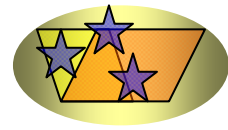


**Presentation
software
Level 2
Notes
for
City & Guilds
7574 ITQ Unit 225**

**Written for PowerPoint
2007[®] for Windows[™] XP**

Tench Computing Ltd

Pines
Glendale Road
Burgess Hill
West Sussex
RH15 0EJ



Web address: www.tenchcomputing.co.uk

Email address: jtench@globalnet.co.uk

About the author: *Jackie Tench MSc, ACIB, Cert Ed*

Jackie started her working career in branch banking with the Midland Bank (now HSBC) and was transferred to their Computing Department after achieving 100% in their ability test for programmers. She then worked for more than a decade in this department and was one of the first women to achieve a junior management grade at the age of 21. She attended a significant number of IBM programming training courses during her time there.

Jackie was the first woman to pass the ACIB (Associate Chartered Institute of Bankers) examinations in the Midland Bank (HSBC) and the youngest person at 21 years of age.

Jackie then left to raise a family but still found time to teach part-time at a college in Sheffield and to obtain a MSc in Computing and a Cert Ed in teaching.

When her children were old enough Jackie returned to work full-time and was a Senior Lecturer in Software Engineering and Computer Studies at a college in Brighton for nearly 10 years teaching all levels up to and including HND.

Therefore, Jackie has considerable business knowledge and qualifications plus wide experience in practical computing and training – covering areas such as structured design, analysis, coding, testing and implementing software applications plus training students to fulfil an important role in the computer industry.

Jackie has worked as a consultant for several blue chip companies and examination boards using her software engineering and educational training skills and is now one of the foremost experts in computing with an extensive knowledge of programming languages and applications.

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Appendix A
RGB (Red, Green, Blue) colours

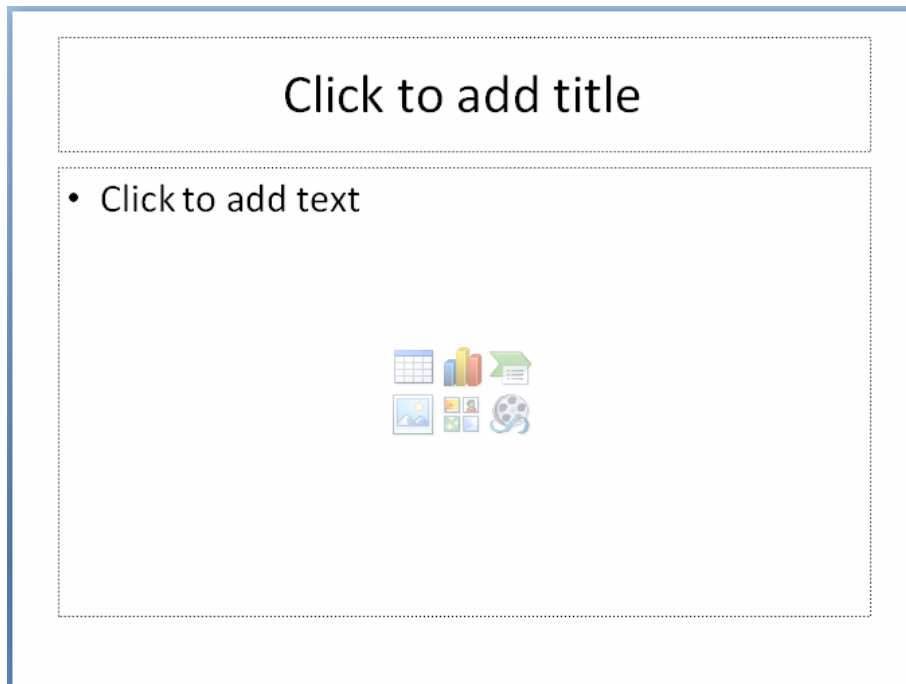
Tables


Insert a table

A table can be inserted on a slide.

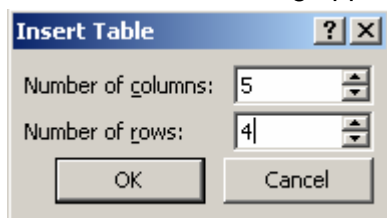
- Open a new presentation.
- Change the first slide to a **Title and Content** layout.

The following slide layout appears.



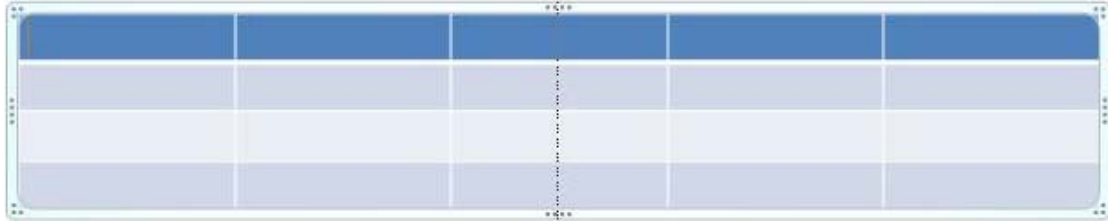
- Save the file with the filename **Chart1**.
- Enter **Internet usage** as the title.
- Click on the **Insert Table**  icon in the bottom placeholder.

The Insert Table dialog appears.




- Enter 5 in the **Number of columns** box.
- Enter 4 in the **Number of rows** box.
- Click OK.

A table containing 5 columns and 4 rows is inserted on the slide.



- Using the cursor arrow keys or the Tab key to move between cells enter the following data into the table.

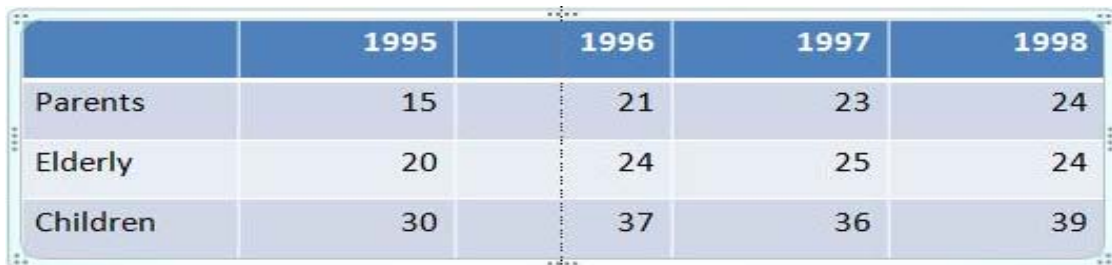
	1995	1996	1997	1998
Parents	15	21	23	24
Elderly	20	24	25	24
Children	30	37	36	39

- Select all the numeric data.
- Under the **Home** command tab click on the **Align Text Right**  icon on the **Paragraph** command set.

