

FORMATTING A PRESENTATION

LEARNING IN THIS CHAPTER

- Working with Slide Master
- Creating a New Custom Layout
- Changing Colour Scheme and Background Colour
- Inserting a SmartArt Graphic
- Inserting a Table
- Inserting a Chart

The **Slide Master** is an element of a template that stores information, including font styles, placeholder sizes, position of text and objects, bullet styles, background design, and colour schemes.

Slide Master sets the default layout and formatting for all other slides. It actually controls an entire presentation. Any changes made in the Slide Master page automatically reflect on every slide in the presentation. Slide Master consists of two placeholders:

Slide Title placeholder

Body Text placeholder

SLIDE TITLE PLACEHOLDER: It is the first placeholder for the title of the page. You can move the title placeholder anywhere on a slide.

BODY TEXT PLACEHOLDER: This placeholder includes general objects, like text with bullets, charts, pictures and many more.

Each slide master contains one or more standard or custom sets of layouts.

WORKING WITH SLIDE MASTER

To open the **Slide Master** view, click on the **Slide Master** button in the **Master Views** group on the **View** tab.

The presentation will switch to **Slide Master View** and the **Slide Master** tab will be selected on the Ribbon.

In the left Navigation pane, scroll up and select the first slide. This is the slide master.

In Slide Master view, each slide below the slide master is a master slide for a supporting layout. For example, if you want to make changes to all the slides that use Title and Content layout, select the **Title and Content**

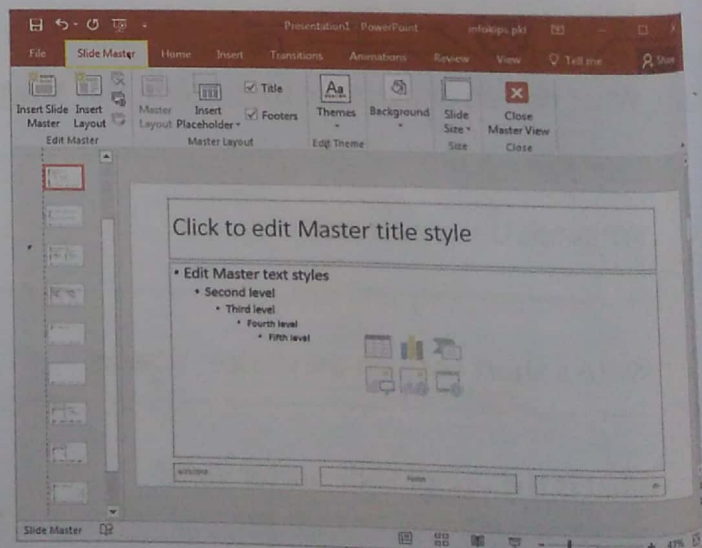


Figure 6.1: Working with Slide Master

layout master slide in the pane. To check this information, just hover the mouse pointer over any slide layout in the **Slide Master** task pane and read the screen tip.

Click on the **Themes** button  in the **Edit Theme** group on the **Slide Master** tab and select the desired theme from the displayed list.

Select the **Fonts** button  to change the font style and **Colors** button to change the colour of selected theme. Observe the changes.

Click on the **Background Styles** button in the **Background** group on the **Slide Master** tab. Select the required background from the drop-down menu.

To change the text colour, click on the **Home** tab. Select the text and then click on the **Font Color** in the **Font** group.

Select any font colour from the drop-down menu. The changed font colour will appear in all the slides in the **Slide Master** task pane on the left. Likewise, you can apply different formatting changes on slides with a specific layout.

Remember that text on the Master Slide is used only for styling. The text on actual slide, such as titles and lists should be typed in **Normal View**.

To enter and edit the header and footer contents, click on the **Header & Footer** button in the **Text** group on the **Insert** tab.

Click on the **Close Master View**  button present on the Slide Master tab to close the **Slide Master View**.

