POWERPOINT 2016

Adding Graphics and Animation

In this chapter, you will enhance a presentation that currently includes only text. You will use pictures to add interest to the presentation, drawing objects to add spark, and slide transitions to "bring the presentation to life."

LEARNING OBJECTIVES

- Add pictures, screenshots, and shapes to a presentation
- Remove backgrounds and apply artistic effects to slide images
- Add transition effects to a slide show

CHAPTER TIMING

- Concepts/Develop Your Skills: 1 hr 30 mins
- Self-Assessment: 20 mins
- Total: 1 hr 50 mins

PROJECT: ADDING EYE CANDY

The iJams presentation is evolving nicely. However, you know you will have to add some pizzazz to it if iJams is to contend with its competitors. Although you have created an error-free, technically perfect presentation, you can see that something is definitely missing! You decide that, if used sparingly, pictures and animation will enhance the presentation.

Working with Online Pictures

You can search for and insert pictures from the Internet directly from within PowerPoint. Adding pictures will help you emphasize key points and add polish to the presentation as a whole.

Microsoft uses the term *pictures* to refer to a range of graphic elements, including clip art and photographs. The term *clip art* is an industry-standard term referring to pre-drawn artwork that is added to computer documents. Searching for pictures from within PowerPoint displays results including both clip art and photographs.

📖 Obeying Copyright Law

As per U.S. copyright law, it is illegal to use copyrighted pictures without the express consent of the copyright owner. This means you cannot simply search the Internet and use any picture you happen to find, as that picture may be protected by copyright. However, PowerPoint uses the Bing search engine to search for pictures online and by default displays only pictures licensed under Creative Commons, meaning you can use these pictures freely in your presentations.
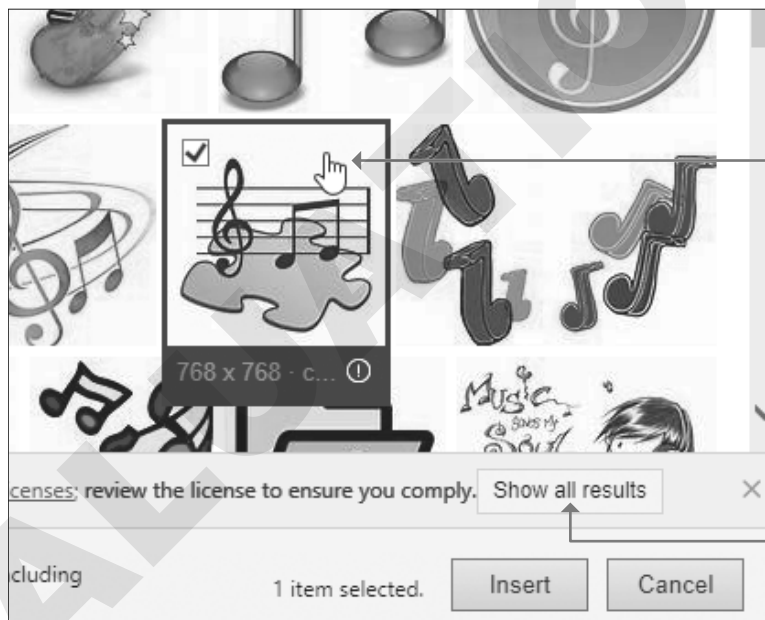
Point to any picture in the search results to display its source information and size.

Clicking this button causes PowerPoint to display all results—even those that are copyrighted and therefore illegal to use without express permission.

Using Text and Object Layouts

PowerPoint creates slides with different layouts, such as slides with titles only and slides with titles and text. These slide layouts allow you to easily create slides with a standardized title and bulleted text. Many of PowerPoint's layouts, including the Title and Content layout and the Two

Content layout, provide placeholders for titles, text, and various types of content including tables, charts, pictures from the Internet or your computer, organizational charts, and videos.

Some slide layouts include a group of six icons.

The Pictures icon inserts an image from your computer.

The Online Pictures icon opens the Insert Pictures search dialog box.

