



## Microsoft PowerPoint Exercises 2

### Formatting Slides

In these exercises, you will be working with your Music Presentation file created in part 1. Open that file if you haven't already done so.



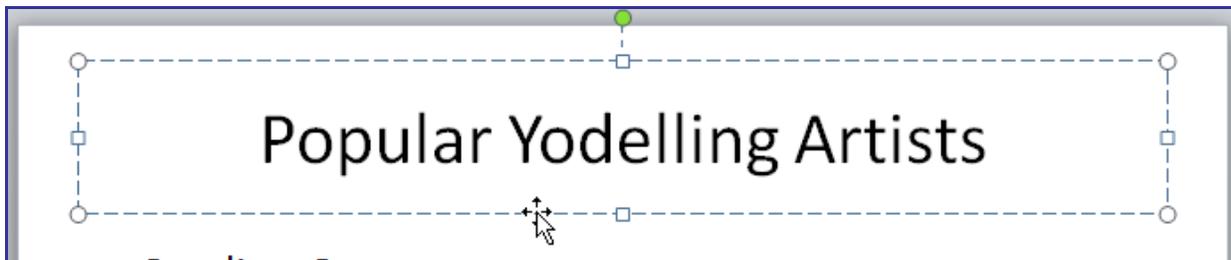
#### Exercise 1. Selecting Parts of a Slide

When you want to apply similar formatting to several different parts of the same slide at the same time, you need to select all the objects you want to format. The same applies if you want to copy or delete objects on a slide. Selecting can be done in several different ways as shown below.

- 1) Move to slide 3 "Popular Yodelling Artists". You can do this by clicking its thumbnail on the left of the screen. You can also move between slides by using the **[Page up]** and **[Page Down]** keys. There are three different objects in this slide – the heading, bullet text and picture.

One obvious way to select objects is to click on them. This may work differently with text though.

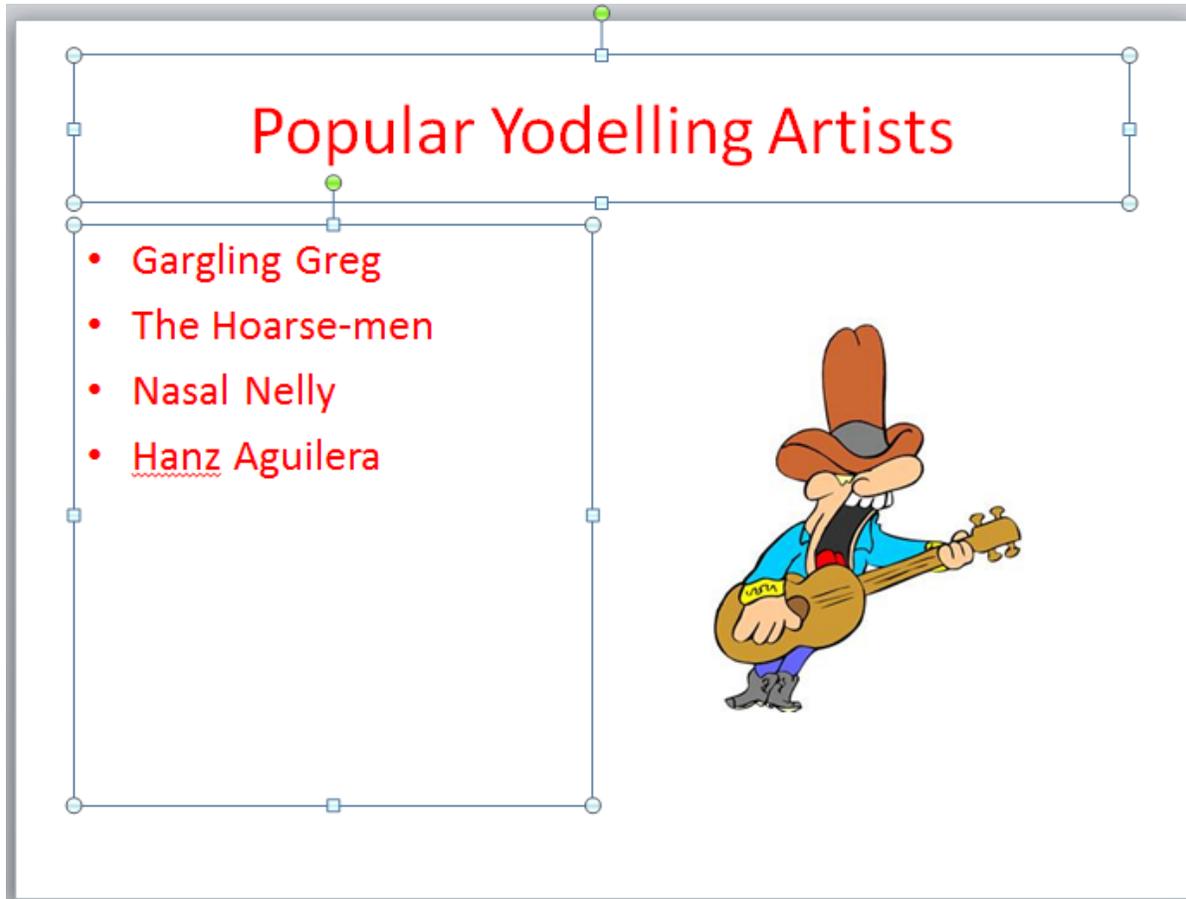
- 2) Click on the heading and you will notice you are now editing the text. That's fine if that's what you want to do, but what if you wanted to do something to the box itself, such as changing the border or background colour. If you want to select the box instead of the text in the box, you can click the border around the box.



