

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 Park Animal Park that includes multiple photographs of birds.

Loading the Presentation

- 1 Load Microsoft PowerPoint or close the current presentation.
- 2 Display the FILE menu and select OPEN.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

Creating a New Slide

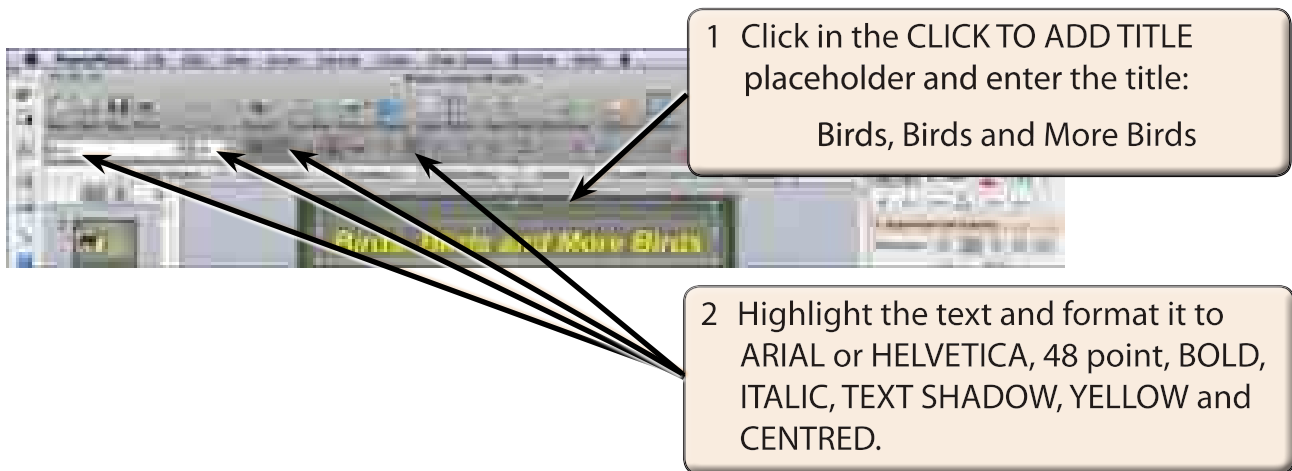
A Selecting the Layout



Select THE REPTILE RANCH slide (SLIDE 6) in the SLIDES pane, click on the SLIDE LAYOUTS tab of the ELEMENTS GALLERY, turn on INSERT NEW SLIDE select the TITLE ONLY layout.

NOTE: The TITLE ONLY layout provides a placeholder for the title of the slide then blank space for the rest of the content.

B Entering the Slide Title



1 Click in the CLICK TO ADD TITLE placeholder and enter the title:
Birds, Birds and More Birds

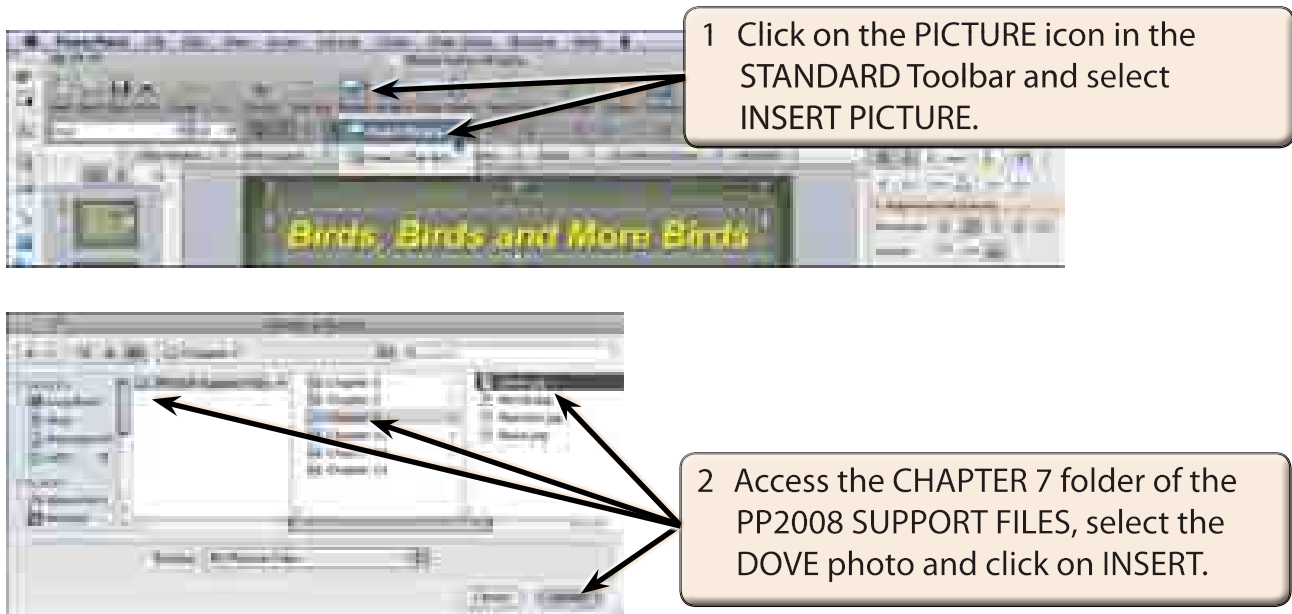
2 Highlight the text and format it to ARIAL or HELVETICA, 48 point, BOLD, ITALIC, TEXT SHADOW, YELLOW and CENTRED.