SLIDE INSERT SHORTCUTS					
Icon	**What It Does**	**Icon**	**What It Does**	**Icon**	**What It Does**
	Inserts a table		Inserts a chart or graph		Inserts a SmartArt graphic
	Inserts a picture from your computer		Opens the Online Pictures dialog box		Inserts a video clip from your computer or online

Deleting Placeholder Text

You may decide to replace all text on a slide with a graphic. Deleting all text inside a placeholder results in the slide displaying its six default insert icons, making it easy to insert a picture or other objects.

When all the text inside a placeholder is deleted…

…the six insert icons reappear.

DEVELOP YOUR SKILLS: P3-D1

In this exercise, you will get a slide ready to accept a picture.

1. Start PowerPoint. Open **P3-D1-Animation** from the **PowerPoint Chapter 3** folder and save it as **P3-D1-AnimationRevised**.

2. Select the **Our Services** slide from the Slides panel.

3. Choose **Home→Slides→New Slide menu button** ▼. Be sure to click the bottom half of the New Slide button so the menu displays.
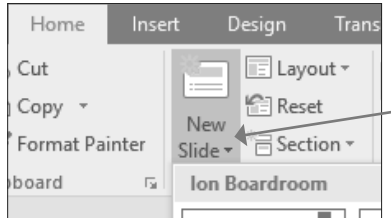
4. Select the **Content with Caption** layout.

5. In the Title placeholder, type **Our Recent Success**.

6. In the text box beneath the title, type:

   Top of the Rock Enter

   Excellence in Service to Musicians Enter

   League of Electronic Music Distributors

7. Select the text *Top of the Rock* and choose **Home→Font→Font Size menu button** ▼→**24**.

8. Choose **Home→Font→Bold**.

9. Select the text *League of Electronic Music Distributors*.

10. Choose **Home→Font→Italic**.

11. Click in the large text placeholder at the right and type:

    Many successes Enter

    Record-breaking sales

12. Click inside the text box, if necessary, to display its dashed border.

13. Click the dashed border to select the text box.

14. Tap Delete.

15. Save your presentation.

Searching for Pictures with the Insert Pictures Search Window

The Insert Pictures search window lets you search for pictures on the Internet using the Bing search engine. You can also search Facebook, Flickr, and other sites if you are signed in to your Microsoft account.

View the video "The Insert Pictures Search Window."

≡ Insert a picture from an online source: Insert→Images→Online Pictures 🖼 *or* click Online Pictures 🖼 on the slide

≡ Insert a picture from your computer: Insert→Images→Pictures 🖼 *or* click Pictures 🖼 on the slide

DEVELOP YOUR SKILLS: P3-D2

In this exercise, you will insert a picture to add visual interest to a slide.

1. Save your file as **P3-D2-AnimationRevised**.

2. On the **Our Recent Success** slide, click the **Online Pictures** 🖼 icon to open the Insert Pictures search window.

3. Type **award** in the Bing Image Search box and tap [Enter].

4. Follow these steps to insert a picture on the slide:

Ⓐ Scroll until you find any award picture you like. Your results may differ from the figure.

Ⓑ Click the desired picture to select it.

Ⓒ Click **Insert**.

5. Save the presentation.

Moving, Sizing, and Rotating Objects

When you click an object (such as a picture), sizing handles and a rotate handle appear. You can easily move, size, and rotate the selected object so that it fits perfectly on the slide.

You can resize objects to be wider or taller than their original size to better fit a slide's contents. If you want to maintain the original picture proportions, take care to drag the handles in the four corners of the picture only. Similarly, you can rotate a picture by dragging the rotate handle, which looks like a circular arrow, left or right. Rotating a picture sets it at an angle.

Objects can be moved around the slide as you like. When moving, it's not necessary to select the object first, though. Hovering the mouse pointer over the picture will change it to a four-headed arrow. That arrow means the object is ready to be moved.

View the video "Manipulating Objects."

Stacking Objects

Sometimes when you insert a picture, it overlaps text or some other object(s). You can change the stacking order of objects, such as pictures and shapes, by moving them forward or backward.

