

## CHAPTER FIVE: INSERTING WORDART, PICTURES, AND 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. Find the **WordArt** icon in the **Text group** on the **Insert** tab.
2. When you click the icon, a menu appears where you can select a style. A text box will then appear in the slide where you can enter text.
3. To customize WordArt, make sure it is selected and notice that the **Format** tab appears on the Ribbon. In the **WordArt Styles group** on that tab, you can change the font color, background, and outline, as well as completely change the style.



## Inserting Clip Art

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

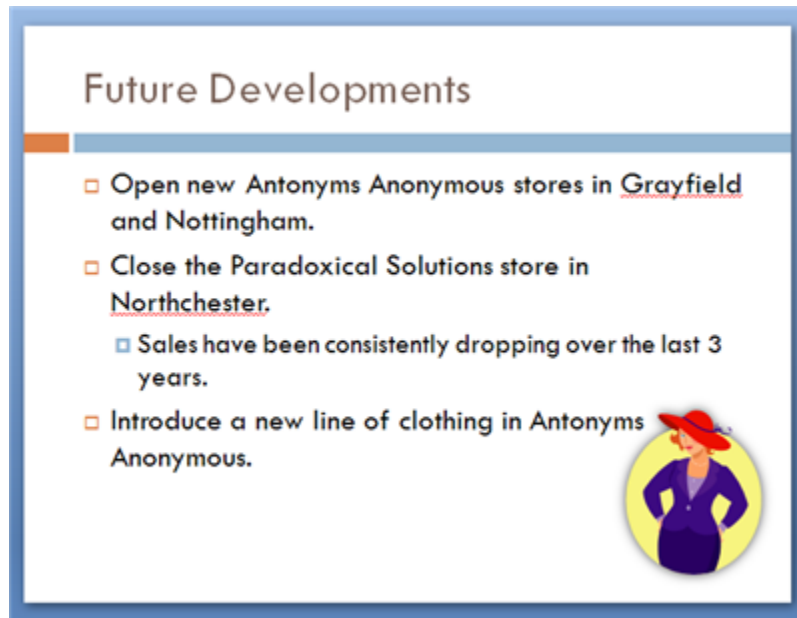
To add Clip Art, follow these steps:

1. Display the slide you want to add Clip Art to.
2. Click the **Clip Art** icon in the **Illustrations group** on the **Insert** tab. This opens the **Clip Art Task Pane** on the right side of the screen.
3. In the **Search for** box, enter a keyword to find an image relating to that keyword. For example, typing in "clothing" gives you a long list of clip art relating to clothing.
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. Additionally, the **Format** tab will appear on the Ribbon. In this tab, you can change the style of the picture with the **Picture Styles group**.

You can also use the **Picture Border** and **Picture Effects** icons to customize the look of the Clip Art.



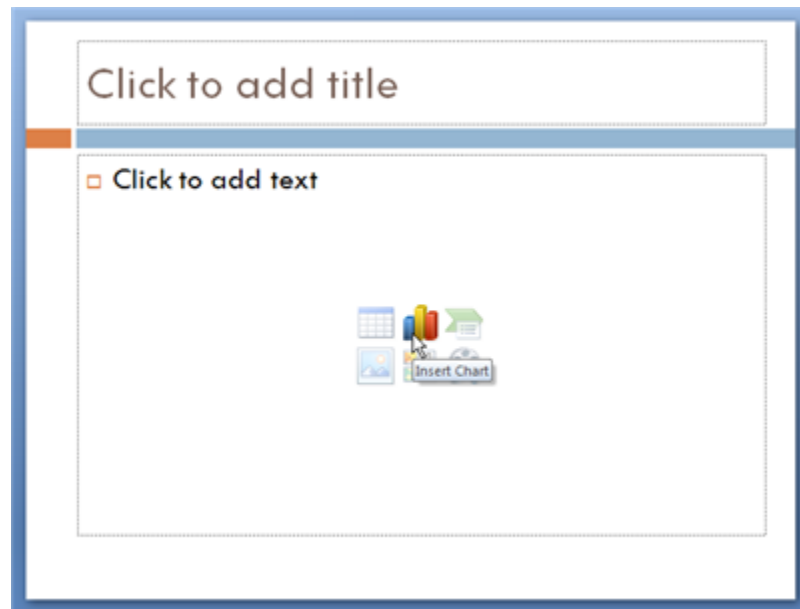
8. If you have inserted more than one clip art, you can group the images together so that it is easier to make changes. Any adjustments made to grouped images will be made to all the images in the group. To group images, make sure all images are selected (do this by pressing and holding either **Shift**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

