

Microsoft®

PowerPoint

Associate Certification Guide



Microsoft® Office 365 & 2019 Associate Certification Guides

This courseware is one in a series prepared by CCI Learning Solutions Inc. for use by students and instructors in courses on computer software applications. CCI designed these materials to assist students and instructors in making the learning process both effective and enjoyable.

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What is the Microsoft Office Specialist Certification?

Microsoft Office Specialist (MOS) certification is the leading IT certification in the world. More than 1 million MOS exams are taken every year in over 140 countries.

The Microsoft Office Specialist Program enables students to demonstrate the knowledge, skills, and abilities to productively use Microsoft Office. The MOS Program enables students to tap into the full functionality of the Microsoft Office programs, resulting in higher levels of individual performance and confidence, which can help those with MOS certifications distinguish themselves in the workplace from those who are not certified. To learn more about these and other certifications, please visit www.certiport.com.

Microsoft Office Specialist

The Microsoft Office Specialist (MOS) certification exams validate skills within the applicable Microsoft Office programs. The Office 365 & Office 2019 exams are powerful tools for assessing student skills and preparing students for real-world application. Skill assessments include performance-based formats, revised instructions, multiple projects, and questions integrated with objective domains.

The available Microsoft Office Specialist Program 2019 exams include:

- Microsoft Office 365 & Office 2019 Word
- Microsoft Office 365 & Office 2019 Excel
- Microsoft Office 365 & Office 2019 PowerPoint
- Microsoft Office 365 & Office 2019 Outlook
- Microsoft Office 365 & Office 2019 Access Expert
- Microsoft Office 365 & Office 2019 Word Expert
- Microsoft Office 365 & Office 2019 Excel Expert

The Microsoft Office Specialist Program consists of two levels: Associate and Expert.

Students earn a certification for each exam they pass; however, if students earn any three of the four available associate certifications, they will become Microsoft Office Specialist - Associates and earn an additional credential for this accomplishment. If students want to advance even further and earn Associate certifications and any two of the three available Expert certifications, they will become Microsoft Office Specialist - Experts and achieve the highest credential within the Microsoft Office Specialist Program.*

*This certification replaces the Microsoft Office Master credential.



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Visit www.ccilearning.com/store/product-category/microsoft/ to learn more about the Microsoft Office 365 & 2019 books.

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Course Description

This *Microsoft® Office 365 & 2019 PowerPoint Associate Certification Guide* teaches the skills necessary to create and manage presentations using a variety of features, including enhancing slide shows with charts, automation, transitions, 3D models, and audio and video media.

Students who complete this course will have reviewed all the exam objectives and be prepared to take the Microsoft Office Specialist PowerPoint Exam #MO-300. Successful completion of the certification exam validates the knowledge and skill sets for individuals seeking employment or advancement in their careers.

Suggested Course Length: 30-50 Hours

Course Series

This guide is one of seven courses in CCI's Microsoft Office 365 & 2019 series. The courses available in the series include:

- Word Associate
- PowerPoint Associate
- Word Expert
- Excel Associate
- Outlook Associate
- Excel Expert
- Access Expert

Course Prerequisites

This course is designed for students who are familiar with the Microsoft Windows operating system, personal computers, using a keyboard and using a mouse. Students should be able to:

- ☐ Start and run Windows.
- ☐ Use Minimize, Restore Down/Maximize, or Close.
- ☐ Use the taskbar.
- ☐ Use the left and right mouse buttons.
- ☐ Use the Start button.
- ☐ Understand file management techniques.
- ☐ Use the Help feature.
- ☐ Navigate between files, folders, or drives.

System Requirements

This courseware was developed using specific software and hardware configurations. To complete this courseware, you should have the following for each student:

- A desktop or laptop system running Microsoft® Windows 10 and Microsoft® Office 365 or 2019
- Mouse or comparable pointing device
- 101-key enhanced keyboard

In the materials contained in this courseware, we assume that you have met these criteria, and that you have successfully installed both Windows and Office on your computer.

Note: This course was written using Microsoft Office 365 Version 1902; if you subscribe to Office 365, features may be added or updated without notice.

Classroom Setup

The features and exercises shown in this courseware were developed using the standard installation of the Microsoft Office 365 Version 1902 Desktop applications on a system with Windows 10. If your computers have another version of Windows or Office 365 installed, you will need to adjust accordingly to accommodate for the differences in dialog boxes or command sequences.

It is likely your teacher set up the classroom computers based on the system requirements to run the software for this course. Most software configurations on your computer are identical to those on your teacher's computer. However, your teacher may use additional software to demonstrate network interaction or related technologies.

Teacher Resources are available and are produced specifically to assist an educator in preparing to deliver the course using the CCI materials. Contact your coordinator or administrator or call your CCI Account Manager for information on how to access these resources.

Downloading the Exercise Files

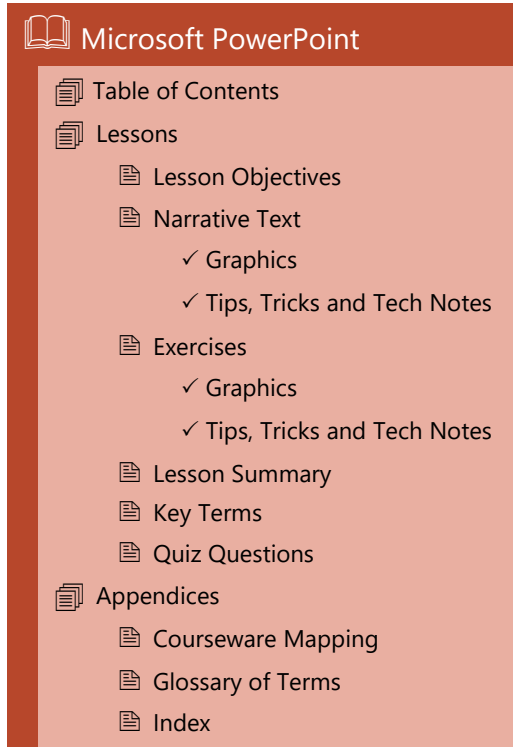
The exercises in this courseware require you to use the exercise files provided for the course. To download the exercise files for this course, perform the following steps.

1. Launch your browser and navigate to the Student Data Files page on CCI Learning's website, located at <http://www.ccilearning.com/data>.
2. Type: **3276** in the *Courseware #* field, then click **Find Data**.
3. Depending on the browser you are using, the ZIP file may be automatically saved in your Downloads folder, or you may be prompted to open or save the file. Save (or move) the downloaded ZIP file to your Desktop.
4. Right-click the **ZIP file** on your Desktop, then click **Extract All** to display the Extract Compressed (Zipped) Folders dialog box.
5. Click the **Browse** button, navigate to the Desktop, click the **Select Folder** button to confirm the Desktop as the location for extracting the files, then click the **Extract** button. A folder named *3276 Exercise Files* should now reside on your Desktop.

Within the 3276 Exercise Files folder, you will find a *StarterFiles*, *ResourceFiles*, and *MyProjects* folder. The StarterFiles folder contains data file(s) you are directed to open at the beginning of an exercise. The ResourceFiles folder contains supplemental files that you will be directed to access during an exercise. The MyProjects folder will be empty. As you perform the exercises for a lesson, you will be directed to save your work in the MyProjects folder.

Course Design

This course book was developed for instructor-led training and will assist you during class. Together with comprehensive instructional text and objectives checklists, this course book provides easy-to-follow hands-on exercises and a glossary of course-specific terms. This course book is organized in the following manner:



The image shows a screenshot of the Microsoft PowerPoint Table of Contents. The title 'Microsoft PowerPoint' is at the top in a dark red header. Below it, the 'Table of Contents' is listed with icons for each section. The sections are: Table of Contents, Lessons, Lesson Objectives, Narrative Text (with sub-items: Graphics, Tips, Tricks and Tech Notes), Exercises (with sub-items: Graphics, Tips, Tricks and Tech Notes), Lesson Summary, Key Terms, Quiz Questions, Appendices (with sub-items: Courseware Mapping, Glossary of Terms, Index).

- Table of Contents
- Lessons
 - Lesson Objectives
 - Narrative Text
 - ✓ Graphics
 - ✓ Tips, Tricks and Tech Notes
 - Exercises
 - ✓ Graphics
 - ✓ Tips, Tricks and Tech Notes
 - Lesson Summary
 - Key Terms
 - Quiz Questions
- Appendices
 - Courseware Mapping
 - Glossary of Terms
 - Index

When you return to your home or office, you will find this course book to be a valuable resource for reviewing exercises and applying the skills you have learned. Each lesson concludes with questions that review the material. Lesson quiz questions are provided as a study resource only and in no way guarantee a passing score on a certification exam. Appendices in the back of this course book provide additional information.

Course Objectives

This course book teaches the skills you will need to successfully complete the Microsoft PowerPoint Exam MO-300. These skill sets are introduced using a variety of presentations.

After completing this course, you will be able to:

- ✎ Work with slides and text.
- ✎ Insert charts and tables.
- ✎ Add multimedia, including audio and video.
- ✎ Apply transitions and animations.
- ✎ Share presentations.

Conventions and Graphics

The following conventions are used in CCI learning materials.

Folder Names – Names of folders and specific locations are indicated in *italic* font style.

File Names – Names of files are indicated in **bold** font style.

Exercise Text Entry – Content to be entered by the student during an exercise appears in **Times New Roman, 10pt, bold** font.

Key Terms – Vocabulary terms that are presented in the narrative appear in ***bold, italic*** font style.

Procedures – Procedures and commands you are instructed to activate are indicated in **bold** font style.

Objective 1.1.1, 1.1.2 – This indicates the numbered objective from the Microsoft Office exam being covered in the topic. Refer to the Appendix for a complete listing of exam objectives.

Technical Notes point out exceptions or special circumstances that you may find when working through a particular process, or may indicate there is another method to complete the task.

Learn to Exercise

Learn to headings signal the start of step-by-step, hands-on exercises or other activities.

Microsoft® PowerPoint

Associate Certification Guide

Lesson 1: Getting Started

Lesson Objectives

In this lesson, you will learn what PowerPoint is and you will create simple presentations. You will also use some of the file management tools. Upon completion of this lesson, you should be able to:

☐ Start PowerPoint.	☐ Change slide size options.
☐ Create new presentations.	☐ Manage presentation files.
☐ Identify elements on the screen.	☐ Use Backstage to save presentations.
☐ Add text.	☐ Maintain backward compatibility.
☐ Use the Ribbon.	☐ Modify presentation properties.
☐ View ScreenTips.	☐ Use presentation views.
☐ Use the Quick Access Toolbar.	☐ Close and open presentations.
☐ Move around in presentations.	

What is PowerPoint?

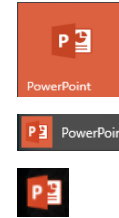
PowerPoint is a powerful presentation software used to produce professional, interactive slide shows. PowerPoint is often used to enhance the delivery of information to an audience. It can also be used to present information on kiosks, over the Internet, and as videos that can be uploaded to popular sites such as YouTube. Advanced PowerPoint users even use PowerPoint to develop interactive games and e-learning.

PowerPoint presentation examples abound on the Internet. A quick Internet search for “examples of PowerPoint presentations” returns over two million results. On YouTube alone, any YouTube video that looks like it is moving from slide to slide could have been developed in PowerPoint. Another place you can go to view examples of PowerPoint Presentations is the PPT Search Engine website at pptsearchengine.net.

Starting PowerPoint

To start the PowerPoint application in Windows 10, use one of the following methods:

- Press the WINDOWS key on the keyboard to open the Start page, and then click or tap the PowerPoint tile; or
- click the Start button, and then click or tap PowerPoint; or
- in the taskbar, click the PowerPoint Quick Launch icon.



When you start PowerPoint, the program displays a startup screen (Figure 1-1) of available templates and themes to help you get started quickly. A **template** is a boilerplate that already contains elements, such as various sample slides complete with placeholders and formatting. You also have an option to create a blank presentation. If you have been using PowerPoint for a little while, then your recently used files display in the bottom half of the window.

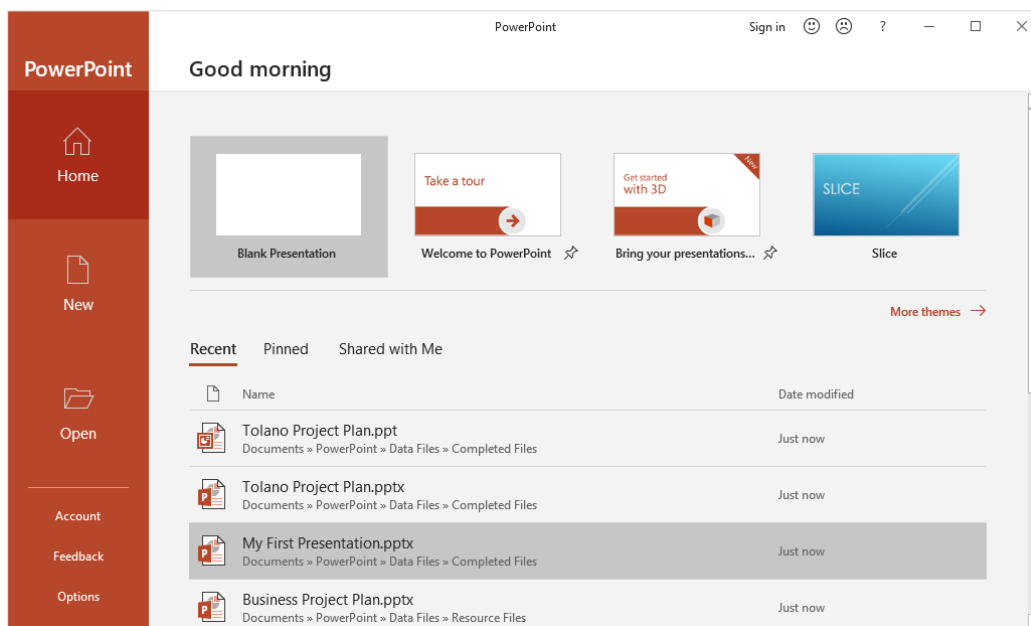


Figure 1-1: PowerPoint startup screen

You can click a template on the startup screen to create a new file, click a file in the Recent list to open it, or click Open to go to the Open page of the Backstage view. You use Backstage view to create, open, save, print and manage your files. (You will learn more about Backstage view later in this lesson.)

Creating New Presentations

All PowerPoint presentations are based on a template. PowerPoint includes templates for a wide variety of presentations. Some templates display on the startup screen, but you can access many more on the New page of the Backstage view (Figure 1-2).

Note: Templates are downloaded from the Microsoft Office website. You can access templates from the website only if you have a live, non-restricted Internet connection. If you do not, you will not see any templates other than the Blank Presentation template in the New page. You can still use templates if you obtain them from another source. Any templates required for this course will be provided to you.

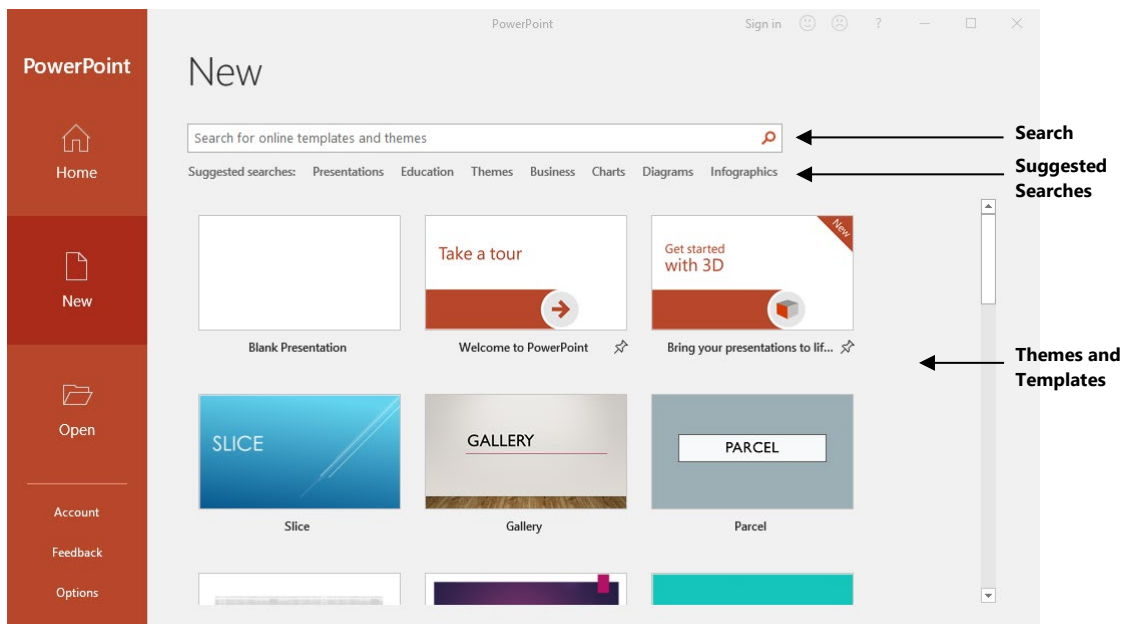


Figure 1-2: New page in Backstage view

Search – Enter a search term to find online templates and themes from Office.com.

Suggested Searches – Click any of these predefined searches to display related themes and templates.

Themes and Templates – Suggested or recently used themes and templates appear in the gallery. A thumbnail of the first slide is displayed to help you select the theme or template you want.

Blank Presentation – Choose the first option in the themes and templates area to create a blank presentation, which contains only the title slide with no colors or design elements, and is ready for you to enter text. When you start with a blank presentation, you can create your own content and apply your own choice of colors, backgrounds, images, and other design elements.

When you select a template or theme (other than the Blank Presentation template), you have the option of choosing a variation before clicking the Create button. There are no restrictions on how many presentations you can create and work with at one time, although the amount of available system memory will determine this limit.

To create a new blank presentation, use one of the following methods:

- Open PowerPoint and click Blank Presentation; or
- from within a presentation, click File, click New, and click Blank Presentation; or
- press CTRL+N.

To use a template, click File, click New, click a template, choose a variation, and then click Create.

Learn to create new presentations

In this exercise, you will start PowerPoint and create new presentations.

1. Click the **Start** button, scroll the Start menu, then click or tap **PowerPoint** to start PowerPoint. The startup screen displays.
2. In the startup screen, click the **Blank Presentation** template to create a new, blank presentation.
3. Click **File** to display the Backstage and then click **New**.

The New page opens containing thumbnails that represent various presentation themes from which you can choose.

Note: If you do not have access to templates on the Microsoft Office website, you will not be able to complete Steps 4 and 5 in this exercise; create another new blank presentation instead and skip to Step 6.

4. Scroll through the list of themes, and then click **Facet design**.

The preview window appears showing an image of the template and a brief description.

5. Click **Create**.

Notice that many elements are created automatically. This demonstrates how using a template can save you time and effort when creating a presentation.

6. Keep the presentations open for the next exercise.

Looking at the PowerPoint Window

The PowerPoint window contains the familiar Ribbon interface of the other Microsoft Office programs. If you are familiar with another version of PowerPoint, you will find everything where you expect to find it, plus some additional features. Figure 1-3 shows a new presentation in the PowerPoint application window.

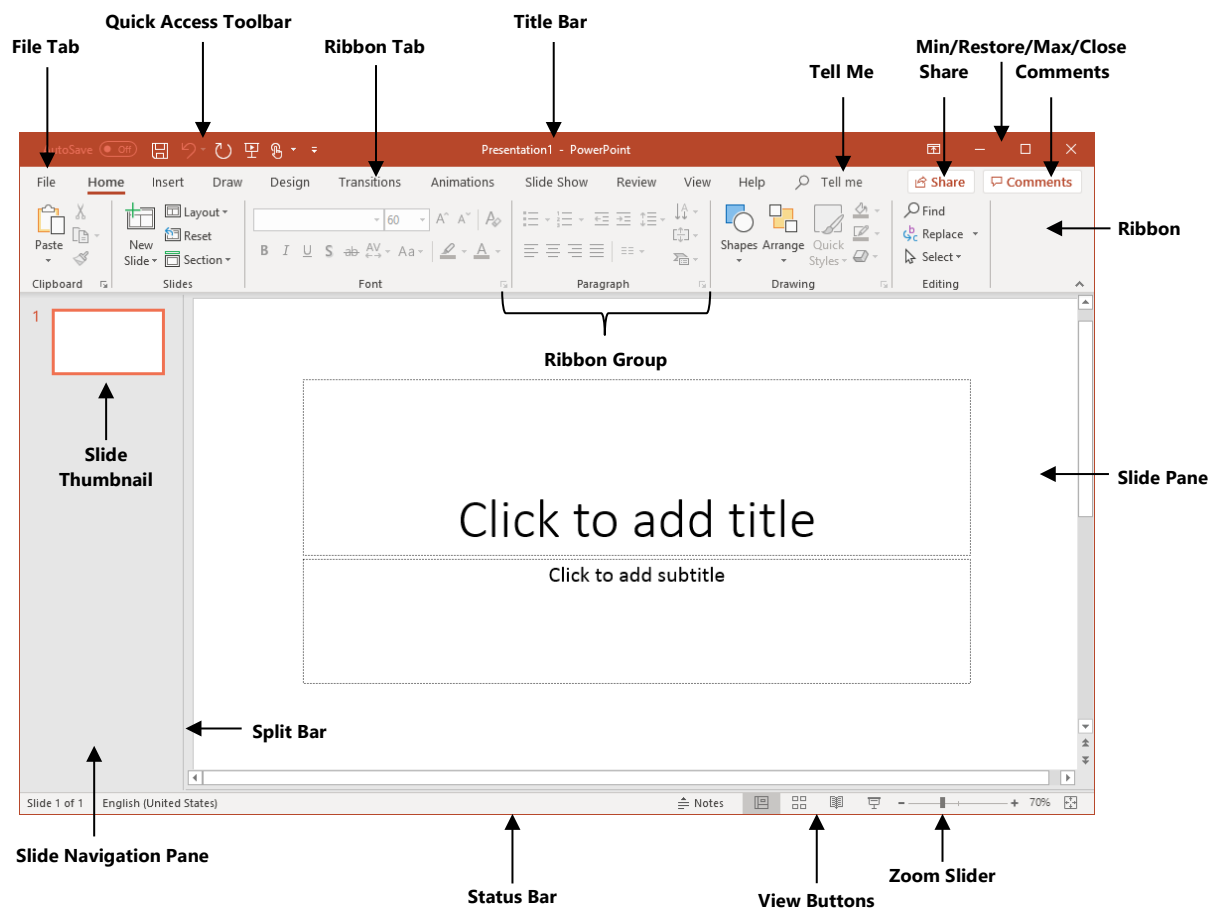


Figure 1-3: PowerPoint application window – new presentation

File Tab – Click the File tab to open the Backstage view. When you open the Backstage view, PowerPoint hides the presentation and displays file management options, such as new, save and print options, in a full-screen window.

Quick Access Toolbar – Provides quick access to frequently used commands. Located above the Ribbon (default location) or below the Ribbon, the Quick Access Toolbar is customizable.

Ribbon Tab – The Ribbon includes various tabs, and each contains commands that are grouped for specific purposes, such as editing, inserting graphics, adjusting the view, or modifying the page layout.

Title Bar – Displays the name of the open presentation followed by “PowerPoint” (for example, *Staff Retreat - PowerPoint*). The title bar is located at the top of the screen. If more than one window is open on the screen, the Title Bar of the active window displays in a different color or color intensity.

Tell Me – Similar to a Search bar. Enter words or phrases to get help or find features or tools to quickly complete a task.

Min/Restore/Max/Close – Affect the size of the application window on the screen.

Share – Opens the Share pane, which allows you to invite others to view or edit your presentation.

Comments – Opens the Comments pane, allowing you to add, or respond to comments in the presentation.

Ribbon – The primary command interface in all Office programs. The Ribbon provides quick access to commands that are organized into groups according to the type of function, such as Insert, Design, Review, and so on.

Ribbon Groups– Options on the Ribbon are arranged into groups of related commands. Some groups include a dialog box launcher button  at the bottom right. Clicking the dialog box launcher opens a dialog box or task pane which provides access to additional options and settings.

Slide Navigation Pane – Displays a thumbnail (miniature) view of each slide that you can use to organize and navigate slides in your presentation. If you are using Outline view, this pane becomes the Outline View pane.

Slide Pane – The work area used to view and edit the selected slide.

Split Bar – Drag this left or right to increase or decrease the size of the Slide Navigation (or Outline View) pane.

Status Bar – Displays presentation information, such as current slide and total number of slides. The status bar also displays the Notes button (which opens an additional pane), and includes the View buttons and the Zoom slider at the far right.

View Buttons – Alternate quickly between different views of a presentation. Use Normal to view and edit slides; use Slide Sorter to view and organize all the slides in a presentation; use Reading to view the presentation as if it were a show; and use Slide Show to view the current slide as it would appear to an audience (press ESC to exit this view).

Zoom Slider – Click the – and + buttons at either side of the slider to decrease or increase the zoom percentage in increments of 10%, or drag the slider to choose a zoom percentage. PowerPoint displays the current zoom percentage in the Zoom level button, which is at the right of the Zoom slider. You can also click this button to set a custom or specific zoom percentage. Click the button to the far right of the zoom buttons to fit the active slide within the Slide pane.

Other Features

Figure 1-3 displays commonly used areas of the PowerPoint application window. However, because you can customize PowerPoint’s appearance, not all the items shown here always appear. For instance, you can choose to turn the ruler on if you want to set a tab to align specific information on the slide, and then turn it off again to maximize the workspace on your screen. You can also set up or turn off **defaults**, such as the Mini toolbar or Live Preview, for each new presentation.

Scroll bars appear automatically when the application window is too small to display all its contents. As you add slides to your presentation, you may not be able to see all of them at once in the Slide Navigation pane, and a vertical scroll bar will display at the right side of the application window. Click in the vertical scroll bar or drag the scroll box to move up and down within the presentation. A horizontal scroll bar will appear only if the presentation is wider than the screen can display; you can use it when you want to move sideways within the active slide.

Previous Slide ⏮ and Next Slide ⏭ buttons appear at the bottom of the vertical scroll bar. Click them to move from one slide forward to the next, or back to the previous slide.

Opening a Presentation

You can open a presentation from any location. You can open as many presentations as needed; the only limitation is the amount of memory available on your system.

Use one of the following methods to open a presentation:

- Click File, click Open, click an option from the list of locations, and then select the file you want; or
- press CTRL+O; or
- press CTRL+F12.

PowerPoint displays the recent presentations in the same order as you opened them, with the most recent at the top of the list in the Open page of the Backstage (Figure 1-4). When you reach the maximum number of files that display in this list, the oldest drops from the list. You can click the  to the right of the file name to ensure that this file remains in the list until it is unpinned. By default, you can see up to 20 recent presentations at a time, but you can customize this number to suit your needs. Click a file in the list to open it.

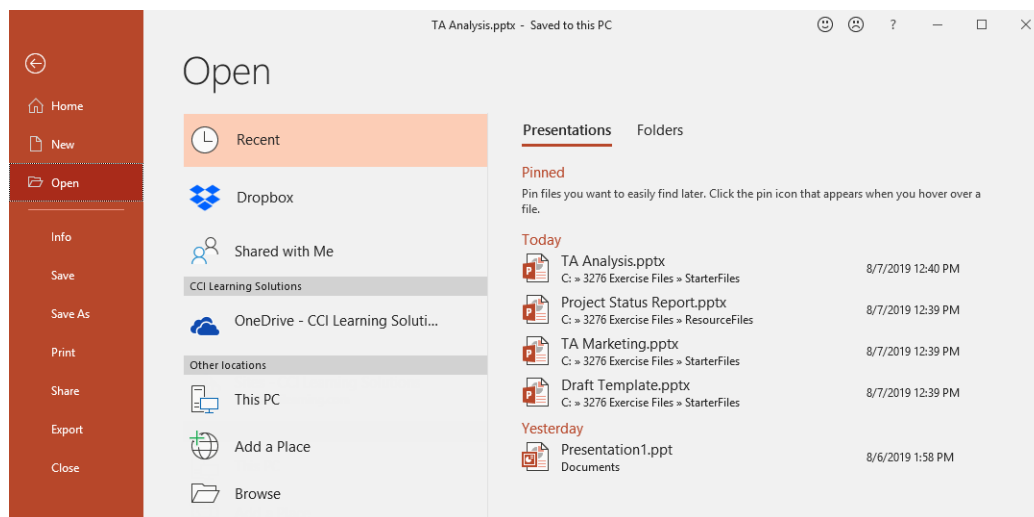


Figure 1-4: Open page in Backstage view

Alternatively, you can click Browse to open the Open dialog box. Once the Open dialog box displays, you can navigate using the mouse or keyboard to display files or folders, and then use one of the following methods to open a presentation:

- Double-click the file name; or
- select the file, and then click Open or press ENTER; or
- if the file is stored in a different location, navigate to the location, and then use one of the above methods to open the file.

Learn to open presentations

In this exercise, you will open presentations.

1. Click **File**, click **Open**, and review the files that display in the Recent list.

Note: Your screen may show files in the list created by other users on this computer, or it may not show any recently opened files.

2. In the middle pane, click **Browse** to open the Open dialog box.
3. Using the directory tree in the Open dialog box, navigate to the *3276 Exercise Files\StarterFiles* folder, then double-click the **Welcome to PowerPoint** presentation to open it.
4. Click **File**, click **Open**, and then click **Browse**. The Open dialog box appears and should already show the contents of the *3276 Exercise Files\StarterFiles* folder.
5. Click the **Transitions.pptx** file and click **Open** to open the presentation.
6. Press **CTRL+O**, click **Browse** to open the Open dialog box, and then open the **TEC Annual Review** presentation.
7. Point at the PowerPoint icon on the Windows taskbar to preview the open presentations.

Closing a Presentation

Once you have finished working on a presentation, you should close it to clear the screen and memory. This way, you can create or open another presentation without leaving old files on your screen. Although you can have multiple presentations open at one time, closing those you do not currently need saves memory and processing time.

PowerPoint displays each document in its own window. Use one of the following methods to close a presentation and the PowerPoint application:

- Click the Close button for the PowerPoint application (**X**) at top right corner of the application window); or
- click File, and then click Close; or
- press CTRL+W or CTRL+F4; or
- point at the PowerPoint button in the taskbar and then, in the window with the presentation, click the  (Close) button for that file.

If you add or change something in a new or existing presentation that has not been saved yet, and then try to close the presentation, PowerPoint prompts with the option to save the file (Figure 1-5). Choosing Cancel in the prompt window cancels the close process and returns to the presentation.

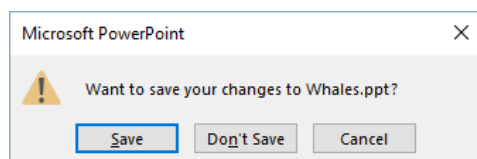


Figure 1-5: Save file prompt window

When you close all presentations in PowerPoint, the application remains open (Figure 1-6).

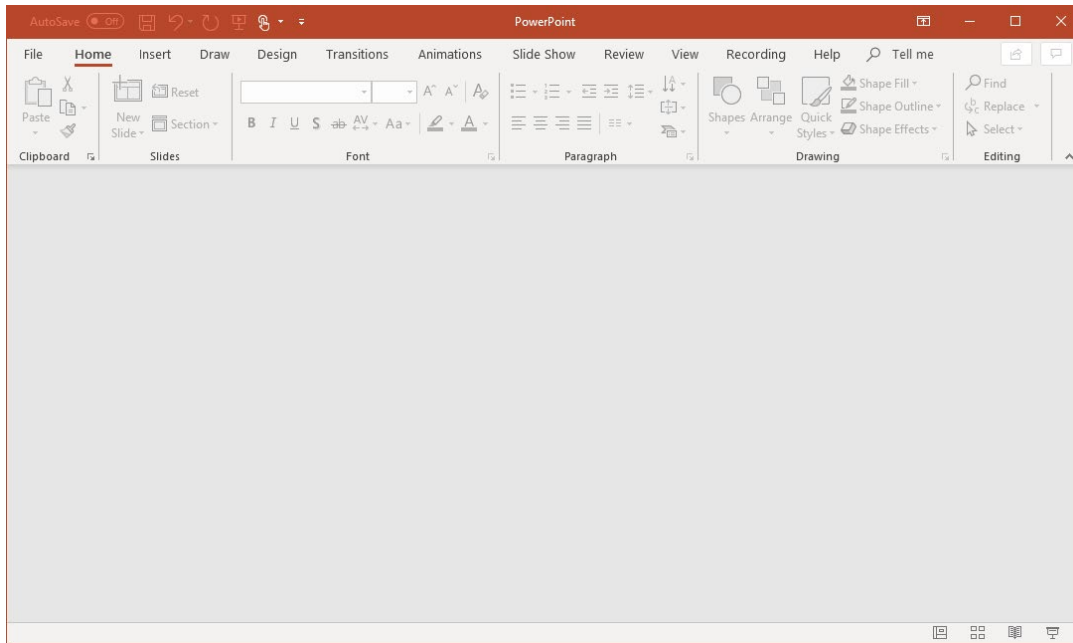


Figure 1-6: PowerPoint application window with all presentations closed

Notice that all options on the current ribbon tab appear dimmed (grayed out); this is a reminder that there are no presentations active and you must either create a new presentation or open an existing one before the features become available.

Learn to close presentations

In this exercise, you will close presentations.

1. Ensure that the TEC Annual Review presentation from the previous exercise is still open. Press **CTRL+W** to close the presentation. The Transitions presentation should now be visible on the screen.
2. Click the **Close** button at the upper-right corner of the Transitions presentation window to close the presentation. The Welcome to PowerPoint presentation should now be visible on the screen.
3. Click **File**, then click **Close** to close the Welcome to PowerPoint presentation. The presentations you created previously should still be open.
4. Click **File**, then click **Open** and review the files that display in the Recent list.
The three files you opened display at the top of the list.
5. In the Recent list, click **Transitions** to open the presentation again.
6. Press **CTRL+W** to close the Transitions presentation.
7. Press **CTRL+W** to close the remaining presentation(s). If prompted to save, click **Don't Save**.

PowerPoint is still active but no files are open on the screen. To verify this, notice that there are no buttons on the Ribbon available to you.

Moving Around in Presentations

When you are working with a presentation, small pictures of each slide appear in the Slide Navigation pane on the left side of the screen. You can move through the presentation or select a specific slide using one of the following methods:

- Click a slide in the Slide Navigation pane; or
- use the scroll bar on the right side of the pane; or
- press PAGE DOWN or DOWN arrow to move forward one slide; or
- press PAGE UP or UP arrow to move backward one slide; or
- press HOME to move to the first slide; or
- press END to move to the last slide.

Adding Text

Most of the text you type on a slide will be in content placeholders. There are three types of text placeholders—title, subtitle, and text—as well as placeholders for pictures, charts, and other media.

Inserting Text on a Slide

To insert text on a slide, click in a placeholder to display the blinking cursor, type your text, and click outside of the placeholder when you have finished. If you have just created the slide, you can begin typing without selecting a placeholder. PowerPoint will automatically insert text into the topmost text placeholder on the left.

You can also press CTRL+ENTER to move between placeholders on a slide. If you are on the last placeholder of the slide, pressing CTRL+ENTER creates a new slide.

Deleting Text on a Slide

To **delete** text on a slide, position the blinking cursor at the appropriate place and then use BACKSPACE or DELETE to delete the text. You can also click and drag to select the text, and then press BACKSPACE or DELETE.

To delete all the text in the text placeholder, click the border of the placeholder, and then press DELETE.

The DELETE key deletes content to the right of the cursor and the BACKSPACE key deletes content to the left of the cursor. Both keys delete selected content.

Learn to add text to a presentation

In this exercise, you will add text to a presentation.

1. Click **File**, click **Open**, navigate to the *3276 Exercise Files\StarterFiles* folder and double-click the **Business Project Plan** presentation.
2. In the title placeholder, select the text that reads *Business Project Plan*, then type: **Tolano Business Plan**.
3. Select the text in the second placeholder, then type your name.
4. Keep the presentation open for the next exercise.

Using the Ribbon

The **Ribbon** is the first place you look to find the commands you require. Commands are grouped on tabs with each tab relating to a type of activity, such as adding images to a slide, changing a slide's design, or adding animation and slide transitions. You can customize the Ribbon to display those commands you use most often (and to display them in a particular order), or to add or remove commands from a ribbon tab (not covered in this course).

To reduce screen clutter, **contextual tabs** (such as Drawing Tools, Picture Tools, and Table Tools) appear on the ribbon only when they are needed to complete a task or when a particular object is selected, such as a picture or a table. Figure 1-7 displays the Table Tools ribbon, which contains two additional tabs (Design and Layout); this ribbon appears only if a table is selected.

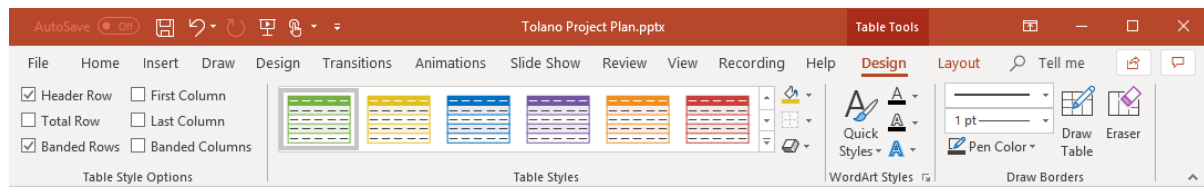


Figure 1-7: Table Tools Design contextual ribbon tab

A button that appears in a different color or that displays an outline is active. Many buttons are toggle buttons; that is, they deactivate when you click the same button again or click another choice. For instance, you can apply boldface to selected text by clicking the Bold button. While the command is active, the Bold button has a different color and outline. To turn off the boldface, click the Bold button again.



Each tab on the Ribbon is organized into groups of related commands. For example, the Home tab includes a group called Font, which contains buttons for formatting text characters; and the Insert tab includes a group with different types of graphics or illustrations that can be inserted into a document.

If a group shows a feature with a scroll bar, it also has a  (More) button below the bottom scroll button (Figure 1-8). You can click the More button to display the full gallery (list) of options for that feature.

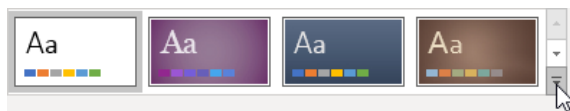


Figure 1-8: More button below bottom scroll button

The group generally displays options for the feature that can be selected directly without displaying the full gallery.

When the More button is clicked the gallery list appears (Figure 1-9). Notice that PowerPoint displays the current item in use, and then lists other available items for selection. PowerPoint will usually provide you with an option to browse for an item that is not in the current gallery, or to save a new customized item.

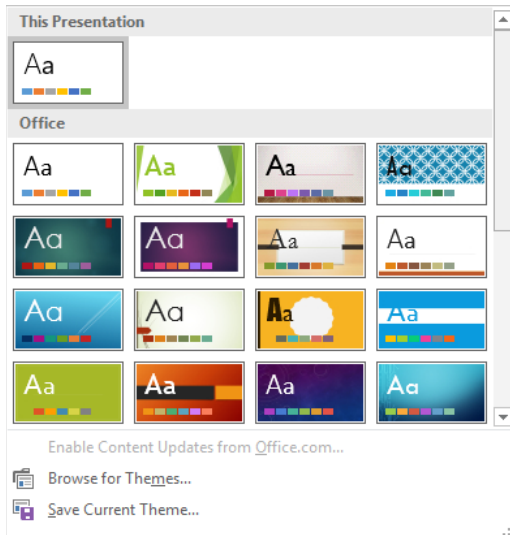


Figure 1-9: Gallery list of more options

Point at a gallery option and PowerPoint displays a Live Preview of how the selected item will appear if you apply the option.

To turn off this feature, click File, click Options to open the PowerPoint Options dialog box, click the General tab, and deselect the Enable Live Preview check box in the User Interface options section.

You can click the **dialog box launcher** button  at the lower right of a group to display a dialog box, window, or task pane offering more options for this group of features.

Within a dialog box, you can adjust, select, or change options for the selected feature, and then click the OK button to apply your changes and close the dialog box (Figure 1-10).

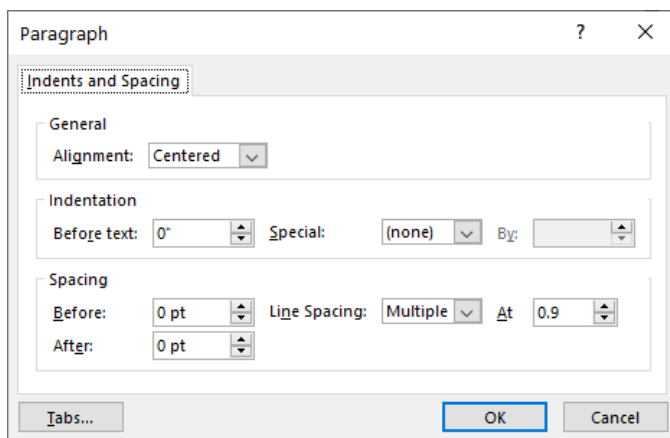


Figure 1-10: Paragraph dialog box

A task pane is a multipurpose pane that appears docked on the right side of the PowerPoint window. Unlike dialog boxes, task panes do not cover up the active slide area. PowerPoint includes several task panes for working with slide content, objects, and other elements. The Format Shape task pane is shown (Figure 1-11).

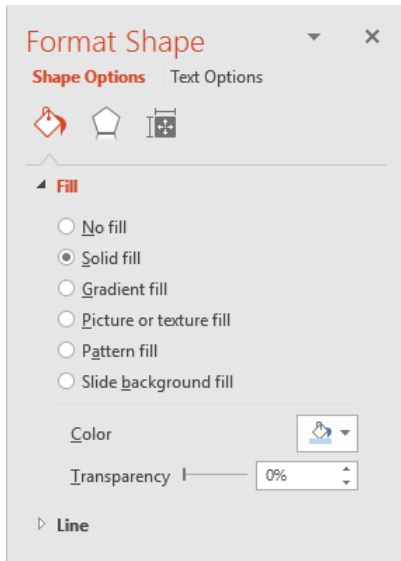


Figure 1-11: Format Shape task pane

You can collapse the Ribbon to show more of a presentation on the screen. When you collapse the Ribbon, PowerPoint replaces the Collapse the Ribbon button with the (Pushpin) button. Clicking the Pushpin button “pins” the Ribbon open. To collapse the Ribbon:

- Click the button at the far right of the bottom of the Ribbon; or
- double-click the active tab; or
- right-click anywhere on the Ribbon and then click Collapse the Ribbon; or
- press CTRL+F1.

You can control the display properties of the Ribbon using the (Ribbon Display Options) button. There are three display options: Auto-hide Ribbon, Show Tabs only, and Show Tabs and Commands.

You can also access commands on the Ribbon using keyboard shortcuts. Windows programs use many of the same keyboard shortcuts such as CTRL+C to copy, CTRL+S to save, or CTRL+P to print.

To display the keyboard buttons (known as key tips) for the commands in the Ribbon, press ALT or F10 (Figure 1-12). Then press the corresponding letter for the item you want to access.

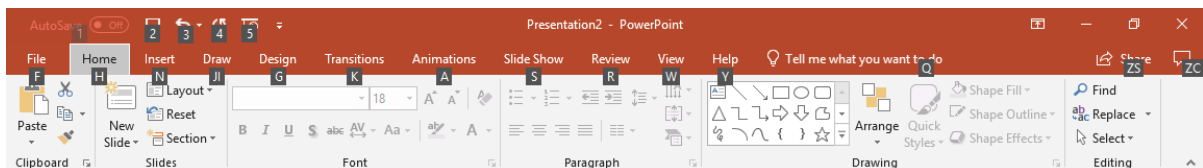


Figure 1-12: Home tab keyboard shortcut keys

To exit or cancel a selection at any time, press ESC. You may need to press ESC more than once to return to your presentation.

Viewing ScreenTips

ScreenTips help identify buttons or elements on the tabs of the Ribbon and on the screen. To view a ScreenTip, point to an item with your mouse. A tip then displays the name of the button along with a description of its purpose. If the item has a keyboard shortcut, the screen tip will show the shortcut, which is an alternative way to activate the feature.

Figure 1-13 shows the New Slide ScreenTip. Notice that the tip also shows you the keyboard shortcut (CTRL+M).

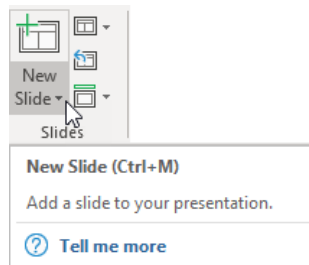


Figure 1-13: New Slide ScreenTip

You can choose to show or hide some of the elements shown in the figure. In most cases, you can change these options by clicking File, clicking Options, and then clicking the General or Advanced tabs in the PowerPoint Options dialog box.

Using the Quick Access Toolbar

The **Quick Access Toolbar** (also known as QAT) is located to the left of the title bar above the Ribbon and contains buttons for frequently used commands (Figure 1-14). By default, this toolbar contains the AutoSave indicator, and the Save, Undo, Redo, Start From Beginning, and Customize Quick Access Toolbar buttons; use this last button to customize or display those commands you use frequently, such as new blank presentation, print, or spell check.

Note: Depending on the configuration of the computing device or if other people use this device, you may have different buttons on the Quick Access Toolbar, such as a button for touch screen or the Print button.

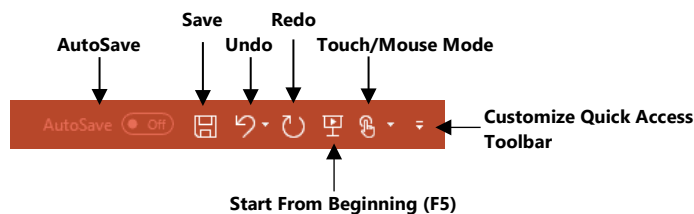


Figure 1-14: Quick Access Toolbar

Office 365 subscribers can take advantage of the AutoSave feature, which will automatically save changes to files that you share with others on OneDrive or SharePoint Online. When you share files in this manner, you can also see changes from others in real time.

Note: You can enable or disable AutoSave on the Save tab of the PowerPoint Options dialog box.

Changing Slide Size Options

Objective 1.2.1

It is always a good idea to set up your slide size options before you begin creating content. If you change the slide size after you enter content and set up a design, the contents of your slides may need to be re-adjusted to fit into the new size.

Since most new TVs, projectors, and computer screens are now widescreen, the PowerPoint slide layout defaults to a 16:9 widescreen aspect ratio. Also, the default slide orientation is Landscape, with Notes, Handouts, and Outlines printed using Portrait orientation.

To change slide size, use one of the following methods:

- Click the Design tab and, in the Customize group, click Slide Size, and then select either Standard (4:3) or Widescreen (16:9); or
- select Custom Slide Size to open the Slide Size dialog box (Figure 1-15).

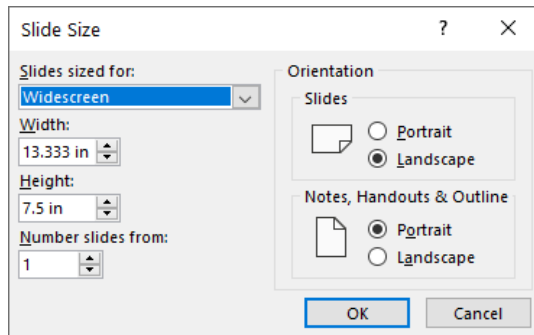


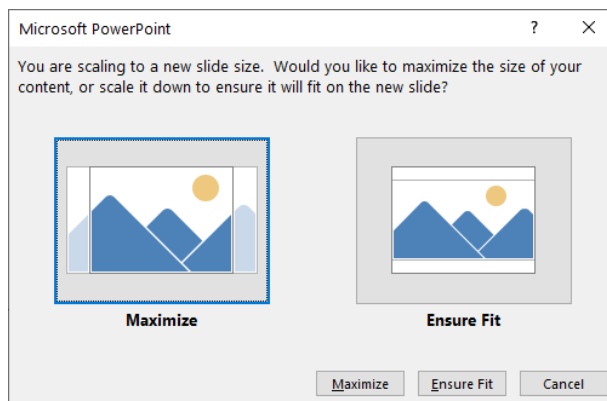
Figure 1-15: Slide Size dialog box

Use the *Slides sized for* drop-down list to select from a wide variety of preset sizes.

Learn to set slide size options

In this exercise, you will change the slide size from the default Widescreen to Standard.

1. Ensure that the Business Project Plan presentation from the previous exercise is still open. Click the **Design** tab, and in the Customize group, click **Slide Size** and select **Standard (4:3)**.



2. Select **Maximize** and view the slides.
Notice that some of the text and portions of the graphics are now outside the slides.
3. Click **Undo** on the Quick Access Toolbar (or use the **CTRL+Z** keyboard shortcut) and, on the Design tab, in the Customize group, click **Slide Size** and select **Standard** once again.
4. Click **Ensure Fit** in the dialog box.
5. On the Design tab, in the Customize group, click **Slide Size** and select **Custom Slide Size**.
6. In the *Slides sized for* drop-down list, select **On-screen Show 16:10**.
7. Click **OK**, click **Ensure Fit**, and then view the results.
8. Return the slide size to **Standard (4:3)**, **Ensure Fit**.
9. Keep the presentation open for the next exercise.

Managing Presentation Files

Practicing good file management allows you to easily find and retrieve files, and includes knowing how to do the following:

- Give your files meaningful names.
- Store them in appropriate folders.
- Choose a file type to accommodate specific purposes.
- Include file properties (metadata) to help you or others locate and identify presentations.

When you click the File tab, it opens to a full-screen window called Backstage view. Backstage view is where you manage many aspects of a presentation. In addition to common commands, such as Save, Open, and Print, Backstage view allows you to manage sharing, permissions, and a variety of options for saving presentations in different formats.

To open Backstage view, click the File tab. When you select a command in the left panel of the Backstage screen, a page or dialog box of options and commands displays in the right panel.

Saving Presentations

When you create a new presentation, the file is stored in temporary memory. You need to give the file a name and save it so that it is written to a permanent storage location, such as your hard drive, a network drive, or a cloud location.

When you activate the Save command for the first time in a new presentation, the Save As page displays so you can specify where you want to store the presentation (Figure 1-16).

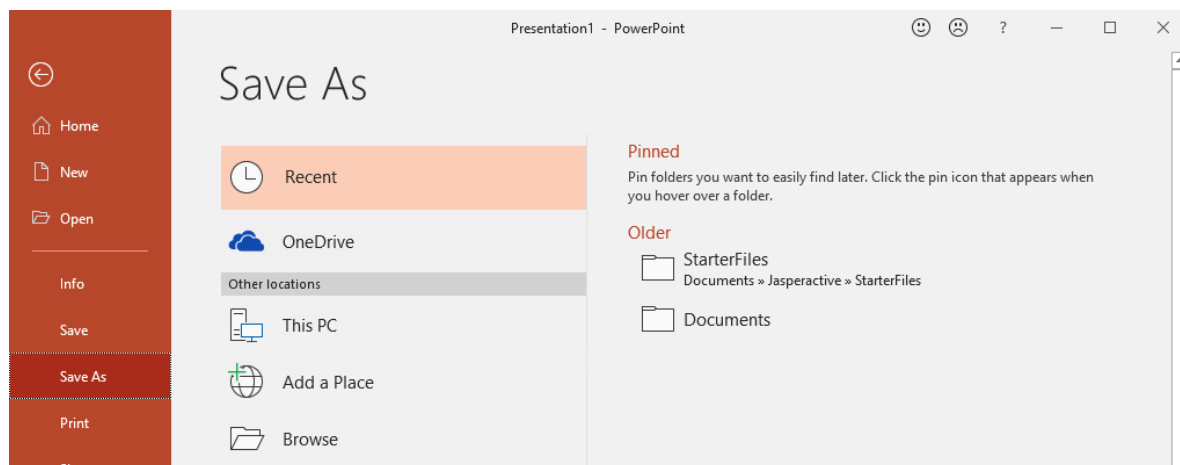


Figure 1-16: Save As page

The left portion of the screen displays standard locations for saving files. You can choose to Add a Place or click Browse to open the Save As dialog box (Figure 1-17). Use the Save As dialog box or the right side of the Save As screen to choose a location, enter a file name, and specify the file type. The default file type is a PowerPoint Presentation.

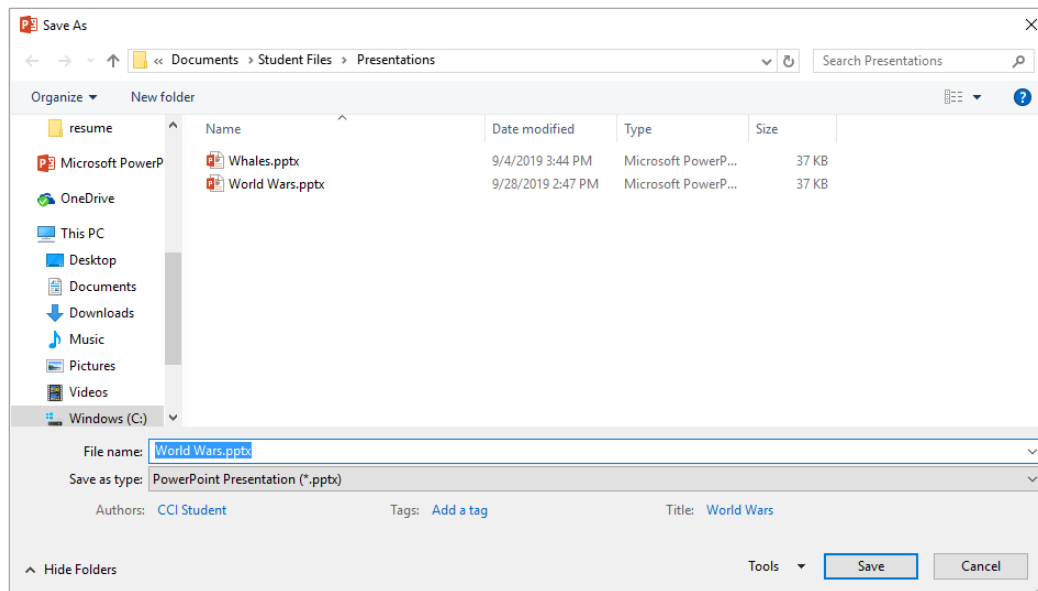


Figure 1-17: Save As dialog box

To activate the Save command, use one of the following methods:

- Click File and then click Save; or
- click  (Save) on the Quick Access Toolbar; or
- press CTRL+S.

Once you have named and saved a file, you can use the Save As command to keep an original version of the file and save a new version of the file – either by giving the new version a different file name, or by storing it in a different location, or by saving it in a different file format (or by performing some combination of these actions).

To activate the Save As command, click File and then click Save As. Remember when you choose Save for the first time in a new presentation, the Save As page is displayed by default.

When choosing a name for your file, consider the following:

- The file name can contain a maximum of 255 characters (including the drive and folder path), and may not include the following characters: / \ : * ? " < > |
- The file name should help you identify the file's contents quickly.
- The file name you choose does not need to include a file type at the end, because PowerPoint automatically assigns a .pptx extension to every file name. You need only type the name of the presentation.

The first time you save a new presentation, you will see the Save As dialog box. The next time you want to save changes to the existing presentation, you can use one of the Save methods.

To save an existing presentation with a new name, click File, click Save As, then type the desired name and choose a location.

To save a presentation as a different file type, such as an earlier version of PowerPoint, display the *Save as type* drop-down list in the Save As dialog box, and select the appropriate file format.

By default, Windows uses the Documents folder to store PowerPoint files (and other files created using Microsoft Office applications). However, you are not restricted to using the Documents folder. You can:

- Create your own folders by clicking New folder on the command bar in the Save As dialog box.
- Save in any location that you can access, such as the hard drive, a flash drive, a location on the Web (such as OneDrive), or a network drive. Location options appear on the left side of the dialog box.

If you are unsure whether you have saved a file previously, check the title bar or use Save As to give the file a different name, thereby ensuring you have a current copy of the document on screen.

If the file already exists in one location, you can save the same file to another location. Be careful with storing files that have the same name in different locations, or you may need to use other tools to help you and others determine which one is the most current or valid version.

Maintaining Backward Compatibility

Objective 1.5.3

Sometimes when you open a presentation that was created in an older version of PowerPoint, PowerPoint will automatically open the file in **Compatibility Mode**. Opening a file in Compatibility Mode ensures that you will not be able to add elements to the file (such as 3D models or Zoom slides) that are incompatible with the version in which the file was created. You will know you are working in Compatibility Mode because you will see Compatibility Mode beside the file name in the title bar (Figure 1-18).



Figure 1-18: Title bar showing Compatibility Mode

Also, when you are working in Compatibility Mode, you will see a Convert option in the Backstage, Info page (Figure 1-19).

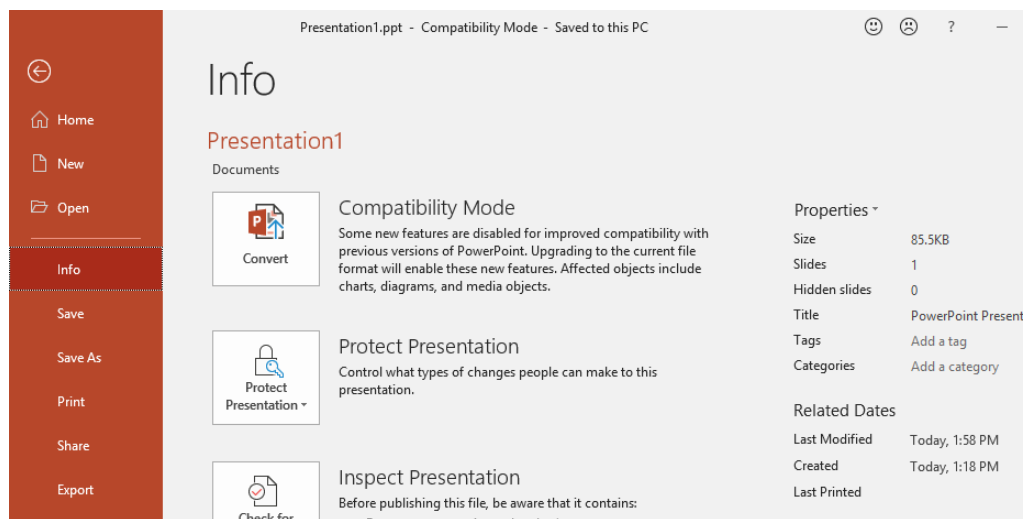


Figure 1-19: Info page with Convert option

To convert a presentation created or saved in the PowerPoint 97-2003 file format to the current PowerPoint format (.pptx), click File, click Info, and then click Convert. This does not change the original document; rather, it creates a new document in which old features are updated to the current PowerPoint features and format. Note that not all elements created in another format can convert to or are compatible with the current version of PowerPoint.

If you click Save without changing the file name, you will see two presentations with the same name when you open the folder. To tell which file is which, you can either change the folder view settings to show file types, or right-click the file and select Properties. From a file management perspective, you may want to either give the older file a new name or move it to an archive subfolder.

Converting to Another Presentation Format

Objective 1.5.3

Sometimes you may need to save a file created in the current version of PowerPoint for someone who needs to view or edit it in an earlier version of PowerPoint. A feature called “*Check Compatibility*” is available to ensure your file converts smoothly (Figure 1-20).

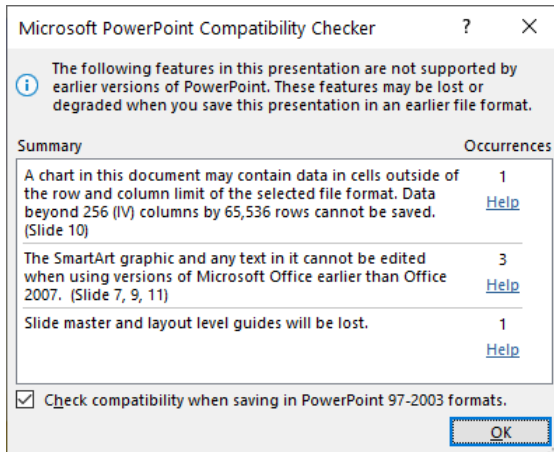


Figure 1-20: Compatibility Checker dialog box

To run the **compatibility checker**, click File and, on the Info page, click Check for Issues, and then click Check Compatibility. PowerPoint lists any features in your presentation that are not supported by an earlier version of the program, as well as the number of times that feature occurs in the presentation. You can then click Help to find a solution that will allow you to resolve the incompatibility manually.

Learn to maintain file compatibility and save presentations

In this exercise, you will inspect a presentation for compatibility and then save presentations.

1. Ensure that the Business Project Plan presentation from the previous exercise is still open.
2. Click **File**. On the Info page, click **Check for Issues** and then click **Check Compatibility**.

The Compatibility Checker dialog box opens indicating that there are items in the presentation that may not work the same in an earlier version of PowerPoint.

3. Read the list of features that are not supported by earlier versions of PowerPoint, and how often they occur in this presentation.
4. Click **OK** to return to the presentation.
5. Click **File** and then click **Save As**.
6. In the Save As page, click **Browse** and navigate to the 3276 Exercise Files\MyProjects folder.

7. In the *File name* field, type: **My Tolano Project Plan**. Verify that the *Save as type* field displays **PowerPoint Presentation**, and then click **Save**.

Now save the presentation in a different format to share it with a colleague using an older version of PowerPoint.

8. Click **File**, click **Save As**, and then navigate to the *3276 Exercise Files\My Projects* folder, if necessary.
9. Accept the default file name and, in the *Save as type* field, click the arrow and click **PowerPoint 97-2003 Presentation (*.ppt)**.
10. Click **Save**.

The Compatibility Checker dialog box opens and displays the same items that you saw in Step 3. The colleague will need to have at least Office 2007 installed before he or she can make full changes to the presentation.

11. For the purpose of this exercise, click **Continue**.

PowerPoint saves the file and indicates in the title bar that it was saved in Compatibility Mode, which means that it will still be possible for other users to modify aspects of the presentation in earlier versions of PowerPoint.

Close the presentation.

12. Click **File**, and then click **Close**. If you are prompted to save the presentation, click **Don't Save**.

Notice that the PowerPoint application window remains active.

Modifying Presentation Properties

Objective 1.2.3

You can view and modify the properties of a presentation file directly from within PowerPoint. Properties, or metadata, can identify a file's contents and make the file easier to find. Properties of a file can be used to filter files in search results and can be viewed when browsing files to help in finding the correct file. Filling in the properties (including tags or **keywords**) of a presentation can be a very important step to take in organizations that have many files to wade through; in comparison, the time it takes to enter properties is minimal.

To view and modify document properties, click **File** and click **Info**. The properties appear on the far right. Click **Properties** and select **Advanced Properties** to see all the properties in a dialog box. You can inspect, modify, and enter properties as you see fit.

Learn to view and modify presentation properties

In this exercise, you will add and modify presentation properties.

1. Open the **First Presentation** file from the *3276 Exercise Files\StarterFiles* folder.
2. Click **File** and, on the **Info** page, view the **Properties** on the right.
3. Click in the field to the right of **Title** and type: **My First Presentation**.
4. Click in the field to the right of **Tags** and type: **PowerPoint, presentation, intro to PowerPoint, creating presentations**.

These tags are used by the file system to help find the file.

- Click the **Show All Properties** link at the bottom of the Properties pane.

Note that additional properties are displayed.

- Click the **Properties** arrow at the top of the list, then click **Advanced Properties**.

The Properties dialog box opens. These are the properties for the current presentation.

- Select each of the tabs to view their contents. Notice the Summary content includes the title and keywords you entered earlier.

The screenshot shows the 'Summary' tab of the Properties dialog box. It contains several text input fields for metadata: Title (filled with 'My First Presentation'), Subject, Author (filled with 'CCI Student'), Manager, Company, Category, Keywords (filled with 'PowerPoint, presentation, intro to PowerPoint, creatin'), Comments, Hyperlink base, and Template. At the bottom, there is a checkbox labeled 'Save preview picture' which is checked.

- Click **Cancel** to close the Properties dialog box, and then close the presentation without saving.

Viewing Presentations

Objective 1.2.2

PowerPoint offers different views to help you work on and navigate through your presentations. The different views include Normal, Outline View, Slide Sorter, Notes Page, and Reading View.

To change the view, click the View tab and, in the Presentation Views group, make a selection; or you can select a view from the view buttons in the Status bar (Figure 1-21).

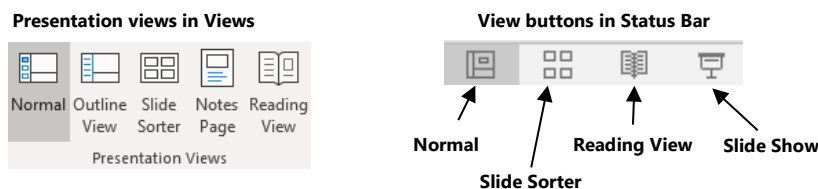


Figure 1-21: Presentation Views ribbon group and View buttons in status bar

Normal – View thumbnails of slides in the Slide Navigation pane, and the active slide, which is ready for editing, in the Slide pane. This is the default view.

Outline View – Replace thumbnails with an outline of the text within the presentation. This view, which is similar to Normal view, is useful for editing purposes.

Slide Sorter – Display thumbnails of all the slides. This view lets you change the order of slides and add special effects, such as transitions. You cannot use this view to edit the contents of slides. You can also view sections. Slide Sorter view is covered in more detail in Lesson 2.

Notes Page – Edit notes pages, which you can print out for various purposes, such as for your own reference or to hand out to your audience.

Reading View – Read your presentation onscreen. In this view, you can still interact with your Desktop.

Slide Show – See what the current slide will look like when you present your slide show in full-screen mode. This view is available in the Quick Access Toolbar, the Status Bar, the Start Slide Show group in the Slide Show tab, or by pressing SHIFT+F5. You can continue presenting from the current slide, or you can exit the slide show and return to the slide you were editing by pressing ESC.

Viewing in Grayscale or Black and White

Objective 1.2.2

PowerPoint allows you to view your presentation in Grayscale or Black and White. Grayscale presents slides in shades of gray, while Black and White presents slides strictly in black and white. You can also customize how colors are translated in Grayscale or Black and White for the entire presentation or for selected objects.

It is a good idea to view your presentation in Grayscale throughout the design process to see how the design will look if printed in Grayscale. This allows you to address any design issues before you deliver your presentation.

Viewing your presentation in Grayscale or Black and White does not actually convert the presentation elements. All of the slide elements retain their original color but are displayed in the color scale chosen.

If your presentation slides contain a background image or a patterned background, you may find it easier to view slide content in Grayscale when designing the presentation.

To view your presentation in Grayscale or Black and White, click the View tab and, in the Color/Grayscale group, choose either Grayscale or Black and White (Figure 1-22).

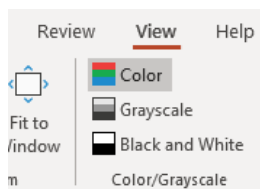


Figure 1-22: Color/Grayscale ribbon group

To customize the color conversion for the entire presentation, click one of the color conversion options in the Change Selected Object group (Figure 1-23). If you wish to change the conversion for only a selected object, select the object, then choose an option from the ribbon group.

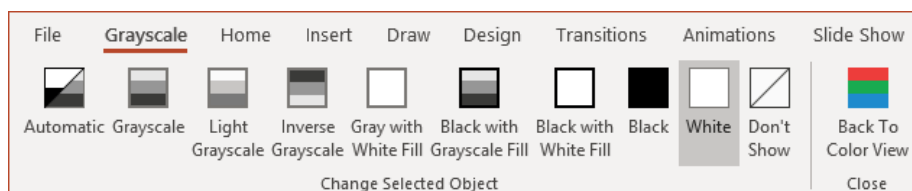


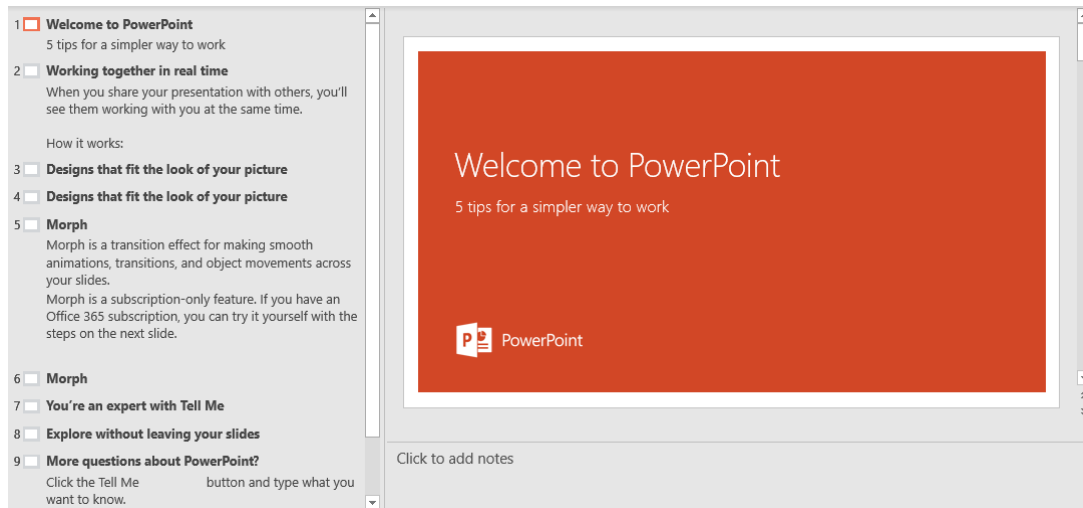
Figure 1-23: Change Selected Object ribbon group

You can view your slides in Grayscale or Black and White in Normal, Slide Sorter, or Notes Page views.

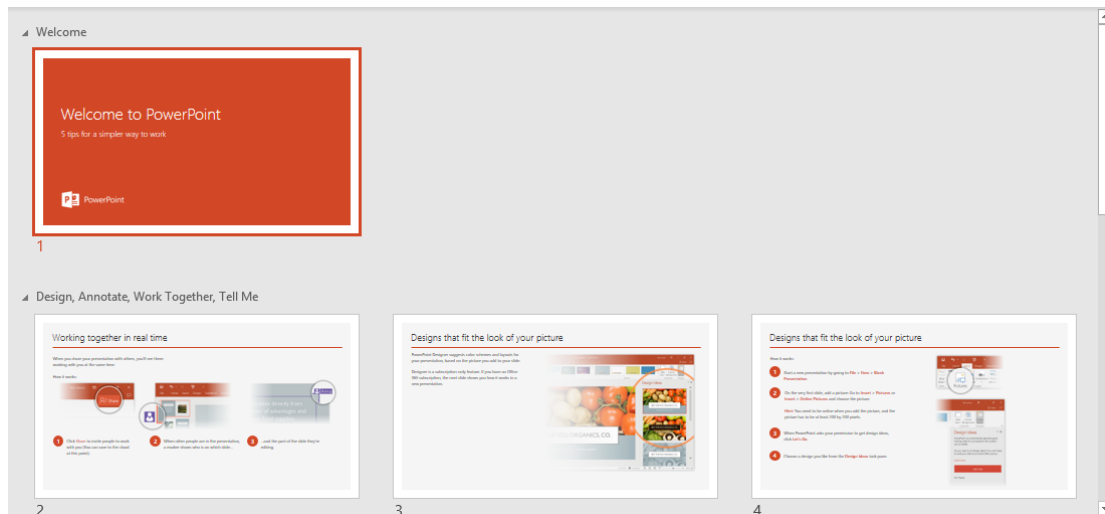
Learn to change the view

In this exercise, you will examine a presentation using various views.

1. Open the **Welcome to PowerPoint** presentation located in the *3276 Exercise Files\StarterFiles* folder.
2. Click the **View** tab, and in the Presentation Views group, select **Outline View**.



3. On the **View** tab, in the Presentation Views group, select **Slide Sorter**.



4. On the status bar, slide the **Zoom** control to **50%** to view the slides at 50% of their original sizes.
5. On the View tab, in the Color/Grayscale group, click **Grayscale** to view the slides in grayscale.
6. Click **Back to Color View** to return your slides to color.
7. Click the **View** tab, and in the Presentation Views group, select **Notes Page**.



8. Click the **View** tab if necessary, and in the Presentation Views group, click **Normal** to return to the Normal view.
9. In the Slide Navigation pane, click slide **3** to move to slide 3.
10. On the status bar, click the **Slide Show** button.
11. Press **ESC** to close Slide Show view.
12. If necessary, return to **Normal** view.
13. Close the Welcome to PowerPoint presentation (and any other open presentations) without saving any changes.

Lesson Summary

Now that you have completed this lesson, you should be able to:

☒ Start PowerPoint.	☒ Change slide size options.
☒ Create new presentations.	☒ Manage presentation files.
☒ Identify elements on the screen.	☒ Use Backstage to save presentations.
☒ Add text.	☒ Maintain backward compatibility.
☒ Use the Ribbon.	☒ Modify presentation properties.
☒ View ScreenTips.	☒ Use presentation views.
☒ Use the Quick Access Toolbar.	☒ Close and open presentations.
☒ Move around in presentations.	

Key Terms

Term	Definition
Compatibility Checker	A feature that lists elements in a presentation that are not supported or may not behave as expected in previous versions of PowerPoint.
Compatibility Mode	A feature that allows you to create presentations in the current version of PowerPoint that will also be editable in previous versions of PowerPoint.
Contextual Tabs	Tabs that appear on the Ribbon only when particular types of objects have been created or are selected.
Defaults	The standard settings that are in effect in an application until/unless they are changed by a user.
Delete	The procedure that removes text or objects from the presentation.
Dialog box launchers	Small icons that appear in some groups on the Ribbon, which can be clicked to open a dialog box, window, or task pane offering more options for this group of features.
Keyword	A word or phrase that describes a subject or category on which you can search.
Quick Access Toolbar	A small toolbar that provides quick access to frequently used commands. Located above the Ribbon (default location) or below the Ribbon, the Quick Access Toolbar is customizable.
Ribbon	The tabbed interface that groups PowerPoint tools by tasks so that the ones that are used most frequently are easy to find.
ScreenTips	Small windows that appear with additional information about a feature when the mouse is held over that feature.
Slide Sorter	A feature that displays miniatures of all the slides in the presentation, for easy rearranging of slides.
Template	A boilerplate for a presentation that already contains elements, such as various sample slides complete with placeholders and formatting.

Quiz Questions

For each question, select the best answer.

1. Which option provides direct access to frequently used commands and can be customized to contain commands you use regularly?
 - a. Status Bar
 - b. Quick Access Toolbar
 - c. Tell Me feature
 - d. Title bar

2. How do you change slide size options?
 - a. Click the Home tab and, in the Customize group, click Slide Size.
 - b. Click the Design tab and, in the Customize group, click Slide Size.
 - c. Click the File tab and, in the Customize group, click Slide Size.
 - d. Click the View tab and, in the Customize group, click Slide Size.
3. How can you display the keyboard buttons (key tips) for the commands in the Ribbon?
 - a. Press ALT
 - b. Press CTRL
 - c. Press SHIFT
 - d. Press ESC
4. Which feature can you use to ensure your file will convert smoothly to an earlier version of PowerPoint?
 - a. Check Accessibility
 - b. Inspect Document
 - c. Check Compatibility
 - d. Manage Presentation
5. Which presentation view is similar to the Normal view, but displays an outline of the text within the presentation rather than slide thumbnails, and is useful for editing purposes?
 - a. Notes
 - b. Reading
 - c. Slide Sorter
 - d. Outline
6. Which presentation view displays thumbnails of all the slides and allows you to change the order of slides, add special effects, and view sections, but cannot be used to edit the contents of slides?
 - a. Normal
 - b. Reading
 - c. Slide Sorter
 - d. Outline
7. Which Backstage option allows you to view and modify document properties?
 - a. Account
 - b. Info
 - c. Options
 - d. Save

8. Which statement about saving presentations is true?
- a. The first time you use the Save command, the presentation will be saved with the default name that appears in the PowerPoint window title bar.
 - b. The first time you use the Save command, the Save As page will appear by default.
 - c. Each subsequent time you save a presentation, the Save As window will appear by default.
 - d. Each subsequent time you save a presentation, you must re-specify the file name and location before you click the Save button.
9. Which keyboard shortcut key can you use to create a new presentation?
- a. CTRL+F
 - b. CTRL+M
 - c. CTRL+N
 - d. CTRL+S

Microsoft® PowerPoint

Associate Certification Guide

Lesson 2: Working with Slides

Lesson Objectives

In this lesson, you will examine the features you can use to create, organize, format, and manage slides. Upon successful completion of this lesson, you should be able to:

- ☐ Use and apply themes.
- ☐ Format slide backgrounds.
- ☐ Apply slide layouts or create a new slide layout.
- ☐ Apply styles to slides.
- ☐ Customize slide layouts.
- ☐ Modify existing layout masters.
- ☐ Use gridlines and guides.
- ☐ Add, delete, resize, and reposition placeholders.
- ☐ Rename a slide layout.
- ☐ Apply modified layouts to slides.
- ☐ Insert, duplicate, hide, show, and delete slides.
- ☐ Insert slides from an existing presentation.
- ☐ Insert slides from an outline.
- ☐ Add footers, dates, and slide numbers.
- ☐ Organize and rearrange slides.
- ☐ Use the Slide Sorter.
- ☐ Use sections.

Using Themes

You can quickly create or modify an existing presentation to give it a professional modern look by applying a theme. A **theme** is a set of unified design elements, such as backgrounds, effects, colors, fonts, and graphics, which provides a consistent look for all slides in a presentation. Themes also influence objects such as images, charts, and tables.



Figure 2-1 displays a PowerPoint slide formatted with the Parallax theme.

The same theme can be applied throughout Microsoft Office applications to provide a coordinated look and feel to all your documents.

Figure 2-2 displays a Word document formatted with the Parallax theme.

Figure 2-1: PowerPoint slide formatted with a theme

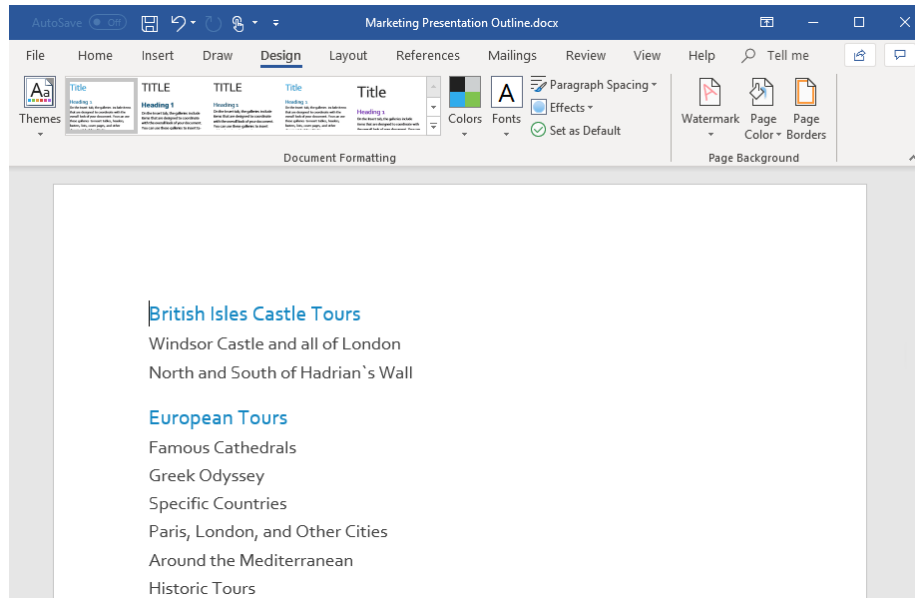


Figure 2-2: Word document formatted with a theme

PowerPoint also provides the ability to select variants of most design themes (discussed in the next topic).

Applying Themes

To apply a theme to all slides, click the Design tab and, in the Themes group, click the desired theme. You then have the option of choosing a theme color variant from the Variants group (Figure 2-3).

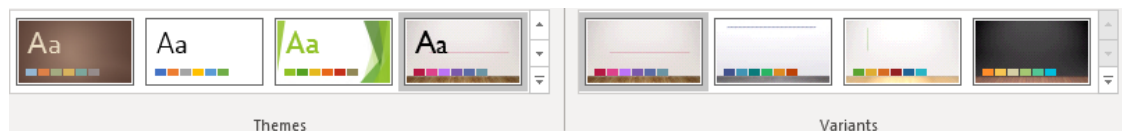


Figure 2-3: Themes and Variants groups

To preview a theme or variant before applying it, point to the theme or variant thumbnail to display its effect on the presentation.

To apply a theme to only selected slides, right-click the desired theme and click Apply to Selected Slides.

The right-click context menu also allows you to apply a theme to all slides, set a theme as the default for all new presentations, or add the Theme Gallery to the Quick Access Toolbar for easier access.

After applying a theme, you can preview all the slide layouts available for the theme by right-clicking a slide in the Slide Navigation pane and selecting Layout from the drop-down menu.

Modifying Themes

Objective 1.1.1

You can customize individual aspects of a theme, such as the colors, fonts and effects, while still retaining the other design elements. You can also create your own theme that you can reuse on other presentations.

To change only the theme colors, on the Design tab, in the Variants group, click the More button and click Colors. PowerPoint displays the Colors palette based on the presentation's theme (Figure 2-4). Point the mouse at the color palette selections to preview the effect on the presentation.

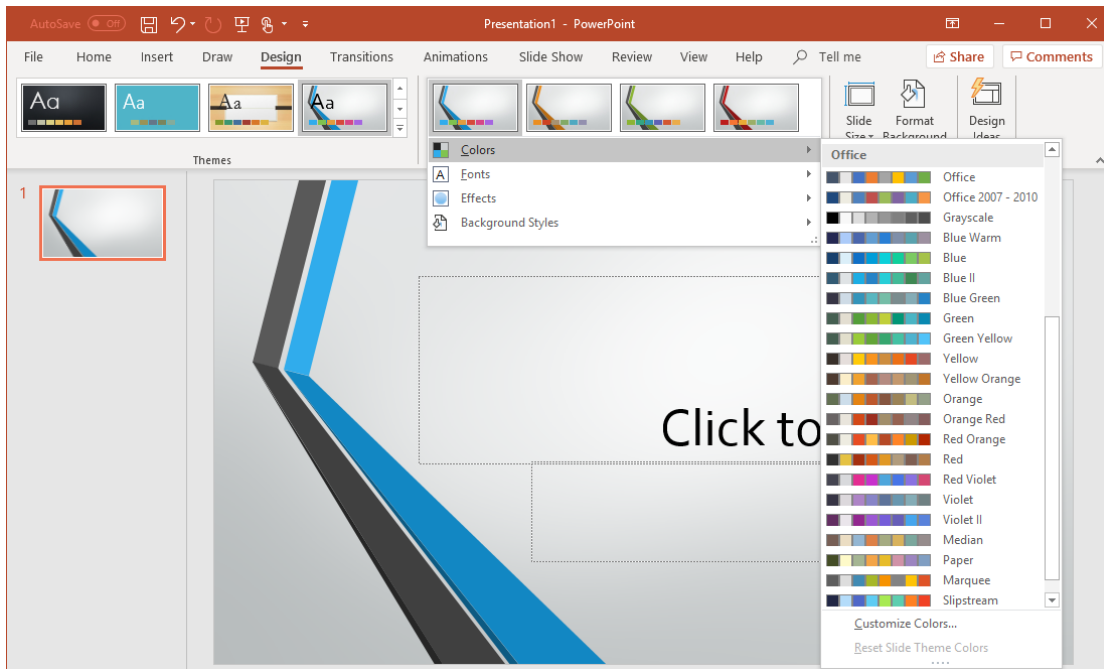


Figure 2-4: Colors palette

To change only the theme fonts, on the Design tab, in the Variants group, click the More button, and click Fonts. PowerPoint displays a list of preselected font groups. Point the mouse at the font groups to preview the effect on the presentation.

To change only the theme effects, on the Design tab, in the Variants group, click the More button, and click Effects. PowerPoint displays a list of preprogrammed effects. You can change the graphical look of your presentation by adding fill, line, bevel, and shadow effects.

To change the theme background style, on the Design tab, in the Variants group, click the More button, and click Background Styles. PowerPoint displays a list of preselected background styles. Point the mouse at the color palettes to preview the effect on the presentation.

To save changes to a theme and give it a unique name, on the Design tab, in the Themes group, click the More button and click Save Current Theme. PowerPoint saves themes with the *.thmx* extension. The saved theme will appear in the Theme Gallery and also on the Custom tab of the New presentation screen.

Formatting Slide Backgrounds

Objective 2.2.2

One of the design elements included in a theme is the **slide background**—the area of the slide behind the headings, text, and other content you add. You can format the slide background with colors, patterns, textures, and pictures using the Format Background task pane.

To format the background, click the Design tab and, in the Customize group, click Format Background. This opens the Format Background task pane (Figure 2-5).

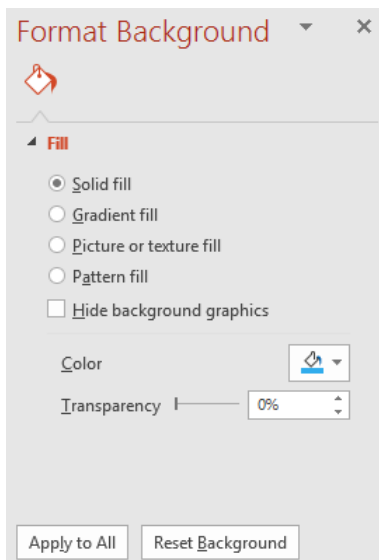


Figure 2-5: Format Background task pane

Use the options in the task pane to adjust the background. To apply the new background to only the selected slides, click the **X** (Close) button to exit the task pane.

