

Formatting and Aligning Slide Content

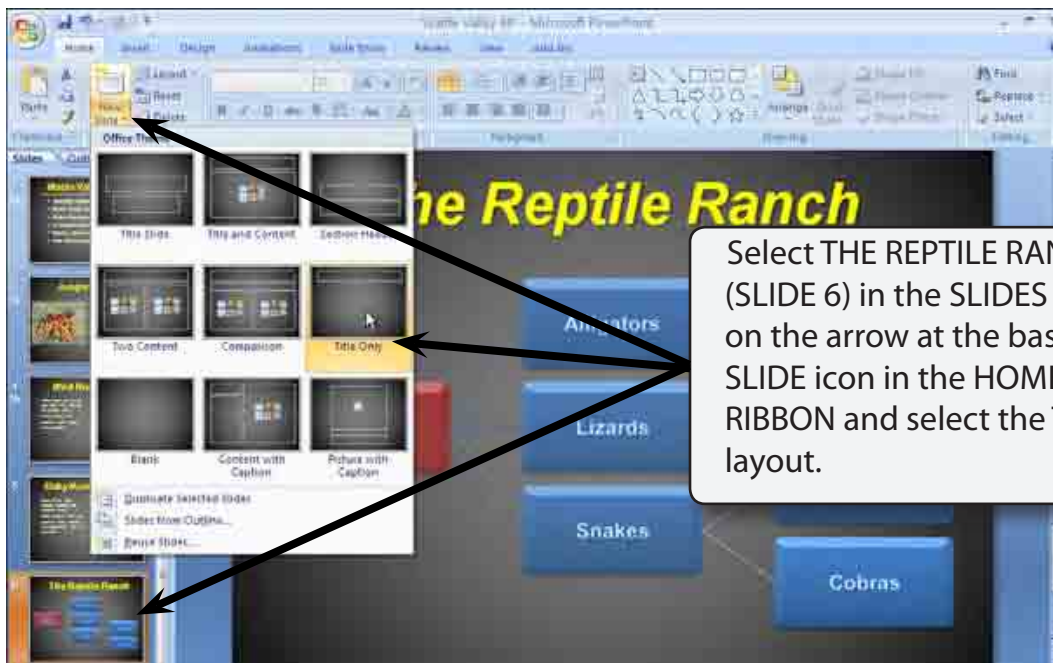
When you want to include multiple items such as photos on a slide it is important to ensure that they are formatted in a similar fashion and aligned neatly. In this case a slide will be created for the Wattle Park Animal Park that includes multiple photographs of birds.

Loading the Presentation

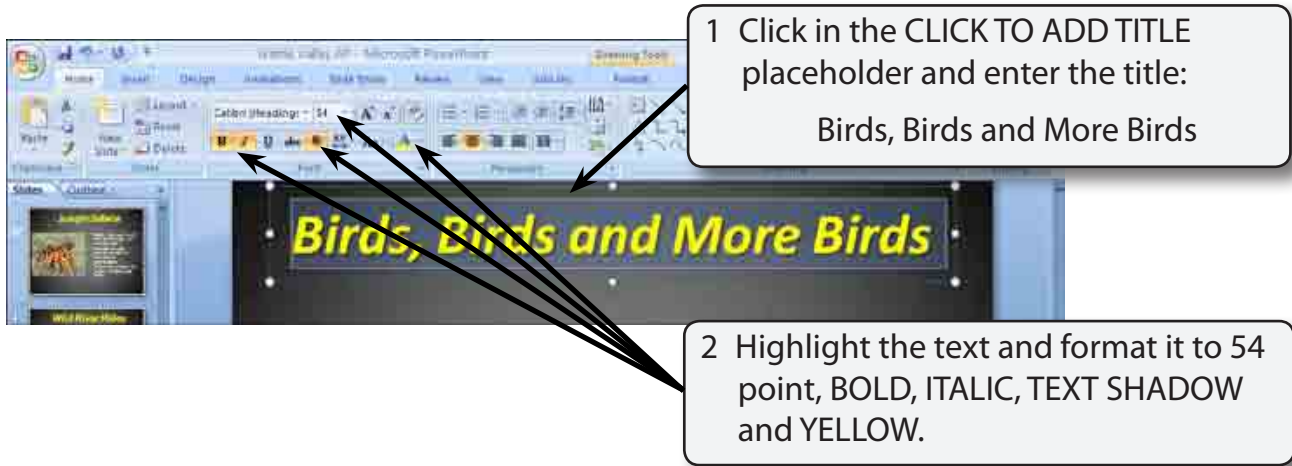
- 1 Load Microsoft PowerPoint or close the current presentation.
- 2 Display the OFFICE BUTTON and select OPEN.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

