

Microsoft® Office 2013

First Course

Second Course

Third Course

PowerPoint 2013
UNIT B

Modifying a Presentation





Objectives

- Enter text in Outline view
- Format text
- Convert text to SmartArt
- Insert and modify shapes



Objectives

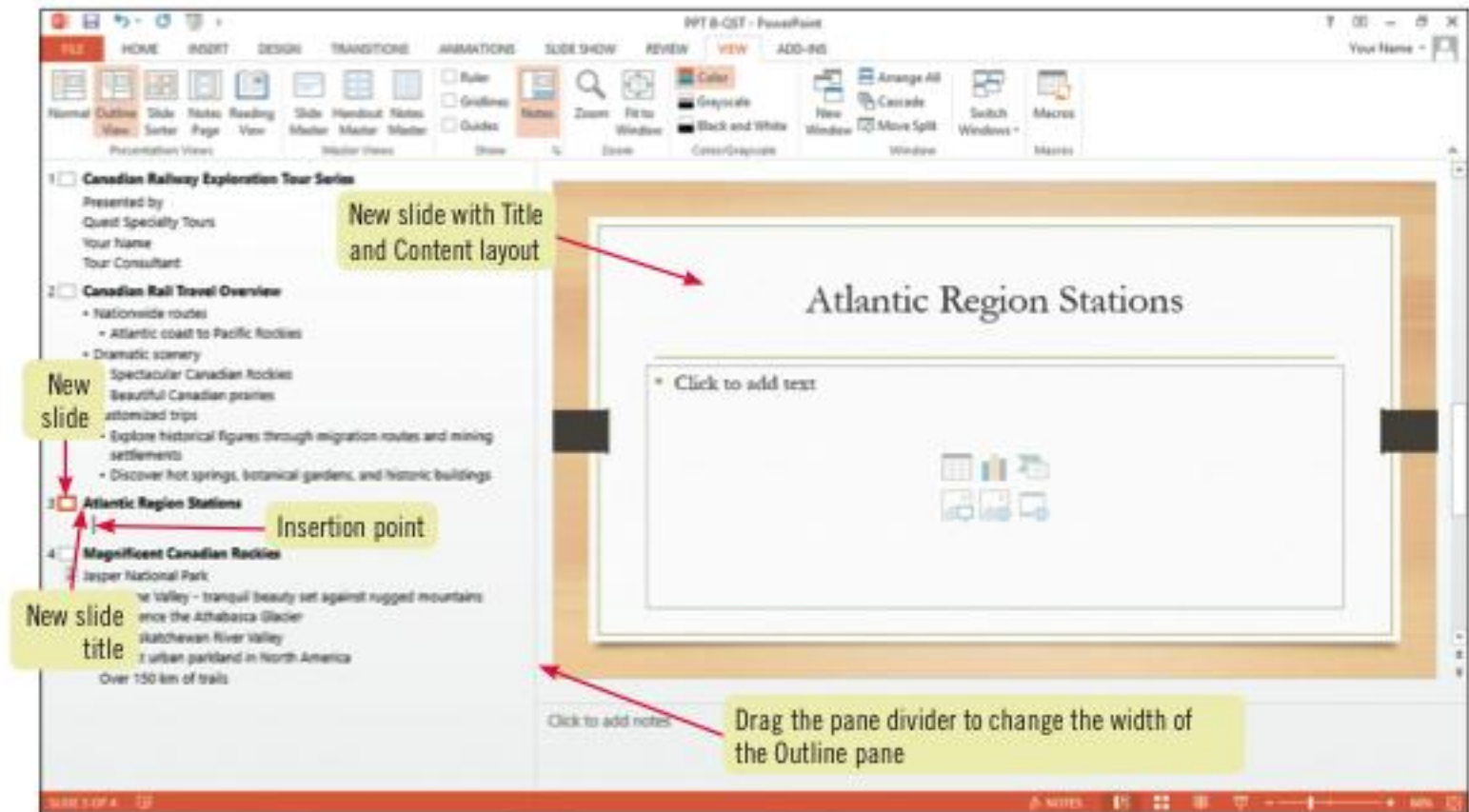
- Rearrange and merge shapes
- Edit and duplicate shapes
- Align and group objects
- Add slide footers



