Lesson 4: Incorporating Visual Elements

PowerPoint is a presentation program and what makes this such a powerful tool is the ability to incorporate visual elements into a presentation, whether it be one or many items. Various different visual elements may be inserted into a presentation—clip art, charts, organizational charts, as well as visual effects to hold the audience's attention.

Objectives

The student will be able to:
  ➤ Add clip art
  ➤ Move the clip art
  ➤ Modify the size of clip art

ClipArt

Art which has been prepared and which may be inserted into a presentation or other document is available with the Microsoft Office suite. Additionally, there are other sources which may be accessed through the Internet or from additional clip art CD-ROMs. This lesson makes use of Microsoft Office's complimentary art.

New Terms

Clip Art	A collection of images; one or more of which may be inserted into a presentation.
Picture Toolbar	Use the **Picture Toolbar** to make quick changes to the selected image. The **Picture Toolbar** appears as a floating toolbar whenever an image is selected.

Action Steps—Adding ClipArt

What to do	What happens
1. To open a file: ➢ Navigate to the right task pane and click the option to **Open a Presentation** (if *PowerPoint* has just been started). ➢ Select the Open tool ![icon] from the **Standard Toolbar** ➢ From the **menu bar** choose **File > Open**.	Returns the **Open** dialog box.
2. Locate the file to which to add the Clip Art from those within **My Documents**. Double-click the file name.	Opens the selected file.
3. Click the **Slide Sorter View** button.	Opens the presentation in **Slide Sorter View**.
4. Double-click slide to which the Clip Art is to be added.	Displays the slide in **Normal View**.
5. From the **menu bar**, click **Insert**, trace to **Picture**, and click select **Clip Art**.	Opens the right-side **Task Pane** in the **Insert Clip Art** pane.
6. In the upper right under the **Search for** area, click in the field box, **Search text** and type a generalized term for the category of artwork wanted;. an example might be to type: *goals*. If the selection of clip art is limited, the user (if he or she has an Internet connection on the computer), may go to **Clip Art on Office On-Line** for additional material. 7. Directly below click **Search**.	Searches clip art keywords and displays matching images.
8. Place the mouse pointer over the first image.	Reveals the collection name of the image and its size.
9. Click to select an appropriate image.	Adds the image to the active slide.
10. Click and drag the clip art to the lower-right corner of the slide, above the slide number located in the lower-right footer corner.	Moves the clip art.

What to do	What happens
11. Click once to select the image, then right-click and select **Format Picture**.	Selects tools to modify the image and opens the **Format Picture** window.
12. In the **Format Picture** window, click the tab entitled **Size**. 13. Change the picture height and press the *Tab* key on the keyboard (which will automatically change the width to a proportionate ratio). Click **OK**.	Adjusts the picture size.
14. Reposition the graphic as needed.	
15. If the Clip Art is positioned correctly, close and save the presentation.	

Data Charts

Original data as well as data from an existing chart created in another program, such as **Microsoft Excel**, may be placed into a *PowerPoint* presentation. This segment explores how to add a graph or chart from original data, import data into a graph or chart from another program, and how to modify the graph or chart's appearance.

Adding a Graph

To add a graph to a presentation, one should add a **New Slide** and select the **Title and Chart** from the **Slide Layout** options. Once the title has been entered, selecting the **Chart Placeholder** opens a **Datasheet Window** into which one may enter data manually or use it as a spreadsheet into which one may import data from another file, such as a previously created Excel spreadsheet.

New Terms

Title and Chart Slide Layout	The **Title and Chart Slide Layout** adds a predefined chart format to the **New Slide**.
Chart Placeholder	The **Chart Placeholder** reserves a spot on the slide for a chart.
Datasheet Window	A spreadsheet within a window into which one may enter or import the data to create a chart.
Import File Dialog Box	Use the **Import File** dialog boxes to locate and select the files that need to be imported.

