

PART 5

Illustrating Your Slides

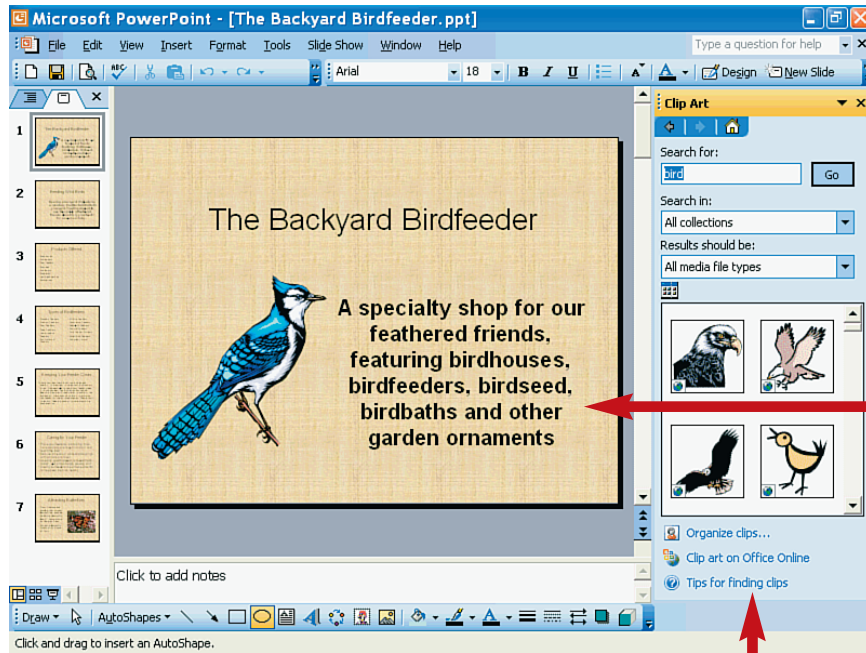
PowerPoint presentations are very visual by nature, and you can enhance your message by including different types of illustrations on your slides. For example, you can add one of thousands of clip-art images to a slide. PowerPoint and Microsoft Office ship with a clip-art collection that includes a variety of illustration categories and styles.

You can also add illustrations created in other programs. For example, if you have a company logo created in Illustrator, you can import the file and place it on a PowerPoint slide.

In addition to adding images to presentations, you can use PowerPoint's drawing tools to draw your own shapes and turn text into graphics. The Drawing toolbar offers tools for tweaking illustrations by adding lines, fill colors, shadows, borders, and more.

All illustrations are considered slide objects in PowerPoint. Slide objects can be moved and resized to enhance your presentation message.

The Clip Art Task Pane

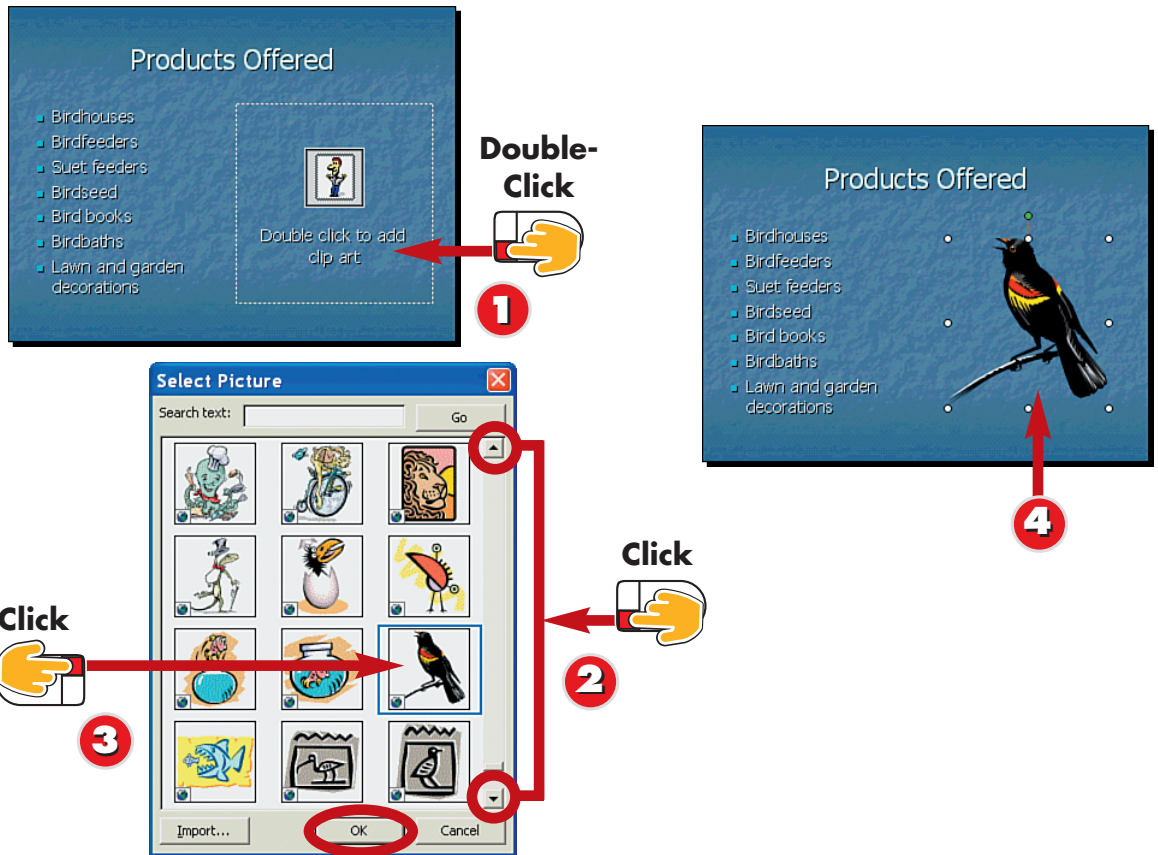


Slide with
clip art focus

Clip Art pane

Adding Clip Art

Start



- 1** Double-click the clip-art slide object.
- 2** The Select Picture dialog box opens. Click the **scroll arrows** to scroll through the clip-art collection.
- 3** Click the image you want to add to your presentation and click **OK**.
- 4** PowerPoint adds the clip art to the slide.

End

INTRODUCTION

If you choose a layout that includes a placeholder slide object for clip art, you can use the Select Picture dialog box to browse the available clip art that installs with PowerPoint 2003. *Clip art* is simply a collection of pre-drawn images. Clip art can also include photos, sound, and motion clips.

TIP

Searching for an Image

If you are looking for a specific type of drawing, you can type a keyword in the **Search Text** field in the Select Picture dialog box, then click the **Go** button. PowerPoint locates any matching clip art and displays it in the list box.

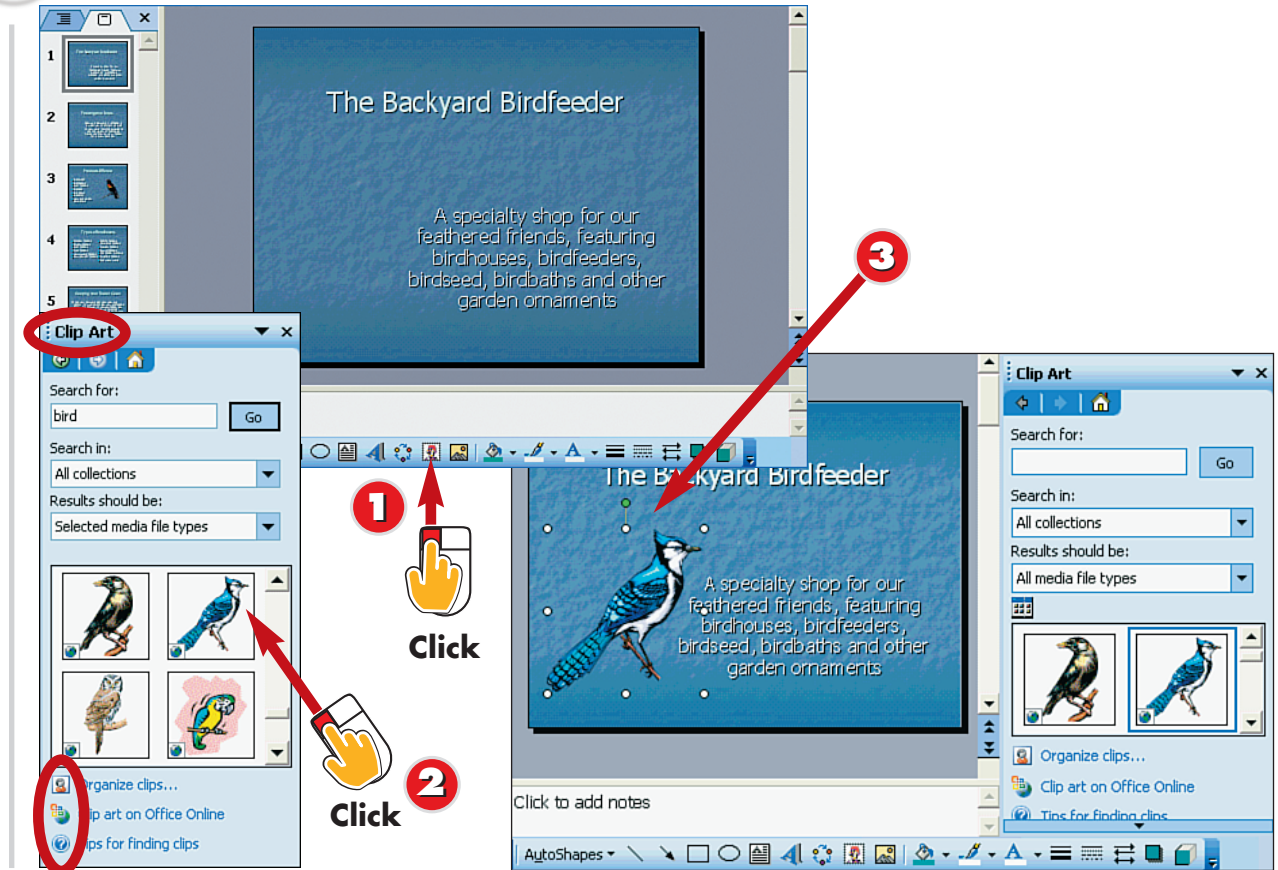
TIP

Swapping Images

To exchange one clip-art image for another, first select the clip-art object and press the **Delete** key on your keyboard. Click or double-click the clip-art object box again to reopen the Select Picture dialog box, and choose another clip-art image.

Adding a New Clip-Art Slide Object

Start



- 1** Click the **Insert Clip Art** button on the Drawing toolbar.
- 2** The Clip Art Task pane opens. Click the image you want to add.
- 3** PowerPoint adds the clip art to the slide.

End

INTRODUCTION

If your layout does not include a clip-art slide object, you can add one to illustrate your slide.

TIP

Editing the Clip-art Object

If you double-click a clip-art object, the Format Picture dialog box appears, enabling you to make changes to the image's cropping or brightness.