NOTE: The font size has been set to a slightly smaller size than the other slides so that the title fits neatly in the placeholder.

The First Photograph

Photographs will be inserted from the PP2008 SUPPORT FILES, resized, moved and formatted.

A Inserting the Photograph

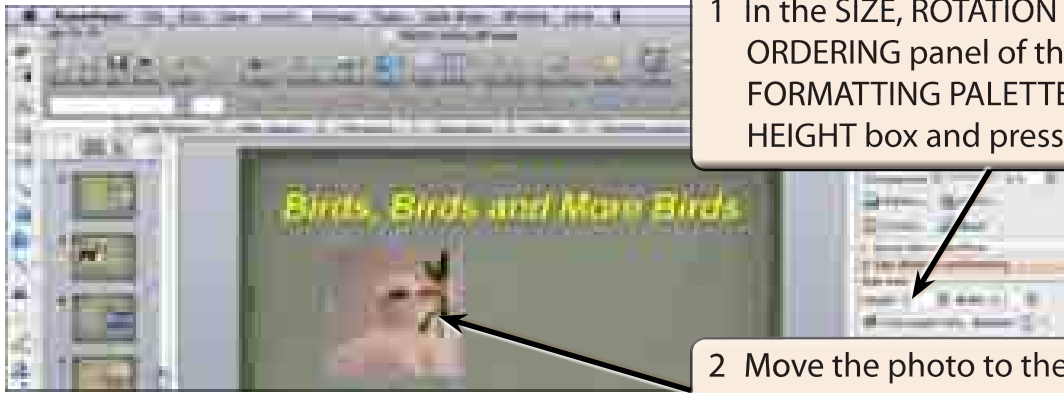


1 Click on the PICTURE icon in the STANDARD Toolbar and select INSERT PICTURE.

2 Access the CHAPTER 7 folder of the PP2008 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.

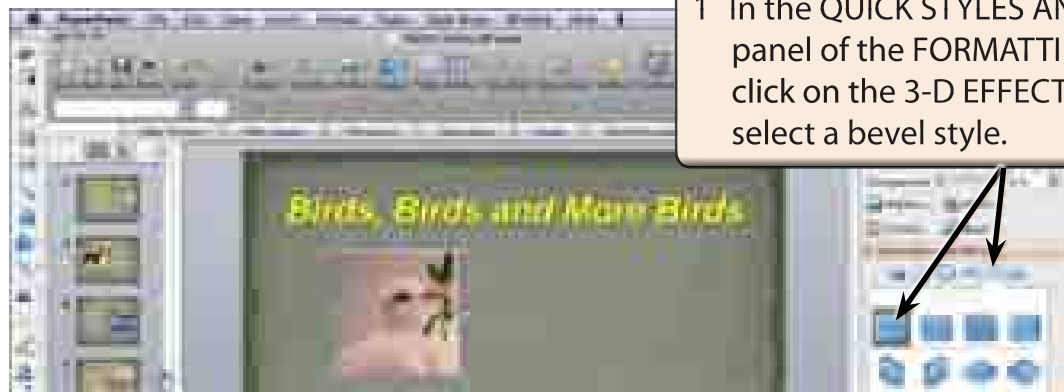


1 In the SIZE, ROTATION and ORDERING panel of the FORMATTING PALETTE enter 6 in the HEIGHT box and press <return>.

2 Move the photo to the top left of the slide under the title.

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, turn off LOCK ASPECT RATIO in the SIZE, ROTATION AND ORDERING panel.

C Formatting the Photograph



1 In the QUICK STYLES AND EFFECTS panel of the FORMATTING PALETTE, click on the 3-D EFFECTS icon and select a bevel style.