## **POWERPOINT 2016**

## CHAPTER -1- GETTING STARTED WITH POWERPOINT

#### Introduction

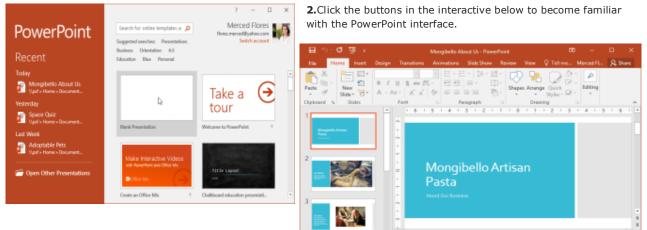
PowerPoint is a **presentation program** that allows you to create dynamic slide presentations. These presentations can include animation, narration, images, videos, and much more. In this lesson, you'll learn your way around the PowerPoint environment, including the **Ribbon**, **Quick Access Toolbar**, and **Backstage view**.

#### **Getting to know PowerPoint**

**PowerPoint 2016** is similar to PowerPoint 2013 and PowerPoint 2010. If you've previously used these versions, PowerPoint 2016 should feel familiar. But if you are new to PowerPoint or have more experience with older versions, you should first take some time to become familiar with the **PowerPoint 2016 interface**.

#### The PowerPoint interface

**1.**When you open PowerPoint for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new presentation**, choose a **template**, and access your **recently edited presentations**. From the **Start Screen**, locate and select **Blank Presentation** to access the PowerPoint interface.



#### Working with the PowerPoint environment

The **Ribbon** and **Quick Access Toolbar** are where you will find the commands to perform common tasks in PowerPoint. **Backstage view** gives you various options for saving, opening a file, printing, and sharing your document.

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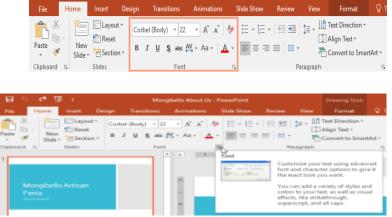
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#### The Ribbon

1.PowerPoint uses a tabbed Ribbon system instead of traditional menus. The Ribbon contains multiple tabs, each with several groups of commands. For example, the Font group on the Home tab contains commands for formatting text in your document.

2.Some groups also have a **small** arrow in the bottom-right corner that you can click for even more options.



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#### Showing and hiding the Ribbon

The Ribbon is designed to respond to your current task, but you can choose to **minimize** it if you find that it takes up too much screen space. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon to display the drop-down menu.

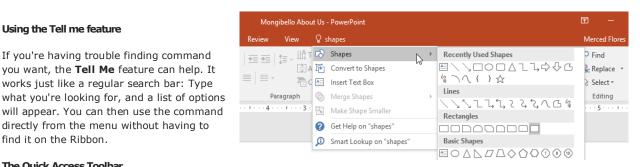


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Auto-hide Ribbon: Auto-hide displays your workbook in full-screen mode and completely hides the Ribbon. To show the Ribbon, click the Expand Ribbon command at the top of screen.

Show Tabs: This option hides all command groups when they're not in use, but tabs will remain visible. To show the Ribbon, simply click a tab.

Show Tabs and Commands: This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open PowerPoint for the first time.



## The Quick Access Toolbar

find it on the Ribbon.

Using the Tell me feature

Located just above the Ribbon, the Quick Access Toolbar lets you access common commands no matter which tab is selected. By default, it includes the Save, Undo, Redo, and Start From Beginning commands. You can add other commands depending on your preference.

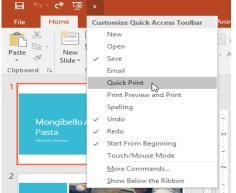
Clipboard 5

#### To add commands to the Quick Access Toolbar:

1. Click the drop-down arrow to the right of the Quick Access Toolbar.

2.Select the command you want to add from the drop-down menu. To choose from more commands, select More Commands.





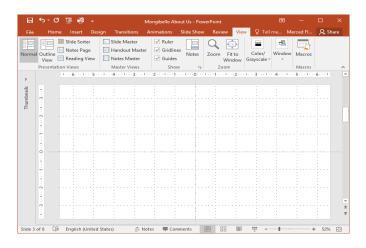
#### The Ruler, guides, and gridlines

PowerPoint includes several tools to help organize and arrange content on your slides, including the Ruler, guides, and gridlines. These tools make it easier to align objects on your slides. Simply click the **check boxes** in the **Show** group on the **View** tab to show and hide these tools.

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Slides

**3.**The command will be added to the Quick Access Toolbar.



#### Zoom and other view options

PowerPoint has a variety of viewing options that change how your presentation is displayed. You can choose to view your presentation in Normal view, Slide Sorter view, Reading view, or Slide Show view. You can also zoom in and out to make your presentation easier to read.

Switching between different slide views is easy. Just locate and select the desired **slide view command** in the bottomright corner of the PowerPoint window.



#### Zooming in and out

To zoom in or out, click and drag the **zoom control slider** in the bottom-right corner of the PowerPoint window. You can also select the **+** or **- commands** to zoom in or out by smaller increments. The number next to the slider displays the current **zoom percentage**, also called the **zoom level**.

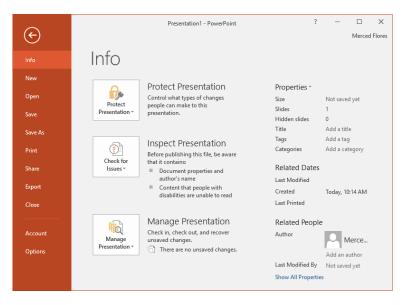


#### **Backstage view**

**Backstage view** gives you various options for saving, opening, printing, and sharing your presentations. To access Backstage view, click the **File** tab on the **Ribbon**.



Click the buttons in the interactive below to learn more about using Backstage view.



## CHAPTER -2- UNDERSTANDING ONEDRIVE

#### Introduction

Many of the features in Office are geared toward saving and sharing files online. **OneDrive** is Microsoft's online storage space that you can use to save, edit, and share your presentations and other files. You can access OneDrive from your computer, smartphone, or any of the devices you use.

To get started with OneDrive, all you need to do is set up a free **Microsoft account** if you don't already have one.

Once you have a Microsoft account, you'll be able to sign in to Office. Just click **Sign in** in the upper-right corner of the PowerPoint window.

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#### Benefits of using OneDrive

Once you're signed in to your Microsoft account, here are a few of the things you'll be able to do with OneDrive:

**Access your files anywhere:** When you save your files to OneDrive, you'll be able to access them from any computer, tablet, or Smartphone that has an Internet connection. You'll also be able to create new presentations from OneDrive.

**Back up your files:** Saving files to OneDrive gives them an extra layer of protection. Even if something happens to your computer, OneDrive will keep your files safe and accessible.

**Share files:** It's easy to share your OneDrive files with friends and coworkers. You can choose whether they can edit or simply read files. This option is great for collaboration because multiple people can edit a presentation at the same time (also known as co-authoring).

#### Saving and opening files

When you're signed in to your Microsoft account, OneDrive will appear as an option whenever you save or open a file. You still have the option of saving files to your computer. However, saving files to your OneDrive allows you to access them from any other computer, and it also allows you to share files with friends and coworkers.

For example, when you click Save As, you can select either OneDrive or This PC as the save location.



## CHAPTER -3- CREATING AND OPENING PRESENTATIONS

#### Introduction

PowerPoint files are called **presentations**. Whenever you start a new project in PowerPoint, you'll need to **create a new presentation**, which can either be **blank** or from a **template**. You'll also need to know how to **open an existing presentation**.

#### To create a new presentation:

When beginning a new project in PowerPoint, you'll often want to start with a new blank presentation.

#### 1.Select the File tab to go to Backstage view.



2.Select New on the left side of the window, then click Blank Presentation.

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A new presentation will appear.

#### To create a new presentation from a template:

A **template** is a **predesigned presentation** you can use to create a new slide show quickly. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project.

Click the File tab to access Backstage view, then select New.

**1.**You can click a suggested search to find templates or use the **search bar** to find something more specific. In our example, we'll search for the keyword **chalkboard**.

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3.A preview of the template will appear, along with additional information on how the template can be used.

Click Create to use the selected template.

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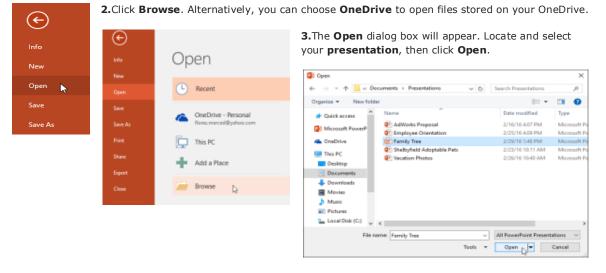
A new presentation will appear with the **selected template**.

It's important to note that not all templates are created by Microsoft. Many are created by third-party providers and even individual users, so some templates may work better than others.

#### To open an existing presentation:

In addition to creating new presentations, you'll often need to open a presentation that was previously saved. To learn more about saving presentations, visit our lesson on **Saving Presentations**.

#### 1.Select the File tab to go to Backstage view, then click Open.



Most features in Microsoft Office, including PowerPoint, are geared toward saving and sharing documents **online**. This is done with **OneDrive**, which is an online storage space for your documents and files. If you want to use OneDrive, make sure you're signed in to PowerPoint with your Microsoft account

#### To pin a presentation:

If you frequently work with the same presentation, you can pin it to Backstage view for easy access.

Select the File tab to go to Backstage view, then click Open. Your Recent Presentations will appear.

Hover the mouse over the **presentation** you want to pin, then click the **pushpin icon**.

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🧀 Browse			

The presentation will stay in the **Recent presentations** list until it is unpinned. To **unpin** a presentation, click the pushpin icon again.



#### To pin a presentation:

**1.**If you frequently work with the **same presentation**, you can **pin it** to Backstage view for easy access. Select the **File** tab to go to **Backstage view**, then click **Open**. Your **Recent Presentations** will appear. Hover the mouse over the **presentation** you want to pin, then click the **pushpin icon**.

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#### To convert a presentation:

If you want access to all PowerPoint 2016 features, you can **convert** the presentation to the 2016 file format.

Note that converting a file may cause some changes to the **original layout** of the presentation.

1. Click the File tab to access Backstage view.

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**3.**The **Save As** dialog box will appear. Select the **location** where you want to save the presentation, enter a **file name**, and click **Save**.

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The presentation will be converted to the newest file type.

## **CHAPTER-4- SAVING PRESENTATIONS**

#### Introduction

Whenever you create a new presentation in PowerPoint, you'll need to know how to save in order to access and edit it later. As with previous versions of PowerPoint, you can save files to your computer. If you prefer, you can also save files to the cloud using **OneDrive**. You can even export and share presentations directly from PowerPoint.

#### Save and Save As

PowerPoint offers two ways to save a file: Save and Save As. These options work in similar ways, with a few important differences.

Save: When you create or edit a presentation, you'll use the Save command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can just click the Save command to save it with the same name and location.

Save As: You'll use this command to create a copy of a presentation while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

#### About OneDrive

Most features in Microsoft Office, including PowerPoint, are geared toward saving and sharing documents online. This is done with **OneDrive**, which is an online storage space for your documents and files. If you want to use OneDrive, make sure you're signed in to PowerPoint with your Microsoft account. Review our lesson on Understanding OneDrive to learn more.

#### To save a presentation:

It's important to save your presentation whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost.

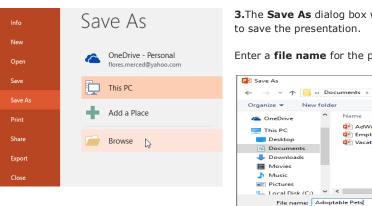
You'll also need to pay close attention to where you save the presentation so it will be easy to find later.

1.Locate and select the Save command on the Ouick Access Toolbar.

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2.If you're saving the file for the first time, the Save As pane will appear in Backstage view.

You'll then need to choose where to save the file and give it a file name. Click Browse to select a location on your computer. Alternatively, you can click **OneDrive** to save the file to your OneDrive.



3. The Save As dialog box will appear. Select the location where you want

Enter a **file name** for the presentation, then click **Save**.

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The presentation will be click the Save comman changes as you modify the presentation.

You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

#### Using Save As to make a copy

If you want to save a different version of a presentation while keeping the original, you can create a copy. For example, if you have a file named Client Presentation you could save it as Client Presentation 2 so you'll be able to edit the new file and still refer back to the original version.

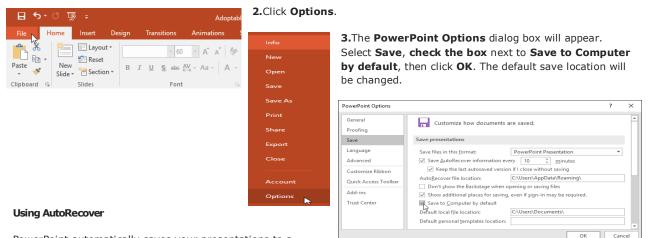
To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.



#### To change the default save location:

If you don't want to use **OneDrive**, you may be frustrated that OneDrive is selected as the default location when saving. If you find this inconvenient, you can change the **default save location** so **This PC** is selected by default.

#### 1. Click the File tab to access Backstage view



PowerPoint automatically saves your presentations to a

temporary folder while you are working on them. If you forget to save your changes or if PowerPoint crashes, you can restore the file using **AutoRecover**.

#### To use AutoRecover:

Open PowerPoint. If autosaved versions of a file are found, the Document Recovery pane will appear.

1. Click to open an available file. The presentation will be recovered.

Document Recovery PowerPoint has recovered the following files. Save the ones you wish to keep. Available Files Adoptable Pets.pptx [Orig Version created last time t 3/1/2016 1:55 PM	for less than 10 minut <b>2.</b> If you don't see the	tes, PowerPoint may file you need, you <b>v</b> . Just select the <b>Fi</b>	10 minutes. If you are e y not create an autosave can browse all autosave ile tab, click <b>Manage P</b> ns.	ed version. ed files
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#### Exporting presentations

By default, PowerPoint presentations are saved in the **.pptx** file type. However, there may be times when you need to use **another file type**, such as a **PDF** or **PowerPoint 97-2003 presentation**. It's easy to **export** your presentation from PowerPoint in a variety of file types.

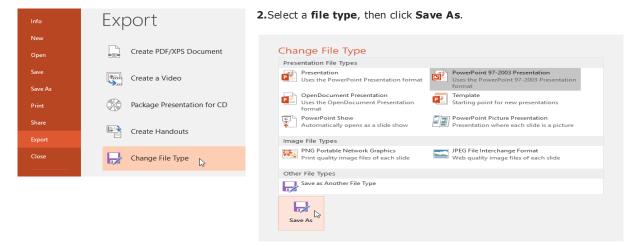
PDF: Saves the presentation as a PDF document instead of a PowerPoint file Video: Saves the presentation as a video Package for CD: Saves the presentation in a folder along with the Microsoft PowerPoint Viewer, a special slide show player anyone can download Handouts: Prints a handout version of your slides Other file type: Saves in other file types, including PNG and PowerPoint 97-2003

#### To export a presentation:

- 9 -

#### 1. Click the File tab to access Backstage view.

Click **Export**, then choose the desired option. In our example, we'll select **Change File Type**.



