

Adding Visual Elements to a Presentation

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You can add SmartArt by using the Insert Tab/SmartArt icon, or clicking on the Smart Art Icon in the slide Placeholder

The screenshot displays the Microsoft PowerPoint interface. The 'Insert' tab is active, showing various icons for adding content. The 'SmartArt' icon is highlighted. A 'Choose a SmartArt Graphic' dialog box is open, showing a grid of SmartArt templates. The 'List' category is selected, and the 'Basic Block List' template is highlighted. The dialog box also includes a description for the selected template and 'OK' and 'Cancel' buttons.

Choose a SmartArt Graphic

- All
- List
- Process
- Cycle
- Hierarchy
- Relationship
- Matrix
- Pyramid

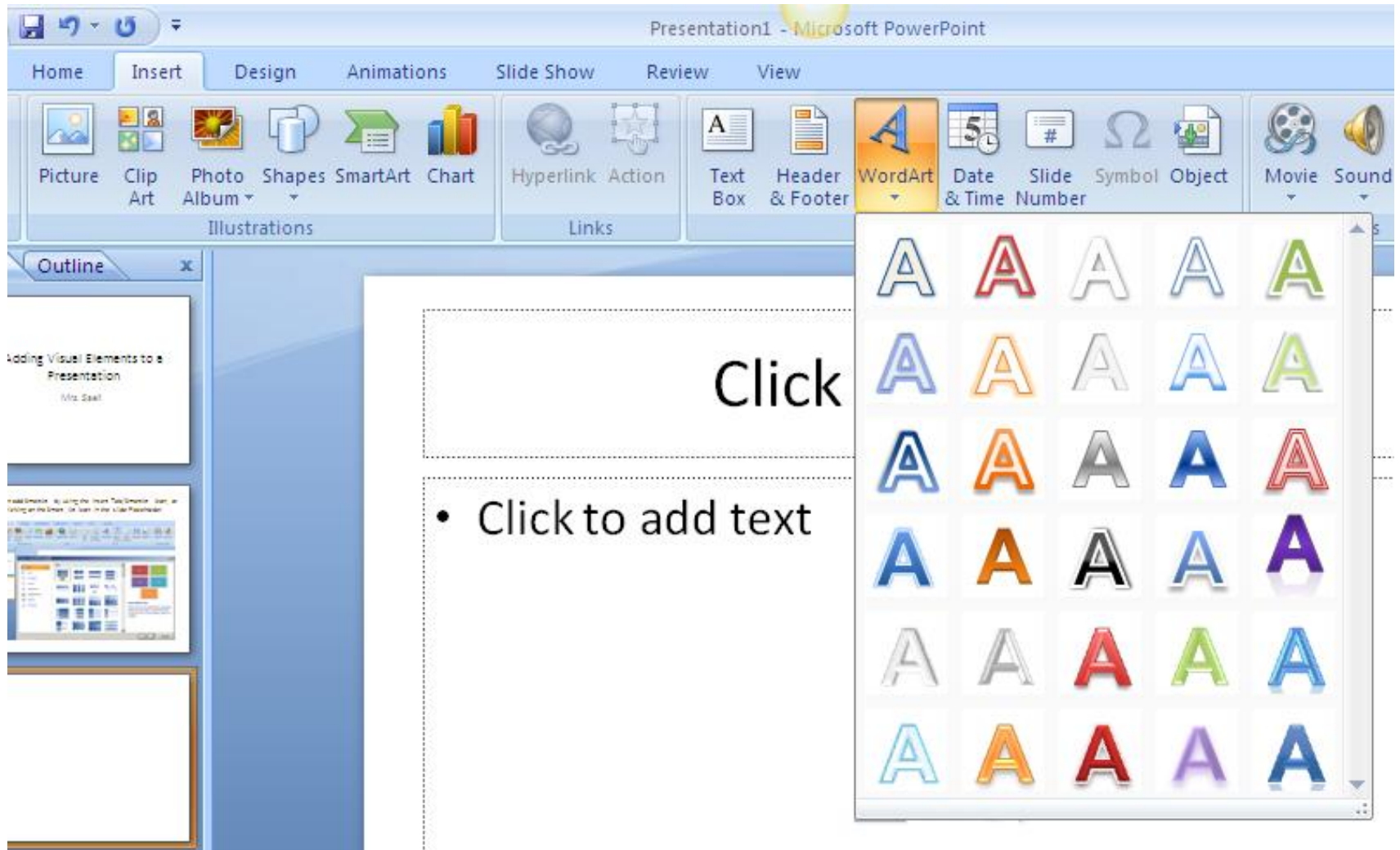
List

Basic Block List

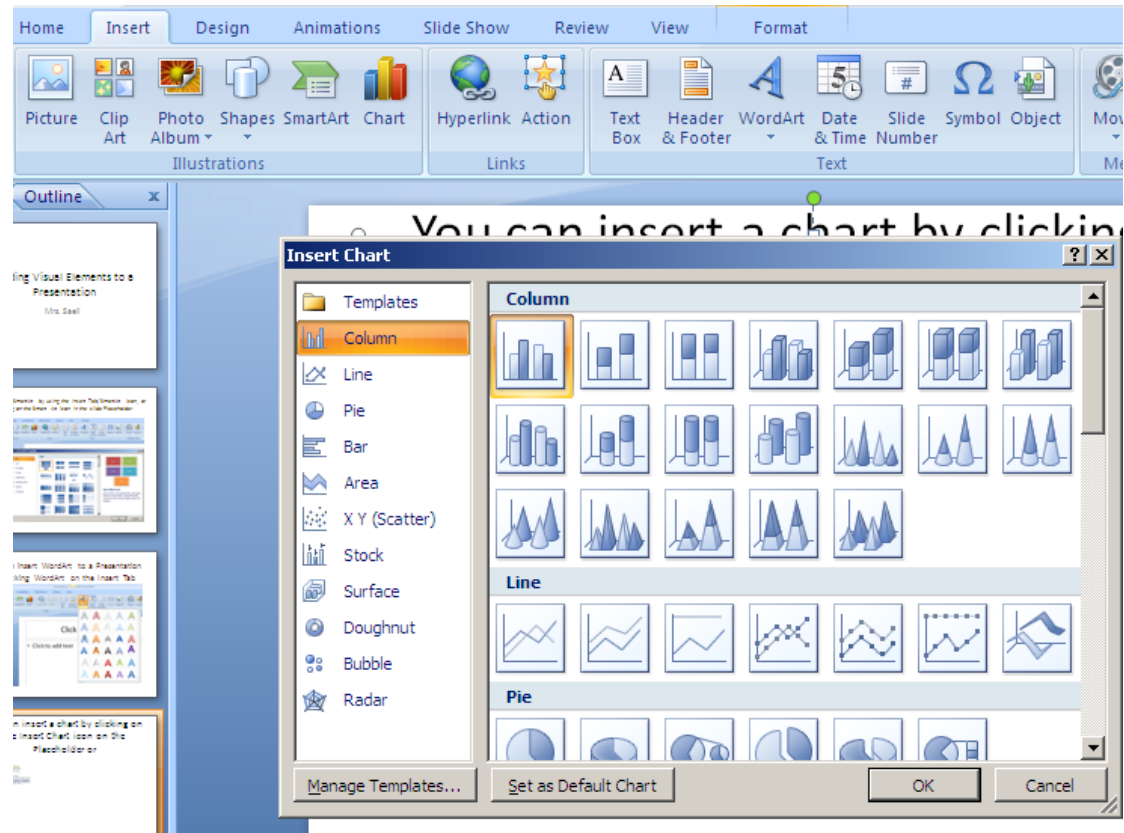
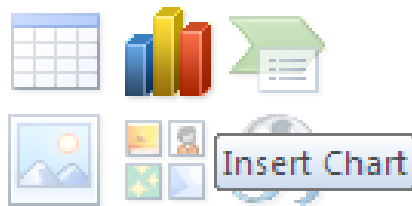
Use to show non-sequential or grouped blocks of information. Maximizes both horizontal and vertical display space for shapes.

