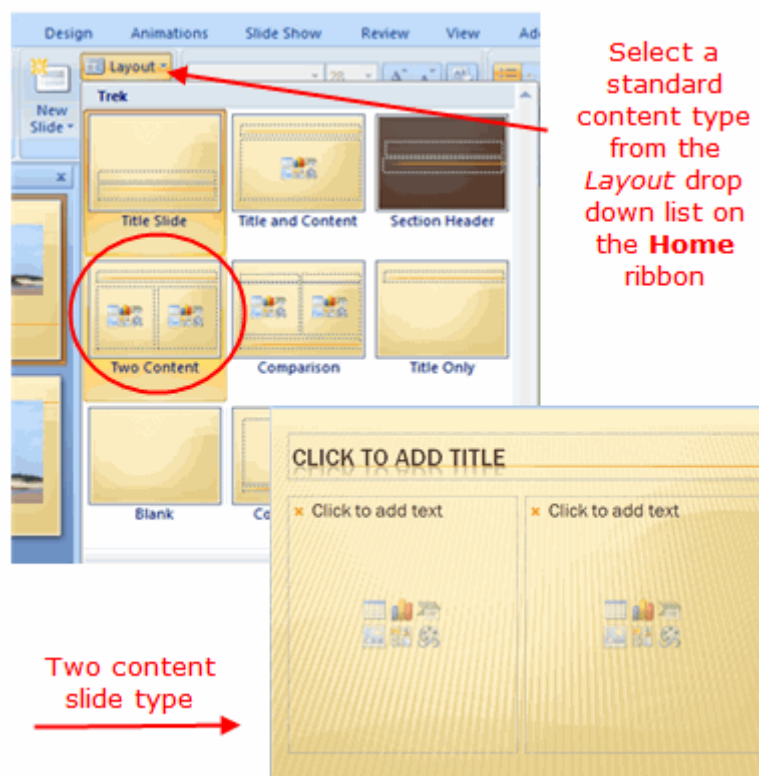


Modifying Slide Layouts in PowerPoint 2007

Sometimes you like the look of the slide, but things are just not in the right places. Moving and resizing slide items is just a matter of clicking and dragging the mouse. This PowerPoint 2007 tutorial will show you how easy it is to move or resize pictures, graphics or text objects on slides.

Changing Slide Layouts in PowerPoint 2007

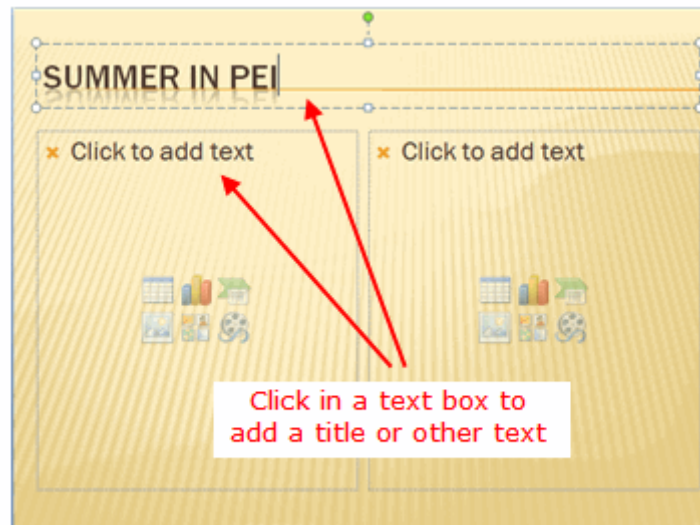


Choose a standard slide layout from the Home ribbon in PowerPoint 2007

Click on the Layout drop down list on the *Home* ribbon to select a slide layout. If there isn't a slide layout that is perfect for your presentation, select one that comes close to what you want and edit it. It is an easy matter to add or delete objects from a slide.

For this tutorial we will add, move, resize and delete objects from the slide shown above.