Action Steps—Adding a Graph

| What to do	What happens
1. Open the presentation to which a graph should be added.	Opens the **NEW Products 3** presentation.
2. In the **Normal** View trace to the **Outline tab** and click the slide just before where the graph should be placed.	Moves to the slide prior to where the graph should appear and displays the selected slide in the **Slide Pane**..
3. From the **Standard Toolbar**, click **New Slide**.	The **Task Pane** opens in **Slide Layout** appearance.
4. Scroll down the **Slide Layout** options to **Other Layouts**. Click the **Title and Chart Slide Layout**, the last layout in the first row.	Selects the **Title and Chart Slide Layout** and places the layout in the **Slide Pane**.
6. Click the **Title Placeholder**. Type the following the slide's title.	Enters the title.
7. Double-click the **Chart Placeholder** icon.	Places a standard chart into the **Chart placeholder** and opens the **Datasheet** window, as shown in the example below.
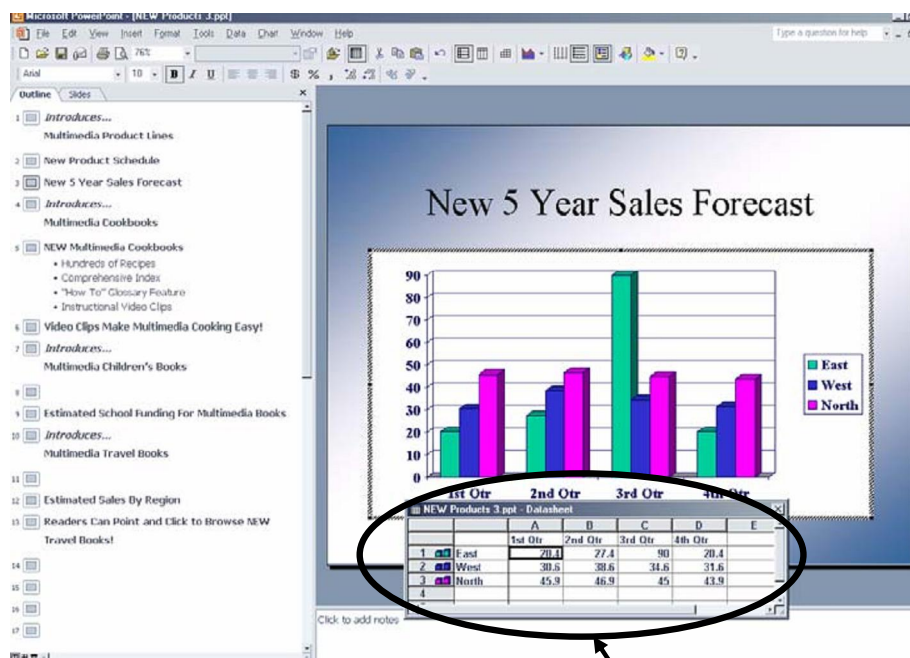
Datasheet

If the colors on the slide look strange, try minimizing and then maximizing the presentation.

Importing Data Into a Chart

Rather than entering data into a datasheet by hand, most frequently, one would import previously created data from an existing Excel spreadsheet.

Action Steps—Importing Data Into a Chart or Graph

What to do	What happens
1. From the **menu bar**, trace to **Edit** then over to and click **Import File**.	Opens the **Edit** menu first, then opens the **Import File** dialog box.
2. In the folder **My Documents** find and click the appropriate Excel file.	Closes the **Import File** dialog box and opens the **Import Data Options** dialog box.
3. In the **Select sheet from workbook** list box verify only the Worksheet necessary to import has been selected. In the example, only **Sheet1** is selected.	Ensures that only the selected Worksheet will be added.
4. Click **OK**.	Closes the **Import Data Options** dialog box and imports the *Excel* file into the chart.
5. Click in the gray area outside the slide.	Closes the **Datasheet** window and incorporates the data into the actual slide chart. See the example screen shot below.
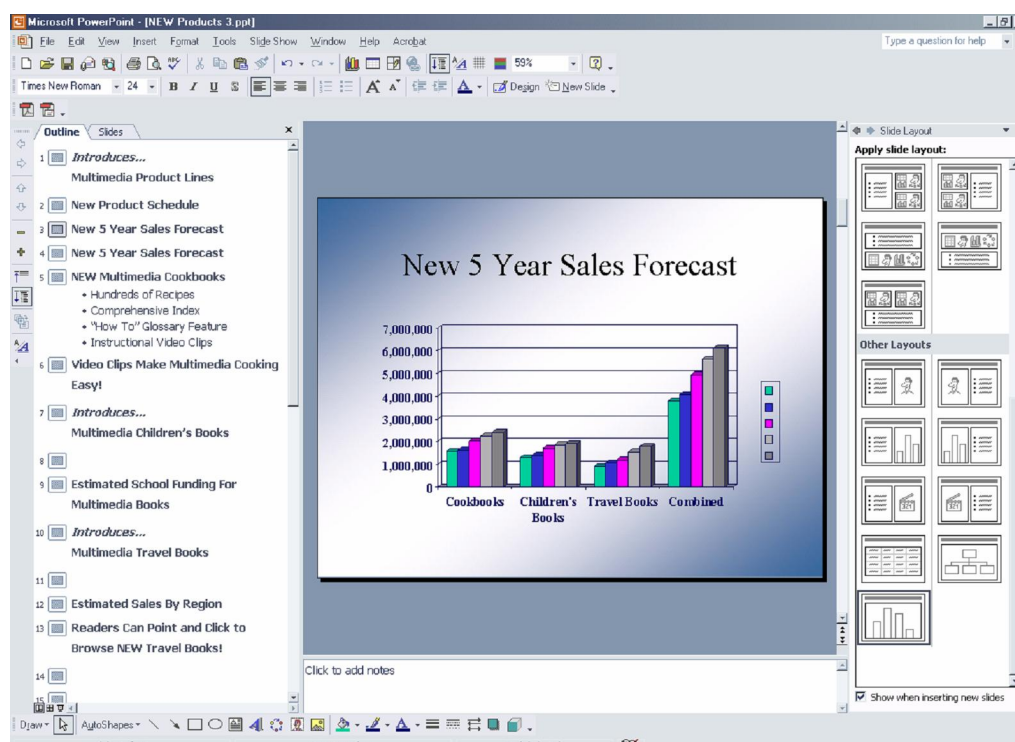
💡   If there was no data file, one could simply enter data into the Datasheet window.

