Infographics

Electronic Communication Presentation

You have been assigned the topic Electronic Communication. One of the members of your group has created a PowerPoint slide show for your group presentation. Your task is to add text charts, tables, and graphs to enhance the presentation and to create a poster to display in the classroom.

Text-Based Charts

1. **Create a Poster**

    a. Open the *Communication_Poster.pptx file*. Save as **YOUR_LAST_NAME_Communication_Poster_LastnameFirstname**.

    b. Click **Design tab**, and then click **Page Setup** in the Page Setup group. Select the existing number for **Width,** and then change it to **17**. Select the existing number for **Height**, and then change it to **22**. Click **OK**, and then note the change in orientation.

    c. Select the **subtitle placeholder**, and then type **Communication by computer or cell phone**. Change the font size of the subtitle to **100 pt**. Create a slide footer that reads **Friday, 1 p.m.** Drag the **slide footer** straight across to the center of the poster so it is not positioned on top of the cell phone image. Click the **File tab**, and then click **Print**. Save and close the presentation.

2. **Draw a Table**

    a. Open the *Communication.pptx file* .Save as **YOUR_LAST_NAME_Communication_LastnameFirstname**. Click the **View tab**, and then click the **Ruler check box** in the Show group to display the ruler, if necessary.

    b. Create a new slide after Slide 6 using the **Blank layout**. On the new **Slide 7**, click the **Design tab**, and then click the **Hide Background Graphics check box** in the Background group.

    c. Click **Insert tab**, click **Table** in Tables group, and then select **Draw Table**. Using the ruler as a guide, draw a table starting at **4″** to the left of zero on the horizontal ruler and **2.5″** above the zero mark on the vertical ruler. End the table at **4″** to the right of the zero mark on the horizontal ruler and **–2.5″** below the zero mark on the vertical ruler.

    d. Click the **Table Tools Design tab**, if necessary, and then click **Draw Table** in the Draw Borders group. Drag the **pencil** down to create a column boundary at approximately **1″** on the horizontal ruler.

    e. Drag a row border in the right column, beginning from the first column right border to the right boundary of the table approximately **1″** from the top boundary. Drag two more row borders in the right column. They do not need to be exactly the same height. The table now contains four rows.

    f. Split the new rows of the table into two columns by dragging a vertical border. The table now contains three columns. Press **Esc** to deactivate the table-drawing mode.

    g. Select the center cell and right cell in the top row, click the **Layout tab**, and then click **Distribute Columns** in the Cell Size group. Select all four rows in the center and right columns. Click **Distribute Rows** in the Cell Size group.

    h. Select the center column, and then click **Center** in the Alignment group. Select the center and right columns, and then click **Center Vertically** in the Alignment group. Save the presentation.

3. **Create Table Structure**

    a. On Slide 6, select the table. Click the **Table Tools Design tab**, click **Draw Table** in Draw Borders group. Drag the **pencil** horizontally through the blank row at the top of the table to

create a new row. Press **Esc** to exit the Draw Table mode, and then select both cells in the top row of the table.

   b. Click the **Layout tab**, and then click **Merge Cells** in the Merge group to merge the table title. Type **Means of Contacting Instructor** in the **title row**. Click **Center** in the Alignment group, and then click **Center Vertically** in the Alignment group. Change the height in the Cell Size group to **0.6″**. Change the font size of the title to **24 pt**, and then add a text shadow.

   c. Type **Method** in the left cell of blank row 2, and then type **Percentage** in the right cell of blank row 2. Select **row 2**, click the **Table Tools Layout tab**, and then click **Center** in the Alignment group. Click **Save**.

Table Design

1. **Format Table Components**

   a. On Slide 6, select the table. Click the **Table Tools Design tab**, click the **More button** in the Table Styles group, and then select **Themed Style 1 - Accent 2** (first row, third column, Best Match for Document category). Select the column headings row, and then apply bold font.

   b. Click in any of the cells in the first column, click **Table Tools Layout tab**, and then click **Insert Left** in the Rows & Columns group. Select both cells in the top row, and then click **Merge Cells** in the Merge group.

   c. Click in the new left column, click the **Width box** in the Cell Size group, and then type **1.2**. Change the width of the middle column to **2.5″** and the width of the right column to **2″**. Select the last three rows of the table (exclude title and column heading rows), click the **Height box** in the Cell Size group, and then type **0.75**.

   d. Right-click in the cell to the left of *E-mail.* Click **Format Shape** to open the Format Shape dialog box, and then click the **Picture or texture fill option**. Click **Clip Art**. Type **email** in the **Search box** in the Select Picture dialog box, and then click **Go**. Select any picture representing e-mail, and then click **OK** to close the dialog box. Close the Format Shape dialog box.

   e. Repeat step d to insert photographs in cells for *cell phone* and *text messaging.* Drag the table to the approximate vertical and horizontal center of the slide. Select **rows 3 through 5**, and then click **Center Vertically** in the Alignment group on the Layout tab. Click **Save**.

