

# Integrate Commercial Computing Packages

ICAU2013A



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INTEGRATE COMMERCIAL COMPUTING PACKAGES  
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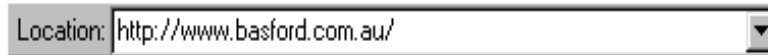
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### DOWNLOADING FILES FROM THE INTERNET

If this booklet requires files for Tasks, these can be obtained from the Basford Web Site as follows:

1. Open your Internet Browser either Netscape Navigator or Internet Explorer
2. Type in the Web Address for Basford ([www.basford.com.au](http://www.basford.com.au)):



3. Click on the Downloads menu option on the left of the screen
4. Scroll down until you find the heading 'Working Files for ICA99 Booklets'.
5. A list of the titles for all Booklets that have accompanying files will appear. Click on the Name of the Booklet for which files are required. Make sure that you choose the correct version for the booklet.
6. A File Save dialog box will appear. Choose the disk and folder where the files are to be stored on your computer, then click on Save.
7. Close the Browser. Then using the Windows Explorer, locate the downloaded file on disk
8. Double click on the file and it should unzip the files required for the Booklet into the currently selected folder.
9. The files are now ready for use.

### Introduction

This unit defines the competencies required to apply appropriate conversion formats and manipulation of data between commercial application software.

The following elements and their relevant performance criteria will be covered:

ELEMENT	PERFORMANCE CRITERIA
1. Produce required organisational documents.	<ol style="list-style-type: none"><li>1. Appropriate packages and conversion techniques are used to achieve an integrated outcome.</li><li>2. Data is imported/exported to produce required outcome.</li><li>3. Data is saved and re-accessed without loss of data.</li></ol>
2. Determine and use help.	<ol style="list-style-type: none"><li>1. Help is accessed through on line help and manuals.</li><li>2. Internal organisation client documentation is obtained and used.</li></ol>

### Categories of Computer Software Packages

There are many different types of software packages on the market, as well as many different manufacturers. Each software type has been designed for a specific purpose. The main types of commercially available software are:

- Word Processors such as Microsoft Word and Corel WordPerfect
- Spreadsheet Packages such as Microsoft Excel, Quattro Pro and Lotus
- Database Packages such as Microsoft Access, Oracle and Ingress
- Graphics Packages such as Microsoft Paint, Adobe Photoshop and Paint Shop Pro
- Desktop Publishing Packages such as Microsoft Publisher and Adobe Page Maker
- Presentation Packages such as Microsoft PowerPoint
- Web Browsing Software such as Internet Explorer and Netscape Navigator
- Accounting Packages such as MYOB and QuickBooks.

Word processing packages are designed to handle text and should be used for preparing textual documents such as letters, reports, memos and the like. The main features of the package are oriented around letters and words and include hundreds of functions for formatting these objects.

Spreadsheet packages work around numbers and formulae. They are designed to present mathematical information as either a worksheet or graph. They have within them the ability to do a range of simple and complicated mathematical functions and the ability to produce many different graphical representations of the data.

Database packages were written to replace manual filing systems. They store data in the form of databases and depending upon the package chosen the data may also be stored in tables. It is possible using such packages to produce queries, forms and reports from the stored data.

Graphic packages allow customisation of images. They provide the facilities to manipulate images and enhance and change them. The simplest of these packages, Microsoft Paint, produces bitmap images, while the more expensive packages can manipulate a range of different image types.

Desktop publishing packages provide an integration platform to produce paper-based publications such as brochures, advertising material and other business documents. These packages allow text to be imported from a word processor, spreadsheets and graphs from a spreadsheet package and pictures from graphics packages.

Presentation packages are also an integration platform, but in this instance their output is in the form of a slide show. These packages are designed to provide the visual component for presentations. They have the ability to integrate text, graphics, animation and sound into a single presentation.

Integration is also a feature of web page design. To produce sophisticated web pages does however, require a degree of programming knowledge as well as the correct editors and web design software. To use the Internet however, only requires a Web browser.

Accounting packages are being used more and more for small business accounting purposes. The introduction of MYOB and QuickBooks has seen an increase in this market with many people now keeping their accounting records on computer.

### Integrating Computing Packages

As a result of the specialization of software it has become increasingly important to integrate packages together to take full advantage of the power of each package type. For instance the best place to type in large amounts of text, whether their final destination is a brochure, newsletter or speakers notes for a presentation, is in a word processing package. Mathematical data is best typed into a spreadsheet package and list data, such as mailing label information, is best placed in a database. Once the data has been entered and formatted in the appropriate package it can then be integrated into the final package for presentation purposes.

Most of the packages currently on the market have within them the ability to read data from other common software packages. Generally all Microsoft products can read files from all packages in their software suite. In other words, Microsoft Word can read a file produced in Excel, can use a list created in Access to mail merge to a letter, can import a picture produced in Paint and so on. As well as being able to read files from their own family of software applications Microsoft can also read and understand files made by Corel for instance or images produced in Paint Shop Pro.

This transfer of data from one package to another is achieved through filter programs. The filter or conversion program reads the data in its existing format and converts it to the type of data needed for the receiving package. Most packages include a number of filters, so that their data can easily be imported and exported.

As well as these inbuilt filters, many programs provide the ability to change the format of a file so that it can more easily be imported into an application. Graphics programs commonly have this feature.



### Importing and Exporting Data using the Clipboard

The process of bringing data from one package into another package is called importing while the movement of data out of a package in the format for another package is called exporting. For instance taking a picture created in a Paint package and placing it in a Word document is referred to as **importing the image**. Taking a document created in Word and saving it as a WordPerfect file is known as **exporting to WordPerfect**.

The nature of Windows, with its ability to open a number of different applications and windows at the same time, means that it is very easy to transfer data quickly from one window's application to another using the Clipboard. The Clipboard is a storage area that can be accessed by all Windows applications.

Data is placed in the Clipboard when it is cut or copied from any one of the supporting packages. The Clipboard in recent versions can hold as many as twelve different items. In order to select the item that is to be pasted from the Clipboard a special Clipboard toolbar exists. To open the Clipboard toolbar move the mouse up to the existing toolbars in the application and choose Clipboard from the menu displayed. The following toolbar appears:



To paste items from the Clipboard click on the icon representing the item in the Clipboard toolbar. The items are placed in the toolbar in the order in which they were cut or copied. Generally images or pictures and text can be transferred easily from application to application using the Clipboard. More complicated importing and exporting requires the use of filters.

### Task 1

To maintain continuity across a number of documents it is often necessary to copy and paste a number of items from one package to another. This task familiarises the user with using the Clipboard object.

Open Word and insert a Clip Art from the Cartoons category onto the page. Place a copy of the image into the Clipboard by selecting the image and clicking the copy button. Insert a second picture from the Animals category and again copy it into the Clipboard. Do not close Word.

Open Microsoft Excel and open the Clipboard Toolbar by clicking the Right Mouse button over the existing toolbars and then selecting Clipboard. The Clipboard will appear looking similar to the following:



Paste the images from the Clipboard by clicking on the icons, as shown in the Clipboard above. Notice that the first icon represents the Cartoon picture and the second the Animal picture.

Use the tools on the Clipboard toolbar to empty the Clipboard.

..... *End of Task1* .....

### Using Filters to Transfer Data

To guarantee that data is transferred from one software package to another without conversion errors, the data needs to be passed through a filter. If spreadsheet data is to be recognized as such, it must be imported as a spreadsheet. Similarly, database data needs to be recognized as consisting of lists of data. The filter programs that are incorporated into each package guarantee that the data is correctly interpreted as it is being integrated into the current package.

Some packages have filters that are used to interpret the data as it is being imported and others have filters that can be used to change the format of the data being exported.

### Importing and Exporting Images

Images or pictures are one of the most widely transferred data on the computer. They can be obtained through scanning and digital cameras, as well as stills from a video and they are used in word-processed documents, spreadsheets, databases, desktop publishing, presentations, Internet pages and email. In fact their application is really only limited by the imagination.

There are many different types of formats used for storing graphics. These include:

- Bitmap
- Jpeg
- Tiff
- Gif

Each format stores the picture in a different way, using different codes to represent the picture. Some software packages can only read a certain type of graphic format and thus in order to use this package some form of translation must be made. This often involves taking the image into one package and saving it in another format.

### Converting Images

The extension on the file name of the image generally indicates the format of the picture. For example the .BMP extension on the image file River.bmp indicates that the file is in bitmap format, in other words the image is made up of a series of coloured pixels or bits. The file River.jpg is a jpeg file and uses jpeg formatting. Some programs can only recognise bitmap files while others read only jpeg files.

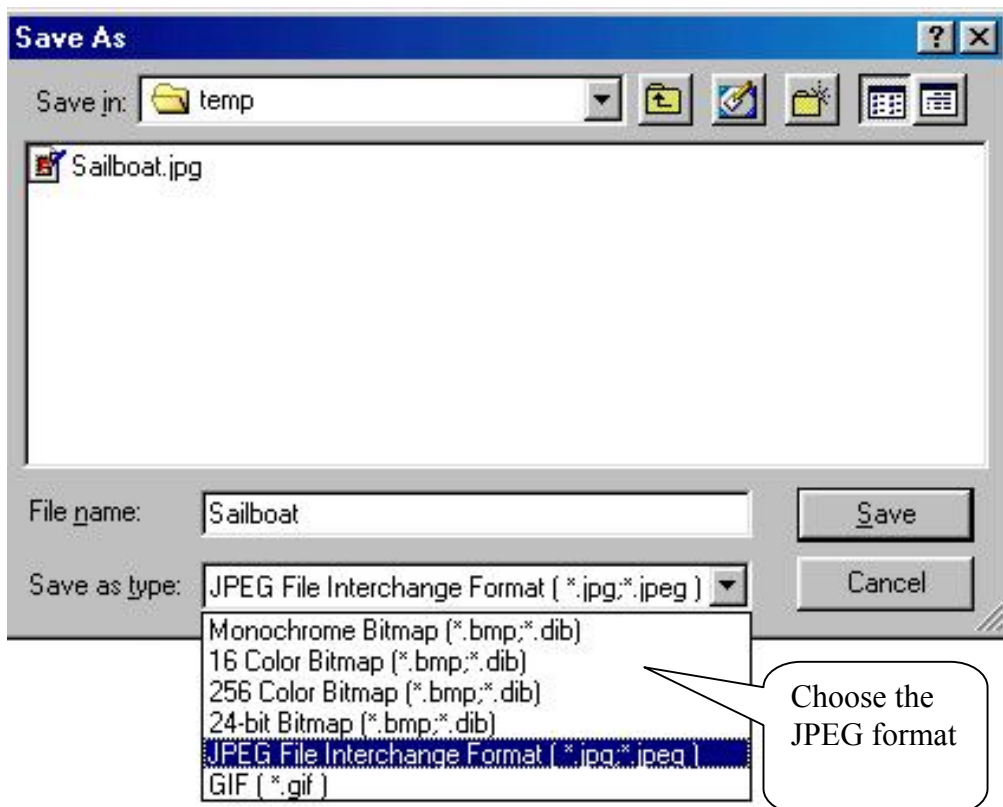
To convert from one format to another, it is often necessary to open the image in one package and resave it in a different format.

### Task 2

Microsoft Word comes with its own set of images, called Clip Art, that are stored in Microsoft Windows Metafile format. They all have the extension .wmf.

You have been asked to design a Web page for a client and you wish to use the Skiing Clip Art image on the page. Unfortunately .wmf files are unrecognised by your Web Browser and in fact many other applications cannot read this format. In order to display it on the Internet page you must convert the file to a jpeg file before displaying it. To convert the file:

- Open Microsoft Word
- Choose Insert|Picture|Clip Art
- Browse to find the skiing picture from the Sports and Leisure category of the Clip Art
- Once the picture is loaded click on it to select it
- Click on the Copy button to place a copy of the image in the Clipboard
- Open Paint using Start|Programs|Accessories|Paint
- Choose Edit|Paste to paste the image from the Clipboard
- To change the format of the picture from Bitmap to Jpeg choose File|Save As
- Use the drop-down list box beside Save as type: to determine the format for the saved file:



- Enter the name for the converted file – SKIING
- Check that the Drive and Folder are correct

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- Click the Save button.

To check that the converted file will now read on your Web browser open either Internet Explorer or Netscape Navigator and choose:

- File|Open or Open Page
- Click on the Browse Button
- Locate the converted file SKIING.JPEG
- Click on Open

The Skiing image should open correctly in the browser.

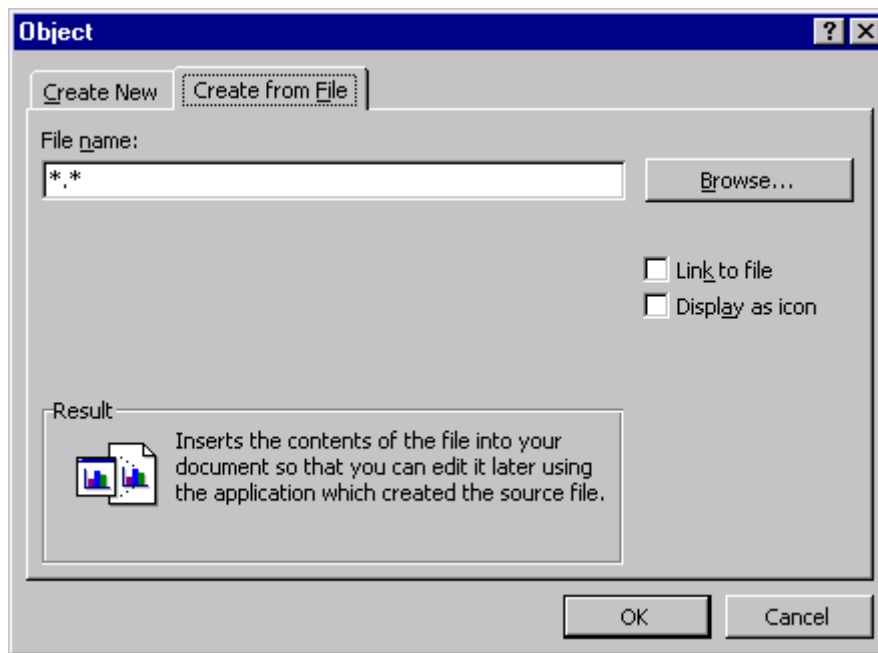
..... *End of Task 2* .....

*Integrate Commercial Computing Packages*

### Incorporating a Spreadsheet File into a Word Document

Many reports in a business require facts, figures and graphs to illustrate points. Often these are stored in a Spreadsheet package such as Excel. To incorporate a spreadsheet from Excel into a Word Document:

- Open Excel and type in the spreadsheet data. Save the spreadsheet and close the package.
- Return to Word
- Click on **Insert|Object**
- The following screen will appear. Click on the Create from File tab:



- Use the Browse button to locate the Spreadsheet file on disk
- Click on Insert
- The data will come into Word as an object.
- Centre the object or use Format Object from the menu that appears with a click of the Right Mouse button to change the layout of the object.

**Task 3**

Excel is an excellent package for mathematical work. You are typing the 1<sup>st</sup> Quarterly report for the Compu Excelent Corporation in Word. Some of the data required for the report has been saved in Excel so that it can be used in calculations and projections for the business. In this task you must take the data from Excel into Word.

Open a new workbook in Excel and type in the spreadsheet shown below. Type a single quote ahead of the headings Jan 2000, Feb 2000 and Mar 2000 to hold their formatting. Use formulae to calculate the totals. Format the sheet as shown and include commas in the numbers. When complete, save the worksheet calling it IMPORT.XLS and then close down Excel.

	A	B	C	D	E
1	<b>Compu Excelent Corporation</b>				
2	<b>Sales Report</b>				
3					
4		Jan 2000	Feb 2000	Mar 2000	1 <sup>st</sup> Quarter
5					Total
6	Series 1000				
7	Model 1010	6,000	6,500	7,000	19,500
8	Model 1011	3,500	3,690	4100	11,290
9	Model 1012	3,800	4,000	5,000	12,800
10	Model 1013	625	670	720	2,015
11	Model 1014	345	567	780	1,692
12	Model 1015	198	210	230	638
13	Model 1016	754	780	803	2,337
14	Model 1017	0	120	230	350
15	Model 1018	0	0	130	130
16	Model 1019	0	130	235	365
17	Model 1020	0	90	120	210
18	Model 1021	0	0	300	300
19					
20	Total Series 1000	15,222	16,757	19,648	

Open Word and type in the text shown in the finished Task shown over the page. Use Insert|Object to load IMPORT.XLS into the document as shown. Centre the spreadsheet when it appears on the page.

Save the document calling it TASK3. Place your name on the bottom of the document and print a copy.

**Compu Excelent Corporation**

**General Report**

**1<sup>st</sup> Quarter 2000**

We are happy to announce that during the first quarter of this year we have shown a remarkable improvement in sales. This we attribute to our new managerial staff and would like to thank them for their enthusiasm and drive.

The figures for the first three months are shown below:

**Compu Excelent Corporation**  
**Sales Report**

	Jan 2000	Feb 2000	Mar 2000	1 <sup>st</sup> Quarter Total
Series 1000				
Model 1010	6,000	6,500	7,000	19,500
Model 1011	3,500	3,690	4100	11,290
Model 1012	3,800	4,000	5,000	12,800
Model 1013	625	670	720	2,015
Model 1014	345	567	780	1,692
Model 1015	198	210	230	638
Model 1016	754	780	803	2,337
Model 1017	0	120	230	350
Model 1018	0	0	130	130
Model 1019	0	130	235	365
Model 1020	0	90	120	210
Model 1021	0	0	300	300
Total Series 1000	15,222	16,757	19,648	

(Your Name)

..... *End of Task 3* .....

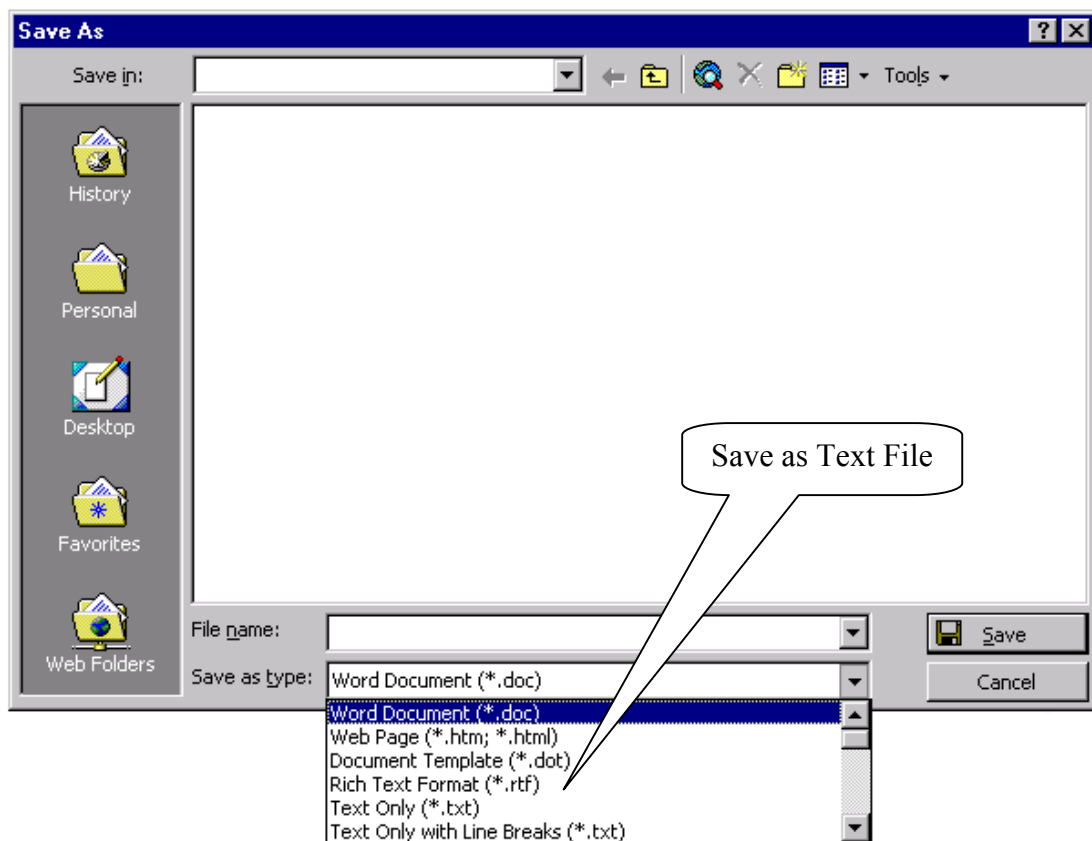


### Importing Data from a Text File into Excel

Data typed into a Word Processor can be imported into an Spreadsheet package, provided that the data is stored in text only format. This means that most of the formatting that had been applied to the document will be lost as the data is converted.

In order to move data from a Word Processor into the cells of the spreadsheet it needs to be separated in some way. If there is no separation then the data is placed into a single column, which can be very difficult to manipulate. To separate the sections of text, so that they move into different columns on the Spreadsheet, each section must be separated by either a tab or comma. This separation character is known as the delimiter.

In order to convert the data from Word format to Text only, the file is saved using the Text Only option in the Save as type drop-down list box, within the Word Save As dialog box:



As the data is imported into Excel, a Wizard will prompt for the type of delimiter that has been used to separate the data, so that Excel can determine which data belongs to which column.

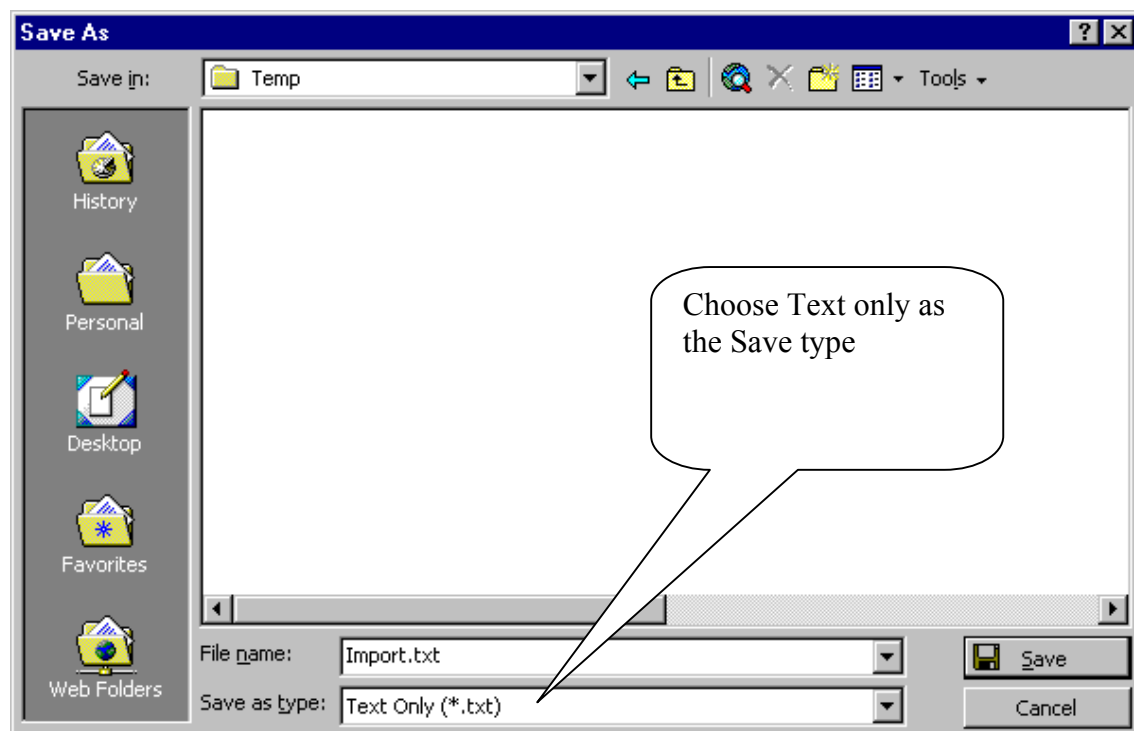
## Task 4

The recently retired typist at Properties For Rent only had knowledge of Word and couldn't use any of the other packages in the suite. Now that you have taken over the position you wish to rationalise the files and have decided to move data such as the following, to Excel where averages and other calculations can be made.

Open a WORD document and set left tabs at 4.5, 7 and 10 cms. Type in the headings for the table and then reset the tabs to a decimal tab at 4.75 cm, a right tab at 8 cm and a left tab at 10. Type in the remainder of the table, pressing tab between the columns.