**3.**The **Save As** dialog box will appear. Select the **location** where you want to export the presentation, type a **file name**, then click **Save**.

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PDF: Saves the presentation as a PDF document instead of a PowerPoint file

Video: Saves the presentation as a video

**Package for CD:** Saves the presentation in a folder along with the Microsoft PowerPoint Viewer, a special slide show player anyone can download

Handouts: Prints a handout version of your slides

Other file type: Saves in other file types, including PNG and PowerPoint 97-2003

#### Sharing presentations

PowerPoint makes it easy to **share and collaborate** on presentations using **OneDrive**. In the past, if you wanted to share a file with someone you could send it as an email attachment. While convenient, this system also creates **multiple versions** of the same file, which can be difficult to organize.

When you share a presentation from PowerPoint, you're actually giving others access to the **exact same file**. This lets you and the people you share with **edit the same presentation** without having to keep track of multiple versions.

In order to share a presentation, it must first be **saved to your OneDrive**.

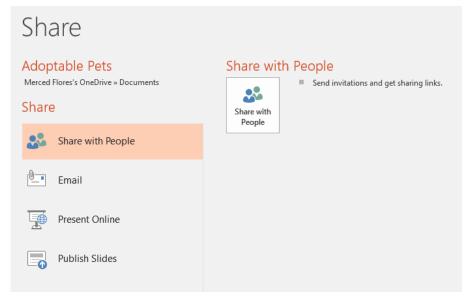
#### To share a presentation:

Click the File tab to access Backstage view, then click Share.



The Share pane will appear.

Click the buttons in the interactive below to learn more about different ways to share a presentation.



Present Online

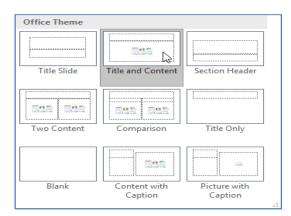
From here, you can share your presentation online as a **live presentation**. PowerPoint will **generate a link** that others can open in their web browser.

#### Introduction

Every PowerPoint presentation is composed of a series of slides. To begin creating a slide show, you'll need to know the basics of working with slides. You'll need to feel comfortable with tasks such as inserting a new slide, changing the layout of a slide, arranging existing slides, changing the slide view, and adding notes to a slide.

#### Understanding slides and slide layouts

1. When you insert a new slide, it will usually have placeholders to show you where content will be placed. Slides have different layouts for placeholders, depending on the type of information you want to include. Whenever you create a new slide, you'll need to choose a slide layout that fits your content.



2. Placeholders can contain different types of content, including text, images, and videos. Many placeholders have thumbnail icons you can click to add specific types of content. In the example below, the slide has placeholders for the title and content.

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<ul> <li>Click to add text</li> </ul>	

#### To insert a new slide:

layouts.

Whenever you start a new presentation, it will contain one slide with the Title Slide layout. You can insert as many slides as you need from a variety of Home Insert Desig View

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1. From the Home tab, click the bottom

half of the New Slide command.

2. Choose the desired slide layout from the menu that appears.

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3. The new slide will appear. Click any placeholder and begin typing to add text. You can also click an **icon** to add other types of content, such as a **picture** or a **chart**.

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4.To change the layout of an existing slide, click the Layout command, then choose the desired layout.

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**5.**To quickly add a slide that uses the same layout as the selected slide, click the top half of the New Slide command.

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#### **Organizing slides**

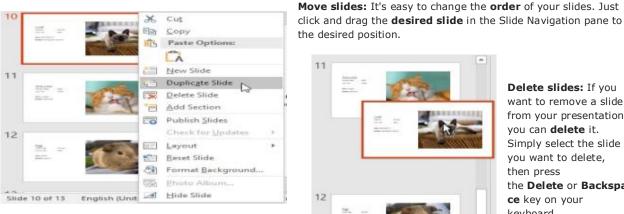
PowerPoint presentations can contain many slides as you need. The Slide Navigation pane on the left side of screen makes it easy to organize yo slides. From there, you

can duplicate, rearrange,

and **delete** slides in your presentatio

#### Working with slides

Duplicate slides: If you want to copy and paste a slide quickly, you can duplicate it. To duplicate slides, select the slide you want to duplicate, right-click the mouse, and choose Duplicate Slide from the menu that appears. You can also duplicate **multiple slides** at once by selecting them first.





Delete slides: If you want to remove a slide from your presentation, you can delete it. Simply select the slide you want to delete, then press the Delete or Backspa ce key on your keyboard.

#### To copy and paste slides:

New

If you want to create several slides with the same layout, you may find it easier to copy and paste a slide you've already created instead of starting with an empty slide.

1. Select the slide you want to copy in the Slide Navigation pane, then click the Copy command on the Home tab. Alternatively, you can press **Ctrl+C** on your keyboard.

> 2. In the Slide Navigation pane, click just below a slide (or between two slides) to choose a paste location. A horizontal insertion point will appear.

3. Click the Paste command on the Home tab. Alternatively, you can press **Ctrl+V** on your keyboard. 4. The slide will appear in the selected location. 9 10 **Customizing slide layouts** 

Sometimes you may find that a slide layout doesn't exactly fit your needs. For example, a layout might have too many-or too few-placeholders. You might also want to change how the placeholders are arranged on the slide. Fortunately, PowerPoint makes it easy to adjust slide layouts as needed.

#### Adjusting placeholders

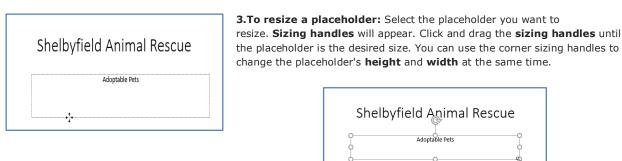
1.To select a placeholder: Hover the mouse over the edge of the placeholder

Shelbyfield Animal Rescue Adoptable Pets

- 13 -

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the ur			Likes Uniting To'	
n.	12			

**2.To move a placeholder:** Select the placeholder, then click and drag it to the desired location.



To delete a placeholder: Select the placeholder you want to delete, then press the Delete or Backspace key on your keyboard.

#### To add a text box:

Text can be inserted into both **placeholders** and **text boxes**. Inserting **text boxes** allows you to add to the slide layout. Unlike placeholders, text boxes always stay in the same place, even if you change the theme.

1. From the Insert tab, select the Text Box command.

File	Hom	e Insert	Design	Trar	nsitions	Anin	nations	Slide	Show	Review	View	Q Tell n	ne
New Slide *	Table	Dictures	Online Pictu Screenshot • Photo Albur		C∂ Shap T∰ Sma II Cha	artArt	Add- ins *	Einks	Comme	nt Text Box	Header & Footer	A WordA	rt
Slides	Tables	- I	mages		Illustra	tions			Commen	its	Text		

2. The text box will appear. To add text, simply click the text box and begin typing.

в

Layout

\*= Section

🕋 Reset

Title Slide

342 842

Two Content

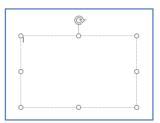
2

Reuse Slides

Duplicate Selected Slides

Slides from Outline.

Blank



u s

Content with Caption

- A^

Title Only

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#### Using blank slides

If you want even more control over your content, you may prefer to use a **blank slide**, which contains no placeholders. Blank slides can be customized by adding your own text boxes, pictures, charts, and more.

To insert a blank slide, click the bottom half of the New Slide command, then choose Blank from the menu that appears.

While blank slides offer more flexibility, keep in mind that you won't be able to take advantage of the predesigned layouts included in each theme.

#### To play the presentation:

Once you've arranged your slides, you may want to play your presentation. This is how you will present your slide show to an audience.

Click the **Start From Beginning** command on the Quick Access Toolbar to see your presentation.



The presentation will appear in full-screen mode.

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You can advance to the next slide by clicking your mouse or pressing the **spacebar** on your keyboard. Alternatively, you can use the **arrow keys** on your keyboard to move forward or backward through the presentation.

Press the **Esc** key to exit presentation mode.

You can also press the **F5** key at the top of your keyboard to start a presentation.

#### **Customizing slides**

#### To change the slide size:

By default, all slides in PowerPoint 2013 use a **16by-9**—or **widescreen**—aspect ratio. You might know that widescreen TVs also use the 16-by-9 aspect ratio. Widescreen slides will work best with widescreen monitors and projectors. However, if you need your presentation to fit a **4-by-3** screen, it's easy to change the slide size to fit.

me what you want to do	Merced Flores 🔉 Share
Variants	Slide Format Size * Background Standard (4:3) Widescreen (16:9) <u>C</u> ustom Slide Size

To change the slide size, select the **Design** tab, then click the **Slide Size** command. Choose the desired slide size from the menu that appears, or click **Custom Slide Size** for more options.

#### To format the slide background:

By default, all slides in your presentation use a **white background**. It's easy to change the background style for some or all of your slides. Backgrounds can have a **solid**, **gradient**, **pattern**, or **picture** fill.

1.Select the Design tab, then click the Format Background command.



3. If you want, you can click Apply to All to apply the same

background style to all slides in your presentation.

	Format Background
Di yuu khoo f Taraa aa	Hill     Solid Hil     Gradeen Hil     Druces or histore Hil     Patienr Hil     Hide background graphics     Color
	Banganny I Du I

**2.**The **Format Background** pane will appear on the right. Select the desired fill options. In our example, we'll use a **Solid fill** with a **light gold** color.

Fill  Scalid fill Gradient fill Picture or texture fill Pattern fill Hide background graphics Color Iransparenc Automatic Theme Colors	atic
<u>G</u> radient fill <u>Picture or texture fill</u> <u>Pittern fill</u> <u>Hide background graphics</u> <u>Color</u> <u>Iransparenc</u> <u>Automatic</u>	atic
	atic
Pattern fill     Hide background graphics <u>C</u> olor <u>Iransparenc</u> Automatic	atic
	atic
<u>C</u> olor <u>I</u> ransparenc <u>A</u> utomatic	atic
Transparence Automatic	atic
	olors
Gold, Accent 4	Accent 4, Lighter 80
Standard Colors	
	Colors
	Colors

The background style of the selected slide will update.

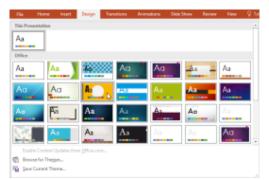
#### To apply a theme:

A theme is a **predefined combination** of colors, fonts, and effects that can quickly change the look and feel of your entire slide show. Different themes also use different **slide layouts**, which can change the arrangement of your existing placeholders. We'll talk more about themes later in our **Applying Themes** lesson.

**1.**Select the **Design** tab on the Ribbon, then click the **More** drop-down arrow to see all of the available themes.



#### 2.Select the desired theme.



3. The theme will be applied to your entire presentation.



Try applying a few different themes to your presentation. Some themes will work better than others **CHAPTER -6- TEXT BASICS** 

#### Introduction

If you're new to PowerPoint, you'll need to learn the basics of **working with text**. In this lesson, you'll learn how to **cut**, **copy**, **paste**, and **format** text.

#### To select text:

Before you can move or arrange text, you'll need to select it.

Click next to the text you want to select, drag the mouse over the text, then release your mouse. The text will be selected.

#### Copying and moving text

PowerPoint allows you to **copy** text that is already on a slide and **paste** it

elsewhere, which can save you time. If you want to move text, you can cut and paste or drag and drop the text.

#### To copy and paste text:

1. Select the text you want to copy, then click the Copy command on the Home tab.



2.Click the Paste command on the Home tab.



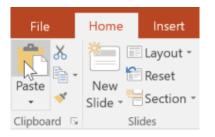
Place the insertion point where you want the text to appear.

### To cut and paste text:

1. Select the text you want to move, then click the Cut command.



2.Place the insertion point where you want the text to appear, then click the Paste command.



The text will appear in the new location.

You can access the **cut**, **copy**, and **paste** commands by using keyboard shortcuts. Press **Ctrl+X** to cut, **Ctrl+C** to copy, and **Ctrl+V** to paste.



#### To drag and drop text:

1. Select the text you want to move, then click and drag the text to the desired location.

DID YOU KNOW?
Pet owners experience
benefits such as:
Social opportunities
Stress relief
Lower blood pressure
Companionship
(Ctrl) -

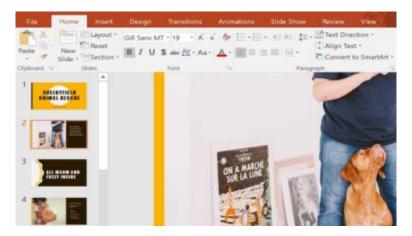
2. The text will appear in the new location.



#### Formatting and aligning text

Formatted text can draw your audience's attention to specific parts of a presentation and emphasize important information. In PowerPoint, you have several options for adjusting your text, including size and color. You can also adjust the alignment of the text to change how it is displayed on the slide.

Click the buttons in the interactive below to learn about the different commands in the Font and Paragraph groups.



Align Text

You can use these commands to align your text at the top, middle, or bottom of a placeholder or text box.

#### Introduction

A theme is a **predefined combination** of colors, fonts, and effects. Different themes also use different **slide layouts**. You've already been using a theme, even if you didn't know it: the default **Office** theme. You can choose from a variety of new themes at any time, giving your entire presentation a consistent, professional look.

#### What is a theme?

In PowerPoint, **themes** give you a quick and easy way to change the design of your presentation. They control your primary color palette, basic fonts, slide layout, and other important elements. All of the elements of a theme will work well together, which means you won't have to spend as much time formatting your presentation.

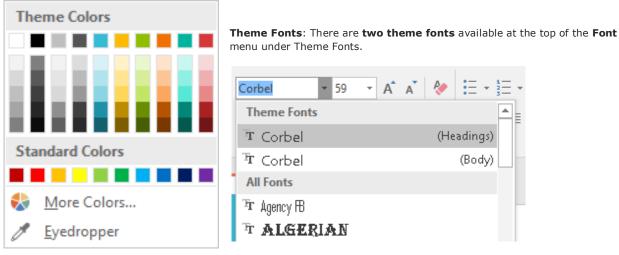
Each theme uses its own set of **slide layouts**. These layouts control the way your content is arranged, so the effect can be dramatic. In the examples below, you can see that the **placeholders**, **fonts**, and **colors** are different.



If you use a **unique** slide layout—such as **Quote with Caption** or **Name Card**—and then switch to a theme that does not include that layout, it may give unexpected results.

Every PowerPoint theme-including the default Office theme-has its own theme elements. These elements are:

Theme Colors: There are 10 theme colors, along with darker and lighter variations, available from every Color menu.



