

Mail



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# 

## Manage Graphic Elements

PowerPoint



#### Directorate Ganasal of Tationa

#### **Session: Manage Graphic Elements**



Insert shapes









#### Insert shapes

## To add text to the shape:

 Right click the shape > Select Edit Text or just start typing.







#### Insert shapes

To apply formatting and alignment:

1. Click

the Home tab >choose options from the Font, Paragraph, or Alignment groups









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Insert shapes

To add Numbers to the shape:

- 1. Select the text in the shape
- 2. Click Home > under Paragraph, Click

Numbers.



#### Insert shapes

### Change Shape from to another:

- Click the shape you want to change. To change multiple shapes, use control + select
- Click Format tab > under Insert Shapes section, Click Edit Shape > Click Change Shape, and then click the new shape that you want





Insert shapes



#### Insert shapes

#### To apply Quick Style:

- 1. Select the shape that you want to apply Quick Style
- 2. Click Format tab > under Shape Styles



Theme Styles

Abc

A Text Fill \*
 A Text Outline \*

A Text Effects -

WordArt Styles



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Shape Outline

heme Colors



Insert shapes

To apply Shape Outline, Shape Fill, Text Fill:

 Use Shape Outline, Shape Fill and Text Fill to selected shapes Standard Colors

Insert shapes

#### To apply Shape Fill:

- 1. Select the shape
- Click Format tab > under Shape Styles section, Click Shape Fill.
- 3. Select yellow color



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•••

Insert shapes

## To change the Shape Thickness:

- 1. Select the shape
- Click Shape Format tab > under Shape
   Styles, Click Shape
   Outline > Weight >
   Select the weight as per your preference



Insert shapes

#### To change the Shape Effects:

- 1. Select the shape
- Click Format tab > under Shape Styles, Click Shape Effects > A number of options get displayed to change from shadow till 3D Rotation
- 3. Select the one that you prefer to apply









#### Insert shapes

Rita & Rima's steps to insert Banner:

- Click Insert tab > under Illustrations, Click Shapes
- 2. Under Stars and Banners, Selected Tilted Up
- Select the picture, Format > Shape Fill > Select blue color as shown on the screen
- 4. Select Shape Outline > Select No fill
- 5. Select Shape Effects > Reflection > Full Reflection: Touching
- 6. Glow > Glow: 8 point, Aqua, Accent color 5



15th Annual Day Celebration

#### **Insert SmartArt Graphics**

#### To insert the SmartArt Graphics:

 Click Insert tab > under Illusrations, Click Smartart





Insert SmartArt Graphics

- A window gets opened.
- Select your desired chart type and click OK

Choose a SmartArt Graphic				? ×
All       E List       OPCCESS       Cycle       Hierarchy       Relationship       Pyramid       Picture       ⊕ Office.com			~	Vertical Box List Use to show several groups of information, especially groups with large amounts of Level 2 text. A good choice for bulleted lists of information.
		 		OK Cancel

#### Insert SmartArt Graphics

After inserting the SmartArt, you can add text to the shapes using

- 1. SmartArt Text Pane or
- 2. By clicking directly into the placeholders of the shapes.







#### To type text in SmartArt:

- 1. Select the SmartArt
- Text panel will appear on the left side. If it's not visible, click on the small arrow on left side of the graphic
- 3. Type the text against each bullet
- 4. The types text appears on the graphical area
- 5. You can also directly type in the graphics text area
- 6. You can close the text panel by clicking on the arrow or by clicking outside the graphics



#### **Insert SmartArt Graphics**

#### To type text in SmartArt:

- 1. Select the SmartArt
- Text panel will appear on the left side. If it's not visible, click on the small arrow on left side of the graphic
- 3. Type the text against each bullet
- 4. The types text appears on the graphical area
- 5. You can also directly type in the graphics text area
- 6. You can close the text panel by clicking on the arrow or by clicking outside the graphics



#### **Insert SmartArt Graphics**





#### Insert SmartArt Graphics

#### To change the look and feel of SmartArt:

- 1. Select the SmartArt
- 2. Click **Design** tab > under **Layouts**, Select any layout
- 3. Preview of the SmartArt with effect appears
- 4. Select the style to apply

