

ECDL[®] Advanced

European Computer Driving Licence[®]

**ECDL Advanced Presentation
BCS ITQ L3 Presentation Software**

Using Microsoft[®] PowerPoint[®] 2016

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 plots different data series in different styles. For example, rainfall could be plotted as columns whereas temperature could be plotted as a line on the same grid. If the two data series are completely different, **2 Axes** – one on the left and one on the right of the chart – can be used.

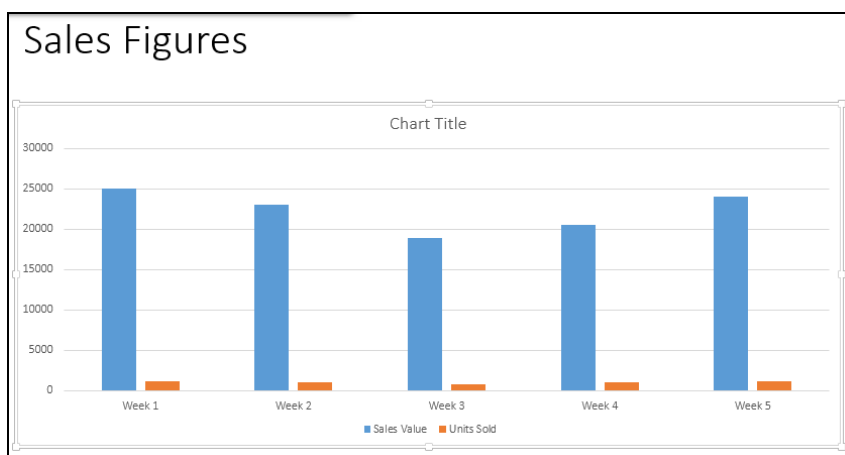


Manoeuvres

1. Start a new blank presentation.
2. Change the layout of the default slide to **Title and Content**.
3. Add the title **Sales Figures**.
4. Click the **Insert Chart** button, , in the middle of the lower placeholder to open the **Insert Chart** dialog box.
5. Click **OK** to create a chart in the default **Clustered Column** format.
6. The chart's datasheet will appear (with sample data). Change the values to those shown below (including deleting rows 4 and 5).

	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						

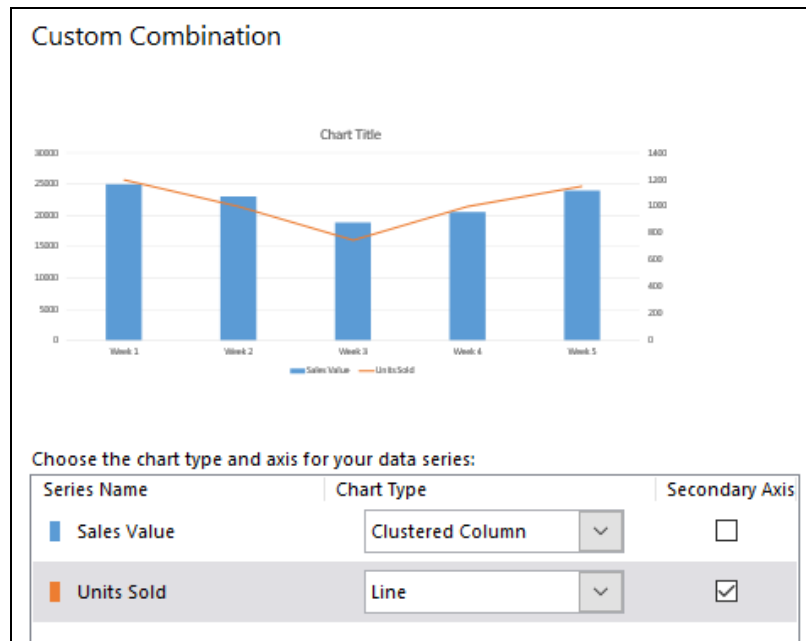
7. Click the **Switch Row/Column** button on the **Design** tab. You can move the datasheet window if it is in the way.



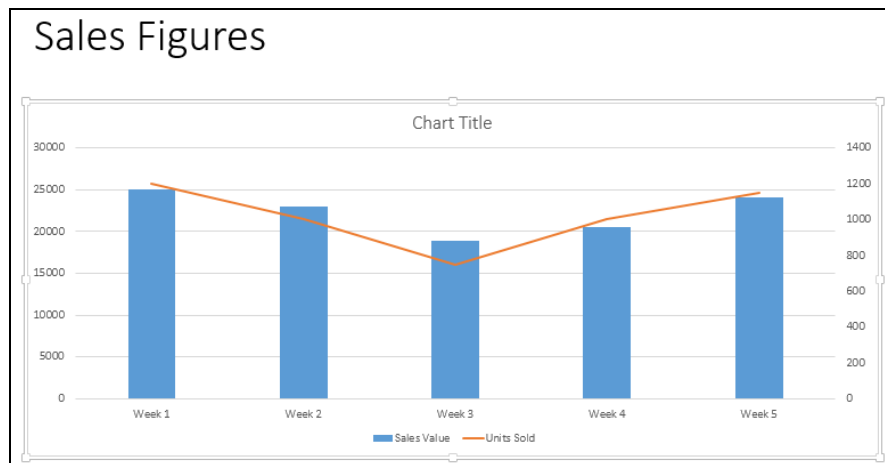
8. Close the datasheet window and return to *PowerPoint*.

Driving Lesson 25 - Continued

9. The units for **Sales Value** (currency) and **Units Sold** (quantity) are quite different, so a 2 axes chart should be used. Click **Change Chart Type**.
10. From the left of the **Change Chart Type** dialog box select **Combo**.
11. For the **Sales Value** series, select the **Clustered Column** option, and for **Units Sold**, select the **Line** option. These should already be selected.
12. Check the **Secondary Axis** box for **Units Sold**. This data series will now be plotted using a new axis on the right of the chart.



