

**Microsoft Official Academic Course**  
MICROSOFT POWERPOINT 2016

**Includes coverage of the following  
Microsoft Office Specialist (MOS) exam:**  
MOS EXAM 77-729: POWERPOINT 2016

**WILEY**

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## Preface

Welcome to the Microsoft Official Academic Course (MOAC) program for Microsoft Office 2016. MOAC represents the collaboration between Microsoft Learning and John Wiley & Sons, Inc. publishing company. Microsoft and Wiley teamed up to produce a series of textbooks that deliver compelling and innovative teaching solutions to instructors and superior learning experiences for students. Infused and informed by in-depth knowledge from the creators of Microsoft Office and Windows, and crafted by a publisher known worldwide for the pedagogical quality of its products, these textbooks maximize skills transfer in minimum time. Students are challenged to reach their potential by using their new technical skills as highly productive members of the workforce.

Because this knowledgebase comes directly from Microsoft, architect of the Office 2016 system and creator of the Microsoft Office Specialist (MOS) exams, you are sure to receive the topical coverage that is most relevant to students' personal and professional success. Microsoft's direct participation not only assures you that MOAC textbook content is accurate and current; it also means that students will receive the best instruction possible to enable their success on certification exams and in the workplace.

### **THE MICROSOFT OFFICIAL ACADEMIC COURSE PROGRAM**

*The Microsoft Official Academic Course* series is a complete program for instructors and institutions to prepare and deliver great courses on Microsoft software technologies. With MOAC, we recognize that, because of the rapid pace of change in the technology and curriculum developed by Microsoft, there is an ongoing set of needs beyond classroom instruction tools for an instructor to be ready to teach the course. The MOAC program endeavors to provide solutions for all these needs in a systematic manner in order to ensure a successful and rewarding course experience for both instructor and student—technical and curriculum training for instructor readiness with new software releases; the software itself for student use at home for building hands-on skills, assessment, and validation of skill development; and a great set of tools for delivering instruction in the classroom and lab. All are important to the smooth delivery of an interesting course on Microsoft software, and all are provided with the MOAC program.

## PEDAGOGICAL FEATURES

The MOAC courseware for *Microsoft Office 2016 system* are designed to cover all the learning objectives for that MOS exam, which is referred to as its “objective domain.” Many pedagogical features have been developed specifically for *Microsoft Official Academic Course* programs.

Presenting the extensive procedural information and technical concepts woven throughout the textbook raises challenges for the student and instructor alike. Following is a list of key features in each lesson designed to prepare students for success on the certification exams and in the workplace:

- Each lesson begins with a **Lesson Skill Matrix**. More than a standard list of learning objectives, the skill matrix correlates each software skill covered in the lesson to the specific MOS exam objective domain.
- Every lesson opens with a **Software Orientation**. This feature provides an overview of the software features students will be working with in the lesson. The orientation will detail the general properties of the software or specific features, such as a ribbon or dialog box; and it includes a large, labeled screen image.
- Concise and frequent **Step-by-Step** instructions teach students new features and provide an opportunity for hands-on practice. Numbered steps give detailed, step-by-step instructions to help students learn software skills. The steps also show results and screen images to match what students should see on their computer screens.
- **Illustrations:** Screen images provide visual feedback as students work through the exercises. The images reinforce key concepts, provide visual clues about the steps, and allow students to check their progress.
- The **Knowledge Assessment** section provides questions from a mix of True/False and Multiple Choice, testing students on concepts learned in the lesson.
- **Projects** provide progressively more challenging lesson-ending activities.
- The **Student Companion Website** contains the data files needed for each lesson.



## Instructor Support Program

The *Microsoft Official Academic Course* programs are accompanied by a rich array of resources that incorporate the extensive textbook visuals to form a pedagogically cohesive package. These resources provide all the materials instructors need to deploy and deliver their courses. Resources available online for download include:

- The **Instructor's Guides** contain Solutions to all the textbook exercises as well as chapter summaries and lecture notes. The Instructor's Guides are available from the Instructor's Book Companion site.
- The **Solution Files** for all the projects in the book are available online from our Instructor's Book Companion site.
- A complete set of **PowerPoint Presentations** is available on the Instructor's Book Companion site to enhance classroom presentations. Tailored to the text's topical coverage and Skills Matrix, these presentations are designed to convey key concepts addressed in the text.
- The **Student Data Files** are available online on both the Instructor's Book Companion site and for students on the Student Book Companion site.

## Student Support Program

### **COPYING THE PRACTICE FILES**

Your instructor might already have copied the practice files before you arrive in class. However, your instructor might ask you to copy the practice files on your own at the start of class. Also, if you want to work through any of the exercises in this book on your own at home or at your place of business after class, you may want to copy the practice files.

This content was created using the Office 2016 Professional desktop version. If you have signed up for Office 365, some features may be added or updated.

## Author Credits

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Mary Lemons is an instructional writer, project manager, editor, manager, and producer. She has written books on HTML as well as online courses on various Microsoft Office products. She has managed the creative and production process for hundreds of online courses as well as numerous videos and interactive projects. She has also performed project, editorial, and author management along with publisher collaboration for more than 30 books.

## Microsoft Office Software

This content was created using the Office 2016 Professional desktop version. If you have signed up for Office 365, some features may be added or updated.

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# PowerPoint Essentials 1

## LESSON SKILL MATRIX

| Skill                                 | Exam Objective   | Objective Number |
|---------------------------------------|--|------------------|
| Working with an Existing Presentation | Change views of a presentation.<br>Insert text on a slide. | 1.5.2<br>2.1.1   |

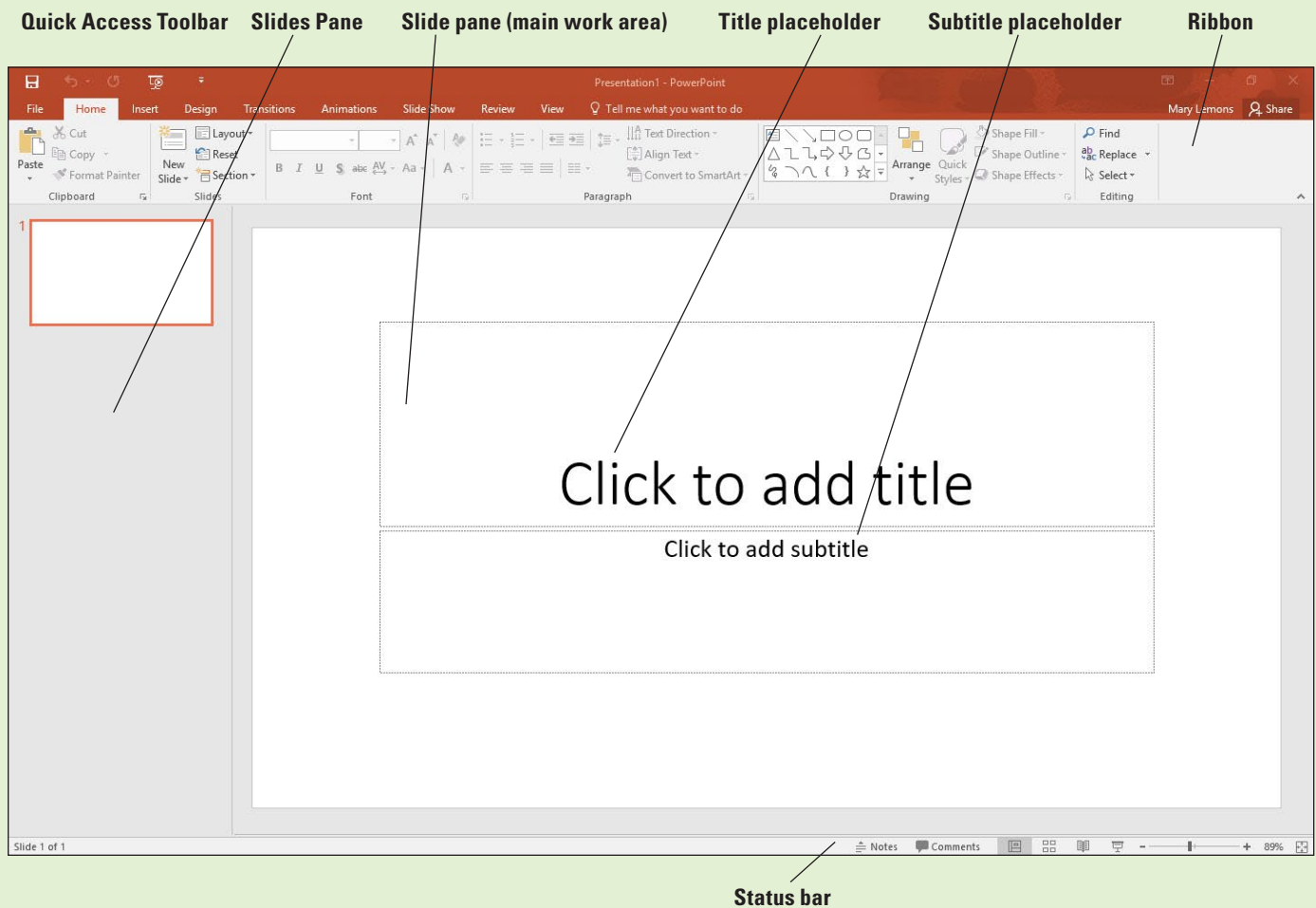
## SOFTWARE ORIENTATION

### Normal View

Before you begin working in Microsoft PowerPoint 2016, you should be familiar with the primary user interface. When you first start PowerPoint, you will see a Start screen. If you then press Esc or click Blank Presentation, you see a screen similar to the one shown in Figure 1-1, which is Normal view, where you will do most of your work. However, if your copy of PowerPoint has been customized, what you see may be slightly different from what is shown. You can use this figure as a reference throughout this lesson and the rest of this book.

**Figure 1-1**

The PowerPoint window in Normal view



The Ribbon across the top of the window contains a set of tabs; each tab has a different collection of groups and buttons on it. Additional contextual tabs appear when you select certain types of content, such as graphics or tables.

## WORKING IN THE POWERPOINT WINDOW

To use PowerPoint 2016 efficiently, you need to learn how to navigate in the PowerPoint application window.

### Starting PowerPoint

Before you can use PowerPoint, you need to start the program. In this exercise, you learn to start PowerPoint using the Start screen or Start button. The steps for starting PowerPoint depend on which version of Windows you have on your PC. PowerPoint 2016 runs on either Windows 7 Service Pack 1, Windows 8, Windows 8.1 or Windows 10. In Windows 10, the start screen does not appear by default as it did in Windows 8.

#### STEP BY STEP

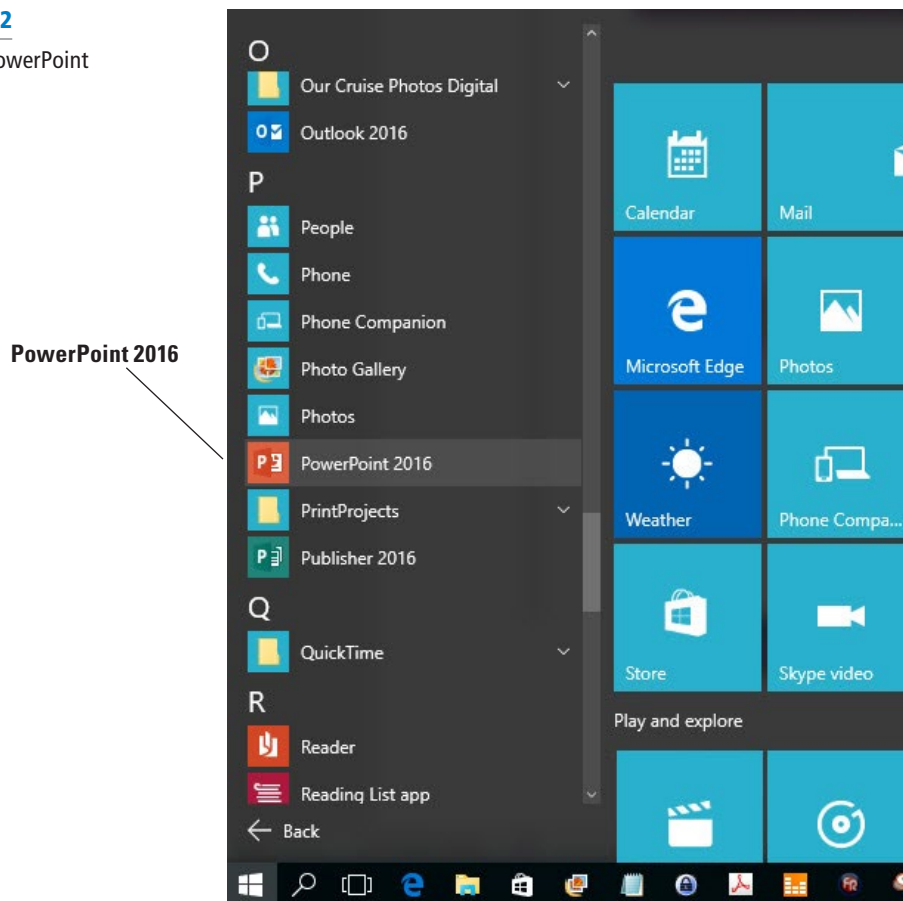
#### Start PowerPoint (Windows 10)

**GET READY.** Before you begin these steps, make sure that your computer is on. Sign on, if necessary.

1. Press the **Windows key** on the keyboard to display the Start menu.
2. Click **All apps**.
3. Scroll through the apps to find and click **PowerPoint 2016** (see Figure 1-2). PowerPoint starts and its Start screen appears.

**Figure 1-2**

Starting PowerPoint



4. Press **Esc** or click **Blank Presentation**. A new, blank presentation appears in the PowerPoint window.

**Take Note** If you preferred the Windows start screen from Windows 8, you can configure it to appear on Windows 10. Click Start, Settings, Personalization, and Start. Turn the Use Start full screen option to On.

**PAUSE. LEAVE** the blank presentation open to use in the Use the Ribbon exercise later in this lesson.

## STEP BY STEP

### Start PowerPoint (Windows 8)

**GET READY.** Before you begin these steps, make sure that your computer is on. Sign on, if necessary.

1. If the Start screen does not already appear, press the **Windows key** on the keyboard to display it.
2. If needed, scroll to the right to locate the PowerPoint 2016 tile.
3. Click **PowerPoint 2016**. PowerPoint starts and its Start screen appears.
4. Press **Esc** or click **Blank Presentation**. A new, blank presentation appears in the PowerPoint window.

**PAUSE. LEAVE** the blank presentation open to use in the next exercise.

## SELECTING TOOLS AND COMMANDS

A **command** is a tool (such as an icon, a button, or a list) that tells PowerPoint to perform a specific task. Each tab provides commands that are relevant to the kind of task you are performing—whether you are formatting a slide, adding animations to a presentation, or setting up a slide show for display. Most of the tools and commands for working with PowerPoint are accessible through the PowerPoint Ribbon. In addition to the Ribbon, PowerPoint also offers tools and commands on the File menu (also known as **Backstage view**), a Quick Access toolbar, a floating mini-toolbar, and a status bar.

### Using the Ribbon

In this exercise, you learn how to select commands from the **Ribbon**, which is the tabbed toolbar at the top of the window. The Ribbon is divided into **tabs**, and each tab contains several **groups** of related commands.

On the Ribbon, some command groups feature a tool called a **dialog box launcher**—a small arrow in the group's lower-right corner. You can click the arrow to open a **dialog box**, which provides tools and options related to a specific task. To close a dialog box without accepting any changes you may have made to it, click the Cancel button.

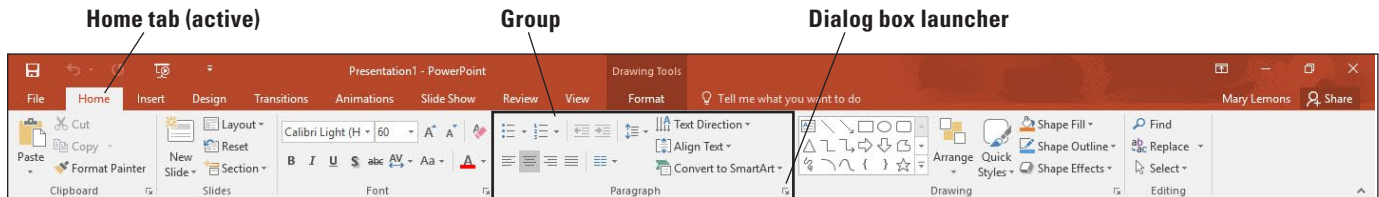
Some of the Ribbon's tools have small, downward-pointing arrows next to them. These arrows are called **drop-down arrows**; when you click one, a **drop-down list** opens, displaying options you can choose (such as a list of fonts). You can choose the option you want by clicking it.

If you need more space on your screen, you can minimize (hide) the Ribbon by double-clicking the active tab. To restore the Ribbon, double-click the active tab again.

**STEP BY STEP****Use the Ribbon**

**GET READY.** USE the new, blank presentation that is still open from the first exercise in this lesson.

1. Look at the Ribbon, which appears in Figure 1-3. Note that each tab contains several groups of related commands. By default, the Home tab is active.



**Figure 1-3**

The Ribbon

2. Click the **Design** tab to make it active. The groups of commands change.
3. Click the **Home** tab.
4. On the slide, click anywhere in the text **Click to add title**. The text disappears and a blinking insertion point appears.
5. In the lower-right corner of the Font group, click the **dialog box launcher** (the small box with a diagonal, downward-pointing arrow, as shown in Figure 1-3). Clicking this button opens the *Font* dialog box. Click **Cancel** to close the dialog box.
6. In the Font group, click the **Font list** drop-down arrow. A drop-down list appears. This list shows all the fonts that are currently available for use. The default font for headings is Calibri Light.
7. Click the **drop-down arrow** again to close the list.
8. Double-click the **Home** tab. This action collapses the Ribbon, hiding the groups of commands but leaving the tabs' names visible on the screen.
9. Double-click the **Home** tab again to redisplay the Ribbon.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

**Take Note** If you aren't sure what a command does, just point to it. When the mouse pointer rests on a tool, a ScreenTip appears. A basic **ScreenTip** displays the tool's name and shortcut key (if a shortcut exists for that tool). Some of the Ribbon's tools have enhanced ScreenTips that also provide a brief description of the tool or have a Tell me more link you can click for more information.

### Using Backstage View

The **File tab** is not a regular tab; instead of displaying Ribbon commands, it displays a full-screen menu called Backstage view. Each command you select along the left side of the Backstage view, the screen displays a different dialog box or page of options and commands in the right panel.

Commands on the menu in Backstage view include the following:

- **Info:** Shows information about the active presentation and provides commands that control permissions, sharing, and version management.
- **New:** Lists available templates from which you can create a new presentation.
- **Open:** Opens an existing presentation from your computer, OneDrive, a network drive, or an external drive.
- **Save:** Saves the current presentation in your choice of locations.
- **Save As:** Lets you re-save a previously saved presentation with a different name, type, or location than before.
- **History:** Lets you see any changes made to your presentation. This only applies to presentations saved on OneDrive for Business or SharePoint.



- **Print:** Provides settings and options for printing a presentation in a variety of formats.
- **Share:** Provides options for sending the presentation via email, inviting others to view it online, and publishing slides to a slide library.
- **Export:** Offers a variety of options for saving a presentation in different formats, as well as creating a video, packaging a presentation for CD, creating handouts, and changing the file type.
- **Close:** Closes the currently open presentation.
- **Account:** Enables you to choose which account you are signed into Office with, manage connected services like Facebook and YouTube, and get activation information.
- **Options:** Opens the PowerPoint Options dialog box, from which you can configure many aspects of program operation.
- **Feedback:** Opens the Windows Feedback dialog box, which allows you to provide feedback to Microsoft and explore other users' feedback.

## STEP BY STEP

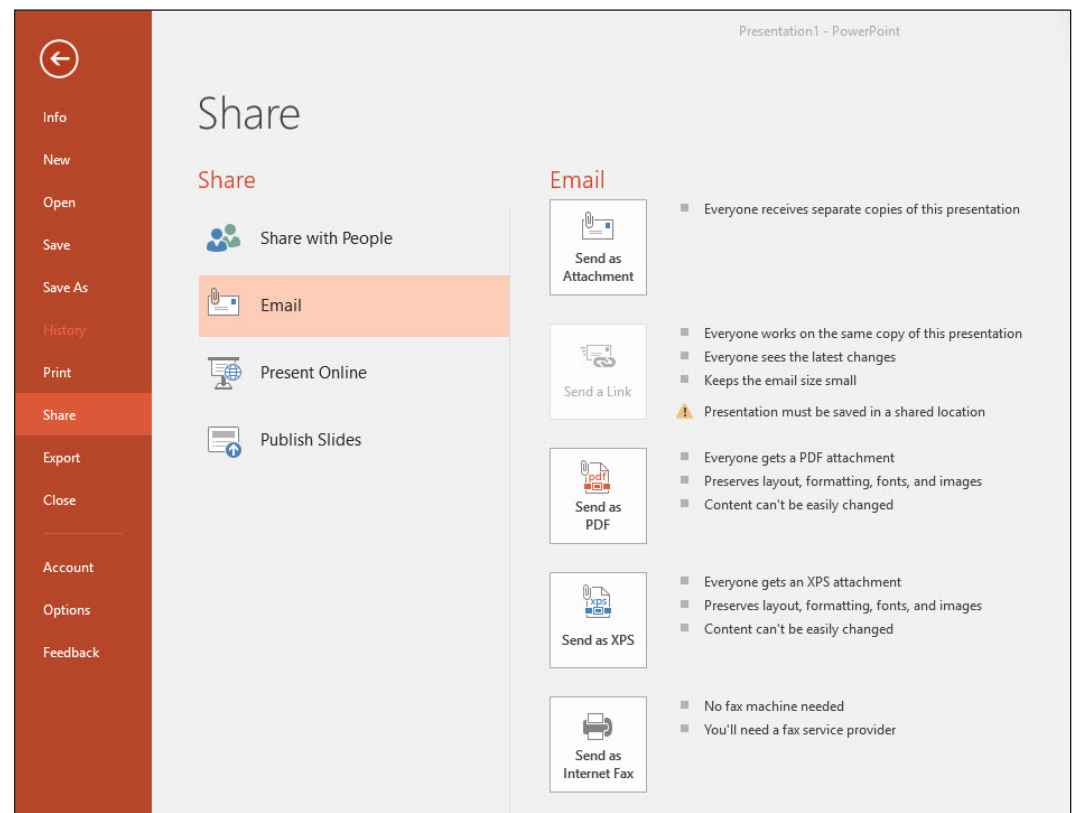
### Use Backstage View

**GET READY.** USE the presentation from the previous exercise.

1. Click the **File** tab on the Ribbon. Backstage view opens.
2. Click **Share**. Four options appear: Share with People, Email, Present Online, and Publish Slides.
3. Click **Email**. Buttons appear on the right pane for sending various email versions (see Figure 1-4).

**Figure 1-4**

The Share tab in Backstage view



4. Click **Export** on the left pane. A list of export-related activities appears.
5. Click **Create a Video**. Options and commands for completing that activity appear at the right.
6. Click **Open** in the left pane. A list of activities related to opening files appears. Recent is selected in the center pane, and a list of recently opened files appears in the right pane.

7. Click **New**. A list of templates appears.
8. Click the **Back arrow** button in the upper-left corner to leave Backstage view.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Closing a Presentation

When you close a presentation, PowerPoint removes it from the screen. PowerPoint continues running so you can work with other files. You should always save and close any open presentations before you exit PowerPoint or shut down your computer. In this exercise, you will practice closing an open presentation.

### STEP BY STEP

#### Close a Presentation

**GET READY. USE** the presentation that is open from the previous exercise.

1. Click the **File** tab; Backstage view appears.
2. Click **Close**. PowerPoint clears the presentation from the screen.

**PAUSE. LEAVE** PowerPoint open to use in the next exercise.

## WORKING WITH AN EXISTING PRESENTATION

If you want to work with an existing presentation, you need to open it. After opening a presentation, you can use PowerPoint's View commands to change the way the presentation is displayed onscreen; different views are suitable for different types of presentation editing and management tasks. You can also use PowerPoint's Zoom tools to make slides look larger or smaller on the screen. The following exercises show you how to view your slides in different ways, and how to add, edit, and delete text on your slides. You will then learn how to print a presentation and to save it.

## Opening an Existing Presentation

PowerPoint makes it easy to work on a presentation over time. If you can't finish a slide show, you can reopen it later and resume working on it. The Open dialog box lets you open a presentation that has already been saved. Presentations can be stored on your computer or network or on removable media (such as a flash drive). You can also store presentations on your OneDrive account, which is a free, online cloud storage location provided by Microsoft. You can use the Browse option and Open dialog box to navigate to the file's location and then click the file to select it. This exercise shows you how to use the Open command to open an existing presentation—one that has already been created and saved as a file on a disk.

### STEP BY STEP

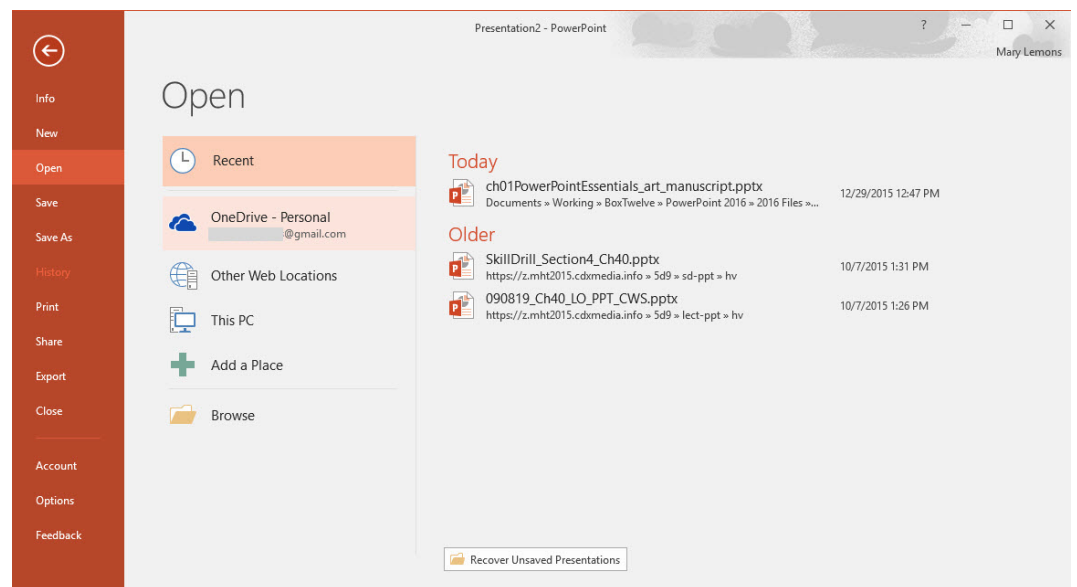
#### Open an Existing Presentation

**GET READY. LAUNCH** PowerPoint if it isn't open already.

1. Click the **File** tab to open Backstage view.
2. Click **Open**. The Open tab of Backstage view appears.
3. Click one of the following, depending on where the data files for this lesson are stored (see Figure 1-5):
  - \* Click **OneDrive - Personal**.
  - \* Click **Other Web Locations**.
  - \* Click **This PC** to access the drives on the local PC.

**Figure 1-5**

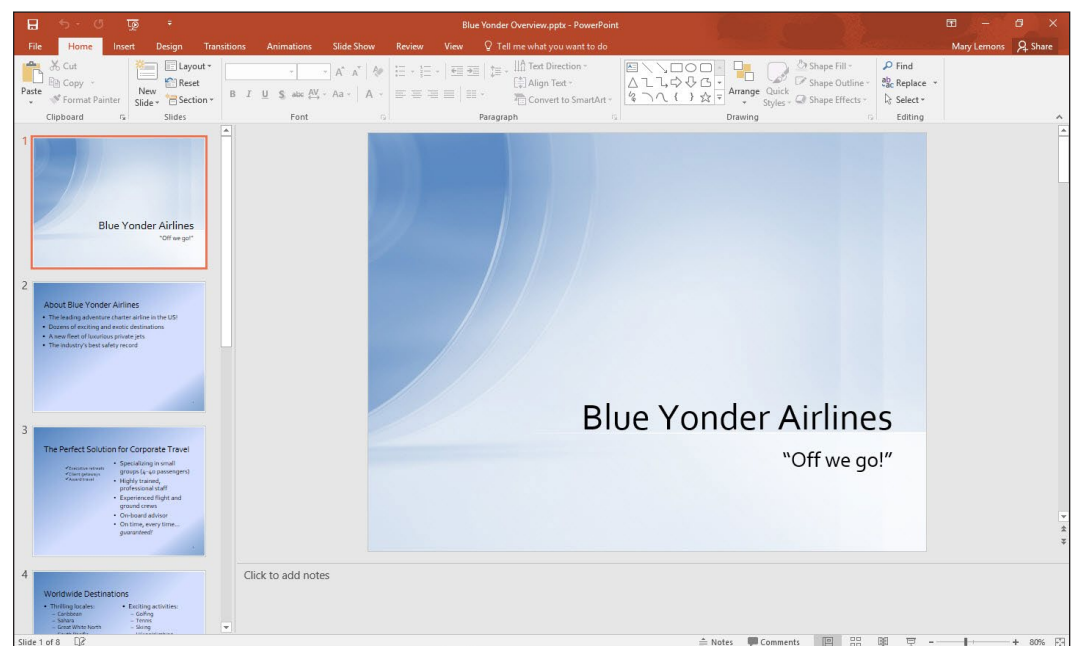
The Open tab of Backstage view.



4. Click the **Browse** button. The general location you selected in step 3 appears.
5. Browse to locate the data files for this lesson and select **Blue Yonder Overview**.
6. Click **Open**. The presentation appears on your screen (see Figure 1-6).

**Figure 1-6**

The Blue Yonder Overview presentation



**PAUSE. LEAVE** the presentation open to use in the next exercise.

When you click Open, you can choose whether to browse your OneDrive or your computer (This PC). OneDrive is a cloud-based private storage system that Microsoft provides at no charge. Storing your files there makes them available to you no matter which computer you are using. However, accessing your OneDrive requires Internet access, so if you do not always have Internet access available, storing files on your local hard drive may be a better option. If you decide to store the data files for this book locally, you might want to put them in your Documents library for easy access.

## Viewing a Presentation in Different Ways

PowerPoint's various **views** enable you to see your presentation in a variety of ways. For example, in Normal view, you can work with just one slide at a time, which is helpful when you are adding text or graphics to a slide. Alternately, in Slide Sorter view, you can view all the slides in a presentation at the same time, which makes it easy to rearrange the slides. The following exercise shows you how to change PowerPoint views.

PowerPoint provides these **views**:

- **Normal view** is the default view that lets you focus on an individual slide. The slide you are currently editing is called the **current slide**. The current slide appears in the Slide pane, which is the largest of the view's three panes. Below the Slide pane is the Notes pane, where you can add and edit notes you want to associate with the current slide. The Notes pane is optional; you can toggle it on and off with the Notes button on the View tab. In the left pane—called the Slides pane—you can click the thumbnail images of the slides to jump from one slide to another.
- **Outline view** is the same as Normal view except instead of thumbnail images of the slides, a text outline of the presentation appears in the left pane. Only text from placeholders appears in the outline; any text from manually created text boxes does not. Text from graphical objects such as SmartArt also does not appear in the outline.
- **Slide Sorter view** displays all the slides in a presentation on a single screen. (If there are more slides than can fit in one screen, use scroll bars to move slides in and out of view.) In Slide Sorter view, you can reorganize a slide show by dragging slides to different positions. You can also duplicate and delete slides in this view.
- **Notes Page view** shows one slide at a time, along with any notes that are associated with the slide. This view lets you create and edit notes. You may find it easier to work with notes in this view than in Normal view. You can also print notes pages for your presentation; they are printed as they appear in Notes Page view.
- **Reading view** is like Slide Show view except it is in a window rather than filling the entire screen. Displaying the presentation in a window enables you to also work in other windows at the same time.
- **Slide Show view** lets you preview your presentation on the screen, so you can see it the way your audience will see it.

**Take Note** The Slide Show view doesn't appear on the View tab. It has its own dedicated Slide Show tab.

### STEP BY STEP

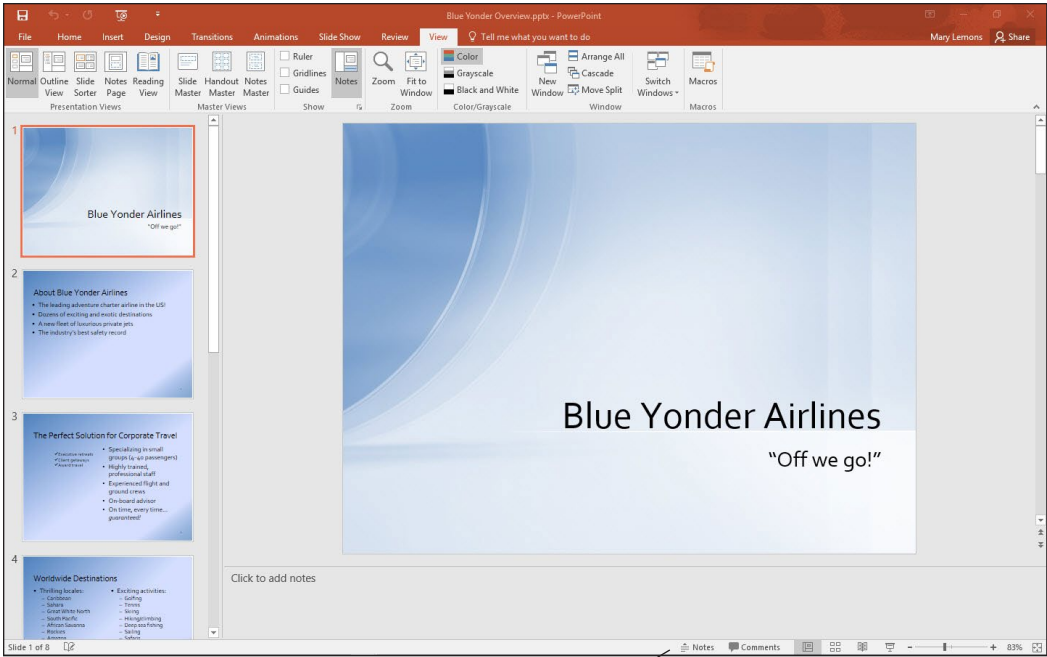
### Change PowerPoint Views

**GET READY.** USE the presentation that is open from the previous exercise.

1. Click the **View** tab (see Figure 1-7). Notice that the Normal button is highlighted on both the Ribbon and the Views toolbar in the bottom-right corner of the PowerPoint window.
2. Click the **Outline View** button to change to the Outline view.
3. Click the **Slide Sorter View** button to change to Slide Sorter view (see Figure 1-8).

Figure 1-7

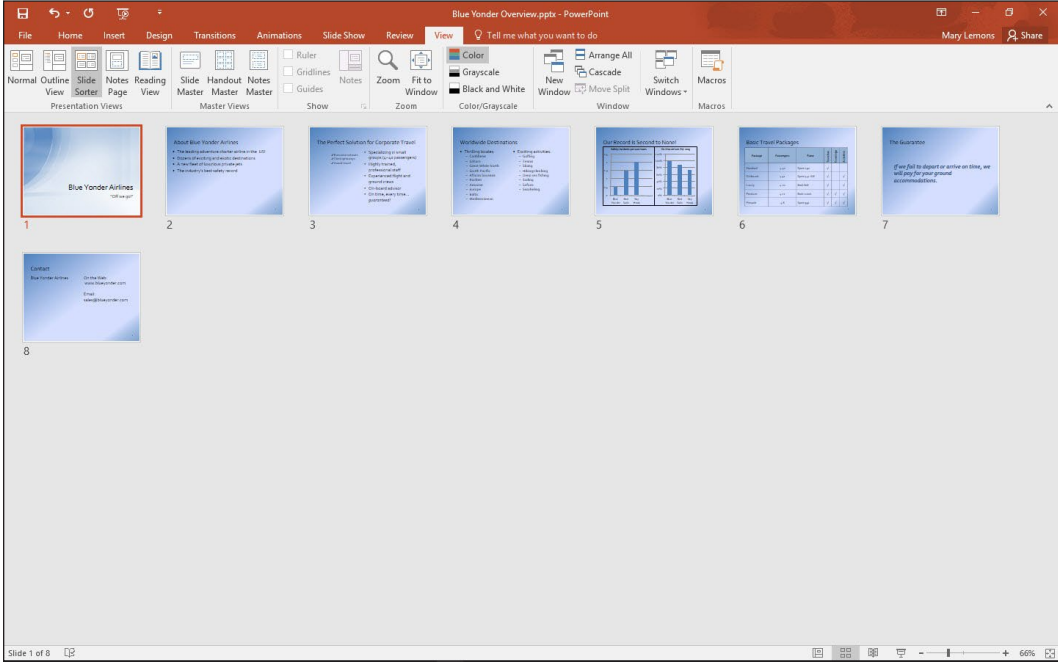
Normal view, with the View tab selected



Views toolbar

Figure 1-8

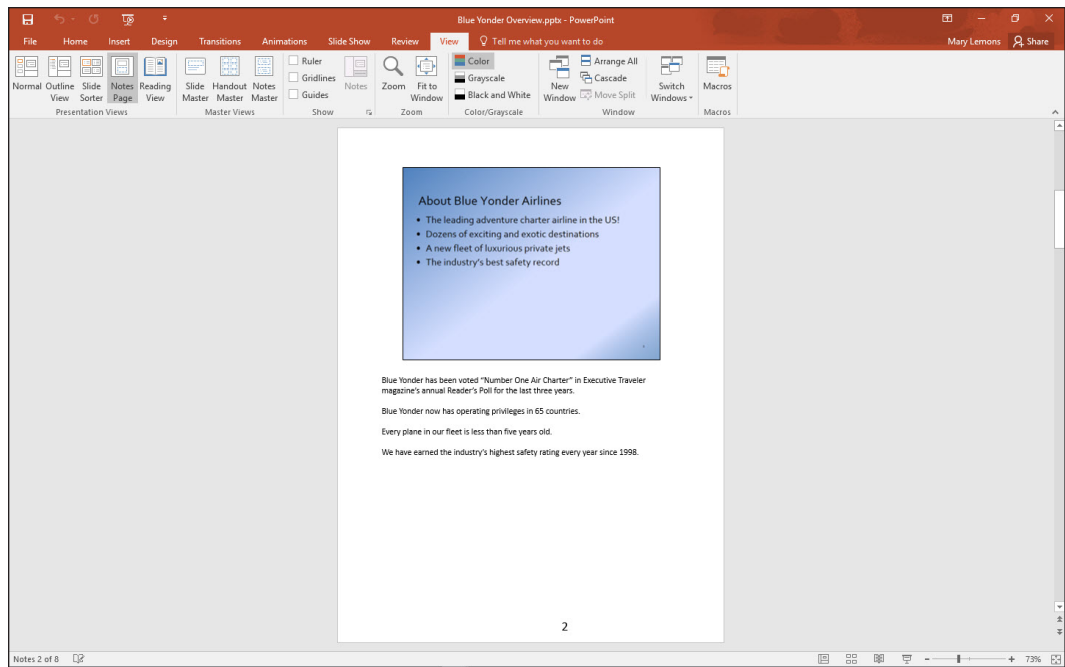
Slide Sorter view



4. Click slide 2 and then click the **Notes Page View** button. PowerPoint switches to Notes Page view (see Figure 1-9).

Figure 1-9

Notes Page view



**Take Note** There is no button for Notes Page view on the Views toolbar at the bottom of the PowerPoint window; you must access it via the Ribbon.

**Take Note** If you stored the data files on your OneDrive, you may see a message at step 4 warning you that edits made in this view will be lost when saved to the server. That is not a concern at this point, so click View to continue.

5. Click the **Slide Show** tab and then click **From Beginning**. The first slide of the presentation fills the screen.

**Take Note** If you have a widescreen monitor (16:9 height/width ratio), black panels appear to the left and right of the slide because this particular presentation is set up for 4:3 monitors.

6. Press **Esc** to exit Slide Show view and return to Notes Page view.

7. Click the **View** tab and then click the **Reading View** button. The first slide appears in a reading window.

8. Press **Esc** to close the reading window.

9. On the View toolbar, click the **Normal** button. PowerPoint switches back to Normal view.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Viewing in Color or Grayscale

**Grayscale** is a viewing mode in which there are no colors, only shades of gray. When you distribute a presentation using some low-tech methods, such as printing slides on a black-and-white printer, your slides might look different than they do in full-color on your screen. Therefore, it is sometimes useful to look at your slides in Grayscale mode on the screen so you can identify any potential problems that might occur when slides are printed without color. There is also a Black and White viewing mode that can check how slides will look with only black and white (no gray shades). Some fax machines transmit only in black and white, for example; therefore, if you faxed your slides, you might need to know how the recipient will see them.

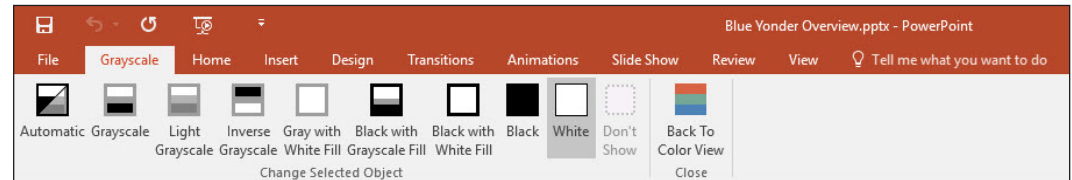
**STEP BY STEP****Switch Between Color and Grayscale Modes**

**GET READY. USE** the presentation that is open from the previous exercise.

1. On the View tab, click **Grayscale**. The presentation slides appear in grayscale mode, and a Grayscale tab appears on the Ribbon (see Figure 1-10).

**Figure 1-10**

The Grayscale tab



2. Click several of the buttons on the Grayscale tab and observe the difference in the slide appearance.
3. Click **Back To Color View**. The presentation returns to color mode.
4. On the View tab, click **Black and White**. The presentation appears in Black and White mode, and a Black and White tab appears on the Ribbon.
5. Click **Back to Color View**. The presentation returns to color mode.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

### Viewing Multiple Presentations at Once

You can have multiple presentations open at the same time in PowerPoint, and you can arrange their windows so that they are all visible at once. This makes it easy to drag-and-drop content between windows, and also to compare different versions of a presentation. In the following exercise you will open two presentations and arrange them.

**STEP BY STEP****Arrange Multiple Presentation Windows**

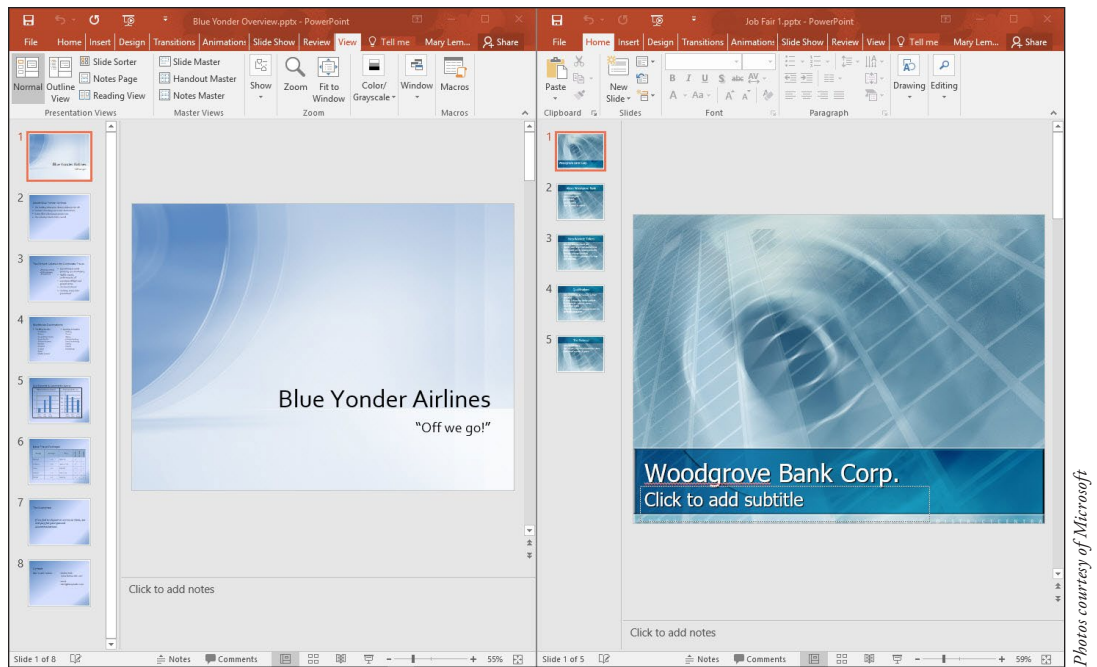
**GET READY. USE** the presentation that is open from the previous exercise. You will also open a second presentation in this exercise so that multiple presentation windows are available to arrange.

1. Click the **File** tab.
2. Click **Open**. The Open tab of Backstage view appears.
3. Navigate to the location containing the data files for this lesson.
4. Locate and open **Job Fair 1**. The presentation appears on your screen.
5. Click the **View** tab.
6. Click **Arrange All** in the Window group. The presentations appear side-by-side (see Figure 1-11).



Figure 1-11

Two presentations open side-by-side



Photos courtesy of Microsoft

7. Use the **Close** button on the Job Fair 1 window to close the Job Fair 1 presentation, as you learned in “Closing a Presentation” earlier in this lesson.
8. In the Blue Yonder Overview window, click the **Maximize** button in the upper-right corner. The PowerPoint window fills the screen.

**PAUSE. LEAVE** the presentation open for the next exercise. If you don’t wish to work with the maximized PowerPoint window, you can restore the window and then manually resize it to the size you prefer.

## Working with Text

Text is not typed directly onto a slide in PowerPoint, but instead is placed in text boxes. A **text box** is, as the name implies, a box that holds text that you type into it. Most of the available slide layouts have one or more placeholders (also called text containers) that become text boxes when you type text into them, and you can also add more text boxes manually to slides. Text can be placed on a slide either by typing it directly into a text box or placeholder, or by typing in the Outline pane in Normal view. In the following exercises, you will practice adding text to a placeholder; adding text to the Outline pane in Outline view; selecting, replacing, and deleting text on a slide; and copying and moving text from one slide to another.

## Adding Text to a Placeholder

In this exercise, you practice entering text in a **placeholder**, which is a box that can hold either text or a graphic object. The placeholders available depend on the slide layout. In the Blue Yonder presentation, slide 1 is an example of a Title Slide layout; it contains two placeholders: one for the title and one for the subtitle. Placeholders make it easy to add text—just click in the placeholder and then type the text.

### STEP BY STEP

#### Add Text to a Text Placeholder

**GET READY. USE** the presentation that is open from the previous exercise.

1. Click the **Home** tab. On slide 1, click at the beginning of the slide’s title (**Blue Yonder Airlines**). The borders of the title’s placeholder appear (see Figure 1-12), and a blinking insertion point appears before the word Blue.



**Figure 1-12**

The title placeholder



2. Click the slide's **subtitle**, which is the second line of text. The subtitle's placeholder appears, as does the insertion point.
3. Go to slide 4 by clicking the slide in the Slides pane, or by pressing **Page Down** until it appears.
4. Click after the word Snorkeling in the second column. The insertion point appears.
5. Press **Enter** to start a new line and then type **Scuba**.
6. Press **Enter** and then type **Sightseeing**. Your slide should look like the one shown in Figure 1-13.

**Figure 1-13**

Slide 4 with added text



**PAUSE. LEAVE** the presentation open for the next exercise.

## Adding Text in Outline View

Working in Outline view is like working in a word processor. PowerPoint displays the text from each slide on the Outline pane, without any backgrounds, placeholders, or anything else that might distract you from your writing. You can navigate a presentation in the Outline pane the same way you use the Slides pane—scroll to the desired slide's outline and then click it. Here, you practice adding text on the Outline tab.

### STEP BY STEP

### Add Text in Outline View

**GET READY. USE** the presentation that is open from the previous exercise.

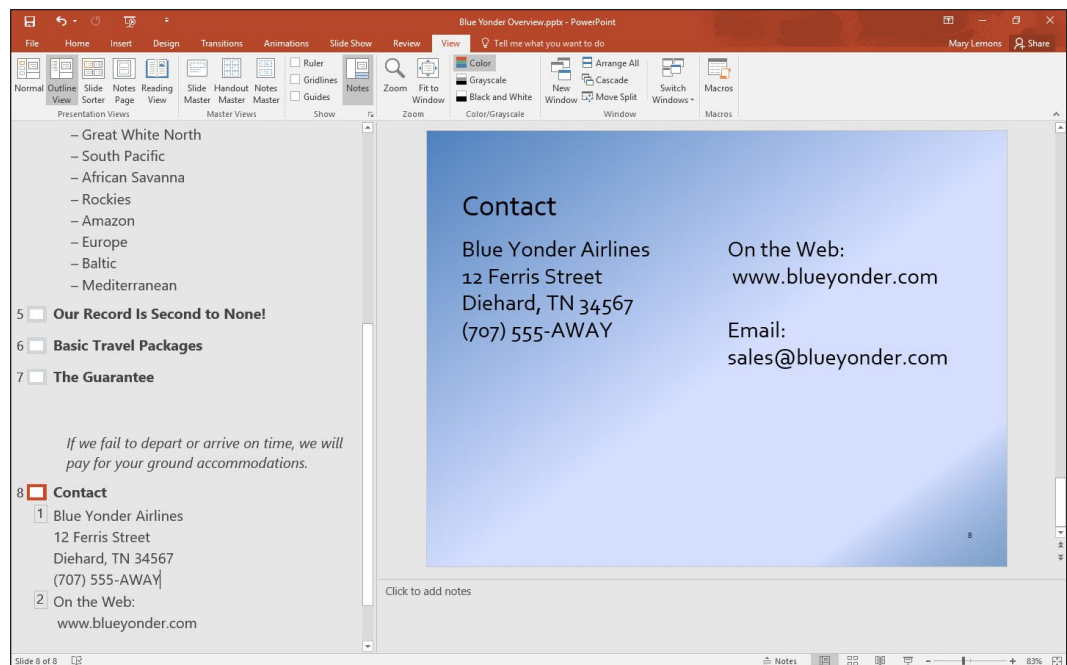
1. Go to slide 8. This slide is supposed to contain contact information, but the mailing address and telephone number are missing.
2. Click the **View** tab and then click **Outline View**. Because slide 8 is the current slide, its text is highlighted on the tab.

**Take Note** Remember that you can adjust the Zoom level for the Outline pane, or any other pane, as needed if the content is not shown at a convenient size for working with it. Click in the Outline pane and then on the View tab, click Zoom to open the Zoom dialog box, and choose a lower percentage, such as 50% or 33%, to shrink the text to a readable size.

3. In the Outline pane, click after the word *Airlines* on slide 8 to place the insertion point there.
4. Press **Enter** to start a new line.
5. On the new line, type **12 Ferris Street** and then press **Enter**. As you type the new text in the Outline pane, notice that it appears on the slide.
6. Type **Diehard, TN 34567** and then press **Enter**.
7. Type **(707) 555-AWAY**. Your slide should look like the one shown in Figure 1-14.

**Figure 1-14**

Text added to the Outline pane appears on the slide



8. Switch to Normal view.

**PAUSE. LEAVE** the presentation open for the next exercise.

## Saving an Edited Presentation

Whenever you work on a presentation, you should save it—especially if you have made changes that you want to keep. In this exercise, you will practice saving a presentation with a different file name, in native PowerPoint 2016 format.

### STEP BY STEP

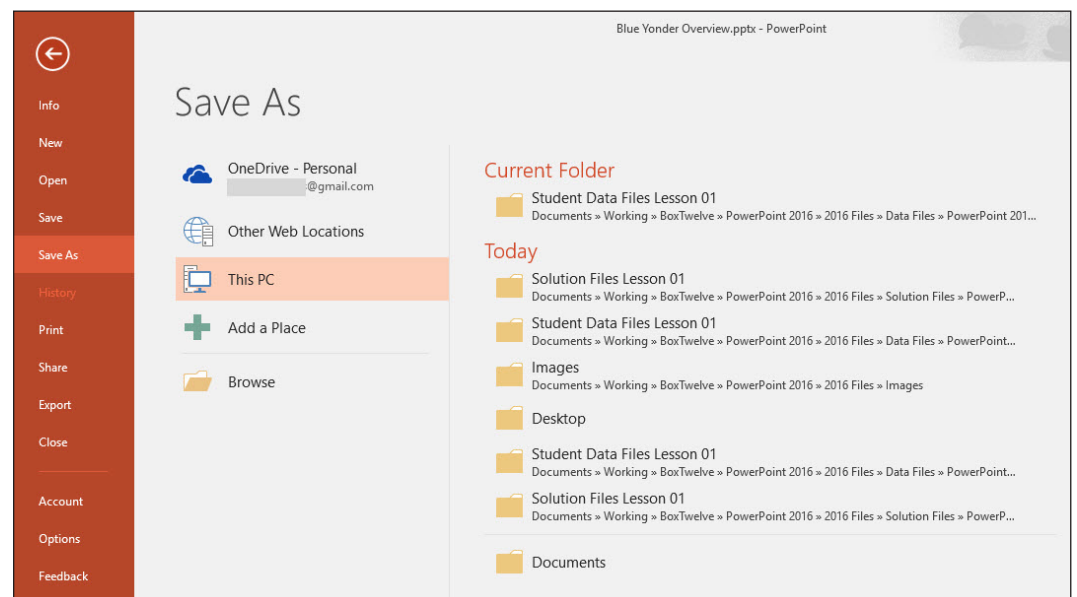
#### Save an Edited Presentation

**GET READY. USE** the presentation that is open from the previous exercise.

1. Click the **File** tab to open Backstage view.
2. Click **Save As**. The Save As tab of Backstage view appears (see Figure 1-15). It is like the Open tab in that it allows you to choose between your OneDrive, Other Web Locations, and This PC as a starting point for browsing.

**Figure 1-15**

Save As tab of Backstage view



3. Select the location where you want to save your files (ask your instructor for guidance) and then type **Blue Yonder Introduction** in the File name box.
4. **SAVE** the file.

**PAUSE. LEAVE** the presentation open for the next exercise.

## Exiting PowerPoint

When you exit PowerPoint, the program closes. In this exercise, you will practice exiting PowerPoint.

### STEP BY STEP

#### Exit PowerPoint

**GET READY. USE** the presentation that is open from the previous exercise.

1. Click the **Close** button on the PowerPoint window.

## Knowledge Assessment

### Matching

Match the term in Column 1 to its description in Column 2.

#### Column 1

1. Ribbon
2. Normal view
3. Current slide
4. Backstage view
5. Dialog box launcher

#### Column 2

- a. Includes the Slide, Notes, and Slides panes
- b. Displays commands for managing files
- c. The slide you are editing
- d. A Ribbon tool that opens a dialog box
- e. A large toolbar that presents tools in related groups

### True/False

Circle **T** if the statement is true or **F** if the statement is false.

- T F** 1. If you need more room on the screen, you can hide the Ribbon.
- T F** 2. When you start PowerPoint, the last presentation you worked on appears on the screen.
- T F** 3. To close a dialog box without accepting any changes you may have made to it, click the Cancel button.
- T F** 4. Backstage view gives you access to all of the PowerPoint design tools.
- T F** 5. In Normal view, PowerPoint displays five different panes for viewing different aspects of your slides.

## Projects

### Project 1-1: Adding and Editing Text in a Presentation

As personnel manager for Woodgrove Bank, you have accepted an invitation to give a presentation at a local job fair. Your goal is to recruit applicants for positions as bank tellers. You have created the presentation but need to finish it.

**GET READY. LAUNCH** PowerPoint if it is not already running.

1. Click the **File** tab, open the presentation named **Job Fair 1** from the data files for this lesson, and then **SAVE** it as **Central City Job Fair**.
2. On slide 1, click in the subtitle box to place the insertion point there and then type **Central City Job Fair**. Go to slide 2.
3. In the title of slide 2, select the words **Woodgrove Bank** by dragging the mouse pointer over them and then replace the selected text by typing **Us**.
4. In the bulleted list, click after the word assets to place the insertion point there.
5. Press **Enter** to move the insertion point down to a new, blank line.
6. Type **Voted "Best Local Bank" by City Magazine**. The new text will wrap to fit in the box.
7. Display **slide 3** and switch to **Outline view**.
8. In the outline, select the words **Help Wanted** (do not select the colon) and then press **Delete** to delete the text.
9. Type **Now Hiring**.
10. Click at the end of the first item in the bulleted list and then press **Enter** to create a new line in the list.
11. Type **Responsible for cash drawer and station bookkeeping**.
12. Switch to **Normal view** and then press **Page Down** to go to slide 4.
13. Select the last item in the bulleted list by dragging the mouse pointer across it.
14. On the Ribbon, click the **Home** tab, if necessary, and then click the **Cut** button. In the Slides pane, click **slide 5**.
15. Click at the end of the last item in the bulleted list to place the insertion point there and then press **Enter**.
16. On the Ribbon, click the **Paste** button. The item you cut from slide 4 is pasted into slide 5.
17. **SAVE** the presentation and then **CLOSE** the file.

**PAUSE. LEAVE** PowerPoint open for the next project.

---

## Project 1-2: Editing and Printing a Presentation

Consolidated Messenger is a new company offering in-town courier service to corporate and private customers. As the company's owner, you want to tell as many people as possible about your new service, and a presentation can help you do it. You need to review your presentation, make some minor changes, and print it.

**GET READY. LAUNCH** PowerPoint if it is not already running.

1. Click the **File** tab, open the presentation named **Pitch** from the data files for this lesson, and then **SAVE** it as **Messenger Pitch**.
2. Read slide 1. In the Slides pane, click **slide 2** and read it.
3. Click the **scroll down** button to go to slide 3 and then read it.
4. Click the **Next Slide** button to go to slide 4 and then read it.
5. Press **Page Down** on your keyboard to go to slide 5 and then read it.
6. Press **Home** to return to the beginning of the presentation.
7. On slide 1, select the words **and Delivery** by dragging the mouse pointer over them.
8. Press **Delete** to delete the selected text from the subtitle. Go to slide 2.
9. On **slide 2**, select the word **delayed** and then type **scheduled** in its place.
10. Select the third item in the bulleted list (**24-hour emergency service**) by dragging the mouse pointer over it.
11. On the Home tab of the Ribbon, click the **Copy** button. Go to slide 4.
12. On slide 4, click at the end of the last item in the bulleted list to place the insertion point there.
13. Press **Enter** to move the insertion point down to a new, blank line. On the Ribbon, click the **Paste** button.
14. Click at the end of the newly pasted line to move the insertion point there. Type a colon, press the **Spacebar**, and then type **\$250**. Go to slide 5.
15. On slide 5, click at the end of the last line of text in the left-hand column and then press **Enter**.
16. Type **555-1087 (daytime)** and then press **Enter**.
17. Type **555-1088 (emergency)** and then press **Enter**.
18. Type **555-1089 (fax)**.
19. Go to slide 1. Click the **File** tab.
20. When Backstage view opens, click **Print**. Then click the **Print** button to print with the default settings. (Check with your instructor; to save paper, he or she may ask you to not to print.)
21. **SAVE** the presentation and then **CLOSE** the file.

**EXIT** PowerPoint.

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# Presentation Basics 2

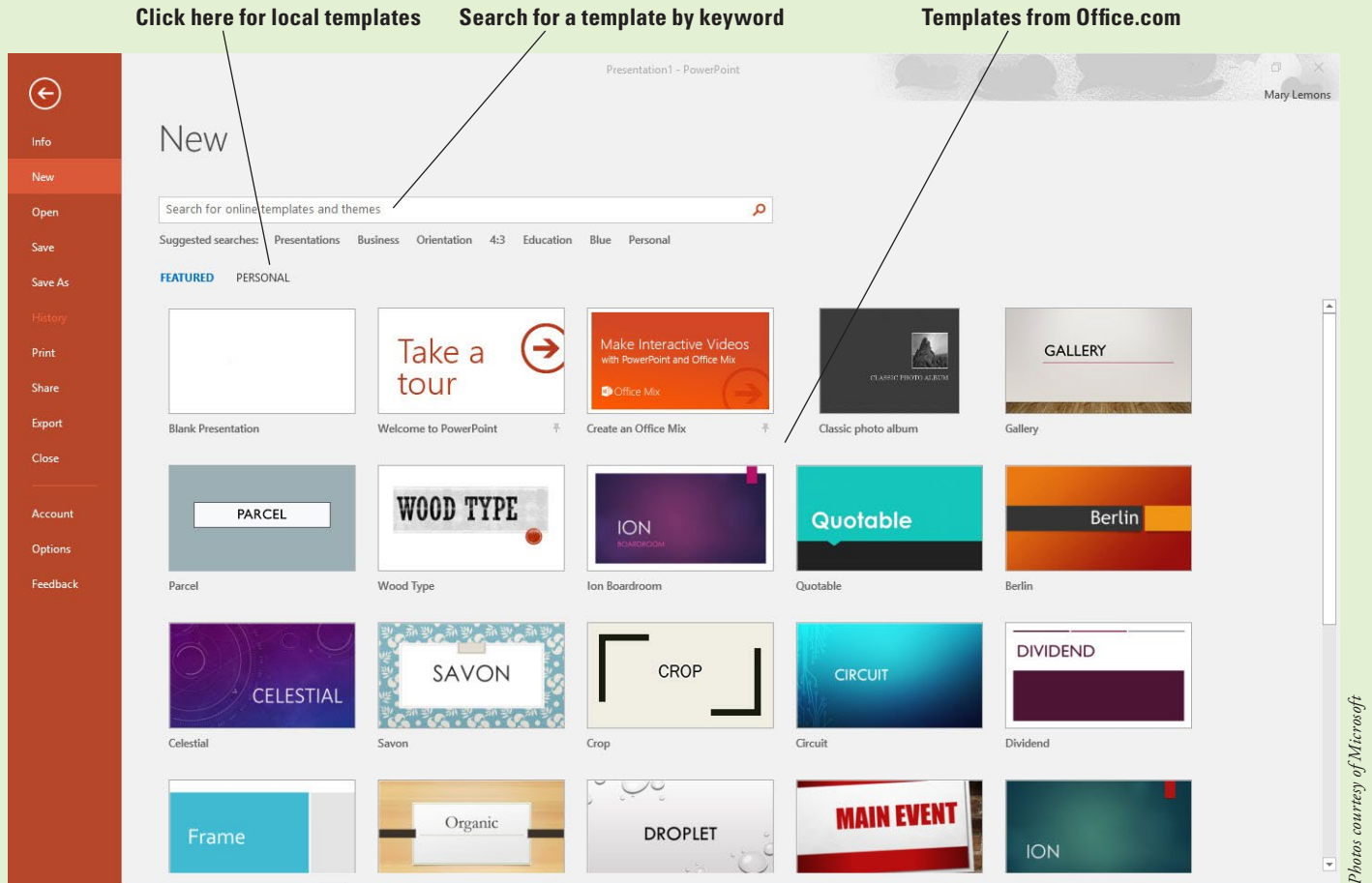
## LESSON SKILL MATRIX

| Skill   | Exam Objective                                 | Objective Number |
|---|--|------------------|
| Creating a New Blank Presentation             | Create a new presentation.                     | 1.1.1            |
|   | Apply a different slide layout.                | 1.2.5            |
| Saving a Presentation                         | Preserve presentation content.                 | 5.2.4            |
| Creating a Presentation from a Template       | Create a presentation based on a template.     | 1.1.2            |
| Adding, Deleting, and Organizing Slides       | Insert specific slide layouts.                 | 1.2.1            |
|   | Duplicate existing slides.                     | 1.2.2            |
|   | Modify slide order.                            | 1.4.2            |
|   | Delete slides.                                 | 1.2.4            |
| Creating a Presentation from Existing Content | Import Word document outlines.                 | 1.1.3            |
|   | Insert slides from another presentation.       | 5.1.1            |
| Printing a Presentation                       | Print notes pages.                             | 1.6.2            |
|   | Print all or part of a presentation.           | 1.6.1            |
|   | Print in color, grayscale, or black and white. | 1.6.4            |

## SOFTWARE ORIENTATION

### Selecting a Template

PowerPoint's New tab in Backstage view enables you to create a new presentation from a template. You can choose templates from Office.com or browse templates stored on your own hard drive (see Figure 2-1).



**Figure 2-1**

New tab in  
Backstage view

**Take Note** In Figure 2-1 there are two headings below the Suggested Searches line: Featured and Personal. If you do not see those, you need to specify a default personal template location. To do so, choose File, Options, and click Save. In the Default Personal Templates Location text box, enter a path to a location that you want to store your templates in, and then click OK. At that point you will see Featured and either Custom or Personal headings on the New tab. (The Custom heading appears if a workgroup template location is set up for Office 2016 applications, and the Personal heading appears if it is not.)

## CREATING A NEW BLANK PRESENTATION

When you start PowerPoint, its Start screen appears. If you click Blank Presentation at that point, or press the Esc key, a new, blank presentation appears, containing a single slide. The fastest and simplest way to create a new presentation is to start with a blank presentation. You can add text to the presentation and then format the slides later.

### Creating a Blank Presentation

You can use the single slide that opens with a new, blank presentation to begin creating your new presentation. In this exercise, you will learn how to open a blank presentation.



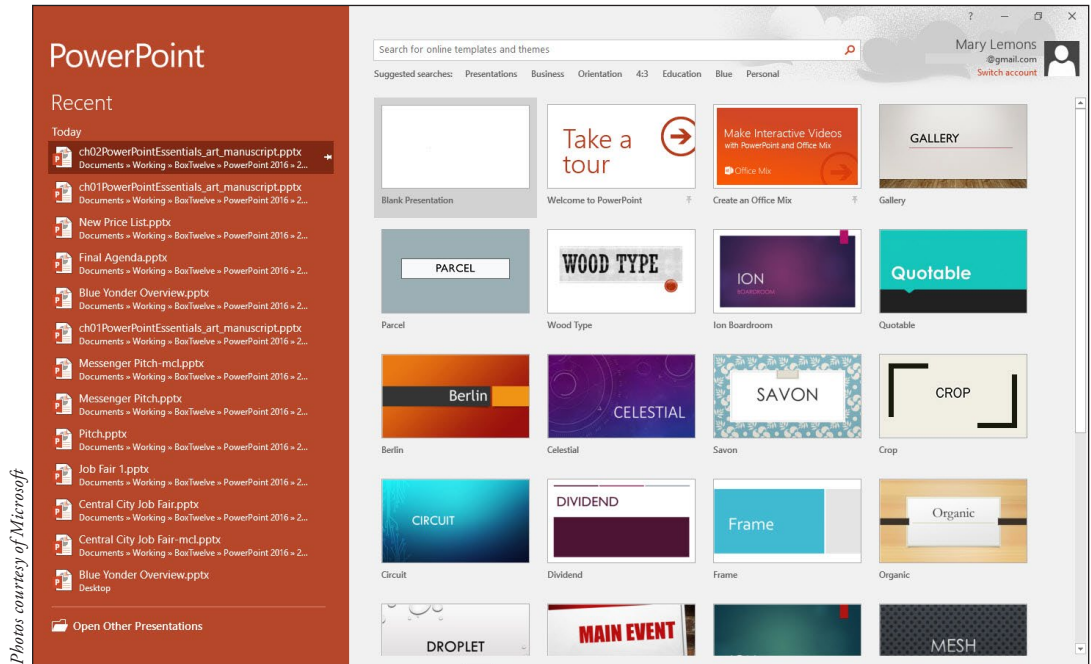
**STEP BY STEP****Create a Blank Presentation at Startup**

**GET READY.** Before you begin these steps, make sure that your computer is on. Sign in to Windows, if necessary.

1. **Launch** PowerPoint. PowerPoint's Start screen appears (see Figure 2-2).

**Figure 2-2**

The Start screen in PowerPoint 2016



Photos courtesy of Microsoft

2. Click **Blank Presentation** or press **Esc**. A new blank presentation appears.

**PAUSE. CLOSE** the blank presentation without saving it. **LEAVE** PowerPoint open to use in the next exercise.

**STEP BY STEP****Create a Blank Presentation (PowerPoint Already Open)**

**GET READY.** If PowerPoint is not already open from the previous exercise, **LAUNCH** PowerPoint.

1. Click the **File** tab. Backstage view opens.
2. Click **New**. The New tab of Backstage view opens (see Figure 2-1).
3. Click **Blank Presentation**. A new, blank presentation appears in Normal view.

**PAUSE. LEAVE** the blank presentation open to use in the next exercise.

There are two advantages to using a blank presentation to start a slide show. First, PowerPoint creates a blank presentation every time the program starts, so you always have immediate access to the first slide of a new presentation by just pressing Esc at startup. Second, because the presentation is not formatted (meaning there are no backgrounds, colors, or pictures), you can focus on writing your text. Many experienced PowerPoint users prefer to start with a blank presentation because they know they can format their slides after the text is finished.

## Adding Text to a Blank Slide

If a blank slide has one or more text placeholders, you can easily add text to the slide. To enter text, just click the sample text in the placeholder and then type your text. In this exercise, you will enter text into a blank slide's placeholders to create a set of discussion points for a meeting of store managers. The slide you work with in this exercise has a title placeholder and a content placeholder that can hold text and other types of content.

### STEP BY STEP

#### Add Text to a Blank Slide

**GET READY. USE** the slide that is still on the screen from the preceding exercise.

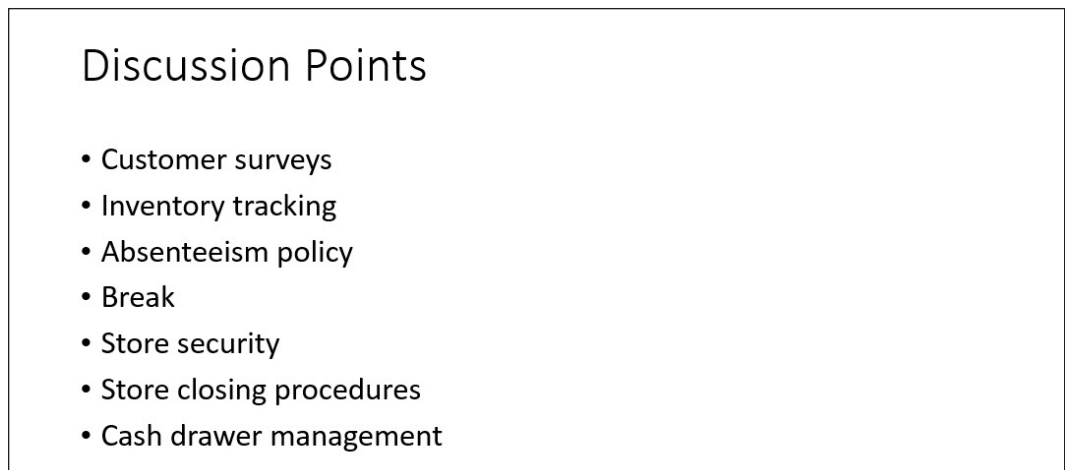
1. Click the title placeholder at the top of the slide. The text *Click to add title* disappears and a blinking insertion point appears in the placeholder.
2. Type **Discussion Points**.
3. Click the text at the top of the lower placeholder. The words *Click to add subtitle* disappear and the insertion point appears.
4. Type **Customer surveys** and then press **Enter** to move the insertion point down to a new line.
5. Type **Inventory tracking** and press **Enter**.
6. Type **Absenteeism policy** and press **Enter**.
7. Type **Break** and press **Enter**.
8. Type **Store security** and press **Enter**.
9. Type **Store closing procedures** and press **Enter**.
10. Type **Cash drawer management**, then click anywhere in the blank area outside the placeholder to clear its borders from the screen.

**Take Note** Notice that the text you entered is centered and becomes smaller as you type. That's because by default the first slide of a blank presentation is a title slide.

11. Click the **Home** tab to make it active, if necessary, and then click **Layout**. A drop-down menu (called a gallery) appears, displaying PowerPoint's default layouts.
12. Click the **Title and Content thumbnail** in the gallery. The gallery closes and PowerPoint applies the Title and Content layout to the current slide (see Figure 2-3) so the subtitle format is replaced with bullets.

**Figure 2-3**

The completed slide



**PAUSE. LEAVE** the presentation open to use in the next exercise.

## SAVING A PRESENTATION

When you create a new presentation, it exists only in your computer's memory. If you want to keep the presentation, you must save it on your computer, the Web, a network location, or a flash drive. After you save a file, you can close it and then open it later to resume working on it. The following exercise shows you how to save a new presentation to a disk, how to save the presentation in a different file format, and how to work with PowerPoint's Save options.

### Saving a New Presentation for the First Time

When you save a presentation for the first time, PowerPoint displays the Save As dialog box so you can give the presentation a name before saving it. In this exercise, you will name and save the presentation you created earlier.

#### STEP BY STEP

#### Save a New Presentation

**GET READY. USE** the presentation that is still on the screen from the preceding exercise.

1. On the Quick Access Toolbar, click **Save**. The Save As tab of Backstage view appears.
2. Navigate to the folder where you want to save your file. To do so, click either **OneDrive**, **Other Web Locations**, or **This PC**, and then click **Browse**. Then use the Save As dialog box to find the location as needed.
3. Select the text in the File name box by dragging the mouse pointer over it and then press **Delete** to delete it.
4. Type **Managers Meeting**.
5. Click **Save**. PowerPoint saves the presentation in the folder you chose with the name you gave it.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

When you save a presentation (or any type of document), be sure to give it a name that describes its contents. Giving the presentation a name that describes its contents will help you identify your presentations more easily when you are trying to find the right one.

### Embedding Fonts

When you create a presentation, you can choose any of the fonts installed on that computer. When you present the presentation on another computer that does not have the same font installed that you used in the presentation, PowerPoint substitutes a different font, which may or may not be acceptable to you and may or may not display correctly. To ensure that the correct font is always available no matter which computer you open the presentation on, you can embed the fonts in the presentation file. The disadvantage of embedding fonts is that it makes the presentation file size larger.

#### STEP BY STEP

#### Embed Fonts When Saving

**Take Note** Some fonts cannot be embedded because of their licensing restrictions.

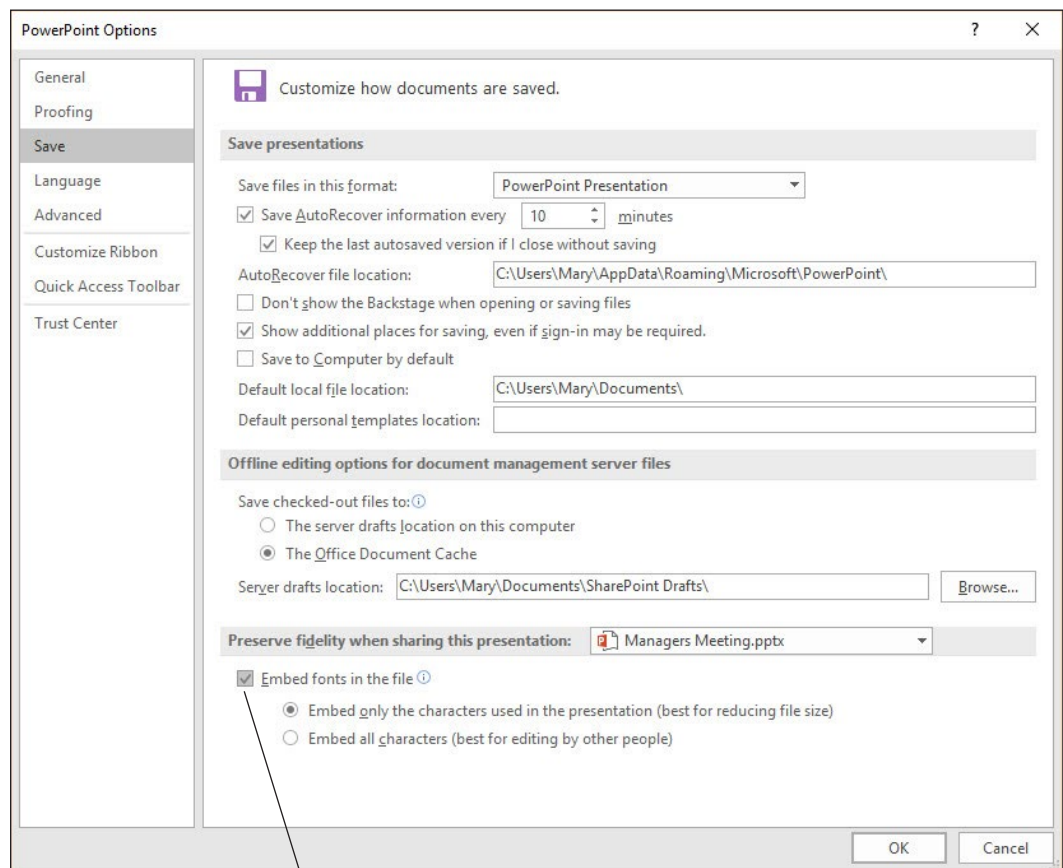
**GET READY. USE** the presentation that is open from the previous exercise.

1. Click the **File** tab and then click **Save As**.
2. Browse to the location where you want to save.
3. In the Save As dialog box, click **Tools**. A menu opens.
4. Click **Save Options**. The *PowerPoint Options* dialog box opens.

5. Mark the **Embed fonts in the file** check box. This check box is located under the Preserve fidelity when sharing this presentation heading (see Figure 2-4).

**Figure 2-4**

Choose to embed fonts



**Mark this check box to embed fonts**

6. Click **OK**.
7. **SAVE** the presentation file and then **CLOSE** it.

**PAUSE. LEAVE** PowerPoint open to use in the next exercise.

When you mark the Embed fonts in the file check box in step 5, two option buttons become available. Click the one that best fits your needs:

- **Embed** only the characters used in the presentation (best for reducing file size): Choose this option if the presentation text is final, if you do not anticipate making any changes to it, and if small file size is important.
- **Embed** all characters (best for editing by other people): Choose this option if the presentation text is not final, or if file size is not important (for example, if there is plenty of space on the drive where it is being stored).

## CREATING A PRESENTATION FROM A TEMPLATE

PowerPoint's templates give you a jump start in creating complete presentations. A **template** is a reusable sample file that includes a background, layouts, coordinating fonts, and other design elements that work together to create an attractive, finished slide show. Templates may (but are not required to) contain sample content, too.

### Using a Template as the Basis for a Presentation

Each template employs one or more **themes**. A theme is a collection of settings including colors, fonts, background graphics, bullet graphics, and margin and placement settings. You can create your own templates or download new ones from Office.com. In this exercise, you will use a downloaded template to start a presentation that, when finished, will help you show pictures and descriptions of new products to a group of store managers.

#### STEP BY STEP

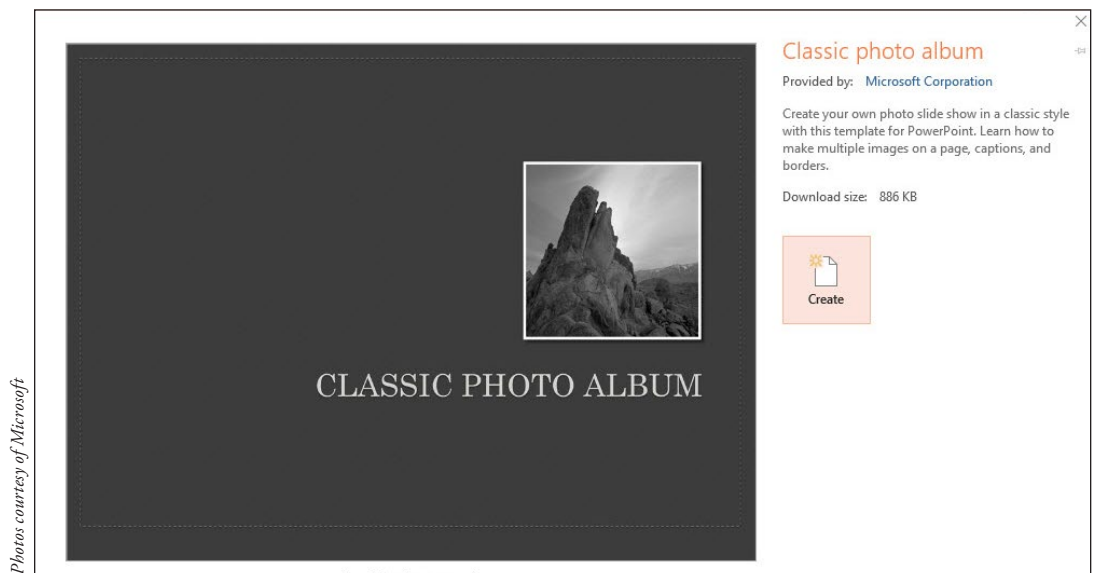
#### Create a Presentation from a Template

**GET READY.** If PowerPoint is not already open from the previous exercise, **LAUNCH** PowerPoint.

1. Click the **File** tab.
2. Click **New** to open the New tab.
3. In the Search box, type **photo albums** and then press **Enter** or click the **Search** button. Thumbnail images of the photo album templates appear.
4. Scroll down to locate and click the **Classic photo album** thumbnail (see Figure 2-5), then click **Create** in the Preview pane, which appears in the middle of the screen. PowerPoint opens a new presentation based on the selected template. It contains several sample slides with text and graphics.

**Figure 2-5**

Selecting a sample template

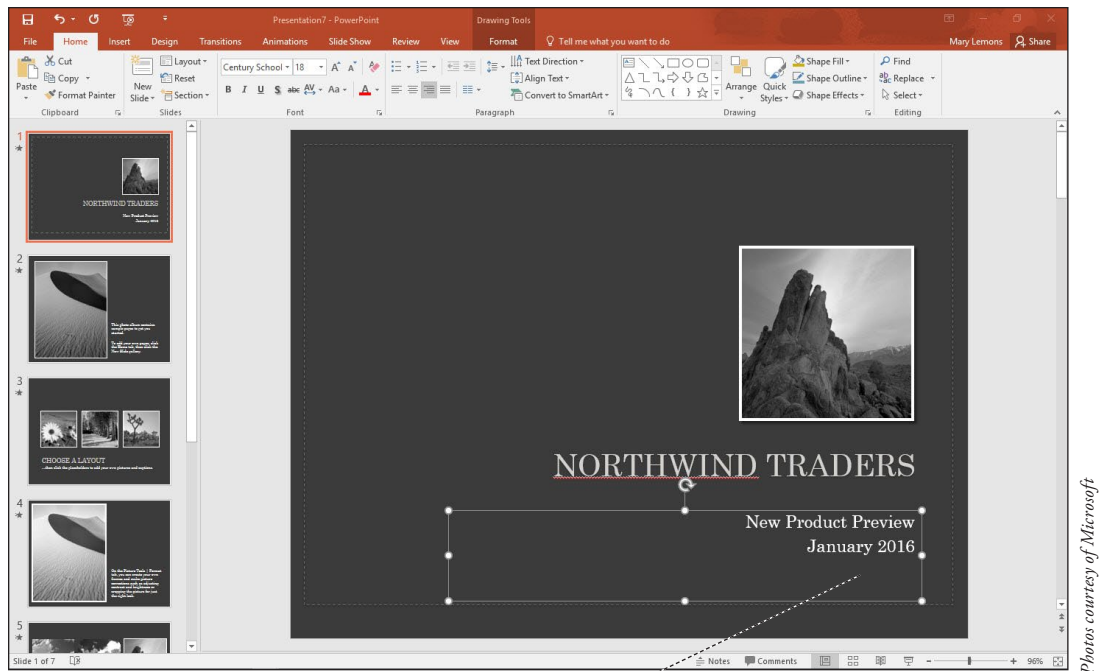


Photos courtesy of Microsoft

5. On slide 1, select **Classic Photo Album** and type **Northwind Traders** to replace it.
6. Click the text in the date and other details placeholder to place the insertion point there. Type **New Product Preview**, press **Enter**, and then type **January 2016** (see Figure 2-6).

**Figure 2-6**

Customizing the text on the first slide



Type a subtitle and date

**Take Note** In Figure 2-6, and perhaps on your screen too, **NORTHWIND** has a wavy red underline, indicating that the word is not in PowerPoint's dictionary. You can ignore that for now.

