

CHAPTER FIVE: INSERTING WORDART, PICTURES, & CHARTS

This Chapter Will Include:

- Inserting WordArt
- Inserting Clip Art
- Inserting Charts
- Inserting Tables

Inserting WordArt

WordArt is text with a graphic appearance to it. The WordArt feature contains a number of different styles that can be edited as necessary.

To add WordArt to a slide, follow these steps:

1. On the **Drawing toolbar**, find the **WordArt** icon (between the Text Box and Diagram icons) and click it.
2. In the **WordArt Gallery Dialog Box**, choose a format and click **OK**.



3. In the window that opens, enter the text you want the WordArt to say and click **OK**.
4. Like an object, WordArt can be moved and resized.
5. To edit the text, font, or font color, double-click the WordArt. You can also choose **Edit Text** from the **WordArt toolbar**.

6. To change the style of the WordArt, select **WordArt Gallery** from the WordArt toolbar. You can also use the toolbar to change letter height, text alignment, character spacing, or make the text vertical instead of horizontal.
7. To change the fill color or border color, click **Format WordArt** on the toolbar.

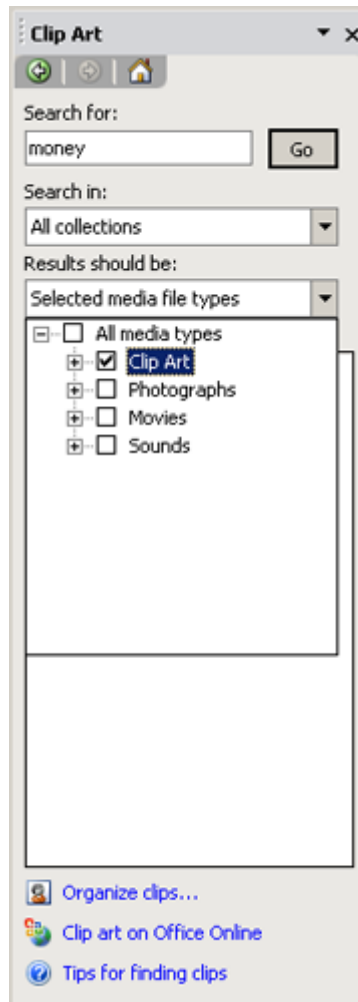


Inserting Clip Art


A **Clip Art** is an image that every Microsoft Office program has access to. You can search for Clip Art using the task pane. Like objects and WordArt, you can rotate, resize, change colors, and adjust the contrast of Clip Art.

To add Clip Art, follow these steps:


1. Display the slide you want to add Clip Art to.
2. On the **Drawing toolbar**, find the **Insert Clip Art** icon and click it. This opens the **Clip Art task pane**.
3. In the **Search for** box, enter a keyword to find an image relating to that keyword. For example, typing in "money" gives you a long list of clip art relating to money.
4. You can narrow your search with the **Search In** and **Results should be** sections. Search In defines where PowerPoint looks for clip art; Result Should Be defines the type of images you want to appear in the results.



5. Click **Go** to begin the search. Results will display in the task pane.
6. Scroll through the results. When you find a clip art you want to add to your slide, simply click the image.
7. You can move the clip art to any location you want. The **Picture toolbar** will appear, allowing you to increase or decrease brightness and contrast. You can also change it to a black and white or grayscale image. If you want to remove all changes you have made, click the **Reset** icon on the toolbar.



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.

8. If you have inserted more than one clip art, you can group the images together so that it is easier to make changes. Any adjustments made to grouped images will be made to all the images in the group. To group images, make sure all images are selected (do this by pressing and holding either **Shift** or **CTRL** while selecting the images). Click on **Draw** on the **Drawing toolbar** and select **Group** from the list. To ungroup images, return to Draw and select **Ungroup**.

