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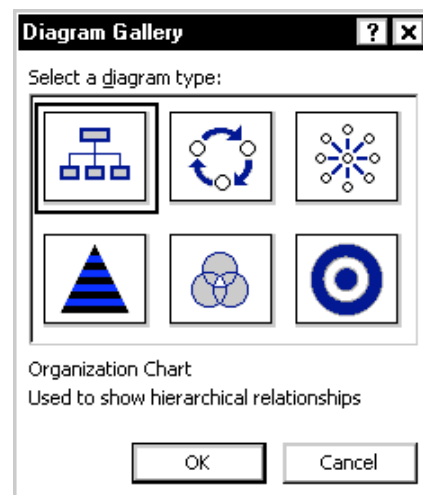
PowerPoint Diagrams: Overview

PowerPoint gives you the ability to graphically illustrate concepts with a variety of built-in, customizable diagrams. Custom animation can be applied to the diagram as a whole, or to the individual elements of a diagram.

You can add a variety of diagrams to your PowerPoint presentation: Cycle, Organization Chart, Pyramid, Radial, Target, and Venn. You can use these diagrams to illustrate various concepts and then animate them to add life to your presentations.

Creating a Diagram

From the **Insert** menu, select **Diagram...**
The *Diagram Gallery* dialog box appears.
Select the type of diagram that would best fit your slide show
Click **OK**. The diagram appears on the slide.



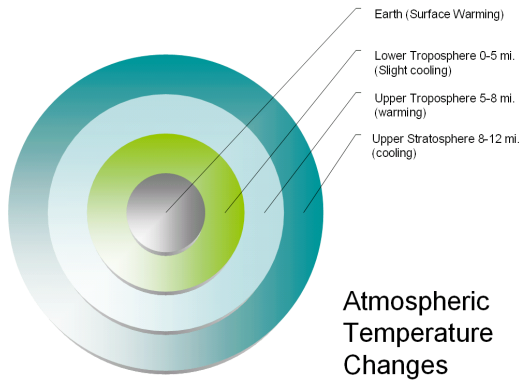
Types of Diagrams

- PowerPoint’s Diagram Gallery includes six types of diagrams to choose from:
Organization Cycle, Radial, Pyramid (hierarchical) Venn and Target.
- Flow charts are not included in the Diagram Gallery, but can be created manually using PowerPoint’s **Autoshapes** tool in the drawing toolbar.
- Another option for flowcharts (and also for complex Organizational charts) is to use Microsoft’s Visio or SMART Draw software.

Below are samples and descriptions of the six diagram types built into PowerPoint.

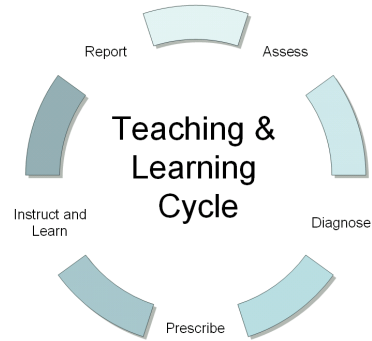
Target

Usually used to show steps toward a goal



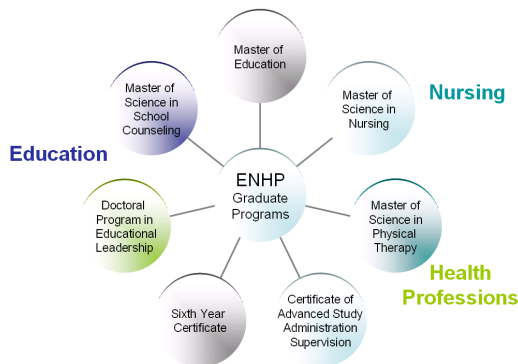
Cycle

Used to show a cyclical Process



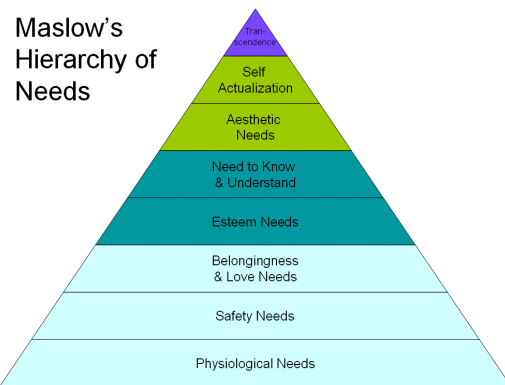
Radial

Used to show relationships of elements to a core element



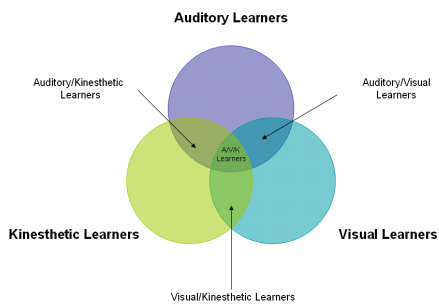
Pyramid

Used to show foundation based relationships



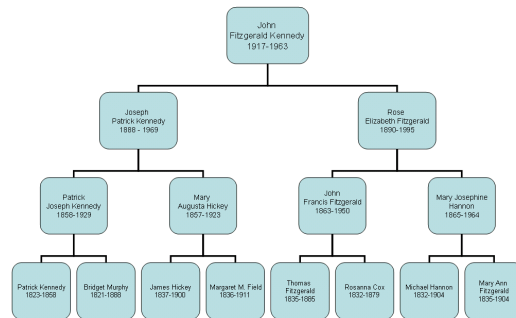
Venn

Used to show areas of overlap between and among elements



Organizational

Used to illustrate hierarchical relationships.



Formatting Diagrams

The Diagram Toolbar






PowerPoint allows you to format the diagrams in your slide show to change and customize them. You can do this by adding text, choosing from different colors, borders, types of diagrams, and adjusting the number of shapes your diagram uses.

The Diagram toolbar is used to adjust the formatting and layout of your diagram.

Although the graphics vary on the toolbar depending upon the type of diagram selected, the



basic functionality is the same for all diagrams. (The only exception is Organization chart. See working with Organization charts, on page x for further information)

 I nsert Shape	Adds another shape to the diagram.
	Moves a selected shape backward (inward) within the diagram.
	Moves a selected shape forward (outward) within the diagram.
	Reverses the location of a selected shape.
L ayout ▾	Offers autoformatting and resizing options.
	Opens an Autoformat gallery that allows you to choose from a variety of preset color and layout options
C hange to ▾	Allows you to change diagram style

Adding, Moving and Deleting Shapes within a Diagram

After adding shapes to your diagram, you may decide that a shape was inserted in the wrong location on your diagram. You can easily move any shape to another position within a diagram by simply following these steps.

Add a shape:

- With the diagram selected, from the *Diagram* toolbar, click **INSERT SHAPE**.

Move a shape:


- Select the shape to be moved.
- To move it backward, on the *Diagram* toolbar, click **MOVE SHAPE BACKWARD**.
- To move it forward, on the *Diagram* toolbar, click **MOVE SHAPE FORWARD**.
- To reverse the position of the shape, on the *Diagram* toolbar, click **REVERSE DIAGRAM**.

Delete a shape:

- Select the shape to be removed and press the delete button on your keyboard.

Changing the Color and Border Options of a Diagram with Autoformat

Color schemes and borders are automatically determined by slide design applied to your presentation. However, you can access additional color and formatting options with the AutoFormat feature on the Diagram Toolbar.

- With the diagram selected, click on the **AUTOFORMAT** button  on the Diagram Toolbar. The *Diagram Style Gallery* dialog box appears.
- From the *Select a Diagram Style* list, select the desired style. A preview of the changed diagram appears to the right of the list.
- To apply the new design, click **APPLY**.
To keep the original design, click **CANCEL**.

Changing the Diagram Type

If you find that the diagram you have chosen doesn't fit the information you are trying to convey, you can change the diagram type without recreating the entire slide. For example, you can change your diagram from *Target* to *Pyramid*.

With the diagram selected from the *Diagram* toolbar, click the **CHANGE TO** button. A list of diagram types is displayed along with a picture of each.

Select a new style for your diagram.

Resizing Diagrams

Resizing a Diagram is not as simple as dragging it by the border to make it larger. This is because the Diagram is embedded in a “canvas.” Often what happens when dragging is that the canvas stretches but the diagram does not. To remedy this, there are several resizing tools in the Layout button of the Diagram toolbar. To effectively resize your diagram:

- Select the diagram.
- On the *Diagram* toolbar, click **Layout**.
- Select the appropriate option.

Fit Diagram to Contents	Decreases the size of canvas (the area around the diagram) so it fits tightly around the objects of the diagram.
Expand Diagram	Adds space around the diagram to fill the slide.
Scale Diagram	Resizes the diagram, area around the diagram, and text within the diagram proportionately. After selecting this option the diagram can be moved by clicking a corner handle and dragging the diagram to the specific location.
AutoLayout	Positions diagram, area around diagram, and text to their default positions regarding the type of diagram selected.

Animating Diagrams

Animation refers to the way that objects move onto, off of, or within a slide. Diagrams can be animated as a whole object, or they can be animated by individual part to present information sequentially, which allows you to draw students' attention to important parts of the diagram as needed.

Making an Entire Diagram Appear on Click

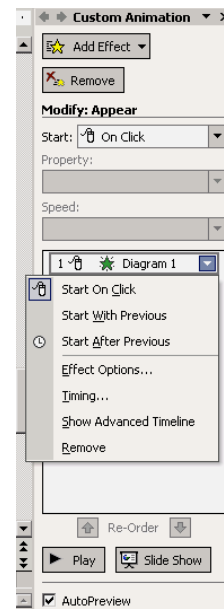
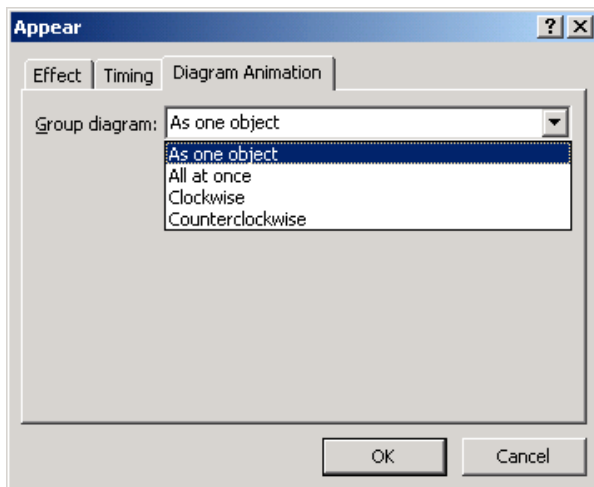
- From the *Slide Show* menu, select **Custom Animation**.
The *Custom Animation* task pane appears to the right of the slide.
- Click on the Diagram so that it is selected.
- In the *Custom Animation* task pane, click **ADD EFFECT**.
- From the submenu, select **Entrance**.
- From the submenu, select the desired effect. (i.e., 'appear')



By default, the entrance effect you have just added applies to the entire diagram, and will be triggered by a mouse click.

Making Individual Parts of a Diagram Appear on Click

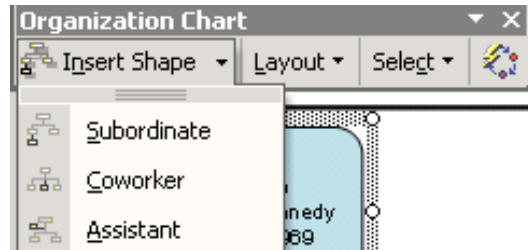
- Follow the above steps to apply the entrance animation to the entire diagram.
- In the *Custom Animation* Task Pane, click on the drop down arrow to the right of the animation.
- Click on **Effect Options**.
- In the dialog box, click on the **Diagram Animation** tab.
- Choose the appropriate option. Options will vary based on the type of diagram.



*Note: To eliminate an animation effect, click on the animation listed in the custom animation task pane and then click on the **REMOVE** button at the top of the pane.*

Working with Organization Charts

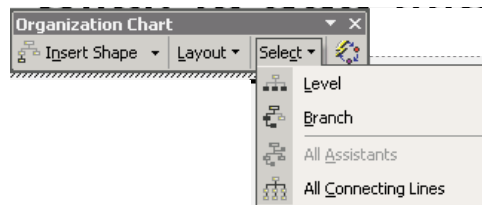
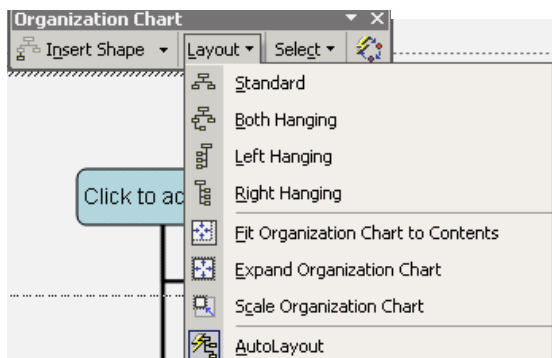
Many Diagram features work differently with Organization Charts. Most notably, the **Insert Shape** button on the Diagram toolbar has a drop down arrow that allows you to select which type of shape you wish to enter: Subordinate, Co-Worker or Assistant. The option you choose determines how the shape will be positioned.



To insert a new shape in an Organization chart:

- Click on the shape that the new shape will be related to.
- Click on **Insert Shape** and choose the appropriate relationship.

Additional formatting options are found under the **Layout Menu** on the Organization Chart toolbar. Here you can change the orientation of a level from a Top to Bottom (standard hanging) orientation to a Left/Right orientation.



The Organization Toolbar also has a **Select** button that allows you to select all connecting lines or all shapes by level for easy group formatting.

Note: Working with complex or multi-level Organization Charts can be time consuming and require a lot of manual manipulation to get the desired results. I have found that often it is easier to create an Organization Chart from scratch using the AutoShapes drawing tools.

Fun Tips and Tricks

Animating individual cells of a Table

- Insert a table (Insert → Table) with the appropriate number of rows and columns.
- Insert text into each Table Cell.
- Insert a Transparent fill into each cell by clicking into the cell and going to Format → Table and clicking on the Fill Tab. Select a color and place a check in the ‘*semitransparent*’ check box.

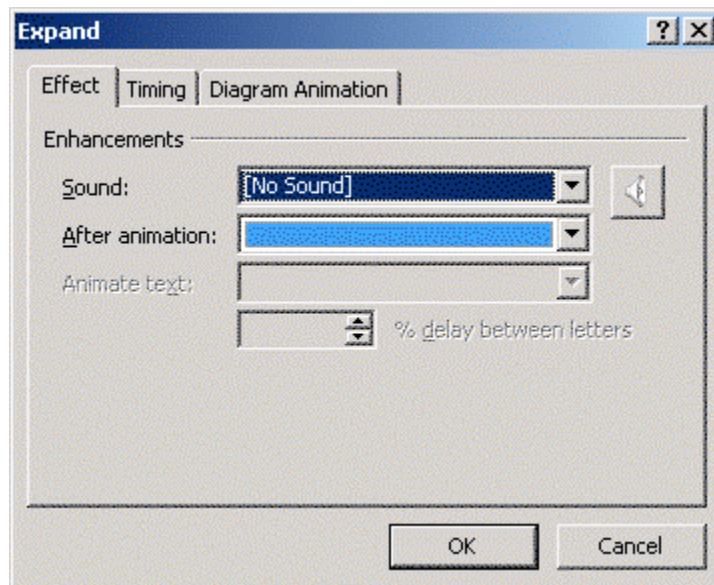
Once your table is complete, ungroup it using the following steps

- Click into the table to select it.
- Click on the border (Edge) of the selected table to change it from slanted lines to tiny dots.
- Right click on the edge of the table and select ‘**ungroup.**’
- You can now animate the individual parts of your table.

Dim After Animation

After applying your animation effect, you can have your diagram (or section of your diagram) turn a specified color or disappear by using the Dim effect. This can be useful for testing a student’s recall or for directing attention away from previously presented information. To dim or hide a shape after animation:

- Click on the drop down arrow next to the effect in the task pane and click on “**Effect Options.**”
- On the first tab, select the color or hide option in the “**after animation**” drop down box.



Emphasis Animations

Once your diagram is on screen, you can apply an emphasis animation to draw attention to a particular segment or part of the diagram.

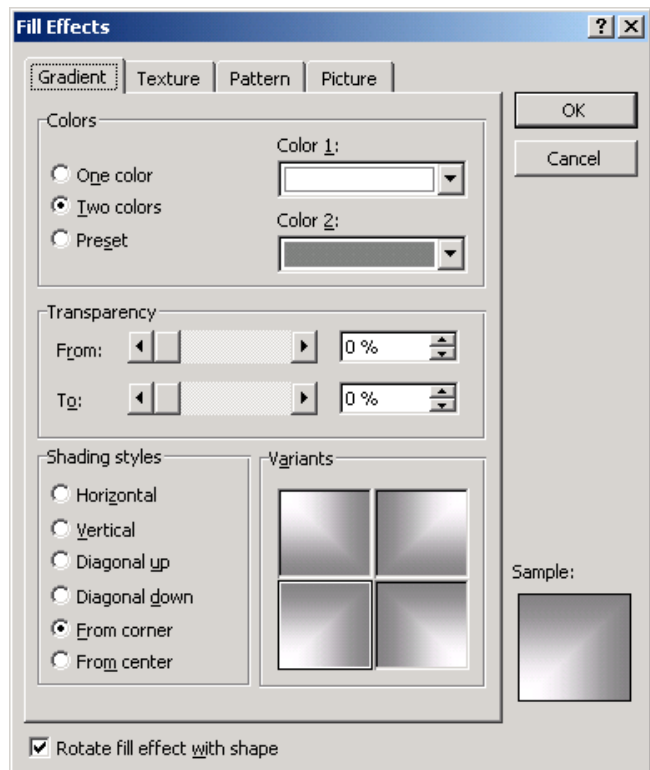
- Follow the instructions above to apply an entrance effect to the entire animation, above: HOWEVER, instead of entrance effect, choose emphasis effect from the animation task pane.
- Modify the emphasis effect so that it applies to individual parts of your diagram rather than the whole thing (as with the entrance effect, above.)
- Delete the unwanted emphasis effects so that only the desired shape is being animated.

Image Fills

- Double click on a shape in your diagram.
- In the **format autoshape** dialog box, click on the ‘colors and lines’ tab. Click on the drop down arrow to the right of the color field and select ‘fill effects.’

Note: If the color field is grayed out, close the autoshape dialog box and right click on the shape. From the shortcut menu, click on ‘Use Autoformat’ to deselect that option. Now you can repeat the above step.

- In the **fill effects** dialog box, click on the picture tab, and then click on the ‘insert picture’ button to browse for an image.



You can also choose from gradient, texture and pattern fills from this dialog box. The only limit is your imagination!