Location	Rent	Bedrooms	Estate Agent
Punt Rd Richmond	\$85.00	1	Carmichael and Webb
Armadale	\$189.00	2	Thompson
Clayton	\$135.00	3	L.R. Reid
Nunawading	\$110.00	1	Ross Hunt

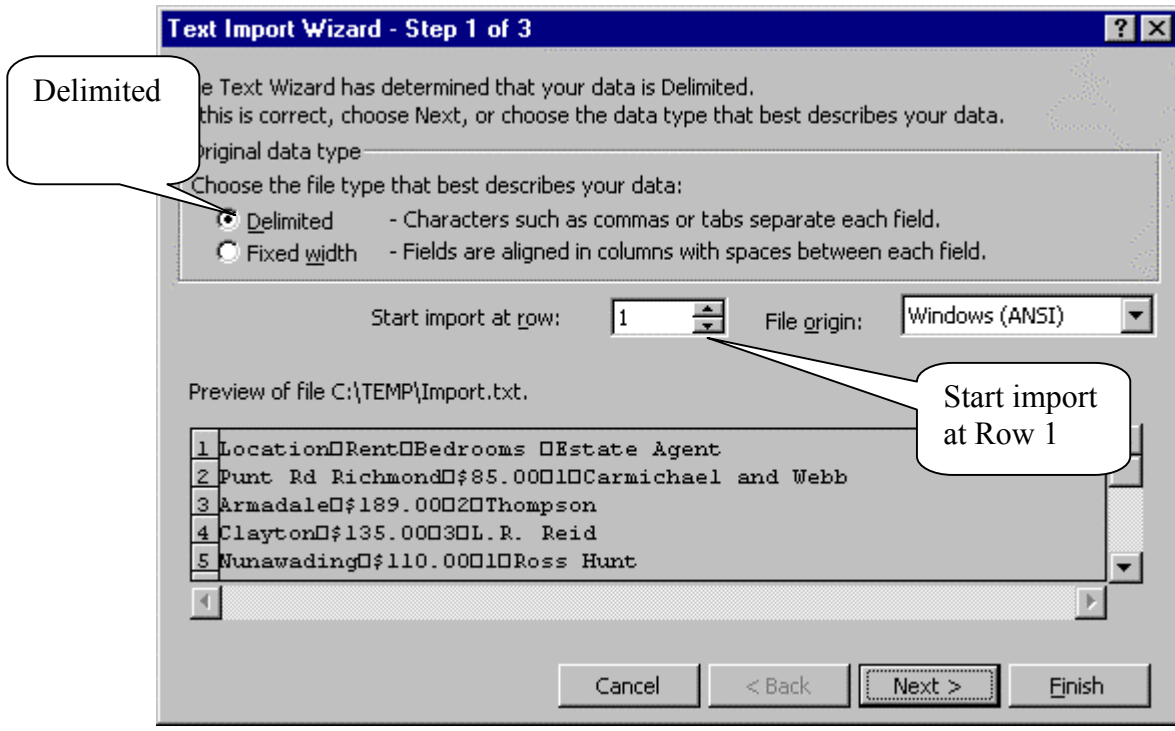
Save the document as IMPORT.TXT, choosing the file type to be TEXT ONLY:



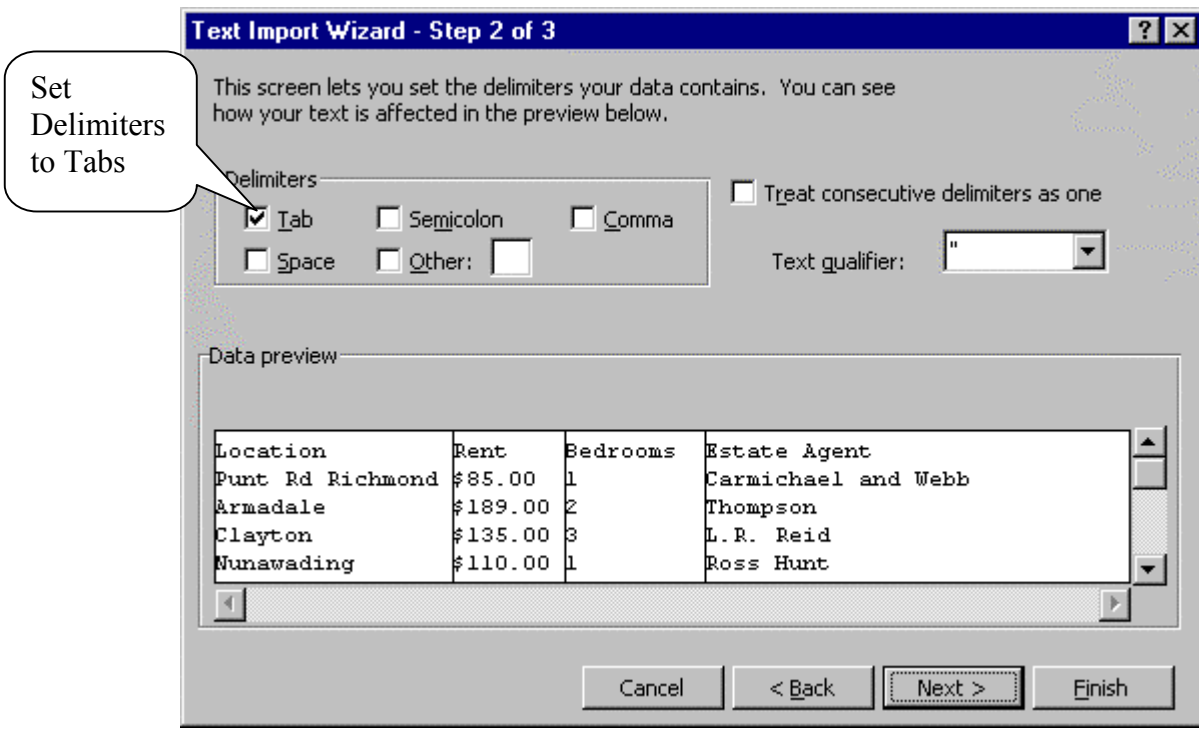
Word will prompt, that some formatting may be lost and asks whether to continue, answer Yes.

Open a new workbook in Excel and then File|Open the document IMPORT.TXT. To see the file in Excel, change the Type of File in the File|Open box to All Files. Answer the questions that follow in steps 1 to 3 as:

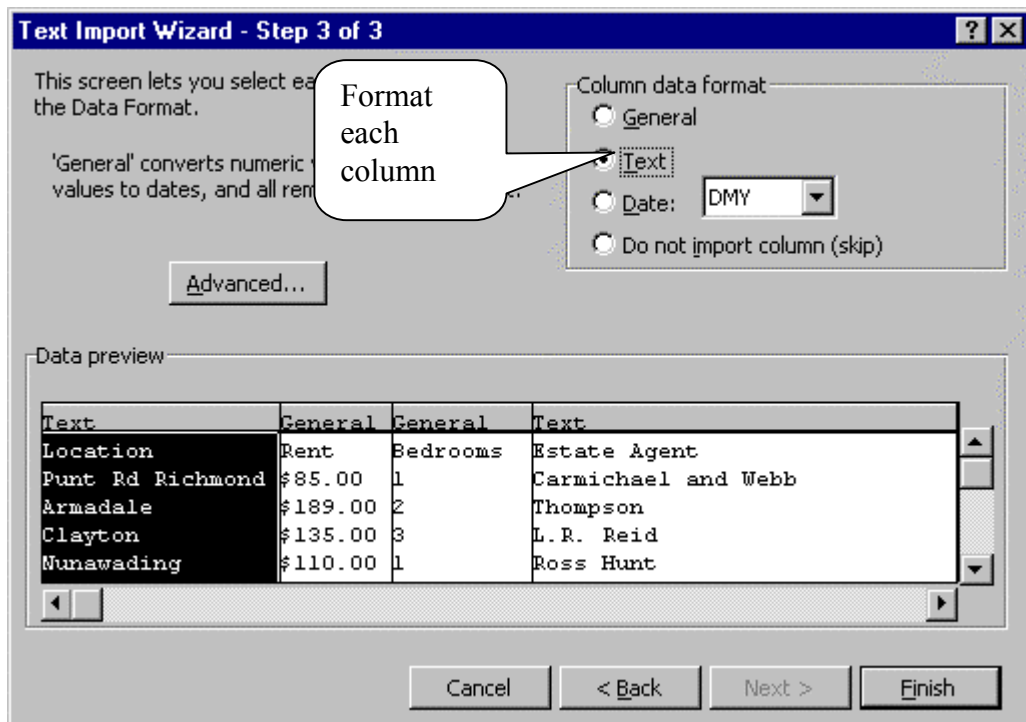
Step 1



Step 2



### Step 3



- Set columns 1 and 4 as Text
- Set columns 2 and 3 as General

Click on Finish. When the data has been imported, adjust columns as required. Enter the formula for the average rent and format the sheet as shown below.

	A	B	C	D	E
1	Location	Rent	Bedrooms	Estate Agent	
2	PuntRd Richmond	\$85.00	1	Carmichael and Webb	
3	Armadale	\$189.00	2	Thompson	
4	Clayton	\$135.00	3	L.R. Reid	
5	Nunawading	\$110.00	1	Ross Hunt	
6					
7	Average rent	\$129.75			
8					

Save the worksheet as TASK4. Place your name on the bottom of the sheet and print it.

..... End of Task 4 .....

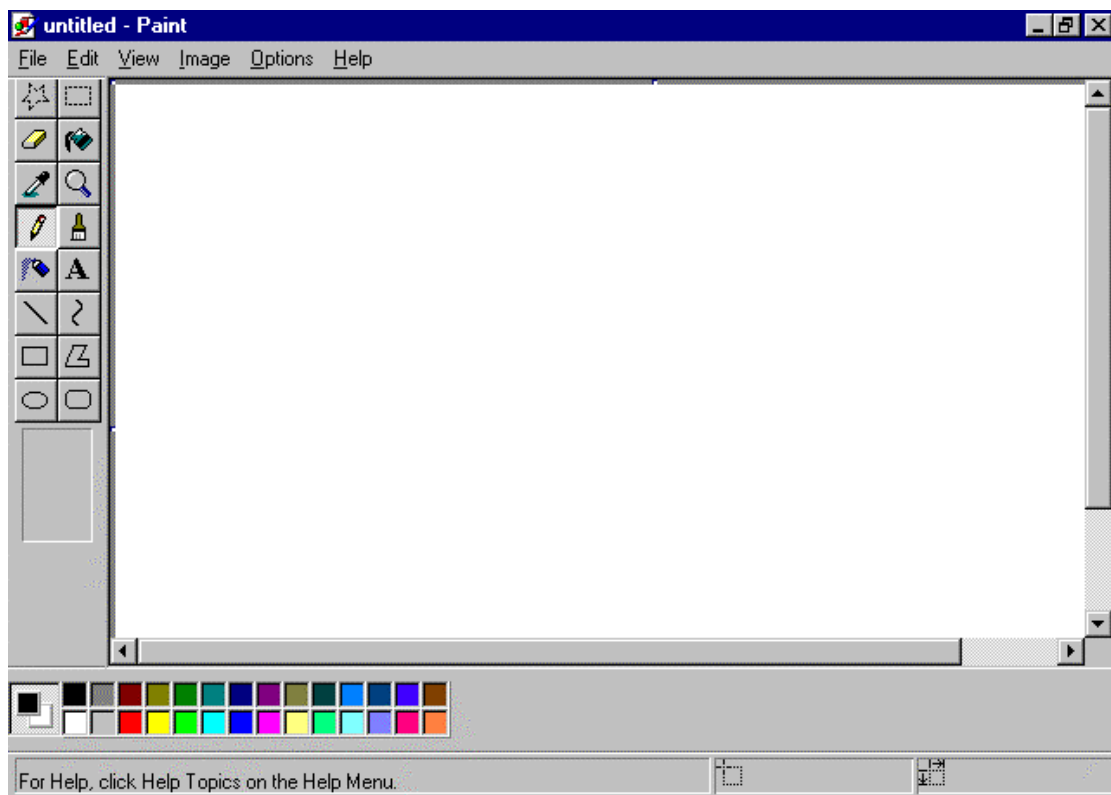
**Using  
Microsoft Paint  
to  
Create and Edit  
Images**

### Microsoft Paint

Microsoft Paint is a painting package used to create and edit bitmap images. A bitmap image consists of a series of pixels (or coloured dots) to represent the picture. To open Microsoft Paint:

- Click on **Start**
- Select **Programs**
- Select **Accessories**
- Select **Paint**

The following screen appears:



The top of the screen shows the menu for the package. The centre of the screen is the drawing palette and there are two toolbars visible – the **Tool Box** on the left of the screen and the **Colour Box** at the bottom of the screen.

The menu consists of the following options:

- File – which contains options for handling files on disk and sending information to the printer.
- Edit – which is used to cut, copy and paste objects, as well as undo mistakes and repeat operations

- View – this option is used to zoom in and out of the picture, as well as open or close various toolbars
- Image – has options for rotations, skewing and changing the look and size of pictures.
- Options – deals mainly with the colour palettes available for drawing, as well as the ability to draw opaquely.
- Help – provides menu driven assistance with Paint.

The various tools in the Tool Box are explained below:

Selects a free-form section for copy, move or edit

Erases a section of the picture

Picks up the colour from a drawing

Draws a free-form line one pixel wide

Draws using an airbrush

Draws a straight line

Draws a rectangle

Draws an ellipse



Selects a rectangular section for copy, move or edit

Fills an area with the current colour

Changes the magnification

Draws using a brush

Inserts Text into a picture

Draws a curved line

Draw a polygon

Draws a rounded rectangle

### Starting a New Drawing

Each document in Paint becomes a new drawing or bitmap image. To start a new drawing choose:

- **File**
- **New**

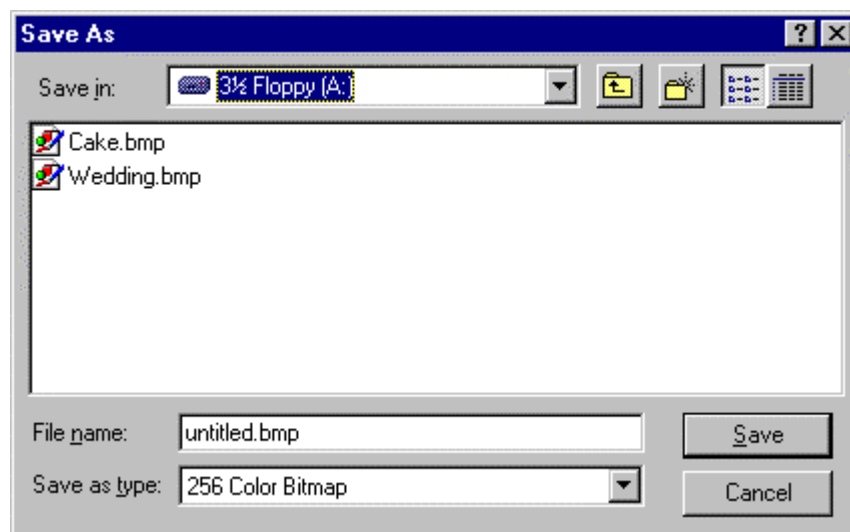
If anything has been previously drawn on the drawing palette, Paint will ask, do you wish to save the picture. Answer appropriately and a new drawing screen will appear.

### Saving a Drawing

To save a drawing choose:

- **File**
- **Save**

The following dialog box will appear:



- Check that the drive is correct
- Enter the name for the drawing in the File name text box
- Choose the type of file format from the drop-down list box beside Save as type
- Click on Save

Notice that all Paint files have the extension .bmp, which stands for Bitmap or in the latest versions .jpg which is a JPEG file format.

It is also important to realise that the full screen will be saved including the white rectangle that was displayed as the drawing screen. Later an explanation will be given on how to save a section of a drawing as a new file.



### Undoing a Mistake

Since the pictures produced with Paint are bitmaps it is very difficult to select an object and remove it. It is possible to select a part of the bitmap image and remove it. Once an object is drawn it is no longer an entity such as a rectangle or circle, but a series of dots on the screen. To undo a mistake:

- As soon as the error occurs
- Choose **Edit | Undo** from the menu

Each successive Edit | Undo will undo the previous action. It is possible to undo the last three operations in this manner.

### The Crosshair

The cursor in most drawing packages changes to what is called a crosshair when certain operations are performed. The crosshair is useful for lining up objects in a drawing. The centre of the crosshair is the position where drawing will begin.



### Using the Drawing Tools

As described earlier, Paint has a number of drawing tools in the Tool Box. Using these tools it is possible to draw lines, arcs, ellipse, rectangles and polygons. In simplistic terms drawing any drawing object requires the appropriate tool to be selected from the Tool Box. The mouse is then pressed where the object is to begin and then held and moved while the object draws. It is then released when the object is complete.

### Changing the Width of Lines

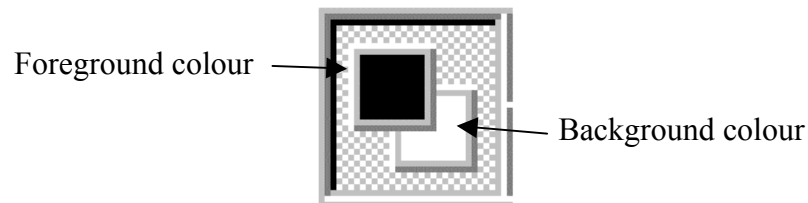
When the line or arc tool is chosen from the Tool Box the following menu of line widths appears at the bottom of the Box:



To change the width of the line click on one of the widths displayed.

### Changing the Colour of Foreground and Background.

The Colour Box shows the colour of both the foreground and background, as shown below:



To change the foreground colour click on any of the colours in the colour palette with the left mouse button. To change the background colour click on colours in the palette with the right mouse button.

### Drawing in foreground and background Colours

To draw an object using the foreground colour hold the left mouse button down as the object is drawn. To draw using the background colour hold the right mouse button down while drawing.

### Drawing a Straight Line, Circle or Square

To draw any of these objects:

- Click on the line, ellipse or rectangle tool from the Tool Box
- Hold the SHIFT key down
- Draw the required shape.

Using the SHIFT key, the object is constrained to a horizontal or vertical line, circle or square.

### To Draw an Arc

Click on the arc tool in the Tool box. Draw a straight line the length of the arc. Click the mouse on the line where the arc is required and drag the mouse to curve the line. If a second curve is required repeat the process. No more than two curves can be placed in any arc. Double click the mouse to complete the arc.

### Drawing a Polygon

A polygon is a figure with three or more sides. To draw a polygon:

- Click on the Polygon tool in the Tool Box
- Hold the left mouse button down while drawing the first line of the polygon
- Click the mouse at the corner of the next line of the polygon
- Continue to click the mouse to add additional lines to the figure
- To complete the figure and close it double click the mouse

To fill the polygon with colour:

- Select the Polygon tool from the Tool Box
- Use the Right Mouse Button to choose a colour from the colour palette
- Draw the Polygon as explained above
- The Polygon will fill on the double click to close the figure.

### Importing Paint Drawings into Other Packages

There are two methods for importing Paint drawings into other packages. If the package is a Windows package then to import the drawing:

- Lasso the drawing
- Choose **Edit | Copy** from the menu

Move to the other package and choose

- **Edit | Paste**

If the other package is not a Window's package or the drawing is to be saved on disk and imported at a later date, then either save the whole picture or section of picture to disk as explained earlier.

To import the picture in Word choose

- Insert
- Picture
- From File

Locate the file from the drive and/or folder and then click on OK

A similar method for importing pictures from file is available in most Windows applications.

**Task 5**

Your new position at Graphics Plus, a small printing business, requires you to know how to produce and modify simple graphics for business documents. To begin the process you decide to learn to use the Paint program that comes with Windows.

Open a new drawing in Paint. Using the drawing tools, the Colour Palette and your imagination create an image that uses arcs, lines, circles and squares. The objects must have different width lines and include both outline only and filled shapes.

When complete, print a copy of your picture. Save the picture as MASTERPIECE.BMP and then a second time as MASTERPIECE.JPG.

Open WORD and insert your JPEG file into a blank document.

..... *End of Task 5* .....

### Using the Colour Tools from the Tool Box

Once an image has been drawn it is possible to add colour to various parts of the picture using the Fill, Brush and Airbrush tools.

#### Using the Fill Tool

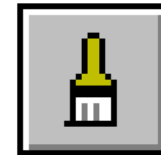


To fill an object with colour:

- Select the fill tool
- Choose a colour from the Colour Palette
- Click inside the object

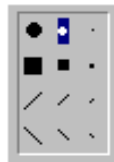
If the colour fills outside the object use Edit|Undo to remove the colour, zoom the picture to find the break in the line and then close the break using the Pencil tool.

#### Using the Brush Tool



To choose a shape for the brush before painting:

- Click on the Brush tool in the Tool Box
- Choose the shape of the brush from the menu displayed under the Tool Box:



- Choose a colour from the Palette
- Hold the mouse as the brush is moved over the picture.

#### Using the Airbrush Tool



To draw with the Airbrush:

- Select the Airbrush tool
- Change the size of the spray and the spray colour in the same way as the Brush is altered
- Drag the mouse to airbrush onto the picture.

**Task 6**

Open a new picture in Paint. Use the Brush tool to write your name in Fancy lettering. The example shown below uses the first brush type in the third row of options but you may use any of the brush types. Change the colour of your name using the Fill tool.



My Name

Place a border around your name and save the picture as NAME.BMP. Use the clipboard to make a copy of your image in Word.

..... *End of Task 6* .....

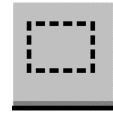
### Copying and Pasting Objects

To copy an object, lasso the object using either the free-form select tool



or

Rectangle select tool positioned at the top of the Tool Box.



Choose:

- Edit | Copy from the menu
- Then Edit | Paste
- While the object is still selected move it to its new location

### Zooming the Drawing

In order to change individual pixels in the picture it is necessary to make the picture much larger and work on a small part of the drawing at a time. To zoom the picture choose:

- **View**
- **Zoom**
- **Large Size**

Or press CTRL PgDn

The picture will magnify and two scroll bars along the edge of the drawing palette will scroll the screen so that all sections of the picture can be viewed.

To return to normal mode choose:

- **View**
- **Zoom**
- **Normal Size**

In order to see where the Zoomed section fits into the whole image a thumbnail can be displayed. To see the thumbnail choose:

- **View**
- **Zoom**
- **Show Thumbnail**

A small window similar to the following will appear on the screen:



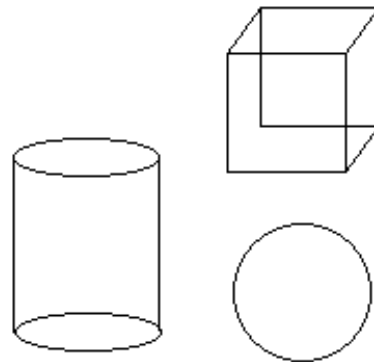


As the scroll bars are moved the thumbnail will show the image in miniature.

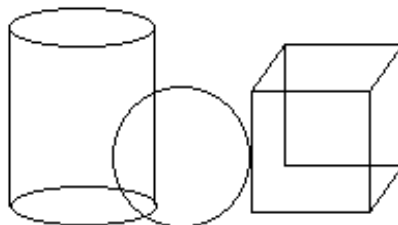
**Task 7**

The local Kindergarten has come to Graphics Plus and asked you to design a simple poster for the children to learn about solid figures. You have come up with this design for a cylinder, sphere and cube.

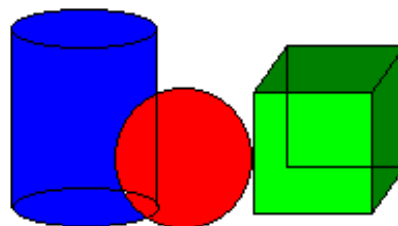
Open a new drawing in Paint and draw the following three shapes. Begin the drawing by making the outside shapes of each figure:



Next move the shapes so they overlap as shown. To move each figure, lasso the shape, then place the mouse in the middle of the object, hold the left mouse button down while dragging the figure to its correct location:



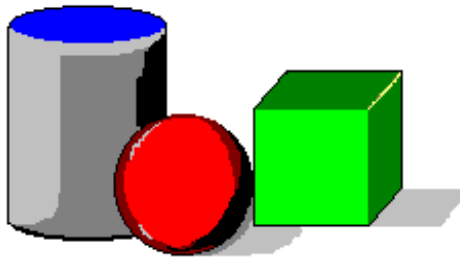
Using the Fill tool from the Tool Box and the Colour box, colour the cylinder blue, the sphere red and the cube green.



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Using the Zoom feature of the package and the various tools, shade the three objects to give them depth. Also remove any unnecessary lines from each object:



Save the picture calling it SHAPES.BMP. Open a new document in Word and using Insert|Picture|From File place the image into the document. Print a copy of your Word document.

..... *End of Task 7* .....

### Adding Text to a Drawing

The A-tool is used to add text to a drawing. Again it is better if the text is placed away from the drawing and then positioned afterwards. To add text to a drawing:

- Click on the A-tool in the Tool Box
- Drag out a rectangle to hold the text
- The following toolbar appears:



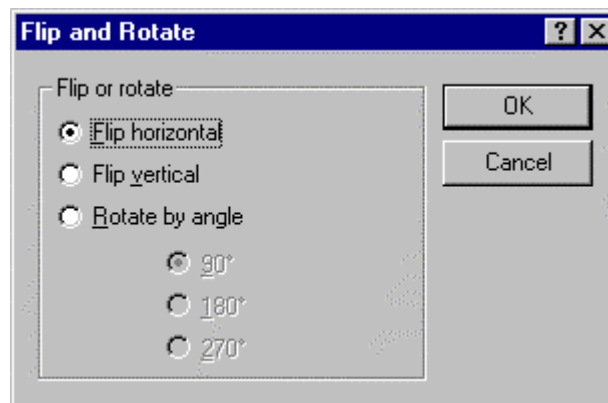
- Choose the correct font, size and format for the text
- Type the text into the text box

Lasso the text and move it to its correct location.