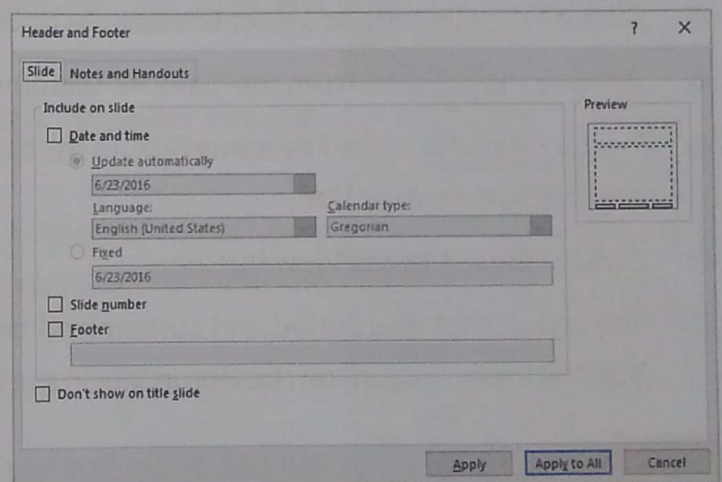


Figure 6.2: Header and Footer Dialog Box

CREATING A NEW CUSTOM LAYOUT

If you do not find a standard layout that suits your needs, you can create a custom layout that perfectly suits your slide content. You can customize that layout by adding text-specific and object-specific placeholders.

Follow these steps:

Click on the **View** tab. Select the **Slide Master** button in the **Master Views** group.

Choose the **Blank Layout** slide from the displayed list present in the **Slides Master** task pane.

To remove any unwanted or default placeholders, such as header, footer, or the date and time, click on the border of the placeholder, then press the **Delete** key.

- To add a placeholder on the **Slide Master**, click on the **Insert Placeholder** drop-down arrow in the **Master Layout** group. Select a placeholder from the list according to your need. Drag the mouse on the slide to position the new placeholder. You can resize the placeholder, by dragging one of its resizing handles.

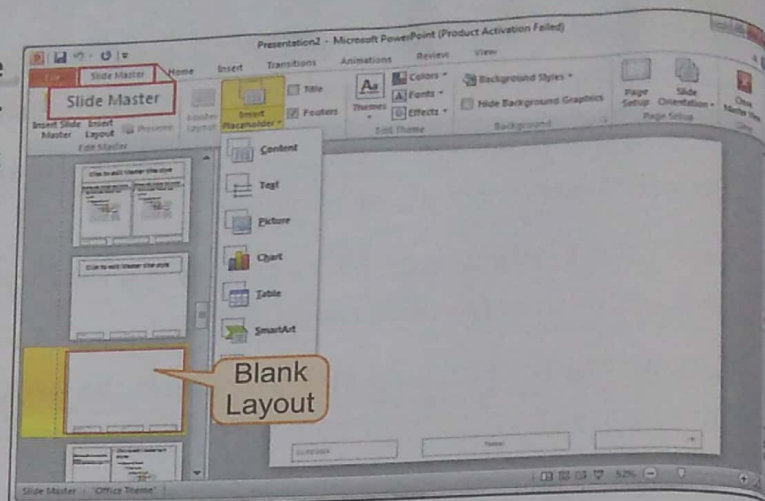


Figure 6.3: Creating a New Custom Layout

- Right-click on the selected Layout thumbnail and select the **Rename Layout** option from the context menu.
- In the **Rename Layout** dialog box, type a new name that describes the new layout you have customized. Click on the **Rename** button.
- Click on the **File** tab and select the **Save As** option.
- Browse the location from the 'Save As' window. The **Save As** dialog box appears.
- Type a file name in the **File name** box. In the **Save as type** list, select the **PowerPoint Template** and then click on **Save** option.
- Click on **Close Master View** button.
- The layout that you added and customized now appears in the list of standard built-in layouts in **Normal View**, located on the **Home** tab, in the **Slides** group.

NOTE

You can also rename any layout using the **Rename** button present in the **Edit Master** group on the **Slide Master** tab.

CHANGING COLOUR SCHEME

Every presentation comes with colour schemes. You can change the colour scheme of the complete presentation or a single slide. The colours of specific elements on a slide, such as **Title** and the **Background** can also be changed.

- Open any slide of a presentation. Click on the **Design** tab, go to **Themes** group. As you hover the mouse over any theme, it is reflected on the slide.
- Left-click on the theme that you want to apply to all the slides. Or Right-click on the selected theme. A Shortcut menu appears, select the **Apply to All Slides** option. The theme will be applied to all slides.