To apply the background to all the slides in your presentation, click the Apply to All button.

To return the background to its original format, click the Reset Background button.

Learn to apply and modify themes

In this exercise, you will apply a theme to an entire presentation, apply a theme to selected slides, and customize theme variants.

Note: If you do not have the Facet theme installed and do not have access to themes on the Microsoft Office website, read through the steps of this exercise so that you will become familiar with the process. Inability to complete this exercise will not affect other exercises in the course.

1. Open the **Traveling the World with Tolano** presentation located in the *StarterFiles* folder and save it as: **My Traveling with Tolano** in the *MyProjects* folder.
2. Click the **Design** tab and, in the Themes group, point your mouse over some of the themes.

Live Preview causes the text style and background images in the presentation to change. To view more themes, use the arrow and More buttons at the right of the themes library.
3. Click the **Facet** theme to apply it to the entire presentation.

4. In the Variants group, click the fourth variant.

Notice the changes to the text fonts and background colors.

Change the theme color.

5. In the Variants group, click the **More** button, select **Colors**, then scroll down the list and click **Violet**.

Notice the changes to the text and background colors.

6. With slide **1** selected, on the Design tab, in the Customize group, click **Format Background**.

The Format Background task pane opens.

7. Select **Pattern fill**. A gallery of patterns using the theme colors appears.

8. Click **Large checker board**.

9. Click **Solid fill**.

10. Click the **Color** arrow and then select **Black, Background 1**.

11. Click **Apply to All** to apply your changes, and then click the **X (Close)** button to exit the task pane.

12. Click the **View** tab, and then click **Slide Sorter**.

13. Click slide **2** to select it.

Notice that a border surrounds the selected slide to indicate it has been selected.

14. Press and hold the **CTRL** key while clicking slide **4**.

Notice that the selection border surrounds slides 2 and 4, indicating that both (non-contiguous) slides are selected.

15. Repeat the **CTRL + click** process until every even numbered slide has been selected (slides 6, 8, 10, and 12).

16. With the even numbered slides still selected, click the **Design** tab, and click the **More** button to open the Themes gallery.

17. Right-click the **Slice** theme, and then click **Apply to Selected Slides**.

The Slice theme is applied to only the selected slides.

18. In the Variants group, click the **More** button and select **Fonts**.

19. Click **Georgia**.

20. In the Variants group, click the **More** button and select **Background Styles**.

21. In the library of background styles, select **Style 4**.

22. Click the **View** tab, and then click **Normal** to return to Normal view.

23. Scroll through the presentation and view the results.

24. Save and then close the presentation.

Understanding Slide Layouts

You can use **slide layouts** to define the structure, positioning, and formatting for all the content that appears on a slide.

Slide layouts contain **placeholders** that position and hold content such as text, tables, videos, and pictures. When you add content to a placeholder, PowerPoint automatically formats it to the settings associated with that placeholder.

Each PowerPoint theme includes one slide master and a set of related slide layouts. Theme settings determine the available slide layouts and automatic settings for the placeholders within slide layouts.

You can use the slide layouts associated with the theme you've chosen, change the slide layouts to suit your needs, or create a new custom slide layout.

Applying Slide Layouts

Objective 2.1.3

When you create a blank presentation, the first slide automatically displays with the Title Slide layout, following the general rule of having a title page for the presentation. By default, when you create a new slide using the New Slide command, the Title and Content layout is applied. If you click New Slide again, another Title and Content slide layout appears. If this is not the slide layout you want to use, you can change it to another slide layout.

Note: Selecting a different layout may affect the design of the slide. If you have text in a title or text placeholder, and the new layout you select does not contain a placeholder, that placeholder will be converted to a text box. Selecting another layout will not convert the text box into a placeholder.

To change the layout of an existing slide to one of the preset slide layouts (Figure 2-6a), use one of the following methods:

- Select the slide and, on the Home tab, in the Slides group, click Layout, and then click a slide layout; or

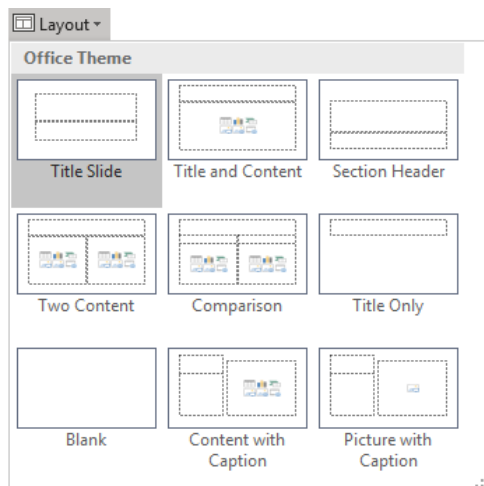


Figure 2-6a: Change slide layout

- right-click a slide in the Slide Navigation pane, click Layout (Figure 2-6b), and click a slide layout.

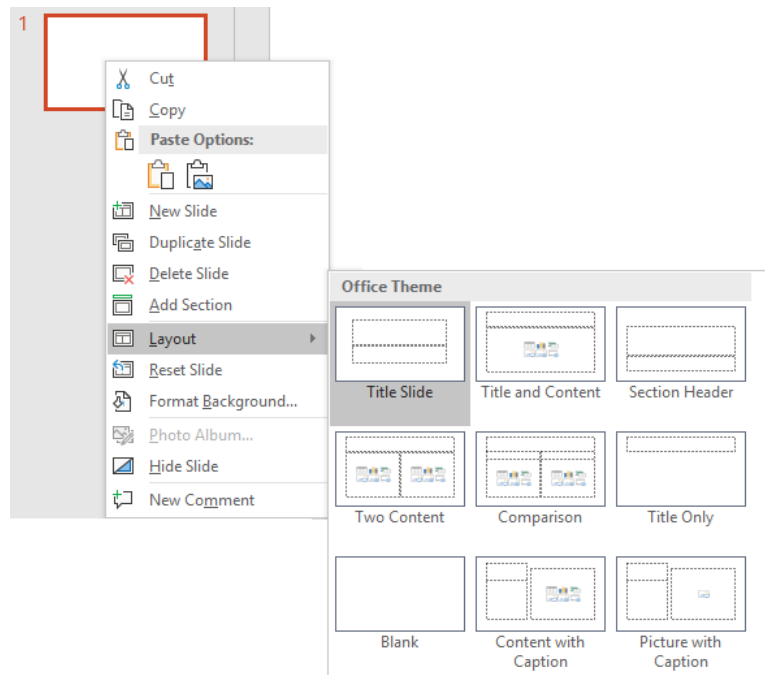


Figure 2-6b: Change slide layout

To insert a new slide (Figure 2-7) using a specific slide layout, on the Home tab, in the Slides group, click the New Slide arrow and click the desired slide layout.

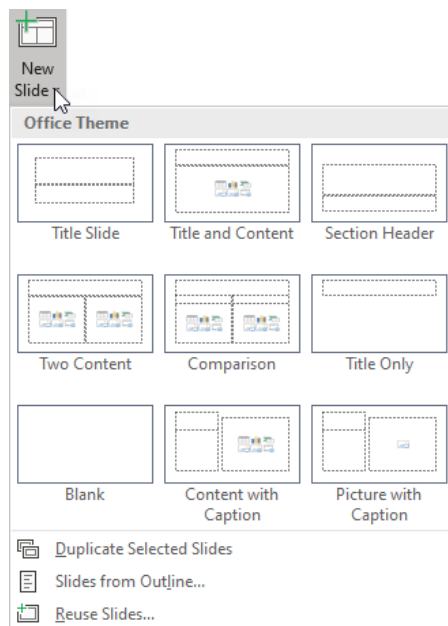


Figure 2-7: Insert new slide

Formatting Placeholders

Objective 1.1.2, 1.1.4

After choosing a slide layout, you may want to format the content placeholder to better suit your presentation. By changing the formatting of the whole placeholder, not just the text within it, you can add visual appeal or draw attention to a specific area on your slide.

PowerPoint provides a variety of ways to format placeholders. For example, you can add an outline, fill, or shadow; change the thickness or color of the lines that define the shape of a placeholder; and add three-dimensional effects to a placeholder. When filling a placeholder with color or changing line color, it is recommended that you use theme colors rather than standard colors.

Before you can change a placeholder, you need to select it. Click anywhere on the border or outline of a placeholder to select it. The outline will then display small circles around the perimeter indicating the placeholder is selected; these circles are called handles (Figure 2-8) and you can click and drag these to resize the placeholder.

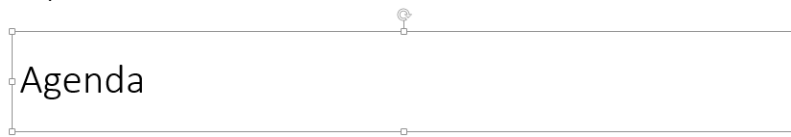


Figure 2-8: Placeholder handles

If you apply a color to the outline of a placeholder, when the placeholder is selected, the top and left sides of the placeholder will have a thicker outline than the bottom or right sides (Figure 2-9).

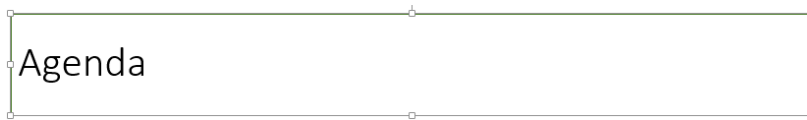


Figure 2-9: Placeholder with outline color applied

Applying Styles to Placeholders

Objective 1.1.1, 3.4.6

The most effective way to format placeholders and the text they contain is to use the Quick Styles gallery. Quick Styles change how a theme's colors, fonts, and effects are combined. When you format a placeholder using the Quick Styles gallery options, your content will be well matched to your overall document theme.

Quick Styles are combinations of fill, border, and effect formatting options. The Quick Styles gallery includes a selection of theme and preset styles with theme colors to help you get the look you want. PowerPoint displays thumbnails of them in various Quick Styles galleries.

To apply a Quick Style to a placeholder, on the Home tab, in the Drawing group, click Quick Styles.

You can then point to any of the Quick Styles in the gallery (Figure 2-10) to see a live preview of how the Quick Style will affect your slide if you select it.

Hint: The Quick Styles available to you depend on the theme you select.



Figure 2-10: Quick Styles gallery

While a Quick Style bundles several design elements together, you can also change the fill, outline, and other aspects of a placeholder independently.

Changing the Outline of a Placeholder

Objective 3.4.5

To change the outline of a placeholder, use one of the following methods:

- Click the Home tab and, in the Drawing group, click Shape Outline (Figure 2-11); or

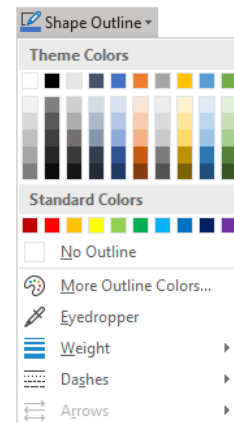


Figure 2-11: Shape Outline

- on the Drawing Tools Format tab, in the Shape Styles group, click Shape Outline; or
- on the Drawing Tools Format tab, in the Shape Styles group, click the Format Shape dialog box launcher to open the Format Shape task pane (Figure 2-12), select the Fill & Line icon in Shape Options, click the Line section to expand it, and then select the line options desired.

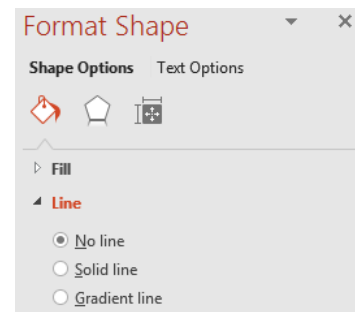


Figure 2-12: Format Shape task pane – Fill & Line tab, Line options

Changing the Fill of a Placeholder

Objective 3.4.5

Fill refers to the background of the selected placeholder; you can set the fill to be a color, a gradient, a texture, or a picture. To change the fill of a placeholder, use one of the following methods:

- Click the Home tab and, in the Drawing group, click Shape Fill; or
- on the Drawing Tools Format tab, in the Shape Styles group, click Shape Fill; or
- on the Drawing Tools Format tab, in the Shape Styles group, click the Format Shape dialog box launcher to open the Format Shape task pane, select the Fill & Line icon in Shape Options and, in the Fill section, select the fill options desired.

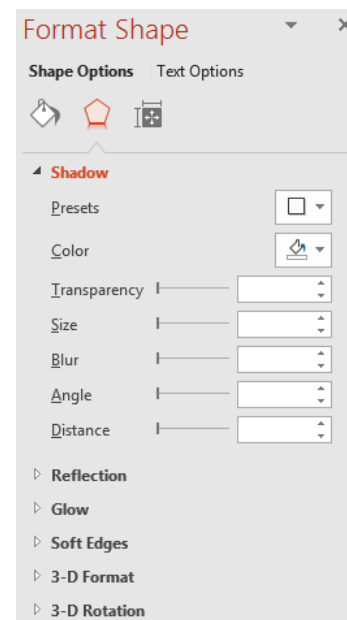


Figure 2-13: Format Shape task pane – Effects tab

Applying an Effect to a Placeholder

Objective 3.4.5

- An effect (such as a shadow, a glow, or a 3D style) will change the appearance of the placeholder. To apply an effect to a placeholder, use one of the following methods: Click the Home tab, and in the Drawing group, click Shape Effects; or
- on the Drawing Tools Format tab, in the Shape Styles group, click Shape Effects; or
- on the Drawing Tools Format tab, in the Shape Styles group, click the Format Shape dialog box launcher, then select the Effects icon (Figure 2-13) in Shape Options and select one of the effects options.

Learn to change the slide layout and format placeholders

In this exercise, you will change the slide layout of an existing slide, apply Quick Styles to a placeholder, change the outline and fill of a placeholder, and apply other effects in the current presentation.

1. Open the **Travel with Tolano-layout** presentation located in the *StarterFiles* folder and save it as: **My Travel with Tolano-layout** in the *MyProjects* folder.
2. Select slide **2** – Agenda.
3. Click the **Home** tab, and in the Slides group, click **Layout**.
4. Select the **Two Content** slide layout from the Slide layouts.
5. Select slide **3** – Bicycle Tours, click on the border of the placeholder that contains *Bicycle Tours* to select the placeholder.

Handles surround the placeholder to indicate it has been selected.

6. On the Home tab, in the Drawing group, click **Quick Styles** and select **Moderate Effect – Black, Dark 1**.

Apply a line color to a placeholder.

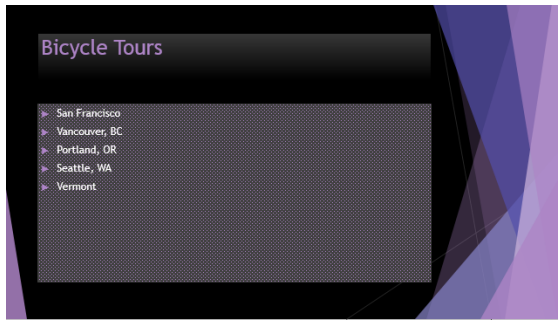
7. With slide **3** – Bicycle Tours selected, click the border of the text placeholder that contains *San Francisco* to select it.
8. On the Home tab, in the Drawing group, click **Shape Outline** and then click **Black, Background 1, Lighter 25%**.

Apply a background pattern to a placeholder.

9. On the Home tab, in the Drawing group, click the **Format Shape** dialog box launcher to open the Format Shape task pane. Select the **Fill & Line** icon in Shape Options and expand the Fill section if necessary then, in the Fill section, click **Pattern fill**.
10. Select the **Dotted: 20%** pattern from the gallery.

Apply a background to a placeholder.

11. In the Format Shape task pane, click the arrow to the right of Background, then click **Black, Background 1, Lighter 25%**.



12. Save the presentation, and then close it.

Customizing Slide Layouts

Objective 1.1.4

PowerPoint offers slide layouts based on the theme chosen to help you establish a common look throughout your presentation. You may find it necessary to change an existing slide layout to better suit your presentation design or create an entirely new slide layout from scratch.

You can modify an existing slide layout by adding, deleting, resizing, or repositioning placeholders. You can easily apply modifications to any existing presentation slides based on the changed layout.

In order to customize slide layouts, you should first understand two important concepts:

- How PowerPoint uses slide layout masters behind the scenes; and
- how you can use guides and gridlines for positioning objects within layouts.

Understanding Slide Masters

Every PowerPoint presentation contains a slide master with related slide layout masters, formats, and theme information that is used to establish a common look throughout the presentation.

The Slide Master enables you to set up the global structure of your presentation. When you make changes to the Slide Master, PowerPoint applies the changes to many or all the slides in your presentation. You work with the Slide Master when you want to customize slide layouts related to the master or to apply global settings to your presentation, such as text formats, bullet styles, and master graphics. You can use masters to format items such as logo, title, and footer placement.

Using slide masters to apply global settings, such as font style and logo placement, can save you an enormous amount of time. When you make a change in the slide master, all slides that follow that master will contain those changes.

If you make changes to the master or slide layout masters in an existing presentation, you will need to reapply the changed layouts to the existing slides in Normal view to see the changes.

PowerPoint provides three types of **masters**: The *Slide Master* controls the slides and title slide in your presentation; the *Notes Master* controls the global aspects of notes; and the *Handout Master* controls the handouts. This section focuses on using the Slide Master.

Using Slide Master View

Objective 1.1.1, 1.1.2, 1.1.4

To activate the Slide Master view, on the View tab, in the Master Views group, click Slide Master.

Slide Master view opens with the currently active slide layout master selected. For instance, if a slide with the Two Content layout applied is active in Normal view, the Two Content Layout master is automatically selected in Slide Master view (Figure 2-14).

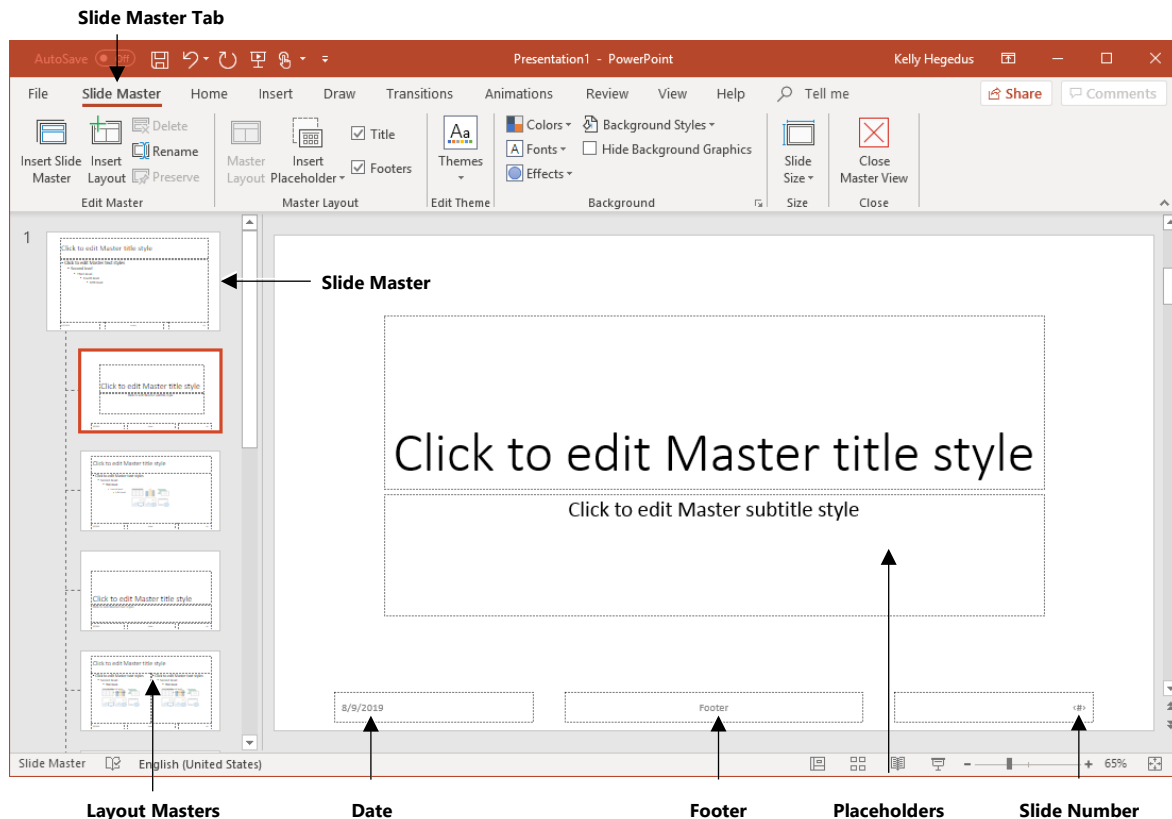


Figure 2-14: Slide Master view

Slide Master Tab – Contains features to edit slide master components.

Slide Master – The Slide Master displays at the top of the thumbnail pane with related layouts beneath it. To make placeholder changes to the Master Layout, select the main Slide Master thumbnail and, in the Slide Master tab, Master Layout group, select Master Layout. (This option is available only when the main Slide Master is selected.)

If a presentation uses multiple themes, PowerPoint will display each theme's slide master and layout masters consecutively in the thumbnail pane.

Layout Masters – Display layout masters, which follow the larger slide master in the thumbnail pane. When you point at a layout master, the name of the layout and any associated slide numbers appear. Select the layout to which you want to make global changes. The displayed layout masters vary based on the theme chosen.

Date – Add a date to every slide. The position or appearance of the Date placeholder varies based on the Slide Master options set and theme chosen.

Footer – Add information, such as the presenter’s name or your company name, to every slide. You can also add headers, footers, and page numbers from the Insert tab.

Placeholders – Select the text in placeholders, or select the placeholder itself, and apply formatting changes. This will become the default style for that placeholder on all slides.

Slide Number – Add a slide number to every slide.

Note that a new ribbon appears for manipulating items in the Slide Master view (Figure 2-15).

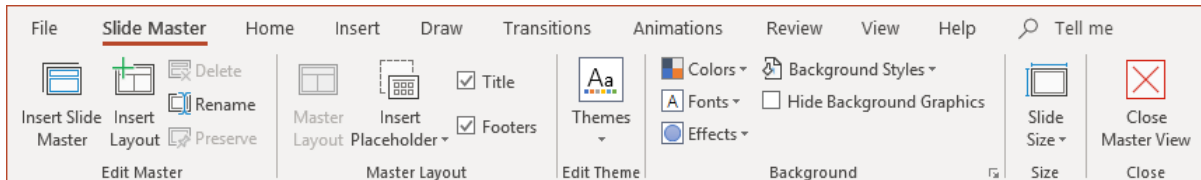


Figure 2-15: Slide Master ribbon tab

Using Gridlines and Guides

Objective 3.5.4

You can view gridlines and guides in PowerPoint to give you a visual cue about the alignment of objects in your presentation.

Guides are nonprinting horizontal and vertical lines you can use to align objects, such as placeholders, on your slides. You can use one or more guides to arrange objects evenly, with or without the grid turned on.

Gridlines are intersecting lines that you can display to make it easier to align placeholders, shapes, and other objects. You can use gridlines to align objects more precisely, particularly in relation to each other.

You can show or hide both guides and gridlines, but only guides can be added or deleted. You can adjust guides by dragging them to a new location. As you drag the guide, a measurement appears, indicating where on the vertical or horizontal ruler you are moving the guide. You can choose from a range of preset measurements to set the spacing between gridlines. Guides and gridlines are not visible when you deliver your presentation to your audience and they are not printed.

Smart Guides are dashed lines that automatically appear when you center an object between other objects, or when you space objects evenly on a slide. Smart Guides help you align objects as you move them around the slide. You can use Smart Guides to align objects and to ensure consistent spacing between objects.

To turn guides or gridlines on or off, use one of the following methods:

- Right-click outside the slide objects, and then click Grid and Guides to open the Grid and Guides dialog box (Figure 2-16). Activate or deactivate the options and then click OK; or

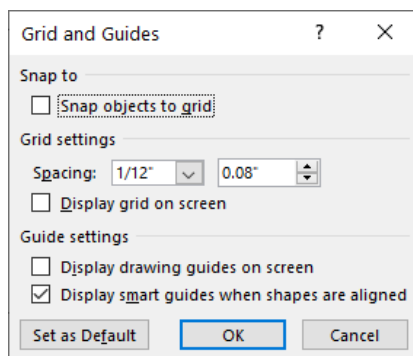


Figure 2-16: Grid and Guides dialog box

- right-click outside the slide objects, and point to Grid and Guides to display the drop-down menu (Figure 2-17) from which you can select the appropriate option; or

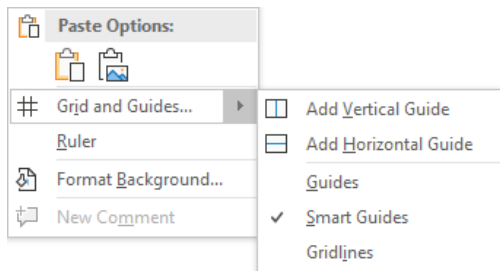


Figure 2-17: Grid and Guides drop-down menu

- click the View tab and, in the Show group, select the Gridlines or Guides check boxes.

Using the mouse to move a shape to a particular position on a slide can be difficult, as the shape will snap to the grid. To stop your shapes snapping to the grid, deselect the *Snap objects to grid* check box within the Grid and Guides dialog box, or press ALT when you are dragging a shape so that it moves freely. You can press arrow keys to move objects on a slide or press CTRL+ arrow keys to move objects by small increments, also known as nudging.

Using the Ruler

Objective 3.5.4

In addition to using gridlines and guides, you can use the ruler to determine the position of objects on the slide and to help align objects. The ruler is turned off by default.

To display the ruler, click the View tab and, in the Show group, select the Ruler check box. The ruler will appear above and to the left of the slide in Normal view (Figure 2-18).

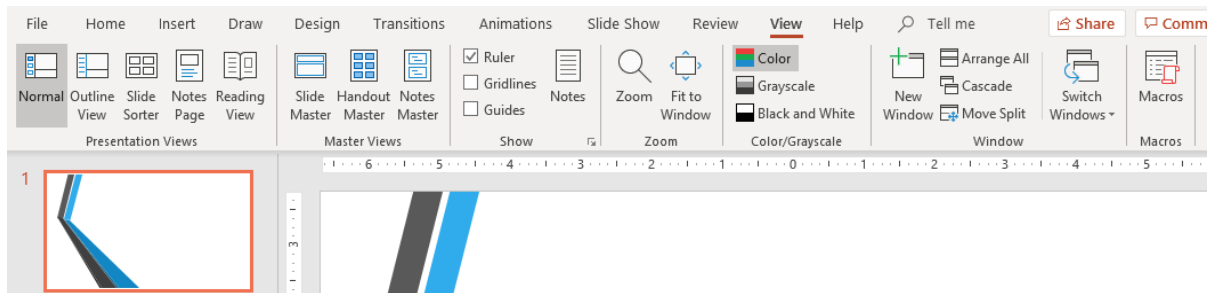


Figure 2-18: Rulers display in Normal view

The ruler displays dotted red lines at the position of your mouse pointer as you move objects around the slide (Figure 2-19).

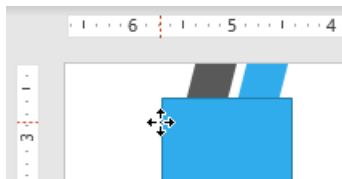


Figure 2-19: Dotted red lines displayed on ruler

To turn off the ruler, click the View tab and, in the Show group, deselect the Ruler check box.

Modifying an Existing Slide Layout

Objective 1.1.2, 1.1.3, 1.1.4

To customize a slide layout master, click the View tab and, in the Master Views group, click Slide Master . Available slide layout masters will appear in the thumbnail pane at the left. Click the slide layout master you want to change, or select the Insert Layout option (Figure 2-20) to create your own customized slide layout.

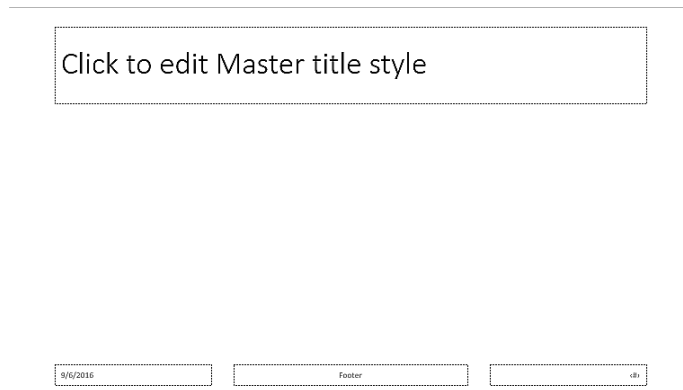


Figure 2-20: Slide layout master

You can add a placeholder to a slide layout to hold content, such as text, pictures, tables, charts, SmartArt graphics, clipart, videos, and more.

Note: If you apply a slide layout to one or more slides in your presentation, and then change the layout by adding, resizing, repositioning, or deleting a placeholder, you must reapply the layout to the slides so that the slides reflect the layout change.

Adding a Placeholder

To add a placeholder to a slide layout, from the thumbnail pane select the layout master in which the new placeholder will be added. Then on the Slide Master tab, in the Master Layout group, click Insert Placeholder (Figure 2-21).

Select the type of placeholder you want from the list, and then click and drag to draw the new placeholder.

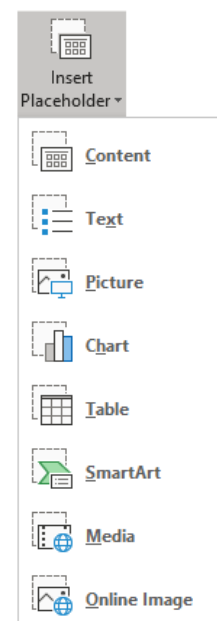


Figure 2-21: Insert Placeholder list

Deleting a Placeholder

You can also delete a placeholder. In Slide Master view, in the thumbnail pane, select the layout master, select the placeholder you want to delete, and then press DELETE.

Resizing and Repositioning a Placeholder

You can change a placeholder by resizing or repositioning it.

In Slide Master view, in the thumbnail pane, select the layout master to be changed. Click the placeholder you want to change, and then do one of the following:

- To resize it, position your mouse pointer over one of the sizing handles. When the pointer becomes a two-headed arrow, click and drag the handle to the desired size.
- To reposition it, position your mouse pointer over one of the borders. When the pointer becomes a four-headed arrow, click and drag the placeholder to a new position.

Renaming a Slide Layout

You can rename an existing slide layout or assign a name to a new slide layout.

In Slide Master view, in the thumbnail pane, select the slide layout master you want to rename, and then, in the Edit Master group, click Rename; or right-click the layout master thumbnail and click Rename Layout.

In the Rename Layout dialog box, type a new name that describes the layout, and then click Rename.

Applying Modified Layouts to Slides

Objective 1.1.4

For the placeholder changes to be reflected throughout a presentation, you must reapply the slide layout to the slides that follow the changed slide layout.

When you point at a slide layout master, the name of the layout and any associated slide numbers appear.

To reapply the changed layout to an existing slide, in Normal view, in the Slide Navigation pane, select the slide(s) that adhere to the layout you changed, and then on the Home tab, click Layout and select the revised layout(s).

Note: To select multiple slides, press and hold CTRL, and then click each slide.

Learn to work with slide masters

In this exercise, you will edit the slide master and layouts in a presentation.

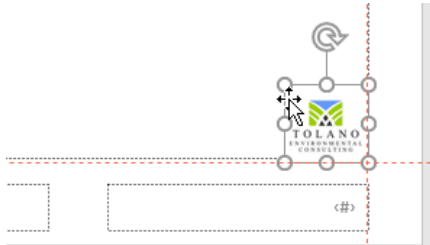
1. Open the **TEC Annual Review** presentation located in the *StarterFiles* folder and save it as: **My TEC Annual Review** in the MyProjects folder.
2. Click the **View** tab and, in the Master Views group, click **Slide Master**. Then scroll up in the Navigation Pane and click the Office Theme Slide Master layout next to the number **1**.

Because this view enables you to include specific items on all slides, you may want to turn on the guides for more precise placement of objects.

3. Click the **View** tab and, in the Show group, select **Guides** to display the guides on the screen.
4. Drag the horizontal guide down to position it at **3.0" (7.62 cm)**, and then drag the vertical guide to the right to **4.50" (11.43 cm)**.



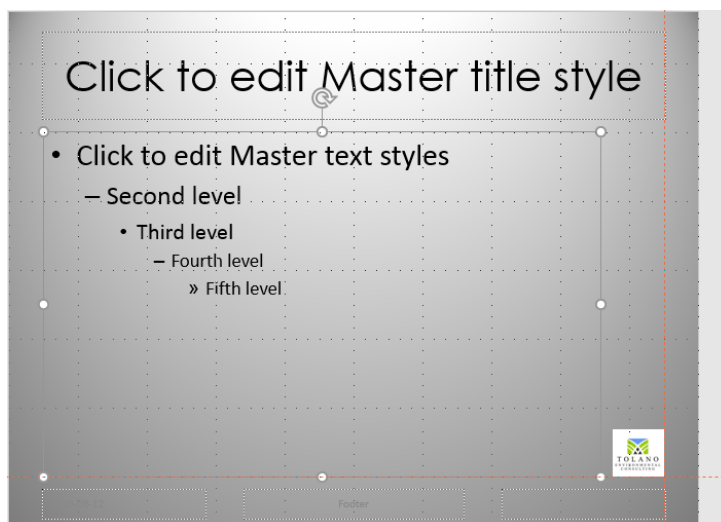
5. Click to select the Tolano logo.
6. Drag the picture until the right side aligns with the vertical guide and the bottom aligns with the horizontal guide, to position it at the bottom right corner of the slide master.



7. Click the **Slide Master** tab and, in the Background group, click **Background Styles**, and choose **Style 5**.
8. Ensure the **Office Theme Slide Master** is selected in the Slide Navigation pane.
9. In the layout, click the title placeholder, click the **Home** tab and then, in the Font group, change the font to **Century Gothic**.
10. Click the **View** tab and, in the Show group, select **Gridlines** to display gridlines.
11. Click the **Slide Master** tab and, in the Edit Master group, click **Insert Layout**.

A thumbnail layout appears at the bottom of the Slide Navigation pane. The new layout contains placeholders and content based on the Title Only Layout master.

12. In the Master Layout group, click **Insert Placeholder**. Select the **Text** placeholder from the list.
13. Drag to draw the text placeholder from the first gridline beneath the left corner of the title placeholder to the right; ending at the vertical gridline to the left of the Tolano Environmental Consulting logo image.



14. Click the **Slide Master** tab and, in the Slide Navigation pane, right-click the Custom Layout thumbnail and click **Rename Layout**.

15. In the Rename Layout dialog box, select the existing text in the Layout name field, type: **TEC Layout** and then click **Rename**.
16. Click to select the **Click to edit Master text styles** placeholder. Click the **Home** tab and then, in the Drawing group, click **Quick Styles** and click **Subtle Effect – Black, Dark 1**.

Suppose you decide this layout is no longer needed.

17. Click the **Slide Master** tab and, in the Edit Master group, click **Delete** to delete the new layout.
18. On the Slide Master tab, click **Close Master View** to return to Normal view.

Looking at the slides in the Slide Navigation pane, notice that each slide now has the Tolano Environmental Consulting logo in the bottom right corner.

19. Click any slide and notice that the title placeholder font and slide background have changed to match the Office Theme Slide Master.
20. Click the **View** tab and, in the Show group, deselect **Gridlines** and **Guides** to turn them off.
21. Save the presentation and then close it.

Managing Slides

PowerPoint makes it easy to add, delete, and duplicate slides in a presentation. You can reuse slides from an existing presentation and insert an outline from a text document, such as one created in Microsoft Word.

Inserting New Slides

Objective 2.1.3

You can insert as many slides into a presentation as you require, and you can insert a slide in any location in the presentation.

To insert a new slide, use one of the following methods:

- On the Home tab, in the Slides group, click New Slide; or
- press CTRL+M; or
- right-click a slide in the Slide Navigation pane and click New Slide; or
- from the last placeholder on a slide, press CTRL+ENTER.

The slide layout applied to a new slide is based on the currently selected slide. To insert a slide using a different slide layout, on the Home tab, in the Slides group, click the New Slide arrow and choose a slide layout that suits the content for that slide.

Duplicating Slides

Objective 2.1.5

You can insert new slides that are duplicates of existing slides. By so doing, you can save time you would otherwise spend adding text and objects and formatting a new slide. You might want to use this option when the slide contains more points than you should show on one slide; instead of rekeying the points on another slide, you can duplicate the slide and then delete the repetitive points from each slide appropriately. Another example could be when you need only to change a picture while using the same size or position settings.

To duplicate slides, select the slide (or slides), and then use one of the following methods:

- On the Home tab, in the Slides group, click the New Slide arrow and then click Duplicate Selected Slides; or
- right-click the slide in the Slide Navigation pane and click Duplicate Slide; or
- click the slide in the Slide Navigation pane and press CTRL+D.

Hiding and Showing Slides

Objective 2.2.1

Different audiences, available delivery time, and need for detail may require modifications to your presentations, such as shortening the length of its play time. You can hide or display slides as needed to customize the length of your presentations.

Hidden slides remain in the presentation file but are not shown when you run the presentation in Slide Show view. Slides marked as hidden can be retrieved and displayed when you need them.

You use the Hide Slide option to hide slides and to show previously hidden slides.

The hidden slide icon (Figure 2-22) appears with the slide number inside, next to the slide you have hidden.



Figure 2-22: Hidden slide icon

To hide a slide:

- In the Slide Navigation pane, select the slide (or slides) you want to hide, right-click the slide, and then click Hide Slide; or
- on the Slide Show tab, in the Set Up group, click Hide Slide.

To show a hidden slide:

- In the Slide Navigation pane, select the slide (or slides) you want to show, right-click the slide, and then click Hide Slide; or
- on the Slide Show tab, in the Set Up group, click Hide Slide; or
- in Slide Show view, right-click the current slide, click See All Slides, and then click the slide that you want to show.

Inserting Slides from Existing Presentations

Objective 2.1.2

You can incorporate slides from other presentations or merge multiple presentations. This saves time because you do not have to recreate slides. It also ensures consistency between presentations.

To reuse slides from an existing presentation, on the Home tab, in the Slides group, click the New Slide arrow and click Reuse Slides. This opens the Reuse Slides task pane (Figure 2-23).

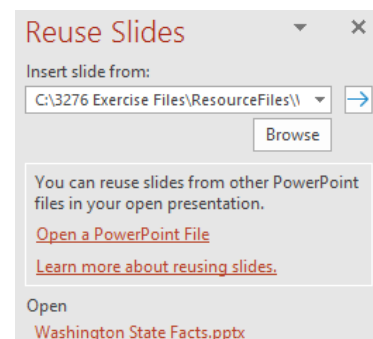


Figure 2-23: Reuse Slides task pane

In the *Insert slide from* option, click Browse to navigate to the presentation file containing the slides you want to reuse (alternatively, you can click the *Open a PowerPoint File* link in the task pane), select the file, then click Open. Previously reused presentation files appear in the Open list at the bottom of the Reuse Slides pane, allowing you to click the link to the file instead of having to navigate to its location.

When you open an individual presentation, the slides from that presentation appear in a list in the task pane. You can then click a slide to insert it immediately into your current presentation.

To insert all slides in the presentation, right-click a slide in the task pane (Figure 2-24), then click Insert All Slides.

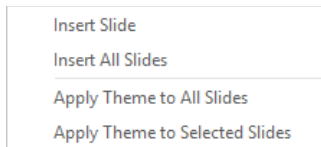


Figure 2-24: Reuse Slides options list

If you want the slide you are adding to maintain the formatting of the source presentation, select *Keep source formatting* at the bottom of the Reuse Slides pane before you insert the slide.

If you want to apply the theme from the source presentation to the presentation you are working on, right-click a slide and choose either Apply Theme to All Slides or Apply Theme to Selected Slides.

The inserted slides will appear below the currently selected slide.

Inserting Slides from an Outline

Objective 2.1.1

If you have a Word document or similar text file that contains an outline of your presentation, you can use that outline to create slides. This feature works best when the document is correctly formatted. Document content formatted with Heading 1 styles become slide titles. Content formatted with subheading styles (Heading 2 or Heading 3) become bulleted lists in the slides subtitle or content placeholders.

On the Home tab, click the New Slide arrow and click Slides from Outline to browse and select a document containing an outline of a presentation. The inserted slides will appear below the currently selected slide.

Deleting Slides

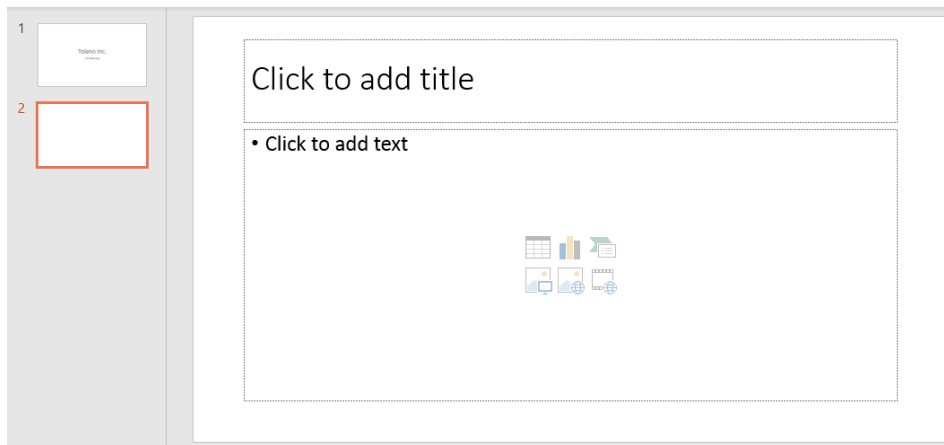
You can delete slides at any time. To delete a slide, select the slide and then use one of the following methods:

- Click the slide in the Slide Navigation pane and press DELETE; or
- right-click the slide in the Slide Navigation pane and click Delete Slide.

Learn to manage slides

In this exercise, you will insert, duplicate, and delete slides, and change slide layouts.

1. Press **CTRL+N** to create a new blank presentation.
2. Click in the title placeholder and type: **Tolano Inc.**
3. Click in the subtitle placeholder and type: **Staff Meeting.**
4. Click the **Home** tab and, in the Slides group, click the **New Slide** icon.



PowerPoint inserts a new slide after the first one using the default Title and Content layout. Since the first slide is a Title slide you can use to introduce the whole presentation, a second slide that uses the Title and Content layout allows you to list topics to be covered in the rest of the presentation.

5. Click in the title placeholder and type: **Agenda**
6. Click in the content placeholder, type: **Yearly Update** and press **ENTER**.
Notice that PowerPoint inserts the text and displays another bullet for more text.
7. Type: **Department Updates** and press **ENTER**.
8. Press **TAB** and type: **Sales**. Press **ENTER**, type: **Products** and press **ENTER**. Type: **Accounting** and press **ENTER**.

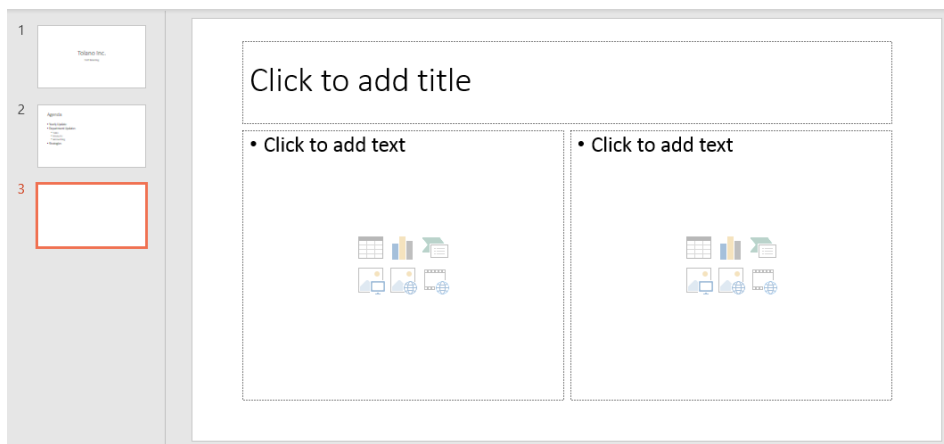
Notice that when you press TAB, PowerPoint indents the text, thereby demoting the text to a sub-point. The cursor remains at this indent level as you add more text.

9. Press **SHIFT+TAB** to return one level. Type: **Strategies** and press **ENTER**.

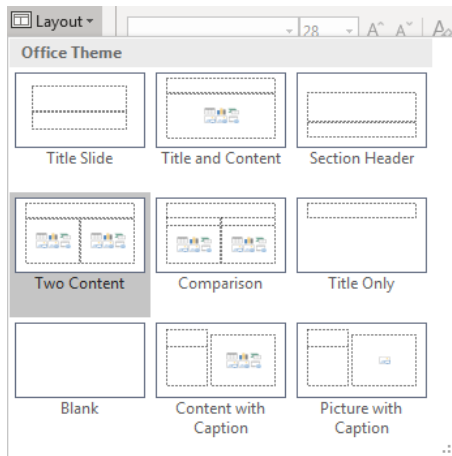
When inserting a new slide, you can choose a different slide layout than the default Title and Content layout.

10. On the Home tab, in the Slides group, click the **New Slide** arrow and then click **Two Content**.

PowerPoint creates a third slide after the second, using the same theme but with the layout you selected. All new slides you create in this presentation will continue to use the selected theme (though you may change the theme).



11. In the Slide Navigation pane, click slide **3**, and then press **CTRL+D** to duplicate this slide.
12. With slide **4** selected, on the Home tab, in the Slides group, click **Layout**.

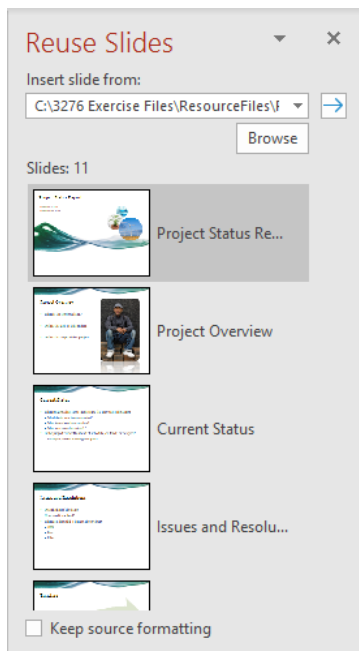


13. Click **Title and Content**.

The slide layout has now changed.

You have a slide in the *Project Status Report* presentation that you would like to reuse in this new presentation.

14. On the Home tab, in the Slides group, click the **New Slide** arrow and select **Reuse Slides** to display the Reuse Slides task pane.
15. Click **Browse**, then in the Browse dialog box, navigate to the *ResourceFiles* folder, click the **Project Status Report** file, and then click **Open**.



The slides from the *Project Status Report* presentation appear in the Reuse Slides task pane.

16. Click the fourth slide in the list (Issues and Resolution) to insert it into the new presentation.
17. Close the **Reuse Slides** pane.

18. On the Home tab, in the Slides group, click the **New Slide** arrow and select **Slides from Outline**.
19. In the Insert Outline dialog box, browse to the *ResourceFiles* folder, select the **Corporate Profile** Word document, and then click **Insert**.

Notice that several new slides are added to your presentation, one for every main heading in the Word document.
20. Click slide **5** in the Slide Navigation pane and press **DELETE** to remove it.
21. Click the **View** tab, and then click **Slide Sorter** to switch to this view.
22. On the View tab, in the Zoom group, click **Zoom**, click **66%**, and then click **OK** to change the magnification so more slides appear on the screen.
23. Click slide **5**, press and hold **SHIFT**, and then click slide **9** to select all the slides from 5 to 9.
24. With slides 5 to 9 selected, press **DELETE** to remove all of them at once.
25. Close the presentation without saving.

Adding Footers, Dates, and Slide Numbers

Objective 1.1.2, 2.2.3

You can specify to display **footer** text, dates, and slide numbers at the bottom of every slide by turning these features on in the Header and Footer dialog box (Figure 2-25).

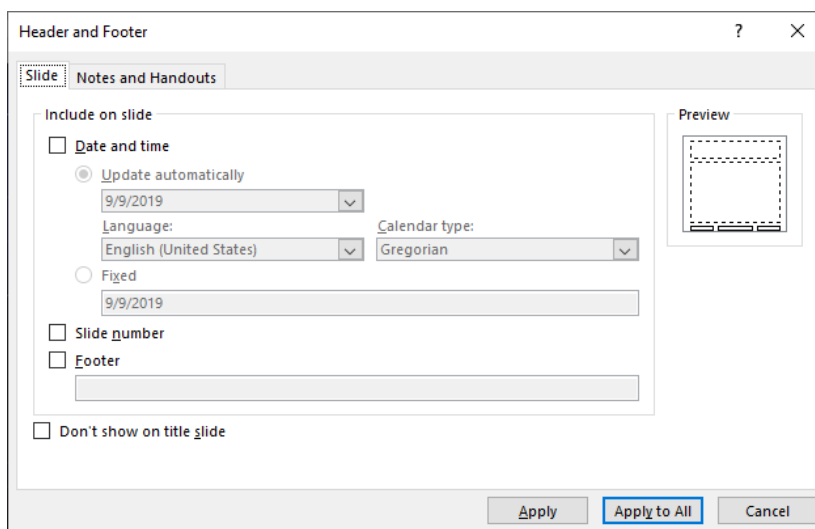


Figure 2-25: Header and Footer dialog box – Slide tab

To access these options, on the Insert tab, in the Text group, click Header & Footer.

The Header and Footer dialog box appears with *Date and time*, *Slide number*, and *Footer* options available on the Slide tab. Selecting the check box for an option activates it and includes the element on the slide. Deselecting the check box for an option removes the element from the slide.

Date and time – Insert the date and/or time on the slide.

Update automatically – Update the date and time each time the presentation is opened.

Language – Select the language format you need for your presentation.

Fixed – Insert a date that does not change when you open the presentation. A fixed time is not displayed automatically; you must enter the time manually.

Slide number – Insert the slide number in a predefined location.

Footer – Insert a footer at the bottom of the slide with information you type here, such as file name, organization name, and presenter information.

Don't show on title slide – Suppress the display of the footer information on the title slide.

Apply – Apply the settings to the current slide.

Apply to All – Apply the settings to all slides.

The location and format of these elements on the slide is determined in the Slide Master in each theme; changing themes changes the location and format of the elements. You can edit the Slide Master to change the location or format of the elements in your presentation.

The Notes and Handouts tab in the Header and Footer dialog box (Figure 2-26) contains the option to include a page header and the *Slide number* option changes to *Page number*. While in a slide, the page number field is off by default; it is on by default in Notes and Handouts because these are intended to be printed.

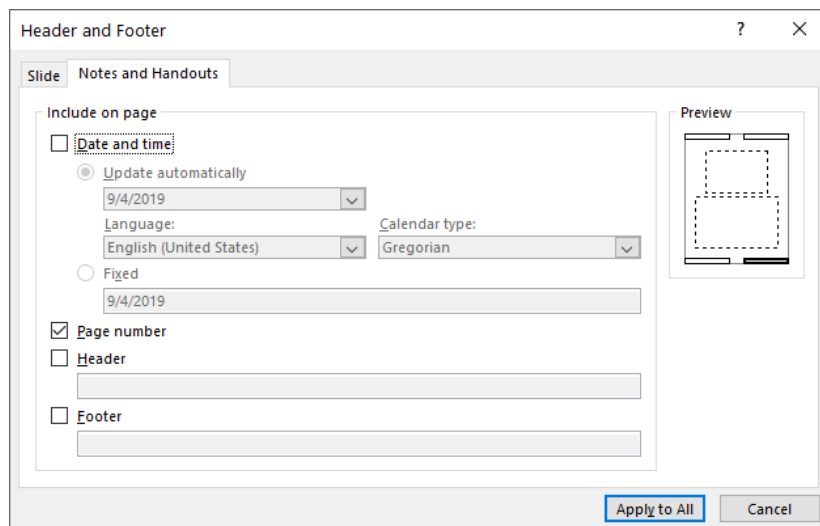


Figure 2-26: Header and Footer dialog box – Notes and Handouts tab

Controlling Slide Numbers

Slide numbers are useful when organizing your presentation, referencing slides during a presentation, and printing handouts or slides. You can turn numbering on or off for slides and handouts. You can choose to turn slide numbers on or off for one slide or the entire presentation. Also, you can prevent the number from displaying on the title slide.

Slide numbers update automatically when you add, delete, or rearrange slides.

Activating the Slide Number option within the Header and Footer dialog box displays a slide number on the slide, beginning with the number 1. If you need to adjust the start number, you can do so in the Slide Size dialog box (Figure 2-27). Click the Design tab, click Slide Size, click Custom Slide Size, and then adjust the number in the *Number slides from* field.

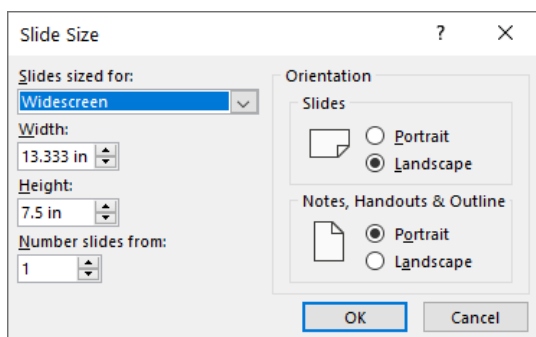


Figure 2-27: Slide Size dialog box

To turn on slide numbering, click the Insert tab and, in the Text group, click Header & Footer or Insert Slide Number. Then in the Header and Footer dialog box, ensure you have selected *Slide number*, and then click Apply to apply the number to the current slide or click Apply to All to apply them to all slides.

Learn to add footers

In this exercise, you will add and format slide numbers, dates, and footer text.

1. Open the **Draft Template for Review** presentation located in the *StarterFiles* folder and save it as: **My Draft Template with footers** in the *MyProjects* folder.
2. Switch to **Normal** view, if necessary.
3. Click the **Insert** tab and, in the Text group, click **Header & Footer**.
The Header and Footer dialog box opens.
4. Select the **Date and time** check box to activate the option, and then click the drop-down arrow in the date field. Click the first option that displays both the date and time.
5. Select the **Slide number** check box.
6. Select the **Footer** check box to activate the option, and then type: **Draft Template for Review** in the Footer field.
7. Select the **Don't show on title slide** check box.
8. Click **Apply to All** to apply the changes to all the slides in the presentation.
9. Switch to **Slide Sorter** view and change the zoom to **70%**.
10. Click the **View** tab and, in the Master Views group, click **Slide Master** to switch to this view.
11. Click the first slide in the Navigation pane (the Office Theme Slide Master) to select it. Then click the placeholder for the Footer box which contains the file name.
12. Click the **Home** tab and, in the Font group, click the **Font Size** drop-down arrow, and then click **14**.
13. Click the **Font Color** drop-down arrow, and then click **Red**.
14. Click the **Slide Master** tab, and then click **Close Master View** to close Slide Master ribbon.
15. Save the presentation, and then close it.

Organizing Slides

Using the Slide Sorter

Objective 1.2.2

After you create several slides, you should make sure that the overall flow of your presentation makes sense. The best place to organize your slides is in the Slide Sorter view. Slide Sorter view provides thumbnails, which are small pictures of all your slides, so you can easily reorganize your slides by moving, deleting, or duplicating them.

Hint: If you double-click a slide in Slide Sorter view, the slide will display in Normal view.

To see your slides in Slide Sorter view, use one of the following methods:

- Click the View tab and, in the Presentation Views group, click Slide Sorter; or
- click Slide Sorter on the status bar.

Rearranging Slides

Objective 2.3.2

To build a presentation, you must create a sequence of ideas that leads your viewer through a logical progression. When creating a presentation, you often need to reorganize slides to get the sequence right.

To rearrange a slide in a presentation, in Slide Sorter or Normal view, click and drag a slide thumbnail to a new position. As you drag it, an empty space appears and the surrounding slides move to accommodate the new slide position (Figure 2-28). You can also cut or copy a slide to the clipboard.

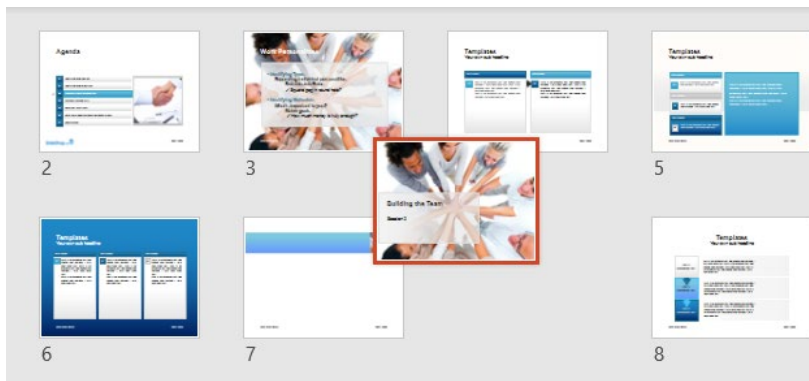


Figure 2-28: Rearranging slides in Slide Sorter view

Using Sections

Objective 2.3.1, 2.3.2, 2.3.3

If you have many slides in a presentation, it can be helpful to group related slides into **sections**. The audience does not see sections when you are presenting your slide show.

You can collapse sections of slides, hiding some slides from view so you can focus only on the slides on which you are currently working. You can also use sections to format, arrange, and delete slides as a group.

To create a section, in Normal or Slide Sorter view, select the slide you want to be first in the new section. On the Home tab, in the Slides group, click the Section button (Figure 2-29), and then click Add Section.

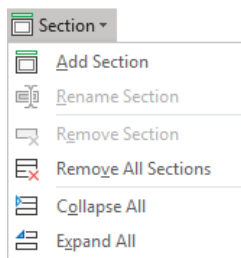


Figure 2-29: Section drop-down menu

The Rename Section dialog box (Figure 2-30) appears, in which you can specify a name for the section.

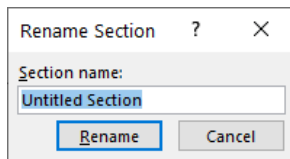


Figure 2-30: Rename Section dialog box

If you close the Rename Section dialog box without naming the section, a new section title named *Untitled Section* appears before the selected slide.

To name a section, in Normal or Slide Sorter view, do one of the following:

- Enter a name in the Rename Section dialog box when you first create the section; or
- right-click the section title you want to change, and then click Rename Section; or
- on the Home tab, in the Slides group, click the Section button, and then click Rename Section.

In the Rename Section dialog box, enter text to replace the existing section name, and then click the Rename button.

To move a section and all its slides, in Normal or Slide Sorter view, do one of the following:

- Click the section title you want to move, and then drag the section to its new location; or
- right-click the section title, and then click Move Section Up or Move Section Down to move the section and all its slides.

To remove a section and merge its slides into the preceding section, do one of the following:

- On the Home tab, in the Slides group, click the Section button, and then click Remove Section; or
- right-click the section title, and then click Remove Section.

To delete a section and its slides, do one of the following:

- Click the title of the section of slides to select all the slides in the section, then press DELETE; or
- right-click the section title, and then click Remove Section & Slides.

If PowerPoint prompts you to confirm the deletion, click Yes.

Note: The Remove Section & Slides command is not available on the Section menu. It is available only when you right-click a section title.

Learn to organize slides

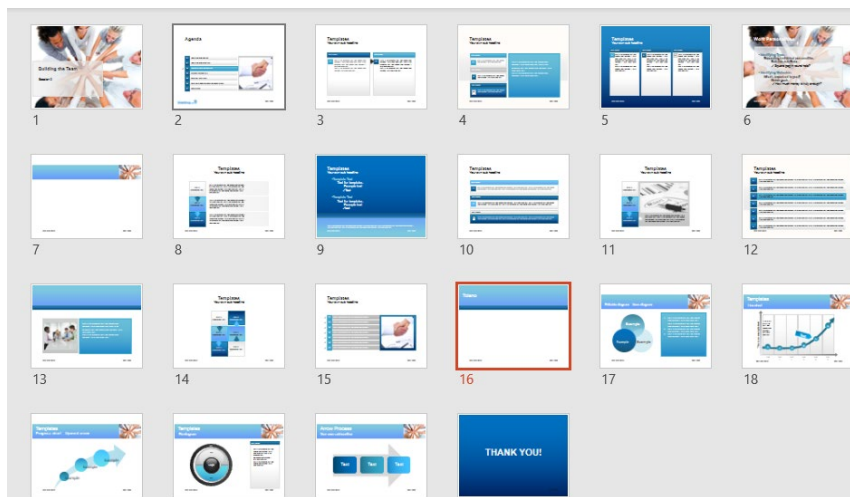
In this exercise, you will rearrange slides and work with sections.

Depending on the size of your screen and the zoom factor, you will see all or most of the slides in this presentation at once. You can use the zoom slider to show more or fewer slides on the screen.

1. Open the **Teamwork Seminar 2** presentation located in the *StarterFiles* folder.
2. Switch to Slide Sorter view, click slide **3** (Work Personalities), and then drag and drop it between slides 6 and 7.

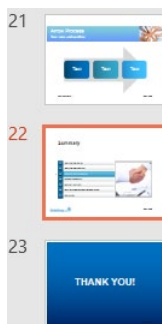
Moving this slide to this location provides a title page for a new section of the presentation.

3. Click slide **11**, change to Normal view, type: **Tolano** in the title placeholder, change to Slide Sorter view again, and drag the modified slide to the right of slide 16.



You can also reorganize slides in the Slide Navigation pane in Normal view.

4. On the status bar, click **Normal** to return to Normal view.
5. In the Slide Navigation pane, click slide **2**, and then press **CTRL+D** to create a duplicate of the Agenda slide.
6. In the Slide Navigation pane list, drag the duplicate of the Agenda slide until it is between slides 22 and 23.
7. Change the title of this slide to: **Summary**.



8. On the status bar, click **Slide Sorter** to switch to Slide Sorter view.

9. Select slide **6**. On the Home tab, in the Slides group, click **Section**, click **Add Section**, and then press **ENTER** to close the Rename Section dialog box. (You will rename sections shortly.)

Notice that a Default Section heading now appears before slide 1, and an Untitled Section heading appears between slides 5 and 6.

10. Click in a blank area of the Slide Sorter window, if necessary, to deselect any slides. Select slide **22** and, on the Home tab, click **Section** and then click **Add Section** again. Close the Rename Section dialog box.

The presentation is now divided into three sections.

11. Click the **Default Section** header. On the Home tab, in the Slides group, click **Section** and then click **Rename Section**. Change the name of this section to **Beginning** and click **Rename**.

12. Right-click the first **Untitled Section** header and click **Rename Section**. Change the name of this section to **Middle** and click **Rename**.

13. Right-click the last **Untitled Section** header and click **Rename Section**. Change the name of this section to **End** and click **Rename**.

14. Right-click the **End** header and click **Move Section Up**.

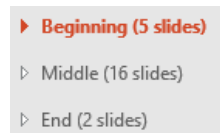
The section now appears before the Middle section.

15. Right-click the **End** header and click **Move Section Down**.

The section returns to its original position.

16. Right-click the **Beginning** header and click **Collapse All**.

The sections collapse and the screen now shows only the section headers and number of slides within each section.



17. Double-click **Beginning** to expand it.

Section 1 expands and all the slides in the section are selected.

18. Double-click **Middle** to expand it as well.

19. Right-click the **End** header and click **Remove Section**.

The section header label is removed. The slides remain and are now included in the middle section.

20. Click anywhere away from the Middle section slides to deselect them.

21. Right-click slide **22**, click **Add Section**, and then press **ENTER** to add a new Untitled Section.

22. Click the **Design** tab, and in the Customize group, click **Format Background**.

The Format Background task pane opens.

23. Select **Solid fill** in the Fill section, click the **Color** arrow, and click **Green**.

All slides in the section automatically reflect the background format change.

24. Close the presentation without saving.

Lesson Summary

Now that you have completed this lesson, you should be able to:

- ☑ Use and apply themes.
- ☑ Format slide backgrounds.
- ☑ Apply slide layouts or create a new slide layout.
- ☑ Apply styles to slides.
- ☑ Customize slide layouts.
- ☑ Modify existing layout masters.
- ☑ Use gridlines and guides.
- ☑ Add, delete, resize, and reposition placeholders.
- ☑ Rename a slide layout.
- ☑ Apply modified layouts to slides.
- ☑ Insert, duplicate, hide, show, and delete slides.
- ☑ Insert slides from an existing presentation.
- ☑ Insert slides from an outline.
- ☑ Add footers, dates, and slide numbers.
- ☑ Organize and rearrange slides.
- ☑ Use the Slide Sorter.
- ☑ Use sections.

Key Terms

Term	Definition
Footer	Information (such as a slide number or the current date) that appears at the bottom of every slide or handout.
Gridlines	Intersecting lines that you can display to make it easier to align placeholders, shapes, and other objects.
Guides	Nonprinting horizontal and vertical lines that you can use to align objects on a slide.
Master	A slide that contains all the formats, layouts, and theme information that PowerPoint will use on all slides in the presentation. You can create masters for slides, notes, handouts and outlines.
Placeholder	Boxes with dotted borders that reside within a slide layout and are designed to contain content such as text, tables, videos and pictures.
Sections	Logical groupings of slides visible in the slide pane and in Slide Sorter view. You can format, arrange, merge, or delete slides within a section as a group.
Slide Background	The area of the slide behind the headings, text and other content you add.
Slide Layout	An arrangement of objects (such as a title placeholder, text box and picture) on a slide. PowerPoint provides a number of pre-designed layouts from which you can select for each slide.
Smart Guides	Dashed lines that automatically appear when you center an object between other objects, or when you space objects evenly on a slide.
Theme	A set of unified design elements, such as backgrounds, effects, colors, fonts, and graphics, which provides a consistent look for all slides in a presentation.

Quiz Questions

For each question, select the best answer.

1. Which individual aspects of a theme can NOT be customized?
 - a. Colors
 - b. Fonts
 - c. Effects
 - d. Transitions
2. When using the Format Background task pane to select a slide background, how do you apply the background to only the selected slides?
 - a. Close the Format Background task pane.
 - b. Click the Apply to All button.
 - c. Click the Reset Background button.
 - d. Select the Hide Background Graphics option.
3. When you create a new presentation, and then create a new slide using the New Slide command, what type of slide layout is automatically applied to the new slide?
 - a. Title and Content
 - b. Title Slide
 - c. Title Only
 - d. Blank
4. Which of the following statements about slide numbers is NOT true?
 - a. You can prevent a slide number from displaying on the title slide.
 - b. Slide numbering automatically updates when you add, delete, or rearrange slides.
 - c. You can adjust the starting slide number.
 - d. Slide numbering can be turned on only within Slide Master view.
5. Which of the following statements about hiding slides is true?
 - a. Hidden slides are removed from the presentation file and cannot be retrieved.
 - b. Hidden slides are removed from the Slide Navigation pane but remain in the presentation file.
 - c. Hidden slides can be unhidden by clicking the Hide Slide option.
 - d. Hidden files can be retrieved by clicking Manage Presentation in the Backstage view.
6. Which option is used to incorporate an individual slide from a file containing an existing presentation into your presentation?
 - a. Reuse Slides
 - b. Duplicate Slides
 - c. Slides from Outline
 - d. Add Section

7. Which presentation view provides thumbnails so you can easily reorganize your slides by moving, deleting, or duplicating them?
 - a. Outline View
 - b. Reading View
 - c. Slide Sorter View
 - d. Notes Page View
8. Which of the following options is used to organize related slides into groups that can be formatted, arranged, or deleted at the same time?
 - a. Group Objects
 - b. Add Section
 - c. Arrange All
 - d. Customize Slide Show
9. What is a quick, efficient way to format placeholders and the text they contain, while matching the overall theme of your presentation?
 - a. Change each aspect of your placeholders individually.
 - b. Apply a Quick Style.
 - c. Customize the slide layout.
 - d. Create a custom theme.
10. Which task pane should you use if you want to change the outline, fill, and/or effect of a placeholder?
 - a. The Design Ideas task pane
 - b. The Format Background task pane
 - c. The Format Shape task pane
 - d. The Reuse Slides task pane
11. What is the term for the dashed lines that automatically appear when you drag objects to center them between other objects, or when you try to space objects evenly on a slide?
 - a. Guides
 - b. Smart Guides
 - c. Gridlines
 - d. Nudges
12. What command sequence will enable you to modify slide master components?
 - a. On the Slide Show tab, in the Set Up group, click Record Slide Show.
 - b. On the Slide Show tab, in the Set Up group, click Set Up Slide Show.
 - c. On the View tab, in the Presentation Views group, click Outline View.
 - d. On the View tab, in the Master Views group, click Slide Master.

13. Which of the following statements about modifying slide layouts by manipulating placeholders is true?
- a. You must rename a placeholder to assign it to a new position on your slide.
 - b. You must duplicate a placeholder to assign it to a new position on your slide.
 - c. You can reposition a placeholder by dragging a placeholder border to a new position.
 - d. You can reposition a placeholder by dragging a placeholder sizing handle to a new position.
14. What is a quick, efficient way to create a slide that will contain most of the text and formatting attributes contained on an existing slide?
- a. Duplicate the existing slide.
 - b. Copy the slide master.
 - c. Organize the slides so that the existing and new slides are next to each other.
 - d. Insert the existing slide into the new slide.
15. Which of the following statements about inserting slides from a Word outline is true?
- a. Content formatted with Heading 1 styles become slide titles.
 - b. Content formatted with Heading 1 styles become slide subtitles.
 - c. Content formatted with Heading 1 styles become bulleted lists.
 - d. Content formatted with Heading 1 styles become content placeholders.
16. How can you move a section of slides to a new location to reorganize the sequence of slides in your presentation?
- a. Click the first slide in the section you want to move, and then drag it to its new location.
 - b. Click the section title you want to move, and then drag the section to its new location.
 - c. Copy the section you want to move, and then paste it in its new location.
 - d. Copy the section you want to move, paste it in its new location, and then rename the new section.
17. How do you rename a section you have just created?
- a. Enter the section name in the Add Section dialog box.
 - b. Enter the section name in the Rename Section dialog box.
 - c. Delete the Untitled Section name that appears in Normal and Slide Sorter view.
 - d. Merge the new section with the Untitled Section and then click the Reset button.
18. Which master view should you use to create a new slide layout in which you could add custom placeholders?
- a. Slide Master view
 - b. Slide Show view
 - c. Handout Master view
 - d. Notes Master view

Microsoft® PowerPoint

Associate Certification Guide

Lesson 3: Working with Text

Lesson Objectives

In this lesson, you will examine the features that you can use to set up an outline and add, modify, and format text, lists, paragraphs, and objects in a presentation. Upon successful completion of this lesson, you should be able to:

- ☐ Use the Outline view.
- ☐ Import Word and text file outlines.
- ☐ Use the spelling checker.
- ☐ Cut, copy, and paste text.
- ☐ Use the Clipboard.
- ☐ Create bulleted and numbered lists.
- ☐ Apply formatting and styles to text.
- ☐ Use the Format Painter.
- ☐ Format paragraphs.
- ☐ Add or remove columns.
- ☐ Set tabs, indentation, and line spacing.
- ☐ Insert and format text boxes.
- ☐ Distribute, order, and align objects.

Using an Outline

Before you create a presentation, you need to determine the structure and flow of the presentation content. This is often accomplished by creating an outline, or storyboard. You can then build your presentation based on the outline.

You can create an outline directly in PowerPoint, or you can import an existing outline into PowerPoint. PowerPoint allows you to use a variety of file formats, such as Word, HTML or text.

You can insert an outline into a blank presentation or into a presentation that already includes slide content.

Using the Outline View

Objective 1.2.2

PowerPoint includes an Outline View to help you create or view an outline of your presentation. Outline View can also be used to organize presentation content.

To open Outline View, on the View tab, in the Presentation Views group, click Outline View.

The Slide Navigation pane is replaced by an outline or text only version of your presentation (Figure 3-1). The right pane remains the same, displaying the slide and related notes.

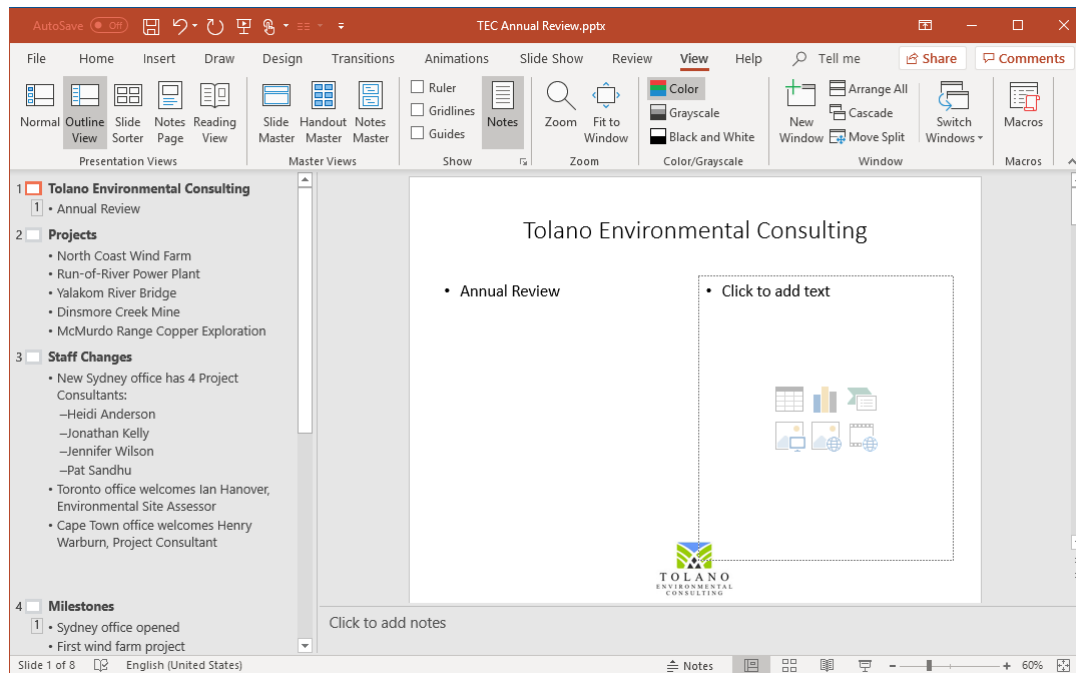


Figure 3-1: Slide Navigation pane in Outline view

You can expand the size of the outline pane by dragging its border to the right. To do this, position the mouse on the split bar that separates the Outline and Slide pane (the cursor changes to a double-headed arrow), and then click and drag.

In Outline View, each slide number is followed by a slide icon and the slide title text. The slide body text displays under the slide title, and can include title text, subheadings, lists and text boxes. Pictures, tables, charts, and other objects do not display in the Outline pane.

You can type and edit text directly in the Outline pane. It can be a bit tricky at first. Depending on where the cursor is positioned, pressing ENTER will create a new line of text, a new slide, or a new bullet point. You can press TAB and SHIFT+TAB to promote and demote text accordingly.

Learn to set up an outline

In this exercise, you will create an outline using the Outline view.

1. Create a new blank presentation.
2. Click the **View** tab and, in the Presentation Views group, click **Outline View**.
3. In the Outline pane, after the slide 1 icon, type: **Travel the World with Tolano**.

4. Press **ENTER** and then press **TAB**. Type: **One Adventure after Another** and press **ENTER**.
5. Press **SHIFT+TAB** to create a new slide. Type: **Agenda** and press **ENTER**.
6. Type: **Bicycle Tours** and press **ENTER**. Type: **Haunted House Tours** and press **ENTER**.
7. Click at the end of the Agenda line and press **ENTER**, then press **TAB** to create a new subtitle in the Agenda slide.
8. Type: **Bicycle Tours** and press **ENTER**.
9. Type: **Haunted House Tours** and press **ENTER**.
10. Click **File** and then click **Save As**.
11. Navigate to the *MyProjects* folder.
12. In the *File name* field, type: **My Tours**, click **Save**, and then close the presentation.

Importing Outlines

While Outline View is a user-friendly interface for creating outlines within PowerPoint, you can also **import** outlines from other documents. You do not need to be working in Outline View when you import outlines.

Importing Text File Outlines

If your outline already exists in a text file, you can use the Slides from Outline feature. Each paragraph break in the text file is treated as a separate outline level. Blank lines in the text file are ignored and are not inserted into the presentation. If an item is indented, it is imported as a demoted item on the same slide as the previous item.

To insert slides using a text file, on the Home tab, in the Slides group, click the New Slide arrow, and select Slides from Outline. Select the text file you want to use, and then click Insert.

Importing Word Document Outlines

Objective 2.1.1

You can import Microsoft Word documents that are set up as outlines. Each paragraph using Heading 1 as its style, as well as bulleted or numbered list items, will appear as a new slide in the presentation. Heading 2 and Heading 3 paragraphs will appear as demoted items on the same slide as the previous item. Blank lines and text with the Normal style applied are ignored and are not inserted into the presentation. If you are creating an outline in Word, be sure you are familiar with the outline feature.

To insert slides using a Word file, click the Home tab and, in the Slides group, click the New Slide arrow and select Slides from Outline. Select the Word document you want to use, and then click Insert.

Learn to import text

In this exercise, you will import an outline from a text file and from Microsoft Word.

1. Create a new blank presentation.
2. Click the **View** tab and, in the Presentation Views group, click **Outline View**.
3. Click the **Home** tab and, in the Slides group, click the **New Slide** arrow and select **Slides from Outline**.

4. Navigate to the *ResourceFiles* folder, select the **Travel the World with Tolano - Outline** text document, and click **Insert**.

Five slides are created from the outline contained in the text document, including a blank slide as the title slide.

5. Click to select the slide **1** icon, and then press **DELETE**.
6. Change to Slide Sorter view and select the last slide.
7. On the Home tab, in the Slides group, click the **New Slide** arrow and select **Slides from Outline**.
8. Navigate to the *ResourceFiles* folder, select the **Marketing Presentation Outline** document, and click **Insert**.

Nine slides (slides 5 - 13) are created from the outline contained in the Word document.

9. Save the presentation as: **My Imported Outlines** in the *MyProjects* folder, and then close it.

Using the Spelling Checker

When you type text in a presentation, you should check it for spelling accuracy. PowerPoint offers a spelling checker to make this simple and to help you correct common types of errors; however, you should still take the time to read your presentation thoroughly to ensure you have used the correct spelling, grammar, tense, and tone. Whenever possible, have others review your presentation to provide an objective opinion on how the information flows and to catch any errors that you may have missed.

To run the spelling checker, use one of the following methods:

- On the Review tab, in the Proofing group, click Spelling; or
- press F7; or
- click the Spell Check icon located on the left side of the status bar. If you are unable to see Spell Check on your status bar, right-click the status bar and click Spell Check on the shortcut menu.

When the spelling checker finds a word in your presentation that is not in the dictionary, PowerPoint displays the Spelling pane (Figure 3-2).

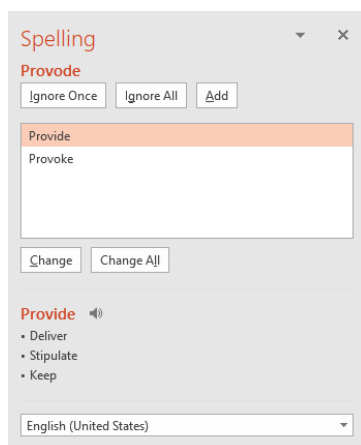


Figure 3-2: Spelling pane

Unknown word – Displays the misspelled word without any change options. You can change the text in the slide or choose to add or ignore the unknown word.

Ignore Once – Leave this occurrence of the word unchanged.

Ignore All – Leave all occurrences of this word unchanged.

Add – Add the misspelled word to the dictionary so that it is no longer considered a misspelled word. For instance, you might want to add a person's name or a term used in a specific industry to the dictionary.

Change – Replace the misspelled word with the word selected in the suggestions list.

Change All – Replace all occurrences of the misspelled word with the word selected in the suggestions list.

Resume – When you make changes to the text in the slide, the spelling check is paused. Click Resume to pick up where you left off.

PowerPoint automatically checks spelling as you type, flagging misspelled words with a red wavy underline so that you can easily identify them.

You can right-click the misspelled word to see suggested corrections (Figure 3-3) at the top of the shortcut menu and click a suggestion to replace the misspelled word.

- Provide

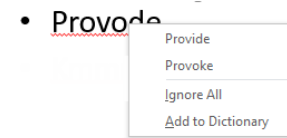


Figure 3-3: List of suggested corrections to misspelled word

You can also right-click a word to display other options such as adding the word to your dictionary.

To change the default options that PowerPoint uses for the spelling feature, click File, then click Options to open the PowerPoint Options dialog box. Click the Proofing tab, and then select the appropriate check boxes (Figure 3-4).

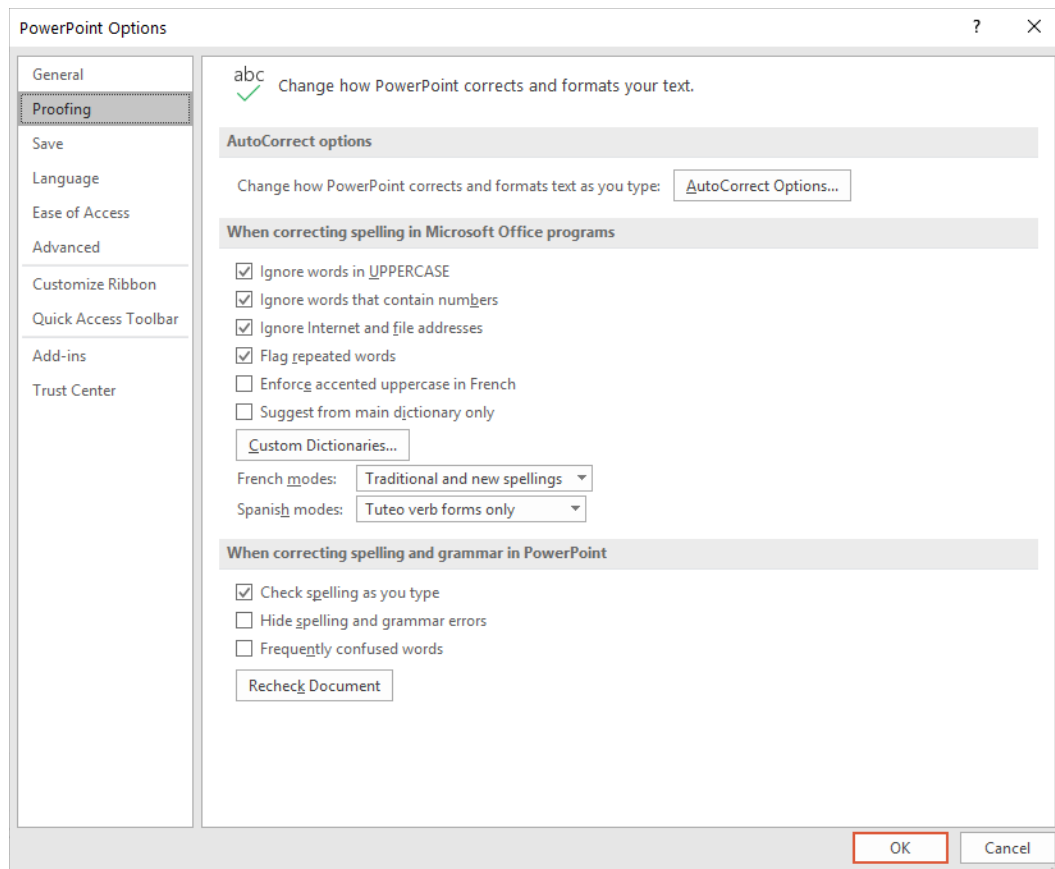


Figure 3-4: PowerPoint Options dialog box – Proofing options

The automatic spelling checker will not check grammar, nor will it check whether you are using a word in the correct context. For example, if you use "its" in a point on a slide, did you mean to use "its" which is a possessive form of the word "it," or "it's," which is a contraction for "it is"? These are known as contextual errors.

The language used by the spelling checker is set for each presentation file. It is important to change the language to English (US) if the presentation is to be viewed by an audience in the United States, or to English (UK) if the presentation is to be viewed by an audience in the United Kingdom. The language influences the spelling checker and the identification of misspelled words. The language used by a presentation displays at the left of the status bar. If you are unable to see the language on your status bar, right-click the status bar and click Language.

To change the language used in the entire presentation, select all the slides in the presentation and then click the Review tab. In the Language group, click Language, and then click Language Preferences. In the PowerPoint Options dialog box, you can choose the required language or set the default for all new presentations (Figure 3-5).

