

ECDL[®] Advanced

European Computer Driving Licence[®]

Advanced Presentation Software

BCS ITQ Level 3

Using Microsoft[®] PowerPoint[®] 2013

Syllabus Version 2.0

This training, which has been approved by BCS, The Chartered Institute for IT, includes exercise items intended to assist learners in their training for an ECDL Certification Programme. These exercises are not ECDL certification tests. For information about Approved Centres in the UK please visit the BCS website at www.bcs.org/ecdl.

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Section 3

Charts

By the end of this section you should be able to:

Create Combination Charts / 2 Axes Charts

Edit and Format Charts

Create and Edit Flowcharts

Create Cycle and Pyramid Diagrams

Animate Charts

Work through the **Driving Lessons** in this section to gain an understanding of the above features.

For each **Driving Lesson**, read all of the **Park and Read** instructions and then perform the numbered steps of the **Manoeuvres**. Complete the **Revision** exercise(s) at the end of the section to test your knowledge.

Driving Lesson 25 - Combination Charts

P Park and Read

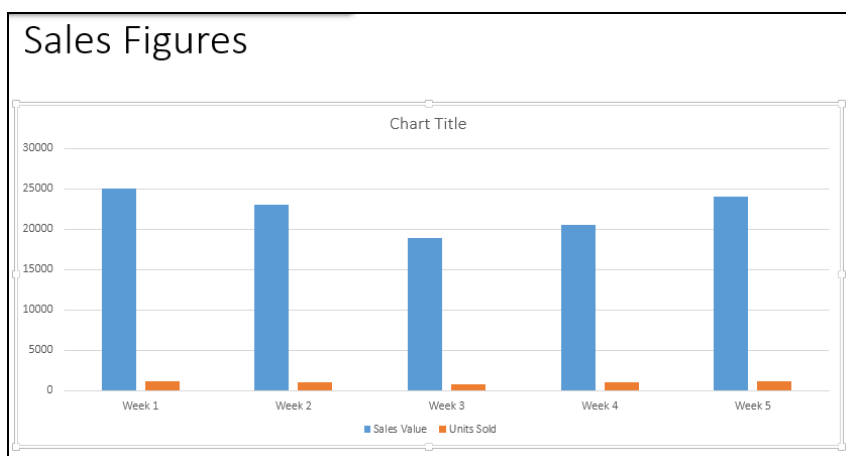
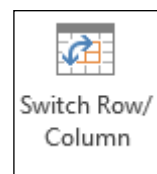
A **combination** (or **mixed**) chart shows different types of information by using two or more chart types. For example, a line-column chart may show projected figures as a column chart and actual figures as a line chart on the same grid. A **2 Axes** chart has a different axis on the left and right of the chart so that completely different data can be displayed on the same chart, e.g. rainfall and temperature.

Manoeuvres

1. Start a new blank presentation.
2. Change the layout to **Title and Content** slide and add the title **Sales Figures**.
3. Click the chart icon to open the **Insert Chart** dialog box.
4. Click **OK** to create the chart with the default **Clustered Column** format.
5. The datasheet will appear on the screen. Amend the values to those shown below, including reducing the range to two rows.

	A	B	C	D	E	F
1		Week 1	Week 2	Week 3	Week 4	Week 5
2	Sales Value	25000	23000	18900	20500	24000
3	Units Sold	1200	1000	750	1000	1150
4						

6. If the resulting chart does not look like the picture below, click the **Switch Row/Column** button on the **DESIGN** tab.



7. Close the datasheet window and resize the *PowerPoint* window if required.

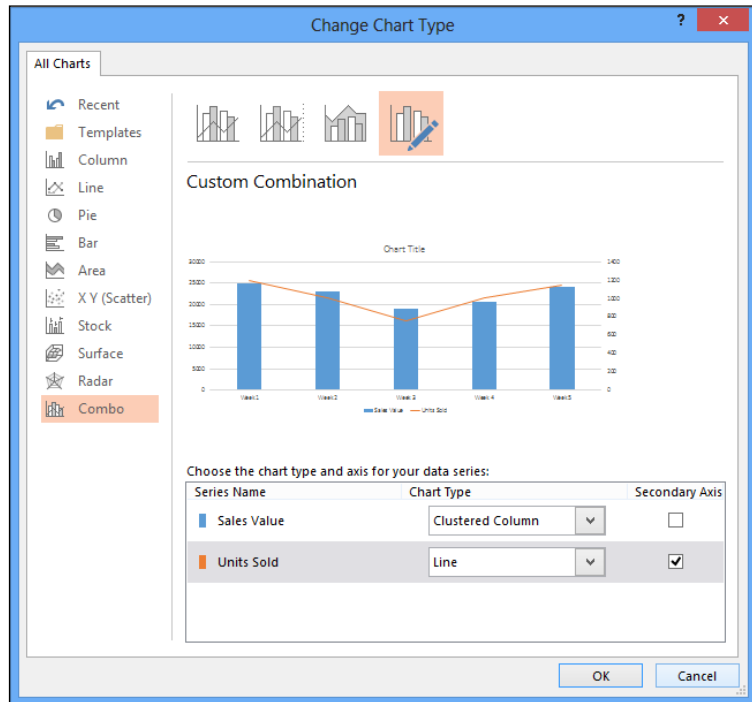
Driving Lesson 25 - Continued

8. The units for **Sales Value** (currency) and **Units Sold** (numbers) are quite different, so a 2 axes chart is required to compare the figures. Click **Change Chart Type**.



9. From the left of the **Change Chart Type** dialog box select **Combo**.

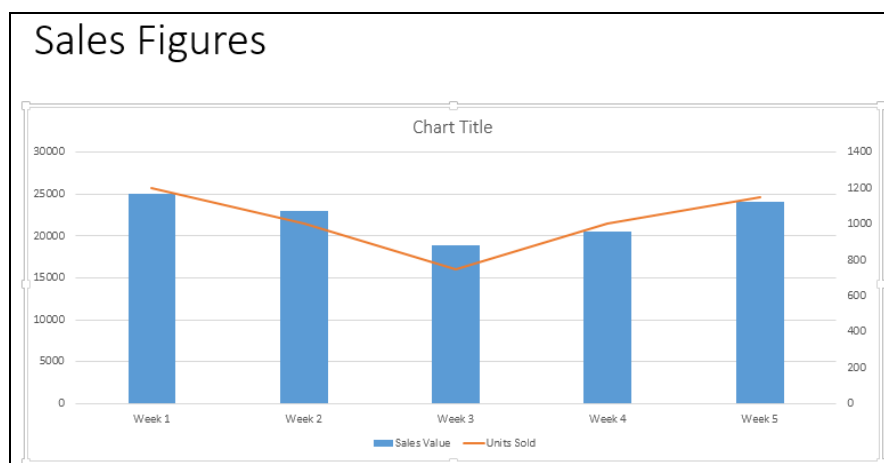
10. For the **Sales Value** series select the **Clustered Column** option and for **Units Sold** select the **Line** option.



