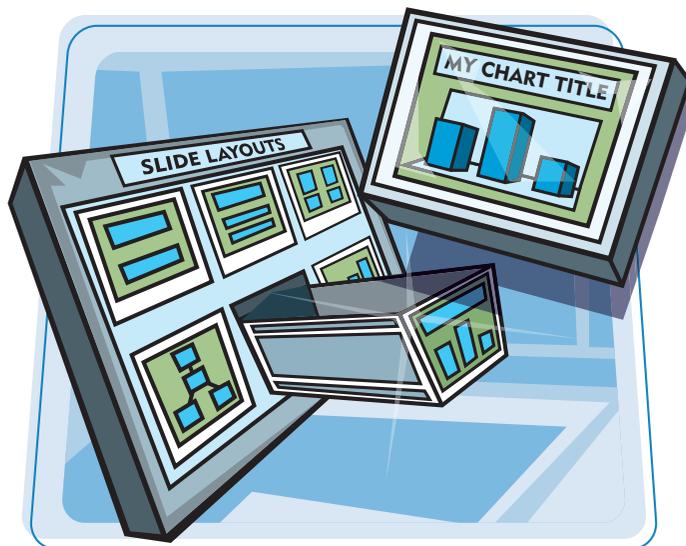


CHAPTER

5

Work with Slide Layouts



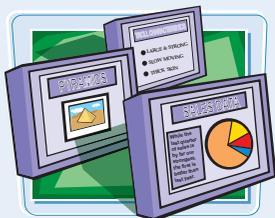
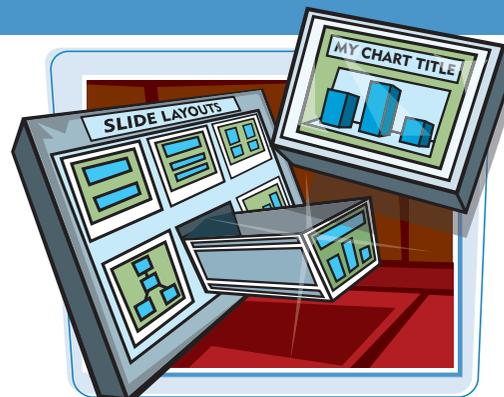
Slides are made up of various types of placeholders. The slide layout consists of the combination and arrangement of these placeholders. You can edit the contents of the placeholders to create your presentation, which may be a combination of text and various types of visual content.



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Understanding Layouts and Placeholders

Most presentations are made up of a combination of slide titles, slide text in the form of bulleted lists, and graphic elements. These standard elements are preset for you in selectable slide layouts.

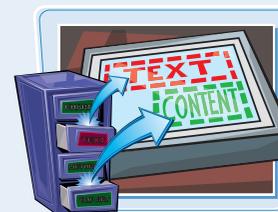


Types of Slide Layouts

Slide layouts are arranged in the Slide Task pane in various groupings. For example, Text Layouts include any layout with a combination of titles, subtitles, or bulleted lists. Content Layouts contain placeholders that you can use to insert any one of six types of graphic elements such as a chart or picture. Text and Content Layouts provide combinations of text and graphic placeholders in various arrangements. One final category is called Other Layouts, and it contains some text elements plus a content placeholder that you can use to insert one type of graphic, such as a table or diagram.

Placeholders

The various slide layouts are prearranged sets of placeholders. Placeholders contain either text or content in the form of graphic elements, but not both. You can click a text placeholder and type or edit text. You can click a content placeholder and use the icons in it to insert or edit a visual element. You can also move placeholders around the slide to design a more attractive arrangement.

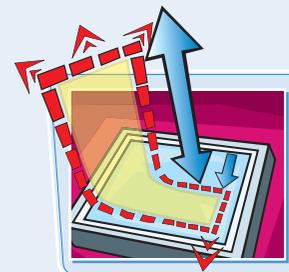


The Slide Layout Task Pane

You can use the Slide Layout Task pane to apply slide layouts. Whenever you insert a new slide, this task pane automatically appears. You can apply a layout to the currently selected slide in Normal or Slide Sorter view. By default, when you open a new presentation, a single slide is created with the Title Slide Layout, containing a title and subtitle for the presentation. Thereafter, every time you insert a new slide, it uses the Title and Text Layout with a title and bulleted list placeholder.

Slide Layouts Are Flexible

Often after you apply a layout, you find that you want to resize and move placeholders around the slide. You can easily do that by clicking and dragging the handles around the edges of the placeholder in or out to resize it, or clicking the outer edge and dragging the placeholder to another location. Placeholders can be deleted from a layout, but this is not really necessary: If a placeholder has no content in it, it is not visible when you print or show your presentation.



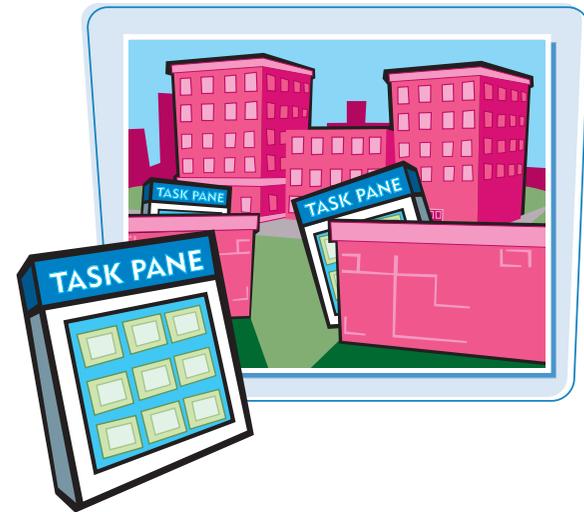
Display and Hide the Slide Layout Task Pane

Work with Slide Layouts

chapter 5

By default, the Slide Layout task pane appears whenever you insert a new slide. However, you may want to display it at other times to change a layout from the default.

