

Section 2

Images & Drawn Objects

By the end of this Section you should be able to:

Insert Text Boxes

Draw Objects

Format Objects





















Insert WordArt

Insert Animated Clip Art and Pictures from File

Exercise 14 - Text Boxes and Drawing Objects



Guidelines:

The **Drawing** toolbar allows drawings and text boxes to be placed directly on to a slide. The **Drawing** toolbar can only be displayed in **Normal**, **Slide**, **Outline** and **Notes Pages View**. The buttons are:

	Select Objects		Insert WordArt
	AutoShapes		Fill Color
	Line		Line Color
	Arrow		Font Color
	Rectangle		Line Style
	Oval		Dash Style
	Text box		Arrow Style
	Shadow		3D
	Draw		Insert Clip Art
	Insert Diagram		Insert Picture

Objects can be drawn by clicking on the appropriate button and then clicking and dragging on the slide. All objects have **handles** that can be used to reshape and re-size the drawing. Once drawn, objects can have various effects applied to them.

Actions:


1. Start a new blank presentation with a **Title Slide**. Enter the title **Example**, and subtitle **Drawing**.
2. If the **Drawing** toolbar (usually along the lower edge of the display) is not already displayed, select **View | Toolbars** and then select **Drawing**.
3. To change the background colour of the **Title** text box click anywhere in the title, click on the drop down arrow of the **Fill Color** button,  and then select one of the available colours. It is immediately applied to the text box.
4. Click anywhere in the **Subtitle** text box, click on the drop down arrow on the **Fill Color** button and choose a different colour.
5. Click  and click and drag a small box at the bottom right of the slide. Type your name into the text box and apply any fill colour.
6. To delete the box, click on its border and then press **<Delete>**. Leave the presentation open.

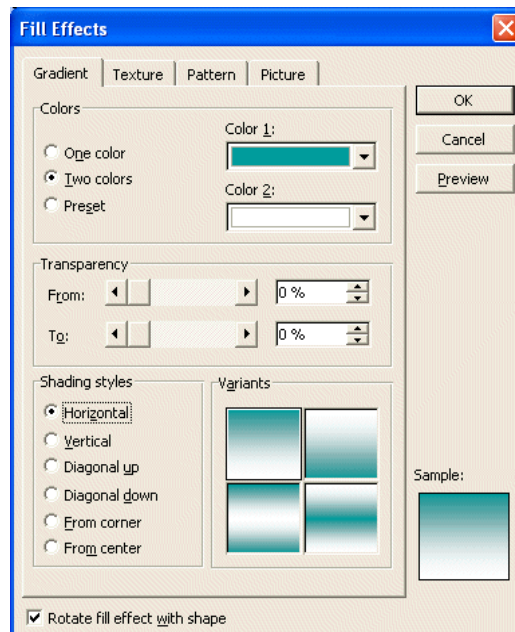
Exercise 15 - Object Backgrounds

Guidelines:

The range of background options available to slides can also be applied to text boxes and drawn objects.

Actions:

1. Select the **Title** text box used in the previous exercise. To apply an effect click the drop down arrow on the **Fill Color** button,  and choose **Fill Effects** from the menu.
2. Under the **Gradient** tab, try changing the options for **Colors** and **Shading** styles and see the various effects shown in the **Sample** box. Do not click **OK**.
3. Finally, select the **Two colors** option and a **Shading style** of **Horizontal**.




