

Formatting and Aligning Slide Content

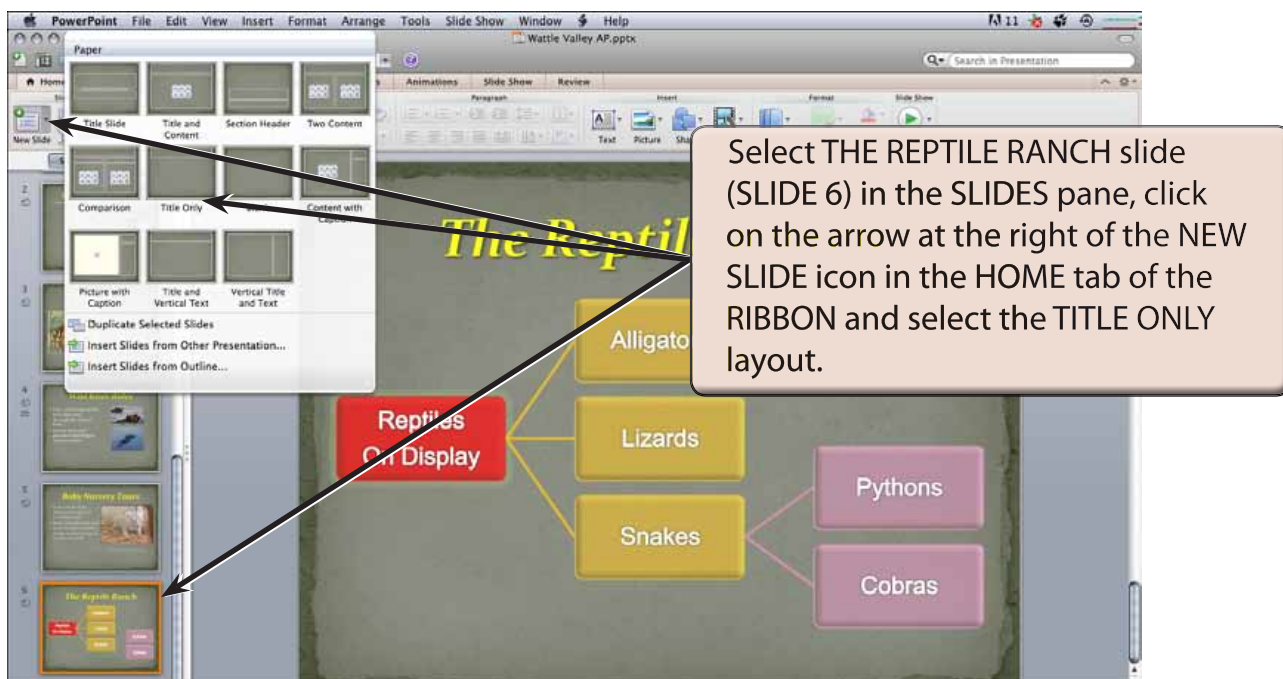
When you want to include multiple items such as photos on a slide it is important to ensure that they are formatted in a similar fashion and aligned neatly. In this case a slide will be created for the Wattle Valley Animal Park that includes multiple photographs of birds.

Loading the Presentation

- 1 Load Microsoft PowerPoint and cancel the PRESENTATION GALLERY or close the current presentation.
- 2 Click on the OPEN A PRESENTATION icon in the STANDARD TOOLBAR.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