Enter Text into a PowerPoint 2007 Slide



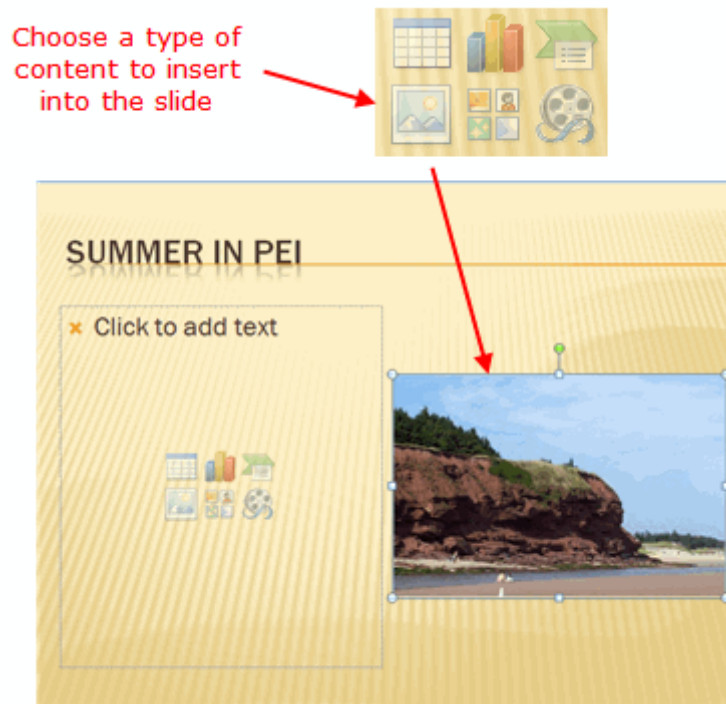
Click in a text box to add a title or other text on a PowerPoint 2007 slide

Entering Text

Entering a title or other text is easy in PowerPoint. Simply click in the appropriate text box and type your text. The text will take on the formatting that has been applied to the design theme.

Tip - Even though you may not have chosen a colourful design theme and are using the plain, white slides to start making your presentation, you are still working on a design theme. This plain, white slide is the default design theme and does contain certain formatting such as font style and size.

Insert a Picture into a PowerPoint 2007 Slide



Insert a picture using the picture button on the Content Layout slide in PowerPoint 2007

Pictures Enhance a Presentation

Content layout slides, such as the slide in this example, have a button shown on the slide to click, to add the type of content you want in that section of the slide.

Content options available are

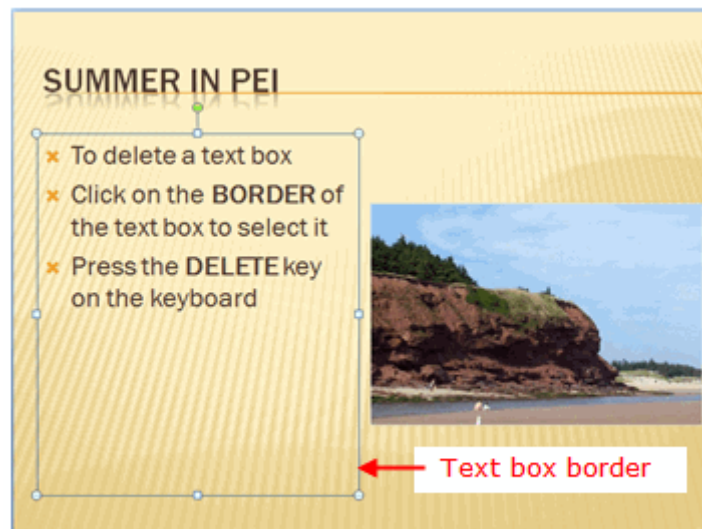
- insert table
- insert chart
- insert SmartArt graphics
- insert picture
- insert clip art
- insert media clip

To follow this example, you need to click the button to insert a picture. Locate the picture on your computer.

Note - If you have not chosen a Content layout type of slide you can easily insert a picture from the **Insert** ribbon.

- Click on the *Insert* ribbon.
- Click on the *Picture* icon
- Locate the picture on your computer.

