

Lesson 105 Enhancing Slides

Objectives

In Lesson 105, you will:

- Apply a design template.
- Enhance the appearance of a slide with clip art.

Applying Design Templates

If you and your classmates decided the title slide created for Lesson 104C looks a bit plain, you are exactly right. In this lesson, you will learn to make your slides more interesting. One way to make a slide more interesting is to apply a design template. A **design template** is a set of design elements that can be applied to slides. A design template includes things such as a background design, font, font size, and color scheme. Using design templates gives the slides a professional look.

Help Words

Design template
Apply a design template

105A LEARN:

Select a Design Template

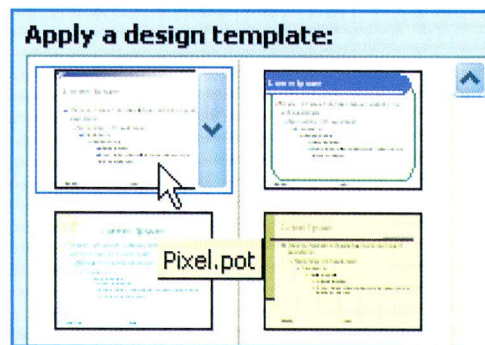
1. Start *PowerPoint*. Open *104-National* that you created earlier.
2. Click the **Slide Design** button on the Formatting toolbar. Various design templates will appear in the task pane as shown in Figure 14.4. When you point to a sample design, the name of the design will display.

SOFTWARE TIP

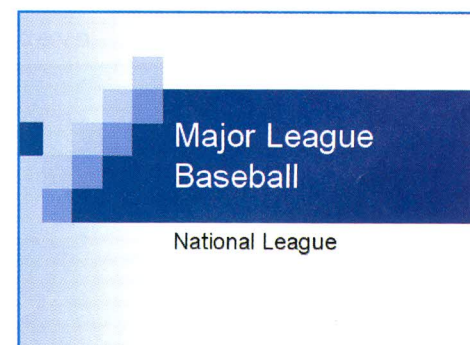
Click the **Slide Design** button on the toolbar to open the Slide Design pane.



Slide Design button



Sample designs in Slide Design task pane



Title slide with Pixel design

Figure 14.4 Slide Design Task Pane

3. Use the scroll bar to view the design templates. Choose a design that you find interesting. Click the design sample. Notice that the title slide now has the design that you clicked.

- Click two or three other designs to see how they look with your slide. Finally, click the **Pixel.pot** design sample. Your title slide should look like the one in Figure 14.4. This design is simple and allows the reader to focus on the content, rather than on a busy background.
- Save the file as *105-National*. Close the file. Close *PowerPoint* or continue to the next activity.

105B PRACTICE:

Select a Design Template

- Start *PowerPoint*. Open *104-Madison* that you created earlier.
- Click the **Slide Design** button on the Formatting toolbar. Choose a design template for the show. Choose a simple design that will allow you to add pictures later. Click the design sample to apply it to the title slide.
- Save the file as *105-Madison*. Close the file.

Adding Graphics to Slides

You will learn to use two types of graphics in presentations. A **graphic** is a drawn picture, a photo, or a chart. Drawing objects are graphics you draw that are part of your presentation file. For example, you might include a star or a circle graphic on a slide. A picture is a drawing or photo in a separate file that you insert into your document. Picture graphics include clip art (drawn pictures) that you will use in this chapter.

You learned to insert pictures, create graphics using AutoShapes, and create WordArt in Chapter 13. You will use the same commands and procedures to create graphics for slides. A slide with a photo, clip art, WordArt, and a star graphic is shown in Figure 14.5.

Help Words
Clip art
Find a clip



Figure 14.5 Slide with Graphics

Clip Art on Office Online

When appropriate clip art is not available on your computer, you can find clip art on a Web site provided by Microsoft. To access these images, log on to the Internet. In *PowerPoint*, click the **Insert Clip Art** button. Click the **Clip art on Office Online** link at the bottom of the Clip Art task pane. This link will take you to the Microsoft Clip Art and Media page. Search for clip art using an appropriate term. For example, to find images of the U.S. flag, use the term *U.S. flag*.

