

# Visual Timetable



# Visual Timetable

Drag the activity images in slide 3 into the white boxes in the order you need. There are also weather images you can drag in to the weather box. Edit the date and schedule each day as needed. Resource includes a space for the date and a range of visual timetable images.

This resource is editable. You can copy and paste images if you need an image to be repeated in the day.

You can also insert your own images to place in the boxes, if you wish to. Automatic clicking has been disabled on this slide show so you will need to navigate via the buttons.

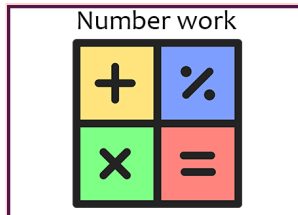
# Visual Timetable

Today is:  
**Friday 14<sup>th</sup> August 2026**

Today's weather is:

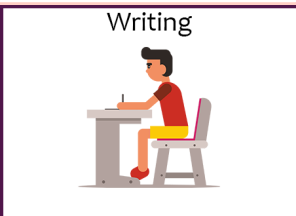


## Morning activities



|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

## Afternoon activities



|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

# How to...?

Insert shapes

Edit fonts and colours

Edit illustrations

Add Alt text

Select the four tabs above to explore each topic in more detail

Today's weather is:



## Morning activities

Number work



Arts and crafts



Outdoor play



Music time



## Afternoon activities

I.T.



Writing



Snack time



Drama

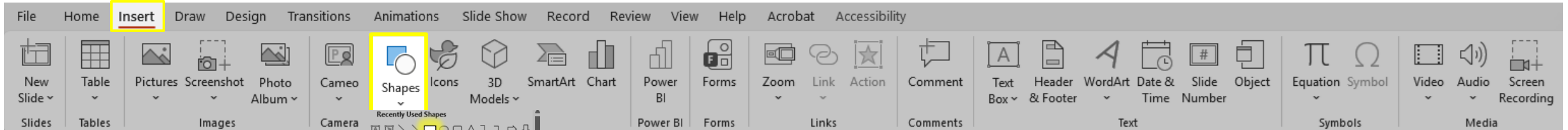


Section complete

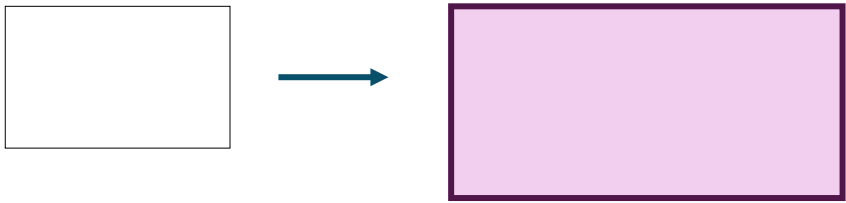
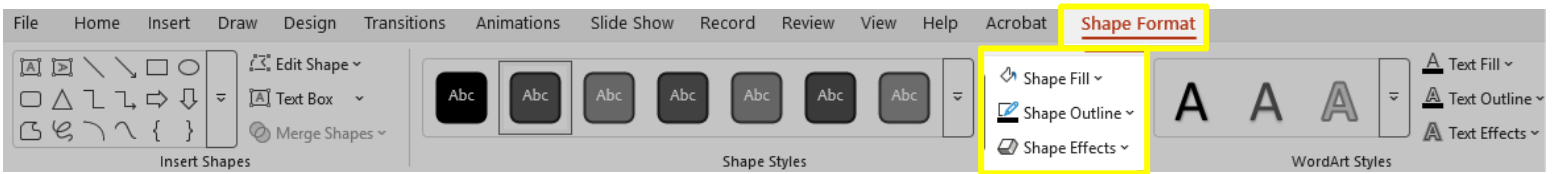
# How to...?

## Insert shapes

1. Select **Insert** from the ribbon, then choose **Shapes**. Choose a shape from the gallery, then draw it on the slide.



2. Select **Shape Format** to adjust the shape's size, border, and fill colour as needed.



**Close**

**Continue**

# How to...?

## Insert shapes

3. To add text, select the shape and start typing.

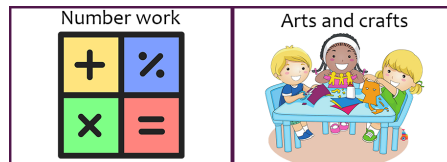
Today is:



→ A text cursor will appear inside the shape to show where your text will be entered.

4. If you need multiple placeholders for the morning and afternoon activity illustrations, as shown in the example below, copy and paste the shape. Ensure that each shape is large enough to accommodate its illustration comfortably.