You can change the size of the table by clicking on one of its size handles and dragging inwards to make the table smaller or dragging outwards to make it larger.

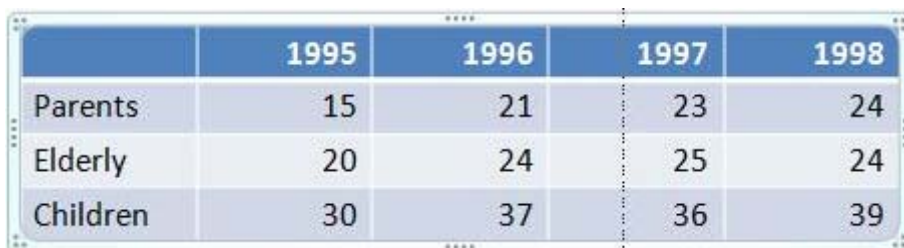
- Select the table.

The 8 size handles become visible.




	1995	1996	1997	1998
Parents	15	21	23	24
Elderly	20	24	25	24
Children	30	37	36	39

- Click and drag the bottom right size handle and make the table smaller as shown below.



	1995	1996	1997	1998
Parents	15	21	23	24
Elderly	20	24	25	24
Children	30	37	36	39

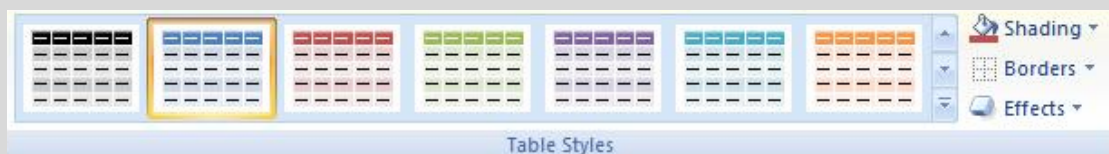
You can move the table by hovering over its outside edge until a Move  icon appears then clicking and dragging the table to the position required.


- Move the table so that it is positioned in the bottom area of the slide as shown below.

Internet usage

	1995	1996	1997	1998
Parents	15	21	23	24
Elderly	20	24	25	24
Children	30	37	36	39

You can change the style of the table by clicking on the table and selecting one of the table styles displayed on the **Table Styles** command set under the **Table Tools|Design** command tab.



Click the **More**  icon at the right of the displayed Table Styles to display more styles.

- Save the file.


Hyperlink

A hyperlink links to a web page on the Internet using a web address e.g. www.buypresents.co.uk and is underlined and displayed in a blue font.

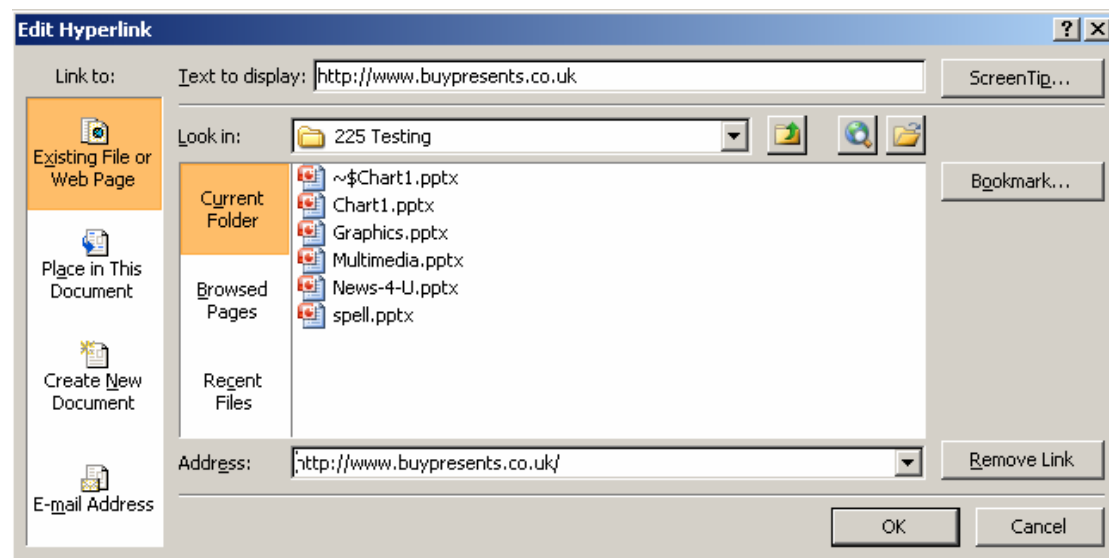
You can enter a web address in a document and make it a hyperlink.

If you do not want the web address to be linked to an Internet source; right click on the web address in the document and select **Remove Hyperlink** on the pop up menu.

- Under the table draw a text box.

- Select the **Insert** command tab and click the **Hyperlink**  icon on the **Links** command set.

The Insert Hyperlink dialog appears.




- Select the **Existing File or Web Page** option in the left window and enter the web page address **www.buypresents.co.uk** in the **Address** box (**http://** is automatically added).
- Click OK.

The web page address will now appear as a hyperlink in the text box on the slide as follows <http://www.buypresents.co.uk>