Enter Text in Outline View

- **Outline view** is a great place to enter type when you want to focus on text and not the layout
- Text in Outline view is organized with slide titles as headings and bulleted text as indented lines

Enter Text in Outline View





Enter Text in Outline View

- When you create a new slide in the Outline tab, a new slide appears
 - A blinking insertion point indicates you can enter slide title
 - Press [Enter], then [Tab] to start a new bullet



Enter Text in Outline View

- To rearrange the order of slides, simply drag a Slide Icon to a new location in the Outline tab
- A horizontal indicator line appears to show the new location of the slide



Format Text

- Once text is entered, you can format it with fonts, colors and sizes
- Formatting text allows you to make specific points stand out and grab the audience's attention
- Use buttons on the **Mini toolbar** to format selected text

Format Text





Convert Text to SmartArt

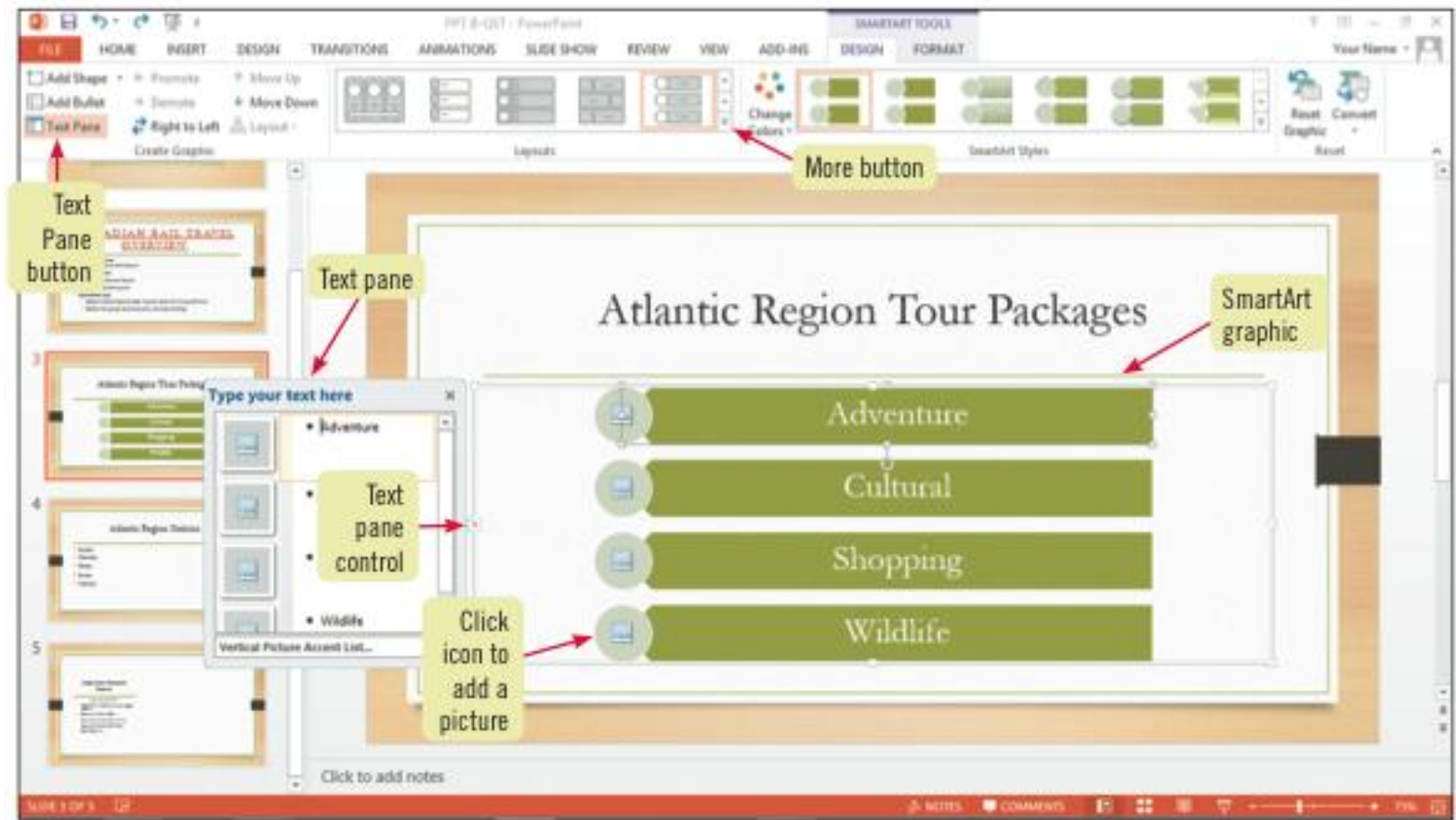
- The ability to convert text to a SmartArt graphic increases your ability to create dynamic-looking text.
- A **SmartArt** graphic is a professional-quality diagram that visually illustrates text.
- There are eight categories, or types, of SmartArt graphics