Modifying Charts or Graphs

In order to modify a chart, one must first select the chart which allows either the **Chart Options** or **Chart Type** dialog box to open. In the **Chart Options** dialog box modifications may be made to the chart title and the X, Y, and Z axes titles. As well, the legend may be turned off or moved and other appearances such as gridlines, axes, data tables, and data labels may be altered.

The **Chart Type** dialog box provides choices in how the data is presented. One may select from line charts, pie charts, and many other formats. Remember, what type of chart and its appearance may be determined by the audience.

New Terms

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Titles	The **Titles** panel or tab in the **Chart Options** dialog box contains fields by which to specify titles for each section of the chart.
Category (X) Axis	The **Category (X) Axis** refers to the categories comprising the horizontal chart axis.
Value (Z) Axis	The **Value (Z) Axis** refers to numerical values in the chart's vertical axis.
Legend	The **Legend** panel or tab in the **Chart Options** dialog box permits one to edit data and formatting in the chart's legend.
Show Legend	The **Show Legend** check box on the **Legend** panel allows one to reveal or hide the chart's legend.

Action Steps—Adding Axis Titles to a Chart

What to do	What happens
1. Double-click the chart.	Selects the chart and opens the **Datasheet** window.
2. From the **menu bar** click **Chart**, trace to and click **Chart Options**.	Opens the **Chart Options** dialog box.
3. Verify the **Titles** panel is displayed.	Ensures the **Titles** panel is showing.
4. Click in the **Category (X) axis** text box and type [an appropriate word for the imported Excel data].	Enters the word for the X axis.
5. Click in the **Value (Z) axis** text box and type [an appropriate word for the imported Excel data].	Enters the term for the Y axis.
6. Click **OK**.	Closes the **Chart Options** dialog box and enters the new information. Review the example shown below.
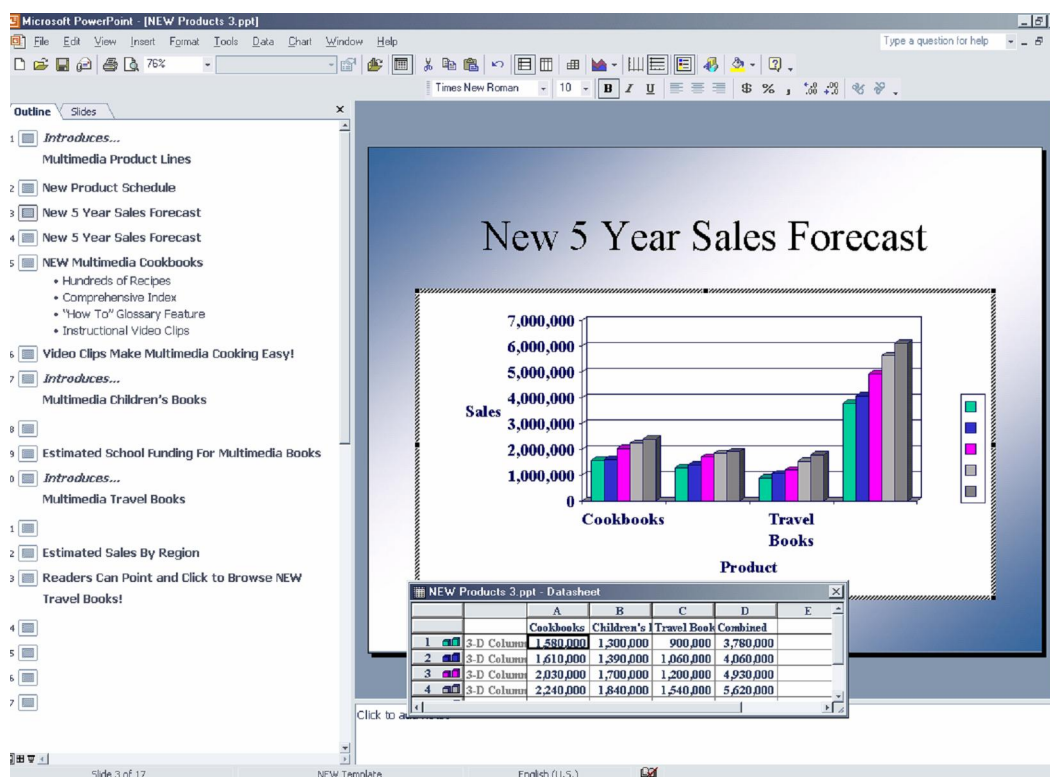
Action Steps—Removing a Chart's Legend