**Theme Effects**: These affect the preset **shape styles**. You can find shape styles on the **Format** tab whenever you select a shape or SmartArt graphic.



When you switch to a different theme, **all of these elements will update** to reflect the new theme. You can drastically change the look of your presentation in a few clicks.

If you apply a font or color that isn't part of the theme, it won't change when you select a different theme. This includes colors selected from the **Standard Colors** or **More Colors** options and fonts selected from **All Fonts**. Using non-theme elements can be useful when you want certain text to be a specific color or font, like a logo.

#### Applying themes

All themes included in PowerPoint are located in the **Themes** group on the **Design** tab. Themes can be applied or changed at any time.

#### To apply a theme:

Select the **Design** tab on the Ribbon, then locate the **Themes** group. Each image represents a theme.

Click the **More** drop-down arrow to see all available themes.

File	Hon	ne Insert	Design	Transitions	Animations	Slide Show	Review
Aa		Aa	Aa		Aa	Ad	
				Themes			73

Select the **desired theme**.

File	e Home	Insert	Design	Transiti	ons Anin	nations	Slide Sh	ow	Review
Thi	Presentation								-
A	a 								
Off	ice								
A		Aa	Ao		Aa	Aa		Aa	-
A	a	Aa	Aa	-	Aa	Aa	-	Aa	
A	a	Aa	Aa		Aa	Aa	_	Aa	
A		Aa	Aa	_	1	Aa	2	Aa	
	Enable Conter	t Updates from	m Office.co	am					
1	Browse for Th	e <u>m</u> es							
1	Save Current 1	heme							

The theme will be applied to the entire **presentation**. To apply a different theme, simply select it from the Design tab.



Once you've applied a theme, you can also select a **variant** for that theme from the **Variants** group. Variants use **different theme colors** while preserving a theme's overall look.



## CHAPTER-8- APPLYING TRANSITIONS

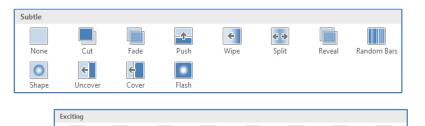
#### Introduction

If you've ever seen a PowerPoint presentation that had special effects between each slide, you've seen **slide transitions**. A transition can be as simple as fading to the next slide or as flashy as an eye-catching effect. PowerPoint makes it easy to apply transitions to some or all of your slides, giving your presentation a polished, professional look.

#### About transitions

There are **three categories** of unique transitions to choose from, all of which can be found on the **Transitions** tab.

**1.Subtle:** These are the most basic types of transitions. They use **simple animations** to move between slides.



Wind

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Switch

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Random

Fracture

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Blinds

Clock

Gallen

Peel Off

Ripple

Cub

Curtain

Origami

K

Vorte

2.Exciting: These use more complex animations to transition between slides. While they're more visually interesting than **Subtle** transitions, adding too many can make your presentation look less professional. However, when used in moderation they can add a nice touch between important slides.

3.Dynamic Content: If you're transitioning between two slides that use similar slide layouts, dynamic transitions will

Drape

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Airplane

Glitte

Box

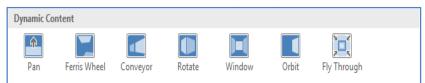
Fall Ove

Page Curl

Doors

Honeyco

move only the **placeholders**, not the slides themselves. When used correctly, dynamic transitions can help **unify** your slides and add a further level of polish to your presentation.

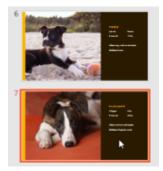


Transitions are best used in moderation.

Adding too many transitions can make your presentation look a little silly and can even be distracting to your audience. Consider using mostly subtle transitions, or not using transitions at all.

#### To apply a transition:

1.Select the **desired slide** from the **Slide Navigation** pane. This is the slide that will appear **after** the transition.



2.Click the Transitions tab, then locate the Transition to This Slide group. By default, None is applied to each slide. Click the More drop-down arrow to display all transitions.

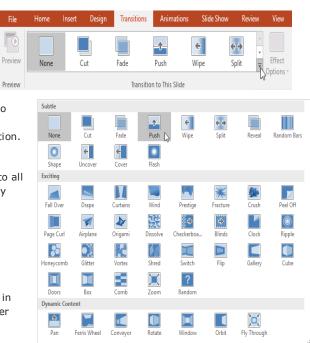
**3.**Click a **transition** to apply it to the selected slide. This will automatically preview the transition.

4.You can use the Apply To

**All** command in the **Timing** group to apply the same transition to all slides in your presentation. Keep in mind that this will modify any other transitions you've applied.

Transitior	ns Animati	ons Slide S	Show Re	view	View	♀ Tell me		
		÷	<del>¢</del> →	*	<b>_</b>	Sound: [No		
E de	Duch	14/5		-	Effect	Duration:	01.00	÷
Fade	Push	Wipe	Split	Ŧ	Options *	Apply To All		

Try applying a few different types of transitions to various slides in your presentation. You may find that some transitions work better than others, depending on the content of your slides.



#### To preview a transition:

1. You can preview the transition for a selected slide at any time using either of these two methods:

Transitions

Transition to This Slide

Click the **Preview** command on the **Transitions** tab.

File	Home	Insert	Design	Transitio	ns Animations
Preview	None		Cut	Fade	Push
Preview				Tran	sition to This Slide

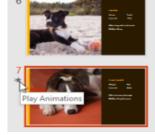
#### **Modifying transitions**



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Effect

00.50



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🔍 Sound: [No Sound]

Duration:

🗔 Apply To All

÷

1

Effect

Options <sup>·</sup>

#### To modify the transition effect:

You can quickly customize the look of a transition by changing its **direction**. Select the **slide** with the transition you want to modify.

Click the **Effect Options** command and choose the desired option. These options will vary depending on the selected transition. The transition will be **modified**, and a **preview** of the transition will appear. Some transitions do not allow you to modify the direction.

To modify the transition duration:

Select the **slide** with the transition you want to modify. In the **Duration** field in the **Timing** group, enter the **desired time** for the transition. In this example, we'll decrease the time to half a second—or 00.50—to make the transition **faster**.

#### To add sound:

Select the **slide** with the transition you want to modify. Click the **Sound** drop-down menu in the **Timing** group. Click a **sound** to apply it to the selected slide, then preview the transition to hear the sound. Sounds are best used in moderation. Applying a sound between every slide could become overwhelming or even annoying to an audience when presenting your slide show. **To remove a transition:** 

Select the **slide** with the transition you want to remove.

Choose None from the Transition to This Slide group. The transition will be removed.





Sound: [No Sound]

Advance Slide

On Mouse Click

After: 00:00.00

01.00

Timing

Duration:

From Bottom

From <u>L</u>eft

From Right

From Top

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🗔 Apply To All

To remove transitions from **all slides**, apply the **None** transition to a slide, then click the **Apply to All** command.

#### Advancing slides

Normally, in Slide Show view you would advance to the next slide by clicking your mouse or by pressing the spacebar or arrow keys on your keyboard. The **Advance Slides** setting in the **Timing** group allows the presentation to advance **on its own** and display each slide for a specific amount of time. This feature is especially useful

for unattended presentations, such as those at a trade show booth.

To advance slides automatically:

Select the slide you want to modify.

Locate the **Timing** group on the **Transitions** tab. Under **Advance Slide**, uncheck the box next to **On Mouse Click**.

In the **After** field, enter the amount of time you want to display the slide. In this example, we will advance the slide automatically after 1 minute and 15 seconds, or 01:15:00.

	🔩 Sound: Cam	amera 🔹		Advance Slide	
Effect	Duration:	00.50	÷	On Mouse Click	
Options -	🗔 Apply To All			✓ After: 01:15.00 +	
		Tin	ning	1 T	

Select another slide and repeat the process until all slides have the desired timing. You can also click the **Apply to All** command to apply the same timing to all slides. If you need to advance to the next slide before an automatic transition, you can always click the mouse or press the spacebar to advance the slides as normal.

#### Introduction

As you add more slides to a presentation, it can be difficult to keep everything organized. Fortunately, PowerPoint offers tools to help you organize and prepare your slide show.

#### About slide views

SHELBYFIELD

ANIMAL RESCUE

PowerPoint includes several different slide views, which are all useful for various tasks. The **slide view commands** are located in the bottom-right of the PowerPoint window. There are four main slide views.

Normal view: This is the default view, where you create and edit slides. You can also move slides in the Slide Navigation pane on the left.

Slide sorter view: In this view, you'll see a thumbnail version of each slide. You can drag and drop slides to reorder them quickly.

ALL WARM AND

FUZZY INSIDE

Reading view: This view fills the PowerPoint window with a preview of your presentation. It includes easily accessible **navigation buttons** at the bottom-right.

SHELBYFIELD

ANIMAL RESCUE





ANIMAL RESCUE

ADOPTABLE PETS

#### **Outline view**

Outline view shows your slide text in outline form. This allows you to quickly edit your slide text and view the content of multiple slides at once. You could use this layout to review the organization of your slide show and prepare to deliver your presentation.

MAN'S BEST

FRIEND

#### To view an outline:

1. From the View tab, click the Outline View command.

An outline of your slide text will appear in the slide navigation pane.



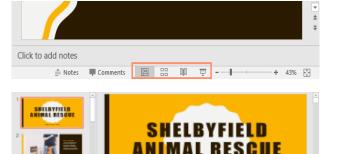
Animations

2. You can type directly in the outline to make changes to your slide text.

#### Slide notes

You can add **notes** to your slides from

the Notes pane. Often called speaker notes, they can help you deliver or prepare for your presentation.



SHELBYFIELD ANIMAL RESCUE

ADOPTABLE PETS

≜ Notes ■ Comments 😐 🔠 😇 - 🕂

edit and review your notes. Just click

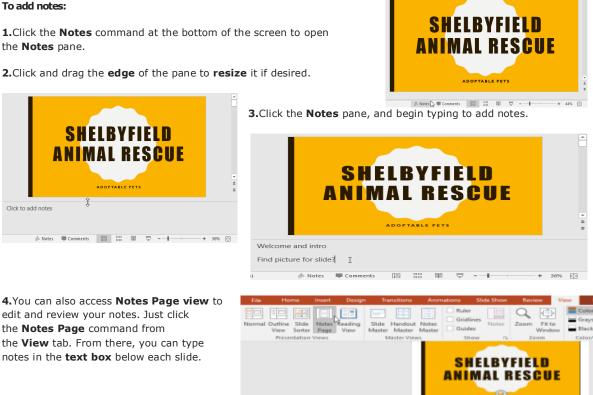
the Notes Page command from

#### To add notes:

Click to add notes

1. Click the Notes command at the bottom of the screen to open the Notes pane.

2. Click and drag the edge of the pane to resize it if desired.



Welcome and intro Find picture for slide?

#### Slide sections

If you have a lot of slides, you can organize

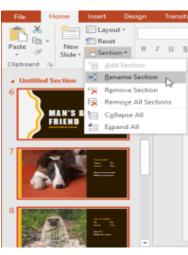
them into sections to make your presentation easier to navigate. Sections can be collapsed or expanded in the Slide Navigation pane and named for easy reference.

#### To create slide sections:

In our example, we will add two sections: one for dogs that are available for adoption, and another for cats and other pets.

1.Select the slide you want to begin a section.

2. From the Home tab, click the Section command, then choose Add Section from the dropdown menu. ALL WARM AND FUZZY INSIDE 3.An Untitled Section will appear in the Slide Navigation pane. X Layout\* 4.To rename the section, click Ba + 😭 Reset Untitled Section Paste New IUS the **Section** command, then -S<sup>2</sup> -Section \* Slide \* choose Rename Section from the Clipboard 15 MAN'S BEST 🕨 Add Section drop-down menu. FRIEND MAN'S BEST FRIEND Home Lavout -× FUZZY IN Reset. En -Paste BIU -32 E Section • Slide ind Ename Section atitled Section MAN'S BEST Remove Section 2 Remove All Section 1111 \* MAN'S B Collapse All FRIEND Expand All



- 23 -

5. Type the new section name in the dialog box, then click Rename.

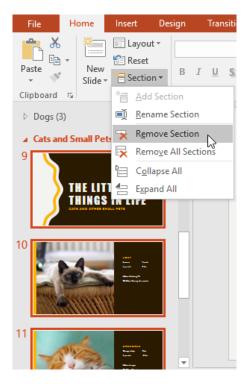
Rename Section	?	$\times$		
Section name:				
<u>R</u> ename	Ca	ncel		

Repeat to add as many sections as you need.

6.In the Slide Navigation pane, click the arrow next to a section name to collapse or expand it.



**7.**To **remove** a section, click the **Section** command, then click **Remove Section**. You can also click **Remove All Sections** to remove all sections from your slides.



## CHAPTER -10- USING FIND & REPLACE

#### Introduction

When you're working with longer presentations, it can be difficult and time consuming to locate a specific word or phrase. PowerPoint can automatically search your presentation using the **Find** feature, and it allows you to quickly change words or phrases using the **Replace** feature.

Shape Fill -

Shape Outline -

Shape Effects -

#### To find text:

1. From the Home tab, click the Find command.

**2.**A dialog box will appear. Enter the **text** you want to find in the **Find what:** field, then click **Find Next**.

	?	×
	Eind,	Next
~	-	2
	Clo	se
	<u>R</u> epla	ice
	~	U Clo

**3.**If the text is found, it will be selected.

You can also access the Find command by pressing **Ctrl+F** on your keyboard.



Olenna Mason 🧏 Share

🔎 Findy

Replace

Select -

Editing

#### To replace text:

At times, you may discover that you've repeatedly made a mistake throughout your presentation—such as misspelling someone's name—or that you need to exchange a particular word or phrase for another. You can use the **Replace** feature to make quick revisions.

want to replace it.

From the **Home** tab, click the **Replace** command.

A dialog box will appear. Type the text you want to find in the **Find** what: field.

Type the text you want to replace it with in the **Replace with**: field, then click **Find Next**.

Replace		?	×
Find what:		Eind	lext
2015-2016	~	13	
Reglace with:		Clos	ie
2016-2017	~	Repla	ice
Match case		Replace	e All
Find whole words only			

If the text is found, it will be selected. Review the text to make sure you

If you want to replace it, select one of the **replace** options. **Replace** will replace individual instances, and **Replace All** will replace every instance. In our example, we'll use the **Replace** option.

Replace		?	$\times$
Fipd what:		Eind N	lext
2015-2016	~		
Replace with:		Clos	ve.
2016-2017	$\sim$	Bepla	ice 📐
Match case		Replac	e All
Find whole words only			

The selected text will be **replaced**.

	for new	ctions wer Band Boos 2016-2017	t
Replace	n.,	7 ×	e
Fipd what:		Eind Next	1
2015-2016 Reglace with:	~	Close	
2016-2017	4	Beplace	of
Match case Find whole words only		Replace All	t

PowerPoint will move to the next instance of the text in the presentation. When you are finished replacing text, click **Close** to exit the dialog box.

When it comes to using **Replace All**, it's important to remember that it could find matches you didn't anticipate and might not actually want to change. Only use this option if you're absolutely sure it won't replace anything you didn't intend it to.

ant to do Olenn	a Mason 🔎 Share
🖄 Shape Fill -	🔎 Find
🖉 Shape Outline -	ab Replace -
Ghape Effects -	Select -
5	Editing ^

#### Introduction

Even though PowerPoint presentations are designed to be viewed on a computer, there may be times when you want to print them. You can even print custom versions of a presentation, which can be especially helpful when presenting your slide show. The **Print pane** makes it easy to preview and print your presentation.

#### **Print layouts**

PowerPoint offers several layouts to choose from when printing a presentation. The layout you choose will mostly depend on **why** you're printing the slide show. There are four types of print layouts.

1.Full Page Slides: This prints a full page for each slide in your presentation. This layout is most useful if you need to **review** or **edit** a printed copy of your presentation.



3.Outline: This prints an overall outline of the slide show. You could use this to review the organization of your slide show and prepare to deliver your presentation.





1.Select the File tab. Backstage view will

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Font

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4.Handouts: This prints thumbnail versions of each slide, with optional space for **notes**. This layout is especially useful if you want to give your audience a **physical copy** of the presentation. The optional space allows them to **take** notes on each slide.



2.Select Print. The Print pane will appear.  $(\leftarrow)$ 

×== -

Slide - 📇 -

New

6

appear. 

> 2 Home

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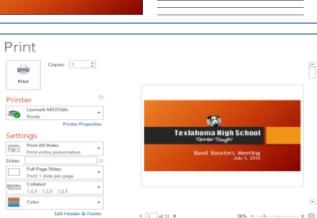
Print

Clipboard 5 Slides

Paste

3. Click the buttons in the interactive below to learn more about using the Print pane.

- A



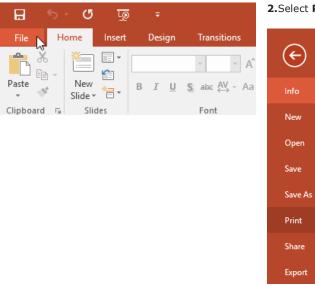
#### Slide Selection

You can click the **arrows** to view a different slide in the Preview pane.

You can also access the Print pane by pressing **Ctrl+P** on your keyboard.

### To print a presentation:

1.Select the File tab. Backstage view will appear.

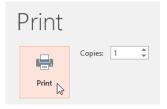


3. Choose the desired printer and print range.

Chose the desired **print layout** and **color** settings.

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	Print All Slides
	Print entire presentation
Slides:	0
	Full Page Slides
	Print 1 slide per page
	Collated
	1,2,3 1,2,3 1,2,3
	Color 👻

4. When you're done modifying the settings, click Print.



## CHAPTER-12- PRESENTING YOUR SLIDE SHOW

Once your slide show is complete, you'll need to learn how to **present it** to an audience. PowerPoint offers several tools and features to help make your presentation smooth, engaging, and professional.

#### Presenting a slide show

Before you present your slide show, you'll need to think about the type of **equipment** that will be available for your presentation. Many presenters use **projectors** during presentations, so you might want to consider using one as well. This allows you to control and preview slides on one monitor while presenting them to an audience on another screen.

#### To start a slide show:

#### There are several ways you can begin your presentation:

**1.**Click the **Start From Beginning** command on the Quick Access Toolbar, or press the **F5** key at the top of your keyboard. The presentation will appear in full-screen mode.

**2.**Select the **Slide Show view** command at the bottom of the PowerPoint window to begin a presentation from the current slide.

4
4
4

**3.**Go to the **Slide Show** tab on the Ribbon to access even more options. From here, you can start the presentation **from the current slide** and access **advanced presentation options**.

5

Clipboard



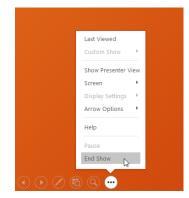
#### To advance and reverse slides:

You can advance to the next slide by **clicking your mouse** or pressing the **spacebar** on your keyboard. Alternatively, you can use or **arrow keys** on your keyboard to move forward or backward through the presentation.

You can also hover your mouse over the bottom-left and click the **arrows** to move forward or backward.

#### To stop a slide show:

**1.**You can exit presentation mode by pressing the **Esc** key on your keyboard. Alternatively, you can click the **Slide Show Options** button in the bottom-left and select **End Show**.



**2.**The presentation will also end after the **last slide**. You can click the mouse or press the spacebar to return to Normal view.

End of slide show, dick to exit.		
	•	

#### Presentation tools and features

PowerPoint provides convenient tools you can use while presenting your slide show. For example, you can change your mouse pointer to a **pen** or **highlighter** to draw attention to items in your slides. In addition, you can **jump around** to slides in your presentation or access other programs from your **taskbar** if needed.

#### To show the taskbar:

Sometimes you may need to access the Internet or other files and programs on your computer during your presentation. PowerPoint allows you to access your **taskbar** without ending the presentation.

Locate and select the Slide Options button in the bottom-left corner.



Slides



#### 1.Select Screen, then click Show Taskbar.

Last Viewed Custom Show	+	
Show Presenter V	iew	
Screen	×	Black Screen
Display Settings	+	White Screen
Arrow Options	•	Hide Ink Markup
Help		Show Taskbar 🍃
Pause		
End Show		

2.Your **taskbar** will appear. Choose a program you want to open, such as a web browser. When you're done, close the window or click the PowerPoint icon on the taskbar to return to the presentation.



#### Slide options

You can also access any of the menu items above by **rightclicking** anywhere on the screen during your slide show.

#### To skip to a nonadjacent slide:

You can jump to slides **out of order** if needed.

Locate and select the See All Slides button in the bottom-left corner.



**Thumbnail versions** of each slide will appear. Select the slide you want to jump to.

End Sh

Next

Last ⊻iewed See <u>A</u>II Slides <u>Z</u>oom In

Show P<u>r</u>esenter View S<u>c</u>reen P<u>ointer Options</u> <u>H</u>elp



🖉 Laser Pointer

🖉 Highlighter

Erase All Ink on Slide

Eraser

2

💋 Pen

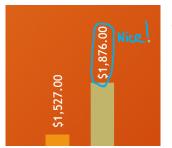
#### To access drawing tools:

Your mouse pointer can act as **pen** or **highlighter** to draw attention to items in your slides.

Locate and select the **Pen Tools** button in the bottom-left corner.

**1.**Select **Pen** or **Highlighter** based on your preference. You can also choose a different **color** from the menu.

**2.**Click and drag the mouse to **mark** your slides. You can also press **Ctrl+P** on your keyboard to access the pen tool while presenting your slide show.



3.You can also use the laser pointer feature to

draw attention to certain parts of your slide. Unlike the pen and highlighter, the laser pointer will not leave markings on your slides. To use the laser pointer, select it from Pen Tools, or press and hold the **Ctrl** key and the left mouse button.



- 29 -

#### To erase ink markings:

Locate and select the **Pen Tools** button in the bottom-left corner.

1.Select Eraser to erase individual ink markings, or select Erase All Ink on Slide to erase all markings.

🥒 Laser Pointer 💋 Pen	2. When you end a slide show, you'll also have the option to <b>Keep</b> or <b>Discard</b> any ink annotations made during your presentation. If you keep ink markings, they'll appear as <b>objects</b> on your slides in Normal view.
<ul> <li>Highlighter</li> <li>Eraser</li> </ul>	Microsoft PowerPoint ×
Erase All Ink on Slide	Want to keep your ink annotations?
<ul> <li>()</li> &lt;</ul>	<u>Leep</u> <u>Discard</u>



If you're presenting your slide show with a second display-like a projector-you can use **Presenter view**. Presenter view gives you access to a special set of controls on your screen that the audience won't see, allowing you to easily reference **slide notes**, preview the **upcoming slide**, and much more.

#### To access Presenter view:

1.Start your slide show as you normally would, then click the Slide Options button and select Presenter View. Alternatively, you can press Alt+F5 on your keyboard to start the slide show in Presenter view.



#### Slide show setup options

PowerPoint has various options for setting up and playing a slide show. For example, you can set up an unattended presentation that can be displayed at a kiosk and make your slide show repeat with continuous looping.

#### To access slide show setup options:

1.Select the Slide Show tab, then click the Set Up Slide Show command.

The Set Up Show dialog box will appear. From here, you can select the desired options for your presentation.

2. Click the buttons in the interactive below to learn about various options for setting up and playing a slide show.

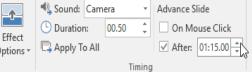
○ Browsed by an individual (window)       ○ Erom: 1 ○ Io: 11 ○       to display setting of the display s	Set Up Show	? ×	Multiple Mor
Pen color:     Image: Color:       Laser pointer color:     Image: Color:       Automatic     Image: Color:	Fresented by a speaker (full screen)     Erowsed by an individual (window)     Browsed at a kiosk (full screen)  Show options     Loop continuously until 'Esc'     Show without narration     Show without animation	All     Erom: 1      Io: 11      Custom show:     Advance slides     Manually	If you have to display th setting on <b>A</b> To advance slide timing
Use Current Resolution Use Presenter View	Pen color:	Slide show monitor: Automatic Resolution: Use Current Resolution	Effect Options •

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itors

more than one monitor, you can choose which one ne slide show on. It's usually best to leave this utomatic.

slides automatically, you'll need to customize the on the Transitions tab



CHAPTER -13-LISTS

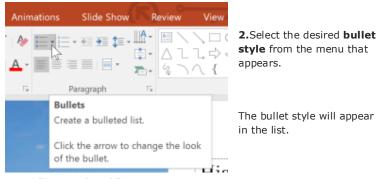
#### Introduction

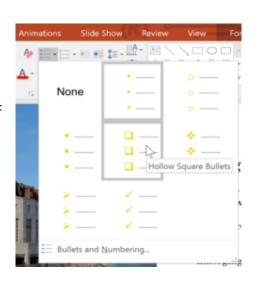
To create effective PowerPoint presentations, it's important to make your slides easy for the audience to read. One of the most common ways of doing this is to format the text as a **bulleted or numbered list**. By default, when you type text into a placeholder, a **bullet** is placed at the beginning of each paragraph—automatically creating a **bulleted list**. If you want, you can modify a list by choosing a different bullet style or by switching to a numbered list.

#### To modify the bullet style:

Select an existing list you want to format.

1.On the Home tab, click the Bullets drop-down arrow.





To modify a numbered list:

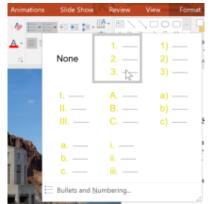
Select an existing list you want to format.

1.On the Home tab, click the Numbering drop-down arrow.



2.Select the desired numbering option from the menu that appears.

The numbering style will appear in the list.





By default, numbered lists count from the number 1. However, sometimes you may want to start counting from a different number, like if the list is a continuation from a previous slide.

change.

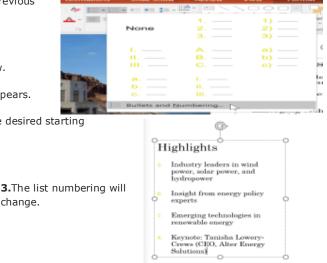
#### Select an existing numbered list.

On the **Home** tab, click the **Numbering** drop-down arrow.

1. Select Bullets and Numbering from the menu that appears.

2.A dialog box will appear. In the Start At field, enter the desired starting number.

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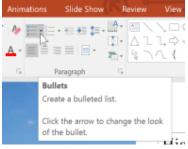
#### Modifying the list's appearance

Whether you're using a bulleted or numbered list, you may want to change its appearance by adjusting the size and color of the bullets or numbers. This can make your list stand out and match the appearance of your presentation.

#### To modify the size and color:

Select an existing bulleted list.

1.On the Home tab, click the Bullets drop-down arrow.



2.Select Bullets and Numbering from the menu that appears.

3.A dialog box will appear. In the Size field, set the bullet size.

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		Color	
		Reset	0

Click **OK**. The list will update to show the new bullet size and color.

5

#### **Customizing bullets**

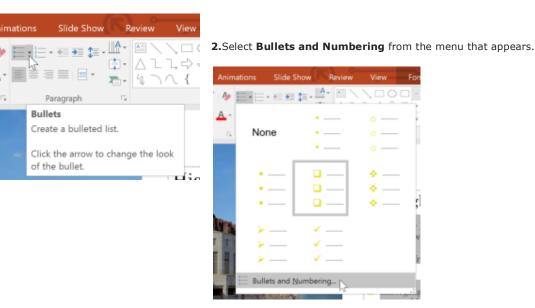
5

Customizing the look of the bullets in your list can help you emphasize certain list items or personalize the design of your list. A common way to customize bullets is to use **symbols**.

#### To use a symbol as a bullet:

Select an existing bulleted list.

1.On the Home tab, click the Bullets drop-down arrow.



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ture... tomize... Cancel

a color.

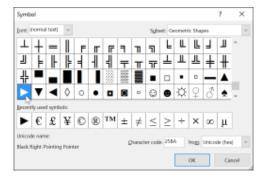
#### 3.A dialog box will appear. On the Bulleted tab, click Customize.

Bullets and Number	ing		? ×
Bulleted Numbered			
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Color 🙆 🖛			Customize N
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Reset		OK	Cancel
neser.		UN	Cancer

The Symbol dialog box will appear.

4. Click the Font drop-down box and select a font. The Wingdings and Symbol

Select the desired symbol.



5.Click OK. The symbol will now appear as the selected bullet option in the Bullets and Numbering dialog box.

Bullets and Numberi	?	×		
Bulleted Numbered				
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				_
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<b>—</b>	÷	>	- 🕨 -	-11
<b>—</b>	÷	>	- 🕨 -	-11
7660	of text		Picture	2
Color 💁 💌			Custom	ize
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Click **OK** again to apply the symbol to the list in the document.

To change the distance between the bullets and the text, you can move the **first-line indent marker** on the Ruler.

## **CHAPTER -14- INDENTS AND LINE SPACING**

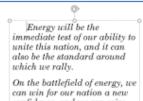
#### Introduction

Indents and line spacing are two important features you can use to change the way text appears on a slide. Indents can be used to create **multilevel lists** or to visually set paragraphs apart from one another. Line spacing can be adjusted to improve readability or to fit more lines on a slide.

#### To indent text:

Indenting helps to format the layout of text so it appears more organized on your slide. The fastest way to indent is to use the **Tab** key. An alternative method is to use one of the **Indent** commands. With these commands, you can either **increase** or **decrease** the indent.

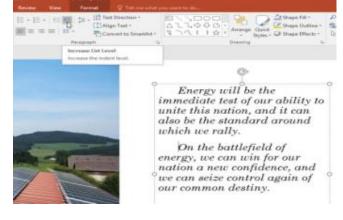
1.To indent using the Tab key: Place the insertion point at the very beginning of the line you want to indent, then press the Tab key.



confidence, and we can seize control again of our common destiny.

2.To indent using the Indent commands: Place the insertion point at the very beginning of the line you want to indent. From the Home tab, select the Increase List Level command.

To decrease an indent, select the desired line, then press Shift+Tab or the Decrease List Level command.



#### Indenting lists and paragraphs

Indenting will give different results, depending on whether you are working with a list or a paragraph.

Paragraph: Indenting the first line of a paragraph using the Tab key creates a first-line indent. This helps to separate paragraphs from each other, as in the examples above.

1.List: Indenting a line of a list creates a multilevel list. This means the indented line is a subtopic of the line above it. Multilevel lists are useful if you want to create an outline or hierarchy.

## Featured Speakers

- Keynote: Tanisha Lowery-Crews (CEO, Alter Energy Solutions)
- Panel: Examining the Clean Power Plan
- Colleen Norton (Chair, Harmon Energy Consortium) Trevor Garza (Founder, Garza Biotech Group)
- Hank Hathaway (COO, Alter Energy Solutions)
- Dr. Rachel Fleming (Director, Packard University Biotechnology Program)
- Q&A: Tricia Nguyen (Director, Sanders Research Center)
- Workshop: Trevor Garza (Founder, Garza Biotech Group)

2.Once you've created a multilevel list, you may want to choose a different bullet style for different levels of the list to make them stand out even more

Keynote: Tanisha Lowery-Crews (CEO, Alter Energy Solutions)

- Panel: Examining the Clean Power Plan
- Colleen Norton (Chair, Harmon Energy Consortium)
- Trevor Garza (Founder, Garza Biotech Group) Hank Hathaway (COO, Alter Energy Solutions)
- Dr. Rachel Fleming (Director, Packard University Biotechnology
- Program)
- Q&A: Tricia Nguyen (Director, Sanders Research Center)

Workshop: Trevor Garza (Founder, Garza Biotech Group)



#### **Fine-tuning indents**

Sometimes you may want to fine-tune the indents in your presentations. You can do this by adjusting the **indent markers** on the Ruler. By default, the Ruler is hidden, so you'll first need to show the Ruler.

#### To show the Ruler:

Select the View tab on the Ribbon.

In the **Show** group, check the box next to **Ruler**. The Ruler will appear.

#### **Indent markers**

Indent markers are located to the left of the horizontal ruler, and they provide several indentation options.

1.First-line indent marker: Adjusts the first line of a paragraph

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2.Hanging indent marker: Adjusts every line of a paragraph except for the first line

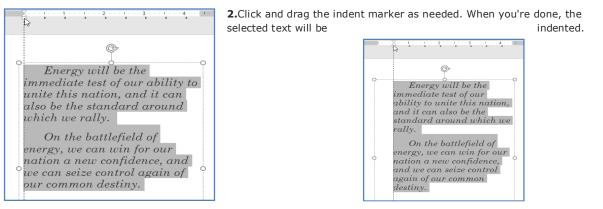
**3.Left indent marker**: Moves **both** the first-line indent and hanging indent markers at the same time, indenting all lines in a paragraph

# ··· 1 ···· 1 ···· 7 ··· 1 ···· 1

#### To indent using indent markers:

Place the insertion point anywhere in the paragraph where you want to indent, or select one or more paragraphs.

**1.**Go to the desired **indent marker**. In our example, we'll use the **left** indent marker.

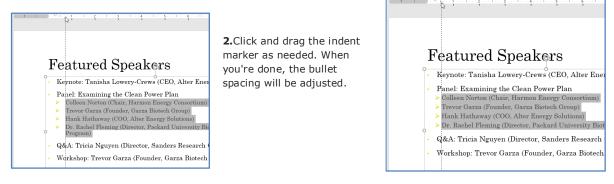


#### **Customizing bullet spacing**

When working with lists, PowerPoint allows you to fine-tune the space between **bullets** and **text** by using the **first-line indent marker** or the **hanging indent marker**.

#### To change the bullet spacing:

1. Select the lines you want to change, then go to the desired **indent marker**. In our example, we'll use the **hanging** indent marker.



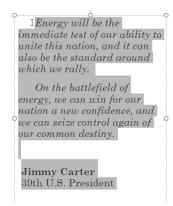
#### Line spacing

PowerPoint allows you to adjust the amount of space between each line in a list or paragraph. You can **reduce** the line spacing to fit more lines on a slide, or you can **increase** it to improve readability. In some instances, PowerPoint may automatically change the font size when you adjust the line spacing, so increasing the line spacing too much may cause the text to be too small.

1 . . . 1 .

#### To format line spacing:

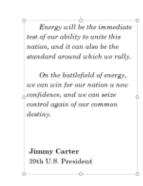
1.Select the text you want to format.



2.On the **Home** tab, locate the **Paragraph** group, click the **Line Spacing** command, then select the desired **line spacing** option from the menu.

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Review View	Format	🛛 Tell me wha	at you want to do
	Pa 2.0 2.5 3.0	kt Direction *	Arrange Quick Arrange Quick Styles Drawing

**3.**The line spacing will be adjusted.



**4.**If you want to adjust the line spacing with even more precision, select **Line Spacing Options** from the drop-down menu. The **Paragraph** dialog box will appear, allowing you to **fine-tune the line spacing** and adjust the **paragraph spacing**, which is the amount of space that is added **before** and **after** each paragraph.

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Indentation Before text: 0.09° 🚖 Special: (none) 🗸	В <u>ү</u> :		4 7	
Spacing       Before:     14 pt       After:     12 pt	At	1.3	-	
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### Introduction

Adding pictures can make your presentations more interesting and engaging. You can insert a picture from a file on your computer onto any slide. PowerPoint even includes tools for finding online pictures and adding screenshots to your presentation.

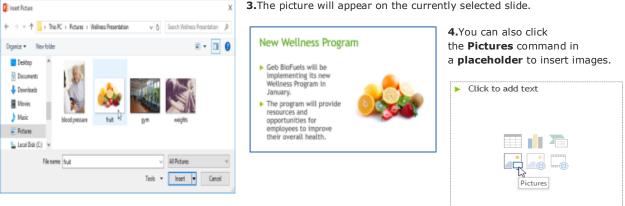
### To insert a picture from a file:

1.Select the Insert tab, then click the Pictures command in the Images group.

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*				0		🐶 🚡		肖 Store	
New	Table	Pictures	Online	Screenshot		Shapes SmartAr	t Chart	🕤 My A	dd-ins
Slide <i>▼</i>	*		Pictures	-	Album *	*			
Slides	Tables	-0	l r	nages		Illustratio	ns	Ado	l-ins

2.A dialog box will appear. Locate and select the desired image file, then click Insert.

**3.**The picture will appear on the currently selected slide.



### Inserting online pictures

If you don't have the picture you want on your computer, you can find a picture online to add to your presentation. PowerPoint offers two options for finding online pictures.

1.OneDrive: You can insert an image stored on your OneDrive. You can also link other online accounts with your Microsoft account, such as Facebook or Flickr.

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2.Bing Image Search: You can use this option to search the Internet for images. By default, Bing only shows images that are licensed under Creative Commons, which means you can use them for your own projects. However, you should go to the image's website to see if there are any restrictions on how it can be used.



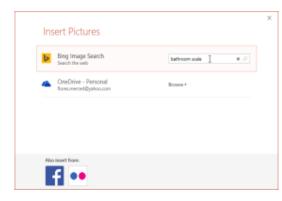
To insert an online picture:

**1.**Select the **Insert** tab, then click the **Online Pictures** command.

Slide Show Rev Σ 👛 Store 0 Pictures Online Screenshot Photo Shapes SmartArt Chart New Table My Add-ins 👻 Slide -Pictures Album -Slides Tables Illustrations Add-ins Images

The **Insert Pictures** dialog box will appear.

2. Choose **Bing Image Search** or your **OneDrive**. In our example, we'll use Bing Image Search.



**4.**The image will appear on the currently selected slide.



### Moving and resizing pictures

Once you've inserted a picture, you may want to move it to a **different location** on the slide or change its **size**. PowerPoint makes it easy to **arrange** pictures in your presentation.

### To select a picture:

Before you can modify a picture, you'll need to **select** it.

Simply click to select a picture. A **solid line** will appear around a selected picture.

### To resize a picture:

Click and drag the **corner sizing handles** until the picture is the desired size.

The corner sizing handles will resize a picture while preserving its **original aspect ratio**. If you use the side sizing handles, the image will become **distorted**.

### To rotate a picture:

Click and drag the arrow above an image to **rotate** it right or left.

Hold the **Shift** key on your keyboard when rotating an image to snap it to angles in 15-degree increments.

### To move a picture:

Click and drag to **move** a picture to a new location on a slide.







Cance

Press the **Enter** key. Your search results will appear in the dialog box.

## 3.Select the desired image, then click Insert.

Show all web results

ng Image Search

**4 BACK TO SITES** 

570 x 570 - 1

### To delete a picture:

Select the picture you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

You can access even more picture formatting options from the **Format** tab. We'll talk more about these options in our lesson on <u>Formatting Pictures</u>.

### Inserting screenshots

**Screenshots** are basically snapshots of your computer screen. You can take a screenshot of almost any program, website, or open window. PowerPoint makes it easy to insert a screenshot of an **entire window** or a **screen clipping** of part of a window in your presentation.

Format

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📙 Bring Forward 🔻

Arrange

Q Picture Effects ▼ Send Backward ▼ 101

Picture Layout - 🗄 Selection Pane

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### To insert screenshots of a window:

Select the Insert tab, then click the Screenshot command in the Images group.

1. The Available Windows from your desktop will appear. Select the window you want to capture as a screenshot.



### To insert a screen dipping:

1.Select the Insert tab, click the Screenshot command, then select Screen Clipping.



**2.** A view of other open windows will appear. Click and drag to select the area you want to capture as a screen clipping.



**3.**The screen clipping will appear on the currently selected slide.



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Size

# CHAPTER-16- FORMATTING PICTURES

### Introduction

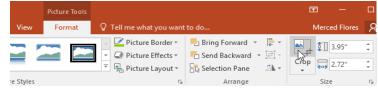
There are a variety of ways to **format** the pictures in your slide show. The **picture tools** in PowerPoint make it easy to **personalize** and **modify** the images in interesting ways. PowerPoint allows you to change the **picture style** and **shape**, add a **border**, **crop** and **compress** pictures, add **artistic effects**, and more.

### To crop an image:

When you crop an image, a part of the picture is removed. Cropping may be helpful when a picture has a lot of content and you want to focus on only part of it.

Select the image you want to crop. The **Format** tab appears.

On the Format tab, click the Crop command.



Screenings for blood

diabetes, and more

Provided by University

Hospital Community Outreach and Health Education Programs

pressure, cancer, heart attack/stroke risk,

Health and Wellness Screenings

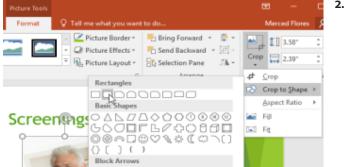
**Cropping handles** will appear around the image. Click and drag one of the handles to crop the image. Make sure the mouse is right over the black cropping handle so you don't accidentally select a resizing handle.

Click the **Crop** command again. The image will be cropped.

### To crop an image to a shape:

Select the image you want to crop, then click the **Format** tab.

**1.**Click the **Crop** drop-down arrow. Hover the mouse over **Crop to Shape**, then select the desired **shape** from the drop-down menu that appears.



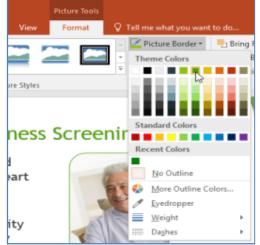
**2.**The image will appear formatted as the shape.



You may want to crop the image to the desired size before cropping it to a shape.

To add a border to an image:

Select the image you want to add a border to, then click the Format tab.
 Click the Picture Border command. A drop-down menu will appear.
 From here, you can select a color, weight (thickness), and whether the line is dashed.



**2.**The border will appear around the image.



### **Image adjustments**

PowerPoint offers several options for changing the way images appear in your slide show. For example, you can add a **frame**, make image **corrections**, change the image's **color** or **brightness**, and even add some stylish **artistic effects**. These options are located in the **Adjust** and **Picture Styles** groups on the **Format** tab.

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	Adjust						Р	icture Style	s		

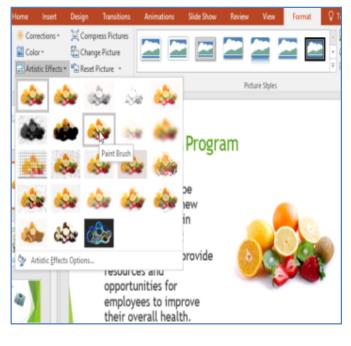
When you're ready to make adjustments or experiment with the look of an image, select the picture and choose one of these options from the Format tab.

**Corrections**: This command is located in the **Adjust** group. From here, you can **sharpen** or **soften** the image to adjust how blurry or clear it appears. You can also adjust the **brightness** and **contrast**, which controls how light or dark the picture appears.



**Artistic Effects**: This command is located in the **Adjust** group. From here, you can add artistic effects such as pastels, watercolors, and glowing edges. **Color**: This command is located in the **Adjust** group. From here, you can adjust the image's **saturation** (how vivid the colors are), **tone** (the temperature of the image, from cool to warm), and **coloring** (changing the overall color of the image).





**Picture Styles Group**: This group contains a variety of styles you can apply to your picture, such as frames, borders, and soft edges.



### **Compressing pictures**

If you want to email a presentation that contains pictures, you'll need to monitor its **file size**. Large high-resolution pictures can quickly cause your presentation to become very large, which may make it difficult or impossible to attach to an email. Additionally, **cropped areas** of pictures are saved with the presentation by default, which can add to the file size. PowerPoint can reduce the file size by **compressing** pictures, lowering their **resolution**, and **deleting cropped areas**.

### To compress a picture:

Select the picture you want to compress, then click the **Format** tab.

Click the **Compress Pictures** command.

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	Adjust						P	icture Styles			

A dialog box will appear. Place a check mark next to **Delete cropped areas of pictures**. You can also choose whether to apply the settings to **this picture only** or to all pictures in the presentation.

Choose a **Target output**. If you are emailing your presentation, you may want to select **Email**, which produces the smallest file size. When you are done, click **OK**.

Compress Pictures	?	×
Compression options: <u>Apply only to this picture</u> <u>D</u> elete cropped areas of pictures		
Target output:		
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<ul> <li><u>P</u>rint (220 ppi): excellent quality on most pri</li> </ul>	nters and	screens
Web (150 ppi): good for web pages and pro	ojectors	
<u> <u> <u> </u> <u> </u></u></u>	sharing	
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Compressing your pictures in PowerPoint may not reduce the file size enough for your needs. For better results, you can use an image editing program to resize the image before you insert it in your presentation.