Note that you can change the default Show When Inserting New Slides setting that displays the Slide Layout task pane whenever you insert new slides from the task pane.



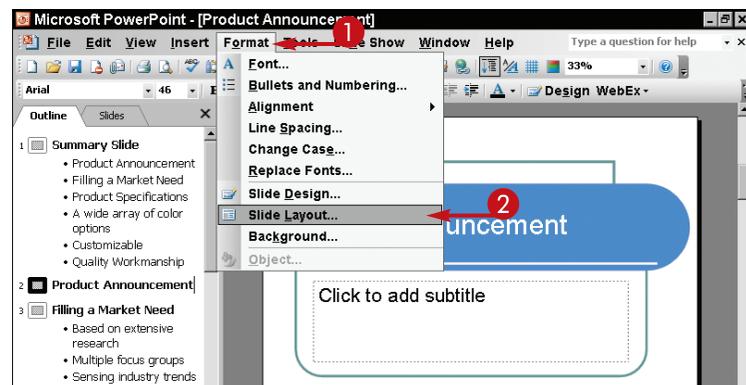
Display and Hide the Slide Layout Task Pane

1 Click **Format**.

2 Click **Slide Layout**.

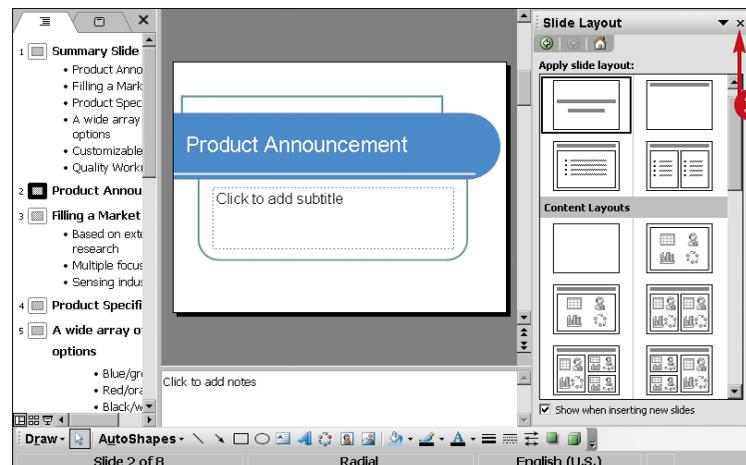
The Slide Layout Task pane appears.

Note: You can also click **View**, and then click **Task Pane**, then click the **Other Task Panes** button and select **Slide Layout**.



3 Click the **Close** icon (✕).

The Slide Layout Task pane closes.



Apply a Layout to a Single Slide

You can apply a layout to the currently displayed slide in Normal view or the currently selected slide in Slide Show view.

You can also insert a new slide from the Slide Layout Task pane, which is covered in the section “Insert a New Slide with the Selected Layout.”

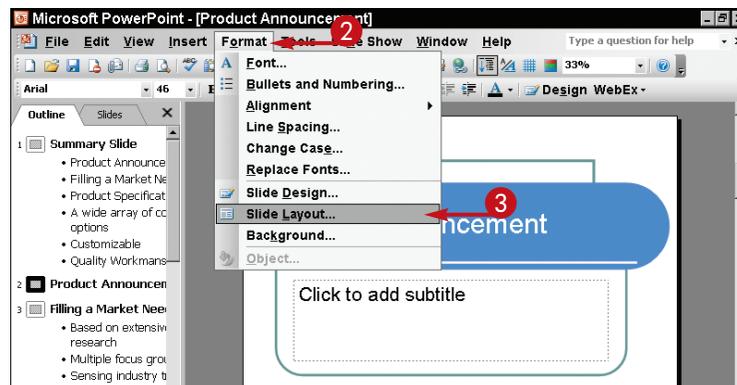


Apply a Layout to a Single Slide

- 1 Display the slide to which you want to apply the layout.

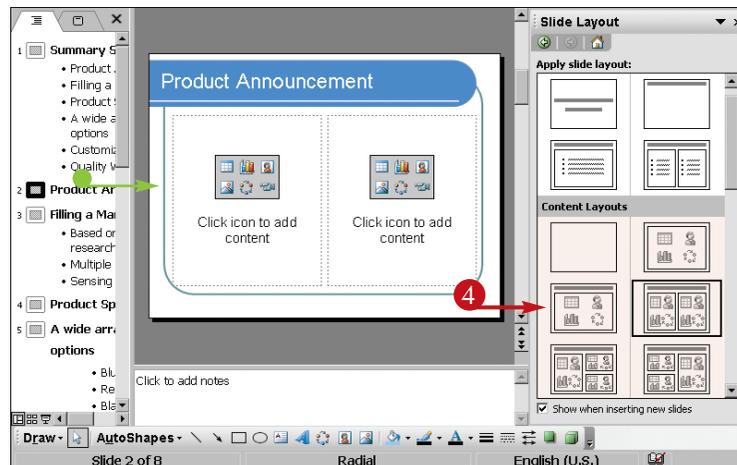
Note: For more on starting a presentation, see Chapter 2.

- 2 Click **Format**.
- 3 Click **Slide Layout**.



