

# PowerPoint 2003

Manual - Intermediate Level



SAMPLE

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COURSEWARE

**SAMPLE**

<b>COURSE BASICS.....</b>	<b>7</b>
TOOLBARS .....	7
<i>The Title Bar.....</i>	7
<i>The Menu Bar.....</i>	7
<i>The Tool Bar.....</i>	7
<i>The Status Bar.....</i>	8
<i>The Scroll Bar.....</i>	8
FILE MANAGEMENT.....	8
<i>Opening Files.....</i>	8
<i>Saving Files.....</i>	9
<i>Closing Files.....</i>	10
INSTALLING THE SAMPLE FILES.....	10
<b>CREATING A PHOTO ALBUM .....</b>	<b>12</b>
ADDING ALBUM CONTENT.....	12
<i>Creating a New Photo Album.....</i>	12
<i>Inserting Pictures from a File or Disk.....</i>	13
<i>Inserting Pictures from a Scanner or Camera.....</i>	13
<i>Inserting a Text Box.....</i>	14
<i>Inserting Captions.....</i>	14
<i>Changing all Pictures to Black and White.....</i>	14
CHOOSING AN ALBUM LAYOUT .....	14
<i>Adding a Picture Layout.....</i>	14
<i>Choosing a Frame Shape.....</i>	15
<i>Adding a Design Template.....</i>	15
<i>Applying Changes to a Photo Album.....</i>	16
FORMATTING THE ALBUM.....	16
<i>Adding Text and Editing Captions.....</i>	16
<i>Making Changes with the Format Photo Album Dialog Box.....</i>	16
<i>Changing Picture Order.....</i>	16
<i>Rotating Pictures.....</i>	16
<i>Adjusting Picture Contrast.....</i>	16
<i>Adjusting Picture Brightness.....</i>	17
REVIEW QUESTIONS .....	17
<b>USING DIAGRAMS AND ORGANIZATION CHARTS .....</b>	<b>18</b>
ADDING ORGANIZATION CHARTS AND DIAGRAMS.....	18
<i>Inserting an Organization Chart.....</i>	18
<i>Using Diagram Types.....</i>	19
<i>Inserting a Cycle Diagram.....</i>	19
<i>Inserting a Radial Diagram.....</i>	19
<i>Inserting a Pyramid Diagram.....</i>	20
<i>Inserting a Venn Diagram.....</i>	20
<i>Inserting a Target Diagram.....</i>	20
WORKING WITH ORGANIZATION CHARTS .....	21
 <i>Inserting Organization Chart Shapes.....</i>	21
<i>Deleting Organization Chart Shapes.....</i>	21
<i>Selecting Related Organization Chart Shapes.....</i>	21
<i>Changing the Organization Chart Layout.....</i>	22
<i>Resizing an Organization Chart.....</i>	22
<i>Adding a Preset Design Scheme to an Organization Chart.....</i>	23
WORKING WITH DIAGRAMS .....	23
<i>Adding Diagram Shapes.....</i>	23

<i>Deleting Diagram Shapes</i> .....	24
<i>Moving Shapes within a Diagram</i> .....	24
<i>Reversing a Diagram</i> .....	24
<i>Resizing a Diagram</i> .....	24
<i>Adding a Preset Design Scheme to a Diagram</i> .....	25
<i>Switching Between Diagram Types</i> .....	25
FORMATTING ORGANIZATION CHARTS AND DIAGRAMS.....	26
<i>Entering Text in an Organization Chart or Diagram</i> .....	26
<i>Formatting an Organization Chart or Diagram</i> .....	26
<i>Formatting Organization Chart or Diagram AutoShapes</i> .....	27
<i>Deleting an Organization Chart or Diagram</i> .....	27
REVIEW QUESTIONS.....	27
<b>USING TABLES AND CHARTS</b> .....	<b>29</b>
<b>ADDING TABLES</b> .....	30
<i>Inserting a Table</i> .....	30
<i>Drawing a Table</i> .....	30
<i>Embedding a Microsoft Word Table</i> .....	31
<b>WORKING WITH COLUMNS AND ROWS</b> .....	32
<i>Inserting Columns and Rows</i> .....	32
<i>Deleting Columns and Rows</i> .....	32
<i>Splitting Cells</i> .....	33
<i>Merging Cells</i> .....	33
<i>Erasing Lines</i> .....	34
<i>Distributing Columns and Rows</i> .....	34
<i>Aligning Text in Cells</i> .....	34
<b>FORMATTING TABLES</b> .....	35
<i>Changing Border Style</i> .....	35
<i>Changing Border Width</i> .....	36
<i>Changing Border Color</i> .....	36
<i>Showing or Hiding Borders and Lines</i> .....	36
<i>Deleting a Table</i> .....	36
<b>ADDING CHARTS</b> .....	36
<i>Inserting a Chart</i> .....	36
<i>Embedding and Linking an Excel Chart</i> .....	37
<b>ENTERING DATA</b> .....	38
<i>Activating a Chart</i> .....	38
<i>Entering Data in the Datasheet</i> .....	38
<i>Importing Data</i> .....	39
<b>CHANGING THE CHART TYPE</b> .....	39
<i>Applying a New Chart Type</i> .....	39
<i>Applying a New Chart Type to a Data Series</i> .....	40
<i>Changing the Default Chart Type</i> .....	40
<i>Creating your own Chart Type</i> .....	41
<b>CUSTOMIZING CHARTS</b> .....	42
<i>Modifying Chart Items</i> .....	42
<i>Formatting 3D Charts</i> .....	43
<i>Adding Titles to a Chart</i> .....	44
<i>Showing or Hiding Chart Axes</i> .....	44
<i>Displaying Chart Gridlines</i> .....	44
<i>Adding a Legend to a Chart</i> .....	44
<i>Adding Data Labels to a Chart</i> .....	44
<i>Adding Data Labels to a Data Series or Data Point</i> .....	45
<i>Displaying a Data Table in a Chart</i> .....	45
<i>Adding a Trendline</i> .....	45
<i>Deleting a Chart</i> .....	46

REVIEW QUESTIONS .....	46
<b>EMBEDDING AND LINKING OBJECTS .....</b>	<b>48</b>
WORKING WITH LINKED OBJECTS .....	48
<i>Using Linked Objects</i> .....	48
<i>Linking Objects from Part of a File</i> .....	48
<i>Linking Objects from an Entire File</i> .....	49
<i>Updating Links Automatically or Manually</i> .....	49
<i>Opening the Source File</i> .....	50
<i>Editing the Source File</i> .....	50
<i>Changing the Source File Location</i> .....	50
<i>Breaking a Link</i> .....	51
WORKING WITH EMBEDDED OBJECTS .....	51
<i>Using Embedded Objects</i> .....	51
<i>Creating a New Embedded Object</i> .....	51
<i>Embedding an Object from Part of a File</i> .....	51
<i>Embedding an Object from an Entire File</i> .....	52
<i>Editing an Embedded Object</i> .....	52
<i>Embedding Fonts</i> .....	52
WORKING WITH HYPERLINKS.....	53
<i>Using Hyperlinks</i> .....	53
<i>Linking to another Slide or Custom Presentation</i> .....	53
<i>Linking to an Existing File or Web Page</i> .....	53
<i>Linking to a New File</i> .....	54
<i>Linking to an E-mail Address</i> .....	54
<i>Linking from an Action Button</i> .....	55
<i>Changing a Hyperlink</i> .....	55
<i>Removing a Hyperlink</i> .....	55
REVIEW QUESTIONS .....	56
<b>APPLYING CUSTOM ANIMATION .....</b>	<b>57</b>
ADDING EFFECTS.....	57
 <i>Using Custom Animation</i> .....	57
<i>Displaying the Custom Animation Task Pane</i> .....	58
<i>Adding Entrance Effects</i> .....	58
<i>Adding Emphasis Effects</i> .....	59
<i>Adding Exit Effects</i> .....	60
<i>Adding Motion Paths</i> .....	60
<i>Drawing Custom Motion Paths</i> .....	61
EDITING ANIMATION EFFECTS .....	62
<i>Formatting a Motion Path</i> .....	62
<i>Changing an Animation Effect</i> .....	63
<i>Removing an Animation Effect</i> .....	64
<i>Changing the Animation Sequence</i> .....	64
<i>Previewing Animations</i> .....	65
APPLYING ANIMATION ENHANCEMENTS.....	65
<i>Using Associated Effects and Enhancements</i> .....	65
<i>Using Animation Triggers</i> .....	66
<i>Starting Animations with a Mouse Click</i> .....	66
<i>Starting Animations with the Previous Animation</i> .....	66
<i>Starting Animations after the Previous Animation</i> .....	66
<i>Changing the Speed of Animations</i> .....	67
<i>Using Advanced Timing Options</i> .....	67
<i>Showing and Hiding the Advanced Timeline</i> .....	68
<i>Using Advanced Effect Options</i> .....	69