13. Click **OK**. The axis for the **Sales Value** figures (blue columns) is on the left and is called the **Vertical Value Axis**. The axis for the **Units Sold** figures (orange line) is on the right and is called the **Secondary Vertical 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. For example, the type of chart or a single data series 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 be changed, and labels and legends can be formatted.



Manoeuvres

- Using the **Charts** presentation, right click the **Sales Value** axis (on the left) and select **Format Axis**. The **Format Axis** task pane appears.



*Alternatively, display the **Chart Tools - Format** tab and click the **Chart Elements** drop-down box in the **Current Selection** group. Select **Vertical (Value) Axis** and then click the **Format Selection** button.*

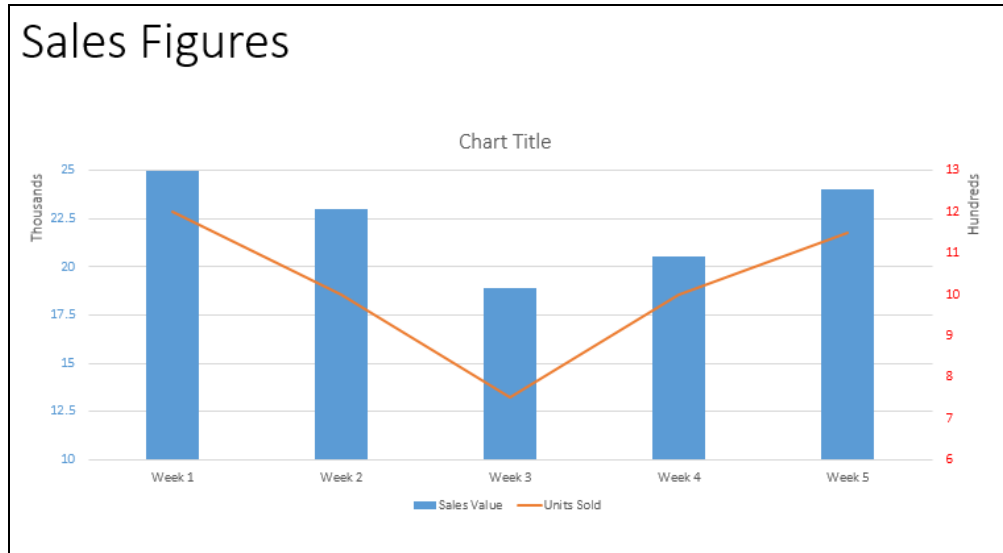
- The lowest amount plotted is 18900, so the lowest figure on the **Sales Value** axis can be changed. Change the figure in **Minimum** to **10000**.
- Change the **Maximum** value to **25000**.
- The **Major Units** interval between each value on the axis is currently set at **2000**. Change this to **2500** and notice the effect.

Axis Options		
Bounds		
Minimum	10000.0	Reset
Maximum	25000.0	Reset
Units		
Major	2500.0	Reset
Minor	500.0	Auto

- To change the **Sales Value** axis units to thousands (without amending the datasheet), click the drop-down arrow next to **Display units**.
- Notice the many different display units available; hundreds, thousands, millions, billions, etc. Select **Thousands** and notice the effect.
- Close the **Format Axis** task pane.
- With the **Sales Value** axis still selected, use the **Home** tab to change the font colour to blue.
- Select the **Units Sold** axis on the right (**Secondary Vertical (Value) Axis**) and make sure the **Chart Tools - Format** tab is displayed.

Driving Lesson 26 - Continued

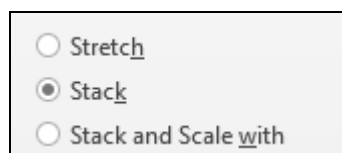
10. Click **Format Selection** from the **Current Selection** group as another way of displaying the **Format Axis** task pane.
11. Change the **Minimum** to **600**, the **Major Units** to **120**, and the **Display units** to **Hundreds**. Change the font colour to red.



12. A chart title is added automatically. Click the **Chart Title** once to select it and again to place the cursor. Change the text to **Sales Period 1** and font to **Tahoma**, size **20**.
13. With the title still selected, display the **Chart Tools - Format** tab and click **Format Selection**.
14. Using the **Format Chart Title** task pane, expand **Fill** and apply a solid fill of light blue to the title.
15. Click the chart legend. The task pane will change to **Format Legend**. Apply the same pale blue solid fill. Close the task pane.
16. With the legend still selected change the font to **Tahoma**, size **16**.
17. Click on any blue column to select the **Sales Value** series. On the **Chart Tools - Design** tab, click **Add Chart Element** and select **Data Labels | Inside End**. Data labels appear at the top of each column.
18. Click **Add Chart Element** again and select **Data Labels | Outside End**. Data labels appear *above* each column, which looks a little better.
19. Click any data label to select them all. Change the font to **Tahoma**, **Bold**.
20. Select the **Sales Value** axis label, **Thousands**, and change the font to **Tahoma**. Repeat this for the secondary axis label, **Hundreds**.
21. Select the **Horizontal (Category) Axis** (**Week 1**, **Week 2**, etc.) and change the font to **Tahoma** also.

Driving Lesson 26 - Continued

22. Pictures can be applied to various parts of a chart. With the **Chart Tools - Format** tab displayed, click the **Chart Elements** drop-down button in the **Current Selection** group.
23. Select **Chart Area** and click **Format Selection**. Make sure **Fill** is expanded and click **Picture or texture fill**.
24. Click **File** under **Insert picture from** and select the file **Bridge** from the data files folder. Click **Insert**.
25. With the **Format Chart Area** task pane still open, click the **Plot Area** of the chart to select it (or use the **Chart Elements** box).
26. In the **Format Plot Area** task pane, select **Picture or texture fill** again.
27. Click **File** under **Insert picture from** and select the file **pink and blue** from the data files folder. Click **Insert**.
28. Click one of the blue data columns. The **Format Data Series** task pane is displayed.
29. Make sure **Fill** is expanded and click **Picture or texture fill**.
30. Click **File** under **Insert picture from** and select the file **Cat** from the data files folder.
31. Click **Insert**.
32. Select the **Stack** option from the task pane.



