

## 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:

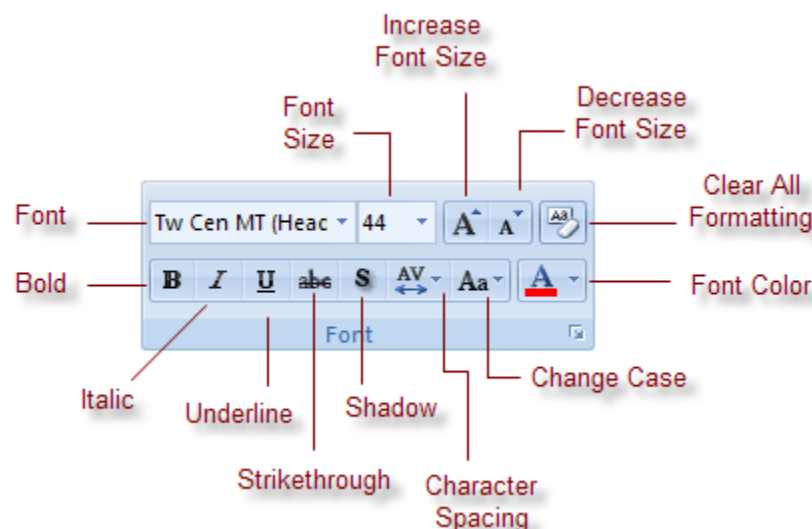
- Changing Font Attributes
- Using the Mini Toolbar
- Displaying Guides and the Grid
- Drawing and Modifying Objects
- Adding Text Boxes
- Using SmartArt

### Changing Font Attributes

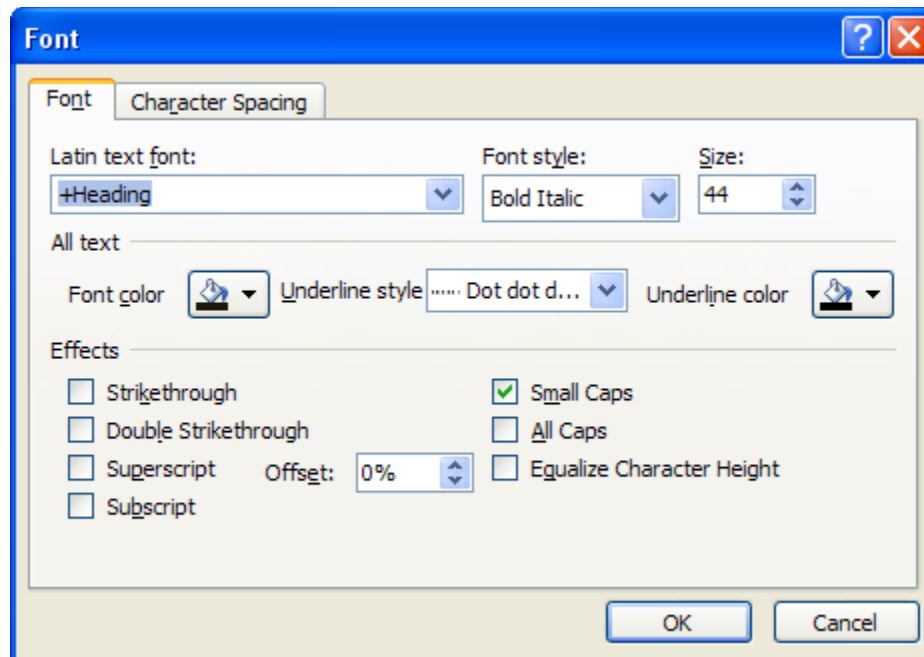
Using the **Font group** on the **Home** tab and the **Font Dialog Box**, you can change aspects of text, including color, size, and font weight.

To change attributes, follow these steps:

1. Find the **Font group** on the **Home** tab. Here you can change the font style, size, and color, bold, italicize, and underline text, and more. Make sure the text you want to change is selected and then choose any of the icons on the Font group.