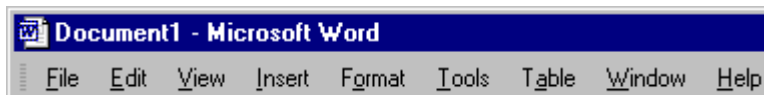
ADDING SLIDE TRANSITIONS .....	70
<i>Using Slide Transitions</i> .....	70
<i>Displaying the Slide Transition Pane</i> .....	71
<i>Applying Slide Transitions</i> .....	71
<i>Modifying Slide Transitions</i> .....	71
<i>Setting Slide Timings</i> .....	72
<i>Setting Slide Timings while Rehearsing</i> .....	72
REVIEW QUESTIONS .....	73
<b>USING MOVIES, SOUNDS, AND VOICE NARRATIONS.....</b>	<b>74</b>
ADDING MOVIES.....	74
<i>Inserting Movies or Animated GIFs from the Clip Organizer</i> .....	74
<i>Inserting Movies or Animated GIFs from a File</i> .....	75
<i>Looping a Movie</i> .....	76
<i>Rewinding a Movie</i> .....	76
<i>Deleting a Movie</i> .....	76
ADDING SOUNDS.....	76
<i>Inserting Sounds from the Clip Organizer</i> .....	76
<i>Inserting Sounds from a File</i> .....	77
<i>Recording a Sound</i> .....	77
<i>Looping a Sound</i> .....	77
<i>Playing a CD</i> .....	78
<i>Using Advanced Sound Options</i> .....	79
<i>Deleting a Sound</i> .....	79
ADDING VOICE NARRATIONS .....	79
<i>Checking Voice Narration Settings</i> .....	79
<i>Linking or Embedding a Voice Narration</i> .....	80
<i>Recording a Voice Narration</i> .....	80
<i>Deleting a Narration</i> .....	81
REVIEW QUESTIONS .....	81
<b>USING MACROS.....</b>	<b>82</b>
CREATING MACROS.....	82
 <i>Using Macros</i> .....	82
<i>Displaying the Visual Basic Toolbar</i> .....	82
<i>Recording a Macro</i> .....	82
<i>Writing a Macro Using Visual Basic</i> .....	83
MANAGING MACROS.....	83
<i>Running a Macro</i> .....	83
<i>Running a Macro from the Toolbar</i> .....	84
<i>Editing a Macro using Visual Basic</i> .....	85
<i>Deleting a Macro</i> .....	85
SETTING MACRO SECURITY.....	86
<i>Using Macro Security</i> .....	86
<i>Setting a Macro Security Level</i> .....	86
<i>Signing a File with a Digital Signature</i> .....	86
<i>Applying Trusted Sources</i> .....	87
REVIEW QUESTIONS .....	87

## Course Basics

### Toolbars

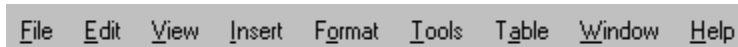
#### The Title Bar

- The title bar is displayed along the top of almost all program, folder and dialog box windows. It is used to display information such as the name of the application (or folder) and the document you are working on. Information which is displayed here may vary. The example shown illustrates the title bar for a program called **Microsoft Word**, in which a document called **Document1** has been opened or saved:



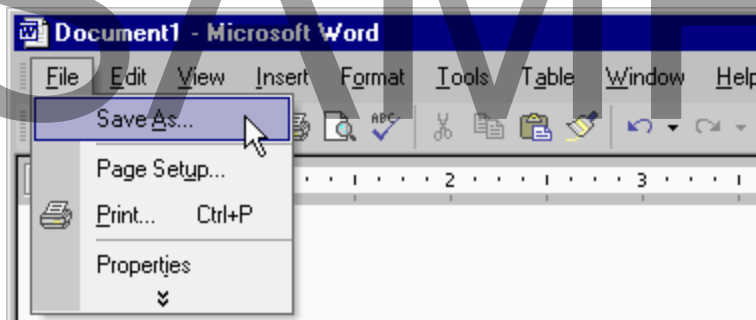
#### The Menu Bar

- The menu bar is located under the title bar, and contains a series of drop down menus. The example shown illustrates the Microsoft Word Menu Bar:



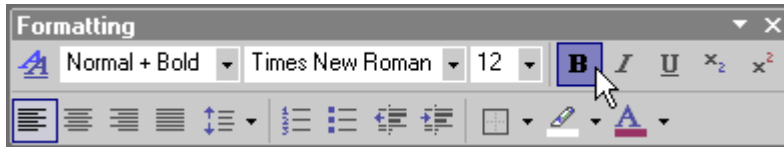
#### To execute Menu commands

- In most cases, you are asked to use the mouse to execute a series of menu commands (e.g., **File > Save As**). What this means is that you select **File** from the main menu, followed by **Save As**:



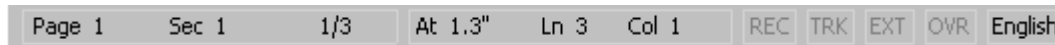
## The Tool Bar

- The tool bar contains a series of icons, which allow you to achieve a desired effect as quickly as possible. In the example shown, taken from the Microsoft Word Formatting toolbar, to make the selected text bold, you would click on the **Bold** icon:



## The Status Bar

- Most application windows have a status bar displayed along the bottom of the window. In the example illustrated, taken from Microsoft Word, the status bar conveys information about the page within the document which you are working on, along with other relevant information:





## The Scroll Bar

- When a program or folder needs to display information within a window, two sets of scroll bars may be displayed along the bottom and right side of the window. By using the scroll bars it is possible to move to any position within a document and also work on a document many times bigger than your physical screen size.

### To move up and down within a window (using the scroll bar)

- To scroll upwards in a window, click on the upwards-pointing arrow at the top of the vertical scroll bar: 
- To move downwards in a window, click on the downwards-pointing arrow at the bottom of the vertical scroll bar: 

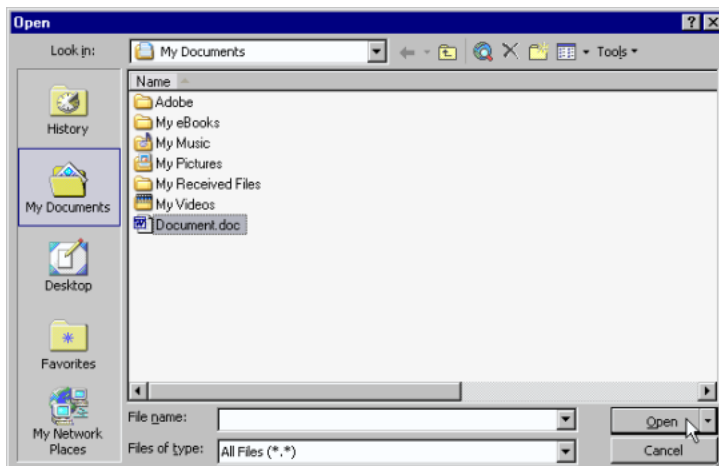
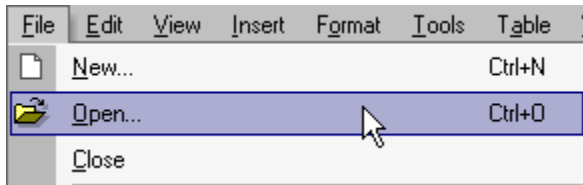
### To move right to left within a window

- To move to the right-hand side of a window, click on the right-hand arrow on the horizontal scroll bar: 
- To move to the left-hand side of a window, click on the left-hand arrow on the horizontal scroll bar: 

## File Management

### Opening Files

- From the main menu, select **File > Open** command or click on the **Open** icon and select the required file from the dialog box displayed:

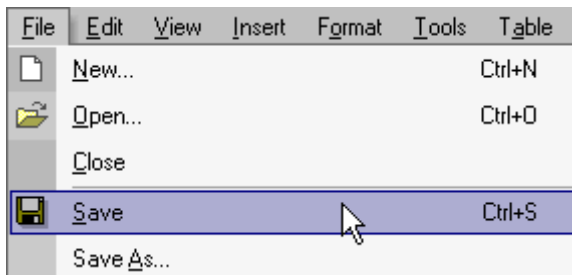


- Use the **Look in** drop-down menu to select the drive or folder which contains the file you want.
- To open the file you require either double-click on the file name or select the file name by clicking on it, and then click on the **Open** button.

### Saving Files

#### To save a new document

- From the main menu, select **File > Save** command or click on the **Save** icon and from the dialog box displayed select the required folder. Enter a file name and then click on the **Save** button:



- After you have saved the file for the first time, clicking on the **Save** icon will automatically save your document with the filename you gave it. It does not give you the option to rename.

---

### To save a document under another name and/or location

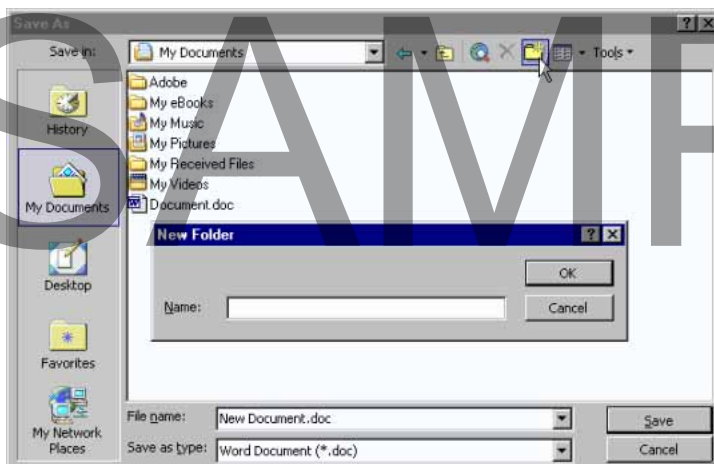
- The **Save As** command can be used to save a file under a different name, to save a file in a different word processor format, or to save a file to a different drive and/or folder. From the main menu, choose **File > Save As** command.

**Note:** The **File > Save As** command will rename the document on the screen so that you can keep the earlier version, as well as saving any changes you have made.

---

### To create a new folder in which to save your document

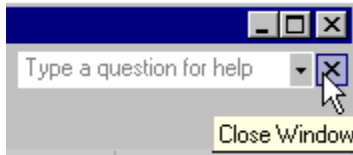
- Click on the **Create New Folder** icon, displayed within the **Save As** dialog box.
- This will display the **New Folder** dialog box. Enter the name of the new folder, and then click on the **OK** button:



**Note:** The folder will be created under the current folder.

## Closing Files

- Click on the **Close Window** icon displayed at the top-right of the document window. Be sure to click on the **Close Window** icon, (as opposed to the **Close** icon):



## Installing the Sample Files

- Use Windows Explorer to create a folder called **PowerPoint 2003 Intermediate Samples**, in the **My Documents** folder.
- If you are installing the sample files from the CD-ROM, place the CD-ROM in the CD drive and copy the files from the **powerpoint\_2003\_intermediate\_usa\exercise\_files** 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.
- **Notes for tutors:**  
The above instructions are for Windows that has not been set-up for a multi-user environment (with individual profiles). The instructions above may require modification within a Windows multiuser environment. Where possible pre-install the relevant work files prior to use by students/delegates.