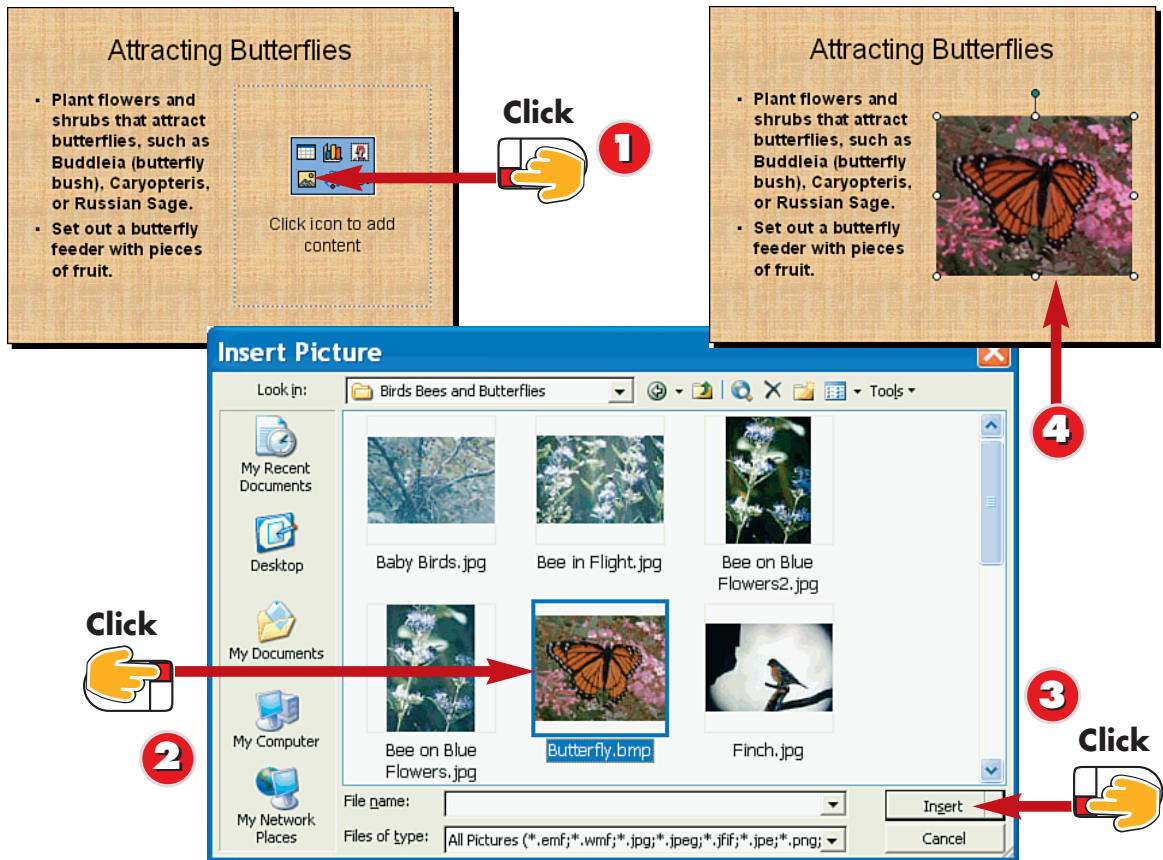
TIP

Searching in the Clip Art Task Pane

To search for a specific image in the Clip Art Task pane, click inside the **Search For** box and type a keyword. Click **Go**, and PowerPoint locates any matching clip art and displays it in the pane.

Adding a Picture

Start



- 1** Click the **Insert Picture** icon on the slide object box.
- 2** The Insert Picture dialog box opens. Locate and select the image file you want to use.
- 3** Click **Insert**.
- 4** PowerPoint adds the picture to the slide.

End

INTRODUCTION

In addition to adding clip art to your presentation, you can add picture files created in other programs. For example, you might have a company logo saved as a graphic file, or a photo you want to insert onto a slide.

TIP

Adding a New Picture Slide Object

If your layout does not include a slide object box, you can add a picture by clicking the **Insert Picture** button on the Drawing toolbar. This opens the Insert Picture dialog box; follow steps 2–4 in this task to complete the operation.

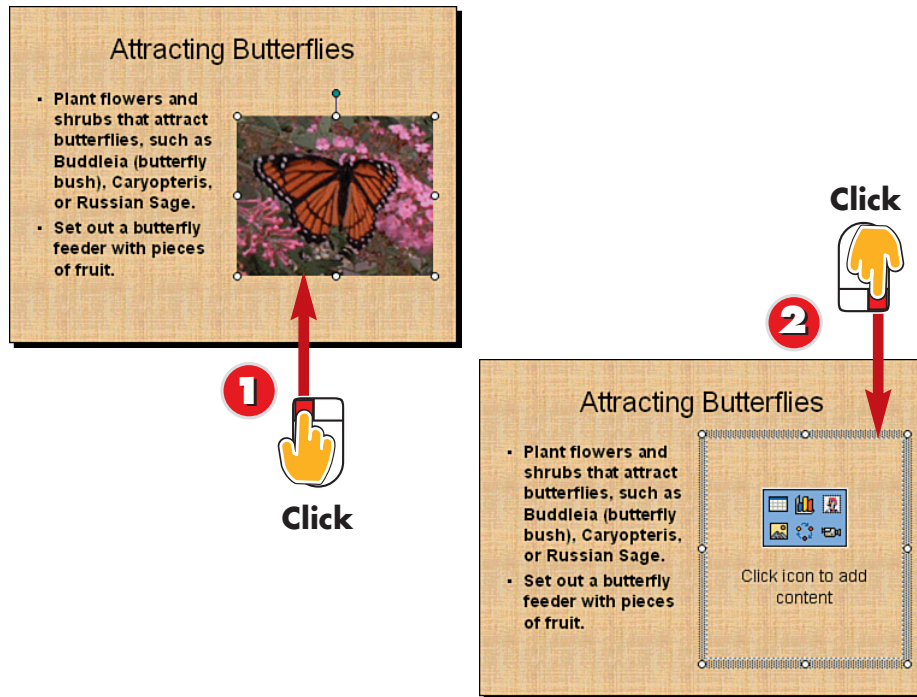
TIP

Editing the Picture Object

If you double-click a picture, the Format Picture dialog box appears, enabling you to make changes to the picture's cropping or brightness.

Start

Deleting a Slide Object



- 1** Click the slide object to select the object, and press the **Delete** key on your keyboard.
- 2** PowerPoint removes the illustration from your slide. In this example, the placeholder box reappears.

End

INTRODUCTION

You can remove a slide object you no longer need. For example, you can delete clip art or a picture file from your slide. If you delete a slide object that was part of the original layout, PowerPoint displays the original placeholder box for the object on the slide. If you delete a slide object that was later added to the layout, no placeholder box appears.

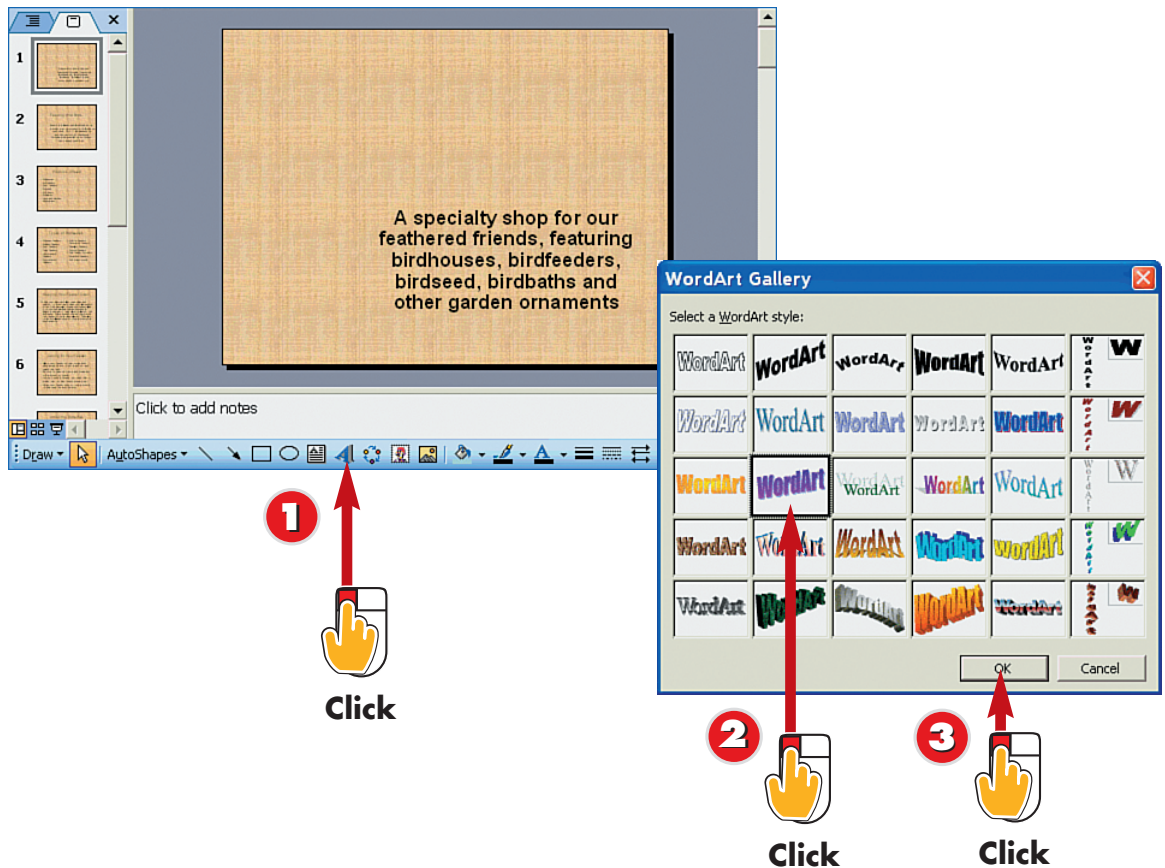
TIP

Permanently Removing Placeholders

To completely remove a placeholder object from your slide layout, select the empty placeholder, and then press the **Delete** key on your keyboard.

Adding WordArt Objects

Start



- 1** Click the **Insert WordArt** button on the Drawing toolbar.
- 2** The WordArt Gallery dialog box opens. Click the WordArt style you want to apply.
- 3** Click **OK**.

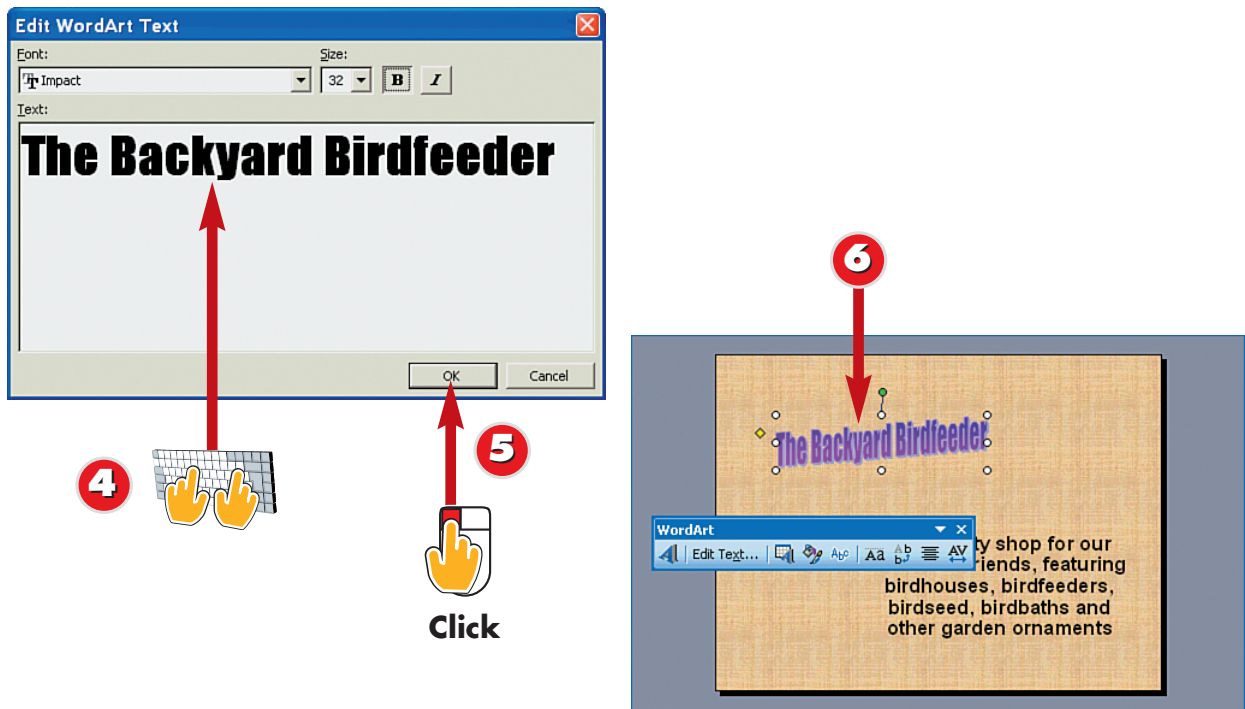
INTRODUCTION

You can turn text into a graphic using the WordArt feature. With WordArt, you can apply a variety of designs—such as curved text or text that uses a gradient fill—to ordinary text. You can also create vertical text.

