

3 Various Pictures

In this exercise you will start a new presentation and build up a collection of annotated clip art images. If you don't have the exact images used in the exercise, just use an alternative. You will add text boxes and arrows to your slides, and you will move and resize the pictures. By ungrouping images, you will then be able to select various components of them, and move the parts around, align them, and copy them when required. Special text effects, such as Microsoft WordArt, will be used to create text which is curved or sloped in its appearance.

Adding and annotating clip art

- a Start a new blank presentation. Type and format the following text in a title slide:

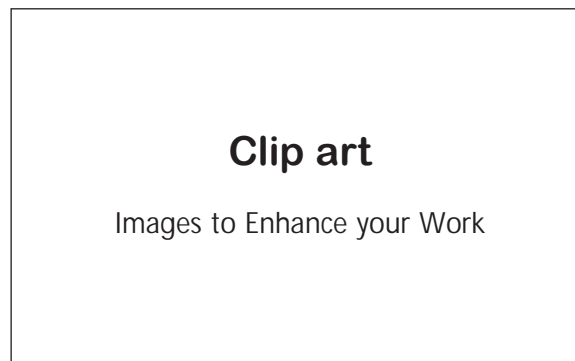


Figure 11

- b Save your file as 'Various Pictures'.
- c *Clip art* images can be very useful for enhancing your work. They can also be annotated with *text boxes* and arrows. Text boxes and arrows can also be used when explaining parts of technical diagrams or schematics.

Create a second slide for a clip art image of your choice which you will need to title, add text to, and draw arrows to. An example of this is shown below in figure 12. Move and resize the clip art before adding annotations. Notice that the second line of the title text is formatted differently from the first line.

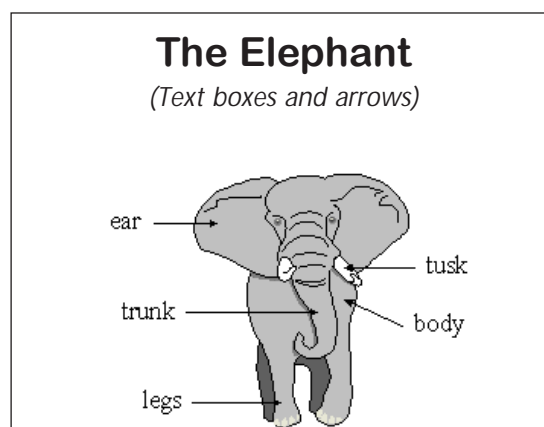


Figure 12

- d Save your work. Then create a third slide, again using a clip art image of your choice. Move and resize the clip art image, then add text and arrows.
- e Save your work.

Ungrouping and aligning clip art

- a Add another slide to your presentation and choose a clip art image that would suit being *ungrouped* and rearranged, such as the jigsaw shown in figure 13 below. Ungroup it and rearrange the image. Use the *align* commands to help ensure that the tops of the top two images (pieces of the now ungrouped original image) line up, the right-hand edge of the right-hand images line up, etc.
- b Add a text box to each image, and use the align feature to ensure it is aligned correctly within the image. Then group each image with its associated text item.