Deleting a Text Box on a PowerPoint 2007 Slide



Click border to delete text box on a PowerPoint 2007 slide

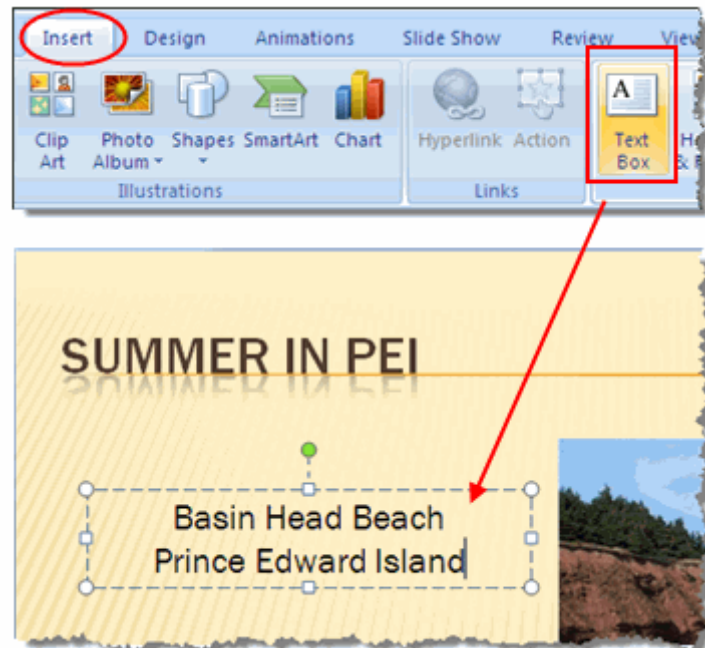
Delete Unwanted Graphic Objects

Text boxes or other graphic objects can be deleted using the mouse and the keyboard.

Steps to delete a text box

1. Click on the **border** of the text box. If you click in the text box itself, PowerPoint assumes that you wish to add or edit text. In order to delete the whole text box, you must click on the border of the text box.
2. Press the *Delete* key on the keyboard.

Add a New Text Box to a PowerPoint 2007 Slide



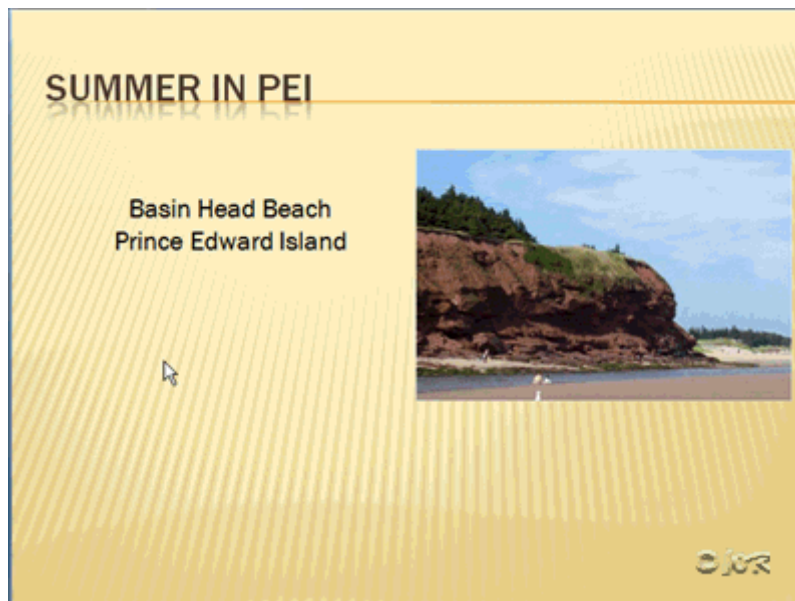
Add a new text box to a PowerPoint 2007 slide

Insert a New Text Box

If your slide does not have a text box already, you can quickly add one using the *Text Box* button. This button is found on the **Insert** ribbon.

Click the *Text Box* button and then drag the mouse on the slide to create a text box in the location and width of your choice. The text box will expand lengthwise as you type to accommodate your text. Use the selection handles to widen the text box further if necessary.

Moving and Resizing Pictures and Text Boxes



Animation of moving and resizing objects on PowerPoint 2007 slides

Animated Clip

This animated clip shows the steps to move and resize the graphic objects on a PowerPoint slide. This animation was created in a file format called animated.GIF.

Steps for Resizing pictures

1. Click on the picture to select it.
2. Place your mouse over one of the **corner** resizing handles. All resizing handles appear as white circles. The mouse cursor will change to a two-headed arrow. Dragging the corner handle to resize the picture will retain its proportions.

Steps for Moving pictures

1. Place the mouse anywhere over the picture. The mouse cursor will change to a four-headed arrow.
2. Drag the picture to the new location on the screen.

Tips

- Using the *corner* resizing handles will always keep your picture in the correct proportions. Using the top or side handles will cause distortion in your picture.
- The mouse cursor will **always** change to a two-headed arrow when placed over a resize handle on a graphic. Two-headed arrows are always *resize* arrows. This is standard for **all programs**.
- The mouse cursor will **always** change to a four-headed arrow when placed over a picture or the border of a graphic object. Four-headed arrows are always *move* arrows. This is standard for **all programs**.