Using IBM® Lotus® Symphony™ Presentations: Beyond Basics

Student Guide

Using IBM® Lotus® Symphony™ Presentations: Beyond Basics

Part Number: Y1300
Course Edition: 1.0

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About This Course

By using Lotus Symphony Presentations to create and deliver presentations, you will capture your audience's attention and communicate your ideas more effectively. You will also clearly establish your authority and professionalism with a dynamic presentation style that makes full use of Lotus Symphony Presentation's features.

Course Description

Target Student

This course is designed for IBM® Lotus® Symphony™ end users who will use these materials to learn the intermediate tasks associated with the Lotus Symphony Presentations editor.

Course Prerequisites

This course assumes that students have some experience with using presentation software.

How to Use This Book

As a Learning Guide

Each lesson covers one broad topic or set of related topics. Lessons are arranged in order of increasing proficiency with IBM® Lotus® Symphony™ Presentations; skills you practice in one lesson are used and developed in subsequent lessons. For this reason, you should work through the lessons in sequence.

Each lesson is organized into results-oriented topics. Topics include all the relevant and supporting information you need to master Lotus Symphony Presentations, and activities allow you to apply this information to practical hands-on examples.

As a Review Tool

Some of the information covered in class may not be relevant to your environment immediately, but it may become important later on. For this reason, we encourage you to spend some time reviewing the topics and activities after the course.

As a Reference

The organization and layout of the book make it easy to use as a learning tool and as an after-class reference. You can use this book as a first source for definitions of terms, background information on given topics, and summaries of procedures.

Course Objectives

After completing this course, you should be able to:

- Format a presentation.

- Add tables and charts to presentations.

Course Requirements

Hardware

This course assumes users will be using their personal computer to take this course. The following are the system requirements to support an installation of IBM® Lotus® Symphony™ 1.1:

- At least 750 MB of free disk space on Linux, and at least 540 MB of free disk space on Microsoft Windows®.

- At least 512 MB of memory.

Software

The following list identifies the software requirements for installing Lotus Symphony 1.1. Please note that proper licensing for all software is required and is the responsibility of the training organization.

- Microsoft Windows® XP with SP2 or Microsoft Windows Vista®

- IBM Lotus Symphony 1.1

Class Setup

Course Files

The following table describes the course files.

Table 0-1: *Course files*

Title	File name	Description
Quarterly Report Beyond Basics	Quarterly Report_Beyond Basics.odp	Presentation file to be used in the activities in this course.

Course Setup Tasks

Complete the tasks in the following table to set up the course prior to the start of class. Detailed procedures for each task appear on the following pages.

Table 0-2: *Classroom setup tasks*

Task	Procedure
1	Uninstall any previously installed version of IBM Lotus Symphony.
2	Install Lotus Symphony 1.1.
3	Install the course data files.

Task 1: Uninstall Previous Versions of IBM Lotus Symphony

If you currently have an earlier version of Lotus Symphony installed, you will need to uninstall it prior to installing Lotus Symphony 1.1. Follow these steps to uninstall any previously installed versions of Lotus Symphony.

Table 0-3: *Uninstall previous versions of IBM Lotus Symphony*

Step	Action
1	Verify that Lotus Symphony is closed.
2	Click **Start→Control Panel→Add or Remove Programs.**
3	In the **Add or Remove Programs** dialog box, click **IBM Lotus Symphony** and then click **Remove.** **Note:** It may take a few minutes for the program to uninstall.

Task 2: Install Lotus Symphony 1.1

If you have not yet installed Lotus Symphony 1.1, you will need to do so before taking this course. Follow these steps to install Lotus Symphony 1.1.

Table 0-4: *Install Lotus Symphony 1.1*

Step	Action
1	In a Web browser, go to http://symphony.lotus.com/software/lotus/symphony/home.nsf/home and click **Download** to download the Lotus Symphony 1.1 installation files. A new window opens and lists the IBM Lotus Symphony installation types. Click the version for the Windows operating system. In the next window, the product information is displayed. Select a language and click **Continue.** Select **I agree** after viewing the licensing information, and then click **I confirm.**
2	In the **Download using Download Director** dialog box, select **Lotus Symphony Setup for Windows** and click **Download now.**
3	After the files have finished downloading, click **Launch** in the Download Director.
4	The **Installation Wizard for IBM Lotus Symphony** is displayed. On the **Welcome to IBM Lotus Symphony 1.1** page, click **Next.**
5	On the **Software License Agreement** page, select **I accept the terms in the license agreement,** and click **Next.**
6	On the next page, leave the default install location or browse to and select a custom location, and then click **Next.**
7	On the **File Type Associations** page, verify that the **Open Document Format file types** and **OpenOffice.org 1.1 file types** are selected by default. Click **Next.**
8	On the next page, click **Install.**
9	On the **IBM Lotus Symphony Install Complete** page, verify that **Open Lotus Symphony** is selected, and then click **Finish.**

Task 3: Install the Course Data Files

Data files for students to use during the course activities are provided and installed as part of course setup. Follow these steps to install the course data files.

Table 0-5: *Install the course data files*

Step	Action
1	Open the **Y1300labfiles.zip** file and run the **Y1300labfiles.exe** self-extracting file. This executable will create the **\lotus_ed** folder and install sub-folders named **\Documents, \Spreadsheets,** and **\Presentations. Note:** These course files apply to all Lotus Symphony training modules, so you will only need to install these files once.

Course Icons

The following table explains the icons used in this course.

Table 0-6: *Course icons*

Icon	Description
	An **activity** is a student-centered learning process that allows students to learn by performing a task. Activities can be instructor-led or completed independently.
	Scenario information is used to introduce an activity problem or goal. Scenarios use fictitious people and organizations to present details, problem statements, and parameters that are used to complete the activity or lab exercise.
	Caution statements are included in the courseware to make students aware of potential negative consequences of an action, setting, or decision, that are not easily known.
	Tips and **notes** provide additional information, guidance, or a hint about a topic or task.
	An **Instructor Note** is a special comment to the instructor regarding delivery, classroom strategy, classroom tools, exceptions, and other special considerations. The Instructor Note is included in the Instructor Guide only.
	A **Display Slide** provides a prompt to the instructor to display a specific slide. The Display Slide icon is included in the Instructor Guide only.

Formatting a Presentation

- **Topic A:** Formatting Pages
- **Topic B:** Using Templates

Introduction

You must consider your audience when planning the delivery of your presentation. You can have live audiences who are present as you deliver the presentation, remote audiences who view a presentation that you send them, or self-service audiences who view the presentation from a kiosk at an exhibit. With the tools provided in Lotus® Symphony® Presentations™, you can build and deliver a presentation that suits your intended audience.

After completing this lesson, you should be able to:

● Describe how to add headers and footers.

● Describe how to save a presentation as a template.

Topic A: Formatting Pages

Consider a magazine page that does not have a defined layout for positioning content and images. This could result in a page that lacks readability due to poor presentation of content. For a presentation to be effective, it is essential that it has a well-planned layout. Using only built-in layouts may not always suit individual presentation styles or requirements. IBM® Lotus® Symphony™ Presentations provides you with the ability to create and save reusable page layouts to meet your specific needs.