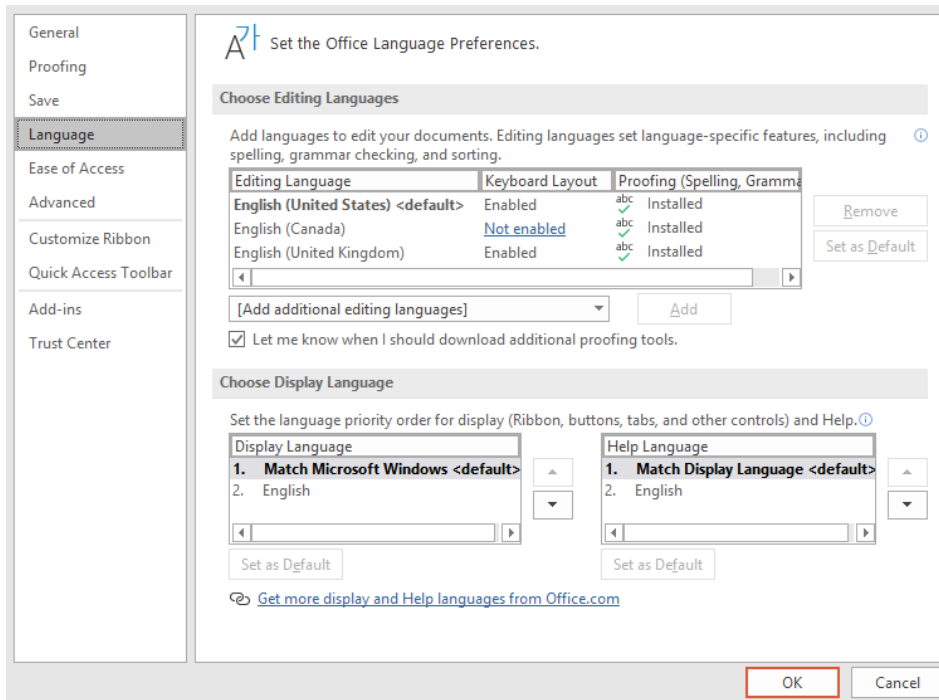


Figure 3-5: PowerPoint Options dialog box – Language options

To specify a language for only some text, select the text and, on the Review tab, in the Languages group, click Language, and then click Set Proofing Language. Choose the language to be used and click OK.

Learn to use the spelling checker

In this exercise, you will check the spelling in a presentation.

1. Open **Tolano Marketing Presentation** located in the *StarterFiles* folder and save it as: **My Marketing Presentation** in the *MyProjects* folder.
2. Press **F7** to start the Spell Checker.

The Spelling pane opens with the first misspelled word displayed.

3. If Tolano is identified as the first misspelled word, click **Ignore All** to continue to the next detected mistake.
4. When Cstle is identified as a misspelled word, ensure that **Castle** is selected in the Suggestions list and click **Change**.

5. Continue making the appropriate changes to the remaining errors found in the presentation. When PowerPoint displays a dialog box indicating that Spell Check is complete, click **OK**.

While PowerPoint will check for obvious spelling and grammar errors, you should still proofread your slides to ensure there are no other types of errors that can be found.

6. On the Eco Tours slide, click to select the text box on the right. In the first sentence, change "cheek" (the last word in that sentence) to: **check**.
7. Review the slides from the beginning and change any other proofing errors that were not identified previously.
8. Save the presentation, and then close it.

Cutting, Copying, and Pasting Text

As you are editing your presentation, you may want to move or copy text from one slide to another. You can do this using the Cut, Copy, and Paste functions. **Cut** removes text from one place, **Copy** makes a copy of the text, and **Paste** places the cut or copied text into another location.

To cut text, select the text you want to cut and use one of the following methods:

- On the Home tab, in the Clipboard group, click Cut; or
- press CTRL+X; or
- right-click the selected text and click Cut.

To copy text, select the text you want to copy and use one of the following methods:

- On the Home tab, in the Clipboard group, click Copy; or
- press CTRL+C; or
- right-click the selected text and click Copy.

To paste text, click the destination, and then use one of the following methods:

- On the Home tab, in the Clipboard group, click Paste; or
- press CTRL+V; or
- right-click and select a paste option.

Once you paste an item, you will see the  (Paste Options) button appear at the bottom right of the pasted item. Click the arrow to display the available Paste Options (Figure 3-6). Point to an option to preview how the pasted item will appear.

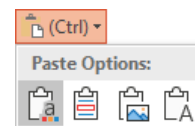


Figure 3-6: Paste Options

The number and type of options vary based on the type of item being pasted (for example, text or pictures). There are four Paste Options for text:

Use Destination Theme (H) – Apply the paragraph and text formatting in the destination location to the pasted text replacing the original formatting.

Keep Source Formatting (K) – Keep the original formatting that was applied to the text in its source location.

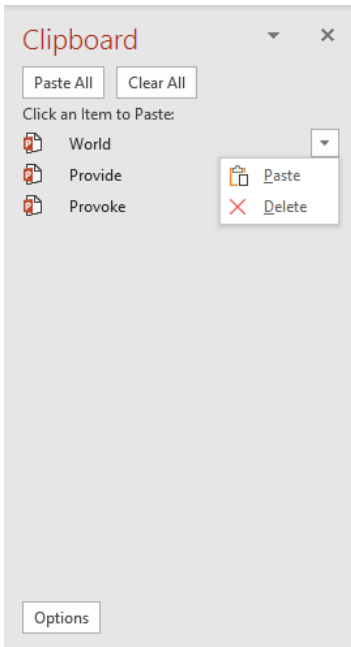
Picture (U) – Paste the text as a picture.

Keep Text Only (T) – Remove any formatting that existed in the source location and paste the text only.

Using the Clipboard

You can use the **Clipboard** to cut or copy multiple items. As you cut and copy items, they are put into the Clipboard in the same order as they were collected. From the Clipboard, you can paste any item into any location on any slide or within the Microsoft Office suite of programs. You can collect up to 24 items in any order in the Clipboard as long as the Clipboard pane is visible (otherwise only a single item is saved at any one time).

To view the Clipboard, on the Home tab, in the Clipboard group, click the Clipboard dialog box launcher to display the Clipboard pane (Figure 3-7).



- Click the arrow at the right of an item in the Clipboard, and then click Paste to paste the item in the current location or click Delete to delete the item from the Clipboard.
- You can also paste all items in the same order as they were collected by clicking Paste All at the top of the Clipboard.
- Once items are in the Clipboard, you can choose to clear all the items at once by clicking Clear All.
- Click the Options button to set how the Clipboard works so that, for example, it automatically appears when you press CTRL+C twice, or it opens automatically when you copy an item, and so on.
- To close the Clipboard, click X (Close) at the top right of the Clipboard pane.

Figure 3-7: Clipboard pane

Learn to copy and paste text

In this exercise, you will copy and paste text in a presentation.

1. Open the **Draft Template** presentation located in the *StarterFiles* folder and save it as: **My Draft Template** in the *MyProjects* folder.
2. In File Explorer, navigate to the *ResourceFiles* folder and double-click the **Website Maintenance** document to open this file in Microsoft Word.
3. Select the entire first line of text **Web Site Updates & Maintenance Checklist**, then in the Clipboard group on the Home tab, click **Copy**.
4. On the taskbar, click the **PowerPoint icon** to return to the My Draft Template presentation.
5. On slide **1**, right-click inside the title placeholder.

The 'Click to add title' text disappears, and the context menu appears.

6. Click the **Keep Source Formatting (K)** paste option.

Note: If you choose the incorrect paste option, click the **Undo** arrow on the Quick Access toolbar and try again.

7. Press the **BACKSPACE** key if necessary to remove the blank line after the text.



8. On the taskbar, click the **Word icon** to return to the Website Maintenance document. Select the text **Administration** and press **CTRL+C**.
9. Return to the My Draft Template presentation and click slide **2**.
10. Click in the title placeholder. On the Home tab, in the Clipboard group, click the **Paste** arrow, and then click the **Keep Source Formatting (K)** paste option. If necessary, delete any blank lines that appear after the text.
11. Return to the Website Maintenance document and copy the list that appears below the Administration heading (beginning with **Program Name Changes** and ending with **Update as needed**).
12. Switch to the My Draft Template presentation and, on slide **2** in the Content placeholder, paste the text using the **Use Destination Theme (H)** paste option.
13. Click before the word **Verify** in the second-to-last bullet point.
14. Press **TAB** to demote the text. Repeat this process for the last bullet point **Update as needed**.
15. Click slide **3** in the presentation, which has a Two Content layout.
16. Switch to the Website Maintenance document.
17. On the Home tab (in Word), in the Clipboard group, click the **Clipboard** dialog box launcher. Click **Clear All** to remove anything that may be in the Clipboard.
18. Select the **Forms/Consumer Information** heading and press **CTRL+C**. Then select the list items below this heading (beginning with **Course Catalog** and ending with **Gainful Employment**) and press **CTRL+C** to copy this to the Clipboard.
19. Select the remaining list items (from **Student Handbook** to **Transcript Request Form**), and press **CTRL+C** to copy this to the Clipboard.
20. Select the **Guidance** heading and copy it to the Clipboard. Repeat this process with the points under the heading.

The Clipboard should have five items in it.
21. Return to the My Draft Template presentation. On the Home tab, in the Clipboard group, click the **Clipboard** dialog box launcher.

The copied content from Word appears in the Clipboard pane in the order it was copied.

22. On slide **3**, click the border of the title placeholder and then, in the Clipboard, click the **Forms/Consumer Information** heading.

The Forms/Consumer Information text is copied into the placeholder.

23. Click the **Paste Options** arrow and click **Keep Source Formatting (K)**.
24. Click the border of the left content placeholder. In the Clipboard pane, click the first set of points above the heading you just inserted.
25. Click the border of the right content placeholder and, in the Clipboard, click the second half of the list (third from the bottom).

The points for this heading are now evenly distributed between the two content placeholders.

26. Click slide **4** and insert the Guidance heading and its points appropriately. Keep the source formatting for the heading and use the destination theme for the bullet points to ensure the text has the same appearance as the other slides.
27. In the Clipboard pane, click **Clear All** to clear the contents.
28. Save the presentation. Keep the presentation and the Website Maintenance Word document open for the next exercise.

Using Drag and Drop

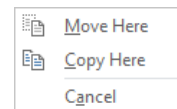


Using a drag-and-drop operation, you can move and rearrange slide text. As you drag or move the selected text to another location, the mouse cursor changes to the arrow shown at the left. At the new location, release the mouse button to drop the text in place.



You can copy text using a drag-and-drop operation to duplicate and rearrange slide text and items. Press and hold the CTRL key as you drag the selected text to a new location and release the mouse button to drop a duplicate in place.

If you drag with the right mouse button, you can choose to move or copy by selecting from the context menu that appears as you release the button.



Note that if you see the symbol at the right, you are dragging an object to another location. In most cases, this is a placeholder or an object such as a picture, shape, or table.



Learn to drag and drop text

In this exercise, you will drag and drop text in a presentation.

1. Ensure that the My Draft Template presentation and the Website Maintenance document from the previous exercise are still open.
2. In the presentation, go to slide **3** and select the entire **Gainful Employment** line.
3. Place your cursor on the word **Gainful** and drag it up until the cursor rests just before the **Residency** line.
4. Release the mouse button.

Note: If the words Gainful Employment appear next to Residency, you have selected the words only, not the whole line.

- Click the bullet for the **Lab Schedule of Hours**. Place your cursor on the word **Lab** and drag it just before the Residency line.

Note: The order should now be Gainful Employment, Lab Schedule of Hours and Residency Form.

- Continue to move the text until the list is in alphabetical order and evenly split between the two placeholders.

Forms/Consumer Information

- Code of Conduct
- Cost of day programs
- Course Catalog
- FAQs
- Gainful Employment
- Lab Schedule of Hours
- Minor Permission Form
- Newsletter
- Residency Form
- Student completion data
- Student Handbook
- Transcript Request Form

- Select slide **2** in the slide thumbnail pane. On the Home tab, click **New Slide**, and then select the **Title and Content** layout.
- Copy and paste the **Financial Aid** heading and list from the Word document to slide **3** of the presentation using the **Keep Source Formatting (K)** paste option for the heading and the **Use Destination Theme (H)** paste option for the list.
- With slide **3** selected, click **New Slide** to insert a new slide with the Title and Content layout.
- Verify that slide **4** has the correct layout, then copy and paste the **Evening Classes** heading and list.
- Close the Clipboard and close the Word document.
- Save the presentation, and then close it.

Using Bullets and Numbering

Objective 3.1.3

Bulleted and numbered lists contain key points the presenter wants to make. Use numbered lists when there is an order or sequence to the list of key points; use bullets when no particular sequence is required. For example, you might use **bullets** to describe the features of a particular flower or tree in a presentation for a gardening business, or use a numbered list to show a series of actions to be taken in a project timeline.

Applying Bullets

To create a bulleted list, use one of the following methods:

- On the Home tab, in the Paragraph group, click Bullets; or
- on the Home tab, in the Paragraph group, click the Bullets arrow and click a bullet style (Figure 3-8); or

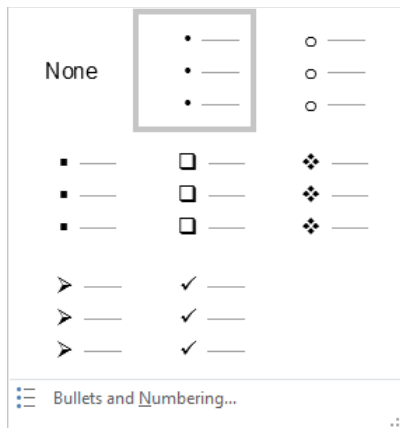


Figure 3-8: Bullets gallery

- right-click anywhere in the placeholder and click Bullets; or
- use a Title and Content slide layout to select pre-formatted bullet styles. When you press ENTER at the end of each bullet point, another bullet will automatically appear; or
- in Outline View, type the title for the slide in the Outline pane and press CTRL+ENTER. Type text for the first bullet point and press ENTER. PowerPoint pre-formats the bullets and generates a new bullet each time you press ENTER.

Apply bullets to existing text by selecting the text and using one of the methods listed above. Alternatively, if you want every paragraph in the placeholder to be bulleted, click the placeholder and then use one of the methods previously described to apply the desired bullets.

To remove or turn off a bullet applied to a point in the list, use one of the following methods:

- Position the cursor at the beginning of the point and press BACKSPACE; or
- click in the paragraph with the bullet applied, and then on the Home tab, in the Paragraph group, click Bullets; or
- right-click the selected text for the single point and click Bullets.

Note: Bullets appear at the beginning of each *paragraph*, not each line. Pressing ENTER creates a new paragraph while pressing SHIFT+ENTER creates a new line within a paragraph.

Once you apply bullets to your text, you can format the bullets by changing specific attributes, such as size, color, or style. You can apply bullet styles to all bulleted text placeholders in the presentation, to individual placeholders, or to specific paragraphs.

To format bullets, select one or more paragraphs and use one of the following methods:

- On the Home tab, in the Paragraph group, click the Bullets arrow, and then click Bullets and Numbering (Figure 3-9); or
- right-click, click the Bullets arrow, and then click Bullets and Numbering.

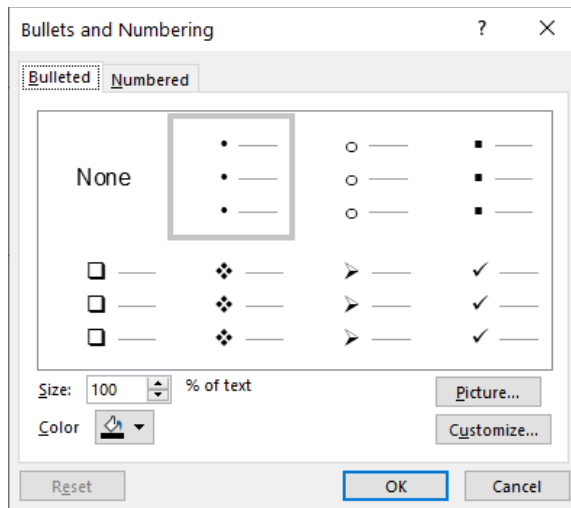


Figure 3-9: Bullets and Numbering dialog box – Bulleted tab

Size – Type a number or use the increment buttons to set the size of the bullet against the size of the text; the larger the number, the larger the bullet size.

Color – Click the arrow to select a color for the bullets.

Picture – Change the standard bullet to a picture.

Customize – Choose a different character as your bullet.

Learn to apply bullets

In this exercise, you will apply bullets and format bulleted lists.

1. Open the **Web Draft** presentation located in the *StarterFiles* folder, then save the presentation as: **My Web Draft** in the *MyProjects* folder.
2. In the Slide Navigation pane, click slide **2** (Administration).
3. Select all the text in the list (starting with **Program Name Changes** and ending with **Update as needed**).
4. On the Home tab, in the Paragraph group, click the **Bullets** arrow. Click **Hollow Square Bullets** (checkboxes) to change the bullet symbol.
5. With the list still selected, on the Home tab, in the Paragraph group, click the arrow for **Bullets** and then click **Bullets and Numbering**.
6. Click **Picture** to choose a picture to use as a bullet.
7. Click the **From a File** option.
8. Navigate to the *ResourceFiles* folder, select **Red Star.png**, and click **Insert**.
9. On the Home tab, in the Paragraph group, click the **Bullets** arrow, and then click **Bullets and Numbering**.
10. Change the size of the bullet to **80%** of the text, and then click **OK**.

Your bullet points should look similar to the following:

- ✳️ Program Name Changes
- ✳️ Program Additions & Deletions
- ✳️ Faculty & Staff Changes
- ✳️ Tuition fees stated on Home page content
- ✳️ FAQs – Main
 - ✳️ Verify content current
 - ✳️ Update as needed

11. Save the presentation and keep it open for the next exercise.

Applying Numbering

To add numbering to a list, select one or more paragraphs and use one of the following methods:

- On the Home tab, in the Paragraph group, click Numbering; or
- on the Home tab, in the Paragraph group, click the Numbering arrow and click a number style (Figure 3-10); or
- right-click and click Numbering.

To change an existing bulleted list to a numbered list, select the bulleted items and then use one of the above methods to activate the Numbering feature.

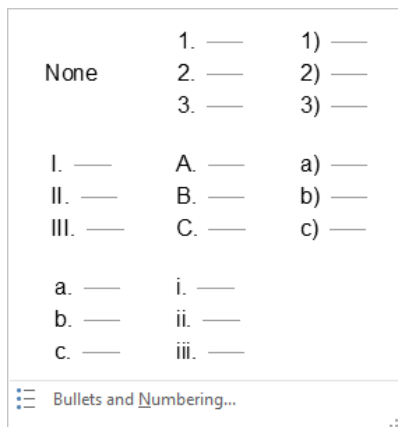


Figure 3-10: Numbering gallery

To remove or turn off numbering, select one or more paragraphs and use one of the following methods:

- On the Home tab, in the Paragraph group, click Numbering; or
- on the Home tab, in the Paragraph group, click the Numbering arrow, and click None; or
- right-click, click Numbering, and then click None; or
- position the cursor at the beginning of the paragraph and press BACKSPACE.

Once you apply numbering to your text, you can format the numbers using different number styles (including upper- and lower-case Roman numerals) and attributes (such as size, color, or style). You can apply number styles to all numbered text placeholders in the presentation, individual placeholders, or specific paragraphs.

To format numbering, select one or more paragraphs and use one of the following methods:

- On the Home tab, in the Paragraph group, click the Numbering arrow, and then click Bullets and Numbering (Figure 3-11); or
- right-click the text, click the Numbering arrow, and then click Bullets and Numbering.

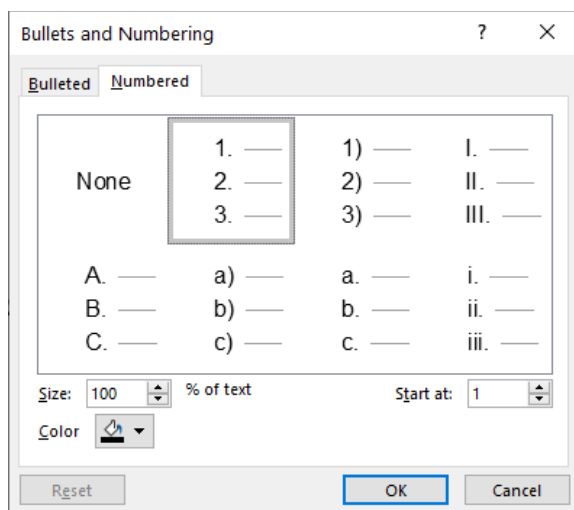


Figure 3-11: Bullets and Numbering dialog box – Numbered tab

Size – Type a number or use the increment buttons to set the size of the number against the size of the text; the larger the number, the larger the numbers in the list.

Color – Click the arrow to choose a color for the numbers.

Start at – Type a number or use the increment buttons to select a starting number. For instance, on the third slide in a set of points, the numbering might begin at 7 instead of 1.

Promoting and Demoting Lists

You can promote and demote bulleted and numbered levels, up to a maximum of nine levels (Figure 3-12).

❖ Very popular

➤ Bicycling

- Bogota
- Copenhagen

– Climbing

- Rock
 - Kilimanjaro
 - 5-day tour

Figure 3-12 Multilevel bulleted list

To demote items in a list, use one of the following methods:

- On the Home tab, in the Paragraph group, click Increase List Level; or
- position the cursor at the beginning of the bulleted or numbered paragraph and press TAB; or
- position the cursor at the beginning of the bulleted or numbered paragraph and press ALT+SHIFT+RIGHT ARROW.

To promote items in a list, use one of the following methods:

- On the Home tab, in the Paragraph group, click Decrease List Level; or
- position the cursor at the beginning of the bulleted or numbered paragraph and press SHIFT+TAB; or
- position the cursor at the beginning of the bulleted or numbered paragraph and press ALT+SHIFT+LEFT ARROW.

Learn to apply numbering

In this exercise, you will apply numbering and format numbered lists.

1. Ensure that the My Web Draft presentation from the previous exercise is still open.
2. Move to slide **5**, click at the beginning of the first bullet item (**Code of Conduct**), type: **Forms**, and then press **ENTER**.

A new bullet point appears and the size of the content autofits to accommodate the new line.

3. Type: **Consumer Information**, and then press **ENTER**.
4. Click the bullet point beside the **Minor Permission Form** list item to select the whole line.
5. Press and hold **CTRL**, and then select the **Residency Form** and **Transcript Request Form** lines.
6. Place your cursor on the word **Minor**, and then drag up until the cursor rests just before the **Consumer Information** line.
7. Click in the **Forms** line to position the cursor.
8. On the Home tab, in the Paragraph group, click **Numbering**.

This bullet point has now changed to a numbered point.

9. On slide **5**, select the next three list items (**Minor Permission Form**, **Residency Form**, and **Transcript Request Form**). Press **TAB** to demote the items.
10. With the items still selected, on the Home tab, in the Paragraph group, click the **Numbering** arrow. Point at (but do not click) the **a. b. c.** option.

Notice that PowerPoint previews how this numbering option will appear if you click to select it.

11. Point at the **a) b) c)** option.

You can continue to preview the options in this manner to decide which one you want to use.

12. Click the **a. b. c.** option.
13. Select the **Consumer Information** line, and then on the Home tab, in the Paragraph group, click **Numbering** to change it to a numbered list item.
14. Select the remaining list items (**Code of Conduct** to **Student Handbook**). Press **TAB** to demote the items.
15. With the items still selected, on the Home tab, in the Paragraph group, click the **Numbering** arrow, and then click the **a. b. c.** option.
16. Save the presentation, and then close it.

Formatting Text

Words form the basis of your presentation; taking the time to format text effectively can pay off in many ways. Effectively formatted text is easier for the audience to read and helps make the slides in your presentation more professional and eye-catching.

You can apply formatting to text beyond the fonts and formatting included in a theme. Formatting can be applied to text in placeholders or in text boxes. Although a theme has two fonts (one for headings and one for normal text) you are not limited to these; you can change the font and style of any text in your presentation. Text formatting can be applied at any time, but you will have better results when you apply formatting to text after you apply a theme.

PowerPoint makes it easy to format text by providing an extensive set of tools in the Font group (Figure 3-13) on the Home tab.

The following list describes each of the formatting tools available in the Font group on the Home tab.

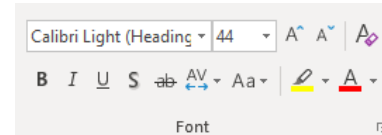


Figure 3-13: Font group

Font – Apply a specific typeface (called a **font**) to the selected text.

Font Size – Set the size (height) of the selected text. **Font size** is measured in units called points. Choose or type a size in the field.

Increase Font Size – Increase the font size of the selected text.

Decrease Font Size – Decrease the font size of the selected text.

Clear All Formatting – Clear all formatting from the selected text; leaves normal, unformatted text.

Bold – Bold the selected text.

Italic – Italicize the selected text.

Underline – Underline the selected text.

Text Shadow – Apply a shadow behind the selected text.

Strikethrough – Draw a line through the middle of the selected text.

Character Spacing – Adjust the spacing between characters (letters). Click the arrow to display the available options.

Change Case – Change the case of the selected text. Click the arrow to display the available options.

Text Highlight Color – Highlight the selected text or pick a highlighter color, then use the  pointer to select the text to be highlighted.

Font Color – Change the color of the selected text. Click the arrow to display the color palette and options (Figure 3-14). You can use the Eyedropper tool to capture any color from an object displayed on your screen. The captured color is automatically applied to the selected item and added to the Recent Color palette.

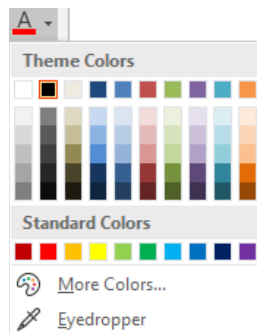


Figure 3-14: Font Color options

Some of the buttons in the Font group are toggle buttons—you can click the button once to turn a feature on and click the button again to turn it off.

You can apply text formatting features using one of the following methods:

- On the Home tab, in the Font group, click the appropriate button; or
- right-click the selection and choose an option from the menu or the Mini toolbar; or
- on the Home tab, in the Font group, click the Font dialog box launcher (Figure 3-15).

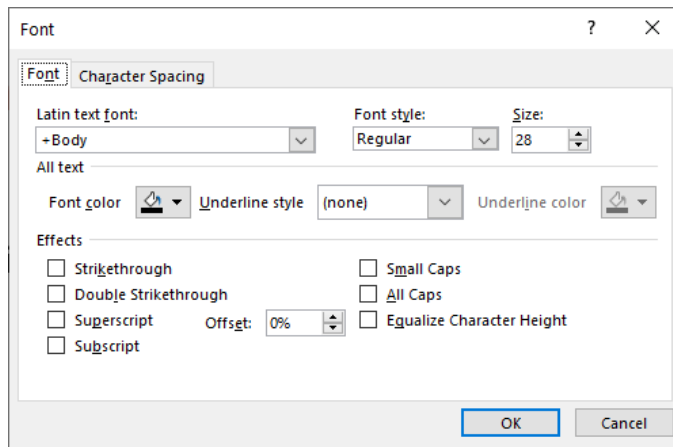


Figure 3-15: Font dialog box

The Font dialog box allows you to customize your text using advanced font and character options. You can add a variety of styles and colors to your text, as well as visual effects such as strikethrough, superscript, and small caps.

Note: You can also press CTRL+T, CTRL+SHIFT+F, CTRL+SHIFT+P, or right-click the text and click Font to display the Font dialog box.

Using Quick Styles

Objective 3.1.1

You can also apply built-in styles to text using **Quick Styles**. To access Quick Styles, select text, an object, or a placeholder, and then on the Home tab, in the Drawing group, click Quick Styles. The Quick Styles gallery (Figure 3-16) will appear containing various built-in styles that are appropriate for the theme you have chosen. Click an option to apply that style to the selected item.

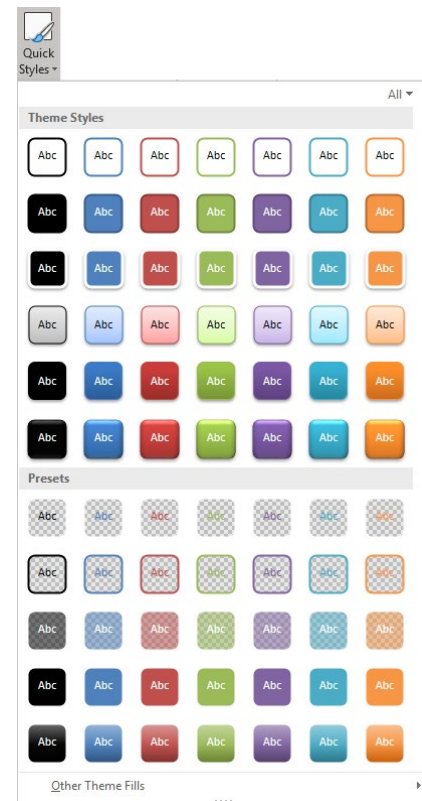


Figure 3-16: Quick Styles gallery

Clearing Formatting

To clear the formatting applied to selected text (and return that text to its original format as defined by the selected layout and theme), on the Home tab, in the Font group, click  (Clear All Formatting).

Using the Format Painter

The  (**Format Painter**) allows you to copy formatting from any object, including text, to another object anywhere in the presentation. You can use the Format Painter to copy the formatting once, or you can copy the formatting multiple times.

To use the Format Painter for a single instance, first ensure that the insertion point (blinking cursor) is in the text whose format you want to copy (there is no need to select the text). Then in the Home tab, in the Clipboard group, click Format Painter (Figure 3-17).

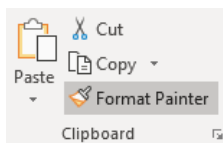


Figure 3-17: Clipboard group – Format Painter selected

While the Format Painter is active, the cursor will change to . Drag the cursor across the text to which you want to apply the copied formatting. Once you apply the formatting, the Format Painter deactivates.

To use the Format Painter for multiple applications, double-click the Format Painter button. The Format Painter will remain active until you press ESC or click the Format Painter button again.

Learn to format text

In this exercise, you will format slide text.

1. Open the **TA Marketing Demo** presentation located in the *StarterFiles* folder and save it as: **My Marketing Demo** in the *MyProjects* folder.
2. In the Slide Navigation pane, select slide **2**.
3. Select the text in the title placeholder, then on the Home tab, in the Font group, click the **Font** arrow, and then click **Arial Black**.

The Arial Black typeface is applied to the slide title.

4. With the title text still selected, on the Home tab, in the Font group, click the **Font Color** arrow and, in the Standard Colors palette, click **Blue**.
5. Click inside the content placeholder, then click the border of the content placeholder to select the entire placeholder.
6. On the Home tab, in the Font group, click the **Font Color** button to apply the blue color to the text within the content placeholder.
7. With the content placeholder still selected, on the Home tab, in the Font group, click the **Font** arrow, and then click **Arial**.

The Arial font is applied to the text within the content placeholder.

8. With the content placeholder still selected, on the Home tab, in the Font group, click the **Italic** button to apply italics to the text.
9. Select the content placeholder on slide 2 if necessary, then on the Home tab, in the Clipboard group, double-click **Format Painter**.
The Format Painter is activated.
10. In the Slide Navigation pane, click slide **3**, then click in the content placeholder on slide 3.
The Arial, Blue, Italic formatting is applied to the text within the content placeholder on slide 3.
11. In the Slide Navigation pane, click slide **4**, then click in the content placeholder on slide 4 to apply the formatting to the slide text.
12. On the Home tab, in the Clipboard group, click **Format Painter**.
The Format Painter is deactivated.
13. Click anywhere inside the content placeholder on slide 4, but do not select any text. Then, on the Home tab, in the Font group, click the **Text Highlight Color** button to turn on the highlighter.
14. In the content placeholder, select the text **New York**.
The selected text is highlighted.
15. Select the text **Movies**.
The selected text is highlighted.
16. On the Home tab, in the Font group, click the **Text Highlight Color** arrow, then click **Stop Highlighting** to turn the highlighter off.
17. On slide 4, select the text **Movies** if necessary. Then, on the Home tab, in the Font group, click the **Text Highlight Color** arrow and click **No Color**.
The selected text is no longer highlighted.
18. On slide 4, select the text **New York**. Then, on the Home tab, in the Font group, click the **Clear All Formatting** button.
The highlight is removed, and the font, font color, and font style revert to their original settings.
19. Click **Undo** in the Quick Access toolbar.
20. In the Slide Navigation pane, click slide **1**.
21. Click anywhere inside the Title placeholder and, on the Home tab, in the Drawing group, click the **Quick Styles** arrow, and then click **Colored Fill – Blue, Accent 5**.
The quick style is applied to the placeholder. Notice that the style includes settings for the font, font style, and color as well as the background fill.
22. Click in the Subtitle placeholder and, on the Home tab, in the Drawing group, click the **Quick Styles** arrow, and then click **Colored Fill – Blue, Accent 1**.
23. In the Slide Navigation pane, click slide **3**.
24. Select the content placeholder (you will need to click inside it, and then click its border) and, on the Home tab, in the Font group, click **Clear All Formatting**.

25. With the content placeholder still selected, on the Home tab, in the Drawing group, click the **Quick Styles** arrow, and then click **Intense Effect – Blue, Accent 5**.
26. Save the presentation, and then close it.

Formatting Paragraphs

Paragraph formatting refers to formatting that controls the placement and visual appearance of an entire paragraph, not only individual text characters. Paragraph formatting options include alignment, indentation, bullets and numbers, text direction, line spacing, spacing before and after the paragraph, and horizontal spacing.

Formatting paragraphs is the same whether the paragraph is inside a text placeholder or a text box.

To format a paragraph, on the Home tab, in the Paragraph group, select the various options as appropriate. You can access the same and additional options using the Paragraph dialog box, using the Mini toolbar, and by right-clicking the selected paragraph.

Horizontal Alignment

Objective 3.5.4

Horizontal alignment refers to the placement of text relative to the margins; for example, text can be flush with the left or right edge of the placeholder, centered in the placeholder, or spread out to appear across the full width of the placeholder (justified).

You can change the horizontal alignment using one of the following methods:

- On the Home tab, in the Paragraph group, click the appropriate button (Figure 3-18); or

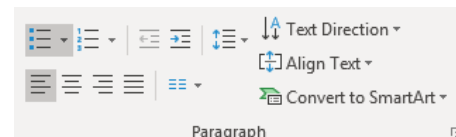


Figure 3-18: Paragraph group

- select the text and, on the Mini toolbar, click the appropriate feature (Figure 3-19); or

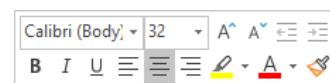


Figure 3-19: Mini toolbar

- on the Home tab, in the Paragraph group, click the Paragraph dialog box launcher (Figure 3-20).

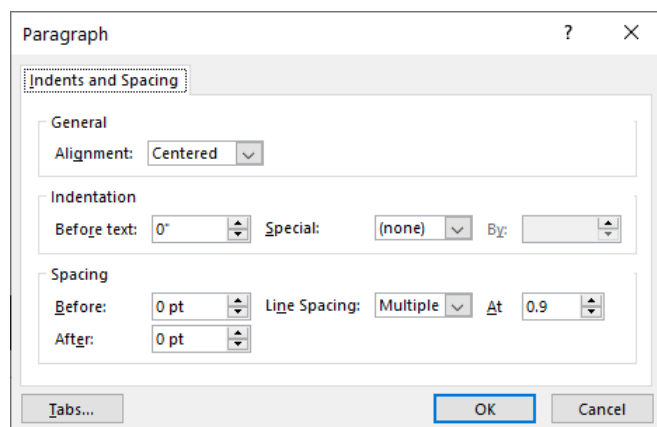


Figure 3-20: Paragraph dialog box

Add or Remove Columns

Objective 3.1.2

You can split your text into two or more columns. You can set the width and spacing of your columns manually or use one of the available preset formats.

To add or remove columns of text, on the Home tab, in the Paragraph group, click the Add or Remove Columns button (Figure 3-21).

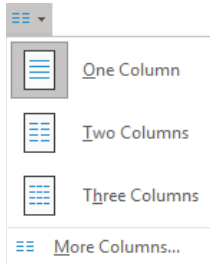


Figure 3-21: Add or Remove Columns preset formats

Select the number of columns or click the More Columns option to open the Columns dialog box (Figure 3-22). Use the settings to specify the number of columns and the amount of spacing between columns. The amount of spacing between columns is measured in inches.

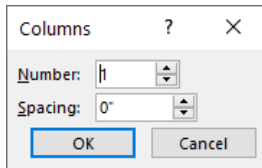


Figure 3-22: Columns dialog box

Indenting Paragraphs

Indenting refers to the placement of a paragraph relative to the left edge of the text box or text placeholder.

When indenting paragraphs, the ruler should be visible for best results (Figure 3-23). The ruler allows you to see and set indents and tab stops, to move tables, and to line up objects.

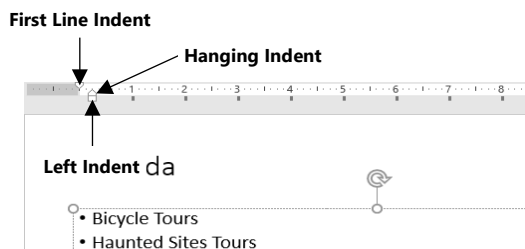


Figure 3-23: Ruler with indent markers

There are three types of indents:

Left Indent – Causes the entire paragraph to be indented from the left margin.

First Line Indent – Indents the first line of a paragraph, leaving the remaining lines at the left indent marker.

Hanging Indent – Leaves the first line at the left indent marker and indents the remaining lines. Used for such items as bullets, numbers, and bibliography entries.

To view the ruler, on the View tab, in the Show group, select Ruler (Figure 3-24).

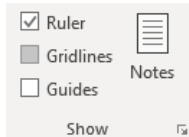


Figure 3-24: Show group with Ruler selected

To change the indent of a paragraph, ensure that the insertion point is in the paragraph you want to indent, and then use one of the following methods:

- In the ruler, click and drag the desired indent marker to a new location; or
- on the Home tab, in the Paragraph group, click the Decrease List Level or Increase List Level buttons; or 
- on the Home tab, in the Paragraph group, click the Paragraph dialog box launcher. Make the required changes in the Indentation area of the Paragraph dialog box.

Line Spacing

Line spacing refers to the amount of vertical space between each line of text in a paragraph. Adjusting the line spacing can be useful when you want to spread out a few lines over a whole slide without increasing the size of the text.

To change line spacing, use one of the following methods:

- On the Home tab, in the Paragraph group, click Line Spacing (Figure 3-25); or

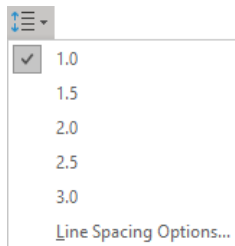


Figure 3-25: Line Spacing preset options

- on the Home tab, in the Paragraph group, click the Paragraph dialog box launcher, and in the Spacing area, click the Line Spacing arrow (Figure 3-26); or

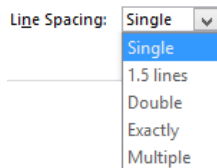


Figure 3-26: Paragraph dialog box, Line Spacing options

- right-click the text, click Paragraph and, in the Spacing area, click the Line Spacing arrow.

Paragraph Spacing

Paragraph spacing refers to the amount of space before or after each paragraph. Adjusting the paragraph spacing is useful when you want to add separation between paragraphs.

To change the spacing before or after a paragraph, use one of the following methods:

- On the Home tab, in the Paragraph group, click Line Spacing, and then click Line Spacing Options. In the Spacing area, click the increment buttons for Before or After; or
- on the Home tab, in the Paragraph group, click the Paragraph dialog box launcher. In the Spacing area, click the increment buttons for Before or After (Figure 3-27); or

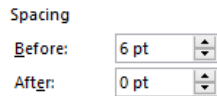


Figure 3-27: Paragraph dialog box, Spacing Before and After

- right-click the text, click Paragraph and, in the Spacing area, click the increment buttons for Before or After.

Note: You can also enter a number in the Before or After fields to set the paragraph spacing.

Changing the Direction of Text

You can add impact to a slide by changing the orientation (or direction) of text using the Text Direction feature (Figure 3-28). There are four preset text directions you can use to change the direction of text.

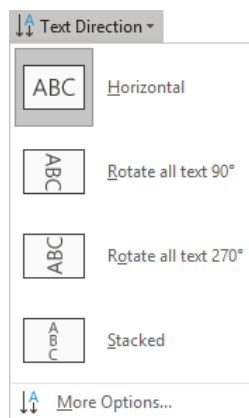


Figure 3-28: Text Direction options

To change the text direction, use one of the following methods

- On the Home tab, in the Paragraph group, click Text Direction; or
- right-click the text box, then click Format Shape. In the Format Shape pane, click Text Options, click Textbox, and then click the Text direction arrow; or
- on the Home tab, in the Paragraph group, click Text Direction, and then click More Options. In the Format Shape task pane, choose the required option, then click the Text direction arrow.

Changing the Vertical Position of Text

When you type text in a placeholder, you can modify the vertical position or alignment of text. There are six types of vertical alignment:

Top – Aligns text to the top-left of the box.

Middle – Aligns text to the middle-left of the box.

Bottom – Aligns text to the bottom-left of the box.

Top Centered – Aligns text to the top-center of the box.

Middle Centered – Aligns text to the middle-center of the box.

Bottom Centered – Aligns text to the bottom-center of the box.

To change the text alignment in a selected text box, use one of the following methods:

- On the Home tab, in the Paragraph group, click Align Text (Figure 3-29); or

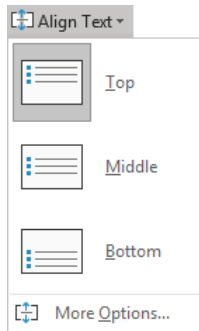


Figure 3-29: Align Text options

- right-click the text box, and then click Format Shape. In the Format Shape pane, click Text Options, click Textbox, and then click the Vertical alignment arrow; or
- on the Home tab, in the Paragraph group, click Align Text, and then click More Options. In the Format Shape task pane, choose the desired option for Vertical alignment (Figure 3-30).

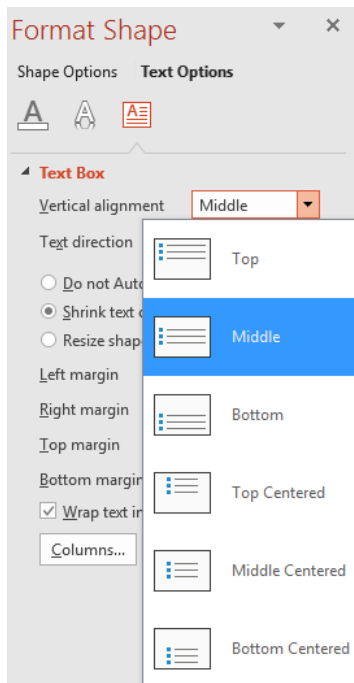


Figure 3-30: Format Shape task pane – Vertical alignment options

Learn to format paragraphs

In this exercise, you will use various techniques to format paragraphs.

- Open the **TA Marketing** presentation located in the *StarterFiles* folder and save it as: **My TA Marketing** in the *MyProjects* folder.

2. Click the **View** tab and, in the Master Views group, click **Slide Master**.

Remember that you can set formatting to be standard on all slides using the Slide Master instead of formatting individual placeholders on each slide.

3. Scroll up in the Slide Navigation pane if necessary, then select slide **1** (Office Theme Slide Master). Click the **Slide Master** tab and, in the Background group, click **Background Styles**. Then click **Format Background**.
4. In the Format Background pane, click **Gradient fill**. Click the **Preset gradients** arrow and click **Top Spotlight – Accent 6**.
5. Click the **Direction** arrow and click **From Bottom Right Corner**.
6. On the **Gradient Stops** slider bar, click the **second arrow** and drag to the left to add more green to the gradient. Then click **Apply to All**.
7. Click the title placeholder, click the **Home** tab and, in the Font group, click the **Font** arrow and click **Comic Sans MS**. Click **Bold** and then click the **Font Color** arrow. Click **Black, Text 1, Lighter 25%**.
8. Click the content placeholder and then click the **Font Color** to apply the same color to the placeholder. Also apply the same font to the content placeholder.
9. Click the **Slide Master** tab, and then click **Close Master View**. Close the Format Background pane as well.
10. Click slide **5** (British Isles Castle Tours) and notice how the formatting is different even though you set the font for all title placeholders in the Slide Master.

The font is different because it was applied to the slide directly; anything changed on a slide overrides what may have been set up on the master slides.

11. Click slide **4** (Haunted Sites Tours) and select the text in the title placeholder. On the Home tab, in the Clipboard group, click **Format Painter**.

Notice that the mouse pointer has changed to include a paintbrush, indicating that the Format Painter is active.

12. Click slide **5** (British Isles Castle Tours) and select the title text.

Notice the title placeholder now shares the same font and formatting as slide 4. Notice also that the mouse pointer returned to an arrow as it performed its task after only one action. To apply formatting to multiple items, you need to double-click the Format Painter.

13. Double-click the **Format Painter** (make sure your cursor is still on the title placeholder) and then click each subsequent slide to apply the formatting to the title. Click the **Format Painter** to turn it off.
14. Click slide **1** to review the contents of the title slide.

All titles on the slide are aligned left whereas the titles on this slide are centered.

15. Click the title placeholder and, on the Home tab, in the Paragraph group, click **Align Left**.

On viewing this change, you decide you would prefer the title slide to have a different alignment to emphasize the presentation topic.

16. Press **SHIFT** and click the subtitle placeholder. Then press **CTRL+R**.

By selecting both placeholders, you can make a formatting change quickly that affects both placeholders.

17. Click at the end of the word **"World"** and press **ENTER**.

Putting a paragraph marker at the end of the line makes the title appear more balanced on the screen, in comparison to the subtitle text.

18. Click slide **2** (Agenda) and notice how the list of agenda items is a bit too long for one column.
19. Click the content placeholder and, on the Home tab, in the Paragraph group, click **Add or Remove Columns**, and then click **Two Columns**.
20. On the Home tab, in the Font group, click the **Size** arrow and click **36**.

The columns are not equal in length but you can change that manually.

21. Click at the beginning of **Wine Tours**, then press **ENTER** as many times as necessary to force the Wine Tours text to the top of the second column.
22. Click slide **9** (Eco Tours), and then click the text box placeholder. Click the Home tab and, in the Paragraph group, click **Line Spacing**, and then click **Line Spacing Options** to open the Paragraph dialog box.
23. Click the **Line spacing** arrow, and then click **Multiple**. Click in the **At** field and type: **1.05**. Click **OK**.

The text appears to have more space between each line, making it a bit easier to read.

24. Click slide **2** (Agenda) and click the content placeholder. On the Home tab, in the Paragraph group, click **Line Spacing**, and then click **Line Spacing Options**.

25. Ensure the **Spacing Before** is **10pt**, change the Line Spacing to **Single**, and then click **OK**.

The text changes to adjust to the spacing, including requiring you to delete one of the blank lines inserted previously to force text to the second column.

26. Delete the blank line(s) at the top of the second column.
27. Click slide **3** (Bicycle Tours) and select the content placeholder.
28. On the Home tab, in the Paragraph group, click **Text Direction** and point at the different options that can be applied, and then change the text direction to **Rotate all text 270°**.
29. Save the presentation, and then close it.

Setting Tabs

Objective 3.1.2

You can use tabs to line up columns of text on a slide. By default, every slide in a presentation includes tab stops set at every inch. You must view the ruler to see the default tabs and to guide you when you are working with tab positions.

Position the cursor within existing slide text or inside a placeholder (you cannot see the tab stops if you select the placeholder itself) and display the ruler if necessary. When you look just below each inch mark on the horizontal ruler (Figure 3-31), you will see a gray bar indicating a default tab stop.



Figure 3-31: Horizontal ruler showing default tab stops

Setting and adjusting tabs in PowerPoint is quick and easy. You can use the Tab Selector or the Tabs dialog box.

Creating Tabs with the Tab Selector

You can create tabs using the Tab Selector on the left side of the horizontal ruler (Figure 3-32).



Figure 3-32: Tab Selector

When you click the Tab Selector, you are selecting the type of tab and the tab alignment you want. To set the tab, click on the horizontal ruler to create a new tab position. Notice the four types of tab alignments available and how they align text at the tab position.

 **Left** – All text and characters begin at the left and shift to the right as you type. This is the default alignment type.

 **Center** – Text is centered at the tab position.

 **Right** – Text and characters begin at the right and shift to the left as you type.

 **Decimal** – Aligns numbers or text at the decimal point. Characters shift to the left until you type the decimal character, and then the remaining characters shift to the right of the decimal point.

Once you have selected the type of tab you want, click on the horizontal ruler to create the tab position. The appropriate tab character will display on the ruler.

Note: When you create a new tab, any default tab markers to the left of your new tab will be removed.

To adjust a tab position after the tab has been set, make sure the cursor is somewhere in the line of text for which you want to adjust the tab position (or, if there is more than one line of text, ensure all lines are selected), and then drag the tab character on the horizontal ruler right or left to the new position.

If you want to delete a tab setting, drag the tab character down off the ruler.

Creating Tabs with the Tabs Dialog Box

The Tabs dialog box is used to set new tab stops, clear existing tab stops, and modify the alignment of tab stops.

To create tabs using the Tabs dialog box (Figure 3-33), on the Home tab, in the Paragraph group, click the Paragraph dialog box launcher, and then click Tabs.

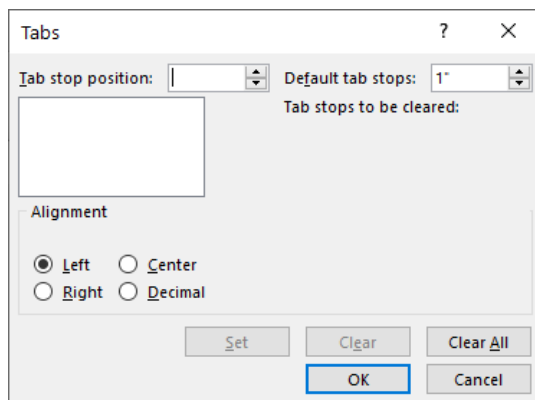


Figure 3-33: Tabs dialog box

Tab stop position – Enter a value (such as 2.5) for a new tab stop. User-defined tab stops display in the list box. Click a tab stop in the list box to modify it.

Default tab stops – Enter a value for the positioning of the default tab stops.

Tab stops to be cleared – Displays a list of tab stops that you have specified to clear. Tabs are not cleared until you click OK.

Alignment – Choose the type of alignment for the selected tab stop.

Set – Used to set new tab stops and apply alignment changes.

Clear – Clear the selected tab stop from the list of tab stops.

Clear All – Clear all tab stops in the list.

Learn to set tabs

In this exercise, you will insert and modify tab stops.

1. Open the **TA Analysis** presentation located in the *StarterFiles* folder.
2. Click the **View** tab, and in the Show group, select **Ruler** if it is not already activated.
3. On slide **1**, select all the text in the content placeholder.
4. Click the **Home** tab and, in the Paragraph group, click **Bullets** to turn the bullet feature off.
5. At the far left of the ruler, click the **Tab Selector box** until you see the Right tab character. Then click on the ruler at **5.0" (12.7 cm)**, click at **7.0" (17.8 cm)**, click at **9.0" (22.9 cm)**, and then click at **11.0" (27.9 cm)**.

Most of the text moves to align with the new tab stops.

6. With the text still selected, click the tab character at **9.0" (22.9 cm)** and drag it about two or three characters to the right.

You can adjust the tab stop simply by dragging it to a new position on the ruler. To remove a tab stop, click the tab stop and drag it off the ruler. You can always add a tab stop by clicking on the ruler where it should be placed.

7. Adjust the other tab stops based on where you may want the figures to align.
8. Click at the beginning of the first line and press **TAB** to move this text to the second column. Then select the rest of the line and press **CTRL+B** to bold the column headings.
9. Close the presentation without saving.

Using Text Boxes

Objective 3.1.1, 3.4.3, 3.4.4, 3.5.1, 3.5.2

Slides have a predetermined number of text placeholders, based on the selected slide layout. Sometimes you may want to add more text than there are placeholders, or add text in a different position. Drawing a text box is an easy way to do this.

A **text box** is a drawing object that automatically enlarges or shrinks depending on the amount of text you type and includes a text wrap feature that places text on consecutive lines.

Text boxes should not be confused with other drawing objects that can contain text. These objects treat text in a much different manner than do text boxes, which treat text in the same manner as placeholders.

Use text boxes to place text anywhere on a slide, such as outside a text placeholder. For example, you can add a caption to a picture by creating a text box and positioning it near the picture.

You can insert as many text boxes as you want on a slide and remove text boxes when they are no longer required.

To insert a text box, use one of the following methods:

- On the Insert tab, in the Text group, click Text Box, and then click on the slide where you want the text box and start typing, or drag to draw the text box; or
- on the Insert tab, in the Illustrations group, click Shapes, and then click Text Box from the Basic Shapes category list. Then, click and start typing, or drag to draw the text box; or
- on the Drawing Tools Format tab, in the Insert Shapes group, click Text Box, and then click on the slide and start typing, or drag to draw the text box.

To select a text box, click its border. To select multiple text boxes, press and hold SHIFT or CTRL and click each text box. If the border around the text box is a solid line, you have selected the text box (Figure 3-34).



Figure 3-34: Text box selected, solid line border

However, if the border is a dashed line, and a blinking cursor appears, you are editing the text inside the text box (Figure 3-35), and the box is not selected.



Figure 3-35: Text box open for editing, dashed line border

To delete a text box, click the text box border to select it, and then press DELETE.

To move a selected text box, use one of the following methods:

- Drag the text box placeholder; or
- press arrow keys (you can press and hold CTRL and press arrow keys to make smaller movements).

Sizing and Positioning Text Boxes

Objective 3.4.3, 3.4.4, 3.4.5, 3.4.6

When you draw a text box, it may not appear in the place or at the size you prefer. In this case, you can resize the text box and then move it wherever you want.

You resize text boxes using the handles. These small circles surround the text box when you click it. You can drag these handles to make a text box larger or smaller. Dragging corner handles allows you to change both the vertical and horizontal size, while dragging the side handles allows you to change only the horizontal or vertical size. You can use gridlines and guides to give you a visual cue about the alignment of objects in your presentation.

Changing the Position of a Text Box

If you want to change the position of a text box on a slide, use one of the following methods:

- Click the border of the text box to select it, then drag it to a new position on the slide; or
- select the text box and press the arrow keys; or press and hold CTRL and press the arrow keys to move it in smaller increments; or
- right-click the border of the text box, click Size and Position, click the arrow to the left of Position to expand the category of options, and then enter the Horizontal and Vertical position values desired; or
- on the Drawing Tools Format tab, in the Size group, click the Size and Position dialog box launcher. Click the arrow to the left of Position to expand the category of options, and then enter the Horizontal and Vertical position values desired.

Understanding Text Box Auto Fit options

When you enter text in a text box, it resizes itself to accommodate the text, by default.

To change this behavior, in the Format Shape pane, in the Size & Properties section, click the arrow to the left of Text Box (Figure 3-36) to expand the category of options, and then choose one of these options.

Do not Autofit – If you type more text than will fit in a text box, the box and text will not change size but not all the text will be visible.

Shrink text on overflow – As you type more text than will fit in a text box, the size of the text will shrink to fit in the box.

Resize shape to fit text – As you type more text than will fit in a text box, the box will enlarge to accommodate the text.

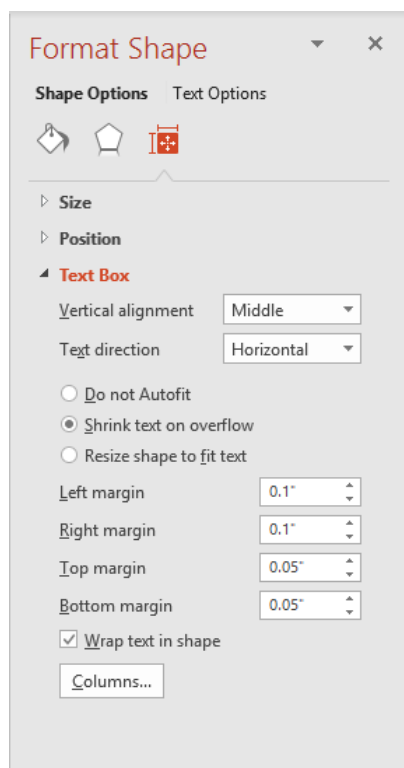


Figure 3-36: Format Shape task pane, Text Box options

Setting a Text Box to a Specific Height and Width

If you want the text box to have a specific height and width, use one of the following methods:

- On the Drawing Tools Format tab, in the Size group, click or enter a Height or Width value and press ENTER; or
- right-click the border of the text box, and then click Size and Position to open the Format Shape pane; or
- on the Drawing Tools Format tab, in the Size group, click the Size and Position dialog box launcher to open the Format Shape pane with the Size & Properties category displayed (Figure 3-37).

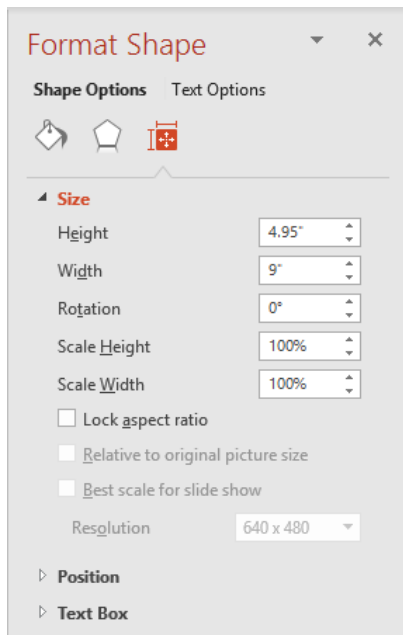


Figure 3-37: Format Shape task pane, Size & Properties category

Setting Text Box Internal Margins

Text within a text box is, by default, placed a short distance away from the border of the box. This space is known as the internal margin and may be adjusted to change the visual appeal of the box.

To change this, in the Format Shape pane, in the Size & Properties category, expand Text Box, and change the internal margin values.

By default, text within a text box wraps to the next line as it reaches the right margin of the box. To disable this and display all the text on one line, deselect the *Wrap text in shape* check box.

Changing the Order, Alignment, Orientation, and Rotation of Text Boxes

Objective 3.5.1, 3.5.2

Changing the Order of Text Boxes

As you draw text boxes on a slide, they may overlap each other. You may need to change the order in which the boxes overlap, moving them forward and backward on the slide to achieve the desired effect.

To change the order of selected text boxes, use one of the following methods:

- On the Drawing Tools Format tab, in the Arrange group, click Bring Forward or Send Backward; or
- on the Home tab, in the Drawing group, click Arrange, and then click Bring to Front, Send to Back, Bring Forward, or Send Backward.

PowerPoint offers the following choices for changing the order of a text box:

Bring to Front – Move the selected text box to the top layer, closest to the viewer.

Send to Back – Move the selected text box to the bottom layer, farthest from the viewer.

Bring Forward – Move the selected text box one layer up, closer to the viewer.

Send Backward – Move the selected text box one layer back, away from the viewer.

Aligning Text Boxes

When you add text boxes to a slide, it is difficult to align the text boxes evenly by clicking and dragging. When your text boxes misalign, it can be distracting to the viewer and make the slide design look unprofessional. PowerPoint provides a variety of options to align text boxes:

Align Left – Align all text boxes with the text box furthest left on the slide.

Align Center – Center all boxes based on the center point of each text box.

Align Right – Align all text boxes with the text box furthest right on the slide.

Align Top – Align all text boxes with the text box at the highest point on the slide.

Align Middle – Align all text boxes at the middle of the slide.

Align Bottom – Align all text boxes with the text box at the lowest point on the slide.

Distribute Horizontally – Arrange the text boxes from left to right on the slide with equal space between each box.

Distribute Vertically – Arrange the text boxes from top to bottom on the slide with equal space between each box.

To change the alignment of two or more selected text boxes, use one of the following methods:

- On the Drawing Tools Format tab, in the Arrange group, click Align Objects; or
- on the Home tab, in the Drawing group, click Arrange, and then click Align.

Rotating a Text Box

Rotating a text box can add visual impact to your presentation. To rotate a text box, select the text box, and then:

- click and drag the  (rotation handle) above the text box (Figure 3-38); or,

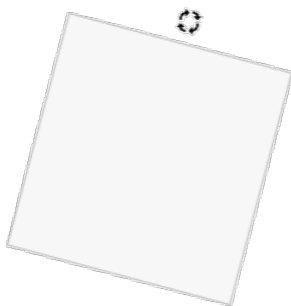


Figure 3-38: Dragging text box rotation handle

- on the Drawing Tools Format tab, in the Size group, click the Size and Position dialog box launcher, and then in the Format Shape pane, type or select a rotation degree (Figure 3-39).

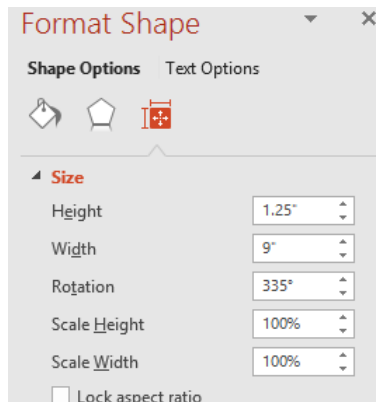


Figure 3-39: Format Shape task pane, Rotation setting

Formatting Text Boxes

Objective 3.1.1, 3.4.5, 3.4.6

You can format text boxes in a variety of ways to add visual appeal to them. For example, you can change the style, or add fill, outline, and text effects.

To format a text box, use one of the following methods:

- On the Drawing Tools Format tab, in the WordArt Styles group, click the arrow for the Text Fill, Text Outline, or Text Effects buttons and apply the desired formats; or
- on the Drawing Tools Format tab, in the WordArt Styles group, click the Format Text Effects: Text Box dialog box launcher (Figure 3-40).

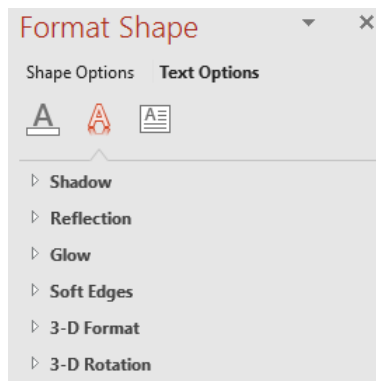


Figure 3-40: Format Shape task pane, Text Options

You can use the various options in the Format Shape pane to apply effects to text boxes.

To apply a shape format, use one of the following methods:

- On the Drawing Tools Format tab, in the Shape Styles group, click the arrow to scroll through the gallery, or click More to display the entire gallery; or
- on the Home tab, in the Drawing group, click the arrow for Shape Fill, Shape Outline, or Shape Effects; or

- on the Drawing Tools Format tab, in the Shape Styles group, click the Format Shape dialog box launcher (Figure 3-41).

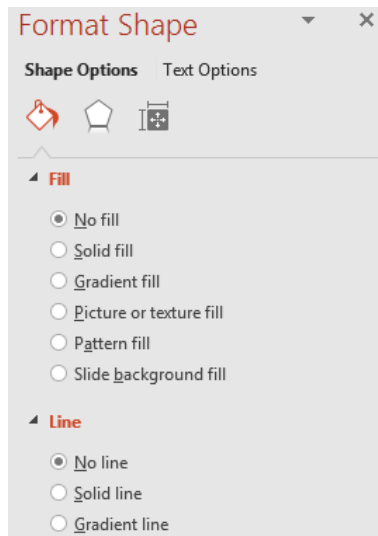


Figure 3-41: Format Shape task pane, Shape Options

Reusing Formatting

After formatting a text box, you may wish to set its design as the default for future text boxes you create.

To set the format of the current text box as the default, right-click the text box and select Set as Default Text Box.

Learn to use text boxes

In this exercise, you will create text boxes and format the text.

- Create a new blank presentation with a blank slide layout.
- Click the **Insert** tab and, in the Illustrations group, click **Shapes**, and then in the Basic Shapes section, click **Text Box**.
- Starting about 1.5" (3.8 cm) down and over from the top left corner, click and drag a text box approximately **10" (25.4 cm)** wide by **1.5" (3.8 cm)** high. Type: **A New Favorite Party Place!**

Notice that, as you type, PowerPoint resizes the text box to match the height of the text.

- On the Drawing Tools Format tab, in the Insert Shapes group, click **Text Box**. Draw another box about 1.5" (3.8 cm) down from the first text box and type: **Planning a Party? Call the Century Palace Hotel to book your event!**
- On the Home tab, in the Drawing group, click **Text Box** in the gallery of shapes. Create another text box about 1.5" (3.8 cm) from the previous text box and type: **1-877-555-1200 or email us at Info@centurypalacehotel.com.**
- Click the first text box and change the text to **36pt**, centered. Select the entire placeholder again and change the font to **Arial Black**. Use the **Format Painter** to apply this same formatting to the text box with the telephone number.

7. Click in this latter text box, press **ENTER** after the telephone number, and then press **ENTER** again just before the email address. Click one of the middle handles on the left or right side of the text box and drag to make this box wider so that the email address fits on one line.
8. Click in the middle text box, and then press **ENTER** before and after the hotel name to put it on its own line. Select only the hotel name and change the size to **40pt**. Apply the bold and shadow attributes to the selected text, and then center all the text in the text box.
9. Select the middle text box, click **Line Spacing**, click **Line Spacing Options**, and then change the Spacing Before to **6pt**. Click **OK**.
10. Ensure the middle text box is selected and then, on the Home tab, in the Drawing group, click **Arrange**. Click **Align**, and then click **Align Center**.

The text box is now centered between the edges of the slide.

11. Select all three text boxes (use the **SHIFT** key to select all three). Click **Arrange**, click **Align**, and click **Distribute Vertically**.

The three boxes are now spaced evenly between the top of the first text box border and the bottom border of the third text box.

12. With the three text boxes still selected, click **Arrange**, click **Align**, and then click **Align Center**.

The three boxes are now centered based on the longest text box.

13. Change the font size for the last text box to **28pt** to give the slide a more balanced look from top to bottom.
14. Select the **A New Favorite Party Place!** text box and, in the Home tab, click **Character Spacing** in the Font group and select **Loose**.
15. Save the presentation as: **My Hotel** in the *MyProjects* folder, and then close it.

Lesson Summary

Now that you have completed this lesson, you should be able to:

☒ Use the Outline view.	☒ Use the Format Painter.
☒ Import Word and text file outlines.	☒ Format paragraphs.
☒ Use the spelling checker.	☒ Add or remove columns.
☒ Cut, copy, and paste text.	☒ Set tabs, indentation, and line spacing.
☒ Use the Clipboard.	☒ Insert and format text boxes.
☒ Create bulleted and numbered lists.	☒ Distribute, order, and align objects.
☒ Apply formatting and styles to text.	

Key Terms

Term	Definition
Bullet	A mark used in a list to indicate the start of a point or list entry.
Clipboard	A location used to temporarily store data that was cut or copied from an application.
Copy	An editing function used to duplicate selected text or objects. Copied items are temporarily stored in the Clipboard, from which they may be pasted elsewhere in the presentation.
Cut	An editing function used to move selected text or objects to the Clipboard, from which they may be pasted elsewhere in the presentation.
Font	A specific typeface.
Font Size	The vertical measurement used to identify the size of proportionally printed characters; 72 points equals 1 inch.
Format Painter	A feature that allows you to copy the formatting from selected text and objects and apply it to other text and objects in a presentation.
Import	The process of bringing data from one program into another program.
Paste	An editing function used to insert text or objects from the Clipboard.
Quick Style	A combination of formatting options (including color combinations derived from the theme colors of the presentation) that can be applied to objects in a presentation. Quick styles are displayed in galleries.
Text Boxes	Elements on a slide used to contain and present text.

Quiz Questions

For each question, select the best answer.

1. Which key is used to demote items in a bulleted or numbered list?
 - a. SHIFT
 - b. TAB
 - c. ENTER
 - d. CTRL
2. Which task pane is used to cut or copy multiple items and paste them all later?
 - a. Shape
 - b. Format
 - c. Smart Lookup
 - d. Clipboard

3. Which command sequence would you use to insert slides from a Word file?
 - a. Click the Home tab and, in the Slides group, click the New Slide arrow and select Slides from Outline.
 - b. Click the Insert tab, click Object, and then click Create from File.
 - c. Click the File tab, and then click Open.
 - d. Click the View tab, and then click Outline View.
4. In which view is the Slide Navigation pane replaced with a text-only version of your presentation?
 - a. Slide Sorter
 - b. Normal
 - c. Slide Master
 - d. Outline View
5. Which paste option applies the paragraph and text formatting in your presentation to the pasted text replacing the original formatting?
 - a. Use Destination Theme
 - b. Keep Source Formatting
 - c. Keep Text Only
 - d. Use Destination Styles
6. Which task pane is used to specify the specific height and width of a text box?
 - a. Format Shape
 - b. Clipboard
 - c. Drawing
 - d. Smart Lookup
7. Which Arrange option is used to move the selected text box to the top layer, closest to the viewer?
 - a. Bring Forward
 - b. Bring to Front
 - c. Distribute Vertically
 - d. Align Top
8. Which command sequence would you use to specify the amount of spacing between columns?
 - a. On the Home tab, in the Paragraph group, click the Add or Remove Columns button, and then click the More Columns option.
 - b. On the Design tab, click Customize, click Slide Size, and then click Widescreen (16:9).
 - c. On the Home tab, click Paragraph, and then click Align Text.
 - d. On the Design tab, click Customize, and then click Format Background.

9. You can use options in the Quick Styles gallery to _____.
- add and format comments
 - apply built-in styles to text
 - customize slide layouts
 - resize and crop images
10. When you add text to a text box, _____.
- it will place the text on one line regardless of the amount of text you type
 - it will automatically enlarge or shrink depending on the amount of text you type
 - the text you type will be entered into the placeholder in which the text box is located
 - the text you type will be entered into the text box's associated caption
11. Which command sequence would you use to alter the amount of space between the text in a text box and the text box border?
- In the Format Shape pane, in the Size & Properties category, expand Size, and enable the Lock aspect ratio option.
 - In the Format Shape pane, in the Size & Properties category, expand Position, and specify horizontal and vertical position measurements.
 - In the Format Shape pane, in the Size & Properties category, expand Text Box, and specify the vertical alignment position.
 - In the Format Shape pane, in the Size & Properties category, expand Text Box, and change the internal margin values.
12. Which of the following are built-in text effect options you can apply to shapes and text boxes?
- Solid, gradient, and invisible lines
 - Solid, gradient, and pattern fills
 - Shadow, reflection, and glow options
 - Size, position, and internal margin settings
13. Which text box alignment option arranges the text boxes from left to right on the slide with equal space between each box?
- Align Center
 - Align Middle
 - Distribute Horizontally
 - Distribute Vertically

14. Which statement about the spelling checker is true?
- a. The spelling checker checks grammar as you type.
 - b. The spelling checker ensures that you are using a word in the correct context.
 - c. The spelling checker automatically checks spelling as you type.
 - d. The spelling checker flags misspelled words with a solid, green underline.
15. Which tab alignment option specifies that text and characters will shift to the left as you type?
- a. Decimal
 - b. Center
 - c. Right
 - d. Left

Microsoft® PowerPoint

Associate Certification Guide

Lesson 4: Working with Charts and Tables

Lesson Objectives

In this lesson, you will work with charts and tables in a presentation. Upon successful completion of this lesson, you should be able to:

- ☐ Create and insert charts.
- ☐ Change chart types.
- ☐ Select and edit chart data.
- ☐ Change chart layouts and styles.
- ☐ Select, format, add and remove chart elements.
- ☐ Modify chart parameters.
- ☐ Import charts.
- ☐ Create tables from scratch.
- ☐ Import tables from Word or Excel.
- ☐ Insert an Excel worksheet.
- ☐ Modify a table.
- ☐ Insert and delete table rows and columns.
- ☐ Format and apply styles to a table.

Using Charts and Tables

When presenting ideas that include references to data, it may be helpful to use a chart or table. Charts and tables can visually transform data into a more meaningful structure, making it easier for you to convey your message.

PowerPoint allows you to add charts and tables in multiple ways. You can create charts and tables from scratch, or copy and paste them from an existing document.

Inserting Charts

Objective 4.2.1

Charts can give an instant impression of trends, proportions, or comparisons between sets of data, such as sales growth over two or more periods of time.

Most charts contain the same basic elements: a chart title, legend, data series, data markers, and X and Y axes (Figure 4-1).

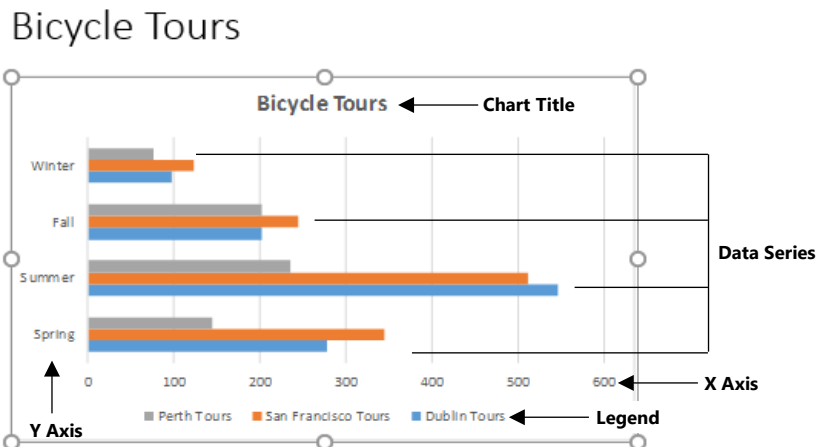
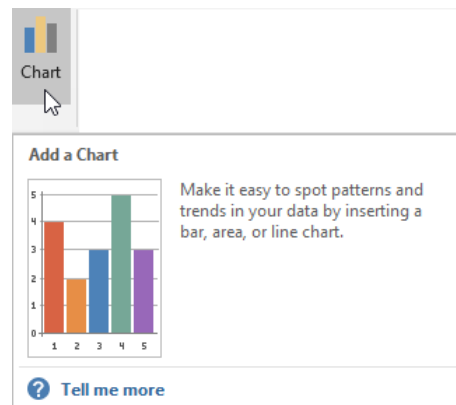
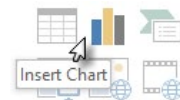


Figure 4-1: Basic elements of a chart

When creating charts, you can choose from an assortment of preset chart types, layouts, and formats.

To insert a chart, use one of the following methods:

- Within a content placeholder, click the Insert Chart icon; or
- in a slide without a content placeholder, on the Insert tab, in the Illustrations group, click Chart.



The Insert Chart dialog box appears (Figure 4-2). Select the chart type and style desired. You can easily change the chart type at any time.

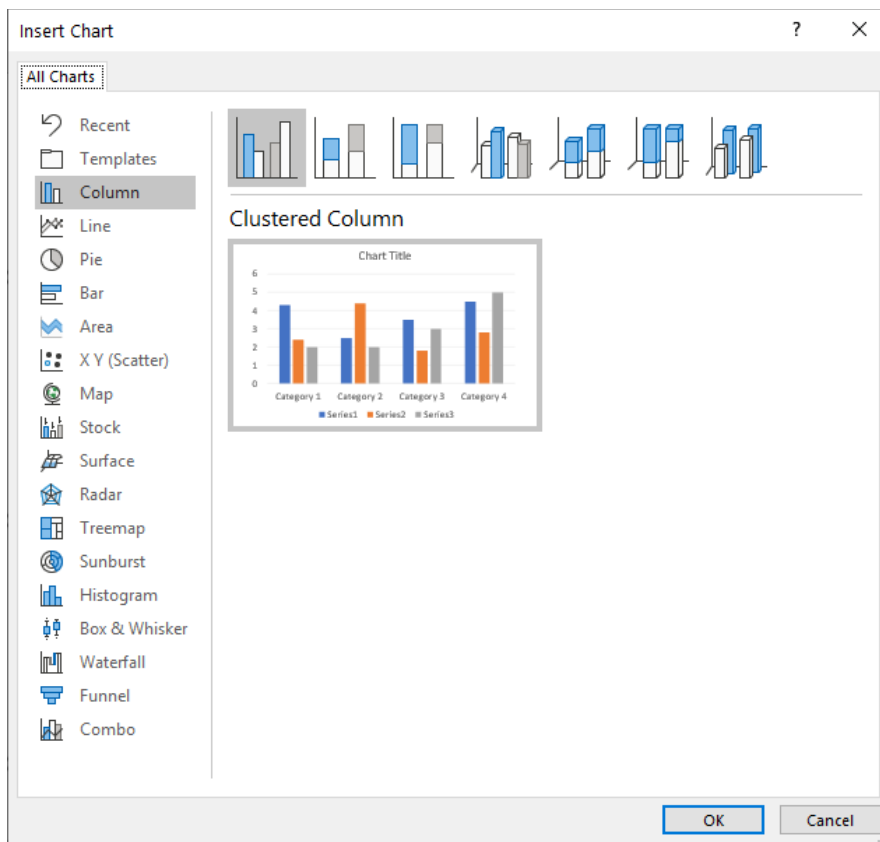


Figure 4-2: Insert Chart dialog box

Most chart types are available in both 2-D and 3-D formats. PowerPoint provides a Live Preview as you click on any chart type listed in the dialog box. If you have already selected data to represent in the chart, PowerPoint analyzes the data and presents it in the recommended chart type.

PowerPoint offers 17 chart type categories; the four most commonly-used ones are:

Column – Compare values over time or categories in a vertical presentation. The column shapes can be rectangular, cylindrical, conical, or pyramid-shaped.

Line – Compare continuous trends.

Pie – Compare series that make up the whole. Pie charts include doughnut-type charts.

Bar – Compare values over time or categories in a horizontal presentation. As with the column chart type, you can select various bar shapes.

Each chart type offers a variety of subtypes. After you select a chart type and click OK, PowerPoint displays the Chart in Microsoft PowerPoint window (Figure 4-3).

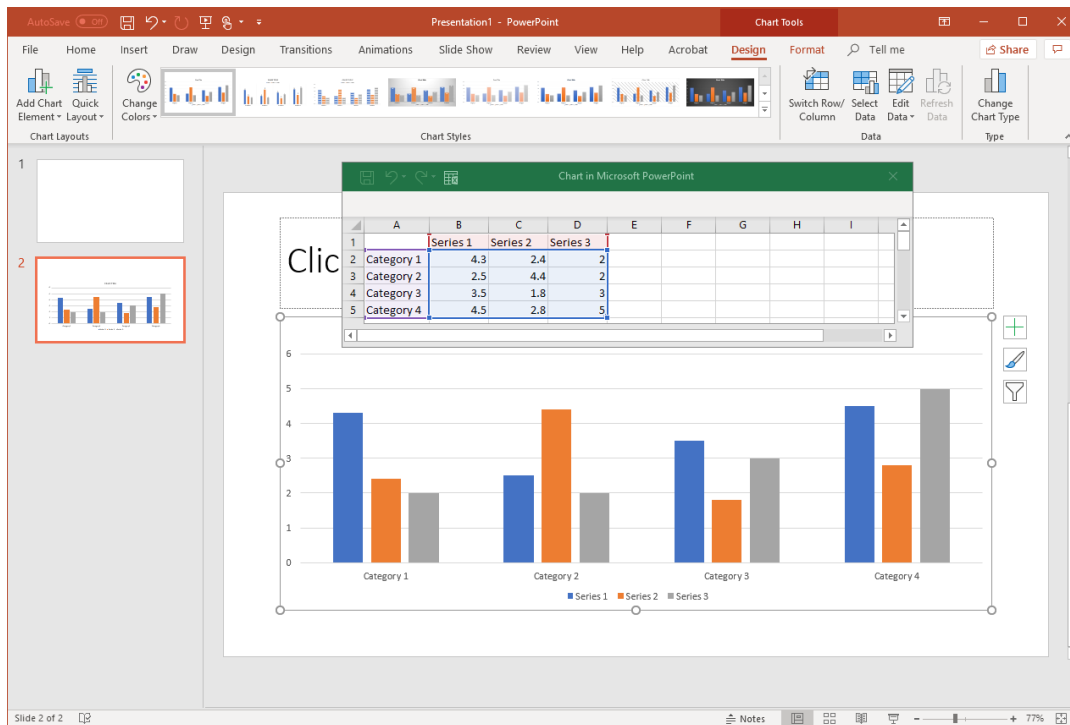


Figure 4-3: Chart in Microsoft PowerPoint window

PowerPoint inserts a sample chart with sample data into the slide (even if you copy data from another source). The Chart in Microsoft PowerPoint window, also called the data grid window, appears either above or below the inserted chart. PowerPoint color codes the sample data in the data grid window for easy editing; it formats chart data with a blue fill, and the data series with red and purple fill.

You can manually type data into the data grid window (Figure 4-4) or copy and paste data from another source. If your data is larger or smaller than the sample data, you can resize the chart data range by dragging the handle that appears in the lower right corner of the range.

	Series 1	Series 2	Series 3
Category 1	4.3	2.4	2
Category 2	2.5	4.4	2
Category 3	3.5	1.8	3
Category 4	4.5	2.8	5

Figure 4-4: Data grid window

Once you are finished entering data in the data grid window, close it to view your chart.

You can reopen the data grid window at any time by clicking the Edit Data button in the Data group on the Chart Tools Design tab.



To the right of the inserted chart, the Chart Elements, Chart Styles, and Chart Filters buttons appear. These buttons provide a quick way to add, change, or remove elements such as titles and legends, apply or adjust colors and styles, and filter chart data.

You will also see the Chart Tools contextual ribbon with tabs for designing (Figure 4-5) and formatting (Figure 4-6) the chart.

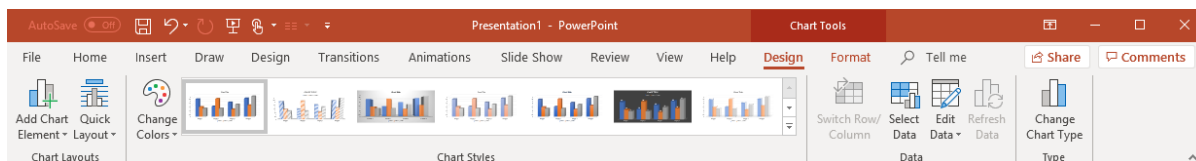


Figure 4-5: Chart Tools Design tab

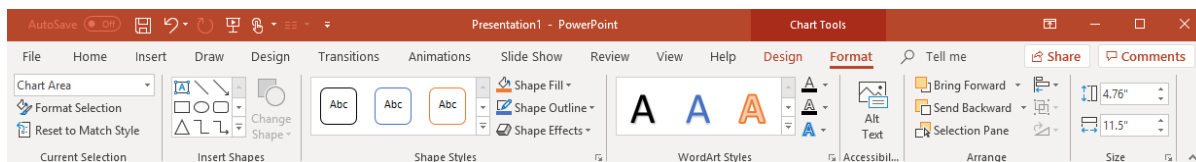


Figure 4-6: Chart Tools Format tab

Changing the Chart Type

Objective 4.2.2

You can easily change a chart to another chart type. However, doing so can have unexpected results, because not all chart types display data in the same manner. You could lose portions of your data, discover that you must adjust your chart labels, or add axis labels. If changing the chart type does not give you the expected results, use the Undo command to reverse the change.

To change the chart type, select the chart and then use one of the following methods:

- On the Chart Tools Design tab, in the Type group, click Change Chart Type to open the Change Chart Type dialog box. Click a chart type, click the desired chart subtype, and then click OK; or
- right-click the chart and click Change Chart Type. Click a chart type, click the desired chart subtype, and then click OK.

Learn to create charts

In this exercise, you will practice working with charts

1. Create a new blank presentation and save it in the *MyProjects* folder as: **My Tours Chart**.
2. On the Home tab, in the Slides group, click **Layout** and change the slide to a **Title Only** slide.
3. Click the **Insert** tab and, in the Illustrations group, click **Chart**, select **Clustered Column** as the chart type, and then click **OK**.
4. Click in cell **B1** of the Chart in Microsoft PowerPoint window and type: **Haunted Sites**. Press **TAB** and type: **Celebrity Burial Sites**. Press **TAB** once more and type: **Halloween Tours**.
5. Click in cell **A2** and type the following values for each column:

Qtr 1	1845	945	1211
Qtr 2	1957	1011	1315
Qtr 3	2145	844	1211
Qtr 4	2328	901	845

Notice that as you enter the data, the chart begins to fill with the data.

6. When you are finished entering the data, close the Chart in Microsoft PowerPoint window.

7. Click the **Design** tab in the Chart Tools ribbon and click **Change Chart Type**.
8. Click **Line** in the list of chart types to view a sample of how the data would appear with this chart type.
9. Click **Pie**, and then click **Bar**.

The various chart types enable you to display the values based on how you want to emphasize the information in the chart.

10. Click **Column** and, on the top row of options, click **3-D Clustered Column**. Click **OK**.
11. On the Design tab, in the Chart Layouts group, click **Quick Layout**. Point at the various layouts to view how the chart layout can be adjusted quickly, and then click **Layout 9**.
12. Save the presentation and keep it open for the next exercise.

Selecting and Editing Chart Data

Objective 4.2.2

After creating a chart, you may discover an error in the data, or you may choose not to include as much data as you initially entered. You can edit data in the spreadsheet/data grid or include only some of the data you entered.

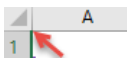
To edit data, choose one of the following methods:

- Click a chart to select it and then, on the Chart Tools Design tab, in the Data group, click the Edit Data arrow and select Edit Data (to edit the data in the data grid window) or Edit Data in Excel; or
- right-click a chart, point to Edit Data, and select either Edit Data or Edit Data in Excel.

Choosing Edit Data in Excel opens a Microsoft Excel worksheet. Closing the Excel worksheet window updates the chart and returns to PowerPoint. To select data to include in the chart, click a chart to select it and then, on the Chart Tools Design tab, click Select Data.

Whether you are working in the data grid window or in Excel, you can use the following selection methods:

- To select a cell, click in the cell to activate it.
- To select an entire row or column of data, click the row or column heading.
- To select a range of cells, drag the pointer over the cells you want to select. When you select a range of cells, the active cell appears lighter and it and the other selected cells are outlined in green.
- To select all the cells in the data grid, click the upper-left heading button.



You may find that a chart can communicate the information better if the horizontal and vertical axes are reversed. You can switch the row or column position easily by using one of the following methods:

- Click a chart to select it and then, on the Chart Tools Design tab, click Switch Row/Column; or
- click a chart to select it and, on the Chart Tools Design tab, click Select Data, and then click Switch Row/Column. Click OK to close the Select Data dialog box and apply the changes.

