Creating Effective PowerPoints - Part 4

Today’s class will focus on:

- SmartArt
- Tables & Charts
- Animation

We will practice using SmartArt graphics to visualize information; using tables and charts to visual data; and using animation to make your PowerPoint presentation more dynamic and keep the audience focused on the speaker.

SmartArt
SmartArt is a visual method of presenting information, including organizational charts, plans, and more. Using this tool can really improve understanding and recall of information. You can either convert text to SmartArt or insert SmartArt and add information manually.

To Add a SmartArt Graphic
There are 2 ways to add SmartArt graphics to a slide:

**Option 1: Insert tab > Illustrations group > SmartArt command**

**Option 2: Multimedia-ready PowerPoint slide layouts with Content Icons**
Exercise 1 – Add a SmartArt Graphic to a Slide

For this exercise, add a new Title & Content layout slide to your presentation.

1. Use one of the ways described on Page 1 to add a SmartArt Graphic to your slide.

2. In the Choose a SmartArt Graphic dialog box, select a category in the menu on the left.

3. Select a SmartArt graphic to be added.

4. Click OK; the graphic is added to the slide.

5. Fill in the text placeholders.

To accept the SmartArt, click anywhere outside of the SmartArt box.

NOTE: When a SmartArt graphic is selected on the slide, two contextual tabs are activated on the Ribbon.

The SmartArt Tools Design tab is used to add and reorganize shapes within a SmartArt graphic. The Design tab is also used to change layout, color, and styles and reset the formatted SmartArt to its default state.

The SmartArt Tools Format tab is used to enlarge or reduce the size of the shapes, apply Shapes Styles, format text, and rearrange shapes. If you have used Word, these formatting commands should look familiar.
Exercise 2 – Convert Existing Text into SmartArt

For this exercise, choose an existing Title & Content layout slide that already has bulleted or nonbulleted text.

1. Click anywhere in the Content placeholder textbox.
2. Go to Home tab > Paragraph group > Convert to SmartArt command.

3. In the Choose a SmartArt Graphic dialog window, select a category in the menu on the left.
4. Select a SmartArt graphic to be added.
5. Click the OK; the graphic is added to the slide.

You can resize, move, and delete a SmartArt graphic just like you would an image in PowerPoint.

NOTES on SmartArt:
Tables & Charts

Tables
Working with tables in PowerPoint is just like working with tables in Word or any other Office application. To add text to the table cells, click a cell and enter text. After text is entered, click outside the table. You can resize, move, and delete a table just like you would an image in PowerPoint.

There are two ways to add a table to a slide. Unlike other examples we have demonstrated in class, each of these options will give you a different way to create a table.

Option 1: Insert tab > Tables group > Tables command

Option 2: Multimedia-ready PowerPoint slide layouts with Content Icons

Exercise 3 – Add a Table to a Slide

From the Insert Tab (option 1):

- Add a new Blank layout slide to your presentation.
- Go to Insert tab > Tables group > Tables command
  In the Insert Table menu, hover the mouse over the number of rows and columns desired and click again to insert the table on the slide.
  - Table is now inserted and text/numbers can be added.

From Table Content Icon (option 2):

- Add a new Title & Content layout slide to your presentation.
- Click on the Table content icon (top left corner).
- In the Insert Table dialog box, enter numbers in the Number of columns and Number of rows boxes.
- Table is now inserted and text/numbers can be added.
When the table is selected, two contextual Table Tools tabs appear: Design & Layout.

The Table Tools Design tab has options for changing the design or look of the table along with adjusting the width and color of lines and borders.

The Table Tools Layout tab has options for formatting the table. You can add/delete rows or columns; adjust the heights/width of rows or columns; change direction of text, etc.

Charts
There are two ways to add a chart to a slide:

**Option 1:** Go to Insert tab > Illustrations group > Chart command

**Option 2:** Click on the Chart content icon (middle top row).
Exercise 4 – Add a Chart to a Slide

For this exercise, choose an existing slide or add a new slide to your presentation.

1. Use either Option 1 (Insert tab) or Option 2 (Chart content icon) to add a Chart to your slide.
2. In the Insert Chart dialog window, click select a chart type in the left pane.
3. Select the desired graph design.
4. Click OK.

