

## CHAPTER FOUR: FORMATTING SLIDES

Although most templates and built-in slide styles come with text already formatted, you may want to change certain aspects of these attributes. In Microsoft PowerPoint, you can change aspects of font such as color, size, and font style. You can also add diagrams, charts, and images to slides to make them seem less static.

### This Chapter Will Include:

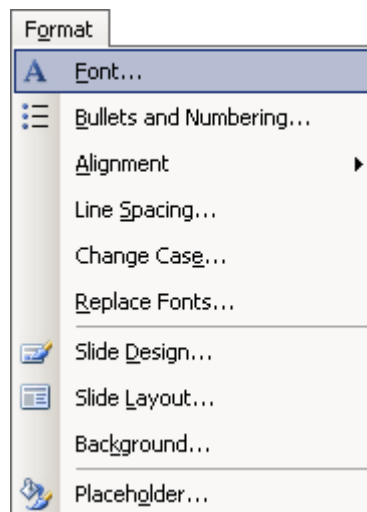
- Changing Font Attributes
- Displaying Guides and the Grid
- Drawing and Modifying Objects
- Adding Text Boxes
- Adding Diagrams

### Changing Font Attributes

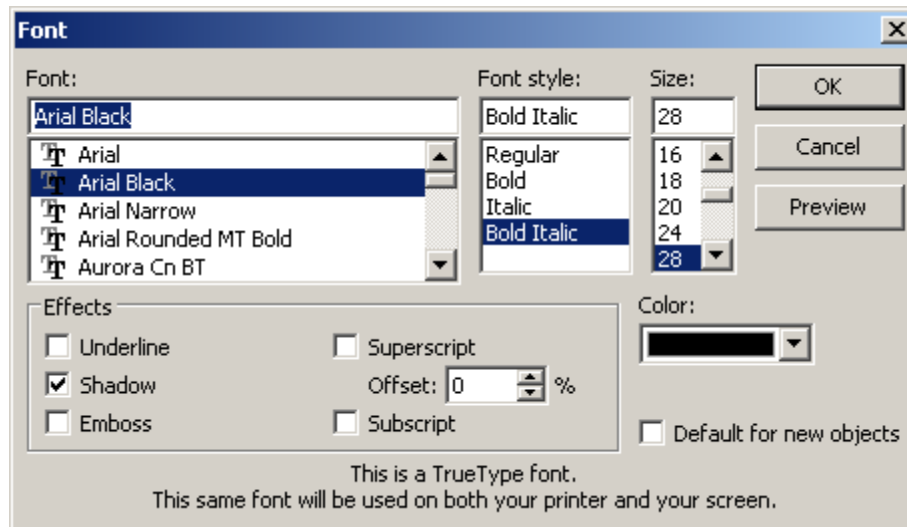
Under the **Font** menu, you can change aspects of text, including color, size, and font weight.

To change attributes, follow these steps:

1. Select a portion of text you would like to change.
  - a. If you simply place the cursor in the middle of a word without selecting it, only that word will change.
  - b. If you select a placeholder by clicking on the border (so that the blinking cursor does not appear), changes will be made to all text in the placeholder.
2. Click on the **Format** section of the menu toolbar and select **Font**.



3. In the **Font Dialog Box**, select **Arial Black** under the Font list, **Bold Italic** under the Font Style list, **28** under the Size list, and check **Shadow** in the Effects section. You can also change the font color by choosing a color from the drop-down list under the Color section.



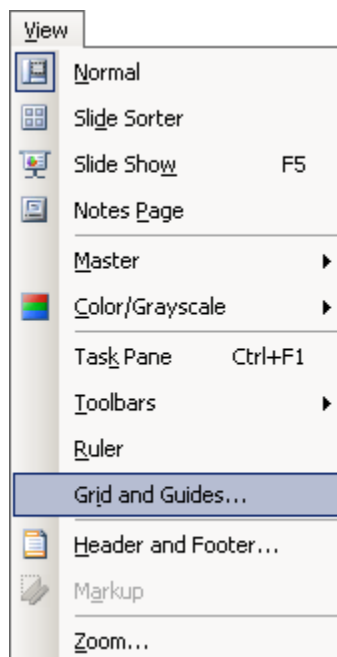
4. To preview your changes, click the **Preview** button.
5. When you are satisfied, click **OK**.