Select and download the images that you want to use. The images will be placed in the Clip Organizer on your computer. They will be placed in the *Downloaded Clips* folder. When you search for clip art in the usual way, these images should appear.

105C LEARN:

Insert Clip Art

The title slide for your National League presentation looks much more professional with the design template applied. In this activity, you will make it even more attractive by inserting clip art.

1. Start *PowerPoint*. Open *105-National* that you created earlier.
2. Click the **Insert Clip Art** button on the Drawing toolbar. The Clip Art task pane will open as shown in Figure 14.6.

SOFTWARE TIP

Click the **Insert Clip Art** button on the Drawing toolbar to find clip art.



Insert Clip Art button

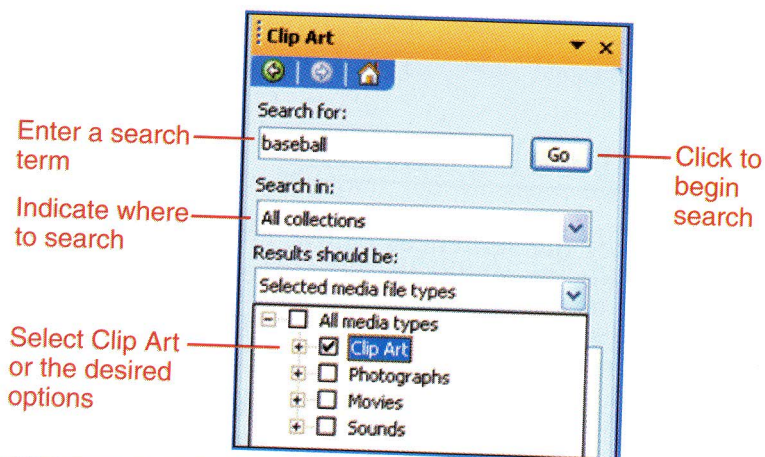


Figure 14.6 Insert Clip Art Task Pane

3. Key **baseball** in the Search for box. **All collections** should be selected in the Search in box. If this option is not selected, click the down arrow and select it.

4. Click the arrow for the Results should be box. Select **Clip Art**. Click the **Go** button. Thumbnails of the clip art found will appear in the Clip Art task pane. Choose an image from the search results that you think will look good on the title slide. Click the image to insert it.
5. Click and drag the image to place it in the lower-right corner of the screen. Right-click the image and choose **Format Picture**. On the Size tab, set the image height to 1 inch. Select the **Lock the aspect ratio** option so the width will change automatically to keep the picture in proportion when it is resized. Click **OK**.
6. Use the Copy and Paste commands to make four copies of the image. Place the five images along the bottom of the screen similar to Figure 14.7.
7. Play the show to see how the slide looks. Click the **Save** button to save the file using the same name, *105-National*. Close the file.

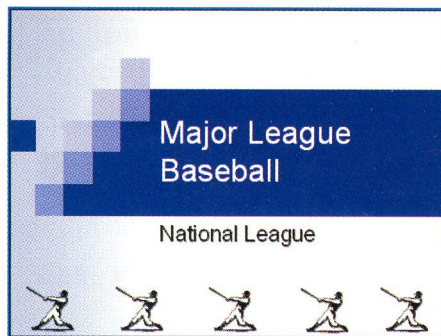


Figure 14.7 Title Slide with Clip Art

105D PRACTICE:

Insert Clip Art

1. Start *PowerPoint*. Open *105-Madison* that you created earlier.
2. Find and insert clip art that relates to this presentation. For example, clip art of the U.S. flag or the American eagle symbol would be appropriate. Review the information in the *Clip art on Office Online* section on page 489 if appropriate clip art is not available on your computer.
3. Resize the clip art, if needed, and place it in a location that makes an attractive slide.
4. Save the file as *105-Madison*. Close the file.

105E APPLY:

Plan Presentation and Create Title Slide

The principal of your school would like you and two of your classmates to develop a presentation. The goal of the presentation is to acquaint new students with your school. The audience will be new students and their parents.