11. Check the **Secondary Axis** box for the **Units Sold** series. Now the orange data series is plotted using a new axis on the right of the chart.

12. Click **OK**.

13. The axis for the **Sales Value** figures (blue columns) is on the left and is called the **Value Axis**. The axis for the **Units Sold** figures (orange line) is on the right and is called the **Secondary Value Axis**.



14. Save the presentation as **Charts** and leave it open.

Driving Lesson 26 - Editing Charts

P Park and Read

Charts can be edited to show data in different ways. The type of the whole chart or a single data series on the chart can be changed; the scale of the value axis and the interval between the plotted numbers can be amended. The way figures are displayed can also be changed. Labels and legends can be formatted.



Manoeuvres

1. With the **Charts** presentation still open, right click the **Sales Value** axis and select **Format Axis**.

AXIS OPTIONS

Bounds

Minimum Auto

Maximum Auto

Units

Major Auto

Minor Auto

Horizontal axis crosses

Automatic

Axis value

Maximum axis value

Display units

Show display units label on chart

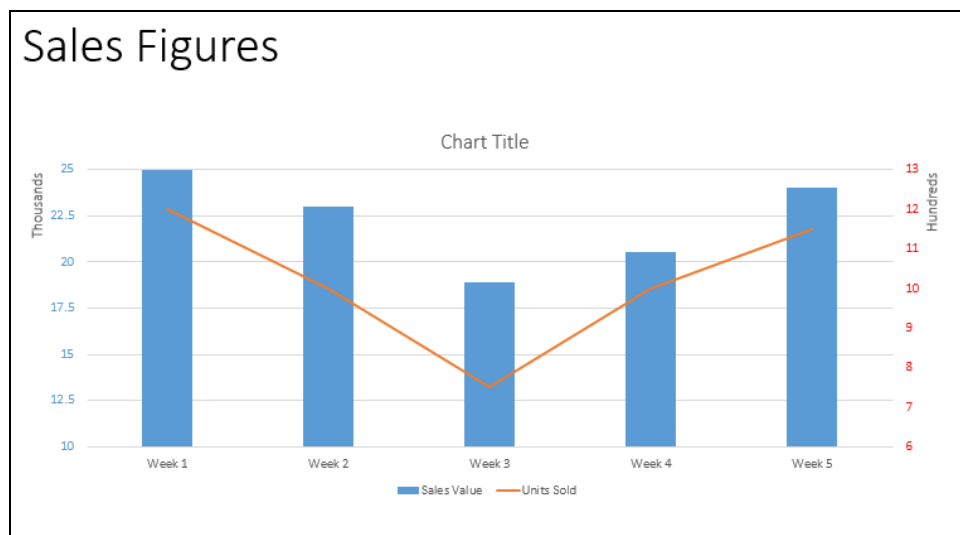
Logarithmic scale Base

Values in reverse order

2. No figures below 18900 are displayed, so the lowest figure on the **Value Axis** can be changed. Change the figure in **Minimum** to **10000** by amending the value.
3. Change the **Maximum** value to **25000**.
4. The interval between each value on the axis is currently set at **2000**. Change the **Major unit** to **2500**.
5. To change the **Sales Value** units to thousands without amending the datasheet, click the drop-down arrow next to **Display units**.
6. Select **Thousands**. There are many different values available - millions and other values can be used. Close the **Format Axis** pane.
7. With the axis still selected, change the font colour to blue (either use the **HOME** tab or right click and use the shortcut formatting bar).

Driving Lesson 26 - Continued

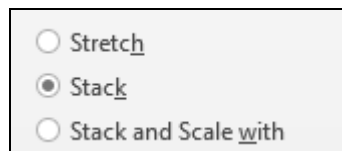
8. Select the secondary axis on the right and make sure the **CHART TOOLS FORMAT** tab is displayed. Click **Format Selection** from the **Current Selection** group as another way of displaying **Format Axis**.
9. Change the **Minimum** to **600**, the **Major Unit** to **100**, and the **Display units** to **Hundreds**. Change the font colour to red.



10. A chart title is added automatically. Change the **Chart Title** to **Period 1** and change the font to **Tahoma**.
11. With the title still selected on the **CHART TOOLS - FORMAT** tab click **Format Selection**. Apply a solid fill of pale blue to the title. Do not close the pane.
12. Click on the chart legend. The pane will change to **Format Legend**. Apply the same pale blue solid fill. Close the pane.
13. With the legend still selected change the font to **Tahoma**.
14. Click on a blue column to select the **Sales Value** data series. Right click on a blue column and select **Add Data Labels | Add Data Labels**.
15. Right click on a data label and select **Format Data Labels**. Select **Inside End** from the options to move the data labels inside the columns.
16. Right click on a data label. Change the font to **Tahoma, Italic**.
17. Select the **Value Axis** label (**Thousands**) and change the font to **Tahoma**, again using either the **HOME** tab or right click and use the shortcut formatting bar.
18. Repeat this for the **Horizontal (Category) Axis** labels (**Week1**, etc.).
19. Pictures can be applied to various areas on a chart. With the chart selected, display the **CHART TOOLS - FORMAT** tab. In the top left of the tab, in the **Current Selection** group, is a **Chart Elements** box.

Driving Lesson 26 - Continued

20. Click the drop-down arrow to show a list of the available chart elements. Select **Chart Area**. This is an alternative way of selecting a specific chart element.
21. Click **Format Selection** from the tab. Make sure **FILL** is displayed and click **Picture or texture fill**.
22. Click **File** under **Insert picture from** and select the file **Bridge** from the supplied data files. Click **Insert**.
23. With the **Format Chart Area** pane still open, click on the **Plot Area** of the chart.
24. In the **Format Plot Area** pane, select **Picture or texture fill** again. Click **File** under **Insert picture from** and select the file **pink and blue** from the supplied data files. Click **Insert**.
25. Click in one of the data columns. The **Format Data Series** pane is displayed.
26. Make sure **FILL** is displayed and click **Picture or texture fill**.
27. Click **File** under **Insert picture from** and select the file **cat** from the supplied data files.
28. Click **Insert**.
29. Select the **Stack** option from the pane.