Creating a New Slide

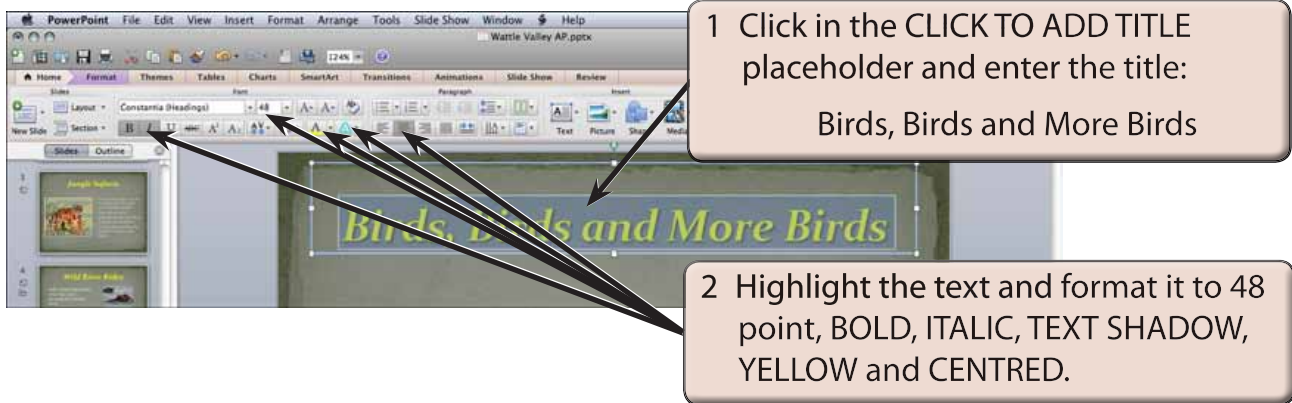
A Selecting the Layout



The screenshot shows the Microsoft PowerPoint interface. The 'New Slide' task pane is open, displaying various slide layouts. The 'HOME' tab is selected on the ribbon. A callout box points to the 'NEW SLIDE' icon on the ribbon and the 'TITLE ONLY' layout in the task pane. Another callout box points to slide 6 in the 'SLIDES' pane, which is titled 'The Reptiles On Display'. The slide content shows a hierarchical diagram of reptiles: 'Reptiles On Display' (red box) branches into 'Alligators' (yellow box), 'Lizards' (yellow box), and 'Snakes' (yellow box). 'Snakes' further branches into 'Pythons' (pink box) and 'Cobras' (pink box).

Select THE REPTILE RANCH slide (SLIDE 6) in the SLIDES pane, click on the arrow at the right of the NEW SLIDE icon in the HOME tab of the RIBBON and select the TITLE ONLY layout.

B Entering the Slide Title



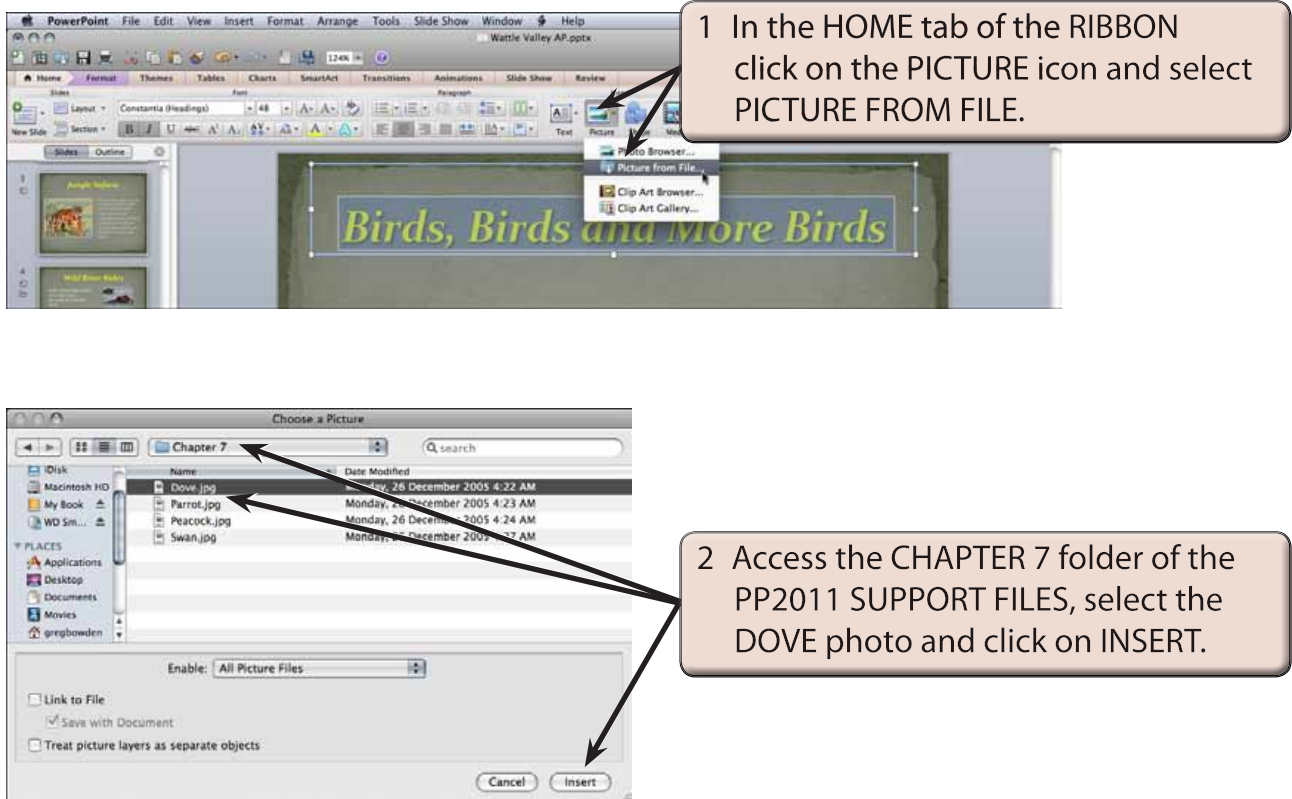
1 Click in the CLICK TO ADD TITLE placeholder and enter the title:
Birds, Birds and More Birds

2 Highlight the text and format it to 48 point, BOLD, ITALIC, TEXT SHADOW, YELLOW and CENTRED.

The First Photograph

Photographs will be inserted from the PP2011 SUPPORT FILES, resized, moved and formatted.