7. On the Quick Access Toolbar, click **Save**. The Save As tab of Backstage view appears.
8. Navigate to the folder where you want to save your files and then save the presentation with the file name **New Product Preview**.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

**Take Note** You can change a presentation's theme from the Design tab; you do not have to create a new presentation based on a template just to get a new look. Simply click the Design tab and hover the mouse over the various themes. Your presentation will show you a preview of the theme. Click one you like to apply it.

It is important to choose a template that is appropriate for your audience and your message. If you need to deliver business information to a group of managers, for example, choose a template that looks professional and does not have elements that will distract the audience from getting your message. Conversely, a whimsical template might work better for a group of young people.

Besides the Microsoft-supplied templates, you can also store and use your own templates. Click the Custom (or Personal) heading beneath the Suggested searches line on the New tab of Backstage view and then browse to locate the template you want to use from your own template collection.

## ADDING, DELETING, AND ORGANIZING SLIDES

A template's sample slides can provide a basic structure as a starting point, but you will probably want to make some changes. In PowerPoint it is easy to add, delete, and reorder the slides in a presentation to suit your unique needs.

## Adding a New Slide to a Presentation

You can add as many new slides as you want to a presentation. The following exercise shows you how to insert a new slide into the current presentation in two different ways: using the New Slide command on the Ribbon, and using the Slides pane.

### STEP BY STEP

#### Add a New Slide

**GET READY.** USE the *New Product Preview* presentation that is still open from the previous exercise.

1. On the Home tab in the Slides group, click the **New Slide button** drop-down arrow. A gallery opens, showing thumbnail images of the slide layouts that are available for this template.
2. Scroll down to the bottom of the gallery and then click **Title and Content**.

**Take Note** To view the New Slide gallery, you must click the New Slide button's drop-down arrow. If you click the face of the New Slide button, PowerPoint will insert the default new slide for the current template.

3. On the new slide, click the **title placeholder** and type **This Year's New Products**.
4. Click the sample text at the top of the second placeholder and then type the following items, placing each item on its own line:

**Women's jackets**

**Men's jackets**

**Boots**

**Backpacks**

**Flannel shirts**

**Fleece**

**Turtlenecks**

**Underwear**

**Socks**

5. Click in the area surrounding the slide to clear the placeholder's border. When you are done, your slide should look like the one shown in Figure 2-7.

**Figure 2-7**

The inserted slide





**Take Note** 6. On the View tab, click the **Outline View** button to switch to Outline view. Some of the slides in the Outline pane show no text in their Title placeholder; that is because this presentation is based on a photo album template.

7. In the Outline pane, click to place the text insertion point after the word *Socks* in slide 2 and then press **Enter**, creating a new paragraph. At this point the new paragraph is a bullet on slide 2.
8. Press **Shift+Tab**. The new paragraph is promoted into a new slide title.
9. Type **Clearance Items** and then press **Enter**. A new slide appears. Because the previous paragraph was a slide title, the new one is too.
10. Press **Tab**. The new paragraph is indented so that it is a bullet on the Clearance Items slide.
11. Type the following items, pressing **Enter** after each one except the last item to place it in its own paragraph:
  - Biking accessories**
  - Camping supplies**
  - Spelunking gear**
12. After all the text is typed in for the new slide, it appears in the Outline.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Duplicating Selected Slides

If you want several similar slides in a presentation, you may be able to save some time by duplicating some of the slides and then modifying the copies. The following exercise shows how to select the slides you want to duplicate, even when they are non-contiguous (not adjacent), and make copies of them. You will also learn how to use the Duplicate Selected Slides command to make duplicates of slides.

### STEP BY STEP

#### Duplicate Non-Contiguous Slides

**GET READY. USE** the **New Product Preview** presentation that is still open from the previous exercise.

- Take Note** 1. Click the **Slide Sorter** button on the View tab to change to Slide Sorter view. The presentation's slides appear together in a single pane. If you are working on a small screen, you may have to adjust the size of the slides so they all fit on the screen. To change the zoom, click the minus sign button at the left end of the Zoom slider located in the far right of the status bar in the bottom right corner.
2. Click **slide 4**. An orange outline appears around it, indicating that it is selected.
  3. Hold down **Ctrl** and click **slide 7**. An orange outline appears around it too (see Figure 2-8).
  4. Click the **Home** tab and then click **Copy**. The two slides are copied to the Clipboard.
  5. Click to the right of slide 9. A vertical line appears there.
  6. On the Home tab, click **Paste**. The copied slides are pasted after slide 9.
  7. Click **slide 2** (*This Year's New Products*) to select it.
  8. On the Home tab, open the **New Slide button's drop-down list**.

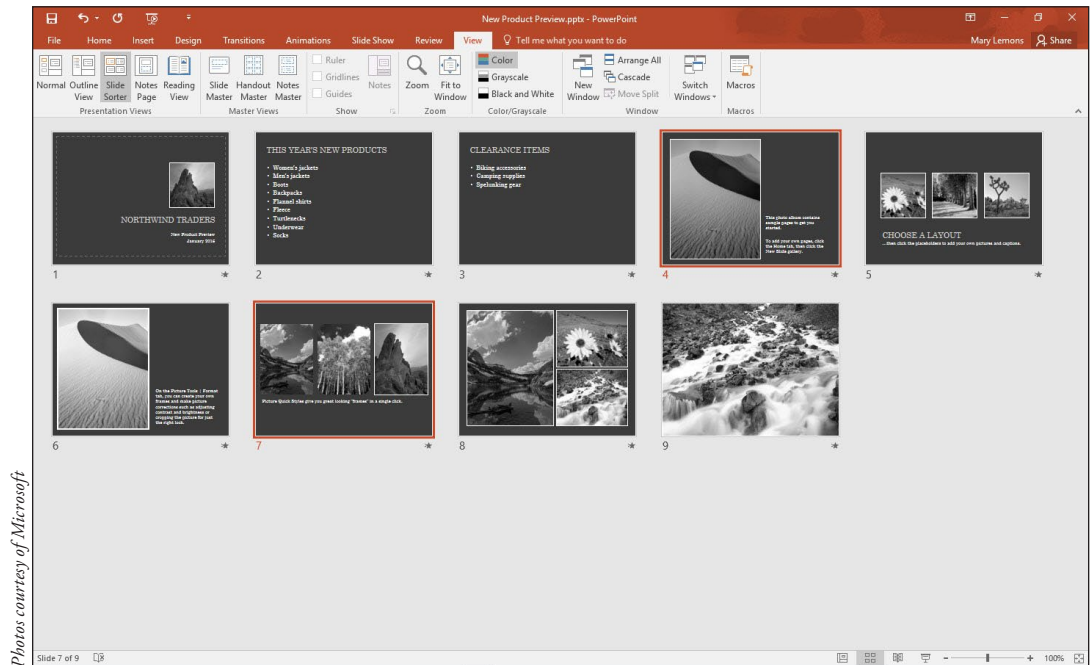


9. Click **Duplicate Selected Slides**. A copy of slide 2 is pasted directly following the original slide 2.
10. **SAVE** the presentation file and then **CLOSE** it.

**PAUSE. LEAVE** PowerPoint open for the next exercise.

**Figure 2-8**

Two slides selected



Photos courtesy of Microsooft

## Rearranging the Slides in a Presentation

It is important to organize your slides so they best support your message. In PowerPoint, reorganizing slides is a simple drag-and-drop procedure. In Slide Sorter view (or in the Outline pane in Normal view), you can click a slide and drag it to a new location in the presentation. A line shows you where the slide will be placed when you drop it. Moving a slide is a simple procedure, as you will learn in the following exercise.

### STEP BY STEP

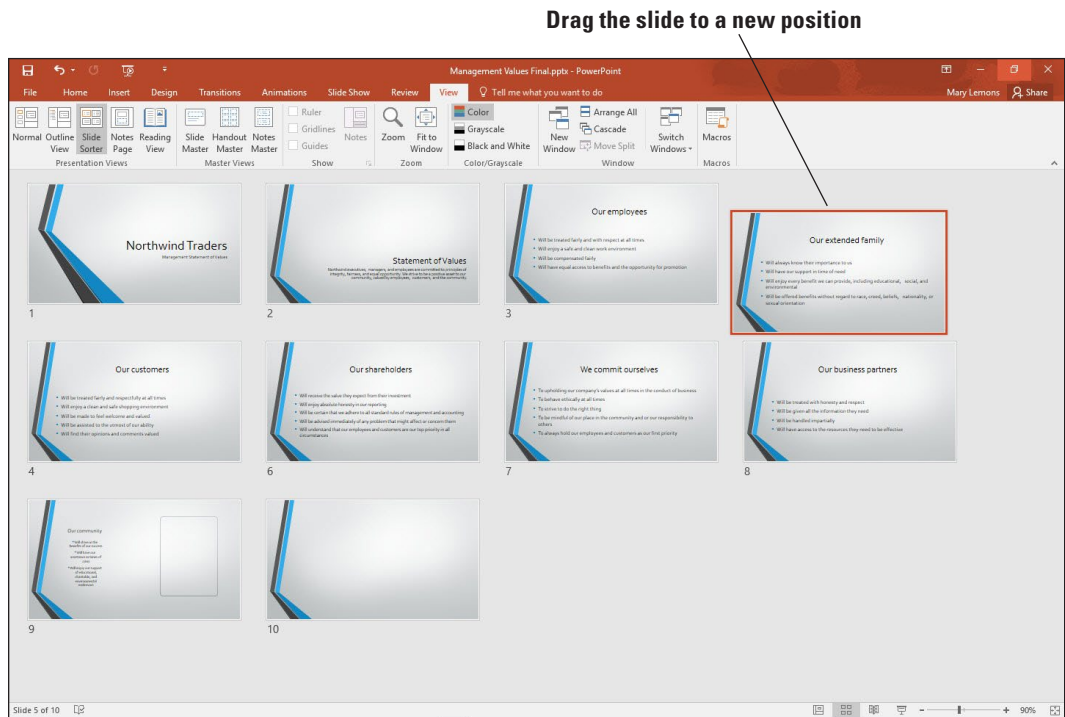
#### Rearrange the Slides in a Presentation

**GET READY. OPEN** the **Management Values** presentation from the data files for this lesson.

1. **Save** the file as **Management Values Final**.
2. Click the **View** tab and then click the **Slide Sorter** button to change to Slide Sorter view. The presentation's slides appear together in a single window.
3. Use the Zoom control in the status bar to set the Zoom so all the slides fit on one screen.
4. Click **slide 5** (*Our extended family*) and drag it to the left of slide 4 (*Our customers*). The moved slide is now slide 4 (see Figure 2-9).

Figure 2-9

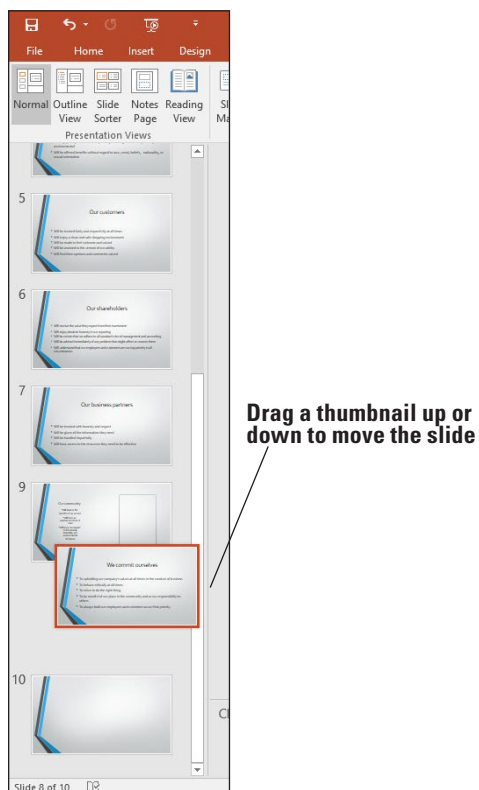
Moving a slide in Slide Sorter view



5. Switch to **Outline view**, and in the Outline pane, click the **icon to the left of slide 7's title** (*We commit ourselves*). All the text from slide 7 is selected.
6. Drag slide 7's icon downward. When a vertical line appears between slides 8 and 9, release the mouse button. The moved slide is now slide 8.
7. Switch to **Normal view** and select **slide 8** (*We commit ourselves*).
8. Drag slide 8 downward and drop it between slides 9 and 10 (see Figure 2-10) and then release the mouse button. The moved slide is now slide 9.

Figure 2-10

Moving a slide in the Slides pane in Normal view



9. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Deleting a Slide

When you do not want to keep a slide in a presentation, you can delete it. The following exercise shows you how.

### STEP BY STEP

#### Delete a Slide

**GET READY. USE** the *Management Values Final* presentation that is still open from the previous exercise.

1. In Slide Sorter view, click **slide 10** (the blank slide).
2. Press the **Delete** key. The slide is removed from the presentation.
3. **SAVE** the presentation and then **CLOSE** the presentation file.

**PAUSE. LEAVE** PowerPoint open for the next exercise.

To select more than one slide at a time for deletion, hold down the Ctrl key and click each slide you want to delete. (If you change your mind, you can deselect the selected slides by clicking in a blank area of the PowerPoint window.) You can then delete all the selected slides at the same time.

PowerPoint does not ask whether you are sure if you want to delete a slide, so it is important to be careful before deleting. If you accidentally delete a slide, click the Undo button on the Quick Access Toolbar right away to bring the slide back (see Figure 2-11).

**Figure 2-11**

Undo an accidental deletion



Undo button

## CREATING A PRESENTATION FROM EXISTING CONTENT

If the content you want to present already exists in another form, it makes sense to reuse it rather than starting from scratch. PowerPoint imports content easily from a variety of formats, including Word outlines, other PowerPoint presentations, and slide libraries.

### Using Content from Word

Microsoft Word's Outline view enables you to create a well-structured hierarchical outline that consists of multiple heading levels. You can then open such outlines in PowerPoint, where each of the major headings becomes a slide title and each of the minor headings becomes a bullet of body text.

### STEP BY STEP

#### Start a Presentation from a Word Outline

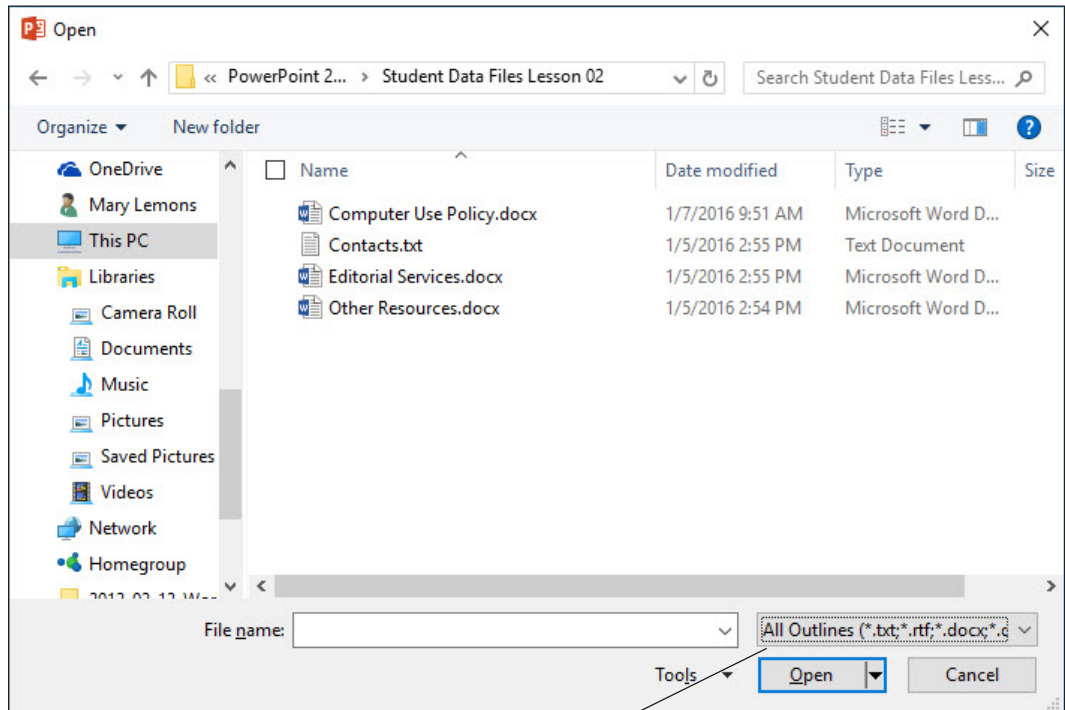
**GET READY.** If PowerPoint is not already open from the previous exercise, **LAUNCH** PowerPoint.

1. In PowerPoint, click the **File tab**.
2. Click **Open** to display the Open tab of Backstage view.
3. Navigate to the folder that contains the data files for this lesson.

4. Open the **File type** drop-down list by clicking the **All PowerPoint Presentations** button.
5. In the File type list, click **All Outlines**. The file listing in the dialog box changes to show outlines (including Word documents). The file location is the same; the only thing that's changed is the filter that determines which file types are displayed (see Figure 2-12).
6. Click **Computer Use Policy.docx**.

**Figure 2-12**

Open a Word outline file



Change the file type to All Outlines

7. Click the **Open** button. The outline opens as a new presentation.
8. **SAVE** the new presentation as **Computer Use Policy Final.pptx** and then **CLOSE** the file.

**Take Note**

Even though you used the Open command and not the New command, PowerPoint still started a new presentation. Look at the file name in the title bar of the application prior to step 8; it is a generic name such as Presentation5, not the name of the original Word document. That's why you have to save it in step 8.

**PAUSE. LEAVE** PowerPoint open to use in the next exercise.

If you create an outline in Microsoft Word, you can import it into PowerPoint and generate slides from it. Before you can create slides from a Word outline, the outline must be formatted correctly. Paragraphs formatted with Word's Heading 1 style become slide titles. Paragraphs formatted with subheading styles (such as Heading 2 or Heading 3) are converted into bulleted lists in the slides' subtitle placeholders. Any Word document may be opened in PowerPoint and converted to a presentation, but documents that are not structured as outlines may require quite a bit of cleanup in PowerPoint after importing.

## Reusing Slides from Presentations and Libraries

It is easy to reuse a slide from one presentation in another. This technique frees you from creating the same slide from scratch more than once. In addition, some companies store frequently used slides in slide libraries on their file servers, so multiple users can draw from a common pool of premade slides. The following exercise shows you how to locate a slide from a different presentation or from a slide library and insert it into the current presentation.

## STEP BY STEP

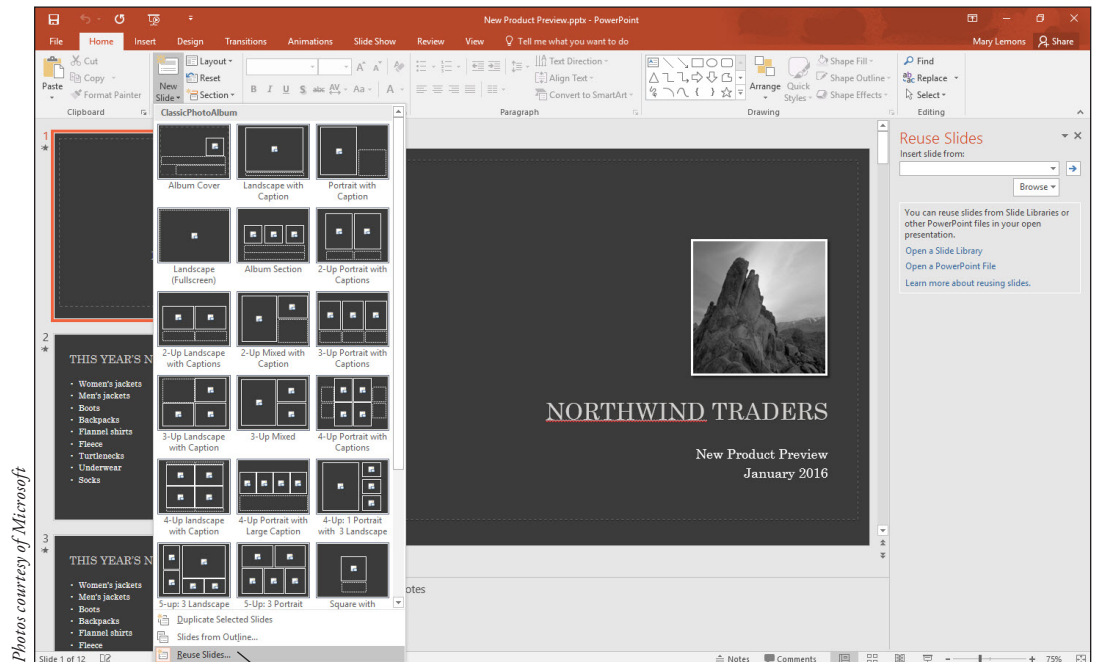
## Reuse a Slide from a Presentation

**GET READY.** OPEN the *New Product Preview* presentation that you created earlier in this lesson. Change your file to Normal view if needed.

1. On the Home tab of the Ribbon, click the **New Slide** button drop-down arrow. At the bottom of the gallery that appears, click **Reuse Slides**. The Reuse Slides task pane opens on the right side of the PowerPoint window (see Figure 2-13).

**Figure 2-13**

Reuse Slides task pane provides access to existing content



Reuse Slides command

2. In the task pane, click the **Browse** button. A drop-down list opens. Click **Browse File**. The *Browse* dialog box opens.
3. Locate and open *New Jackets* in the Student Data Files Lesson 02 folder. The presentation's slides appear in the task pane.
4. In the Slides pane, click **slide 2** (*This Year's New Products*) to select it.
5. In the Reuse Slides task pane, click **slide 2** (*This Year's New Jackets*) in the *New Jackets* presentation. The slide is inserted into the *New Product Preview* presentation as the new slide 3.
6. Click the **Close** button in the upper-right corner of the task pane.
7. **SAVE** and **CLOSE** the *New Product Preview* presentation.

**PAUSE.** LEAVE PowerPoint open to use in the next exercise.

Over time, you will probably create many presentations, and some of them may share common information. The Reuse Slides command lets you copy slides from one presentation to another. By copying finished slides in this manner, you can avoid recreating similar slides over and over again.

You can import slides from other presentations, as you just practiced, or you can import them from slide libraries. A **slide library** is a feature on a SharePoint server that enables people to publish presentations with each slide saved as an individual file, so that others can reuse slides on an individual basis without having to think about which presentation they originally came from. Because using a slide library requires access to a SharePoint server that has special software installed on it for slide libraries, this book does not practice using one. However, the steps for se-

lecting a slide from a slide library are very similar to those for selecting from a presentation. Follow the preceding steps, but in step 2, instead of choosing Browse File, choose Browse Slide Library. The first time you access the slide library, you must type the URL in the Folder Name box; after that, the location defaults to that same library.

## Importing Text from Other Sources

PowerPoint readily accepts text from almost any Windows application. One way to import text is to use the Clipboard, because nearly all Windows applications support Clipboard use. You can use the Paste Options icon after pasting text to choose how it will be pasted, or use Paste Special to select special pasting methods. In this exercise, you learn how to paste text from a plain text file and from a Word document into PowerPoint, and you practice using the Paste Special command to maintain the content's original text formatting from the Word document. These same techniques also work on graphics.

### STEP BY STEP

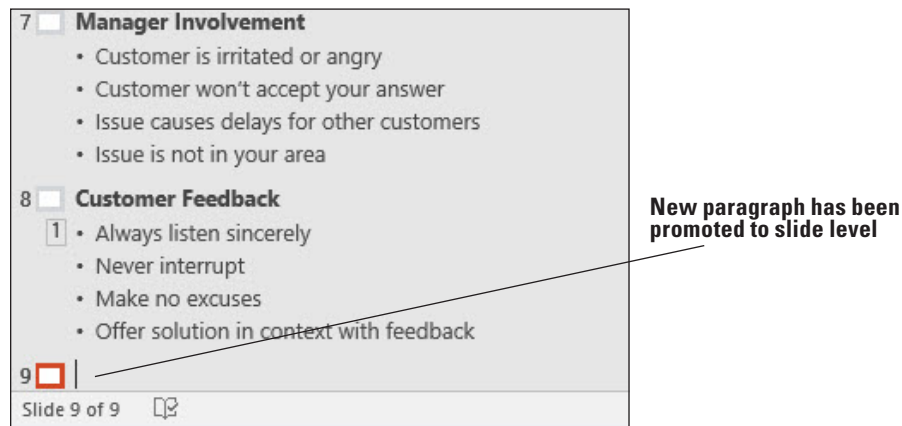
### Import Text into PowerPoint

**GET READY.** If PowerPoint is not already open from the previous exercise, **LAUNCH** PowerPoint.

1. **START** Microsoft Word and then **OPEN** *Other Resources.docx*. The procedure for opening files in Word is the same as in PowerPoint.
2. In Microsoft PowerPoint, **OPEN** *Cashier Training*. **SAVE** it as *Cashier Training1*.
3. Switch to **Outline view** and scroll down to the bottom of the presentation in the Outline pane. Click after the last bullet point on the last slide and press **Enter**, creating a new bulleted paragraph.
4. Press **Shift+Tab** to promote the new paragraph to a new slide (see Figure 2-14).

**Figure 2-14**

Create a new slide at the end of the presentation to hold the imported content

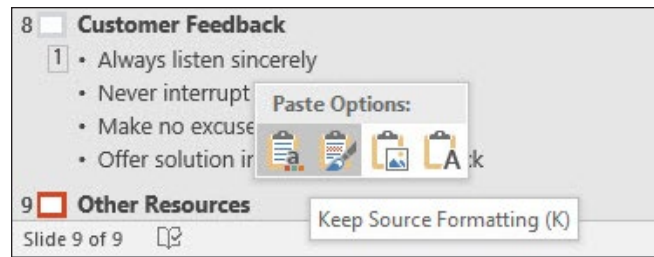


5. Go to the open *Other Resources* file in Word. Select the heading (*Other Resources*) and press **Ctrl+C** to copy it to the Clipboard.
6. In PowerPoint, if the insertion point is not already on the Outline pane next to the slide 9 icon, click to place it there.
7. Press **Ctrl+V** to paste the text. The text appears as the slide's title, and a Paste Options icon appears beside the text. If you do not see the icon, move the mouse pointer over slide 9's icon to the left of the pasted text.
8. Click the **Paste Options** icon to open its menu. Its menu contains the Paste Options icons (see Figure 2-15).
9. Click **Keep Source Formatting** (the second icon from the left). The pasted text's font changes to the original font it had in the Word document.
10. In the *Other Resources* file in Word, select the bulleted list. Press **Ctrl+C** to copy it to the Clipboard.



**Figure 2-15**

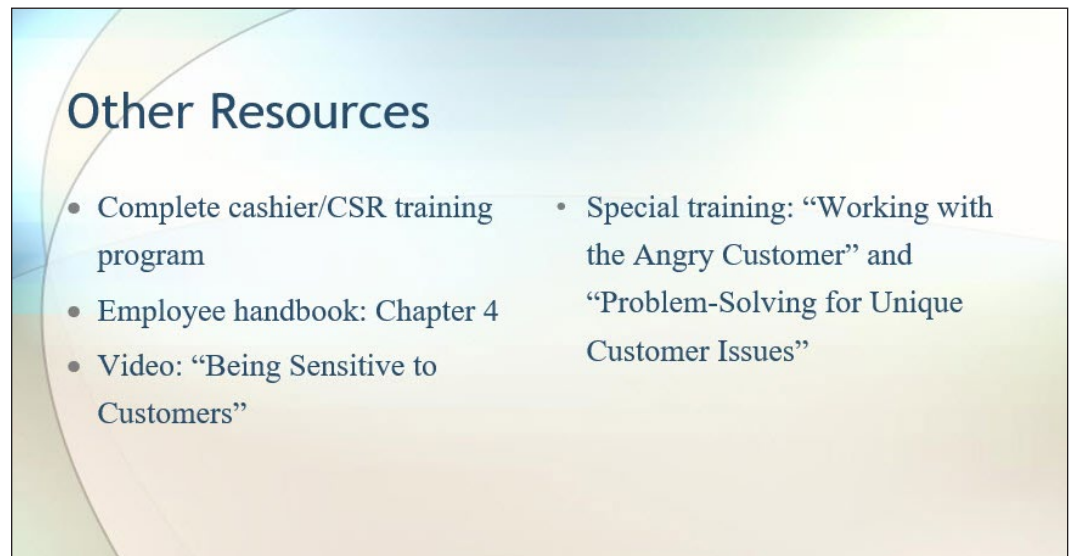
Use the icons on the Paste Options menu to specify how pasted content should be displayed



11. In PowerPoint, click the **Click to add text placeholder** on the left side of the slide (in the Slide pane) to move the insertion point into that text box.
12. On the Home tab of the Ribbon, click the **Paste** button drop-down arrow. A menu opens, containing the same types of icons as found on the Paste Options icon's menu (step 8), and also containing a Paste Special command.
13. Click **Paste Special**. The *Paste Special* dialog box opens.
14. Verify that the Paste option button is selected.
15. On the As list, click **Formatted Text (RTF)**.
16. Click **OK**. The text is pasted into the slide keeping the text's original formatting. The text overflows the placeholder's borders. That is normal at this point.
17. Triple-click the last bullet on the slide (*Special training*) to select the entire bullet, and press **Ctrl+X** to cut the bullet to the Clipboard.
18. Click in the **Click to add text placeholder** on the right side of the slide, and press **Ctrl+V** to paste the bullet into that placeholder. The finished slide should resemble Figure 2-16.

**Figure 2-16**

The completed imported content



19. In the Slides pane in Normal view, click between slides 8 and 9. A horizontal line appears between them.
20. On the Home tab, click the **down arrow** below the New Slide button, opening a menu, and then click **Slides from Outline**.
21. In the *Insert Outline* dialog box, navigate to the data files for this lesson, select **Contacts.txt** and then click **Insert**. A new slide appears containing the content from Contacts.txt.
22. **SAVE** the **Cashier Training1** presentation.
23. **CLOSE** Word without saving the changes to **Other Resources.docx**.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

**Take Note** The text from `Contacts.txt` imported smoothly because each paragraph after the first one was preceded by a tab stop. PowerPoint understands this to mean that each of those paragraphs should be subordinate to the first paragraph, which forms the slide title. To check this out for yourself, open `Contacts.txt` in Notepad or another text editor.

## PRINTING A PRESENTATION

PowerPoint gives you many options for printing your slides. In the following exercises, you learn how to preview a presentation before printing it, how to choose a printer, how to set print options, and how to print a presentation in both color, grayscale, and black and white mode.

### Using Print Preview and Changing the Print Layout

PowerPoint's Print Preview feature shows you how your slides will look on paper before you print them. When you change to a different print layout, Print Preview reflects the change, so you can try different potential layouts for your presentation printouts before committing one to paper. This exercise shows you how to use Print Preview, and how to print different layouts, including speaker notes.

#### STEP BY STEP

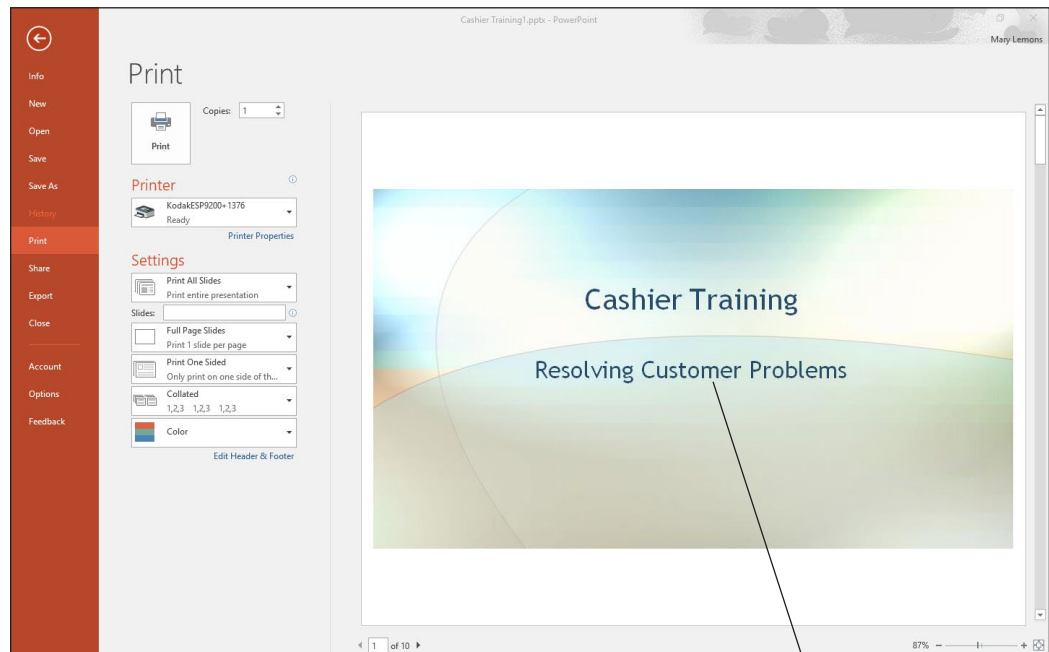
#### Use Print Preview and Change the Print Layout

**GET READY.** USE the *Cashier Training1* presentation that is still open from the previous exercise.

1. On the View tab, click the **Normal view** button and display **slide 1** (*Cashier Training*).
2. Click the **File** tab and then click **Print**. A preview of the print job appears in the right pane. The default print layout is Full Page Slides (see Figure 2-17).

**Figure 2-17**

Print Preview appears to the right of the print options in Backstage view



Print preview

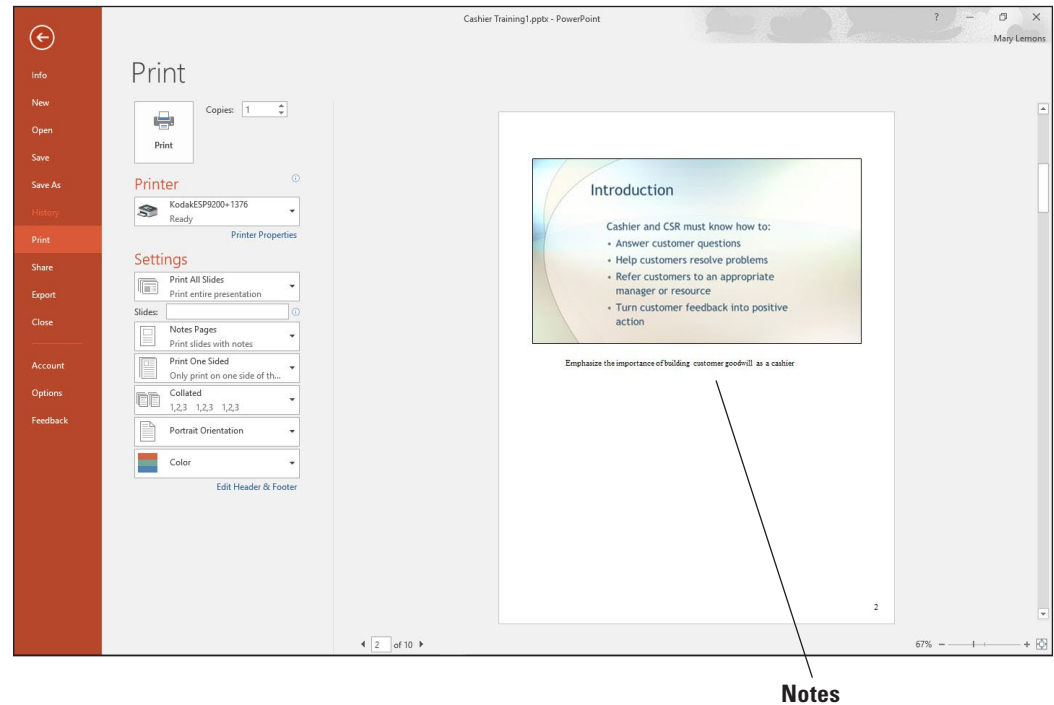
**Take Note** If the printer selected under the Printer heading prints only in black and white, Print Preview will display your slides in grayscale. The default printer is set within Windows, not within PowerPoint; open the Devices and Printers folder in the Control Panel in Windows to change the default printer.



3. Click the **Next Page** arrow at the bottom of the window. A preview of slide 2 appears.
4. In the left pane, under the Settings heading, click **Full Page Slides** to open a menu of layouts.
5. Click **6 Slides Vertical** under the Handouts section on the menu of layouts. Print Preview changes to show a page containing six small slides.
6. Click the **6 Slides Vertical** button and click **Outline**. Print Preview shows the presentation as a text-only outline.
7. Click **Outline** and then click **Notes Pages**. Print Preview shows slide 2 with the existing notes in the notes area below the slide (see Figure 2-18).

**Figure 2-18**

Notes Pages printouts contain the slide images and any speaker notes you have created



8. Click the **Back** button (the left pointing arrow in the far upper left corner in the Categories pane) or press **Esc** to leave Backstage view without printing anything.
9. **SAVE** your changes.

**Take Note** To print the Notes pages or any of the other views, you select the printer you want to print to and click **Print**.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Setting Print Options

In addition to choosing a layout, PowerPoint lets you set a number of other attributes before printing a presentation. The following exercise shows you how to set some of these printing options. One of these options is grayscale mode, in which there are no colors; each color appears as a shade of gray. Grayscale mode is often used for draft copies because it minimizes the use of expensive colored ink or toner. Another option is to print in black and white. (Some fax machines only transmit in black and white.) You can also choose to print only certain slides, and to print multiple copies.

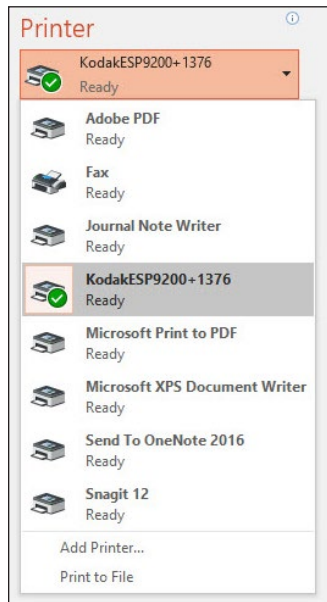
**STEP BY STEP****Set Print Options**

**GET READY.** USE the *Cashier Training1* presentation that is still open from the previous exercise.

1. Click the **File** tab and then click **Print**. The printing options and Print Preview appear in Backstage view. The Notes Pages layout is still selected from the previous exercise.
2. In the Copies box at the top of the window, type **2** to print two copies.
3. Under the Printer heading, click the **down arrow**. A menu appears of other available printers (if any) (see Figure 2-19).

**Figure 2-19**

Other available printers appear on the Printer list



4. Click away from the open menu to close it without making a change.
5. In the Slides: text box (under Print All Slides), type **1-3**. Specifying 1-3 sets only the first three slides to be printed, and Print All Slides changes to Custom Range.
6. Click the **Custom Range** drop-down arrow and note the command at the bottom of its menu: Print Hidden Slides. That option is not currently available because there are no hidden slides in this presentation.
7. Click away from the menu to close it without making a change.
8. Click the **Collated** drop-down arrow to open a menu of collation options. When you are printing multiple copies, you can choose to have the copies collated or not.
9. Click away from the Collated button's menu to close it without making a change.
10. Click the **Color** drop-down arrow to open a menu of color options.

**Take Note** If a black and white printer is selected, the Color button will appear as a Grayscale button instead.

11. Click **Pure Black and White** from the Color button's menu. Print Preview changes to show how the setting will affect the printouts.

**Take Note** In some presentations there is a difference between Grayscale and Pure Black and White modes. In this particular presentation there is not because there are no non-background graphics to convert to grayscale images.

12. If you want to print now, click the **Print** button. Be sure to follow your instructor's instructions before printing. Otherwise, click the **Back** button or press **Esc** to leave Backstage view without printing.
13. **SAVE** the file as *Cashier Training Final*.

**EXIT** PowerPoint.

## Knowledge Assessment

### Matching

Match the term in Column 1 to its description in Column 2.

| Column 1     | Column 2   |
|--------------|--|
| 1. Template  | a. A black-and-white printing mode that saves colored ink or toner |
| 2. Handout   | b. A predefined arrangement of placeholders                        |
| 3. Layout    | c. A small picture of a slide                                      |
| 4. Thumbnail | d. A predesigned presentation                                      |
| 5. Grayscale | e. A printed copy of a presentation for audience use               |

### True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. A new, blank presentation appears on your screen when you launch PowerPoint.
- T F 2. When you save a presentation for the first time, the Save As dialog box appears.
- T F 3. You can copy and paste content from most Windows applications into PowerPoint.
- T F 4. PowerPoint can print just the text of your slide without printing any graphics via an Outline layout.
- T F 5. If you use a printer that does not print in color, your slides will appear in grayscale when viewed in Print Preview.

## Projects

### Project 2-1: Creating a New Presentation from a Template

As director of the Citywide Business Alliance, one of your jobs is to introduce the guest speaker at the organization's monthly meeting. To do this, you will create a new presentation from a theme template and then reuse a slide with information about the speaker from a different presentation.

**GET READY. LAUNCH** PowerPoint if it is not already running.

1. Click the **File** tab and then click **New** to open the *New Presentation* window.
2. Scroll if necessary and click the **Ion** template. In the dialog box that appears, click the purple sample and then click **Create**.
3. In the Click to add title placeholder, type **Citywide Business Alliance**.
4. In the Click to add subtitle placeholder, type **Guest Speaker: Stephanie Bourne**.
5. On the Home tab, click the **arrow below the New Slide** button to open its menu and then click **Reuse Slides**.
6. In the Reuse Slides task pane, click the **Browse** drop-down arrow and then click **Browse File**.
7. Navigate to the location where the sample files for this lesson are stored and open the **Bourne.pptx** presentation file.
8. In the Reuse Slides task pane, click **slide 1**. The slide is added to your new presentation. Close the **Reuse Slides** task pane.
9. Click the **File** tab and then click **Print**. Only print if instructed by your instructor. The Print controls appear in Backstage view.
10. Click the **Color** drop-down arrow, and on the menu that appears, click **Grayscale**.

11. Click the **Full Page Slides** drop-down arrow, and on the menu that appears, click **2 Slides** under the Handouts section.
12. Click **Print** to print the handout in grayscale mode. Only print if instructed by your instructor. Otherwise, click the **Back button**, or press **Esc** to leave Backstage view without printing.
13. Click the **File** tab and click **Save As**, or click the **Save** icon on the Quick Access Toolbar. Click **Browse** and navigate to the folder where you are storing the solutions for this lesson.
14. Open the **Save as type** drop-down list and click **PowerPoint 97-2003 Presentation**.
15. Select the text in the File name box, press **Delete**, and then type **Speaker**. The file is saved as **Speaker.ppt**.
16. **CLOSE** the presentation file.

**PAUSE. LEAVE** PowerPoint open for use in the next project.

---

### Project 2-2: Creating a Presentation from a Outline

You are the editorial director for Lucerne Publishing, a small publishing house that provides editorial services to other businesses. Your sales manager has asked you to prepare a simple presentation that lists the services offered by your editorial staff. You can create this presentation from an outline that was created earlier.

**GET READY. LAUNCH** PowerPoint if it is not already running.

1. **CREATE** a new, blank presentation.
2. In the title placeholder, type **Lucerne Publishing**.
3. In the subtitle placeholder, type **Editorial Services** and then click outside the placeholder.
4. Use the **Slides from Outline** command to locate the Microsoft Word document named **Editorial Services** and then click **Insert**.
5. In the Outline pane, click **slide 6**.
6. Use the **Reuse Slides** command to locate and open the **About Lucerne** presentation and then add slide 3 from that presentation to the end of your new presentation as the final slide.
7. Print one copy of the presentation in a layout that shows nine slides vertically per page.
8. **SAVE** the presentation as **Lucerne Editorial Services** and then **CLOSE** the file.

**EXIT** PowerPoint.

---

# Working with Text 3

## LESSON SKILL MATRIX

| Skill                              | Exam Objective                         | Objective Number |
|------------------------------------|--|------------------|
| Formatting Characters              | Apply formatting and styles to text.   | 2.1.2            |
| Formatting Lists                   | Create bulleted and numbered lists.    | 2.1.5            |
| Inserting and Formatting WordArt   | Apply WordArt styles to text.          | 2.1.3            |
| Creating and Formatting Text Boxes | Insert text boxes.                     | 2.2.2            |
|                                    | Resize shapes and text boxes.          | 2.2.3            |
|                                    | Format shapes and text boxes.          | 2.2.4            |
|                                    | Apply styles to shapes and text boxes. | 2.2.5            |
|                                    | Format text in multiple columns.       | 2.1.4            |
| Using Proofing Tools               | Proof a presentation.                  | 5.2.3            |

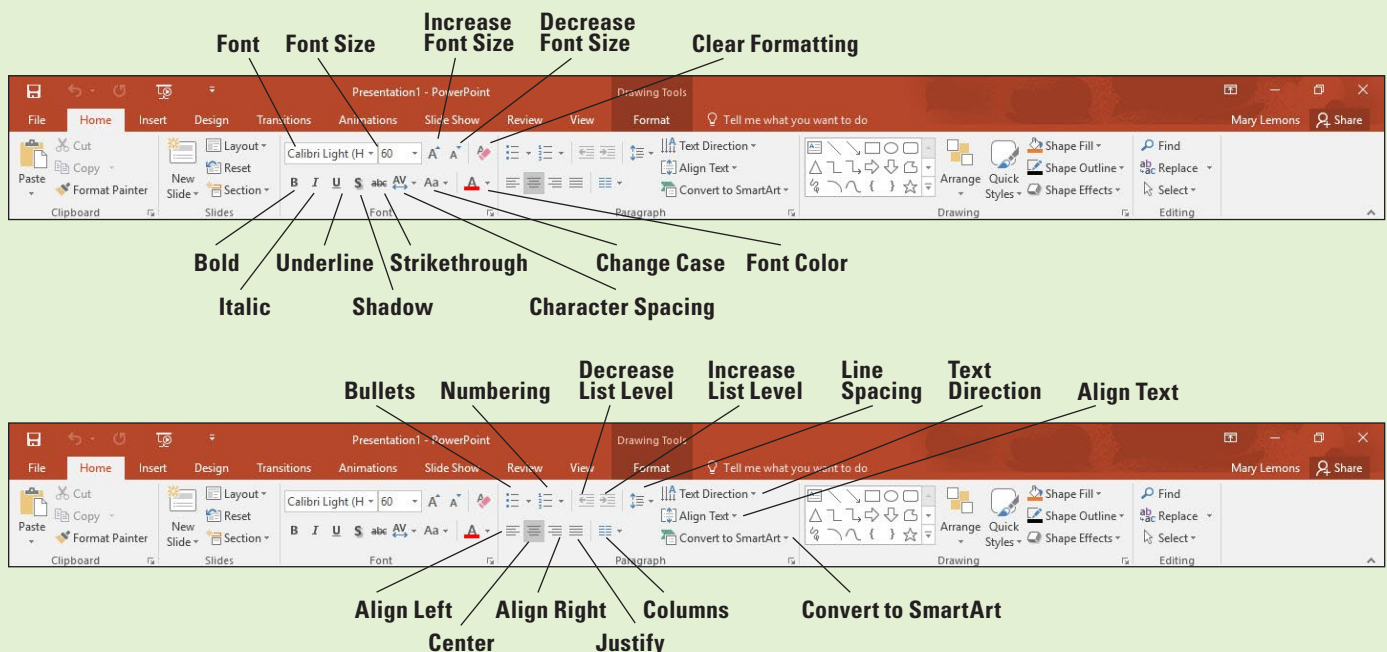
## SOFTWARE ORIENTATION

### Microsoft PowerPoint Basic Text Formatting Tools

Most of the PowerPoint basic text formatting tools are found on the Home tab of the Ribbon (see Figure 3-1). These are the tools you will use most often when working with text. There are two groups of text formatting tools on the Ribbon: the Font group and the Paragraph group. They allow you to fine-tune the text on your slides, right down to an individual character. These groups also provide access to the Font and Paragraph dialog boxes, which give you even more control over your text's appearance.

**Figure 3-1**

Basic text formatting tools (Font group and Paragraph group)



## FORMATTING CHARACTERS

The term, **formatting**, refers to the appearance of text or objects on a slide. Most of PowerPoint's tools are devoted to formatting the various parts of your slides. All PowerPoint presentations are formatted with specific fonts, font sizes, and font attributes such as style and color. You can change the way characters look on a slide by using commands in the Font group on the Home tab or the Mini toolbar. The Format Painter can save you time by allowing you to copy formats from selected text to other text items.

### Choosing Fonts and Font Sizes

**Fonts** (sometimes called typefaces) are sets of characters, numbers, and symbols in a specific style or design. You can change the font and font size at any time on your slides. The following exercise shows you how to do this both with the Mini toolbar and with the Ribbon.

#### STEP BY STEP

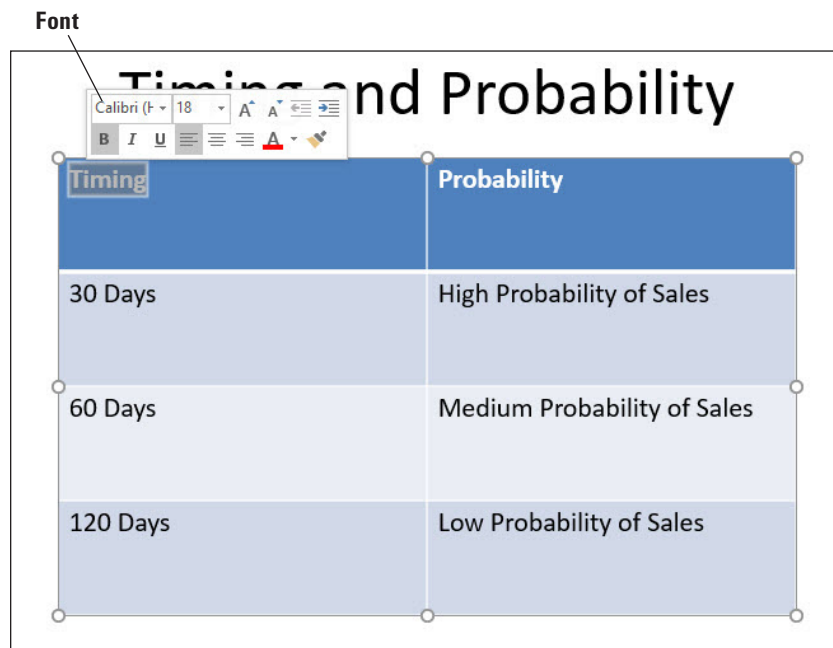
#### Choose Fonts and Font Sizes

**GET READY.** Before you begin these steps, make sure that your computer is on. Sign on, if necessary.

1. **LAUNCH** PowerPoint, if the program is not already running.
2. Locate and open *Sales Pipeline* and then save it as *Sales Pipeline Formats*.
3. Go to **slide 2**. In the first row of the table, double-click **Timing**. The Mini toolbar appears above the selected text (see Figure 3-2).

**Figure 3-2**

The Mini toolbar



4. Click the **Font** drop-down arrow on the Mini toolbar. A list of fonts appears.
5. Scroll down and click **Berlin Sans FB Demi**. PowerPoint applies the chosen font to the selected text.
6. Click the **Font Size** drop-down arrow on the Mini toolbar. A list of font sizes appears.
7. Click **32**. PowerPoint applies the chosen font size to the selected text.
8. Double-click **Probability** in the top-right cell of the table.
9. On the Home tab of the Ribbon, click the **Font** drop-down arrow. A list of fonts appears.
10. Select the **Berlin Sans FB Demi font**. It is in the Recently Used Fonts section near the top of the list.

11. On the Home tab of the Ribbon, click the **Font Size** drop-down arrow. A list of font sizes appears.
12. Click **32**.
13. Click **away from the selected text** to deselect it. Your slide should look like the one shown in Figure 3-3.

**Figure 3-3**

The new font and font size applied to the table headings

| Timing   | Probability                 |
|----------|-----------------------------|
| 30 Days  | High Probability of Sales   |
| 60 Days  | Medium Probability of Sales |
| 120 Days | Low Probability of Sales    |

14. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

**Take Note** To maintain formatting consistency between slides in a presentation, you might prefer to change the font and font size on the Slide Master, which flows down the change to all slides automatically.

By default, PowerPoint presentations have two fonts: one font for the headings and one for the body text. (The same font can be used for both.) These font choices are a result of the theme. A theme is a set of formatting specifications, including the colors, fonts, graphic effects, and slide layouts available. All presentations have a theme—even blank ones.

To return to the default fonts provided by the theme, select a font from the Theme Fonts section of the Font drop-down list. If you choose anything other than a theme font, as in the preceding exercise, applying a different theme will have no effect on that text, because manually applied fonts take precedence over theme fonts.

### Using AutoFit to Change Text Size

By default, text in the placeholder boxes on a slide layout are set to AutoFit, so that if you type more text into them than will fit, the text automatically gets smaller so it will fit into the placeholder box. If you then delete some of the text so that there is more room available, the text once again enlarges to its default size. You can change the AutoFit setting for a text box or placeholder as needed.

**STEP BY STEP****Change AutoFit Behavior**

**GET READY.** USE the *Sales Pipeline Formats* presentation that is still open from the preceding exercise.

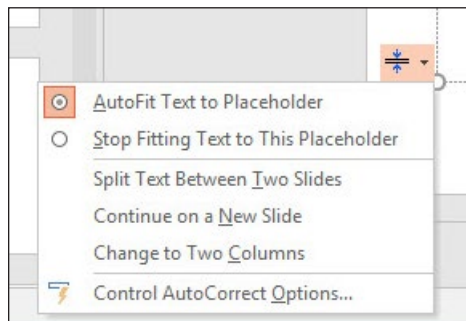
- On slide 3, type the following additional bullet points at the bottom of the slide:
  - **Helps Engineering staff do long-range planning for future product enhancements**
  - **Provides Marketing staff with critical data about customer needs and preferences**

As you begin to type the second bullet point, AutoFit engages, and makes the text in the text box smaller so it will all continue to fit.

- Click the **AutoFit icon** in the lower-left corner of the text box. A menu appears (see Figure 3-4).

**Figure 3-4**

Set AutoFit behavior



- Click **Stop Fitting Text to This Placeholder**. The text returns to its default size and overflows the bottom of the text box.

**Take Note** Notice the other choices in Figure 3-4. You can choose to split text between two slides, continue on a new slide, or change to a two-column layout.

- Click the **AutoFit icon** again and then click **AutoFit Text to Placeholder**.
- SAVE** the presentation.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

AutoFit is enabled by default because it is a useful feature that most users appreciate in most situations. Rather than finding the maximum font size by trial and error that will allow the text to fit in the allotted space, you can rely on AutoFit to figure that out for you. There are some situations, though, where AutoFit may not be appropriate. For example, you might want the slide titles to always appear in the same size font.

**Take Note** In manually created text boxes, AutoFit is not enabled by default; instead, the text box itself resizes as needed to hold the text.

### Applying Font Styles and Effects

Text on a PowerPoint slide can be boldfaced or italicized (called font styles), underlined, or formatted with other attributes such as strikethrough or shadow (called effects). In the following exercise, you will apply a font style and an effect to text on a slide, as well as adjust character spacing.



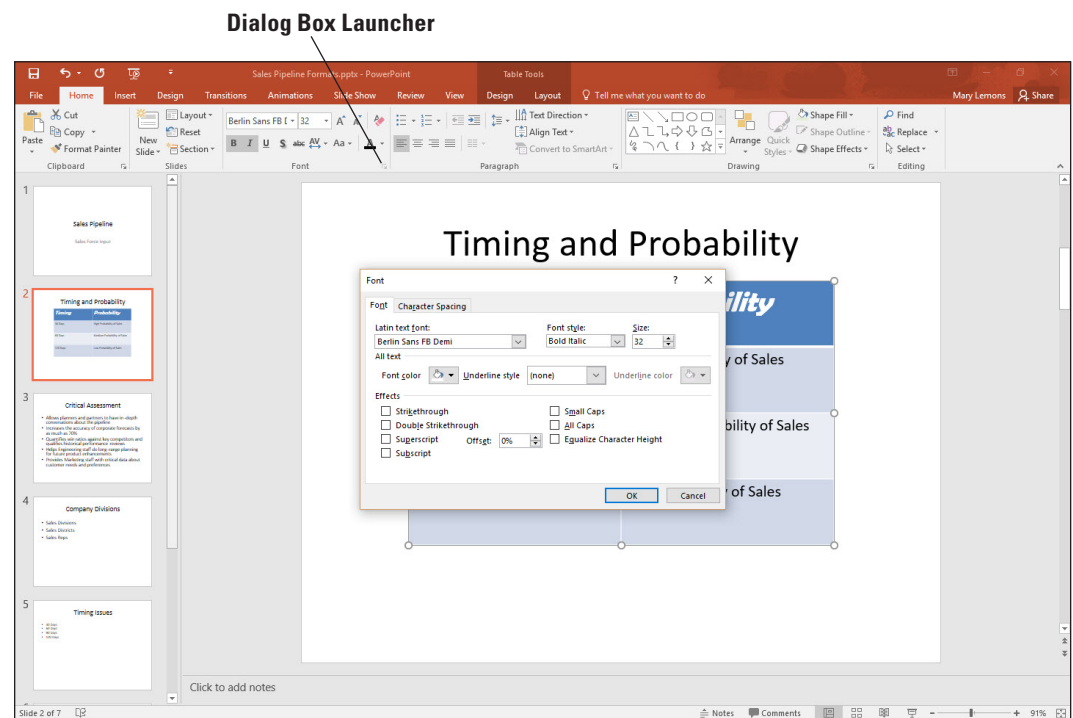
**STEP BY STEP****Apply Font Styles and Effects**

**GET READY.** USE the *Sales Pipeline Formats* presentation that is still open from the previous exercise.

1. On slide 2, double-click **Timing** in the top-left cell of the table. The Mini toolbar appears above the selected text.
2. Click the **Italic** button on the Mini toolbar. PowerPoint formats the selected text in italic.
3. Double-click **Probability** in the top-right cell of the table and then italicize it using any method.
4. Double-click **Timing** in the top-left cell of the table and then click the **dialog box launcher** in the Font group on the Ribbon (see Figure 3-5) to produce the *Font* dialog box.

**Figure 3-5**

Click the dialog box launcher in the Font group



5. In the *Font* dialog box, on the Font tab, click to mark the **Small Caps** check box.
6. Click the **Character Spacing** tab.
7. Click the **Spacing** drop-down arrow and then click **Expanded** in the list.
8. Click **OK**. PowerPoint places 1 point of spacing between the letters and applies the Small Caps effect.
9. Double-click **Probability** in the top-right cell of the table.
10. On the Quick Access Toolbar, click the **Repeat** button. PowerPoint repeats the last command you issued, applying the new character spacing to the selected text. Click away from the text to deselect it. Your slide should look like the one shown in Figure 3-6.

**Figure 3-6**

Completed text formatting

| <i><b>TIMING</b></i> | <i><b>PROBABILITY</b></i>   |
|----------------------|-----------------------------|
| 30 Days              | High Probability of Sales   |
| 60 Days              | Medium Probability of Sales |
| 120 Days             | Low Probability of Sales    |

11. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

### Changing Font Color

An easy way to change text appearance is to modify its color. Use the Font Color button in the Font group on the Ribbon to access a palette of colors you can apply to selected text.

#### STEP BY STEP

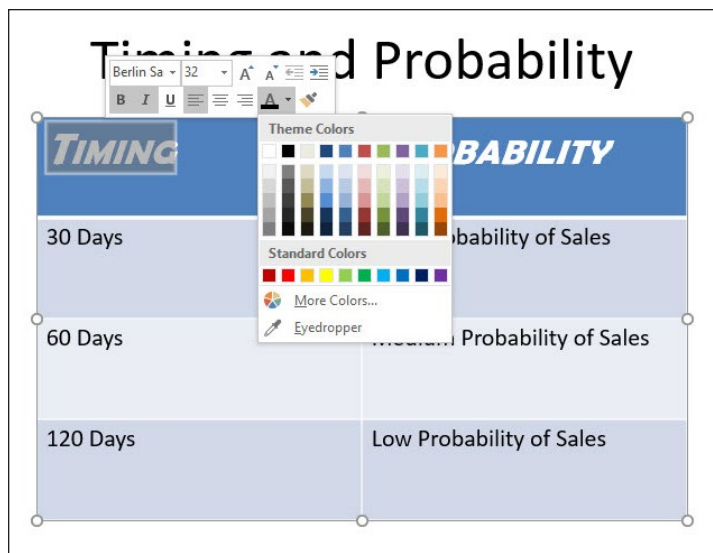
#### Change Font Color

**GET READY. USE** the *Sales Pipeline Formats* presentation that is still open from the previous exercise.

1. On slide 2, double-click **Timing** in the top-left cell of the table. The Mini toolbar appears above the selected text.
2. Click the **Font Color** drop-down arrow on the Mini toolbar. A palette of colors appears (see Figure 3-7).

**Figure 3-7**

Choosing a different font color from the Mini toolbar



- In the first row of theme colors, click **Orange, Accent 6**. PowerPoint applies the color to the selected text.

**Take Note** When you hover the mouse pointer over a color box, the color's name appears in a ScreenTip.

- Double-click **Probability** in the top-right cell of the table.
- On the Home tab on the Ribbon, click the **Font Color** drop-down arrow and apply the color **Orange, Accent 6** to the selected text. Your slide should resemble Figure 3-8 when you are finished.

**Figure 3-8**

Color has been applied to the table headings

| <i><b>TIMING</b></i> | <i><b>PROBABILITY</b></i>   |
|----------------------|-----------------------------|
| 30 Days              | High Probability of Sales   |
| 60 Days              | Medium Probability of Sales |
| 120 Days             | Low Probability of Sales    |

- SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

### Copying Character Formats with the Format Painter

As you format text in your presentations, you will want to keep similar types of text formatted the same way. **Format Painter** is a tool that copies formatting from one block of text to another. In this exercise, you will use Format Painter to copy some formatting.

#### STEP BY STEP

#### Copy Character Formats with the Format Painter

**GET READY. USE** the **Sales Pipeline Formats** presentation that is still open from the previous exercise.

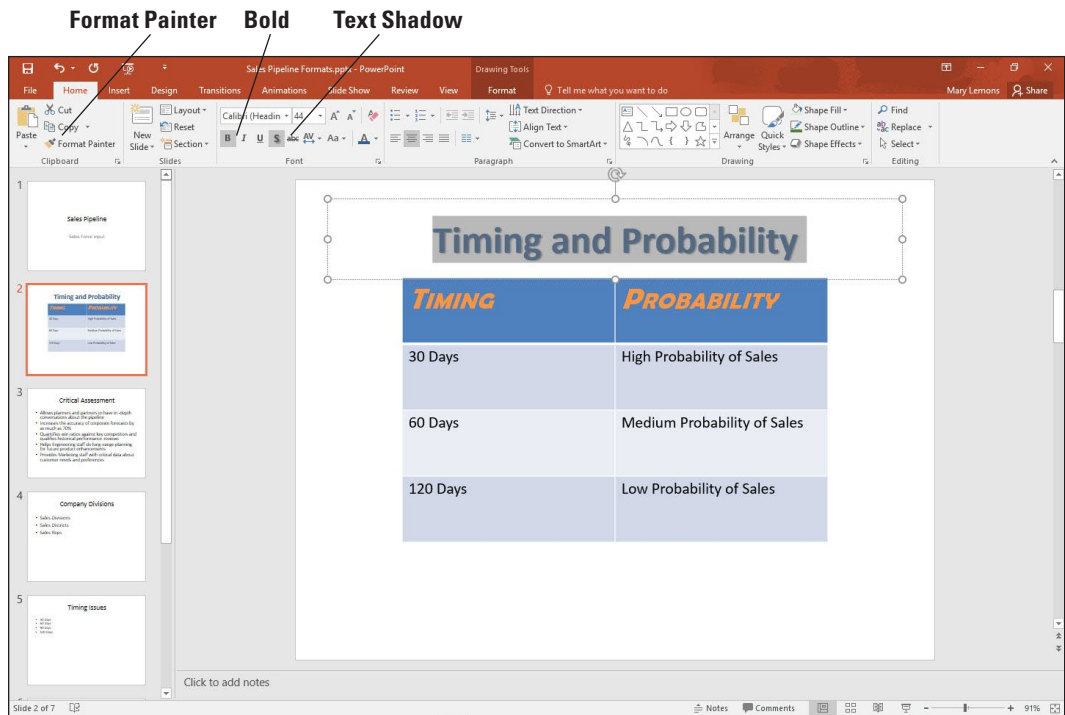
- On slide 2, select the text in the title placeholder.
- Change the font color to **Blue, Accent 1, Darker 25%**.

**Take Note** To locate the color requested in step 2, point to the Blue Accent 1 color in the palette (fifth from the left) and then slide the mouse down over the various tints and shades of that color until you find the one for which the ScreenTip shows **Darker 25%**.

- Click the **Bold** button in the Ribbon's Font group to apply the bold font style.
- Click the **Text Shadow** button in the Font group to apply the shadow font style (see Figure 3-9).

Figure 3-9

Format the title text



5. With the text still selected, click the **Format Painter** button in the Clipboard group.
6. Go to slide 3 and then click the word **Assessment**. The formatting is painted onto that word.
7. Click the **Format Painter** button again to copy the formatting that is now applied to **Assessment**.
8. Drag across the word **Critical**, releasing the mouse button when the word is selected. The formatting is painted onto that word.
9. Double-click the **Format Painter** button. Double-clicking it makes the feature stay on until you turn it off.
10. Go to each of the remaining slides in the presentation, and drag across all the text in the title of each slide, including the title on the first slide (Sales Pipeline). The Format Painter applies the new formatting to the text.

**Take Note** If you accidentally click anywhere that does not contain editable text, the Format Painter feature turns off. If that happens, select some of the already formatted text and then click the Format Painter button to turn the feature back on.

11. When you are finished painting each slide title, press **Esc** or click the **Format Painter** button again to turn the feature off.
12. **SAVE** and **CLOSE** the presentation.

**PAUSE. LEAVE** PowerPoint open to use in the next exercise."

Format Painter makes it easy to apply the same formatting to multiple blocks of text no matter where they are in the presentation. If you want to copy a format only once, simply click the button. To copy a format multiple times, double-click the button, and the feature will stay on until you turn it off. Not only does this tool reduce your workload, but it also ensures consistency throughout a presentation.

The Format Painter feature can copy not only character formats but paragraph formats such as alignments and line spacing. You will learn about paragraph formats in the next section.

## FORMATTING LISTS

Lists make the information on slides easy to read and remember. PowerPoint provides for several levels of bulleted lists that you can modify for special effects. You can also create numbered lists when your slide text implies a specific order.

### Creating Numbered Lists

PowerPoint enables you to create **numbered lists** to place a list of itemized information in numeric order. Numbered lists are used for procedural steps, action items, and other information where the order in which the items appear is significant. In the following exercise, you will create a numbered list from a list of items on a slide.

## STEP BY STEP

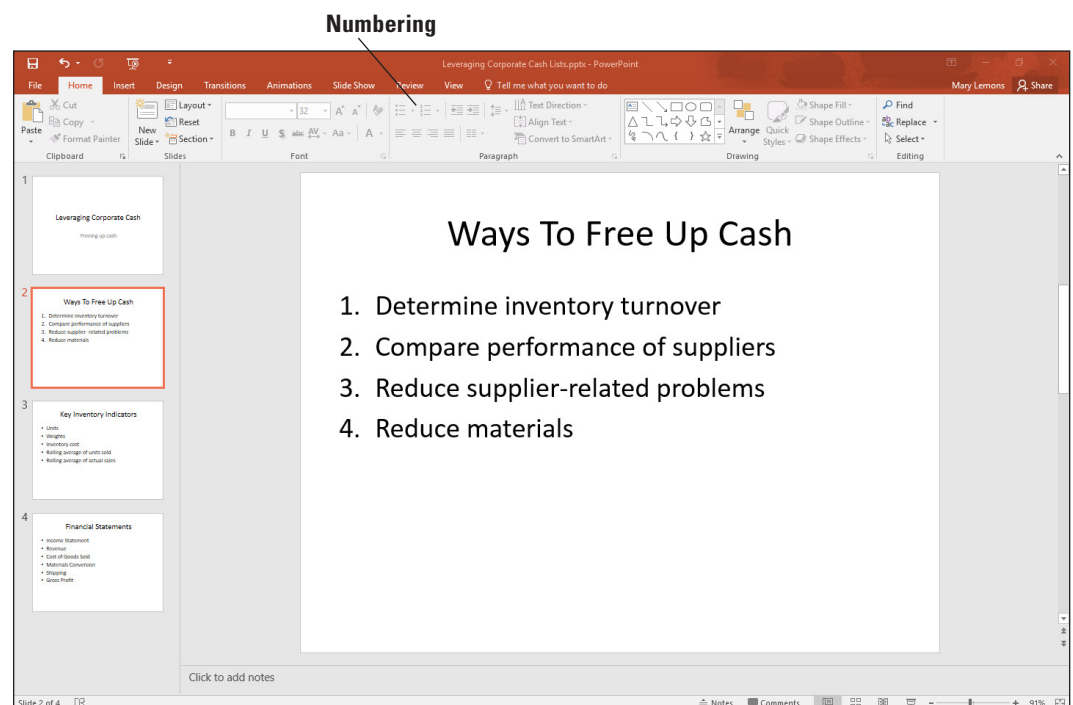
### Create Numbered Lists

**GET READY. OPEN** the *Leveraging Corporate Cash* presentation from the data files for this lesson.

1. **SAVE** the file as *Leveraging Corporate Cash Lists*.
2. On slide 2, click in the first line of the text in the **text placeholder** (Determine inventory turnover).
3. Click the **Numbering** button in the Paragraph group. PowerPoint formats the sentence with a number 1.
4. Select the last three lines in the text placeholder.
5. Click the **Numbering** button. PowerPoint applies numbers 2 through 4.
6. Click outside the text placeholder to clear any text selection. Your slide should look like the one shown in Figure 3-10.

**Figure 3-10**

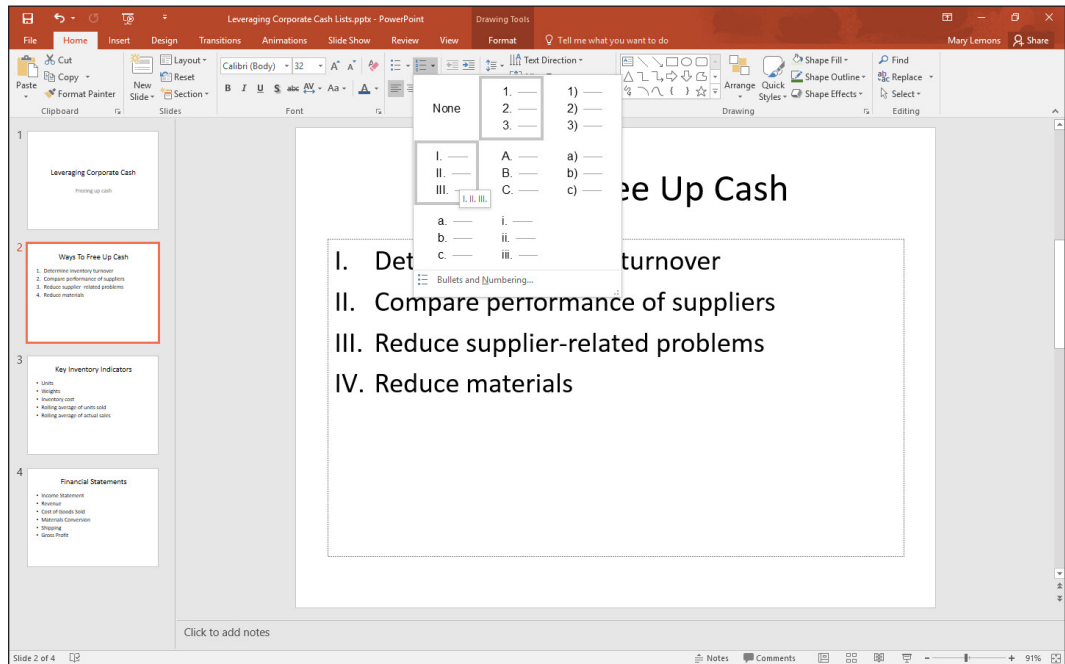
A numbered list



7. Click in the text placeholder containing the numbered list and then press **Ctrl+A** to select the entire list.
8. Click the **down arrow** to the right of the Numbering button, opening a gallery of numbering styles.
9. Click the uppercase Roman numeral style as in Figure 3-11.

**Figure 3-11**

Changing the numbered list's numbering style



10. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

When you finish typing text in a numbered paragraph, you can press Enter to start a new numbered paragraph that continues the same numbering sequence. PowerPoint automatically numbers the new paragraph with the next number in the sequence of numbers so you can continue the list uninterrupted. To turn off numbering, press Enter twice or click the Numbering button on the Home tab.

## Working with Bulleted Lists

Bullets are small dots, arrows, circles, diamonds, or other graphics that appear before a short phrase or word. A **bulleted list** is a set of paragraphs (two or more) that each start with a bullet symbol. Bulleted lists are the most popular way to present items on PowerPoint presentations. In fact, most of PowerPoint's text placeholders automatically format text as a bulleted list. In the following exercise you will change the formats of a bulleted list.

### STEP BY STEP

#### Work with Bulleted Lists

**GET READY. USE** the *Leveraging Corporate Cash Lists* presentation that is still open from the previous exercise.

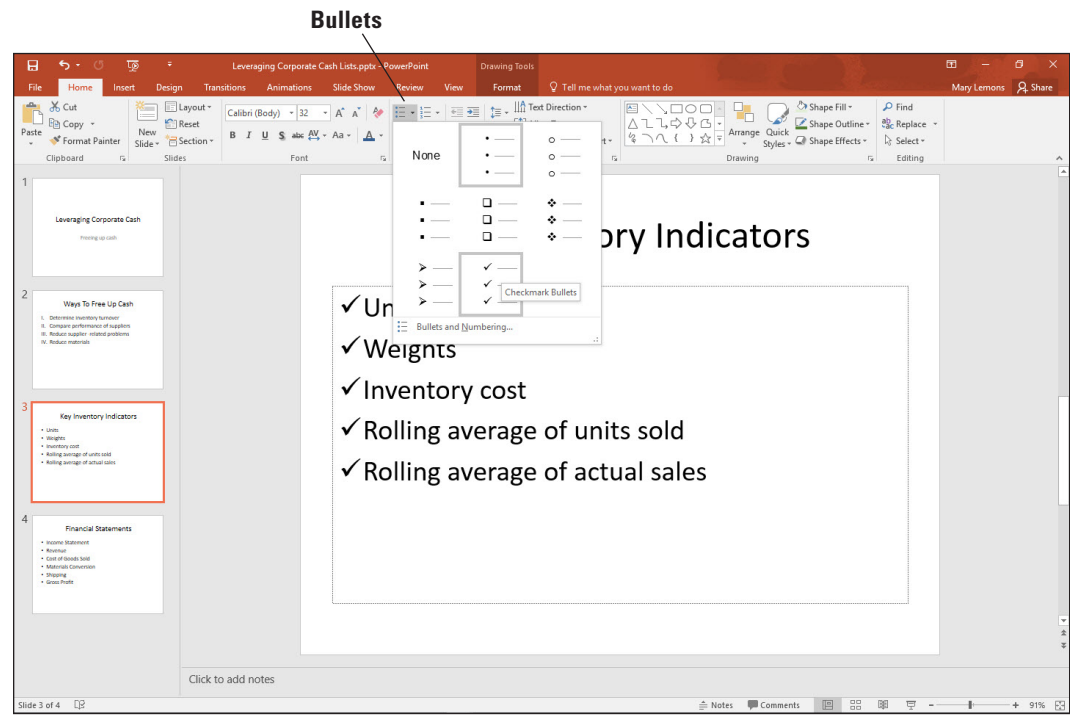
1. On slide 3, select all of the bulleted list items in the text box. To do this, you can either drag across them or press **Ctrl+A**.
2. Click the **drop-down arrow** to the right of the Bullets button in the Paragraph group. PowerPoint displays a gallery of bullet styles.

**Take Note** If a series of paragraphs does not have bullets, you can add them by selecting the paragraphs and then clicking the Bullets button in the Paragraph group.

3. Click **Checkmark Bullets** (see Figure 3-12). PowerPoint applies the bullet style to the selected paragraphs.

**Figure 3-12**

Select a different bullet character



**Take Note** If you hover the mouse over a certain bullet style on the list, the selected text on the slide is previewed using that bullet character. This is an example of the **Live Preview** feature, which also works with various other types of formatting too, including borders and fills.

4. With the text still selected, click the **Bullets** drop-down arrow again and then click **Bullets and Numbering**. The *Bullets and Numbering* dialog box appears.
5. In the Size: box, type **80**. This reduces the bullets' size to 80% of the text's size.
6. Click the **Color** drop-down arrow and then click **Blue, Accent 1**. (It is the fifth color from the left on the first line.) This changes the color of the bullets.
7. Click **OK**. PowerPoint applies the changes.
8. **SAVE** the *Leveraging Corporate Cash Lists* presentation and then **CLOSE** it.

**PAUSE. LEAVE** PowerPoint open to use in the next exercise.

Each PowerPoint theme supplies bullet characters for up to nine levels of bullets, and these characters differ according to theme. When you create a bulleted list on your slide, you can continue it automatically after the last item by pressing Enter. PowerPoint automatically adds the new paragraph with a bullet.

## INSERTING WORDART

The **WordArt** feature allows you to use text to create a graphic object. PowerPoint's WordArt feature can change standard text into flashy, eye-catching graphics.



## Inserting a WordArt Graphic

In this exercise, you will enhance the appearance of slide titles by converting them to WordArt.

### STEP BY STEP

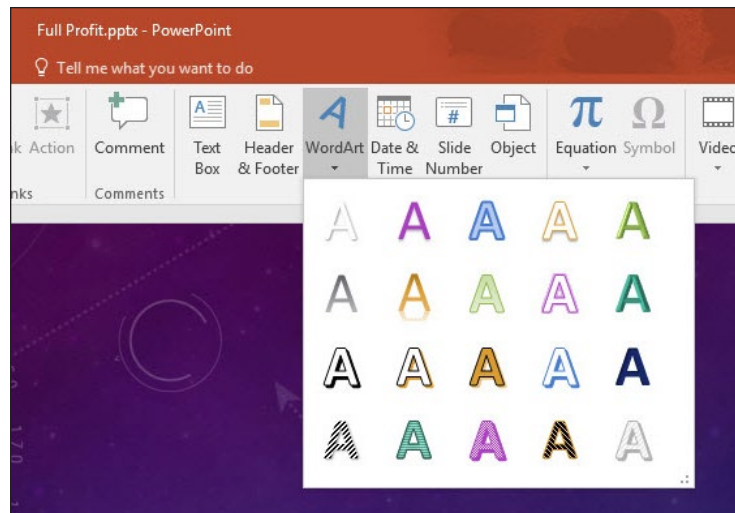
#### Insert a WordArt Graphic

**GET READY.** If PowerPoint is not already open from the previous exercise, **LAUNCH** PowerPoint.

1. **OPEN** the **Full Profit Potential** presentation, and save it as **Full Profit**. Notice that the first slide has a subtitle but no title placeholder.
2. Click the **Insert** tab on the Ribbon, and click the **WordArt** button to display a gallery of WordArt styles (see Figure 3-13).

**Figure 3-13**

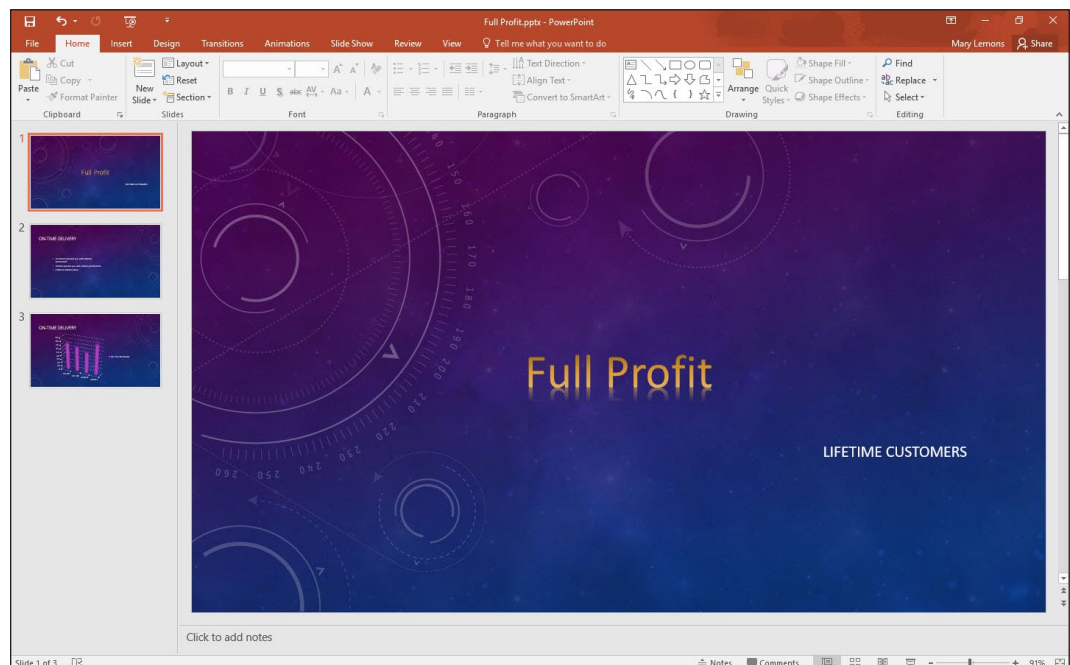
Gallery of WordArt styles



3. Click the **Gradient Fill – Gold, Accent 5, Reflection WordArt style**. PowerPoint displays the WordArt graphic with the sample text **Your text here**.
4. Type **Full Profit** to replace the sample text. Your slide should resemble Figure 3-14.

**Figure 3-14**

A new WordArt graphic on a slide





5. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

After you have inserted the WordArt graphic, you can format it in a number of ways. You can change the style from the WordArt gallery, you can modify the fill or the outline, or you can apply a number of interesting special effects. You can also modify the text of the graphic at any time. Click the graphic to open the placeholder just as when editing a slide's title or body text and then edit the text as desired.

## Formatting Text with WordArt Styles

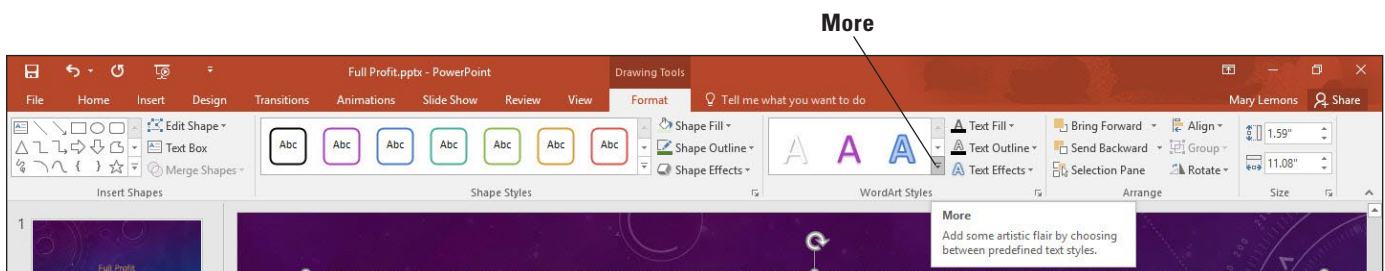
You do not have to insert a WordArt graphic to use the WordArt styles. You can apply WordArt styles to any text in a slide. Applying WordArt styles to regular text in a presentation is an additional way to format the text to customize the presentation. You can use the same features you used to format the WordArt graphic to format a title or bulleted text: Text Fill, Text Outline, and Text Effects. In this exercise, you will practice applying WordArt styles to text.

### STEP BY STEP

#### Format Text with WordArt Styles

**GET READY. USE** the **Full Profit** presentation that is still open from the previous exercise.

1. Go to **slide 2**.
2. Select the slide title, **On-Time Delivery**.
3. Zoom in to **100%** on the selected text, so you can see the effects more clearly that you will apply.
4. Click the **Drawing Tools Format** tab and then click the **More** button in the WordArt Styles group (see Figure 3-15) to display the WordArt Styles gallery.