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

33. This is quite confusing visually. Change the **Sales Value** data series back to a blue solid fill and close the **Format Data Series** task pane.
34. The **Sales Value** data series should still be selected. To change the chart type for the **Sales Value** data series only, display the **Chart Tools - Design** tab and click **Change Chart Type**.
35. 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.
36. 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.
37. Select the first of the **Column Chart** options and click **OK**.

Driving Lesson 26 - Continued

38. The new chart has only one vertical axis starting at **10 Thousand** and the **Units Sold** data is not seen. Display the **Format Axis** task pane and, with the **Sales Value** axis selected (**Vertical (Value) Axis**), set the **Minimum** value back to **0**. Close the task pane.
39. Click any data column and click **Format Selection** from the **Chart Tools - Format** tab.
40. With **Series Options** expanded, drag the **Gap Width** slider down to about 40%. All data columns become wider.
41. Drag the **Series Overlap** slider up to about 40% then close the task pane. All data columns now overlap.



42. Save the presentation and close it.

Driving Lesson 27 - Animating Charts

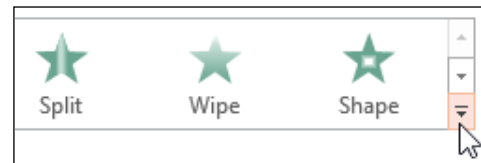
P Park and Read

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

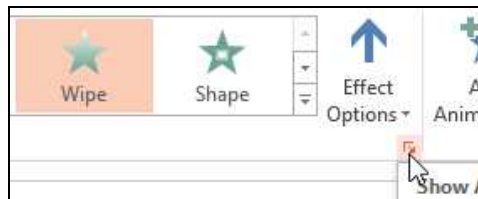
Manoeuvres

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

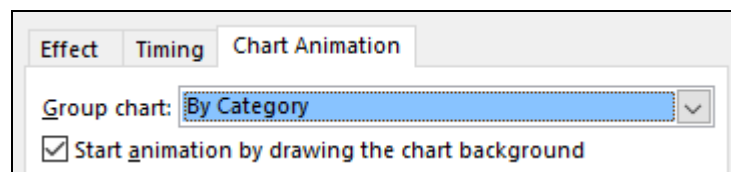
2. To animate the chart, display the **Animations** tab and click the **More** button in the **Animation** group's gallery to display more effects. Select **Wipe**.




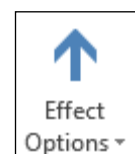
3. Click the dialog box launcher, , for the **Animation** group.



4. Select the **Chart Animation** tab on the dialog box. From the **Group chart** drop-down list, select **By Category**. Make sure the **Start animation...** option below it is checked.



5. Click **OK**. Then click the **Start From Beginning** button, , on the **Quick Access Toolbar** to run the slide show. A mouse click is required to display the chart background, then each further click displays a category.
6. End the slide show. Click the **Animations** 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 **Start animation...** option this time and click **OK**.
7. Run the slide show. Now the background appears automatically and each click displays a complete data series. End the slide show.
8. 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.
9. Experiment with different animation effects, then close the presentation without saving.






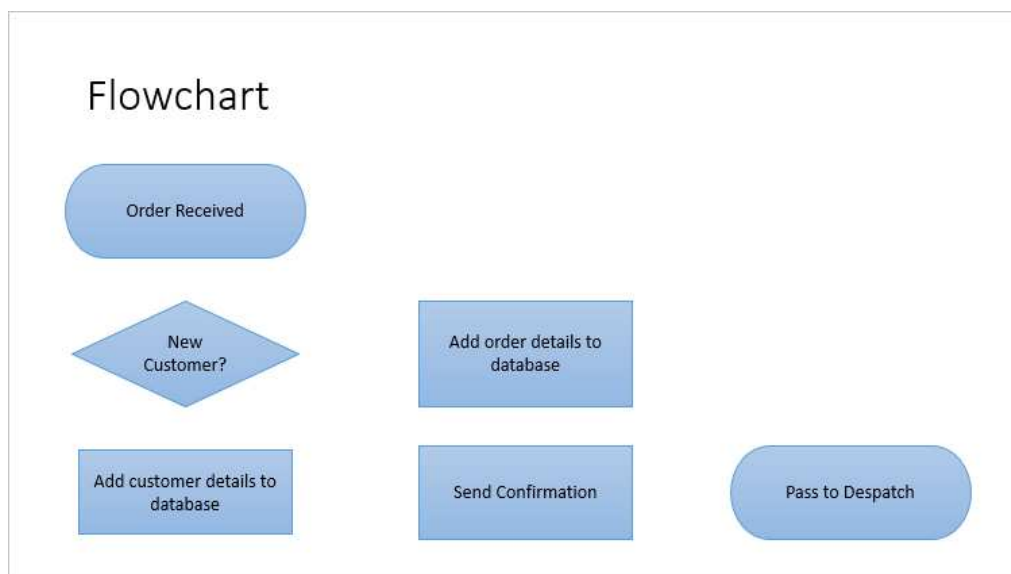
Driving Lesson 28 - Creating a Flowchart