Learn to edit chart data

In this exercise, you will edit chart data.

1. Ensure that the My Tours Chart presentation from the previous exercise is still open.
2. Create a new Title and Content slide. Click in the content placeholder, click **Insert Chart**, accept the default of **Clustered Column**, and then click **OK**.
3. Click in cell **B1** of the worksheet and type: **Dublin Tours**. Press **TAB** and type: **San Francisco Tours**. Press **TAB** and type: **Perth Tours**. Press **ENTER**.
4. Enter the following data for the rest of the chart:

Spring	278	345	145
Summer	546	511	235
Fall	202	244	202
Winter	97	123	76

5. Close the Chart in Microsoft PowerPoint window.
6. On the Chart Tools Design tab, in the Data group, click **Select Data**. Click **Switch Row/Column** in the Select Data Source dialog box, and then click **OK**.

Look at your chart to see how the data has switched; now Tours is the data series instead of the seasons.

Note: When you click Select Data, the Select Data Source dialog box and the data grid window open. You may have to move the data grid window to see the changes.

7. On the Chart Tools Design tab, in the Data group, click **Switch Row/Column** to switch the data to the original layout.
8. Click the data grid window to add a new tour to the window.
9. Click in cell **E1** and type: **England Tours**. Press **ENTER**, type: **265**, press **ENTER**, type: **483**, press **ENTER**, type: **162**, press **ENTER**, type: **91**, and then press **ENTER**.
10. Close the data grid window and note the data in the chart has been updated to reflect the new tour.
11. Save the changes and keep the presentation open for the next exercise.

Changing the Chart Layout and Style

Objective 4.2.2

PowerPoint has a variety of pre-built chart styles that include combinations of colors and layouts to enhance the visual appeal of a chart.

To change the overall layout of a chart:

- On the Chart Tools Design tab, in the Chart Layouts group, click Quick Layout, and then select the desired layout.

To change the chart style:

- On the Chart Tools Design tab, in the Chart Styles group, select a quick style from the gallery (Figure 4-7); or

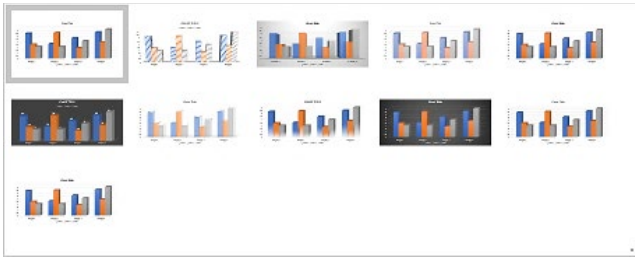


Figure 4-7: Chart Styles gallery

- click the More button to display the Chart Styles gallery, and then select the desired style; or
- click the Chart Styles button to the right of the chart, and then select a style from the Style category (Figure 4-8).

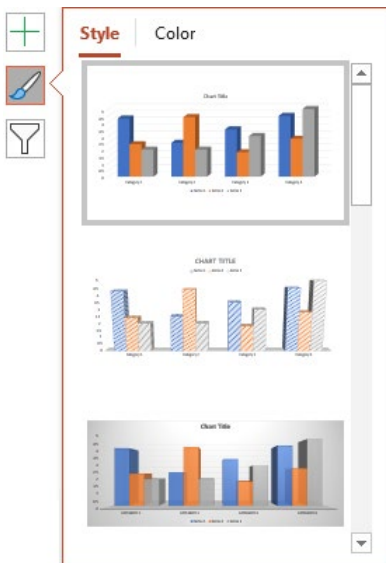


Figure 4-8: Chart Styles, Style category

To change the color scheme within a chart:

- On the Chart Tools Design tab, in the Chart Styles group, click Change Colors; or
- click the Chart Styles button to the right of the chart, and then select a color scheme from the Color category.

Understanding Chart Elements

Chart elements include embellishments such as:

- A chart title that describes what the chart represents (for example, Haunted Tours Quarterly Report).
- A **legend** to describe the nature of the data represented on the chart and identify each data series (such as *Qtr 1*, *Qtr 2*, *Qtr 3*, and *Qtr 4*) by pattern or color. A data series is a group of data values. PowerPoint gives each data series a unique pattern or color on the chart.
- Data markers, such as columns, dots, bars, and pie segments, representing a single data point.
- Vertical (Y) and horizontal (X) axis titles that describe the values being plotted (for example, in Figure 4-9, *Quarter* is the horizontal axis title and *Number of Tours* is the vertical axis title).

A data table appears below the chart and displays the values being charted. Data labels are the values that appear on the chart.

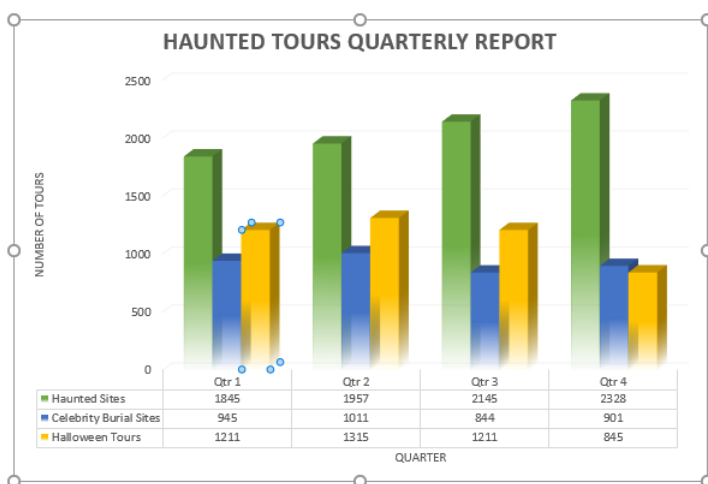


Figure 4-9: Chart elements

The chart layout determines the overall placement of these elements on the chart.

Selecting Chart Elements

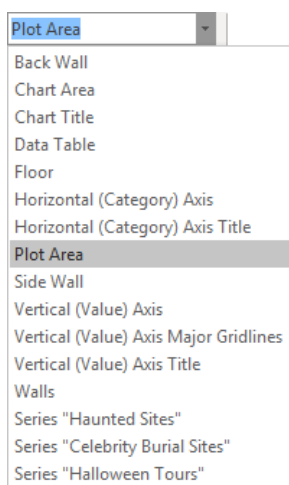


Figure 4-10: Chart Elements list

Charts are made up of individual elements, such as the legend, chart title, **axes**, and individual data series. Before formatting a chart or its individual elements, you must first select the appropriate element. Selected elements display selection handles.

You can select a chart or its individual elements by clicking them directly within the chart, or you can use the Chart Elements list (Figure 4-10) in the Current Selection group on the Chart Tools Format tab.

You can use the Zoom option in the View tab or the Zoom slider to make individual chart elements easier to select.

You can also double-click a chart element to open the element's associated format pane.

Once you select an element, you can use any of the ribbon tabs to make changes to that element.

Formatting Chart Elements

Objective 4.2.2

You may wish to change the appearance of chart elements to make them more or less prominent.

PowerPoint provides a variety of formatting options to improve the appearance of your chart and its elements. For example, you can apply a Quick Style; add an outline, fill, or shadow; or change the thickness or color of the lines that define the chart elements. You can resize and reposition chart elements, and add hyperlinks to other slides, files, or web sites. The formatting options vary based on the chart element selected.

You can use PowerPoint's pre-built chart, shape, or WordArt styles, or create and apply your own customized style to chart elements.

To format a chart or one of its elements, select the element you want to change, and then use one of the following methods:

- Click the Chart Tools Format tab and, in the Current Selection group, click the Format Selection button to open the element's task pane, and then select the category and options desired; or
- double-click the element to open its associated task pane, and then select the category and options desired.

To apply an effect to a chart text element, use one of the following methods:

- On the Chart Tools Format tab, in the WordArt Styles group (Figure 4-11), click the desired option; or



Figure 4-11: Chart Tools Format tab – WordArt Styles group

- on the Chart Tools Format tab, in the WordArt Styles group, click the Format Text Effects: Text Box dialog box launcher to open the Format Chart <element> task pane (Figure 4-12).

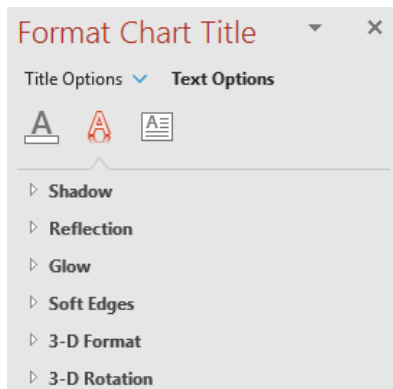
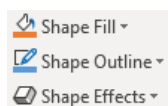


Figure 4-12: Format Chart Title task pane – Text Effects

To apply an effect to a chart shape element, use one of the following methods:

- On the Chart Tools Format tab, in the Shape Styles group, click a preset Shape Style. Or use the Shape Fill, Shape Outline, and Shape Effects options; or
- click the Home tab and, in the Drawing group, click the option required; or



- on the Chart Tools Format tab, in the Shape Styles group, click the Format Shape dialog box launcher.

To clear the custom formatting or reset a chart element to match the presentation theme, on the Chart Tools Format tab, in the Current Selection group, click Reset to Match Style.

Changing the Size and Position of a Chart Element

Objective 4.2.2

Depending on the layout of your slide, you may wish to move a chart element to a new position or make it larger or smaller.

To change the position of a chart element, use one of the following methods:

- Click the chart element to select it, then drag it to a new position; or
- double-click the chart placeholder, select the Size & Properties tab, expand the Position section (Figure 4-13), and enter a precise location on the slide; or

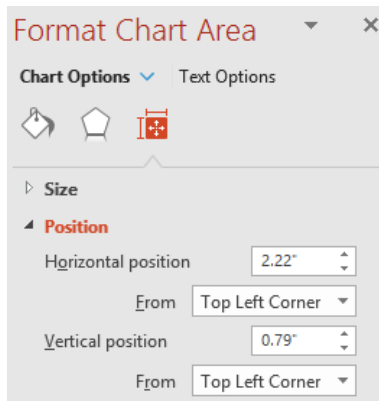


Figure 4-13: Format Chart Area task pane – Position options

- on the Chart Tools Format tab, in the Size group, click the Size and Position dialog box launcher to open the Format Chart Area task pane. Select the Size & Properties tab, expand the Position section, and enter a precise location on the slide.

Note: Not all chart elements can be repositioned.

To change the size of a chart element, use one of the following methods:

- Click the chart element to select it, and then click and drag one of the handles to adjust the size; or
- on the Chart Tools Format tab, in the Size group, enter dimensions for Shape Height and Shape Width; or
- double-click the chart placeholder, select the Size & Properties tab, expand the Size section, and enter the size desired; or
- on the Chart Tools Format tab, in the Size group, click the Size and Position dialog box launcher to open the Format Chart Area pane. Select the Size & Properties tab, expand the Size section, and enter the size.

Note: Not all chart elements can be resized.

Adding and Removing Chart Elements

Objective 4.2.2

You can add and remove individual elements. Not all chart elements are available in all chart types, so you will see different elements greyed out on different charts.

To add or remove a chart element:

- On the Chart Tools Design tab, in the Chart Layouts group, click Add Chart Element (Figure 4-14), and then select the element you want to add or remove; or,

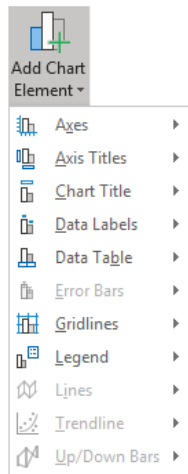


Figure 4-14: Add Chart Element list

- click the Chart Elements side button to show or hide elements (Figure 4-15).

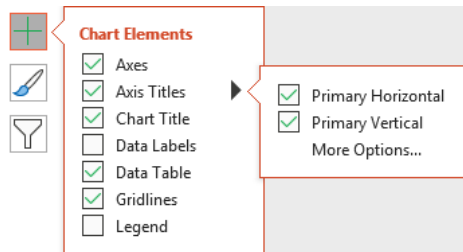


Figure 4-15: Chart Elements options

Learn to format chart elements

In this exercise, you will add, delete, and format chart elements.

1. Ensure that the My Tours Chart presentation from the previous exercise is still open.
2. Click slide **1** and select the chart. On the Chart Tools Design tab, in the Chart Styles group, click **More**, and then point at some of the styles to see how the chart appears with the various styles applied.
3. Click **Style 8** to apply this chart style.
4. Click the **Chart Title** element, and then press **DELETE** to remove the chart title. Delete both of the **AXIS TITLE** boxes as well.
5. On the Chart Tools Design tab, in the Chart Layouts group, click **Add Chart Element**. Click **Data Table**, and then click **With Legend Keys**.

Now that you have added the data table with the legend, you can delete the original chart legend element.

6. Click the **Legend** at the bottom of the chart, and then press **DELETE**.
7. On the Chart Tools Design tab, in the Chart Styles group, click **Change Colors**, and then in the Colorful palette, click **Colorful Palette 4**.
8. Click slide **2** and click the chart to select it. On the Design tab, in the Chart Styles group, click **Style 7**.
9. Click **Change Colors** and, in the Colorful palette, click **Colorful Palette 4**.
10. Save the presentation and keep it open for the next exercise.

Modifying Chart Parameters

Objective 4.2.2

Parameters control what displays in a chart; you can change chart parameters by applying filters. For example, you can filter a chart so that it shows only specific series or categories, or you can control the display of labels for a data series.

To filter for specific series or categories, click the Chart Filters side button, ensure Values is selected (Figure 4-16), select or deselect the series or categories you need, and then click Apply.

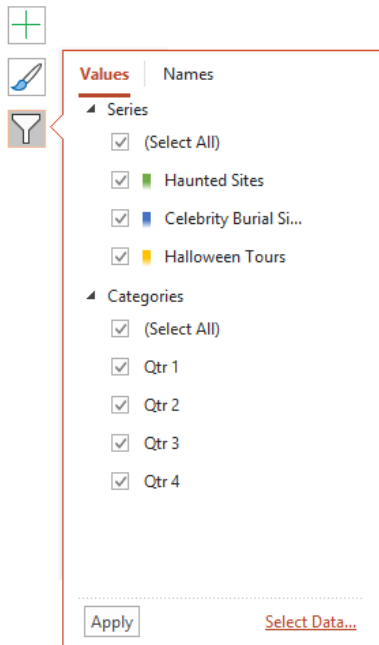


Figure 4-16: Chart Filters side button – Values options

To turn the display of names on or off for particular series or categories, click the Chart Filters side button, click Names, select or deselect the series or category names you need, and then click Apply.

To select data to modify the range used in your data table, click the Chart Filters side button and, on the bottom right of the menu, click Select Data to open the Select Data Source dialog box (Figure 4-17) and the data grid window.

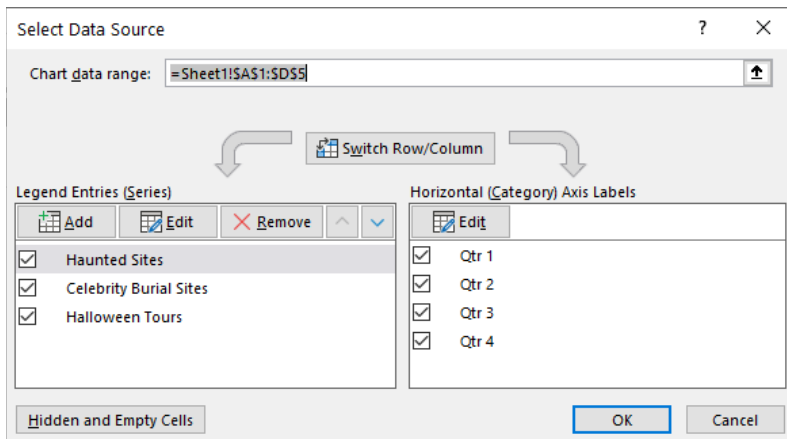
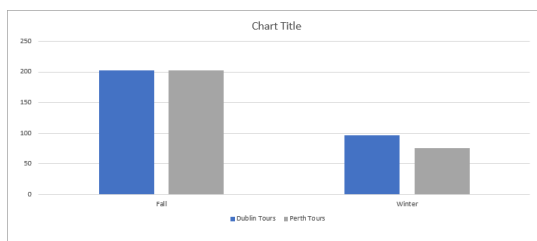


Figure 4-17: Select Data Source dialog box

Learn to change chart parameters

In this exercise, you will modify a chart by changing its parameters.

1. Ensure that the My Tours Chart presentation from the previous exercise is still open.
2. Click slide **2** in the Slides pane and press **CTRL+D** to make a duplicate of the slide.
3. Click slide **3** and click the chart to select it. Then, on the Chart Tools Design tab, in the Data group, click **Select Data**.
4. In the Select Data Source dialog box, in the Series list, deselect the **San Francisco Tours** check box to turn this series off, then do the same for **England Tours**.
5. In the Category list, deselect the **Spring** and **Summer** check boxes.
6. Click **OK** and close the data grid window.



PowerPoint no longer displays the deselected items in the chart. To display these items again, open the Select Data Source dialog box and turn on the filters for the items.

7. Save the presentation and keep it open for the next exercise.

Importing from Other Applications

Objective 4.1.1, 4.2.1

PowerPoint integrates with other Microsoft Office applications, such as Word and Excel, allowing you to reuse existing data to quickly create a chart or table on any slide in your presentation.

When you choose to copy external data, such as a chart or a table created in another application, into your presentation, you have the option to embed or link the data. The main differences between embedding and linking lie in where the data is stored and how it is updated.

Understanding Embedding and Linking

Embedding creates a copy of the data, converts it into an object, and stores it within the presentation file. The data is no longer linked to the source (original) file.

Changes made in the source file will not affect the copy contained in the presentation file, nor will changes you make within PowerPoint affect the source file. However, the embedded data retains the functionality of the source program that created it, and when you open the object for editing, it opens in its own window and provides the ribbons and tools available in the source program (such as Word or Excel).

Selecting the embedded object activates the PowerPoint Drawing Tools ribbon for formatting purposes; you can use these tools to adjust the Size, Shape Outline, and Shape Fill.

To edit an embedded chart or table, double-click the object or select **Edit Data** in PowerPoint. The object opens in a separate window with the source program tools and ribbons available. After making changes, click outside the window to return to PowerPoint.

Themes applied to embedded objects are independent of the theme applied to the presentation that contains the embedded object. For this reason, PowerPoint may not apply changes you make to your presentation theme to an embedded object; nor will PowerPoint apply any theme changes you make to an embedded object to any other elements in the presentation.

Unlike embedding, linking maintains a connection to the source file and displays a representation of the linked data. The data remains in the source file and is automatically updated whenever changes are made in the source file or in the presentation.

If you want to link the data so that it reflects changes made in either the source file or from within PowerPoint, click *Paste link* from within the Paste Special dialog box (Figure 4-18) or choose one of the Link paste options available in the Paste Options menu.

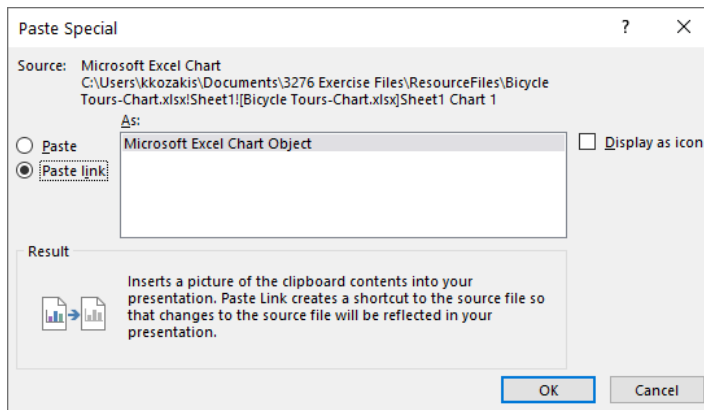


Figure 4-18: Paste Special dialog box

Importing an Excel Chart

If you have already created a chart in another program (such as Excel), you can reuse it in PowerPoint.

To import an Excel chart into your presentation, open Excel and select the chart you want to insert and then, on the Home tab, in the Clipboard group, click Copy. Then switch to PowerPoint and, on the Home tab, in the Clipboard group, click the Paste arrow to display the available Paste Options (Figure 4-19).

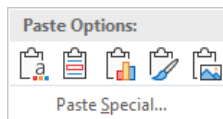


Figure 4-19: Paste Options

The default paste option (CTRL+V) pastes the chart linked to the source Excel spreadsheet.

You can also choose to paste the data as a picture. When the Picture option is selected, a screenshot of the copied data is inserted into the presentation. The data cannot be edited or updated in Excel, but you can replace it with another picture as needed and apply picture formatting.

Inserting an Excel Workbook

You can also insert an Excel workbook into your presentation. When you insert an Excel workbook, PowerPoint automatically embeds it as an object into the presentation.

To insert an entire saved Excel workbook into your presentation, select the desired slide and, on the Insert tab, in the Text group, click Object. In the Insert Object dialog box (Figure 4-20), click *Create from file*, click *Browse* to locate the desired Excel workbook, and then click OK.

To maintain a link to the source file, after selecting the file, select the *Link* check box to activate the Link option, and then click OK.

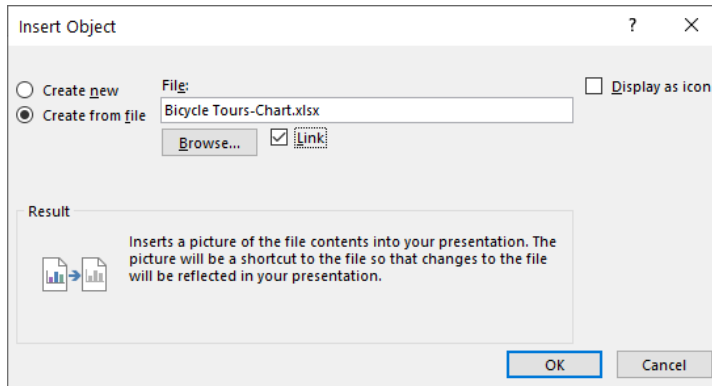


Figure 4-20: Insert Object dialog box

The workbook object in your presentation displays all the data from the active, top worksheet tab in the Excel workbook. When you save the Excel workbook, make sure the worksheet you want in your presentation is the one you see when you first open the workbook.

Learn to import charts from external sources

In this exercise, you will import a chart.

1. Ensure that the My Tours Chart presentation from the previous exercise is still open.
2. Create a new Title Only slide.
3. Using Windows Explorer, navigate to the *ResourceFiles* folder and open the **Bicycle Tours-Chart.xlsx** file.
4. Select the chart and click **Copy**.
5. Return to the presentation with the charts.
6. On the Home tab, in the Clipboard group, click the **Paste** arrow and in the Paste Options menu, click **Picture (U)**.

The chart appears in the new slide under the title placeholder.

7. Add the slide title: **Bicycle Tour Numbers** and then select the chart.

Notice that the Chart Tools contextual ribbon does not display because the chart was pasted as a picture.

8. Click the **Picture Tools Format** tab and, in the Size group, click the **Size and Position** dialog box launcher to open the Format Picture task pane.
9. In the Size category, deselect the **Lock aspect ratio** check box if necessary to deactivate the option, and then change the **Height** to **5.11" (13 cm)** and the **Width** to **8.5" (21.6 cm)**.

10. In the Position category, change the **Horizontal position** to **1" (2.5 cm)** and the **Vertical position** to **1.8" (4.6 cm)**. Close the Format Picture pane.
11. Return to the Bicycle Tours-Chart Excel file and close it.
12. Save the presentation, and then close it.

Using Tables

Objective 4.1.1

Tables enable you to organize information in order to show the relationship among sets of data. In Figure 4-21, it is easy to understand that the data represent sales per quarter for each region within District 1.

Sales in District 1				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
North	\$453,652	\$326,125	\$541,235	\$321,582
South	\$435,256	\$251,623	\$352,154	\$285,123
East	\$526,345	\$263,521	\$235,541	\$385,212
West	\$362,455	\$322,561	\$413,525	\$312,258
	\$1,777,708	\$1,163,830	\$1,542,455	\$1,304,175

Figure 4-21: Sample Table

The data within a table is arranged in rows and columns. The intersection of a row and column is called a cell.

PowerPoint provides multiple ways to add tables to your presentation. You can create a table from scratch within PowerPoint, copy and paste a table from Word or Excel, insert a group of cells from an Excel worksheet, or insert an Excel workbook into your presentation.

When you add a table to a presentation, PowerPoint automatically formats it using the presentation theme you've selected.

You can add a table to a slide with or without using a content placeholder. If you use a placeholder, PowerPoint automatically fills the width of the placeholder.

When you add a table to a slide, PowerPoint displays the Table Tools contextual ribbon. The Table Tools ribbon contains a Design tab (Figure 4-22) and a Layout tab (Figure 4-23), which contain tools you can use to manipulate text or other objects in the table.

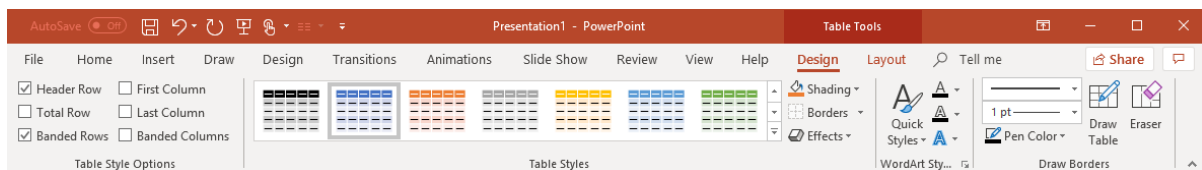


Figure 4-22: Table Tools Design tab

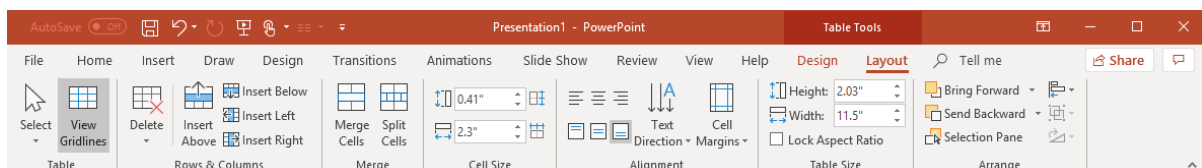


Figure 4-23: Table Tools Layout tab

Creating Tables from Scratch

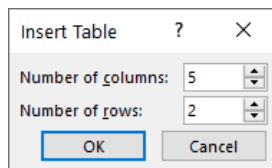
Objective 4.1.1

To create a table from scratch in PowerPoint, use one of the following methods:

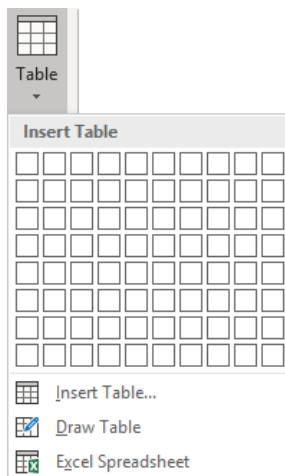
- On a slide with a content placeholder, click Insert Table, and then enter the number of columns and rows in the Insert Table dialog box; or



- click the Insert tab and, in the Tables group, click Table, and then click Insert Table. Enter the number of columns and rows in the Insert Table dialog box; or



- on a slide without a content placeholder, on the Insert tab, in the Tables group, click Table, and then choose one of the following from the menu:



- Click and drag the mouse pointer across the grid to select the number of table rows and columns.
- Click Insert Table, and then enter the number of columns and rows in the Insert Table dialog box.
- Click Draw Table and draw the outer boundaries of the table. Then, in the Draw Borders group on the Table Tools Design tab, click Draw Table again to draw the table rows and columns. When drawing table rows and columns, ensure that you do not touch the outer boundaries of the table; if you do, a second table is inserted inside the first one.



Drawing tables gives you the flexibility to create a unique or complex table structure. You can create tables with a different number of rows per column, a different number of columns per row, and different row and column sizes (Figure 4-24).

District 1 North Sales Team			
Team Leaders	Susan Smith		Joseph Jackson
Team Members	Erik Davis	John Easley	Jessica Jones
	Sam Richards	Jane Abrams	Michael Casey
	Ann Riley	Karen Marks	Rebecca Phillips

Figure 4-24: Table with different row and column sizes

Copying and Pasting a Table from Word or Excel

Objective 4.1.1

In a presentation, you can reuse tables from Microsoft Word or Excel. After you create and format a table in Word or Excel, you can paste it into a PowerPoint presentation without having to adjust the table's formatting.

After you add the table to your presentation, you can use the Table features in PowerPoint to change the table style or add an effect.

To copy a table from Word or Excel, select the table and use the copy feature. Switch to PowerPoint, select the desired slide, and then press CTRL+V to paste it into your presentation as a table.

You may also choose to embed the table. After copying the table, return to PowerPoint and then, on the Home tab, in the Clipboard group, click the Paste arrow to display the available Paste Options. Click Embed (Figure 4-25) to paste a copy of the table as a PowerPoint Drawing object.

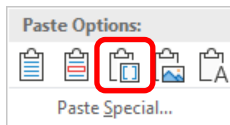


Figure 4-25: Paste Options, Embed

If you would like to link the table to the source file, click *Paste link* from within the Paste Special dialog box.

Inserting a Portion of an Excel Worksheet as a Table

To paste a portion of a worksheet (group of cells) as a table, open Excel and select the cells you want to insert and copy them to the Clipboard. Then switch to PowerPoint and press CTRL+V.

Inserting an Excel Worksheet as a Table

Objective 4.1.1

You can also insert an individual Excel worksheet (or spreadsheet) into your presentation. When you insert an Excel worksheet, PowerPoint automatically embeds it into the presentation.

To insert an Excel worksheet directly into a slide, on the Insert tab, in the Tables group, click the Table arrow, and click Excel Spreadsheet. When you select the Excel table in PowerPoint (Figure 4-26), the ribbon becomes the Excel ribbon because the worksheet is active. Click outside the table to return to the PowerPoint ribbon.

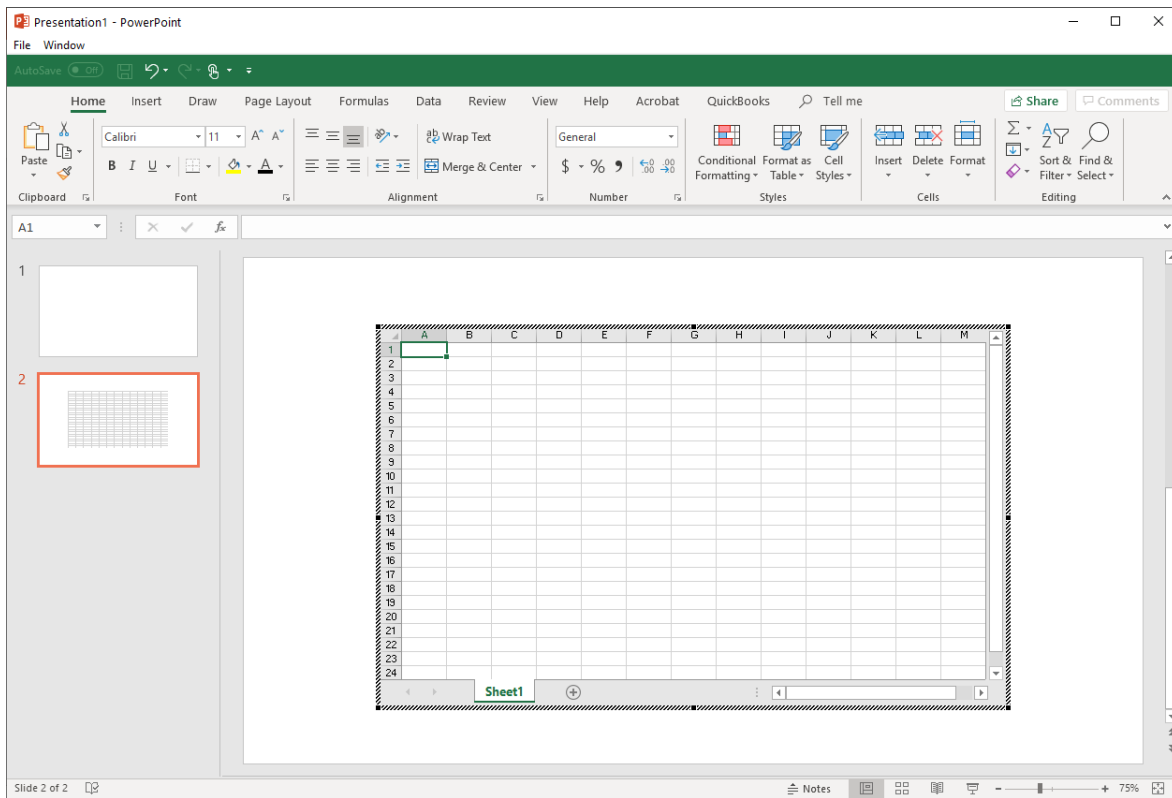
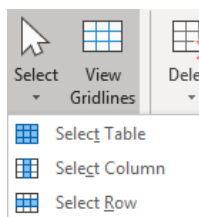


Figure 4-26: Excel table in PowerPoint window

Selecting Elements and Moving within a Table

When you enter text or modify a table, it can be tricky to select specific table elements or move within the table. Let's look at some ways you can select portions of a table and move around in a table.

- To select or move to the next cell, press TAB. If you press TAB when the mouse pointer is in the last cell of a table, you will insert a new row.
- To select or move to the previous cell, press SHIFT+TAB.
- To select or move to a specific cell, click in the cell or use the keyboard arrow keys.
- To select multiple cells, drag across the cells using the mouse.
- To select rows or columns, drag across the rows or columns; or in the Table group of the Table Tools Layout tab, click Select, and then click Select Column or Select Row.



- To select the entire table, drag across the entire table; or in the Table group of the Table Tools Layout tab, click Select, and then click Select Table; or simply click any of the table borders.
- To select a column, point just outside the top border of the column and click when the pointer changes to a down-facing arrow.

- To select a row, point just outside the left border of the row, and click when the pointer changes to a right-facing arrow.

Note: To select elements and move within a table inserted from an Excel spreadsheet, double-click the table to activate the Excel tools.

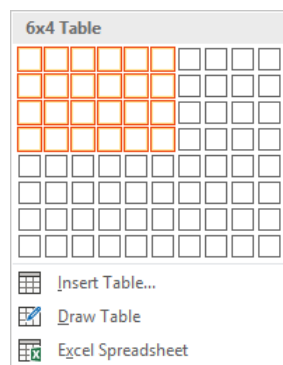
Learn to create a table

In this exercise, you will create a table.

- Create a new blank presentation and save it as: **My Tables** in the *MyProjects* folder.
- Change the layout of the slide to **Title and Content**.
- In the content placeholder for text, click the **Insert Table** icon. In the Insert Table dialog box, type: **4** for the number of columns and **5** for the number of rows. Click **OK**.

PowerPoint creates and formats the table using the current presentation theme.

- Click the **Table Tools Layout** tab and, in the Table group, click **Select**, click **Select Table**, and then press **DELETE** to remove the table.
- Click the **Insert** tab and, in the Tables group, click **Table**.
- Click the box at the top left corner of the grid and drag the mouse pointer across the grid to highlight **4** rows and **6** columns.



Once you release the mouse button, PowerPoint inserts a table that has 4 rows with the same height and 6 columns with the same width.

- Create a new Title and Content slide, click the **Insert** tab and, in the Tables group, click **Table**, and then click **Excel Spreadsheet**.

- Drag the bottom right corner of the spreadsheet window until you can see column **E** and row **5**.

PowerPoint displays the Excel ribbon tools while the cursor is in the Excel spreadsheet. When you click away from this object, PowerPoint will display its own ribbons and commands.

- Click outside the table, and then delete it.
- Using Windows Explorer, navigate to the *ResourceFiles* folder and open the **Adventures Analysis Data** Excel file.
- Select all the data if necessary, and press **CTRL+C** to copy the selection.
- Return to PowerPoint and click in the content placeholder. Press **CTRL+V** to paste the data.

Notice that the data are inserted but the Excel ribbon tools are not available. The data is not embedded into your presentation when you use the standard paste option.

13. Press **CTRL+Z** to undo the Paste operation and remove the table. If you enlarged the table, you may need to click **Undo** multiple times, or you can just press **DELETE** to delete the table.
14. Right-click the content placeholder and, in the list of Paste options, click **Embed** (third option).
15. Double-click anywhere in the table to access the Excel ribbon tools.
16. Return to Excel and close the Excel file.
17. Click outside the table to redisplay the PowerPoint ribbon tools.
18. Save the presentation, and then close it.

Modifying Tables

Objective 4.1.2, 4.1.3

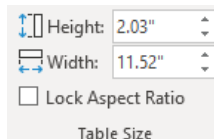
Changing the Size or Position of a Table

To change the position of a table:

- Position the pointer on the outside frame of the table and, when the pointer becomes a four-headed arrow, drag the table to the desired location.

To change the size of a table:

- Position the pointer on any corner of the table frame and, when the pointer turns into a double arrow, drag to the desired size; or
- on the Table Tools Layout tab, in the Table Size group, change the value in the appropriate box.



If you press and hold SHIFT when resizing a table, PowerPoint resizes the height and width of the table proportionally.

Note: You can also resize proportionally by selecting the *Lock Aspect Ratio* check box on the Table Tools Layout tab, in the Table Size group.

Changing the Size of a Row or Column

As you add text to cells, the row height increases to accommodate the text. You may wish to adjust the height of the rows or width of the columns to better fit all the table content on one slide.

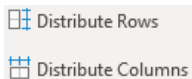
To change the height or width of rows or columns, use one of the following methods:

- On the Table Tools Layout tab, in the Cell Size group, enter the desired number in the appropriate box; or
- position the cursor on the line dividing two rows or columns and then, when the pointer becomes a horizontal or vertical double-headed arrow, click and drag to the desired position.



To set a column width to accommodate its widest entry, position the pointer on the border dividing the two columns and double-click when it becomes a vertical double-headed arrow.

You can also adjust the height and width of all cells in a row or column so they are all the same. To distribute selected rows or columns evenly, on the Table Tools Layout tab, in the Cell Size group, click the appropriate Distribute option.



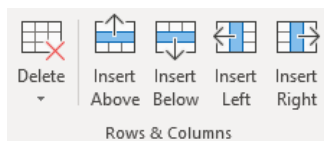
Inserting and Deleting Rows or Columns

Objective 4.1.2

When you insert a row or column or delete a row, PowerPoint automatically resizes the table. If you delete a column, you may need to adjust the table size.

To insert a row or a column, use one of the following methods:

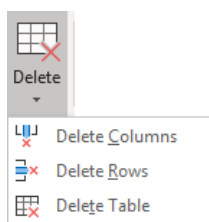
- On the Table Tools Layout tab, in the Rows & Columns group, click the appropriate option; or



- to insert a new row (but not a column), go to the last cell of the table and press TAB; or
- to draw new rows or columns, on the Table Tools Design tab, in the Draw Borders group, use the Draw Table button.

To delete a row, column, or the entire table, use one of the following methods:

- On the Table Tools Layout tab, in the Rows & Columns group, click Delete, and then click the appropriate option; or



- to erase row or column lines, on the Table Tools Design tab, in the Draw Borders group, use the Eraser button.

If you are working with an embedded Excel or Word table, you will have the associated program ribbons, tabs, and right-click menus available.

Moving Rows or Columns

You can move a row or column using either the drag-and-drop or the cut-and-paste method.

When moving a row or column, you must have the same number of blank rows or columns available in the destination location in the table. Otherwise, you will overwrite (or delete) the existing data.

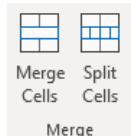
Merging and Splitting Cells

Merging cells allows you to create a cell that spans more than one row or column; for example, you might merge cells in order to accommodate a table heading. If you merge cells containing data, the data will be separated by paragraphs in the merged cell.

Splitting cells divides a single row or column into additional rows or columns as specified in the Split Cells dialog box. The existing data within a split cell is retained in the upper left cell.

To merge or split cells:

- On the Table Tools Layout tab, in the Merge group, click the appropriate option; or



- right-click the row, column, or cell, and then click the appropriate Merge Cells or Split Cells command.

If you split cells, PowerPoint displays the Split Cells dialog box (Figure 4-27) asking you how you want to split the cells.

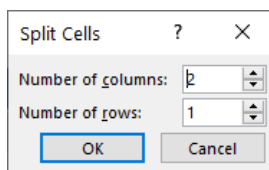


Figure 4-27: Split Cells dialog box

You can also use the Draw Table or Eraser commands in the Draw Borders group on the Table Tools Design tab to add or remove individual cell boundaries.

Learn to modify a table

In this exercise, you will modify a table.

- Open the **Extreme Adventure Analysis** presentation located in the *StarterFiles* folder and save it as: **My Extreme Adventure Analysis** in the *MyProjects* folder.
- Click anywhere in the **19 to 34** column. Click the **Layout** tab in the Table Tools ribbon, and in the Rows & Columns group, click **Insert Right**.
- Change the heading for column 3 from 19 to 34 to: **20 to 29**. Change the next two column headings to read: **30 to 39** and: **40 to 49**.
- Replace the values for columns 3 to 5 with the following values:

20 to 29	30 to 39	40 to 49
301	306	350
98	178	100
35	22	58
851	935	1002

5. Resize column **1** so that the names of all the tours fit on one line.
6. Select the last five columns (those with numeric data) and, on the Table Tools Layout tab, in the Cell Size group, click **Distribute Columns**.
7. Click anywhere in the top row of the table to select it.
8. On the Table Tools Layout tab, in the Rows & Columns group, click **Insert Above** to insert a row.
9. With the first row still selected, on the Table Tools Layout tab, in the Merge group, click **Merge Cells**.
10. Type: **Extreme Adventure Analysis** in the merged cell.
11. Select the last column of cells (**50+ to 345**). Do not select the first row.
12. On the Table Tools Layout tab, in the Merge group, click **Split Cells**. Type: **3** in the *Number of columns* field and then click **OK**. The cells are split into three columns.
13. Click **Undo** to reverse the changes.

Extreme Adventure Analysis					
	Under 19	20 to 29	30 to 39	40 to 49	50+
Mt. Kilimanjaro	235	301	306	350	629
Lady Evelyn Lakes	125	98	178	100	235
Quetico Winter Camping	35	35	22	58	35
Riding the Rapids in BC	678	851	935	1002	345

14. Save the presentation and keep it open for the next exercise.

Formatting a Table

Objective 4.1.3

You can format a table in the same way as you format a text box or a shape. You can format the table data; specific rows, columns, or cells; or the entire table.

A table style (or Quick Style) is a combination of different formatting options including color combinations derived from the theme colors of the presentation. PowerPoint automatically applies a table style to any table you add. You can find thumbnails of the available styles on the Table Tools Design tab, in the Table Styles group. When you point to a table style thumbnail, you can see how the table style will affect your table.

To add or modify a table style:

- On the Table Tools Design tab, in the Table Styles group, click a Table Style, or click More to display the gallery (Figure 4-28).

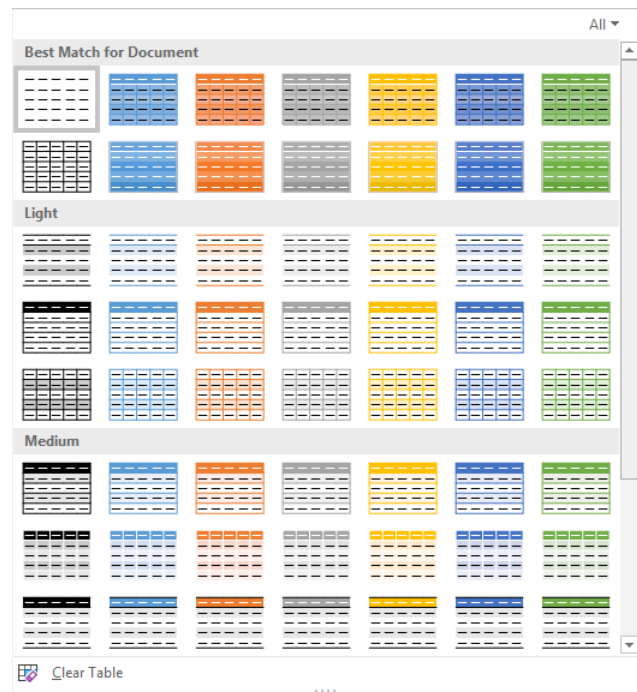


Figure 4-28: Table Styles gallery

You can also choose table options for any given table style. On the Table Tools Design tab, in the Table Style Options group (Figure 4-29), select one or more options. The available options allow you to emphasize specific areas of the table or add shading to every other row (Banded Rows).

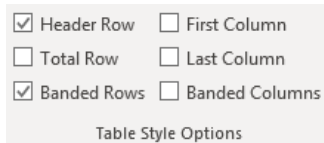
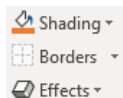


Figure 4-29: Table Style Options group

To apply or modify shading, borders, or effects on a table, on the Table Tools Design tab, in the Table Styles group, click the appropriate option.



The Shading menu includes options to set a color, picture, gradient, texture, or table background as the fill for a table. The Borders menu allows you to apply an outline to a table and/or its individual cells. The Effects menu allows you to apply built-in effect combinations that display in the Table Effect gallery. You can also apply effects such as Bevels to individual cells or to a selection of cells. However, you can apply Shadow and Reflection effects only to the entire table. These menus are shown in Figure 4-30.

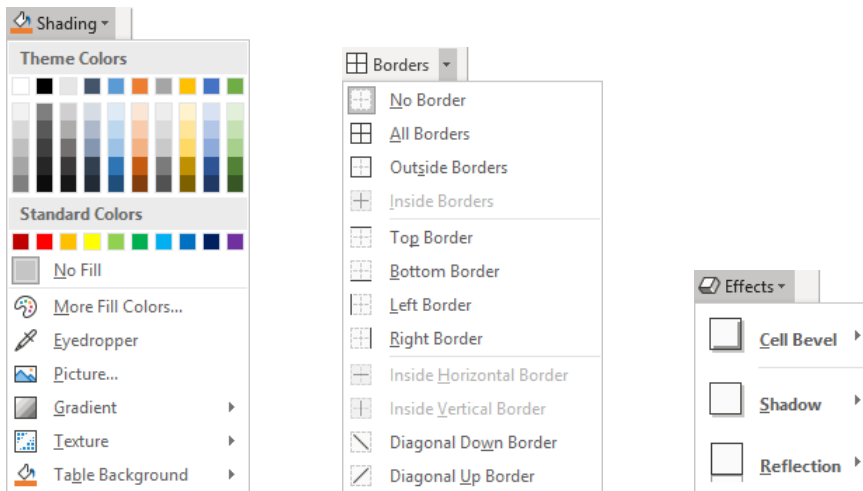


Figure 4-30: Table Styles Shading, Borders, and Effects menus

To show or hide table gridlines:

- On the Table Tools Layout tab, in the Table group, click View Gridlines.

To clear all formatting applied to the current table:

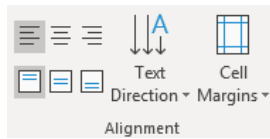
- On the Table Tools Design tab, in the Table Styles group, click More, and then click Clear Table.

Changing the Alignment or Orientation

When you are adding text to a table, PowerPoint offers various vertical and horizontal alignment settings to enable you to format table text so that it is consistently aligned and easy for your audience to read.

To align text horizontally (left, center, or right), use one of the following methods:

- On the Table Tools Layout tab, in the Alignment group, click the appropriate alignment button; or



- on the Home tab, in the Paragraph group, use the align options; or
- on the Mini toolbar, click the alignment type you want to use; or
- press the appropriate keyboard shortcut for the alignment type, as follows:

Left CTRL+L

Center CTRL+E

Right CTRL+R

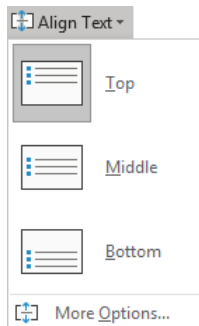
You can also set the vertical alignment to control how content appears in relation to the top and bottom of cell borders. Cell contents are automatically aligned to the top left of the cell.

To set the vertical alignment, use one of the following methods:

- On the Table Tools Layout tab, in the Alignment group, click the vertical alignment type you want to use; or



- on the Home tab, in Paragraph group, click Align Text; or



- right-click and click Format Shape. Then, in the Format Shape pane, click Text Options if necessary, then click Textbox; or
- on the Table Tools Layout tab, in the Alignment group, click Cell Margins, and then click Custom Margins to display the Cell Text Layout dialog box (Figure 4-31).

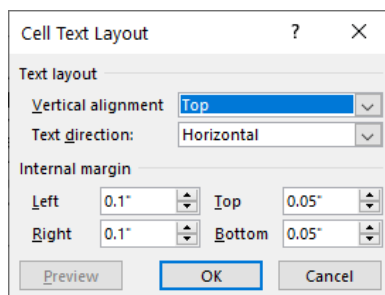
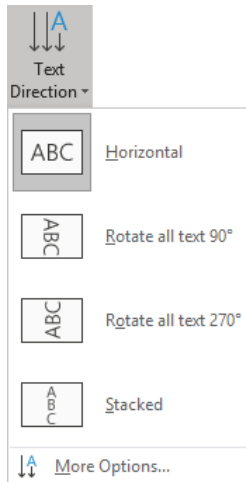


Figure 4-31: Cell Text Layout dialog box

To change the text direction, use one of the following methods:

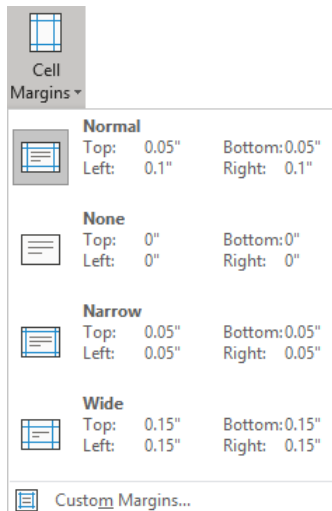
- On the Table Tools Layout tab, in the Alignment group, click Text Direction; or
- on the Home tab, in the Paragraph group, click Text Direction; or



- right-click and click Format Shape. Then, in the Format Shape pane, click Text Options if necessary, then click Textbox; or
- on the Table Tools Layout tab, in the Alignment group, click Cell Margins, and then click Custom Margins to display the Cell Text Layout dialog box.

To change the cell margins, use one of the following methods:

- On the Table Tools Layout tab, in the Alignment group, click Cell Margins; or



- right-click and click Format Shape. Then, in the Format Shape pane, click Text Options if necessary, then click Textbox.

Learn to format a table

In this exercise, you will format a table.

1. Ensure that the My Extreme Adventure Analysis presentation from the previous exercise is still open.

2. Click the **Table Tools Design** tab and, in the Table Styles group, click **More** to display the Table Styles gallery.
3. In the Medium section, select **Medium Style 2 - Accent 5**.
4. Select the top row and, on the Design tab, in the Table Styles Options select, click **First Column**.

The Header Row, Banded Rows, and First Column check boxes should now be selected.

5. Select the age range column headings and, on the Design tab, in the Table Styles group, click **Shading** and then click **Eyedropper**. Point to and click the blue color used in the table header row (Extreme Adventure Analysis). The color is applied to the selected cells.
6. With the cells still selected, click the **Home** tab, center and bold the text, and then change the font color to **white**.
7. Select the entire table and, on the Home tab, in the Font group, click **Increase Font Size** twice.
8. Increase the font of the table header row three times.
9. Adjust the columns as required to keep the sites on one line each and the data in evenly sized columns.
10. Select the five columns containing numerical data and, on the Table Tools Layout tab, in the Alignment group, click **Center**.

Notice that the table is taking up only a portion of the slide. In the following steps, you will fix that.

11. Drag the bottom sizing handle down to about an inch from the bottom of the slide.

The table now fills the slide.

12. Select the entire table and, on the Table Tools Layout tab, in the Alignment group, click **Center Vertically** to vertically center the text in the table.
13. Save and close the presentation.

Lesson Summary

Now that you have completed this lesson, you should be able to:

☒ Create and insert charts.	☒ Create tables from scratch.
☒ Change chart types.	☒ Import tables from Word or Excel.
☒ Select and edit chart data.	☒ Insert an Excel worksheet.
☒ Change chart layouts and styles.	☒ Modify a table.
☒ Select, format, add and remove chart elements.	☒ Insert and delete table rows and columns.
☒ Modify chart parameters.	☒ Format and apply styles to a table.
☒ Import charts.	

Key Terms

Term	Definition
Axes	The vertical and horizontal scales displayed on the sides of a chart; usually an axis indicates the units of measurement.
Legend	A chart element that allows a viewer to identify the symbols displayed in the chart.

Quiz Questions

For each question, select the best answer.

1. When copying and pasting a chart from Excel, which process creates an editable copy of the chart in the presentation file and breaks the connection to the source file?
 - a. Linking
 - b. Embedding
 - c. Opening
 - d. Importing
2. On which Chart Tools tab can you specify to change the chart type?
 - a. Chart Element
 - b. Format
 - c. Quick Layout
 - d. Design
3. Which of the following options allows you to add or remove the chart legend, axis titles, or data labels?
 - a. Chart Elements
 - b. Chart Styles
 - c. Chart Filters
 - d. Quick Layout
4. Which Chart Tools tab is used to select an individual chart element so that you can modify its color, position, or fill?
 - a. Chart Element
 - b. Format
 - c. Quick Layout
 - d. Design

5. Which option is used to change some of the parameters of a chart, such as hiding specific series or categories, or changing the labels for a data series?
 - a. Chart Elements
 - b. Chart Styles
 - c. Chart Filters
 - d. Quick Layout
6. Which option is used to change the combinations of colors and layouts that can be applied to enhance the visual appeal of a chart?
 - a. Chart Styles
 - b. Quick Layout
 - c. Format Selection
 - d. Change Chart Type
7. Which option is used to change the overall layout of a chart?
 - a. Chart Styles
 - b. Quick Layout
 - c. Format Selection
 - d. Change Chart Type
8. Which of the following statements about tables is NOT true?
 - a. Tables enable you to organize data in order to show the relationship among sets of data.
 - b. The data within a table is arranged in rows and columns.
 - c. When you add a table to a slide, PowerPoint automatically replaces any existing content placeholders with the table.
 - d. When you add a table to a presentation, PowerPoint automatically formats it using the presentation theme you've selected.
9. To insert a new row (but not a column) in a table, you can go to the last cell of the table and press _____.
 - a. ENTER
 - b. SHIFT+TAB
 - c. TAB
 - d. DOWN ARROW
10. Which Table Tools tab contains the option used to delete a row, column, or the entire table?
 - a. Draw
 - b. Format
 - c. Layout
 - d. Design

-
11. After applying a style to a table, where can you find the options that allow you to emphasize specific areas of the table or add shading to every other row (Banded Rows)?
- On the Table Tools Design tab, in the Table Style Options group
 - On the Table Tools Design tab, in the Table Style Effects menu
 - On the Table Tools Layout tab, in the Table Style Options group
 - On the Table Tools Layout tab, in the Table Style Effects menu
12. A table _____ is a combination of different formatting options, including color combinations derived from the theme colors of the presentation.
- layout
 - style
 - arrangement
 - form
13. Which menu on the Table Tools Design tab includes options you can use to set a color, picture, gradient, texture, or table background as the fill for a table?
- Effects
 - Borders
 - Shading
 - Table Styles
14. Which chart type should you select if you want to illustrate a series of data that, when taken together, makes up the whole?
- Column chart
 - Line chart
 - Pie chart
 - Bar chart

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Lesson 5: Adding Multimedia Elements

Lesson Objectives

In this lesson, you will work with objects such as shapes, images, and SmartArt. Upon successful completion of this lesson, you should be able to:

- ☐ Insert shapes.
- ☐ Format shapes.
- ☐ Edit shapes.
- ☐ Arrange shapes.
- ☐ Create custom shapes.
- ☐ Insert images.
- ☐ Adjust pictures.
- ☐ Apply styles and effects to pictures.
- ☐ Arrange pictures.
- ☐ Resize and crop pictures.
- ☐ Insert hyperlinks.
- ☐ Insert action buttons.
- ☐ Work with SmartArt.
- ☐ Modify SmartArt.
- ☐ Use SmartArt styles.
- ☐ Insert 3D Models.
- ☐ Modify 3D Models.

Using Multimedia Elements

Multimedia elements, such as **graphics**, pictures, video, and audio, add visual appeal to a presentation and can often be used in place of words. Using multimedia elements increases audience understanding and retention, provides emphasis on main points, clarifies your message, and enables you to engage your audience using multiple senses. Multimedia elements help users see and hear what you are trying to say.

Working with Shapes

Objective 3.4.1, 3.4.3, 3.4.4, 3.5.4

PowerPoint has a full range of drawing tools, as well as a wide array of ready-made **shapes** and lines, that you can use to create your own graphic art.

You have already been using shape tools (such as fill, outline, and effects), alignment tools and sizing tools. PowerPoint treats slide placeholders, text boxes, and shapes as objects. You can modify, format, resize, and reposition all objects using the same methods. In this section, you will review these methods, add one or two more, and learn a few new tricks specific to working with shape objects.

Inserting Shapes

You can draw shapes using the fill and line color defined by the presentation's theme.

As soon as you insert or select a shape, PowerPoint displays the Drawing Tools contextual ribbon, which includes the Format tab (Figure 5-1) with options for modifying the shape.

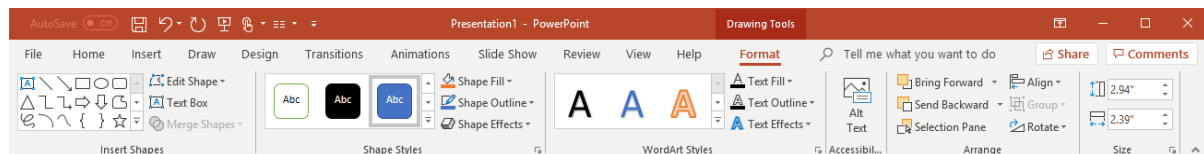
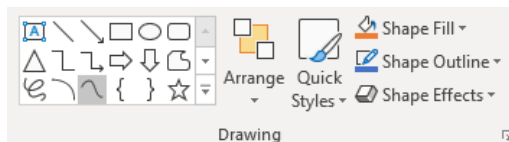


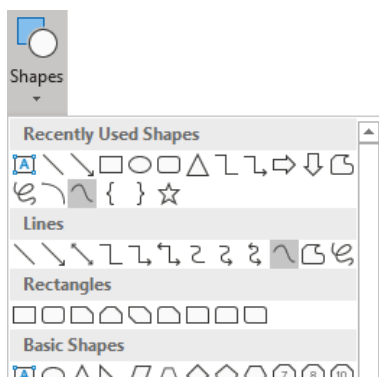
Figure 5-1: Drawing Tools Format tab

To insert shapes, use one of the following methods:

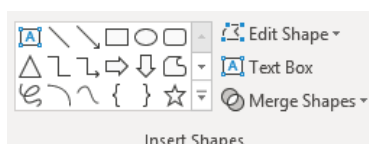
- On the Home tab, in the Drawing group, click a shape in the gallery, and then drag the mouse pointer on the slide to draw the shape; or



- on the Insert tab, in the Illustrations group, click Shapes, click a shape, and then drag the mouse pointer on the slide to draw the shape; or

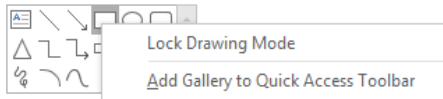


- on the Drawing Tools Format tab, in the Insert Shapes group, click a shape and then drag the mouse pointer on the slide to draw the shape; or



To insert multiples of the same shape:

- On the Home tab, in the Drawing group, right-click the desired shape and click Lock Drawing Mode.



Click and drag to draw the shape. Continue drawing shapes as needed. When you are finished drawing shapes, click the shape again to turn off Lock Drawing Mode.

You can also create a graphic with a number of similar shapes by duplicating a shape or using copy and paste. Note that when you paste a shape it will be placed over the top of the original selection; if there are a variety of shapes around the selected shape, be careful when pasting several copies as you may find it difficult to select one of the pasted objects to move or manipulate.

When you draw and size shapes consider the following:

- When you click a shape, PowerPoint displays a crosshair to indicate you are in Draw mode. Click where you want the shape to start and drag to the desired height and width for the shape.
- Press and hold SHIFT as you drag to draw a straight line or arrow.
- Press and hold SHIFT as you drag to draw a proportional shape, such as a perfect square or circle.
- Press and hold CTRL as you drag to draw a line, box, or oval from its center point.

You can add text to a shape by selecting the shape and typing the desired text. Alternatively, you can right-click the shape and click Edit Text. To format text in the shape, you can use the mini toolbar, the Font and Paragraph tools on the Home tab, or the WordArt Styles options in the Drawing Tools Format tab.

The text you add to a shape becomes part of that shape. If you rotate or flip the shape, the text rotates or flips with it.

Resizing and Repositioning Shapes

You can use the same method to resize and reposition shapes as you would with slide placeholders.

To resize a shape, use one of the following methods:

- Drag the vertical or horizontal handles; or
- in the Format Shape pane, select the Size & Properties tab, expand the Size section, and enter the size desired; or
- on the Drawing Tools Format tab, in the Size group, change the values in the Width and Height boxes; or
- press and hold SHIFT and press the arrow keys.

To reposition a shape, use one of the following methods:

- Drag the shape to a new position; or
- in the Format Shape pane, select the Size & Properties tab, expand the Position section, and enter the vertical or horizontal position values desired; or
- press the arrow keys on your keyboard to nudge the shape left, right, up, or down, until you have placed it exactly where you want it; or
- press and hold CTRL and press the arrow keys to make smaller movements.

You may find it helpful to turn on the ruler, guides, and/or gridlines as you move objects around the slide. The Smart Guides, which appear when an object is centered or evenly spaced between other objects, are extremely helpful for aligning and spacing objects consistently. Remember, you can add and remove guides as needed by right-clicking in a blank area of the slide, pointing to Grid and Guides (Figure 5-2) and then selecting the appropriate option from the shortcut menu.

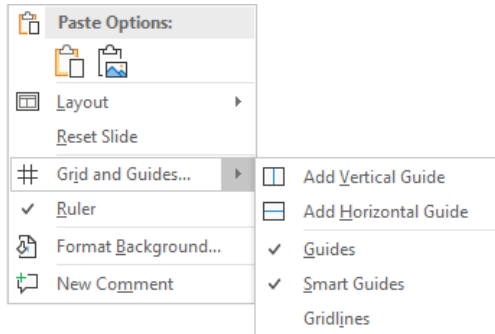


Figure 5-2: Right-click shortcut menu – Grid and Guides options

You can also right-click a blank area of the slide and click Grid and Guides to open the Grid and Guides dialog box (Figure 5-3).

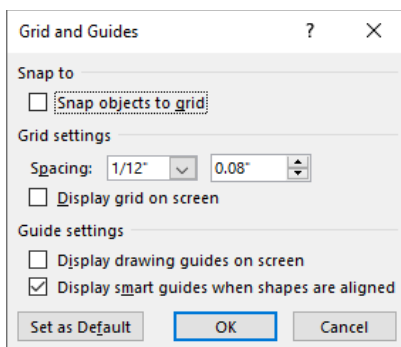


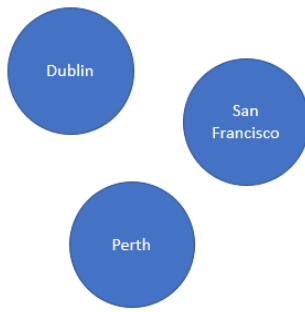
Figure 5-3: Grid and Guides dialog box

If you find your objects are “jumping” to a different spot, turn off the *Snap objects to grid* option in the Grid and Guides dialog box; or, to override the Snap objects to grid option, press and hold ALT while you drag an object.

Learn to work with shapes

In this exercise, you will insert shapes into a presentation.

1. Create a new blank presentation and save it in the *MyProjects* folder as: **My Biking Tours**.
2. Change the layout of slide 1 to **Blank**. Click the **Insert** tab, and in the Illustrations group, click **Shapes**. Then right-click the **Oval** shape and click **Lock Drawing Mode**.
3. Press and hold **SHIFT** and then drag to create three circles, each approximately **1.75” (4.5 cm)** across.
4. Click the **Oval** shape again to exit Lock Drawing Mode.
5. Select one of the circles and type: **Dublin**. Add the following text to the remaining circles on the slide: **San Francisco** and **Perth**.
6. Drag the **circles** to arrange them on the slide as shown here:



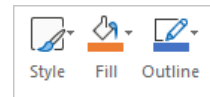
7. Save the presentation and keep it open for the next exercise.

Formatting Shapes

Objective 3.4.5, 3.4.6

You can format shapes using the same methods you would use to format placeholders and text boxes. You can change the fill, add a style, change the thickness or color of the lines that define the shape, and add effects to a shape.

PowerPoint displays an enhanced mini toolbar to make it quick and easy to change a shape's style, fill, and outline. When you right-click a shape, the mini toolbar appears; the Shape Styles gallery and the Fill and Outline menus are just beneath the arrows.



Applying Styles to Shapes

The most effective way to format a shape is to use the Shape Styles gallery. Shape Styles are preset combinations of colors, lines, and other effects.

As you may have noticed, the Shape Styles displayed in the Shape Styles group on the Drawing Tools Format tab are a duplicate of the Quick Styles found in the Drawing group on the Home tab. You may use either location or you can use the Style option on the mini toolbar to apply a style to your shape.

You can also change the fill, outline, and other aspects of a shape independently.

You can also duplicate the style and formatting of any object using the Format Painter.

Changing the Outline of a Shape

To change the outline of a shape, use one of the following methods:

- On the Home tab, in the Drawing group, click Shape Outline; or
- on the Drawing Tools Format tab, in the Shape Styles group, click Shape Outline; or
- on the Drawing Tools Format tab, in the Shape Styles group, click the Shape Styles dialog box launcher to open the Format Shape pane and, in Shape Options, select the Fill & Line icon. Then, in the Line section, select the Line options desired; or
- right-click the shape and then click Outline on the mini toolbar.

Changing the Fill of a Shape

To change the fill of a shape, use one of the following methods:

- On the Home tab, in the Drawing group, click Shape Fill; or
- on the Drawing Tools Format tab, in the Shape Styles group, click Shape Fill; or

- on the Drawing Tools Format tab, in the Shape Styles group, click the Shape Styles dialog box launcher to open the Format Shape pane and, in Shape Options, select the Fill & Line icon. Then, in the Fill section, select the Fill options desired; or
- right-click the shape and then click Fill on the mini toolbar.

Using the Eyedropper Tool

To give your presentation a consistent look, it is best to match the colors of shapes, pictures and other objects. The **Eyedropper tool** samples (or copies) a color in an object and allows you to apply the sampled color setting to another object. You can use the Eyedropper tool to sample colors from objects within your presentation or from objects located outside your presentation. For example, you can sample a color from an object displayed on a web page or from an image or logo file stored on your computer.

Simply select the object or objects you wish to color and then open any of the color options, such as Shape Fill, Shape Outline, Text Color, or Glow.

Click the Eyedropper tool to turn it on (Figure 5-4). Position the mouse pointer on the object that contains the color you wish to sample. As you move the pointer, a live preview of the current color appears. When the desired color displays in the preview, click the mouse to apply the color. You can also use the ENTER or SPACEBAR keys to select a color.

To cancel the Eyedropper without picking a color, press ESC.

To match the color of the object to something outside PowerPoint, you must have the external document containing the object open before selecting the Eyedropper tool. For best results, tile the windows side by side and then drag the Eyedropper tool outside the PowerPoint window and onto the external window. Release the mouse button when the tool is positioned over the desired color.

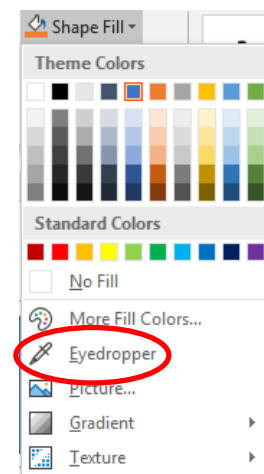


Figure 5-4: Shape Fill menu – Eyedropper tool

Applying an Effect to a Shape

To apply an effect to a shape, use one of the following methods:

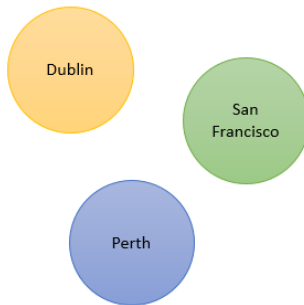
- On the Home tab, in the Drawing group, click Shape Effects; or
- on the Drawing Tools Format tab, in the Shape Styles group, click Shape Effects; or
- on the Drawing Tools Format tab, in the Shape Styles group, click the Shape Styles dialog box launcher, select the Effects icon in Shape Options, then select one of the effects options, such as Shadow or Reflection.

Learn to format shapes

In this exercise, you will format shapes.

1. Ensure that the My Biking Tours presentation from the previous exercise is still open.
2. On slide **1** with the three circles, select the **Dublin** circle, then on the Format tab, and in the Shape Styles group, click **More** and then click **Subtle Effect – Gold, Accent 4**.

3. Select the **San Francisco** circle and then on the Format tab, in the Shape Styles group, click **More**. Select **Subtle Effect – Green, Accent 6**.
4. Select the **Perth** circle and then on the Format tab, in the Shape Styles group, click **More**. Select **Subtle Effect – Blue, Accent 1**.



5. Save the presentation and keep it open for the next exercise.

Adjusting, Changing, and Editing Shapes

Objective 3.4.1, 3.4.4

Adjusting Shapes

Many shape objects, such as the rounded rectangle, have one or more adjustment **handles**.

An adjustment handle is a yellow handle that is used to adjust the shape of an object, such as by adjusting the rounded corners of a rounded rectangle, adjusting the depth or thickness of an arrow, or changing the size of a pie slice.



Changing Shapes

You can replace any shape or change it to another built-in shape using the Change Shape tool (Figure 5-5).

To change a shape, select the shape you want to change and then, on the Drawing Tools Format tab, in the Insert Shapes group, choose Edit Shape. Point to Change Shape and click the desired shape.

When you replace or change a shape, PowerPoint retains the size, color, and orientation of the original shape.

To delete a shape, select the shape and press DELETE.

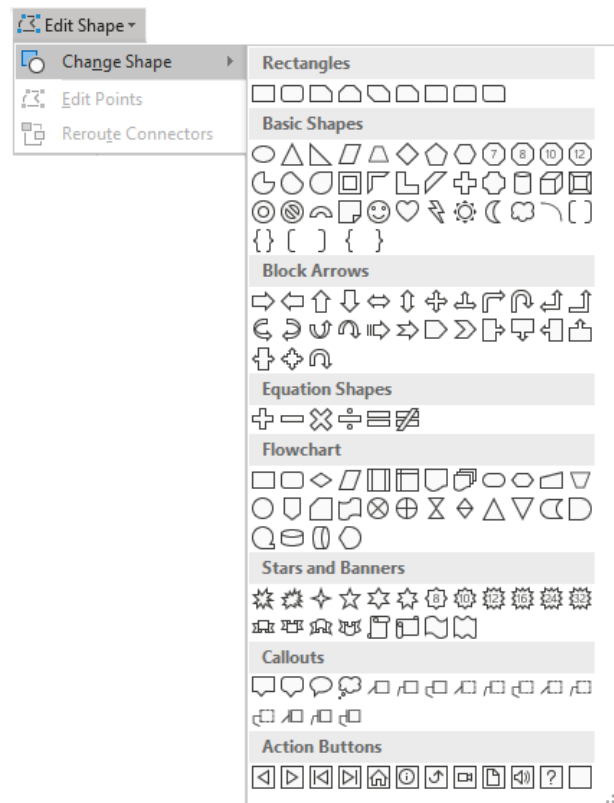


Figure 5-5: Change Shape tool – Shapes gallery

Editing Shape Points

Within PowerPoint, you can use the Edit Points options to change the form of a shape into any shape you desire. When you activate Edit Points, black squares representing each point in the shape appear (Figure 5-6). You can then use your mouse to manipulate each point.



Figure 5-6: Edit Points activated on a shape

To edit points in a shape, use one of the following methods:

- Right-click any shape and click Edit Points; or
- on the Drawing Tools Format tab, in the Insert Shapes group, click Edit Shape and then click Edit Points.

To access additional options, right-click a line segment or an individual point and choose options, such as Add Point, Delete Point, and other options.

To curve line segments on either side of a point, click the point. Two white boxes appear. The white segment handles control the curve of the line segments on either side of the point; dragging the white handle away from the shape creates a wider curve (Figure 5-7).

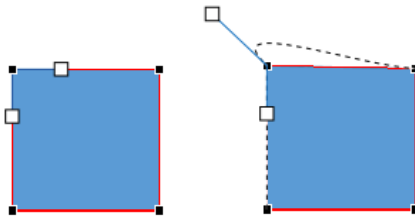


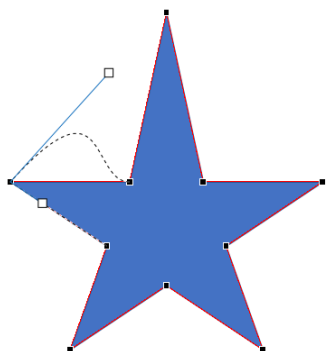
Figure 5-7: Curving a line segment between edit points

To turn off Edit Points, click anywhere on the slide outside of the shape you are editing.

Learn to modify shapes

In this exercise, you will change shapes and edit points.

1. Ensure that the My Biking Tours presentation from the previous exercise is still open, then insert a new blank slide.
2. On the Home tab, in the Drawing group, click the **More** button for the Shapes gallery, click the **Star: 5 Points** shape and draw a large star on the slide.
3. Right-click the star shape and click **Edit Points**.
4. Point to the top-most tip of the star, and then click and drag upwards.
5. Click the black handle at the tip of one of the star points, and then click and drag one of the white handles up and away from the shape.



6. Click and drag an area between two black handles.

Your star is looking a bit distorted at this point.

7. With the shape selected, click the **Format** tab, in the Insert Shapes group, choose **Edit Shape**, point to **Change Shape**, and then click the **Star: 5 Points** shape.

You return to the original shape but it now appears with the same dimensions as when you edited the star.

8. Save the presentation and keep it open for the next exercise.

Arranging Shapes

Objective 3.5.1, 3.5.2, 3.5.3

Ordering Objects

As you draw shapes, you may need to change the stacking **order** in which the shapes appear, moving them forward or backward on the slide to achieve the desired effect. The stacking order is the placement of objects on top of each other. The first object inserted is on the bottom of the stack and the last object inserted is on top.

You can adjust the stacking order using these commands:

Bring to Front – Bring the shape to the front of all other shapes.

Bring Forward – Bring the shape forward from behind another shape so it is in front of that shape.

Send to Back – Send the shape to the back of all other shapes.

Send Backward – Send the shape backward so it is behind the shape that was in front of it.

To change the stacking order of selected shapes, use one of the following methods:

- On the Drawing Tools Format tab, in the Arrange group, click Bring Forward or Send Backward; or
- on the Home tab, in the Drawing group, click Arrange and in the Order Objects section, click Bring to Front, Send to Back, Bring Forward, or Send Backward; or
- right-click the shape and click Bring to Front or Send to Back.

Grouping Objects

To create complex graphics, you can combine several objects into a group so you can treat that group of objects as a single unit. You can format grouped objects individually or as a whole. You can also create groups within groups. Grouped objects behave as one shape by default and cannot be aligned relative to each other using the align objects tools while they are grouped. Figure 5-8 shows the Group options and a collection of objects both ungrouped and grouped.

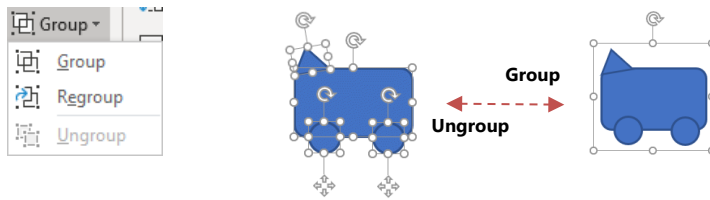


Figure 5-8: Group Objects options and objects ungrouped and grouped

- To group shapes, select the shapes you want to group and then, on the Drawing Tools Format tab, in the Arrange group, click the Group Objects button, and then click Group.
- To format an individual group object, first select the group, and then select the individual object.
- To ungroup shapes, select the group and then, on the Drawing Tools Format tab, in the Arrange group, click the Group Objects button and then click Ungroup.
- To regroup shapes, select the group and then, on the Drawing Tools Format tab, in the Arrange group, click the Group Objects button and then click Regroup.

Aligning Objects

When you add shapes to a slide, it can be difficult to align the shapes evenly by clicking or dragging. PowerPoint provides you with a variety of options to align objects.

The Align Objects options (Figure 5-9) are located on the Drawing Tools Format tab, in the Arrange group, or on the Home tab, in the Drawing group, within the Arrange menu. You can align objects to the active slide or to selected objects.

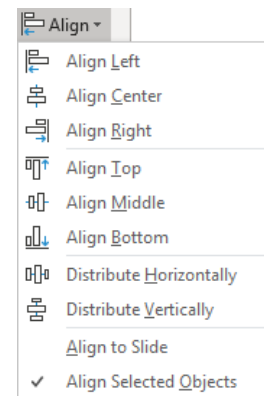


Figure 5-9: Align Objects options

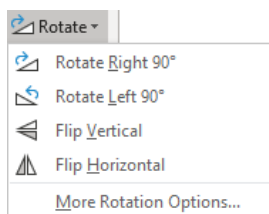
Rotating Objects



Rotating or flipping an object can add visual impact to your presentation. Within the rotate options menu, you can flip objects horizontally or vertically.

To rotate a shape, first select the shape and then use one of the following methods:

- Click and drag the rotation handle above the selected shape; or
- on the Drawing Tools Format tab, in the Arrange group, click the Rotate Objects button and choose the desired rotation option; or
- on the Home tab, in the Drawing group, click Arrange, choose Rotate, and choose the desired rotation option; or



- on the Drawing Tools Format tab, in the Size group, click the Size dialog box launcher. In the Format Shape pane, select the Size & Properties tab, expand the Size section and enter or select a rotation degree.

To flip a shape, first select the shape and:

- On the Drawing Tools Format tab, in the Arrange group, click the Rotate Objects button; then
 - to reverse the object vertically, click Flip Vertical; or
 - to reverse the object horizontally, click Flip Horizontal.

To create a mirror image of the shape, create a copy of the shape and then use one of the flip options.

Note that you may need to ungroup some imported objects before you can activate the rotate or flip options.

Selecting Objects

It can be quite difficult to select objects that are hidden, overlapped by other objects, positioned behind text, or part of a complex graphic. You can use the Select Object options (Figure 5-10) to select all objects on a slide, select multiple objects, or open the Selection Pane.

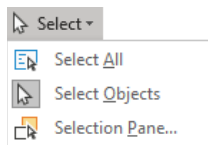


Figure 5-10: Select Objects options

On the Home tab, in the Editing group, click Select and do one of the following:

- To select all objects on the slide, including placeholders, click Select All.
- To select multiple objects, click Select Objects, and then draw a box over the objects desired.
- To open the selection pane, click Selection Pane.

Using the Selection Pane

Within the Selection Pane, you can also hide or show specific objects, rename an object and change the order in which objects appear on the slide.

To open the Selection Pane (Figure 5-11), use one of the following methods:

- On the Home tab, in the Editing group, click Select and then click Selection Pane; or
- on the Drawing Tools Format tab, in the Arrange group, click Selection Pane.

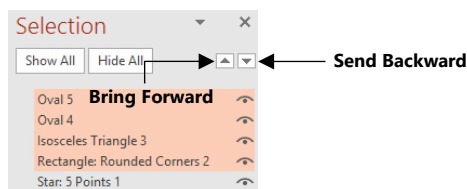


Figure 5-11: Selection Pane

As you create and insert objects, PowerPoint numbers and names the objects according to their appearance or their stacking order on the slide.

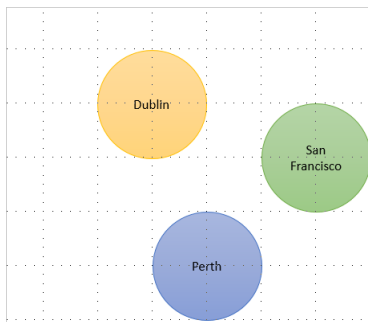
- To select an object, click its name.
- To select multiple objects, use the CTRL+click or SHIFT+click methods.

- To adjust the stacking order of objects, select the object and then click the Bring Forward or Send Backward arrow, or drag the object name to the desired location in the list.
- To rename an object, click the object name, and then pause and click the name again. The name box opens for editing; select the existing name, type the new name and press ENTER.
- To temporarily hide an object from view on a slide, click the eye icon to the right of the object name.
- To show a hidden object, click the line to the right of the object name.

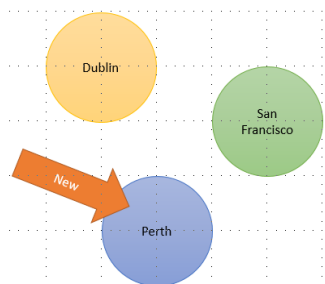
Learn to arrange shapes

In this exercise, you will scale, rotate, align, group and ungroups shapes, and change the order of shapes on a slide.

1. Ensure that the My Biking Tours presentation from the previous exercise is still open, then select slide **1**, press **CTRL** and click each circle to select all three. Click the **Format** tab, and in the Size group set the height and width to **2" (5.0 cm)**.
2. Click the **View** tab and then, in the Show group, select **Gridlines**.
3. Click away from the circles to deselect them, select just the **Dublin** circle and press the **UP** and **LEFT** arrow keys to nudge it into alignment with the nearest lines on the grid.
4. Repeat step 3 until all the circles line up on the grid as shown:

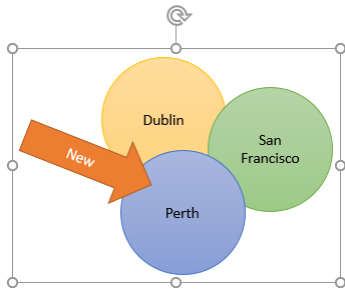


5. Make sure that no circle is selected, then on the Insert tab, in the Illustrations group, click **Shapes** and select **Arrow: Right**. Draw an arrow from the left of the slide pointing at the Perth circle. Type: **New** in the arrow. On the Home tab, in the Drawing group, click **Quick Styles** and click **Colored Fill – Orange, Accent 2**.
6. With the arrow still selected, click the rotation handle and drag to rotate the arrow until it is pointing at a downward angle toward the **Perth** circle. Resize and reposition the arrow as needed so it appears like the following:



7. Click the **View** tab and then, in the Show group, select **Gridlines** to turn them off.

8. Click the **Dublin** circle and drag it until it is slightly underneath the Perth circle. Click the **San Francisco** circle and drag it until it is slightly over the top of the Dublin circle, and underneath the Perth circle.
9. Press **CTRL** and click each shape to select all three circles and the arrow. Click the **Format** tab, in the Arrange group, click **Group Objects** and then click **Group**.



10. Click and drag the group of shapes to the right. On the Format tab, in the Arrange group, click the **Group Objects** button and click **Ungroup**. Click away from the circles to deselect them.
11. Click the **San Francisco** circle. On the Format tab, in the Arrange group, click the **Send Backward** arrow and then click **Send to Back**. On the Format tab, in the Arrange group, click the **Group Objects** button and click **Regroup**.
12. Save, and then close the presentation.

Creating Custom Shapes

Objective 3.4.1

If the shape you need is not included in PowerPoint's built-in shapes, you can merge shapes to create custom shapes.

To merge shapes, first position and select the shapes and then, on the Drawing Tools Format tab, in the Insert Shapes group, click Merge Shapes (Figure 5-12) and pick the desired option.

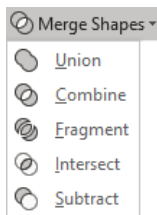


Figure 5-12: Merge Shapes options

The result of merging shapes depends on the merge option you choose and the shape you select first. The shape you select first becomes the primary shape and, in some cases, determines the new shape.

The following list briefly describes the purpose of each of the merge options and Figure 5-13 shows examples.

Union – Create a new shape from the perimeter of two or more overlapping shapes.

Combine – Delete the areas where the selected shapes overlap.

Fragment – Break or divide a shape into smaller shapes or create new shapes from intersecting lines or overlapping areas.

Intersect – Delete areas that do not overlap within selected shapes, but retain overlapping areas.

Subtract – Subtract from the first shape selected (primary) the areas where other shapes overlap.

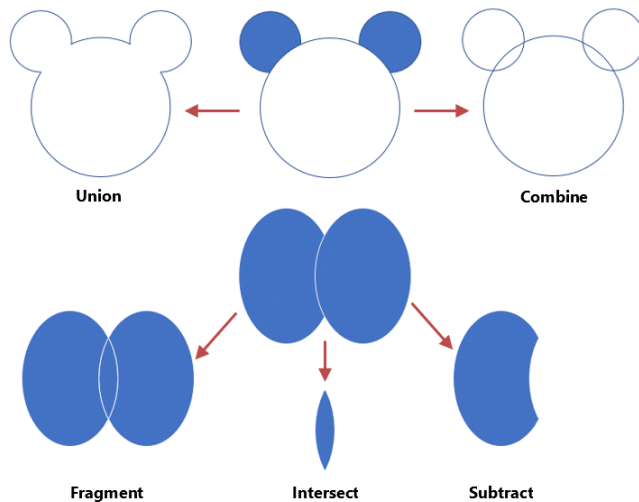


Figure 5-13: Examples of applied Merge Shapes options

It is important to understand the difference between merging shapes and grouping shapes. You merge shapes to create a new shape, whereas you group shapes when you want to treat a collection of individual shapes as one shape (for example, to move them in unison without losing alignment and relative positioning), but you still want to be able to modify the shapes within the group individually.

Note: You can also create custom shapes using the ink drawing options on the Draw tab. Using ink drawing is covered in a later lesson.

Reusing Custom Shapes

After you have developed the desired graphic, it is a good idea to save a copy so that you can reuse it later. You can save your graphic as a picture in a variety of popular formats (for example, GIF, JPEG, or PNG), which allows you to reuse them in other applications.

To save a graphic as a picture, right-click the object and click Save As Picture.

Working with Pictures

Images, or pictures, are another type of multimedia you can add to your presentation to illustrate a point or add visual interest. Adding pictures to a presentation is the easiest way to liven it up.

When you add a picture to a slide, PowerPoint displays the Picture Tools contextual ribbon (Figure 5-14), which includes the Format tab with options you can use to modify the picture:

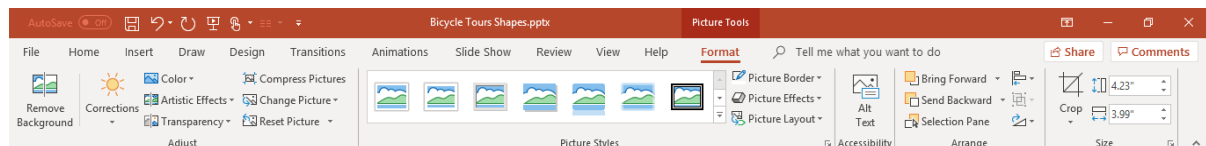


Figure 5-14: Picture Tools Format tab

Inserting Pictures

Objective 3.3.3

You can insert images into your presentation either using your own files or files you find online. PowerPoint allows you to search for and insert pictures from the web using a search tool or online storage sources, such as OneDrive. To access images stored on OneDrive, you must log in with your Microsoft account.

Some slide layouts provide placeholders that display the Pictures and Online Pictures icons. These include the Title and Content, Two Content, Comparison, Content with Caption, and Picture with Caption slide layouts. However, you can add a picture to any slide, regardless of whether the layout includes the Picture or Online Picture icons.

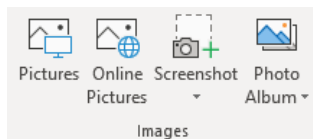
- To add a picture to a slide with a picture placeholder, click the Pictures icon in the placeholder.



- To add an online picture to a slide with a picture placeholder, click the Online Pictures icon in the placeholder.



- To add a picture to a slide with no picture placeholder, on the Insert tab, in the Images group, click Pictures or Online Pictures.



Clicking Pictures opens the Insert Picture dialog box (Figure 5-15):

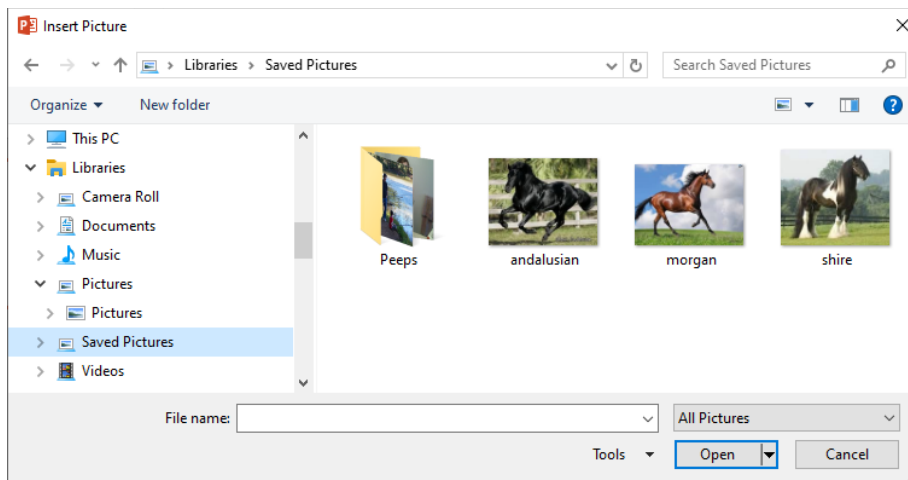


Figure 5-15: Insert Picture dialog box

Navigate to the location of the picture file. When you click the desired picture, the Open button in the dialog box changes to an Insert button. Click Insert to insert the selected picture into the slide.

Alternatively, you can click the Insert arrow for other options (Figure 5-16).

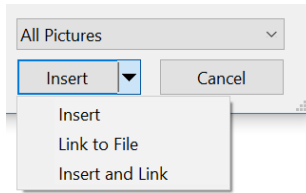


Figure 5-16: Insert options

When you use Insert to insert a picture, PowerPoint provides you with three options:

- Insert (embed the image)
- Link to File (link to the image file)
- Insert and Link (do both of the above)

The Insert option embeds the picture in the presentation. Once embedded, the picture becomes part of the presentation file and is stored within the presentation. Changes you make to the picture in the presentation are reflected in the presentation only. Additionally, if you make any changes to the original source picture, those changes will not be reflected in the embedded picture in the presentation.

If the picture is linked, a connection is created between the presentation and the picture file. The picture file is stored outside the presentation. If the picture file is updated, those changes will be reflected in the linked picture in the presentation.

When your presentation contains linked pictures, if you plan to deliver the presentation on another computer or send it to someone by email, you must copy both the image files for the linked pictures and the presentation file onto the computer you will be using (or include them in the email message).

When determining whether to insert or link to pictures, consider the following:

Choose Insert for your pictures when:

- Your picture files are under 100KB each. You can insert larger image files but doing so can make your presentation file very large.
- You want all picture files to be contained within your presentation rather than linked to it.
- You do not plan to change the source files.

Choose Link to File for your pictures when:

- Your picture files are 100KB or more each.
- You plan to change the picture source files.
- You plan to group the presentation and all required external elements (such as specialty fonts and linked objects) into a folder on a flash drive or network drive so that the presentation can be run on a different computer.

Inserting Online Pictures

You can insert pictures from online locations such as OneDrive, or by searching for images using the built-in search tool. If you have not logged in to your Microsoft account, you will have access to only the online pictures search tool when inserting online pictures.

To insert online pictures, on the Insert tab, in the Images group, click Online Pictures. The Online Pictures window appears (Figure 5-17).

You may enter search criteria in the search box to locate the online image you want.

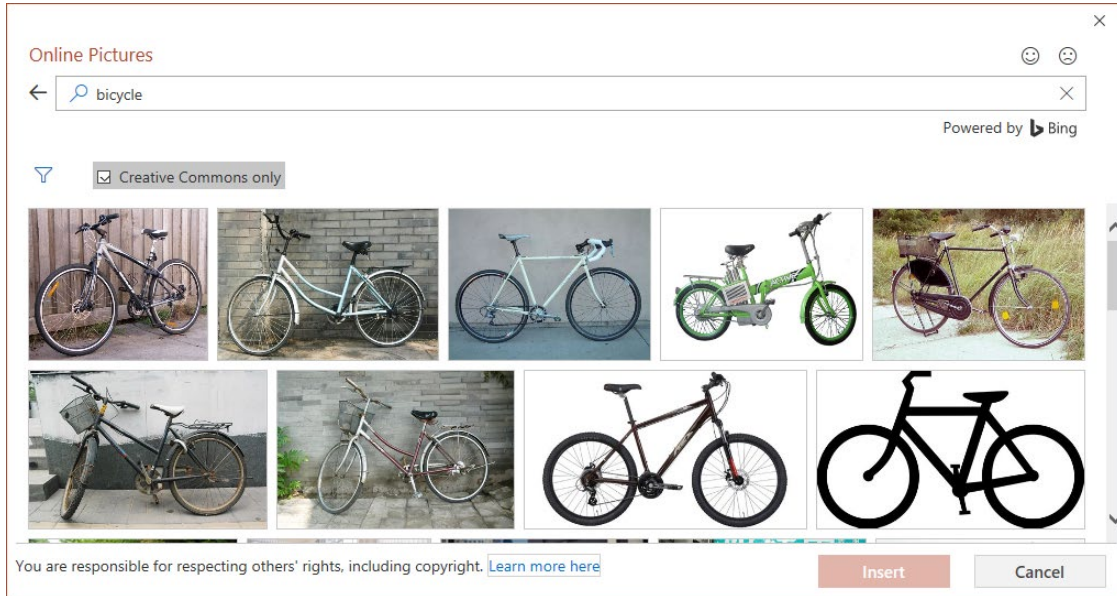


Figure 5-17: Online Pictures window with search criteria

The Results list displays the matches for the search criteria automatically filtered to show images tagged with Creative Commons licenses. You can filter the results by size, type, color, layout, and license type.

Note: It is important to note that many online images are copyrighted and cannot be reused without first obtaining permission. An image tagged with a Creative Commons license can be reused; however, most Creative Commons licenses specify that the image cannot be used commercially and there are often set limits on how the images can be edited or modified. To display all search results, deselect the *Creative Commons only* check box.

When you point at an image, a bounding box surrounds the image and a more button (...) appears in the lower-right corner. You can click the button to display information about the size and location of the image.

Once you have located the image you want, select the image and then click Insert to embed it in the presentation. To select multiple images, simply select the check box for each image you want to insert, then click Insert to embed all the selected images.

Inserted images tagged with a Creative Commons license include linked copyright information, such as the source of the image, author, and license details, as shown in Figure 5-18.



[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)

Figure 5-18: Inserted image tagged with copyright information

PowerPoint Designer

PowerPoint Designer is an online Microsoft Office service that automatically generates a variety of layout ideas for pictures and other visual content in the Design Ideas pane (Figure 5-19).

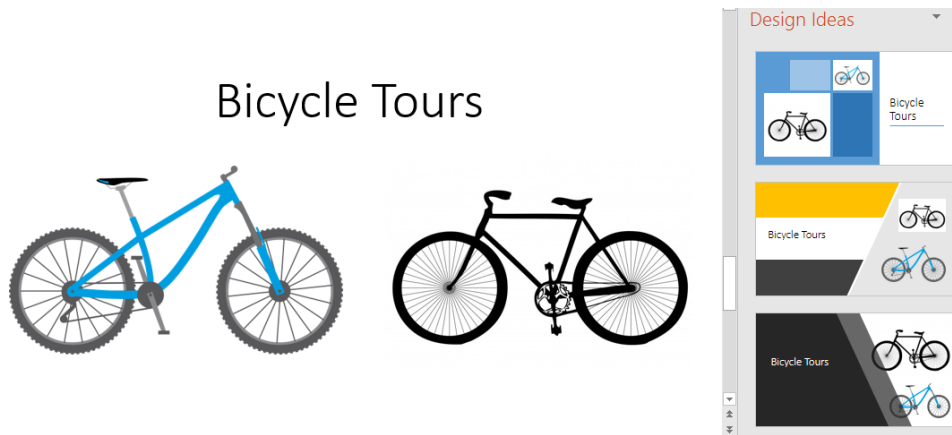


Figure 5-19: Original slide layout and Design Ideas pane

The Designer feature is available only in MS Office subscription versions (Office 365).

Note: In order for Designer to generate ideas, your presentation must have a Microsoft template (theme) applied. Additionally, images must be inserted into a slide that does not include shapes.

To activate the Designer feature, on the Design tab, in the Designer group, click Design Ideas. Once activated, the Design Ideas pane will automatically appear when you insert a picture.

To apply a Designer layout, click the layout in the Design Ideas pane.



Inserting Screenshot and Screen Clipping Images

PowerPoint allows you to embed screenshots from any open window in any program running on your computer without leaving PowerPoint. Screenshots are useful for capturing snapshots of windows, web pages, dialog boxes, or other screen content. The screenshot feature is also available in most other Microsoft Office applications, such as Word, Excel and Outlook.

On the Insert tab, in the Images group, click the Screenshot arrow (Figure 5-20).

The Available Windows gallery displays the available open program windows running on your computer. The Screenshot feature is unable to capture from windows that have been minimized to the taskbar.

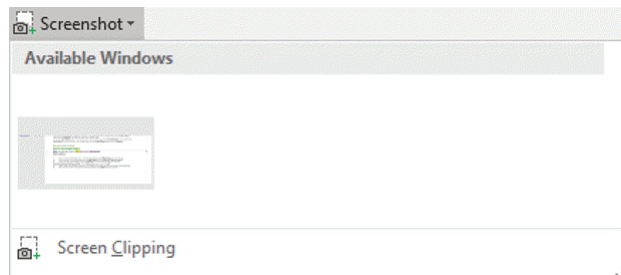


Figure 5-20: Screenshot feature showing Available Windows gallery

Click the thumbnail of the window in the Available Windows gallery to insert the entire screenshot, or use the Screen Clipping tool to select the area of the screen you want to capture.

When you select the Screen Clipping tool, your screen becomes opaque (cloudy) and the first window in the Available Windows gallery is displayed. Drag to select the part of the window that you want to capture. The opaque effect is removed from the selected area. When you release the mouse, PowerPoint automatically inserts the area you've selected into your presentation.

If you have multiple windows open, you'll need to click the window you want to capture before initiating the Screen Clipping process. Doing so moves the selected window to the first position in the Available Windows gallery.

You can use the picture tools to format and edit the inserted screenshot or screen clipping.

Learn to insert images

In this exercise, you will insert images into a presentation.

1. Create a new blank presentation and save it as: **My Tour Images** in the *MyProjects* folder.
2. Change the layout of slide **1** to **Title Only**. In the title placeholder, type: **Biking Tours** and center the text.
3. On the Home tab, in the Drawing group, click **Quick Styles** and click **Colored Fill, Green, Accent 6**.
4. On the Insert tab, in the Images group, click **Pictures**. In the Insert Picture dialog box, browse to the *ResourceFiles* folder, click the **Biking Tours** image, and click **Insert**.
5. Drag to resize and reposition the picture so it is centered on the slide and does not overlap the title placeholder.
6. Press **CTRL+M** to insert a new slide. In the title placeholder, type: **Dublin** and center the text.
7. On the Insert tab, in the Images group, click **Pictures**. Select the **Dublin** image and click **Insert**. Resize and reposition the image as needed.
8. Create a new Title Only slide with the centered title: **San Francisco** and insert the **Golden Gate Bridge** picture.
9. Create a new Blank slide. On the Insert tab, click **Pictures**. Select the **ta logo** file, click the **Insert** arrow, and click **Insert and Link**. This will allow you to easily update your presentation if the logo changes.
10. On the Insert tab, in the Images group, click **Pictures**. Double-click the **Bicycle** image. Drag to resize and reposition the picture as needed so it does not overlap the Tolano Adventures logo.
11. Open the **Bicycle Tours** presentation from the *ResourceFiles* folder and switch back to the My Tour Images presentation.
12. Select slide **4** and create a new Blank slide.
13. Click the **Insert** tab and, in the Images group, click **Screenshot**.
14. In the Available Windows pane, click the **Bicycle Tours** icon.

The entire PowerPoint application window containing the presentation now appears as an image on slide 5.

15. With slide **5** selected, create a new Blank slide.
16. On the Insert tab, in the Images group, click the **Screenshot** arrow and then click **Screen Clipping**.

The Bicycle Tours presentation should appear on the screen in a dimmed view.

17. Beginning at the top left of the title, click and drag to draw a box around the table on the slide.

You should notice that as you drag to select what will be clipped from the screen that the text appears in full color. Once you release the mouse button, you should be back in the presentation with the pictures and a screenshot of the table in the other presentation now appears on the new slide.

18. Close the Bicycle Tours presentation.

19. Save the My Tour Images presentation and keep it open for the next exercise.

Inserting a Photo Album

A PowerPoint **photo album** is a presentation you can create to display your photographs. As with any type of presentation, you can add transitions, backgrounds, and layouts, to your photo album. You can add captions to your pictures, adjust the order and layout, add frames around the pictures, and even apply a theme to customize the look of your album. To share your photo album with others, you can send it as an attachment to an email message, publish it to the Web, or print it.

You can either create your own photo album or use one of the PowerPoint Photo Album templates available at Microsoft.com.

To create a photo album, on the Insert tab, in the Images group, click the Photo Album arrow and click New Photo Album. The Photo Album dialog box, such as the one shown in Figure 5-21, appears.

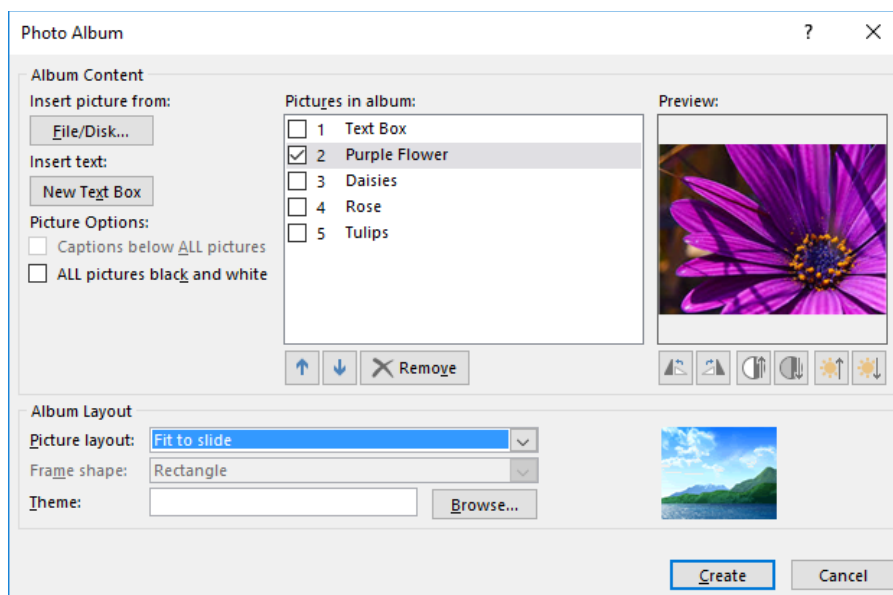


Figure 5-21: Photo Album dialog box

The following list describes the options available in the Photo Album dialog box.

Insert picture from – Use File/Disk to navigate to where the picture files are located.

Insert text: New Text Box – Create a slide for entering text. Text might include an introduction to the next photo, or details about the previous photo.

Pictures in album – Lists the files included in the photo album. Use the Up or Down buttons below the list box to reorder the pictures or use Remove to delete a file from the list.

Preview – Displays a preview of the file selected in the *Pictures in album* list. Use the buttons across the bottom of the preview box to adjust the rotation, contrast, or brightness of the selected picture.

Picture Options – Choose whether to include caption boxes below the pictures. Captions might include names of people or product identifiers. There is also an option to show the pictures in black and white.

TIP: Do not use the *Fit to slide* picture layout if you wish to use captions.

Picture layout – Specify to show one or more pictures on a slide, whether to include titles, or whether to fit the picture to the slide.

Frame shape – Choose a shape for the frame around each picture. This field is available when you choose any option other than Fit to slide.

Theme – Add a theme to the photo album.

To edit a photo album, on the Insert tab, in the Images group, click Photo Album and click Edit Photo Album.

The Edit Photo Album dialog box contains the same options as the Insert Photo Album dialog box, with the exception of an instructional paragraph and an Update button.

Learn to insert and edit a photo album

In this exercise, you will insert and edit a photo album.

1. Ensure that the My Tour Images presentation from the previous exercise is still open, then on the Insert tab, in the Images group, click the **Photo Album** arrow and then click **New Photo Album**.
2. Click **File/Disk** and if necessary, browse to the *ResourceFiles* folder.
3. Press and hold **CTRL**, click the **Biking Tours**, **Dublin**, **Golden Gate Bridge**, and **Tire** files to select these four images, then click **Insert**.
4. Click the **Picture layout** arrow, select **4 pictures**, and then click **Create**.
PowerPoint creates and displays a new photo album presentation.
5. On slide **1**, change the title to: **Biking Tours**.
6. On the Insert tab, in the Images group, click the **Photo Album** arrow and then click **Edit Photo Album**.
7. Click to select the **Captions below ALL pictures** and **ALL pictures black and white** check boxes.
8. In the Edit Photo Album dialog box, click **New Text Box** to add a text box to the photo album.
The text box item is added to the *Pictures in album* list at the right.
9. Click **Text Box** in the list and then click the **Up** arrow to move this to the top of the list. Click the box beside **Text Box** to deselect it.
10. Select the check box for the last picture in the list (Tire), and then click **Remove**.
11. In the Frame shape menu, select **Simple Frame, Black**.
12. Click **Browse** next to the Theme box, click a theme in the list, and then click **Select**.
13. Click **Update** to apply the new settings to the photo album.
14. Select slide **2** and, in the text box, replace the text with: **Popular Locations**. Then resize and reposition the photos and text box as needed.
15. Save the photo album in the *MyProjects* folder as: **My Photo Album** and then close the album presentation.
16. Keep the My Tour Images presentation open for the next exercise.

Adjusting Pictures

Objective 3.3.2

You can make a picture more subdued so that it blends with its surroundings, or you can intensify a picture to bring attention to it. On the Picture Tools Format tab, in the Adjust group, PowerPoint provides a number of tools to help you adjust pictures, as shown in Figure 5-22.

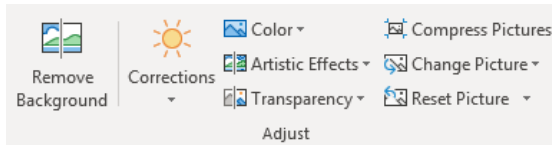
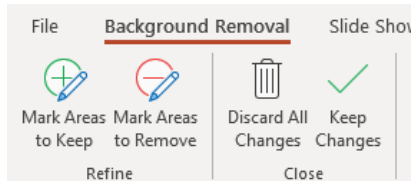
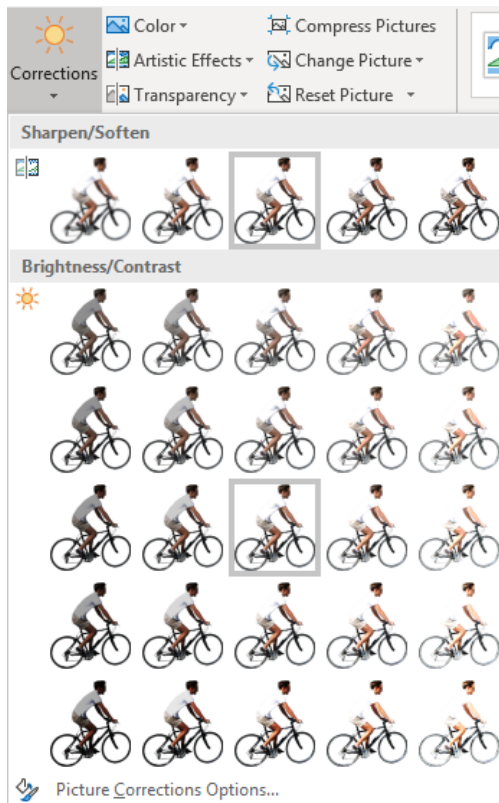


Figure 5-22: Picture Tools Adjust group

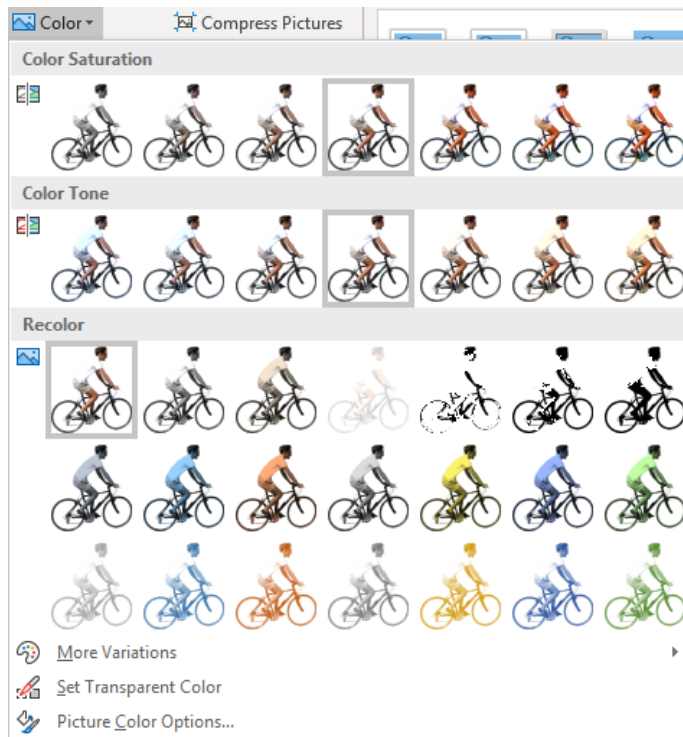
- To remove the background of a picture, click Remove Background. You can then make fine adjustments using the options on the Background Removal tab.



- To correct the brightness or contrast or to sharpen or soften a picture, click Corrections.



- To adjust the colors in a picture, click Color.



- To add an artistic effect to the picture, click Artistic Effects.



Compressing Pictures

Often, images you add to slides come from large, high-resolution files; and these can make your presentation file size very large. However, high resolution is not required for onscreen viewing. Additionally, even if you crop away parts of an image, PowerPoint retains the image information contained in the portions that are not visible. You can use PowerPoint's compression function to reduce the file size of embedded images by decreasing the resolution of the images, and by permanently discarding information for cropped portions. Compressing the images within the presentation reduces the size of the presentation file.

To compress pictures, select one or more pictures and then, on the Picture Tools Format tab, in the Adjust group, click Compress Pictures to open the Compress Pictures dialog box (Figure 5-23).

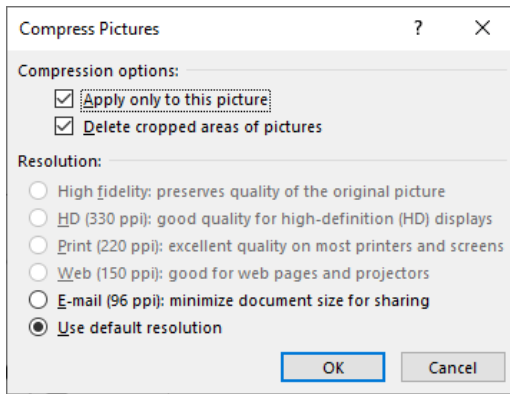


Figure 5-23: Compress Pictures dialog box

Changing Pictures

If you like the formatting you have applied to a picture but not the picture itself, you can change the picture but keep the formatting.

To change a picture, use one of the following methods:

- On the Picture Tools Format tab, in the Adjust group, click Change Picture; or
- right-click the picture and click Change Picture.

Resetting Pictures

To remove all formatting changes and/or resizing from a picture, on the Picture Tools Format tab, in the Adjust group, click Reset Picture then select Reset Picture or Reset Picture & Size (Figure 5-24).

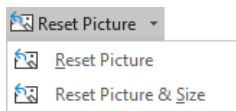


Figure 5-24: Reset Picture options

Learn to adjust images

In this exercise, you will adjust, compress, and reset images in a presentation.

1. Ensure that the My Tour Images presentation from the previous exercise is still open, then click slide **2**, and double-click the **Dublin** picture. On the Picture Tools Format tab, in the Adjust group, click **Corrections** and then in the Brightness/Contrast section, click **Brightness 0% (Normal)**, **Contrast: -40%**.
2. On the Picture Tools Format tab, in the Adjust group, click **Color** and point at the various color options to see the effect on the picture, and then select **Black and White: 25%**.
3. On the Picture Tools Format tab, in the Picture Styles group, click **Picture Border** and then click a color of your choice.
4. On the Picture Tools Format tab, in the Picture Styles group, click **Picture Border**, click **Weight**, and then click **2¼ pt**.
5. On the Picture Tools Format tab, in the Adjust group, click **Compress Pictures**.
6. Deselect the **Apply only to this picture** check box but accept all other default options, and then click **OK**.

7. On the Picture Tools Format tab, in the Adjust group, click **Change Picture**, then click **From a File**.
8. Select the **Golden Gate Bridge** file from the *ResourceFiles* folder and click **Insert**.
Notice the picture has changed from Dublin to Golden Gate.
9. On the Picture Tools Format tab, in the Adjust group, click **Change Picture**, then click **From a File**. Insert the **Dublin** picture once more.
10. Select the picture, then on the Picture Tools Format tab, in the Arrange group, click **Selection Pane**, double-click **Picture 3** and rename it **Dublin**. Close the Selection pane
11. With the picture still selected, on the Picture Tools Format tab, in the Size group, set the Height of the picture to **5" (12.7 cm)**.
12. Verify the Dublin picture is selected. On the Picture Tools Format tab, in the Adjust group, click **Artistic Effects**, and then click **Light Screen**.
13. On the Picture Tools Format tab, in the Adjust group, click **Reset Picture** to reset the picture to its original settings.
14. Save the presentation and keep it open for the next exercise.

Applying Styles and Effects to Pictures

Objective 3.3.2

You can apply a picture style, add borders and effects, or change the layout style of a picture using the options available in the Picture Styles group (Figure 5-25) on the Picture Tools Format tab.

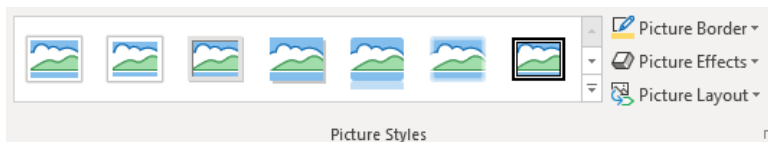
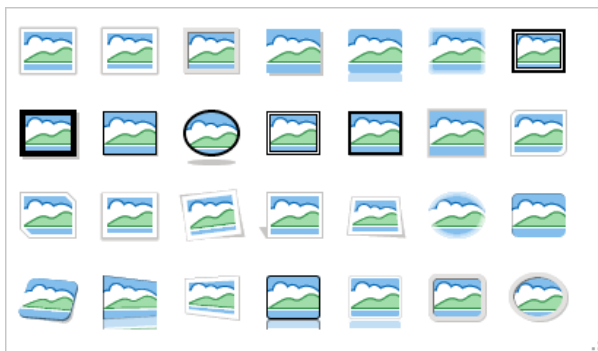
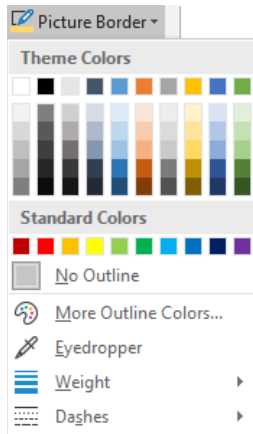


Figure 5-25: Picture Tools Format tab – Picture Styles group

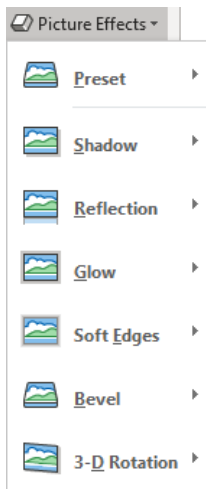
- To change the style for a picture, choose a picture style from the Picture Styles gallery.



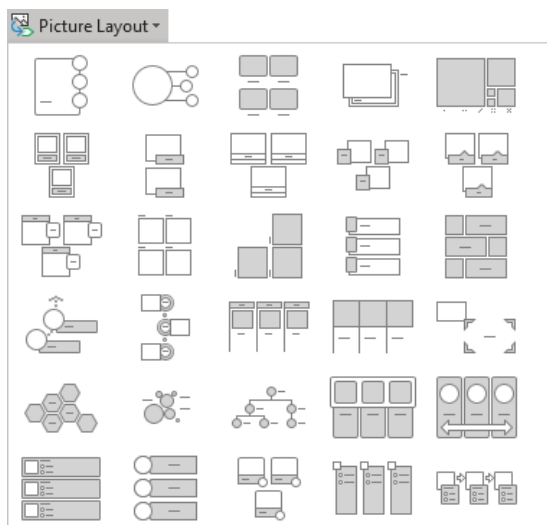
- To change the border for a picture, click Picture Border.



- To change the picture effects, click Picture Effects.



- To change the layout style of the picture, click Picture Layout.



You can also modify the effects, size, colors, brightness, or contrast using the Format Picture task pane.

To display the Format Picture pane, use one of the following methods:

- Right-click the picture and click Format Picture; or
- on the Picture Tools Format tab, in the Picture Styles group, click the Format Picture dialog box launcher.

The different tabs of the Format Picture pane are shown in Figure 5-26.

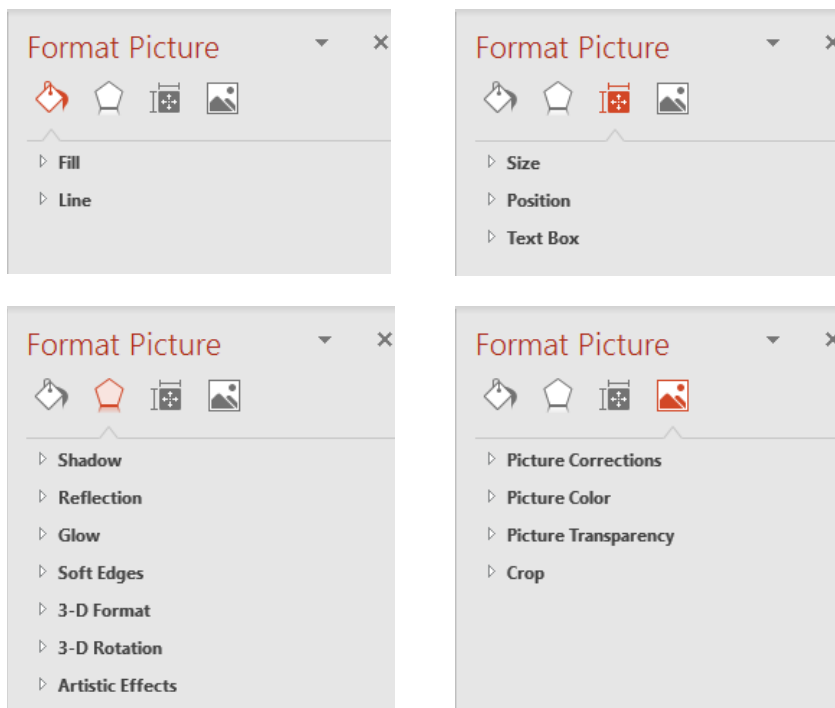


Figure 5-26: Format Picture pane, Fill & Line, Size & Properties, Effects, and Picture tabs

Arranging Pictures

Objective 3.5.1, 3.5.2

You can use the same arrangement tools (Figure 5-27) with pictures that you use with shapes and other objects. You can change the stacking order by moving pictures forward and backward on the slide, and you can align and rotate them to achieve the effect you desire.



Figure 5-27: Picture Tools Format tab – Arrange group

Resizing and Cropping Pictures

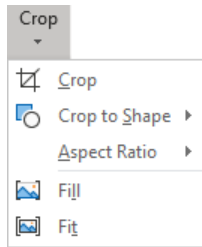
Objective 3.3.1

You can resize pictures using the same methods you use to resize other objects (such as shapes and text boxes). For example, you can use the Height and Width boxes in the Size group on the Drawing Tools Format tab, or you can drag the sizing handles.

Cropping a picture has the same visual effect as cutting portions off a photograph. You can **crop** away parts of a picture that you don't want to display, and you can crop a picture to a shape (such as a heart). You can also crop it to a common aspect ratio to fit it into a picture frame.

To crop a picture, use one the following methods:

- Right-click the picture and click Size and Position, and then, on the Picture tab, click Crop or;
- on the Picture Tools Format tab, in the Size group, click Crop.

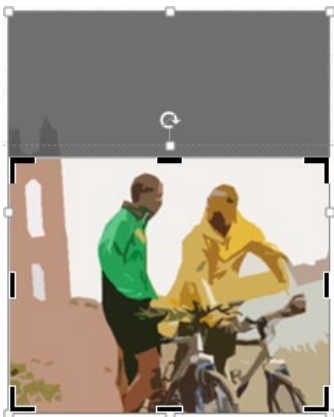


You can also use the Fill and Fit options in the Crop menu to resize a picture. You can use Fill to resize the picture so the entire picture area is filled while maintaining the original aspect ratio, although some of the picture will be cropped off. You can use Fit to display the entire picture inside the picture area while maintaining the aspect ratio.

Learn to work with images

In this exercise, you will apply styles and effects to images, and size and crop pictures.

1. Ensure that the My Tour Images presentation from the previous exercise is still open, then select the **Golden Gate Bridge** picture on slide 3. On the Picture Tools Format tab, in the Adjust group, click **Artistic Effects**. Hold your mouse over the various effects to see the change to the picture and then select **Cutout**.
2. On the Picture Tools Format tab, in the Picture Styles group, click **More**. Hold your mouse over the various styles to see the effect on the picture and then select **Metal Frame**.
3. On the Picture Tools Format tab, in the Picture Styles group, click **More** if necessary, and then select **Drop Shadow Rectangle**.
4. On the Picture Tools Format tab, in the Size group, click the **Crop** tool.
5. Drag the top middle crop handle down until the picture is more focused on the people than the bridge.



6. On the Format tab, in the Adjust group, click **Remove Background**.



Anything that appears "shaded" under the purple background marker will be deleted if you save the background removal changes.

7. On the Background Removal tab, in the Close group, click **Discard All Changes**.
8. Save and close the presentation.

Inserting and Modifying Hyperlinks

Objective 3.2.1

A **hyperlink** is simply text or an object, such as a picture, graph, shape, or WordArt, that you can click when viewing a slide so you can jump to another slide, another presentation, or perhaps a Word document or Excel worksheet. The hyperlink may also lead to an Internet Web page, open an email message, or create a new file.

To use a hyperlink, you must be in Slide Show view. When you position the mouse pointer over a hyperlink, it displays as a pointing hand  icon.

To insert a hyperlink, you specify settings in the Insert Hyperlink dialog box (Figure 5-28).

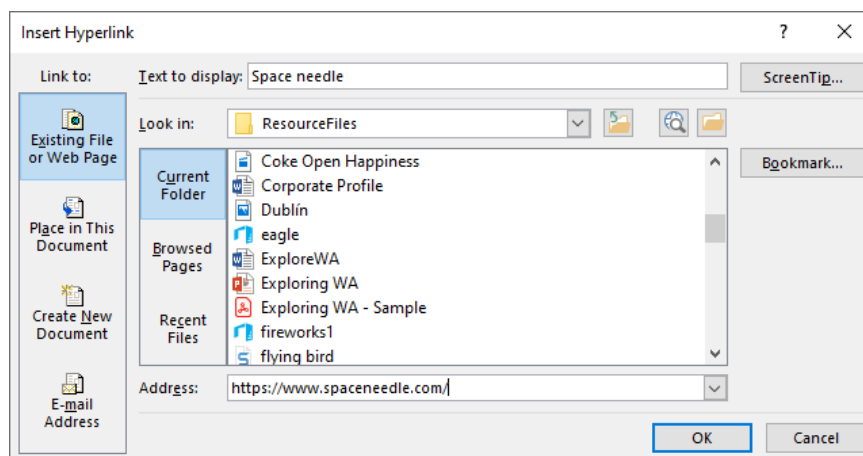


Figure 5-28: Insert Hyperlink dialog box

You can link to an existing file or web page, or to a place in the current presentation; you can also create a new file or open a new email message with a specific address.

Note: The command sequence used to open the Insert Hyperlink dialog box differs slightly between Office Professional Plus and Office 365 Professional Plus. Look closely at the menu options presented to you and select appropriately.

To create a hyperlink, select the text or object you want to use as a hyperlink, and then use one of the following methods:

- On the Insert tab, in the Links group, click Link; or
- right-click and click Link (or Hyperlink, as appropriate); or
- press CTRL+K.

Once you insert a hyperlink, you can edit it in the Edit Hyperlink dialog box. However, because a particular action is associated with a hyperlink, you can also edit it in the Action Settings dialog box.

To edit a hyperlink, select the text or the object, and then use one of the following methods:

- On the Insert tab, in the Links group, click Link; or
- on the Insert tab, in the Links group, click Action; or
- right-click and click Edit Link.

To remove a hyperlink, select the text or the object, and then use one of the following methods:

- On the Insert tab, in the Links group, click Link and click Remove Link; or
- on the Insert tab, in the Links group, click Action and None in the Hyperlink to option; or
- right-click, click Edit Link and click Remove Link.

PowerPoint automatically checks for and repairs broken links when you open a presentation that contains links.

Inserting and Modifying Action Buttons

Action buttons allow you to assign a behavior to an object. You can use action buttons to navigate quickly within a slide show, to activate hyperlinks (for example, to jump outside the show to useful web sites or to another presentation), to run another program, or to open an Office file.

Most commonly, actions are assigned to an Action Button (Figure 5-29), although you can also assign actions to a variety of other objects, including pictures or text in a SmartArt graphic.



Figure 5-29: Insert Shapes gallery – Action Buttons

Action buttons contain shapes, such as arrows, as well as commonly understood symbols for moving to the next, previous, first, or last slide, or for playing movies or sounds. Action buttons are most commonly used in self-running presentations. To use an action button, you must be in Slide Show view.

To create an action button, use one of the following methods:

- Select an object and, on the Insert tab, in the Links group, click Action; or
- on the Insert tab, click Shapes and then select one of the shapes under Action Buttons. Drag to draw the action button shape on the slide and open the Action Settings dialog box.

In the Action Settings dialog box (Figure 5-30), you can create an action that activates on Mouse Click or Mouse Over.

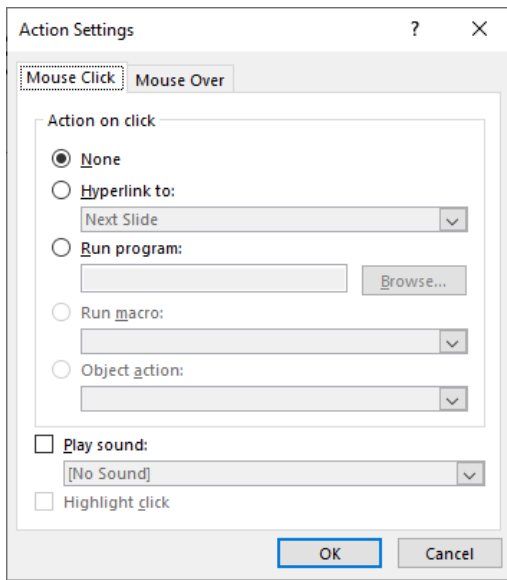


Figure 5-30: Action Settings dialog box

To edit an action, select the text or the object and then, on the Insert tab, in the Links group, click Action.

To remove an action, select the text or the object and then, on the Insert tab, in the Links group, click Action, and click None.

Learn to use hyperlinks and action buttons

In this exercise, you will insert hyperlinks and action buttons into a presentation.

1. Open the **San Francisco Itinerary** presentation located in the *StarterFiles* folder and save it as: **My San Francisco Itinerary** in the *MyProjects* folder.
2. On slide 3, select the **Presidio National Park** rectangle. (Be sure to select the rectangle and not the text inside the rectangle.)
3. On the Insert tab, in the Links group, click **Link**.
4. Ensure **Existing File or Web Page** is selected in the Link to area.
5. In the Address field type: <http://www.nps.gov/prsf/> and click **OK**.

When you add a hyperlink to a shape, you will not see the underline as with a text hyperlink in the Slide pane. However, when you run the slide show, a hand icon will appear when you point at the hyperlink, just as it does when you are using a web browser.

6. Select slide **3**. On the Insert tab, click **Shapes** and then, from the Action Buttons section, click **Action Button: Go Home**.
7. Drag to draw the Home button on the bottom left corner of the slide.

When you release the mouse, the Action Settings dialog box automatically opens with Hyperlink to: First Slide selected.

8. Select the **Play sound** check box to turn this on, then click the arrow to select **Applause** from the menu. Click **OK**.
9. Click the **Slide Show** icon on the status bar and point to the **Presidio National Park** rectangle, but do not click. The mouse pointer becomes a pointing hand icon, indicating that the rectangle contains a hyperlink.
10. Click the **Presidio National Park** rectangle. The National Park Service – Presidio of San Francisco web page opens in your default web browser.
11. Close the browser window to return to the presentation.
12. Click the **Home** button on the bottom left corner of the slide.

You return to the first slide in the presentation and the applause sound plays.
13. Press **ESC** to return to PowerPoint.
14. Move to slide **3** and if necessary, click the action button at the bottom left of the slide.

Notice the Drawing Tools ribbon becomes available to format the button.
15. On the Drawing Tools Format tab, in the Shape Styles group, click the **Shape Fill** arrow, then click **Green, Accent 6, Lighter 60%**.
16. Resize the action button to half its current size so it won't be as clearly visible as before.
17. To change the button action, on the Insert tab, in the Links group, click **Action**.
18. Click the arrow for the **Hyperlink to** field and then click **Slide** from the list.
19. In the Hyperlink to Slide window, click **2. Bicycle Tours Sales** in the Slide title list. Then click **OK** twice to close both dialog boxes.
20. Save, and then close the presentation.

Working with SmartArt

Objective 4.3.1

Illustrations and graphics help your audience understand and recall information more effectively than large amounts of text. However, creating quality illustrations can be challenging; you can spend a lot of time making shapes, sizing and aligning them, and manually formatting them. All the time you spend creating diagrams takes time away from the time you can devote to your presentation content.

Fortunately, PowerPoint provides a feature called SmartArt graphics, which you can use to create designer-quality illustrations quickly and easily. SmartArt is a collection of customizable diagram layouts. When you create a SmartArt graphic, PowerPoint prompts you to choose a diagram type and layout.

There are two main ways you can insert a SmartArt graphic into a slide. When you create slides, some slide layouts (Title and Content, Two Content, Comparison, and Content with Caption) provide placeholders for SmartArt graphics. However, you can also create a Title Slide, Title Only, Section Header, or Blank slide, and then add a SmartArt graphic.

To insert a SmartArt graphic, use one of the following methods:

- On a slide with a SmartArt graphic placeholder, click Insert a SmartArt Graphic; or
- on a slide without a SmartArt graphic placeholder, on the Insert tab, in the Illustrations group, click SmartArt to open the Choose a SmartArt Graphic dialog box (Figure 5-31).

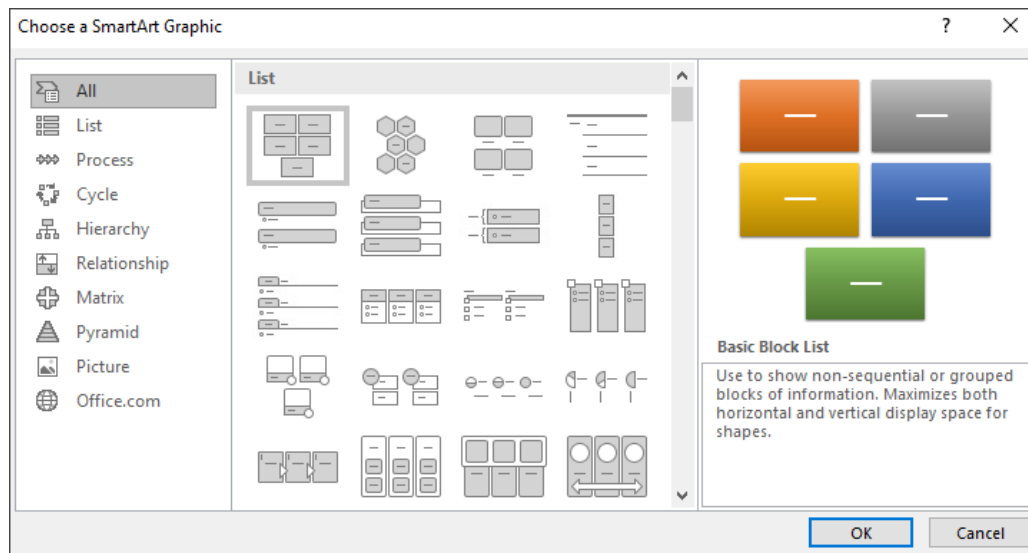


Figure 5-31: Choose a SmartArt Graphic dialog box

When you select a layout, placeholder text appears. Placeholder text is not printed and does not appear during your presentation. You can replace placeholder text with your own text.

When a SmartArt diagram is selected on a slide, the SmartArt Tools contextual ribbon appears, showing two tabs (Design and Format) (Figures 5-32 and 5-33) and several tools you can use to manipulate the diagram.

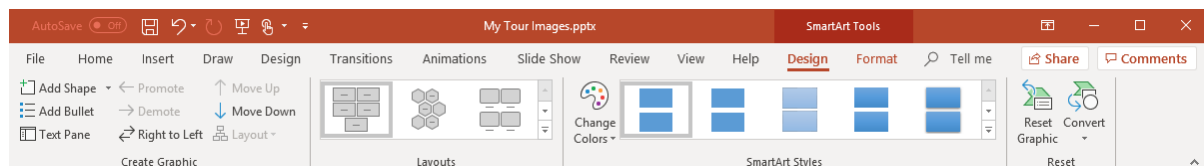


Figure 5-32: SmartArt Tools Design tab

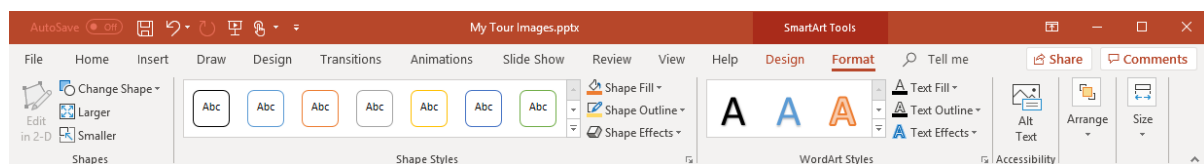


Figure 5-33: SmartArt Tools Format tab

Choosing a SmartArt Layout

Objective 4.3.1, 4.3.2, 4.3.3

When you select a layout, ask yourself what you want to convey and the way you want your content to look.

After you choose a layout, you can point to any of the different layouts displayed on the Design tab, in the Layouts group, to preview your content with that layout applied. If you think your SmartArt graphic looks dull, switch to a different layout. When you switch layouts, PowerPoint automatically carries most of your text and other content, colors, styles, and effects over to the new layout.

You can experiment with the different layouts, which are described in the following list.

List – Show non-sequential information.

Process – Show steps with a directional flow or timeline.

Cycle – Show a continual or repetitive process.

Hierarchy – Show an organization chart, a decision tree, or a family of products.

Relationship – Show nonhierarchical connections or relationships.

Matrix – Show how parts relate to a whole.

Pyramid – Show proportional relationships with the largest component on the top or bottom.

Picture – Uses pictures to convey a message without text

Office.com – Provides access to additional layouts from Office.com.

Converting Text to SmartArt

If you think you can convey a text message to your audience better by using an illustration, you can convert your text to a SmartArt graphic. PowerPoint enables you to convert existing slides into professionally designed SmartArt graphics. You can use this method with regular text and WordArt.

To convert text into a SmartArt graphic, select the text or the text placeholder and, on the Home tab, in the Paragraph group, click Convert to SmartArt Graphic. Hover over the SmartArt Graphics gallery to see a live preview.

Changing a SmartArt Layout

To change the SmartArt graphic layout, on the SmartArt Tools Design tab, in the Layouts group, click More to view the SmartArt Layouts gallery (Figure 5-34), or right-click the SmartArt graphic and click Layout on the SmartArt enhanced mini toolbar.

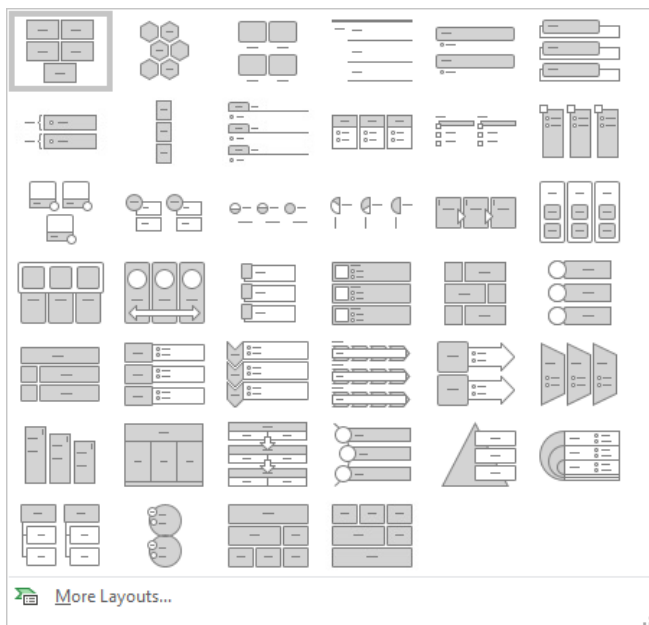
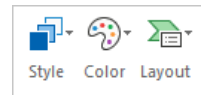


Figure 5-34: SmartArt Layouts gallery

The number and style of layouts displayed will depend on the current SmartArt layout used. You can also click More Layouts to view the Choose a SmartArt Graphic dialog box.

Using the Text Pane

Instead of clicking each shape in a SmartArt graphic to add text, you can use the Text pane to enter and edit the text in your diagram. PowerPoint displays the Text pane to the left of your SmartArt graphic. As you add and edit text in the Text pane, PowerPoint updates the SmartArt graphic.

When you first create a SmartArt graphic, PowerPoint populates the graphic and its Text pane with placeholders that display as [Text]; you replace these placeholders with your own text.

As you type the text to label each SmartArt shape, PowerPoint resizes it, not only for the shape on which you are typing, but all the shapes.

You can format text while working within the Text pane. You can apply character formatting, such as font, font size, font style to text in the Text pane by right-clicking the text and choosing Font. Note that PowerPoint does not display the changes you make to the text within the Text pane; the formatting changes are reflected only in the diagram.

You can also format the text in a SmartArt shape by using one of the options on the mini toolbar, the Font and Paragraph tools on the Home tab, or the WordArt Styles options on the Drawing Tools Format tab.

When you add text to a SmartArt shape, it becomes part of that shape. If you rotate or flip the shape, the text rotates or flips with the shape.

At the top of the Text pane, you can edit the text that appears in your SmartArt graphic. At the bottom of the Text pane, you can view additional information about the SmartArt graphic.

To open the Text pane, use one of the following methods:

- On the SmartArt Tools Design tab, in the Create Graphic group, click Text Pane (Figure 5-35); or
- on the left side of the SmartArt graphic, click the handle with the arrow.

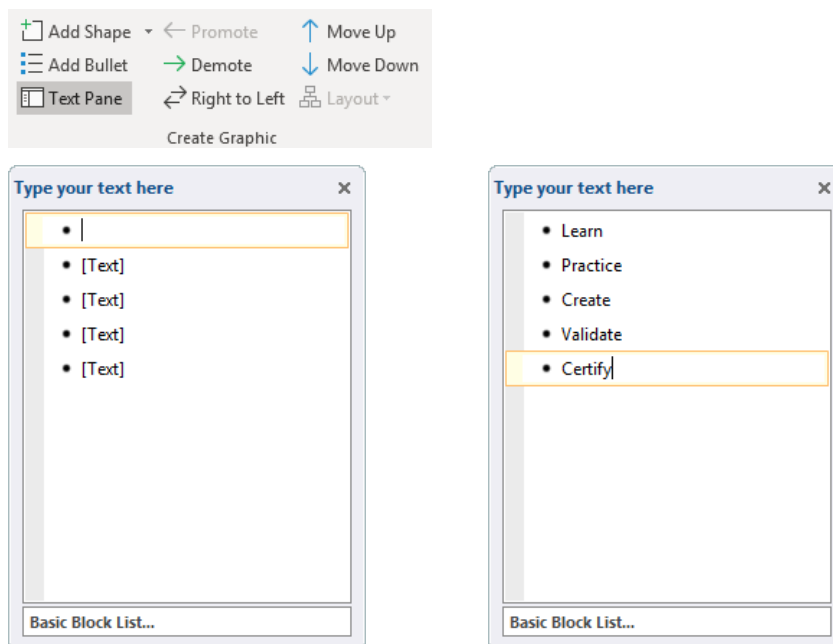


Figure 5-35: SmartArt Text Pane

Modifying SmartArt Shapes

Objective 4.3.3

You can use several methods to modify SmartArt shapes.

- To create a sub-point in a list, select the line you want to indent as a sub-point and then, on the SmartArt Tools Design tab, in the Create Graphic group, click Demote. Alternatively, press TAB.
- To return to a higher level in the Text pane, select the line and then, on the SmartArt Tools Design tab, in the Create Graphic group, click Promote. Alternatively, press SHIFT+TAB.
- To change the direction of the SmartArt graphic, select the graphic and then, on the SmartArt Tools Design tab, in the Create Graphic group, click Right to Left.
- To move a shape up or down in the SmartArt diagram, select the line you want to move and then, on the SmartArt Tools Design tab, in the Create Graphic group, click Move Up or Move Down.
- To create a new line of bulleted text at the same level in the Text pane, press ENTER. Alternatively, with your cursor in the Text pane, on the SmartArt Tools Design tab, in the Create Graphic group, click Add Bullet.

When you use any of these manipulations, PowerPoint updates the mapping between the bullets in the Text pane and the shapes in the layout of the SmartArt graphic.

If you cannot find the exact layout you want, you can add, remove, rearrange, change, or resize shapes in your SmartArt graphic to create a custom graphic. For example, the Basic Process layout appears with three shapes, but your process may require only two shapes, or it may require five shapes. As you add or remove shapes and edit your text, PowerPoint automatically updates the way the shapes are arranged and the amount of text each contains, maintaining the original design and border of your SmartArt graphic.

To add a shape to a SmartArt graphic, use one of the following methods:

- On the SmartArt Tools Design tab, in the Create Graphic group, click Add Shape; or
- on the SmartArt Tools Design tab, in the Create Graphic group, click the Add Shape arrow and choose Add Shape After, Add Shape Before, Add Shape Above or Add Shape Below; or
- right-click a shape, click Add Shape, and choose Add Shape After, Add Shape Before, Add Shape Above, or Add Shape Below.

To remove a shape from a SmartArt graphic, use one of the following methods:

- Click the shape and press DELETE; or
- Use CTRL+X or the Cut command to cut the shape from the SmartArt diagram.

Note that some SmartArt layouts allow you to delete the content of the graphic but do not allow the removal of the shape.

Changing the SmartArt Shape

You can change the shape of any SmartArt graphic by using one of the following methods:

- On the SmartArt Tools Format tab, in the Shapes group, click Change Shape and select the shape desired; or
- right-click a shape, click Change Shape, and then select the shape desired.

To reset a shape to what it was originally, right-click the shape and click Reset Shape.

Resizing SmartArt Shapes

You can change the entire SmartArt Graphic or the individual shapes that make up the graphic. Changing individual aspects of the SmartArt graphic may also change the other shapes in the graphic.

To resize the SmartArt graphic proportionally, select the Smart Art graphic and use the horizontal, vertical, and corner handles as you have used them for other objects.

You can also use the Format Shape pane or the Size group of the Format tab.

You can use the Larger and Smaller options, on the Format tab, in the Shapes group, to increase or decrease the size of selected objects in increments.

Arranging SmartArt Shapes

PowerPoint provides the same arrangement tools (Figure 5-36) for SmartArt graphics as you have used with shapes, pictures, and other objects. You can change the stacking order of individual shapes within a SmartArt graphic by moving them forward and backward, or by aligning and rotating them to achieve the desired effect.



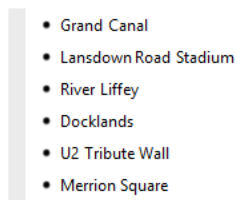
Figure 5-36: SmartArt Tools Format tab – Arrange group

Learn to use SmartArt

In this exercise, you will create and modify a cycle SmartArt graphic.

1. Open the **San Francisco Itinerary** button presentation from the *StarterFiles* folder and save it as: **My SmartArt** in the *MyProjects* folder.
2. Select slide **3** and create a new **Title Only** slide at the end of the presentation.
3. Type: **Dublin Tour Route** in the title placeholder and center the text.
4. On the Insert tab, in the Illustrations group, click **SmartArt**, click **Cycle**, and then select **Block Cycle**. Click **OK**.
5. In the top text placeholder, type: **Grand Canal**.
6. If necessary, on the left side of the SmartArt graphic, click the handle with the arrow to display the Text Pane. On the second bulleted line, type: **Lansdown Road Stadium**.
Notice the text appears on the SmartArt graphic in the next text placeholder.
7. Continue adding text for each of the remaining placeholders: **U2 Tribute Wall**, **Docklands**, and **River Liffey**.
8. On the SmartArt Tools Design tab, in the Create Graphic group, click **Add Shape**.
9. In the new shape placeholder, type: **Merrion Square**.
10. Resize the SmartArt graphic to fit below the title placeholder.

11. Click on a line in the Text pane and then, on the Design tab, in the Create Graphic group, click the **Move Up** or **Move Down** options as needed to reorder the SmartArt content as shown below:



12. Close the Text Pane.
13. On the SmartArt Tools Design tab, in the Layouts group, click **More** to display the options in the gallery and then point at each to see how each layout can affect the diagram.
14. Click **Basic Cycle** to change the diagram to this layout.
15. Save the presentation and keep it open for the next exercise.

Using SmartArt Styles

Objective 4.3.1, 4.3.3

If you think your SmartArt graphic looks uninteresting, you can apply a different SmartArt Style or color variation by using options on the Design tab of the SmartArt Tools ribbon.

A quick and easy way to add a professionally designed combination of effects to your SmartArt graphics is to apply SmartArt Styles. SmartArt Styles include shape fills, edges, shadows, line styles, gradients, and three-dimensional (3D) perspectives. You can apply SmartArt Styles to the entire graphic, or you can apply an individual Shape Style to one or more shapes in your SmartArt graphic.

You can also change a SmartArt graphic using the Change Colors feature (Figure 5-37). This provides a range of color options, each applying one or more colors to the shapes in your SmartArt graphic in different ways. When you point to a Change Color thumbnail, you can see how a SmartArt Style or color variation will affect your SmartArt graphic without actually applying it.

The colors PowerPoint offers depend on the theme you apply to the presentation.

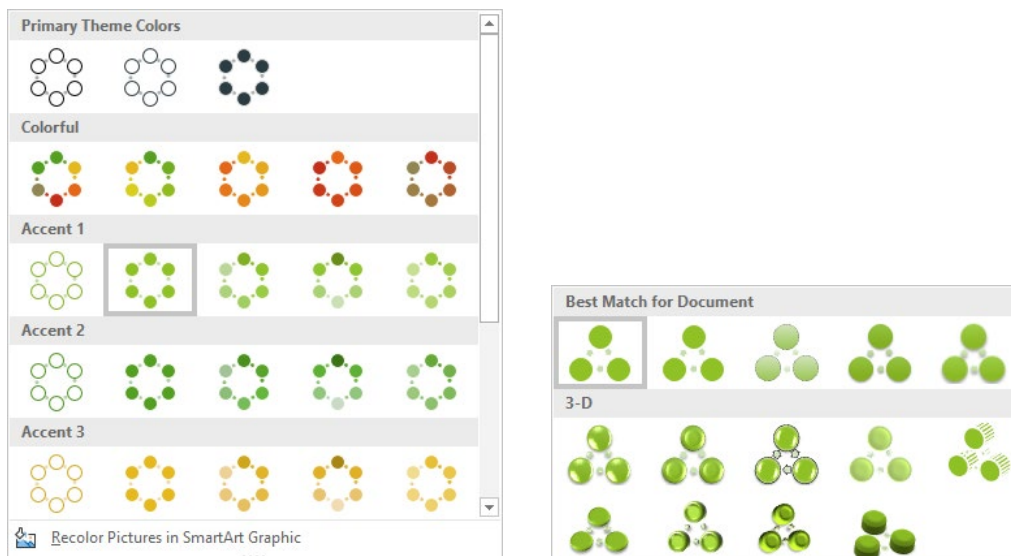


Figure 5-37: SmartArt Change Colors gallery and SmartArt Styles gallery

To change the colors of all the shapes in your SmartArt graphic, on the SmartArt Tools Design tab, in the SmartArt Styles group, click Change Colors; or right-click the SmartArt graphic and click Color on the SmartArt mini toolbar. The color display shows the different ways the colors are applied, such as from darkest to lightest.

To change the SmartArt Style, on the SmartArt Tools Design tab, in the SmartArt Styles group, click More to view all the styles and click a style to apply; or right-click the SmartArt graphic and click Style on the SmartArt mini toolbar. The number and types of styles vary based on the SmartArt diagram created.

Even after you customize your SmartArt graphic, you can change to a different layout and most of your customizations will remain in place. You can also click Reset Graphic, on the SmartArt Tools Design tab, in the Reset group, to remove all your formatting changes and start over.

Changing the Orientation

Sometimes, when you create a SmartArt graphic, you may want to rotate the entire object. PowerPoint enables you to rotate a SmartArt graphic easily using one of the following methods:

- On the Home tab, in the Drawing group, click Shape Effects, click 3-D Rotation, and then either click a rotation or click 3-D Rotation Options; or
- on the SmartArt Tools Format tab, in the Shape Styles group, click Shape Effects, click 3-D Rotation, and then either click a rotation or click 3-D Rotation Options (Figure 5-38).

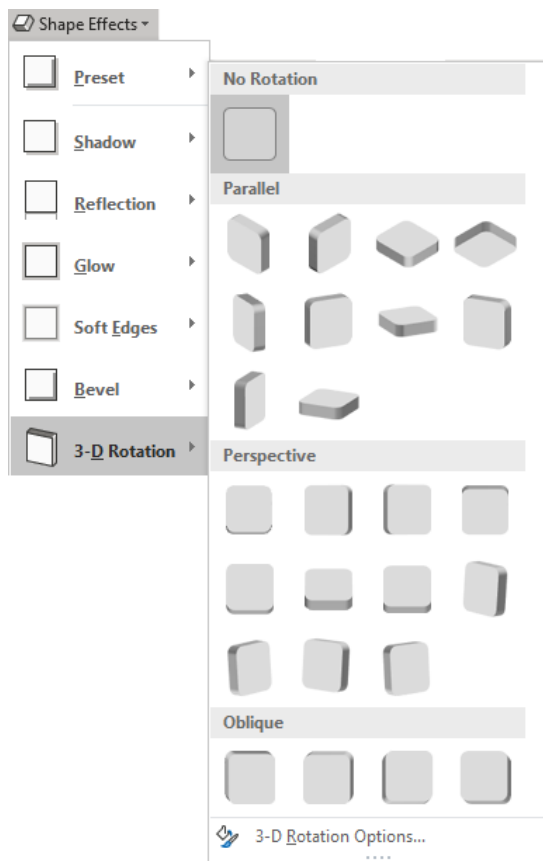


Figure 5-38 SmartArt Shape Effects – 3-D Rotation gallery

When you click 3-D Rotation Options, you can customize the rotation of the SmartArt graphic in the Format Shape pane (Figure 5-39).

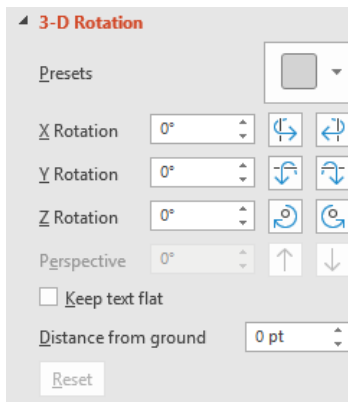


Figure 5-39: SmartArt Format Shape pane – 3-D Rotation Options

Presets provide a number of predefined rotation types. The X, Y, and Z axes define the orientation (rotation) and position of the camera (view) that displays the shapes. X is the horizontal axis, Y is the vertical axis, and Z is the third dimension of depth. Values for these axes are additive; that is, the camera is first rotated by the X value, then by the Y value, and finally by the Z value. Select *Keep text flat* to ensure that the text stays flat and readable if you rotate the shape.

Converting SmartArt to Text or Shapes

Just as you can convert text to SmartArt, you can convert SmartArt back into text or individual shapes. If you convert it to shapes, you can achieve a design not available in the SmartArt graphic by adjusting the individual shapes or removing them from the slide without affecting the layout of the remaining shapes.

To convert a SmartArt graphic to shapes, select the graphic and, on the SmartArt Tools Design tab, in the Reset group, click Convert and click Convert to Shapes.

To convert a SmartArt graphic to text, select the graphic and, on the SmartArt Tools Design tab, in the Reset group, click Convert and click Convert to Text.

Learn to format SmartArt

In this exercise, you will format SmartArt.

1. Ensure that the My SmartArt presentation from the previous exercise is still open, then select the SmartArt graphic on slide **4**.
2. On the SmartArt Tools Design tab, click **Change Colors** and then click **Colorful Range – Accent Colors 4 to 5**.
3. In the SmartArt Styles group, click the **Subtle Effect** style.
4. On the SmartArt Tools Design tab, in the Layouts group, click **More** and then click **More Layouts**. Click **Picture**, then click the **Vertical Picture Accent List** layout and click **OK**.
5. Click the picture icon beside the first list item to open the Insert Pictures dialog box.
6. Click the **From a File** option. Navigate to the *ResourceFiles* folder, select the **checkmark.png** file, and click **Insert**.

7. Right-click the inserted image and click **Copy**. Press and hold **CTRL** and click to select the remaining picture graphics. Click the circle for each placeholder, not the picture icon. Then paste the copied checkmark image.
8. Insert a new **Title and Content** slide.
9. Type: **Future Tours** in the title placeholder and center it.
10. Type the following bullet points in the text placeholder:
 - **Rocky Mountain Off-road Tour**
 - **Amsterdam City Tour**
 - **Provence Farm Tour**
 - **Pacific Coast Tour**
11. On the Home tab, in the Paragraph group, click **Convert to SmartArt** then click **More SmartArt Graphics**, click **List** and select **Vertical Block List** and click **OK**.
12. Click the **Pacific Coast Tour** shape to select it. On the SmartArt Tools Format tab, in the Shape Styles group, click **Shape Fill** and then click **Green, Accent 6, Darker 25%**.
13. Click the **Provence Farm Tour** shape to select it. On the Format tab, in the Shapes Styles group, click **Shape Fill** and then click **Orange, Accent 2, Darker 25%**.
14. Click the **Amsterdam City Tour** shape and then press **DELETE** to remove it.
15. Save, and then close the presentation.

Working with 3D Models

Working with 3D (or three dimensional) models is very similar to working with images; except that while you can rotate a 2D image only on its horizontal and vertical (X and Y) axes, you can rotate a 3D model on its depth (Z) axis as well. That is, you can rotate 3D models up to 360 degrees on all three axes to view all the different angles within the model perimeter.

3D models are created using specialized software, such as Paint 3D and TinkerCAD. To create your own 3D models, obtain the free Paint 3D app from the Microsoft store. You can also download free 3D models from online sources.

Common file formats for 3D models include:

- Filmbox Format (*.fbx)
- Object Format (*.obj)
- 3D Manufacturing Format (*.3mf)
- Polygon Format (*.ply)
- Stereolithography Format (*.stl)
- Binary GL Transmission Format (*.glb)

Office 365 subscribers can insert, modify, and view 3D models in Word, Excel, PowerPoint, and Outlook. In PowerPoint, you can insert 3D models into a slide from files stored on your local system or from an online source. You can also animate 3D models in PowerPoint using animations created just for 3D models.

As with online pictures, when you use a model that you have not created yourself, make sure you are not infringing on someone else's copyright.

Inserting 3D Models

Objective 4.4.1

You can insert a 3D model from a file stored locally, or from an online source.

To insert your own 3D model into your presentation, on the Insert tab, in the Illustrations group, click the 3D Models arrow, then click From a File to open the Insert 3D Model dialog box (Figure 5-40).

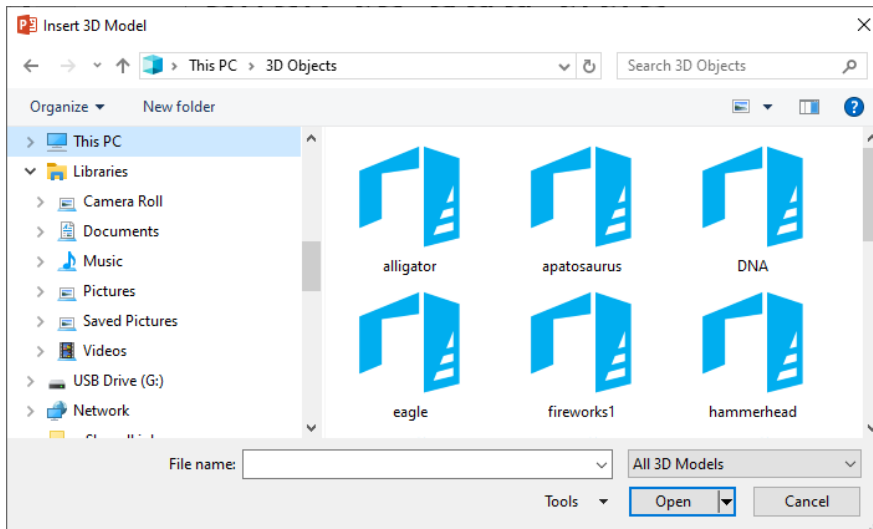


Figure 5-40: Insert 3D Model dialog box

Navigate to and double-click the model you want to insert.

To insert a 3D model from an online source, on the Insert tab, in the Illustrations group, click the 3D Models arrow, then click From Online Sources to open the Online 3D Models search tool (Figure 5-41).

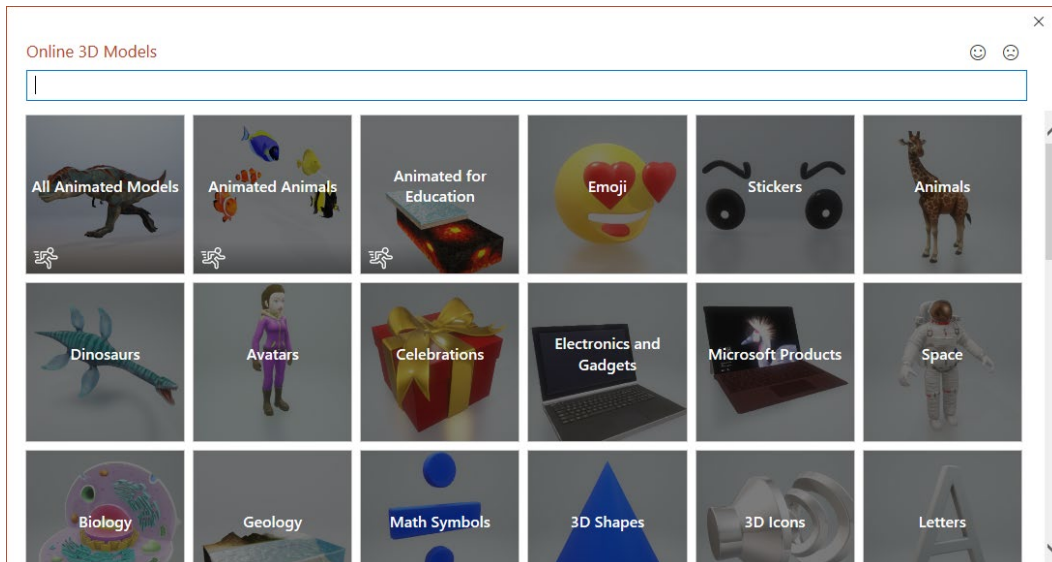


Figure 5-41: Insert 3D Model From Online Sources search tool

Click a category, such as Dinosaurs, Space, or Vintage Cartoon, or enter search criteria in the search field and press ENTER.

To insert an image, click the image, and then click Insert.

Modifying 3D Models

Objective 4.4.2

When you insert (or select) a 3D model, PowerPoint displays the 3D Model Tools contextual ribbon, which includes the Format tab (Figure 5-42) with options for customizing how the model displays on the slide.

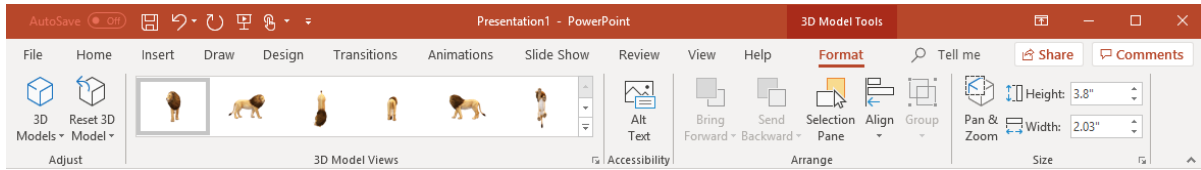


Figure 5-42: 3D Model Tools Format tab

Changing the View

The 3D Model Views gallery (Figure 5-43) provides a collection of preset views that you can use for the model.

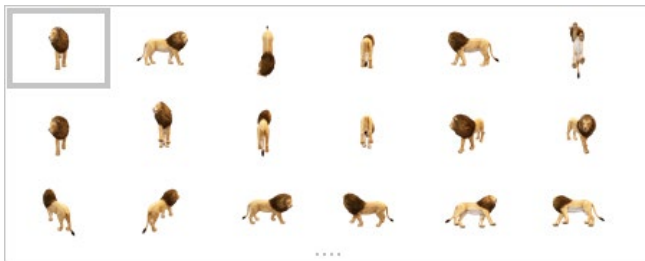


Figure 5-43: 3D Model Views gallery

Click a view in the gallery to apply it to the model.

Changing the Model Rotation and Camera Position

When you select a 3D model on a slide, the model appears within a frame and it includes a 3D (rotation) control at its center. The frame marks the boundaries of the space on the slide occupied by the model. Standard sizing handles appear around the frame, and the standard rotation handle appears at the top (Figure 5-44).

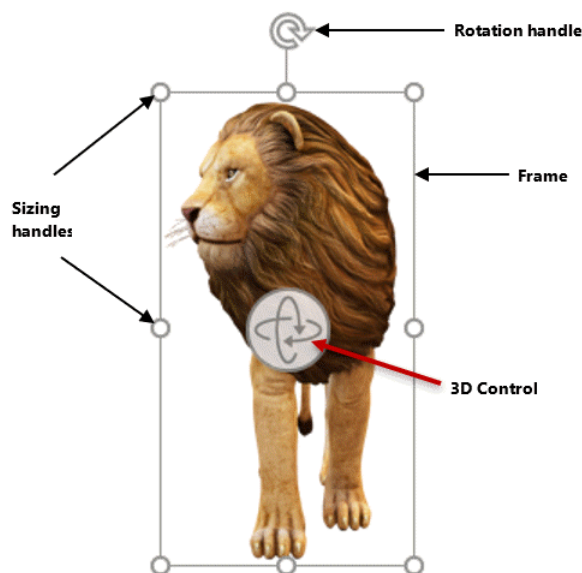


Figure 5-44: 3D Model Rotation controls

Click, hold, and drag the 3D control with your mouse to rotate or tilt the 3D model in any direction.

You can also use the standard rotation handle to rotate the model clockwise or counter-clockwise.

Additionally, you can click the Format 3D Model dialog box launcher in the 3D Model Views group to open the Format 3D Model task pane.

The 3D Model tab of the task pane (Figure 5-45) contains settings that allow you to fine-tune the camera position and model rotation.

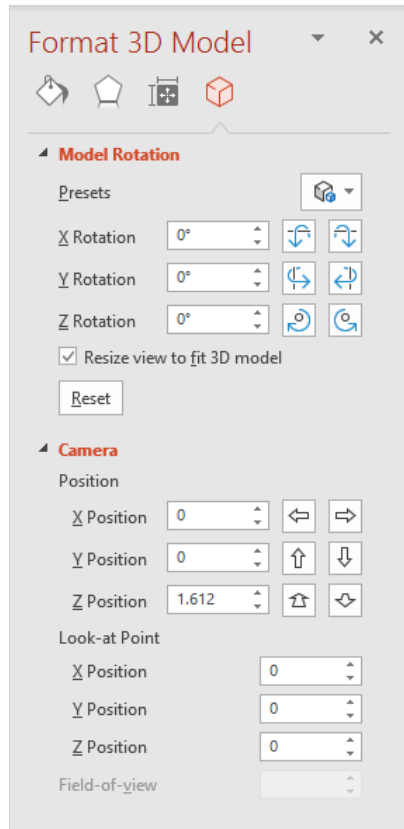


Figure 5-45: Format 3D Model task pane

The model rotation settings allow you to view the model from different angles (just as you can using the 3D control). The camera position settings adjust the position of the model within the frame.

Learn to insert 3D models

In this exercise, you will insert and modify a 3D model.

1. Open the **WC Hiking Tours 3D Poster** presentation from the *StarterFiles* folder and save it as: **My 3D Poster** in the *MyProjects* folder.
2. Click the **Insert** tab, then in the Illustrations group, click the **3D Models** arrow, then click **From a File**.

The Insert 3D Model dialog box appears.

3. Navigate to the *ResourceFiles* folder, then double-click **eagle.glb**.

A 3D model of an eagle is inserted into the slide.

4. Click the **3D Model Tools Format** tab to display tools you can use with 3D models.
5. In the 3D Model Views group, click **Top**.
The model rotates to show the top view.
6. In the 3D Model Views group, click **Back**.
The model rotates to show the back view.
7. In the 3D Model Views group, click **Above Back Left**.
The model rotates again.
8. Click, hold, and drag the **3D control** to change the rotation of the model.
Notice that you can view the model from any angle.
9. In the 3D Model Tools Format tab, in the Size group, change the Height to **3.6"** (9.2 cm).
10. In the 3D Model Tools Format tab, in the 3D Model Views group, click the **Format 3D Model** dialog box launcher to open the Format 3D Model task pane.
11. Click the **3D Model** tab, if necessary.
12. Expand the **Camera** settings, then change the X position to **1**.
Notice that your lateral view of the model changes.
13. In the Camera settings, change the Y position to **1**.
Notice that your vertical view of the model changes.
14. In the Camera settings, click the increment buttons several times to change the Z position either up or down.
Notice that the model seems to move closer or farther away, depending on which button you click.
15. Save the presentation and keep it open for the next exercise.

Configuring Size and Properties

There are several methods you can use to resize the model. You can drag the sizing handles in or out to make the model smaller or larger, or use the Height and Width text boxes in the Size group in the 3D Model Tools ribbon.

You can also use the Size & Properties tab of the Format 3D Model task pane (Figure 5-46) to adjust the height, width, and rotation of the model, and to adjust its horizontal and vertical position on the slide relative to either the top left corner, or the center of the slide.

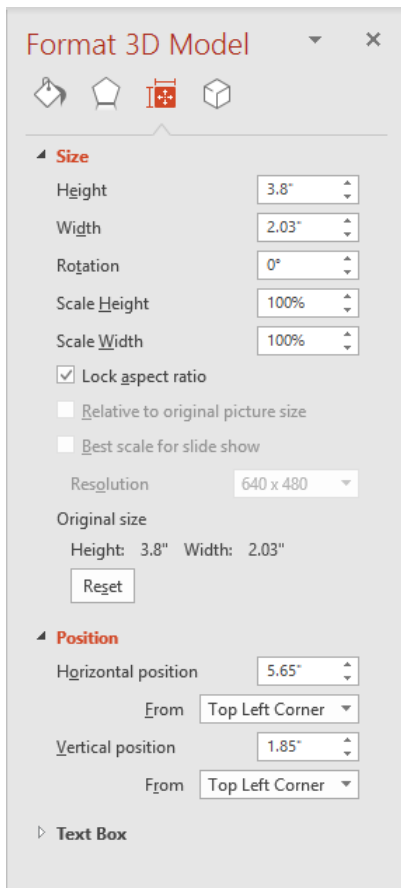


Figure 5-46: Format 3D Model task pane – Size & Properties tab

Applying Effects

You can use the Effects tab (Figure 5-47) of the Format 3D Model task pane to add shadows, reflections, and glows to a 3D model. You can also soften (or blur) the edges and add 3-D formats such as beveling and contour. You can also use this tab of the task pane to adjust the rotation for the X, Y, and Z axes.

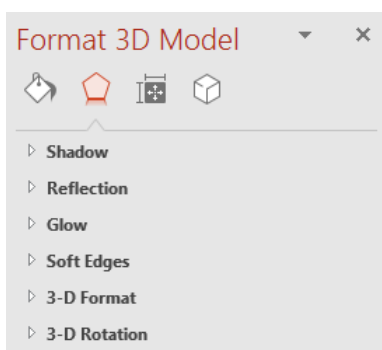


Figure 5-47: Format 3D Model task pane – Effects tab

You can use the Fill & Line tab (Figure 5-48) of the task pane to add background (fill) color and to adjust the thickness and color of the model frame.

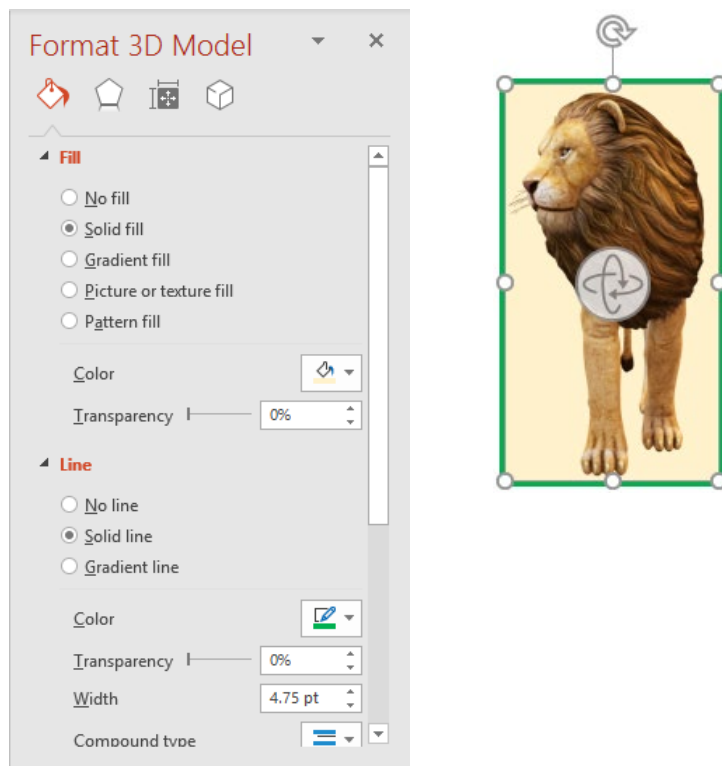


Figure 5-48: Format 3D Model task pane – Fill & Line tab

Using Pan and Zoom

The Pan & Zoom tool in the Ribbon provides two kinds of functionality; you can use it to zoom in to feature a specific portion of the model, and you can use it to adjust the position of the model within its frame.

To use the Pan & Zoom tool, select the 3D model, then click Pan & Zoom in the Size group of the 3D Model Tools Format tab. The Pan & Zoom tool (Figure 5-49) appears on the right side of the frame.

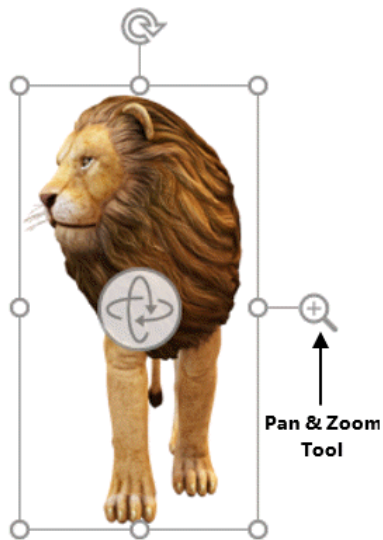


Figure 5-49: 3D Model Pan & Zoom tool

The Pan & Zoom tool remains visible while the model is in Pan and Zoom mode (Figure 5-50).

Click the tool to display the zoom arrows, and then drag up or down to zoom in or zoom out. Portions of the model that cross the frame boundary will no longer be visible on the slide.

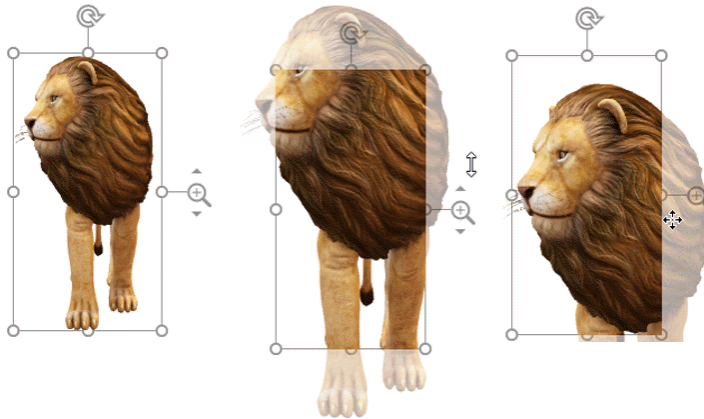


Figure 5-50: 3D model in Pan and Zoom mode

While the model is in Pan and Zoom mode, you can click and drag it within the frame to reposition it.

Resetting a 3D Model

To remove changes from a 3D model, on the 3D Model Tools Format tab, in the Adjust group, click Reset 3D Model, then click either Reset 3D Model or Reset 3D Model and Size.

Learn to modify 3D models

In this exercise, you will modify a 3D model.

1. Ensure that the My 3D Poster presentation from the previous exercise is still open, then in the Format 3D Model task pane, click the **Fill & Line** tab.
2. Expand the **Fill** settings, if necessary, and select **Solid fill**.
3. Display the **Color** menu, then in the color palette, in the Standard Colors section, click **Light Blue**.
4. Drag the Transparency slider to **75%**.
5. In the Format 3D Model task pane, click the **Effects** tab.
6. Expand the **3-D Rotation** settings, display the Presets menu, then in the Perspective section, select **Perspective: Left**.
7. Close the Format 3D Model task pane.
8. In the 3D Model Tools Format tab, in the Adjust group, click the **Reset 3D Model** arrow, then click **Reset 3D Model and Size**.
9. With the 3D model still selected, in the 3D Model Tools Format tab, in the Size group, click **Pan & Zoom** to put the model into Pan and Zoom mode.
10. Click the Pan & Zoom tool to display the zoom arrows and drag up until the tips of the eagle's wings extend beyond the boundaries of the 3D model frame, then release the tool.

11. With the model still in Pan and Zoom mode, drag the eagle into the center of the frame, if necessary, then deselect the model to see the effect.

Notice that parts of the model are no longer visible.

12. Reset the model and size once more.
13. Save and close the presentation.

Lesson Summary

Now that you have completed this lesson, you should be able to:

- ☒ Insert shapes.
- ☒ Format shapes.
- ☒ Edit shapes.
- ☒ Arrange shapes.
- ☒ Create custom shapes.
- ☒ Insert images.
- ☒ Adjust pictures.
- ☒ Apply styles and effects to pictures.
- ☒ Arrange pictures.
- ☒ Resize and crop pictures.
- ☒ Insert hyperlinks.
- ☒ Insert action buttons.
- ☒ Work with SmartArt.
- ☒ Modify SmartArt.
- ☒ Use SmartArt styles.
- ☒ Insert 3D Models.
- ☒ Modify 3D Models.

Key Terms

Term	Definition
Action Button	An object you can click on a slide to navigate to another slide, open a web page, or open another presentation or file.
Crop	To remove a portion of a picture.
Eyedropper tool	A feature you can use to capture the color from an object displayed on your screen and automatically apply that color to the currently selected object.
Graphic	A picture, image, or shape which can be inserted into a presentation.
Handles	Small circles that display around the perimeter of a selected object; when an object displays handles, you can use the handles to resize the object.
Hyperlink	A feature that allows you to jump from one area to another, for example, from one slide to another slide, or from a slide to a web page.
Order	Refers to the layering of elements on top of one another on a slide.
Photo Album	A presentation you can create to display your photographs.
Shapes	Objects such as boxes, lines and arrows that you can draw on a slide using tools in the Shapes gallery.

Quiz Questions

For each question, select the best answer.

1. Which sequence of steps will allow you to capture an area of your screen as an image and insert it into a slide?
 - a. On the Draw tab, in the Capture group, click Screenshot.
 - b. On the Insert tab, in the Illustrations group, click Capture.
 - c. On the Insert tab, in the Images group, click the Screenshot arrow, then click one of the thumbnails in the Available Windows gallery.
 - d. On the Insert tab, in the Images group, click the Screenshot arrow, then at the bottom of the Available Windows gallery, click Screen Clipping.
2. Which key should you use in order to draw a proportional shape, such as a perfect circle or square?
 - a. SHIFT
 - b. CTRL
 - c. ALT
 - d. TAB
3. Which of the following statements about adding text to shapes is NOT true?
 - a. You can add text to a shape simply by typing the text after creating the shape.
 - b. The text you add to a shape becomes part of the shape.
 - c. You add text to a shape by selecting the shape and then typing.
 - d. The text you add to a shape does not rotate or flip with the shape.
4. Which tab in the Format Shape task pane would you use to resize a shape?
 - a. Fill & Size
 - b. Size & Properties
 - c. Line & Size
 - d. Size & Effects
5. The _____, which appear when an object is centered or evenly spaced between other objects, are extremely helpful for aligning and spacing objects consistently.
 - a. Smart Guides
 - b. Gridlines
 - c. Rulers
 - d. Snap objects

6. Which option is used to change a shape from an oval to a rectangle without removing the oval and inserting a rectangle?
 - a. Shape Outline
 - b. The adjustment handle
 - c. Change Shape
 - d. Shape Effects
7. Which tab is used to change the fill, add a style, and change the thickness or color of the lines that define the shape?
 - a. The Shape Styles Format tab
 - b. The Drawing Tools Format tab
 - c. The Shape Styles Design tab
 - d. The Drawing Tools Design tab
8. When you click Arrange on the Home tab, in the Drawing group, which section of the menu contains options for changing the stacking order of objects, such as shapes?
 - a. Position Objects
 - b. Order Objects
 - c. Group Objects
 - d. Align Objects
9. Which tool samples (or copies) a color in an object and allows you to apply the sampled color setting to another object?
 - a. The Gradient Tool
 - b. The Animation Painter
 - c. The Format Painter
 - d. The Eyedropper Tool
10. Which method is used to trim an image to fill a specific shape, such as a heart?
 - a. Picture Layout
 - b. Crop to Fit
 - c. Picture Styles
 - d. Crop to Shape
11. Which option allows you to change the brightness or contrast of a picture?
 - a. Corrections
 - b. Color
 - c. Artistic Effects
 - d. Remove Background

12. To create a link to a web page, select the text or object you want to use as a hyperlink, and then on the _____ tab, click Link.
- Animations
 - Home
 - Transitions
 - Insert
13. Within the _____ pane, you can type a label for each SmartArt shape, change the font style, add a shape, and promote or demote SmartArt shapes.
- Format Shape
 - Text
 - Selection
 - Clipboard
14. Which method is used to create a SmartArt graphic from an existing list?
- On the Home tab, in the Paragraph group, click Convert to SmartArt Graphic.
 - On the SmartArt Tools Design tab, in the Reset group, click Convert to Shapes.
 - On the Insert tab, in the Illustrations group, click SmartArt.
 - On the SmartArt Tools Format tab, in the Shapes group, click Change Shape.
15. The _____ feature provides a range of color options to quickly apply one or more colors to the shapes in your SmartArt graphic.
- Change Colors
 - Reset Graphic
 - Shape Colors
 - Artistic Effects
16. From which sources can you insert 3D models?
- From a locally stored file or from an online library
 - Only from your own files
 - Only from an online library
 - From a Clip Art library
17. The _____ tool enables you to change the size and position of the model within its frame.
- Pan & Zoom
 - Selection Pane
 - Align
 - 3D Model Views gallery

18. In which group on the Drawing Tools Format tab will you find commands for aligning objects?
- The Arrange group
 - The Size group
 - The Order group
 - The Alignment group
19. Why will you be unable to align three grouped shapes relative to one another while they are grouped?
- Because shapes can be aligned only in relation to the corners of a slide
 - Because you cannot align shapes relative to one another, regardless of whether they are grouped
 - Because grouped objects behave as one shape by default
 - You can align grouped shapes relative to one another even while they are grouped
20. Which of the following slide layouts does not include a SmartArt graphic placeholder?
- Title and Content
 - Two Content
 - Comparison
 - Title Only
21. Which method can you use to add text to a shape?
- You can use either of these methods to add text to a shape.
 - Select the shape and start typing the desired text.
 - Right-click the shape and click Edit Text.
 - You cannot add text to a shape.
22. In which view(s) do action buttons work?
- In Slide Show view
 - In Slide Master or Notes Master view
 - In Outline view
 - In Normal view

Microsoft® PowerPoint

Associate Certification Guide

Lesson 6: Enhancing Presentations

Lesson Objectives

In this lesson, you will work with audio and video files, and use animation. Upon successful completion of this lesson, you should be able to:

- ☐ Insert audio and video.
- ☐ Configure media playback options.
- ☐ Set media timing options.
- ☐ Compress and optimize media.
- ☐ Insert slide transitions.
- ☐ Set transition effect options.
- ☐ Change the duration of a transition.
- ☐ Manage multiple transitions.
- ☐ Use animations.
- ☐ Apply animations to objects.
- ☐ Apply animations to text.
- ☐ Apply motion path animations.
- ☐ Use the animation pane.
- ☐ Change animation settings and options.
- ☐ Set animation triggers.
- ☐ Change animation timing.
- ☐ Use the Animation Painter.
- ☐ Change the order of animations.
- ☐ Remove animations.
- ☐ Animate 3D models.
- ☐ Draw using digital ink.

Audio and Video Media

You can enhance a slide by adding a video or sound clip. Inserting a video clip (also called a movie clip or movie file) or adding sound to a slide can add interest to your presentation. However, relying too heavily on multimedia effects to carry your presentation can backfire. Too much sound and motion during a presentation can be confusing to your audience. Used thoughtfully, however, video and sound effects can quickly catch your viewers' attention.

Inserting Audio

Objective 4.5.1, 4.5.3

Audio effects, such as music and voice recordings, can add another level of professionalism to your slide presentations. Music is an effective way to introduce or end a presentation and it gives your audience something to listen to as they enter and leave the presentation room. You can play a movie theme song as background music for several slides or play a voice recording of advertising slogans, for example.

PowerPoint supports the following audio file formats—ADTS, AIFF, AU, FLAC, MID or MIDI, MP3, MP4, M4A, WAV, and WMA. For the best playback experience, Microsoft recommends using M4A files encoded with AAC audio.

Audio media can be inserted from a file stored on your computer or you can create your own audio clip from within PowerPoint.

To insert a sound from a file stored on your computer, on the Insert tab, in the Media group, click Audio and then click Audio on My PC.

You can then navigate to the location of the audio file and click the file to insert it. Alternatively, you can click Insert arrow within the Insert Audio dialog box (Figure 6-1) to display the option to link to the file.

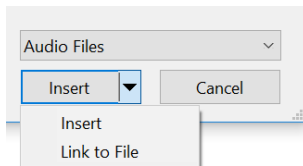


Figure 6-1: Insert Audio options

To prevent possible problems with links, it is a good idea to copy the audio files into the same folder as your presentation before you add the audio to your presentation.

If your computer has speakers, a sound card and a microphone, you can also create your own audio clip, such as presentation narration, by selecting the Record Audio option, which opens the Record Sound dialog box (Figure 6-2).

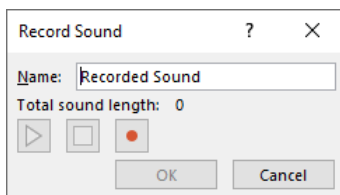


Figure 6-2: Record Sound dialog box

When you are done recording, you can resize the audio object and apply the Audio Tools options as needed.

To save the recording as a separate audio file, right-click the audio icon, click *Save Media as*, specify a name for the audio file, and click Save.

Once you have inserted a sound file on a slide, the Audio Tools contextual ribbon appears (Figure 6-3).

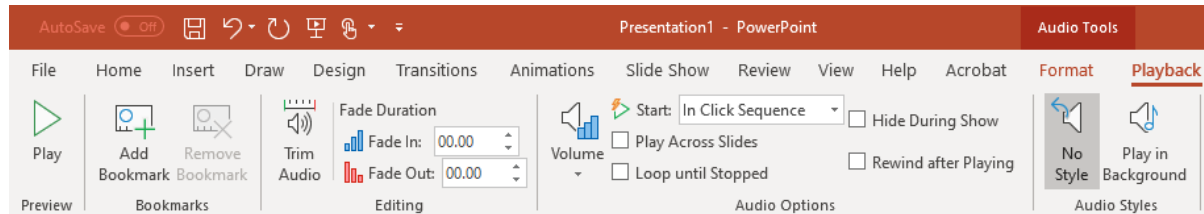


Figure 6-3: Audio Tools Playback tab

The Format tab allows you to adjust the icon inserted with the audio clip.

The Playback tab allows you to adjust the audio clip itself; for example, you can adjust the volume, cause the clip to fade in or fade out, or trim the beginning or ending of the clip to focus on a particular part.

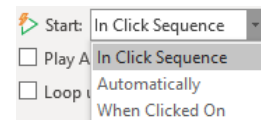
When you insert a sound, a small sound icon (Figure 6-4) appears on the slide. When you point at it or click it, the play options bar appears on the slide.



Figure 6-4: Sound icon with play options bar

To hide audio, select the Hide During Show option in the Audio Options group on the Audio Tools Playback tab. The audio icon remains visible in PowerPoint, but is hidden during your presentation. When this option is selected, you cannot manually start the audio clip during your presentation. To play the audio, change the Start option to *Automatically* or create a triggered animation. You will learn more about animations and triggers later in this lesson.

In the Audio Options group on the Playback tab, you can choose to play the audio automatically when the slide containing the audio appears (using Start: Automatically), play it when it is reached in the click sequence (using Start: In Click Sequence), or when the presenter/viewer clicks the mouse (using Start: When Clicked On).



To play the audio continuously until stopped, select the Loop until Stopped check box. If you would like the audio to play once, stop, and return to the beginning, select the Rewind after Playing check box.

Audio Options may be used in combination, such as combining Play Across Slides and Loop until Stopped to play the audio clip continuously while you advance through the slides in your presentation.

To play the audio clip in the background during your presentation, select the Play in Background option on the Audio Tools Playback tab.

You can adjust the volume of the audio clip using the Volume option (Low, Medium, High, Mute), on the Audio Tools Playback tab, in the Audio Options group.

Trimming Audio Clips

You can change the length of an audio clip or play only specific parts of the clip using the Trim Audio option.

To trim an audio clip, on the Audio Tools Playback tab, in the Editing group, select Trim Audio to open the Trim Audio dialog box (Figure 6-5).

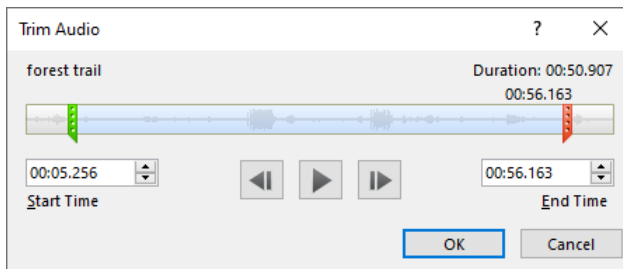


Figure 6-5: Trim Audio dialog box

In the dialog box, drag the green start marker or enter a specific time in the Start Time box, and then drag the red end marker or enter a specific time in the End Time box.

You can also set your clip to Fade In and Fade Out by specifying those options in the Editing group on the Audio Tools Playback tab.

Learn to work with audio files

In this exercise, you will insert and trim an audio clip.

1. Open the **Hiking Tours Marketing** presentation located in the *StarterFiles* folder and save it as: **My Hiking Tours Marketing** in the *MyProjects* folder.
2. Click slide **4**. Click the **Insert** tab, in the Media group, click the **Audio** arrow and click **Audio on my PC**. Navigate to the *ResourceFiles* folder, click the **forest trail** file and click **Insert**.
PowerPoint inserts an audio object.
3. Click **Play** on the object to listen to the clip.
4. On the Audio Tools Playback tab, in the Audio Options group, click **Loop until Stopped** to have the audio play continuously.
5. In the Audio Options group, click the **Start** arrow and select **Automatically**.
6. Click **Volume** and then, if necessary, click **High**.
7. On the Playback tab, click **Trim Audio** to trim the audio clip length.
8. Change the Start Time to **00:20.000** either by dragging the green handle or typing the Start Time.
9. Change the End Time to **00:45.000** either by dragging the red handle or typing the End Time, then click **OK**.
10. Reposition the audio object icon so that it appears in the bottom right corner of the screen. Resize the icon to minimize its visibility.
11. Press **SHIFT+F5** to start a slide show at the current slide. The audio clip begins automatically and loops continuously until paused or until the next slide is displayed. Press **ESC** to return to PowerPoint.
12. Save the presentation and keep it open for the next exercise.

Inserting Video

Objective 4.5.1, 4.5.3

You can insert one or more video clips into any slide. You might want to play a video quote from your product manager, for example, or run a short documentary movie for a fundraising event. You can even choose to insert a demonstration video, recorded from within PowerPoint.

A typical movie clip can include a speaker talking; this can be useful if, for example, you would like to include a comment from an executive who cannot attend your presentation. You can also use a movie to perform demonstrations, as you might for training purposes, or you can create a video for product tutorials and educational materials.

PowerPoint supports the following file formats: ASF, AVI, MK3D, MKV, MP4, MPG or MPEG, MPEG-2 TS, WMV, SWF (Flash), and MOV with H. 264. For the best video playback experience, Microsoft recommends that you use MP4 files encoded with H.264 video.

Video media can be inserted from a screen recording, a file on your computer, from the web using a search tool, or from online sources, such as OneDrive or YouTube.

To insert a movie from a file, on the Insert tab, in the Media group, click Video. Locate the video file and click Insert. You can choose to insert an online video or a video stored on your PC (Figure 6-6).

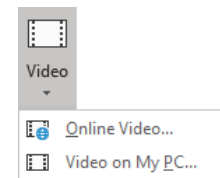


Figure 6-6: Insert Video options

When inserting videos stored on your computer, you have the option to embed the video directly into your presentation or to insert a link to a video file. To prevent possible problems with links, it is a good idea to copy the videos into the same folder as your presentation before you add them to your presentation.

The online video search tool (Figure 6-7) gives you the option to insert and play a streaming video from YouTube, or to embed a YouTube video using the From a Video Embed Code option.

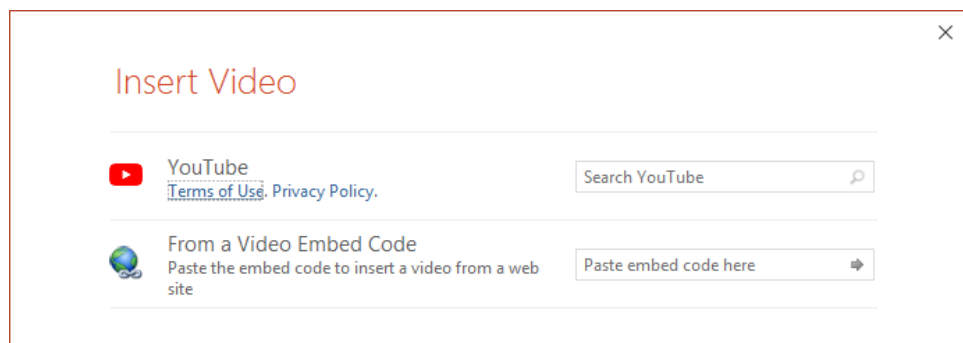


Figure 6-7: Inserting online video

Note: If you are signed in to cloud storage locations, such as SharePoint, those will appear as available locations in the Insert Video screen.

When you have inserted a video on the slide, the Video Tools contextual ribbon appears. The Format tab (Figure 6-8) allows you to adjust the frame in which the video clip plays, adjust the brightness and contrast, change colors, and choose video styles, shapes, borders and effects. You can also change its stacking order, alignment, size, grouping, and rotation, as you can with other objects.

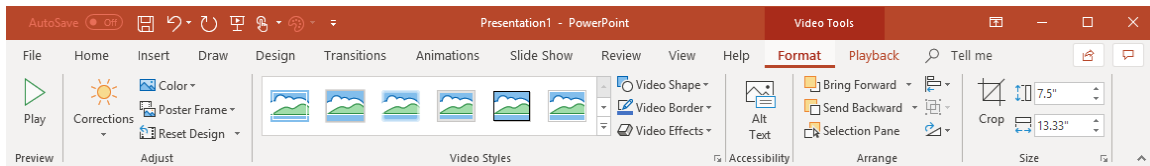


Figure 6-8: Video Tools Format tab

The Playback tab (Figure 6-9) allows you to modify the video clip itself.

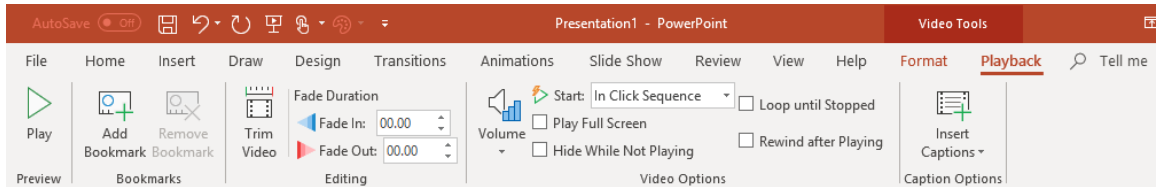


Figure 6-9: Video Tools Playback tab

You can adjust the volume, have the clip fade in or out, or trim the start or end of the clip to focus on a particular part. The method used to trim video clips (Figure 6-10) is the same as it is for audio clips.

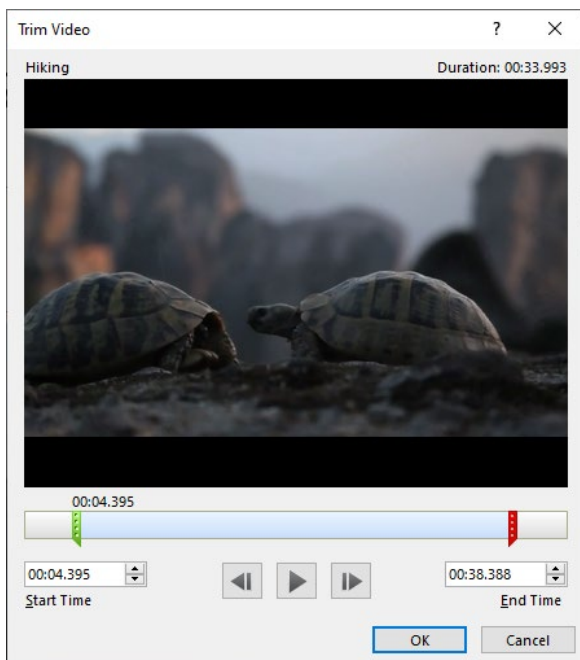


Figure 6-10: Trim Video dialog box

You can add a bookmark to jump to a specific point in the video by using the option on the Video Tools Playback tab, in the Bookmarks group. The bookmark option is available only for videos inserted from your PC.

In the Playback tab, in the Video Options group, you can specify to play a video automatically when the slide containing the video appears (using Start: Automatically), play it when it is reached in the click sequence (using Start: In Click Sequence) or when the presenter/viewer clicks the mouse (using Start: When Clicked On). To play the video continuously until stopped, select the Loop until Stopped check box. If you would like the video to play once, stop and return to the beginning, select the Rewind after Playing check box.

To play the video in full screen mode, on the Video Tools, Playback tab, in the Video Options group, select Play Full Screen.

During your presentation, you can choose to hide your video when it is not playing by selecting the Hide While Not Playing check box. The video remains visible in PowerPoint, but is hidden during your presentation. When this option is selected, you cannot manually start the video during your presentation. To play the video, set the Start option to Automatically, or create a triggered animation. You will learn more about animations and triggers later in this lesson.

To preview the video, on the Video Tools Playback tab, in the Preview group, select Play.

To add text to a video, select the video, draw a text box, and enter the text you would like.

You can adjust the size of the frame by dragging a corner sizing handle to increase or decrease the size, or you can specify the height and width. You can make these adjustments by clicking the Size and Position dialog box launcher in the Size group on the Video Tools Format tab.

To prevent choppy playback, on the Format Video task pane, under Size, select the *Best scale for slide show* check box.

By default, the video control buttons, such as Play and Volume, appear during the slide show. If you set up an animation or trigger to start your video, you may wish to hide the control buttons. To hide the control buttons during your presentation, on the Slide Show tab, in the Set Up group, deselect the Show Media Controls check box.

Learn to insert video

In this exercise, you will insert and trim a video clip.

1. Ensure that the My Hiking Tours Marketing presentation from the previous exercise is still open, then click slide **2** (list of hiking tours). Click the **Insert** tab, in the Media group, click **Video** and then click **Video on My PC**.
2. Navigate to the *ResourceFiles* folder, click the **Hiking** file and click **Insert**.
3. Resize and reposition the video frame until it is centered on the right side of the slide
4. On the Video Tools Format tab, in the Video Styles group, click **Center Shadow Rectangle**.
5. Click the Video Tools **Playback** tab and, in the Editing group, click **Trim Video** to trim the video clip length.
6. Change the End Time to **00:16.048** either by dragging the red handle or typing the End Time, then click **OK**.
7. On the Video Tools Playback tab, in the Video Options group, select the **Rewind after Playing** check box.
8. Click **Volume** and then click **Mute**.
9. In the Video Options group, select **Start: When Clicked On**, if necessary.
10. Press **SHIFT+F5** to start a slide show at the current slide. The video does not begin until clicked.
11. Click the video to start it. After viewing the video, press **ESC** to return to PowerPoint.
12. Save the presentation and keep it open for the next exercise.

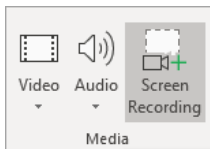
Inserting a Screen Recording

Objective 4.5.2

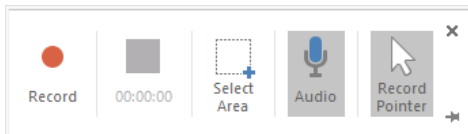
Screen Recordings capture a video clip of your onscreen movements and insert the video directly into your presentation. You can use Screen Recording to create video demonstrations or tutorials from within any open program, including PowerPoint.

To create a Screen Recording, use the following steps:

1. Open the desired program, then in your presentation, select the slide where you want the video to appear.
2. On the Insert tab, in the Media group, click Screen Recording.



The PowerPoint window is automatically minimized and the Screen Recording toolbar appears.



3. Select the recording area and options desired.

Record/Pause – Click Record to begin recording. A three second countdown alert is displayed. Changes to a Pause button when recording.

Stop – Click Stop to stop recording. During recording, the duration of the video is displayed.

Select Area – Click Select Area to activate the crosshair which you click and drag to select the area of the screen you want to record. You can click the desired program taskbar button to activate the program.

Audio – Records narration using your audio device. This option is activated by default. Deselect the option to turn it off.

Record Pointer – Captures the mouse pointer movements. This option is activated by default. Deselect the option to turn it off.

4. Click Record. During the recording process, the toolbar is hidden from view.
5. To Pause or Stop recording, you can display the toolbar by hovering the mouse pointer at the top of the screen or pressing WINDOWS+SHIFT+Q.

When you are finished recording, you can resize the video object and apply the Video Tools options as needed.

To save the screen recording as a separate MP4 video file, right-click the video, and click Save Media as.

Compressing and Optimizing Media

Audio and video can greatly increase the size of a presentation file. Large file sizes may cause issues when you attempt to share your presentation with others, such as through email or over the Internet. To reduce file size, use the Compress Media option in the Info page in Backstage view. You can choose from among the Full HD, HD, and Standard options. After reading the descriptions, select the best option for your needs.

After selecting an option, PowerPoint automatically compresses the necessary media files and displays the amount of space saved.

To avoid playback issues when sharing your presentation with others or when using other computers, check to see if the Optimize Media Compatibility option is available on the Info page. If you need to optimize media to address playback issues, PowerPoint displays the Optimize Media Compatibility option. Clicking the Optimize Compatibility button automatically starts the optimization process. If the button does not appear, your presentation is ready to share.

Learn to insert a screen recording and compress media

In this exercise, you will insert a screen recording into a presentation and optimize media compatibility.

1. Ensure that the My Hiking Tours Marketing presentation from the previous exercise is still open, and then open the **Tour Registration.docx** document from the *ResourceFiles* folder.

You will make a screen recording that demonstrates how easy it is to fill out a registration form.

2. Make the PowerPoint window the active window, and select slide **6**.
3. Click the **See How Easy it is to Register** content placeholder, then click the **Insert** tab and, in the Media group, click **Screen Recording**.

The PowerPoint window minimizes and the Word document window is displayed.

4. In the Screen Recording toolbar, click the **Select Area** button. Click and drag to select the text and the table in the Word document.
5. On the Screen Recording toolbar, click the **Record** button to begin recording.
6. After the three second countdown, say a few words about how easy it is to register for the Eagle Sanctuary Tour as you click in the first empty cell in the table and type your name. Fill in the remaining empty cells in the table with your personal information. (You may use fictitious information if you prefer.)
7. When you have finished filling out the table, press **WINDOWS+SHIFT+Q** to stop recording.

Note that the selected area from the Word document appears on slide 6 and the Screen Recording toolbar closes.

8. Center the recording image below the See How Easy it is to Register heading.
9. Click the **Play** button that appears below the image to watch to your recording.

Now compress and optimize media.

10. Click **File** and, on the Info page, click **Optimize Compatibility**.

The Optimize Media Compatibility dialog box appears with a list of specific audio and video files that need to be optimized.

11. Close the Optimize Media Compatibility dialog box when it is finished.
12. On the Info page, click **Compress Media** and then click **Full HD (1080p)** from the Compress Media option list. The Compress Media dialog box displays the list of audio and video files that were automatically compressed.
13. Close the Compress Media dialog box.
14. Close the Tour Registration document without saving.
15. Save and close the presentation.

Using Transitions

Objective 5.1.1, 5.1.2, 5.3.1, 5.3.2

Transitions are animated effects that control how each slide replaces the previous one. The default slide transition is a simple cut from one slide to the next. To liven things up a bit, you may want the change from one slide to another to have a different look. For example, when you switch to the next slide it can appear as if you are turning a page, or it can look like curtains falling at the close of a play. Sometimes, adding just a bit of movement can help keep an audience engaged.

However, be careful not to add so many different and dramatic transitions that they take away from the content of the presentation.

Inserting Transitions between Slides

Objective 5.1.1

To set or change the transition between two slides, you must apply the transition to the second slide (that is, the slide that is appearing, not the one that is disappearing). To add or modify a transition to the current slide, on the Transitions tab, in the Transition to This Slide group (Figure 6-11), select a transition from the gallery.

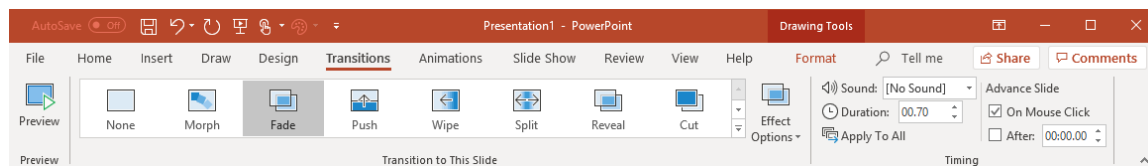


Figure 6-11: Transitions tab – Transition to This Slide group

Click the More button to display the entire gallery (Figure 6-12).

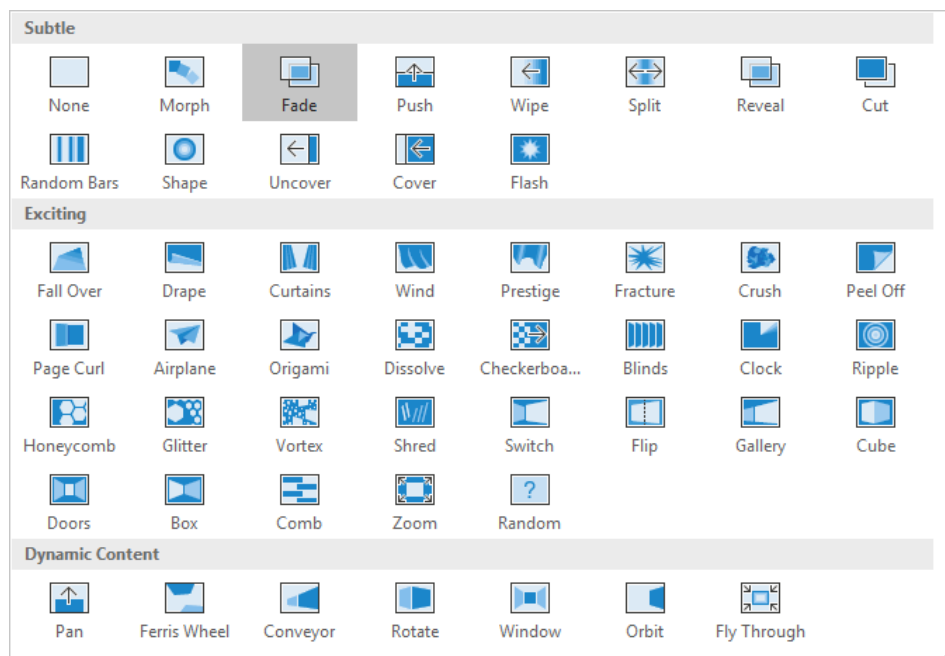


Figure 6-12: Transition to This Slide gallery

Within the gallery, the transitions are organized into categories. Dynamic content transitions are those which can make slide content appear to move while the background remains fixed.

Note that you can use the Morph transition to make a 3D model appear to move across a slide as you progress through a slide show, thus simulating a 3D transition. To create this effect, select a slide that contains a 3D model and duplicate the slide. On the second slide, change the position (and perhaps the size and rotation) of the model. Apply the Morph transition to the second slide. When you run the slide show, the model will appear to move and change position as you transition between the slides.

You can click a transition to see a live preview and apply the transition to the current slide.

To apply the transition to all slides in the presentation, on the Transitions tab, in the Timing group, click Apply To All. To apply the transition to a group of slides, prior to clicking a transition, press and hold CTRL and select the desired slides in the Slide Navigation pane or in Slide Sorter view.

To remove a transition, on the Transitions tab, in the Transition to This Slide group, click None. To remove transitions from all slides, set the transition on one slide to None and then click Apply To All.

Changing the Duration of Transitions

Objective 5.3.1, 5.3.2

After applying a transition, you can use the options in the Timing group on the Transitions tab to adjust the speed of the transition, assign a sound to the transition, and control how the slide advances (Figure 6-13).

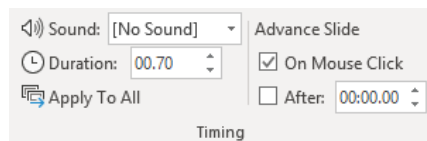


Figure 6-13: Transitions tab – Timing group

To assign a sound to a transition, click Sound and then choose from the preset sound list (Figure 6-14), or choose Other Sound to add a sound from a file. Within the Sound menu, you can also choose to Stop Previous Sound or select Loop Until Next Sound to have a sound play continuously until the next sound is played.

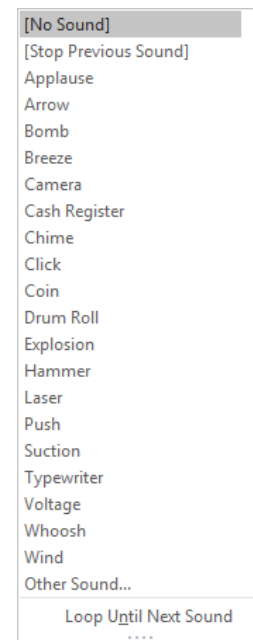


Figure 6-14: Transitions tab – Sound menu

To set the transition speed, enter an amount of time in the Duration box. A shorter time duration advances the slide faster, and a longer duration advances the slide more slowly.

The Advance Slide section specifies how long a slide remains in view before the transition to the next slide begins. By default, the On Mouse Click option is selected to allow you to advance slides manually when you click the mouse.

If your presentation is to be self-running, use the *After* option to advance the slide automatically after a specified amount of time.

The timer specified in the After box begins when the final animation or other effect on the slide finishes.

To have the After timer begin after you click the mouse, select both the *On Mouse Click* and *After* options.

Note: You can press and hold the mouse button during a slide show to prevent a slide from advancing automatically.

Modifying Transition Effect Options

Objective 5.1.2

You can adjust transition properties, such as direction and color, using the transition effect options.

To modify a transition, on the Transitions tab, in the Transition to This Slide group, click the Effect Options button and click the desired option.

PowerPoint provides varying options in the Effect Options menu (Figure 6-15) depending on the transition you select. If the Effect Option button is unavailable (dimmed), the selected transition does not allow variations.

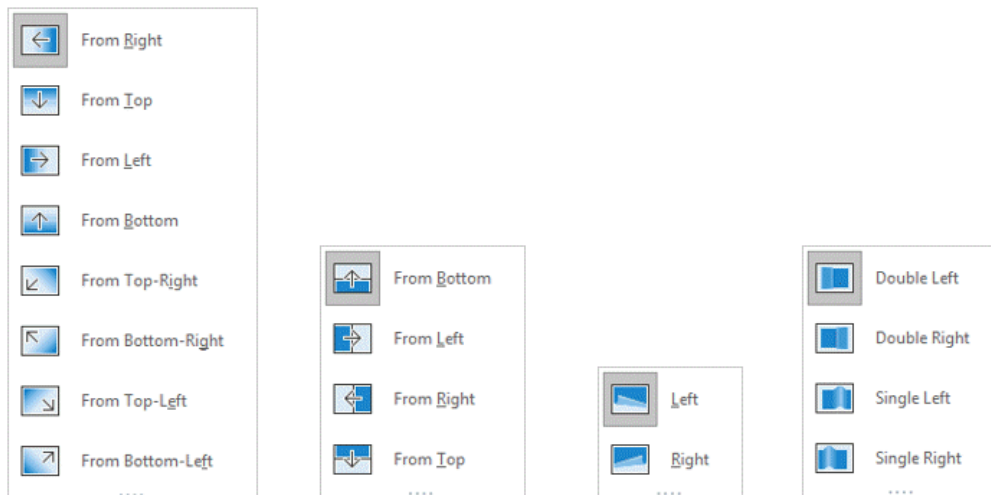


Figure 6-15: Effect Options menus for various transitions

Managing Multiple Transitions

Objective 5.1.2

In Normal view, when you apply a transition to a slide, a star icon appears under the slide number (Figure 6-16) in the Slide Navigation pane. In Slide Sorter view, the icon appears on the bottom right corner of the slide.



Figure 6-16: Star icon indicating a transition has been applied

You can preview the transition effect by clicking the star icon. The star icon can also be used to preview any animations on the slide. When hovering over the star, the tool tip displays *Play animations*.

If you have applied multiple transitions to your presentation, on the Slide Show tab, in the Set Up group, use Rehearse Timings to make sure you allow the proper amount of time between slides.

You will learn more about Rehearse Timings in a later lesson.

To view all set animations and transitions in your presentation, click *From Beginning* in the Start Slide Show group on the Slide Show tab or press F5.

Learn to use transitions

In this exercise, you will add and modify slide transitions.

1. Open the **Transitions** presentation located in the *StarterFiles* folder and save it as: **My Transitions** in the *MyProjects* folder.
2. If necessary, click **Enable Editing**. Select slide **1**, click the **Transitions** tab, and in the Transition to This Slide group, click **Shape**.
3. On the Transitions tab, in the Transition to This Slide group, click **Effect Options** and click **Plus**.
4. On the Transitions tab, in the Timing group, change Duration to **04.00**.
5. Select slide **2** and then, in the Transition to This Slide group, click **Vortex**. Change the Effect Options to **From Top** and set the Duration to **02.00**.
6. Select slide **3**. Apply the **Fracture** transition and then, in the Timing group, change Advance Slide to **After 00:05.00**.
7. Add the **Page Curl** transition to slide **4**.
8. Add the **Blinds** transition to slide **5**.
9. Switch to Slide Sorter view. Select all the slides. In the Timing group, deselect **On Mouse Click**. Set the Advance Slide **After** option to **00:02.00**.
10. Press **F5** to view the presentation as a slide show. The slides will advance automatically after two seconds each.
11. Press **ESC** to exit the slide show, and then save the presentation.

Now simulate a 3D slide transition.

12. Open the **Morphing Eagle** presentation located in the *ResourceFiles* folder and save it as: **My Morphing Eagle** in the *MyProjects* folder.
13. Select slide **1** in the Slide Navigation pane.
14. Press **CTRL+D** to duplicate the slide.
15. Select slide **2**, then click the 3D model to select it.
16. In the Ribbon, click the **3D Model Tools Format** tab.
17. In the 3D Model Views group, click **Default View** to change the view of the model.

18. In the Size group, click the **Size and Position** dialog box launcher to open the Format 3D Model task pane.
19. In the Size & Properties tab, expand the **Position** settings and set the Horizontal position to **3.84"** (9.8 cm) from the Top Left Corner.
20. Set the Vertical position to **1.68"** (4.3 cm) from the Top Left Corner.
21. Expand the **Size** settings if necessary and set the Height to **3.7"** (9.4 cm), then close the Format 3D Model task pane.
22. Click the **Transitions** tab in the ribbon.
23. In the Transition to This Slide group, click **Morph**.
24. In the Timing group, set the Duration to **2.25**.
25. In the Preview group, click **Preview** to watch the transition.
26. Save, then close both presentations.

Using Animations

Objective 5.2.1, 5.2.3, 5.2.4, 5.2.5

Crafting a successful presentation entails focusing on important points, controlling the flow of information, and holding the audience's interest. Animation is a way of moving text and objects around on your slides to capture your audience's interest. For example, you might animate a set of bullet points by making each point fly in from the left, one at a time. You can also animate objects such as charts, tables, and graphics so they move across your screen from top to bottom or make a slide title or company logo spin around on the slide.

Animations add emphasis to text or objects on your slides. They also help your audience follow your presentation by leading them through important points. However, as with audio and video, remember that too many animations can make your presentation too busy, distracting the audience from your message and content. Using animation sparingly grabs viewers' attention and guides them through your presentation more effectively.

Note that animations are applied to objects and text contained in a slide while transitions are applied to the entire slide.

Applying Animations to Objects

Objective 5.2.1, 5.2.5

PowerPoint contains a collection of built-in animations that you can apply to objects on a slide. These animations are grouped into four broad types: entrance effects, emphasis effects, exit effects, and motion paths. Additionally, there are a number of 3D effects for applying animation to 3D models. These animations display in the gallery only when a 3D model is selected on the slide and will be discussed later in this lesson. You can modify built-in animations for most effects by changing the effect options.

To apply animation, select a placeholder or object and, on the Animations tab, in the Animation group (Figure 6-17), click the desired animation.

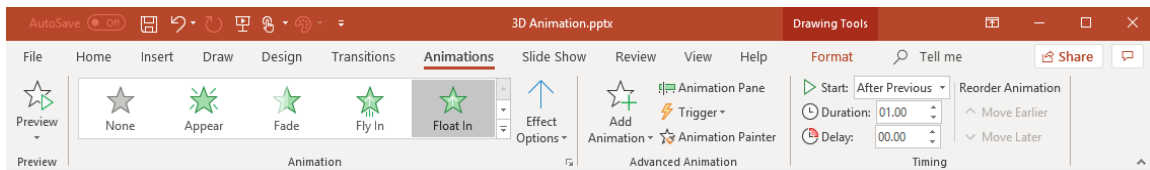


Figure 6-17: Animations tab – Animation group

Click More to display the full gallery of animations (Figure 6-18).



Figure 6-18: Animation gallery

As you add an animation effect to an object, a box appears on the slide with a number. This number represents the order in which a sequence of animations will occur (Figure 6-19).



Figure 6-19: Animation sequence number

In Normal view, when you apply an animation, a star icon appears under the slide number in the Slide Navigation pane. You can also see this icon under the slide in Slide Sorter view (Figure 6-20).



Figure 6-20: Animation star icon in Normal view and Slide Sorter view

You can click the animation icon in the Slide Navigation pane or Slide Sorter view, or you can click Preview in the Preview group (Figure 6-21) on the Animations tab to preview all the animations applied within the slide.

To change the animation applied to an object, select the object and on the Animations tab, in the Animation group, click the desired animation. The newly selected animation replaces the original animation.

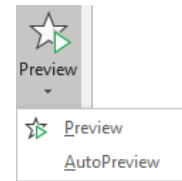


Figure 6-21: Animations tab, Preview options

Applying Multiple Animations

You can apply multiple animations to the same object; for example, you can have your company logo fly in from the left side, pulse several times, and fly out to the right side. You can apply additional animations to the object so they will play after the existing animations; that is, the added animation event will occur after the previous animation event finishes.

To apply multiple animations, on the Animations tab, in the Advanced Animation group (Figure 6-22), click Add Animation and select an animation effect option from the gallery.

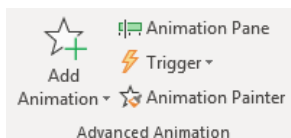


Figure 6-22: Animations tab – Advanced Animation group

Double-clicking the number box beside an object to which you have applied multiple animations opens the Animation Pane.

Using the Animation Pane

You can use the Animation Pane (Figure 6-23) to keep track of, manage, and organize all the animation effects applied to objects on the active slide. You can reorder, modify, remove, and play animations using the Animation Pane.

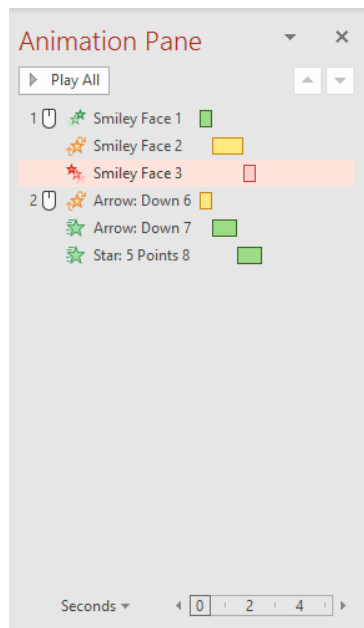


Figure 6-23: Animation Pane

To open the Animation Pane, on the Animations tab, in the Advanced Animation group, click Animation Pane; or double-click the number box beside an object to which you have applied multiple animations.

The Animation Pane displays color-coded icons indicating the type of animation effects that have been applied. Various shapes indicate the type of settings you have applied.

Each list item represents an animation event and is labeled with the object name or a portion of the text from the item on the slide. The numbers beside list items indicate the order in which PowerPoint executes (or plays) the animations. If you apply the same animation multiple times, it will appear multiple times in the list—once for each time you have applied it.

At the bottom of the Animation Pane, the Seconds arrow list contains options to Zoom In and Zoom Out.

As you work with animations in this lesson, you will become familiar with the other options available in the Animation Pane.

Adding Entrance Effects

Entrance effects animate objects as they enter during the slide show. PowerPoint uses a green icon on the Animation Pane to indicate you have applied an entrance effect. If you want to see more effects than are shown in the gallery, click More Entrance Effects to open the Change Entrance Effect dialog box (Figure 6-24).

The Preview Effect check box is selected by default so that, as soon as you click an animation effect, you will see what it looks like in the Slide pane. As previewing an effect does not close the window, you can quickly try a variety of effects to see which one you like. When you are satisfied with an effect, click OK. As you select more effects from the dialog box, PowerPoint will include more effects in the Animation gallery.

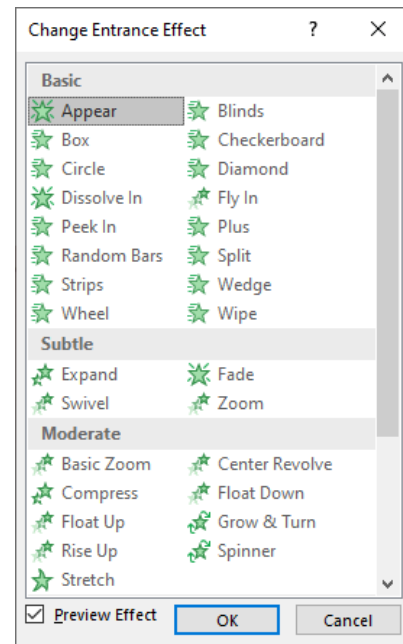


Figure 6-24: Change Entrance Effect dialog box

Adding Emphasis Effects

Emphasis effects animate objects without repositioning them. The animation serves to emphasize the object on the spot; for example, you can enlarge a bulleted list item as you introduce it during your presentation. PowerPoint displays a yellow icon on the Animation Pane to show that an emphasis effect has been applied. If you want more effects than are shown in the gallery, click More Emphasis Effects to open the Change Emphasis Effect dialog box (Figure 6-25).

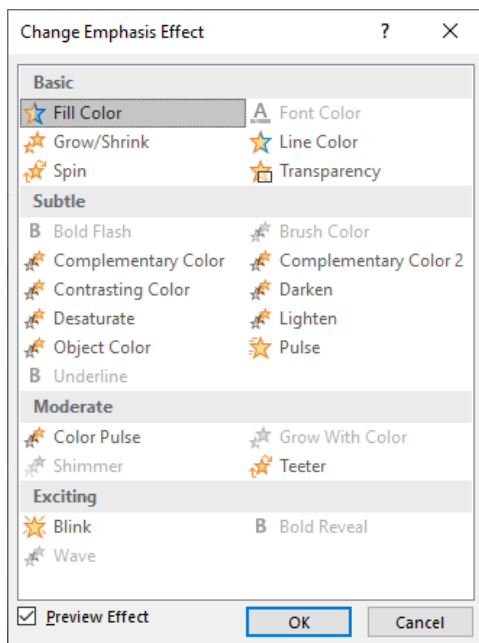


Figure 6-25: Change Emphasis Effect dialog box

Adding Exit Effects

You can use exit effects to apply animations to objects as they leave during the slide show. PowerPoint uses a red icon on the Animation Pane to indicate that an exit effect has been applied. If you want more effects than are shown in the gallery, click More Exit Effects to open the Change Exit Effect dialog box (Figure 6-26).

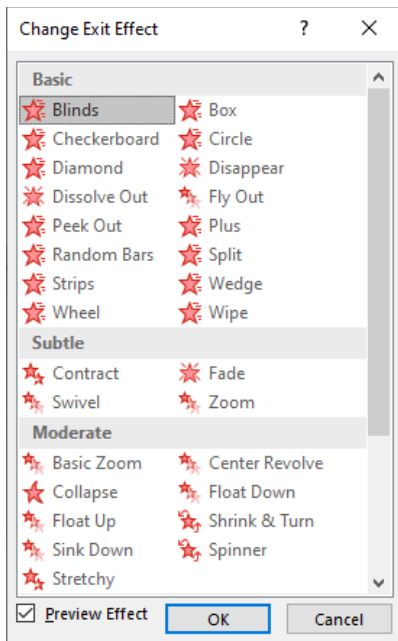


Figure 6-26: Change Exit Effect dialog box

Learn to use animations

In this exercise, you will apply animation to a shape.

1. Open the **Hiking Tours Media** presentation located in the *StarterFiles* folder and save it as: **My Hiking Tours Media** in the *MyProjects* folder.
2. Click slide **2**, click the title placeholder and then click the **Animations** tab. Click **More** in the Animation group to view the animations. Then in the Entrance section, click **Zoom**.
3. Click the content placeholder and then, on the Animations tab, click the **Fade** Entrance effect.
4. In the Timing group, change the Duration to **2.00**.
5. Select slide **3**, click the title placeholder and then, on the Animations tab, click the **Split** Entrance effect.
6. Select the **Spotlight Tour** shape and on the Animations tab, click **More** in the Animation group and then click the **Teeter** Emphasis effect.
7. Select slide **2** and then, on the Animations tab, in the Advanced Animation group, click **Animation Pane**.
8. In the Animation Pane, point to the first item in the list but do not click.

PowerPoint displays the animation start option, the name of the animation you've applied, and the name of the object.

9. Point to one of the green boxes beside a list item.

PowerPoint displays the animation start and end times. You may recall green indicates an entrance effect.

10. Click the double arrows in the grey line at the bottom of the animations in the list to expand all the animations in the list.
11. In the Animation Pane, click **Play All** and note the timeline at the bottom of the pane as the play line moves across the green boxes.
12. Click the double arrows in the grey line at the bottom of the animations in the list to collapse the animation list.
13. Save the presentation and keep it open for the next exercise.

Applying Motion Path Animations

Objective 5.2.4

You can use **motion paths** to make objects move around on the slide. This may involve something as simple as having the object move from one side of the slide to the other, or as complicated as following curves or paths.

PowerPoint provides a large variety of prebuilt motion paths, such as circles, spirals, loop de loops, stars, and waves. You can use a prebuilt motion path and then modify it to suit your needs using the Edit Points option. You can even draw your own custom paths.

The gallery in the Animation group provides several motion paths for you to choose from (Figure 6-27).

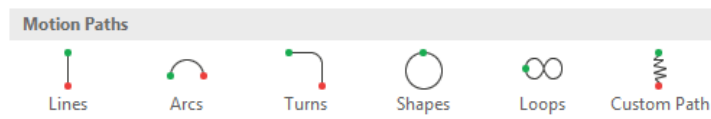


Figure 6-27: Motion paths gallery

To view more motion paths, click More Motion Paths near the bottom of the Animation gallery to open the Change Motion Path dialog box (Figure 6-28).

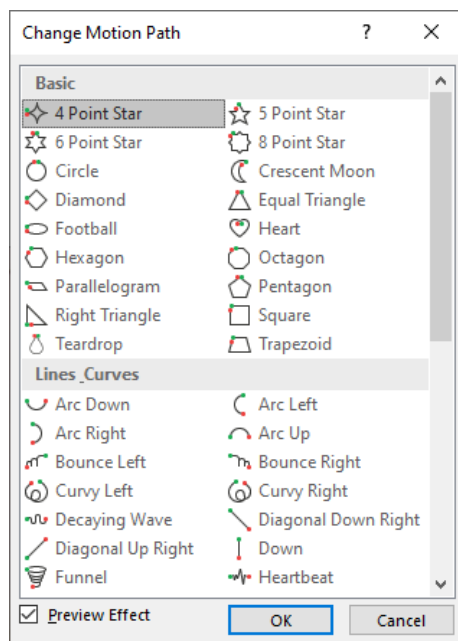


Figure 6-28: Change Motion Path dialog box

Unlike the other effects, once you have selected the motion path there are some changes you can make that immediately alter how the effect works:

- The green arrow marks the start of the motion path.
- The red arrow marks the end of the motion path.
- The dashed line is the motion path (the path along which the object travels during the animation).

Click the motion path to select it. The resize handles enable you to alter the size of the motion path; the rotation handle allows you to rotate the path.

To draw a custom motion path, in the Motion Path gallery, click Custom Path. Click in the slide at the location where you want the path to start; the pointer becomes a crosshair $\oplus$. Press and hold the left mouse button and move the pointer on the path you want the object to follow. Double-click to end the path.

Once you have attached a motion path to an object, moving the object also moves the path. PowerPoint indicates that a motion path effect has been applied with the motion path icon on the Animation Pane (Figure 6-29).

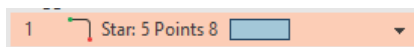


Figure 6-29: Motion path icon

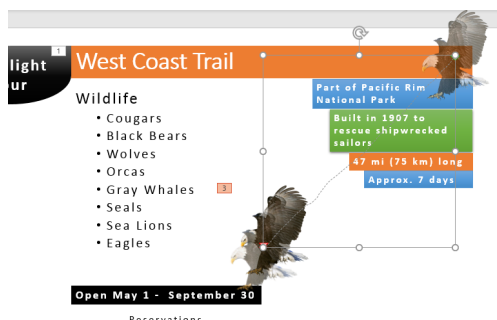
To change the motion path shape, select the object and on the Animations tab, in the Animation group, click More Motion Paths and then, select the motion path shape desired.

To reverse the direction of a motion path or adjust the individual points of a path, on the Animations tab, in the Animation group, click Effect Options.

Learn to use motion path animations

In this exercise, you will add a motion path animation.

1. Ensure that the My Hiking Tours Media presentation from the previous exercise is still open, then click slide **3** and select the eagle image. On the Animations tab, in the Animation group, click **More**, scroll the gallery if necessary and, in the Motion Paths area, click **Custom Path**.
2. Starting at the top right corner of the slide, drag the mouse to create a path to the center of the eagle image. Double-click to stop creating the path and preview the custom motion path. If necessary, click to select the motion path and use the resize handles to extend the path to the top right edge of the date textbox.



3. With the path selected, click **Play From** in the Animation Pane to preview your customized motion path.
4. Save the presentation and keep it open for the next exercise.

Changing Animation Settings and Options

Objective 5.2.3

All animation effects have their own settings and effect options, which you can adjust.

Using settings and effect options, you can adjust the duration of an animation, set a trigger to start an animation, change the direction or shape of the animation, and set the order in which PowerPoint executes your animation effects.

The Effect Options menu offers basic direction, shape, and color options. Additional effect settings and enhancements are available in the animation effect settings dialog box and on the Animations tab, in the *Advanced Animation* and *Timing* groups.

The options available in the Effect Options menu and settings dialog box vary based on the animation.

To change an animation effect option or setting, use one of the following methods:

- Select the animation and then, on the Animations tab, in the Animation group, click Effect Options (Figure 6-30); or

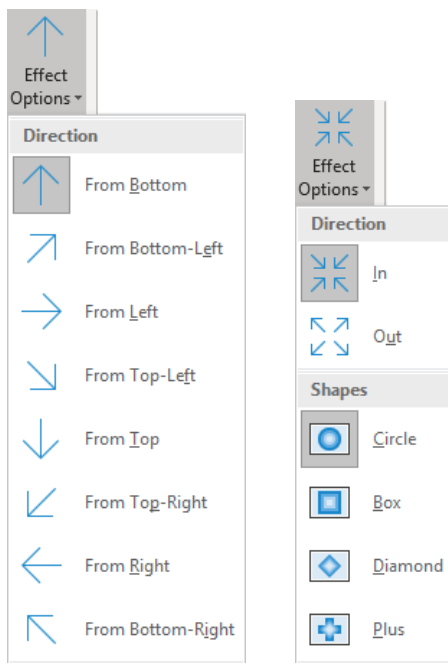


Figure 6-30: Animation Effect Options

- click the appropriate option in the *Advanced Animation* or *Timing* group on the Animations tab; or
- right-click the animation item in the Animation Pane and then click Effect Options; or
- double-click the animation item in the Animation Pane; or
- in the Animation Pane, click the list arrow to the right of the animation item and click Effect Options (Figure 6-31).

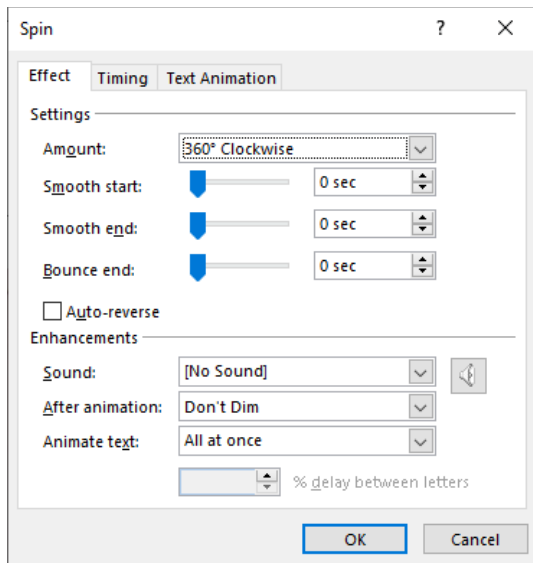


Figure 6-31: Effect Options: Spin dialog box

The last three methods display the animation effect settings dialog box with more options for changing the effect. The effect settings listed in the top portion of the dialog box vary depending on the animation.

The Enhancements area within the dialog box (Figure 6-32) always displays the option to add sound, add an effect after the animation, or animate any text associated with the object.

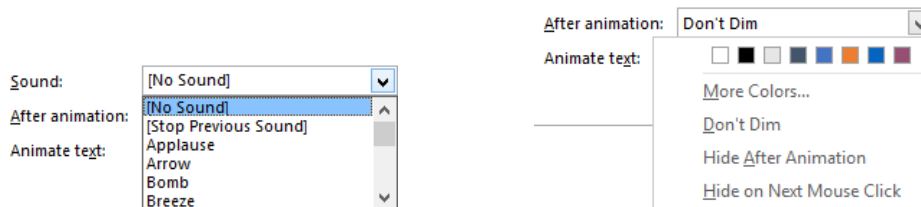


Figure 6-32: Enhancements area of Effect Options dialog box

When animating text (Figure 6-33) for the object, once you change the option from *All at once* to *By word* or *By letter*, you will have access to the last field which allows you to set the delay interval between words or letters. This can have a big impact if you want to emphasize some text, but it can also distract your audience as they begin to guess the words and want the presentation to move on.



Figure 6-33: Effect Options Animate text

Setting Animation Triggers

When working with animations, you can control the way PowerPoint executes an animation. You can set an animation to start when you click a certain slide object, or set it to start when a video reaches a specific point. The clicked object or bookmarked point in a video or audio clip is called a **trigger**.

To set an animation to start using a trigger, select the object in the animation pane. Then, in the Advanced Animation group, on the Animations tab, click Trigger (Figure 6-34) and use one of the following options:

- Click *On Click of* and select a slide object from the list; or

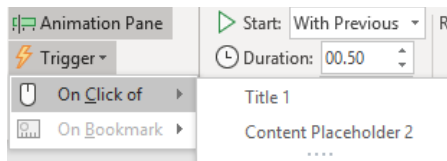


Figure 6-34: Advanced Animation group Trigger options

- click *On Bookmark* and select a bookmark from the list.

The triggers listed on the Timing tab of the effect options dialog box (Figure 6-35) have various names but create the same effects. The option to *Animate as part of click sequence* is the default trigger for all animation effects.

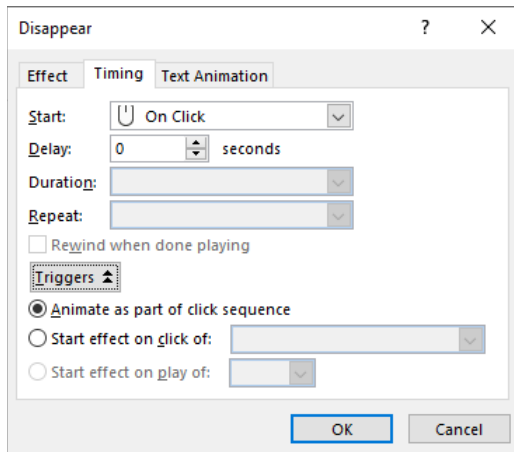


Figure 6-35: Effect Options dialog box, Timing tab, Triggers

Note: You can set audio and video bookmarks using the Add Bookmark button in the Bookmarks group on the Video Tools Playback tab.

Changing Animation Timing

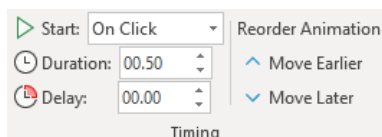
You can control the start time for an animation effect, determine how long it runs, change the speed at which it runs, delay its start, and even rewind or repeat the animation.

The Start option, in the Timing group on the Animations tab, allows you to set when the effect will happen. The default is usually *On Click*. This means the presentation will pause at this point and wait for a mouse click before running this particular effect. If you have a group of objects, each with its own *On Click* Start setting, you can use the mouse to control when each effect occurs. Other common settings include *With Previous* (the animation effect occurs at the same time as the previous effect) and *After Previous* (the animation effect occurs as soon as the previous effect has finished).

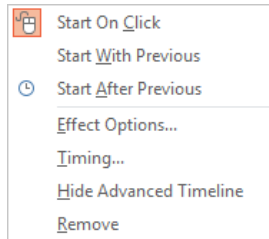
The Animation Pane uses icons to indicate which Start setting has been applied to an animation effect. The mouse icon indicates the effect is set to start on mouse click, while the clock icon indicates the effect is set to start after the previous effect finishes.

To set the start time for an animation effect, use one of the following methods:

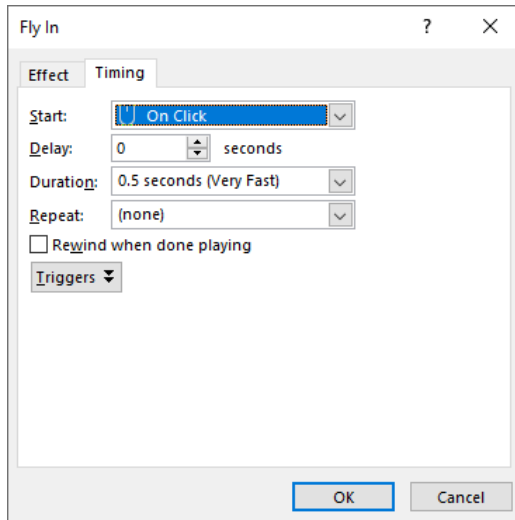
- On the Animations tab, in the Timing group, click one of the options for Start; or



- right-click the animation in the Animation Pane and then click one of the options for Start; or



- double-click the animation in the Animation Pane and then click the Timing tab; or
- right-click the animation in the Animation Pane and then click Timing.

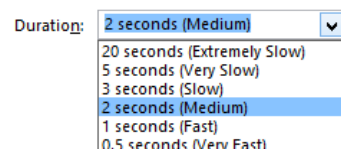


You can specify the length of the animation effect and the speed at which it runs with the Duration option, located on the Animations tab in the Timing group, and also within the Timing tab in the settings dialog box. To make an animation effect run more slowly, enter a longer duration time. The shorter the duration time, the faster the animation runs.

The Duration option on the Animations tab allows you to set your own duration time. The Duration list in the settings dialog box contains preset durations.

To change the duration or speed of an animation effect, use one of the following methods:

- On the Animations tab, in the Timing group, use the arrows or enter a specific time in the Duration box; or
- right-click the animation in the Animation Pane, click Timing, and select a preset duration from the Duration list; or



- double-click the animation in the Animation Pane, click the Timing tab, and select a preset duration from the Duration list; or

- in the Animation Pane, point to the right or left edge of the duration box (Figure 6-36) and drag it to the desired time. Dragging the left side adjusts the start time, while dragging the right side adjusts the end time.

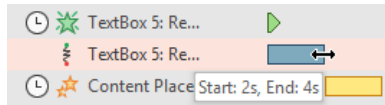


Figure 6-36: Animation Pane, duration box – adjusting duration

Note: The size of the duration box for an animation effect is determined by the start and end times. The position of the duration box for an animation effect is determined by its Start setting.

You can set a delay or pause between animation effects with the Delay option, located on the Animations tab in the Timing group, and also on the Timing tab in the settings dialog box. The start of the delay period is based on its start setting. For example, if you set an animation effect to start after the previous animation with a delay of two seconds, the delay timer begins when the previous animation ends.

To pause or delay the start of an animation effect, use one of the following methods:

- On the Animations tab, in the Timing group, use the arrows or enter a specific time in the Delay box; or
- right-click the animation in the Animation Pane, click Timing, and then use the arrows or enter a specific time in the Delay box; or
- double-click the animation in the Animation Pane, click the Timing tab, and then use the arrows or enter a specific time in the Delay box.

You can use the Repeat and Rewind options (Figure 6-37) within the Timing tab in the settings dialog box to set an animation effect to repeat or rewind. Rewind returns the object its original look or location, such as if you used a motion path to move the object from one location on the slide to another.

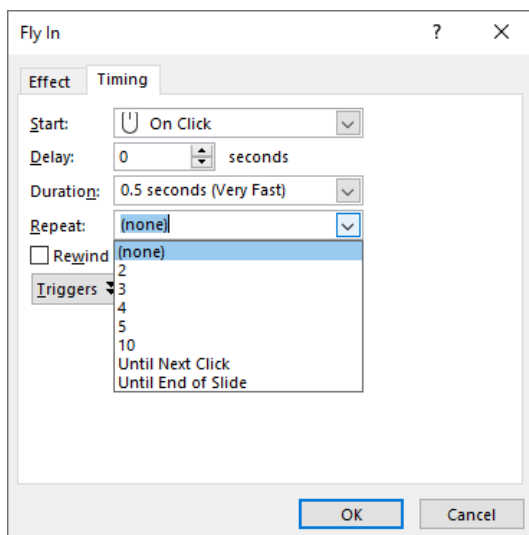


Figure 6-37: Settings dialog box, Repeat options presets

You can set an animation effect to repeat Until Next Click or Until End of Slide, or you can select a preset number of times for the effect to repeat.

To repeat an animation effect, use one of the following methods:

- Right-click the animation in the Animation Pane, click Timing, and then select an option in the Repeat menu; or

- double-click the animation in the Animation Pane, click the Timing tab, and then select an option in the Repeat menu.

To rewind an animation effect, select the *Rewind when done playing* check box in the Timing tab of the effect settings dialog box.

Learn to change animation settings and options

In this exercise you will change animation settings and options.

1. Ensure that the My Hiking Tours Media presentation from the previous exercise is still open, select slide **2** and then, in the Animation Pane, select the animation for the title placeholder.
2. On the Animations tab, in the Timing group, change Duration to **02.00** and Start to **After Previous**.
3. In the Animation Pane, double-click the second animation, which is the Content Placeholder. In the Fade dialog box, click the **Timing** tab, then click the **Start** drop-down and click **After Previous**. Click **OK** to close the dialog box and preview the animation.
4. On slide **3**, select the Wildlife content placeholder. On the Animations tab, in the Animation group, click the **Fly In** Entrance effect.
5. In the Animation group, click **Effect Options** and then click **From Top**.
6. In the Animation Pane, double-click the Content Placeholder animation to open the Fly In dialog box. Change the Smooth start field to **0.05 sec** either by dragging the blue slider or typing in the field.
7. Change the Smooth end field to **0.1 sec** either by dragging the blue slider or typing in the field, and then click **OK** to close the dialog box and preview the animation.
8. Click an empty area in the Animation Pane and then click **Play All** in the Animation Pane to preview the slide animations.
9. Save the presentation and keep it open for the next exercise.

Applying Animations to Text

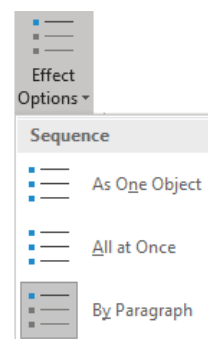
Objective 5.2.1

Using Effect Options, on the Animations tab, in the Animation group, you can group text animation using one of the following sequences:

As One Object - Animate the entire text (for example, within a text box, list, or placeholder) as one animation event.

All at Once - Animate each paragraph (or list item) as a separate animation event (for example, set the first paragraph to start On Click and all others to start With Previous, so all paragraphs appear simultaneously).

By Paragraph - Animate each paragraph (or list item) as a separate animation event set to start On Click.



If your list has multiple levels, you can group text by paragraph level (such as 3rd level paragraph or 4th level paragraph) using the Text Animation options within the effect settings dialog box (Figure 6-38).

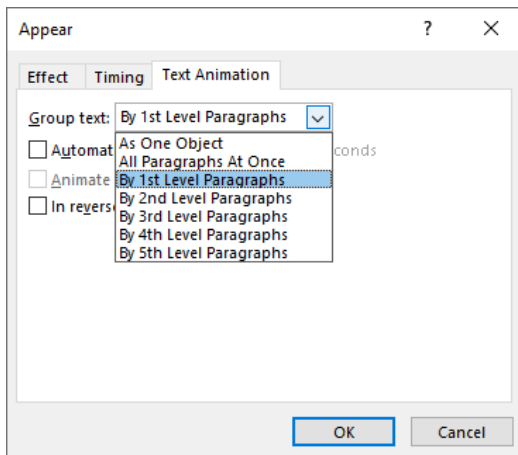


Figure 6-38: Effect settings: Appear dialog box – text animation options

On the Effect tab, in the Enhancements section of the dialog box, you can set paragraph text to animate one word or letter at a time using the *Animate text* option.

Notice that within the Text Animation tab of the effect settings dialog box (Figure 6-39), you can set the following animation options:

- Set the text animation delay time by selecting *Automatically after* and entering the number of seconds in the box.
- If your text is contained within a shape, such as a circle, activate the *Animate attached shape* option.
- Play the animation in reverse by selecting the *In reverse order* check box.

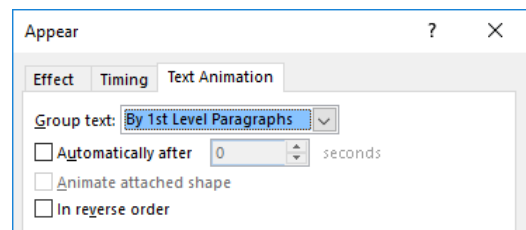


Figure 6-39: Additional text animation options

Using the Animation Painter

Objective 5.2.1

You can use the Animation Painter to copy animations from one object to another quickly and easily. The **Animation Painter** copies the animation settings and effect options, such as the start, duration, delay, and sound settings.

You can use the Animation Painter in the same way you would use the Format Painter. Click the Animation Painter once to “paint” one object or double-click it to “paint” several objects. Press ESC to turn the Animation Painter off.

To copy animation from one object to another, select the object with the animations you want to copy and then, on the Animations tab, in the Advanced Animation group, click Animation Painter.

Learn to apply animations to text

In this exercise, you will animate text and use the Animation Painter.

1. Ensure that the My Hiking Tours Media presentation from the previous exercise is still open, then on slide **3**, click the content placeholder. In the Animation Pane, click the arrow at the far right of the Content Placeholder animation and click **Start After Previous**.

2. Click the arrow on the right again and then click **Effect Options**. On the Text Animation tab, in the Group text field, select **By 2nd Level Paragraphs**.
3. Click the **Timing** tab and then in the Duration field, click the arrow to change this to **1 seconds (Fast)**. Then click **OK**.
4. On slide **5** select the **Ready to go?** text box. On the Animations tab, in the Animation group, click **Appear**.
5. In the Animation Pane, click the arrow at the right of the animation and then click **Effect Options**.
6. On the Effect tab, click the arrow for **Animate text** and click **By word**. Change the seconds delay between words to **1**.
7. Click the **Timing** tab and change the Start to **After Previous**. Click **OK**.
8. Select slide **3** and then select the image of the eagle. On the Animations tab, in the Advanced Animation group, click **Animation Painter**.
9. On slide 5, select the **Ready to go?** text box to apply the animation.
10. On the Animations tab, click **Preview** to view the animation on this slide. The Appear animation applied earlier has been replaced with the Custom Path animation.
11. Close the Animation Pane.
12. Save the presentation and keep it open for the next exercise.

Changing the Order of Animations

Objective 5.2.5

The number beside each animation on the slide indicates the order in which animations play; they correspond to the numbers of the items listed in the Animation Pane.

You can rearrange the order of the animations using the Reorder buttons at the top of the Animation Pane, or you can use the options on the Animations tab, in the Timing group. You can also drag animation items up or down in the Animation Pane list (Figure 6-40).



Figure 6-40: Rearrange order of animations

Be sure to test the order of the animations to verify that they match what you envision.

Removing Animations

To remove an animation applied to an object, use one of the following methods:

- Select the placeholder and, on the Animations tab, in the Animation group, click More and then click None; or
- click the animation in the Animation Pane and press DELETE; or
- right-click the animated item in the Animation Pane and click Remove.

Learn to reorder and remove animations

In this exercise, you will reorder and remove animations.

1. Ensure that the My Hiking Tours Media presentation from the previous exercise is still open, then on slide **5**, select the image. On the Animations tab, in the Animation group, click the **Float In** Entrance effect.
2. On the Animations tab, in the Animation group, click **Effect Options** and then click **Float Down** and change the Duration to **02.00**.
3. In the Advanced Animation group, click **Add Animation** and then, click **Grow/Shrink** from the Emphasis section. Change Start to **After Previous**. Verify the Duration is set at **02:00**.
4. Select the **Ready to go?** text box, click **Add Animation** and then click the **Appear** Entrance effect. Set Start to **After Previous**.
5. Open the Animation Pane, select the first animation, **TextBox 5** (custom path). Drag the animation to the end of the animation list.
6. Change the **TextBox 5** (custom path) animation to **Start with Previous**.
7. On the Animation tab, click **Preview** to preview all the animations on the slide.
8. Click slide **3**. In the Animation Pane, click the first animation (the title placeholder), then click the arrow for the first animation and click **Remove**.
9. On slide **2**, remove the title placeholder animation.
PowerPoint has removed the animation for both items from the slide and the Animation Pane.
10. Select slide **3**, in the Animation Pane, click the **Content Placeholder** animation, click the arrow beside it, and then click **Remove**.
11. Preview all the animations on the slide.
12. Save, then close the presentation.

Animating 3D Models

Objective 5.2.2

You can apply any of the standard entrance, emphasis, exit and motion path animations to 3D models. Additionally, you can apply 3D animations, which move the model through 3D rotations. These specialized 3D animations appear at the top of the Animations gallery when a 3D model is selected on the slide (Figure 6-41). The 3D animations are easily identifiable because they are represented by a cube icon.

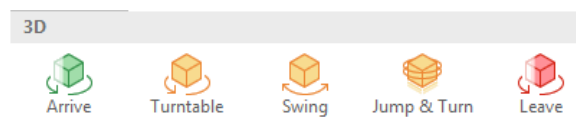


Figure 6-41: 3D Animations

To apply an animation to the model, select the model and then click animation in the gallery. The 3D animations (as they behave with their default settings) are briefly described here:

Arrive – the model appears as it completes a quarter turn entrance into the slide.

Turntable – the model spins 360 degrees.

Swing – the model swings in an arc.

Jump & Turn – the model jumps and spins 360 degrees "in the air" and lands in its original position.

Leave – the model disappears as it completes a quarter turn exit from the slide.

Each 3D animation includes effects options you can specify. Not all animations have the same effects options. Figure 6-42 shows the available options for the Arrive and Leave 3D animations.

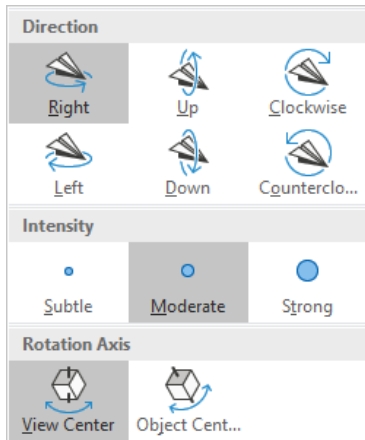


Figure 6-42: 3D Animations Effect Options

To change the animation options, apply an animation to the model, then click Effect Options in the Animations tab and click the desired option.

Using the different 3D animation styles and the effect options, you can rotate the model through any plane, allowing your audience to see all the angles of the model during a slide show.

Applying Multiple Animations to 3D Models

As with other objects, you can apply multiple animations to 3D models and you can set each one to play after the previous animation finishes. You can use both standard and 3D animations on the same model.

To apply multiple animations to a 3D model, use the following steps:

1. Select the model and, on the Animations tab, in the Animation group, click More and then choose an animation effect from the gallery.
2. If desired, click Effect Options and adjust settings such as the direction or intensity of the 3D animation.
3. With the model still selected, on the Animations tab, in the Advanced Animation group, click Add Animation, then choose the next animation effect you want to add from the gallery.
4. Set any effect options as appropriate.
5. Repeat as required.

The animation order, timing, and triggers for 3D animation effects can be set in the same way as for standard animation effects.

Learn to use 3D animations

In this exercise, you will animate a 3D model.

1. Open the **3D Animations** presentation located in the *StarterFiles* folder.
2. Select the 3D model, then click the **Animations** tab.
In the Animation gallery, animations that display a cube as an icon are 3D animations.
3. In the Animation gallery, click **Jump & Turn** and preview the animation.
4. In the Animation gallery, click **Swing** and preview the animation.
5. In the Animation gallery, click **Arrive**.
6. Click **Effect Options**, then click **Up**.
7. In the Timing Group, change the Start setting to **With Previous**.
8. In the Advanced Animation group, click **Add Animation**, then in the 3D section, click **Turntable**.
9. In the Timing group, change the Duration to **7.00** seconds.
10. In the Timing Group, change the Start setting to **After Previous**.
11. In the Advanced Animation group, click **Add Animation**, then in the 3D section, click **Leave**.
12. Click **Effect Options**, then click **Down**.
13. Press **F5** to start the slide show.
14. After the first 2 animations play, press **PAGE DOWN** to view the last animation.
15. Press **ESC** to exit the slide show.
16. Close the presentation without saving.

Drawing with Digital Ink

Objective 3.4.2

Digital ink refers to drawing tools that are designed primarily for touch screen devices; however, they can also be used on non-touch screen computers using the mouse. The digital ink feature is common across the Microsoft Office suite of applications.

The digital ink tools are found on the Draw tab of the ribbon, as shown in Figure 6-43. (The tools that you see may differ, depending on your version/build of Office 365.)

Note: If you do not have a touch screen, you may need to customize the Ribbon to show the Draw tab. To add the Draw tab, right-click the Ribbon, then click Customize the Ribbon. In the right pane of the dialog box, scroll the Main Tabs list and select the Draw check box, then click OK.

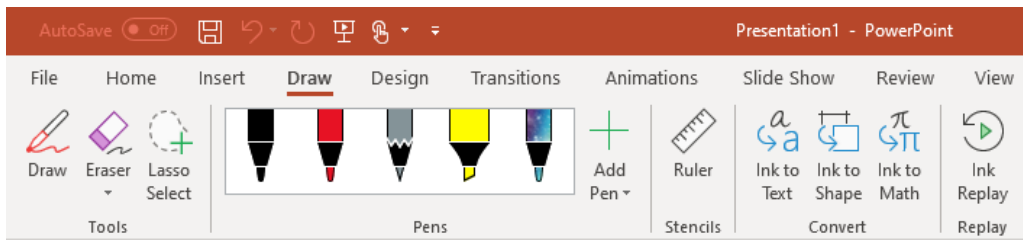
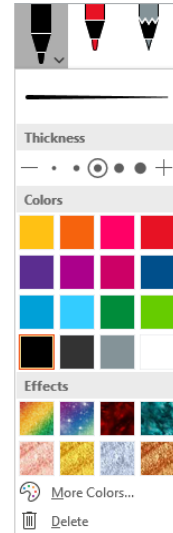


Figure 6-43: Draw tab

To draw using digital ink, use the following steps:

1. On the Draw tab, in the Pens group, click the pen with which you want to draw. Note that an arrow appears in the lower right portion of the selected pen.
2. Click the arrow to display a palette in which you can adjust the ink color and thickness of the drawing tool, if desired.
3. In the palette, select any thickness and/or color settings you want, and then click and drag in the slide to draw an object. Release the mouse button to stop drawing. The digital ink tool is still active so you can draw additional objects if you want.
4. To turn off the digital ink tool, on the Draw ribbon, in the Tools group, click the Draw button (or click the Stop Inking button if your toolbar does not include a Draw button). The mouse pointer will redisplay as a standard pointer.



You can click the Draw button again to turn on the digital ink tool and continue drawing objects using the current digital ink settings.

You can resize, move, rotate, and add animations to digital ink drawings in the same way as you can to any object.

Learn to draw with digital ink

In this exercise, you will draw with digital ink.