**Tip** You can also press the **[F2]** key to switch between editing the box and editing the text in the box.

To select multiple objects at once, hold down **[Shift]** as you click on each one. If you hold **[Shift]** and click on an object that is already selected, you will de-select it.

- 3) Make sure the heading is still selected.
- 4) Hold down **[Shift]** and click the box on the left with the bullet points. Both boxes will now be selected.

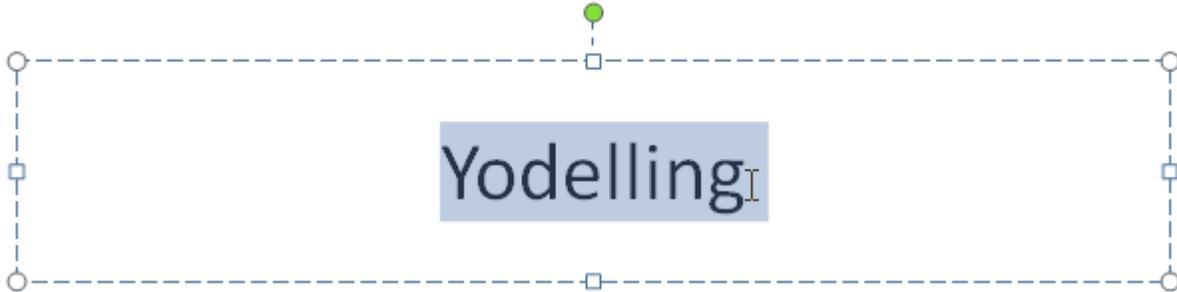


- 5) Make sure the **Home** tab is selected on the **Ribbon Bar** and click the arrow next to the **Font colour** icon. 
- 6) Select a suitable font colour from the list which appears. Because two boxes are selected, the colour of the text in both boxes will be changed.
- 7) Press the **[Tab]** key. Each time you press **[Tab]** the next object on your slide will become selected (in the order they were placed on the slide).
- 8) Press **[Shift] [Tab]** to cycle through selecting objects in reverse order. This can be handy if you're trying to select an object that is behind another object.
- 9) Press **[Ctrl] [A]**. This will select all the objects on your slide (this shortcut works in most programs for selecting all – not just PowerPoint).

Now that you're familiar with ways of selecting objects, we can move on to formatting objects.

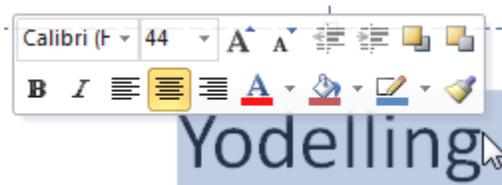
## Exercise 2. Formatting Text

- 1) Move to the first slide in the presentation (Tip: pressing **[Ctrl] [Home]** will take you to the first slide). We'll format the headings on this slide.
- 2) Select the main heading. Formatting the text can be done in more than one way. To begin with, drag your mouse over the text to highlight it as shown below.