P Park and Read

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


Manoeuvres

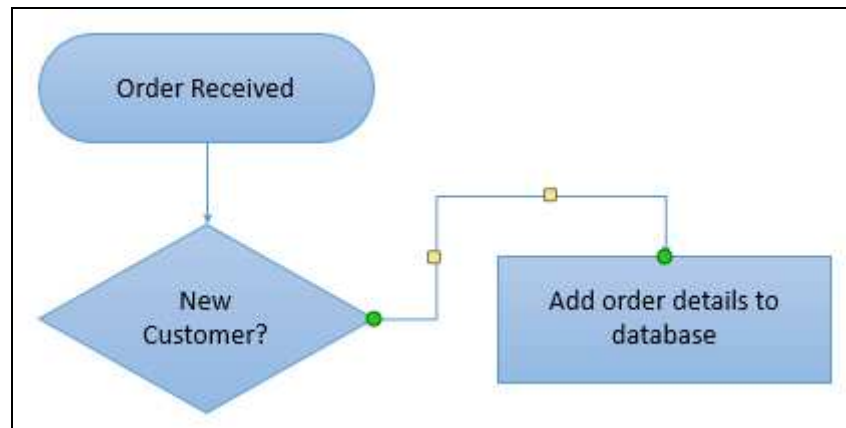
1. Start a new blank presentation. Change the default layout of the first slide to **Title Only** and name it **Flowchart**.
2. Display the **Home** tab and, from the **Drawing** group's **Shapes** button, select the **Flowchart: Terminator** shape, .
3. To start the flowchart, draw the shape at the top left of the slide (under the title) 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. Beneath this shape draw a **Flowchart: Process** shape, , and type **Add customer details to database**.
6. Using smart guide to align shapes, complete the flowchart as below (**Add order details to database; Send Confirmation; Pass to Despatch**).
7. Click and drag over all shapes to select them. On the **Home** tab, click the **Quick Styles** button in the **Drawing** group and apply **Subtle Effect - Blue, Accent 1**. Click away from the shapes to see the effect.



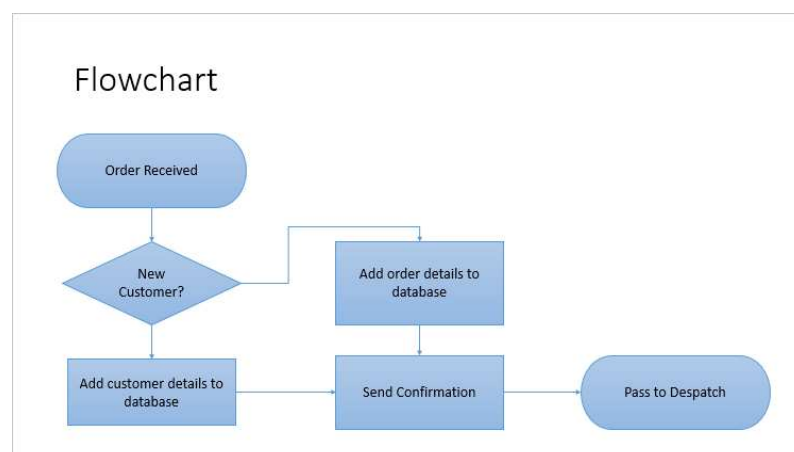
8. To connect the shapes, select the basic **Arrow**, , from the **Lines** section of **Shapes**. The mouse pointer on the slide becomes a crosshair, .

Driving Lesson 28 - Continued

9. Notice how black handles appear as the mouse pointer is moved over the shapes.
10. Click and drag the bottom centre handle of the **Order Received** shape towards the **New Customer?** shape.
11. Drag the line to the top handle of the **New Customer?** shape it will 'snap' into place. Release the mouse button to anchor the line.
12. 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. Click **Undo** to return the shape to its original position.
13. In a similar way, use the **Elbow Arrow Connector** line, , to join **New Customer?** To the top handle of **Add order details to database**.



14. Join the other shapes as shown below.



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




*Flowcharts can also be created using other applications and then imported into PowerPoint. For example, a flowchart can be created and saved in Microsoft Visio and then inserted onto a slide using the **Insert Object** command.*

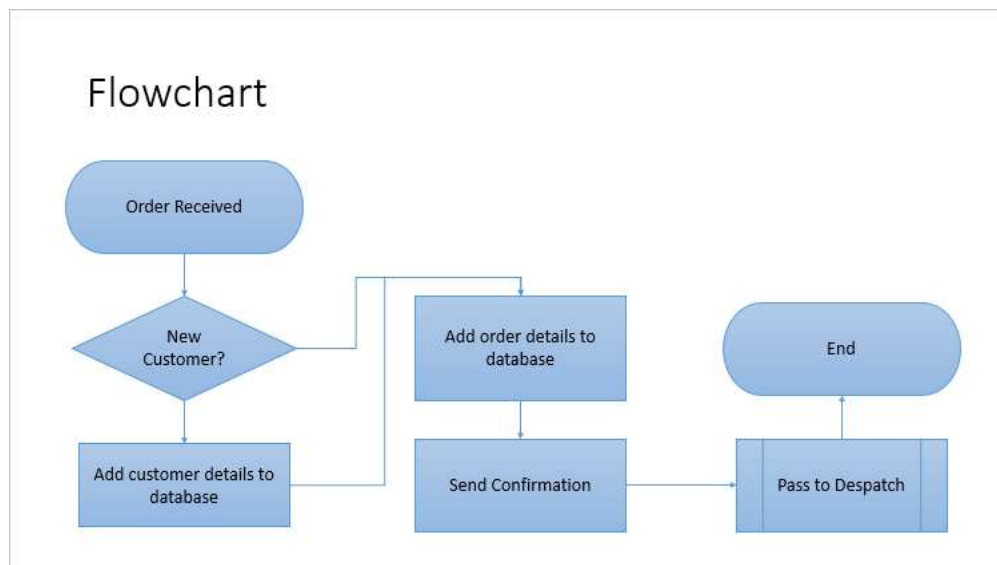
Driving Lesson 29 - Amending a Flowchart