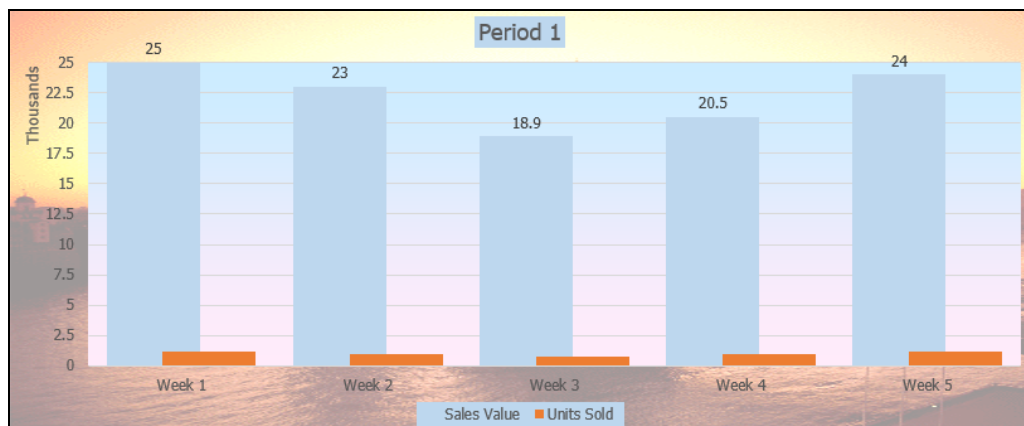


Pictures are applied to bars in bar charts in the same way.

30. This is quite confusing visually. Change the **Sales Value** data series back to a blue solid fill and close the pane.
31. The **Sales Value** data series should be selected, if not select it now. To change the chart type for the **Sales Value** data series only, display the **CHART TOOLS - DESIGN** tab and click **Change Chart Type**.
32. From the **Chart Type** drop-down list for **Sales Value** select the first of the **Line Chart** options and click **OK**. Now both data series are shown as lines.
33. To change the chart type for the entire chart, make sure that no data series is selected and click **Change Chart Type** from the **CHART TOOLS - DESIGN** tab.
34. Select the first of the **Column Chart** options and click **OK**.

Driving Lesson 26 - Continued

35. The new chart has only one vertical axis starting at **10 Thousand** and the **Units Sold** data is not seen. Display the **Format Axis** pane and, with **Axis Options** selected, set the **Minimum** value back to **0**. Close the pane.
36. Click on any data column and click **Format Selection** from the **CHART TOOLS - FORMAT** tab.
37. With **Series Options** selected, drag the **Gap Width** slider down to about 40%. All data columns become wider.
38. Drag the **Series Overlap** slider up to about 40% then close the pane. All data columns now overlap.



39. Save the presentation and close it.

Driving Lesson 27 - Animating Charts

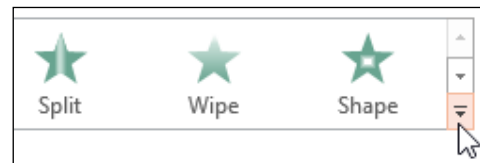
P Park and Read

Charts can be animated so that the information is displayed gradually in a specified order.

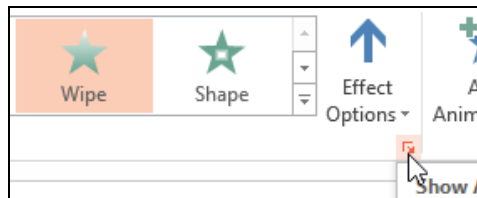
Manoeuvres

1. Open the **Chart Test** presentation and select the chart.

2. To animate the chart select the **ANIMATIONS** tab and click **More** button from the **Animation** group to display more options. Select **Wipe**.

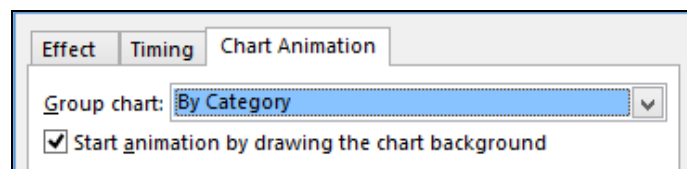


3. Click the dialog box launch button on the **Animation** group.



4. Select the **Chart Animation** tab in the dialog box for this animation effect.

5. From the **Group chart** drop-down list select **By Category**. Make sure the **chart background** option is checked.

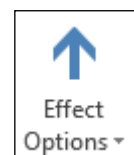


6. Click **OK** then run the slide show. A mouse click is required to display the chart background, then each further click displays another category.

7. End the slide show. Click the **Animation** dialog box launcher again and display **Chart Animation**. To change the order in which the data is animated, change **Group chart** to **By Series**. Uncheck the **chart background** option and click **OK**.

8. Run the slide show. Now the background appears automatically and each click displays a complete data series. End the slide show.

9. Click the **Effect Options** button. Change **Sequence** to **By Element in Series** and run the slide show again. Now the background appears automatically and each click displays a single column in a data series.



10. End the slide show, save the presentation and close it.



Driving Lesson 28 - Creating a Flowchart

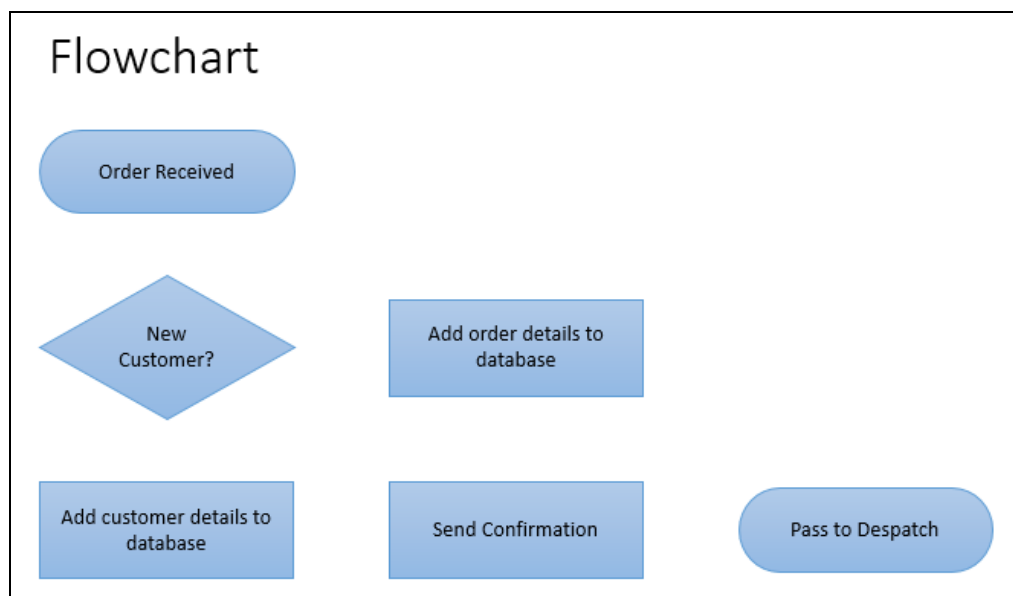
P Park and Read

Flowcharts on slides can be created by combining preset **Shapes** available within *PowerPoint*.