The Slide Layout Task pane appears.

- 4 Click a slide layout.
- The layout is applied to the slide.



Insert a New Slide with the Selected Layout

Work with Slide Layouts

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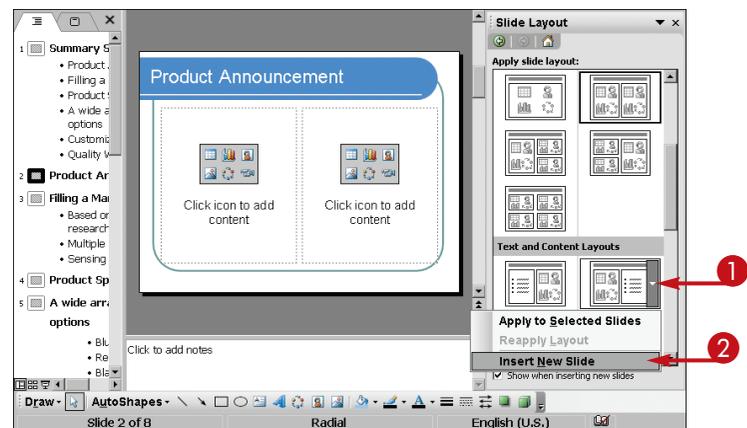
You can insert a new slide and then change its layout. But if you want a layout other than the default, you can save a step by applying the desired format when you insert the slide.

Using the New toolbar button or the Insert command inserts the default slide layout automatically.

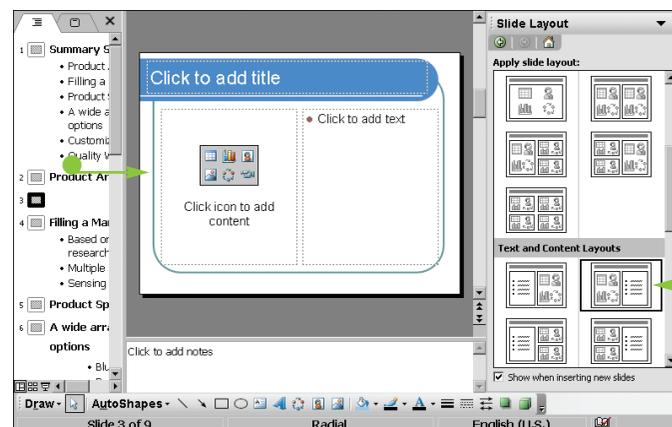


Insert a New Slide with the Selected Layout

- 1 Click the arrow (⏏) on the right side of the layout you want in the Slide Layout task pane.
- 2 Click **Insert New Slide**.



- A new slide with the selected layout appears.



Using Layouts with a Content Placeholder

Content placeholders allow you to insert a variety of visual content.

Clip Art

You can select an image from built-in clip art collections, or import a piece of clip art from outside PowerPoint.

Pictures

Inserts a picture file such as a bitmap or JPEG you have stored on your computer or removable media, or downloaded from the Internet.

Charts

Click to enter data that is then used to automatically generate a bar chart.

Tables

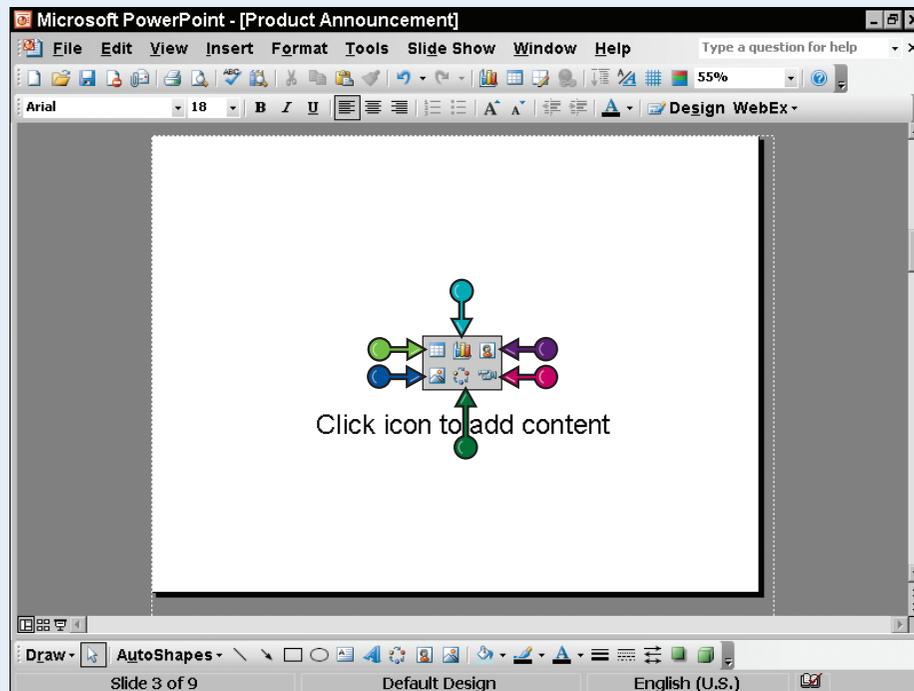
Inserts a table and specify the number of rows and columns in it.

Diagrams and Organizational Charts

Insert a diagram or organizational chart by choosing from a variety of types in a Diagram Gallery.

Media Clips

Inserts sound or animation files from a Media Gallery or import a clip of your own.