P Park and Read

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

Manoeuvres

1. Using the flowchart created in the previous lesson, right click any shape and select **Set as Default Shape**. This sets the format for future shapes.
2. Add a new terminator shape above **Pass to Despatch** and type **End**.
3. The **Pass to Despatch** shape is the wrong type. Remove it from the flowchart by selecting the shape (not the text) and pressing **<Delete>**.
4. Insert a **Flowchart: Predefined Process** shape, , in the gap and type the text **Pass to Despatch**. Align the shape if necessary, and then connect it to the **End** shape with a **Straight Arrow Connector**.
5. Click the arrow between **Send Confirmation** and **Pass to Despatch**. If necessary, drag the right handle to reconnect with the left edge of **Pass to Despatch**.
6. Remove the connector between **Add customer details to...** and **Send Confirmation** by clicking on it and then pressing **<Delete>**.
7. Join the right edge of **Add customer details to...** to the top of **Add order details to...** using an **Elbow Arrow Connector**.
8. Adjust the position of the line using the yellow handles that appear when it is selected. The chart should appear as follows:




9. Save the presentation and close it.

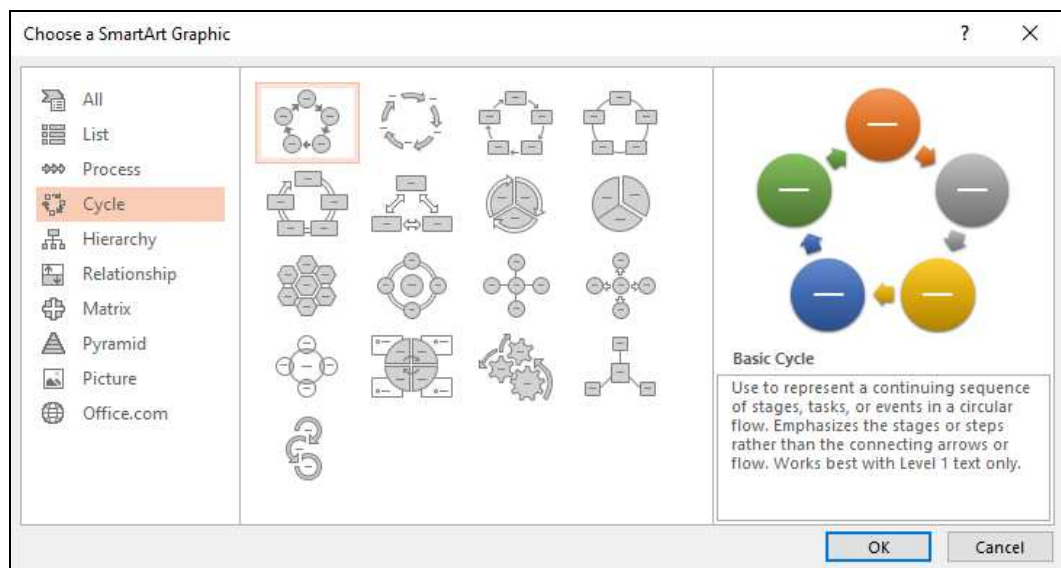
Driving Lesson 30 - Creating Other Diagrams

P Park and Read

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

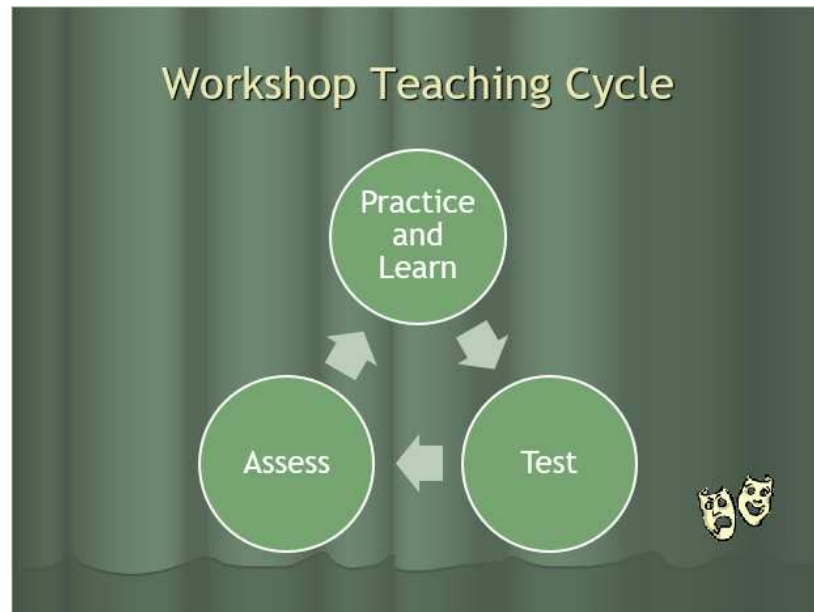
Manoeuvres

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



6. Click **OK** to create the SmartArt graphic.
7. The first component of the **Cycle** diagram is selected. Type the text **Practice and Learn**.
8. Select the next component (clockwise) and enter **Test**.
9. Select the third component and enter **Assess**.
10. Click the fourth component and press **<Delete>** to remove it. Remove the last component too, leaving three. Notice that the chart is automatically realigned (as shown on the following page).

Driving Lesson 30 - Continued



11. Insert a new **Title and Content** slide after slide 2. Add the title **Organisation**.
12. Click **Insert a SmartArt Graphic** and select the first **Basic Pyramid** option. Click **OK**.
13. On the bottom level enter **Support Staff**, on the middle level enter **Administration**, and on the top level enter **Director**.
14. Display the **SmartArt Tools - Design** tab and select one of the **SmartArt Styles**.
15. Click the **Change Colors** button and select one of the colour schemes from the **Colorful** range. Click away from the pyramid chart to see the full effect.
16. Click on the **Director** level, display the **SmartArt Tools - Design** tab and click the drop-down arrow on **Add Shape** from the **Create Graphic** group.
17. Select **Add Shape After**. A new shape is added. Type in **Management**.
18. Click the **Director** shape (not the text) and press <Delete> to remove it.
19. With the top shape in the pyramid selected (the mouse pointer changes to a four-way arrow), drag it to the right. Drag the second level to the left.
20. 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.