Inserting Charts

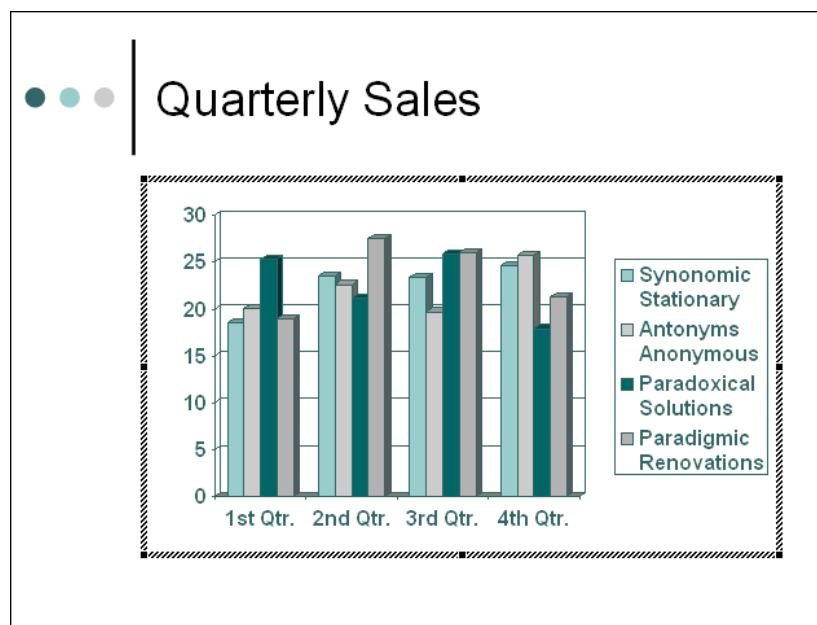
Charts can be added to a presentation to show numeric data. Numbers are entered in a **datasheet**, which in turn is made up of **cells**. Headings, or **labels**, offer descriptions about the data. Cell names are referred to by the intersection between rows and columns in a datasheet. For example, the cell that is in column B and row 3 is known as cell B3. A thick border, known as the **cell pointer**, indicates which cell is the **active cell**. You can enter data wherever the cell pointer is. To do so, simply begin typing. To move the cell pointer, press the **Enter** key (to move one cell down), the **Tab** key (to move one cell right), or the arrow keys.

To add a chart, follow these steps:

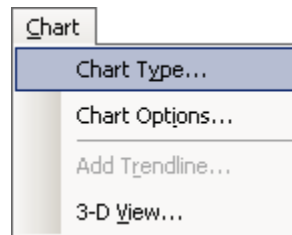
1. On the **Standard toolbar**, click the **Insert Chart** icon.
 - a. Alternatively, to add a chart to a new slide, find the **Title and Content** slide (second thumbnail in the first column under **Content Layouts**) under the **Slide Layout Task Pane**. In the new slide, click the **Insert Chart** icon that appears in the middle of the layout.



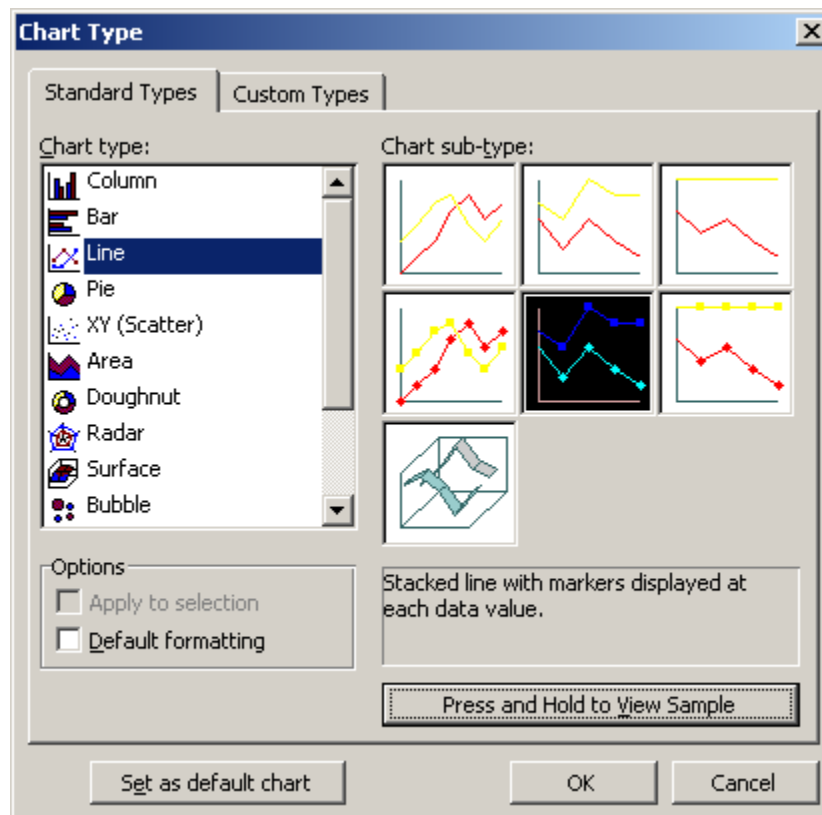
2. A chart and datasheet will appear in your slide. The datasheet come with predefined data to give an example of what a chart will look like. To edit the data, select all cells by clicking and dragging the cell pointer and then press **Delete**. This erases all the data so that you can add your own.
3. When data is entered in a cell, the chart in the slide will automatically update itself. When you have finished entering data, close the datasheet by pressing the X button in the upper-right corner of the window.