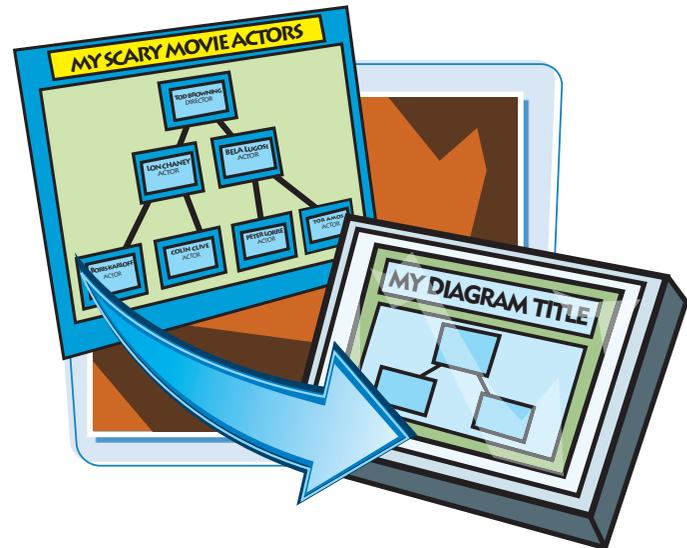
Using Layouts with Diagrams

Work with Slide Layouts

chapter 5

You can use diagrams to show a process or structure. For example, a diagram can show workflow in a procedure or the hierarchy in an organization.

After you insert a diagram you can click it and type labels for various elements. You can use the Diagram toolbar that appears to make formatting changes.

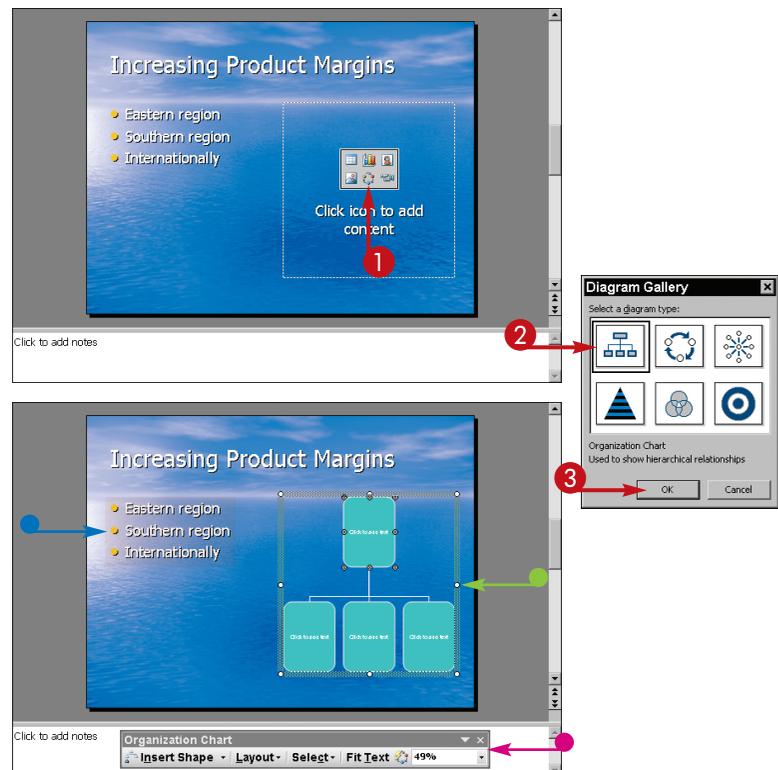


Using Layouts with Diagrams

- 1 With a slide containing a content placeholder, click the **Insert Diagram or Organization Chart** icon ().

The Diagram Gallery dialog box appears.

- 2 Click a diagram type.
- 3 Click **OK**.
 - The dialog box closes and the diagram appears on the slide ready for editing.
 - A toolbar appears based on the type of diagram you selected.
 - To edit the diagram you can double-click the element you want to modify.



Insert and Edit a Table

Tables allow you to organize information in rows and columns to easily show relationships among sets of data. For example, you might list regions of the country in the left column and several columns of data for sales by year for each region. You can insert a table with a content placeholder, and then type labels and data in the table cells.



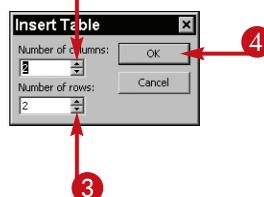
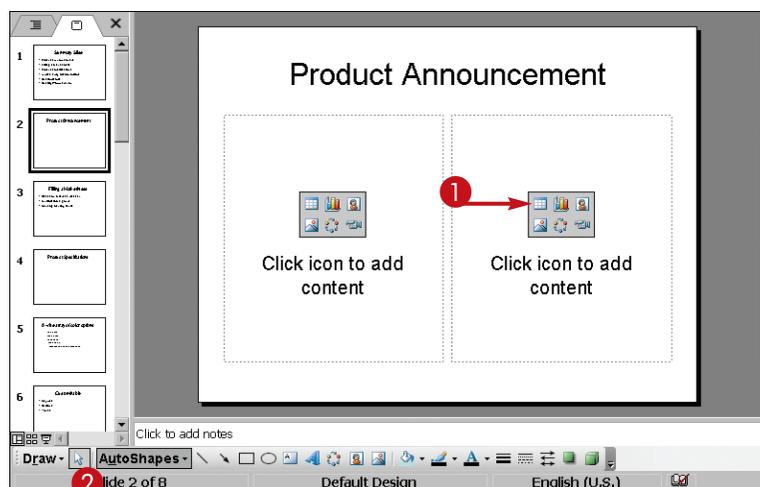
Insert and Edit a Table

INSERT A TABLE

- 1 With a content placeholder on a slide, click the **Insert Table** icon ().