Specifying Page Properties

A page in a presentation can be edited and customized by accessing the **Page Properties** dialog box. To access the **Page Properties** dialog box right, right-click an unoccupied area of the page and click **Page Properties.** You can also access it on the **Page Properties** sidebar by clicking **View→ Properties Sidebar→Open**, and then the **More Page Properties** button at the bottom of the sidebar. Once you are in the **Page Properties** dialog box, click the **Page** tab to set your page's orientation, format, size, margins, and numbering options. The following figure shows the **Page Properties** dialog box.
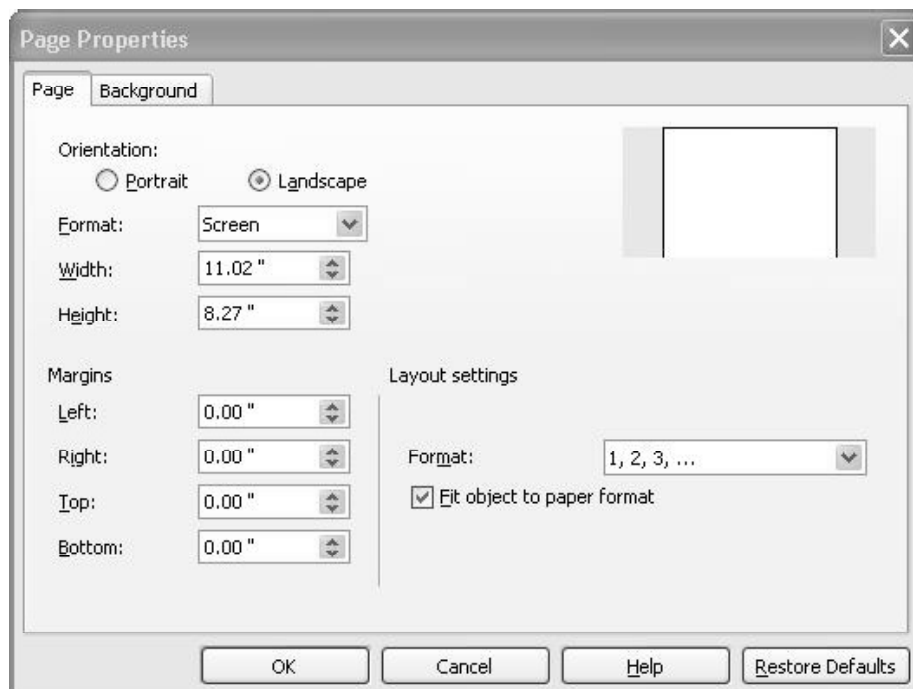
Figure 1-1: *The Page Properties dialog box*

You can set a specific color, gradient, design, or texture for the page's background. To edit the background, click the **Background** tab in the **Page Properties** dialog box. The following figure shows the **Background** tab.
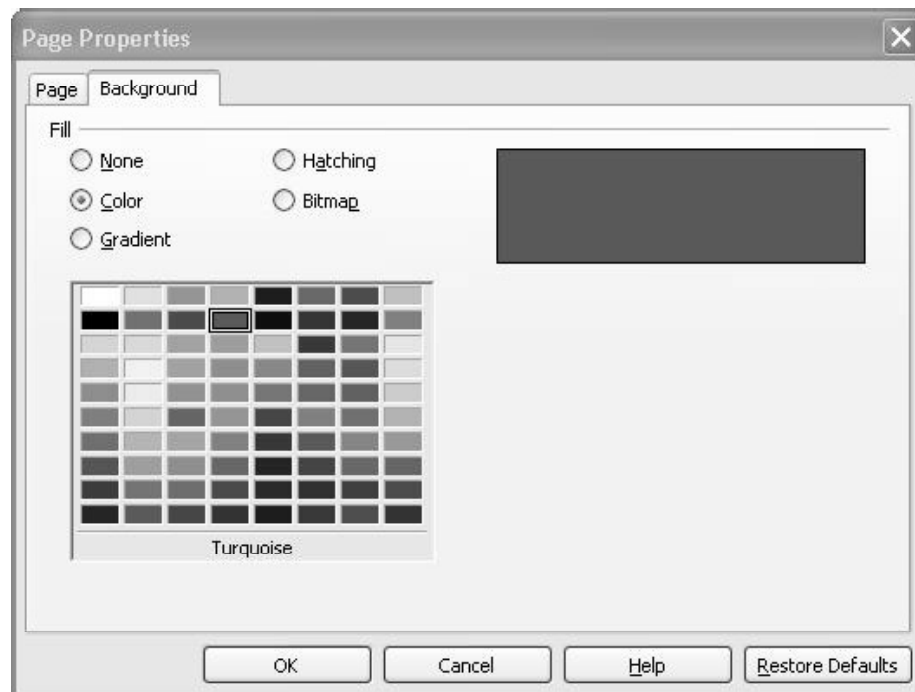

Figure 1-2: *The Background tab of the Page Properties dialog box*

Applying Page Layouts

You can format your pages with a specific layout to make it easier to work on your presentation. You can choose a blank layout, or you can select an instant layout that can be a combination of title, text, graphics, and charts. To access the **Page Layout** dialog box, right-click the page and click **Page Layout,** or click **Layout→Page Layout.** The following figure shows the **Page Layout** dialog box.
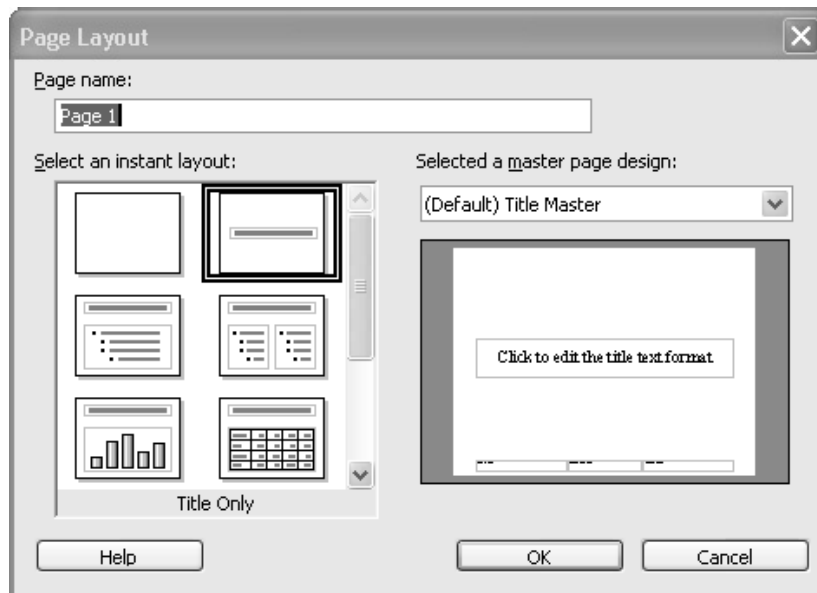
Figure 1-3: *The Page Layout dialog box*

Changing Color Schemes

You can customize your pages with a specific color or scheme of colors, textures, hatch patterns, bitmap patterns, or even images. To change the properties of your page's background, click**Layout→Background Fill.** The following figure shows the **Background Fill** dialog box.
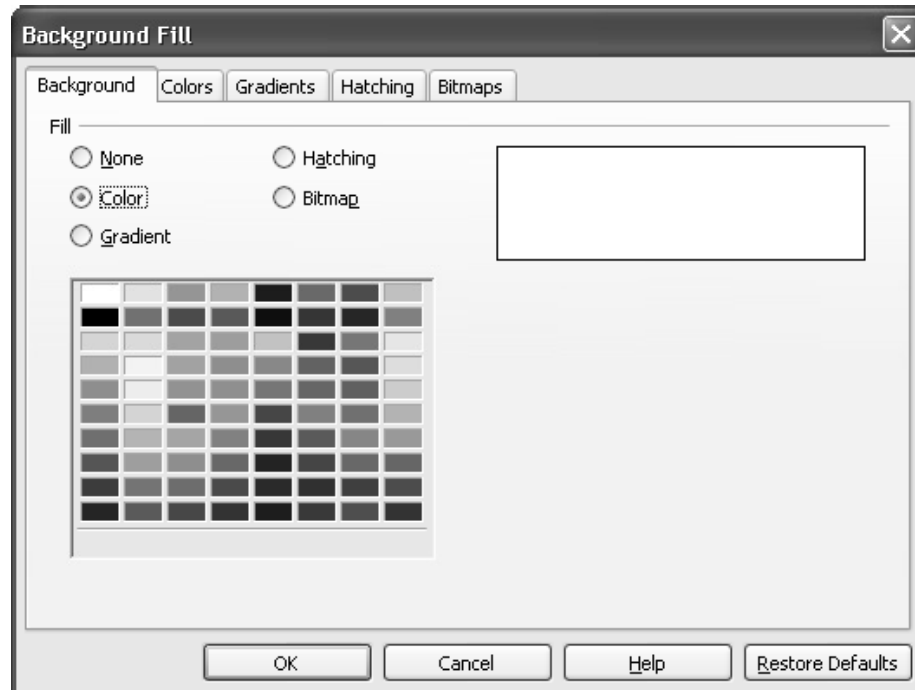
Figure 1-4: *The Background Fill dialog box*