If an object is covering text…   **…send it behind the text.**

≡ Move by one object at a time: Picture Tools→Format→Arrange→Send Backward 🔲 *or* Bring Forward 🔲

≡ Move to front/back: Picture Tools→Format→Arrange→Send Backward 🔲 menu button ▼→Send to Back 🔲 *or* Bring Forward 🔲 menu button ▼→Bring to Front 🔲

DEVELOP YOUR SKILLS: P3-D3

In this exercise, you will manipulate a picture, sizing and moving it to place it on the slide.

1. Save your file as **P3-D3-AnimationRevised**.

2. Follow these steps to rotate the picture:

Ⓐ Point to the rotate handle until the insertion point changes to a circular arrow.

Ⓑ Press the left mouse button and drag slowly to the right. Release the mouse button after the image has rotated about 90 degrees.

Ⓒ Choose **Quick Access Toolbar→Undo**.

3. Follow these steps to resize the picture:
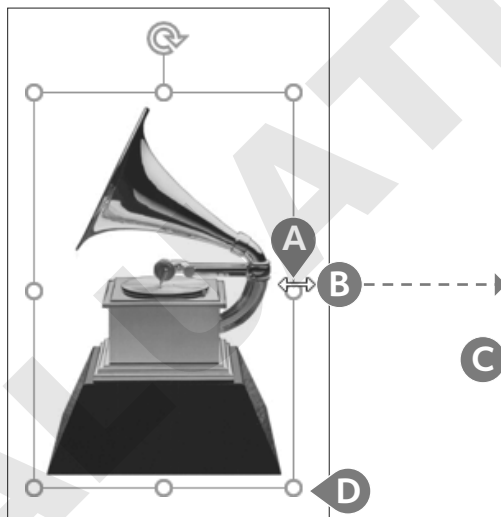
Ⓐ Point to the handle on the right side so the insertion point becomes a double-headed arrow.

Ⓑ Press the left mouse button and drag right until the image is twice as wide as the original and stretched too wide.

Ⓒ Choose **Quick Access Toolbar→Undo**.

Ⓓ Point to a bottom-right corner handle so the mouse becomes a double-headed arrow and drag to enlarge the image proportionately to your liking.

Obeying Copyright Law   **41**

4. Point to the image itself (not the border or a resize handle) until the pointer becomes a four-headed arrow. Drag so the image is centered next to the bar of text.
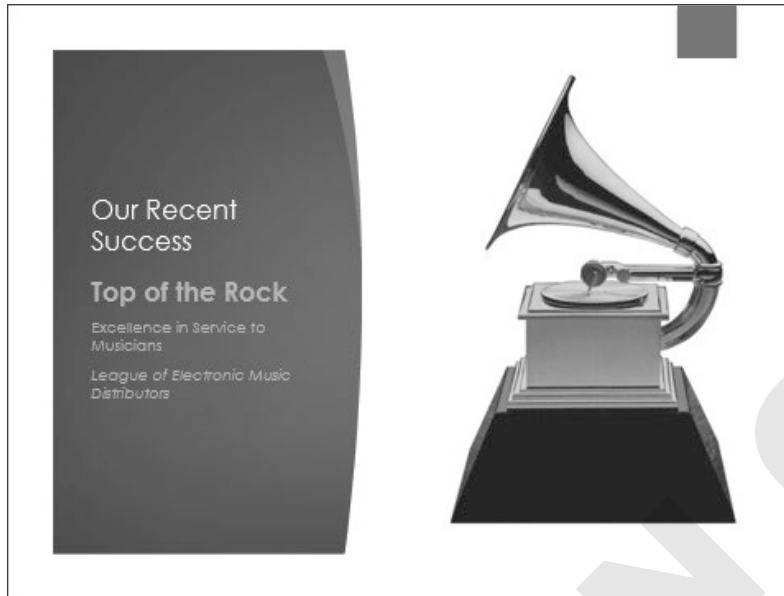
5. Save your presentation.

Formatting Pictures

After your picture is on the slide, use the various groups on the contextual Format tab to add effects or align your picture. You can add borders, drop shadows, or bevels, or rotate your picture in 3-D from the Picture Styles group on the Format tab. Other groups on this tab allow you to align, flip, crop, or perform basic image-editing tasks.

