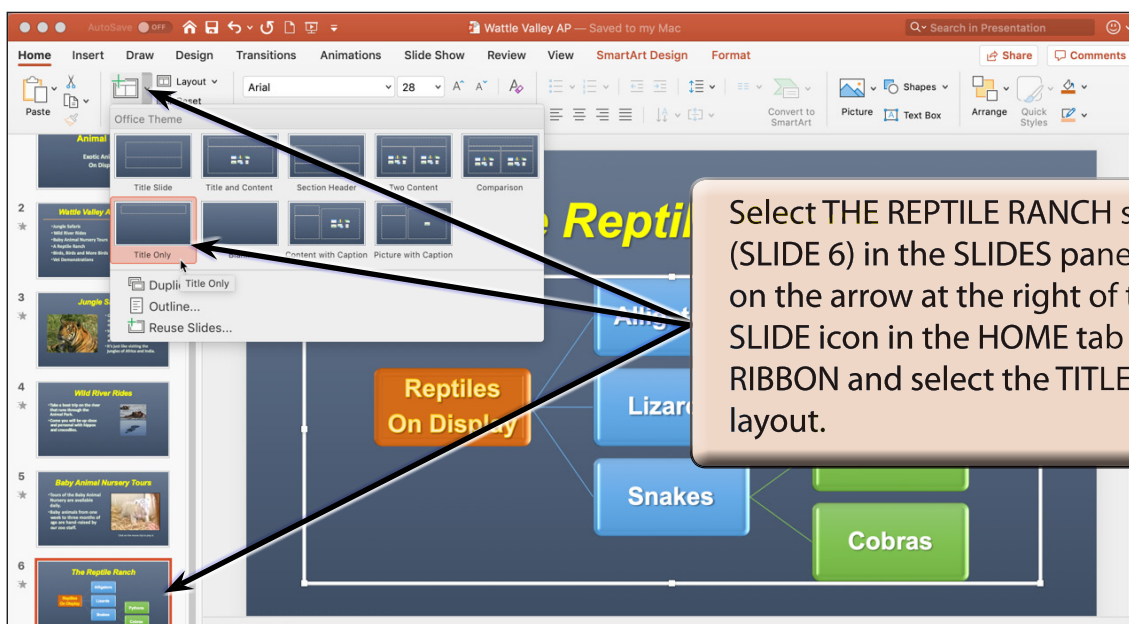# Formatting and Aligning Slide Content

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.
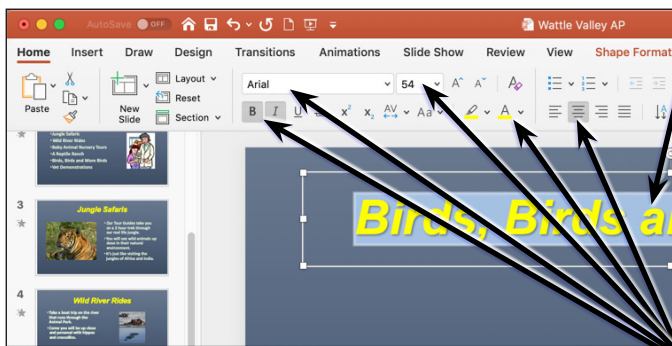
Loading the Presentation

1   If you are starting a new session, load Microsoft PowerPoint and click on the OPEN icon in the START screen.

2   If you are continuing from the last chapter, close the current presentation then display the FILE menu and select OPEN.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Creating a New Slide

A   Selecting the Layout

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:
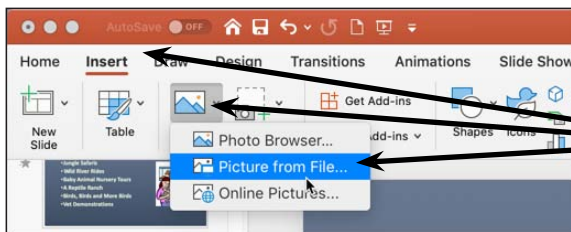
Birds, Birds and More Birds

