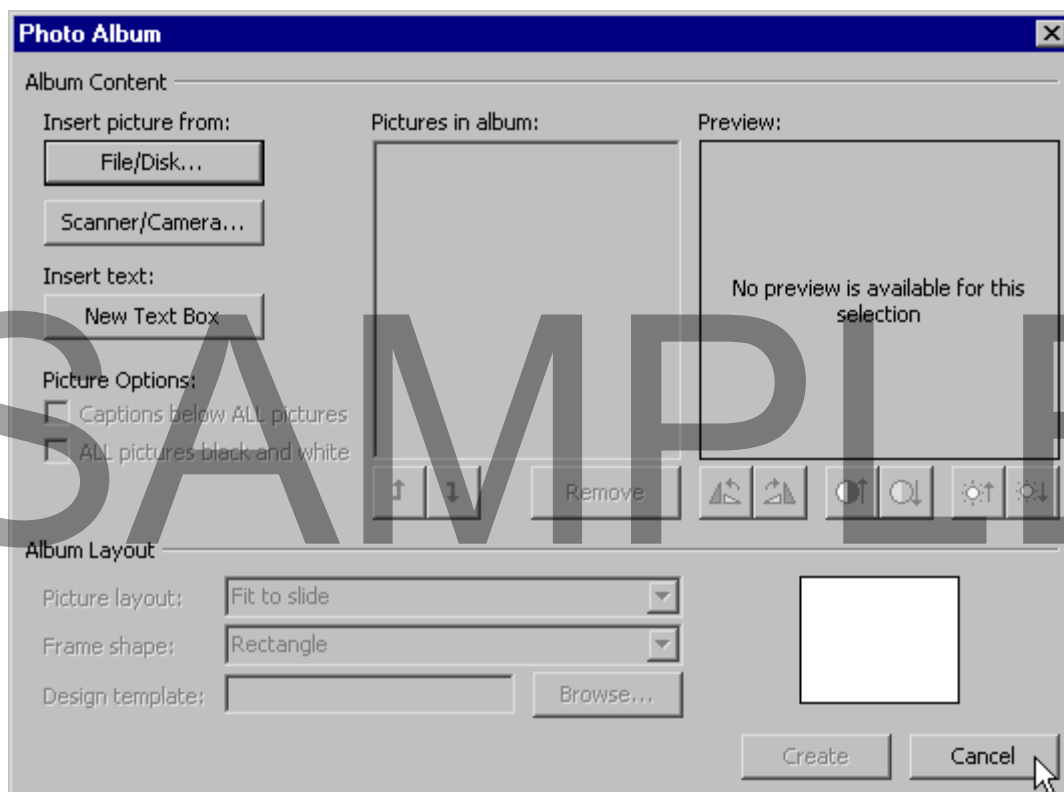
Creating and Adding Content to a Photo Album

Creating a New Photo Album

- Start **Microsoft PowerPoint 2003**.
- From the main menu, select **File > New** to open the **New Presentation** task pane.
- Choose **Photo Album** to open the **Photo Album** dialog box:



- Click **Cancel** to close the **Photo Album** dialog box:

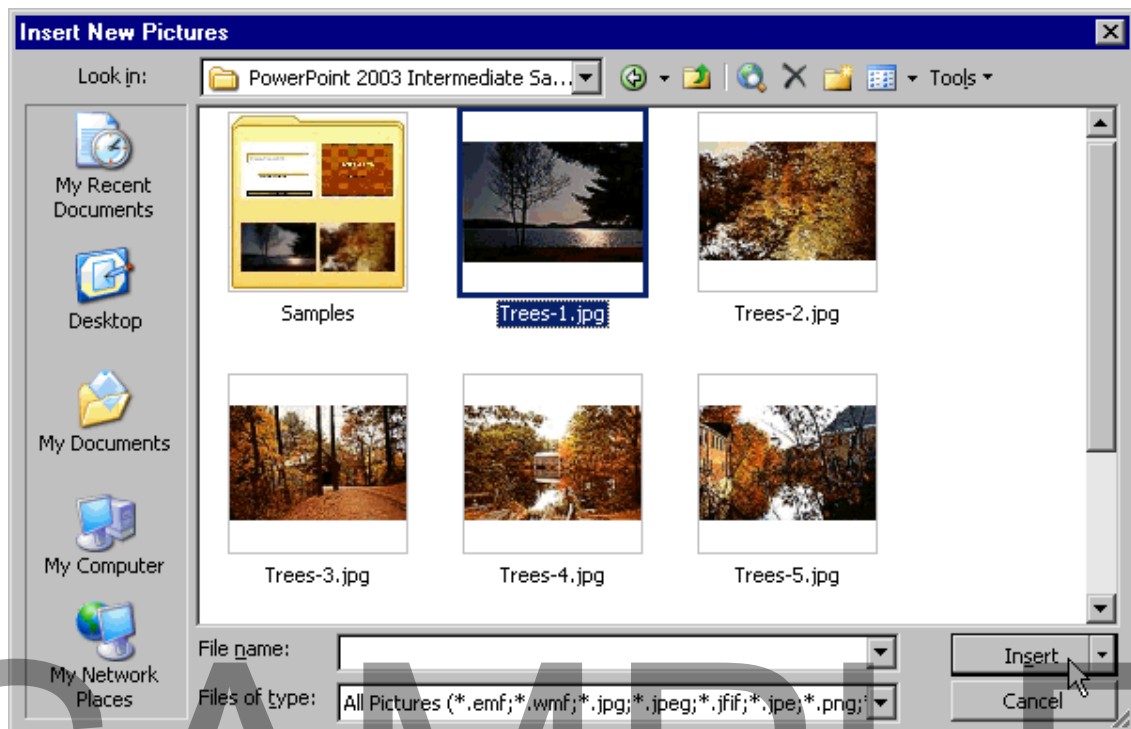


Inserting Pictures from a File or Disk

- From the main menu, select **Insert > Picture > New Photo Album**.
- Click the **File/Disk...** button in the **Album Content** area:

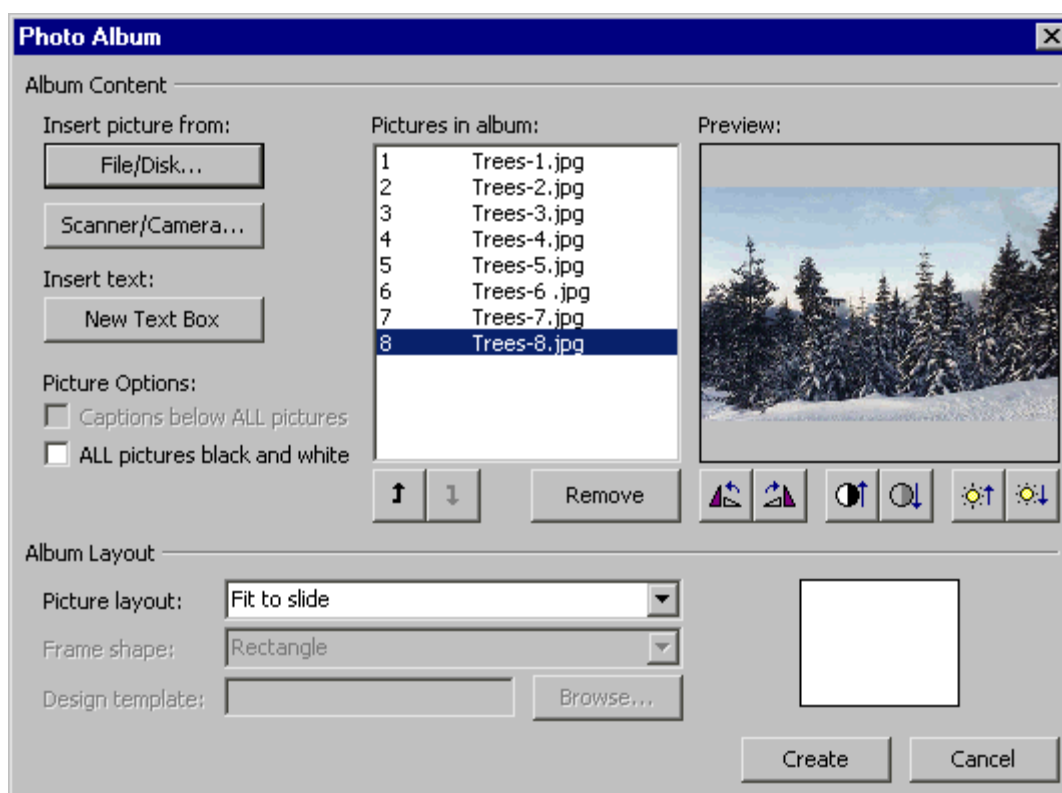


- In the **Insert New Pictures** dialog box, locate your **PowerPoint 2003 Intermediate Samples** folder.
- Select **Trees-1.jpg**.
- Click **Insert**:



- Click the **File/Disk** button in the **Album Content** area.
- Select **Trees-2.jpg**.
- Click **Insert**.
- Click the **File/Disk** button in the **Album Content** area.
- Select **Trees-3.jpg**.
- Click **Insert**.
- Click the **File/Disk** button in the **Album Content** area.
- Select **Trees-4.jpg**.
- Click **Insert**.
- Click the **File/Disk** button in the **Album Content** area.
- Select **Trees-5.jpg**.

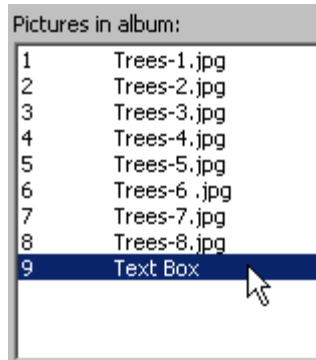
- Click **Insert**.
- Click the **File/Disk** button in the **Album Content** area.
- Select **Trees-6.jpg**.
- Click **Insert**.
- Click the **File/Disk** button in the **Album Content** area.
- Select **Trees-7.jpg**.
- Click **Insert**.
- Click the **File/Disk** button in the **Album Content** area.
- Select **Trees-8.jpg**.
- Click **Insert**:



Inserting a Text Box

- Select the **Trees -8.jpg** picture.
- Click the **New Text Box** button in the **Album Content** area.
- Observe that the text box is now listed below the **Trees -8.jpg** picture:

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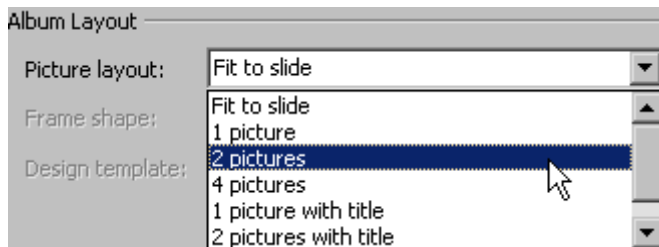
- Click **Remove** to remove the text box.

Changing all Pictures to Black and White

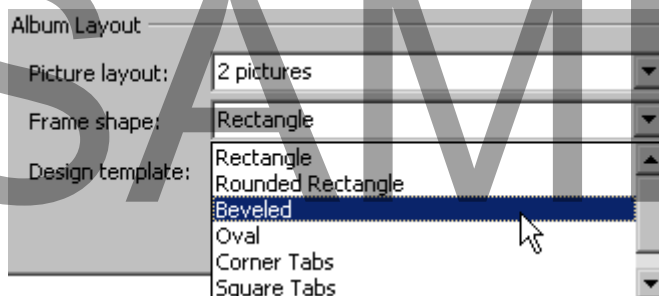
- Check the **ALL pictures black and white** box in the **Album Content** area.
- Deselect the **ALL pictures black and white** box in the **Album Content** area to revert back to coloured pictures.
- Leave the presentation and the **Photo Album** dialog box open for the next exercise.

Choosing an Album Layout

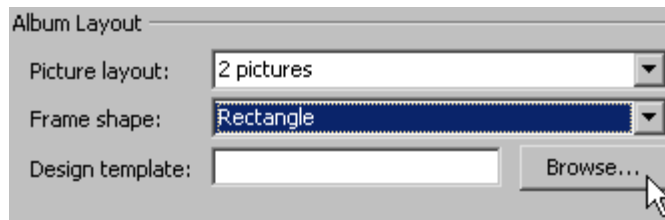
- Select **2 pictures** from the **Picture layout** drop-down menu:



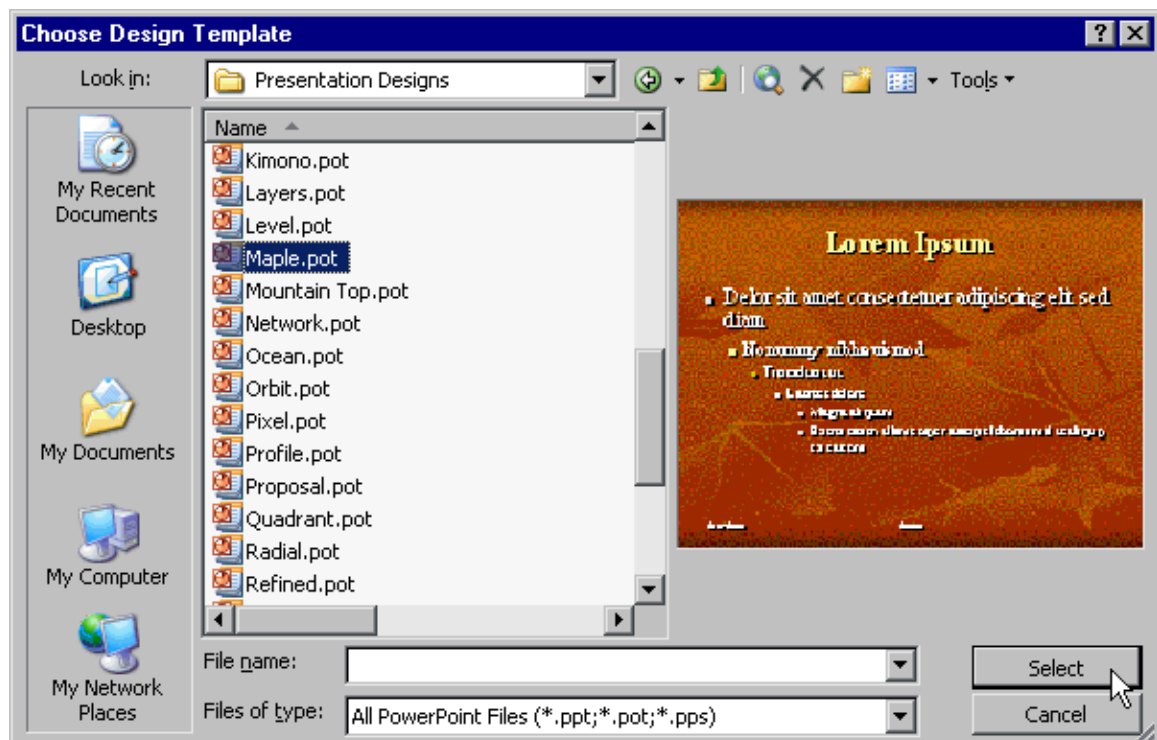
- Select **Beveled** from the **Frame shape** drop-down menu:



- Click the **Browse** button next to the **Design template** box:



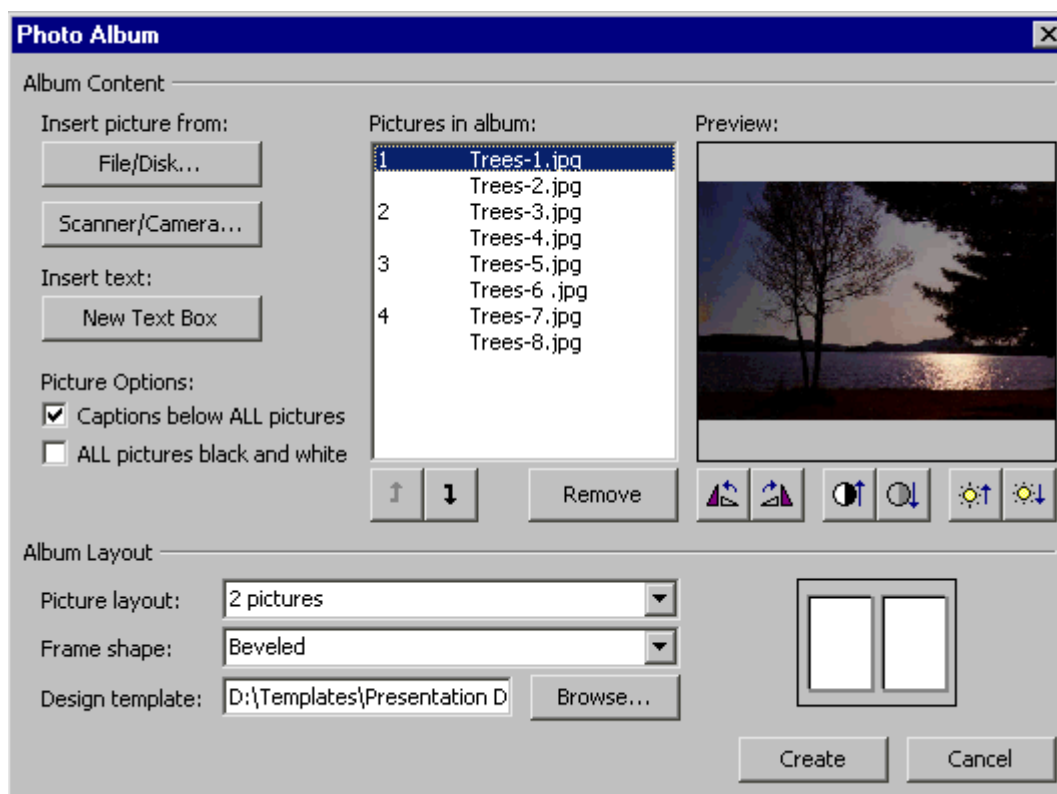
- In the **Choose Design Template** dialog box, double-click the **Presentation Designs** folder.
- Select **Maple.pot** from the template list.
- Click **Select**:



- In the **Photo Album** dialog box, check the **Captions below ALL pictures** box:



- Select **Trees-1.jpg** in the **Pictures in album** area.
- Your **Photo Album** dialog box looks just like this (your Design template box may display a different file path):



- Click **Create**.
- Select **File > Save** to open the **Save As** dialog box.
- In the **Save in** drop down menu, locate your **PowerPoint 2003 Intermediate Samples** folder.
- Name your new presentation **TreesPhotoAlbum.ppt**.
- Click **Save**.
- Close the presentation.

Formatting the Photo Album

Adding Text and Editing Captions

- From the main menu, choose **File > Open**, and select **TreesPhotoAlbum.ppt** from the PowerPoint 2003 Intermediate Samples folder.
- With the **TreesPhotoAlbum.ppt** presentation open, click on **slide thumbnail 1** in the Slides tab area.
- If the Slides tab area is not displayed, from the main menu, select **View > Normal (Restore Panes)**.
- Change the **Photo Album** title to read **Photos of Trees**:



- Enter your name in the **subtitle** if it is not already there:



- Click on **slide thumbnail 2** in the Slides tab area.
- Select the **Trees-1** caption.
- Replace the **Trees-1** text with **Trees in Silhouette**. Select the text, and click on the **Bold** button on the **Formatting** toolbar in order to bold the text.
- Select the **Trees-2** caption.
- Replace the **Trees-2** text with **Reflections**. Bold the text:

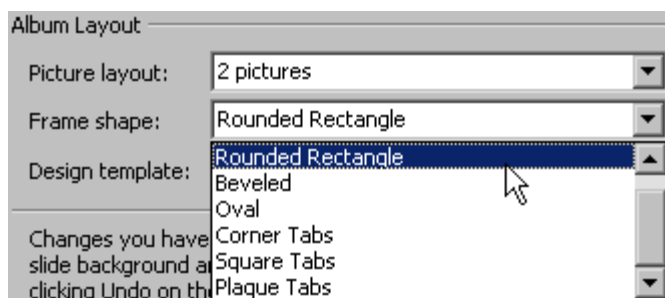


- Click on **slide thumbnail 3** in the Slides tab area.
- Select the **Trees-3** caption.
- Replace the **Trees-3** text with **Red Road**. Bold the text.
- Select the **Trees-4** caption.
- Replace the **Trees-4** text with **Reflective Pond**. Bold the text.
- Click on **slide thumbnail 4** in the Slides tab area.
- Select the **Trees-5** caption.
- Replace the **Trees-5** text with **Trees at Sunset**. Bold the text.
- Select the **Trees-6** caption.
- Replace the **Trees-6** text with **Avenue of Oaks**. Bold the text.
- Click on **slide thumbnail 5** in the Slides tab area.
- Select the **Trees-7** caption.

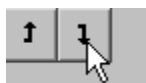
- Replace the **Trees-7** text with **Summer Shade**. Bold the text.
- Select the **Trees-8** caption.
- Replace the **Trees-8** text with **Winter Wonderland**. Bold the text.