### Flipping and Rotating Drawing Objects

Elements of a drawing can be flipped either horizontally or vertically or they can be rotated 90°, 180° or 270°. To flip or rotate an object:

- Lasso the object
- Choose Image | Flip/Rotate from the menu
- The following dialog box will appear:

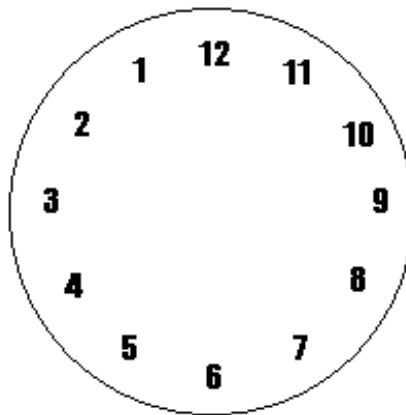


- Click on either Flip horizontal or Flip vertical to flip the object or Rotate by angle to choose the angle of rotation.
- Click on OK

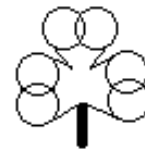
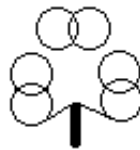
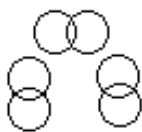
**Task 8**

You have been presented with the following poster to produce for a local gift shop. They intend to produce the poster on heavy card and laminate them

Open a new drawing in Paint. Draw the following clock. Start by drawing a circle (holding the Shift key down while drawing produces circles instead of ellipses) and then add a separate text box for each of the figures on the clock. The numbers are written using Impact 12 point bolded text. Write the numbers outside the circle, lasso and move into position.



The Shamrock in the centre of the clock is drawn using 6 circles and a number of lines. Draw all objects in deep green. The stages for drawing the Shamrock are shown below:



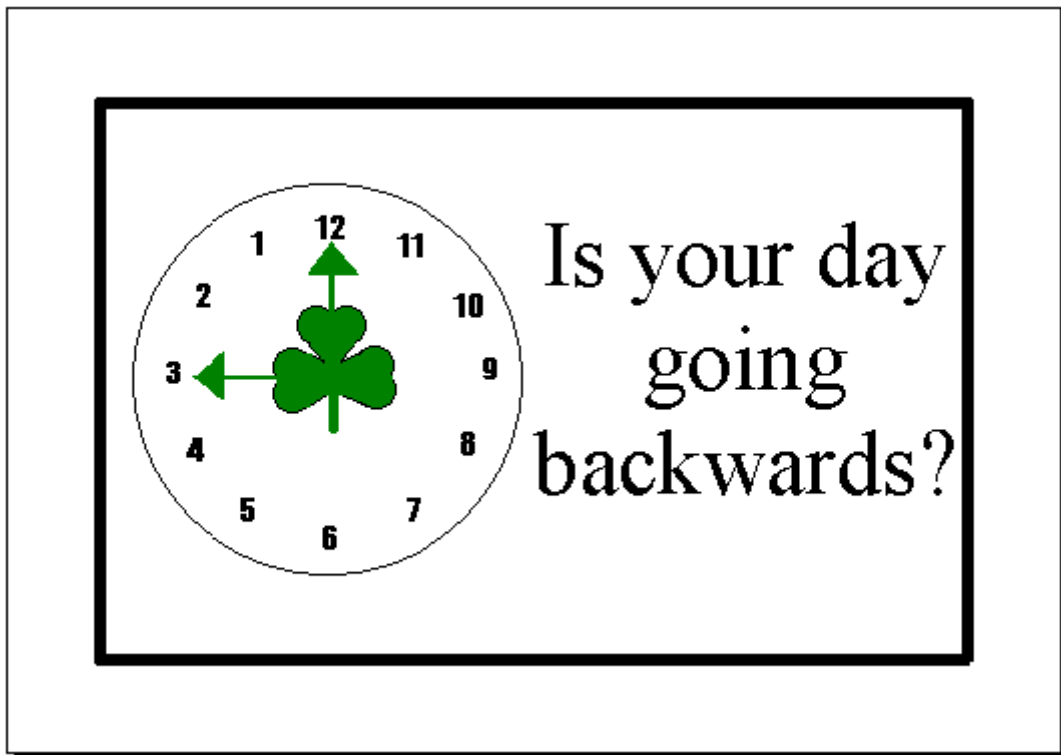
Fill all the shapes in the drawing to produce the Shamrock shown below:



Add the hands to the clock to produce the completed drawing shown over the page:



Save the drawing calling it CLOCK.BMP. Open Microsoft Publisher and using your drawing produce the following page:



..... *End of Task 8* .....

**Task 9**

The British Soccer club has heard of your expertise in Paint and has commissioned Graphics Plus to produce their letterhead for them. Open a new picture in Paint and create the following letterhead for them. To create the letterhead:

- Type in a B using Times New Roman 72 point bolded text
- Copy the B and paste a second letter on the picture
- Move beside the first B and flip as shown.
- Colour the flipped letter grey
- Next type in an S using Times New Roman 72 point bolded text
- Copy the letter and flip as shown
- Colour the flipped letter grey

Enter British Soccer using 36 point Times New Roman text and position as shown. Draw a circle around the Logo:



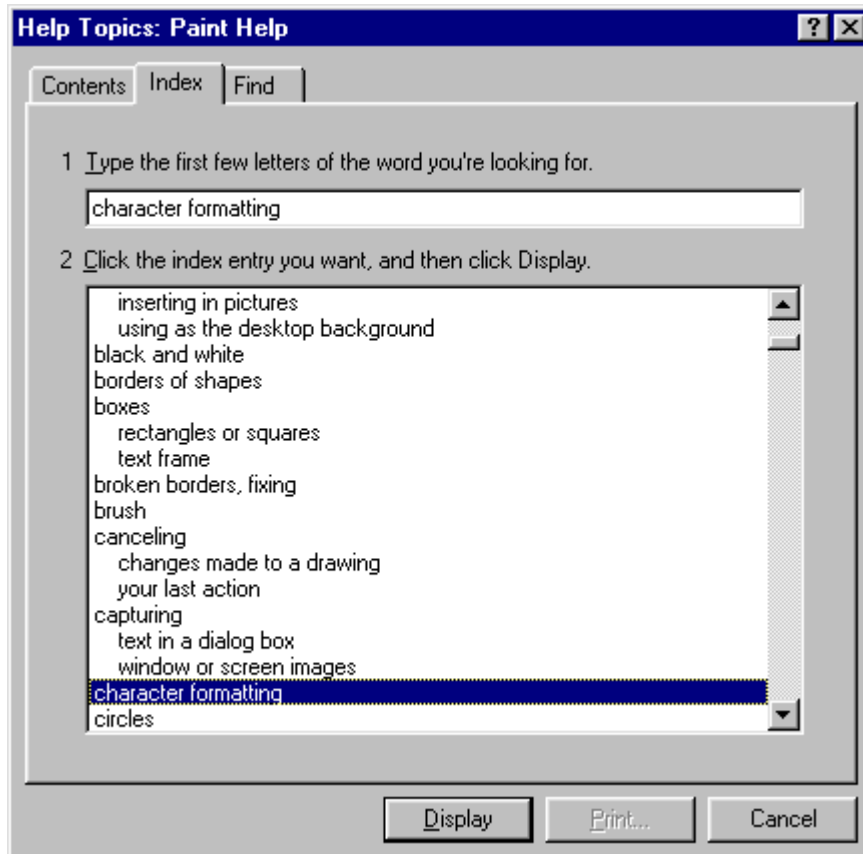
Save the image as SOCCER.BMP and create one piece of letter headed paper in Word.

..... *End of Task 9* .....

### Using On-Line Help

On-line help is provided in Paint to assist with the use of the package. To gain help on a topic choose:

- Help from the menu
- Help Topics
- Click on the Index tab to bring up the following dialog box:



- Enter the topic for which help is required in the box labeled 1
- A list of help topics appears in the area labeled 2
- Select the exact topic from 2 and click on Display.



**Task 10**

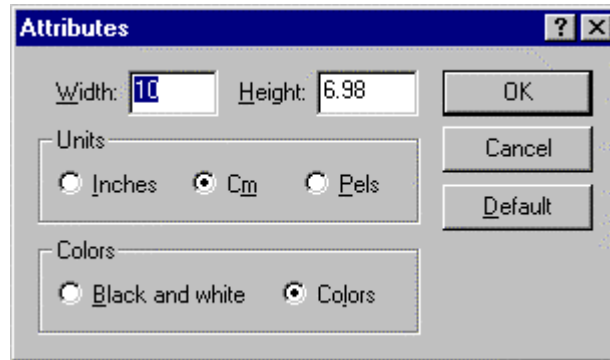
Your supervisor at Graphics Plus wishes you to design a background image for the desktop of the computers in the business. Use help to find out how to use a picture as the Desktop background. Open a new picture in paint and draw a new image. Using the details in Help, create a background from your picture. First tile the image on the background and then place it in the middle of the screen.

..... *End of Task 10* .....

## Setting the Size of the Drawing Screen

The Drawing Screen in Paint can be sized by:

- Choosing Image | Attributes
- The following dialog box appears:

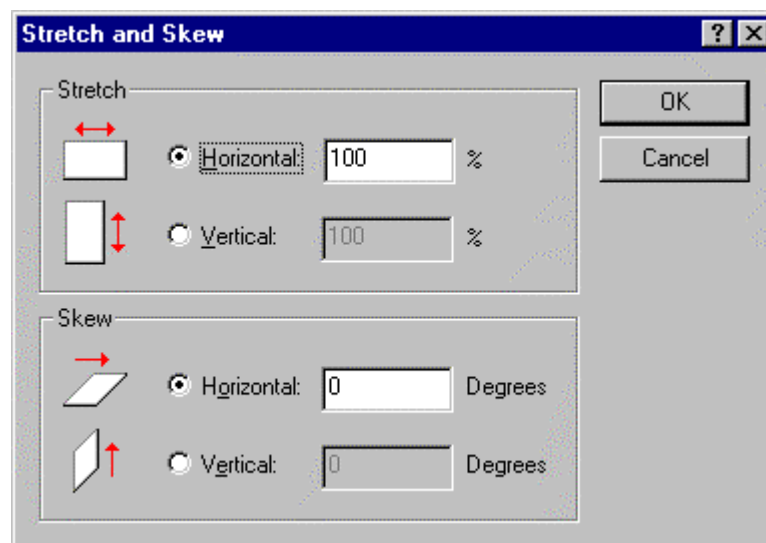


- Change the units of measurement as required
- Enter the width and height of the drawing screen
- Click on OK

## Stretching and Skewing Objects in a Drawing

Any object in Paint can be either stretched horizontally by a certain percentage or stretched vertically by a certain percentage. Also it is possible to skew an object horizontally or vertically by a set number of degrees. To stretch or skew an object:

- Lasso the object
- Choose Image | Stretch/Skew
- The following dialog box appears



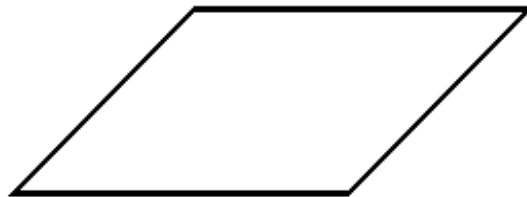
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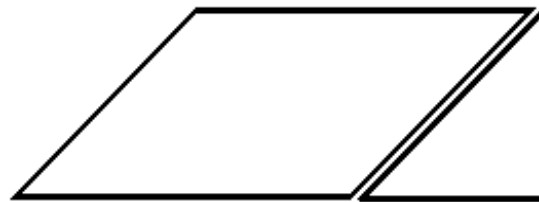
- Enter either the percentage for stretching or the number of degrees for skewing
- Press OK

**Task 11**

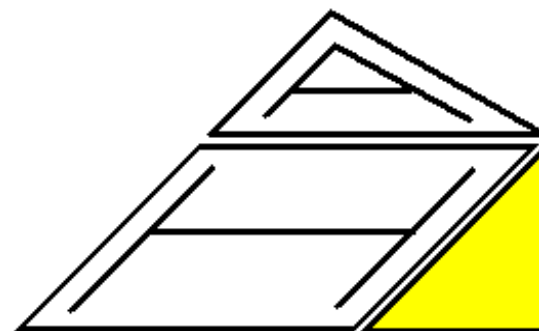
This task requires you to create the following logo for the Animal House Veterinary Clinic. Create a new drawing in Paint. Change the drawing screen to 10cm wide and 7 cm high. Draw a rectangle in the middle of the screen. Lasso the Rectangle and Skew the object 45 degrees horizontally:



Draw a triangle along the edge of the Parallelogram as shown below:



Add the following triangles and lines to the Logo, then add the text underneath using Helvetica 12 point bolded font:



**Animal House Veterinary Centre**

Save the picture as LOGO.BMP and print a copy.

..... *End of Task 11* .....

### **Edit a Clip Art Object in Paint**

Often an image in a Clip Art gallery is not exactly what may be required. Since these images are not in Bitmap form they cannot be directly opened by Paint. In order to edit such images through a Paint package, they must be placed in the clipboard and pasted into the Paint package. Once in Paint, the tools in the Toolbox can be used to alter the picture appropriately.

A similar method can be used for most objects that can be placed in the Clipboard. This can include both images and text. The text of course will come into Paint as a bitmap image and no longer be text. If the object is saved, then it will be placed on the disk as a bitmap image. If it is copied and pasted using the Clipboard, irrespective of the type of image it was when placed into the Clipboard, it will be pasted into Paint as a bitmap image.

**Task 12**

Now that you have developed skills in using Paint your skills are going to be used to customise images that exist only in Word. Open Paint and Microsoft Word. In Word place the Clip Art image of the butterfly shown below onto a page and resize so that it is a reasonable size:



Place a copy of the image into the Clipboard using Edit|Copy.

Return to Paint and paste the image onto a new screen. Immediately move the image into the middle of the screen. Using the Fill tool from the Toolbox and zoom where necessary, change the colour of the butterfly's wings and the colour of the background. Lasso the image and copy and paste it back into Word beside the original image:



..... *End of Task 12* .....

### Creating an Image of the Screen

Most instruction manuals require pictures to explain key operations. With computer manuals, many of these are in fact pictures of sections of the screen. Paint is an excellent package for both capturing and customising such screen images.

To capture the full image of the screen:

- Display the image to capture in the visible window
- Press the Print Screen button usually located near the top right of the keyboard. This places the screen image in the clipboard
- Return to Paint
- Choose Edit|Paste
- If the image is large, Paint will ask do you wish to enlarge the bitmap, answer Yes.

The Image will appear. Using the Lasso tool it is possible to select sections of the object and cut and paste these again into other packages.

To capture only the current Dialog Box:

- Display the dialog box on the screen
- Press ALT+ PRINT SCREEN

Only the image of the dialog box will be placed into the Clipboard.

### Removing Unnecessary White Space from around an Image

When a Picture is saved, the entire drawing screen is saved. This is not always desirable and so Paint has within it the ability to select a section of a picture and save it to a separate file. To save a section of a picture:

- Lasso the section of the picture to save
- Choose Edit|Copy to from the menu
- A Copy To dialog box will appear
- Edit the save name and check drives and folders in a similar way to a normal save
- Click on Save

## Task 13

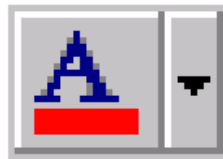
You have gained a new position working for Microsoft. They have employed you to type their training manuals. In order to explain how to use Word the Training Manual has a number of screen dumps. In this task you will get images of certain tools on the Toolbar, to use in the section of the manual concerning changing the colour of text in Word.

Using the Drawing Toolbar in Word capture an image of the Font Colour tool from this Toolbar and save just the tool itself in a file called FONT.BMP. Next capture an image of the option box which opens when the down arrow beside the tool is clicked. Save this image as OPTIONS.BMP.

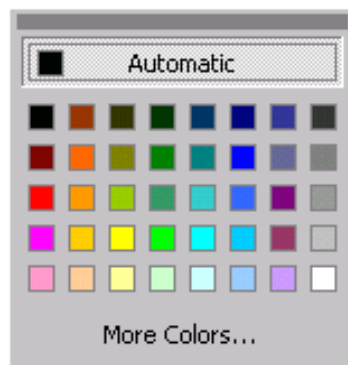
Place both objects in a new Word document and add the text shown below. Save the document as SCREENS.DOC then print the document:

### FONT COLOUR IN MICROSOFT WORD 97

Font Tool



Option Screen



..... *End of Task 13* .....



**Using  
PowerPoint  
to  
Integrate  
Computing  
Packages**

### PowerPoint

PowerPoint is a slide presentation package. It produces slides which complement oral presentations. More and more people are using projector panels to project computer output onto an overhead screen. Using PowerPoint, a sophisticated set of slides can be produced to accompany any business presentation.

In addition to producing the slides, PowerPoint can also be used to produce notes for the presenter, showing a miniature of each slide, with points for the presenter under each slide. As well there is a facility to produce handout materials showing each slide in miniature. Since PowerPoint has been manufactured by Microsoft it also has the ability to transfer the slide show and notes quickly and easily to Word, thus allowing the editing capabilities of Word to be used to format the notes before handing to clients.

### Design Features of Effective Business Slides

In order to produce presentations for effectively communicating to an audience, it is important that the target audience is known. Audiences vary from one presentation to another and before designing a presentation the composition of the audience must be taken into consideration. Always prepare the presentation with the audience in mind.

When using a slide show it is important that the content of the presentation is not lost in a maze of special effects. If a particular point is to be emphasised then make it appear on the slide from a different direction to the rest of the points. The change will focus the audience back to what you are saying.

The same is true of animation and sound. While a burst of sound may enhance a presentation, frequent use tends to draw attention away from the point of the presentation. A good philosophy to follow in designing a presentation is, moderation in all things.

Similarly, too much text on a slide can also detract from the presentation. If there are too many points on one slide, try redesigning the presentation, breaking the points up over two or three slides. In this way the font size can be enlarged to make the slides easier to read.

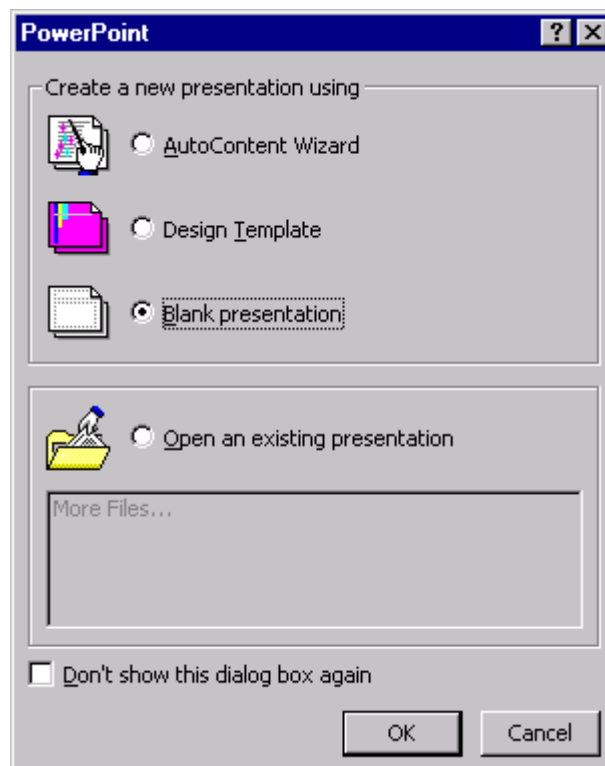
The pace of the presentation also needs to be considered. If the presentation is rushed the audience can become overwhelmed. If it is too slow they may tend to lose concentration and fall asleep! PowerPoint has a rehearsal feature that allows the pace of the presentation to be tested.

### Opening Microsoft PowerPoint

To open PowerPoint click on the PowerPoint Icon in the Windows display or choose:

- Start
- Programs
- Microsoft PowerPoint

PowerPoint will open, displaying the following screen.



Using this dialog box it is possible to open an existing presentation or a new blank presentation.

### Opening an Existing Presentation

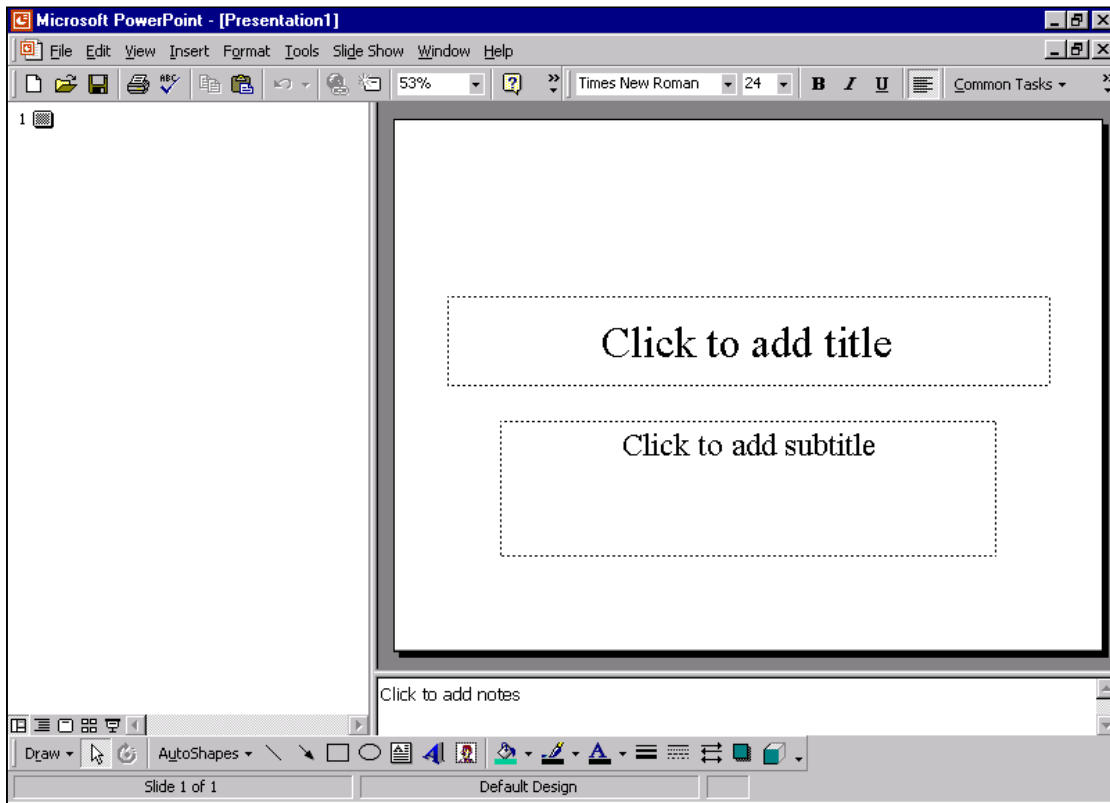
To open an existing presentation:

- Click on the **Open an existing presentation** option button in the dialog box shown above
- Look through the list of available presentations displayed in the list box shown. If the file is visible, double click on its name to open it.
- If the file doesn't exist double click on **More Files...**
- A File Open dialog box will appear
- Select the presentation file and then click on Open.

## Opening a New Presentation

To create a new presentation:

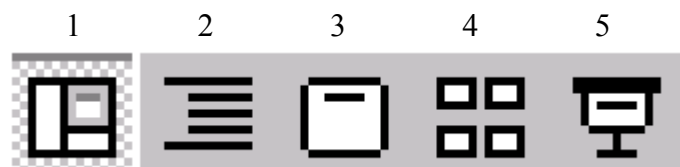
- Click on the Blank presentation option button
- Click on OK. The following screen appears:



## The PowerPoint Screen

Once a presentation has opened, PowerPoint's menus and toolbars appear. The new slide is shown on the right of the screen, with a menu bar on the top of the screen, as well as Standard and Formatting toolbars shown beside each other. The outline view of the slide is shown to the left of the slide and the notes for the slide underneath. The drawing toolbar is displayed at the bottom of the screen above the Task Bar.

To the left of the horizontal scroll bar, under the outline view, is a special set of buttons for changing the view of the presentation. These buttons have the following functions:



Button 1 – This is the default option and shows a single slide in normal view with the outline view on the left hand side of the screen.

