8 Adding Graphics to a Presentation

LESSON SKILL MATRIX

Skill	Exam Objective	Objective Number
Inserting and Formatting Images	Display gridlines.	2.3.4
	Crop images.	3.5.2
	Resize images.	3.5.1
	Apply styles.	3.5.4
	Apply effects.	3.5.3
	Compress media.	5.3.4
Adding Shapes to Slides	Resize shapes.	2.2.3
	Insert shapes.	2.2.4
	Apply borders to shapes.	2.2.2
	Apply styles to shapes.	2.2.6
	Create custom shapes.	2.2.5
Ordering and Grouping Shapes	Align and group shapes.	2.3.3
Creating a Photo Album Presentation		

KEY TERMS

- aspect ratio
- clip art
- constrain
- crop
- gridlines
- guides
- keyword
- order
- recolor
- reset
- rulers
- saturation
- Smart Guides
- tone

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You are the director of promotions for the Baldwin Museum of Science. The museum is especially interested in attracting teachers and students to their permanent exhibits, so you have scheduled appearances at a number of high schools in your area, where you plan to present PowerPoint slide shows about the museum and various aspects of science. PowerPoint's graphics capabilities allow you to include and customize pictures, shapes, and movies to enliven your presentations. You can also add sounds to provide the finishing touch to a presentation.

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SOFTWARE ORIENTATION

Picture Tools

The Picture Tools Format tab (see Figure 8-1) enables you to apply formatting effects to images. After selecting the picture, apply formatting by clicking a button on this tab.
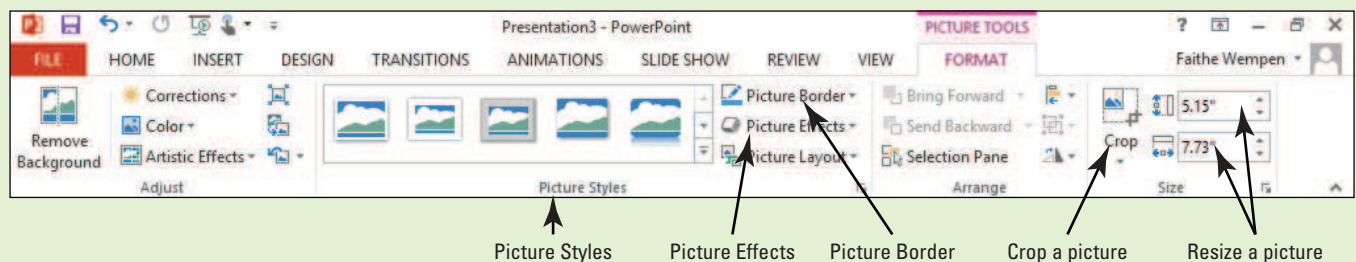

Picture Styles   Picture Effects   Picture Border   Crop a picture   Resize a picture

Figure 8-1
Picture Tools Format tab

You can use the tools on the Picture Tools Format tab to apply picture styles, to add or remove its border, and to apply special effects like shadow, reflection, and 3-D rotation. You can also crop and size the picture, correct the colors, and add artistic effects.

INSERTING AND FORMATTING IMAGES

The Bottom Line

Images can be used to illustrate a slide's content or provide visual interest to help hold the audience's attention. You can insert images from the Office.com image collection or a Bing image search, or you can insert a picture that you have created yourself or acquired from some other source. PowerPoint provides many options for improving the appearance of images after you have inserted them. You can reposition and resize them, rotate them, apply special effects such as Quick Styles, adjust brightness and contrast, and even recolor a picture for a special effect. If you do not like formatting changes you have made, you can reset an image to its original appearance.

Inserting Images from Office.com

Microsoft provides a large collection of images that PowerPoint users may use royalty-free in their presentations. To find an appropriate image for your presentation at Office.com, you search by keyword using the Online Pictures feature in PowerPoint. A **keyword** is a descriptor of an image's

content, such as dog, tree, or flower. Each image has multiple keywords assigned to it, and so it can be found using a variety of keyword searches.

Some of the images from Office.com are photographs, whereas others are clip art illustrations. **Clip art** illustrations are drawings composed of mathematically generated lines and shapes, similar to the lines and shapes users can create using PowerPoint's own drawing tools. Clip art illustrations increase the size of the presentation file less than photographs do, but they are less realistic-looking. PowerPoint 2013 does not distinguish between clip art and photographs when it searches Office.com, and so your search results will likely contain a mixture of image types.

Take Note Office 2013 uses the terms *image* and *picture* interchangeably. For example, the exam objectives reference *images* but those images are inserted using the *Pictures* and *Online Pictures* commands in the applications. The term *illustration* refers to drawn artwork such as clip art, and the term *photograph* refers to an image that was originally captured with a digital camera or scanned with a scanner.

**STEP BY STEP** **Insert an Image from Office.com**

GET READY. Before you begin these steps, make sure that your computer is on. Log on, if necessary.

1. **START** PowerPoint, if the program is not already running.
2. Locate and **OPEN** the *Exhibits* presentation and save it as *Exhibits Final*.
3. Go to **slide 4** and click the **Online Pictures icon** in the empty content placeholder. The Insert Pictures dialog box opens.
4. Click in the **Office.com Clip Art text box** and type **gears** (see Figure 8-2).

Figure 8-2

Search for images with the keyword *gears*
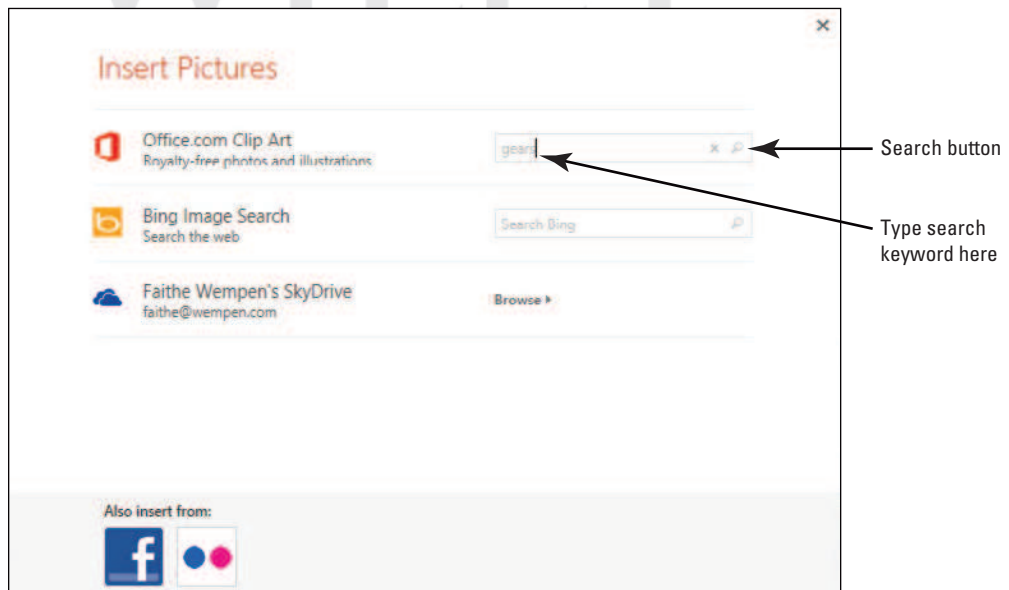
5. Press **Enter**, or click the **Search icon** [BTN-SEARCH]. PowerPoint searches for images that match the keyword and displays them in the dialog box.
6. Scroll **down** through the results and click a picture of **gears**. Choose a **photo**, rather than a line drawing.
7. Click **Insert**. The image is inserted in the content placeholder.
8. **SAVE** the presentation.

Another Way
To insert Office.com images on a slide that does not have a content placeholder, click the Online Pictures button on the Insert tab.

PAUSE. LEAVE the presentation open to use in the next exercise.

This exercise inserted a photograph, rather than a clip art illustration. Photographs provide a more sophisticated and professional look for a presentation. Many clip art illustrations are humorous in appearance and may not be suitable for corporate communications or presentations on serious topics.

When you insert an image into a content placeholder, PowerPoint tries to fit the graphic you select into the content placeholder. The image may not use up the entire placeholder area, depending on its size and shape. If you insert an image on a slide that does not have a placeholder, it will generally appear in the center of the slide. You can adjust the image's size and position by dragging it, as you will learn later in this lesson.

If you decide you do not like an image you have inserted, you can easily delete it. Click the image to select it and then press Delete to remove it from the slide.

Inserting a Picture from a File

You do not have to rely on PowerPoint's clip art files to illustrate your presentation. You can download many pictures for free on the Internet or create your own picture files using a digital camera. In this exercise, you will insert a picture from a file that has already been created.


STEP BY STEP   **Insert a Picture from a File**

USE the *Exhibits Final* presentation that is still open from the previous exercise.

Another Way
Click the Pictures icon in any content placeholder to open the Insert Picture dialog box.

1. Go to **slide 3** and on the **Insert** tab, click the **Pictures** button. The Insert Picture dialog box opens.
2. Navigate to the location of the **data files** for this lesson, click *Astronomy.jpg* (see Figure 8-3), and then click **Insert**. The dialog box may look different from the one shown in Figure 8-3, depending on your Windows version, the view in effect, and the other files in the folder. The picture appears on the slide (see Figure 8-4).

Figure 8-3

Locate a picture file in the Insert Picture dialog box
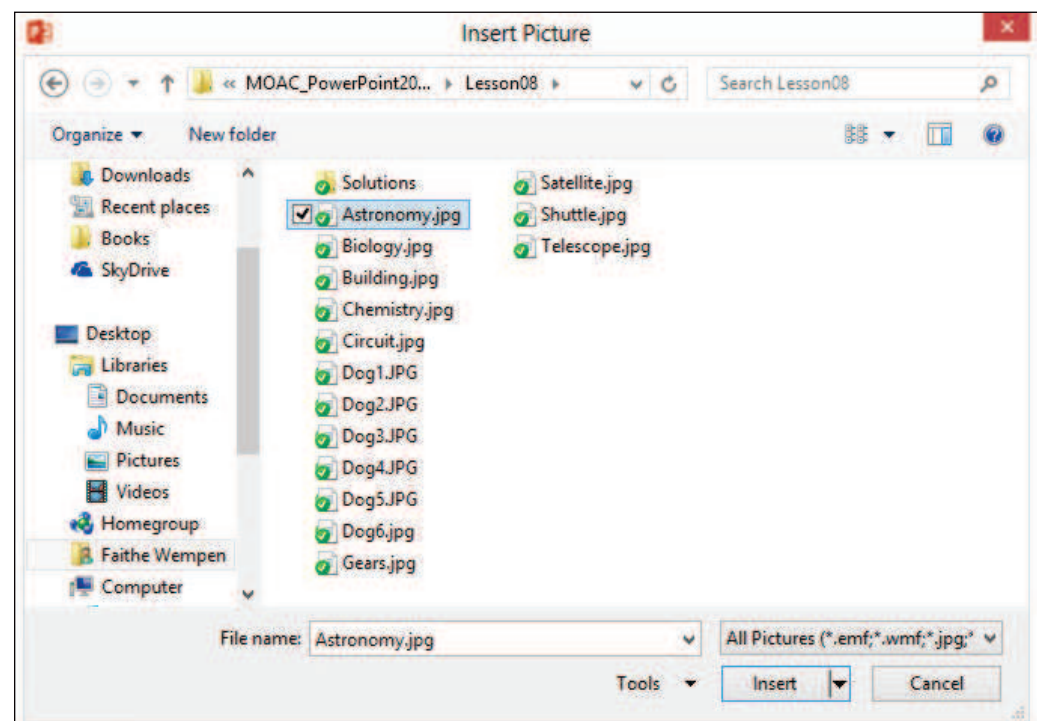
3. SAVE the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

PowerPoint supports a variety of picture file formats, including GIF, JPEG, PNG, TIFF, BMP, and WMF. Be aware that graphic formats differ in how they store graphic information, so some formats create larger files than others.

If you take your own pictures using a digital camera, you do not have to worry about copyright issues, but you should pay attention to copyright permissions for pictures you locate from other sources. It is extremely easy to save any picture from a web page to your system. If you are going to use the picture commercially, you need to contact the copyright holder, if there is one, and ask for specific permission to reuse the picture.

Take Note   Some U.S. government sites, such as NASA (the source of the picture you inserted in the previous exercise), make images available without requiring copyright permission.

Changing a Picture

After inserting a picture, if it is not what you want you can easily delete it and insert a different one, either from an online source or from another file. However, if you have applied formatting to the picture, as you will learn to do in the remainder of this chapter, you might not want to lose the formatting and start over. In situations such as this, you can use the Change Picture command to swap out the picture without losing any of the formatting you have applied to the previous picture.

STEP BY STEP	**Change a Picture**

USE the *Exhibits Final* presentation that is still open from the previous exercise.

1. Go to **slide 4**.
2. **Right-click** the picture and click **Change Picture**. The Insert Pictures dialog box opens.
3. Click the **Browse hyperlink** next to **From a file**. The Insert Picture dialog box opens. (This is a different dialog box from the one in step 2.)
4. Navigate to the folder containing the **data files** for this lesson and click *Gears.jpg*.
5. Click **Insert**. The picture is replaced.
6. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

CERTIFICATION READY?   **2.3.4**

How do you display gridlines?

Using the Ruler, Gridlines, and Guides

In Normal, Outline, and Notes Page views, you can turn on PowerPoint's horizontal and vertical **rulers**, which help you measure the size of an object on the slide, as well as the amount of space between objects. **Smart Guides** appear automatically as you drag objects on a slide to help you line them up with other content on the slide. If you want guide lines that stay visible, turn on the Guides feature. These drawing **guides** are movable vertical and horizontal non-printing lines that you can use when positioning objects on a slide. PowerPoint also provides **gridlines**, a set of dotted horizontal and vertical lines that overlay the entire slide. In this exercise, you learn how to use the ruler, guides, and gridlines to position objects so that they align with other objects on a slide and appear consistently throughout a presentation.

Use the Ruler, Gridlines, and Guides

USE the *Exhibits Final* presentation that is still open from the previous exercise.

Another Way

Right-click a slide outside of any placeholder, and then click Ruler.

1. Go to **slide 3**. On the View tab, click **Ruler** if this option is not already selected. The vertical and horizontal rulers appear in the Slide pane.

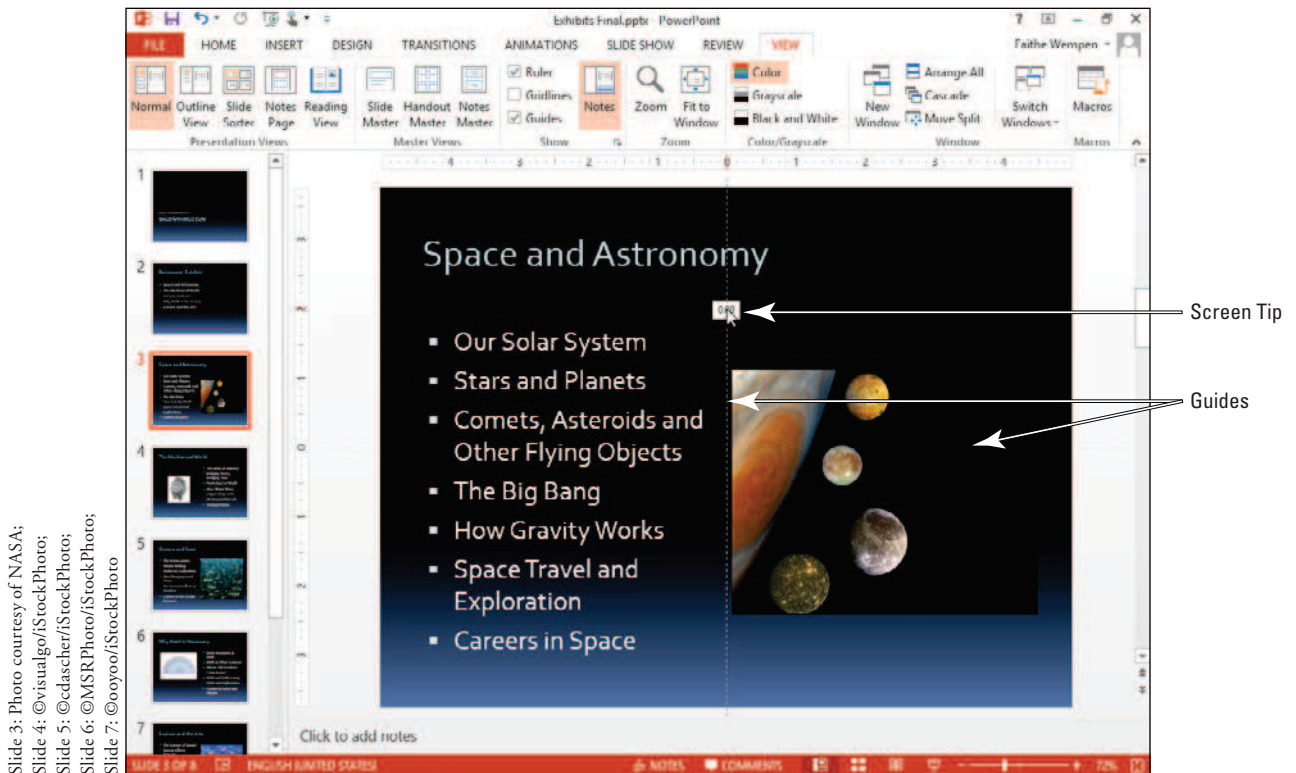2. Click to mark the **Gridlines** check box. A grid of regularly spaced dots overlays the slide (see Figure 8-4).

Figure 8-4

Rulers and gridlines

3. Click to mark the **Guides** check box. The default vertical and horizontal drawing guides display, intersecting at the center of the slide, as shown in Figure 8-5.

Figure 8-5

A ScreenTip shows the guide's position on the ruler

Another Way

Right-click an empty area of the slide, point to Grid and Guides, and select Guides from the submenu. Or, click the dialog box launcher in the Show group on the View tab to open the Grid and Guides dialog box and then mark or clear the Guides check box. You can also press Alt+F9 to toggle guides on or off.

4. The guides will be more useful for positioning pictures in this presentation, so you can turn off the gridlines: click the **View** tab, and click **Gridlines** in the Show group to remove the check mark and hide the gridlines.

5. Click the **text box** on slide 3 that contains the bulleted list to activate it. You will use the text box's border to help you position guides.

6. Click the **vertical guide**. As you hold down the mouse button, a ScreenTip appears that shows the current position of the guide—0.0, indicating the guide is at the 0 inch mark on the horizontal ruler.

7. Click and drag the **guide to the left** until it aligns on the left border of the text placeholder. The ScreenTip should read approximately 4.50 with a left-pointing arrow. Release the mouse button to drop the guide at that location.

8. Click the **horizontal guide** to the right of the planet picture and drag **upward** until the ScreenTip reads **1.67** with an upward-pointing arrow. Drop the **guide**. It should align with the top of the capital letters in the first line of the text placeholder.