### Morning activities



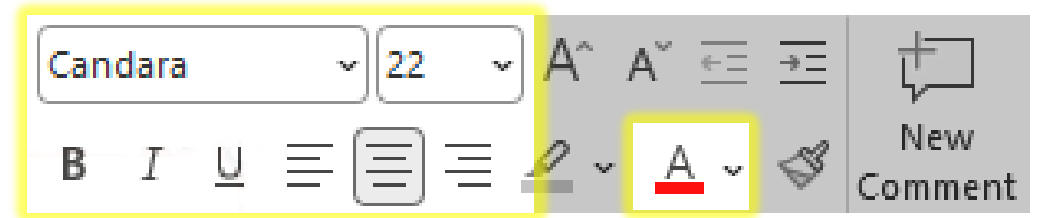
Back

Close

## Edit fonts and colours

### Edit fonts and colours for text

1. Select the text you want to edit.
2. A Mini Toolbar will appear near the selected text.
3. Use the Toolbar to
  - change the font,
  - change the font size,
  - change the text colour,
  - apply Bold, Italic or Underline formatting,
  - align text to the left, centre, or right.
4. Select anywhere outside the text box or the shape when you have finished.



Today is:  
**Friday 14<sup>th</sup> August 2026**



Today is:  
**Friday 14<sup>th</sup> August 2026**

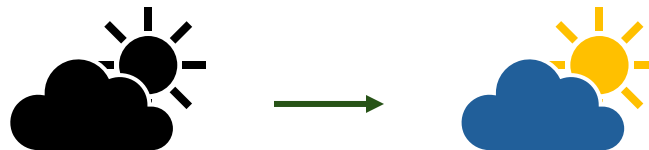
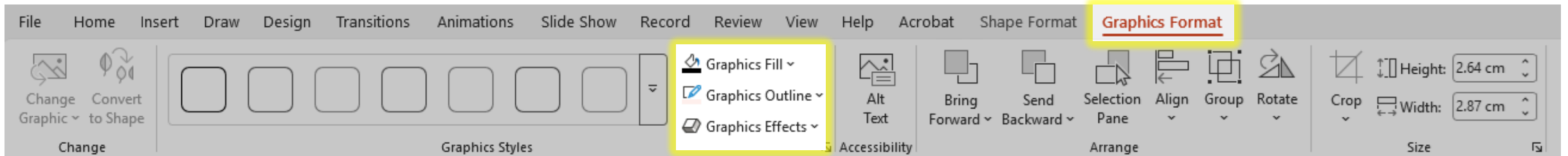
Close

Continue

## Edit fonts and colours

### Edit the colour of PowerPoint Stock images

1. Select the image you want to edit.
2. Select **Graphics Format** from the ribbon.
3. Select **Graphics Fill**, **Graphics Outline** or **Graphic Effects** to change the colours and style of the image.



Back

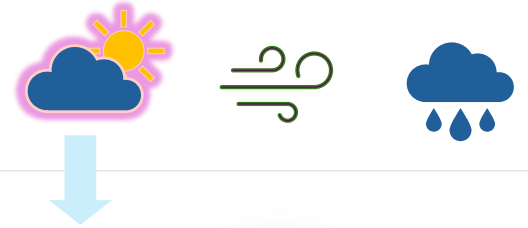
Close

## Edit illustrations

### Changing an illustration on a single slide

1. On the slide containing the illustration you want to update, select the illustration, **right-click** it, and choose **Change Picture** or **Change Graphic**.
2. Import your new illustration to replace the existing one on that slide only.

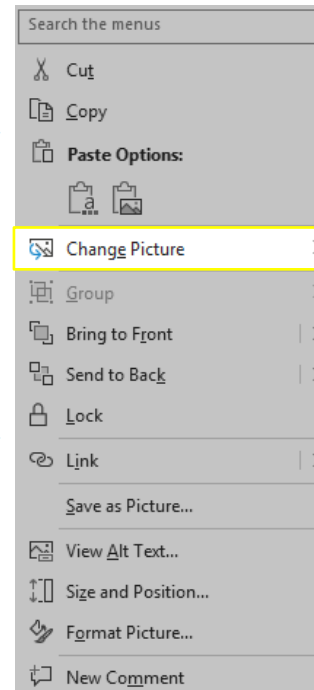
Today's weather is:



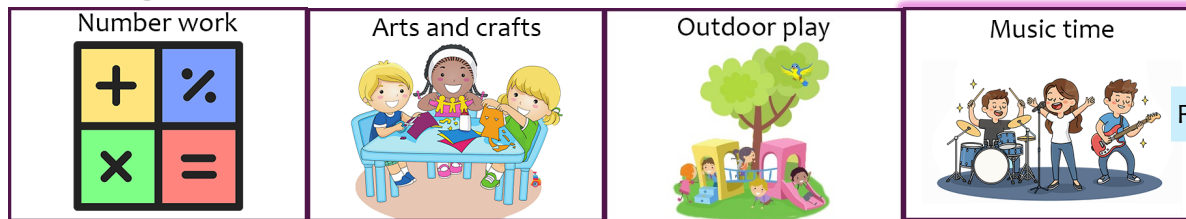
#### A background image



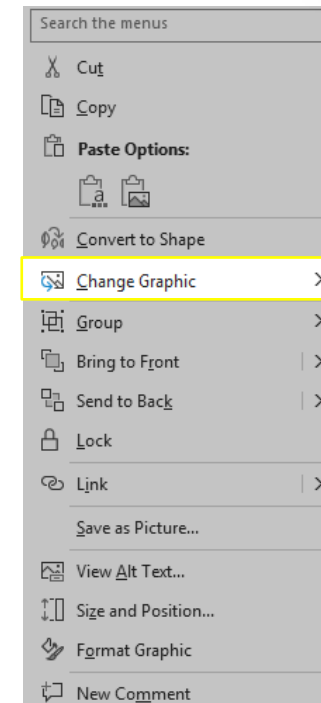
Right-click



#### Morning activities



Right-click



Close

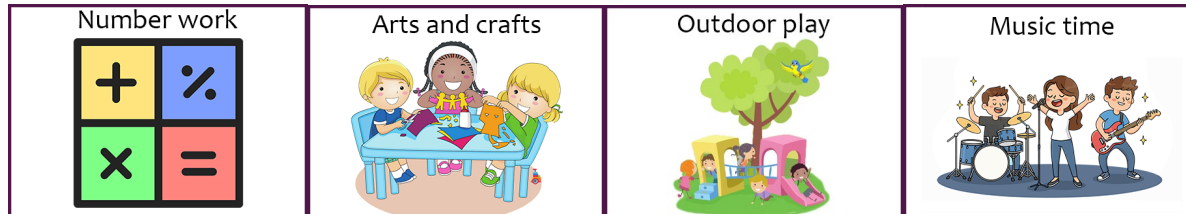
Continue

## Edit illustrations

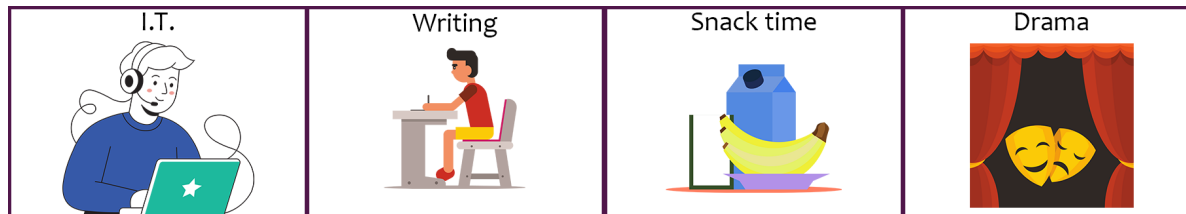
### Where can I find copyright-free images?

You can source images and illustrations in one of the following ways:

1. From the ribbon, select **Insert**, then choose **Pictures** or **Icons** to browse and add graphics available within PowerPoint. *The examples on the right show some of the weather-related graphics available.*
2. Visit the recommended website(s) listed in [Copyright Further Resources | Digital Services | University of Wales Trinity Saint David](#) to access additional copyright-free images and illustrations.



The illustrations here are sourced from [Pixabay](#).



The illustrations here are sourced from [Unsplash](#).

Back

Always check and comply with the licence terms of any images you use.

Continue

## Edit illustrations

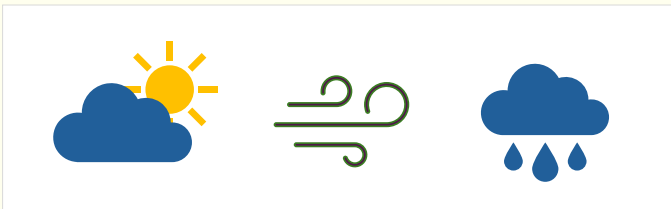
*Just a small note...*

Creating activity cards like the examples shown here can take some time, as it may involve downloading illustrations, adding text, and carefully arranging the layout.

If you feel confident creating the cards from scratch, please go ahead and be creative.



However, if you would prefer a simpler approach, you can insert icons or illustrations directly from **PowerPoint Stock Images** and customise their appearance **without** adding text.



To get these graphics, select **Insert > Icons**.



To get these graphics, select **Insert > Icons > Illustrations**.

Back

Close

# How to...?

Add Alt text

**Alt text** (alternative text) is a short description of an image or graphic. It helps people using screen readers understand visual content by reading the description aloud.

Select the illustration, then **right-click** and choose **View Alt Text...**

Number work



Alt Text

How would you describe this object and its context to someone who is blind or low vision?

- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

(1-2 detailed sentences recommended)

Generate alt text for me

☐ Approve alt text ⓘ

☐ Mark as decorative ⓘ

[Give feedback on this alt text](#)

- You can write your own alt text using the guidance, or select **Generate alt text for me** to create a description automatically.
- You should review the generated Alt text before approving it.



Alt Text

How would you describe this object and its context to someone who is blind or low vision?

- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

(1-2 detailed sentences recommended)

Generate alt text for me

☐ Approve alt text ⓘ

☐ Mark as decorative ⓘ

[Give feedback on this alt text](#)

- If the illustration is decorative, such as this background image, select **Mark as decorative**.

Close

# Thank you!

