The Computer Workshop

A Professional Development Company

PowerPoint 2016
Level 1

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Tips and Notes

Power Point 2016

Level 1

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Using this Manual

Welcome to the *Power Point 2016 Level 1* course. This manual and the data files are designed to be used for learning, review and reference after the class. The data files can be downloaded any time from *The Computer Workshop* website:

http:\\www.tcworkshop.com

There is no login or password required to access these files. You will also find handouts and supplementary materials on the website in the Download section.

To Download Data Files

Once on *The Computer Workshops* website, look at the bottom of any page to find the link *Download*. Clicking this link opens the *Download* page where you can choose either **Data Files** or **Handouts**.

1. **Data Files** opens a list of general application types.
2. Click once on the **Microsoft Office Courses** link.
3. Click once on the software related to the course.
4. Click once on the version related to the course.
5. If there are multiple folders, click on the **TCW** folder.
6. Click on the course name to download the data files.

You can choose to open or save the zipped folders content to your computer.

The handouts are in PDF format and also available to you without login or password. Simply open the PDF and either print or save to your computer.

Conventions

Conventions Used in this Manual

The hands-on exercises (Actions) are written in a two-column format. The left column ("Instructions") gives numbered instructions, such as what to type, keys to press, commands to choose from menus, etc. The right column ("Results/ Comments"), contains comments describing results of, reasons for, quick keys, etc. for the instructions listed on the left.

◊ Key names and Functions are bold and enclosed in square brackets:

[Enter], **[Tab]**, **[F5]**, **[F10]**

◊ Keys you press simultaneously are separated by a plus (+) sign, typed in bold and enclosed in square brackets. You do not press the plus.

[Shift + F5]

◊ Keys you press in sequence are separated by a space, bold and enclosed in square brackets.

[Home] [Down Arrow]

◊ Ribbon tab names are in bold and italic: Example: ***Home***

◊ Group names are in bold: Example: **Font**

◊ Dialog box names are in italic: Example: *Save As*

◊ Button names are bold and enclosed in square brackets: Example: **[Sort]**

◊ Information you are to type will be in bold. Example:

This is the first day of the rest of your life.

◊ Information that you need to supply will be indicated with pointed brackets.   Example: Type: <**your name**>.
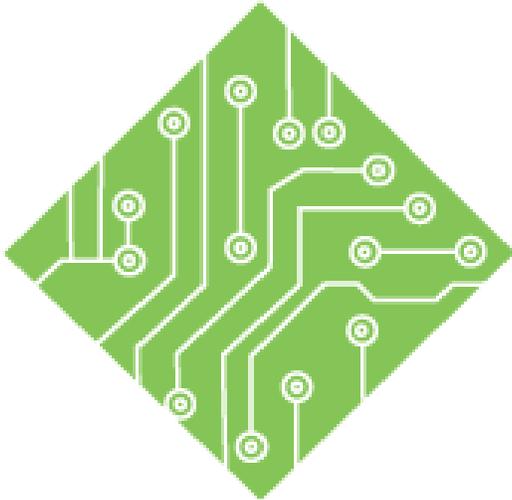
Tips and Notes

Lesson 1: Interface & Viewing a Presentation

Lesson Overview

You will cover the following concepts in this chapter:

⬥ Getting Started

⬥ Overview of the Screen

⬥ Overview of the Ribbons

⬥ Navigating and Viewing a Presentation

⬥ Using PowerPoint Help
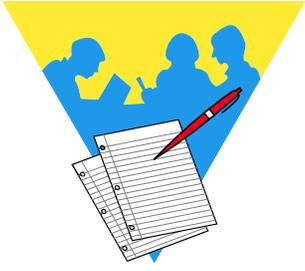
Lesson Notes

Overview

This course was developed with the assumption that you are new to *PowerPoint* and the use of presentations. *Powerpoint* offers several options for the delivery of a presentation: you can print slides, print handouts, print notes pages, prepare for multimedia, or deliver an on-screen presentation.

As you develop a *PowerPoint* presentation, it is important to remember that you should not try to include every piece of information you wish to deliver. *PowerPoint* slides should contain brief, concise, descriptive phrases that will help you remember what you want to present and to serve as a reminder for your audience. The most common mistake made by novice *PowerPoint* developers is to add too much information on each slide. See Appendix A for tips on developing your presentation.

Overview of the Screen

PowerPoint Screen in Backstage View

By default, the Start Screen is shown when you first open the *PowerPoint* program. This is a "Backstage View" where you can open recent files, search for files, or create new presentations from a variety of templates.

Start Screen: Backstage View
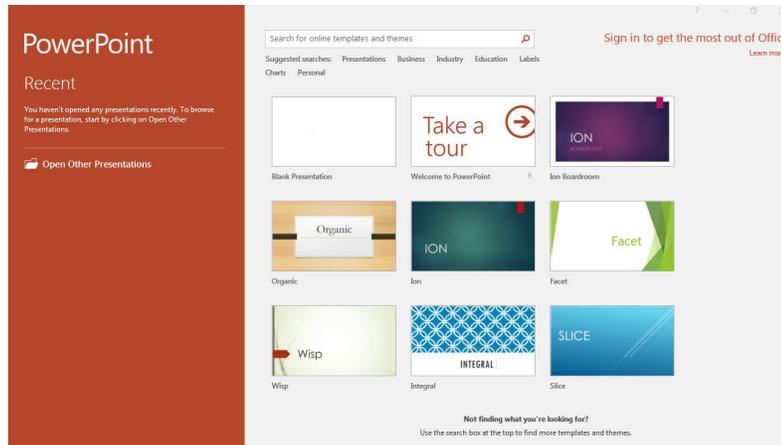
Normal View

Quick Access Toolbar

Title Bar

File Tab

The Ribbon
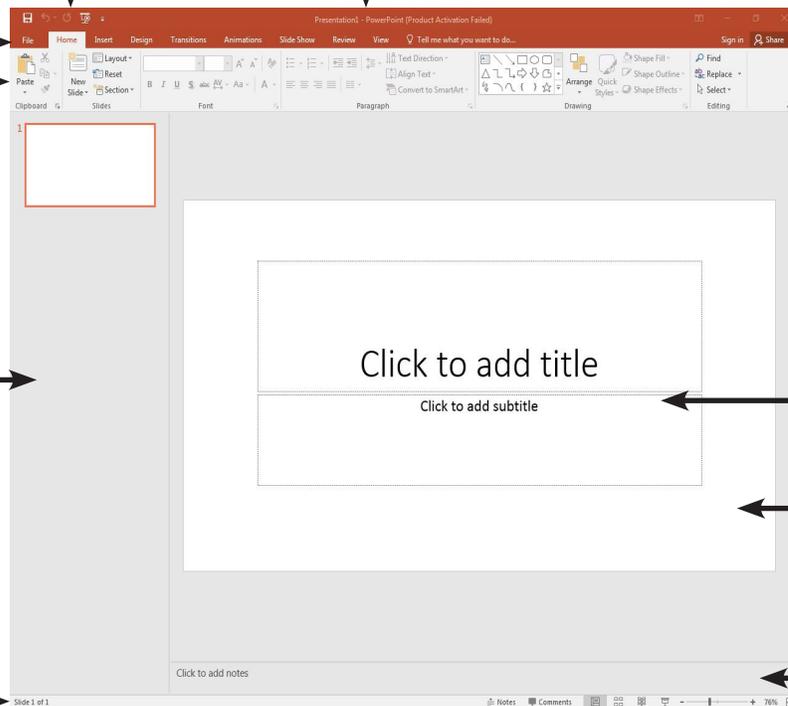
Slide View Pane

Placeholders

Slide Pane

Notes Pane

Status Bar

View Area

Zoom Area

Overview of the Screen, continued

When you choose a blank or template presentation, it will open into the Normal View. This is the best view to create and edit slides. Areas of the Normal view are:

Title Bar - Displays the application name and the file name of the presentation.

File Tab - This takes you back to the Backstage View containing the *PowerPoint* commands that are considered 'behind the scene' options such as *New, Open, Save, Save As, Print* and *Close*. These are commands that don't work with elements on the actual slide.

The Ribbon - The tabs hold buttons to most of the commands in *PowerPoint*. You will also have contextual tabs that are available when working with specific elements on the slide. They change based on what is selected.

Quick Access Toolbar - This is a customizable toolbar for your buttons that you want quick access to - such as **Save, Undo**, etc.

Slides View Pane - enables you to see a thumbnail of each slide by creating a visual list of all the slides in a presentation. When there are more slides than can be seen on the screen, scroll bars will appear.

Slide Pane - This is your work area where a large working view of the current slide is displayed.

Placeholders - Boxes inside the **Slide Pane** with dotted borders that contain content and reside within a slide layout. They also hold the formatting for that particular item.

Notes Pane - Located below the **Slide Pane** will be the **Notes Pane**. The **Notes Pane** enables you to type speaker notes for that slide. These can be printed, but will not show on the screen in **Slide Show** view.

Status Bar - This shows the slide number you are working on and the total number of slides. It also allows you to change views and zoom in and out while working on your presentations.

Zoom Slider - On the right side of the **Status Bar**, it is a quick and easy way to zoom your slides in and out while creating or editing a presentation.

Overview of the Ribbons

The **Ribbon** contains tabs that have buttons for frequently used commands, replacing the Menu system and Toolbars of earlier versions. There are seven (7) standard Tabs - *Home, Insert, Design, Transitions, Animations, Slide Show, Review* and *View Tabs.*
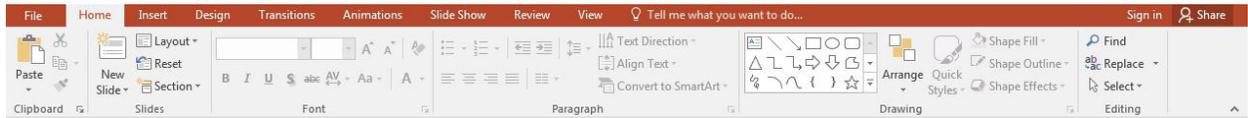
Home Tab

Insert Tab

Design Tab

Transitions Tab
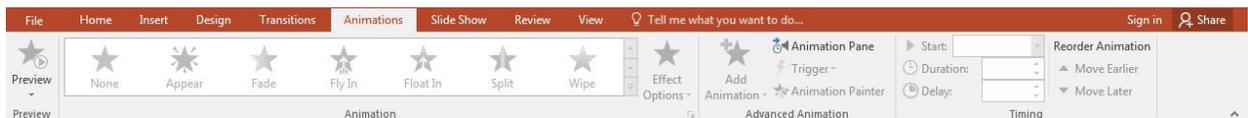
Animations Tab
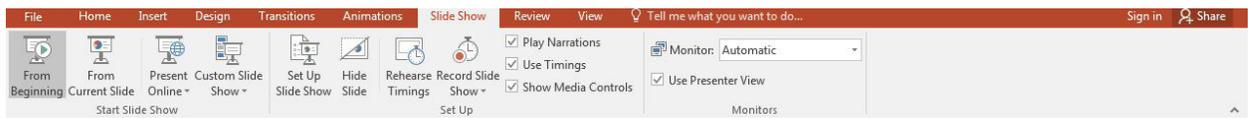
Slide Show Tab
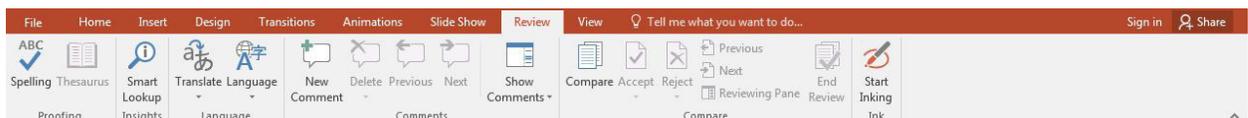
Review Tab
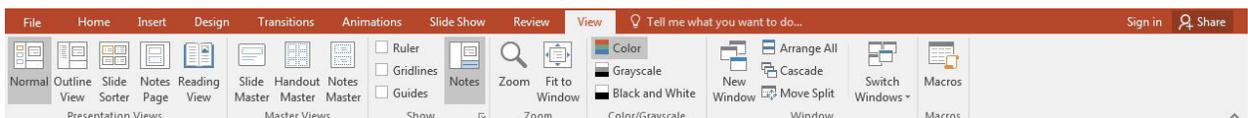
View Tab

Navigate and View a Presentation

Navigating in a Presentation

When a presentation is open, there are many choices for navigating and viewing your information based on your needs. Following are the most common ways to navigate through your slides:

◊ By clicking the slide you want to move to on the **Slide View Pane**

◊ By using the **Scroll Bar** on the right side of the **Slide Pane**

◊ By clicking the **[Previous Slide]** or **[Next Slide]** button at the bottom of the **Slide Pane Scroll Bar**

◊ By pressing the **[Page Up]** and **[Page Down]** keys on the keyboard

To Adjust the Pane Size:

You can adjust the size of the **Slides View Pane** according to your needs by moving the splitter bar.

◊ Place your pointer on the border of the pane until it becomes a ⬍ or ↔ .

◊ Click and drag to resize the pane to the desired size.

Other Views in a Presentation

The *View Tab* has additional views devided into the **Presentation Views Group** and the **Master Views Group.**
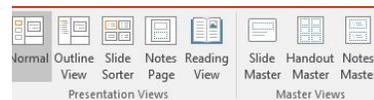
◊ **Normal View** - this is the default view when you first create a presentation. This view allows you to work within a slide and see the other slides in the **Slide View Pane.**

◊ **Outline View Pane** - is used to create and organize written information for one slide or for the entire presentation. The titles and body text of all slides are presented in outline form.

Navigate and View a Presentation,
continued

◈ **Slide Sorter View** - enables you to look at the organization of your presentation. All of the slides in your presentation are displayed on your screen in thumbnail format. In **Slide Sorter View**, you can easily rearrange the order of the slides, copy slides, delete slides and add transitions, as well as preview transitions and hide slides.

◈ **Notes Page View** - enables you to create speaker notes. Each page contains a thumbnail image of the slide and a place to add your notes at the bottom.

◈ **Reading View** - allows you to preview the presentation without having to play the slide show.

◈ **Slide Master View** - enables you to run your presentation in full screen.

◈ **Handout Master View**

◈ **Notes Master View**

Each presentation that you open will remain open in your computer's memory until you close it. Before closing a presentation, be sure you have saved it. Use the *Save As* command to save a presentation for the first time. Use *Save* to update an existing presentation without changing the name. Saving a file in any particular view will also maintain that view in the saved file.

Instructions:

Results/ Comments:

1. Open **Tradeshow.pptx**.

   Located in the Data Files folder. If not there, ask the instructor.
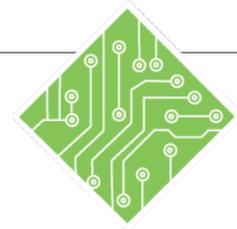
2. Notice the **Slide View Pane** on the left side of the screen.

   This shows all the slides in the presentation in order.

3. Click on the *View Tab* and select the **[Outline View]** button.

   Notice that there are no graphics, only the text that appears on the slides.

4. From the *View Tab*, choose **[Slide Sorter View]**.

   A thumbnail sketch of each slide in the presentation is displayed. You can also access **Slide Sorter View** from the **Status Bar.**

5. From the *View Tab*, choose **[Notes Page].**

   Instead of using **Notes Page View**, you can use the **Notes Pane** to type in your speakers notes. However, if you want to add graphics, you must do this in **Notes Page View.**

6. Click on the **[Normal View]** button.

   The interface changes back into the **Normal View** used in the creation of presentations. You can also access **Normal View** from the **Status Bar.**

7. Leave **Tradeshow.pptx** open.

Instructions:

Results/ Comments:

1. **Tradeshow.pptx** should still be open.

   Located in the Data Files folder. If not there, ask the instructor.

2. In the **Slide View Pane**, click on *Slide 4* to view the slide.

   You should now see Slide 4 in the **Slide Pane**.

3. Click the **[Outline View]** on the *View Tab*, then click on the last slide icon.

   The last slide in the presentation should now be displayed in the **Slide Pane**.

4. In the **Slide Pane**, use the up and down arrow keys on the keyboard to go to the next or previous slide.

   You should be moving from one slide to the next or previous slide, depending on the direction you choose.

5. Click the **[Page Up]** or **[Page Down]** keys on the keyboard to go to the next or previous slide.

   You should again be moving in the direction you choose.

6. Click the **[Next Slide]** or **[Previous Slide]** button located at the bottom of the vertical scroll bar to the right of the **Slide Pane**.

   You should again be moving in the direction you choose.

7. On the *View Tab*, click the **[Slide Sorter]** button. Select the slide you want to see and double-click it.

   By using the **Slide Sorter View**, you can see many more slides at the same time. When you double-click a slide in this view you will be taken back into **Normal View** and that slide is the active one.

8. Leave **Tradeshow.pptx** open.
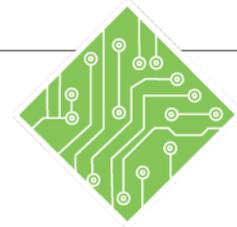
Instructions:

1. **Tradeshow.pptx** should still be open, if not reopen the file.	Located in the Data Files folder. If not there, ask the instructor.

Results/ Comments:

1. **Tradeshow.pptx** should still be open, if not reopen the file.

   Located in the Data Files folder. If not there, ask the instructor.

2. Click the **[Slide Show]** button located at the bottom right side of the interface on the **Status Bar**.

   You should now be viewing the slide show in full screen mode.

3. Click your mouse button or tap the **[Spacebar]** or **[Enter]** key on the keyboard.

   These actions will advance you through the presentation.

4. Tap the **[ESC]** key.

   You have now exited the presentation and returned to **Normal View.**

5. Go to the *Slide Show Tab* in the Ribbon, in the **Start Slide Show Group**, click the **[From Beginning]** button.

   You should again be viewing the presentation in full screen mode.

6. Tap the **[ESC]** key.

   You have now exited the presentation and returned to **Normal View** again.

7. On the *View Tab*, click on the **[Reading View]** button.

   This view is similar to viewing the slide show but you are still in *PowerPoint*. The advantage here is that you can see your slides without the distractions of the interface.

8. Tap the **[Up]** and **[Down]** arrow keys.

   This allows you to move through the presentation.

9. Tap the **[ESC]** key.

   This takes you back into **Normal View.**

10. Leave **Tradeshow.pptx** open.

Using PowerPoint Help

By becoming familiar with the *Help* options, you can streamline receiving support from others. Look in *Help* first and then if you still can't figure it out, call your support resources, including your unlimited phone and e-mail support from The Computer Workshop, Inc.

The *PowerPoint **Help*** feature is a user manual consisting of frequently asked questions, a *Search* field, and a **[Home]** button to reach the **Table of Contents Pane**. By typing your query in the **Search** text box, you can search for information on any topic in *PowerPoint*. Use the **[Home]** button to get a list of all ***Help*** topics is found in the **Table of Contents Pane**.
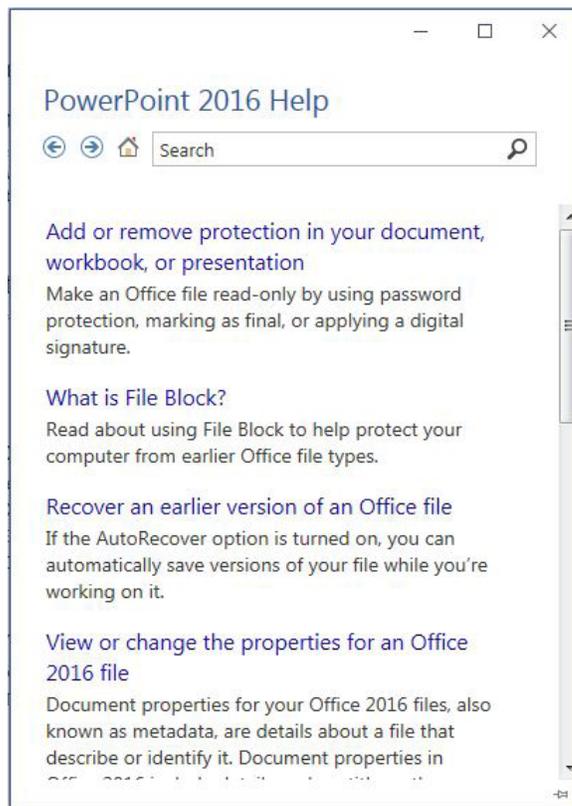
How to Use PowerPoint Help

◊ Click on the *File Tab* to get to the **Backstage View**.

◊ Click the **[Help]** button located in the upper right corner on the screen. The *Help* window opens.

◊ Type a word or phrase in the *Search* field and press **[Enter].**

◊ Click a link from the displayed results.

Action 1.4 - Using the Help Menu
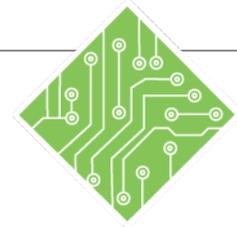
Instructions:

Results/ Comments:

1. **Tradeshow.pptx** should still be open, if not reopen the file.

Located in the Data Files folder. If not there, ask the instructor.

2. Click the *File Tab*, then click the **[Help]** button located in the upper right corner of the screen.

The *Help* window opens.

PowerPoint 2016 Help

Search

Add or remove protection in your document, workbook, or presentation
Make an Office file read-only by using password protection, marking as final, or applying a digital signature.

What is File Block?
Read about using File Block to help protect your computer from earlier Office file types.

Recover an earlier version of an Office file
If the AutoRecover option is turned on, you can automatically save versions of your file while you're working on it.

View or change the properties for an Office 2016 file
Document properties for your Office 2016 files, also known as metadata, are details about a file that describe or identify it. Document properties in

3. In the *Search* field, type: **Format Text**.

Remember to keep the search terms simple.

4. Press **[Enter]**.

To run the search on your term.

5. Scroll though the list of possible answers.

You should see a list of results which match the parameters of the search.
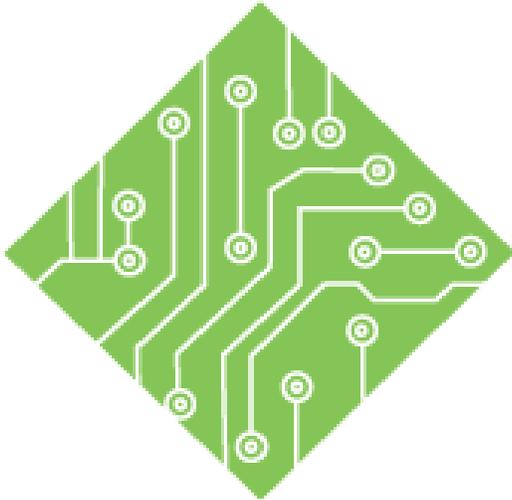
6. Close the help window.

7. Close the file without saving.

Lesson Notes

Lesson 2: Creating a Presentation

Lesson Overview

You will cover the following concepts in this chapter:

- ◊ Starting a New Presentation
- ◊ Entering Text on a Slide
- ◊ Creating Slides Using Preset Content
- ◊ Working with Themes
- ◊ Working in the Outline View Pane
- ◊ Saving the Presentation
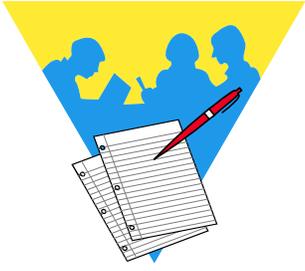
Lesson Notes

Creating a New Presentation

In this portion of the course, we will be creating a presentation from scratch by starting with a blank presentation, Although *PowerPoint* allows you to create a presentation with as much help or as little help as you desire.

When you choose **New** from the **[File]** Tab, these are the options that are available to you:

.

◇ **Search for Online templates and themes -** The Microsoft Office Template Gallery has a variety of additional templates that you can download and use.

You can click one of the choices for *Suggested searches:* (Presentations, Business, Industry, Education, Labels, charts, Personal) and PowerPoint will give you several choices to use. You can also type in the *Search box* and PowerPoint will search the web for Presentations and other templates that best fits what you typed.

These **Templates** may provide you with suggestions on the **Slide or** in the **Notes Pane** on what to add to your slides. It will set up the presentation with a preset style and you can then go back and type in what you need.

◇ **Blank Presentation** - Start with slides that have no design or format applied to them or recent presentations you have created.

◇ **Themes** - These are already formatted presentations. They will include the design, color scheme, and fonts for the presentation, but there will be no content except a **Title Slide** to start your presentation.

Creating a New Presentation,
continued

Start a Blank Presentation by selecting the *File Tab* and clicking **New** from the choices on the left. Then click the **[Blank Presentation]** icon. Once the new file opens, you will see it has only one blank slide that uses the **Title Slide** layout.

The Title Slide Layout

This slide has two placeholders that are ready for you to begin adding your text.

◈ Click in the **Title Placeholder** "Click to add title" and type in a title.

◈ Click in the **Subtitle Placeholder** and type a subtitle. If you don't have a subtitle, point to the edge of the placeholder and click to select the **Subtitle Placeholder**. Press **[Delete]**.

Adding a Slide

To add a new slide, click the **[New Slide]** button on the *Home Tab* in the **Slides** group. Notice that this button has a default and a drop-down. If you click the button itself, you will get a new slide with the same layout as the slide that is selected, unless the slide you are working with is using a **Title Slide** layout. In these instances, the new slide will be a **Title and Content** slide. By clicking the drop-down arrow of the **[New Slide]** button, you can choose which layout the new slide will have from the gallery

As with other drop down galleries in the Office applications, more options are listed below the gallery. In this case you can choose to:
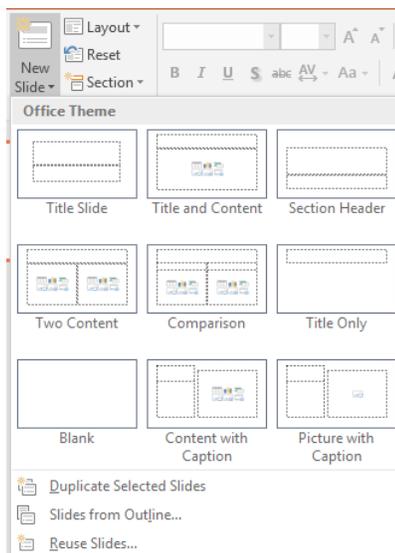
Creating a New Presentation,
continued

◈ **Duplicate Selected Slides-**
adding a duplicate of the selected slide.

◈ **Slides From Outline...**
allowing you to create slides based on an **Outline** created in Word.

◈ **Reuse Slides...**
to open a *Slide Library* or a previous *PowerPoint* File. At left, is a table describing the *Reusable Slides Pane* options (as seen below).

Option	Allows You To
Insert slide from... text box	Use if you know the path and name of an existing presentation.
[Browse] drop-down button	Access slides from an existing presentation or the slide library.
Open A slide Library link	Access a slide library.
Open A *PowerPoint* File link	Access any *PowerPoint* file.
Learn more about reusing slides link	Displays **Help** topics pertaining to reusing slides.