9. Click the **vertical guide** you positioned near the left edge of the slide, hold down **Ctrl**, and drag a **copy of the guide** to the right until the ScreenTip reads **4.50** with a right-pointing arrow. Drop the guide by **first releasing the mouse button** and then releasing the Ctrl key. Your slide should look like Figure 8-6.
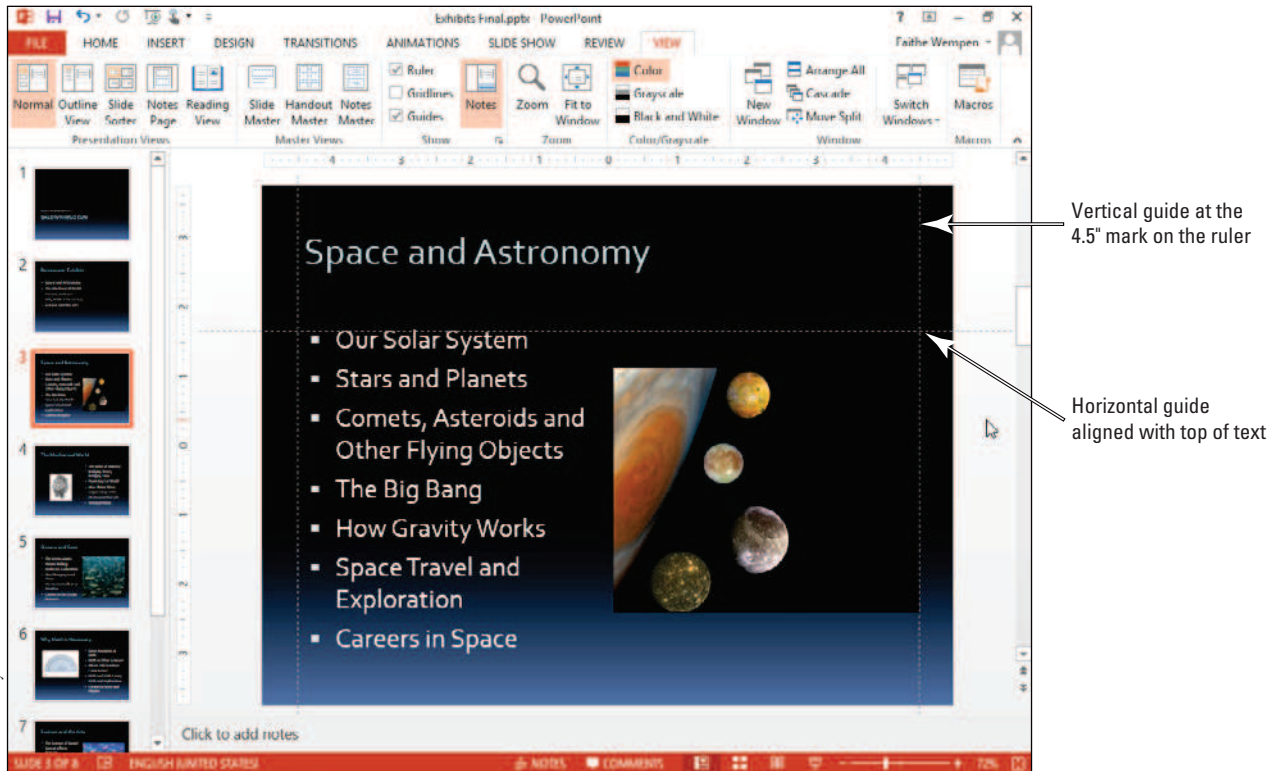
Figure 8-6

Drawing guides positioned on the slide

Vertical guide at the 4.5" mark on the ruler

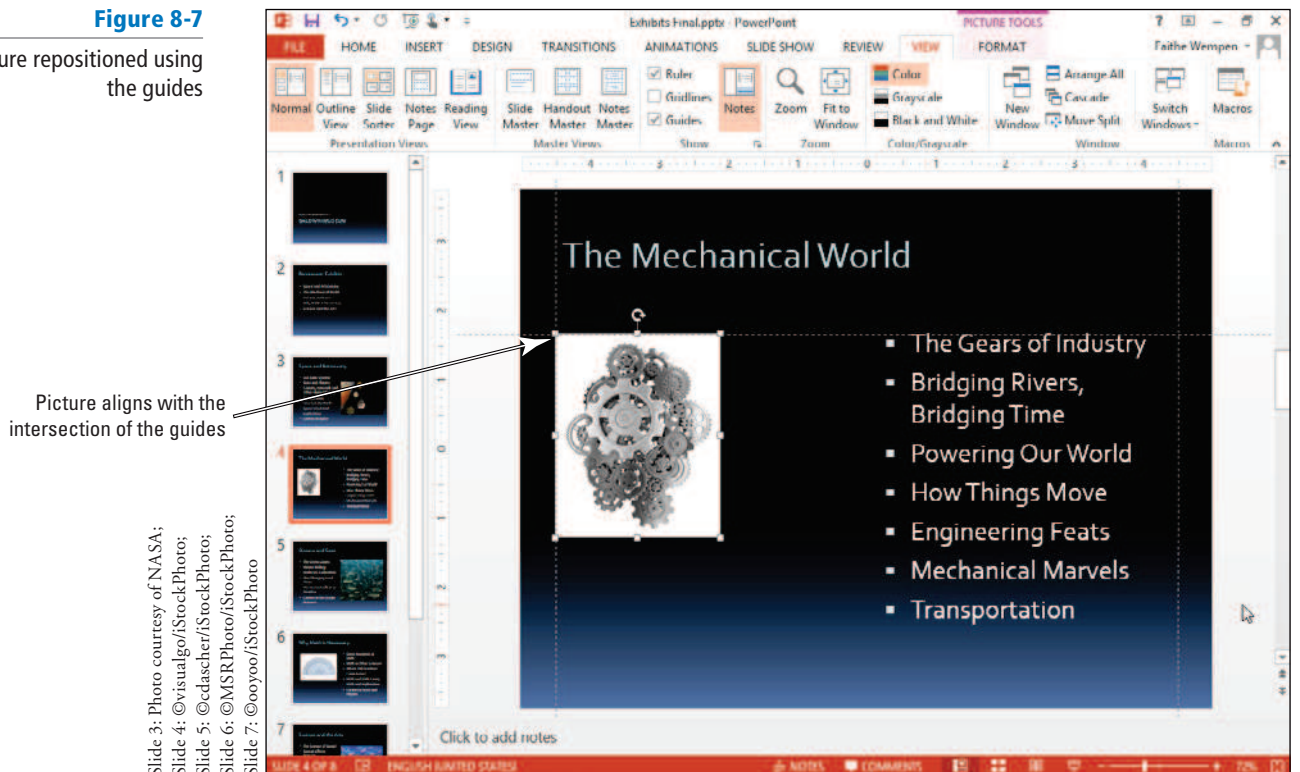Horizontal guide aligned with top of text

3: Photo Slide courtesy of NASA;
Slide 4: ©visualgo/iStockPhoto;
Slide 5: ©cdascher/iStockPhoto;
Slide 6: ©MSRPhoto/iStockPhoto;
Slide 7: ©ooyoo/iStockPhoto

10. Go to **slide 4**, click the **gear picture**, and drag it until the **upper-left corner** of the picture snaps to the intersection of the vertical and horizontal guides. Your slide should look like Figure 8-7.

Figure 8-7

Picture repositioned using the guides

Picture aligns with the intersection of the guides

Slide 3: Photo courtesy of NASA;
Slide 4: ©visualgo/iStockPhoto;
Slide 5: ©cdascher/iStockPhoto;
Slide 6: ©MSRPhoto/iStockPhoto;
Slide 7: ©ooyoo/iStockPhoto

11. Go to **slide 5** and drag the **picture down and to the left** so its upper-right corner snaps to the intersection of the guides.

12. Go to **slide 6** and drag the **picture up and to the left** to snap to the intersection of the two guides.

13. On the View tab, clear the **Guides** check box to turn off the guides.

14. Go to **slide 7** and drag the **picture up on the slide** until you see a faint red dotted horizontal line at its top. This Smart Guide indicates that the picture is at the same vertical position as the text box to its left (see Figure 8-8). Release the **mouse button** to drop the picture in the new location.
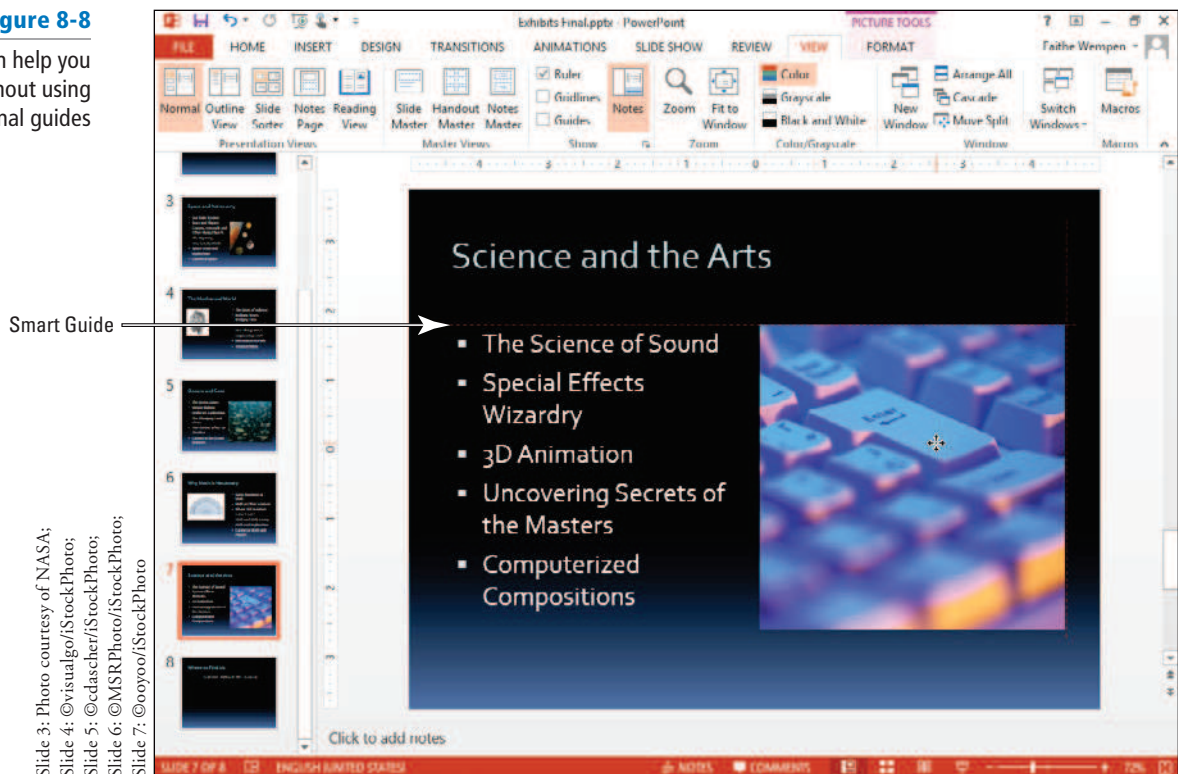
Smart Guide

Take Note If you do not like the Smart Guides feature, you can turn it off. Right-click an empty area of the slide, point to Grid and Guides, and click Smart Guides. Repeat that same procedure to re-enable the feature.

15. SAVE the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

By default, objects "snap"—automatically align—to the gridlines even if the gridlines are not currently displayed. This feature can be helpful when you are positioning objects, but you may sometimes find that it hinders precise positioning. You can temporarily override the "snapping" by holding down Alt as you drag an object. Or, you can display the Grid and Guides dialog box (by clicking the dialog box launcher in the Show group on the View tab) and deselect the *Snap objects to grid* check box.

Rotating and Flipping an Image

You can rotate or flip pictures to change their orientation on a slide. Rotating spins the picture around its center; flipping creates a mirror image of it. Rotating and flipping can provide additional visual interest for a graphic or fit it more attractively on a slide.

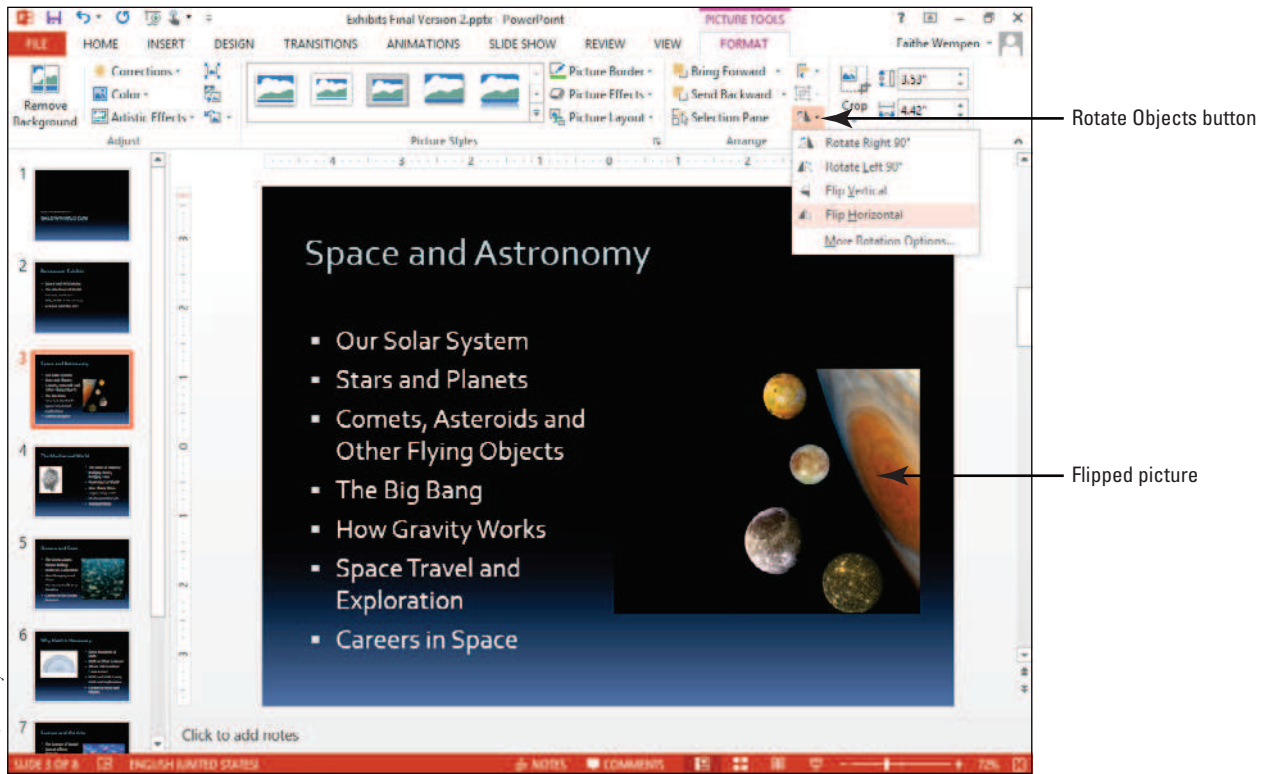### Rotate and Flip an Image

USE the ***Exhibits Final*** presentation that is still open from the previous exercise. Save the file as ***Exhibits Final Version 2***.

1. Go to **slide 3**, and click the **picture** to select it.

2. Click the **Picture Tools Format** tab, click **Rotate Objects** in the Arrange group, and then click **Flip Horizontal** in the drop-down menu that appears. The picture reverses its orientation so the planet is on the right and its moons are on the left (see Figure 8-9).

Figure 8-9

The picture has been flipped horizontally

Rotate Objects button

Flipped picture

Slide 3: Photo courtesy of NASA;
Slide 4: ©visualgo/iStockPhoto;
Slide 5: ©cdascher/iStockPhoto;
Slide 6: ©MSRPhoto/iStockPhoto;
Slide 7: ©ooyoo/iStockPhoto

Another Way
Click the Arrange button on the Home tab, click Rotate, and choose a rotation option.

3. Drag the **picture up into the upper-right corner** of the slide, so that the top and right edges of the picture align with the top and right edges of the slide (see Figure 8-10).

Drag the picture to the
upper-right corner of the slide

Photo courtesy of NASA

Place the picture here
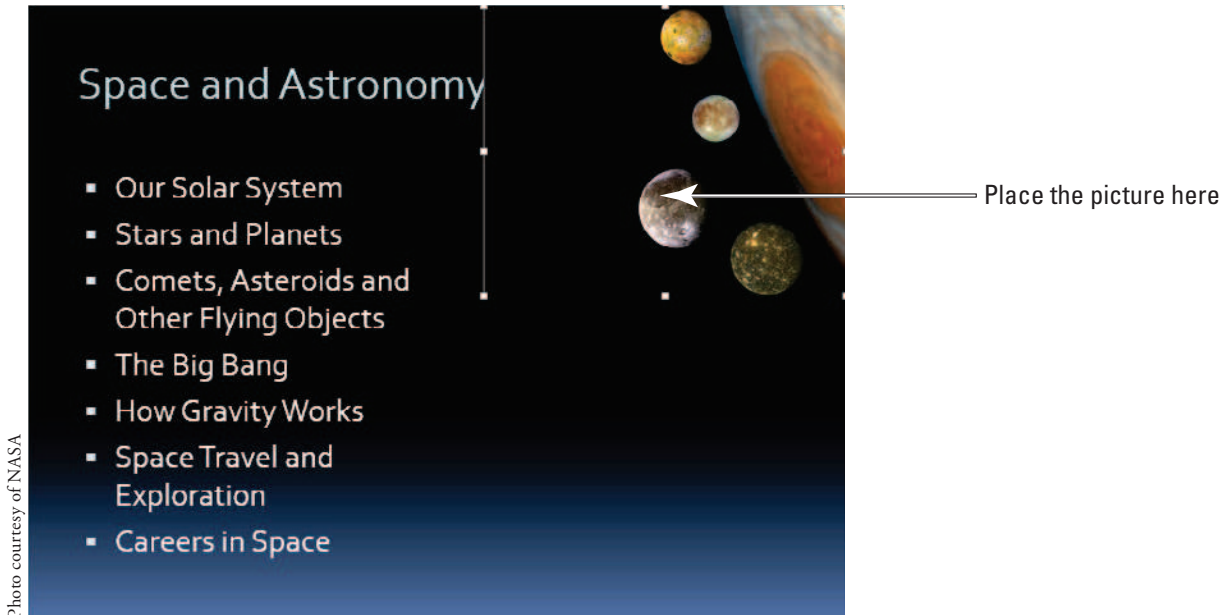
4. Go to **slide 4** and click the **picture** to select it.
5. Click the **Picture Tools Format** tab, click **Rotate Objects**, and then click **Rotate Left 90°**.
6. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

PowerPoint offers some set rotation options, such as rotating right or left 90 degrees. For more control over the rotation, you can drag the rotation handle above the selected object, or click More Rotation Options on the Rotate button's menu to open the Format Picture task pane, where you can type a specific rotation amount in the Rotation text box.

Cropping an Image

CERTIFICATION READY?   **3.5.2**

How do you crop an image?

You have several options for adjusting the size of a picture or other graphic object. You can crop an object to remove part of the object, drag a side or corner, specify exact measurements for an object, or scale it to a percentage of its original size. When you **crop** a picture, you remove a portion of the graphic that you think is unnecessary in order to focus attention on the most important part of a picture. The portion of the picture you cropped is not deleted. You can restore the cropped material by using the crop pointer to drag outward to reveal the material that was previously hidden.

STEP BY STEP   **Crop an Image**

USE the *Exhibits Final Version 2* presentation that is still open from the previous exercise.

1. Go to **slide 6** and click the **picture** to select it.
2. Click the **Picture Tools Format** tab.
3. Click the **Crop** button in the **Size group**. (Click the **upper part of the button**, not the arrow below it.) The pointer changes to a crop pointer and crop handles appear around the edges of the picture.

4. Click to **position the pointer** on the left side crop handle and drag **inward to crop the picture** so that there is an approximately equal amount of white space to the left of the protractor and to the right of it (see Figure 8-11).

