

# UNIT 4 CUSTOMIZING THE SLIDE SHOW

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## 4.0 INTRODUCTION

You have already seen, how to create a slide through a slide layout. But you can create objects of your choice in the unit.

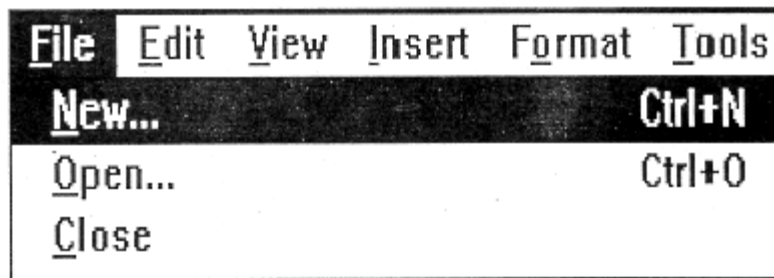
## 4.1 OBJECTIVES

After you go through this unit, you will be able to

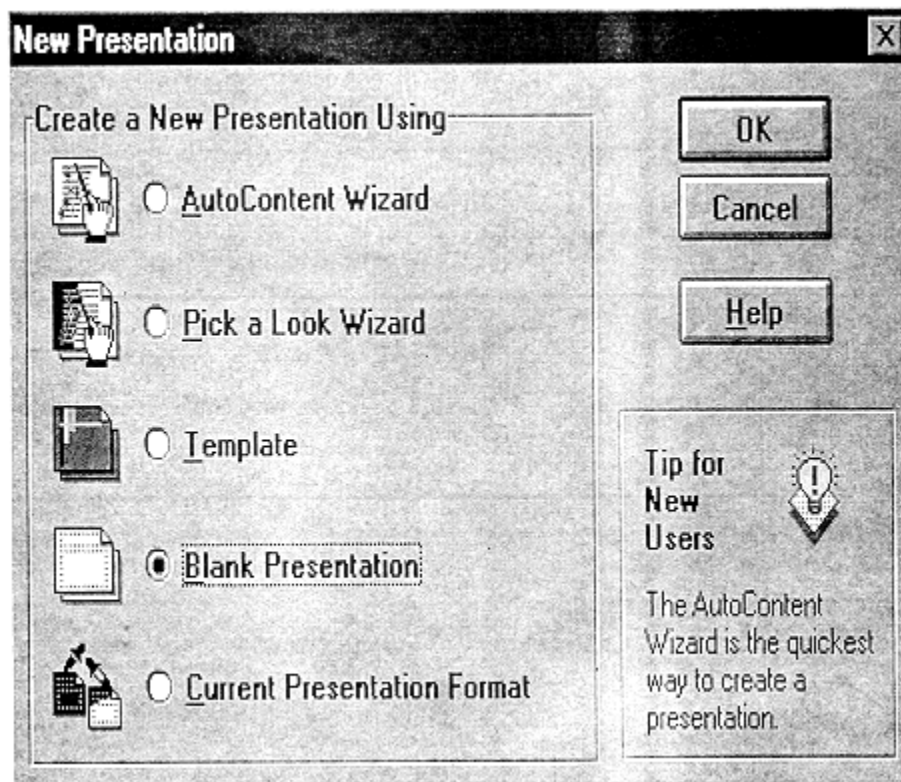
- create a blank presentation
- add a text by use the text tool.
- change the fonts, size and colour of text.
- add drawing objects in your slide by select the drawing shape from the drawing toolbar.
- work with objects
- group or ungroup objects