☰ Picture Tools→Format→Picture Styles

DEVELOP YOUR SKILLS: P3-D4

In this exercise, you will work with the Ribbon to insert and format a music-related picture on your slide.

1. Save your file as **P3-D4-AnimationRevised**.

2. Display the title slide.

3. Choose **Insert→Images→Online Pictures** .

4. Type **music cd** in the Bing Image Search box and tap Enter.

5. Scroll through the results. When you find a suitable picture, select it and click **Insert**.

6. Click the picture on the slide to display its border, drag the corner handles to resize the picture proportionally, and then drag the picture to fit in the space above the text. Be sure the picture does not overlap the text.

7. Choose **Picture Tools→Format→Arrange→Align menu button ▼→Align Center**.

8. Make sure the picture displays handles to indicate that it is selected and then choose **Picture Tools→Format→Picture Styles→Picture Effects menu button ▼**.

9. Roll your insertion point over several of the items in the Picture Effects gallery to view a Live Preview of each effect.

10. Choose **Format→Picture Styles→Picture Effects→Glow→Gold, 18 pt Glow, Accent Color 3**.

11. If necessary, resize and move your image so it doesn't overlap the text.
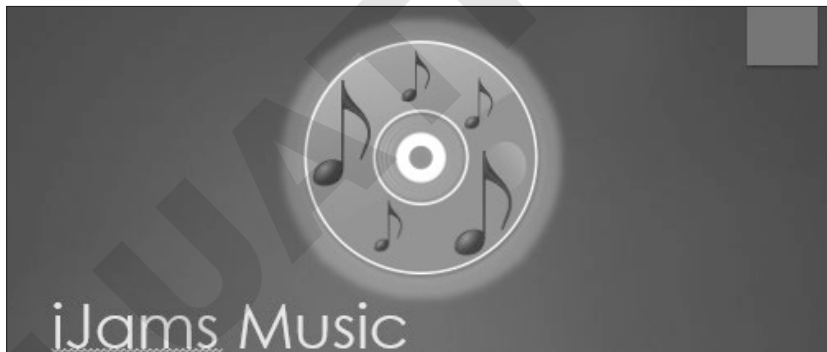
12. Save your presentation.

Adding Other Graphics

Sometimes you just can't find that perfect picture through PowerPoint's online search. Often you can incorporate more unique and personal imagery if you take your own pictures or download professional photographs from a commercial website. PowerPoint includes tools and features to make the most of your pictures, including the ability to remove a background and add artistic effects.

Removing a Background

Many times a photograph contains more than what you need. In the past, it was necessary to use a graphics-editing program to remove the background or other unwanted elements. PowerPoint includes a feature that allows you to remove backgrounds with just a few clicks. When removing a background, the original picture is not harmed, because PowerPoint works on a copy of the picture embedded in the slide. Additionally, nothing is actually removed from the picture. PowerPoint just hides areas of the picture that you mark to be removed. The hidden areas can always be made visible again. You can adjust the settings of the removal tool at any time after the background's initial removal using the Mark Areas to Keep and Mark Areas to Remove commands, so there is no need to worry about getting it perfect on your first try.

The Background Removal tool overlays in purple the areas to be removed.

With just a few clicks, the background can be removed.

☰ Picture Tools→Format→Adjust→Remove Background 🖻

## DEVELOP YOUR SKILLS: P3-D5

In this exercise, you will insert a picture and remove the background.

1. Save your file as **P3-D5-AnimationRevised**.

2. Scroll down the Slides panel, if necessary, and select the **Artist Successes** slide.

3. Choose **Insert→Images→Pictures**.

4. Navigate to your **PowerPoint Chapter 3** folder, select the **P3-D5-Guitarist** picture, and click **Insert**.

5. Drag the picture up so its top snaps to the top of the slide.

6. Drag the bottom-left corner handle down and left until the bottom of the picture snaps to the bottom of the slide.

7. Choose **Picture Tools→Format→Adjust→Remove Background**.

8. Drag the top-right handle of the rectangular box inside the picture so it snaps to the top-right corner of the picture.