# SAMPLE

## Creating a Photo Album

When you have completed this learning module you will have seen how to:

- Create a New Photo Album
- Insert Pictures from a File or Disk
- Insert Pictures from a Scanner or Camera
- Insert a Text Box
- Insert Captions
- Change all Pictures to Black and White
- Add a Picture Layout
- Choose a Frame Shape
- Add a Design Template
- Apply Changes to a Photo Album
- Add Text and Edit Captions
- Make Changes with the Format Photo Album Dialog Box
- Change Picture Order
- Rotate Pictures
- Adjust Picture Contrast
- Adjust Picture Brightness

## Adding Album Content

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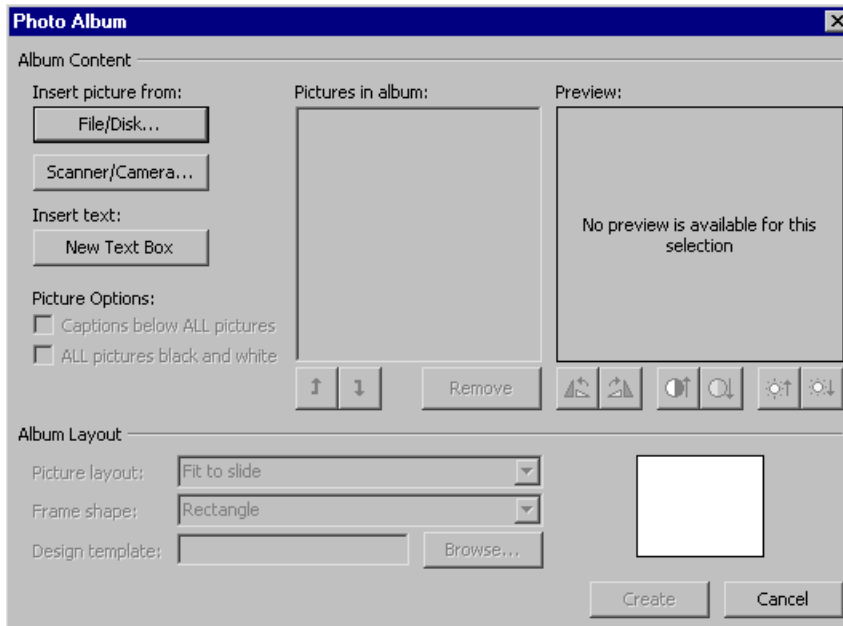
### Creating a New Photo Album

- The PowerPoint 2003 **Photo Album** feature offers an easy way to create a presentation of pictures. You can select different **layouts**, apply **design templates**, add **captions** and **text boxes**, and modify your **pictures**. Creating a Photo Album generates a new file so your current presentation will not be affected.

#### To create a new photo album

- From the main menu, select **File > New** to open the New Presentation task pane.

- Choose Photo Album to open the **Photo Album** dialog box:



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### Inserting Pictures from a File or Disk

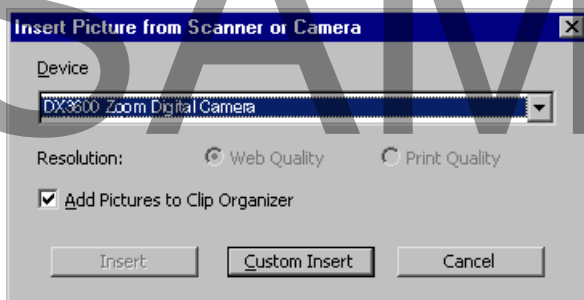
- Click the **File/Disk** button in the **Album Content** area.
- Locate the picture you want and click **Insert**.

**Note:** Repeat this step to add additional pictures from a **file** or **disk**.

---

### Inserting Pictures from a Scanner or Camera

- Click the **Scanner/Camera** button in the **Album Content** area. This opens the **Insert Picture from Scanner or Camera** dialog box:



- Select the device from the drop-down menu that contains the pictures you want.
- Click the **Custom Insert** button.

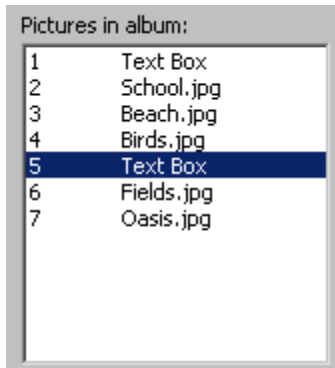
- Locate the picture/s you want and click **Get Picture**.

**Note:** If you don't want your pictures added to the **Clip Organizer**, uncheck the **Add Pictures to Clip Organizer** box.

---

### Inserting a Text Box

- Select the picture you want the text box to appear **after**.
- Click the **New Text Box** button in the **Album Content** area:



**Note:** The size of the text box is determined by the **Picture Layout**. The text box placeholder will be the same size as the picture placeholder as illustrated in the Picture Layout.

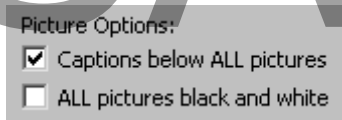
---

### Inserting Captions

- Captions add a text box underneath each picture. By default, captions are the file name of the picture. You can edit captions in **Normal** view.

#### To insert captions

- Check the **Captions below ALL pictures** box in the **Album Content** area:



---

### Changing all Pictures to Black and White

- Check the **ALL pictures black and white** box in the **Album Content** area.

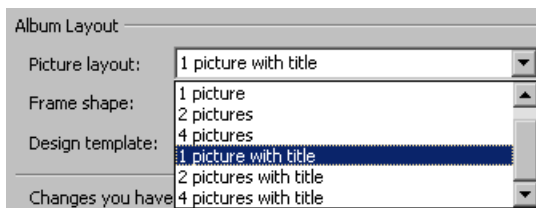
## Choosing an Album Layout

### Adding a Picture Layout

- The **Picture Layout** determines the layout of pictures and text on each slide.

#### To add a picture layout

- Select the layout you want from the **Picture layout** drop-down menu:



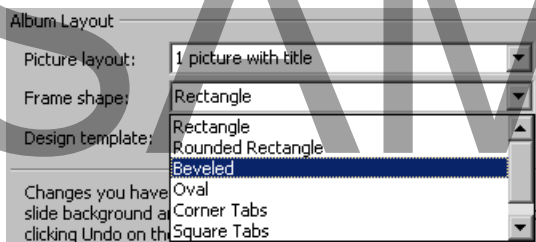
**Note:** You **cannot** add captions to pictures, add frame shapes, or add a design template if you select the **Fit to Slide** layout.

### Choosing a Frame Shape

- Choosing a **frame shape** adds a frame to all of your pictures.

#### To add a frame shape

- Select the frame you want from the **Frame shape** drop-down menu:



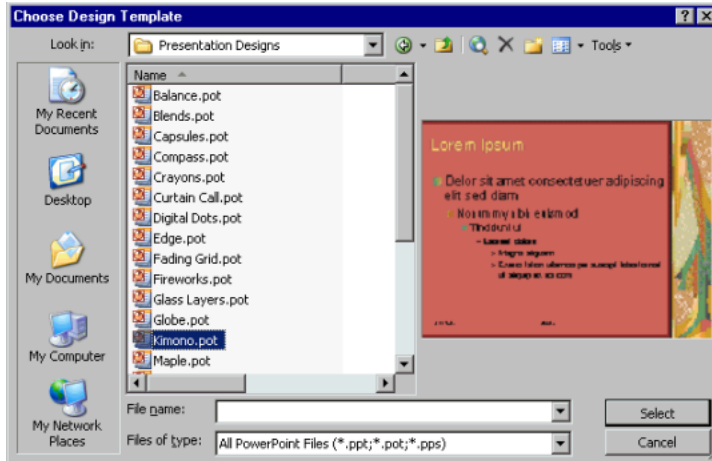
### Adding a Design Template

- **Design Templates** offer a quick and easy way to provide an attractive and interesting background to your Photo Album.

---

### To apply a design template

- Click the **Browse** button next to the **Design template** box. This opens the **Choose Design Template** dialog box:



- Locate the design template you want and click **Select**.

---

### Applying Changes to a Photo Album

- When you have finished customizing the album content and layout, click **Create**.

---

### Formatting the Album

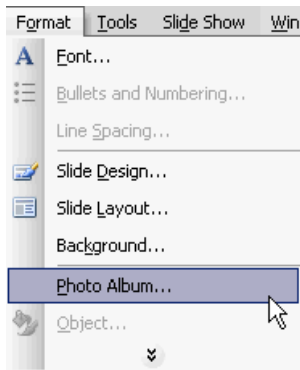
#### Adding Text and Editing Captions

- If you added **text boxes** or **captions** during the set up of your Photo Album, you can edit these placeholders in **Normal** view.

---

### Making Changes with the Format Photo Album Dialog Box

- You can make changes to your Photo Album with the **Format Photo Album** dialog box. From the main menu, select **Format > Photo Album**:



- Make the changes you want.
- Click **Update**.

---

### Changing Picture Order

- In the **Format Photo Album** dialog box, select the picture you want to move.
- Click the **up** or **down arrow** to move the picture to its new location:



---

### Rotating Pictures

- In the **Format Photo Album** dialog box, select the picture you want to rotate.
- Click the **rotate left** or **rotate right** button until you reach the angle you want:



---

### Adjusting Picture Contrast

- In the **Format Photo Album** dialog box, select the picture you want to change the contrast of. Click the **more contrast** or **less contrast** button until you reach the contrast you want:



## Adjusting Picture Brightness

- In the **Format Photo Album** dialog box, select the picture you want to change the brightness of. Click the **more brightness** or **less brightness** button until you reach the brightness you want:



## Review Questions

### How would you:

- Create a New Photo Album?
- Insert Pictures from a File or Disk?
- Insert Pictures from a Scanner or Camera?
- Insert a Text Box?
- Insert Captions?
- Change all Pictures to Black and White?
- Add a Picture Layout?
- Choose a Frame Shape?
- Add a Design Template?
- Apply Changes to a Photo Album?
- Add Text and Edit Captions?
- Make Changes with the Format Photo Album Dialog Box?
- Change Picture Order?
- Rotate Pictures?
- Adjust Picture Contrast?
- Adjust Picture Brightness?