## Displaying Guides and the Grid

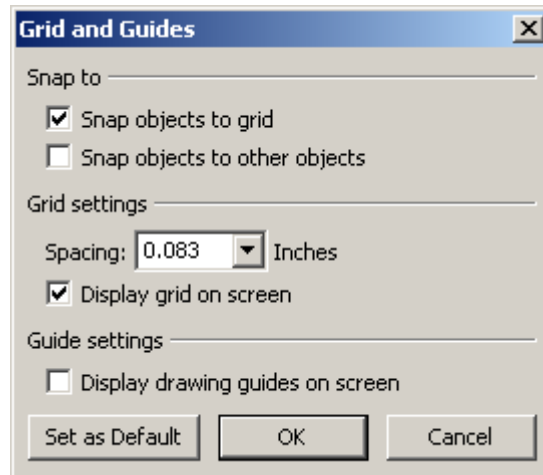
The **grid and guides** features can be turned on to help you align objects better. Grid and guides work independently of each other, so you can have one turned on while the other is off. By default, PowerPoint does not turn either of these on when you open a presentation.

To turn on the grid or guides, follow these steps:

1. Go to **View** on the **Menu toolbar** and select **Grid and Guides**.



- In the **Grid and Guides Dialog Box**, check the box next to either **Display grid on screen** or **Display drawing guides on screen** (or you can select both).
- The **Snap objects to grid** feature is enabled by default in PowerPoint. This automatically aligns objects to the nearest grid line that passes vertically or horizontally through the edges of an object. When enabled, this feature is active even when grid lines are not displayed on the screen.
- You can change the spacing between the grid lines by selecting a fraction in the **Grid Settings** section.



- Click **OK** to turn on the grid or guides.
- The guides will display as two intersecting lines that can be moved. Simply click and drag either line where you want it and release the mouse.
- The grid cannot be moved, but is useful for aligning items better in a slide. You can adjust the spacing between grid lines at any time by opening the Grid and Guides Dialog Box.

● ● ● | Future Developments

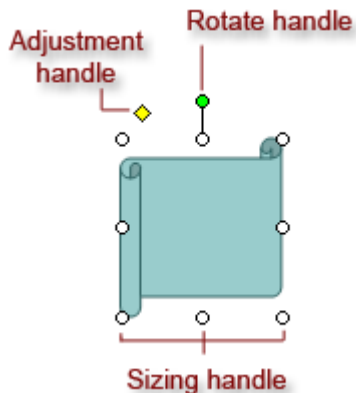
- Open new Antonyms Anonymous stores in Grayfield and Nottingham.
- Close the Paradoxical Solutions store in Northchester.
  - Sales have been consistently dropping over the last 3 years.
- Introduce a new line of clothing in Antonyms Anonymous.

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## Drawing and Modifying Objects

Using the **drawing toolbar**, you can add objects and images to your slides. You can also edit the size of an object or rotate it.



**Rotate Handle** – rotates the object clockwise or counterclockwise

**Adjustment Handle** – adjusts the shape of an object while retaining the same size

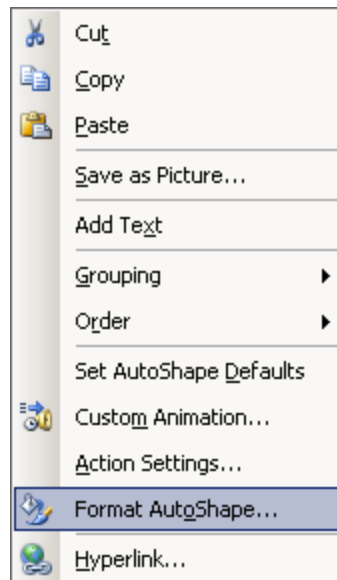
**Sizing Handles** – by clicking and dragging a corner size handle, you can change the size of an object and maintain its proportions; by clicking and dragging a side size handle, you can change the size without keeping the same proportions.

