UNIT-IV

More On MS PowerPoint 2007

INSERTING TABLES

- ✓ **Tables** are wonderful structures for data that are to be presented in rows and columns format.
- ✓ **To insert a table in a slide,** follow the given steps:

Step-1

- ✓ Select any **slide layout** that includes a **Table placeholder**.
- ✓ For example, Title and Content.

Step-2

- ✓ Click on the Table placeholder.
- ✓ The Insert Table dialog box appears.

Step-3

- ✓ Enter the number of columns and rows, click OK button.

Step-1: Select slide layout

Step-2: Click on the Table placeholder

Step-3: Enter number of columns and rows→Click OK

Step-4: Type and fill in the data

Step-4 An empty table is displayed. Fill in the data to complete your table.

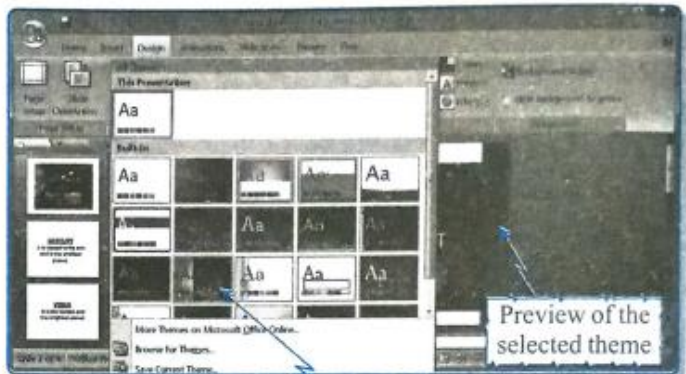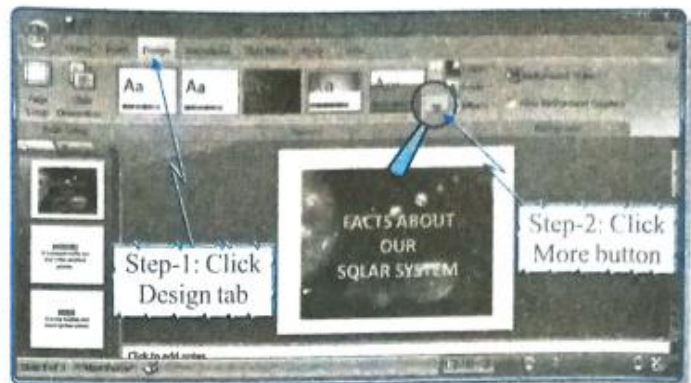**Note :** You may also click **Table** from the Insert tab on the Ribbon to create a table directly.

APPLYING THEME

✓ A **theme** is a set of colours, fonts and special effects.
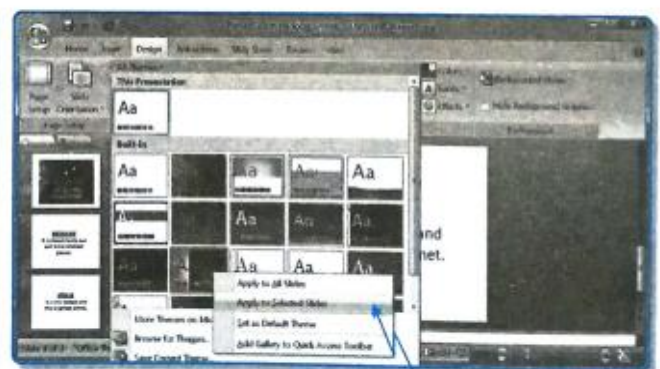
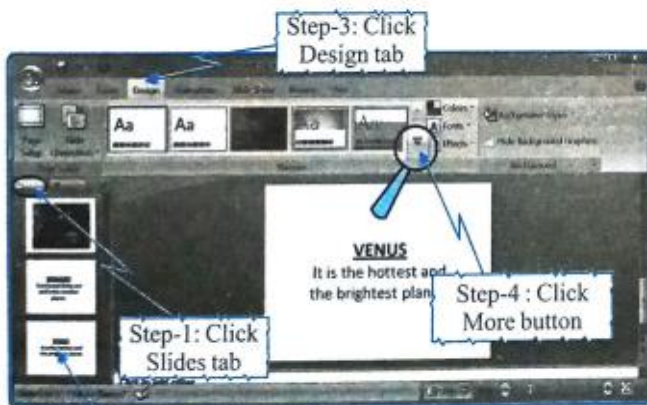✓ Theme provides attractive background to your slides.