Creating a Presentation
continued

The Title and Content Slide

The second slide that *PowerPoint* adds by default and is probably the most common slide that is used is the Title and Content slide. After your slide has been created, you can begin entering text by clicking into the placeholders and typing in the same manner as entering text on the Title Slide. Most slide layouts provide placeholders for entering titles, text, tables, charts, smart art, pictures, clip art, and media. Placeholders are arranged on the slide according to the layout type. The **Title** and **Body** placeholders are formatted depending on the **Design Theme** you choose, so that all of the text on each slide in your presentation will have consistent formatting.

Adding Content to a Slide

Note

Remember not to overload an individual slide with too many bullets. It is easier for the audience to read and follow if you break up the information across several slides.

◈ Select a title or body placeholder by clicking on it, then start typing.
◈ To add content elements in the content placeholder click the appropriate icon to insert that type of element.
◈ When you press the **[Enter]** key, a new bulleted line appears.
◈ To make the new line a sub-item to the line above, use the **[TAB]** key to demote the current line to a lower level bullet. When you need the new line to be a higher level bullet use **[SHIFT+ TAB]** to promote the line.

To Change the Bullet Style

◈ Select the bulleted text and right-click on it

◈ Trace to **Bullets**

◈ Choose a new bullet style from the gallery or choose **Bullets and Numbering**.

Title Slide Layout

Click to add title

Click to add subtitle
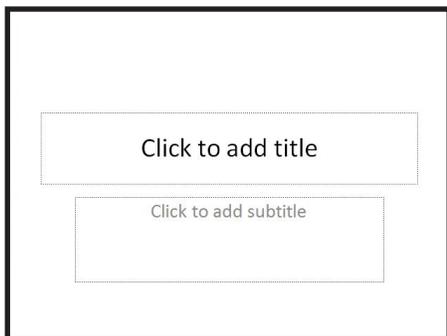
Title & Content Slide Layout

Click to add title

• Click to add text

Action 2.1 - Creating a New Presentation, Creating a Slide and Reusing Slides
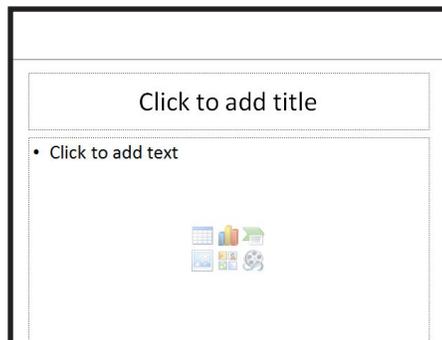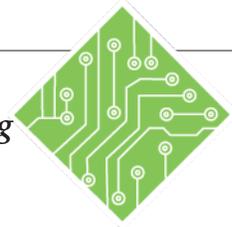
Instructions:

Results/ Comments:

1. Open *PowerPoint*. If you still have **TradeShow.pptx** open, close it and that will also close *PowerPoint*.

The **Available Templates and Themes Pane** will be displayed.

2. Click *Blank Presentation*.
   If *PowerPoint* is already open, you would select the *File Tab* and click **[New]**.

A new untitled presentation is now on your screen with a **Title Slide** in **Normal** view.

The **Title Placeholder** is the box which says, **"Click to add title"**.

The **Subtitle Placeholder** is the box which says, **"Click to add subtitle"**.

4. Click on the **Title Placeholder**.
   Type: **TCW Announces New Product Team**

This will insert the second slide into your presentation. The first slide uses the **Title Slide** layout but the second slide uses the **Title and Content** layout.

5. Click on the **Subtitle Placeholder**.
   Type: **Training Tomorrow's Leaders Today**

This will add a title to the top of the slide.

6. Click the **[New Slide]** button on the *Home Tab* on the Ribbon.

This is the main placeholder on the screen that says **"Click to add text"**.

6. Click on the **Title Placeholder**.
   Type: **Team Agenda**.

7. Click on the **Text Placeholder**. The default is a bulleted list.

8. Type: **Team Objectives**.
   Press **[Enter]**.
   Type: **Team Members**.

A bullet is inserted before the text.

A new bullet will be inserted.

9. Add the following bullets:
   Product Considerations,
   Projected Income by Quarter,
   Q & A.

You should only have 5 topics on this slide when done.

Instructions:

Results/ Comments:

10. From the *Home Tab,* click the drop-down arrow of the **[New Slide]** button and choose **Reuse Slides...**

The Reuse Slides pane is displayed to the right of your presentation.

11. Click the link to *Open a PowerPoint File* in the **Reuse Slides Task Pane** on the right.

The Browse dialog is displayed. You could also click the **[Browse]** button and choose 'From File'.

12. Navigate to the **Data Files** folder.

13. Select the **TCW Quarterly Meeting. pptx** presentation from the list. Double-click the filename to open.

Seven slides are now shown in the **Reuse Slides** pane. These are all the slides in the other presentation.

14. Mouseover the 3rd slide thumbnail (New Product Team Objectives)

Both the file and slide names are displayed in the screen tip.

Click to insert the slide.

The slide is added after the current slide using the current text format.

15. Click on the **Title Placeholder**. Notice the text is white. Change the text color to black.

The text formatting from the original slide is maintained.

16. Click after the last bullet, press **[Enter]**. Type: **Create 3 Year Plan**

17. Click on the check box at the bottom of the **Reuse Slides Task Pane** to **Keep Source Formatting**, and click on the second slide.

The slide is inserted at the end of the presentation. Notice the slide formatting from the presentation you are borrowing from is maintained.

See how easy it is to borrow from other presentations with or without the formatting!

[Ctrl+W]

18. Close the file but do not save it.

Creating a Presentation,
continued

An efficient manner to add slides and text is to use the *Outline View Pane*.

◊ Select the *View* tab and click the **[Outline View]** Button.

◊ Click where you want to add text. If you want to add a new slide, click and the end of the text on the last slide.

◊ Once the cursor is flashing, you can begin typing in the textual content of the presentation.

◊ To insert a new slide, press the **[Enter]** key.

◊ To add the bulleted list on a given slide use the **[TAB]** key to 'demote' from slide to bullet, or use the **[Increase List Level]** button in the **Paragraph** group of the *Home Tab*. Continue using the **[TAB]** key or **[Increase List Level]** button to demote the bullets all the way down to the fifth level.

◊ When you need to promote the bullet use the **[SHIFT+TAB]** combination or the **[Decrease List Level]** button in the **Paragraph** group of the *Home Tab*. Use this method to promote all the way back to a new slide.
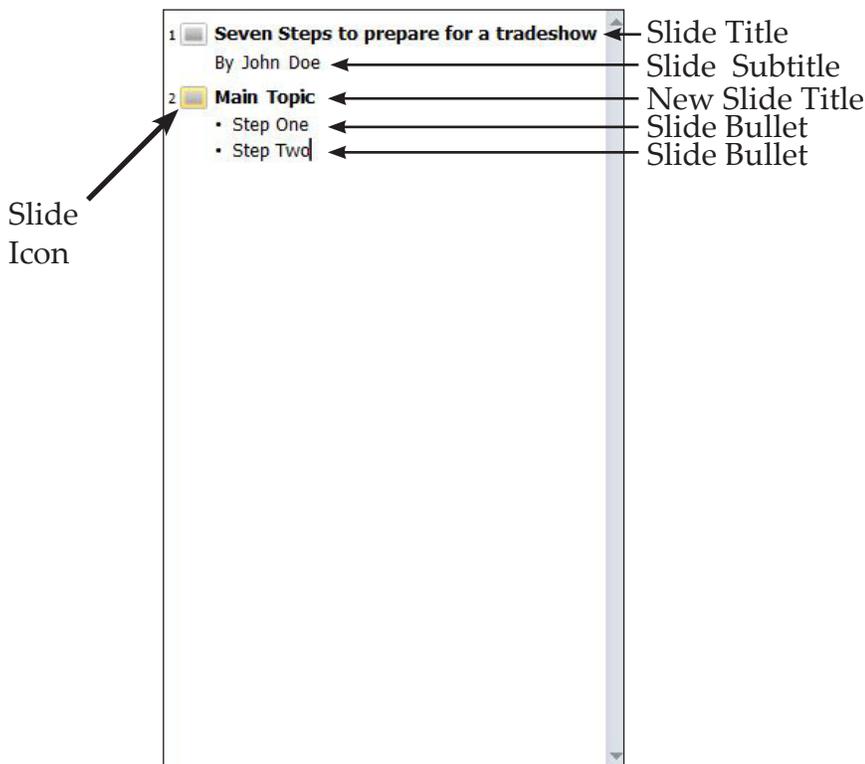
Once you have mastered this technique, you will be able to simply type in all the information required for the presentation and generate the slides needed with all the text bulleted to the correct level in a much more timely manner.

1 ▢ **Seven Steps to prepare for a tradeshow**	Slide Title
By John Doe	Slide Subtitle
2 ▢ **Main Topic**	New Slide Title
• Step One	Slide Bullet
• Step Two	Slide Bullet
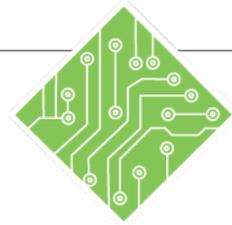
Slide Icon

Instructions:

1. From the *File Tab*, click **[New]** then click **[Blank Presentation]**. (Shortcut: **[Ctrl + N]**)

2. Select the *View Tab* and click the **[Outline View]** Button.

3. Click next to the slide icon in the **Outline View** pane.

4. Type: **TCW Announces New Production Team** Press **[Enter]**.

5. Press **[Tab]**.

6. Type: **Training Tomorrow's Leaders Today**. Press **[Enter]**.

7. Press the **[Shift]** + **[Tab]**.

8. Type: **Team Agenda**.

9. Press **[Enter]** and then **[Tab]**.

10. Type: **Team Objectives**.

Results/ Comments:

The **New Pane** will be displayed. A new untitled presentation is now on your screen with a **Title Slide** in **Normal** view.

The **Outline Pane** is displayed to the left of the current slide.

Your cursor should be flashing beside the icon.

The text appears beside the icon and on the slide. When you press **[Enter]** a new slide is added to the presentation.

The slide icon disappears and you are back to the first slide but entering the **Subtitle** text.

The **Subtitle** text appears in the outline and on the slide, you are still working on the first slide.

This promotes you to a new slide and will insert the second slide into your presentation. The first slide uses the **Title Slide** layout but the second slide uses the **Title and Content** layout.
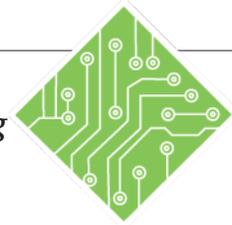
The title of the slide is added.

You demoted the level from slide to a first level bullet on the same slide.

These all the bullets for this slide.

Instructions:

Press **[Enter]**.
Type: **Team Members**.
Press **[Enter]**.
Type: **Product Considerations**.
Press **[Enter]**.
Type: **Projected Income by Quarter**.
Press **[Enter]**.
Type: **Q & A**.
Press **[Enter]**.

10. Press the **[Shift]** and **[Tab]** keys to create a new slide.

11. Type: **Team Objectives**
Press **[Enter]** and then **[Tab]**.

12. Type: **Develop New Products**
Press **[Enter]** and then **[Tab].**

13. Type: **Market Trend Research**
Press **[Enter]**
Type: **Development Planning**
Press **[Enter]**
Type: **Prototype Design**
Press **[Enter]**
Type: **Testing**
Press **[Enter]**
Type: **Marketing**
Press **[Enter]**

14. Press the **[Shift**] and **[Tab] keys** twice.

Results/ Comments:

You just promoted this text from a new bullet to a new slide.

You entered the title of the new slide and demoted from a new slide to a new bullet on the same slide.

You entered the first level bullet and then demoted the next entry to a second level bullet.

You are entering the subtopic bullets.

You are promoting this entry from bullet level two to a new slide. Each time you use the **[Shift] [Tab]** key combination, you promote text one level up.

Instructions:

15. Type: **Team Members**.
    Press **[Enter]**
    Type: **Product Considerations**.
    Press **[Enter]**.
    Type: **Projected Income by Quarter**.
    Press **[Enter]**.
    Type: **Q & A**.
    Press **[Enter]**.

16. Leave the file open for the next exercise.

Results/ Comments:

To create the remaining slides for each topic.

Creating a Presentation
continued

Applying a Design Theme

You can apply a **Design Theme** before or after entering the basic content in the presentation.

Design Themes establish the formatting of the presentation and give a consistent look and feel throughout the presentation. A **Design Theme** generally consists of specific text formats, bullet styles, and backgrounds. *PowerPoint* comes with a standard set of **Design Themes** already installed, but you can also go Online to Office.Microsoft.com and browse a larger selection of Design Themes. You can also make Design Themes of your own by working with the Master Slide, this will be covered in the Level 2 course.

To Apply a theme click the ***Design Tab*** in the ribbon and look in the *Themes Group*. The Themes gallery can be expanded by clicking the **[More]** button ⬇ beside the gallery. Find the **Theme** you want to use and click it. This will apply the theme to the entire presentation.

If you want to mix them up, to give more accentuation between sections, right click the theme and choose **Apply to Selected Slides** from the available options.

Apply to All Slides
Apply to Selected Slides
Set as Default Theme
Add Gallery to Quick Access Toolbar

Design Tab

Themes Group
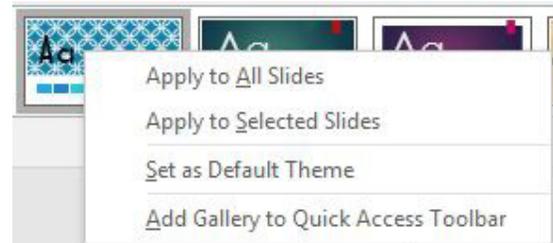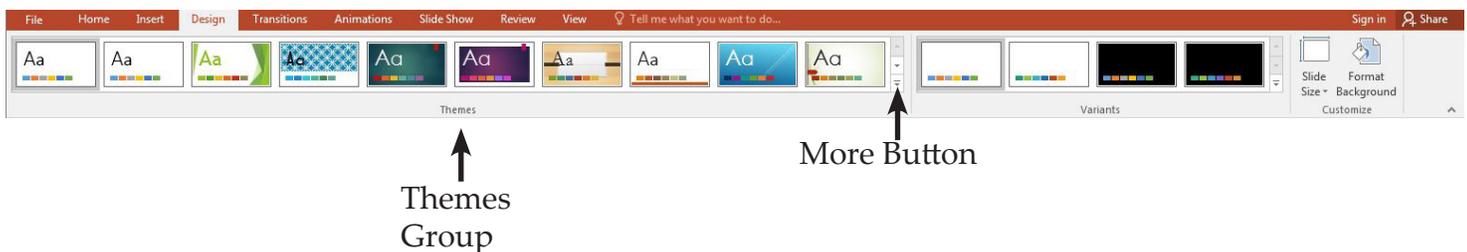
More Button

Action 2.3 - Applying a Design Theme to a Presentation

Instructions:
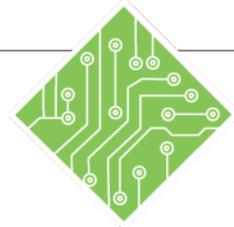
Instructions:	**Results/ Comments:**

1. Change to the Normal view and close the *Reuse Slides* pane. Click on the *Design Tab* in the ribbon.

   Design Theme controls are now displayed.

2. Click on the **[More]** button of the **Themes Gallery** to display the entire gallery.

   The **Themes Gallery** is displayed.

3. Scroll over the thumbnails to find one you like.

   This gallery is a **Live Preview Gallery**, so as you move over the different thumbnails, you see it displayed on the slide.

4. Click on any thumbnail to apply the theme to your presentation.

   When you choose one of the **Themes**, it will automatically be applied to all the slides.

5. Click on the **Office Theme** to apply it to the presentation.

   This removes the Theme you chose and applies the default Theme.

6. Select the first slide in your presentation.

7. Click on the **[More]** button to display the **Design Gallery**.

   The **Themes Gallery** is displayed again.

8. Right-click on the **Wisp Theme** and choose **Apply to Selected Slides**.

   The **Theme** is applied to the first slide only. Use this technique on title slides to differentiate between sections within a presentation.

9. Click on the Team Agenda slide.

   Note that it still has the Office Theme applied.

10. Click the 2nd slide, hold down the **[Shift]** key and select the sixth (6th) slide. Using the same technique, apply the **Facet Theme** to the selected slides only.

    Slides 2 through 6 will be selected.

    Click on the **[More]** button, Right-click on the **Facet Theme**, choose **Apply to Selected Slides.**

11. Check to see what Themes are applied to all 7 slides. Leave the file open for the next exercise.

    Slide 1 is Wisp, Slides 2 through 6 are Facet and Slide 7 is Office Theme.

Saving the Presentation

Once the main content and slides are in place, it is a good idea to save the file to avoid losing your work. Since the file has not been saved yet, you can use either the Save or Save As commands.

To access the Save commands click the *File Tab* on the ribbon. You can also use the **[Save]** button in the **Quick Access Toolbar** or use the shortcut key commands: **[CTRL+S]** for save or **[F12]** for **Save As**.

In the *Save As* window, you give the file its name and choose the file type as well as setting the location where the file is to be stored.

The default file type is *PowerPoint* Presentation (.pptx). This file type embeds XML code into the structure of the file, which helps keep the file size smaller and more importantly makes the file portable, meaning the file can be viewed on handheld mobile devices.

If you are going to send this out to other people who may not be using the newer versions of Microsoft Office, you should change the file type to *PowerPoint* 1997-2003 Presentation (.ppt). This is the older format and anyone with an older version of Office will be able to open your file. There are many file types you can choose, including the PDF file type.

Remember to save the file in a location that you can easily find or that others can also find if you need to share the file.

Save As file types

PowerPoint Presentation (*.pptx)
PowerPoint Presentation (*.pptx)
PowerPoint Macro-Enabled Presentation (*.pptm)
PowerPoint 97-2003 Presentation (*.ppt)
PDF (*.pdf)
XPS Document (*.xps)
PowerPoint Template (*.potx)
PowerPoint Macro-Enabled Template (*.potm)
PowerPoint 97-2003 Template (*.pot)
Office Theme (*.thmx)
PowerPoint Show (*.ppsx)
PowerPoint Macro-Enabled Show (*.ppsm)
PowerPoint 97-2003 Show (*.pps)
PowerPoint Add-In (*.ppam)
PowerPoint 97-2003 Add-In (*.ppa)
PowerPoint XML Presentation (*.xml)
MPEG-4 Video (*.mp4)
Windows Media Video (*.wmv)
GIF Graphics Interchange Format (*.gif)
JPEG File Interchange Format (*.jpg)
PNG Portable Network Graphics Format (*.png)
TIFF Tag Image File Format (*.tif)
Device Independent Bitmap (*.bmp)
Windows Metafile (*.wmf)
Enhanced Windows Metafile (*.emf)
Outline/RTF (*.rtf)
PowerPoint Picture Presentation (*.pptx)
Strict Open XML Presentation (*.pptx)

Save As Window

Instructions:

1. Select the *File Tab* and choose **Save As**.

2. Make sure the Current Folder is your **Data Files** Folder.

   In the *File name:* text box, type in: **My Team**.

3. In the **Save as type:** box ensure that the new format of .pptx is listed. If the extensions are not displayed it will be the first choice entitled *PowerPoint* **Presentation**.

5. Click the **[Save]** button.

6. Close the file.

Results/ Comments:

The *Save As* window opens.

If the location is not your Data files folder, click **[Browse]** and navigate to the Desktop and choose the PowerPoint Data files folder.

This names the file. Use names that are descriptive of the presentation's subject.

This sets the file type it will be saved as. There are many choices here, including **1997 to 2003** *PowerPoint* **Presentation (.ppt)** and even **PDF**.

The file is saved.

File, **Close**

> **Note** While working, it is always a good idea to save the file often by doing one of the following:
>
> 1. Clicking the **[Save]** button in the **Quick Access Tool**
> 2. Clicking the *File Tab* and choosing **Save**.
> 3. Use the Shortcut key combination: **[Ctrl + S]**
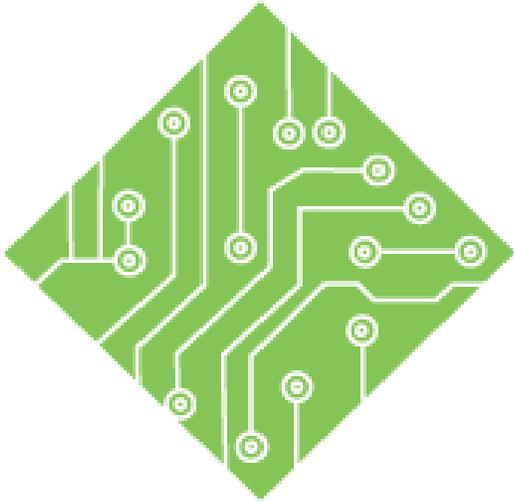
Lesson 3: Formatting Text on Slides

Lesson Overview

You will cover the following concepts in this chapter:

◊   Formatting text

◊   Formatting Paragraphs

◊   Creating Bulleted Lists

◊   Formatting Text Placeholders

Lesson Notes

Formatting Text

By changing text attributes, you change the appearance of your text. Text attributes include font, size, style, and color, and can be applied to either a portion or to all of your text. Text can be formatted in either *Slide* View or *Outline* View. All text attributes will appear the same in either view, with the exception of color and bolding, which cannot be seen in *Outline* View.

When applying text attributes in **Slide View**, if you want to change all of the text in the placeholder, select the text placeholder by clicking in the placeholder and then clicking on the border around the placeholder. The border pattern will change from dashes to a solid border. To change a portion of the text, highlight to select the text and then apply the attributes.

The *Home Tab* contains buttons that give you full control over changing your attributes such as bold, italics, underline, or shadow. For example, to apply italics to selected text, you could click on the **[Italic]** button. The text edit buttons are toggle buttons; click once to turn the option on, click again to turn the option off.

> **Note**
>
> The **[F2]** key will allow you to toggle between selecting the placeholder or the contents of the selected placeholder.

To Change Text Attributes for Selected Text:

◊   Select the text.

◊   Select a text formatting button from the *Home* Tab, or click the *Dialog Box Launcher* located on the lower right corner of a Group.
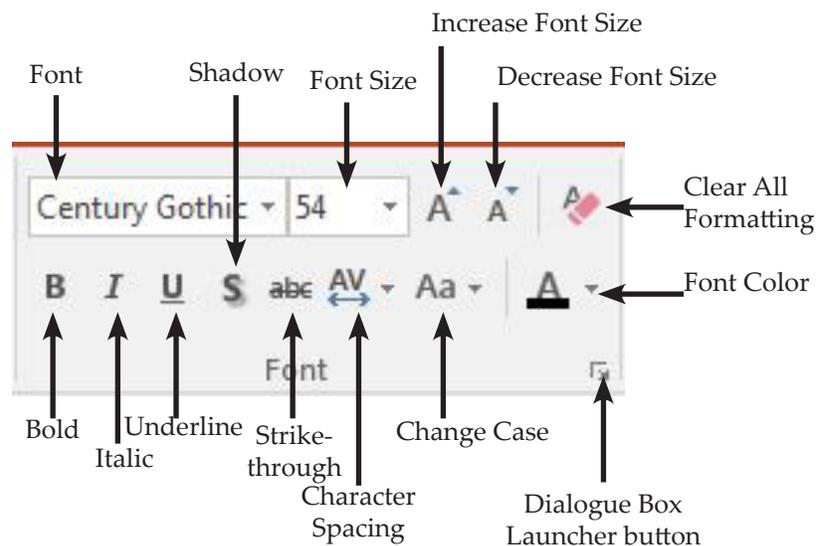
Formatting Text,
continued

Keep in mind that working with text attributes and paragraphs are very different. Below shows the attributes to work just with the text.

The Format Painter

To Copy Text Attributes to Another Selection:

◊ Select the text that has the formatting you want.

◊ Single click the **[Format Painter]** button in the **Clipboard** group on the *Home Tab* to use it once. Double-click to paste to multiple destinations. The I-beam will have a paint brush on it.

◊ Drag the **Format Painter** over text to Paste just the format to the selection(s).

Instructions:

Results/ Comments:
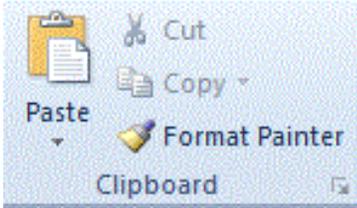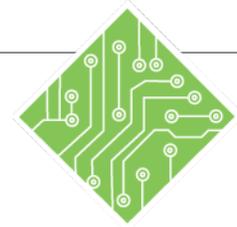
1. Open **My Team.pptx**.

   Click on the *File Tab* choose **Recent** then click on **My Team.pptx**.

   The file opens in *Normal View*.

2. Select Slide 2 and highlight the title text.

3. On the *Home Tab* in the **Font** group click the **[Italic]** button.

   Now your text is italicized.

4. On the *Home Tab* in the **Font** group, click the **[Character Spacing]** button and choose **Very Loose**.

   Note the spacing between the letters.

5. On Slide 2, highlight the bulleted text.

6. On the *Home Tab* in the **Font** group click the **[Bold]** button.

   Now your text is bold.

7. On the *Home Tab* in the **Font** group, click the **[Font Color]** button down arrow.

   A color palette will display. This will change the **Title** to another text color.

8. Click on the down arrow on the **[Font Color]** button. Change to **Blue (or another color), Accent 1, Darker 25%**.

   Note: Depending on which Theme you chose in the previous chapter as to whether or not it is available or not.

9. Reselect the title text. On the *Home Tab*, in the **Clipboard** group click the **[Format Painter]**.

   Notice the pointer has changed shape. Be careful NOT to click anywhere until you get to the text you want to change!

10. On Slide 3, highlight the title text with the **Format Painter**.

    Notice that all the formats have been applied to the text.

11. Reselect the Title text on Slide 2. On the *Home Tab* in the **Clipboard** group click the **[Format Painter]**.

    Hint: If you double-click the Format Painter button, it will allow you to 'paint' text until you click it again.
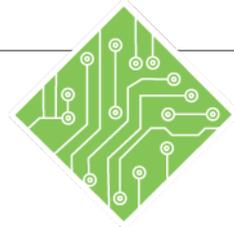
Instructions:	Results/ Comments:
12. Using the **Format Painter**, change the title text on the other slides.	You are applying consistent formating across multiple slides easily.
13. Save your presentation and leave the file open.	**[Ctrl+S]**

Formatting Text, continued

Replace Font Option

If you want to change all instances of a particular font throughout your presentation, the best choice is to use the *Replace Font* feature located in the *Editing* Group.