## 4.2 CREATE A BLANK PRESENTATION

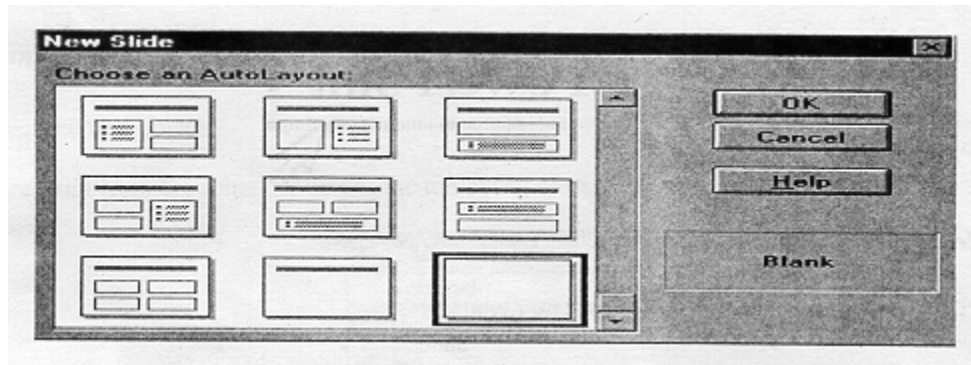
1. Select **New** from the **File** menu to display a presentation dialog box.



2. Select **Blank presentation** from the dialog box and then click on **OK** to display AutoLayout dialog box.



3. Select Blank layout from the AutoLayout list and then click on OK to display a blank presentation slide.. Where you can create different PowerPoint objects of your choice.

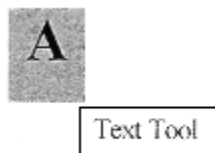


## 4.3 WORKING WITH TEXT

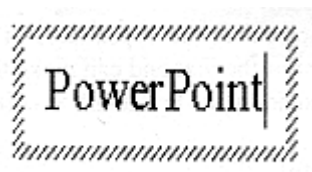
You can create a text object, edit text and move text object.

### To create a text object

1. Select Text tool button from the toolbar.



2. Leave the tool on blank slide and type text on it.



3. When finish typing the text, click any where of the blank slide.

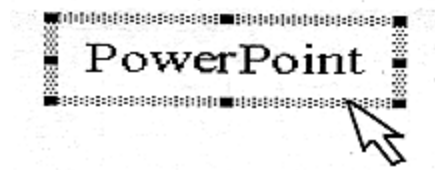
### To edit the text object

- Click on the text object. While cursor is blinking on it, you can add more characters or using Del key / Backspace key to remove characters.



### To move the text object

Click on text object to select it. Move the mouse cursor to border of the text object and click on it and hold down the mouse button. Move the text object any where of the slide and leave the mouse button.

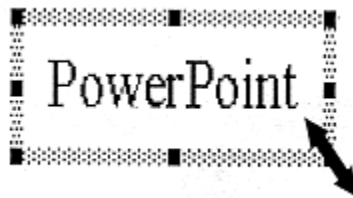


### To delete the object

- Click on object to select .Press DEL key to delete.

### To resize the object

- Click on object to select. Move the mouse cursor to the corner of the object, when cursor changes its shape, hold down the mouse button and drag it to increase or decrease the size.

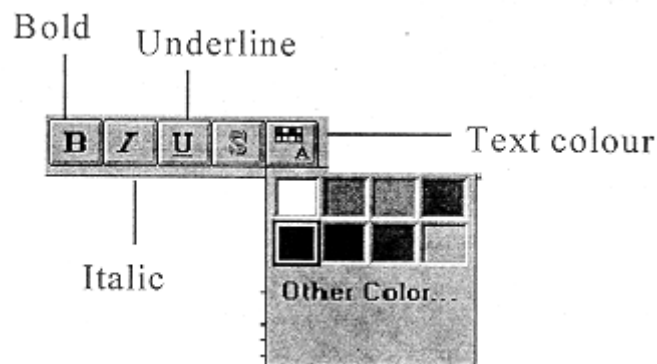


## 4.4 CHANGE FONTS, SIZE AND COLOUR OF TEXT

PowerPoint provides so many choices for the appearance of text object on slide. You can change the size of the text, change the font of the text and can make the text bold or italic. You can also fill colour to background of the text, shadow the text and text colour.

### To make text bold, italic or colorful

1. Select the text object, to enables additional tools in the toolbar for changing the appearance of the text.
2. Click the bold or italic button to changes the text.