- Button 2 – Shows the slide in outline view – with a miniature of each slide and with the text shown on the slide. The text for each slide is shown down the page, so that it can be checked for continuity from slide to slide.
- Button 3 – Shows the slide in slide view. This is the best view to work in when designing each slide.
- Button 4 – This is the Slide sorter button. It shows all slides in miniature in the order in which they will appear when run. This view is used to organise the slide show. The slides can be moved from one position to another, deleted, copied etc in this view.
- Button 5 – This button runs the slide show. The slide show will run from whichever slide is currently selected to the end. Once the show is running, the presentation can be halted, by pressing the **Esc** key.

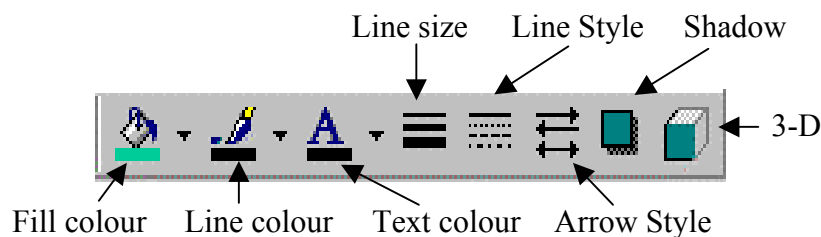
### The PowerPoint Drawing Toolbar

The following drawing toolbar is displayed at the bottom of the PowerPoint screen:



Using the various tools, it is possible to add detail to each slide. The rectangle and ellipse tools are used to draw rectangles and ellipses but can also draw squares and circles. If the SHIFT key is held while the object is created only squares or circles are drawn.

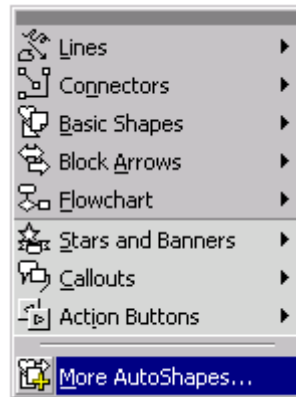
The tools in the last panel of the toolbar are used to customise the object drawn. The following explains these tools and their function:



Before using any of these tools it is important to select the object and then select the appropriate tool.

### AutoShapes

Clicking on the AutoShapes button on the drawing toolbar brings up the following menu:



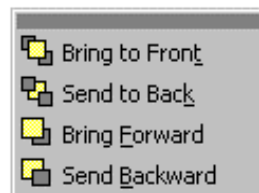
Each option on the menu brings up a display of drawing shapes. By clicking on a tool, then drawing on the slide, various shapes can be added to the slide show. Once the shape has been drawn on the slide, it is possible to add text to the shape by simply typing in the text.

### Arranging Drawing Objects

Once various shapes have been added to a slide it is often necessary to reorganise the order in which the objects are layered. Normally the objects are placed on top of each other in the reverse order from that which they were drawn. In other words the last object drawn is the top object in the group. Sometimes an object in a higher layer obscures an object in a lower layer.

To change the order of objects:

- Select the object
- Click on Draw|Order
- The following menu appears:



- Select the appropriate option from the menu

It may take a number of tries before the correct order is achieved.

### Copying and Pasting Objects

In order to ensure that various objects are the same, it is often better to copy and paste the objects than to try and draw two objects the same size and shape. The copy and paste tools on the toolbar can be used to copy objects:



Copy

Paste

### Moving Objects on a Slide

There is an underlying grid on each slide to help align objects. It is however, often necessary to move objects in smaller increments than the grid size. To turn off the snap to grid facility hold down the ALT key while moving objects and they will freely move to any position on the slide.

### Grouping Objects

When an object is drawn using a combination of shapes and lines it is often desirable to group the items into a single object. This object can then easily be moved on the slide or copied and pasted. To group a set of objects:

- Select the first item in the group
- Hold the SHIFT key and select all other items in the group (they will all have their handles visible)

OR

- Click on the Select tool on the Drawing toolbar
- Lasso all the items that are to be grouped
- Select Draw from the Drawing Toolbar
- Select Group

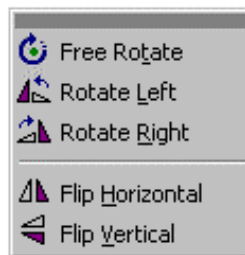


A single set of handles will now surround the object. If the object needs to be ungrouped in order to make alterations, firstly select the object, then choose Draw|Ungroup from the drawing toolbar.

### Rotating and Flipping Drawing Objects

Often copying is not sufficient to reproduce objects, they also need to be flipped or rotated. To flip an object means to make a mirror image of it. To flip or rotate an object:

- Select the object
- Click on Draw on the Drawing Toolbar
- Select Rotate or Flip
- The following menu appears:



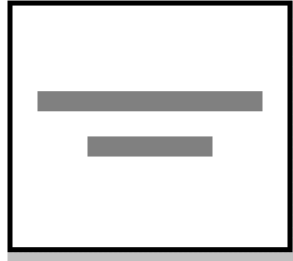
The first three options allow the object to be rotated, the last two flip the object either vertically or horizontally.



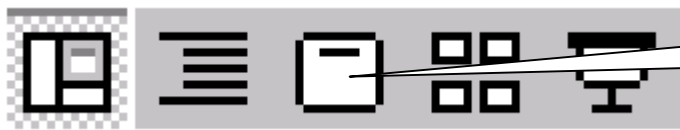
**Task 14**

Working for an Advertising company requires you to produce professional presentations for clients. The presentation produced in this and following tasks advertises a local circus.

Open a new presentation in PowerPoint. The first slide will appear with what is called a Title Slide layout:

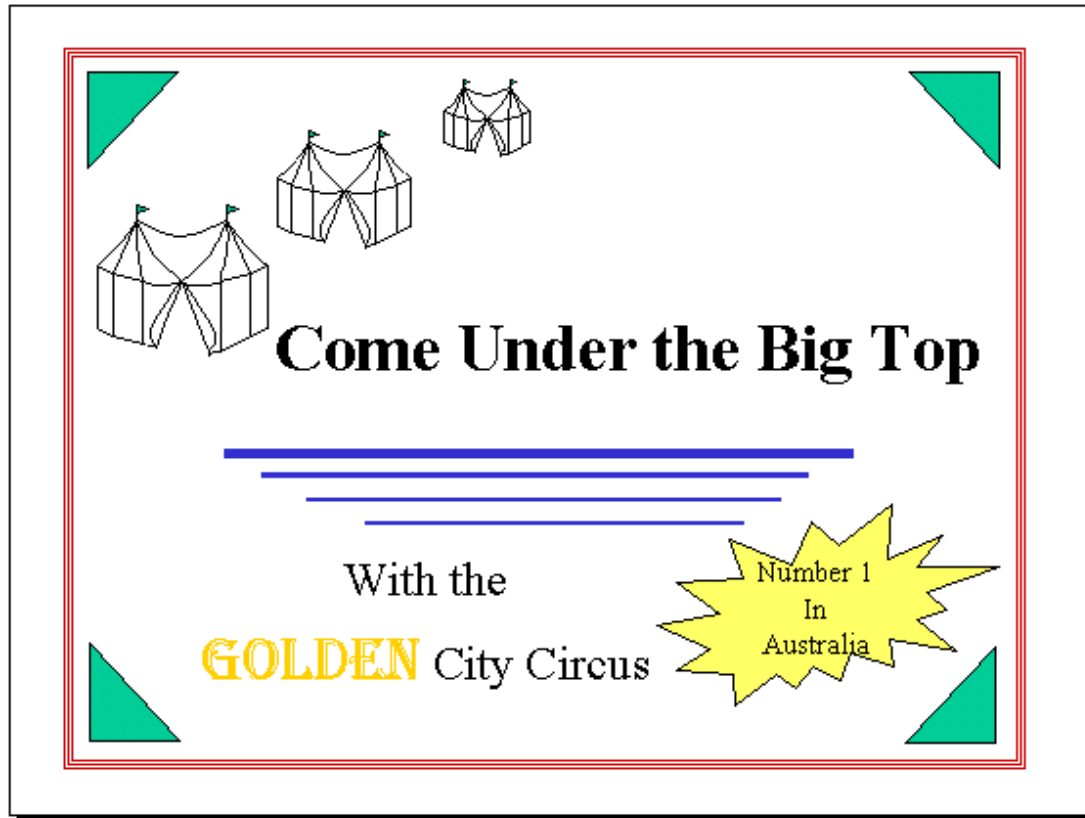


Change the view of the presentation to Slide view by pressing the third button on the View toolbar:



Click here to change to Slide view

Create the slide shown below. The instructions for the slide are found over the page:



**Instructions:**

1. Type in the Title for the presentation and change the text to bold. Move the Title to the right side of the slide.
2. Type the subtitle in and move it to the bottom left of the slide. Select the word Golden and make its font Algerian 40 point. Change the colour of the word Golden to Gold.
3. Separate the titles so that the lines will fit between them. Draw each line decreasing the size of the lines towards the subheading. The lines are 6 point, 4½, 3 and 2¼. Change the colour of the lines to blue.
4. Draw a rectangle around the slide. Change the line style to

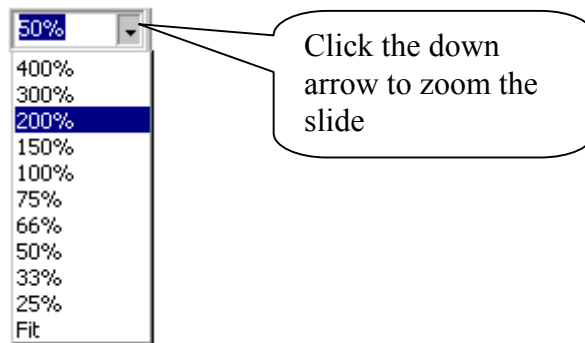


Change the colour of the line to a rust colour and remove the fill.

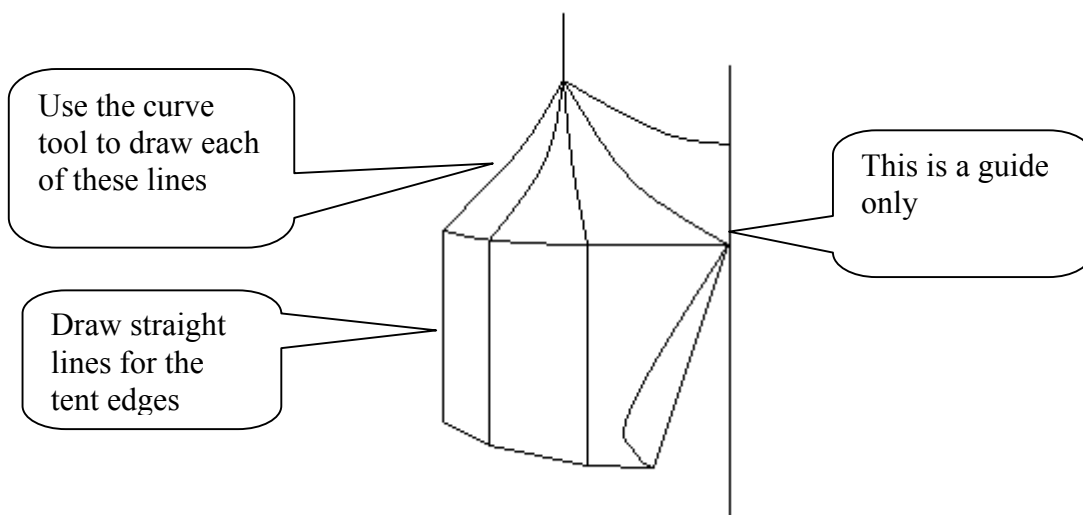
5. Using AutoShapes draw a small green triangle in the bottom left hand corner of the box on the slide. Make three copies of this triangle. Using the Flip facility in Draw, flip the triangles so there is one in each corner of the rectangle, as shown above.

- Using Explosion 2 from the Stars and Banners in AutoShapes, draw the star on the bottom right-hand side of the slide. While still selected, type in Number 1 in Australia. Move and size as required. Colour the star yellow.
- Draw the Circus Tent as follows:

Zoom the slide to 200%



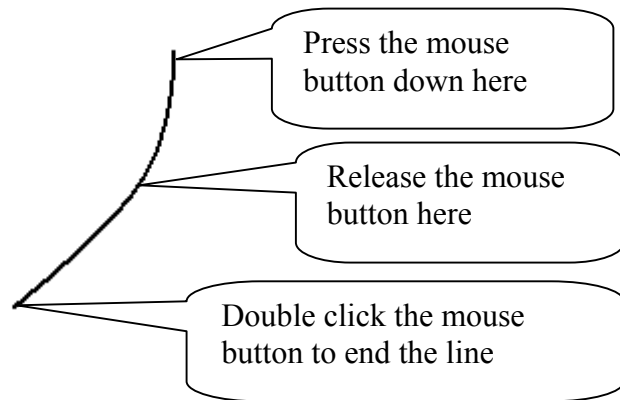
Draw a straight line down the slide as a guide for the tent:



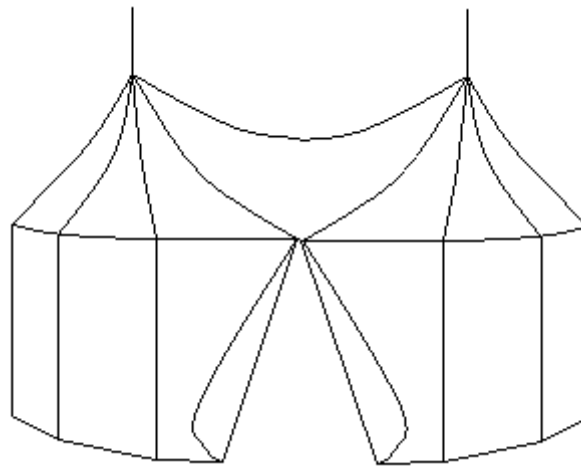
To use the curve tool:

- Click on the Curve tool in the AutoShapes|Lines option
- Press the mouse down where the curve is to begin
- To bend the line, release the mouse in the middle of the line
- Move the mouse to the end of the curve
- Double click the mouse to complete the curve:

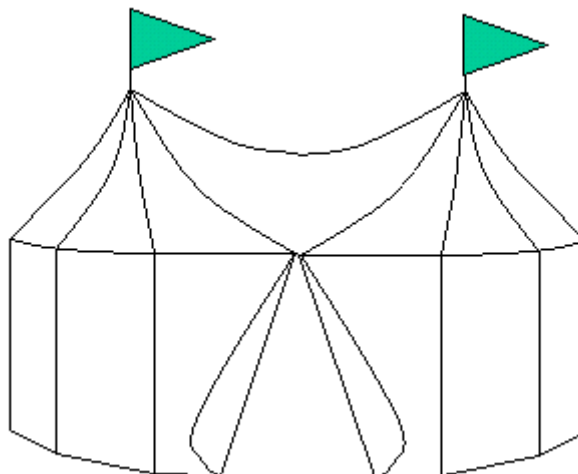




8. Remove the guideline from the drawing. Select all sections of the Tent so far and group them into a single object. Copy the object and flip the object horizontally. Move the two sections of the tent together to form the picture shown below:



9. Add the two flags as shown below using copy and paste to ensure they are the same size:



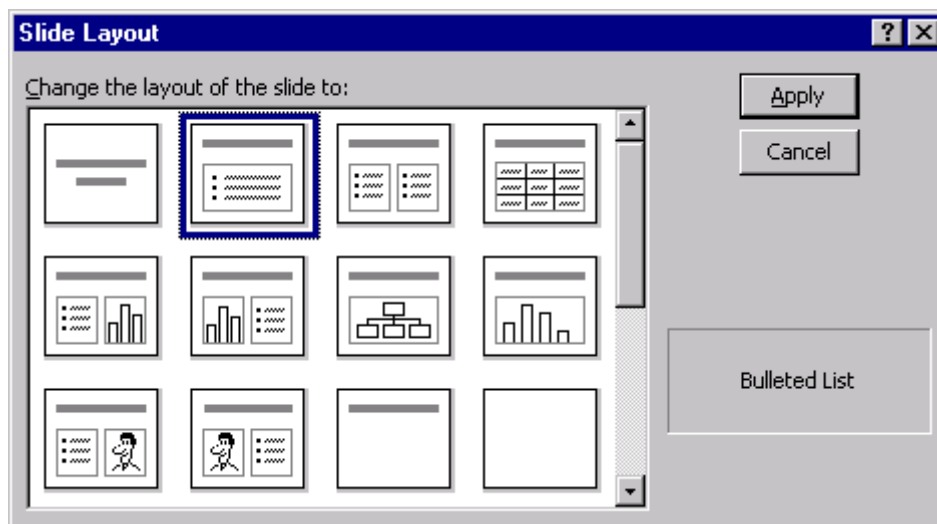
10. Regroup the entire picture into a single object and make two copies of the tent. Make the second and third tents smaller than the first and then move all three Tents as shown on the slide.
11. Save the slide calling the Presentation Circus.

..... *End of Task 14* .....

### Slide Layouts

As each slide is added to a presentation, PowerPoint determines what it considers to be the desired layout for the next slide. In order to change the layout after the slide has been inserted into the presentation:

- Click on the Common Tasks button on the toolbar
- Choose Slide Layout
- The following dialog box appears:



This dialog gives a choice of various AutoLayouts. By clicking on each, a description of the slide's contents appears at the bottom right-hand corner of the dialog box. By scrolling the scroll bar, more layouts appear. Using these layouts a slide can easily be built with bulleted points, graphics, charts, organisation charts and animation.

- Select the layout that most fits the design for the slide
- Click on Apply

The slide will re-appear with the layout chosen. The instructions on the slide indicate how to use the layout.

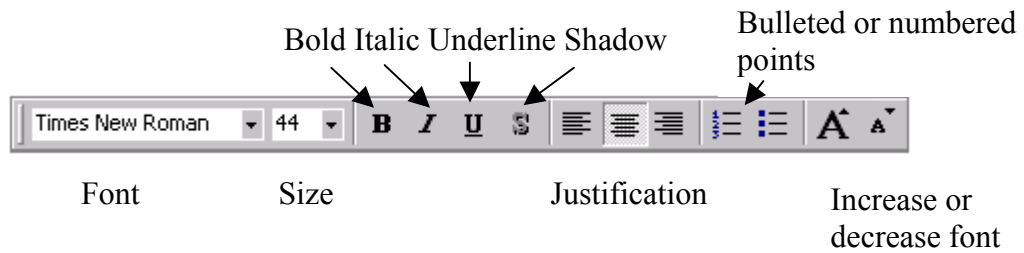
### Using Text on Presentations

Many of the AutoLayouts available in PowerPoint contain a combination of Text and other design features such as graphics, charts etc. Text can also be added to a slide by using the Text Box tool on the Drawing toolbar:



After selecting the Text tool, drag out a rectangle on the slide and then type in the text. With the cursor placed inside the text box, the text can be formatted using the Formatting toolbar.

To display the whole formatting toolbar as a separate toolbar, move the mouse to the break between the toolbars and an arrowed cross appears. Holding the mouse down when the cross is visible, move the toolbar under the Standard toolbar. The following tools will appear on the Formatting toolbar:



### Bulleted or Numbered Points

Bulleted or numbered points are an excellent way to introduce a number of items in a presentation in an interesting and informative way. The points can be introduced to the slide one at a time and therefore the viewer is focusing only on a single point at a time, rather than reading all the points while the Presenter is talking to each point.

## Design Templates

PowerPoint has a number of design templates that can be used as backgrounds for a presentation. Any design applied to a presentation will apply to all slides in the presentation, so that the presentation has some uniformity.

To apply a design to a slide show:

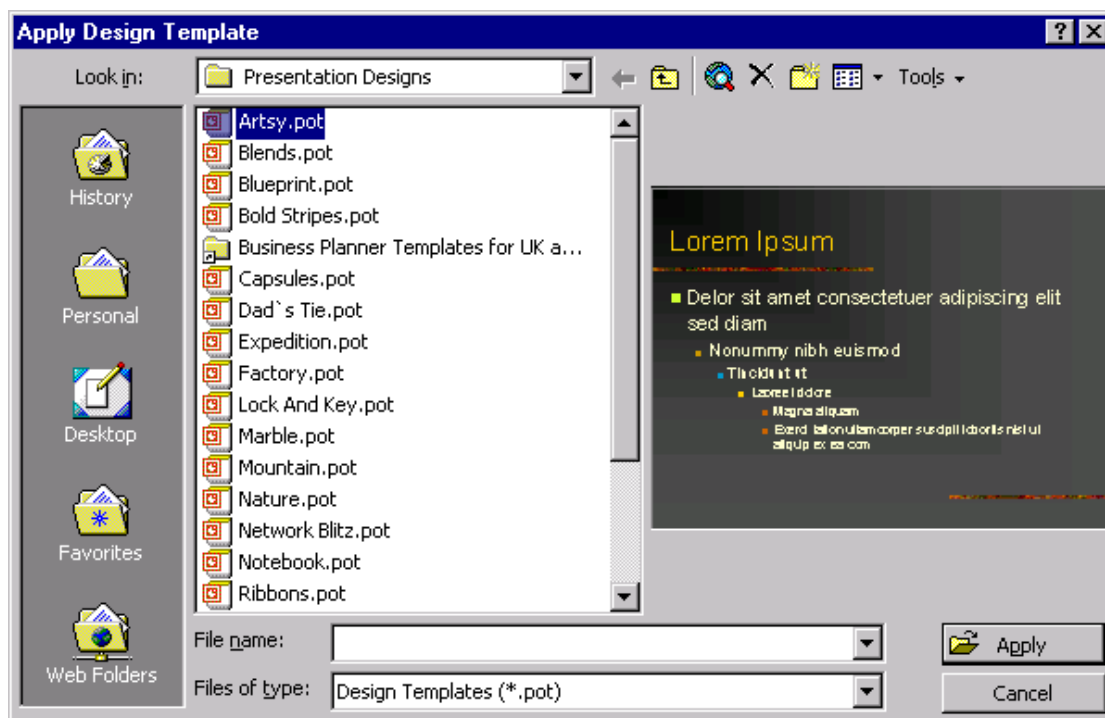
- Click on the Common Tasks button on the toolbar



- Choose Apply Design Template from the choices given



- The following dialog box will appear:



- The left hand list box contains the available designs. Each design is previewed in the picture box when the template name is clicked on.
- To apply one of the choices, select the desired template, then click on Apply.

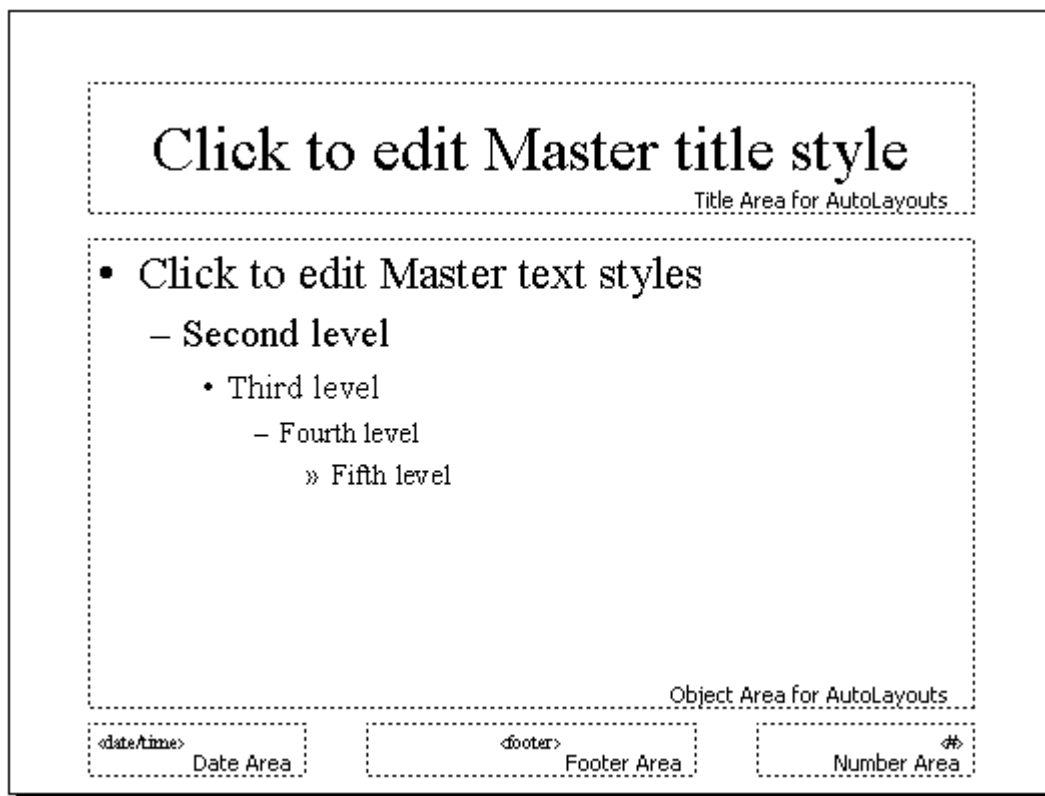


## The Slide Master

The Slide master is used to set the default layout and format for all slides, with the exception of the Title slide. This slide is changed using the Title Master. It is possible using the Slide Master to change the size of fonts for bulleted points or add a company logo to each slide. To view the Slide master choose:

- View
- Master
- Slide Master

The following master for the slide show will appear:



Each of the boxes displayed on the master alters a different aspect of the slide show. Once a design template has been applied to a slide show, it will appear on the master slide as well.