The Insert Table dialog box appears.

- 2 Click here to set the number of columns.
- 3 Click here to set the number of rows.
- 4 Click **OK**.



TYPE TEXT IN A TABLE

A table appears ready for editing.

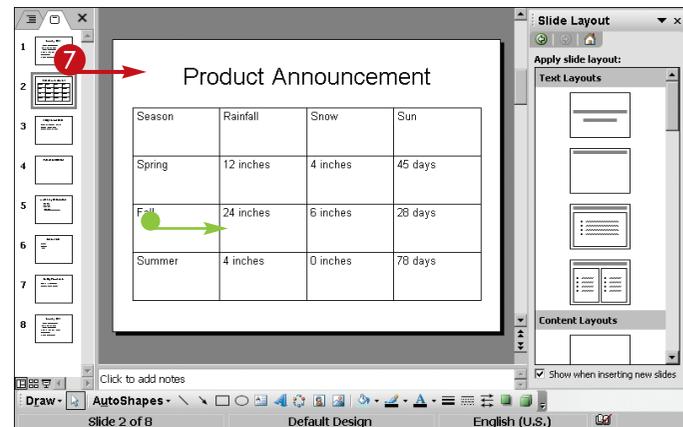
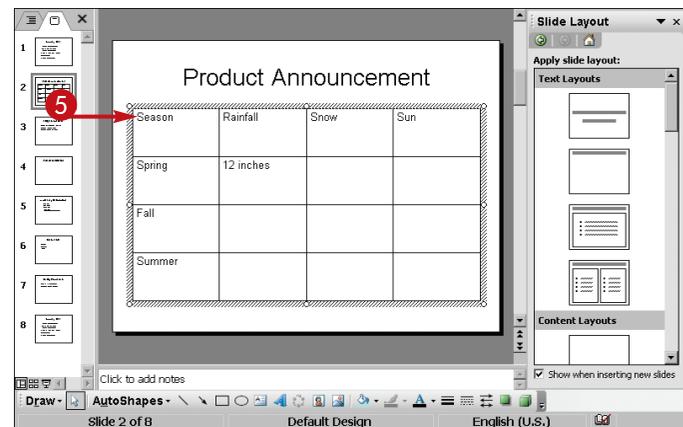
- 5 Type a label or value in the first cell.
- 6 Press **Tab**.

Your cursor moves to the next cell, and you can continue to type data.

- 7 Click outside the table.

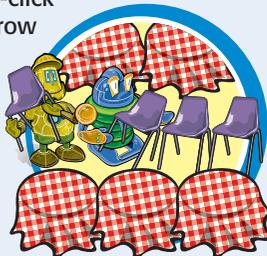
The table appears on your slide.

- To make a change to the data in your table, you can click the content placeholder and it opens for editing.

**TIPS**

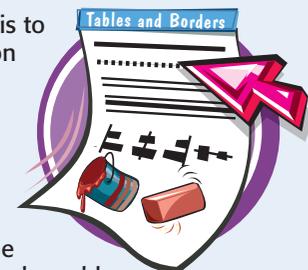
I originally created only three rows in my table, but now I find I need five. Can I add rows to tables?

Yes. You can use the commands on the shortcut menu that appears when you right-click a table to insert rows. Click in the row above where you want to insert a row, right-click, and then click **Insert Row**. You can use a variation on this procedure to delete extra rows by right-clicking and selecting **Delete Row** from the shortcut menu that appears.



Is there an easy way to format tables I create? For example, can I align text in the table cells or change the font?

The best way to do this is to use the tools available on the Tables and Borders toolbar. Click **Tables and Borders** on the Standard toolbar to display the Tables and Borders toolbar. From there you can change the thickness of the table border, add fill color to cells, and align text within cells.



Insert a Chart

Charts are a great way to present information in a visual way. They give an instant impression of trends or compared sets of data, such as sales growth over a several-year span. In PowerPoint, you can easily insert a simple bar chart by typing your data in a spreadsheet-like format.

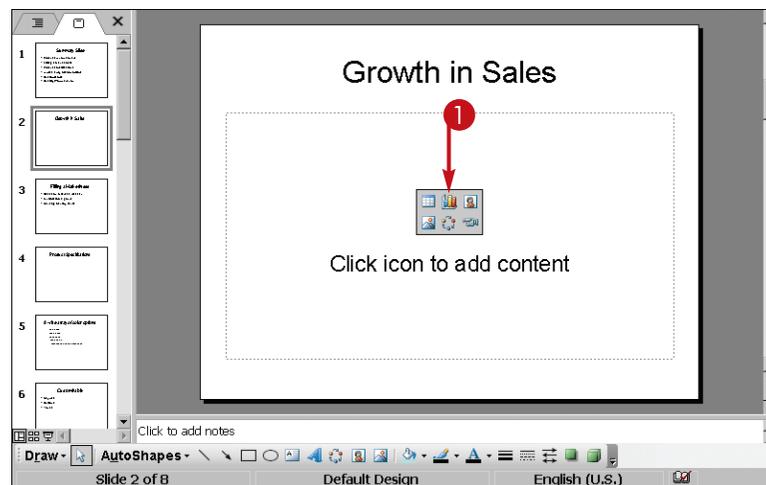


Insert a Chart

INSERT THE CHART

- 1 With a slide containing a content placeholder displayed, click the **Insert Chart** icon ().

A datasheet window appears filled with sample data and a sample chart is displayed.