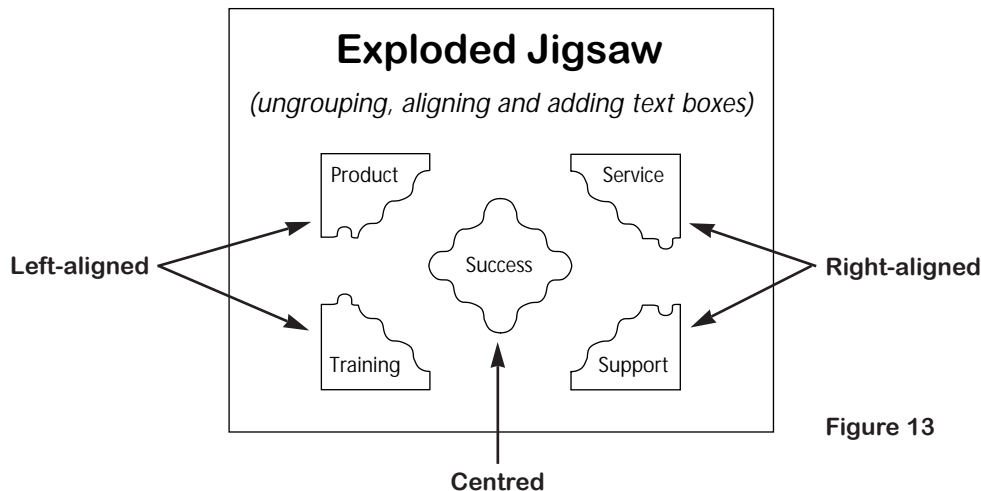


Figure 13

- c Save your work.
- d Now add the following slide after Slide 3. Choose a clip art object similar to the one in figure 14 below, which has been ungrouped, rearranged, and the middle slice has been copied two more times so that there are now enough slices. Add text boxes as before, align them well, and then group each text item with its clip art slice.

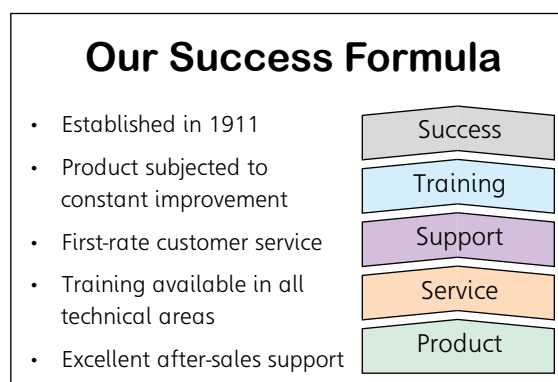


Figure 14

5 Traditional Toys

In this exercise you will practice drawing, adding rectangles, circles, lines, etc, and then manipulate the drawing images you have created with copy, move, resize, colour, etc. When filling the objects with colour, choose different fill effects such as chequered floors, shading variants or marble. You will also use different line styles to great effect when creating an invitation card. You will then put all these skills together to create a floor plan of an exhibition hall.

The products

- Start a new presentation with a template backdrop. Choose the sort with a border, but empty in the centre and create the following title slide. Format the text to be similar to that in figure 21 below.



Figure 21

- Save your file as 'Toys'.
- Add another slide, with a title placeholder at the top. Use the drawing tools and the copy command to help you create the following:

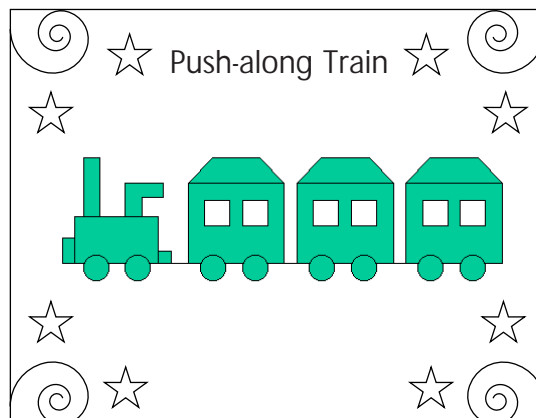


Figure 22

11 Holiday II

This exercise uses the file you created in Exercise 8. In this exercise you will open an existing file, insert slides in particular slide orders, and practise your skills with drawing objects. You will apply a design template, which you will then customise.

The slides will need rearranging into a different running order, and a slide show will be run, both with and without timings. Finally, if your software is capable, you will add animation effects to any drawn objects.

Adding more slides to an existing file

- a Re-open the file called 'Have A Break', created in Exercise 8. It should have seven slides already.
- b Insert a new, completely blank slide as Slide 4 and create the following using drawing shapes such as a star:

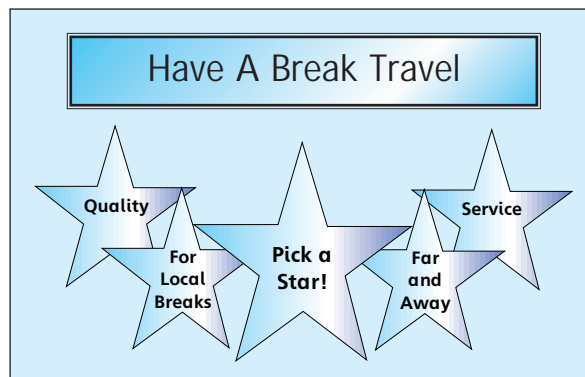


Figure 52

Use shaded fills, copy the objects you wish to repeat, and use commands to place the overlapping in the correct order.

- c Save the file.
- d Add the following slide as Slide 6:



Figure 53