

- Click the **Insert | Table** button ; set the number of rows to **4** and the number of columns to **4**; type the information as shown. Then select the entire table with **<Alt+A, A>** and set the font size to **28**.

Tip:

In step 11 the column and row labels are set to bold. In step 12 you apply an AutoFormat to the table. This replaces existing format settings with those applied by the new format. Step 11 is simply for practice.

- Select the column labels and click the **Bold** button , then click the **Italics** button . Then click the row labels and click the **Bold** and **Italics** buttons again.
- Highlight the data fields, then click on the **Center Text** button .
- Click away from the table. Drag and scale the table object into position so that it resembles the following illustration.
- Click the **Insert | New Slide** menu selection on the Standard toolbar, pick the **Blank** slide, click **OK**, and notice that slide 4 is added.
- Click the **Insert | Chart** button; notice that Microsoft Graph is launched and a data sheet is displayed.
- Change the values as shown in the following illustration.

| | | | |
|-------------------|-------------|-------------|--------------|
| Category | 1988 | 1999 | Total |
| Sales | 125 | 130 | 225 |
| Expenses | 100 | 110 | 210 |
| Net Profit | 25 | 20 | 45 |
| | | | |
| | | | |
| Category | 1988 | 1999 | Total |
| Sales | 125 | 130 | 225 |
| Expenses | 100 | 110 | 210 |
| Net Profit | 25 | 20 | 45 |

| | | | |
|-------------|-------------|------------|----------------|
| Year | High | Low | Average |
| 1997 | 108 | 4 | 76 |
| 1998 | 101 | 21 | 73 |
| 1999 | 99 | 16 | 75 |
| | | | |
| | | | |
| Year | High | Low | Average |
| 1997 | 108 | 4 | 76 |
| 1998 | 101 | 21 | 73 |
| 1999 | 99 | 16 | 75 |

- Click **Chart | Chart Type** menu selection. In the Standard Types folder of the Chart Type dialog, choose **Line**. Then click away from the data sheet. Drag and scale your chart so that it resembles the following illustration.

Note:

To change the chart lines from the light-colored default colors to black, I double-clicked on the chart, then clicked on each line in turn. When a line was selected, I clicked on Fill Color and selected black. Now the lines are black but the color of the circles, rectangles, etc., designating each line remain unchanged. But you will only see black on this page as it is not printed in color.

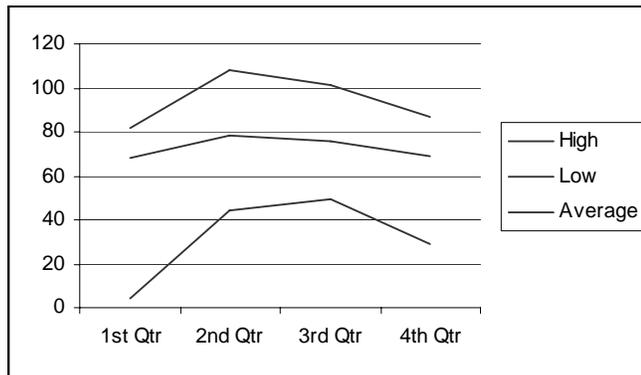
8. Press **<Ctrl+Home>**. Then start the Slide Show view and page through the four slides.
9. Use **File | Save**, give the slide show the name **Objects**, and click **Save**.

Using Cut and Paste to Create Slides

If you want to learn how to cut and paste a Word table or Excel worksheet into a PowerPoint slide, perform the following steps. If not, skip directly to the summary.

1. Leave PowerPoint running; use the Windows Explorer to launch the Monthly Utilities document copied from the CD to the \MSOffice\Files subdirectory.
2. Click inside the table. Then use **Table | Select Table** to select the entire table.
3. Press **<Ctrl+C>** to copy the table. Then use **File | Exit** to exit Word.
4. Click the **PowerPoint** button on the taskbar. Press **<Ctrl+End>** to display the last slide.
5. Click **Insert New Slide** and add new blank slide 5 of 5 to your presentation.
6. Press **<Ctrl+V>** to paste the table on the slide.
7. Use **View | Toolbars** and activate the Picture toolbar. Click the **Crop** tool and drag the right side of the table toward the center to remove the excessive blank space. Then hide the Picture toolbar.

| | A | B | C | D | E |
|---|---------|---------|---------|---------|---------|
| 1 | | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |
| 2 | High | 82 | 108 | 101 | 87 |
| 3 | Low | 4 | 44 | 49 | 29 |
| 4 | Average | 68 | 78 | 76 | 69 |
| 5 | | | | | |
| 6 | | | | | |



8. Center the table on the slide and click away from the table.
9. Now use the Windows Explorer to launch the Monthly Utilities worksheet copied from the CD to the \MSOffice\Files subdirectory.
10. Drag (select) cells A1 through F14. Press <Ctrl+C> to copy the selected range of cells.
11. Click the **PowerPoint** button on the taskbar.
12. Click **New Slide** and add new blank slide 6 of 6 to your presentation.
13. Use **Edit|Paste Special** to display the Paste Special dialog. Click the **Paste** option button. Then select **Microsoft Excel Worksheet Object** and click **OK**.
14. Drag the handles to enlarge and center the worksheet on the slide. Click away from the worksheet to remove the handles.