A Inserting the Photograph

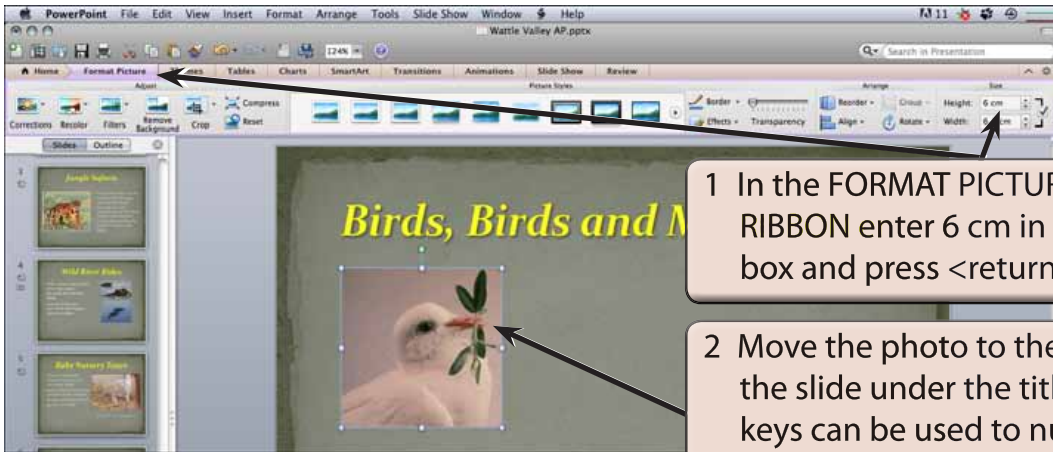


1 In the HOME tab of the RIBBON click on the PICTURE icon and select PICTURE FROM FILE.

2 Access the CHAPTER 7 folder of the PP2011 SUPPORT FILES, select the DOVE photo and click on INSERT.

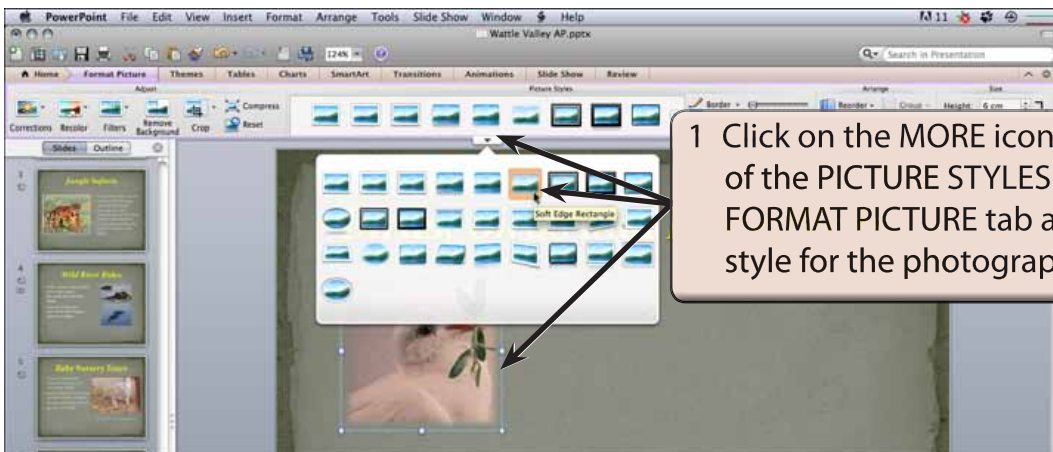
B Adjusting the Shape Height

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



NOTE: When you set the HEIGHT, the WIDTH is also adjusted to keep the dimensions of the object proportional. If you don't want this to occur, click on the tick box to the right of the HEIGHT and WIDTH values to turn off LOCK ASPECT RATIO.

C Formatting the Photograph



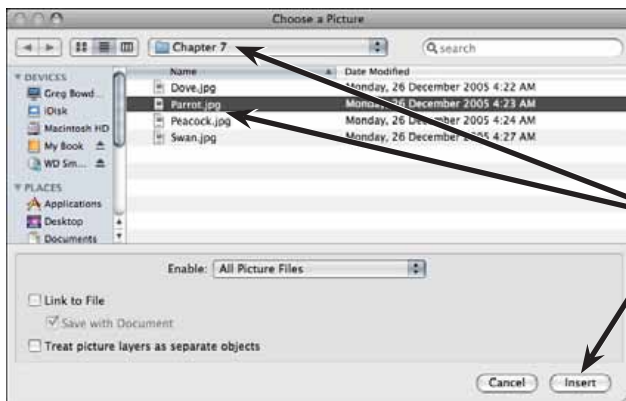
- 2 You can also add some effects to the photograph using the EFFECTS icon in the FORMAT PICTURE tab if you wish to.

The Second Photograph

A Inserting the Photograph



1 Open the HOME tab of the RIBBON, click on the PICTURE icon and select PICTURE FROM FILE.



2 Access the CHAPTER 7 folder of the PP2011 SUPPORT FILES, select the PARROT photo and click on INSERT.



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

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