Animations Slide Show Review	v View Help	Desig	n Format	Q Tell me what you want to do
			Change	
Layouts				SmartArt Styles



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#### To change the SmartArt Layout Color:

- 1. Select the SmartArt
- Click Design tab > under SmartArt Styles, Click Change Colors
- 3. Mouseover to any layout > Preview of the picture with effect appears
- 4. Select the style to apply

HIGH



Help Des



#### To change the SmartArt style:

- 1. Select the SmartArt
- Click Design tab > under
   SmartArt Styles, Click Smart
   effects
- Mouseover to any layout > Preview of the picture with effect appears
- 4. Select the style to apply

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#### **Insert SmartArt Graphics**





#### Exercise:

Change the

- Shape Fill
- Shape Outline; and
- Shape Effects



#### **Insert SmartArt Graphics**

#### To change the Shape Fill:

- 1. Select the SmartArt
- Click Format tab > under Shape Styles, Click Shape Fill
- 3. Preview of the shape with effect will appear
- 4. Select the style to apply





#### To apply Gradient:

- 1. Select the shape.
- Select Format menu > under Shape Styles, select Shape Fill > Gradient > Mouseover any of the predefined style > Preview will appear.
- 3. Select the style of your preference.



#### **Insert SmartArt Graphics**

#### To insert Outline To Shape:

- 1. Select the shape.
- Click Format tab > under Shape Styles, Click Shape Outline.
- 3. Select any color
- To change the Shape Outline width > From Shape Outline, Select Weight > Select the desired width > Preview of the shape with effect will appear.
- 5. Select it to apply.









- 1. Select the shape.
- 2. Click Format tab > under Shape Styles, Click Shape Effects.
- Mouseover on any of the predefined style > Preview of the shape with effect will appear.
- 4. Select the style to apply.



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#### Insert SmartArt Graphics

#### To apply WordArt:

- 1. Select the text in SmartArt.
- Click Format tab > under WordArt Styles, Click dropdown list >
   Predefined list of WordArt Styles will appear
- Mouseover on any of the predefined style > Preview of the text with effect will appear.
- 4. Select the style to apply.





#### **Insert SmartArt Graphics**









#### To apply Text Effects to a SmartArt text:

- 1. Select the SmartArt.
- 2. Select the text
- Click Format tab > under WordArt Styles, Click Text Effects
- 4. Many Text Effects can be applied from the predefined list such as Shadow, Reflection, Glow, Belevel, 3D Rotation, and Transformation. By selecting respective option and by doing mouseover, preview of selected text with Text Effects appear on the screen
- 5. Select to apply



**Insert SmartArt Graphics** 







**Insert Pictures** 

#### To insert the Pictures:

- 1. Click Insert tab > under Images, Click Pictures
- There are 2 options available,
   This device and Online
   Pictures
- 3. Select This Device









#### To insert the Pictures:

- 1. Click Insert tab > under Images, Click Pictures
- There are 2 options available, This device and Online Pictures
- 3. Select This Device
- 4. Insert Picture dialogue box appears
- 5. Select the picture

Insert Picture						>
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Insert Pictures





#### To apply picture style:

- 1. Select the picture
- 2. **Format** tab appears on the Ribbon
- In Picture Styles section, you can find many different picture styles
- Select any of the picture style > You can see the preview of the style placed over the image



**Insert Pictures** 

## This is the selected style





Slide Show	ow Review View Help		Format	Q	Tell me what you want to do	
		2				<ul> <li>Picture Border *</li> <li>Picture Effects *</li> <li>Picture Layout *</li> </ul>

#### **Insert Pictures**

## To apply border to Picture:

- 1. Select the picture
- Click Format tab > under Picture
   Styles, Click Picture
   Border
- Preview of the picture with border appears
- 4. Select the style to apply





Preview of the picture border for the picture

#### To insert the Picture Effect:

- 1. Select the picture.
- Click Format tab > under Picture Styles, Click Picture Effects. You can see that there are many effects available.
- On mouse-hovering to an effect, the preview of the picture with effect appears.
- 4. Select the style to apply.