◊ From the *Editing* Group, Choose **Replace...** click the **[Replace]** drop-down to show two choices.
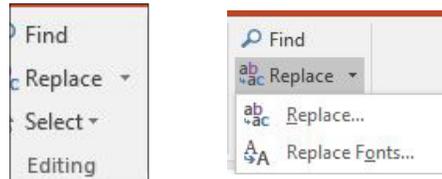
◊ Select *Replace Fonts*. The *Replace Font* Dialog Box will be displayed.
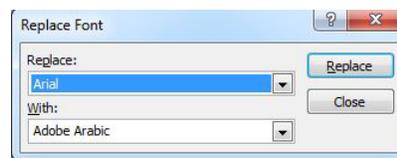
◊ In the *Replace* text box, select the drop-down and choose the font to change.

◊ In the *With* text box, select the drop-down and choose a font to change to.

◊ Click **[Replace]** to change all instances of the font with the new font selection.

Text Styles

In the WordArt Styles gallery on the *Format* contextual tab (one that is available when you click in a text area), you will see thumbnails of different *Text Styles* available to apply to your text. To see how the format will affect your text, mouseover the thumbnail while your text is selected. Select the **[More]** button for additional choices.

More Button

Mouseover to see the change to the text. Select the one you like.

You can also select **[Text Fill]**, **[Text Outline]** and **[Text Effect]** from the **Ribbon**.

Action 3.2 - Using Replace Font, Mini Toolbar and WordArt Styles
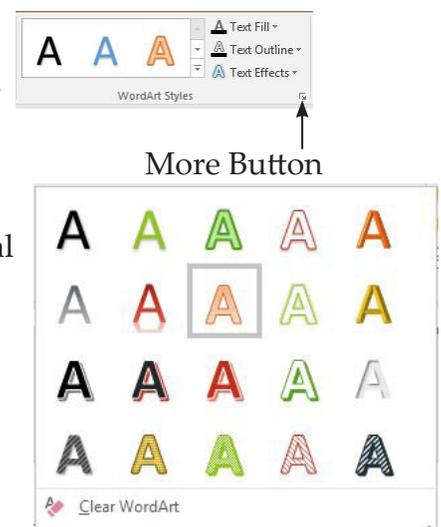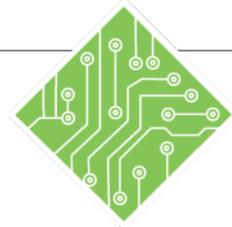
Instructions:	**Results/ Comments:**
1. Select Slide 2 of *My Team.pptx*.	My Team should still be open, if not, open your presentation and select slide 2.
2. Click anywhere in the **Title Placeholder**.	No need to select anything, just click.
3. From the *Home Tab*, in the **Editing** group, choose the drop-down arrow for **[Replace]** and choose **Replace Fonts**.	The *Replace Font* dialog box is displayed. In the *Replace:* drop-down is a list of all fonts currently in use.
4. In the *Replace:* drop-down choose **Trebuchet MS**.	This is the font in your presentation you want to change.
In the *With:* drop-down choose **Brush Script MT**.	This isn't a good font for a presentation, but will show the change very well.
5. Click **[Replace]**. Close the dialog box.	
6. Check any of the other slides and note the text on these slides has changed as well as all the text on Slide 2. Make sure Slide 2 is selected.	Script text is normally too busy and hard to read for a presentation. Use a sans-serif font, such as **Arial** for titles. Use a serif font, such as **Times New Roman** for the body text.
7. Change the font back to **Georgia** using the same method.	**Brush Script MT** is not the best font for your **Titles**.
8. Select "Team Agenda". Then click the *Format Tab*. Click the **[More]** button on the **WordArt Styles Gallery**. Select a style that works with your **Theme.**	You haven't changed the font, just the style.
9. Use the *Mini-Toolbar* and change the font for "Team Agenda" to **Arial**.	You may have to re-select the text in order for the *Mini-Toolbar* to appear.
10. Use the **Format Painter** to apply the formats applied to "Team Agenda" to the **Titles** on the remaining slides.	The **Format Painter** is on the Home Tab. Note the changes to the text. Slide 7 may not be the same as the rest because of having a different Theme applied.

Paragraph Formats

Using the Ruler

Every text placeholder has its own ruler with its own settings. Use the ruler to set or change indents and tabs for all text. If the ruler is not already displayed, select the *View* Tab, and in the *Show* Group, click the checkbox before **Ruler**. If you change the settings for one text box, the change will not affect any other text boxes.

Setting Indents

A text placeholder can have one to five indent levels. These indent levels have three parts.

Ruler Controls

First-line Indent Marker

Hanging Indent Marker
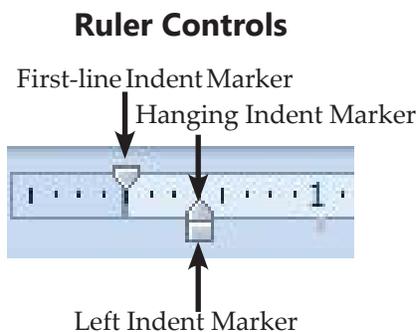
Left Indent Marker

◈ The **First-line Indent**, or the upper indent marker, marks the placement for the first line of a paragraph. In a bulleted list, it is used to set the bullet placement.

◈ The **Hanging Indent**, or the lower indent marker, marks the placement of the remaining lines of a paragraph. In a bulleted list, it marks the placement of the text after the bullet.

◈ The box just beneath the **Hanging Indent** is the **Left Indent** used to move both the **First-line Indent** and **Hanging Indent** markers at the same time. This keeps the distance between the two markers the same. In a bulleted list, it would keep the distance between the bullet and the text the same.

To Set Indents

◈ Select the text placeholder.

◈ From the *View* Tab, make sure the checkbox in front of **Ruler** has a checkmark. If not, click it.

◈ To adjust the first line of a paragraph, drag the **First-line Indent** marker for that indent level to the desired position on the ruler.

◈ To adjust the subsequent lines in a paragraph, drag the **Hanging Indent** marker for that indent level to the desired position on the ruler.

◈ To adjust both indent markers at the same time, drag the box below the **Left Indent** marker to the desired position on the ruler.

Paragraph Formats,
continued

Aligning Text

Paragraph settings affect the placement of text in a paragraph, but do not change the appearance of the text. The *Paragraph Group* is on the *Home* Tab. You have four choices for aligning text in an placeholder: Align Left, Center, Align Right, and Justify.

To Change Paragraph Settings:

◈   Select the placeholder or the text to be aligned.

◈   Select the *Home* Tab.

◈   Select the appropriate button from the *Paragraph* Group. The diagram below shows what each button is designed to do.

- OR -

◈   Select the placeholder or text and click on one of the alignment buttons on the *Mini-Toolbar*.
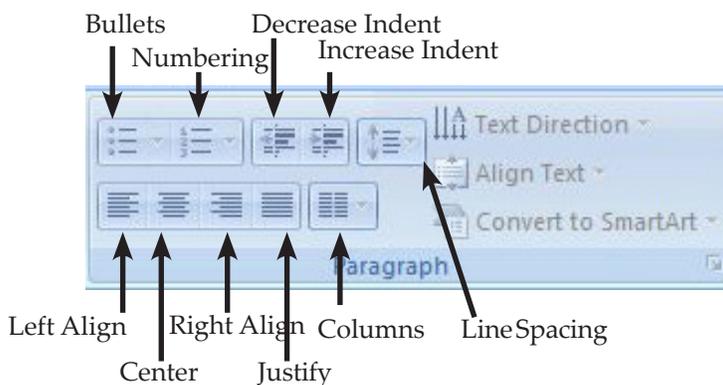
Note

When adjusting line spacing, keep in mind that the height of the slide is only 8-1/2 inches.

Line Spacing

Line spacing, or the vertical distance between lines of text, is set in units of lines or points. Line spacing can be changed between lines of text or before and after paragraphs.

◈   Place the cursor in a paragraph or highlight the paragraphs you want to affect.

◈   From the *Home Tab*, select the **Line Spacing** drop-down and choose from the list or choose **Line Spacing Options** for more choices.

Note

Both **Font** and **Paragraph** groups have a '**Dialog Box Launcher** to access additional commands.

Paragraph Formats,
continued

> Note
>
> The **Bullet** and **Numbering** buttons are toggle buttons.

A body text placeholder is typically formatted as a bulleted list. However, there may be times when you want your body text not to contain bullets. You may add or remove bullets in the *Slide* pane.

Add Bullets to a Text Box:

◊ In the *Slide* pane or *Outline* pane, place the insertion point on the line where the bullet will be added.

◊ Click on the **[Bullets]** button in the *Paragraph* Group on the *Home* Tab.

Remove all Bullets from a Bulleted List:

◊ In the *Slide* pane, click on the border around the body text placeholder to select it, and then click on the **[Bullets]** button. (Note: The First Line indent doesn't change.) To restore the bullets, click on the button again.

◊ In the *Outline* pane, highlight the text then click on the **[Bullets]** button.

Create a Numbered List:

◊ Choose a bulleted slide layout.

◊ In the *Slide* pane, click on the border around the body text placeholder to select it.

◊ Click on the **[Numbering]** button in the *Paragraph* Group on the *Home* Tab.

Create a Sub-Bullet:

◊ **Promoting -** To move your text up one level (to the left), press **[Shift + Tab].**

◊ **Demoting -** To move your text down one level (move to the right), press **[Tab].**

- OR -

◊ Use the **[Promote]** and **[Demote]** buttons in the **Paragraph** group of the *Home Tab*.

Paragraph Formats,
continued

Formatting Bullets and Numbers

You can change the style and look of your bullets and numbers. For example, if you don't want the bullets to be in the shape of a circle, you can change the shape to a square.

◊ Select the list that you want to change.

◊ Select the *Home* Tab, and click either the **[Bullets]** or **[Numbering]** drop-downs, choose **Bullets and Numbering**. The *Bullets and Numbering* dialog box will open.

◊ Choose the bullet style or number style that you want to use. You can also change the color and the size of the bullet relative to the text.

◊ Click the **[OK]** button. The new style is applied.

Note

You can also right click the selection to access bullets & Numbering.

Choose Style ⟶
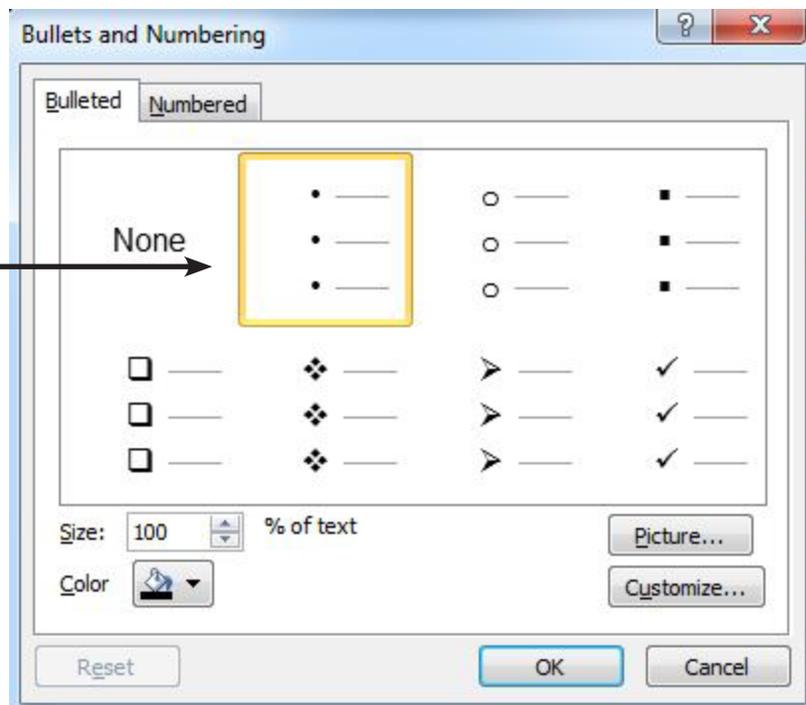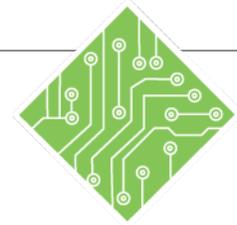
Instructions:

1. *My Team.pptx* should still be open. Select Slide 2 and click in the fourth line of the list.

2. If the ruler is not shown, select the *View Tab* and click the checkbox in front of **Ruler**. Note that the text wraps around to the location of the **Left Indent** marker.

First-line Indent Marker
Hanging Indent Marker
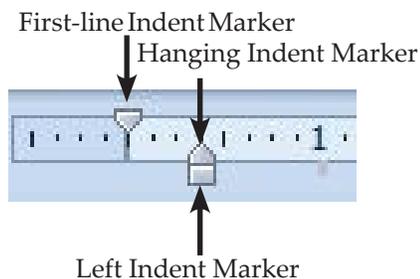
Left Indent Marker

3. Move the **Left Indent** marker to the right.

4. Undo the change.

5. Select all the text in the list. On the *Home Tab* in the **Paragraph** group, select the **[Number]** drop-down arrow and choose the option with parenthesis.

   Use the *Bullets and Numbering* dialog box to change to the bullet of your choice and change the color to Red, Accent 5, Darker 25%.

6. Select the **Line Spacing** drop-down arrow and choose **1.5**.

   Use the **Line Spacing Options** sub-menu to change the **Line Spacing** to **.80**.

Results/ Comments:

This is only selecting one paragraph. Paragraphs are created each time you press the **[Enter]** key.

To display the text ruler. The ruler shows the indent markers for the selected paragraphs. The First-line indent marker indicates where the first line starts; the Left indent marker indicates where the rest of the paragraph will align.

Notice that when you make adjustments to the indent marker, it will adjust the corresponding line.

[Ctrl+Z]

1)
2)
3)

Note the change in the spacing and the size of the text. PowerPoint automatically adjusts the text to fit the placeholder.

In the *Line Spacing Options* dialog box, change *Line Spacing:* to **Multiple**, and type **.80** in the *At* box.
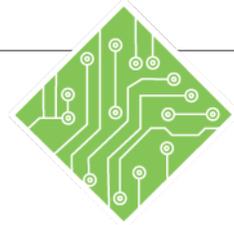
Instructions:

7. Click in the heading **Team Agenda**.

8. In the **Paragraph** group, click on **[Align Right]**.

9. Change the **Title** on Slide 2 back to **Left Align**.

10. Save the presentation and leave the file open.

Results/ Comments:

Changes will affect entire paragraph.

Text aligns to the right side which doesn't fit the design.

[Ctrl+S]

Formatting Text Placeholders

Formatting Placeholders

In addition to changing the text within the *Text Placeholder*, you can also format the *Placeholders* that hold the text from the *Format Contextual Tab*.

You can use the **Shape Fill, Shape Outline,** and **Shape Effects** options to format a text placeholder. See the following Table for more information.

Option	Description
Shape Fill	Changes the background. Make sure to use a shape fill that will compliment the text in the Placeholder.
Shape Outline	Applies color and style to the border of the Placeholder. You can change the Weight and Dashes.
Shape Effects	Used to apply multidimensional effects to the Placeholder. Choose from Preset, Shadow, Refection, Glow, Soft Edges, Bevel, and 3-D Rotation.

Note To select the whole placeholder, make sure your insertion point is within the text and then press the **[F2]** key.

Deleting Placeholders

Select the border of the placeholder. You can tell it is selected if the border becomes a solid line. Once it is selected, just press the **[Delete]** key.

Moving Placeholders

Each placeholder can be moved anywhere on the slide. Be careful not to place it outside the slide area.

Note To select a **Placeholder**, you can also position your mouse pointer over the border of the **Placeholder** until the 4-way arrow is displayed and then click the mouse button. The dotted line will turn to a solid line when selected.

◊ Click in the placeholder that you want to move.

◊ Press **[F2]**. This will select the entire placeholder box.

- OR -

◊ Bring your mouse to the border of the box. The mouse pointer should change to a four-headed arrow. Make sure not to click on a resizing handle (small circles on each corner and each side).

◊ Hold down your mouse and drag the box to the desired location.

Formatting Text Placeholders,
continued

Resizing Placeholders

Each placeholder can be resized to fit on an area of your screen. With the placeholder selected, bring your mouse over one of the resizing handles. The mouse will become a two-headed arrow. Hold down your mouse and drag to resize.
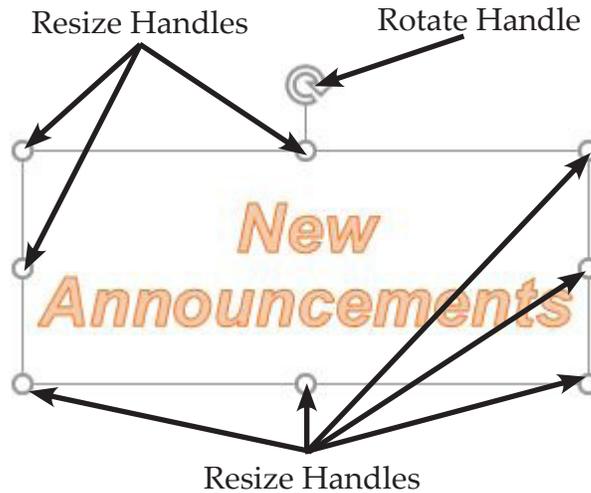
Adding New Placeholders

Sometimes you will want to create your own placeholder to place text into. You will use the *Text Box* tool that is on the **Insert** Tab. The text box can then be resized to fit the area.

◊ Select the **[Text Box]** tool on the *Insert* Tab.

◊ On the slide, place your mouse where you want the text box, hold down your mouse and drag diagonally.

◊ Type the text that you want inside the box.

Action 3.4 - Format Text Placeholders
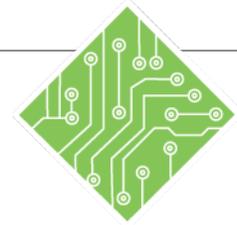
Instructions:

Results/ Comments:

1. You should still have **My Team.pptx** on your screen.

   If not, open it by using the recent documents list.

2. Make sure your presentation is in **Normal View**. Click on Slide 1.

   If you are in Outline View, click the **View Tab** and select **[Normal]**.

3. Click inside the Title text.

   Notice the border of the placeholder is composed of dashed lines.

4. Press the **[F2]** key.

   Notice the border is now composed of a solid line. This tells you the whole placeholder is selected.

5. Press the **[Delete]** key.

   The placeholder and text within it, is deleted. The default placeholder is still there.

6. Click the **[Undo]** button located on the **Quick Access Toolbar**.

   Shortcut: **[Ctrl+Z]**. This will bring back the placeholder.

7. Move your mouse to the border of the placeholder.

   The mouse should change to a four-headed arrow.

   Hold down your mouse and drag the box up about 2" .

   You are able to move any placeholder on the slide.

8. Resize the placeholder so it is approximately 3/4 of the original width. The end result will be to have each word in the Title on a separate line.

   Bring your mouse over any resizing handle. The mouse pointer will change to a two-headed arrow.

9. Undo the resize.
   Undo the move.

   [Ctrl+Z]
   [Ctrl+Z] again

Instructions:	Results/ Comments:
10. Select the *Format Tab* and from the **Shape Styles** gallery, choose an appropriate style to apply to the shape.	Note the fill applied to the Placeholder.
11. Make sure the whole placeholder is still selected (a solid border).	If not, press the **[F2]** key.
12. Click the **[Shape Effects]** button, scrolled down to **Bevel,** choose one you like.	Note the changes to the placeholder - makes it stand out.
13. Resize the Placeholder to fit the text if needed.	Use the bottom handle to move the bottom border up.
14. Move the Sub-Title 'Training Tomorrow's Leaders Today' to the lower center of the slide.	If you want to make sure it is exactly center, resize the box so both sides touch the edge of the slide, then center the text.
15. Click the **[Text Box]** button on the *Insert* Tab. On the slide, draw a text box the length of the Title Box and about 1/2 tall. Type: **By: U. R. Grate**.	To create a placeholder.
16. Format the text and placeholder using the features learned.	
17. Save your presentation.	**[Ctrl + S]**
18. Close the file.	
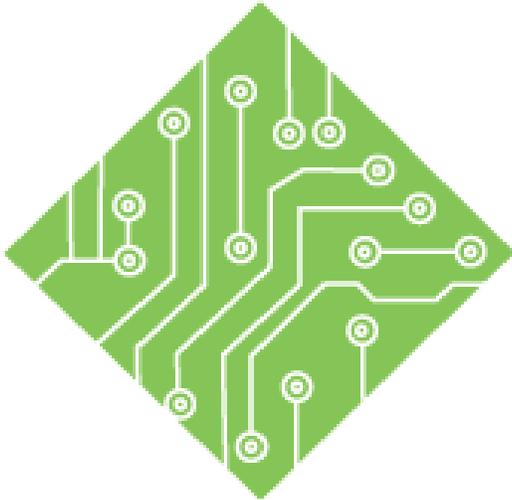
Lesson 4: Modifying Objects

Lesson Overview

You will cover the following concepts in this chapter:

- ◊ Working with Objects
- ◊ Resizing Objects
- ◊ Moving and Deleting Objects
- ◊ Editing Shapes
- ◊ Changing Object Orientation
- ◊ Formatting Objects
- ◊ Duplicating Objects
- ◊ Adding Text to an Object
- ◊ Aligning and Stacking Objects
- ◊ Picture Tools
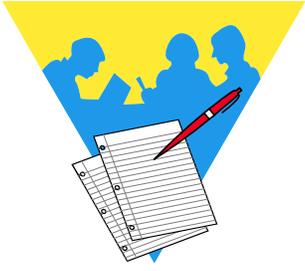
Lesson Notes

Working with Objects

In order to manipulate a drawn or text object using any of the drawing tools or commands, the object must first be selected.

Selecting an Object

♦ When your pointer is over the border or filled object, a 4-headed arrow is added to the **Pointer** making a **Select Object tool**.

♦ To select a *drawn object*, place the **Select Objects** tool or **Pointer** on the object and click. After clicking on the border, you will notice resize handles around the object.

♦ The **[Select]** drop-down list (located on the *Home Tab* in the **Editing** group) has three choices for selecting objects:

 ◊ **Select All:** Selects all the objects on a slide.

 ◊ **Select Objects:** Selects a single object.

 ◊ **Selection Pane:** A **Task Pane** is displayed with a list of all the objects on a single slide. Select an item in the list and the corresponding object is selected.

> **Note**
> If the drawn object you are selecting has **No Fill** (no shading of color inside the border), you must click on the border.

Rotate Handle
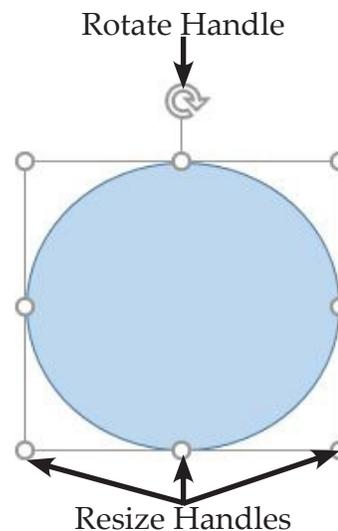
Resize Handles

Working with Objects,
continued

Resizing an Object

You resize or scale an object by using the resize handles (the small blank circles on the border of an object) that are visible after the object has been selected.

Using Resize Handles

◈ Select the object.

◈ Place the pointer on one of the resize handles.

◈ To enlarge an object, drag away from the object. To reduce an object, drag toward the center of the object.

◈ If you want to maintain the object's height to width ratio, press **[Shift]** while dragging on a **corner handle** of the object diagonally.

◈ Release the mouse button.

Resizing from the Center Outward

Resizing an object from the center outward is helpful when you want to maintain an object's position on the screen. For example, if an object is centered on the slide, resizing it from the center outward will keep it centered.

◈ Press the **[Ctrl]** key as you drag one of the resize handles.

◈ If you want to maintain the object's proportion while resizing from the center outward, press the **[Ctrl+Shift]** keys while dragging one of the corner resize handles.

Using the Ribbon

You can also type the Height and Width in the Size Fields within the **Size group** on the *Format Tab*. Click the *Size Dialog Launcher* button for additional choices such as:

Dialog Box Launcher

◈ Size and Rotate

◈ Scale

◈ Lock Aspect Ratio

◈ Crop

Working with Objects, continued

Format Shape, Size and Properties Panel - expanded.
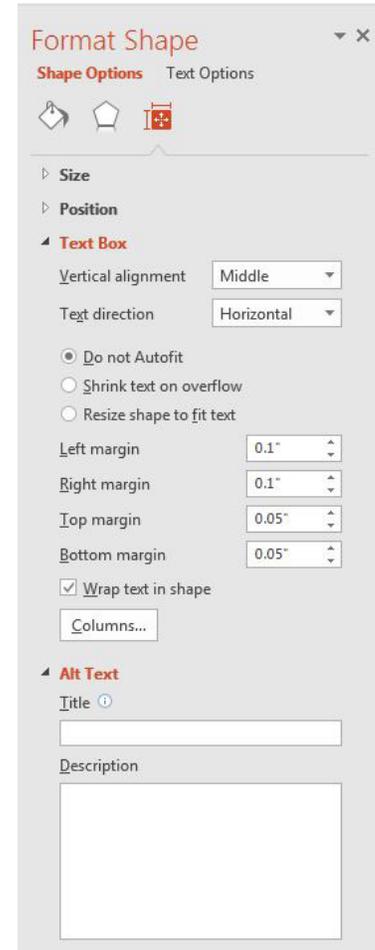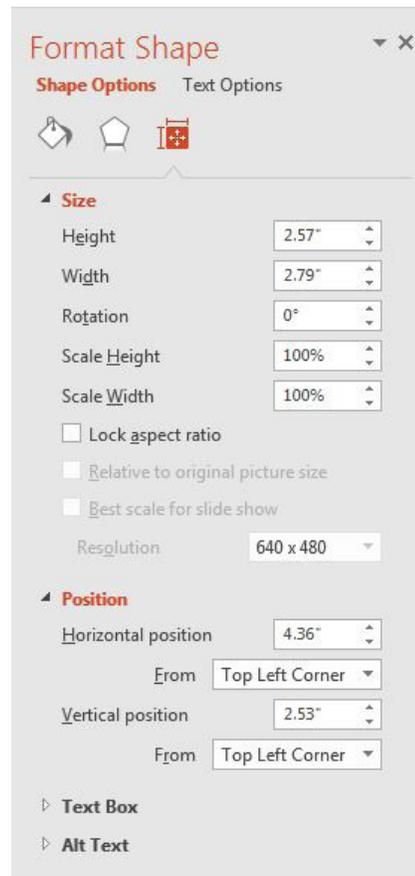
Moving an Object

◊ Select the object.

◊ *Drawn object* – place the pointer in the center of the object, or on the border if the object has no fill.

◊ *Text object* – place the pointer on the border. Do not place it on one of the resize handles

◊ Hold down the mouse button. A four headed arrow will appear. Drag the object to its new location.