Convert Text to SmartArt

- You can convert existing text into a SmartArt graphic or start from scratch
- A SmartArt Style is a pre-set combination of simple and 3-D formatting options that follows the presentation theme

Convert Text to SmartArt





Insert and Modify Shapes

- In PowerPoint you can insert many different types of shapes including lines, geometric figures, arrows, stars, callouts, and banners
- A Quick Style is a set of formatting options, including line style, fill color, and effects.



Insert and Modify Shapes

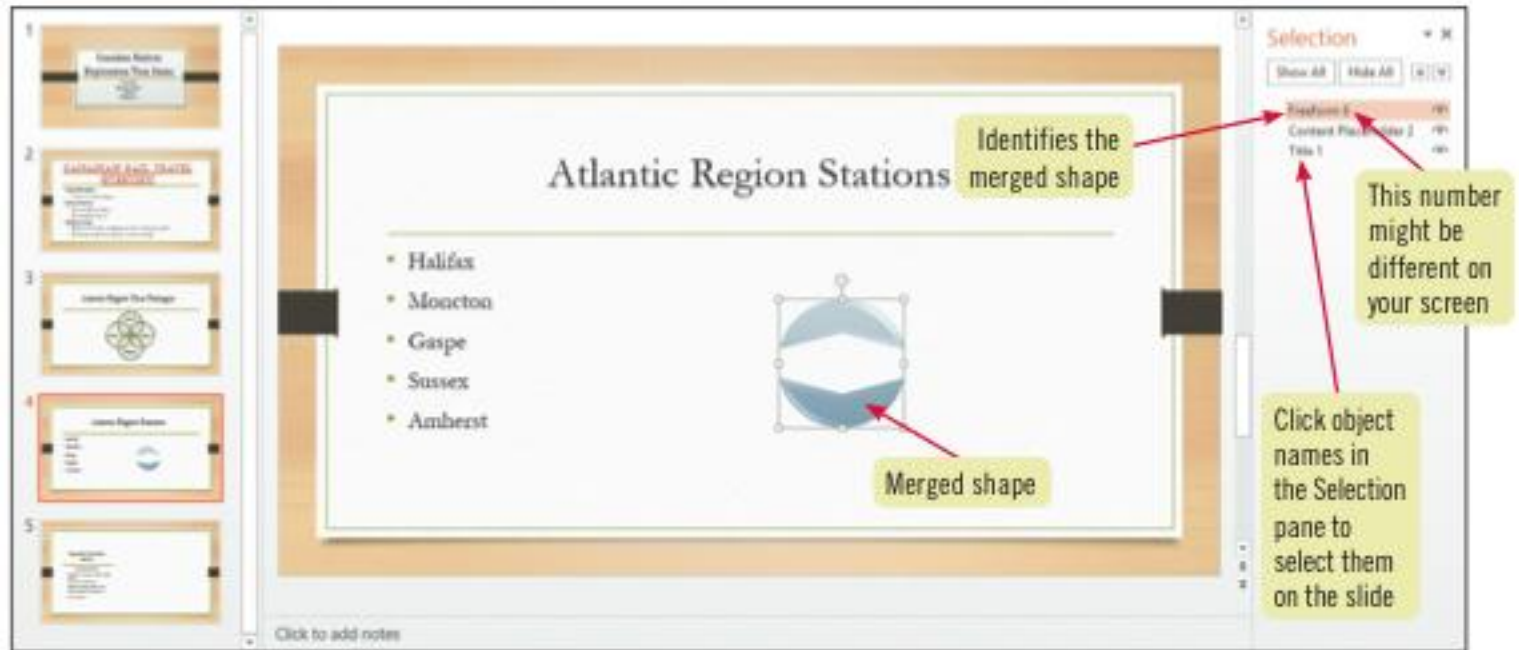
- Use the rotate handle to manually rotate a shape
- Use the adjustment handle to modify a shape
- Use the Eyedropper to match colors



