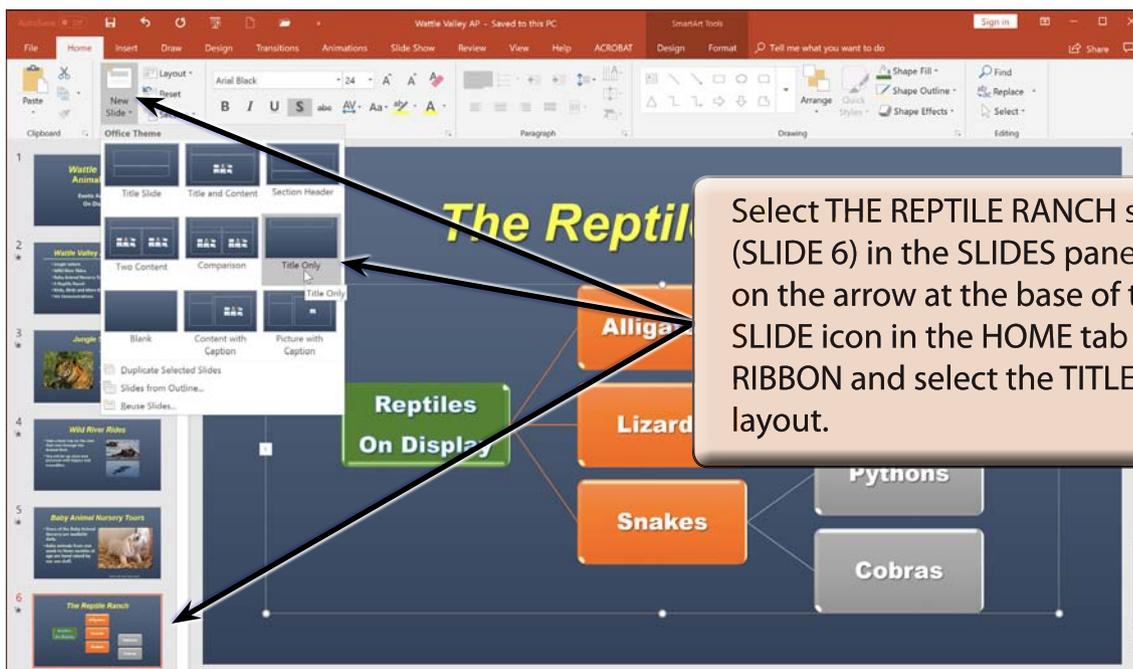# Formatting and Aligning Slide Content

When you want to include multiple items such as photos on a slide it is important to ensure that they are formatted in a similar fashion and aligned neatly. In this case a slide will be created for the Wattle Valley Animal Park that includes multiple photographs of birds.

Loading the Presentation

1   Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.

2   Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Creating a New Slide

A   Selecting the Layout

Select THE REPTILE RANCH slide (SLIDE 6) in the SLIDES pane, click on the arrow at the base of the NEW SLIDE icon in the HOME tab of the RIBBON and select the TITLE ONLY layout.

