

Formatting and Aligning Slide Content

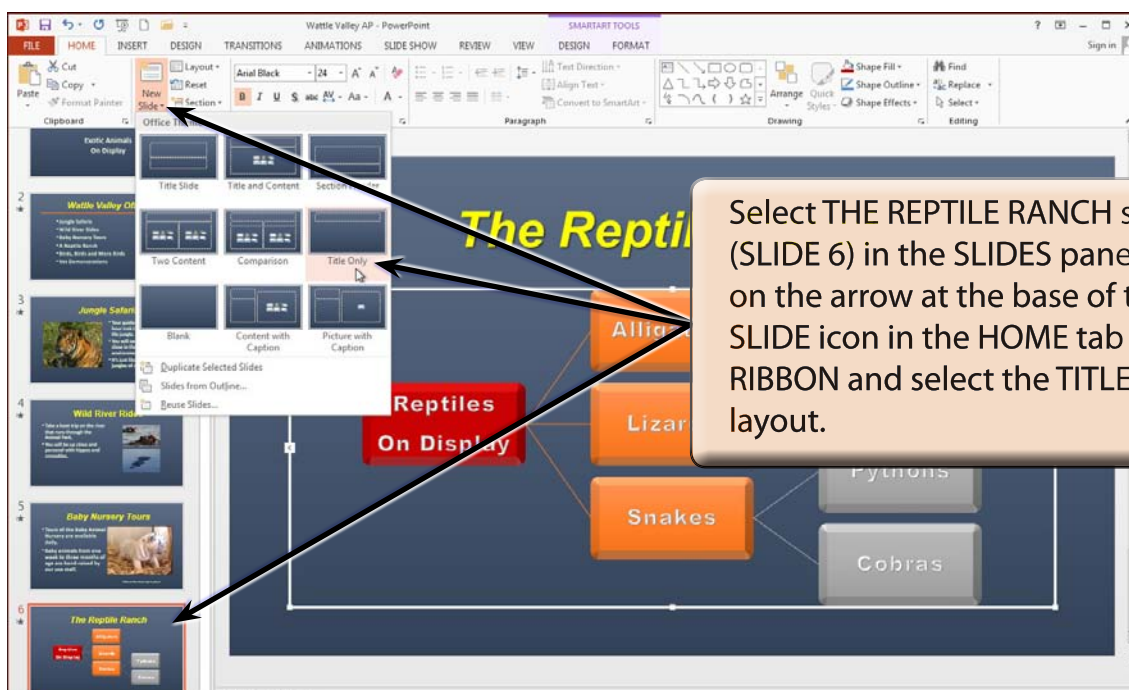
When you want to include multiple items such as photos on a slide it is important to ensure that they are formatted in a similar fashion and aligned neatly. In this case a slide will be created for the Wattle Valley Animal Park that includes multiple photographs of birds.

Loading the Presentation

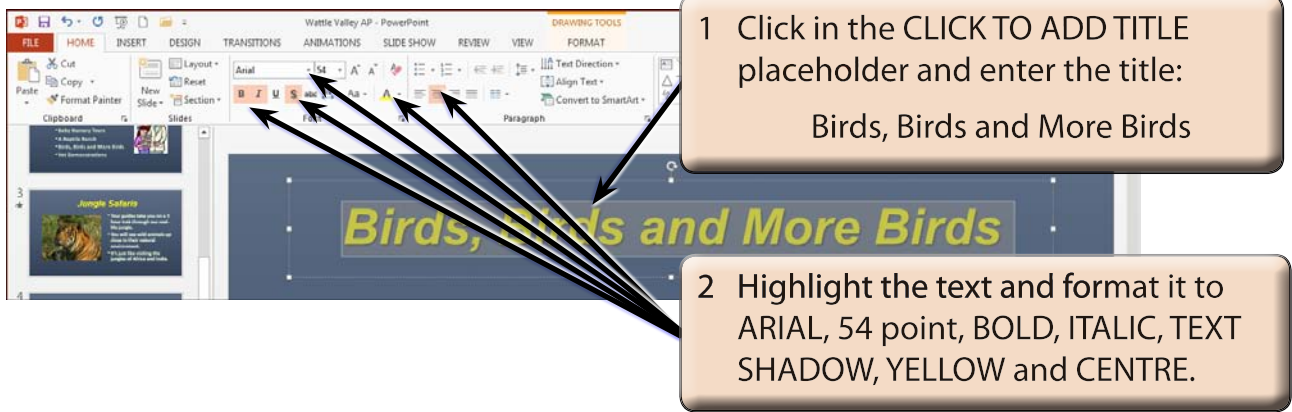
- 1 Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.
- 2 Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.
- 3 Navigate to your STORAGE folder and open the WATTLE VALLEY AP file.