Making Changes with the Format Photo Album Dialog Box

- From the main menu, select **Format > Photo Album**.
- In the **Format Photo Album** dialog box, change the frame shape to **Rounded Rectangle**:



- Click on **Trees-3** in the **Pictures in album** box.
- Click on the **Down Arrow** button to re-arrange the order of the pictures in the photo album:



- Click on **Trees-3** in the **Pictures in album** box.
- Click the **Rotate Right** button:



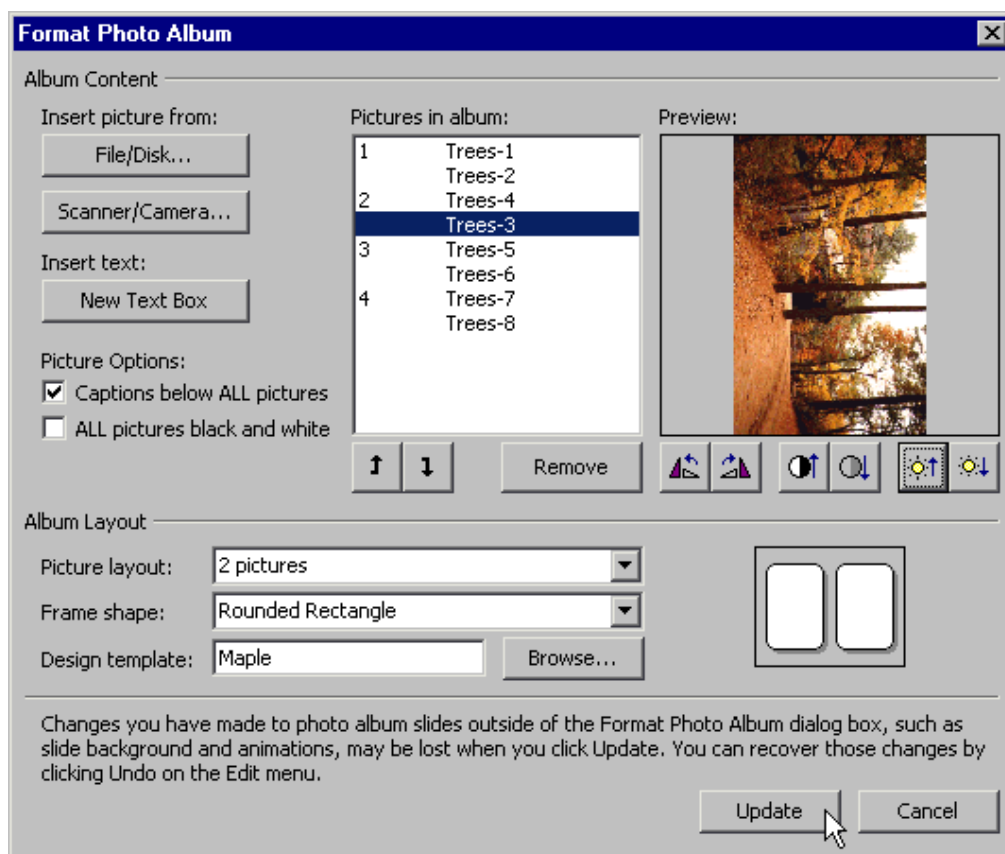
- Click on **Trees-3** in the **Pictures in album** box.
- Increase the contrast by clicking twice on the **Increase Contrast** button:



- Click on **Trees-3** in the **Pictures in album** box.
- Increase the brightness of the picture by clicking twice on the **Increase Brightness** button:



- Click **Update**:



- Browse through the slides in your Photo Album in order to observe the changes you have just made:



- Click the **Save** button on the **Standard** toolbar.
- From the main menu, select **File > Close**.
- Open *TreesPhotoAlbumExample.ppt* from the **PowerPoint 2003 Intermediate Samples** folder to see what your Photo Album should look like.
- Exit PowerPoint.

Using Diagrams and Organization Charts

Adding Organization Charts and Diagrams

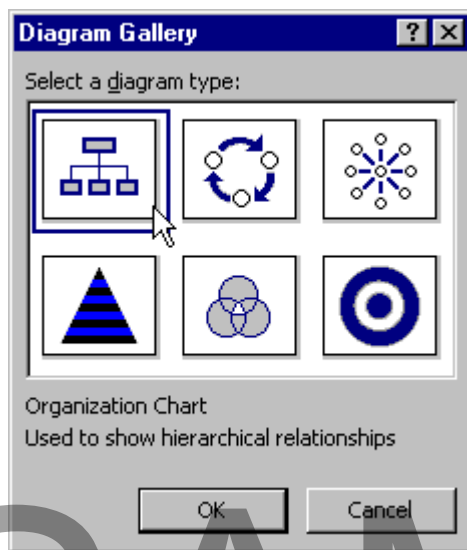
Inserting an Organization Chart

- Start PowerPoint 2003.
- Delete the Title and Text placeholders from the slide. You should now have a completely blank slide.
- From the main menu, select **Insert > Diagram**

OR click the **Insert Diagram or Organization Chart** button on the **Drawing** toolbar or on the slide **Content** placeholder:



- This opens the **Diagram Gallery** dialog box:



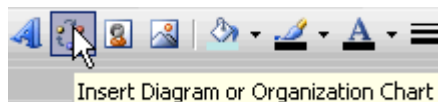
- Select the **Organization Chart** in the **Select a diagram type** box.
- Click **OK**:



- Click the **Undo** button on the **Standard** toolbar.

Inserting a Cycle Diagram

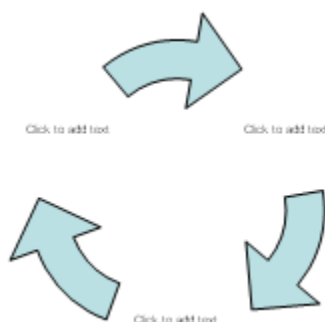
- If the **Drawing** toolbar is not already displayed, from the main menu, select **View > Toolbars > Drawing**.
- Click the **Insert Diagram or Organization Chart** button on the **Drawing** toolbar:



- This opens the **Diagram Gallery** dialog box.
- Select the **Cycle Diagram** in the **Select a diagram type** box:



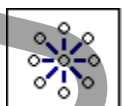
- Click **OK**



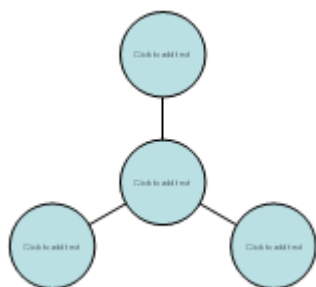
- Click the **Undo** button on the **Standard** toolbar.

Inserting a Radial Diagram

- Click the **Insert Diagram or Organization Chart** button on the **Drawing** toolbar. This opens the **Diagram Gallery** dialog box.
- Select the **Radial Diagram** in the **Select a diagram type** box:



- Click **OK**:



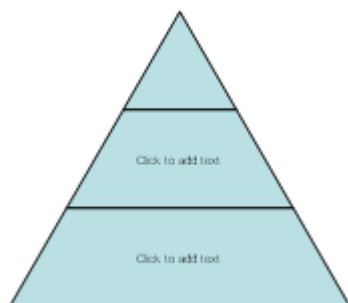
- Click the **Undo** button on the **Standard** toolbar.

Inserting a Pyramid Diagram

- Click the **Insert Diagram or Organization Chart** button on the **Drawing** toolbar. This opens the **Diagram Gallery** dialog box.
- Select the **Pyramid Diagram** in the **Select a diagram type** box:



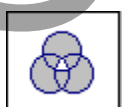
- Click **OK**:



- Click the **Undo** button on the **Standard** toolbar.

Inserting a Venn Diagram

- Click the **Insert Diagram or Organization Chart** button on the **Drawing** toolbar. This opens the **Diagram Gallery** dialog box.
- Select the **Venn Diagram** in the **Select a diagram type** box:



- Click **OK**:



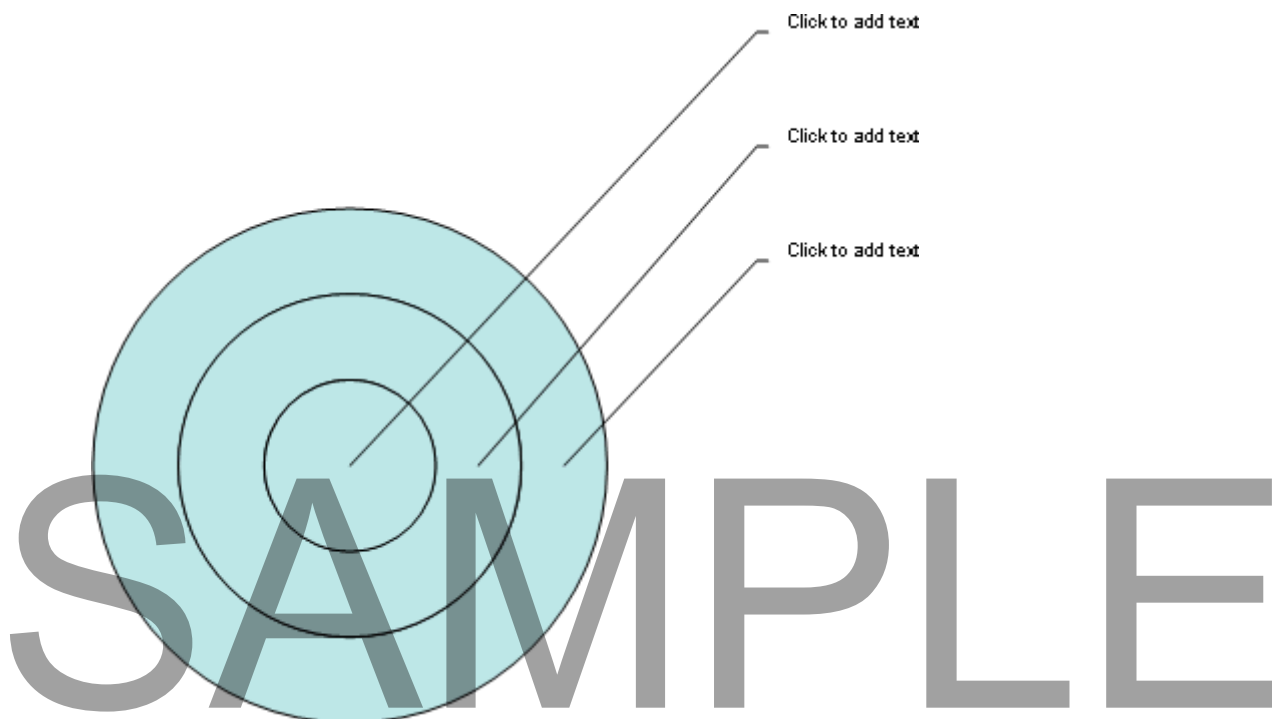
- Click the **Undo** button on the **Standard** toolbar.

Inserting a Target Diagram

- Click the **Insert Diagram or Organization Chart** button. This opens the **Diagram Gallery** dialog box.
- Select the **Target Diagram** in the **Select a diagram type** box:



- Click **OK**:



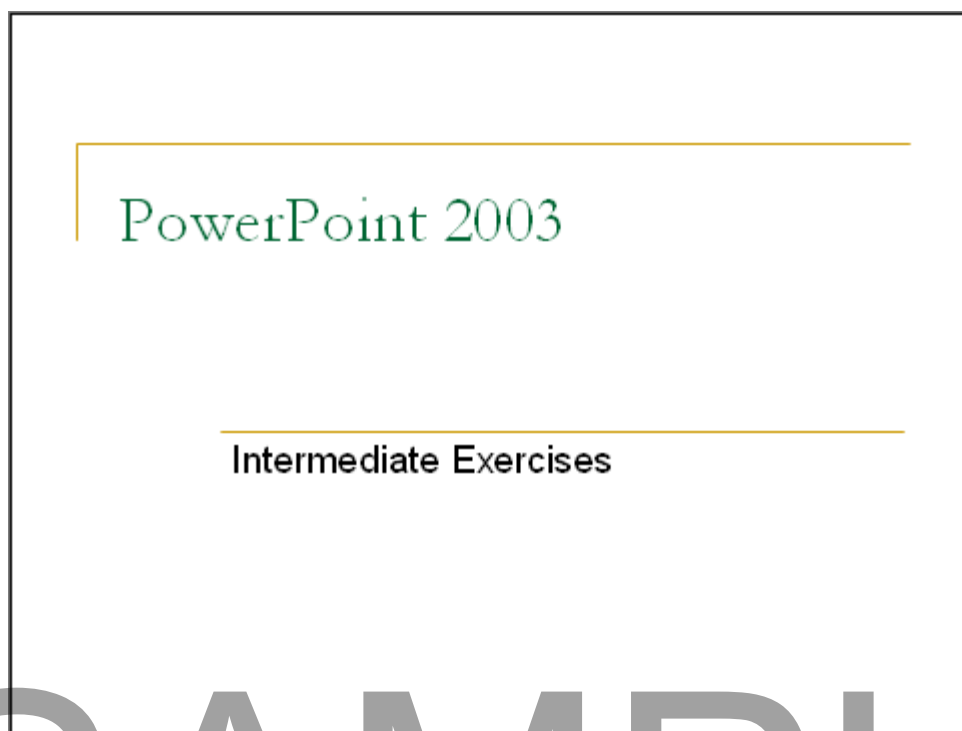
- Click the **Undo** button on the **Standard** toolbar.
- Close the presentation without saving the changes.
- Exit PowerPoint 2003.

Working with Organization Charts

- Start Microsoft PowerPoint 2003.
- Click the **Slide Design** button on the **Formatting** toolbar to open the **Slide Design** task pane.
- Scroll down the **Apply a design template** list, and select the **Edge.pot** template:



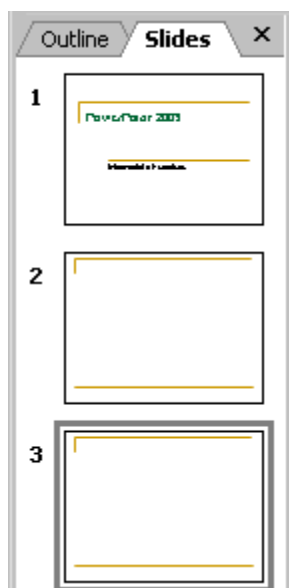
- Click in the title placeholder of the current slide and type **PowerPoint 2003**.
- Click in the sub-title placeholder of the current slide and type **Intermediate Exercises**:



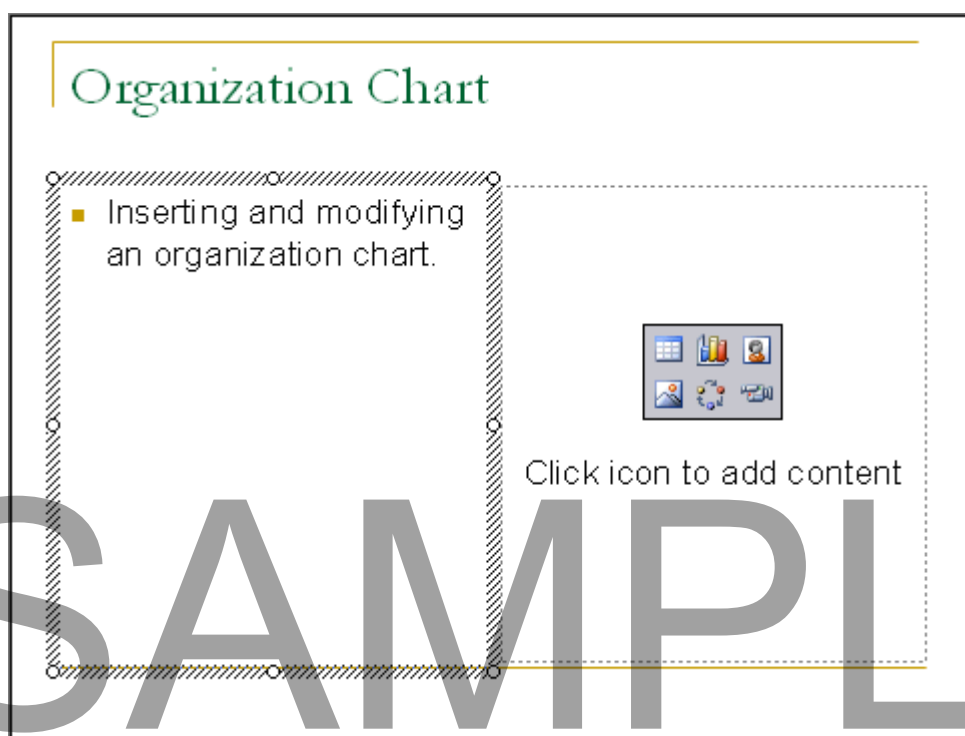
- Click the **New Slide** icon on the **Formatting** toolbar.
- Apply the **Title, Text, and Content** layout located in the **Slide Layout** task pane under the **Text and Content Layouts** section:



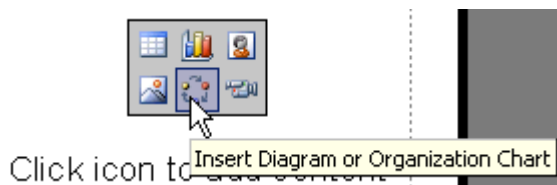
- From the main menu, select **Insert > Duplicate Slide**.
- You should now have **3 slide thumbnails** in total in the Slides tab area:



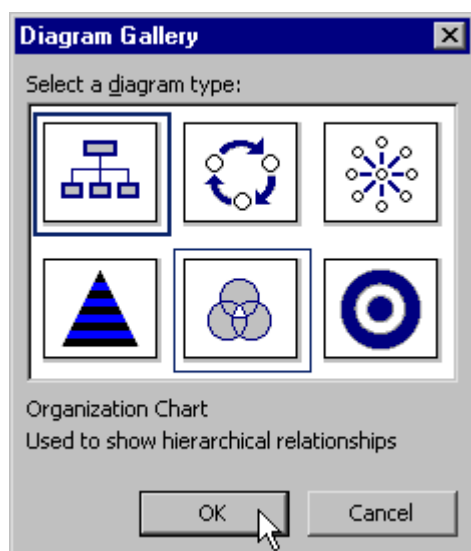
- Click on **slide thumbnail 2**.
- In the title placeholder, type **Organization Chart**.
- In the text placeholder, type **Inserting and modifying an organization chart**:



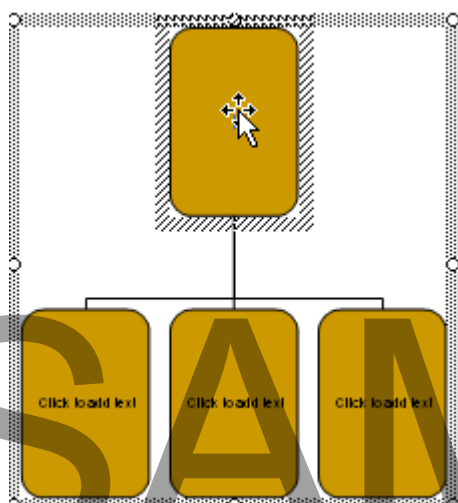
- Click the **Insert Diagram or Organization Chart** button in the Content placeholder:



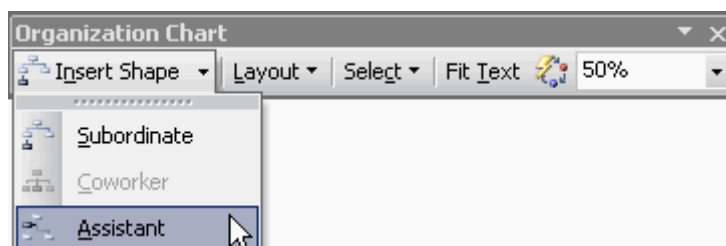
- Select the **Organization Chart** from the **Diagram Gallery** dialog box.
- Click **OK**:



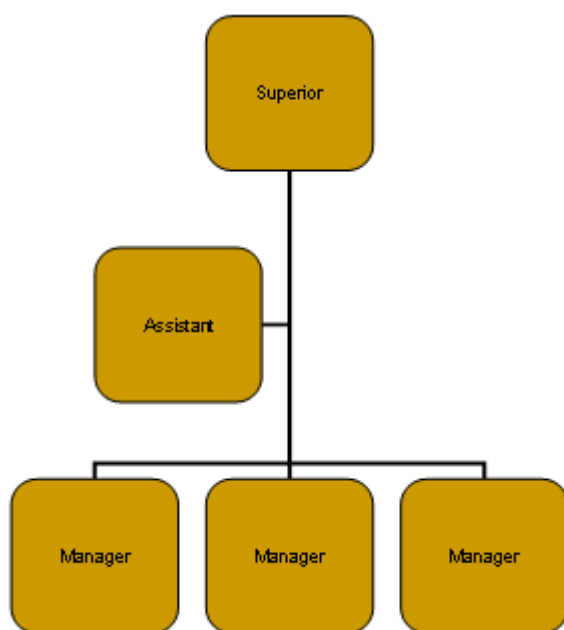
- Select the most superior shape in the organization chart:



- Click the down arrow on the **Insert Shape** button on the **Organization Chart** toolbar.
- Select **Assistant**:

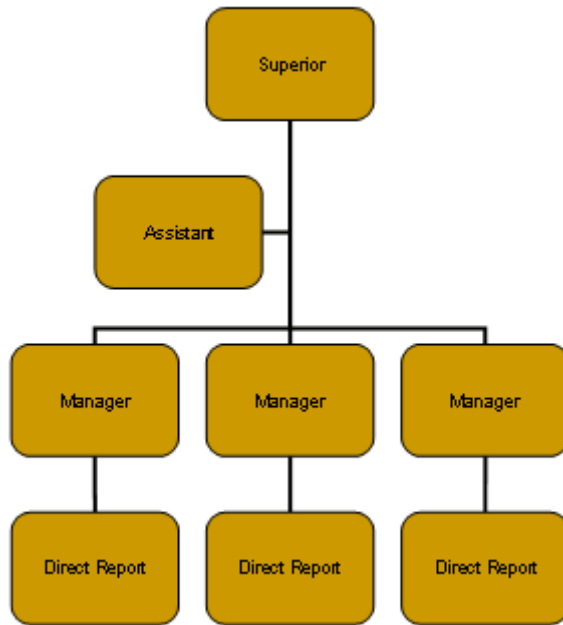


- Select the most superior shape in the organization chart again.
- Type **Superior**.
- Select the **Assistant** shape.
- Type **Assistant**.
- In each of the remaining three (co-worker) shapes, type **Manager**:



- Select the **Manager** on the left side of the chart.
- Click the down arrow on the **Insert Shape** button on the **Organization Chart** toolbar, and select **Subordinate**.
- Insert a **Subordinate** shape for each of the other two **Managers**.
- Select each **Subordinate** and type **Direct Report**:

SAMPLE

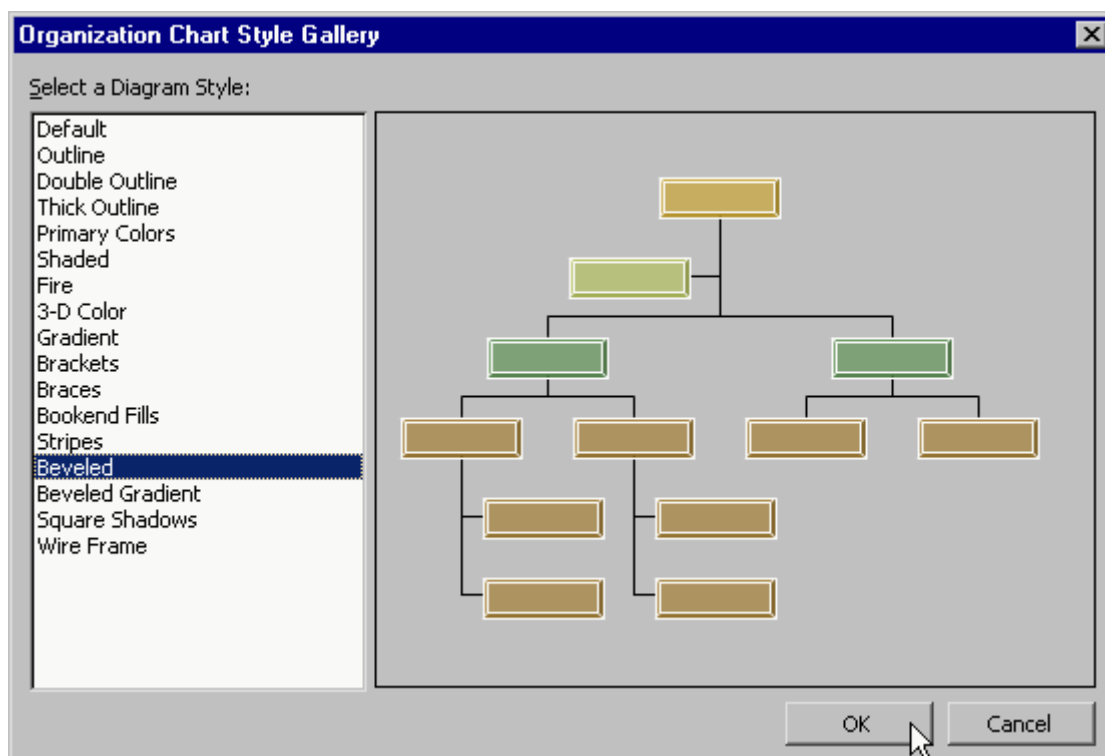


- Click somewhere on the Organization Chart.
- Click the **Autoformat** button on the **Organization Chart** toolbar:

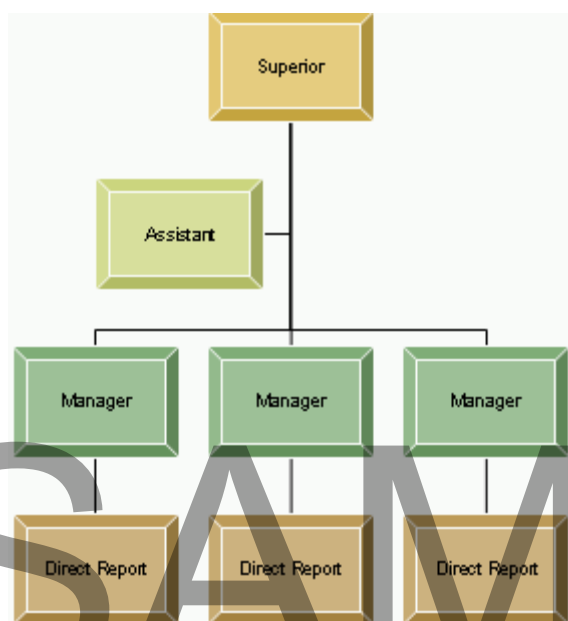


- Select **Beveled** from the diagram type box.
- Click **OK**:

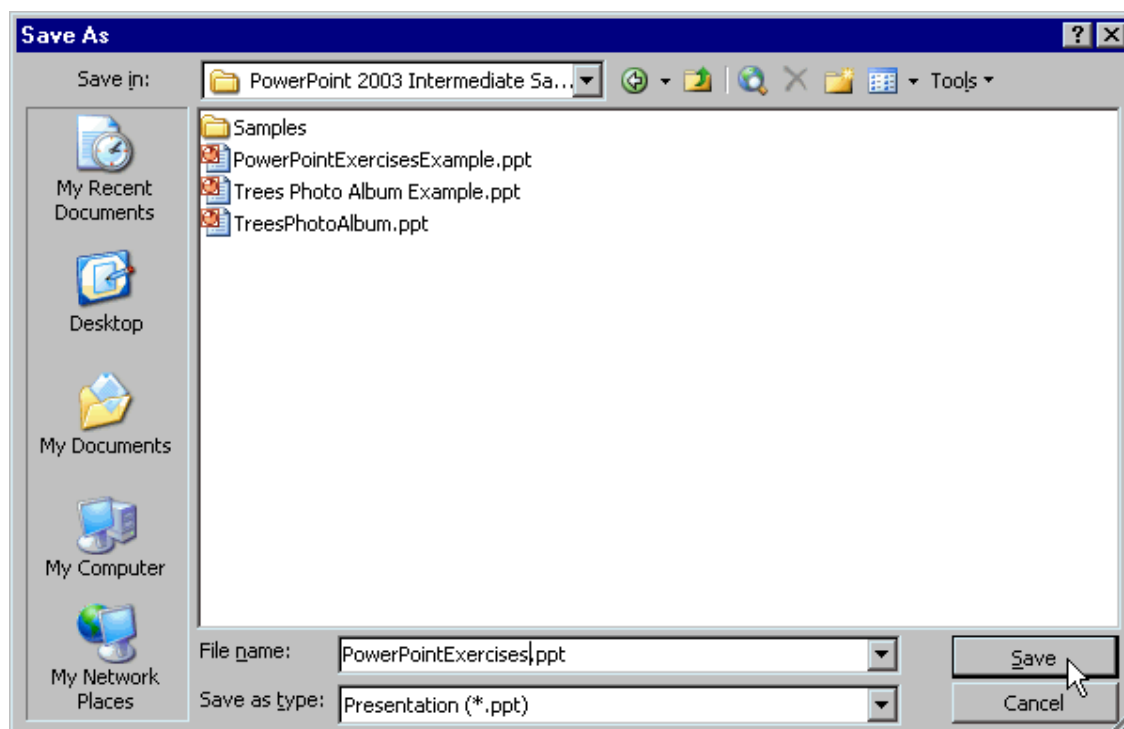
SAMPLE



- Your Organization Chart should look like this:



- Click the **Save** button on the **Standard** toolbar.
- In the **Save in** drop down menu, locate your **PowerPoint 2003 Intermediate Samples** folder.
- Name your new presentation **PowerPointExercises.ppt**.
- Click **Save**:



- Close the presentation.


Working with Diagrams

- From the main menu, select **File > Open** and select **PowerPointExercises.ppt** from the **PowerPoint 2003 Intermediate Samples** folder.
- Click on **slide thumbnail 3** in the Slides tab area.
- In the title placeholder, type **Radial Diagram**.
- In the text placeholder, type **Inserting and modifying a diagram**:

SAMPLE

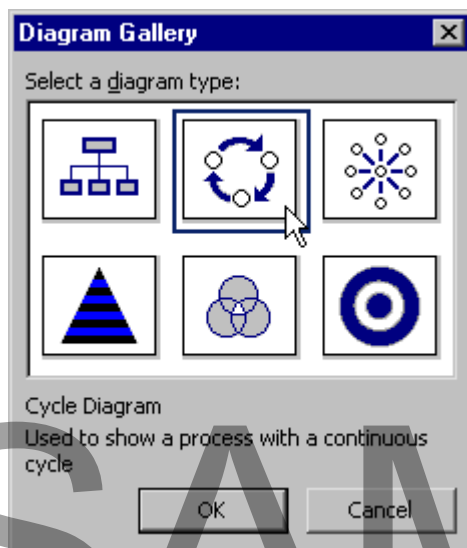
Radial Diagram

- Inserting and modifying a diagram.

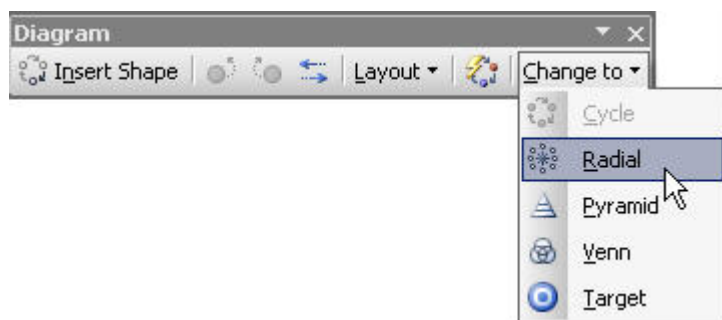


Click icon to add content

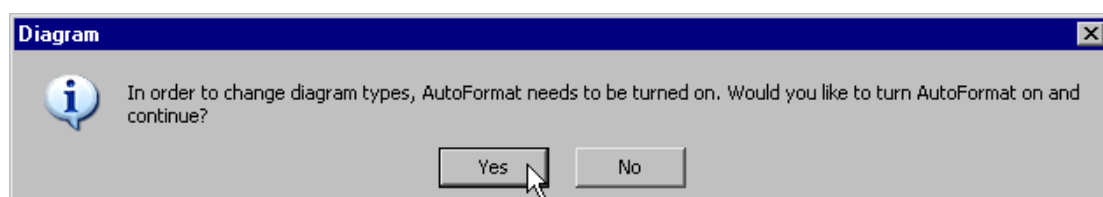
- Click the **Insert Diagram or Organization Chart** button.
- Select the **Cycle Diagram** from the **Diagram Gallery** dialog box:



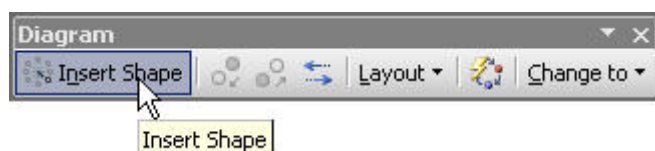
- Click **OK**.
- Click the **Change to** button on the **Diagram** toolbar.
- Select the **Radial** diagram:



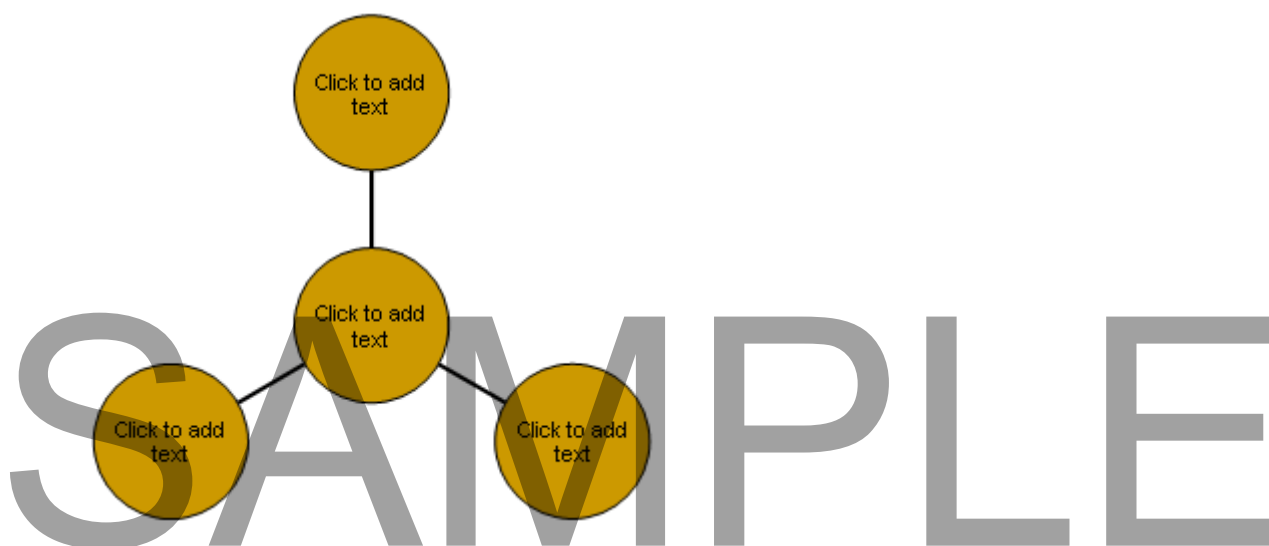
- If PowerPoint asks you to turn AutoFormat on, click **Yes**:



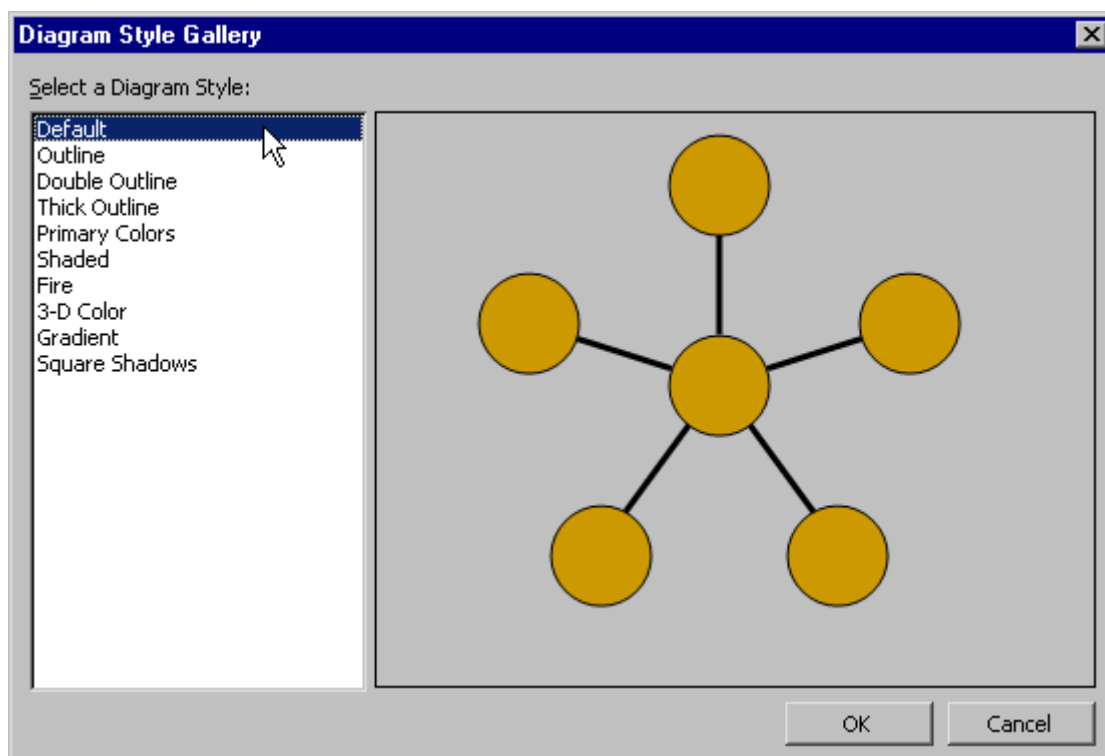
- Click the **Insert Shape** button on the **Diagram** toolbar:



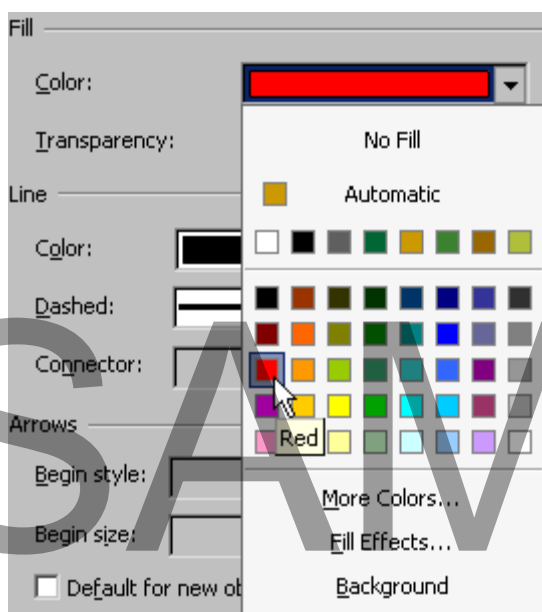
- You should have four circles that comprise your **Radial** diagram:



- Click the **Autoformat** button on the **Diagram** toolbar.
- Select **Default**:

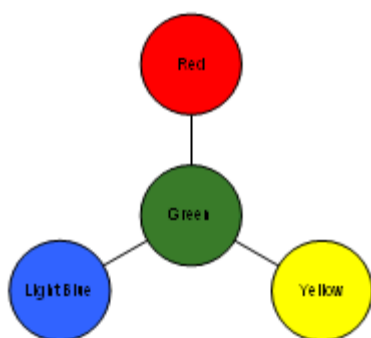


- Click **OK**.
- Right-click on the top circle and select **Format AutoShape**.
- In the **Format AutoShape** dialog box, click the **Colors and Lines** tab.
- Change the **Fill Color** to **Red**:

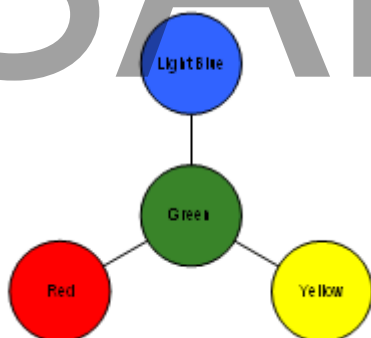
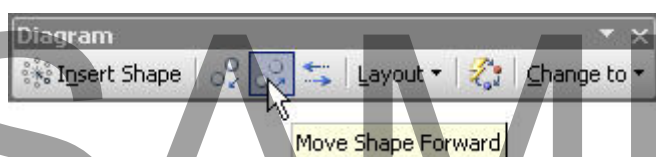


- Click **OK**.
- Double-click the centre circle.
- In the **Format AutoShape** dialog box (Colors and Lines tab), change the colour to **Green**.

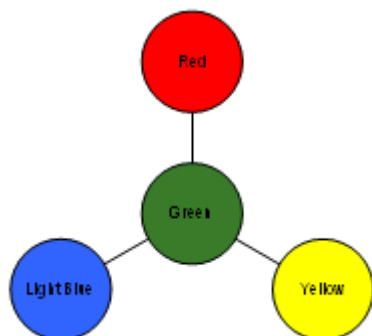
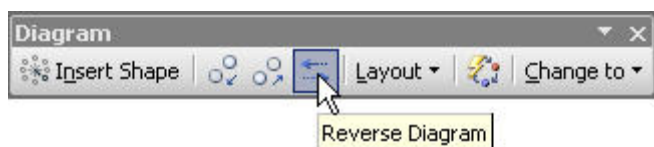
- Click **OK**.
- Double-click the lower-left circle.
- In the **Format AutoShape** dialog box (Colors and Lines tab), change the colour to **Light-blue**.
- Click **OK**.
- Double-click the lower-right circle.
- In the **Format AutoShape** dialog box (Colors and Lines tab), change the colour to **Yellow**.
- Click **OK**.
- Select the red circle and type **Red**.
- Select the green circle and type **Green**.
- Select the light blue circle and type **Light Blue**.
- Select the yellow circle and type **Yellow**.
- Observe the changes you have made:



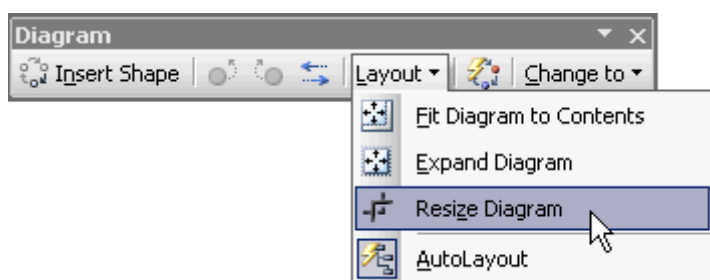
- Select the red circle.
- Click the **Move Shape Forward** button until the blue circle is at the top of the Diagram and the red circle is at the lower left:



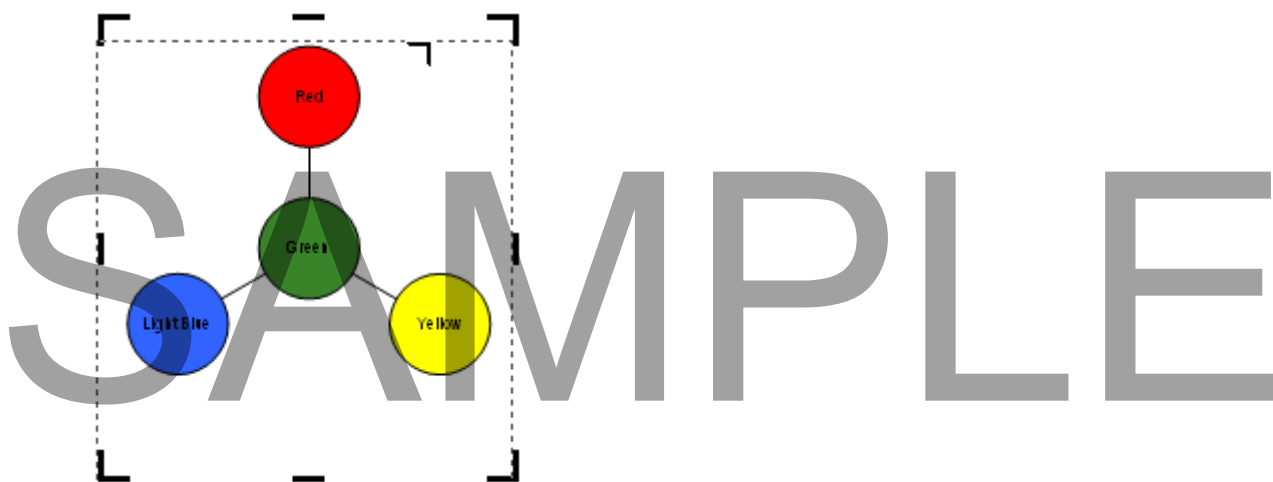
- Click on the **Reverse Diagram** button on the **Diagram** toolbar:



- Click the **Layout** button on the **Diagram** toolbar and select **Resize Diagram**:



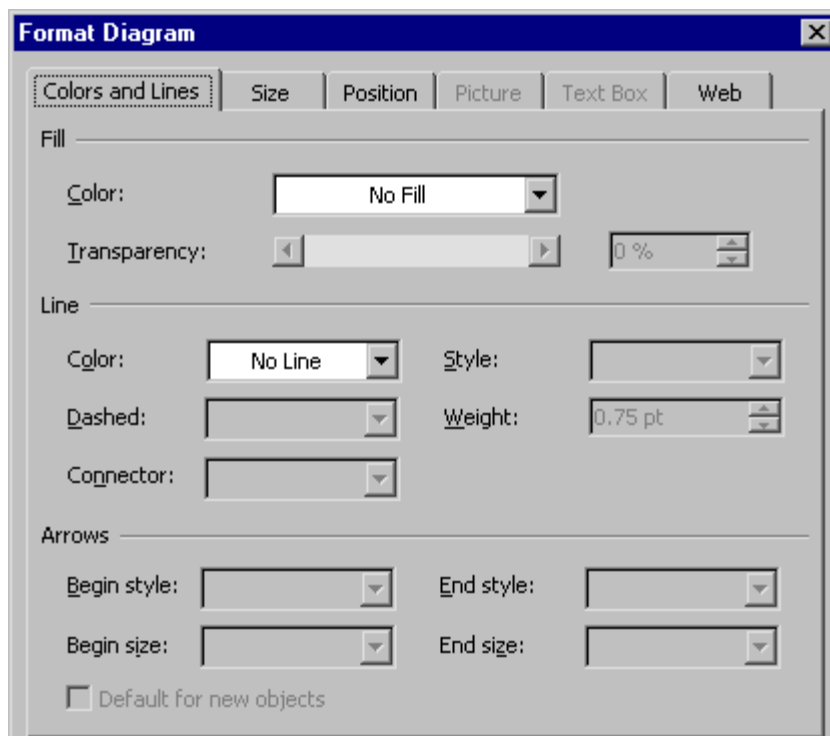
- Click and drag a **corner** resizing handle to decrease the size of the diagram:



- Click the **Save** button on the **Standard** toolbar.
- Close the presentation.