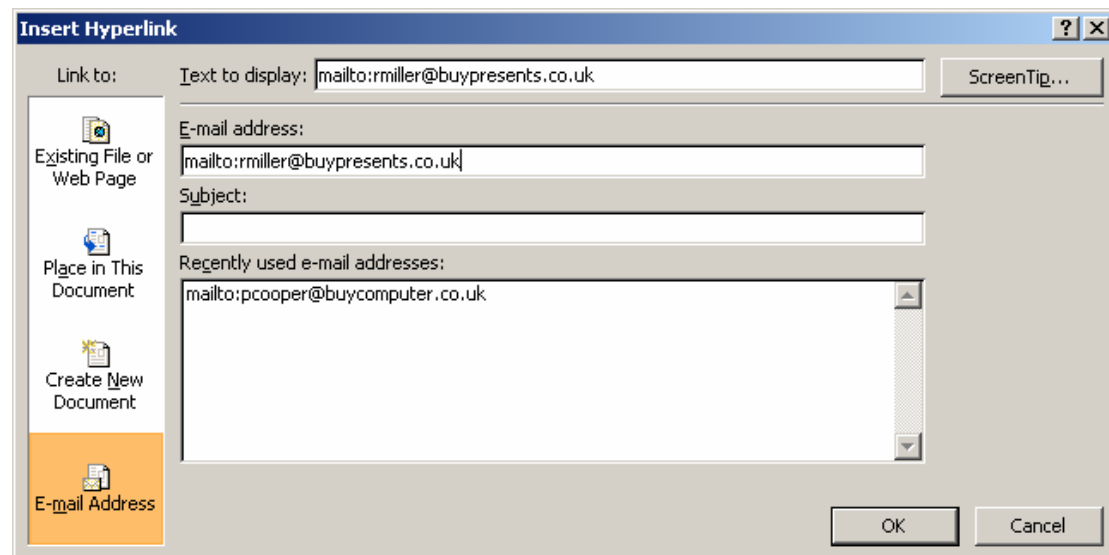
Mailto: hyperlink

You can also set up a hyperlink for an e-mail address. This will mean that when a user clicks on the hyperlink the system default e-mail program will be started up with a blank new message and the e-mail address already set up.

- Under the hyperlink draw a text box.

- Select the **Insert** command tab and click the **Hyperlink**  icon on the **Links** command set.

The Insert Hyperlink dialog appears.



- Select the **E-mail Address** option in the left window and enter the e-mail address **rmiller@buypresents.co.uk** in the **E-mail address** box (**mailto:** is automatically added).
- Click OK.

The e-mail address will now appear as a hyperlink in the text box on the slide as follows <mailto:rmiller@buypresents.co.uk>

The slide should appear as shown below.

The slide is titled 'Internet usage'. It contains a table with the following data:

	1995	1996	1997	1998
Parents	15	21	23	24
Elderly	20	24	25	24
Children	30	37	36	39

Below the table, there are two hyperlinks: <http://www.buypresents.co.uk> and <mailto:rmiller@buypresents.co.uk>.

- Save the file.

Charts

A chart can be included on a slide.

Charts and graphs are used to provide visual impact for data. There are three main chart types - *bar charts*, *pie charts* and *line graphs*. The purpose of all charts is the same; to help us appreciate the differences between numbers, something most people find difficult to do from printed figures. The type of chart that works best depends on the type of comparison we want to draw.

Bar chart

Bar charts are used to provide 'what's biggest' comparisons: between a group of items (total sales of products), a single item over a period (a product's sales in each quarter), or both (product sales by quarter).

In PowerPoint a bar chart is called a column chart.

Pie chart

Pie charts show proportions (percentages) of a whole - how much each product contributed to total sales.

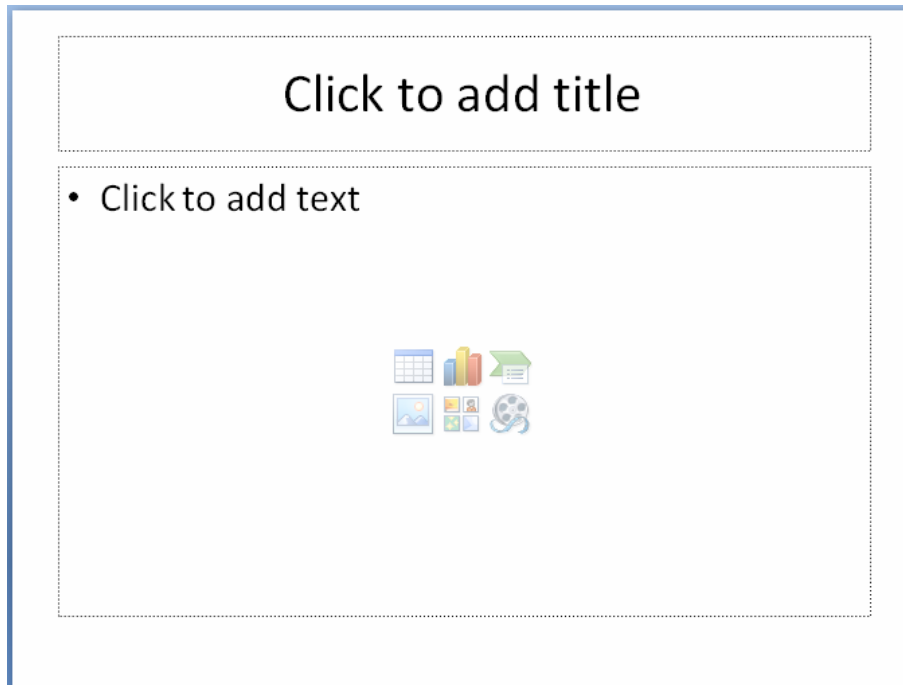
Line graph

Line graphs show trends over a period of time, either for a single item or a group of items e.g. how sales have grown this year. Each value is shown as a point above the horizontal axis (X) with a line passing through each point.

Create a bar (column) chart

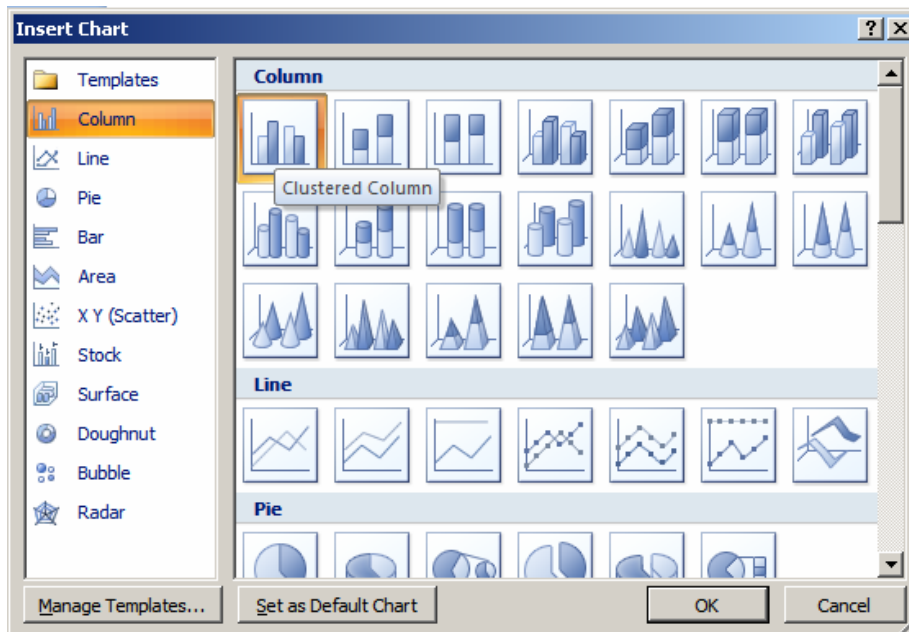
- Insert a new slide with a **Title and Content** layout.