Figure 8-11

Drag the crop handle inward to remove a portion of the picture
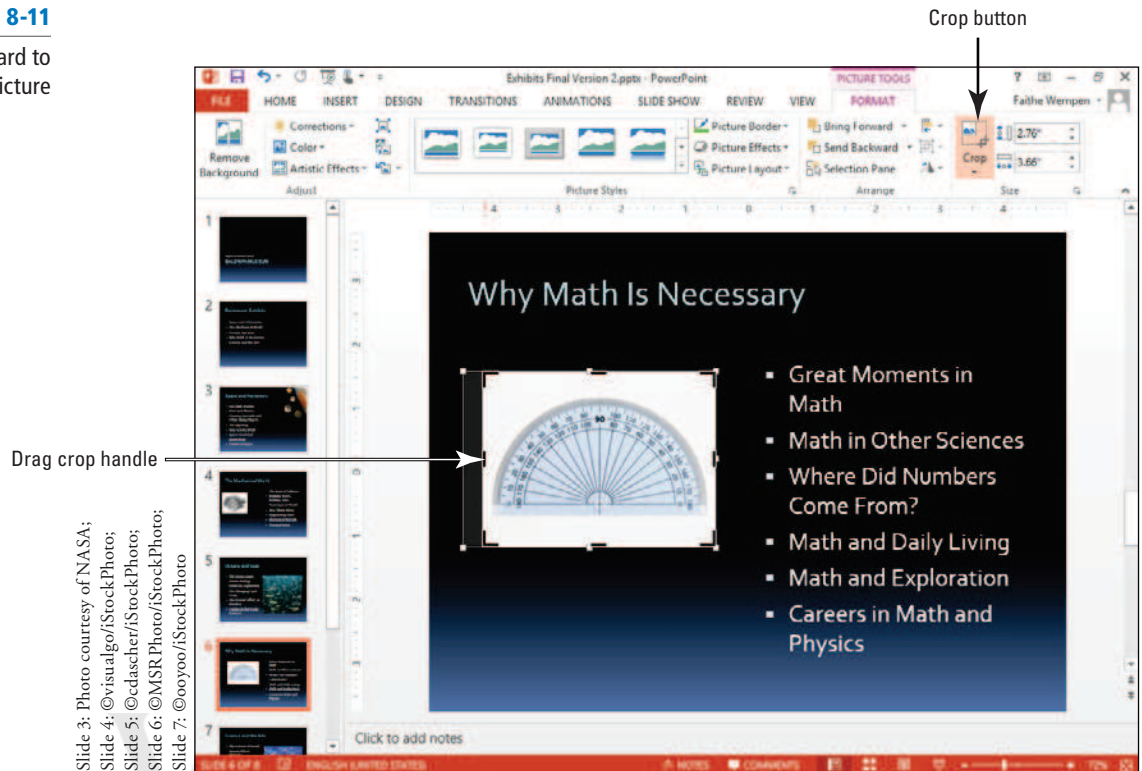
Crop button

Drag crop handle

5. Release the **mouse button**, and then click the **Crop** button again to complete the crop.
6. On the View tab, mark the **Guides** check box to turn the guides back on.
7. Click and drag the **cropped picture** back up to the intersection of the two guides. Your slide should look similar to Figure 8-12.

Figure 8-12

The picture has been cropped and repositioned
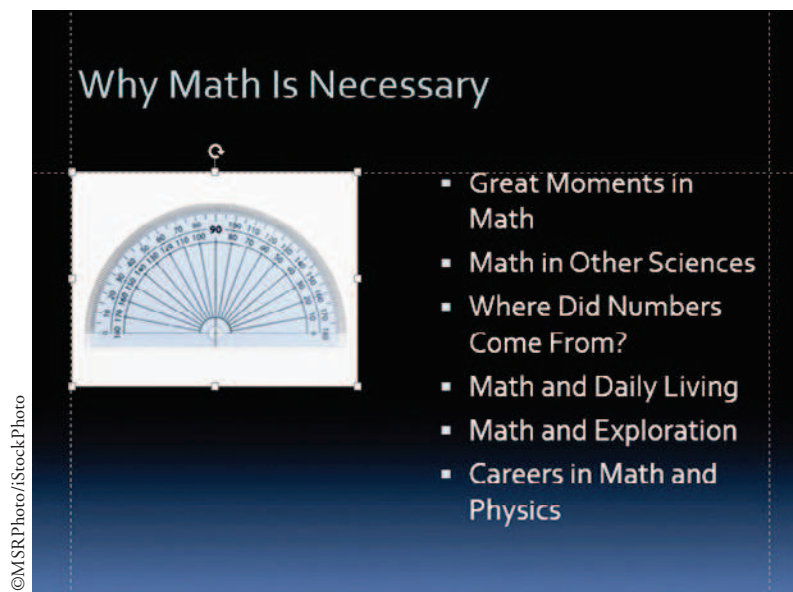
8. On the View tab, clear the **Guides** check box to turn the guides off.
9. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Resizing an Image

In this exercise, you will learn three ways to adjust the size of a picture: by simply dragging a corner, by setting measurements in the Size and Position controls in the Format Picture task pane, and by setting a measurement in the Size group on the Picture Tools Format tab. You can use these options to resize any object on a slide.

Generally, you will want to maintain a picture's **aspect ratio** when you resize it. The aspect ratio is the relationship of width to height. By default, a change to the width of a picture is also applied to the height to maintain aspect ratio. In some instances, you may want to distort a picture on purpose by changing one dimension more than the other. To do so, you must deselect the *Lock aspect ratio* check box in the Size section of the Format Picture task pane. You are then free to change width and height independently. Alternatively, you can drag a side selection handle on the object (not a corner); this action allows you to adjust each dimension separately.

In the following exercise, you will resize an object and change its aspect ratio.

CERTIFICATION READY? 3.5.1

How do you resize an image?

STEP BY STEP **Resize an Image**

USE the *Exhibits Final Version 2* presentation that is still open from the previous exercise.

1. Go to **slide 3** and click the **picture** to select it.
2. Click and drag the **lower-left corner of the picture** diagonally until the left edge of the picture aligns with the **0** mark on the horizontal ruler (see Figure 8-13). (Do not worry that the slide title is partially covered; you will fix this problem in a later exercise.)

Figure 8-13

Resize a picture by dragging a corner
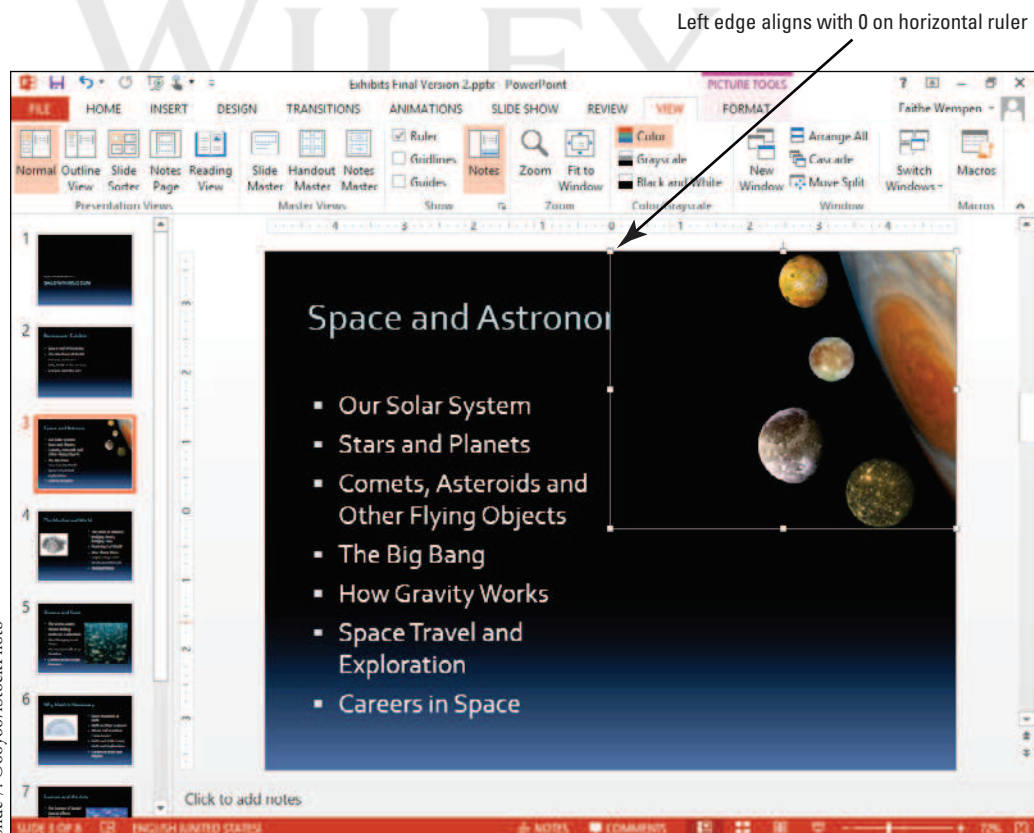
Left edge aligns with 0 on horizontal ruler

Take Note If you have difficulty getting the size right because Smart Guides pop up to snap the image into alignment with other objects on the slide, turn off Smart Guides temporarily. Right-click an empty area of the slide, point to Grid and Guides, and click Smart Guides. Repeat that same procedure to re-enable the feature.
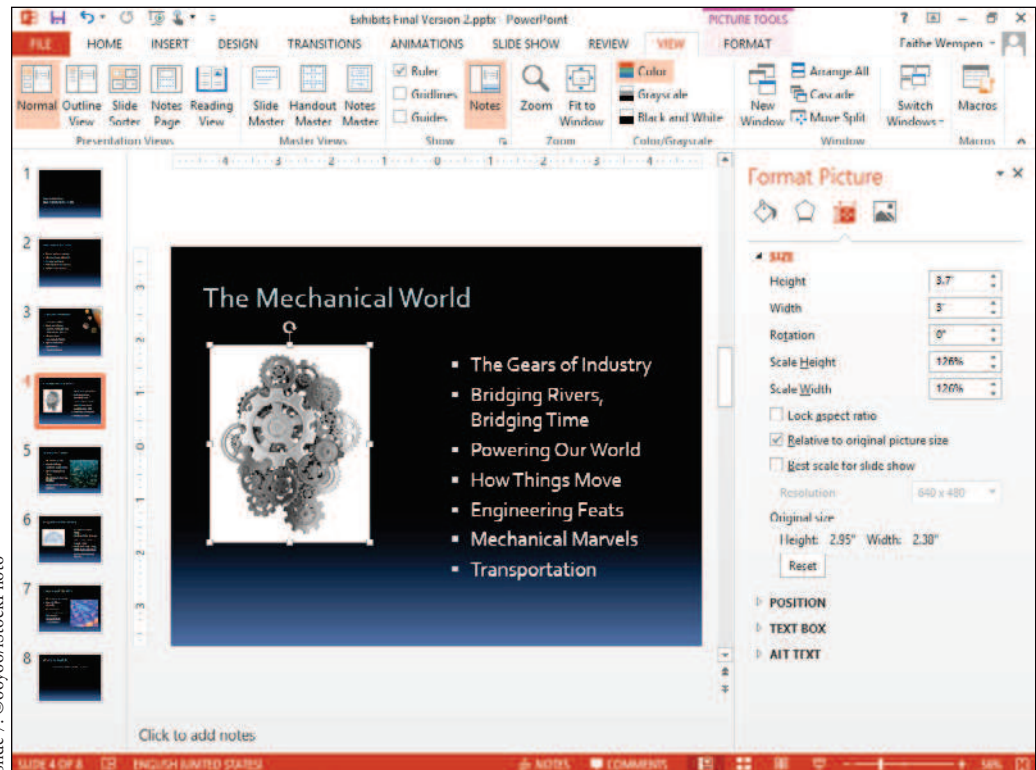
Another Way
You can open the Format Picture task pane by clicking the dialog box launcher in the Size group on the Picture Tools Format tab.

3. Go to **slide 4** and click the **picture** to select it.

4. **Right-click** the picture, and then click **Size and Position** from the shortcut menu. The Format Picture task pane appears.

5. Click the **Lock aspect ratio** check box to deselect this option. You can now specify the height and width independently.

6. In the Size area of the task pane, click the **Reset** button to remove previous modifications made to this picture (rotation) from an earlier exercise.

7. Click the **Height up arrow** until the height is **3.7** inches. Click the **Width down arrow** until the width is **3** inches.

8. Click to expand the **Position** heading in the task pane, and set the **Vertical position** to **2.1** (see Figure 8-14). This action is an alternate way of moving a picture.

Figure 8-14

Format Picture task pane

Another Way
You can also specify a percentage of the original dimensions, instead of an exact size. This action is called **scaling.**

9. Close the **task pane**.

10. Go to **slide 5** and click the **picture** to select it.

11. Click the **Picture Tools Format tab**, and then click the **Width down arrow** in the Size group until the picture's width is **4.2** inches (see Figure 8-15).

Figure 8-15

Set the width on the Ribbon
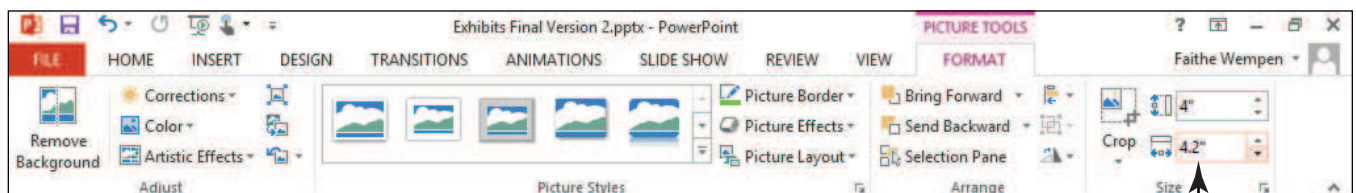
Set Width to 4.2"

12. Turn the **guides back on**, and then drag the **picture to align its upper-right corner** with the intersection of the two guides near the right edge of the slide. Then turn the **guides off** again.

13. SAVE the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

As you saw in step 6, you can **reset** a picture to its original appearance from the task pane to re-move any changes you have made to it. You can also reset a picture on the Picture Tools Format tab. To do so, click the down arrow on the Reset Picture button, and then click Reset Picture & Size. This action resets not only the picture size, but also any formatting you may have applied to it (which you will learn to do later in this lesson).

<table>
<tr><td>**CERTIFICATION READY?**</td><td>**3.5.4**</td></tr>
<tr><td colspan="2">How do you apply styles to images?</td></tr>
</table>

Applying a Style to an Image

PowerPoint provides a number of styles you can use to apply borders and other effects to images. You can easily apply styles with heavy borders, shadow and reflection effects, and different shapes such as ovals and rounded corners. Use styles to dress up your images or format them consistently throughout a presentation.

STEP BY STEP   **Apply a Style to a Picture**

USE the *Exhibits Final Version 2* presentation that is still open from the previous exercise.

1. Go to **slide 5** and click the **picture** to select it if necessary.
2. On the Picture Tools Format tab, click the **More** button in the Picture Styles group. The Picture Styles gallery appears.
3. Click the **Soft Edge Oval style**. Your picture should look like the one in Figure 8-16.

Figure 8-16

The Soft Edge Oval style gives the picture a different look
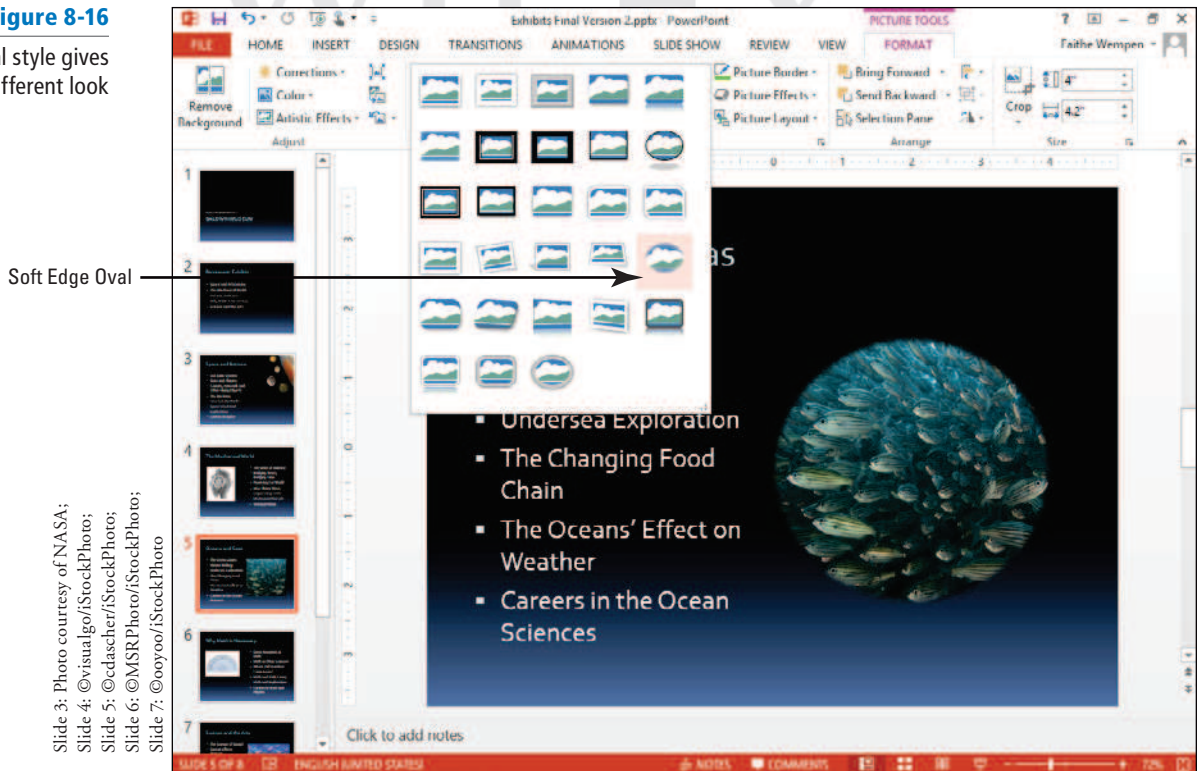
Soft Edge Oval

4. SAVE the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Take Note The style's picture borders are black or white by default, but you can apply any color to the border using the Picture Border button after applying the style.

If you have a number of pictures in a presentation, be careful not to apply too many different styles to the pictures. Using just one or two styles throughout a presentation makes it seem more unified and consistent.

Correcting Brightness and Sharpness

You may need to modify a picture's appearance to make it show up well on a slide. This action can be particularly important with pictures you insert from files, which may not have been photographed using the optimal settings. In PowerPoint 2013 Brightness, Contrast, and Sharpness/Softness are all controlled from the same section of the Format Picture task pane. For presets, you can select from the Corrections button's menu. For precise amounts, you can use the task pane.


STEP BY STEP   **Adjust a Picture's Brightness and Sharpness**

USE the *Exhibits Final Version 2* presentation that is still open from the previous exercise.

1. Go to **slide 6** and click the **picture** to select it. This picture is a bit too bright.
2. Click the **Picture Tools Format** tab.
3. In the Adjust group, click **Corrections**. A palette of corrections appears (see Figure 8-17). Notice that there are **two sections**: Sharpen/Soften and Brightness/Contrast. The center selection in each section is the current setting.