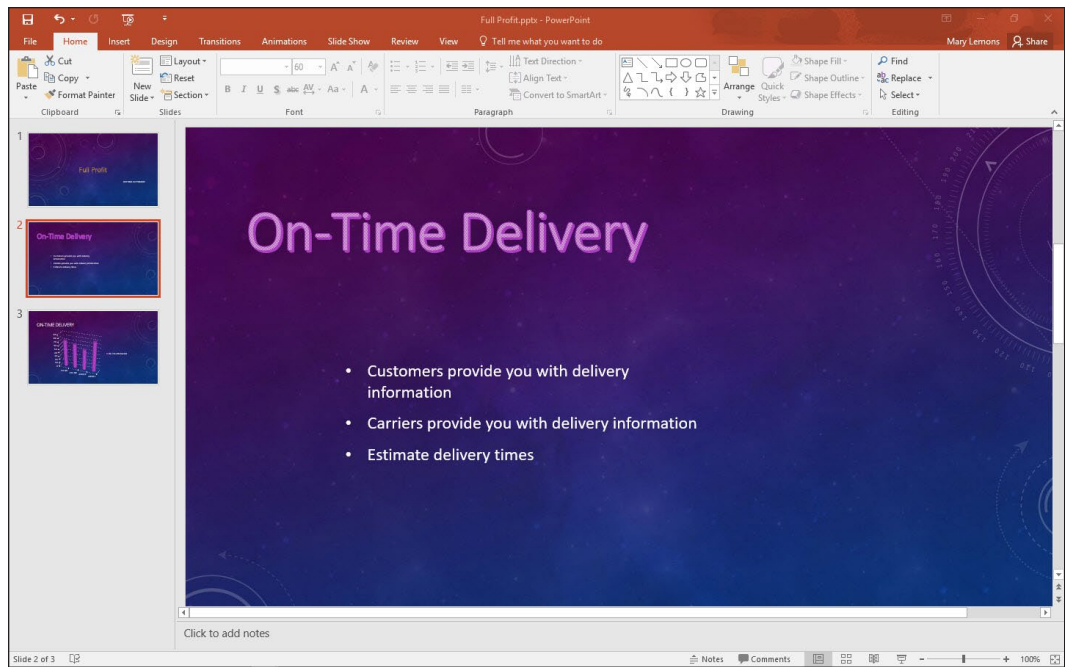
**Figure 3-15**

The More button opens the WordArt Styles gallery

5. Click the **Pattern Fill - Purple, Accent 1, 50%, Hard Shadow - Accent 1 WordArt style**. The style is applied to the selected text.
6. On the Home tab, in the Font group, open the Font Size drop-down list and choose **60**.
7. Click outside the text placeholder to clear its border. The title should look like the one shown in Figure 3-16.

**Figure 3-16**

The title with WordArt applied



8. **SAVE** and **CLOSE** the *Full Profit* presentation.

**PAUSE. LEAVE** PowerPoint open to use in the next exercise.

## CREATING AND FORMATTING TEXT BOXES

Although PowerPoint layouts are very flexible and provide a number of ways to insert text, you may occasionally need to insert text in a location for which there is no default placeholder. **Text boxes** are the answer in this circumstance. A text box is a free-floating box into which you can type text. You can use text boxes as containers for extra text that is not part of a placeholder. A text box can hold a few words, an entire paragraph of text, or even several paragraphs of text. Text boxes make it easy to position content anywhere on a slide.

### Adding a Text Box to a Slide

You can use text boxes to place text on a slide any place you want it. In this exercise, you will add a text box to a slide and then insert text into the text box.

#### STEP BY STEP

#### Add a Text Box to a Slide

**GET READY. OPEN** the *Profit Analysis* presentation from the data files for this lesson.

1. **SAVE** the file as *Profit Analysis Boxes1*.
2. If the rulers do not appear, on the View tab click to mark the **Ruler** check box so that rulers appear around the slide.
3. Go to **slide 1**.
4. On the Insert tab, click **Text Box** in the Text group. The cursor changes to a text insertion pointer.
5. Move the pointer to the right side of the slide, below the red dot and at the 3.25" mark on the horizontal ruler.
6. Click and hold down the mouse button. Drag the mouse down and to the right to create a rectangle that is 3" wide. Use the horizontal ruler to gauge the size.

**Take Note** The height you draw the text box does not matter because the height automatically fits the content. When blank, the text box is one-line high. It expands as you type more lines.

7. Release the mouse button. The rectangle changes to a text box.

**Take Note** When you release the mouse button after creating a text box, the Ribbon automatically displays the Home tab.

8. Type **Fourth Coffee** in the text box.

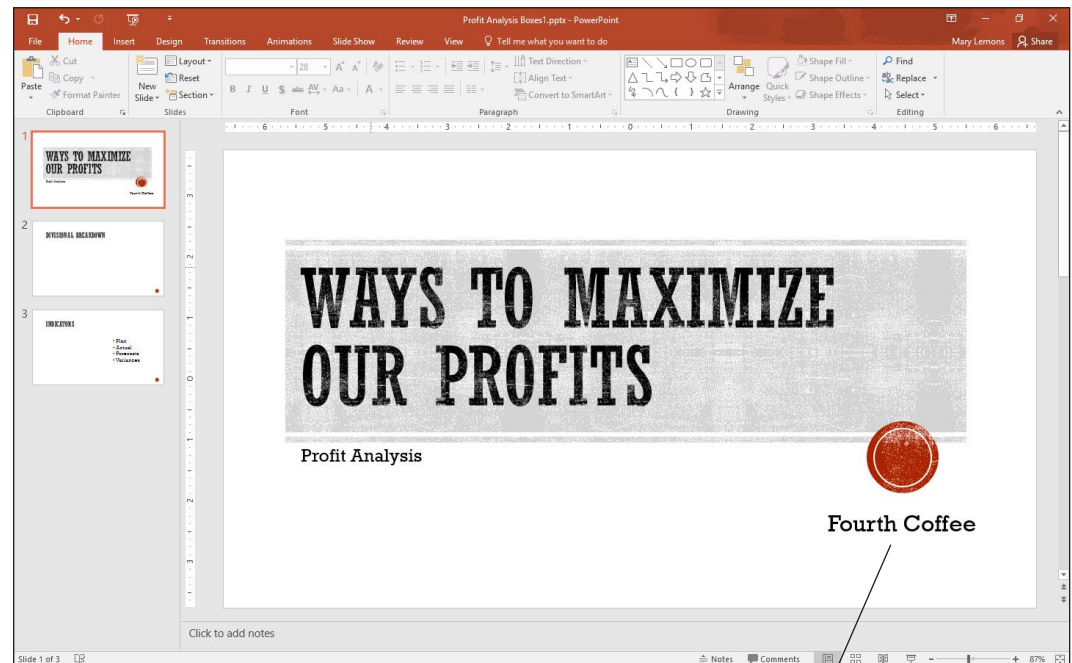
9. Select the text **Fourth Coffee** and then change the Font Size to **28** using the Font drop-down list on the Home tab.

10. Center the text box below the red dot as much as possible.

11. Click outside the text box to clear its border. Your slide should look like the one shown in Figure 3-17.

**Figure 3-17**

Inserting a text box



Place Text Box Here

12. On Slide 2, click the **Text Box** button on the Insert tab, and drag to draw a new text box under the Divisional Breakdown heading, approximately 6" in width. Use the red guidelines to align the text box with the left of the heading.

13. Click in the text box and then type the following items, placing each item on its own line:

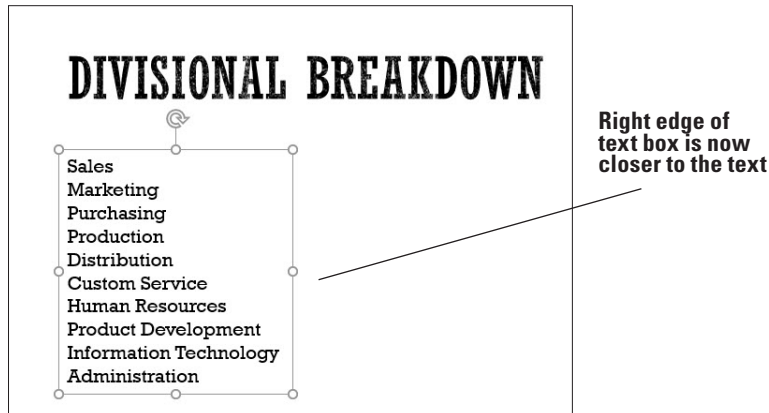
**Sales**  
**Marketing**  
**Purchasing**  
**Production**  
**Distribution**  
**Custom Service**  
**Human Resources**  
**Product Development**  
**Information Technology**  
**Administration**

14. Position your mouse pointer over the center, right handle on the textbox frame. Click and the pointer becomes a plus sign.

15. Resize the box so the border is closer to the text (see Figure 3-18).

**Figure 3-18**

The resized text box



16. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

You have two options when creating a text box. If you simply click the slide with the text box pointer, you create a text box in which text will not wrap. As you enter text, the text box expands horizontally to accommodate the text. If you want to create a text box that will contain the text in a specific area, with text wrapping from line to line, you draw a desired width with the text box pointer as you did in the preceding steps. When text reaches that border, it wraps to the next line.

**Take Note** You can change a text box's wrap setting. Right-click its border and then click **Format Shape**. From the **Format Shape** task pane, select **Shape Options**, choose the **Size & Properties** icon, and under the **Text Box** settings, mark or clear the **Wrap Text in Shape** check box.

## Formatting a Text Box

You can apply many different types of formatting to text boxes to make them more eye-catching and graphical. You can apply a Quick Style, add a border, or apply a solid, gradient, texture, or pattern fill to its background.

## Applying a Quick Style to a Text Box

PowerPoint's **Quick Styles** allow you to quickly format any text box or placeholder with a combination of fill, border, and effect formats to make the object stand out on the slide. In this exercise, you apply a Quick Style to a text box, but PowerPoint also provides Quick Styles for other features such as tables, SmartArt graphics, charts, and pictures.

### STEP BY STEP

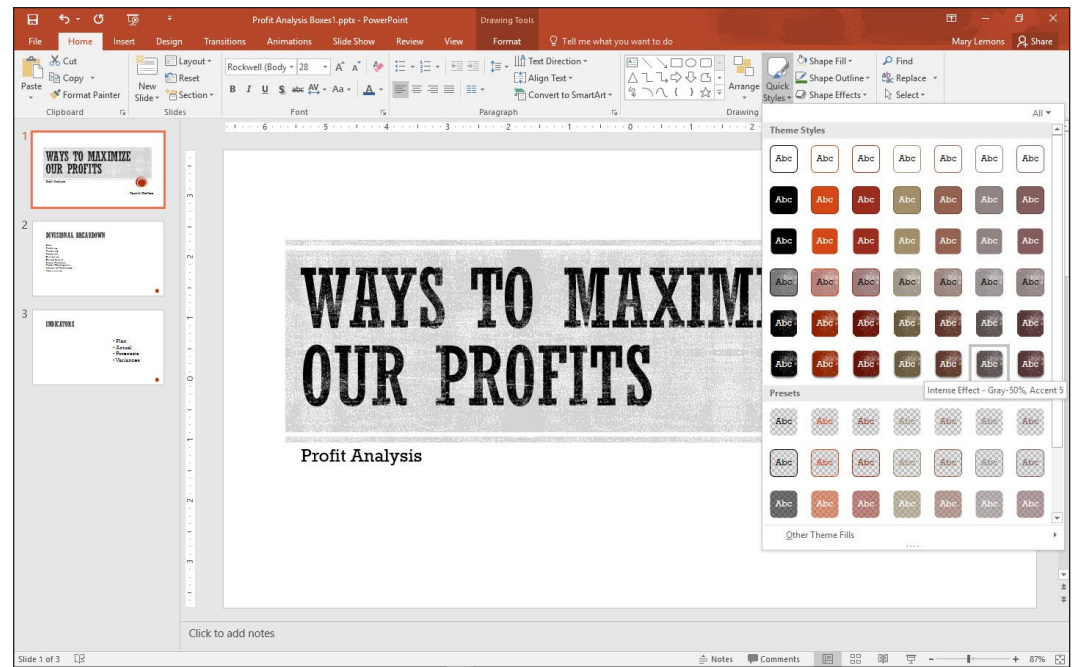
#### Apply a Quick Style to a Text Box

**GET READY. USE** the **Profit Analysis Boxes1** presentation from the previous section.

1. Go to **slide 1**.
2. Click the **Fourth Coffee** text box to select it.
3. On the Home tab, click the **Quick Styles** button in the Drawing group to display a gallery of Quick Styles.
4. Select the **Intense Effect – Gray-50%, Accent 5 Quick Style**, the next-to-last thumbnail in the last row (see Figure 3-19). The Quick Style formatting is applied to the text box.

**Figure 3-19**

Apply a Quick Style to a text box



5. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

There are several advantages to using Quick Styles to format an object. Each Quick Style provides a number of formatting options that would take more time to apply separately. Quick Styles give a professional appearance to slides. Using Quick Styles can also make it easy to format consistently throughout a presentation.

### Applying Fill and Border Formatting to a Text Box

If you want more control over formatting applied to a text box, you can use the Shape Fill and Shape Outline tools to set the formatting for a text box on your own. In this exercise, you apply fill and border formatting to a text box.

#### STEP BY STEP

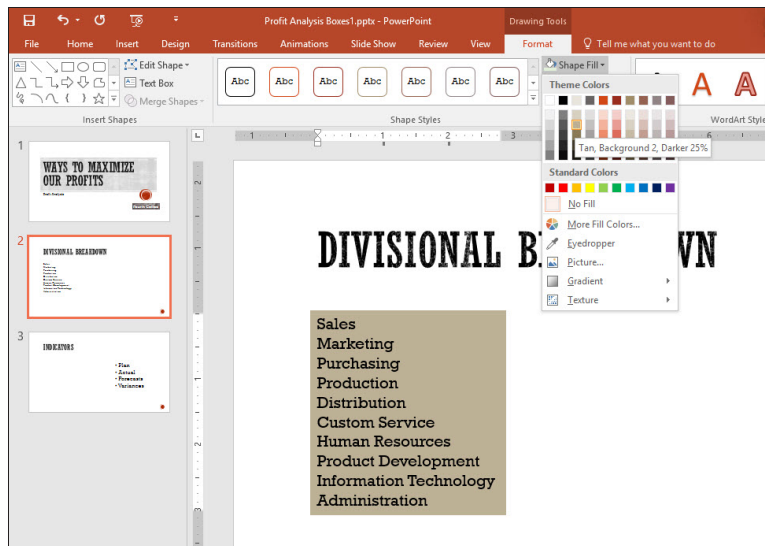
#### Apply Fill and Border Formatting to a Text Box

**GET READY. USE** the *Profit Analysis Boxes1* presentation that is still open from the previous exercise.

1. Go to **slide 2**.
2. Click inside the text box list. PowerPoint displays the text box border and sizing handles.
3. On the Drawing Tools Format tab, click the **Shape Fill** drop-down arrow in the Shape Styles group. The Theme Colors palette for the text box fill color appears.
4. Click the **Tan, Background 2, Darker 25%** theme color. PowerPoint formats the text box fill with this color (see Figure 3-20).

**Figure 3-20**

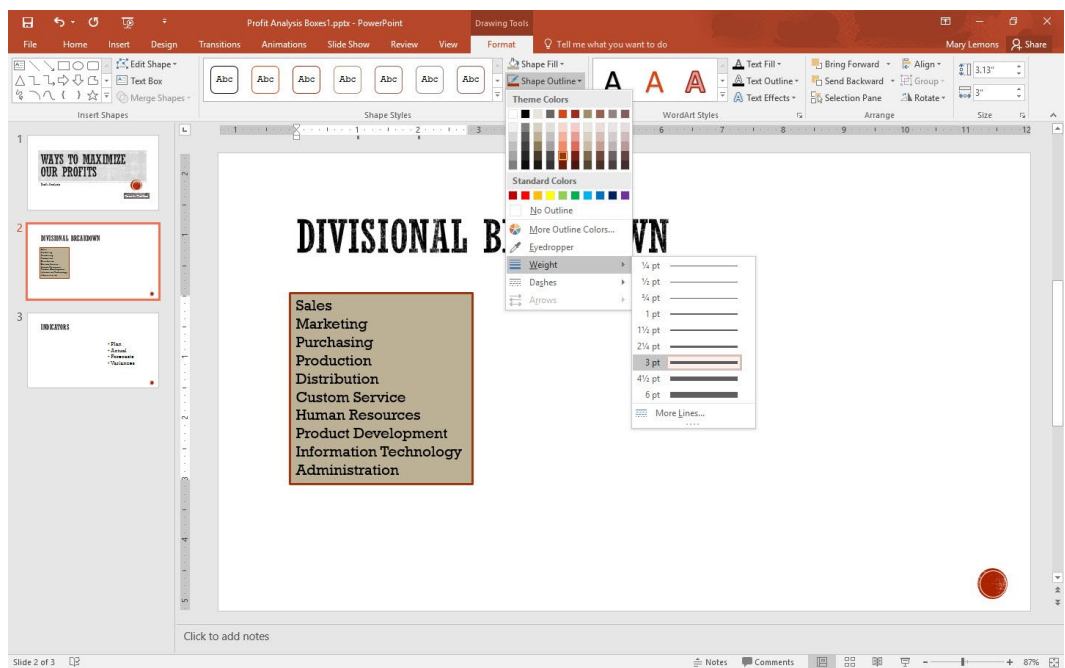
Select a shape fill



5. Click the **Shape Outline** drop-down arrow. The Theme Colors palette for the text box border color appears.
6. Click the **Orange, Accent 1, Darker 25% theme color**. PowerPoint formats the text box border with this color.
7. Click the **Shape Outline** drop-down arrow again.
8. Click or hover the mouse pointer over **Weight**. A menu with line weights appears.
9. Click **3 pt**. PowerPoint resizes the text box border to a 3-point border size (see Figure 3-21).

**Figure 3-21**

A 3-pt shape outline has been applied



**Take Note** You can change the style of a text box's outline from solid to dashed or dotted by selecting the Dashes option from the Shape Outline drop-down menu.



10. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Applying Special Fills to a Text Box

You are not limited to plain, solid colors for text box fills. You can fill using gradients, patterns, textures, and pictures to create interesting special effects. In this exercise, you will insert a picture and apply a gradient color to a text box.

### STEP BY STEP

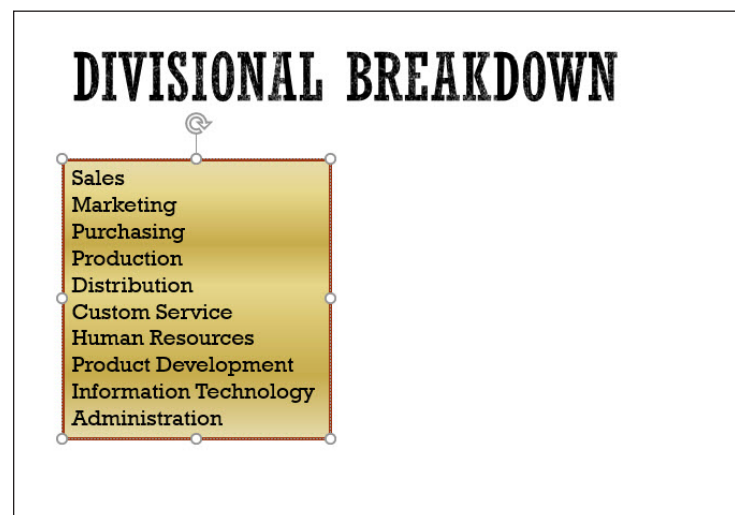
#### Apply Picture and Gradient Fills to a Text Box

**GET READY. USE** the *Profit Analysis Boxes1* presentation that is still open from the previous exercise.

1. On slide 2, select the text box containing the list of divisions.
2. On the Drawing Tools Format tab, click the **Shape Fill** button. A menu opens.
3. In the menu, click **Picture**. The *Insert Picture* dialog box opens.
4. Click the **Browse** button that is next to "From a file." Then navigate to the location of the data files for this lesson and click **golden.jpg**.
5. Click **Insert**. The *Insert Picture* dialog box closes and the picture is inserted as a background in the text box (see Figure 3-22).

**Figure 3-22**

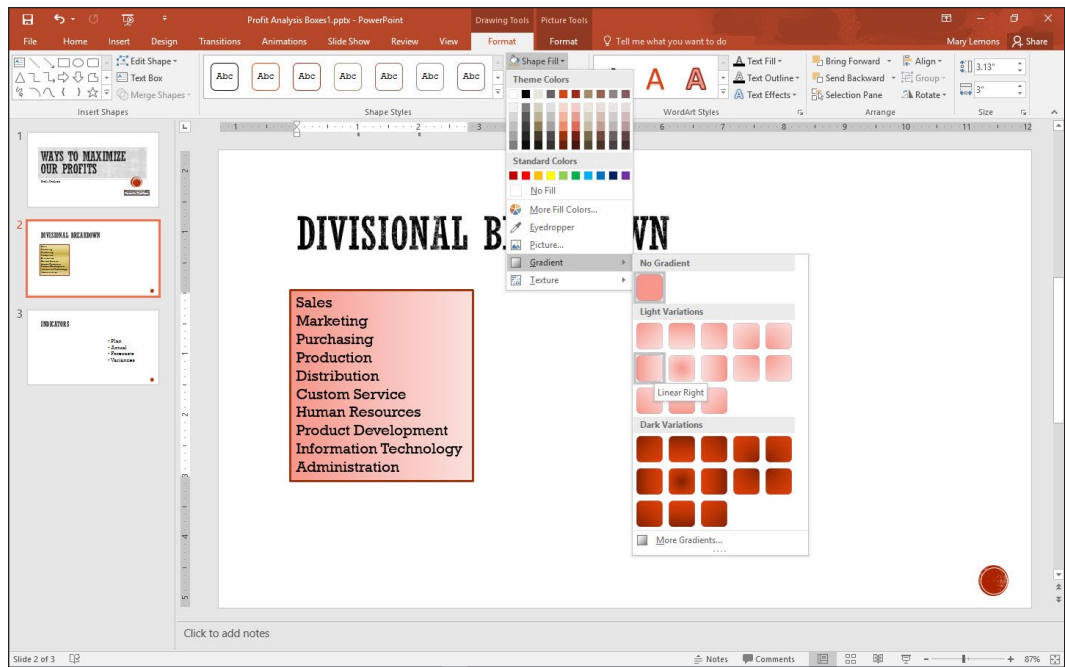
A picture applied as a text box background



6. With the same text box still selected, on the Drawing Tools Format tab, click the **Shape Fill** button. A menu appears.
7. Click or hover the mouse over **Gradient**. A menu of gradient presets appears.
8. Click the **Linear Right** sample in the Light Variations section (see Figure 3-23). To determine the name of a sample, hover the mouse pointer over each sample, so a ScreenTip appears with its name.

Figure 3-23

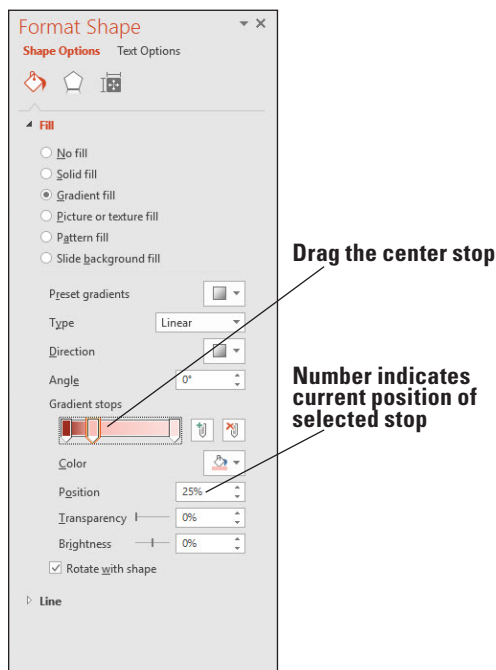
Select a gradient preset



9. On the Drawing Tools Format tab, click **Shape Fill**, point to **Gradient**, and click **More Gradients**. The Format Shape task pane opens.
10. Click the **Color** button in the task pane, and click **Dark Red, Accent 2**.
11. Drag the center stop on the Gradient Stops bar until the value in the Position box reads 25 (see Figure 3-24).

Figure 3-24

Select a different color for the gradient



12. Click **Close** in the upper-right corner of the task pane to close it.
13. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.



Gradient fills can be much more complex than the simple ones you applied in the preceding exercise. You can choose from several preset color combinations in the Format Shape task pane (see Figure 3-24), or create your own color combinations. The slider in the task pane can be adjusted to create multipoint gradient effects in which you choose exactly which colors appear and in what proportions. You can also adjust the brightness and transparency of the gradient at various points in the fill.

## Applying Texture and Pattern Fills

Texture and pattern fills are alternatives to plain colored fills. A texture fill repeats a small graphic to fill the area; texture graphics are specially designed so that the edges blend together and it looks like a single graphic. Texture graphics usually simulate some type of textured material like wood, marble, or fabric. A pattern fill is a repeating pattern that consists of a background color and a foreground color like the pattern on a checked table cloth or a pinstripe suit. In the following exercise, you will apply texture and pattern fills to a text box.

### STEP BY STEP

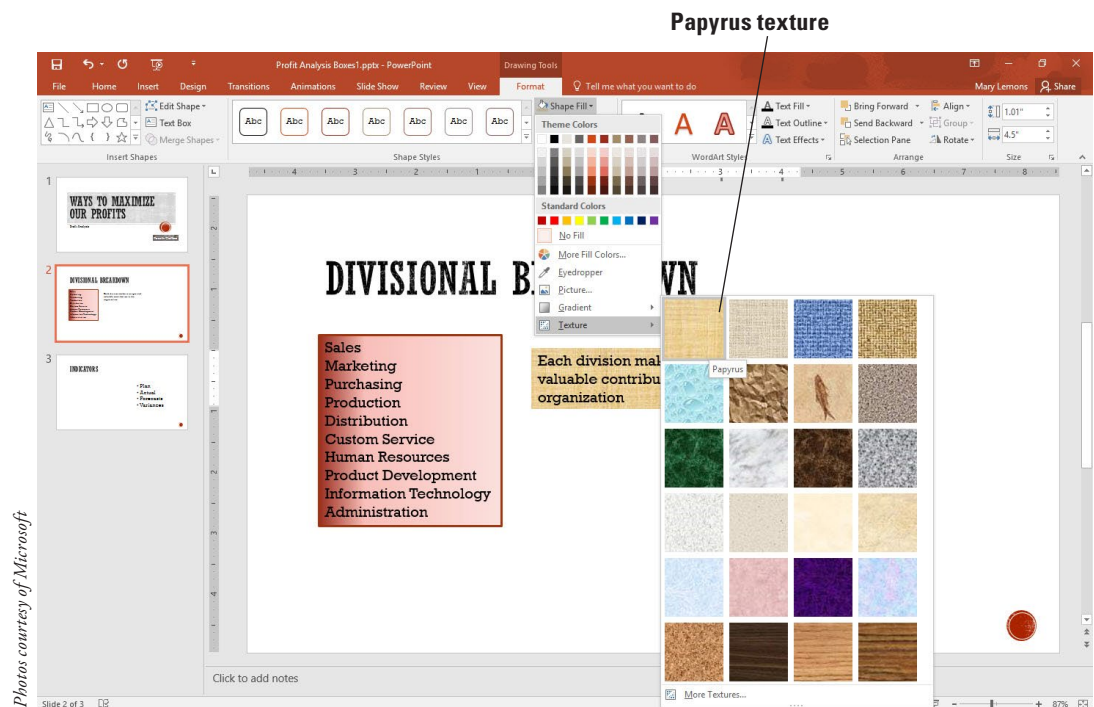
### Apply Texture and Pattern Fills to a Text Box

**GET READY.** USE the *Profit Analysis Boxes1* presentation that is still open from the previous exercise.

1. On slide 2, click the **Text Box** button on the Insert tab, and drag to **draw a new text box** to the right of the existing one, approximately 4.5" in width.
2. In the new text box, type the following: **Each division makes a unique and valuable contribution to the organization.**
3. Select the new text box, and on the Drawing Tools Format tab, click **Shape Fill**, and hover the mouse pointer over Texture in the menu that appears.
4. Click the **Papyrus** texture. To locate the correct texture, hover the mouse pointer over each texture to display the ScreenTip (see Figure 3-25). The texture is applied to the text box.

**Figure 3-25**

Apply a texture fill to a text box

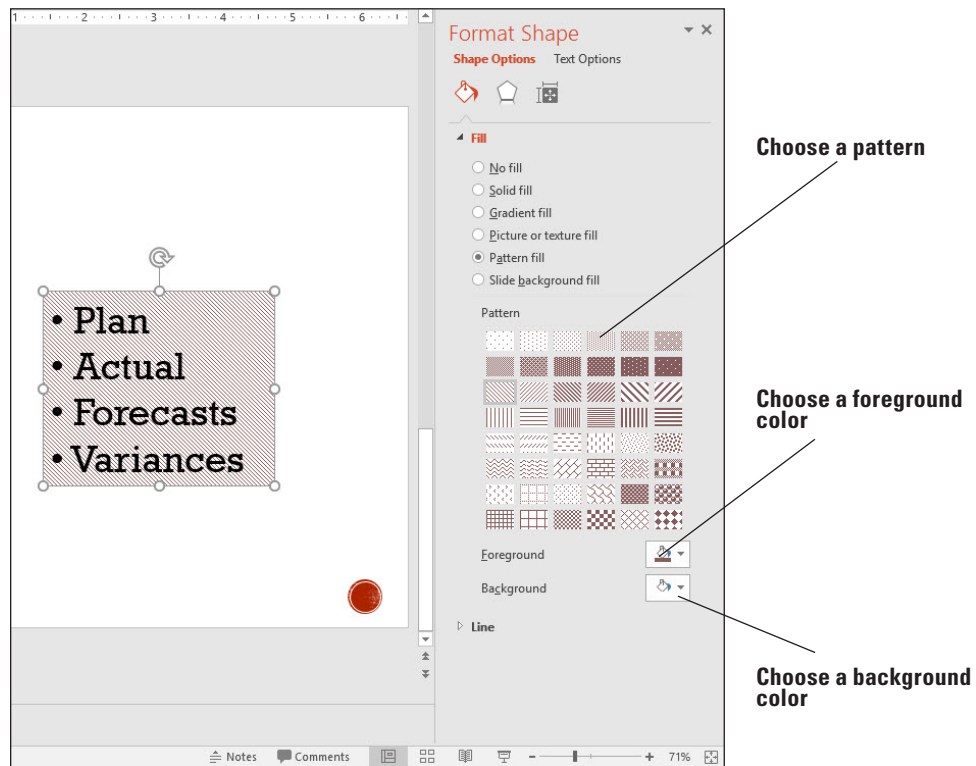


Photos courtesy of Microsoft

5. On slide 3, select the text box containing the bulleted list.
6. Right-click the text box to activate the shortcut menu and click **Format Shape**. The Format Shape task pane opens.
7. Click **Pattern Fill**. A selection of patterns appears.
8. Click the Light downward diagonal pattern (first pattern in third row).
9. Click the **Foreground** button to browse for a color.
10. Click **Brown, Accent 6** (see Figure 3-26). The new fill appears in the text box.

**Figure 3-26**

Apply a pattern fill to a text box



11. Click **Close (X)** to close the task pane.
12. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

### Setting Up Columns in a Text Box

PowerPoint enables you to create columns in text boxes to present information you want to set up in lists across the slide but do not want to place in PowerPoint tables. As you enter text or other items into a column, PowerPoint fills up the first column and then wraps text to the next column. Viewers of your presentation may have an easier time reading and remembering lists formatted into multiple columns. You can create columns in any text box, placeholder, or shape. In the following exercise, you will change a text box so it uses two columns.

**STEP BY STEP****Set Up Columns in a Text Box**

**GET READY.** USE the *Profit Analysis Boxes1* presentation that is still open from the previous exercise.

1. On slide 2, drag the **Each division...** text box to the bottom of the slide, under the other text box.
2. Click in the text box that contains the list of divisions beginning with Sales.
3. On the Home tab, click the **Columns** button. A menu appears.
4. Click **Two Columns**. PowerPoint formats the list of items into two columns. The columns are truncated at this point because the text box is not wide enough.
5. Drag the right border of the text box to the right to widen it enough that two columns can appear side by side with neither one truncated.
6. On the Drawing Tools Format tab, in the Size group, click the **Shape Height** text box's down-pointing spin arrow, decreasing the shape height until each column contains seven lines of text.
7. Position the text boxes so they left align with the Divisional Breakdown heading.
8. **SAVE** the presentation as *Profit Analysis Boxes Final* and then **CLOSE** the file.

**PAUSE.** LEAVE PowerPoint open to use in the next exercise.

**Take Note** If the column choices in the Columns drop-down menu do not meet your needs, click the More Columns option to display the Columns dialog box. Here you can set any number of columns and adjust the spacing between columns.

**USING PROOFING TOOLS**

The Spelling and Thesaurus features in PowerPoint help you ensure your presentation's text is professionally written and edited, free from spelling errors.

**Checking Spelling**

The Spelling feature in PowerPoint compares each word in the presentation to its built-in and custom dictionaries, and it flags any words that it does not find plus any instances of repeated words, such as the the. You can then evaluate the found words and decide how to proceed with each one. Misspelled words appear with a wavy red underline in the presentation, and you can deal with each one individually by right-clicking it. Alternately, you can open the Spelling dialog box and work through all the possible misspellings at once. In this exercise, you will practice using PowerPoint's Spelling feature using both of those methods.

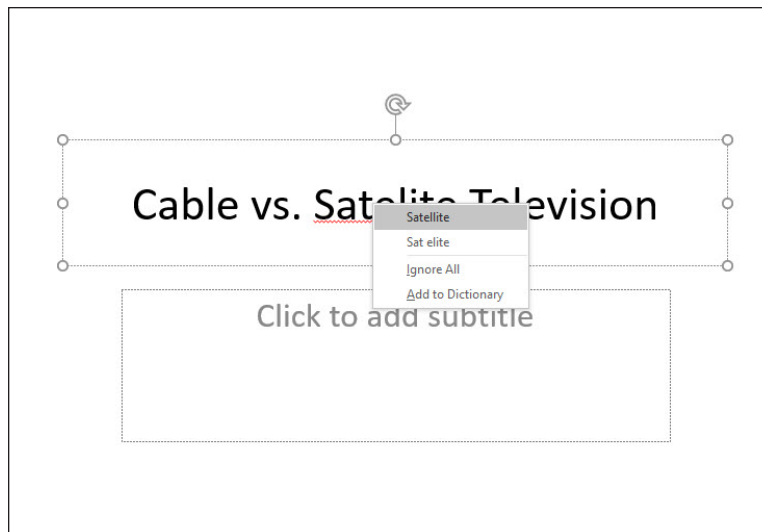
**STEP BY STEP****Check Spelling**

**GET READY.** If PowerPoint is not already open from the previous exercise, **LAUNCH** PowerPoint.

1. **OPEN** the *TV Options* presentation and save it as *TV Options Corrected*.
2. On slide 1, notice that the word Satellite is misspelled, and that it has a wavy red underline.
3. Right-click the word **Satelite**. A list of possible spelling corrections appears.
4. In the list, click **Satellite** (see Figure 3-27). The correction is made.

**Figure 3-27**

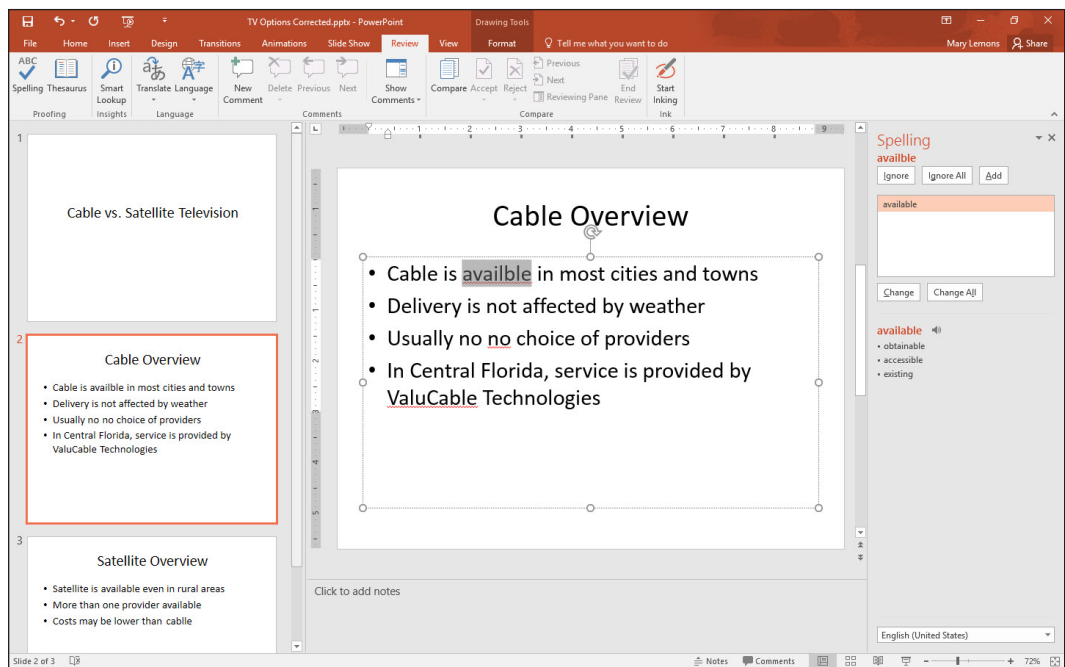
Correct a single misspelled word from the shortcut menu



5. On the Review tab, click **Spelling** in the Proofing group. The Spelling task pane opens, and the Spelling feature finds and flags the next misspelled word (see Figure 3-28). The suggestions list contains only one possible correction.

**Figure 3-28**

Correct multiple spelling errors quickly with the Spelling task pane



6. Click the **Change** button to change to the correct spelling of available. The next problem identified is a repeated word, no.
7. Click the **Delete** button to delete one of the words no. The next problem that appears is a proper name, ValuCable, which is actually a correct spelling.
8. Click the **Ignore** button to ignore the potential misspelling. You could have also clicked Add to add it to the dictionary; but because it is a made-up word for this exercise, ignore is more appropriate.
9. Click **Change** to change to the correct spelling of cable. A message appears that the spelling check is complete.
10. Click **OK** to close the dialog box.
11. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open for the next exercise.

Use caution with the Change All button because it may make changes you do not intend. For example, if you correct all instances at once where you have typed pian instead of pain, it will also change all instances of piano to paino.

## Using the Thesaurus

A thesaurus is a reference book or utility that offers suggestions for words that are similar in meaning to the word you are looking up (synonyms) or that are opposite in meaning (antonyms). PowerPoint includes a built-in thesaurus. In the following exercise you will use it to find an alternate word.

### STEP BY STEP

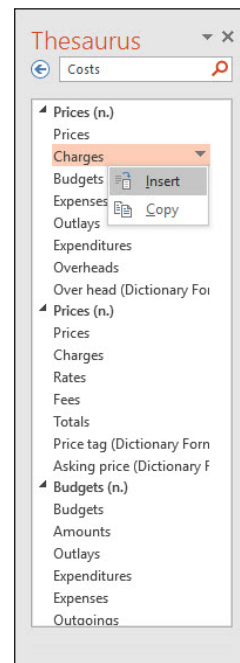
#### Change a Word with the Thesaurus

**GET READY. USE** the *TV Options Corrected* presentation that is still open from the previous exercise.

1. On slide 3, select the word **Costs**.
2. On the Review tab, click **Thesaurus**. The Thesaurus task pane opens displaying a list of terms related to the word you have selected.
3. In the Thesaurus task pane, hover the mouse pointer over the word Charges. Click the **down arrow** that appears to the right of Charges (see Figure 3-29), then click **Insert** from the menu that appears. The word Costs changes to Charges on the slide.

**Figure 3-29**

Find word alternatives with Thesaurus



4. In the Thesaurus task pane, click the word **Prices**. The display changes to show synonyms of that word.
5. Click the **Back arrow** in the task pane to return to the list of synonyms for Costs.

**SAVE** the presentation and then **CLOSE** the file. **EXIT** PowerPoint.

## Knowledge Assessment

### Fill in the Blank

Fill in each blank with the term or phrase that best completes the statement.

1. A(n) \_\_\_\_\_ is a container for text on a slide.
2. A(n) \_\_\_\_\_ is a set of letters, numbers, and symbols in a specific style or design.
3. The \_\_\_\_\_ feature, when needed, shrinks the size of the text in a text box in order to fit it in the box.
4. A(n) \_\_\_\_\_ is a symbol that appears to the left of each paragraph in a list.
5. A(n) \_\_\_\_\_ object is text in the form of a graphic.

### Multiple Choice

Circle the correct answer.

1. You can select a different font from the \_\_\_\_\_ tab on the Ribbon.
  - a. Home
  - b. Font
  - c. Layout
  - d. Review
2. Most of PowerPoint's text placeholders automatically format text as a(n) \_\_\_\_\_ list.
  - a. numbered
  - b. bulleted
  - c. sorted
  - d. itemized
3. To apply a WordArt style to existing text on a slide, you must first:
  - a. format the text with a Quick Style
  - b. insert a text box
  - c. select the text
  - d. change the text's alignment
4. What does it mean when a word has a wavy red underline?
  - a. The word is inconsistently formatted compared to the surrounding text.
  - b. There is a grammar error.
  - c. The word is not in the dictionary.
  - d. The capitalization does not match that of the surrounding text.
5. A thesaurus enables you to look up synonyms and \_\_\_\_\_.
  - a. alternate spellings
  - b. antonyms
  - c. translations
  - d. pronunciations

## Projects

### Project 3-1: Using Quick Styles

As director of marketing for Fourth Coffee, you have prepared a product brochure for new company employees. This year's brochure includes a page of new products that you need to format. In this project, you will use Quick Styles to format the title and text placeholders. You will also correct a spelling error.

**GET READY. LAUNCH** PowerPoint if it is not already running.

1. **OPEN** the *Coffee Products* presentation and then **SAVE** it as *Coffee Products Brochure*.
2. Go to **slide 2** and click anywhere in the slide title.
3. On the Home tab, click the **Quick Styles** button to display the Quick Styles gallery.
4. Click the **Moderate Effect – Orange, Accent 1** style.
5. Click in any of the product items on slide 2.
6. Click the **Quick Styles** button.
7. Click the **Subtle Effect – Orange, Accent 1** style.
8. Right-click the red-underlined word and select **Caffeine** as the correct spelling.
9. **SAVE** the presentation and then **CLOSE** the file.

**PAUSE. LEAVE** PowerPoint open for the next project.

---

### Project 3-2: Typecasting with Typefaces

As an account representative for Graphic Design Institute, you are responsible for preparing a presentation for potential sponsors. Another employee started a PowerPoint presentation containing a title slide, but when you open the file, you realize that the font choices are not appropriate. In this project, you need to modify both the font and size of the slide's text, as well as change the horizontal alignment of the text.

**GET READY. LAUNCH** PowerPoint if it is not already running.

1. **OPEN** the *Graphic Designs* and then **SAVE** it as *Graphic Designs Final*.
2. On slide 1, select the text **Graphic Design Institute**.
3. Click the Font drop-down arrow.
4. Click **Bodoni MT**.
5. Click the **Font Size** drop-down arrow.
6. Click **60**.
7. Click the **Center** button in the Paragraph group.
8. Click the **Format Painter** in the Clipboard group.
9. Drag across the subtitle text to change its font and size to the same as the title.
10. With the subtitle text still selected, Click the **Font Size** drop-down arrow and click **28**.
11. Click the **Center** button in the Paragraph group. Notice that the subtitle is not centered exactly beneath the title; that is because the text boxes for the title and subtitle are different widths.
12. Click in the title text box and then note the position of its right edge on the slide.
13. Click in the subtitle text box and then drag its right edge to widen it so it is the same width as the title box.
14. **SAVE** and **CLOSE** the file.

**EXIT** PowerPoint.

---

# 4 Designing a Presentation

## LESSON SKILL MATRIX

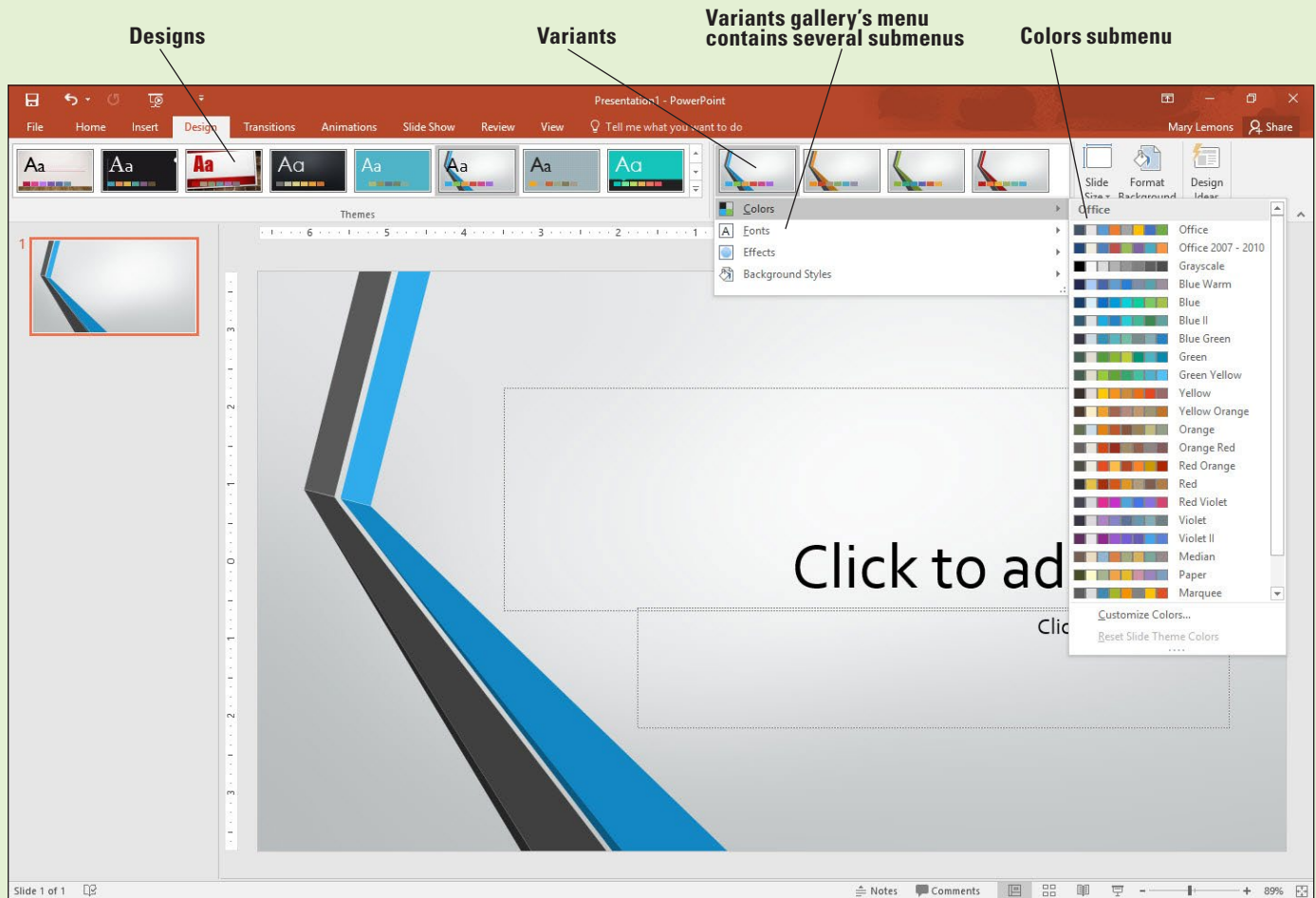
| Skill  | Exam Objective                                   | Objective Number |
|--|--|------------------|
| Formatting Presentations with Themes and Layouts | Change the slide master theme or background.     | 1.3.1            |
| Changing Slide Backgrounds                       | Modify individual slide backgrounds.             | 1.2.6            |
| Inserting a Date, Footer, and Slide Numbers      | Insert slide headers, footers, and page numbers. | 1.2.7            |
| Linking to Web Pages and Other Programs          | Insert hyperlinks.                               | 2.1.6            |
| Working with Sections                            | Create sections.                                 | 1.4.1            |
|  | Modify slide order.                              | 1.4.2            |
|  | Rename sections                                  | 1.4.3            |
| Customizing Slide Masters                        | Change the slide master theme or background.     | 1.3.1            |
|  | Modify slide master content.                     | 1.3.2            |
|  | Modify a slide layout.                           | 1.3.4            |
|  | Create a slide layout.                           | 1.3.3            |
|  | Modify the handout master.                       | 1.3.5            |
|  | Modify the notes master.                         | 1.3.6            |

## SOFTWARE ORIENTATION

### Microsoft PowerPoint's Themes and Variants

PowerPoint offers dozens of unique themes and variants you can apply to presentations to format the slides with colors, fonts, effects, and backgrounds. Figure 4-1 shows the Design tab with the Variants gallery open showing access to the Colors, Fonts, Effects, and Background Styles commands.





**Figure 4-1**  
The Design tab

Use PowerPoint's built-in themes to give your presentation a polished, professional look without a lot of trial and error. You can preview a theme by pointing at it in the Themes gallery and then apply it to the presentation by clicking it. After you have chosen a theme, you can select one of its variants from the Variants gallery.

## FORMATTING PRESENTATIONS WITH THEMES AND LAYOUTS

A PowerPoint **theme** includes a set of colors designed to work well together, a set of fonts (one for headings and one for body text), special effects that can be applied to objects such as pictures or shapes, and often a graphic background. The theme also controls the layout of placeholders on each slide. Use a theme to quickly apply a unified look to one or more slides in a presentation (or to the entire presentation). You can also modify a theme and save your changes as a new custom theme.

Slide **layouts** control the position of text and objects on an individual slide. For each slide, you can select a layout according to the content you need to add to it.

PowerPoint makes it easy to see how a theme will look on your slides by offering a **live preview**. As you move the mouse pointer over each theme in the gallery, that theme's formats display on the current slide. This formatting feature takes a great deal of guesswork out of the design process—if you don't like a theme's appearance, just move the pointer to a different theme or click outside the gallery to restore the previous appearance.

Clicking a theme applies it to all slides in a presentation. You can also apply a theme to a single slide or a selection of slides by making the selection, right-clicking the theme, and choosing Apply to Selected Slides.

A theme differs from a template in that it contains no sample content—only formatting specifications.

### Applying a Theme and Variant to a Presentation

In this exercise, you will learn how to select a theme from the Themes gallery to replace the default blank design and create a more visually appealing design for your PowerPoint presentations.

You can apply a variant after selecting a theme. Variants are available only in the new themes and templates that come with PowerPoint 2013 and 2016. The most obvious change that a variant makes is to apply different colors, but some variants also make other changes too, such as a different background graphic. You can select a variant from the Variants group on the Design tab.

#### STEP BY STEP

#### Apply a Theme and Variant to a Presentation

**GET READY.** Before you begin these steps, make sure that your computer is on. Sign on, if necessary.

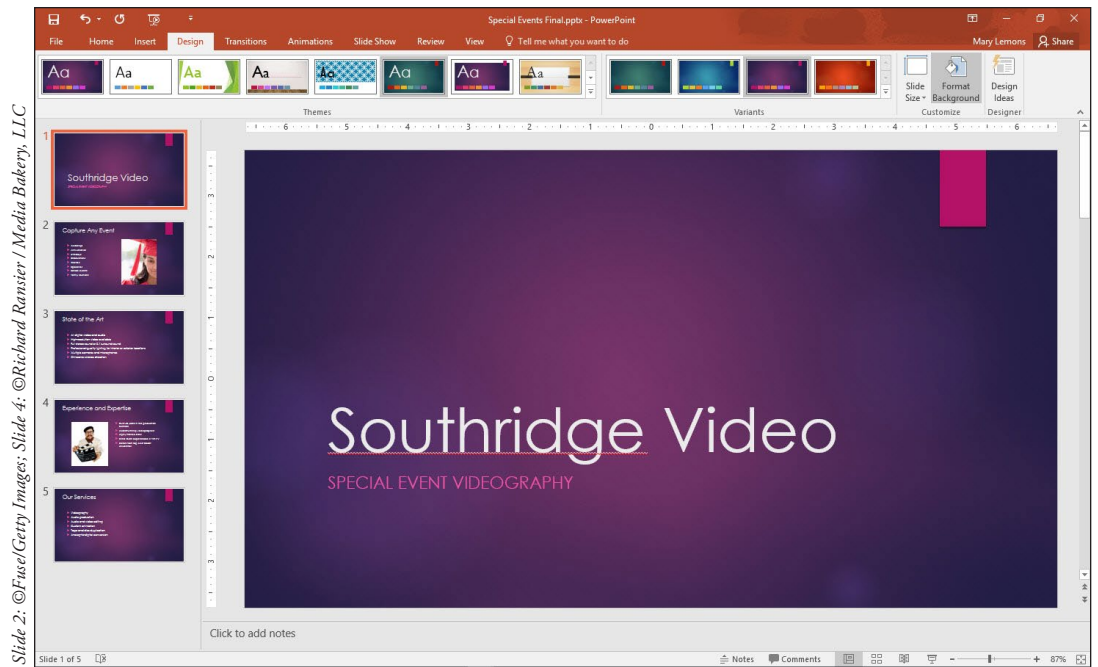
1. **START** PowerPoint, if the program is not already running.
2. **OPEN** the *Special Events* presentation from the data files for this lesson and then **SAVE** it as *Special Events Final*.
3. Make sure slide 1 is selected.
4. On the **Design** tab, click the **More** button in the Themes group. PowerPoint's available themes display in the Themes gallery.
5. Point to any of the themes in the gallery. Notice that a ScreenTip displays the theme's name (or in some cases file location), and the theme formats are instantly applied to the slide behind the gallery.
6. Right-click the **Slice** theme; a pop-up menu appears. In the menu, click **Apply to Selected Slides**. The Slice theme is applied only to slide 1.
7. Click the **More** button again in the Themes group to reopen the Themes gallery.
8. Right-click the **Ion** theme and click **Apply to All Slides** to apply it to all slides.
9. Scroll through the slides to see how the theme has supplied new colors, fonts, bullet symbols, and layouts.
10. On the Design tab, click the purple thumbnail image in the Variants group. The colors change on all slides to reflect the chosen variant. Slide 1 should resemble Figure 4-2.
11. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

**Take Note** You can display the name of the current theme on the status bar if you'd like. To do so, right-click the status bar and click Theme.

**Figure 4-2**

Ion theme applied to all slides in the presentation



## Changing Theme Colors

If you do not like the colors used in the theme you have chosen, you can change them. One way to do so is to choose a different variant, as you saw in the previous exercise. You can also select a different color theme, or you can create your own color theme. When you apply a different color theme, your current theme fonts, background graphics, and effects remain the same, only the colors change. In this exercise, you will choose a different color theme for a presentation.

### STEP BY STEP

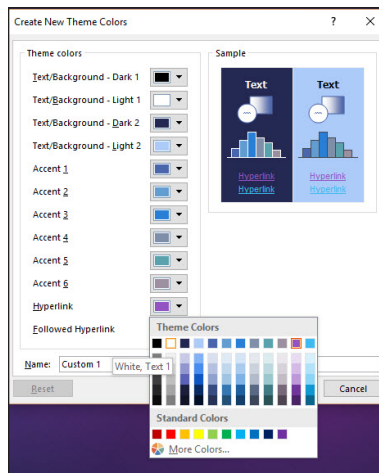
#### Change Theme Colors

**GET READY.** USE the *Special Events Final* presentation that is still open from the previous exercise.

1. Click the **More** button in the Variants group and then point to **Colors**. A menu appears containing the available color themes.
2. Move the pointer over some of the color themes to see the live preview of those colors on the current slide.
3. Click the **Blue Warm** color theme. The new colors are applied to the presentation.
4. Click the **More** button again in the Variants group, point to **Colors**, and then click **Customize Colors** at the bottom of the gallery. The dialog box opens to allow you to replace colors in the current color palette.
5. Click the **drop-down arrow** next to the color designated for Hyperlink.
6. Click **White, Text 1** on the Theme Colors palette to change the color for Hyperlinks to white (see Figure 4-3).

**Figure 4-3**

The Create New Theme Colors dialog box



7. Select the text in the Name box and type **Southridge** in its place.
8. Click **Save** to save the new theme colors.
9. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

### Changing Theme Fonts

Each theme supplies a combination of two fonts to be applied to headings and body. Collectively these two fonts are called a **font theme**. A font theme may have two different fonts—one for headings and one for body text—or the same font for both. In the following exercise, you will choose a different font theme for a presentation.

#### STEP BY STEP

#### Change Theme Fonts

**GET READY. USE** the **Special Events Final** presentation that is still open from the previous exercise.

1. Click the **More** button in the Variants group and then point to **Fonts**. A gallery displays showing font combinations for all available themes.
2. Move the pointer over some of the font combinations to see the live preview of those fonts on the current slide.
3. Click the **Candara** font theme. The new fonts are applied to the presentation.
4. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

### Applying a Different Slide Layout

The slide layout gallery shows the available layouts in the theme you have applied. If more than one theme is in use in the presentation (e.g., if you applied a different theme to only selected slides), the slide layout gallery shows available layouts from all themes in use so you can pick and choose among a greater variety of layout options. In this exercise, you will choose a different layout for a slide.

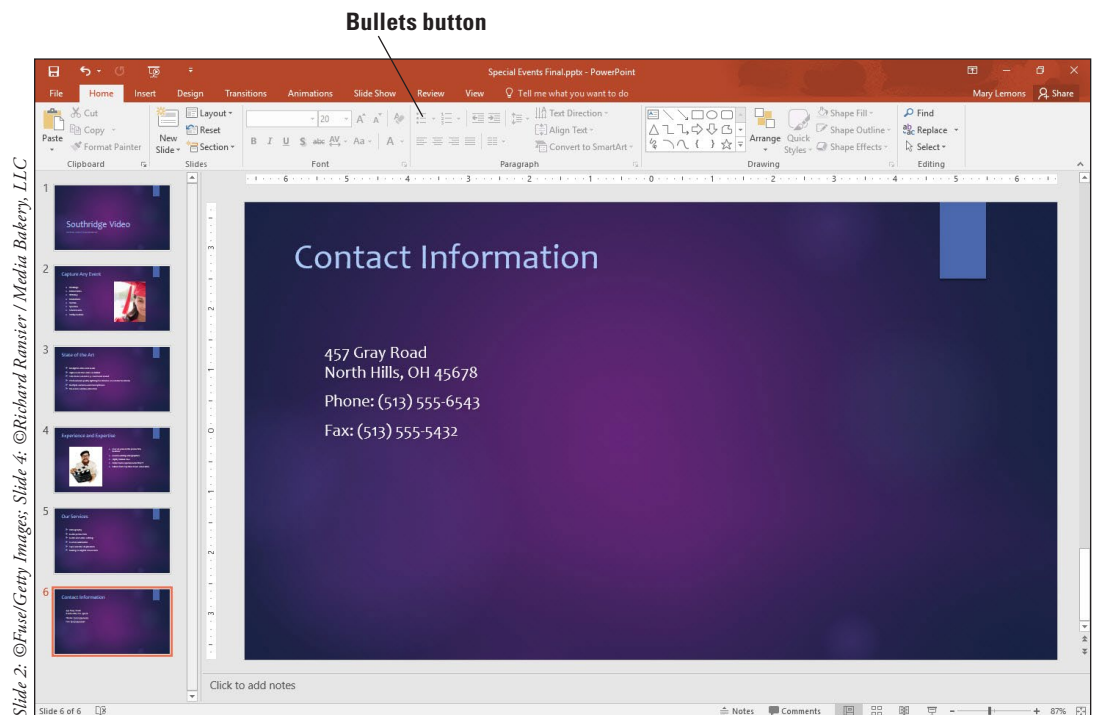
**STEP BY STEP****Apply a Different Slide Layout**

**GET READY.** USE the *Special Events Final* presentation that is still open from the previous exercise.

1. Click the **Home** tab on the Ribbon.
2. Go to slide 5 and click **New Slide** in the Slides group. (Click the graphical part of the button, not the button's text.) PowerPoint adds a new slide with the same layout as slide 5, Title and Content.
3. Type the title **Contact Information**.
4. Type the following information as the first bullet point in the text placeholder. (After typing *Road*, use **Shift+Enter** to start a new line without starting a new paragraph.)  
**457 Gray Road**  
**North Hills, OH 45678**
5. Type these additional bullet points:  
**Phone: (513) 555-6543**  
**Fax: (513) 555-5432**
6. Select the entire bulleted list and then click the **Bullets** button on the Home tab to turn off the bullets. Then click away from the text box to deselect the selection. Your slide should look like Figure 4-4.

**Figure 4-4**

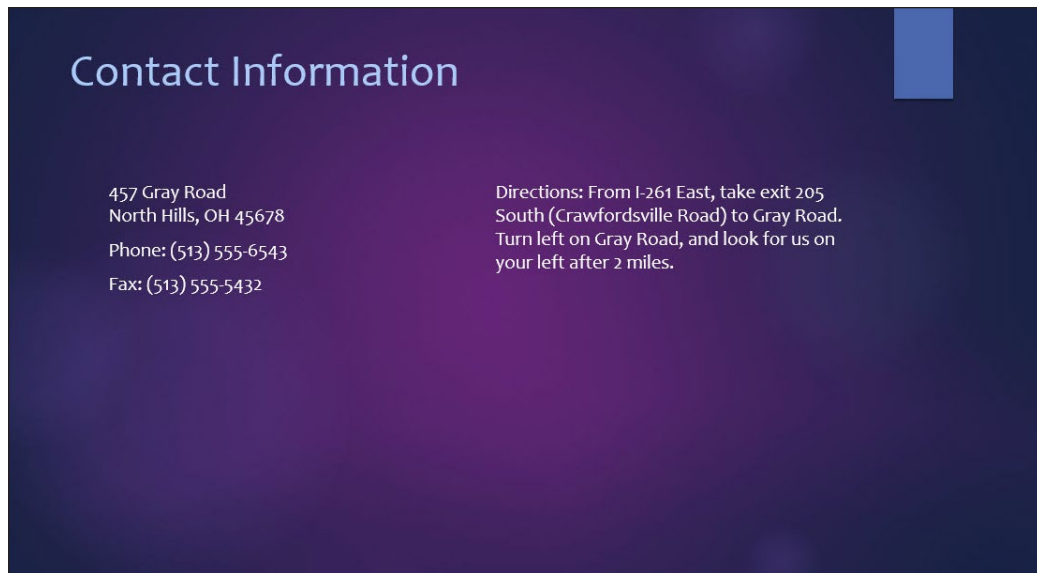
Add contact information to the slide



7. On the Home tab, click the **Layout** button in the Slides group to display the slide layout gallery.
8. Click **Two Content** to change the layout to two side-by-side content placeholders.
9. In the second placeholder, type the following:  
**Directions: From I-261 East, take exit 205 South (Crawfordsville Road) to Gray Road. Turn left on Gray Road, and look for us on your left after 2 miles.**
10. Click anywhere in the text you just typed and then click the **Bullets** button on the Home tab to turn off the bullet. Click away from the text box to deselect it. Your slide should look similar to Figure 4-5.

**Figure 4-5**

The completed slide



11. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

The layouts that appear in the slide layout gallery depend on the layouts stored in the Slide Master.

## CHANGING SLIDE BACKGROUNDS

Themes provide a default background for all slides formatted with that theme. To customize a theme or draw attention to one or more slides, you can apply a different background.

### Selecting a Theme Background

The Background Styles gallery allows you to choose from plain, light, or dark backgrounds and gradient backgrounds that gradually change from light to dark. Background colors are determined by the theme. Some background styles include graphic effects such as fine lines or textures that cover the entire background. Use the Background Styles gallery to quickly apply a different solid-color or gradient background based on theme colors. You can apply a background to one or more selected slides or to all slides in the presentation. In this exercise, you will select a background style from the preset backgrounds provided by the theme and then customize it with the Format Background task pane.

#### STEP BY STEP

#### Select a Theme Background

**GET READY. USE** the *Special Events Final* presentation that is still open from the previous exercise.

1. Go to slide 6 if it is not already selected.
2. On the Design tab, click the **More** button in the Variants group and then point to **Background Styles**. A gallery displays some background styles created using the theme's designated background colors.

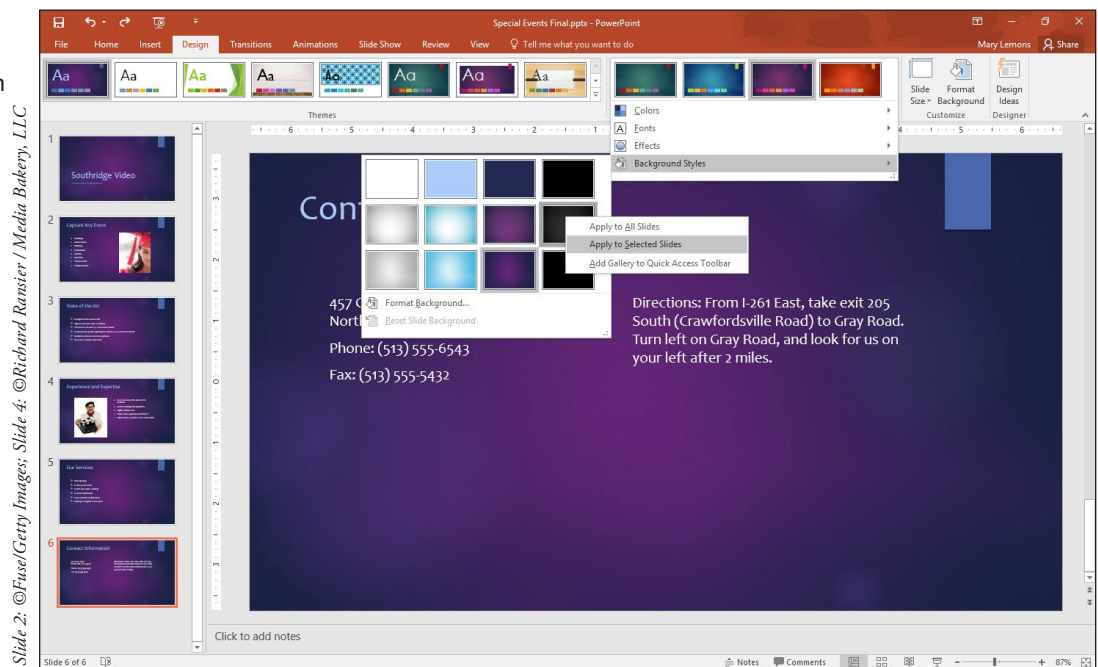
**Take Note** Hover the mouse on a background style to see its name and preview it on the current slide.



- Right-click **Style 8** and select **Apply to Selected Slides** (see Figure 4-6). After clicking this option, the background style is applied to slide 6 only.

**Figure 4-6**

Background Styles gallery,  
Apply to Selected Slides option



- SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

The area of the slide that is considered to be “background” can change depending on the theme. For example, some themes have graphics overlaid on a colored background, so that your choice of background color peeks through in only a few spots.

## Customize the Background

Use the Format Background task pane to create and modify any background, even a default theme background. You can apply a solid color or gradient fill, or select a picture or texture for the background. Options for each of these fill types allow you to modify the fill to suit your needs.

### STEP BY STEP

#### Customize the Background

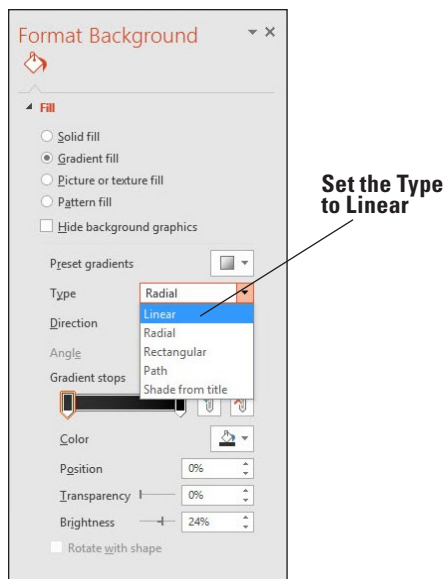
**GET READY. USE** the *Special Events Final* presentation that is still open from the previous exercise.

- With slide 6 still active, click the **Format Background** button on the Design tab. The Format Background task pane opens. A gradient fill is selected because the style you selected in the previous exercise was a gradient.
- Click the **Type** drop-down arrow and then in the drop-down list, select the **Linear** preset (see Figure 4-7). Click the linear option and the slide background changes to a different gradient type.



**Figure 4-7**

Format Background task pane with gradient controls



3. Click the **Solid Fill** option button. The controls change to those for solid colors.
4. Click the **Color** drop-down arrow and in the gallery that appears, click **Dark Purple, Background 2, Darker 50%** (the third color in the bottom row of the Theme Colors section).
5. Drag the Transparency slider to **20%** or type **20** in the Transparency text box. The fill lightens because it is now partly transparent.
6. Click **Picture or texture fill**. The controls change to those for pictures and textures.
7. Click the **Texture** drop-down arrow and then click the **Green Marble** texture.
8. Click **Pattern Fill**. The controls change to those for patterns.
9. Open the **Foreground Color** drop-down list and click **Dark Purple, Background 2** (the third color in the top row of the Theme Colors section).
10. Open the **Background Color** drop-down list and click **Teal, Accent 5** (next-to-last color in the top row of the Theme Colors section).
11. Click the **90%** pattern (the last pattern in the second row).
12. In the Format Background task pane, click **Reset Background**. The background returns to its original state specified by the theme and variant in use.
13. **CLOSE** the Format Background task pane.
14. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## INSERTING A DATE, FOOTER, AND SLIDE NUMBERS

Adding a date, footer, and slide numbers to a presentation can help you identify and organize slides. In this exercise, you will learn how to apply these useful elements to one or more slides.

### Inserting a Date, Footer, and Slide Numbers

A footer is text that repeats at the bottom of each slide in a presentation (or in whatever location on the slide where the footer placeholder is located). Use a footer to record the slide title, company name, or other important information that you want the audience to keep in mind as they view the slides. In this exercise, you will apply a footer, a date, and slide numbers to a PowerPoint presentation.

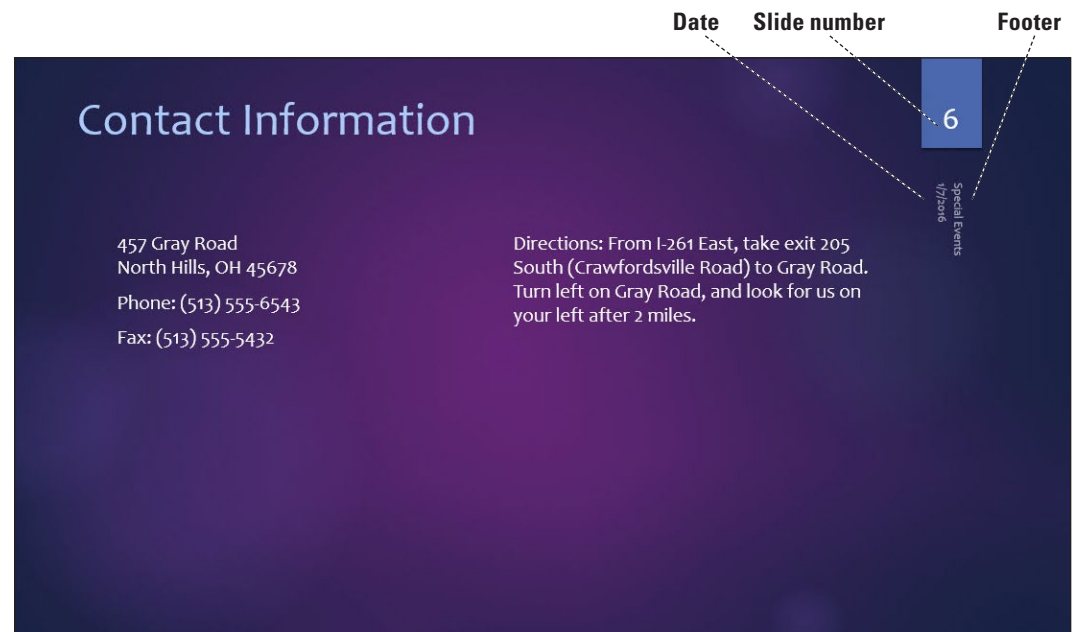
**STEP BY STEP****Insert a Date, Footer, and Slide Numbers**

**GET READY.** USE the *Special Events Final* presentation that is still open from the previous exercise.

1. Click the **Insert** tab and then click the **Header & Footer** button. The *Header and Footer* dialog box opens.
2. Click the **Date and time** check box and then click **Update automatically** if it is not already selected.
3. Click to select the **Slide number** check box.
4. Click the **Footer** check box and then type **Special Events** in the text box below the check box.
5. Click the **Don't show on title slide** check box. The date will be today's date.
6. Click the **Apply to All** button to apply the date, footer, and slide number to all slides except the title slide. Slide 6 should look similar to Figure 4-8. In this particular theme, the footer and date appear vertically along the right side of the slide, and the slide number appears in the colored box in the upper-right corner.

**Figure 4-8**

A slide number, footer, and date on a slide



**Take Note** The footer placeholder box is not always at the bottom of the slide; it can be anywhere on the slide, depending on the layout. For example, in Figure 4-8 it is along the right side.

7. Click the **Design** tab and move the mouse over several different themes in the Themes group. Notice that the placement of the slide number, footer, and date change with different themes. In many of the themes, these elements appear at the bottom of the slide.
8. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

You may have noticed that the Header and Footer dialog box has another tab, the Notes and Handouts tab. When you create notes, pages, and handouts, you can specify a **header** to appear at the top of every page. A header is repeated text, much like a footer, except it appears at the top of each printed page. Headers do not appear onscreen in Slide Show view, only on printouts. You can also create footers for notes pages and handouts.

## LINKING TO WEB PAGES AND OTHER PROGRAMS

You can set up **hyperlinks** (clickable shortcuts) on slides that allow you to jump to a specific slide in the presentation or to external content. Hyperlinks can be displayed as either text or a graphic.

### Adding a Text Hyperlink

Use the Insert Hyperlink dialog box to set up links between slides or from slides to other targets. (The **target** is the page, file, or slide that opens when you click a link.) If you select text before inserting the hyperlink, that text will become the link that can be clicked. If you select a graphic before inserting the hyperlink, the hyperlink will be attached to the graphic, so that clicking it activates the hyperlink. In this exercise, you will create a text hyperlink.

#### STEP BY STEP

#### Add a Text Hyperlink

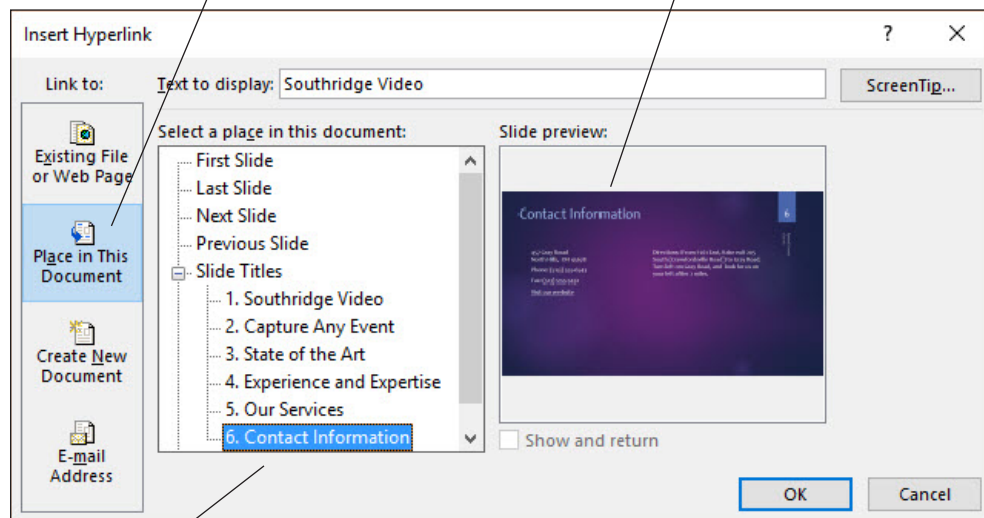
**GET READY.** USE the *Special Events Final* presentation that is still open from the previous exercise.

1. Go to slide 6, position the insertion point at the end of the fax number, and then press **Enter** to start a new paragraph. Then type **Visit our website**.
2. Select the text you just typed and then, on the Insert tab, click the **Hyperlink** button. The *Insert Hyperlink* dialog box opens.
3. Click in the **Address** box and type <http://www.southridgevideo.com> as the target of the link text.
4. Click **OK**. The website address is formatted with the theme's hyperlink color and an underline.
5. Go to slide 1 and select **Southridge Video**.
6. Click the **Hyperlink** button on the Insert tab. The *Insert Hyperlink* dialog box opens.
7. In the Link To list on the left side of the dialog box, click **Place in This Document**. A list of slides from the current presentation appears.
8. Click **6. Contact Information** (see Figure 4-9).

Click here to see a list of slides. It is common for slide previews to appear blurry.

**Figure 4-9**

Creating a hyperlink to another slide



Click the desired slide.

9. Click **OK**; PowerPoint identifies slide 6 as the target for this hyperlink.
10. **SAVE** the presentation.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

You can create links to a number of different types of targets using the Insert Hyperlink dialog box.

- **Choose Existing File or Web Page** to link to any web page or any file on your system or network. Use the Look in box, the Browse the Web button, the Browse for File button to locate the desired page or file, or type the URL or path in the Address box.
- **Choose Place in This Document** to display a list of the current presentation's slides and custom shows. Click the slide or custom show that you want to display when the link is clicked.
- **Choose Create New Document** to create a link to a new document. You supply the path and the name for the new document and then choose whether to add content to the document now or later.
- **Choose E-mail Address** to type an email address to which you want to link.

You can add hyperlinks to a slide in Normal view, but the links will work only in Slide Show view.

## Adding a Graphical Hyperlink

Hyperlinks can be attached to graphics so that when you click the graphic, the hyperlink executes. In this exercise, you will make an existing graphic into a hyperlink.

### STEP BY STEP

#### Add a Graphical Hyperlink

**GET READY.** USE the *Special Events Final* presentation that is still open from the previous exercise.

1. Go to slide 4 and click the photo to select it.
2. Press **Ctrl+K** to open the *Insert Hyperlink* dialog box. (**Ctrl+K** is a keyboard shortcut for the Insert Hyperlink command you used previously.)
3. Click **Place in This Document**. A list of slides from the current presentation appears.
4. Click **6. Contact Information**.
5. Click **OK**.

**PAUSE.** SAVE the presentation and then **CLOSE** it.

If you need to change a link's target, click anywhere in the link, and then click the Hyperlink button, or right-click it and click Edit Hyperlink. The Edit Hyperlink dialog box opens, offering the same functionality as the Insert Hyperlink dialog box. You can remove a link by right-clicking the link and selecting Remove Hyperlink from the shortcut menu.

## WORKING WITH SECTIONS

To organize a long presentation, you can create **sections**, which are dividers that group slides into logical clusters, as folders organize groups of related papers. You can then work with the sections rather than with individual slides, moving or deleting an entire section as a group.

### Creating Sections

You can create sections that organize the slides for easier management. This organization is especially useful in a lengthy presentation that covers multiple topics; each topic can be a section. In this exercise, you create some sections and then use them to manipulate content.

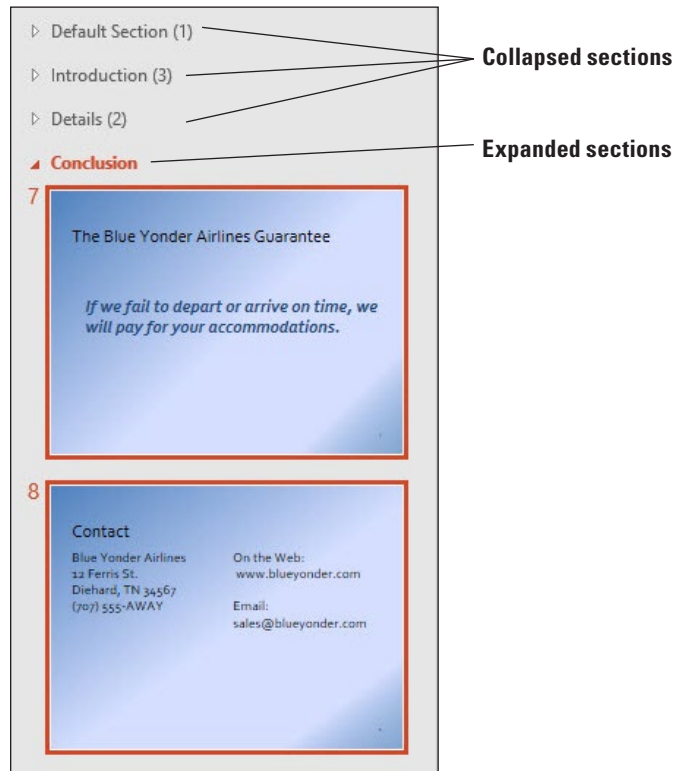
**STEP BY STEP****Create Sections**

**GET READY. OPEN** the *Blue Yonder Introduction* presentation from the data files for this lesson.

1. **SAVE** the file as *Blue Yonder Sections*.
2. Go to slide 2. In the navigation pane on the left, right-click **slide 2** and click **Add Section** from the menu that appears. A new section bar labeled **Untitled Section** appears in the Navigation pane above slide 2, indicating that the new section begins with that slide.
3. Go to slide 5. In the Navigation pane, right-click **slide 5** and click **Add Section**. Another new section (also labeled **Untitled Section**) appears above slide 5 in the Navigation pane. Repeat these actions to create another new section above slide 7.
4. Click the **Untitled Section** bar above slide 2. Slides 2, 3, and 4 become selected.
5. Right-click the **Untitled Section** bar you just clicked and choose **Rename Section** from the menu that appears. The *Rename Section* dialog box opens.
6. In the Section name box, type **Introduction** and click **Rename**.
7. Rename the other two sections, **Details** and **Conclusion**, using the same actions you used in steps 4-6.
8. Right-click the **Details** section heading in the Navigation pane and click **Move Section Up** to move that section to appear before the Introduction section.
9. Right-click the **Details** section heading again and click **Move Section Down**. The Details section moves back to its original location.
10. Right-click the **Introduction** section heading in the Navigation pane and click **Collapse All**. All the sections collapse in the Navigation pane.
11. Double-click the **Conclusion** section heading. That section is expanded so you can see the individual slides in it (see Figure 4-10).

**Figure 4-10**

Collapse and expand sections



12. Right-click the **Conclusion** section and click **Remove Section**. The section heading is removed, but the slides remain; they are added to the Details section.
13. Right-click either of the remaining section headings and choose **Expand All**.