Creating a New Slide

A Selecting the Layout



B Entering the Slide Title



1 Click in the CLICK TO ADD TITLE placeholder and enter the title:
Birds, Birds and More Birds

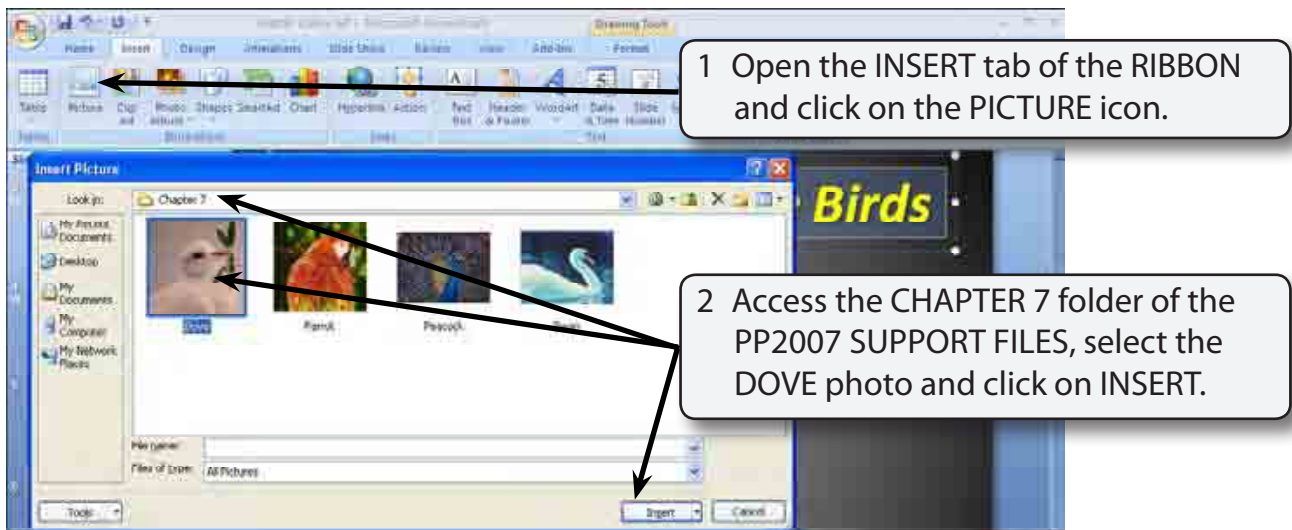
2 Highlight the text and format it to 54 point, BOLD, ITALIC, TEXT SHADOW and YELLOW.

NOTE: The font will be left as CALIBRI in this case. It is a similar font to ARIAL, but a little smaller so that the title fits neatly in the placeholder.

The First Photograph

Photographs will be inserted from the PP2007 SUPPORT FILES, resized, moved and formatted.