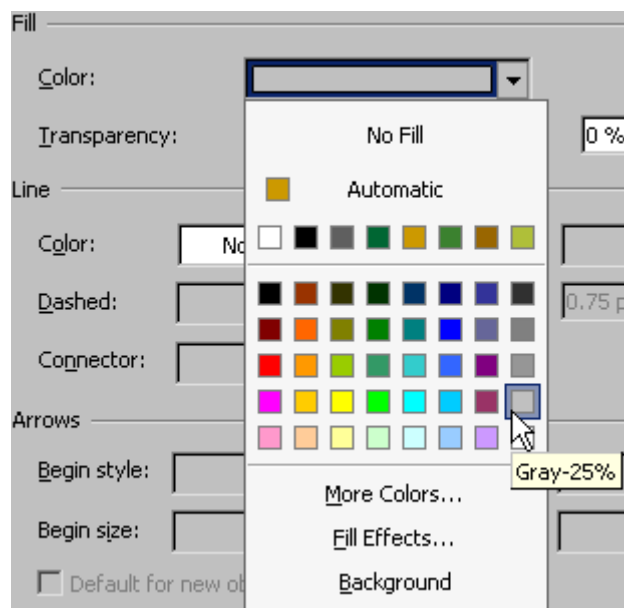
Formatting Organization Charts and Diagrams

- From the main menu, select **File > Open** and select **PowerPointExercises.ppt** from the **PowerPoint 2003 Intermediate Samples** folder.
- Select **slide 3**.
- Double-click on the **drawing canvas** (the white space between the **organisation chart** or **diagram** and the **border**). This will open the **Format Diagram** dialog box:

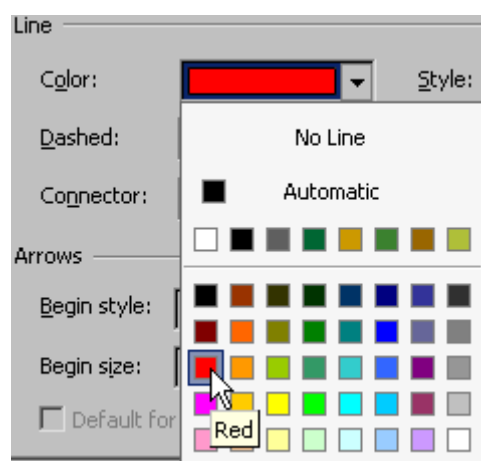


- Select the **Colors and Lines** tab.
- Change the **Fill Color** to **Gray 25%**:

SAMPLE

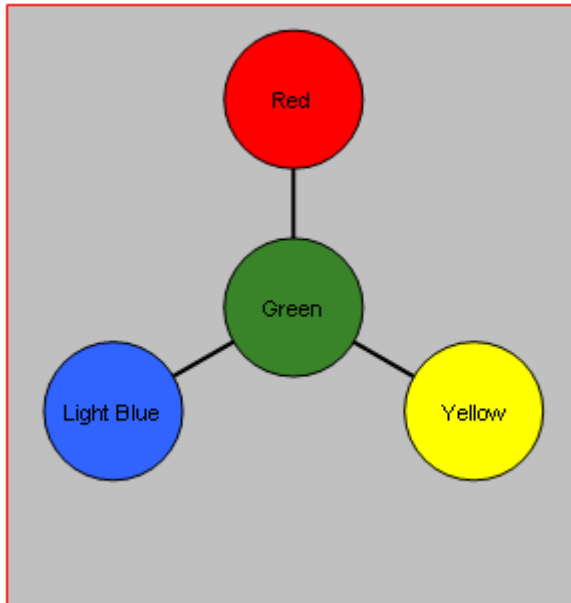


- Change the **Line Color** to **Red**:



- Click **OK**.
- Observe the formatting changes you made:

SAMPLE



- Click the border of the diagram.
- Press the **Delete** key on your keyboard.
- Click the **Undo** button on the **Standard** toolbar to reverse the deletion.
- Close the presentation without saving the changes.

SAMPLE

Using Tables and Charts

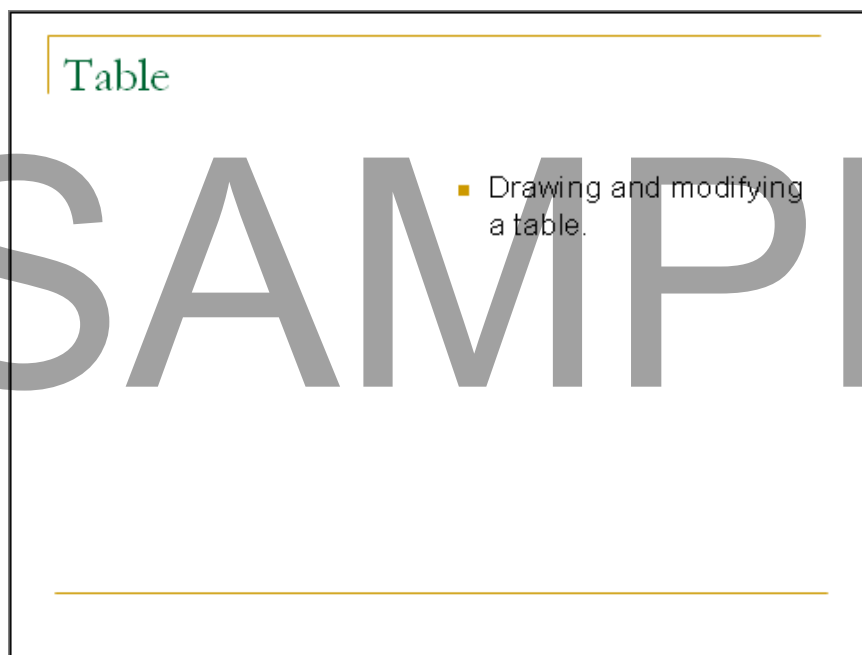
Adding Tables

Inserting a Table

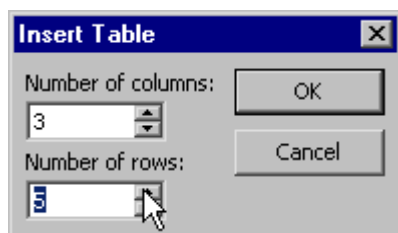
- From the main menu, select **File > Open** and select **PowerPointExercises.ppt** from the **PowerPoint 2003 Intermediate Samples** folder.
- Click on **slide thumbnail 3** in the Slides tab area.
- Press the **Return** button on your keyboard.
- Apply the **Title, Content, and Text** layout located in the **Slide Layout Pane** under the **Text and Content Layouts** section (the text and content placeholders are reversed compared to the previous slide):



- From the main menu, select **Insert > Duplicate Slide**.
- You should now have **5 slide thumbnails** in total in the Slides tab area.
- Click on **slide thumbnail 4** in the Slides tab area.
- In the title placeholder, type **Table**.
- In the text placeholder, type **Drawing and modifying a table**.
- Select the content placeholder **border**.
- Press the **Delete** key on your keyboard. This will delete the content placeholder:



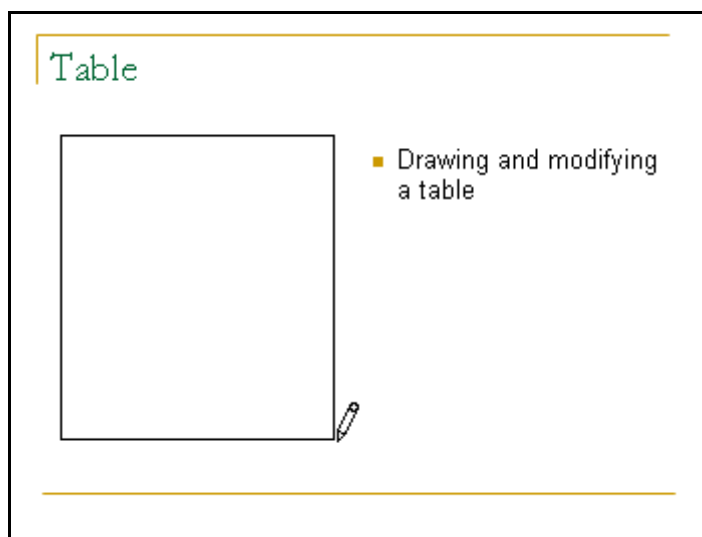
- From the main menu, select **Insert > Table**. This opens the **Insert Table** dialog box:



- Select **3** columns and **5** rows by clicking on the up or down arrows.
- Click **OK**.
- Click the **Undo** button on the **Standard** toolbar twice to reverse the changes.

Drawing a Table

- Click the **Tables and Borders** button on the **Standard** toolbar.
- Drag your mouse **diagonally** over the area where the content placeholder was to set the table border size:

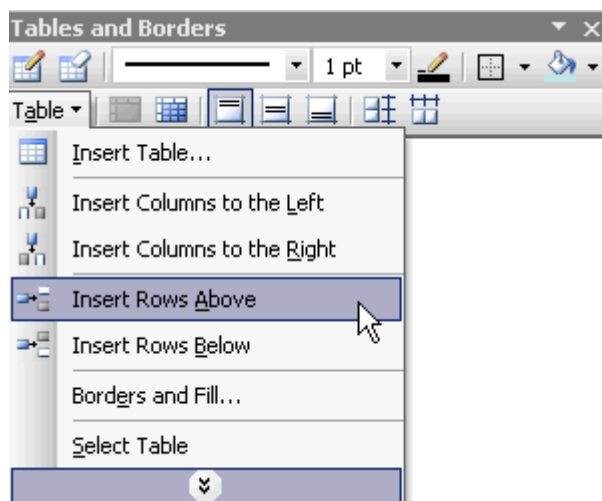


- Drag your mouse **vertically** and **horizontally** within the table border to “draw” **five** rows and **three** columns.
- Click the **Draw Table** button on the **Tables and Borders** toolbar to stop drawing.
- Click the **Save** button on the **Standard** toolbar.
- Leave the *PowerPointExercises.ppt* presentation open for the next exercise.

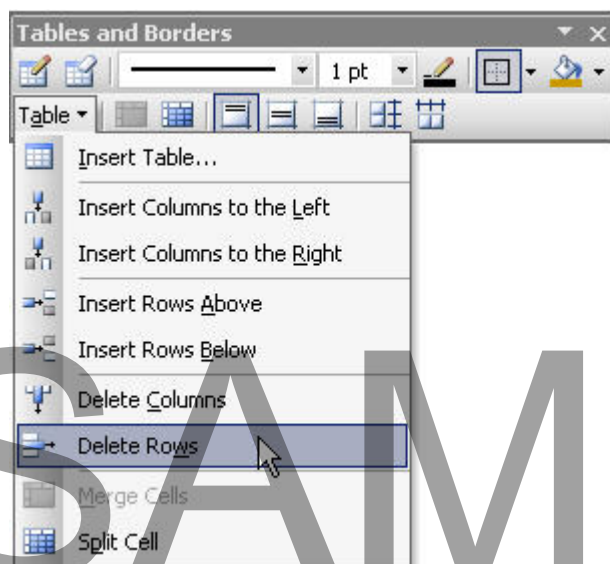
Working with Columns and Rows

- With the *PowerPointExercises.ppt* presentation open, click in the **bottom** row of the table.

- If the **Tables and Borders** toolbar is not displayed, from the main menu, select **View > Toolbars > Tables and Borders**.
- Click the down arrow on the **Table** button on the **Tables and Borders** toolbar.
- Select **Insert Rows Above**:



- Click in the row you just created.
- Click the down arrow on the **Table** button on the **Tables and Borders** toolbar.
- Select **Delete Rows**:



- Click in the bottom left cell.
- Click the **Split Cell** button on the **Tables and Borders** toolbar:

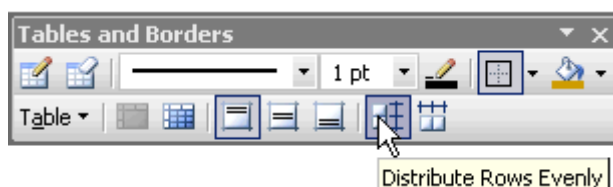


- Select the two cells that you just split.

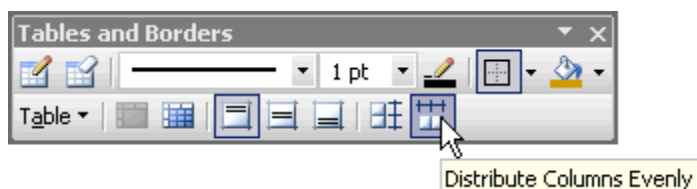
- Click the **Merge Cells** button on the **Tables and Borders** toolbar:



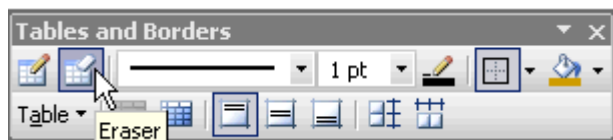
- Click somewhere inside the table.
- Click the **Distribute Rows Evenly** button on the **Tables and Borders** toolbar:



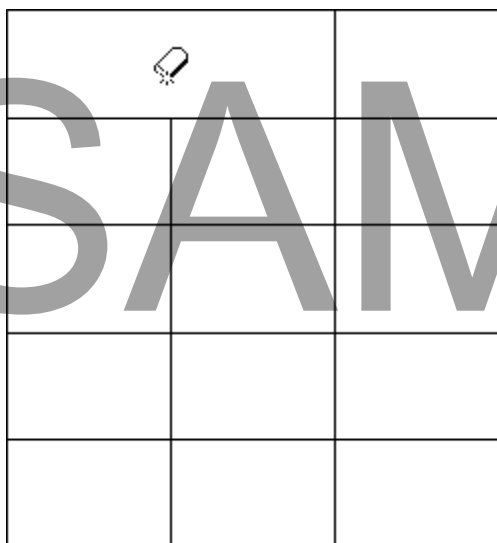
- Click the **Distribute Columns Evenly** button on the **Tables and Borders** toolbar:



- Click the **Eraser** button on the **Tables and Borders** toolbar:



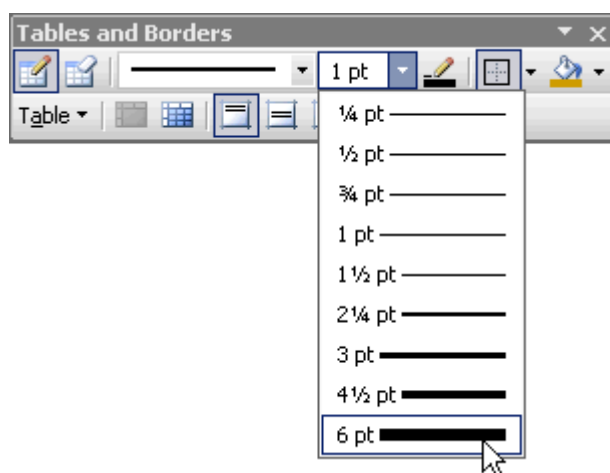
- Click the first column line in the first row to erase the line:



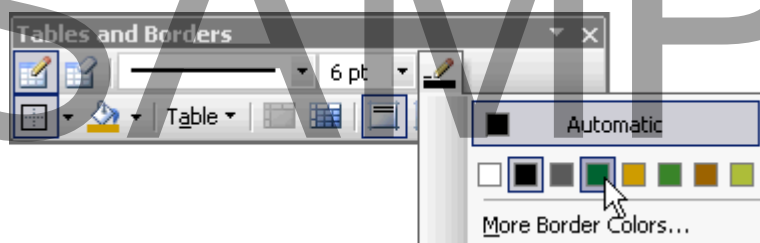
- Click the **Eraser** button on the **Tables and Borders** toolbar again to stop erasing.
- Click somewhere in the bottom row.
- Click the down arrow on the **Table** button on the **Tables and Borders** toolbar.
- Select **Insert Rows Above**.
- Select the bottom two rows.
- Click the **Merge Cells** button on the **Tables and Borders** toolbar.
- Click the **Save** button on the **Standard** toolbar.
- Leave the *PowerPointExercises.ppt* presentation open for the next exercise.

Formatting Tables

- With the *PowerPointExercises.ppt* presentation open, click the down arrow on the **Border Width** button on the **Tables and Borders** toolbar.
- Select **6pt**:

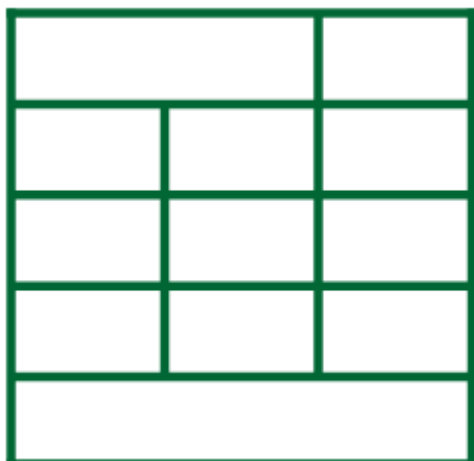


- Click on all border lines until the entire table is formatted.
- Select the **Borders Color** button on the **Tables and Borders** toolbar.
- Select **dark green**:



- Click on all border lines until the entire table is formatted.
- Click the **Draw Table** button on the **Tables and Borders** toolbar again to stop formatting.

- Resize the table to nicely fit on your slide, if needed:

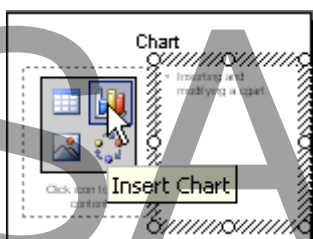


- Close the **Tables and Borders** toolbar.
- Click the **Save** button on the **Standard** toolbar.
- Close the presentation.

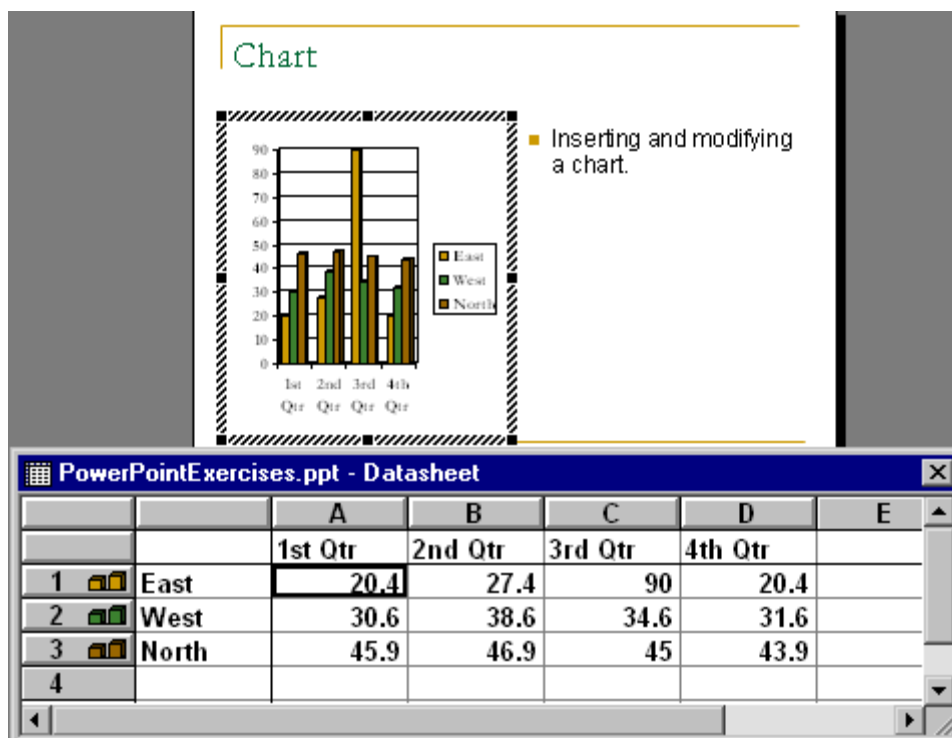
Adding Charts

Inserting a Chart

- From the main menu, select **File > Open** and select **PowerPointExercises.ppt** from the **PowerPoint 2003 Intermediate Samples** folder.
- Click on **slide thumbnail 5** in the Slides tab area.
- In the title placeholder, type **Chart**.
- In the text placeholder, type **Inserting and modifying a chart**.
- Click the **Insert Chart** button in the Content placeholder:



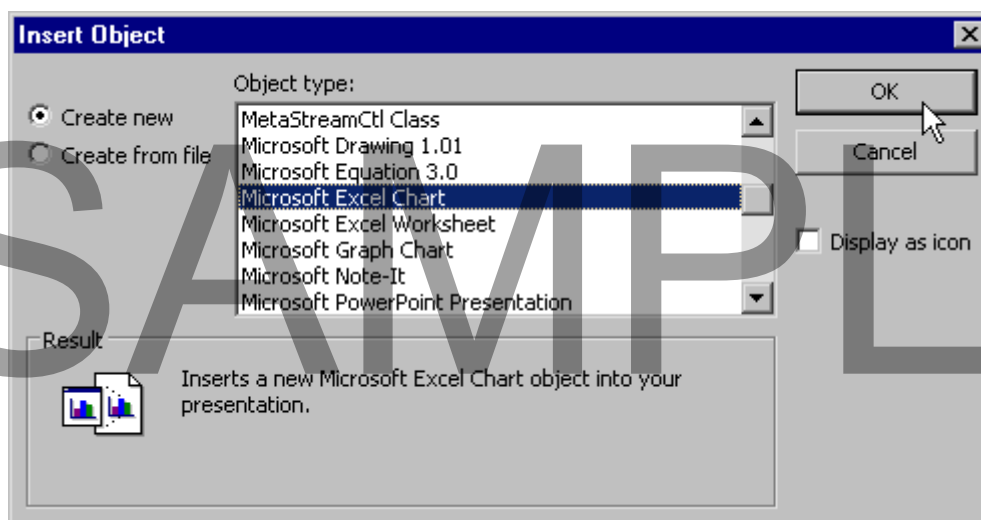
- This opens the Microsoft Graph **chart** and **datasheet**:



- Click the **Undo** button on the **Standard** toolbar.