The following slide layout appears:



- Click on the **Insert Chart**  icon in the bottom placeholder.

The Insert Chart dialog appears:



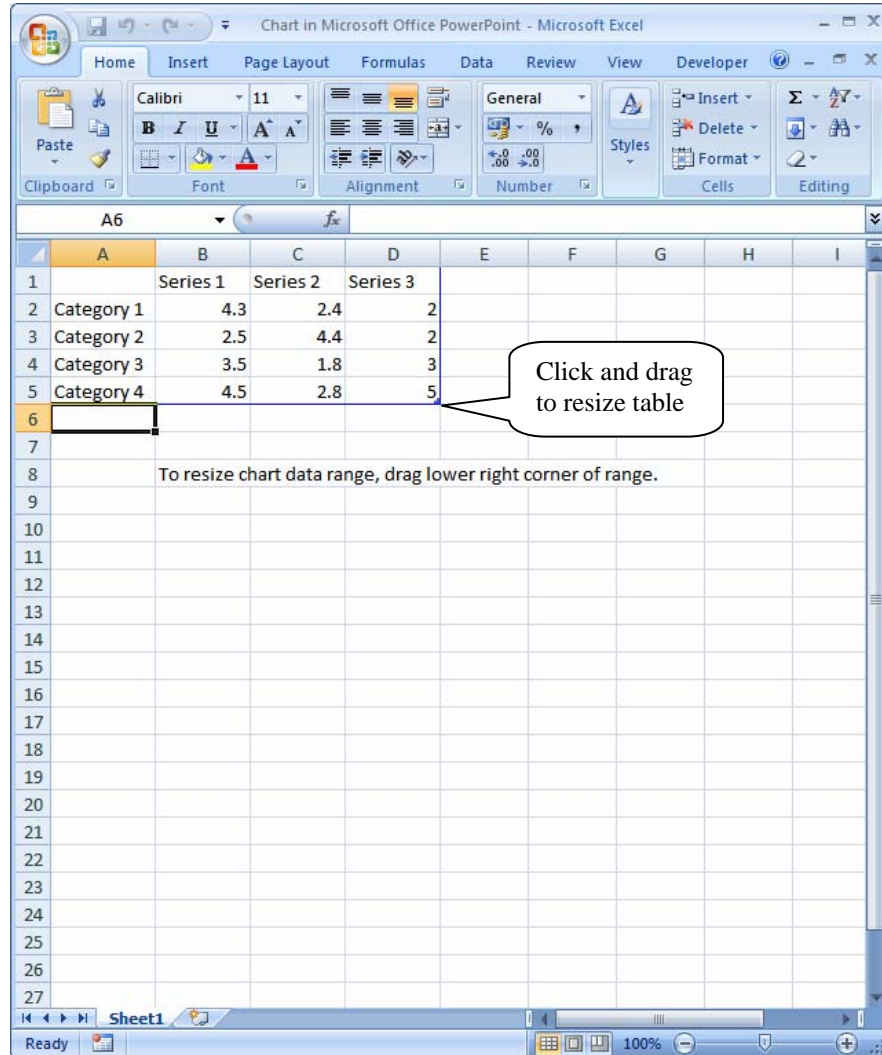
On this dialog you select the type of chart required.

- Select **Column** in the left window.

Note that a Bar chart is called a Column chart in PowerPoint.

- Click on the **Clustered Column** chart under the **Column** section.
- Click OK.

A bar chart appears on the slide with an Excel worksheet displayed at the right of the screen.

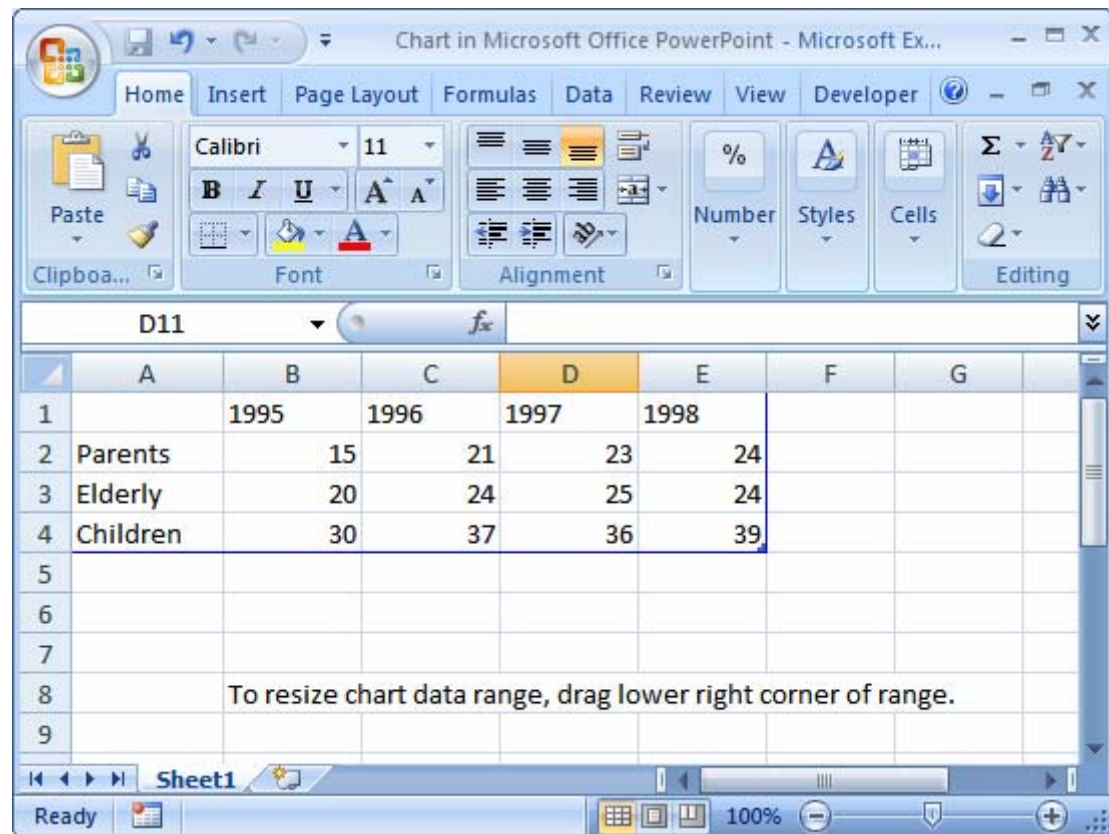


- Resize the data area for the worksheet by clicking on the bottom right corner and making it one column wider and one row smaller.
- Enter the following data into the datasheet table overwriting the existing data.