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

Driving Lesson 31 - Revision

P Park and Read

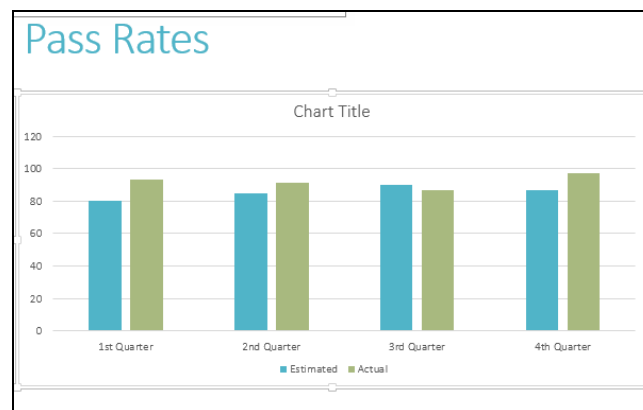
At the end of every section you get the chance to complete one or more revision exercises to develop your skills and prepare you for your ECDL certification test. You should aim to complete the following steps without referring back to the previous lessons.

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

Control a Slide Show

Create and Edit Custom Shows

Run a Custom Show

Apply Slide Transitions

Apply Timings

Set up a Slide 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.

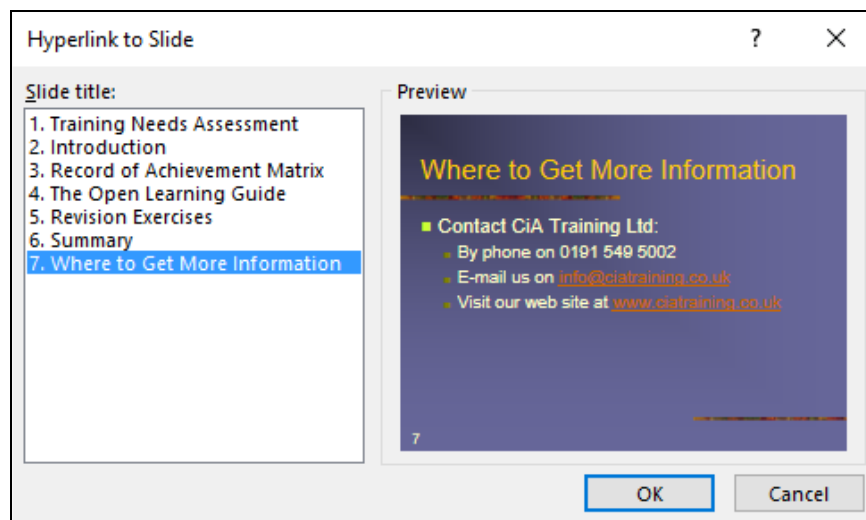
Driving Lesson 39 - Action Buttons

P Park and Read

Action buttons use **hyperlinks** to allow easy navigation between slides during a presentation. Action buttons also allow movement to other presentations, files and web sites.


Manoeuvres

1. Open the **Training** presentation and save it as **Training2**.
2. Select slide **4, The Open Learning Guide**. Let's create an action button that links to slide **7**.
3. On the **Home** tab, click the **Shapes** button and take a look at the **Action Buttons** section (at the very bottom of the list; you may need to scroll).
4. Select the **Information** action button, .
5. Draw your new button at the bottom left side of the slide. .
6. The **Action Settings** dialog box appears. Make sure that the **Mouse Click** tab is selected. Select the **Hyperlink to** option, click the drop-down list below it and select **Slide**.
7. A list of slides in the presentation is displayed. Select slide **7. Where to Get More Information**.




8. Click **OK**, then **OK** again to close the dialog box.
9. Display the **Slide Show** tab and select **From Current Slide** to see the slide as it will appear in the presentation.
10. Click the action button. The presentation jumps to slide **7 (Where to Get More Information)**.

Driving Lesson 39 - Continued

11. The presentation will continue from its new position (there is no automatic return to the original slide). Click until the show is ended.
12. With slide **7** displayed, draw a **Custom** action button, , which will link to a separate presentation.
13. In the **Action Settings** dialog box, select **Hyperlink to** again and then **Other PowerPoint Presentation** from the drop-down list below it.
14. Select the presentation file **CIA Seminar** from the data files folder.
15. Click **OK** and make sure **Hyperlink to Slide** shows **Slide 1** highlighted. Then click **OK**.
16. Click **OK** to create the link. With the new action button selected, type **CIA** so it is labelled.



You can resize and format an action button like any other object in PowerPoint.

17. View the slide show from the current slide. Click the **CIA** action button to view the linked show. End the **CIA** show to return to the **Training2** show.
18. Press <**Esc**> to end that show too.
19. At the bottom left of slide **5**, draw a **Document** action button, . This will link to a *Word* document.
20. From **Action Settings** select **Hyperlink to** then **Other File**.
21. Select the **Sample** data file document and click **OK** then **OK** again.
22. Add the text **Sample** to the button.
23. Run the show from the current slide and click the **Sample** action button. *Word* starts and opens the document.
24. Close *Word*, without saving if prompted and end the show.
25. 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**.*