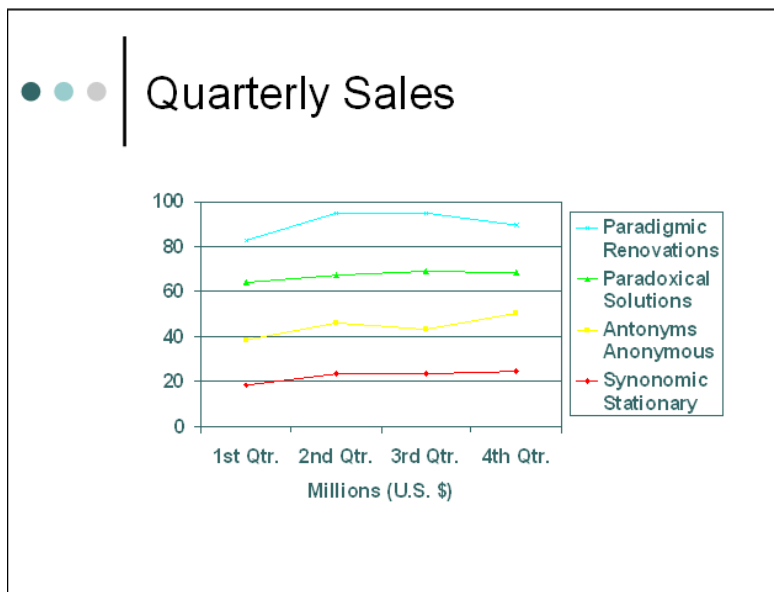
4. To deselect the chart, click twice outside the placeholder.
5. To change the type of chart in your slide, double-click the chart to activate it. In the **Menu toolbar**, select **Chart** and then **Chart Type**.



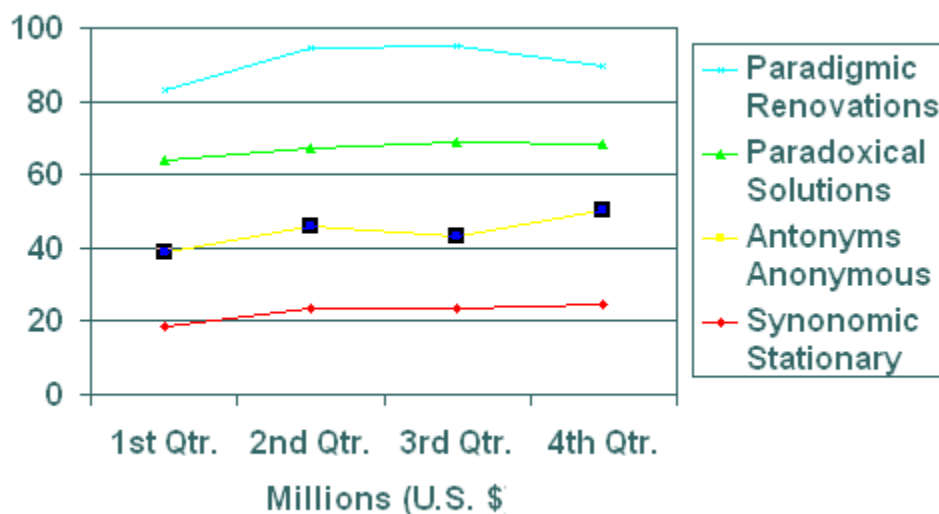
- In the **Chart Type Dialog Box**, scroll through the options and choose the style you want. To view a preview of what your chart will look like before actually applying it, click the **Press and Hold to View Sample** button.