Figure 8-17

Select from the Corrections button's palette
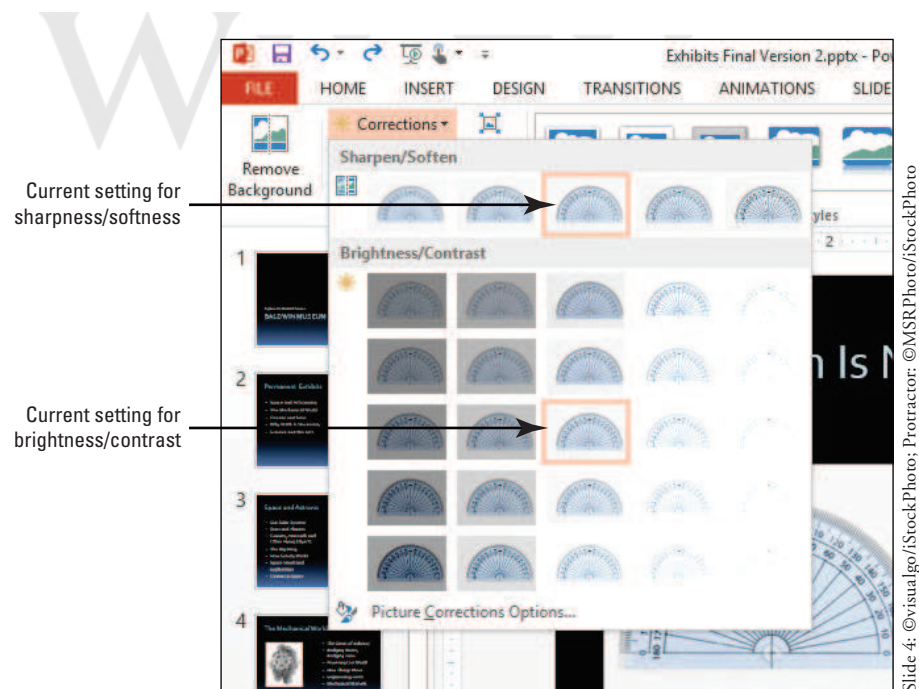
Current setting for sharpness/softness

Current setting for brightness/contrast

Slide 4: ©visualgo/iStockPhoto; Protractor: ©MSRPhoto/iStockPhoto

4. In the Brightness/Contrast section, click the **Brightness −20% Contrast; 0% (Normal)** setting.
5. Click the **Corrections** button again, reopening the menu.
6. In the Sharpen/Soften section, click **Sharpen: 25%**.
7. Click the **Corrections** button again, and click **Picture Corrections Options**. The Format Picture task pane opens.
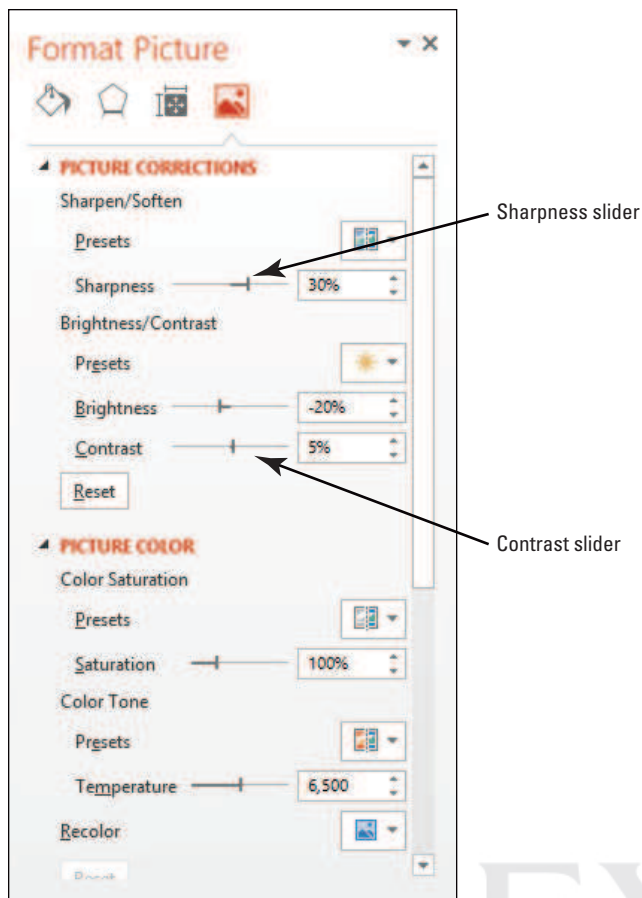8. Drag the **Sharpness slider to 30%** and drag the **Contrast slider to 5%** (see Figure 8-18).

Another Way

You can use the increment arrow buttons to set the values instead of dragging if you find that easier.

Figure 8-18

Correct a picture from the
Format Picture task pane

9. Close the task pane.
10. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Applying Color Adjustments

Color adjustments enable you to correct minor exposure or color problems in an image without having to open it in a third-party photo editing program. You can improve the look of a picture by making subtle adjustments, or apply dramatic adjustments that distort the image for a special effect.

Each of the three sections on the Color button's palette controls a different aspect of the color. Color **Saturation** determines the intensity of the color, ranging from 0% (grayscale, no color) to 400% (extremely vivid color). Color **Tone** refers to the subtle tint of the image's color, ranging from warmer shades (more red) to cooler shades (more blue). **Recolor** enables you to select color wash to place over the image or to set it to grayscale, black and white, or washout. In this exercise, you will make some color corrections on a photo.
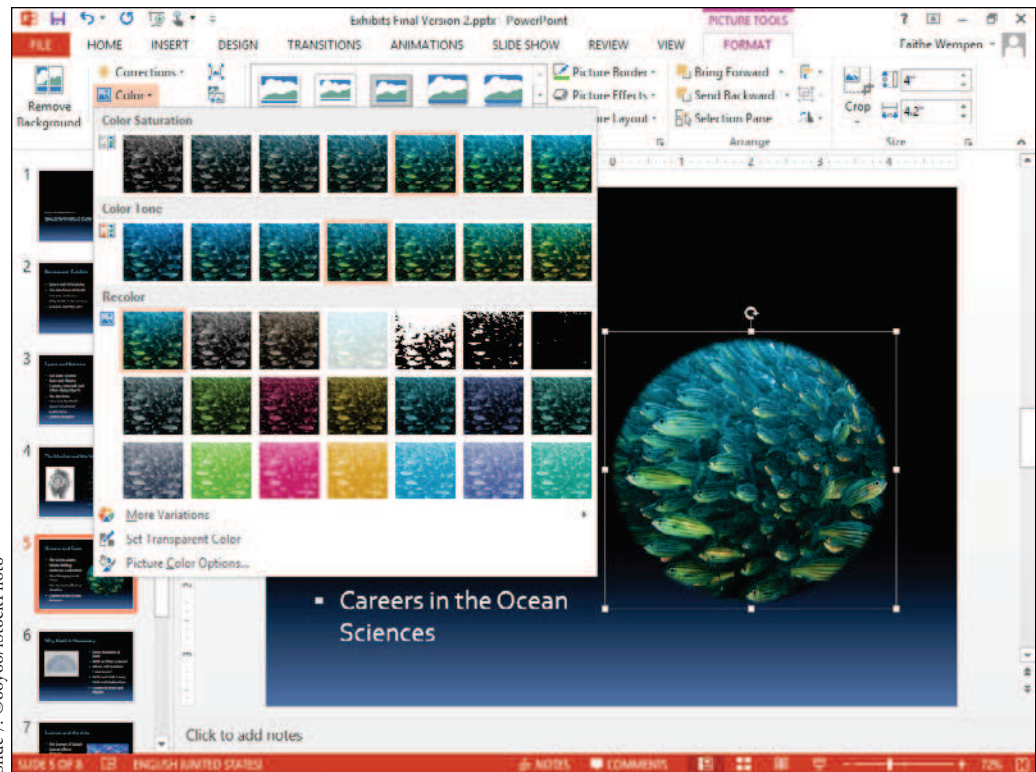
STEP BY STEP   **Apply Color Adjustments**

USE the *Exhibits Final Version 2* presentation that is still open from the previous exercise.

1. Go to **slide 5** and click the **picture** to select it.
2. Click the **Picture Tools Format** tab.
3. In the Adjust group, click **Color**. A palette of color choices appears (see Figure 8-19).

4. In the Color Saturation section, click **Saturation 200%**.

5. Click **Color** again to reopen the palette, point at **More Variations**, and in the Standard Colors group, point to **Light Green** to see a preview applied to the picture. Click **away from the menu** to close the menu without making a selection.

6. Click **Color** again to reopen the palette, and click **Picture Color Options**. The Format Picture task pane opens.

7. In the Picture Color section under Color Tone, set the **Temperature value** to **7,000** by typing 7,000 in the Temperature text box (see Figure 8-20).

8. Close the **task pane**.

9. **SAVE** the presentation.

Figure 8-20

Fine-tune color corrections from the Format Picture task pane
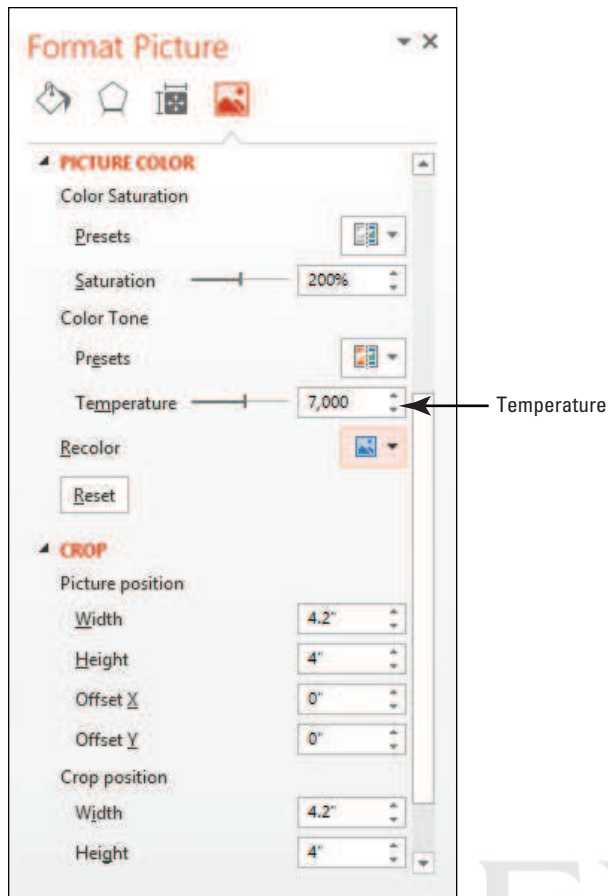
Temperature

PAUSE. LEAVE the presentation open to use in the next exercise.

3.5.3

Adding Effects to an Image

There are two types of effects that you can apply to a picture: picture effects (such as Glow, Shadow, and Bevel), which affect the outer edges of the picture, and artistic effects (such as Chalk Sketch or Line Drawing), which affect the picture itself.

Adding Picture Effects

Picture effects apply to the edges of a picture, and not to the picture itself. For example, you can apply a beveled frame to a picture, or make its edges fuzzy. In the following exercise, you will apply a bevel and a glow effect.

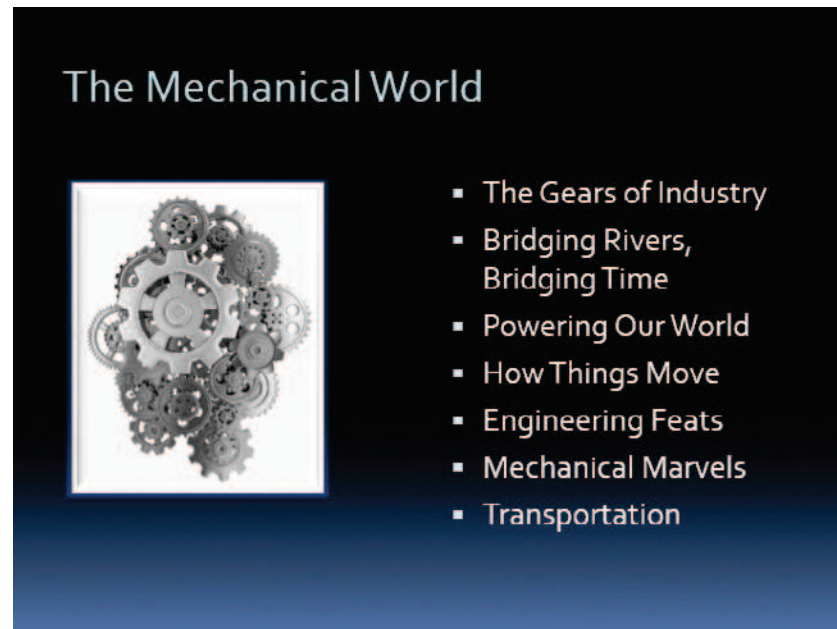**STEP BY STEP**   **Add Picture Effects to an Image**

USE the *Exhibits Final Version 2* presentation that is still open from the previous exercise.

1. Go to **slide 4** and click the **picture** to select it.
2. Click the **Picture Tools Format** tab.
3. Click the **Picture Effects** button in the Picture Styles group, point to **Preset** in the drop-down menu that appears, and click **Preset 2**. A preset formatting effect is applied.
4. Click the **Picture Effects** button, point to **Bevel**, and click **Art Deco**. A different bevel is applied.
5. Click the **Picture Effects** button, point to **Glow**, and click **Periwinkle, 8 point glow, Accent color 5**. An 8-point periwinkle blue glow is placed around the picture.

6. Click **away from the picture** to deselect it so you can see it more clearly. The slide should look like Figure 8-21.

The Mechanical World

- The Gears of Industry
- Bridging Rivers, Bridging Time
- Powering Our World
- How Things Move
- Engineering Feats
- Mechanical Marvels
- Transportation

©visualgo/iStockPhoto

7. SAVE the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Adding Artistic Effects

Artistic effects enable you to transform the picture itself, not just the outer edges. Some of the effects, such as the Paint Strokes effect you apply in this exercise, can even make the picture look less like a photograph and more like a hand-drawn work of art.
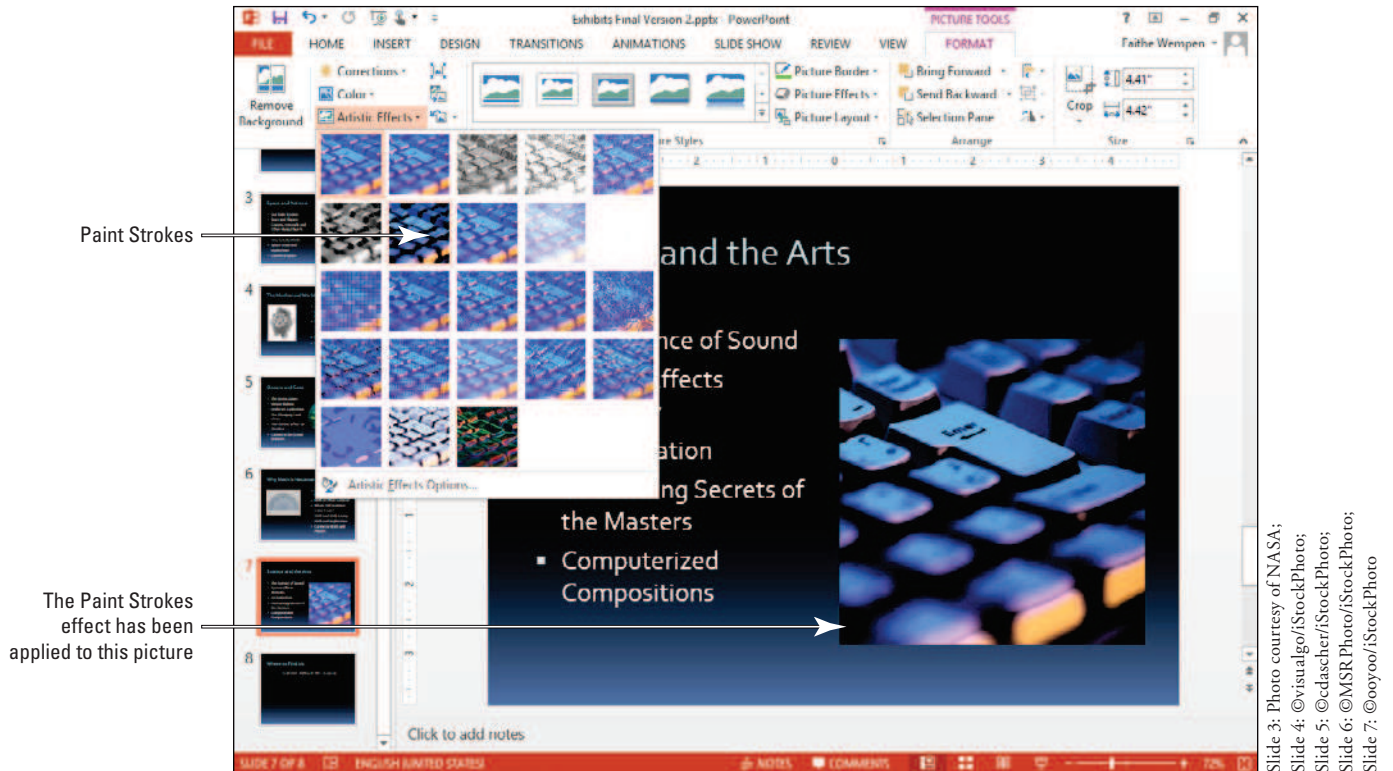
STEP BY STEP   **Add Artistic Effects to an Image**

USE the *Exhibits Final Version 2* presentation that is still open from the previous exercise.

1. Go to **slide 7** and click the **picture** to select it.

2. Click the **Picture Tools Format** tab.

3. Click **Artistic Effects** in the Adjust group to open the Artistic Effects gallery, and point to **several different settings** in the gallery. Observe their **effect** on the image behind the open palette.

4. Click **Paint Strokes**. (It is the second one in the second row.) Your slide should look similar to Figure 8-22.

Apply artistic effects
to an image

Paint Strokes

The Paint Strokes
effect has been
applied to this picture

Slide 3: Photo courtesy of NASA;
Slide 4: ©visualgo/iStockPhoto;
Slide 5: ©cdascher/iStockPhoto;
Slide 6: ©MSRPhoto/iStockPhoto;
Slide 7: ©ooyoo/iStockPhoto

5. SAVE the presentation.

PAUSE. **LEAVE** the presentation open to use in the next exercise.

Removing an Image's Background

Some graphic file formats allow a photo to have a transparent background, but most photos do not use transparency. If you want to make areas of a certain color transparent in the copy of the photo you use in your presentation, you can do so with the Remove Background command. You will learn how to use the Remove Background command in this exercise.

STEP BY STEP   **Remove an Image Background**

USE the *Exhibits Final Version 2* presentation that is still open from the previous exercise.

1. Go to **slide 3** and click the **picture** to select it.

2. On the Picture Tools Format tab, click **Remove Background**. The Background Removal tab appears on the Ribbon, and the picture turns purple except for one planet (see Figure 8-23). The purple areas are the parts that will be removed.

Figure 8-23

Tools for removing
a photo's background
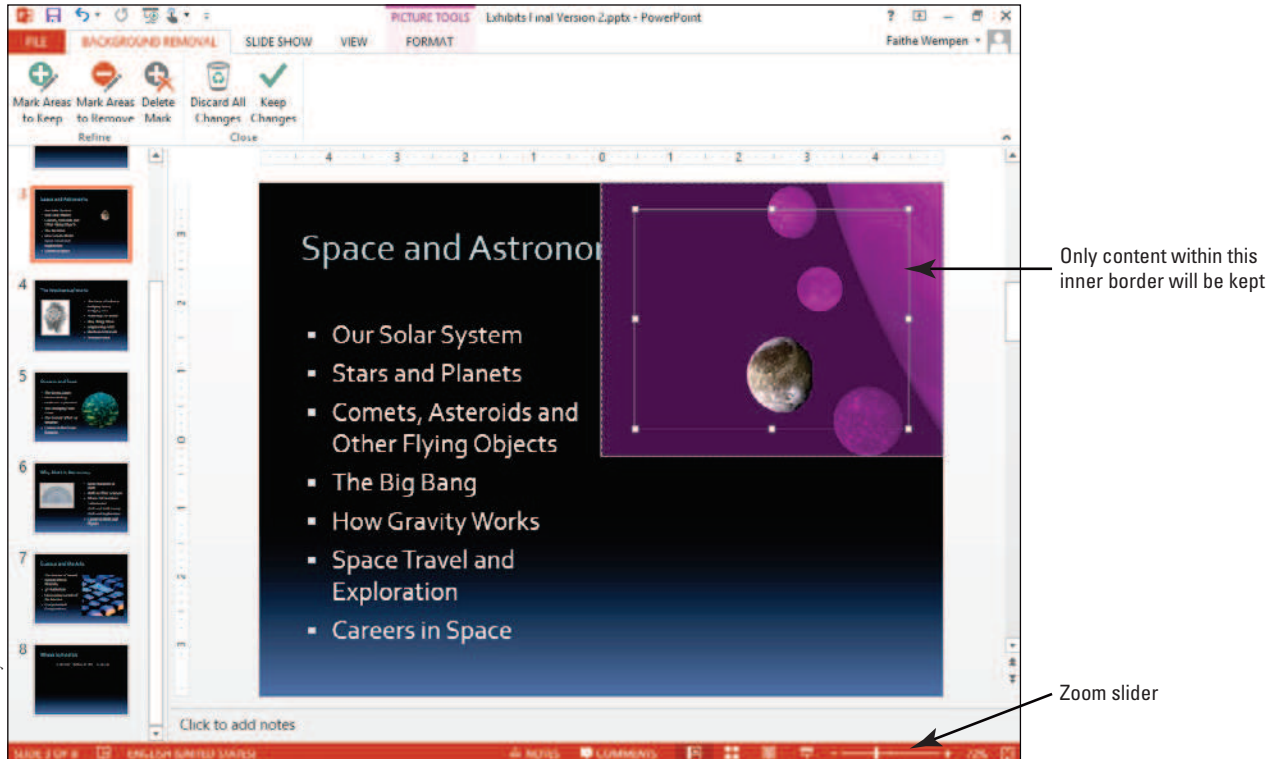
Only content within this
inner border will be kept

Zoom slider

3. Zoom in to **100%** zoom using the Zoom slider in the bottom right corner of the PowerPoint window, and adjust the **display** so you can see the photo clearly.