For example to alter the style for the title on all slides, click in the box with the text 'Click to edit Master title style'. Any formatting changes such as bold, underline or font, will be reflected in this text and will also affect the title on every slide.

To add a footer or header to a slide it may be necessary to enlarge the view of the slide so that the data in these area can be changed easily.

## Navigating Through Slides

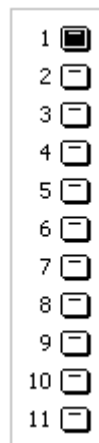
Once more than one slide is in a presentation it will be necessary to easily move from slide to slide. The following two buttons, which are positioned below the Vertical scroll bar on the right of the screen, can be used to move through the slides:



Previous slide

Next slide

Each slide is also shown in miniature on the left-hand side of the screen and a click on the miniature will bring the slide into Slide view:

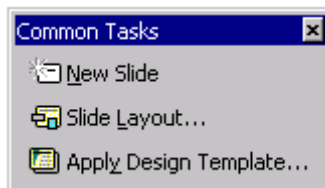


The whole slide show can always be viewed using the Slide Sorter button.

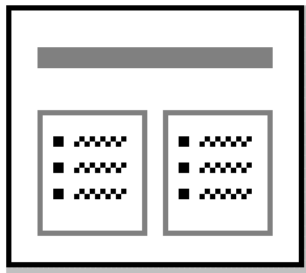


### Task 15

1. Using the Presentation created in Task 14, add a new slide to the presentation by choosing the New Slide button from the toolbar or from the Common Tasks button. To make the Common Tasks a floating toolbar, click on the Common Tasks button to display the choices. Move the mouse to the top of the list and onto the blue title bar. Hold the left mouse button down while dragging onto the window below the existing toolbars. When the mouse button is released a floating toolbar will appear:



2. When the slide appears, check its layout. If necessary choose Slide Layout to change the layout to one with a Title and two sets of bulleted points:



3. Create the following slide using the Design Template called Soaring.pot as the background for the slide presentation.
4. Take the bullet off the first point in the second column:



Enter each bulleted point as shown above, hitting enter only at the end of the point, not in the middle of a point.

5. Resave the presentation.
6. Return to slide 1. Notice that the colour scheme of the slide has altered to fit in with the Design Template. Change the colour of the Explosion to Pumpkin, then resave the presentation
7. Open the Slide Master for the presentation by choosing View|Master|Slide Master. Place your name in the center of the footer for the presentation, by enlarging the view of the presentation, clicking in the footer section and then entering your name. Change back to slide view to exit the Slide Master.
8. Run the two slides as a slide show using the Slide Show tool.

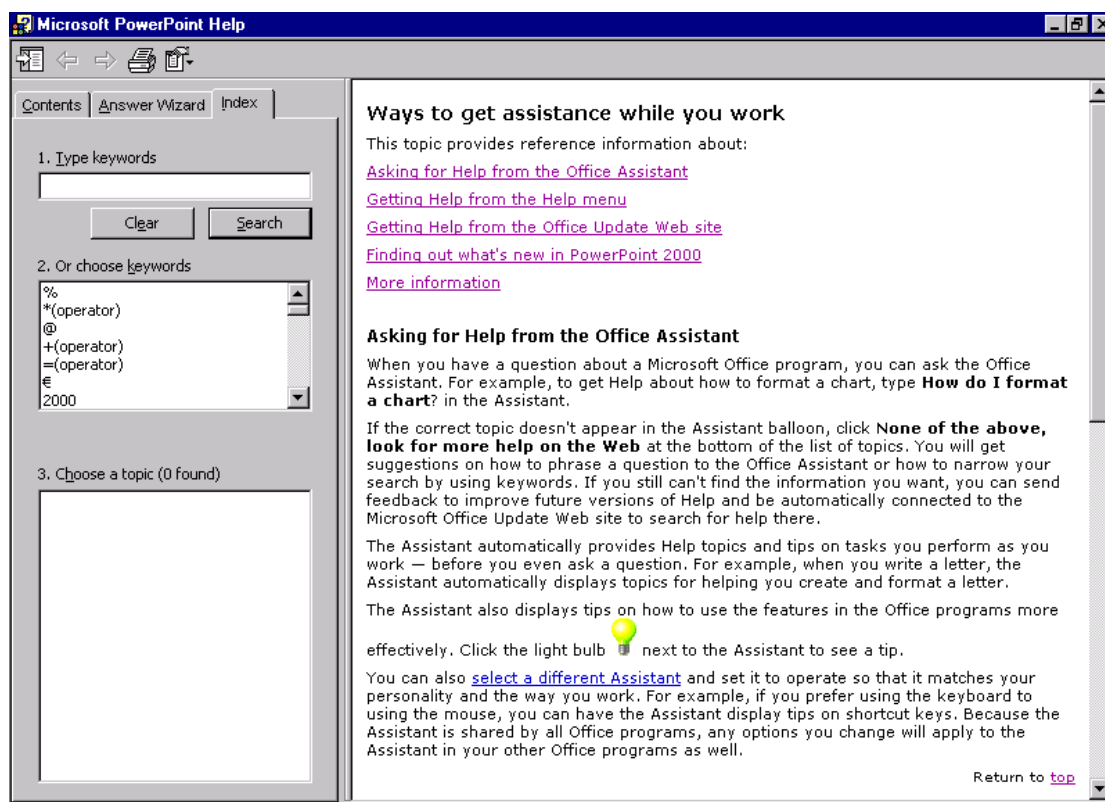


..... End of Task 15 .....

## Using On-Line Help

PowerPoint has an excellent On-Line Help facility that can be used to solve problems or gain additional information about the workings of the package. The help in PowerPoint is similar to that found in all Microsoft packages and is divided into three sections – the Contents, Index and Answer Wizard. To find information about individual topics, the quickest method is to use the Index facility. To use this section of help:

- Select **Help** from the Menu
- Select **Microsoft PowerPoint Help**
- Click on the Index tab and the following screen will appear:



- Type in the Help topic to search for into Section 1
- A list of related topics will appear in Section 2. Click on the Search button
- Click on the relevant topic in Section 3 and a full help screen will appear in the right-hand window
- Any item in blue and underlined in the help window can be clicked to bring up more information.

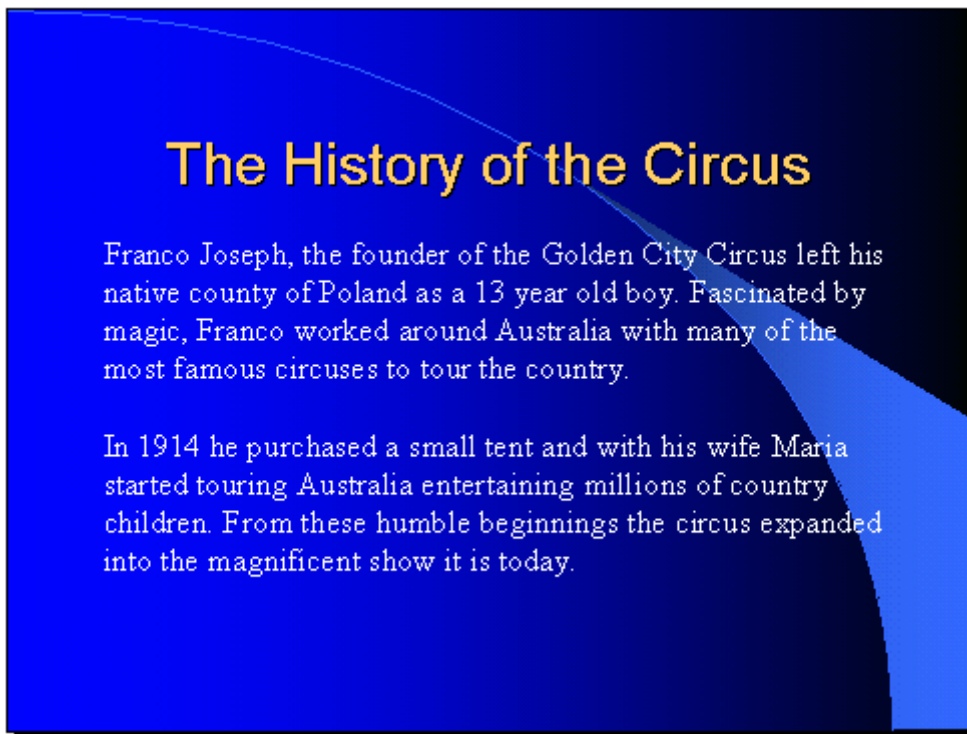
**Task 16**

Add a third slide to the presentation with a Title layout as shown below:



Use Help to find out how to add text to a Text box on a slide. Print out the help screen displayed.

Add a text box under the title, to create the slide shown below:



Save the presentation again and run the three slides.

..... *End of Task 16* .....

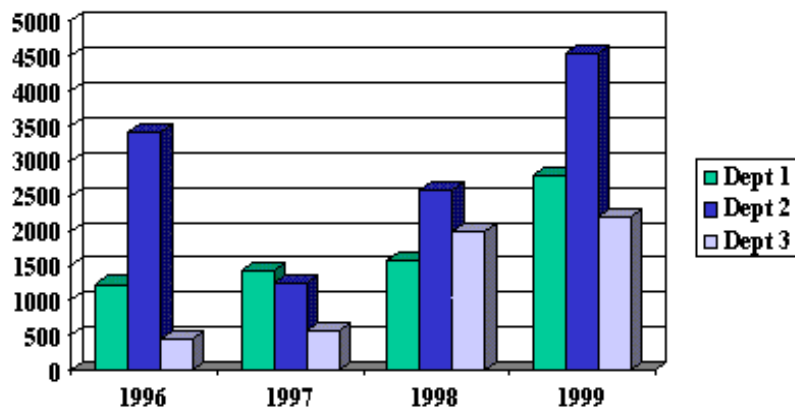
## Graphs or Charts

### Choosing the Correct Type of Graph

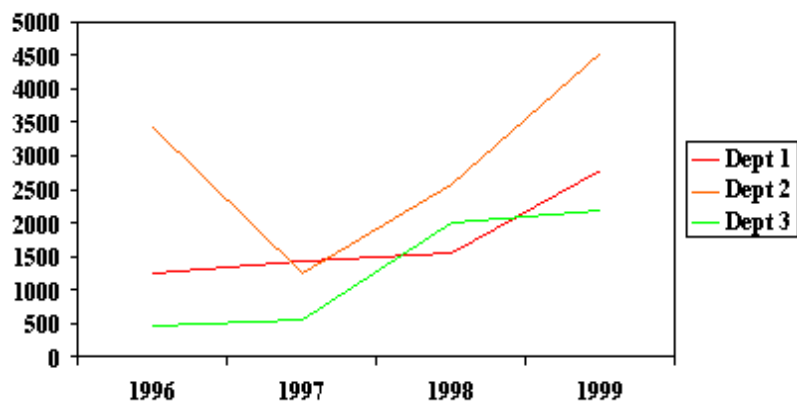
Many presentations require the addition of charts to illustrate certain points. The type of graph chosen will be determined by the data being graphed. It is important that the correct type of graph is chosen or the resulting chart can be misleading or difficult to follow. The following illustrates this point. The data being graphed is shown below:

	A	B	C	D
	1996	1997	1998	1999
Dept 1	1234	1432	1563	2800
Dept 2	3419	1245	2585	4532
Dept 3	453	564	1987	2190

This data when graphed as a bar chart is clear and easy to follow. Comparisons between years are easily made:



When the data however, is viewed as a line graph it is particularly difficult to compare the yearly data. The data is just not suitable for a line chart. Usually only one set of data is placed on a line chart:

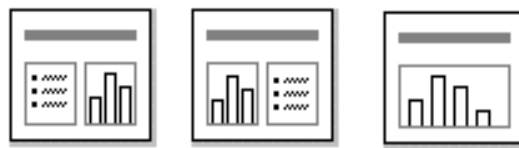


A pie chart is best used for a single set of data where the relative proportions of a total need to be displayed. For example the proportions of total motor sales attributed to each car manufacturer would be well displayed as a pie chart. The trends in population growth since 1990 in Melbourne would not.

### Drawing Charts (or Graphs) in PowerPoint

PowerPoint has an excellent charting feature. To draw a chart (or graph) on a slide either:

- Choose one of the AutoLayouts that has a chart on it and then click on the chart object:



Or open a blank slide and

- Click on the Insert Chart tool on the toolbar
- The Datasheet for the chart will appear:



		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

- Delete the data from the sheet by clicking in the top left hand corner of the sheet and pressing the delete key:

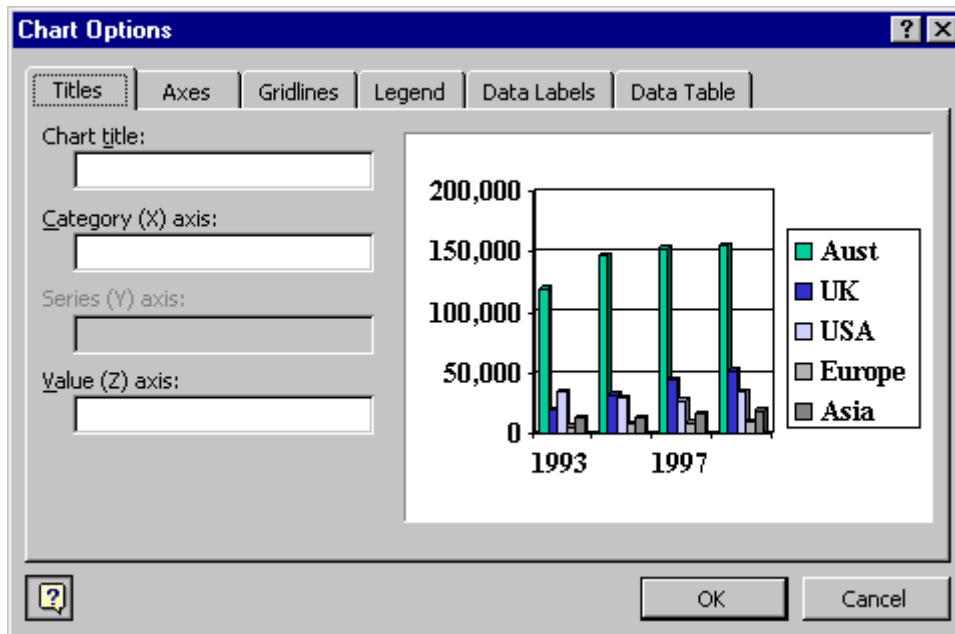
Click here and press delete

		A	B
		1st Qtr	2nd Qtr
1	East	20.4	27.4
2	West	30.6	38.6
3	North	45.9	46.9

- Enter the new data for the chart with X-axis titles across the first row starting in Column A and the legend items down the first column starting in row 1.
- Close the Datasheet and the chart will appear.



- To customize the chart choose Chart from the menu then Chart Options and the following dialog box will appear:



- Using the various tabs in this dialog box, titles, grid lines, axes, legends etc can be inserted in the chart or modified.
- When the chart options are complete click on OK.

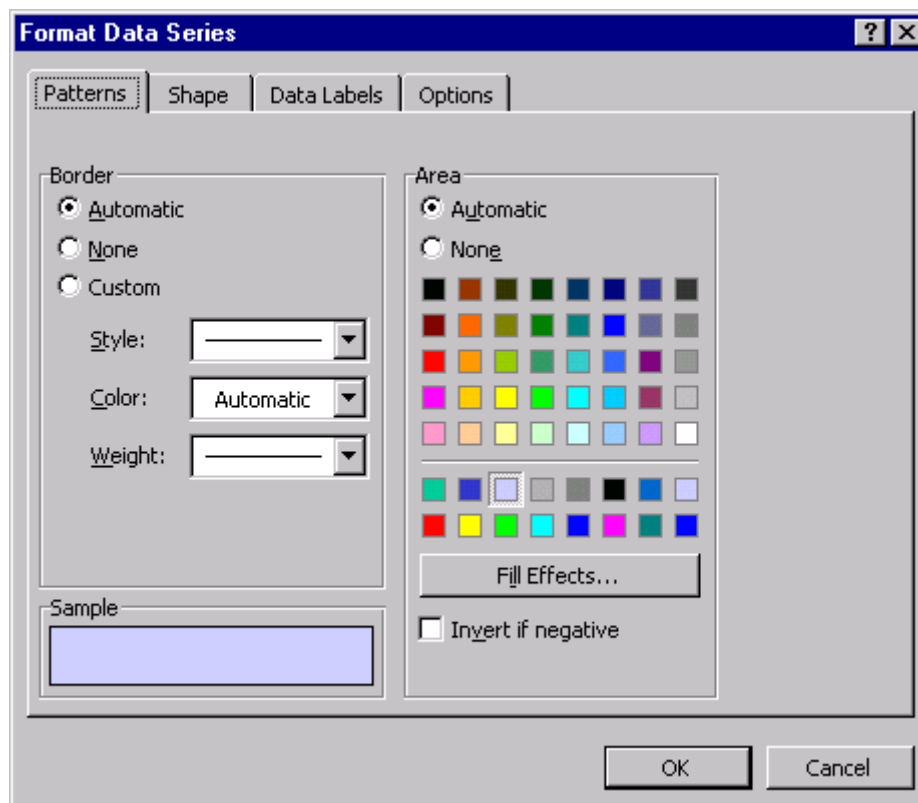
To complete the slide click outside the chart area and the chart will move back into its position on the slide.

### Editing a Chart Object

Once the chart is in the slide, to modify any section of the chart, double click on the chart object and the graph will reappear in edit mode. Many of the changes that need to be done to a chart can be achieved through Chart|Chart Options. To change the data being graphed choose View|Datasheet.

In addition to using the menus and tools available on the toolbar it is also possible to edit the chart by:

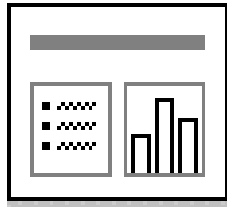
- Selecting the section of the chart to change
- Click the Right Mouse Button over the selected section and a menu appears
- By choosing the Formatting option a dialog box with tabbed sections appears. The following is the box that opens when the Data Series of the graph is selected:



- Using the tabs in this dialog box it is possible to change most properties of the data series.

## Task 17

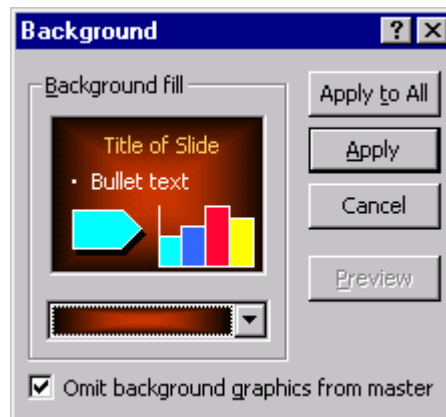
1. Add a new slide to your presentation with the following Slide Layout:



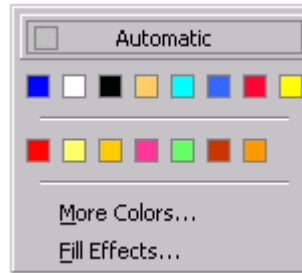
Notice that it will open with the same design template as the earlier slides. While it is not possible to alter templates from one slide to another, it is possible to customise the background of individual slides.

2. This slide has a custom background that will alter the appearance of the slide. To change the background of the slide choose:
  - Format
  - Background

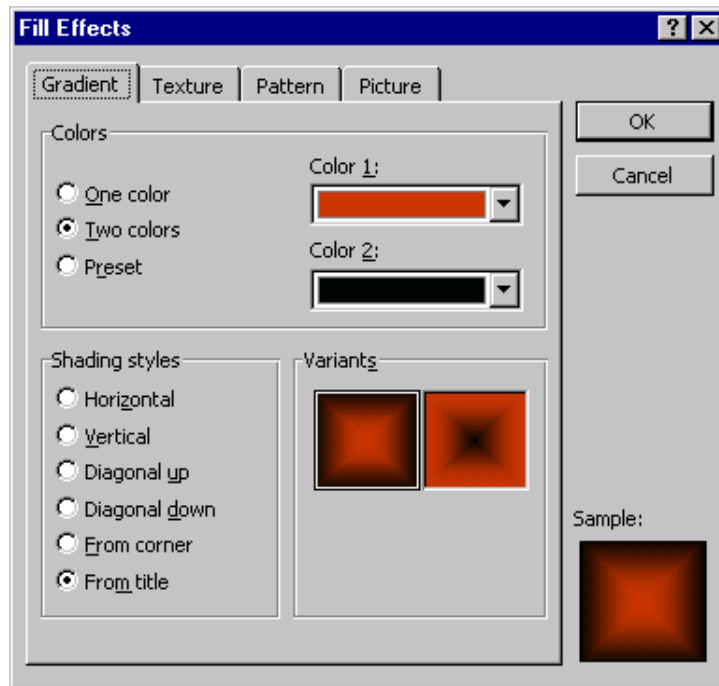
The following dialog box appears:



- Click on Omit background graphics from master
- Click the down arrow in the middle of the dialog box to display the following screen:



- Click on Fill Effects...
- The following screen appears:



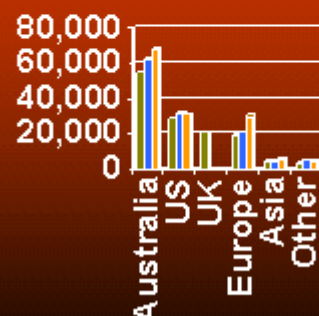
- Choose Two colours – Rust and Black, then choose Shading style-From title
  - Click on OK to return to the Background dialog box
  - Click on Apply - **Only the current slide should change.**
3. Enter the Title and bulleted points as shown on the slide below:

## The Circus Crowd

- The circus attracts visitors from all over the world.
- One family travelled from as far as Alaska to see the magic of the Millo family's trapeze act.

**Circus Customers**

■ 1998 ■ 1999 ■ 2000



4. Double click on the Chart and enter the following data into the Datasheet. Remove the old data before adding the new data.

		A	B	C	D	E	F	G
		Australia	US	UK	Europe	Asia	Other	
1	1998	55,000	29,000	21,000	19,000	4,000	3,000	
2	1999	62,000	32,000	250	21,000	4,500	5,000	
3	2000	68,000	31,000	400	30,000	6,300	4,500	
4								

Enter the graph title using Chart Options. Change the 1998 bars to green, the 1999 bars to blue and the 2000 bars to orange.

Place the Legend for the chart on top of the chart as shown.

5. Resave the presentation and run the entire slide show.

..... End of Task 17 .....