Adding Headers and Footers

Headers and footers help you keep your presentation organized by adding graphics, text, page numbers, or dates to all of your pages. A header will add the information on the top of the page, while a footer will show the information on the bottom of the page. To add headers and footers to your presentations, click **Create→Headers and Footers.** You can set the preferences for the headers and footers on the **Page** tab of the **Header and Footer** dialog box. The following figure shows the **Page** tab of the **Header and Footer** dialog box.
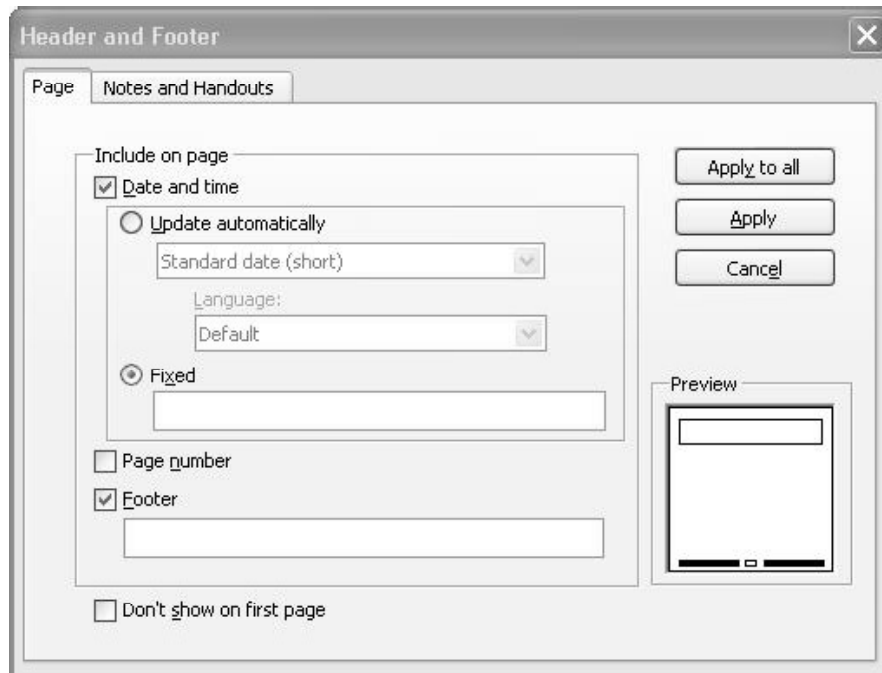
Figure 1-5: *The Page tab of the Header and Footer dialog box*

You can also create headers or footers for your notes and handouts by clicking the **Notes and Handouts** tab in the dialog box. The following figure shows the **Notes and Handouts** tab.
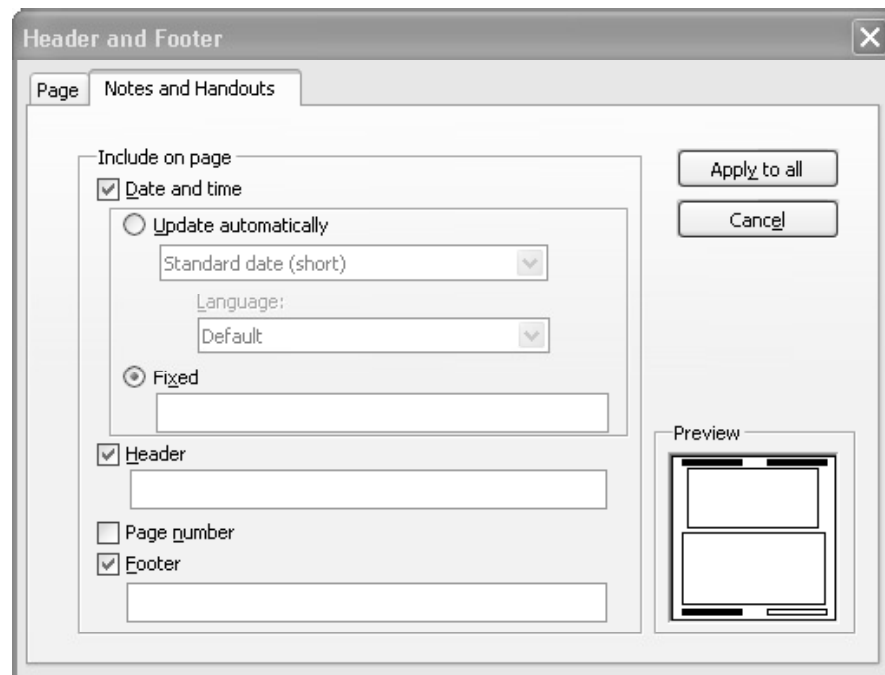
Figure 1-6: *The Notes and Handouts tab of the Header and Footer dialog box*

Topic B: Using Templates

IBM® Lotus® Symphony™ Presentations offers many default template options and also allows you to import or create templates, enabling you to add unique style to your presentation.

Importing a Template

A **template** is a document with a defined layout and properties that can facilitate the creation of a presentation. Lotus Symphony Presentations has many default templates available for your use; you can also import a page design and use it as a template on your pages. To import a template, click **File→Template Organizer→Launch.** Then, in the **Template Organizer** dialog box, click the **Actions** button, and click **Import a Template.** Browse for the desire template and click **OK.** The following figure shows the **Template Organizer** dialog box.
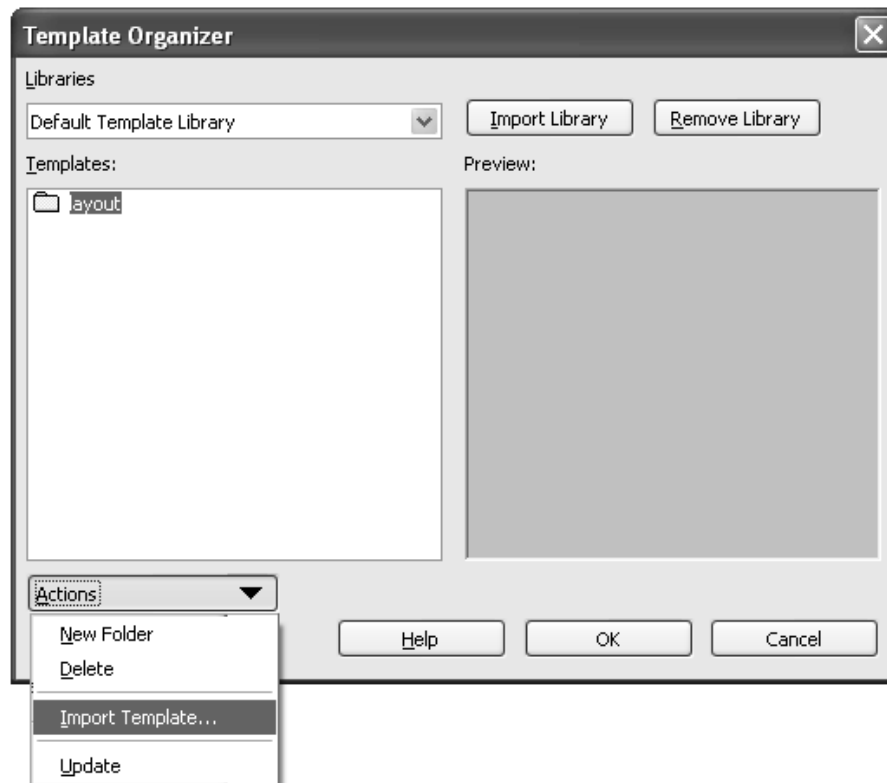
Figure 1-7: *The Template Organizer dialog box*

Applying a Template

After you have found the template you want to use for your presentation, you need to apply it to your pages. Follow these steps to apply a template.