A Inserting the Photograph

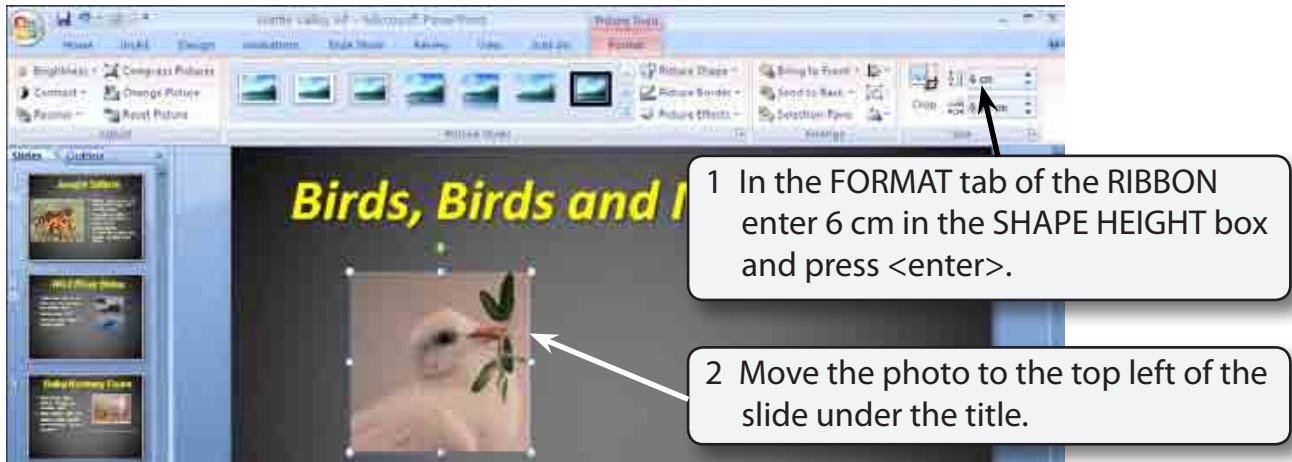


1 Open the INSERT tab of the RIBBON and click on the PICTURE icon.

2 Access the CHAPTER 7 folder of the PP2007 SUPPORT FILES, select the DOVE photo and click on INSERT.

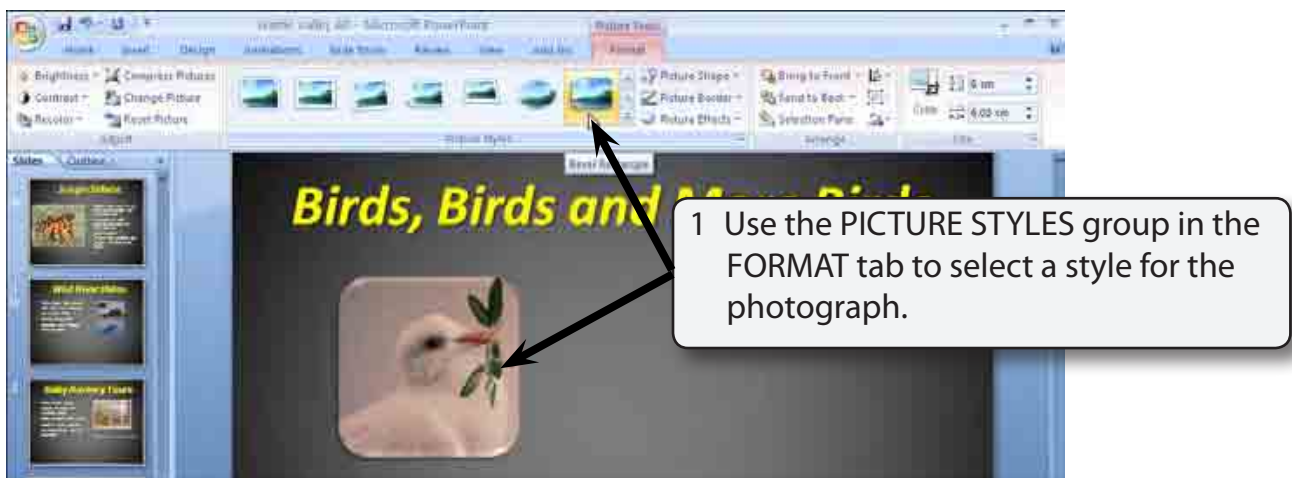
B Adjusting the Shape Height

The size of the photograph can be adjusted by setting the SHAPE HEIGHT.



NOTE: When you set the SHAPE HEIGHT the SHAPE WIDTH is also adjusted to keep the dimensions of the object proportional. If you don't want this to occur, click on the arrow to the right of the SIZE group label in the RIBBON to display the SIZE AND POSITION dialogue box and turn off LOCK ASPECT RATIO.