- 2 Click in various cells to type column labels, row labels, and values.

- 3 Click .

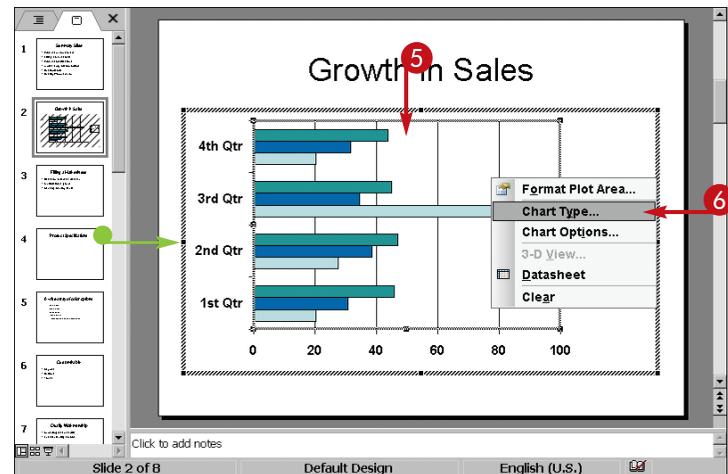
The datasheet window closes and the chart appears open for editing.

To reopen the datasheet to edit data, you can right-click the chart and then click **Datasheet** from the menu that appears.

	A	B	C	D	E
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1 East	20.4	27.4	90	20.4	
2 West	30.6	38.6	34.6	31.6	
3 North	45.9	46.9	45	43.9	
4					

CHANGE THE CHART TYPE

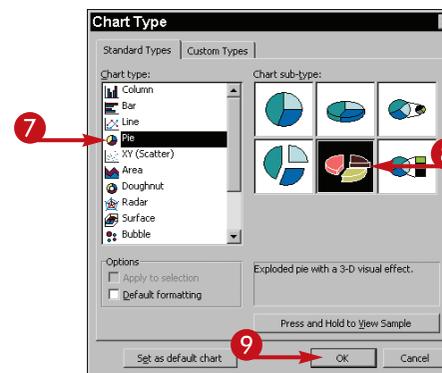
- 4 Double-click the chart to open it for editing, if necessary.
- A border and handles appear around the chart.
- 5 Right-click the chart.
- 6 Click **Chart Type**.



The Chart Type dialog box appears.

- 7 Click a chart type.
- 8 Click a chart sub-type.
- 9 Click **OK**.

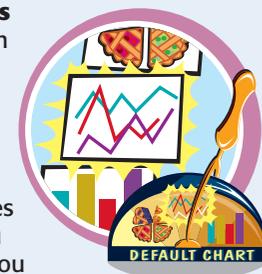
The chart type changes.

**TIPS****Is there any way to format the elements in a chart?**

Yes. Double-click a chart to open it for editing. Right-click various elements in the chart, such as bars in a bar chart or the chart background area. In the shortcut menu that appears, select **Format**. The format options differ based on what you select. You can use the dialog box that appears to change formatting.

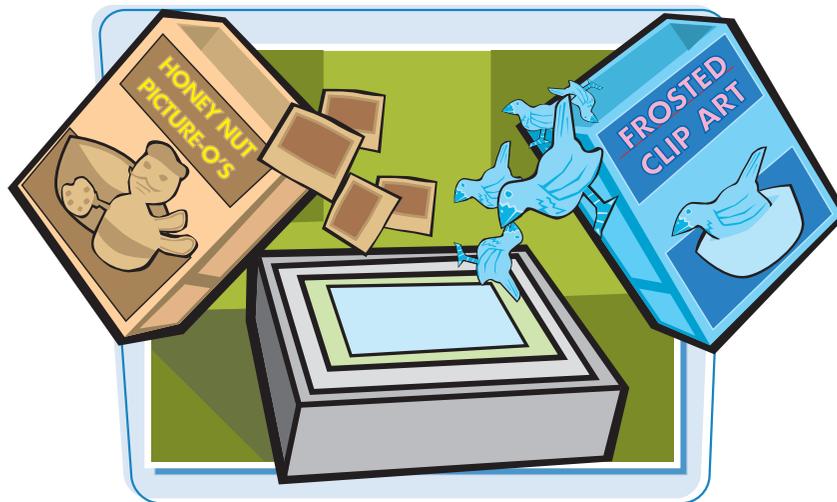
**I prefer to use line charts. Can I change the default chart type that appears when I insert a chart?**

Yes. Again, from the Chart Type dialog box, click the **Standard Types** tab. Next, click **Set as Default Chart**. When a message appears confirming that you want to make this setting, click **Yes**, and then click **OK**. Now PowerPoint uses the type of chart you selected whenever you insert a chart.



Using Layouts with Pictures and Clip Art

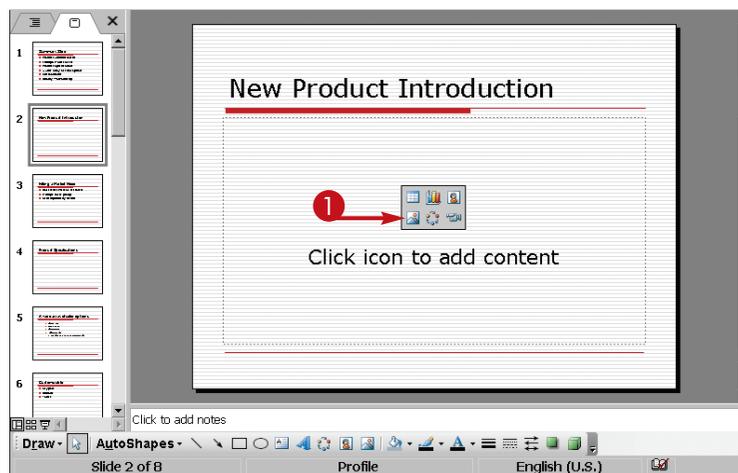
You can easily insert pictures and clip art into your presentation for visual effect. Pictures might be photographs or scanned images in electronic form. Clip Art is a gallery of art of various types (photos, line drawings, and so on) that is included with PowerPoint.