Click on **More** drop-down arrow in the **Variants** group and select the **Colors** option.

Choose the desired colour scheme.

To apply the colour scheme to all the slides, right-click on the colour scheme and select the **Apply to All Slides** option.

In case you want to apply the colour scheme only to the selected slide only, then select the **Apply to Selected Slides** option.

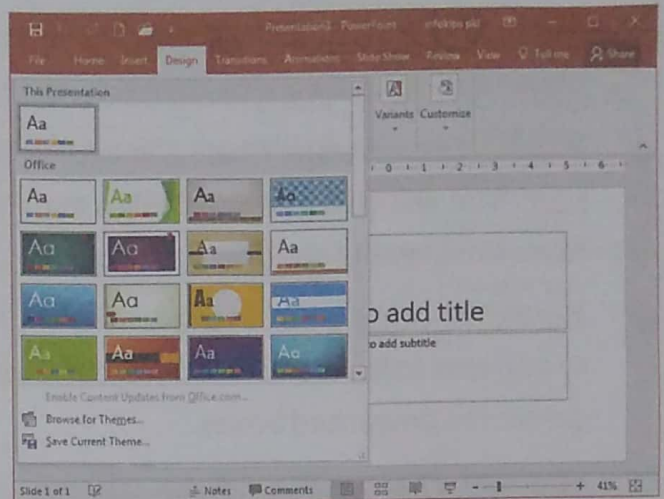


Figure 6.4: Changing Colour Scheme

CHANGING BACKGROUND COLOUR

You can change the background colour, pattern, and texture of a slide.

Click on the **Format Background** button, present in the **Customize** group on the **Design** tab. The **Format Background** task pane will appear as shown in the Figure 6.5.

Select any **Fill** style option from the displayed list under the 'Fill' section.

Click on the **Color** button. If you want to select a different colour apart from the displayed colours, select the **More Colors** option from the list.

The **Colors** dialog box appears.

Click on the **Standard** tab and choose the colour you want. You can also select the **Custom** tab and create your own colour scheme. Click **OK**.

Click on the **Apply to All** tab to apply the colour scheme to all the slides. Click on the **Close** button to close the **Format Background** task pane.

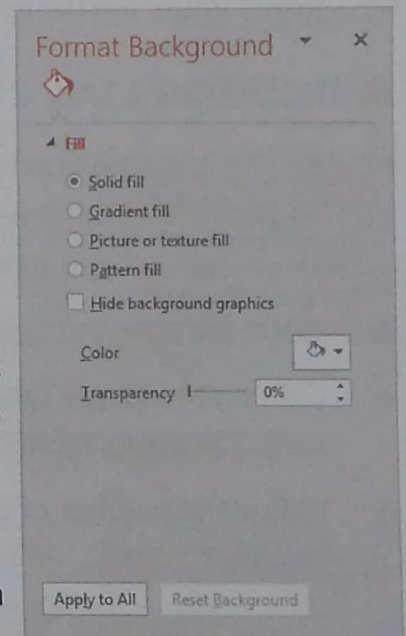


Figure 6.5: Format Background task pane

INSERTING A SMARTART GRAPHIC

SmartArt is a graphics tool that allows you to present data or information with graphics instead of just using text. These graphics help in conveying our ideas and messages easily and effectively. It contains a variety of graphical layouts, like **Pyramids**, **List**, **Hierarchy**, **Matrix**, etc. to display data in a presentation.

To insert SmartArt in a slide, select the **Title and Content** layout.

Choose the **Insert a SmartArt Graphic** icon present on the slide. The **Choose a SmartArt Graphic** dialog box appears.

- Select a category on the left, for example, **Hierarchy** and choose the desired layout, like **Organization Chart** on the right side, then click **OK**.
- A blank Organization Chart will appear on the slide. You will also find the **Design** and **Format** tabs with **Layouts** and **SmartArt Styles**.
- Now click inside a box in the SmartArt graphic to add text to it. Add text at different levels and delete the unwanted boxes.
- You can change the colour scheme of the SmartArt graphic by selecting the **Change Colors** drop-down arrow in the **SmartArt Styles** group under the **Design** tab of **SmartArt Tools**.