To add an object, follow these steps:

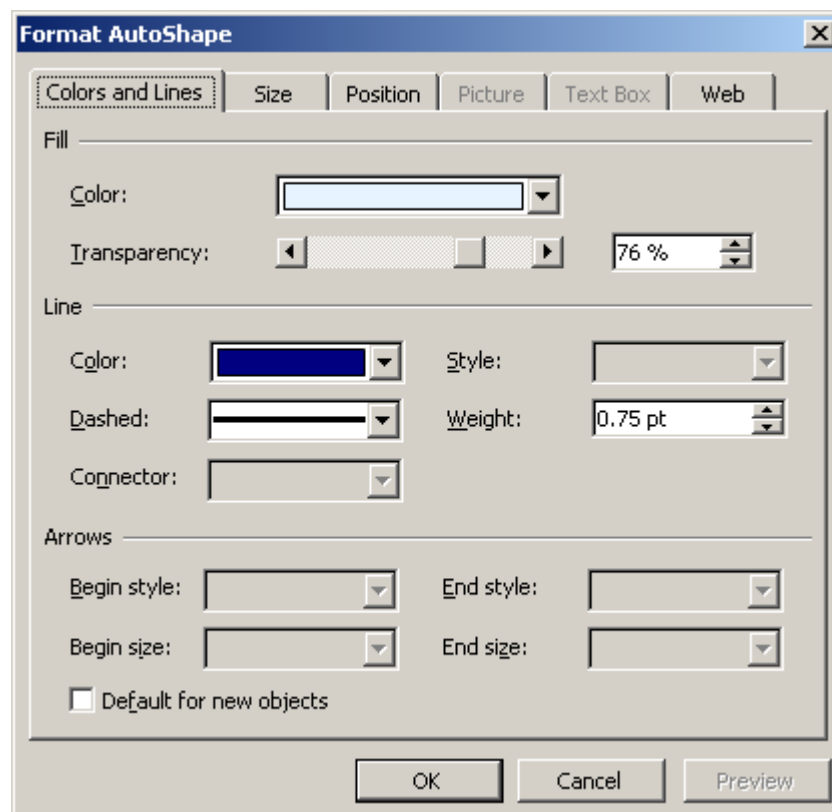
1. Make sure the **Drawing toolbar** is visible at the bottom of the screen (above the **status bar**). If it is not, right-click on the **Standard** or **Formatting toolbar** and select **Drawing** from the list.
2. On the left side of the Drawing toolbar are icons for adding lines, arrows, rectangles, or ovals. You can also click on the **AutoShapes** button and choose an object from the list.



3. Once you have chosen your object, click and drag the object in the slide. An outline will appear so you can see the size of the object.
4. Release the mouse to add the object.
5. To resize or rotate an object, click on it so that the handles appear. You can use the **rotate handle** to rotate the object and the **sizing handles** to resize it.
6. To edit the appearance of the object, right-click on it and select **Format AutoShape** from the drop-down menu.



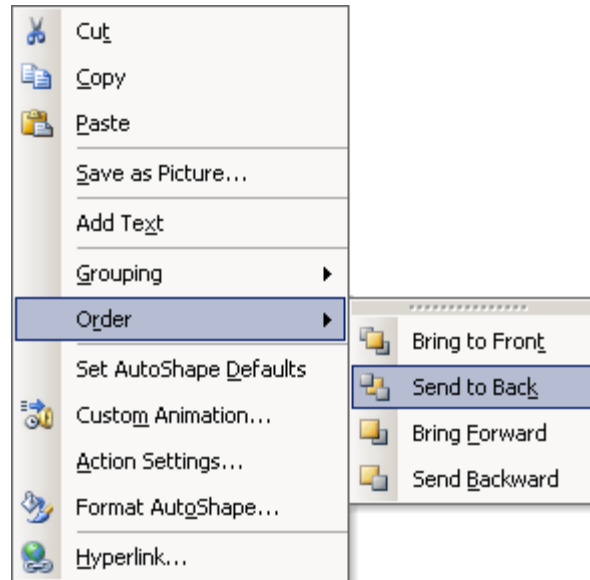
- In the **Colors and Lines** tab, you can change the fill color, transparency, and border of the object from its default color. Click **Preview** to see the changes. Select **OK** to apply them to your object.