◊ Release the mouse button.

Deleting an Object

◊ Select the object.

◊ Press the **[Delete]** key.
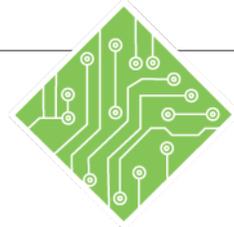
Instructions:

Results/ Comments:

1. Open the file **Object Practice.pptx**.
    Save as **My Object Practice.pptx**.

    Click on the rectangle.

    To select it.

2. Observe the selection box.

    The resize handles indicate that the object is selected.

3. Place the pointer in the middle of the rectangle.

    Not on one of the resize handles.

4. Click and drag the rectangle to the bottom of the page just below the line.

5. Release the mouse button.

    The rectangle is repositioned.

6. Verify that the rectangle is still selected.

7. Press **[Delete]**. Press **[Ctrl+Z]**.

    To delete the rectangle and restore it.

8. Select the circle.

    The circle has no fill. Click the border.

9. Place the mouse pointer on the upper left resize handle.

    A two headed arrow appears.

10. While pressing the mouse button, drag the mouse pointer to the left. Release the mouse button.

    The object's height-to-width proportion is not maintained, and the circle is distorted.

11. From the *QAT*, choose **Undo,** or press **[Ctrl+Z]** on the **Keyboard**.

    To undo the last action and return the circle to its original size.
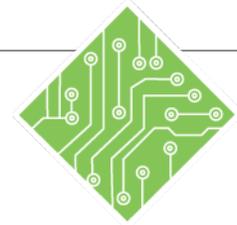
Instructions:

Results/ Comments:

12. Place the mouse pointer on the upper left resize handle. Hold down the **[Shift]** key then drag up on a diagonal to enlarge the circle. Release the mouse button. Release the **[Shift]** key.	Pressing **[Shift]** while dragging a resize handle will change an object's size while maintaining its proportions. The circle's size is changed, and the original proportions are maintained.
13. Select **[Undo]** until the circle is back to the original size.	The number of times you have to **Undo** will be based on the number of times you changed the size of the object.
14. Place the mouse pointer on the upper left resize handle. Hold down the **[Ctrl+Shift]** key then drag up on a diagonal to enlarge the circle.	Note that the circle enlarges, but from the center point out.
15. Select **[Undo]** until the circle is back to the original size.	
16. Use the Zoom Control on the *Status* bar to change the view of the slide. Zoom to **400%**. Zoom to **25%**. Zoom to **33%**. Zoom to **Fit**.	This allows you to work more efficiently.

Editing Shapes

You have learned how to draw shapes - Lines, Rectangles, Basic Shapes, Block Arrows, Equation Shapes, Flowchart, Stars and Banners, Callouts and Action Buttons.

You can change an existing shape choosing a new Shape from the *Change Shape Gallery* or *Convert to Freeform (Edit Points)*.

Changing the Shape of an Object

If you used the Shape Tools to draw an object, you can change the object by using **[Edit Shape]**. To change an object:

◊ Select the object.

◊ From the *Format Tab,* click the drop-down on the **[Edit Shape] button.**
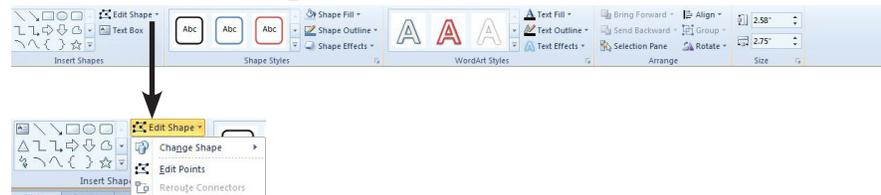
◊ Click *Change Shape*.

◊ Select a different shape from the gallery.

Note: If you choose *Edit Points* instead of *Change Shape,* you are able to make unusual shapes by clicking where you want additional points and then manipulating those points.

Changing Object Orientation

Rotating Clip Art, Image or Text Box

Any text box, image, object or clip art, can be rotated in *PowerPoint* by using the Rotate handle. For more controlled manipulation use the **[Rotate]** button that is located on the Contextual *Format* Tab (under **Drawing Tools**), in the *Arrange* group. It will rotate in 90 degree increments, flip horizontally or vertically or in specified degrees.

◊   Select the Object you want to rotate. The *Drawing Tools, Format Tab* will display.

◊   In the *Arrange* group, select the **[Rotate]** button. Choose either **Rotate Left 90°** or **Rotate Right 90°**.

- OR -

◊   Select the Object you want to rotate. The *Drawing Tools, Format Tab* will display.

◊   On the *Format Tab*, select the drop-down on the **[Rotate]** button and then choose *More Rotation Options*. The *Format Shape Pane* will be displayed.

◊   If not already done, expand the *Size* **option** by clicking on the arrow located to the left of the text.

◊   In the *Rotation* text box enter the degrees that you want to rotate the image. You can also use the up and down arrows to change the rotation until you get the angle you want.

◊   Click **[Close]** on the *Format Shape* panel.

Rotating Handle will change to 4 black arrows when selected.
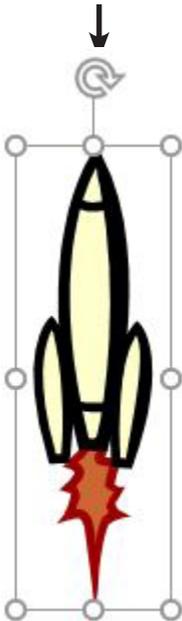
Using the Rotate Handle

◊   Select the Object (or Text Box) to be rotated.

◊   Click on the *Circular Arrow* at the top of the Object. Pull your mouse clockwise or counter clockwise until you reach the desired angle.

◊   Release the mouse button and deselect your Object by clicking outside it.

Instructions:

Results/ Comments:

1. **My Object Practice.pptx** should still be open.

   If not, open it.
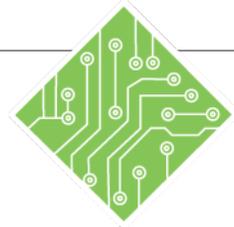
2. Select the blue rectangle.

   The selection and rotate handles will appear.

3. Click on the *Format Tab* under the *Drawing Tools*.

   The *Contextual Tabs* only show up when an object is selected.

4. Click the **[Edit Shape]** drop-down and choose **Change Shape**, choose **[Explosion 2]** from the *Stars and Banners* gallery.

   Second choice from left under *Stars and Banners*.

5. Select the **Rocket** clip art.

   The selection and rotate handles will appear.

6. Using the *Rotate Handle*, rotate the rocket to the right about 45°.

   To see the amount rotated, you will need to display the *Format Picture Pane.*

7. Select the Better Idea arrow. On the *Format Tab*, select the **[Rotate]** button drop-down and choose *More Rotation Options*.

   This will open the *Format Shape* pane. You are capable of making other changes beside rotation within this pane.

8. Verify that the **Size** category is expanded.

   If not, click the **Arrow** to the left of *Size*.

9. In the **Rotation** text box, type in: -**10**.

   The arrow is slightly rotated. You have to use a minus to rotate counter-clockwise.

10. Click **[Close]**.

    To close the *Format Shape* pane.

11. From the *Format Tab*, select the **[Text Box]** tool.

    Located in the **Insert Shapes** group.

12. Draw a text box to the right of the light bulb graphic, type in the word **Progress**.

    You now will type a word and then rotate it.
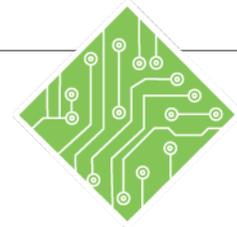
Instructions:

13.	Select the word "Progress" and change the **font** to **Arial Black**, **font size** to **36 pts** and **center align** it within the text box.
14.	From the *Format Tab*, click on the **[Rotate]** drop-down button and choose, **Rotate Left 90º**.
15.	Move the text box about 1/2" to the left of the light bulb graphic. Resize the text box to fit.
16.	Save your document.

Results/ Comments:

You can use the *Home Tab* to make all these changes. Note the position of the text box is not good.

Your document should look like this:

Formatting Objects

After you create an object, you have many options for changing its appearance. For example, you can fill the inside of an object with a solid color, gradient, texture, pattern or picture, apply an effect, or change the style and color of the line surrounding it.

Add or Change the Fill

⬦ Double-click on the object. The *Format Tab* ribbon becomes active. Click the *Dialog Box Launcher* on the **Shape Styles**. The **Format Shape** pane displays.

⬦ Expand the **Fill** option from the *Format Shape Pane* and choose one of the following:

⬦ *No fill:* To make a shape transparent or colorless, or to remove fill from a shape.

⬦ *Solid fill:* To add color and transparency to a shape.

⬦ *Gradient fill:* To add a gradient (a gradual progression of colors and shades, usually from one color to another color, or from one shade to another shade of the same color) fill to a shape

⬦ *Picture or texture fill:* To use a picture as fill for a shape or to add texture to a shape.

⬦ *Pattern fill:* Displays a variety of patterns and the first choice will be selected. If your object is selected, it will change your object to that pattern.

⬦ *Slide background fill:* To use the presentation background as the fill for a shape, line, or character.

⬦ Click **[Close]** to close the panel.

Each choice has different options available giving you a wide variety fill effects.

> **Note** To add fill, click on the **[Shape Fill]** button on the *Format Tab*. Choose a **Fill Color**, **Picture**, **Gradient** or **Texture**. You can also right-click the selected object and choose **Format Shape** to open the dialog box.

Set Transpartent Color Option

The *Transparency* option allows you to make any one color in a picture transparent. This is very good for removing a background color of a picture.

⬦ Select a picture (not a shape).

⬦ Select the contextual **Format Tab** on the Ribbon.

⬦ In the Adjust Group select the [Color] drop-down; Choose Set Transparent Color.

⬦ A small arrow is displayed on your pointer. Click the background color to make transparent.

> **Note** Another option is to use the *Transparency slider* in the **Fill** category of the *Format Shape* dialog box to lighten the fill of an object.

Formatting Objects,
continued

Add a Shadow to an Object

◆ Select the object.

◆ Click on the **[Shape Effects]** button on the contextual *Format Tab*. Choose **Shadow**.

◆ Select a shadow style from the *Shadow Gallery*. To turn off the shadow, select *No Shadow* from the Shadow Gallery.
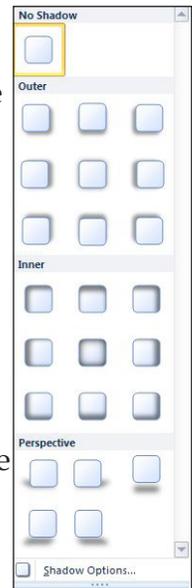
Change the Shadow Color

◆ Select the object.

◆ Click on the **[Shape Effects]** button on the contextual *Format Tab*. Select **Shadow**.

◆ Select the **[Shadow Options...]** button. The **Format Shape** pane is displayed.

◆ Click the **[Color]** button. Choose the color desired.

◆ Click the **[x]** to close the panel.

Formatting Objects,
continued

Change a Line Style and Color

◈ Double-clicking on the object will make the *Format Tab* active.

◈ To make the **Format Shape** panel appear simply right-click the shape and choose Format Shape from the menu or click the **Format Shape** task panel launcher button in the Shape Styles Group on the contextual *Format Tab*. Expand the **Line** option.

◈ You will have several line attributes to choose from:

  ◈ *No Line*—Will remove the selected line.

  ◈ *Solid Line* - Allows color selection of the line.

  ◈ *Gradient* - Allows for a gradient fill to be applied to the line.

  ◈ *Color* - Shows the Theme Pallet unless *Gradient* is chosen for the line, then it give gradient choices.

  ◈ *Width*—Enter a number into the text box or use the spin buttons to adjust thickness.

  ◈ *Compound Type*- Changes the line style to a single or double line. Select a style from the line triple line types.

  ◈ *Dash Type*—Changes the line from a solid line to a dashed pattern. Select a style from the dashed menu.

  ◈ *Cap Type*- Changes line and dashes appearances from square to rounded.

  ◈ *Join Type*- Controls the appearance of corners of lines or shapes.

  ◈ *Arrow Settings*- Allows the beginning and end of a line to be formatted as arrows with shape and size adjustments.

◈ Click the **[x]** to close the panel.
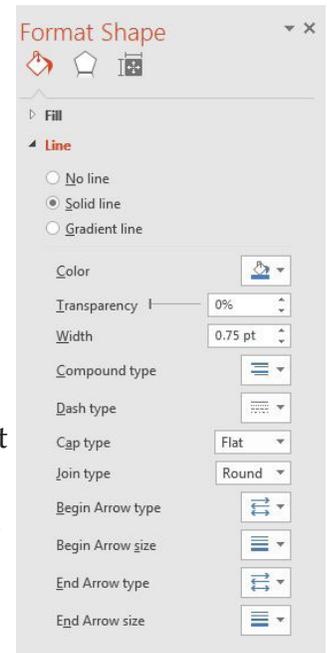
Note

To quickly change a line or dashed line style, click on the **[Shape Outline]** arrow in the *Shape Style* group and choose to modify either the Weight or Dash sub-menu.
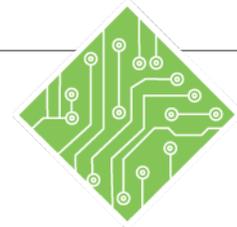
Instructions:

1. **My Object Practice.pptx** should still be open.

   Double-click one of the drawn objects.

2. Click on the **Shape Effects** drop- down in the **Shape Styles** group on the *Drawing Tools Format Tab* in the Ribbon. Trace to **Shadow**.

3. Select a shadow style from the gallery.

4. With the object still selected, click on the **[Format Shape Dialog Box Launcher]** button in the **Shape Styles** group on the *Format Tab*.

5. From the category list at the top, choose **Effects** and expand *Shadow*.

6. Click on the drop-down next to the **[Color]** button. Select a color from the gallery.

7. Close the *Format Shape* Task Panel.

8. Right-click on the object and choose **Format Shape**.

9. Expand the **Line** category.

10. Set the **Width** to **3 pt**.

11. Select the **Color** dropdown and choose a color from the color gallery.

12. Click the **[X]** button

Results/ Comments:

If not, open it.

To make the *Format Tab* active.
Do not select the line.

A drop down list will appear offering effects options, this is a Live Preview Gallery.

The object will now appear shadowed.

The *Format Shapes* Task Panel is displayed to the right.

To access the shadow options.

To change the shadow color.

Click the **[X]**.

The *Format Shape* Task Pane is displayed.

Line Style options are displayed.

The line around the object is thicker.

To change the color of the line.

To close the *Format Shape* Task Panel.

Duplicating & Adding Text to Objects

The *Duplicate* command is an easy way to copy and paste an object. Duplicate places a copy offset from the original just like the copy and paste commands. Unlike the copy and paste commands a second copy made through duplicate will be offset from the first copy using the same distance from the original to the first copy. Once an object is selected, you can duplicate it as many times as needed.

Duplicating an Object

◈ Select the object.

◈ On the *Home Tab*, *Clipboard* group **Copy** drop- down choose **Duplicate** or press **[Ctrl + D]**.

◈ Drag the copy to the desired location.

You can attach text to an object. Once the text is attached to the object, the text will move when you move the object. Text can be attached to objects created with the Rectangle, Oval, or Shape Tools, but it cannot be attached to lines, arcs, or freeforms.

Adding Text to an Object

◈ Select the object.

◈ Start typing. Text will be added inside the object with the default text settings.

Adjusting Text in an Object

◈ Select the object.

◈ Select the *Format Tab*, *Shape Styles* group, **Format Shape** task pane launcher button.

◈ Click on the *Text Options* category.

◈ Click the **[Textbox]** button.

◈ The default is to *Wrap text in Shape*. This will wrap the text within the object.

◈ Click *Resize Shape to fit text* radio button. This will resize the object to fit the text within.

◈ Click the **[x]** to close the *Format Shape* Task Panel.
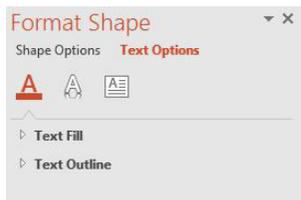
Text Options Task Pane

Aligning & Arranging Objects

When creating a drawing with several related shapes, you may want all of the items to be perfectly aligned. Using the **Align** command, you can align the objects along their left, center, right, top, middle, or bottom edges.

Aligning Multiple Objects

◊ Select the objects. When selecting more than one object, hold down the **[Shift]** key while clicking on the objects you want. You can also draw a **Selection Marquee** or **Lasso** around the objects.

◊ On the *Format Tab*, in the **Arrange** group, click on the **[Align]** drop-down arrow to display a menu.

◊ Select one of the options from the drop-down.
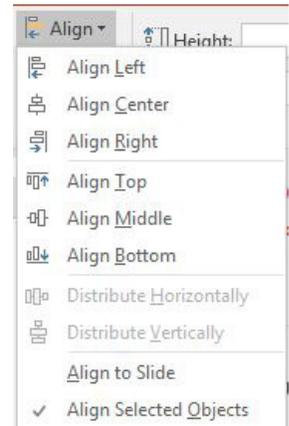
Arranging Object the Stacking Order

When you add or draw objects on your slide, they are automatically stacked on top of each other, you can rearrange the stacking order anytime. The last object added will be on top of the stack. For example, when you draw lines to connect boxes in a flow chart, the beginnings and ends of the lines can be drawn on top of the boxes. To hide the ends of the lines, you need to send the lines behind the boxes or change the stacking order of the objects.

To Change the Stacking Order of an Object

◊ Select the object.

◊ From the *Format Tab, Arrange group* trace to **Bring to Front** or **Send to Back**.

◊ From the sub-menu, select one of the following:

◊ **Bring to Front** or **Send to Back** to move the selected object to the top or bottom of the stack, respectively.

◊ **Bring Forward** or **Send Backward** to move a selected object up or down one level at a time in the stack.

Grouping & Ungrouping Objects

Once you have finished arranging multiple objects in relation to each other, it would be a good idea to group them. Grouping objects together makes multiple objects act as a single object. When objects are grouped, it is possible to format, move, rotate, or resize them all at one time. Grouped objects can have other objects added to the group, allowing you to create complex groups that can be ungrouped to allow editing of portions of the group without affecting other groups or objects within the group.

To group a series of objects (shapes, text boxes, lines, graphics, etc...) Select the objects you want to group by either drawing a marquee around the objects in question or selecting one object and holding the **[Shift]** key while clicking other objects.

With multiple objects selected you can now go to the *Format Tab*, **Arrange** group, click on the **[Group]** button drop-down and select **Group**, or right-click the objects and trace to **Group** and select *Group*.

Note

When dragging a selection marquee around objects, the marquee must completely cover the entire object's bounding box in order to select the objects.
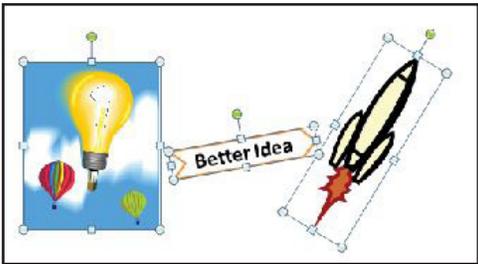
Selected ungrouped objects   Selected grouped objects
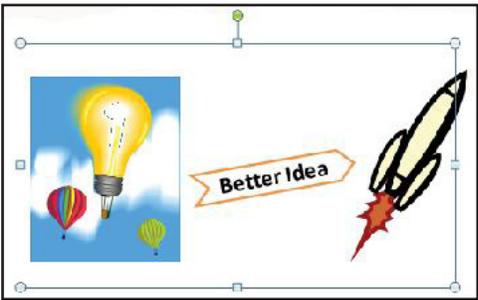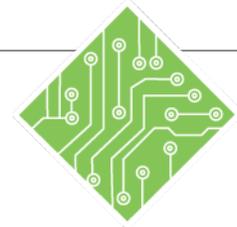
Instructions:	Results/ Comments:
1. **My Object Practice.pptx** should still be open.	If not, re-open it.
Add a new **Blank Slide**.	Click on bottom half of the **[New Slide]** button and select the **Blank** slide from the **Slide Layout** gallery.
2. From the **Drawing** group on the *Home Tab* select the **[Rectangle]** shape.	
3. While holding **[Shift]**, draw a 2" square in the upper left hand corner of the slide.	Use the ruler at the top of the slide to help you in drawing your square. It doesn't have to be exact.
4. Make sure the square is still selected. From the *Home Tab,* in the **Clipboard** group, from the **Copy** arrow, choose **Duplicate**.	This creates a copy of the square. **[Ctrl + D]**
5. Drag the second square to the right and slightly lower than the first square.	They should still overlap somewhat.
6. Press **[Ctrl + D].**	The offset between the copies is the same as from the original to the first copy.
7. Verify that the third square is still selected and tap the **[Delete]** key.	To delete the third square.
8. Change the **Fill** of both squares with colors of your choice.	Select different colors.
9. Select the first square. On the *Format Tab*, in the **Arrange** group select the **[Bring Forward]** drop-down and choose **Bring to Front**.	To send the square to the front of the stacking order.
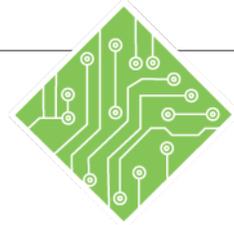
Instructions:	Results/ Comments:
10. Select the second square and increase its size by one inch. Click in an open area on the slide to deselect the square.	Place your mouse over the lower right hand corner resize handle, press the **[Shift]** key and drag down and to the right about one inch.
11. On the *Insert Tab*, in the **Illustrations** group, click to open the **Shapes** gallery and trace to *Stars and Banners.* Select the **8-Point Star**.	The star has an 8 in the center.
12. Press the **[Shift]** key and draw a 2" star anywhere in the slide.	Again, use the Ruler as your guide for drawing the star. Pressing **[Shift]** will keep the original proportions of the object.
13. Change the **Fill** of the object to any *light* color of your choice. Close the *Format Shape* Task Panel.	Make sure the color is different from the fill colors chosen for your squares.
14. With the star still selected, type: **I am adding text to an object**.	Notice how the text is wrapped within the object.
15. Right-click on the **Star** and choose Format Shape	This opens the *Format Shape* dialog box.
16. Click on the **Text Options** at the top and then click the *Textbox* icon.	Textbox icon.
17. Click on the checkbox or option button for: • **Wrap text in shape** • **Resize Shape to fit text**	The text will extend outside the shape and the shape will conform to the text.
18. Press **[Ctrl+Z]** twice. and then click the option button: **Resize Shape to fit text** Click the **[X]** on the *Format Shape Task Panel* to close it.	To undo the changes and then to fit the shape to the wrapped text.
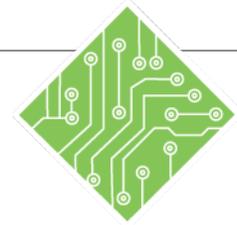
Instructions:	Results/ Comments:
19. With the star still selected, hold the **[Shift]** key and click on the first square, then click on the second square.	All three objects should be selected.
20. From the *Format Tab,* in the **Arrange** group, click the **[Align]** arrow, then select **Align Center**. Click the **[Align]** arrow again then select **Align Middle**.	This will align all three shapes in the center and middle. Click in the white space to deselect and view your work.
21. Click the first slide in the **Slide Navigation Pane**.	To go back to the previous slide.
22. Draw a **Selection Box** around the light bulb balloon and text arrow objects.	You may have a hard time including the Rocket in the selection box area because of the angle.
23. Hold the **[Shift]** key down and click the Rocket.	To include the Rocket in the selection.
24. On either *Format Tab*, in the **Arrange** group, click the **[Group]** arrow and choose **Group**.	The objects are now grouped.
25. Hold the **[Shift]** key down and click the **Progress** text box.	To add this to the selected objects group.
26. Right-click the objects and choose **Group**, then *Group*.	This creates another group that includes the original group and the text.
27. Insert a new rectangle shape that covers the group you just created.	From the *Insert Tab*, in the **Illustrations** group, click on the **Shapes** drop-down arrow and choose the rectangle.
28. Change the rectangle color using the **[Shape Fill]** button on the *Format Tab*.	
29. Send the rectangle to the back. Leave the rectangle selected.	From the *Format Tab*, in the **Arrange** group, select the **[Send Backward]** button and click on **Send to Back.**

Instructions:

Results/ Comments:

30. Hold the **[Shift]** key down and click the group.

To include the group in the selection.
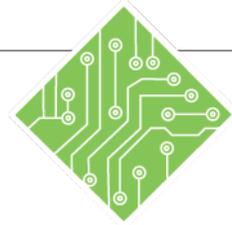
31. Position your pointer over the picture of the light bulb and balloons.

    Right-click, trace to **Group** and select *Group*.

To create a new group that includes the two other groups and the rectangle.

32. Move the group to the lower half of the slide.

This now moves all the objects that are grouped at one time.

33. Resize the group.

When the object is selected place your cursor over one of the resize handles on the bounding box and drag to resize.

34. From the *Format Tab*, in the **Insert Shapes** group, click on the **[Edit Shape]** arrow and trace to **Change Shape.** Choose the pentagon shape in the *Block Arrows* category.

All the objects within the group all now share the same shape.

35. Undo.

[Ctrl + Z]

36. From the *Format Tab*, **Arrange** group, select the **[Group]** drop-down arrow and choose **Ungroup**.

This action will ungroup the last grouping, if you needed to ungroup more groups repeat the ungrouping action.

37. Select the rectangle shape and change the shape back to pentagon and resize to fit the group.

From the *Format Tab*, in the **Insert Shapes** group, select the **[Edit Shape]** arrow and choose **Change Shape**.

38. Hold the **[Shift]** key down and click the grouped object.

39. Right-click, trace to **Group** and select *Group*.

Regrouping the entire set of objects into one large group.

40. Save and leave your file open.

[Ctrl+S] to Save.

Picture Tools

The contextual *Picture Tools Format Tab* provides multiple options that allow you to modify and enhance pictures.

Contextual Picture Tools Ribbon

The *Format Tab* is a contextual tab which becomes available when an object (graphic) is added, and has the following groups:

◊ **Adjust:** Adjusts the color, brightness, and contrast of an object.

◊ **Picture Styles:** Works with Shape, Outline, Border and Special Effects.

◊ **Arrange:** Maneuver the object on the slide in reference to other objects or text.

◊ **Size:** Increase or decrease the Size, Rotate, or Crop the object.

Within the **Adjust** group you have the following choices:

◊ **Corrections: Brightness** controls how light the image is and **Contrast c**ontrols how intense the colors in the image are.

◊ **Remove Background:** Makes the background transparent which allows you to overlay pictures without having to deal with opaque backgrounds hiding the underlying picture.

◊ **Color:** Gives you several choices to *Recolor* your picture.

◊ **Artistic Effects:** Apply to a picture or a picture fill to make the picture look more like a sketch, drawing, or painting.