4. Notice that inside the picture is a rectangular border with selection handles. Only content within this rectangle will be kept. Drag the **corner selection handles** of that rectangle so that the entire picture is inside that area.

5. On the Background Removal tab, click **Mark Areas to Keep**.

6. Click and drag to **draw across one of the planets**. If the entire planet does not turn back to its original color with a single click, continue **clicking different parts** of it until the entire planet appears in its original color. Zoom in **further if needed** to see what you are doing.
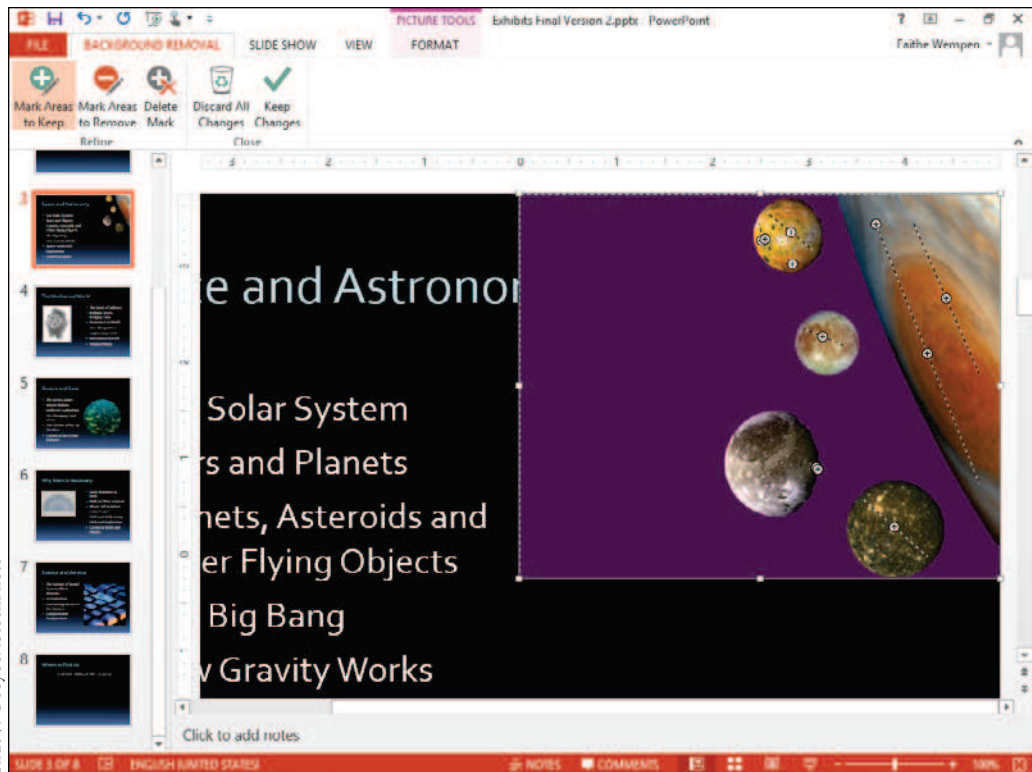
Troubleshooting If you make a mistake and click too much, and the whole background turns black, press Ctrl+Z to undo your last action and try again.

7. Repeat **step 6** until only the background is purple, and all planets appear in their original colors (see Figure 8-24).

Figure 8-24

Adjust the areas to keep

8. Click **Keep Changes** in the Close group of the Background Removal tab to finalize the background removal. Now that the background is removed, the slide title is no longer partly obscured.

9. Click **away from the image** to deselect it.

Figure 8-25

The completed slide with background removed from the photo

10. Click **Fit Slide to Current Window** in the status bar at the bottom of the PowerPoint window to reset the slide's zoom (see Figure 8-25).
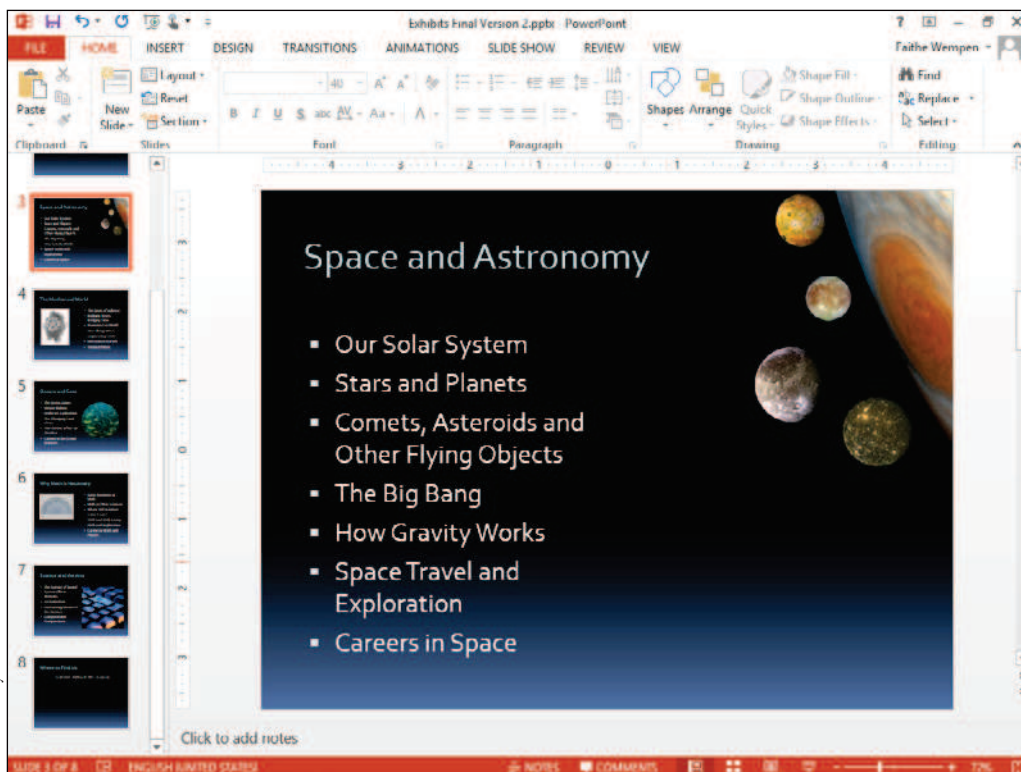
Fit Slide to Current Window button

11. SAVE the presentation.

PAUSE. **LEAVE** the presentation open to use in the next exercise.

The amount of effort required to remove a photo's background accurately depends on the individual photo and on the amount of contrast between the background and the foreground image. You may need to click several times on different parts of the image to mark them to keep. Other photos may be almost perfectly done with the default setting.

It is easy to make a mistake when marking areas for background removal. The Undo command (Ctrl+Z) easily reverses your last action and can be used when a particular marked area does not turn out as you expect. You can also use the Mark Areas to Remove command on the Background Removal tab to mark areas that have erroneously been marked for keeping.

Compressing the Images in a Presentation

When adding pictures to a presentation, you may need to consider the ultimate size of the presentation. Pictures will add considerably to the presentation's file size. This increased file size can make a large presentation difficult to store or work with. Compressing images reduces the file size of a presentation by reducing its resolution (dots per inch). This action can make the presentation easier to store and to email to others, and it speeds up display if you have to work on a slow projector or computer system.

STEP BY STEP   **Compress the Images in a Presentation**

USE the *Exhibits Final Version 2* presentation that is still open from the previous exercise.

1. Click the **File** tab, and make a **note** of the file size under the **Properties** heading. Then press **Esc** to return to the presentation.
2. Click any picture in the presentation to select it, and then click the **Picture Tools Format** tab.
3. Click **Compress Pictures** in the Adjust group. The Compress Pictures dialog box opens.
4. Click the **Email (96 ppi)** option button.
5. Clear the **Apply only to this picture** check box (see Figure 8-26). If you wanted to compress only the selected picture, you would leave this option checked.

Figure 8-26

Compress the pictures in the presentation

Compress Pictures button
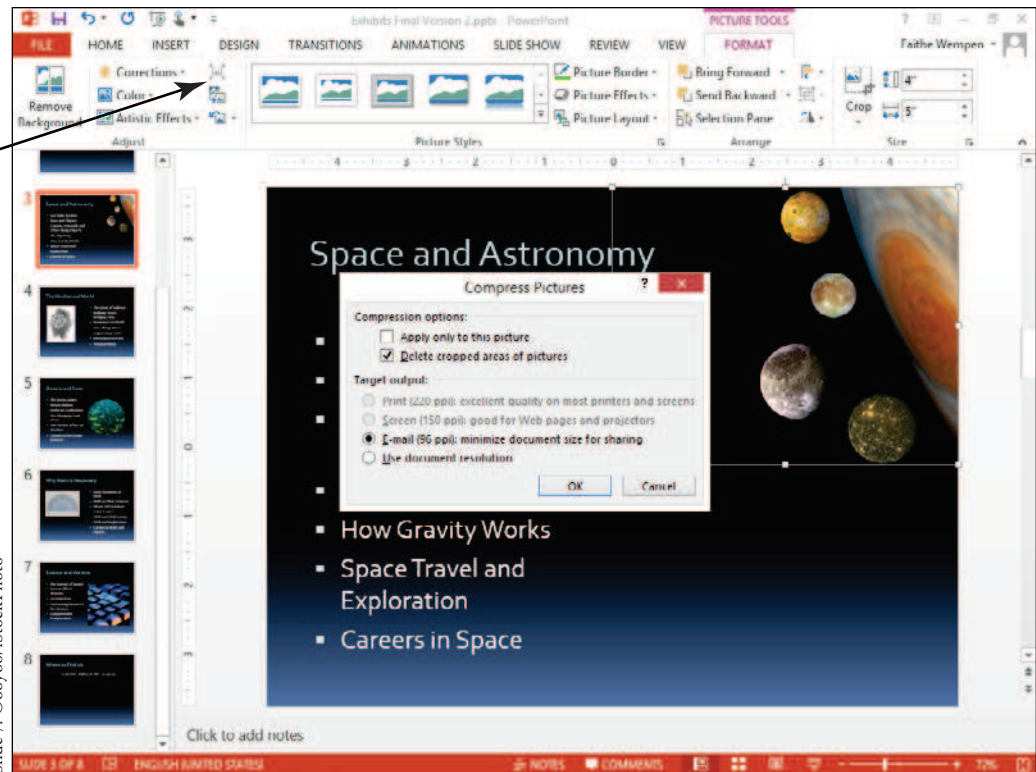
CERTIFICATION READY? 5.3.4

How do you compress images?

Cross Ref

You will learn more about sharing a presentation in Lesson 10.

6. Click **OK**.

7. **SAVE** the presentation. PowerPoint applies the compression settings you selected.

8. Repeat **step 1** to recheck the presentation's file size.

PAUSE. LEAVE the presentation open to use in the next exercise.

The compression utility allows you to choose several options that can reduce file size. You can choose to delete the hidden portions of cropped pictures, for example. You can also choose a target output setting. If you know your slides will be presented on the web or projected on a monitor, you can choose the lowest dpi (dots per inch) setting. Presentations to be shown on a screen do not have to have the same quality as materials that might be printed because the monitor screen itself is limited in the quality it can display. You can compress pictures individually, or apply the same setting to all pictures in the presentation.

ADDING SHAPES TO SLIDES

The Bottom Line

PowerPoint offers drawing tools that enable you to create both basic and complex drawings. Use line tools and shapes to construct the drawing. You can easily add text to shapes to identify them and format the drawing using familiar fill, outline, and effects options.

Drawing Lines

PowerPoint supplies a number of different line tools so you can draw horizontal, vertical, diagonal, or free-form lines.

To draw a line, you select the Line tool, click where you want to begin the line, hold down the mouse button, and drag to make the shape the desired size.

You can use the Shift key to **constrain** some shapes to a specific appearance. For example, you can hold down Shift while drawing a line to constrain it to a vertical, horizontal, or 45-degree diagonal orientation.

Draw Lines

USE the *Exhibits Final Version 2* presentation that is still open from the previous exercise, and save it as *Exhibits Final Version 3*.
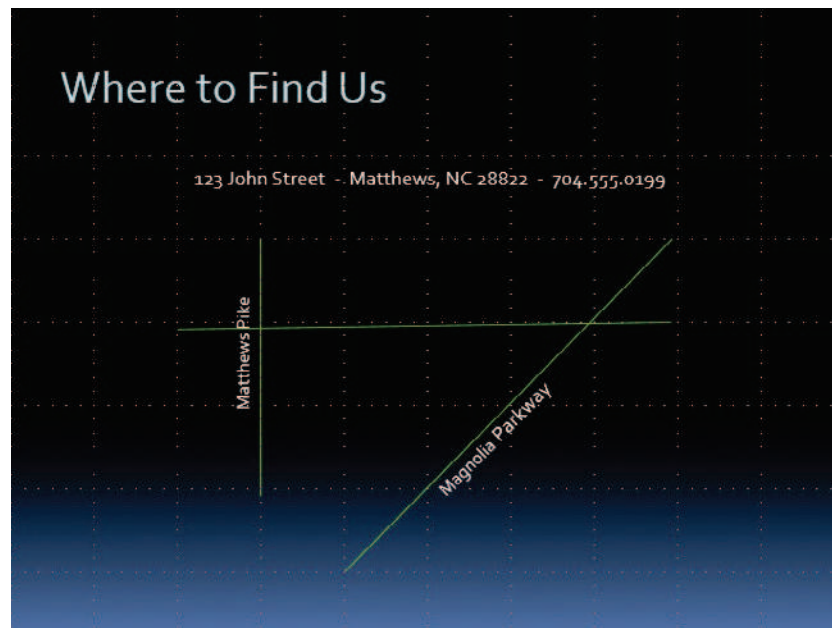
1. Go to **slide 8**. You will create a map on this slide to show potential visitors how to get to the museum. As you work, refer to **Figure 8-27** for position of objects.

Figure 8-27

The streets and street names have been added

2. Click the **View** tab, and then click **Gridlines** to turn gridlines on.
3. Create the **first street** for the map as follows:
    a. Click the **Home** tab, and then click the **Shapes** button to display the gallery of drawing shapes.
    b. Click **Line** in the Lines group. The pointer takes the shape of a crosshair.
    c. Locate the intersection of **vertical and horizontal gridlines** below the letter *n* in *John*, click at the **intersection**, and drag **downward** to create a vertical line three "blocks" long.

Take Note   You can also access the Shapes gallery on the Drawing Tools Format tab.

4. Add the street name as follows:
    a. Click **Text Box** on the Insert tab, click **anywhere** on the slide, and type the text **Matthews Pike**.
    b. Click the **outer border** of the text box to select all content within the text box, and change the font size to **16**.
    c. On the Drawing Tools Format tab, click **Rotate**, and click **Rotate Left 90°**.
    d. Move the **rotated street name** just to the left of the vertical line (see Figure 8-27).
5. Select the **Line** tool again, hold down **Shift**, and draw the **diagonal line** shown in Figure 8-27.

Take Note   Holding down the Shift key constrains the line to be exactly 45 degrees or exactly vertical or horizontal as you drag.

6. Select the **Line** tool again and draw the **horizontal line** shown in Figure 8-27.

7. Add the **street name** for the diagonal street as follows:

   a. Insert a **text box** anywhere on the slide, and type **Magnolia Parkway**.

   b. Change the font size to **16**.

   c. With the text box still selected, click **Arrange**, point to **Rotate**, and click **More Rotation Options**. The Format Shape task pane opens.

   d. Type **−45** in the Rotation box, and then close the **task pane**.

   e. Move the **rotated text box** to the right of the diagonal line (see Figure 8-27).

8. On the View tab, clear the **Gridlines** check box to turn off gridlines again.

9. **SAVE** the presentation.

PAUSE. **LEAVE** the presentation open to use in the next exercise.

Selected shapes have selection handles (also called sizing handles) that you can use to adjust the size of the object. Some complex shapes have yellow diamond adjustment handles that allow you to modify the shape. Drag a selected shape anywhere on a slide to reposition it.

Lines and other shapes take their color from the current theme. You can change the color, as well as change outline and other effects, at any time while creating a drawing.

Drawing and Resizing Shapes

CERTIFICATION READY? 2.2.3

How do you resize a shape?

CERTIFICATION READY? 2.2.4

How do you insert a shape?

PowerPoint's many shape tools allow you to create multisided, elliptical, and even freeform shapes. The Shapes gallery contains well over 100 different shapes. Just select a shape and then drag on the slide to draw it there, or click on the slide to create a shape with a default size and orientation.

When creating shapes, you can simply "eyeball" the size, use the rulers or gridlines to help you size, or use the Height and Width settings in the Size group on the Drawing Tools Format tab to scale the objects. Setting precise measurements can help you maintain the same proportions when creating objects of different shapes, for example, when creating circles and triangles that have to be the same height and width. You can also constrain a shape while drawing it by holding down the Shift key to maintain its aspect ratio. In the following exercise, you will draw some basic shapes.

STEP BY STEP   **Draw and Resize Shapes**

USE the *Exhibits Final Version 3* presentation that is still open from the previous exercise. As you work, refer to Figure 8-28 to help you position and size objects.

1. On the Home tab, click **Shapes**, and then click the **Rectangle** tool. Hold down the **mouse button**, and drag to **create the taller rectangle** above the horizontal line (see Figure 8-28).

Figure 8-28

Basic shapes have been added to the map

2. With the shape still selected, click the **Drawing Tools Format** tab. Note the **measurements** in the Size group. If necessary, adjust the size so the shape is **1 inch high** by **0.9 inches wide**.

3. Select the **Rectangle** tool again and use it to create the wider rectangle shown in Figure 8-28. This shape should be 0.7 inch high by 1.2 inches wide.

4. Select the **Oval** tool, hold down **Shift**, and draw the **circle** shown in Figure 8-28. This shape should be 1 inch high and wide.

5. Click the **Rectangle** tool and create a rectangle **0.7 inches high** by **1 inch wide** near the lower end of the diagonal street.

6. Click the **shape's rotation handle** and drag to the **right to rotate the shape** so its bottom side is parallel to the diagonal road (see in Figure 8-28).