## Inserting Charts

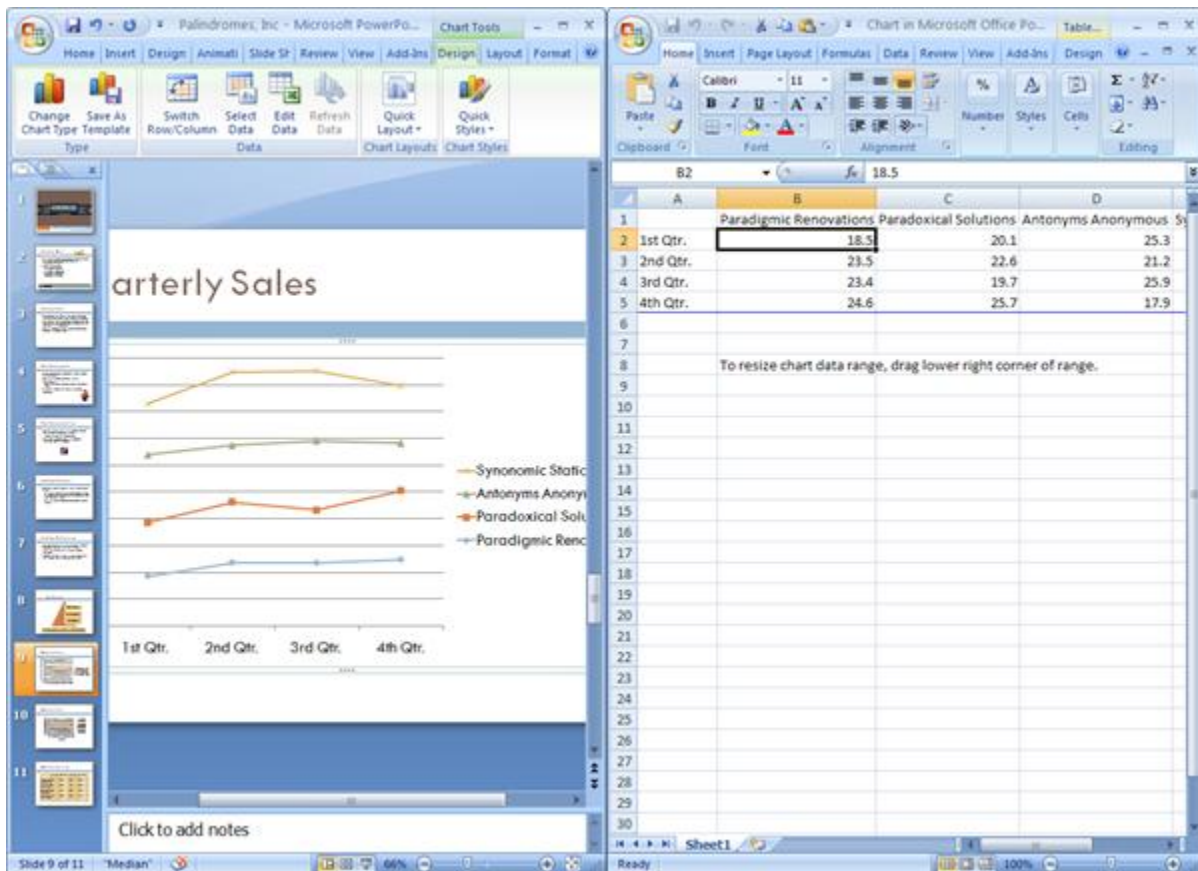
Charts can be added to a presentation to show numeric data. When you choose to add a chart, a **worksheet** will open in Microsoft Excel 2007. Anything entered in this worksheet will appear on a chart in PowerPoint. Worksheets are made up of **cells**, while column and row **headings** offer descriptions about the data. Cell names are referred to by the intersection between rows and columns in a worksheet. 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. Select the **Chart** icon in the **Illustrations group** on the **Insert** tab.
  - a. Alternatively, to add a chart to a new slide, click **New Slide** in the **Slides group** on the **Home** tab and select **Title and Content**. In the new slide, click the **Insert Chart** icon that appears in the middle of the layout.



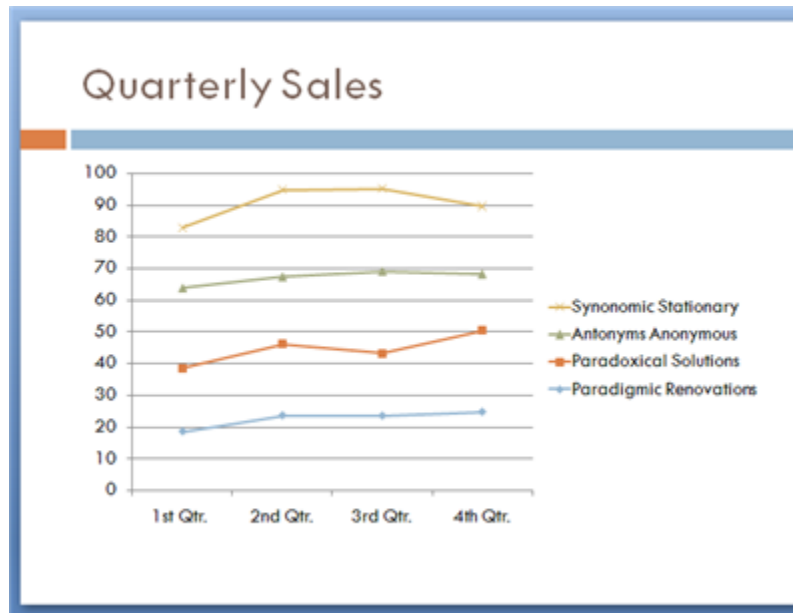
- In the **Insert Chart Dialog Box**, select a chart type and click **OK**. A new window will open containing a datasheet in Microsoft Excel 2007.