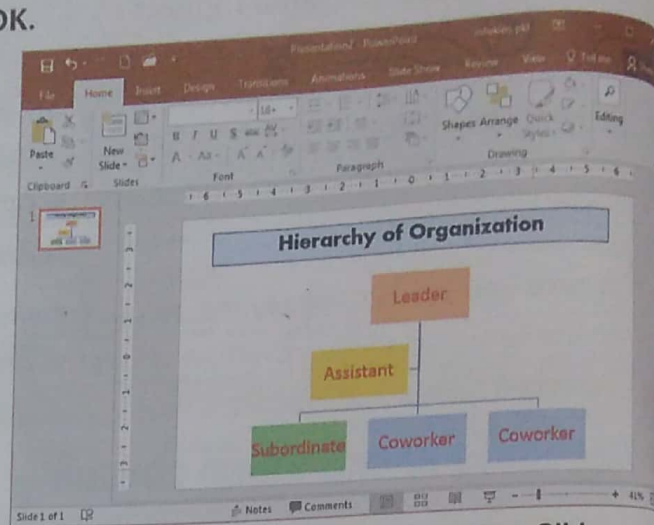


Figure 6.6: Inserting SmartArt in a Slide

➤ INSERTING A TABLE

PowerPoint provides additional features to organise the information in a tabular format. A table is a grid of cells arranged in rows and columns. It is very useful in organising and representing the data in an effective manner. To insert a table :

- Select the **Title and Content** layout slide in a presentation.
- Click on the **Insert Table** icon present on the slide. The **Insert Table** dialog box will appear.
- Define the number of columns and rows and click **OK**.
- A new table will be displayed according to the defined rows and columns.
- Place the mouse pointer in the first cell of the table and type heading. Press the **Tab** key.
- Similarly, insert data for other cells in the table, using the **Tab** and **Arrow** keys or clicking in the required cell.

MARK SHEET			
Name	Class	Roll No	Grade
Neha	5th	47852	A+
Raghav	5th	47853	A
Shagun	5th	47854	B+

Figure 6.7: Adding Table in a Slide

NOTE

When you insert a table, a new tab, **Table Tools** appears. You will find various tools and commands present in the **Design** and **Layout** tabs, such as **Table Styles**, **Shading**, **Borders**, **Effects**, **WordArt Styles**, **Draw Borders** etc. These tools are helpful while formatting a table in a slide.

INSERTING A CHART

Chart is an effective way to display data in a graphical and pictorial form. Charts make it easier to show comparisons and growth, relationship among the values and trends in data. Charts provide an accurate analysis of the information.

- Click on the **Insert Chart** icon on the slide from the **Title and Content** layout. The **Insert Chart** dialog box appears. Select the chart type in the left pane, and the sub-types of the selected chart will be reflected on the right pane.