Using Layouts with Pictures and Clip Art

INSERT PICTURES

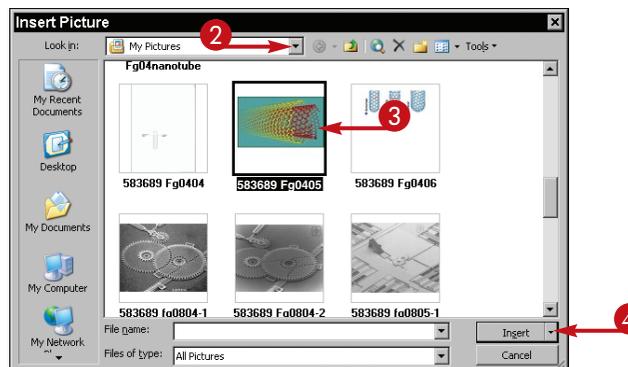
- 1 With a slide containing a content placeholder displayed, click the **Insert Picture** icon () .



The Insert Picture dialog box appears.

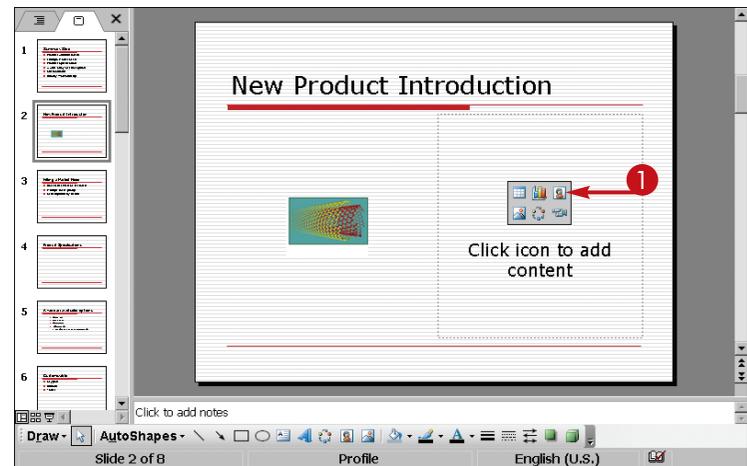
- 2 Click here and select a folder to look in.
- 3 Click a file to open.
- 4 Click **Insert**.

The selected picture is inserted into the placeholder.

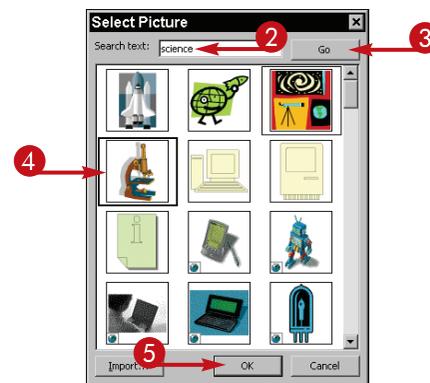


INSERT CLIP ART

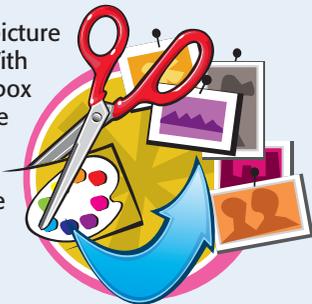
- 1 With a slide containing a content placeholder displayed, click the **Insert Clip Art** icon ().
The Select Picture dialog box appears.



- 2 Type a term to search for a picture to fit your presentation.
This example uses the term **science**.
- 3 Click **Go**.
Pictures related to the search term appear.
- 4 Click a picture to select it.
- 5 Click **OK**.
PowerPoint inserts the selected picture into the placeholder.

**TIPS****I use a picture for my soccer club logo all the time. Is there a way to add it to Clip Art?**

Yes. You can import the picture into the Clip Organizer. With the Select Picture dialog box open, click **Import**. Locate the picture on your hard drive or removable media, and click **Add**. The picture is now available through Clip Art.

**I see an Insert Picture icon () on the Picture toolbar. What does it do?**

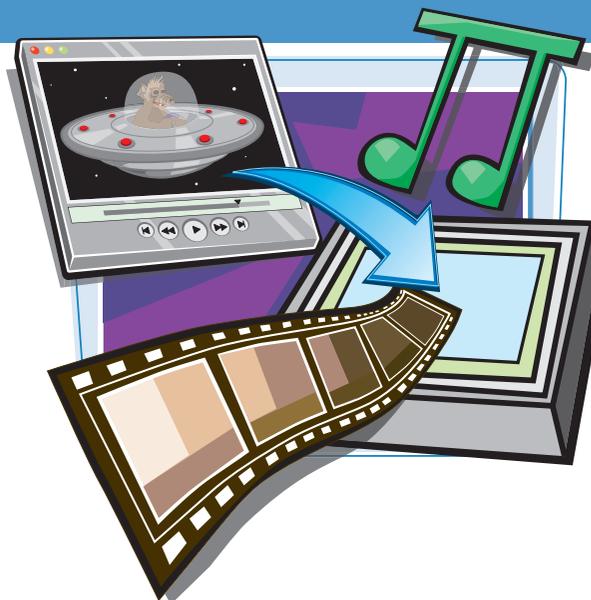
It inserts a picture on the currently displayed slide, but the picture does not appear within a placeholder. If you click  in a content placeholder, the picture is inserted into the placeholder. Essentially, the effect is the same.