To apply a template:

1. Click **File→Template Organizer→Launch.**
2. In the **Template Organizer** dialog box, click the library where your template is stored in the**Libraries** drop-down menu.
3. Click the template in the **Templates** list.
4. Click **OK.**

The following figure shows the **Template Organizer** dialog box.
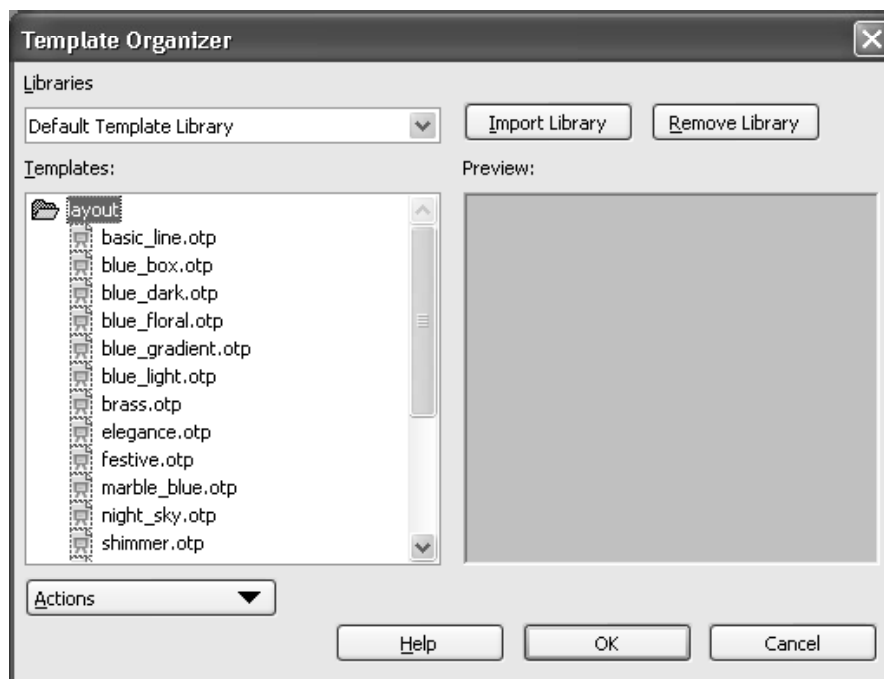
Figure 1-8: *The Template Organizer dialog box, with the Default Template Library displayed*

Saving a Presentation as a Template

You can save presentations that you have customized as templates so you can use them in the future. Follow these steps to save a presentation as a template.

1. Click **File→Template Organizer→Save File to.**
2. Select the library where you want your template saved.
3. Give your new template a name.
4. Click **Save.**

The following figure shows the **Save file to** dialog box.
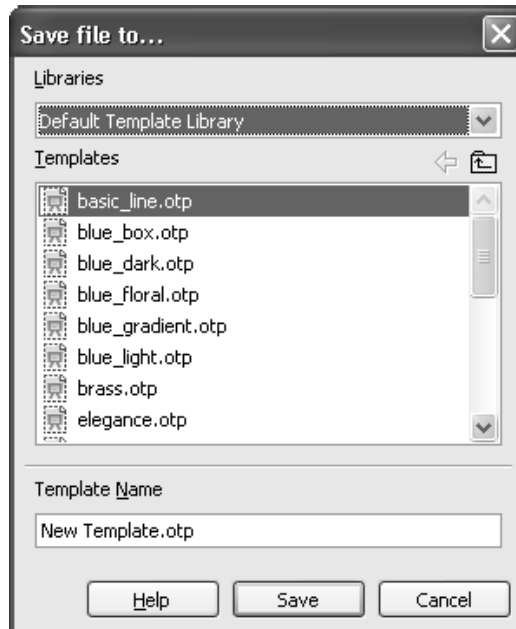
Figure 1-9: *The Save file to dialog box*

Activity 1-1: Format a Presentation

Data Files:

- Quarterly Report.odt

Scenario

You have been asked to finish a presentation that one of your coworkers at Worldwide Corporation has started. The presentation is a quarterly executive report, and it needs some formatting. To complete your assignment, you need to open the document in its current state and add formatting to the pages, add headers, change the color scheme, apply a template, and then save the presentation as a template.

To complete this activity:

● Open the **Quarterly Report.odt** file.

● Change the background color on the first page to **Marble.**

● Change the layout of a page.

● Add headers and footers.

● Save the current presentation as a template.

Follow these steps to format the presentation.

Step	Action
1.	Double-click the **IBM Lotus Symphony** icon on the desktop.
2.	On the **Home – IBM Lotus Symphony** page, click **File→Open→File.**
3.	In the **Open** dialog box, navigate to the directory where the **Quarterly Report.odt** file is stored. Click the file and then click **Open.**
4.	On the **Page Properties** sidebar, click the **More Page Properties** button. Click the **Background** tab, and then click **Bitmap.** Click the **Marble** style and click **OK.** In the **Page Settings** dialog box, click **No** to apply the background to the first page only.
5.	Navigate to page 7. Click **Layout→Page Layout.** Replace the current layout with the **Title, Text** layout. Click **OK.** Delete the image on the page by clicking it and pressing the **Delete** key on your keyboard.
6.	Navigate to page 1. Click **Create→Header and Footer.** Add the footer `Executive Report` and the page numbers to all pages except the first one. Click **Apply to all.**
7.	Click **Create→Header and Footer.** Click the **Notes and Handouts** tab, add the header: `Executive Report`, and click **Apply to All.**
8.	Click **File→Template Organizer→Save File To.** Name the template `Executive Report Template.otp` and click **Save.**

Lesson Summary

In this lesson, you imported and created templates, and explored the formatting options available in page properties. Understanding the formatting options allows you to create unique and attractive presentations.

Adding Tables and Charts

- **Topic A:** Adding Tables
- **Topic B:** Adding Charts
- **Topic C:** Adding Graphics and Shapes

Introduction

Some information lends itself to being presented in a structured way, and not presenting it in such a fashion may have a negative impact on the clarity of that information. Presenting data in the form of a bulleted list or in a paragraph often affects the clarity of the information, and the audience might not understand what you are trying to convey. Using a table or chart to present this type of data can effectively bring out the relationships among the data.

After completing this lesson, you should be able to:

● Describe how to format tables.

● Describe how to format charts.

● Describe how to animate text with graphical effects.

Topic A: Adding Tables

Your audience will struggle to comprehend your presentation if you try to present complex data through text alone. By using tables, you can clearly display information and allow your audience to immediately grasp its meaning, particularly when you need to compare results.

Creating a Table

Tables will help you organize and present numeric information in a clear and concise way. Follow these steps to create a table.

To create a table:

1. Click **Table→Create Table.**
2. In the new window, enter the number of columns and row you wish to have.
3. Click **OK.**

The following figure shows the **Create Table** dialog box.

Note: The maximum number of columns and rows that you can have in a table is 25.
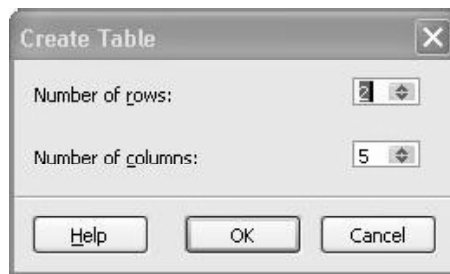
Figure 2-1: *The Create Table dialog box*

Inserting and Deleting Rows and Columns

Inserting and deleting rows and columns is a simple process. To insert a row, open the **Table** menu, and click **Insert Rows Before** or **Insert Rows After.** IBM® Lotus® Symphony™ Presentations will insert the row before or after the cursor position. When you are inserting columns, click **Insert Columns Before** or **Insert Columns After** in the **Table** menu.

If you want to delete a row or a column, open the **Table** menu and click **Delete Selected Rows** or **Delete Selected Columns.**

The following figure shows the **Table** menu.

Lesson 2 ■ Adding Tables and Charts

Note: You can insert or delete more than one row or column by selecting two or more rows or columns before you select an insert or delete option from the **Table** menu.
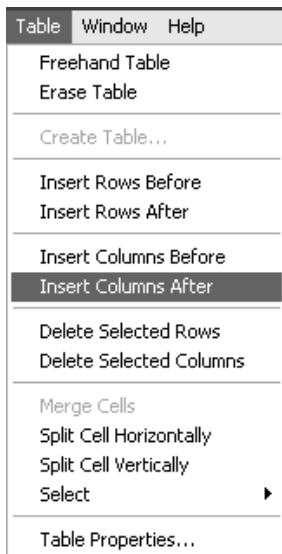
Figure 2-2: *The Table menu*

Changing Row Height and Column Width

To change the height and width of the rows and columns in a table, click **Table→Table Properties,** and enter the desired width and height on the **Table** tab. You can also name your table and choose a specific alignment for it. The following figure shows the **Table Properties** dialog box.
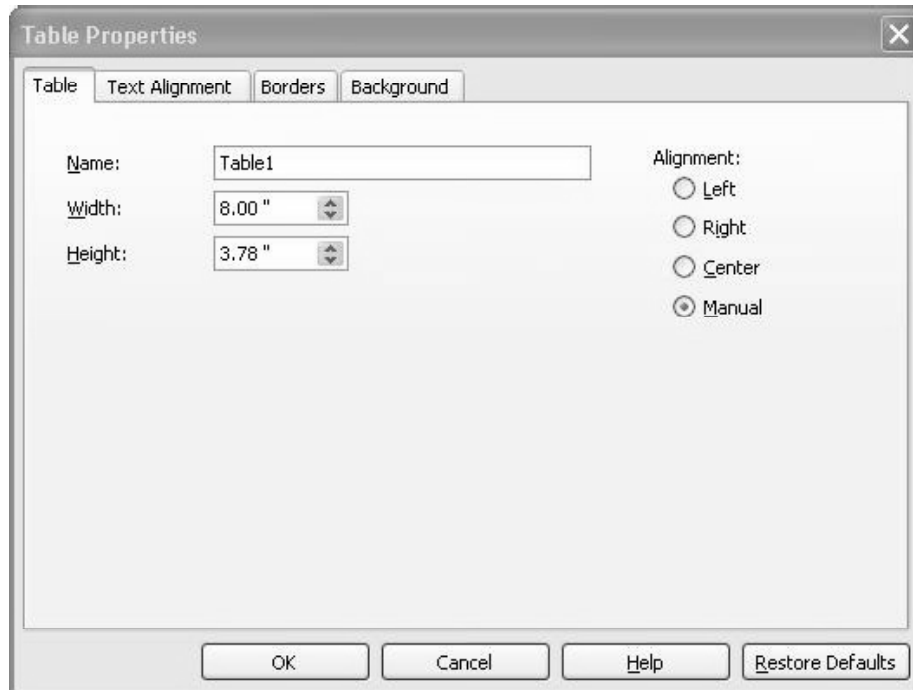
Figure 2-3: *The Table Properties dialog box*

Merging or Splitting Cells

You can select two or more adjacent cells and merge them into one cell. To merge cells, select two or more cells, and click **Table→Merge Cells.** The following figure shows the **Table** menu.
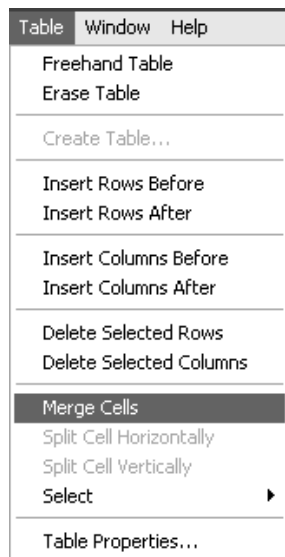
Figure 2-4: *The Table menu*

You can also split one large cell into multiple individual cells. To split cells, place the cursor in the cell you want to split, and click **Table→Split Cell Horizontally** or **Split Cell Vertically.** The following figure shows the **Split Cell Vertically** option.
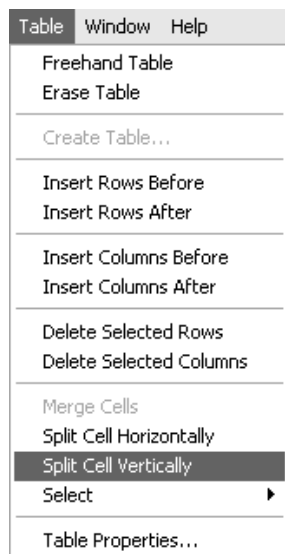
Figure 2-5: *The Split Cell Vertically option*

Formatting Tables

The **Table Properties** dialog box enables you to apply different types of formatting to a table such as borders, text alignment, and background color.

To format the table properties, follow these steps:

1.   Click the table. Click **Table→Table Properties.**
2.   In the **Table Properties** dialog box, click the **Table** tab.
3.   Customize your table's name, width, height, and alignment.
4.   Click **OK.**

To format the text alignment, follow these steps:

1.   Click the table. Click **Table→Table Properties.**
2.   Click the **Text Alignment** tab.
3.   Modify alignment properties for the table, rows, or cells.
4.   Click **OK.**

To format borders, follow these steps:

1.   Click the table. Click **Table→Table Properties.**
2.   Click the **Border** tab.
3.   Modify the border's properties such as the style, color, and spacing.
4.   Click **OK.**

To format the background, follow these steps:

1.   Click the table. Click **Table→Table Properties.**
2.   Click the **Background** tab.
3.   Select the desired background color for your table, cell, or row.
4.   Click **OK.**

Topic B: Adding Charts

Relationships between numerical data can be difficult to interpret. Adding charts to your presentation creates a visual relationship with that information. Charts can enhance your page text or make a point on their own.

Inserting a Chart

If you are presenting content that involves numbers and statistics, consider using a chart. Charts make your presentations easier to understand and follow, and they improve the appearance of your presentation. To insert a chart, click **Create→Chart.** When you release the mouse button, you will see a default chart on the page. The following figure shows a chart.
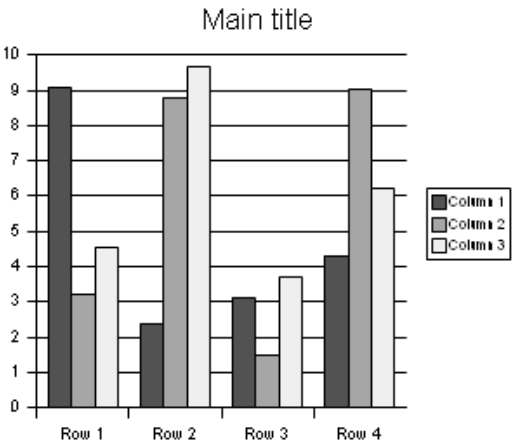
Figure 2-6: *Default chart added to a page*

Editing Charts

To edit a chart, select the chart you want to edit, and click **Edit→Chart Data** to open the **Chart Data** dialog box. The following table shows a list of all the options available in the **Chart Data** dialog box.

Option	Description
Apply to Chart	Allows you to apply new settings to a chart.

Option	Description
Insert Row	Inserts new rows below the current row.
Insert Column	Inserts new columns after the current column.
Delete Row	Deletes current row.
Delete Column	Deletes current column.
Switch Column	Switches the current column with the column to the right.
Switch Row	Switches the current row with the row below.
Sort Columns	Sorts cells in ascending order.
Sort Rows	Sorts rows in ascending order.
Sort by Columns	Sorts the table by columns.
Sort by Rows	Sorts the table by rows.

The following figure shows chart data.

	A	B	C	D
1		Column 1	Column 2	Column 3
2	Row 1	1.8	3.2	4.54
3	Row 2	2.4	8.8	9.65
4	Row 3	3.1	1.5	3.7
5	Row 4	4.3	9.02	6.2

Figure 2-7: *Chart data*

Formatting Charts

You can customize charts by formatting them according to your needs. To format your chart, double-click it to select it, and then click **Layout→Chart Area.** The **Chart Area** dialog box enables you to format the width and color of the chart's lines, the color of the area, and the transparency. You can also modify individual chart elements, such as axes, data labels, and legends, by right-clicking the chart, or with toolbar icons and menu commands. The following figure shows the **Chart Area** dialog box.
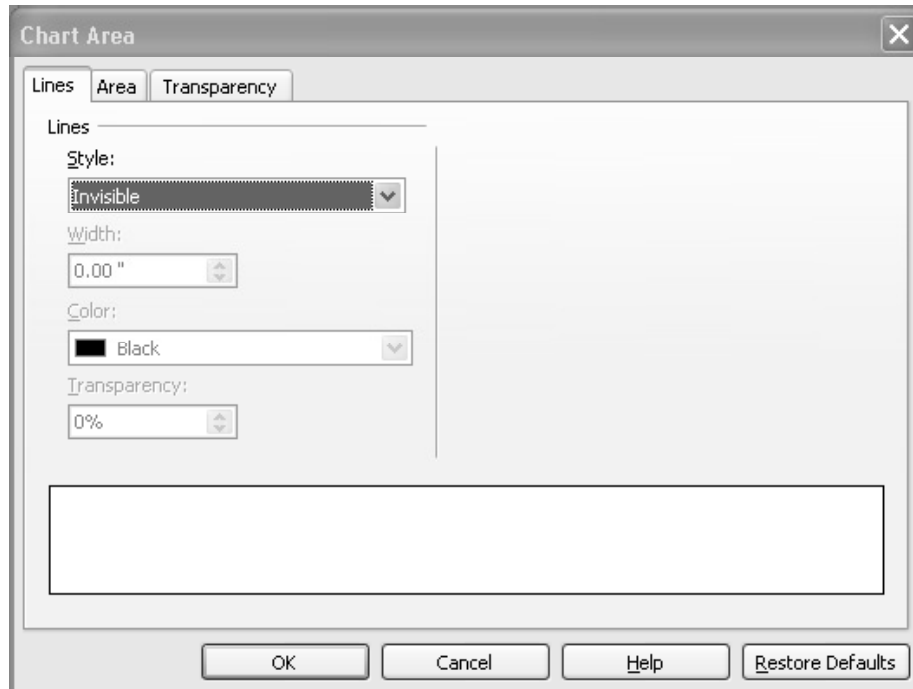
Figure 2-8: *The Chart Area dialog box*

Note: You can format the bars of your charts by changing their color or add texture. First, double-click the chart, and then double-click the bar you want to edit. In the **Data Series**dialog box, click **Area,** then select a color or texture for your bars.