TIP

Changing the WordArt Design

To swap the current WordArt design for another, click the **WordArt Gallery** button on the WordArt toolbar. This reopens the WordArt Gallery dialog box, where you can select another text design.



- 4** The Edit WordArt Text dialog box opens. Type the text you want to use as your WordArt object.
- 5** Click **OK**.
- 6** PowerPoint adds the WordArt object to the slide and the WordArt toolbar appears. You can use the toolbar tools to edit the WordArt object, such as change text alignment or character spacing.

End

TIP

Correcting Spelling Mistakes

You can return to the Edit WordArt Text dialog box to make changes to your text, such as correcting a misspelling. Simply double-click on the WordArt object, make the corrections, and click **OK**.

TIP

Viewing the WordArt Toolbar

If you accidentally close the WordArt toolbar and need it again later, select **View**, **Toolbars**, **WordArt** to bring it back.

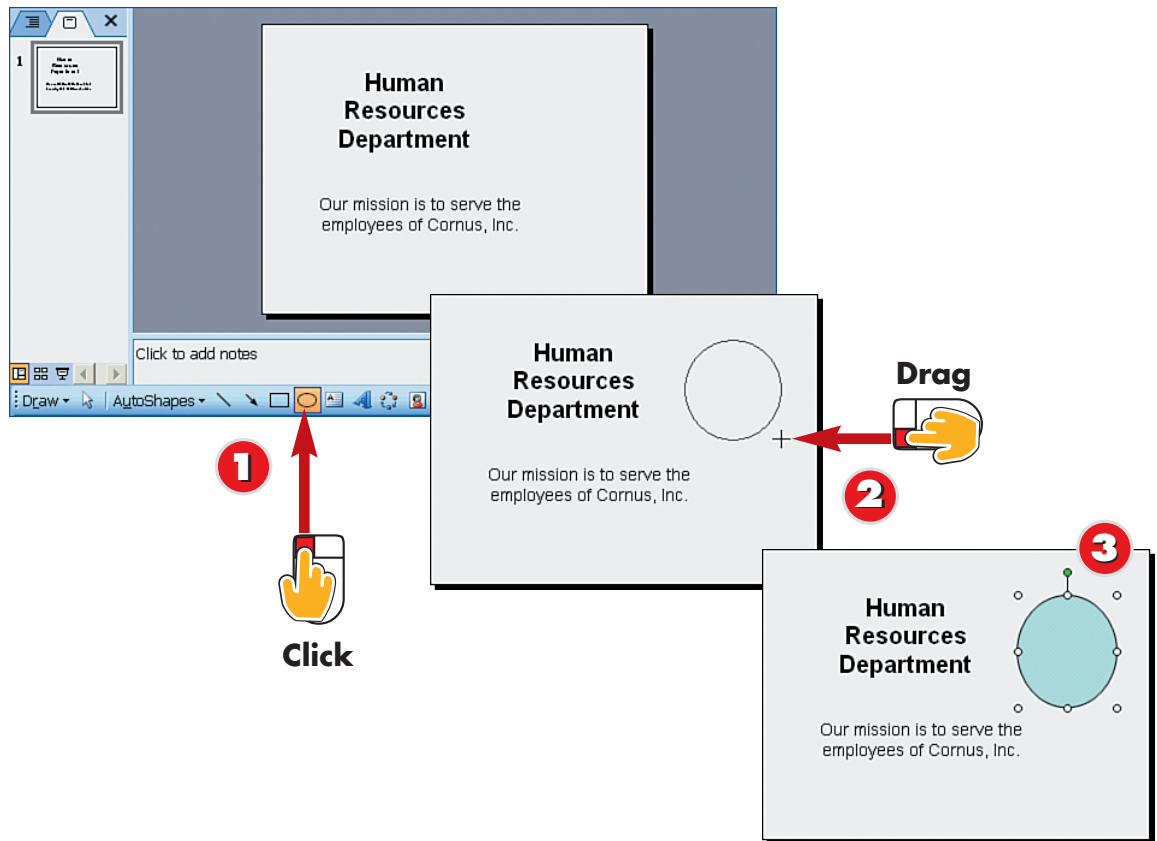
TIP

Formatting the Text

In the Edit WordArt Text dialog box, you can choose another font, size, or style using the formatting controls at the top of the dialog box.

Start

Drawing Shapes on a Slide



- 1** Click a drawing tool on the Drawing toolbar. In this example, the **Oval** tool is selected.
- 2** Click and drag on the slide to draw the shape.
- 3** Release the mouse button; the shape is created.

INTRODUCTION

You can draw your own illustrations on your slides using the tools available on the Drawing toolbar. The toolbar contains buttons for drawing simple shapes, such as ovals and rectangles, as well as lines and lines with arrows. You can control the shape's line color and thickness as well as apply a fill color to your shapes.

TIP

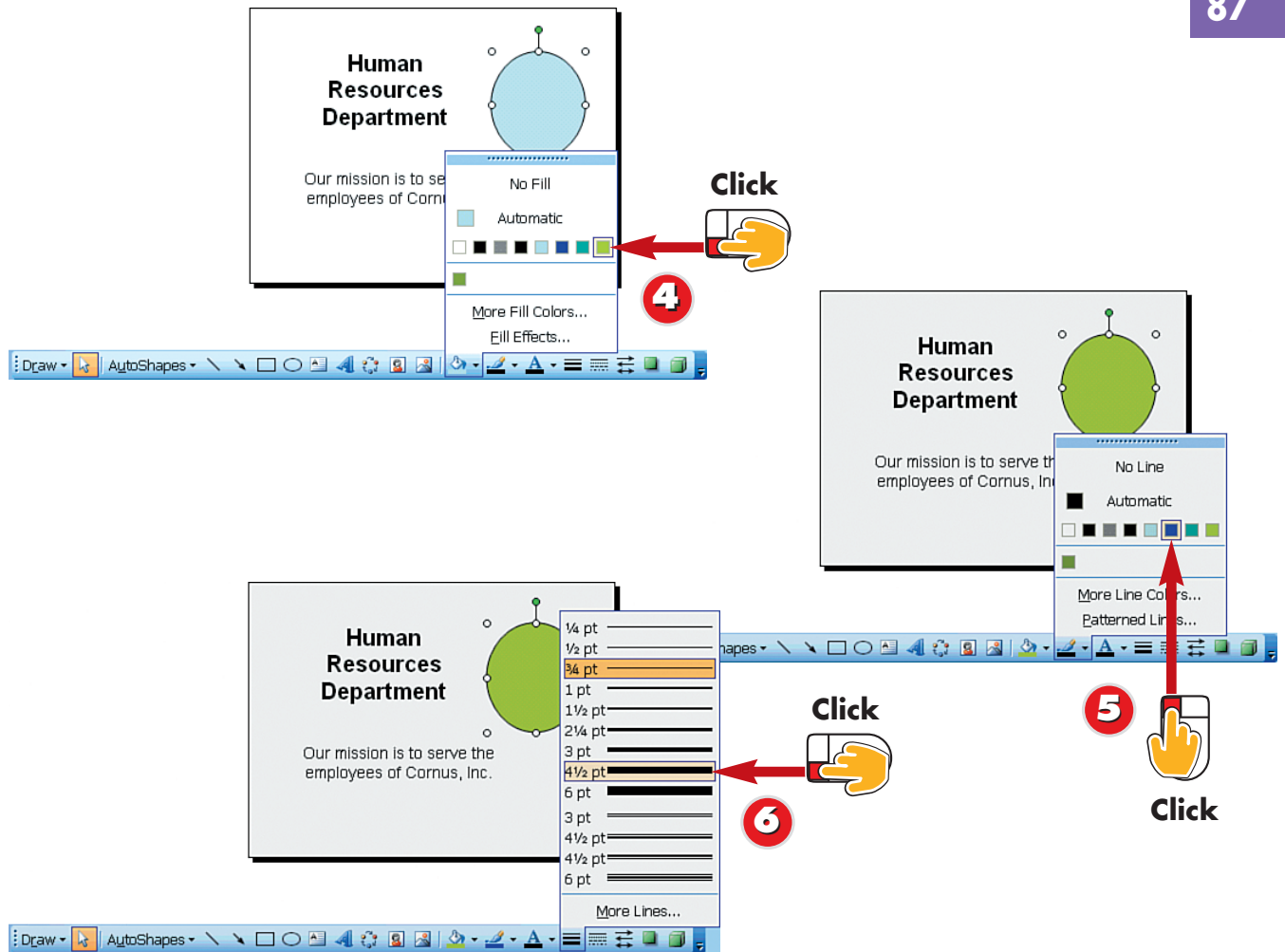
Drawing a Perfect Shape

To draw a perfect circle or square, press and hold the **Shift** key while drawing with the Oval or Rectangle tools.

TIP

Drawing Lines

To draw just a single line or a line with an arrow, simply click the **Line** or **Arrow** button on the Drawing toolbar and drag on the slide to create the line.



- 4** Click the **down arrow** next to the **Fill Color** button in the Drawing toolbar and click a color to fill the inside of the shape.
- 5** Click the **down arrow** next to the **Line Color** button in the Drawing toolbar and click a color for the line.
- 6** Click the **Line Style** button and click a thickness or style for the line.

End

TIP

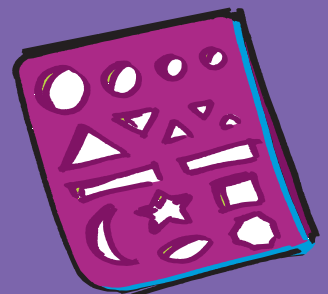
Editing Shapes

You can edit the shape or line you draw by double-clicking the object to open the Format AutoShape dialog box. Here, you can reset the fill color, line thickness, and more.