7. Click the **Freeform** tool in the Lines section in the Shapes gallery. Near the bottom of the slide (so you can easily see the line you are drawing), draw an **irregular oval shape** to represent a lake. The shape should be about 1.4 inches high and 1.5 inches wide.

⚠ **Troubleshooting**   When using the Freeform tool, if you return to the exact point at which you started drawing, PowerPoint will automatically close and fill the shape with color. If your shape does not fill, double-click to end it, click Undo, and start again.

8. Drag the **lake shape** to the right of the diagonal line (see Figure 8-28).

9. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

You can save yourself some time when drawing similar or identical shapes by copying shapes. Copy a selected shape, use Paste to paste a copy on the slide, then move or modify the copy as necessary. You can also select a shape, hold down the Ctrl key, and drag a copy of the shape to a new location.

If you are creating a drawing in which you want to show connections between objects, you can use connectors from the Lines group of the Shapes gallery. Connectors automatically snap to points on shape sides, so you can easily draw an arrow, for instance, from one shape to another. As you reposition objects, the connectors remain attached and adjust as necessary to maintain the links between shapes.

Adding Text to Shapes

You can often improve a drawing by labeling the shapes to state what they represent. In Power-Point, you can add text by simply clicking and typing the text. When you add text to a shape, the

shape takes the function of a text box. PowerPoint automatically wraps text in the shape as in a text box; if the shape is not large enough to display the text, words will break up or the text will extend above and below the shape. You can solve this problem by resizing the shape or changing the text's size. You can use any text formatting options you like when adding text to shapes, just as when inserting text into a placeholder or text box. To select text in a shape to edit it, drag over it with the I-beam pointer. In the following exercise, you will add some text to shapes.

STEP BY STEP   **Add Text to Shapes**

USE the *Exhibits Final Version 3* presentation that is still open from the previous exercise.

1. While still on **slide 8**, click in the **taller rectangle** above the horizontal street, and then type **West Bank Center**.
2. Click in the **wide rectangle shape**, and then type **Baldwin Museum**.
3. Click in the **circle shape**, and then type **Miller Arena**.
4. Click in the **rotated rectangle**, and then type **Holmes College**. Note that the **text is rotated** as well.
5. Click in the **freeform lake object**, and then type **Magnolia Lake**.
6. Adjust the **widths** of any of the shapes as needed so that the text fits in them.
7. Drag over the **Baldwin Museum** text to select it, and then click the **Bold** button to boldface the text. Your map should look similar to Figure 8-29.

Figure 8-29

The map with text added to the shapes
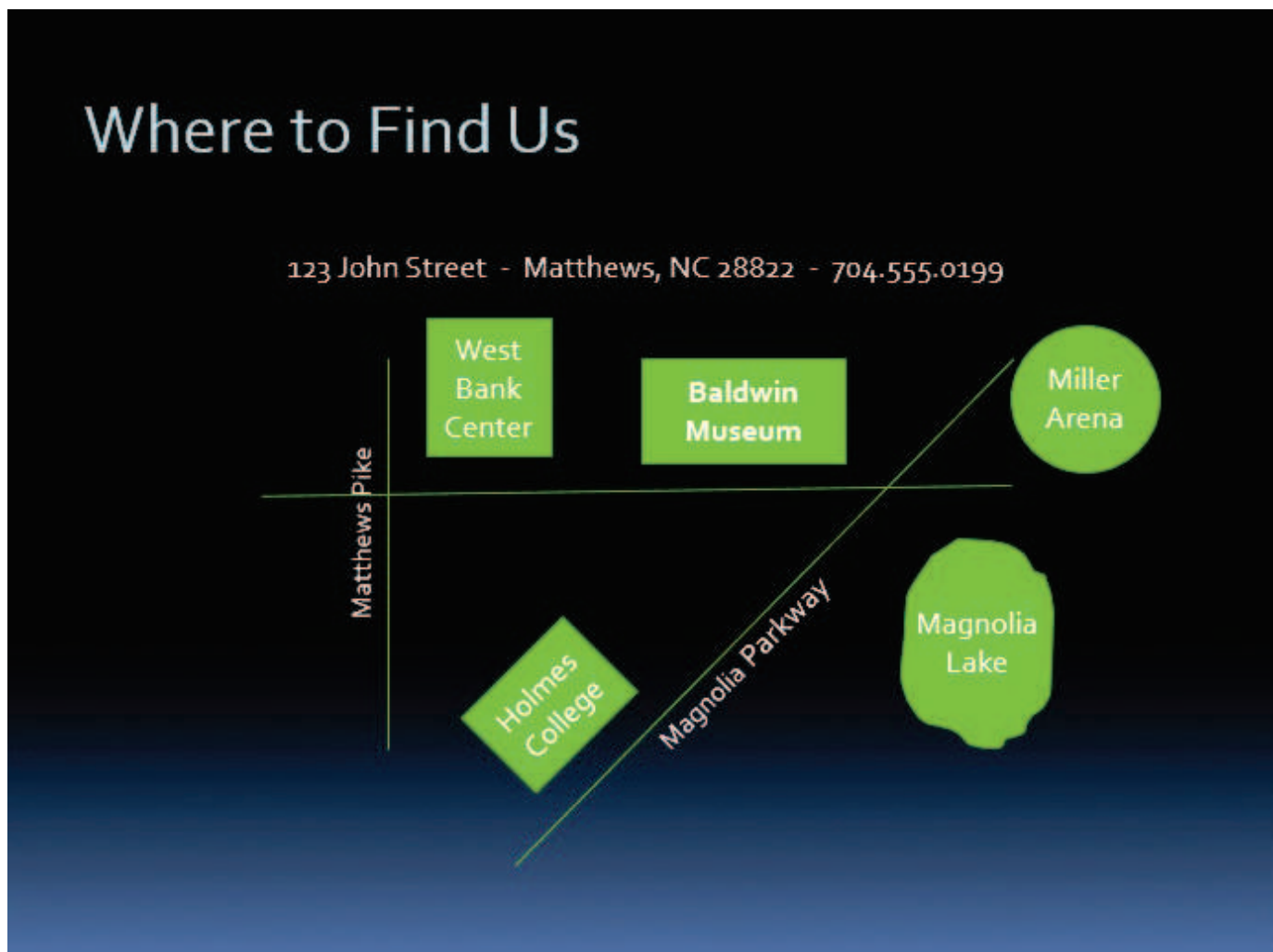
8. SAVE the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Take Note   To adjust the way text appears in a shape, right-click the shape, click Format Shape, click Text Options, click the Textbox icon, and access the Text Box settings in the Format Shape task pane. For example, you can align the text vertically and horizontally within the shape.

CERTIFICATION READY?   **2.2.2**

How do you apply borders to shapes?

CERTIFICATION READY?   **2.2.6**

How do you apply styles to shapes?

Formatting Shapes

You can apply many of the same formatting effects to drawn lines and shapes that you apply to other objects in PowerPoint. For example, you can change the fill color or texture, add borders, and use effects such as shadows and bevels. You can also apply Shape Styles to save time by formatting a shape using a preset. In the following exercise, you will format shapes by changing their borders, fills, and effects and by applying Shape Styles.

STEP BY STEP   **Format Shapes**

USE the *Exhibits Final Version 3* presentation that is still open from the previous exercise.

1. On the drawing on slide 8, format the *Matthews Pike* line and label as follows:

   a. Click the **vertical line** that represents Matthews Pike.

   b. On the Drawing Tools Format tab, click the **Shape Outline** button, and then click the **Gold, Accent 3 theme color**.

Take Note   You can use the Shape Outline button in the Drawing group on the Home tab or in the Shape Styles group on the Drawing Tools Format tab.

   c. Click the **Shape Outline** button again, point to **Weight**, and click **6 pt**.

   d. Click the **outside border** of the Matthews Pike text box to select all content in the text box, and on the Home tab, click **Font Color**, and click **Black, Background 1**.

   e. With the text box still selected, click the **Shape Fill** button, and then click **White, Text 1**.

   f. Drag the **text box** to the left slightly if needed so that it does not overlap the vertical line.

2. Click the **horizontal line** and repeat **steps 1a-1c** to format the line with the **White, Text 1, Darker 35% theme color** and **6 pt**. **weight**. (Do not worry if the street overlaps over the *Matthews Pike* text box. You will learn to fix this problem in a later exercise.)

3. Click the **diagonal Magnolia Parkway line**, click the **Shape Outline** button, point to **Weight**, and click **6 pt**.

4. Format the **Magnolia Parkway** text box following **steps 1d** and **1e** to change text to black and the fill to white.

5. Format the **other shapes** as follows:

   a. Click the **West Bank Center shape** above the horizontal street, hold down **Shift**, and click **each additional filled shape** until all are selected. (Do *not* click any of the lines or the street name text boxes.)

   b. Click **Shape Outline**, and then click **No Outline**. You have removed outlines from the selected shapes.

   c. Click the **More** button in the Shape Styles group, and click the **Intense Effect - Black, Dark 1 effect** (the first style in the last row).

   d. Click **away from the shapes** to deselect them all, and then click the **Baldwin Museum shape** to select it.

   e. On the Drawing Tools Format tab, click **Shape Fill**, and click **Pink, Accent 2, Darker 25%**.

   f. Click **Shape Effects**, point to **Preset**, and click **Preset 1**.

6. Apply a **texture** to the Magnolia Lake shape by doing the following:

    a. Click the **Magnolia Lake shape**.

    b. On the Drawing Tools Format tab, click **Shape Fill**, point to **Texture**, and click the **Water Droplets** texture.

    c. Click the **Text Fill** button's arrow to open its palette and click **Black, Background 1**.

7. Click away from the **Magnolia Lake shape** to deselect it. Your map should look similar to Figure 8-30.

Figure 8-30

The map has been formatted
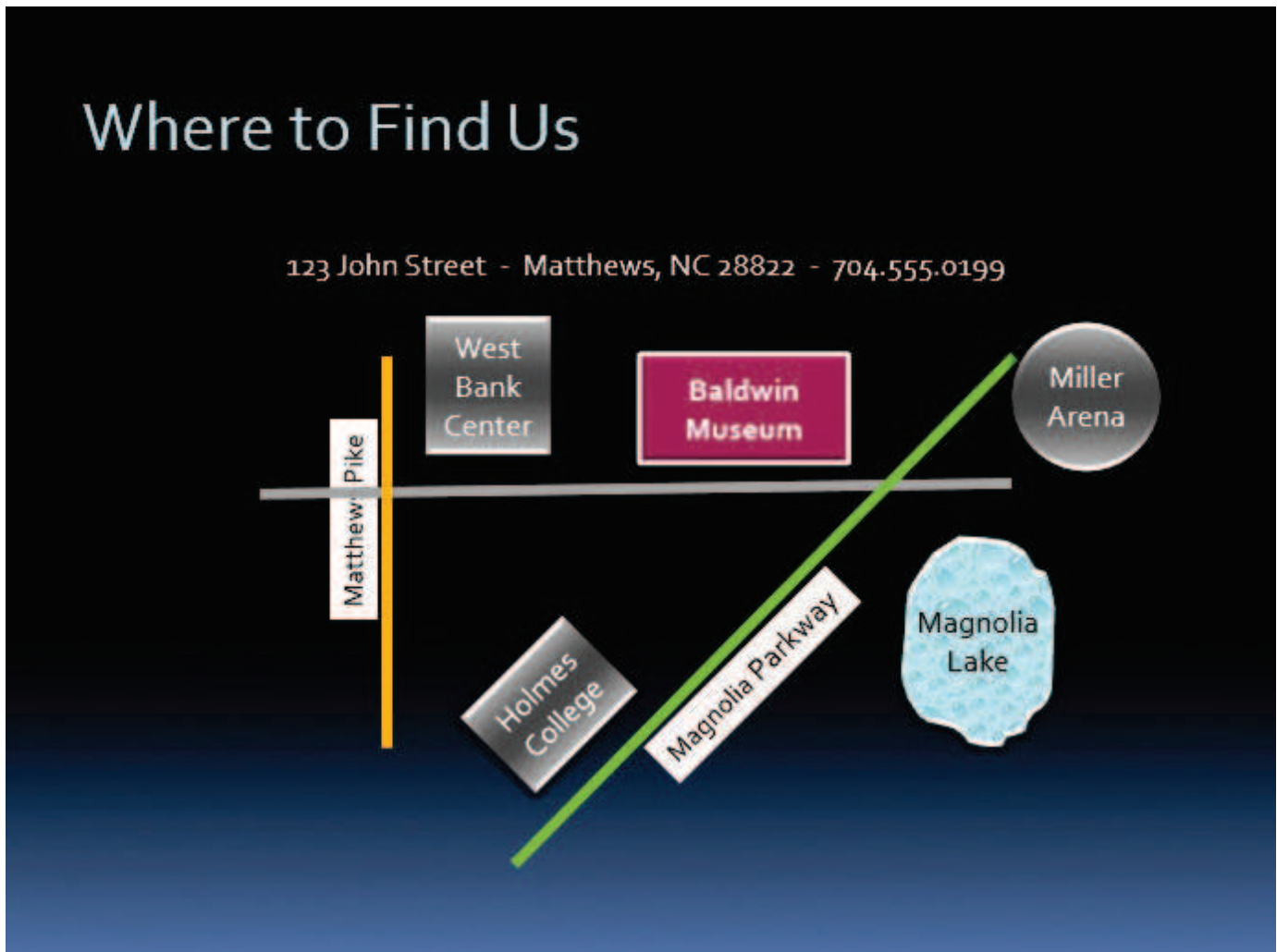
8. SAVE the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

By now, you should be familiar with applying fills, outlines, and effects. You can format shapes using these options just as you formatted table cells, chart data markers, and SmartArt shapes in previous lessons.

Note that you can access fill, outline, and effect options from either the Home tab or the Drawing Tools Format tab. PowerPoint makes these options available on both tabs to minimize the amount of switching you have to do if you are also formatting text.

Save time when applying the same kinds of formats to a number of objects by selecting all the objects that need the same formatting. You can then apply the format only once to modify all the

selected objects. To select several objects, you use the Shift-click method: click the first object you want to select, hold down the Shift key, and then click additional objects. If you select an object for your group by mistake, click it again to exclude it from the selection group.

Creating a Custom Shape

One of the most welcome new features in Office 2013 is the ability to combine multiple drawn lines and shapes together into more complex shapes. This feature makes the drawing tools in Office applications much more useful and flexible. You can overlap two or more shapes and then issue a command that combines them. There are several different commands for creating custom shapes, each of which produces a different combination effect. In this exercise you will combine several shapes to create a custom shape for use in a logo.

STEP BY STEP   **Create a Custom Shape**

USE the *Exhibits Final Version 3* presentation that is still open from the previous exercise.

1. Go to **slide 1**, and on the **Insert** tab, click **Shapes**, and then click the **8-Point Star** in the Stars and Banners section of the shape list.
2. Hold down the **Shift** key and drag on the **slide**, above the text, to **draw a star** that is approximately **2"** in both height and width.
3. On the **Insert** tab, click **Shapes**, and then click the **crescent moon shape**. Drag to draw it over the **8-point star** (see Figure 8-31).
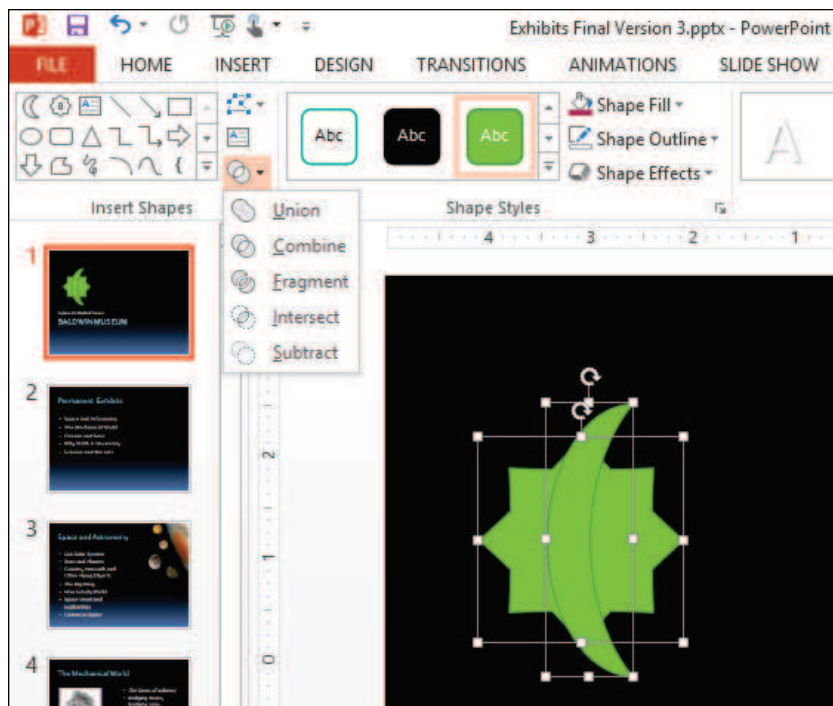
Figure 8-31

Draw the crescent moon over the 8-point star

4. Click the **8-point star**, hold down **Shift**, and click the **crescent moon shape**. Both are selected.
5. On the Drawing Tools Format tab, click the **Merge Shapes button**. A menu opens (see Figure 8-32).

Figure 8-32
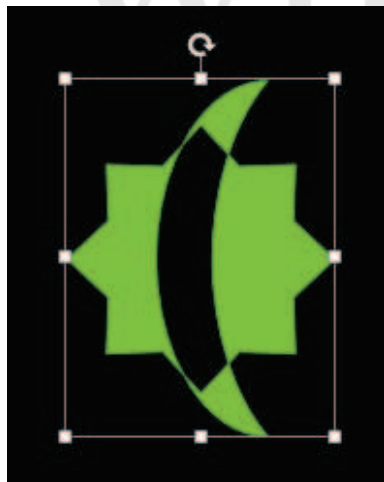
Open the Merge Shapes menu

6. **Point** to each of the menu options to see that effect previewed on the shape.
7. Click **Combine**. The two shapes are combined such that the area where they overlapped is removed (see Figure 8-33).

Figure 8-33

The shapes have been combined using the Combine command

8. Select the **shape**, and on the Drawing Tools Format tab, click **Shape Fill** and click **Light Blue, Text 2, Darker 90%**.
9. Click **Shape Outline** and click **No Outline**.
10. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

As you saw in step 6, there are many options for merging shapes. These options are summarized in Table 8-1.

Operation	Description	Example
Union	Combines the areas of both shapes, and takes on the formatting of the top shape	
Combine	Includes areas where one of the two shapes appear, but excludes areas where both shapes overlap	
Fragment	Combines the areas of both shapes, but breaks the shapes into multiple pieces where overlap begins and ends	
Intersect	Includes only the areas where the top shape overlaps the bottom shape	
Subtract	Includes only the areas where the top shape did not overlap the bottom shape	

ORDERING AND GROUPING SHAPES

The Bottom Line

It is not uncommon to have to adjust the layout of objects you have added to slides. You may find that objects need to be reordered so they do not obscure other objects, or need to be aligned on the slide to present a neater appearance. You can also group objects together to make it easy to move or resize them all at once.

Setting Object Order

CERTIFICATION READY?   2.3.3

How do you align and group shapes?

Objects stack up on a slide in the **order** in which you created them, from bottom to top. If you insert a slide title on a slide, it will be the object at the bottom of the stack. The last item you create or add to the slide will be at the top of the stack. You can envision each object as an invisible layer in the stack. You can adjust the order in which objects stack on the slide by using Arrange commands or the Selection pane.

Some objects can obscure other objects because of the order in which you add them to the slide. You use the Order options to reposition objects in the stack:

- **Bring to Front:** the selected object to the front or top of the stack, on top of all other objects.
- **Bring Forward:** an object one layer toward the front or top of the stack. Use this option if you need to position an object above some objects but below others.
- **Send to Back:** an object all the way to the back or bottom of the stack, below all other objects.
- **Send Backward:** an object one layer toward the back or bottom of the stack.