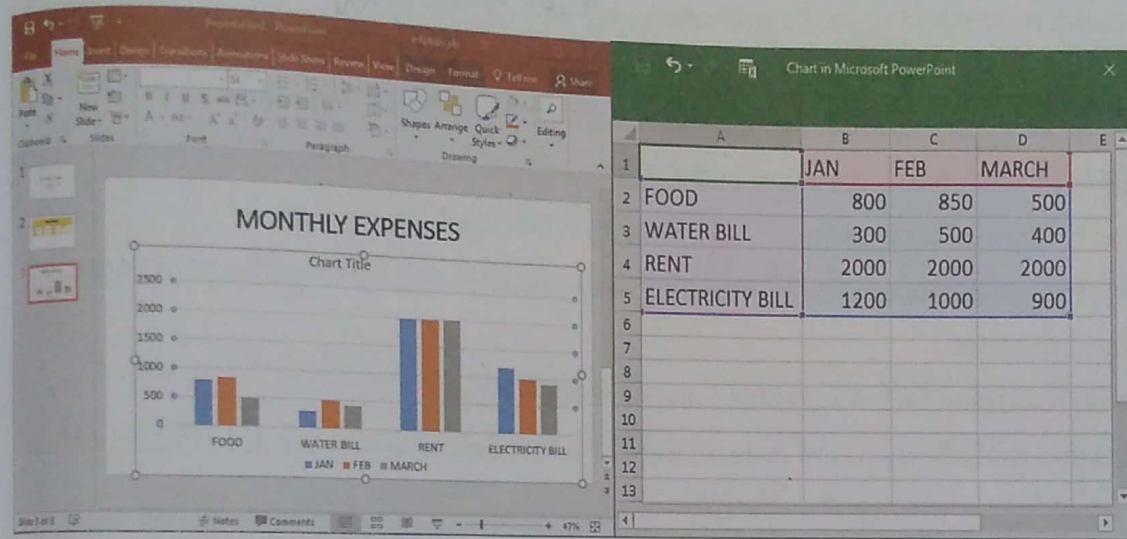


Figure 6.8: Inserting Chart in a Slide

- Select the **Column** chart and click **OK**. The chart will be displayed with a datasheet that contains the default data.
- You can replace the default data with your own data. To delete all the data from the datasheet, move the mouse pointer to the **Blank** button at the extreme left corner of the column indicators.
- The mouse pointer changes into a large plus sign **+** of white colour. Click on the button. The entire datasheet will be selected. Press the **Delete** key.
- Click the cell beneath Column B, i.e., B1. Type **JAN**, press the **Tab** key. Type **FEB**, press the **Tab** key. Type **MARCH** and press the **Enter** key.
- Click the cell adjacent to the Row2 header, i.e., A2. Type **FOOD**, press the **Down arrow** key. Type **WATER BILL**, press the **Down arrow** key and type **RENT** and then **ELECTRICITY BILL** in the next row.
- Click the cell **B2** and type **800**. Press the **Tab** key and type **850**. Similarly, type the entire data as shown in the Figure 6.8. As you enter the data, the chart gets plotted automatically.

Chart Tools
Chart Design

Format

Quick View

Press **Ctrl + T** to open the **Font** dialog box.
Increase the font size using the shortcut **Ctrl + Shift + >**.
Decrease the font size using the shortcut **Ctrl + Shift + <**.

Know the Fact

The intersection of row and column in a table is called **Cell**.

Let's Know More

To apply table effect, select the rows or columns. In the **Table Tools**, click on the **Design** tab > **Effects** in the **Table Styles** group.

Let's Know More

We can insert a table in a slide by clicking on the **Table** option on the **Insert** tab. A menu will appear. Drag the mouse over the table grid to select the number of columns and rows you want in the table.

Let's Know More

We can also insert a chart in any slide by using the **Chart** button  present on the **Insert** tab in the **Illustrations** group.

- To close the datasheet, click on the **Close** button on the Title bar of the datasheet.

NOTE

When you insert a chart, the three new tabs - **Design** and **Format** containing various chart tools and commands appear on the ribbon. These commands allow you to modify and format the chart.

Let's Know More

You can insert screenshots in a presentation by clicking on the **Insert** tab and then selecting the **Screenshots** button from the **Images** group.



- Slide Master sets the default layout and formatting for all other slides.
- Slide Master consists of two placeholders:
 - Slide Title Placeholder
 - Body Text Placeholder
- A table is a grid of cells arranged in rows and columns. It is very useful in organising and representing the data in an effective manner.
- Chart is an effective way to display data in a graphical and pictorial form.
- SmartArt is a graphics tool that allows you to present data or information with graphics instead of just using text.



BRAIN DEVELOPER

SECTION - A

A. Fill in the blanks:

- chart provides an accurate analysis of information.
- The Ctrl + Shift + < key combination is used to decrease the font size.
- A Table is a grid of cells arranged in rows and columns.
- You can also rename any layout using the Rename button present in the **Edit Master** group on the Slide Master tab.
- Slide Master consists of two placeholders.

HINTS

• Table

• Chart

• Rename

• Ctrl + Shift + <

• Two

6-FORMATTING A PRESENTATION

Short cut keys.

1. To open the font dialog box Ctrl + T
2. To increase the font size Ctrl + Shift + >
3. To decrease the font size Ctrl + Shift + <

Q5 Explain different placeholders in Slide Master.

Ans. Slide Master consists of two placeholders:

- a. Slide Title Placeholder : It is the first placeholder for the title of the page. You can move the title placeholder anywhere on a slide.
- b. Body Text Placeholder - This placeholder includes general objects, like text with bullets, charts, pictures and many more.