Manoeuvres

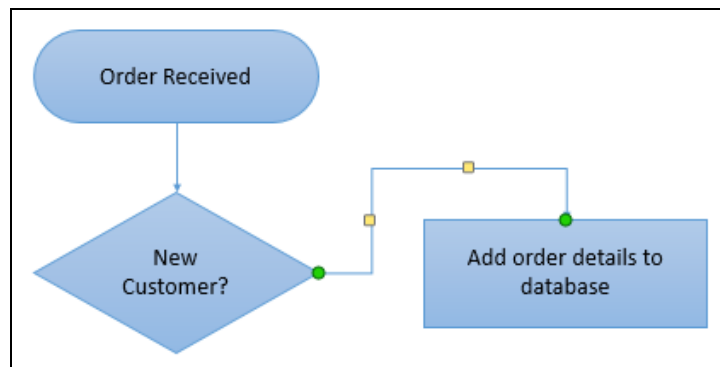
1. Start a new presentation. Change the layout of the first slide to **Title Only** and name it **Flowchart**.
2. Select the **HOME** tab from the **Drawing** group's **Shapes** button select the **Flowchart: Terminator** shape, .
3. To start the flowchart click and drag the shape at the top left of the slide and type in **Order Received**. Flowchart shapes can be moved, resized and coloured like any other drawn object.
4. Beneath this shape draw a **Flowchart: Decision** shape,  and type **New Customer?**
5. Complete the flowchart as below, using **Decision**, **Process** and **Terminator** shapes. **Smart guides** will appear to help position the shapes correctly. Press **<Enter>** to start a new line where necessary when typing text.
6. With no drawing tool selected, click and drag around all shapes to select them. Click the **Quick Styles** button from the **Drawing** group and apply a different style. The style used here is **Subtle Effect - Blue, Accent 1**.



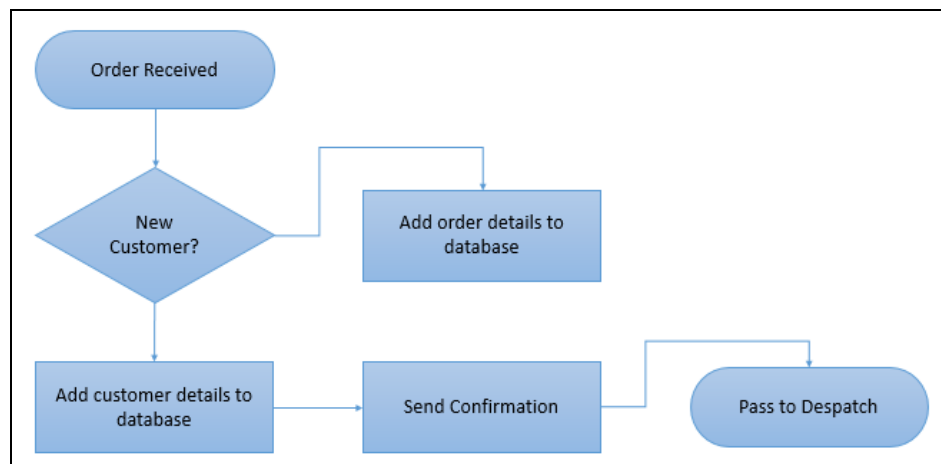
7. To connect the shapes, select the basic **Arrow** shape from the **Lines** section of **Shapes**. The cursor on the slide becomes a cross.

Driving Lesson 28 - Continued

8. Notice how black handles appear as the mouse is moved over the shapes. Click on the bottom centre handle of the **Order Received** shape to start the connection. 
9. Drag the other end of the connector to the **New Customer?** shape. Handles will appear; drag the line to the top handle and it will 'snap' into place.
10. Release the mouse button to anchor the line.
11. When the connector has green handles at each end, it is locked to the shapes. Move the **New Customer?** shape to the left. The connector will follow it. Return the shape to its original position.
12. In a similar way, use the **Elbow Arrow Connector** to join **New Customer?** To the top handle of **Add order details to database**.



13. Join the other shapes as shown below .



14. Save the presentation as **Flowchart** and leave it open.




Flowcharts can also be created using other applications and then used in PowerPoint. A flowchart can be created and saved in Visio for example, and then imported into PowerPoint using the **Insert Object** command.

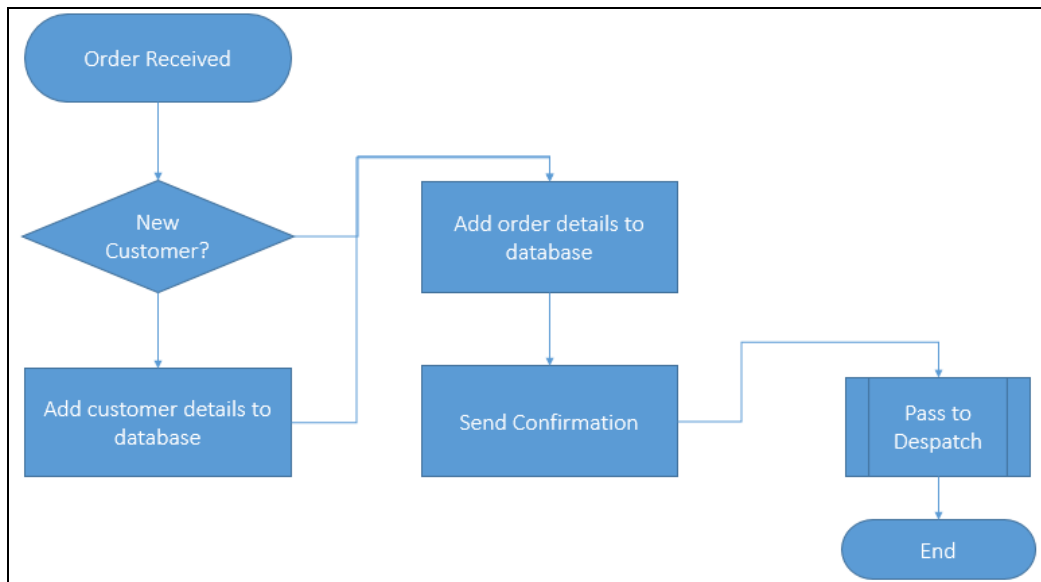
Driving Lesson 29 - Amending a Flowchart

P Park and Read

The shape and position of components used in a flowchart can be changed or deleted as necessary.