SAMPLE

## Using Diagrams and Organization Charts

**When you have completed this learning module you will have seen how to:**

- Insert an Organization Chart
- Insert a Cycle Diagram
- Insert a Radial Diagram
- Insert a Pyramid Diagram
- Insert a Venn Diagram
- Insert a Target Diagram
- Insert Organization Chart Shapes
- Delete Organization Chart Shapes
- Select Related Organization Chart Shapes
- Change the Organization Chart Layout
- Resize an Organization Chart
- Add a Preset Design Scheme to an Organization Chart
- Add Diagram Shapes
- Delete Diagram Shapes
- Move Shapes within a Diagram
- Reverse a Diagram
- Resize a Diagram
- Add a Preset Design Scheme to a Diagram
- Switch Between Diagram Types
- Enter Text in an Organization Chart or Diagram
- Format an Organization Chart or Diagram
- Format Organization Chart or Diagram AutoShapes
- Delete an Organization Chart or Diagram

### Adding Organization Charts and Diagrams


#### Inserting an Organization Chart

- Organization charts are useful to show hierarchical relationships within an organization.

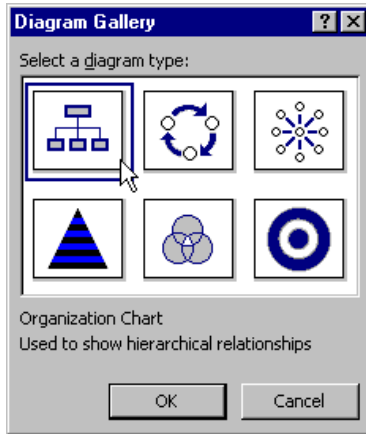
---

#### To insert an organization chart

- 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**.

---

## Using Diagram Types

- PowerPoint offers five types of diagrams including the **Cycle Diagram**, **Radial Diagram**, **Pyramid Diagram**, **Venn Diagram**, and **Target Diagram**. Diagrams are useful for visually illustrating points in presentations.

---

## Inserting a Cycle Diagram

- Cycle diagrams are useful for illustrating processes that have a continuous cycle.

---

### To insert a Cycle diagram

- 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 **Cycle Diagram** in the **Select a diagram type** box:



- Click **OK**.

---

### Inserting a Radial Diagram

- Radial diagrams are useful for illustrating core element relationships.

---

#### To insert a Radial diagram

- 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 **Radial Diagram** in the **Select a diagram type** box:



- Click **OK**.

---

### Inserting a Pyramid Diagram

- Pyramid diagrams are useful for illustrating foundation-based relationships.

---

#### To insert a Pyramid diagram

- 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 **Pyramid Diagram** in the **Select a diagram type** box:



- Click **OK**.

---

### Inserting a Venn Diagram

- Venn diagrams are useful for illustrating overlapping elements.

### To insert a Venn diagram

- 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 **Venn Diagram** in the **Select a diagram type** box:



- Click **OK**.

---

### Inserting a Target Diagram

- Target diagrams are useful for illustrating steps towards a goal.

---

### To insert a Target diagram

- 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 **Target Diagram** in the **Select a diagram type** box:



- Click **OK**.

## Working with Organization Charts

---

### ⚠ Inserting Organization Chart Shapes

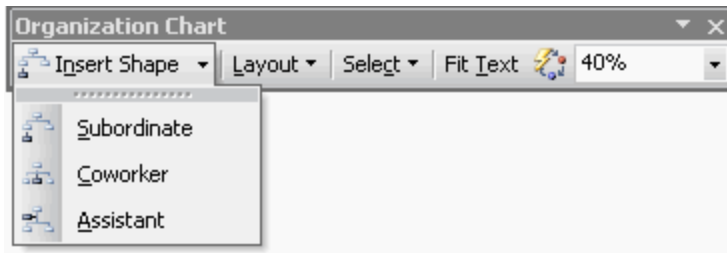
- Organization Chart shapes include **Superior**, **Assistant**, **Subordinate**, and **Coworker**.

---

### To insert an Organization Chart shape

- Select the shape you want to add a new shape **next to** or **below**.

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



---

### Deleting Organization Chart Shapes

- Select the shape you want to **delete**.
- Press the **Delete** key on your keyboard.

---

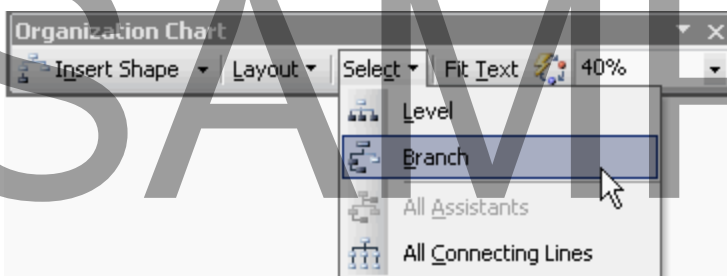
### Selecting Related Organization Chart Shapes

- The **Select** button on the **Organization Chart** toolbar makes it easy to select multiple shapes by offering hierarchical selection options. You can select a **Level**, **Branch**, **All Assistants**, or **All Connecting Lines**.

---

#### To select hierarchically related shapes

- Select the shape for the relevant hierarchy.
- Click the down arrow on the **Select** button on the **Organization Chart** toolbar.
- Select the hierarchical selection you want:

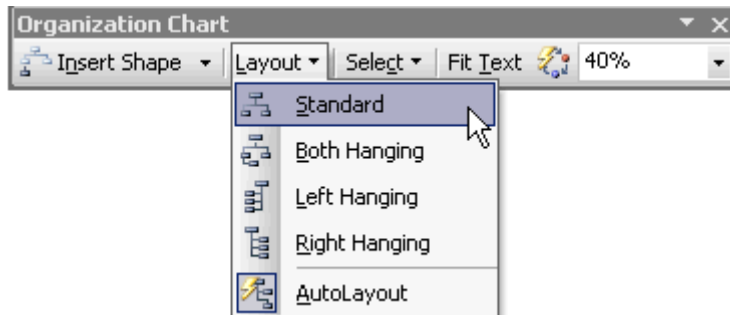


---

### Changing the Organization Chart Layout

- Select the highest level shape (manager) of the **branch** you want to apply the new Organization Chart layout to.

- Click the down arrow on the **Layout** button on the **Organization Chart** toolbar.
- Select the desired layout:



---

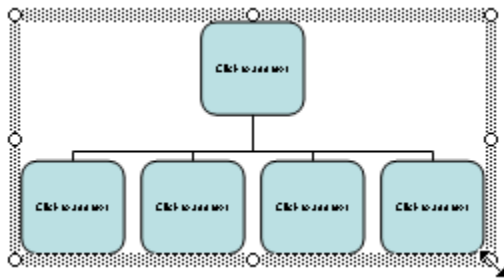
### Resizing an Organization Chart

- The Organization Chart has a **border** and **resizing handles**.

---

### To increase or decrease the border and organization chart size simultaneously

- Click and drag a **corner** resizing handle:



---

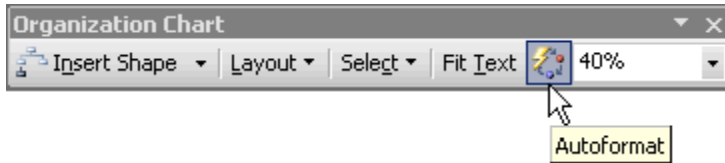
### To proportionately increase or decrease the border and organization chart size simultaneously

- From the main menu, choose **Format > Organizational Chart**.
- Select the **Size** tab.
- Adjust the **Scale Height** and **Width** percentages.

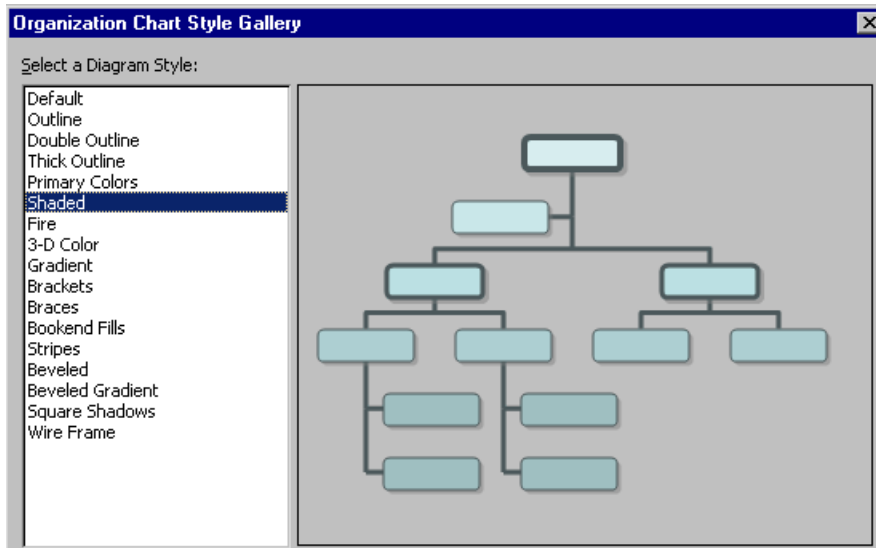
---

### Adding a Preset Design Scheme to an Organization Chart

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



- In the opened **Organization Chart Style Gallery** dialog box, choose a diagram style:



- Click **OK**.