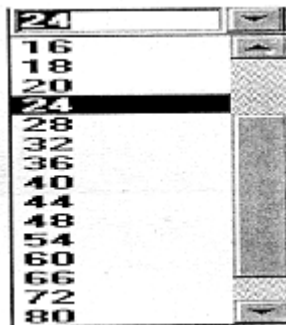


### To change the font and size of a label

1. Select the text object.
2. Select font from the fonts list box of the toolbar to change the appearance of the text.



3. Select size from the size list box of the toolbar to resize the label text.



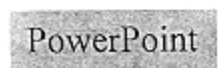
4. Using the mouse pointer to resize the control.

### To fill the text background colour

- Select the text object.
- Click on fill colour button to display colour list and select to fill it.

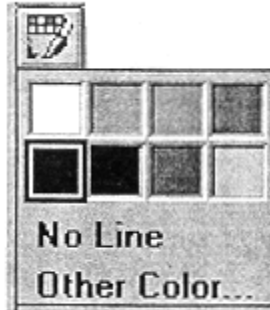


Filled background



## To create or change the border colour

- Select the text object.
- Click on border colour button to display colour list and select to create border of that colour.

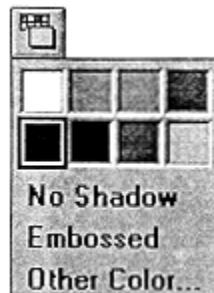


With border



## To create or change the Shadow colour

- Select the text object.
- Click on shadow colour button to display colour list and select to create shadow of that colour.

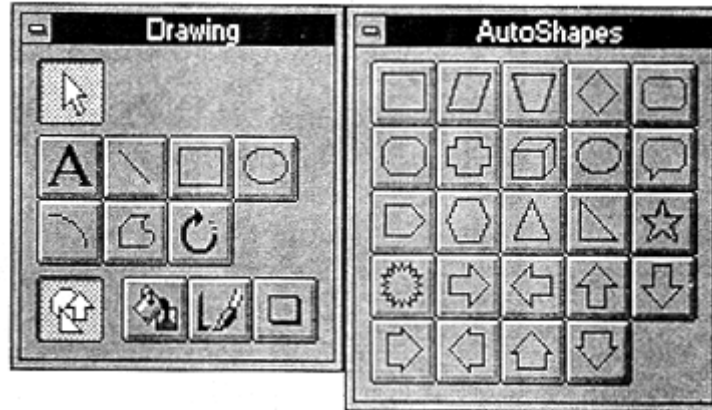


With shadow

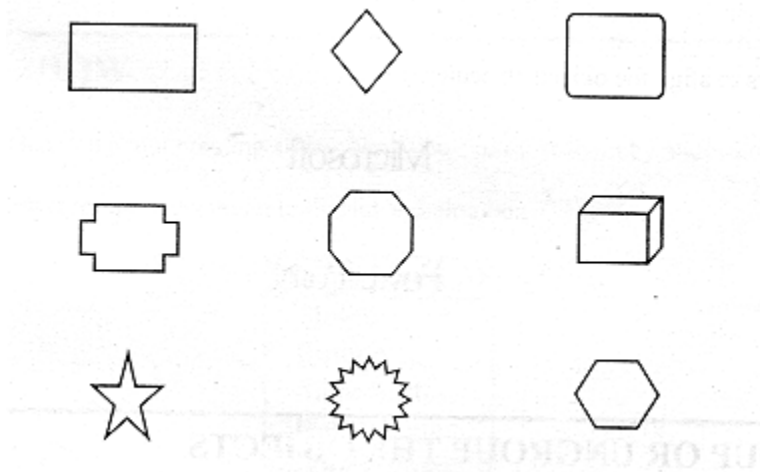


## 4.5 WORKING WITH GRAPHIC TOOLS

- Click on any drawing button from the Drawing or Drawing+ toolbar.