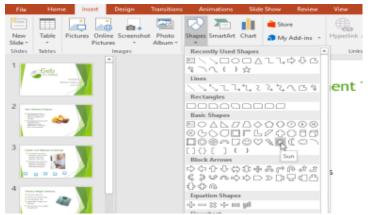
- 43 -

# **CHAPTER -17- SHAPES**

### To insert a shape:

Select the **Insert** tab, then click the **Shapes** command in the **Illustrations** group. A drop-down menu of shapes will appear.

### 1.Select the desired shape.



**2.**Click and drag in the desired location to add the shape to the slide.



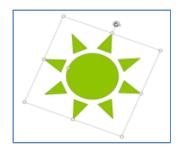
### Modifying a shape or text box

When you click a shape or text box, **handles** will appear that let you manipulate the shape. There are several types of handles.

**1.Sizing handles**: Click and drag the **sizing handles** until the shape or text box is the desired size. You can use the corner sizing handles to change the **height** and **width** at the same time.



2.Rotation handle: Click and drag the rotation handle to rotate the shape.



**3.Yellow handles**: Some shapes have one or more **yellow handles** that can be used to customize the shape. For example, with the sun shape, you can change the proportions of the shape.



In addition to resizing, customizing, and rotating shapes, you can align, order, and group them.

### Formatting shapes and text boxes

PowerPoint allows you to modify shapes and text boxes in a variety of ways so you can tailor them to your projects. You can **change** shapes and text boxes into **different shapes**, **format their style and color**, and add **effects**.

### To change the shape style:

Choosing a **shape style** allows you to apply preset colors and effects to quickly change the appearance of your shape or text box. These options will depend on the colors that are part of your current theme.

1.Select the shape or text box you want to change.

On the Format tab, click the More drop-down arrow in the Shape Styles group.

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	Shape Sty	les	E L		Wo	rdArt		



The shape or text box will appear in the

Select the style you want to use.

2.A drop-down menu of styles will appear.

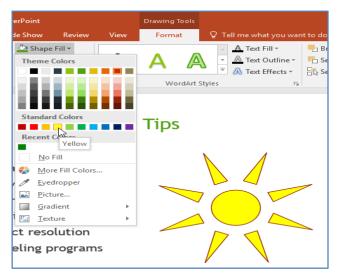
### To change the shape fill color:

selected style.

Select the shape or text box you want to change.

On the Format tab, click the Shape Fill drop-down arrow. The Shape Fillmenu appears.

Move the mouse over the various colors. Select the **color** you want to use. To view more color options, select **More Fill Colors**.



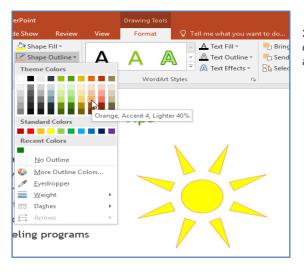
The shape or text box will appear in the selected color.

If you want to use a different type of fill, select **Gradient** or **Texture** from the drop-down menu. You can also select **No Fill** to make it transparent.

To change the shape outline:

**1.**Select the shape or text box you want to change.

On the **Format** tab, click the **Shape Outline** drop-down arrow. The **Shape Outline** menu will appear. Select the **color** you want to use. If you want to make the outline transparent, select **No Outline**. The shape or text box will appear in the selected outline color.



2.From the drop-down menu, you can change the outline color, weight (thickness), and whether it is a **dashed** line.

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- 44 -

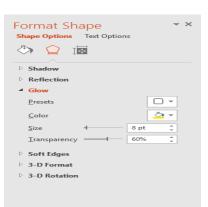
### To add shape effects:

**1.**Select the shape or text box you want to change.

On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, hover the mouse over the style of effect you want to add, then select the desired preset effect.

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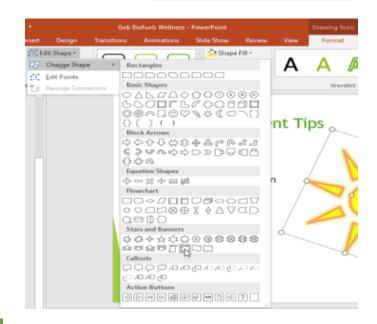
**2.**To further adjust your shape effects, select **Options** at the end of each menu. The Format Shape pane will appear, allowing you to customize the effects.



### To change to a different shape:

**1.**Select the shape or text box you want to change. The **Format** tab will appear.

On the **Format** tab, click the **Edit Shape** command. In the menu that appears, hover the mouse over **Change Shape** and select the desired **shape**.



2. The new shape will appear.

# Stress Management Tips

Q.

- Relaxation techniques
- Positive communication
- Time management
- Establishing priorities
- Conflict resolution
- Counseling programs

**3.**If you want, you can enter text in a shape. When the shape appears in your document, you can simply begin typing. You can then use the **formatting options**on the **Home** tab to change the font, font size, or color of the text.

# Stress Management Tips Relaxation techniques Positive communication Time management Establishing priorities Conflict resolution Counseling programs

# CHAPTER -18- ALIGNING, ORDERING, AND GROUPING OBJECTS

### Introduction

In PowerPoint, each slide may have multiple items, such as pictures, shapes, and text boxes. You can arrange the objects the way you want by **aligning**, **ordering**, **grouping**, and **rotating** them in various ways.

### **Aligning objects**

When you move objects in PowerPoint, **alignment** guides and spacing guides will appear as dashed orange lines and arrows around the objects to help you align them. However, if you have many different objects on a slide, it may be difficult and time consuming to get them perfectly aligned. Luckily, PowerPoint provides you with several alignment commands that allow you to **easily arrange** and position objects.

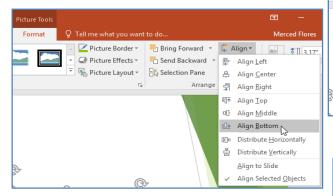


### To align two or more objects:

**1.**Select the objects you want to align. To select multiple objects at once, hold the Shift key while you click. The **Format** tab will appear.



**3.**Click the **Align** command again, then select one of the six **alignment options**.





2. From the Format tab, click the Align command, then

select Align Selected Objects.

4. The objects will align based on the option you selected.



### To align objects to the slide:

Sometimes you may want to align one or more objects to a **specific location within the slide**, such as at the top or

bottom. You can do this by selecting the **Align to Slide** option before aligning the objects.

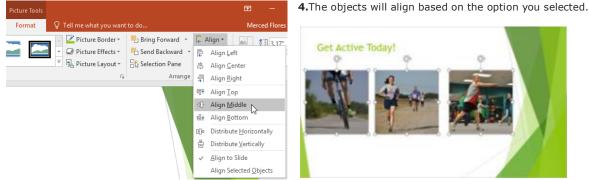
1.Select the objects you want to align. To select multiple objects at once, hold the Shift key while you click.



**3.**Click the **Align** command again, then select one of the six **alignment options**.

2.From the Format tab, click the Align command, then select Align to Slide.

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	Picture Border -     Picture Effects -     Picture Layout -     S	Bring Forward * Send Backward * B5 Selection Parse Arrange	Align -         an         011 3.1           B: Align Left         Align Center         -           Align Bight         -         -           Align Dight         -         -
			eD Align Middle EB Align Bottom Distribute Horizontally Distribute Vertically V Align to Stide



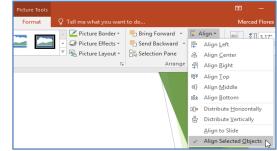
### To distribute objects evenly:

If you have arranged objects in a row or column, you may want them to be an equal distance from one another for a neater appearance. You can do this by distributing the

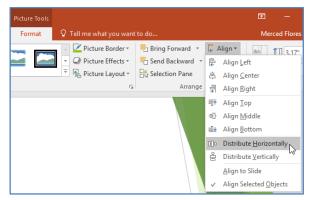
objects horizontally or vertically.

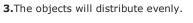
Select the objects you want to align. To select multiple objects at once, hold the Shift key while you click.

1. From the Format tab, click the Align command, then select Align to Slide or Align Selected Objects.



2. Click the Align command again, then select Distribute Horizontally or Distribute Vertically from the drop-down menu that appears.







### Grouping objects

You may want to group multiple objects into one object so they will stay together if they are moved or resized. This is often easier than selecting all of the objects each time you want to move them.

Pictures, shapes, clip art, and text boxes can all be grouped; however, placeholders cannot be grouped. If you will be grouping pictures, use one of the commands in the Images group on the Insert tab to insert pictures instead of the picture icon inside the placeholder.



### To group objects:

1.Select the objects you want to align. To select multiple objects at once, hold the Shift key while you click. The Format tab will appear.



**2.** From the **Format** tab, click the **Group** command, then select **Group**.

**4.**If you want to edit or move one of the objects in the group, double-click to select the object. You can then edit it or move it to the desired location.



**3.**The selected objects will now be grouped. There will be a **single box with sizing handles** around the entire group to show that they are one group. You can now move or resize all of the objects at once.



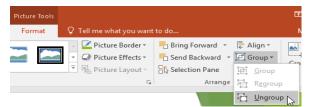
**5.**If you select the objects and the **Group** command is disabled, it may be because one of the objects is inside a **placeholder**. If this happens, try **reinserting** the images by using the **Pictures** command on the **Insert** tab.

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To ungroup objects:

Select the object group you want to ungroup.

1. From the Format tab, click the Group command, then select Ungroup.



2. The objects will be ungrouped.



### Ordering objects

In addition to aligning objects, PowerPoint gives you the

ability to **arrange objects** in a **specific order**. The ordering is important when two or more objects **overlap** because it will determine which objects are in the **front** or the **back**.

### Understanding levels

When objects are inserted into a slide, they are placed on **levels** according to the **order** in which they were inserted into the slide. In our example, we've drawn an arrow on the top level, but we can **change the level** to put it behind the other objects.

### To change the ordering by one level:

1.Select an object. The Format tab will appear.

2.From the Format tab, click the Bring Forward or Send Backward command to change the object's ordering by one level. If there are



multiple objects on the slide, you may need to click the command several times to achieve the desired ordering.

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3. The objects will reorder.



Me

📙 Bring Forward 👻 🍃 Align 👻

Send Backward - Ei Group -

Arrange

If you want to move an object behind or in front of several objects, it's usually faster to bring it to front or send it to back instead of clicking the ordering commands multiple times.

Format

WordArt Styles

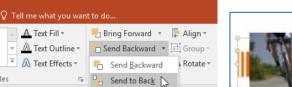
3. The objects will reorder.

### Select an object.

1. From the Format tab, click the Bring Forward or Send Backward drop-down arrow.

2. From the drop-down menu, select Bring to Front or Send to Back.

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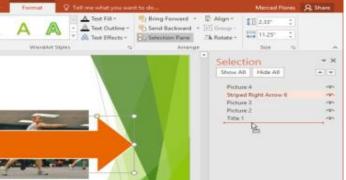
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A Text Fill ▼

A Text Outline -

A Text Effects ▼

4. If you have several objects placed on top of each other, it may be difficult to select an individual object. The Selection pane allows you to easily drag an object to a new location. To access the Selection pane, click Selection Pane on the Format Tab.



### **Rotating objects**

If you need to turn an object so it faces a different direction, you can rotate it to the left or right or flip it horizontally or vertically.

### To rotate an object:

1.Select an object. The Format tab will appear.

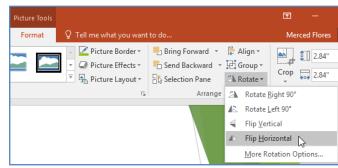


Select the desired rotation option.

3. The object will rotate.



2. From the Format tab, click the Rotate command. A drop-down menu will appear.



**CHAPTER -19- ANIMATING TEXT AND OBJECTS** 

In PowerPoint, you can **animate** text and objects such as clip art, shapes, and pictures. Animation—or movement—on the slide can be used to **draw** the **audience's attention** to specific content or to make the slide easier to read.

### The four types of animations

There are several animation effects you can choose from, and they are organized into four types.

**1.Entrance:** These control how the object enters the slide. For example, with the **Bounce** animation the object will "fall" onto the slide and then bounce several times.



**2.Emphasis:** These animations occur while the object is on the slide, often triggered by a **mouse click**. For example, you can set an object to **spin** when you click the mouse.

Exit

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Disappea

 $\bigstar$ 

Shape

Bounce

Fade

×

Wheel



**4.Motion Paths:** These are similar to **Emphasis** effects, except the object moves within the slide along a predetermined path, like a **circle**.

### To apply an animation to an object:

Select the object you want to animate.

**1.**On the **Animations** tab, click the More drop-down arrow in the **Animation**group.

**2.**A drop-down menu of animation effects will appear. Select the desired effect.



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Float Out

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Split

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Zoom

Wipe

Swivel

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**4.**At the bottom of the menu, you can access even more effects.



**3.**The effect will apply to the object. The object will have a small **number** next to it to show that it has an animation. In the Slide pane, a **star** symbol also will appear next to the slide.



**3.Exit:** These control how the object exits the slide. For example, with

the **Fade** animation the object will simply fade away.

Fly Out

言

Random Bars

### Effect options

Some effects will have **options** you can change. For example, with the **Fly In** effect you can control **which direction** the object comes from. These options can be accessed from the **Effect Options** command in the Animation group.

### To remove an animation:

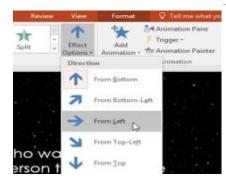
Select the small **number** located next to the animated object.

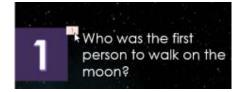
Press the **Delete** key. The animation will be deleted.

Animations are best used in moderation. Adding too many animations can make your presentation look a little silly and can even be distracting to your audience. Consider using mostly subtle animations, or not using animations at all.

### Working with animations

### To add multiple animations to an object:





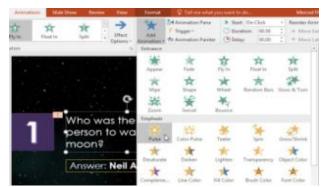
If you select a new animation from the the menu in the Animation group, it will **replace the object's current animation**. However, you'll sometimes want to place **more than one animation** on an object, like an **Entrance** and an **Exit** effect. To do this, you'll need to use the **Add Animation** command, which will allow you to keep your current animations while adding new ones.

### Select an object.

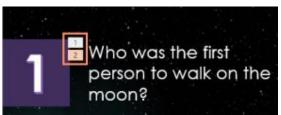
Click the Animations tab.

In the Advanced Animation group, click the Add Animation command to view the available animations.

1.Select the desired animation effect.

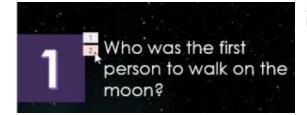


**2.**If the object has more than one effect, it will have a different **number** for each effect. The numbers indicate the **order** in which the effects will occur.