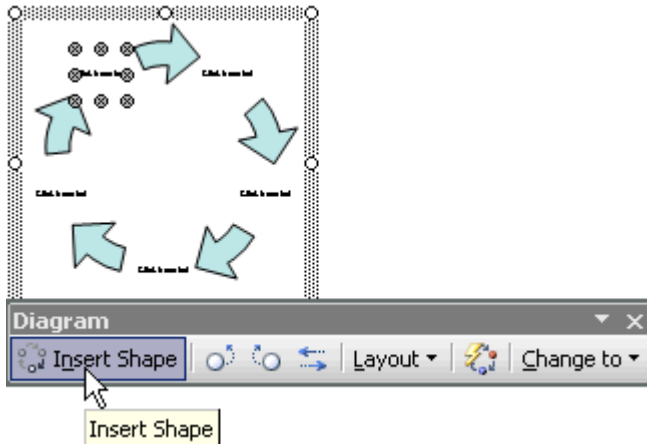
## Working with Diagrams

### Adding Diagram Shapes

- Select the diagram that you want to add shapes to.

SAMPLE

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



---

### Deleting Diagram Shapes

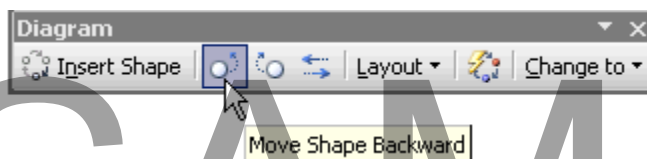
- Select the shape you want to **delete**.
- Press the **Delete** key on your keyboard.

---

### Moving Shapes within a Diagram

- Select the shape in the diagram you want to move.
- Click the **Move Shape Backward** button on the **Diagram** toolbar

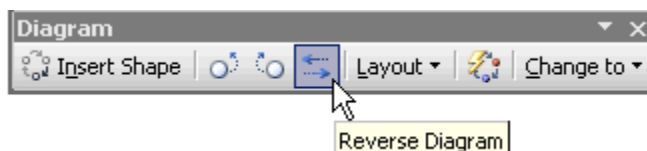
**OR** click the **Move Shape Forward** button on the **Diagram** toolbar:



---

### Reversing a Diagram

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



## Resizing a Diagram

- A Diagram has a **border** and **resizing handles**.

---

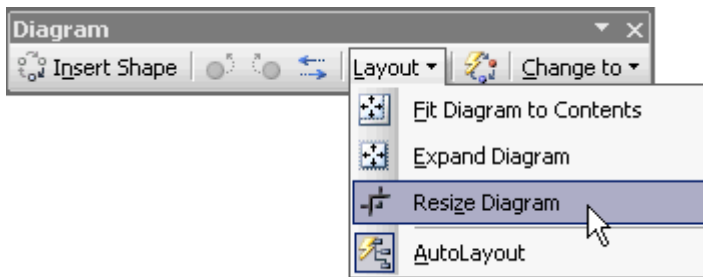
### To increase or decrease the border and diagram size simultaneously

- Click and drag a **corner** resizing handle.

---

### To proportionately increase or decrease the border and diagram size simultaneously

- Click the **Layout** button on the **Diagram** toolbar.
- Select **Resize Diagram**:



- Click and drag a **corner** resizing handle.

---

### To decrease the (white) space in the diagram border

- Click the **Layout** button on the **Diagram** toolbar.
- Select **Fit Diagram to Contents**.

---

### To increase the (white) space in the diagram border

- Click the **Layout** button on the **Diagram** toolbar.
- Select **Expand Diagram**.

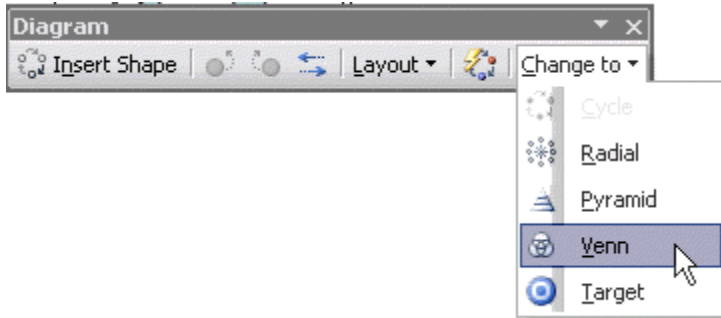
---

## Adding a Preset Design Scheme to a Diagram

- Click the **Autoformat** button on the **Diagram** toolbar. This opens the **Diagram Style Gallery** dialog box.
- Select the diagram style you want.
- Click **Apply**.

## Switching Between Diagram Types

- Click the **Change to** button on the **Diagram** toolbar.
- Select the diagram type you want:



**Note:** To change diagram types, **AutoFormat** must be on. If AutoFormat is off, PowerPoint will give you the option to turn it on when you switch between diagram types.

## Formatting Organization Charts and Diagrams

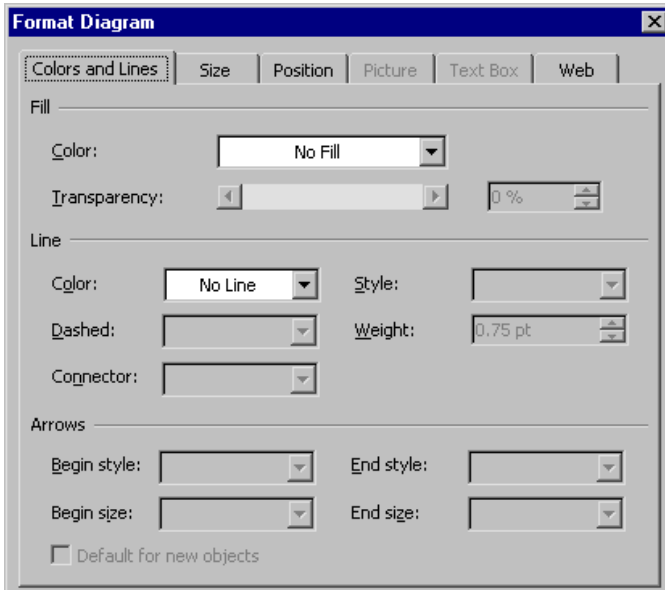
### Entering Text in an Organization Chart or Diagram

- **Click** in the Organization Shape or Diagram **text placeholders** and begin typing.

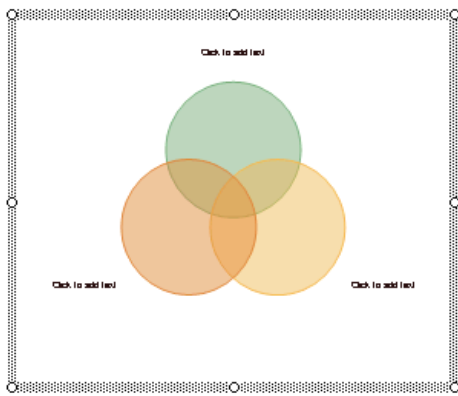
### Formatting an Organization Chart or Diagram

- Double-click on the **drawing canvas** (the white space between the **organization chart** or **diagram** and the **border**). This will open the **Format Organization Chart** or **Format Diagram** dialog box:

SAMPLE



- Make the formatting changes you want:

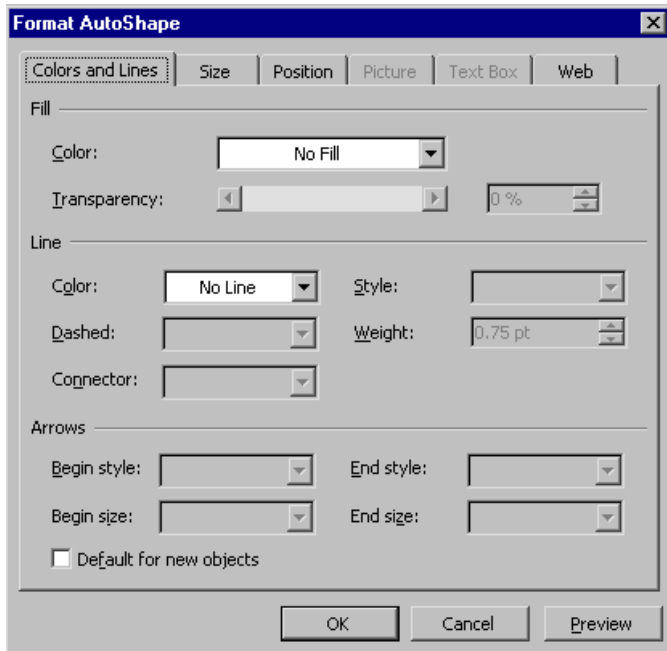


- Click **OK**.

**Note:** Changes made in the **Format Organization Chart** or **Format Diagram** dialog box apply to the entire organization chart or diagram.

## Formatting Organization Chart or Diagram AutoShapes

- Double-click on an organization chart or diagram **shape**. This will open the **Format AutoShape** dialog box:



- Make the formatting changes you want.
- Click **OK**.

**Note:** Changes made in the **Format AutoShape** dialog box apply only to the shape/s selected. If you have applied a **Preset Design Scheme** you may not be able to make custom changes.

---

## Deleting an Organization Chart or Diagram

- Click the border of the organization chart or diagram.
- Press the **Delete** key on your keyboard.

## Review Questions

How would you:

- Insert an Organization Chart?
- Insert a Cycle Diagram?
- Insert a Radial Diagram?
- Insert a Pyramid Diagram?
- Insert a Venn Diagram?
- Insert a Target Diagram?
- Insert Organization Chart Shapes?
- Delete Organization Chart Shapes?

- Select Related Organization Chart Shapes?
- Change the Organization Chart Layout?
- Resize an Organization Chart?
- Add a Preset Design Scheme to an Organization Chart?
- Add Diagram Shapes?
- Delete Diagram Shapes?
- Move Shapes within a Diagram?
- Reverse a Diagram?
- Resize a Diagram?
- Add a Preset Design Scheme to a Diagram?
- Switch Between Diagram Types?
- Enter Text in an Organization Chart or Diagram?
- Format an Organization Chart or Diagram?
- Format Organization Chart or Diagram AutoShapes?
- Delete an Organization Chart or Diagram?

