

Formatting and Aligning Slide Content

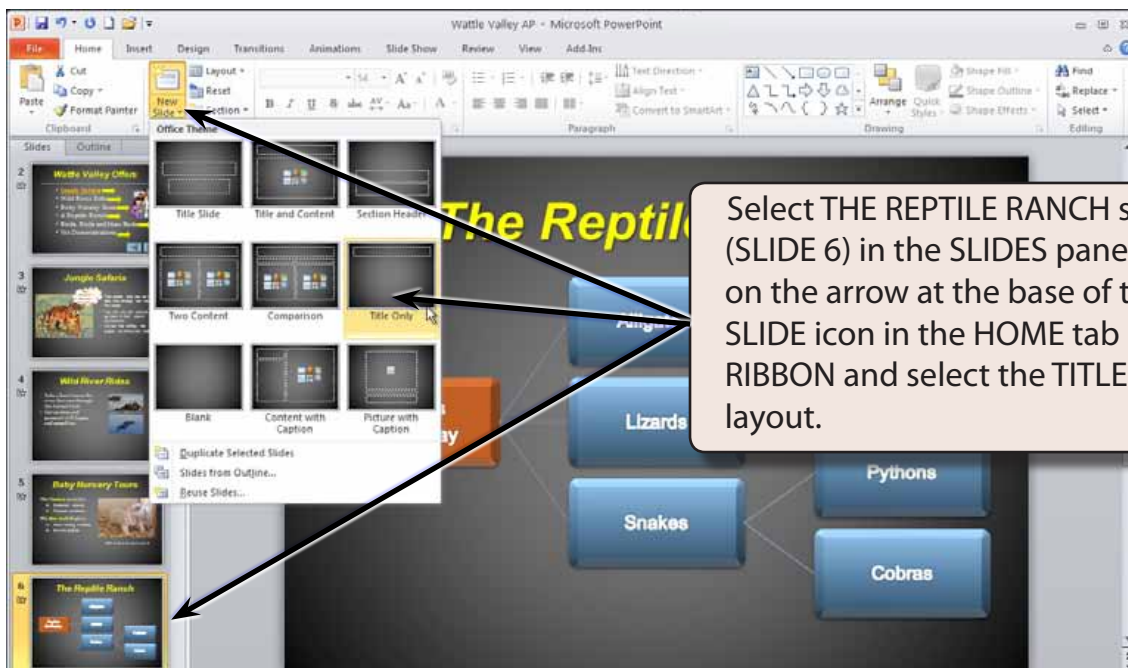
When you want to include multiple items such as photos on a slide it is important to ensure that they are formatted in a similar fashion and aligned neatly. In this case a slide will be created for the Wattle Valley Animal Park that includes multiple photographs of birds.

Loading the Presentation

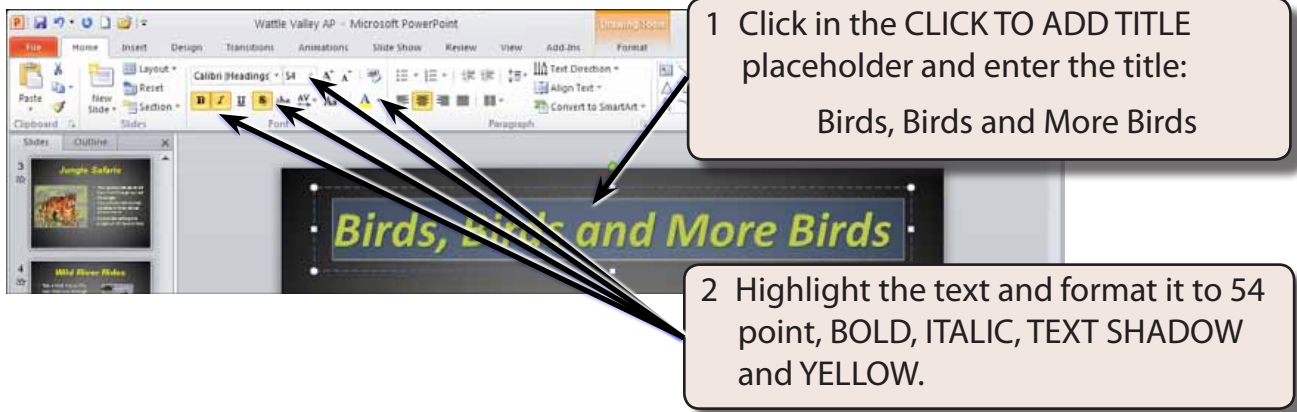
- 1 Load Microsoft PowerPoint or close the current presentation.
- 2 Display the FILE tab and select OPEN.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