1. Create a new blank presentation.
2. Change the layout of slide 1 to Blank and click the **Draw** tab to access the digital ink tools.
3. In the Pens group, click the image of the **red pen**. Click the arrow that appears in the lower right corner of the red pen icon and then, in the palette, select any thickness, color and/or effect settings you want.
4. Click anywhere in the slide and drag the mouse pointer to draw an object.
5. On the Draw tab, in the Tools group, click the **Draw** button (or the Stop Inking button) to turn off the digital ink tool.
6. Close the presentation without saving.

Lesson Summary

Now that you have completed this lesson, you should be able to:

- ☒ Insert audio and video.
- ☒ Configure media playback options.
- ☒ Set media timing options.
- ☒ Compress and optimize media.
- ☒ Insert slide transitions.
- ☒ Set transition effect options.
- ☒ Change the duration of a transition.
- ☒ Manage multiple transitions.
- ☒ Use animations.
- ☒ Apply animations to objects.
- ☒ Apply animations to text.
- ☒ Apply motion path animations.
- ☒ Use the animation pane.
- ☒ Change animation settings and options.
- ☒ Set animation triggers.
- ☒ Change animation timing.
- ☒ Use the Animation Painter.
- ☒ Change the order of animations.
- ☒ Remove animations.
- ☒ Animate 3D models.
- ☒ Draw using digital ink.

Key Terms

Term	Definition
Animations	Features you can use to make objects appear as if they are moving in the current slide.
Animation Painter	A feature that allows you to copy animations from one object to another.
Motion Path	An animation that causes an object to move in a predetermined path across a slide.
Transition	An animated effect that controls how a slide replaces the slide currently showing on the screen as the slide show progresses.
Trigger	A presentation object that, when clicked or displayed, causes the launch of an animation.

Quiz Questions

For each question, select the best answer.

1. Which option is used to conceal a video after it has been shown?
 - a. Start: On Click
 - b. Rewind after Playing
 - c. Hide While Not Playing
 - d. Play Full Screen

2. Which option is used to play only the first 10 seconds of a 2-minute audio clip?
 - a. Trim Audio
 - b. Fade In
 - c. Crop
 - d. Fade Out
3. Which statement about adding audio to your presentation is NOT true?
 - a. You should store linked audio files in the same folder as your presentation.
 - b. You can create your own audio clip from within PowerPoint.
 - c. You can add audio to your presentation from files stored on the Internet.
 - d. You can insert an audio clip that plays in the background during your presentation.
4. Which option is used to play a video continuously?
 - a. Play Full Screen
 - b. Loop until Stopped
 - c. Rewind after Playing
 - d. Start: Automatically
5. Which statement about adding video to your presentation is NOT true?
 - a. You can add video to your presentation from a screen recording, files stored on your computer, or the Internet.
 - b. You can embed a video directly into your presentation or insert a link to a video file.
 - c. You can hide the video control buttons during your presentation.
 - d. You can insert only MP4 video files into your presentation.
6. To change the transition between two slides, you must add the transition to the _____ slide.
 - a. First
 - b. Second
7. Which option on the Transition tab is used to set the transition speed?
 - a. Loop Until Next
 - b. Duration
 - c. Effect Options
 - d. After
8. Which option on the Transition tab is used to adjust the direction of a transition?
 - a. Apply To All
 - b. Duration
 - c. Effect Options
 - d. Advance Slide

9. Which statement about applying animations is NOT true?
- You can apply animations to text and placeholders.
 - You can apply animations to charts and tables.
 - You can apply animations to shapes and graphics.
 - You can apply animations to entire slides.
10. To change the shape of a motion path, on the Animations tab, in the _____ group, click More Motion Paths, and then select the motion path shape desired.
- Preview
 - Animation
 - Advanced Animation
 - Timing
11. Which statement about reordering animation is NOT true?
- You can change the order of animations using the Reorder buttons at the top of the Animation Pane.
 - You can change the order of animations using the Reorder Animation options on the Animations tab, in the Timing group.
 - You can change the order of animations by dragging animation items up or down in the Animation Pane list.
 - You can change the order of animations by double-clicking the animation number on the slide and typing the desired number.
12. Which group, on the Animations tab, is used to specify when an animation effect will happen and how long it runs?
- Preview
 - Animation
 - Advanced Animation
 - Timing
13. You can keep track of, reorder, modify, remove, and play all animations applied to objects on the active slide using the _____.
- Animation Painter
 - Animation Pane
 - Advanced Animation Ribbon
 - Effect Options menu
14. What feature enables you to capture onscreen activity, including narration, into a video directly in PowerPoint?
- Video
 - Record Slide Show
 - Rehearse Timings
 - Screen Recording

15. Which type of animation can be applied to 3D models?
- a. Standard entrance and motion path animations only
 - b. All animations in the Animations gallery can be applied to 3D models
 - c. 3D animations only
 - d. Standard emphasis and exit animations only
16. Which option settings on the Transition tab are used to specify how a transition starts and finishes?
- a. Duration and On Mouse Click
 - b. On Mouse Click and After
 - c. Effect Options
 - d. You cannot control how a transition starts and finishes.
17. Which ribbon tab has drawing tools that include different pens as well as the ability to convert your drawings into shapes?
- a. Insert
 - b. Design
 - c. Draw
 - d. Format

Microsoft®

PowerPoint

Associate Certification Guide

Lesson 7: Preparing the Slide Show

Lesson Objectives

In this lesson, you will use the comment feature, add speaker notes and create handouts, rehearse and record your presentation and use the zoom feature. Upon successful completion of this lesson, you should be able to:

☐ Insert and manage comments.	☐ Use presentation tools.
☐ Edit and reply to comments.	☐ Use presenter view.
☐ Add speaker notes.	☐ Rehearse a presentation.
☐ Create handouts.	☐ Record a presentation.
☐ Embed fonts.	☐ Create custom slide shows.
☐ Proof a presentation.	☐ Insert summary zoom slides.
☐ Ensure a presentation is accessible and compatible.	☐ Insert section zoom links.
☐ Set up a slide show.	☐ Insert slide zoom links.

Reviewing Presentations

Using Comments

Objective 1.5.4

When a slide presentation is a collaborative project, you can circulate the nearly finished slide show to other people for review and feedback. Using the Comments feature, you and others can review the presentation and add comments. A comment is a note you can attach to an object or text on a slide, or to an entire slide. You would use comments to ask for or provide feedback on a presentation.

For example, you could:

- Offer suggestions for changes to a slide you are reviewing.
- Insert questions for a reviewer to address.
- Add notes to the slide as reminders to get more information about a topic, revise a picture or some text, cite sources of information on the slide, or make other changes.

Commenting features are available on the Review tab in the Comments group (Figure 7-1).

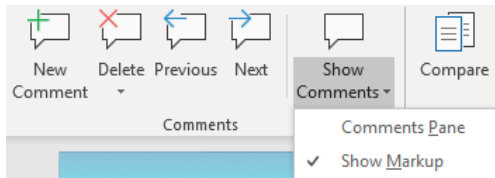


Figure 7-1: Commenting features in the Review tab, Comments group

You can use the Show Comments button on the Review tab to display comments in the Comments pane or show comment markup (icons).

Inserting Comments

Objective 1.5.4

Comments in PowerPoint are like tags which you can insert at any place in your presentation.

You enter and work with comments in the Comments pane.

To insert a comment, select the text or object on which you wish to comment and then use one of the following methods:

- On the Review tab, in the Comments group, click New Comment; or
- on the Review tab, in the Comments group, click Show Comments, and then in the Comments pane, click New.

When you insert a comment, PowerPoint displays a comment icon  next to the selected object on the slide and opens a new comment box in the Comments pane (Figure 7-2).

Type your comment in the box. When you are finished, press ENTER or click outside the comment. To insert multi-line comments, use SHIFT+ENTER to insert a new line.

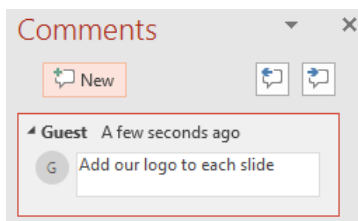


Figure 7-2: Comments pane

Comments contain identifiers, which include the user name of the person who added the comment and the date they created or edited each comment.

To change your user name, click File, click Options, select General (Figure 7-3), enter your information in the User name and Initials fields, and click OK. If you wish to use a particular user name regardless of the User Name of the active Microsoft Account, select the *Always use these values regardless of sign in to Office* check box.

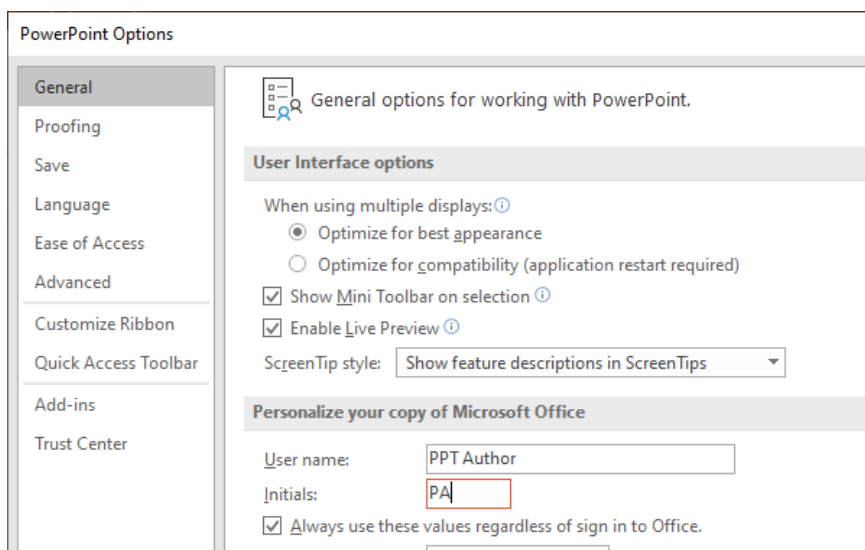


Figure 7-3: PowerPoint Options dialog box – General tab

Managing Comments

You can use the Comments pane to manage comments. Managing comments includes entering them, moving between them, replying to them, and deleting them.

To open the Comments pane at any time, use one of the following methods:

- On the Review tab, in the Comments group, click the Show Comments arrow and then click Comments Pane; or
- click a comment icon.

When you receive a presentation in which one or more people have added comments, you will want to review the comments one at a time to address them. PowerPoint makes it easy to step through all the comments in the presentation.

To move forward or backwards to the next or previous comment, use one of the following methods:

- In the Comments pane, click the  Previous and  Next arrow buttons.
- On the Review tab, in the Comments group, use the Previous and Next buttons.

When you reach the last comment, you can click Cancel to stop reading comments; or, if you wish to start reading comments from the beginning, you can click Continue.

After you insert a few comments on a slide, you will likely decide that you want to move some of them. To move a comment, drag the comment icon to a new location on the slide.

Editing and Replying to Comments

Objective 1.5.4

Most presentations are works in progress. As you work on a presentation, you are likely to make changes to it based on the input you receive from others. At times, you will need to edit a comment or reply to comments inserted by other reviewers. Use the Comments pane to edit or reply to comments that other reviewers add. You can also copy and paste comments.

You can select a comment within the Comments pane or click the comment icon to open the comment in the Comments pane (Figure 7-4).

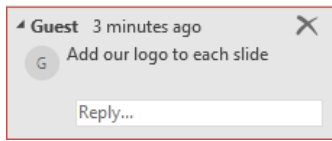


Figure 7-4: Comment open in Comments pane

To edit a comment, select the comment to open it, make the necessary changes in the comment box, and click outside the comment to finish.

To reply to a comment, click to select the comment and then in the Comments pane, type your reply in the Reply box and then click outside the comment or press TAB to finish.

When you reply to a comment, PowerPoint updates the comment identifier with your information.

Deleting Comments

When you no longer want a comment on the slide, you can delete it using one of the following methods:

- In the Comments pane, click the comment and then click **X**; or
- right-click the comment icon and click Delete Comment; or
- on the Review tab, in the Comments group, click the Delete arrow and choose one of the following options (Figure 7-5):



Figure 7-5: Delete Comment options

Learn to review presentations

In this exercise, you will insert, delete, and reply to comments.

1. Open the **Run-of-River Project** presentation located in the *StarterFiles* folder and save it as: **My Run-of-River Project** in the *MyProjects* folder.
2. On slide **1**, click at the beginning of the title, click the **Review** tab, and in the Comments group, click **New Comment**. In the Comments pane, type: **Who reviewed this presentation recently?** for the comment.
3. At the top of slide 1, click the comment icon next to the logo to select the comment in the Comments pane.
4. On the Comments pane, in the comment box, click in the **Reply** field and type: **Perfect. Thank you.**
5. In the Comments Pane, click the **Next** button until slide 2 displays.
6. Click the **X** to delete the comment: "Should this be treated as a proper name?"

7. In the slide, select the text **18 months** and then, click the **Review** tab if necessary, and in the Comments group, click **New Comment**. Type: **Add month & year for expected completion**.
8. Close the Comments pane.
9. Save and close the presentation.

Customizing the Presentation

Adding Speaker Notes

Objective 1.1.6, 1.2.2, 1.3.2

A presentation should be used to highlight key points and provide supplementary information, such as charts, graphics, and essential text. The presenter tells the story using slides to reinforce the message and engage the audience.

PowerPoint enables you to add speaker **notes** to each slide to help you recall information associated with that slide, such as important details about the content of a chart. You can view speaker notes during the presentation using Presenter View, or you can print the notes. Speaker notes are not visible to the audience.

You type text into the Notes section and can edit and format the text using the options on the Home tab.

To add and edit notes to a slide, use one of the following methods:

- In Normal view, on the View tab, in the Show group, click Notes to make the Notes pane appear below the slide (Figure 7-6); or

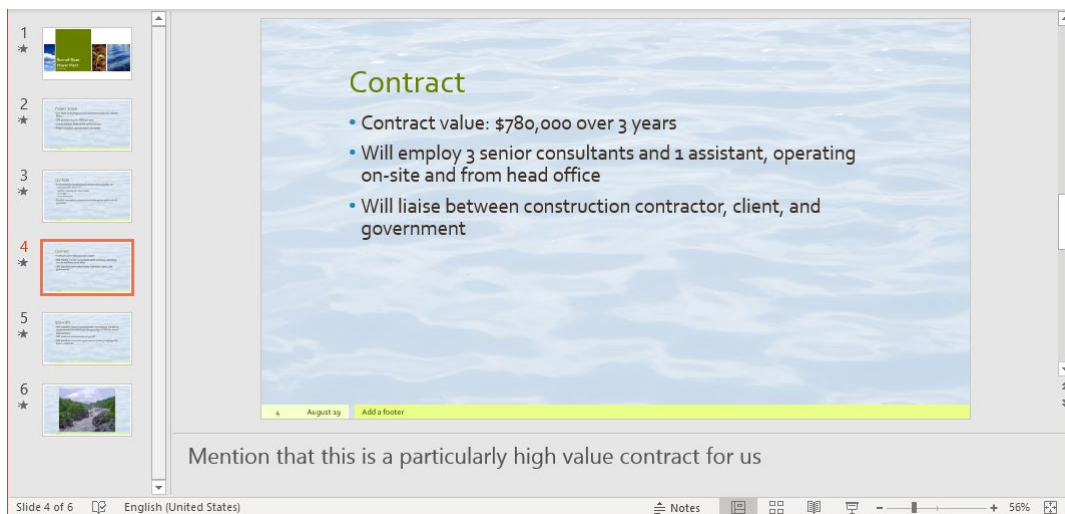


Figure 7-6: Notes pane in Normal view

- on the status bar, click the Notes button; or
- on the View tab, in the Presentation Views group, click Notes Page to switch to Notes Page view (Figure 7-7).

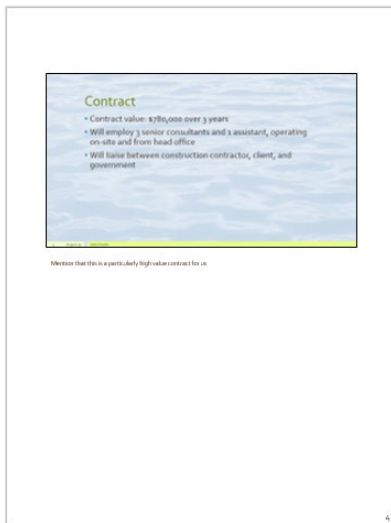


Figure 7-7: Notes Page view

You can use the Notes Page view or the Notes Master to customize the way note pages will look when you print them. For instance, you can add your logo, apply a shape style, add tables or charts, and adjust the font style, size and color.

Note pages include your notes and each slide in the presentation. Each slide and the accompanying notes print on its own page.

Within Notes Page view, you can format, resize and reposition the slide and note area, as well as add pictures and other objects to your notes. Pictures and objects added in Notes Page view appear on the printed note pages but are not displayed in Normal view.

You can format note text directly in the Notes pane in Normal view. However, you cannot format the background, add pictures or objects to notes while in Normal view.

You can use the Notes Master view (Figure 7-8) to add your company logo, apply a background style or theme, add or remove headers, footers, and page numbers, or change the page orientation.

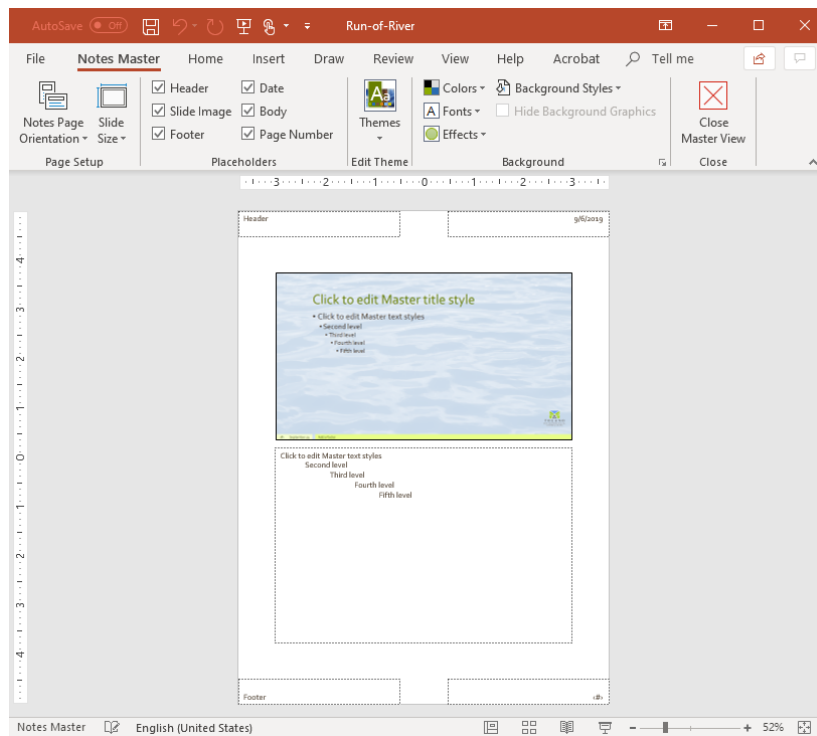


Figure 7-8: Notes Master view

To print Notes Pages, click File, and then click Print. In Settings, click the arrow next to *Full Page Slides* and in the Print Layout section, click Notes Pages.

Creating Handouts

Objective 1.1.5, 1.3.3, 1.5.6

PowerPoint gives you the option to provide your audience with **handouts** to read during or after your presentation. You can use handouts to help your audience follow along during the presentation, provide a summary of key points to review after the presentation, or provide your contact information.

PowerPoint creates handouts using slide representations from your presentation. The Handout Master determines the look and layout of presentation handouts. The Handout Master contains thumbnail images of the presentation slides along with other elements, such as slide number and footer placeholders.

To edit the Handout Master, on the View tab, in the Master Views group, click Handout Master (Figure 7-9).

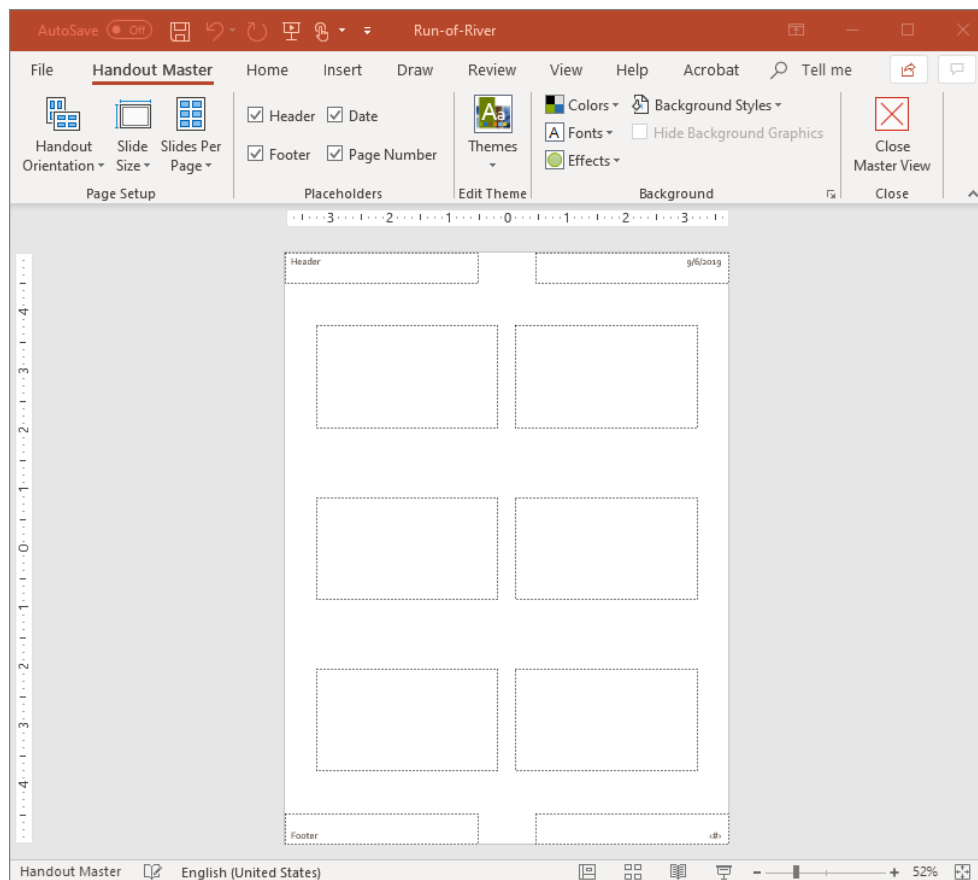


Figure 7-9: Handout Master view

You can modify the number of slides that appear on the handout page, format the handout background, edit the theme, change the handout orientation, and add images (such as your company logo) to your handouts. You cannot reposition, resize, or delete slide placeholders in the Handout Master, but you can modify the header, footer, date, and slide number placeholders.

To change the handout orientation, on the Handout Master tab, in the Page Setup group, click the *Handout Orientation* arrow and then click Portrait or Landscape (Figure 7-10).

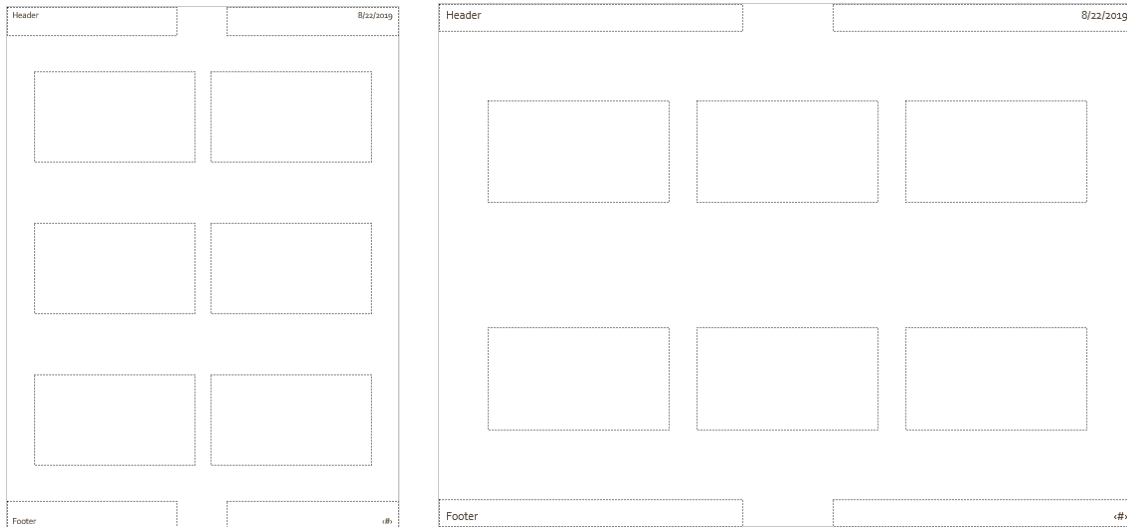


Figure 7-10: Handout Orientation Portrait and Landscape

To change the number of slides that appear on the handout master, on the Handout Master tab, in the Page Setup group, choose an option from Slides Per Page (Figure 7-11). The greater the number of slides you set to appear on a page, the smaller the size of each slide image.

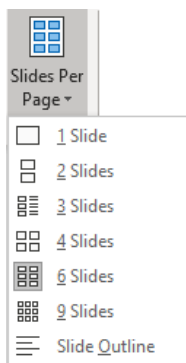


Figure 7-11: Slides Per Page menu

To print an outline of the entire presentation on a handout page, on the Handout Master tab, in the Page Setup group, click Slides Per Page and then click Slide Outline.

To print handouts, click File, then click Print. In Settings, click the arrow next to *Full Page Slides* and, in the Handouts section, click the layout desired (Figure 7-12).

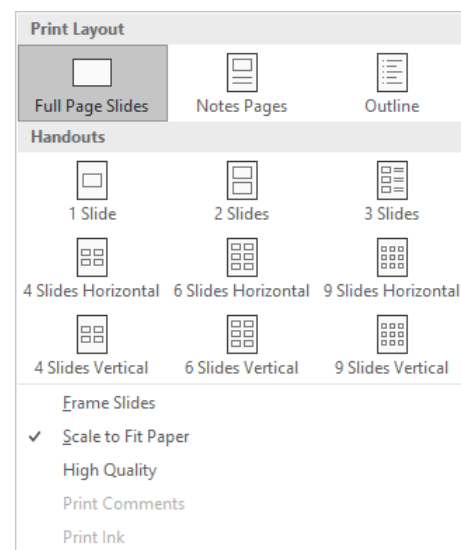


Figure 7-12: Print Handouts layout options

If you would like to modify the content, images, and layout of your handouts, you can export the presentation to Microsoft Word.

Creating handouts in Microsoft Word allows you to add additional information to your handouts, such as your contact information, company web address, or list of services. If you added notes to your slides, you can include them in your handouts. You can also include blank lines where your audience members can take notes alongside each slide image, or you can display only an outline of the presentation.

To export presentation handouts to Microsoft Word, click File, click Export, and select Create Handouts. Then, under *Create Handouts in Microsoft Word*, click Create Handouts. In the Send to Microsoft Word dialog box (Figure 7-13), choose one of the layout options, and click OK.

Choose *Paste link* to automatically update your handouts when changes are made to the presentation.

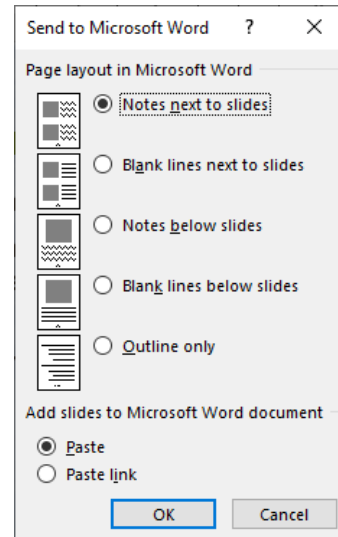


Figure 7-13: Send to Microsoft Word dialog box

Microsoft Word opens and displays a table containing slide numbers, slide thumbnails, and notes. You can modify the content as needed. You can also save and print the Word document (Figure 7-14).

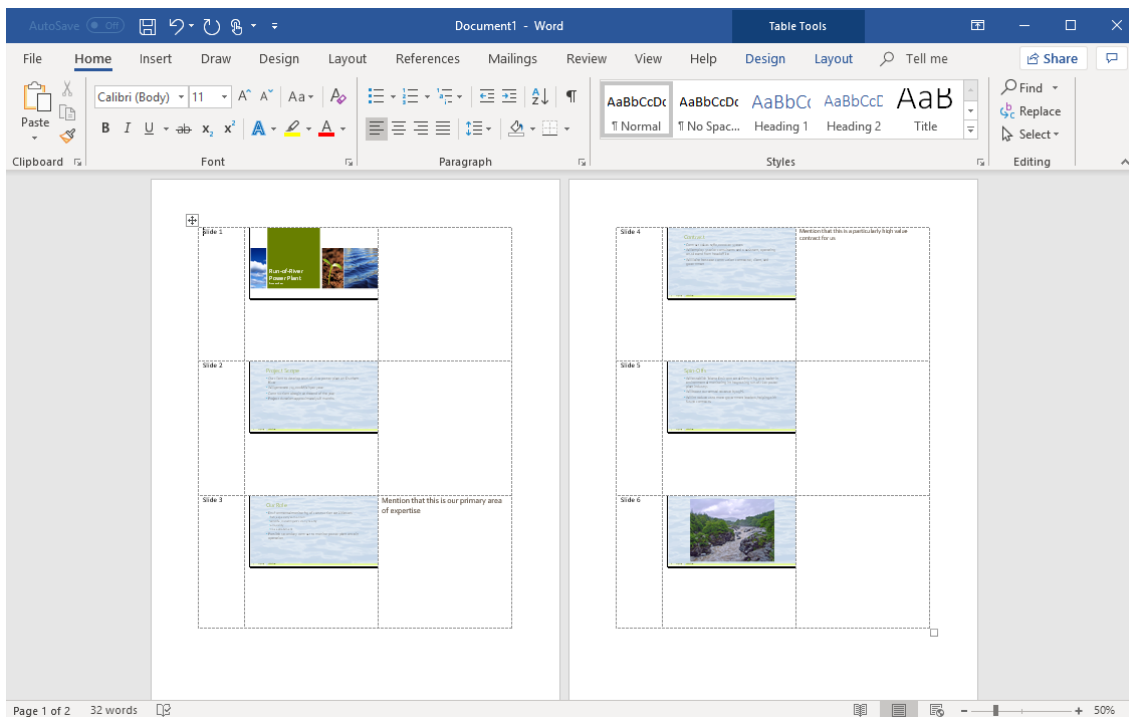


Figure 7-14: Handouts exported to Word document

Embedding Fonts

Objective 1.5.5

When you use non-standard or specialty fonts in your presentation, you can embed those fonts in your presentation file. Embedding fonts enables the fonts to travel with the presentation, which ensures that a user views the presentation exactly as you intended. If you choose not to embed fonts, non-standard or specialty fonts not installed on the presentation equipment will be replaced with the closest font available.

Embedding fonts can be tricky. There are numerous articles available on the Internet on how to embed fonts. The following points cover the essentials:

- Embedding permissions are typically set by the font's supplier. Licensing rights can range from no embedding, to print and preview only, to full installation. You need to review the End User License Agreement provided with the font to make sure embedding is allowed.
- If you try to embed fonts that are not embeddable, PowerPoint displays an error message explaining that some fonts cannot be saved with the presentation and provides a list of fonts that cannot be embedded.
- To determine if a font is embeddable and at what level in Windows, check the font properties in the Control Panel under Fonts.
- Embedding fonts increases the presentation file size.
- Sending the font file along with your presentation file is illegal. Fonts, including purchased fonts, do not allow distribution.
- Saving a file as a PDF will display specialty fonts but the presentation will not be editable.

To embed fonts in your presentation file, in the Save As dialog box, click the Tools arrow and then click Save Options. The Options dialog box appears with Save selected on the left side. At the bottom of the dialog box, under *Preserve fidelity when sharing this presentation*, select the *Embed fonts in the file* check box and then click the appropriate options (Figure 7-15). Click OK and continue saving normally.

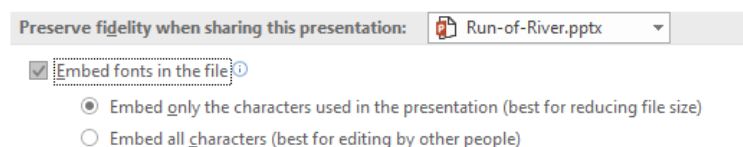


Figure 7-15: Embed fonts options

Learn to customize presentations

In this exercise, you will add speaker notes, create handouts, and embed fonts.

1. Open the **Run-of-River Notes** presentation located in the *StarterFiles* folder and save it as: **My Run-of-River Notes** in the *MyProjects* folder.
2. On the status bar, click **Notes** to open the Notes pane below your slides, if necessary.
3. On slide **1**, in the Notes section, type: **Kick off meeting to discuss project scope and expected outcomes.**
4. Click the **View** tab, and in the Master Views group, click **Notes Master**.
5. Click to select the **Notes** placeholder, then on the Drawing Tools Format tab, in the Shape Styles group click **Shape Fill**. Click **White, Background 1, Darker 15%**.

6. On the Notes Master tab, click **Close Master View**.
7. Click **File**, then click **Print**. In Settings, click the arrow beside the Layout box (currently set to Full Page Slides) and then, in the Print Layout section, click **Notes Pages**.

A preview of the notes pages appears on the right. Notice that the new fill color has been applied to the notes placeholder.
8. Return to Normal view.
9. Click the **View** tab, and in the Master Views group, click **Handout Master**.
10. In the Footer placeholder type: **River Power Plant**.
11. On the Handout Master tab, in the Placeholders group, deselect the **Header** check box to remove the placeholder.
12. In the Page Setup group, click **Slides Per Page** and then click **2 Slides**. Click **Close Master View**.
13. Click **File**, then click **Print**. In Settings, click the arrow beside the Layout box (currently set to Notes Pages) and then, in the Handouts section, click **2 Slides**.

A preview of the handouts appears on the right. Note that the header section is not displayed and the footer contains the text you've added.
14. Click **Export** in the pane on the left, click **Create Handouts**, and then under Create Handouts in Microsoft Word, click the **Create Handouts** button, leave the default options, and click **OK**.
15. Click the Word icon in the taskbar to open the newly generated handouts document.

Note: If an error message appears indicating that PowerPoint could not write to Word, click OK and proceed to step 16.
16. In the Word document, position the cursor to the left of the slide **1** text and press **ENTER** twice.
17. Press **CTRL+HOME** to go to the beginning of the document.
18. Type: **Kick off Meeting for Run-of-River Power Plant Project**.
19. Select the text and then change the font size to **20**.
20. Close Word without saving.
21. Click **File**, click **Save As**, then click **Browse** to open the Save As dialog box.
22. Ensure you are viewing the **MyProjects** folder, click the arrow for **Tools**, and then click **Save Options** to open the Save tab of the PowerPoint Options dialog box.
23. Scroll down the dialog box if necessary and select the **Embed fonts in the file** check box. Click **OK**.
24. Confirm the *My Run-of-River Notes* file name and then click **Save**. Click **Yes** in the Confirm Save As dialog box.
25. Close the presentation.

Proofing a Presentation

Manually Proofing a Presentation

In addition to using the spelling and grammar checkers, manual proofreading is still necessary before your presentation is ready for public viewing.

A presentation that contains any type of error can lessen the presenter's credibility and cause the audience to lose focus on the purpose of the presentation.

After running the Spelling checker (in the Proofing group on the Review tab,) and before you present, you should check your presentation for consistency and accuracy.

If you notice that you tend to use the same descriptive words repeatedly, use the Thesaurus to find other words with similar meanings. For example, if you repeatedly use the word "profitable," the Thesaurus suggests words like "lucrative" or "advantageous."

Below are a few tips to help you manually proof your presentation:

- Whenever possible, have others review your presentation to provide an objective opinion on how the information flows and to catch any errors you missed.
- Read your text backwards. Often, we miss errors because our brains "autocorrect" without our noticing.
- Read your text out loud. This can help you determine comma usage, find errors in sentence structure and natural pauses during the delivery.
- Be careful of words that have the same spelling or pronunciation, but different meanings (homonyms), such as "they're," "their" and "there," or "to," "too," and "two."
- Double-check apostrophe and comma usage. When in doubt, look it up.
- Proofread the printed presentation outline. Sometimes just seeing the text on paper can help you find errors you've missed onscreen.
- Check the flow and logic of the information.
- Make sure you identify elements consistently. For example, do not use ABC Corporation on some slides and ABC Corp on others.
- Use Slide Masters and the Format Painter to ensure text is in the same font, colors, and size where appropriate, such as in slide titles and paragraph text.
- Verify that you have sized and aligned all objects properly. An object that appears out of place, slightly askew, or crooked can shift attention away from the slide message.

Using the Accessibility and Compatibility Checkers

Ensuring a Presentation is Accessible

Objective 1.5.3, 3.4.7

The purpose of the Accessibility Checker is to ensure that everyone, including those with disabilities, can experience your presentation without issues.

To run the Accessibility Checker, click File, click Info, then under *Inspect Presentation*, click Check for Issues and then click Check Accessibility. Alternatively, you can click the Check Accessibility command in the Accessibility group on the Review tab of the Ribbon.

The Accessibility Checker task pane opens and lists any detected issues. Click an issue in the list to display a description and suggestions on how to resolve the issue in the Additional Information section of the task pane.

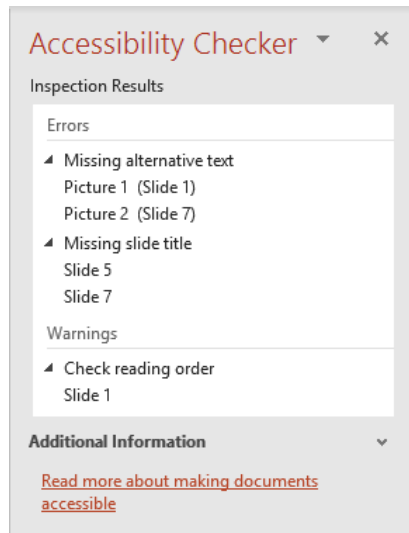


Figure 7-16: Accessibility Checker pane

The Accessibility Checker (Figure 7-16) reports three types of issues: errors, warnings, and tips.

You see an error when your presentation content will be difficult or impossible for people with disabilities to understand. PowerPoint detects errors such as missing alternative text on objects, missing table headers, and missing slide titles.

You see a warning when content may make a file difficult for people with disabilities to understand. PowerPoint includes warnings about link text issues, complex table structure, and blank table cells.

PowerPoint also offers tips to help organize and present your information in a way that can improve the experience of all members of your audience, including those with disabilities. Tips include closed-captioning for audio and video, logical order of slides, and unique slide titles.

Alt Text (alternative text) is read aloud by screen readers to help the visually impaired understand the content of pictures (and other visual media, such as shapes, diagrams, and tables). Also, search engines often use alternative text to determine the content of visual media when sharing information on a Web page.

To add Alternative text to a shape, picture, chart, table, SmartArt graphic, or other object, right-click the object, click Edit Alt Text to display the Alt Text pane (Figure 7-17), then enter a brief description of the object in the text box. Note that for some objects, you may first need to click the object border to select the entire object.

You may also elect to allow PowerPoint to automatically generate alternative text for you. To do so, click the *Generate a description for me* button in the Alt Text pane. To utilize this functionality, you must first activate the Use Intelligent Services feature, which grants Microsoft secure access to your search terms and document content.

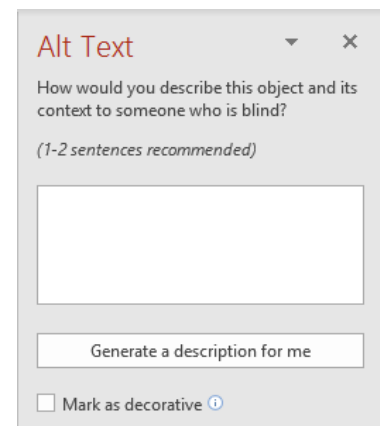


Figure 7-17: Alt Text pane

The first time you click the *Generate a description for me* button, the Use Intelligent Services dialog box may display, in which you have the option to enable the feature or proceed without enabling it. If you have already enabled the Use Intelligent Services feature by clicking the *Turn on* button, you will not see this dialog box again.

Note: If you choose not to turn on Intelligent Services, you will not be able to utilize the *Generate a description for me* feature.

After activating the Intelligent Services feature, alternative text is automatically added to images and objects. Always check automatically-generated alt text for accuracy. If the generated alt text is inaccurate, simply select it and replace it with more suitable text.

Ensuring a Presentation is Compatible

Objective 1.5.3

You can use the Compatibility Checker to determine whether there will be any issues when a PowerPoint presentation is opened in PowerPoint 2003 or earlier. For example, there could be issues with transition effects, animations, Zooms, 3D models, embedded video, or SmartArt.

The current PowerPoint file format is the same as in PowerPoint 2013 and back through PowerPoint 2007, so it is not necessary to check for compatibility issues for these versions.

To run the Compatibility Checker, click File, click Info, then under Inspect Presentation, click Check for Issues and then click Check Compatibility. PowerPoint reports the potential issues in the Compatibility Checker dialog box (Figure 7-18).

If you frequently save presentations in PowerPoint 97-2003 format, select the *Check compatibility when saving in PowerPoint 97-2003 formats* check box.

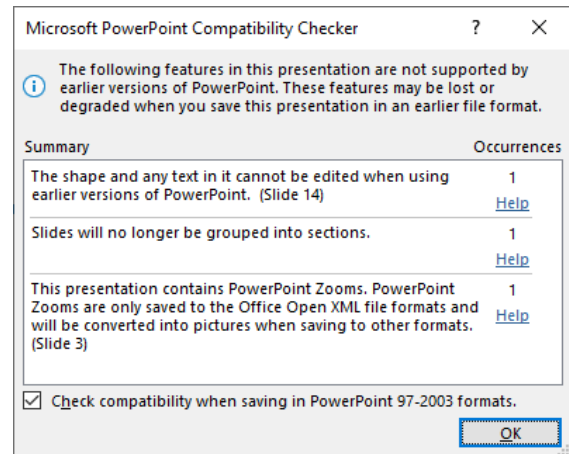


Figure 7-18: Compatibility Checker dialog box

Learn to check accessibility

In this exercise, you will check for accessibility issues.

1. Open the **Run-of-River Project** presentation located in the *StarterFiles* folder.
2. Click **File**, click **Check for Issues** and then click **Check Accessibility**.

The Accessibility Checker pane appears with the inspection results.

3. Review the Inspection Results in the Accessibility Checker pane.
4. In the Accessibility Checker pane, under Errors, Missing alternative text, click **Picture 4**. Then review the content in the Additional Information section.
5. Right-click the logo picture on slide 1 and click **Edit Alt Text**. In the Alt Text pane, click in the text box, select any existing text if necessary, then type: **Tolano Adventures logo**.
6. Close the Alt Text pane.

Note that the Inspection Results have been updated and Picture 4 (Slide 1) has been removed.

7. Close the Accessibility Checker pane and close the presentation without saving any changes.

Running the Slide Show

Objective 1.2.2, 1.4.2

You have typed a lot of text, inserted graphics and animations, and set a number of options. By doing all this, you have built a slide show that is only a click away. PowerPoint allows you to easily set up your slide show to accommodate different audiences and delivery methods.

You use the Slide Show tab (Figure 7-19) to set up and view your slide show.

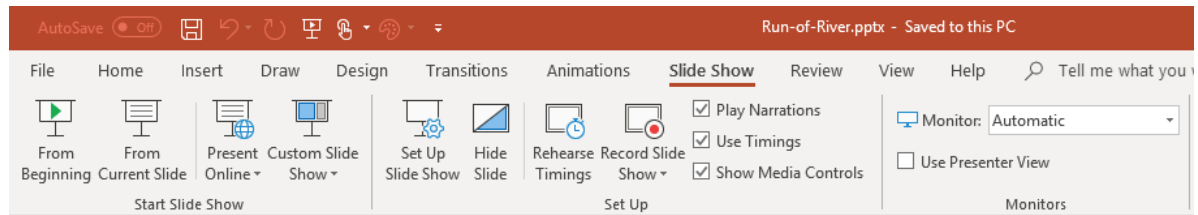


Figure 7-19: Slide Show tab

To run your presentation, use the Slide Show view to display your slide show in full screen the way your audience will see it.

To switch to the Slide Show view, use one of the following methods:

- On the Slide Show tab, in the Start Slide Show group, click From Beginning to run the slide show from the first slide, regardless of which slide you are currently viewing; or
- on the Slide Show tab, in the Start Slide Show group, click From Current Slide to run the slide show starting from the current slide; or
- on the status bar, click the  Slide Show button to view the slide show from the current slide; or
- press F5 to run the slide show from the first slide, regardless of which slide you are currently viewing; or
- press SHIFT+F5 to run the slide show from the current slide.

To display a slide show window within your PowerPoint window, press ALT+ .

You can also use a variety of keyboard and mouse shortcuts to assist in delivering a presentation in Slide Show view. Several of these shortcuts are defined in Table 7-1.

Table 7-1: Slide Show view navigation shortcuts

Action	Shortcut
Start Show from beginning	Press F5.
Advance to the next slide or animated object	Press N, PAGE DOWN, SPACEBAR or click the mouse.
Return to the previous slide or animated object	Press BACKSPACE or P or PAGE UP.
Go to a certain slide number	Type the slide number and then press ENTER.
Black the screen or return to presentation	Press B or PERIOD.
White the screen or return to presentation	Press W or COMMA.
Stop/restart automatic show	Press S.
End slide show	Press ESC.
Change pointer to pen	Press CTRL+P.
Erase on-screen annotations	Press E.
Change pen to pointer	Press CTRL+A.
Display shortcut menu	Right-click.

You may decide to deliver a presentation without showing every slide. For example, perhaps you have a long presentation about benefits, and it includes information that would be of interest primarily to managers, but you are showing the presentation to production workers.

Remember that you can hide the irrelevant slides. (Hiding and unhiding slides is covered in Lesson 2.)

To limit the presentation to a particular range of slides, on the Slide Show tab, in the Set Up group, click Set Up Slide Show and then specify the slides you want to use in the *Show slides* area.

Setting Up a Slide Show

Objective 1.4.2

You can change the settings for the type of show to be presented, as well as the options for running the show. These options include whether the show should run continuously, whether it should show animations, what color pen or laser pointer is used, and whether you are using multiple monitors with different resolutions.

You can set up your presentation to run unattended at a kiosk, such as at a trade show or on your server. You can allow others to advance the slides manually, or set the slides to advance automatically using timings. You will learn more about using timings in Rehearsing a Presentation later in this lesson.

To set slide show options, on the Slide Show tab, in the Set Up group, click Set Up Slide Show or press SHIFT+  (Figure 7-20).

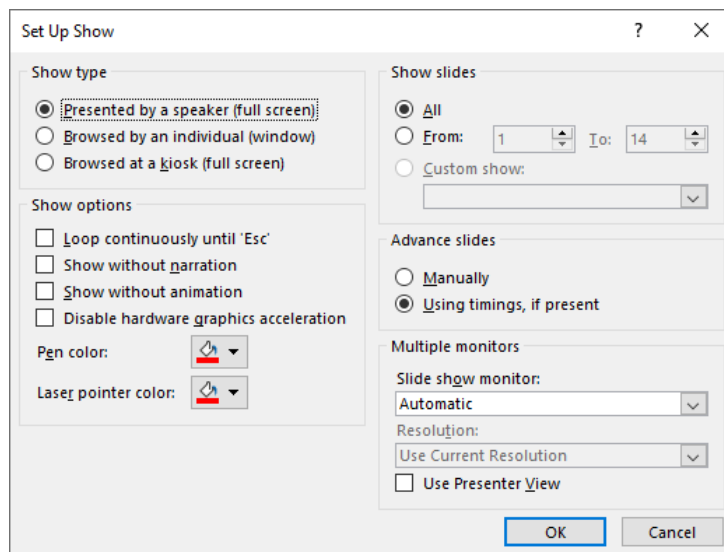


Figure 7-20: Set Up Show dialog box

Then, under *Show type*, do one of the following:

- Select *Presented by a speaker (full screen)* and *Advance slides Manually* to allow the presenter to manually advance the presentation slides using the onscreen presentation tools. Selecting *Advance slides Using Timings, if present* plays the presentation automatically using timings and then stops until manually restarted.
- Select *Browsed by an individual (window)* and *Advance slides Using Timings, if present* to have the presentation advance slides automatically using timings and then stop until manually restarted. Selecting *Advance slides Manually* allows others to manually advance the presentation slides. PowerPoint does not display the onscreen presentation tools, but users can use the mouse or keyboard to advance the presentation slides regardless of which advance slide method is chosen.

- Select *Browsed at a kiosk (full screen)* to automatically loop the presentation slides and use preset timings. Viewers do not have control over advancing the presentation slides. PowerPoint does not display the onscreen presentation tools or recognize keyboard commands.

To set up a presentation to show all slides, or just a range of slides, use the *Show slides* options in the Set Up Show dialog box.

To configure the presentation to play continuously (that is, restart from the first slide after the last slide is shown and continue doing so until someone presses the ESC key), select *Loop continuously until 'Esc'*.

To configure the presentation to play without using the attached narration or animation, select the Show Without Narration or Show Without Animation check box.

PowerPoint automatically helps make motion graphics, such as transitions, animations, and video, appear smoothly. If you receive an error message related to your graphics card or you experience issues while playing your presentation, select Disable hardware graphics acceleration.

To set the default pen and laser pointer colors, select a color from the Pen color and Laser pointer color boxes.

If you will be using multiple monitors, you can manually choose which monitor displays your slide show or let PowerPoint choose automatically.

You can set your screen resolution to show a presentation with more or less fine detail, particularly if the resolution supported by the projector differs from the resolution of your computer monitor.

If you are connected to multiple monitors, PowerPoint automatically displays Presenter View. To turn Presenter View off, deselect the *Use Presenter View* check box. Presenter View is covered in more detail later in this lesson.

Using Presentation Tools

While in Slide Show view, you can access options such as navigation, zoom, screen, and pointer using the onscreen presentation tools visible at the lower left corner of the screen or the right-click menu.

Note: The onscreen presentation tools are not visible in all show types. See “Setting Up a Slide Show”.

When you are not using Presenter View, slide show navigation tools (Figure 7-21) appear at the bottom of the screen when you hover the mouse pointer over a slide.



Figure 7-21: Slide show navigation tools

The on-screen navigation buttons are described in Table 7-2.

Table 7-2: On-screen navigation buttons

Button	Function
	Go to the previous or next slide.
	Display the pointer options menu. Choose pen, highlight, or laser.
	See all slides.
	Zoom and pan to a specific part of a slide.
	Display the presentation More Options menu.

Additionally, you can right-click the screen to open the presentation shortcut menu (Figure 7-22), or click the More Options button to open the presentation More Options menu (Figure 7-23):

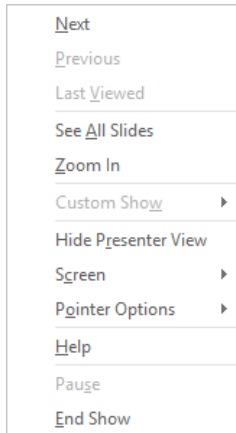


Figure 7-22: Presentation shortcut menu

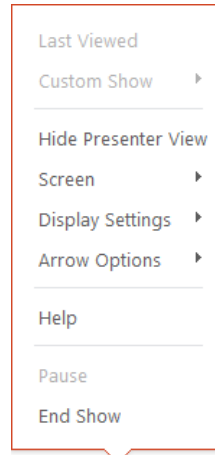


Figure 7-23: Presentation More Options menu

You can use the pointer option tools to target key ideas or concepts. The pen and highlight options mark slide content; these markings are called **annotations** or ink markup. When you exit the slide show, you are given the option to keep or discard the annotations. If you keep the annotations, they are saved with the presentation for later use. You may also print annotations.

To edit an annotation within PowerPoint, select the annotation and use the Drawing Tools Format tab or the Draw tab commands. The Draw tab allows you to add or modify annotations.

To hide annotations, on the Review tab, click the Show Comments arrow and then click Show Markup to turn off the display of comments and annotations.

To display a simulated laser pointer in Slide Show view, press and hold CTRL and click the left mouse button. Unlike the Pen and Highlighter tools, the laser pointer does not leave any marks on the slides.

Learn to run the slide show

In this exercise, you will set up and present a slide show.

1. Open the **Run-of-River Show** presentation located in the *StarterFiles* folder and save it as: **My Run-of-River Show** in the *MyProjects* folder.
2. Click the **Slide Show** tab and then in the Setup group, click **Set Up Slide Show**.
3. Verify that the show will be presented by a speaker, and that all slides will be shown.
4. In the Advance slides area, click **Manually** to allow the speaker to determine how elements will run during the presentation. Click **OK**.
5. On the Slide Show tab, in the Start Slide Show group, click **From Beginning**.
6. Click the left mouse button or press **PAGE DOWN** to advance through the slides.
7. On slide **3** (Our Roles), press **PAGE UP** twice to return to the previous slide.
8. Press **ESC** to exit the slide show.
9. Select slide **5** (Spin-Offs) and then press **SHIFT+F5** to run the slide show from the current slide.

10. Point at the bottom left of the screen until PowerPoint displays the onscreen tools. Click the **Pointer options** button.
11. Click **Highlighter** and then, on the slide, highlight the text "**15%**" in the second bullet.
12. Click the onscreen tools **Zoom** button. Move the pointer until "15%" is in the Zoom pane and click the slide.
13. Drag the window to the right and downward to view the slide title in the zoom window.
14. Press **ESC** to return the slide to normal view.
15. Right-click the slide and click **See All Slides**.
16. Click slide **6** to display the slide. Then press **ESC** to exit the slide show.
17. When asked if you "Want to keep your ink annotations?", click **Keep**.
18. On slide **5**, click to select the highlight that appears on the text "15%" and then press **DELETE**.
19. Save the presentation and keep it open for the next exercise.

Using the Presenter View

Objective 1.4.5

Presenter View is a great way to view your presentation with your speaker notes on one computer (your laptop, for example) while the audience views the note-free presentation on a different monitor or projected on a screen. Presenter View is designed to utilize two monitors. You can launch Presenter View even if you are using only a single monitor; however, the audience will see everything that you see, which defeats the purpose of using Presenter View in the first place.

To use Presenter View (Figure 7-24), use one of the following options:

- On the Slide Show tab, in the Monitors group, click Use Presenter View; or
- press ALT+F5 to launch the slide show using Presenter View; or
- within Slide Show view, click the More Options button and then click Show Presenter View; or
- right-click the screen and click Show Presenter View.

Note: Clicking More Options and right-clicking within a Slide Show will allow you to display the Presenter View even on a single monitor.

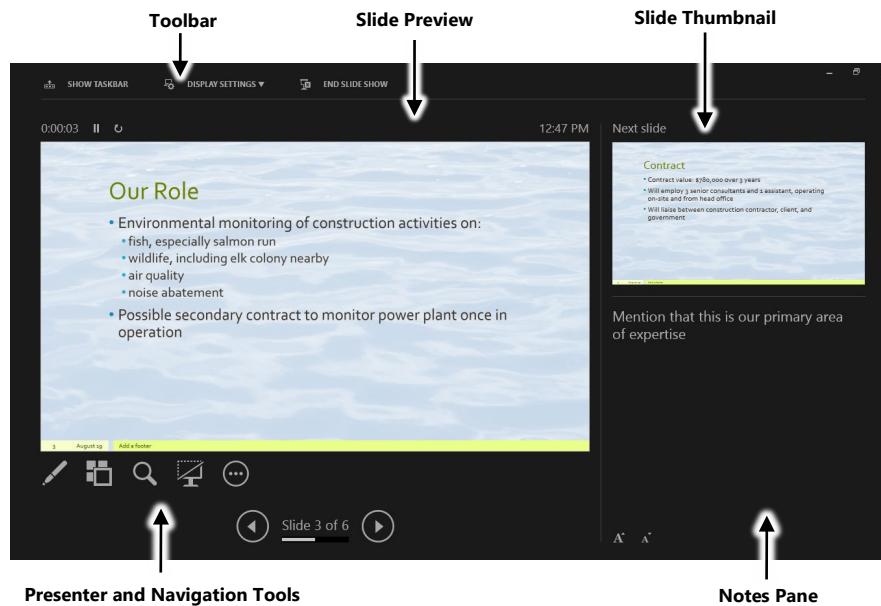


Figure 7-24 Presenter View

The Presenter View console contains several elements, including:

- A toolbar that provides the following options:
 - Show Taskbar** – Access or display other applications. Click **Show Taskbar** to show and hide the taskbar.
 - Display Settings** – Swap Presenter View and Slide Show view, or duplicate a slide show using options in the Display Settings menu. These options are grayed out (unavailable) you are using only one monitor.
 - End Slide Show** – End the slide show.
- A slide preview area with a timer that displays the current time of day; duration of the presentation, with a pause/resume button and a restart button for the duration timer; and a preview of the audience view.
- A progress bar that indicates the current slide number.
- Onscreen presentation tools in the Presenter and Navigation tools.
- A thumbnail of the next slide.
- A Notes pane that displays the notes for the current slide, with buttons to increase or decrease text size.

Learn to use Presenter View

In this exercise, you will use the Presenter View to deliver a slide show.

1. Ensure that the My Run-of-River Show presentation from the previous exercise is still open, then press **F5**.
2. If necessary, right-click the screen and then click **Show Presenter View**.
3. Use the **Next** and **Previous** arrows to move through the presentation.

PowerPoint displays the next slide in the Next slide section, as well as the notes on slide 3 and 4.

4. On slide **3**, click the **Make the text larger** icon twice to increase the size of the note text.
5. Click the **Pen** tool, click **Ink Color** and then select **Red**.
6. Circle the text "noise abatement" on slide 3.

7. On the toolbar, click **End Slide Show**.
8. When asked if you “Want to keep your ink annotations?”, click **Discard**.
9. Save the presentation and keep it open for the next exercise.

Rehearsing a Presentation

Objective 1.4.3

You can rehearse your presentation to make sure that it fits within a certain timeframe. While you rehearse, you can use the Slide Timing feature to record the time you need to present each slide, and then use the recorded timings to advance the slides automatically when you deliver your presentation to a live audience.

Rehearsing a presentation gives you the opportunity to fine tune the flow of the presentation, determine the length of the presentation, edit content and double-check your speaker notes. Be sure to allow enough time for your audience to survey the slide contents, listen to your narration, and ask questions before continuing to the next slide.

To rehearse timings, on the Slide Show tab, in the Set Up group, click Rehearse Timings.

PowerPoint displays the presentation in full screen view with the Recording toolbar (Figure 7-25) to help you manage this procedure.

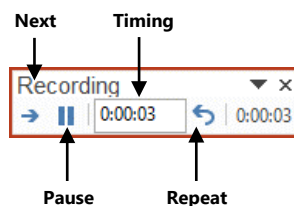


Figure 7-25: Recording toolbar

Next – Go to the next item on your slide, or press N or PAGE DOWN or DOWN ARROW.

Pause – Pause the timer.

Repeat – Click if the timing shown is incorrect and you want to re-record the timing.

The timings for each slide appear below each thumbnail (Figure 7-26) in Slide Sorter view.



Figure 7-26: Timings in Slide Sorter view

Customizing Rehearsed Timings

After recording your rehearsed timings, you can modify the timing for one or more slides.

To modify a slide’s timing, select the slide or slides and then, on the Transitions tab, in the Timing group, click After and increase or reduce the amount of time.

To remove the rehearsed timing from a slide, on the Transitions tab, in the Timing group, deselect the After check box.

To have the option of advancing the slide using the mouse with or without rehearsed timings, on the Transitions tab, in the Timing group, click On Mouse Click.

To run the show using the timings, use one of the following methods:

- On the Slide Show tab, in the Set Up group, click Use Timings; or
- on the Slide Show tab, in the Set Up group, click Set Up Slide Show and click Using timings, if present.

Learn to rehearse and customize timings

In this exercise, you will rehearse and customize presentation timings.

1. Ensure that the My Run-of-River Show presentation from the previous exercise is still open, then click the **Slide Show** tab, and in the Set Up group click **Rehearse Timings**.
2. Advance through the presentation as if you were delivering it, taking as much time as necessary for each slide.
3. At the end of the slide show, click **Yes** to save the timings you set for each slide.
4. Click the **View** tab and click **Slide Sorter** to view the timings for each slide.
5. Click slide **3** and then click the **Transitions** tab. In the Timing group, set this slide to advance after five seconds.
6. Click the **Slide Show** tab, and in the Set Up group, click **Set Up Slide Show**.
7. In Show type, click **Browsed at a kiosk (full screen)**.
8. In Show slides, click **From:** and change it to **From: 1 To: 3**. Click **OK**.
9. On the Slide Show tab, in the Set Up group, select the **Use Timings** check box.
10. Press **F5** to start the slide show and view the slides.

Notice that slides 1 - 3 are the only slides displayed. The slides advance automatically and will loop continuously until you press ESC.
11. Press **ESC** to exit the slide show.
12. On the Slide Show tab, in the Set Up group, click **Set Up Slide Show**. In Show type, click **Presented by a speaker (full screen)**. In Show slides, click **All** and then in Advance slides, click **Manually**. Click **OK**.
13. Save the presentation and keep it open for the next exercise.

Recording a Presentation

Objective 1.4.4

If you are unable to deliver a presentation in person, you can record your delivery of it and make the file available for others to view later. You can record the presentation exactly as you deliver it, with individual slide timings, annotations, and thumbnail presenter video and audio narration. To do this, you need a computer equipped with a sound card, a microphone to record audio narration, and a WebCam to record video.

Recording a presentation is similar to rehearsing a presentation. You establish the time required for each slide and set the slides to advance after that time; but, in addition, you add annotations and audio narration, and possibly, video of yourself.

PowerPoint allows you to add your own narration to a slide show when you are rehearsing your presentation, or during the slide show. You can record comments on specific slides or turn off narration entirely. You can also capture a video of the presenter while recording the presentation, which will be added to the slide and set to play in time with the recorded presentation.

To record your presentation, on the Slide Show tab, in the Set Up group, click the Record Slide Show arrow (Figure 7-27) and select *Record from Current Slide* or *Record from Beginning* to specify where to begin.

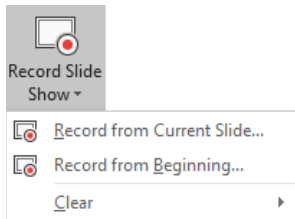


Figure 7-27: Record Slide Show options

The Slide Show opens in the recording view (Figure 7-28) with the Recording toolbar displayed. Before you begin recording, set the options you want:

- Use Settings to choose the microphone and camera for recording.
- Choose the inking tools required:
 - Click the Pen icon and choose an ink color;
 - Click the Highlighter icon and choose a highlighting color.
- Click Turn Microphone On/Off as required.
- Click Turn Camera On/Off as required.
- Click Turn Camera Preview On/Off to view video captured as you record.

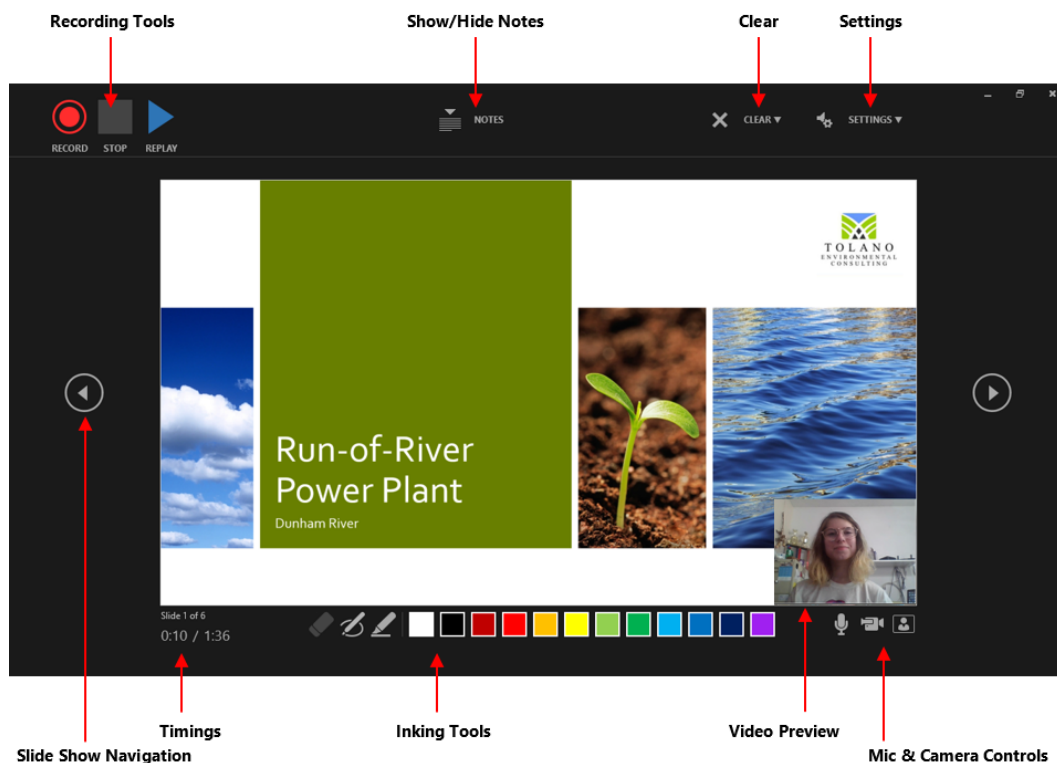


Figure 7-28: Slide Show Recording view

Click the RECORD button to begin. You can pause and resume recording the narration at any time using the Recording toolbar or the right-click menu.

When you play back a narration, PowerPoint automatically synchronizes all slide timings, transitions, animations, and any video with the recording.

When you add narration to a slide, the sound icon appears on the bottom right corner of the slide. You can preview the narration by clicking the sound icon and using the player controls; or by clicking the sound icon and then clicking Play in the Preview group on the Audio Tools Playback tab.

You can also delete a recording. If you would like to delete the recording from the presentation or from the selected slide, use the Clear option in the Record Slide Show menu (Figure 7-29).

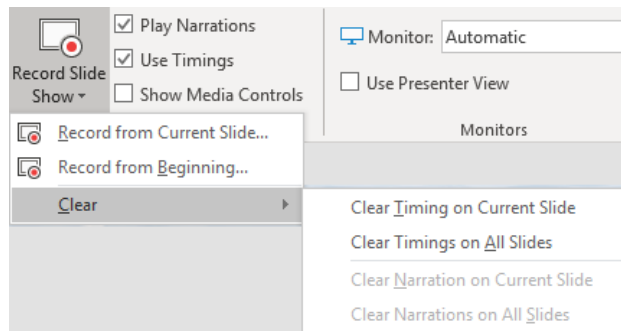


Figure 7-29: Record Slide Show menu

To record comments on a specific slide, select the slide and then on the Insert tab, click Audio, then click Record Audio.

Learn to record a presentation

In this exercise, you will record a presentation.

1. Ensure that the My Run-of-River Show presentation from the previous exercise is still open.
2. On the Slide Show tab, in the Set Up group, click the **Record Slide Show** arrow and then **Record from Beginning**.
3. Click the **Settings** button in the upper right and specify the microphone connected to your computer, if necessary. If your computer has a camera, specify that as well.
4. Ensure that the **Microphone** icon at the lower right of the screen is turned On.
5. Click the **Pen** icon at the bottom of the screen and select the **Purple** color.
6. Click the **Highlighter** icon at the bottom of the screen and select the **Orange** color.
7. In the Recording toolbar at the top of the screen, click the **RECORD** button.
8. Advance through the slides, allowing enough time to deliver the content for each one. Read the slides aloud to record your voice.
9. On slide 4 (Contract), ensure that the **Highlighter** icon at the bottom of the screen is still turned on. Highlight **\$780,000**, and then click the **Highlighter** icon to turn it off.
10. On slide 5 (Spin Offs), click the **Pen** icon at the bottom of the screen. Draw a circle around **15%**, and then click the **Pen** icon again to turn it off.

11. In the Recording toolbar, click the **PAUSE** button, then click **RECORD** to resume advancing through all the slides. Exit the slide show.
12. On the Slide Show tab, in the Set Up group, ensure **Play Narrations** and **Use Timings** are checked and then, in the Start Slide Show group, click **From Beginning**.

As the recorded presentation plays back, notice that the slides advance at the intervals set during the recording, with annotations appearing as you added them and your audio narration playing through speakers connected to the computer.

13. At the end of the slide show, click the screen to exit.
14. Close the presentation without saving.

Creating Custom Slide Shows

Objective 1.4.1

You can adapt a single presentation to a variety of audiences by creating custom shows within it. This saves you the effort of duplicating a whole presentation, saving it as a new file, and modifying it to suit a new audience. You can use each slide in as many different custom shows as you like. Name each custom show and, when you deliver the presentation, select the custom show you want for a particular audience.

You can use custom shows to give separate presentations to different groups in your organization. For example, if your presentation contains sixty slides, you can create a custom show named "Seminar" that includes only slides 1, 5, and 15-19. You can then create a second custom show named "Trade Show" that includes slides 1-5, 9, 12, 14, and 20-25. When you create a custom show from a presentation, you always retain the ability to run the entire presentation in its original sequential order.

To create a new custom show, on the Slide Show tab, in the Start Slide Show group, click Custom Slide Show (Figure 7-30) and click Custom Shows. The Custom Shows dialog box appears (Figure 7-31). Click New in the Custom Shows dialog box to open the Define Custom Slide Show dialog box (Figure 7-32). Here you can enter a name for the new show and choose the slides to include in the custom show.

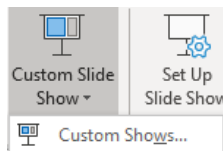


Figure 7-30: Custom Slide Show menu

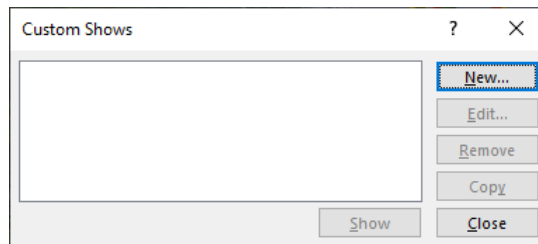


Figure 7-31: Custom Shows dialog box

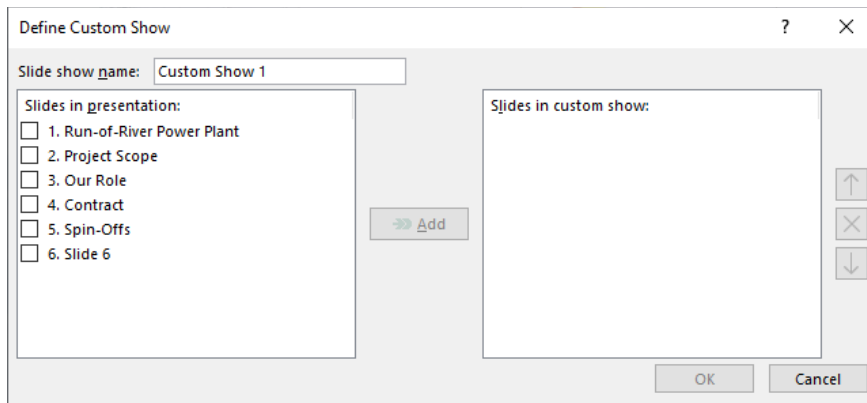


Figure 7-32: Define Custom Show dialog box

When creating a custom slide show, keep the following points in mind:

- To select multiple sequential slides, click the first slide and then press and hold SHIFT while you click the last slide you want. To select multiple non-sequential slides, press and hold CTRL while you click each slide you want.
- To preview a custom show, click the name of the show in the Custom Shows dialog box and click Show.
- To modify a custom show, on the Slide Show tab, in the Start Slide Show group, click Custom Slide Show and click Custom Shows to open the Custom Shows dialog box. Select the show to be changed and then click Edit.
- To delete a custom show, on the Slide Show tab, in the Start Slide Show group, click Custom Slide Show and click Custom Shows to open the Custom Shows dialog box. Select the show and then click Remove (Figure 7-33).

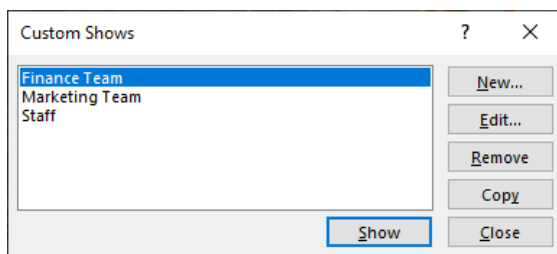


Figure 7-33: Custom Shows dialog box – Remove custom show

- To deliver a custom show, on the Slide Show tab, in the Start Slide Show group, click Custom Slide Show and click the name of the custom show.

Learn to create a custom show

In this exercise, you will create a custom slide show.

1. Open the **Run-of-River Show** presentation located in the *StarterFiles* folder and save it as: **My Run-of-River Custom Show** in the *MyProjects* folder.
2. On the Slide Show tab, in the Start Slide Show group, click **Custom Slide Show** and click **Custom Shows**.
3. Click **New** and name this new show: **Investors**.
4. Click the box beside slide **1** and then click **Add**. Add slides **2**, **3**, and **5**, click **OK**, and then click **Close**.

5. On the Slide Show tab, in the Start Slide Show group, click **Custom Slide Show** and click **Investors**.
6. Click the left mouse button or press **PAGE DOWN** to advance the slides.
Notice that only slides 1, 2, 3, and 5 are included.
7. At the end of the slide show, click the screen to exit.
8. Save, then close the presentation.

Using the Zoom Feature

Objective 2.1.4, 3.2.2

By their nature, presentations are designed to present data in a logical, linear fashion. You begin at slide 1 and work your way through each slide until you reach the end. However, as you deliver a presentation to a live audience you may find that questions pop up at inopportune times.

Consider the following scenario: You are delivering an Annual Business Review and you are currently working your way through the organization chart on slide 6 when the Vice President of Sales asks a question about a planned product launch which you have detailed on slide 14. Several other attendees speak up saying that they too want to know about the product launch.

To accommodate the requests, you page through your slides to arrive at the one with the pertinent information and discuss the launch. Then, from slide 14 you move backward through your slides back to slide 6 to pick up from where you left off.

You wonder if you could have prepared a more intuitive slide show – one that would have more accurately predicted the concerns of the day in the order in which they would arise. However, the odds of successfully predicting the whims of an audience's concerns are stacked against you. You don't need a better linear layout – you need a slide show in which you can easily jump from topic to topic in any order that suits your audience. That's where the PowerPoint Zoom feature comes in.

Zoom is a feature that creates navigation slides using slide thumbnails and hyperlinks. This allows you to jump to and from specific slides, sections, and portions of your presentation in an order that you decide and control while you are presenting.

Note: Zoom for PowerPoint is available only to Office 365 subscribers.

Inserting Summary Zoom Slides

Objective 2.1.4

A summary zoom is like a landing page or a main menu where you can see all the pieces of your presentation represented in one place. As you deliver your presentation, you can use the summary zoom to go from one place in your presentation to another in any order you wish; you are not constrained by the physical order of the slides.

Consider the presentation for the Tolano Environmental Consulting annual review, shown in Figure 7-34.

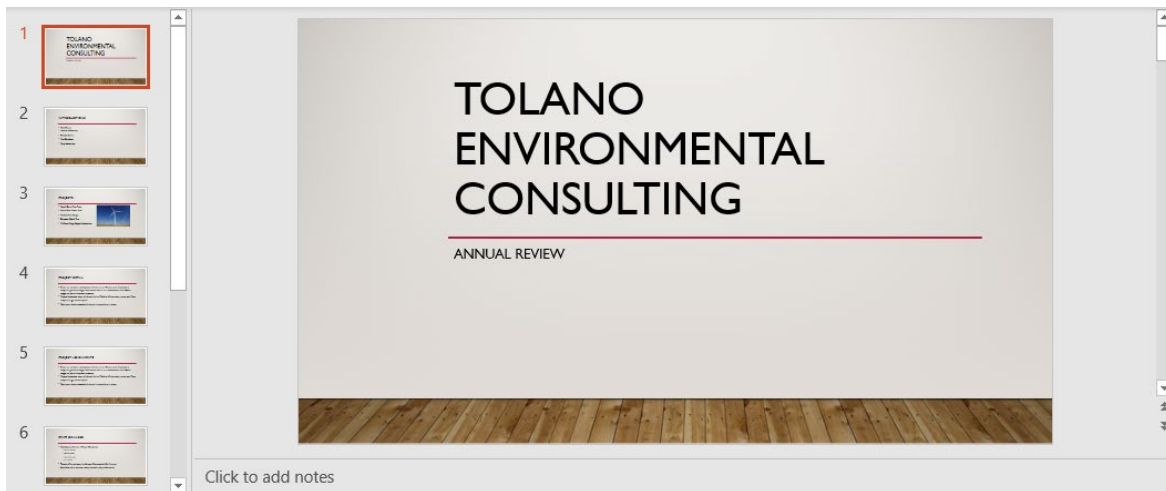


Figure 7-34: Tolano Environmental Consulting Annual Review presentation

The presentation includes 10 slides and covers topics such as projects, staff changes, milestones, and looking ahead. A summary zoom would make it easy to discuss the topics in any order.

To insert a summary zoom, on the Insert tab, in the Links group, click Zoom, then click Summary Zoom. The Insert Summary Zoom dialog box appears (Figure 7-35). A thumbnail of each slide in the presentation is shown in the dialog box.

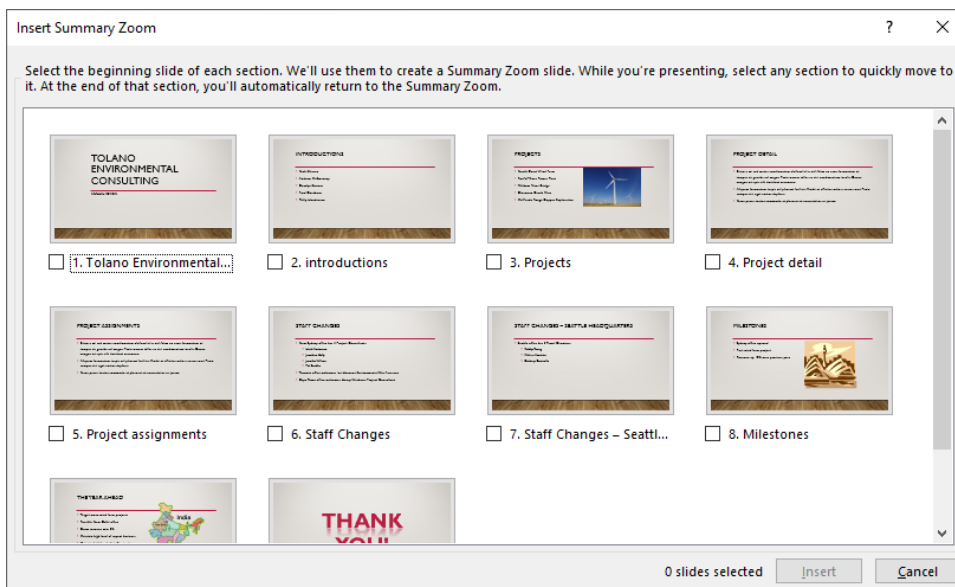


Figure 7-35: Insert Summary Zoom dialog box

Select the check box for each slide you want to include in the summary zoom, then click Insert. (Let's assume we select slides 3, 6, 8, and 9 for inclusion.) PowerPoint creates the summary zoom slide (Figure 7-36) and inserts it into the presentation just before the first slide you included in the summary zoom.

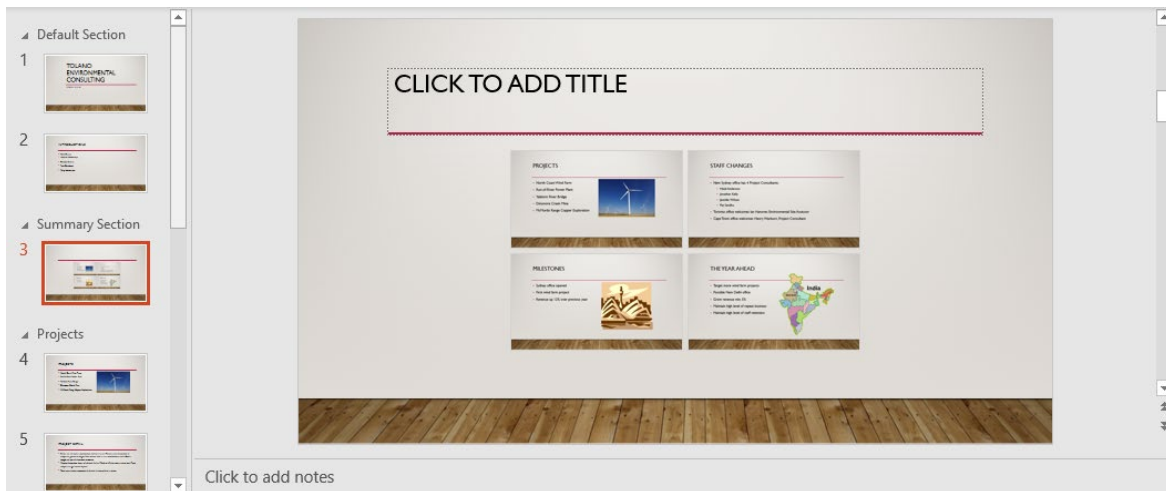


Figure 7-36: Summary zoom slide

The presentation now contains 11 slides, and the summary zoom slide contains a thumbnail of each of the selected slides.

In the background, PowerPoint also creates sections in the presentation. Notice the sections that now appear in the Slide Navigation pane. The first section is named *Summary Section* and the summary zoom slide is the only slide in that section. Other sections are created for each slide you selected in the Insert Summary Zoom dialog box.

During a slide show, when you click a thumbnail on the summary zoom slide, all the slides in that section are shown. By default, when you reach the last slide within the section, you are taken back to the summary zoom slide automatically. To proceed past the summary zoom slide (and all its sections), press PAGE DOWN.

When the content placeholder for the summary zoom is selected, the Zoom Tools contextual toolbar appears and includes a Format tab (Figure 7-37).

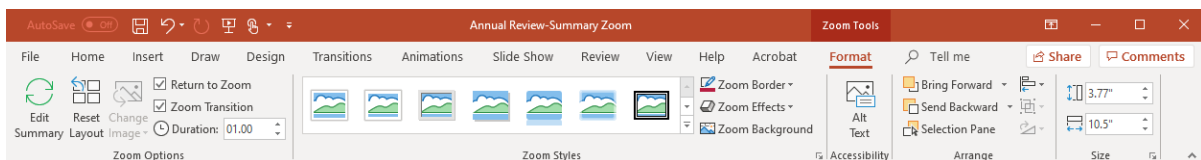


Figure 7-37: Zoom Tools contextual ribbon

Click the Format tab to see the slides that will be shown within each summary zoom section (Figure 7-38).



Figure 7-38: Summary zoom sections

Adding or Removing Sections from a Summary Zoom

Once you have created a summary zoom, you can edit it if you want to add or remove sections. To edit the summary zoom, click the Summary Zoom content placeholder to select it. Then in the Zoom Tools Format tab, in the Zoom Options group, click Edit Summary. The Edit Summary Zoom dialog box appears. Select or deselect the appropriate slide check boxes, then click Update to save your changes.

Learn to insert summary zoom slides

In this exercise, you will insert a summary zoom slide into a presentation.

1. Open the **Annual Review summary zoom** presentation located in the *StarterFiles* folder and save it as: **My Annual Review summary zoom** in the *MyProjects* folder.
2. Select slide **3**, click the **Insert** tab. In the Links group, click the **Zoom** arrow, and then click **Summary Zoom**.

The Insert Summary Zoom dialog box appears. The slides that you select in this dialog box will appear on the summary zoom slide.

3. In the dialog box, select the check boxes for slides **3, 6, 8, and 9**, then click **Insert**.

PowerPoint inserts a summary zoom slide as slide 3 and creates five sections in the presentation. The sections are named: Summary Section, Projects, Staff Changes, Milestones, and The Year Ahead.

4. On slide 3 (the summary zoom slide), enter the title: **Topics for Discussion**.
5. Press **SHIFT+F5** to start the slide show from the current slide.
6. On the summary zoom slide, click the **Projects** thumbnail.

The slide show zooms in to the Projects slide.

7. Press **PAGE DOWN** three times.

Each of the slides in the Projects section is displayed, and then you are returned to the summary zoom slide.

8. On the summary zoom slide, click the **Staff Changes** thumbnail, and press **PAGE DOWN** twice.

Each of the slides in the Staff Changes section is displayed, and then you are returned to the summary zoom slide.

9. On the summary zoom slide, click the **Milestones** thumbnail, and press **PAGE DOWN**.

The Milestones slide is displayed, and then you are returned to the summary zoom slide.

10. On the summary zoom slide, click the **The Year Ahead** thumbnail, and press **PAGE DOWN**.

Notice that the Thank You slide is displayed. We want to reserve this slide until we are finished presenting, so we will need to make an adjustment.

11. Press **PAGE DOWN** again.

You are returned to the summary zoom slide.

12. Press **PAGE DOWN** once more to move past the summary zoom slide and reach the end of the slide show.

13. Press **ESC** to return to Normal view.
14. If necessary, select slide **3** (the summary zoom slide).
15. Click the content placeholder to select the summary zoom thumbnails, then in the Ribbon click the **Zoom Tools Format** tab.

Notice that the last thumbnail indicates that slides 10 and 11 will be displayed before returning to the summary zoom slide.



Slide 11 (the Thank You slide) is included because it is part of the The Year Ahead section in the presentation. To prevent it from being displayed as part of the summary zoom, we need to move it into its own section.

16. In the Slide Navigation pane, right-click slide **11**, then click **Add Section**.
17. Type: **End**, then press **ENTER**.