SAMPLE

## Using Tables and Charts

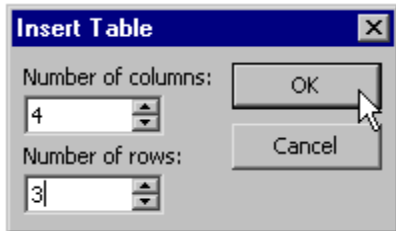
**When you have completed this learning module you will have seen how to:**

- Insert a Table
- Draw a Table
- Import a Table
- Insert Columns and Rows
- Delete Columns and Rows
- Split Cells
- Merge Cells
- Erase Lines
- Distribute Columns and Rows
- Align Text in Cells
- Change Border Style
- Change Border Width
- Change Border Color
- Show or Hide Borders and Lines
- Delete a Table
- Insert a Chart
- Embed and Link an Excel Chart
- Activate a Chart
- Enter Data in the Datasheet
- Import Data
- Apply a New Chart Type
- Apply a New Chart Type to a Data Series
- Change the Default Chart Type
- Create your own Chart Type
- Modify Chart Items
- Add Titles to a Chart
- Show or Hide Chart Axes
- Display Chart Gridlines
- Add a Legend to a Chart
- Add Data Labels to a Chart
- Add Data Labels to a Data Series or Data Point
- Display a Data Table in a Chart
- Add a Trendline
- Delete a Chart

## Adding Tables

## Inserting a Table

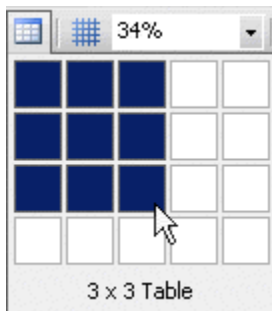
- From the main menu, select **Insert > Table**. This opens the **Insert Table** dialog box:



- Select the number of columns and rows you want by clicking on the up or down arrows.
- Click **OK**

**OR** click the **Insert Table** button on the **Standard** toolbar.

- Drag your mouse over the rows and columns until you have your desired table size:



- Left click to insert the table.

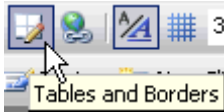
## Drawing a Table

- Drawing a table allows you to create a more complex table.

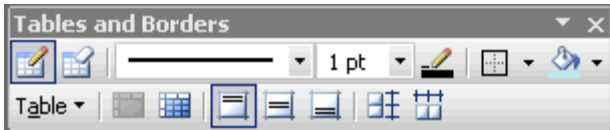
---

### To draw a table

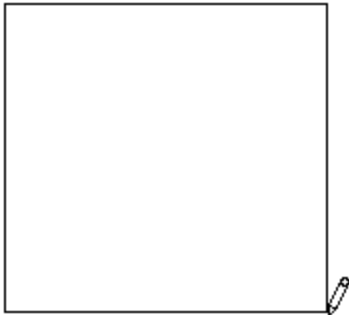
- Click the **Tables and Borders** button on the **Standard** toolbar:



- This opens the **Tables and Borders** toolbar:



- Click the **Draw Table** button on the **Tables and Borders** toolbar.
- Drag your mouse **diagonally** over the slide to set the table border size:



- Drag your mouse **vertically** or **horizontally** within the table border to create rows and columns:



---

### **Embedding a Microsoft Word Table**

- Embedding a Microsoft Word table is only necessary when you need more powerful table formatting tools.

### To embed a Microsoft Word table

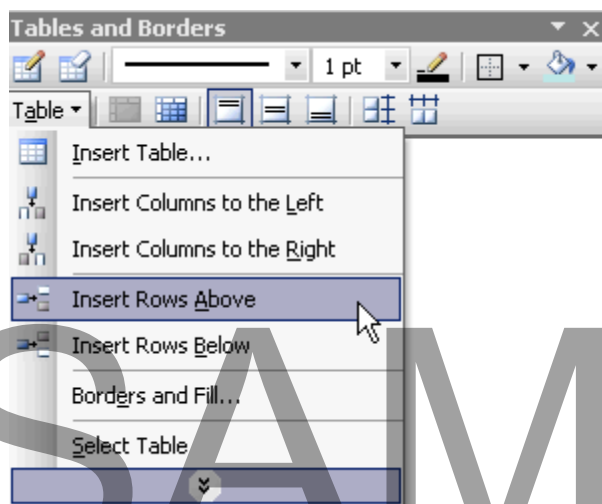
- From the main menu, select **Insert > Object**. This opens the **Insert Object** dialog box.
- Check **Create new**.
- Select **Microsoft Word Document**.
- Click **OK**.
- Create the table you want.

**Note:** Linked and embedded objects are discussed in more detail later on in this manual.

## Working with Columns and Rows

### Inserting Columns and Rows

- Click in the **table area** you want the row or column to be inserted.
- Click the down arrow on the **Table** button on the **Tables and Borders** toolbar.
- Select a row or column to insert:

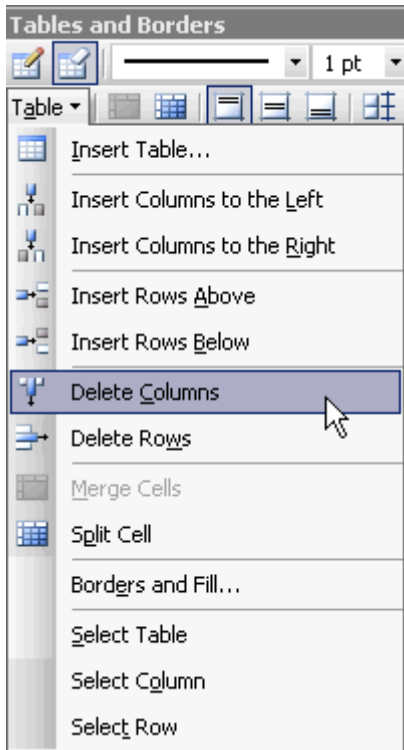


### Deleting Columns and Rows

#### To delete a column

- Click in the column you want to delete.

- Click the down arrow on the **Table** button on the **Tables and Borders** toolbar, and expand **Options**.
- Select **Delete Columns**:



---

### To delete a row

- Click in the row you want to delete.
- Click the down arrow on the **Table** button on the **Tables and Borders** toolbar.
- Select **Delete Rows**.

---

### Splitting Cells

- Click in the cell you want to **split**.
- Click the **Split Cell** button on the **Tables and Borders** toolbar:



**OR** click the down arrow on the **Table** button on the **Tables and Borders** toolbar.

- Select **Split Cell**.

---

## Merging Cells

- Select the cells you want to **merge**.
- Click the **Merge Cells** button on the **Tables and Borders** toolbar:



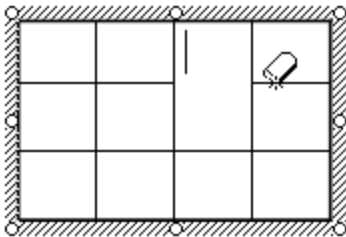
**OR** click the down arrow on the **Table** button on the **Tables and Borders** toolbar.

- Select Merge Cells.

---

## Erasing Lines

- Click the **Eraser** button on the **Tables and Borders** toolbar.
- Click the line/s you want to erase:



- After you have finished erasing the lines, click the eraser button again to turn it off.

---

## Distributing Columns and Rows

- Merging cells, splitting cells, and erasing lines can make the distribution of columns and rows uneven.

---

### To distribute columns evenly

- Click in the table area.
- Click the **Distribute Columns Evenly** button on the **Tables and Borders** toolbar:



---

### To distribute rows evenly

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



---

### Aligning Text in Cells

- By default, text in a cell is aligned to the top of the cell.

---

### To align text to the top of the cell

- Select the cell for which you want to align text.
- Click the **Align Top** button on the **Tables and Borders** toolbar.

---

### To align text to the center of the cell

- Select the cell for which you want to align text.
- Click the **Center Vertically** button on the **Tables and Borders** toolbar.

---

### To align text to the bottom of the cell

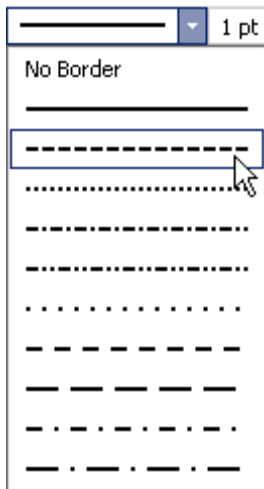
- Select the cell for which you want to align text.
- Click the **Align Bottom** button on the **Tables and Borders** toolbar.

## Formatting Tables

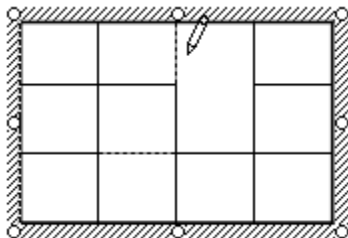
---

### Changing Border Style

- Click the down arrow on the **Border Style** button on the **Tables and Borders** toolbar:



- Select the border style you want. Your cursor will turn into a **pencil**.
- Click the lines you want to change style:



---

### Changing Border Width

- Click the down arrow on the **Border Width** button on the **Tables and Borders** toolbar.
- Select the border width you want. Your cursor will turn into a **pencil**.
- Click the lines where you want to change the width.

---

### Changing Border Color

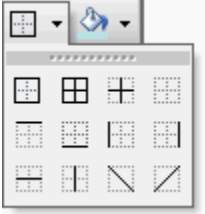
- Click the **Border Color** button on the **Tables and Borders** toolbar.
- Select the border color you want. Your cursor will turn into a **pencil**.
- Click the lines you want to change color.

---

### Showing or Hiding Borders and Lines

- Select the cell/s you want to add or hide a border.

- Click the down arrow on the **Outside Borders** button on the **Tables and Borders** toolbar:



- Select a border option.

