



Create unique design effects for your PowerPoint slides using photographs

Software version number: 97 or higher

Lab length: Half a day

Lab description

Overview: Students will apply various techniques to create useful products with the Office suite. Here are the activities covered:

- Include photographs in a presentation
- Use digital images to create eye-catching backgrounds
- Use pictures to create unique chart markers
- Turn pictures into AutoShapes to add a distinctive touch
- Add visual interest with vertical bands

Delivery method: This model supports the Lab instructional method. Using this method, the instructor introduces a business scenario, demonstrates techniques for completing an activity, and then lets students complete the activity.

Target student: Students participating in this Lab should be educated PowerPoint users who are familiar with:

- Starting PowerPoint, identifying on-screen features, and navigating through a presentation.
- Creating and editing slides.
- Using PowerPoint's drawing tools on a slide.
- Incorporating clip art objects on a slide.
- Creating and editing graphs using Microsoft Graph.
- Moving and resizing objects on slides.

Prerequisites: *PowerPoint 97: Introduction* or *PowerPoint 2000: Introduction* (or equivalent knowledge).

Objectives

Upon successful completion of this Lab, students will be able to:

- Add photos to a presentation using the Insert, , Picture command.
- Use a photo as a slide background using the Format, Background command.
- Overlay photos onto chart markers.
- Fill drawn objects with photos using the Format AutoShape dialog box.
- Create vertical title and picture bands using drawn objects with fill effects.

Lab content

Lab Activity 1: Include photographs in a presentation

- Explore digital photograph resources
- Insert a photo from the Microsoft Clip Gallery
- Insert a photo from a file
- Modify a photo using the Picture toolbar

Lab Activity 2: Use digital images to create eye-catching backgrounds

- Add a slide background
- Use a photo as a watermark
- Use a watermark image as a background

Lab Activity 3: Use pictures to create unique chart markers

- Create a graph
- Insert a photo

Lab Activity 4: Turn pictures into AutoShapes to add a distinctive touch

- Choose an AutoShape and a picture
- Modify an AutoShape

Lab Activity 5: Add visual interest with vertical bands

- Create a vertical title band with a gradient fill
- Create a vertical band with a picture fill effect