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#### **Insert Pictures**

#### To insert the Picture Effect:

- 1. Select the picture.
- Click Format tab > under Picture Styles, Click Picture Layout. You can see that there are many effects available.
- On mouse-hovering to an effect, the preview of the picture with effect appears.
- 4. Select the style to apply





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#### **Insert Pictures**

#### To insert the Pictures:

 Click Insert tab > under Images, Click Online Pictures







- 1. Online Pictures search window gets opened
- 2. You can select the **Category** you want to search for
- 3. Otherwise, in **Search Box** type a descriptive name of the images you are looking for such as rose or balloons
- 4. Press Enter in keyboard



#### Insert Pictures

- In the search box type, balloons and press Enter key
- All the available balloons image get listed.
- 3. Make a selection of your choice
- 4. Click Insert



#### Insert Pictures







#### **Insert Pictures**

Check Your Knowledge: Exercise:

Change the

- Picture Border
- Picture Effects; and
- Picture Layout



#### To insert the Picture Border:

- 1. Select the picture
- Click Format tab > under
   Picture Styles, Click Picture
   Border
- 3. Preview of the picture with effect appears
- 4. Select the style to apply



#### **Insert Pictures**

#### To insert Picture Border:

- 1. Select the picture
- Click Format tab > under Picture
   Styles, Click Picture
   Border
- Preview of the picture with border appears
- 4. Select the style to apply





#### To insert Picture Layout:

- 1. Select the picture
- Click Format tab > under Picture Styles, Click Picture Layout
- Preview of the picture with layout appears
- 4. Select the style to apply

-5 - PowerPoint	Picture Tools				Sign in
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#### **Insert Pictures**

#### To insert Picture Effects:

- 1. Select the picture
- Click Format tab > under Picture Styles, Click Picture Effects
- There are number of options available to select. Let's select Glow and Orange as color.
   Preview of the picture with layout appears
- 4. Select the style to apply







#### Insert Screenshots and Screen Clippings

#### **To insert Screenshot**

- 1. Click Insert tab > under Images, Click Screenshot
- You will be greeted with a thumbnail image of every Window that are currently open.
- **3.** Select the window of your choice.
- 4. It get inserted to the current slide.



Insert Screenshots and Screen Clippings



#### **To insert Screen Clipping**

- Click Insert tab > under Images, Click Screenshot
- 2. You will be greeted with a thumbnail image of every Window that are currently open > Below that you can see Screen Clipping



#### Insert Screenshots and Screen Clippings

#### To insert Screen Clipping:

- Click Insert tab > under Images, Click Screenshot
- You will be greeted with a thumbnail image of every Window that are currently open > Below that you can see Screen Clipping
- Your entire screen will dim, and you can draw a rectangle of the portion you want to capture.
- As soon as you the area get selected, in the current slide, the selected area image gets placed







#### Apply artistic effects

#### To apply artistic effect:

- 1. Select the picture
- Click Picture Tools tab > Format > under Adjust, Click Artistic Effects.
- 3. Mouseover on the option
- 4. Select the one of your choice





To fine tune the artistic effect, click Artistic Effects Options at the bottom of the list of thumbnail images.



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Apply artistic effects

In the Format Picture pane, many of the additional effects including Shadow, Reflection, Glow, Soft Edges, and 3-D Effects can be adjusted



Remove picture backgrounds







Remove picture backgrounds

#### To Remove the Background:

- 1. Select the picture
- Click Picture Tools tab > Format > under Adjust, Click Remove Background



Remove picture backgrounds





Use Mark Areas to Keep and Mark Areas to Remove tools to adjust background area to remove





Remove picture backgrounds









#### **Crop Images**

#### To apply crop picture:

- 1. Select the picture
- Click Picture Tools tab > Format > under Size, Click Crop.
- 3. A drop-down menu will appear. Here, select Crop
- 4. Select the one of your choice





#### **Crop Images**









#### **Crop Images**

#### To crop picture to shape:

- 1. Select the picture.
- 2. Click Picture Tools tab > Format > under Size, Click Crop > Crop to shape.
- 3. In the drop-down select the shape you want to apply







#### To crop picture to shape:

- 1. Select the picture.
- Click Picture Tools tab > Format > under Size, Click Crop > Crop to shape.
- **3.** In the drop-down select the shape you want to apply
- 4. Let's select Oval in this example.