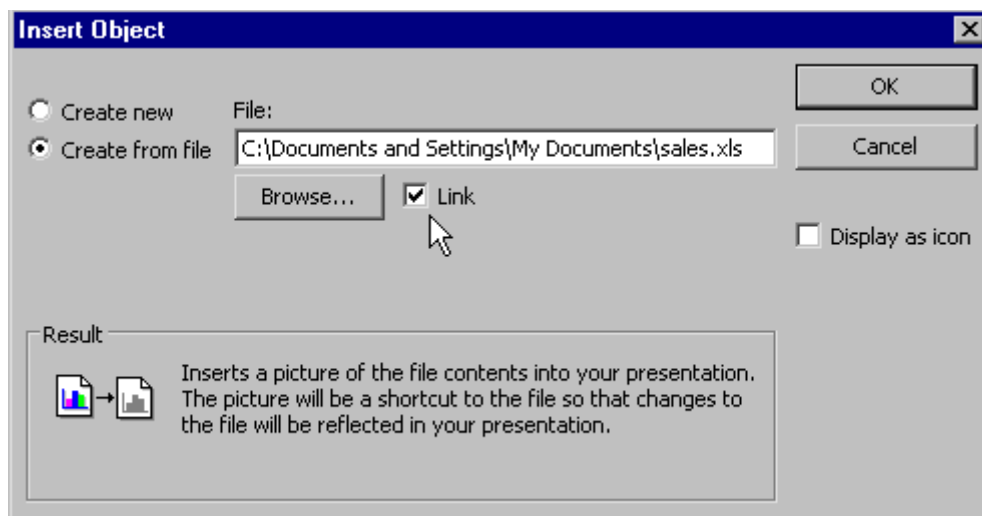
Embedding and Linking an Excel Chart

- From the main menu, select **Insert > Object**. This opens the **Insert Object** dialog box.
- Check the **Create new** box.
- Select **Microsoft Excel Chart**.
- Click **OK**:



- Click the **Undo** button on the **Standard** toolbar to delete the chart.
- From the main menu, select **Insert > Object**. This opens the **Insert Object** dialog box.

- Check the **Create from file** box.
- Click the **Browse** button and locate the *Formulas.xls* file from the **PowerPoint 2003 Intermediate Samples** folder. Click **OK**.
- Check the **Link** box:



- Click **OK**.
- Click the **Undo** button on the **Standard** toolbar to reverse the changes you just made.
- Click the **Save** button on the **Standard** toolbar.
- Close the presentation.

Entering Data

- From the main menu, select **File > Open** and select *PowerPointExercises.ppt* from the **PowerPoint 2003 Intermediate Samples** folder.
- Click on **slide thumbnail 5** in the Slides tab area.
- Click the **Insert Chart** button in the Content placeholder.
- Change the **East**, **West**, and **North** labels in the Datasheet to read **United States**, **Europe**, and **Australia**.
- Change the **1st Qtr**, **2nd Qtr**, **3rd Qtr**, and **4th Qtr** labels to read **1st**, **2nd**, **3rd**, and **4th**:

		A	B	C	D
		1st	2nd	3rd	4th
1	United States	20.4	27.4	90	20.4
2	Europe	30.6	38.6	34.6	31.6
3	Australia	45.9	46.9	45	43.9
4					

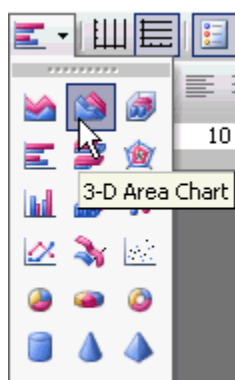
- From the main menu, select **View > Datasheet** to close the datasheet.

- Click the **Save** button on the **Standard** toolbar.
- Close the presentation.

Changing the Chart Type

Applying a New Chart Type

- From the main menu, select **File > Open** and select **PowerPointExercises.ppt** from the **PowerPoint 2003 Intermediate Samples** folder.
- Select **slide 5**.
- Double-click on the chart.
- Click the down arrow on the **Chart type** button on the **Standard** toolbar:

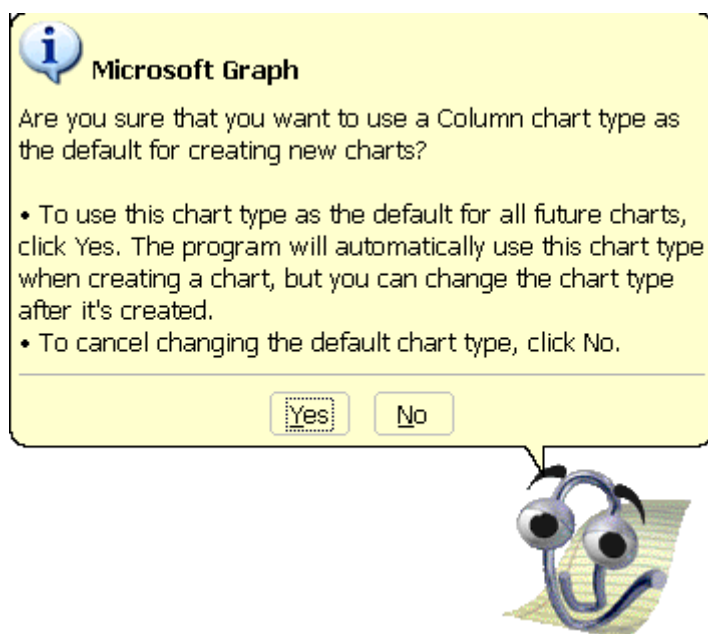


- Select the **3-D Area Chart** type.
- Click the **Undo** button on the **Standard** toolbar to reverse then changes you just made.

Changing the Default Chart Type

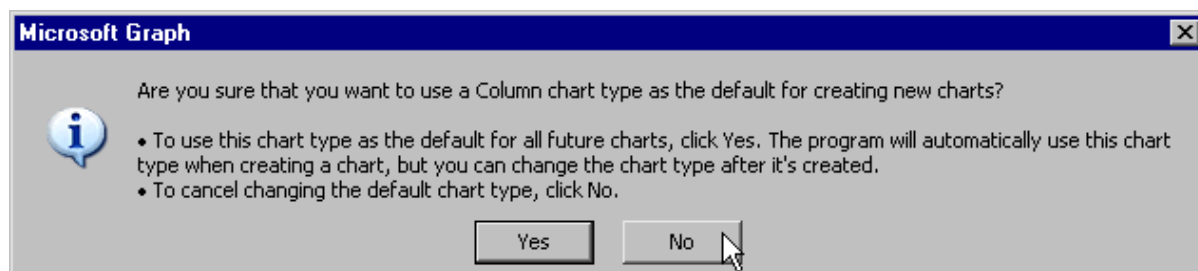
- From the main menu, select **Chart > Chart Type**.
- Click the **Custom Types** tab.
- Select the chart type you want.
- Click the **Set as default chart** button. This opens the **Microsoft Graph Office Assistant** dialog box:

SAMPLE



- Click the **No** button to cancel the change to the default chart type.

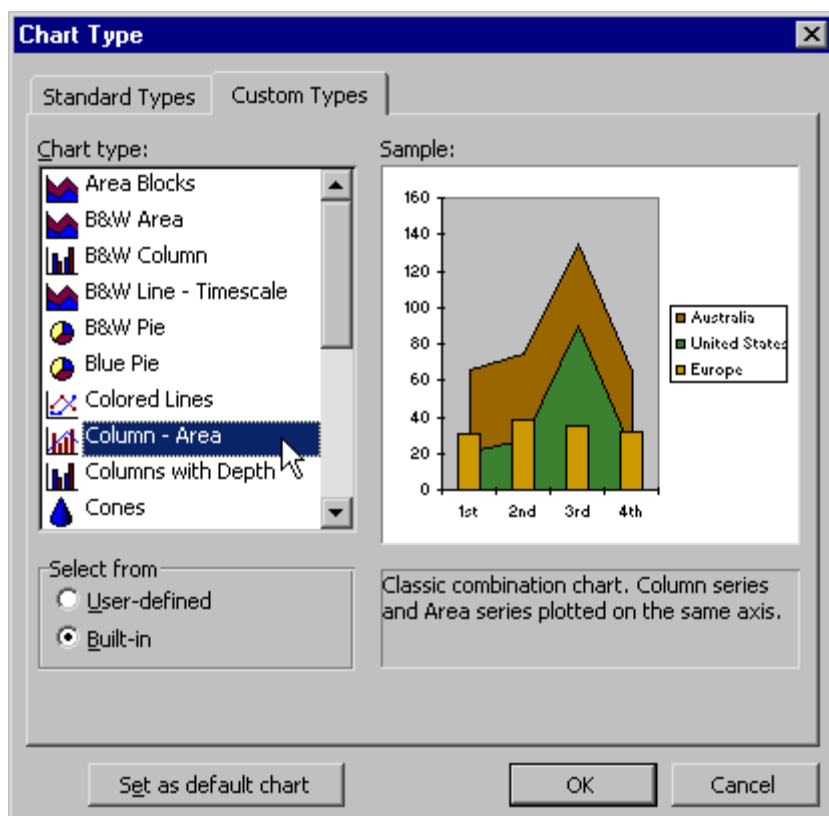
Note: If you have switched off the **Office Assistant** feature, you may see a warning dialog box. Click **No** to cancel your change to the default chart type.



- Click **Cancel** to close the **Chart Type** dialog box without keeping the changes you made.

Creating your own Chart Type

- From the main menu, select **Chart > Chart Type**.
- Click the **Custom Types** tab.
- Select the **Column - Area** chart type:

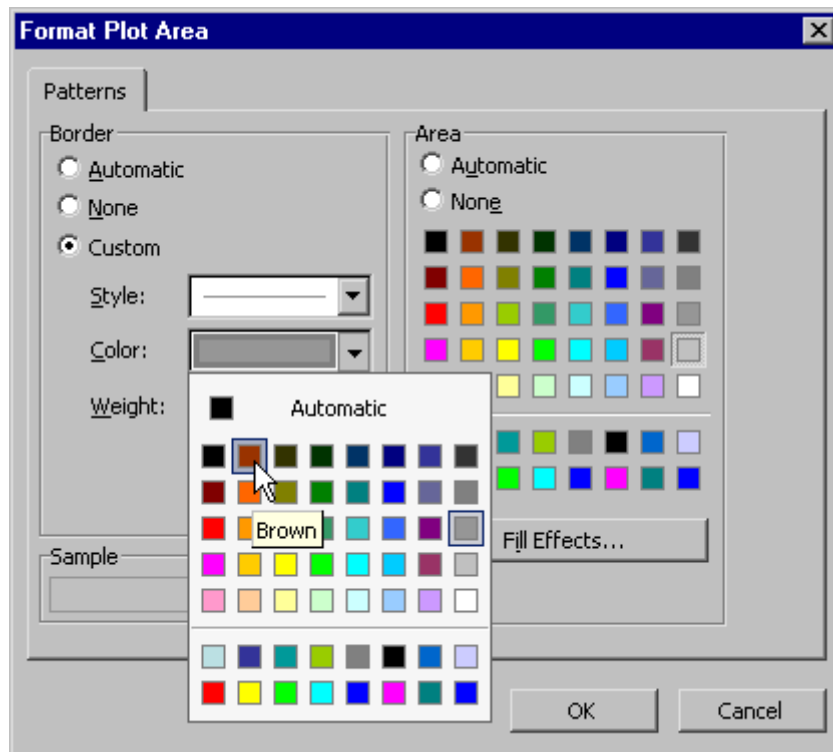


- Click **OK**.
- Now you will make changes to the design of the chart. Double click on the **Plot Area** to open the **Format Plot Area** dialog box:



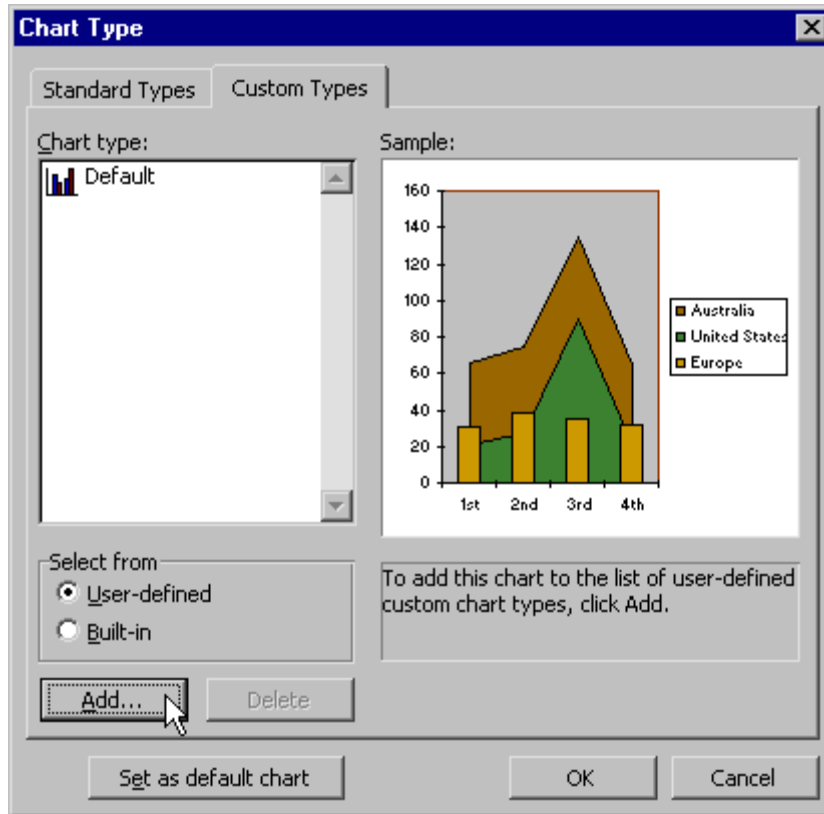
- Change the **Border Color** to **Brown**:

SAMPLE

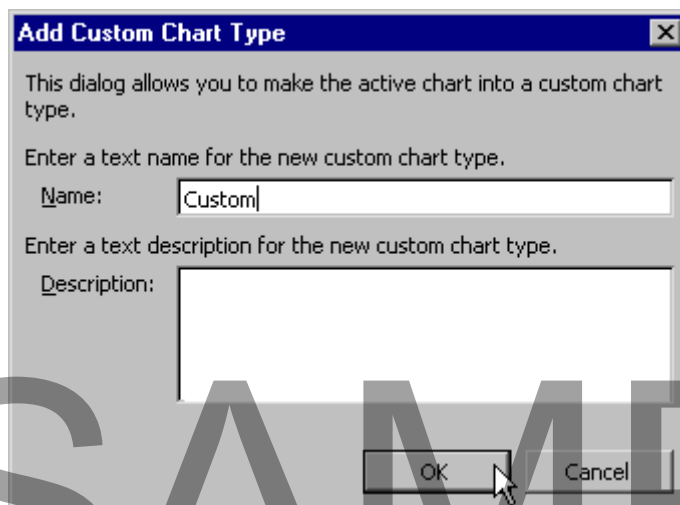


- Click **OK**. Observe that the border of the plot area is now coloured brown.
- From the main menu, select **Chart > Chart Type**.
- Click the **Custom Types** tab.
- Check the **User-defined** box.
- Click **Add**:

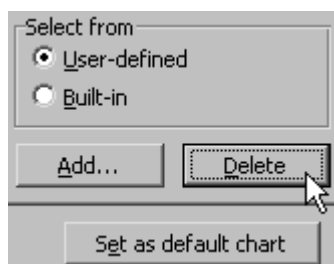
SAMPLE



- This opens the **Add Custom Chart Type** dialog box:



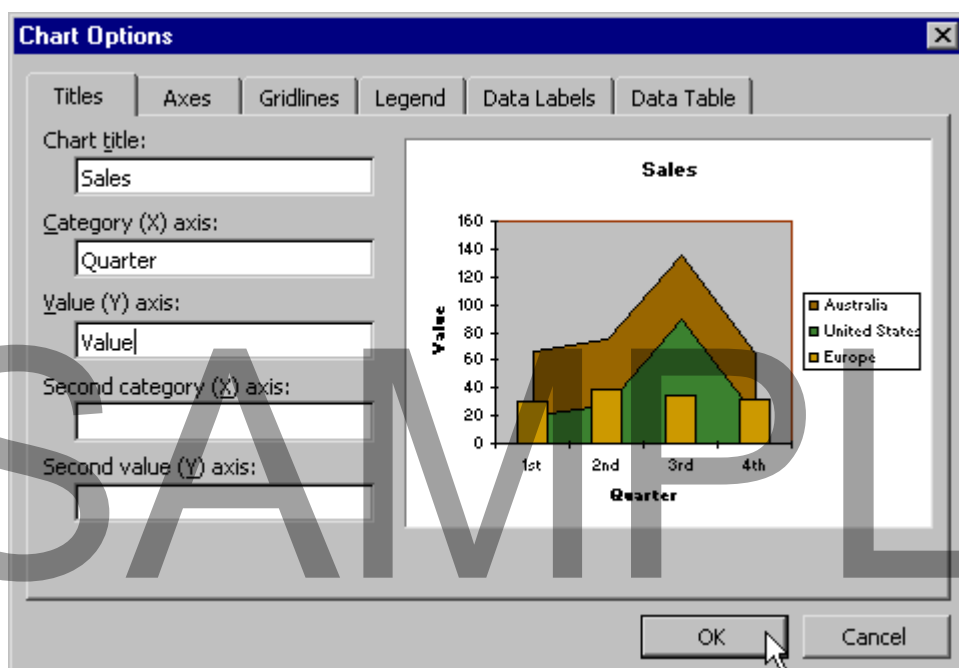
- Enter "**Custom**" for a name.
- Click **OK**.
- Click the **Delete** button to delete the custom chart you just created:



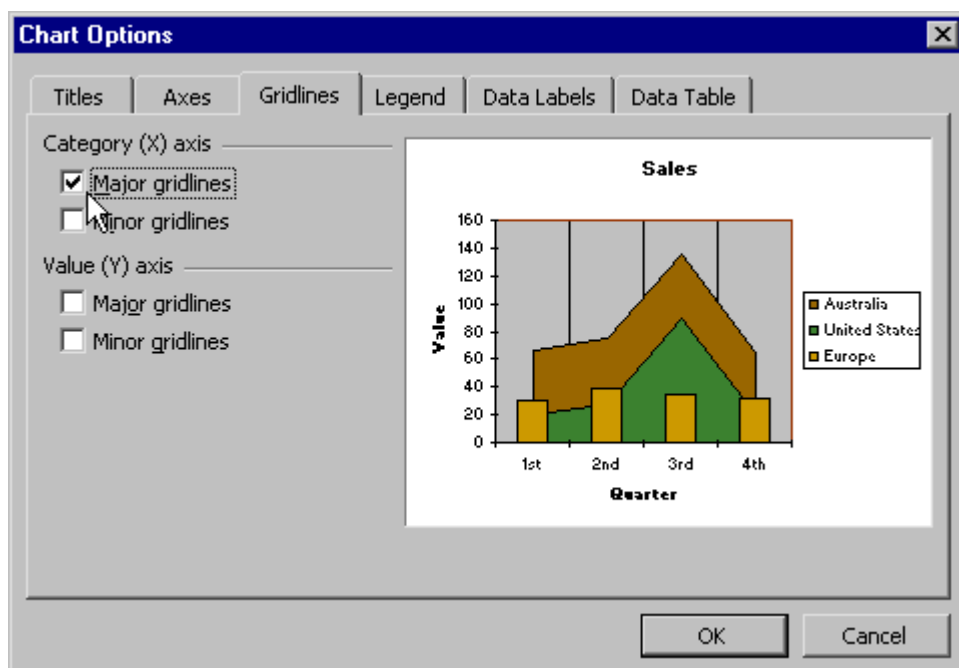
- Click **OK** to accept the deletion.
- Click **Cancel** to close the **Chart Type** dialog box.
- Save the changes, and close the presentation.

Customising Charts

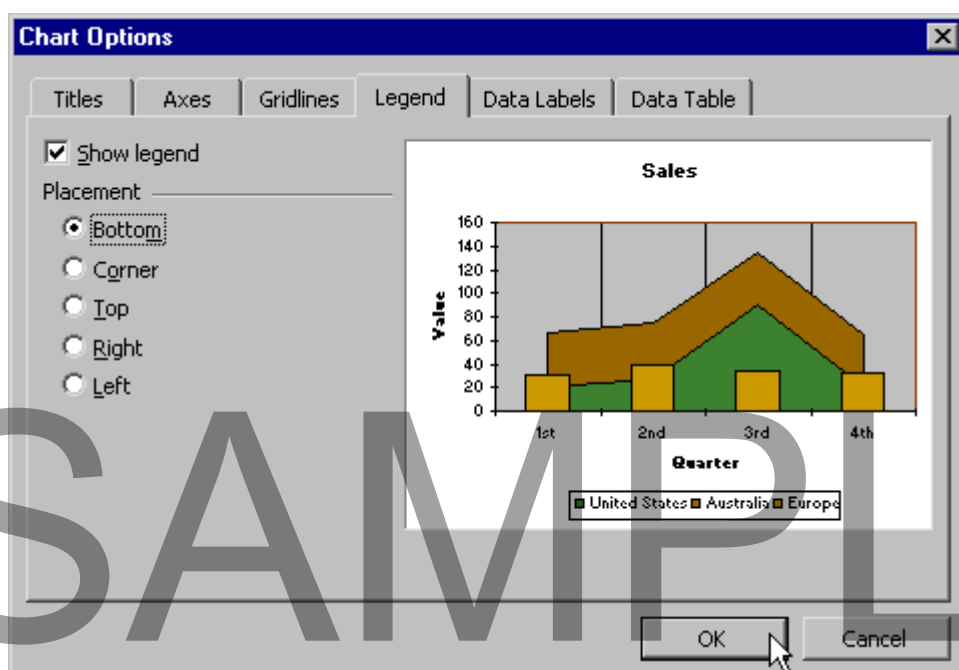
- From the main menu, select **File > Open** and select **PowerPointExercises.ppt** from the **PowerPoint 2003 Intermediate Samples** folder.
- Select **slide 5**.
- Double-click on the chart.
- From the main menu, select **Chart > Chart Options**.
- Click the **Titles** tab.
- Enter **Sales** for the **Chart title**, **Quarter** for the **Category (X) axis**, and **Value** for the **Value (Y) axis**:



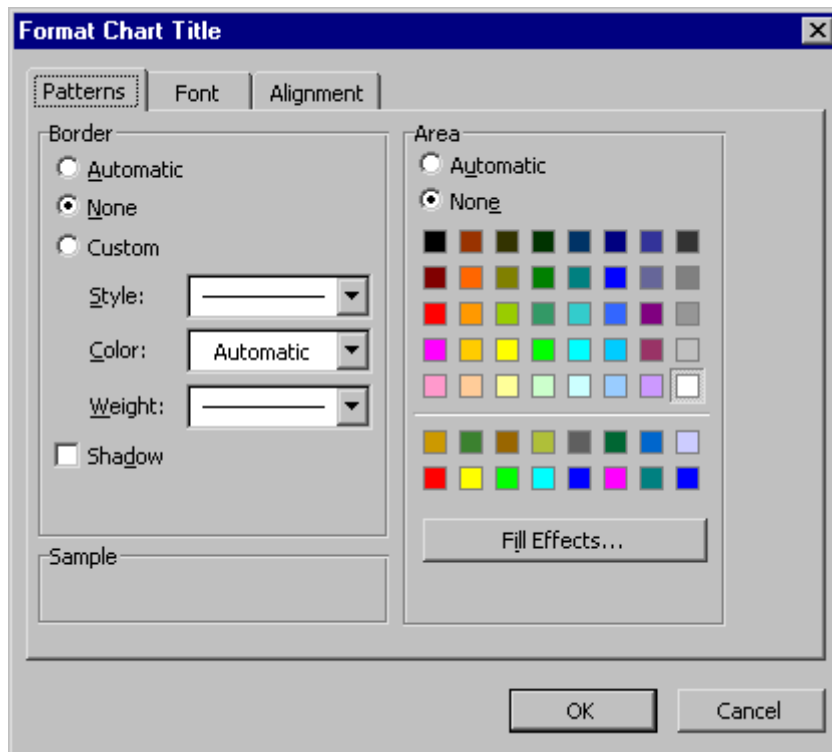
- Click the **Gridlines** tab.
- Check the **Major gridlines** box in the **Category (X) axis** area:



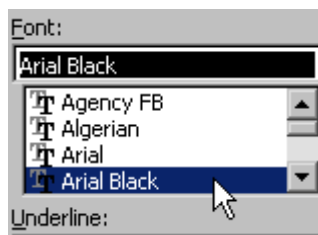
- Click the **Legend** tab.
- Check the **Show legend** box if it is not already checked.
- Select **Bottom** placement.
- Click **OK**:



- Click outside of the chart area to return to the slide.
- Click the **Save** button on the **Standard** toolbar.
- Double-click the **Chart Title**.
- This will open the **Format Chart Title** dialog box:



- Click on the **Font** tab.
- Select the **Arial Black** font type:



- Click **OK**.
- Save the changes, and close the presentation.