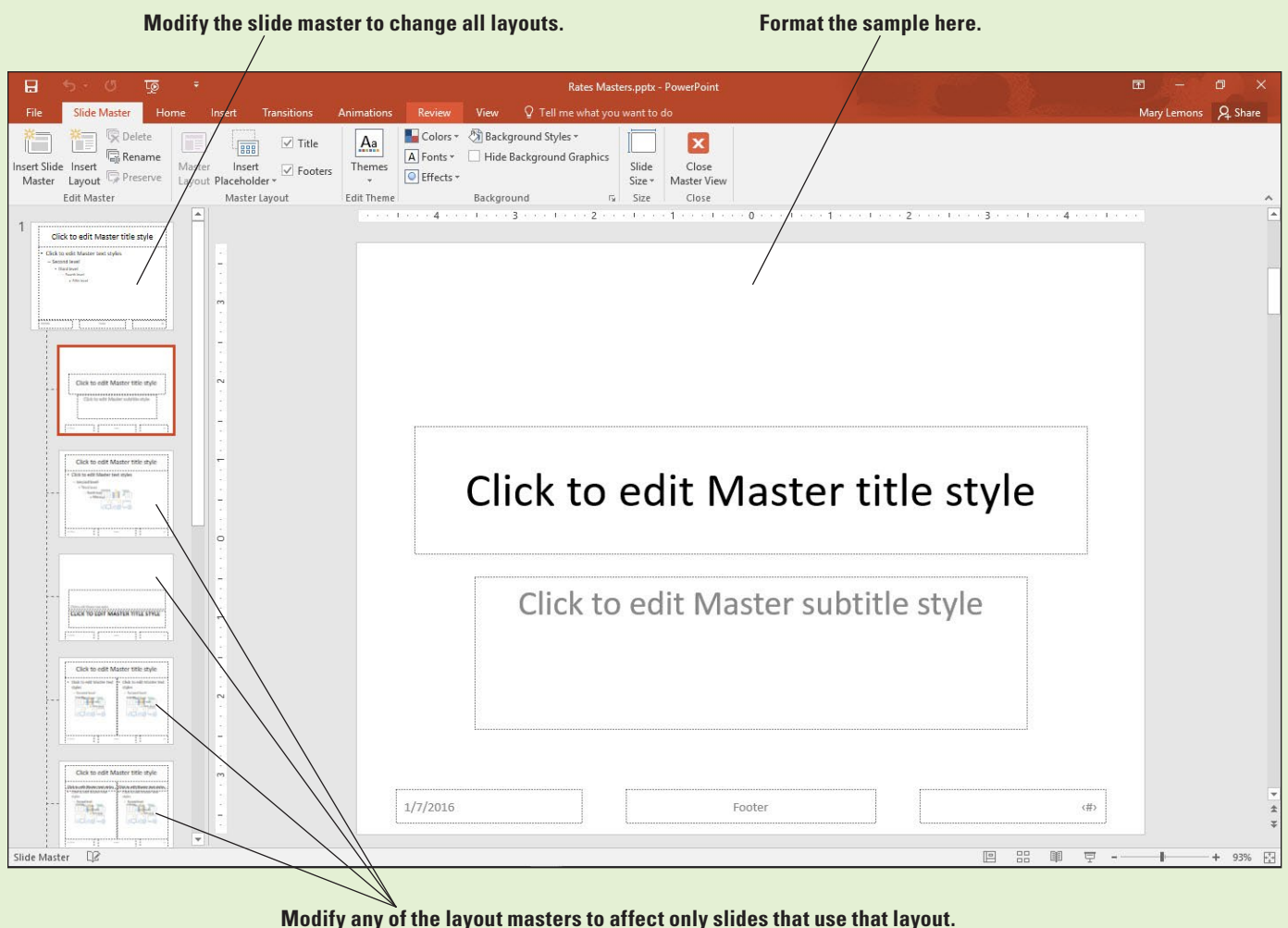
14. Click the **Introduction** section heading to select it and then on the Design tab, click the **More** button in the Variants group and point to **Background Styles**. On the Background Styles palette that appears, right-click **Style 1** (the white background) and click **Apply to Selected Slides**. Only the slides in the selected section change their background color.

**PAUSE. SAVE** the presentation and then **CLOSE** it.

## SOFTWARE ORIENTATION

### PowerPoint's Slide Master View

Slide Master view (see Figure 4-11) provides tools for modifying the master slides, on which all of the current presentation's layouts and formats are based. You can modify the slide master itself, or any of the individual layout masters subordinate to it.



**Figure 4-11**

Slide Master view

Use the tools on the Slide Master tab and the slide in the Navigation pane to customize formats that will apply to all slides in a presentation. If you make changes to the topmost slide in the left pane, the changes apply to all layouts. If you click a specific layout below it to change, the changes apply to all slides that use that layout.



## CUSTOMIZING SLIDE MASTERS

The **slide master** for a presentation stores information on the current theme, layout of placeholders, bullet characters, and other formats that affect all slides in a presentation. If you want to make design changes that will apply to many or all slides in a presentation, you can save a great deal of time by modifying the slide master rather than applying changes on each slide. Slide Master view makes it easy to change formats globally for a presentation by displaying the slide master and all layouts available in the current presentation. Customizing a slide master makes it easy to apply changes consistently throughout a presentation.

### Applying a Theme to a Slide Master

To customize a slide master, you use Slide Master view. Slide Master view has its own tab on the Ribbon to provide tools you can use to change the masters. In this exercise, you will apply a theme to a slide master to change its look.

#### STEP BY STEP

#### Apply a Theme to a Slide Master

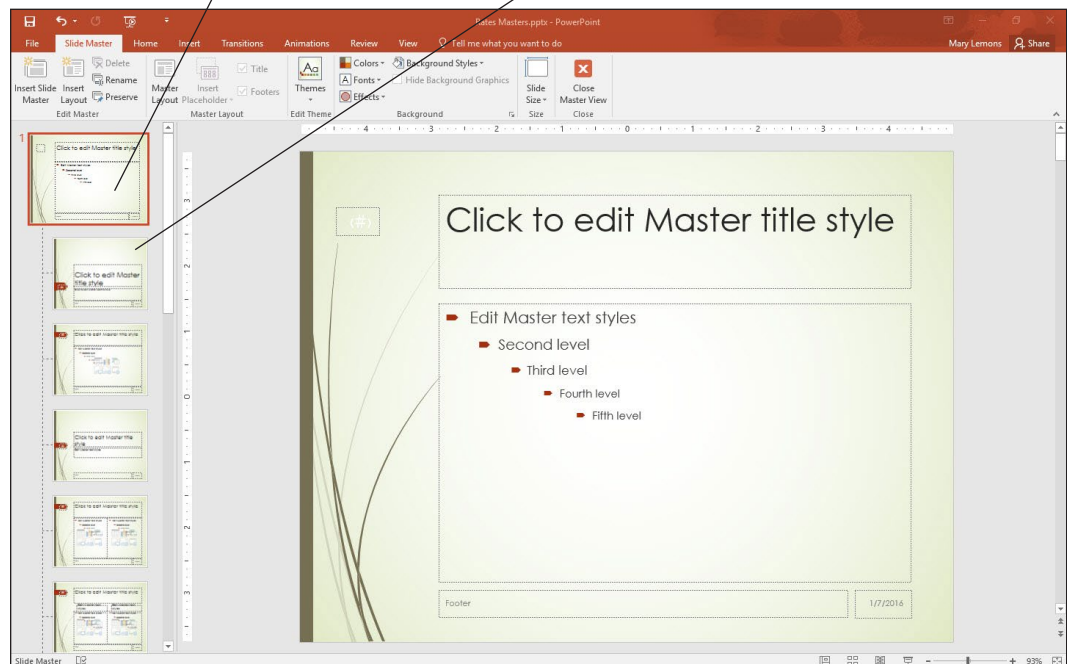
**GET READY.** **OPEN** the **Rates** presentation from the data files for this lesson.

1. **SAVE** the file as **Rates Masters**.
2. With slide 1 active, click the **View** tab.
3. Click the **Slide Master** button. Slide Master view opens with the Title Slide Layout selected in the left pane.
4. Click the first slide in the left pane, which is the slide master for the current theme. (It is the top slide in the left pane—the one that is slightly larger than the others. You may have to scroll up to see it.)
5. Click the **Themes** button in the Slide Master tab to open the Themes gallery; click the **Wisp** theme in the gallery. The theme is applied to the slide master as well as all slide layouts in the left pane (see Figure 4-12).

Applying a theme to the Slide Master... ...also applies it to each of the layouts

**Figure 4-12**

A new theme applied to the slide master and its layouts



**Take Note** Remember that you can find a layout or theme's name by hovering the mouse over it.



6. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open in Slide Master view to use in the next exercise.

## Moving and Resizing Placeholders

You may have noticed that some designs place slide content in different locations from others. This is because the placeholders on the slide master are positioned differently. You can move and resize the placeholders on the slide master to create different effects yourself. Each slide master has a set of **layout masters** that determine the number, type, and position of the placeholders on a particular type of slide. In Slide Master view, the layout masters are beneath the Slide Master and slightly indented in the left pane to show that they are subordinate to it. Any changes you make to the placeholders on the Slide Master itself flow down to the layout masters. In this exercise, you will change the layout for a particular layout master.

### STEP BY STEP

#### Move and Resize Placeholders on a Layout Master

**GET READY. USE** the *Rates Masters* presentation that is still open from the previous exercise.

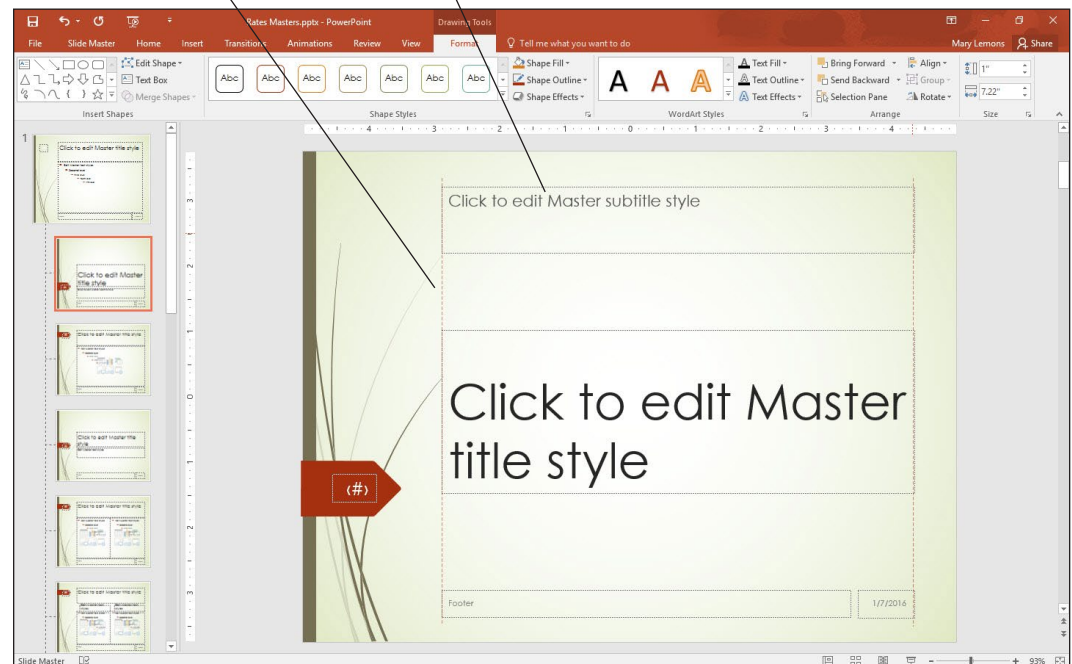
1. In Slide Master view, click to select the **layout master** for the Title Slide Layout in the left pane (hover the mouse pointer over the slide to see a ScreenTip indicating the layout master's name). The Title Slide Layout master appears in the right pane.
2. In the right pane, click the outer border of the subtitle placeholder (click to edit Master subtitle style) to select that text box.
3. On the Drawing Tools Format tab, in the Size group, set the Height value to **1"**.
4. Position the mouse pointer over the border of the subtitle placeholder, but not over a selection handle. The mouse pointer becomes a four-headed arrow. Click and drag the box to the top of the slide and align it with the left edge of the title slide (see Figure 4-13).

Dotted line showing alignment

Drag subtitle placeholder box here

**Figure 4-13**

Moving a placeholder



5. Using the same process as in step 4, move the title placeholder immediately below the subtitle placeholder.

6. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open in Slide Master view to use in the next exercise.

## Adding New Elements to a Master

Adding a new element to a layout, such as a text box or a graphic, places it on all slides that use that layout. Adding such elements to the Slide Master itself places them on every slide that uses that theme, regardless of the layout. You might place the company's logo on each slide, for example, or a copyright notice. In this exercise, you will add a copyright notice to the Slide Master, which affects every layout master that is subordinate to it.

### STEP BY STEP

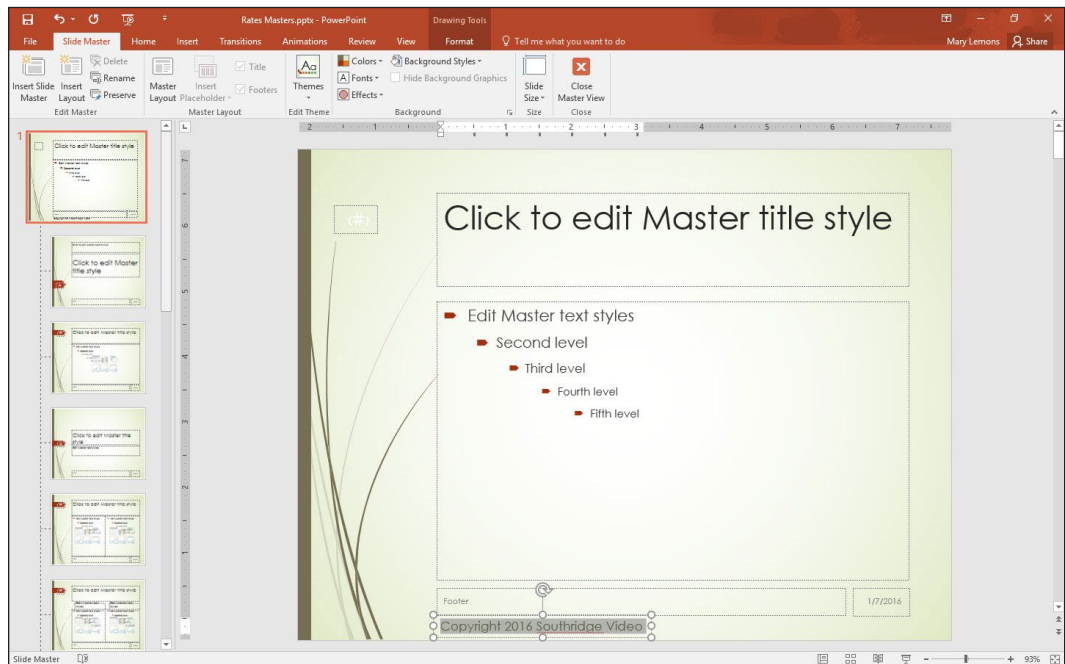
#### Add a New Element to a Master

**GET READY. USE** the *Rates Masters* presentation that is still open in Slide Master view from the previous exercise.

1. Click the **Slide Master** at the top of the left pane.
2. On the Insert tab, click the **Text Box** button in the Text group.
3. In the bottom left corner of the slide master, below the footer, click to place a new text box and then type **Copyright 2016 Southridge Video**.
4. Select the text you just typed and then click the **Decrease Font Size** button on the Home tab twice to change the font size to 14 point. Resize the text box as necessary so that the text fits on one line.
5. On the Drawing Tools Format tab, with the text still selected, change the text fill color to **Light Green, Background 2, Darker 75%**.
6. Click the **Slide Master** tab. Your slide should look like Figure 4-14.

**Figure 4-14**

Slide with copyright in the Slide Master



7. Click the **Close Master View** button to return to Normal view.
8. View each slide to confirm that the copyright text appears on each one.
9. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Working with Background Images

Many of PowerPoint's themes include background images that enhance the look of the slides. You can hide these images if you like for a particular layout master, or delete them entirely from the Slide Master. You can also add your own background images.

### STEP BY STEP

### Work with Background Images

**GET READY.** USE the *Rates Masters* presentation that is still open from the previous exercise.

1. Go to slide 1.
2. On the Design tab, click **Format Background** to display the Format Background task pane.
3. Mark the **Hide background graphics** check box in the task pane. The background image disappears from slide 1. It remains on the other two slides.
4. Clear the **Hide background graphics** check box. The background image reappears on slide 1.
5. Close the **Format Background** task pane.
6. On the View tab, click **Slide Master** to enter Slide Master view, and select the **Title and Content Layout** in the left pane.
7. On the Slide Master tab, mark the **Hide Background Graphics** check box. The background graphic is removed from the chosen layout. This method of removal hides the background for all slides that use the chosen layout, whereas the method in step 3 hid the background just for the selected slide.
8. Clear the **Hide Background Graphics** check box to restore the background graphic to the Title and Content Layout.
9. Select the **Title Slide Layout** in the left pane and then in the right pane, select the brown polygon on the left side of the slide. Hold down the **Shift key** and click the page number code inside it, so that both objects are selected.
10. Drag the selected objects up so that the point of the polygon points at the word "Click" in the title placeholder (see Figure 4-15).

Drag the polygon and the slide number placeholder here



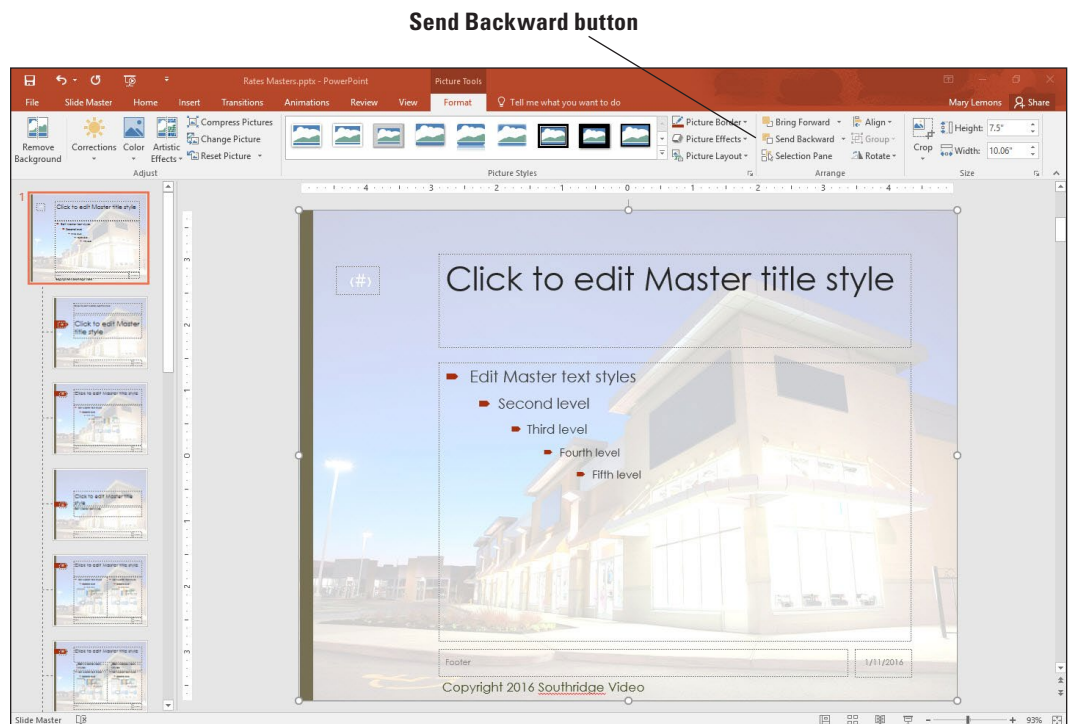
**Figure 4-15**

Reposition background graphics by dragging them

11. Click the **Slide Master** thumbnail at the top of the left pane and then in the right pane, click the leaf graphic on the left side of the slide to select it. Then press **Delete** to remove it. The leaf graphic is in two parts; repeat the process for the remaining part to remove the entire graphic.
12. Notice that the leaf graphic is removed from all the layouts.
13. On the Insert tab, click **Pictures**. Navigate to the location containing the files for this lesson, select **Store.jpg** and click **Insert**. The image is inserted on the Slide Master where it covers almost all the content.
14. Drag the upper and lower selection handles on the image so that it covers the entire slide. The image will distort slightly; that is okay.
15. On the Picture Tools Format tab, click the **Color** button located in the Adjust group and then click **Washout** (fourth thumbnail in the first row in the Recolor section).
16. In the Arrange group, click the **Send Backward** drop-down arrow and click **Send to Back**. Now the background image is behind all other objects on the Slide Master as well as on each layout master (see Figure 4-16).

**Figure 4-16**

The new background image is behind all other content



17. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open in Slide Master view to use in the next exercise.

## Creating a New Layout

If you need to create a number of slides with a layout different from any of the default layouts, you can create a new custom layout to your own specifications. Or, if you want some slides to use a modified version of one of the default layouts, but you also want to retain that original layout, you may want to create your own custom slide layout. In this exercise you will create a custom layout.

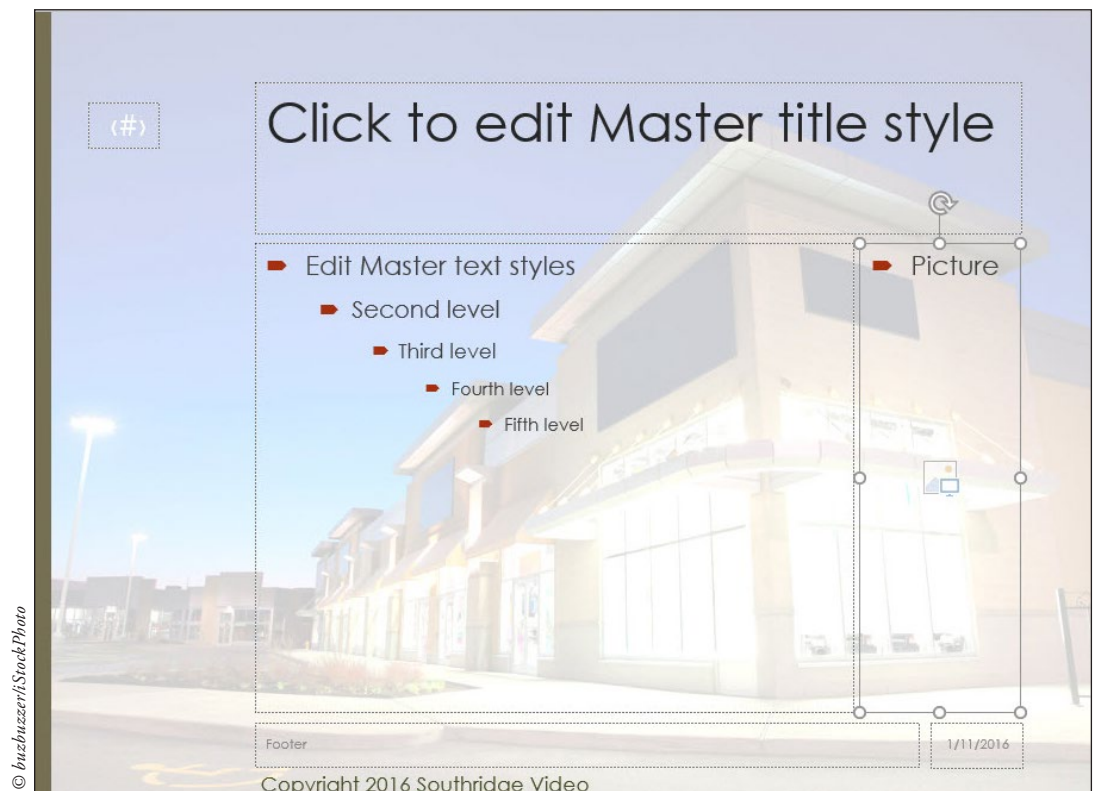
**STEP BY STEP****Create a New Layout**

**GET READY.** USE the *Rates Masters* presentation that is still open in Slide Master view from the previous exercise.

1. Click the **Slide Master** at the top of the left pane.
2. On the Slide Master tab, click **Insert Layout**. A new blank layout appears at the bottom of the left pane. It is blank except for a title placeholder and the copyright information.
3. On the Slide Master tab, click the **Insert Placeholder** button's drop-down arrow. A menu opens.
4. In the menu, click **Text**. The mouse pointer turns into a crosshair.
5. Draw a new text placeholder on the slide below the title placeholder that will cover most of the empty space on the slide vertically and about  $\frac{3}{4}$  of the empty space on the slide horizontally.
6. Click the **Insert Placeholder** drop-down arrow again and click **Picture** in the menu that appears. Draw a placeholder box to the right of the text placeholder (see Figure 4-17).

**Figure 4-17**

Draw a picture placeholder as shown here

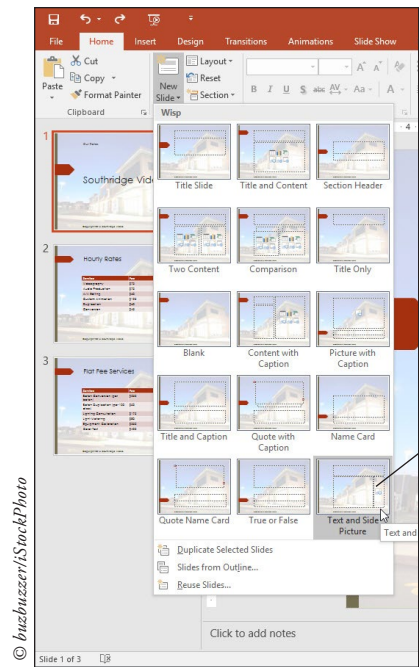


7. Right-click the new layout master in the left pane and click **Rename Layout** in the menu that appears.
8. In the *Rename Layout* dialog box, replace the current name with **Text and Side Picture** and then click **Rename**.
9. On the Slide Master tab, click **Close Master View**.
10. Go to slide 1.
11. On the Home tab, Slides group, click the **New Slide** button's drop-down arrow. On the gallery of layouts that appears, click your new layout, **Text and Side Picture** (see Figure 4-18), to create a new slide using it.



**Figure 4-18**

Select the new layout to create a new slide



**12. SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Modifying Handout and Notes Masters

Similar to the Slide Master view, the Handout and Note masters let you modify various elements on the page. There's a little less flexibility on the sizes of the elements in these masters, but you can customize elements such as the header, footer, date, page orientation, page number, number of slides, background, fonts, and so on. In this exercise, you will modify the Handout and Notes masters.

### STEP BY STEP

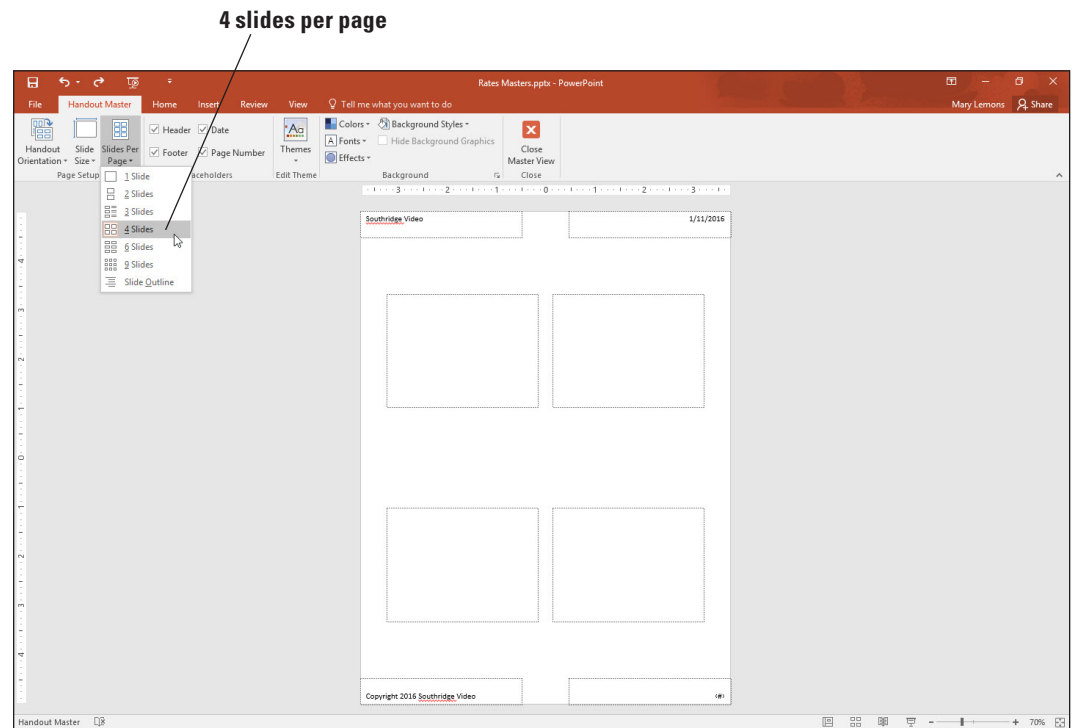
#### Modify the Handout and Notes Masters

**GET READY. USE** the *Rates Masters* presentation that is still open from the previous exercise.

1. Click the **View** tab and then click the **Handout Master** button. The Handout Master view opens.
2. Click in the Header section and type **Southridge Video**.
3. Click in the Footer section and type **Copyright 2016 Southridge Video**.
4. Click **Slides Per Page** and select **4 slides** from the drop-down menu. Your Handout Master should resemble Figure 4-19.

**Figure 4-19**

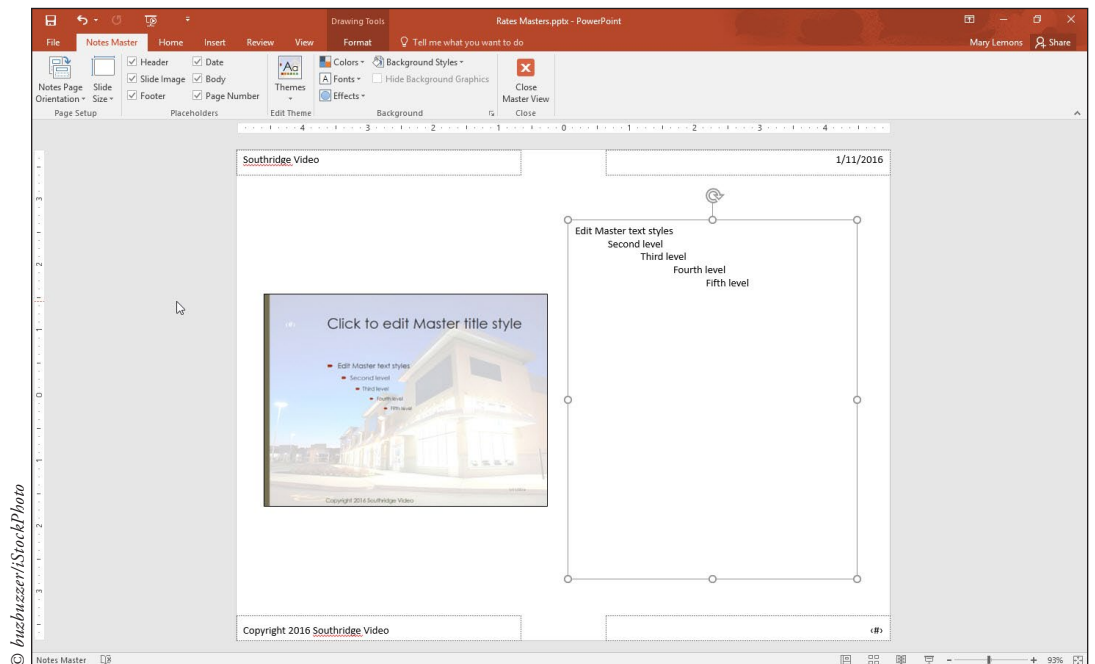
The Handout Master with 4 slides per page



5. Click **Close Master View**.
6. Click the **View** tab and then click the **Notes Master** button. The Notes Master view opens.
7. Click in the Header section and type **Southridge Video**.
8. Click in the Footer section and type **Copyright 2016 Southridge Video**.
9. Click the **Notes Page Orientation** button and select **Landscape**.
10. Resize the text box so it appears on the right side of the page and move the slide to the left of the page (see Figure 4-20).

**Figure 4-20**

The Notes Master now appears in landscape





11. Click **Close Master View**.
12. Click **File, Print** and under Settings, select the arrow next to full page slides.
13. Click **4 Slides Vertical** to preview the handout pages and then click **Notes Pages** to preview the notes pages. You should see your header and footer and custom layouts on each page.
14. Click the back button.

**SAVE** the presentation and then **CLOSE** the file. **EXIT** PowerPoint.

## Knowledge Assessment

### Fill in the Blank

Fill in each blank with the term or phrase that best completes the statement.

1. A(n) \_\_\_\_\_ contains color, font, layout, and effect settings that you can apply to a presentation to change its appearance.
2. A slide's \_\_\_\_\_ determines the positioning and types of placeholders on it.
3. Text that repeats at the bottom of each slide is a(n) \_\_\_\_\_.
4. Underlined text on a slide usually means that the text is a(n) \_\_\_\_\_ and opens a web page or another slide when clicked.
5. To ensure consistency, make formatting changes to the \_\_\_\_\_ rather than individual slides.

### Multiple Choice

Circle the correct answer.

1. Which of the following does a theme *not* include?
  - a. A color palette
  - b. Fonts
  - c. Graphic effects
  - d. Sample content
2. Themes are applied from which of the following tabs?
  - a. Home
  - b. Insert
  - c. Design
  - d. Transitions
3. From which of the following tabs do you apply a different layout to a slide?
  - a. Home
  - b. Insert
  - c. Design
  - d. Transitions
4. Which of the following is *not* a type of fill you can use for a slide background?
  - a. Solid color
  - b. SmartArt
  - c. Texture
  - d. Gradient
5. To link to a slide in the current presentation, choose \_\_\_\_\_ in the Insert Hyperlink dialog box.
  - a. Existing File or Web Page
  - b. Place in This Document
  - c. Create New Document
  - d. Show Current Slides

## Projects

### Project 4-1: Changing Themes and Variants

You are the sales manager for a large chain of auto dealerships that prides itself on service and warranty packages that give customers a sense of security. The company, Car King, is rolling out a new line of extended warranties to offer its customers. You have created a presentation that details three levels of warranties. In this project, you will improve the look of the slides to make customers take notice.

**GET READY. LAUNCH** PowerPoint if it is not already running.

1. **OPEN** the *Warranty Plans* presentation and **SAVE** it as *Warranty Plans Final*.
2. With slide 1 active, insert a new **Title and Content** slide.
3. Change the slide layout to Title slide.
4. Type the title **Car King** and the subtitle **Extended Warranty Plans**.
5. Drag the title slide above slide 1 so the title slide becomes the first slide.
6. Click the **Design** tab and then click the **More** button in the Themes group to display the Themes gallery.
7. Click the **Wood Type** theme to apply this theme to all slides.
8. Click the **More** button in the Variants group. On the menu that appears, point to **Fonts** and then scroll down to locate and click the **Times New Roman-Arial** theme font combination.
9. Click the **More** button in the Variants group, and on the menu that appears, point to **Colors** and then click **Customize Colors**.
10. Click the **Accent 1** drop-down arrow and then click the 25% darker version of the current color. For example, if the current color is Orange, Accent 1, choose **Orange, Accent 1, Darker 25%**.
11. Click the **Accent 2** drop-down arrow and then click the 50% darker version of the current color.
12. Type **CarKing** as the color scheme name and then click **Save**.
13. Go to slide 1, if necessary.
14. Change the Themes Background Style to **Style 9**.
15. **SAVE** the presentation and **CLOSE** the file.

**PAUSE. LEAVE** PowerPoint open for use in the next project.

---

## Project 4-2: Organizing Slides into Sections

You are an assistant at Sunny Day Travel, and your boss has created the beginnings of a presentation containing travel tips for various destination types. Because there will eventually be many slides per destination, you will organize the slides into sections for the destination types and make some changes to the slide master that will improve the look of the slides.

**GET READY. LAUNCH** PowerPoint if it is not already running.

1. **OPEN** the *Travel Tips* presentation and **SAVE** it as *Travel Tips Sections*.
2. Go to slide 2. Notice that the title is obscured by the graphic.
3. Switch to **Slide Master view** and select the **slide master**.
4. Drag the bottom border of the title placeholder upward so its height is 0.75". Use the **Height box** on the Drawing Tools Format tab to gauge the height, or use the **vertical ruler**.
5. Close **Slide Master view** and confirm on slide 2 that the title no longer overlaps the graphic.
6. Create a section that starts with slide 3. Name it **Sand and Sun**.
7. Create a section that starts with slide 6. Name it **Adventure**.
8. Create a section that starts with slide 9. Name it **Cruise**.
9. Create a section that starts with slide 12. Name it **City**.
10. Create a section that starts with slide 15. Name it **Summary**.
11. Move the City section before the Cruise section.
12. Select the graphic for **Sand and Sun** and then create a hyperlink that jumps to slide 3.
13. Create additional hyperlinks for the other three graphics, jumping to the first slide in their respective sections.
14. **SAVE** the presentation and **CLOSE** the file.

**EXIT** PowerPoint.

---

# 5 Adding Tables to Slides

## LESSON SKILL MATRIX

| Skill                                  | Exam Objective                            | Objective Number |
|--|---|------------------|
| Creating Tables                        | Create new tables.                        | 3.1.1            |
| Importing Tables from External Sources | Import a table.                           | 3.1.4            |
| Modifying Table Layout                 | Insert and delete table rows and columns. | 3.1.2            |
| Formatting Tables                      | Apply table styles.                       | 3.1.3            |

## SOFTWARE ORIENTATION

### A PowerPoint Table

Tables are designed to organize data in columns and rows (see Figure 5-1).

**Figure 5-1**  
A PowerPoint table and the table tools on the Ribbon

**Table Tools tabs**

| Location                | Monthly Transaction Value | Monthly Fee Revenue |
|-------------------------|---------------------------|---------------------|
| 1. Woodbridge Mall      | \$1,700,000               | \$225,000           |
| 2. Park Shopping Center | \$1,200,000               | \$198,000           |
| 3. Harris Lake Mall     | \$1,050,000               | \$164,000           |
| 4. Snyder Place         | \$934,000                 | \$106,000           |
| 5. Stowe Shoppes        | \$859,000                 | \$92,000            |
| 6. Founder's Square     | \$802,000                 | \$88,000            |

Row
Column
Cell

The Table Tools Design tab, shown above, and the Table Tools Layout tab provide tools for modifying and formatting a table. These tabs become active only when a table is selected.

## CREATING TABLES

When you want to organize complex data on a slide, use a **table**. A table is a grid into which you can type text in the individual **cells** at the intersection of each **column** and **row**. A table's column and row structure makes data easy to understand. If you need to organize numerical data that may be used in calculations, you can insert an Excel worksheet on a slide and use Excel's tools to work with the data.

### Inserting a Table

PowerPoint has automated the process of creating a table so that you can simply specify the number of columns and rows and then type data to achieve a professionally formatted result. PowerPoint offers several ways to insert a table. The simplest is to click the Insert Table icon in any content placeholder. You can also insert a table with the Table button on the Insert tab. In this exercise, you will create tables using both methods.

#### STEP BY STEP

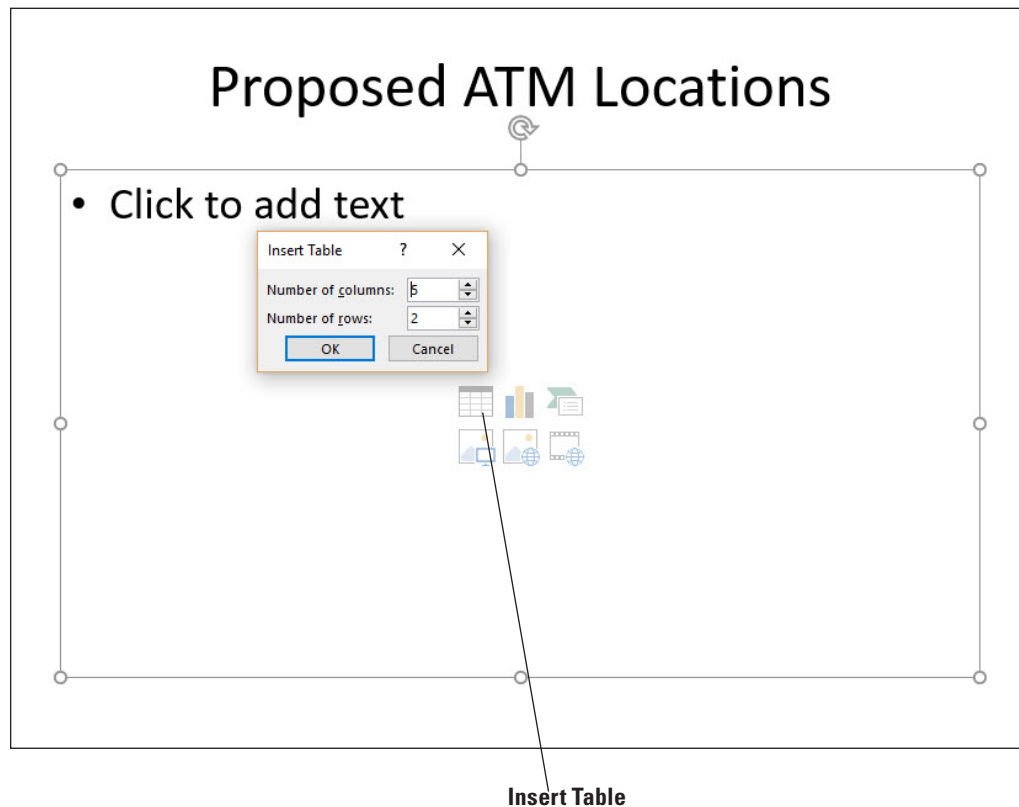
#### Insert a Table

**GET READY.** Before you begin these steps, make sure that your computer is on. Sign on, if necessary.

1. **START** PowerPoint, if the program is not already running.
2. Locate and **OPEN** the **ATMs** presentation from the data files for this lesson and then **SAVE** it as **ATMs Final**.
3. Click below slide 4 in the left pane and press **Enter** to insert a new slide with the Title and Content layout after slide 4.
4. On the new slide, click in the title placeholder and type the slide title, **Proposed ATM Locations**.
5. Click the **Insert Table** icon in the content placeholder. The *Insert Table* dialog box opens (see Figure 5-2).

**Figure 5-2**

The Insert Table dialog box



6. In the Number of Columns text box, overwrite the existing text if necessary and type **3** to specify three columns, press **Tab** to move to the Number of Rows text box, and then type **6** to specify six rows. Click **OK**. PowerPoint creates the table in the content area. Notice that formats specified by the current theme have already been applied to the table.
7. Click in the first table cell in the top row and type **Location**. Press **Tab** to move to the next cell and type **Site Study Complete**. Press **Tab** to move to the third cell in the row and type **Nearest Competing ATM**.
8. Type the following information in the table cells, pressing **Tab** to move from cell to cell. Your table should look like Figure 5-3 when you complete it.
 

|                               |            |                            |
|-------------------------------|------------|----------------------------|
| <b>Springdale Cineplex</b>    | <b>Yes</b> | <b>More than two miles</b> |
| <b>Glen Avenue BIG Foods</b>  | <b>No</b>  | <b>Three blocks</b>        |
| <b>Findlay Market Square</b>  | <b>Yes</b> | <b>One block</b>           |
| <b>Center City Arena</b>      | <b>Yes</b> | <b>One block</b>           |
| <b>Williams State College</b> | <b>No</b>  | <b>Half a mile</b>         |

**Figure 5-3**

The table with data typed in it

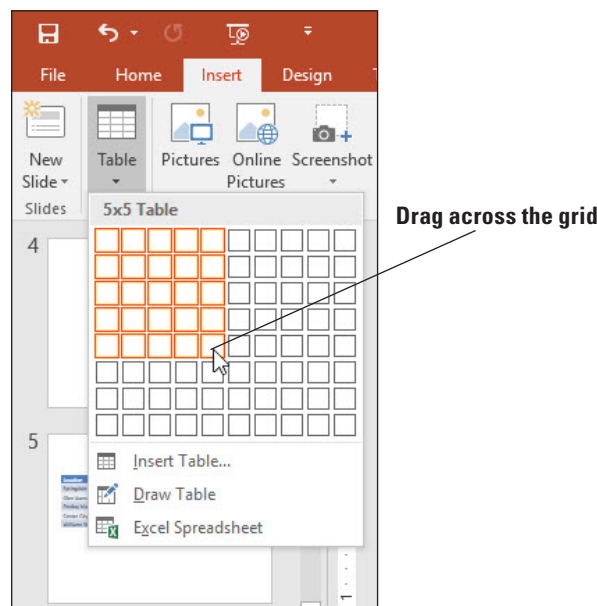
## Proposed ATM Locations

| Location               | Site Study Complete | Nearest Competing ATM |
|------------------------|---------------------|-----------------------|
| Springdale Cineplex    | Yes                 | More than two miles   |
| Glen Avenue BIG Foods  | No                  | Three blocks          |
| Findlay Market Square  | Yes                 | One block             |
| Center City Arena      | Yes                 | One block             |
| Williams State College | No                  | Half a mile           |

9. Insert a new slide with the Title and Content layout at the end of the presentation, and click to display the new slide.
10. On the Insert tab, click **Table** to produce the Table menu and grid.
11. Drag across the grid to select a 5X5 block (see Figure 5-4) and then release the mouse button to create the table.

**Figure 5-4**

Use the Table button to select a 5X5 block



12. Delete the new slide on which you just created the table.

13. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Drawing a Table

Drawing a table enables you to create a table with different row and column sizes, and with different numbers of rows per column (or columns per row). In this exercise, you will draw a table.

### STEP BY STEP

#### Draw a Table

**GET READY. USE** the *ATMs Final* presentation that is still open from the previous exercise.

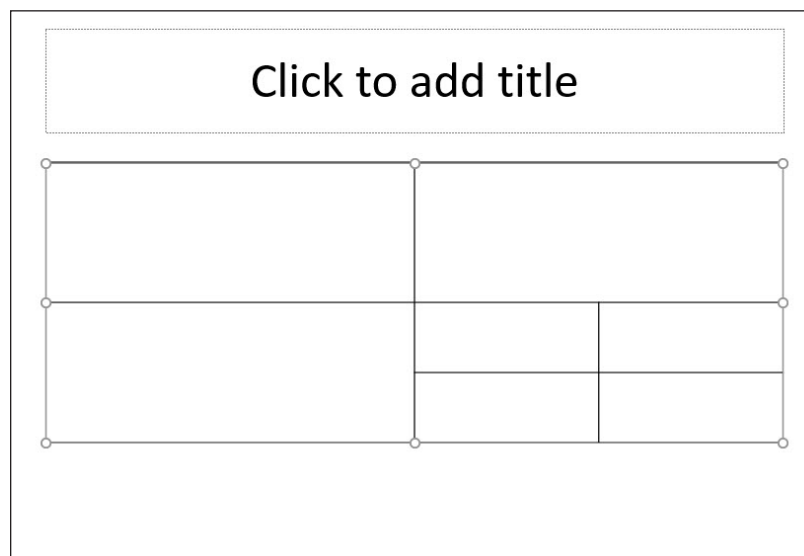
1. Insert a new slide at the end of the presentation with the Title Only layout.
2. On the Insert tab, click **Table** to open the Table menu and then click **Draw Table**. The mouse pointer changes to a pencil.
3. Click and drag the mouse pointer to draw a frame approximately 3" high and the same width as the slide's title placeholder box.
4. When you release the mouse button, the new table appears (which has only one big cell), and the Table Tools Design tab is displayed.
5. On the Table Tools Design tab, click **Draw Table** in the Draw Borders command group. The mouse pointer becomes a pencil again.
6. Click and drag to draw a horizontal line that divides the table horizontally. A dotted horizontal line appears. Release the mouse button to accept it.

**Take Note** Drag to draw the lines starting slightly inside the border rather than on the border's edge. If you start dragging too close to the border, PowerPoint creates a new table frame rather than adding lines to the existing table. If you keep getting too close to the edge and creating new tables, you can right-click in the table and select **Split Cells** to add rows and columns instead of drawing them.

7. The drawing pencil mouse pointer should stay on; if it turns itself off, click the **Draw Table** button again to re-enable it.
8. Drag a vertical line through the middle of the table to divide it vertically.
9. Drag another vertical line that divides only the lower-right cell of the table vertically.
10. Drag another horizontal line that divides only the lower-right cells of the table horizontally. Figure 5-5 shows the completed table.

**Figure 5-5**

A drawn table





11. Press **Esc** to turn off the pencil cursor on the mouse pointer.
12. Type the text shown in Figure 5-6 into the slide's title placeholder and into the table. You will format this table later in the lesson.

**Figure 5-6**

The table with text added

| Team Leaders |        |         |
|--------------|--------|---------|
| Division     | Name   |         |
| Eastern      | Claude | Simpson |
|              | Mary   | Bailey  |

13. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## IMPORTING TABLES FROM EXTERNAL SOURCES

Microsoft Office 2016 allows a great deal of integration among its programs. If you need to show numerical data on a slide, for example, you can insert an Excel worksheet directly on the slide and use it to manipulate data just as you would in Excel.

### Using an Excel Worksheet in PowerPoint

If you need to show numeric data on a PowerPoint slide, you can insert an Excel worksheet directly on the slide and use it to manipulate data just as you would in Excel. Inserting an Excel **worksheet** (a spreadsheet from an Excel **workbook**) gives you access to all of Excel's data manipulation and formatting tools. If you want to show Excel data on a slide and have not yet created the worksheet, it makes sense to create the worksheet directly on the PowerPoint slide. A worksheet you insert in this way is **embedded** on the slide—it is stored within the PowerPoint presentation but can be edited using the tools of its source application, Excel.

When you insert a worksheet using the Excel Spreadsheet command, the worksheet consists of only four visible cells. Drag the bottom or side sizing handle (or the lower-right corner handle) to reveal more cells. When you have finished inserting data, use these handles to adjust the border to hide empty cells that would otherwise show on the PowerPoint slide.

You can also resize a worksheet object by clicking it once to display the container border, then dragging a bottom, side, or corner of the placeholder. This action enlarges or reduces the object itself; however, it does not change the font size of the embedded data even though the text may look larger. You can edit an embedded worksheet at any time by double-clicking the worksheet object to open it in Excel. You can remove the object by clicking it once to display the container border and then pressing Delete.

In this exercise, you will insert an Excel worksheet in a PowerPoint presentation. In some ways the worksheet is like a table; in other ways it differs. You will see the differences as you work through the exercise.

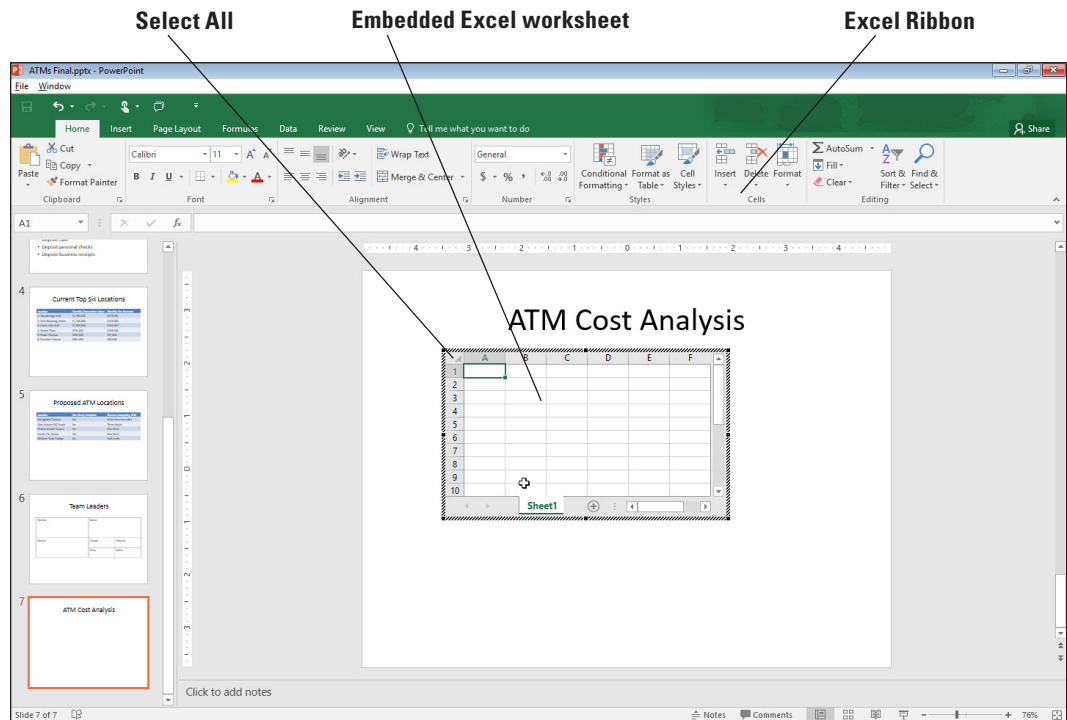
**STEP BY STEP****Insert an Excel Worksheet**

**GET READY.** USE the *ATMs Final* presentation that is still open from the previous exercise.

1. Insert a new slide at the end of the presentation with the Title Only layout.
2. Type the slide title **ATM Cost Analysis**.
3. Click away from the title text box, click the **Insert** tab, click the **Table** drop-down arrow, and then click **Excel Spreadsheet**. PowerPoint creates a small Excel worksheet on the slide. Note that the PowerPoint Ribbon has been replaced by the Excel Ribbon but the title bar still shows *ATMs Final.pptx*.
4. Resize the worksheet object by dragging the lower-right corner handle diagonally to the right to display columns A through F and rows 1 through 10 (see Figure 5-7).

**Figure 5-7**

A new Excel worksheet on a slide



**Take Note** When an Excel worksheet is open on the slide, you are actually working in Excel. To return to PowerPoint, click outside the worksheet object.

5. Click the **Select All** area in the upper-left corner of the worksheet where the column headers and row headers intersect. The entire worksheet is selected.
6. Click the **Font Size** drop-down arrow on the Home tab and click **18**.
7. Type data in the worksheet cells (see Figure 5-8). To move between cells use the arrow keys on the keyboard or press **Tab**. To adjust column widths, position the pointer on the border between column headings so the pointer turns into a two-headed arrow and drag to the right until all data appears. The overall size of the embedded Excel spreadsheet expands as needed as you widen the columns.
8. Click cell **F5** and type the following formula: **=E5-SUM(B5:D5)**. This formula sums the values in B5, C5, and D5 and then subtracts that total from the value in E5.
9. Press **Enter** to complete the formula.
10. Click cell **F5** and then click the **Copy** button on the Home tab. Then click and drag over cells **F6** through **F9** to select them and click the **Paste** button to paste the formula in each of the selected cells.

**Figure 5-8**

Type the data as shown

| Model | Installation | Maintenance | Lease | Revenue | Net Cost |
|-------|--------------|-------------|-------|---------|----------|
| 501   | 32000        | 8000        | 3000  | 450000  |          |
| 601   | 39000        | 9100        | 4200  | 613000  |          |
| 701   | 45000        | 11000       | 5400  | 765000  |          |
| 801   | 51000        | 13500       | 7200  | 986000  |          |
| 901   | 56000        | 15000       | 12000 | 170000  |          |

11. Click and drag over the range **B5:F9** to select those cells. Then click the **Accounting Number Format** button in the Number group on the Home tab to apply a currency format to the selected cells. (Do not worry if some of the cells fill up with # signs.)
12. With B5:F9 still selected, click the **Decrease Decimal** button in the Number group twice to remove the decimal points and trailing zeros for the numbers.
13. Widen the columns as needed so that there are no ##### entries in any of the cells.
14. Click cell **A1** and change the font size to **24**.
15. Click outside the worksheet to return to PowerPoint. Your slide should look similar to Figure 5-9. You may need to resize and/or reposition the object to center it on the slide.

**Figure 5-9**

The completed Excel worksheet embedded in a slide

24-point text

Values in this column were calculated by functions

Accounting format with no decimal places

| Model | Installation | Maintenance | Lease     | Revenue    | Net Cost   |
|-------|--------------|-------------|-----------|------------|------------|
| 501   | \$ 32,000    | \$ 8,000    | \$ 3,000  | \$ 450,000 | \$ 407,000 |
| 601   | \$ 39,000    | \$ 9,100    | \$ 4,200  | \$ 613,000 | \$ 560,700 |
| 701   | \$ 45,000    | \$ 11,000   | \$ 5,400  | \$ 765,000 | \$ 703,600 |
| 801   | \$ 51,000    | \$ 13,500   | \$ 7,200  | \$ 986,000 | \$ 914,300 |
| 901   | \$ 56,000    | \$ 15,000   | \$ 12,000 | \$ 170,000 | \$ 87,000  |

16. **SAVE** the presentation.

**PAUSE. LEAVE** PowerPoint open to use in the next exercise.

**Take Note** You know a worksheet is open and ready to edit in Excel when it displays the heavy hatched border and the Excel Ribbon.

**STEP BY STEP****Paste Tables from Excel and Word**

**GET READY. USE** the *ATMs Final* presentation that is still open from the previous exercise.

1. Insert a new slide at the end of the presentation with the Title Only layout.
2. Type the slide title **ATM Total Transactions**.
3. Click away from the title text box.
4. Locate and open the *ATM Total Transactions* Word document.
5. Press **Ctrl+A** to select all of the text in the word document. Click the **Copy** button on the Home tab.
6. Go back to the *ATMs Final* presentation and click the **Paste** button on the Home tab. The table from Microsoft Word is inserted into the PowerPoint presentation with the Theme's formatting.
7. Delete the table you just inserted.
8. Locate and open the *ATM Total Transactions* Excel document.
9. Select cells A:1 to D:7. Click the **Copy** button on the Home tab.
10. Go back to the *ATMs Final* presentation and click the **Paste** button on the Home tab. The table from Microsoft Excel is inserted into the PowerPoint presentation. Note that the theme's formatting isn't transferred in this case.
11. **SAVE** the presentation.

**PAUSE. LEAVE** PowerPoint open to use in the next exercise.

**MODIFYING TABLE LAYOUT**

It is often necessary to modify the layout as you work with a table. For example, you may need to add or delete rows or columns, move data in the table, adjust column widths, or merge or split table cells.

**Take Note** The steps described in this section may not work the same on tables inserted using the Excel spreadsheet function.

**Adding Rows and Columns**

One of the most common reasons to change a table's structure is to add data to or remove data from the table. You will learn in this exercise that you can easily insert rows and columns in PowerPoint tables to keep data accurate and up to date. In the following exercise, you will add a row and a column to a table.

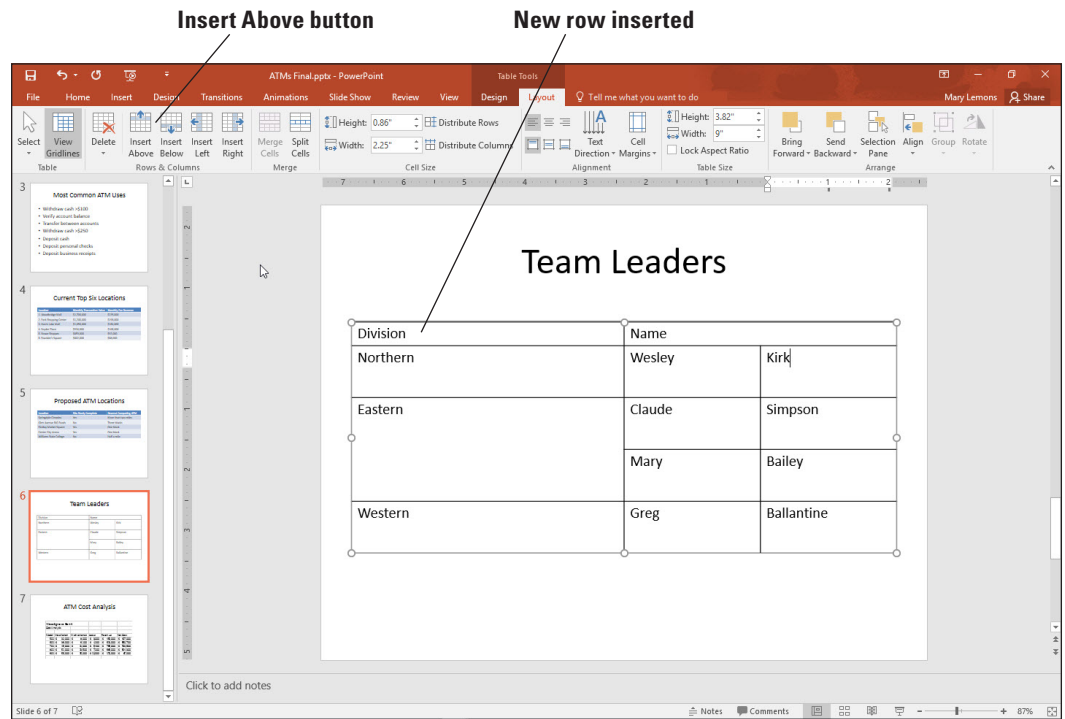
**STEP BY STEP****Add a Row and a Column**

**GET READY. USE** the *ATMs Final* presentation that is still open from the previous exercise.

1. Go to slide 6 (the Team Leaders slide).
2. Click at the end of the word **Bailey** in the last cell and press **Tab**. A new row appears.
3. In the new row, type **Western** in the first column, **Greg** in the second, and **Ballantine** in the third.
4. Click in the cell containing **Eastern** and on the Table Tools Layout tab, click **Insert Above** in the Rows & Columns group. A new blank row appears above that cell's row.
5. Drag the lower border of the first row upward, decreasing that row's height as much as possible. (The text within that row prevents the height from being smaller than will accommodate that text.)
6. In the new row, type **Northern** in the first column, **Wesley** in the second, and **Kirk** in the third. Your results should look like Figure 5-10.

**Figure 5-10**

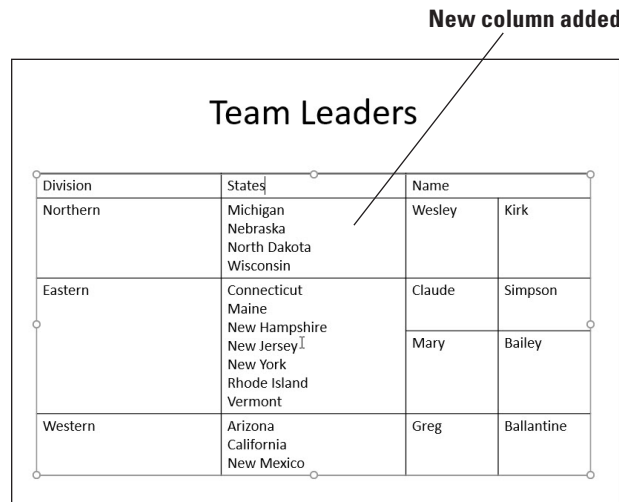
Adding a row between two existing rows



7. Click and drag across all the cells in the Division column to select that column. You can also place your cursor above the column until it becomes an arrow to select the whole column.
8. On the Table Tools Layout tab, click Insert Right. A new blank column appears.
9. In the new column, type the data shown in Figure 5-11. If the table becomes so tall that it overruns the bottom of the slide, move the table upward on the slide as needed by dragging its outer border.

**Figure 5-11**

Adding a new column



10. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

To add a new row at the bottom of a table, simply move into the last cell of the table (bottom right) and press Tab. Alternatively, the Tools in the Rows & Columns group on the Table Tools Layout tab make it easy to insert new rows and columns exactly where you want them in the table. Click in a cell near where you want to add the row or column and then click the appropriate button on the tab.

## Deleting Rows or Columns

When you delete rows and columns, the table automatically resizes to account for the removal of the data. Note, however, that columns do not automatically resize to fill the area previously occupied by a column. After removing columns, you may need to resize the remaining columns in the table to adjust space. In this exercise, you will delete a column and a row.

### STEP BY STEP

#### Delete Rows or Columns

**GET READY. USE** the *ATMs Final* presentation that is still open from the previous exercise.

1. On slide 6, click in the upper-left cell (**Division**).
2. On the Table Tools Layout tab, click the **Delete** button in the Rows & Columns group, and on the menu that appears, click **Delete Columns**. The first column is deleted.
3. Click the **Undo** button on the Quick Access Toolbar to undo the delete operation.
4. Click in the lower-left cell (**Western**).
5. On the Table Tools Layout tab, click the **Delete** button, and on the menu that appears, click **Delete Rows**. The bottom row is deleted.
6. Click the **Undo** button on the Quick Access Toolbar to undo the delete operation.
7. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Moving Rows and Columns

Move rows and columns when you need to reorder data. You can use drag and drop or the Cut and Paste commands to move row or column data into a new, blank row or column. In this exercise, you will insert a new column and then move content into it.

### STEP BY STEP

#### Move a Column

**GET READY. USE** the *ATMs Final* presentation that is still open from the previous exercise.

1. Go to slide 4, click in the second column, and on the Table Tools Layout tab, click Insert Left. A new column is inserted between the first and second columns.
2. Drag across all the cells in the rightmost column to select them.
3. Drag the selected column and drop it on top of the first cell in the blank column you inserted in step 1. The data from the selected column is moved to the new column, and a blank column remains in the data's previous location.
4. With the second column still selected, press **Ctrl+X** to cut the column's data to the Clipboard. The column disappears entirely. When you use the Ctrl+X command to cut all data from a column, a blank column is not left behind as with drag and drop.
5. Click in the first row of the empty column on the right side of the table and press **Ctrl+V** to paste the data into that column. The data is placed in the empty column, and the table returns to having only three columns.
6. Drag the table's frame to re-center it on the slide if needed. (It may be slightly skewed to the left.)
7. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Resizing and Distributing Rows and Columns

Row heights and column widths can be easily resized by dragging or double-clicking cell borders.

Adjust column widths or row heights to eliminate unused space or add space to make table text more readable. Dragging allows you to “eyeball” column widths or row heights so that they look attractive on the slide. Double-clicking on the divider bar between columns allows you to immediately set column width to the width of its widest line. Double-clicking does not adjust row height, however. To resize a row that has been enlarged, drag its bottom border. To make all the rows or columns the same width, you can use the Distribute Rows or Distribute Columns buttons.

In this exercise, you will resize rows and columns in two different ways and distribute the column widths evenly.

### STEP BY STEP

#### Resize and Distribute Rows and Columns

**GET READY.** USE the *ATMs Final* presentation that is still open from the previous exercise.

1. Go to slide 6, and double-click the vertical border between the first and second columns.

**Take Note** Double-clicking a column border adjusts column width to fit the column’s widest entry.

2. Drag the horizontal border between the Claude Simpson and Mary Bailey lines in the table upward, so that the Claude Simpson cells are as short as possible. If you need to be more precise in resizing, you can use the tools in the Cell Size group on the Table Tools Layout tab to specify exact widths and heights for table cells.
3. Click in the cell that contains States.
4. On the Table Tools Layout tab, in the Table Size group’s Width box, set the value to exactly 7” by clicking the increment arrows or typing over the existing value.
5. In the Cell Size group’s Width box, set the value to exactly 3.1” by clicking the up increment arrow or by typing over the existing value.

**Take Note** The Width setting in the Table Size group controls the width of the entire table; the Width setting in the Cell Size group controls the width of only the column in which the active cell is located. The active cell is the one containing the insertion point.

6. Drag the outer border of the table to the right as needed to re-center the table beneath the Team Leaders title.
7. Select the entire table by dragging across it.
8. On the Table Tools Layout tab, click the **Distribute Columns** button. Each column becomes the same width.
9. **SAVE** the presentation.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

## Merging and Splitting Table Cells

The merge and split features allow you to adjust how content fits in table cells and to modify the internal structure of a table without increasing or reducing its overall width. By merging cells, you can position content so it spans more than one column or row. When two cells merge, all the content is retained; a paragraph break is inserted between their content. Use the split feature when you want to divide a single row or column to accommodate additional entries without modifying the remainder of the table. When you split a cell that contains content, the content goes with the leftmost or upper cell; you may choose to move some or all of the content into the new blank cell(s) after the split. Merging and splitting can modify the internal structure of a table without increasing or reducing its overall width. In this exercise, you will practice merging and splitting table cells.



**STEP BY STEP****Merge and Split Table Cells**

**GET READY.** USE the *ATMs Final* presentation that is still open from the previous exercise.

1. Go to slide 6 and select the cells containing **Wesley** and **Kirk**.
2. On the Table Tools Layout tab, click **Merge Cells**. The two cells become one, and the text from both cells appears in the merged cell separated by a paragraph break.
3. Click at the beginning of the second name and press **Backspace** to delete the paragraph break between the two names, so they appear on the same line. Press the space bar once if needed to add a space between the two names.
4. Use the procedures in steps 1-3 to merge each of the other three names (Claude Simpson, Mary Bailey, and Greg Ballantine) in the table in the same way.
5. Use the procedures in steps 1-3 to merge the cells containing the two names of the representatives for the Eastern region, and leave each name on a separate line as in Figure 5-12.

**Figure 5-12**

The table after all first and last names have been merged

| Division | States   | Name                          |
|----------|--|-------------------------------|
| Northern | Michigan<br>Nebraska<br>North Dakota<br>Wisconsin  | Wesley Kirk                   |
| Eastern  | Connecticut<br>Maine<br>New Hampshire<br>New Jersey<br>New York<br>Rhode Island<br>Vermont | Claude Simpson<br>Mary Bailey |
| Western  | Arizona<br>California<br>New Mexico  | Greg Ballantine               |

6. Select all three cells that contain state names, and on the Table Tools Layout tab, click **Split Cells**. The *Split Cells* dialog box opens.
7. In the Number of Columns text box, type **2** to set the number of columns to 2 if it is not already at that value. In the Number of Rows box, type **1** to set the number of rows to 1 if it is not already at that value. Then click **OK**.
8. Select the entire table and then click the **Distribute Columns** button on the Table Tools Layout tab to equalize the column widths.
9. For each division, move approximately half of the names from the existing cell to the empty cell to its right (see Figure 5-13). You can move the text either with drag and drop or cut and paste. Resize the columns as needed to fit the states' names.

**Figure 5-13**

Move some of the state names into the new cells

| Division | States  |                                     | Name                          |
|----------|---|-------------------------------------|-------------------------------|
| Northern | Michigan<br>Nebraska                                | North Dakota<br>Wisconsin           | Wesley Kirk                   |
| Eastern  | Connecticut<br>Maine<br>New Hampshire<br>New Jersey | New York<br>Rhode Island<br>Vermont | Claude Simpson<br>Mary Bailey |
| Western  | Arizona<br>California                               | New Mexico                          | Greg Ballantine               |

**Move some of the state names into the new column**

10. **SAVE** the presentation file and then **CLOSE** it.

**PAUSE. LEAVE** PowerPoint open to use in the next exercise.

## FORMATTING TABLES

PowerPoint provides default formats to all new tables so that they have an appealing look. You may want to modify formatting, however, because you do not like the default colors or you want a different look. Use the tools on the Table Tools Design and Table Tools Layout tabs to apply new formatting options.

### Changing Table Text Alignment and Orientation

Text can be aligned both vertically and horizontally within a cell. You can also change the text's orientation (rotation) to create visual interest. Use the same tools to align content horizontally in a table cell that you use to align text in a text placeholder. Changing alignment in table cells can improve readability as well as make a table more attractive.

Vertical alignment options control how content appears from the top to the bottom of a cell. The default option is top alignment, but column headings often look better centered vertically in table cells. When column headings have differing numbers of lines, standard procedure is to align all headings at the bottom.

Use options on the Text Direction menu in the Alignment group of the Table Tools Layout tab to change the orientation of text for a special effect. Vertical text or text that reads from bottom to top makes a unique row header, for example. In this exercise, you will change the text direction and alignment in table cells.

## STEP BY STEP

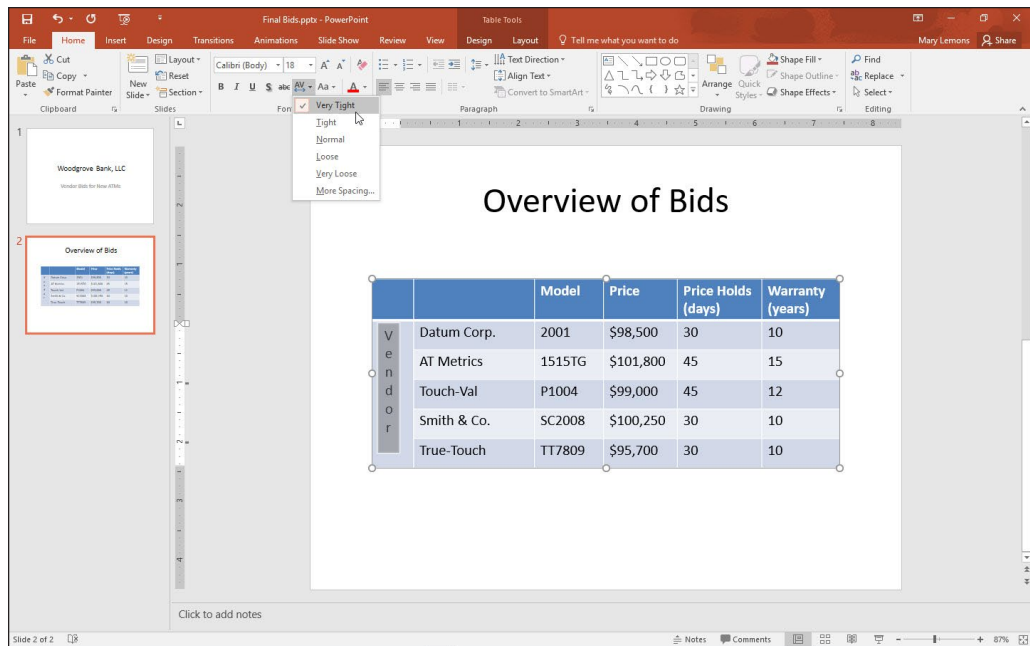
### Align and Orient Text in a Table

**GET READY. OPEN** the *Bids* presentation from the data files for this lesson.

1. **SAVE** the file as *Final Bids*.
2. Go to slide 2 and click in the merged cell at the far left of the table.
3. Click the **Table Tools Layout** tab and then click the **Text Direction** button to display a menu of orientation options.
4. Click **Stacked**. This option will stack text with each letter below the previous one.
5. Type **Vendor** in the merged cell. The text stacks in the merged cell.
6. Select the **text** you just typed. Click the **Home** tab and then click the **Character Spacing** button in the Font group. Click **Very Tight** (see Figure 5-14).

Figure 5-14

Stacked text orientation with Very Tight spacing

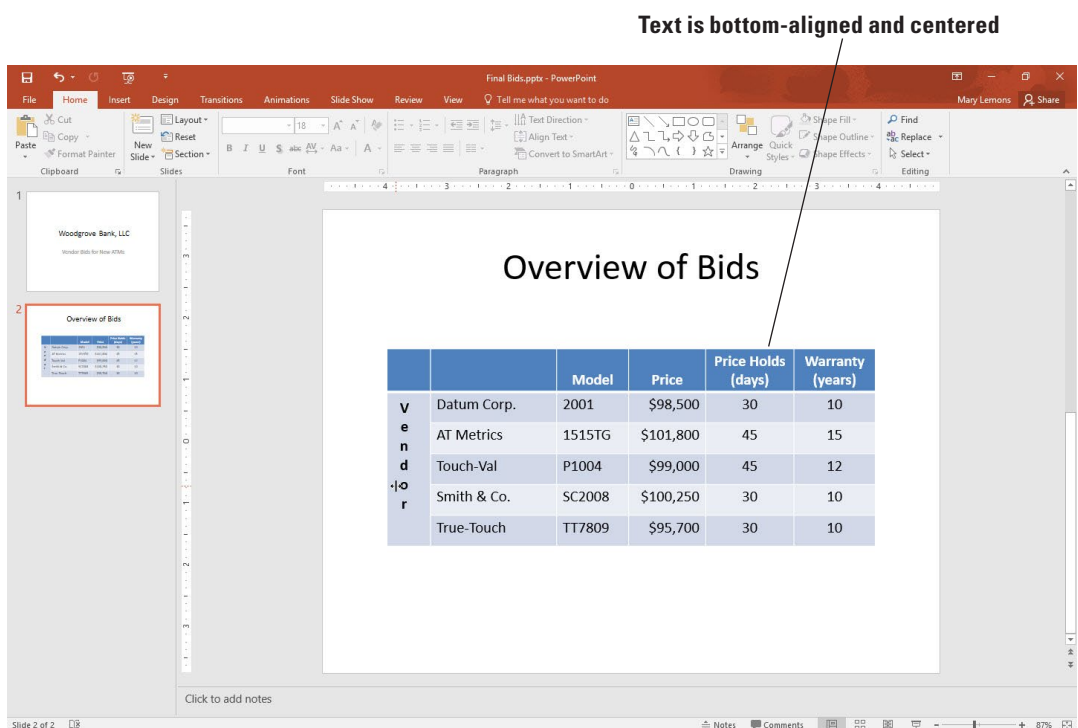


**Take Note** When you move the I-beam pointer over rotated or stacked text, its orientation changes to match the text orientation.

7. With text still selected, click the **Bold** button in the Font group on the Home tab.
8. Select the cells with numbers in the Price column. Click the **Align Right** button in the Paragraph group to align all text in that column along the right side of the cells.
9. Select the cells with numbers in the last two columns. Click the **Center** button to center the contents of those cells.
10. Select the cells in the column header row. Because they are already blue, it will not be obvious that they are selected.
11. Click the **Center** button on the Home tab to center the contents of those cells.
12. Click the **Table Tools Layout** tab and then click the **Align Bottom** button in the Alignment group. All column headings now align at the bottom of the cells (see Figure 5-15).

Figure 5-15

Set vertical alignment



13. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Applying a Table Style

PowerPoint tables are formatted by default with a Quick Style based on the current theme colors. You can choose another table style to change color and shading formats. In this exercise, you will apply a table style.

### STEP BY STEP

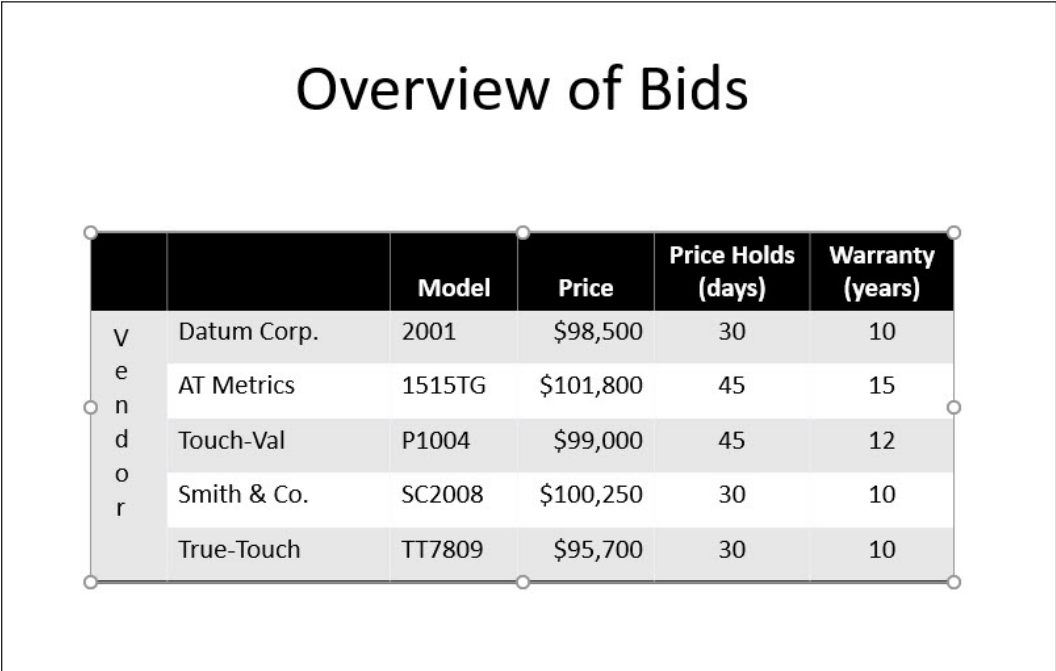
#### Apply a Table Style

**GET READY. USE** the *Final Bids* presentation that is still open from the previous exercise.

1. Click anywhere in the table on slide 2 and then click the **Table Tools Design** tab.
2. Click the **More** button in the Table Styles group to display the Table Styles gallery. Note that the table styles are organized into several groups—Best Match for Document, Light, Medium, and Dark.
3. Click the **Themed Style 2 – Accent 6** table style. This style is a colorful alternative, but not exactly what you want.
4. Click the **More** button again and then click the **Medium Style 3** style, a black and gray combination in the first column of the gallery. Your table should look similar to Figure 5-16.

**Figure 5-16**

New style applied to entire table



|        |             | Model  | Price     | Price Holds (days) | Warranty (years) |
|--------|-------------|--------|-----------|--------------------|------------------|
| Vendor | Datum Corp. | 2001   | \$98,500  | 30                 | 10               |
|        | AT Metrics  | 1515TG | \$101,800 | 45                 | 15               |
|        | Touch-Val   | P1004  | \$99,000  | 45                 | 12               |
|        | Smith & Co. | SC2008 | \$100,250 | 30                 | 10               |
|        | True-Touch  | TT7809 | \$95,700  | 30                 | 10               |

5. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

Colors available for Table Style formats are controlled by theme. If you apply a Quick Style and then change the theme, the Table Style colors will adjust to those of the new theme.

You may on occasion want to remove all table formatting to present data in a simple grid without shading or border colors. You can remove formatting by clicking Clear Table at the bottom of the Table Styles gallery. Once you have cleared formats, you can reapply them by selecting any table style.

### Turning Table Style Options On or Off

The options in the Table Style Options group on the Table Tools Design tab allow you to adjust what part of a table receives special emphasis. If your table has a row that shows totals of calculations, for example, the Total Row option applies color to that row so it stands out. You can use any number of these options in a single table, or you can deselect all of them for a plainer effect. Keep in mind that there is sometimes a fine line between effective emphasis and the visual confusion that can result from too much emphasis. In this exercise, you will modify the formatting applied by a table style by turning certain options on and off.

#### STEP BY STEP

#### Turn Table Style Options On and Off

**GET READY.** USE the *Final Bids* presentation that is still open from the previous exercise.

1. Click anywhere in the table to select it if necessary.
2. Click the **Table Tools Design** tab if it is not already displayed.
3. Click the **Banded Rows** option in the Table Style Options group to deselect the option.
4. Click the **First Column** option. The first column receives special emphasis.
5. Click the **Banded Columns** option. Color bands are applied to the columns.

**SAVE** the presentation and then **CLOSE** the file. **EXIT** PowerPoint.

---

## Knowledge Assessment

### Matching

Match the term in Column 1 to its description in Column 2.

| Column 1      | Column 2   |
|---------------|--|
| 1. Table      | a. Option you can use to make all rows and columns the same width                              |
| 2. Draw Table | b. Insert data so that it can be edited using its original application.                        |
| 3. Merge      | c. An arrangement of columns and rows used to organize data.                                   |
| 4. Distribute | d. Option you can use to create a table frame and insert columns and rows where you want them. |
| 5. Embed      | e. To combine two or more cells to create a larger cell.                                       |

### True/False

Circle T if the statement is true or F if the statement is false.

- T F** 1. To create a new table, click the Insert Object button and then select the type of table to create.
- T F** 2. By default, a new table is sized to fit the content placeholder in which it was created.
- T F** 3. To edit a worksheet object on a slide, double-click the object to display Excel's tools.
- T F** 4. You must select an entire row before you can insert a new row above or below it.
- T F** 5. Use the Blank Table option to quickly remove all formatting from a table.

## Projects

### Project 5-1: Inserting and Formatting an Excel Table

You are a production manager at Tailspin Toys. You have been asked to give a presentation to senior management about anticipated costs of upgrading machinery in the assembly area. Because you want to sum the costs, you will use an Excel worksheet to present the information.

**GET READY. LAUNCH** PowerPoint if it is not already running.

- 6. OPEN** the *Upgrades* presentation from the data files for this lesson and then **SAVE** it as *Upgrades Final*.
- Go to slide 2, click the **Insert** tab, click the **Table** drop-down arrow, and then click **Excel Spreadsheet**.
- Drag the lower-right corner handle of the worksheet object to reveal columns A through D and rows 1 through 7.
- Type the following data in the worksheet.

| Machine        | Upgrade         | Cost     | Time Frame |
|----------------|-----------------|----------|------------|
| Conveyor #2    | New belt, drive | \$28,000 | 30 days    |
| Conveyor #3    | Update software | \$5,800  | 14 days    |
| Drill Press #1 | Replace         | \$32,000 | 30 days    |
| Vacuum system  | New pump, lines | \$12,750 | 30 days    |
| Docks #2 - #5  | Doors, motors   | \$14,500 | 10 days    |
- Click the Excel **Page Layout** tab, click the **Themes** button, and then click **Retrospect** to apply the same theme to the worksheet that your presentation uses.

11. Adjust column widths by dragging or double-clicking column borders to display all data. Widen the overall worksheet object if needed.
12. Click in cell **B7**, type **Total Costs**, and then press **Tab**.
13. Click the **Sum** button in the Editing group on the Home tab and then press **Enter** to complete the SUM function. The result should be \$93,050.
14. Apply **Quick Styles** to the worksheet as follows:
  - a. Select the column headings and then click the **Cell Styles** button in the Styles group on the Home tab.
  - b. Click the **Accent5** style.
  - c. Click the **Total Costs** cell, click the **Cell Styles** button, and click the **Accent1** style.
  - d. Click the cell that contains the sum of costs, click the **Cell Styles** button, and then click the **Total** style.
  - e. Apply bold formatting to the column headings and the **Total Costs** cell.
15. Click the **Select All** area at the top left corner of the worksheet, click the **Font Size** drop-down arrow, and then click **20**. Adjust column widths again if necessary to display all data.
16. Select the entries in the Time Frame column and then click the **Center** button.
17. Click outside the worksheet twice to review your changes.
18. **SAVE** the presentation and then **CLOSE** the file.

**PAUSE. LEAVE** PowerPoint open for use in the next project.

### Project 5-2: Inserting a Table

You are an operations manager for City Power & Light. You have been asked to give a presentation to department heads about scheduled maintenance of power substations around the city. In this project, you will use a table to present the maintenance schedule.

**GET READY. LAUNCH** PowerPoint if it is not already running.

1. **OPEN** the **Power** presentation from the data files for this lesson and then **SAVE** it as **Power Final**.
2. Go to slide 3. Insert a table with two columns and seven rows. Move the table below the slide title, centered on the side.
3. Type the following information in the table:
 

| Substation | Week of     |
|------------|-------------|
| Eastland   | July 11     |
| Morehead   | October 3   |
| Huntington | June 6      |
| Parkland   | May 23      |
| Midtown    | July 25     |
| Elmwood    | December 11 |
4. Apply a **Table Style Medium Style 1 – Accent 2** to the table.
5. Turn on the **First Column** table style option. Change the **font style** for the entire presentation to **Calibri** (from the **Design tab's Variant** group).
6. Delete the last row of the table.
7. Rearrange the rows so that the dates in the second column are in chronological order. Re-center the table on the slide, if necessary.

**Take Note** Create a new blank row, and use it as a temporary holding area when moving rows and then delete the blank row when you are finished.

8. **SAVE** the presentation and then **CLOSE** the file.

**EXIT** PowerPoint.



# Using Charts in a Presentation 6

## LESSON SKILL MATRIX

| Skill                             | Exam Objective                  | Objective Number |
|-----------------------------------|---------------------------------|------------------|
| Building Charts                   | Create a chart.                 | 3.2.1            |
|                                   | Import a chart.                 | 3.2.2            |
| Modifying the Chart Type and Data | Change the Chart Type.          | 3.2.3            |
| Modifying Chart Elements          | Add legends to charts.          | 3.2.4            |
| Formatting a Chart                | Create and modify chart styles. | 3.2.5            |

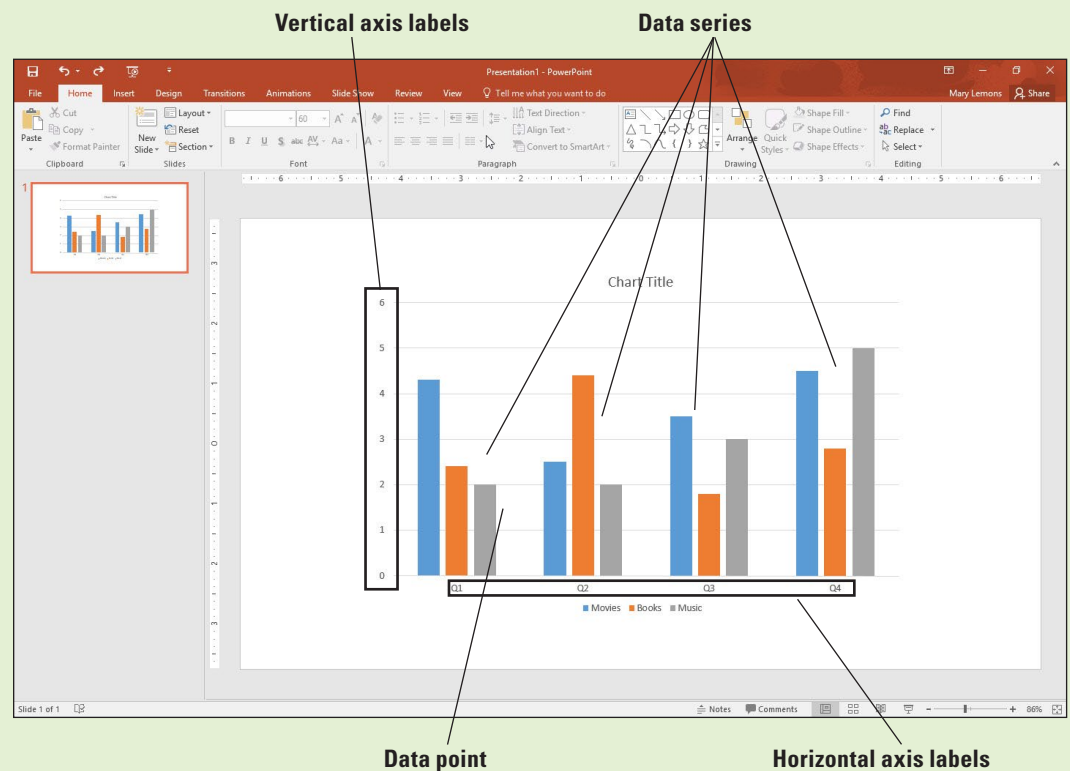
## SOFTWARE ORIENTATION

### A PowerPoint Chart

Charts can help your audience understand relationships among numerical values. Figure 6-1 shows a sample PowerPoint chart with some standard chart features labeled.

**Figure 6-1**

Components of a chart



A chart can compare multiple data series (see Figure 6-1) with each series represented by a different color or pattern. A **legend** explains what each color represents. Category axis labels explain what the groupings of bars represent (on the horizontal axis) and vertical axis labels explain the meaning of the numeric values (on the vertical axis). Optional elements such as gridlines behind the chart help make the chart more readable.

## BUILDING CHARTS

**Charts** are visual representations of numerical data. Chart features such as columns, bars, lines, or pie slices make it easy to understand trends or compare values. Once you have created a chart in PowerPoint, you can easily modify the data on which the chart is based, choose a different type of chart to display the data, change the layout of the chart, and modify its formats.

### Inserting a Chart from a Content Placeholder

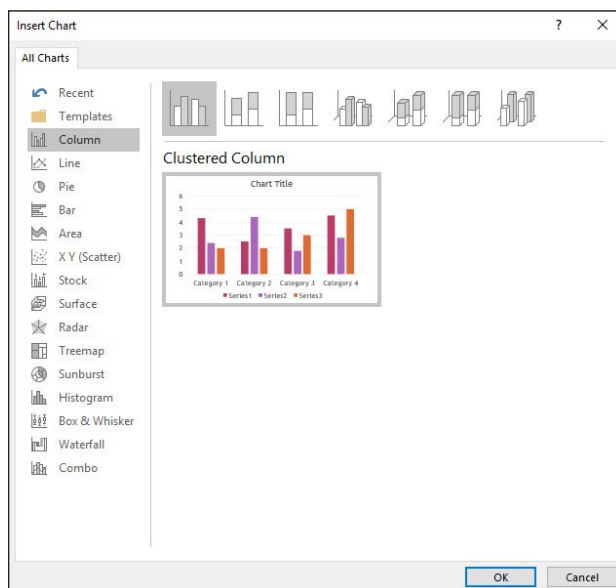
Excel opens when you create a chart in PowerPoint and you enter the data in Excel that you want to plot on the chart. Then when you return to PowerPoint, the chart appears with the data presented. As with tables and other objects, such as diagrams and pictures, the easiest way to insert a chart is to click the Insert Chart icon in any content placeholder. PowerPoint guides you the rest of the way to complete the chart. In the following exercise, you will place a chart on a slide using a content placeholder.

#### STEP BY STEP

#### Insert a Chart

**GET READY.** Before you begin these steps, make sure that your computer is on. Sign on, if necessary.

1. **START** PowerPoint, if the program is not already running.
2. **OPEN** the **Revenues** presentation from the data files for this lesson and then **SAVE** it as **Revenues Final**.
3. Go to **slide 3**. Click the **Insert Chart** icon in the center of the content placeholder. The *Insert Chart* dialog box opens (see Figure 6-2), showing chart types and subtypes.



**Figure 6-2**

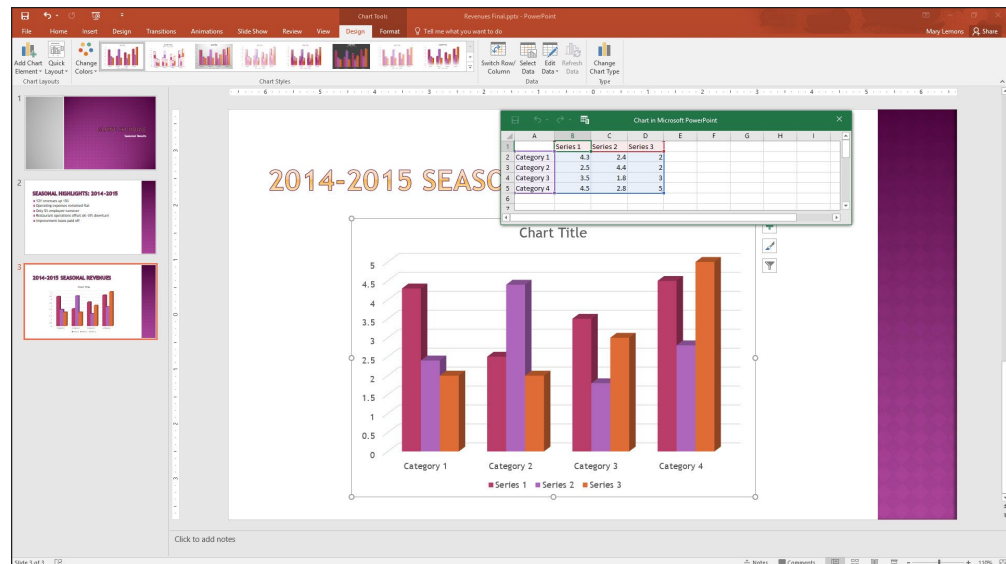
Select a chart type and subtype

**Take Note** PowerPoint 2016 offers six new chart types that you can use to help visualize data: Box & Whisker, Treemap, Sunburst, Histogram, in Histogram options, Pareto, and Waterfall.

4. Click the **3D Clustered Column** chart subtype (the fourth from the left in the row of icons across the top of the dialog box).
5. Click **OK**. A Chart in Microsoft PowerPoint window opens on top of the PowerPoint window containing the sample data on which the chart is based (see Figure 6-3). It is similar to an Excel worksheet. Notice the bright-blue border that surrounds the data range. This range border is used to indicate the data being charted.

Figure 6-3

A worksheet opens for entering the data for the chart

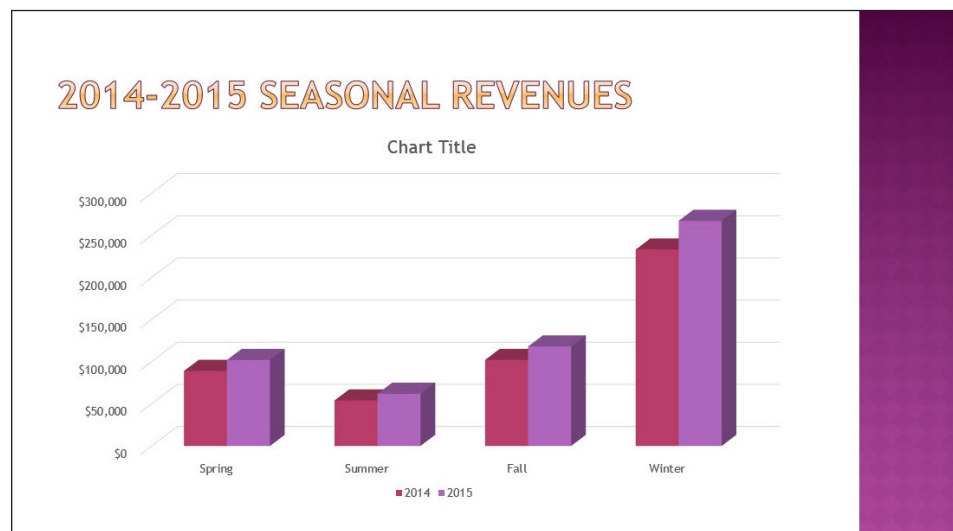


6. Drag the marker in the bottom-right corner of the range border so that the range includes only cells **A1:C5**.
7. Select **Column D**, right click, and then select **Delete** to clear the selected cells. (If you just click Delete, it leaves a placeholder for the Column, which appears in your chart.)
8. Click cell **B1** and type **2014**, replacing the current entry. Then press **Tab** to move to cell **C1**. Type **2015** and press **Enter**.
9. Beginning in cell **A2**, type the following data in Excel to complete the chart:
 

|               |                  |                  |
|---------------|------------------|------------------|
| <b>Spring</b> | <b>\$89,000</b>  | <b>\$102,000</b> |
| <b>Summer</b> | <b>\$54,000</b>  | <b>\$62,000</b>  |
| <b>Fall</b>   | <b>\$102,000</b> | <b>\$118,000</b> |
| <b>Winter</b> | <b>\$233,000</b> | <b>\$267,000</b> |
10. Close the worksheet window. The chart appears with the data you entered (see Figure 6-4).

Figure 6-4

The completed chart



11. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

As you saw in the previous exercise, a worksheet window opens to allow you to insert the data that creates the chart. You can edit the worksheet data any time you want by clicking the Edit Data button on PowerPoint's Chart Tools Design tab (which appears when a chart is selected). When you click Edit Data in the Data group, a menu appears offering for you to edit the data in PowerPoint (Edit Data) or in Excel (Edit Data in Excel 2016).

If you want to use data from an existing Excel workbook, open that workbook and Copy and Paste the data into the sheet created for the chart's data. Adjust the range border as needed.

### Importing a Chart from Excel

You can create the chart in Excel and then copy the completed chart to PowerPoint using the Clipboard. Excel's charting tools are virtually identical to those in PowerPoint, so there is little reason to create the chart in Excel first, but if the chart already exists in Excel, copying it to PowerPoint can save some time.

You can also paste charts from Microsoft Word. If you have a chart in Word that you want to use, just copy and paste the chart into PowerPoint. The data will transfer with the chart. In addition, you can Copy and Paste the data from the Word sheet into the sheet created for the chart's data.

## STEP BY STEP

### Import an Excel Chart

**GET READY.** USE the *Revenues Final* presentation that is still open from the previous exercise.

1. With slide 3 selected, click **New Slide** on the Home tab. A new slide appears at the end of the presentation.
2. Open Microsoft Excel and open the *Beverages* file from the data files for this lesson. Select the chart and then press **Ctrl+C** to copy it to the Clipboard.
3. Switch back to PowerPoint and select the outer frame of the content placeholder box. Click twice on it to make sure the placeholder box itself is selected.
4. Press **Ctrl+V** to paste the chart into the placeholder.
5. Click in the slide's title placeholder box and type **Beverage Sales**.
6. Click the text **Beverage Sales** in Chart so it has handles around it. Click **Delete**. The title over the chart Beverage Sales is deleted and the chart increases in size a little.
7. Switch back to Excel and exit Excel.
8. In PowerPoint, **SAVE** the presentation.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

### Resizing and Moving a Chart

In addition to moving the individual elements within a chart, you can move and resize the chart itself. The dotted areas on the chart's border are sizing handles. You can resize any object by dragging a side or corner handle of its container. Note that if you drag a side handle, you may "stretch" the container, distorting its contents. Hold down Shift to maintain the height-width ratio (the aspect ratio). You can move any object, including a chart, by dragging it by its border. When you see the four-headed pointer, just click and drag. In this exercise, you will resize and move a chart.

**STEP BY STEP****Resize and Move a Chart**

**GET READY.** USE the *Revenues Final* presentation that is still open from the previous exercise.

1. Select the chart on slide 3.
2. Position the pointer on the lower-right corner of the chart's frame, so the mouse pointer becomes a double-headed arrow.
3. Drag inward to decrease the size of the chart by about 2" in width.

**Take Note** Optionally, you can hold down Shift while resizing to maintain the aspect ratio.

4. Position the pointer anywhere on the chart's frame except on one of the sizing handles. The mouse pointer becomes a four-headed arrow.
5. Drag to reposition the chart so that it is centered attractively on the slide. (Look for the red, dotted guideline.)
6. Click outside of the placeholder and then **SAVE** the presentation.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

**MODIFYING THE CHART TYPE AND DATA**

It is not uncommon to have to modify a chart after you have created it. You can change the data on which the chart is based at any time or change the way the data is plotted. You can also add or remove chart elements as desired to customize your chart.

**Choosing a Different Chart Type**

After creating a chart, you may choose to change its type and/or its layout. If you decide that the chart type you have chosen does not display the data the way you want, you can choose a different chart type or subtype.

Different chart types display the data series differently. A **data series** consists of all the data points for a particular category, such as all the points for each season's 2015 values. A data point, sometimes called a **data marker**, is one point in a series. The default chart type is a Column chart. In this exercise, you will change a chart's type.

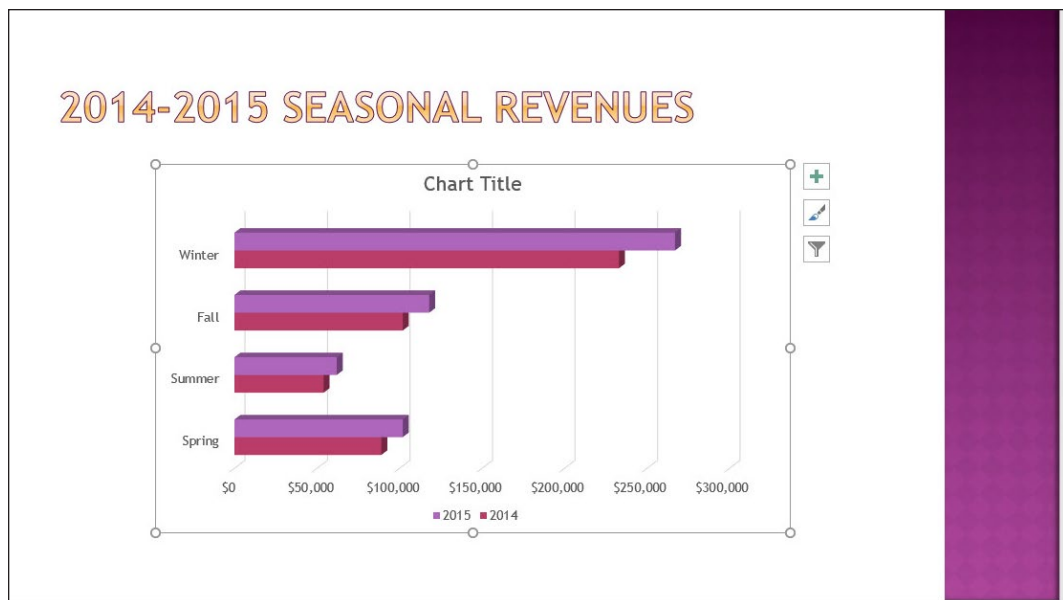
**STEP BY STEP****Choose a Different Chart Type**

**GET READY.** USE the *Revenues Final* presentation that is still open from the previous exercise.

1. Select the chart on slide 3 and then click the **Change Chart Type** button on the Chart Tools Design tab. The *Change Chart Type* dialog box opens showing the same chart types that appeared when you first created the chart.
2. On the list of chart types at the left, click **Bar**.
3. Click the **3-D Clustered Bar** subtype and then click **OK**. The columns change to horizontal bars (see Figure 6-5).

**Figure 6-5**

A new chart type applied



4. **SAVE** the presentation and then **CLOSE** it.

**PAUSE. LEAVE** PowerPoint open for the next exercise.



### Troubleshooting

Changing from a 2-D chart type to a 3-D type can yield unexpected results. For some chart types, PowerPoint may display the new chart type in a rotated perspective view that you might not like. It is best to decide when you create the original chart whether you want it to use 2- or 3-D and then stick with those dimensions when making any change to the chart type.

### Editing a Chart's Data

Chart data remains “live” as long as the chart remains on the slide. You can reopen the chart worksheet at any time to adjust the data. Changes you make to the chart worksheet window are immediately reflected on the PowerPoint chart. Use the Edit Data button to reactivate the worksheet window in Excel and make your changes there. You can also use the Switch Row/Column button to plot the data on different axes.

Before you can edit chart data, you must select it. To select an individual cell in the data sheet, click that cell. To select ranges of cells, drag across them, or click a column or row header to select the entire row or column. In the following exercise, you will practice editing chart data, including selecting individual cells and entire columns.

## STEP BY STEP

### Edit a Chart's Data

**GET READY. OPEN** the *Pricing* presentation from the data files for this lesson.

1. **SAVE** the file as *Pricing Final*. Examine the information on the slides and notice that the dates on the title slide do not match the dates on the chart.
2. Go to slide 2 and click the chart to select it.
3. On the Chart Tools Design tab, click the **Edit Data** button in the Data group. The worksheet window opens.
4. Click cell **B1** and type **2013**, replacing the current entry there. Then press **Tab** to move to cell **C1** and type **2014**, replacing the current entry. Repeat the process for **D1 (2015)** and **E1 (2016)**.

- Click column E's column header to select the entire column and then right-click the column and click **Delete**. The data in the worksheet should now resemble Figure 6-6.

**Figure 6-6**

The edited data for the chart

**Edit Data in Microsoft Excel**

|   | A         | B    | C    | D    | E | F | G | H | I |
|---|-----------|------|------|------|---|---|---|---|---|
| 1 |           | 2013 | 2014 | 2015 |   |   |   |   |   |
| 2 | Lift Pass | 75   | 90   | 115  |   |   |   |   |   |
| 3 | Rental    | 245  | 300  | 335  |   |   |   |   |   |
| 4 |           |      |      |      |   |   |   |   |   |
| 5 |           |      |      |      |   |   |   |   |   |
| 6 |           |      |      |      |   |   |   |   |   |
| 7 |           |      |      |      |   |   |   |   |   |

- Click the **Edit Data in Microsoft Excel** icon on the worksheet window's toolbar (see Figure 6-6). The data opens in Excel.
- Click cell **A3** and type **Equipment Rental**, replacing the current entry there.
- CLOSE** the Excel window and return to PowerPoint. Select the chart again if it is not still selected.
- If the Switch Row/Column button is available on the Chart Tools Design tab, click it to switch rows and columns. If it is not, do the following to switch rows and columns:
  - Click **Select Data**. The *Select Data Source* dialog box opens.
  - Click **Switch Row/Column**.
  - Click **OK**.
- Click the **Switch Row/Column** button on the Chart Tools Design tab to switch the rows and columns back to their original settings. (Even if the button was unavailable in step 9, it will be available now.)
- CLOSE** the worksheet window if it is still open.
- SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## MODIFYING CHART ELEMENTS

**Chart elements** are the optional parts of a chart, such as the legend, title, data labels, data table, axes, axis labels, and so on. You can apply Quick Layouts that apply preset combinations of these elements and you can turn each element type on or off individually and apply different options to it.

### Applying and Modifying a Quick Layout

PowerPoint supplies several preformatted chart layouts that you can apply quickly to modify the default layout. These layouts may adjust the position of features, such as the legend, or add chart components such as titles and data labels. In this exercise, you will choose a different chart layout.

PowerPoint charts can be customized in a variety of ways by adding and removing chart elements such as titles, labels, and gridlines. If you do not want to take the time to add elements, PowerPoint's quick layouts can provide you with some standard appearance options to choose from. You will learn how to add elements yourself later in this lesson.



## STEP BY STEP Apply and Modify a Quick Layout

**GET READY.** USE the *Pricing Final* presentation that is still open from the previous exercise.

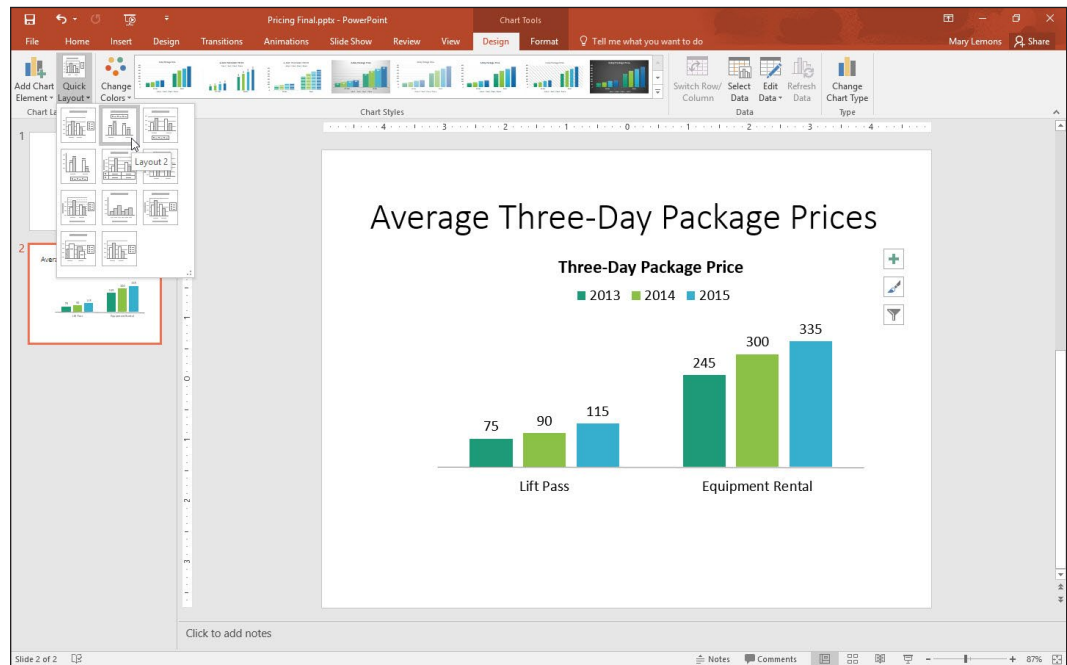
1. With the chart on slide 2 selected, click the **Quick Layout** button on the Chart Tools Design tab. The Chart Layout gallery displays.

**Take Note** The thumbnails in the Chart Layout gallery show in miniature the new layout and elements of the chart.

2. Click **Layout 2** in the gallery. The layout is modified to place the legend above the chart and add data labels to each of the bars (see Figure 6-7).

**Figure 6-7**

The chart with Layout 2 applied to it



3. Click the **Add Chart Element** button to open a menu, point to **Chart Title**, and then click **None**. The chart title is removed. (It is not necessary because the slide itself provides a title.)
4. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

### Working with a Legend

A legend is a key that tells what each color or pattern in a chart represents. There are many options available for adding, positioning, and customizing legends.

A *legend* is a very important chart element, because without it, the audience has no way of knowing what each colored bar, dot, line, or pie slice represents. In this exercise, you will practice adding, modifying, and moving a legend.

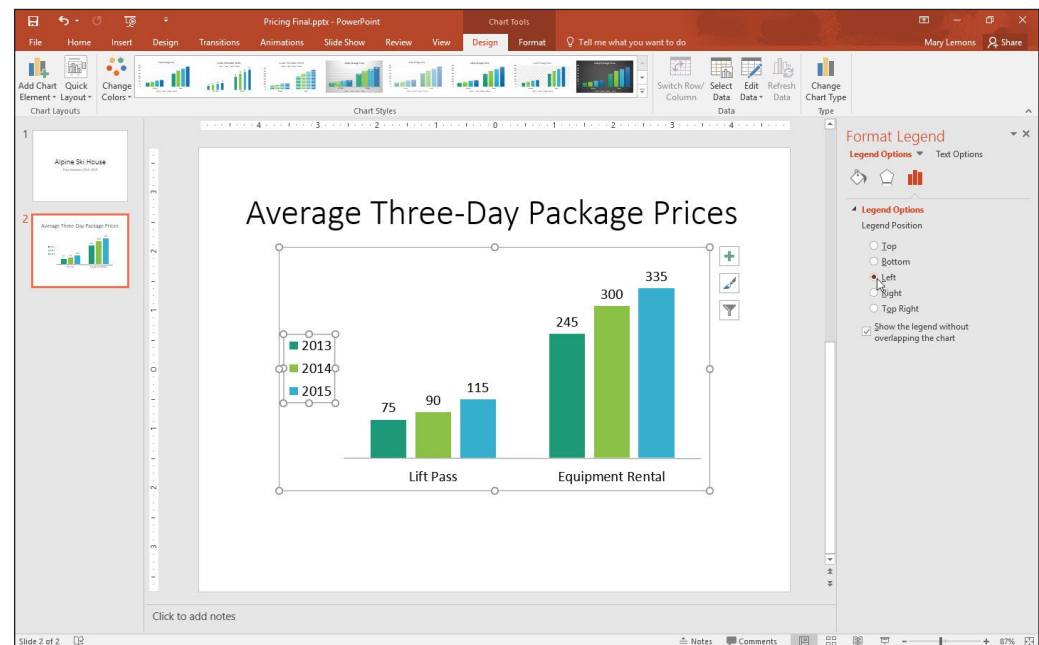
**STEP BY STEP****Work with a Legend**

**GET READY.** USE the *Pricing Final* presentation that is still open from the previous exercise.

1. With the chart on slide 2 selected, click the **Chart Elements** button (the plus sign) to the right of the chart. The Chart Elements list appears.
2. Click the **Legend** check box. The legend disappears.
3. Click the **Legend** check box again. The legend reappears to the right of the chart.
4. An arrow appears to its right. Then click the arrow to display a submenu.
5. Click **Bottom**. The legend moves below the chart.
6. Click the arrow next to Legend to redisplay the submenu and then click **More Options**. The Format Legend task pane opens.
7. Under Legend Position, click **Left**. The legend moves to the left of the chart area (see Figure 6-8).

**Figure 6-8**

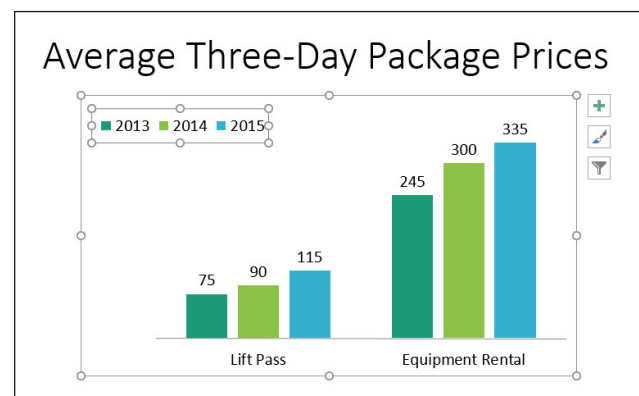
Position the legend to the left using the Format Legend task pane



8. **CLOSE** the task pane.
9. Position the mouse pointer over the border of the legend and drag it to place it in the empty space above the Lift Pass bars.
10. Drag the left side selection handle on the legend's frame to widen the legend so that all its content fits on a single line and drag the bottom selection handle to decrease the legend height (see Figure 6-9).

**Figure 6-9**

Resize the legend frame so the legend appears horizontally



11. On the Chart Tools Design tab, click **Add Chart Element**, point to **Legend**, and then click **Bottom** to move the legend below the chart.
12. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Adding and Deleting Other Chart Elements

Elements such as axis labels, a chart title, and data labels make your chart more informative. Use the tools on the Chart Tools Design tab to turn chart elements on or off or adjust settings for a particular element. The controls for these elements are very similar to the controls for the legend that you learned about in the preceding exercise.

As you saw in the preceding exercise, the Chart Tools Design tab has an Add Chart Element button that opens a menu system for controlling chart elements of many different types. Each type of that menu opens a submenu that includes several basic choices (including None) plus a More command that opens a task pane for controlling that element.

You can remove chart elements by choosing None from their submenu, or in some cases by simply clicking the item to select it and then pressing Delete.

In this exercise, you will practice adding and deleting chart elements.

### STEP BY STEP

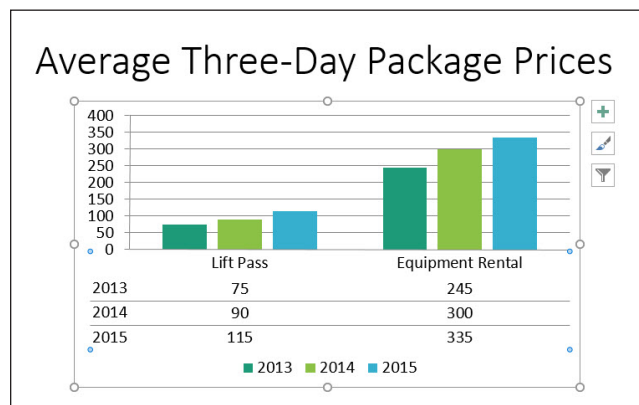
### Add and Delete Chart Elements

**GET READY.** USE the *Pricing Final* presentation that is still open from the previous exercise.

1. Click the chart on slide 2 to select it if it is not already selected and then click the **Chart Tools Design** tab.
2. Click the **Add Chart Element** button, point to **Gridlines**, and then click **Primary Major Horizontal**. Horizontal gridlines are added to the chart.
3. Click the **Add Chart Element** button, point to **Data Labels**, and then click **None**. The data labels disappear from the chart.
4. Click the chart's outer frame to re-select the entire chart if it is not already selected.
5. Click the **Add Chart Element** button, point to **Axes**, and then click **Primary Vertical**. Numbers appear along the vertical axis.
6. Click the **Add Chart Element** button, point to **Data Table**, and then click **More Data Table Options**. The Format Data Table task pane opens.
7. Clear the **Show legend keys** check box.
8. Clear the **Vertical** and **Outline** check boxes (see Figure 6-10).

**Figure 6-10**

Customize the data table options



9. **CLOSE** the task pane.
10. Drag the bottom selection handle on the chart frame downward to increase the chart's height by approximately 1", so that it is less crowded-looking.
11. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## FORMATTING A CHART

Once you have final data and have added the elements you want to include in the chart, you can make final adjustments to the size and position of the chart and its elements and apply final formatting. Use the tools on the Chart Tools Format tab to apply formats to any part of a chart, including the entire chart area, the data series markers, the legend, and the chart's labels and titles.

### Applying Chart Styles

Chart styles provide instant formatting to change the look of a chart. A style can change colors and borders of data markers, apply effects to the data markers, and apply color to the chart or plot area. You can use a style to format a chart if you do not have time to adjust formatting of chart elements such as data series or the individual data points in a series. In this exercise, you apply a style to a chart and then modify it.

## STEP BY STEP

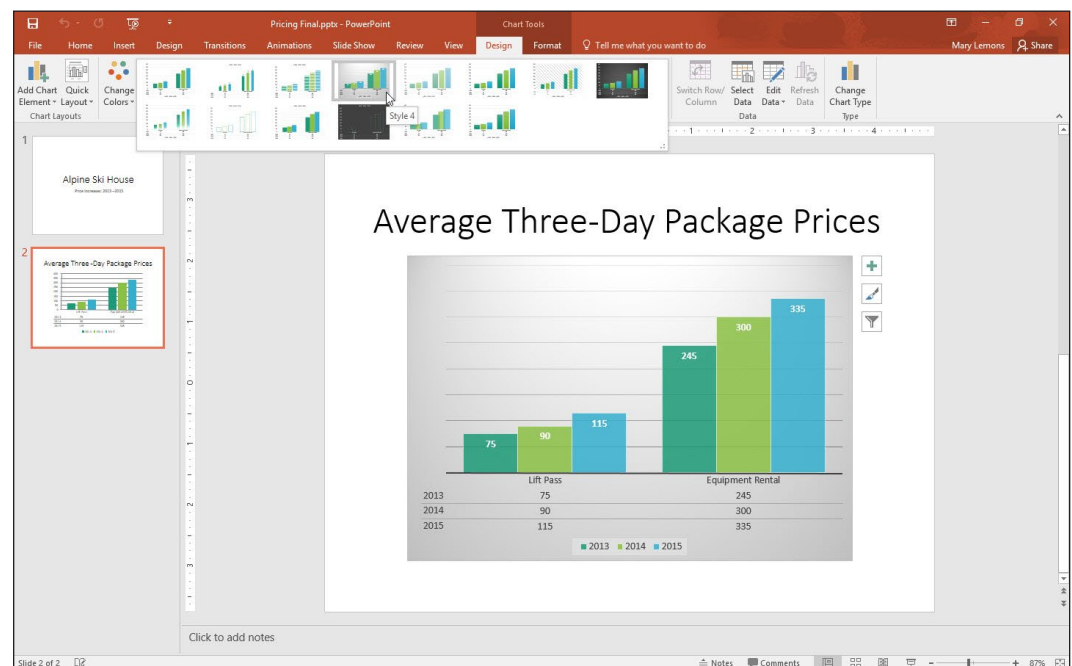
### Apply and Modify a Chart Style

**GET READY. USE** the **Pricing Final** presentation that is still open from the previous exercise.

1. Go to slide 2 and click the chart to select it if it is not already selected.
2. On the Chart Tools Design tab, click the **More** button in the Chart Styles group. The Chart Styles gallery appears.
3. Click **Style 4**. This style applies a new theme color and a different chart background color (see Figure 6-11).

**Figure 6-11**

The chart is more interesting with the new Chart Style applied



**SAVE** the presentation and then **CLOSE** the file. **EXIT** PowerPoint.

## Knowledge Assessment

### Fill in the Blank

Fill in each blank with the term or phrase that best completes the statement.

1. On a bar chart, the bars that share a common color are a data \_\_\_\_\_.
2. If you want to change a column chart to a line chart, click the \_\_\_\_\_ button on the Chart Tools Design tab.
3. A(n) \_\_\_\_\_ is a visual depiction of numeric data.
4. A chart's \_\_\_\_\_ provides a key to the information plotted on the chart.
5. Hold the \_\_\_\_\_ key as you drag a chart's corner handle to resize it to maintain its aspect ratio.

### Multiple Choice

Circle the correct answer.

1. PowerPoint's charting feature includes a worksheet window that is similar to which other Office application?
  - a. Microsoft Word
  - b. Microsoft Excel
  - c. Microsoft Equation
  - d. Microsoft Chart
2. What is the default PowerPoint chart type?
  - a. column chart
  - b. bar chart
  - c. line chart
  - d. pie chart
3. How can you move a chart on a slide?
  - a. by dragging its border
  - b. by cutting from one location and pasting elsewhere on the slide
  - c. by dragging a sizing handle
  - d. by issuing the Move command
4. \_\_\_\_\_ enables you to quickly format a chart with different colors, effects, and background.
  - a. WordArt
  - b. A Chart Style
  - c. Master Themes
  - d. SmartArt
5. Text that identifies information about the values on an axis is called a(n) \_\_\_\_\_.
  - a. legend
  - b. chart title
  - c. plot title
  - d. axis label

## Projects

### Project 6-1: Creating a Line Chart

You are a member of the Center City Board of Elections. You have been asked to create a presentation to deliver to the Board showing how turnout has varied in the city over the past four presidential elections. In this project, you will create a line chart to display this data clearly.

**GET READY. LAUNCH** PowerPoint if it is not already running.

1. **OPEN** the **Turnout** presentation from the data files in this lesson and then **SAVE** it as **Turnout Final**.
2. Go to slide 2, click the **Insert Chart** icon in the content placeholder, and then click **Line**. Click **OK** to accept the default subtype.
3. Starting in cell A1, type the following data in the Excel worksheet:

| Year | Turnout |
|------|---------|
| 2003 | 0.62    |
| 2007 | 0.74    |
| 2011 | 0.49    |
| 2015 | 0.40    |

4. Adjust the range border to include only the data you typed and then delete all extra data on the sheet.
5. Close the worksheet window.
6. Click **Layout 9** in the Quick Layout gallery.
7. Click **Style 9** in the Chart Styles gallery.
8. Click the legend to select it and then press **Delete**.
9. Click the **Add Chart Element** button, point to **Data Labels**, and then click **Above**.
10. Right-click one of the data labels and click **Format Data Labels**.
11. In the Format Data Labels pane, click the **Label Options** button.
12. Change the number category to **Percentage** with **0** decimal places.
13. **SAVE** the presentation and then **CLOSE** the file.

**EXIT** PowerPoint.

---

# 7 Creating SmartArt Graphics

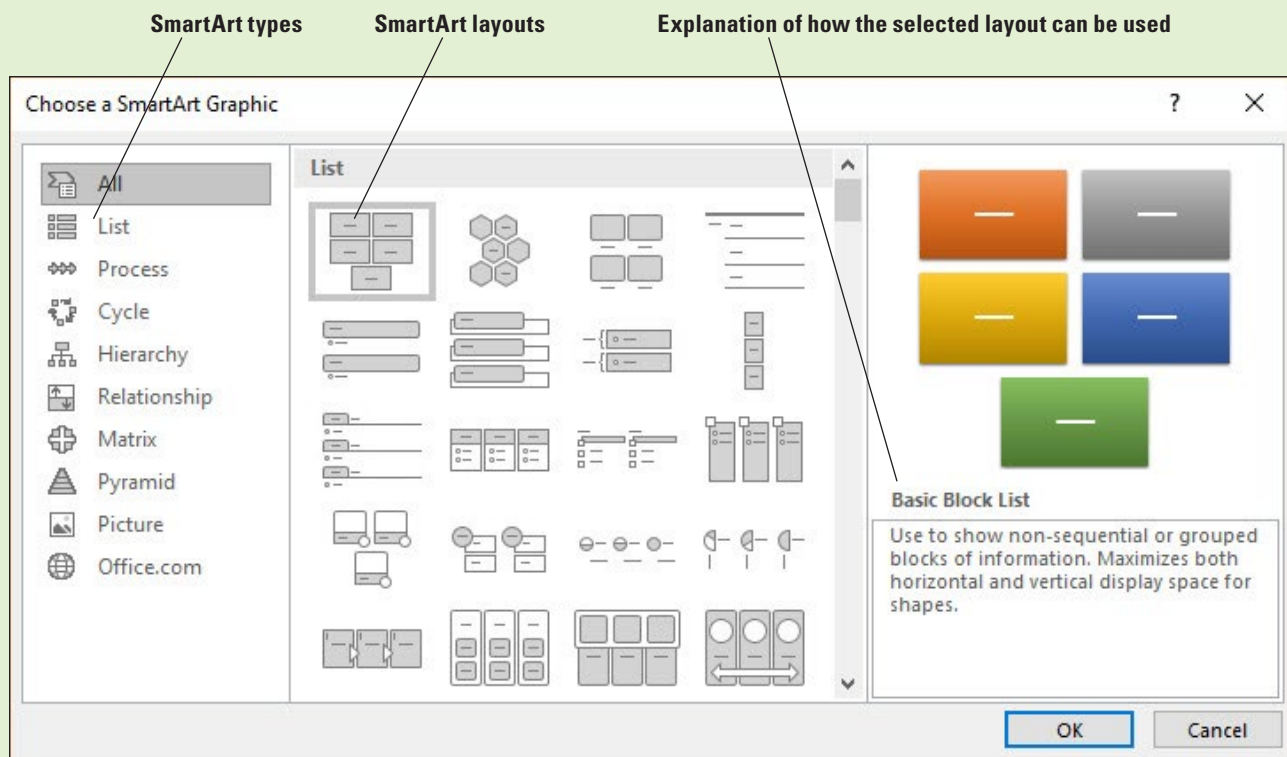
## LESSON SKILL MATRIX

| Skill                      | Exam Objective                         | Objective Number |
|----------------------------|--|------------------|
| Adding SmartArt to a Slide | Create SmartArt graphics.              | 3.3.1            |
|                            | Convert lists to SmartArt graphics.    | 3.3.2            |
| Modifying SmartArt         | Apply styles to shapes and text boxes. | 2.2.5            |
|                            | Change the color of SmartArt graphics. | 3.3.5            |
|                            | Add shapes to SmartArt graphics.       | 3.3.3            |
|                            | Reorder shapes in SmartArt graphics.   | 3.3.4            |

## SOFTWARE ORIENTATION

### Choosing a SmartArt Graphic

PowerPoint offers eight different types of SmartArt with many layouts for each type. Figure 7-1 shows the dialog box that appears when you choose to insert a SmartArt graphic.



**Figure 7-1**

Choose a SmartArt Graphic dialog box

When you click a layout, the right pane of the dialog box shows you a close-up view of the selected layout and provides information on how to use the layout. This description can help you decide whether the layout will be appropriate for your information.



## ADDING SMARTART TO A SLIDE

Use the Insert a SmartArt Graphic icon in any content placeholder to start a new SmartArt graphic. After you have selected a type and a layout, you can add text to the SmartArt graphic. PowerPoint also lets you use existing bullet items to create SmartArt.

### Inserting a SmartArt Graphic

**SmartArt graphics** (also called SmartArt diagrams, or just SmartArt) are visual representations of information you want to communicate. SmartArt shows items of related information in a graphical way that makes their relationships easy to understand. You can use SmartArt to present text information in a more visually interesting way than the usual bulleted or numbered formats. An **organization chart** is a type of SmartArt that shows the relationships among personnel or departments in an organization. Organization charts are included in the Hierarchy layouts. In this exercise, you will insert an organization chart.

## STEP BY STEP

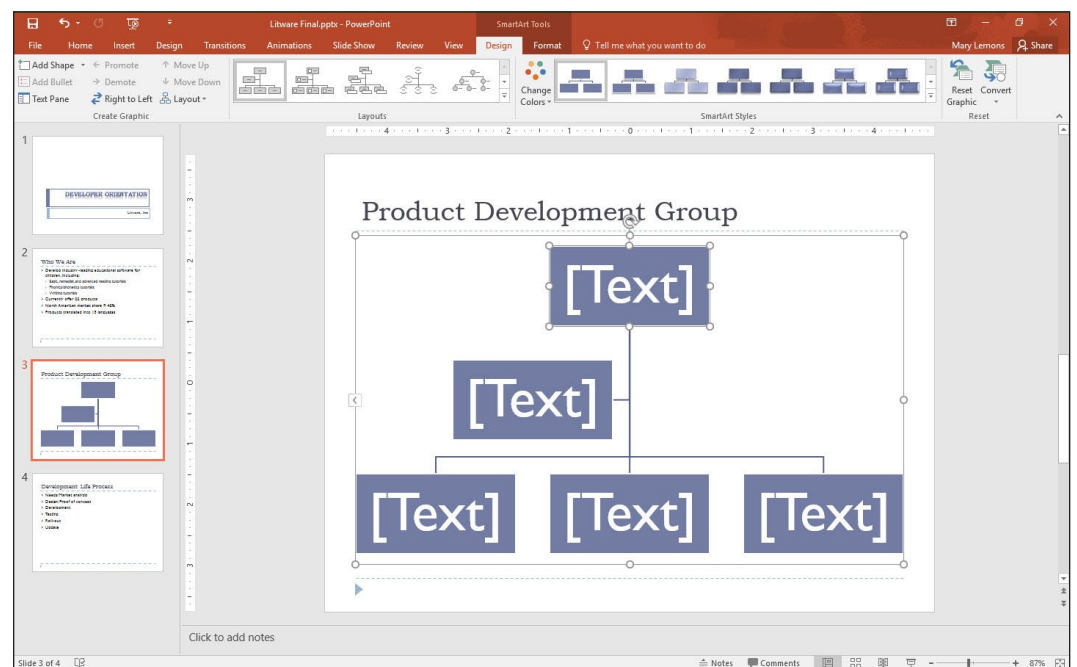
### Create SmartArt

**GET READY.** Before you begin these steps, make sure that your computer is on. Sign on, if necessary.

1. **START** PowerPoint, if the program is not already running.
2. **OPEN** the *Litware* presentation from the data files for this lesson and then **SAVE** it as *Litware Final*.
3. Go to slide 3 and click the Insert a SmartArt Graphic icon in the center of the content placeholder. The *Choose a SmartArt Graphic* dialog box opens.
4. Click **Hierarchy** in the type list in the left side of the dialog box. The layouts for the Hierarchy type are displayed.
5. Click the first layout in the first row, the **Organization Chart**. Read the description of the Organization Chart layout in the right pane of the dialog box.
6. Click **OK** to insert the chart. The chart appears on the slide (see Figure 7-2).

**Figure 7-2**

A new, blank organization chart



7. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Adding Text to SmartArt

A new SmartArt graphic appears on the slide with empty shapes to which you add text (and in some cases, pictures) to create the final version. The appearance and position of these shapes are guided by the layout you chose; shape color is controlled by the current theme. As you enter text, PowerPoint resizes the shapes to accommodate the longest line of text. Font size is also adjusted for the best fit and PowerPoint keeps the font size the same for all shapes. In this exercise, you will learn how to add text to the organizational chart that you created in the previous exercise.

An organization chart, such as the one you create in this section, has some special terminology and layout requirements. In an organization chart, there can be only one **top-level shape**, which is typically occupied by the name of the person or department at the head of the organization. Persons or departments who report to the top-level entity are **subordinates**. An **assistant** is a person who reports directly to a staff member and usually appears on a separate level.

### STEP BY STEP

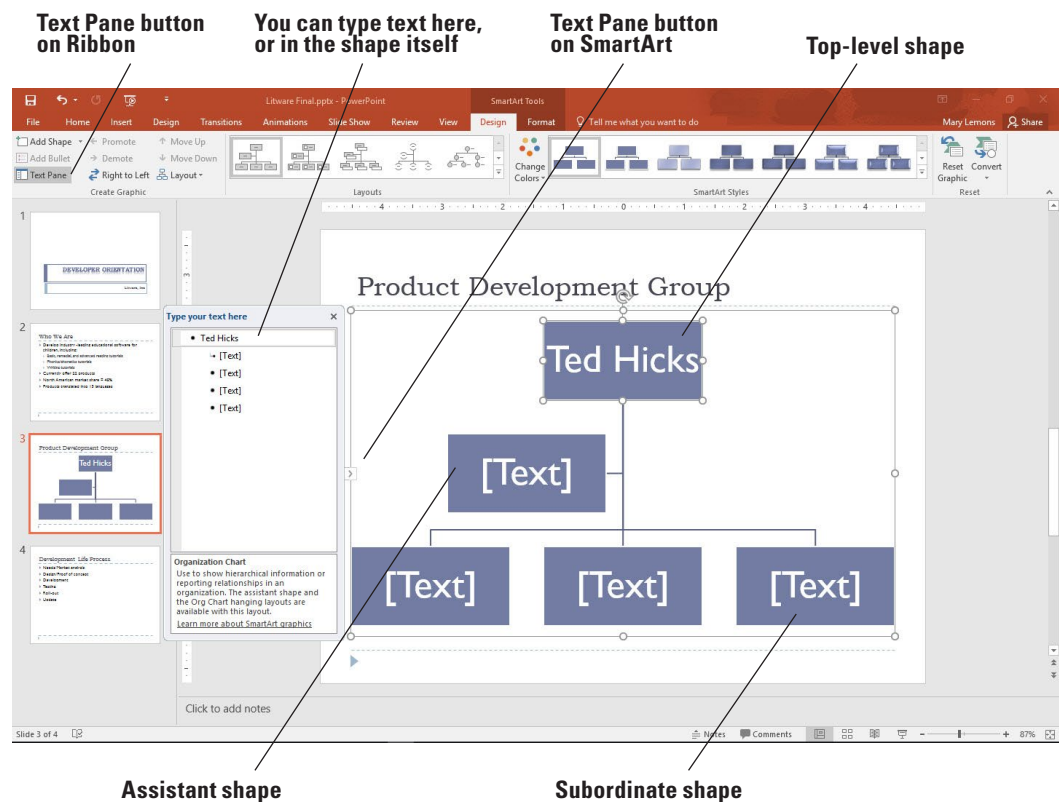
### Add Text to SmartArt

**GET READY.** USE the *Litware Final* presentation that is still open from the previous exercise.

1. Click **Text Pane** on the SmartArt Tools Design tab. This action opens the Text pane. You can also click the arrow on the far left of the Organization Chart's border to open the text pane.
2. At the top of the Text pane, type **Ted Hicks** to enter the name in the top-level shape. Notice that as you type the text in the Text pane, it appears in the top shape (see Figure 7-3) and the text automatically resizes to fit in the shape.

**Figure 7-3**

Type a name in the top-level shape

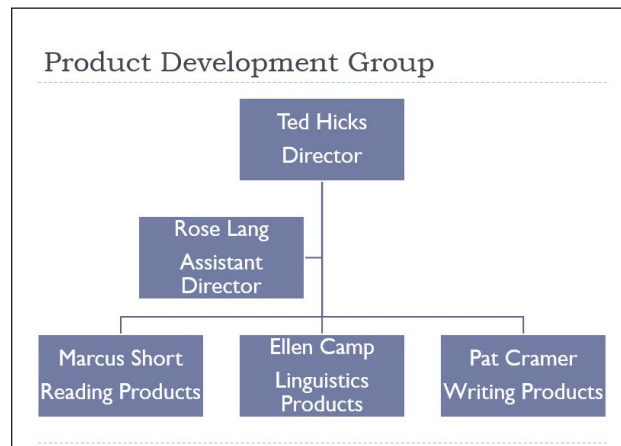


3. Click in the bullet item below **Ted Hicks** in the Text pane, then type **Rose Lang**. Rose Lang is an assistant to Ted Hicks, and as such, she has an assistant shape on a level between the top-level shape and the subordinate shapes.

- Take Note** Do not press Enter after typing the names because that inserts a new shape. If you accidentally do so, click the Undo button on the Quick Access Toolbar to undo the addition.
4. Click in the next bullet item in the Text pane and type **Marcus Short**. Marcus Short is a subordinate to Ted Hicks.
  5. Click in the next bullet item and type **Ellen Camp**.
  6. Click in the last bullet item and type **Pat Cramer**.
  7. Click the **Close** button (X) in the Text pane to hide it. You will complete the text entry by typing directly in the shapes.
  8. Click just to the right of the name **Hicks** in the top-level shape, press **Enter** and type **Director**. Notice that the text size adjusts in all the shapes to account for the additional entry in the top-level shape.
  9. Click after the name **Lang** in the assistant shape, press **Enter**, and then type **Assistant Director**.
  10. Use the same process to type the title **Reading Products** for Marcus Short, **Linguistics Products** for Ellen Camp, and **Writing Products** for Pat Cramer.
  11. Click away from the SmartArt to deselect it. Your slide should look similar to Figure 7-4.

**Figure 7-4**

The completed organization chart



12. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

- Take Note** If you need to edit text you have entered in a shape, you can click the text to activate it and then edit the text as necessary. You can also right-click a shape, click Edit Text on the shortcut menu, and then make the necessary changes.

### Converting Text or WordArt to SmartArt

As you work with slide text, you may realize that the information would work well as a SmartArt graphic. In this situation, you do not have to retype the text in the SmartArt shapes. Simply convert the bulleted list to a SmartArt graphic. You can create SmartArt from any bulleted list on a slide or any WordArt object. You can choose one of the common layouts in the Convert to SmartArt gallery, or you can access the Choose a SmartArt Graphic dialog box to choose any type or layout. In this exercise, you will learn how to convert a list into a SmartArt Cycle graphic and you will convert WordArt text into a single SmartArt object.

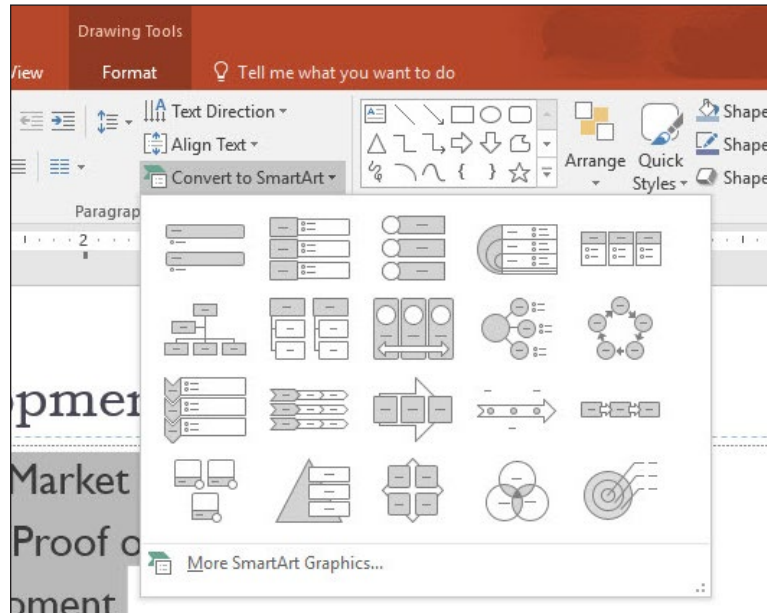
## STEP BY STEP Convert Text or WordArt to a SmartArt Graphic

**GET READY.** USE the *Litware Final* presentation that is still open from the previous exercise.

1. Go to slide 4 and select the bulleted list.
2. Click the **Home** tab, if necessary, and then click the **Convert to SmartArt** button in the Paragraph group. PowerPoint displays the gallery (see Figure 7-5).

**Figure 7-5**

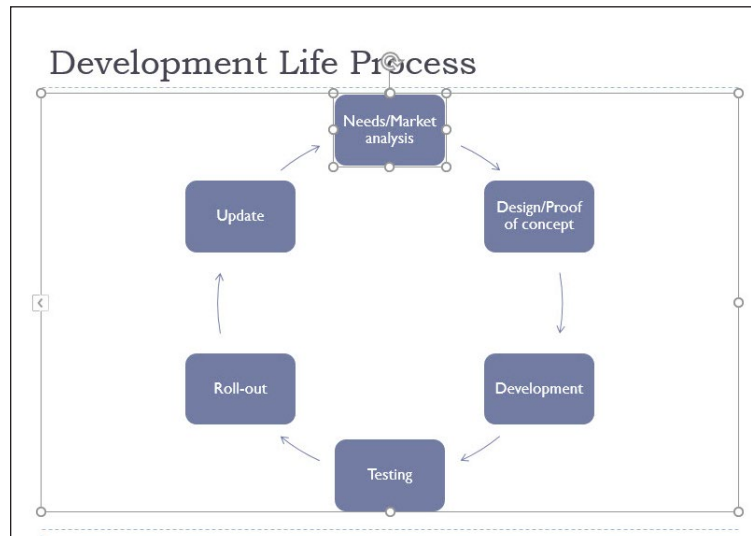
The Convert to SmartArt gallery



3. Click **More SmartArt Graphics** at the bottom of the gallery. The *Choose a SmartArt Graphic* dialog box opens.
4. Click **Cycle** and then click the **Block Cycle** layout (third layout in the first row). Read the description of how best to use the Block Cycle layout.
5. Click **OK**. The bulleted list is converted to a cycle graphic (see Figure 7-6).

**Figure 7-6**

Bulleted list converted to a cycle graphic



**Take Note** You may notice that the text in the shapes is quite small.

6. Go to slide 1 and triple-click the **Developer Orientation** WordArt object to select it.
7. On the Home tab, click **Convert to SmartArt**, then click **Vertical Bullet List** (the first layout in the first row). The WordArt text is converted to a single-item SmartArt object.
8. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## MODIFYING SMARTART

Although a SmartArt graphic makes an interesting visual statement on a slide in its default state, you will probably want to make some changes to the graphic to customize it for your use. You can apply a wide variety of formatting changes to modify appearance and you can also change layout or orientation and add or remove shapes. You can even change the SmartArt type to another that better fits your data.

### Applying a Style to SmartArt

Like other graphic objects, SmartArt can be quickly and easily formatted by applying a SmartArt style. Styles apply fills, borders, and effects to improve the appearance of the graphic's shapes. In this exercise, you will apply a style.

## STEP BY STEP

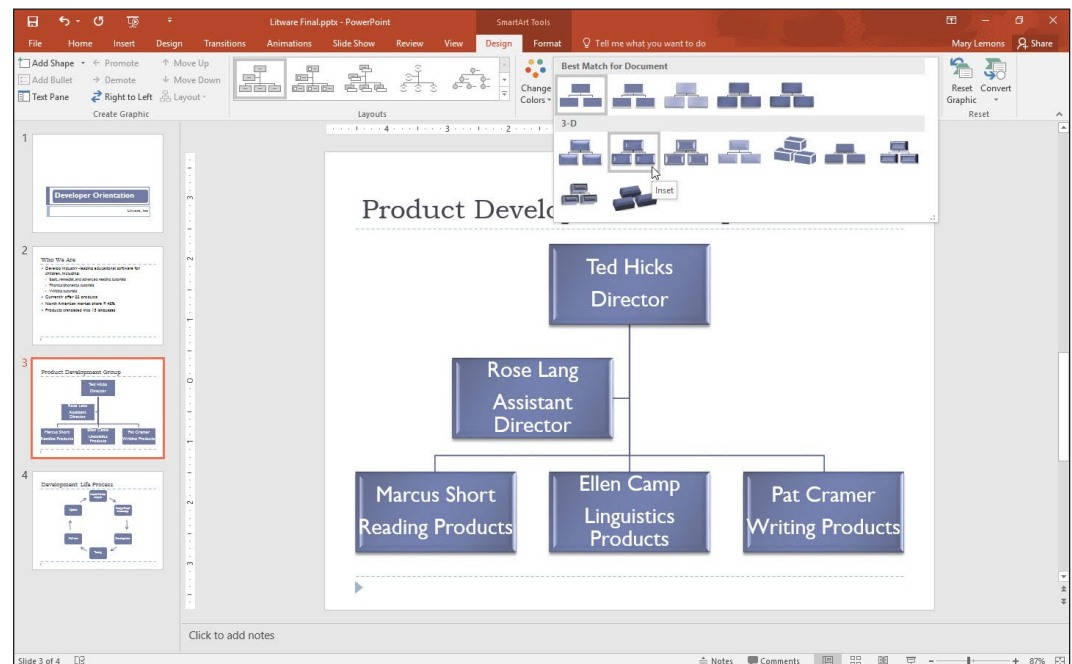
### Apply a Style to SmartArt

**GET READY. USE** the **Litware Final** presentation that is still open from the previous exercise.

1. Go to slide 3 and click once on the SmartArt graphic to select it. Take care to select the SmartArt itself; don't select a particular shape within it.
2. Click the **SmartArt Tools Design** tab to activate it.
3. Click the **More** button in the SmartArt Styles group. The SmartArt Styles gallery appears (see Figure 7-7).

**Figure 7-7**

The SmartArt Styles gallery



4. Click the **Inset** style. (It is the second style in the first row of the 3-D section.) PowerPoint applies the style.

5. Go to slide 1, click the **SmartArt** object, and then repeat steps 2-4 to apply the same style.
6. Go to slide 4, click the **SmartArt** object, and then repeat steps 2-4 to apply the same style.
7. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

### Selecting a Color Theme for SmartArt

By default, SmartArt uses variants of a single theme color. Use the Change Colors gallery to apply a different theme color. In this exercise, you will apply a different color theme to a SmartArt graphic.

#### STEP BY STEP

#### Apply a Color Theme to a SmartArt Graphic

**GET READY. USE** the **Litware Final** presentation that is still open from the previous exercise.

1. Go to slide 3 and click the SmartArt graphic to select it. Click the **SmartArt Tools Design** tab if it is not already displayed.
2. Click the **Change Colors** button in the SmartArt Styles group. The Change Colors gallery opens.
3. Click the fourth style in the Colorful section (**Colorful Range – Accent Colors 4 to 5**). PowerPoint applies theme colors differentiated by level.

**Take Note** Differentiating levels or processes by color gives your audience further visual cues that help them understand the SmartArt graphic.

4. Go to slide 4 and click the SmartArt graphic to select it.
5. Click the **Change Colors** button in the SmartArt Styles group, opening the Change Colors gallery, and then click the first style in the Colorful section (**Colorful-Accent Colors**). PowerPoint uses theme colors to apply different tints to each shape.
6. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

### Changing a SmartArt Graphic's Layout

If you decide a particular layout does not present your data as you like, you can easily choose a new layout. A different layout can dramatically change the way the data appears. Different layouts may be more or less suited to your data, so you may want to try several different layouts to find the best match. In this exercise, you will change a SmartArt graphic to a different layout.

#### STEP BY STEP

#### Change a SmartArt Layout

**GET READY. USE** the **Litware Final** presentation that is still open from the previous exercise.

1. Click the SmartArt graphic on slide 4 to select it, if necessary. Make sure you select the outer frame of the graphic—not an individual shape.
2. Click the **More** button in the Layouts group to display the Layouts gallery.

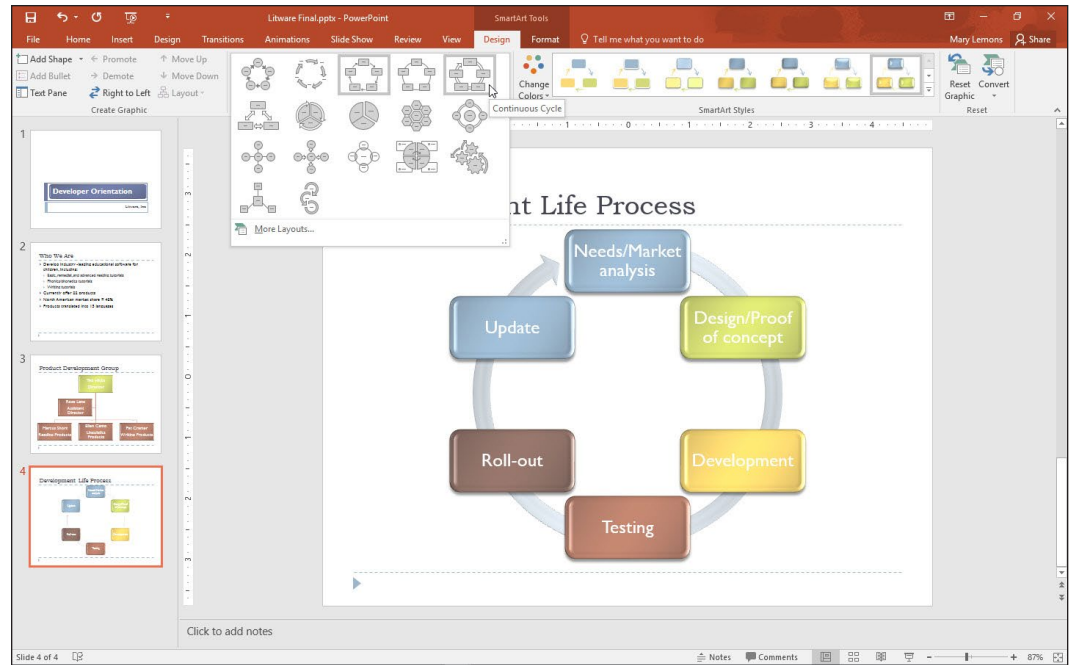
**Take Note** The Layouts gallery displays alternative layouts for the current type.

3. Click **Continuous Cycle** (see Figure 7-8). PowerPoint applies the new cycle layout to the current chart.



**Figure 7-8**

The Layouts gallery for the Cycle type



4. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

**Take Note** It is also possible to convert one type of SmartArt to another.

### Adding a New Shape to a SmartArt Graphic

As you work with SmartArt, you may need to add shapes to accommodate your information. Use the Add Shape button to choose what kind of shape to add and where to insert it in the graphic. Adding a new shape to a graphic causes all the existing shapes to resize or reposition to make room for the new shape.

#### STEP BY STEP

#### Add a Shape to a SmartArt Graphic

**GET READY.** USE the *Litware Final* presentation that is still open from the previous exercise.

1. Go to slide 3 and click the SmartArt graphic to select it. Make sure you select the graphic's outer frame; don't select a specific shape within it.
2. Click the **SmartArt Tools Design** tab.
3. Click the last shape in the last row (**Pat Cramer**) to select it.
4. Click the **Add Shape** drop-down arrow in the Design tab, Create Graphic group. PowerPoint displays a menu of options for adding a shape relative to the current shape. (You can also right click the shape and click Add Shape.)
5. Click **Add Shape Below**. PowerPoint adds a subordinate shape to the Pat Cramer shape.

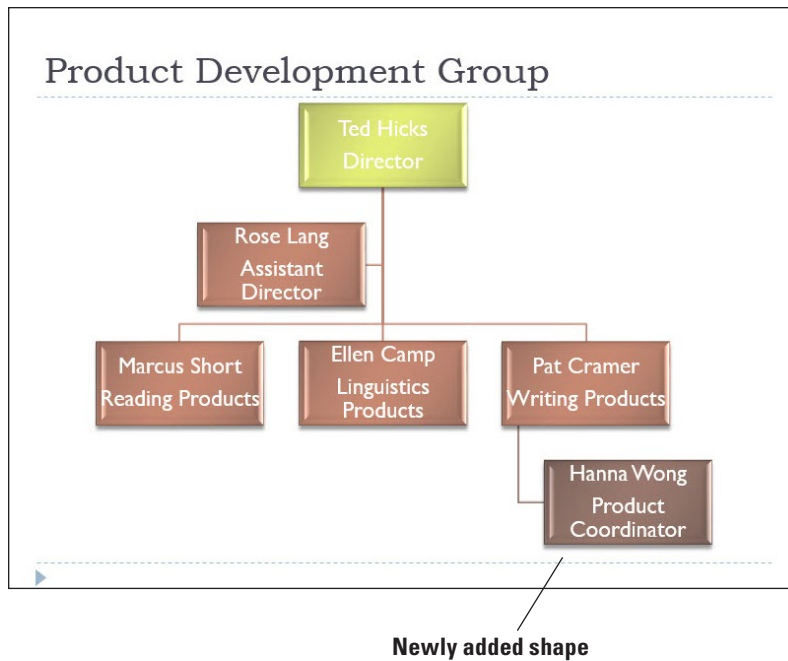
**Take Note** Notice that the new shape, which is on a new level, has a different theme color to differentiate it from the level above.

6. Type **Hannah Wong** in the new shape, press **Enter**, and then type **Product Coordinator**. Then click away from the graphic to deselect it. The slide should look similar to Figure 7-9.



**Figure 7-9**

A new shape has been added



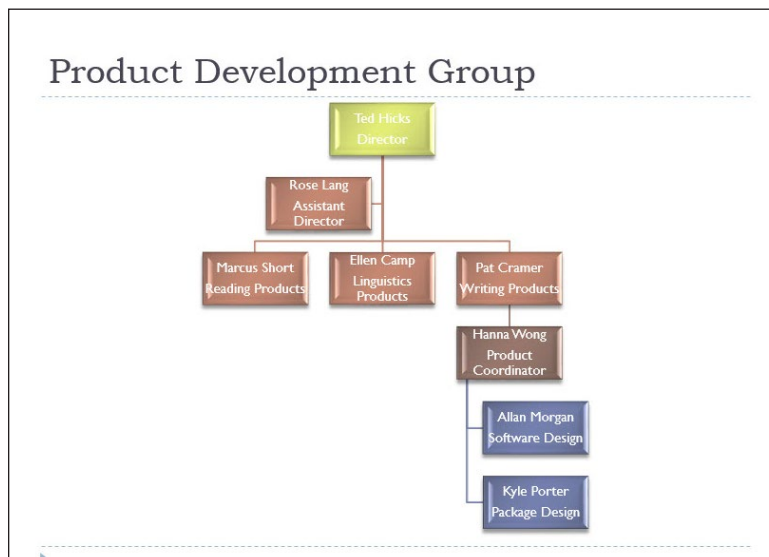
7. Select Hannah Wong’s shape. On the SmartArt Tools Design tab, click the **Add Shape** drop-down arrow and then click **Add Shape Below**. PowerPoint adds a subordinate shape.
8. Type **Allan Morgan** into the new shape, press **Enter**, and then type **Software Design**.
9. With Allan Morgan’s shape still selected, click the **Add Shape** drop-down arrow and then click **Add Shape After**. PowerPoint adds a shape on the same level.

**Take Note** In step 9, had you clicked the face of the Add Shape button rather than its arrow, PowerPoint would have added a new shape subordinate to the selected one.

10. Type **Kyle Porter** in the new shape, press **Enter**, and then type **Package Design**.
11. Click away from the graphic to deselect it. Your slide should look similar to Figure 7-10.

**Figure 7-10**

New subordinate shapes have been added



12. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

**Take Note** You cannot add a shape above the top-level shape in an organization chart.

## Removing a Shape from a SmartArt Graphic

You can easily delete shapes you do not need. When you remove a shape, PowerPoint re-sizes the other shapes to take advantage of the increased space in the SmartArt container. Font sizes usually increase accordingly, too. For this reason, you should not do any manual formatting of text and shape size until you have finalized the number of shapes.

### STEP BY STEP

#### Remove a Shape from a SmartArt Graphic

**GET READY. USE** the *Litware Final* presentation that is still open from the previous exercise.

1. Go to slide 4 and click the SmartArt graphic to select it.
2. Click the **Update** shape to select it. Make sure you select the shape and not the text within it.
3. Press **Delete**. PowerPoint removes the shape and reconfigures the SmartArt graphic.
4. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Reversing Direction

You can change the look of a SmartArt graphic by modifying the way shapes are positioned. You can use the Right to Left and Layout buttons to adjust the orientation. In this exercise, you will reverse a graphic's direction and change the layout of a section of an organization chart.

### STEP BY STEP

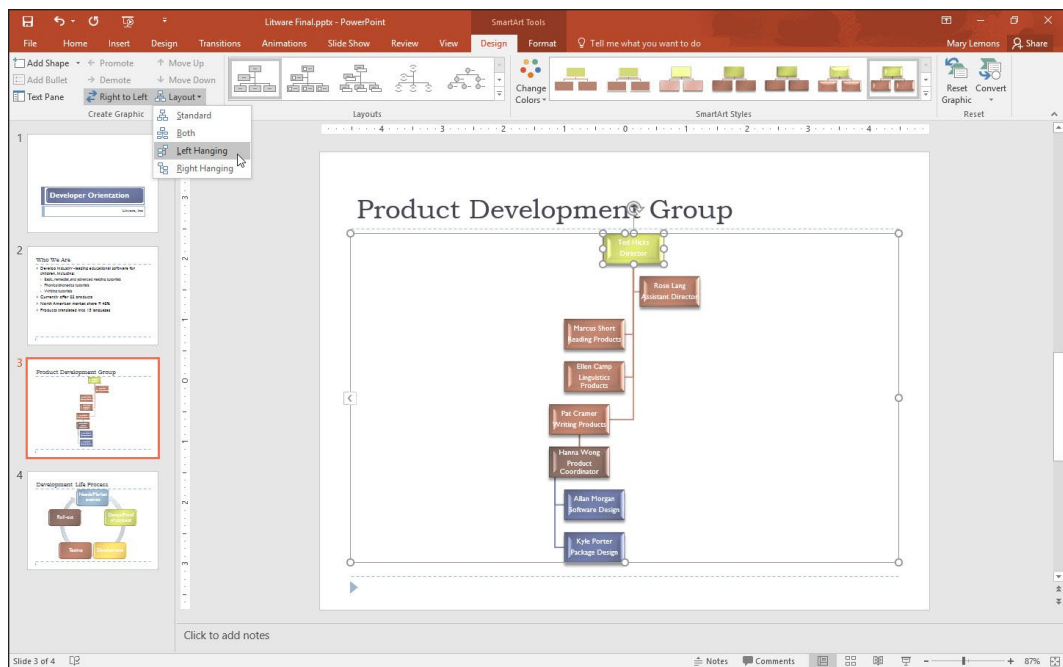
#### Reverse Direction

**GET READY. USE** the *Litware Final* presentation that is still open from the previous exercise.

1. Go to slide 3 and click the SmartArt graphic to select it. Make sure you select the entire graphic.
2. Click the **SmartArt Tools Design** tab if it is not already displayed.
3. Click the **Right to Left** button in the Create Graphic group. PowerPoint flips the graphic horizontally so that shapes on the right side are now on the left side.
4. Click in the top-level shape (**Ted Hicks**). Make sure you select the shape; don't select the text within it.
5. Click the **Layout** button in the Create Graphic group. PowerPoint displays options for positioning the shapes relative to the top-level shape.
6. Click **Left Hanging**. The subordinate shapes are arranged vertically below the top-level shape, rather than horizontally (see Figure 7-11).

**Figure 7-11**

The subordinate shapes appear vertically



7. Click the **Layout** button and then click **Standard** to restore the previous layout.
8. Click the **Hannah Wong** shape, click the **Layout** button, and then click **Both**. The subordinate shapes display horizontally rather than vertically.
9. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Reordering Shapes

In addition to changing the SmartArt graphic's entire orientation, you can also reorder the individual shapes by using the Move Up and Move Down buttons. Be aware, however, that the directions "up" and "down" are relative and, depending on the position of the shape, may not correspond to the actual direction being moved. In this exercise, you will move a shape to a different location in a SmartArt graphic.

### STEP BY STEP

#### Move a SmartArt Shape

**GET READY. USE** the **Litware Final** presentation that is still open from the previous exercise.

1. Go to slide 4 and click the SmartArt graphic to select it.
2. Click the **Testing** shape.
3. On the SmartArt Tools Design tab, click **Move Down**. The shape moves one position in a clockwise direction. Note that in this example, Move Down actually moves the shape upward in the graphic.
4. Click **Move Up**. The shape moves one position in a counter-clockwise direction.
5. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Promoting and Demoting Shapes

You can add, remove, or modify shapes by promoting or demoting text. When you **promote** an item, you move it up a level. When you **demote** an item, you make it subordinate to the item above it in the hierarchy. This procedure is similar to changing the indent level of items in a bulleted list. In the following exercise, you will learn how to promote a shape.

### STEP BY STEP

#### Promote a Shape

**GET READY.** USE the *Litware Final* presentation that is still open from the previous exercise.

1. Click the SmartArt graphic on slide 3 to select it if necessary.
2. Click the **Text Pane** button on the SmartArt Tools Design tab.
3. In the Text pane, click the **Hannah Wong** bulleted item. Notice in the Text pane that this item is indented below the Pat Cramer bulleted item.
4. Click the **Promote** button in the Create Graphic group. Hannah Wong's shape jumps up one level and her two subordinates are also promoted.
5. Click the **Text Pane** button to hide the Text pane again.
6. **SAVE** the presentation.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

## Choosing a Different SmartArt Type

Sometimes the hardest part about working with SmartArt is selecting the type and layout that will best display your data. Fortunately, you can easily change the type even after you have created and formatted a SmartArt graphic. Some types of SmartArt will convert very well to a different type, while others will not fit the shape layout of the new type at all. You may need to retype information to display it properly in a different type. The following exercise shows how to select a different type and layout.

### STEP BY STEP

#### Choose a Different SmartArt Type and Layout

**GET READY.** USE the *Litware Final* presentation that is still open from the previous exercise.

1. Go to slide 4 and click the SmartArt graphic to select it.
2. Click the **More** button in the Layouts group on the Design tab and then click **More Layouts** at the bottom of the gallery to open the *Choose a SmartArt Graphic* dialog box.
3. Click the **Process** type in the left pane, then scroll down and click the **Upward Arrow** layout in the center pane (third row from the bottom).
4. Click **OK**. PowerPoint converts the SmartArt graphic to the Upward Arrow type.
5. **SAVE** the presentation.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

## Changing Shape Appearance

Final adjustments to a SmartArt graphic include tweaking the size of shapes and modifying text formatting. PowerPoint formats shapes so that all will fit comfortably in the placeholder. If you have only a few shapes, you might find that these adjustments result in a graphic where shapes are much larger than they need to be to hold their text. Conversely, you may want to increase shape size to draw attention to one specific shape. These types of appearance changes can improve the look of a graphic and make it easier to read. In this exercise, you will learn how to change the size of a shape.

### STEP BY STEP

#### Change Shape Size

**GET READY.** USE the *Litware Final* presentation that is still open from the previous exercise.

1. Select the SmartArt graphic on slide 4 if it is not already selected and then click the **Needs/Market Analysis** circle (the circle nearest the thin end of the arrow graphic) to select it. Make sure you select the circle, not the text.
2. Click the **SmartArt Tools, Format** tab.
3. Click the **Larger** button in the Shapes group twice to increase the size of the smallest circle.
4. Click the **Design/Proof of Concept** circle shape and then click the **Larger** button once to increase the shape's size.
5. Click the **Roll-out** circle shape and then click the **Smaller** button in the Shapes group once to decrease the shape size. Then click away from the graphic to deselect it.

**Take Note** If you select the text box rather than the shape, click outside the text box to deselect it and then try again by clicking the left edge of the shape with the four-headed pointer.

6. **SAVE** the presentation.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

**Take Note** You can also change shape appearance by selecting a completely new shape: right-click a shape, click **Change Shape**, and then select the desired shape from the Shapes gallery.

## Changing Text Formatting

PowerPoint automatically adjusts font sizes to fit in or around shapes. If you do not find the size or color of text in a SmartArt graphic attractive or easy to read, you can use the Home tab formatting options to adjust font formats such as size, color, or style. You can also adjust alignment in shapes just as you would in any PowerPoint placeholder.

If you modify text formats with the SmartArt graphic selected, all text within the graphic will display the new format. To apply a new text format to a single shape, select that shape first. Text placeholders are selected the same way as other slide placeholders are. In this exercise, you will format the text in a SmartArt graphic.

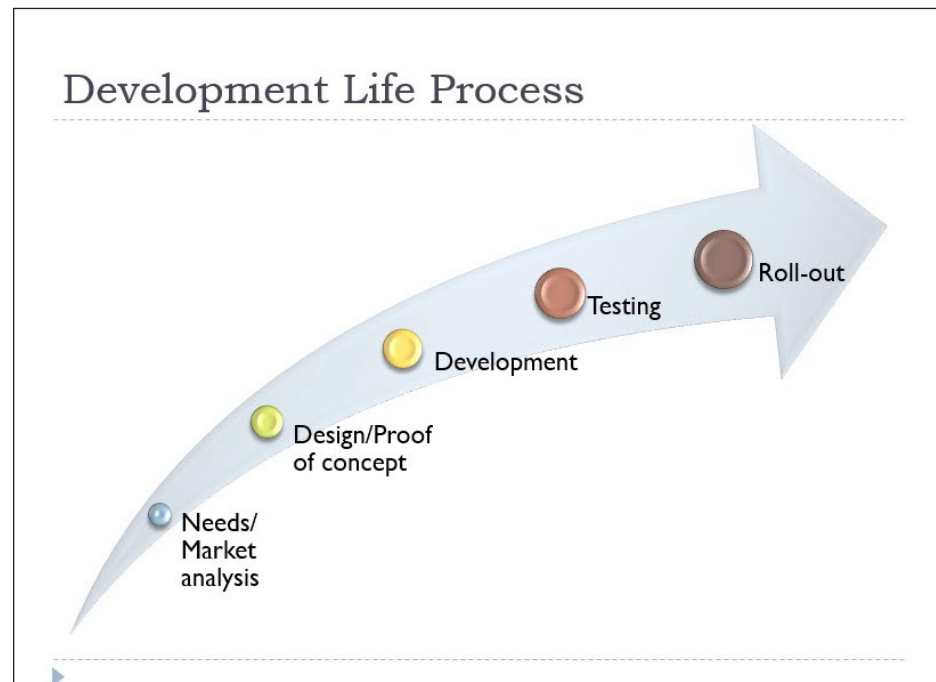
**STEP BY STEP****Change Text Formatting**

**GET READY.** USE the *Litware Final* presentation that is still open from the previous exercise.

1. On slide 4, select the outer frame of the SmartArt graphic (not a specific shape within it).
2. On the Home tab, click the **Font Size** drop-down arrow and then click **20**. PowerPoint changes the size of all text in the graphic to 20 point.
3. Click the **Needs/Market analysis** text box and drag its border to reduce its width slightly so that the word Market moves completely to the second line.
4. Click the **Design/Proof of concept** text box and expand its width so that the word Proof displays completely on the first line.
5. With the Design/Proof of concept text box selected, press the right arrow key on the keyboard three times to move the text box slightly to the right so its text does not overlap the circle shape.
6. Widen the Development text box so the word fits on a single line and then move the text box to the right slightly, as you did in step 5. Then click away from the graphic to deselect it.
7. Move the Testing text box to the right slightly. The completed slide is shown in Figure 7-12.

**Figure 7-12**

The completed process chart



8. Go to slide 3 and click the SmartArt graphic to select it.
9. Click the outside edge of the **Ted Hicks** shape.
10. Click the **Font Color** drop-down arrow on the Home tab and then click **Black, Text 1**. The text in that shape is now easier to read against the light green fill.
11. Click the **Bold** button on the Home tab. All text in the shape is bolded. Then click away from the graphic to deselect it.
12. **SAVE** the presentation.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

## Converting SmartArt

When you convert SmartArt to text, the text in the SmartArt object changes to a bulleted list. Top-level shape text becomes top-level bullet points and subordinate shapes become subordinate bullets. When you convert SmartArt to shapes, the diagram changes to a set of drawn shapes and lines, like the ones you might draw yourself using the Shapes button on the Insert tab. In this exercise, you will convert SmartArt diagrams to text and graphics.

