

LESSON 4

Ex. 24-30

Floating toolbar: A toolbar that you can move around on the screen for easier access.

Dock: To affix a floating toolbar to the edge of the PowerPoint screen.

Rulers: A horizontal and a vertical ruler that provide measurement assistance with objects as well as text.

Guides: Nonprinting vertical and horizontal lines you can add to a slide to align objects.

AutoShape: A menu on the Drawing toolbar that provides many common shapes and lines for use as a base in your drawings.

Action buttons: Buttons you can add to a slide that provide control when you present a slide show or when you save the presentation as a Web site. Action buttons let you go to the previous slide, to the next slide, back to the beginning, and so on.

Nudge: An option that lets you move objects slightly to the left, right, up, or down from their current position.

Grid: An invisible set of horizontal and vertical lines that help you align objects on the slide.

Snap to: An option that makes objects align to the grid lines. Snap to acts like a “magnet,” drawing an object to the nearest grid lines.

Align: Adjust the position of objects so they are lined up, along the top or bottom of a slide or on the left or right edge of the slide.

Relative to slide: An option that positions objects relative to the left, right, top, or bottom of the slide’s edge.

Distribute: Evenly space objects horizontally or vertically.

WordArt: An Office tool that enables you to create logos, headlines, and other eye-catching text by manipulating letters, words, and phrases.

Group: Joining two or more objects together so that they act as one. Selecting, cutting, copying, and pasting is more easily performed on grouped objects.

Flip: To turn to face the other way, either horizontally or vertically.

Rotate: To spin around.

Layer: To stack one on top of another.

Floating Toolbars

1. Drag a toolbar’s move handle away from the program window’s edge.
2. Move the floating toolbar by dragging its title bar.
3. Change the shape of a floating toolbar by dragging the bottom corner.

Dock a Toolbar

- Dock the floating toolbar by moving it to the edge of the program window.

Display/Hide Rulers and Guides

1. Click View
2. Click Ruler
3. Click View
4. Click Guides

Add Extra Guides

- Hold the Option key and drag the existing guide.

Delete a Guide

- Drag the guide off of the slide.
✓ You cannot delete the two default guides, but you can hide those guides.

Draw Graphic Objects

1. Click one of the following tools on the Drawing toolbar:
 - a. Line tool
 - b. Arrow tool
 - c. Rectangle tool
 - d. Oval tool
2. Position the crosshair on the slide and drag to create the object.
 - a. To draw a perfect circle, square, or straight line, press and hold the Shift key while you drag the mouse. Release the mouse button first, then release the shift key.

Select an Object

1. Click the Select Objects tool if necessary.
2. Click the object to select it.
3. The object displays handles to indicate it has been selected.

Change Line or Fill Color

1. Select the object.
2. Click the drop-down arrow on the Line Color button or the Fill Color button.
 - a. The Fill Color or Line Color menu appears
3. Select the color within the color scheme.
or
Click More Line Colors or More Fill Colors and choose a color, then click OK.
or
Click Patterned Lines or Fill Effects and choose a pattern, then click OK.

Change Line or Arrow Style

1. Select the object or line.
2. Click the Line Style button.
 - a. Click More Lines to see more line styles.
or
Click the Dash Style button
or
Click Patterned Lines or Fill Effects and choose a pattern, then click OK.
3. Click the style.

Apply Shadows or 3D

1. Select the object.
2. Click the Shadow button or the 3D button.
3. Click the style to apply.

Add AutoShapes

1. Click the Lines or AutoShapes button on the Drawing toolbar.
2. In the AutoShapes, click one of the following:
 - a. Connectors
 - b. Basic Shapes
 - c. Block Arrows
 - d. Flowchart
 - e. Stars and Banners
 - f. Callouts

g. Action Buttons

3. Select the shape you want.
4. Click or drag the mouse on the slide in the position you want the object to appear.

Add to AutoShapes to Create an Illustration

1. Create a second and third AutoShape to add to the first.
2. Use the Drawing toolbar to add shapes and modify fill and lines.