Manoeuvres

1. Using the flowchart created in the previous Driving Lesson, add a new terminator shape beneath **Pass to Despatch** and type in **End**.
2. The **Pass to Despatch** shape is the wrong type. Delete it by selecting the shape (not the text) and then pressing <Delete>.
3. Insert a **Flowchart: Predefined Process** shape,  in the gap and type in the text **Pass to Despatch**. Connect it to the **End** shape with a **Straight Arrow Connector**.
4. Delete the connector between **Add customer details** and **Send Confirmation** by clicking on it and then pressing <Delete>.
5. Join the right edge of **Add customer details** to the top of **Add order details** using an **Elbow Arrow Connector**.
6. Adjust the position of the line using the yellow handles that appear when it is selected. The chart should appear as follows:




7. Save the presentation and close it.

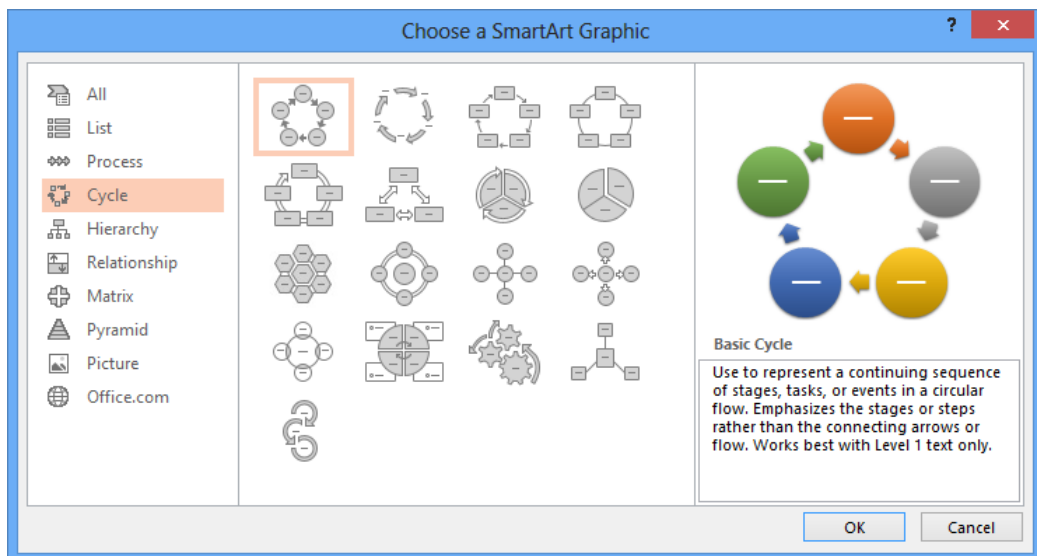
Driving Lesson 30 - Creating Other Diagrams

P Park and Read

PowerPoint helps you create various diagrams to help explain concepts in your presentation. Types available include **cycle diagrams**, which show the circular relationships between related processes, and **pyramid diagrams**, which are divided into horizontal slices to represent a hierarchy.

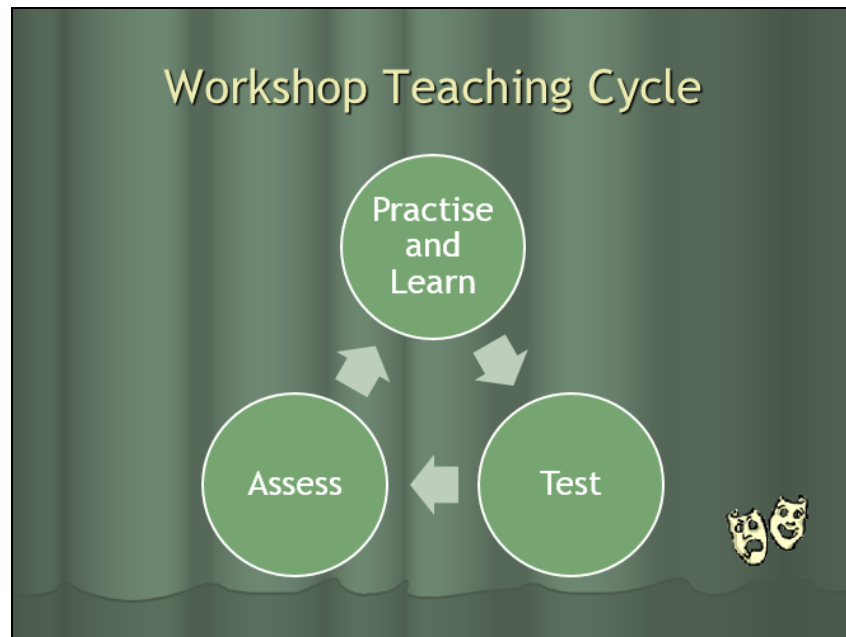
Manoeuvres

1. Open the presentation **Theatre** and insert a new **Title and Content** slide at the end.
2. Add the title **Workshop Teaching Cycle**.
3. Click the **Insert SmartArt Graphic** icon, , to display the **Choose a SmartArt Graphic** dialog box.
4. Select **Cycle** from the left and select the first option (**Basic Cycle**).



5. Click **OK**.
6. The first circular component of the **Cycle** diagram is selected. Type the text **Practise and Learn**.
7. Select the next circular area (clockwise) and enter **Test**.
8. Select the next circular area (clockwise) and enter **Assess**.
9. Click on the remaining circular areas in turn and press **<Delete>** to remove them.

Driving Lesson 30 - Continued



10. Insert a new **Title and Content** slide after slide **2** and add the title **Organisation**.
11. Click **Insert SmartArt Graphic** and select the first **Basic Pyramid** option. Click **OK**.
12. On the bottom level enter **Support Staff**, on the middle level enter **Administration**, and on the top level enter **Director**.
13. Display the **SMARTART TOOLS - DESIGN** tab and select one of the **SmartArt Styles**.
14. Click the **Change Colors** button and select one of the colour schemes from the **Colorful** range.
15. Click on the **Director** level and click the drop-down arrow on **Add Shape** from the **Create Graphic** group.
16. Select **Add Shape After**. A new shape is added. Type in **Management**.
17. To remove it, click on the shape (not the text) and press **<Delete>**.
18. Click on the top shape in the pyramid (so that the cursor is a four-way arrow) and drag it to the right. Drag the second shape to the left.
19. Right click on the top shape and select **Reset Shape** to return it to its original position. Click **Reset Graphic** on the **SMARTART TOOLS - DESIGN** tab to restore the whole diagram to its original formatting.