OK Cancel

You can insert WordArt to a Presentation by clicking WordArt on the Insert Tab



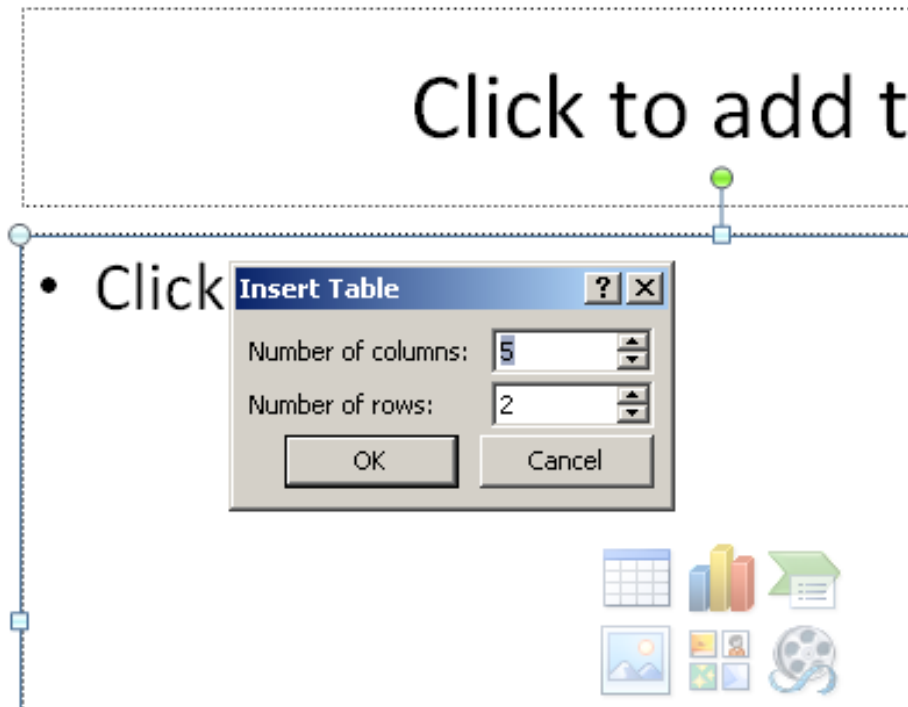
You can insert a chart by clicking on the Insert Chart icon on the Placeholder or by choosing Chart on the Insert Tab



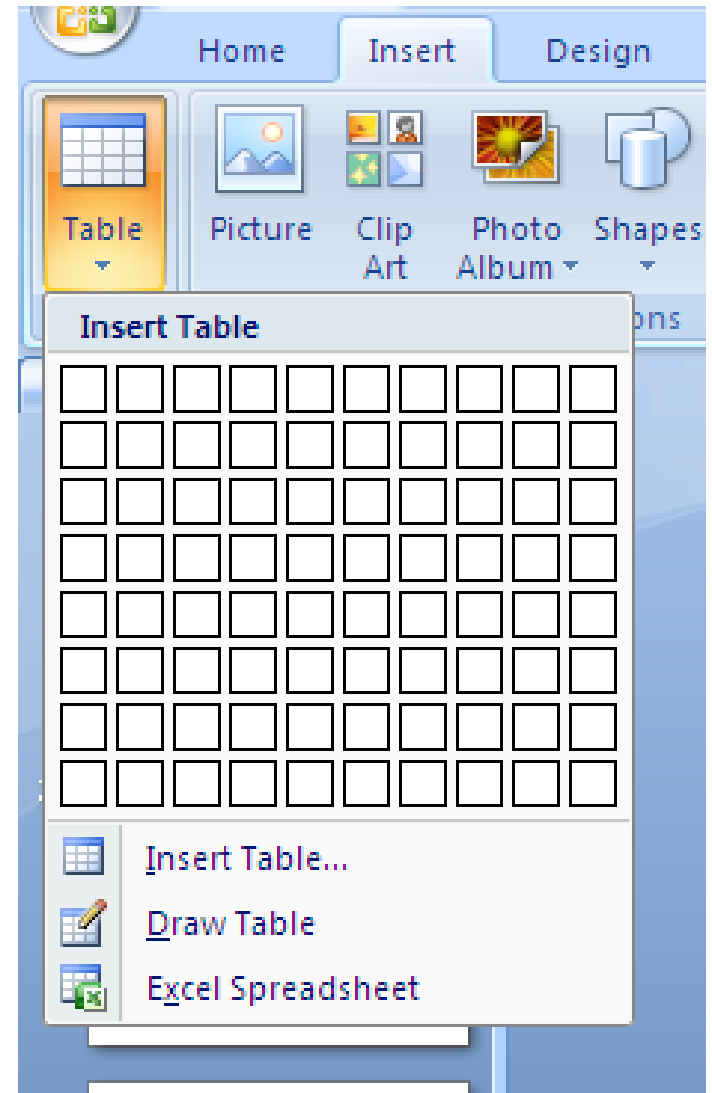
You can insert a table in a presentation by clicking on the table icon in the placeholder or choosing table on the Insert Tab