- 3) Now that the text is selected, use the icons on the **Ribbon Bar** to change formatting elements such as the font, size and text colour. Using this method is a quick way of formatting and it's also useful if you only want to format part of the text.

You may notice that when you move your mouse over selected text, many of the formatting options appear in a small toolbar that floats above the selected text.

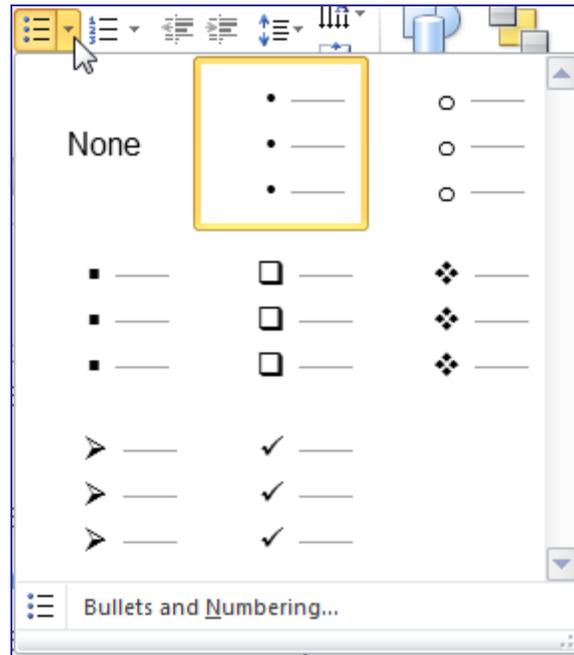


- 4) If you want to format all of the text in a box you can do it without selecting the text itself. Click the border of the text box. Any formatting options you change will affect all of the text inside the box.
- 5) Some of the more commonly used toolbar icons for formatting text boxes are shown below. Some of the last ones appear in the drawing toolbar at the bottom. Try some of them with the text boxes on the first slide.

	Changes the text <b>style</b> (font face)
	Changes the text <b>size</b> as measured in points (72 points = 1 inch)
	Make text <b>larger</b> or smaller
	Format text as <b>bold</b> , <i>italic</i> , <u>underline</u> , shadow and <del>strikethrough</del> .
	Change text <b>colour</b>
	Changes text alignment so text can be lined up against the <b>left</b> edge of the text box, the <b>centre</b> of the text box, the <b>right</b> edge, or evenly lined up against both edges ( <b>justified</b> alignment)

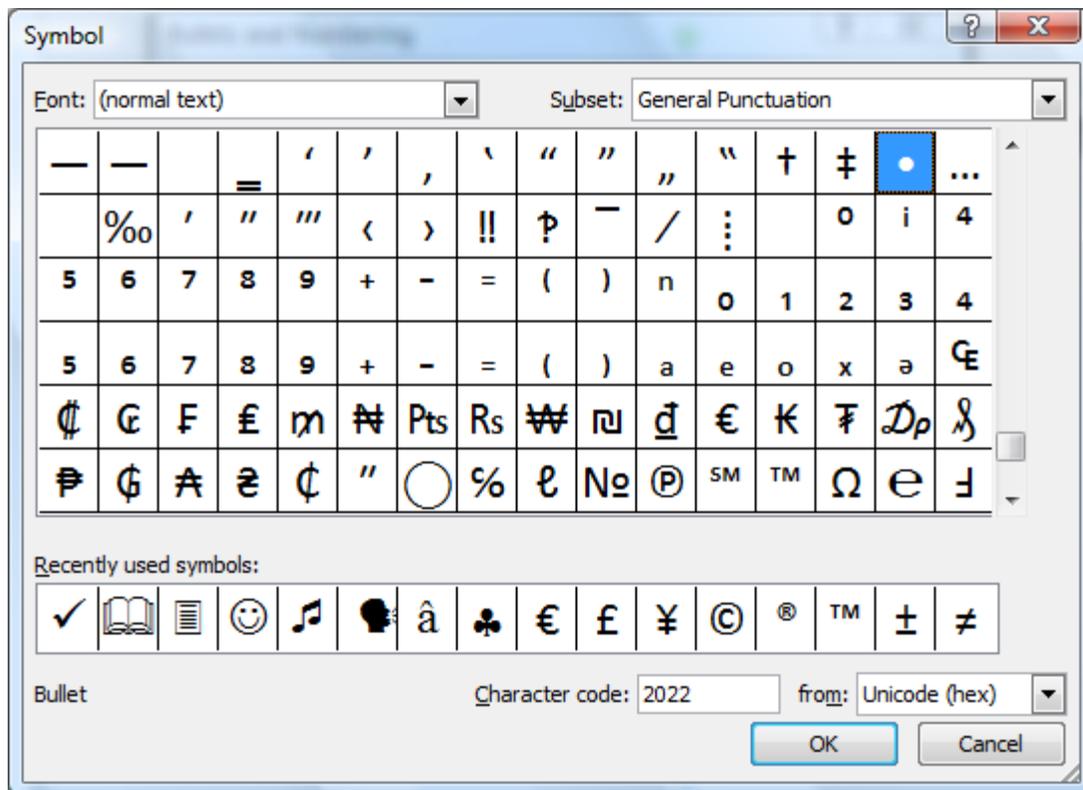
**Exercise 3. Formatting Bullet Points**