Manipulating shapes is similar in all types of diagram.

20. Save the presentation as **Theatre2** and close it.

Driving Lesson 31 - Revision

P Park and Read

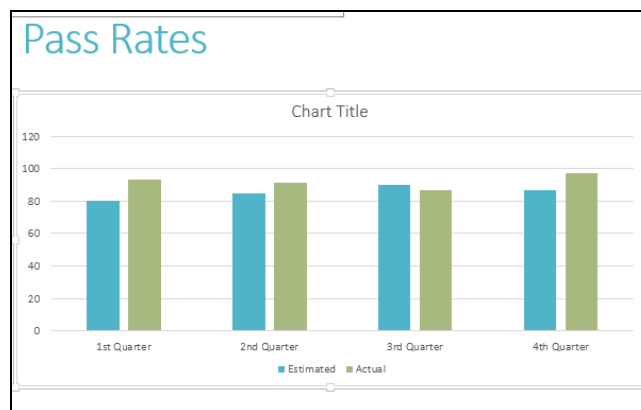
At the end of every section you get the chance to complete one or more revision exercises to develop your skills and prepare you for your ECDL certification test. You should aim to complete the following steps without referring back to the previous lessons.

Manoeuvres

1. Open the **Assessment** presentation. At the end of the presentation insert a new **Title and Content** slide and add a title of **Pass Rates**.
2. Add a **Clustered Column** chart and amend the datasheet as below.

	A	B	C	D	E	F
1		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
2	Estimated	80.5	85	90	86.5	
3	Actual	93	91.25	87	97	
4						

3. Make sure the chart has this layout.



4. Close the datasheet.
5. Change the **Actual** data series to be a line chart.
6. Change the **Minimum** scale to **70** and the **Maximum** scale to **100**.
7. Animate the chart to introduce elements **By Category** with the effect **Wipe**, (**From Left**).
8. Save the presentation as **Revision31**. View the slide show for this slide and use the mouse button to introduce each section of the chart.
9. Close the presentation.

Section 5

Slide Shows

By the end of this section you should be able to:

Create and Edit Action Buttons/Hyperlinks

Create and Edit Custom Shows

Run a Custom Show

Apply Slide Transitions

Apply Timings

Set up a Slide Show

Use Various Techniques while Running a Show

Work through the **Driving Lessons** in this section to gain an understanding of the above features.


For each **Driving Lesson**, read all of the **Park and Read** instructions and then perform the numbered steps of the **Manoeuvres**. Complete the **Revision** exercise(s) at the end of the section to test your knowledge.

Driving Lesson 39 - Action Buttons

P Park and Read

Action buttons can be added to allow rapid and easy navigation between slides during the presentation using **hyperlinks**. Action buttons also allow movement to other presentations, files, web sites and various other destinations.

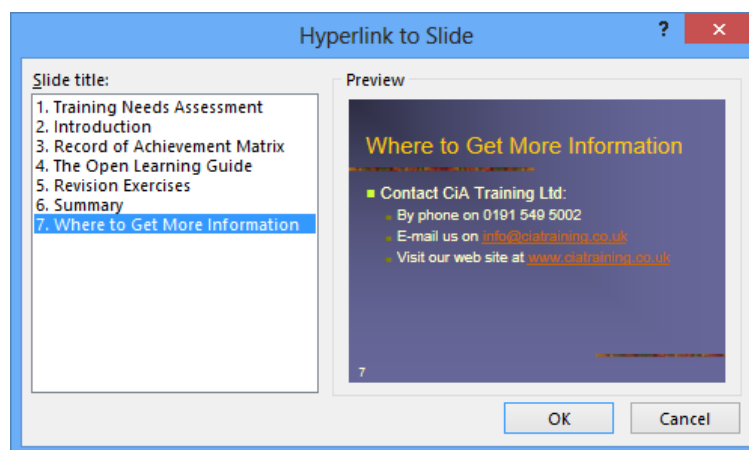
Manoeuvres

1. Open the **Training** presentation and save it as **Training2**.
2. Select slide **4, The Open Learning Guide**.
3. To create an action button that links to slide **7**, display the **Shapes** list on the **HOME** tab, look in the **Action Buttons** section of the list and select the **Information** action button, .
4. Click and drag the shape of the button on the bottom left side of the slide.




*If a message appears about saving the presentation, select **Yes**.*

5. The **Action Settings** dialog box appears. Ensure that the **Mouse Click** tab is selected. Click the **Hyperlink to** option, scroll down the drop-down list and select **Slide....**
6. A list of slides in the presentation is displayed, select slide **7 Where to Get More Information**.




7. Click **OK**, and then **OK** to close the dialog box.
8. Click the **SLIDE SHOW** tab and select **From Current Slide** to see the slide as it will appear in the presentation.
9. When the cursor appears, click the action button. The presentation moves to the **Where to Get More Information** slide.

Driving Lesson 39 - Continued

10. The presentation will continue from its new position (there is no automatic return to the original slide). Click until the show is ended.
11. With slide 7 displayed in **Normal** view, draw a **Custom** action button, , which will link to a separate presentation.
12. In the **Action Settings** dialog box, select **Hyperlink to** and then **Other PowerPoint Presentation**.
13. Select **CIA Seminar** from the list.
14. Click **OK** and ensure **Hyperlink to Slide** shows **Slide 1** highlighted and then click **OK**.
15. Click **OK** to create the link and with the button selected type **CiA** so it is labelled.



16. View the slide show and test the button. Click to view the **CIA** show. End the **CIA** show to return to the **Training2** show.
17. Press <Esc> to end that show and return to **Normal** view.
18. At the bottom left of slide 5 draw a **Document** action button, . This will link to a *Word* document.
19. From **Action Settings** select **Hyperlink to** then **Other File**.
20. Choose the **Sample** file and click **OK** then **OK** again.
21. Add the text **Sample** to the button. Enlarge the button if necessary.
22. Run the show and click the **Sample** action button. *Word* starts and opens the document.
23. Close *Word*, without saving if prompted and end the show.
24. Right click on the **Sample** button and select **Edit Hyperlink**. To remove the hyperlink from an action button, select **None** from **Action on click** and click **OK**.