B Entering the Slide Title

1 Click in the DOUBLE TAP TO ADD TITLE placeholder and enter:

Birds, Birds and More Birds

2 Highlight the text and format it to ARIAL, 54 pt, BOLD, ITALIC, TEXT SHADOW, YELLOW and CENTRE.

The First Photograph

Photographs will be inserted from the PP2019 SUPPORT FILES, resized, moved and formatted.
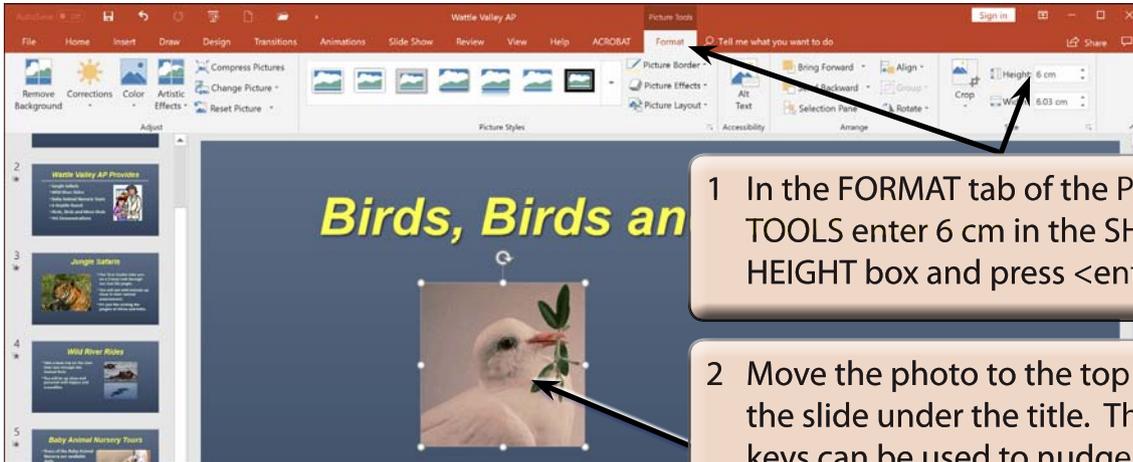
A Inserting the Photograph
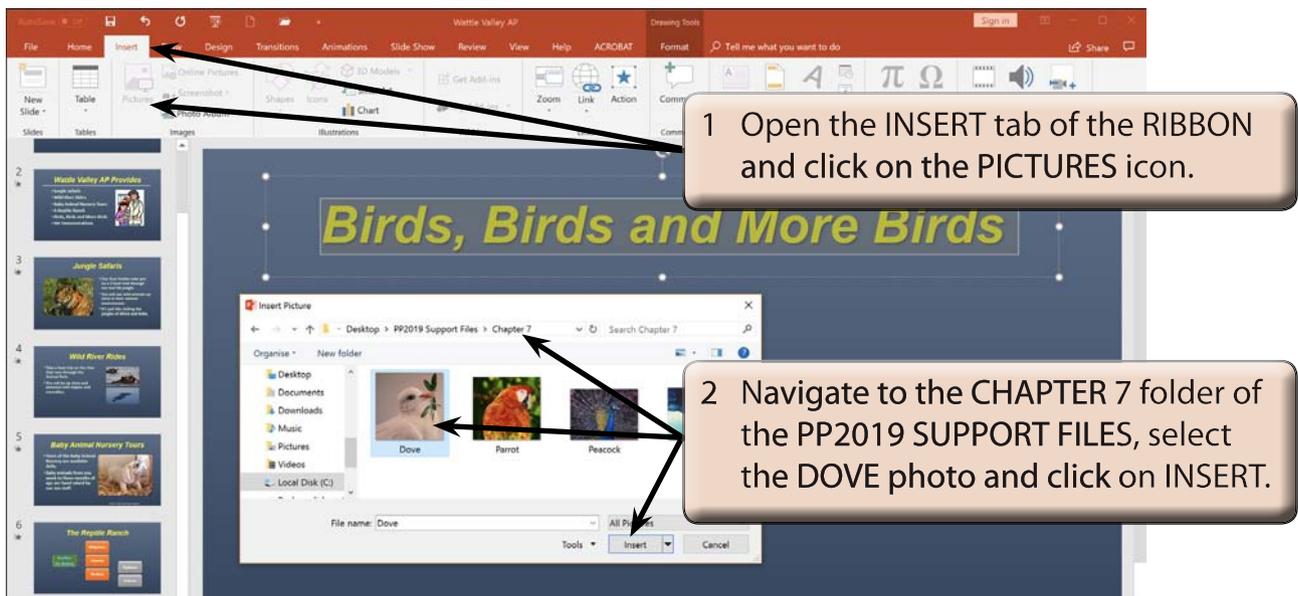
1 Open the INSERT tab of the RIBBON and click on the PICTURES icon.