- 1) Go to slide 2 – “Reasons for liking \_\_\_\_”
- 2) Select the bullet list. Make sure you have the whole box selected as shown previously; otherwise you might change only one bullet instead of the whole list.
- 3) Click the arrow next to the **Bullets** icon on the **Ribbon Bar**. A list of bullet formats will appear.



From here you can choose one of the pre-set styles of bullet lists or create your own with a custom character or picture.

- 4) Click the **Bullets and Numbering** option at the bottom of the list to open the **Bullets and Numbering** dialog box.
- 5) Click the **Customise** button and you will get a long list of characters that can be used.



- 6) From the list of fonts at the top, choose **Windings**. The symbols will change to the ones in the Windings font. Choose a symbol that you would like to use for your bullets and click **OK**. Click **OK** again to complete the change.

## Reasons for liking Yodelling

- 👉 Sounds better than cats fighting on a tin roof
- 👉 Clears my throat
- 👉 Sounds better than a dentist's drill
- 👉 Annoys my next door neighbour
- 👉 Sounds better than country music.

## Exercise 4. Using Slide Templates

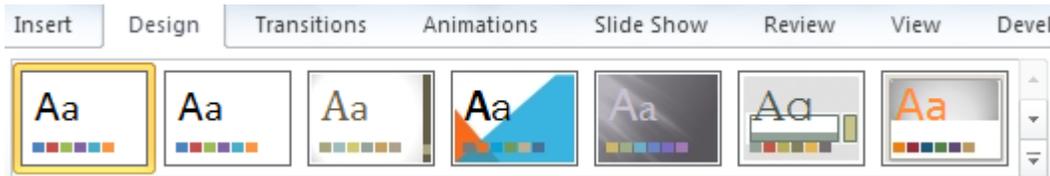
PowerPoint has a number of built-in design templates. These are intended to make it quick and easy to design a presentation that has a neat, consistent look on each slide. It can format all of the slides in even a very large presentation. Since you can change the design of all your slides at once, it doesn't matter which one you select first.

To use a design template in your presentation do the following:

- 1) Select the **Design** tab from the **Ribbon Bar**.



The main section of the Design tab on the Ribbon is taken up with slide design templates.



- 2) Click the More button  to see the complete range.
- 3) Move your mouse over the designs. When you leave your mouse over one of them, your slide will change to show you how it would look with that design.
- 4) Click on a design you like the look of. All your slides will change to take on the formatting of the selected theme. Different slides may have different formatting. For instance your title slide may look different from the rest; though they will all have consistent, matching formats.
- 5) Try a few other designs and then save your presentation.

**Note:** Using a design template will replace most of the formatting that you may have already applied. You can always continue to modifying the formatting after applying a template but formatting changes before using the template will mostly be lost.