What to do	What happens
1. From the **menu bar** click **Chart**, trace to and click **Chart Options**.	Opens the **Chart Options** dialog box.
2. Click the **Legend** tab.	Reveals the **Legend** panel.
3. In the upper left corner, uncheck **Show legend**.	Specifies that the legend will not show.
4. Click **OK**.	Closes the **Chart Options** dialog box and removes the legend from the chart, as shown below.
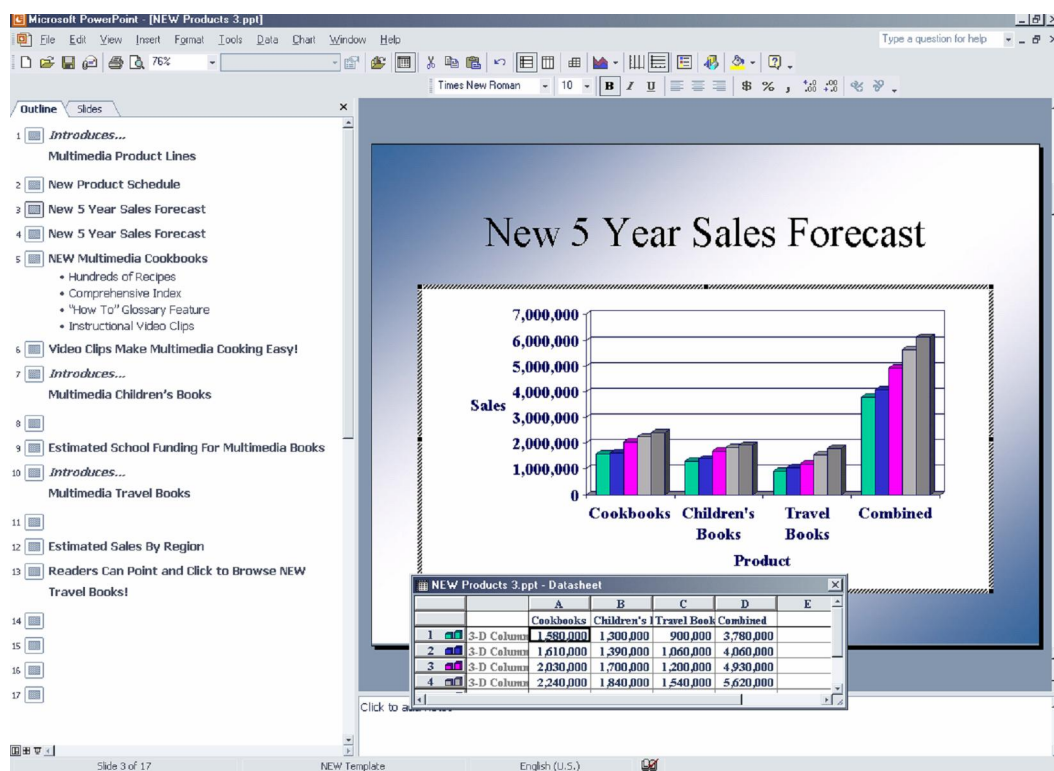
Action Steps—Previewing and Selecting a New Chart Type

	What to do	What happens
1.	From the **menu bar** click **Chart**, trace to and click **Chart Type**.	Opens the **Chart Type** dialog box.
2.	In the **Standard Type** panel of the **Chart Type** list box, scroll down and click **Cylinder**.	Selects **Cylinder** as the chart type.
3.	Click the second sub-type in the first row in the **Chart sub-type** section.	Selects the **Stacked column with a cylindrical shape** sub-type.
4.	Click-and-hold the **Press and Hold to View Sample** button, look at the sample chart, then release the mouse button.	Previews the selected chart sub-type with this presentation's data.
5.	Click the first sub-type in the first row.	Selects the **Column with a cylindrical shape** sub-type.
6.	Click-and-hold the **Press and Hold to View Sample** button, look at the sample chart, then release the mouse button.	Previews the selected chart sub-type with this presentation's data.
7.	Click **OK**.	Closes the **Chart Type** dialog box and modifies the chart.
8.	Click in the gray area outside the slide.	Deselects the chart and closes the **Datasheet** window, as shown.
9.	If finished with the file, click **Save**.	Saves the file changes.
10.	Click **Exit**.	Closes the application.