COMPETITION



It's Bill's Birthday

Your job is to create a Birthday card for him by June 12th

and win a memory stick

knowledge

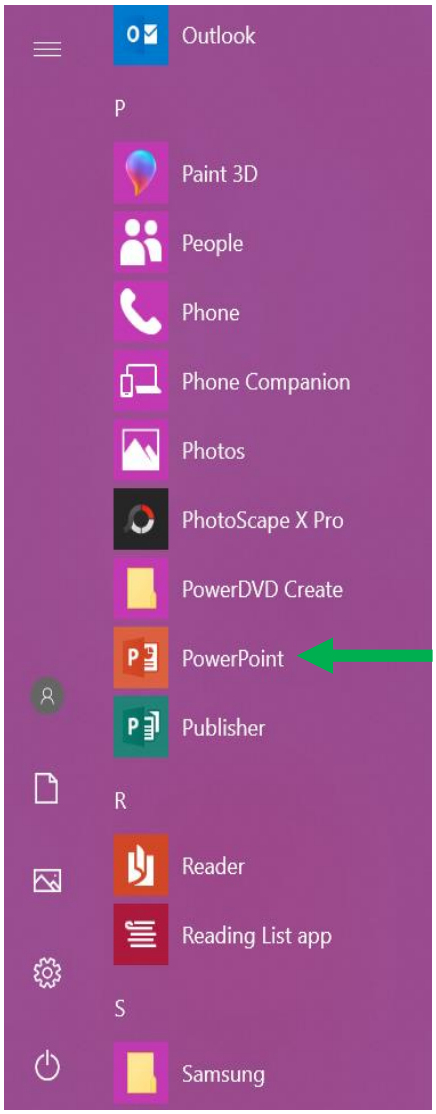
This document is made up from two types of information. '*Knowledge*' and '*Procedures*'. Brown text inside a scroll, like this is the '*Knowledge*' component. It attempts to explain the reasons for performing the tasks contained on the '*Procedure*' pages.

To create a Birthday card using A4 paper we need to use a suitable tool. Microsoft PowerPoint Presentation has been selected. Unlike *Word*, *PowerPoint* allows free movement of text boxes and pictures across the page. Each text or picture box can be stacked, and their order rearranged to create a 'complex' document without the 'fixed' structure a Word processor like *Word* forces us to use

HOW TO



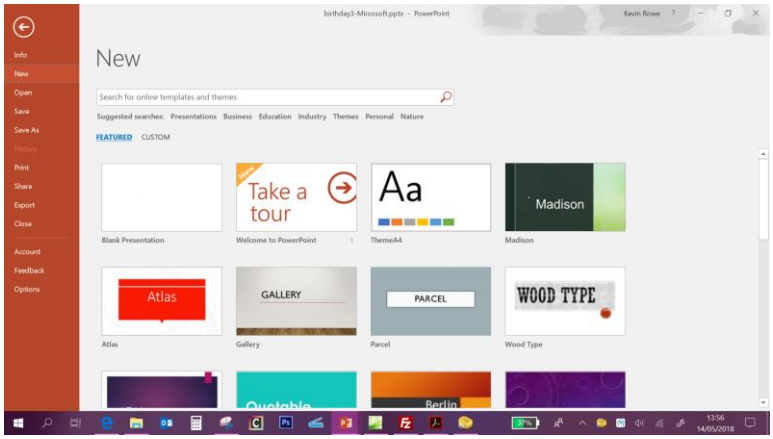
Create your own Birthday Card using PowerPont



1. Double Click on the PowerPointIcon (If you have one on your Desktop, or just start it from your Start Menu)

2. PowerPoint should now start

3. Click on 'BLANK Presentation' as you just need a blank sheet



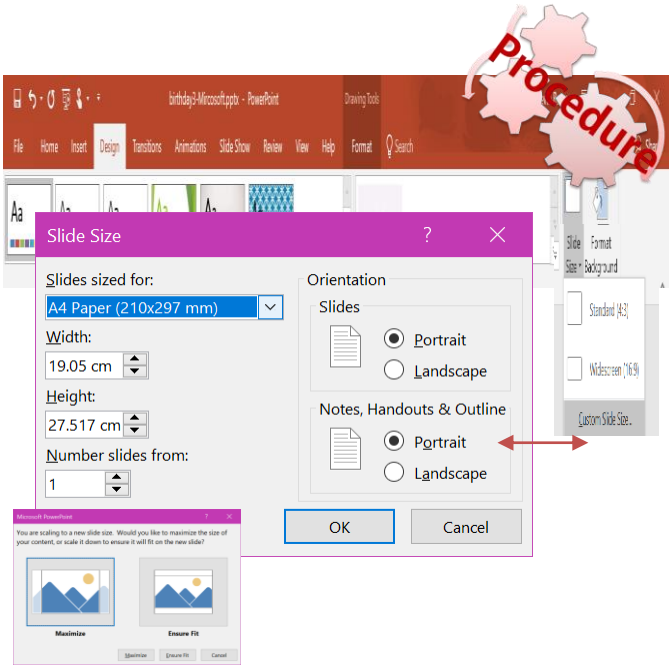
knowledge

PowerPoint like Libre office's Impress Presentation is designed to produce office presentations, not documents. Hence the default size is set to Screen 4:3. To use the tool for printing documents you must change it's size to A4.

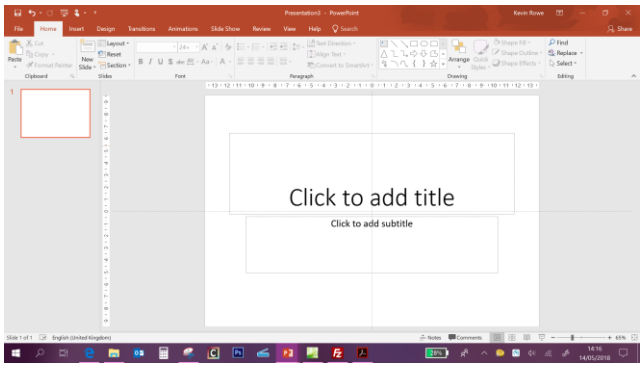
PowerPoint has existed for many years and there are several versions, PowerPoint 2007, 2010, 2016 and 365. Each version contains the same characteristics, but the menu positions may vary. Look for the 'Design' tab. Then 'Slide Size' and finally 'Custom Slide Size'.

The first page of a presentation usually has a 'Title' so a default 'Title Box' and 'Text Box' appears. We want a blank page so we must select all of the boxes and delete.

4. <u>IMPORTANT !</u>
Change the size from '*Widescreen*' to *A4* in the slide size pop-out box. Then '*Maximize*'



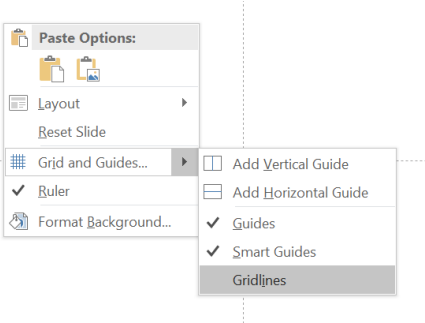
5. *As you just want a blank page, you need to remove the 'Click to add …' boxes*



6. Hold down the [Ctrl] Key and type [A] – to select all, then press [Del], the boxes will be highlighted and disappear.



7. Click once in the sheet (to gain focus) and then Right Click – you want to display gridlines.



8. Select that option.

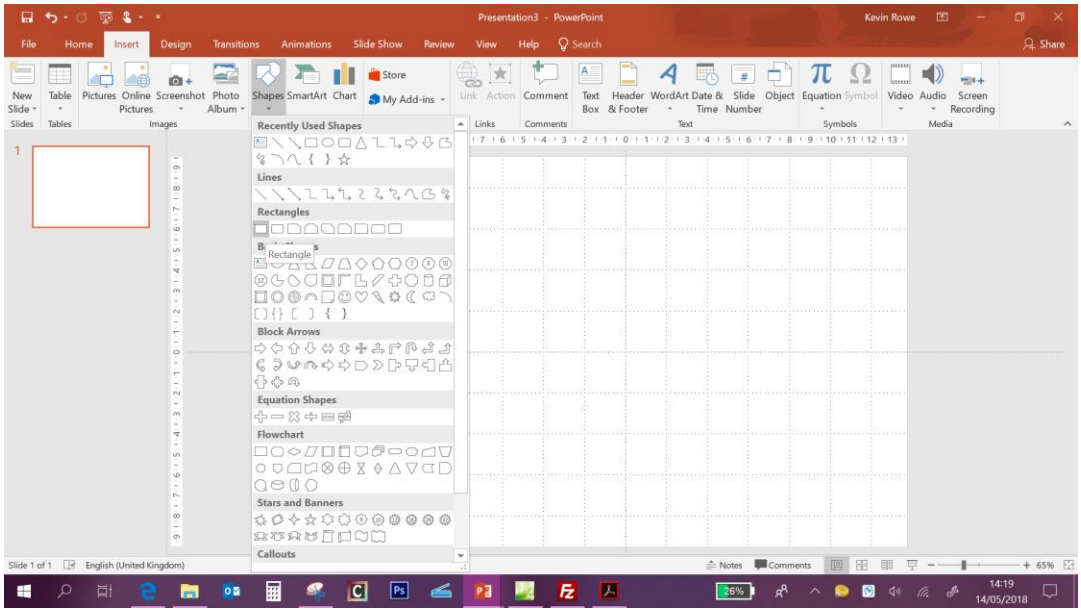
knowledge

Although the next few steps are not actually required in the creation of our Birthday card, they are useful to illustrate the process and to use some of the built in functions.

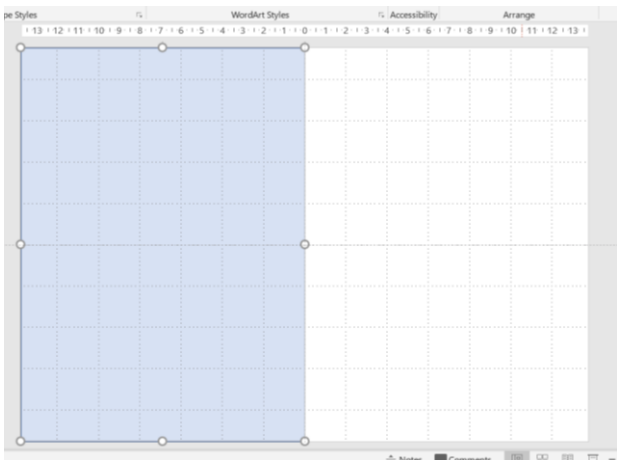
Built-in shapes are very useful as they can be individually shaped, coloured and filled with text and pictures (I use this to create this page ☺)

After selecting the type of shape you want, position the mouse at the top left of the desired object and with the left mouse button depressed drag to create the shape's size. The object can the be subsequently clicked on to select, to have it's properties adjusted using the '*Properties*' box on the right.

8. Now, from the top File Menu we are going to select a rectangle shape. Select the '*Insert Tab*', '*Shapes*', 'Basic'…, '*Rectangle*'. Then 'Click' on screen and drag to size.



9. We will use the drag box corners to adjust it to cover exactly half of the page.



knowledge

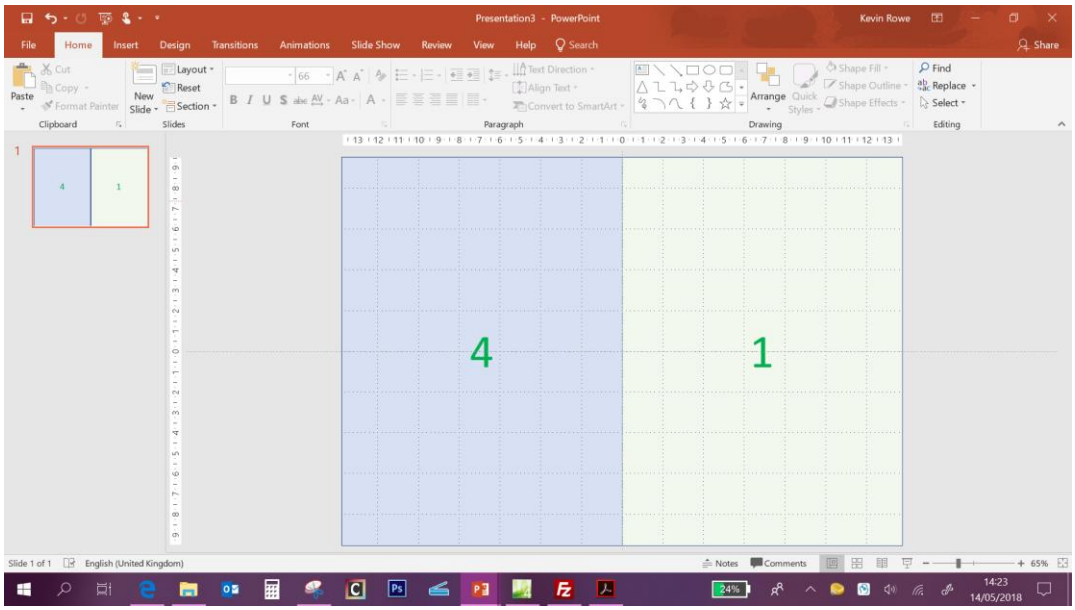
As we want a folded Birthday card, which has four sides. We need to determine page 1, page 2, page 3 and page 4's positions on the A4 paper.

I demonstrate this by the creation of 4 rectangles, which I align by getting *PowerPoint* to generate a background grid (which is only for alignment and will not be printed).

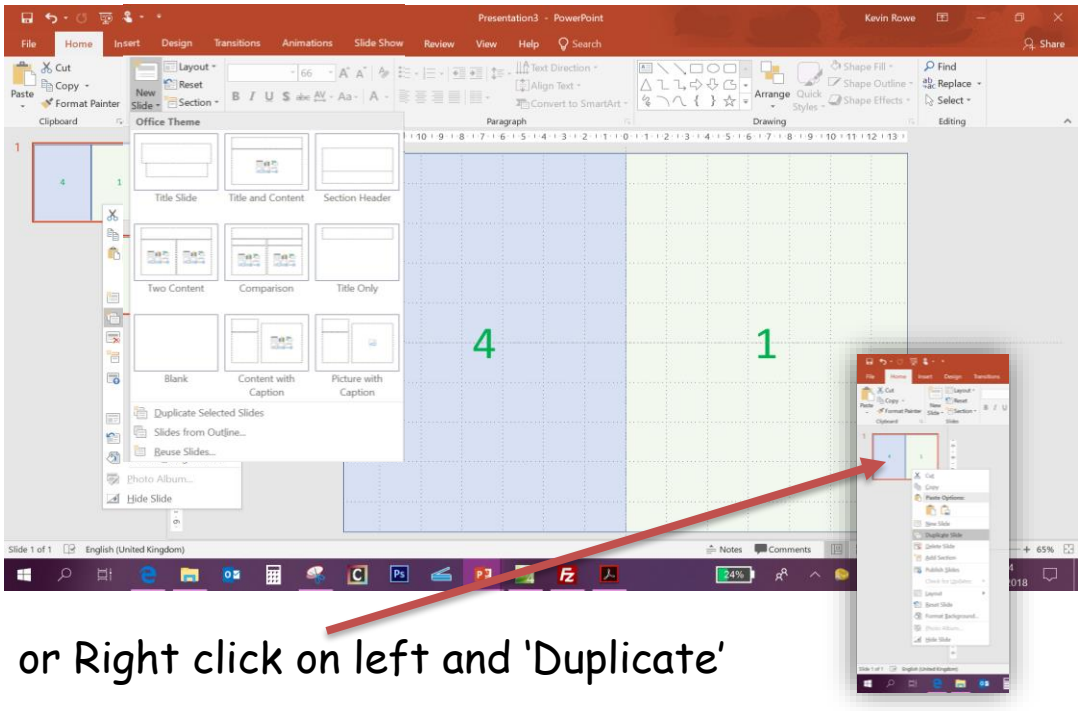
I used the '*Text*' tool (covered later) to both number the 'pages' and to create guide numbers on the background grid.

The grid, page numbers and rectangles are not required for the creation of the card, but can be used to create different background colours and borders.

10. To help with the explanation I have both numbered the background grid and the rectangle box (4) and added a second one (1) using the Text tool.



11. As this will be a double sided card I need an extra page. Use Slide menu, New Slide to create this,



or Right click on left and 'Duplicate'

knowledge

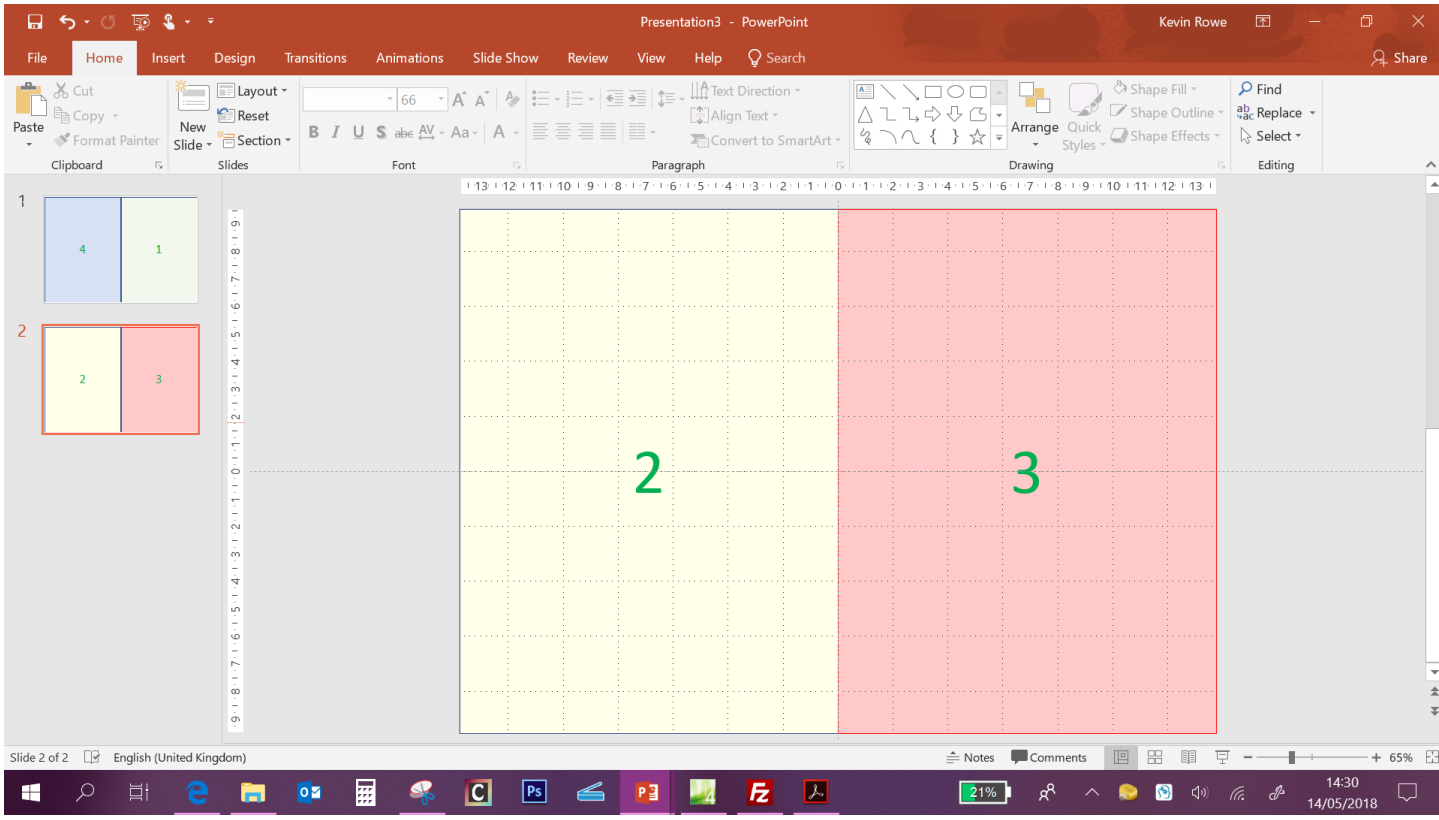
Rather than going through the steps (described) to create a new page and then add additional rectangles, I cheated.

The left-hand side of the screen shows the existing slides in a slide-sorted view. OK there is currently only one, but you could have multiple slide pages in a presentation.

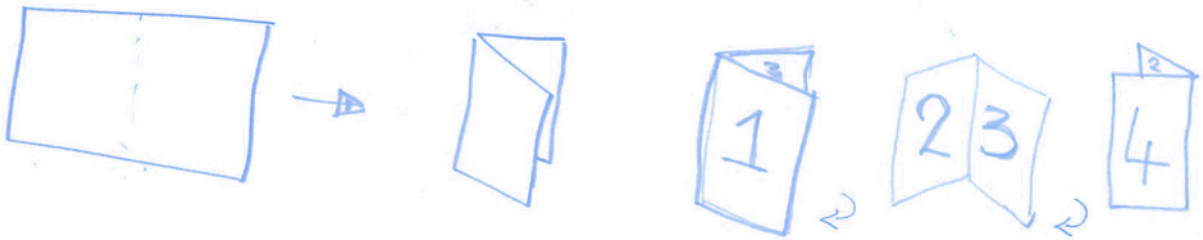
By clicking on the existing slide on the left, to gain focus, the slide can be copied and pasted as the second or subsequent slide. This can be performed by right-clicking the mouse key.

Note: Duplicate Slide is easier than Copy and Paste.

12. This new slide is going to be treated in the same way as the first. Use Steps 4, 5 to remove the '*Click to*' boxes and 8,9, 10 to add some rectangles (2,3).



13. The numbers 1,2,3,4 depict the page numbers of the finished card when the A4 page is folded.



Note: The rectangles and numbers are not really needed, they just illustrate the process ☺

knowledge

Fancy text can be added using a built-in tool called '*Word Art*'

This tool allows text to become a picture. You can make wavy, slanted or even circular text by simply selecting the best template from the list.

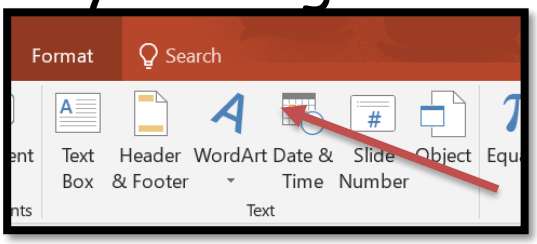
Note once selected you can still change its shape, colour and other characteristics using the properties box on the right.

One 'problem' that confuses users is the word '*Word Art*' that is used to demonstrate the text effect selected.

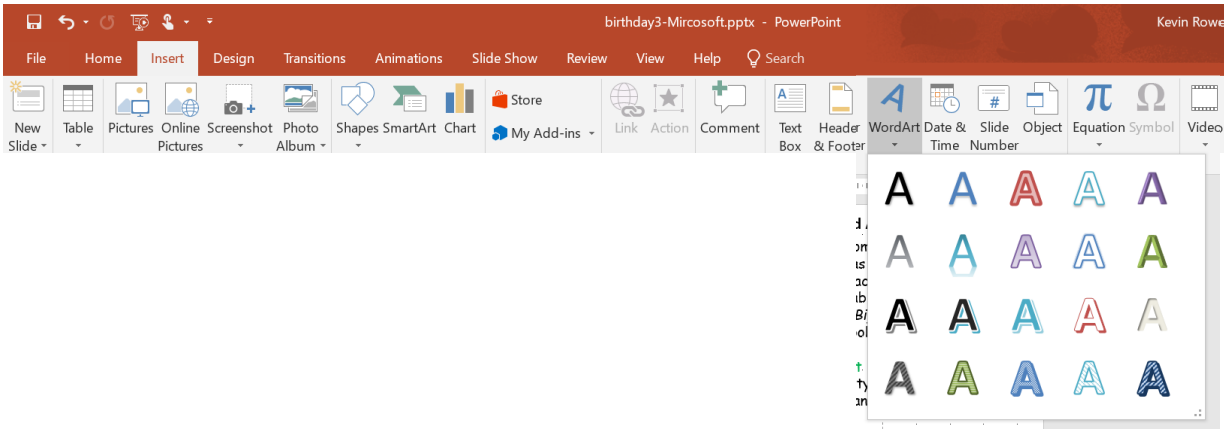
Initially ignore it and use your mouse to position and size the '*Word Art*' text box.

Word Art

14. Now to add some fancy words. PowerPoint has a tool called '*Word Art*' which is activated by moving to the Insert Tab and clicking the '*Big A*' icon on the toolbar



15. The Word Art box appears for you to select the type of lettering you want. Select and click 'OK'.



16. The selected style with the words '*Your Text Here*' appears.

Your text here

knowledge

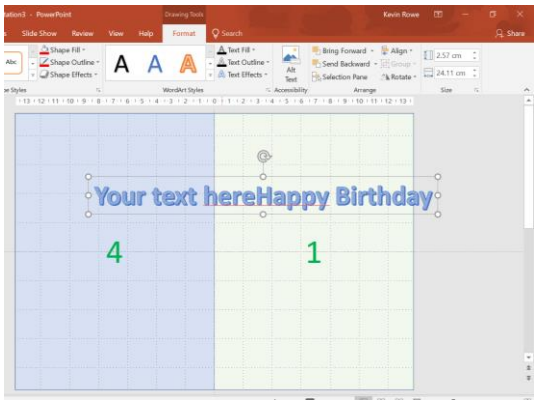
After the 'Your Text Here' box is positioned.

You need to type your words in this box, taking care that the words 'Your Text Here' are deleted.

I find clicking on the text quite difficult. You will need to practice getting to the point where the words you want to type actually appear in the correct place.

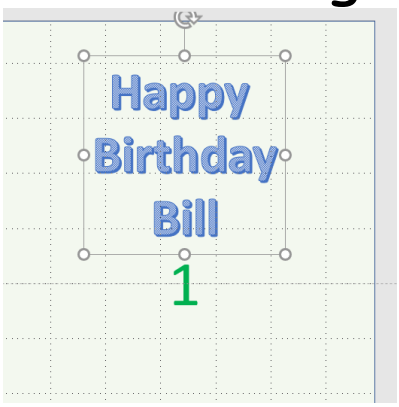
It is also useful to try adding text on multiple lines, as some of the 'Word Art' effects work better this way.

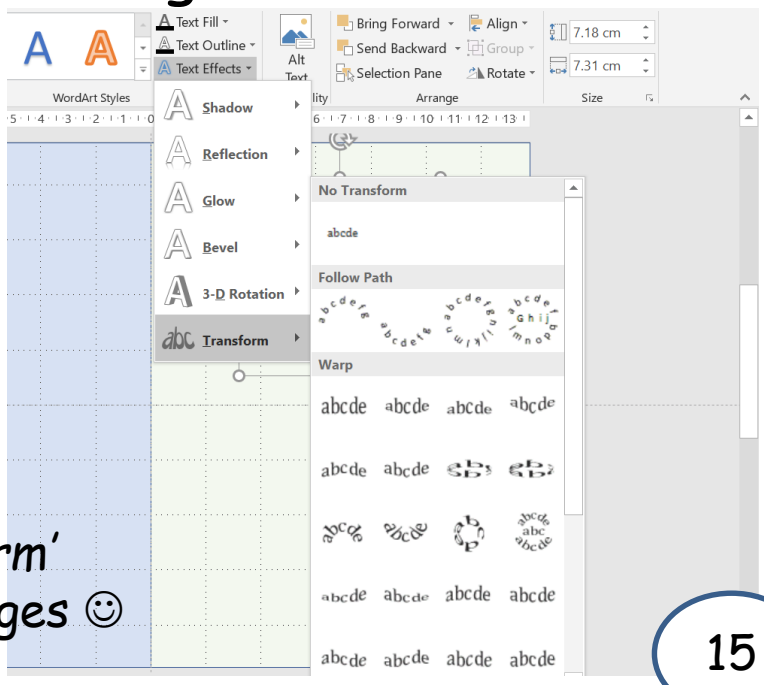
17. This is the 'tricky bit'. Click on the words 'Your Text Hereto over write with your own text



18. This plain text is the word you are editing, so type in the words you want, making sure that the words 'Your Text Here' are deleted. When you finish your words appears.

19. Now click your word and drag / resize using the drag box corners





Format tab: 'Text Effects' ; 'Transform' Allows effect changes ☺

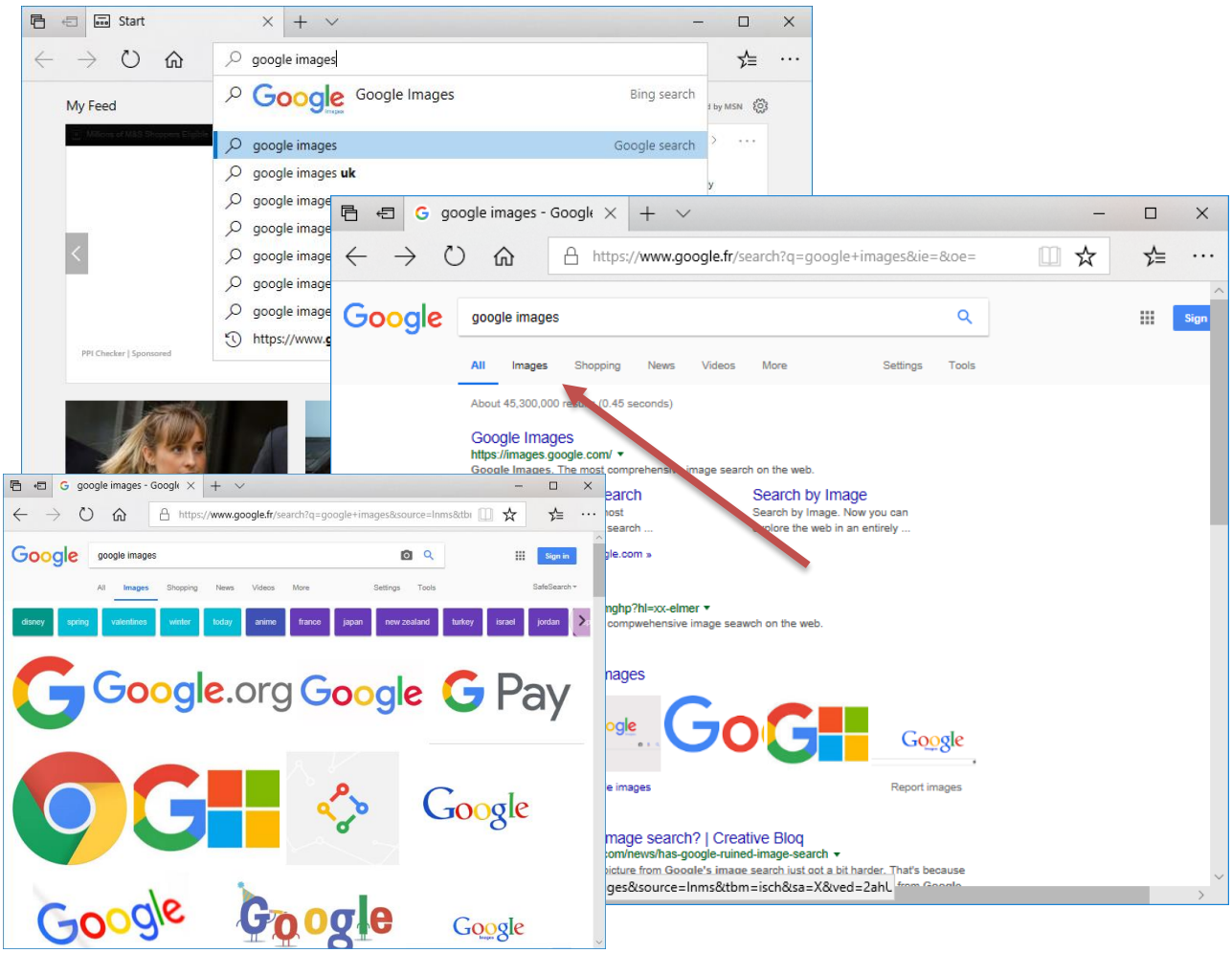
knowledge

Adding images to your card is the key component, once you have this mastered you can use this technique in many other applications.

1. Find a suitable image
   Most search engines (Bing, Google …) have an '*Images*' section. Note that copying an image has a copyright implication, and some images are watermarked to prevent this.
2. Copy the image
   This can be performed in many ways. The easiest is to perform a Copy and Paste, as described. Alternative can be:
   a. Locally save the image and import via *Impress*
   b. Use '*Snipping Tool*' to directly copy the image

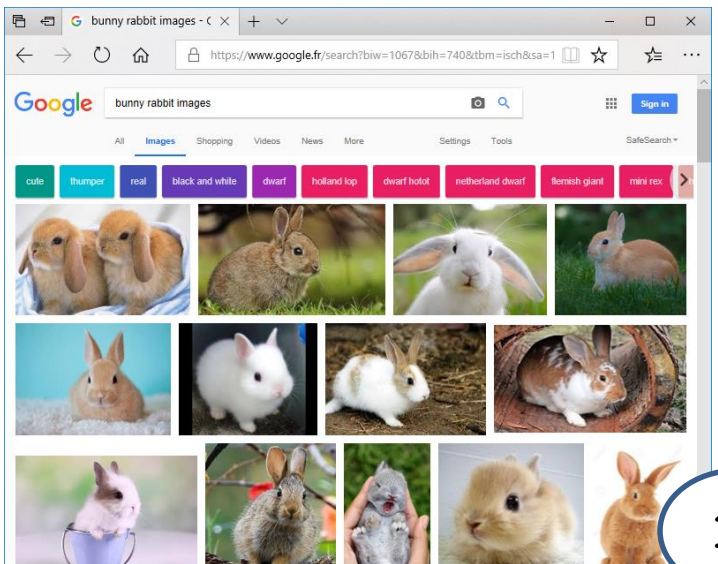
PICTURES

20. To add some pictures, open a new Internet browser window with GOOGLE Images. Then click Image Tab



21. Now search for a suitable image – like a bunny rabbit.

HINT: Pick one with a plain back-ground



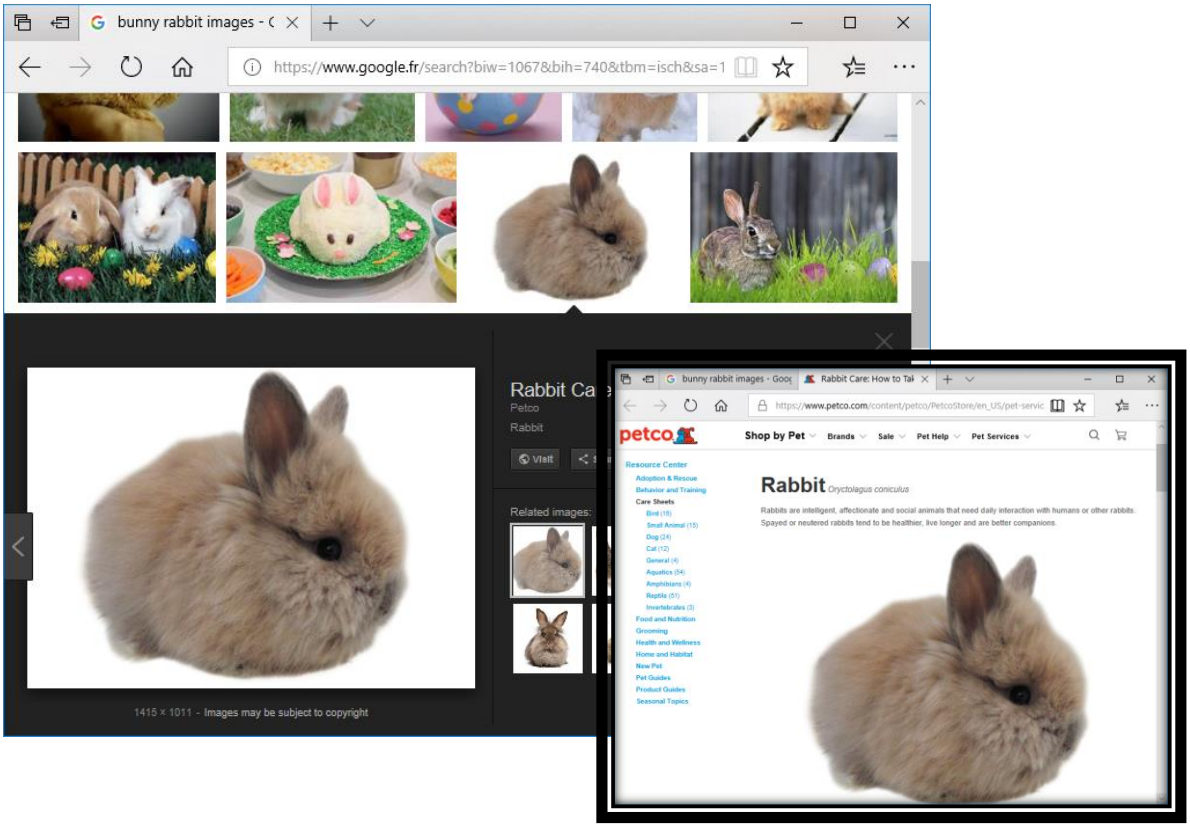
knowledge

When selecting an image remember that you can 'crop' to select only the part you actually want, and if you want to truly incorporate it into your card you should select one that has a background that can be easily removed.

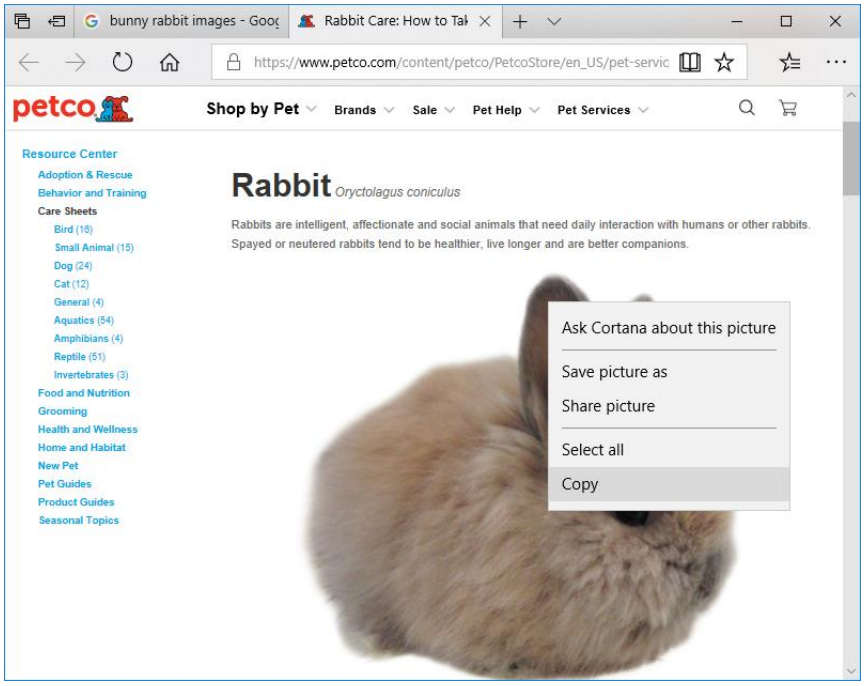
Another consideration, one that I did not follow, is to select one that is of sufficient quality that it can be enlarged without causing pixilation / degradation of the image. Look carefully at the title page's image of Bill.

Multiple images can be collected and with care a collage can be created to make a unique picture for your card.

22. Click on the image, then double click on the image to open the web page.



23. Click on the image to gain focus and right click. Select '*Copy*'



knowledge

Return to *PowerPoint*. I have assumed that when you opened your browser to look for your image you did not exit *PowerPoint* only minimised it and open the browser ☺.

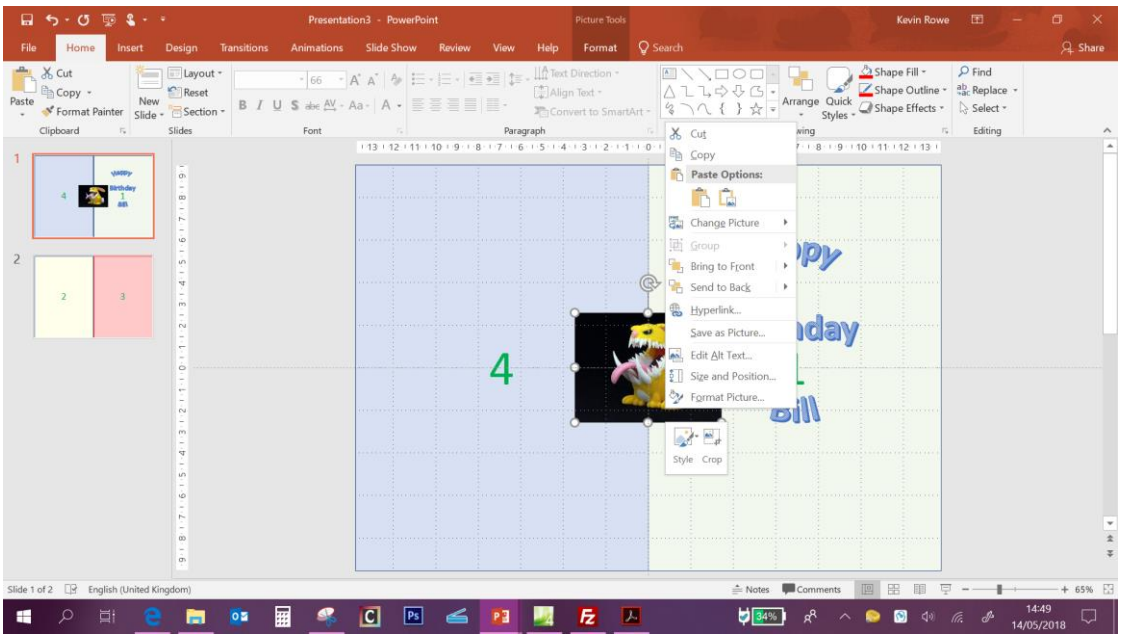
Pasting back the image is performed using a right click and 'Paste'.

By clicking on the image, to gain focus and performing a right click you are able to perform other functions such as crop and arrange (see later).

If you have more than one image, or text box they can be combined as a single entity by highlighting both (use the shift key whilst left clicking), the right click to 'Group'

24. Return to LibreOffice

25. Click on the slide to gain focus, then Right Click and select '*Paste*'.



26. Again the size and position can be changed with the drag boxes.

27. Multiple images can be added to the slide by repeating these steps.



knowledge

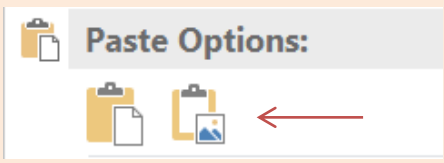
Multiple pictures and image blocks can be arranged in any stacked order using the '*Arrange*' function.

Once arranged these objects can be grouped together. An easy way to select multiple objects is to use your mouse as a pen:

Move outside of the main section and then hold down the left mouse key. With the key depressed use the mouse to 'draw' a box around the outside of all of the required objects. Each one should highlight with drag boxes at the corners. Right click to 'Group'.

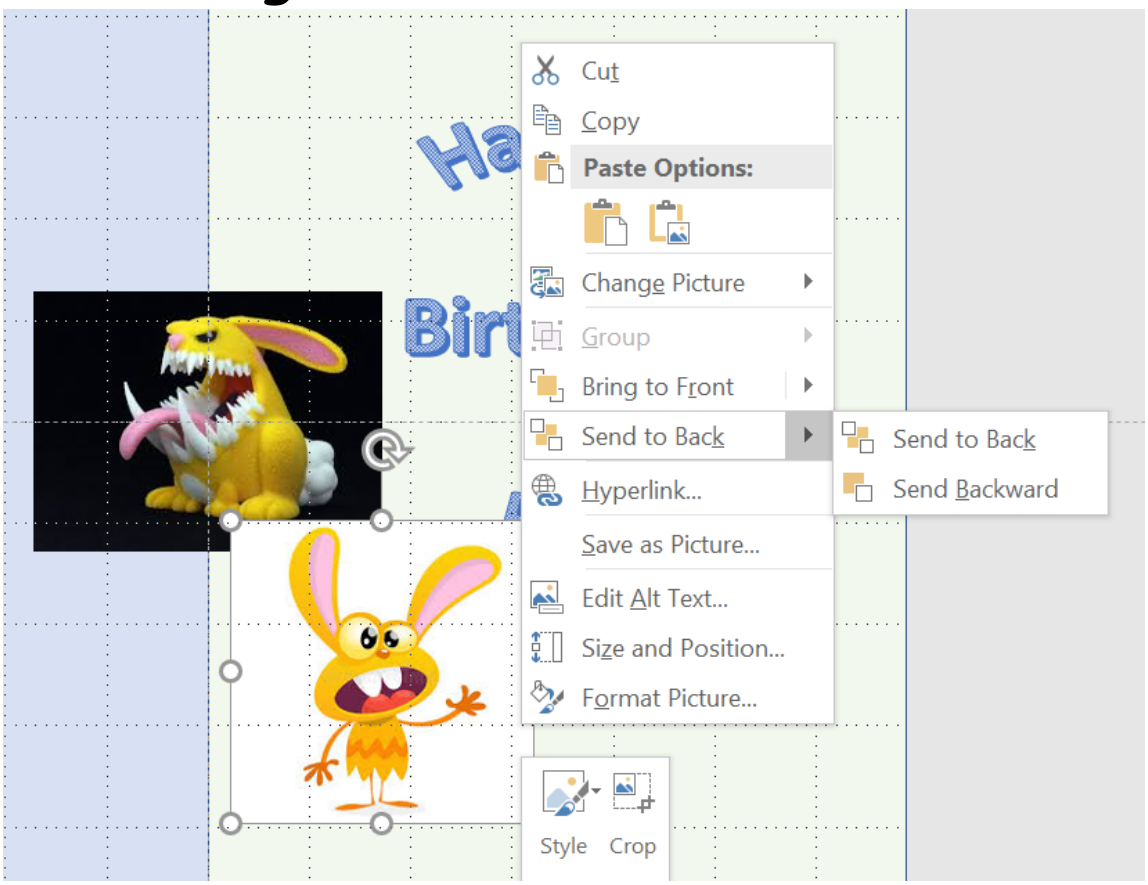
The control and shift keys allow fine tuning of this technique: Ask!

Paste as a picture, not object for better control:



Procedure

28.HINT: You can adjust the order of multiple words and pictures with '*Bring to Front*', '*Send to Back*'



Right Click on the Picture.
Use '*Bring to Front*' or '*Send to Back*' to arrange the order



knowledge

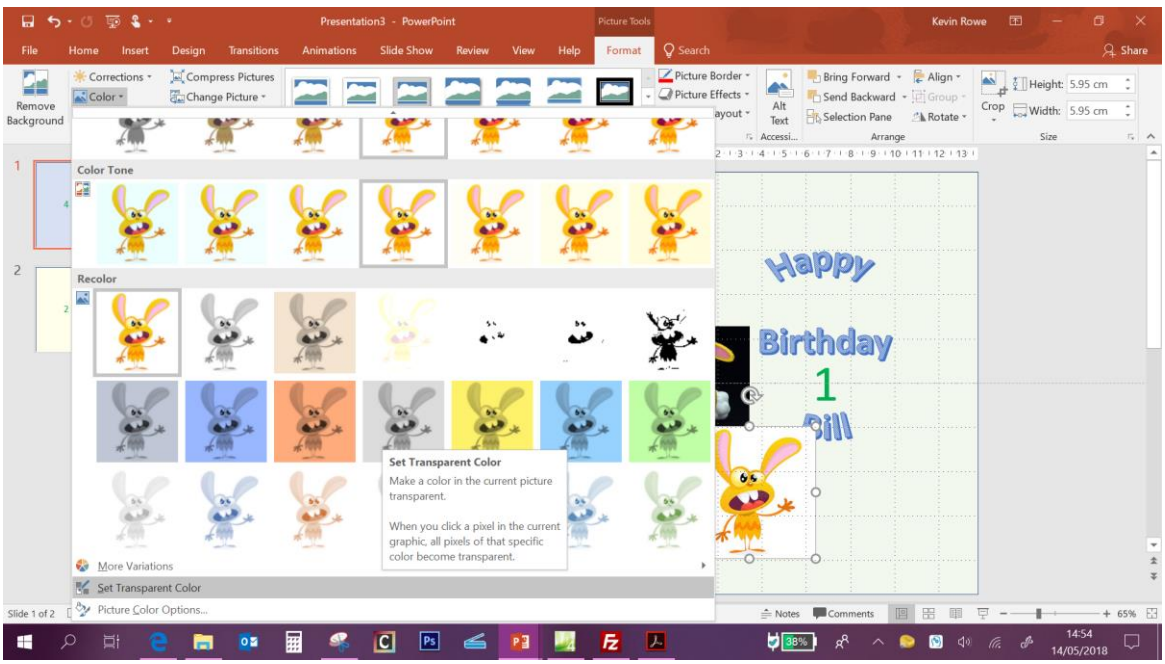
Removing the background colour of an image allows a really professional finish. With *PowerPoint* it is really easy to do using the Format '*Colour*' tool, and at the bottom, 'Set Transparent Color'

Unlike Libre Office only one colour can be replaced ☹

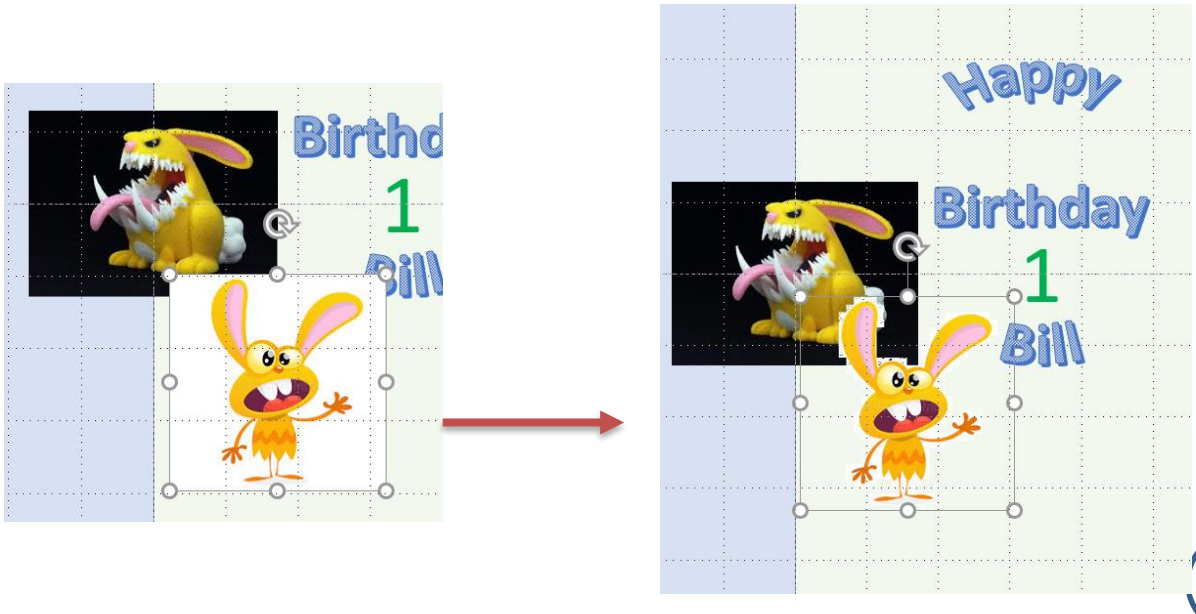
Use the Eyedropper to select the colour to be removed, but take care as you may make 'holes' in your image where the background shows through. If this happens, an easy fix is to create a rectangle of the same colour and similar size. Place it over the 'hole' in your picture and use the '*arrange*' tool to send it behind the image. Now 'Group' the two together.

RECOLOUR PICTURES

29. To remove the whitish rabbit background, use the re-colour tool. Make sure that you have the image 'clicked' in focus: '*Tools*', '*Colour*' '*Set Transparent Colour*'



30. Click on 'Set Transparent Color'; then click on colour to remove.



knowledge

Addition of plain text is easy using the text box tool.

By default each of the shapes (from *'Insert'*, *'Shapes'*) will automatically allow words to be typed inside them, rather than using the text tool.

With the words of the text highlighted (Move the mouse over the words with the left button depressed) the Format Tab, on top will allow a wide range of functions.

These include character, paragraph and spacing functions.

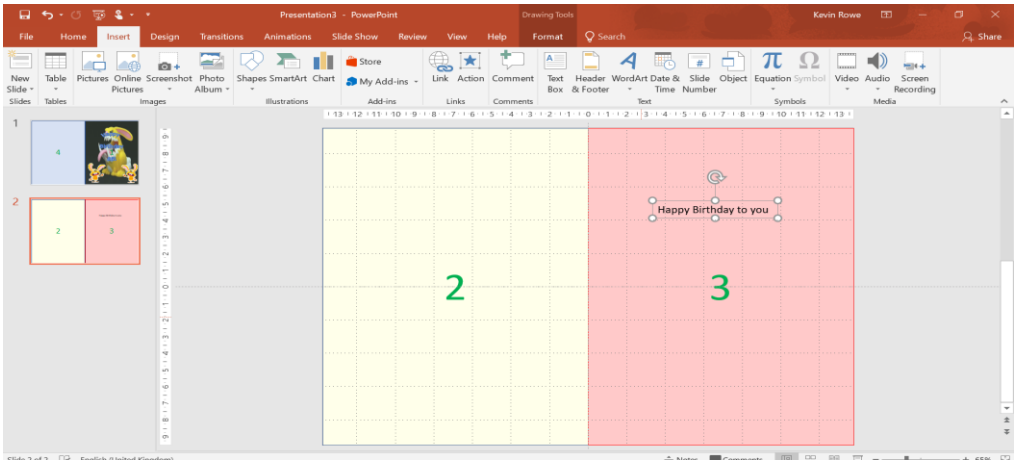
Text can also be bulleted and numbered from the properties' panel.

Add Words

31. Move to the next slide (pages 2 - 3)

32. Click the Insert Tab and then the '*Text Box*' icon.

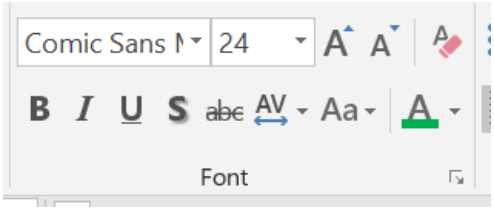


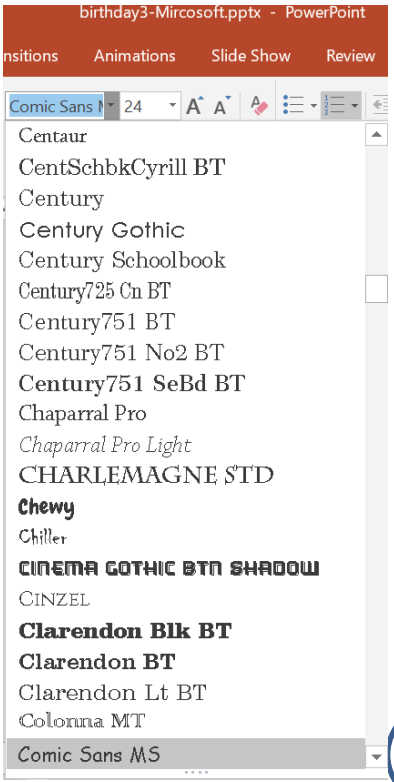


33. Click on the Slide where you want the text to go, and type.
34. Then click to highlight the text box.



35. The Home Tab allows the adjustment of the Font, colour and size etc.





knowledge

Font type can also be selected, with a wide range of built-in types available.

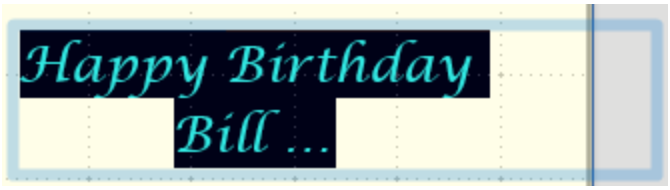
Each font type can be made italic, underlined or emboldened. Additionally strike through subscript and superscript (ie Xx_{yy} or 2^{nd}) can be created.

Shadowing text gives another range of possibilities with both the shadow size and colour being changeable

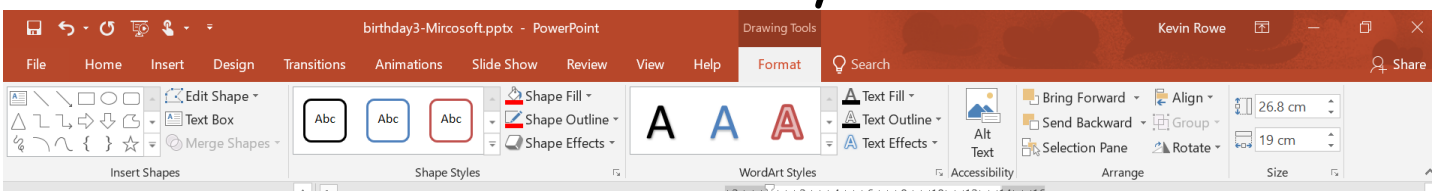
Writing a made by, or copyright notice on the last page (page 4) makes your card look even more professional.

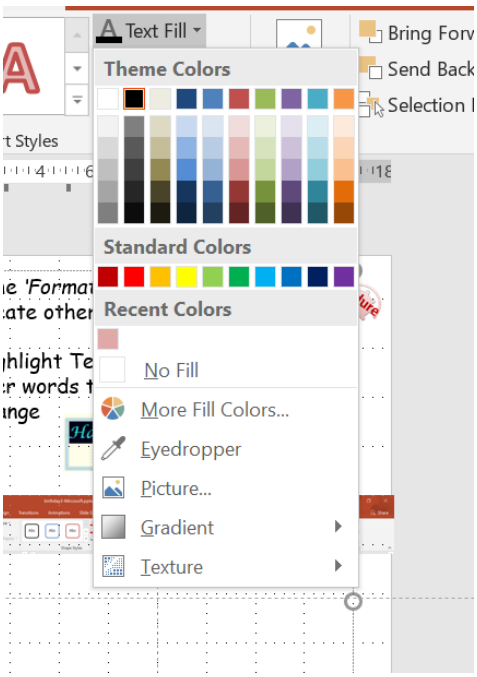
36. The 'Format' tab can be used to create other effects with the words.