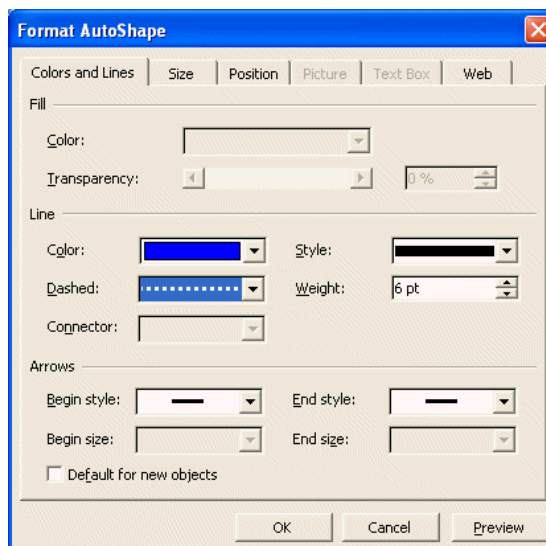
4. Select a dark blue colour for **Color 1** and a lighter blue for **Color 2** and click **OK** to see the effect on the **Title** text box.
5. Click in the **Subtitle** text box, select the **Texture** tab from **Fill Effects** and select the first texture, **Newsprint**. Click **OK** to see the effect on the text box.
6. Click on the **Line** button and draw a horizontal line between the title text box and subtitle text box.

Note: A straight line can be drawn by holding down the <Shift> key whilst drawing the line.

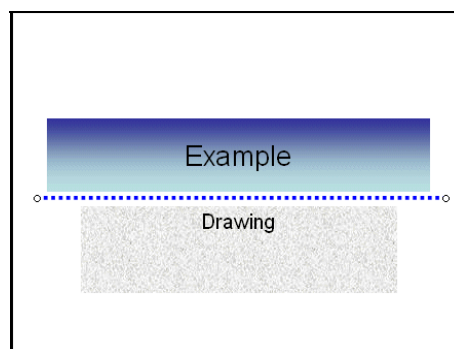
continued over

Exercise 15 - Continued

7. To change the line style, with the line selected, click the **Line Style** button,  and select **6pt**.
8. To change the line colour, with the line selected, click **Line Style** and select **More Lines**. The **Format AutoShape** dialog box is displayed.
9. Click on the drop down arrow in **Line Color**, from the colour palette, select **Blue**.
10. Click on the drop down arrow in **Line Dashed** and from the drop down list, select the **Square Dot** line style.



11. Click **OK**.




12. Click anywhere in the **Title** text box, click **Line Style** and select **More Lines**.
13. From the **Line Color**, select **Violet**, change the line weight to **3pt**. Click **OK**.
14. Click anywhere in the **Subtitle** text box, click **Line Style** and select **More Lines**, select **Blue-Gray** and **Long Dash Dot**. Click **OK**.
15. Close the presentation without saving.

Exercise 16 - Inserting WordArt


Guidelines:

WordArt is a special text feature which can be inserted on to a slide.

Actions:

1. Open the **Holidays** presentation in **Normal View**.
2. Move to slide **5**, and insert a new **Blank** slide.
3. Click the **Insert WordArt** button, , on the **Drawing** toolbar, to display the **WordArt Gallery**.