TIP

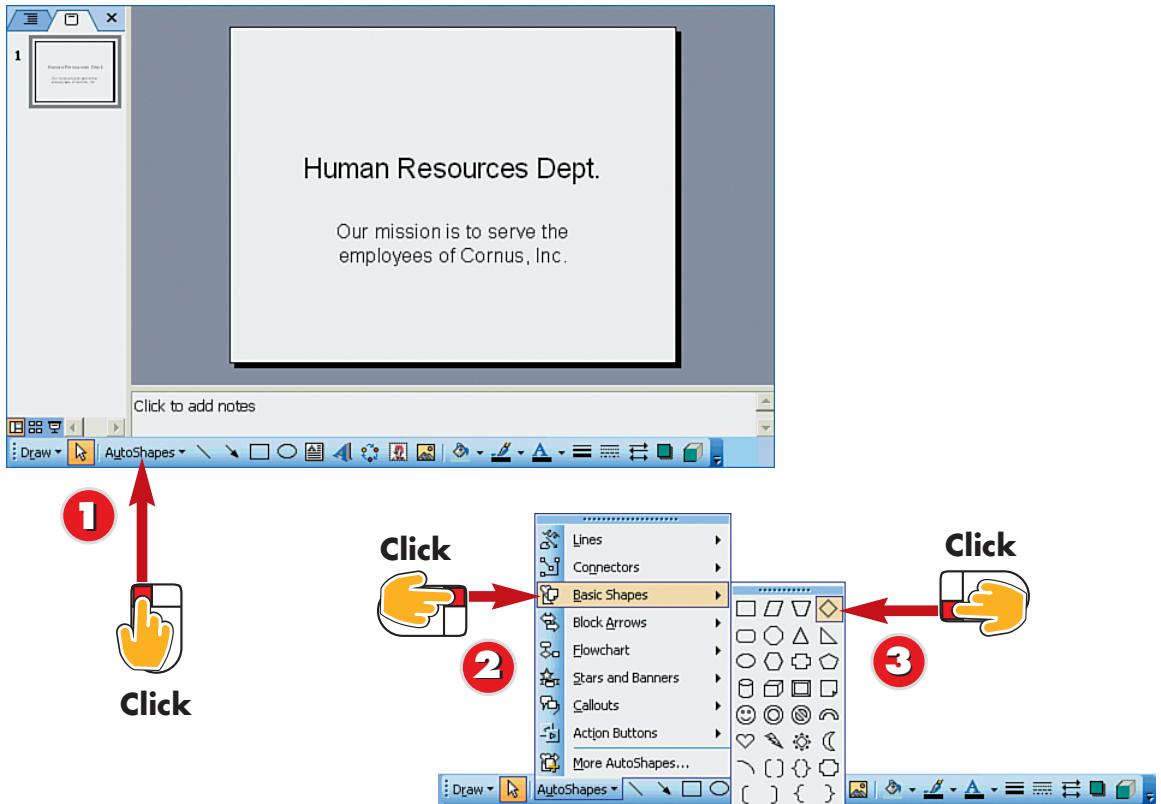
Quickly Inserting a Circle or Square

Click the **Oval** or **Rectangle** button on the Drawing toolbar, and then click on the slide where you want to insert a circle or square. PowerPoint inserts the shape for you using the default drawing settings.



Adding AutoShapes

Start



- 1** Click the **AutoShapes** button on the Drawing toolbar.
- 2** Click an AutoShape category (in this example, **Basic Shapes**).
- 3** Click an AutoShape.

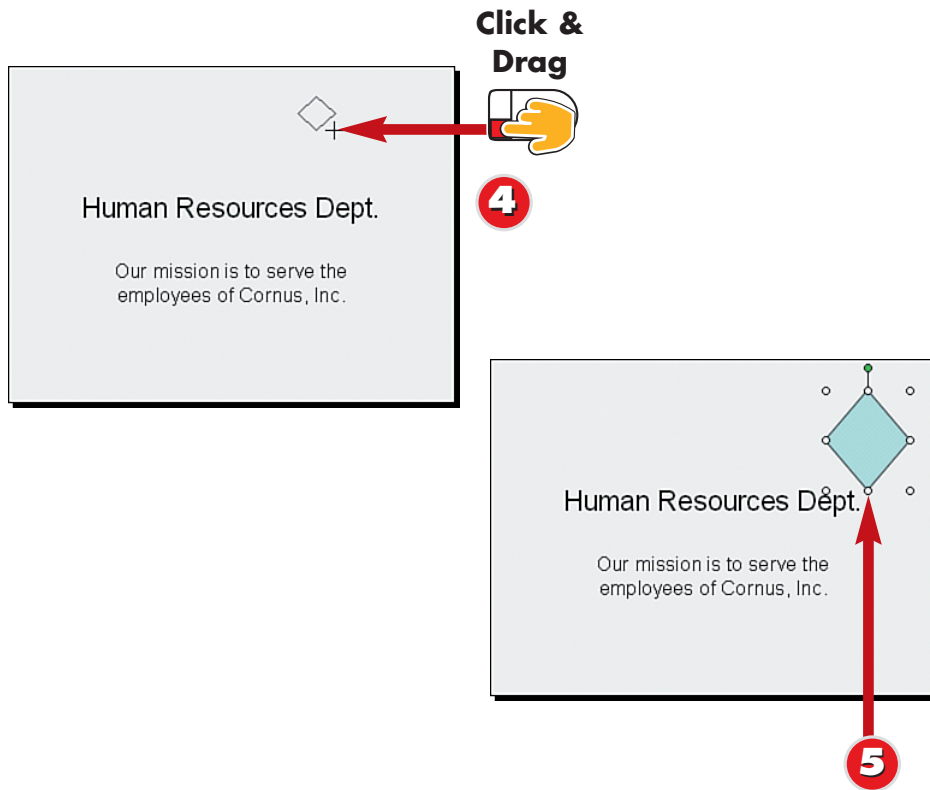
INTRODUCTION

Rather than drawing your own shapes on your slides, you can choose from dozens of predrawn shapes, called *AutoShapes*. Among the AutoShapes catalog, you can find callout shapes, block arrows, and basic shapes, such as triangles.

TIP

Setting a Fill Color

You can set the fill color or line style for the AutoShape before drawing it on the slide. To do so, click the **Fill Color** button on the Drawing toolbar to change the fill color, or click the **Line Color** and **Line Style** buttons to change line color or style (for help, see the preceding task). You can now draw an AutoShape using your selections. You can also apply formatting options to a shape you have already created.



- 4** Click and drag on the slide to draw the shape.
- 5** Release the mouse button; the shape is created.

End**TIP****Adding Text to an AutoShape**

Most AutoShapes allow you to add text within the shape. To do so, choose an AutoShape as you did in steps 1–3, click on the slide where you want to insert the shape, then start typing the text you want to appear.

TIP**Deleting an AutoShape**

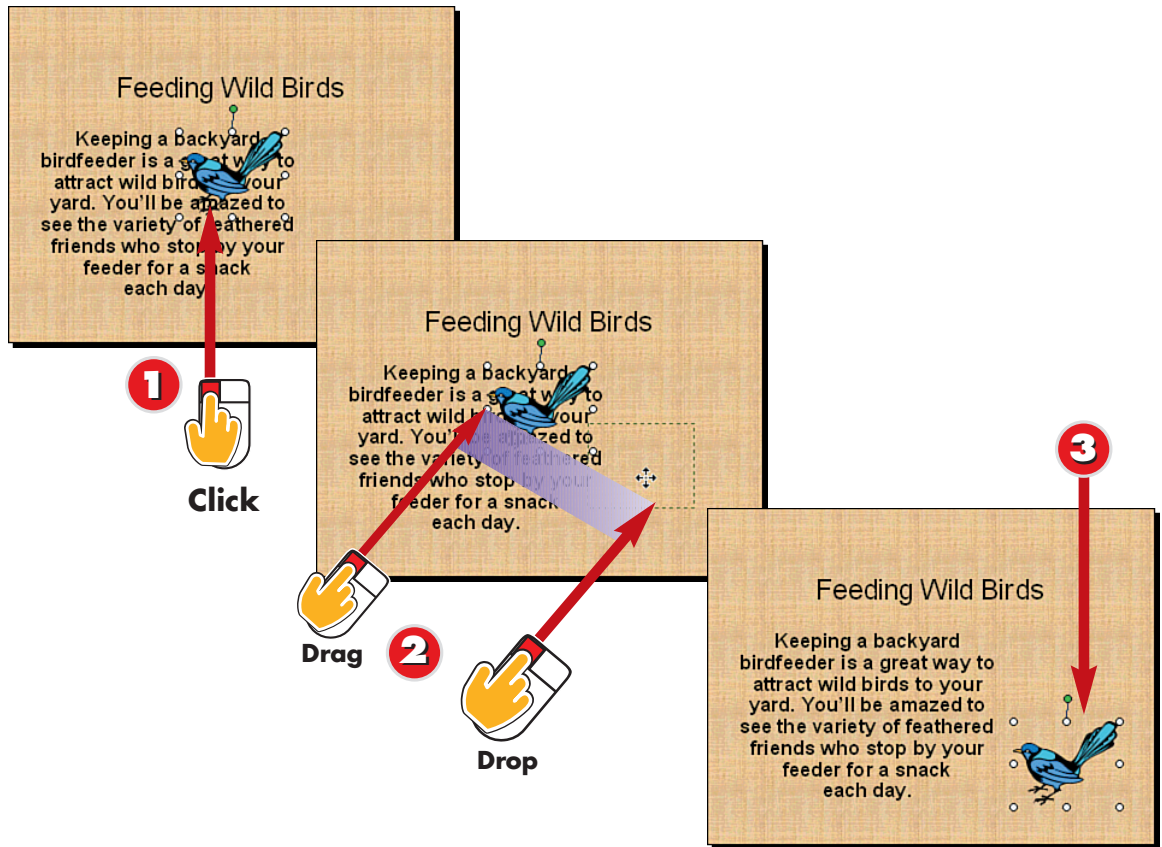
To remove an AutoShape object from a slide, click to select the object, and then press the **Delete** key on your keyboard.

TIP**Editing an AutoShape**

If you double-click an AutoShape, the Format AutoShape dialog box opens, enabling you to make changes to the shape's fill color or line style.

Moving a Slide Object

Start



- 1** To move an object, click on the object to select it.
- 2** Drag the slide object to a new location.
- 3** Release the mouse button; the slide object is moved.

End

INTRODUCTION

You can move any slide object, including clip art, pictures, shapes, and even text boxes. You might move an object to change the slide layout, or to better position the object on the slide.

TIP

Restricting Movement

If you press and hold the **Shift** key while dragging the slide object you want to move, the object can be moved only vertically or horizontally.