9. Drag the bottom-left handle of the rectangular box down and right so the entire guitar is inside the box and the bottom border snaps to the bottom of the picture.

10. Choose **Background Removal→Refine→Mark Areas to Keep**.

11. Follow these steps to adjust the overlay:
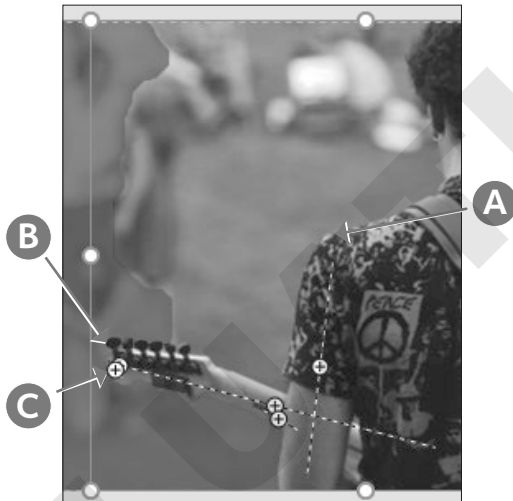
Ⓐ Point to the top of the left shoulder and drag down to the bottom of the elbow to tell PowerPoint not to remove this area.

Ⓑ Point to the left edge of the guitar and drag right to keep this area.

Ⓒ Drag over any other purple on the guitarist or the guitar.

12. Choose **Background Removal→Refine→Mark Areas to Remove**.

**13.** Follow these steps to define areas to be removed:
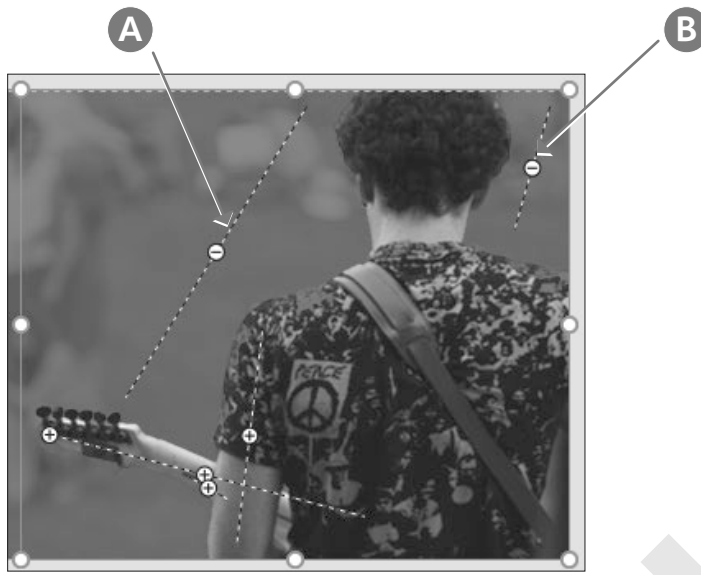
 A Drag over the background to tell PowerPoint to remove this area.

 B Drag over this section to remove it as well.

14. Choose **Background Removal→Close→Keep Changes**.

15. Drag the image to the right so that the red ribbon at the top of the slide is covered by the picture.

16. If your slide doesn't resemble the figure, choose **Picture Tools→Format→Adjust→Remove Background** to adjust the overlay.
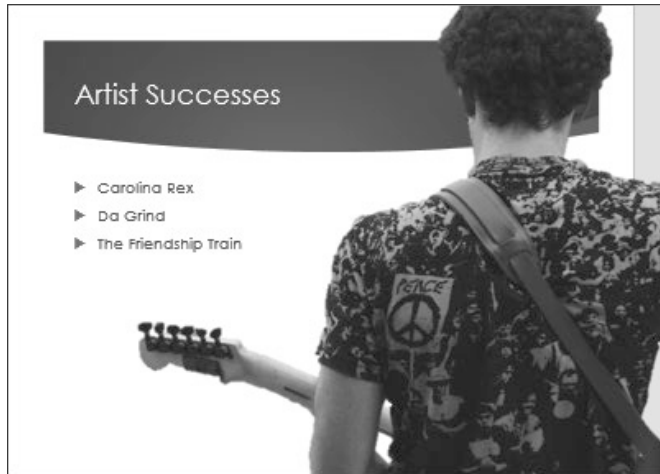
17. Save your presentation.