Topic C: Adding Graphics and Shapes

By adding graphical objects, you can create a more engaging presentation. Graphical objects will illustrate difficult concepts and help your audience understand the text of your presentation. By emphasizing key points through graphical objects, you can help your audience to focus on the essential points of the presentation.

Adding a Graphic from the Gallery

You can add graphics to your presentations from the **Gallery** provided by IBM® Lotus® Symphony™. To open the **Gallery,** click **Tools→Gallery.** You can browse images by theme. Once you find the image you want to insert, click the image, and drag it onto your page. The following figure shows the **Gallery.**
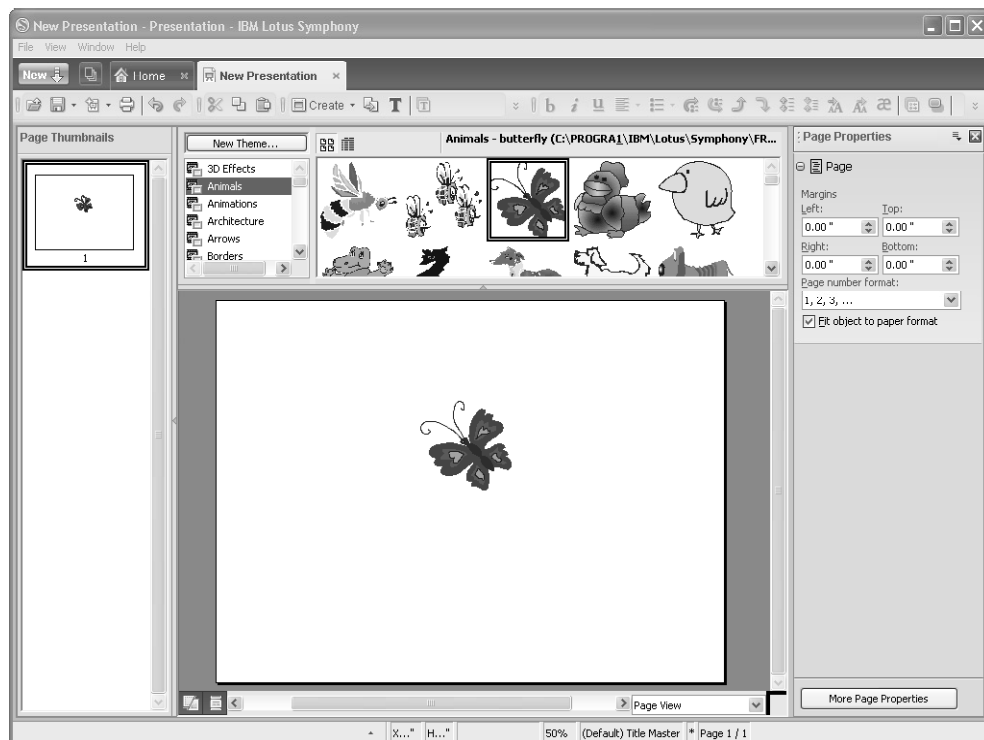
Figure 2-9: *Adding graphics from the Gallery*

Note: To hide the gallery window, click **Tools→Gallery.**

Adding a Graphic from a File

If you want to insert a graphic that is not part of the **Gallery,** you can do so by saving the image to your computer and clicking **Create→Graphic from File.** Browse to the file you want to insert, click the graphic, and click **Open.**

The Graphic Properties Sidebar

The **Graphic Properties** sidebar will help you to easily edit and format your graphics. You can open the **Graphic Properties** sidebar by clicking **View→ Properties Sidebar→Open.** The Properties sidebar will open on the right side of your screen, allowing you to modify the size and position of your graphic; its color, rotation, or luminance; graphic mode; filters; and many other features. The following figure shows the **Graphic Properties** sidebar.
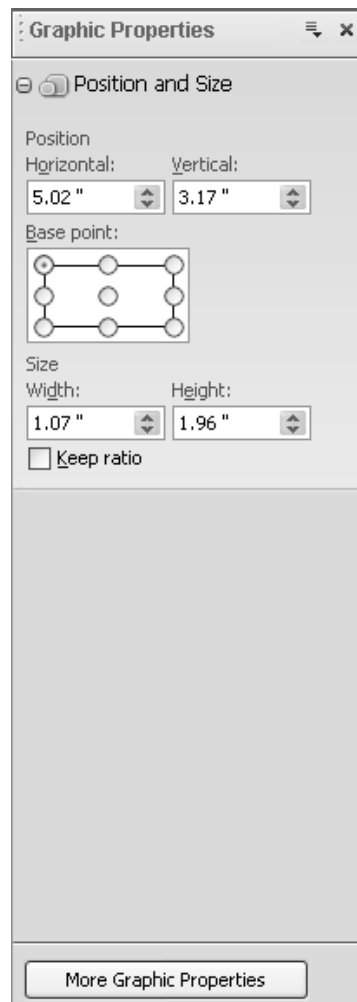
Figure 2-10: *The Graphic Properties sidebar*

The Drawing Toolbar

The **Drawing** toolbar allows you to insert shapes, lines, callouts, flow charts, connectors, arrows, fontwork, and text. To activate the **Drawing** toolbar, click **View→Toolbar→Drawing.** You will see the new toolbar appear in the upper section of your screen. The following figure shows the **Drawing** toolbar.

Figure 2-11: *The Drawing toolbar*

Note: To hide the **Drawing** toolbar, click **View→Toolbar→Drawing.**

Adding Shapes and Lines

You can add lines and shapes to your presentations. To add a line, just click the **Line** icon; the cursor changes into a cross-hair symbol with a line beside it. Click where you want the line to begin. Hold down the mouse button and drag it to the point where you want the line to end. You can draw horizontal, vertical, and diagonal lines by holding down the Shift key as you drag. Release the mouse button when you have finished drawing the line. In addition to straight lines, you can also create free form lines, polygons, 45-degree lines, curves, and dimension lines. The following graphic illustrates the line options.
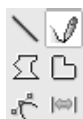
Figure 2-12: *Line options*

To add a shape, click the **Basic Shape** icon, and click the shape you want to insert. The cursor changes to a cross-hair symbol. Start drawing the shape where you want it to be located and release the mouse button when the shape has reached the desired size and form. You can insert rectangles, rounded rectangles, triangles, trapezoids, ovals, diamonds, and many other basic shapes. The following figure illustrates the basic shape options.

Figure 2-13: *Basic shapes*

Click the **Options** tab to set additional features such as starting point, delay, repeat, and trigger form, among others. The following graphic shows the **Animation Effects** dialog box.
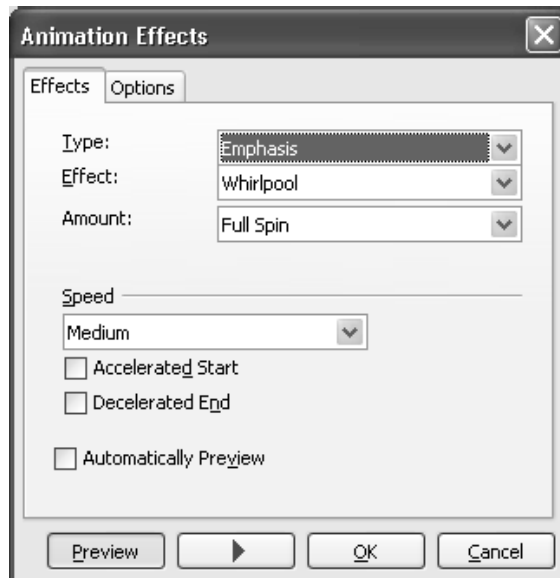

Figure 2-15: *The Animation Effects dialog box*

Activity 2-1: Add Tables and Charts

Scenario

To complete the Quarterly Report, you will need to add a page with future projections. The page will include a table and a chart. You will also need to add a graphic and animations to your presentation.

To complete this activity:

● Add future projections using a table and a chart.

● Add a graphic.

● Animate your presentation.
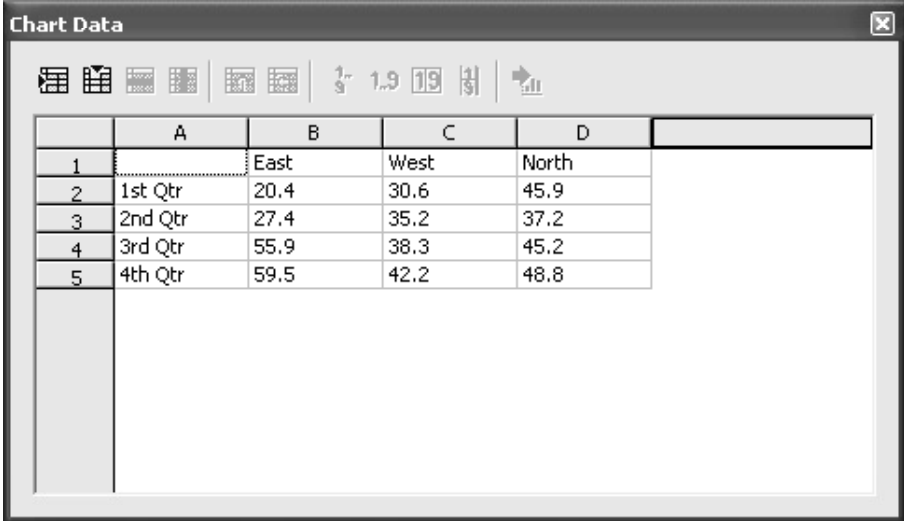
Follow these steps to add a table and chart to your presentation.

Step	Action
1.	In the Quarterly Report_Beyond Basics presentation, navigate to page 4. Click **Create→New Page.** Select the **Title, Table** layout and click **OK.**
2.	Click the **Title** text box, and type `Projections`
3.	Double-click the table icon in the middle of the page. Create a table with four rows and five columns. In the **Properties** sidebar, click the **All Table Properties** button. In the **Table Properties** dialog box, on the **Table** tab, change the **Width** to **6.30″** and the **Height** to **1″** and click **OK.** Click your table and drag just below the title in the middle of the page.
4.	In the first row of the table, in the second cell, type `1st Qtr` In the third cell type `2nd Qtr` In the fourth cell, type `3rd Qtr` In the fifth cell, type `4th Qtr`
5.	In the second row of the table, in the first cell type `East` in the second cell, type `20.4` In the third cell type `27.4` In the fourth cell, type `55.9` In the fifth cell, type `59.5`
6.	In the third row of the table, in the first cell type `West` in the second cell, type `30.6` In the third cell type `35.2` In the fourth cell, type `38.3` In the fifth cell, type `42.2`

Step	Action
7.	In the fourth row of the table, in the first cell type `North` in the second cell, type `45.9` In the third cell type `37.2` In the fourth cell, type `45.2` In the fifth cell, type `48.8` <table><tr><td></td><td>1st Qtr</td><td>2nd Qtr</td><td>3rd Qtr</td><td>4th Qtr</td></tr><tr><td>East</td><td>20.4</td><td>27.4</td><td>55.9</td><td>59.5</td></tr><tr><td>West</td><td>30.6</td><td>35.2</td><td>38.3</td><td>42.2</td></tr><tr><td>North</td><td>45.9</td><td>37.2</td><td>45.2</td><td>48.8</td></tr></table>
8.	Click the title text box and type `Projections`
9.	Click **Create→New Page,** select the **Title, Chart** layout, and click **OK.**
10.	Double-click the **Chart** icon on the page. Right-click the chart and click **Chart Data.** In the first row, in column B, type `East` In the first row, in column C, type `West` In the first row, in column D, type `North`
11.	In the second row, in column A, type `1st Qtr` In the second row, in column B, type `20.4` In the second row, in column C, type `30.6` In the second row, in column D, type `45.9`
12.	In the third row, in column A, type `2nd Qtr` In the third row, in column B, type `27.4` In the third row, in column C, type `35.2` In the third row, in column D, type `37.2`
13.	In the fourth row, in column A, type `3rd Qtr` In the fourth row, in column B, type `55.9` In the fourth row, in column C, type `38.3` In the fourth row, in column D, type `45.2`

Step	Action
14.	In the fifth row, in column A, type `4th Qtr` In the fifth row, in column B, type `59.5` In the fifth row, in column C, type `42.2` In the fifth row, in column D, type `48.8` **Chart Data** _[Chart Data table showing:]_ | | A | B | C | D | | 1 | | East | West | North | | 2 | 1st Qtr | 20.4 | 30.6 | 45.9 | | 3 | 2nd Qtr | 27.4 | 35.2 | 37.2 | | 4 | 3rd Qtr | 55.9 | 38.3 | 45.2 | | 5 | 4th Qtr | 59.5 | 42.2 | 48.8 |
15.	Close the Chart Data dialog box, and then in the **IBM Lotus Symphony** message box, click **Yes.** Double-click the **Main Title** text box and type `Projections for Next Year`
16.	Click the chart to select it, right-click it, and click **OLE Object Properties.** Click the **Position and Size** tab and adjust the **Horizontal position** to **1.95″** and the **Vertical position** to **3.94″.** Also, specify the **Width** as **6.15″** and the **Height** as **2.66″.** Click **OK.**
17.	On the **Drawing** toolbar, click the **Fontwork** icon. Type `Progress!` and click **OK.** In the **Fontwork** dialog box, click the **Gallery** tab, and then click **fontwork 4.** Click the **Options** tab, and change the color to red. **Note:** If the **Drawing** Toolbar is not visible, click **View→Toolbar→ Drawing.**
18.	Click the fontwork to select it, right-click it, and then click **Shape Properties.** On the **Position and size** tab, change the **Horizontal position** to **7.12″** and the **Vertical position** to **3.72″.** Also change the **Width** to **1.83"** and the **Height** to **.94".** Click **OK.**
19.	Click the fontwork, and then click **Presentation→Animation Effects.** Click **New.** Under **Type,** click **Entrance.** The **Effect** should be **Peek In** and the **Direction** should be **From Left.** Specify medium speed for the animation.

Lesson 2 ■ Adding Tables and Charts

Step	Action
20.	In the **Animation Effects** dialog box, click the **Options** tab. Click **On Mouse Click** and click **OK.**

Lesson Summary

In this lesson, you added and formatted tables and charts in a presentation. You enhanced a presentation by adding in a graphic. Using these tools will help you create dynamic presentations that will relay information to the audience in an attractive and effective way.

Follow-up

In this course, you customized Lotus Symphony Presentations by using templates, formatting pages, and changing page properties. You applied colors, created tables and charts, and added graphics to a presentation. Utilizing these tools, you can create dynamic presentations that will capture the attention of your audience and effectively deliver your information.

What's Next?

After completing the *Using IBM® Lotus® Symphony™ Presentations: Beyond Basics* course, you may want to continue with the *Using IBM® Lotus® Symphony™ Presentations: Power User* courses.

Also available are the following courses:

● *Using IBM® Lotus® Symphony™ Presentations: Basics*
● *Using IBM® Lotus® Symphony™ Spreadsheets: Basics*
● *Using IBM® Lotus® Symphony™ Spreadsheets: Beyond Basics*
● *Using IBM® Lotus® Symphony™ Spreadsheets: Power User*
● *Using IBM® Lotus® Symphony™ Documents: Basics*
● *Using IBM® Lotus® Symphony™ Documents: Beyond Basics*
● *Using IBM® Lotus® Symphony™ Documents: Power User*

Finally, information about the Lotus Symphony product is available at the Lotus Symphony Web site, which is at http://symphony.lotus.com/software/lotus/symphony/home.nsf/home.