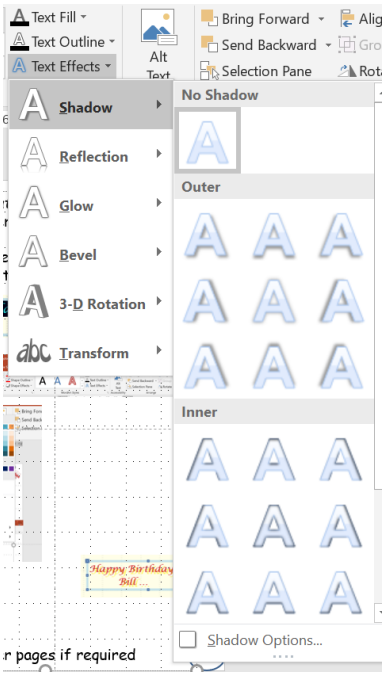
Highlight Text – Hold left mouse key over words to select the text to change



Then click the effect you want.







- Colours
- Shadow
- Spacing
- Etc.



Repeat on other pages if required

knowledge

The final stage to this process is printing, which if your printer has double side functions is easy.

Even a single sided printer can produce this card, all you need to do is practice on a simple card.

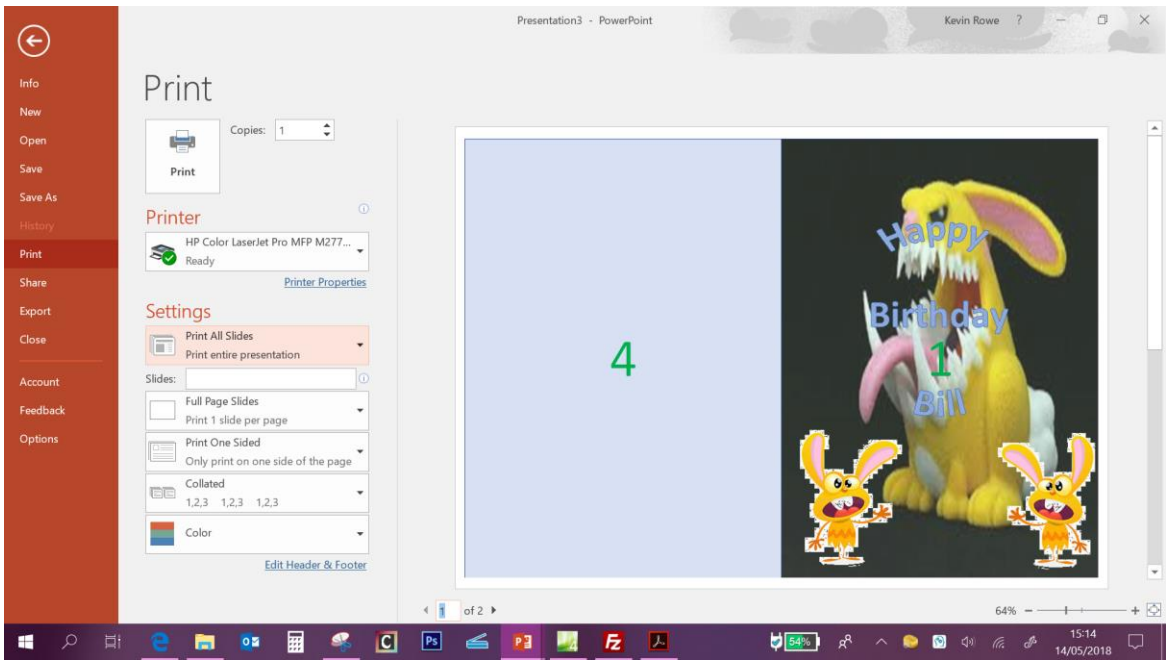
In my example, where the pages are marked 1, 2, 3, 4 test printing becomes easy.

Just try all of the possibilities - although reading the printer manual will save paper.

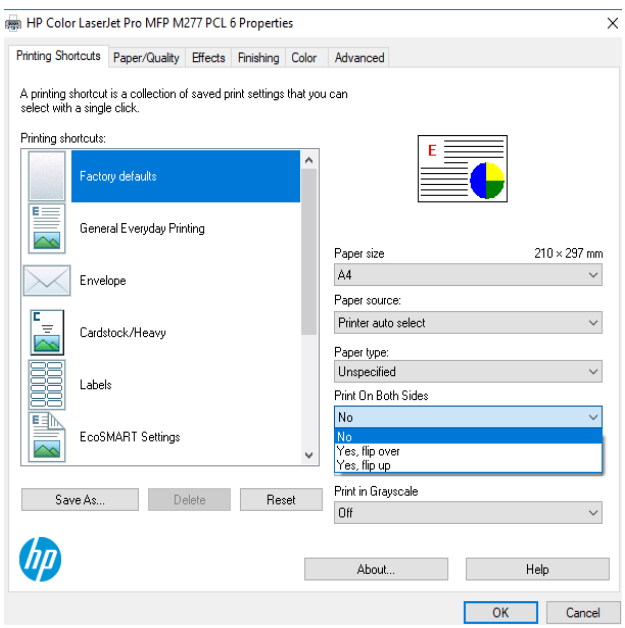
Typically SHORT-EDGE or FLIP-OVER work to get the double sided pages the correct way round. On a manual printer you will have to experiment in printing one side and re-inserting the page

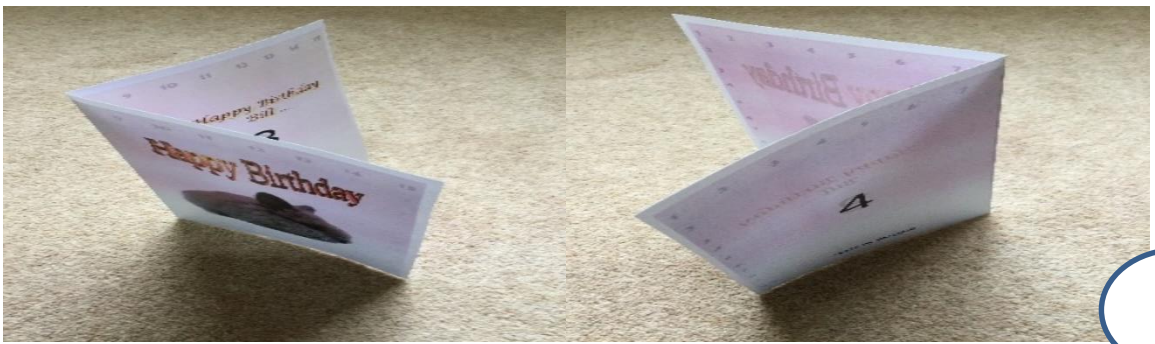
Printing the Card

37. Use the file menu to select '*Print*'



38. Select Printer
39. Then Properties.
    You want to make a double sided print along the SHORT edge or FLIP OVER.
    OK to Select.
40. Print :-







Other titles on WWW.ComputerPals.co.uk

1. How to log onto your ComputerPal's website.
2. Emails.
3. Free Games.
4. Computer Security.
5. How to use free online (Cloud) storage.
6. Online shopping.
7. Using search engines.
8. Find and print Recipes.
9. Keeping in touch with friends and family.
10. Using YouTube.
11. Online banking.
12. Using comparison websites.
13. Using Libre Office.
14. Using Microsoft Office (currently the 'Wotiz Presentations).
    - A: An introduction to Excel Spreadsheets 1
    - B: An introduction to Excel Spreadsheets 2
    - C: How to Create labels
15. How to Create and Research a family tree.
16. How to get the best out of your Computer
    - A: Apple
    - B: Microsoft Windows 10.
17. Glossary of computer terms.
18. Latest scams etc…
19. Common 'computer' products?
20. Computer programming.
21. Create a web page.
22. Check your broadband speed.
23: How to set up your Windows computer for automatic updates

OTHER

- ComputerPals in 2018
- My Computer - an introduction to the Screen and Keyboard
- My New Computer - Things to do
- Auriol's FUN Things to try - list :-) - <effectively the above list>

ComputerPals is run by volunteers who provide their own knowledge and experience free of charge. Whilst they endeavour to give the best advice possible there is no guarantee on the information given. ©2018