### STEP BY STEP

#### Convert SmartArt

**GET READY.** USE the *Litware Final* presentation that is still open from the previous exercise.

1. Go to slide 4 and select the SmartArt object.
2. On the SmartArt Tools Design tab, click the **Convert** button and then click **Convert to Text** from the menu that appears. The SmartArt is converted to a bulleted list.
3. Go to slide 3 and select the SmartArt object.
4. On the SmartArt Tools Design tab, click the **Convert** button and then click **Convert to Shapes**. The diagram changes to a set of shapes.
5. Click inside the diagram to confirm that the SmartArt tabs on the Ribbon do not appear.
6. Click one of the diagram's shapes. Notice that the Drawing Tools Format tab becomes available, indicating it is a drawn shape object.

**SAVE** the presentation and then **CLOSE** the file. **EXIT** PowerPoint.

## Knowledge Assessment

### Matching

Match the term in Column 1 to its description in Column 2.

#### Column 1

1. Promote
2. SmartArt
3. Top-level shape
4. Text pane
5. Subordinate

#### Column 2

- a. Holds the name of the person or department at the head of the organization
- b. Panel in which you can type SmartArt graphic text
- c. Increases the level of the item in the hierarchy
- d. Visual representation of information
- e. Someone who reports to the head of the organization

### True/False

Circle T if the statement is true or F if the statement is false.

- T F** 1. Text in a SmartArt graphic can appear either in a shape or in a bulleted list.
- T F** 2. The Standard Colors gallery allows you to apply variations of theme colors to a SmartArt graphic.
- T F** 3. The Add Shape Below option inserts a subordinate shape.
- T F** 4. To remove a shape, select it and press the Delete key on the keyboard.
- T F** 5. You have to retype text if you change from one SmartArt layout to another.



## Projects

### Project 7-1: Using SmartArt to Show Company Reorganization

In this project, you are the director of operations at Fabrikam, Inc., a company that develops fabric treatments for use in the textile industry. Your company is undergoing reorganization and you need to prepare a presentation that shows how groups will be aligned in the new structure. You can use a SmartArt graphic to show the new organization.

**GET READY. LAUNCH** PowerPoint if it is not already running.

1. **OPEN** the *Reorganization* presentation from the data files for this lesson and then **SAVE** it as *Reorganization Final*.
2. Go to slide 2 and click the **Insert a SmartArt Graphic** icon in the content placeholder.
3. Click the **Hierarchy** type, click the **Hierarchy** layout, and then click **OK**.
4. Click in the top-level shape and type **Operations**.
5. Click in the first second-level shape and type **Production**.
6. Click in the second second-level shape and type **R & D**.
7. Click in the first third-level shape and type **Manufacturing**.
8. Delete the other third-level shape under Production.
9. Click in the remaining third-level shape (under R & D) and type **Quality Assurance**.
10. Click the **Manufacturing** shape to select it. Then click the **Add Shape** drop-down arrow and select **Add Shape Below**.
11. Type **Fulfillment** in the new shape. Then click away from the **new shape**.
12. Display the SmartArt Styles gallery and click the **Polished** style (which might be the first style under 3-D, depending upon your screen size).
13. Display the Change Colors gallery and click one of the Colorful gallery choices.
14. Display the Layouts gallery and click the **Horizontal Hierarchy** layout.
15. **SAVE** the presentation and **CLOSE** the file.

**PAUSE. LEAVE** PowerPoint open for use in the next project.

### Project 7-2: Using SmartArt to Improve Presentation

In this project, you work for the city manager of Center City. She has asked you to create an agenda to display at an upcoming meeting of the city's department heads. She has supplied the bulleted text on an existing slide. You can use this text to make the agenda look more interesting.

**GET READY. LAUNCH** PowerPoint if it is not already running.

1. **OPEN** the *Meeting Agenda* presentation from the data files for this lesson and then **SAVE** it as *Meeting Agenda Final*.
2. Click in the content placeholder, click the **Convert to SmartArt** button, and then click **More SmartArt Graphics**.
3. In the List category, click the **Vertical Box List** layout and then click **OK**.
4. Click the first shape to select it, click the **Add Shape** drop-down arrow, and then click **Add Shape After**.
5. Type **Budget Cuts** in the new shape.
6. Display the Layouts gallery and click the **Vertical Bullet List** layout.
7. Display the Change Colors gallery and under the Accent 5 heading, click the **Transparent Gradient Range – Accent 5** option.
8. **SAVE** and **CLOSE** the file.

**EXIT** PowerPoint.

# 8 Adding Graphics to a Presentation

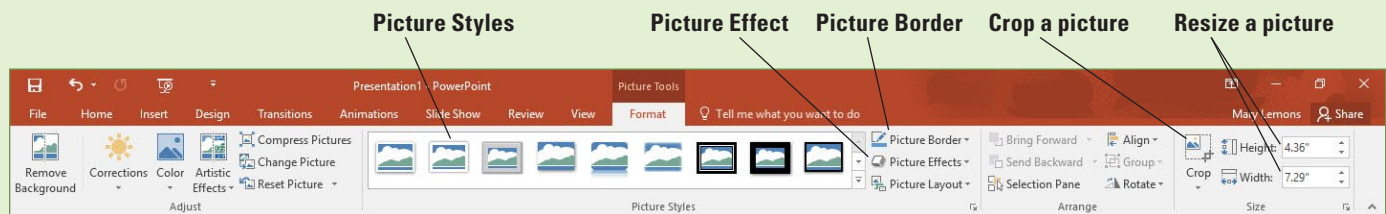
## LESSON SKILL MATRIX

| Skill                           | Exam Objective                 | Objective Number |
|---------------------------------|--------------------------------|------------------|
| Inserting and Formatting Images | Insert images.                 | 2.3.1            |
|                                 | Display alignment tools.       | 2.4.4            |
|                                 | Resize and crop images.        | 2.3.2            |
|                                 | Apply styles and effects.      | 2.3.3            |
|                                 | Preserve presentation content. | 5.2.4            |
| Adding Shapes to Slides         | Insert or replace shapes.      | 2.2.1            |
|                                 | Resize shapes and text boxes.  | 2.2.3            |
|                                 | Format shapes and text boxes.  | 2.2.4            |
| Ordering and Grouping Shapes    | Order objects.                 | 2.4.1            |
|                                 | Align objects.                 | 2.4.2            |
|                                 | Group objects.                 | 2.4.3            |

## SOFTWARE ORIENTATION

### Picture Tools

The Picture Tools Format tab (see Figure 8-1) enables you to apply formatting effects to images. After selecting the picture, apply formatting by clicking a button on this tab.



**Figure 8-1**

Picture Tools Format tab

You can use the tools on the Picture Tools Format tab to apply picture styles, to add or remove its border, and to apply special effects like shadow, reflection, and 3-D rotation. You can also crop and size the picture, correct the colors, and add artistic effects.

## INSERTING AND FORMATTING IMAGES

You can use images to illustrate a slide's content or provide visual interest to help hold the audience's attention. You can insert images from a Bing image search, or you can insert a picture that you have created yourself or acquired from some other source. In PowerPoint 2016, you can also insert images from Facebook and Flickr. (The Flickr option was in previous versions but the Facebook option is new.) PowerPoint provides many options for improving the appearance of images after you have inserted them. You can reposition and resize them, rotate them, apply special effects such as Quick Styles, adjust brightness and contrast, and even recolor a picture for a special effect. If you do not like formatting changes you have made, you can reset an image to its original appearance.

## Inserting Images from the Web

In PowerPoint 2016, Microsoft has done away with the Office.com Clip Art gallery option. Instead, you search for the images you want to use using the Bing Image Search. This image search automatically shows you images that are licensed under Creative Commons license. These are images that you can use royalty-free in your presentations. To find an appropriate image for your presentation, you search by keyword using the Bing Image Search in PowerPoint. A **keyword** is a descriptor of an image's content, such as dog, tree, or flower. Each image has multiple keywords assigned to it, and so it can be found using a variety of keyword searches.

Some of the images are photographs, whereas others are clip art illustrations. **Clip art** illustrations are drawings composed of mathematically generated lines and shapes, similar to the lines and shapes users can create using PowerPoint's own drawing tools. Clip art illustrations increase the size of the presentation file less than photographs do, but they are less realistic-looking. PowerPoint 2016 does not distinguish between clip art and photographs when it searches the Web, and so your search results will likely contain a mixture of image types. To search specifically for clip art, simply include the words "clip art" after your search term.

**Take Note** Office 2016 uses the terms image and picture interchangeably. For example, the exam objectives reference images but those images are inserted using the Pictures and Online Pictures commands in the applications. The term illustration refers to drawn artwork such as clip art, and the term photograph refers to an image that was originally captured with a digital camera or scanned with a scanner.

### STEP BY STEP

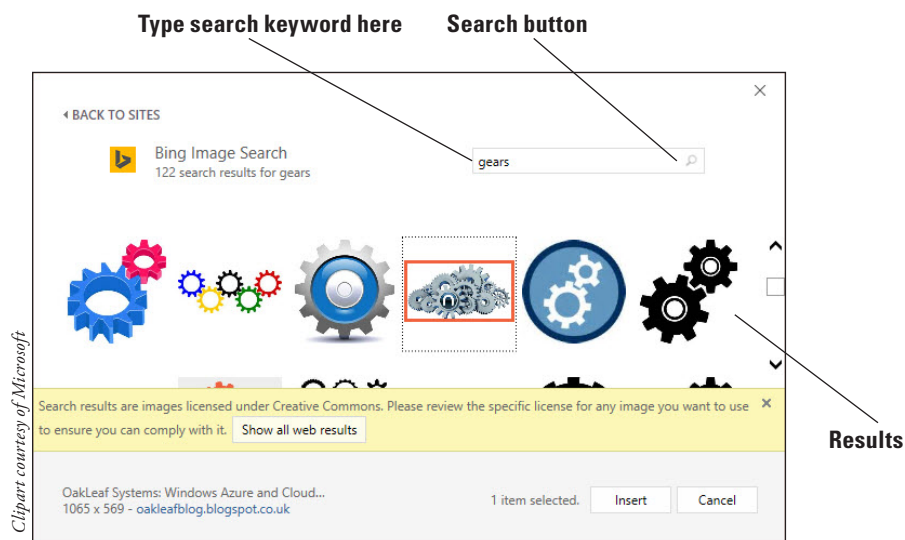
#### Insert an Image from the Web

**GET READY.** Before you begin these steps, make sure that your computer is on. Sign on, if necessary.

1. **START** PowerPoint, if the program is not already running.
2. **OPEN** the *Exhibits* presentation from the data files for this lesson and then **SAVE** it as *Exhibits Final*.
3. Go to slide 4 and click the **Online Pictures** icon in the empty content placeholder. The *Insert Pictures* dialog box opens.
4. Click in the **Bing Image Search** text box and type **gears**.
5. Press **Enter** or click the **Search** icon (the magnifying glass). PowerPoint searches for images that match the keyword and displays them in the dialog box (see Figure 8-2).
6. Scroll down through the results and click a picture of gears that you think will look good in the presentation.

**Figure 8-2**

Search for images with the keyword gears



**Take Note** The number of results change depending on how you word your search. For example, by typing gears, you get pictures of mechanical gears. If you just type gear photo, you get many more results, some showing camping gear, the word gear, and other random images.

7. Click **Insert**. The image is inserted in the content placeholder.
8. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

### Inserting a Picture from a File

You can download many pictures for free on the Internet or create your own picture files using a digital camera. In this exercise, you will insert a picture from a file that has already been created.

#### STEP BY STEP

#### Insert a Picture from a File

**GET READY. USE** the *Exhibits Final* presentation that is open from the previous exercise.

1. Go to slide 3 and on the Insert tab, click the **Pictures** button. The *Insert Picture* dialog box opens.
2. Navigate to the location of the data files for this lesson, click *Astronomy.jpg*, and then click **Insert**.
3. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

### Changing a Picture

After inserting a picture, if it is not what you want, you can easily delete it and insert a different one—either from an online source or from another file. However, if you have applied formatting to the picture, as you will learn to do in the remainder of this chapter, you might not want to lose the formatting and start over. In situations such as this, you can use the Change Picture command to swap out the picture without losing any of the formatting you have applied to the previous picture.

#### STEP BY STEP

#### Change a Picture

**GET READY. USE** the *Exhibits Final* presentation that is open from the previous exercise.

1. Go to slide 4.
2. Right-click the picture and click **Change Picture**. The *Insert Pictures* dialog box opens.
3. Click the **Browse** hyperlink next to From a file. The *Insert Picture* dialog box opens. (This is a different dialog box from the one in step 2.)
4. Navigate to the folder containing the data files for this lesson and click *Gears.jpg*.
5. Click **Insert**. The picture is replaced.
6. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

### Using the Ruler, Gridlines, and Guides

In Normal, Outline, and Notes Page views, you can turn on PowerPoint's horizontal and vertical **rulers**, which help you measure the size of an object on the slide, as well as the amount of space between objects. **Smart Guides** appear automatically as you drag objects on a slide to help you line them up with other content on the slide. If you want guide lines that stay visible, turn on the

Guides feature. These drawing **guides** are movable, vertical and horizontal non-printing lines that you can use when positioning objects on a slide. PowerPoint also provides **gridlines**, a set of dotted horizontal and vertical lines that overlay the entire slide. In this exercise, you learn how to use the ruler, guides, and gridlines to position objects so that they align with other objects on a slide and appear consistently throughout a presentation.

## STEP BY STEP

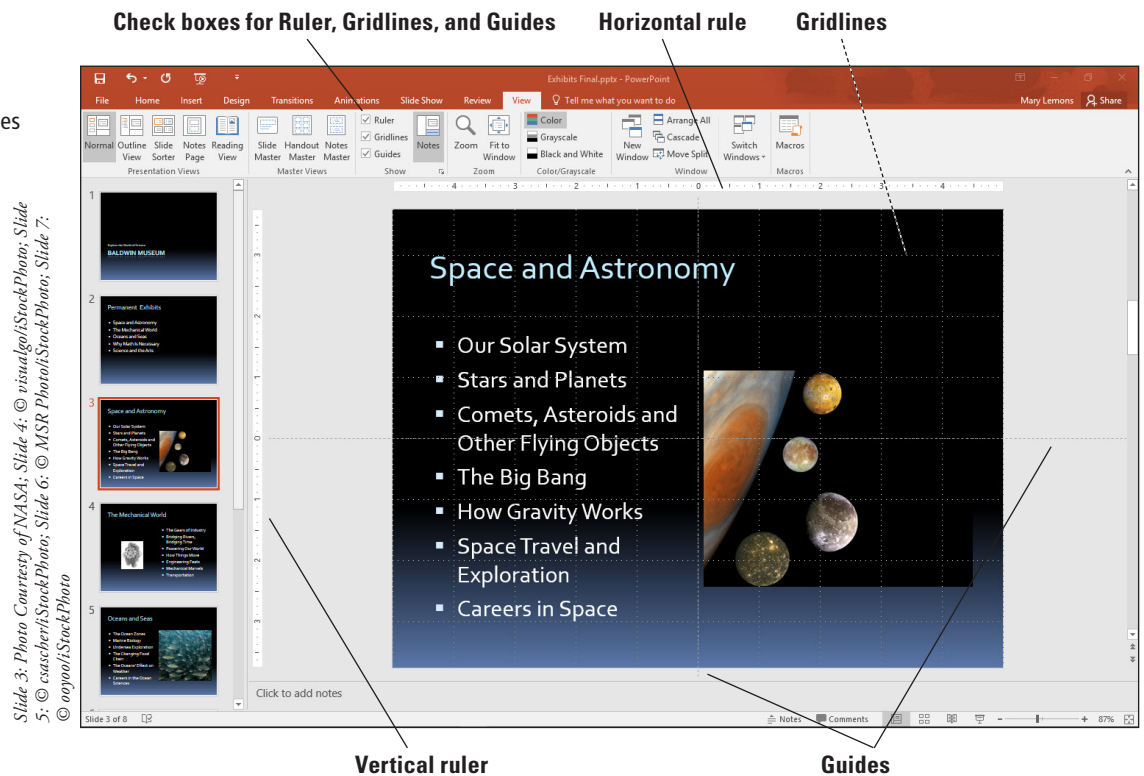
### Use the Ruler, Gridlines, and Guides

**GET READY.** USE the *Exhibits Final* presentation that is open from the previous exercise.

1. Go to the View tab, click **Ruler** if this option is not already selected. The vertical and horizontal rulers appear in the Slide pane.
2. Click to mark the **Gridlines** check box. A grid of regularly spaced dots overlays the slide (see Figure 8-3).
3. Click to mark the **Guides** check box. The default vertical and horizontal drawing guides display, intersecting at the center of the slide, as shown in Figure 8-3.

**Figure 8-3**

Rulers, gridlines, and guides



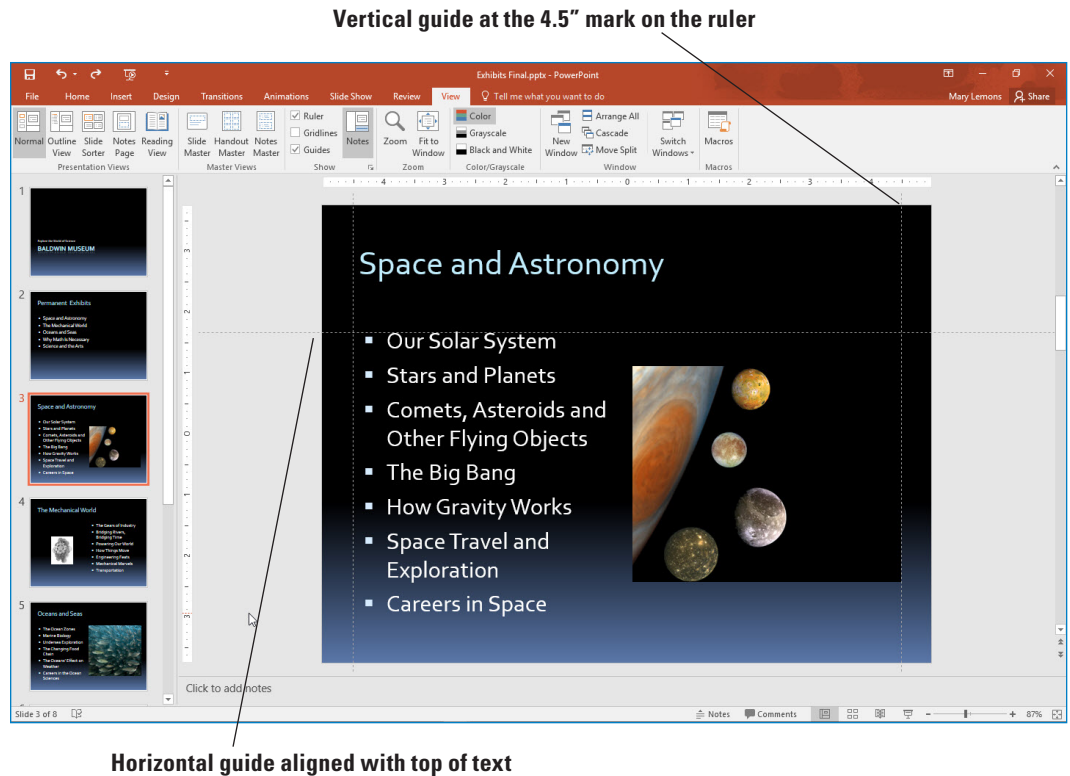
Slide 3: Photo Courtesy of NASA; Slide 4: © visualgo/StockPhoto; Slide 5: © caschevi/StockPhoto; Slide 6: © MSR Photo/StockPhoto; Slide 7: © ooyoo/StockPhoto

4. The guides will be more useful for positioning pictures in this presentation, so you can turn off the gridlines: click the **View** tab, and click **Gridlines** in the Show group to remove the check mark and hide the gridlines.
5. Click the text box on slide 3 that contains the bulleted list to activate it. Be sure to select the text box; don't select the text. You will use the text box's border to help you position guides.
6. Click the vertical guide. As you hold down the mouse button, a ScreenTip appears that shows the current position of the guide—0.0, indicating the guide is at the 0-inch mark on the horizontal ruler.
7. Click and drag the guide to the left until it aligns on the left border of the text placeholder. The ScreenTip should read approximately 4.50 with a left-pointing arrow. Release the mouse button to drop the guide at that location.

8. Click the horizontal guide to the right of the planet picture and drag upward until the ScreenTip reads 1.67 with an upward-pointing arrow. Drop the guide. It should align with the top of the capital letters in the first line of the text placeholder.
9. Click the vertical guide you positioned near the left edge of the slide, hold down **Ctrl**, and drag a copy of the guide to the right until the ScreenTip reads 4.50 with a right-pointing arrow. Drop the guide by first releasing the mouse button and then releasing the Ctrl key. Your slide should look like Figure 8-4.

Figure 8-4

Drawing guides positioned on the slide



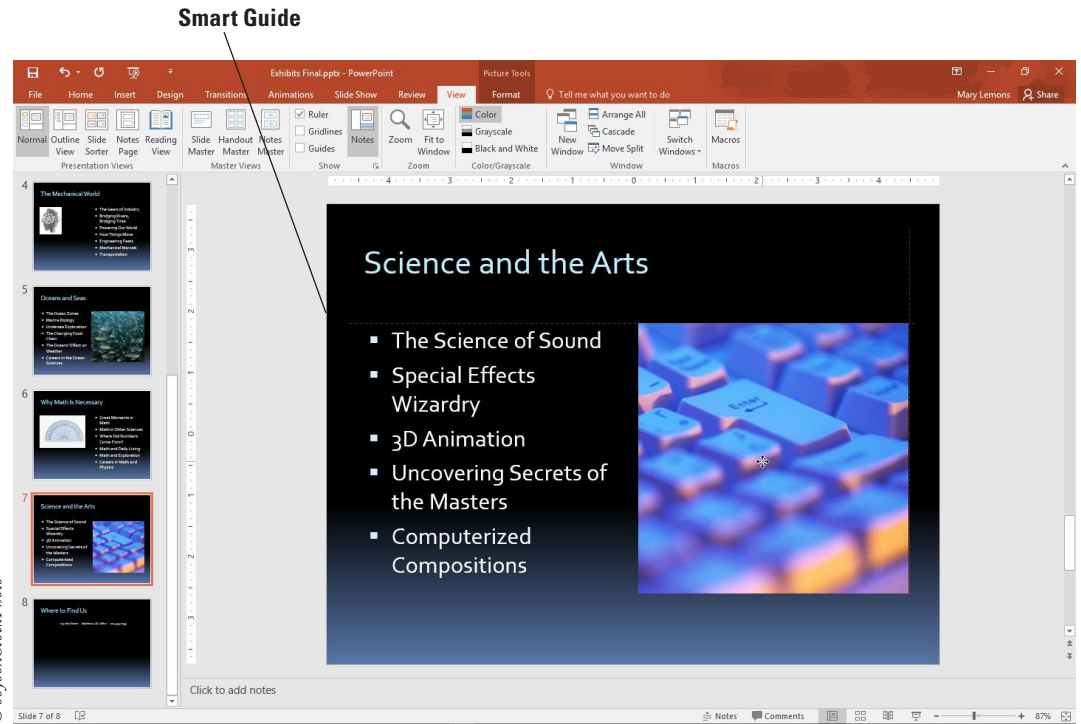
10. Go to slide 4, click the gear picture, and drag it until the upper-left corner of the picture snaps to the intersection of the vertical and horizontal guides.
11. Go to slide 5 and drag the picture down and to the left so its upper-right corner snaps to the intersection of the guides.
12. Go to slide 6 and drag the picture up and to the left to snap to the intersection of the two guides.
13. On the View tab, clear the **Guides** check box to turn off the guides.
14. Go to slide 7 and drag the picture up on the slide until you see a faint red dotted horizontal line at its top. This Smart Guide indicates that the picture is at the same vertical position as the text box to its left (see Figure 8-5). Release the mouse button to drop the picture in the new location.



**Figure 8-5**

Smart Guides can help you position objects without using traditional guides

Slide 3: Photo Courtesy of NASA; Slide 4: © visualgo/iStockPhoto; Slide 5: © cascher/iStockPhoto; Slide 6: © MSR Photo/iStockPhoto; Slide 7: © oyofo/iStockPhoto



**Take Note** If you do not like the Smart Guides feature, you can turn it off. Right-click an empty area of the slide, point to Grid and Guides, and click Smart Guides. Repeat that same procedure to re-enable the feature.

**15. SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Rotating and Flipping an Image

You can rotate or flip pictures to change their orientation on a slide. Rotating spins the picture around its center; flipping creates a mirror image of it. Rotating and flipping can provide additional visual interest for a graphic or fit it more attractively on a slide.

### STEP BY STEP

#### Rotate and Flip an Image

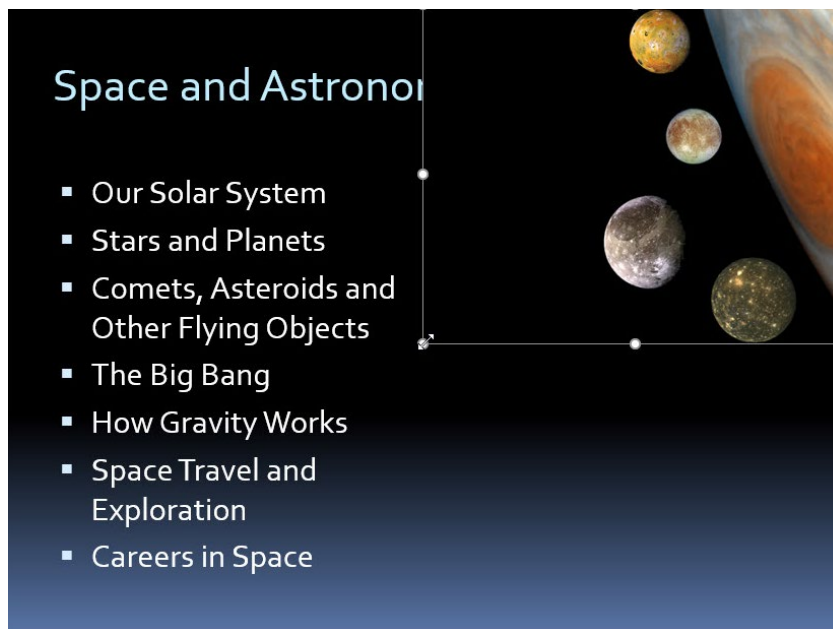
**GET READY. USE** the *Exhibits Final* presentation that is open from the previous exercise.

- 1. SAVE** the file as *Exhibits Final Version 2*.
- Go to slide 3, and click the picture to select it.
- Click the **Picture Tools Format** tab, click **Rotate Objects** in the Arrange group, and then click **Flip Horizontal** in the drop-down menu that appears. The picture reverses its orientation so the planet is on the right and its moons are on the left.
- Drag the picture up into the upper-right corner of the slide, so that the top and right edges of the picture align with the top and right edges of the slide (see Figure 8-6).



**Figure 8-6**

The picture has been flipped horizontally and moved to the top right of the slide



5. Go to slide 4 and click the picture to select it.
6. Click the **Picture Tools Format** tab, click **Rotate Objects**, and then click **Rotate Left 90°**.
7. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

### Cropping an Image

You have several options for adjusting the size of a picture or other graphic object. You can crop an object to remove part of the object, drag a side or corner, specify exact measurements for an object, or scale it to a percentage of its original size. When you **crop** a picture, you remove a portion of the graphic that you think is unnecessary in order to focus attention on the most important part of a picture. The portion of the picture you cropped is not deleted. You can restore the cropped material by using the crop pointer to drag outward to reveal the material that was previously hidden.

#### STEP BY STEP

#### Crop an Image

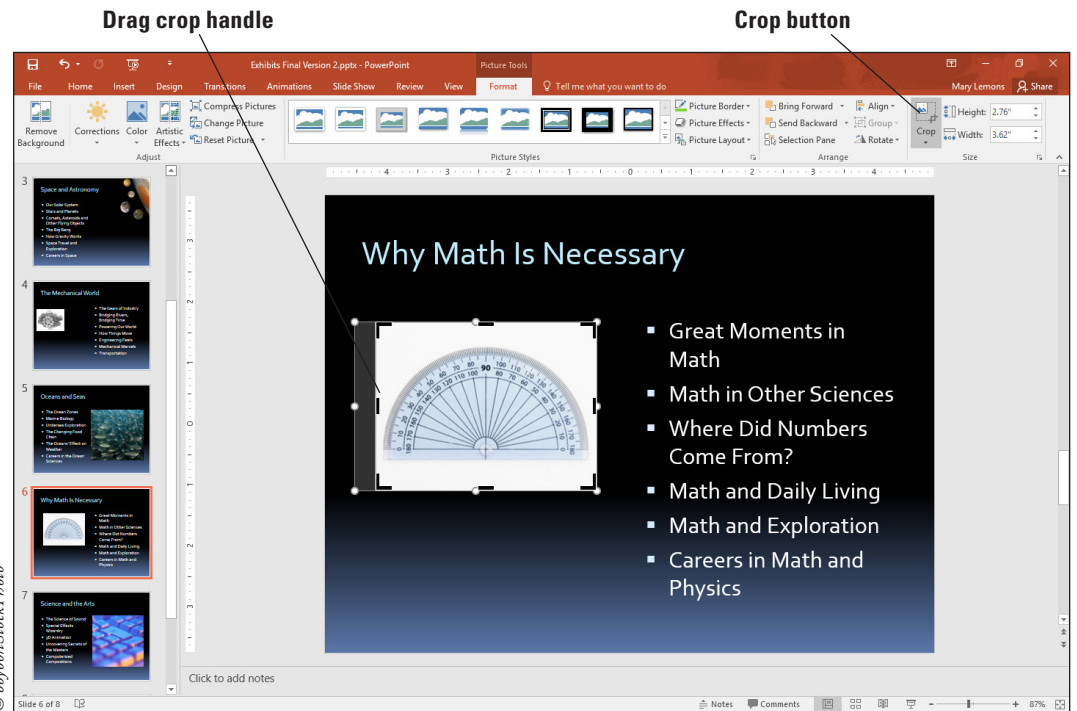
**GET READY. USE** the *Exhibits Final Version 2* presentation that is open from the previous exercise.

1. Go to slide 6 and click the picture to select it.
2. Click the **Picture Tools Format** tab.
3. Click the **Crop** button in the Size group. (Click the upper part of the button, not the arrow below it.) The pointer changes to a crop pointer and crop handles appear around the edges of the picture.
4. Click to position the pointer on the left side crop handle and drag inward to crop the picture so that there is an approximately equal amount of white space to the left of the protractor and to the right of it (see Figure 8-7).
5. Release the mouse button and then click the **Crop** button again to complete the crop.
6. On the View tab, mark the **Guides** check box to turn the guides back on.
7. Click and drag the cropped picture back up to the intersection of the two guides.
8. On the View tab, clear the **Guides** check box to turn the guides off.
9. **SAVE** the presentation.

**Figure 8-7**

Drag the crop handle down to remove a portion of the picture

Slide 3: Photo Courtesy of NASA; Slide 4: © visualgo/istockphoto; Slide 5: © exascher/istockphoto; Slide 6: © MSR/Photo/istockphoto; Slide 7: © noprofit/istockphoto



**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Resizing an Image

In this exercise, you will learn three ways to adjust the size of a picture: by simply dragging a corner, by setting measurements in the Size and Position controls in the Format Picture task pane, and by setting a measurement in the Size group on the Picture Tools Format tab. You can use these options to resize any object on a slide.

Generally, you will want to maintain a picture's **aspect ratio** when you resize it. The aspect ratio is the relationship of width to height. By default, a change to the width of a picture is also applied to the height to maintain aspect ratio. In some instances, you may want to distort a picture on purpose by changing one dimension more than the other. To do so, you must deselect the Lock aspect ratio check box in the Size section of the Format Picture task pane. You are then free to change width and height independently. Alternatively, you can drag a side selection handle on the object (not a corner); this action allows you to adjust each dimension separately.

In the following exercise, you will resize an object and change its aspect ratio.

### STEP BY STEP

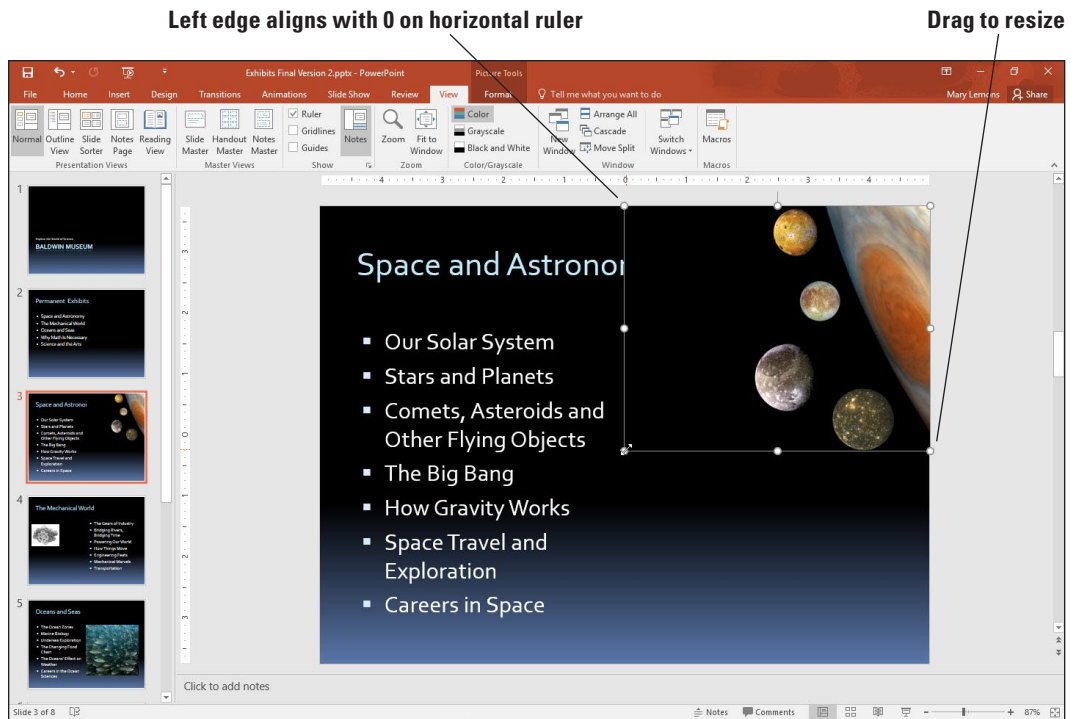
#### Resize an Image

**GET READY. USE** the *Exhibits Final Version 2* presentation that is open from the previous exercise.

1. Go to slide 3 and click the picture to select it.
2. Click and drag the lower-left corner of the picture diagonally until the left edge of the picture aligns with the 0 mark on the horizontal ruler (see Figure 8-8). (Do not worry that the slide title is partially covered; you will fix this problem in a later exercise.)

Figure 8-8

Resize a picture by dragging a corner



Slide 3: Photo Courtesy of NASA; Slide 4: © visualgo/StockPhoto; Slide 5: © eascheri/StockPhoto; Slide 6: © MSR Photo/StockPhoto; Slide 7: © oypoo/StockPhoto

**Take Note** If you have difficulty getting the size right because Smart Guides pop up to snap the image into alignment with other objects on the slide, turn off Smart Guides temporarily. Right-click an empty area of the slide, point to Grid and Guides, and click Smart Guides. Repeat that same procedure to re-enable the feature.

3. Go to slide 4 and click the picture to select it.
4. Right-click the picture and then click **Size and Position** from the shortcut menu. The Format Picture task pane appears.
5. Click the **Lock aspect ratio** check box to deselect this option. You can now specify the height and width independently.
6. In the Size area of the task pane, click the **Reset** button to remove previous modifications made to this picture (rotation) from an earlier exercise.
7. Click the **Height** up arrow until the height is **3.7** inches. Click the **Width** down arrow until the width is **3** inches. (Alternatively, you can type the numbers.)
8. Click to expand the **Position** heading in the task pane and then set the **Vertical position** to **2.1**. This action is an alternate way of moving a picture.
9. Close the task pane.
10. Go to slide 5 and click the picture to select it.
11. Click the **Picture Tools Format** tab and then click the **Width** down arrow in the Size group until the picture's width is **4.2** inches.
12. Turn the guides back on and then drag the picture to align its upper-right corner with the intersection of the two guides near the right edge of the slide. Then turn the guides off again.
13. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Applying a Style to an Image

PowerPoint provides a number of styles you can use to apply borders and other effects to images. You can easily apply styles with heavy borders, shadow and reflection effects, and different shapes such as ovals and rounded corners. Use styles to dress up your images or format them consistently throughout a presentation.

### STEP BY STEP

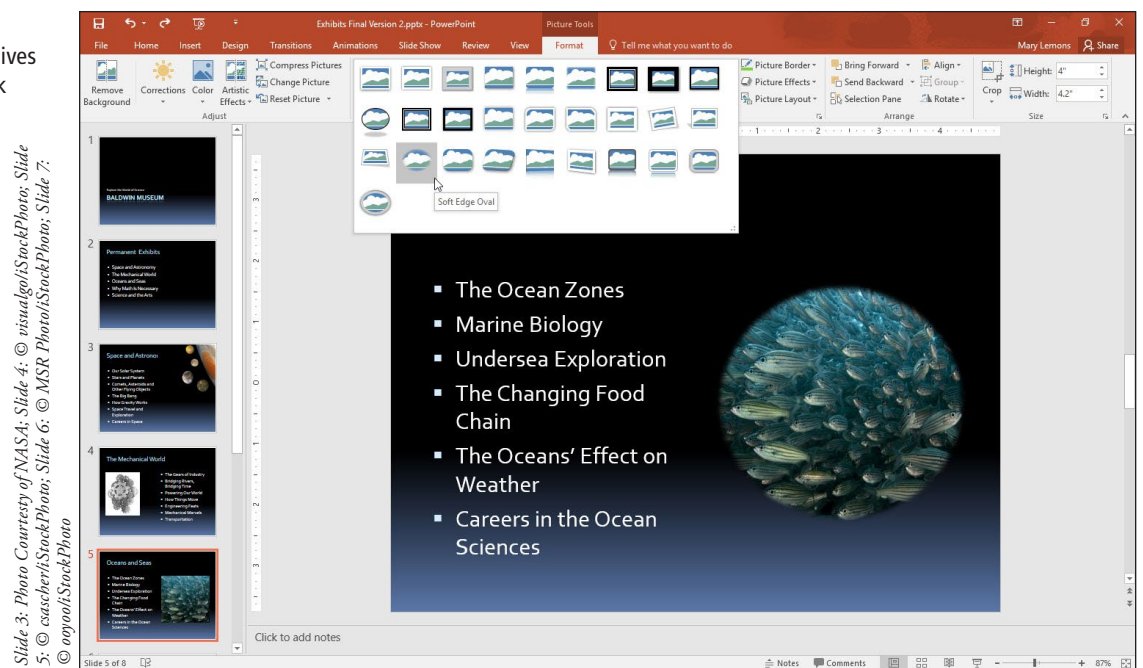
#### Apply a Style to a Picture

**GET READY.** USE the *Exhibits Final Version 2* presentation that is open from the previous exercise.

1. Go to slide 5 and click the picture to select it if necessary.
2. On the Picture Tools Format tab, click the **More** button in the Picture Styles group. The Picture Styles gallery appears.
3. Click the **Soft Edge Oval** style. Your picture should look like the one in Figure 8-9.

**Figure 8-9**

The Soft Edge Oval style gives the picture a different look



Slide 3: Photo Courtesy of NASA; Slide 4: © visualgoof/StockPhoto; Slide 5: © coascher/StockPhoto; Slide 6: © MSR Photo/StockPhoto; Slide 7: © ayraol/StockPhoto

4. **SAVE** the presentation.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

## Correcting Brightness and Sharpness

You may need to modify a picture's appearance to make it show up well on a slide. This action can be particularly important with pictures you insert from files, which may not have been photographed using the optimal settings. In PowerPoint 2016 Brightness, Contrast, and Sharpness/Softness are all controlled from the same section of the Format Picture task pane. For presets, you can select from the Corrections button's menu. For precise amounts, you can use the task pane.

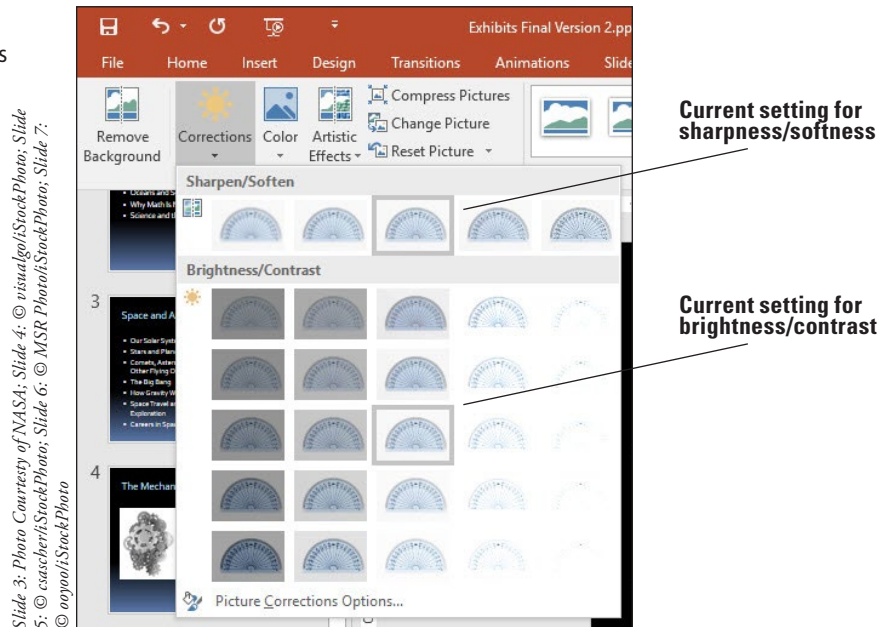
**STEP BY STEP****Adjust a Picture's Brightness and Sharpness**

**GET READY.** USE the *Exhibits Final Version 2* presentation that is open from the previous exercise.

1. Go to slide 6 and click the picture to select it. This picture is a bit too bright.
2. Click the **Picture Tools Format** tab.
3. In the Adjust group, click **Corrections**. A palette of corrections appears (see Figure 8-10). Notice that there are two sections: Sharpen/Soften and Brightness/Contrast. The center selection in each section is the current setting.

**Figure 8-10**

Select from the Corrections button's palette



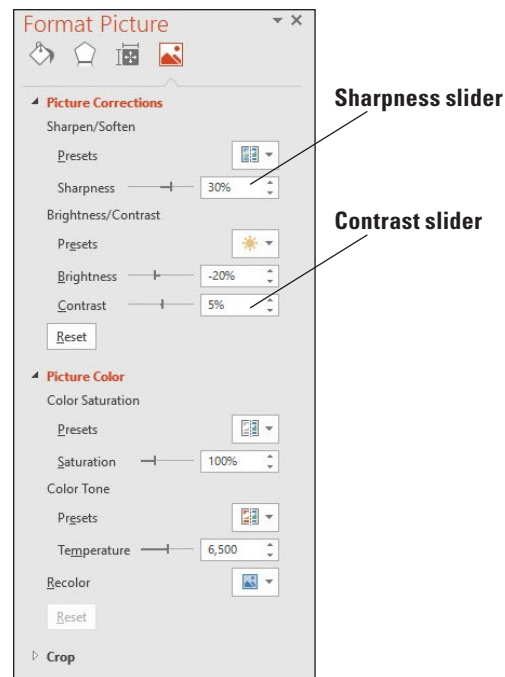
Slide 3: Photo Courtesy of NASA; Slide 4: © visualgo/StockPhoto; Slide 5: © cascheri/StockPhoto; Slide 6: © MSR Photo/StockPhoto; Slide 7: © ooyoor/StockPhoto

4. In the Brightness/Contrast section, click the **Brightness -20% Contrast; 0% (Normal)** setting.
5. Click the **Corrections** button again, reopening the menu.
6. In the Sharpen/Soften section, click **Sharpen: 25%**.
7. Click the **Corrections** button again, and then click **Picture Corrections Options**. The Format Picture task pane opens.
8. Drag the **Sharpness** slider to **30%** and drag the **Contrast** slider to **5%** (see Figure 8-11).
9. Close the task pane.
10. **SAVE** the presentation.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

**Figure 8-11**

Correct a picture from the Format Picture task pane



## Applying Color Adjustments

Color adjustments enable you to correct minor exposure or color problems in an image without having to open it in a third-party photo editing program. You can improve the look of a picture by making subtle adjustments, or apply dramatic adjustments that distort the image for a special effect.

Each of the three sections on the Color button's palette controls a different aspect of the color. Color **Saturation** determines the intensity of the color, ranging from 0% (grayscale, no color) to 400% (extremely vivid color). Color **Tone** refers to the subtle tint of the image's color, ranging from warmer shades (more red) to cooler shades (more blue). **Recolor** enables you to select color wash to place over the image or to set it to grayscale, black and white, or washout. In this exercise, you will make some color corrections on a photo.

### STEP BY STEP

#### Apply Color Adjustments

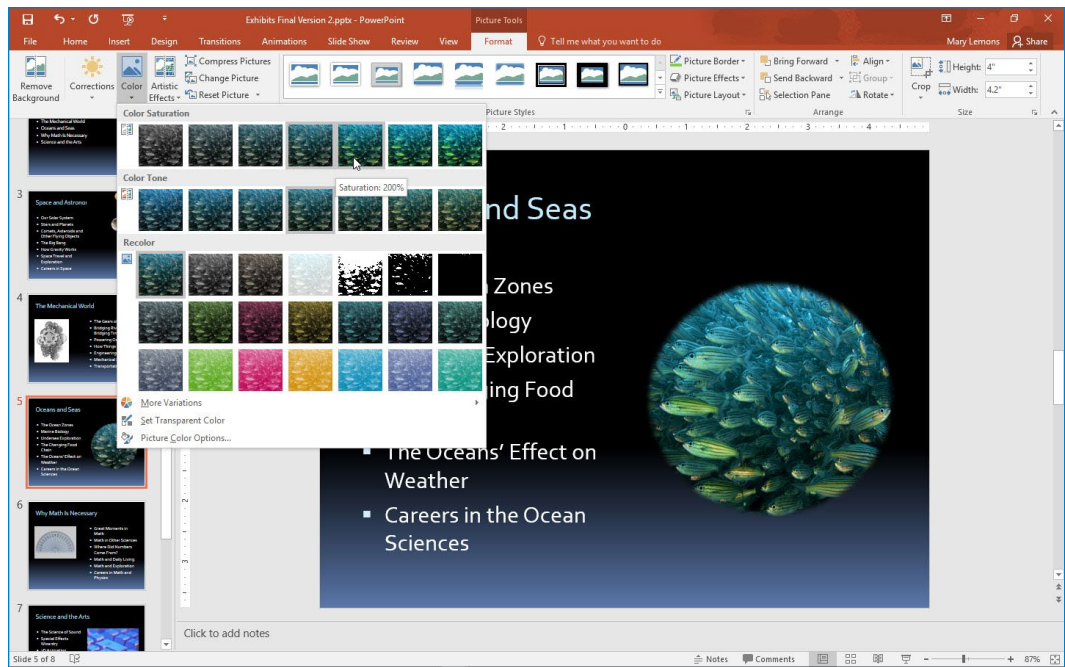
**GET READY.** USE the *Exhibits Final Version 2* presentation that is open from the previous exercise.

1. Go to slide 5 and click the picture to select it.
2. Click the **Picture Tools Format** tab.
3. In the Adjust group, click **Color**. A palette of color choices appears.
4. In the Color Saturation section, click **Saturation 200%** (see Figure 8-12).



**Figure 8-12**

Select color correction presets for the picture



Slide 3: Photo Courtesy of NASA; Slide 4: © visualsof/StockPhoto; Slide 5: © cascherli/StockPhoto; Slide 6: © MSR Photo/StockPhoto; Slide 7: © oyoof/StockPhoto

5. Click **Color** again to reopen the palette, point at **More Variations**, and then in the Standard Colors group, point to **Light Green** to see a preview applied to the picture. Click away from the menu to close the menu without making a selection.
6. Click **Color** again to reopen the palette, and then click **Picture Color Options**. The Format Picture task pane opens.
7. In the Picture Color section under Color Tone, set the **Temperature** value to **7,000** by typing **7,000** in the Temperature text box.
8. **CLOSE** the task pane.
9. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Adding Effects to an Image

There are two types of effects that you can apply to a picture: picture effects (such as Glow, Shadow, and Bevel), which affect the outer edges of the picture, and artistic effects (such as Chalk Sketch or Line Drawing), which affect the picture itself.

## Adding Picture Effects

Picture effects apply to the edges of a picture; they don't apply to the picture itself. For example, you can apply a beveled frame to a picture, or make its edges fuzzy. In the following exercise, you will apply a bevel and a glow effect.

### STEP BY STEP

#### Add Picture Effects to an Image

**GET READY. USE** the **Exhibits Final Version 2** presentation that is open from the previous exercise.

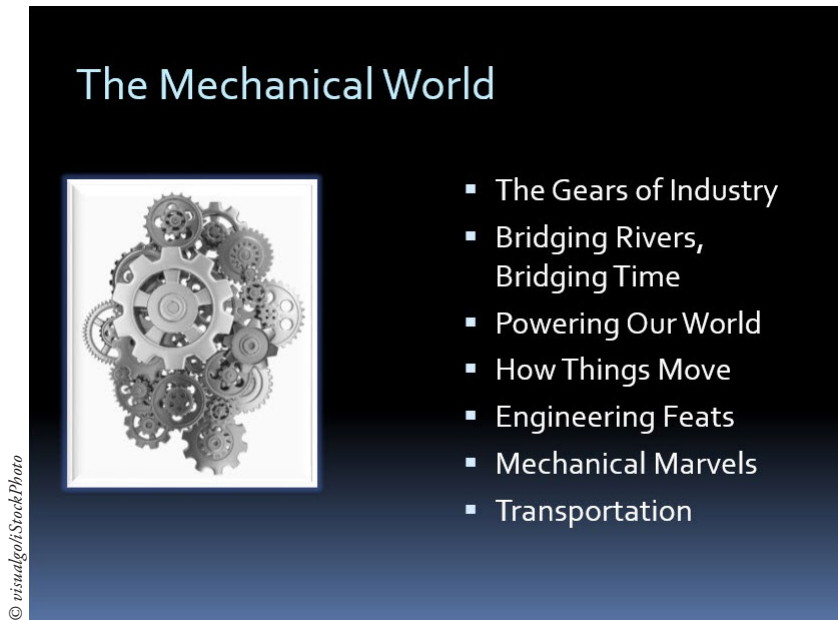
1. Go to slide 4 and click the picture to select it.
2. Click the **Picture Tools Format** tab.
3. Click the **Picture Effects** button in the Picture Styles group, point to **Preset** in the dropdown menu that appears, and then click **Preset 2**. A preset formatting effect is applied.



4. Click the **Picture Effects** button, point to **Bevel**, and then click **Art Deco** (the last one). A different bevel is applied.
5. Click the **Picture Effects** button, point to **Glow**, and then click **Periwinkle, 8-point glow, Accent color 5**. An 8-point periwinkle blue glow is placed around the picture.
6. Click away from the picture to deselect it so you can see it more clearly. The slide should look like Figure 8-13.

**Figure 8-13**

The slide after picture effects have been applied to the picture



7. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

### Adding Artistic Effects

Artistic effects enable you to transform the picture itself, not just the outer edges. Some of the effects, such as the Paint Strokes effect you apply in this exercise, can even make the picture look less like a photograph and more like a hand-drawn work of art.

## STEP BY STEP

### Add Artistic Effects to an Image

**GET READY. USE** the *Exhibits Final Version 2* presentation that is open from the previous exercise.

1. Go to slide 7 and click the picture to select it.
2. Click the **Picture Tools Format** tab.
3. Click **Artistic Effects** in the Adjust group to open the Artistic Effects gallery, and then point to several different settings in the gallery. Observe their effect on the image behind the open palette.
4. Click **Paint Strokes**. (It is the second one in the second row.)
5. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Removing an Image's Background

Some graphic file formats allow a photo to have a transparent background, but most photos do not use transparency. If you want to make areas of a certain color transparent in the copy of the photo you use in your presentation, you can do so with the Remove Background command. You will learn how to use the Remove Background command in this exercise.

### STEP BY STEP

### Remove an Image Background

**GET READY.** USE the *Exhibits Final Version 2* presentation that is open from the previous exercise.

1. Go to slide 3 and click the picture to select it.
2. On the Picture Tools Format tab, click **Remove Background**. The Background Removal tab appears on the Ribbon and the picture turns purple except for one planet. The purple areas are the parts that will be removed.
3. Zoom in to **100%** zoom using the Zoom slider in the bottom right corner of the PowerPoint window and then adjust the display so you can see the photo clearly.
4. Notice that inside the picture is a rectangular border with selection handles. Only content within this rectangle will be kept. Drag the corner selection handles of that rectangle so that the entire picture is inside that area.
5. On the Background Removal tab, click **Mark Areas to Keep**.
6. Click and drag to draw across one of the planets. If the entire planet does not turn back to its original color with a single click, continue clicking different parts of it until the entire planet appears in its original color. Zoom in further if needed to see what you are doing.



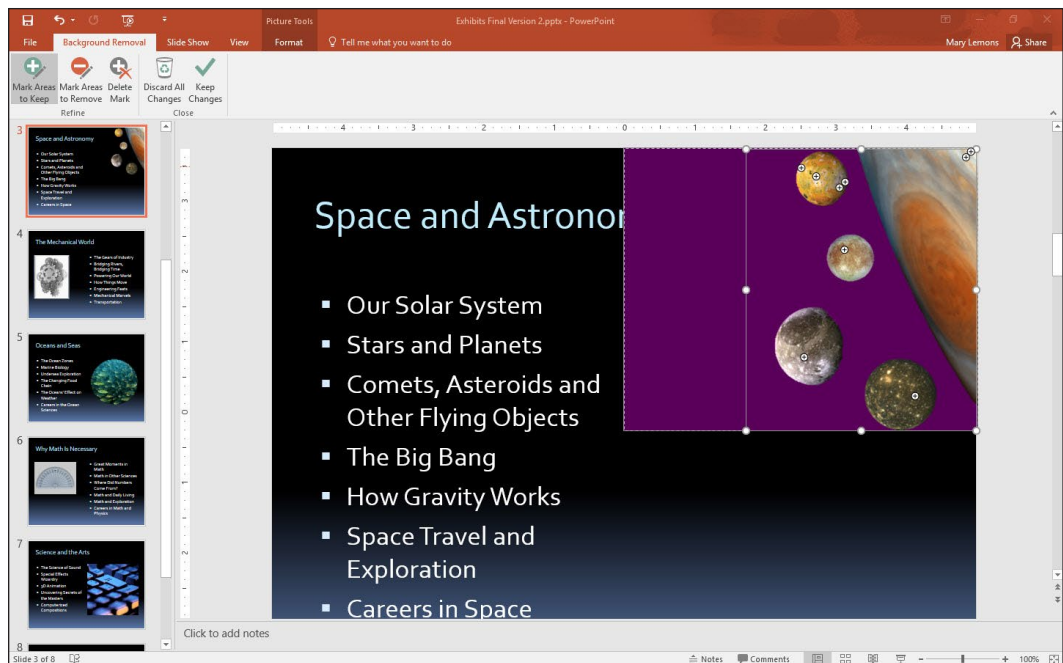
### Troubleshooting

If you make a mistake and click too much, and the entire background turns black, press **Ctrl+Z** to undo your last action and try again.

7. Repeat step 6 until only the background is purple and all planets appear in their original colors (see Figure 8-14).

**Figure 8-14**

Adjust the areas to keep



Slide 3: Photo Courtesy of NASA; Slide 4: © visualgo/iStockPhoto; Slide 5: © cascher/iStockPhoto; Slide 6: © MSR Photo/iStockPhoto; Slide 7: © ooyool/iStockPhoto

8. Click **Keep Changes** in the Close group of the Background Removal tab to finalize the background removal. Now that the background is removed, the slide title is no longer partly obscured.
9. Click away from the image to deselect it.
10. Click **Fit Slide to Current Window** in the status bar at the bottom of the PowerPoint window to reset the slide's zoom (see Figure 8-15). You can also click Fit to Window on the View tab.

**Figure 8-15**

The completed slide with background removed from the photo



Slide 3: Photo Courtesy of NASA; Slide 4: © visualgo/iStockPhoto; Slide 5: © cascher/iStockPhoto; Slide 6: © MSR Photo/iStockPhoto; Slide 7: © oyoai/iStockPhoto

11. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

It is easy to make a mistake when marking areas for background removal. The Undo command (Ctrl+Z) easily reverses your last action and can be used when a particular marked area does not turn out as you expect. You can also use the Mark Areas to Remove command on the Background Removal tab to mark areas that have erroneously been marked for keeping.

## Compressing the Images in a Presentation

When adding pictures to a presentation, you might need to consider the ultimate size of the presentation. Pictures will add considerably to the presentation's file size. This increased file size can make a large presentation difficult to store or work with. Compressing images reduces the file size of a presentation by reducing its resolution (dots per inch). This action can make the presentation easier to store and easier to email to others; it also speeds up display if you have to work on a slow projector or computer system.

### STEP BY STEP

## Compress the Images in a Presentation

**GET READY. USE** the *Exhibits Final Version 2* presentation that is open from the previous exercise.

1. Click the **File** tab, and then make a note of the file size under the Properties heading. Then press **Esc** to return to the presentation.

2. Click any picture in the presentation to select it and then click the **Picture Tools Format** tab.
3. Click **Compress Pictures** in the Adjust group. The *Compress Pictures* dialog box opens.
4. Click the **Email (96 ppi)** option button.
5. Clear the **Apply only to this picture** check box. If you wanted to compress only the selected picture, you would leave this option checked.
6. Click **OK**.
7. **SAVE** the presentation. PowerPoint applies the compression settings you selected.
8. Repeat step 1 to recheck the presentation's file size. You should notice that the file size is considerably smaller.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## ADDING SHAPES TO SLIDES

PowerPoint offers drawing tools that enable you to create both basic and complex drawings. Use line tools and shapes to construct the drawing. You can easily add text to shapes to identify them and format the drawing using familiar fill, outline, and effects options.

### Drawing Lines

PowerPoint supplies a number of different line tools so you can draw horizontal, vertical, diagonal, or free-form lines.

To draw a line, you select the Line tool, click where you want to begin the line, hold down the mouse button, and then drag to make the shape the desired size.

You can use the Shift key to **constrain** some shapes to a specific appearance. For example, you can hold down Shift while drawing a line to constrain it to a vertical, horizontal, or 45-degree diagonal orientation.

## STEP BY STEP

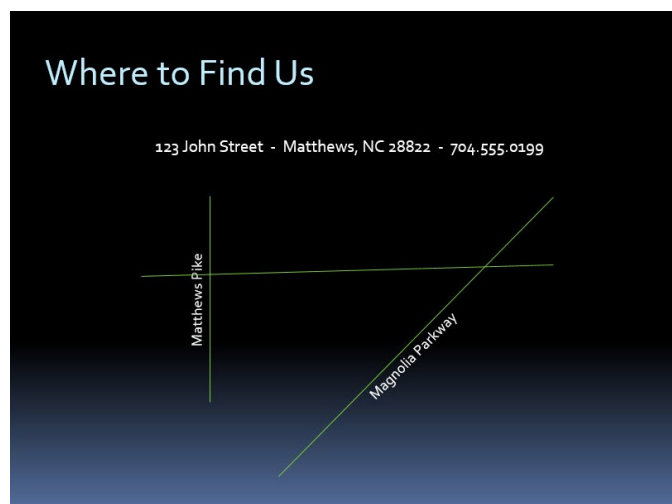
### Draw Lines

**GET READY. USE** the *Exhibits Final Version 2* presentation that is open from the previous exercise.

1. **SAVE** the file as *Exhibits Final Version 3*.
2. Go to slide 8. You will create a map on this slide to show potential visitors how to get to the museum. As you work, refer to Figure 8-16 for position of objects.

**Figure 8-16**

The streets and street names have been added



3. Click the **View** tab and then click **Gridlines** to turn gridlines on.
4. Create the first street for the map as follows:
  - a. Click the **Home** tab and then in the Drawing section, click the **Shapes More arrow button** to display the gallery of drawing shapes.
  - b. Click **Line** in the Lines group. The pointer takes the shape of a crosshair.
  - c. Locate the intersection of vertical and horizontal gridlines below the letter n in John, click at the intersection, and then drag downward to create a vertical line three “blocks” long.

**Take Note** You can also access the Shapes gallery on the Drawing Tools Format tab.

5. Add the street name as follows:
  - a. Click **Text Box** on the Insert tab, click anywhere on the slide, and then type the text **Matthews Pike**.
  - b. Click the outer border of the text box to select all content within the text box and then change the font size to **16**.
  - c. On the Drawing Tools Format tab, click **Rotate**, and then click **Rotate Left 90°**.
  - d. Move the rotated street name just to the left of the vertical line (see Figure 8-16).
6. Select the **Line** tool again, hold down **Shift**, and then draw the diagonal line shown in Figure 8-16.

**Take Note** Holding down the Shift key constrains the line to be exactly 45 degrees or exactly vertical or horizontal as you drag.

7. Select the **Line** tool again and draw the horizontal line shown in Figure 8-16.
8. Add the street name for the diagonal street as follows:
  - a. Insert a text box anywhere on the slide and then type **Magnolia Parkway**.
  - b. Change the font size to **16**.
  - c. With the text box still selected, click **Arrange**, point to **Rotate**, and then click **More Rotation Options**. The Format Shape task pane opens.
  - d. Type **-45** in the Rotation box and then close the task pane.
  - e. Move the rotated text box to the right of the diagonal line (see Figure 8-16).
9. On the View tab, clear the **Gridlines** check box to turn off gridlines again.
10. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

Selected shapes have selection handles (also called sizing handles) that you can use to adjust the size of the object. Some complex shapes have yellow diamond adjustment handles that allow you to modify the shape. Drag a selected shape anywhere on a slide to reposition it.

## Drawing and Resizing Shapes

PowerPoint’s many shape tools allow you to create multisided, elliptical, and even freeform shapes. The Shapes gallery contains well over 100 different shapes. Just select a shape and then drag on the slide to draw it there, or click on the slide to create a shape with a default size and orientation.

When creating shapes, you can simply “eyeball” the size, use the rulers or gridlines to help you size, or use the Height and Width settings in the Size group on the Drawing Tools Format tab to scale the objects. Setting precise measurements can help you maintain the same proportions when creating objects of different shapes; for example, when creating circles and triangles that have to be the same height and width. You can also constrain a shape while drawing it by holding down the Shift key to maintain its aspect ratio. In the following exercise, you will draw some basic shapes.

**STEP BY STEP****Draw and Resize Shapes**

**GET READY.** USE the *Exhibits Final Version 3* presentation that is open from the previous exercise. As you work, refer to Figure 8-17 to help you position and size objects.

1. On the Home tab Drawing section, click **Shapes** and then click the **Rectangle** tool. Hold down the mouse button and drag to create the taller rectangle above the horizontal line (see Figure 8-17).

**Figure 8-17**

Basic shapes have been added to the map



2. With the shape still selected, click the **Drawing Tools Format** tab. Note the measurements in the Size group. If necessary, adjust the size so the shape is 1 inch high by 0.9 inches wide.
3. Select the **Rectangle** tool again and use it to create the wider rectangle shown in Figure 8-17. This shape should be 0.7 inch high by 1.2 inches wide.
4. Select the **Oval** tool, hold down **Shift**, and then draw the **circle** shown in Figure 8-17. This shape should be 1 inch high and wide.
5. Click the **Rectangle** tool and create a rectangle 0.7 inches high by 1 inch wide near the lower end of the diagonal street.
6. Click the shape's rotation handle and drag to the right to rotate the shape so its bottom side is parallel to the diagonal road (see in Figure 8-17).
7. Click the **Freeform** tool in the Lines section in the Shapes gallery. Near the bottom of the slide (so you can easily see the line you are drawing), draw an irregular oval shape to represent a lake. The shape should be about 1.4 inches high and 1.5 inches wide.

**Troubleshooting**

When using the Freeform tool, if you return to the exact point at which you started drawing, PowerPoint will automatically close and fill the shape with color. If your shape does not fill, double-click to end it, click Undo, and then start again.

8. Drag the lake shape to the right of the diagonal line (see Figure 8-17).
9. **SAVE** the presentation.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

**Adding Text to Shapes**

You can often improve a drawing by labeling the shapes to state what they represent. In PowerPoint, you can add text by simply clicking and typing the text. When you add text to a shape, the shape takes the function of a text box. PowerPoint automatically wraps text in the shape as in a text box; if the shape is not large enough to display the text, words will break up or the text will

extend above and below the shape. You can solve this problem by resizing the shape or changing the text's size. You can use any text formatting options you like when adding text to shapes, just as when inserting text into a placeholder or text box. To select text in a shape to edit it, drag over it with the I-beam pointer. In the following exercise, you will add some text to shapes.

**STEP BY STEP****Add Text to Shapes**

**GET READY.** USE the *Exhibits Final Version 3* presentation that is open from the previous exercise.

1. While still on slide 8, click in the taller rectangle above the horizontal street and then type **West Bank Center**.
2. Click in the wide rectangle shape and then type **Baldwin Museum**.
3. Click in the circle shape and then type **Miller Arena**.
4. Click in the rotated rectangle and then type **Holmes College**. Note that the text is rotated as well.
5. Click in the freeform lake object and then type **Magnolia Lake**.
6. Adjust the widths of any of the shapes as needed so that the text fits in them.
7. Drag over the Baldwin Museum text to select it and then click the **Bold** button.
8. **SAVE** the presentation.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

**Take Note** To adjust the way text appears in a shape, right-click the shape, click **Format Shape**, click **Text Options**, click the **Textbox** icon, and then access the **Text Box** settings in the **Format Shape** task pane. For example, you can align the text vertically and horizontally within the shape.

**Formatting Shapes**

You can apply many of the same formatting effects to drawn lines and shapes that you apply to other objects in PowerPoint. For example, you can change the fill color or texture, add borders, and use effects such as shadows and bevels. You can also apply Shape Styles to save time by formatting a shape using a preset. In the following exercise, you will format shapes by changing their borders, fills, and effects and by applying Shape Styles.

**STEP BY STEP****Format Shapes**

**GET READY.** USE the *Exhibits Final Version 3* presentation that is open from the previous exercise.

1. On the drawing on slide 8, format the *Matthews Pike* line and label as follows:
  - a. Click the vertical line that represents Matthews Pike.
  - b. On the Drawing Tools Format tab, click the **Shape Outline** button and then click the **Gold, Accent 3** theme color.

**Take Note** You can use the **Shape Outline** button in the **Drawing** group on the **Home** tab or in the **Shape Styles** group on the **Drawing Tools Format** tab.

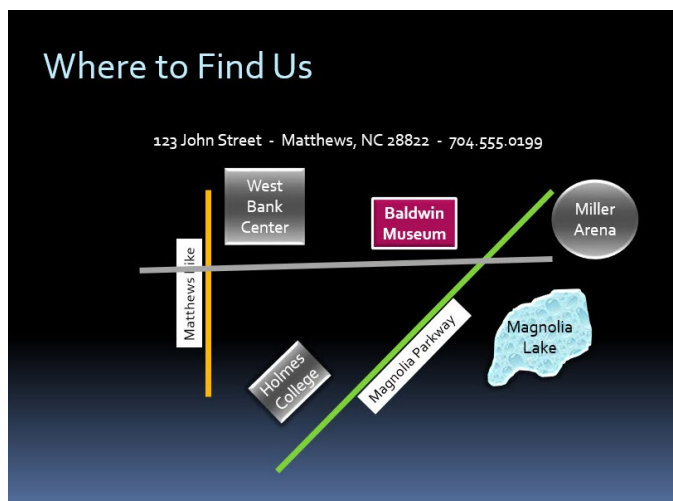
- c. Click the **Shape Outline** button again, point to **Weight**, and then click **6 pt**.
- d. Click the outside border of the Matthews Pike text box to select all content in the text box and then on the Home tab, click **Font Color** and click **Black, Background 1**.
- e. With the text box still selected, click the **Shape Fill** button and then click **White, Text 1**.
- f. Drag the text box to the left slightly if needed so that it does not overlap the vertical line.



2. Click the horizontal line and repeat steps 1a-1c to format the line with the **White, Text 1, Darker 35%** theme color and **6 pt** weight. (Do not worry if the street overlaps over the *Matthews Pike* text box. You will learn to fix this problem in a later exercise.)
3. Click the diagonal Magnolia Parkway line, click the **Shape Outline** button, point to **Weight**, and then click **6 pt**.
4. Format the **Magnolia Parkway** text box following steps 1d and 1e to change text to black and the fill to white. Move the text box to the right so it doesn't overlap the line if necessary.
5. Format the other shapes as follows:
  - a. Click the West Bank Center shape above the horizontal street, hold down **Shift**, and then click each additional filled shape until all are selected. (Do *not* click any of the lines or the street name text boxes.)
  - b. Click **Shape Outline** on the Drawing Tools Format tab and then click **No Outline**. You have removed outlines from the selected shapes.
  - c. Click the **More** button in the Shape Styles group and then click the **Intense Effect - Black, Dark 1** effect (the first style in the last row).
  - d. Click away from the shapes to deselect them all and then click the **Baldwin Museum** shape to select it.
  - e. On the Drawing Tools Format tab, click **Shape Fill** and then click **Pink, Accent 2, Darker 25%**.
  - f. Click **Shape Effects**, point to **Preset**, and then click **Preset 1**.
6. Apply a texture to the Magnolia Lake shape by doing the following:
  - a. Click the Magnolia Lake shape.
  - b. On the Drawing Tools Format tab, click **Shape Fill**, point to **Texture**, and then click the **Water Droplets** texture.
  - c. Click the **Text Fill** button's arrow to open its palette and then click **Black, Background 1**.
7. Click away from the Magnolia Lake shape to deselect it. Your map should look similar to Figure 8-18.

**Figure 8-18**

The map has been formatted



8. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Creating a Custom Shape

One of the most welcome features in Office 2013 was the ability to combine multiple drawn lines and shapes together into more complex shapes. This feature is still available in PowerPoint 2016 and it makes the drawing tools in Office applications much more useful and flexible. You can overlap two or more shapes and then issue a command that combines them. There are several different commands for creating custom shapes, each of which produces a different combination effect. In this exercise you will combine several shapes to create a custom shape for use in a logo.

### STEP BY STEP

#### Create a Custom Shape

**GET READY.** USE the *Exhibits Final Version 3* presentation that is open from the previous exercise.

1. Go to slide 1. On the **Insert** tab, click **Shapes** and then click the **8-Point Star** in the Stars and Banners section of the shape list.
2. Hold down the **Shift** key and drag on the slide, above the text, to draw a star that is approximately 2" in both height and width.
3. On the **Insert** tab, click **Shapes** and then click the crescent moon shape. Drag to draw it over the 8-point star (see Figure 8-19).

**Figure 8-19**

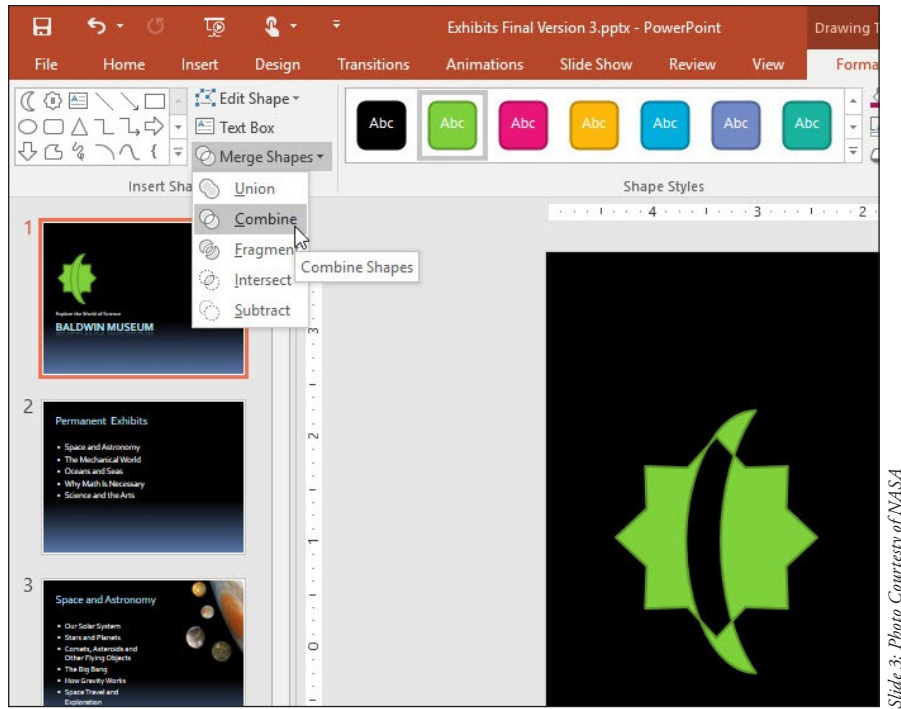
Draw the crescent moon over the 8-point star



4. Click the 8-point star, hold down **Shift**, and then click the crescent moon shape. Both are selected.
5. On the Drawing Tools Format tab, click the **Merge Shapes** button. A menu opens.
6. Point to each of the menu options to see that effect previewed on the shape.
7. Click **Combine**. The two shapes are combined such that the area where they overlapped is removed (see Figure 8-20).

**Figure 8-20**

The shapes have been combined using the Combine command



Slide 3: Photo Courtesy of NASA

8. Select the shape. On the Drawing Tools Format tab, click **Shape Fill** and then click **Light Blue, Text 2, Darker 90%**.
9. Click **Shape Outline** and click **No Outline**.
10. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

As you saw in step 6, there are many options for merging shapes. These options are summarized in Table 8-1.

**Table 8-1**

Options for Merging Shapes

| Operation | Description  | Example |
|-----------|--|---------|
| Union     | Combines the areas of both shapes and takes on the formatting of the top shape                               |         |
| Combine   | Includes areas where one of the two shapes appear, but excludes areas where both shapes overlap              |         |
| Fragment  | Combines the areas of both shapes, but divides the shapes into multiple pieces where overlap begins and ends |         |
| Intersect | Includes only the areas where the top shape overlaps the bottom shape  |         |
| Subtract  | Includes only the areas where the top shape did not overlap the bottom shape                                 |         |

## ORDERING AND GROUPING SHAPES

It is not uncommon to have to adjust the layout of objects you have added to slides. You may find that objects need to be reordered so they do not obscure other objects, or need to be aligned on the slide to present a neater appearance. You can also group objects together to make it easy to move or resize them all at once.

### Setting Object Order

Objects stack up on a slide in the **order** in which you created them, from bottom to top. If you insert a slide title on a slide, it will be the object at the bottom of the stack. The last item you create or add to the slide will be at the top of the stack. You can envision each object as an invisible layer in the stack. You can adjust the order in which objects stack on the slide by using Arrange commands or the Selection pane.

Some objects can obscure other objects because of the order in which you add them to the slide. You use the Order options to reposition objects in the stack:

- **Bring to Front:** the selected object to the front or top of the stack, on top of all other objects.
- **Bring Forward:** an object one layer toward the front or top of the stack. Use this option if you need to position an object above some objects but below others.
- **Send to Back:** an object all the way to the back or bottom of the stack, below all other objects.
- **Send Backward:** an object one layer toward the back or bottom of the stack.

In this exercise, you will arrange some objects by changing their stacking order.

## STEP BY STEP

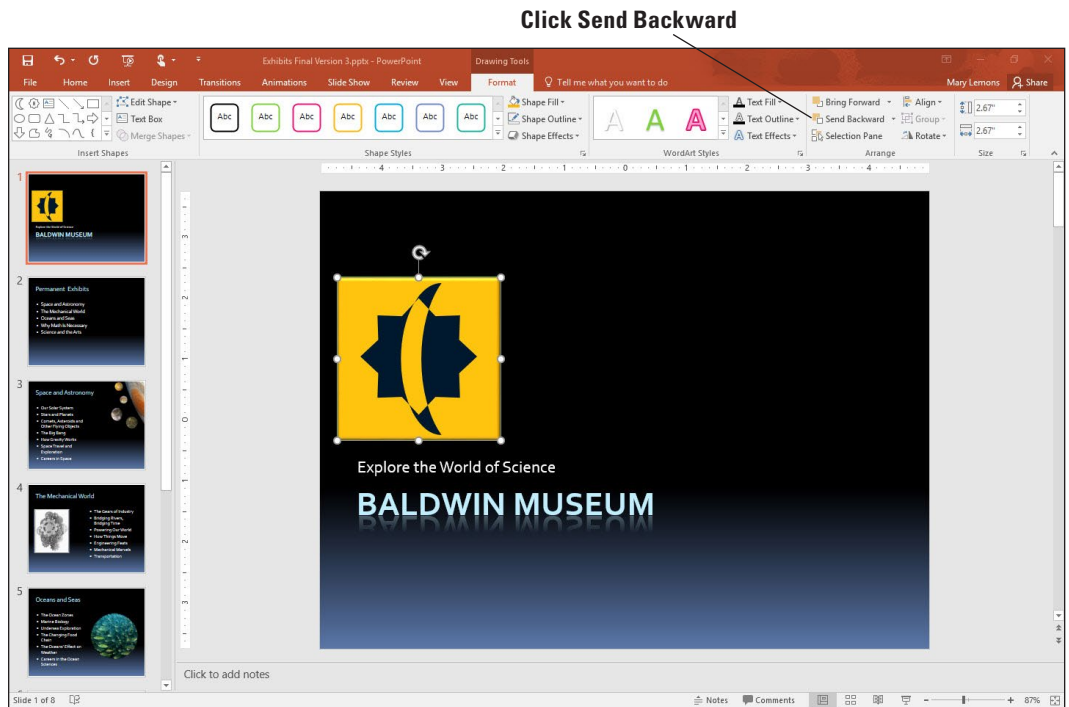
### Set Object Order

**GET READY.** USE the *Exhibits Final Version 3* presentation that is open from the previous exercise.

1. Go to slide 1 and draw a new rectangle that covers the logo.
  - a. On the Home tab, click **Shapes** and then click **Rectangle**.
  - b. Drag to draw a square over the existing logo. Hold down **Shift** to constrain the rectangle to make it a square.
  - c. On the Drawing Tools Format tab, adjust the **Height** and **Width** of the rectangle so that its height and width are equal and just large enough to cover the logo. (You can also select the square and use handles to resize as necessary. Use the red guidelines to center the square over the shape.)
  - d. Click **Shape Fill** and then click **Gold, Accent 3**.
  - e. Click **Shape Effects**, point to **Bevel**, and then click **Circle**.
2. On the Drawing Tools Format tab, click **Send Backward** (see Figure 8-21). The rectangle moves behind the star/moon shapes.
3. Select the rectangle and the star/moon shapes and then align them with the left edges of the text. Look for the red guidelines as you move the shapes.
4. Go to slide 8. On the Home tab, click the **Arrange** button and then click **Selection Pane**. The Selection task pane opens, showing the current slide content in the order in which it was created, from bottom to top. This order is determined by the order in which the objects were added to the slide.

**Figure 8-21**

Move the rectangle behind the logo graphic



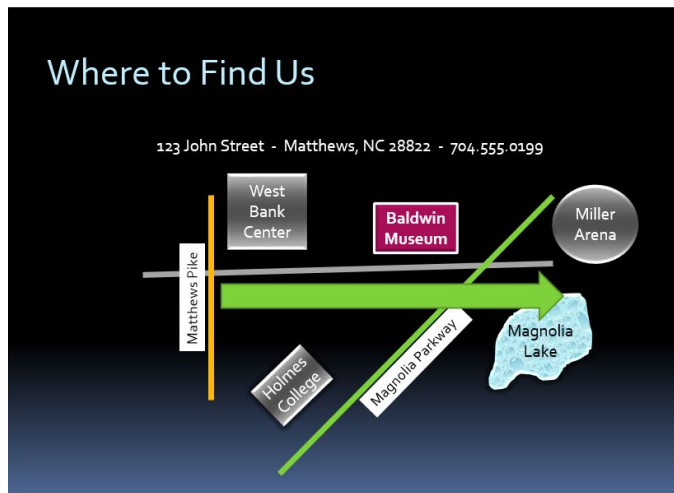
Slide 3: Photo Courtesy of NASA; Slide 4: © misadgolof/StockPhoto; Slide 5: © cascherif/StockPhoto; Slide 6: © MSR Photo/StockPhoto; Slide 7: © ooyooli/StockPhoto

**Take Note** The Arrange tools are available on both the Home tab and the Picture Tools Format tab.

5. Click the gold Matthews Pike street line in the map to see how it is identified in the Selection pane—it will have a name such as *Straight Connector 4* (or some other number). Then click the horizontal street line to see its name.
6. Click the Matthews Pike street line again to select it. If that line is not already on top of the horizontal street line, click the **Bring Forward** arrow (the up arrow button) in the Selection task pane until it is.
7. Click the Matthews Pike text box and then click the **Bring Forward** arrow until the text box is on top of the horizontal gray line in the map if it was not already so.
8. Click the Magnolia Parkway street line and then click the **Bring Forward** arrow until the diagonal street is above the horizontal street in the map if it is not already so. Then close the task pane.
9. You have one more shape to add to the map: an arrow that labels the horizontal street as John Street and indicates that the street is one way. Click **Shapes** on the Home tab, click **Right Arrow** in the Block Arrows group, and then draw a block arrow (see Figure 8-22). The arrow should be about 0.7 inches high and 5 inches wide.

**Figure 8-22**

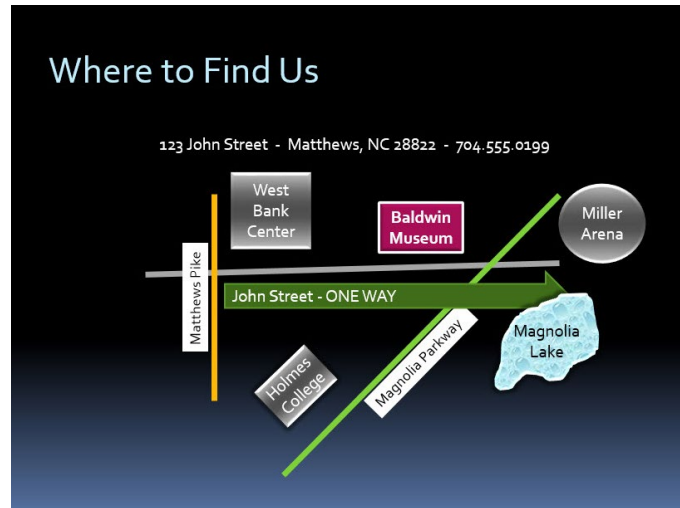
Draw a block arrow



10. In the arrow, key **John Street - ONE WAY**.
11. On the Home tab, click **Align Left** to make the text align on the left side of the arrow.
12. Using the Shape Fill button, apply the **Green, Accent 1, Darker 50%** color to the arrow.
13. Right-click a blank area of the block arrow (to the right of the words *ONE WAY*, for example), point to **Send to Back**, and then click **Send to Back**. The arrow moves behind all lines and shapes.
14. Click the **Bring Forward** button on the Drawing Tools Format tab until the arrow is in front of the diagonal line representing Magnolia Parkway but the behind Magnolia Lake shape. Figure 8-23 shows the arrow on the map.

**Figure 8-23**

The arrow on the map



15. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

**Take Note** Arrange options also display on other Format tabs, such as the Picture Tools Format and SmartArt Tools Format tabs.

## Aligning Objects with Each Other

Your drawings will present a more pleasing appearance if similar items are aligned with each other or to the slide. Use PowerPoint's alignment options to position objects neatly.

PowerPoint's alignment options allow you to line up objects on a slide both horizontally and vertically:

- Use Align Left, Align Center, or Align Right to align objects horizontally so that their left edges, vertical centers, or right edges are lined up with each other.
- Use Align Top, Align Middle, or Align Bottom to align objects vertically so that their top edges, horizontal centers, or bottom edges are lined up with each other.

You can also use distribute options to space objects evenly, either vertically or horizontally. This feature can be a great time-saver when you have a number of objects that you want to spread out evenly across a slide.