◊ **Compress Pictures:** This allows you to set the resolution of all the images to match the desired output of the presentation. Do after presentation is finished.

◊ **Change Picture:** Allows you to change the image without having to delete and insert a new image.

◊ **Reset Picture:** Clears all changes made to the image.

Picture Tools,
continued

Artistic Effects allow you to apply Photoshop style effects to images in PowerPoint. These are a very powerful array of graphic tools allowing users to apply visual enhancements to photographic content use them sparingly as it is easy to overdo these effects and thereby make the images a distraction rather than enhancements to the points being made in the presentation.

If you want to fade or modify the effects, click the Artistic Effects Options button from the drop down. The options will be relative to the effect being used and will be displayed in the *Format Picture Task Pane* after you choose the **[Effects]** button and expand the **Artistic Effects** option.

[Effects] button
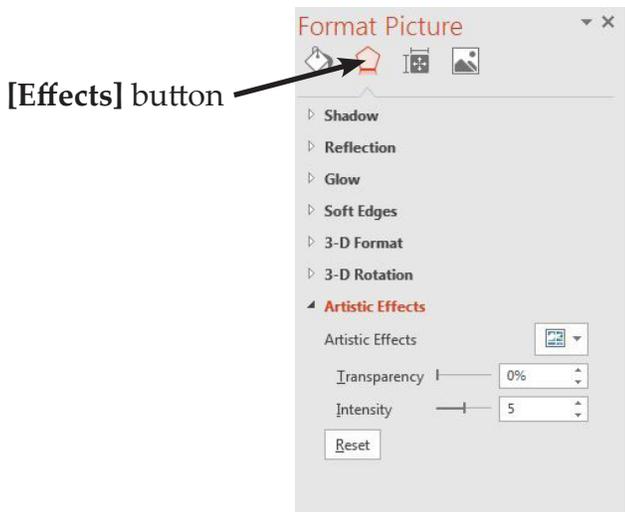
Make a selection from the *Paint Strokes* drop-down. You can then change Transparency, Intensity or reset the picture to it's previous format.
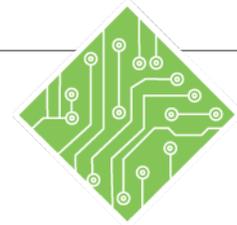
Instructions:	**Results/ Comments:**
1. Click on Slide 2. Add a new blank slide.	[Ctrl M] is the shortcut to insert a new slide. The new slide will use the same layout as the slide you were on when adding a new slide.
2. On the *Insert Tab* in the **Images** group click the **[Picture]** button.	The *Insert Picture* window opens.
3. Navigate to the Data Files folder and find the **Desert.jpg** file. Click the **[Insert]** button.	The folder should be located in the documents folder. You can also double-click the file to insert.
4. Resize the picture using the **Height** and **Width** controls in the **Size** group on the contextual *Format Tab* to **3"** by **4"**.	If you type in the **Height** box and press **[Enter]** the width will adjust to maintain the aspect ratio.
5. Choose a **Style** from the **Picture Style Gallery**.	One of the preset styles is applied to the picture.
6. From the **Size** group, click the **[Crop]** button drop-down arrow and trace to *Crop to Shape*. Try changing to several different options.	The shape in which the picture is held changes.
7. Change the **Picture Border** using the same methods used to modify shapes. Experiment with different selections.	The **[Picture Border]** tool is found in the **Picture Styles** group of the *Picture Tools Format Tab*. Click **[Picture border],** *Weight*, **More Lines**. The *Format Picture Task Pane* is displayed.
8. Apply **Picture Effects** also. Try several. Apply some of the **Artistic Effects** and **Correction** or **Color** options found in the **Adjust** group on the *Format Tab*.	The picture can have a **Shadow**, **Reflection**, **Glow**, **Soft Edge**, **Bevel**, and/or a **3D Rotation effect** applied.
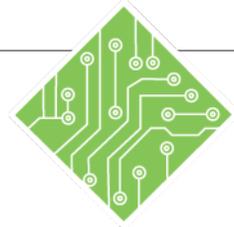
Instructions:

Results/ Comments:

9. In the **Adjust** group click the **[Compress Pictures]** button.

10. In the *Compress Pictures* window, make sure the check box for **Apply only to this picture** is unchecked.

11. Leave the checkbox to **Delete cropped areas of pictures** checked.

12. In the *Target Output:* list, choose the resolution that applies to your desired output.

13. Click **[OK]** or press **[Enter]**.

14. Save and close the file.

Compress Pictures The Compress Pictures window opens. This will reduce the size of the file.

Compress Pictures

Compression options:
- Apply only to this picture
- ☑ Delete cropped areas of pictures

Target output:
- ○ HD (330 ppi): good quality for high-definition (HD) displays
- ○ Print (220 ppi): excellent quality on most printers and screens
- ○ Web (150 ppi): good for web pages and projectors
- ○ E-mail (96 ppi): minimize document size for sharing
- ● Use document resolution

[OK] [Cancel]
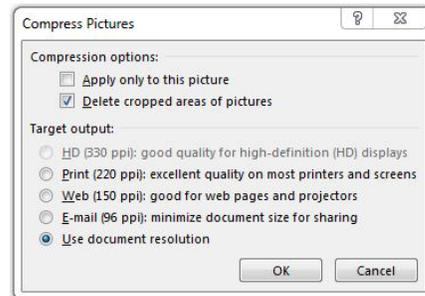
The choices you made are applied to all graphics in your presentation.

[Ctrl+S] to save.**[Ctrl+W]** to close.
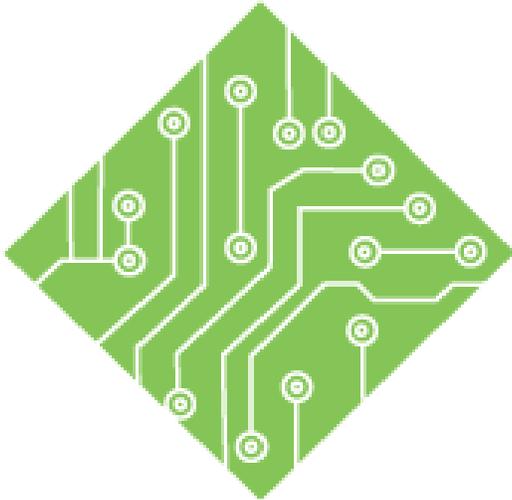
Lesson 5: Adding Tables to a Presentation

Lesson Overview

You will cover the following concepts in this chapter:

◊ Tables Overview

◊ Creating Tables

◊ Navigating Within in a Table

◊ Modifying a Table

◊ Table Formatting

◊ Using AutoFormat

◊ Using Table Drawing Features

◊ Inserting a Table from Microsoft Word

Lesson Notes

Table Overview

A table is a PowerPoint feature that can represent data in a similar manner to a spreadsheet. Data is displayed in a table format for clarity. This lesson explains how to create a table and how to move your insertion point around the cells, columns and rows of a table. Many times it is easier to create a table for columnar information than to create columns using tabs.

Advantages of Using a Table

◊ Tables can be modified by inserting or deleting cells or rows after a table is created.

◊ Each cell within the table can be formatted with a different style of text.

◊ **AutoFormat** can be used to automatically format the style of the table.

◊ Shading and borders can be added to enhance particular information within a specific cell or row and to make it stand out from other text in the table.

◊ The table can be aligned to display on any area of the slide you desire.

◊ Data within the cells of the table can be sorted or rearranged to emphasize a particular point concerning the data displayed.

◊ A table can be created using a drawing tool called a **Pencil** to give you more control on the layout of the table.

Creating Tables

The Table feature is more versatile than tabs because it allows you to keep paragraphs of any length next to each other. It is great for creating charts and forms and can be easily formatted with borders and shading for greater visual impact. A Table is made up of **Cells**, **Rows** and **Columns**. Each cell contains a block of information in a table. A horizontal line of cells is called a **Row**. A vertical line of cells makes up a **Column**.

Using the Ribbon

◈ From the *Insert Tab* click the **[Table]** button, choose **Insert Table**. The *Insert Table* dialog box is displayed.

◈ Enter the:

   ◈ *Number of columns*

   ◈ *Number of rows*

◈ Click **[OK]** or press **[Enter]**.

◈ Note that once you created your table, the *Table Tools Tab* was added to the Ribbon. On the *Table Tools Tab* you have *Design* and *Layout Tabs* to be used to modify and format your table.
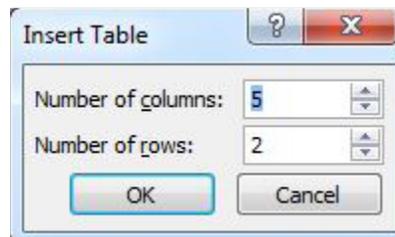
> **Note**
>
> You can also create a table by clicking the **[Insert Table]** icon in the **Content Placeholder** on a new **Content Slide**.

Using the Insert Table Button

◈ Click on the **[Insert Table]** button located on the *Insert Tab*. A grid will appear.

◈ In the grid, trace over the number of rows and columns you want, then click the mouse to enter the table into your document.
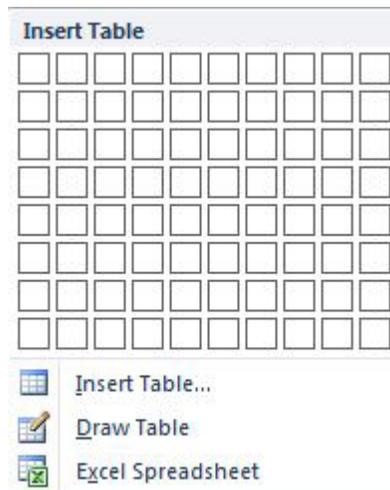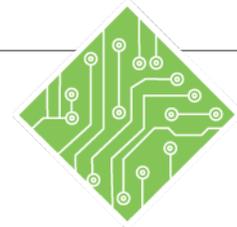
Instructions:	**Results/ Comments:**
1. Open **My Team.pptx**.	Open it from the **Recent Document** list.
2. Insert a new **Blank** slide after Slide 6**.**	
3. From the *Insert Tab,* click the **[Table]** button and choose **Insert Table...**	The *Insert Table* dialog box is displayed.
4. Type **3** in the *Number of columns:* field. Press **[Tab]** and type **1** in the *Number of rows:* field.	
5. Click **[OK]**.	The table grid is inserted into the document.
6. Note the *Table Tools Tabs* that were added to the Ribbon.	Tabs under *Table Tools* are *Design* and *Layout*.
7. Save the document.	**[Ctrl+S]**

Moving in a Table

There are several cursor movement keys that make navigating in a table easier. Below is a chart of these keys.

To Move	Press
One cell to the right	[Tab]
One cell to the left	[Shift + Tab]
Beginning of row	[Alt + Home]
End of row	[Alt + End]
Start of column	[Alt + Page Up]
End of column	[Alt + Page Down]
Up /Down a row	[Up/Down] arrow
New line within a cell	[Enter]

You can also use the mouse to move from cell to cell within the table. Place the I-beam in the cell and click the left mouse button.

Instructions:

Results/ Comments:
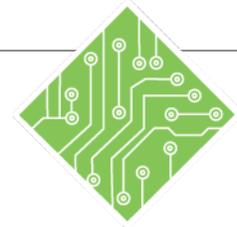
1. **My Team.pptx** should be on your screen. Starting in the first cell, type the information below. Press **[Tab]** to go to the next cell. At the end of the row press **[Tab]** to insert a new row. Continue in this manner until the entire table is completed.

Your cursor should be inside the first cell. If not, click in the first cell to position the cursor where you want to type. Don't worry about formatting or column width, that will be done later.

Text will wrap within a cell; do not press **[Enter]** at the end of the lines in the third column.

Product	Release Date	Notes
Live On-Line	August 2011	Include Word, Excel and PowerPoint
Six Sigma	June 2011	Expand current offering.
SharePoint	January 2012	Courseware Under Development

2. Your cursor should be in the last cell. Press **[Shift + Tab]** once.

   Type **March 2012**.

This places the cursor in the previous cell and highlights the date text.

The cell contents are replaced with the new text you typed.

3. Press the **[Up Arrow]**. Press **[End]**. Backspace once and type **2**.

To change **2011** to **2012**.

4. Double-click on **August**. Type **September**. Add a space if needed.

To change the month.

5. Save your document. Do not close it.

Press **[Ctrl S]** or the **[Save]** on the **QAT**.

Modifying a Table

Once you have your table on the screen, there are several formatting options available to you using the *Table Tools, Design* and *Layout Tabs*. Formatting of information can be done using the same techniques as character or paragraph formatting. Information within a cell is automatically wrapped. Each cell in a row does not have to be the same length.

Selecting Table Elements

When formatting table elements, there are several ways to select the element or information which you want to format. The following chart outlines how to select the elements in a table:

Element	Action
Cell	Move the pointer to the bottom left corner of the cell. (Not outside the cell). When the pointer becomes a black diagonal arrow, click the **Mouse Button** once.
Row	Move the pointer just to the left of the row. When the pointer becomes a solid horizontal black arrow, click the **Mouse Button** once.
	OR
	Place the insertion point in the row and select the *Layout Tab* choose **Select** and then *Select Row*.
Column	Move the pointer over the top gridline of the column. When it becomes a down arrow, click the **Mouse Button**.
	OR
	Place the insertion point in the column and select the *Layout* Tab choose **Select** and then *Select Column*.
Table	Place the insertion point in the table and select the *Layout* Tab choose **Select** and then *Select Table*.
	OR
	Pass your mouse over the top left corner of the table and click on the table selector.

Note

Keyboard shortcuts for selecting table elements:

Row
[Alt + Shift + End]
[Alt + Shift + Home]

Column
[Alt + Shift + Page Up]

[Alt + Shift + Page Down]

Table
[Ctrl + 5] on the numeric keypad
(Num Lock must be off)
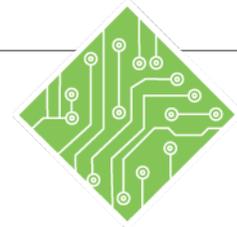
Instructions:

Results/ Comments:

1. You should have **My Team.pptx** on your screen. Your table should be similar to the following:

Product	Release Date	Notes
Live On-Line	September 2011	Include Word, Excel and PowerPoint
Six Sigma	June 2012	Expand current offering
SharePoint	March 2012	Courseware Under Development

If not, open it from the **Data Files** folder, **My Team_Chap5.pptx**.

2. Position the cursor at the **left edge** of the second cell in the first column, which contains "Six Sigma".

You should see a diagonal arrow pointing to the right.

Click one time.

The entire cell will be selected.

3. Type **ITIL**.

To replace "Six Sigma" with "ITIL".

4. Position the mouse pointer just outside the boundary to the left of the first row. Click one time.

You should see an arrow pointing to the right. Clicking when this arrow is visible will select the entire row.

5. Click the **[Italic]** and the **[Center]** buttons on the *Home Tab*, in the **Font** and **Paragraph** groups. Change the font **Size** to **20 pt** from within the **Font** group.

To italicize and center the first row and to make the font size larger.
[Ctrl I] to italicize
[Ctrl E] to center align
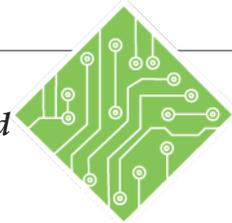
Instructions:

6. Position the mouse pointer above the gridline at the top of the first column.

7. Click one time.

8. Using the *Home Tab* or *Mini Toolbar*, click the **[Bold]** button. Select the center column and click the **[Center]** button on the *Home Tab*. Click anywhere in the table to deselect the text.

9. Select the *Layout Tab,* choose **Select** and then *Select Table.*

10. Change the font to **Arial**. Click anywhere in the table to deselect the table.

11. Your document should look like the following:

Results/ Comments:

You will see a solid black arrow, pointing down when you are in the correct location.

The first column will be selected.

The first column should be bold and the center column should have all the text centered in the cells.

If the *Layout Tab* is not available, it is because you have clicked outside the **Table**.

Use the *Home Tab* or *Shortcut Menu* to change the font.

Product	Release Date	Notes
Live On-Line	September 2011	Include Word, Excel and PowerPoint
ITIL	June 2012	Expand Current Offering
SharePoint	March 2012	Courseware Under Development

12. Save your document. Do not close it.   **[Ctrl + S]**

Modifying a Table,
continued

You can adjust the *Row Height* and/or *Column Width* of your table using the buttons on the *Layout Tab* or mouse.

Changing Row Height and Column Width
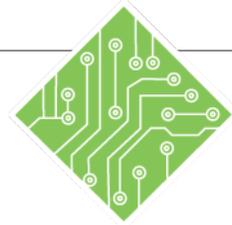
Using the Layout Tab

Select the row(s) or column(s) you wish to change.

◊ In the **Cell Size** group on the *Layout Tab*, enter a height and width in inches.

OR

◊ Use the arrows to increase or decrease the size of the row or column.

Using the Mouse

◊ To change the Column Width: Position the pointer in the table on the column border you want to move until it becomes a ⬌ Hold the **Mouse Button** down and drag the border to its new location.

◊ To change the Row Height: Position the pointer in the table on the row border you want to move until it becomes a ⬍. Hold the mouse button down and drag it to its new location.

Instructions:

Results/ Comments:

1. You should have **My Team.pptx** on your screen. Your table should be similar to the following:

Product	Release Date	Notes
Live On-Line	September 2011	Include Word, Excel and PowerPoint
ITIL	June 2012	Expand current offering.
SharePoint	March 2012	Courseware Under Development

2. Select the first row.

Use the method you learned earlier in the lesson.

3. From the *Layout Tab*, in the **Cell Size** group, change the row **Height** to **.5**.

The row selected should now be .5" tall.

4. Deselect the row.

5. Position the cursor between the first and second columns, the cursor should change to a horizontal double arrow. Click and drag to the right to resize the width of the columns

This is the manual way to adjust the width of a column, you can also do the same between the rows to adjust the height.

6. Save your document.

[Ctrl S] to save.

Modifying a Table,
continued

Inserting Rows and Columns

After your table is created, you can still insert rows, columns or cells by going to the *Layout Tab*, **Rows & Columns** group on the ribbon. Rows can be inserted above or below the selected row(s); and columns can be inserted to the left or right of the selected columns.

Inserting Rows at the End of a Table Using the Keyboard

◊ Make sure the insertion point is in the last cell of the table.

◊ Press **[Tab]**. A new row will be added.

Inserting Rows or Columns Within a Table Using the Ribbon

◊ Select the row(s) or column(s) where you want a new row(s) or column(s) inserted. The number of rows/columns selected will determine the number inserted or deleted.
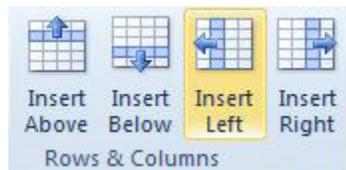
◊ From the *Table Tools Layout Tab,* in the **Rows & Columns** group, select one of the following:

◊ *Insert Columns to the Left*

◊ *Insert Columns to the Right*

◊ *Insert Rows Above*

◊ *Insert Rows Below*

OR

◊ Right-click a cell and choose from the above options in the shortcut menu.

Modifying a Table,
continued

Deleting Rows and Columns

Since there is no warning when deleting rows and/or columns, you should always save your file before proceeding. You can however, use the **Undo** command, if you delete a row or column by mistake.

Deleting Rows Within a Table
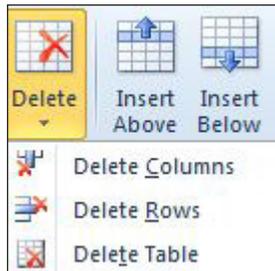
◊ Select the Row(s) you want removed.

◊ Select the *Layout Tab, Rows & Columns* group.

◊ Click the **[Delete]** button.

◊ Select *Delete Rows* from the 'drop-down' arrow.

OR

◊ Select the Row(s) you want removed.

◊ Position the pointer over the selection and **Right-Click** the mouse button.

◊ Select **Delete Rows** from the menu.

Deleting Columns Within a Table

◊ Select the Columns(s) you want removed.

◊ Select the *Layout Tab*

◊ In the **Rows & Columns** group, click the **[Delete]** button.

◊ Select **Delete Columns** from the drop-down arrow.

OR

◊ Select the Column(s) you want removed.

◊ Position the pointer over the selection and right-click the mouse button.

◊ Select **Delete Columns** from the shortcut menu.

Note
Pressing **[Del]** while the row/ column is selected only removes (clears) the contents of the cells. The physical row will remain.

Instructions:

1. You should have **My Team.pptx** on your screen. Position your cursor in the last cell.

2. Press the **[Tab]** key.

3. Type the following information into the table:

    Six Sigma
    Press **[Tab]**
    July 2011
    Press **[Tab]**
    Contract with new partner

4. Insert a row above the last row by selecting **[Insert Above]** from the **Rows & Columns** group on the *Layout Tab*.

5. Add the following information:
    Programming
    Press **[Tab]**
    May 2012
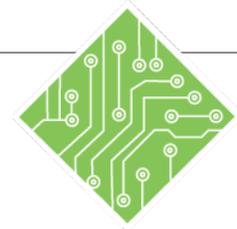   Press **[Tab]**
    New Oracle Classes

6. Select a cell in the new row.

7. Right-click and choose **Insert**, *Insert Rows Above*.

8. Delete the row by going up to the *Layout Tab*. In the **Rows & Columns** group, click on the **Delete** drop-down arrow and choose **Delete Rows**.

Results/ Comments:

Click into the last cell to make the cell active

You have added a new row, when you are in the last cell of a Table and click the **[Tab]** key a new Row is automatically added.

Your **Table** should now look like this.

Product	Release Date	Notes
Live On-Line	September 2011	Include Word, Excel and PowerPoint
ITIL	June 2012	Expand current offering.
SharePoint	March 2012	Courseware Under Development
Six Sigma	July 2011	Contract with new partner

A new row is inserted above the row you were in.

Put in appropriate columns.

A new row is inserted above the row you were in.

The blank row is now removed.

Table Formats

Merging and Splitting Cells

PowerPoint's table feature has the ability to merge two or more cells together to make one cell, or split a cell to make two cells. Each row does not need to have the same number of cells.

To Merge Cells

◈ Select the cells, columns or rows to merge together.

◈ Select the *Layout Tab* and from the **Merge** group click on the **[Merge Cells]** button.

To Split Cells

Note

To select more than one cell, select the first cell, then hold down the shift key and select the second cell.

◈ Select the cell to split.

◈ Select the *Layout Tab* and from the **Merge** group click on the **[Split Cells]** button. The *Split Cells* dialog box is displayed.

◈ Type the number of columns and/or rows you want into the text boxes; or use the up and down arrows to increase or decrease the number of columns and/or rows.

◈ Click **[OK]** or press **[Enter]**.
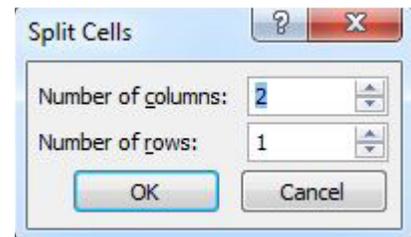
Table Formats,
continued

Formatting Text

The text that appears within the individual cells of a table can be formatted to appear bold, centered, etc. depending on how you want the data to look.

To Format Text

◊   Select the text within the table to be formatted.

◊   Using the *Home Tab*, **Font** and/or **Paragraph** groups or Right-click, choose the formats you want to apply to the selected text.

◊   Click anywhere outside of the table to deselect the text.

Formatting Choices from the Home Tab

You should be familiar with the formatting choices on the *Home Tab*, in the **Font** group: Font Color, Font Style (such as Bold, Italic, etc), Changing Case, Highlighting Text, Line Spacing, Shading and Quick Styles; and the *Home Tab*, in the **Paragraph** group: Alignment, Line Spacing, Text Direction, Indenting.

In addition to these tools, you have several alignment options.

Alignment Options from the Layout Tab

Align Top Center

Align Top Left   Align Top Right

Align Center

Align Center Left   Align Center Right

Align Bottom Left   Align Bottom Right

Align Bottom Center
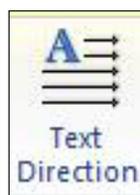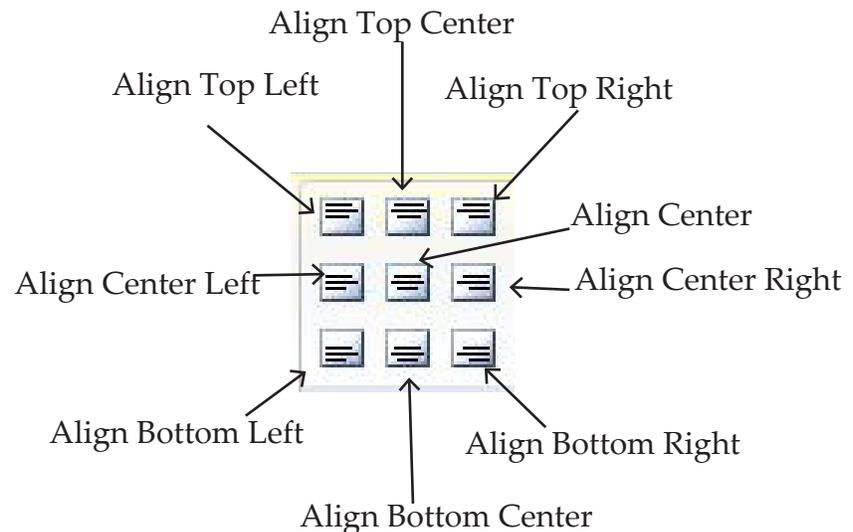
Text Direction: Each time you click this button, the direction of the text will change from:
Left to Right
Vertical Aligned to Right
Vertical Aligned to Left
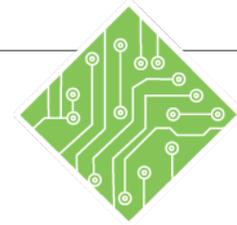
Instructions:	**Results/ Comments:**
1. You should have **My Team.pptx** on your screen.	In not, open it from the recent document list.
Select the first row of your **Table**.	Set your cursor to the left of the first row and when the right-pointing arrow appears, click.
2. Go to the *Home Tab*. In the **Font** group, from the **Font Style** drop-down arrow, choose **Verdana**	The **Font** gallery is displayed and you can pick the desired font.
3. Change the **Font Size** to **18pt** and change the **Font Color** to **Orange**.	The Font is now a little smaller and the color of your choice.
4. On the *Layout Tab*, in the **Alignment** group, set the alignment to **[Center Vertically]**.	The text in the first row is now center aligned.
5. Select the rows under the first row by moving the cursor to the left of the second row, when the right- pointing arrow appears click and drag down to select multiple rows.	The remaining rows are all selected.
6. Right-click in the selected area and choose **[Italic]** from the *Mini Toolbar*.	The the text in the selected cells are now Italicized.
7. Reselect the first row.	
8. Go to the *Layout Tab*, In the **Alignment** group, click the **[Text Direction]** drop-down arrow and choose **Rotate All Text 90°**.	The text is all rotated.
9. Undo	**[Ctrl+Z]**
10. Save your document.	**[Ctrl+S]**

Table Formats,
continued

Table Borders and Shading

Borders can be placed around a table or individual cells, rows or columns to separate the table from the rest of the text on the page, or to enhance the effect of the table itself.