2. The **Font Dialog Box** contains additional options for customizing text. Click the **dialog box launcher** on the Font group to open the Font Dialog Box. You can also use the **Character Spacing** tab in the dialog box to change the spacing between characters.
3. Click **OK** to apply any changes.



## Using the Mini Toolbar

When you select text and hover the cursor over it, the **mini toolbar** appears as somewhat faded. When the cursor is then hovered directly over the toolbar, it becomes clearer. The mini toolbar is useful for making quick adjustments to selected text and is faster than navigating back to the Font group. It contains the most commonly used icons on the Font group and the Paragraph group. When you move the mouse away from the selected text, or when text is deselected, the mini toolbar disappears.

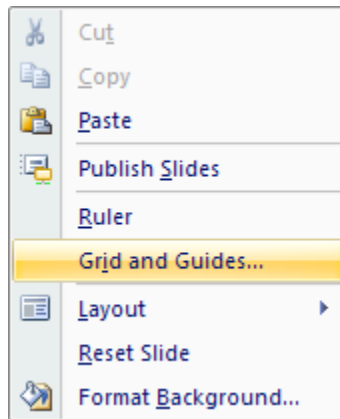


## Displaying Guides and the Grid

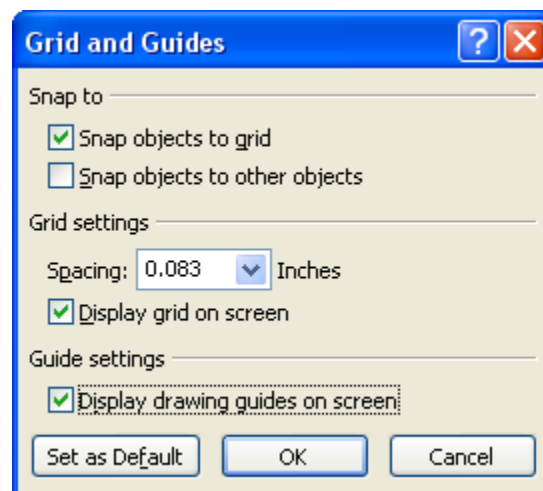
The **grid and guides** features can be turned on to help you align objects better. Grid and guides work independently of each other, so you can have one turned on while the other is off. By default, PowerPoint does not turn either of these on when you open a presentation.

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

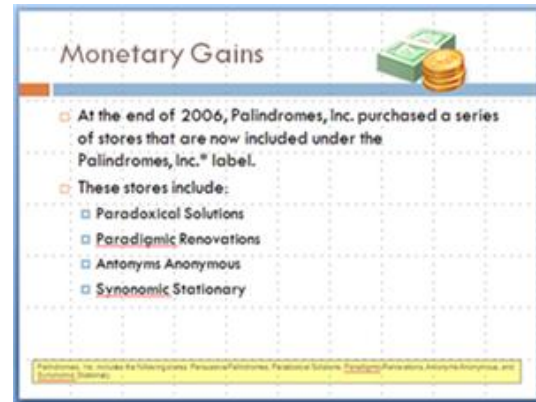
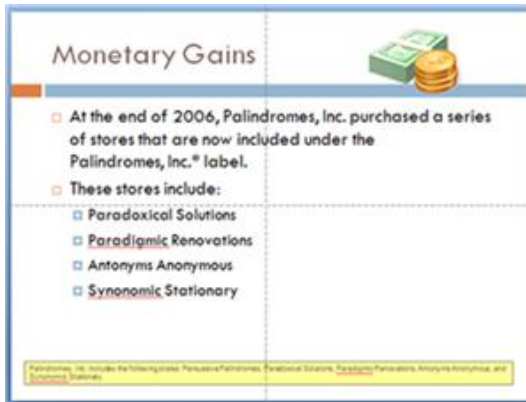
1. Right-click on an empty space in a slide (do not right-click on a placeholder or image) and select **Grid and Guides** from the menu.