2 Navigate to the CHAPTER 7 folder of the PP2019 SUPPORT FILES, select the DOVE photo and click on INSERT.

B   Adjusting the Shape Height

The size of the photograph can be adjusted by setting the SHAPE HEIGHT.
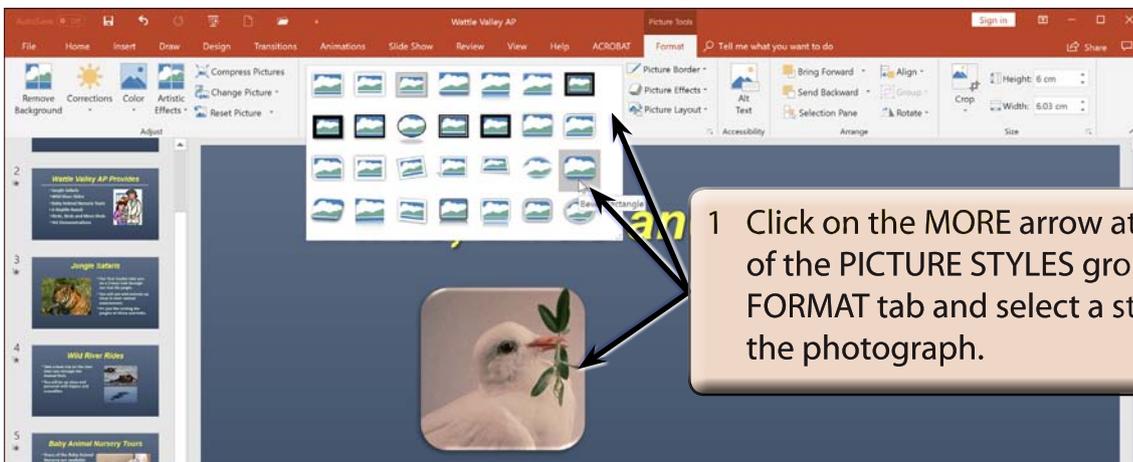

1   In the FORMAT tab of the PICTURE TOOLS enter 6 cm in the SHAPE HEIGHT box and press <enter>.

2   Move the photo to the top left of the slide under the title. The arrow keys can be used to nudge it into position.

NOTE: When you set the SHAPE HEIGHT, the SHAPE WIDTH is also adjusted to keep the dimensions of the object proportional. If you don't want this to occur, click on the arrow to the right of the SIZE group label in the FORMAT tab to display the SIZE AND POSITION dialogue box and turn off LOCK ASPECT RATIO.

C   Formatting the Photograph

1   Click on the MORE arrow at the right of the PICTURE STYLES group in the FORMAT tab and select a style for the photograph.

2   You can also add some effects to the photograph using the PICTURE EFFECTS icon in the FORMAT tab of the PICTURE TOOLS if you wish to.

The Second Photograph

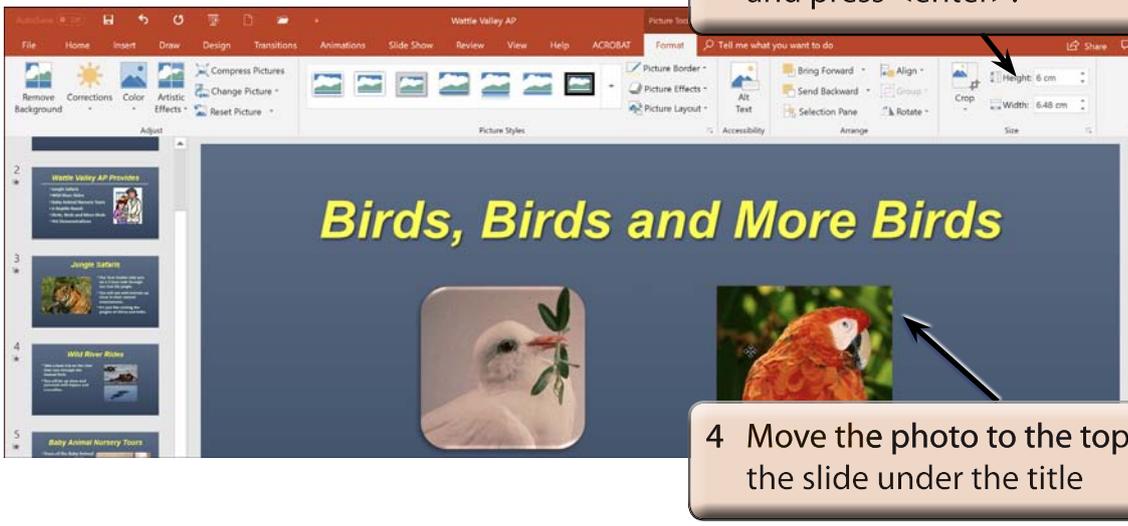## A   Inserting the Photograph

1   Open the INSERT tab of the RIBBON and click on the PICTURES icon.

2   Navigate to the CHAPTER 7 folder of the PP2019 SUPPORT FILES, select the PARROT photo and click on INSERT.

3   In the FORMAT tab of the RIBBON enter 6 cm in the SHAPE HEIGHT box and press <enter>.

4   Move the photo to the top right of the slide under the title

NOTE: Guide lines are displayed between objects when you move objects close to each other to allow you to quickly align objects.