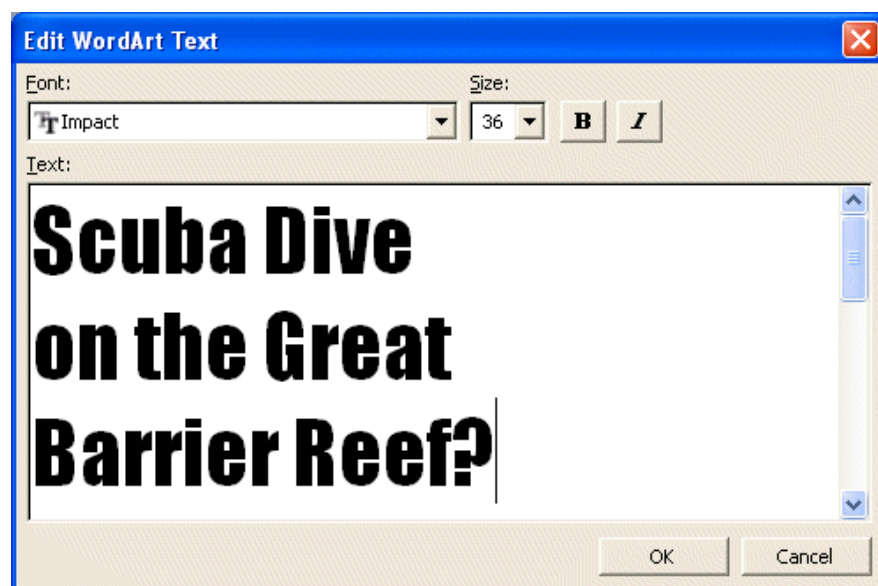




4. Select the first **WordArt** style on the third row, **WordArt** and click **OK**.
5. In the **Edit WordArt Text** dialog box, type **Why Not ...**, change the font size to **80pt** and click **OK**.
6. The **WordArt** is inserted on the slide. Notice a floating **Word Art** toolbar is displayed on the screen, . Point to each button on the toolbar to display a **ToolTip** describing each button. The **WordArt** toolbar disappears when the **WordArt** object is not selected.
7. Click on the text (if the handles around the text are not displayed), point to the middle of the text, hold down the left mouse button and drag the text to the top of the slide.


continued over

Exercise 16 - Continued

8. With the **WordArt** still selected, click on the small yellow diamond shape at the bottom of the text. Drag this diamond to the left, then to the right to view the effect. Change the **WordArt** back to its original appearance.
9. Click the **Insert WordArt** button again, select the same style **WordArt**, click **OK**.
10. In the **Edit WordArt Text** dialog box, type **Scuba Dive** press <Enter>, type **on the Great** press <Enter>, type **Barrier Reef?**



11. Click **OK** and move the text to the left of the slide, just below the title.
12. To alter the character spacing in the text, with the text selected (handles displayed) click on the **WordArt Character Spacing** button, . From the options available, select **Very Loose**. The character spacing is increased.
13. Click the **WordArt Character Spacing** button again, this time select **Tight**.
14. To alter the letter heights, click the **WordArt Same Letter Heights** button, , all the letters are changed to the same height. Click again - the letters are changed back to the original size.

*Note: To edit **WordArt** text, double click on the **WordArt**. To change its style, click the **WordArt Gallery** button, , on the **WordArt** toolbar. Other buttons on the toolbar allow the shape, rotation, etc., of the **WordArt** to be changed.*

*Note: This exercise is for demonstration purposes only. It may be more effective to use fewer **WordArt** effects on a single slide.*

15. Save the presentation with the same name and leave it open.

Exercise 17 - Inserting Clip Art

Guidelines:


Clip Art is a store of pictures, available within all *Microsoft Office* products. The **Clip Art Task Pane** allows graphics to be found by entering the required descriptive text into the **Search for** text box.

*Note: There is very little **Clip Art** supplied with Office 2003 so, if possible, you should download graphics from **Office Online**, by connecting to the Internet. However, this may take a long time if you have a dial up connection.*

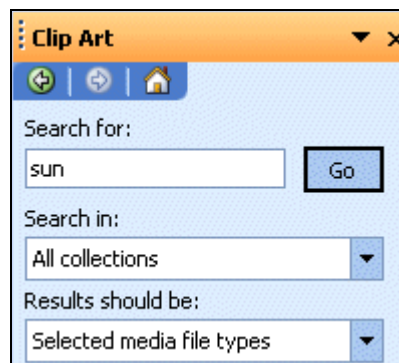
*To enable the option, select **Tools | Options**, make sure the **General** tab is selected and click **Service Options**. A new window will appear; select **Online Content** from the list on the left. Check the **Show content and links from Microsoft Office Online** box and click **OK**. Click **OK** again to close the **Options** dialog box. This change will not take effect until PowerPoint is restarted.*

Actions:

1. Open the **Holidays** presentation, if not open already from the previous exercise.
2. In **Normal View**, select slide 1, then select **Insert | Picture | ClipArt**. The **Clip Art Task Pane** appears.

*Note: The **Insert Clip Art** button, , from the **Drawing** toolbar can also be used to display the dialog box.*

3. Use the **Search for** text box to enter the search **sun**.




4. Click **Go**. PowerPoint searches for clips. Click on any sun picture to insert it.
5. Move the picture to the **centre** of the slide, below the title and resize to twice its original size.
6. Save the presentation and leave it open.