2   Highlight the text and format it to ARIAL, 54 pt, BOLD, ITALIC, YELLOW and CENTRE, then use the SHAPE FORMAT tab to apply a SHADOW effect.
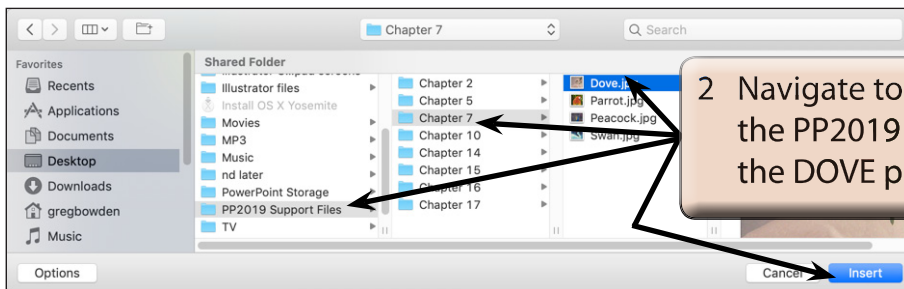
The First Photograph

Photographs will be inserted from the PP2019 SUPPORT FILES, resized, moved and formatted.

A   Inserting the Photograph

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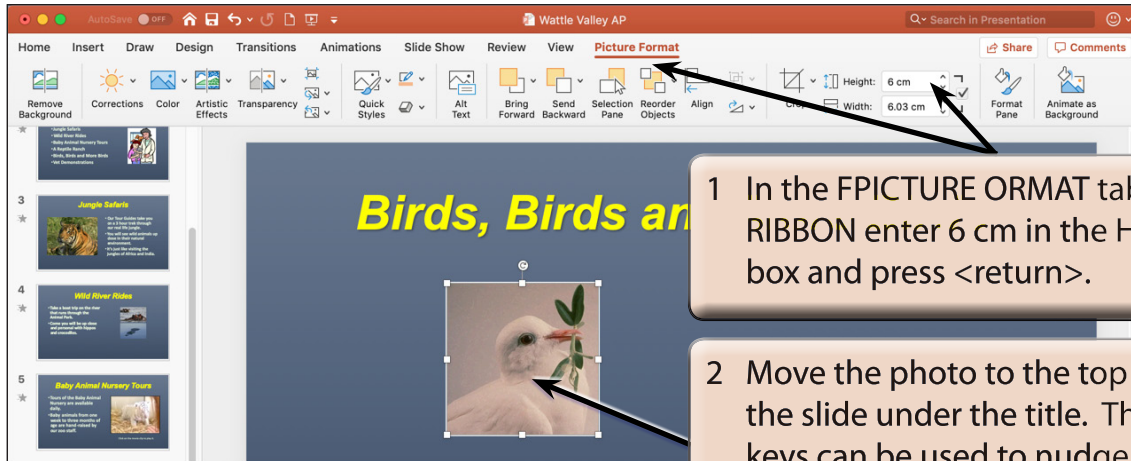

2   Navigate to the CHAPTER 7 folder of the PP2019 SUPPORT FILES, select the DOVE photo and click on INSERT.

NOTE: Close the DESIGN IDEAS pane if it opens at the right of the screen.

B   Adjusting the Shape Height

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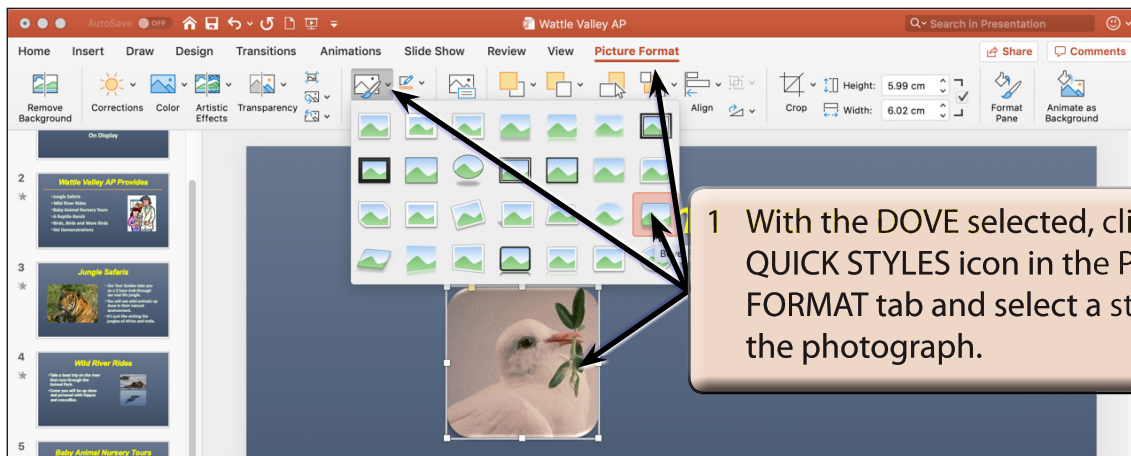