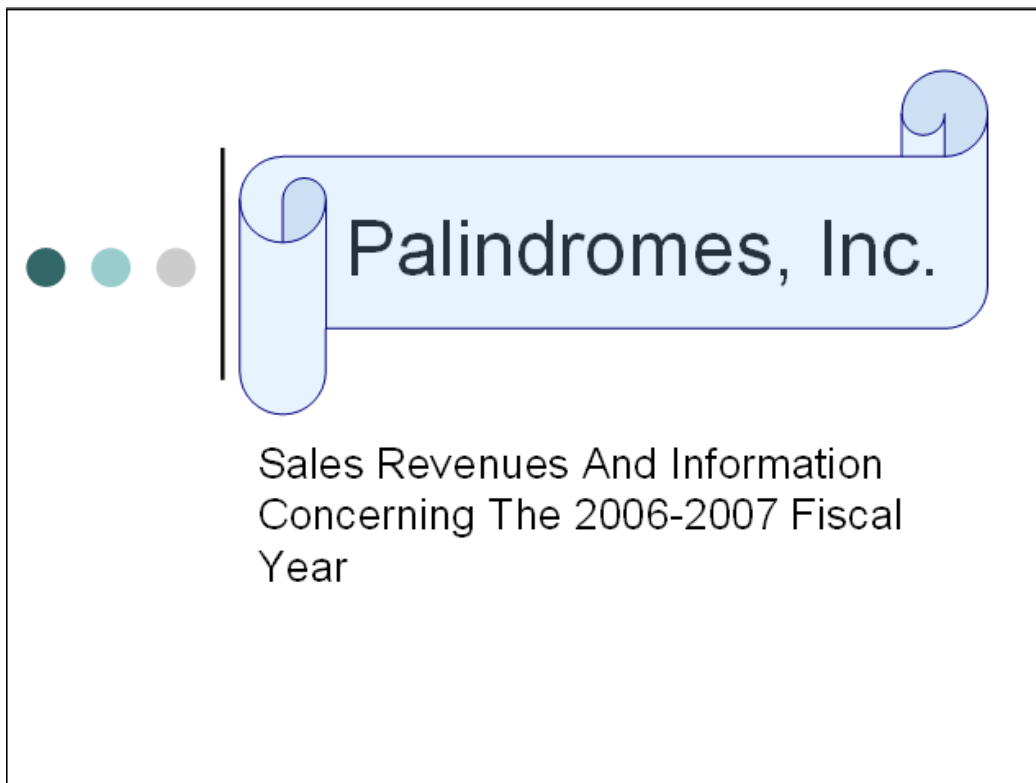
If you move an object so that it is covering text, you will find it difficult to edit the text in that particular placeholder. This can be frustrating if you have made the object partially transparent so that you can see the text but are unable to edit.

To get around this, follow these steps:

1. Right-click on the object and hover your mouse over **Order** from the menu that appears. Select **Send to Back**.



2. You should now be able to select both the object and the placeholder.



## Adding Text Boxes

A **text box** can be added if you want to add additional text without placing it in one of the placeholders.

To add a text box, follow these steps:

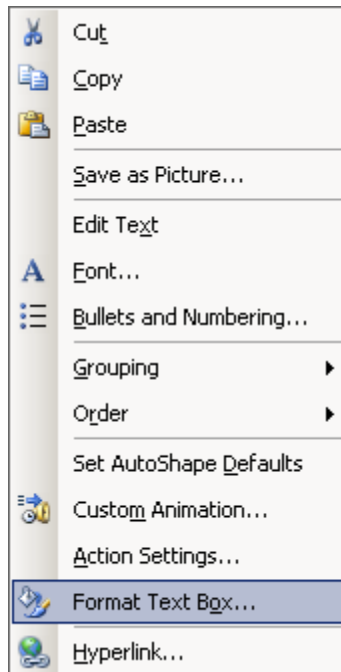
1. On the **Drawing toolbar**, locate the **Text Box** icon (to the right of the **Oval** icon).
2. Clicking on it will transform your cursor into an upside-down cross.
3. Click and drag the cursor anywhere in the slide to create a text box.
  - a. You can also simply click the cursor and begin typing without pre-defining your text box shape. The text entered will appear on a single line rather than conforming to fit a box shape. You can resize the dimensions of the box once you have finished typing.