Creating a New Slide

A Selecting the Layout



B Entering the Slide Title

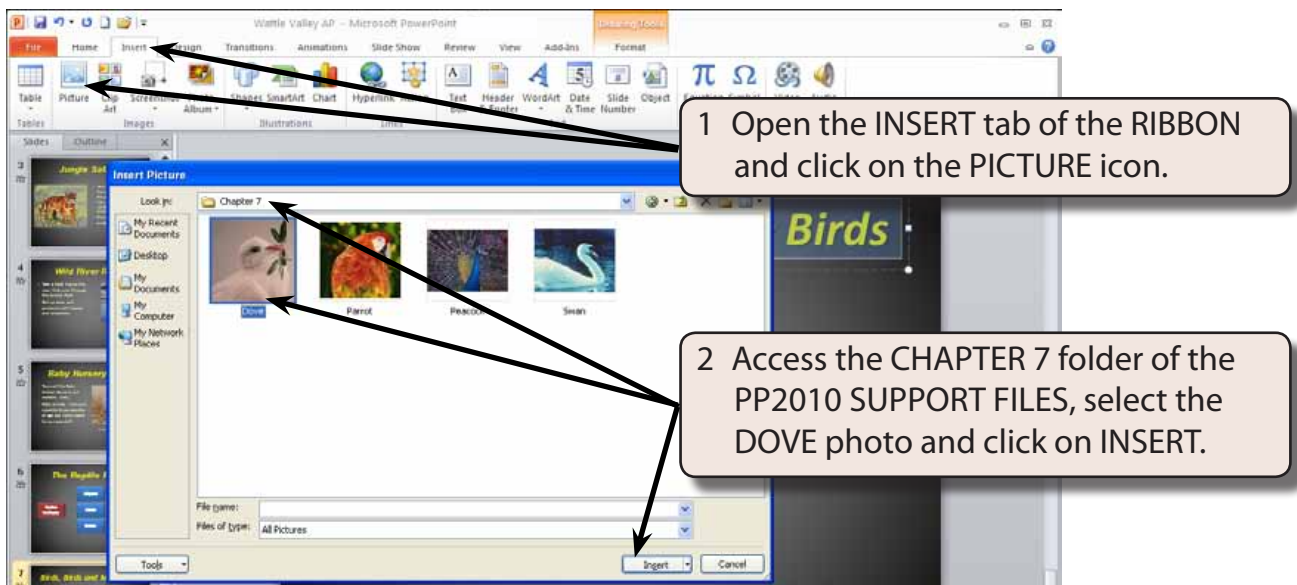


NOTE: The font will be left as CALIBRI. It is a similar font to ARIAL, but a little smaller so that the title fits neatly in the placeholder.

The First Photograph

Photographs will be inserted from the PP2010 SUPPORT FILES, resized, moved and formatted.

A Inserting the Photograph



B Adjusting the Shape Height

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

1 In the FORMAT tab of the PICTURE TOOLS enter 6 cm in the SHAPE HEIGHT box and press <enter>.

2 Move the photo to the top left of the slide under the title. The arrow keys can be used to nudge it into position.

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 FORMAT tab to display the SIZE AND POSITION dialogue box and turn off LOCK ASPECT RATIO.

C Formatting the Photograph

1 Click on the MORE icon at the right of the PICTURE STYLES group in the FORMAT tab and select a style for the photograph.

- 2 You can also add some effects to the photograph using the PICTURE 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 PP2010 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