Select Multiple Objects

1. Click the first object.
2. Hold down the Shift key and click the second object.
3. When all desired objects are selected, release the Shift key.

Nudge

1. Select the object you want to nudge.
2. Press an arrow key to nudge the object in the direction you want.

Snap to

1. Click Draw
2. Click Snap
3. Click one of the following:
 - a. To grid
 - b. To Shape

Align Objects

1. Select objects.
2. Click Draw
3. Click Align or Distribute
4. Click one of the following:
 - a. Align Left
 - b. Align Center
 - c. Align Right
 - d. Align Top
 - e. Align Middle
 - f. Align Bottom

Distribute Objects

1. Select object(s).
2. Click Draw
3. Click Align or Distribute
4. Click one of the following:
 - a. Distribute Horizontally
 - b. Distribute Vertically

Align or Distribute Relative to Slide

1. Click Draw
2. Click Align or Distribute
3. Click Relative to Slide
4. Select and align objects as described in Align Objects or Distribute Objects.
5. To turn off this feature, repeat steps 1-3.

Use WordArt

1. Click the Insert WordArt button. The WordArt Gallery appears.
2. Click a WordArt shape.
3. Click OK
 - a. The Edit WordArt Text window appears.
4. Enter the text.
5. Click Font
6. Select the font.
7. Click Size
8. Select the size.
9. Optionally, choose Bold or Italic.
10. Click OK
 - a. The WordArt appears on the slide with the WordArt toolbar.

Edit Text, Font, Size, or Style

1. Double-click the WordArt.
 - or
 - a. Select the WordArt.
 - b. On the WordArt toolbar,
2. Edit the text.
3. Click OK

Edit Shape

1. Select the WordArt.
2. Drag (diamond) adjustment handle or the sizing handles to change shape.
 - or
 - Drag handles to alter shape.
 - or
 - Click WordArt Shape button and select a shape.

Use WordArt Gallery

1. Click WordArt Gallery button.
2. Select the style.
3. Click OK

Format Size, Shape, Rotation, Colors, and Lines with dialog Box

1. Select the WordArt.
2. Click Format WordArt button. The format WordArt dialog box appears.
3. Choose from the following tabs:
 - a. Colors and Lines
 - b. Size
 - c. Position
4. Enter the appropriate values and options.
5. Click OK

Rotate WordArt

1. Select the WordArt.
2. Position the mouse arrow over the Rotation handle.
3. Drag the pointer—and the WordArt—to desired position.

Change Letter Height

1. Select the WordArt.
2. Click WordArt Same Letter Heights button.

Change Direction of Text

1. Select the WordArt.
2. Click the WordArt Vertical Text button.

Change Alignment

1. Select the WordArt.
2. Click the WordArt Vertical Text button.
3. Click one of the following:
 - a. Left Align
 - b. Center
 - c. Right Align
 - d. Word Justify
 - e. Letter Justify
 - f. Stretch Justify

Change Character Spacing

1. Select the WordArt.
2. Click the WordArt Character Spacing button.
3. Click one of the following:
 - a. Very Tight
 - b. Tight
 - c. Normal
 - d. Loose
 - e. Very Loose
 - f. Custom and enter a value
 - g. Kern Character Pairs

Group

1. Select the objects.
2. Click Draw on the Drawing menu
3. Click Group

Ungroup

1. Select the grouped object.
2. Click Draw
3. Click Ungroup

Regroup

1. Select the objects.
2. Click Draw
3. Click Regroup

Flip Objects

1. Select the object(s).
2. Click Draw
3. Click Rotate or Flip
4. Click one of the following:
 - a. Flip Horizontal

b. Flip Vertical

Rotate Objects

1. Select the object(s).
2. Click Draw
3. Click Rotate or Flip
4. Click one of the following:
 - a. Rotate Left
 - b. Rotate Rightor
 - c. Click Free Rotateand then drag the rotate handle.

Layer Objects

1. Select the object(s).
2. Click Draw
3. Click Order
4. Click one of the following:
 - a. Bring to Front
 - b. Send to Back
 - c. Bring Forward
 - d. Send Backward