	1995	1996	1997	1998
Parents	15	21	23	24
Elderly	20	24	25	24
Children	30	37	36	39

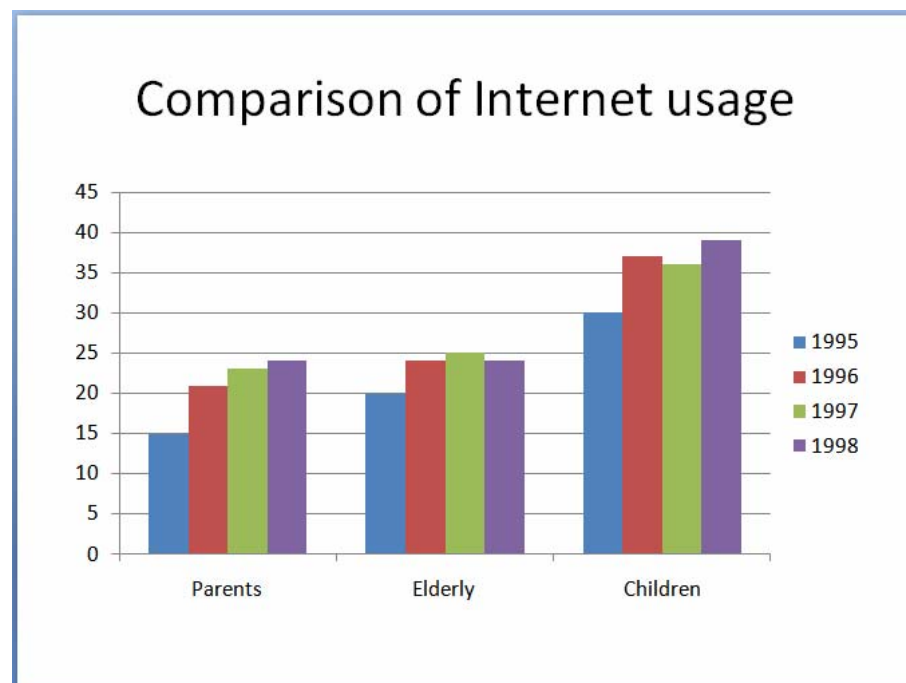
- Delete any extra data by selecting it and pressing the **Delete** key.

The worksheet should appear as shown below.



- Close the datasheet table by clicking on the X at the upper right-hand corner.
- Add the slide title **Comparison of Internet usage**.


The slide should appear as shown.



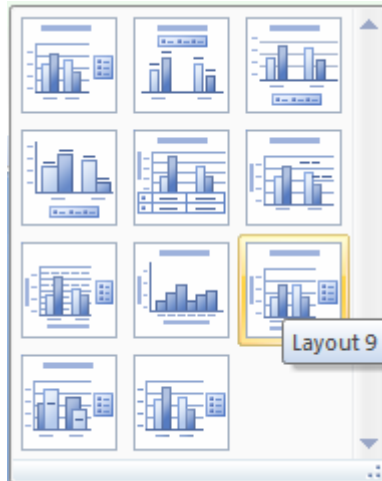
To add a title to the chart:

- Click on the chart to select it.

New command tabs have been added for Chart Tools: Design, Layout and Format. The commands contained on these command tabs can be used to customise the chart.

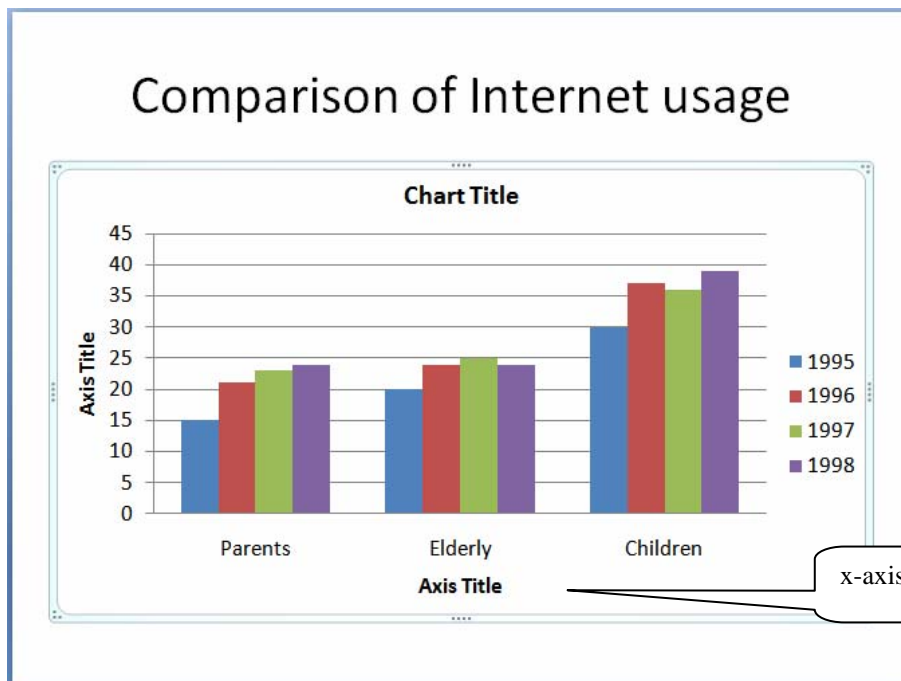
- Select the **Design** command tab and click the **More**  icon at the right of the **Chart Layouts** command set.

A selection of chart layouts is displayed.



- Select **Layout 9** on the dropdown list.


The layout of the chart on the slide is changed to include a chart title and axis titles.