Applying Artistic Effects

PowerPoint includes artistic effects that can be applied to pictures, making photographs look like pencil sketches, cement, or pastels. Additionally, pictures can be recolored to create a color cast that blends with your theme.
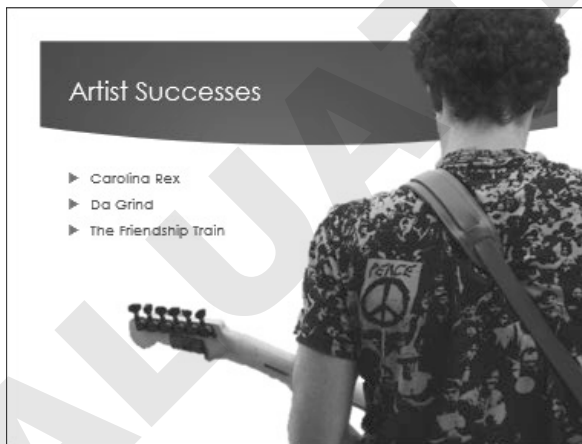
No effects have been applied. Pencil Sketch and Recolor effects have been applied.

≡ Picture Tools→Format→Adjust→Artistic Effects 🖼

DEVELOP YOUR SKILLS: P3-D6

In this exercise, you will apply artistic effects to a picture to enhance its visual appeal.

1. Save your file as **P3-D6-AnimationRevised**.

2. If necessary, select the picture on the sixth slide, **Artistic Successes**.

3. Choose **Picture Tools→Format→Adjust→Artistic Effects menu button ▼**.

4. Point to several effects to see how they change the picture on the slide. Notice that a ToolTip appears when you point to an effect, indicating its name.

5. Select the **Pencil Grayscale** effect.

6. Choose **Picture Tools→Format→Adjust→Color**.

7. Point to several color adjustments to see how they change the picture on the slide.

8. Select the **Recolor→Teal, Accent Color 5 Light** adjustment.

9. Save your presentation.

Inserting a Screenshot

You may want to include a picture of something on your computer screen, such as a program window or web page, in a presentation. PowerPoint's Screenshot tool lets you insert a picture of any open window or program or drag on your screen to define an area to insert. You can insert either a full program or folder window, or take a screenshot of a portion of a window.

View the video "Adding Screenshots from Other Applications."

☰ Insert→Images→Screenshot 🖼️ menu button ▼

Working with Shapes

PowerPoint offers more than 150 shapes that you can add to your slides. You can use these shapes to build your own custom flowcharts, mathematical equations, speech and thought bubbles, or other designs. Shapes can even include text—and they are all preformatted to match a slide's theme.

☰ Insert→Illustrations→Shapes 🖼️

Stretching a Shape

You can stretch shapes to make them wider/narrower or taller/shorter. All shapes are preformatted with a specific ratio of width to height, so stretching a shape can sometimes make

it appear unbalanced. Whenever possible, you should maintain the original aspect ratio, as a distorted shape makes a slide appear amateurish.
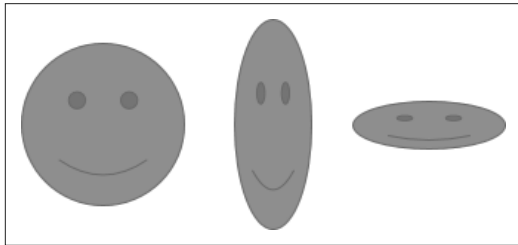
The original proportions are balanced (left), but stretching the shape may cause it to look distorted and amateurish.

Adding Text to a Shape

You can easily add text to a shape, but the text does not automatically resize itself to fit nicely. Text will, however, automatically wrap to the next line, so there is no need to tap Enter as you type.

Text automatically wraps to the next line but does not automatically get smaller to fit inside the shape. You may need to adjust the text size to get it to fit.