Exercise 18 - Inserting Animated Clips

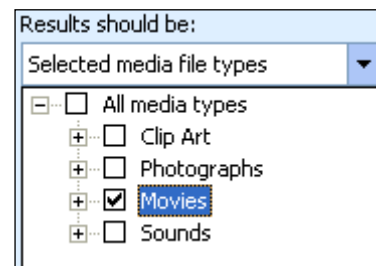
Guidelines:


Animation often helps to get a message across; it can make a presentation dynamic and memorable and help to maintain the interest of your audience. Animated gifs are graphic image files that move, they are usually small in size and don't take up much file space. This type of file is embedded in the presentation, so you don't need to actually save the file separately like you do with movie and sound clips.

If you have an Internet connection, a range of animated clips is available from **Office Online** within the **Clip Art Task Pane**, normally in **.gif** format. After being inserted into a slide, the animation can be seen when the slide show is previewed. Animated gif pictures also play if the presentation is published as a web page. A  symbol beneath a clip in the **Task Pane** indicates it is a motion clip.

Actions:

1. Open the **Holidays** presentation, if not open already from the previous exercise.
2. In **Normal View**, select slide 3, **Ski in the Alps**, delete the **Search for** text in the **Task Pane** and from the **Results should be** drop down list remove all checks except **Movies**.
3. Change the search text to **ski** and then click



on the following motion clip,  (if this motion clip is not available choose a suitable alternative) to insert it.

Note: Select an alternative category if no motion clips are available.

4. Move the picture to the right of the text, below the title and then resize the picture, without obscuring any of the text.

Note: You cannot change animated gif pictures using the picture toolbar. The changes have to be made in an animated gif editing program before inserting into the slide.

5. View the slide show for this slide. The **Animated Clip** slide comes into view, the animation can be seen.
6. Press **<Esc>** to end the slide show.
7. Save the presentation and leave it open.
8. In the **Task Pane** check **All media file types** from the drop down list in step 2. Close the **Task Pane**.

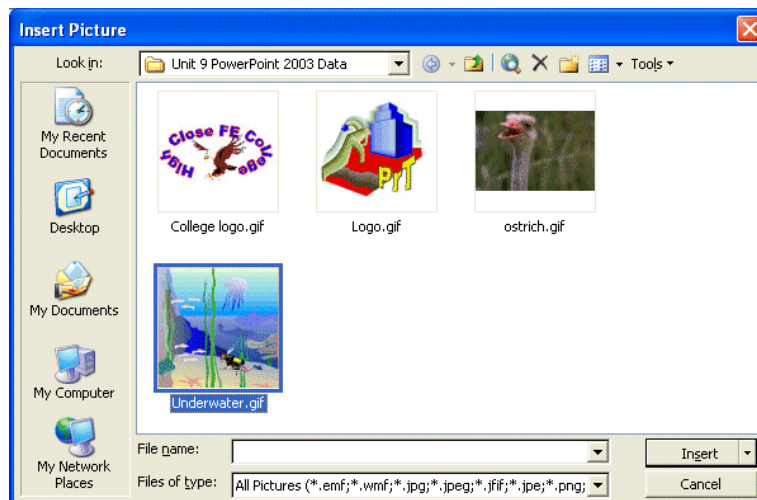
Exercise 19 - Inserting a Picture from a File

Guidelines:

Pictures from existing files can be inserted into a slide. This means that many more graphics can be used in a presentation than are available from the **Clip Gallery**.

Actions:

1. Open the **Holidays** presentation, if not open already from the previous exercise.
2. Select **Slide 6** and then select **Insert | Picture | From File**.
3. Select the file **Underwater**, from the data files.