Teacher's Signature : _____

Q6 Which tab/Tool appears when you insert a table.

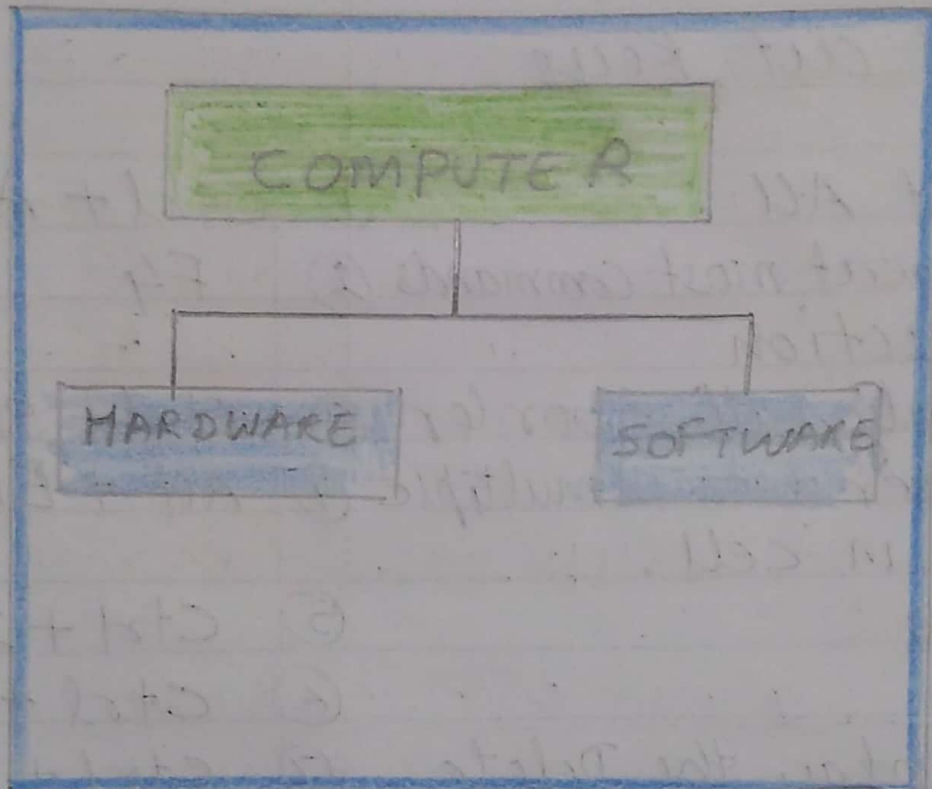
Ans. When we insert a table, a new tab, Table Tools appears, with Design and Layout tabs.

Q7. Which tab/Tool appears when you insert a chart.

Ans. When we insert a chart, a new tab, Chart Tools appears, with Design and Format tab.

Teacher's Signature : _____

SMART ART



TABLE

Roll.	NAME
1001	Greeta

Chart



CHAPTER-6: FORMATTING A PRESENTATION

SECTION A

A. Fill in the blanks:

1. Chart
2. Ctrl + Shift + <
3. Table
4. Rename
5. Two

B. State True or False:

1. True
2. False
3. True
4. False
5. True

C. Application Based Questions:

1. He should use a Chart in his presentation.
2. The Format Background option under Design tab.

SECTION B

A. Multiple Choice Questions:

1. a. View
2. a. Cell
3. b. Datasheet
4. a. Ctrl + T
5. b. Table Tools

B. Answer the following:

1. The Slide Master is an element of a template that stores information, including font styles, placeholder sizes, position of text and objects, bullet styles, background design, and colour schemes. It sets the default layout and formatting for all other slides.
2. If you do not find a standard layout that suits your needs, you can create a custom layout that perfectly suits your slide content. You can also customize that layout by adding text-specific and object-specific placeholders.
3. To insert SmartArt in a slide, select Title and Content layout and choose the Insert a SmartArt Graphic icon present on the slide. Choose the desired category. Click inside to add text to it.
4. Chart is an effective way to display data in a graphical and pictorial form. Charts make it easier to show comparisons and growth, relationship among the values and trends in data. It also provides an accurate analysis of the information.