Formatting Shapes and Shape Text

While shapes and the text they contain are automatically formatted to match the slide's theme, you may want a more exciting look such as a drop-shadow or 3-D effect. Adding a Shape style or WordArt style can make your shape graphics really pop.
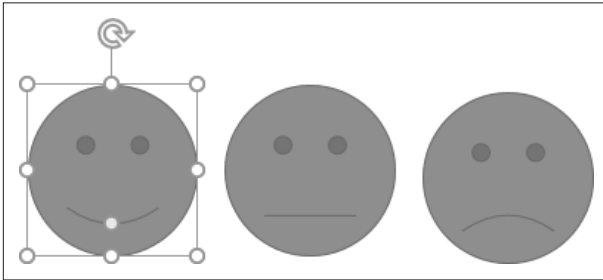
This is the original shape and text.

Here, a Shape style and a WordArt style have been applied to the shape and text.

Shape Variations

When selected on a slide, some shapes display a yellow handle that you can use to change the shape's properties. For example, you can change the Smiley Face shape to a frown.

Dragging the yellow handle generates shape variations.

Merging Shapes

If you need a shape that PowerPoint doesn't offer, you can merge shapes to generate your own custom shape. The benefit of this is that your new custom shape has a single outline and truly looks like a single shape rather than several overlapped shapes.

View the video "Custom Shapes."

DEVELOP YOUR SKILLS: P3-D7

In this exercise, you will use a shape to emphasize important slide text.

1. Save your file as **P3-D7-AnimationRevised**.

2. Display the seventh slide, **Carolina Rex**.

3. Choose **Insert→Illustrations→Shapes menu button ▼→Stars and Banners→ 5-Point Star**.

4. Hold ⌊Shift⌋ as you drag on the slide to create a star shape that fills most of the white area to the right of the text. Make sure the shape does not extend into the top colored part of the slide.
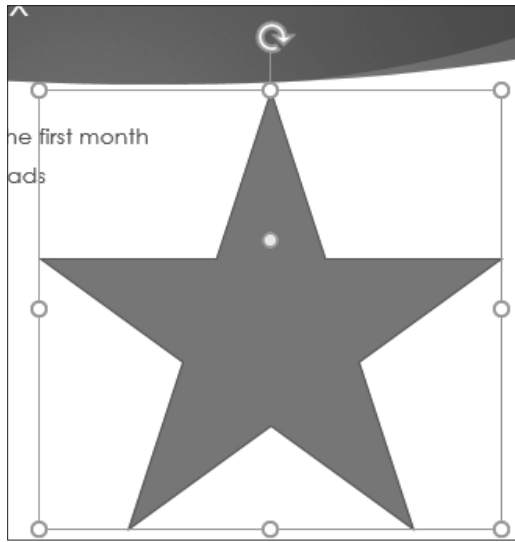
5. Type **Top Seller!** in the shape.

6. Click the dashed border of the shape so it turns solid.

7. Choose **Home→Font→Font Size menu button ▼→54**.

8. Follow these steps to change the shape of the star and make the text fit nicely:

Ⓐ Drag the yellow handle up a little bit to change the shape of the star.

Ⓑ Try to match your star shape to the figure. You may have to drag the yellow handle up or down.

9. Choose **Drawing Tools→Format→Shape Styles→More ⬚→Theme Styles→ Intense Effect – Purple, Accent 6**.

10. Choose **Drawing Tools→Format→WordArt Styles→More ⬚→ Fill – White, Outline – Accent 5, Shadow**.

11. If necessary, change the size of the star shape so the text fits on two lines.

12. Save your presentation.

Working with Slide Transitions

A slide transition is the animation between slides. Used properly, these transitions can add zest and excitement to your presentation and provide a distinct breaking point between slides. PowerPoint includes many transitions that are often used in video production, such as 3-D rotations and other animated effects.

🚀 View the video "Slide Transitions."