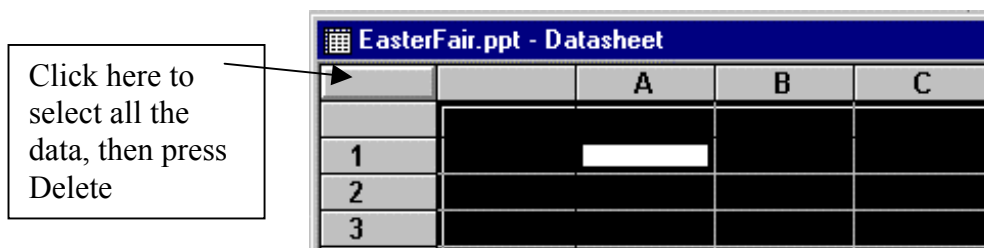
## Using Excel to Enter the Data for a Chart

While PowerPoint's datasheet is an effective way of entering data for graphs, it is often desirable to be able to graph data from a spreadsheet package such as Excel. PowerPoint has the facility to select the data from a saved spreadsheet. To use Excel for a chart:

- Open Excel using Start|Programs|Microsoft Office|Microsoft Excel
- Type the data for the chart into an Excel Spreadsheet
- Save the spreadsheet to disk.
- Return to PowerPoint

Open the slide that contains the graph:

- Double click on the chart object on the slide
- Delete all data from the Datasheet by clicking in the top left corner of the Datasheet and pressing delete:



- Click on the Import File button on the toolbar:



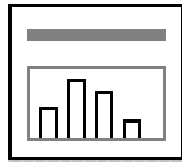
- Select the Excel sheet from file
- PowerPoint will then ask which sheet and what range of cells to import. Select the sheet where the data was entered and the range containing the graph data only. Do not include the heading cells in the range.
- The Datasheet will appear with the data displayed from Excel.
- Close the Datasheet

Because Excel and PowerPoint use different methods for displaying data it is usual to find that the graph produced by PowerPoint needs to be switched from **By Row** to **By Column**. To do this click on the By Column tool on the toolbar:



**Task 18**

1. Add a new slide to the current presentation. Use the following Slide Format for the slide:



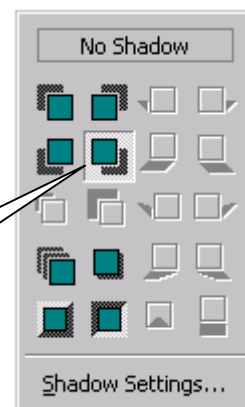
2. Open Excel using Start|Programs|Microsoft Office|Microsoft Excel. Enter the following data into the current Worksheet:

	A	B	C	D	E	F
1	<b>Profit Breakdown</b>					
2	Tickets	Animal Rides	Carnival Rides	Food	Side Shows	Other
3	210,000	5,800	13,500	104,000	23,500	4,300
4						

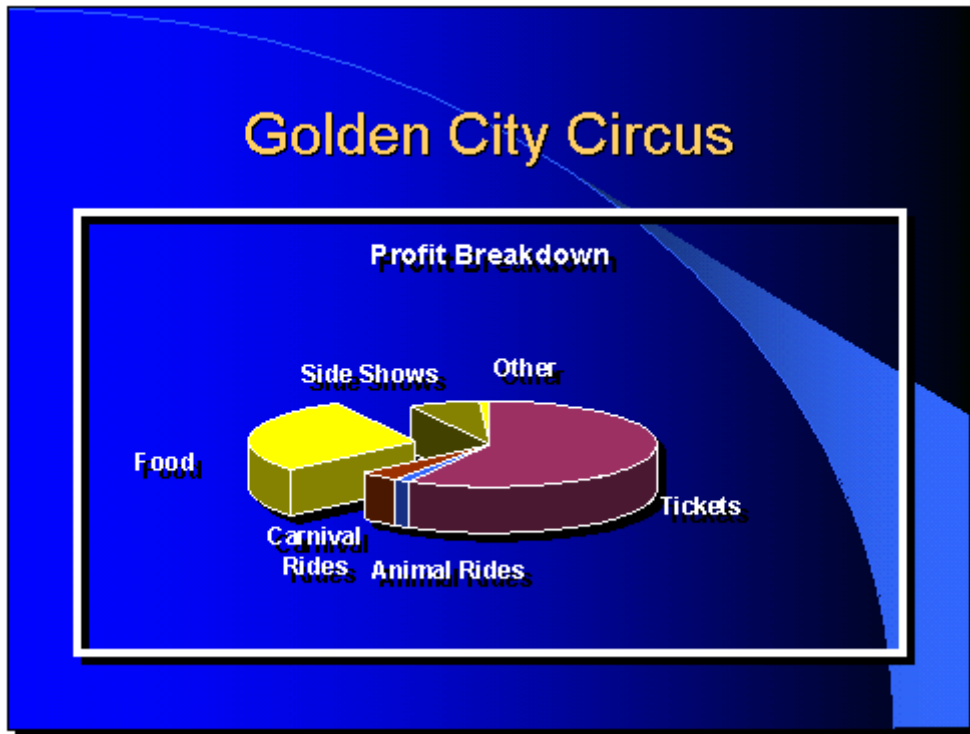
Save the Workbook as Profit.xls. Close Excel

3. Double click on the Chart Object in PowerPoint and import the worksheet from Excel. The range of data to import is A2..F3.
4. Change the graph to a 3D Pie Chart using the Chart|Chart Type option from the menu.
5. Using Chart|Chart Options from the menu remove the legend from the chart, add data labels to the graph and a chart title.
6. Remove any unwanted borders from the Plot Area and select the section for Food and pull out of the pie.
7. Draw a rectangle with no fill and a 6 point line. Place a shadow on the bottom right of the box.

Place a shadow on the box



The slide should look similar to the following:



8. Save the Presentation and run it.

..... *End of Task 18* .....

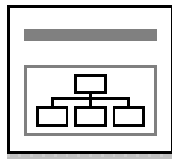
*Integrate Commercial Computing Packages*



## Using Organisation Charts in a Presentation

Many business presentations involve the use of organisation charts, to show how a business operates or the hierarchy of management within the organisation. There are many other times when the format used in an organization chart can be used to display information. PowerPoint comes with a very easy to use Organisation Chart facility. To produce an organisation chart either:

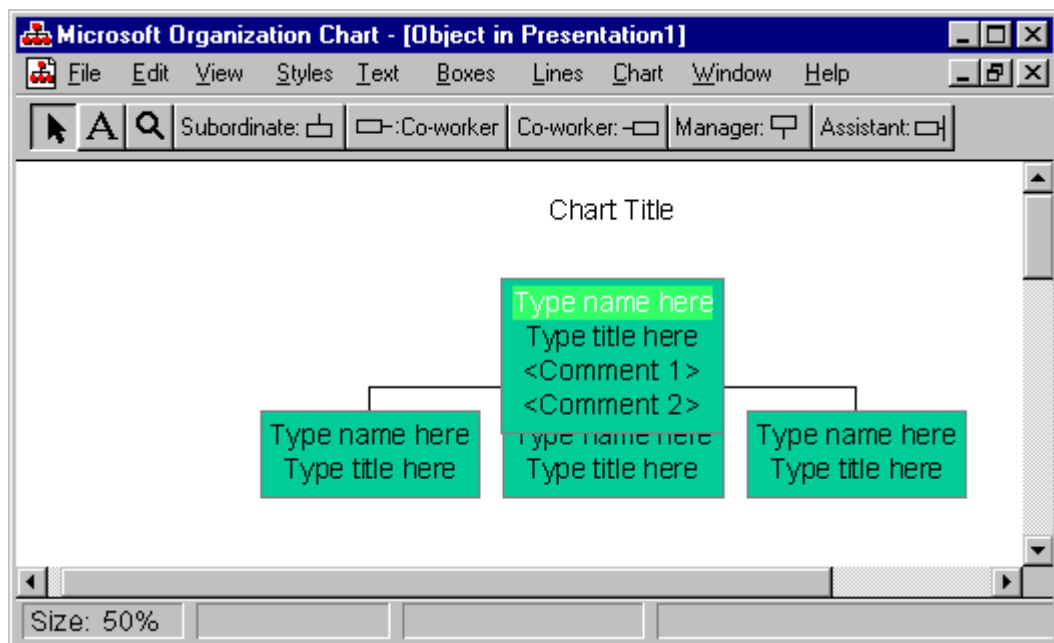
- Choose the Slide Layout containing an Organisation Chart and then double click on the Organisation Chart object:



Or add a blank slide and

- Choose Insert|Picture|Organisation Chart from the menu

The following screen appears



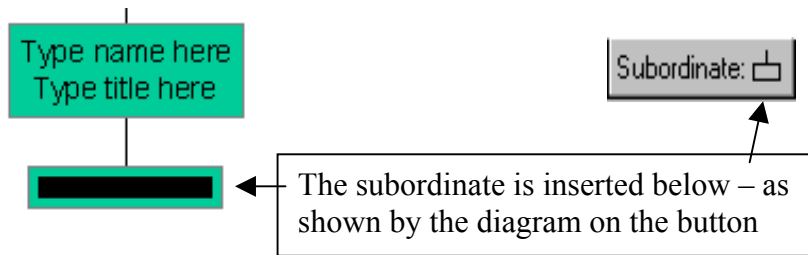
The chart appears with one Manager and three Subordinates. It is probably a good idea to design the chart before adding the names and titles for each person. To add to the chart the following tools are used:



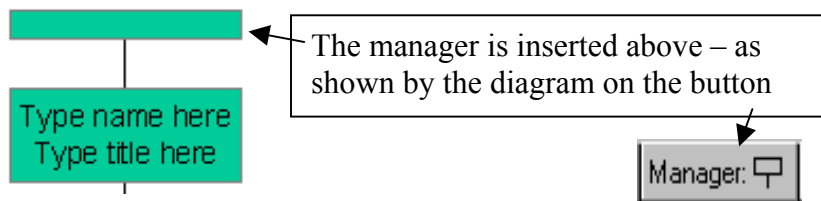
Each tool adds the worker shown on the button. For example the first tool adds a subordinate the next two co-workers, the next a manager and the last an assistant. To add an additional person to the chart:

- Click on the tool on the toolbar for the type of person to add
- Click the box on the organisation chart where the person is to be inserted.

The buttons on the toolbar indicate where the person will be inserted in relation to the existing chart. For example the following shows the insertion of a subordinate:



The manager is inserted above the existing person in the chart:



Once the chart has been drawn then each person's name and title should be added to the chart.

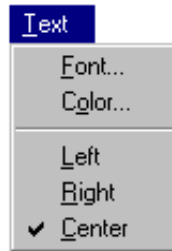
### Selecting A Number of Objects in the Organisation Chart

The mouse pointer in the Chart area acts as a sort of lasso, allowing a number of items to be selected by surrounding them with a rectangle. To lasso objects, hold the left mouse button down while dragging a dotted line around the objects to select.

### Changing the Text on the Organisation Chart

The change the font, size, colour or justification of text:

- Lasso the boxes containing the text to alter
- Choose **Text** from the menu and the following pull-down menu appears:



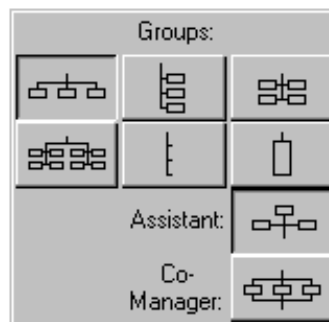
- Click on either font or colour or choose the justification for the text
- For font or colour, select the changes for the text. Click on OK and all selected text will then alter.

### Changing the Boxes and Lines for the Chart.

Both the look of the boxes and the lines that surround and join the boxes can be modified for the Chart. The two options from the menu called **Boxes** and **Lines** both have pull-down menus that allow customisation of all parts of these elements of the Organisation Chart.

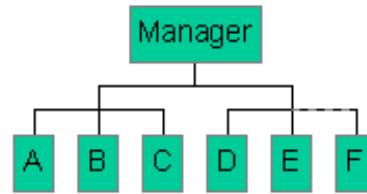
### Using the Styles Option

The Styles menu option provides the mechanism for changing the arrangement of boxes in a chart. The top set of options in the Style menu allow reorganisation of boxes in a group or subgroup:



A group in an organisation chart, is defined as a set of boxes all having the same manager. A subgroup is a subset of workers. For example, in the following diagram

A, B, C, D, E and F all form a group with the same manager. A, B and C are one subgroup while D, E and F are a second subgroup:



To create such an Organisation Chart place the subordinates A, B, C, D, E and F in the chart and then select A, B and C and go to Styles and choose a grouping. Select D, E and F and repeat the grouping process.

The last two areas of the Style menu allow for the creation of Assistants and Co-managers – managers who share the responsibility for the same group of subordinates.

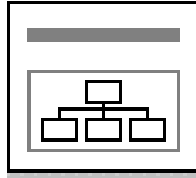
### **Saving and Exiting the Organisation Chart**

The Organisation chart is created in a separate software package called Microsoft Organisation Chart. It is possible to exit this program without updating the PowerPoint presentation. It is also possible to save the chart in the Organisation Chart package and again not update PowerPoint. To correctly exit and update PowerPoint:

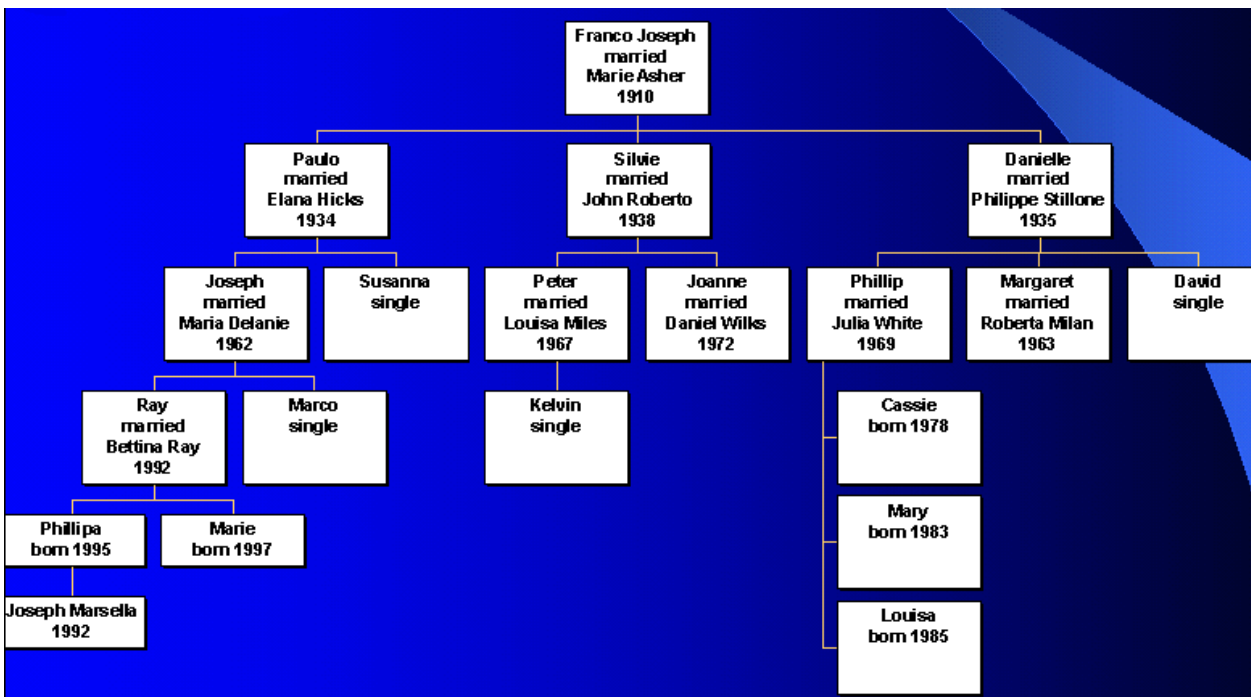
- Choose File from the menu
- Choose Exit
- Microsoft Organisation Chart will ask whether to update PowerPoint answer Yes

## Task 19

1. Add a new slide to your presentation with the Slide Layout that includes an Organisation Chart:



Double click on the Organisation Object and create the Organisation chart shown below. The chart shows the various members of the Joseph family:



Set the colour of each box to gold and the lines joining the boxes to gold. Update the presentation before exiting the Microsoft Organisation Chart package.

3. Add the title to the slide as shown on the completed slide over the page. Also add a text box and add the text shown:

## Joseph Family History

The Joseph family is now in its 6<sup>th</sup> Australian generation. There are 12 family members spanning three generations travelling with the circus today.



End of Task 19

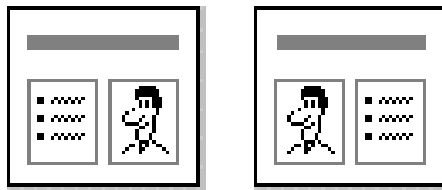
## Using Graphics in a Presentation

No presentation would be complete without the inclusion of pictures. The pictures should enhance the presentation and not detract from it. The pictures can be scanned from photographs, magazines or drawings and stored in a file on disk or included from the ClipArt Gallery that accompanies Microsoft PowerPoint.

### Using the ClipArt Gallery

To use the ClipArt gallery either:

- Choose one of the Slide Layouts that contain a ClipArt object:

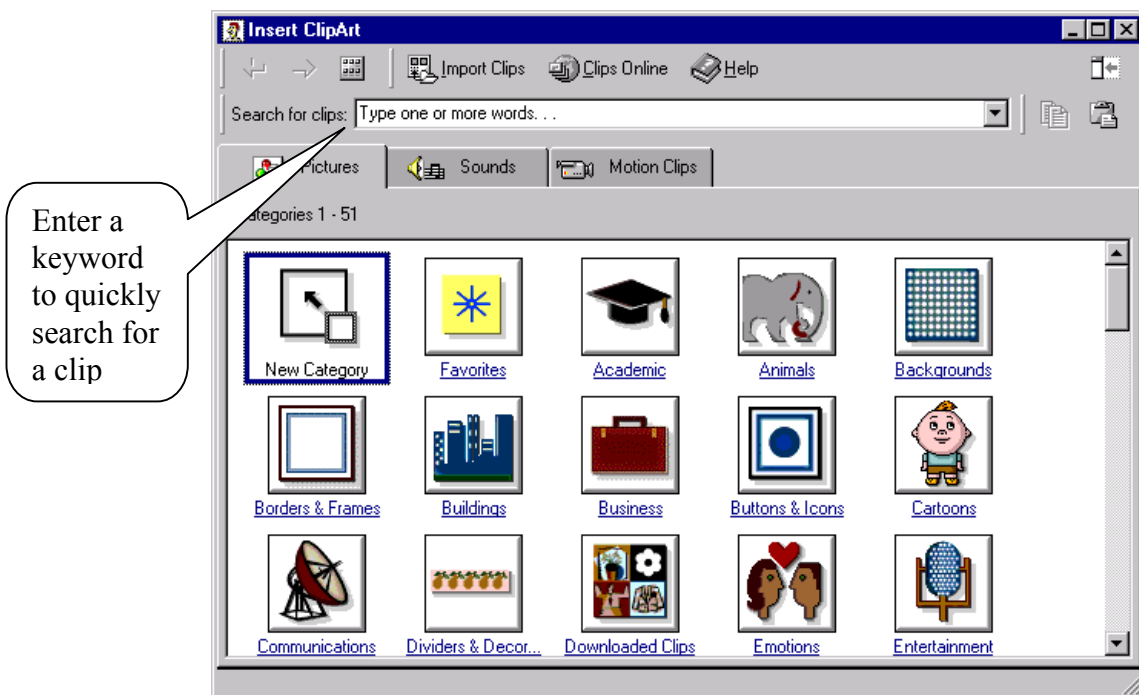


Or add a blank slide and

- Click on the Insert ClipArt tool on the Drawing Toolbar:



A dialog box appears showing the available ClipArt categories:

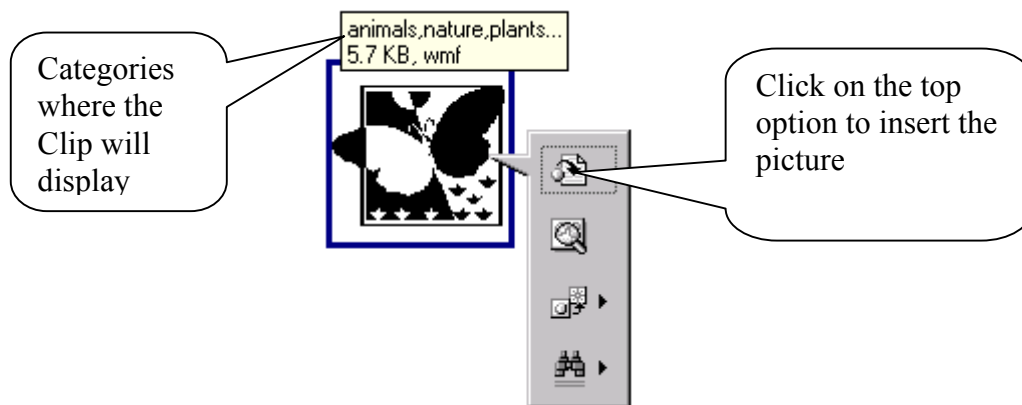


Choose from the available categories and a screen displaying ClipArt from this category appears. At the bottom of the screen a Keep Looking button is displayed so that more pictures in the category can be displayed:



Once a picture has been located, to insert it onto a slide:

- Click on the picture and the following menu appears:



- Choose the top option to insert the picture
- Sometimes the pictures displayed in the ClipArt are stored on the Office 2000 CD. If a messages asking for the CD comes up either place the CD in the drive or choose another image.

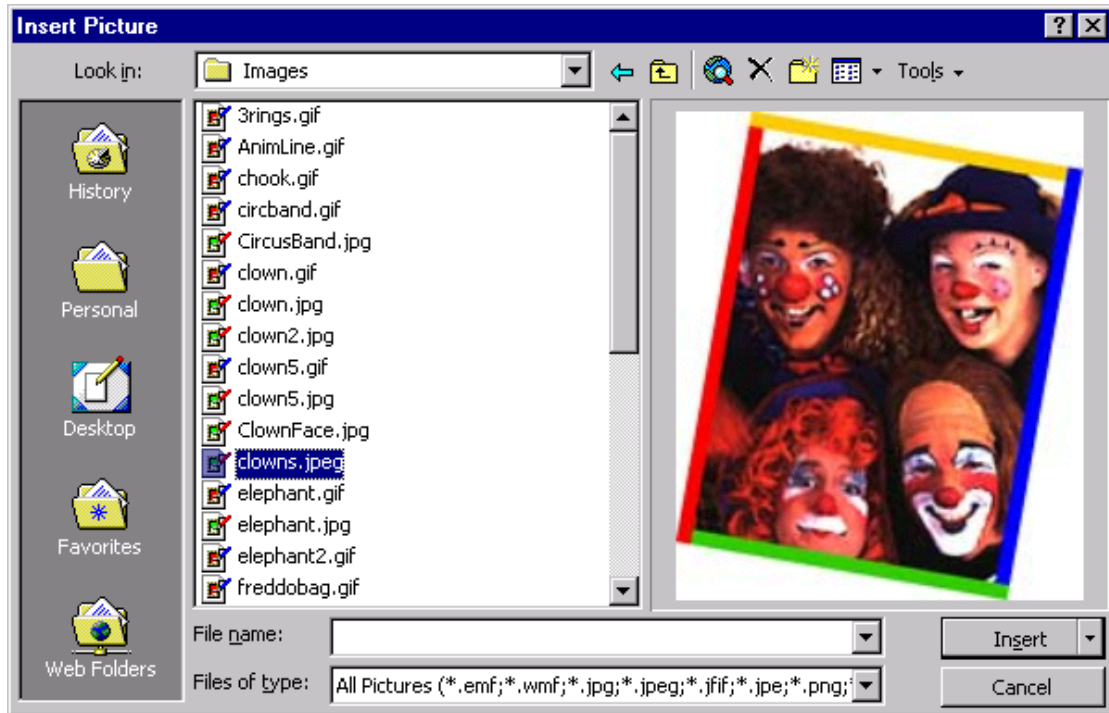
### Inserting Other Graphics into PowerPoint

As well as the Clipart, PowerPoint has the ability to import most of the common picture formats. Pictures that are scanned in should be saved in one of these formats or PowerPoint will be unable to understand the code used in the file. To import .BMP files (or Bitmap files) choose:

- Insert from the menu
- Picture
- From File

An Insert Picture dialog box will appear:



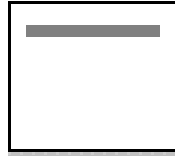


- Change the Drive and/or Folder where the pictures are located
- Click on the name of the picture from the list displayed
- Click on Insert

The picture will appear on the slide. Resize and move the picture as required.

**Task 20**

1. Add two additional slides to the Presentation. Both slides have the following AutoLayout:



2. The first slide, shown below, has the ClipArt of a tent placed on the bottom right-hand corner of the slide. To find the tent in the ClipArt, type in the keyword circus. The heading from the slide has been sized to 32 point bold and moved over the tent. To see the heading use Draw|Order|Bring to Front to place the text on top of the graphic. The picture of the clown is also retrieved from ClipArt. Use the keyword clown to find the picture.

The other three graphics on the slide are retrieved from disk. The files are called CircusBand.jpg, Ringmaster.gif and Trapeze.gif.

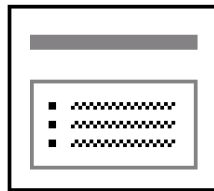


3. The second slide also has a number of different graphics placed on it. The Bear and the Camel come from the ClipArt, while the other three animals come from disk. They are called Lion.gif, Tiger.gif and Elephant.gif.

The heading has been moved to the middle of the slide. The slide should look similar to the following:



4. Add a third new slide to the presentation with the following slide layout:



Enter the heading and bulleted points as shown below:



Select each point individually and cut the point from the text box. Click outside the existing text box and paste. This will place each point in a separate text box which is needed for later animation. Be sure to include the bullet when you cut and paste the point. If the bullet doesn't paste correctly, undo the operation and try again.