*Alternatively, right click on the button and select **Remove Hyperlink**.*

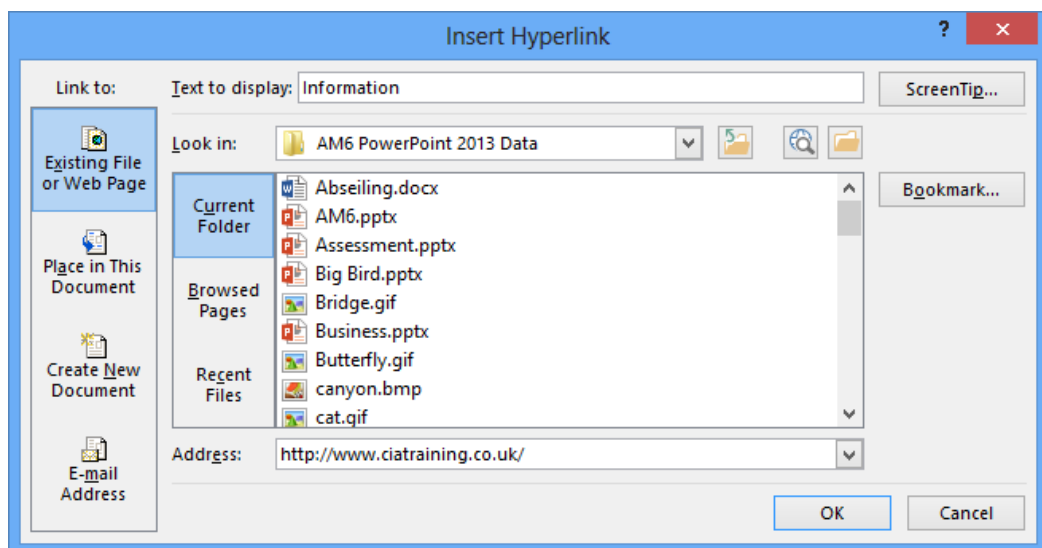
25. Hyperlinks can also be applied to text or graphical objects - you don't always have to use action buttons. Display slide 7 and select the text **Information**.

Driving Lesson 39 - Continued

26. Display the **INSERT** tab and click the **Hyperlink** button from the **Links** group.



27. Make sure **Existing File or Web Page** is selected on the left and type **www.ciatraining.co.uk** in the **Address** box. *PowerPoint* adds the necessary components to make this a valid web address.



28. Click **OK**. The text **Information** is displayed in a different colour to indicate it is a hyperlink.
29. Run the show from slide **7**. Move the cursor over the **Information** text. The cursor changes to a hand.
30. Click on the text. If an Internet connection exists, your browser application will start and the **CiA Training** home page will be displayed.
31. Close the browser window and end the slide show.



*Hyperlinks can be removed from objects by right clicking and selecting **Remove Hyperlink**.*

32. Save the presentation and leave it open.

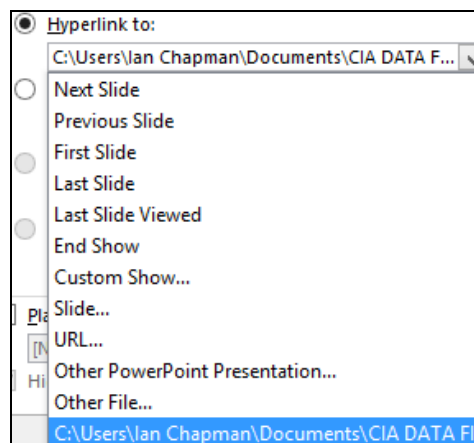
Driving Lesson 40 - Editing an Action Button

P Park and Read

It is possible to change the destination of an action button or any hyperlink, after creating it. This may be necessary for example if a web address (**URL**) or a file location changes.

Manoeuvres

1. On slide **7** right click on the **CiA** action button, (take care not to click on the text content, you need to click part of the button itself).
2. Select **Edit Hyperlink**. The current hyperlink destination is shown.
3. To change the link to a different presentation, click the **Hyperlink to** drop-down list.

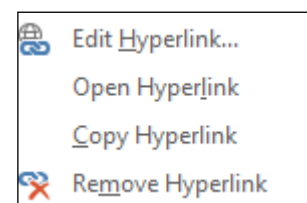


4. Click on **Other PowerPoint Presentation**.
5. Select the **Holiday Choice** presentation from the data files and click **OK**, then **OK** again to accept **Slide 1** as the destination of the link.
6. Click **OK** in the **Action Settings** dialog box.
7. View the slide show for this slide and when the text has loaded click the button to view the linked presentation.
8. End both shows.
9. On slide **7** right click on the word **Information**.



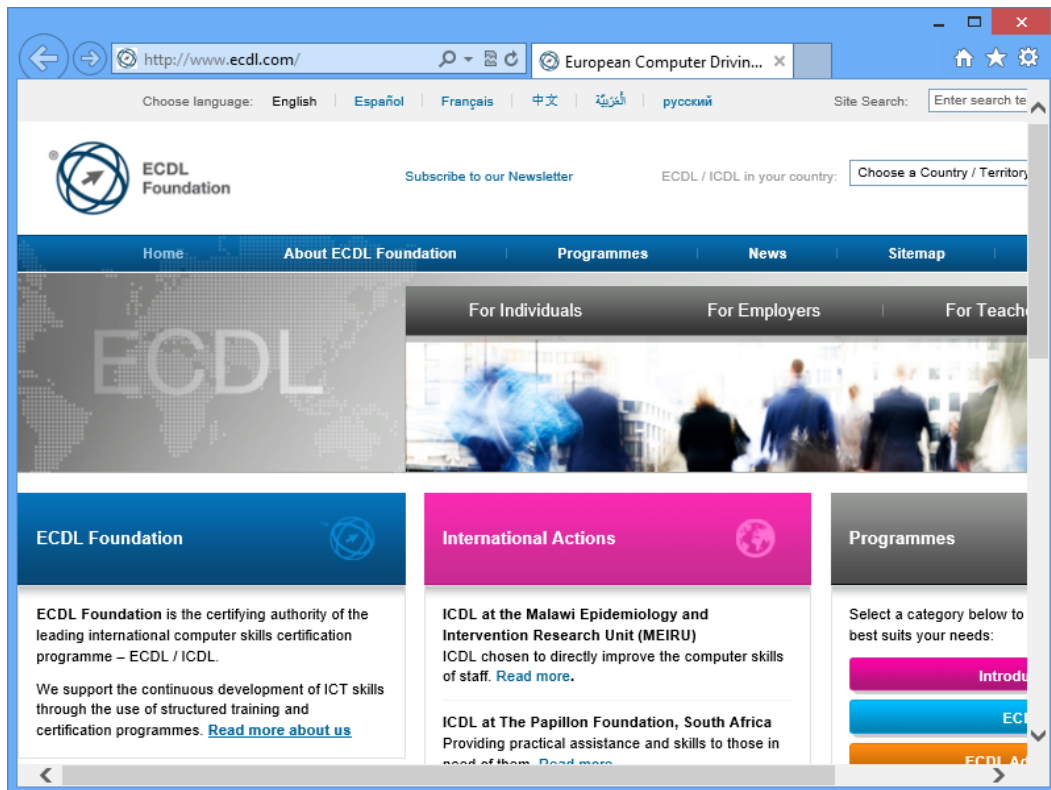
Notice there is an option here to **Remove** the hyperlinks from this text.

