

## SIMPLE POWERPOINT 2003: Advanced

*How to create, design and use a presentation.*

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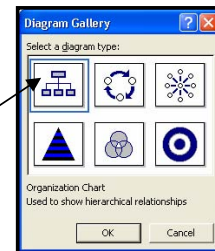


# SESSION 7

Revision of functions from previous sessions.  
**New Functions:** Working with Organisational Charts.

- Step 1.** Run the MS PowerPoint program.
- Step 2.** Open the Mining Organisation presentation.
- Step 3.** Go to Slide 2 and delete the second Placeholder box.
- Step 4.** Insert an Organisation Chart.

## ORGANISATION CHART



- a. Click on the **Insert Diagram or Organisation Chart** icon located on the Drawing toolbar
  - \* The Diagram Gallery window appears
- b. Click on the **Organisation Chart** option
- c. Click on the **Ok** button
  - \* An Organisational Chart is inserted

As the Organisation Chart was inserted the Title Placeholder Box was adjusted thus being the last function applied.

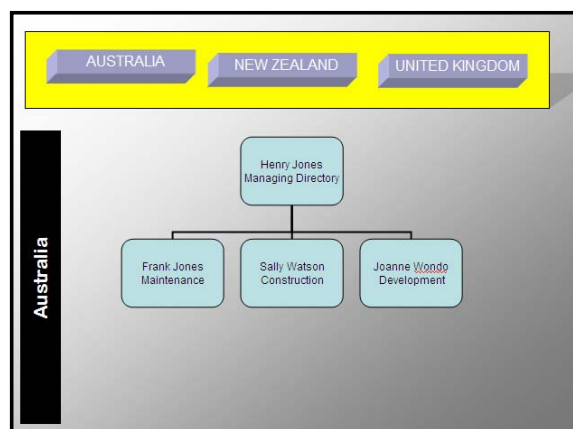
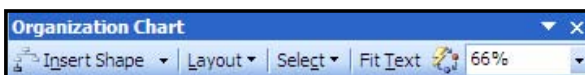
- Step 5.** Activate the Undo function to undo the adjustment made to the Title Placeholder box.
- Step 6.** Enter the following names and titles into the Shape boxes as shown in the diagram. If the text does not fit within the box apply the Fit Text function.

## ENTERING TEXT TO SHAPE BOXES

- a. Click in the **Shape Box** and type text
- b. Press the **Enter** key to move to next line
  - \* If the text does not fit apply the Fit Text function

## FIT TEXT

- a. Click on the **Fit Text** button located on the Organisation Chart toolbar



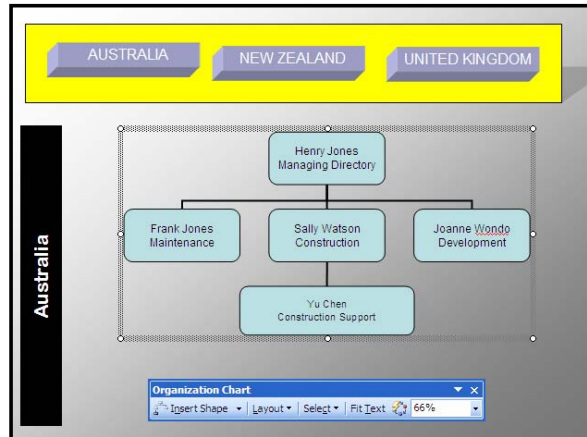
**Step 7.** Select the Sally Watson shape (*Click on the Shape border*) then apply the Insert Shape function and insert a Subordinate shape.

### INSERT SHAPE - SUBORDINATE

- \* Have the Sally Watson shape selected
- b. Click on the **Insert Shape scroll bar** located on the Organisation Chart toolbar
- c. Click on **Subordinate** from the menu provide
- \* A new Shape will be inserted

**Step 8.** Add the following text to the new Shape as shown in the diagram.

**Step 9.** Select the Organisation Chart itself and increase its size so it fits neatly on the slide.



### SELECTING AN ORGANISATION CHART

- a. Click on a **blank area** of the Organisational Chart
- \* The Organisational Chart borders appear
- b. **Click-drag the selection markers to resize and shape** the Organisation Chart area

**Step 10.** Whilst the Organisation Chart is selected use the Arrow keys to nudge it neatly into place.

**Step 11.** Exit the Organisation Chart and return to the slide. (*Click on a blank area of the slide*)

**Step 12.** Make the Organisation Chart area active. (*Click anywhere in the Organisation Chart area*)

**Step 13.** Select all the boxes belonging to this Organisation Chart.

### SELECT ALL SHAPES OF AN ORGANISATION CHART

- a. Click on the border of the **Henry Hanks** shape to select it
- b. Click on the **Select scroll bar** located on the Organisational Chart toolbar
- c. Click on the **Branch** option from the next menu
- \* Notice that all boxes are selected