To apply a theme to all the slides in your presentation, follow the given steps:

Step-1 Click the **Design** tab.

Step-2 Click **More** ⬇ button from the Themes group.

Step-3 Select any theme and see the preview effect on the slide in background. Click to apply it to all the slides.

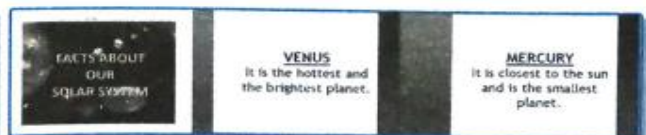**To apply a theme on selected slides**, follow the given steps :

Step-1 Click the **Slides** tab at the left side of the window.

Step-2 Hold down the **Ctrl** key and then click to select the slides on which you want to apply a theme.

Step-1: Click Design tab

Step-2: Click More button

Step-3: Select the required theme

Preview of the selected theme

Step-3 Click the **Design** tab on the Ribbon.

Step-4 Click **More** ⬇ button from the Themes group.

Step-5 Right-click on the required theme and click **Apply to Selected Slides**.

Step-3: Click Design tab

Step-4 : Click More button

Step-1: Click Slides tab

Step-2 : Select slides using Ctrl key

Step-5 : Right-click on selected theme → Click Apply to Selected Slides
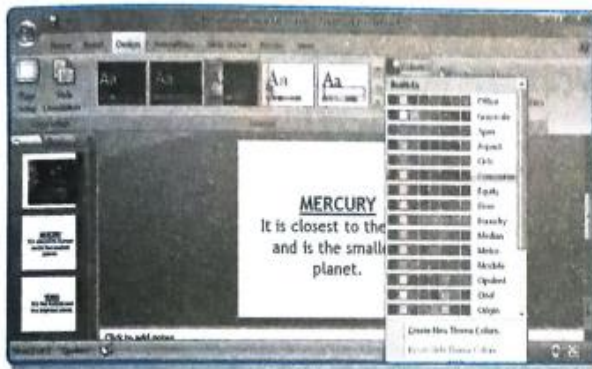

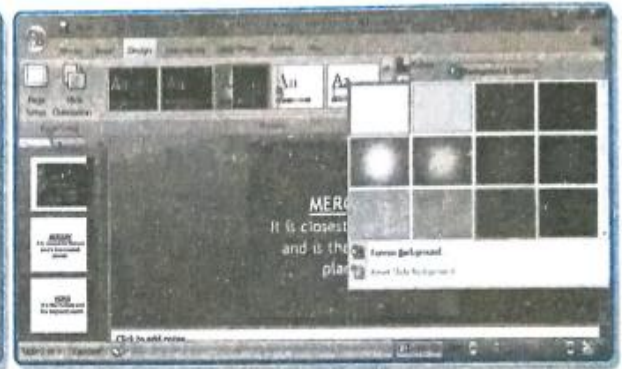Theme applied to all slides

Theme applied to selected slides

Editing Theme

✓ You can change the colours, fonts, effects and background styles for the current theme.

✓ **To change colours for the theme,** select the slide, click Colors from the Themes group in the Design tab and choose any colour.

✓ **To change the background style for the theme,** select the slide, click Background Styles from the Background group in the Design tab and choose any style of background.

changing colours for the theme   changing background style for the theme

Do You Know?

Slide master is the slide that stores information about the themes applied, including font styles, placeholder size and positions, background design and color schemes.

▷ Multiple Choice Questions ◁

Tick (✓) the correct option.

1. For inserting bullets and numbers in your slide, click .... tab on the Ribbon.
   (a) Insert ☐   (b) Home ☐   (c) Design ☐

2. .... is a graphic way to represent your text.
   (a) Clip Art ☐   (b) Themes ☐   (c) SmartArt ☐

3. .... tab is used to insert a theme.
   (a) Review ☐   (b) Design ☐   (c) Insert ☐

1)Home   2)SmartArt   3)Design