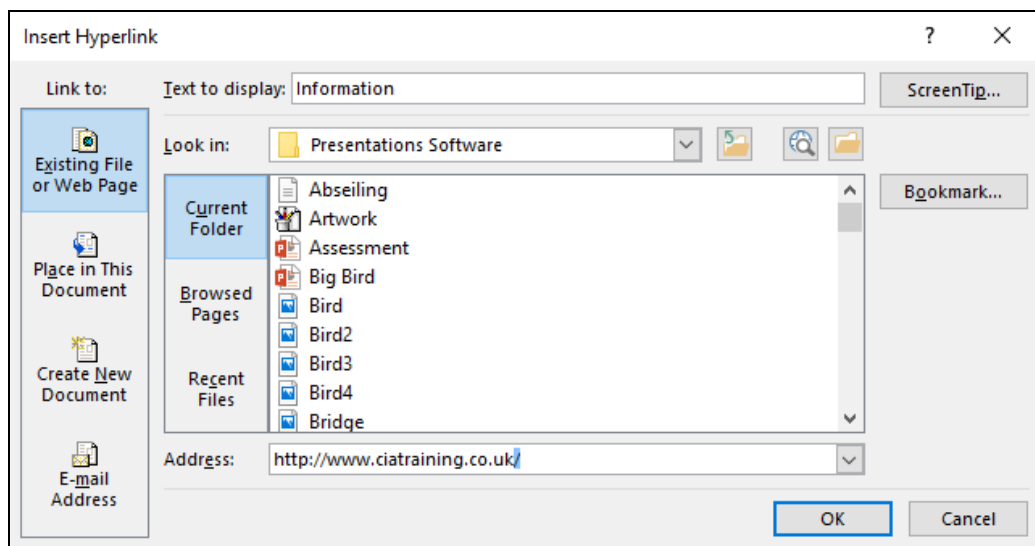
26. Hyperlinks can also be applied to text or graphical objects; you don't always have to use action buttons. Display slide **7** and select the text **Information**.

Driving Lesson 39 - Continued

27. Display the **Insert** tab and click the **Hyperlink** button from the **Links** group.



28. 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.



29. Click **OK**.
30. Run the show from slide **7**. The text **Information** is displayed in a different colour to indicate it is a hyperlink. Move your mouse pointer over the **Information** text and it changes to a hand cursor.
31. Click on the hyperlink. Your browser application will start and the **CiA Training** home page will be displayed (if you are connected to the Internet).
32. Close the browser window and end the slide show.



*Hyperlinks can be removed from any object, including text, by right clicking them and selecting **Remove Hyperlink**.*

33. Save the presentation and leave it open.



Action buttons are great for unattended presentations (e.g. presentations that run in a kiosk). Users can use the action buttons to move to different slides.

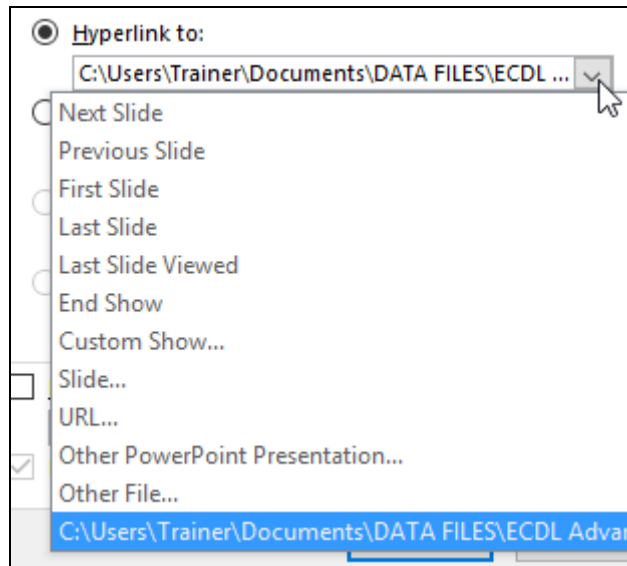
Driving Lesson 40 - Editing an Action Button

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 if a web address (**URL**) or a file location changes.

Manoeuvres

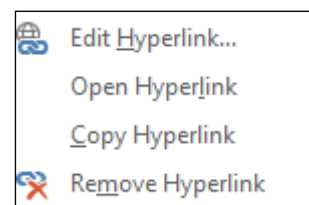
1. On slide 7, right click on the **CIA** action button (take care not to click the text content, you need to click part of the button itself).
2. Select **Edit Hyperlink**. The current hyperlink destination is shown.
3. To change the link to a different presentation, click the **Hyperlink to** drop-down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



4. Click on **Other PowerPoint Presentation**.
5. Select the **Holiday Choice** presentation from the data files folder 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 click the button to view the new, linked presentation. Use **<Esc>** key presses to end both shows.
8. On slide 7, right click on the word **Information**.



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



9. Select **Edit Hyperlink**.

Driving Lesson 40 - Continued

10. Highlight the text in the **Address** box and type **www.ecdl.org**.
11. Click **OK**.
12. Run the show from slide **7**.
13. Click on the **Information** hyperlink text. If you are connected to the Internet, your web browser will start and the **ECDL** home page will be displayed.
14. Close the browser window and end the slide show.
15. On slide **7**, right click on the **CIA** button and select **Remove Hyperlink**.
16. Run the show from slide **7** again.
17. Click on the **CIA** button text. The button no longer contains a hyperlink and so nothing happens.
18. End the show.
19. On slide **7**, right click on the **Information** hyperlink text and select **Remove Hyperlink**.
20. Close the presentation without saving.