1   In the FPICTURE ORMAT tab of the RIBBON enter 6 cm in the HEIGHT box and press <return>.

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 HEIGHT of the picture, the WIDTH is also adjusted to keep the dimensions of the object proportional. If you don't want this to occur, click on the FORMAT PANE icon in the PICTURE FORMAT tab to open the FORMAT PICTURE pane, then select the SIZE AND PROPERTIES icon and turn off LOCK ASPECT RATIO in the SIZE section.**

C   Formatting the Photograph
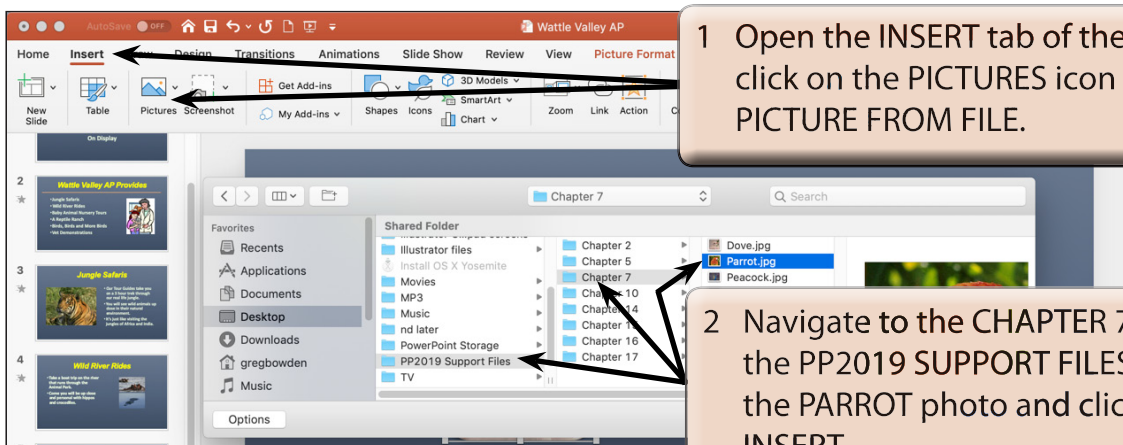

1   With the DOVE selected, click on the QUICK STYLES icon in the PICTURE FORMAT tab and select a style for the photograph.

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

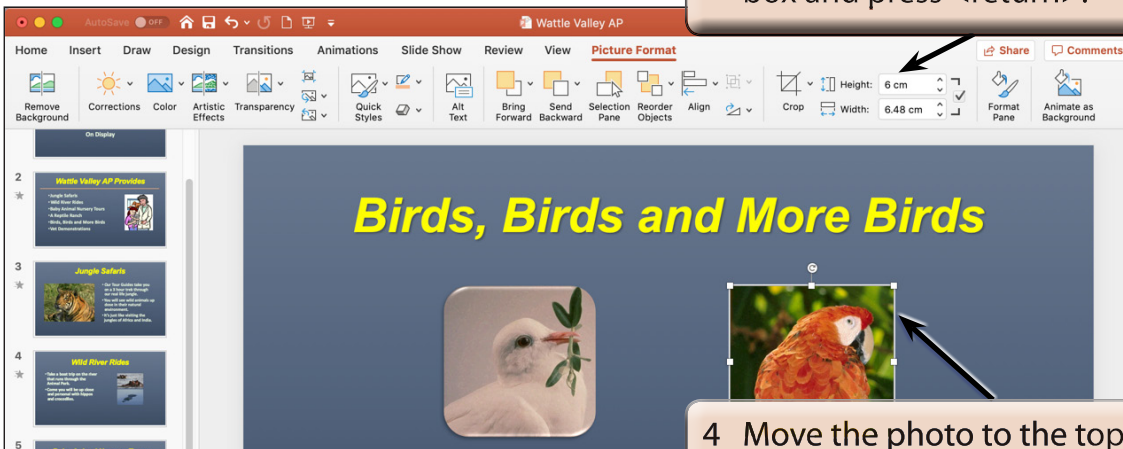# The Second Photograph

A   Inserting the Photograph

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

2   Navigate to the CHAPTER 7 folder of the PP2019 SUPPORT FILES, select the PARROT photo and click on INSERT.

3   In the PICTURE FORMAT 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

NOTE: Guide lines are displayed between objects when you move objects close to each other to allow you to quickly align objects.