- Click on the **Chart Title** and change it to **Hours spent weekly on the Internet**.
- Click on the **Axis Title** for the y-axis and change it to **Hours**.
- Click on the **Axis Title** for the x-axis and change it to **Users**.

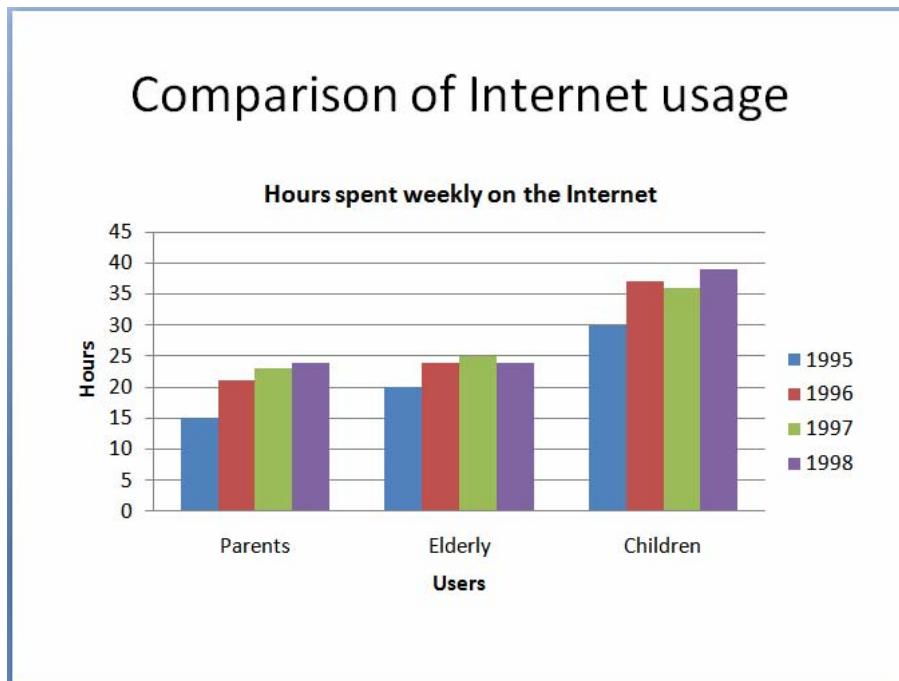
A legend is included on the chart by default. The legend can be removed by clicking on it and pressing the **Delete** key.

The legend defaults to being displayed at the right. The placement of the legend can

be changed by selecting a different chart layout **OR** by using the **Legend**  icon on the **Layout** command set.

- Click on the slide outside the chart area to remove the chart editing command tabs.

The chart should appear as shown below:



To edit the data in the worksheet table:

Click on the chart and select the **Design** command tab and click the **Edit Data**  icon on the **Data** command set.

The worksheet will appear and you can change the data.

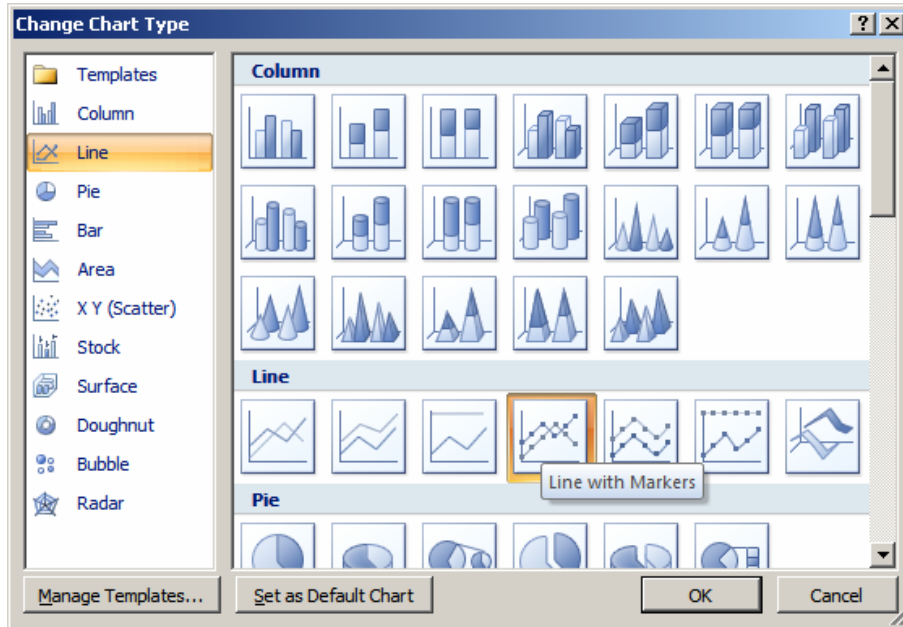
- Save the file.

Change the chart type

The chart type can be changed.

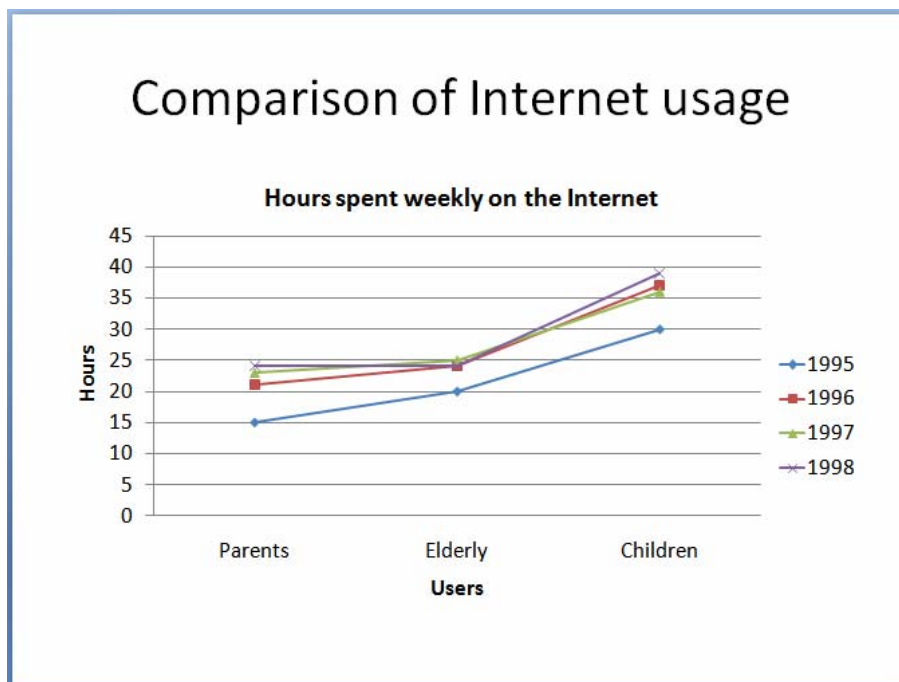
- Right click on an empty area of the chart and select **Change Chart Type** on the pop up menu.