---

### Deleting a Table

- Click the border of the table you want to **delete**.
- Press the **Delete** key on your keyboard.

## Adding Charts

---

### Inserting a Chart

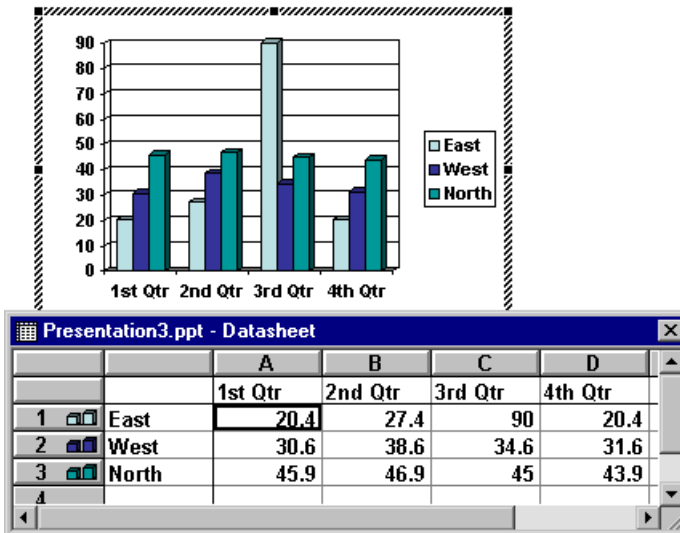
- From the main menu, select **Insert > Chart**

*OR* click the **Insert Chart** button on the slide **Content** layout

*OR* click the **Insert Chart** button on the **Standard** toolbar.

# SAMPLE

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



- When working on a chart, Microsoft Graph offers its own toolbar buttons and menus:



## Embedding and Linking an Excel Chart

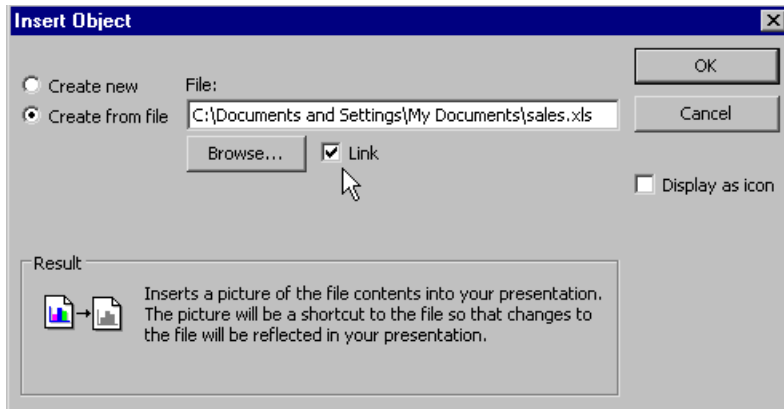
### To create an embedded Excel chart

- 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**.
- Create the chart you want.

### To link an Excel 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 Excel chart you want.
- Check the **Link** box:



- Click **OK**.
- Create the chart you want.

**Note:** Linked and embedded objects are discussed in more detail later on in this manual.

## Entering Data

### Activating a Chart

- Once you have inserted a chart, click outside of the chart area to return to the slide. If you want to edit the chart, the chart area must be **active**.

#### To activate a chart

- Double-click on the chart.

SAMPLE

## Entering Data in the Datasheet

- To add or change chart data, edit the **Datasheet**.

		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

### To view the datasheet

- From the main menu, select **View > Datasheet**

**OR** click the **View Datasheet** button on the **Standard** toolbar: 

- Enter your data in the Datasheet.

## Importing Data

- Data can be imported from Excel worksheets, workbooks, and charts; delimited text files; and Lotus 1-2-3 files.

### To import data

- From the main menu, select **Edit > Import File**

**OR** click the **Import File** button on the **Standard** toolbar: 

- Locate the file containing the data you want to import.

**Note:** If you import data from Excel, you will be prompted to select a **worksheet** or **range**. If you import data from a text file, you will be taken through a **Text Import Wizard**.

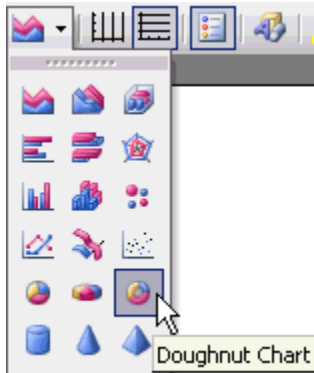
## Changing the Chart Type

## Applying a New Chart Type

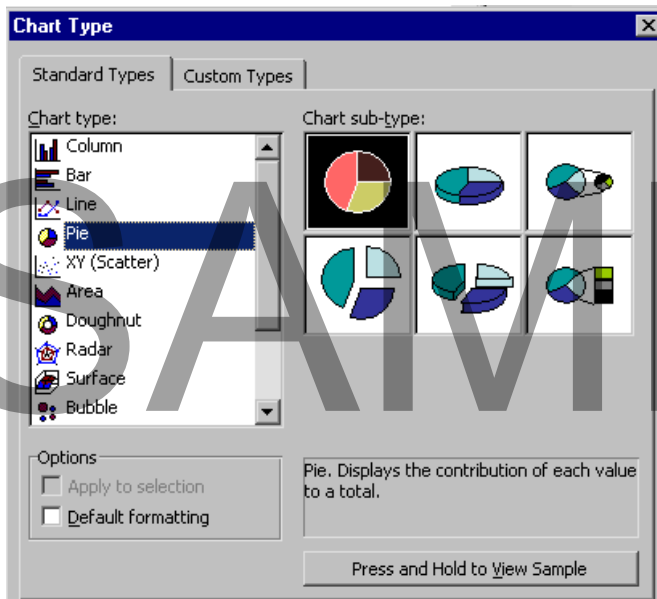
- Chart types include **Pie**, **Column**, **Bar**, **Line**, **Cylinder**, **Cone**, **Pyramid** and many others.

### To change the chart type

- Click the down arrow on the **Chart type** button on the **Standard** toolbar:



- Select a chart type  
**OR** from the main menu, select **Chart > Chart Type**.
- Click the Standard Types or Custom Types tab:



- Select the chart type you want.

- Click **OK**.

**Note:** If you select a Standard Type chart, you also have a choice of chart **sub-types**.

---

### Applying a New Chart Type to a Data Series

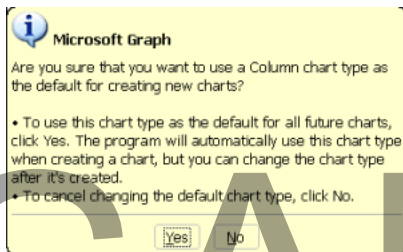
- Select the data series you want to apply a new chart type.
- From the main menu, select **Chart > Chart Type**.
- Make sure the **Apply to selection box** is checked.
- Click the Standard Types or Custom Types tab.
- Select the chart type you want.
- Click **OK**.

**Note:** You cannot combine **2-D** and **3-D** chart types.

---

### Changing the Default Chart Type

- From the main menu, select **Chart > Chart Type**.
- Click the **Standard Types** or **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:



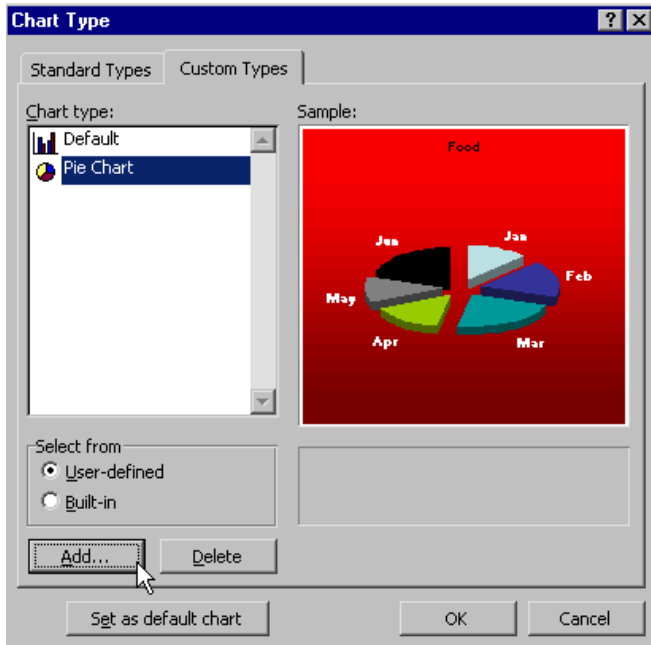
- Click the **Yes** button to change the default chart type.
- Click **OK**.

---

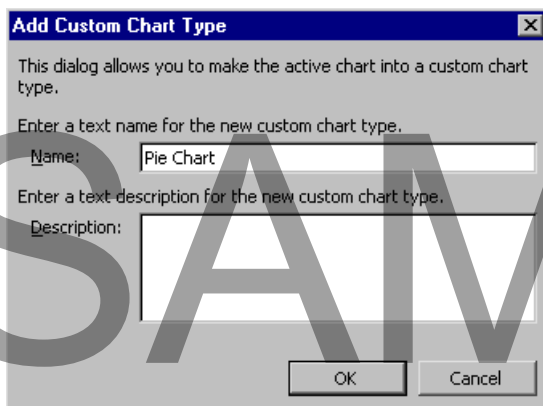
### Creating your own Chart Type

- From the main menu, select **Chart > Chart Type**.
- Click the **Standard Types** or **Custom Types** tab.

- Select the chart type you want to customize.
- Make changes to the chart.
- From the main menu, select **Chart > Chart Type**.
- Click the **Custom Types** tab.
- Check the **User-defined** box.
- Click **Add**:



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



- Enter a **name** and **description** for your customized chart.
- Click **OK**.