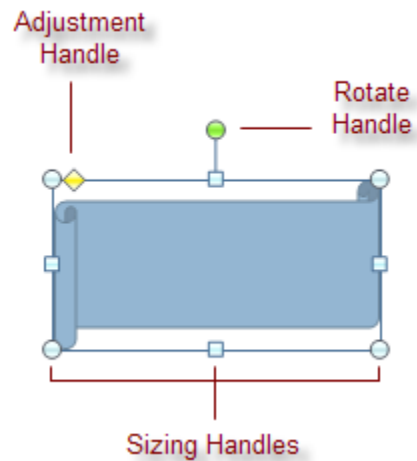
2. In the **Grid and Guides Dialog Box**, check the box next to either **Display grid on screen** or **Display drawing guides on screen** (or you can select both).
3. The **Snap objects to grid** feature is enabled by default in PowerPoint. This automatically aligns objects to the nearest grid line that 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.
4. You can change the spacing between the grid lines by selecting a fraction in the **Grid Settings** section.



5. Click **OK** to turn on the grid or guides.
6. 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.
7. 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.
8. You can also turn the grid on or off by checking or unchecking the box next to the **Gridlines** icon in the **Show/Hide group** on the **View** tab.



## Drawing and Modifying Objects



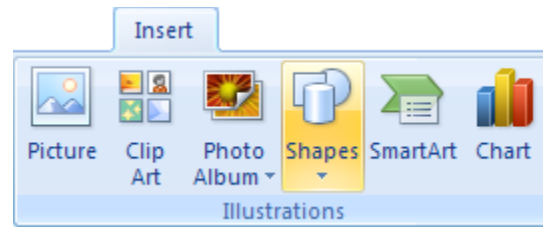
**Rotate Handle** – rotates the object clockwise or counterclockwise

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

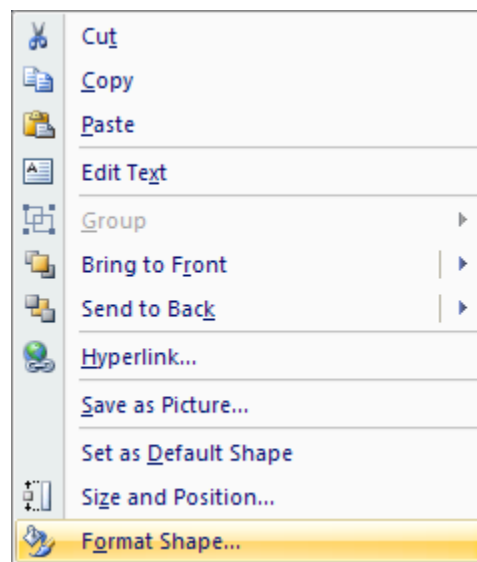
**Sizing Handles** – by clicking and dragging a corner size handle, you can change the size of an object and maintain its proportions; by clicking and dragging a side size handle, you can change the size without keeping the same proportions.

To add an object, follow these steps:

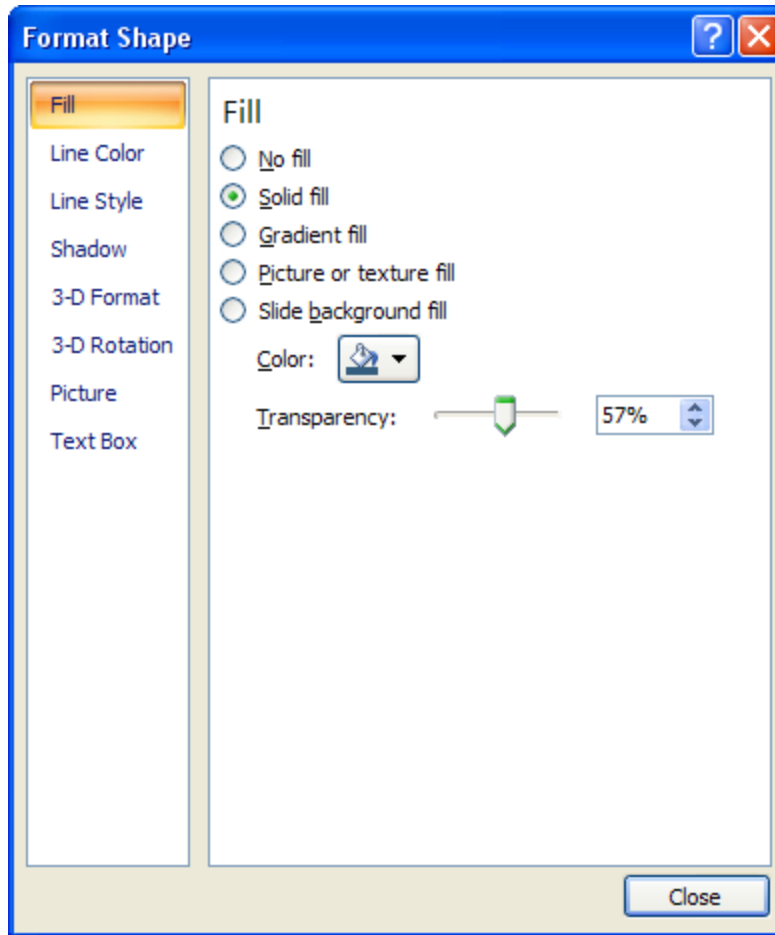
1. Click the **Shapes** icon in the **Illustrations group** on the **Insert** tab.



2. Your cursor will turn into a cross once you have selected a shape from the menu that appears. To apply the object, click and drag the object in the slide. An outline will appear so you can see the size of the object.
3. Release the mouse to add the object.
4. 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.
5. To edit the appearance of the shape, right-click on it and select **Format Shape**.



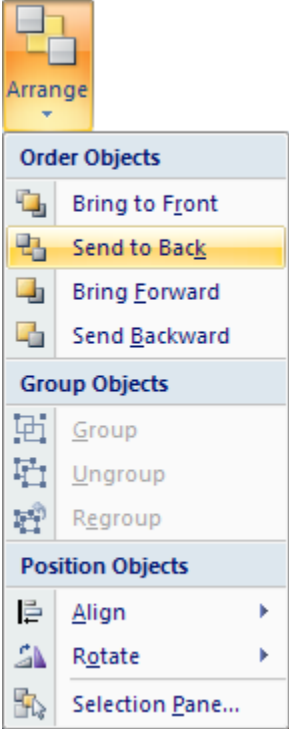
6. In the **Format Shape Dialog Box**, you can adjust the fill color, line color and style, add a shadow, and more. When you change an attribute in the dialog box, the shape will update itself in the slide. Click **Close** when you are finished.