Rearrange and Merge Shapes

- Every object on a slide is placed, or stacked, on the slide in the order it was created
- Merging shapes, which combines multiple shapes together, provides you the potential to create a variety of unique geometric shapes that are not available in the Shapes gallery.

Rearrange and Merge Shapes

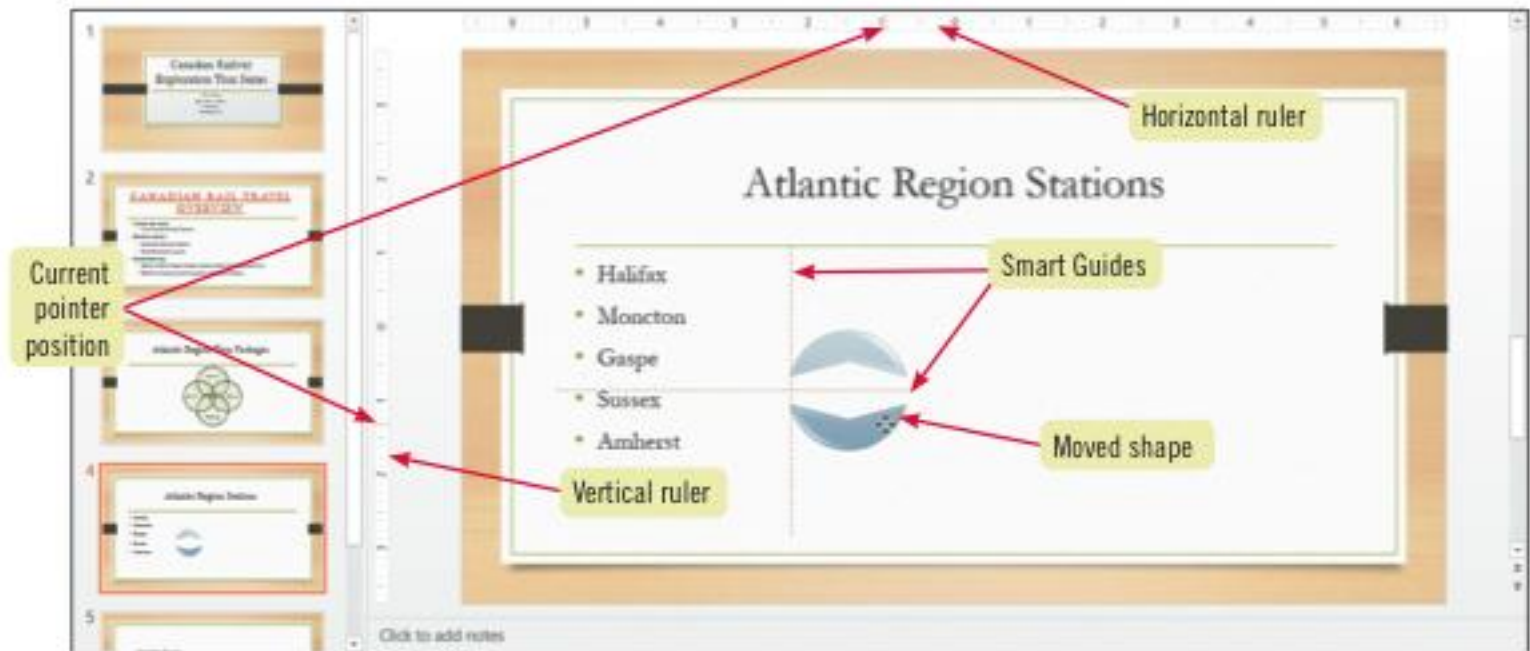




Edit and Duplicate Shapes

- Once you have created a shape you still have the ability to refine its basic characteristics, which helps change the size and appearance of the shape
- To help you resize and move shapes and other objects precisely, PowerPoint has rulers you can add to the Slide pane