## Customizing Charts

---

### Modifying Chart Items

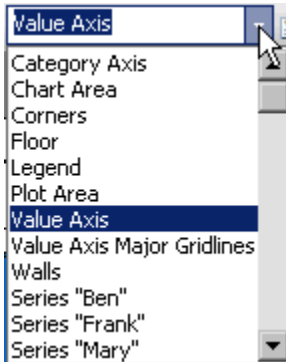
- Chart items include **Axes**, **Data Series**, **Data Labels**, **Legends**, and other items. To modify a specific chart item, it has to be selected first.

---

### To select chart items

- Click directly on the chart item you want

**OR** click the down arrow on the **Chart Objects** drop-down menu and select the chart item you want:

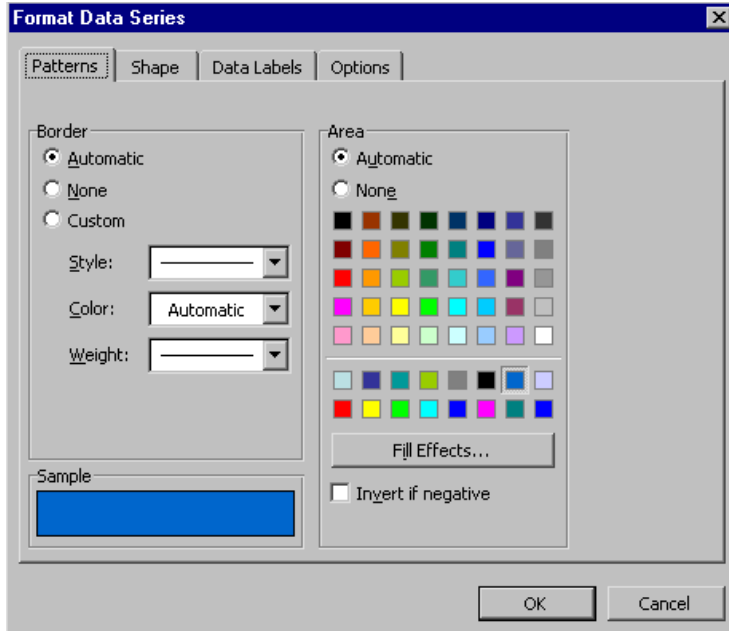


---

### To format chart items

- Double-click the item/area you want to format.
- This will open the relevant dialog box:

SAMPLE



- Make the changes you want.
- Click **OK**.

### Formatting 3D Charts

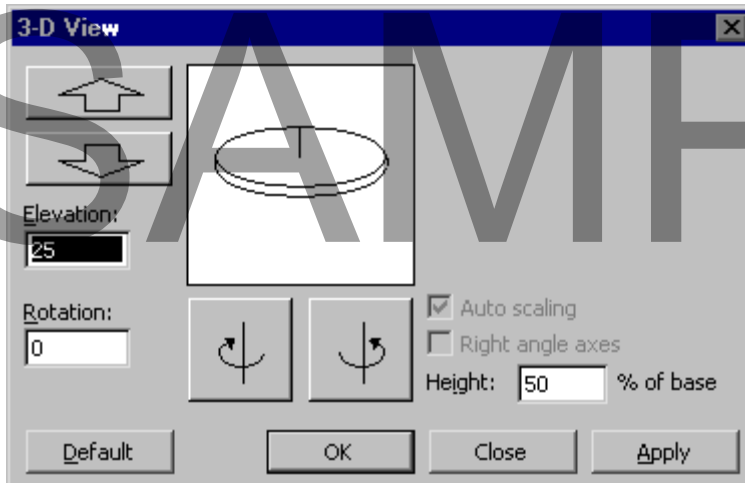
- If you have selected a **3D chart**, the following formatting options are available:

**Elevation** – the elevation level of the chart.

**Rotation** – the rotation of the chart around a vertical axis

**Perspective** – the depth of the chart.

**Height** – the height of the chart in relation to the base.

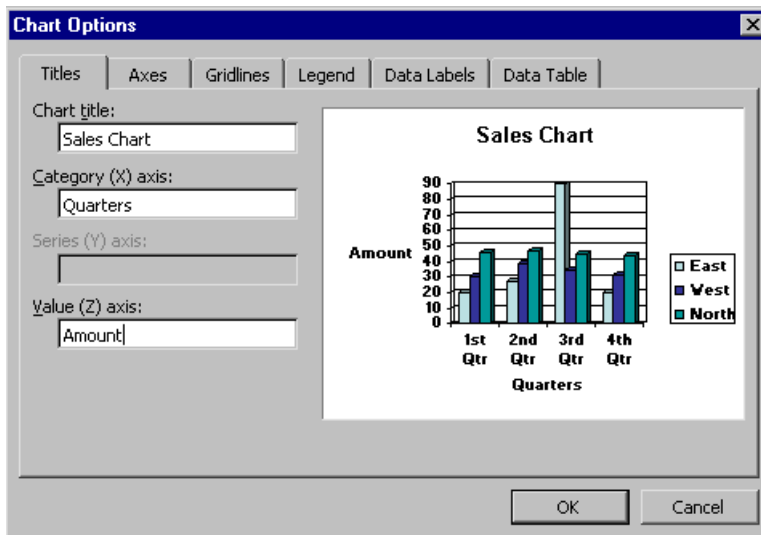


- Click **Apply**, and **OK**.

---

## Adding Titles to a Chart

- From the main menu, select **Chart > Chart Options**.
- Click the **Titles** tab.
- Enter a name for the **Chart title** or **Category axes**:



- Click **OK**.

---

## Showing or Hiding Chart Axes

- From the main menu, select **Chart > Chart Options**.
- Click the **Axes** tab.
- Check or uncheck the axes you want to show or hide.
- Click **OK**.

---

## Displaying Chart Gridlines

- From the main menu, select **Chart > Chart Options**.
- Click the **Gridlines** tab.
- Check the gridlines you want displayed.
- Click **OK**.

### Adding a Legend to a Chart

- From the main menu, select **Chart > Chart Options**.
- Click the **Legend** tab.
- Check the **Show legend** box.
- Select the legend placement you want.
- Click **OK**.

### Adding Data Labels to a Chart

- From the main menu, select **Chart > Chart Options**.
- Click the **Data Labels** tab.
- Select the data labels you want.
- Click **OK**.

### Adding Data Labels to a Data Series or Data Point

- Select the **data series** or **data point** you want to add data labels.
- From the main menu, select **Format > Selected Data Series**

*OR* select **Format > Selected Data Point**.

- Click the **Data Labels** tab.
- Select the data labels you want to apply to the **data series** or **data point**.
- Click **OK**.

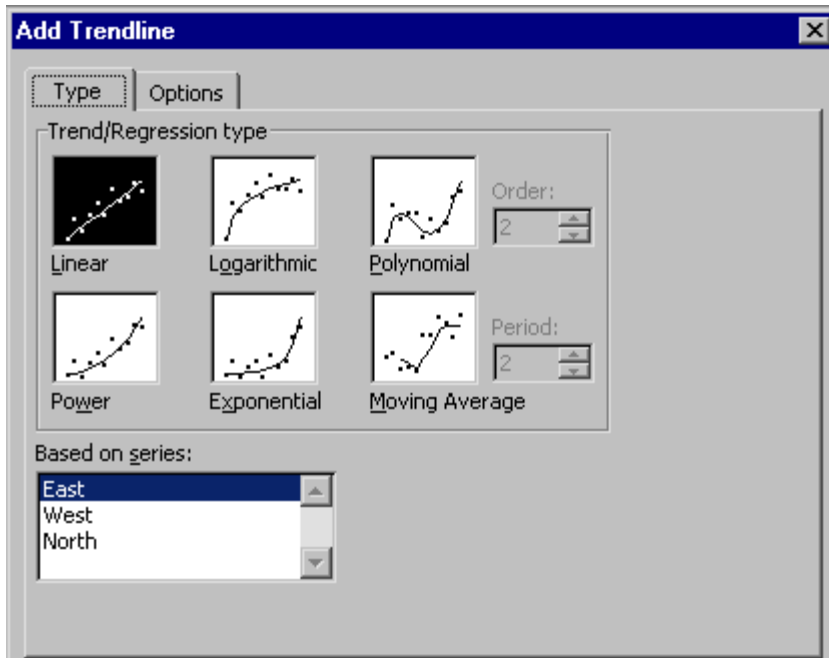
### Displaying a Data Table in a Chart

- From the main menu, select **Chart > Chart Options**.
- Click the **Data Table** tab.
- Check the **Show data table** box.
- Click **OK**.

**Note:** You can display a data table for **line**, **area**, **column** and **bar** charts.

### Adding a Trendline

- A **Trendline** is only available for charts without a 3D effect.
- From the main menu, select **Chart > Add Trendline**. This opens the **Add Trendline** dialog box:



- Select the trendline type you want. Select the data series you want the trendline based upon. Click **OK**.

---

## Deleting a Chart

- Return to the slide by clicking outside the chart.
- Click on the chart to select it.
- Press the **Delete** key on your keyboard.

## Review Questions

### How would you:

- Insert a Table?
- Draw a Table?
- Import a Table?
- Insert Columns and Rows?
- Delete Columns and Rows?
- Split Cells?
- Merge Cells?
- Erase Lines?
- Distribute Columns and Rows?
- Align Text in Cells?
- Change Border Style?

- Change Border Width?
- Change Border Color?
- Show or Hide Borders and Lines?
- Delete a Table?
- Insert a Chart?
- Embed and Link an Excel Chart?
- Activate a Chart?
- Enter Data in the Datasheet?
- Import Data?
- Apply a New Chart Type?
- Apply a New Chart Type to a Data Series?
- Change the Default Chart Type?
- Create your own Chart Type?
- Modify Chart Items?
- Add Titles to a Chart?
- Show or Hide Chart Axes?
- Display Chart Gridlines?
- Add a Legend to a Chart?
- Add Data Labels to a Chart?
- Add Data Labels to a Data Series or Data Point?
- Display a Data Table in a Chart?
- Add a Trendline?
- Delete a Chart?

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## End of the preview sample



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