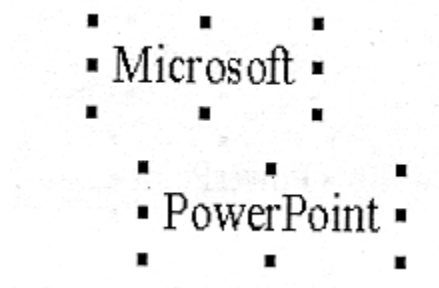


- Draw any drawing object on the slide. Some examples of drawing objects:

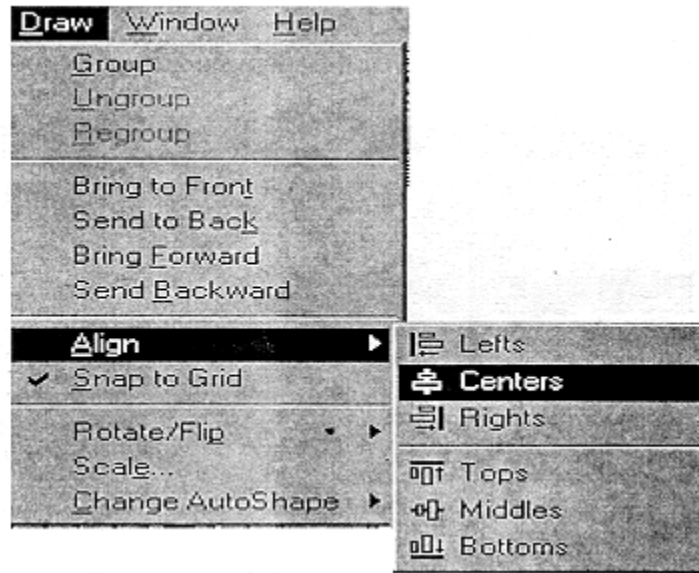


## 4.6 ALIGN OBJECTS

- Select the first object, press and hold down the Shift key and click on the second object to align with first object.



- Select Align from the Draw menu to display another sub-menu.



- Select centers to align the objects in center.

Microsoft

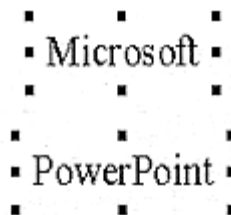
PowerPoint

## 4.7 GROUP OR UNGROUP THE OBJECTS

You can create a set of object to group them and separate them by Ungroup.

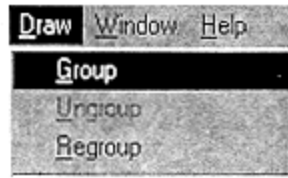
### To group the objects

- Select the first object, press and hold down the Shift key and click on the second object to group with first object.

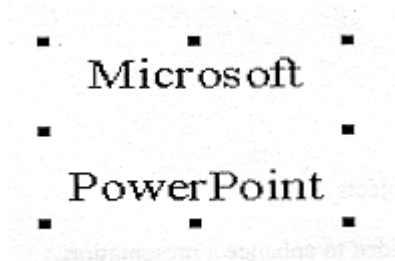


- Select Group from the Draw menu.





- It will group the objects.



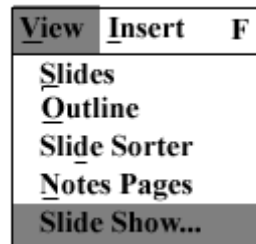
### To Ungroup the objects

- Click on the grouped object to select. Select Ungroup from the Draw menu to Ungroup them

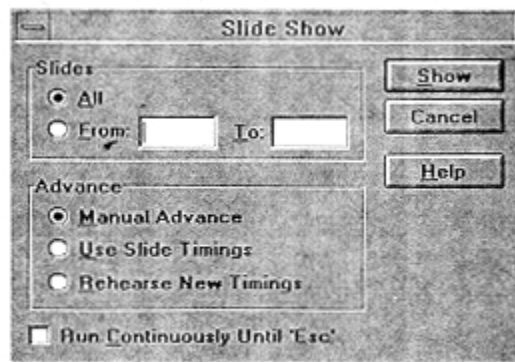
## 4.8 SLIDE SHOW

Till now you have learned about creating slides. Now you can show them by slide show.

- Select Slide show from the view menu to display a dialog box.



- Click on show button to display slide show.



## 4.9 SUMMARY

- To add a text by use the text tool.
  - You can change the fonts, size and colour of text.
  - You can add drawing objects in your slide by select the drawing shape from the drawing toolbar.
  - To work with objects
    - Move a object
    - Align objects
    - Group or Ungroup objects
- Screen display effects can be added to enhance a presentation.