To edit the chart, make changes to the spreadsheet that opens. As new information is entered, the chart changes to reflect it.

5. When finished, close the Excel Window.

Delete any unnecessary rows or columns by clicking on them in the spreadsheet and pressing Delete on the keyboard.

To use information from an already existing Excel spreadsheet, copy and paste the data from the Excel sheet into the PowerPoint spreadsheet.

NOTES on Charts & Graphs:
Animation

Text, images, and more can be revealed after the slide appears with animations.

There four types of animations:
- **Entrance** – controls how the object enters the slide
- **Emphasis** – gives object on the slide a special effect
- **Exit** – controls how the object exits the slide
- **Motion Paths** – similar to “emphasis,” but moves the object within the slide along a prescribed path

For today’s class, we will focus on applying **Entrance** and **Emphasis** animations to objects.

**Exercise 5 – Add Animation to an Object**

For this exercise, choose a slide with text, image(s), or SmartArt graphic that you wish to animate.

1. Click the Animations tab.
2. Select the object/text/graphic to be animated.
3. Click the Animation Gallery > More arrow, which displays a drop-down gallery of options. In the gallery: Entrance effects icons are green, Emphasis effects icons are yellow, Exit effects icons are red.
4. Choose an Entrance animation, such as **Appear**.
5. Click on **Effect Options** to arrange the order in which the multiple objects will appear on the slide.

You can view your animation by changing the view to Reading and clicking the right arrow button in the status bar at the bottom.

To return to editing your presentation, click on the Normal view icon on the status bar or press the Esc key.

To delete an animation, select the small number next to the object and press the Delete key on your keyboard.
Exercise 6 – Add Multiple Animations to an Object

For this exercise, choose a slide with a SmartArt graphic. Add animation, if you haven’t already.

1. Select the SmartArt graphic.
2. Go to Animations tab > Advanced Animation group > Add Animation command.
3. Select an Emphasis effect, such as Pulse.
4. Preview the animations.

Reordering Animations

Sometimes, we animate objects/text in the wrong order. The order of animations is indicated by small numbers next to each animation object. The currently selected object’s number is shaded in orange.

Exercise 7 – Reorder Animations

For this exercise, you will need a slide with more than one animation applied (see the example above).

1. Go to the Animations tab.
2. Select the object to be reordered by clicking on the animation number.
3. Go to the Timing group > Reorder Animation command.
4. Click on Move Earlier or Move Later to reorder the animations.

Preview the animations, if necessary, to make sure the animations are in the right order.
Animation Pane

The **Animation Pane** displays the list of animations currently applied to the slide and allows users to apply additional effects and settings to the animations.

1. Go to **Animations** tab > **Advanced Animation** group > **Animation Pane** command.
2. The **Animation Pane** opens on the right side of the PowerPoint window.

Animation Order

The animation order and start can be changed within the **Animation Pane** as well.

There are two ways to change the animation order and start from the Animation Pane.

1. **Click and drag** the animations into the right order OR
2. Select on an animation and use the **up and down arrows** at the top of the pane to reorder the animations.

Use animations to reveal your points one-by-one. This keeps your audience engaged and stops them from reading ahead.

Exercise 9 – Add Animation to a Paragraph

1. Choose an existing slide with text.
2. Go to the **Animations** tab and then select the **textbox** to be animated.
3. Click **Animation Gallery** > **More** arrow.
4. Choose a desired animation, such as **Appear** under **Entrance**.
5. To reveal bullet points one-by-one, click on the **Effect Options** command in the **Animation** group. From the menu, choose **Sequence** “One By One”.

The bullet points will now appear one-by-one, triggered by a mouse click.
Resources – Online Tutorials

GCFLearnFree.org

- PowerPoint: Animate Text & Objects

- PowerPoint: Tables
  https://edu.gcfglobal.org/en/powerpoint/tables/1/

- PowerPoint: Charts
  https://edu.gcfglobal.org/en/powerpoint/charts/1/

- PowerPoint: SmartArt Graphics
  https://edu.gcfglobal.org/en/powerpoint/smartart-graphics/1/

Things to Remember: