Unit 6

Using Microsoft PowerPoint 2010

Unit Objectives

This unit includes the knowledge and skills required to communicate effectively with presentation software such as Microsoft PowerPoint, and to use simple functions specific to creating and editing presentations (as opposed to common functions included in Unit 3: Common Elements). Topics include the ability to create and modify slides in a presentation, create different types of presentation output and identify the most effective ways to use a presentation program to communicate with others.

Lesson	Topic
35	Getting Started
36	Setting Up the Presentation
37	Working with Text
38	Working with Objects
39	Enhancing the Presentation
40	Bringing It All Together

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Lesson 35

Getting Started

Objectives

In this lesson, you will create a simple presentation using the basic features of Microsoft PowerPoint. On completion, you will able to:

☐   move around in PowerPoint

☐   create a presentation using templates

☐   open, save, and close a presentation

☐   add and edit text in different views

☐   create a presentation using a blank slide

Skills

2-1.1.3	Navigate around open files
2-1.1.5	Change views (draft/normal, print-layout/page-layout, etc.)
2-1.1.6	Change magnification level (zoom)
2-1.2.1	Create files
2-1.2.2	Open files
2-1.2.3	Switch between open documents
2-1.2.4	Save files in specified locations/formats
2-1.2.5	Close files
2-1.3.1	Insert text and numbers into a file
2-4.1.1	Manage slides
2-4.1.2	Add information to a slide
2-4.1.3	Change view (including outline view, slide layout view, and slide master view)
2-4.1.12	Identify common uses of presentation software (such as facilitating meetings or classroom learning or creating and distributing content that includes a wide variety of media) as well as effective design principles for simple presentations

What is PowerPoint?

2-4.1.1   2-4.1.12

PowerPoint is a presentation program that is designed to create, edit, and manipulate slides, transparencies, or on screen presentations. These presentations can be delivered to live audiences, or viewed individually (self-directed) by others at their convenience.

You can enter text, draw objects, create charts, or add graphics. You can print a presentation or send it to a printing company to produce the slides. You can also share presentations over the Internet.

Benefits of using a presentation program to deliver information include:

• Use bullet points, or numbers to show procedural steps. Keep the number of points on each slide to a minimum (no more than six recommended), thereby keeping the text brief.

• Set up tables to show data that is easily legible.

• Include charts to show data patterns or trends, and also show the data sheet for reference.

• Include pictures of varying types. For instance, you might want to include the organization logo on every slide, or a picture of a new product with bullet points on its features and benefits.

• Customize the master slide with the company logo, Web site address, and contact information to remind the audience of who you are and what you are presenting. You can then distribute copies to your audience with key points from your presentation as well as contact information.

PowerPoint also includes many features to enhance the look of presentations, including design elements such as font and size, background color of each slide, animation, or transitions that will help maintain consistency throughout your presentation. As with other design programs, use design elements with discretion to prevent the presentation from becoming difficult to view; for example, it can be difficult to read content if it's on a dark background even if the text is in a brighter color, or if the animation occurs too quickly. On the other hand, including some design elements can help you put some of your information into pictures and avoid putting too much text into your presentation.

When setting up a presentation, always consider having someone else review it to ensure you have the best content, design elements, and timing for your targeted market.

What Does a Presentation Include?

PowerPoint is used to build a presentation slide by slide. Those slides, shown in order, make up your presentation. Different slide types serve different functions.

Title Slide
This is the opening slide that introduces the subject of the presentation. The title slide usually includes the title or topic, and a subtitle. The subtitle might be the presenter's name or the presenting organization's name, or it might be the date and location of the presentation.

Agenda Slide
This slide usually lists the titles of all the slides in your presentation. This is often the second slide in a presentation. This slide provides an overview of what is to be covered, to help the viewer grasp the flow of the presentation.

Title and Content Slide
This type of slide is the most frequently used slide layout. The layout controls what placeholders appear on a slide. This is commonly referred to as a bulleted-list slide because it contains a title and a bulleted list. The list consists of key points that the speaker wants to make about a specific topic. Bullet points should be brief, concise, and clear.

Support Content Slides
You can add various kinds of content to your presentation using different content layouts. Content can include text, design elements, diagrams, videos, tables, charts, sounds, animation, or special transitions from slide to slide.

Summary Slide
The summary slide is the last slide in the presentation. It reviews your presentation, reinforces the key messages, and provides contact information for further details.

Each slide has placeholders—a dashed-line box with a tip as to what you can use that box for. The only exception to this is the blank slide layout.

Click to add title

You can click inside a placeholder to insert text or an object. When you see a placeholder like the following, click one of the icons in the box to insert that type of object.

• Click to add text
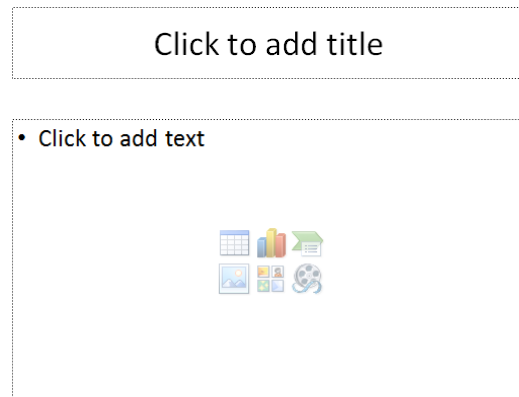
As you place the mouse pointer over an icon, PowerPoint displays a screen tip indicating which type of object will insert when you click it.

To move from one placeholder to another on a slide, click the placeholder or press (Ctrl)+(Enter).

Insert Picture from File

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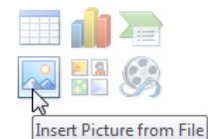
Working with Presentations

IC³   2-1.2.1   2-1.2.2   2-1.2.3   2-1.2.4   2-1.2.5   2-1.3.1   2-4.1.1   2-4.1.2

When PowerPoint starts, you are ready to enter information into a new blank presentation. You can also choose to open an existing presentation.

Creating Presentations

There are five different ways to create your presentation in PowerPoint:

Installed Templates	Use a pre-designed presentation with suggestions for text and application of colors, backgrounds, images, and so on; you can type the text and make design changes.
Installed Themes	Use pre-designed themes with specific backgrounds and colors; you can add further slides and text to the presentation.
My Templates	Allows you to create a presentation using an existing template previously saved by you or someone in your organization; it may have a structure or design similar to an installed template.
From an Existing Presentation	Apply the content and design components from a previously created presentation to your new presentation.
Blank Presentation	Provides a blank presentation with only a title slide (no colors or design elements); you can add your own content and apply your own colors, backgrounds, images, and so on.

Create a blank presentation using one of the following methods:

- Click the **File** tab, click **New**, and then **Blank presentation**; or
- press Ctrl + N .

Before creating your presentation:

- Plan your presentation in draft form before creating it on the computer. This gives you a starting point from which to add new slides or modify others as the presentation evolves.

- Keep the text consistent in format and layout, as too many variations can be distracting. Remember that text is generally read from left to right, top to bottom.

- Keep the number of colors used to a minimum. Too many colors on one slide can be distracting and detract from the message.

- Use contrast to emphasize a message, such as dark text on a light background.

- Keep points to a minimum; the standard is six points per slide. Make your points brief as you want the audience to pay attention to what you're saying, not what you're displaying.

- Be consistent with special effects.

- For graphs or charts, keep the information to a minimum or split the information onto several slides. Remember the rule: "If it takes you a long time to create the slide, it will take just as long for the audience to read and understand it."

- Add pictures or tables only when relevant or for emphasis. Too much information can be a distracting and cause confusion.

- Check that the presentation clearly identifies you to the audience.

The appearance and delivery of the presentation can determine how successful you are in reaching and influencing your audience.

Entering Text in the Outline Tab

Use the *Outline* tab to insert most or all of the text for the presentation before inserting any illustrations or design elements. You can enhance the presentation using the Slide pane.

If the pane is too small to display the full name of each tab, the Outline tab will appear as [≣] .

The first line next to the ▣ **(slide icon)** is always the title of the slide. As you type here, the text appears in the Title placeholder box. If you press [Enter] after typing the title on the first slide, a new slide will appear with the Title and Text slide layout.

- To insert text for the next text placeholder on the same slide, press [Ctrl]+[Enter]. If you press [Enter] after typing the title on any other slide layout, a new slide will appear with the same slide layout.
- To move into the Bulleted List placeholder, on the Title and Content slide, press [Ctrl]+[Enter] after the title line. After typing in the first point and pressing [Enter], a new bullet line appears.
- To move in a level or create a sub-point, move the insertion point to the beginning of the bullet and press [Tab]. This is also known as increasing the indent level.
- To move back to the previous level, move the insertion point to the beginning of the bullet and press [Shift]+[Tab]. This is also known as decreasing the indent level.
- To create a new slide after entering all the points in a bulleted list, press [Ctrl]+[Enter].
- To select the contents of the entire slide, click the slide icon for the slide.
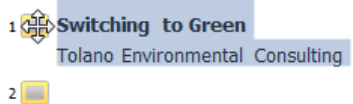
Entering Text in the Slide Pane

Use the Slide pane to insert or modify items on the slides. Placeholders clearly appear on the slides, providing you with a guide as to where to enter text.
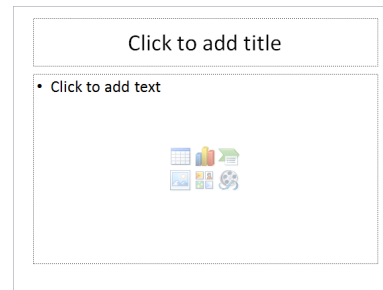
Note that the Slide pane and the Slides tab are two different options.

The Slides tab displays miniatures of your slides so you can see how the information flows or appears in different areas of the presentation. You cannot make changes directly to the slide as this is an "instant preview" of the presentation only.

The Slides tab appears as [▭] if the pane is too small to show the full name of the tab.

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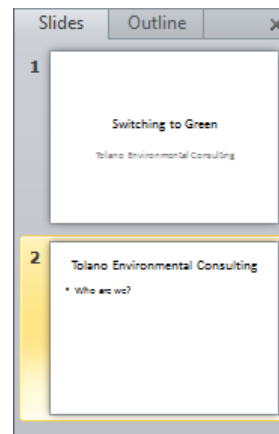
Use the split bar between the Outline and Slide panes to show more or less of each pane. For example, to enter all the text first, drag the split bar to the right to show more of the Outline tab.
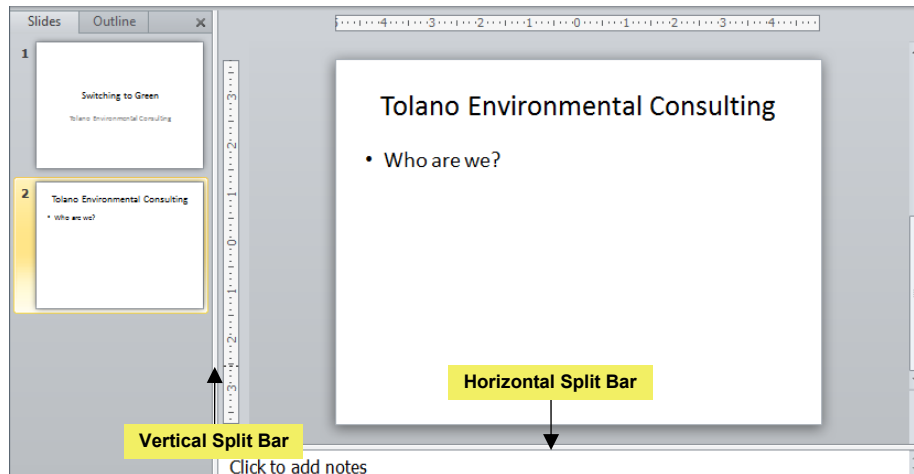
Exercise

1   Start PowerPoint, if not already active. Click the **File** tab and then click **New**.

2   In the **Office.com Templates** list, click **PowerPoint presentations and slides**. Then click **Business presentations**.

3   Click **Business strategy presentation**.

4   In the right-most pane of the New Presentation dialog box, click **Download**.

5   Press (Ctrl)+(N) to create a new blank presentation.

6   Click the **File** tab and then click **New**.

7   Click **Themes**.

8   In the Themes list, double-click **Concourse**.

9   Click in the *Click to add title* placeholder and type: Tolano Environmental Consulting.

10 Click in the *Click to add subtitle* placeholder and type: Orlando Trade Show.

11 Click anywhere away from these placeholders to exit the placeholder.

Switching Between Presentations

When you have multiple presentations open on the screen, you can switch between them quickly and easily using one of the following methods:

• On the **View** tab, in the **Window** group, click **Switch Windows**; or

• click the preview window for the required presentation on the taskbar; or

• if the Document window is in Restore Down view, and the open documents are displayed in a cascading layout, click the title bar for the document you want to switch to.

Saving a Presentation

It is important to save your presentations as you work. PowerPoint automatically assigns a .pptx extension to your files. You can also save the presentation as a .ppsx, which makes it into a PowerPoint show that you can send to someone who may not have PowerPoint installed.

The first time you save a presentation, you will always see the Save As dialog box.

PowerPoint will display a file name based on the text entered on the title slide; you can accept this name or enter another name. PowerPoint will also display the default folder (such as Documents) or a folder designated by your school or organization.

To save an existing file with a new name, click the **File** tab and then **Save As**.

Closing a Presentation

Once you have finished working with a presentation, save and close it to clear the screen.

When the last presentation has been closed, the Application window becomes gray and most of the buttons on the Ribbon become unavailable.

Exercise

1   On the **View** tab, in the **Window** group, click **Switch Windows**.

2   Click the presentation listed with **1**.

    This should be the *Business strategy* presentation.

3   Click the **File** tab and then click **Save**.

4   Type: Stretch Your Workout - Student for the file name and then click **Save**.

    Notice how the title bar now shows this file name as confirmation that this file was saved..

5   On the taskbar, click the presentation with the highest number.

    This should be the file where you typed information for the Orlando Trade Show.

6   On the Quick Access toolbar, click 🖫 **(Save)**.

    The Save As dialog box appears again as this is the first time you are saving this file.

7   In the **File name** field, type: Orlando Trade Show - Student.

8   Click the arrow for the **Save as type** and change this to **PowerPoint 97-2003 Presentation**. Then click **Save**.
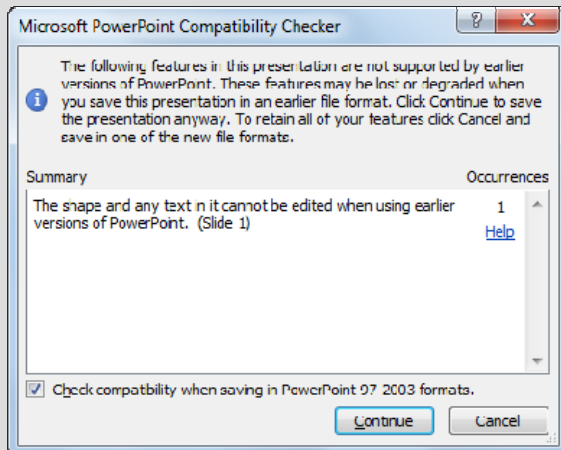
9   Click **Continue** to accept the file format.

    Notice the file name on the title bar indicates the file is a compatible file format for PowerPoint 2010.

10 Click the **File** tab and then click **Close** to close only this presentation.

11 Repeat step 10 to close the *Stretch Your Workout - Student* presentation.

12 Close the blank presentation without saving it.

13 Click the **File** tab and then click **New**.

14 In the **Office.com Templates** list, click **PowerPoint presentations and slides**. In the list, click **Design slides with content**.

15 Click **Sample presentation slides (Green texture design)** and then click **Download**.

You will now save this presentation as a template so you can use it for some future presentations.

16   Click the **File** tab and then click **Save As**.

17   In the **File name** area, type: TEC with design - Student.

18   Click the arrow for **Save as type** and then click **PowerPoint Template**. Then click **Save**.

You have just successfully saved a copy of this presentation that you can access quickly using My Templates or New from Existing..

19   Click the **File** tab and then click **Close** to close this presentation from the screen.

Your screen should now be blank with the buttons on the ribbon inactive.

Opening a Presentation

You can only open a presentation file if it has been saved previously.

You can open a file by double-clicking on it directly from Computer or Windows Explorer. If the file does not open in PowerPoint, PowerPoint does not recognize the file type. You then need to change the file type, or open the file in the program it was created in and resave it using a format that PowerPoint will recognize.

In the case of a system failure, PowerPoint will try to recover any documents open at the time of the system failure. A Recovery pane will appear on the left side of the window with a list of any recovered files. If you do not see the Recovery pane, the document cannot be saved or recovered, and you will need to re-create the document or use a backup copy.

Exercise

1   Click the **File** tab and then click **Open**.

2   Navigate to the student data files location and then click the *TEC Enviro 2012 Draft* presentation.

3   Click the **File** tab and then click **Save As**. In the **File name**, change the name to show as TEC Enviro 2012 Draft - Student and then click **Save**.

4   In the Slides tab, click slide **2**.

5   In the Slide pane, click in the title placeholder and type: Agenda.

6   Click in the second placeholder and type the following items, pressing Enter after each:

- Introduction
- What is Green Ethics
- Who and what is changing
- How we can adjust and adapt
- Gathering solutions
- Summary and conclusion

7   Save the presentation again.

8   Press Ctrl+O to display the Open dialog box and then in the student files location, click *TEC Employee Orientation*.

9   Click the **File** tab and then in the **Recent** list, click *Stretch Your Workout - Student*.

You have now opened different presentations using various methods.

10   Close the Stretch Your Workout - Student and the TEC Employee Orientation presentations.
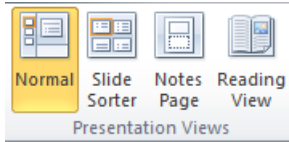
Displaying Information in the Presentation

You can change the view to see more or less of the slide contents. Each view changes the way PowerPoint displays your slides.

- To change the view of the presentation, on the **View** tab, in the **Presentation Views** group, click one of the following options:

Normal	Consists of three panes: Slide, Outline, and Notes.
Slide Sorter	Displays multiple slides on one screen in miniature; use this to rearrange or sort your slides.
Notes Page	Allows you to add text, graphics, or audio to your speaker notes. You can type your notes into the Notes pane of Normal view, and then change to this view to add graphics and audio. Alternatively, you can use this view to enter all items for the speaker notes.
Reading View	View the show in full screen so you can view the contents of each slide in a similar manner to how your audience will view it.

Alternatively, you can click one of the following buttons at the bottom right-hand side of your screen to select any of the options described previously, with the exception of Notes Page.

	Normal	Displays the Outline, Slide, and Notes panes.
	Slide Sorter	Shows multiple slides on one screen in miniature for rearranging or sorting.
	Reading View	Displays the slide full screen with the title bar across the top and the status bar across the bottom.
	Slide Show	Runs the slide show for your review or for you to present to your audience.

You can also change the magnification for the presentation using one of the following methods:

- On the **View** tab, in the **Zoom** group, then **Zoom**; or
- on the status bar, use one of the view options for zoom; or
- click **65%** **(Zoom level)** to set a specific percentage level for the view; or
- click **(Fit slide to current window)** to automatically have PowerPoint resize the slide to fit within the current window.

Moving Around in the Presentation

To navigate between slides in the presentation, use one of the following methods:

- Click the ⬆ **(Previous Slide)** button or press `PgUp` to move to the previous slide in the presentation; or
- click the ⬇ **(Next Slide)** button or press `PgDn` to move to the next slide in the presentation; or
- in the Outline or Slides tab, click the slide you want to move to in the presentation; or use the ⬆ or ⬇ keys to move between the slides; or
- in the Slide Sorter view, click the slide you want to view.

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Exercise

1   Ensure the *TEC Enviro 2012 Draft - Student* presentation is active on the screen.

2   Click the ⊞ **(Slide Sorter)** button on the lower right corner of the status bar.

Notice the view has changed to display all the slides in the presentation (you should only have 3 slides currently). This view is handy for reorganizing information.

3   On the **View** tab, in the **Presentation Views** group, click **Notes Page**.

PowerPoint now displays the current slide in portrait orientation with a miniature of the slide at the top, and a placeholder for you to enter notes. You can also enter notes in the Notes pane when in the Normal view.

4   On the **View** tab, in the **Presentation Views** group, click **Normal**.

5   In the Slides tab, click slide 1 to move to that slide.

6   Click ⯆ **(Next Slide)** from the bottom of the vertical scroll bar at the right side of the screen to move to the next slide.

7   Repeat step 6 to go to the next slide, which happens to be the last slide in this presentation.

8   Click the **Outline** tab.
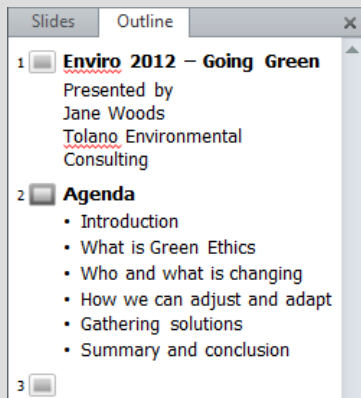
9   Click at the right of the slide 3 icon and type: Introduction. Press Enter .

Notice PowerPoint displays another slide for you. When you press Enter in the Outline pane, PowerPoint treats this as an instruction to create a new slide. What you actually wanted to do was move to the bullet text placeholder to enter text.

10   Press Backspace to move back to the end of the *Introduction* text on slide 3.

11   Press Ctrl + Enter .

Notice how PowerPoint inserts a bullet point at the line below the title.

12   Type: Work with business and press Enter .

13   Press Tab , type: Review key social and environmental impacts, and then press Enter .

PowerPoint should now have placed the cursor at the beginning of the sublevel you moved to when you pressed Tab at the beginning of step 13.

14   Type: Help identify green challenges and opportunities and then press Enter .

15   As you now want to move back to the main level, press Shift + Tab .

16   Type the following text:

17   Save and close the presentation.

Summary

In this lesson, you created a simple presentation using the basic features of Microsoft PowerPoint. You should now be able to:

☑ move around in PowerPoint   ☑ add and edit text in different views

☑ create a presentation using the templates   ☑ create a presentation using a blank slide

☑ open, save, and close a presentation

Review Questions

1.   Placeholders contain the content you want included on the slide and display a hint indicating what you can enter into the placeholder.
     a.   True   b. False

2.   Which method can you use to create new presentations?
     a.   Blank presentation   d.   Themes
     b.   My templates   e.   Any of the above
     c.   New from existing   f.   a, c, and d

3.   When entering points onto a slide, how many points should you try to limit on a slide?
     a.   6   c.   10
     b.   8   d.   There is not limit

4.   You can enter text using either the Outline or the Slides tab.
     a.   True   b. False

5.   Which view button would you use to view multiple slides?
     a.   c.
     b.   d.

Setting Up
the Presentation

Objectives

In this lesson, you will learn how to set up a consistent and professional presentation. On completion, you will be able to:

☐ identify a master slide

☐ insert a master slide

☐ insert headers and footers

☐ change an existing slide layout

☐ change the order of the slides

☐ change the design for the slides

Skills

2-4.1.1	Manage slides
2-4.1.2	Add information to a slide
2-4.1.3	Change view (including outline view, slide layout view, and slide master view)
2-4.1.4	Change slide layout
2-4.1.5	Modify a slide background
2-4.1.7	Change the order of slides in a presentation

Creating a Master Slide

2-4.1.2   2-4.1.3

You can use a master slide to add items that repeat on each slide, such as a company logo, background color, slide title color or size. To change to a master view, on the **View** tab, in the **Master Views** group, click one of the following:
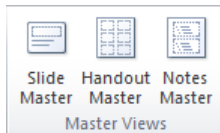
Slide Master	Affects all slides in the presentation.
Handout Master	Changes how handouts will appear when printed.
Notes Master	Changes the view of notes on Speaker Notes pages.

Note that any changes you make directly to an individual slide will override the formatting you have specified on a master slide.

Exercise

1   Open the *TEC Marketing Images* presentation and save as TEC Marketing Images - Student.

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

You are now viewing the master slide option for this presentation. Any changes you make to the placeholders or the slide layouts are applied throughout the presentation, if those layouts are used in the presentation. Notice this affects only the current presentation, not all presentations.

3   On the **Slide Master** tab, in the **Close** group, click **Close Master View**.

You are now in the Normal view for the presentation.

Inserting Headers and Footers

A header or footer repeats on every slide, either at the top (header) or the bottom (footer). Slides can only display footers, whereas Notes and Handouts can display both headers and footers.

Insert headers or footers by selecting the command from the **Insert** tab, in the **Text** group.
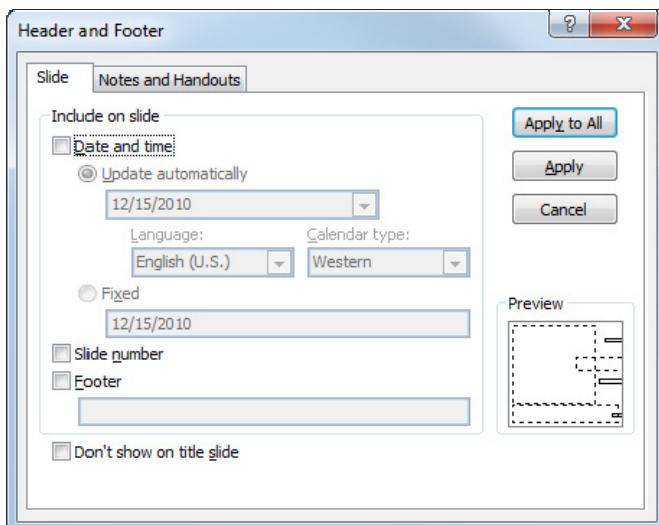
Date and time	Uses either a static date of your choosing or the current date that updates automatically.
Slide number	Includes the page or slide numbers.
Footer	Repeats text in the Footer placeholder on every slide.
Don't show on title slide	Suppresses the footer on the title slide.

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Exercise

1   Ensure the *TEC Marketing Images - Student* presentation is active on the screen.

2   On the **Insert** tab, in the **Text** group, click **Header & Footer**. Click the **Slide** tab.

3   In the Header and Footer dialog box, click **Footer** and type: TEC Marketing Department.

4   Click **Don't show on title slide**.

5   Click the **Notes and Handouts** tab.

6   Click **Footer** and then enter the same text as in step 3 for any notes or handouts you may produce later.

7   Click **Apply to All**.

8   On the **View** tab, in the **Presentation Views** group, click **Notes Page**.

    You should notice a footer now appears at the bottom of these pages.

9   Save and close the presentation.

Managing the Slides

IC³   **2-4.1.1   2-4.1.4   2-4.1.5   2-4.1.7**

As you begin to work with your presentation, it will likely evolve. For example, you may need to insert new slides, copy a particular slide and paste it into a new location, delete or hide a slide, or reorganize slides for better flow.

Changing the Page Setup

You can change the setup of the presentation at any time. For instance, you can use PowerPoint to create an invitation or flyer that has portrait orientation. Alternatively, you can change the page size for a specific presentation.

To change the page setup, on the **Design** tab, in the **Page Setup** group, click **Page Setup**.
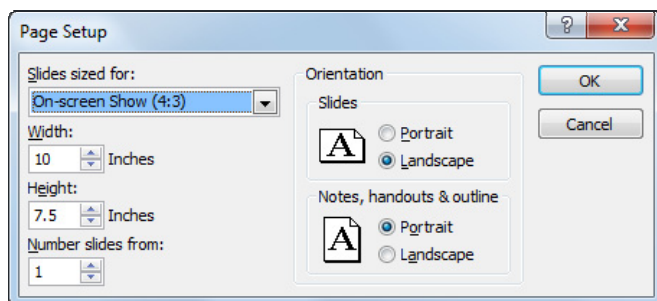
You can also choose to change the size of the slides based on the output, such as on screen to a live audience, printed, or 35mm slides.

To change the orientation for the presentation only, on the **Design** tab, in the **Page Setup** group, click **Slide Orientation**.
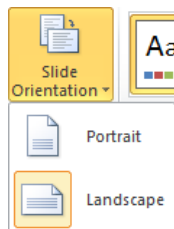
Inserting New Slides

You can insert a new slide at any time in your presentation; the new slide will be inserted directly before the slide you select. To insert a new slide, use one of the following methods:

- On the **Home** tab, in the **Slides** group, click **New Slide**; or

- to insert a new slide with a specific layout, on the **Home** tab, in the **Slides** group, click the down arrow for **New Slide**, and then click the layout required; or

- press Ctrl + M ; or

- on the last placeholder (usually at the bottom or far right), press Ctrl + Enter ; or

- right-click the slide in the Outline or Slides tab and then click **New Slide**.
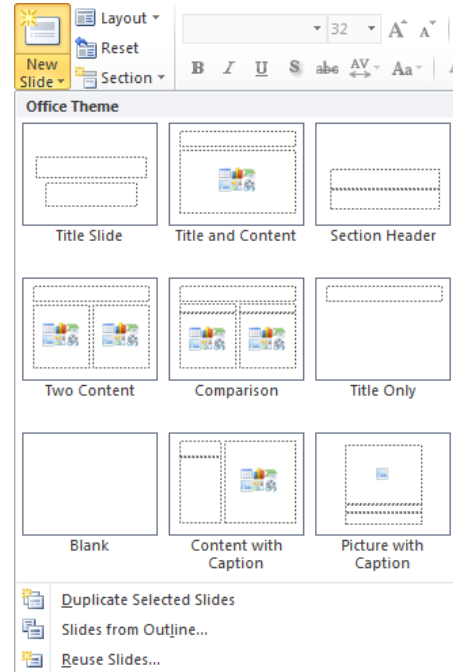
The first two options automatically use the same slide layout as was used in the slide before the location of your cursor; in a new presentation, this will be the Title and Content layout. The last two options display the Slide Layout list with a variety of layouts.

Changing the Slide Layout

By default, a new presentation starts with a Title Slide layout and is followed by a Title and Content slide layout; however, you can change the layout of any slide at any time.

To change the layout for a slide, use one of the following methods:

- On the **Home** tab, in the **Slides** group, click **Layout**; or

- right-click the slide in the Slides tab or the Slide pane and then click **Layout**.
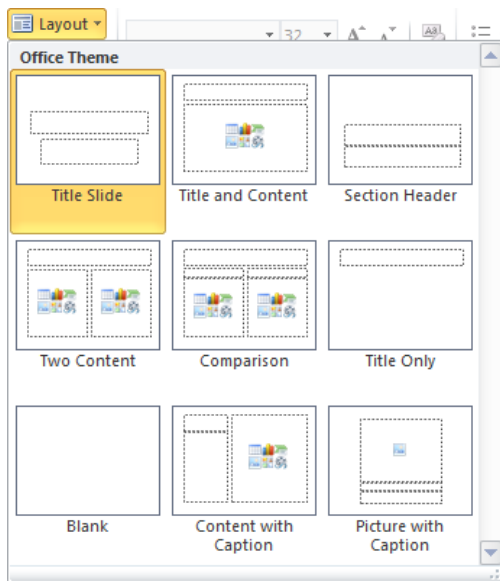
Duplicating Slides

When you want an exact copy of a slide, select the slide in the Slides tab or the Outline tab and then use one of the following methods:

- On the **Home** tab, in the **Slides** group, click the down arrow for **New Slide**, and then **Duplicate Selected Slides**; or
- in the Slides or Outline tab, right-click the slide and click **Duplicate Slide**.
- in the Slides or Outline tab, press $\boxed{\text{Ctrl}}$+$\boxed{\text{D}}$.

Deleting Slides

When you no longer need a slide, in the Slides or Outline tab, select the slide and use one of the following methods to delete it:

- press $\boxed{\text{Delete}}$; or
- right-click the selected slide, and then click **Delete Slide**.

Exercise

1   Open the *Renewable Energy* presentation and save as Renewable Energy - Student.

2   On the **Home** tab, in the **Slides** group, click **New Slide**.

   PowerPoint automatically creates a new Title and Content slide for you.

3   On the **Home** tab, in the **Slides** group, click the arrow for **New Slide**.

4   Click **Two Content** as the layout for the new slide.

5   Repeat steps 3 and 4, choosing **Comparison** as the layout for slide 4.

   You should now have four slides in the presentation, each with a different layout design.

Suppose you no longer need the last slide.

6   In the Slides tab, ensure slide 4 is selected and then press $\boxed{\text{Delete}}$.

   The slide no longer appears in the list.

7   Click slide 2 in the Slides tab and then in the slide, click the title placeholder and type: Introduction.

Duplicate this slide as you realize you may have more points to enter onto this slide than the recommended six points.

8   Ensure slide 2 is selected in the Slides tab, and then press $\boxed{\text{Ctrl}}$+$\boxed{\text{D}}$.

   You should now have two slides that appear with *Introduction* as the title.

9   Right-click slide 3 and then click **Duplicate Slide** to create another copy of the same slide.

10   In slide 4, click the title placeholder and change the text from *Introduction* to Agenda.

11   Click slide 5 and then on the **Home** tab, in the **Slides** group, click **Layout**.

12   Click **Title and Content** to change the existing slide layout to this one.

13   Save the presentation once more.

Rearranging the Slides

As you work with a presentation, you may want to change the order of the slides to achieve better flow of information for different speakers.

Use one of the following methods to rearrange the order of the slides:

- In the Slide Sorter view, click and drag the slide to its new location; or
- in the Outline tab, click the slide icon to select the entire slide and drag to the new location; or
- in the Slides tab, click and drag the slide to the new location.

Exercise

1   Ensure the *Renewable Energy - Student* presentation is active on the screen.

2   Click 🔡 **(Slide Sorter)** from the view buttons on the lower right of the status bar.

You will now rearrange a slide into the order it should appear in the presentation.

3   Click and drag slide 4 (the Agenda slide) to just before slide 2.
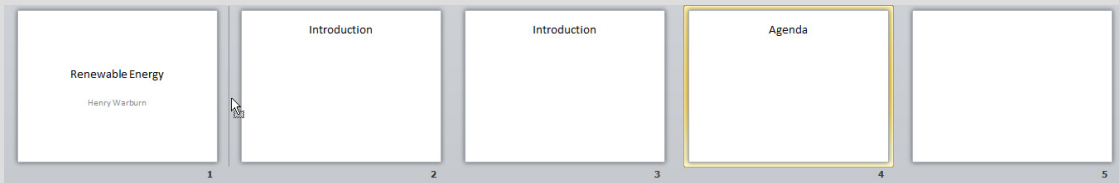
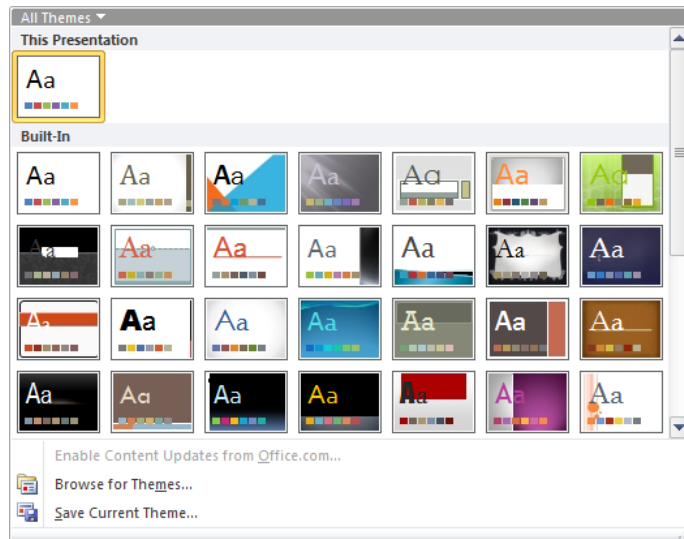The presentation should then show the following order for the slides:

4   Click 🔲 **(Normal)** from the view buttons on the status bar.

5   Save the presentation.

Changing the Theme

The slide design or theme for a presentation can be changed even if text or data are entered for one slide or all slides in the presentation.

Changing the theme refers to changing the color scheme used in the pre-designed templates. You can apply or remove these design elements at any time.

To apply a design, on the **Design** tab, in the **Themes** group, click the design or theme you want applied. Alternatively, click **More** to display all the themes.

As you point at a theme, PowerPoint displays a preview of how the presentation will appear once this theme is applied. You can also customize the theme using the **Colors**, **Fonts**, or **Effects** options in the **Themes** group of the **Design** tab.

Exercise

1   Ensure the *Renewable Energy - Student* presentation is active.

Suppose Henry asks you to change the orientation of the presentation so he can put more points onto each slide.

2   On the **Design** tab, in the **Page Setup** group, click **Slide Orientation** and then click **Portrait**.

Notice how the placeholders adapted to the change and now provide a larger area for points. You can now change it back to landscape as Henry has reviewed this setup and decided the presentation is best viewed in landscape mode.

3   On the **Design** tab, in the **Page Setup** group, click **Slide Orientation** and then click **Landscape**.

The presentation also has a blank background and therefore is not very interesting.

4   On the **Design** tab, in the **Themes** group, point at any of the themes to review how it may affect the appearance of the slide.

5   On the **Design** tab, in the **Themes** group, click **More** to preview more themes in the gallery. Then click **Urban**.

Suppose Henry decides this theme does not meet his needs, he wants to use the company theme.

6   On the **Design** tab, in the **Themes** group, click **More** and then click **Browse for Themes**.

7   Navigate to your student files location, if not already there, and then click **TEC Earth Template**.

8   Save and close the presentation.

Changing the Background Color

You can change the background color for one or all of your slides. Use care when selecting backgrounds and text colors that you do not make the content difficult to read or see. Changing the background does not remove any design templates applied; only the background color. To remove the design template, set the presentation to the default (blank) design.

To change the background for one or all of your slides, use one of the following methods:

• On the **Design** tab, in the **Background** group, click **Background Styles**; or

• right-click a blank area of the slide, and then click **Format Background**.
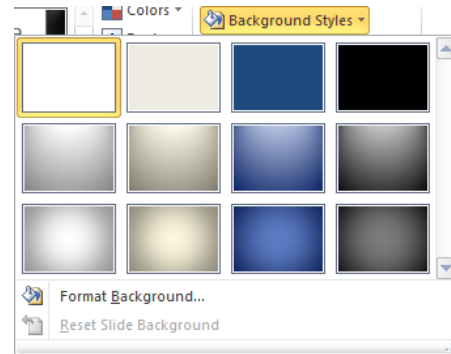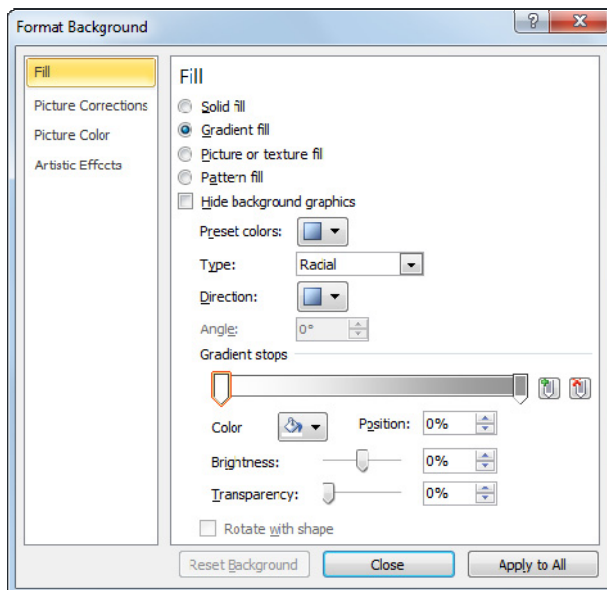
1   Open the *TEC Enviro 2012 Draft* presentation. Then on the **Design** tab, in the **Background** group, click **Background Styles**.

2   Click a background style of your choice.

PowerPoint has automatically applied this background to every slide.

3   On the **Design** tab, in the **Background** group, click **Background Styles** and then click **Format Background**.

4   In the Format Background dialog box, select the **Gradient fill** option.

5   Click **Preset colors** and then click **Fog**.

Notice how PowerPoint changes the first slide only as a preview to how this background will appear so you can apply it to all the slides later.

6   Click the arrow for **Type** and then click **Rectangular**.

7   Click the arrow for **Direction** and then click the **From Top Left Corner** option.

8   Click **Apply to All** and then click **Close**.

9   Close the presentation without saving any changes.

Summary

In this lesson you looked at setting up a consistent and professional presentation. You should now be able to:

☑   identify a master slide   ☑   change an existing slide layout

☑   insert a master slide   ☑   change the order of the slides

☑   insert headers and footers   ☑   change the design for the slides

Review Questions

1.   Use the master slide option to set colors or styles for all slides in the presentation.
       a.   True   b.   False

2.   In general, a footer repeats text or images at the top or bottom of each slide in the presentation.
       a.   True   b.   False

3.   How can you insert a new slide?
       a.   On the Home tab, in the Slides group, click New Slide
       b.   On the Quick Access toolbar, click New Slide
       c.   Press $\boxed{\text{Ctrl}}$+$\boxed{\text{M}}$
       d.   Right-click the slide in the Outline or Slides tab and then click New Slide
       e.   Any of the above
       f.   a, c, or d

4.   Which view could you use to rearrange the slides?
       a.   Normal
       b.   Outline tab
       c.   Slides tab
       d.   Slide Sorter
       e.   Any of the above
       f.   b, c, or d

5.   To change the slide layout, you can:
       a.   On the Home tab, in the Slides group, click Layout
       b.   On the Design tab, in the Slides group, click Slide Layout
       c.   Right-click the slide in the Slides tab or the Slide pane and then click Layout
       d.   Any of the above
       e.   a or c

Lesson 37
Working with Text

Objectives

In this lesson, you will examine the various features used to manipulate text in a presentation. Upon completion, you should be able to:

☐ select text objects

☐ cut, copy, and paste text

☐ use the proofing tools

☐ understand formatting

☐ apply formatting to characters

☐ change the text alignment

☐ add bullets to selected text

IC³ **Skills**

2-1.3.2   Perform simple editing

2-1.3.5   Check spelling

2-1.3.6   Perform simple text formatting

2-4.1.2   Add information to a slide

Selecting Text Objects

IC³ 2-4.1.2

An object is any shape, picture, or text box inserted into a slide. To make changes to the object, it must first be selected or highlighted; you can then manipulate it for tasks such as:

• deleting it

• adding tab positions

• indenting text

• cutting, copying, or pasting it into another location

• formatting (enhancing the appearance or position)

• adding bullets or numbers

Using Select vs Edit Mode

The circles that appear around a selected object are called *handles*; they verify that the object is selected and you can make changes to it.

You can size the object using one of the following methods:

• Click one of the handles on the horizontal or vertical sides and then drag to the required size for the width or height; or

• click one of the corner handles to size the two adjacent sides of the object.

When the border around a text box is a dashed line, you are in Edit mode and you can select specific areas of the text in the box for changes.
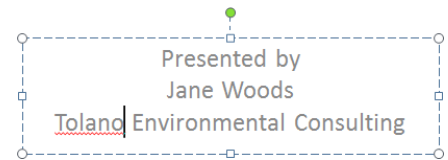
When the border around a text box is a solid line, you are in Select mode and can affect the entire contents of this object. To activate Select mode quickly, position the mouse pointer on one of the borders of the placeholder, and then click when you see ⁺ᵗₖ (mouse pointer with four-headed arrow):
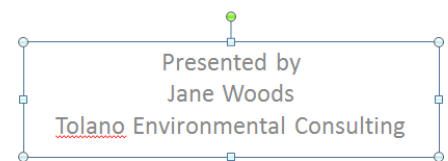
To select specific text within the placeholder, click and drag to select the text. With Edit mode active, you can also select non-consecutive pieces of text by pressing the Ctrl key as you select each piece of text you want.

To select multiple text placeholders, click the first text placeholder and press Shift or Ctrl as you click to select other text placeholders.

# Manipulating Text

IC³   2-1.3.2   2-1.3.5   2-4.1.2

PowerPoint offers you many ways to manipulate or edit selected text or placeholders, such as by inserting additional text or deleting existing text.

- To insert text, click in the placeholder to display the blinking insertion point and then move to where you want to enter the new text.
- To delete text, use the Backspace or Delete keys.

Occasionally you may want to insert text into your presentation from another presentation, or from another location in the current presentation. Instead of retyping the information, you can use the **Cut**, **Copy,** and **Paste** commands.

PowerPoint uses the Clipboard to temporarily store any cut or copied items such as text or graphics to be pasted wherever you choose. When active, the ![clipboard] **(Office Clipboard icon)** appears in the taskbar notification area to show the number of items collected on the Clipboard.

Exercise

1   Open the *TEC Profile* presentation and save as TEC Profile - Student.

2   Click slide 3 to make this slide active. In the title placeholder, type: Our Services.

3   Start Microsoft Word 2010 and then open the *Tolano Environmental Consulting* document from the Unit 4 - Word student data files.

4   Select each of the bullet points under the *Services* heading.

5   On the **Home** tab, in the **Clipboard** group, click ![Copy] Copy ▾.

6   On the taskbar, click the **TEC Profile - Student** file.

7   Ensure you are on slide 3 and click in the second placeholder to put it into edit mode.

8   On the **Home** tab, in the **Clipboard** group, click **Paste**.

The services appear on the slide although there are too many points on this slide.

9   In the Slides tab, right-click slide 3 and then click **Duplicate Slide**.

10   On slide 4, in the Slide pane, select from the text, *Carbon footprint* …, to the end of *Advise of tax*…

11   Press Delete to remove this text and have only six points left on the slide.

12   On slide 3, in the Slide pane, select from the text, *Green scorecard* … to the end of the bullet points. Then press Delete.

The points now appear on slides 3 and 4.

13   Close Microsoft Word without saving any changes.

14   Save the presentation.

Checking the Spelling

The Spelling feature in PowerPoint provides various options when checking for spelling errors, including custom dictionaries for special terms.

The Spelling feature works in the background to check for spelling mistakes as you type. When PowerPoint detects a mistake, a wavy red line displays underneath the text. You can correct the mistakes immediately, or wait until you are finished creating the presentation.

PowerPoint also displays the 🗹 **(Proofing icon)** in the status bar to indicate when words are not recognized by the current dictionary; this icon appears after PowerPoint detects the first spelling error. The icon appears as 🗹 if there are no spelling errors or words PowerPoint does not recognize in the dictionary.

The Spelling Checker can use two dictionaries at once:

- a main dictionary in the language of choice
- a custom dictionary of special terminology (such as company names, medical or legal terms, or abbreviations).

You can use either or both dictionaries during a spelling check.

To activate the spelling feature for the entire presentation, use one of the following methods:

- On the **Review** tab, in the **Proofing** group, click **Spelling**; or
- press F7.

To check the spelling of individual words, use one of the following options:

- Right-click the word with the red wavy line and then click the appropriate spelling in the shortcut menu; or
- click the 🗹 to move to the first word considered to be misspelled and then click the correct spelling for this word.

Remember that performing a spell check only checks the accuracy of the spelling in your slides; you should still proofread your presentation to ensure you are using the correct words. The appearance of your presentation includes how professional your slides look, from the way they display to the accuracy of the spelling.

Exercise

1   Open the *TEC Training - Word Merging* presentation and save as TEC Training - Word Merging - Student.

2   On the **Review** tab, in the **Proofing** group, click **Spelling**.
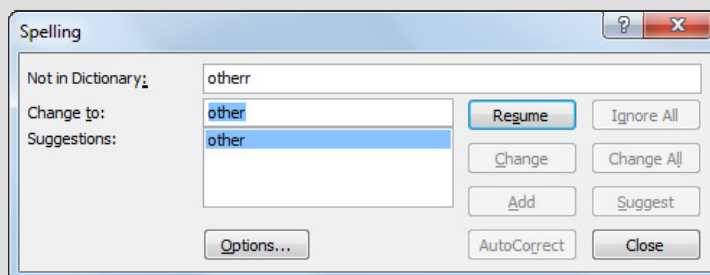
3   Ensure "other" is selected in the Suggestions box, and then click **Change**.

4   Continue with the spell check, choosing the correct spelling as appropriate for the highlighted error.

5   When the spell check is complete, click **OK**.

Even though the spelling tool highlighted all the spelling errors in the presentation, it has missed a word that is not misspelled but is the wrong word for this point. PowerPoint does not include a grammar checker so it is important that you proof the presentation, as well as ask someone else to proof it for you before delivering it to an audience.

6   In the Slides tab, click slide **6**.

7   Click in the second bullet point to change "sue" to use.

8   Save and close the presentation.

Formatting Text

2-1.3.6   2-4.1.2

Formatting refers to the process of changing the appearance and position of objects on a slide.

The Font dialog box provides basic formatting options and additional options not found in the Font group on the Home tab; you can also use it to select or preview multiple formatting changes at once. To display the Font dialog box, on the **Home** tab, in the **Font** group, click the **Dialog box launcher**.
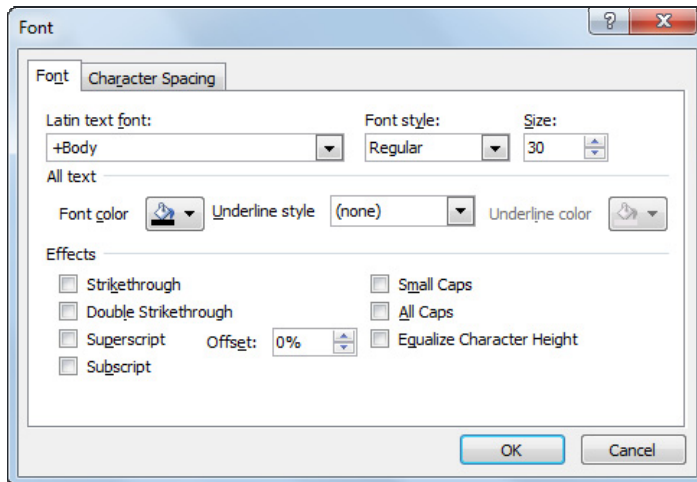
The **Font** group in the **Home** tab enables quick, easy access to commonly used character formatting options directly from the Ribbon:
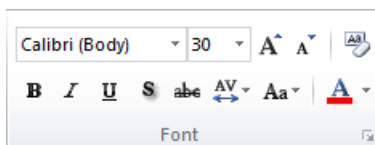
The Mini toolbar provides similar access to commonly used formatting options, and is a mixture of character and paragraph formatting. This toolbar only appears when you select text; once you move the mouse pointer away from the selection, you will need to select the text again to display this toolbar.

Any formatting changes you make to text on the slides override formatting options applied to the master slide. If you decide to change text on all slides, you can do this in the master slide.

Aligning Text

Each built-in slide layout aligns according to defaults set for that layout. Occasionally, you may want to change how the text aligns. You can change text alignment using the same methods as you would in Word:

* On the **Home** tab, in the **Paragraph** group, click the appropriate alignment option; or
* in the Mini toolbar, click the appropriate alignment option; or
* press the shortcut keystroke for the alignment required.

Exercise

1   Ensure the *TEC Profile - Student* presentation is active on the screen.

2   In the Slides tab, click slide 1 if not already there.

3   Move the cursor near the title until you see the four-headed arrow to indicate the placeholder for this piece of text. Then click to select the entire placeholder.

> **Hint:** If you click the text placeholder to put it in Edit mode, click anywhere on the border of the placeholder to switch to Select mode.

4   On the **Home** tab, in the **Font** group, click **Bold**. Then click the arrow for **Font Color** and click **Blue** in the Standard Colors list.

Suppose you want all titles to appear with certain formatting attributes. You can do this using the Slide Master view.

5   On the **View** tab, in the **Master Views** group, click **Slide Master**.

6   Click the first slide at the top of the list of slides and then select the title placeholder.

7   Repeat step 4 to add these formatting options.

8   On the **Home** tab, in the **Paragraph** group, click ▤ **(Alight Text Left)** to change the alignment of all titles.

Now try adding a border around the title placeholder for every slide except title slides.

9   Under **Drawing Tools**, on the **Format** tab, in the **Shapes Styles** group, click the arrow for **Shape Outline**.

10 Point at different colors and then click a color of your choice to complement the title text color. Click the arrow for **Shape Outline** once more and then click **Weight**.

11 Point at the different line weights to preview the effect and then click **1½ pt**.

Notice the title on the title page slide also is left aligned as a result of what was done in step 8.You should also notice that the title slide contains the borders applied in steps 10 and 11.

12 Click this slide in the list of master slides. Click the title placeholder and on the **Home** tab, in the **Paragraph** group, click ▤ **(Center)**.

13 Click the main title placeholder. Under **Drawing Tools**, on the **Format** tab, in the **Shapes Styles** group, click the arrow for **Shape Outline**. Click **No Outline**.

14 On the **Slide Master** tab, in the **Close** group, click **Close Master View**.

15 Save the presentation.

Changing Bulleted Information

Bullets are a quick and easy way to organize the information on the slides. You can change the bullet style using one of the following methods:

- On the **Home** tab, in the **Paragraph** group, click ▤▾ **(Bullets)** to turn the bullets on or off; or

- to change the current bullet symbol, on the **Home** tab, in the **Paragraph** group, click the down arrow beside ▤▾ **(Bullets)**, and then click the bullet symbol you want to use; or

- to customize the bullets, on the **Home** tab, in the **Paragraph** group, click the down arrow beside ▤▾ **(Bullets)**, and then click **Bullets and Numbering**; or

- right-click the bulleted text, then click **Bullets**, and then click **Bullets and Numbering**.
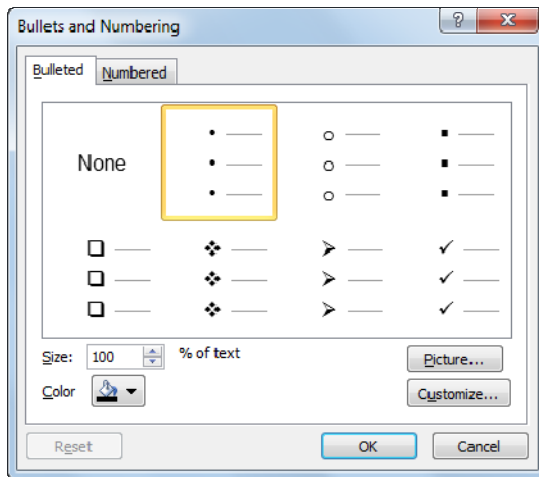
Size	Sets the size of the bullets in relation to the text size.
Color	Selects the bullet color.
Picture	Uses a picture as a bullet instead of the standard options.
Customize	Chooses a different character to be used as bullets.

You can adjust bullets using these different formatting effects. You can use ![Numbering icon] **(Numbering)** to change from bullets to numbers (or vice versa), and, to customize the numbering style, size, or color.

Exercise

1   Ensure the *TEC Profile - Student* presentation is active on the screen and then in the Slides tab, click slide 2.

2   Move the cursor near the edge of the bulleted text placeholder and click to select the entire placeholder.

3   On the **Home** tab, in the **Paragraph** group, click the arrow for **Bullets**.

4   Click the **Hollow Square Bullets** style.
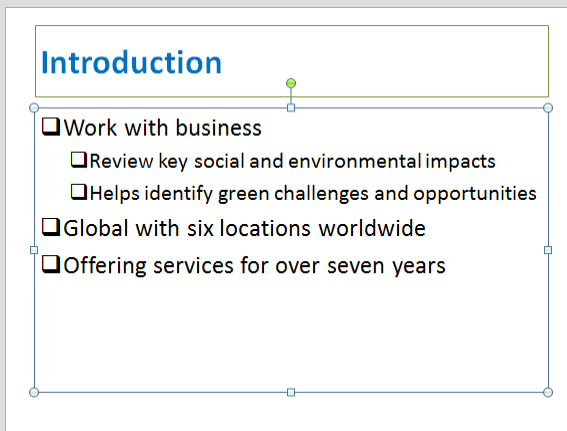
Notice how the bullets changed but are a bit too close to the text. You can change the properties for these bullets.

5   With the bulleted placeholder still selected, on the **Home** tab, in the **Paragraph** group, click the arrow for **Bullets** and then click **Bullets and Numbering**.

6   Click the incremental button for **Size** and change this to be **75**%.

7   Click the arrow for the **Color** and change this to be **Blue** (same color as the title).

8   Click **OK**.

The bullets are now more proportional in size to the text on the slide.

9   Save and close the presentation.

Summary

In this lesson, you examined the various features used to manipulate text in a presentation. You should now be able to:

☑ select text objects   ☑ apply formatting to characters

☑ cut, copy, and paste text   ☑ change the text alignment

☑ use proofing tools   ☑ add bullets

☑ understand formatting

Review Questions

1. The Select mode enables you to select everything inside the text box for changes whereas Edit mode enables you to make changes to individual text in the text box.
    a.   True   b.   False

2. An icon may appear in the notification area of the taskbar to show how many items you have collected to the Office Clipboard.
    a.   True   b.   False

3. Formatting applied to a slide will override the formatting applied on the master slide.
    a.   True   b.   False

4. The different types of alignment available for text include:
    a.   Left
    b.   Right
    c.   Center
    d.   Justified
    e.   Any of the above
    f.   a, b, or c

5. To turn bullets off you must change the slide layout to Title and Content again.
    a.   True   b.   False

Lesson 38

Working with Objects

Objectives

In this lesson, you will learn how to insert and manipulate different types of objects such as pictures, tables, charts, and drawing objects. On completion, you will be able to:

☐   add graphics

☐   size or move graphics

☐   insert a table

☐   format the contents of a table

☐   insert a chart

☐   draw objects

☐   adjust or edit objects

☐   arrange objects

IC³ **Skills**

2-1.3.7   Insert pictures and other objects into a file
2-4.1.2   Add information to a slide

Inserting Images

IC³ **2-1.3.7** **2-4.1.2**

You can easily add pictures to any slide using the Picture command. Pictures can come from a variety of sources, such as the Clip Organizer, saved picture files, scanned photographs, online from the Office.com Web site, and so on.

Using Clip Art Images

Microsoft provides a number of Clip Art graphics. All these are available online from the Office.com Web site along with other media files for downloading to your computer.

To insert Clip Art, position the mouse pointer on the slide approximately where you want the graphic, and then use one of the following methods:

*   When creating or changing a slide layout, select one that contains a Content placeholder. Then click the **Clip Art** icon to insert a clip art image; or

*   on the **Insert** tab, in the **Images** group, click **Clip Art**.
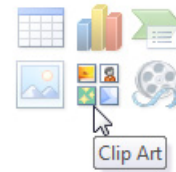
Using Other Sources

You can include a picture in your presentation that is not in the Clip Organizer, a picture saved on a disk, or a picture in a different format.

To insert a picture file, use one of the following methods:

*   On the **Insert** tab, in the **Images** group, click **Picture**; or

*   when creating or changing a slide layout, select one that contains a Content placeholder; then click **Insert Picture from File** to insert a picture from a saved location.
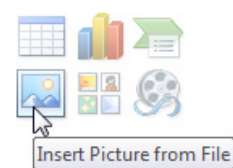
Exercise

1   Open the *TEC GHG Presentation* and save it as TEC GHG Presentation - Student.

2   On the **Insert** tab, in the **Images** group, click **Clip Art**.

3   In the **Search for** field, type: greenhouse and then click **Go**.

   Notice the number of results for this entry. Suppose they do not match the type of criteria you may want for an image in this presentation.

4   In the **Search for** field, type: emissions and press ⌷Enter⌷.

5   In the results list, click a graphic available to you.

Now try inserting a picture from a file.

6   On the **Insert** tab, in the **Images** group, click **Picture**.

7   Navigate to where the student data files are located and then click *TEC* and click **Open**.

   PowerPoint inserts this picture into the same location as the clip art image.

8   Close the Clip Art pane and then save the presentation.

Manipulating the Pictures

Manipulating pictures refers to sizing, moving, or otherwise modifying pictures.

When you select a picture, the **Picture Tools Format** tab displays tools to help manipulate parts of the picture.
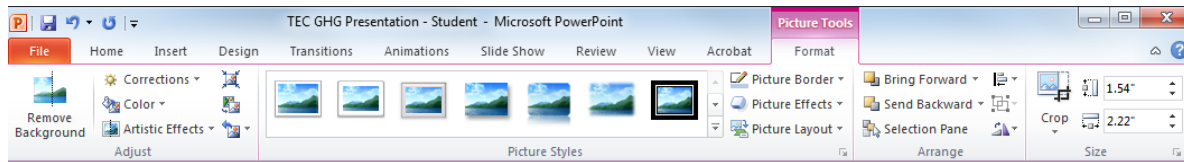
Consider the following when working with pictures in PowerPoint:

• You must select the picture in order to make changes to it.

• To increase or decrease the size of a picture, click and drag one of the handles.

• To move a picture, move the mouse pointer anywhere inside the picture and, when you see ⤢, click and drag the picture.

• To rotate the picture, click and drag the green handle to the angle required.

• To insert a picture without using a picture placeholder, you may need to reapply an appropriate slide layout, or adjust the individual placeholders on that slide.

• If you cannot wrap text around a picture; you can either put the picture in a separate placeholder or manipulate the text so that it appears to wrap around the picture.

Exercise

1   Ensure the *TEC GHG Presentation - Student* is active on the screen. Also ensure you are viewing slide 1.

2   Point the cursor anywhere in the TEC picture and when you see the four-headed arrow appear, click and drag this down to the right so it is placed to the right of the text there.

The picture is still a bit big for this slide.

3   Point the cursor on the top right corner of the picture, press ⌷Shift⌷ and drag down to make the picture approximately half its original size.

4   Drag the picture back to the right side.

   The TEC logo contains a white background that would have a better effect if it was transparent for this presentation.

5   Ensure the image is selected and then under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Color** and then click **Set Transparent Color**.

The mouse pointer turns into an arrow with a white pen.

6   Point the pen symbol on any white area of the logo picture and then click.

The background is now transparent on the slide.

7   Save the presentation.

Creating and Using Tables

IC³ 2-4.1.2

A table is a grid made up of rows and columns where data can be entered. The intersection of a row and column is called a cell. A table is a quick way to enter text to ensure that it lines up in columns. Once you create a table, you can format it.

To insert a table, use one of the following methods:

- To add a table to a slide with a content placeholder, click the **Insert Table** icon in the placeholder; or
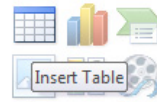
- to add a table to a slide without a content placeholder, on the **Insert** tab, in the **Tables** group, click **Table**, and then drag in the grid for the total number of rows and columns needed for the new table; or
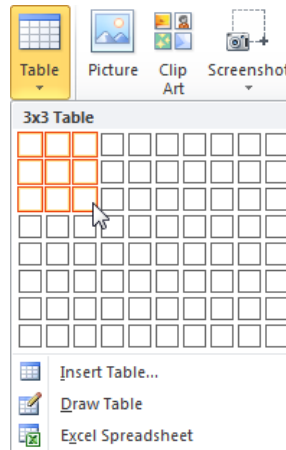
- to insert a table using a command to enter specific numbers for rows and columns, on the **Insert** tab, in the **Table** group, click the arrow for **Table** and then click **Insert Table**; or
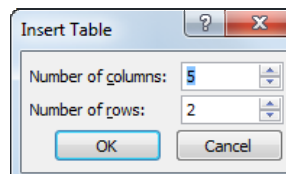
- to draw a table with rows, columns, or diagonal lines, on the **Insert** tab, in the **Table** group, click the arrow for **Table** and then click **Draw Table**; the mouse pointer will change to a ✏ (pencil) with which you can draw lines as if using pencil and paper.

Formatting the Table

You can format selected data in the table or the entire table. Formatting a table also refers to manipulating the cells and the contents within the cells. Formatting options include:

- adjusting the width of columns or the height of rows
- merging cells to form larger cells
- splitting cells to form smaller cells
- adding, changing, or removing the border for selected cells
- adding, changing, or removing shading or fill backgrounds for selected cells

Before you change any part of the table, select the appropriate part of the table, (entire column, one cell, multiple cells). Select items individually using the mouse or keyboard, or use the **Table Tools** ribbon tabs for the appropriate selection.
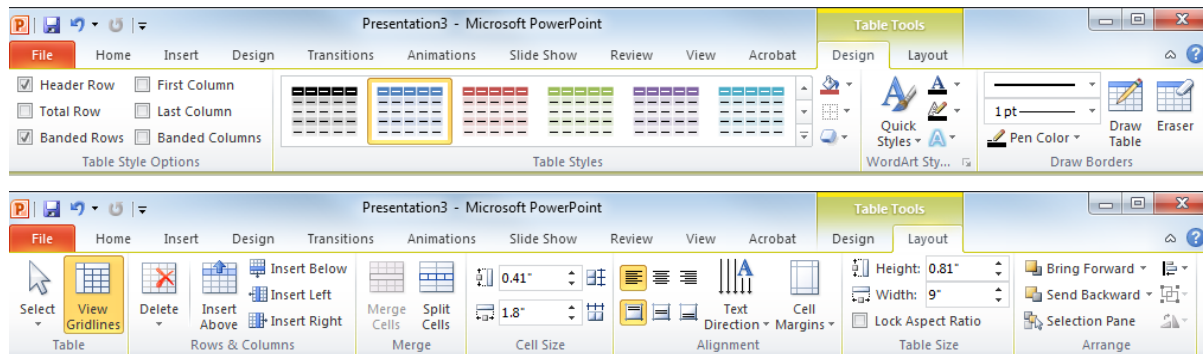
Exercise

1   Ensure the *TEC GHG Presentation - Student* is active. Move to slide 3 and on the **Home** tab, in the **Slides** group, click the arrow for **New Slide**. Click **Title and Content** for the slide layout.

> **Hint:** Ensure you click the slide layout that displays **Title and Content** for the new slide as this second placeholder for this layout has the content options, whereas **1_Title and Content** does not.

2   Type: Contributors in the title placeholder.

3   In the second placeholder, click the **Insert Table** icon.

4   Set the new table to have **2** columns by **5** rows. Click **OK**.

5   In the first cell of the table, type: Greenhouse Gas and then press (Tab) to move to the cell in the second column of this row.

6   Type: Amount and press (Tab) to move to the first cell of the next row.

7   Type the rest of the information for the table, pressing (Tab) to move from one cell to another (or click in each cell):

Greenhouse Gas	Amount
Water Vapor	36-72%
Carbon Dioxide	9-26%
Methane	409%
Ozone	3-7%

In the last cell of the table, you need to insert another row so you can insert the reference where this data was obtained.

8   With the cursor in the cell, press (Tab) to have PowerPoint create a new row for you.

9   Type: Kiehl, J.T.; Kevin E. Trenbeth (February 1997), "Earth's Annual Global Mean Energy Budget".

10   Save the presentation once more.

The color scheme and formatting options used in the table are based on the theme applied with this presentation. You can change this as required.

11   Place the cursor somewhere in the table. Then under **Table Tools**, on the **Design** tab, in the **Table Styles** group, click **More** to display the gallery of styles.

12   Preview some of the styles and then choose one that suits the purpose of this presentation.

Now merge the cells in the last row together so they form one large cell.

13   Select the two cells in the last row. Then under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Merge Cells**.

14   On the **Home** tab, in the **Font** group, click **A** (**Decrease Font Size**) twice.

Now make the table a bit smaller to emphasize the data.

15   With the table selected, drag the middle handle on the left border of the table to the right by approximately ½ of its original size.

16   On the **Layout** tab, in the **Arrange** group, click the arrow for **Align** and click **Align Center**.

17   Center the title and the four values in the second column.

18   Save the presentation.

Creating a Chart

IC³   2-4.1.2

Charts present numerical data in a manner that can clearly show trends or patterns. Create charts by importing the information from a spreadsheet application, or by entering the data into a datasheet.

Consider the following when working with data charts:

* Charts may have a title and possibly a subtitle.

* Bar and line graphs have horizontal (X) and vertical (Y) axes, which can also have titles.

* A series is one set of data.

* If the chart displays more than one series of data, each series is displayed in a legend.

* Each data point on a series can have a label displaying the value at that point.

* A graph can display grid lines and tick marks on the axes.

* Changing the type of chart can produce a more effective presentation.

To insert a chart, use one of the following methods:

* On the **Insert** tab, in the **Illustrations** group, click **Chart**; or

* click the **Insert Chart** icon in the **Title and Content** layout.

Once you activate the chart feature, PowerPoint prompts you to choose the chart type and displays a window similar to the following:

	A	B	C	D	E	F	G
1		Series 1	Series 2	Series 3			
2	Category 1	4.3	2.4	2			
3	Category 2	2.5	4.4	2			
4	Category 3	3.5	1.8	3			
5	Category 4	4.5	2.8	5			
6							
7							
8		To resize chart data range, drag lower right corner of range.					
9							

You can now enter data for the chart using the Microsoft Chart tool, which simulates an Excel spreadsheet, and uses the same terminology as for worksheets.

In PowerPoint, the **Chart Tools** ribbon tabs appear so you can quickly manipulate or format the chart and its contents on the slide:
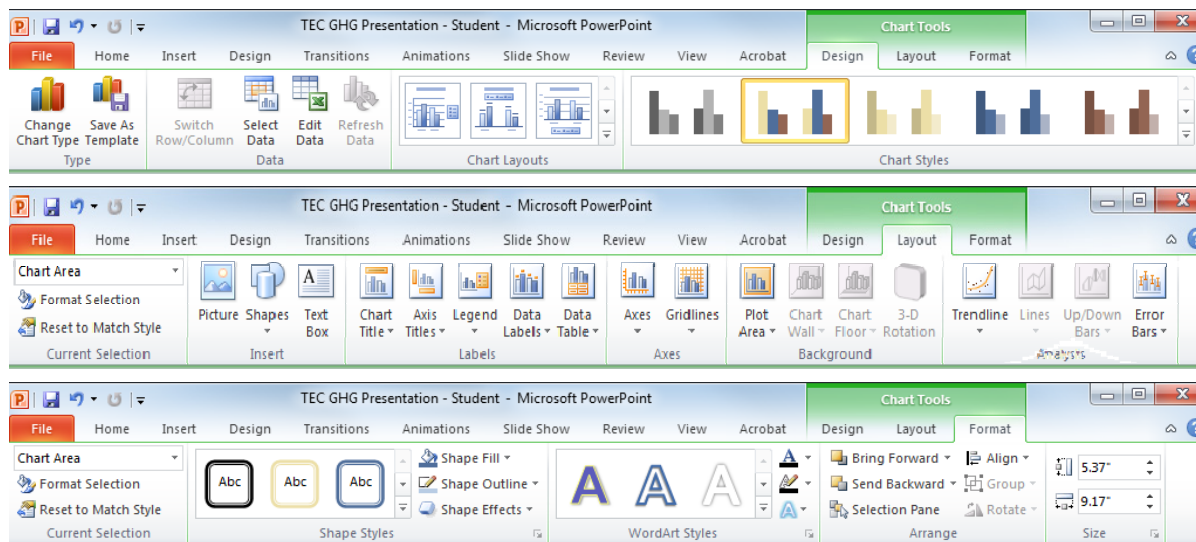
The placeholder contains an example of the graph based on the data entered in the datasheet window. As you make changes in the datasheet window, the graph will also change.

A *datasheet* is similar to a table in that it consists of rows and columns with sample data. A cell is the intersection of a column and a row, and identified by its column letter followed by its row number. For example, cell B5 is located at the intersection of column B and row 5.

1	Select All Button
2	Column Address
3	Axis Headings
4	Row Address
5	Categories
6	Y Axis Values
7	Sizing Handle

Select All Button	Selects every cell in the datasheet.
Column Address	Represents the column where the value or label resides.
Axis Headings	Column headings of the data series that appear in the Legend.
Row Address	Represents the row where the value or label resides.
Categories	Lists the names of items being charted. These headings appear on the X axis.
Y Axis Values	Lists the values in the Y axis.
Sizing Handle	Expands the data table to include the number of columns and rows needed.

Selecting Items in a Datasheet

Prior to issuing a command or procedure, you must indicate what part of the datasheet you wish to affect with the command.

A range selection can be as small as a single cell or as large as the entire datasheet. The datasheet keeps the cells highlighted until you change or remove the selection. Click a cell or use an arrow key to remove the selection.

A datasheet displays the selected range by reversing the color of the cells. Within the selected range, there is one cell in normal color; this is the active cell in that range.

To select a range using the mouse:

A single cell	Click the cell.
Extend the selection	Click the cell and drag to the end of the desired range; you can also click the first cell and then press (Shift) as you click the end cell in the range.
An entire row	Click the row header.
An entire column	Click the column header.
The entire worksheet	Click **Select All**.
Non-adjacent columns, rows or columns	Click the cell, column, or row, press (Ctrl), and then click to select the next cell, column, or row; you can also drag to select multiple cells.
Multiple rows	Click the first row number and drag for the number of rows.
Multiple columns	Click the first column letter and drag for the number of columns.

Changing the Chart Type

The type of chart you use will depend on the type of data you are charting. To activate the Chart Type feature, use one of the following methods:

- Under **Chart Tools**, on the **Design** tab, in the **Type** group, click **Change Chart Type**; or
- right-click the chart and then click **Change Chart Type**.
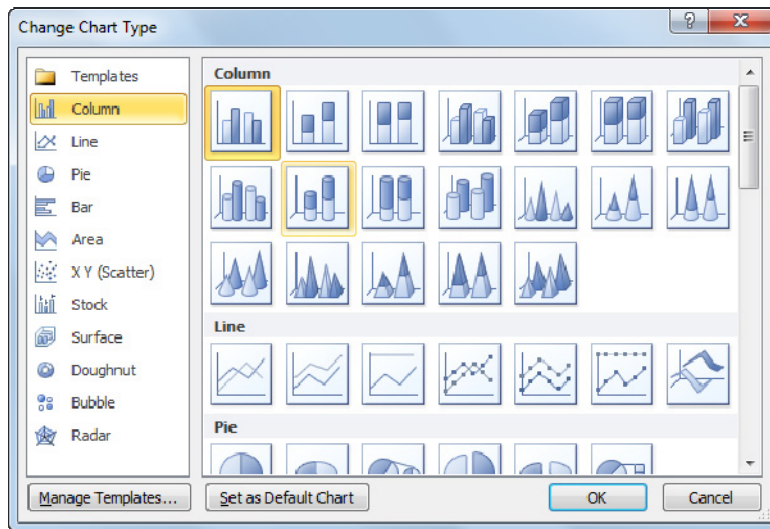
Adjusting the Data Series

You can change the data series properties, such as bar shape, fill attributes, line style, and so on using the **Format** tab of the **Chart Tools** ribbon.
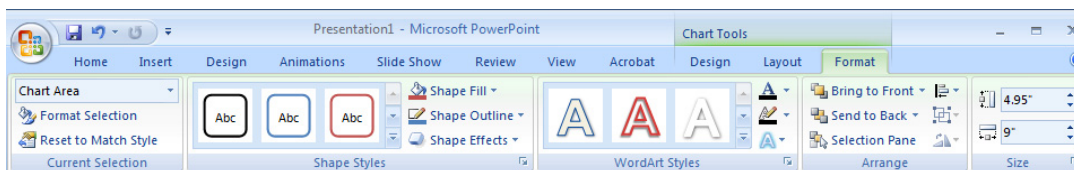
The number of formatting options available depends on the type of chart you select. However, while you have numerous options available, limit the amount of information or formatting options because:

- The more information for the audience to read, the less likely they will pay attention to you.
- Too many distracting items on the chart may make it more confusing to read.

Exercise

1   Ensure the *TEC GHG Presentation - Student* is active on the screen. Click slide 5.

2   Click the **Insert Chart** icon on the slide and then click **OK** to accept the default chart type.

3   In the Chart in Microsoft PowerPoint – Microsoft Excel window, point at the bottom right corner of the blue border of the existing data series and drag up until at the bottom of row 4.

	A	B	C	D
1		Series 1	Series 2	Series 3
2	Category 1	4.3	2.4	2
3	Category 2	2.5	4.4	2
4	Category 3	3.5	1.8	3
5				
6				

4   Enter the following information into the data series, using (Tab) or clicking to move from one cell to another:

	A	B	C	D
1		2005	2006	2007
2	Electric Power	2429.4	2375.5	2445.1
3	Transportation	1998.9	1994.4	1995.2
4	Industry	1364.9	1388.4	1386.3

Note: We have made column A wider so you can see the labels for the data.

5   Close the Excel window and then maximize the PowerPoint window to view the new chart.

Now that the values are inserted for the chart, you can format the chart to suit your requirements.

6   Ensure the chart is selected, and then under **Chart Tools**, on the **Design** tab, in the **Type** group, click **Change Chart Type**.

7   With Column as the category, click **Clustered Cylinder** for the new chart type and click **OK**.

8   Under **Chart Tools**, on the **Design** tab, in the **Data** group, click **Select Data**.
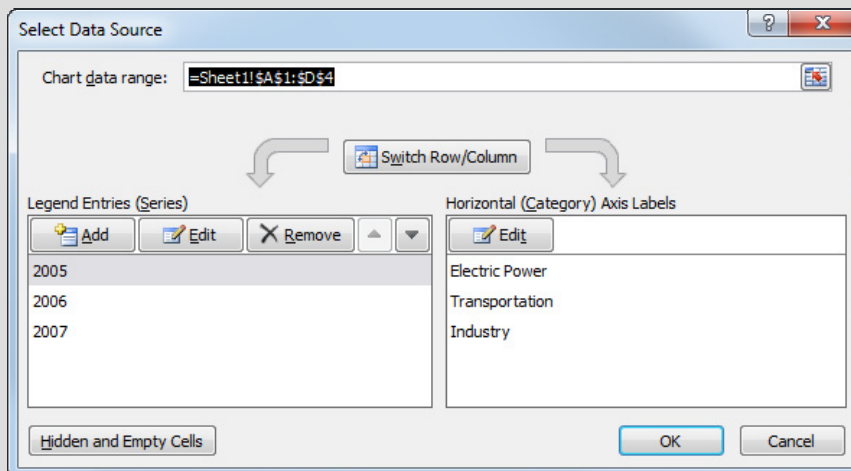
9   Click **Switch Row/Column** to change how the data appears in the chart. Then click **OK**.

10 Close the Excel window again.

11 Under **Chart Tools**, on the **Layout** tab, in the **Labels** group, click **Chart Title** and then click **Above Chart**.

12 Type: Top Three Sectors for the new title and then click anywhere in the chart.

Now try adjusting the colors of the data in the chart.

13 Click any of the **Industry** data series and then under **Chart Tools**, on the **Format** tab, in the **Shape Styles** group, click the arrow for **Shape Fill**.

Notice the colors displayed match the theme of the presentation.

14   Select another color of your choice.
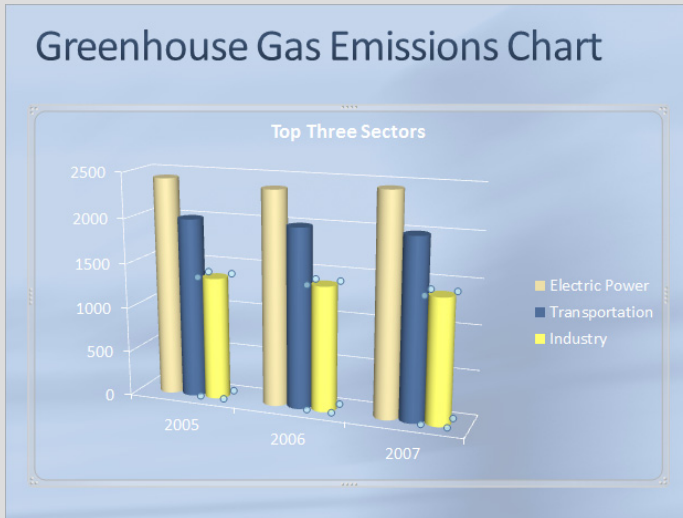
15   Save the presentation.

Creating Drawing Objects

IC³   **2-1.3.7**   **2-4.1.2**

You can enhance slides by creating your own shapes and drawings using the **Shapes** tool in the **Illustrations** group of the **Insert** tab.

Create most objects by clicking at the top left of where you want to position the object and dragging the mouse to the size you want for the object. You can then manipulate the object's shape or color.

You can point at a shape to see the ScreenTip indicating the name of the shape.
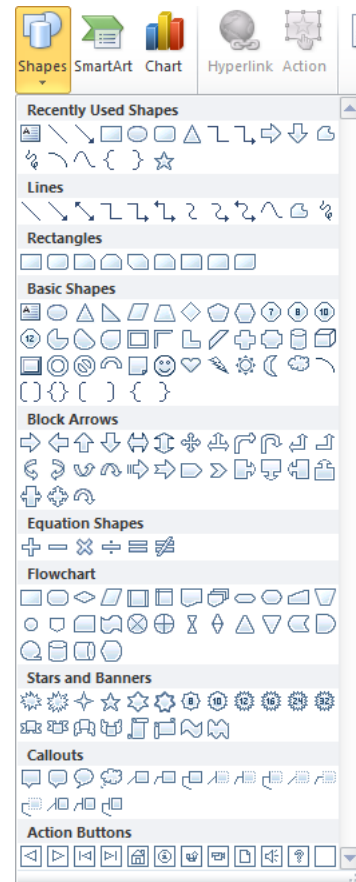
Formatting Objects

Formatting drawing objects is similar to formatting text placeholders. You must select the object before applying the formatting feature. The **Drawing Tools Format** tab provides a number of features you can use to change the color, style, or fill of the object.
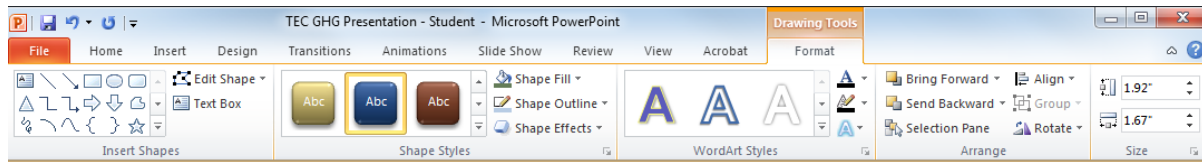
You can access these options and more by clicking the **Dialog box launcher** and making the appropriate choices.
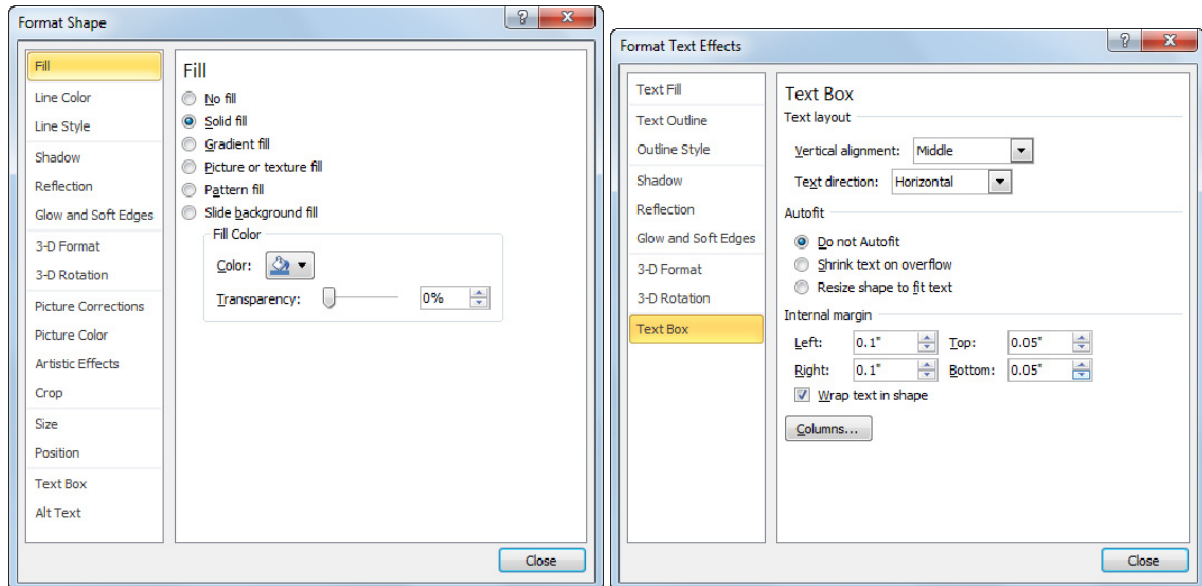
Options here will vary depending on the shape object.

Arranging Objects

As you add objects and text to the slides, you may want several objects to share the same attributes, or you may want to move objects around the slide.

You may also need to control the stacking order of objects. As you create an object on a slide, it may appear to be in front of another object. You can move it backward or forward. Once you place objects in relation to each other, you can group them and move them as a group, so that their placement and stacking order do not change.

To arrange objects on a slide, use one of the following methods:

• On the **Home** tab, in the **Drawing** group, click **Arrange**; or

• Under **Drawing Tools**, on the **Format** tab, in the **Arrange** group, click the option required.
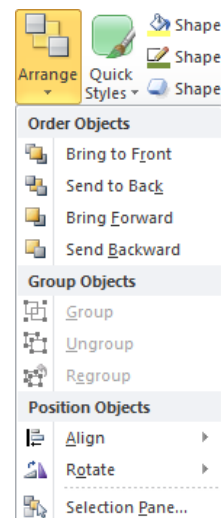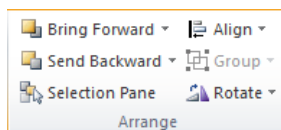
Exercise

1   Create a new blank presentation and save as TEC Services - Student.

2   On the **Home** tab, in the **Slides** group, click **Layout** and then click **Title Only**.

3   In the title placeholder, type: Tolano Environmental Consulting and then click anywhere in the slide.

4   On the **Insert** tab, in the **Illustrations** group, click **Shapes**. Then in the Basic Shapes area, click ▣ (**Text Box**).

5   Position the cursor approximately 1″ (2.5cm) below the beginning of the title and click. Then type: Services.

6   On the **Insert** tab, in the **Illustrations** group, click **Shapes**. Then in the Flowchart area, click ▢ (**Flowchart: Multidocument**).

7   Draw this shape approximately 1″ (2.5cm) below the *Services* text box.

8   On the **Insert** tab, in the **Illustrations** group, click **Shapes**. Then in the Recently Used Shapes area, click ▣ (**Text Box**).

9   Draw this shape approximately 1″ (2.5cm) to the right of the multidocument object. Then type: Evaluations and press ⎕ Enter . Type: Analysis and press ⎕ Enter . Type: Scorecard.
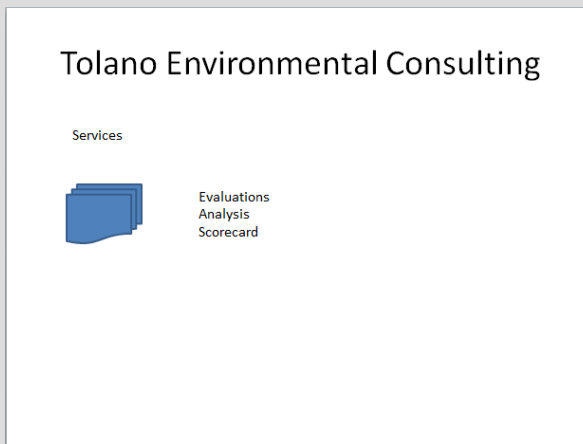
10 Click the *Services* text box to put it into Select mode. Then under **Drawing Tools**, on the **Format** tab, in the **WordArt Styles** group, click **More** for the WordArt Styles gallery.

11 Point at the different styles to preview them and then click **Fill – Olive Green, Accent 3, Powder Bevel**.

12 With the text box still selected, on the **Home** tab, in the **Font** group, click the arrow for **Font Size** and then click **40**. Increase the width of the text box as necessary.

13 Click the multidocument object and then under **Drawing Tools**, on the **Format** tab, in the **Shape Styles** group, click the arrow for **Shape Fill**.

14 Point at the different colors to preview them and then click a green of your choice.

15 Under **Drawing Tools**, on the **Format** tab, in the **Shape Styles** group, click the arrow for **Shape Outline**.

16 Click a darker green than the one chosen in step 14.

17 Click and drag one of the handles on the multidocument to make the shape a bit bigger.

18 Click the text box to the right of the multidocument shape to select it. On the **Home** tab, in the **Font** group, click the arrow for **Font** and choose a font of your choice. Then change the font size to **20**.

19 On the **Home** tab, in the **Paragraph** group, click ☷ ▾ (**Bullets**).

20 Increase the width of the text box as necessary.

21 With the text box still selected, press ⎕ Shift and then click the multidocument object.

22 On the **Home** tab, in the **Drawing** group, click **Arrange**, click **Align**, and then click **Align Top**.

23 On the **Home** tab, in the **Drawing** group, click **Arrange**, and then click **Group**.

24 Save and close the presentation.

Inserting Multimedia Objects

C³ 2-4.1.2

One advantage of using presentations is the ability to include multimedia files such as videos, music, or links to Web pages for more information. To insert a media file, use one of the following methods:

- Select a slide layout that contains Content as part of the slide layout, and then click the **Insert Media Clip** icon to insert a movie or sound clip; or

- on the **Insert** tab, in the **Media** group, click **Video** or **Audio**.

Inserting Hyperlinks

At times, you may need to set up a multimedia file as a hyperlink as it may be in a format (such as .mov or QuickTime movies) that is not compatible with PowerPoint. Hyperlinks can also be set up within the presentation to navigate to a Web site, an e-mail address, or a slide in the same or another presentation.

To insert a hyperlink, use one of the following methods:

- On the **Insert** tab, in the **Links** group, click **Hyperlink**; or
- if the link is to a Web address or e-mail address, type the address; PowerPoint automatically turns this text into an underlined link that you or the viewer can click to navigate to quickly.

Exercise

1 Ensure the *TEC GHG Presentation - Student* is active on the screen and then go to slide 1.
2 Click in the placeholder with Jane's name in it and select the *Tolano Environmental Consulting* text.
3 On the **Insert** tab, in the **Links** group, click **Hyperlink**.
4 In the **Address** field, type: www.tolano.com and click **OK**.

The text now appears underlined, indicating it is a hyperlink.
5 Click below the placeholder to deselect the placeholder.

Now insert a sound clip that you want to be playing while waiting for the audience members to arrive.

6 On the **Insert** tab, in the **Media** group, click the arrow for **Audio**. Then click **Audio from File**.
7 Navigate to the data files location and then select *gentle nature*.
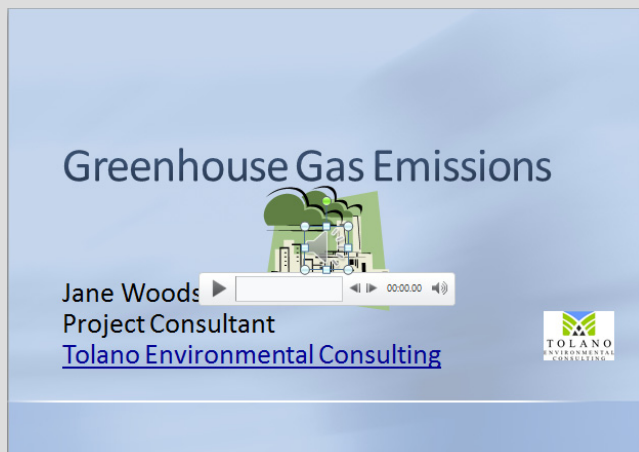
The sound icon appears in front of the graphic.

8   Click and drag the sound icon to the lower left corner of the slide.

9   Under **Audio Tools**, on the **Playback** tab, in the **Audio Options** group, click **Hide During Show**.

This will hide the sound icon when you are actually presenting the slide show.

10 Save and close the presentation.

Summary

In this lesson, you learned how to insert and manipulate different types of objects such as pictures, tables, charts, and drawing objects. You should now be able to:

☑   add graphics   ☑   insert a chart onto a slide

☑   size or move graphics   ☑   draw objects

☑   insert a table onto a slide   ☑   adjust or edit objects

☑   format the contents of a table   ☑   arrange objects

Review Questions

1. You can insert pictures from a variety of sources such as the Clip Art Organizer, pictures saved as files, scanned pictures, or online from the Office.com Web site.
    a. True   b. False

2. To insert a table onto a slide, you can:
    a. On the Insert tab, in the Tables group, click Table
    b. Change the slide layout to the Title and Table layout
    c. On the Insert tab, in the Tables group, click Insert Table
    d. Any of the above
    e. a or c

3. List the methods you can use to insert a chart onto a slide.
    a. On the Insert tab, in the Illustrations group, click Chart
    b. Change the slide layout to the Title and Content layout
    c. On the Insert tab, in the Illustrations group, click Chart, click Insert Chart
    d. Any of the above
    e. a or b

4. If you wanted to create a special shape, which feature would you use?
    a. Shapes
    b. Illustrations
    c. Drawing
    d. WordArt

5. Which of the following best describes why you might want to group objects together?
    a. To treat the objects as one large object
    b. To apply formatting features to all the selected objects at one time
    c. To resize all the objects by the same proportions
    d. Any of the above

Enhancing the Presentation

Objectives

In this lesson, you learn how to manipulate items on the slides before finalizing. On completion, you will be able to:

☐ animate slide objects and text

☐ apply slide transitions

☐ customize animation effects

)C³ **Skills**

2-4.1.2 Add information to a slide
2-4.1.6 Assign transitions to slides

Animating Objects

)C³ 2-4.1.2

You can animate objects and text to increase the effectiveness of your slide shows. You can also customize how your text, objects, and graphics enter when the slide appears, how they exit, or how to emphasize objects on the slide.

To add animation, use one of the following methods:

• On the **Animations** tab, in the **Animation** group, click **More** to display the Animation Gallery, or.