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**Crop Images** 





To crop a picture to any aspect ratio:

- 1. Select the picture
- 2. Click Picture Tools tab > Format > under Size, Click Crop > Aspect Ratio
- 3. Select your preferred size
- You may need to adjust the picture to fit within the frame
- 5. Hit the **Crop** command again or hit **Esc** on your keyboard.



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**Crop Images** 

## To Fill / Fit picture with shape :

- 1. Select the shape
- Click Format tab > under Shape Styles, Click Shape Fill > Picture
- Select the picture source
   From a File or Online
   Pictures



**Crop Images** 



#### To Fill / Fit picture with shape :

- 1. Select the shape
- 2. Click Format tab > under Shape Styles, Click Shape Fill > Picture
- 3. Select the picture source From a File or Online Pictures
- 4. Let's us insert a Rose
- 5. Use picture handles to resize
- 6. While the picture is still selected, click Format > under **Size** > **Crop** > Select Fit / Fill to fine tune





Insert

Desig



Fill

#### Format SmartArt Graphics

#### To insert SmartArt:

- 1. Click **Insert** tab > under Illustrations, Click SmartArt
- 2. For this example, let's Select **Pyramid**







**Format SmartArt Graphics** 

#### Exercise:

#### Change SmartArt Shape preference:

- 1. Shape Fill
- 2. Shape Outline
- 3. Shape Effects
- 4. WordArt Style



#### Format SmartArt Graphics

Rita and Rima continued to create the invitation. Here are the steps they followed:

- 1. Click Insert tab > under Images, Click Pictures > This PC
- 2. Add Rose
- Click Insert tab > under Images, Click Pictures > Online > Search for Balloon
- Select the desired Balloon image > click Insert



#### Scenario #2

The teacher is happy about the output



Teacher asked to represent the

- 1. Time to go thro' the tutorial
- 2. Time invested to practice
- 3. Time spend to prepare the invitation

in chart format



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Add and modify text in text boxes

#### To add a text box:

- 1. Click Insert > under Illustrations, Click Shapes > Basic Shapes > Text Box
- 2. Start typing to add text
- 3. To move the text box, click on the border and drag the mouse to the desired location



#### Add and modify text in text boxes

#### To apply formatting:

- 1. Select the text box
- Click Format > select desired option from Shape Styles / WordArt Styles Illustrations

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Add and modify text in text boxes

#### To apply Text Box styles:

- 1. Select the text box
- Click Format > under Shape Styles, click the expand button
- Mouseover any of the option > Preview gets displayed on the screen
- 4. Click to select the color of your choice



Add and modify text in text boxes

#### To apply Text Box styles:

- 1. Select the text box
- Click Format > under Shape
   Styles, click the expand button
- Mouseover any of the option > Preview gets displayed on the screen
- 4. Click to select the color of your choice



This is my first Text Box In Power Point



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Add and modify text in text boxes

#### To apply Text Box styles:

- 1. Select the text box
- Click Format > under Shape Styles, click Shape Outline, the list gets expanded
- 3. Mouseover any of the option
- 4. Click to select the color of your choice
- To set line weight, click
   Weight > selecting the desired size



Power Point

Add and modify text in text boxes

#### To apply Shape Effects:

- 1. Select the text box
- 2. Click Format > under Shape Styles, click Shape Effects
- Select Reflection > Half Reflection: 4 points > Preview gets displayed
- 4. Click to apply





#### To update Font attributes:

- 1. Select the text box
- 2. Click Home > under Font, click Font Color
- 3. Select the color of your choice to apply



#### Add and modify text in text boxes

#### To Apply WordArt:

- 1. Select the text box
- Click Format > under WordArt, click Style gallery arrow button, the list gets expanded
- Mouseover on any style > Dynamic preview appears on the screen
- 4. Click to apply







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📒 Bring Forward 🔹 🚏 Align

🌄 Send Backward 👻 🖭 Group

🗟 Selection Pane 🛛 🖄 Rotate

Arrange



Add and modify text in text boxes

#### To Apply Text Fill:

- 1. Select the text box
- Click Format > under WordArt Styles, click Text Fill
- Mouseover on any color > Dynamic preview appears on the screen
- 4. Click to apply



A Text Fill •

No Fill

/ Eyedropper

Picture...