The Thank You slide has been moved to its own section.

18. Select slide **3** again and click the content placeholder.
19. If necessary, display the **Zoom Tools Format** tab.

The last thumbnail now indicates that only slide 10 will be displayed.

20. Press **F5** to start the slide show from the beginning and press **PAGE DOWN** twice to display slide 3.
21. On the summary zoom slide, click the **The Year Ahead** thumbnail, then press **PAGE DOWN**.

This time, only slide 10 displays as part of the summary zoom.

22. Press **PAGE DOWN** to move to the Thank You slide, then press **ESC** to end the slide show.
23. Save and close the presentation.

Inserting Section Zoom Links

Objective 3.2.2

A section zoom is a link to a section that is defined in a presentation. You can use section zooms to return to sections that you want to emphasize or to highlight how certain portions of your presentation connect with one another. That is, you could add section links to a slide that contains a list of various items, and each section link could jump to slides about a particular item.

For example, suppose you will deliver a promotional presentation about upcoming tours through Tolano Adventures. You could include a section zoom link on the slide that lists European tours that will jump to the section of the presentation that include slides specifically about the Greek Odyssey tour.

To insert a section zoom link, select the slide on which you want to add the section zoom link, then on the Insert tab, in the Links group, click Zoom, then click Section Zoom. The Insert Section Zoom dialog box (Figure 7-39) appears and displays thumbnails of the first slide in each defined section.

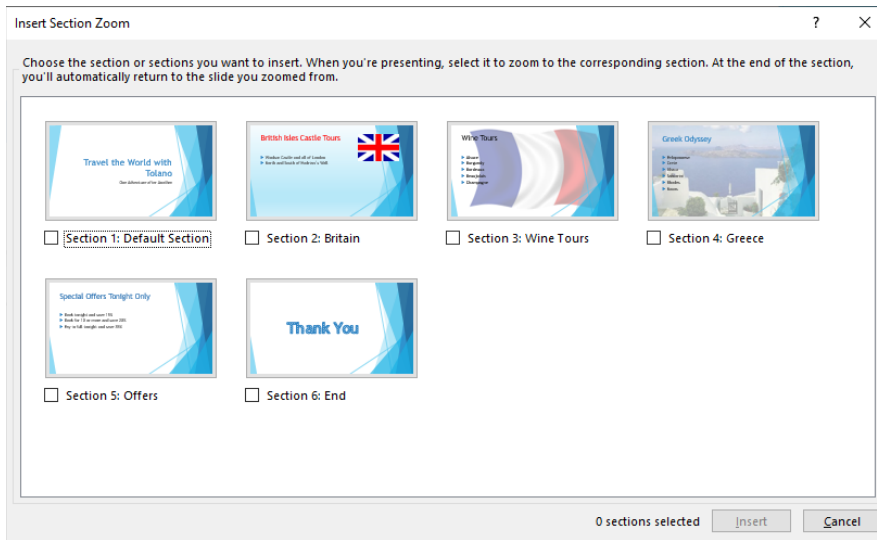


Figure 7-39: Insert Section Zoom dialog box

Select the check box for the section you want, then click Insert. The section zoom thumbnail is inserted into the current slide (Figure 7-40).

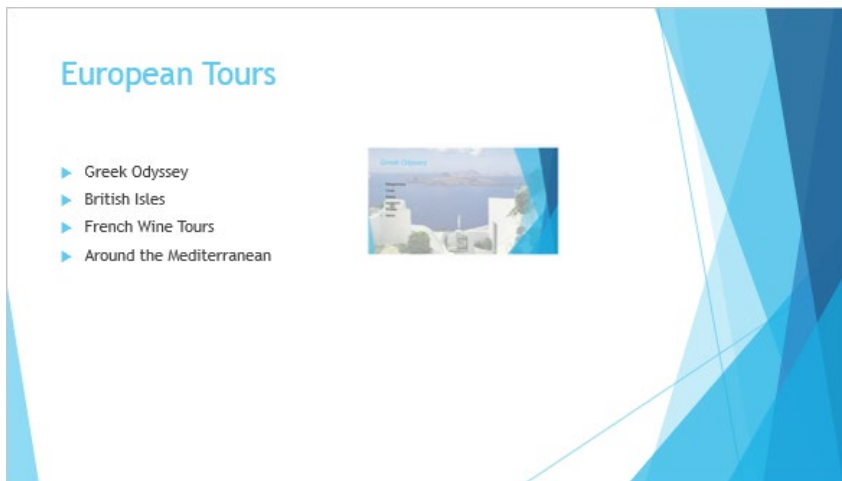


Figure 7-40: Section Zoom thumbnail inserted in current slide

By default, when you insert a section zoom link, you are taken back to the summary zoom slide automatically when you reach the last slide within the section.

Learn to insert section zoom links

In this exercise, you will insert a section zoom link into a presentation.

1. Open the **Tolano Travel – section zoom** presentation located in the *StarterFiles* folder and save it as: **My Tolano Travel – section zoom** in the *MyProjects* folder.
2. Select slide **3**, then click the **Insert** tab. In the Links group, click the **Zoom** arrow, and then click **Section Zoom**.

The Insert Section Zoom dialog box appears and shows the first slide of each section in the presentation. The sections that you select in this dialog box will be added as section zoom links on the current slide.

3. Select the check box for **Section 4: Greece**, then click **Insert**.

A thumbnail of the first slide in the Greece section is added to the current slide. This thumbnail is a section zoom link to the Greece section in the presentation.

4. Reposition the thumbnail so that it does not obscure any text on the slide.
5. Press **SHIFT+F5** to run the slide show from the current slide.
6. Click the section zoom thumbnail to zoom in to the Greek Odyssey slide.
7. Press **PAGE DOWN** five times to view each of the slides in the Greece section of the presentation and then return to slide 3.
8. Press **PAGE DOWN** to advance to slide 4 in the presentation.
9. Press **ESC** to exit the slide show.
10. Save and close the presentation.

Inserting Slide Zoom Links

Objective 3.2.2

Slide zoom is a link to an individual slide in the presentation. Slide zoom links allow you to navigate freely between slides in any order and are a good option for presentations that do not include a large number of slides or sections.

For example, suppose you will be delivering a short presentation about the upcoming Tolano Adventures Halloween party and you have three topics that must be discussed. You can create slide zooms for the three slides and deliver the entire presentation from the title slide.

To insert a slide zoom link, select the slide on which you want to add the slide zoom link, then on the Insert tab, in the Links group, click Zoom, then click Slide Zoom. The Insert Slide Zoom dialog box appears (Figure 7-41).

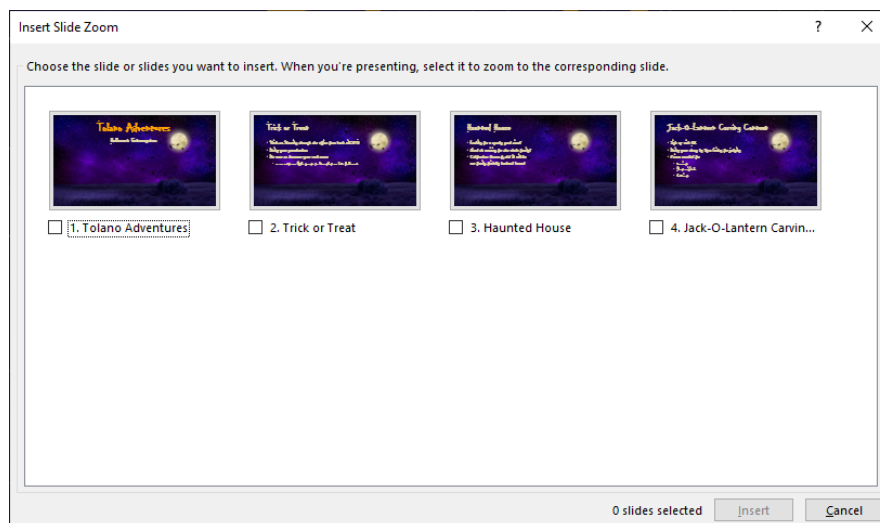


Figure 7-41: Insert Slide Zoom dialog box

Select the slide that you want to use in your slide zoom, then click Insert. A thumbnail of the slide is inserted, as shown (Figure 7-42).



Figure 7-42: Slide Zoom thumbnail

Changing Slide Zoom Properties

When you are working with a slide zoom, you will move to the next slide in the presentation after viewing the slide zoom. However, you can change this behavior and other slide zoom properties by using the commands available on the Zoom Tools Format tab.

Configuring the Slide Return

To configure your slide zoom to return to the slide from which it was launched, select the Return to Zoom check box in the Zoom Options group (Figure 7-43).

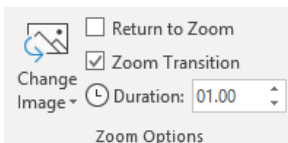


Figure 7-43: Zoom Options

You can use other options in this group to specify whether to use the Zoom transition (this option is selected by default) and you can set the duration for the transition (the default duration is 1 second).

Changing the Picture

You can also use a picture other than the default slide thumbnail for your zoom slide. Insert and select the zoom slide. Then in the Zoom Options group, click the Change Image button and select Change Image to open the Insert Pictures dialog box. Insert either a locally stored or an online image.

Figure 7-44 shows two more zoom slides added to the title slide; however, these use an image other than the slide thumbnail. When you click the house image, slide 3 will display. When you click the jack-o-lantern image, slide 4 will display.



Figure 7-44: Zoom slides added to title slide

Adjusting the Border and Picture Styles

You can see in Figure 7-44 that the zoom slide borders detract from the appearance of the slide. You can use the options in the Zoom Styles group (Figure 7-45) to adjust the appearance of the thumbnails (or pictures) including setting border and background properties.

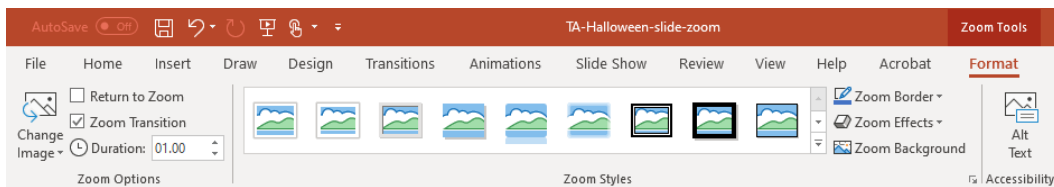


Figure 7-45: Zoom Tools Format tab – Zoom Styles group

Figure 7-46 shows the title slide with the zoom borders and picture styles adjusted.



Figure 7-46: Adjusted zoom slide borders

Learn to insert slide zoom links

In this exercise, you will insert slide zoom links into a presentation.

1. Open the **TA-Halloween** presentation located in the *StarterFiles* folder and save it as: **My TA-Halloween zoom** in the *MyProjects* folder.

You will insert slide zooms on the title slide so that when you deliver the presentation, you can access the slides in any order you like, and as many times as required.

2. Select slide **1** if necessary, then on the **Insert** tab, in the Links group, click the **Zoom** arrow, then click **Slide Zoom**.

The Insert Slide Zoom dialog box appears and displays a thumbnail of each slide in the presentation.

3. Select the check box for slide **2: Trick or Treat**, then click **Insert**.

A slide zoom to slide 2 is inserted onto the title slide.

4. With the slide zoom still selected, click the **Zoom Tools Format** tab.

Notice that the number 2 displays in the lower right corner of the slide zoom thumbnail.

5. In the Zoom Options group, select the **Return to Zoom** check box.

After showing the contents of slide 2, PowerPoint will return to the title slide (that is, the slide into which the slide zoom was inserted).

Notice that the number 2 in the lower right corner of the slide zoom thumbnail now also displays an arrow, indicating that you will be returned to the title slide after viewing slide 2.

6. In the Zoom Options group, change the Duration to **2.00** seconds.
7. With the slide zoom still selected, click the **Zoom Tools Format** tab if necessary, and in the Zoom Styles group, click the **Zoom Effects** arrow, point to **Soft Edges**, then click **10 Point**.
8. Click away from the slide zoom thumbnail and notice that the edges of the thumbnail are blurred.
9. Ensure you are viewing the title slide and that no slide elements are currently selected. On the **Insert** tab, in the Links group, click the **Zoom** arrow, then click **Slide Zoom**.
10. Select the check box for slide **3: Haunted House**, then click **Insert**.

A slide zoom to slide 3 is inserted on top of the slide zoom to slide 2.

11. Drag the slide zoom for slide 3 to the lower left corner of the slide.
12. With the slide zoom for slide 3 still selected, click the **Zoom Tools Format** tab, if necessary.
13. In the Zoom Options group, select the **Return to Zoom** check box.
14. In the Zoom Styles group, click **Zoom Background** to make the background of the slide zoom transparent.

The slide zoom appears to blend in to the title slide.

Change the picture for the slide zoom for slide 3

15. With the slide zoom for slide 3 still selected, click the **Zoom Tools Format** tab, if necessary.

16. In the Zoom Options group, click the **Change Image** arrow, then click **Change Image**.

The Insert Pictures dialog box appears.

17. Click **From a File**, navigate to the *ResourceFiles* folder, then double-click **house.png**.

PowerPoint changes the image for the slide zoom from a thumbnail of the slide to the image of the house.

18. Resize the image so that it is 5 inches tall and reposition it as necessary.

19. On the **Insert** tab, in the Links group, click the **Zoom** arrow, then click **Slide Zoom**.

20. Select the check box for slide **4: Jack-O-Lantern Carving Contest**, then click **Insert**.

A slide zoom to slide 4 is inserted on top of the slide zoom to slide 2.

21. Drag the slide zoom for slide 4 to the lower right corner of the slide.

22. With the slide zoom for slide 4 still selected, click the **Zoom Tools Format** tab, if necessary.

23. In the Zoom Options group, select the **Return to Zoom** check box.

24. In the Zoom Options group, click the **Change Image** arrow, then click **Change Image**.

25. In the Insert Pictures dialog box, click **From a File**, navigate to the *ResourceFiles* folder, then double-click **pumpkin.png**.

26. On the Zoom Tools Format tab, in the Zoom Styles group, click the **Format Shape** dialog box launcher to open the Format Slide Zoom task pane.

27. In the task pane, click the **Fill & Line** tab.

28. Expand the **Line** options, if necessary, then select **No line**, and close the task pane.

29. Press **F5** to start the slide show from the beginning.

30. Click a slide zoom to zoom in to the slide content, then click again to zoom back out to the title slide.

31. Test the remaining two slide zooms, then press **ESC** to end the slide show.

32. Save and close the presentation.

Lesson Summary

Now that you have completed this lesson, you should be able to:

☒ Insert and manage comments.	☒ Use presentation tools.
☒ Edit and reply to comments.	☒ Use presenter view.
☒ Add speaker notes.	☒ Rehearse a presentation.
☒ Create handouts.	☒ Record a presentation.
☒ Embed fonts.	☒ Create custom slide shows.
☒ Proof a presentation.	☒ Insert summary zoom slides.
☒ Ensure a presentation is accessible and compatible.	☒ Insert section zoom links.
☒ Set up a slide show.	☒ Insert slide zoom links.

Key Terms

Term	Definition
Annotation (Ink markup)	Notes or marks that a presenter makes on a slide during a presentation.
Handouts	A PowerPoint feature that allows you to print miniature slides for distribution to the audience.
Notes	A feature that allows you to enter text that can be used as speaking points on a slide. Notes can be printed before delivering a presentation, or they can be made visible only to the speaker (and not the audience) if Presenter View is used for presentation delivery.
Presenter View	A mode of presentation delivery in which the presenter can view the presentation and speaking notes on one computer screen while the audience views a note-free presentation on a different screen.
Zoom	A PowerPoint feature that creates navigation slides using slide thumbnails and hyperlinks and allows you to jump to and from slides in the presentation in any order you desire.

Quiz Questions

For each question, select the best answer.

1. The _____ pane allows you to create, edit, reply to, and delete comments.
 - a. Revisions
 - b. Comments
 - c. Reviewing
 - d. Track Changes
2. Which option is used to reply to a comment?
 - a. Right-click the comment icon on the slide, then click Reply.
 - b. Click Reply in the Comments group on the Review tab.
 - c. Double-click the comment icon on the slide, and then in the Comments Pane, click New.
 - d. Click the comment, and then in the Comments pane, type your reply in the Reply box.
3. Which option is used to create a presentation that automatically loops a slide show but cannot be navigated by the viewer?
 - a. Presented by a speaker (full screen)
 - b. Browsed by an individual (window)
 - c. You cannot create a presentation that automatically loops a slide show but cannot be navigated by the viewer.
 - d. Browsed at a kiosk (full screen)

4. On which Ribbon tab can you access the command for opening the Handout Master?
 - a. Home
 - b. View
 - c. Draw
 - d. Design
5. Which of the following statements is NOT true about speaker notes?
 - a. You can format note text, change the background, and add pictures to notes in Normal view.
 - b. You can view speaker notes during the presentation using Presenter view, or you can print the notes.
 - c. You can see how your notes pages will look when printed in Notes Page view.
 - d. You can customize all note pages at once using Notes Master.
6. Which Backstage option allows you to create presentation handouts in Word?
 - a. Export > Create Handouts
 - b. Share > Handouts
 - c. Save As > Tools > Create Handouts
 - d. Print > Handouts
7. To change the number of slides that appear on a printed handout, click File, click Print, then click the arrow next to _____, and in the Handouts section, select a layout.
 - a. Print All Slides
 - b. Full Page Slides
 - c. Print One Sided
 - d. Collated
8. Which Backstage option is used to embed fonts in your presentation?
 - a. Export > Embed Fonts
 - b. Share > Publish Slides
 - c. Save As > Tools > Save Options
 - d. Info > Manage Presentation
9. From which option can you run the Accessibility Checker?
 - a. Protect Presentation
 - b. Check for Issues
 - c. Manage Presentation
 - d. Properties

10. Which feature is used to determine whether there will be any issues when a PowerPoint presentation is opened in PowerPoint 2003 or earlier?
- a. Compatibility Checker
 - b. Accessibility Checker
 - c. Inspect Document
 - d. Protect Presentation
11. Which option is used to adapt a single presentation into separate presentations for different audiences?
- a. Slide Master
 - b. Custom Slide Show
 - c. Set Up Slide Show
 - d. Slide Sorter
12. Where do you add alternative text for graphic objects in a presentation?
- a. In the Presentation properties
 - b. In the Alt Text pane
 - c. In the Advanced Presentation properties
 - d. In the Ease of Access tab in the PowerPoint Options dialog box
13. _____ allows you to view your presentation with your speaker notes on one computer (your laptop, for example) while the audience views the note-free presentation on a different monitor or projected on a screen.
- a. Presenter View
 - b. Custom Show
 - c. Reading View
 - d. Slide Master
14. To modify a slide's rehearsed timing, select the slide and then, on the _____ tab, in the Timing group, click After and increase or reduce the amount of time.
- a. Slide Show
 - b. Transitions
 - c. Recording
 - d. Animations
15. Which option allows you to establish the time required for each slide and add your own narration and annotations during a slide show?
- a. Insert Audio
 - b. Set Up Slide Show
 - c. Record Slide Show
 - d. Rehearse Timings

16. Where in your presentation does PowerPoint insert a summary zoom slide?
 - a. Just before the first slide you included in the summary zoom
 - b. At the beginning of the presentation
 - c. Just after the title slide
 - d. At the end of the presentation
17. Which option will prevent you from automatically moving to the next slide in the presentation after viewing a slide zoom?
 - a. Zoom Transition
 - b. Zoom Effects
 - c. Zoom Advance
 - d. Return to Zoom
18. Which view can you use to add your company logo to your note pages?
 - a. You cannot add a company log to note pages in a presentation.
 - b. Handouts Master
 - c. Notes Master
 - d. Slide Master
19. Which print setting arrow should you click to specify that you want to print Notes pages?
 - a. Collated
 - b. Print One Sided
 - c. Full Page Slides
 - d. Print All Slides
20. When you insert a section zoom, what displays in the Insert Section Zoom dialog box?
 - a. Thumbnails of every slide in the presentation
 - b. The name of each section defined in the presentation
 - c. Thumbnails of the first slide in each section defined in the presentation
 - d. A list of every hyperlink used in the presentation

Microsoft® PowerPoint

Associate Certification Guide

Lesson 8: Sharing Presentations

Lesson Objectives

In this lesson, you will prepare a presentation for sharing, and export it to various formats, including print. Upon successful completion of this lesson, you should be able to:

- ☐ Compress and optimize media.
- ☐ Compress pictures.
- ☐ Inspect a presentation.
- ☐ Set presentations to open as read-only.
- ☐ Mark presentations as final.
- ☐ Apply passwords and restrict editing.
- ☐ Export presentations in other formats.
- ☐ Print presentations.

Reducing the Size of a Presentation File

Objective 1.5.5

Compressing and Optimizing Media

As discussed in Lesson 6, audio and video can greatly increase the file size of a presentation file. To reduce file size, use the Compress Media option in the Info page in the Backstage (Figure 8-1). You can choose from among the Full HD, HD, or Standard options. After reading the descriptions, select the best option for your needs.

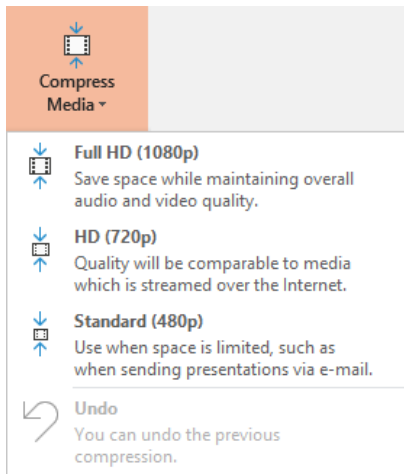


Figure 8-1: Compress Media options

If your presentation includes media that may experience playback issues when presented, PowerPoint will display the Optimize Media Compatibility option in the Info page of the Backstage (Figure 8-2). The Optimize Media Compatibility option shows the number of media files in the presentation and a summary of resolutions for playback issues. When you click the Optimize Compatibility button, PowerPoint automatically corrects the issues. Some playback issues require action on your part, such as linking an embedded video or upgrading media formats.

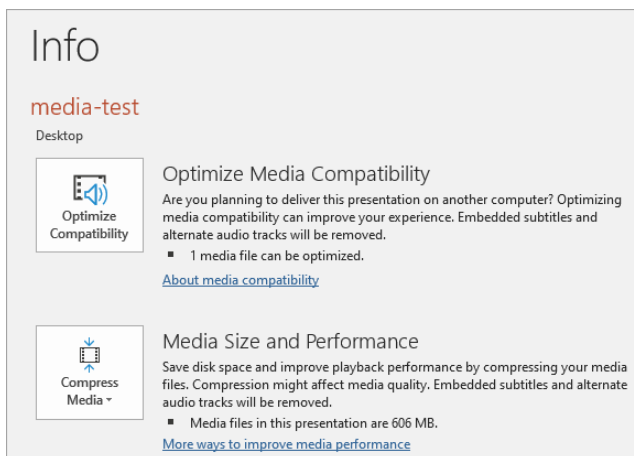


Figure 8-2: Optimize Compatibility and Compress Media options in Backstage

Compressing Pictures

When you add pictures to PowerPoint, they are stored in an un-optimized format. For example, scaling a high resolution image to a smaller size does not decrease the image file size. Compressing pictures can be effective with images you have scaled to a smaller size.

This is especially important when you want others to view the presentation on the Internet or when you want to email your presentation as an attachment.

When you add a picture to your document, PowerPoint automatically compresses it using the resolution specified in the Image Size and Quality option on the Advanced tab of the PowerPoint Options dialog box (Figure 8-3). By default, PowerPoint sets the document resolution to use minimal compression in order to preserve the original picture quality (High fidelity). You can change the default resolution or specify that you do not want PowerPoint to compress pictures.

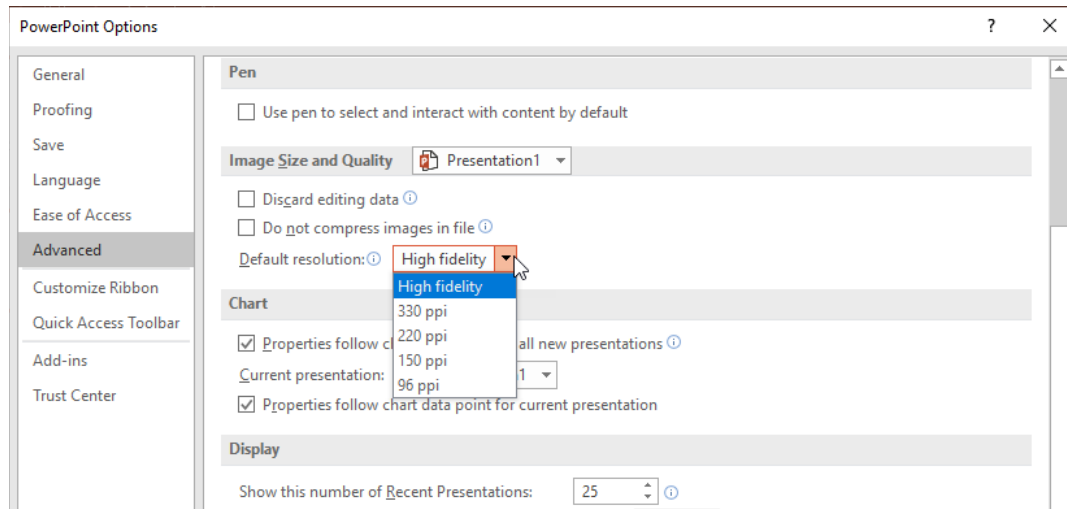


Figure 8-3: PowerPoint Options dialog box, Advanced tab

When you compress a picture, it can affect the quality of the picture. Always save a copy of the original picture before you compress it. You can change or undo the compression even after saving the file, as long as you do not close PowerPoint.

To compress all the pictures in your presentation using the default resolution setting, select a picture and then, on the Picture Tools Format tab, in the Adjust group, click Compress Pictures (Figure 8-4).

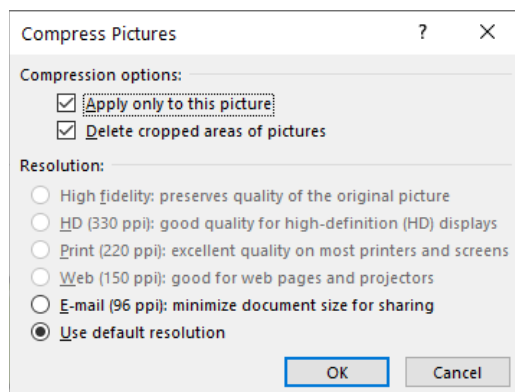


Figure 8-4: Compress Pictures dialog box

To change the resolution of all the pictures in the current presentation, select a picture and then, in the Compress Pictures dialog box, in the Resolution section, select the resolution desired. Each resolution option offers a description to help you choose the one best suited to your needs. In the Compression options section, deselect the *Apply only to this picture* check box.

To change the resolution for only the selected picture, verify that the *Apply only to this picture* check box is selected, and then select the resolution desired.

To compress the selected picture using the default resolution setting, verify that the *Apply only to this picture* check box is selected and ensure that the Use default resolution option is selected.

PowerPoint applies the compression changes when you click OK. You can check the file size before and after compression to see the results.

Discarding Picture Editing Information

Other ways to reduce the size of your presentation file without dramatically changing the appearance of your pictures include discarding the cropped areas of a picture and discarding all picture editing information.

When you crop a picture, the cropped parts remain, though they are hidden, so you can un-crop the image later if required. However, these cropped portions take up space.

To delete the cropped areas of all the pictures in your presentation, select a picture and then, on the Picture Tools Format tab, in the Adjust group, click Compress Pictures. In the Compress Pictures dialog box, in the Compression options section, select the *Delete cropped areas of pictures* check box.

To remove the cropped areas from only the pictures you select, select the *Apply only to this picture* check box.

If you edit a picture, such as by applying an artistic effect or changing the brightness, PowerPoint stores the information required to reverse the changes in the picture file in case you change your mind. You can reduce file size by deleting this information, but you will need to reinsert the original picture if you want to undo the changes.

To delete all picture editing data, on the Advanced tab in the PowerPoint Options dialog box, in the Image Size and Quality section, select the *Discard editing data* check box. If you have multiple presentations open, you may need to select the document from the menu to the right of the Image Size and Quality section title.

Learn to reduce the size of a presentation

In this exercise, you will compress images to reduce the file size of a presentation.

1. Open the **Ski Tours** presentation located in the *StarterFiles* folder and save it as: **My Ski Tours** in the *MyProjects* folder.
2. Click **File** and, in the Info page, note the file size shown in the Properties panel (1.11 MB).
3. Return to Normal view. Select the **Tolano logo** image on slide 3.
4. Click the **Picture Tools Format** tab and, in the Adjust group, click **Compress Pictures**.
5. In the Compress Pictures dialog box, deselect the **Apply only to this picture** check box.
6. In the Resolution section, click **Web (150 ppi): good for Web pages and projectors**, and then click **OK**.
7. Save the presentation, and then recheck the file size in the Properties panel in the Info page.

The file size of the presentation decreased significantly. Keep in mind that this presentation does not contain a large number of images or editing data.

8. Close the presentation.

Inspecting a Presentation

Using the Document Inspector

Objective 1.5.3

The hidden information in a file can present a security risk. PowerPoint presentations contain metadata in the file properties that can reveal details about the author, the organization, or the presentation itself, as well as other information that is not visible in the content of the presentation. You may not want to share all this information with everyone who receives a copy of the presentation.

The types of hidden information incorporated in a presentation file can include:

Document Properties and Personal Information – Presentation details, such as the author, subject, person who most recently saved a copy of the presentation, and date the presentation was created.

Invisible On-Slide Content – Slide objects formatted as invisible.

Comments – Comments made by reviewers.

Off-Slide Content and presentation Notes – Objects dragged off the slide, which may not be visible, and the notes section, which may contain information you do not want to share.

The **Document Inspector** can find and remove many types of hidden information. Before you share an electronic copy of the presentation with colleagues or clients, review it for hidden data or personal information either in the presentation itself or in the document properties. If this hidden information includes details about your organization or the presentation itself that you prefer to keep private, use the Document Inspector to remove it before sharing the presentation with others.

To run the Document Inspector, click File, click Info, click Check for Issues, and then click Inspect Document (Figure 8-5).

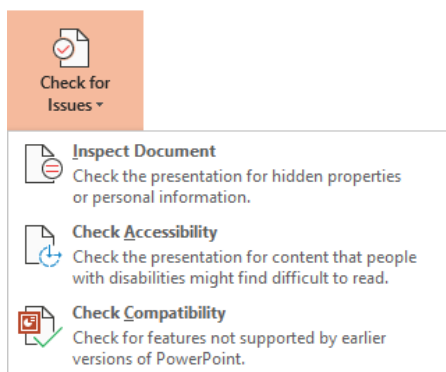


Figure 8-5: Check for Issues options

PowerPoint prompts you to save the presentation before continuing (Figure 8-6). Once you remove information using the Document Inspector, you may not be able to restore it. It is recommended that you create a copy of your original file before running the Document Inspector.

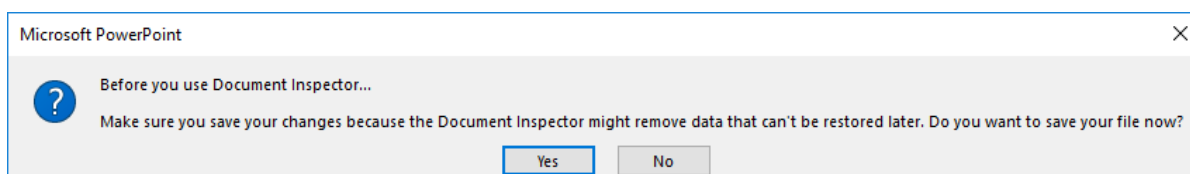


Figure 8-6: Document Inspector save changes prompt

In the Document Inspector dialog box (Figure 8-7), select the check boxes to specify the types of hidden content you want PowerPoint to inspect, and then click Inspect.

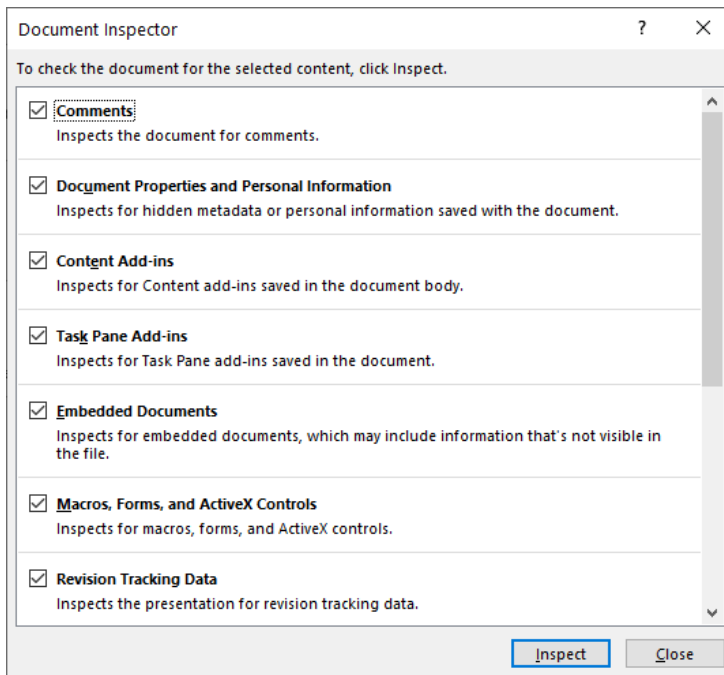


Figure 8-7: Document Inspector dialog box

Review the results of the inspection in the Document Inspector dialog box (Figure 8-8).

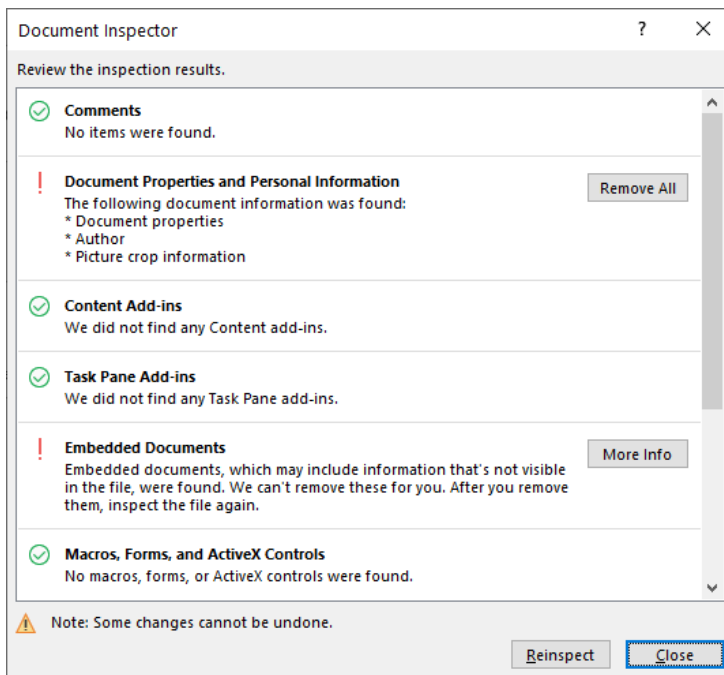


Figure 8-8: Document Inspector inspection results

Click the Remove All button for the types of hidden content you want PowerPoint to remove from your document.

You may then click Reinspect to check the document again, or click Close to exit the Document Inspector.

Learn to inspect presentations

In this exercise, you will use the Document Inspector.

1. Open the **Ski Tours-compressed** presentation located in the *StarterFiles* folder and save it as: **My Ski Tours-compressed** in the *MyProjects* folder.
2. Click **File**, click **Check for Issues**, and then click **Inspect Document**.
3. In the Document Inspector dialog box, verify that you have selected all content check boxes, and then click **Inspect**.
4. Review the information and click **Remove All** for those items marked accordingly.
5. Click **Reinspect**, and then click **Inspect** to see if you have any more notifications, but do not take any further action.
6. Click **Close** and return to Normal view.
7. Save and close the presentation.

Protecting a Presentation

Objective 1.5.2

PowerPoint offers several ways to protect a presentation from being changed. These include setting a presentation to open as read-only, marking a presentation as final, and requiring a password to open and/or modify a presentation. Most of these options can be accessed on the Info page in Backstage. Click Protect Presentation to view the protection options (Figure 8-9).

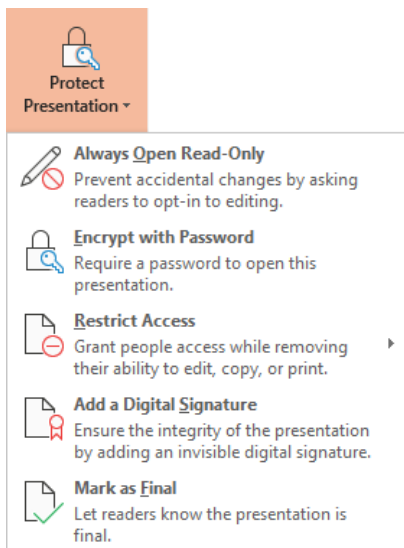


Figure 8-9: Protection options in Backstage

Setting a Presentation to open as Read-Only

Objective 1.5.1

A simple way to protect your presentation from accidental changes is to set it to always open as a read-only file. To set your file to open as read-only, click File, and in the Info page, click Protect Presentation, and then click Always Open Read-Only.

When the file is opened, the typing, editing commands, and proofing commands are disabled, and a notification bar appears below the ribbon indicating that the file has been set to open as read-only, as shown in Figure 8-10. Note that the notification bar includes an Edit Anyway button to override the setting and enable editing of the file.

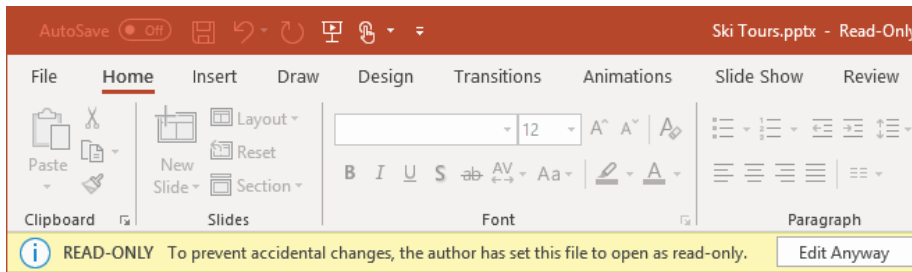


Figure 8-10: Read-Only information bar

Setting your file to open as read-only suggests to those who receive it that they should not make changes. The Always Open Read-Only command is not considered a security feature because anyone can edit the presentation by clicking the Edit Anyway button in the notification bar. However, this status can help discourage reviewers or viewers from accidentally changing the presentation.

Marking a Presentation as Final

Objective 1.5.1

Another way to indicate that you do not want others to make changes to a presentation is to mark it as final, before you share it.

To mark a presentation as final, click File, then in the Info page, click Protect Presentation, and then click **Mark as Final** (Figure 8-11).

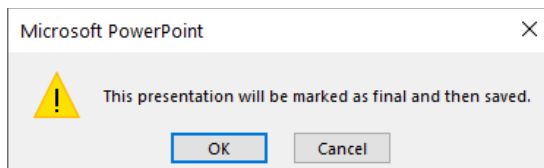


Figure 8-11: Mark as Final alert window

When you mark a presentation as final, PowerPoint disables all typing, editing commands, and proofing marks, sets the file to open as a read-only presentation, and sets its status property to Final. Marking a presentation as final tells those who receive it that you are sharing a completed version of the presentation and they should not make any further changes. The Mark as Final command is not considered a security feature because anyone can edit the presentation by simply overriding the Mark as Final status. However, this status can help prevent reviewers or viewers from accidentally changing the presentation.

PowerPoint provides multiple notifications and visual indicators to let you and others know the presentation file has been marked as final.

Once you mark a presentation as final, the next time the file is opened, PowerPoint displays an alert message (Figure 8-12) indicating the file has been marked as final. The alert message explains what this means and points out that the marked as final icon  appears in the status bar.

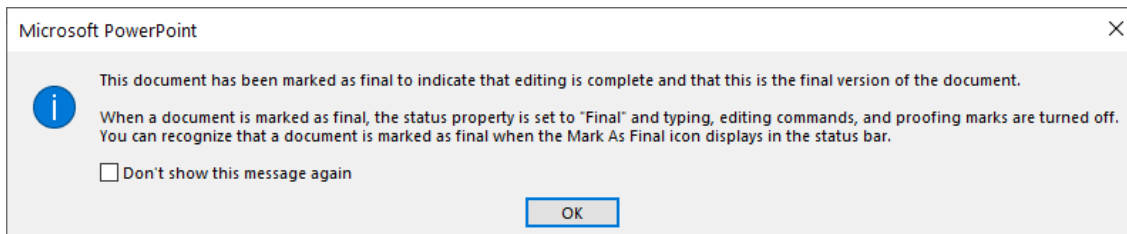


Figure 8-12: Marked as final alert message

A notification bar (Figure 8-13) appears below the ribbon with an Edit Anyway button to enable editing of the file.

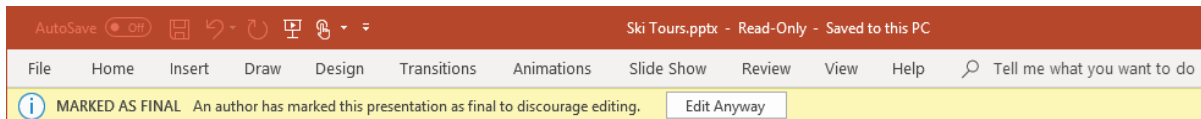


Figure 8-13: Marked as final information bar

In the Backstage Info page, the Protect Presentation notification changes to indicate the presentation has been marked as final (Figure 8-14).

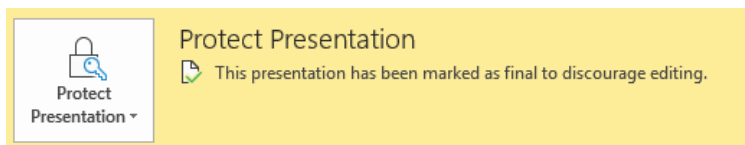


Figure 8-14: Protect Presentation notification, Info page

Learn to mark presentations as final

In this exercise, you will mark a presentation as final.

1. Open the **Ski Tours-marked** presentation located in the *StarterFiles* folder and save it as: **My Ski Tours-marked** in the *MyProjects* folder.
2. Click **File** and then, in the Info page, click **Protect Presentation**, click **Mark as Final**, and then click **OK** when prompted. Click **OK** again if PowerPoint displays an information dialog box.

A notification bar appears below the ribbon and the Marked as Final icon appears on the status bar. Notice also that Read-Only displays after the file name in the title bar.

3. Click one of the ribbon tabs if necessary, to display the ribbon. Notice that the commands are dimmed.
4. In the notification bar, click the **Edit Anyway** button to override the suggested read-only setting. All the commands become available
5. Close the file without saving the changes, then reopen it. The notification bar displays again.
6. Click **File** and, in the Info page, click **Protect Presentation**. Click **Mark as Final** to turn the feature off and make the presentation available for editing again, then return to Normal view.
7. Close the presentation without saving it.

Requiring a Password

Objective 1.5.1, 1.5.2

A password is a powerful protection tool. In PowerPoint, you can require a password to edit a presentation, you can require a password to open and view a presentation, or you can require passwords for both actions.

To allow only authorized persons to view or modify your content, secure your entire presentation file with a password. It is critical that you remember your password. Store the passwords you write down in a secure place away from the information they help protect. Password information is not stored in the PowerPoint program.

Consider the following tips regarding passwords:

- Choose a password that fits logically with the presentation but is not too easy to figure out.
- Choose a password of eight or more characters that includes a mixture of upper- and lower-case letters, symbols, and numbers (for example, Jan11nk-3).
- Refrain from using your own name or those of your family, pets, or friends, as someone who wants to access your file would likely try those options first.
- If you set passwords on many files, choose three to five passwords and alternate among them; this can help you remember which passwords to try in case you forget which one is attached to which file.
- Change your passwords occasionally so that no one person will remember all of them.
- Be careful about how you communicate the password to others. If a file is sensitive and confidential, you may want to change the password after you have received all the reviews.

Adding a Password in the Backstage

To add a password to open a presentation in the Backstage, follow these steps:

1. Click File, then in the Info page, click Protect Presentation, and then click Encrypt with Password to open the Encrypt Document dialog box (Figure 8-15).

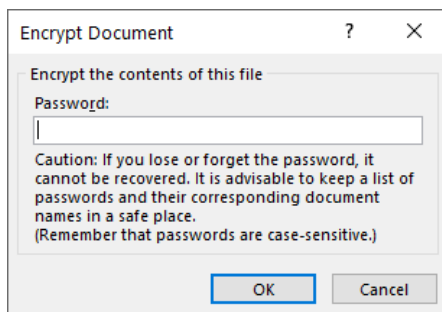


Figure 8-15: Encrypt Document dialog box

2. Type a password in the *Password* field, and then click OK. The Confirm Password dialog box (Figure 8-16) will appear.

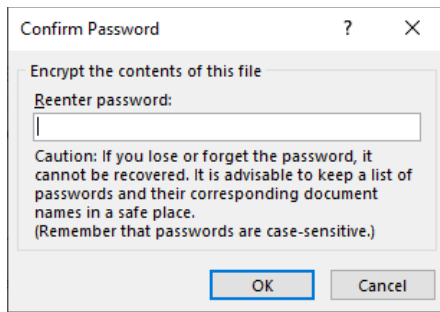


Figure 8-16: Confirm Password dialog box

3. In the Confirm Password dialog box, reenter the password, and then click OK.

The Protect Presentation box changes color and includes a notification that you will need a password to open the presentation (Figure 8-17).

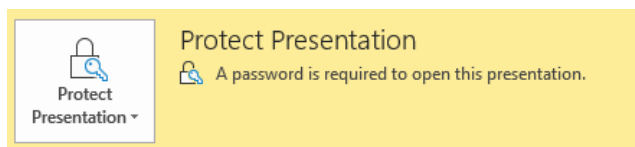


Figure 8-17: Password required notification

Adding a Password through the Save As Dialog Box

You can add a password to open a presentation and/or a password to edit a presentation using options available in the Save As dialog box.

To add a password using the Save As dialog box, follow these steps:

1. Click File, click Save As, and then click Browse to open the Save As dialog box.
2. In the Save As dialog box, click the Tools arrow, and then click General Options to access the General Options dialog box (Figure 8-18).

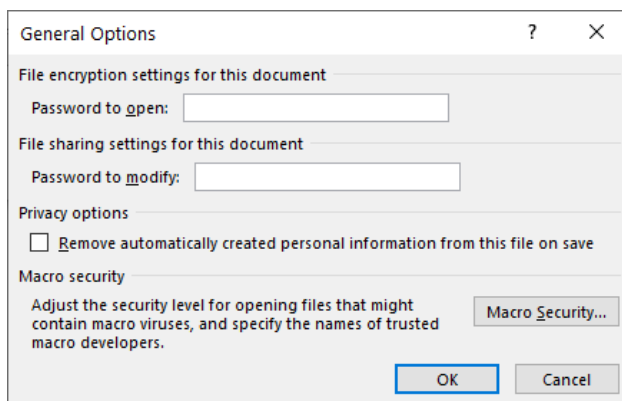


Figure 8-18: General Options dialog box

Password to open – Type a password in the *Password to open* field if you want to require a password for opening the presentation file. Confirm the password by typing it again in the *Reenter password to open* field in the Confirm Password dialog box.

Password to modify – Type a password in the *Password to modify* field if you want to require a password for making changes to the file. Requiring a password to modify restricts editing capability because the only users who can make changes to the presentation are those with whom you share the password. Confirm the password by typing it again in the *Reenter password to modify* field. You cannot require a password to modify using the File, Encrypt with Password method.

Privacy options – Specify whether PowerPoint should automatically remove any personal information generally saved in the file properties.

Macro security – Set or change the security options for any files that use macros.

The next time the presentation file is opened, one of two dialog boxes will display asking for the password. If the file was protected using the Password to open option, the dialog box in Figure 8-19 appears.

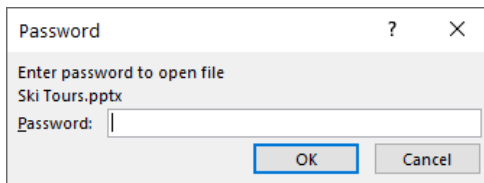


Figure 8-19: Password to open dialog box

If the file was protected using the Password to modify option, the dialog box shown in Figure 8-20 appears. Notice that the dialog box includes an option to open the file as read-only if you cannot enter the password.

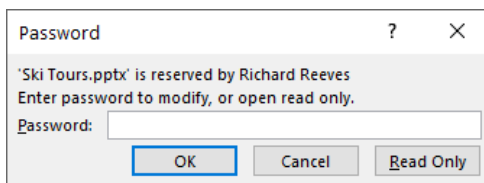


Figure 8-20: Password to modify dialog box

PowerPoint indicates a file has been opened as read-only in the presentation title bar (Figure 8-21) and on the Info page in Backstage (Figure 8-22). Notice in Figure 8-21 there is no Edit Anyway option offered.

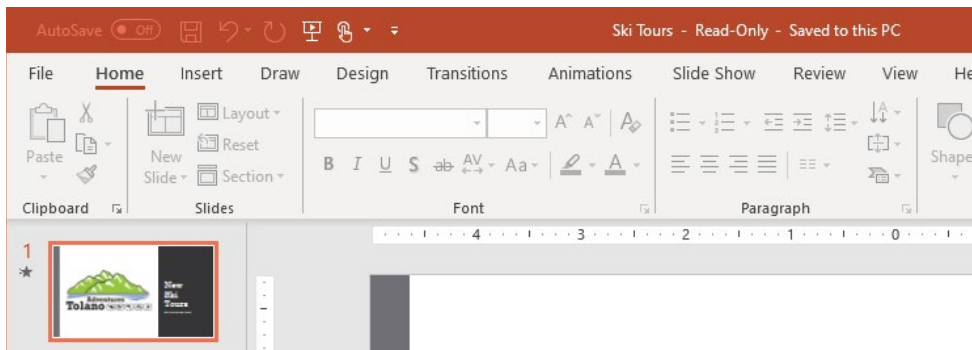


Figure 8-21: Read-Only indication in title bar

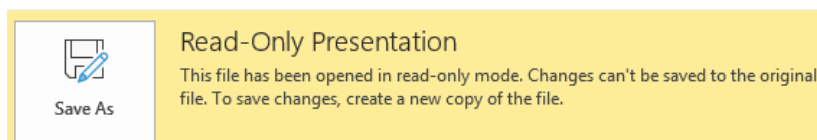


Figure 8-22: Read-Only indication in Backstage Info page

To change a password, open the file with the password and, in the General Options dialog box, delete the existing password, type a new password, and save the file again.

To remove a password, open the file with the password and, in the General Options dialog box, delete the existing password, and save the file again.

You can change or remove the Password to open using the File, Encrypt with Password method. You can change or remove the Password to modify using only the Save As, Tools, General Options method.

Learn to protect presentations

In this exercise, you will protect a presentation with passwords.

1. Open the **Ski Tours-pw** presentation located in the *StarterFiles* folder and save it as: **My Ski Tours-pw** in the *MyProjects* folder.
2. Click **File** and, in the Info page, click **Protect Presentation** and click **Encrypt with Password** to require a password to open the file.
3. In the Encrypt Document dialog box, type: **Tolano** in the *Password* field and click **OK**. Type: **Tolano** in the *Reenter password* field, and click **OK** to confirm it.
4. Save and then close the presentation.
5. Re-open the My Ski Tours-pw presentation, type: **Tolano** in the *Password* field, and then click **OK** to open the file.

By requiring a password to open the file, you ensure that no one can make any changes to – or even look at – the file if they do not know the password.

Now, you will require a password to modify the file contents.

6. Click **File**, click **Save As**, click **Browse**, and then, in the Save As dialog box, click **Tools** and click **General Options**.
7. In the *Password to open* field, delete the password. Click in the *Password to modify* field, type: **Tolano** and click **OK**. Enter the same password again in the *Reenter password to modify* field, and then click **OK** to confirm it.
8. Click **Save** and, when prompted, click **Yes** to overwrite the existing presentation with the same name.
9. Close the presentation and then re-open it. Leave the *Password* field blank, and then click **Read Only** to open it as a read-only presentation. Notice that the commands are dimmed and that Read-Only displays in the presentation title bar.
10. Close the presentation and then re-open it and enter the password to modify. Now all the tools are available.

By requiring a password to modify the presentation, you control who can edit the file. That is, you can restrict editing to only those users with whom you share the password.
11. To remove the password, click **File**, click **Save As**, and then click **Browse**. In the Save As dialog box, click **Tools**, and then click **General Options**. Delete the password to modify and click **OK**.
12. Click **Save** and, when prompted, click **Yes** to overwrite the existing saved presentation with the same name.
13. Close the presentation.

Exporting Presentations in Other Formats

Objective 1.5.6

The default way to save a presentation in PowerPoint is as a PowerPoint Presentation (this format uses the .pptx file name extension).

Sometimes, however, you may need to save a PowerPoint presentation in another format. For example, you may want to create a self-running PowerPoint show or video.

You can save a PowerPoint presentation in over 25 different file formats, several of which are shown in Figure 8-23.

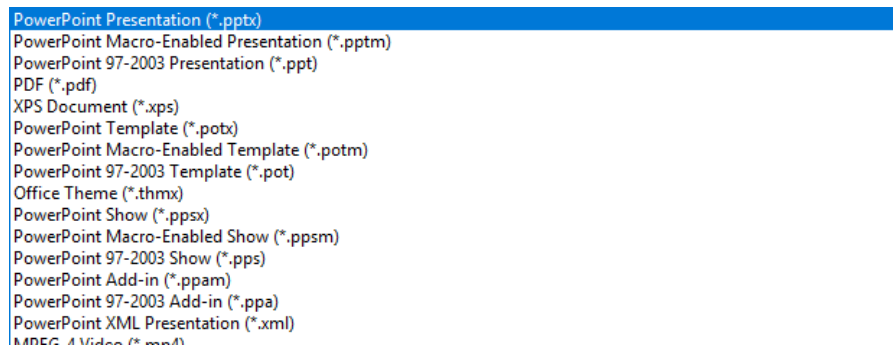


Figure 8-23: Compatible PowerPoint file formats

If you have already saved your presentation, you can change the file type by one of two methods:

- Click File, click Save As, and then change the file type; or
- click File, click Export, and then click Change File Type.

The Change File Type panel on the Export page (Figure 8-24) displays various file types and their associated icons.

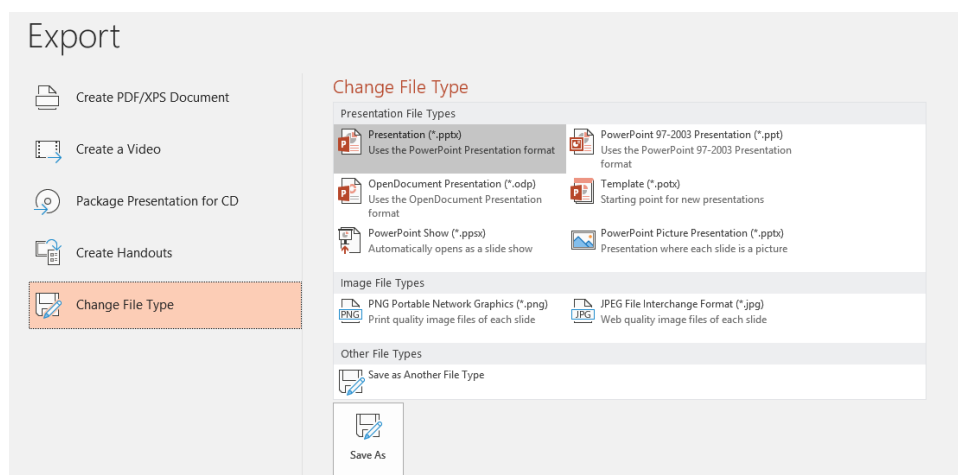


Figure 8-24: Export page, Change File Type panel

Note: Depending on your version of Office, you may see different options on the Export page than those shown in Figure 8-24.

Creating PowerPoint Shows

You can save your presentation as a PowerPoint Show, which displays a different file type icon  and has the .ppsx file extension. When you save a presentation as a PowerPoint Show, it automatically launches into slide show mode when opened. This looks more professional when you are delivering your presentation, because you need not spend time opening PowerPoint, opening the PowerPoint presentation file, and then running the slide show. It also enables those who are unfamiliar with PowerPoint to simply double-click the file and view the slide show. The PowerPoint Show format does not display the PowerPoint interface; you exit the show by pressing ESC.

To save a PowerPoint presentation as a PowerPoint Show, use one of the following methods:

- Click File, click Export, click Change File Type, click PowerPoint Show, and then click Save As; or
- click File, click Save As, and then click Browse. In the Save As dialog box, click the *Save as type* arrow, and then click PowerPoint Show (*.ppsx).

To open the PowerPoint Show file for editing, start PowerPoint, click Open, and then select the PowerPoint Show file.

Learn to create a PowerPoint show

In this exercise, you will save a presentation as a PowerPoint show.

1. Open the **Teamwork Seminar** presentation located in the *StarterFiles* folder.
2. Click **File**, click **Export**, click **Change File Type**, click **PowerPoint Show**, and then click **Save As**.
3. Name the presentation: **My Teamwork Seminar Show** and save it in the *MyProjects* folder.
4. Open File Explorer and, in the MyProjects folder, double-click the **PowerPoint Show** you just saved to open it as a show rather than as an editable presentation.
5. Use the onscreen presenter tools to navigate through one or two slides.
6. Exit the slide show and, if necessary, discard annotations.
7. Close File Explorer to return to PowerPoint.
8. Close the presentation.

Saving a Presentation as a PDF or XPS Document File

Objective 1.5.6

Sometimes you want to save files so they cannot be modified, but you still want them to be easy to share and print. You can save a PowerPoint presentation in the PDF or XPS Document formats without installing additional software or add-ins. You can open a PDF (Portable Document Format) file and view it in Adobe Reader or similar software; you can open XPS (XML Paper Specification) Document files in the XPS viewer included with Microsoft Windows. Both formats preserve the layout and formatting of a presentation, allowing others to see the slides as you designed them, but without animations or transitions.

To save a PowerPoint presentation as a PDF or XPS Document file, use one of the following methods:

- Click File, click Export, click Create PDF/XPS Document, and then click Create PDF/XPS; or
- click File, click Save As, click Browse, click the *Save as type* arrow, and then click PDF or XPS Document; or

- click File, click Print and, in the list of printers, select Microsoft Print to PDF or Microsoft XPS Document Writer.

In the Save As dialog box, after choosing PDF or XPS, an Options button allows you to choose what part of the presentation to save as PDF or XPS (for example, Slides, Notes, Handouts, or Outline), as shown in Figure 8-25.

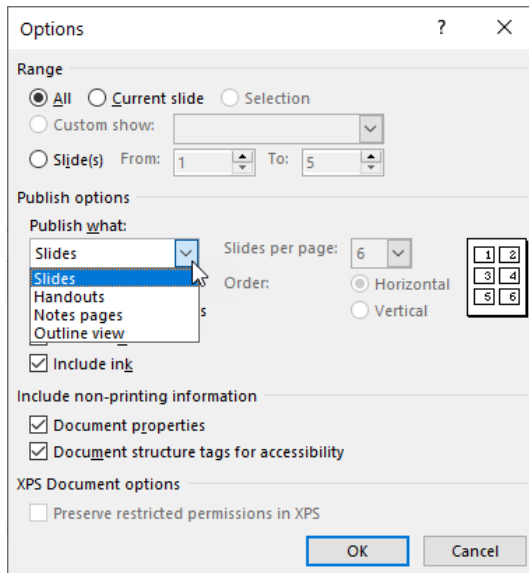


Figure 8-25: Options dialog box, Publish what options

Once you have saved a presentation as a PDF or XPS file, you cannot convert it back to a PowerPoint presentation without specialized software, so be sure to first save the file as a PowerPoint presentation file.

Learn to export a presentation to an XPS document

In this exercise, you will export a presentation to an XPS document.

1. Open the **Teamwork Seminar** presentation located in the *StarterFiles* folder.
2. Click **File**, click **Export**, click **Create PDF/XPS Document**, and then click the **Create PDF/XPS** button. In the *Save as type* field, select **XPS Document**. Navigate to the **MyProjects** folder and name the file: **My Teamwork Seminar XPS**.
3. Ensure that **Open file after publishing** is selected, and then click **Publish** to save the file.

When PowerPoint has created the XPS file, it opens it in the XPS Viewer. Notice that the file name at the top of the window includes the .xps extension.

4. After viewing the file, close the XPS Viewer window.
5. Keep the presentation open for the next exercise.

Saving a Presentation as Images

You can also save a presentation as images. You can save individual slides or the whole presentation in a variety of image formats. The two most common image formats are PNG and JPEG. The PowerPoint application is not required to view slides saved in an image format.

Note: You can also save your presentation as GIF, TIFF, or Bitmap images.

When you save slides in an image format, PowerPoint saves each slide as a separate image file that is no longer associated with the other slides in the presentation. For example, if your presentation contains 10 slides, PowerPoint creates 10 PNG files, one for each slide.

Image formats preserve the layout and formatting of a slide, allowing others to see the slide as you designed it, but without animations or transitions.

To save a slide or presentation as images, use one of the following methods:

- Click File, click Export, click Change File Type, click PNG Portable Network Graphics or JPEG File Interchange Format, and then click Save As; or
- click File, click Save As, click Browse, click the *Save as type* arrow, and then click the image file type of your choice.

Another option for saving a presentation as images is to save the presentation as a PowerPoint Picture Presentation. The PowerPoint Picture Presentation format converts each slide into an image that cannot be modified while retaining the presentation format. Double-clicking the file opens it in PowerPoint; however, you cannot edit the original slides.

The PowerPoint Picture Presentation format uses the same icon and .pptx extension as normally saved presentation files. To avoid confusion, use a unique name or append the type to the file name to indicate it is a picture presentation, such as Ski Tours - Picture Presentation.

To save a presentation as a PowerPoint Picture Presentation, use one of the following methods:

- Click File, click Export, click Change File Type, click PowerPoint Picture Presentation, and then click Save As; or
- click File, click Save As, click Browse, click the *Save as type* arrow, and then click PowerPoint Picture Presentation.

Saving a Presentation as a Video

Objective 1.5.6

Saving your presentation as a video enables you to upload it to a web site, publish it on a blog, send it as an email attachment, or burn it to a DVD. PowerPoint saves your presentation in the MPEG-4 Video (.mp4) format, incorporating all your annotations, animations, transitions, narrations, and other media in the video file.

You can specify the quality and screen size of the video. A larger screen size with higher quality makes it easier to see details in the video, but also increases the file size. Choose a size and quality (Figure 8-26) that suits the way you will deliver the video.

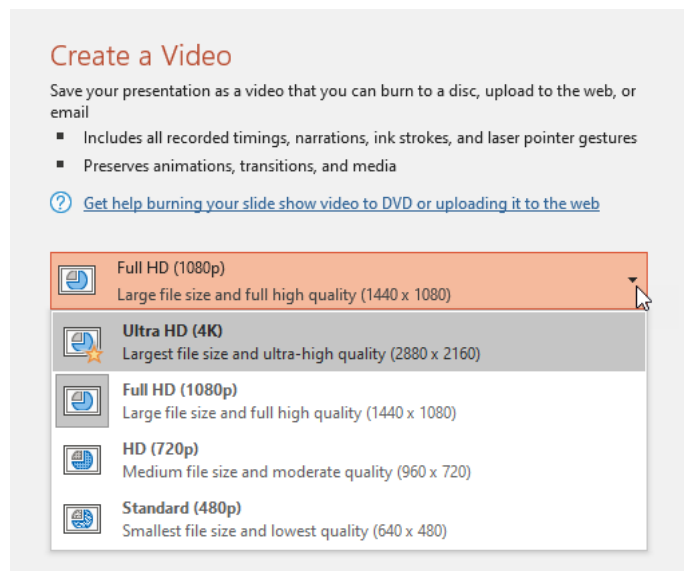


Figure 8-26: Export page, Create a Video panel

Since the presentation is a video, the slides must advance automatically. If you have recorded timings in the presentation, you can use them. If you have not recorded timings, you can set all the slides to advance after the same interval by entering the number of seconds in the *Seconds spent on each slide* field.

If you have used a presentation theme for an earlier version of PowerPoint, you may have to run the Compatibility Checker to resolve any compatibility issues before saving the presentation as a video, or you may be able to save the file as a Windows Media Video (WMV) file.

To save a presentation as a video, use one of the following methods:

- Click File, click Export, and then click Create a Video; or
- click File, click Save As, click Browse, click the *Save as type* arrow, and then select either MPEG-4 Video or Windows Media Video.

It may take several minutes to convert the presentation file. A progress bar indicates the status of the conversion.



Learn to save presentations as videos

In this exercise, you will save a presentation as a video.

1. Ensure that the Teamwork Seminar presentation from the previous exercise is still open.
2. Click **File**, click **Export**, and then click **Create a Video**.
3. Click the arrow for the first option (currently set at **Full HD (1080p)**) and select **HD (720p)**. Set the *Seconds spent on each slide* field to advance all slides after **4** seconds.
4. Click the **Create Video** button to generate the video file. Name the file: **My Teamwork Seminar Video** and make sure the *Save as type* field is set to **MPEG-4 Video**. Verify that the file will be saved in the *MyProjects* folder, and then click **Save**.

This process may take some time, depending on the speed of your computer. Watch the progress in the PowerPoint status bar and wait until it is complete before moving to the next step.

5. Open File Explorer and navigate to the folder where you saved the video, and then double-click the video file to view it in the video player installed in Windows.
6. Close the player and File Explorer.
7. Keep the presentation open for the next exercise.

Saving a Presentation as an Outline

Just as you can create a presentation from an outline in a Word document or similar text file, you can save a presentation as a text outline. This can be useful when you want to create a document that contains the same headings as the presentation, but different content. Saving a presentation as an outline is also useful if you need to use the text portion of the presentation in another program.

When you save a presentation as an outline, PowerPoint saves it as an RTF (Rich Text Format) file, which maintains formatting information and is easily read by other programs. RTF files contain the text within text boxes and other objects; however, they do not retain the objects.

To save a presentation as an outline, File, click Save As, click Browse, click the *Save as type* arrow, and then click Outline/RTF.

File name:	Presentation1.rtf
Save as type:	Outline/RTF (*.rtf)

Packaging Presentations for CD

Although the name of the command may seem archaic, packaging your presentation to a CD or folder makes your presentation ready to view on any computer with a CD/DVD drive, USB drive, or a network connection to the folder. This feature automates the process of gathering all aspects of your presentation needed to run your slideshow (including fonts, multimedia, and linked content). It places them into a folder ready for you to copy to a flash drive or burn to a CD. You can save more than one presentation to your folder and indicate the order in which you want the presentations to run.

To package a presentation for CD, click File, click Export, click Package Presentation for CD (Figure 8-27), and then click Package for CD (Figure 8-28).



Figure 8-27: Export page, Package Presentation for CD panel

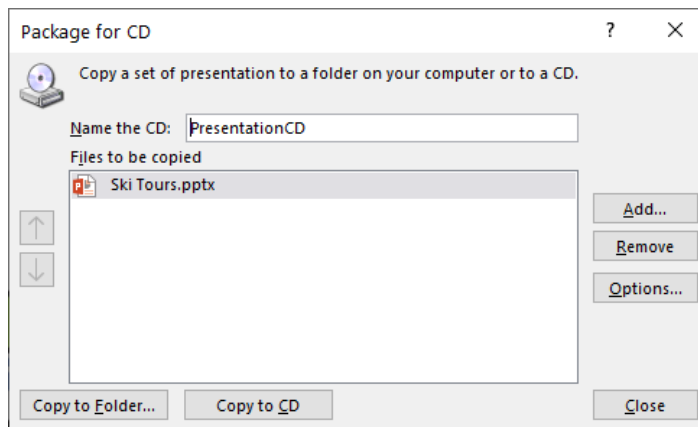


Figure 8-28: Package for CD dialog box

Type a name in the *Name the CD* field. Click Add to add more presentation files to the current folder. Click Options to specify settings for files included in the package as well as the way PowerPoint packages the presentation (Figure 8-29).

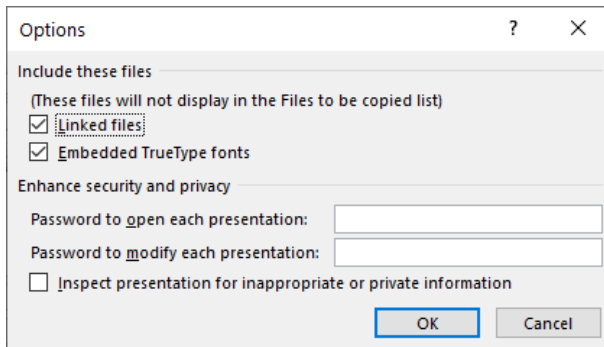


Figure 8-29: Options dialog box (Package for CD)

Include these files – Includes files linked to your presentation in the package; embeds TrueType fonts in your presentation.

Enhance security and privacy – Requires other users to supply a password before they can open or edit any of the copied presentations; inspects presentations for inappropriate or private information.

You can also click the Copy to Folder or Copy to CD buttons. If you click Copy to Folder, the Copy to Folder dialog box (Figure 8-30) appears; enter a folder name, choose a location, and click OK.

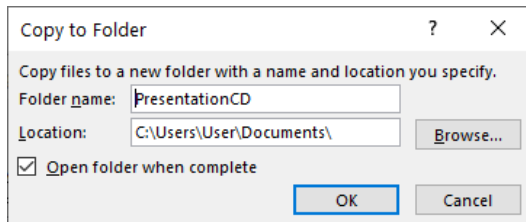


Figure 8-30: Copy to Folder dialog box

If you click Copy to CD, PowerPoint asks if you would like to include linked files in your package before continuing. When you click Yes, PowerPoint checks for a valid CD or DVD, or prompts you to insert one.

Printing a Presentation

Objective 1.3.1, 1.3.2, 1.3.3, 1.3.4

You can print a single slide, your entire presentation, or selected slides. You can print these for your own use, such as to review and edit hardcopies, or you can print handouts of a final version to give to a presentation audience.

To print slides (Figure 8-31), use one of the following methods:

- Click File, click Print; or
- Press CTRL+P.

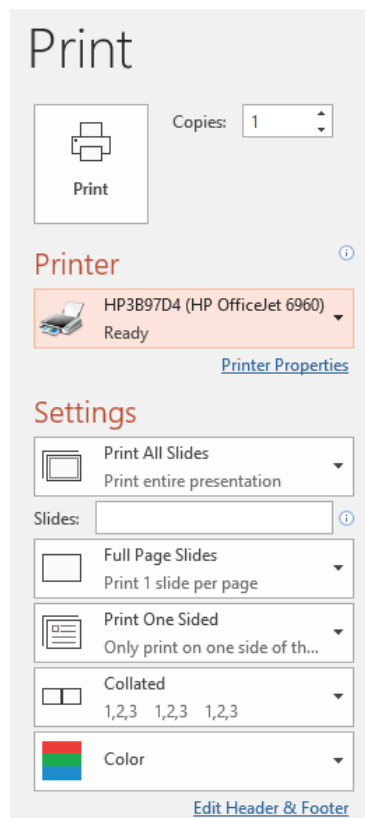


Figure 8-31: Print panel

To select what you want to print, click Print All Slides and then make the appropriate selection (Figure 8-32).

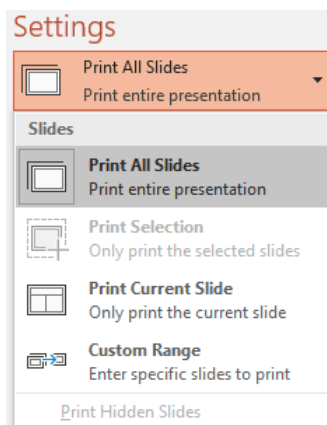


Figure 8-32 Select slides to print

The Print Selection option becomes available only when you have selected slides in the slide navigation pane.

You can also indicate which slides to print by typing their slide numbers in the Slides field, as shown in Figure 8-33.



Figure 8-33: Slides field

Click the Full Page Slides option (Figure 8-34) to specify the layout for the slides, handouts, or outlines, and to specify other settings for printed output.

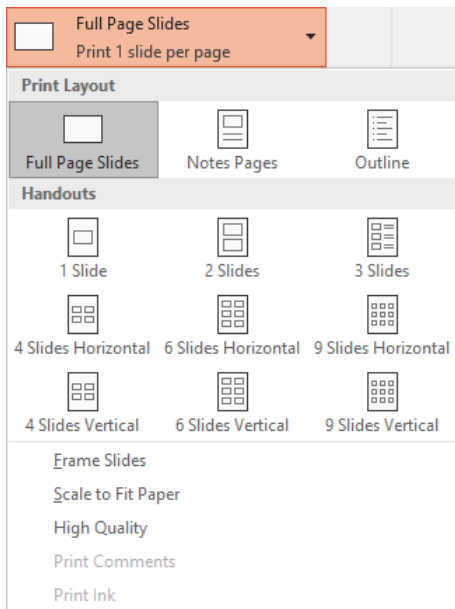


Figure 8-34: Print layout for slides and handouts

You can choose to print the slides containing notes in the Notes pane by clicking Notes Pages in the Print Layout section.

To print an outline of the text on your slides in a table of contents layout, click Outline.

In the Handouts section, you can specify the number of slides included on handouts in either a vertical or horizontal orientation.

If your printer is capable of printing double-sided, you can choose Print on Both Sides or Print One Sided (Figure 8-35).

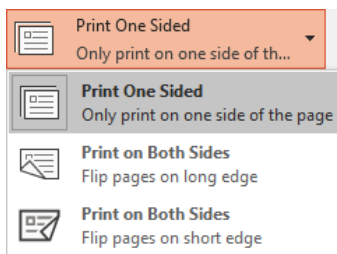


Figure 8-35: Print One Sided or Print on Both Sides settings

If you are printing multiple copies, you can select how the copies are organized (or collated) when printing. Select Collated if you want PowerPoint to print each copy of the presentation in its entirety before printing the next copy. If you select Uncollated, PowerPoint prints all copies of slide 1 first, followed by all copies of slide 2, and so on, until all the slides have been printed.

You can also specify to print in color (Figure 8-36). If you do not have a color printer, the Color option will not be available. If the hard copy is for review or for your own notes only, consider printing in Grayscale for a faster and less costly print job. Grayscale prints all objects on the page in shades of gray.

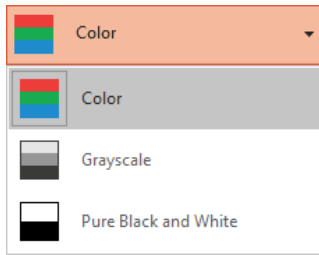


Figure 8-36: Color print settings

Use the Preview on the right side of the Print page to view how your printed output will look before you print; this is especially important if you will be printing slides with colorful or dark backgrounds. You can use the options across the bottom of the preview area (Figure 8-37) to adjust the view.

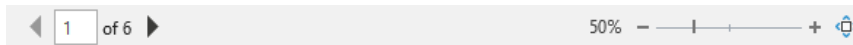


Figure 8-37: Print preview adjustment options

To make changes to the actual slides, return to Normal view.

Learn to print a presentation

In this exercise, you will print a presentation as handouts.

1. Ensure that the Teamwork Seminar presentation from the previous exercise is still open.
2. Click **File**, and then click **Print**.
3. In the Printer section, select a printer available to you.
4. In the Settings section, click **Print All Slides**, then in the menu, select **Custom Range** and type: **1-6** in the *Slides* field to specify that you want to print content from the first six slides only.
5. In the Settings section, click **Full Page Slides**, then in the Handouts section, select **3 Slides** to specify that you want to print handouts with 3 slides per page.
6. In the Settings section, click **Color**, and then select **Grayscale**.
7. Review the slides in the preview panel as they will appear when printed.
8. Click **Print** to print the slide handouts, or click **Back** to return to Normal view if you do not wish to print.
9. Close the presentation without saving, and then close PowerPoint.

Lesson Summary

Now that you have completed this lesson, you should be able to:

☒ Compress and optimize media.	☒ Mark presentations as final.
☒ Compress pictures.	☒ Apply passwords and restrict editing.
☒ Inspect a presentation.	☒ Export presentations in other formats.
☒ Set presentations to open as read-only.	☒ Print presentations.

Key Terms

Term	Definition
Document Inspector	A feature that helps you locate and delete hidden data and personal information in Office documents, spreadsheets, and presentations, such as comments and revision information, metadata, header and footer information, and hidden text.
Mark as Final	A feature that, when turned on, suggests that a presentation be opened in Read-Only mode, preventing other users from making changes to it.

Quiz Questions

For each question, select the best answer.

1. If your presentation contains audio and video, which option can be used to reduce the presentation file size?
 - a. Optimize Media Compatibility
 - b. Compress Media
 - c. Inspect Document
 - d. Check Accessibility
2. Which of the following statements about compressing pictures is NOT true?
 - a. Compression can affect the quality of the picture.
 - b. Pictures scaled to a smaller size do not require compression.
 - c. PowerPoint sets the document resolution with minimal compression to preserve the original picture quality.
 - d. You can change or undo the compression even after saving the file as long as you do not close PowerPoint.
3. Which option is used to remove personal information and presentation details, such as the author and date the presentation was created, from a presentation?
 - a. Protect Presentation
 - b. Document Inspector
 - c. Check Accessibility
 - d. Manage Presentation
4. Which of the following statements about applying a password to a presentation is NOT true?
 - a. You can apply a password to restrict opening a presentation using the Encrypt with Password option.
 - b. You can apply a password to restrict modifying a presentation only within the Save As dialog box using the Tools, General Options method.
 - c. PowerPoint stores your password in case you lose or forget it.
 - d. If the presentation was protected using the Password to modify option, a dialog box containing an option to open the file as read-only appears.

5. Which option changes your presentation to Read-Only and disables all typing, editing commands, and proofing marks?
 - a. Mark as Final
 - b. Protect Presentation
 - c. Manage Presentation
 - d. Encrypt with Password
6. Which of the following methods CANNOT be used to save a presentation as a PDF?
 - a. Click File, click Export, click Create PDF/XPS Document, and then click Create PDF/XPS.
 - b. Press F5, click the Save as type arrow, and then click PDF.
 - c. Click File, click Save As, click Browse, click the Save as type arrow, and then click PDF.
 - d. Click File, click Print and then, in the list of printers, select Microsoft Print to PDF.
7. Which option is used to save the slides in a presentation as separate image files that are no longer associated with the other slides in the presentation?
 - a. PowerPoint Picture Presentation
 - b. Package Presentation for CD
 - c. PNG Portable Network Graphics
 - d. XPS Document
8. Which statement about saving a presentation as a video is true?
 - a. You cannot use recorded timings in the presentation.
 - b. You must use recorded timings in the presentation.
 - c. The slides must advance automatically.
 - d. PowerPoint saves the presentation in the AVI (.avi) format.
9. Which print option menu is used to determine the print layout for handouts?
 - a. Print All Slides
 - b. Full Page Slides
 - c. Print One Sided
 - d. Collated
10. Which print option menu is used to print presentation handouts in shades of gray?
 - a. Print All Slides
 - b. Full Page Slides
 - c. Print One Sided
 - d. Color
11. Which print option menu is used to print a custom range of slides?
 - a. Print All Slides
 - b. Full Page Slides
 - c. Print One Sided
 - d. Collated

12. Which print option menu is used to print Notes Pages?

- a. Print All Slides
- b. Full Page Slides
- c. Print One Sided
- d. Color

Microsoft®

PowerPoint

Associate Certification Guide

Appendices

Appendix A

Courseware Mapping

Appendix B

Glossary of Terms

Appendix C

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Appendix A: Courseware Mapping

Skills Required for the Microsoft® Office Specialist Excel Exam MO-300:

	Objective Domain	Lesson
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Objective Domain		Lesson
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Objective Domain		Lesson
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Appendix B: Glossary of Terms

Action Button – An object you can click on a slide to navigate to another slide, open a web page, or open another presentation or file.

Animation Painter – A feature that allows you to copy animations from one object to another.

Animations – Features you can use to make objects appear as if they are moving in the current slide.

Annotation (Ink markup) – Notes or marks that a presenter makes on a slide during a presentation.

Axes – The vertical and horizontal scales displayed on the sides of a chart; usually an axis indicates the units of measurement.

Bullet – A mark used in a list to indicate the start of a point or list entry.

Clipboard – A location used to temporarily store data that was cut or copied from an application.

Compatibility Checker – A feature that lists elements in a presentation that are not supported or may not behave as expected in previous versions of PowerPoint.

Compatibility Mode – A feature that allows you to create presentations in the current version of PowerPoint that will also be editable in previous versions of PowerPoint.

Contextual Tabs – Tabs that appear on the Ribbon only when particular types of objects have been created or are selected.

Copy – An editing function used to duplicate selected text or objects. Copied items are temporarily stored in the Clipboard, from which they may be pasted elsewhere in the presentation.

Crop – To remove a portion of a picture.

Cut – An editing function used to move selected text or objects to the Clipboard, from which they may be pasted elsewhere in the presentation.

Defaults – The standard settings that are in effect in an application until/unless they are changed by a user.

Delete – The procedure that removes text or objects from the presentation.

Dialog box launchers – Small icons that appear in some groups on the Ribbon, which can be clicked to open a dialog box, window, or task pane offering more options for this group of features.

Document Inspector – A feature that helps you locate and delete hidden data and personal information in Office documents, spreadsheets, and presentations, such as comments and revision information, metadata, header and footer information, and hidden text.

Eyedropper tool – A feature you can use to capture the color from an object displayed on your screen and automatically apply that color to the currently selected object.

Font – A specific typeface.

Font Size – The vertical measurement used to identify the size of proportionally printed characters; 72 points equals 1 inch.

Footer – Information (such as a slide number or the current date) that appears at the bottom of every slide or handout.

Format Painter – A feature that allows you to copy the formatting from selected text and objects and apply it to other text and objects in a presentation.

Graphic – A picture, image, or shape which can be inserted into a presentation.

Gridlines – Intersecting lines that you can display to make it easier to align placeholders, shapes, and other objects.

Guides – Nonprinting horizontal and vertical lines that you can use to align objects on a slide.

Handles – Small circles that display around the perimeter of a selected object; when an object displays handles, you can use the handles to resize the object.

Handouts – A PowerPoint feature that allows you to print miniature slides for distribution to the audience.

Hyperlink – A feature that allows you to jump from one area to another, for example, from one slide to another slide, or from a slide to a web page.

Import – The process of bringing data from one program into another program.

Keyword – A word or phrase that describes a subject or category on which you can search.

Legend – A chart element that allows a viewer to identify the symbols displayed in the chart.

Mark as Final – A feature that, when turned on, suggests that a presentation be opened in Read-Only mode, preventing other users from making changes to it.

Master – A slide that contains all the formats, layouts, and theme information that PowerPoint will use on all slides in the presentation. You can create masters for slides, notes, handouts and outlines.

Motion Path – An animation that causes an object to move in a predetermined path across a slide.

Notes – A feature that allows you to enter text that can be used as speaking points on a slide. Notes can be printed before delivering a presentation, or they can be made visible only to the speaker (and not the audience) if Presenter View is used for presentation delivery.

Order – Refers to the layering of elements on top of one another on a slide.

Paste – An editing function used to insert text or objects from the Clipboard.

Photo Album – A presentation you can create to display your photographs.

Placeholder – Boxes with dotted borders that reside within a slide layout and are designed to contain content such as text, tables, videos and pictures.

Presenter View – A mode of presentation delivery in which the presenter can view the presentation and speaking notes on one computer screen while the audience views a note-free presentation on a different screen.

Quick Access Toolbar – A small toolbar that provides quick access to frequently used commands. Located above the Ribbon (default location) or below the Ribbon, the Quick Access Toolbar is customizable.

Quick Style – A combination of formatting options (including color combinations derived from the theme colors of the presentation) that can be applied to objects in a presentation. Quick styles are displayed in galleries.

Ribbon – The tabbed interface that groups PowerPoint tools by tasks so that the ones that are used most frequently are easy to find.

ScreenTips – Small windows that appear with additional information about a feature when the mouse is held over that feature.

Sections – Logical groupings of slides visible in the slide pane and in Slide Sorter view. You can format, arrange, merge, or delete slides within a section as a group.

Shapes – Objects such as boxes, lines and arrows that you can draw on a slide using tools in the Shapes gallery.

Slide Background – The area of the slide behind the headings, text and other content you add.

Slide Layout – An arrangement of objects (such as a title placeholder, text box and picture) on a slide. PowerPoint provides a number of pre-designed layouts from which you can select for each slide.

Slide Sorter – A feature that displays miniatures of all the slides in the presentation, for easy rearranging of slides.

Smart Guides – Dashed lines that automatically appear when you center an object between other objects, or when you space objects evenly on a slide.

Template – A boilerplate for a presentation that already contains elements, such as various sample slides complete with placeholders and formatting.

Text Boxes – Elements on a slide used to contain and present text.

Theme – A set of unified design elements, such as backgrounds, effects, colors, fonts, and graphics, which provides a consistent look for all slides in a presentation.

Transition – An animated effect that controls how a slide replaces the slide currently showing on the screen as the slide show progresses.

Trigger – A presentation object that, when clicked or displayed, causes the launch of an animation.

Zoom – A PowerPoint feature that creates navigation slides using slide thumbnails and hyperlinks and allows you to jump to and from slides in the presentation in any order you desire.

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