Indenting Bullets

Create a Title and Content new slide. Enter the title and the first two bulleted lines as shown in this picture.

Create an “open” bullet below the second line. We want to indent this bullet as shown at the right.

Press on the Tab key to indent the bullet.

Enter the text shown here for the indented bullets.

Press the Shift and Tab keys at the same time to “un-indent” the last bullet.

Enter the text shown here for the final bullet.
Shapes: Creating a Rectangle

PowerPoint has several built-in shapes that you can use to create diagrams that can be an effective way of presenting information. In this case we would like to create a diagram that illustrates how the iron levels we have measured in the lake compare to toxic levels found in literature references.

Create a new “Title Only” slide.

Give it the title “Analytical Results: Iron.”

Under the Home tab, click on the rectangle icon in the Drawing section at the top of the screen.

Move the mouse to the center of the PowerPoint slide and, while holding the left mouse button down, draw a rectangle like the one shown in this picture.

Shapes: Creating a Text Box

Click on the Text Box icon in the Shapes bar and create a text box as shown on this picture. Type “0.1 ppm” in the text box.
**Bold and Italics Text**

Create two more text boxes as shown in this illustration. Enter “0.3 ppm” in the top box and “Toxic range for dissolved iron” in the center box.

Select the text in the center box by sweeping the cursor over it with the left mouse button held down. The selected text will be highlighted. Click on the **Bold** text icon to emphasize this text in bold.

Emphasize the text in the other two text boxes with italics.

**Shapes: Colors**

We do not need to retain the colors that PowerPoint gives shapes. Let’s change the color of the rectangle to blue.

Select the rectangle and click on the **Shape Fill** icon. Choose the blue color to fill the rectangle.
**Shapes: Arrows**

Next, we will add an arrow to this slide.

Choose a right arrow shape from the **Drawing** menu.

Add the right arrow shape to the slide so that it looks like this picture.

Change the color of the arrow to red.

Add a fourth text box containing the phrase “Iron in lake.” Place this text box over the arrow, so that the text is superimposed on the arrow.
Moving Groups of Shapes

Shapes can be moved around a slide as a group. With the left mouse button depressed, sweep the cursor over the shapes so that they all are within the shaded area that shows what portion of the screen has been selected.

When you released the mouse button, you should see that all of the shapes have been selected.

“Grabbing” one of the shapes with the mouse will grab them all since they all are selected. Move the shapes so that they are positioned well on the slide.
Other Effects

We would like to emphasize the fact that the rectangle represents levels of dissolved iron and that the levels grow higher as you move up the rectangle.

Click on the Shape Fill icon again. This time, select Gradient and choose the gradient that deepens the color at the top of the shape.

Charts

Spreadsheet-like charts can help present data in a more readily-understandable way. Although you can import a chart from a spreadsheet into a PowerPoint slide, it is easier to create a simple chart using PowerPoint.

Suppose that, as part of your research project, you put fifty fish in each of three tanks. One tank was a control that contained only water. The water in the other two tanks contained iron and lead in concentrations similar to those in the lake you were studying. You then observed the tanks once a day for five days to see if any fish died. The total number of fish that had died by the end of each day is shown below:

<table>
<thead>
<tr>
<th></th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Iron</td>
<td>1</td>
<td>5</td>
<td>16</td>
<td>31</td>
<td>39</td>
</tr>
<tr>
<td>Lead</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

You would like to create a bar graph on one slide displaying this information.
Creating a Chart

Create a “Two Content” slide. Enter the title and the text in the left Content box as illustrated here.

Then click on the Insert Chart icon in the other Contents box.

Choosing a Chart Type

In the Column chart list, choose a 3-D Clustered Column chart.
Entering Data for a Chart

The screen now will be split, with PowerPoint on the left and an Excel spreadsheet on the right. Changing the data in the spreadsheet automatically changes the chart on the PowerPoint slide.

Use the mouse to pull the lower right corner of the range to cell F4. Enter the data into the spreadsheet.
Save the PowerPoint presentation and close the spreadsheet after you have entered the data.

You should see the chart on the right side of the slide.

The Slide View

The Slide View, on the left slide of the screen, is a convenient way to move between slides. If you click on the thumbnail image of a slide, PowerPoint will display that slide.

Deleting a Slide

In the Slide View, click on slide 6 to position yourself at the end of the presentation. Create a new slide, which should be slide 7, as shown in the Slide View in the picture at the right.

Suppose that, after creating this slide, you decide that you do not need it.
Select the undesired slide in the Slide View by clicking on it and then click on the **Delete** button.