In this exercise, you will arrange some objects by changing their stacking order.

**STEP BY STEP**   **Set Object Order**

USE the *Exhibits Final Version 3* presentation that is still open from the previous exercise.

1. Go to **slide 1**, and draw a **new rectangle** that covers the logo.
    a. On the Home tab, click **Shapes**, and click **Rectangle**.
    b. Drag to **draw a square** over the existing logo. Hold down **Shift** to constrain the rectangle to make it a square.
    c. On the Drawing Tools Format tab, adjust the **Height** and **Width** of the rectangle so that its height and width are equal and just large enough to cover the logo.
    d. Click **Shape Fill**, and click **Gold**, **Accent 3**.
    e. Click **Shape Effects**, point to **Bevel**, and click **Circle**.

2. On the Drawing Tools Format tab, click **Send Backward** (see Figure 8-34). The rectangle moves behind the star/moon shapes. Do not worry if they are not neatly aligned with one another; you will learn how to align them later in this lesson.

Figure 8-34

Move the rectangle behind the logo graphic

Click Send Backward
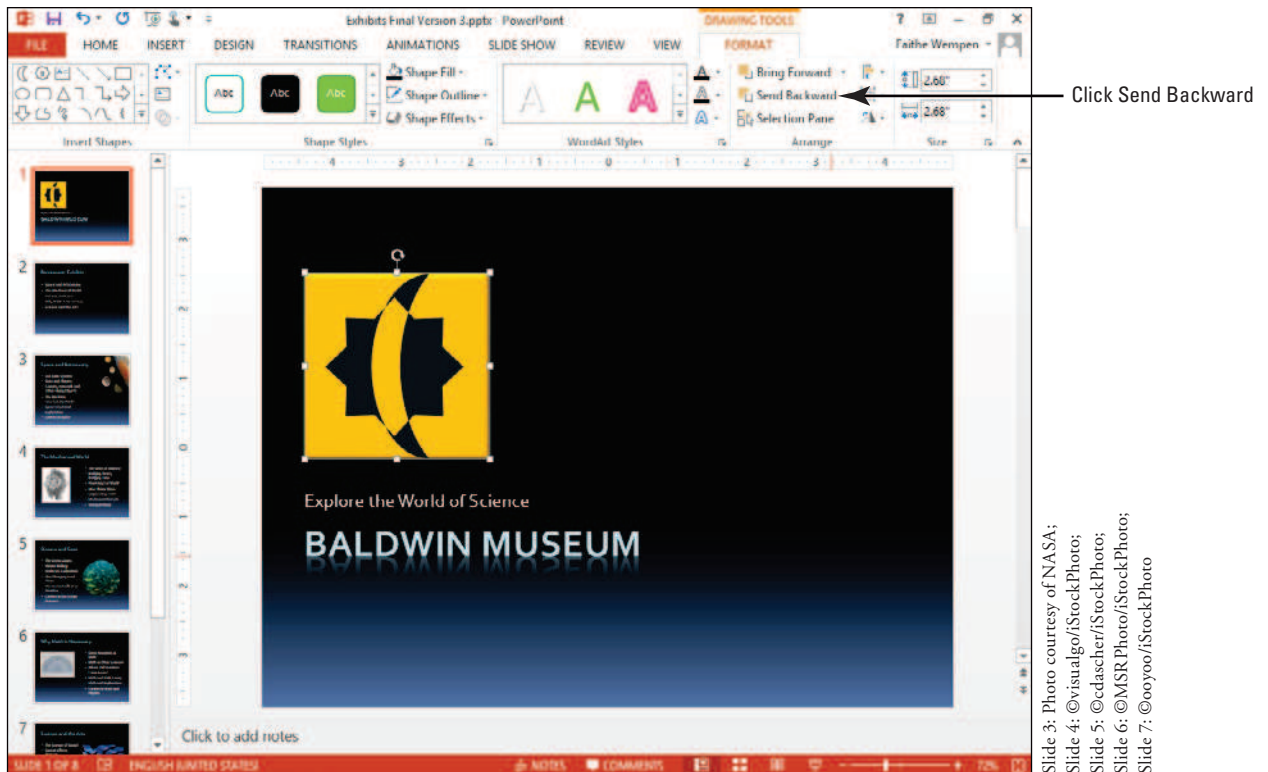
3. Go to **slide 8**. On the Home tab, click the **Arrange** button, and then click **Selection Pane**. The Selection task pane opens (see Figure 8-35), showing the current slide content in the order in which it was created, from bottom to top. This order is determined by the order in which the objects were added to the slide.

Figure 8-35

The Selection pane shows the current slide content

Selection pane
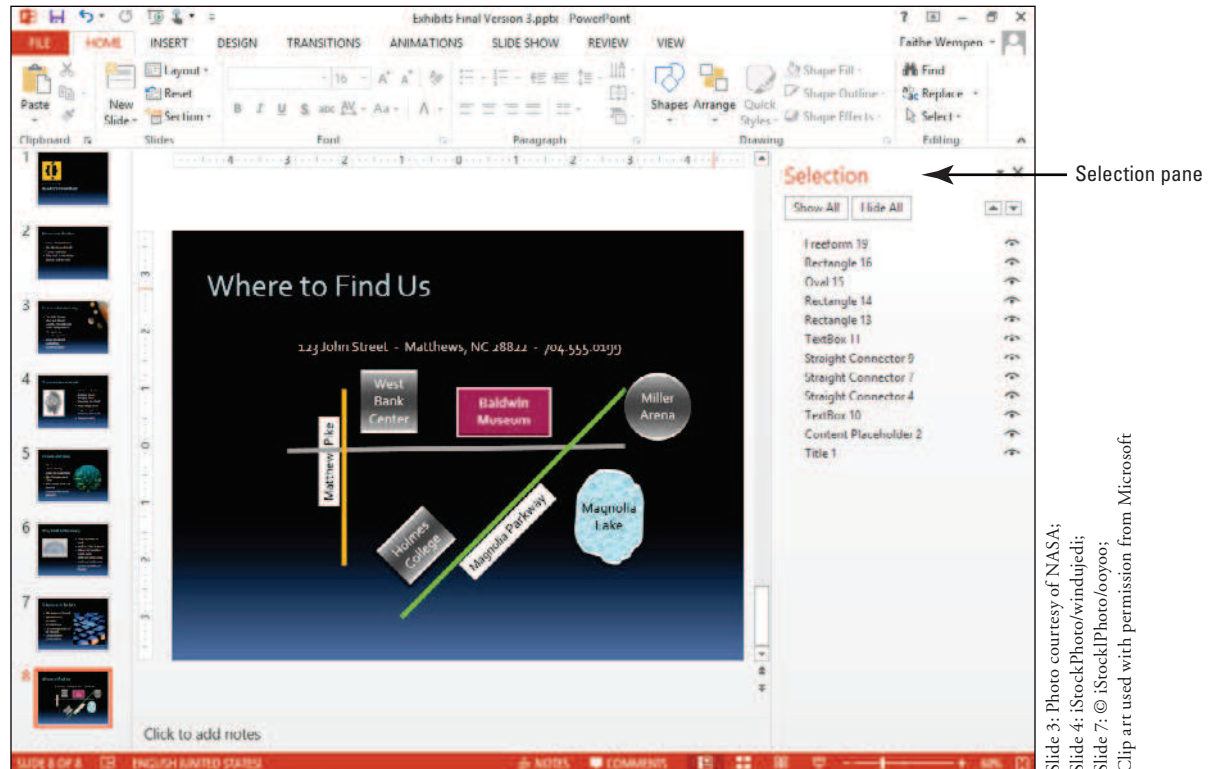
Slide 3: Photo courtesy of NASA;
Slide 4: iStockPhoto/windujedi;
Slide 7: © iStockLPhoto/ooyoo;
Clip art used with permission from Microsoft

Take Note The Arrange tools are available on both the Home tab and the Picture Tools Format tab.

Troubleshooting Do not be concerned if the list in your Selection pane does not exactly match the one shown in Figure 8-35. The order and numbering of objects in the pane can be affected by many actions.

4. Click the gold **Matthews Pike street line** in the map to see how it is identified in the Selection pane—it will have a name such as *Straight Connector 7* (or some other number). Then click the **horizontal street line** to see its name.

5. Click the **Matthews Pike street line** again to select it. If that line is not already on top of the horizontal street line, click the **Bring Forward arrow** (the up arrow button) in the Selection task pane until it is.

Another Way You can also use the Bring Forward button on the Drawing Tools Format tab in step 6.

6. Click the **Matthews Pike text box** and click the **Bring Forward arrow** until the text box is on top of the horizontal gray line in the map if was not already so.

7. Click the **Magnolia Parkway street line** and click the **Bring Forward arrow** until the diagonal street is above the horizontal street in the map if it is not already so. Then close the **task pane**.

8. You have one more shape to add to the map: an arrow that labels the horizontal street as John Street and indicates that the street is one way. Click **Shapes** on the Home tab, click **Right Arrow** in the Block Arrows group, and draw a block arrow (see Figure 8-36). The arrow should be about 0.7 inches high and 5 inches wide.
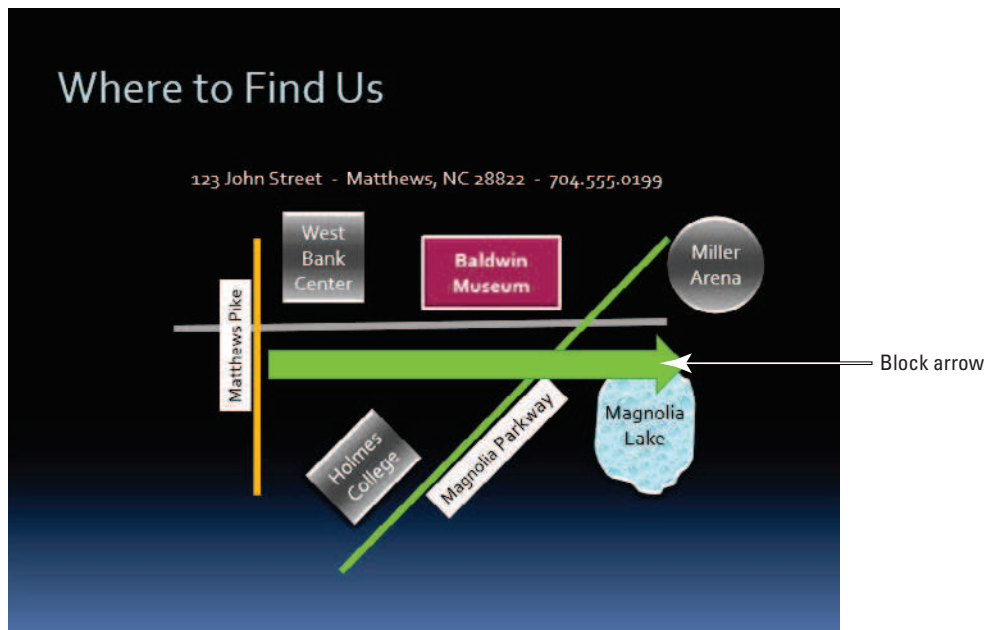
Block arrow

9. In the arrow, key **John Street - ONE WAY**.

10. On the Home tab, click **Align Left** to make the text align on the left side of the arrow.

11. Using the Shape Fill button, apply the **Green, Accent 1, Darker 50%** color to the arrow.

12. **Right-click** a blank area of the block arrow (to the right of the words *ONE WAY*, for example), point to **Send to Back**, and click **Send to Back**. The arrow moves behind all lines and shapes.

13. Click the **Bring Forward** button on the Drawing Tools Format tab until the arrow is in front of the diagonal line representing Magnolia Parkway but the behind Magnolia Lake shape. Figure 8-37 shows the completed map.
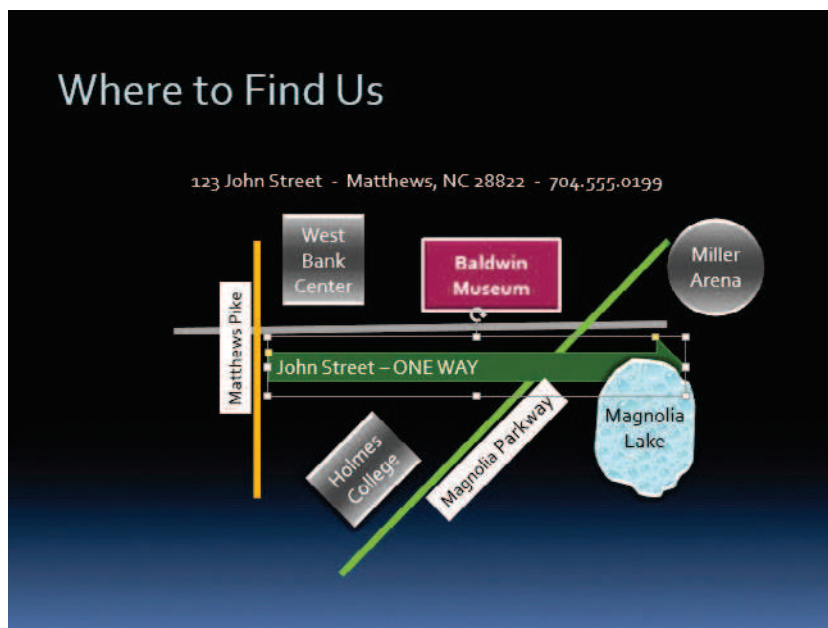
14. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

You can clearly see the stacking order of objects on a slide using the Selection pane. This pane is similar to the Layers palette in a program such as Illustrator or Photoshop. It allows you to easily move objects up or down in the stacking order. You can click the visibility "eye" to hide objects that might be in your way as you work on another object—a handy feature when creating a complex drawing.

If you do not want to use the Selection pane, you can use options on the Home tab's Arrange button menu to reorder objects, or you can use buttons on the Drawing Tools Format tab in the Arrange group. You can also access these options readily by right-clicking an object and selecting the appropriate command from the shortcut menu.

Take Note   Arrange options also display on other Format tabs, such as the Picture Tools Format and SmartArt Tools Format tabs.

Aligning Objects with Each Other

Your drawings will present a more pleasing appearance if similar items are aligned with each other or to the slide. Use PowerPoint's alignment options to position objects neatly.

PowerPoint's alignment options allow you to line up objects on a slide both horizontally and vertically:

• Use **Align Left**, **Align Center**, or **Align Right** to align objects horizontally so that their left edges, vertical centers, or right edges are lined up with each other.
• Use **Align Top**, **Align Middle**, or **Align Bottom** to align objects vertically so that their top edges, horizontal centers, or bottom edges are lined up with each other.

You can also use distribute options to space objects evenly, either vertically or horizontally. This feature can be a great time-saver when you have a number of objects that you want to spread out evenly across a slide.

PowerPoint allows you to align (or distribute) objects either to each other or to the slide. If you select Align Selected Objects on the Align menu, PowerPoint will adjust only the selected objects. If you select Align to Slide, PowerPoint will rearrange objects using the entire slide area.

STEP BY STEP   **Align Objects with Each Other**

USE the *Exhibits Final Version 3* presentation that is still open from the previous exercise.

1. On slide 8, click the **West Bank Center shape**, hold down **Shift**, and click the **Baldwin Museum shape** and the **Miller Arena shape**. These landmarks are all different distances from the **John Street horizontal line** but can be aligned for a neater appearance.
2. Click the **Drawing Tools Format** tab if necessary, and in the Arrange group, click **Align Objects**, and click **Align Bottom** (see Figure 8-38). The shapes are now aligned at the bottom so they are the same distance from the horizontal line.
3. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Figure 8-38

Align the selected shapes at their bottoms
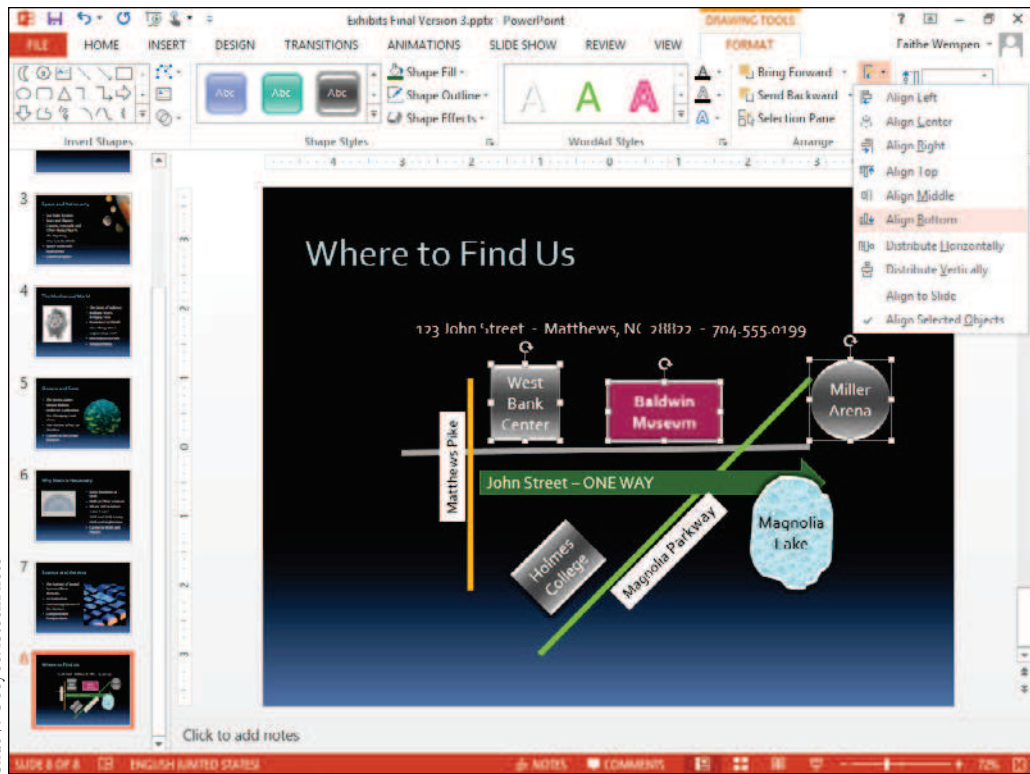
Grouping Objects

When a drawing consists of a number of objects, it can be tedious to move each one if you need to reposition the drawing. Grouping objects allows you to work with a number of objects as one unit. In the following exercise, you will group objects into a single unit.

STEP BY STEP   **Group Objects**

USE the *Exhibits Final Version 3* presentation that is still open from the previous exercise.

1. While still on slide 8, click **above and to the left of the map** (but below the line of text), and then hold down the **left mouse button** and drag downward and to the right until you have included the entire map in the selected area. This action is called **lassoing** the shapes.

2. Release the **mouse button**. All the shapes within the selection lasso are selected.

3. Click the **Drawing Tools Format** tab. Click the **Group Objects** button, and then click **Group** (see Figure 8-39). All objects are surrounded by a single selection border.

Figure 8-39

Use the Group command to group the selected shapes
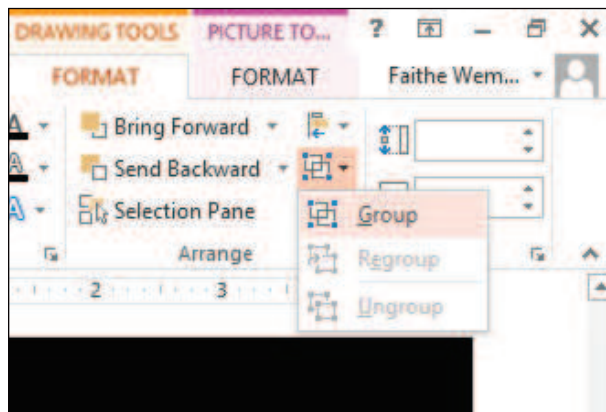
4. **SAVE** the presentation and **CLOSE** the file.