Gradient

More Fill Colors

•

styles

Add and modify text in text boxes

To Apply Text Outline:

- 1. Select the text box
- 2. Click Format > under WordArt Styles, click Text Outline
- Mouseover on any color > Dynamic preview appears on the screen
- 4. Click to apply





This is my first

**Text Box** 

In

**Power Point** 

Add and modify text in text boxes



#### To apply Text Effects:

- 1. Select the text box
- Click Format > under WordArt Styles, click Text Effects, the list gets expanded with numerous options including Shadow, Reflection, Glow, Bevel, 3-D Rotation, and Transform
- For this example, let's select Reflection > Tight Reflection: Touching



#### Shapes

Exercise to you:

- 1. Insert a Rectangle: Rounded Corners
- Shape Fill it with Purple color & Shape Border should be blue
- 3. Add Shape effect as **Bevel: Relaxed Inset** with 3D Rotation of **Perspective: Relaxed Moderately**
- 4. WordArt style of Triangle: Up

You can refer the graphic element shown on the right side









#### Shapes

#### To insert Shape:

- Click Insert > under Illustrations, click Shapes, the list gets expanded
- 2. Select Rectangle: Rounded Corners
- Click on the screen > Shape gets inserted



#### Shapes

#### To Add / Edit Text:

- 1. Right-click the shape
- 2. Click the "Edit Text" command





To apply formatting and alignment:

- 1. Select the Text Box
- Click Home tab, under Font, you can select
   Font, Paragraph, or Alignment



#### Shapes

#### To apply style to the text box:

- 1. Select the Text Box
- click Format tab > under Shape Styles, expand the available option
- Mouseover any of the style > Dynamic preview appears > Select the style to apply

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Shapes



#### To apply Text Box Fill:

- 1. Select the shape
- Click Format tab > under Shape Styles section, Click Shape Fill.
- 3. Select yellow color



#### Shapes

#### To change the Text Box attributes:

- 1. Select the shape
- Click Shape Format tab > under Shape Styles, Click Shape Outline > Weight > Select the weight as per your preference



#### To apply effect to Text Box:

- 1. Select the shape
- Click Format tab > under Shape Styles, Click Shape Effects > A number of options get displayed to change from shadow till 3D Rotation
- 3. Select the one that you prefer to apply

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#### Shapes

#### To apply Word Art:

- 1. Select the Text Box.
- Click Format tab > under WordArt Styles, Click dropdown list > A list of WordArt Styles will appear
- Mouseover on any of the predefined style > Preview of the text with effect will appear.
- 4. Select the style to apply.





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#### Shapes

#### To apply text fill to Text Box:

- 1. Select the Text Box.
- 2. Select the text
- Click Format tab > under WordArt Styles, Click Text Fill
- 4. Select any color to apply



#### Shapes

#### To apply text outline in a Text Box:

- 1. Select the Text Box
- 2. Select the text
- Click Format tab > under WordArt Styles, Click Text Outline
- 4. To apply color, select the color from the list
- To apply weight, Select Weight, select the weight of your choice > The selection gets applied



#### Shapes

#### To apply Text Effects, Click on the **Text Effects** under **Format** tab.



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### This is Rounded Rectangular Shape

#### Add and Modify SmartArt Graphic Text

Now, an exercise to you.

- 1. Insert a SmartArt: Grouped List > Make it Colorful Range - Accent Colors 3 to 4
- 2. SmartArt Styles to Powder
- 3. Apply **Offset: Top Right** shadow effects to text

You can refer the SmartArt shown on the right side





#### Add and Modify SmartArt Graphic Text

- To insert the SmartArt Graphics:
  - 1. Click Insert tab > under Illusrations, Click Smartart
  - 2. Select Cycle > Basic Cycle



#### Add and Modify SmartArt Graphic Text

#### To add / edit text in SmartArt:

- 1. Select the SmartArt
- 2. Type the text against each bullet
- 3. The types text appears on the graphical area





#### Add and Modify SmartArt Graphic Text

#### To change the SmartArt Layout Color:

- 1. Select the SmartArt
- 2. Click Design tab > under SmartArt Styles, Click Change Colors



#### Add and Modify SmartArt Graphic Text

## To change the SmartArt Layout Color:

- 1. Select the SmartArt
- Click Design tab > under SmartArt Styles, Click Change Colors
- Mouseover to any layout > Preview of the picture with effect appears
- 4. Select the style to apply