10. Select **Edit Hyperlink**.



Driving Lesson 40 - Continued

11. Highlight the text in the **Address** box and type **www.ecdl.com**. Click **OK**.
12. Run the show from slide 7. Click on the **Information** text. If a connection exists your browser application will start and the **ECDL** home page will be displayed.



The appearance of the web page was correct at time of writing. It may change over time.

13. Close the browser window and end the slide show.
14. On slide 7, right click on the **CiA** button and select **Remove Hyperlink**.
15. Run the show from slide 7. Click on the **CiA** button text. The button no longer contains a hyperlink and there will be no action.
16. End the show.
17. Close the presentation without saving.

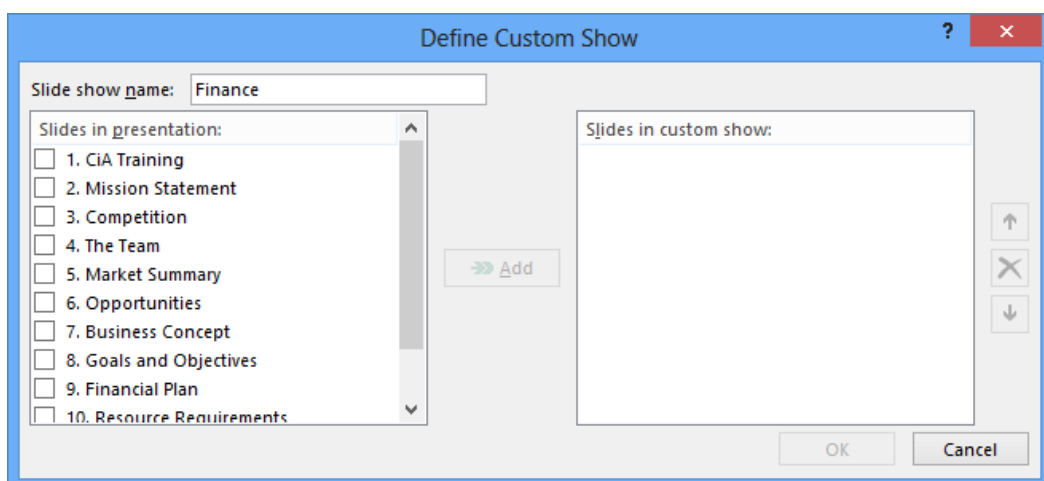
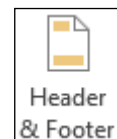
Driving Lesson 41 - Custom Shows

P Park and Read

Custom shows allow different parts of one presentation to be shown as different shows to different audiences without the need for creating multiple versions of the same presentation. For example, an audience of salespeople could see a presentation without seeing those slides relating to administration and training, and finance staff could be given the same presentation, but without the sales and training slides. A custom show can be set up so that certain slides can be missed out when necessary.

Manoeuvres

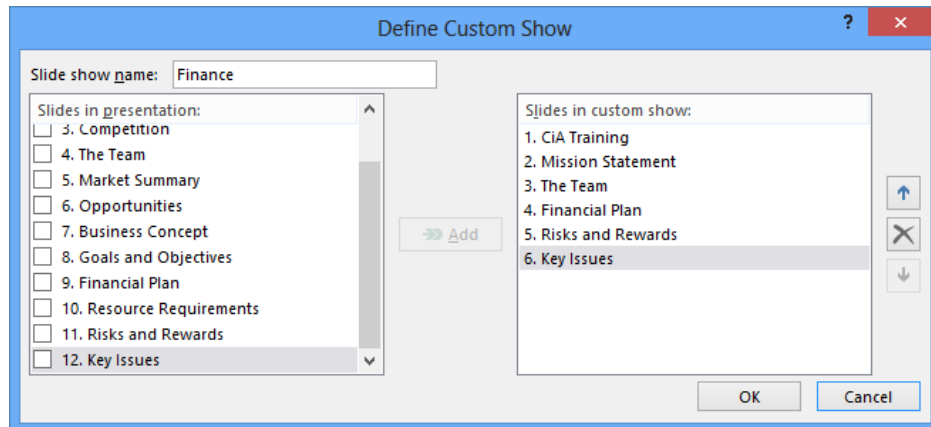
1. Open the **Business** presentation.
2. On the **INSERT** tab, select **Header & Footer**, check the box to include **Slide number** and click **Apply to All**.
3. Save the presentation as **Custom**.
4. The presentation is to be shown to two departments of the same company: **Finance** and **Marketing**. To avoid the creation of two separate presentations, two custom shows are to be created, each showing a different selection of slides.
5. On the **SLIDE SHOW** tab, select **Custom Slide Show** then **Custom Shows** to display the **Custom Shows** dialog box. Click the **New** button to open the **Define Custom Show** dialog box.
6. Name the custom show **Finance** as this is the show to be given to that department.




7. The **Finance** people do not need to see all of the **Marketing** slides. Select the first slide, then click **Add**.

Driving Lesson 41 - Continued

8. Select slide **2** and then select slides **4, 9, 11** and **12**. Click **Add** to add them to the custom show.



9. Click **OK** to return to the **Custom Shows** dialog box.
10. Create another custom show called **Marketing** (slides **1, 2, 3, 4, 6, 7** and **12**). Click **OK**.
11. To edit the **Marketing** department's show, select **Marketing** from the list in the **Custom Shows** dialog box and click **Edit**.
12. Click on slide **6 Business Concept** at the right of the dialog box.
13. Click **Remove**.
14. Slide **4 The Team** is to be moved after **Opportunities**. Select slide **4** from the right of the dialog box.
15. Click **Down**, .
16. Click **OK** and then **Close**.
17. Save the presentation and leave it open.