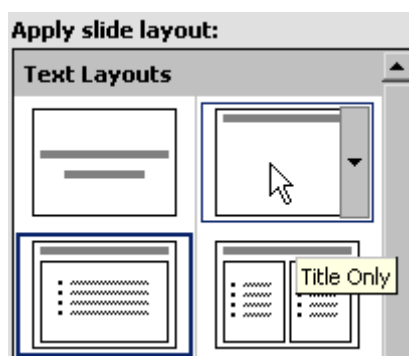
SAMPLE

Embedding and Linking Objects

Working with Linked Objects

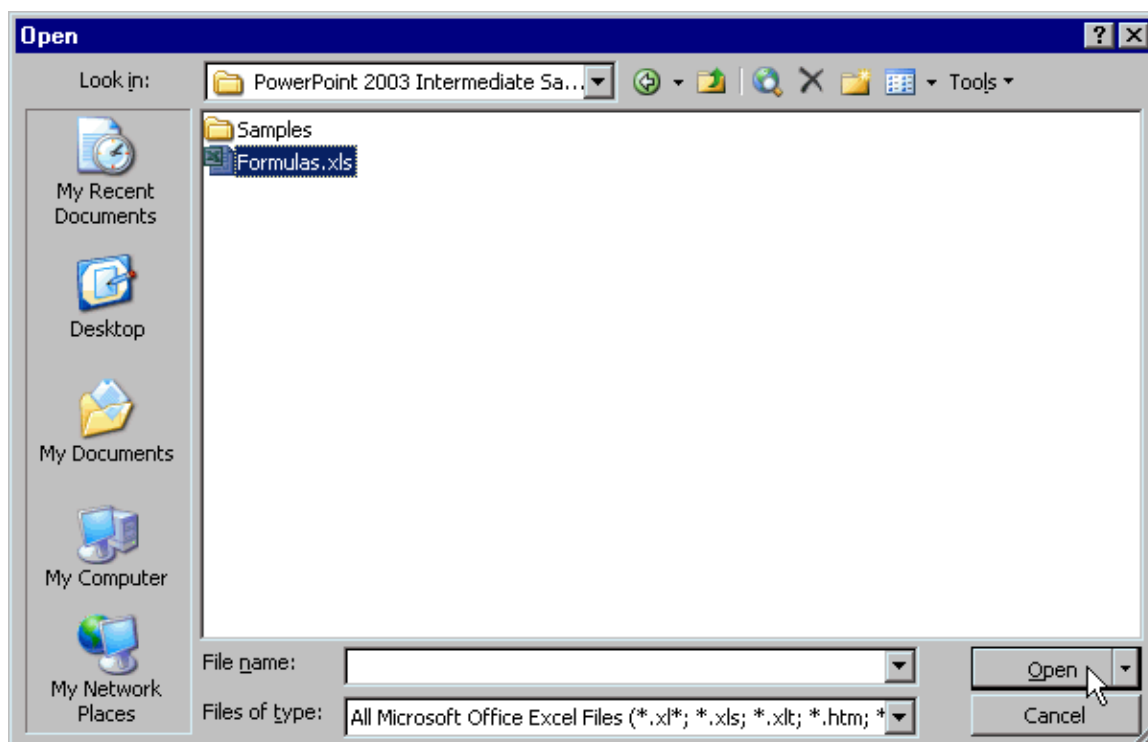
Linking Objects from Part of a File

- From the main menu, select **File > Open** and select **PowerPointExercises.ppt** from the **PowerPoint 2003 Intermediate Samples** folder.
- Select **slide 5**.
- Click the **New Slide** button on the **Formatting** toolbar.
- Apply the **Title Only** layout located in the **Slide Layout** pane under the **Text Layouts** section:

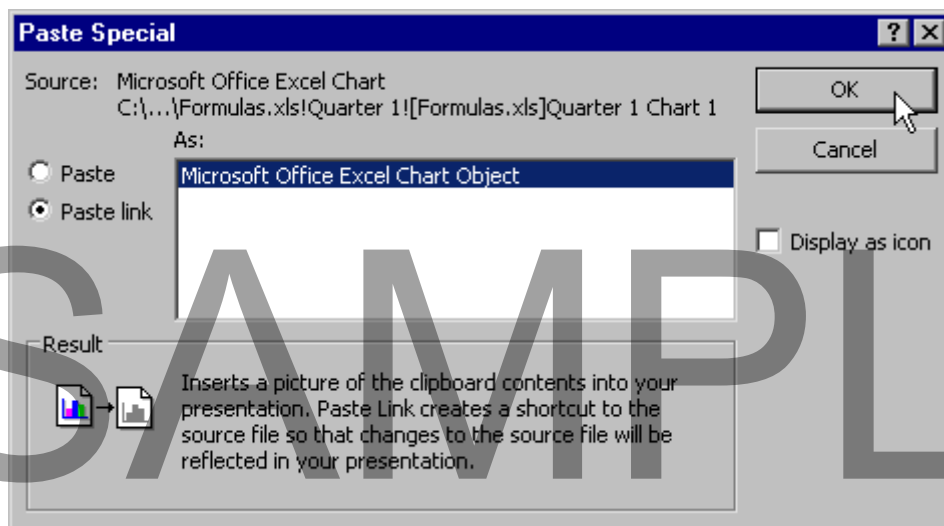


- In the title placeholder, type **Linked and Embedded Objects**.
- Open **Microsoft Excel**.
- Click the **Open** button on the **Standard** toolbar.
- In the **Look in** drop down menu, locate your **PowerPoint 2003 Intermediate Samples** folder.
- Select **Formulas.xls**:

SAMPLE



- Click **Open**.
- Select the chart (click in the white area of the chart).
- Click the **Copy** button on the **Standard** toolbar.
- Return to the PowerPoint slide.
- From the main menu, select **Edit > Paste Special**.
- Check the **Paste link** box:

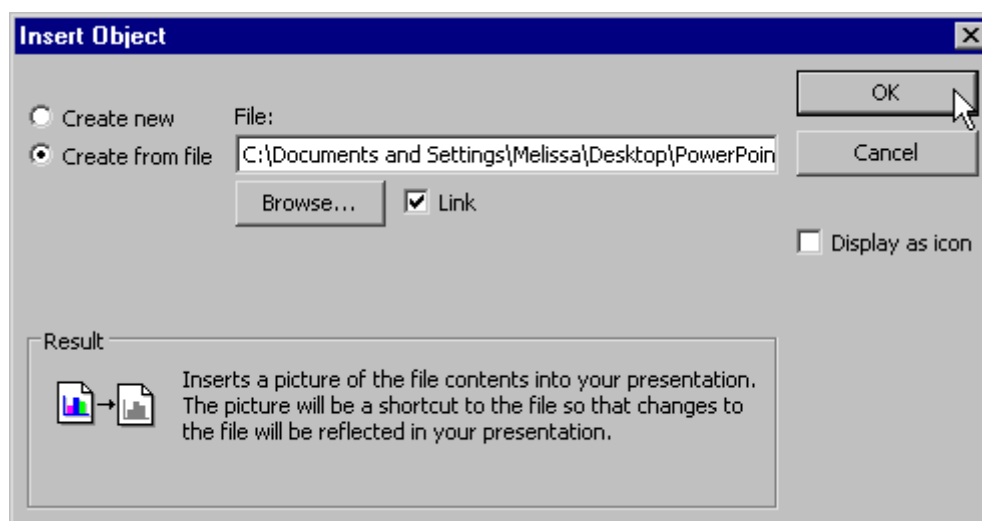


- Click **OK**.

Linking Objects from an Entire File

- From the main menu, select **Insert > Object**. This opens the **Insert Object** dialog box.

- Check the **Create from file** box.
- Click the **Browse** button and locate your **PowerPoint 2003 Intermediate Samples** folder.
- Select **Formulas.xls**, and click **OK**.
- Check the **Link** box.
- Click **OK**:



Updating Links Automatically or Manually

- From the main menu, select **Edit > Links**. This opens the **Links** dialog box.
- Click the link you want to update.
- Check the **Manual** option button.
- Click the **Update Now** button.
- Click the **Close** button.

Opening the Source File

- In PowerPoint 2003, double-click on the linked Excel chart.
- Note that the linked worksheet file has been opened in Excel 2003.
- Close the worksheet without saving the changes.

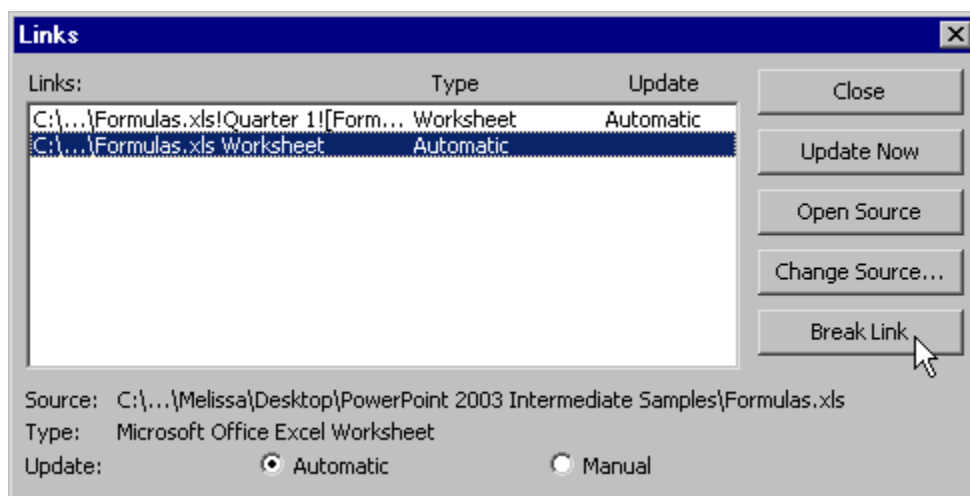
Editing the Source File

- In PowerPoint 2003, select the linked chart.
- From the main menu, select **Edit > Linked Worksheet Object > Edit**. This opens the source file in its source program.
- From the main menu, select **File > Exit** to close Microsoft Excel 2003 without saving the changes.

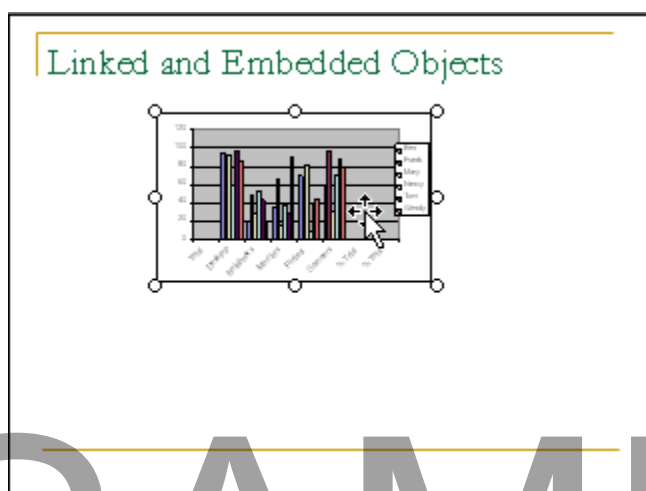
Breaking a Link

- Select the linked worksheet object.

- From the main menu, select **Edit > Links**. This opens the **Links** dialog box.
- Select each of the links and click the **Break Link** button:



- Click **Close**.
- Select the worksheet object on the slide, and press the **Delete** key on your keyboard.
- Press **Delete** again to delete the placeholder.
- Position the linked Excel chart so that is centred below the Title on the slide:



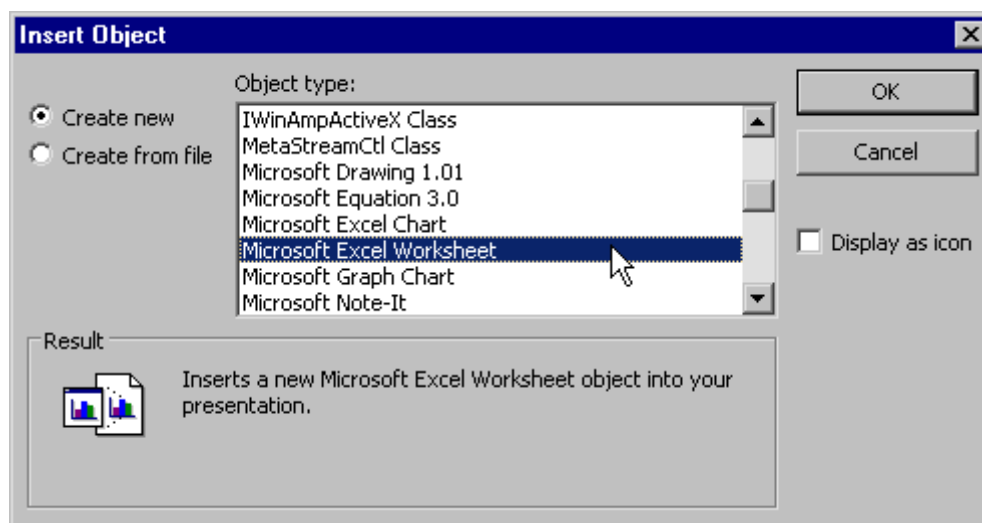
- Click the **Save** button.
- Close the presentation.

Working with Embedded Objects

Creating a New Embedded Object

- From the main menu, select **File > Open** and select **PowerPointExercises.ppt** from the **PowerPoint 2003 Intermediate Samples** folder.

- Select **slide 6**.
- From the main menu, select **Insert > Object**. This opens the **Insert Object** dialog box.
- Check the **Create new** box:

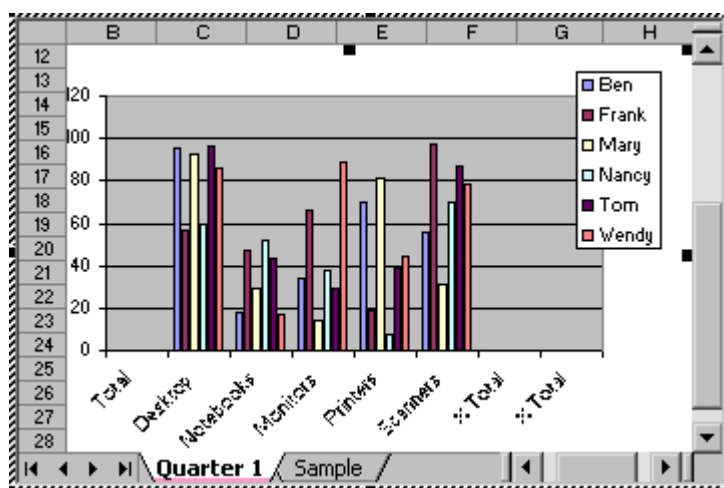


- Select **Microsoft Excel Worksheet**.
- Click **OK**.
- Click **twice** on the **Undo** button on the **Standard** toolbar to reverse the changes you made.

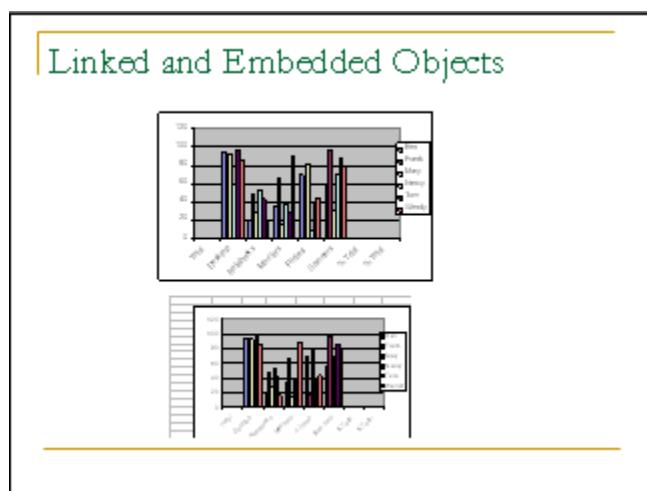
Embedding an Object from Part of a File

- From the main menu, select **Insert > Object**.
- Check the **Create from file** box.
- Click the **Browse** button.
- Locate your **PowerPoint 2003 Intermediate Samples** folder.
- Select **Formulas.xls**.
- Click **OK**.
- Click **OK** again.
- Move the embedded worksheet to fit nicely **under** the linked file.
- Double-click the embedded Excel worksheet.
- Scroll down the worksheet and resize the window until just the chart is in view:

SAMPLE



- Click outside of the chart area to return to the slide.
- Adjust the sizing of the linked and embedded charts so they fit nicely under each other:




- Click the **Save** button on the **Standard** toolbar.
- Close the presentation.

Working with Hyperlinks

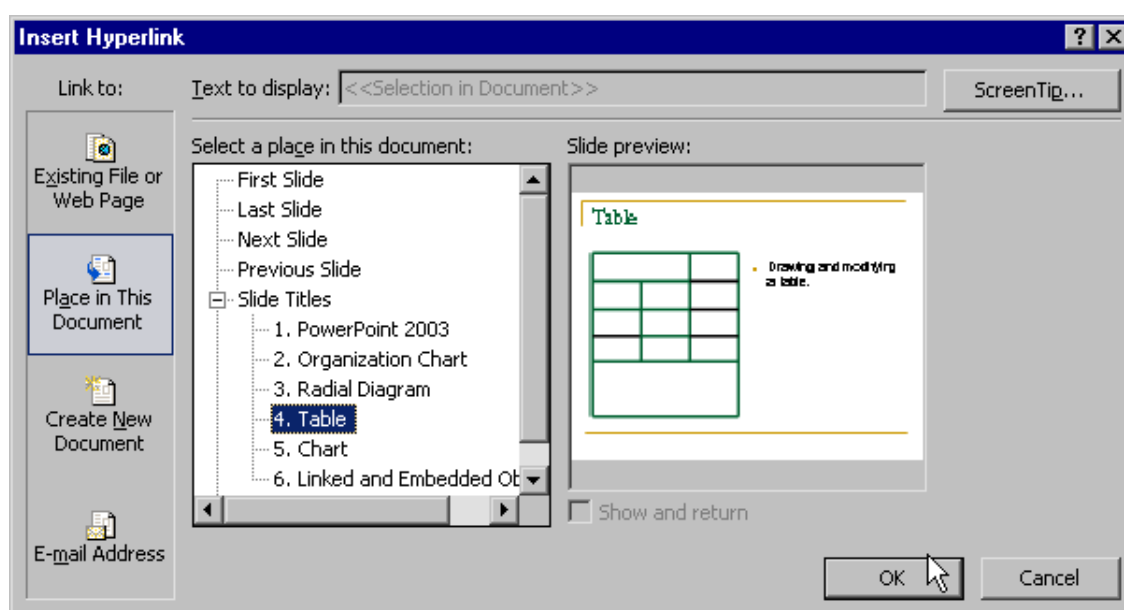
Linking to another Slide or Custom Presentation

- From the main menu, select **File > Open** and select **PowerPointExercises.ppt** from the **PowerPoint 2003 Intermediate Samples** folder.
- Select **slide 2**.
- Select the **Superior** shape in the organization chart:



- Click the **Insert Hyperlink** button on the **Standard** toolbar: 
- **OR** from the main menu, select **Insert > Hyperlink**.

- This opens the **Insert Hyperlink** dialog box.
- Select **Place in This Document** in the **Link to** area.
- Select the **Table** slide from the **Select a place in this document** list.
- Click **OK**:



- Click the **Slide Show (from current slide)** button at the bottom-left of the screen to preview and test your link:



- In Slide Show view, click the **Superior** shape to test the hyperlink.
- Press the **Esc** key to exit the slide show.
- Click **Save**.

SAMPLE

Linking to an Existing File or Web Page

- Select **slide 6**.
- Click on the embedded chart at the bottom of the slide.
- Click the **Insert Hyperlink** button on the **Standard** toolbar.
- Select **Existing File or Web Page** in the **Link to** area.
- Locate your **PowerPoint 2003 Intermediate Samples** folder.