PAUSE. LEAVE PowerPoint open to use in the next exercise.

If a drawing contains a number of objects, it makes sense to group the objects when you are finished with the drawing. You can more easily reposition a grouped object, and you can also apply formatting changes to all objects in a group much more quickly than by applying formats to each individual object. To select a group, click any object in the group.

If you find that you need to work further with one object in a group, you can simply click it to activate it. It remains part of the group while you modify it. Most modifications are possible without ungrouping. (Exception: You cannot move the object separately from its group.) If you need to remove objects or make sweeping changes to a group, you can use the Ungroup option to release the group into its component parts. PowerPoint remembers the objects that are in the group so you can use Regroup if desired to restore the group.

If you are creating a very complex drawing, you can group portions of the drawing, and then group those groups. This makes it easy to reuse portions of a drawing—simply ungroup the entire drawing, copy the group you need elsewhere, and regroup the whole.

Take Note　It is easy to miss an object when selecting parts of a complex drawing to create a group. To check that you have all objects selected, move the group. You will easily see if one or more objects do not move with the group. Undo the move, click the group, click any other objects that need to belong to the group, and issue the Group command again.

CREATING A PHOTO ALBUM PRESENTATION

The Bottom Line　PowerPoint can create a special type of presentation for situations where the primary purpose is to display photos. Photo album presentations are easy to create and modify using a dialog box interface.

Creating a Photo Album Presentation

A photo album presentation is useful when you want to showcase multiple photographs. This special presentation type enables you to set up consistent formatting that will apply to every photo in the presentation automatically. You can also specify captions for the pictures and display them in color or black and white. In the following exercise, you will create a photo album presentation.

STEP BY STEP　**Create a Photo Album Presentation**

GET READY. Before you begin these steps, start PowerPoint. You do not have to start a new presentation, because you will create one as part of the exercise.

1. On the Insert tab, click **Photo Album**. The Photo Album dialog box opens.

Take Note　Even though you are using the Insert tab, you are not actually inserting the photo album into the existing presentation; instead, you are creating a brand-new presentation file.

2. Click the **File/Disk** button. The Insert New Pictures dialog box opens.

3. Navigate to the **location** where the data files for this lesson are stored, and click *Astronomy.jpg*.

4. Hold down the **Ctrl** key and click the following files: *Biology.jpg, Chemistry.jpg, Circuit.jpg, Satellite.jpg, Shuttle.jpg*, and *Telescope.jpg* (see Figure 8-40).

Figure 8-40

Select multiple graphic files for inclusion
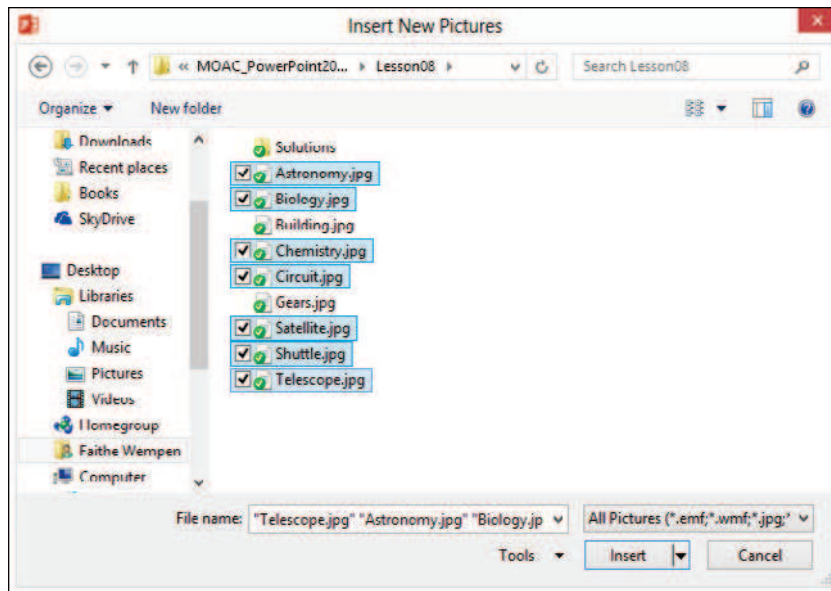
5. Click **Insert**. The Photo Album dialog box reappears, with all the selected pictures listed (see Figure 8-41).
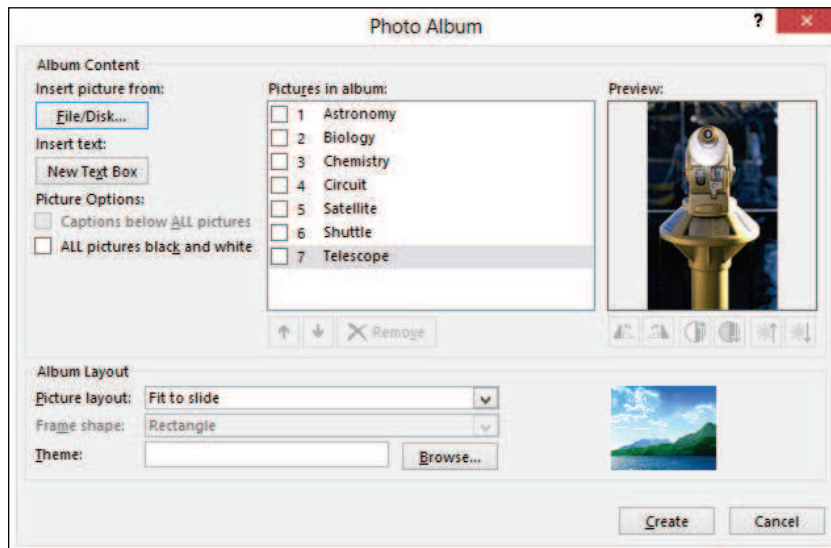
Figure 8-41

The selected photos are now listed in the Photo Album dialog box

6. Click the check box for the **Circuit.jpg** graphic on the list, and then click the **Move Up arrow** three times to move it to the first position in the list. Then clear its **check box**.

7. Click **New Text Box**. A text box entry is inserted on the list of graphics between Circuit.jpg and Astronomy.jpg.

8. Click the check box for the **Shuttle.jpg graphic**, and then click the **Rotate Right** button to rotate it **90 degrees** in a clockwise direction. Then clear its check box.

9. Click the check box for the **Satellite.jpg graphic**, and then click the **Increase Brightness** button twice to brighten the image. Then clear its **check box**.

10. Click the check box for the **Biology.jpg graphic**, and then click the **Increase Contrast** button to increase the image contrast. Then clear its **check box**.

11. Open the **Picture Layout: drop-down list** and click **1 Picture**.

12. Open the **Frame Shape: drop-down list** and click **Rounded Rectangle**.
13. Click to mark the **Captions below ALL pictures** check box.
14. Click **Create**. The presentation is created.
15. Browse through the **presentation** to see what has been created. Notice that **each picture** has a caption under it that shows the file name (minus the file extension). Notice that the text box has been placed on its own separate slide, just as if it were a picture.
16. On the Insert tab, click the arrow next to the **Photo Album** button, and on the menu that appears, click **Edit Photo Album**. The Edit Photo Album dialog box opens. It is similar to the Photo Album dialog box in Figure 8-41.
17. Open the **Picture Layout: drop-down list** and click **2 Pictures**.
18. Click the **Browse** button next to Themes. Click the **Ion** theme and click **Select**.
19. Click the **ALL pictures black and white** check box.
20. Click **Update**. The dialog box closes and the changes are reflected in the presentation.
21. Browse through the **presentation** to see what has been changed.
22. **SAVE** the presentation as *Photo Album Final*.

EXIT PowerPoint.

A photo album presentation is different from a regular presentation file. You could create the same end result using a regular presentation, but it would not be as easy to reformat and manipulate later. Using the Photo Album dialog box, you can easily reorder the pictures, choose whether or not to display captions, add text boxes, and more. You can also apply quick adjustments to photos, such as brightness and contrast changes and rotations.

You must create photo album presentations from scratch; an existing presentation cannot be converted to a photo album.

SKILL SUMMARY

In This Lesson, You Learned How To:	Exam Objective	Objective Number
Insert and Format Images	Display gridlines.	2.3.4
	Crop images.	3.5.2
	Resize images.	3.5.1
	Apply styles.	3.5.4
	Apply effects.	3.5.3
	Compress media.	5.3.4
Add Shapes to Slides	Resize shapes.	2.2.3
	Insert shapes.	2.2.4
	Apply borders to shapes.	2.2.2
	Apply styles to shapes.	2.2.6
	Create custom shapes.	2.2.5
Order and Group Shapes	Align and group shapes.	2.3.3
Create a Photo Album Presentation		

Knowledge Assessment

Matching

Match the term in Column 1 to its description in Column 2.

Column 1	Column 2
1. Order	**a.** Pre-drawn graphics you can use to illustrate a slide
2. Clip art	**b.** The relationship of width to height for a picture
3. Guides	**c.** A descriptive word or phrase you can use to search for specific types of objects
4. Constrain	**d.** Sizing to a percentage of the original size
5. Aspect ratio	**e.** A special type of presentation file designed to display images
6. Scaling	**f.** To force a drawing tool to create a shape such as a perfect square or circle
7. Keyword	**g.** A series of vertical and horizontal dotted lines that help you align objects on a slide
8. Crop	**h.** To move one object behind or in front of another
9. Photo Album	**i.** To remove portions of a picture you do not need
10. Gridlines	**j.** Non-printing lines that you can move or copy to help you position objects on a slide

True/False

Circle T if the statement is true or F if the statement is false.

T F 1. When adding clip art to a slide, you are limited to the pictures stored on your computer.

T F 2. When you use the Union option when merging shapes, only the area where the two shapes overlap is included in the merged shape.

T F 3. As you move the pointer, a short dotted line also moves on both rulers.

T F 4. The Recolor option lets you select colors in a picture and replace them with other colors.

T F 5. Compressing an image reduces the number of colors used.

T F 6. The color of a new shape is determined by the default shape formatting.

T F 7. To add text to a shape, select the shape and begin typing.

T F 8. If you want an object to be at the bottom of a stack of objects, you would use Send to Back.

T F 9. You can format a single object in a group without having to ungroup all objects.

T F 10. Any presentation can be converted to a photo album presentation.

Competency Assessment

Project 8-1: Get the Picture

You are a recruiter for Woodgrove Bank, and you have prepared a presentation to be delivered at a local job fair. You need to locate a picture to illustrate one of the presentation's slides. You can use Microsoft Office clip art files to find a suitable picture.

GET READY. LAUNCH PowerPoint if it is not already running.

1. **OPEN** the *Job Fair* presentation and save it as *Job Fair Final*.
2. Go to **slide 5** and click the **Online Pictures icon** in the right-hand content placeholder.
3. Type **business** as the keyword in the Office.com Clip Art box and press **Enter**.
4. Review the **results** to find a photograph of a professionally dressed business person. Click the **picture**, and then click **Insert** to insert it into the placeholder.
5. Use the **Size options** on the Picture Tools Format tab to resize the picture to be **3 inches wide**.
6. Click the **View** tab, and then click **Gridlines**. Use the gridlines to **align** the top of the picture with the top of the text in the left-hand placeholder.
7. Click the **picture** to select it, click **Picture Effects** on the Picture Tools Format tab, point to **Shadow**, and click the **Offset Right shadow effect** under the Outer heading.
8. Hide the **gridlines**.
9. **SAVE** the presentation.

LEAVE the presentation open for use in the next project.

Project 8-2: Final Touches

You have decided you need another picture in the Job Fair Final presentation. You have a picture file you think will work.

1. Go to **slide 2** of *Job Fair Final* and click the **Pictures icon** in the right-hand content placeholder.
2. Navigate to the **data files** for this lesson, locate *Building.jpg*, click the **file**, and click **Insert**.
3. **Right-click** the picture and click **Size and Position**. In the Format Picture task pane, scale the picture to **90%** of its current height and width.
4. Press **Alt+F9** to display drawing guides. Click the **slide title placeholder** to display its border, and then drag the **vertical guide** to the right to align with the right border of the slide title text box.
5. Drag the **horizontal guide** up to align with the top of the capital letter *E* in the first bulleted item in the left-hand guide.
6. Reposition the **picture** so that its upper-right corner snaps to the intersection of the two guides. Press **Alt+F9** to hide the guides.
7. Click the **More** button in the Picture Styles group on the Picture Tools Format tab, and then click the **Drop Shadow Rectangle Quick Style**.
8. **Right-click** the picture, click **Format Picture**, click the **Picture icon**, and under Picture Corrections, change Brightness to **5%** and Contrast to **10%**.
9. Click **Compress Pictures** in the Adjust group on the Picture Tools Format tab, and then click **E-mail (96 ppi)** and click **OK**.
10. **SAVE** the presentation and then **CLOSE** the file.

LEAVE PowerPoint open for use in the next project.

Proficiency Assessment

Project 8-3: Go with the Flow

You are a professional trainer teaching a class on basic computer skills. For your class today, you need to explain the systems development life cycle (SDLC) to a group of students. You can use PowerPoint's drawing tools to create a flow chart that shows the process.

1. Create a new, blank **presentation**.
2. Change the title slide to a **Title Only slide**, and type the slide title **Systems Development Life Cycle (SDLC)**.
3. Draw **five rectangles** stacked vertically on the slide (or draw one and then copy it four times). You do not have to worry about alignment or distribution at this point.
4. Type **Phase 1: Needs Analysis** in the top rectangle.
5. Add **text** to the remaining rectangles as follows:
   Phase 2: System Design
   Phase 3: Development
   Phase 4: Implementation
   Phase 5: Maintenance
6. Resize the **shapes as necessary** so that text fits on a single line and all five rectangles fit on the slide with a small amount of space between each shape (see Figure 8-42).

Figure 8-42

Draw these five rectangles and add text to them

7. Set the width and height of all five rectangles to be **identical** if they are not already.
8. With all five rectangles selected, use the **Align Left** command to align them with one another.
9. Use the **Distribute Vertically** command to equalize the spacing between the rectangles.
10. Apply a **different Shape Styles color** to each rectangle. (Use the **same effect** for all rectangles, but vary the colors for each.)
11. **Group** all drawing objects.
12. Use the **Align Center** command to align the object horizontally in the center of the slide.
13. **SAVE** the presentation as *SDLC Final.pptx* and then **CLOSE** the file.

LEAVE PowerPoint open for the next project.

Project 8-4: Basic Logo with Stacked Shapes

You have been asked by the K-9 Agility Network to create a logo, which they will use as a marketing tool.

1. Start a new, blank **presentation**, and change the layout of the slide to **Blank**.
2. Draw a **3.5" five-pointed star** on the slide. Hold down **Shift** as you draw it so its height and width are the same.
3. Apply a **yellow fill** to the star. Apply the **Angle bevel** to it from the Shape Effects menu.
4. Draw a **4" square** over the star. Apply the **Intense Effect - Blue, Accent 5** Shape Style to the square.
5. Send the **square** behind the star.
6. With both the square and the star selected, use **Align Center** and **Align Middle** to align the objects with each other both horizontally and vertically.
7. Lasso the **two objects**, and then **group** them.
8. **SAVE** the presentation as *Logo Final*, and then **CLOSE** the file.

LEAVE PowerPoint open for use in the next project.

Mastery Assessment

Project 8-5: Photo Flair

You are finalizing a presentation to introduce a speaker and want to do some work on the photo of the speaker you have included on a slide. You can use PowerPoint's picture tools to finalize the photo.

1. **OPEN** the *Speaker* presentation and save it as *Speaker Final*.
2. Go to **slide 2** and select the **picture**.
3. Crop the picture to **remove the coffee cup and newspaper** at the right side of the picture.
4. Resize the **photo** so it is **4 inches high** and align it with the **top of the vertical line** at the center of the slide.
5. Increase the **contrast** in the picture by **10%**.
6. Draw a **rectangle** that exactly covers the picture. Remove the **outline** from the rectangle.
7. Click the **down arrow key twice** and the **right arrow key twice** to slightly offset the shape from the picture, and then send the **shape behind the picture** to act as a drop shadow.
8. Choose a **new theme color** for the rectangle shape that contrasts well with the picture but does not overwhelm it.
9. **SAVE** the presentation and then **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

Project 8-6: Merging Shapes

Your Consolidated Courier presentation needs a new logo. You can create one using the Drawing tools in PowerPoint.

1. Create a new, blank **presentation**.
2. Change the layout of the slide to **Blank**.
3. **Draw the four shapes** shown in Figure 8-43.
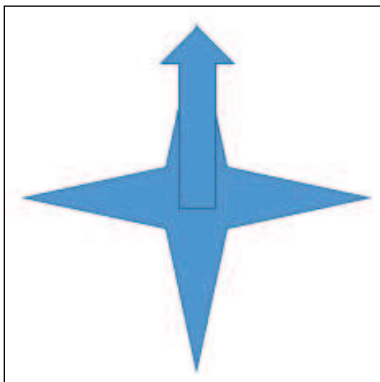
Figure 8-43

Draw these four shapes, in approximately the sizes shown here
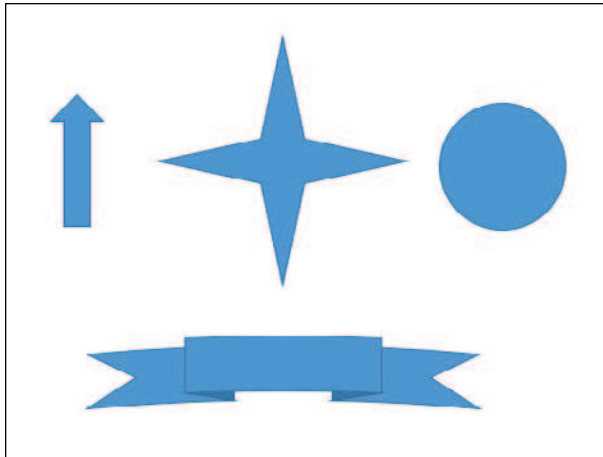
4. Place the **arrow over the top point of the star** (see Figure 8-44).

Figure 8-44

Place the arrow over the top point of the star

5. Use **Merge Shapes**, applying the **Union effect**, to combine the arrow and the star into a single shape.

6. Apply the **dark red standard color** to the new shape as a fill, and remove the **shape's outline**.

7. Select the **banner shape**, and fill it with the **Dark Red standard color**. Change its outline to the **Orange standard color** and set its **Weight** to **1/4 pt**.

8. In the banner shape, type **Consolidated Courier**, pressing **Enter** between the words so each appears on its own line. Set the font to **Arial Black**. ("Black" is part of the font name, not a description of the color. The font color is white.)

9. Select the **circle**, and fill it with the **Moderate Effect - Gold, Accent 4 Shape Style**.

10. Arrange, align, and size the **three shapes** into the logo shown in Figure 8-45.

Figure 8-45

Create this logo
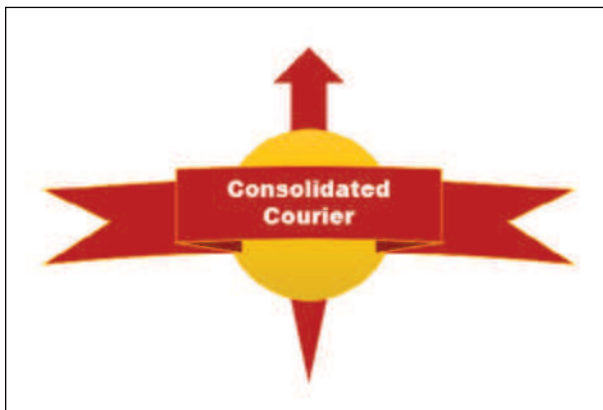
11. SAVE the presentation as *Consolidated Logo Final* and then **CLOSE** the file.

EXIT PowerPoint.