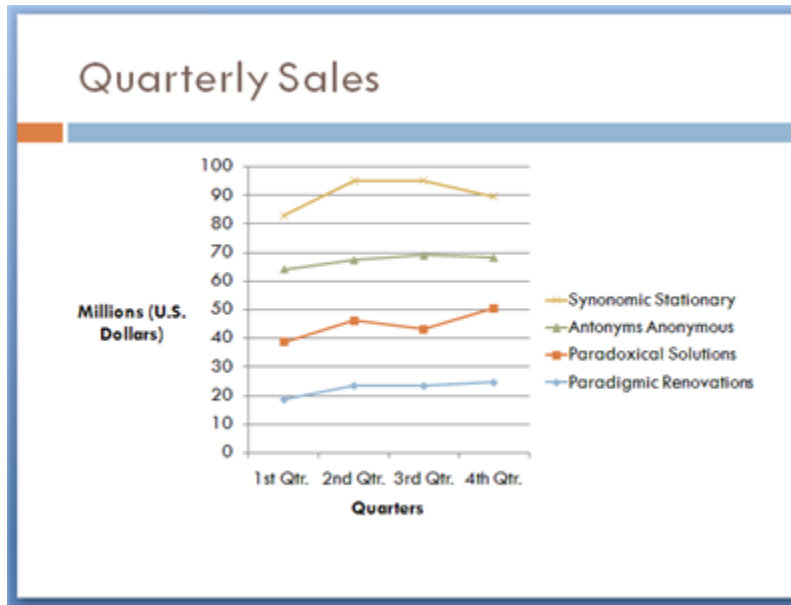
- The worksheet comes with predefined data to give an example of what a chart will look like. To edit the data, select all cells by clicking and dragging the cell pointer and then press **Delete**. This

erases all the data so that you can add your own. To resize the chart so you can enter data in more cells, click and drag the lower-right corner of the blue border surrounding the data.

4. 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 Excel window.



5. To edit your chart, make sure it is selected. Notice that the **Design**, **Layout**, and **Formula** tabs are visible on the Ribbon.
  - a. **Design Tab:** To change the style of the chart, use the **Chart Styles** and **Chart Layout** groups. To completely change the format of the chart, click **Change Chart Type** in the **Type group**. To edit data, click the **Edit Data** icon.
  - b. **Layout Tab:** The different groups here allow you to add titles and labels to your chart.
  - c. **Format Tab:** Use the **Shape Styles group** to change the colors on the chart. Selecting different parts of the chart (the axis, plot lines, the entire chart, etc.) allows you to change different things. To clear all formatting made to the chart, select **Reset to Match Style** in the **Current Selection group**.

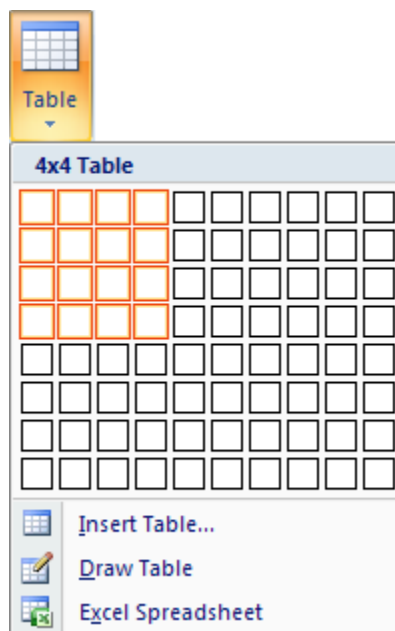


## Inserting Tables

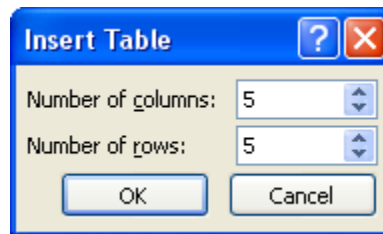
You can insert a table to display text, numerical data, and images.

To add a table, follow these steps:

1. Click the **Table** icon in the **Table group** on the **Insert** tab. 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 preview of the table can also be seen in the current slide.



- a. Alternatively, you can insert a table to a new slide by creating a slide with the Title and Content layout 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**.



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. If you want to change the style of the table, make sure it is selected and click the **Design** tab that appears on the Ribbon. In the **Table Styles group**, you can choose from a variety of styles.
5. To add or remove cells, click the **Layout** tab. In the **Rows and Columns group**, you can choose to insert cells to the left, right, above, or below the cell where the cursor is. To delete a row or column, make sure it is selected and then click the **Delete** icon.

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