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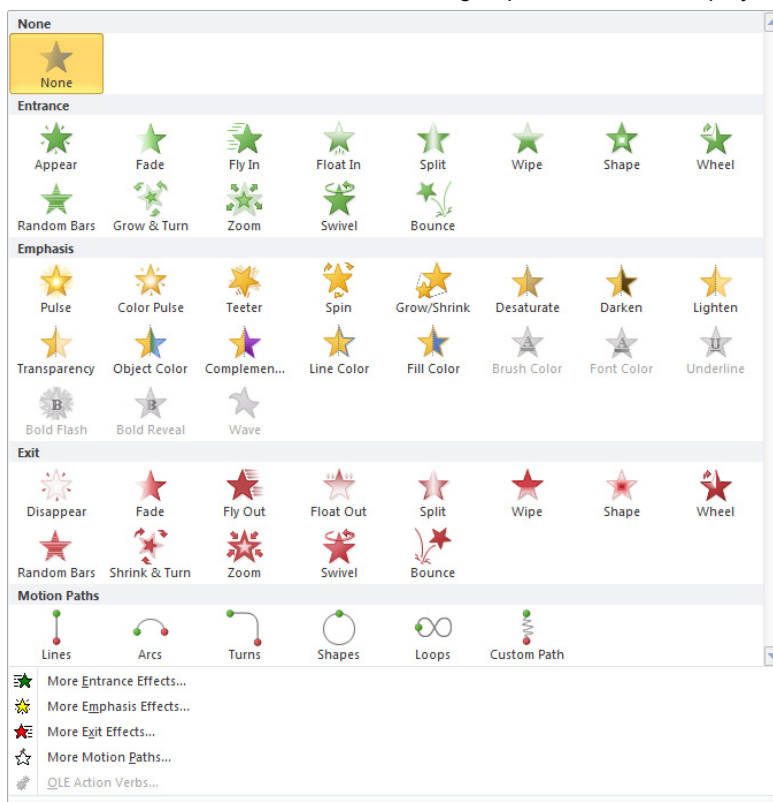
- on the **Animations** tab, in the **Advanced Animation** group, click **Add Animation**, or
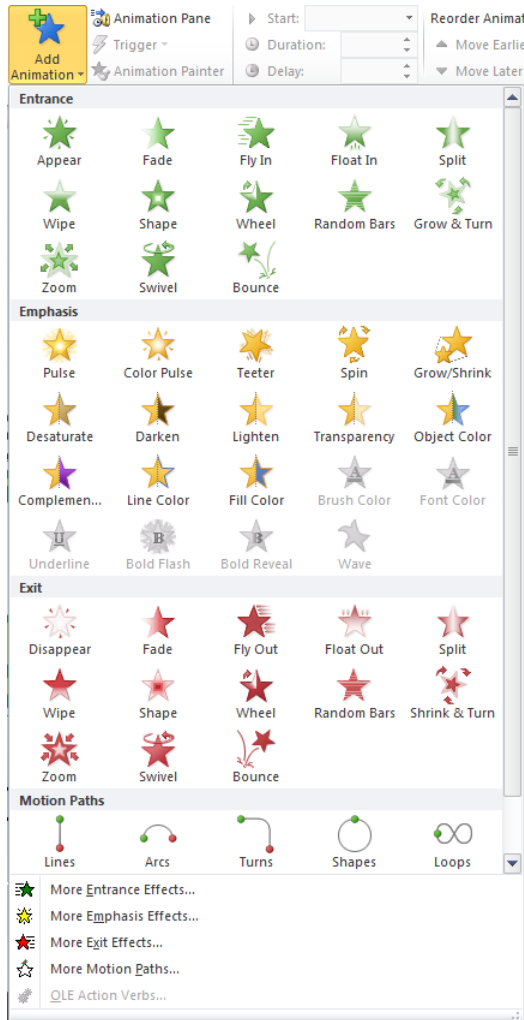
Once you choose an animation, you can set options for that item using the **Timing** group:
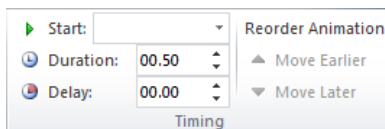
Try to be consistent in the number and style of animation schemes used on the slides. Consider who your audience is and choose the speed and effect accordingly. Too many variations can be distracting.

Customizing the Animation

You can adjust or customize how animation will occur during the presentation, as well as the speed, direction of the animation, and order of appearance of text or objects. Some of these can be set using the different commands on the Animations tab; however, depending on the animated item, you may want to further customize how the animation occurs. For instance, you may want the bullet points to appear one bullet at a time so your audience does not focus on the other text on your slide. Another example could be if you want to set an item to dim after it appears on the slide.

To customize the animation, on the **Animations** tab, in the **Advanced Animation** group, click **Animation Pane**.
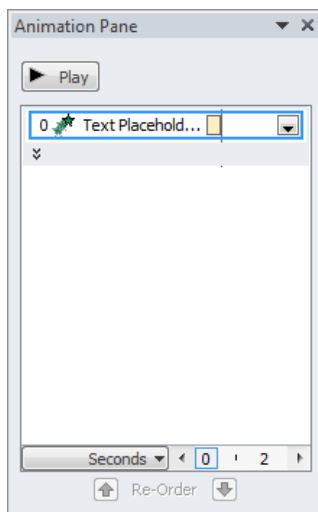
As you select each element to be animated, PowerPoint provides the option of when or how the element will appear. These choices can make the slides interesting to watch, but they can also be distracting.

Be careful which effects you use for different elements in your presentation. Some options, such as Motion Paths, create a special type of animation effect, but they also require that you set up further options. Be sure to check the speed and timing of the animation (when it should start), and then play it to be sure it works well.

As you apply animation to elements on the slide, PowerPoint places numbered boxes on the slide to indicate the order in which the items will appear; the Animation Pane will also list the animation in numeric order. You can rearrange the elements by using the ⬆ or ⬇ **Re-Order** arrows near the bottom of the task pane. The numbers on the slides automatically reset themselves.

Animation options vary with the effect used. Use care when adding custom animation; and always play or preview the animation and the order in which it appears. Regardless of whether you animate all or only some of the elements on the slide, check that this is how you want it to appear to your audience. You may also want to keep some elements, such as titles, static during the show to provide a focal point.

You can customize animation using the **More Effects** commands for each animation type. The number or types of effects vary with the **Effect** command chosen. Be sure to test each animation prior to setting up for final presentation.
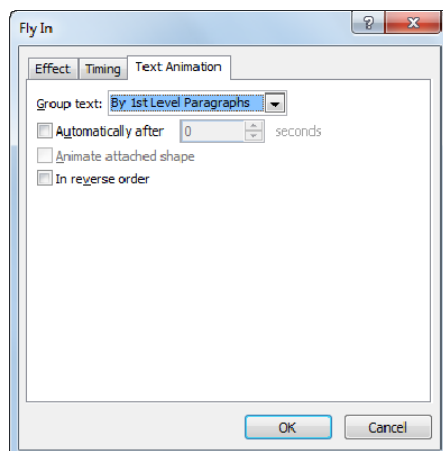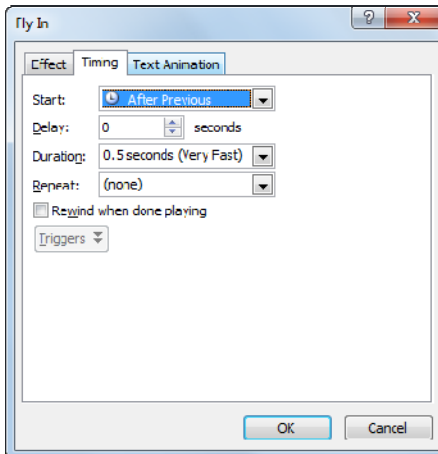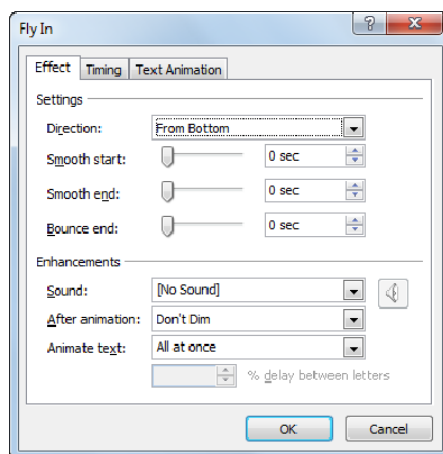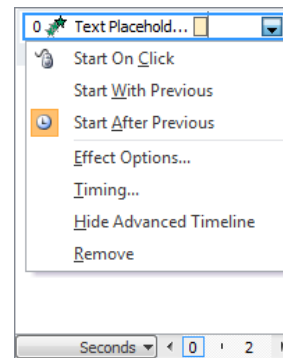
When you no longer want or need an animation, remove it from the Animation Pane list.

As with other galleries, you can click **More** to display the entire gallery, and then point at a transition to preview this for the slide.

You can customize the transition by adding sound or changing the speed; you can also apply a transition to one slide only or to all the slides in the presentation.

Use the options in the **Timing** group to set how your presentation will run, i.e. with or without a speaker. This option can be useful for self-paced training purposes, or to capture the interest of viewers as they walk by your exhibition booth at a trade show.

Exercise

1   Ensure the *TEC Employee Orientation – Student* presentation is active on the screen. Go to slide 1.
2   On the **Transitions** tab, in the **Transition to This Slide** group, click **More** to display the gallery of slide transitions.
3   Point at different ones to preview these and then click **Gallery**.
4   On the **Transitions** tab, in the **Timing** group, click **Apply To All**.
5   Save and close the presentation.

Summary

In this lesson, you learned how to manipulate the items on the slides before finalizing. You should now be able to:

☑   animate slide objects and text   ☑   apply slide transition

☑   customize animation effects

Review Questions

1.   Try to be consistent in the number and style of animation schemes used in the presentation to minimize distractions for the audience.
     a.   True   b.   False

2.   How can you customize the animation for a placeholder?
     a.   On the Animations tab, in the Animation group, Animation Pane
     b.   On the Animations tab, in the Slide Show group, Animation Pane
     c.   Right-click the placeholder and then click Animation Pane
     d.   Any of the above

3.   What types of effects can you set up for an object?
     a.   Entrance   d.   Exit
     b.   Motion Paths   e.   Any of the above
     c.   Emphasis   f.   a or b

4.   You need to consider the order of the animation before you activate the Animation Pane as you cannot change the order after the animation has been set.
     a.   True   b.   False

5.   Setting up a slide transition is basically animating how the slide appears in the slide show.
     a.   True   b.   False

Lesson 40

Bringing It All Together

Objectives

In this lesson, you will examine the features available for adding finishing touches to your presentation. On successful completion of this lesson you should be able to:

- [ ] preview your presentation
- [ ] create notes and handouts
- [ ] set different presentation outputs
- [ ] run and view your slide show

⟩C³ Skills

2-4.1.8   Identify different ways presentations are distributed (printed, projected to an audience, distributed over networks or the Internet, etc.)

2-4.1.9   Create different output elements (speaker's notes, handouts, Web page, etc.)

2-4.1.10 Preview the slide show presentation

2-4.1.11 Navigate an on-screen slide show

Previewing the Presentation

⟩C³   2-4.1.8   2-4.1.9   2-4.1.10

There are a numerous ways to preview your presentation depending on the type of audience that will view it. For example, you may want to preview the presentation using the traditional print preview to see how the slides in the presentation will appear if you print them as slides or as notes pages.

You should preview your presentation to ensure everything works the way you intended at the time you created it, especially given the variety of delivery methods possible. Use the Slide Show command to set different features that will affect how your presentation works. For example, if the slide show is to run on its own at a trade show, you may want to ensure there are time delays set up for each slide so the audience can read the points on the slide. If you are delivering your presentation to a live audience, you may want to ensure that the points appear one at a time, giving you control of how much information the audience sees at any point in your presentation.

If you intend your audience to view the presentation in a Web page format, this will affect the formatting you use as well as whether you want the audience to view information in PDF format, published to the Web, or in a PowerPoint Show.

In most cases, you will have been aware of the delivery method and developed the presentation with that in mind, but sometimes requirements for additional distribution methods will arise while you are creating the presentation or after you have finished it. For example, perhaps you create a presentation for a trade show but the sales manager subsequently requests that a copy be made available on the company's intranet for training purposes. You can then convert the presentation to a self-running style or publish it as a Web page.

Creating Notes

Notes can help you organize your thoughts about the information you present on each slide. The Notes pane allows you to add notes about each slide as you create the slides. You can create notes at the same time you create your slides.
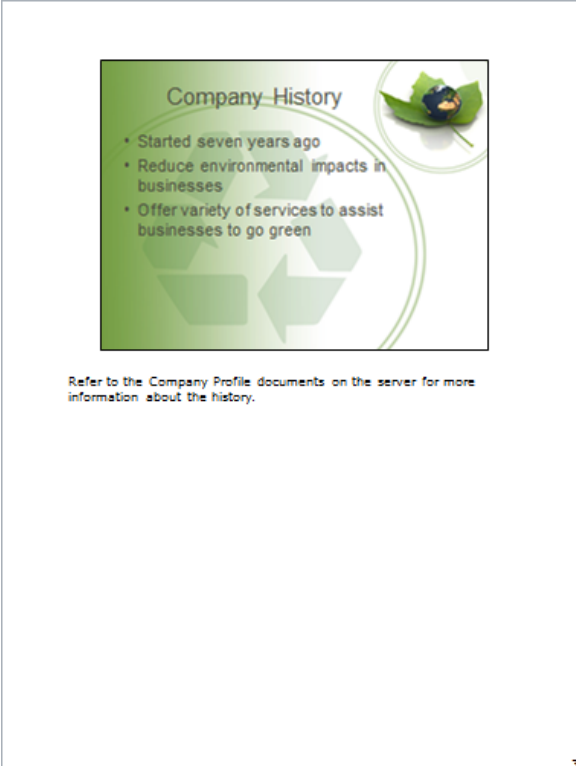
To see more of the Notes pane in Normal view, point to the top border of the Notes pane; when you see ⬍, drag it until the pane is the size you want. You will only be able to enter text, although you can also apply basic formatting to the text in this view.

To see a miniature of the slide and view or enter notes to accompany it, switch to the Notes Page view, where you can also add drawing objects or pictures. When you return to Normal view, only the text will display.

Depending on the amount of information in the notes area, you may have to change the font size or the size of the placeholder to fit the information in the default text box provided. You can also set up these options using the Notes Master feature.

Exercise

1   Open the *TEC Online Employee Orientation* presentation and save as TEC Online Employee Orientation - Student.

2   Go to slide 3 and then in the Notes pane, type: Refer to the Company Profile documents on the server for more information about the history.

3   Go to slide 4 and in the Notes pane, type: This is not a full listing of employees, just at the management level. Please refer to the official Employee List to see who else is at each site.

4   Go to slide 5 and in the Notes pane, type: We pride ourselves in offering the best customer service to our external customers, and to our colleagues.

5   Save the presentation.

Creating Handouts

Handouts are printed copies of the slides in your presentation, usually intended for distribution. You can specify how many slides to print on each page, up to a maximum of nine per page.

Print handouts using the **Print Layout** option, in the **Settings** area of **Print** in Backstage. The three-slides-per-page option prints with lines at the right of each slide so the audience can write notes during the presentation. The larger the number of slides per page, the smaller the view of each slide will be on the printout.

Using PPS for Slide Shows

You can save your presentation as a PowerPoint Show, which is a different file type and has the file extension .ppsx. When you double-click on a PowerPoint Show, it will automatically launch in slide show mode. This can make your presentation look more professional as you do not need to open PowerPoint, open the PowerPoint presentation file, and then run the slide show. It also enables those who are unfamiliar with PowerPoint to simply open the file to view your slide show.

To save a PowerPoint presentation as a PowerPoint show, use one of the following methods:

• Click the **File** tab, click **Save As**, click the arrow for **Save as type,** and click **PowerPoint Show;** or

• press F12, click the arrow for **Save as type,** and click **PowerPoint Show**.