Creating a New Slide

A Selecting the Layout



B Entering the Slide Title



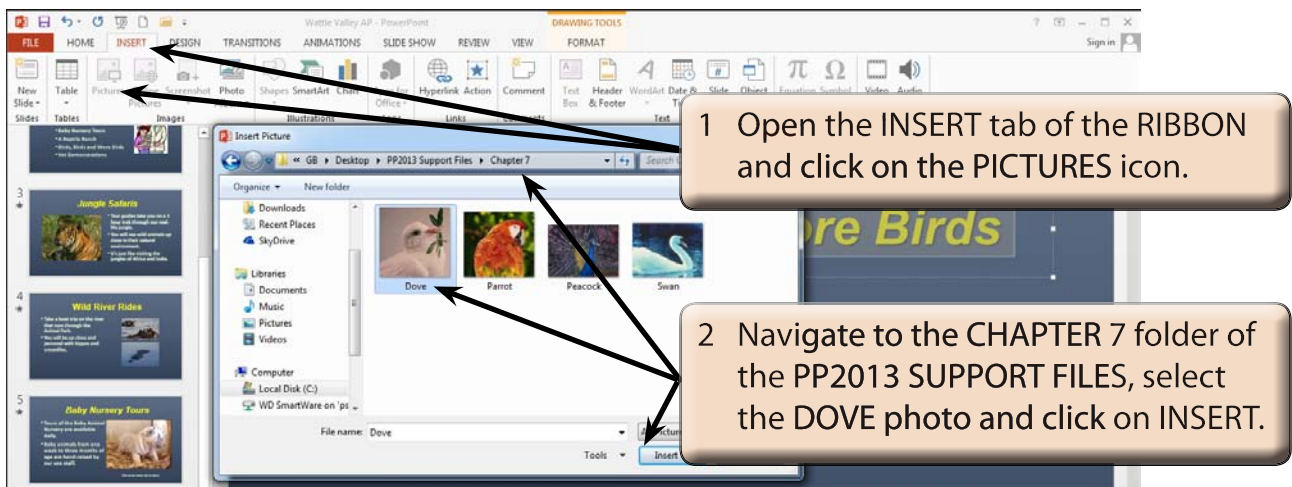
The screenshot shows the PowerPoint interface with a slide titled "Birds, Birds and More Birds". The text is highlighted in yellow and formatted with bold, italic, and shadow. Two callout boxes provide instructions: the first points to the text area, and the second points to the text formatting options in the ribbon.

- 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 ARIAL, 54 point, BOLD, ITALIC, TEXT SHADOW, YELLOW and CENTRE.

The First Photograph

Photographs will be inserted from the PP2013 SUPPORT FILES, resized, moved and formatted.