To reorder the animations:

1.Select the number of the effect you want to change.



**2.**From the **Animations** tab, click the **Move Earlier** or **Move Later** commands to change the ordering.

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Animation - Animation Painter	🕒 Delay:	00.00 ‡	▼ Move Later
Advanced Animation		Timing	

To copy animations with the Animation Painter:

In some cases, you may want to apply the same effects to more than one object. You can do this by **copying** the effects from one object to another using the **Animation Painter**. In our example, we want to copy an animation from one slide to another because they have similar layouts. **1.**Click the **object** that has the **effects** you want to copy. In our example,

we'll click our answer text.



### 2. From the Animations tab, click the Animation Painter command.

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ation					G	Adva	nced Animation

**3.**Click the **object** you want to copy the effects to. In our example, we'll click the answer text on the next slide. Both objects now have the same effect.



### To preview animations:

Any animation effects you have applied will show up when you play the slide show. However, you can also quickly **preview** the animations for the current slide without viewing the slide show.

Navigate to the **slide** you want to preview.

From the **Animations** tab, click the **Preview** command. The animations for the current slide will play.

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### **The Animation Pane**

The **Animation Pane** allows you to view and manage all of the effects that are on the current slide. You can **modify** and **reorder** effects directly from the Animation Pane, which is especially useful when you have several effects.

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Oval 8

Oval 6

Oval 11

Question text

Answer text.

Question number

### To open the Animation Pane:

1. From the Animations tab, click the Animation Pane command.

Animations	Slide Sl	Slide Show Review		ew	${\mathbb Q}$ Tell me what you want to do			
XX Ior Pulse	Teeter	Spin	↑ ↓ Eff Optic	ons -	Add Animation Pane			
ation				E L	Advanced Animation			

**3.**If you have several animated objects, it may help to rename the objects before reordering them in the Animation Pane. You can rename them in the **Selection Pane**. To open the Selection Pane, click an **object**, then from the **Format** tab click **Selection Pane**. Double-click the name of an object to rename it.

+ 📲 Bring Forward + 🖡 Align +

Arrang

🙇 - 👘 Send Backward - 🗐 Group

St Selection Pane

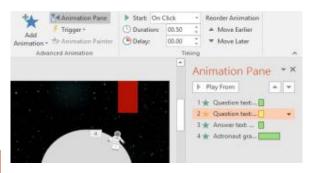
ell me what you want to d

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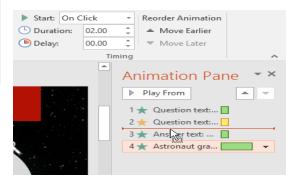
WordArt Styles

**2.**The Animation Pane will open on the right side of the window. It will show all of the effects for the current slide in the order in which they will appear.





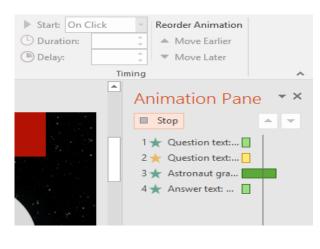
On the **Animation Pane**, click and drag an effect up or down.

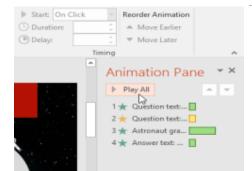


### To preview effects from the Animation Pane:

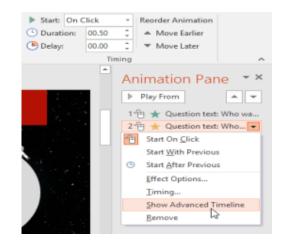
1. From the Animation Pane, click the Play button.

**2.**The effects for the current slide will play. On the right side of the Animation Pane, you will be able to see a **timeline** that shows the progress through each effect.





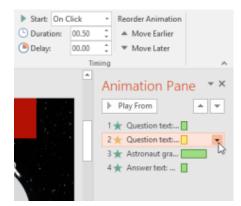
**3.**If the timeline is not visible, click the drop-down arrow for an effect, then select **Show Advanced Timeline**.



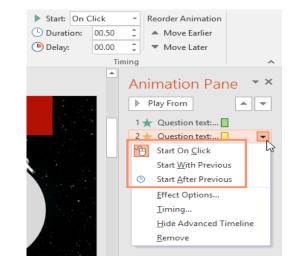
### To change an effect's start option:

By default, an effect starts playing when you click the mouse during a slide show. If you have multiple effects, you will need to click multiple times to start each effect individually. However, by changing the **start option** for each effect, you can have effects that automatically play **at the same time** or **one after the other**.

1. From the Animation Pane, select an effect. A drop-down arrow will appear next to the effect.



2.Click the drop-down arrow and select one of the three desired start options. **Start on Click** will start the effect when the mouse is clicked, **Start With Previous** will start the effect at the same time as the previous effect, and **Start After Previous** will start the effect when the previous effect ends.



When you **preview** the animations, all of the effects will play through automatically. To test effects that are set to **Start on Click**, you will need to play the slide show.

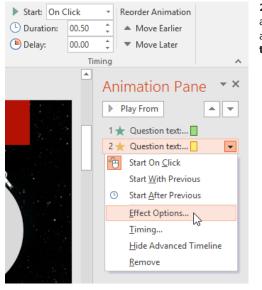
### The Effect Options dialog box

From the Animation Pane, you can access the **Effect Options** dialog box, which contains more advanced options you can use to fine tune your animations.

### To open the Effect Options dialog box:

From the Animation Pane, select an effect. A drop-down arrow will appear next to the effect.

1. Click the drop-down arrow, then select Effect Options.



**2.**The Effect Options dialog box will appear. Click the drop-down menus and select the desired enhancement. You can add a **sound** to the animation, add an effect **after** the **animation** is over, or **animate text** in a different sequence.

ulse				?	Х		
Effect T	iming	Text Animation					
Enhancem	ients —						
Sound:		[No Sound]	~	4			
<u>A</u> fter an	imation:	Don't Dim	$\sim$		1		
Animate	te <u>x</u> t:	All at once					
		🔶 % <u>d</u> elay be	etween le	tters			
		OK		Cano	el:		

Some effects have additional options you can change. These will vary depending on which effect you have selected.

### To change the effect timing:

1. From the Effect Options dialog box, select the Timing tab.

Pulse		?	×						
Effect Ti	ming Text Animation								
<u>S</u> tart:	On Click								
<u>D</u> elay:	0 🚖 seconds								
Duratio <u>n</u> :	0.5 seconds (Very Fast) 🔍								
<u>R</u> epeat:	(none) 🗸								
Rewind when done playing									
Triggers	F								
	ОК	Ca	ncel						

**2.**From here, you can add a **delay** before the effect starts, change the **duration** of the effect, and control whether the effect **repeats**.

Pulse		?	×								
Effect Timing Text Animation											
<u>S</u> tart:	🕆 On Click 🗸										
Delay:	2.5 seconds										
Duratio <u>n</u> :	3 seconds (Slow)										
<u>R</u> epeat:	(none)										
Re <u>w</u> ind	when done playing										
Triggers	;										
		-									
	ОК	Ca	ncel								

# **CHAPTER-20- INSERTING VIDEOS**

### Introduction

PowerPoint allows you to insert a video onto a slide and play it during your presentation. This is a great way to make your presentation more engaging for your audience.

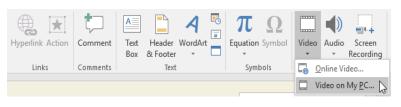
You can even edit the video within PowerPoint and customize its appearance. For example, you can trim the video's length, add a fade in, and much more.

### To insert a video from a file:

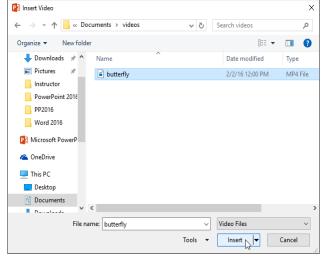
In our example, we'll insert a video from a file saved locally on our computer. If you'd like to work along with our example, right-click this link to our

example video and save it to your computer.

1.From the Insert tab, click the Video drop-down arrow, then select Video on My PC.



2.Locate and select the desired video file, then click Insert.



3. The video will be added to the slide.



4. With the Screen Recording feature on the Insert tab, you can create a video of anything you are doing on your computer and insert it into a slide.

To insert an online video: Some websites—like YouTube—allow you to into your slides. An embedded video will sti	ll be hosted or	its		& Footer Text	VordArt v		TL SQ Equation Symbol	Video	• Medi	
original website, meaning the video itself w	on't be added	to your f	ile. En	nbeddi	ng can	be	a convenient v	vay to	reduc	e the
file size of your presentation, but you'll	A	+			Λ	<b>.</b>				(****)
also need to be connected to the		4	A		4	Ē	16 32		<b>v</b>	÷.
Internet for the video to play.	Hyperlink Action	Comment	Text	Header	WordArt		Equation Symbol	Video	Audio	Screen
			Box	& Foote	r v			-	Ŧ	Recording
Working with videos	Links	Comments		Tex	t		Symbols		nline Vio	leo
To preview a video: Click a video to select it.									ideo on l	из Му <u>Р</u> С

1.Click the Play/Pause button below the video. The video will begin playing, and the timeline next to the Play/Pause button will advance. 2. To jump to a different part of the video, click anywhere on



the timeline.

00:14.07 49

4 .

### To resize a video:

Click and drag the **corner sizing handles** until the video is the desired size.

The corner sizing handles will resize a video while preserving its **original aspect ratio**. If you use the side sizing handles, the video will become **distorted**.

### To move a video:

Click and drag to **move** a video to a new location on a slide.



### To delete a video:

Select the video you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

### Editing and formatting videos

The **Playback** tab has several options you can use to **edit** your video. For example, you can **trim** your video to play an excerpt from the original, add a **fade in** and **fade out**, and add **bookmarks** that allow you to jump to specific points in the video.

Most of the features on the Playback tab can only be used with videos that are inserted **from a file**. They will not work with embedded videos.

### To trim a video:

1.Click the Trim Video command.

Select the video, then click the **Playback** tab on the Ribbon.

B	🕽 🗲 ে জু 🗧 Attracting					ollinators - PowerPoint				Video Tools	
File	Home	Insert	Design	Transitions	Animations	Slide Show	Review	View	Format	Playback	
Play	Add Bookmark	Remove Bookmark	Trim 🖓	de Duration Fade In: 00.00 Fade Out: 00.00	Volume	▶ Start: On Play Full So Hide While			Loop until St Rewind after		
Preview	Bookr	narks		Editing			Video Opt	ions			

2.A dialog box will appear. Use the green handle to set the start time and the red handle to set the end time.



3. To preview the video, click the Play button.

			00:26.064
00:11.532 <u>S</u> tart Time	-		00:26.064
		Play	OK Cancel

When you're done trimming the video, click **OK**.



On the **Playback** tab, locate the **Fade In:** and **Fade Out:** fields.

Type the desired values, or use the **up** and **down** arrows to adjust the fade times.

### To add a bookmark:

1. Click the timeline to locate the desired part of the video.



### 2. From the Playback tab, click the Add Bookmark command.

🖬 තං රී 😡 ச Attracting Po					ing Pollinators ·	llinators - PowerPoint				Video Tools	
File	Home	Insert	Desigr	n Transitions	Animations	Slide Show	Review	View	Format	Playback	
<b>P</b> lay	- <b>-</b>	emove okmark	Trim Video	Fade Duration         Fade In:       01.25         Fade Out:       00.75	Volum			_	Loop until St Rewind after		
Preview	Bookmar	ks		Editing			Video Op	tions			

**3.**The bookmark will appear on the timeline. Click the bookmark to jump to that location.



View

Review

Video Options

Video Tools

Format Playback

Loop until Stopped

Rewind after Playing

### Video options

There are other options you can set to control how your video will play. These are found in the **Video Options** group on the **Playback** tab.

Volume: Changes the audio volume for the video

Start: Controls whether the video starts automatically or when the mouse is clicked

Play Full Screen: Lets the video fill the entire screen while playing

Hide While Not Playing: Hides the video when not playing

Loop until Stopped: Replays the video until stopped

Rewind after Playing: Returns the video to the beginning when it is finished playing

### Formatting the appearance of a video

Like **pictures**, PowerPoint allows you to **format the appearance** of a video by applying a **video style**, adding a **border**, changing the **shape**, and applying various **effects**.

nators - PowerPoint

Volume

Slide Show

▶ Start: On Click

Play Full Screen

Hide While Not Playing

### To create a poster frame:

You can add a **poster frame** to a video, which is the **placeholder image** your audience will see before the video starts playing. The poster frame is usually just a **frame** taken from the video itself.

Click the **timeline** to locate the desired part of the video.

1. From the Format tab, click the Poster Frame command. Select Current Frame from the menu that appears.

••¢ <u>™</u> •	Attracting Pollinators - PowerPoint	Video Tools
Home Insert Design Transi	ons Animations Slide Show	Review View Format Playback
Corrections Color Corrections Color Frame * Design *		CO Video Shape CO Video Borde ▼ Q Video Effect
Adju 🔄 C <u>u</u> rrent Frame	Vi	ideo Styles
Attracting Bees, Attracting Control of Contr		

**2.**The current frame will become the poster frame.



If you want to use a picture from your computer, select **Image** from file.

### To apply a video style:

Select the video, then click the **Format** tab on the Ribbon.

## 1. In the Video Styles group, click the More drop-down arrow to display available video styles.

Attr	acting Pollin	ators - F	PowerPoint				Vide	o Tools	
Transitions	Animati	ons	Slide Show	Review	View	For	mat	Playback	
							-	Video Shape Video Border Video Effects	*
			Vie	deo Styles			N		r <sub>a</sub>

2.Select the desired style.

Subtle 🖓 Vide	ayback
Subtle	
	eo Shape ∗
	eo Border ▼ eo Effects ▼
	1.24
Moderate	
Rotated, White	-
Intense	

 $\ensuremath{\textbf{3.The}}$  new style will be applied to the video.



# CHAPTER -21- INSERTING AUDIO

### Introduction

PowerPoint allows you to add **audio** to your presentation. For example, you could add **background music** to one slide, a **sound effect** to another, and even record your own **narration** or **commentary**. You can then **edit** the audio to customize it for your presentation.

### To insert audio from a file:

In our example, we'll **insert an audio file** saved locally on our computer. If you'd like to work along with our example, right-click this **link to our example file** and save it to your computer (music credit: **Something Small** (Instrumental) by Minden, <u>CC BY-NC 3.0</u>).

1.From the Insert tab, click the Audio drop-down arrow, then select Audio on My PC.



2.Locate and select the desired audio file, then click Insert.