4. Click **Insert**.
5. With the picture selected, move it to the right of the text, below the title as shown below:



6. Save the presentation and close it.

*Note: Graphics can be inserted on to the **Slide Master, Title Master and Notes and Handout Masters**.*

continued over

Exercise 19 - Continued

7. Open the template **Example** saved in **Exercise 9**.
8. View the **Slide Master**, if not already displayed.
9. Select **Insert | Picture | From File**.
10. Click on the file **Logo**, then click **Insert**.
11. Move the picture to the top right hand corner of the slide and resize it to less than half the original size. **Right click** on the picture, select **Copy** from the shortcut menu.
12. Switch to the **Title Master** and paste the picture in the same position as on the **Slide Master**.
13. Save as a new template with the file name **Company Design**.
14. Close the template.

Exercise 20 - Revision

Assessment


To pass the assessment for this unit you must: create 2 different presentation templates, include at least 2 images, include lines, boxes or shading, insert 2 animated GIFs and set page properties.

1. In this exercise the template created in Section 1 (Exercise 1) will be modified to create a second template.
2. Select **File | Open**, select the **Exercise 1** template. This was created earlier in Exercise 13.
3. View the **Slide Master** and insert the picture file called **College logo**.
4. Move the picture to the top right corner of the slide.



5. Insert a suitable **Clip Art** image, e.g.  (search for **education** or **academic**), on the **Slide Master**. Move the image to the bottom left corner of the slide.
6. Create a screen dump of the new **Slide Master** and paste it into the **Revision Exercise** document replacing the original. This is now evidence of a slide master slide and 2 included images (**objective 1m**). Annotate the picture accordingly.



7. View the **Title Master**, select a suitable animated image, e.g.  from those available in the **Clip Art** gallery and insert it into the top left corner of the slide.
8. Similarly insert another matching animated image into the top right corner of the **Title Master**.
9. Select the **Master Title style** text box. Using the **Fill Color** button, select one of the lighter scheme colours shown.
10. To apply a border, use the **Line Style** button and from **More Lines** select **3pt double line** style, the colour **blue**, **Dash** style.
11. Draw a small rectangular box in the lower right corner of the **Title Master** slide. Apply a gradient fill effect using a pale blue for **Color 1** and white for **Color 2**.
12. Draw a **3pt dark blue** line across the slide, above the footer area, but not touching any images.

continued over

Exercise 20 - Continued

13. Create a screen dump of the new **Title Master** and paste it into the **Revision Exercise** document replacing the original. This is now evidence of a title master slide, 2 included animated GIFs (**objective 3d**), and included lines, boxes or shading, (**objective 1n**). Annotate the picture accordingly.
14. Select **File | Page Setup**, set the width to **24cm**, height to **18cm**, slide orientation to **Landscape** and notes orientation to **Portrait**. Create a screen dump of the **Page Setup** dialog box with these settings and include it in **Revision Exercise** document. This is evidence of setting page properties (**objective 1l**).
15. Save the presentation as a new **Design Template** with the file name **Template1**.
16. Create a screen dump of the *PowerPoint* window showing the title bar (**Template1.pot**). Create a screen dump of the **Templates** dialog box showing **Template1** as a template, and paste both images into the *Word* document. This is evidence of the second template (**objective 2b**). Enter suitable captions below the images.
17. Save the **Revision Exercise Word** document and close it.
18. Close all open presentations.

*Note: Completing this section of the guide has allowed the following elements of the **Evidence Checklist** to be completed. In your checklist, the ticks must be replaced by the page numbers of your portfolio where the relevant evidence is located. This task may have to be delayed until the portfolio is complete and page numbers have been applied.*

1	create complex presentations.	Page Number	
1l	set page properties including orientation and output size	✓	<input type="checkbox"/>
1m	include a minimum of 2 images	✓ ✓	<input type="checkbox"/> <input type="checkbox"/>
1n	include lines, boxes or shading	✓	<input type="checkbox"/>
2	create and use complex style sheets and formatting techniques, creating and amending template documents for a variety of purposes.	Page Number	
2b	create at least 2 different templates (min2)	✓ ✓	<input type="checkbox"/> <input type="checkbox"/>
3	use a range of audio and visual effects.	Page Number	
3d	insert 2 animated GIFs	✓	<input type="checkbox"/> <input type="checkbox"/>