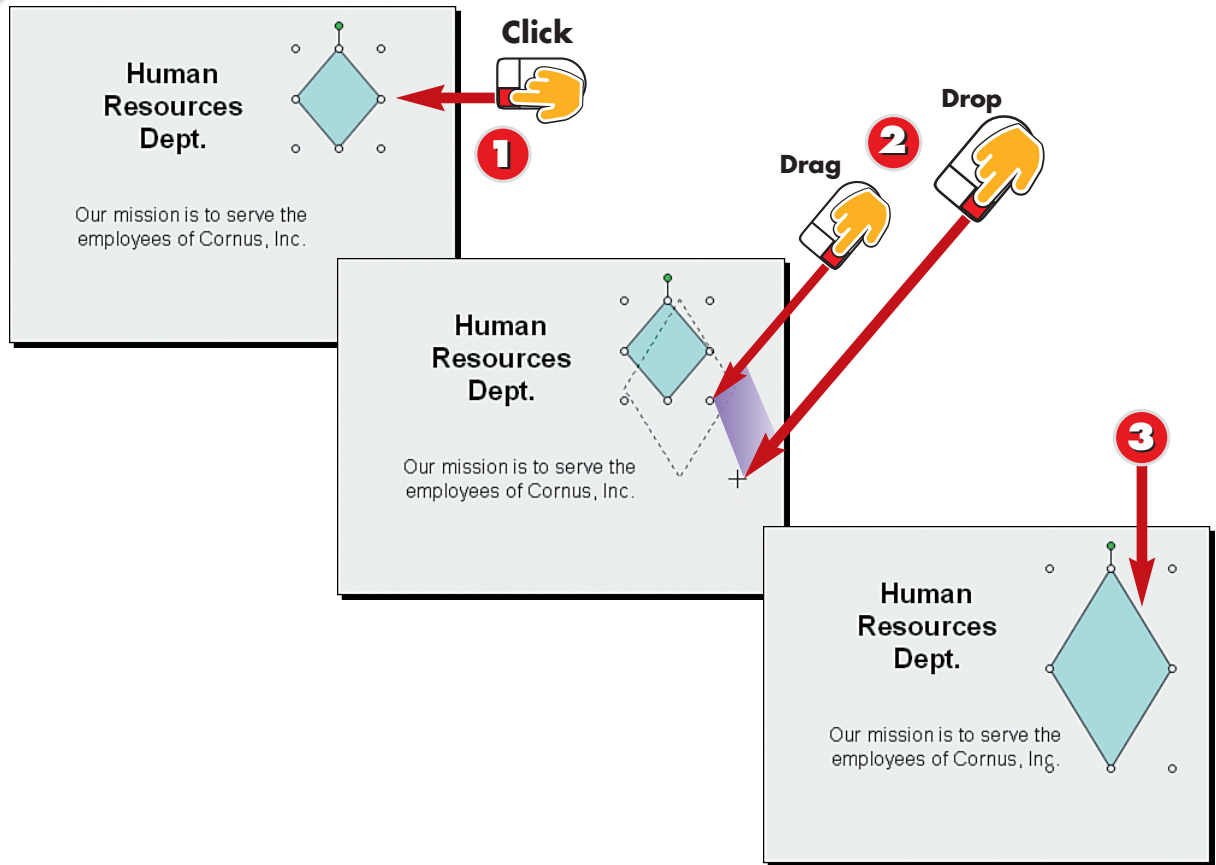
TIP

Nudging a Slide Object

To move a slide object ever so slightly on the slide, use the Nudge command. Select the object, click the **Draw** button on the Drawing toolbar, select **Nudge**, and then select a direction to nudge the object.

Resizing a Slide Object

Start



- 1** To resize an object, click on the object to select it.
- 2** Drag a handle.
- 3** Release the mouse button; the object is resized.

End

INTRODUCTION

You can resize any type of slide object—including clip art, pictures, shapes, and text boxes—to make it appear larger or smaller on the slide. When an object is selected, it is surrounded by handles; you use these handles to resize different sides of the object.

TIP

Keeping It Proportional

Press and hold the **Ctrl** key while dragging an object handle to keep the slide object size proportional to its original size. This prevents you from making one side of the object appear distorted. All sides stay the same relative size as you drag.

TIP

Changing the Object's Shape

To change an AutoShape, select the object, then click the **Draw** button on the Drawing toolbar. Select **Change AutoShape**, and choose another shape from the AutoShape categories.

Adding Borders to Slide Objects

Start



- 1** To add a border to an object, click on the object to select it.
- 2** Click the **Line Style** button on the Drawing toolbar and select a line thickness for the border.
- 3** PowerPoint adds a line around the entire slide object as a border.

End

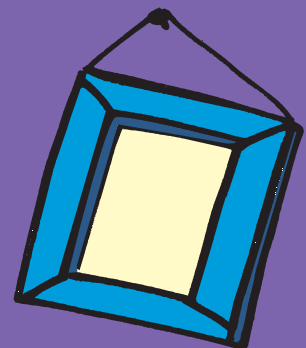
INTRODUCTION

To make a slide object stand out on a slide, or to separate it from other slide objects, you can apply a border around the object. Borders are simply lines surrounding the outside of the slide object. You cannot add borders to a shape or WordArt object, but you can add borders to objects such as clip art, pictures, and text boxes.

TIP

Changing the Border Color

To change the color of a border, select the object and click the **Line Color** button on the Drawing toolbar. Select another color, and PowerPoint immediately applies it to the border.



Adding Shadows to Slide Objects

Start



- 1** To add a shadow to an object, click on the object to select it.
- 2** Click the **Shadow** button on the Drawing toolbar and click a shadow style.
- 3** PowerPoint applies the shadow.

End

INTRODUCTION

To make your illustration pop off the slide, you can add shadow effects. Shadows create the illusion of depth by making it appear as though light is shining on the object. You can add shadows to any slide object.

TIP

Shadow Control

For added control, you can click the **Shadow Settings** option in the **Shadow** drop-down list to display the Shadow Settings toolbar. This toolbar has buttons for changing the placement of the shadow as well as the shadow color.

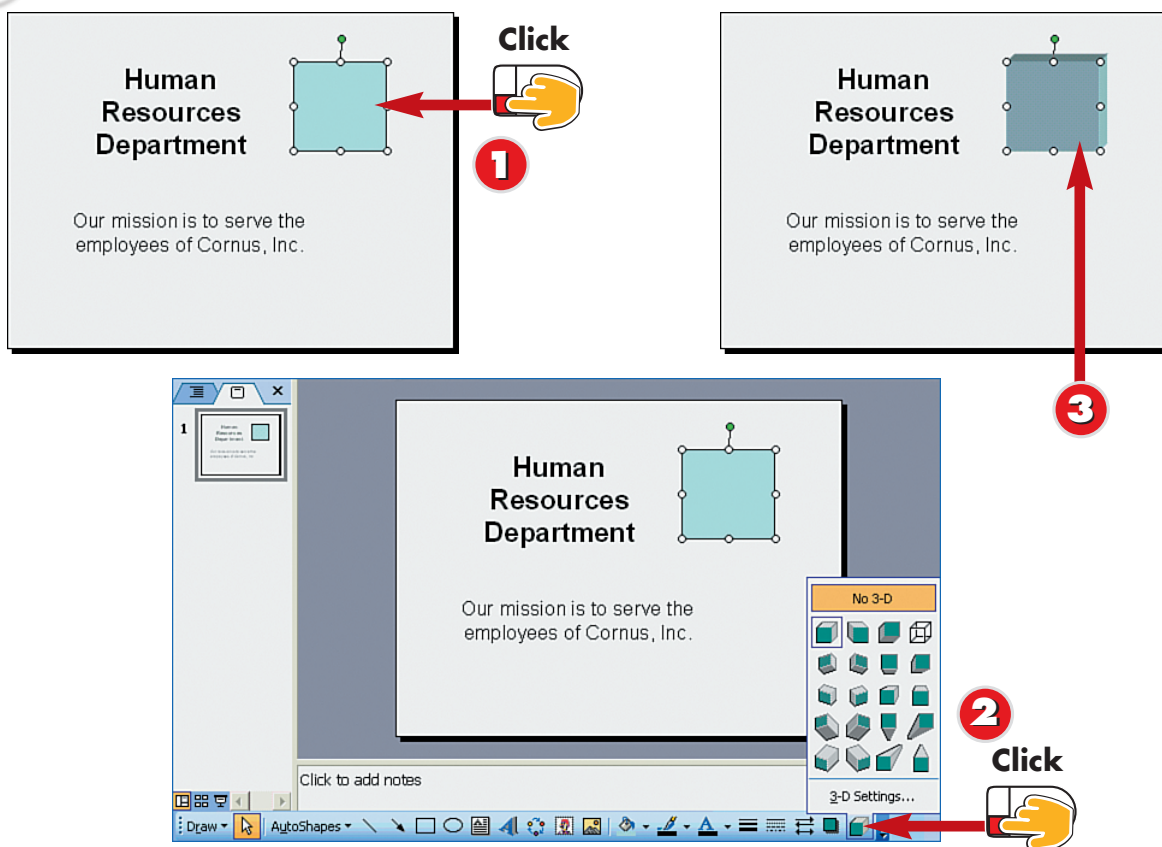
TIP

Undoing Mistakes

If you do not like the effect of a formatting setting you apply to a selected object, simply click the **Undo** button on the Standard toolbar to undo your work.

Adding 3D Effects to Shapes

Start



- 1** To apply a 3D effect to an object, click on the object to select it.
- 2** Click the **3D** button on the Drawing toolbar and select an effect.
- 3** PowerPoint applies the 3D effect to the object.

End

INTRODUCTION

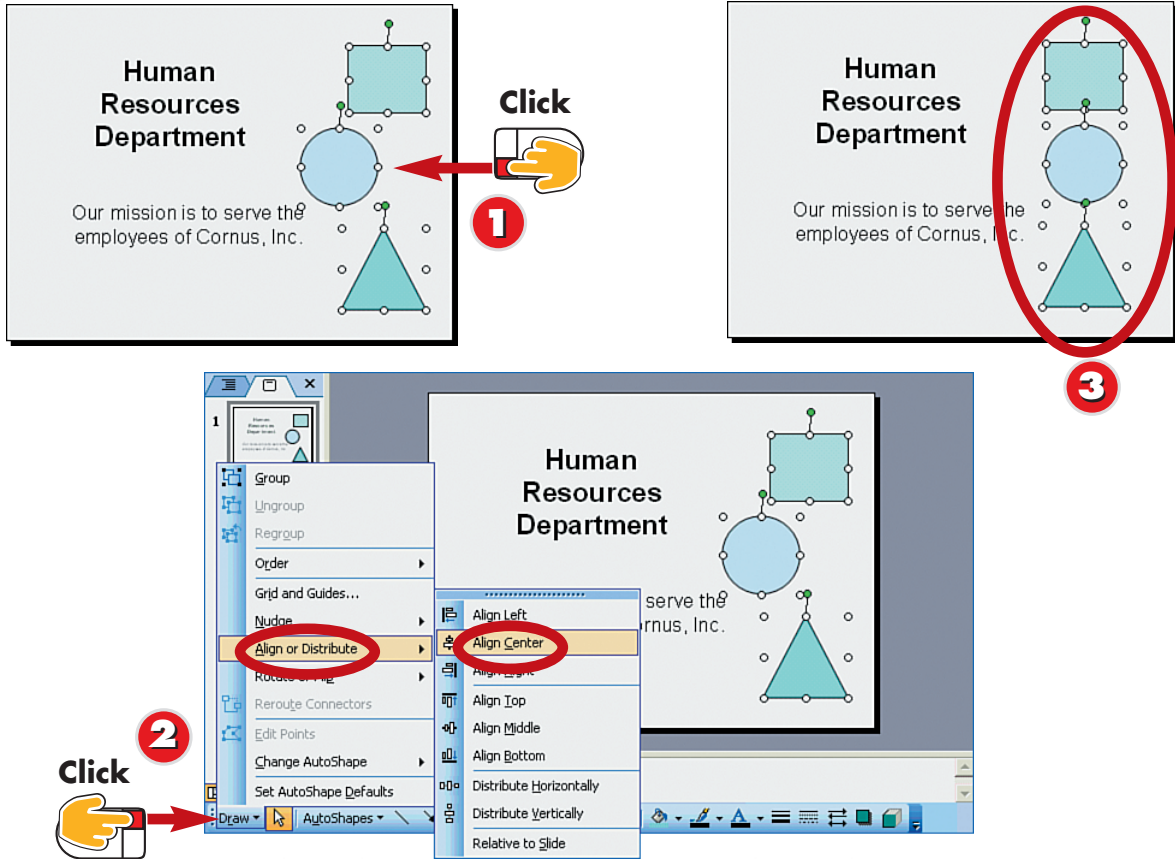
You can apply a 3D effect to any shape or AutoShape on your slide to make it appear more lifelike. PowerPoint creates the effect by adding shadows and shading to the shape.

CAUTION

You cannot apply the 3D feature to clip art, pictures, WordArt, or text box objects.