PowerPoint allows you to align (or distribute) objects either to each other or to the slide. If you select Align Selected Objects on the Align menu, PowerPoint will adjust only the selected objects. If you select Align to Slide, PowerPoint will rearrange objects using the entire slide area.

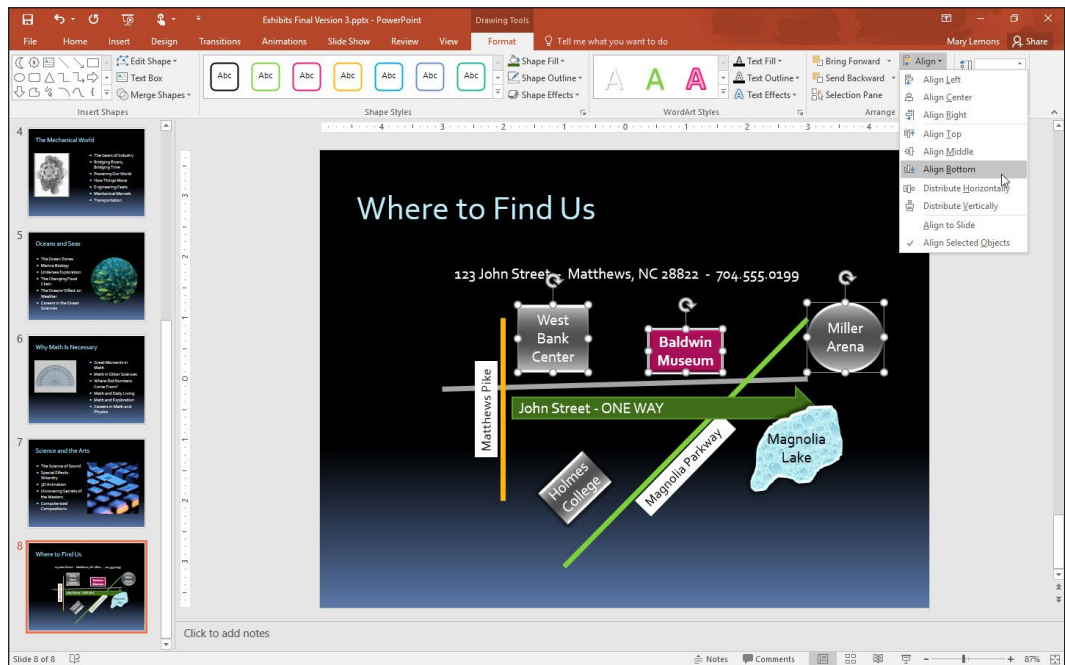
**STEP BY STEP****Align Objects with Each Other**

**GET READY.** USE the *Exhibits Final Version 3* presentation that is open from the previous exercise.

1. On slide 8, click the West Bank Center shape, hold down **Shift**, and then click the Baldwin Museum shape and the Miller Arena shape. These landmarks are all different distances from the John Street horizontal line but can be aligned for a neater appearance.
2. Click the **Drawing Tools Format** tab if necessary and in the Arrange group, click **Align Objects** and then click **Align Bottom** (see Figure 8-24). The shapes are now aligned at the bottom so they are the same distance from the horizontal line. (If any of the objects is touching the line, press the up arrow with all three items still selected.)

**Figure 8-24**

Align the selected shapes at their bottoms



3. **SAVE** the presentation.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

**Grouping Objects**

When a drawing consists of a number of objects, it can be tedious to move each one if you need to reposition the drawing. Grouping objects allows you to work with a number of objects as one unit. In the following exercise, you will group objects into a single unit.

**STEP BY STEP****Group Objects**

**GET READY.** USE the *Exhibits Final Version 3* presentation that is open from the previous exercise.

1. While still on slide 8, click above and to the left of the map (but below the line of text) and then hold down the left mouse button and drag downward and to the right until you have included the entire map in the selected area. This action is called **lassoing** the shapes.
2. Release the mouse button. All the shapes within the selection lasso are selected.



3. Click the **Drawing Tools Format** tab. Click the **Group Objects** button and then click **Group**. All objects are surrounded by a single selection border.

**SAVE** the presentation and then **CLOSE** the file. **EXIT** PowerPoint.

**Take Note** It is easy to miss an object when selecting parts of a complex drawing to create a group. To check that you have all objects selected, move the group. You will easily see if one or more objects do not move with the group. Undo the move, click the group, click any other objects that need to belong to the group, and issue the Group command again.

## Knowledge Assessment

### Matching

Match the term in Column 1 to its description in Column 2.

| Column 1        | Column 2  |
|-----------------|---|
| 1. Order        | a. The relationship of width to height for a picture                            |
| 2. Constrain    | b. Sizing to a percentage of the original size                                  |
| 3. Aspect ratio | c. To force a drawing tool to create a shape such as a perfect square or circle |
| 4. Scaling      | d. To move one object behind or in front of another                             |
| 5. Crop         | e. To remove portions of a picture you do not need                              |

### True/False

Circle T if the statement is true or F if the statement is false.

- T F** 1. When adding clip art to a slide, you are limited to the pictures stored on your computer.
- T F** 2. The Merge Shapes feature merges two or more overlapping drawn shapes.
- T F** 3. To add text to a shape, select the shape and begin typing.
- T F** 4. If you want an object to be at the bottom of a stack of objects, you would use Send to Back.
- T F** 5. You can format a single object in a group without having to ungroup all objects.

## Projects

### Project 8-1: Inserting and Resizing a Picture

You are a recruiter for Woodgrove Bank, and you have prepared a presentation to be delivered at a local job fair. You need to locate a picture to illustrate one of the presentation's slides. You can use clip art files to find a suitable picture.

**GET READY. LAUNCH** PowerPoint if it is not already running.

1. **OPEN** the *Job Fair* presentation from the data files for this lesson and then **SAVE** it as *Job Fair Final*.
2. Go to **slide 5** and click the **Online Pictures** icon in the right-hand content placeholder.
3. In the Bing Image Search box, type **business** as the keyword and then press **Enter**.
4. Review the results to find a photograph of a professionally dressed business person. Click the picture and then click **Insert** to insert it into the placeholder.
5. Use the Size options on the Picture Tools Format tab to resize the picture to be 3 inches wide.
6. Click the **View** tab and then click **Gridlines**. Use the gridlines to align the top of the picture with the top of the text in the left-hand placeholder.
7. Click the picture to select it, click **Picture Effects** on the Picture Tools Format tab, point to **Shadow**, and then click the **Offset Right** shadow effect under the Outer heading.
8. Hide the gridlines.
9. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open for use in the next project.

---

### Project 8-2: Formatting a Picture

You have decided you need another picture in the Job Fair Final presentation. You have a picture file you think will work.

1. Go to slide 2 of *Job Fair Final* and click the **Pictures** icon in the right-hand content placeholder.
2. Navigate to the data files for this lesson, locate *Building.jpg*, click the file, and then click **Insert**.
3. Right-click the picture and click **Size and Position**. In the Format Picture task pane, scale the picture to **90%** of its current height and width.
4. Press **Alt+F9** to display drawing guides. Click the slide title placeholder to display its border and then drag the vertical guide to the right to align with the right border of the slide title text box.
5. Drag the horizontal guide up to align with the top of the capital letter E in the first bulleted item in the left-hand guide.
6. Reposition the picture so that its upper-right corner snaps to the intersection of the two guides. Press **Alt+F9** to hide the guides.
7. Click the **More** button in the Picture Styles group on the Picture Tools Format tab and then click the **Drop Shadow Rectangle Quick Style**.
8. Right-click the picture, click **Format Picture**, click the **Picture** icon, and then under Picture Corrections, change Brightness to **5%** and Contrast to **10%**.
9. In the Adjust group on the Picture Tools Format tab, click **Compress Pictures** and then click **E-mail (96 ppi)**. Click **OK**.
10. **SAVE** the presentation and then **CLOSE** the file.

**EXIT** PowerPoint.

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# Using Animation and Multimedia 9

## LESSON SKILL MATRIX

| Skill                                | Exam Objective                                 | Objective Number |
|--------------------------------------|--|------------------|
| Setting Up Slide Transitions         | Insert slide transitions.                      | 4.1.1            |
|                                      | Set transition effect options.                 | 4.1.2            |
|                                      | Set transition effect duration.                | 4.3.1            |
|                                      | Configure transition start and finish options. | 4.3.2            |
| Animating Slide Content              | Apply animations to objects.                   | 4.2.1            |
|                                      | Apply animations to text.                      | 4.2.2            |
|                                      | Set animation effect options.                  | 4.2.3            |
|                                      | Reorder animations on a slide.                 | 4.3.3            |
|                                      | Set animation paths.                           | 4.2.4            |
| Adding Media Clips to a Presentation | Insert audio and video clips.                  | 3.4.1            |
|                                      | Configure media playback options.              | 3.4.2            |
|                                      | Set media timing options.                      | 3.4.5            |
|                                      | Set the video start and stop time.             | 3.4.4            |
|                                      | Adjust media window size.                      | 3.4.3            |
|                                      | Compress media.                                | 5.2.4            |

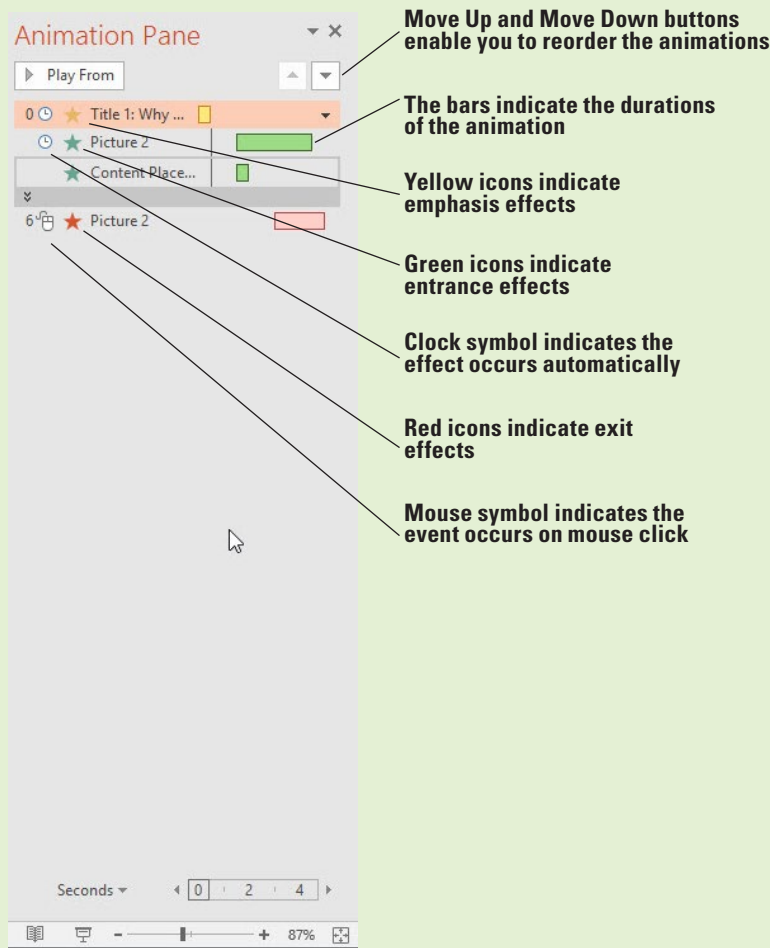
## SOFTWARE ORIENTATION

### The Animation Pane

The **Animation Pane** (see Figure 9-1) enables you to manage all the animation effects on the active slide. Each object can have multiple animation effects, including entrance, exit, emphasis, and motion path effect types.

PowerPoint professionals often use complex sequences of animation effects to add movement and interest to an otherwise static presentation. Animation effects applied to static images can be a cost-effective alternative to creating live motion video.

**Figure 9-1**  
Animation pane



## SETTING UP SLIDE TRANSITIONS

**Transitions** are animated effects that occur when you move from one slide to another. They differ from animations in that animations apply to individual items on a slide whereas transitions apply only to entire slides. You can control the effect, its speed, its sound effect (if any), and in some cases other options, such as direction.

### Applying and Modifying a Transition Effect

By default, there are no transitions assigned to slides. When you advance to the next slide, it simply appears in place of the previous one. For more impressive-looking transitions, you can choose one of the preset transition effects that PowerPoint provides and then modify it as needed. In this exercise, you will apply and customize a transition effect.

You can apply any of the transition effects from the Transitions tab, and then modify the chosen transition's options. Some transitions have effect options you can choose from the Effect Options button; if you choose a transition that does not have any, that button is unavailable.

You can assign a sound to a transition if desired. You can select any of the PowerPoint preset sounds from the Sound menu, or choose Other Sound from the menu to open a dialog box from which you can browse for your own sounds.

The Duration setting for a transition is its speed of execution—that is, the number of seconds the effect takes to occur. Each transition has a default duration; increase the duration to slow it down, or decrease the duration to speed it up.

The Apply to All button copies the transition from the active slide to all other slides. To remove the transitions from all slides at once, first set one of the slides to have a transition of None, and then click Apply to All.

## STEP BY STEP

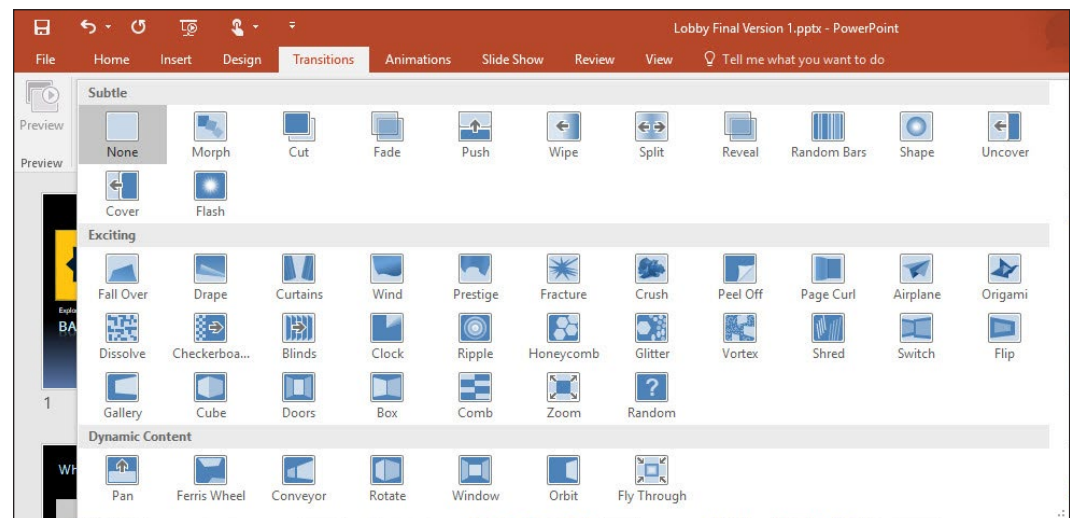
### Apply and Modify a Transition Effect

**GET READY.** Before you begin these steps, make sure that your computer is on. Sign on, if necessary.

1. **START** PowerPoint, if the program is not already running.
2. **OPEN** the **Lobby** presentation from the data files for this lesson and then **SAVE** it as **Lobby Final Version 1**.
3. Click **Slide Sorter** view on the View tab and then select slide 2.
4. Click the **Transitions** tab and then click the **More** button in the Transition to This Slide group. A palette of transition effects opens (see Figure 9-2).

**Figure 9-2**

The PowerPoint transition effects



5. Click the **Honeycomb** effect. The effect is previewed immediately on slide 2.

**Take Note** Notice that there is a small star below and to the right of slide 2. This indicates that a transition or animation has been applied to it.

6. On the Transitions tab, in the Timing group, set the **Duration** to **06.00**. This action sets the transition to execute in 6 seconds.
7. Open the **Sound** drop-down list and then click **Camera** (to add the sound of a camera shutter opening and closing at each transition).
8. Click the **Preview** button in the Preview group (or click the small star icon below slide 2) to see the effect again at the new speed, including the newly assigned sound.

**Take Note** If you do not hear the sound, try previewing it again. If you still do not hear the sound, make sure your speakers are on or your system's sound is not muted in Windows, and that the volume is turned up.

9. Click the **More** button again, and in the Subtle section, click **Wipe** to apply the Wipe transition to the selected slide.

**Take Note** Notice that the Duration setting is reset to the default for the newly chosen transition, but the sound (Camera) previously selected remains selected.

10. Click **Effect Options**. A menu of effect options opens.
11. Click **From Left**. The new effect option is previewed on the slide automatically.

12. Click **Apply to All**. The transition effect is copied to all the other slides in the presentation. Now all the slides have small star icons beneath them.
13. On the Slide Show tab, click **From Beginning** and watch the whole presentation from beginning to end, clicking to move to the next slide. When finished, press **Esc** to return to **Slide Sorter** view.
14. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

**Take Note** In PowerPoint 2016, there is a new transition called Morph. This transition allows you to move objects from one slide to their new location on another slide. The most effective way to use the morph transition is to duplicate the slide, move the objects around to their new places, and then apply the morph transition.

## Determining How Slides Will Advance

By default, the presentation advances from one slide to the next when you click the mouse. Slides can be set to advance automatically after a certain amount of time, manually upon mouse click (or other signal, such as pressing the Enter key), or both. If both are selected, the slide will advance immediately if you click the mouse, otherwise advance will occur when the allotted time elapses. In this exercise, you learn how to set slides to advance automatically after a certain amount of time and to advance manually upon a mouse click.

### STEP BY STEP

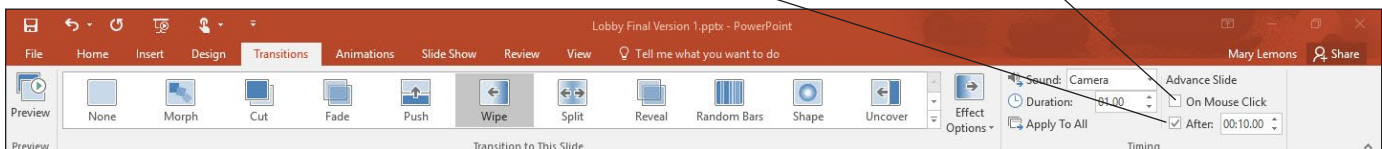
#### Set Slides to Advance Manually or Automatically

**GET READY. USE** the **Lobby Final Version 1** presentation that is open from the previous exercise.

1. In Slide Sorter view, click slide 1 to select it.
2. On the Transitions tab in the Timing group, mark the **After** check box to indicate that the slide should advance manually after a certain amount of time has passed.
3. Click the up increment arrow in the **After** text box until it reads **00:10:00** (to set the amount of time to 10 seconds).
4. Clear the **On Mouse Click** check box (see Figure 9-3). Then click **Apply to All**.

**Advance automatically after 10 seconds**

**Do not advance on mouse click**



**Figure 9-3**

Choose to advance automatically, but not on mouse click

5. Click the **Slide Show** tab, click **From Beginning**, and then begin watching the presentation. Try clicking the mouse; notice that it does not advance to the next slide.
6. After viewing three slides, press **Esc** to return to Slide Sorter view.
7. On the Transitions tab, click to mark the **On Mouse Click** check box again.
8. Click **Apply to All**. Now all slides will advance automatically after 10 seconds (or earlier, as when the mouse is clicked before 10 seconds elapses).
9. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

When creating a self-running presentation, such as for a lobby display, it is important that nothing be set to happen only with a mouse click because the audience will have no access to a mouse.

## ANIMATING SLIDE CONTENT

You can animate individual objects on a slide to give the presentation a more active and dynamic feel. Objects can be set to enter or exit the slide in an animated way. For example, a picture could fly onto the slide, stay on the screen for a few seconds, and then fly away again. Text can also be animated; it can be set to appear all at once or one bullet point at a time.

**Animations** are effects applied to placeholders or other content to move the content in unique ways on the slide. Animations can be roughly divided into four types: entrance, emphasis, exit, and motion paths. **Entrance effects** animate an object's entry onto the slide, separately from the entrance of the slide itself. If an object does not have an entrance effect, it enters at the same time as the slide. An **emphasis effect** modifies an object that is already on the slide, calling attention to it by moving it or changing its colors. An **exit effect** causes the object to leave the slide before the slide itself exits. A **motion path** effect moves the object from point A to point B, following along a path that you create for it.

### Applying Animations

Many animation effects are available on the Animations tab for an object's entrance, emphasis, and exit. You can apply them to both graphic objects and text. After applying an animation, you can modify it by changing its options. In this exercise, you will apply an animation effect and then modify it for a custom effect.

## STEP BY STEP

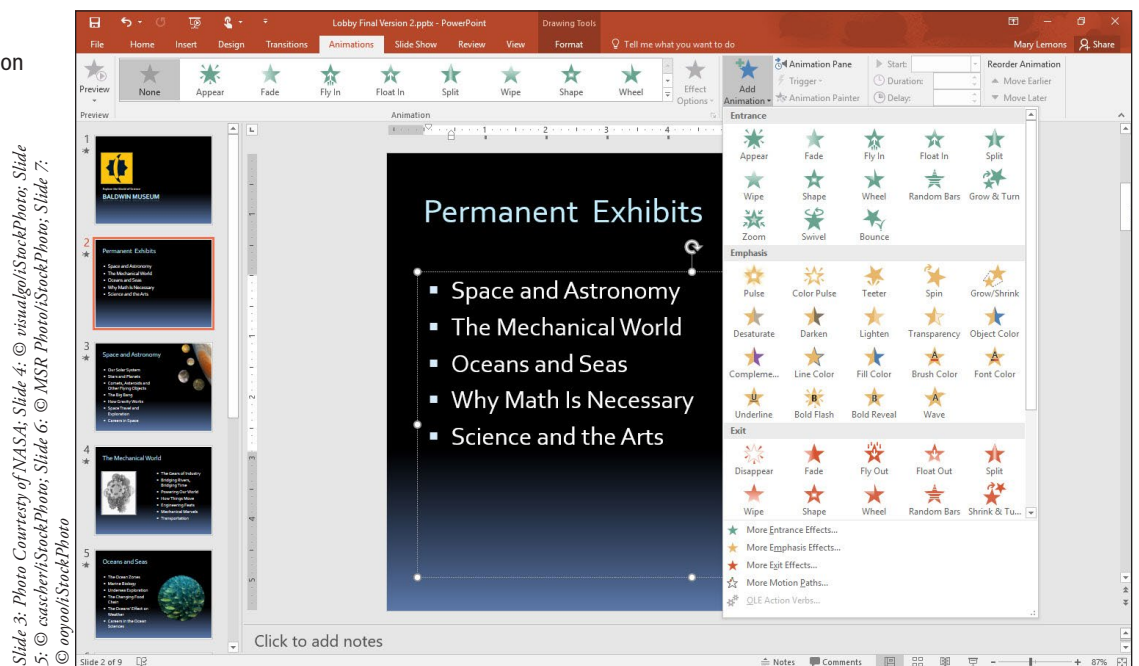
### Apply and Modify Animations

**GET READY.** USE the **Lobby Final Version 1** presentation that is open from the previous exercise.

1. **SAVE** the file as **Lobby Final Version 2**.
2. Click **Normal** view on the View tab and go to slide 2.
3. Click in the bulleted list to move the insertion point there.
4. On the Animations tab, click **Add Animation**. A menu of animation presets appears (see Figure 9-4).

**Figure 9-4**

Select an entrance animation preset



Slide 3: Photo Courtesy of NASA; Slide 4: © visualgo/iStockPhoto; Slide 5: © cascher/iStockPhoto; Slide 6: © MSR Photo/iStockPhoto; Slide 7: © oopool/iStockPhoto



5. Click **Fly In**. The animation is previewed on the slide.
6. Click the **Effect Options** button. A menu of options appears.
7. Click **From Top-Left**. The effect is previewed. Notice that each bullet point flies in separately.
8. Click the **Effect Options** button again.
9. Click **All at Once**. The effect is previewed. Notice that all the bullets fly in at once.

**Take Note** The text options like the one you selected in step 8 are available only when animating text, not graphics.

10. Go to slide 3 and select the graphic in the upper-right corner.
11. On the Animations tab, click the **Add Animation** button and then click **More Emphasis Effects**.
12. In the *Add Emphasis Effect* dialog box, click **Pulse**. The effect is previewed on the graphic.
13. Click **OK** to accept the new effect.
14. On the Animations tab, in the Duration box, click the up increment arrow until the setting is **04:00**.
15. Click the **Preview** button to preview the animation at its new duration setting.
16. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Using Motion Path Animation

Motion paths enable you to set a graphic to move from one place to another. You can start with a preset, as you learn to do in this exercise, and then modify the path to fine-tune it. To modify the path, on the Animations tab, click **Effect Options**, and then click **Edit Points**. Then you can drag the individual points that comprise the path. In this exercise, you will apply a motion path animation to a graphic.

### STEP BY STEP

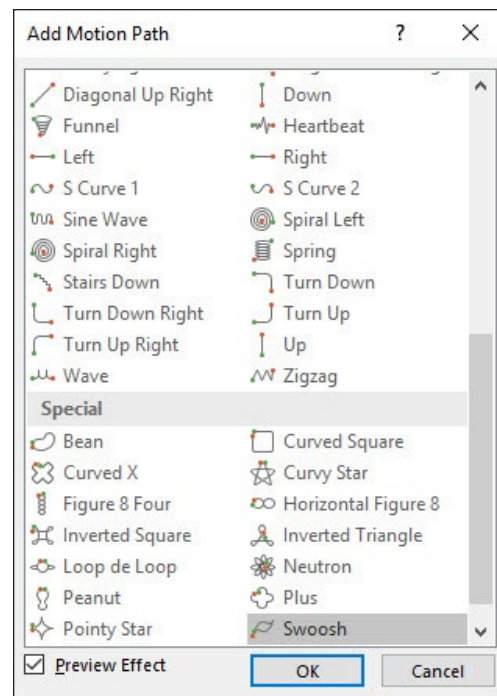
#### Use a Motion Path Animation

**GET READY. USE** the *Lobby Final Version 2* presentation that is open from the previous exercise.

1. Go to slide 5 and select the graphic.
2. On the Animations tab, click **Add Animation** and then click **More Motion Paths**. The *Add Motion Path* dialog box appears.
3. In the *Add Motion Path* dialog box, scroll down to the Special section and click **Swoosh** (see Figure 9-5). The animation is previewed on the slide.

**Figure 9-5**

Select a motion path animation



4. Click **OK** to apply the animation. A dotted line appears on the graphic, showing the motion path. This dotted line will not appear in Slide Show view.
5. Click **Effect Options** and then click **Reverse Path Direction**. The Swoosh effect is previewed again, this time going in the opposite direction.
6. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

The start point is represented by an arrow (or in some motion paths, a circle). If the start and end point is the same spot, you see only that green arrow or circle; however, if the end point is different, it appears as a red arrow or circle. The motion path you applied in the preceding steps has the same starting and ending point, so only a green arrow appears.

### Modifying an Animation's Start Options and Timing

Each animation has its own separate start, duration, and delay settings. The animation's **duration** determines how quickly it will execute. Each animation effect has a default duration, which you can adjust up or down. The **delay** is the amount of time to wait between the previous action and this animation. You might, for example, use a delay to give the audience a chance to read some text on the screen. By setting these properties, you can sequence multiple animation effects to produce the exact appearance you want.

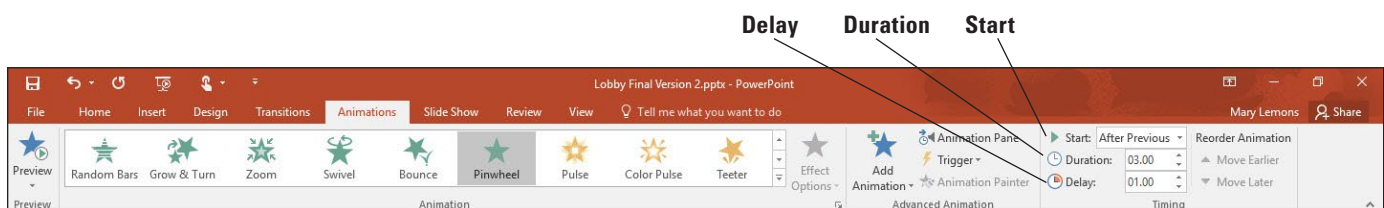
Each animation has its own start options and timing settings, separate from the slide itself. The start options available are On Click (the default), With Previous, and After Previous. **On Click** waits for a mouse click to start the animation; the slide show pauses until the click is received. **With Previous** starts the animation simultaneously with the start of the previous action. If it is the first animation on the slide, the previous action is the entrance of the slide itself; otherwise, the previous action is the previous animation on that slide. **After Previous** starts the animation after the previous action has completed. If the previous action is very quick, you may not notice any difference between With Previous and After Previous.

In this exercise, you will modify the start options and timing for an animation.

**STEP BY STEP****Modify Animation Start Options and Timing**

**GET READY.** USE the *Lobby Final Version 2* presentation that is open from the previous exercise.

1. Go to slide 6 and select the graphic.
2. On the Animations tab, click **Add Animation** and then click **More Entrance Effects**. The *Add Entrance Effect* dialog box opens.
3. In the Exciting section, click **Pinwheel**.
4. Click **OK**.
5. On the Animations tab, open the **Start** drop-down list and click **After Previous**.
6. In the Duration box, click the up increment arrow until the setting is **03:00**.
7. In the Delay box, click the up increment arrow until the setting is **01:00**. Figure 9-6 shows the settings on the Animations tab. This animation will start one second after the previous event and will last for three seconds.



**Figure 9-6**

Animation settings

8. Click the **Preview** button to check the new settings.
9. With the graphic still selected, click **Add Animation** and then click **More Exit Effects**. The *Add Exit Effect* dialog box opens.
10. Click **Pinwheel** and then click **OK**. Notice that there are 0 and 1 icons near the upper-left corner of the graphic on the slide. The 0 represents the first animation effect (the entrance) and the 1 represents the second effect (the exit).
11. Click the **1** icon to make sure that the exit effect animation is selected.
12. On the Animations tab, in the Delay box, click the up increment arrow until the setting is **03:00**.
13. Click the **Preview** button to watch the entire animation sequence.
14. Click in the bulleted list, and on the Animations tab, click **Add Animation** and then click **Fade** in the Entrance section. Notice that each bulleted item has a numbered icon to its left.
15. Click the **1** icon to the left of the graphic, and on the Animations tab, click **Move Later**. The exit effect moves to position 7 (after the bulleted list completes).
16. Click in the bulleted list again, and on the Animations tab, open the **Start** drop-down list and click **With Previous**. Then open the **Effect Options** button's drop-down list and click **By Paragraph**.
17. Click the **Preview** button to check the new settings.
18. **SAVE** the presentation.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

## Using the Animation Pane

When a slide has multiple animations on it, you might find the Animation Pane helpful in viewing and organizing the animations. The Animation Pane lists each of the animations associated with the active slide's content and enables you to fine tune them. From the Animation Pane, you can reorder animations, adjust their settings, and see how they overlap and interact with one another. Within the Animation Pane, an animated object that consists of multiple paragraphs appears by default as a single item, so you can apply the same settings to all paragraphs. You can optionally

expand that entry to a list of each individual paragraph, so you can animate them separately if you prefer. In this exercise, you use the Animation Pane to fine-tune the animation effects on a slide.

In addition to using the controls on the Animations tab on the Ribbon, you can display a dialog box for each animation by opening the animation's menu in the Animation Pane and choosing Effect Options. The name of the dialog box depends on the animation type. Within this dialog box are settings that, among other things, let you associate a sound with an animation and let you reverse the order in which a list appears. To remove an animation from the slide, select the animation either in the Animation Pane or by clicking the numbered icon to the left of the object on the slide, and then press the Delete key on the keyboard.

## STEP BY STEP

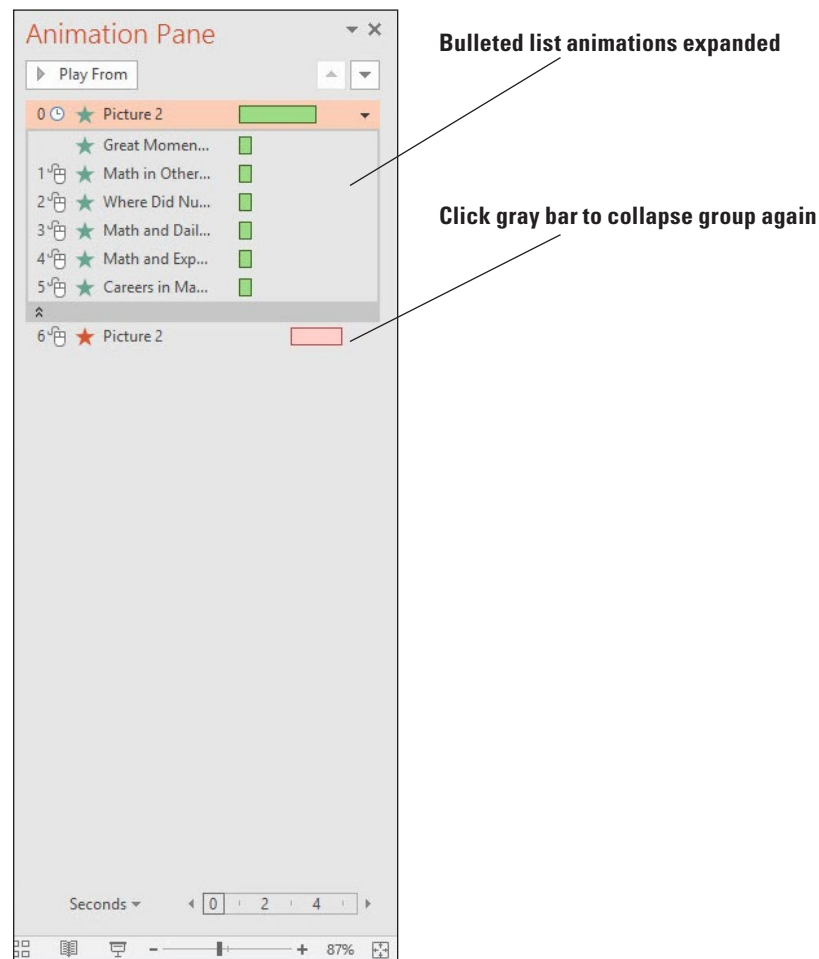
### Use the Animation Pane

**GET READY.** USE the *Lobby Final Version 2* presentation that is open from the previous exercise.

1. On the Animations tab, click **Animation Pane**. The Animation Pane appears at the right. It lists the three animation items for slide 6.
2. Click the gray bar that separates the second and third animations. The list expands to show each bulleted list item as a separate animation event (see Figure 9-7).

**Figure 9-7**

The bulleted list animations are expanded



**Take Note** When the list is expanded, each item is edited separately. If you want to change the settings for the entire list, you should collapse the list again before changing settings.

3. Click the gray bar again to collapse the animations for the bulleted list.
4. In the Animation Pane, click the **Content Placeholder** animation, and then click the down arrow to its right to open its menu. On the menu, click **Effect Options**. The *Fade* dialog box opens.
5. Click the **Text Animation** tab.
6. Mark the **In reverse order** check box.
7. Mark the **Automatically after** check box and then click the up increment arrow to set the number of seconds to 3.
8. Click **OK**. Notice that the Start setting on the Animations tab has changed to After Previous.
9. If the animation does not preview automatically, click **Preview** to watch the animation for this slide.
10. Go to slide 1, click in the slide, and then press **Ctrl+A** to select all objects on the slide.
11. On the Animations tab, click **Add Animation**, and then in the Entrance section, click **Float In**. The same animation effect is applied to all objects.
12. On the Animations tab, open the **Start** drop-down list and then click **With Previous**.
13. In the Animation Pane, select the animation for the title (**Title 1**) and press the **Delete** key to remove the animation for that object.
14. Select only the slide's title text box (Baldwin Museum) and then click **Add Animation**, and in the Emphasis section, click **Wave**.
15. In the Animation Pane, confirm that the Title object's animation is already selected and then click the **Move Up** arrow (at the top of the task pane) three times to move the animation to the top of the list, so that it executes first.
16. Open the **Start** drop-down list and click **After Previous**, setting the wave animation to occur after the slide appears.
17. In the Animation Pane, click the arrow to the right of the animation, opening its menu. Then click **Effect Options**.
18. Open the **Sound** drop-down list, choose **Arrow**, and then click **OK**.
19. Click the **Preview** button to preview the slide's animation.
20. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Using Animation Painter

**Animation Painter** enables you to select an object that already has the animation you want, including the delay, duration, sound effects, and so on, and then copy that animation to another object. Animation Painter is very much like Format Painter, but it works for animation rather than for formatting. When you click Animation Painter, the mouse pointer becomes a paintbrush. You can then navigate to any other slide (or stay on the same slide) and click another object to receive the animation settings. If you double-click Animation Painter rather than single-clicking it, it stays on until you turn it off (by clicking it again, or by pressing Esc), so you can paint the same animation onto multiple objects. In this exercise, you will copy animation from one object to another.

### STEP BY STEP

#### Use Animation Painter

**GET READY. USE** the **Lobby Final Version 2** presentation that is open from the previous exercise.

1. On slide 1, select the **Explore the World of Science** text box.
2. On the Animations tab, click **Animation Painter**.
3. Go to slide 8 and click **Where to Find Us**. The animation is copied to that text box.

4. **CLOSE** the **Animation Pane**.

5. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## ADDING MEDIA CLIPS TO A PRESENTATION

**Audio** (sound), **video** (moving picture), and **screen recording** clips can add interest to a presentation by drawing the audience's attention more than a static show. You can include your own audio and video clips that you have recorded or acquired, record your own audio to insert, or select from video clips you find online via a YouTube search, use a video embed code, or insert videos from Facebook. You can also apply formatting styles to audio and video content, as you do for images.

The timing options available to media clips are similar to the options available for animations and transitions. Click the Playback tab in either the Audio or Video Tools tabs. You can set the duration on the Fade In and Fade Out settings, select to loop the audio or video until it's stopped (throughout the entire presentation), set audio to play across all slides in the presentation or just one, and much more. You explore some of these options in the following sections.

### Adding an Audio File to a Slide

Audio files can provide simple sound effects, music soundtracks, real-time recorded narration, and/or prerecorded narration in a presentation. You can add audio from files on your own PC or record your own audio. You can specify when the sound will play, how loud it will be (in comparison to the overall sound level), and which user controls will be available onscreen.

You have a number of options for adding audio to a presentation:

- Use Audio on My PC if you have an audio file in a supported format that you want to insert. PowerPoint can handle AIFF, AU, MIDI, MP3, WAV, and WMA files.
- Use Record Audio if you want to record your own audio to play on the slide. You must have a microphone to record audio.

In this exercise, you will record your own audio to add to the presentation, delete it, and then add an audio clip from the data files provided for this exercise.

## STEP BY STEP

### Add an Audio Clip to a Slide

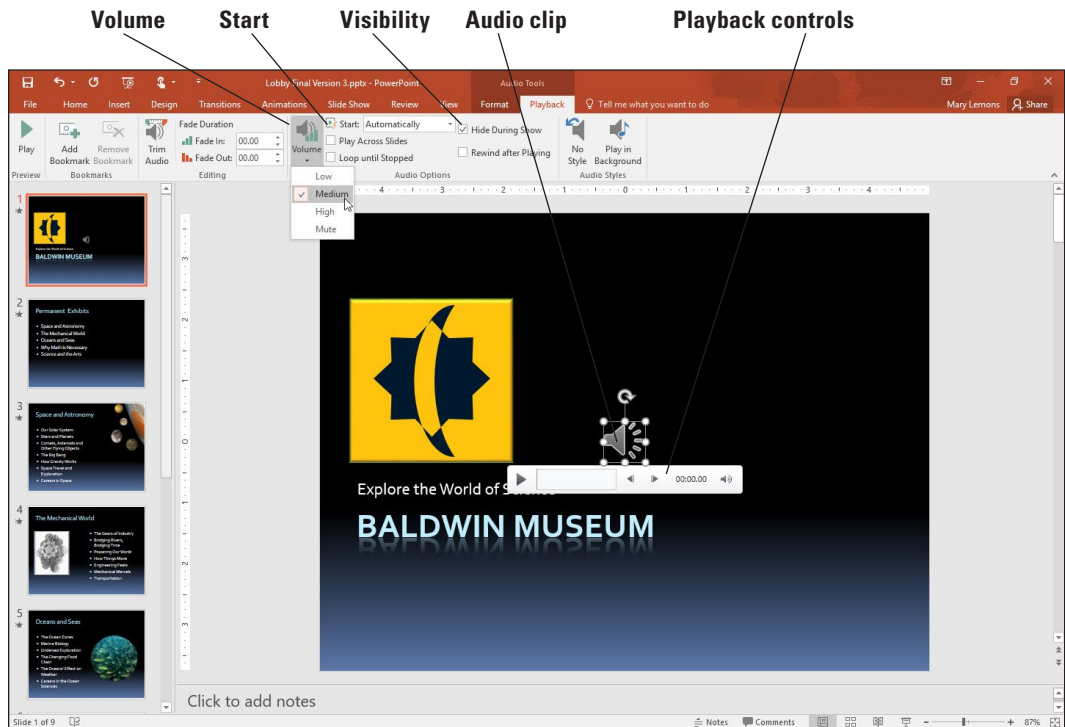
**GET READY. USE** the **Lobby Final Version 2** presentation that is open from the previous exercise.

1. **SAVE** the file as **Lobby Final Version 3**.
2. Go to slide 1, and on the Insert tab, click the arrow under the Audio button. On the menu that appears, click **Record Audio**. The *Record Sound* dialog box opens where you can name your sound.
3. Type **Welcome slide** in the Name box and click the red record button. The blue square button becomes active. Say **Welcome to the Baldwin Museum**. Click **OK**. A sound icon appears in the center of the slide.
4. Press **F5** to change to **Slide Show** view and then click the sound icon on the slide. The sound plays.
5. Press **Esc** to return to **Normal** view.
6. Select the sound icon on the slide and press **Delete** on the keyboard to remove it.
7. With slide 1 still displayed, on the Insert tab, click the arrow under the Audio button and click **Audio on My PC**. The *Insert Audio* dialog box opens.

8. Navigate to the data files for this lesson, click **Beethoven's Ninth**, and then click **Insert**. An icon appears in the center of the slide.
9. On the Audio Tools Playback tab, open the **Start** drop-down list and click **Automatically**.
10. Mark the **Hide During Show** check box.
11. On the Audio Tools Playback tab, click the **Volume** button, and then click **Medium**.  
Figure 9-8 shows the Audio Tools Playback tab and the playback controls.

**Figure 9-8**

Adjust the sound clip's volume, start setting, and visibility and view playback controls



Slide 3: Photo Courtesy of NASA; Slide 4: © visualgo/iStockPhoto; Slide 5: © caseher/iStockPhoto; Slide 6: © MSR Photo/iStockPhoto; Slide 7: © anjoan/iStockPhoto

12. View the first two slides in Slide Show view. Notice that the sound quits after the first slide. The camera sound associated with the transitions is distracting from the music. Press **Esc** to return to Normal view.
13. On the Transitions tab, open the **Sound** drop-down list and click **[No Sound]**. Then click **Apply to All**.
14. Select the sound icon on slide 1.
15. On the Audio Tools Playback tab, click to mark the **Play Across Slides** check box.
16. Watch the first several slides in Slide Show view. This time notice that the sound continues as you move from slide 1 to slide 2. Then press **Esc** to return to Normal view.
17. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Adding a Video to a Slide

You can insert videos from your own collection to add visual interest or information to a presentation. PowerPoint accepts Adobe Flash videos (.swf) as well as many standard formats such as Windows Media (.asf) and Video (.avi), MP4, and Movie files (.mpg or .mpeg). You can insert video content using the Video button on the Insert tab, or using the Insert Video icon in a content placeholder.

In this exercise, you insert a video clip from a file, set it to play automatically, and set some playback options for it.



**STEP BY STEP****Add a Video to a Slide**

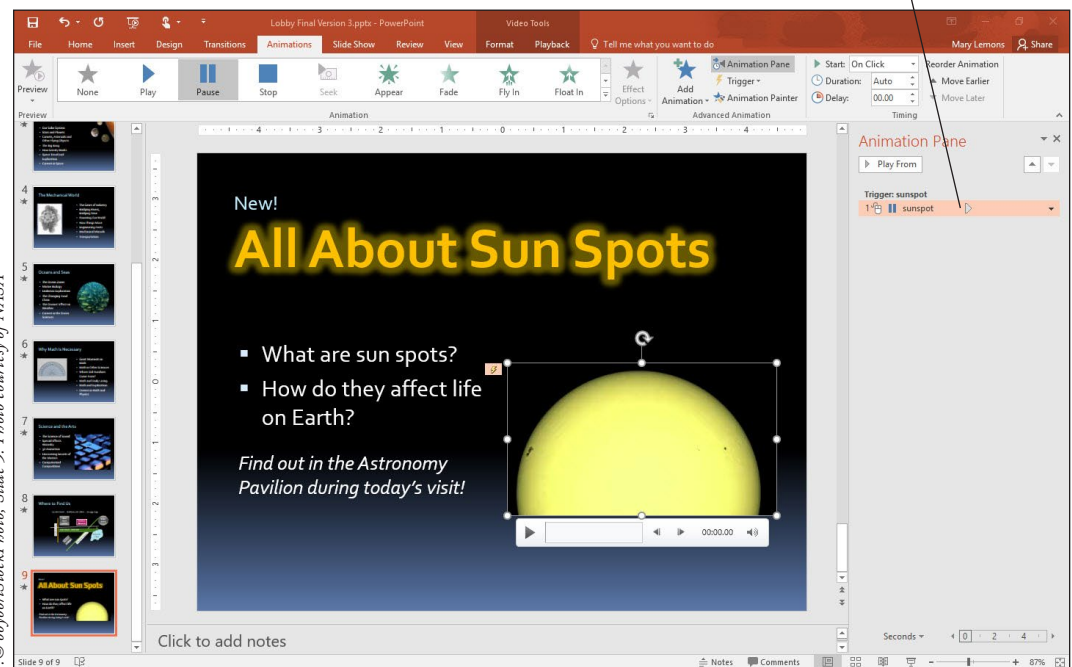
**GET READY.** USE the *Lobby Final Version 3* presentation that is open from the previous exercise.

1. Go to slide 9.
2. Click the **Insert Video** icon in the empty placeholder box. The *Insert Video* dialog box opens.
3. Click the **Browse** button next to From a file. The *Insert Video* dialog box opens.
4. Navigate to the folder containing the data files for this lesson and select *Sunspot.mp4*. Then click **Insert**. The clip appears in the placeholder, with playback controls beneath it.
5. On the Animations tab, click **Animation Pane**. The Animation Pane opens. Notice that there is an animation event for the video clip already there (see Figure 9-9).

**Figure 9-9**

The video clip is part of the slide's animation sequence

Slide 3: Photo Courtesy of NASA; Slide 4: © visualgo/istockphoto; Slide 5: © cascheri/istockphoto; Slide 6: © MSR Photo/istockphoto; Slide 7: © ayool/istockphoto; Slide 9: Photo courtesy of NASA



6. Close the **Animation Pane**.
7. On the Video Tools Playback tab, open the **Start** drop-down list and click **Automatically**.
8. Mark the **Loop until Stopped** check box. This action makes the clip continue to play until the slide advances.
9. Click the up increment arrow button on the **Fade In** text box until the value is **00.50** (one half a second). Do the same thing for the **Fade Out** text box.
10. On the Slide Show tab, click **From Current Slide** to watch this slide in Slide Show view.
11. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Trimming a Video Clip

The raw video footage that you have on hand may need some cuts to be appropriate for your presentation. You can do this editing in a third-party video editing application, but if all you need is to trim some of the footage off the beginning and/or end of the clip, it may be easier to do that work in PowerPoint. In this exercise, you will trim two seconds off the beginning and end of a video.

### STEP BY STEP

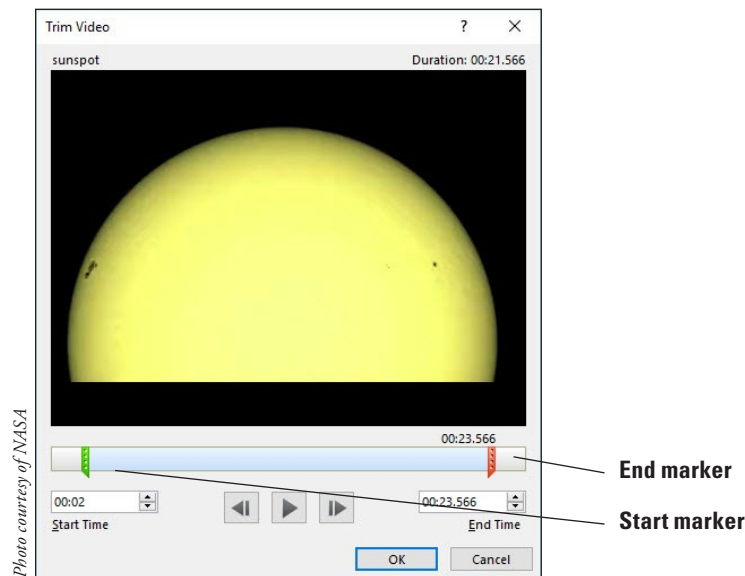
#### Trim a Video Clip

**GET READY.** USE the *Lobby Final Version 3* presentation that is open from the previous exercise.

1. Go to slide 9 and select the video clip.
2. On the Video Tools Playback tab, click **Trim Video**. The *Trim Video* dialog box opens.
3. Drag the green **Start** marker to approximately the **00:02** spot on the timeline, or change the value in the **Start Time** box to **00:02.00**.
4. Drag the red **End** marker to approximately the **00:23.566** spot on the timeline, or change the value in the **End Time** box to **00:23.566** (see Figure 9-10).

**Figure 9-10**

Trim two seconds off the beginning and end of the clip



5. Click **OK**. The clip is now trimmed.
6. **SAVE** the presentation.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

## Adding a Screen Recording to the Slide

Screen recordings are new in PowerPoint 2016. They allow you to illustrate an action on your computer with or without audio to show viewers how to do something. When you insert a screen recording, it is treated just like a video, uses the Video Tools tab, and has the same formatting and playback options. In the following example, you insert a screen recording that shows viewers how to find an interactive map to the museum.

**STEP BY STEP****Add a Screen Recording to a Slide**

**GET READY.** USE the *Lobby Final Version 3* presentation that is open from the previous exercise.

1. Insert a new slide after slide 8 and title it **Find an Interactive Map**.
2. Open a browser window, open a search engine, and then go back to PowerPoint.
3. On the Insert tab Media section, click **Screen Recording**.
4. Select the area you want to record, which is the browser window in this example.
5. Click the **Record** button.
6. In your browser window, type **123 John Street, Matthews, NC 28822**.
7. Find the map for the museum, and then click the **Stop** button in the controls at the top of the screen (see Figure 9-11). Remember, this is a fictional address and location so even though you find a map, the details will not match the map on slide 8.

**Figure 9-11**

The Stop button



8. **SAVE** the presentation.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

## Formatting Video or Audio Content

Any video clip on a slide and any audio clip that has a visible icon on a slide can be formatted with the PowerPoint built-in styles. This works just like the style-based formatting for graphic objects: You select a style from a gallery. You can then customize it as desired by applying formatting. You can also choose a frame of the video clip that will appear on the slide whenever the video clip is not playing.

### Choosing a Poster Frame

A **poster frame** is an image that displays on the slide when the video clip is not actively playing. You can use an outside image, but it is often easier to select a frame from the video clip itself. Poster frames are useful because often the first frame of the video clip is not an image that is meaningful or recognizable. Instead of choosing Current Frame from the Poster Frame menu, as you will do in this exercise, you can choose Image from File to select your own image. To remove any poster frame so that the first frame of the video clip is once again the default image for the clip, choose Reset from the menu. In this exercise, you choose a poster frame to display for a video clip.

**STEP BY STEP****Choose a Poster Frame**

**GET READY.** USE the *Lobby Final Version 3* presentation that is open from the previous exercise.

1. On slide 10, click the video clip.
2. Click the **Play** button (the right-pointing triangle) below the video clip to begin its playback. When the image onscreen shows the sun spot (the dark spot) in the center, click the **Pause** button to pause it.

3. On the Video Tools Format tab, click **Poster Frame** and then click **Current Frame**.
4. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Applying a Video Style and Formatting

Whereas the tools on the Video Tools Playback tab control the clip's motion effects, the tools on the Video Tools Format tab control its static appearance, including its borders, effects, and any color or contrast corrections. The tools here are very similar to those for graphic images, which you learned about in Lesson 8. In this exercise, you will apply a video style and some picture corrections.

### STEP BY STEP

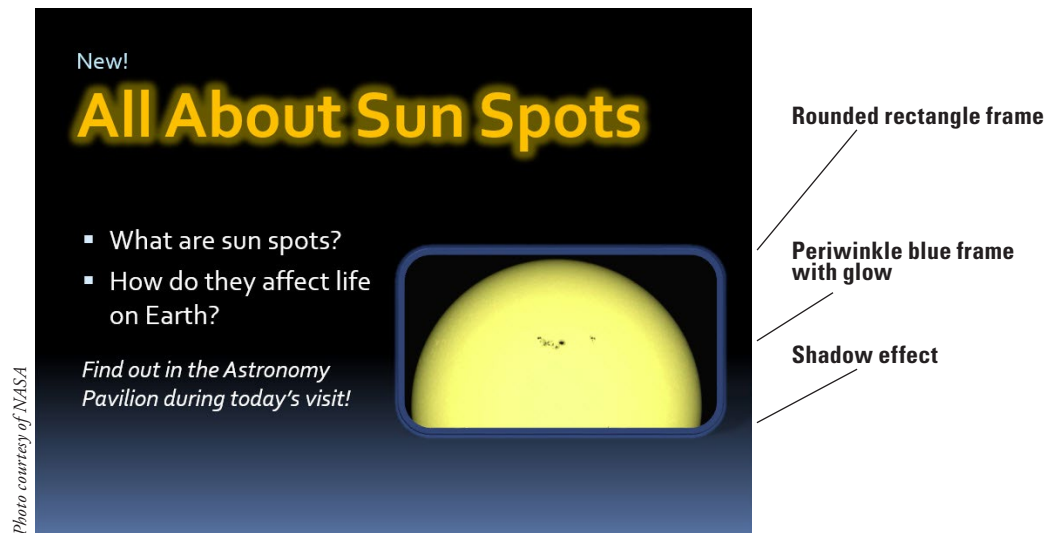
#### Apply a Video Style and Formatting

**GET READY.** USE the **Lobby Final Version 3** presentation that is open from the previous exercise.

1. On slide 10, click the video clip.
2. On the Video Tools Format tab, click the **More** button in the Video Styles group, opening the Video Styles gallery.
3. In the Subtle section, click the **Simple Frame, White** style. The frame of the video clip changes.
4. Click the **Video Shape** button, and on the Shapes palette that appears, click the **Rounded Rectangle**. The shape of the video clip's frame changes.
5. Click the **Video Border** button, and on the palette of colors that appears, click **Periwinkle, Accent 5, Darker 50%**.
6. Click the **Video Effects** button, point to **Glow**, and then click **Periwinkle, 5 pt glow, Accent color 5**.
7. Click the **Video Effects** button, point to **Shadow**, and in the Perspective section, click **Perspective Diagonal Upper Right**. Figure 9-12 shows the completed formatting.

**Figure 9-12**

The formatted clip



8. On the Video Tools Format tab, click the **Corrections** button and then click **Brightness: 0% (Normal), Contrast +20%**.
9. On the Slide Show tab, clear the **Show Media Controls** check box. This action prevents the media controls under the video clip from appearing in Slide Show view.
10. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

**Take Note** Part of the clip's appearance is the media control bar, or the thick gray bar that appears beneath the clip. If the presentation is self-running, you might prefer to hide that from the audience. To do so, clear the Show Media Controls check box on the Slide Show tab as you did in step 9.

## Sizing and Arranging Video or Audio Content

Video clips (and audio clips that have a visible icon) can be sized and arranged like any other content on a slide. You can drag them to move or resize them or specify exact measurements. You can also align them with other content using the Align tools, which you learned about in Lesson 8 when working with drawn shapes. In this exercise, you change the size of a video clip and align it on the slide using guides.

### STEP BY STEP

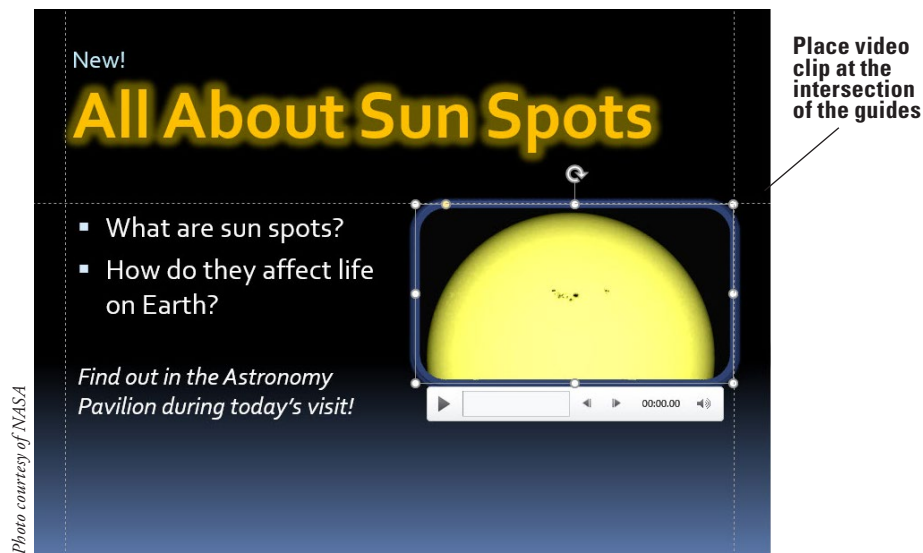
#### Size and Arrange a Video Clip

**GET READY.** USE the **Lobby Final Version 3** presentation that is open from the previous exercise.

1. On slide 10, select the video clip if it is not already selected.
2. On the Video Tools Format tab, type **2.4** in the **Height** box and then click away from it. The value in the Width box changes proportionally.
3. Click the video clip again to select it, if necessary.
4. On the View tab, mark the **Guides** check box to turn on the guides. Drag the horizontal guide down so it aligns with the **1"** mark on the vertical ruler above the midpoint.
5. Move the text box containing the bullets up so its upper-left corner aligns with the intersection of the guides at the left side of the slide.
6. Move the video clip so its upper-right corner aligns with the intersection of the guides at the right side of the slide (see Figure 9-13). Then turn off the guides by clearing the Guides check box on the View tab.

**Figure 9-13**

Use the guides to arrange the slide content



**Take Note** Because there is a glow around the clip's border, it may not appear to align precisely with the guides. The glow may hang slightly over the lines.

7. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Compressing Media

If you plan on sharing a presentation that contains audio and video clips, you may want to compress the media in the presentation to make the overall file size smaller. This mode of compression is similar to the Compress Pictures command for graphics, but it works with video and audio files. You can choose high, medium, or low quality, depending on how you plan to use the presentation file. Select Presentation Quality if you want to save space but preserve the quality, Internet Quality to save the file in a size similar to what is streamed over the Internet, and Low Quality if you plan to email the presentation. In the following exercise, you will compress media in a presentation.

### STEP BY STEP

#### Compress Media

**GET READY.** USE the *Lobby Final Version 3* presentation that is open from the previous exercise.

1. Click the **File** tab.
2. Click **Compress Media**. A menu opens showing three choices for media quality.
3. Click **Internet Quality**. The *Compress Media* dialog box opens, showing the progress of compressing each clip.
4. When each clip shows Complete, click **CLOSE**.

**SAVE** the presentation and then **CLOSE** the file. **EXIT** PowerPoint.

## Knowledge Assessment

### Matching

Match the term in Column 1 to its description in Column 2.

#### Column 1

1. Exit effect
2. Emphasis effect
3. Motion path
4. Transition
5. Duration

#### Column 2

- a. The time that an animation event takes to execute
- b. An animation effect that moves an object along a predefined path that you create for it
- c. An animated effect that occurs when you move from one slide to another
- d. An animation effect that determines how an object exits a slide
- e. An animation effect that draws attention to an object on a slide that is neither entering nor exiting the slide

### True/False

Circle T if the statement is true or F if the statement is false.

- T F** 1. A transition can be applied to a specific object on a slide.
- T F** 2. You can assign your own sound clips to slide transitions.
- T F** 3. An emphasis effect is a good way to draw audience attention to an object as it exits the slide.
- T F** 4. An animation set to With Previous begins executing at the same time as the previous animation effect begins.
- T F** 5. To slow down the speed of an animation effect, increase its Duration setting.

## Projects

### Project 9-1: Working with Transitions

In this project, you have been asked by Woodgrove Bank to modify a presentation that was originally designed to be used with a live speaker to a self-running presentation in which no user interaction is required. To accomplish this, you need to set all the slide transitions to occur automatically. You should also set up a more interesting transition effect than the default.

**GET READY. LAUNCH** PowerPoint if it is not already running.

1. **OPEN** the *Jobs* presentation from the data files for this lesson and then **SAVE** it as *Jobs Final*.
2. On the Transitions tab, mark the **After** check box.
3. Click the up increment arrow for the After box until the value is **00:08.00**.
4. In the Transition to This Slide group, select the **Push** transition. You might need to click the **More** button to locate it.
5. Click **Effect Options** and then click **From Left**.
6. Click the down increment arrow for the Duration to set the duration to **00.50**.
7. Click **Apply to All**.
8. On the Slide Show tab, click **From Beginning**, and watch the entire slide show by clicking the mouse to advance through each slide.
9. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open for use in the next project.

---

### Project 9-2: Using Animations

In this project, you have decided to add some object animations to the Woodgrove Bank presentation to make it more eye-catching.

**GET READY. USE** the *Jobs Final* presentation from the last exercise.

1. Go to slide 1 and select the subtitle (**Central City Job Fair**).
2. On the Animations tab, click **Add Animation**, and in the Entrance section, click **Swivel**.
3. Go to slide 2 and select the **photo**.
4. Click **Add Animation**, and in the Emphasis section, click **Pulse**.
5. Open the **Start** drop-down list and click **After Previous**.
6. Click the up increment arrow on the Duration box until the duration is **02.00**.
7. Select the text box containing the bulleted list.
8. Click **Add Animation** and then click **More Entrance Effects**.
9. In the Subtle section, click **Expand** and then click **OK**.
10. Open the **Start** drop-down list on the Animations tab and click **After Previous**.
11. Click **Move Earlier**.
12. Click **Preview** to preview the slide's animation.
13. **SAVE** the presentation and **Close** it.

**EXIT** PowerPoint.

---



# 10 Securing and Sharing a Presentation

## LESSON SKILL MATRIX

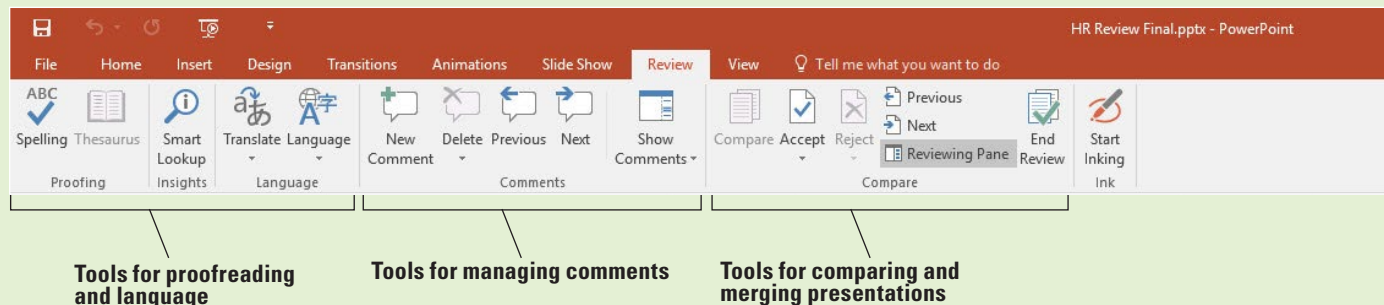
| Skill  | Exam Objective                           | Objective Number |
|--|--|------------------|
| Working with Comments                                    | Review comments.                         | 5.1.4            |
|  | Insert comments.                         | 5.1.3            |
| Incorporating Reviewer Changes                           | Insert slides from another presentation. | 5.1.1            |
|  | Compare two presentations.               | 5.1.2            |
| Protecting a Presentation                                | Protect a presentation.                  | 5.2.1            |
| Preparing a Presentation for Distribution                | Inspect a presentation.                  | 5.2.2            |
|  | Set file properties.                     | 1.5.3            |
| Exporting and Saving a Presentation in Different Formats | Export presentations to other formats.   | 5.2.5            |

## SOFTWARE ORIENTATION

### The PowerPoint Review Tab

**Figure 10-1**  
The Review tab

Tools on the Review tab make it easy for you to add comments to a slide. Figure 10-1 shows the Review tab.



Besides allowing you to add, delete, view, and show and hide comments, the Review tab lets you check spelling, access references such as encyclopedias, use a thesaurus, translate a word or phrase, set the current language, compare documents, and annotate slides using ink annotations.

## WORKING WITH COMMENTS

A **comment** is a note you insert on a slide. You can insert comments on slides to suggest content changes, add reminders, or solicit feedback. Use comments on your own presentations or on presentations you are reviewing for others. You can also let other people review your presentations and add comments addressed to you. The PowerPoint Review tab makes it easy to view, insert, edit, reply to, and delete comments.

### Viewing and Replying to Comments

Use the Show Comments button on the Review tab to show or hide comments. Clicking the button itself shows or hides the Comments task pane; clicking the arrow beneath the button opens a menu. On that menu you can select Show Markup to show or hide the comment balloons in the presentation itself, regardless whether the Comments pane is displayed or not. (**Markup** refers to both comments and marked changes in the file, but in this section we deal only with comments.) The Next and Previous buttons make it easy to jump from comment to comment in a presentation. In this exercise, you view the comments in a presentation.

### STEP BY STEP

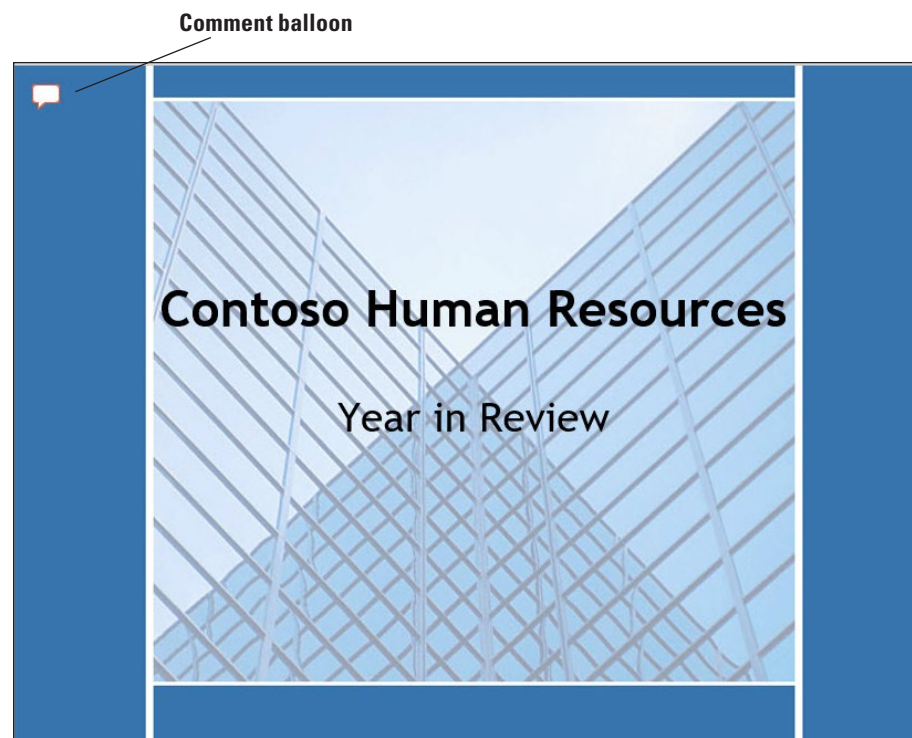
#### View and Reply to Comments

**GET READY.** Before you begin these steps, make sure that your computer is on. Sign on, if necessary.

1. **START** PowerPoint, if the program is not already running.
2. **OPEN** the *HR Review* presentation from the data files for this lesson and then **SAVE** it as *HR Review Final Version 1*.
3. Note the small balloon icon in the upper-left corner of slide 1 (see Figure 10-2).

**Figure 10-2**

A comment balloon indicates a comment on the slide

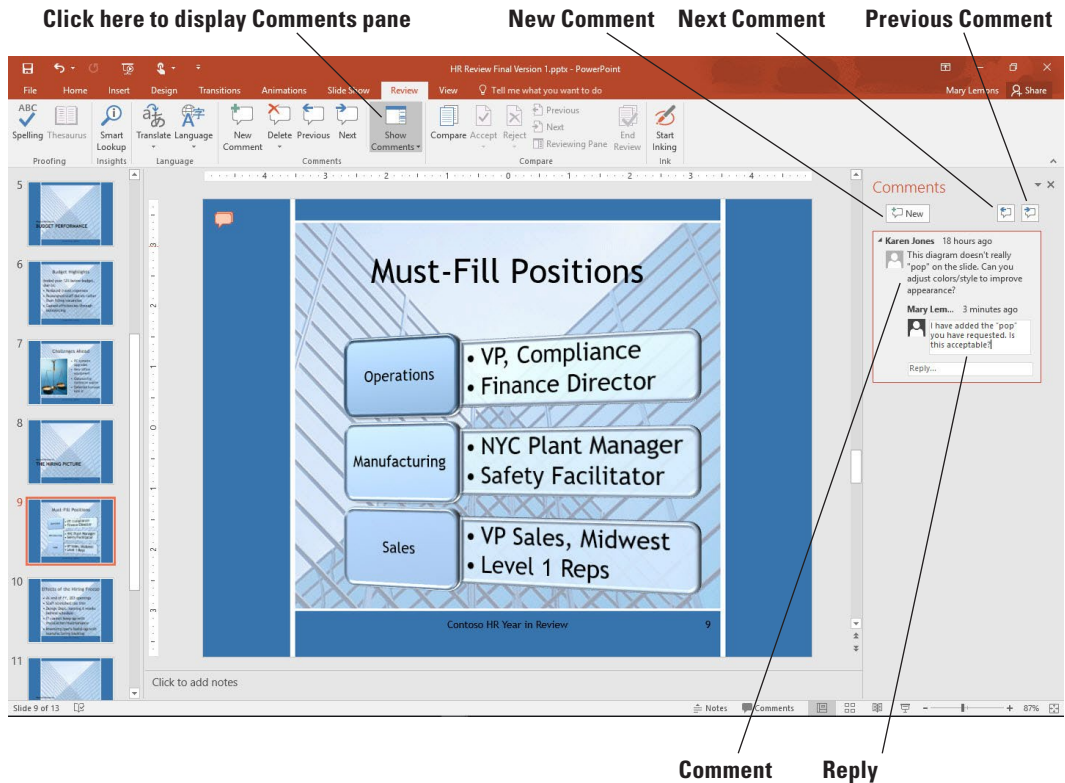


4. Click the **Review** tab, click the down arrow below **Show Comments**, and then click **Show Markup**. The comment balloon is hidden.
5. Repeat step 4 to redisplay the comment balloon.

6. Click the **Show Comments** button (the button face, not the arrow below it). The Comments pane appears.
7. Read the comment in the Comments pane.
8. On the Review tab, in the Comments group, click **Next**. The next comment appears, which is on slide 9. In this comment, Karen Jones suggests adjusting the diagram.
9. Click the SmartArt graphic, click the **SmartArt Tools Design** tab, click the **More** button in the SmartArt Styles group, and then click **Metallic Scene** in the 3D section. Click **Change Colors**, and then click **Gradient Loop-Accent 6**. The diagram now has the “pop” Ms. Jones suggested.
10. In the Comments pane under Karen Jones’ comment, type, **I have added the “pop” you have requested. Is this acceptable?** (see Figure 10-3).

Figure 10-3

View and reply to comments in the Comments pane



Clipart courtesy of Microsoft

11. Select your comment in the Comments pane and then click the **Next** button at the top of the Comments pane to go to the next comment.
12. Click the **Previous** button three times to return to the first comment on slide 1.
13. **CLOSE** the **Comments** pane. To do so, either click the **Close** button on the Comments pane or click the **Show Comments** button on the Review tab.
14. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Inserting a Comment

To add a comment to a slide, use the New Comment button on the Review tab. Comment markers are color-coded, so that if more than one reviewer adds comments, it is easy for you to identify the commenter simply by color. Comments are numbered consecutively as they are inserted, regardless of the order of slides. If you insert your first comment on slide 5, it will be numbered 1. If you insert your second comment on slide 1, it will be numbered 2. In this exercise, you will insert a comment in a presentation.

**STEP BY STEP****Insert a Comment**

**GET READY.** USE the *HR Review Final Version 1* presentation that is open from the previous exercise. You are now ready to add your own comments to the presentation.

1. Click the **File** tab and then click **Options**. The *PowerPoint Options* dialog box opens.
2. In the User Name text box and Initials text box, type your name and initials (if they are not already there). Then click **OK** to accept them.
3. With slide 1 displayed, click the **New Comment** button on the Review tab. The Comments task pane appears and a new comment text box opens there.
4. Type the following text in the comment box:  
**Peter, I have already received feedback from Karen Jones. Please suggest any further changes you think necessary to make this a dynamite presentation.**
5. Click outside the comment box. Your comment marker displays in the upper left corner of the slide, slightly overlapping the other comment marker.
6. Go to slide 10 and select the text **6 weeks** in the third bullet.

**Take Note** If you select text or an object on a slide before creating a new comment, the comment balloon appears adjacent to the selection. If you do not select anything beforehand, the comment balloon appears in the upper left corner of the slide.

7. Click the **New** button on the Comments task pane.
8. Type the following text in the comment box:  
**Peter, please see Karen's comment on this slide. I don't have access to the Design department schedule. Can you confirm the lag time is now only 4 to 5 weeks?**
9. Click outside the comment box to see the entire comment.
10. Drag the comment balloon associated with Karen's comment to move it so it slightly overlaps your comment balloon. Moving a comment marker allows you to associate the comment with a specific area of the slide, such as a picture or a bullet item, or to place it in a general location.
11. **CLOSE** the **Comments** pane.
12. **SAVE** the presentation.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

**Take Note** You could also use the Reply feature if you wanted to reply within Karen's comment; however, inserting a new comment is more effective here since you are addressing another individual.

**Editing a Comment**

Like any other text in a presentation, comment text should be clear and concise. If you find upon review that your comments do not convey the information they should, you can reword, insert, or delete text in the comment box. Use the Edit Comment button to open a comment box so you can modify the text. In this exercise, you edit a comment.

**STEP BY STEP****Edit a Comment**

**GET READY.** USE the *HR Review Final Version 1* presentation that is open from the previous exercise.

1. Go to slide 1 and then click one of the comment balloons. The Comments pane reopens.
2. Click in the comment you typed in the previous exercise, select the text **to make this a dynamite presentation** at the end of the second sentence, and then press **Delete**. You have removed text from the comment.

3. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Deleting a Comment

You can easily remove comments from slides when they are no longer needed. If you point to a comment in the Comments pane, a Delete icon (X) appears in its upper-right corner. You can click that X to remove the individual comment. You can also use the Delete button on the Review tab to remove a comment. To quickly remove all comments, click the down arrow under the Delete button to open a menu from which you can quickly delete all comments on this slide or in this entire presentation. In this exercise, you will delete a comment.

**Take Note** When working with documents with comments, it is good practice to save a copy of your file with the comments in it before you delete them. This way if anyone asks you who requested a change, you can pull up the other version to find out.

### STEP BY STEP

#### Delete a Comment

**GET READY. USE** the *HR Review Final Version 1* presentation that is open from the previous exercise.

1. With slide 1 displayed, click Karen Jones's first comment in the Comments pane, then click the **Delete** icon in the upper-right corner of the comment. The comment is removed from the slide, leaving only your first comment.
2. Go to slide 9 and then click the comment in the task pane.
3. Click the **Delete** button on the Review tab. The comment and your reply are removed from the slide.
4. **CLOSE** the **Comments** pane.
5. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## INCORPORATING CHANGES FROM REVIEWERS

PowerPoint does not have a Track Changes feature like the one in Word, but you can receive comments and feedback from reviewers by first saving your presentation to your computer and then posting a second copy to a shared location such as OneDrive or SharePoint, or distributing copies to reviewers via email. You can ask people to make changes and add comments to the shared copy. Once they are done, you can compare and merge the shared copy with the original one saved to your computer.

**Take Note** Some people like to share their version of the presentation via OneDrive or SharePoint and let multiple people make changes to the same document. We don't cover document sharing in detail here but if you do work with shared documents, you will notice improved functionality in resolving conflicts in PowerPoint 2016. It now provides a side-by-side comparison of the two slides so you can more easily determine which changes to keep.

## Comparing and Combining Multiple Presentations

Comparing presentations enables you to see the differences between two similar presentation files. You can easily identify the changes that have been made to a copy of a presentation. The Compare feature merges two presentation files. You can then use the Revisions pane and the Compare group on the Review tab to see the differences between the merged versions and either accept or reject each revision. When you mark a revision for acceptance or rejection, the change is not applied immediately; changes occur only when you click End Review. In this exercise, you compare and combine two presentations.



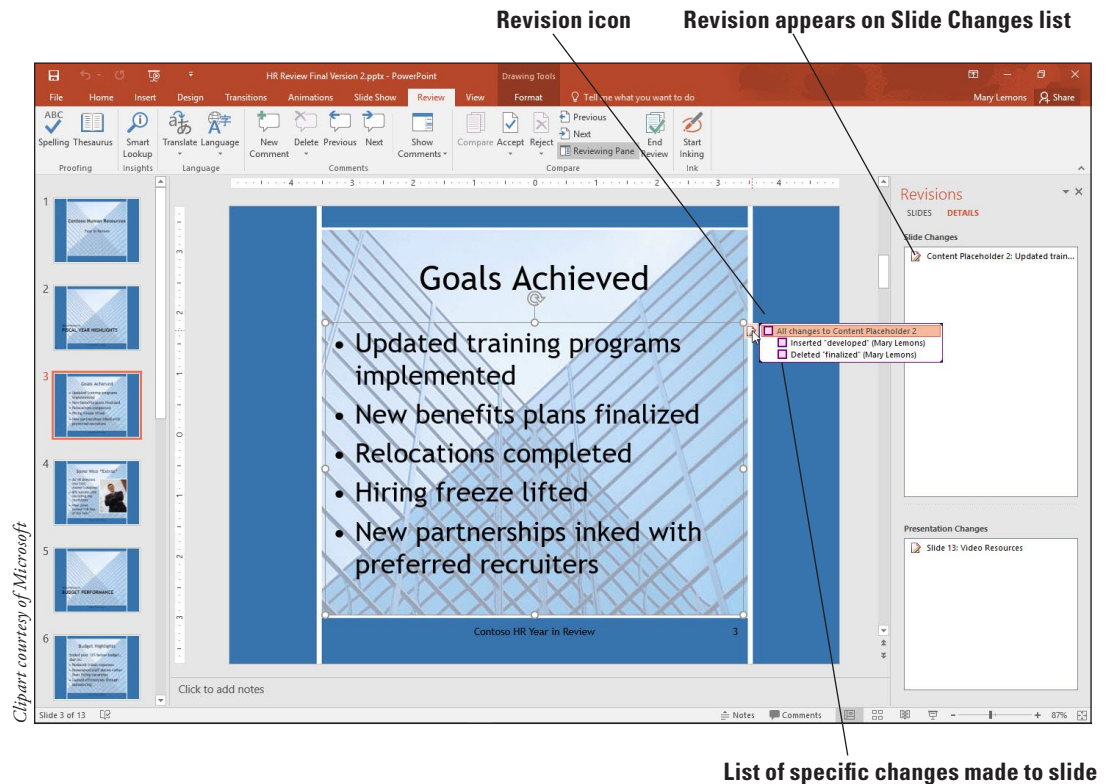
**STEP BY STEP****Compare and Combine Presentations**

**GET READY.** USE the *HR Review Final Version 1* presentation that is open from the previous exercise.

1. **SAVE** the file as *HR Review Final Version 2*.
2. On the Review tab, click **Compare**. The *Choose File to Merge with Current Presentation* dialog box opens.
3. Navigate to the folder containing the data files for this lesson and select *HR Summary*.
4. Click **Merge**. The presentation opens and the Comments and the Revisions task panes open. To toggle the Revisions task pane on and off, you can click the Reviewing Pane button on the Review tab of the Ribbon.
5. Go to slide 3 and then click the **Revision** icon on the slide. A balloon appears showing the changes to that slide (see Figure 10-4).

**Figure 10-4**

Review the changes made to this slide



6. On the Review tab, click the **Accept** button. The changes on slide 3 are accepted. The revision icon changes to show a check mark. Notice the check boxes next to the items in the balloon. This allows you to select which changes to apply.
7. Go to **slide 9** and then click the **Revision** icon on the slide. Mark the check box next to **Diagram Content** and then click **Reject** in the Compare group to reject the change and keep the changes Karen requested.
8. Click **Next** to go to slide 10, the revision is a deletion of a bullet point. Click **Accept** and then click **Reject** to change your mind.

**Take Note** Do not confuse the Next button in the Compare group with the Next button in the Comments group.

9. Go through and accept all other changes to the presentation by clicking each slide and then selecting **Accept all Changes to This Slide**. Be sure NOT to do this on slides 3, 9, and 10 or you will revert to the changes you rejected.
10. On the Review tab, click **End Review**. A confirmation box appears; click **Yes**.
11. Browse through the presentation to confirm that the changes were made. The

revisions you accepted were finalized and the revision you rejected was discarded. The comments are still there; they were not affected by the review.

12. On the Review tab, click the down arrow under the Delete button and then click **Delete All Comments and Ink in This Presentation**.
13. Click **Yes** to confirm. All remaining comments are removed.
14. **CLOSE** the Comments pane.
15. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## PROTECTING A PRESENTATION

Password-protecting a presentation file ensures that unauthorized users cannot view or make changes to it. You can set, change, and remove passwords from a file. You can also mark a presentation as final, which does not provide much security, but can prevent accidental changes.

### Encrypting Presentations with a Password

A **password** is a word or phrase that you, the user, must enter in order to get access to a file. Adding a password to a presentation prevents anyone from opening the presentation who does not know the password. Passwords are case-sensitive. You will assign a password to a presentation in this exercise.

#### STEP BY STEP

#### Set a Password

**GET READY. USE** the *HR Review Final Version 2* presentation that is open from the previous exercise.

1. **SAVE** the files as *HR Review Final Version 3*.
2. Click the **File** tab and then click **Protect Presentation**. A menu appears.
3. Click **Encrypt with Password**. The *Encrypt Document* dialog box opens.
4. In the Password box, type **ProtectMe**. Black circles appear in place of the actual characters you type.

**Take Note** The password used for this exercise is not a very strong password. It would not be that difficult to guess, because it consists only of letters. When creating your own passwords, try to include a combination of uppercase letters, lowercase letters, numbers, symbols, and spaces.

5. Click **OK**. Another dialog box appears asking you to confirm the password; type **ProtectMe** again and then click **OK** again. Backstage view remains open and the Protect Presentation area is highlighted in yellow and says that a password is required to open the presentation.
6. Click **Close**. When prompted to save your changes, click **Save**.
7. Click the **File** tab, click **Open**, and then on the Recent Presentations list, click the *HR Review Final Version 3.pptx* document. A *Password* dialog box opens.
8. In the Password box, type **ProtectMe** and then click **OK**.
9. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

Password-protecting a file is a type of **encrypting**, which prevents a file from being read by unauthorized users. Password-protection might be useful on a presentation that contains sensitive data, such as human resources or medical information. If a user does not know the password, he or she cannot open the file.



For more control over who views your presentation and what they can do with it, you may choose to use the Restrict Access command. Click the File tab, click Protect Presentation, point to Restrict Access, and then click Connect to Rights Management Servers and Get Templates. To use this feature, you must have Windows Rights Management access. Contact your employer's IT department to find out if you have access to this feature.

## Changing or Removing a Password

You can change a password in much the same way as you created it. To remove a password entirely, use the same process as for changing it, but change it to a **null string** (blank, no characters, not even spaces). In this exercise, you will remove a password from a presentation.