A Inserting the Photograph

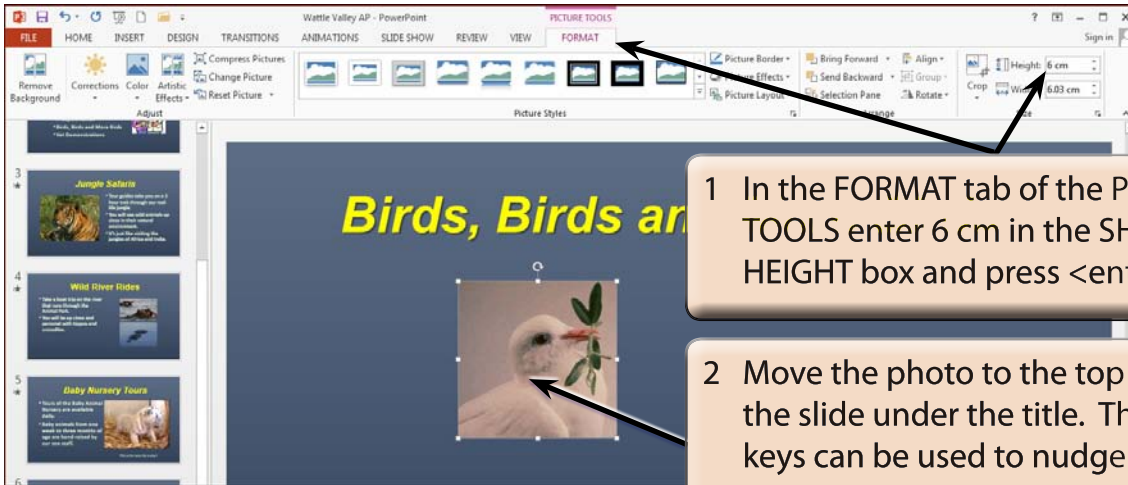


The screenshot shows the PowerPoint interface with the "INSERT" tab selected in the ribbon. The "PICTURES" icon is highlighted. A callout box points to the "PICTURES" icon. Another callout box points to the "Dove" photo in the "Insert Picture" dialog box, which is open to the "PP2013 Support Files > Chapter 7" folder. The "Dove" photo is selected, and the "Insert" button is highlighted.

- 1 Open the INSERT tab of the RIBBON and click on the PICTURES icon.
- 2 Navigate to the CHAPTER 7 folder of the PP2013 SUPPORT FILES, select the DOVE photo and click on INSERT.

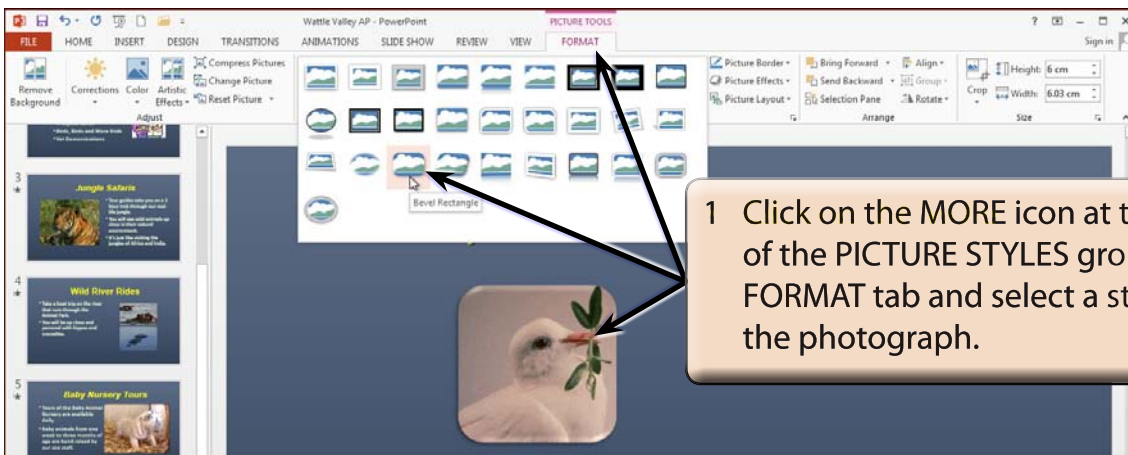
B Adjusting the Shape Height

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



NOTE: When you set the SHAPE HEIGHT, the SHAPE WIDTH is also adjusted to keep the dimensions of the object proportional. If you don't want this to occur, click on the arrow to the right of the SIZE group label in the FORMAT tab to display the SIZE AND POSITION dialogue box and turn off LOCK ASPECT RATIO.