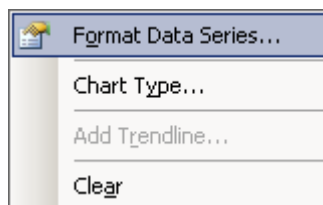
- To apply your style, click **OK**.
- To edit your chart further, return to **Chart** on the **Menu toolbar** and select **Chart Options**.
- In the **Chart Options Dialog Box**, make sure the **Titles** tab is selected. Here you can give names to the X and Y axis, as well as add a title to the chart. Note that when you add text in any of the fields, the chart in the preview box will update.
- Scroll through the other tabs and make any changes as necessary. Click **OK** when you are finished to apply your changes.



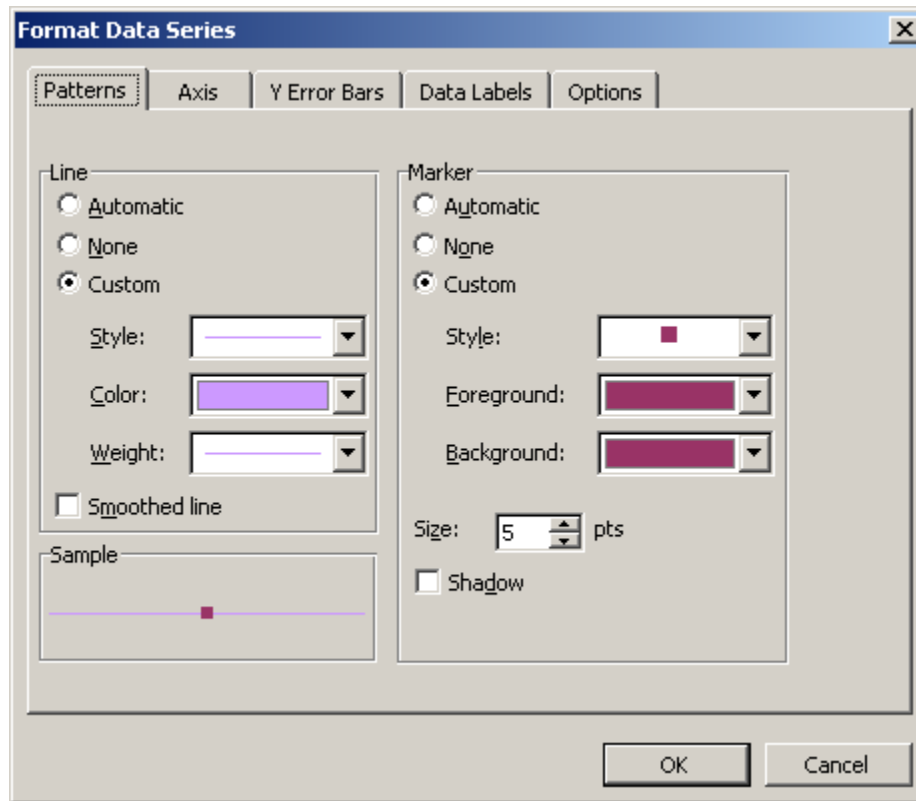
11. To make changes to colors in your chart, click on an area in the chart so that it is selected.



