

Cheat Sheet Module 12

Essential Concepts

Tables

- Tables can be added to a PowerPoint using a variety of methods. Some tables are local to PowerPoint, but others are embedded and linked from Excel. The modifications of a table depend on what type of table it is.
- Use PowerPoint tables when you don't need to perform calculations and just need to present information in an organized fashion. You can adjust the table style including colors, borders, and text.
- Tables can be modified by adding or deleting rows and columns, merging cells together, splitting cells apart, and distributing the spacing.
- If your table comes from Excel, when you want to edit or modify the information you will open Excel within PowerPoint to make your edits.

Charts

- Another object that can be inserted into a PowerPoint presentation is a chart. When adding a chart, a small Excel spreadsheet will popup that allows you to input the data to be displayed.
- Charts have three buttons: chart elements, chart styles, and chart filters. These allow you to customize your chart.
- When your chart is selected you will have the option to format the chart in a variety of ways.
 - **Format chart area** allows you to change the fill, border, shadow, and rotation for the area around the chart
 - **Reset to match styles** will return the chart back to its original visual style.
 - **Insert shapes** allows you to add shapes to the chart for emphasis
 - **WordArt Styles** allows more customization options for the title of the chart
- The parts of a chart are referred to as the chart elements:
 - **Title:** typically appears at the top of the chart and briefly described the purpose or contents
 - **Data labels:** allows you to adjust what numbers and values appear to represent the data on the chart

- Legend: is a key given to the side of the chart to help explain the colors and labels of the chart
- When working with a chart you can select Chart Layouts to modify the layout of labels, title, legend. You can also edit the data, color theme, and the actual chart type itself if you'd like.

Animations and Transitions

- Transition effects in PowerPoint are visual movements as you move from one slide to the next during a presentation. They add a dynamic element and help in maintaining audience engagement.
- You can customize transition effects by adjusting their duration, adding sounds, and setting their direction. Using the "Transition" tab, you can apply a transition to a single slide or all slides for a consistent look throughout the presentation.
- Animations are effects applied to objects (text, shapes, images, etc.) on a slide. They help in focusing attention, illustrating points, and making the presentation more engaging. Types of animations include:
 - Entrance: Animations that make an object appear on the slide (e.g., Fly In, Fade).
 - Emphasis: Animations that draw attention to an object already on the slide (e.g., Spin, Grow/Shrink).
 - Exit: Animations that make an object leave the slide (e.g., Fly Out, Fade).
 - Motion Paths: Animations that move an object along a predefined path (e.g., Lines, Arcs).
- Animations can be customized in various ways, such as changing their timing, order, and trigger. The "Animation Pane" in PowerPoint provides detailed control over each animation sequence, ensuring smooth and professional transitions between elements on a slide.

Internet Tools

- Customized PowerPoint templates enable users to create presentations with a consistent and professional appearance. The process involves selecting a base template, modifying slide layouts, adding custom color themes, fonts, and branding elements. Templates can include placeholders for text, images, and other objects, ensuring that presentations maintain a cohesive look. These templates save time and ensure consistency across multiple presentations.
- Integrating the internet with PowerPoint allows users to enhance presentations with online content. This includes embedding videos, linking to web pages, and incorporating live data from online sources. Utilizing online resources can make presentations more dynamic and interactive, but it requires a stable internet connection for optimal performance.

Glossary

alignment

the arrangement of text or objects within a slide, which can be left, center, right, or justified.

animation

a visual effect applied to objects or text within a slide to create movement or transitions.

arrange

the process of organizing, layering, or positioning objects on a slide.

chart

a graphical representation of data used to illustrate and compare information visually.

chart elements

components of a chart, such as the title, axis titles, data labels, and legend, that can be customized.

chart filters

options that allow you to display or hide specific data series or categories within a chart.

column

a vertical arrangement of data or text within a table or spreadsheet.

distribute

a function that evenly spaces multiple objects or text boxes horizontally or vertically on a slide.

legend

a key that explains the symbols, colors, or patterns used in a chart to represent data.

layout

the arrangement and design of elements on a slide, including text, images, and other objects.

merge

the process of combining two or more cells into a single cell within a table.

row

a horizontal arrangement of data or text within a table or spreadsheet.

split

the process of dividing a single cell into multiple cells within a table.

table

a grid of rows and columns used to organize and display data systematically.

table style

predefined formatting options for tables, including borders, shading, and text alignment.

template

a pre-designed slide layout or presentation that can be customized for various purposes.

transition

a visual effect that occurs when moving from one slide to the next in a presentation.