

## Adding Content to a Presentation:

With Power Point 2007, it is easy to add content to a presentation. This content can include graphs, charts, SmartArt Graphics, pictures, clip art and video.


1. Add a slide to the presentation with a content box in the layout. (Figure 1)



FIGURE 1: ADD CONTENT ICON

2. Click the appropriate icon to insert the content needed.

### Adding Tables:

1. Click the *Insert Table* icon in the content box. (  )
2. In the *Insert Table* dialogue box that displays enter the number of columns and rows that are needed and click **OK**. (Figure 2)

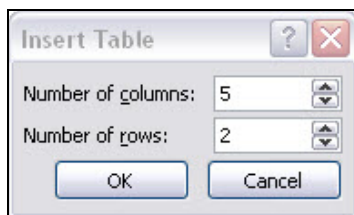


FIGURE 2: INSERT TABLE DIALOGUE BOX

3. Use the predefined styles on the Design tab to change the look of your table.

### Adding Charts:


1. Click the *Insert Chart* icon in the content box. (  )
2. From the *Insert Chart* dialogue box that displays select the type of chart needed and click **OK**. (Figure 3)



FIGURE 3: INSERT CHART DIALOGUE BOX

An Office Excel spreadsheet opens that will allow you to enter the data for your chart. The spreadsheet will have generic data in it, however, you can easily change it to the data you need to include.

- Click once in the first cell that needs to be changed and enter the correct data. (Figure 4)

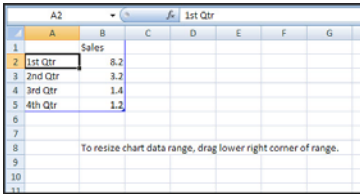


FIGURE 4: EXCEL SPREADSHEET

- Press Enter or Tab to move to the next cell. When you move to another cell the changed data will appear on the chart in the Power Point presentation.
- To add more rows and columns to the Excel spreadsheet for more data, click the lower right corner of the blue box in Excel and drag it until the correct number of rows and columns are included in the blue box.
- When all data has been entered and the chart is complete, close the spreadsheet. The chart will stay in the presentation.
- To make changes to the data in the chart, right-click on the chart and select **Edit Data**.
- Use the tools on the Design tab to change the layout and the style of the chart.

*Adding SmartArt Graphics:*

- Click the Insert SmartArt Graphic icon. (  )
- Choose a graphic from the Choose a SmartArt Graphic dialogue box that displays. (Figure 5)

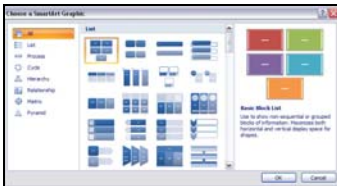


FIGURE 5: SMARTART GRAPHIC DIALOGUE BOX

- When the graphic is inserted into the presentation a box displays to enter the text. Enter the test in the box. (Figure 6)

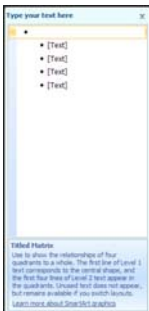




FIGURE 6: TEXTBOX FOR SMARTART GRAPHICS

- Enter the text for each cell of the graphic. When all data has been entered close the text box using the X in the top right corner.
- To edit the text, right-click in a blank spot of the graphic and select **Show Text Pane**.

### Adding Pictures:

1. Click the *Insert Picture from File* icon. (  )
2. Use the Insert Picture dialogue box that displays to locate the picture and double-click on it.
3. Change the size of the picture by clicking on the round or square handles that surround the picture when it is selected and dragging to the appropriate size.

### Adding Clip Art:

1. Click the *Clip Art* icon in the content box. (  )
2. In the *Clip Art* search box that displays, enter what you are looking for in the *Search for:* field and click **Go**.

The program will search for and display available clip art in the middle section of the search field. (Figure 7)

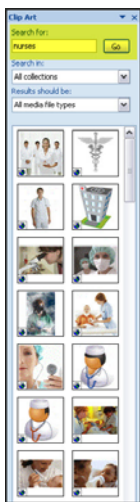



FIGURE 7: CLIP ART SEARCH BOX

3. Double-click on the clip art to insert it into the presentation.
4. Use the round and square handles to resize the picture as needed.

### Adding Media Clips:

1. Click the Insert Media Clip icon. (  )
2. From the Insert Movie boxes that displays locate the movie file to be added and double-click on it.
3. When a movie clip is added to a presentation, Power Point asks if the clip showed start automatically when the slide is displayed or if the clip should play when the movie icon within the presentation is clicked. Select the appropriate method.
4. Resize the movie window using the round and square handles on the edges of the video window.