Appendix A

Additional Resources

The following additional resources are available for more information on Lotus Symphony Presentations:

- Tour: http://symphony.lotus.com/idcontents/pdf/N8T50/start_n8t50.htm

- Demo: http://symphony.lotus.com/software/lotus/symphony/help.nsf/DemoForPresentations

- Tutorial: http://symphony.lotus.com/idcontents/tutorial/en/presentations_tutorial/start_presentations.htm

- Toolbar Reference Card: http://symphony.lotus.com/idcontents/refcard/en/n8r50_refcarddita-pdf-minimal.pdf

- Keyboard Reference Card: http://symphony.lotus.com/idcontents/refcard/en/n8r50_shortcutdita-pdf-minimal.pdf

As they are developed, other resources may be added to this location: http://symphony.lotus.com/software/lotus/symphony/help.nsf/home.
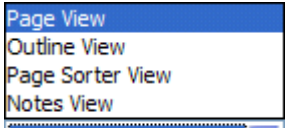
Available Plug-Ins

Extend the value of Lotus Symphony with plug-ins from IBM, partners, and developers. A complete list of all available plug-ins can be found here: http://symphony.lotus.com/software/lotus/symphony/plugin.nsf/home

Moving from Microsoft® PowerPoint® 2003 to IBM® Lotus® Presentations®

Opens other Productivity Tools

Menus

Tabs for quick access to other files

Presentation - Presentation - IBM ...mp...

File Edit View Create Tools Layout Presentation Table Window Help

New ⬇   Home ✕   New Presentation ✕

Properties Sidebar can dock or float

Main Toolbar

Create   T

Universal Toolbar

Editing Toolbar

Page Properties

Page

Margins

Left: 0.00 "   Top: 0.00 "

Right: 0.00 "   Bottom: 0.00 "

Page number format:

1, 2, 3, …

☑ Fit object to paper format

Vertical and Horizontal Rulers

Click to add presentation title

Switch between Page, Handout, and Slide Show Views

Opens Properties dialog box for advanced options.

Status Bar displays: Page number, Background style, Zoom percentage, Selection content, Position, and Size

More Page Properties

Page View

X= 2.15" Y= -0.57"   H= 0.00" W= 0.00"   33%   (Default) Title Master   P...1
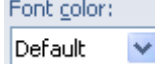
Creating presentations

Microsoft PowerPoint	Lotus Presentations
To open a presentation, click	Click .
To create a new presentation, click	Click .
To create a presentation from a template, click **File→New** and click **Design Templates.**	Click **File→New→From Template→Presentation.**
To show or hide the task pane, click **View→Task Pane.**	Click in the Sidebar and choose **Float** or **Close**, or click **View→Properties Sidebar.**
To insert a new slide, click New Slide	Click Create .
To duplicate a slide, click **Edit→Duplicate.**	Click .
To delete a slide, click **Edit→Delete Slide.**	Click **Edit→Delete Page.**
To change views, click , , or .	Page View / Outline View / Page Sorter View / Notes View / Page View. Click Page View.

Formatting text

Microsoft PowerPoint	Lotus Presentations
To insert a text box, click .	Click T.
To create a bulleted list, click .	Click .
To create a numbered list, click .	Click , and then click Numbering .
To change the font appearance, click **B**, **I**, **U**, or **S**.	Click b, i, u, or .
To change the indent level, click or .	Click or .
To change the font size, click A or A.	Click or .
To change the font color, click A.	Font color: Default. Click in the Text Properties sidebar.
To change the font, click Arial.	Click Times New Roman in the Text Properties sidebar.

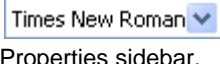# Moving from Microsoft® PowerPoint® 2003 to IBM® Lotus® Presentations®

Formatting slides
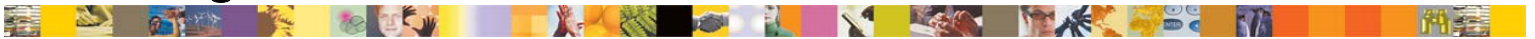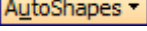
Microsoft PowerPoint	Lotus Presentations
To change a slide layout, click **Format→Slide Layout.**	Click **Layout→Page→Modify Page.**
To format a slide background, click **Format→Background.**	Click **Layout→Page→Background Fill.**
To add a header or footer to a slide, handout, or note page, click **View→Header and Footer.**	Click **Create→Header and Footer.**

Formatting graphics

Microsoft PowerPoint	Lotus Presentations
To insert WordArt, click .	Click .
To format WordArt, right-click the object and then click **Format→WordArt.**	Click **Layout→Properties→Shape Properties.**
To insert ClipArt, click .	Click **Tools→Gallery.**
To insert a picture, click .	Click **Create→Graphic from File.**
To format ClipArt or Pictures, click **Format→Picture.**	Click **Layout→Properties→Graphic Properties.**
To insert an AutoShape, click **AutoShapes ▾** and choose a shape.	Click or any other shape on the Drawing toolbar.
To change the color of a shape, click .	Click **Layout→Properties→Shape Properties→Area.**
To format lines, arrows, or the outline of a shape, click **Format→AutoShape→Colors and Lines.**	Click **Layout→Properties→Shape Properties→Line.**
To change the size of a shape, click **Format→AutoShape→Size.**	Click **Layout→Properties→Shape Properties→Position and Size.**
To group or ungroup graphics, **right-click and choose Grouping.**	**Right-click** and choose **Group.**
To move a graphic backwards and forwards, **right-click the graphic and choose Order.**	**Right-click** and choose **Arrange.**
To turn the rulers on or off, click **View→Ruler.**	Click **View→Rulers.**
To turn the grid on or off, click .	Click **View→Guideline Grid.**

Formatting charts

Microsoft PowerPoint	Lotus Presentations
To insert a chart, click **Insert→Chart.**	Click **Create→Chart.**
To change the chart data, click **View→Datasheet.**	Click **Edit→Chart Data.**

Formatting charts, cont.'d

Microsoft PowerPoint	Lotus Presentations
To change the chart type, click **Chart→Chart Type.**	Click **Layout→Chart Type.**
To format a chart object (legend, axis, series, etc.), click **Format→Selected [object name].**	Click **Layout→**object name**.**

Formatting tables

Microsoft PowerPoint	Lotus Presentations
To insert a table, click **Insert→Table.**	Click **Create→Table.**
To format a table, click **Format→Table.**	Click **Table→Table Properties.**
To insert or delete a row in a table, right-click and choose **Insert Row** or **Delete Row.**	Click **Table→Insert Row.** Click **Table→Delete Row.**
To insert or delete a column, select a column, right-click, and choose **Insert Column** or **Delete column.**	Click **Table→Delete Row.** Click **Table→Delete Column.**
To merge cells, select the cells**, right-click and choose Merge Cells.**	Right-click and choose **Merge Cells.**
To unmerge cells, on the Tables and Borders toolbar, click .	Right-click and choose **Split Cell Horizontally** or **Split Cell Vertically.**

Creating and viewing a slide show

Microsoft PowerPoint	Lotus Presentations
To begin a slide show, click **Slide Show→View Show.**	Click **Presentation→Play Screen Show.**
To add transitions between slides, click **Slide Show→Slide Transition.**	Click **Presentation→Page Transition.**
To add animation effects to slide elements, click **Slide Show→Custom Animation.**	Click **Presentation→Animation Effects.**
To customize a slide show, click **Slide Show→Set Up Show.**	Click **Presentation→Screen Show Settings.**
To end a slide show, **press Esc**.	**Press Esc.**

Shortcuts

To…	Do this…
Draw a text box	Press F2.
Move to any part of the presentation by object name	Press F5 to open Navigator.
Spell check a presentation	Press F7.
Run a screen show	Press F9.
Display the Style List	Press F11.
Open Print Preview	Press Ctrl+Alt+P.
Close a document	Click on the document tab.

Glossary

chart area
A dialog box that enables you to format the width and color of a chart's lines, the color of an area and the transparency.

chart data
A dialog box that allows you to edit a charts setting. For example, apply new settings, insert new rows and sort cells in ascending order.

chart
A visual representation of data that determines the relationship between different sections of the data.

footer
A text block that prints at the bottomge of each page and can include graphics, text, page numbers and dates.

Gallery
A repository for elements of the same category that acts as a central location for accessing the various styles and appearance settings for any one object.

header
A text block that prints at the top of each page and can include graphics, text, page numbers and dates.

merging cells
a method of selecting two or more adjacent cells and merging them into one cell.

page properties
A dialog box that allows you to edit and customize a presentation.

splitting cells
A method of splitting one large cell into multiple individual cells.

table properties
A dialog box that enables you to apply different types of formatting to a table such as borders, text alignment, and background color.

table
An organizer that can be inserted on a page to present numeric information in a clear and concise way.

template
A document with a defined layout and properties that can facilitate the creation of a presentation.

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