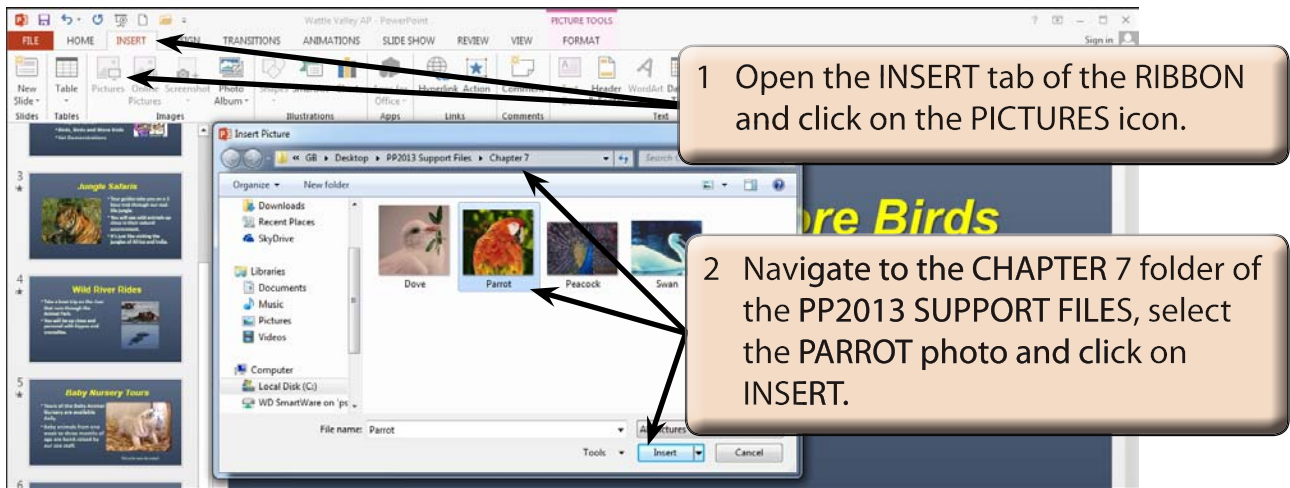
C Formatting the Photograph



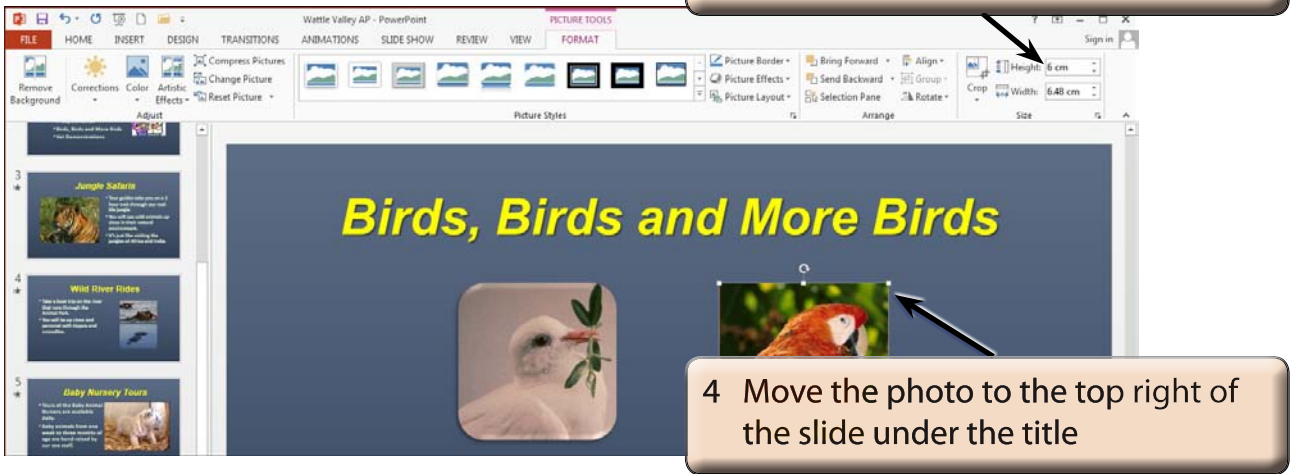
- 2 You can also add some effects to the photograph using the PICTURE EFFECTS icon in the FORMAT tab of the PICTURE TOOLS if you wish to.

The Second Photograph

A Inserting the Photograph



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



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