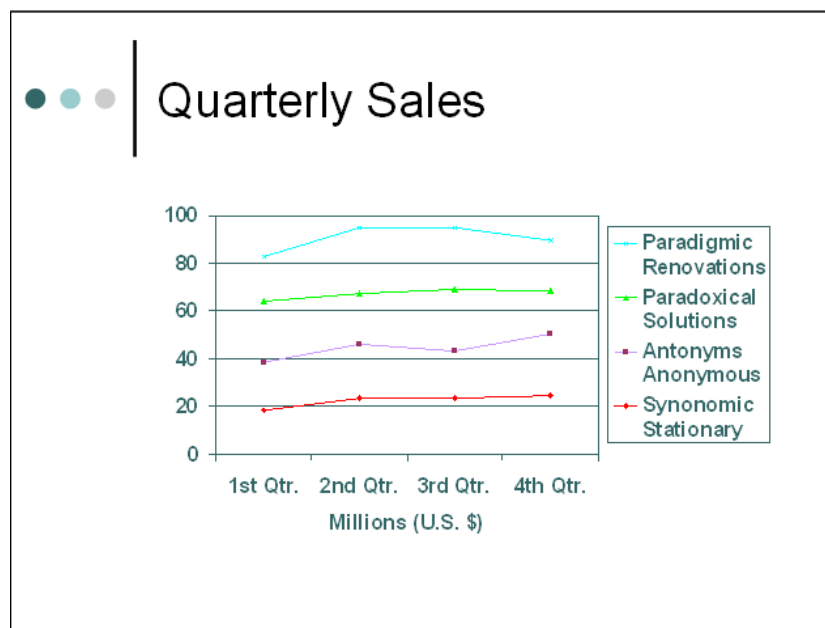
12. Right-click the selection and choose **Format Data Series** from the menu.



13. Depending on what chart style you are using, you can change various aspects of your selection. In this example, the color of the line and plot point can be changed from the default yellow to make it more visible.



14. Note that a preview of your data selection appears in the **Sample** area. To apply changes, click **OK**.

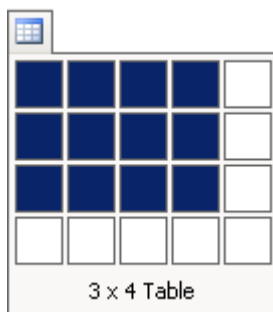


Inserting Tables

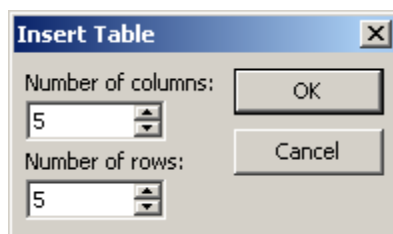
You can insert a table to display text, numerical data, and images.

To add a table, follow these steps:

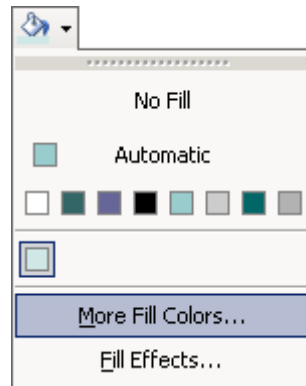
1. On the **Formatting Toolbar**, click the **Insert Table** icon. This displays a grid where you can hover your mouse over the appropriate boxes to select the number of rows and columns to add.