Creating Transitions in Slide Sorter View

Most of the time, you will want to apply the same transition to the entire presentation. Maintaining a consistent transition style looks more professional (less haphazard) and is less distracting for the audience. Using the Slide Sorter view is a quick and easy way to apply

transitions, as you can see all slide thumbnails at the same time. You can apply transitions to a single slide, multiple slides, or all slides in a presentation. Transitions animate the change from one slide to another, not individual elements of the slide. The Transitions tab on the Ribbon contains commands to apply transitions, as well as sound, duration, and other options.

☰ Transitions→Transition to This Slide

DEVELOP YOUR SKILLS: P3-D8

In this exercise, you will apply a transition to all slides except the title slide to make the slide show more interesting.

1. Save your file as **P3-D8-AnimationRevised**.

2. Choose **View→Presentation Views→Slide Sorter**.

3. Press Ctrl + A to select all slides.

4. Ctrl + click on the **first slide** to remove it from the selection.

5. Choose **Transitions→Transition to This Slide→More** ⬇ and locate the *Exciting* group.

6. Click **Vortex** to apply the transition to all selected slides.

7. Tap Esc to stop the transition previews.

8. Choose **Transitions→Transition to This Slide→Effect Options menu button** ▼→ **From Top**.

9. Tap Esc to stop the transition previews.

10. Follow these steps to change the transition duration:
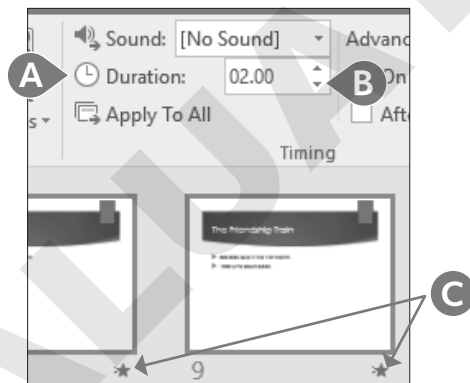
Ⓐ Locate the **Transitions→Timing→Duration** setting.

Ⓑ Click the down button repeatedly to set the duration to **02.00**.

Ⓒ Notice the star icons indicating a transition effect for the slides.

11. Choose **Slide Show→Start Slide Show→From Beginning**.

12. Click the mouse button to advance to the next slide.

13. Continue to click the mouse button until you reach the end of the presentation and the Slide Sorter window reappears.

14. Save your presentation and exit PowerPoint.

Self-Assessment

Check your knowledge of this chapter's key concepts and skills by completing the Self-Assessment. The answers to these questions can be found at the back of this book.

1. If you add text to a slide, you cannot also add pictures.   *True   False*

2. When inserting a screenshot, you can insert only entire windows, not portions of a window.   *True   False*

3. You apply transitions to individual objects on slides.   *True   False*

4. Stacking means one object overlaps onto another on a slide.   *True   False*

5. To apply a transition to multiple slides, you must use Normal view.   *True   False*

6. You can resize a picture by dragging any of the handles around its border.   *True   False*

7. Screenshots can ONLY be taken of something in a PowerPoint presentation and
   cannot be taken in other applications.   *True   False*

8. When searching for pictures with the Insert Pictures search window, you can search
   Office.com website and Google Images without signing in to your Microsoft account. *True   False*

9. You CANNOT add text directly to an oval shape; you must use the Text Box shape
   to add the text.   *True   False*

10. You can enhance pictures by adding shadows, bevels, and other effects directly
    from PowerPoint.   *True   False*

11. Which of the following actions can be performed on pictures placed on slides?
    A. Rotation
    B. Sizing
    C. Moving
    D. Both sizing and moving
    E. Rotation, sizing, and moving

(continued)

12. When using the Background Removal tool, what do the areas covered in purple indicate?

   A. Areas that are permanently deleted
   B. Areas that are retained but hidden on the slide
   C. Areas that will show on the slide
   D. Areas that will be extracted to a new file

13. Which of the following transition features can be controlled through the Ribbon?
   A. The style of the transition
   B. The duration of the transition
   C. The direction of the transition
   D. The style of the transition, the duration of the transition, and the direction of the transition

14. What can transitions be applied to?
   A. A single slide
   B. Multiple slides
   C. All slides
   D. Any of these options