Click to add t

- Click

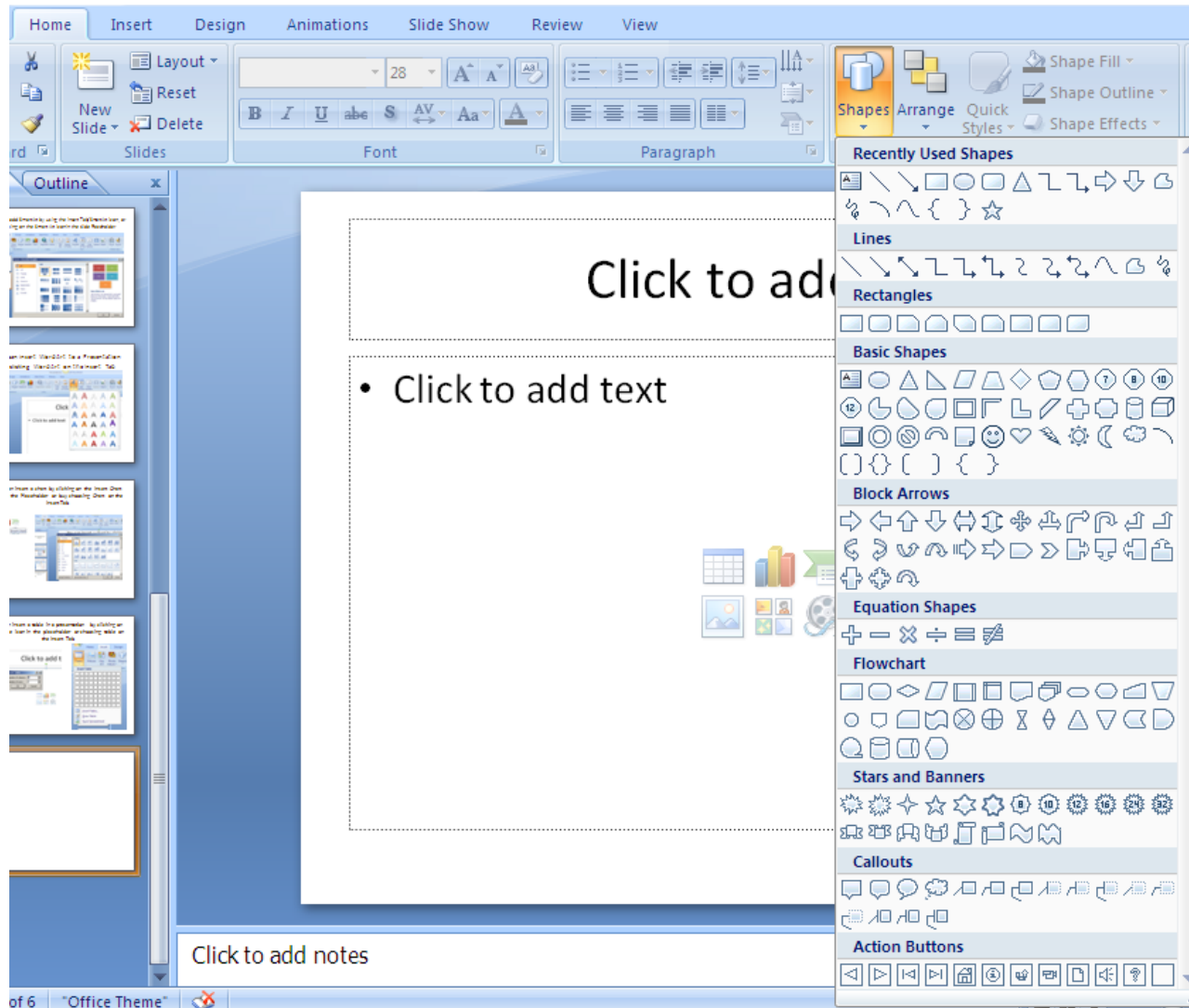


The image shows a presentation slide with a dashed-line placeholder containing the text "Click to add t". A blue square handle is at the bottom center of the placeholder. Below the placeholder, a blue-bordered dialog box titled "Insert Table" is open. It has a title bar with a question mark and a close button. Inside, there are two input fields: "Number of columns:" with the value "5" and "Number of rows:" with the value "2". Below these fields are "OK" and "Cancel" buttons. To the right of the dialog box, there are several icons: a table icon, a bar chart, a document with a green arrow, a picture icon, a clip art icon, and a film strip icon.



The image shows the Microsoft Office ribbon with the "Insert" tab selected. The "Table" button is highlighted in orange. Below the ribbon, the "Insert Table" task pane is open, showing a grid of 10 columns and 10 rows. At the bottom of the task pane, there are three options: "Insert Table...", "Draw Table", and "Excel Spreadsheet".

You can add and format shapes by clicking Shapes on the Home Tab



You can Order, Group, and position objects and shapes using the Arrange Icon on the Home Tab