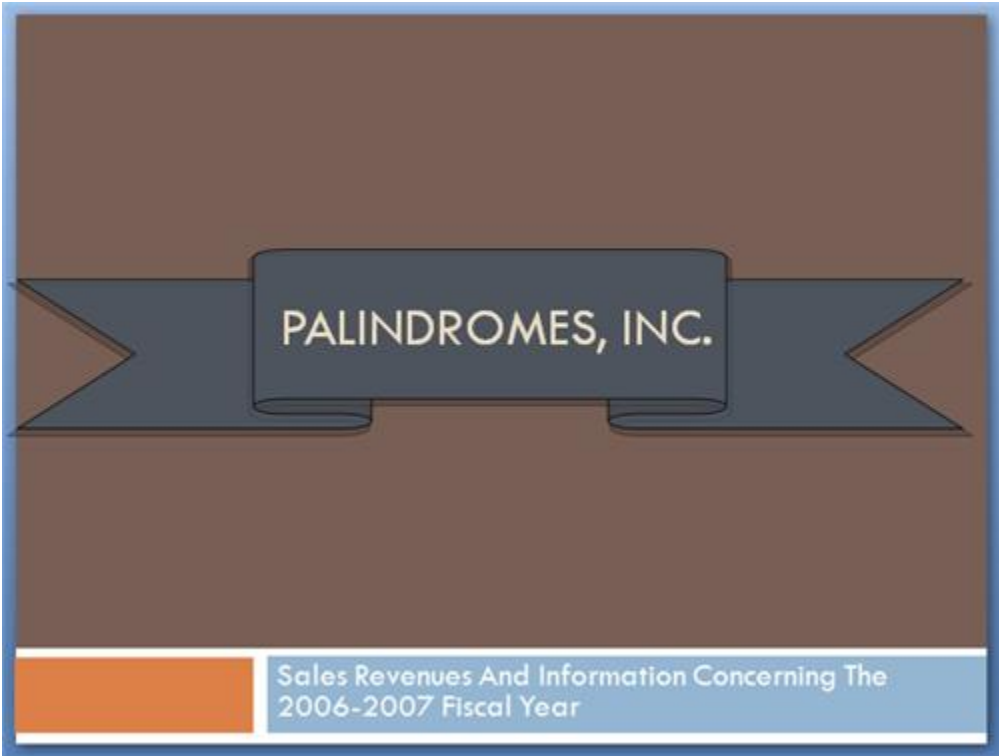
If you move an object so that it is covering text, you will find it difficult to edit the text in that particular placeholder. This can be frustrating if you have made the object partially transparent so that you can see the text but are unable to edit.

To get around this, follow these steps:

1. Make sure the object is selected, then click the **Arrange** icon in the **Drawing group** on the **Home** tab.
2. Choose **Send to Back** from the menu that appears.



- 3. You can also right-click on the object and select Send to Back from that menu as well.
- 4. You should now be able to select both the object and the placeholder.

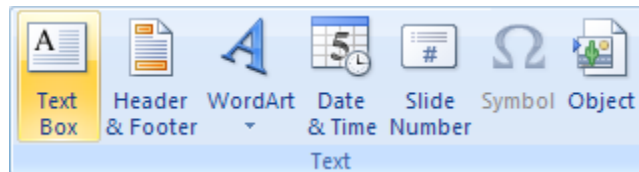


## Adding Text Boxes

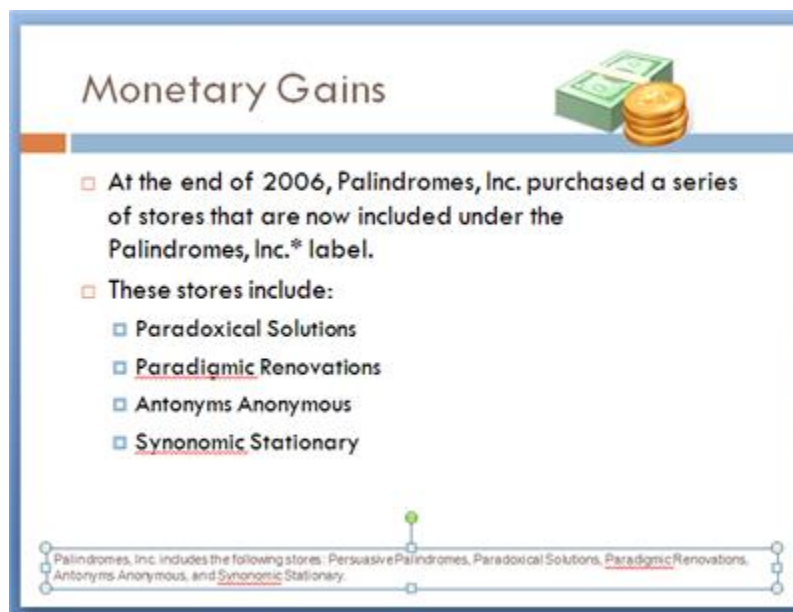
A **text box** can be added if you want to add additional text without placing it in one of the placeholders.