To Add a Border to a Table

> **Note**
> Before applying a border, format the style of the borders you need by choosing options within **Draw Borders** group of the *Design Tab*.

◈ Select the entire table, or just a row, column or individual cell.

◈ Click the *Design Tab*, *Table Style* group and click the **[Borders]** drop-down-arrow.

◈ Select the **Border Style** to apply to the selected Table Element.

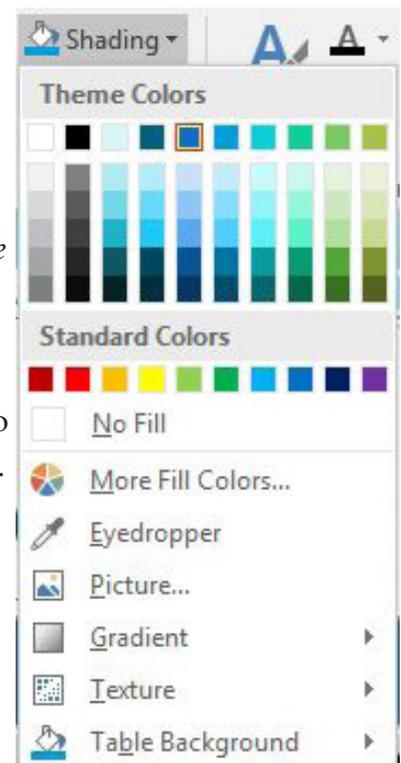### To Add Shading to a Table

◈ Select the entire table, or just a row, column or individual cell.

◈ Click the *Design Tab*, *Table Style* group and click the **[Shading]** drop-down-arrow.

◈ Select the **Color** to apply to the selected Table Element.
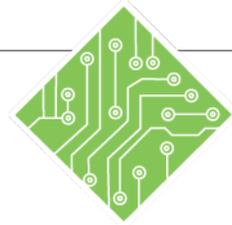
Instructions:	Results/ Comments:
1. You should have **My Team.pptx** on your screen.	If not, open it from the recent documents list.
2. Select the first row.	
3. Go to the *Design Tab*. In the **Table Style** group, click the **[Borders]** drop-down arrow and choose *Outside Borders*.	The top or header row now has a Border applied, note there are no Borders separating the cells.
4. In the same group of the *Design Tab*, click on the **[Shading]** drop-down arrow and choose a *Light Blue* shade.	The top or header row is now colored.
5. Select the other cells in the Table.	Click in the first cell of the second row and drag to the last cell.
6. Go to the *Design Tab*, **Draw Borders** group, and choose a different *Size (Pen Weight)* and *Pen Color*.	*Size (pen Weight)* ———— *Pen Color* ————
7. On the *Design Tab*, in the **Table Style** group, click on the **[Borders]** drop-down arrow and choose **All Borders**.	Now the Border you applied is using the formatting choice you made in the step before.
8. Save and leave the file open.	**[Ctrl S]**

Table Formats,
continued

Table Styles

A table can be automatically formatted with predefined table styles using the **Table Styles** group found on the *Design Tab* that is displayed when you click within a table.

To Use Table Styles

◊ Position the cursor in the table. The entire table does not have to be highlighted.

◊ From the *Design Tab* - the above Ribbon will be displayed. The two groups that will automatically format your table are **Table Style** and **Table Style Options**.

◊ Click on the **[More]** button, if necessary. From the **Table styles** gallery, select the table style you desire for your table. As you mouse-over the different choices, **Live Preview** will show you how your Table will look in the different choices.

◊ The color schemes will be in direct relation to the **Theme** used in the presentation.
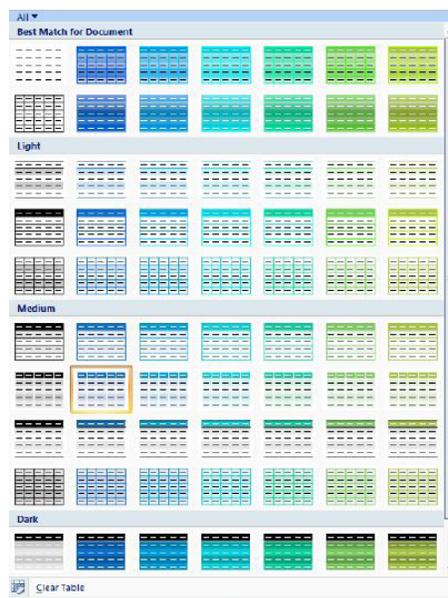
Table Formats,
continued

Once a Table Style is applied you can use the *Table Style Options* group to turn on and off elements of the style.

To Set Table Style Options

◈ Select the Table.

◈ From the *Design Tab*, in the **Table Style Options** group, you can select or deselect formatting elements you need to include or exclude from the Table.

◈ Elements include:

◈ Header Row - to emphasize the first row of the table with formatting

◈ Total Row - to add a formula row at the bottom of the table

◈ Banded Rows - to have alternating striped rows

◈ First Column - to emphasize the first column of the table with formatting.

◈ Last Column - to emphasize the last column of the table with formatting

◈ Banded Column - to have alternating striped columns.

Instructions:

Results/ Comments:

1. You should have **My Team.pptx** on your screen.

   If not, open it from the **Recent Documents** list.
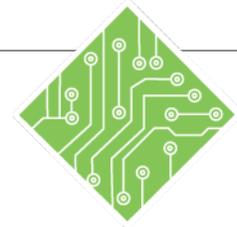
2. Click in any cell of the **Table**

   The **Table** is actively selected.

3. Go to the *Design Tab*. In the **Table Styles** group, click the **[More]** button on the **Table Styles Gallery**.

   The full gallery of Table Styles is displayed.

4. Scroll over some of the available **Table Styles** to see what they look like.

   This gallery, like many others in PowerPoint, is a **Live Preview** gallery. The style is shown on the screen as you hover over any given style.

   The entire table does not have to be highlighted.

5. Click on any style you would like to apply to the **Table**.

6. In the **Table Style Options** Group click on the following:
   - Header Row
   - Total Row
   - First Column

   Notice the changes to your Table.

7. Save your file and leave it open.

   [Ctrl S]

Using the Table Draw Feature

If you need to create nonstandard tables, the *Draw Table* feature is very beneficial. Drawing a table gives you the ability to customize your tables by removing some of the restraints applied when using the *Insert Table* function. For example, you could create a table that does not have all of the rows and columns intersect. You could merge cells to create this table using the regular Table Design, however, using **Table Draw** is much quicker.

Product Tracking		
Live On-Line	Start:	
	Status:	
	Final:	

To Draw a Table

◊ Choose the *Insert Tab*,

◊ Select the **[Table]** button.

◊ Select **Draw Table**.

◊ Your pointer changes to a ✏ pencil. Use the pencil to draw the initial table size.

◊ The *Design Tab* is displayed.

◊ Using the pencil, indicate where you want columns and rows. If you make a mistake, you can use the eraser on the *Design* Ribbon to erase lines/borders.

Action 5.9 – Using Table Draw
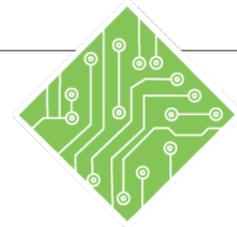
Instructions:

1. You should have **My Team.pptx** on your screen.

   Click on the **[New Slide]** button n the *Home Tab* or press **[Ctrl M]**.

2. From the *Insert Tab*, in the **Tables** group, select the **[Table]** drop-down arrow and choose **Draw Table**.

3. Click and drag out a new **Table**.

4. In the *Draw Borders* group on the *Design Tab* set the **Border Size, Border Style**, and **Pen Color**.

5. If not already selected, click the **Draw Table** button in the **Draw Borders** group.

6. Move the **Drawing Pencil** to the table border and using the example on the previous page, draw lines to divide the table into cells.

7. Click the **Eraser** button in the **Draw Borders** group.

8. Click and drag over unwanted borders to remove them.

9. Once the **Table** is drawn, click the **[Draw Table]** button or **[Eraser]** button to turn off the tool.

10. Save.

11. Leave the presentation open.

Results/ Comments:

If not, open it from the Recent Document list.

A drawing pencil is now displayed.

You first create the main body of the table before drawing individual cells.

The *Design Tab* appears and is active right after drawing the main Table.

You are now able to begin drawing the Cells of the Table.

By dragging lines to divide the table and/or cells you can create a table layout specific to your needs. Hint: Start drawing the lines away from the Outside Border.

If there are extra cell borders this tool will remove them.

Unwanted borders are removed.

By deactivating either of these tools you can enter data and format the table.

[Ctrl S]

Insert Table From Microsoft Word

If you have a table already created in Microsoft Word, you can insert it into PowerPoint and choose to link it or not. If you link it, PowerPoint will prompt you the next time the presentation is opened to update the links.

Utilizing information that you already have, helps cut down on errors. The size of the table might control what you can insert into PowerPoint from Word or Excel.

Linking and Embedding

When inserting an external object, such as a table, chart, graphic or sound file, you can choose whether to *link* it or *embed* it.

A *Linked* object physically stores the data in the source file (the file that originally contains the object) and will update when the original is updated. The destination file, your PowerPoint presentation, in this case, merely acts as a window to view this data.

An *Embedded* object has no link between the data in the source and destination files. A copy of the object is physically *embedded* in the destination file (PowerPoint) and does not update when the original file (source) changes.

Note

Once the Table is inserted, you can update it by right-clicking on the chart and choosing **Update Link**.

How to Insert a Table from Microsoft Word

◊ Select the slide where you want to insert the table.

◊ Select the *Insert Tab*.

◊ From the *Text Group*, click **[Object]**. The **Insert Object** dialog box is displayed.

◊ Select **Create From File** and click **[Browse]** to locate your Word document.

◊ Once you have located your Word document, select it and click **[OK]**.

◊ If you want to *Link* the Word file so it will update each time you open PowerPoint, click the checkbox before the word *Link* in the **Insert Object** dialog box.

◊ Click **[OK]**. Note any text in the file is also inserted.

Instructions:

Results/ Comments:

1. You should have **My Team.pptx** on your screen.

   If not, open it from the recent document list.
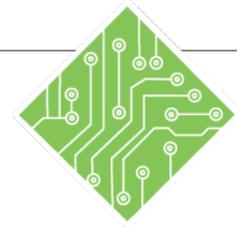
2. Make sure Slide 8 is selected.

   If not selected, click on it in the slide in the *Slide Pane*.

3. Insert a **Blank** Slide.

   [Ctrl M]

4. Select the *Insert Tab* and click the **[Object]** button in the **Text** group.

   The **Insert Object** dialog box is displayed.

5. Click on the **Create from File** option button.

   A field for the **File** name is displayed along with the **[Browse]** button.

6. Click **[Browse]**.

   The *Browse* dialog box is displayed.

7. Navigate to the **Data Files** folder. Select **Product Team Schedule.docx** and click **[OK]**.

   Should be located on your desktop.
   You can also 'double-click' on the name of the document to insert. You should return to the **Insert Object** Dialog Box.

8. Click the checkbox for **Link**.

   Note the information changed in the 'Result' field.

9. Click **[OK]**. Notice the entire document is inserted. Any changes to be made will be made in Word.

   The Word table is inserted onto your slide. If you link a document, to edit the original, you can double-click on the object and it will take you to the original file.

10. Double-click in the center of the **Table**.

11. Change **SharePoint** to **ITIL**
    Change **July 5** to **July 12**
    Change the text to **Red**.

    The red text will help identify the changes once back in PowerPoint.

12. Save and close the Word document.

    Note the changes in *PowerPoint*.

13. Close **My Team.pptx**.

14. Open **Product Team Schedule.docx** and change the title to **Updated Team Meeting Schedule** and make it **Red**.
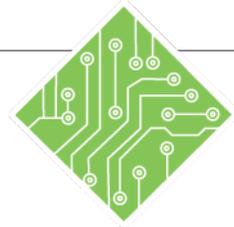
Instructions:

15.	Save and close **Product Team Schedule.docx**
16.	Open **My Team.pptx**. Read the dialog box and then click **[Update Links]**.
17.	Save and close the file.

Results/ Comments:

The *Microsoft Office PowerPoint Security Notice* is displayed.

Note the table in *PowerPoint* has been updated.
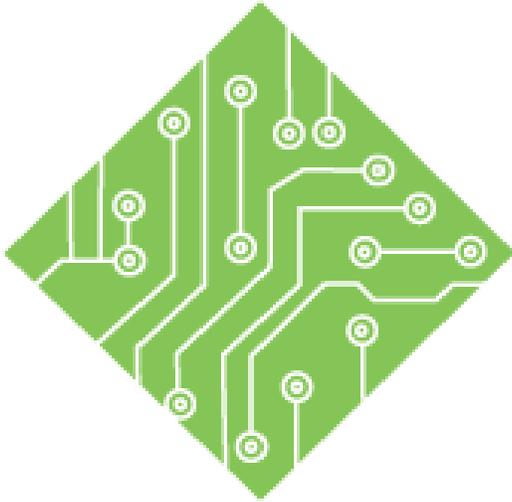
Lesson 6: Inserting Charts in a Presentation

Lesson Overview

You will cover the following concepts in this chapter:

◊　　　Creating Charts

◊　　　Editing Chart Data

◊　　　Modifying Chart Design & Layout

Lesson Notes

Create a Chart

Charts (graphs) are used to support your data because they are functional and easy to read when comparing data. *PowerPoint* gives you the ability to create your own Charts or insert a Chart from a file. This lesson will cover how to create and link worksheet charts, incorporate titles and data, and use **Legends** and labels.

You can select from 15 standard chart types, each with two or more subtypes.

When you insert a Chart in PowerPoint you will see a *Chart* window and a *Worksheet* window similar to Excel. The *Worksheet* window is the area in which you enter your data. The *Chart* window displays the data in graphic form. When you insert a chart, the *Worksheet* window and the *Chart* window contain sample data. The **Format Chart Area** Task Pane is also displayed.

Note You may also insert a chart into a blank slide by clicking on the **[Insert Chart]** button on the *Insert Tab* (Illustrations Group).

To Create a Chart

◊ Click on the drop-down arrow of the **[New Slide]** button.

◊ The *Slide Gallery* will be displayed. Choose any *Content* layout.

◊ In the slide, click on the **[Insert Chart]** icon. PowerPoint will display the *Insert Chart* dialog box with a wide variety of chart types to choose from.

◊ Select the Chart Type and Sub-Type that you want and click **[OK]**.

◊ A sample chart and corresponding worksheet will be displayed. The following is a **Clustered Column Chart**.
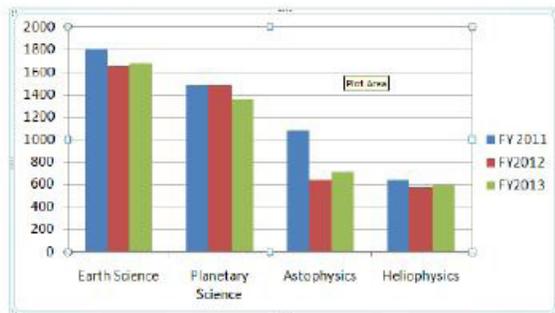

Chart window

Worksheet window

The Microsoft Chart Window

> **Note** You can also choose to edit the data in Microsoft Excel.
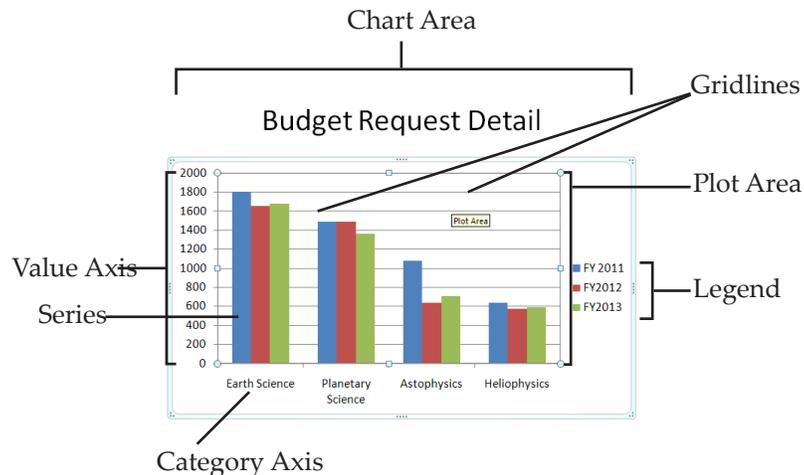
Chart Data

PowerPoint uses a Data Window in PowerPoint to enter and edit data affecting the chart. You enter row and column labels in the top row and first column of the worksheet. Data or numerical information is entered in **Cells** identified by a column letter and row number. The first cell is labeled **A1** for **Column A**, **Row 1**. In the worksheet below, the cell **A1** contains nothing. Cell **B1** contains **FY2011** which will become part of the **Legend** on your chart. The column letters and row numbers are used in editing and to select entire rows and columns on the worksheet.

Column Labels

Cells

Row Labels

	A	B	C	D	E	F	G
1		FY 2011	FY2012	FY2013			
2	Earth Science	1801	1653	1679			
3	Planetary Science	1485	1488	1365			
4	Astophysics	1076	637	708			
5	Heliophysics	641	577	591			
6							
7							
8		To resize chart data range, drag lower right corner of range.					

The Chart Window

PowerPoint automatically applies entries or changes made in the *Worksheet* to the *Chart* window. Once your data has been entered into the worksheet, you can change and enhance the appearance of your chart by applying a chart type, adding or deleting gridlines and adding labels. You can also select areas of the chart to format such as changing font, font size, color and numeric format.

Chart Area

Gridlines

Budget Request Detail

Plot Area

Value Axis

Series

Legend

Category Axis

Instructions:

Results/ Comments:

1. Open **My Team.pptx**.

2. Select the last slide and insert a new **Title and Content** slide. In the slide click the **[Insert Chart]** icon.

    The *Insert Chart* dialog box is displayed with a variety of chart types to choose from.

3. Select **Clustered Column** from the dialog box and click **[OK]**. Observe the *Worksheet* and *Chart* windows.

    You should see *Worksheet* and *Chart* windows with sample data. Notice the **Titlebar** for the worksheet - it says **Chart in Microsoft PowerPoint**.

4. Click on cell **B2 i**n the Excel window.

    The cell contains 4.3. The **Cell** is active and is highlighted by a dark border.

5. Locate the column labels.

    Series 1, **Series 2**, **Series 3**

6. Locate the row labels.

    Category 1, **Category 2**, etc.

7. Click on **Column Heading B**.

    The entire column is selected.

8. Click on **Row Heading 2**.

    The entire row is selected.

9. Click in the *Chart* window. Don't close the worksheet.

    The *Chart* window is now active.

10. Point to the **Horizontal (Category) Axis**.

    This is also known as the **X-axis**. A screen tip will appear to tell you what portion of the chart you are pointing at.

11. Point to the **Legend**.

    Notice the screen tip displays what **Series** it is.

12. Point to the **Vertical Value Axis**. (The numbers to the left of the chart.)

    This is also known as the **Y-Axis**.

13. Point to the first **Series**. (The very first column in the chart.)

    The data is displayed by row. Compare this to the information in the worksheet and the **Legend**.
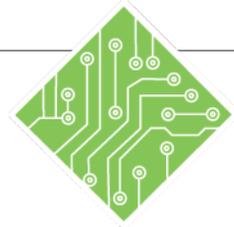
14. Save your presentation.

    [Ctrl + S]

Instructions:

Results/ Comments:

Your presentation should look similar to the following. Notice all basic formatting is done.
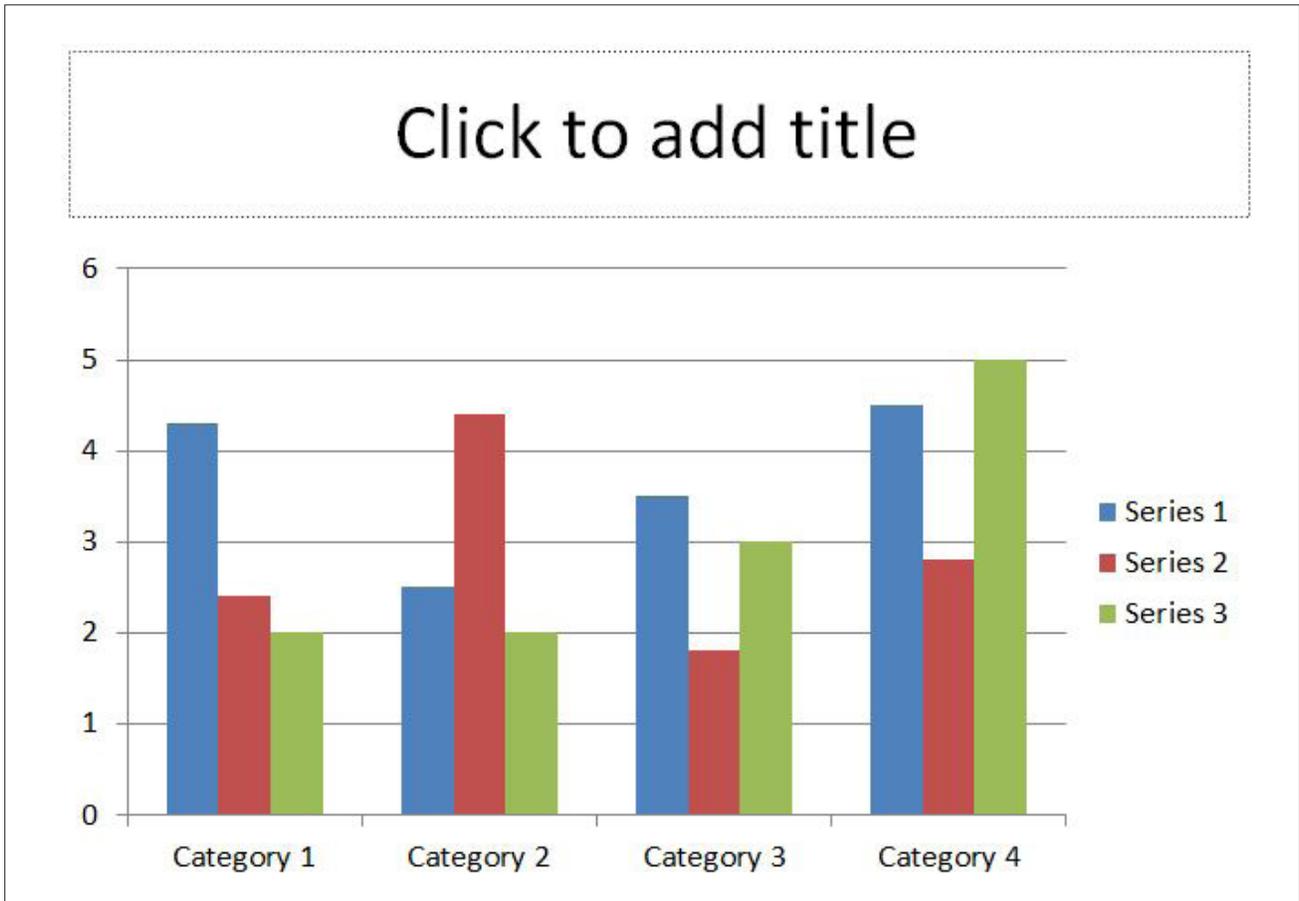
Entering & Editing Chart Data

The first step in creating a chart is to enter your data into the worksheet. You enter row and column labels in the top row and first column of the worksheet. Data is entered in the cells identified by the column letter and row number.

You must first make the cell active by selecting it with the mouse or keyboard arrows and then enter your data. The active cell is the cell with the darkened border.

To Enter Data Over the Existing Data

◊ Click in the cell or row/column label in the worksheet in which you wish to enter your data. Type the new data. The existing data will be replaced when you press **[Tab]** or **[Enter]**.

◊ Press **[Tab]** to enter data across a row, or press **[Enter]** to enter data down a column. You may also use the arrow keys on your keyboard.

Once your data has been entered you may need to go back and add, change or delete information in your worksheet. You can edit individual cells, rows or columns. You can even exclude (hide) data in a row or column so that it will not appear in your chart. To access the worksheet that controls the chart, click the chart to activate the Chart Tools tabs and then click the *Design Tab* and click the **[Edit Data]** button and choose *Edit Data* from the drop-down.

Editing a Cell

You can edit a cell by replacing the entire cell contents or by modifying the data in the cell. To replace the data in a cell, click in the cell to make it active and type the new data. If you would like to modify data in a cell instead of replacing it, you can edit the cell by using the procedure below:

To Edit a Cell

◊ If your worksheet has already been closed, on the ribbon, select the *Design Tab*. In the **Data** group, click **[Edit Data]** and from the drop-down, select **Edit Data**. The worksheet will be displayed.

◊ In the worksheet, click into the cell that needs to be changed or double-click into the cell that you want to edit. The cell becomes active.

Entering & Editing Chart Data,
continued

◊ If you select a cell and begin typing into it the cell contents will be overwritten. If you double-click into the cell you can use the arrow keys to place the cursor next to the text you wish to edit. Type in new text and/or use **[Delete]** or **[Backspace]** to delete.

◊ After editing is complete, press **[Enter]** and close the *Worksheet* window.

◊ Note the updated information is reflected in the chart.

To Delete a Row or Column

◊ In the *Worksheet* window, click on the row number or column letter box to select a row or column.

◊ *Right-click* and choose **[Delete]** from the shortcut menu. If you are editing in Excel, click on the **Home Tab**, choose the **[Delete]** 'drop-down arrow' from the *Cells Group*, and then select *Delete Cells* or *Delete Sheet Rows.* Note the border around your data (Range Selector) adjusts.

> **Note**
> If you only delete the information in the cells by pressing the **[Delete]** key on your keyboard, the border doesn't adjust and your chart will have blank areas in it.

	A	B	C	D	E	F	G
1		FY 2011	FY2012	FY2013			
2	Earth Science	1801	1653	1679			
3	Planetary Science	1485	1488	1365			
4	Astophysics	1076	637	708			
5	Heliophysics	641	577	591			
6							
7							
8		To resize chart data range, drag lower right corner of range.					

Range Selector

Entering & Editing Chart Data, continued

Excluding a Row or Column

You can choose to *exclude* a row or column in the worksheet. The data in the excluded row or column will not appear in the chart, but will be on the worksheet in case you need it later.

To Exclude a Row or Column

◊ Make your worksheet visible by clicking the **[Edit Data]** button on the *Design Tab* (in the Chart Tools Tabs) in the *Data Group* and choosing **Edit Data**.