The Change Chart Type dialog appears.



- Select **Line** in the left window.
- Select the chart type **Line with Markers** under the **Line** section.
- Click OK.

The chart on the slide has now been changed to a line graph.




- Save the file with the filename **Chart2**.


Change chart format

- Click in an empty part of the chart area.


You can change the format of any of the text on a chart e.g. font, font size, bold, italic, colour by clicking on it and using the formatting icons on the **Font** command set of the **Home** command tab.

- Select the **Format** command tab and click the down arrow at the right of the **Shape Fill**  icon on the **Shape Styles** command set.
- Select a light blue on the colour palette that appears.

The chart is filled with the light blue colour.

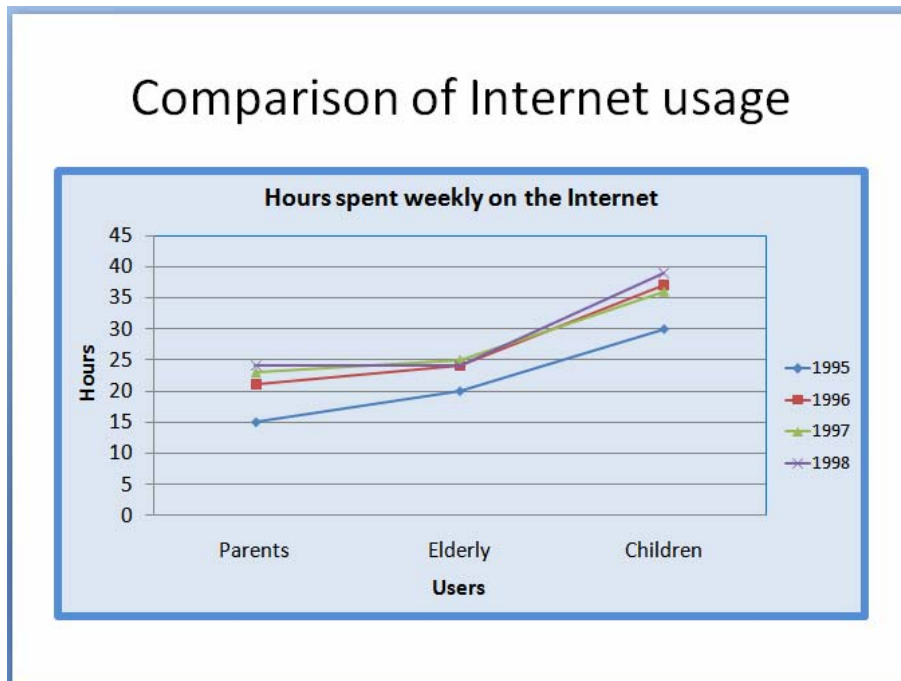
- Select the **Format** command tab and click the **Shape Outline**  icon on the **Shape Styles** command set.
- Select a dark blue colour on the colour palette that appears.

The chart is outlined with a dark blue colour.

- Select the **Format** command tab and click the **Shape Outline**  icon on the **Shape Styles** command set.
- Select **Weight** then **6 pt** on the dropdown list.

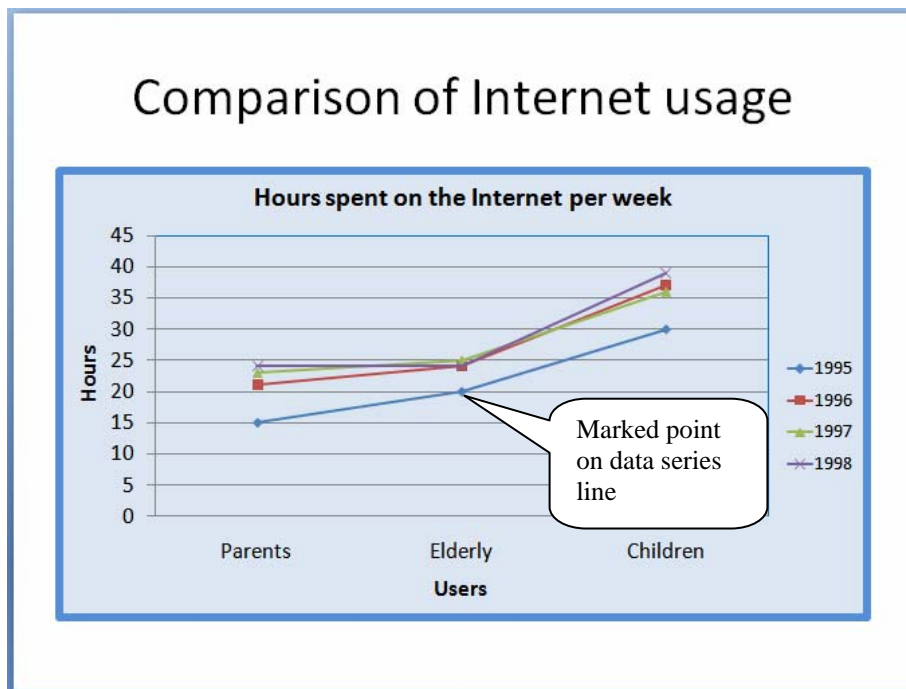
The outline around the chart is changed to a width of 6 point.

The slide now appears as shown below.



- Change the chart title to **Hours spent on the Internet per week**.