Aligning Slide Objects

Start

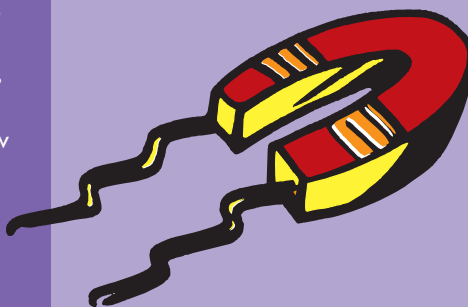


- 1** Select the slide objects you want to align. (To select multiple objects, press and hold down the **Ctrl** key on your keyboard as you click each object.)
- 2** Click the **Draw** button on the Drawing toolbar, select **Align or Distribute**, and then click an alignment.
- 3** PowerPoint aligns the objects.

End

INTRODUCTION

If your slide contains two or more illustrations, you might need to align them to improve your slide's appearance. To do so, use the alignment commands on the Draw menu to align selected objects on a slide; you can choose to align objects horizontally or vertically on the slide.



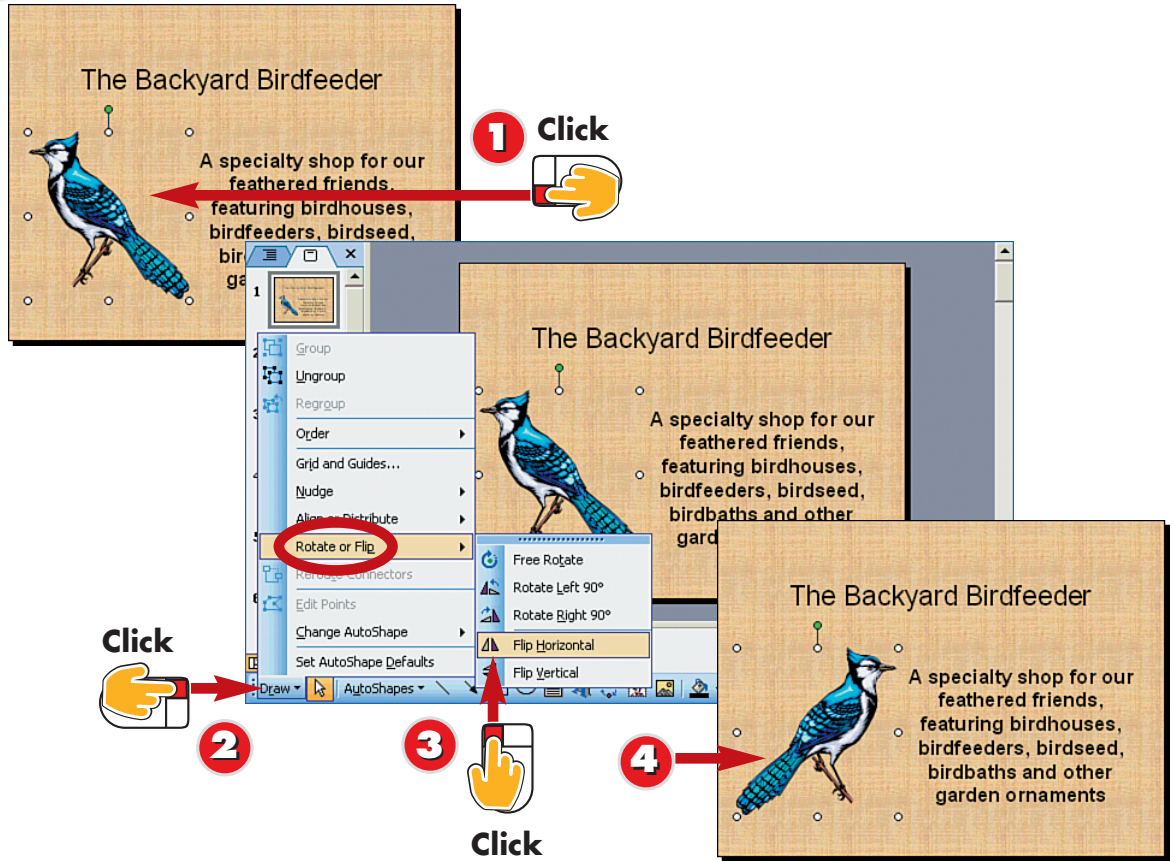
TIP

Distributing Objects

Use the Distribute options on the **Draw** menu to space your objects evenly on the slide in a vertical or horizontal manner.

Flipping and Rotating Slide Objects

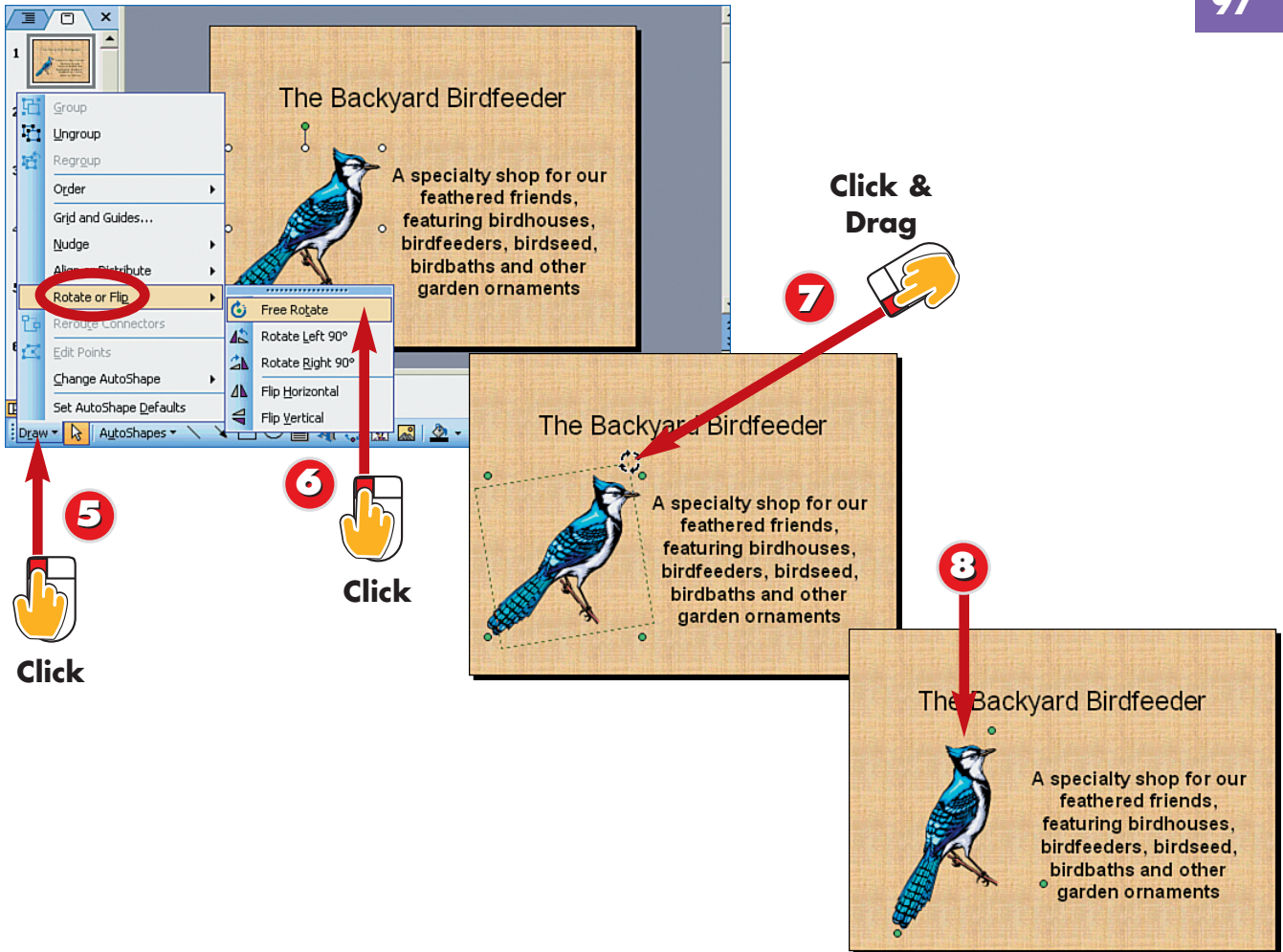
Start



- 1** To flip an object, click the object to select it.
- 2** Click the **Draw** button on the Drawing toolbar and click **Rotate or Flip**.
- 3** Click **Flip Horizontal** or **Flip Vertical**.
- 4** PowerPoint flips the object.

Another way to modify your slide illustrations is to change their position by flipping or rotating. *Flipping* an object simply turns it over, making it a mirror-image of the original. You can flip objects horizontally or vertically. *Rotating*, on the other hand, moves an object on an invisible axis, changing the direction of the object in a clockwise or counterclockwise fashion.

Use caution when flipping an image that includes text. Flipping will cause the text to read backward, as if held to a mirror.



- 5** To rotate a selected object, click the **Draw** button on the Drawing toolbar and click **Rotate or Flip**.
- 6** Click **Free Rotate**.
- 7** Rotation handles surround the object. Click and drag a handle to rotate the object.
- 8** Release the mouse button; the object is rotated.

End

TIP

Rotating by Degrees

You can use the **Rotate Left** or **Rotate Right** options on the **Draw** menu to rotate an object in 90-degree increments. Activating the command twice rotates the object 180 degrees.

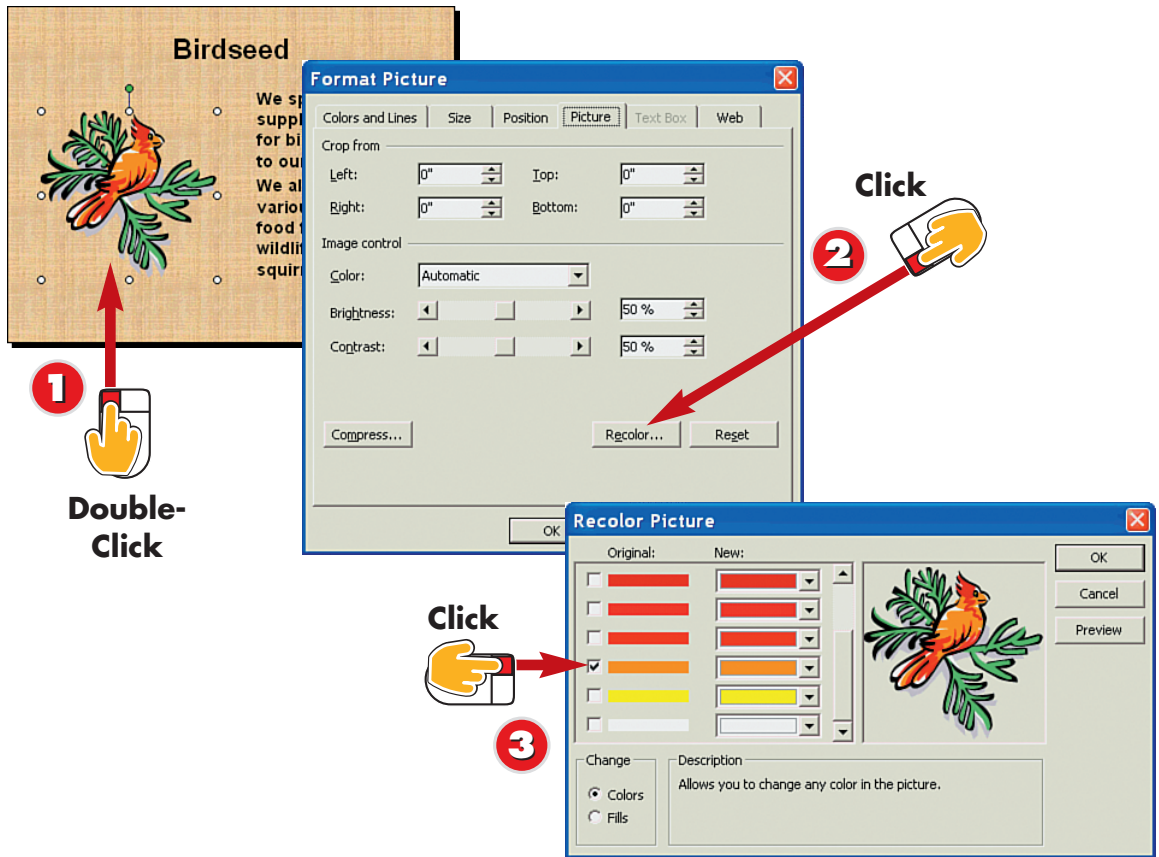
TIP

Restricting Rotation

If you press and hold the **Shift** key while dragging an object's rotation handle, PowerPoint restricts the rotation to 15-degree increments.