- Select **Formulas.xls**.
- Click **OK**.
- Click the **Slide Show (from current slide)** button at the bottom-left of the screen to preview and test your link:



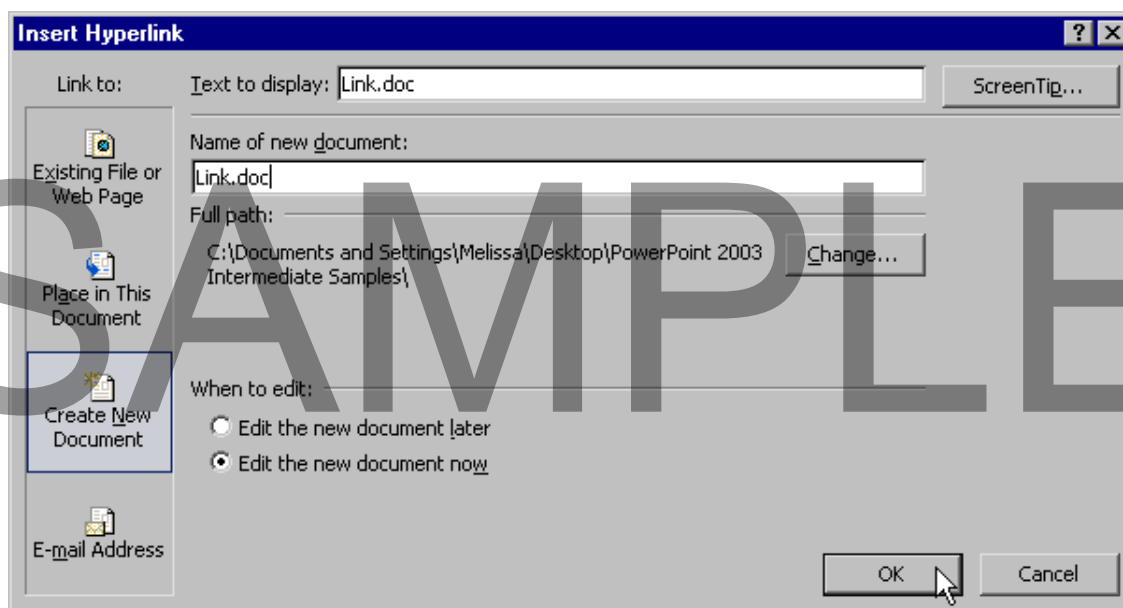
- In Slide Show view, click the embedded chart.
- **Close** the Excel file.
- Click through to the end of the slide show.
- Click the **Save** button on the **Standard** toolbar.

Linking to a New File

- Select **slide 4**.
- Highlight the table object..
- Click the **Insert Hyperlink** button on the **Standard** toolbar

OR from the main menu, select **Insert > Hyperlink**.

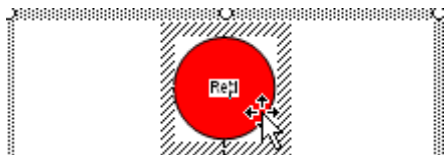
- This opens the **Insert Hyperlink** dialog box.
- Select **Create New Document** in the Link to area.
- Enter **Link.doc** as a **name** for your new document.
- Choose the **PowerPoint 2003 Foundation Samples** folder by clicking on the **Change** button.
- Select **Edit the new document now**.
- Click **OK**:



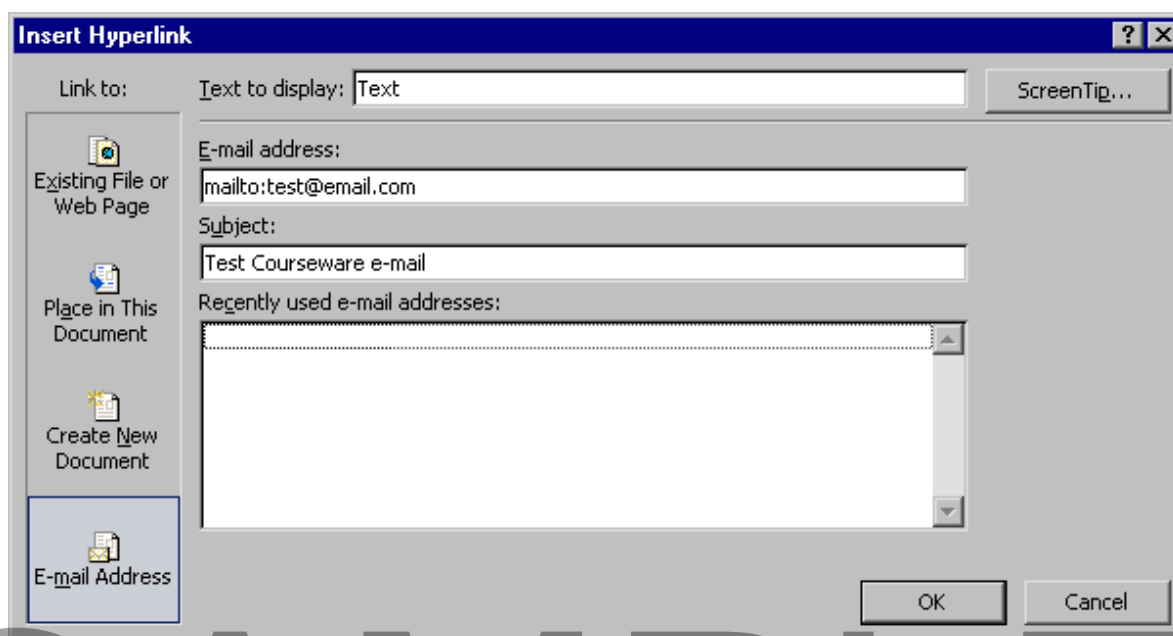
- From the main menu, select **File > Close** to close the new Word 2003 document. This will return you to your original presentation.

Linking to an E-mail Address

- Select **slide 3**.
- Select the **red circle**:



- Click the **Insert Hyperlink** button on the **Standard** toolbar
OR from the main menu, select **Insert > Hyperlink**.
- This opens the **Insert Hyperlink** dialog box.
- Select **E-mail Address** in the **Link to** area:

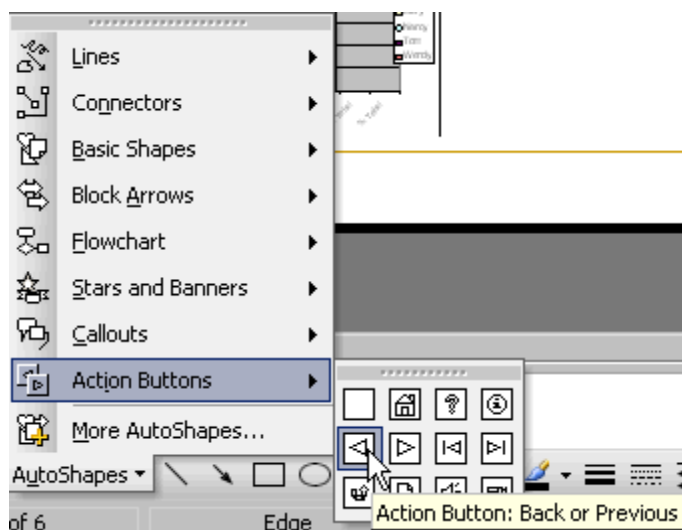


- Enter an **E-mail address**.
- Enter a **Subject**.
- Click **OK**.
- Click **Save**.

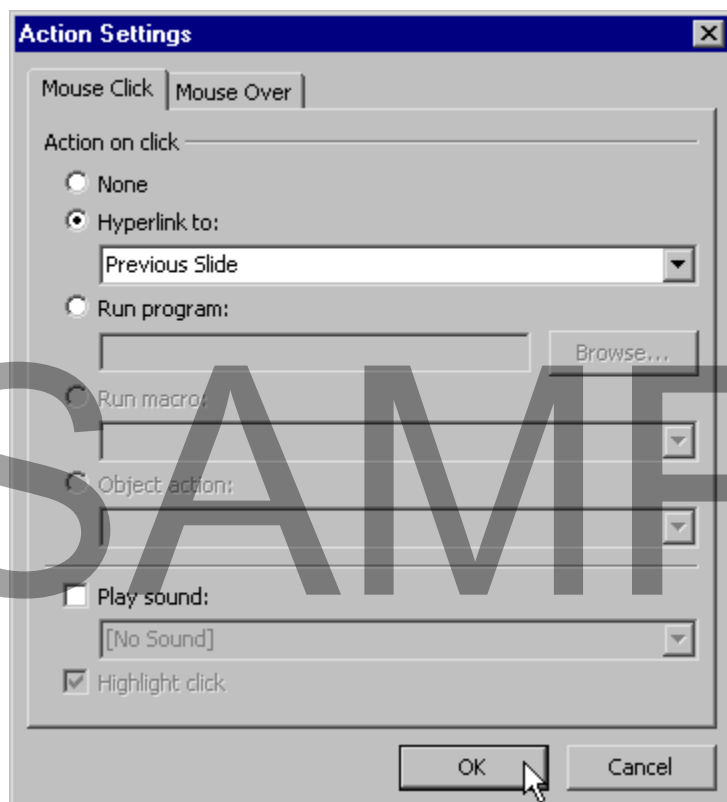
Linking from an Action Button

- **Select slide 6**.
- Click the down arrow on the **AutoShape** button on the **Drawing** toolbar.
- Select **Action Buttons** from the AutoShape menu.

- Draw **Action Button: Back or Previous** on the bottom left corner of your slide:



- This opens the **Action Settings** dialog box.
- Click the **Mouse Click** tab.
- Select the **Hyperlink to** radio button.
- Click the down arrow on the **Hyperlink to** drop-down menu.
- Select **Previous Slide**.
- Click **OK**:



- Click the **Slide Show (from current slide)** button at the bottom-left of the screen to preview and test your link:



- Click through to the end of the slide show.
- Click the **Save** button on the **Standard** toolbar.

Changing a Hyperlink

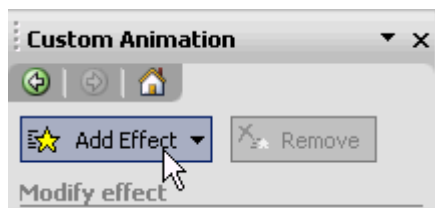
- Select the action button hyperlink you just created.
- Right click on the button, and select **Edit Hyperlink**.
- This opens the **Action Settings** dialog box. Click the down arrow on the **Hyperlink to** drop-down menu.
- Select **End Show**. Click **OK**.
- Click the **Slide Show (from current slide)** button at the bottom-left of the screen to preview and test your link.
- Click the **Save** button on the **Standard** toolbar.
- Close the presentation.

SAMPLE

Applying Custom Animation

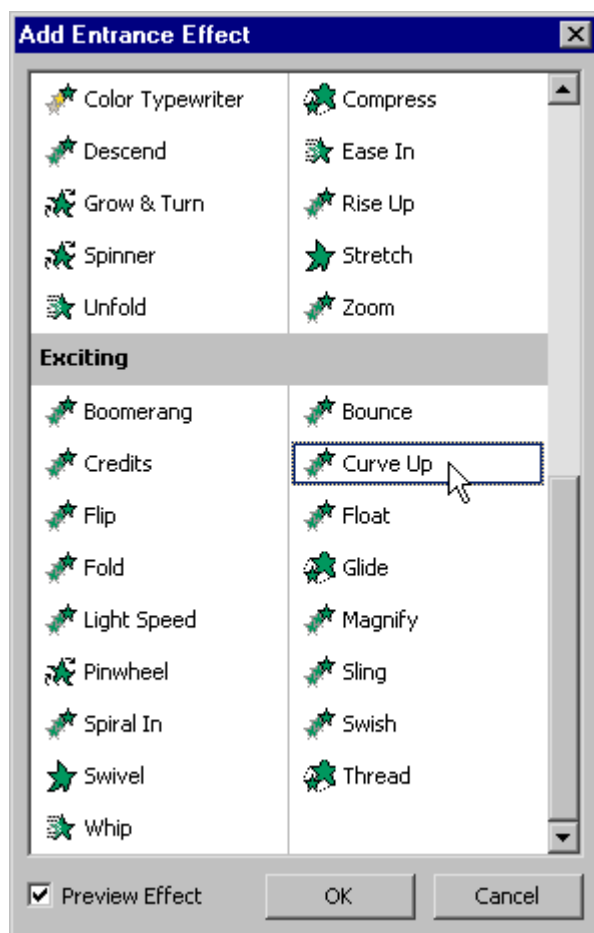
Adding Animation Effects

- From the main menu, select **File > Open** and select **PowerPointExercises.ppt** from the **PowerPoint 2003 Intermediate Samples** folder.
- From the main menu, select **Slide Show > Custom Animation**.
- From the main menu, select **View > Master > Slide Master** (you should be looking at the **Title Master**).
- Select the text in the **title placeholder**.
- Click the **Add Effect** button on the **Custom Animation** pane:



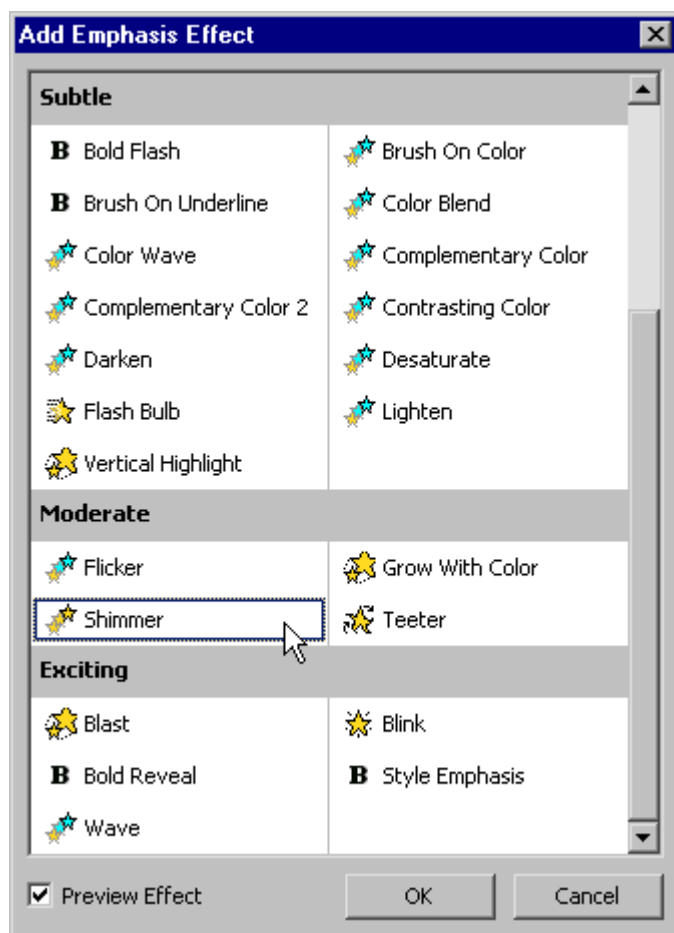
- From the drop-down menu, select **Entrance > More Effects**.
- Click the **Curve Up** effect in the **Exciting** category:

SAMPLE



- Click **OK**.
- Select the text in the **sub-title placeholder**.
- Click the **Add Effect** button on the **Custom Animation** pane.
- From the drop-down menu, select **Emphasis > More Effects**.
- Click the **Shimmer** effect in the **Moderate** category:

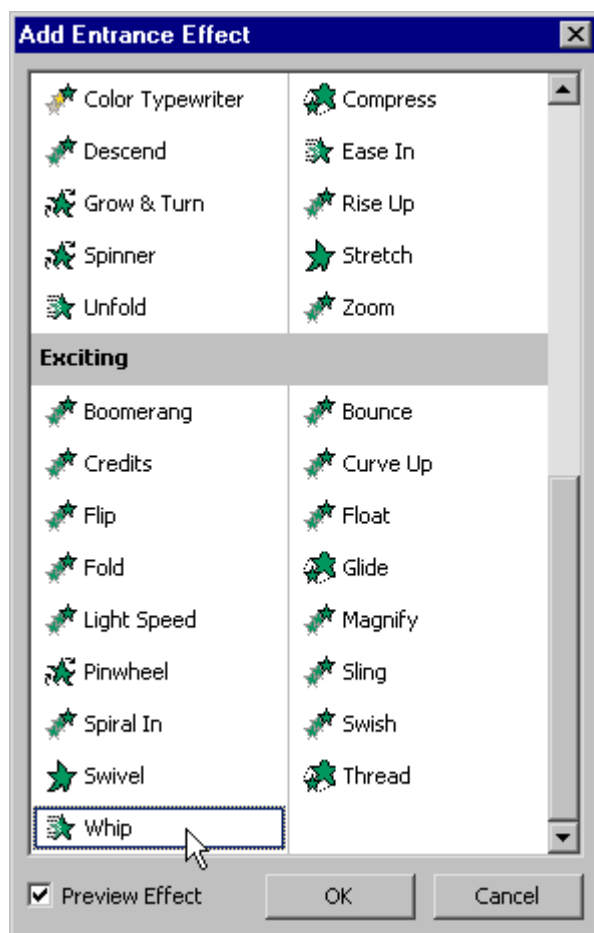
SAMPLE



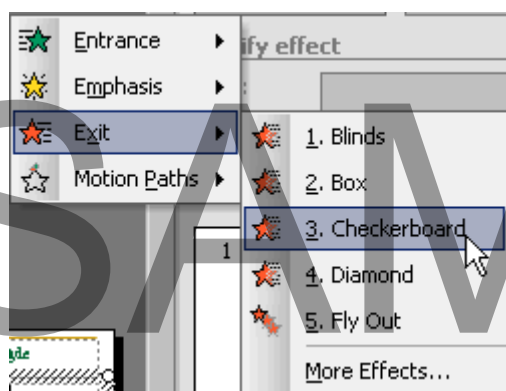
- Click **OK**.
- Click the **Slide Master** thumbnail at the left of the screen:



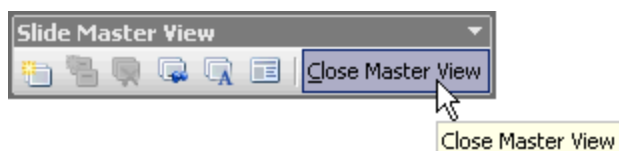
- Select the text in the **title placeholder**.
- Click the **Add Effect** button on the **Custom Animation** pane.
- From the drop-down menu, select **Entrance > More Effects**.
- Click the **Whip** effect in the **Exciting** category:



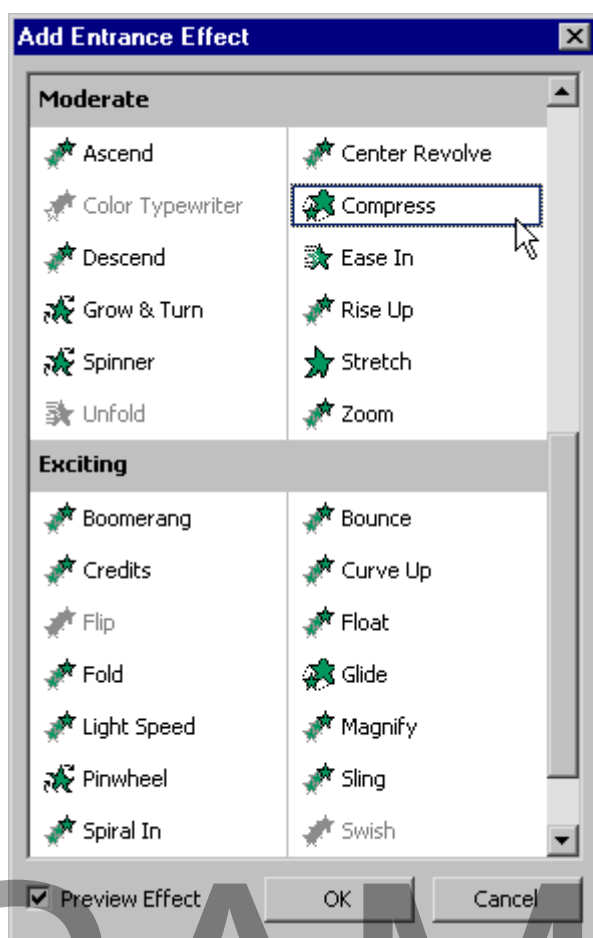
- Click **OK**.
- Select all of the text in the **text placeholder**.
- Click the **Add Effect** button on the **Custom Animation** pane.
- From the drop-down menu, select **Exit**.
- Click the **Checkerboard** effect in the **Basic** category:



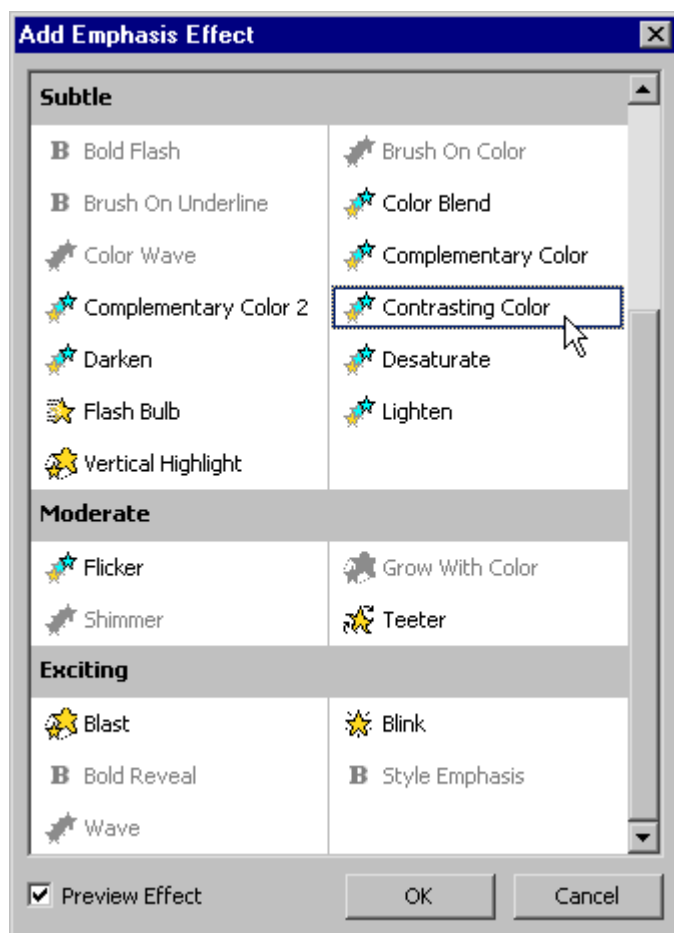
- Click the **Close Master View** button on the **Slide Master View** toolbar:



- Click on **slide thumbnail 2** in the Slides tab area.
- Select the organization chart.
- Click the **Add Effect** button on the **Custom Animation** pane.
- From the drop-down menu, select **Entrance > More Effects**.
- Click the **Compress** effect in the **Moderate** category:

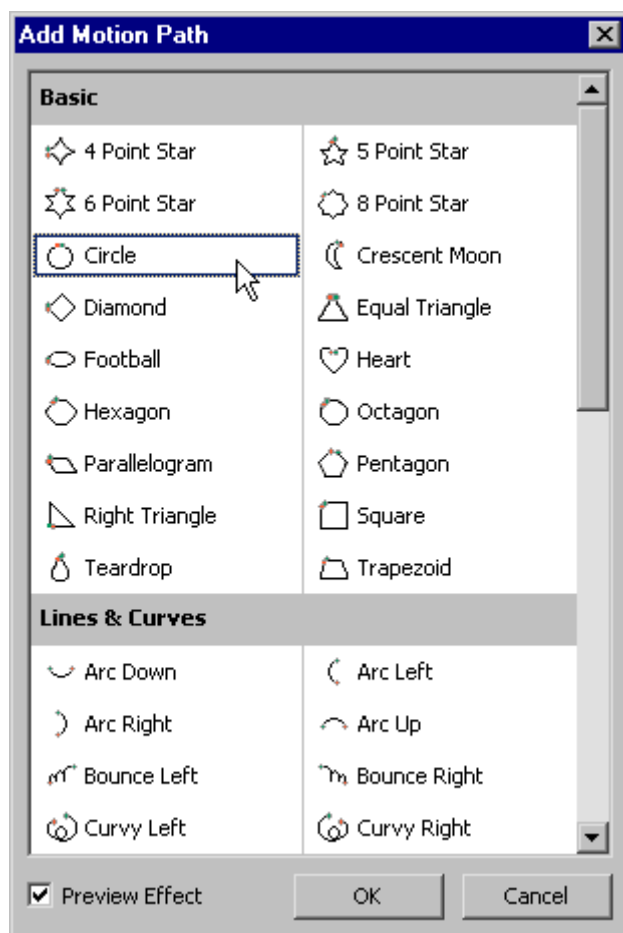


- Click **OK**.
- Click on **slide thumbnail 3** in the Slides tab area.
- Select the diagram.
- Click the **Add Effect** button on the **Custom Animation** pane.
- From the drop-down menu, select **Emphasis > More Effects**.
- Click the **Contrasting Color** effect in the **Subtle** category:



- Click **OK**.
- Click on **slide thumbnail 4** in the Slides tab area.
- Select the table.
- Click the **Add Effect** button on the **Custom Animation** pane.
- From the drop-down menu, select **Motion Paths > More Motion Paths**.
- Click the **Circle** effect in the **Basic** category:

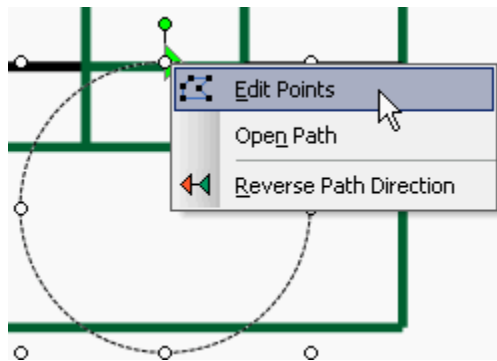
SAMPLE



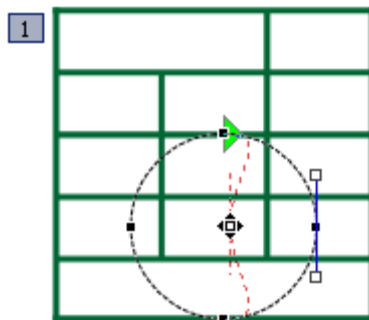
- Click **OK**.
- Click on **slide thumbnail 5** in the Slides tab area.
- Select the chart.
- Click the **Add Effect** button on the **Custom Animation** pane.
- From the drop-down menu, select **Object Actions > Open**.
- Click the save button.
- Close the presentation.

Editing Animation Effects

- From the main menu, select **File > Open** and select **PowerPointExercises.ppt** from the **PowerPoint 2003 Intermediate Samples** folder.
- Click on **slide thumbnail 4** in the Slides tab area.
- Right-click on the motion path outline on the slide.
- Select **Edit Points**:

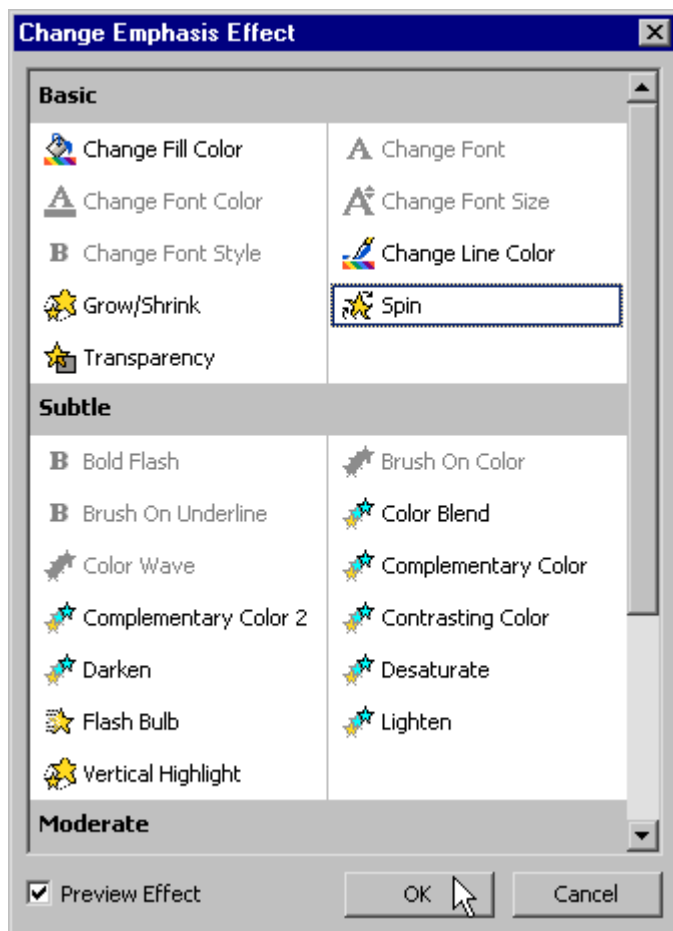


- Drag the right point inwards to form a “bean” shape:



- Click on **slide thumbnail 2** in the Slides tab area.
- Click the numbered tag to the upper-left of the organization chart.
- Click the **Change** button on the **Custom Animation Pane**.
- From the drop-down menu, select **Emphasis > More Effects**.
- Click the **Spin** effect in the **Basic** category.
- Click **OK**:

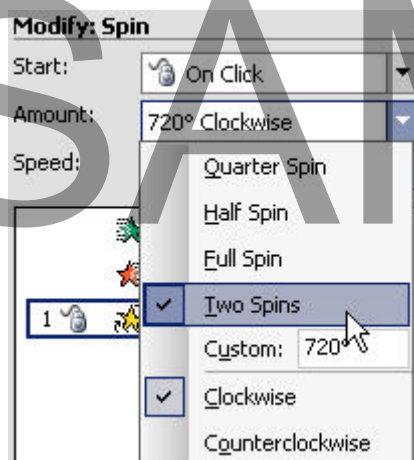
SAMPLE



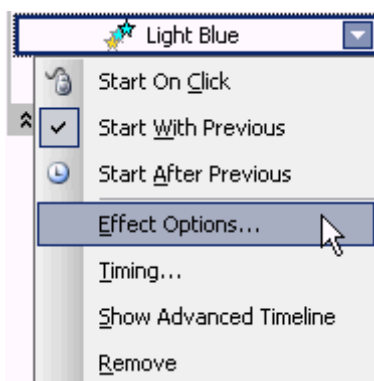
- Click the **Save** button.
- Keep the presentation open for the next exercise.

Applying Animation Enhancements

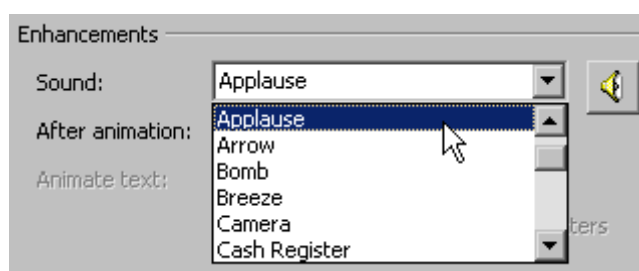
- In the **Modify effect** area on the **Custom Animation Task Pane**, select **Two Spins** from the **Amount** drop-down menu:



- In the **Modify effect** area on the **Custom Animation Task Pane**, select **Fast** from the **Speed** drop-down menu.
- Click on **slide thumbnail 3** in the Slides tab area.
- Click each of the numbered tags while holding down the **Shift** key. This selects all of the animations.
- In the **Modify effect** area on the **Custom Animation Task Pane**, select **Medium** from the **Speed** drop-down menu.
- Click the down arrow next to **Light Blue** in the **Custom Animation list**:



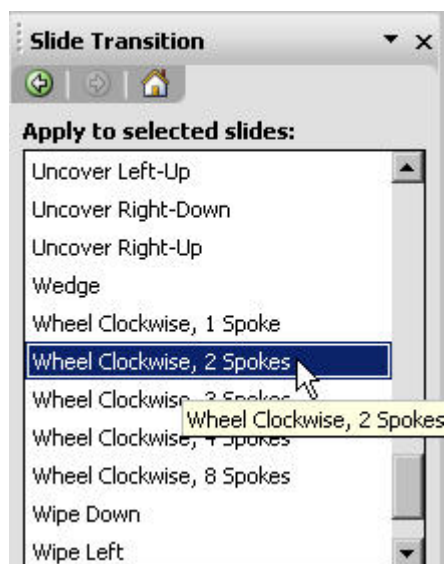
- Select **Effect Options**.
- Click the **Effect** tab.
- From the **Sound** drop-down menu, select **Applause**:



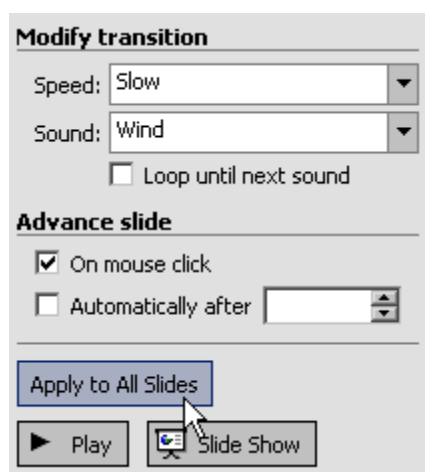
- From the **After animation** drop-down menu, choose a pale blue colour.
- Click **OK**.
- Click the **Save** button on the Standard toolbar.
- Close the presentation.

Adding Slide Transitions

- From the main menu, select **File > Open** and select **PowerPointExercises.ppt** from the **PowerPoint 2003 Intermediate Samples** folder.
- From the main menu, select **Slide Show > Slide Transition**.
- Select **Wheel Clockwise, 2 Spokes** from the **Apply to selected slides** box:



- Select **Slow** from the **Speed** drop-down menu in the **Modify transition** area.
- Select **Wind** from the **Sound** drop-down menu in the **Modify transition** area.
- Click **Apply to All Slides**:



- Click on **slide thumbnail 1** in the Slides tab area.
- From the main menu, select **Slide Show > View Show**.
- Click through your slide show (note: when the chart object opens as a result of the Object Action applied to it, close the chart and continue clicking through the slides).
- Click the **Save** button on the **Standard** toolbar.
- Close the presentation.

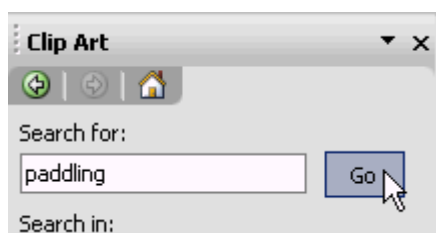
Using Movies, Sounds & Voice Narrations

Adding Movies or Animated GIFs

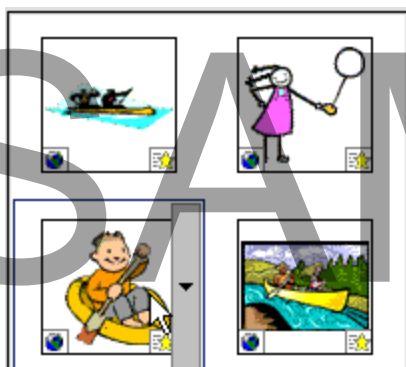
- From the main menu, select **File > Open** and select **PowerPointExercises.ppt** from the **PowerPoint 2003 Intermediate Samples** folder.
- Click on **slide thumbnail 6** in the Slides tab area.
- Click the **New Slide** button on the **Formatting** toolbar.
- Apply the **Title Only** layout located in the **Slide Layout Pane** under the **Text Layouts** section:



- Click in the title placeholder and type **Animated GIFs and Sounds**.
- Click in the body of the slide.
- From the main menu, select **Insert > Movies and Sounds > Movie from Clip Organizer**.
- In the **Clip Art** pane, **Search for "paddling,"** and click **Go**:



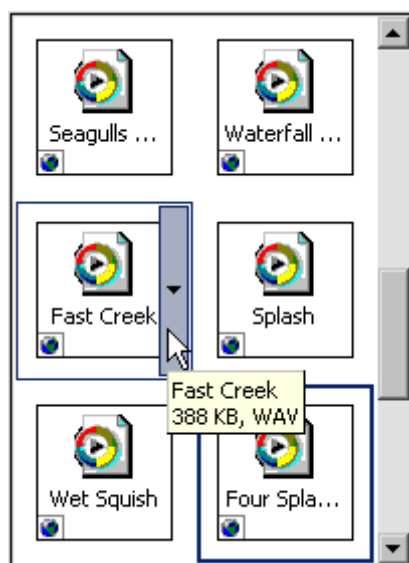
- Select **"paddling"** from the results:



- Click the down arrow beside the image and select **Insert**.
- Centre, and resize the animated GIF so it takes up about a third of the slide.
- Click the **Save** button.
- Close the presentation.

Adding Sounds

- From the main menu, select **File > Open** and select **PowerPointExercises.ppt** from the **PowerPoint 2003 Intermediate Samples** folder.
- Select **slide 7**.
- From the main menu, select **Insert > Movies and Sounds > Sound from Clip Organizer**.
- To find **Fast Creek** quickly, enter **Water** in the **Search for** box and check **Sounds** in the **Selected media file types** drop-down menu. Click **Go**:



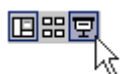
Note: If you still can't find **Fast Creek** in your **Clip Organizer**, from the main menu, select **Insert > Movies and Sounds > Sound from File**. Locate your **PowerPoint 2003 Intermediate Samples Folder**. Select **Fast Creek.wav**. Click **OK**.

- Right click on **Fast Creek.wav**, and select **Insert**.
- Click **Automatically** in the displayed dialog box.
- Right-click on the **Sound** icon on the slide.
- Select **Edit Sound Object**.
- Check the **Loop until stopped** box:

SAMPLE



- Click **OK**.
- Move the sound icon to the bottom-left of the slide.
- Click the **Slide Show (from current slide)** button at the bottom-left of the screen to preview and click through your animation:



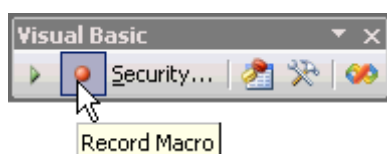
- Click the **Save** button on the **Standard** toolbar.
- Close the presentation.

SAMPLE

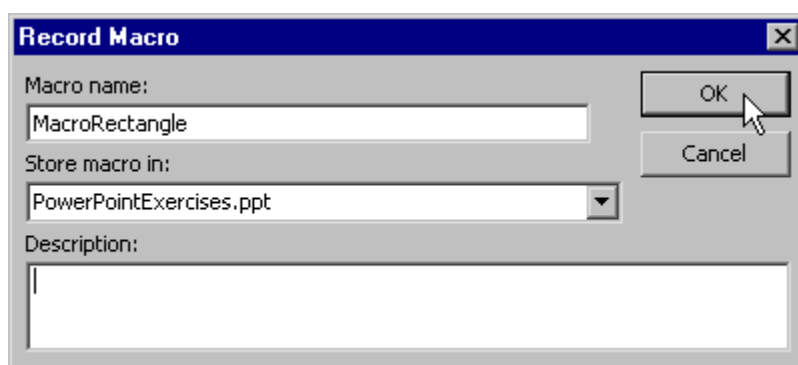
Using Macros

Creating Macros

- From the main menu, select **File > Open** and select **PowerPointExercises.ppt** from the **PowerPoint 2003 Intermediate Samples** folder.
- Click on **slide thumbnail 1** in the Slides tab area.
- From the main menu, select **View > Toolbars > Visual Basic**.
- Click the **Record Macro** button on the **Visual Basic** toolbar:



- Type **MacroRectangle** in the **Macro name** box.
- Click **OK**:



- Click the **Rectangle** button on the **Drawing** toolbar.
- Draw a long narrow rectangle along the bottom of the slide.
- Click the **Text Box** button on the **Drawing** toolbar.
- Draw a text box inside the rectangle.
- Type **MACRO RECTANGLE**.
- Select the **MACRO RECTANGLE** text.
- Click the **Bold** button on the **Formatting** toolbar:

MACRO RECTANGLE

- Click outside of the Rectangle.
- Click the **Stop Recording** button on the **Visual Basic** toolbar:



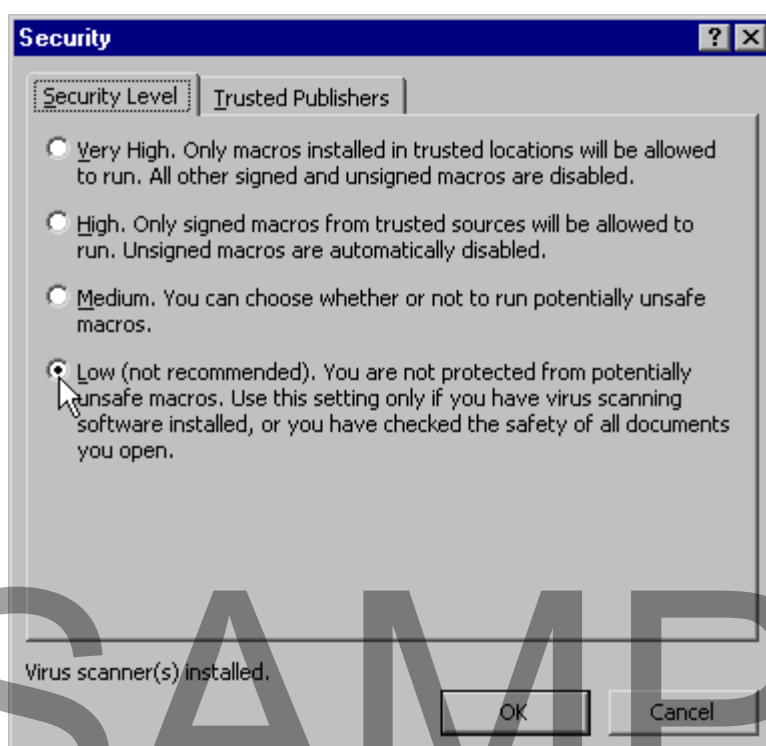
- Click the **Save** button.
- Close the presentation.

Setting Macro Security

- From the main menu, select **File > Open** and select **PowerPointExercises.ppt** from the **PowerPoint 2003 Intermediate Samples** folder.
- From the main menu, select **Tools > Macro > Security**

OR click the **Security** button on the **Visual Basic** toolbar.

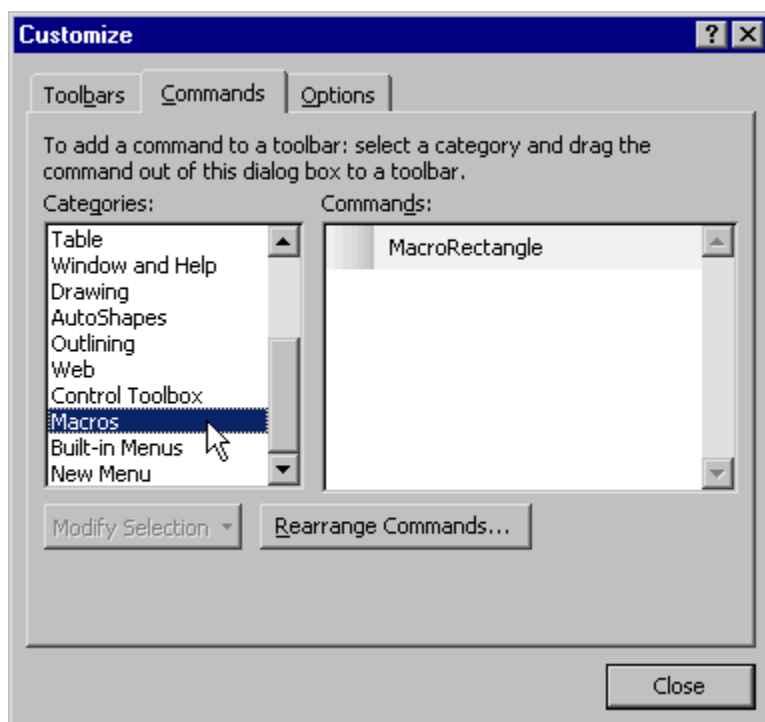
- Click the **Security Level** tab.



- Select the **Low** macro security level, which will enable you to complete the next exercise.
- Click **OK**.
- Click **Save**.
- Close the presentation.

Managing Macros

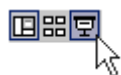
- From the main menu, select **File > Open** and select **PowerPointExercises.ppt** from the **PowerPoint 2003 Intermediate Samples** folder.
- If the **Visual Basic** toolbar is not already displayed, from the main menu, select **View > Toolbars > Visual Basic**.
- From the main menu, choose **Tools > Customize**.
- Select the **Commands** tab.
- In the **Categories** window, scroll down and locate **Macros**:



- In the **Commands** window, click and drag **MacroRectangle** onto the **Visual Basic** toolbar:



- Click **Close** to close the **Customize** dialog box.
- Click on **slide thumbnail 2** in the Slides tab area.
- Click the **MacroRectangle** button on the **Visual Basic** toolbar.
- Repeat on each slide in the presentation.
- Click the **Save** button on the **Standard** toolbar.
- Select **slide thumbnail 1** in the Slides tab area.
- Click the **Slide Show from current slide** button at the bottom-left of the screen to preview and view your presentation.



- Click the **Save** button on the **Standard** toolbar.
- **Exit** PowerPoint.

Note: There is an example presentation located in the **PowerPoint 2003 Intermediate Samples**. Folder.

SAMPLE