To add a text box, follow these steps:

1. Click the **Text Box** icon in the **Text group** on the **Insert** tab. This will transform your cursor into an upside-down cross.




2. 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.



3. To edit the style of the text box, make sure it is still selected. The **Drawing Tools** tab should appear on the Ribbon. Click it to see a wide range of customizations that you can make. Under the **Shape Styles group**, you can add a background color by choosing **Shape Fill**. You can also add an outline with the **Shape Outline** icon. To apply a preformatted style, browse through the list of Shape Styles.
  - a. You can also right-click the text box and select Format Shape to make changes.

## 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

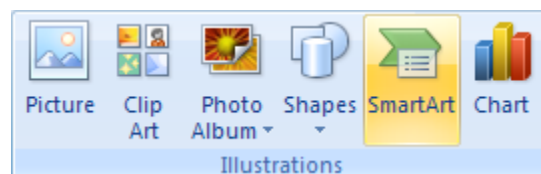
Palindromes, Inc. includes the following stores: Persuasive Palindromes, Paradoxical Solutions, Paradigmatic Renovations, Antonyms Anonymous, and Synonomic Stationary.

## Using SmartArt

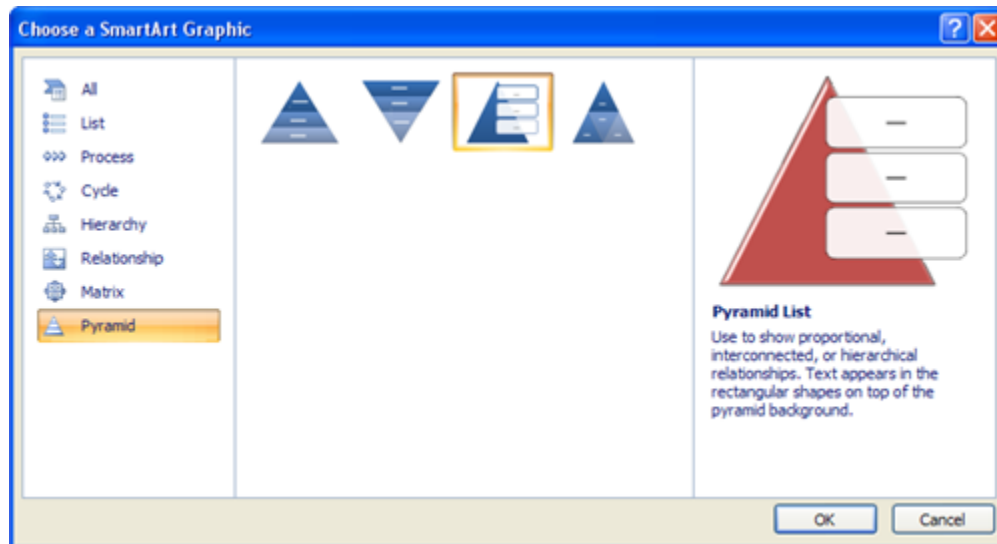
**SmartArt** is a new feature to Microsoft Office 2007 that essentially takes the place of the diagrams tool in previous editions. You can choose various types of charts or diagrams and edit them as necessary.

To use SmartArt, follow these steps:

1. Click the **SmartArt** icon in the **Illustrations group** of the **Insert** tab.



2. In the window that opens, scroll through the various diagram types. Click **OK** to apply a diagram to your presentation.



3. You can edit SmartArt through the window that appears to the left of the diagram. You can also make the diagram larger by clicking on the **sizing handles** that appear in the four corners of the diagram.
4. When you select SmartArt, the **Design** and **Format** tabs appear on the Ribbon.
  - a. Under the Design tab, you can adjust the layout of the SmartArt, as well as change the color.
  - b. Under the Format tab, you can adjust the area where text is entered, including adding a background color and outline. There are also pre-formatted styles that can be applied.