Start

Recoloring Clip Art



- 1** Double-click the clip-art object.
- 2** The Format Picture dialog box opens and displays the Picture tab. Click the **Recolor** button.
- 3** The Recolor Picture dialog box opens. Click the check box next to the color you want to edit to place a check mark in it.

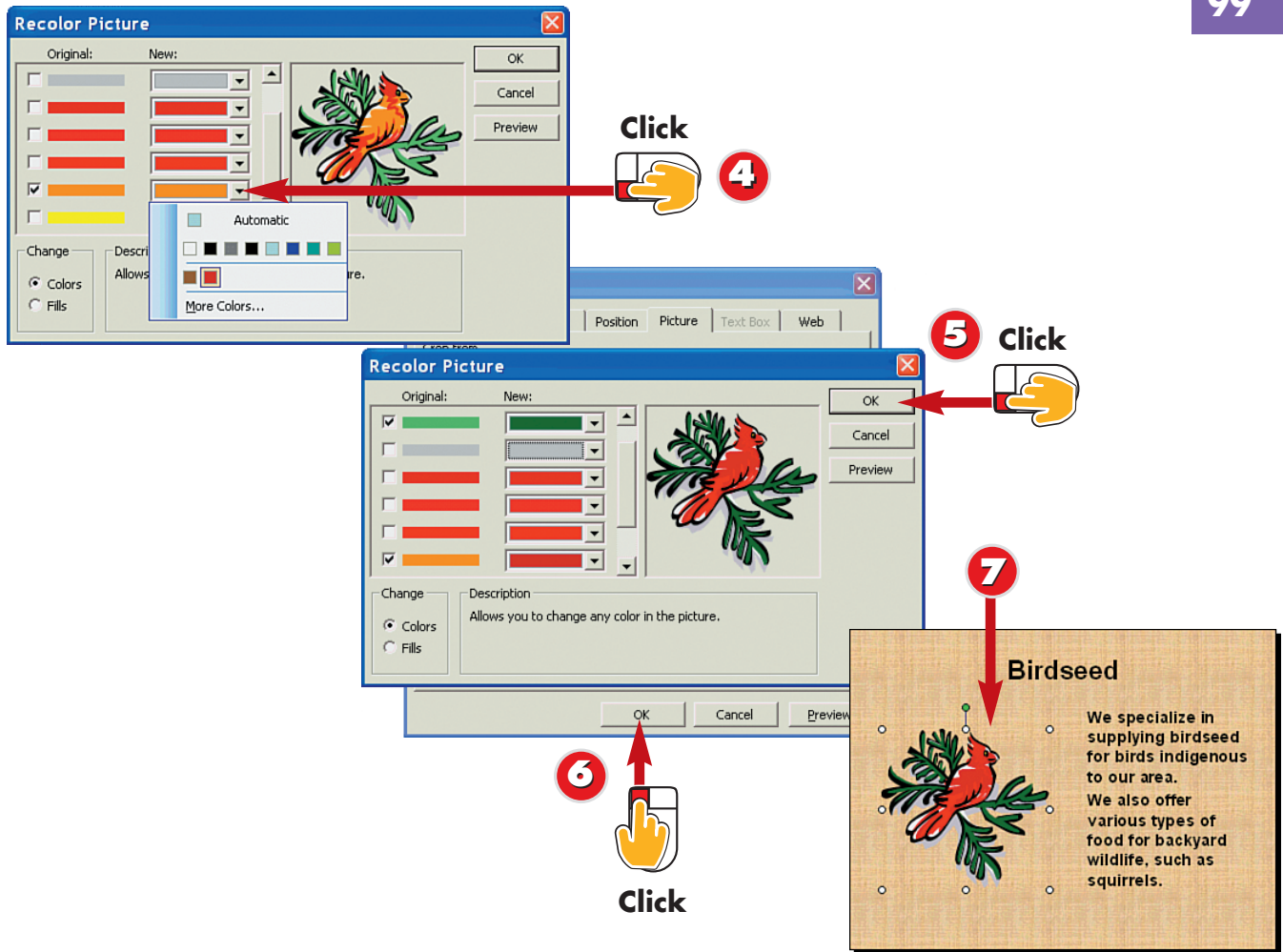
INTRODUCTION

If the colors in the clip-art image you insert onto your slide do not match your slide's color scheme, you can change them. Recoloring clip art allows you to change the various colors associated with the image and choose colors that more closely coordinate with your slide's color scheme.

TIP

Clicking the Recolor Picture Button

Another way to access the Recolor Picture dialog box is to click the **Recolor Picture** button on the Picture toolbar. To view the toolbar, select **View, Toolbars, Picture**.



- 4 Click the **New** drop-down arrow and select a new color to apply.
- 5 Repeat steps 3 and 4 to modify other colors in the clip art, and then click **OK**.
- 6 Click **OK** in the Format Picture dialog box to apply your changes.
- 7 PowerPoint applies the new colors.

End



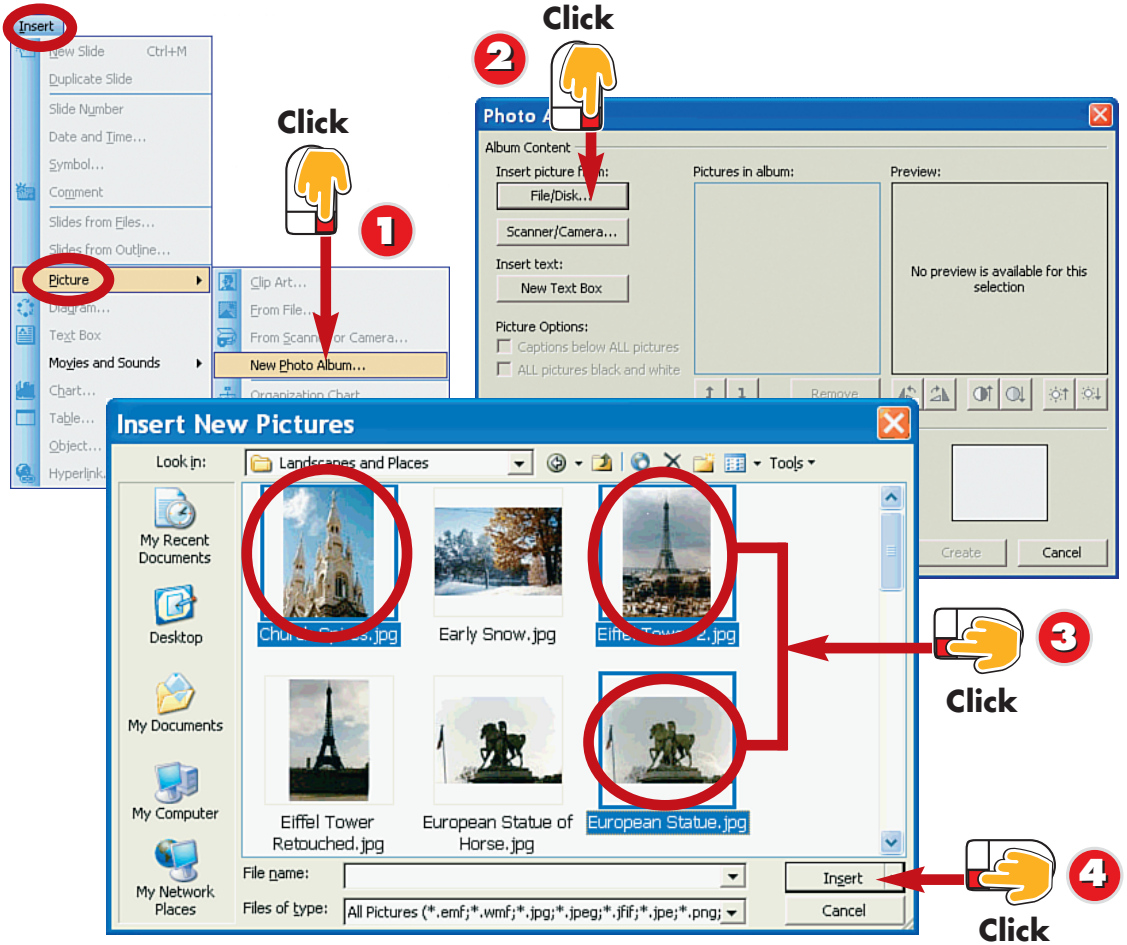
TIP

Leaving the Outline, Changing the Fill

To leave the outline color of the clip-art image unchanged, click the **Fills** option in the Recolor Picture dialog box before making changes to the clip-art colors. This tells PowerPoint to change the image's fill colors only.

Creating a Photo Album

Start



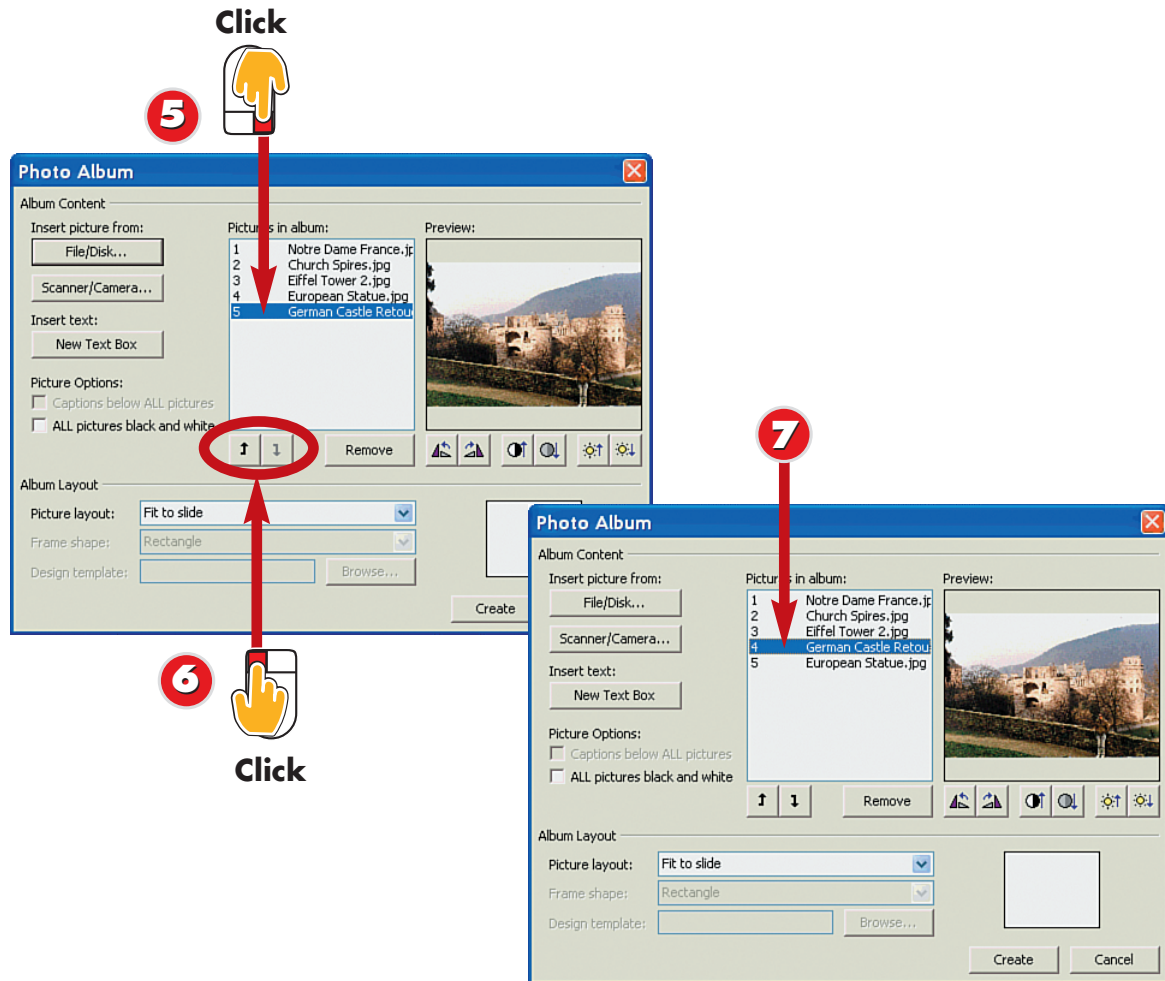
- 1** Click **Insert**, **Picture**, **New Photo Album**.
- 2** The Photo Album dialog box opens. Click the **File/Disk** button.
- 3** The Insert New Pictures dialog box opens. Locate and select all the photos you want to include. (Press and hold the **Ctrl** key while clicking photos to select multiple files.)
- 4** Click **Insert**.