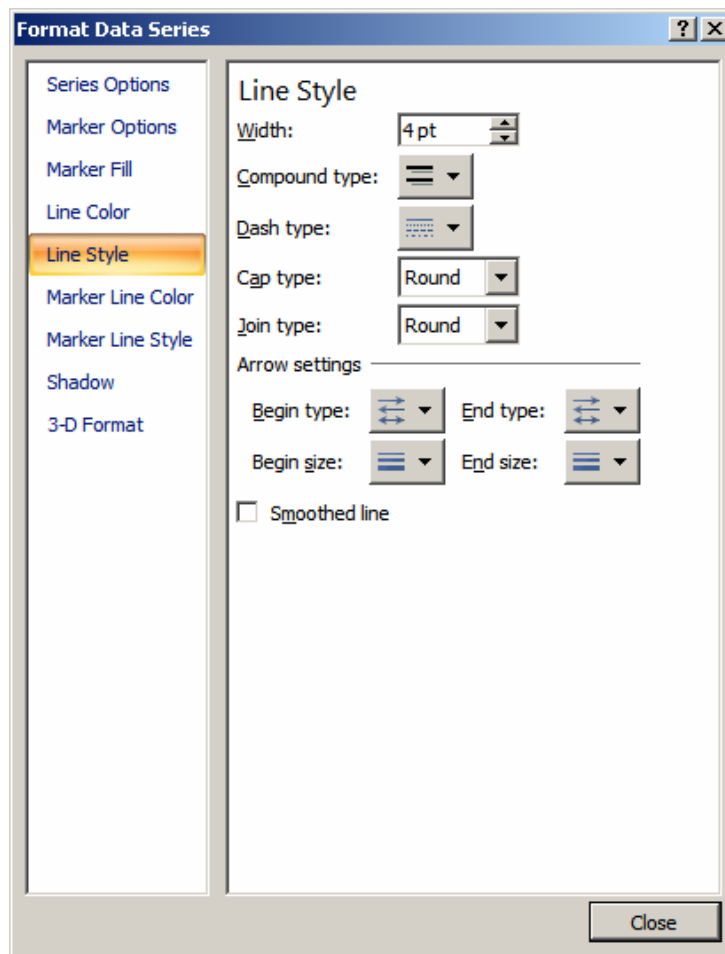
The slide now appears as shown below.




Change data series options

- Right click on one of the marked points on the bottom data series line when the chart is selected.
- Select **Format Data Series** on the pop up menu.

The Format Data Series dialog appears.

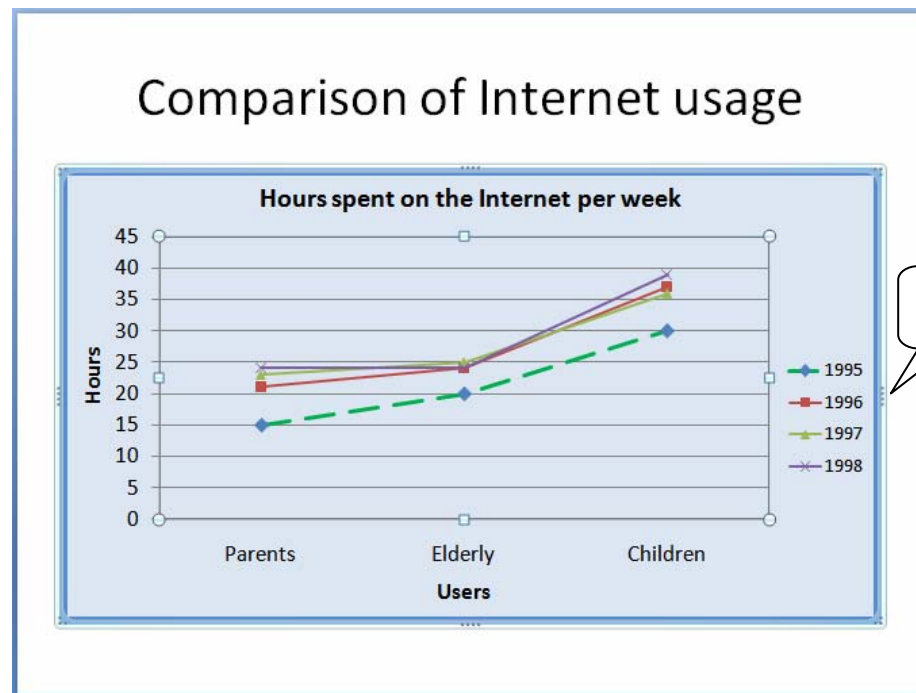


The line style, colour and markers for the data series can be changed on this dialog.

- Select **Line Style** in the left window.
- Change the **Width** to 4 pt.
- Select the down arrow at the right of the **Dash Style**  icon and select a dash style on the dropdown list.
- Click the **Close** button.

The other data series can be changed in the same way.

The slide should now appear similar to the one shown below.



Resize a chart

To resize a chart click on it and 8 size handles (three dots) appear on its outer edges. Click on one of the handles and drag the handle until the chart is the size required. Make sure that all the chart data is still fully displayed if the chart is made smaller.

The middle top and bottom handles can be dragged inwards to make the chart shorter or outwards to make the chart taller.

The middle right and left handles can be dragged inwards to make the chart narrower or outwards to make the chart wider.

The corner handles can be dragged inwards to make the chart shorter and narrower or outwards to make the chart taller and wider.

Using the corner handles will keep the chart in proportion.

- Save and close the file.

Questions 7

1.

- Create a new presentation and save it with the filename **chocshop**.
- Create a slide to include a table with the following data:

	2005	2006	2007	2008
Nut bar	20	30	30	35
Raisin bar	30	35	40	42
Mint bar	45	40	40	36

Slide Title: Sales

- Change the table style.
- Centre align all the numeric data.
- Resize and position the table in the centre of the bottom of the slide.
- Add a hyperlink under the table for the web address www.buymore.co.uk
- Add a mailto hyperlink for the e-mail address mpatel.etel.co.uk

2.

- Create a new slide as the second slide to include a bar (column) chart using the figures shown below.

	A	B	C	D	E
1		2005	2006	2007	2008
2	Nut bar	20	30	30	35
3	Raisin bar	30	35	40	42
4	Mint bar	45	40	40	36

- Display a legend at the bottom of the chart.
- Add a border to the chart.

Slide Title: Sales of chocolate bars

No chart title

X Axis: Chocolate types

Y Axis: Sales (000s)

3.

- Create a new slide as the third slide in the **chocshop** presentation.
- Add a pie chart with each slice separated, using the figures shown below.

	A	B
1		Pie
2	Choccream	965
3	Milkcream	575
4	Nutcream	450
5	Darkcream	236

Slide Title: Market share for 2000

No chart title

Use a chart layout to show data labels for the **Category name** and **percentage** for the pie chart.

Remove the legend.

The slices for the pie chart can be separated, by clicking on the pie chart, holding down the left mouse button and dragging outwards from the centre **OR** by selecting the **Chart Type** as **Exploded Pie**.

The legend can be deleted by clicking on it and pressing the **Delete** key.