◊ Locate the *Range Selector* on your worksheet.

◊ Drag the handle to include only the information you want to chart. Note the new location of the *Range Selector*.

◊ Release the mouse button and your new range that will be charted is designated by a border around the data.

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

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

Instructions:

Results/ Comments:
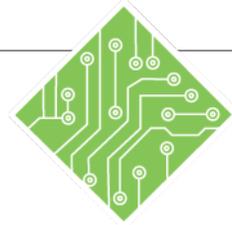
1. **My Team.pptx** should be open. Click in cell **A2** in the *Excel* window.

    This should say "Category 1".

2. Type **Computers**. Press **[Enter]**.
    Type **Software**. Press **[Enter]**.
    Type **Courseware**. Press **[Enter]**
    Type **Snacks**. Press **[Enter]**

    The first column of labels is now entered. This will label your **X (Category) Axis**.

3. Click in cell **B1**.
    Type: **FY 2011**
    Press **[Tab]**.

    Note as you make changes to your worksheet, they are immediately displayed on your chart in PowerPoint.

4. Add two more column labels.
    In **C1** type: **FY 2012**
    Press **[Tab]**.
    In **D1** type: **FY 2013**
    Press **[Enter]**.

   The **Category Axis** and **Legend** labels are displayed, but the data charted is not correct. Tip: you can use the Autofill feature here.

5. Now we will enter our data into the **Computers** row. In cell **B2**,
    type: **1801**. Press **[Tab]**.
    Type: **1653**. Press **[Tab]**.
    Type: **1679**. Press **[Enter]**.

    Notice the **Computers** series appears in the chart.

    Pressing **[Enter]** after typing in cell **D2** will move the active cell to **B3**.

6. Now enter the data into the **Software** row. In cell **B3**,
    type: **1485**. Press **[Tab]**.
    Type: **1488**. Press **[Tab]**.
    Type: **1365**. Press **[Enter]**.

    Notice the chart now shows the **Software** series.

7. Enter the data into the **Courseware.** In cell **B4**,
    type: **1076**. Press **[Tab]**.
    Type: **637**. Press **[Tab]**.
    Type: **708**. Press **[Enter]**.

8. Enter the data into the **Snacks** row. In cell **B5**,
    type: **641**. Press **[Tab]**.
    Type: **577**. Press **[Tab]**.
    Type: **591**. Press **[Enter]**.

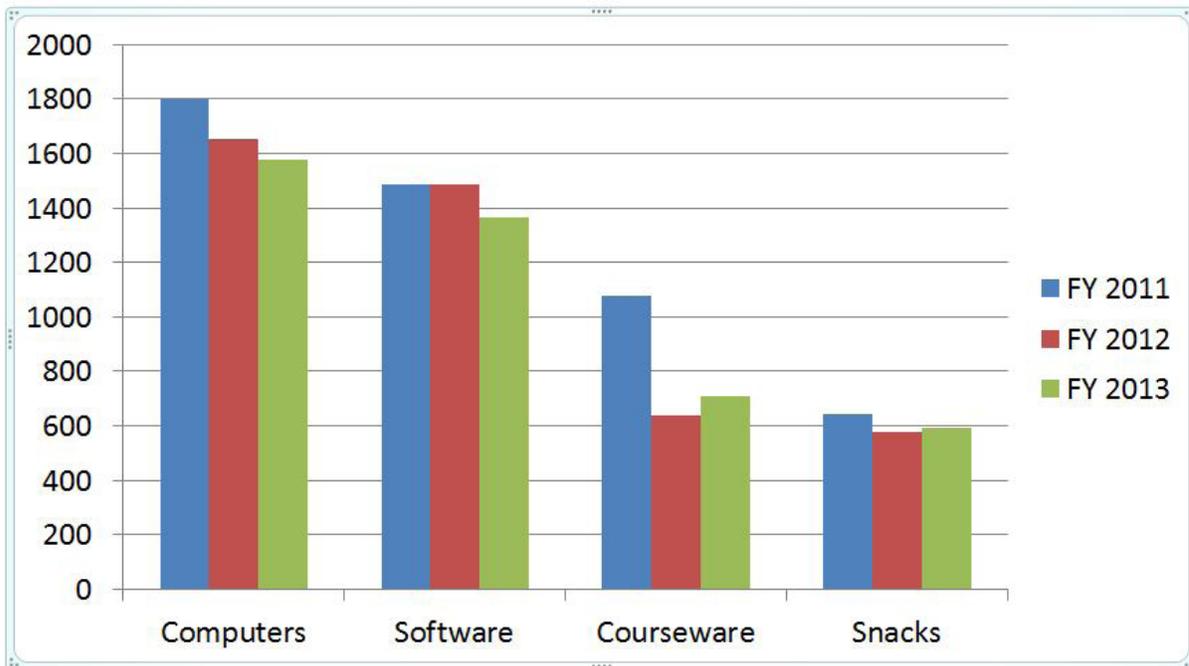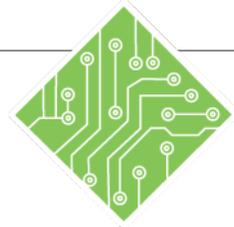   Your chart should look similar to the one on the next page.
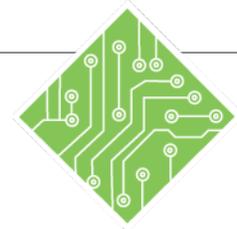
Instructions:

Results/ Comments:

Your presentation should look similar to the following. Notice all basic formatting is done.

Instructions:

Results/ Comments:

.

1. **My Team.pptx** should be open.

   Arrange your *Chart* and *Worksheet* windows on your screen side-by-side so you can see your changes.

2. Click in cell **C2**. Type: **1425**. Press **[Enter]**.

   To replace 1653 with 1425.

3. Double-click in cell **D2**. Delete **1** and type a **2**. Press **[Enter]**.

   The number is now 2679 instead of 1679.

4. Observe **Row 2** and then look at the **Computers Data** in the chart. Close your *Worksheet* window.

   Now we are going to exclude **FY 2013** from the chart.

5. From the *Design Tab*, Select **[Edit Data]** and choose **Edit Data**.

   Your worksheet will be displayed.

6. Drag the **Range Selector** (triangle on lower right corner of blue border) to the left until **Column D** has no shading. Release the mouse button.

   Notice the **FY2013** data is outside the **Range**.

7. View your **Chart**. Note that you only have 2 columns and the **Legend** says "FY 2011" and "FY 2012".

   The contents of **Column C** are hidden.

8. Adjust your Excel worksheet to include **FY 2013**.

   Hint: Drag the **Range Selector** to include **Column D**.

9. Save the file.

   [Ctrl + S]

Modify a Chart

Switch Row/Column

By default PowerPoint will plot the data in your chart by rows. Each row represents a **Series**. This means, you are comparing row data that is then grouped in columns. The column labels will appear in the **Legend**. The row labels appear on the **X axis**.

When you click on the [Switch Row/Column] button, the data will switch so that now you are comparing the column data. The Legend will show the row labels and the column labels will appear on the X axis. You can switch back and forth as much as you want.

Select Data

You will find at times that you do not wish to plot all of the data. You may wish to change the data you have selected or add additional data in your chart. Use this button to accomplish all of this by selecting a new **Data Range**.

◊ Click on the **[Select Data]** button. This opens the *Select Data Source* dialog.

◊ Select the new range in your worksheet or use the *Chart data range* text box in the dialog box.
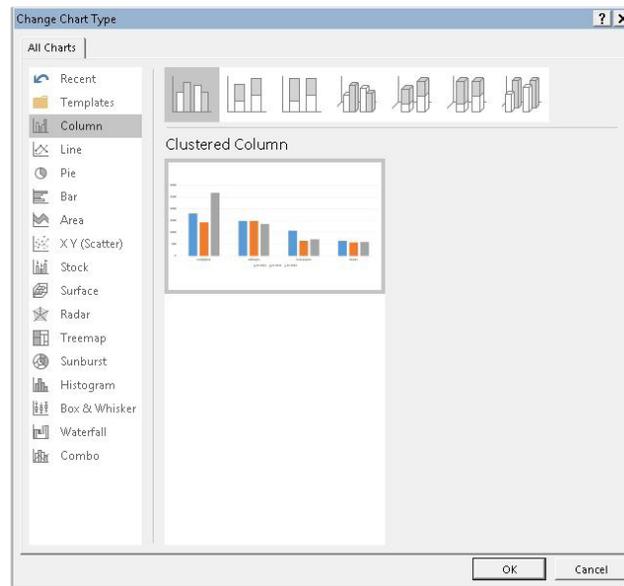
◊ Click **[OK]**.
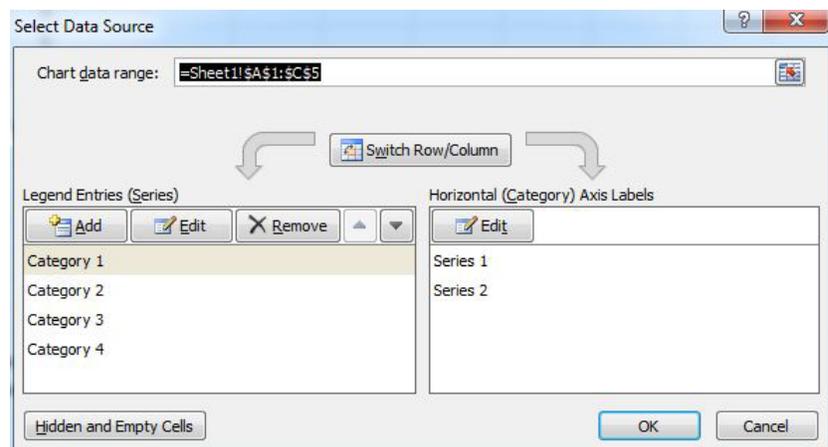
Modify a Chart, continued

Even after your data has been entered into the worksheet, you may change the type of chart you wish to use. Each chart type displays the data in a different way. In addition to different Chart Types, each has a list of available sub-types with variations of the Chart Type.

Chart Types

◈ From the *Design Tab*, choose **[Change Chart Type]**. The *Chart Type* dialog box displays.

◈ Select a *Chart type* from the palette at the left.

◈ Select a *Chart sub-type* from the *Chart sub-type* gallery at the top.

◈ Click **[OK]**. The *Chart* window will display the selected chart type.

If you have saved formatted charts as Templates choose Templates from the category list on the left of the window and then choose the template you wish to use.

Some of the most common chart types are:

Column Chart: Mainly used to compare items.
Line Chart: Used for plotting the change in data over a period of time.
Pie Chart: Uses 1 Data Series. Used for showing a proportion of a particular item.
Bar Chart: Used for comparing items.

Modify a Chart,
continued

Chart Layouts

Click the **[Quick Layouts]** botton to access a set of different types of layouts that you can choose for your chart. This includes the chart **Legend**, data values, labels and titles. To apply a layout to your chart, simply click on a layout from the Gallery. To change layouts, just click on another one.
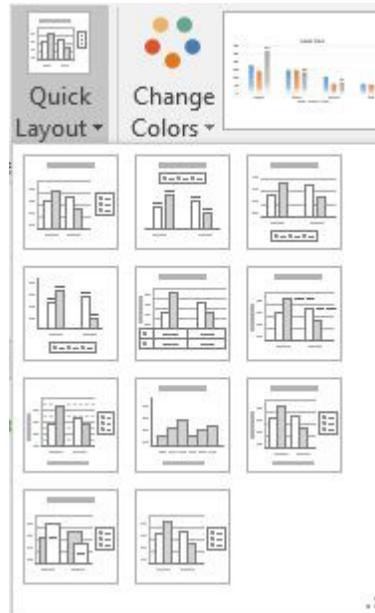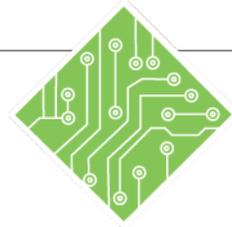
Chart Styles

Chart Styles are a set of styles that apply color and other special color effects to your chart. This will not effect your layout. You can apply both a chart layout and a chart style to your chart. Apply a chart style by clicking on the **[More]** button in the **Chart Styles** group and choosing the style you prefer.

Instructions:

Results/ Comments:

1. **My Team.pptx** should be open.

   If not, open it from the Recent Document list.

2. Click in the **Column Chart** to make it active.

   If it isn't already in the front, click on the *Design Tab*.

3. Click on the **[Change Chart Type]** button.

4. Click on the **Bar** choice on the left. Click on **3-D Clustered Bar** (fourth option at the top). Click **[OK]**.

   Undo the change.

   Note the placement of the **Category Axis** and **Value Axis**. This chart type is a little harder to understand.

5. Click on **[Select Data]** button, then click the **[Switch Row/Column]** button.

   Close the worksheet.

   Notice that the row labels are in the **Legend**. The column labels are on the **Value (Y) Axis**.

6. Click on the **[Select Data]** button. The data for your chart will have a flashing border around it.

   You may need to drag the dialog box out of the way to see it.

   Click in the worksheet and highlight cells **A1:C4.** Notice the change in the **Chart Data Range** field in the dialog box. Click **[OK]**. Close your worksheet.

   You could also drag the **Range Selector** or edit the **Chart Data Range** in the dialog box as you did in the previous exercise.

7. Observe the changes.

   You are now comparing just two years and three expense categories.

8. Make sure your chart is selected. In the **Chart Layouts** group on the *Design Tab*, click the **[Quick Layout]** button and select **Layout 4.**

   The **Legend** is at the bottom. You can now see the budget numbers above each category (series) of expense.

9. Select Layout 5. Note the other placeholders (**Chart Title** and **Axis Title**) added to the chart.

   This layout shows the **Legend** and **Data Values** at the bottom of the **Chart** area.
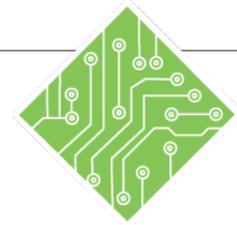
Instructions:

Results/ Comments:

10. Choose several and then choose Quick Layout 11.

The **Chart Styles Gallery** displays choices for this layout type.

11. Click the **[More]** button on the **Chart Styles** group on the *Design Tab*.

12. Choose Style 3.

13. Try a couple of other Chart Styles.

    Select the last style in the **Chart Styles** or a style that looks similar to the picture below.

Note there is no **Title Placeholder**, we will deal with that in the next section.

14. Using the **[Select Data]** button, chart all 3 years and 4 **Categories** and **Switch Row/Column** back to having the **Expense Categories** as the **Category (X) Axis**.
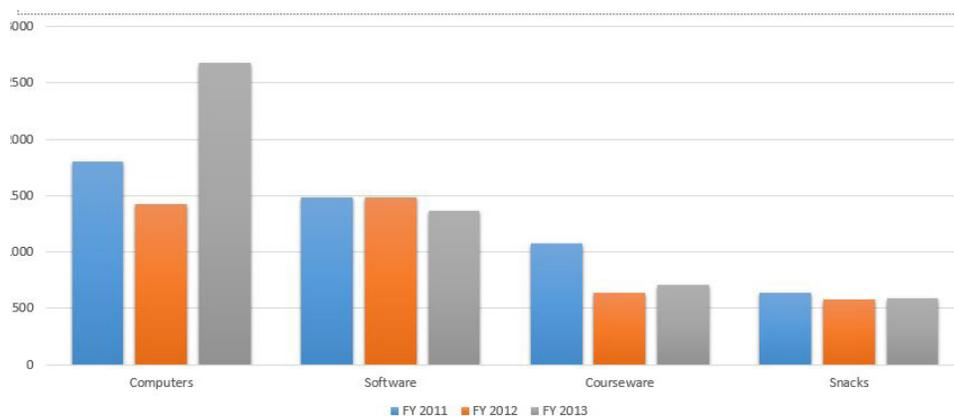
15. Save your file.

[Ctrl + S]

Your chart should look similar the one below.

Modifying the Chart Layout

Layout Tools

Changing the Chart Layout can be accomplished using features from the contextual tabs for *Design* and *Format*. The most popular formatting options are included on both ribbons. If you are adding elements to your chart, the *Design* tab will give you the ability to choose the element to add and the location for it to be displayed. The *Format* tab will allow you to change the look and position of the elements.

Working with Chart Elements

Titles

Titles are descriptive elements used to tell the viewer what your chart is representing. You can add titles for: *Chart Title*, *Category Axis*, *Value Axis* and *Legend*. A descriptive chart title could be something like "Budget 2012."

Add a Chart Title

- ◊ Make sure your chart is selected.
- ◊ Select the *Design Tab*, if not already selected, to display.
- ◊ Select **[Add Chart Element]** from the **Chart Layouts** group.
- ◊ Choose the location for your **Title**.
- ◊ Make sure the **Title** is selected.
- ◊ Type the text for the **Title**.
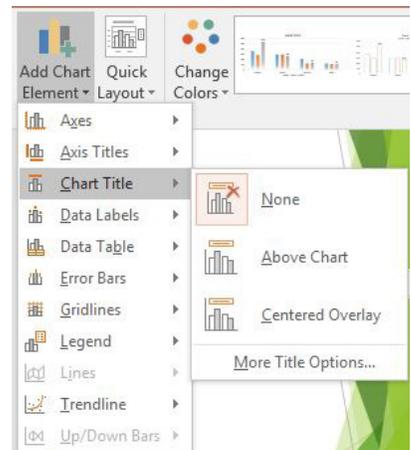
Formatting Chart Elements

The second tab under *Chart Tools* is the *Format Tab*. This Ribbon is used to work with the different parts of your **Chart** such as:

◊ Inserting Shapes and Text Boxes

◊ Labels (Chart Titles, Axis Titles, Legend, and Data Labels)

◊ Horizontal and Vertical Axes
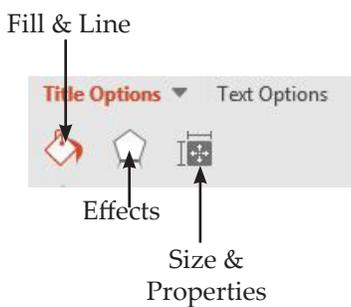
◊ Background

◊ Format Shapes and Text

Below shows the contextual *Format* ribbon.

Chart Tools, Format Ribbon

Formatting a Chart Title

Once the Title has been added to the chart, it becomes a chart object and can be formatted using the *Format Chart Title* Task Pane.

Fill & Line

Effects

Size & Properties

The *Format Chart Title* Task Pane has choices to change the **Fill & Line**, **Effects** and **Size & Properties**. You can change the **Fill, Borders (Line, Color, etc), Effects (Shadow, Glow, Soft Edges, 3-D Format),** and **Alignment.**

To Format a Chart Title

◊ Make sure your Title is selected.

◊ Clicking the [Format Selection] button in the **Current Selection** group or by right-clicking the **Title Placeholder** and selecting *Format Chart Title....*

◊ The *Format Chart Title* Task Pane is displayed.

◊ Select the icon for the type of change you want to make: **Fill & Line, Effects, or Size & Properties**.

◊ Select format desired.
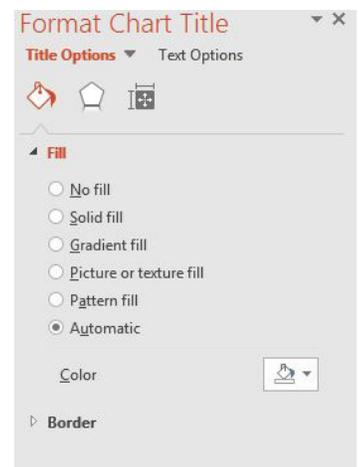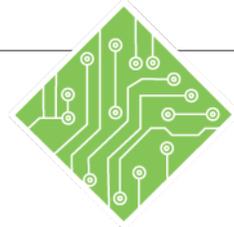
Instructions:

1. **My Team.pptx** should still be open. Make sure your chart is selected.

2. Click on the *Design Tab* if not already selected.

3. Click on the **[Add Chart Element]** button. Select **[Chart Title]** and choose **Above Chart** from the side menu.

4. Type: **2011 - 2013 Proposed Budget**.

5. Click on the contextual *Format* Tab. Click the **[Format Selection]** button.

6. Change the following:
   a. **Fill** with a *Gradient fill*. Experiment with different colors.
   b. Border Color should be Solid Line. Make it a contrasting color to the fill.
   c. Border Style should be Dash Type: Dash, Width: 2 pt.
   d. Shadow. Choose a Preset with a contrasting color
   e. 3-D format. Experiment with different settings.
   f. Alignment. Experiment with the Text direction, then select Horizontal.

7. Close the *Format Chart Title* Task Pane and save your file.

Results/ Comments:

To display the *Chart Tools, **Design Ribbon***.

To add a **Title** to the chart above the **Plot Area**. Once you click on the **Above Chart** selection, the **Title** is inserted and selected.

You do not need to click into the placeholder or delete the text. Just begin typing and the text will go into the placeholder.

To display the *Format Chart Title* Task Pane. You can also get to this dialog box using the contextual *Design* Tab, click the **[Add Chart Element]** button in the **Chart Layouts** group and choose **Chart Title**, **More Title Options** from the menu if the **Chart Title** is already selected.

Click on the category on the left, and make an appropriate choice in the panel on the right. Move the dialog box so you can see the changes you make (**Live Preview**). Note the colors available are controlled by the **Theme** applied.

Feel free to experiment with different settings. If you don't like what you chose, change it or press **[Ctrl + Z]** to undo.

If you change the *Text Direction* to **Vertical**, you will need to also change the location of the **Title**.
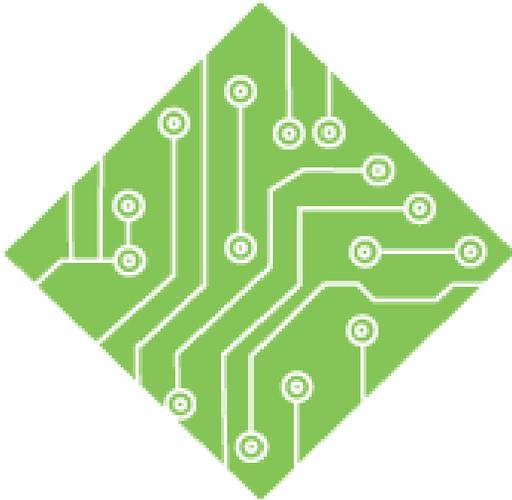
Lesson 7: Preparing to Deliver a Presentation

Lesson Overview

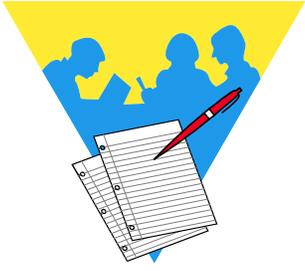You will cover the following concepts in this chapter:

◊ Adding Transitions and Animations

◊ Adding Timings

◊ Working with Speaker Notes

◊ Printing a Presentation, Handouts, Speaker Notes and Presentation Outline

◊ Rearranging and Hiding Slides

◊ Packaging the Presentation

Lesson Notes

Adding Transition & Animation Effects

PowerPoint gives you several options to control how your slides display during a slide show.

From the *Animations Tab,* shown below, you can:

◊ Add animation to an object on the slide, which controls how the object moves onto the slide using the **Animation** group.

◊ Change animation effects.

◊ Add animations.

◊ Reorder animations.

◊ Change timings.

◊ Preview animations.

Transition Effects

Transition effects control the way the screen changes from one slide to the next. A different transition effect and the rate of the transition can be set for each slide. Keep in mind that having multiple transitional effects can be more of a distraction for the audience than you want. When you set transition effects, the effects will be applied to the current slide only. To set transition effects for more than one slide at a time, select the slides in the *Slide* pane in *Normal* View or in the *Slide Sorter* View, then apply the effects or click the **[Apply To All]** button.

From the *Transitions Tab,* shown below, you can:

◊ Set a transition effect which controls how the slides move on and off the screen using the **Transition to This Slide** group.

◊ Select whether to run your slide show manually or automatically using the **Timing** group.

◊ Add **Transition Sound** and **Speed** using the **Timing** group.

Adding Transition and Animation Effects,
continued

To Set a Transition Effect

◊ Select the slide or slides to which you want to apply a transition effect. To select more than one slide, click on the first slide, then press **[Ctrl]** and then click on the second, third etc.

◊ Select the *Transitions Tab*.

◊ From the **Transition to This Slide** group, choose the **[More]** button of the **Slide Transition Gallery**.

More Button

◊ In the **Gallery**, there are thumbnails of all the transition effects available. Select a transition effect from the **Gallery** to apply the transition to the slide or slides. This is a live preview gallery, so when you click a transition, you will see it previewed on the active slide.

◊ You can set the **Duration** of the transition from the **Timing** group.

◊ To apply the transition effect to all of the slides, click on **[Apply to All]** in the **Timing** group.

Adding Timings to the Slides

Instead of using your mouse to advance to the next slide, you can set timings to automatically advance the slides. This is great when setting up for a trade-show or display booth and you want the presentation to run continuously.

To Add Timings

◊ Select the slide(s) you want to apply a timing to.

◊ From the *Transitions Tab* in the **Timing** group, click the checkbox before **After**. Use the arrows or type the amount of time you want to pass before the slide transitions to the next slide.

◊ You can use both settings; **On Mouse Click** and **Automatically** but the slides will advance even if you do not click the mouse.

◊ To apply the Timings to all of the slides, click on **[Apply to All].**

## Adding Transition and Animation Effects,
continued

Adding Text and Object Animation

Text and object animation affect the visible on-screen text and objects. The animation feature allows you to discuss a bullet point or object before the next one appears. With animations you can also control the speed and duration of each element as it appears.

To Add Animations to Objects on a Slide

◊ Go to **Normal** view.

◊ Select a slide and then select the object(s) (text or graphic) you want to work with.

◊ From the *Animations Tab*, choose [**Animation Pane**] from the **Advanced Animation** group.

◊ The **Animation Task Pane** will be displayed.

◊ Click on [**Add Animation**] in the **Advanced Animation** group of the *Animations Tab*.

◊ Select an animation effect from the list. This will apply it to the selected object(s).

◊ You can also choose **More (Entrance, Emphasis, Exit) Effects...** to display a larger list of animation options for each of the effects in its own dialog box. If you choose an effect from this list, it will show you a preview of the result. Once you have chosen an effect, click [**OK**].

Action 7.1 - Adding Transition and Animation Effects
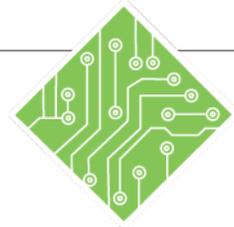
Instructions:

1. Open **My Team.pptx** and go to *Slide Sorter* view.

   Click on **Slide 1**.

2. Select the *Transitions Tab*.

3. In the **Transition Effects Gallery** in the **Transition to This Slide** group, click the **[More]** button and then scroll to the *Exciting* area and click on **Checkerboard**.