● ● ● | Monetary Gains

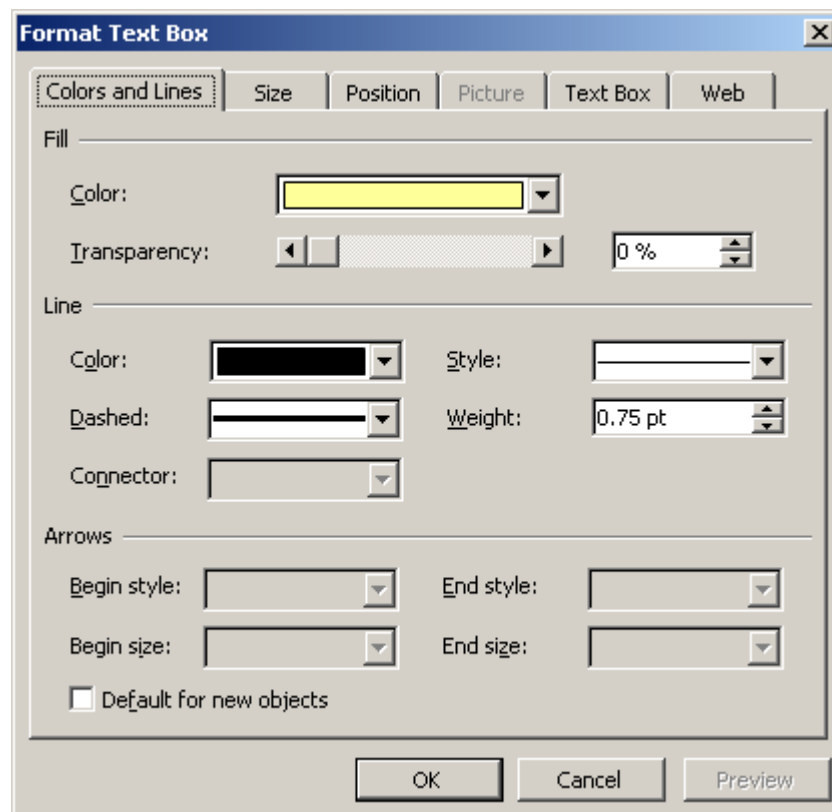
- At the end of 2006, Palindromes, Inc. purchased a series of stores that are now included under the Palindromes, Inc.\* label.
- These stores include:
  - Paradoxical Solutions
  - Paradigmatic Renovations
  - Antonyms Anonymous
  - Synonomic Stationary

Palindromes, Inc. includes the following stores: Persuasive Palindromes, Paradoxical Solutions, Paradigmatic Renovations, Antonyms Anonymous, and Synonomic Stationary.


4. You can customize a text box by right-clicking anywhere on the text box and selecting **Format Text Box**.



5. In the **Format Text Box Dialog Box**, make sure the **Colors and Lines** tab is selected. Here you can modify the fill color, transparency, and line color and style.



6. Click **Preview** to see the changes you have made. Select **OK** to apply the changes.



## Monetary Gains

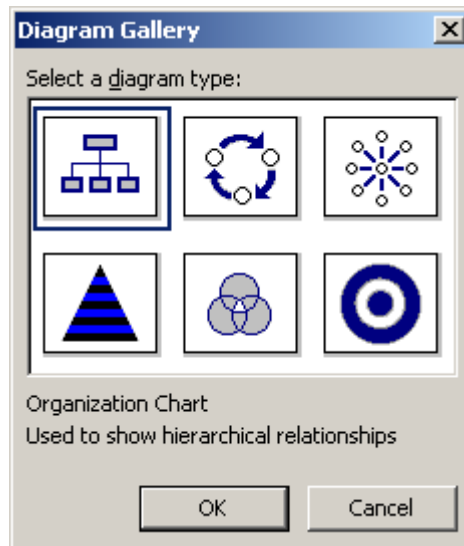
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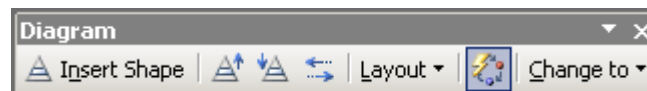
## Adding Diagrams

To add a diagram to a slide, follow these steps:

1. Display the slide you want to add a diagram to. Apply a new slide if necessary.
2. On the **Drawing toolbar**, find the **Insert Diagram or Organization Chart** icon and click it.
3. In the **Diagram Gallery Dialog Box**, select the diagram structure you want and click **OK** to insert it.



4. If you have added the diagram to a slide with text already added, note that the placeholders and text boxes will shift to make room for the diagram.
5. You can resize the diagram and change font attributes if necessary.
6. PowerPoint also contains built-in AutoFormats for each diagram. To access this, click the **AutoFormat** icon on the **Diagram toolbar**.



7. Scroll through the list view the different options. Each diagram has different AutoFormats that can be applied. Select **OK** when you want to apply a diagram.