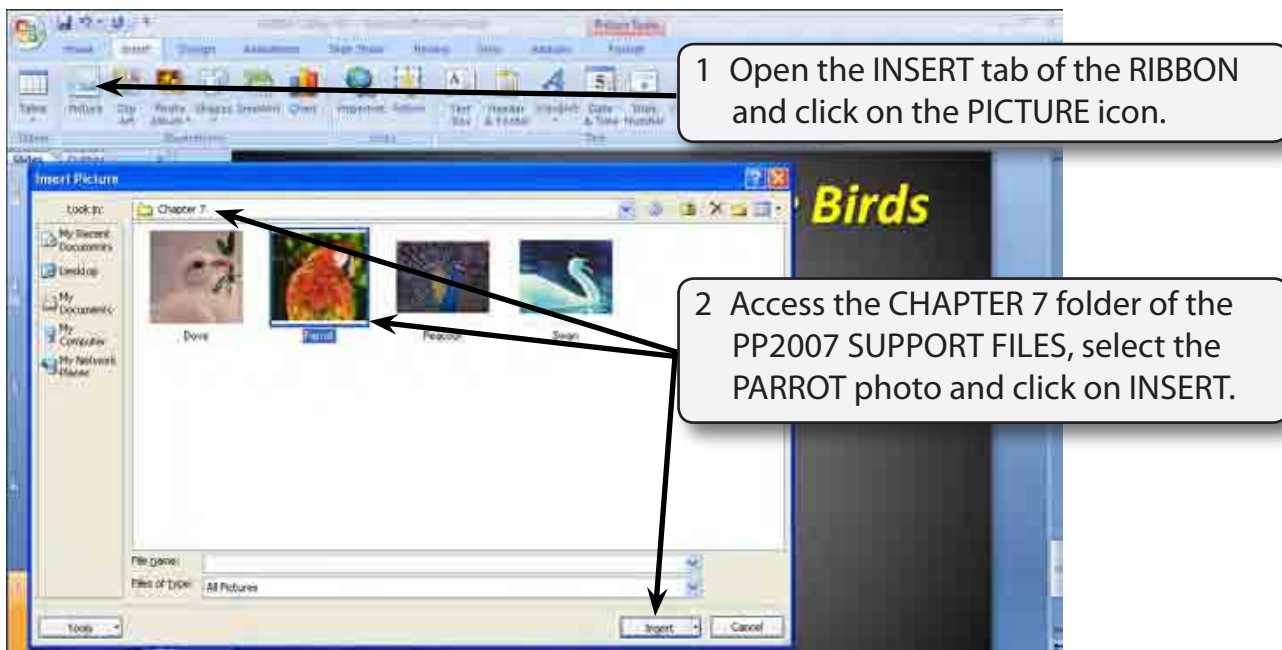
C Formatting the Photograph



- 2 You can also add some SHAPE EFFECTS to the photograph using the SHAPE EFFECTS icon in the FORMAT tab if you wish.

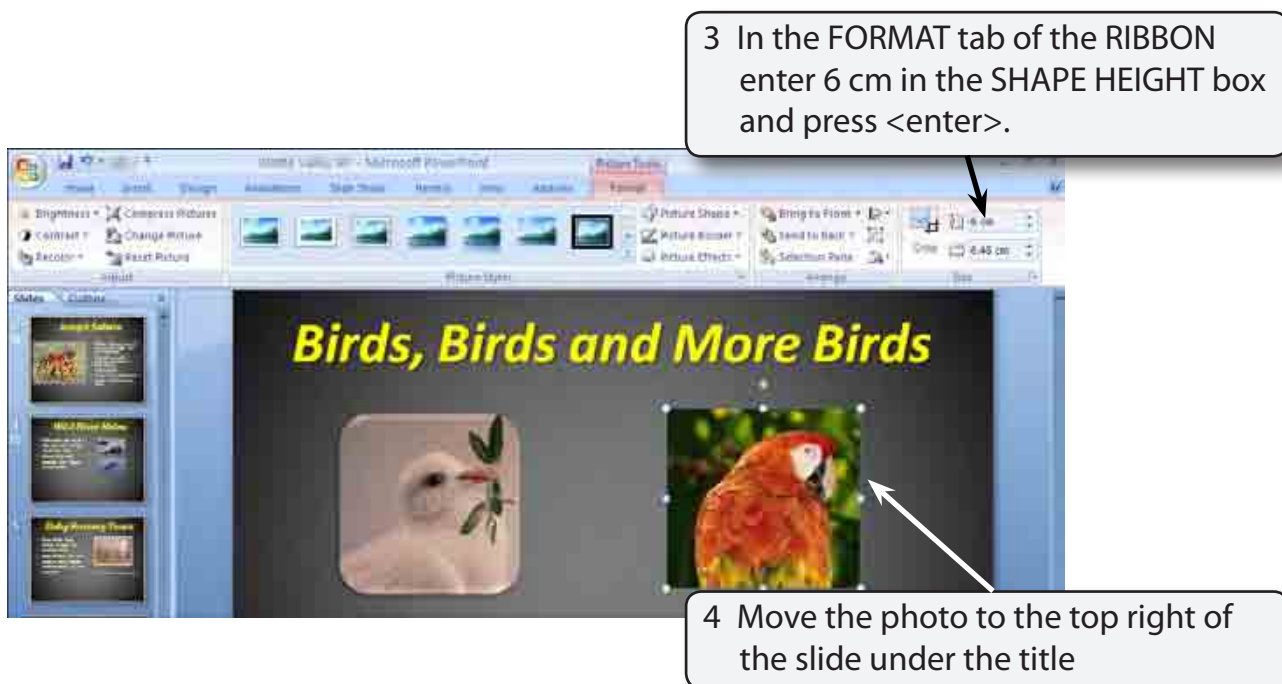
The Second Photograph

A Inserting the Photograph



1 Open the INSERT tab of the RIBBON and click on the PICTURE icon.

2 Access the CHAPTER 7 folder of the PP2007 SUPPORT FILES, select the PARROT photo and click on INSERT.



3 In the FORMAT tab of the RIBBON enter 6 cm in the SHAPE HEIGHT box and press <enter>.

4 Move the photo to the top right of the slide under the title