2. **Change Table Layouts**

   a. On Slide 7, select the table. Click the **Table Tools Design tab**, click the **More button** in the Table Styles group, and then click **Themed Style 1 - Accent 4** (first row, fifth column, Best Match for Document category).

   b. Click **Eraser** in the the Draw Borders group, and then click the vertical border that splits row 1 into two cells. Press **Esc**.

   c. Click in the top row of the table, click **Shading** in the Table Styles group, and then click **Picture**. Locate and select *Cell_Phone* from your Chapter 5 student class files, and then click **Insert**. Click the **Layout tab**, and then change the row height to **1.5″**. Type the following into the table:

Cell Phone Plans	Basic	Phone service
	Extended	Phone service and text messaging
	Data	Phone service, text messaging, Internet

   d. Click in **column 1**, click **Text Direction** in the Alignment group on the Layout tab, and then click **Rotate all text 270⁰**. Click **Center Vertically** in the Alignment group.

e. Select the text in column 1, and then change the font size to **40 pt** and the alignment to **Center**. Click the **Design tab**, and then click the **First Column option** in the Table Style Options group. Drag the table to the approximate vertical and horizontal center of the slide. Click **Save**.

3. **Share Information Between Applications**

    a. Create a new slide after Slide 8 using **Blank layout**. On new Slide 9, click the **Insert tab**, and then click **Insert Object** in the Text group. Click **Create from file option**, and then click **Browse**. Locate and select the *exp2010_p05_Cellular_Communications* Excel file, and then click **OK**.

    b. Click the **Link check box** in the Insert Object dialog box, and then click **OK**. Double-click the table object. Select **row 2** in Excel, click the **Font Color arrow**, and then select **White**. Close Excel, and then save changes in the Excel file. Click **Save**.

Statistical Charts and Graphs

1. **Create and Edit a Basic Column Chart**

    a. After Slide 9, insert a new slide using the **Title and Content layout**. On the new Slide 10, type **Country Comparison** in the **title placeholder**. Click **Design tab**, and then click the **Hide Background Graphics check box** in the Background group. Click the **Insert Chart icon** on the slide. Select the default setting of the Column chart. Click **OK**.

    b. Replace the worksheet data with the following data:

Country	Internet Users
China	253,000,000
Japan	88,110,000
India	50,000,000

    c. Widen column B if necessary. Drag the bottom-right corner of the chart data range to resize the range to fit the data entered. Close the Excel worksheet, and then return to PowerPoint.

    d. Click the **Chart Tools Design tab**, and then click **Edit Data** in the Data group. Click in **row 3 (Japan)**, right-click, point to **Insert**, and then click **Table Rows Above**. Type **United States**, press **Tab**, type **223,000,000**, and then press **Enter**. Close Excel, and then return to PowerPoint. Click **Save**.

2. **Switch the Row and Column Data**

    a. Select the chart (if necessary). Click **Select Data** in the Data group on the Chart Tools Design tab then click **Switch Row/Column**. Click **OK**, and then close the Excel worksheet. Click **Save**.

3. **Create a Basic Pie Chart**

    a. Create a new slide after Slide 10 using the **Title Only layout**. Type **Mobile Media Usage** in the **title placeholder**. Click the **Design tab**, and then click the **Hide Background Graphics check box** in the Background group. Click the **Insert tab**, and then click **Chart** in the Illustrations group. Click **Pie** in the left pane, and then click **OK**. Enter the following data for the pie chart in Excel, then close the Excel worksheet and click **Save**.

Media Type	Percentage
SMS/Text	56%
MMS/Picture	24%
Mobile Internet	13%
Audio Downloads	7%

Chart Modification

1. **Change a Chart Type**

   a. On Slide 10, select the column chart, and then click the border to activate the chart area. Click the **Chart Tools Design tab**, and then click **Change Chart Type** in the Type group. Select **Bar** as the chart type, accept the default subtype, and then click **OK**. Click **Select Data** in the Data group, click **Switch Row/Column**, and then click **OK**. Close Excel. Click **Save**.

2. **Modify a Chart Layout**

   a. On Slide 10, select the chart if necessary. Click the **More button** in Chart Layouts group, and then select **Layout 2**. Click the **More button** in Chart Styles group, and then select **Style 26**. Click **Save**.

3. **Format Chart Elements**

   a. On Slide 11, select the pie chart, and then click the border to activate the chart area. Click the **Format tab**, and then change the height of the chart to **5″** in the Size group.

   b. Click **Align** in the Arrange group, and then select **Align Bottom**. Click **Align** again, and then select **Align Center**. Click any slice of the pie, and then click the **Layout tab**. Click **Data Labels** in the Labels group, and then select **Inside End**.

   c. Click the **Chart Tools Design tab**, click the **More button** in the Chart Styles group, and then click **Style 31**.

   d. Select the legend on the right side, and then press **Delete**. Select the title *Percentage* at the top of the chart, and then press **Delete**. Click the **Animations tab**, click the **More button** in the Animations group, and then click **Wheel** in the Entrance group to apply the wheel animation to the chart.

   e. Click **Effect Options** in the Animation group and then click **2 Spokes** in the Spokes category. Click **Effect Options** again, and then click **By Category** in the Sequence category. Click **Preview** in the Preview group. Click **Save**, and then close PowerPoint.