Edit and Duplicate Shapes

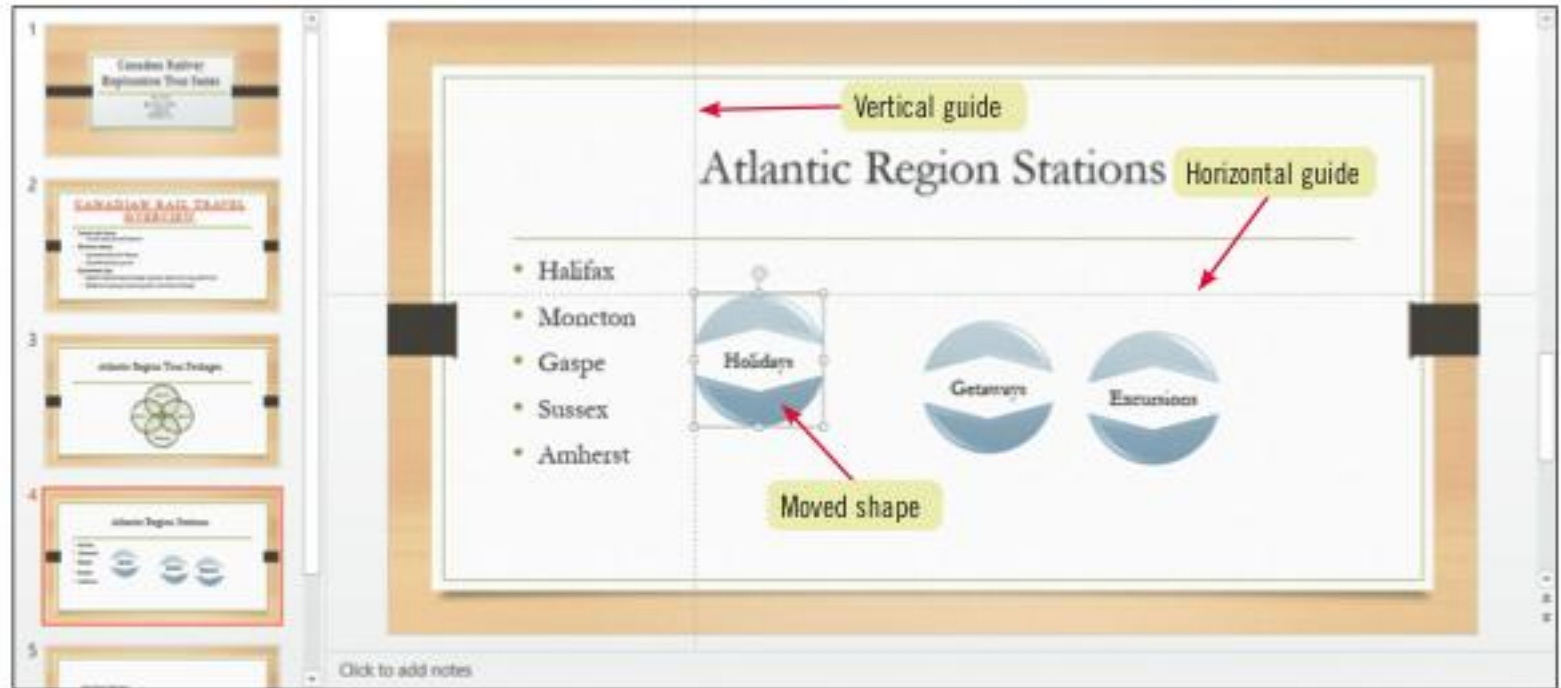




Align and Group Objects

- You can position objects accurately on the slide using Align commands in the Arrange group
- You can align objects relative to each other by snapping them to a grid of evenly spaced vertical and horizontal lines

Align and Group Objects

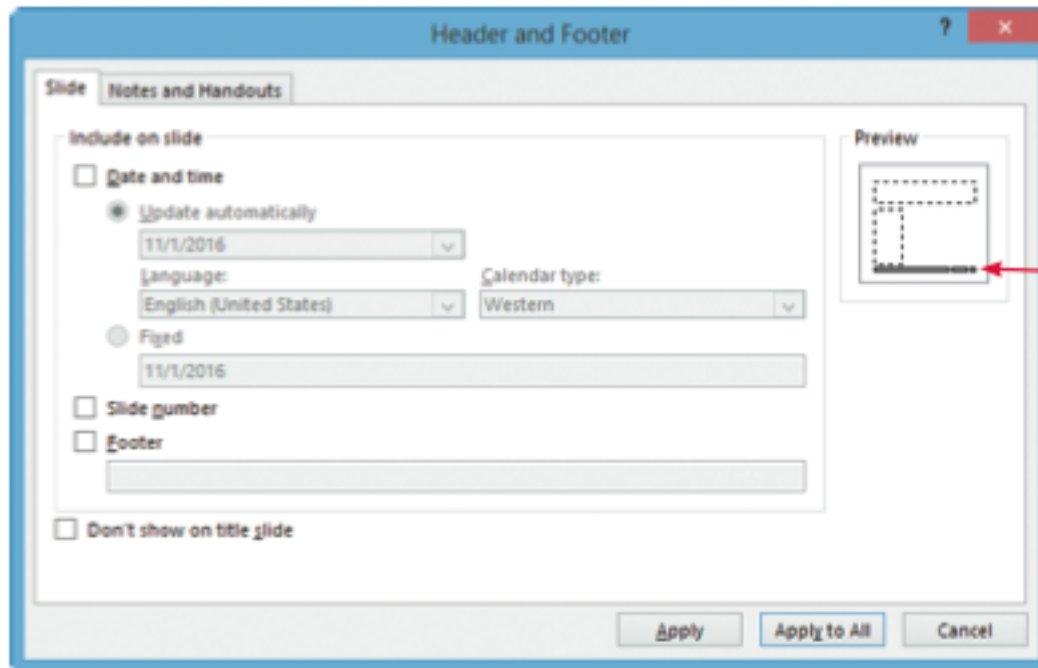




Add Slide Footers

- Footer text can give your slides a professional look and make it easier for your audience to follow your presentation
- You can review footer information that you apply to the slides in the PowerPoint views and when you print the slides

Add Slide Footers



Shows where
footer text
appears
on the slide



Summary

In this chapter you learned how to:

- Enter text in the Outline tab
- Format text
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In this chapter you learned how to:

- Rearrange and merge shapes
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- Add slide footers