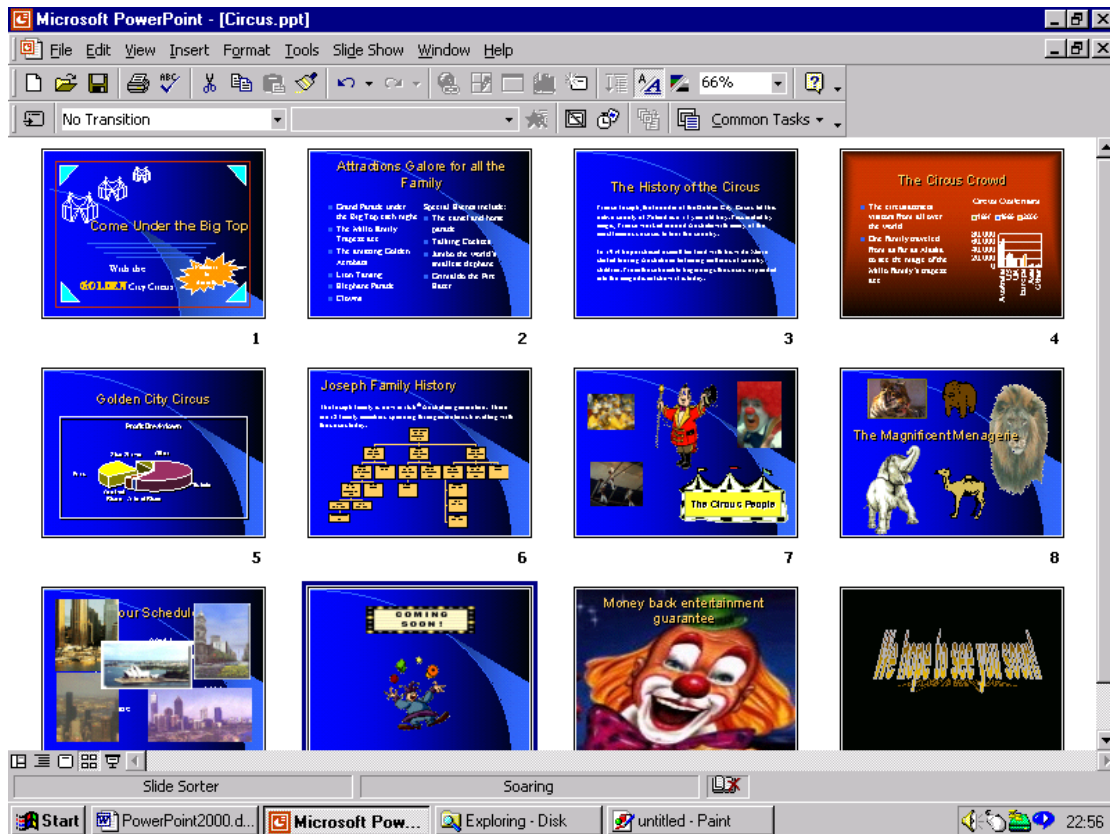
Insert the graphics called Sydney.jpg, Melbourne.jpg, Adelaide.jpg, Perth.jpg and Brisbane.gif from disk. Make them roughly the same size. Place the picture of Sydney centred under the date for Sydney. Place the Melbourne picture under the heading Melbourne. The Adelaide picture is placed under its date and the Perth one under the date for Perth. The Brisbane picture is to be placed above its date and over the other dates and the title. The pictures will overlap but do not worry about this until the whole presentation has been animated.

7. Resave the presentation.

..... *End of Task 20* .....

## Re-organising a Slide Show

Once the slides have been prepared it is often necessary to re-arrange them. To rearrange the slides open all slides in the Slide Sorter. The following is how the presentation about the circus will appear:



To rearrange the slides click on the slide to move, this will place a black rectangle around the slide. Hold the left mouse button down on the slide and move the mouse between the two slides where the slide is to be placed, release the mouse and the slide will move. All slides in the presentation will be rearranged.

Integrate Commercial Computing Packages

Task 21

Slide 6, which displays the organization chart, should be placed after slide 3. Once the slide has been repositioned it should appear as a new slide 4. The new order of the slides is shown below:

1

2

3

4

5

6

7

8

..... End of Task 21 .....

Integrate Commercial Computing Packages

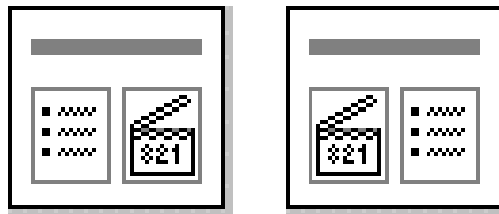


### Adding Animation to a Slide Show

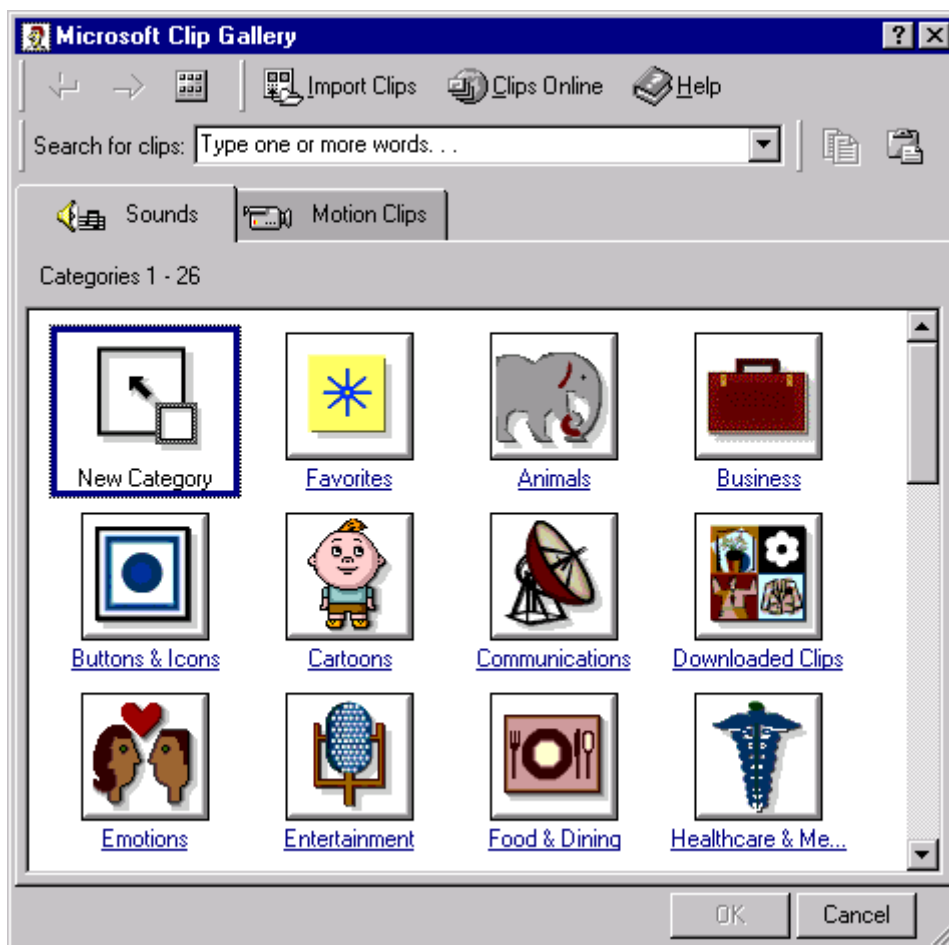
Microsoft Office has a number of sound and animation clips that can be added to a presentation. In addition, it is possible to record sounds or use files downloaded from the Internet to add interest to a presentation. Also video clips can be included, either those made commercially or your own.

To quickly add animation to a slide show from the Clip Art gallery

- Choose one of the Slide Layouts that contains a Media Clip object:



- Double click on the Media Clip Object
- The following dialog box will appear:



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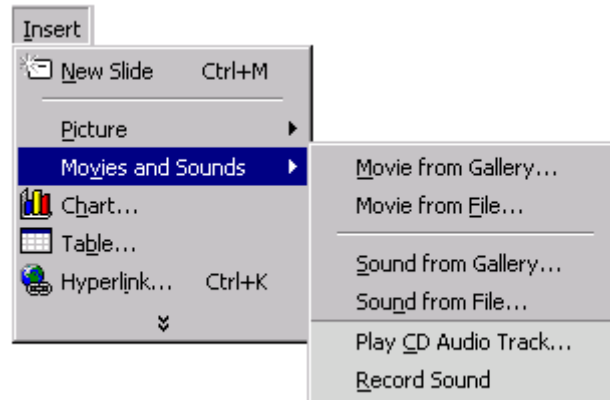
---

- Choose between adding sound or a motion clip using the tabs at the top of the dialog box.
- Chosen choose the category from the list displayed. Many of the categories may not contain sounds or motion clips. Move back to the categories using the back arrow at the top of the box if no objects appear in the chosen category.
- When the desired sound or motion clip has been found, click on the icon and choose Insert Clip.

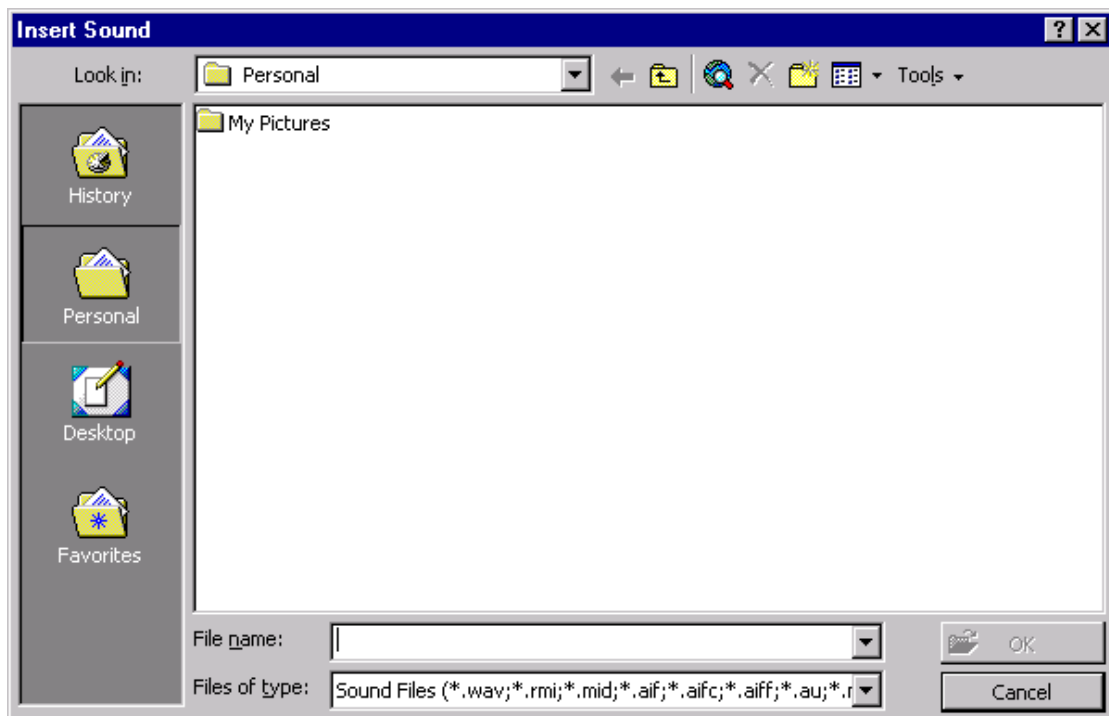


### To add a sound or motion clip from file:

- Choose Insert from the menu
- Then Movies and Sounds
- The following choices appear:



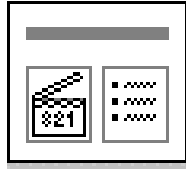
- Choose either Movie from File or Sound from File
- A file open box similar to the following will appear:



- Select the file to insert and then click on OK.

**Task 22**

1. Add a new slide to the Presentation with the following Slide Layout:



Remove the title and bulleted points from the layout by clicking on the object once to place the cursor in it, then clicking again on the edge to select it, then pressing the delete key to remove it.

2. Move the media clip object into the center of the slide. Double click on the Media Clip Object, then select the Motions Clip tab. Choose the Entertainment tab. It may be necessary to insert the Microsoft Office CD before finding the necessary clips. Choose the juggler and insert the clip.
3. Choose Insert|Movies and Sounds from the menu. Choose Movies from Gallery and place the heading animation on the slide as shown:



4. Use Insert|Movies and Sounds to insert a sound from the Entertainment category of the Sounds gallery. Try Peppy for a start and answer Yes to playing when the slide appears. To hide the sound icon press the Right Mouse button

over the object and select Custom Animation. Using the Multimedia settings tab place a tick in the Hide while not Playing checkbox.

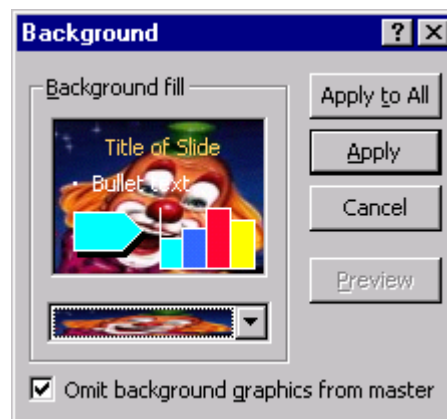
5. Resave the presentation. Move this slide ahead of the previous slide so that it is now slide 9. The slide will be animated in a later Task.

..... *End of Task 22* .....

### Using a Picture for a Slide Background

Rather than using the Design Template for all slides it is possible to replace the template with a scanned image or drawn picture. To replace the background on an individual slide:

- Make sure the slide is in Slide View
- Select Format from the menu
- Click on Background
- The following dialog box appears:



- Click on Omit background graphics from master
- Open the drop down list box in the Background fill area
- Choose Fill Effects
- Click on the Picture Tab
- Click the Select Picture button
- Choose the Picture to be used for the background
- Click on OK
- Click on Apply

The picture will have replaced the background on the current slide only.

**Task 23**

1. Add a new slide to your presentation. Use the Slide Layout with only a single title on it. Type in the title text:

Money back entertainment guarantee!

2. Change the background of the slide to the image ClownFace.jpg. The slide should look similar to the following:



..... *End of Task 23* .....

### Designing a Slide Background

The backgrounds supplied with PowerPoint have become very commonplace of late, with everyone choosing from the limited set available. To make the presentation more interesting and more unique an image can be drawn in a Paint program and tiled as the background to the slide show. To produce a new background in Paint:

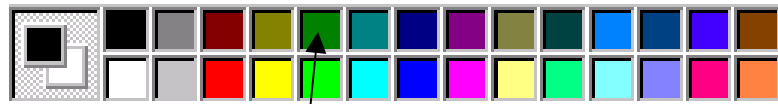
- Open Microsoft Paint
- Use the Paint package to design a logo for the slide show – keep it small and choose a soft pastel colour so that it is still visible but doesn't detract from the message on each slide.
- Lasso the logo and copy and paste a number of instances of the logo on the screen in any design that appeals
- Save the image when complete

Attach the image to the background of the slide as described above.

## Choosing a Colour from the Palette in Paint

The color box shown at the bottom of Paint gives a limited variety of colour choices for use in designing new images. To view the full colour palette:

- Choose a colour from the color box that can be changed
- Double click on the colour:

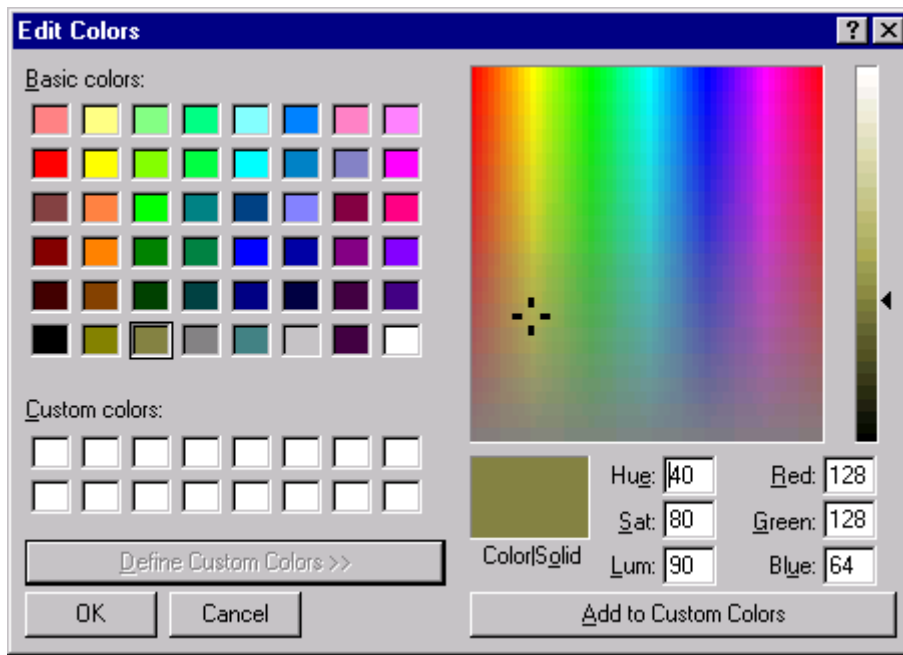


Double click on one of the colours to change

- The following colour palette appears:



- Click on Define Custom Colors >> to view the full palette:



- Select the colour required from the palette by clicking around the spectrum until the correct colour appears in the ColorSolid box
- Click OK and the colour will appear in the Color box.



**Task 24**

Open Paint and design the following background using the A text tool in Paint and a very soft golden colour:



Save the image and close Paint.

Return to PowerPoint and create a new blank slide in your presentation with this background. Place the text Thank You for Coming to the Circus Today in the center of the slide. Use whatever font and colour you think suits the slide best.

..... *End of Task 24* .....

## Finishing a Presentation

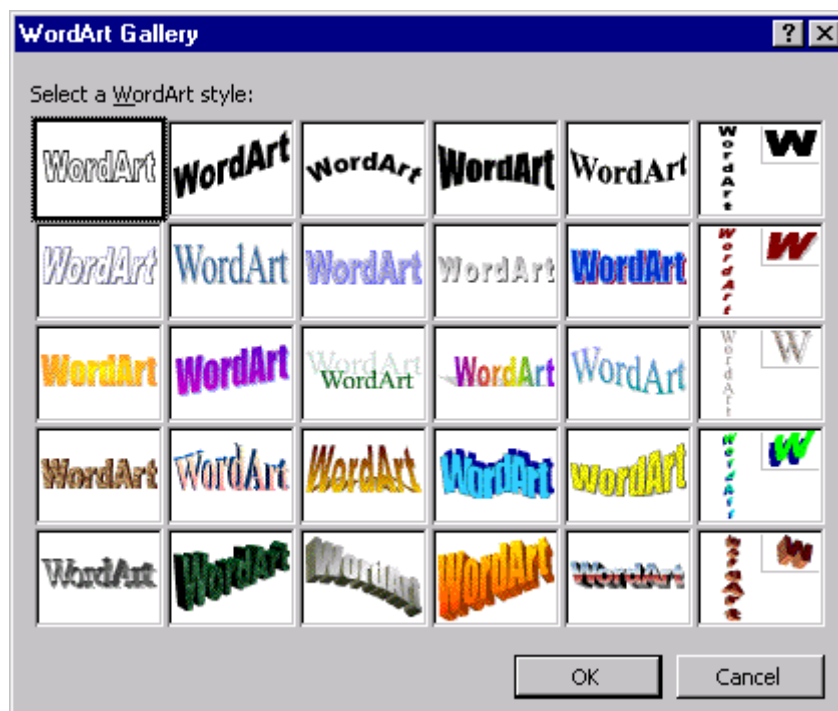
It is usual to leave the presentation with a black slide. This slide can include an End message or be left blank. To set the background to black, click on:

- Format from the menu
- Background
- Click on Omit background graphics from master
- Choose black if the colour is visible or More colours if not and then choose black
- Click on Apply

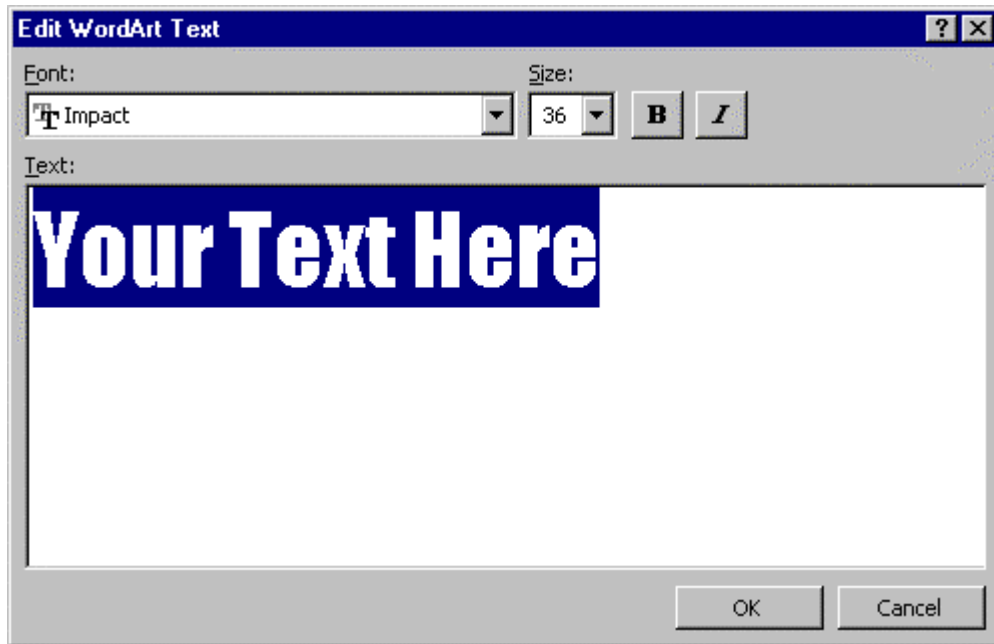
## Using WordArt in PowerPoint

WordArt is a special text formatting package that is supplied with most Microsoft text packages such as Word, Publisher and PowerPoint. It is used for creating special text effects. To use WordArt:

- Click on the WordArt tool on the drawing toolbar
- Select a WordArt style from the various options displayed:



- The following dialog box will appear:



- Enter the text for the WordArt in place of the blue text displayed
- Change the font size if required. If the font is changed the effect of the WordArt will vary. Choose bold or italic to also get different effects.
- Click on OK. The WordArt will now be integrated into the slide.

The text will appear on the slide. Move and size as required.

### Outline View

The outline view is used to check the flow of information through a slide show without the clutter of pictures or designs. To view the presentation in outline mode click on the Outline View button shown below:



**Task 25**

Add a final slide to your presentation. Turn the background of the slide to black and then using WordArt, enter the words, We hope to see you soon!. The WordArt style to use is the third one on the fourth row of options. The slide should look similar to the following:



Change to Outline view and check the presentation content.

..... *End of Task 25* .....

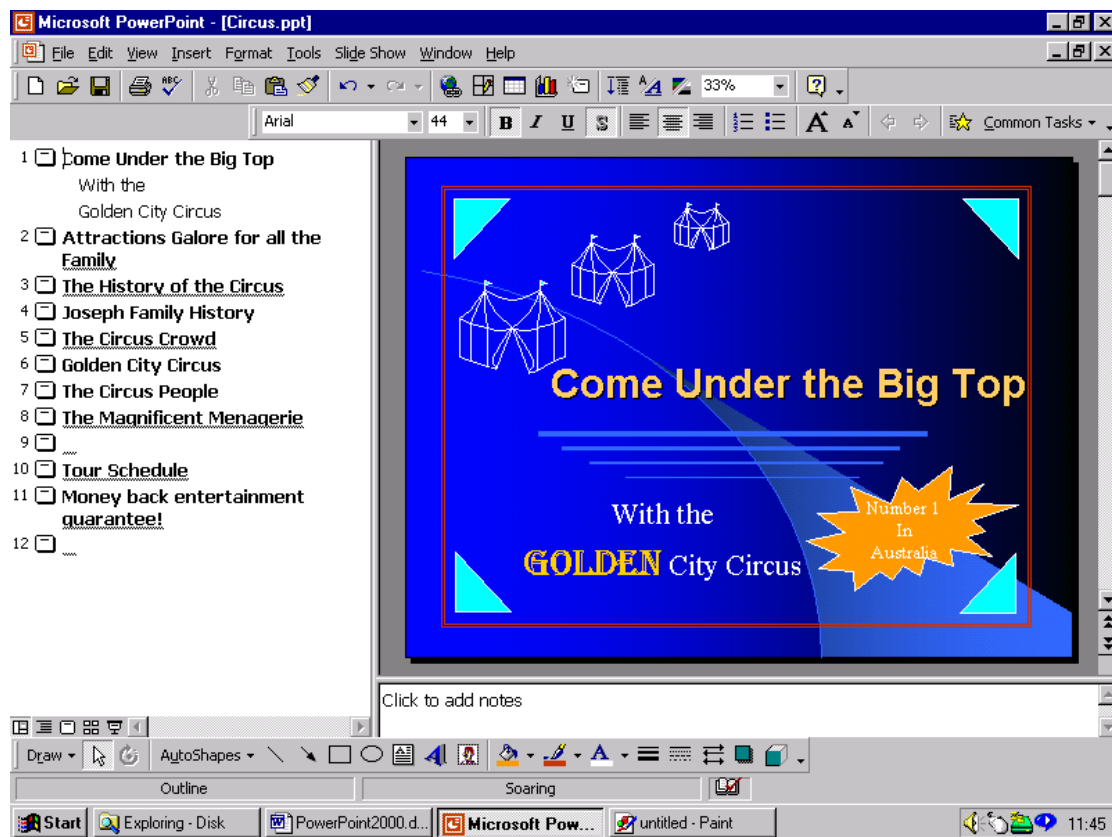
## Speakers Notes

A good presentation requires the speaker to have planned the verbal accompaniment to each slide. To help with this feature PowerPoint provides Speaker Notes. These can be typed as each slide is prepared or after all slides have been designed. To make speakers notes for a slide:

- Click on the Normal View button on the bottom of the screen



- The slide will appear on a page with an outline of the text on each slide shown on the left of the screen, the slide itself on the right and a section for the notes for the slide underneath:



- To enlarge the notes area move the mouse over the top edge of the pane between the notes section and the slide and a double headed arrow will appear. With the arrow visible, drag the pane to the size required.
- Type the notes for each slide. Use the miniatures of each slide shown on the left, to add notes for each slide.

