After completing this lesson, you will be able to:

- Change the layout of a slide.
- Insert a clip art image.
- Scale an image.
- Insert and format a Microsoft Word table.
- Insert a Microsoft Excel chart.
- Insert and modify a picture.
- Insert and modify WordArt.

Changing the Layout of a Slide

To change the layout of a slide

1. Display the slide to which you want to apply a different slide layout.

2. On the Format menu, click Slide Layout to display the Slide Layout task pane.

3. Click a new slide layout.

Inserting a Clip Art Image

To insert a clip art image using the Insert Clip Art task pane

1. On the Insert menu, point to Picture and then click Clip Art, or on the Drawing toolbar, click the Insert Clip Art button.

2. In the Insert Clip Art task pane, type what you want to search for in the Search text box.

3. Click Search.

4. Click a clip art image.

Scaling an Image

To scale an object

1. Select the clip art image.
2. On the Picture toolbar, click the Format Picture button, or click Picture on the Format menu.
3. Click the Size tab.
4. In the Scale area, select the number in the Height box.
5. Type a number.
6. Click OK.

Inserting and Formatting a Table

To insert a table

1. On the Insert menu, click Table, or in the content placeholder, click the Insert Table icon, or double-click the table placeholder on a slide.

2. Click the Number of rows and number of columns arrows to select the number of rows and columns you want.

3. Click OK.

4. Type text in the table, using Tab to move from cell to cell.

Inserting and Formatting a Table

To format a table

1. Select the cells in the table in which you want to format.

2. Click an alignment button on the Formatting toolbar and then click an alignment on the Tables and Borders toolbar.

3. On the Tables and Borders toolbar, click the Fill Color button down arrow and then click in a color box.

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Inserting and Formatting a Table

To format a table *(continued)*

4. Click the Draw Table button on the Tables and Borders toolbar and then draw a line.

5. Click the Eraser button on the Tables and Borders toolbar and then click the line.

6. Deselect the table.

Inserting a Microsoft Excel Chart

To insert an Excel chart object in a slide

1. On the Insert menu, click Object.

2. Click the Create from file option.

3. Click Browse.

4. In the Look in box, navigate to the location of the Excel file that you want to insert.

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Inserting a Microsoft Excel Chart

To insert an Excel chart object in a slide *(continued)*

5. In the list of file names, click the Excel file that you want to insert.

6. Click OK to close the Browse dialog box.

7. Click OK.

Inserting a Picture

To insert a picture

1. On the Insert menu, point to Picture and then click From File.

2. In the Look in box, navigate to the location where you want to insert a picture.

3. In the list of file names, click the picture that you want to insert.

4. Click Insert.

Inserting a Picture

To create a photo album

1. On the Insert menu, point to Picture and then click new Photo Album.

2. Click File/Disk.

3. Navigate to the location of the pictures to be added to the photo album.

4. Select the first picture, then hold down Ctrl and click remaining pictures.

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Inserting a Picture

To create a photo album *(continued)*

5.   Click Insert

6.   Under Album Layout, click a layout for the pictures.

7.   Click the Frame shape down arrow and click a style for the picture frames.

8.   Click Create.

9.   Save the new photo album presentation.

Modifying a Picture

To enhance a picture in PowerPoint

1. Select the picture.
2. On the Picture toolbar, click the Color button and then click an option.
3. On the Picture toolbar, click the Less Brightness button until you reach the effect that you want.
4. On the Picture toolbar, click the More Contrast button until you reach the effect that you want.

Inserting and Modifying WordArt

To insert WordArt in a slide

1. On the Drawing toolbar, click the Insert WordArt button.

2. Click a style and then click OK.

3. In the Text box, type text.

4. Click OK.