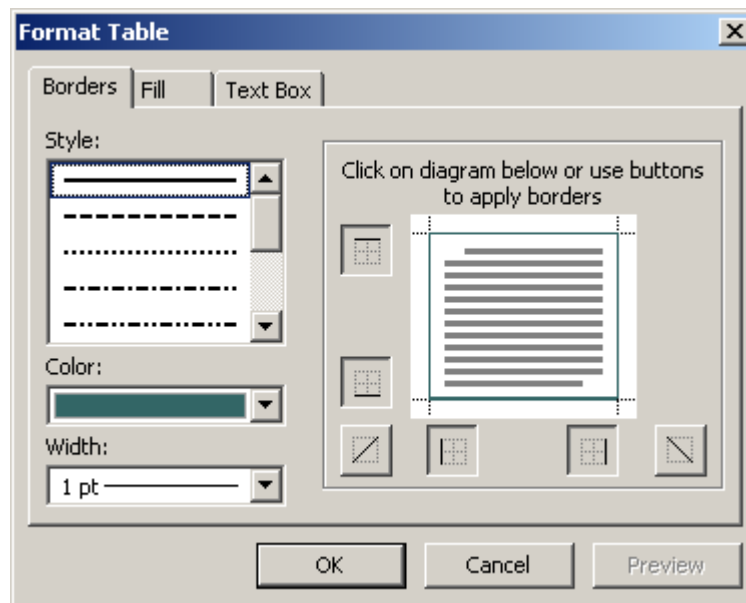
- a. Alternatively, you can insert a table to a new slide by clicking on the **Title and Content** thumbnail in the **Slide Layout task pane** and then selecting the **Insert Table** icon in the placeholder in the middle of the slide. Enter the number of rows and columns you want and click **OK**. Because the previous method only allows you to insert a grid no larger than 4x5, this method is sometimes preferred if you need more rows and columns.



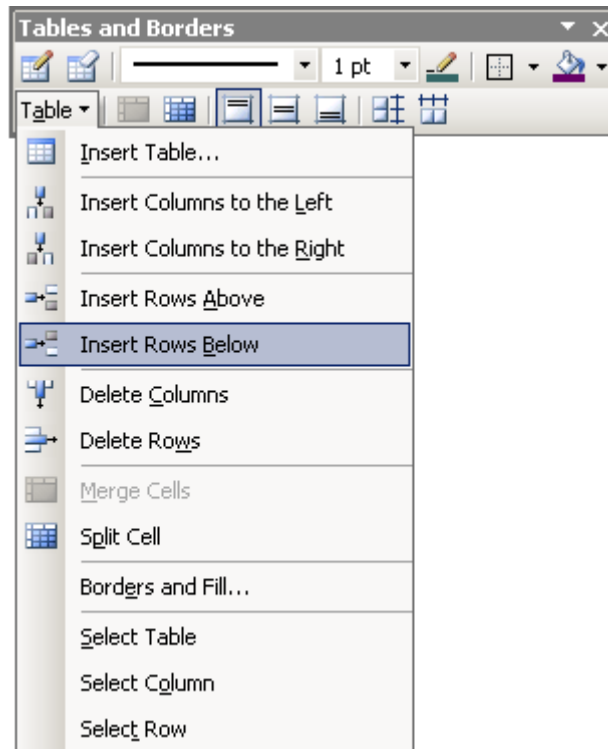
2. To enter text in the boxes, click anywhere in a box and begin typing. You can customize the font and font color as needed.
3. To move quickly between boxes, press the **Tab** button. This moves the cursor one box to the right.
4. Notice that the **Tables and Borders toolbar** appears when the table is selected.
5. To change the background color of the table, click **down arrow** to the right of the **Fill Color** icon. This displays a small list of colors. To see more colors, click the **More Fill Colors** option.



6. In the **Colors Dialog Box**, you can choose a color using either tab. Click **OK** to apply a fill color.
7. To change the border color of the table, click the **Border Color** icon on the Tables and Borders toolbar. You can use the Colors Dialog Box once again to choose an appropriate color. If you want to change the border style, click on **Format** in the **Menu toolbar** and select **Table**. In the **Format Table Dialog Box**, you can customize the border style and color. Click **OK** to apply changes.



8. To add more rows or columns, make sure the cursor is in a box where you want to add the column or row next to and click the **Table** icon on the Tables and Borders toolbar. This displays a list of options for adding rows and columns.



9. To delete a row or column, place your cursor in the row or column you want to delete and display the Table list once more. Choose **Delete Columns** or **Delete Rows**.

● ● ● | Quarterly Sales (cont.)

	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
<u>Paradigmatic Renovations</u>	18.5	23.5	23.4	24.6
<u>Paradoxical Solutions</u>	20.1	22.6	19.7	25.7
<u>Antonyms Anonymous</u>	25.3	21.2	25.9	17.9
<u>Synonomic Stationary</u>	18.9	27.5	26.0	21.3