It will still be possible to edit this file after it has been saved as a PowerPoint show.

Saving for Viewing on the Web

After you have created a presentation in PowerPoint, you can also publish it in a Web page format. A PowerPoint Web presentation is one that converts to a Web page (that is, an HTML document) and graphic files. By saving the presentation as a Web page, you can copy it to a Web server for online viewing. Internet browsers can then open and play your Web presentation; viewers do not need to have PowerPoint installed on their computers to view it. This also ensures the integrity of your presentation, as the viewer cannot change the Web page. The downside is all animations and transitions are removed.

To save the PowerPoint presentation as a Web page, click the **File** tab, click **Save & Send** in the panel at the left, click **Broadcast Slide Show**, and then click **Broadcast Slide Show**.

Microsoft provides a service you can use to make this presentation available to others using a Web browser. Once you click **Start Broadcast** you will need to sign in with a Windows Live ID wherein Microsoft will then display a link you can send to your audience members so they can view the presentation.
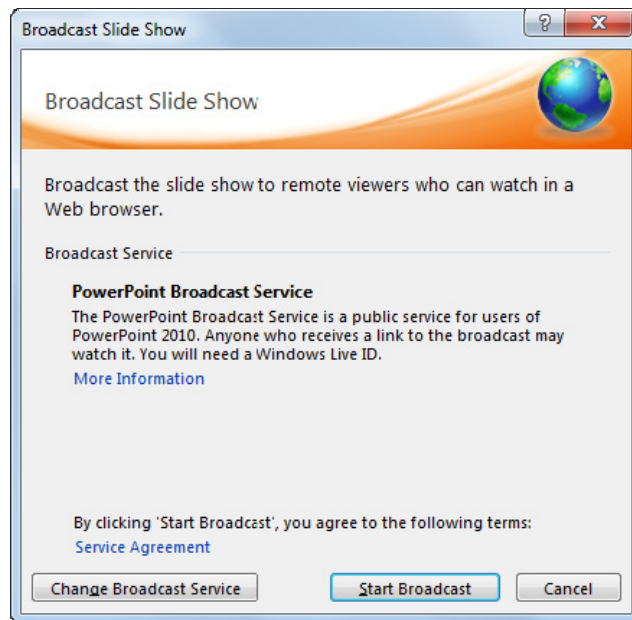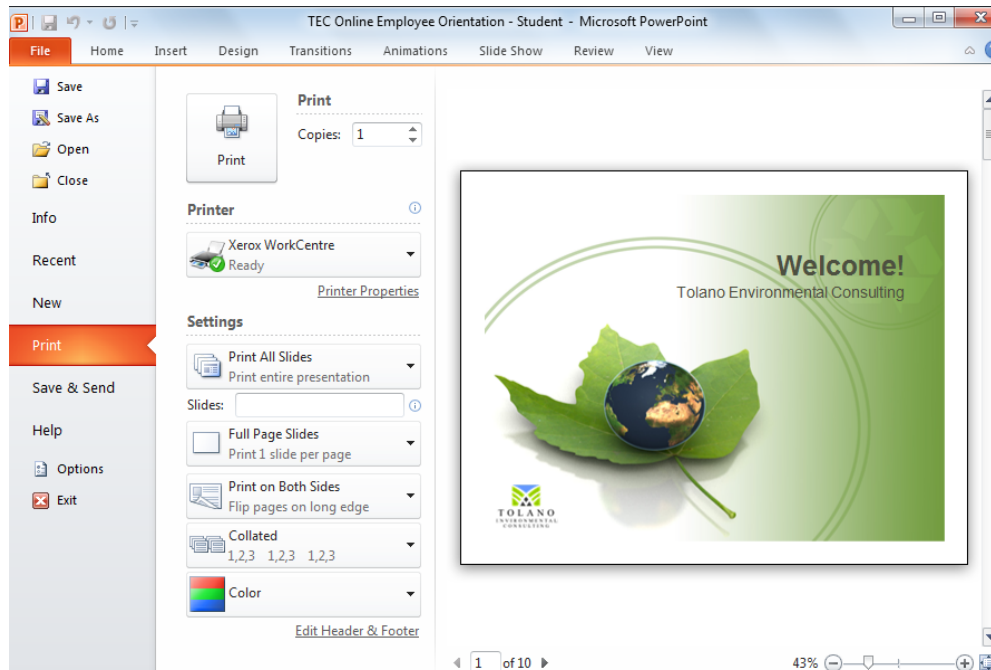
Printing Items

You can print anything created in PowerPoint, whether slides, notes, or handouts. The printing method you use will determine how much time and effort you will need to put into creating the slides.

- If you are using a monochrome laser printer, it does not matter what colors exist on the slides as everything will print in varying shades of black and white. This can be beneficial if you only want to review the presentation contents.

- If you are printing to overhead transparencies, be sure to use the transparency sheets designed for your printer type; otherwise, the colors may "bleed" or smudge as they are printed and handled.

You can check the results of your print settings using the Print panel.

Use the different options in the Print panel to select what you want to print or how you want the items to print (e.g. slides, notes, or handouts; print in color or grayscale).

Notice PowerPoint gives you a preview with the print options. You can use the arrows at the lower left of the preview to move from one slide to another, as well as zoom in or out of the slides.

Preview your presentation to view items that you are distributing to the audience, or to verify that the elements on the slides appear in the manner intended. The preview will always match the printer type available.

<div style="background:#e6e6e6;padding:10px;">

E x e r c i s e

1   Ensure the *TEC Online Employee Orientation - Student* presentation is active and then go to slide 1.

The first output you need to create is to make this presentation available from the server for employees at the different sites. The first method will be as a PowerPoint Show and the second will be the document that the Web master can use for the Web site.

2   Click the **File** tab and then click **Save As**. Click the arrow for **Save as type** and then click **PowerPoint Show**. Click **Save**.

3   Close the presentation (but not PowerPoint).

4   Click the **File** tab and then from the Recent documents list, click the **TEC Online Employee Orientation – Student** PowerPoint show file (this should be the first one on the list).

Notice how PowerPoint displays this file with a different icon to remind you this is a PowerPoint show instead of a standard PowerPoint file.

5   Close the presentation.

Now try printing different types of output for the presentation. Check with your instructor for the correct printer to use. If no printer has been set up for you, use the **Preview** to move through the presentation.

6   Click the **File** tab and then click **Print**.

7   Click the arrow for **Full Page Slides**, and then click **3 Slides** in the **Handouts** area.

8   If you have access to a printer, click **Print**. Alternatively, click the arrows at the bottom left of the preview to move from one page to another.

9   If you used the preview option, click **File** to exit Backstage.

</div>

Running the Slide Show

)IC³   **2-4.1.10   2-4.1.11**

Two different options are available for viewing the slide show: printing the slides directly onto transparencies, or displaying them directly from the computer.

Most people combine other media such as movies or sound with their slide shows, and then deliver the presentation to a live audience or as a self-running show on the computer.

Use options from the **Slide Show** tab to help set up options for the slide show:

Setting Up the Presentation

You can set up options for how the presentation will appear before or after you create your presentation. To set up options for your slide show, on the **Slide Show** tab, in the **Set Up** group, click **Set Up Slide Show**.
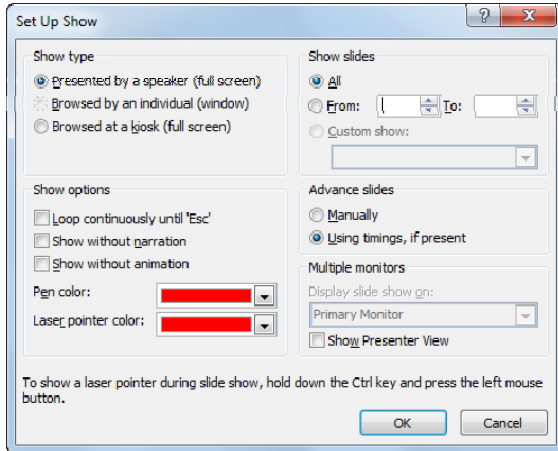
Use the options here to set up the way you want to deliver your presentation, such as with a speaker, run on a computer at your booth, or in a window within a Web browser. You can also set up multiple monitors, such as projecting on a television, or separate monitor.

Viewing the Slide Show

Activate a slide show using one of the following methods:

- On the **Slide Show** tab, in the **Start Slide Show** group, click the starting slide for the slide show; or
- click 🖥 **(Slide Show)** from the view buttons in the status bar; or
- press F5 .

The slide show will display in full screen mode. By default, at the end of the slide show, PowerPoint will display a black screen with the message "End of slide show, click to exit" at the top, indicating that the slide show has ended.

When running a slide show, you can set PowerPoint to advance the slides automatically at set time intervals, or you can advance the slides manually. To advance slides manually, use one of the following methods:

- Click the left mouse button to move to the next slide or to display bullets points or objects on the slide; or
- press Enter , Spacebar ; or
- press PgUp or PgDn .

To display a menu that you can use to navigate to different areas of the presentation or to use presentation tools, such as a pointer or a pen, during the slide show, use one of the following methods:

- Right-click anywhere on the slide show, or
- Point at the lower left and click 🖹 .

Consider the following when running the slide show:

- Use **Go to Slide** to navigate quickly to another slide in your presentation; each slide displays its title in the submenu.

- Use **Screen** to change how the screen displays; for example, you may want to display a black screen while the audience takes a short break. You can also display speaker notes or enter additional information provided by the audience.
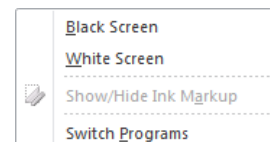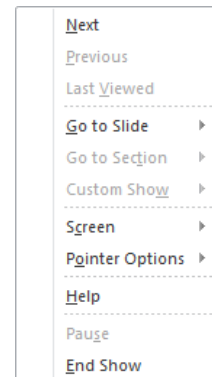
- Use **Pointer Options** to write or emphasize specific things during your presentation. You can also adjust the settings for the pen, such as changing the ink color or thickness. Be sure to test these before your presentation to ensure the colors do not clash and can be seen from anywhere in the room.

- If there are any links in the slides, during the show you can click the link to move quickly to that item, such as a Web site, another slide or a video. Depending on how the link was set up, you may have another link that takes you back to where you were before you activated the link. Otherwise, you may need to close that application, as applicable, to return to the slide show.
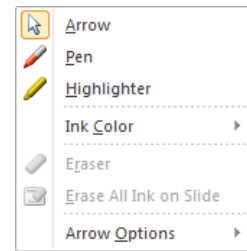
To display a slideshow on a second monitor or a LCD projector connected to your computer or notebook, do one of the following:

- On the **Slide Show** tab, in the **Set Up** group, click **Set Up Slide Show**, then click the arrow for **Display slide show on** and select the second monitor, and click **OK**.

- on the **Slide Show** tab, in the **Monitors** group, click the arrow for **Show On**, and select the second monitor.
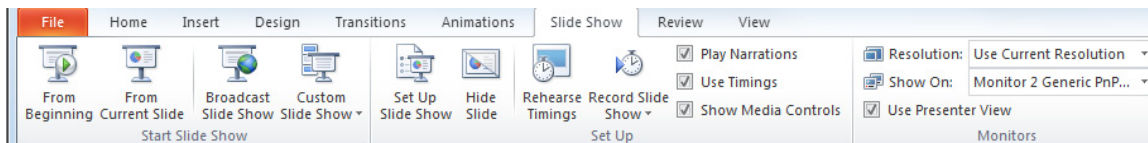
When you run the slide show, it will appear in full screen on your second monitor (or LCD projector) while your primary monitor stays in PowerPoint mode.

If you also turn on the **Use Presenter View** with your secondary monitor, your primary monitor will change from PowerPoint display mode to this view when you run the slide show:
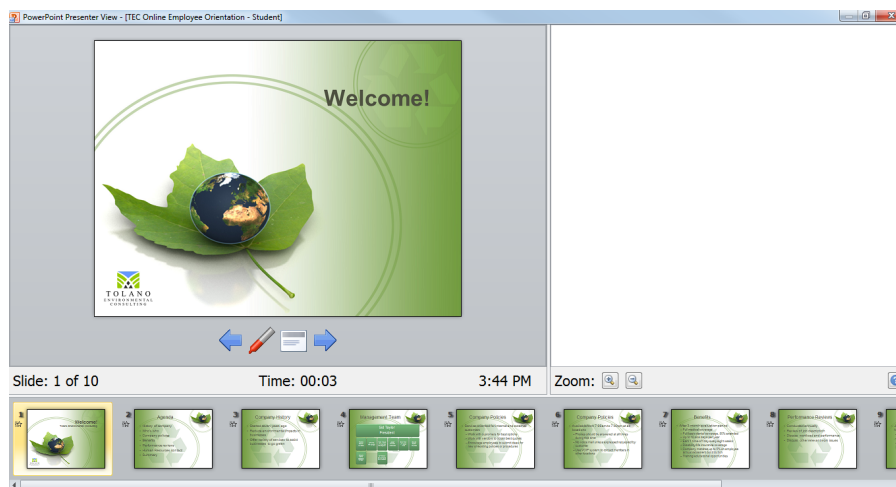
To stop the slide show at any point, use one of the following methods:

- Right-click and then click **End Show**; or

- press (Esc).

Exercise

1   Ensure the *TEC Online Employee Orientation - Student* presentation is open.

2   On the **Slide Show** tab, in the **Start Slide Show** group, click **From Beginning**.

3   Click to advance each element as well as each slide until you are at the end of the slide show, and then click once more.

4   On the **Slide Show** tab, in the **Set Up** group, click **Set Up Slide Show**.

5   Click the arrow for **Pen color** and then click **More Colors** and then click one of the blue colors. Click **OK**.

6   Go to slide 4 and then on the **Slide Show** tab, in the **Start Slide Show** group, click **From Current Slide**.

7   Click to have the organization chart appear. Right-click the screen, click **Pointer Options**, and then click **Felt Tip Pen**.

8   Draw a circle around **Blair Miller**.

9   Right-click the screen, click **Pointer Options**, and then click **Arrow** to return to slide show mode.

10 Press ⌷Esc⌷ to end the slide show.
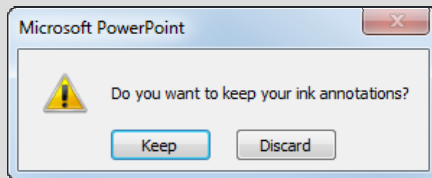
11 Click **Discard**.

12 Close the presentation without saving.

Summary

In this lesson, you examined the features available for adding finishing touches to your presentation. You should now be able to:

☑   preview your presentation   ☑   set different presentation outputs

☑   create notes and handouts   ☑   run and view your slide show

Review Questions

1.   Which output format might be best to view a training presentation from your organization's intranet?
   a.   Print copy
   b.   Broadcast in a Web browser
   c.   PowerPoint show
   d.   Any of the above
   e.   b or c

2   When creating notes, what are you actually creating?
   a.   Speaker notes
   b.   Reminders of things to do for the presentation
   c.   A way to organize your thoughts as you work on the presentation
   d.   Any of the above

3.   Why would you want to create handouts?
   a.   To distribute to the audience for reference after the presentation.
   b.   To allow the audience to make notes during the presentation.
   c.   To use as a hard copy of the slides in your presentation.
   d.   Any of the above
   e.   b or c

4.   During the show, if you want to emphasize a point, you could activate the pen option and draw or circle the point on the slide.
   a.   True   b.   False

5.   If you are on slide 3 during the slide show and you want to move to slide 5, how could you move to that slide?
   a.   Right-click the screen, click Go to Slide and then slide 5
   b.   Stop the slide show and navigate to slide 5, and then start the show again
   c.   Use Next twice to move to slide 5
   d.   Use Next twice in the Slide Show menu to go to slide 5
   e.   Any of the above
   f.   a, c, or d