PowerPoint offers you a unique way to display photographs in a presentation: You can turn them into a photo album. The Photo Album feature takes the selected photograph files and turns them into slides.

TIP

Locating Photos

You can click the **Look In** drop-down arrow in the Insert New Pictures dialog box to look for photos in another folder or drive.



- 5** PowerPoint lists the names of the selected pictures. To move a picture in the list, first click the name to select the picture.
- 6** Click the **Up** or **Down** arrow to rearrange the selected picture in the list order.
- 7** The picture changes location in the list. Repeat steps 5 and 6 as needed until your photos appear in the desired order.

**See
next
page**

TIP

Removing a Photo from the List

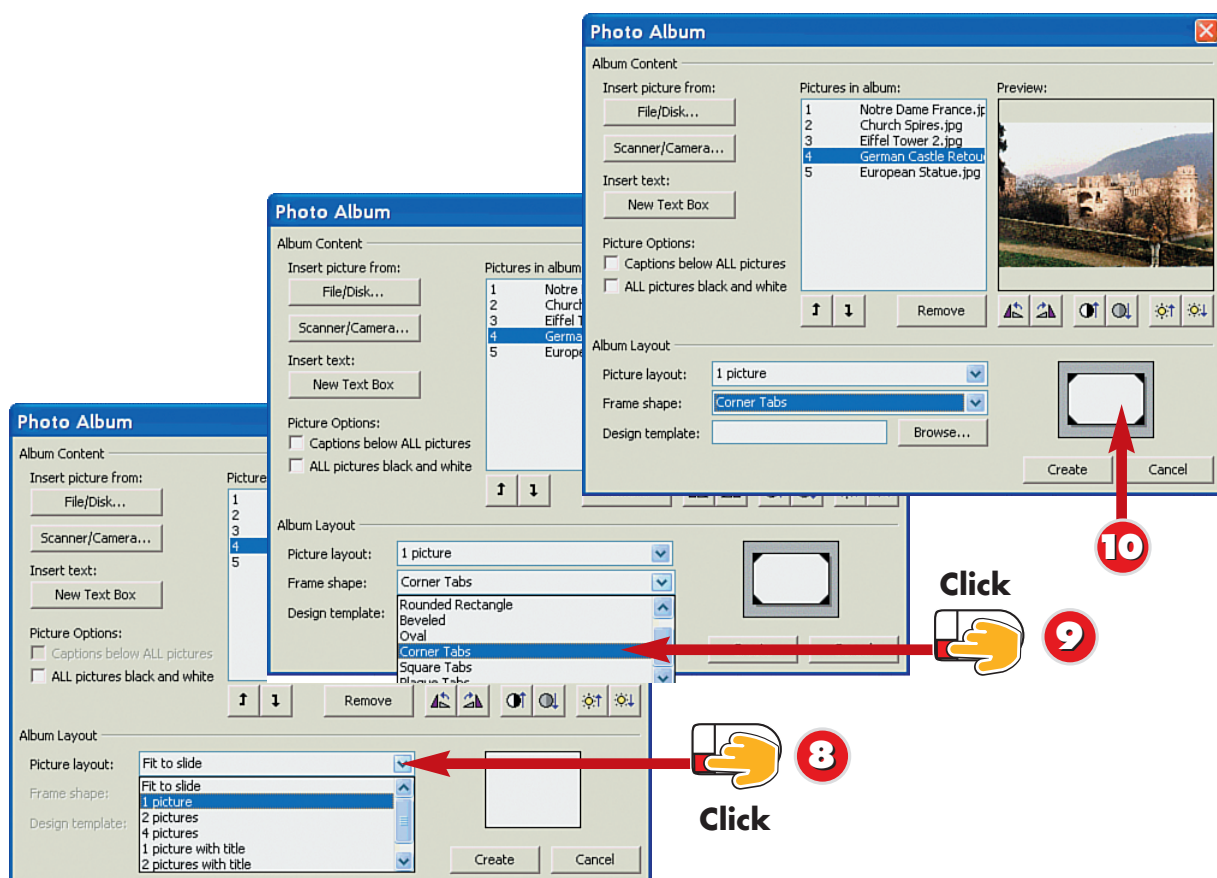
If you accidentally selected pictures in the Insert New Picture dialog box that you do not need, you can easily remove them using the Photo Album dialog box. Click the name of the picture in the **Pictures in Album** list, and then click the **Remove** button to remove the picture.

TIP

Adjusting the Picture

In the Photo Album dialog box, you can adjust crooked pictures using the **Rotate Counterclockwise** or **Rotate Clockwise** buttons. Select the crooked image in the **Pictures in Album** list, and then click the button.

Creating a Photo Album (Continued)



- 8** To specify how many pictures appear on each slide, click the **down arrow** next to the **Picture Layout** field and select the desired option (here, **1 Picture**).
- 9** To add a frame to the pictures in your photo album, click the **down arrow** next to the **Frame Shape** field and select a frame style (in this case, **Corner Tabs**).
- 10** The preview area displays how the pictures will appear on each slide, along with any special frames you select.

TIP

No Preview?

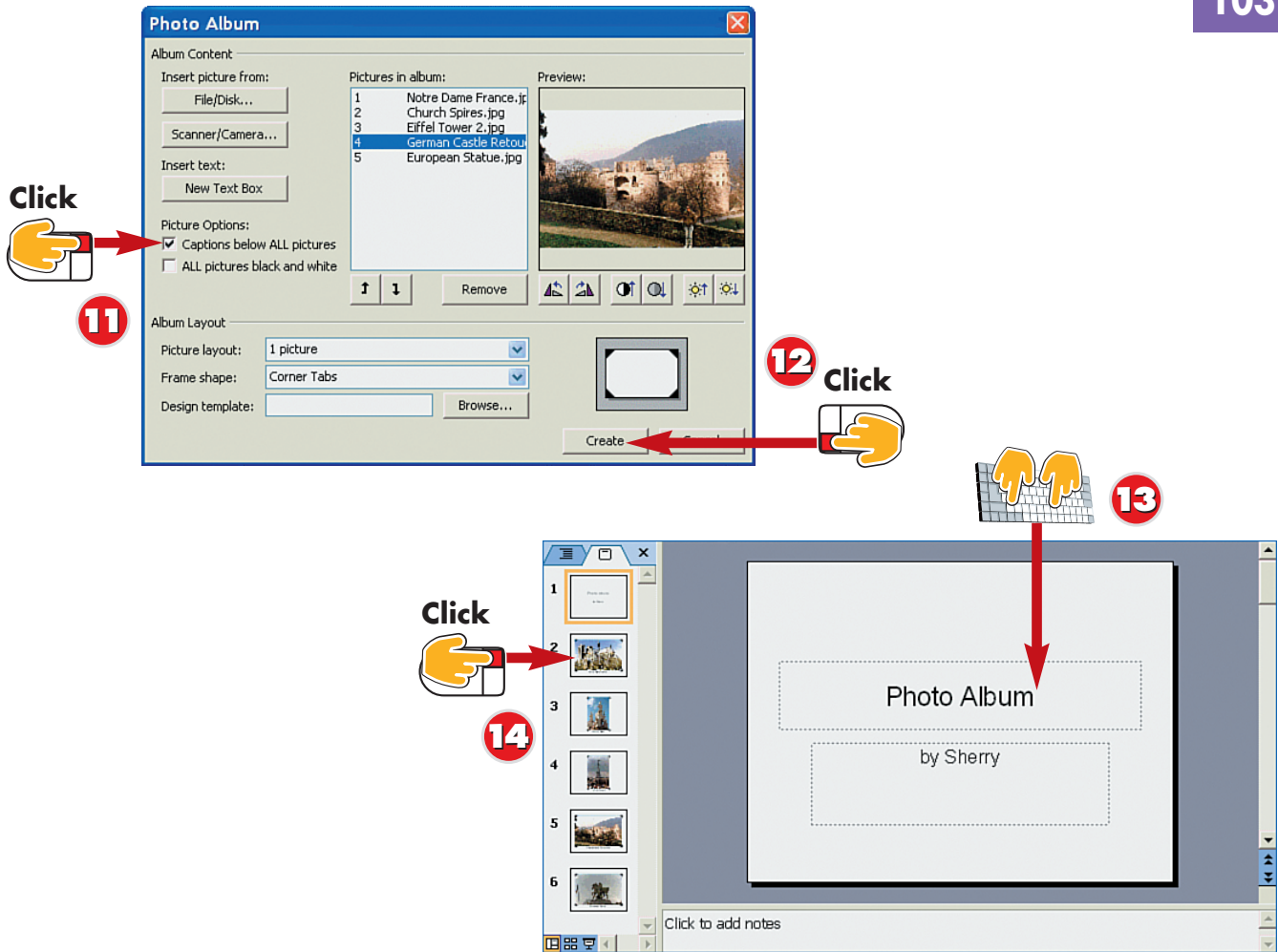
If you selected the **Fit to Slide** option for the picture layout, you will not see a preview of your layout or frame selection in the preview area.



HINT

Frame Styles

You can only apply one frame style for the entire album.



- 11** To include a caption for each image, click the **Captions Below ALL Pictures** check box.
- 12** Click **Create**.
- 13** PowerPoint creates the album, along with a title slide. To fill in the title slide placeholder, click the Photo Album text box and type another title, if desired.
- 14** The Slides tab lists all the photo slides. To view a photo, click a slide in the Slides tab area.

End

TIP

Adding Captions

If you chose to add captions below your photos, click the slide you want to add a caption to in the Slides tab, then click the caption area and type a new caption for the photo.

TIP

Saving the Album

You can save a photo album just like you save other presentations you create in PowerPoint. See Part 2 to learn more about saving PowerPoint files.

TIP

Editing the Album

To make changes to the pictures in your album, select **Format, Photo Album** to open the Format Photo Album dialog box. Here, you can change the picture order, frames, layout, and more.