Driving Lesson 41 - Custom Shows

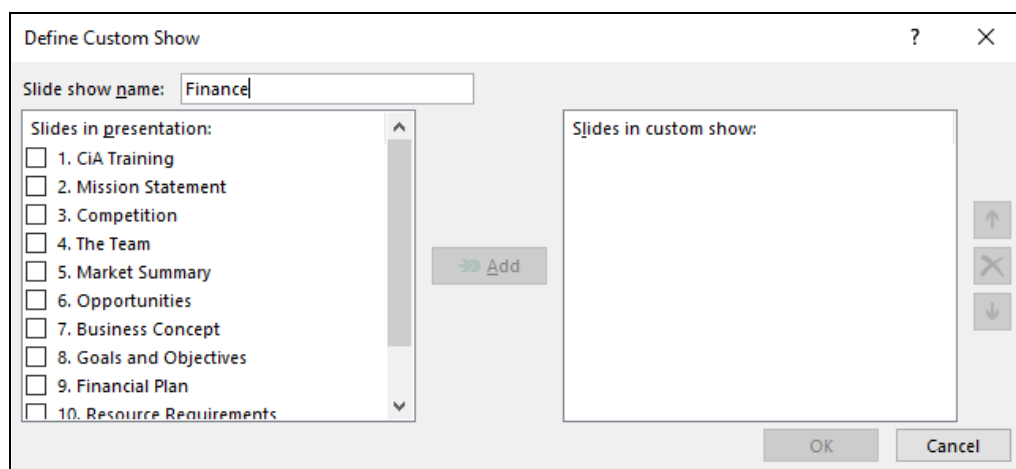
P Park and Read

A **custom show** allows you to select specific slides to include in a presentation (those not selected will be skipped during the slide show). This lets you create multiple versions of the same presentation for different audiences.

For example, a company presentation could be created to summarise the year ahead. When presented to sales people, additional slides on performance and targets could be included. When presented to finance staff, slides on budgets and tax changes could be shown instead.

Manoeuvres

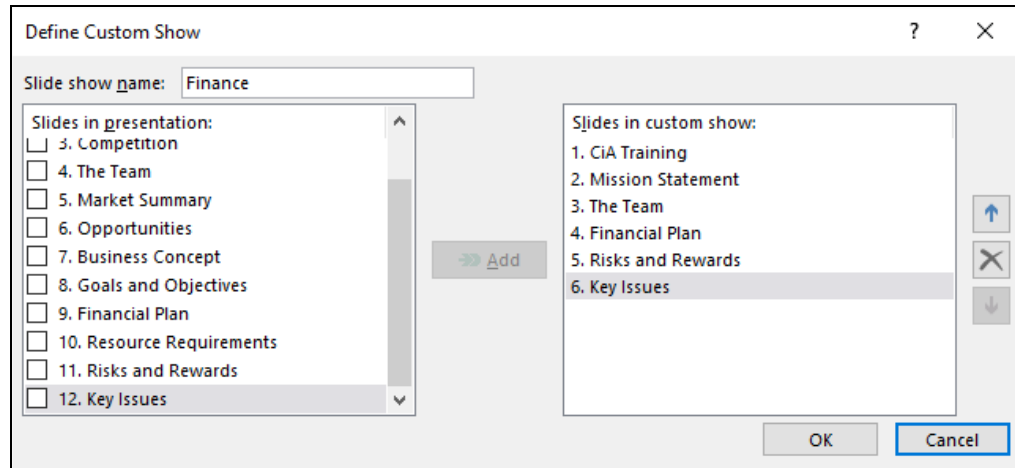
1. Open the **Business** presentation.
2. On the **Insert** tab, click **Header & Footer** in the **Text** group and check the box to include **Slide number**. Click **Apply to All**.
3. Notice the slide number in the lower right corner. This will help you identify slide numbers during the show. Save the presentation as **Custom**.
4. The presentation is to be shown to two different departments at the same company: **Finance** and **Marketing**. To avoid the creation of two separate presentations, two custom shows are to be created instead, each showing a different selection of slides.
5. On the **Slide Show** tab, click **Custom Slide Show** then **Custom Shows** to display the **Custom Shows** dialog box. Click the **New** button to open **Define Custom Show**.
6. In the **Slide show name** box, rename the custom show **Finance**. This will be the show given to that department.



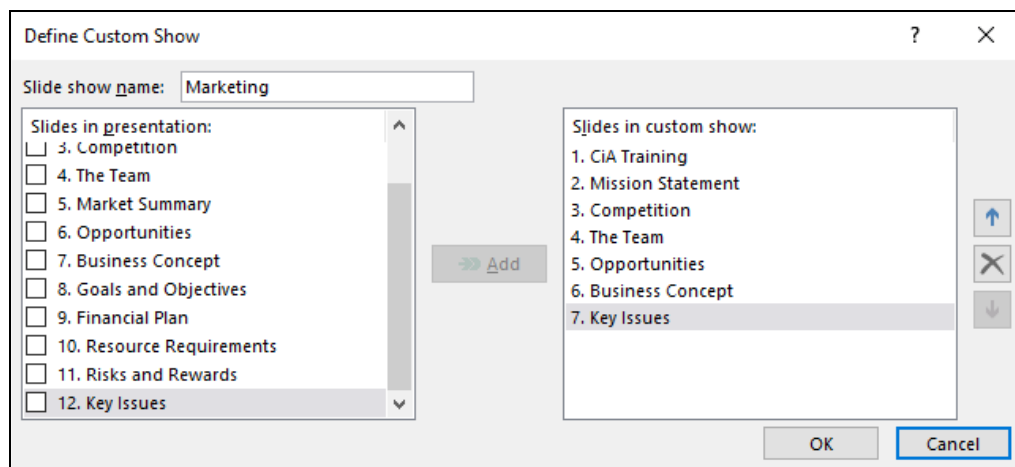
7. Check the box for slide **1** below **Slides in presentation**, then click **Add**. It appears in the **Slides in custom show** box on the right.



Driving Lesson 41 - Continued

8. The **Finance** people do not need to see all of the **Marketing** slides. Select slides **2, 4, 9, 11** and **12**, then click **Add** to add them to the custom show.



9. Click **OK** to return to the **Custom Shows** dialog box.
10. Click **New** to create another custom show. Rename it **Marketing** and include slides **1, 2, 3, 4, 6, 7** and **12**.



11. Click **OK**. 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** on the right of the dialog box.
13. Click **Remove**, , to delete it (from the custom show only).
14. Slide **4. The Team** is to be moved after **5. 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.