### STEP BY STEP

#### Change or Remove a Password

**GET READY.** USE the *HR Review Final Version 3* presentation that is open from the previous exercise.

1. Click the **File** tab and then click **Protect Presentation**. A menu appears.
2. Click **Encrypt with Password**. The *Encrypt Document* dialog box opens. The password previously assigned is already filled in.
3. Double-click the current password and then press the **Delete** key on the keyboard to clear it.

**Take Note** In step 3, you could have entered a different password instead of removing the password entirely.

4. Click **OK**. The password has been removed.
5. Close the presentation, click **Save**, and then reopen it to confirm that no password prompt appears.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

## Marking a Presentation as Final

When you have completed all work on a presentation, you can mark it as final to prevent any further editing. When you use the **Mark as Final** command in a presentation, you can open the presentation and read it, but you can no longer edit it or add comments. You are also restricted in other activities, such as encrypting the document. For this reason, marking a presentation as final should be one of your last tasks when finalizing a presentation. In this exercise, you mark a presentation as final.

### STEP BY STEP

#### Mark a Presentation as Final

**GET READY.** USE the *HR Review Final Version 3* presentation that is open from the previous exercise.

1. Click the **File** tab, click **Protect Presentation**, and then click **Mark as Final**. A confirmation box appears that it will be marked as final and then saved.
2. Click **OK** to continue. A confirmation box appears that it has been marked as final.
3. Click **OK** to close the confirmation box. Notice that the Ribbon is hidden; an information bar appears with a message that the file is Marked as Final (see Figure 10-5).

## Information bar

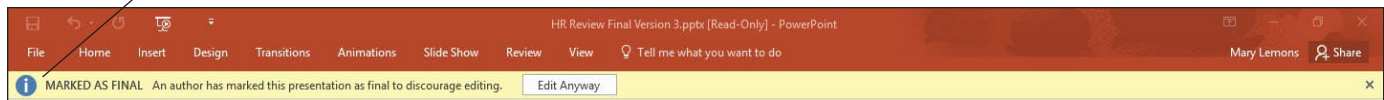


Figure 10-5

The presentation has been marked as final

4. Click **Edit Anyway**. The editing commands on the Ribbon are displayed again.
5. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

Marking a presentation as final does not prevent you from ever making additional changes to a presentation. You can reverse the Mark as Final command by clicking Edit Anyway on the information bar. All features are then available to you again.

## PREPARING A PRESENTATION FOR DISTRIBUTION

As you are preparing to distribute your presentation to other people, there are some issues to consider. For example, if the person working with your presentation uses a different version of PowerPoint than you have, will he or she still have access to all the content? Will personal information from your computer be stored in the data file's properties? In the following sections, you will learn how to control these and other factors.

### Checking for Compatibility Issues and Optimizing Media Compatibility

If you need to share your presentation file with someone who uses PowerPoint 2003 or earlier, save it in PowerPoint 97-2003 format from the Save As dialog box. The file format is the same for PowerPoint versions 2007, 2010, 2013, and 2016 so if you need to share your work with people who use one of those versions, no special translation is usually required for the user to open and view the presentation.

There are some minor compatibility issues among PowerPoint 2007, 2010, 2013, and 2016, however, and these issues might not be obvious until a user tries to use your file and encounters an error or a feature that does not work as it should. For example, PowerPoint 2013 and 2016 support more video formats than PowerPoint 2007 and 2010 did, so if the presentation includes one of the formats that their version of PowerPoint cannot use, you may have a problem. To minimize the impact of such compatibility issues, you may want to check the file for compatibility problems prior to distributing it. The Compatibility Checker will recommend fixes that will help you minimize the impact of any compatibility issues.

In this exercise, you will check a presentation for compatibility issues and then save it in PowerPoint 97-2003 format.

## STEP BY STEP

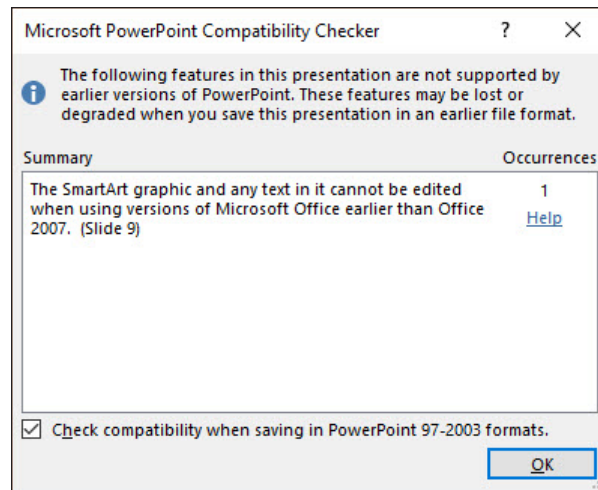
### Check for Compatibility Issues and Optimize Media Compatibility

**GET READY. USE** the *HR Review Final Version 3* presentation that is open from the previous exercise.

1. **SAVE** the file as *HR Review Final Version 4*.
2. Click the **File** tab and then click **Check for Issues**. A menu appears.
3. Click **Check Compatibility**. The *Microsoft PowerPoint Compatibility Checker* dialog box opens. It has found one potential issue (see Figure 10-6).

**Figure 10-6**

The Compatibility Checker has noted that SmartArt cannot be edited in Office versions earlier than 2007



4. Click **OK**. The dialog box closes.
5. Open the file **Agility Media** from the data files provided for this lesson and save it as **Agility Media Final**.
6. Click the **File** tab. Notice that the **Optimize Compatibility** button appears and is available. That is because this presentation contains an actual embedded video clip, not just a link to an online clip.
7. Click **Optimize Compatibility**. The *Optimize Media Compatibility* dialog box opens and immediately begins processing the video clip in the presentation to improve its compatibility.
8. When the optimization is complete, click **Close**.
9. If necessary, click the **File** tab, click **Check for Issues**, and then click **Check Compatibility**. The *Microsoft PowerPoint Compatibility Checker* dialog box opens.
10. Note the compatibility issue that the checker found: that the media clips will be saved as pictures.
11. Click **OK** to close the dialog box.
12. **SAVE** and then **CLOSE** the **Agility Media Final** presentation. Leave the **HR Review Final Version 4** file open.

**PAUSE. LEAVE** PowerPoint open to use in the next exercise.

## Checking for Accessibility Issues

An **accessible** presentation is one that can be viewed by a wide variety of computer users, including those who may have disabilities that require them to use adaptive technologies such as screen reading programs. PowerPoint includes a command that checks the accessibility of your work and offers suggestions for improving it. In this exercise, you will check a presentation for accessibility issues and make corrections to it.

### STEP BY STEP

#### Check for Accessibility Issues

**GET READY. USE** the **HR Review Final Version 4** presentation that is open from the previous exercise.

1. Click the **File** tab, click **Check for Issues**, and then click **Check Accessibility**. The Accessibility Checker pane opens (see Figure 10-7).

**Figure 10-7**

Accessibility issues were found



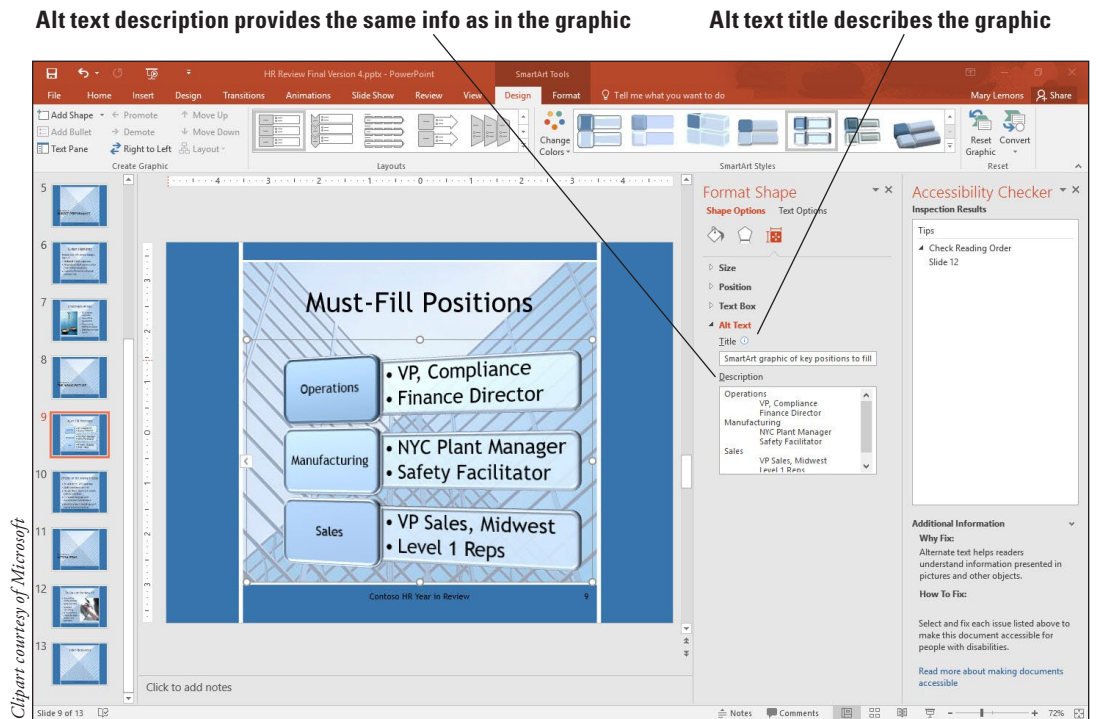
2. In the Accessibility Checker task pane, click **Picture 2 (Slide 4)**. Slide 4 appears and the picture is selected.

**Take Note** You can scroll down in the Additional Information area of the task pane to find steps for fixing the problem.

3. Do the following to add alt text to the picture:
  - a. Right-click the picture and choose **Format Picture**.
  - b. Click the **Size & Properties** icon at the top of the Format Picture task pane.
  - c. If needed, click **Alt Text** to expand that heading's options.
  - d. In the Title box, type **Smiling businessman**.
4. Repeat steps 2-3 for Picture 2 on slide 7. (You can skip steps 3a through 3c because the Format Shape task pane is already open.) For its alt text, type **Balance scale**.
5. Repeat steps 2-3 for Picture 3 on slide 12. (You can skip steps 3a through 3c because the Format Shape task pane is already open.) For its alt text, type **Woman writing**.
6. Do the following to add alt text to the SmartArt graphic on slide 9:
  - a. In the Accessibility Checker task pane, click **Content Placeholder 5 (Slide 9)** to jump to slide 9.
  - b. In the Format Shape task pane, in the Alt Text section's Title box, type **SmartArt graphic of key positions to fill**.
  - c. On the SmartArt Tools Design tab, click **Text Pane** to display the text pane for the SmartArt.
  - d. Select all the text in the text pane (**Ctrl+A**) and then press **Ctrl+C** to copy it.
7. **CLOSE** the SmartArt text pane.
8. Reselect the outer frame of the SmartArt graphic, and in the Format Shape task pane, click in the Description box under the Alt Text heading and press **Ctrl+V** to paste the copied text. The Format Shape task pane should resemble Figure 10-8 at this point.

**Figure 10-8**

Add alt text both as a title and as a description for the SmartArt object



9. **CLOSE** the **Format Shape** task pane.

10. In the **Accessibility Checker** task pane, click **Slide 12** under the **Check Reading Order** heading.

11. Follow the instructions in the **Additional Information** section of the task pane to check the reading order. Note that the slide's content is set to appear before its title.

12. On the **Home** tab, click the **Select** button, and on the menu that appears, click **Selection Pane**.

13. In the **Selection** pane, click **Title 8** and then click the **Bring Forward** button (the up arrow button) twice so that **Title 8** appears at the top of the list of objects.

14. **CLOSE** the **Selection** task pane and then **CLOSE** the **Accessibility Checker** task pane.

15. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Modifying Properties and Removing Metadata

A file's properties provide information about the file, such as the date and time it was created or last modified, the file size, whether or not the file is read-only, and so on. The properties also include **metadata** (which literally means "data about data") such as the author's name (taken from the name you are logged into Office or Windows with), the subject, and any keywords you may have assigned to it. You can modify a presentation's properties to provide information to the people who will later receive the presentation file, such as your co-authors or your audience members. In some cases, you might want to remove your personal information from the file for privacy reasons; PowerPoint provides a command that enables you to do so. In this exercise, you will change the properties for a presentation file and remove your personal information from it.

**Take Note** PowerPoint 2016 has done away with the Documents Panel. Now you edit the majority of a document's properties directly in Backstage View.

## STEP BY STEP

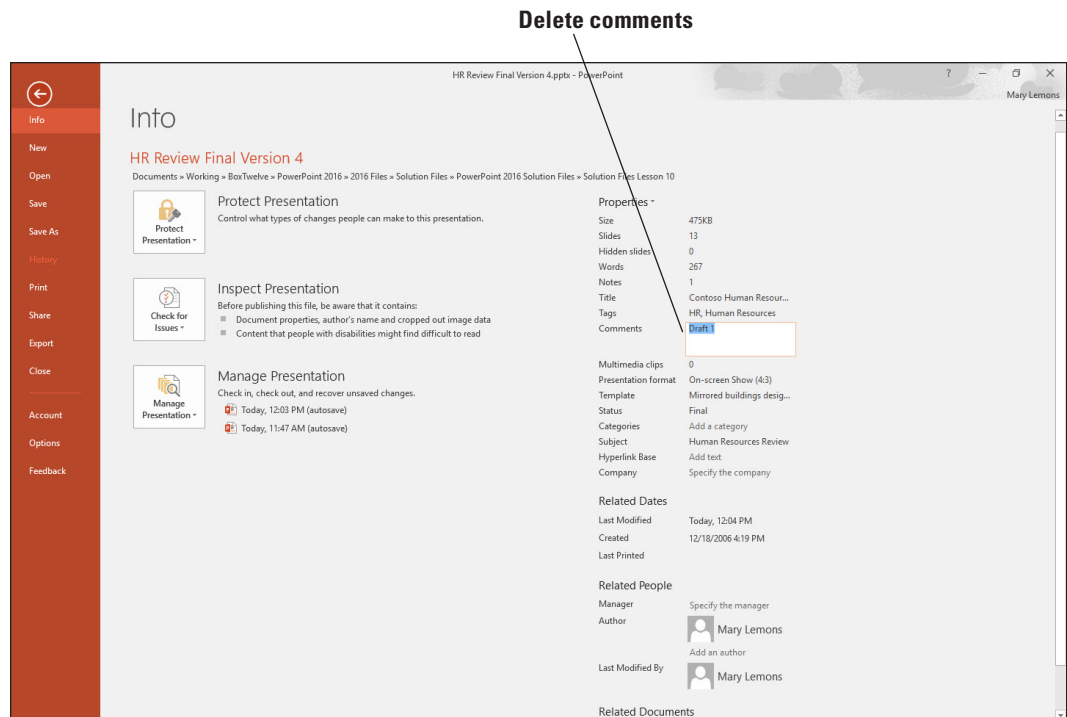
## Modify Properties and Remove Metadata

**GET READY.** USE the *HR Review Final Version 4* presentation that is open from the previous exercise.

1. Click the **File** tab, select **Info**, scroll to the bottom of the screen, and then click the **Show all Properties** link. All The Document Properties appear on the screen.
2. Right-click **Student Name** and click **Edit property**. In the Enter names or e-mail addresses field, type your own name, replacing the generic Student Name there. Click **OK**.
3. Click in the **Status** text box and type **Final**.
4. Delete the text from the Comments text box (see Figure 10-9).

**Figure 10-9**

Display and change the file's properties



5. Click the **Properties** heading to open a menu, and then click **Advanced Properties**. *Advanced Properties* dialog box opens for the file.
6. Click the **Summary** tab. Note that some of the same properties appear here as in the Document Properties panel. Click the **Statistics** tab and note the information that appears on that tab and then click the **Contents** tab and note the information that appears on that tab.
7. Click the **Custom** tab.
8. In the list of properties at the top, click **Language**. Then in the **Value** text box, type **English** and then click **Add**.
9. Click **OK** to close the dialog box.
10. In Backstage view, click **Check for Issues** and then click **Inspect Document**. At the confirmation box, click **Yes** to save your changes. The *Document Inspector* dialog box opens.
11. Click **Inspect**. A report appears showing what the inspection found.
12. Click the **Remove All** button next to Document Properties and Personal Information.

13. Click **Close**.
14. Click the **File** tab, select **Info**, scroll to the bottom of the screen, and then click the **Show all Properties** link. Examine the document's properties. Note that most of the information has been removed from its text boxes.
15. Click the **Back** button to return to the presentation.
16. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## EXPORTING AND SAVING A PRESENTATION IN DIFFERENT FORMATS

There are many formats available for sharing your PowerPoint work with others who may not have PowerPoint, or who may prefer to view your presentation in another format. Each format is suited for a different usage; you choose the best one for your situation. In this lesson, you learn to save and export your presentation as PDF, XPS, video, and XML as well as a PowerPoint show.

### Exporting a Presentation to PDF/XPS, and Video

Common formats that people use to view documents are the Adobe Portable Document Format (PDF), the Microsoft XML Paper Specification (XPS) format, and video formats such as WMV and MPG.

These formats make it easier to exchange data files across various types of computers, operating systems, and applications. PDF and XPS are document formats. XPS is a Microsoft format that compresses the file size, looks similar on most computers, and complies with industry format. You have Office so you don't need any additional software or add-ins to save to this format.

Video formats are convenient because most users have some type of media playback capability.

## STEP BY STEP

### Export to PDF/XPS and Video

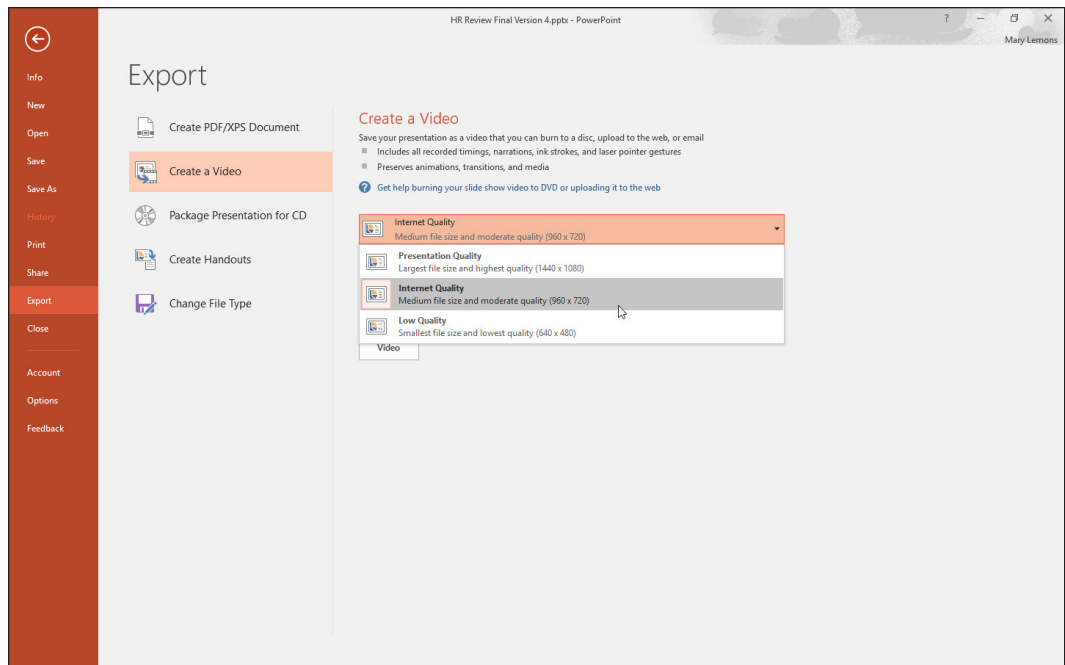
**GET READY. USE** the *HR Review Final Version 4* presentation that is open from the previous exercise.

1. Click the **File** tab and then click **Export**.
2. Select **Create PDF/XPS Document** and then click the **Create PDF/XPS button**. Navigate to the location where you are saving files for this lesson.
3. In the File name box, type **HR Review XPS**. (If you have Acrobat installed on your system, the type will default to PDF.)
4. Click **Publish**. Return to PowerPoint if necessary.
5. Click the **File** tab and then click **Export**.
6. Select **Create a Video**. Select Internet Quality from the Presentation Quality drop down (see Figure 10-10).



**Figure 10-10**

Set the options for creating a video



7. Click the **Create Video** button. Navigate to the location where you are saving files for this lesson.
8. In the File name box, type **HR Video**.
9. Click **Save**.
10. Use File Explorer to navigate to the location where you saved the files and open them to see how they display.
11. **CLOSE** the files you just previewed.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Saving a Presentation as XML

Extensible Markup Language (XML) is a structured markup language that makes it easier to exchange data files across various types of computers, operating systems, and applications. When you save a file in XML format, it does not seem obviously different from a normal PowerPoint presentation file, but internally the way the data is stored is different. PowerPoint 2016 supports two different XML formats: PowerPoint XML Presentation (\*.xml) and Strict Open XML Presentation (\*.pptx). The former allows files to contain some Office-specific encoding that was used in earlier versions of Office for XML files; the latter translates the file into a fully independent file format that does not rely on anything Microsoft-specific. Depending on the program that you are exchanging files with, one of those formats may be more useful than the other; you might even want to save in both of those formats and send the recipient both files, so they can see which works best for them. In this exercise, you save in Strict Open XML format.

**STEP BY STEP****Save in XML Format**

**GET READY. USE** the *HR Review Final Version 4* presentation that is open from the previous exercise.

1. Click the **File** tab and then click **Save As**.
2. Click **Browse** and navigate to the location where you are saving files for this lesson.
3. Open the **Save as type** drop-down list and then click **Strict Open XML Presentation**.
4. In the File name box, type **HR Review Open XML**.
5. Click **Save**.
6. Use File Explorer to navigate to the location where you saved the file and open the file you just saved to see how it displays.
7. **CLOSE** the file.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

### Saving a Presentation as a PowerPoint Show

A **PowerPoint Show** file is just a regular presentation file except that it opens in Slide Show view by default. You may want to distribute a presentation in this format if you expect your recipients to have PowerPoint installed on their PCs, but to be more interested in viewing the show than in editing it. In this exercise, you save a presentation as a PowerPoint Show.

**STEP BY STEP****Save a Presentation as a PowerPoint Show**

**GET READY. OPEN** the *HR Review Final Version 4* presentation, which you created earlier in this lesson.

1. Click the **File** tab and then click **Save As**.
2. Click **Browse** and then navigate to the **location** where you want to save.
3. Open the **Save as type** drop-down list and then click **PowerPoint Show**.
4. In the File name box, type **HR Show**.
5. Click **Save**. The file is saved in that format and the new file is open in PowerPoint.

**CLOSE** the file and **EXIT** PowerPoint.

When you save as a PowerPoint Show, nothing changes about the presentation except its file extension: instead of .pptx, it is .ppsx. This differing extension prompts PowerPoint to open the file in Slide Show view, rather than Normal view.

## Knowledge Assessment

### Fill in the Blank

Fill in each blank with the term or phrase that best completes the statement.

1. A(n) \_\_\_\_\_ is a note you can insert directly on a slide.
2. When you \_\_\_\_\_ presentations, you consolidate all changes into a single copy.
3. A(n) \_\_\_\_\_ protects a presentation file so that only authorized users can open it.
4. To make changes to a comment, click the comment marker to open the \_\_\_\_\_ pane and then make changes there.
5. If you save a presentation in PowerPoint Show format, it opens in \_\_\_\_\_ view by default.

### Multiple Choice

Circle the correct answer.

1. Which of the following describes how to see the properties of a presentation?
  - a. Click the File tab, click the Properties heading, and then click Show Document Panel.
  - b. Click the View tab and then click Properties.
  - c. Click the View tab, click Advanced, and then click Show Document Panel.
  - d. Click the File tab, click Share, and then click Properties.
2. In which of the following locations can you edit all of the Properties of a PowerPoint file?
  - a. Documents Panel
  - b. Backstage View
  - c. Save As dialog box
  - d. Advanced Properties dialog box
3. Which of the following describes how to change the user name that will appear on each comment?
  - a. Manually type your name into each comment.
  - b. Click File > Options and type a different User Name and Initials.
  - c. Click the Change User button on the Home tab.
  - d. Click the Manage Comments button on the Review tab.
4. Which of the following describes how to remove a password from a PowerPoint file?
  - a. Change the password to a null string.
  - b. Click Encrypt with Password, then click Decrypt.
  - c. Click Encrypt with Password, then click Remove.
  - d. Click the File tab, then click Unprotect.
5. Which of the following statements is true?
  - a. Marking a presentation as final is the same level of security as password protection.
  - b. Marking a presentation as final is not as strong security as password protection.
  - c. Marking a presentation as final is stronger security than password protection.
  - d. Marking a presentation as final is useful only when saving in Text Only format.

## Projects

### Project 10-1: Adding and Replying to Comments

In this project, you are the new Marketing Manager for Consolidated Messenger. The company owner has given you a presentation to review with his comments already inserted and has asked you to add your own comments in response to his and describe any changes you would make.

**GET READY. LAUNCH** PowerPoint if it is not already running.

1. **OPEN** the *Sales Pitch* presentation in the data files for this lesson and then **SAVE** it as *Sales Pitch Final*.
2. Click the **Review** tab and then click the **Next** button to read the comment on slide 1.
3. Click **Next**, read the comment on slide 3, then click **Next** again to read the comment on slide 5.
4. Click the **Previous** button two times to return to the comment on slide 1.
5. Click the **Delete** button to delete the comment on slide 1.
6. Click the **New Comment** button and then type the following comment: **I think the template is fine as is.**
7. Go to slide 3 and reply by typing the following comment: **I will try to find a picture with color values more in line with the template.**
8. Go to slide 5 and delete the comment.
9. **SAVE** the presentation and then **CLOSE** the file.

**PAUSE. LEAVE** PowerPoint open for use in the next project.

### Project 10-2: Protecting a Presentation

In this project, you are a travel agent working for Margie's Travel Agency. Blue Yonder Airlines has asked you to start pitching their services to corporate clients and has sent you a copy of their presentation. Your contact at Blue Yonder has asked you to share the presentation with other agents in your office, but she does not want anyone to change the presentation. You can use PowerPoint features to safeguard the presentation.

1. **OPEN** the *Airline Overview* presentation in the data files for this lesson and then **SAVE** it as *Airline Overview Final*.
2. Click the comment on slide 1 to open the Comments pane and then read the comment.
3. Delete the comment.
4. Click the **File** tab, click **Protect Presentation**, and then click **Mark as Final**.
5. Click **OK** twice to save the presentation and mark it as the final version.
6. Close the presentation file.
7. Reopen *Airline Overview* and save it as *Airline Overview Protected*.
8. Click the **File** tab, click **Protect Presentation**, and then click **Encrypt with Password**.
9. In the Password box, type **ProtectMe** and then click **OK**.
10. In the Reenter password box, type **ProtectMe** and then click **OK**.
11. **CLOSE** the file, saving your changes if prompted.

**EXIT** PowerPoint.

## LESSON SKILL MATRIX

| Skill                                    | Exam Objective                                       | Objective Number |
|--|--|------------------|
| Adjusting Slide Orientation and Size     | Change slide size.                                   | 1.5.1            |
| Customizing Audience Handouts            | Modify the handout master.<br>Print handouts.        | 1.3.5<br>1.6.3   |
| Choosing Slides to Display               | Hide and unhide slides.<br>Create custom slideshows. | 1.2.3<br>1.7.1   |
| Rehearsing and Recording a Slide Show    | Rehearse slide show timing.                          | 1.7.3            |
| Setting Up a Slide Show                  | Configure slideshow options.                         | 1.7.2            |
| Working with Presentation Tools          | Present a slide show by using Presenter View.        | 1.7.4            |
| Packaging a Presentation for CD Delivery | Export presentations to other formats.               | 5.2.5            |

## ADJUSTING SLIDE ORIENTATION AND SIZE

**Orientation** refers to the direction material appears on a page when printed. A page printed in **landscape orientation** is wider than it is tall, like a landscape picture that shows a broad panoramic view. A page printed in **portrait orientation** is taller than it is wide, like a portrait picture that focuses on a single, upright figure. **Slide size** is expressed as a ratio of height to width, also called **aspect ratio**. You can choose Standard (4:3) or Widescreen (16:9) or you can set up a custom slide size with your choice of ratios.

**Take Note** Do not confuse slide size with resolution. **Resolution** refers to the number of pixels that makes up a slide display on the monitor and is applicable only in Slide Show view. Resolution is configured in the Set Up Show dialog box.

## Selecting Slide Orientation

By default, slides are displayed so they are wider than they are tall (landscape orientation). You might want to change the orientation of a presentation for a special case, such as to accommodate large graphics that have a portrait orientation or to print slides at the same orientation as other materials. You can easily change this orientation by using the Slide Size dialog box or a Ribbon command. In this exercise, you will practice changing slide orientation.

You cannot mix landscape and portrait orientations in a single presentation the way you can in a word processing document. All slides in a presentation must have the same orientation. However, if you need to display one or more slides in a different orientation, you can create a secondary presentation with the different orientation and then provide links between the main presentation and the secondary one. You can easily click the link during the slide show to jump to the secondary presentation, and then click another link to return to your main presentation.

Presentation materials such as notes pages and handouts print in portrait orientation by default because this orientation allows the most efficient placement of slide images and text on the page. Adjusting orientation for these materials allows you to fit more information across the longest axis of the page—a plus if you have a lot of notes for each slide.

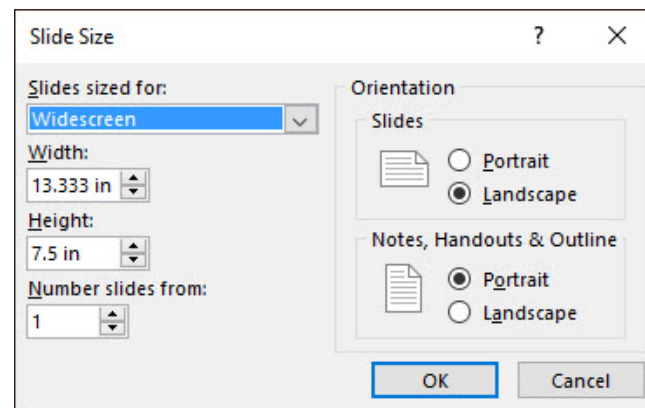
## STEP BY STEP Select Slide Size and Orientation

**GET READY.** Before you begin these steps, make sure that your computer is on. Sign on, if necessary.

1. **START** PowerPoint, if it is not already running.
2. **OPEN** the *Bid* presentation from the data files for this lesson and then **SAVE** it as *Bid Final*.
3. Click the **Design** tab and then click the **Slide Size** button. A menu opens.
4. Click **Widescreen**. The height/width ratio for all slides in the presentation changes to widescreen (16:9).
5. Click the **Slide Size** button again, and then click **Custom Slide Size**. The *Slide Size* dialog box opens (see Figure 11-1). Note the current width and height measurements at the left side of the dialog box.

**Figure 11-1**

Slide Size dialog box



**Take Note** The measurements for Width and Height in the Slide Size dialog box are in inches, but an inch on a monitor can look different depending on the monitor's size and display resolution. The main concern is the ratio between the height and the width here. For example, the ratio of 13.333" by 7.5" expressed as a fraction is 16/9, the standard for widescreen. Because widescreen monitors are the standard these days, that is the default size of a PowerPoint presentation.

6. Open the **Slides Sized For** drop-down list and examine the available options for slide sizes. Click **35mm Slides**, and note the width and height settings.
7. Click **Portrait** in the Slides area.
8. Click **OK**. A dialog box opens asking whether you want to maximize the size of your content or scale it down.
9. Click **Ensure Fit**. The slide's orientation and aspect ratio has changed.
10. Reopen the **Slide Size** drop-down list and then click **Standard (4:3)**.
11. When prompted whether you want to maximize or ensure fit of the content, click **Maximize**. The slides return to their original 4:3 dimensions. The content has been somewhat distorted in size due to your choices of Ensure Fit and Maximize in steps 9 and 11 respectively.
12. **CLOSE** *Bid Final* without saving your changes to it.

**PAUSE. LEAVE** PowerPoint open to use in the next exercise.

If you do not find a suitable size for a specific need, you can create a custom slide size. Adjust the width and height as desired in the Slide Size dialog box to create the custom slide size.

Besides allowing you to set slide size and orientation, the Slide Size dialog box lets you choose the starting number for slides in a presentation. This option is useful if you are combining several separate presentations into one comprehensive slide show.

## CUSTOMIZING AUDIENCE HANDOUTS

You can help your audience follow a presentation by giving them handouts, which show small versions of the slides arranged in various ways on a page. Handout layouts are controlled by a **Handout Master**, as slide appearance is controlled by the Slide Master. You can customize the Handout Master to create your own handout layout. You can also export handouts to Microsoft Word, where you can customize them further. We don't cover that in this section but you can experiment with it yourself by clicking File, Export , and then selecting Create Handouts.

### Customizing the Handout Master

You can customize the layout of the Handout Master, which controls how handouts are formatted in PowerPoint. You can add text boxes to it, enable or disable certain placeholders, and format those placeholders. In this exercise, you customize the Handout Master in several ways.

You can create handouts that show one, two, three, four, six, or nine slides on a page. If you make changes to any of these layouts, the changes are reflected on all other layouts.

You cannot adjust the position or size of the slide placeholders in the Handout Master. You can, however, adjust both size and position of the Header, Date, Footer, and Page Number placeholders. You can also choose to hide some or all of these placeholders by deselecting their check boxes in the Placeholders group on the Handout Master tab.

The Handout Master tab allows you to change both slide orientation and handout orientation, using buttons in the Page Setup group. To further modify the appearance of handouts, you can change theme colors and fonts (but not the current theme) and apply a different background style. You can format the Header, Date, Footer, and Page Number placeholders like any text box or placeholder using Quick Styles, fills, or outlines.

Note that you can also customize the Notes Master in many of the same ways that you customize the Handout Master. Click the Notes Master button on the View tab to display the Notes Master tab. The Notes Master allows you to adjust the size and position of the slide image as well as other placeholders on the page.

## STEP BY STEP

### Customize the Handout Master

**GET READY. REOPEN** the *Bid Final* presentation that you created at the beginning of the previous exercise.

1. Click the **Insert** tab, click **Header & Footer**, and then click the **Notes and Handouts** tab.
2. Set up headers and footers as follows:
  - a. Click to mark the **Date and time** check box, and make sure the **Update automatically** option is selected.
  - b. Click to mark the **Header** check box and then type the header **A. Datum Corporation**.
  - c. Click to mark the **Footer** check box and then type the footer **No Job Is Too Big for A. Datum**.
  - d. Click **Apply to All**.



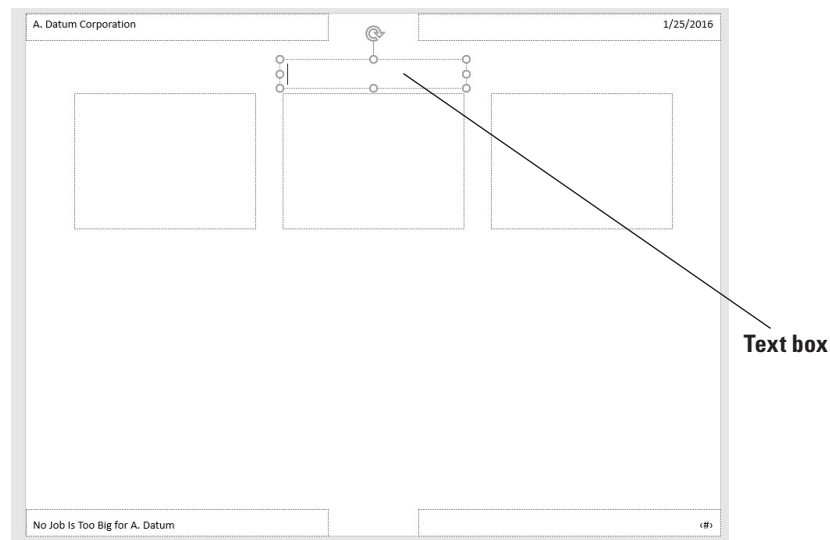
3. Click the **Design** tab, click **Slide Size**, and then click **Custom Slide Size**.
4. Under the Notes, Handouts & Outline heading, click **Landscape**, and then click **OK**.
5. Click the **View** tab and then click the **Handout Master** button in the Master Views group. The Handout Master view opens with the header and footer you supplied in step 2.

**Take Note** If the file is stored on a server, you might see a message about edits made in this view being lost when saved to the server. Click **Check Out** to continue.

6. Click the **Slides Per Page** button in the Page Setup group, then click **3 Slides**. The Handout Master displays the layout used to show three slides across the width of the page.
7. Click the **Insert** tab, click **Text Box**, and then draw a text box above the center slide placeholder of the same width as the placeholder (see Figure 11-2).

**Figure 11-2**

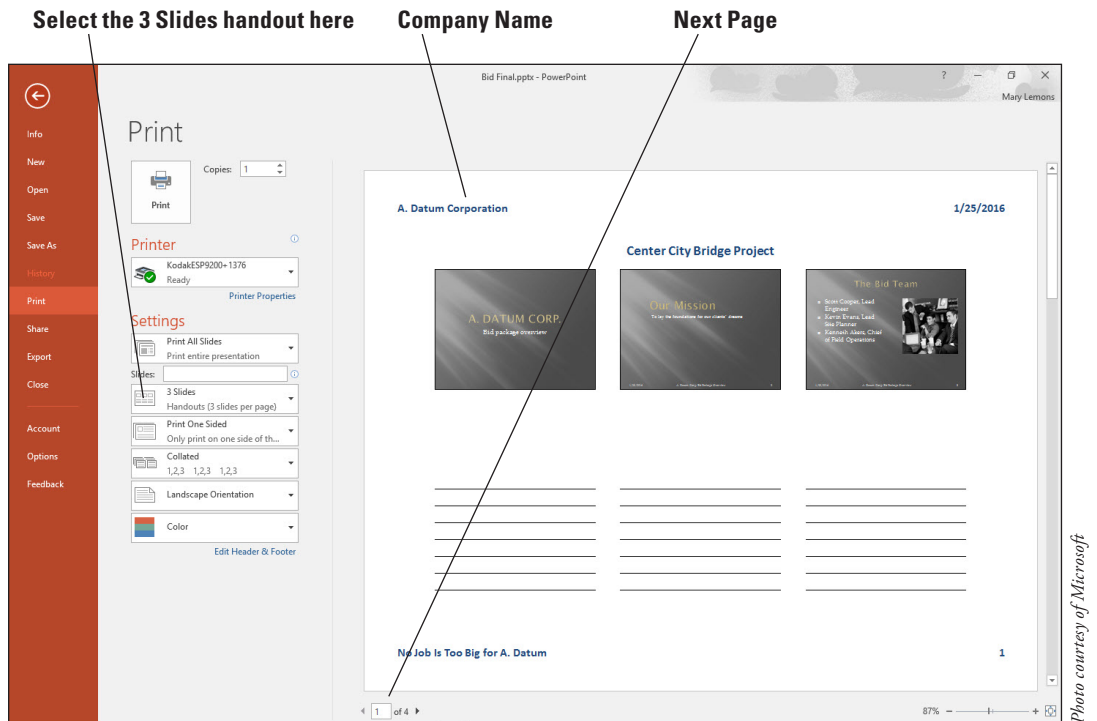
Add a text box to the Handout Master



8. Type **Center City Bridge Project** in the text box.
9. Change the font size of the text box text to **16**, apply bold formatting, change the color to **Dark Blue, Text 2**, and then center the text. Adjust the size of the text box as necessary to display the text on one line.
10. Click the outside border of the header placeholder in the upper-left corner of the master, hold down **Shift**, and then click the date, footer, and page number placeholders.
11. Change the font size to **14 pt**, apply bold formatting, and then change the color to **Dark Blue, Text 2**.
12. Click the **Handout Master** tab and then click the **Close Master View** button to exit Handout Master view.
13. Click the **File** tab and then click **Print**. Open the **Full Page Slides** button's list and then click **3 Slides**. Your customized handout master should resemble the one previewed in Figure 11-3.
14. Click the **Next Page** arrow to see that the text box you added displays on each page of the handouts.
15. Click the **Print** button to print the handouts.

**Figure 11-3**

Preview of the customized  
handout



**Take Note** In some classrooms, printing is limited or unavailable. Check with your instructor as needed to make sure it is okay to print a multiple-page document in your classroom.

**16. SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## CHOOSING SLIDES TO DISPLAY

You might want to present only a portion of the slides you have prepared on a specific subject. You can select the slides to display by hiding slides or by creating a custom slide show.

### Hiding Selected Slides

You can omit slides from a presentation by hiding them. Use the Hide Slide button or command to hide a slide so it will not appear during the presentation. In this exercise, you hide a slide.

## STEP BY STEP

### Hide a Slide

**GET READY. USE** the *Bid Final* presentation that is still open from the previous exercise.

1. Go to slide 2 and then click the **Slide Show** tab.
2. Click the **Hide Slide** button in the Set Up group. The slide is shaded in the Slides pane at the left and the slide number is surrounded by a box with a diagonal bar across it.
3. Press **F5** to start the presentation from **slide 1**.
4. Click the mouse button and notice that slide 2, Our Mission, does not display. You go directly to slide 3, **The Bid Team**.
5. Press **Esc** to stop the slide show.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Creating a Custom Show

Here we look at how to create **custom shows** to customize presentations for different groups using slides from a single presentation. A comprehensive year-end corporate review presentation, for example, might include information on the company as a whole as well as on the operations of each department. You could show all of the slides to the board of directors and use custom shows to present to each department the general company statistics and the information specific to that department. Custom shows allow you to focus attention on the material most relevant to a specific audience. In this exercise, you will create a custom show that contains a subset of the slides in the main presentation.

You select the slides for a custom show in the Define Custom Show dialog box. Add slide titles from the main presentation to the custom presentation. You can adjust the order in which the slides display in the custom show: Use the up and down arrows to the right of the Slides in custom show list to move a selected title up or down in the list.

### STEP BY STEP

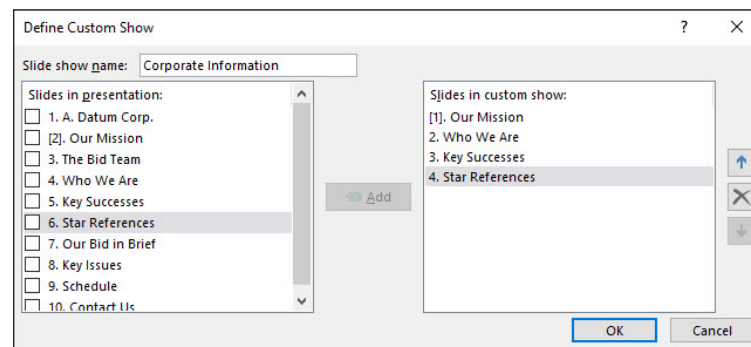
#### Create a Custom Show

**GET READY.** USE the *Bid Final* presentation that is still open from the previous exercise.

1. Click the **Slide Show** tab, if necessary, and then click the **Custom Slide Show** button in the Start Slide Show group.
2. Click **Custom Shows**. The *Custom Shows* dialog box opens.
3. Click the **New** button. The *Define Custom Show* dialog box opens.
4. In the Slide Show Name box, type **Corporate Information**.
5. Click the check box for slide 2 in the Slides in presentation list and then click the **Add** button to place this slide in the Slides in custom show list.
6. Add slides 4, 5, and 6 to the custom show list. Your dialog box should look like Figure 11-4.

**Figure 11-4**

Four slides have been added to the custom show`



**Take Note** The brackets around slide 2's number indicate it is a hidden slide.

7. Click **OK** and then click **Show**. The custom show starts with the second slide you added (the first slide, slide 2, is still hidden). If you were to unhide slide 2, it would also be unhidden in this custom show.
8. Click the mouse button to proceed through the slides of the custom show until the show ends.
9. **SAVE** the presentation.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

**Take Note** When you add slides to the Slides in custom show list, they are renumbered in the list, but the slide numbers on the slides do not change.

## REHEARSING AND RECORDING A SLIDE SHOW

To make sure that your audience will have enough time to read and absorb the content on your slides, you can rehearse your delivery. When you rehearse a presentation, you read it just as if you were a member of the audience viewing the slides for the first time. Look at pictures, charts, and diagrams to read any information they supply. After you rehearse, you have the option of saving your timings to use during your presentation.

You cannot only record timings, but also narration (recorded audio commentary), annotations, and other features. If you cannot reach an audience in real time with your presentation, recording the presentation for later playback is an attractive option. As with timings, you can record the presentation from start to finish or re-record individual slides.

### Rehearsing Timings

Rehearsing a presentation can help you set the **timings** for it. Slide timings are particularly important if you intend to show the slides as a self-running presentation that viewers cannot control. You should allow plenty of time for viewers to read and understand the content on each slide. (You will learn more about self-running presentations in the next section.) When you rehearse, you read the text on the slide out loud (or silently to yourself) to see how long each slide should appear onscreen. You can then choose to keep those timings after the rehearsal or discard them. In this exercise, you will rehearse timings for a presentation and record the timings for later use.

The Rehearsal toolbar that displays when you rehearse slides shows you how much time you have spent reading the current slide as well as the elapsed time for the entire presentation. You can pause the rehearsal if necessary and then resume it when you are ready to continue. You can also choose to start the time again for a particular slide.

Note that saving your rehearsed times applies timings to the slide that allow PowerPoint to control the slides for you. The presentation can run automatically without your having to click buttons to advance slides. If you have applied animations to slide objects, rehearsing will set the proper timing for those objects to display.

You do not have to save the slide timings after rehearsal if you do not want PowerPoint to control the slides for you. You can tell PowerPoint not to save the timings, or you can deselect Use Timings in the Set Up group on the Slide Show tab to remove slide timings.

### STEP BY STEP

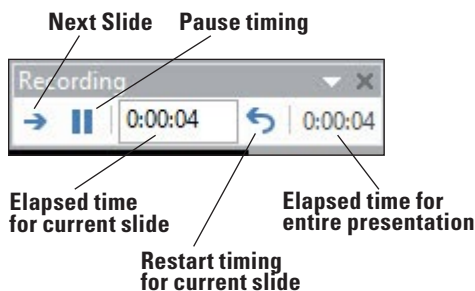
#### Rehearse and Record Timings

**GET READY.** USE the *Bid Final* presentation that is still open from the previous exercise.

1. On the Slide Show tab, click the **Rehearse Timings** button. The slide show starts from slide 1 and the Rehearsal toolbar appears in the upper-left corner of the screen (see Figure 11-5).

**Figure 11-5**

The Rehearsal toolbar appears in Slide Show view



2. Read all the content on each slide, clicking the mouse button to display bullet items and advance slides. As you read, the timer is recording the time you spend. If you get interrupted, you can click the Pause button on the toolbar to pause.
3. When asked if you want to save the slide timings, click **Yes**.
4. On the View tab, click **Slide Sorter view**. The presentation appears with the timing for each slide displayed below it.
5. On the Slide Show tab, mark the **Use Timings** check box if it is not already marked.
6. Press **F5** to start the slide show again from slide 1. This time, let PowerPoint control the slides according to the rehearsal times you set.
7. After three or four slides have displayed, press **Esc** to end the slide show.
8. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Clearing Timings

If you decide not to use automatic timings, you can easily clear all the timings from all slides at once. The following exercise shows how to clear the timings for all slides.

### STEP BY STEP

#### Clear Slide Timings

**GET READY. USE** the **Bid Final** presentation that is still open from the previous exercise.

1. Click the **Slide Show** tab.
2. Click the arrow below the **Record Slide Show** button to open a menu, point to **Clear**, and then click **Clear Timings on All Slides**.
3. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Recording an Entire Presentation

Recording a presentation helps you share your work remotely with people who might not be able to all assemble at a specific date and time to watch it live. The audience members can view your recorded presentation at their convenience. Recording a presentation saves narration, annotations, and timings. It does not create a separate file as a recording; all those settings are saved in the regular PowerPoint file. In the following exercise, you record a presentation from start to finish.

**Take Note** If you want to save a separate file for distribution, consider making a video of the presentation.

**Take Note** In order to record narration, you will need a computer that has sound support and a microphone. You should set up and test the microphone ahead of time in Windows. In Windows 8, from the Start screen, type microphone and then click Settings. On the list of search results, click Set Up a Microphone and then follow the prompts. In Windows 10, click Start, type microphone, and then click the Set up a microphone link. Follow the prompts to prepare the microphone for recording.

### STEP BY STEP

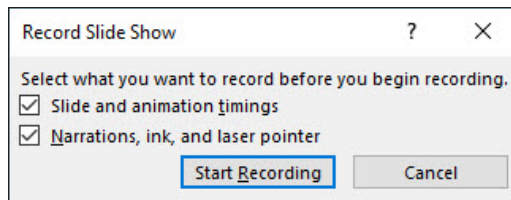
#### Record a Presentation from the Beginning

**GET READY. USE** the **Bid Final** presentation that is still open from the previous exercise.

1. On the Slide Show tab, click the **Record Slide Show** button. The *Record Slide Show* dialog box opens (see Figure 11-6).

**Figure 11-6**

The Record Slide Show dialog box



2. Make sure your microphone is ready.
3. Click **Start Recording** to begin the recording.
4. Click through the presentation, reading the text of the slides into the microphone at a moderate pace. The Rehearsal toolbar appears as you work through the presentation, the same as when rehearsing timings.

**Take Note** If you flub the narration when recording, keep going. You can re-record individual slides after you are finished.

5. When you reach the end of the presentation, click one more time to return to Normal view.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

### Re-Recording an Individual Slide

If you make a mistake in recording a certain slide, you can re-record it. In the following exercise, you re-record a single slide.

#### STEP BY STEP

#### Record a Presentation from the Current Slide

**GET READY. USE** the *Bid Final* presentation that is still open from the previous exercise.

1. Display slide 8.
2. On the Slide Show tab, click the arrow under the Record Slide Show button and then click **Start Recording from Current Slide**. The *Record Slide Show* dialog box opens.
3. Click **Start Recording**.
4. Click to advance the bullet points on slide 8 at a moderate speed, while reading the text for slide 8 into the microphone.
5. Instead of advancing to the next slide, press **Esc** to quit recording. PowerPoint returns to Normal view.
6. **SAVE** the presentation file.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

### SETTING UP A SLIDE SHOW

The Set Up Show dialog box allows you to make a number of decisions about how slides display during a presentation.

When setting up a slide show, you have the option of choosing a Show Type. The choices are:

- **Presented by a speaker** (full screen) is the option to choose if the slides will be presented by a moderator (you or some other person) to a live audience. The slides will display at full screen size.

- **Browsed by an individual** (window) is the option to choose if you are preparing the presentation for a viewer to review on his or her own computer. The slides display within a window that contains a title bar with size/close controls. You can also choose to display a scrollbar to make it easy for the individual to scroll through the slides.
- **Browsed at a kiosk** (full screen) is the option to choose if you intend to have the presentation run unattended, with no moderator. This option is a standard choice for trade shows or other venues where the slides can loop indefinitely for viewers to watch as long as they desire.

You can also configure the slide resolution for a specific monitor. (The default monitor is Automatic, which adjusts the resolution based on the monitor in use.) To set a specific resolution, select a monitor from the Slide Show Monitor drop-down list and then choose a resolution from the Resolution drop-down list.

## Setting Up a Slide Show

The following exercise walks you through the settings in the Set Up Show dialog box. Not all of these settings are applicable to the presentation being used for the example, but all are useful to know about because of the variety of presentations you might create in the future. In this exercise, you configure various settings that govern how a slide show runs in Slide Show view.

### STEP BY STEP

#### Set Up a Slide Show

**GET READY.** USE the *Bid Final* presentation that is still open from the previous exercise.

1. **SAVE** the presentation as *Bid Kiosk*.
2. On the Slide Show tab, click **Set Up Slide Show**. The *Set Up Show* dialog box opens.
3. Examine the settings in the Show type section, but do not make a change yet.
4. In the Show Options section, mark the **Loop continuously until 'Esc'** check box.

**Take Note** This setting is turned on automatically if you choose *Browsed at a kiosk (full screen)* as the show type.

5. Click to mark the **Show without narration** check box.
6. Click to mark the **Show without animation** check box.
7. Click the **Pen color** button and then click the purple standard color.

**Take Note** The pen color is not important for this presentation because it will be self-running, but it is useful for future reference to know how to change it.

8. In the Advance Slides section, click the **Use timings, if present** option button if it is not already selected.
9. In the Show Type section, click **Browsed at a kiosk (full screen)**. Several settings become unavailable when you choose this option, including Loop Continuously Until 'Esc' (which becomes permanently on) and Pen Color. That is why this exercise does not change the show type until after you have tried out those settings.
10. In the Show Slides section, click the **Custom show** option button.

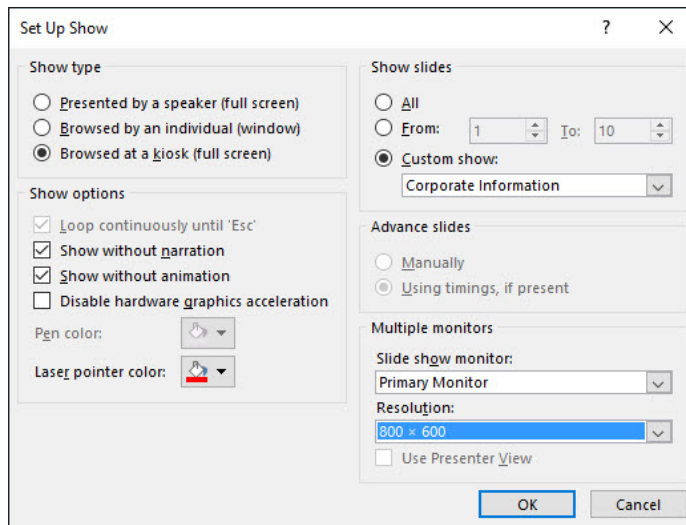
**Take Note** The *Corporate Information* custom show is automatically selected because it is the only custom show in the presentation.

11. In the Multiple Monitors section, open the **Slide show monitor** drop-down list and then click **Primary Monitor**. The Resolution drop-down list becomes available.
12. Open the **Resolution** drop-down list and then click **800 x 600**. The dialog box should look like Figure 11-7 at this point.



**Figure 11-7**

The Set Up Show dialog box with custom settings applied



13. Click **OK**. The dialog box closes.
14. Examine the check boxes in the Set Up group on the Slide Show tab. Notice that the **Play Narrations** check box is cleared because of the check box you marked in step 5. Notice that the **Use Timings** check box is marked because of the option button you chose in step 8.
15. Clear the **Show Media Controls** check box. This setting is not directly applicable to this presentation. However, knowing how to turn on/off the onscreen controls for such clips is useful for future reference.
16. **SAVE** the presentation and then **CLOSE** it.

**PAUSE. LEAVE** PowerPoint open to use in the next exercise.

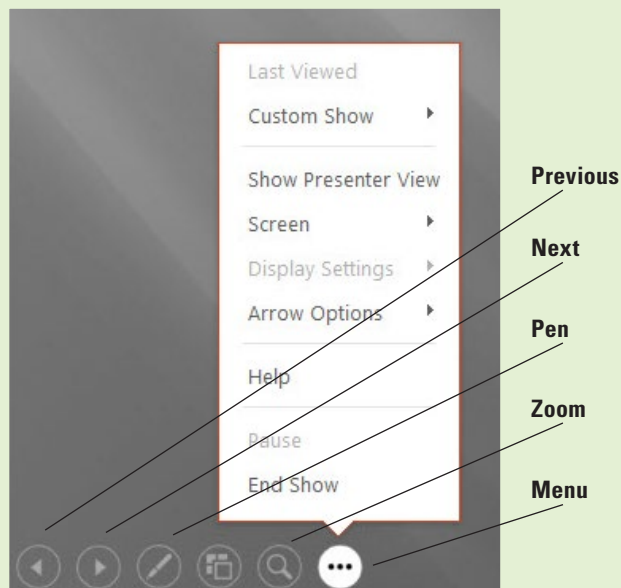
## SOFTWARE ORIENTATION

### Presentation Tools in Slide Show View

When in Slide Show view, presentation tools appear in the bottom left corner of the screen. They are faint until you point at them; then they become bright icons that you can click to open menus. In Figure 11-8 the Menu button is active and its menu is open.

**Figure 11-8**

The presentation tools



You can also display a navigation menu by right-clicking anywhere on the slide. The right-click menu contains an additional command, Pointer Options, which opens the same menu as the Pen button in the presentation tools.

If you have a second monitor available, you can optionally choose to display Presenter View on the monitor that the audience does not see. Presenter View contains many tools for controlling the presentation behind-the-scenes and provides a quick look at any speaker notes you might have included in the presentation file (see Figure 11-9).

**Figure 11-9**  
Presenter View



## WORKING WITH PRESENTATION TOOLS

PowerPoint offers a number of **presentation tools** you can use during a presentation to control the display of slides and mark directly on the slides if desired. You can use keyboard commands, mouse clicks, presentation tools, or menu commands to control the presentation. You can select from several marking options and colors to annotate your slides during the presentation.

### Moving Through a Presentation

There are many ways to move through a presentation's slides. You can simply click to move from start to finish, ignoring any hidden slides. If you want to jump around to other slides that are not in the default sequence, you can use the navigation menu, keyboard shortcuts, or other techniques. In this exercise, you will practice moving through a presentation.

PowerPoint provides many methods so that you can use the tools that are most comfortable for you to go forward, backward, or to a specific slide. Table 11-1 summarizes the most popular navigation options in Slide Show view.

If you have chosen the *Browsed by an individual (window)* show type in the Set Up Show dialog box, the presentation tools at the lower-left corner of the screen do not display and you cannot use the mouse button to go to the next slide. You can use the keyboard options to go to the next or previous slide, or you can right-click the slide and select Next to move forward or Previous to move backward through slides.

**Table 11-1**

Navigation Options in Slide Show View

| Action                                 | Keyboard  | Mouse  | Right-click menu   | Presentation tools   |
|--|---|--|--|--|
| Show the next slide or animation       | N<br>Enter<br>Spacebar<br>Page down<br>Right arrow  | Left mouse button.   | Right-click, then click Next.  | Next button.   |
| Show the previous slide or animation   | P<br>Page up<br>Backspace<br>Left arrow   | n/a  | Right-click, then click Previous.  | Previous button.   |
| Go to the next slide if hidden         | H   | n/a  | n/a  | n/a  |
| Go to the last slide viewed            | n/a   | n/a  | Right-click, then click Last Viewed.   | Menu button, then click Last Viewed.   |
| Go to a specific slide                 | Press G and use the arrow keys to move the highlight to the desired slide and then press Enter to display it.<br>OR<br>Press Ctrl+S for the All Slides dialog box, click the desired slide, and then click Go To.<br>OR<br>Type the slide number and press Enter. | n/a  | Right-click, then click See All Slides, then click the desired thumbnail.                                | See All Slides button, then click the desired thumbnail.                             |
| End show                               | Esc   | n/a  | Right-click, then click End Show.  | Menu button, then click End Show.  |
| Zoom in on a part of the current slide | + to zoom in (press again to zoom in more) - to zoom out (press again to zoom out more)   | Right-click to return to regular viewing after zooming in. | Right-click, then click Zoom In. Click an area of the slide to zoom in on. Drag to move the zoomed area. | Zoom button. Click an area of the slide to zoom in on. Drag to move the zoomed area. |
| Get Help (command summary)             | n/a   | n/a  | Right-click, then click Help.  | Menu button, then click Help.  |

## STEP BY STEP Move through a Presentation

**GET READY. REOPEN** the *Bid Final* presentation you worked with earlier in this lesson.

**Take Note** An easy way to reopen Bid Final is: click the File tab, click Open, and then click the Bid Final file at the top of the list of recent files.

1. Make the following changes to the presentation's setup so that it is configured to be used by a live speaker:

- a. You should have done this earlier but if it's not done, click the **Slide Show** tab, click the down arrow under the **Record Slide Show** button, point to **Clear**, and then click **Clear Timings on All Slides**.
  - b. Click the down arrow under the **Record Slide Show** button, point to **Clear**, and then click **Clear Narrations on All Slides**.
  - c. Click the **Set Up Slide Show** button, and in the Show Slides section, make sure **All** is selected (not Custom Show).
  - d. In the Show Type section, click **Presented by a speaker (full screen)**.
  - e. Open the **Slide show monitor** drop-down list and then click **Automatic**.
  - f. Click **OK**.
2. Click the **From Beginning** button to start the presentation from slide 1.
  3. Move the pointer on the slide until you can see the presentation tools in the lower-left corner of the screen (see Figure 11-8).
  4. Click the **Next** button (the right-pointing arrow). The next slide displays.
  5. Click the **Previous** button (the left-pointing arrow at the far left of the tools). Slide 1 redisplay.
  6. Right-click anywhere on the slide to display the presentation shortcut menu, and then click **See All Slides**. Thumbnail images of the slides appear. Notice that slide 2 is darker than the others because it is hidden.
  7. Click the Back arrow in the upper left corner to return to the slide shown and then press **Page Down** to display the next slide.
  8. Move the mouse pointer to display the presentation tools and then click the **Zoom** button (looks like a magnifying glass). A large rectangular shaded area appears, attached to the mouse pointer.
  9. Move the **mouse pointer** so the shaded area is over the photo and then click to zoom in on the photo. After looking at the photo, right-click to zoom out again.
  10. Click the **Menu** button in the presentation tools (the rightmost button) to display a menu (see Figure 11-8) and then click **Last Viewed**. The slide you previously viewed (slide 1) displays.
  11. Right-click the screen again and then click **End Show** on the presentation shortcut menu to end the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Using Presenter View

Presenter view, as you saw in Figure 11-9, provides an interface for controlling a live show. You can use it on another monitor as your slides display in Slide Show view on the monitor or projector that the audience sees. You can display Presenter view even if you do not have two monitors. This gives you a chance to practice working with Presenter view in advance of your presentation, regardless of the hardware you have to practice with. In this exercise, you will enter Presenter view and learn about some of its tools and features.

### STEP BY STEP

#### Use Presenter View

**GET READY. USE** the **Bid Final** presentation that is still open from the previous exercise.

1. On the Slide Show tab, click **From Beginning** to start the presentation from slide 1.
2. Right-click anywhere on the slide and then click **Show Presenter View** on the menu. Presenter view appears. The current slide appears in the large pane on the left. Beneath it are icons that represent some of the same presenter tools as in Slide Show view. These icons were pointed out in Figure 11-9. The next slide appears in the smaller pane on the right. If this slide contained any speaker notes, they would appear in the lower-right corner.
3. Click the **Next** arrow (right-pointing arrow) at the bottom of the screen. The presentation advances to the next slide.

4. Below the notes pane, click the **Make the text smaller** button. The note text appears smaller (see Figure 11-10).

**Figure 11-10**

Use the buttons below the notes pane to make note text larger or smaller



Photo courtesy of Microsoft

5. Above the current slide, note the timer, which has been recording how much time the presentation has been running. Click the **Pause the timer** button next to it. The timer stops and the button turns to a Resume the Timer button (right pointing arrow).
6. Click the **Restart the timer** button (the button to the right of the Resume the Timer button). The timer resets and the timer resumes counting.
7. Click **Show Taskbar**. The taskbar appears at the bottom of the screen. Click **Show Taskbar** again to turn it off. Showing the taskbar during a presentation can be useful because it enables you to jump out to some other application temporarily.
8. Click the **Black or unblack slide show** button below the current slide. The image of the current slide appears black and appears that way on the audience's screen too.
9. Click the **Black or unblack slide show** button again to restore the current slide's image to the audience's screen.
10. Click **End Slide Show** to end the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Annotating Slides with the Pen or Highlighter

As you proceed through a presentation, you might want to pause to emphasize certain points. You can **annotate** (write) directly on a slide with the annotation tools in PowerPoint. You can control these tools, including setting the color and width of the onscreen pen, via the Pen menu in the presentation tools. Various pen types, thicknesses, and colors are available. In the following exercise, you create ink annotations during a slide show.

PowerPoint offers three different annotation pen options: Laser Pointer, Pen, and Highlighter. The Laser Pointer does not leave marks on the slide at all. The Pen leaves marks where you drag it, about the same thickness as an ink pen. The Highlighter leaves a colored swath where you drag it that is semi-transparent, so it does not obscure content. You can change the ink color for any of these pen types.

The Black Screen and White Screen options allow you to replace the current slide with a black or white screen that you can use for annotations or to cover the current material if you want to keep it under wraps while you are discussing some other issue.

## STEP BY STEP

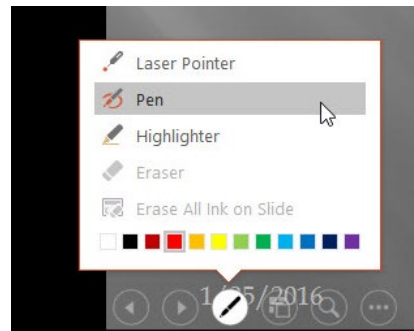
### Annotate Slides

**GET READY.** USE the *Bid Final* presentation that is still open from the previous exercise.

1. Uncheck **Use Presenter View** on the Slide Show tab if necessary.
2. Press **F5** to start the presentation from slide 1, type 7, and then press **Enter**. Slide 7 appears.
3. Move the mouse to display the presenter tools, click the **Pen** icon (see Figure 11-11), and then select **Pen** from the menu. The pointer changes to a small, round pen pointer.

**Figure 11-11**

Choose the Pen pointer



4. Right-click the slide, point to **Pointer Options**, and then click **Ink Color**. Then click **Orange** in the Standard Colors palette.
5. Press the space bar until the Site Preparation bullet point appears and then use the pen pointer to circle the value for site preparation, **\$1,125,500**.
6. Press the **B** key on the keyboard. The screen is blacked out so you can annotate without the distraction of the slide material.
7. Use the pen pointer to draw a large U.S. currency symbol (\$) in the middle of the slide.

**Take Note** While a pen pointer is active, you cannot use the mouse button to advance slides.

8. Press the **B** key again. The slide background is restored and the annotation disappears.
9. Press **Esc** on the keyboard. The arrow pointer is restored.
10. Click or press **Enter** twice to go to slide 8.
11. Press the space bar until the Weather and Overhead power lines bullet points appear, click the **Pen** button in the presentation tools, and then click **Highlighter**. Drag the highlighter pointer across the **Weather** bullet item to highlight it.
12. Click the **Pen** button and then click **Erase All Ink on Slide**. The highlight you added is removed.
13. End the slide show. When asked if you want to keep your annotations, click **Keep**.
14. **SAVE** the presentation.

**PAUSE.** LEAVE the presentation open to use in the next exercise.

When you reach the end of the presentation (or end it early), if you have created any annotations, you are prompted to either save or discard them. If you save them, they are saved on the slide as **ink**, which is similar to a drawing you might do with the Shapes tool.

## Editing Ink Annotations

You can move and delete individual annotations on slides as you would any other graphics and you can also manage ink with the Ink Tools Pens tab. In the following exercise, you edit an ink annotation in Normal view and add a new annotation there.

### STEP BY STEP

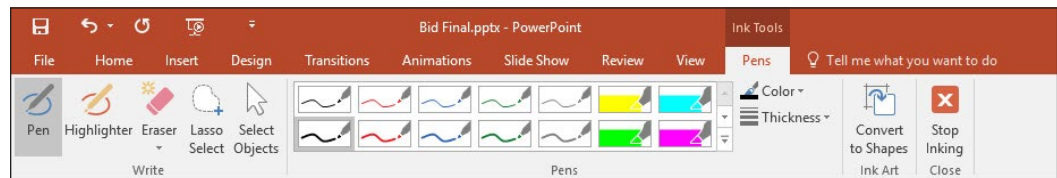
### Edit Ink Annotations

**GET READY.** USE the *Bid Final* presentation that is still open from the previous exercise.

1. In Normal view, display slide 7 and then click the orange circle you drew as an annotation.
2. Click the **Ink Tools Pens** tab to examine the options available (see Figure 11-12).

**Figure 11-12**

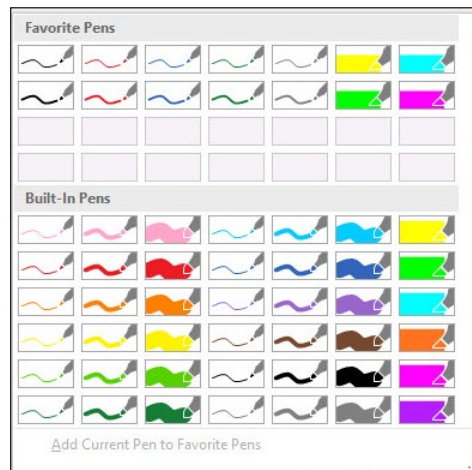
Ink Tools Pens tab on the Ribbon



3. Click the **Color** button to open its palette, and then click **Light Green**. The selected annotation changes color.
4. Click the **Thickness** button to open its menu, and then click **3 pt**. The selected annotation increases in thickness.
5. Click the **More** button in the Pens group to open a gallery of pen styles (see Figure 11-13).

**Figure 11-13**

Gallery of pen styles



6. In the Built-In Pens section, click **Red Pen (1.0 mm)**. Notice that the selected annotation does not change. These pen styles are for creating new annotations, not editing existing ones.
7. Drag to draw an underline beneath Site Preparation.
8. On the Ink Tools Pens tab, click the **Select Objects** button to return to using the arrow pointer again.
9. **SAVE** the presentation.

**PAUSE.** LEAVE the presentation open to use in the next exercise.



## PACKAGING A PRESENTATION FOR CD DELIVERY

You might need to transport your presentation materials to another computer to run your slide show. The Package for CD feature streamlines the process of packing all the materials you need to show the presentation even if PowerPoint is not installed on the other computer. Even though this option has CD in the title, you can save the presentation on a Universal Serial Bus (USB) drive or on a folder on your computer to transfer to storage media later or to back up your presentation.

### Packaging a Presentation for CD

The Package for CD feature makes short work of packing all the files you need to show your slides, no matter what kind of system you have to use to run the show. In this exercise, you create a version of your presentation on a CD that you can distribute to others.

**Take Note** Some earlier versions of PowerPoint packaged presentations to CD along with a PowerPoint Viewer utility. PowerPoint 2013 and 2016, however, take a different approach; they package presentations with a Web page on the CD. On this Web page is a link for downloading the PowerPoint Viewer if it is needed. If you plan on showing the presentation somewhere that does not have Internet access, make sure you download the PowerPoint Viewer ahead of time on the computer you will be working with if it does not have a full version of PowerPoint on it.

## STEP BY STEP

### Package a Presentation for CD

**Take Note** You must have a writeable CD drive inserted in your system to complete this exercise. If you do not, or if you do not have a blank writeable CD disc available, skip this exercise.

**GET READY.** USE the *Bid Final* presentation that is still open from the previous exercise.

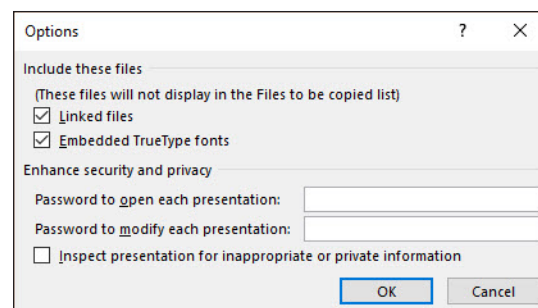
1. Insert a blank writeable CD disc in your writeable CD drive. If an **AutoPlay** box pops up, close it.
2. Click the **File** tab, click **Export**, click **Package Presentation for CD**, and then click **Package for CD**. The *Package for CD* dialog box opens.
3. In the Name the CD box, type **Bid**, replacing the default name.

**Take Note** You can optionally add other presentations or other documents onto the same storage device to avoid using a separate device for each presentation. To add other presentations, you would click **Add** and select the presentations to include. You could then reorder them with the up and down arrow buttons in the dialog box. This exercise packages only one presentation on CD, so it does not include these actions.

4. Click the **Options** button. The *Options* dialog box opens. Note that linked files are marked to be included and TrueType fonts will be embedded. Note that you can also optionally specify passwords to control access to the presentation(s) (see Figure 11-14).

**Figure 11-14**

The Options dialog box for packaging a presentation



5. Click **OK** to accept the default settings and close the *Options* dialog box.
6. In the *Package for CD* dialog box, click **Copy to CD**.
7. A dialog box asks if you want to include linked files in your package. Click **Yes**.
8. A message appears that the presentation contains comments or annotations, stating that these will not be included. Click **Continue**.
9. Wait for the presentation to be written to the CD. It might take several minutes. The CD ejects when finished.
10. In PowerPoint, a message appears stating that the files were successfully copied to CD and offering to copy the same files to another CD. Click **No**.
11. Click **Close** to close the *Package for CD* dialog box.
12. To test your new CD, reinsert the CD into your computer. If an AutoPlay box opens, click **Run PresentationPackage.html**. If no box opens, open File Explorer (or Windows Explorer if using Windows 7), click **Computer**, and then double-click the CD/DVD drive.
13. A Web page displays, showing a page that lists the presentations on the CD. (There is only one in this case.) A link also appears for downloading the PowerPoint Viewer. You do not need it on your PC since you have the full version of PowerPoint.

**Take Note** Note that the name might appear as Bid%20Final because the space between the two words is treated as a non-breaking space in HTML.

14. Click the name of the presentation. Respond to any security warnings you might see in your Web browser. The presentation opens in PowerPoint, in Read-Only mode.
15. Click the **File** tab and then click **Close** to close the copy of the presentation that originated from the CD. (The original **Bid Final** presentation is still open.)

**PAUSE. LEAVE** the presentation open to use in the next exercise.

**Take Note** Package for CD works only with CDs, not DVDs. If you want to store a presentation on a DVD, you can save materials in a folder as described in the following section and then use your system's DVD burning tools to copy the files to the DVD.

### Packaging a Presentation to a Folder

With current computers being smaller and more compact, many students might not have a CD drive on their computer. In this case, you might want to distribute a USB drive to the student. You can use this same Package for CD option to save the files to a folder that you can then put on a USB drive. In addition, you can use this feature to archive presentations onto a CD, USB, or into folders for storage. The packaging process pulls together all the files you need for a presentation, so your stored presentation provides an excellent long-term backup for your work. In this exercise, you package a presentation to a folder.

**STEP BY STEP****Package a Presentation to a Folder**

**GET READY.** USE the *Bid Final* presentation that is still open from the previous exercise.

1. Click the **File** tab, click **Export**, click **Package Presentation for CD**, and then click **Package for CD**. The *Package for CD* dialog box opens.
2. Click **Copy to Folder**. The *Copy to Folder* dialog box opens.
3. In the Folder name box, change the default name to **Bid**.
4. In the Location box, change the path to the location where you store files for this lesson.
5. Click **OK**.
6. A message appears asking if you want to include linked files in your package. Click **Yes**.
7. A message appears that the presentation contains comments or annotations and that these will not be included. Click **Continue**.
8. Wait for the presentation to be written to the new folder. It should occur almost instantaneously (unlike when making a CD). The folder opens in Windows when it is finished.
9. In the folder window, double-click the **PresentationPackage** folder to see what is inside it. The folder contains some graphics and support files that are needed to show the Web page.
10. Close the folder window and return to PowerPoint. The *Package for CD* dialog box is still open.
11. Click **Close** to close the dialog box.

**SAVE** the presentation and then **CLOSE** the file. **EXIT** PowerPoint.

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## Knowledge Assessment

### Fill in the Blank

Fill in each blank with the term or phrase that best completes the statement.

1. Use the \_\_\_\_\_ dialog box to change to a non-standard slide size.
2. You can set up a presentation to loop continuously until you press the \_\_\_\_\_ key.
3. Use the \_\_\_\_\_ toolbar to view timings as you rehearse a presentation.
4. When you \_\_\_\_\_ slides, you use the pointer to draw or write.
5. The \_\_\_\_\_ option allows you to save the presentation to easily distribute to others.

### Multiple Choice

Circle the correct answer.

1. A slide that is wider than it is tall is displayed in which orientation?
  - a. Portrait
  - b. Column
  - c. Picture
  - d. Landscape
2. Which of the following is *not* one of the standard placeholders on the Handout Master?
  - a. Date
  - b. Header
  - c. Page Number
  - d. Author
3. Which of the following options prevents a slide from displaying during a presentation?
  - a. Delete Slide
  - b. Hide Slide
  - c. Show/Hide Slide
  - d. Conceal Slide
4. Which of the following is not a way to advance to the next slide during a presentation?
  - a. Press Home
  - b. Press the spacebar
  - c. Click the left mouse button
  - d. Press Page Down
5. Which of the following is a quick way to restore the arrow pointer after you have used it for drawing?
  - a. Press End
  - b. Double-click the screen
  - c. Click the arrow pointer button in the presenter tools
  - d. Press Esc

## Projects

### Project 11-1: Finalizing a Presentation and Creating Handouts

You are nearly ready to present the slide show for Blue Yonder Airlines. In this project, you will use the tools you have learned about in this lesson to finalize the presentation and create handouts.

**GET READY.** Launch PowerPoint if it is not already running.

1. **OPEN** the **Airline** presentation in the data files for this lesson and then **SAVE** it as **Airline Final**.
2. Click the **Design** tab, click the **Slide Size** button, and then click **Standard (4:3)**. When prompted to scale the content, click **Ensure Fit**.
3. Click the **Slide Show** tab and then click the **Set Up Slide Show** button.
4. Choose the **Presented by a speaker** option and choose to have slides advance Manually. Choose **Blue** as the pen color. Click **OK** to accept the new settings.
5. Click the **Insert** tab, click **Header & Footer**, and on the Notes and Handouts tab, choose to display the date (update automatically), the header **Blue Yonder Airlines**, and page numbers. Click **Apply to All** to apply the setting to all slides.
6. Click the **View** tab and then click **Handout Master** to open Handout Master view.
7. Center the header text and date in their placeholders and right-align the page number in its placeholder. Close **Handout Master** view.
8. Hide the last slide in the presentation.
9. Click the **File** tab, click **Print**, and then set the following print options:
10. Choose to print handouts with four slides per page, in vertical order.
11. In the Slides settings, deselect the **Frame Slides** option.
12. In the Print All Slides settings, deselect the **Print Hidden Slides** option if it's not already deselected.
13. Print the handouts.
14. **SAVE** the presentation and **CLOSE** the file.

**Take Note** In some classrooms, printing is limited or unavailable. Check with your instructor as needed to make sure it is okay to print a multiple-page document in your classroom.

**PAUSE. LEAVE** PowerPoint open for use in the next project.

## Project 11-2: Previewing a Presentation

In this project, you will run through the Airline Final presentation before delivering it to make sure you are familiar with content and how to display it during the slide show.

1. **OPEN** the *Airline Final* presentation you created in Project 11-1 and then **SAVE** it as *Airline Final Check*.
2. Hide slide 7.
3. Press **F5** to view the presentation from slide 1.
4. Use the **Next** button in the presentation tools to move to slide 3.
5. Use the **Previous** button in the presentation tools to go backward to slide 1.
6. Right-click the slide to display the shortcut menu and use **See All Slides** to jump to slide 4.
7. Right-click the slide, click **Pointer Options**, and then select **Highlighter**.
8. Highlight the bullet items **Caribbean** and **Scuba**.
9. Restore the **arrow pointer** and press **Esc** to end the show. Choose to keep your annotations.
10. Rehearse timings for the presentation. When the presentation ends, save the slide timings.
11. Set up the slide show to use the slide timings you saved.
12. **SAVE** the presentation and then **CLOSE** the file.

**EXIT** PowerPoint.

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## EXAM 77-729: POWERPOINT 2016

| Objective Number                       | Matrix skill  | Lesson Number |
|--|---|---------------|
| <b>Create and Manage Presentations</b> |   |               |
| 1.1                                    | <b><i>Create a Presentation</i></b>                 |               |
| 1.1.1                                  | Create a new presentation                           | 2             |
| 1.1.2                                  | Create a presentation based on a template           | 2             |
| 1.1.3                                  | Import Word document outlines                       | 2             |
| 1.2                                    | <b><i>Insert and Format Slides</i></b>              |               |
| 1.2.1                                  | Insert specific slide layouts                       | 2             |
| 1.2.2                                  | Duplicate existing slides                           | 2             |
| 1.2.3                                  | Hide and unhide slides                              | 11            |
| 1.2.4                                  | Delete slides                                       | 2             |
| 1.2.5                                  | Apply a different slide layout                      | 2             |
| 1.2.6                                  | Modify individual slide backgrounds                 | 4             |
| 1.2.7                                  | Insert slide headers, footers, and page numbers     | 4             |
| 1.3                                    | <b><i>Modify Slides, Handouts, and Notes</i></b>    |               |
| 1.3.1                                  | Change the slide master theme or background         | 4             |
| 1.3.2                                  | Modify slide master content                         | 4             |
| 1.3.3                                  | Create a slide layout                               | 4             |
| 1.3.4                                  | Modify a slide layout                               | 4             |
| 1.3.5                                  | Modify the handout master                           | 4, 11         |
| 1.3.6                                  | Modify the notes master                             | 4             |
| 1.4                                    | <b><i>Order and Group Slides</i></b>                |               |
| 1.4.1                                  | Create sections                                     | 4             |
| 1.4.2                                  | Modify slide order                                  | 2, 4          |
| 1.4.3                                  | Rename sections                                     | 4             |
| 1.5                                    | <b><i>Change Presentation Options and Views</i></b> |               |
| 1.5.1                                  | Change slide size                                   | 11            |
| 1.5.2                                  | Change views of a presentation                      | 1             |



| Objective Number                                  | Matrix skill                                   | Lesson Number |
|---|--|---------------|
| 1.5.3   | Set file properties                            | 10            |
| 1.6   | <b>Configure a Presentation for Print</b>      |               |
| 1.6.1   | Print all or part of a presentation            | 2             |
| 1.6.2   | Print notes pages                              | 2             |
| 1.6.3   | Print handouts                                 | 11            |
| 1.6.4   | Print in color, grayscale, or black and white  | 2             |
| 1.7   | <b>Configure and Present a Slide Show</b>      |               |
| 1.7.1   | Create custom slide shows                      | 11            |
| 1.7.2   | Configure slide show options                   | 11            |
| 1.7.3   | Rehearse slide show timing                     | 11            |
| 1.7.4   | Present a slide show by using Presenter View   | 11            |
| <b>Insert and Format Text, Shapes, and Images</b> |  |               |
| 2.1   | <b>Insert and Format Text</b>                  |               |
| 2.1.1   | Insert text on a slide                         | 1             |
| 2.1.2   | Apply formatting and styles to text            | 3             |
| 2.1.3   | Apply WordArt styles to text                   | 3             |
| 2.1.4   | Format text in multiple columns                | 3             |
| 2.1.5   | Create bulleted and numbered lists             | 3             |
| 2.1.6   | Insert hyperlinks                              | 4             |
| 2.2   | <b>Insert and Format Shapes and Text Boxes</b> |               |
| 2.2.1   | Insert or replace shapes                       | 8             |
| 2.2.2   | Insert text boxes                              | 3             |
| 2.2.3   | Resize shapes and text boxes                   | 3, 8          |
| 2.2.4   | Format shapes and text boxes                   | 3, 8          |
| 2.2.5   | Apply styles to shapes and text boxes          | 3             |
| 2.3   | <b>Insert and Format Images</b>                |               |
| 2.3.1   | Insert images                                  | 8             |
| 2.3.2   | Resize and crop images                         | 8             |
| 2.3.3   | Apply styles and effects                       | 8             |
| 2.4   | <b>Order and Group Objects</b>                 |               |
| 2.4.1   | Order objects                                  | 8             |
| 2.4.2   | Align objects                                  | 8             |
| 2.4.3   | Group objects                                  | 8             |

| Objective Number                                  | Matrix skill                                      | Lesson Number |
|---|---|---------------|
| 2.4.4   | Display alignment tools                           | 8             |
| <b>Insert Tables, Charts, SmartArt, and Media</b> |   |               |
| 3.1   | <b><i>Insert and Format Tables</i></b>            |               |
| 3.1.1   | Create a table                                    | 5             |
| 3.1.2   | Insert and delete table rows and columns          | 5             |
| 3.1.3   | Apply table styles                                | 5             |
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