4. In the **Timing** group, type in the *Duration* field how long you want the transition to take.

5. Under *Advance slide* check **After**.

6. In the Field next to **After**, type in **3** or use the up arrow to select the time.

7. Click the **[Apply To All]** button.

8. Double-click on slide 2.

9. Select the **Bulleted Text**.

10. Click the **[Animation Pane]** button on the *Animations Tab.*

11. Click the **[Add Animation]** button in the **Advanced Animation** group and choose **More Entrance Effects...**

12. Choose the *Bounce* effect from the **Exciting** category and click **[OK]**.

Results/ Comments:

The presentation is displayed in **Slide Sorter** view.

To select it.

Observe the choices on the Ribbon.

Next to last group. This will apply a transition to the selected slide.

This will adjust the speed of how fast the transition appears on the slide.

To advance to the next slide automatically.

Three seconds is the amount of time we want before the show automatically advanced to the next slide.
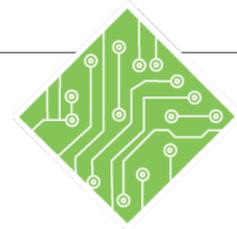
To apply the same transition to all the slides in the presentation.

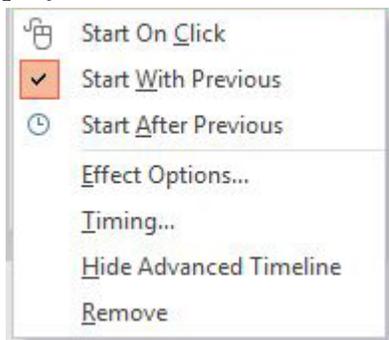Slide 2 is now displayed in **Normal** view.
.

The *Animation* pane appears.

The 'Add Entrance Effect' window opens. When you click on one of the choices a preview of the effect is displayed.

Instructions:

13. Click the **[Preview]** button in the **Preview group** to preview the slide.

14. Repeat the action of selecting the bulleted list and adding the same animation to each slide.

15. To further modify the appearance of animations, click the arrow underneath your animation in the **[Animation Pane]** and **[Right Click]** on any element. The following drop down is displayed:

    🖰 Start On Click
    ✔ Start With Previous
    🕐 Start After Previous

    Effect Options...
    Timing...
    Hide Advanced Timeline
    Remove

16. To remove an effect, click **[Remove]** in the drop down.

17. Experiment with adding and removing different animations.

18. Save the file.

Results/ Comments:

On the *Animation Tab* is an **[Animation Painter]** button that works the same way as the **Format Painter** except that it paints the animations from one slide to another.

[Start On Click] will display each element individually on advancement.

[Start With Previous] will display selected element at the same time as prior element (for displaying a group of elements all at once).

[Start After Previous] will display selected element individually after previous element with automatic advancement.

**[Ctrl+S]**

Speaker Notes

Notes Pages

PowerPoint provides a **Notes Pane** for each slide in your presentation. When printing the presentation you can choose to print **Notes Pages** that will display a thumbnail of the slide and the content you entered into the **Notes Pane** associated with each slide in the presentation. You can create your notes as you are creating your presentation or after your presentation is complete. There is also a **Notes Master** page that is used to control the positioning of the elements printed on **Notes Pages**. The **Notes Page Master** is covered in the Level Two course.

To Create Speaker Notes

◊ Select the slide you want to create notes on.

◊ Click into the space at the bottom of the window and type in your notations or paste in copied text. You can also go to the *View Tab* and choose **[Notes Page]**. (Make sure you don't select **Notes Master**) If you are working in the **Notes Page** then follow these steps.

◊ Click in the body object located below the slide where it says "**Click to add text**".

◊ Enter your notes for that slide. To more easily view your notes, you may want to **[Zoom]** to 100%.

◊ Use the scroll bar to go to the next slide or press **[Page Down].**

It might be easier to read your notes if you type them in a bulleted or numbered list. To add bullets to your text, click on the *Home Tab.* In the **Paragraph** group, click the **[Bullets]** or **[Numbering]** tool.
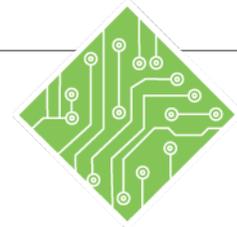
Instructions:

1. **My Team.pptx** should be on your screen. Select **Slide 3**.

2. Observe the **Notes Pane** below the slide.

3. Click into the **Notes Pane**.

4. Click the **[Bullet]** button on the *Home Tab*. Type the following, pressing **[Enter]** after each bulleted item.
   • **Adobe and Microsoft launching new versions in 2016**
   • **Net 250,000 by partnering with Oracle and IBM**
   • **Live-On Line is a must**

   Change the text to **Bold** and **Red**.

5. Select the *View Tab*, choose **[Notes Page]**. Notice the note you just typed is shown below the slide. Note the formatting applied to your text.

6. Move to **Slide 4**.

7. Click in the **Notes Pane**.
   Type: **Gifts for Team Members**.

8. Select **Slide 7** from the **Slide Pane**.
   Type the following note: **Note changes to the schedule.**

9. Save your file.

Results/ Comments:

Below the slide where it says "Click to add notes".

You can add notes in the **Notes Pane** or in **Notes Page** view.

Some formatting for your notes will only display in **Notes Page** view. Only the **Bold** is displayed in the **Notes Pan**.

To switch to **Notes Page** view for **Slide 3**. If you need to, **Zoom** to a larger view. All formatting is now displayed.

Use the double-down arrow on the scroll bar or press **[Page Down]**.

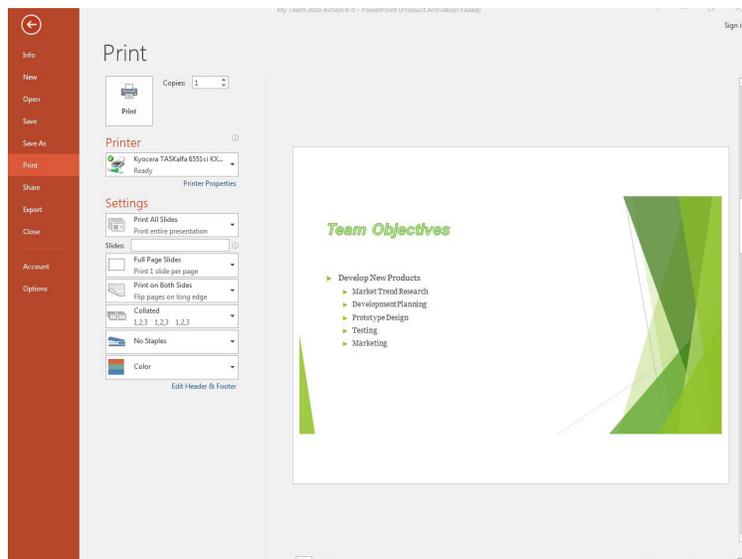Where it says "Click to add notes".

[Ctrl+S]

Printing

PowerPoint allows you to not only print the slides in your presentation but the notes pages, handouts and outline view pages as well.

To Print a Presentation

◊ From the *File Tab*, choose **Print**. **[Ctrl + P]**

The *Back Office Pane is displayed*.

2016 Print Window

◊ Under the *Full Page Slides* drop-down, select what you want to print:

◊ **Full Page Slides** - Use this to print the slides in your presentation. This is the default setting.

◊ **Notes Pages** - Use this to print your speaker notes

◊ **Outline** - Use this to print an outline of your presentation.

◊ **Handouts** - Use this to print handouts of your presentation. You can print from 1 - 9 slide images per page.

◊ Select the number of slides to print in the *Slides* box.

◊ Select any other options desired.

◊ Click **[OK]**.
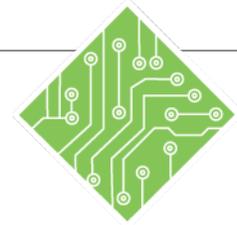
Instructions:

1. From the *File Tab* choose **Print**.

2. Observe the *Full Page Slides* drop-down in the *Settings* section.

3. Choose **Notes Pages** from the *Print Layout* section.

4. Use the **Next** and **Previous Page Arrows** at the bottom of the pane.

5. In the *Print range* box, click on **Print Current Slide**.

6. Under *Color:* select **Pure Black and White**.

7. Explore other print options in the drop-down menus.

8. Save and close the file.

Results/ Comments:

[Ctrl + P]

You can select the range of slides to print.

Note the preview shows the **Slide** and the **Notes Pane**.

Note the pages with notes on them.

Print Range Box

Note that **[Next Page]** is grayed out since you are printing the current slide only. Also, all color is replaced with shades of gray and black.

This option is useful when you are printing draft copies of color presentations.

[Ctrl+S] [Ctrl+W]
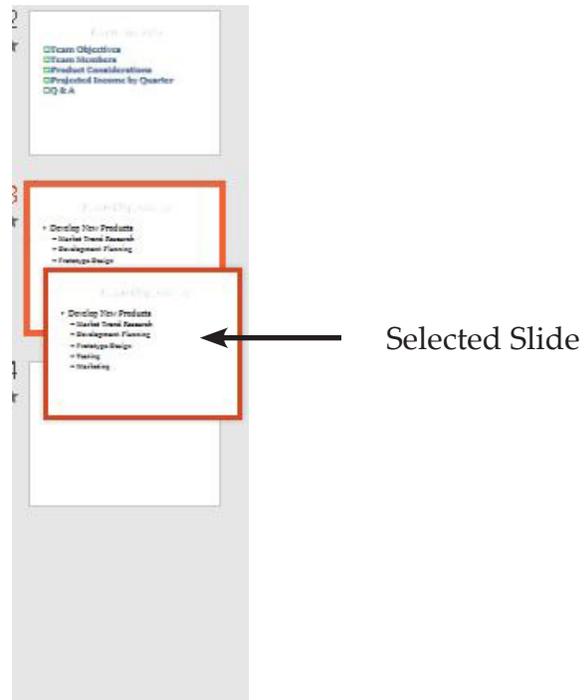
Rearranging a Presentation

Rearranging Slides in Normal View

Working in **Normal** view and moving a slide to a different location within the presentation is a simple procedure. Select the slide to be moved in the **Slide View Pane** and drag it up or down. The slide moves as you are dragging. When you get where the slide will be moved to, release the mouse button.

Selected Slide

Rearranging a Presentation,
continued

Changing the Order of Slides in Slide Sorter View

In *Slide Sorter* view, you can see all the slides at one time. You can also add, delete, hide, and move slides within this view.

To Delete a Slide:

◊ From the *View* Tab, click on the **[Slide Sorter]** button.

◊ Select the slide to be deleted.

◊ Press the **[Delete]** key.

You can also delete slides in the *Normal View* using the same process.

To Change the Order of Slides:

◊ Place the mouse pointer on the slide to be moved.

◊ Start dragging the slide. A pointer with a miniature slide and a line designating where the slide will be placed are displayed.

◊ Drag the line where you want the slide moved and release the mouse button.
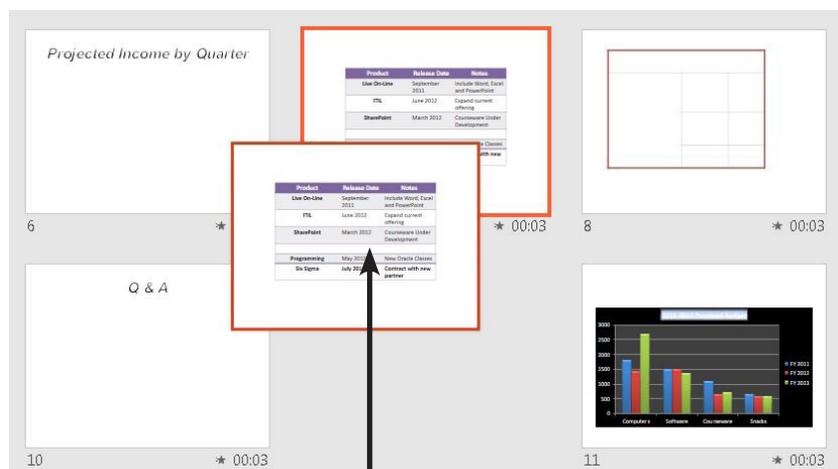
Selected Slide Moving
to open location

Rearranging a Presentation,
continued

Hiding a Slide

A useful tool in *PowerPoint* is the ability to hide a slide. This comes in handy when you have created a presentation that can be used for several audiences with the exception of a few slides that may be appropriate only for a particular audience. For example, you may wish to discuss the sales figures of your Cleveland office with just your Cleveland staff. Or you may choose to have several welcoming messages each designed for a specific audience. You can keep all of these slides in one presentation and then *Hide* the slides that you do not wish to be seen.

To Hide a Slide in Slide View

◊ Select the slide.

◊ Select the *Slide Show* Tab, and choose **[Hide Slide]**. *Notice the button changes colors.*

◊ To "unhide" the slide, select the *Slide Show* Tab, and choose **Hide Slide**. *Notice the button changes back to the default color for the ribbon.*
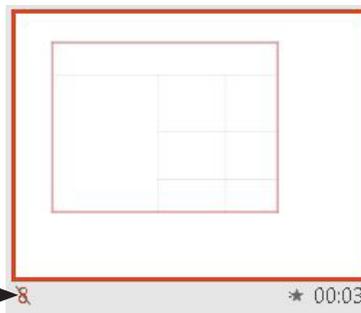
To Hide a Slide in Slide Sorter View

Note

In the **Slide Sorter view** and from the **Slide Pane**, you can right-click and choose **Hide Slide** from the menu.

◊ Select **[Slide Sorter]** from the *View Tab* or the button on the **Status Bar**.

◊ Click on the slide you want to hide. To select multiple slides, hold down the **[Shift]** key to select contiguous slides or the **[Ctrl]** key to select random slides.

◊ Click on the **[Hide Slide]** button found on the *Slide Show* Tab. The Page Number icon will change to let you know the slide is hidden.

◊ To "unhide" the slide, click on the **[Hide Slide]** button again.

Hidden Slide Icon ⟶

Instructions:

Results/ Comments:
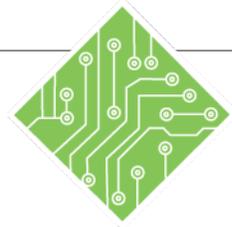
1. **My Team.pptx** should be on your screen.

2. Switch to **Slide Sorter** view.

   Click on the **[Slide Sorter View]** button on the *View* Tab or *Status Bar*.

3. Point to **Slide 3** and press and hold the mouse button.

   The move icon will not be displayed until you begin to drag the slide.

4. Drag the slide before **Slide 2**.

   The slide moves with the pointer as long as you have your mouse button pressed down.

5. Release the mouse button.

   The slides have been reordered.

6. Observe the slide numbers.

   The slides are automatically renumbered.

7. Choose **Slide 4**.

8. Press **[Delete]** on your keyboard.

   Notice the slide icon disappears, but the insertion point remains.

9. From the **Quick Access Toolbar,** choose **[Undo]**.

   The slide will reappear.
   Shortcut: **[Ctrl + Z]** to undo.

10. Leave the file open.
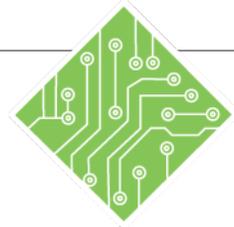
Instructions:

Results/ Comments:

1. Open the **Tradeshow.pptx** file.

2. In **Slide Sorter** view, click on **Slide 4**.

3. From the *Slide Show Tab,* click the **[Hide Slide]** button.

   A small hide slide icon will appear on the right below the slide.
   Shortcut: Right-click and choose **Hide Slide**.

4. Click on **Slide 3**.

5. From the *Slide Show* Tab, click **[From Current Slide]** from the **Start Slide Show** group.

   To start the slide show beginning with **Slide 3**.

6. Press the **[Spacebar]** or **[Right Arrow]** to advance to the next slide.

   Notice **Slide 4** is skipped.

7. Press **[Esc]** to end the slide show and go back to the **Slide Sorter** view.

8. Select **Slide 4**.

9. From the *Slide Show Tab,* click the **[Hide Slide]** button.

   This selection works like an on and off switch. This will turn the hide slide off. The hide slide icon below **Slide 4** will change to the slide number icon.

10. View the slide show from **Slide 3**.

    Slide 4 is now in the show.

11. Press **[Esc]** to end the slide show and go back to the **Slide Sorter** view.

12. Save the file.

    [Ctrl+S]
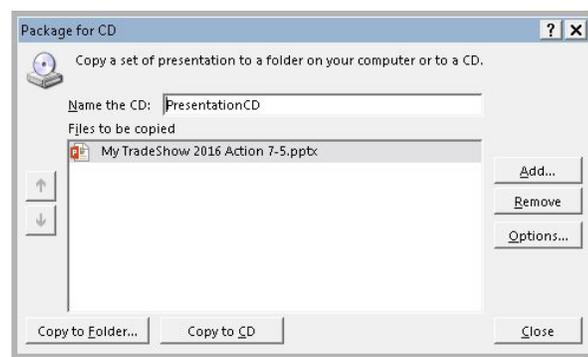
Packaging a Presentation

Once you have finished creating and saving your presentation, you should **Package** it. When inserting graphic content, video or audio content, tables and/or chart data from other programs, PowerPoint creates links back to where these files are stored on your system. This helps to keep the file size smaller and allows PowerPoint to run smoother. There can be issues when you copy the file to other media (CD's or flash drives) that the links will be broken and the inserted content does not display because PowerPoint is looking for the files as if you are still working on your own computer. To avoid this issue from ever arising the **Package For CD** feature is the way to go.

Packaging For CD

◈ Save the presentation.

◈ Go to the *File Tab*, select the **Export** category on the left side and choose **[Package Presentation For CD]**. Then click on the **[Package for CD]** button.
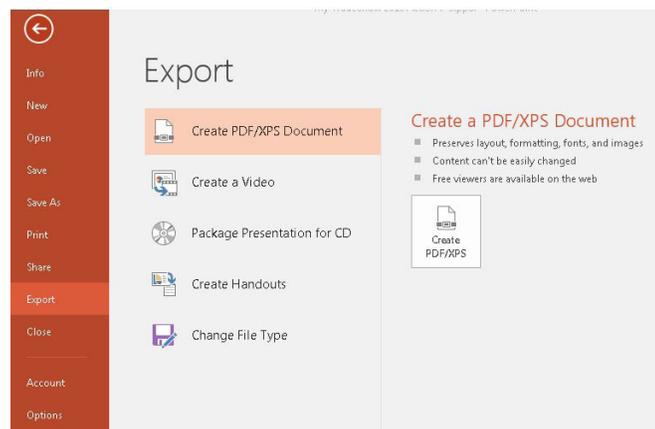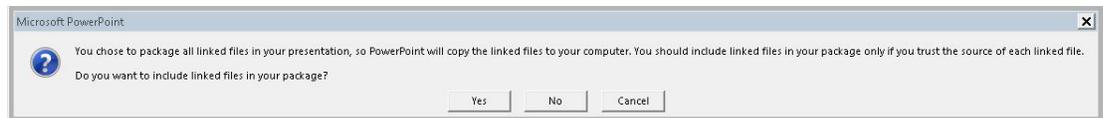

The *Package for CD* dialog box is displayed.
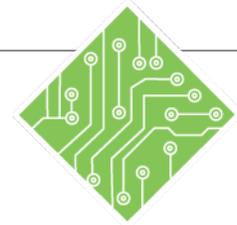
Packaging a Presentation,
continued

Once in the *Package For CD* window you can choose to add other presentations to the same package which is great if you will be giving several different presentations. Just because this function is called Package For CD does not mean that it has to be saved to a CD, you are able to save the package to the computer and then copy it to any media you choose.

⬧ To add other presentations click the Add button. Navigate to where the other files are stored and select them, click **[Add]**.

⬧ To save the package to your computer click the Copy To Folder button and navigate to where you want the package stored, click **[OK]**.

⬧ You should see a warning box that lets you know that you will be copying all linked content, click the **[Yes]** button.

Microsoft PowerPoint
You chose to package all linked files in your presentation, so PowerPoint will copy the linked files to your computer. You should include linked files in your package only if you trust the source of each linked file.

Do you want to include linked files in your package?

Yes   No   Cancel

⬧ The process will begin and in a few moments it will finish, returning you to the Package For CD window. You are finished and can close the window.

⬧ You can copy the folder to a flash drive or CD.

Instructions:

Results/ Comments:

1. Click the *File Tab* and choose **Export**, then **[Package Presentation for CD]** and then click the **[Package for CD]** button.

   The 'Package For CD' window opens.

2. In the *Name the CD:* field type: **New Product Team**.

   Use simple and descriptive names.

3. The current file should be listed in the *Files to be copied* field.

   If more files need to be included in the package, click the **[Add]** button and find the additional files.

4. Click the **[Copy to Folder]** button instead of **[Copy to CD]**.

   This allows you to put the folder onto your computer as opposed to on a CD.

5. Click the **[Browse]** button next to the *Location:* field and navigate to the desktop.

   You can save the folder anywhere on your computer.

6. Click the **[Select]** button.

6. Click the **[OK]** button.

   To run the packaging process.

7. If you have not saved the file, PowerPoint will save the file for you.

8. A window should appear that asks if you want to copy the linked content into the folder. Always click the **[Yes]** button in this window.

   This ensures that all linked content is kept with the file and there will not be any broken links that would cause the content to not display.

9. The package folder opens.

   Look to see that all files are in the package folder.

10. Close the folder and then close PowerPoint.

Tips and Notes
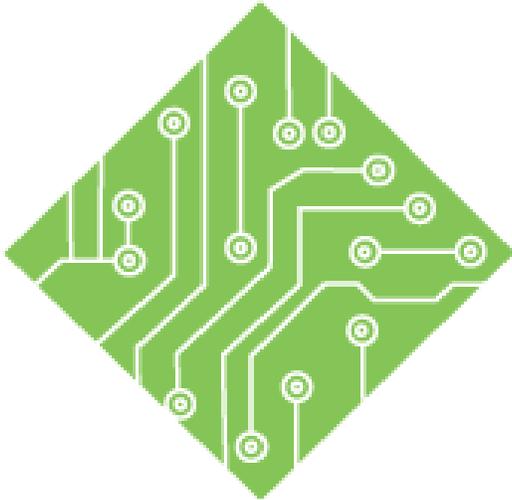
Appendix A: Presentation Development

Lesson Overview

You will cover the following concepts in this chapter:

◈ Tips for Effective Presentation Development and Delivery

Lesson Notes

Presentation Development

PowerPoint presentations are a great way to support a speech, visualize complicated concepts or focus an audience's attention. However, a bad presentation can achieve the opposite. Poorly designed slides with too much text or distracting graphics can lead the audience away from your message. Consider these tips to avoid common mistakes:

Determine the Type of Output that Best Conveys Your Message

◊ When formatting your presentation, consider what background colors will look good for your output, especially if it is an on-screen slide show or a show browsed at a kiosk.

◊ Will the necessary hardware be available when you give your presentation? You may need to consider using **Handouts** instead of projecting onto a screen. You should always be prepared with **Handouts** in case you have a technical malfunction.

Create a Simple Design Template

◊ Using the **Slide Master** to create consistency in your presentation design. Whether you use a list, image, or text depends on your content, but consistency with other elements such as font, colors, and background throughout the presentation is essential.

◊ Remember that light background colors will enhance the readability of your type.

Use an Appropriate Font and Size

◊ Choose your font and size carefully. Never use a font size smaller than 20 points for a presentation that will be displayed on a projected screen.

◊ Limit the number of font styles you use in a presentation to three. More than that will undermine the cohesiveness of your presentation.

◊ Avoid all caps. Instead, use color or different font sizes to highlight your points. Large type can lend credibility to your presentation.

◊ Limit punctuation to prevent cluttering the slide.

◊ If you are citing a well-known source, make it big enought to read clearly. A good reference adds authority to your materials.

Presentation Development, continued

Decide Whether to Use Display Font, Content Font, Serif Font, or Sans Serif Font

◈ Display fonts include script fonts, block fonts, engraved fonts and other showy or flashy fonts. Use these fonts where there is little text to be read and the idea is to catch the audience's attention.

◈ Serif fonts have little marks or lines on the ends of each character. An example of a serif font is Times New Roman. Sans serif fonts, such as Arial, do not have the end lines. The end marks help your eye move from one character to the next, linking them together in your brain. Sans serif fonts are best used in titles because each character seems to be independent from the character next to it.

Use Good Quality Images

◈ Images should reinforce and completment your message and should be impactful, not space-fillers.

◈ Empty space on the slide will actually enhance readability. Don't clutter the slide with images unlcess they add value.

◈ Test your images to make sure they retain quality when projected on a larger screen.

Avoid Too Many Special Effects

◈ Special effects, like graphics, should enhance the presentation not distract from it.

◈ Be careful not to bury your message with unnecessary flashiness. These features seem impressive at first, but they tend to distract from your message and get old quickly.

◈ Transition, text fly-ins, animations and sounds may reduce the professionalism you are trying to convey. Remember that less is more.

◈ Use transitions to create cohesion in your presentation, not distraction.

◈ Make your case one point at a time to that the audience isn't trying to read the entire slide while you are still elaborating on the first pioint. Use animation appropriately to accomplish this.

Presentation Development, continued

Limit the Number of Slides According to the Time You Have Available for the Presentation

◊ Flipping to the next slide constantly and rushing through the presentation not only distracts the audience, but typically does not get your message across. A good rule of thumb is no more than one slide per minute.

◊ Give the presentation a meaningful tiltle and outline your message. Follow the 6x6 rule: No more than 6 lines of text per slide and no more than 6 words in each line of text.

Learn to Navigate Your Presentation in a Non-Linear Fashion

◊ Know these Shortcuts:

[N], **[Enter]**, **[Page Down]**, **[Right Arrow]**, **[Down Arrow]**, **[Spacebar]**, or left mouse click	Advance to the next slide
[P], **[Page Up]**, **[Left Arrow]**, **[Up Arrow]**, or **[Backspace]**	Return to the previous slide
<number> + [Enter]	Go to slide <number>
[B] or **[Period]**	Display a black screen, or return to the slide show from a black screen
[W] or **[Comma]**	Display a white screen, or return to the slide show from a white screen
[S] or **[+]**	Stop or restart an automatic slide show
[Esc], **[Ctrl]+[Break]**, or **[-]**	End a slide show

◊ Use the techniques from Lesson 4 to create hyperlinks from slide to slide.

Presentation Development, continued

Do Not Read from Your Slides or Speak Facing the Screen

◈ The bulleted information on your slides should be supplementary to what you are saying. The audience can read. Remember that your slides are only there to support, not to replace your talk! You'll want to explain or describe your data or circumstances, and only provide keywords on you slides. If you read your slides, the audience will get board, stop listening and not get your message.

◈ For a slide show, you should allow 2-3 minutes per slide.

◈ Practice helps ensure success.

◈ Be familiar with your materials.