**Task 26**

Add the following speakers notes to each slide.

SLIDE 1

Welcome to the world of the big top

Click the mouse

Click the mouse

With the Golden City Circus

Click the mouse

Number one in Australia

Click the mouse

SLIDE 2

The Circus offers attractions for all the family.

Click the mouse

Each night the circus begins with the grand parade

Click the mouse

The star attraction, the Millo Family Trapeze act, begins the show

Click the mouse

Other attractions include the Golden Acrobats

Click the mouse

The ever-popular Lion Taming has the children on the edge of their seats

Click the mouse

The Elephant Parade

Click the mouse

And Clowns are a must at any circus.

Click the mouse

The special events include

Click the mouse

Our unique camel and horse parade

Click the mouse

Talking cockatoos

Click the mouse

See the world's smallest elephant aptly named Jumbo

Click the mouse

And Grimaldo the fire eater in his death defying act

Click the mouse

SLIDE 3

Click the mouse

The Golden City Circus has a long and very interesting history.

Click the mouse

The Circus began in Australia in 1914, when its founder Franco Joseph started touring the Australian countryside with a small tent and a number of performers and circus animals. From these humble beginnings the circus has grown into the magnificent show it is today.

Click the mouse.

### SLIDE 4

Click the mouse

The Joseph family has continued to grow and prosper.

Click the mouse

There are now three different generations of Joseph's travelling and performing with the circus.

Click the mouse

The full family tree is shown in this chart.

Click the mouse

### SLIDE 5

The Golden City Circus is world renowned.

Click the mouse

Visitors from all over the world visit Australia to see this magnificent show

Click the mouse

One visitor came from as far as Alaska just to see the famous Millo family doing their trapeze act.

Click the mouse

Most of the audience comes of course from Australia,

Click the mouse

but there are a large number of people who come from the US, UK, Europe and Asia.

Click, click, click, click, click

As you can see the popularity of the circus is continuing to grow each year.

Click the mouse

### SLIDE 6

Like any business the circus needs to make a profit to survive

Click the mouse

The main income of the circus comes from ticket sales

Click the mouse

Click the mouse

Animal and carnival rides also provide a significant amount to the circus

Click the mouse

Food is second to Ticket sales in income generation

Click the mouse

Click the mouse

While side shows are also a very profitable side line

Click the mouse

### SLIDE 7

Click the mouse

Click the mouse

Welcome to some of the circus celebrities

Click the mouse

The Ringmaster is of course the centre of any circus. He leads the big parade and introduces the acts to us

Click the mouse

The Golden City Circus band is one of the finest in the world and accompanies most of the acts.

Click the mouse

What would a circus be without the clowns. The Golden City circus has a number of brilliant clowns who perform tricks and make the children laugh.

Click the mouse

The Trapeze act, jugglers and dancers all add to the circus atmosphere

Click the mouse.

### SLIDE 8

Click the mouse

No circus would be complete without the animals. Golden City Circus prides itself on its beautiful creatures. Each is given the best attention and all are in prime condition.

The lions and tigers perform individually and together. They jump through hoops and perform on command

The elephants parade around the big top and are always a favourite with the kids.

The camels are a new attraction at the circus and are proving very popular.

The grizzly bear has the children spellbound as he performs his many tricks.

Click the mouse

### SLIDE 9

Click the mouse

Click the mouse

The Circus is presently touring around Australia and will be in a city near you soon

Click the mouse

### SLIDE 10

Click the mouse

The tour schedule for the circus is as follows

Click the mouse

Click the mouse

Sydney 22nd January 2000

Click the mouse

Click the mouse

Melbourne 26th January 2000

Click the mouse

Click the mouse



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Adelaide 1st February 2000

Click the mouse

Click the mouse

Perth 5th February 2000

Click the mouse

Click the mouse

Brisbane 10th February 2000

Click the mouse

SLIDE 11

Click the mouse

We are so proud of our circus we offer a money back guarantee to our customers

Click the mouse

SLIDE 12

Click the mouse

We hope to see you all soon

Click the mouse

Print a copy of the Speakers notes for the presentation.

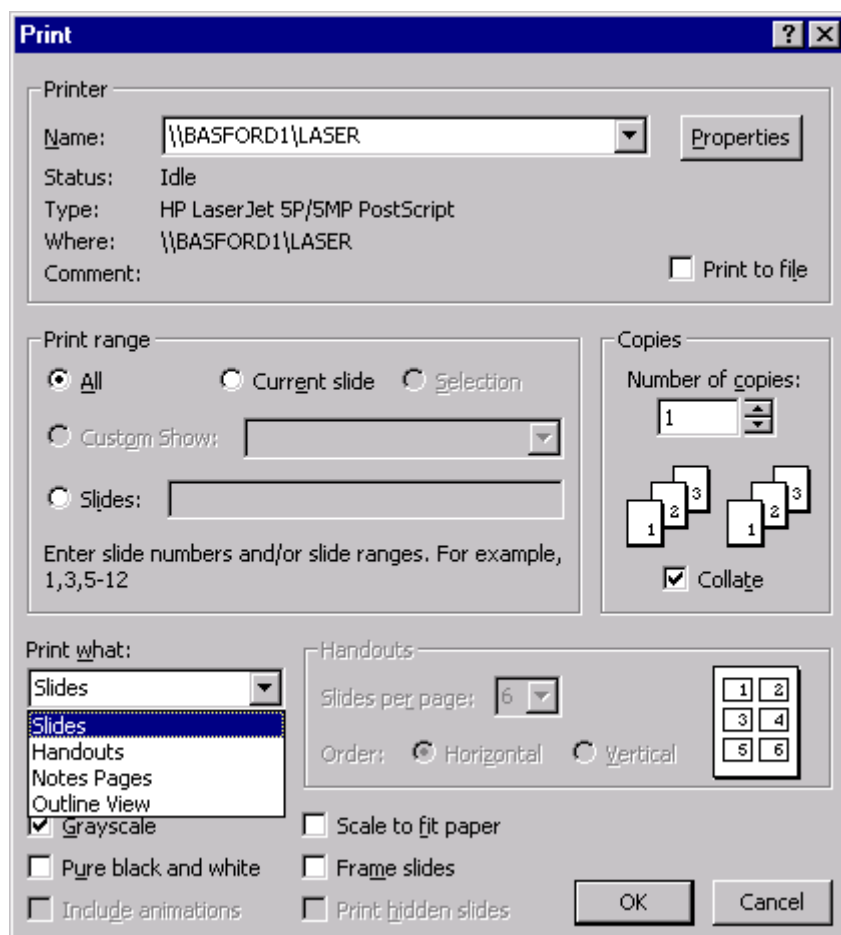
..... *End of Task 26* .....

### Handout Notes

Often it is a good idea to give your audience a copy of the slides for future reference. PowerPoint has the facility to produce handout notes. These can contain two, three, four, six or nine slides on a page. They contain only the slides themselves not the notes that have been used with the presentation.

To produce handout notes:

- Choose View from the menu
- Select Master, then Handout Master
- A miniature of the handout page appears with a floating menu that allows the selection of the number of slides per page. Choose the layout required.
- Enlarge the master to add headers and footers to the page
- Close the master
- Choose File|Print from the menu
- In the Print What box choose Handouts:



- Enter the slides per page in the box displayed and indicate if they are to be arranged vertically or horizontally
- Click OK

**Task 27**

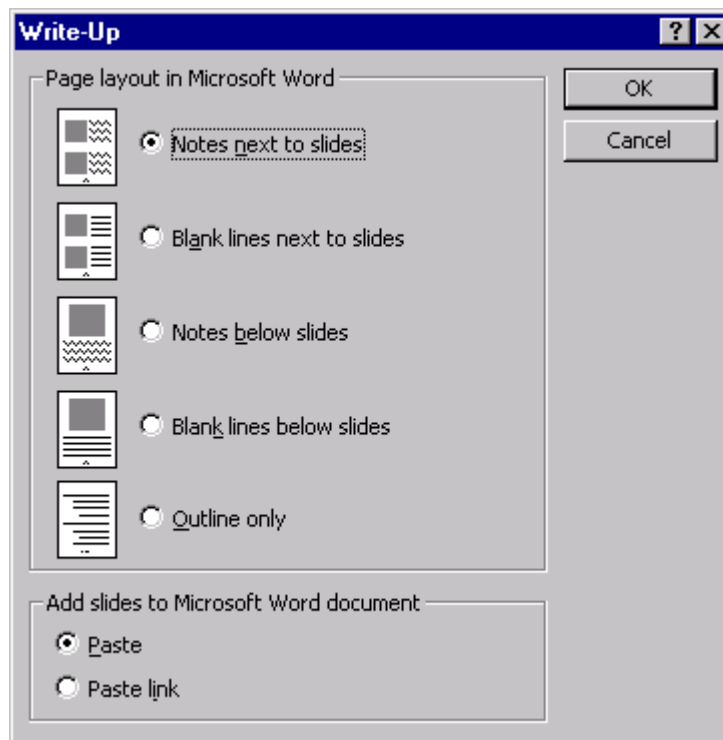
Create handout sheets for your presentation with four slides per page.

..... *End of Task 27* .....

### Sending Notes or Handouts to Word

Once the presentation has been prepared and speaker's notes put into each slide, it is possible to then make a final set of notes to hand to each participant in Word. Using Word it is possible to format the handouts better. To send a copy of the Presentation to Word:

- Change the presentation to black and white by clicking the Grayscale Preview button
- Choose File from the menu
- Click on Send to
- Choose Microsoft Word from the menu displayed
- The following dialog box will appear:



- Choose the format of the document required in Word
- Click on OK

Word will open and the slides will start to appear on the pages. Format the Word document as required and then save.

**Task 28**

Create a set of hand out notes in Word. Have each slide appear besides their corresponding notes. Edit the Word document so that there are no mouse clicks in the notes and they make sense when read. Add a header and footer to the document. Place the name of the circus in the header and your name and the date in the footer.

When complete save the notes and print out the **first page of the document** only.

..... *End of Task 28* .....

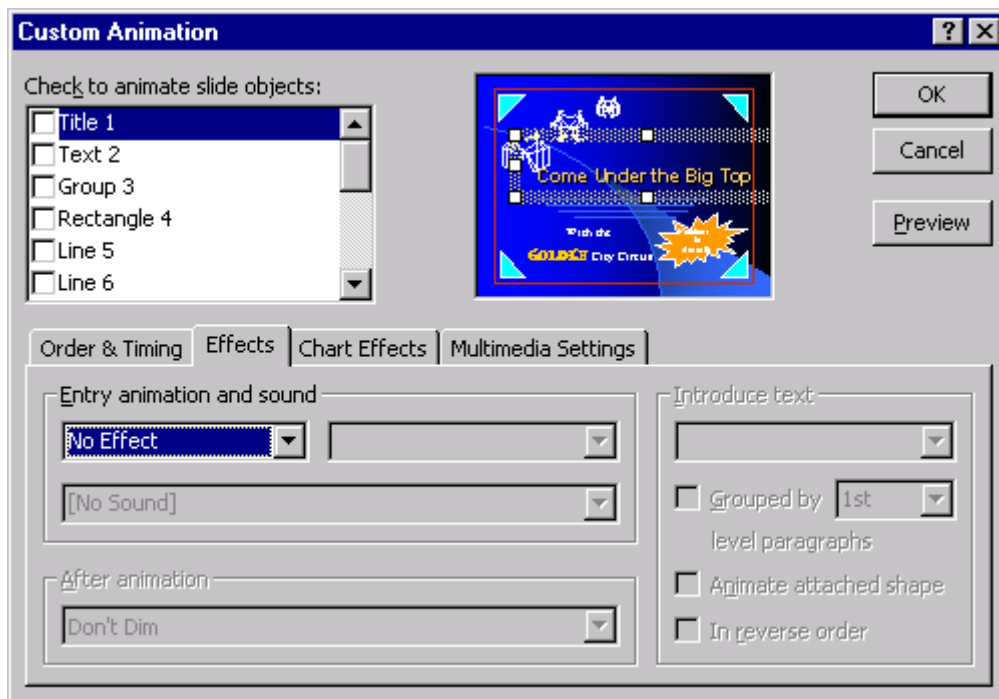
### Custom Animations

Using the Custom Animation command, each slide can have animation effects. For example, it is possible to have text appear on the slide letter by letter, word by word or by the paragraph. This can also be accompanied by sound. Other objects, such as graphics and charts can be animated to appear piece by piece. It is also possible to order the way in which objects appear on the slide.

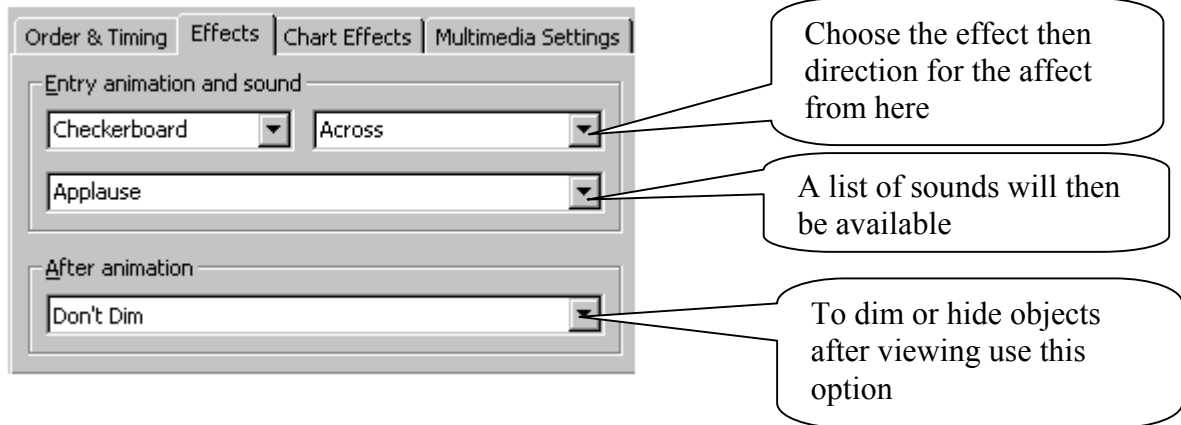
To build a custom animation on a slide:

- Select the object to animate on the slide
- Click the Right Mouse Button while over the selected object
- Select Custom Animation

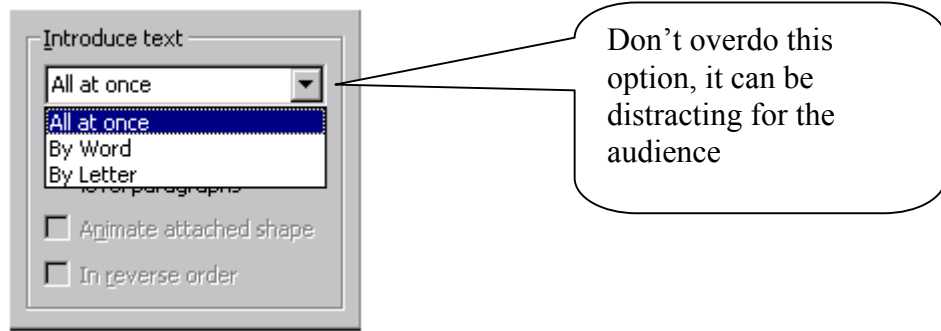
The following dialog box appears:



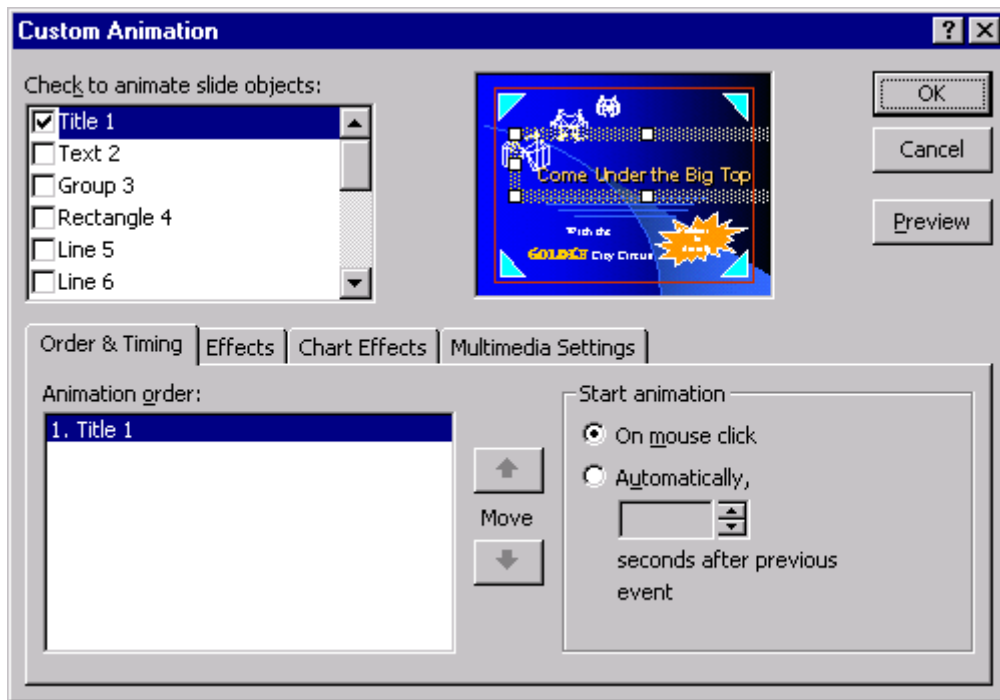
- The drop-down list box beside No Effect lists the types of effects that can be given to the selected object. Once an animation is chosen it is then possible to add sound to the animation as well.



- If a text object is chosen then the right hand box opens to allow the individual letters and words to be animated:



- By ticking an item in the list of slide objects at the top of the dialog box it is possible to animate all the objects on a slide. As each item is ticked the preview box will show which item has been chosen. The preview button will show how the animation affects the slide. It can be pressed as often as you like to try out various animations.
- The order in which items are animated can be viewed and changed in the Order and Timing tab shown below:



- The top left-hand list box indicates the objects on the current slide. Those with a tick have been animated and moved into the timing box. The up and down arrows beside the animation order box can be used to change the order in which objects appear on the slide.
- There are two ways to start the animation of an object, on a mouse click or after a number of seconds. To change the animation to a number of seconds select the object in the list box and enter the number of seconds for animation.

### Animating a Chart

If the object chosen for animation is a chart then the third tab, Chart Effects, in the Custom Animation box is used. This allows the various sections of the chart to be animated independently.

### Animated Objects

An animated object included from file, will only animate when the settings on the Play Settings tab are correctly adjusted. The settings indicate the start and stop of the animation in relation to the presentation.



**Task 29**

Add the following Custom Animations to each slide. The order in which they are listed is the order in which the animation should apply:

SLIDE 1

Heading Text –	Fly from Top Right
Largest Tent –	Fly from Top
Next Tent –	Fly from Top automatically after 0 seconds
Next Tent –	Fly from Top automatically after 0 seconds
Subheading –	Spiral with <b>Chime</b> make sure it comes at once and is not grouped.
No 1 in Australia –	Fly from Right

SLIDE 2

First Block Bullets	Fly from Left
	Dim to Grey after viewing
Second Block Bullets	Fly from Right
	Dim to Grey after viewing

SLIDE 3

Heading Text	Zoom in
	Appear

SLIDE 4

Title Text	Wipe Down
Organisation Chart	Fly from Left
	Box out

SLIDE 5

Title Text	Checkerboard Across
	Appear
	Dim to grey
Chart	Introduce effects by Category
	Entry animation – Blinds horizontal

SLIDE 6

Chart	Chart Effects
	Introduce effects by Category

Entry animation - appear

### SLIDE 7

Tent object	Appear
Title	Stretch from Bottom
Ringleader	Fly from Top
Band	Fly from Top Left
Clown	Fly from Top Right
Trapeze	Fly from Bottom Left

### SLIDE 8

Title	Swivel
Lion	Split Horizontal In Automatic after 0 seconds
Tiger	Stretch Across Automatic after 0 seconds
Elephant	Crawl from Left Automatic after 0 seconds
Camel	Crawl from Right Automatic after 0 seconds
Bear	Random Effects Automatic after 0 seconds

### SLIDE 9

Heading animation	Appear
Juggler	Appear

### SLIDE 10

Title	Appear
Sydney's Date	Appear
Sydney's Picture	Fly from Top
	Hide on Next Mouse Click
Melbourne's Date	Appear
Melbourne's Picture	Fly from Bottom
	Hide on Next Mouse Click
Adelaide's Date	Appear
Adelaide's Picture	Fly from Top Right
	Hide on Next Mouse Click
Perth's Date	Appear
Perth's Picture	Fly from Bottom Right
	Hide on Next Mouse Click
Brisbane's Date	Appear
Brisbane's Picture	Fly from Top Left
	Hide on Next Mouse Click

SLIDE 11

Title	Spiral
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SLIDE 12

Text Art	Checkerboard down with Applause
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Resave the presentation. Run the presentation to see the animation on each slide. Press the mouse to get each effect to appear. Correct any effects that are not correct and resave when complete.

..... *End of Task 29* .....

*Integrate Commercial Computing Packages*

## Transitions

A transition is a special effect that can be used to introduce a slide during a presentation. For example the slide can fade in from black or one slide can dissolve as the other appears. Using PowerPoint each slide can be given a different transition and the speed for each transition can be altered from slide to slide. To add a transition to a slide choose:

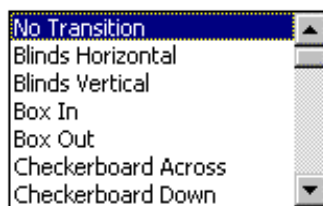
- Change the presentation to Slide Sorter View
- A Transition list box appears at the top of the screen with a Transition button on the left:



- To see all of the available transition settings, click on the Transition button to bring up the following dialog box:



- In the Effect box click on the drop-down list box and choose from the list of available transitions:



The scroll bar can be used to scroll through the various transitions. Each is previewed in the Effect picture box

- Each transition can occur either on the mouse click or after a certain number of seconds. If the transition is set to automatic, the time in seconds occurs only

after the slide is placed into memory and may be longer than expected.

- Sound can also be added to each transition. To see the available sounds click on the drop-down list box under sound and choose the sound to accompany each transition. Remember not to overdo the sounds. Too much sound can detract from the purpose of the presentation.

**Task 30**

1. Using the Slide Sorter View add the following transitions between the slides in your presentation:

SLIDE 1

Cut through black

SLIDE 2

Blinds horizontal

SLIDE 3

Random Bars Horizontal

SLIDE 4

Cover down

SLIDE 5

Strips left down

SLIDE 6

Uncover Right

SLIDE 7

Strips Right Down

SLIDE 8

Box in

SLIDE 9

Dissolve

SLIDE 10

Box out

SLIDE 11

Random Transition

SLIDE 12

Fade through Black

2. Resave the presentation and run to check the transitions are correct.

..... *End of Task 30* .....

### Task 31

Tourism is one of the growth industries of the new millennium. You have been employed by a local travel agency to advertise one of its many holiday destinations. You may choose any place in the world to advertise, but your presentation must include the following elements:

- At least 8 slides
- At least one slide with a background produced in Paint
- 1 Appropriate Chart that has had data imported from Excel
- An Organisation Chart
- Scanned image
- ClipArt image
- Sound and video clip
- Custom Animations
- Transitions between all slides
- Speakers Notes
- Handout Notes produced in Word

Present your presentation to the client using your Speakers notes as a guide to the verbal content of the presentation. Give the client a single copy of the Handout notes from Word.

..... *End of Task 31* .....

## Competencies

### ICAITU013C – Integrate Commercial Computing Packages

Required tasks to complete each performance criteria:

<b>Element 1 – Produce required organisational documents</b>	
Appropriate packages and conversion techniques are used to achieve an integrated outcome	All Tasks
Data is imported/exported to produce required outcome.	1-9,11-13,18-25,28
Data is saved and re-accessed without loss of data	14-15,17,26,27,29,30
<b>Element 2 – Determine and use help</b>	
Help is accessed through on line help and manuals	10,16
Internal organisation client documentation is obtained and used.	31

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**Task Recording Sheet**

	Date	Initials
Task 1		
Task 2		
Task 3		
Task 4		
Task 5		
Task 6		
Task 7		
Task 8		
Task 9		
Task 10		
Task 11		
Task 12		
Task 13		
Task 14		
Task 15		
Task 16		
Task 17		
Task 18		
Task 19		
Task 20		

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	Date	Initials
Task 21		
Task 22		
Task 23		
Task 24		
Task 25		
Task 26		
Task 27		
Task 28		
Task 29		
Task 30		
Task 31		

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