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Add and Modify SmartArt Graphic Text

#### Picture Border, Picture Effects and Picture Layout can be accessed Format tab



#### Add and Modify SmartArt Graphic Text

#### **To Fill Colors:**

Select the Shape > Click
 Format > Click Shape Fill

#### To update Shape Outline:

Select the Shape > Click
 Format > Click Shape
 Outline

#### To add Shape Effects:

Select the Shape > Click
 Format > Click Effects



#### Add and Modify SmartArt Graphic Text

#### To apply Word Art:

- 1. Select the text in SmartArt.
- Click Format tab > under WordArt Styles, Click dropdown list > Predefined list of WordArt Styles will appear
- Mouseover on any of the predefined style > Preview of the text with effect will appear.
- 4. Select the style to apply.



Add and Modify SmartArt Graphic Text









#### Create, Insert and Modify Charts

#### To Insert Chart:

- 1. Click Insert tab > under Illustrations, Click Chart
- Insert chart dialog box will appear, select any category from the list
- In this example, let's select
   Column > Clustered Column and click OK



#### Create, Insert and Modify Charts

#### To update Chart:

1. Select the chart

- · Design tab: This tab contain option to update Chart Layout and Chart Style
- · Format tab: This tab contains options to update chart shapes and font

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#### Create, Insert and Modify Charts

#### To update Chart Design:

- 1. Select the chart
- 2. Click the + button
- 3. An additional menu opens for more control
- click Chart Title > Add title as Class





#### Create, Insert and Modify Charts

#### To update Axis position:

- 1. Select the chart
- 2. Click on + button
- 3. Expand Axis Titles > Click More Options
- In Format Axis panel > Click Axis Option > in Axis position, select Between tick marks
- 5. With the applied changes the chart gets updated

Chart Elements Axes Axis Titles Chart Title Chart Title Chart Title Chart Title Data Labels Data Table Error Bars Gridlines Legend Trendline	Format Axis         Axis Options         Image: Constraint of the second
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Create, Insert and Modify Charts



#### Create, Insert and Modify Charts

#### To apply Filter to chart:

- 1. Select the chart
- 2. Click on **Filter button** on the right side
- In the pop-up menu, you can apply filter to both Values and Names





#### Create, Insert and Modify Charts

#### To Edit Chart Data:

- 1. Select the chart
- 2. Click **Design** tab > under **Data**, click **Edit Data**





#### Create, Insert and Modify Charts

#### To Edit Chart Data:

- 1. Select the chart
- 2. Click **Design** tab > under **Data**, click **Edit Data**
- 3. Edit spread sheet values

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#### Create, Insert and Modify Charts



#### Create, Insert and Modify Charts

- 1. Click Insert > Under Illustration, click Chart > Select Column > Select Clustered Column > Click OK
- 2. Enter respective data and label in Rows and Columns

Duration in Minutes





#### Key Takeaways

#### In this topic we learnt the steps:

#### To insert a Shape:

- Click Insert > Illustrations > Shapes.
- List of available shapes appear as a drop-down list.
- Select the "Sun" shape.
- Click on the screen

#### To apply Quick Style:

- Select the shape that you want to apply Quick Style
- Click Format tab > under Shape Styles section, Select Quick Style

To apply Shape Outline, Shape Fill, Text Fill:

• Use Shape Outline, Shape Fill and Text Fill to selected shapes

#### To insert the SmartArt Graphics:

Click Insert tab > under Illustrations, Click SmartArt



#### Key Takeaways

#### To insert the Pictures:

- Click Insert tab > under Images, Click Pictures
- There are 2 options available, This device and Online Pictures
- Select This Device
- **Insert Picture** dialogue box appears
- Select the picture

#### To apply picture style:

- 1. Select the picture
- 2. Format tab appears on the Ribbon
- 3. In **Picture Styles** section, you can find many different picture styles
- 4. Select any of the picture style > You can see the preview of the style placed over the image

#### To insert Screen Clipping

- 1. Click Insert tab > under Images, Click Screenshot
- You will be greeted with a thumbnail image of every Window that are currently open > Below that you can see Screen Clipping