Using Layouts with Media Clips

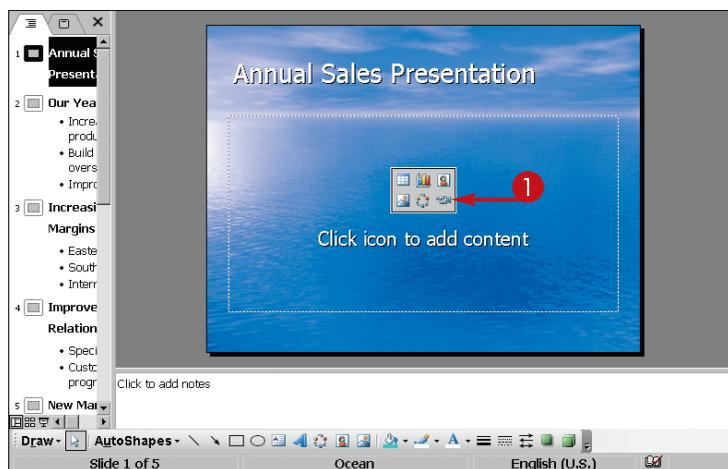
You can insert media clips into your presentation. Media clips are one type of Clip Art. They include both sound and animation clips that you can play automatically or manually during a presentation.

You can also add your own sound or animation files to the Media Clip gallery using the Import button in the Media Clip dialog box.



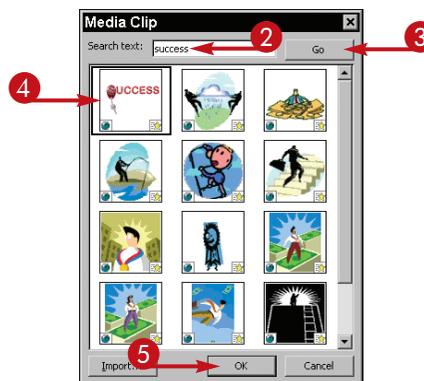
Using Layouts with Media Clips

- 1 With a slide containing a content placeholder displayed, click the **Insert Media Clip** icon ().



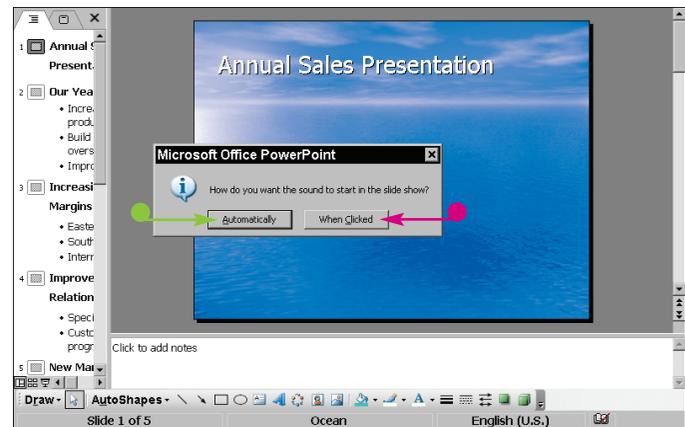
The Media Clip dialog box appears.

- 2 Type a term in the Search text field.
 - 3 Click **Go**.
- Associated clips appear.
- 4 Click a clip.
 - 5 Click **OK**.



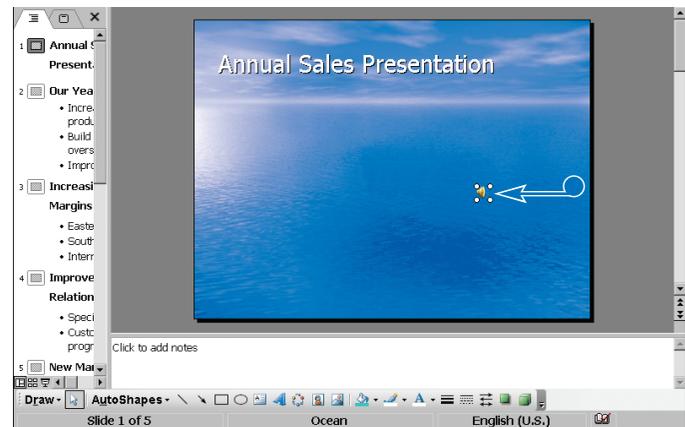
If you insert a sound clip, a dialog box appears asking how you want to start the media clip when you run a show.

- You can click **Automatically** to play the sound when the slide appears.
- Click **When Clicked** to play the sound when you click an icon.



- An icon appears on the slide representing the clip.

Note: What appears to represent the sound may vary depending on the sound file format.



TIPS

How can I tell which of the media clips are sounds and which are animations?

Media clips are all lumped together when you search for one. Those with a little shooting star symbol (☄) on the preview are animations. Those with no preview having a blue and red icon (🔊) are sound files.



I have been searching by words but have not found what I want. Is there a way to just display all available clips at once?

If you want to see all available media clips leave the search text box empty and click **Go**. All clips appear by default when you first open the Media Clip dialog box.