Insert Audio				×
← → × ↑ 🎝 > This	PC > Music >	ٽ ~	Search Music	م
Organize 👻 New folder				
> 🖈 Quick access	Name		Date modified	Туре
P3 Microsoft PowerP	iTunes		2/29/16 3:39 PM	File folder
	iminden_something_small		2/18/16 10:37 AM	MP3 File
> Local Disk (C:)	<			
File nar	me: minden_something_small	~	Audio Files	$\sim$
		Tools 🔻	Insert	Cancel

3. The audio file will be added to the slide.



Recording your own audio

Sometimes you may want to **record** audio directly into a presentation. For example, you might want the presentation to include **narration**. Before you begin, make sure you have a **microphone** that is compatible with your computer; many computers have **built-in microphones** or ones that can be **plugged in** to the computer.

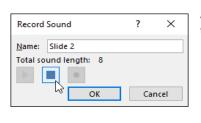
### To record audio:

1.From the Insert tab, click the Audio drop-down arrow, then select Record Audio.

2. Type a **name** for the audio recording if you want.

Record Sound		?	×
Name: Slide 2 Total sound ler	I gth: 0		
	ОК	Ca	ncel

3. Click the **Record** button to start recording.





**4.**When you're finished recording, click the **Stop** button.

Record	Sound	?	$\times$
<u>N</u> ame:	Slide 2		
Total so	und length: 0		
	OK	Ca	ncel

**5.**To preview your recording, click the **Play** button.

Record	Sound	?	×
<u>N</u> ame:	Slide 2		
Total so	und length: 8		
	•		
-73-	ОК	Ca	ncel

6.When you're done, click OK. The audio file will be inserted into the slide.



### Working with audio

### To preview an audio file:

Click an audio file to select it.

Click the **Play/Pause** button below the audio file. The sound will begin playing, and the **timeline** next to the Play/Pause button will advance.

To jump to a different part of the file, click anywhere on the **timeline**.

### To move an audio file:

Click and drag to **move** an audio file to a new location on a slide.

### To delete an audio file:

Select the audio file you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

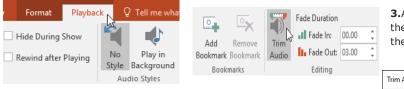
### **Editing audio**

You can modify your audio files using the commands on the **Playback** tab. For example, if you add a song to a slide you can **trim** it to play only a brief section. You can also add a **fade in** and **fade out** and can add **bookmarks** that allow you to jump to specific points in the audio file.

### To trim an audio file:

1.Select the audio file, then click the **Playback** tab on the Ribbon.

2. Click the Trim Audio command.



### 4. To preview the audio file, click the Play button.

Trim Audio		? ×
minden_something_sn 00:00.000	nall	Duration: 00:11.660
00:00 🗢		00:11.660 🖨
		OK Cancel

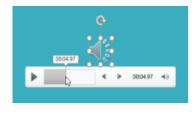
Adjust the handles again if necessary, then click **OK**.

### To add a fade in and fade out:

On the **Playback** tab, locate the **Fade In:** and **Fade Out:** fields. Type the desired values, or use the **up** and **down** arrows to adjust the times. **To add a bookmark:** 

Add Remove Bookmark Bookmark Bookmarks Bookmarks Bookmarks Bookmarks

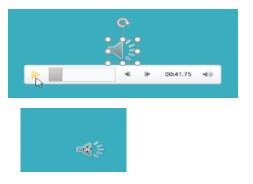
**1.**Click the **timeline** to locate the desired part of the audio file.



2. From the Playback tab, click the Add Bookmark command.







**3.**A dialog box will appear. Use the **green handle** to set the **start time** and the **red handle** to set the **end time**.

Trim Audio	?	×
minden_something_small 00:11.660	Duration: (	
00:00		
<u>S</u> tart Time		nd Time

### Audio options

There are other options you can set to control how your audio file will play. These are found in the **Audio Options** group on the **Playback** tab.

	▶ Start:	On Click	-	Hide During Show
Volume	🗌 Play A	cross Slides		
*	🗌 Loop u	until Stopped		Rewind after Playing
		Audio O	ptions	

Volume: Changes the audio volume

Start: Controls whether the audio file starts automatically or when the mouse is clicked
Hide During Show: Hides the audio icon while the slide show is playing
Play Across Slides: Continues playing the audio file across multiple slides instead of just the current slide
Loop until Stopped: Replays the audio file until stopped
Rewind after Playing: Returns the audio file to the beginning when it is finished playing

### To change the audio icon:

By default, an audio file will appear as a **speaker icon** in the slide. If you want, you can change the icon to a different picture.

Select the audio file, then click the **Format** tab.

1. Click the Change Picture command.

lome	Insert	Design	Transitions	Animati	ions	Slide Show	Review	View	Format	Playback
	rections *		press Pictures							
⊾ Col 🔛 Arti	or * stic Effects *		ge Picture Picture							
	Adjust						Pi	ture Styles		

2. The **Insert Pictures** dialog box will appear. Click **Browse** to select a file from your computer. Alternatively, you can use the **online image search tools** to locate an image online. In our example, we'll search using the phrase **music note**.

1	From a file Browse files on your computer or local network	Browse ►
<b>b</b>	Bing Image Search Search the web	music note I ×
<b>6</b>	OneDrive - Personal flores.merced@yahoo.com	Browse ►

 Image: note
 CC Only
 Image: note
 Image: note

 Size \* Type \* Color \*
 You are responsible for respecting others' rights, including copyright. Learn more here.
 Image: note
 Image: note

 You are responsible for respecting others' rights, including copyright. Learn more here.
 Image: note
 Image: note
 Image: note

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 Size \* Type \* Color \*
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 Image: note
 Image: note
 Image: note
 Image: note

 Size \* Type \* Color \*
 Image: note
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 Imag

**3.**Locate and select the **desired picture**, then click **Insert**.

4. The icon will change to the new picture.



# CHAPTER -22- TABLES

### Introduction

**Tables** are another tool you can use to display information in PowerPoint. A table is a grid of cells arrangedin rows and columns. Tables are useful for various tasks, including presenting text information and numerical data. Youcan even customize tables to fit your presentation.

### To insert a table:

1. From the Insert tab, click the Table command.

Hover the mouse over the grid of squares to select the desired number of **columns** and **rows** in the table. In our example, we'll insert a table with **six rows** and **six columns** (6x6).

**2.**The table will appear on the currently selected slide. In our example, that's slide 3.

Click anywhere in the table, and begin typing to add text. You can

also use the Tab key or the arrow keys on your keyboard to navigate through the table.



**3.**You can also insert a table by clicking the **Insert Table** command in a **placeholder**.

CUCK TO ADD TEXT		
	diaman dia	
	and the second se	

### **Modifying tables**

PowerPoint includes several options for customizing tables, including **moving** and **resizing**, as well as **adding rows** and **columns**.

### To move a table:

Click and drag the **edge** of a table to **move it** to a new location on a slide.

### To resize a table:

Click and drag the **sizing handles** until the table is the desired size.





### To add a row or column:

**1.**Click a cell **adjacent to** the location where you want to add a row or column. In our example, we'll select the cell that says **Mystery**.

Genre			
Classics			
Mystery			-
Sci-Fi & Fantasy Young Adult			



### 2. Click the Layout tab on the right side of the Ribbon.

Locate the **Rows & Columns** group. If you want to insert a new **row**, select either **Insert Above** or **Insert Below**. If you want to insert a new **column**, select either **Insert Left** or **Insert Right**.

₿	<del>ن</del> ب	ত দু			Crown and Griffi	n Books - Powerf	oint		Table	Tools	<b>3.</b> The new row or column will appear.
File	Home	Insert	Design	Transitions	Animations	Slide Show	Review	View	Design	Layout	
Select		Delete Ir	nsert Insert	Insert Insert Left Right	Merge Split Cells Cells	Height: 0.	59" ‡ 69" ‡	E Distribut			Casics Casics Nytey
Ta	ble		Rows & Colu	mns	Merge		Cell	Size			Sci-K & Fanhary
											Young Adult

### To delete a row or column:

1.Select the desired row or column. In our example, we'll select the empty row at the bottom of the table.

Genre	
Classics	
Mystery	
komance	
Ici-Fi & Fantasy	
Young Adult	
	1

2.From the Layout tab in the Rows & Columns group, click the Delete command, then select Delete Rows or Delete Columns from the menu.

H	<del>ا</del> ک	Ģ	<u>Lo</u>	÷			Crown and Griffi	n Books - PowerPe	oint		Table	Tools
File	Hom	e Ins	sert	Design	Tran	sitions	Animations	Slide Show	Review	View	Design	Layout
ß		X			¢	•		1 Height: 0.5	9" ‡ E	Distribut	te Rows	= = =
Select *	View Gridlines	Delete •	Insert Above	Insert Below	Insert Left	lnsert Right	Merge Split Cells Cells	Width: 1.6	9" 🗘 🗄	Distribut	te Columns	
Ta	ble	💥 De	elete <u>C</u> ol	umns	ns		Merge		Cell Siz	.e		
1		🔭 De	elete <u>R</u> ov	<sup>/s</sup> N			<b></b>	- 1 6	5 · · · 1 · · · 5	4		2
		🙀 De	ele <u>t</u> e Tab	le								
	*	CRO	DWN	AND								
	Ś	GRIF	FIN B	OOK.	S							

3. The selected row or column will be deleted.

1		
Genre		
Classics		
Mystery		
Romance		
Sci-Fi & Fantasy		
Young Adult		
-		

**4.**You can also access the **Insert** and **Delete** commands by right-clicking a table.

MONTH	ΗĽ	Y SALES	BY GENI	۶E
	Cen	tury Gothic + 16	* A* A* 📌	
Genre	в	$I \equiv = =$	▲ • 🏝 • ⊞ •	Insert Delete
Classics	×	Cut	\$2,225.00	\$2,326.00
Mystery	4	Copy		\$2,640.00
Romance	В	Paste Options:	\$4,390.00	\$3,022.00
Sci-Fi & Fante	А	Eont	\$1,730.00	\$1,109.00

### To delete a table:

Click the edge of the table you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

# Modifying tables with the Layout tab

When you select a table, the **Design** and **Layout** tabs will appear on the right side of the Ribbon. You can make a variety of changes to a table using the commands on the **Layout** tab.

Click the buttons in the interactive below to learn about the different commands on the Layout tab.

e.	駵			Gu	wn and	Crittin Books - F	lowerPoint					
	uert .	Design	Transiti	ions I	Animatic	ons Slide Sl	now Review	View	Design	Layout	Q Tell	
Delete	Insert Above Rows &	Insert Insert Columns	Left	Merge	Split Cetls pr		Cell Size			Test Direction - 1 Alignment	Cell Margins •	Width
			N	101	THL	Y SALES	S BY GE	NRE				
			~	(ON)		Y SALES	BY GE	•	larch	April		May
			~		•	MINAL AND		•	larch 326.00	April \$2.017.0	0 1	May 52,134,00
			~	Genn		January	February	\$2				
				Genn	2 28 7V	January \$1,580.00	February	\$2. \$2.	326.00	\$2,017.0	0 1	\$2,134,00
				Classic Myster	51 77 C0	January \$1,550.00 N/A	February \$2.225.00	\$2. \$2. \$3.	326.00 640.00	\$2.017.0	0 1	\$2,134,00 \$3,428,00

### **Customizing tables**

PowerPoint makes it easy to change the look and feel of your tables. For example, you can quickly apply different **table styles** and customize the **table borders**.

### To apply a table style:

**1.**Select **any cell** in your table, then click the **Design** tab on the right side of the Ribbon.

Locate the **Table Styles** group, then click the **More** drop-down arrow to see available table styles.

2.Select the desired style.

	Crown a	nd Griffin	Books - PowerPo	oint		Table	e Tools
Transitio	ns Anim	nations	Slide Show	Review	View	Design	Layout
							All 👻
Best Match	for Docume	ent					
Light							
						2 - Accent	4

3. The selected table style will be applied.

Genre	January	February	March	April	May
Classics	\$1,580.00	\$2,225.00	\$2,326.00	\$2,017.00	\$2,134.00
Mystery	N//	•	\$2,640.00	\$2,985.00	\$3,428.00
Romance	\$3.236.00	\$4,390.00	\$3.022.00	\$3.009.00	\$4,474.00
Sci-Fi & Fantasy	\$1,730.00	\$1,730.00	\$1,109.00	\$1,355.00	\$1,686.00
Young Adult	\$1,358.00	\$1,685.00	\$1,893.00	\$2,065.00	\$2,388.00

To change table style options:

You can turn various options on or off to change the appearance of the table. There are six options: Header Row, Total Row, Banded Rows, First Column, Last Column, and Banded Columns.

Select any cell in your table.

From the **Design** tab, **check** or **uncheck** the desired options in the **Table Style Options** group.

	<del>ار</del> ب	ര	ত্র	÷		Crown and Griffin Books - PowerPoint Table Tools							
File	Hon	ne	Insert	Design	Transition	ıs Anim	ations	Slide Show	Review	View	Design	Layout	
<ul><li>✓ Head</li><li>Total</li><li>✓ Band</li></ul>		- br	irst Colum ast Colum anded Col	n									
	Table S	tvle O	ptions					Ta	able Styles				

These options can affect your table style in various ways, depending on the type of content in your table. You may need to experiment with a few options to find the exact style you want.

	Crown and Griffin	Table	Tools				
Transitions	Animations	Slide Show	Review	View	Design	Layout	🛛 Tell me w
							Shading • Borders •
		Ta	ble Styles			3	Lifects -

### To add borders to a table:

You can add **borders** to help define different sections of a table. Certain table styles may include borders automatically, but it's easy to add them manually or customize them. You can control the border **weight**, **color**, and **line style** for some or all of a table.

Select the cells where you want to add borders. In our example, we'll select every cell in our table.

From the **Design** tab, select the desired **Line Style**, **Line Weight**, and **Pen Color**.

int	Table	Tools				
Review View	Design	Layout	♀ Tell me w	/hat you want to do	·	
			<ul> <li>Abading ▼</li> <li>Borders ▼</li> <li>Effects ▼</li> </ul>	Quick Styles • A •	→ <sup>3</sup> / <sub>4</sub> pt → Pen Color → Table	Eraser
ble Styles				WordArt Styles 🗔	Draw Borders	

Click the **Borders** drop-down arrow, then select the desired **border type**.

nt	nt Table Tools Review View Design Layout					
Review			Layout	Q Tell me what you want to do		
				<sup>▲</sup> Shading * <sup>▲</sup> Borders * <sup>ℕ</sup> No Border	→ → → → → → → → → → → → → → → → → → →	
ole Styles				All Borders	Draw Borders	
				Outside Borders		
				Inside Borders		
				Top Border		
				Bottom Border		
				E Left Border		
				EE Right Border		
				Inside Horizontal Border	(39)	
ES B	Y GE			E Inside Vertical Border		
LL3 D	1 GL			Diagonal Down Border		
				Diagonal Up Border	•	

The border will be added to the selected cells.

Genre	January	February	March	April	Мау
Classics	\$1,580.00	\$2,225.00	\$2,326.00	\$2,017.00	\$2,134.00
Mystery	N	/A	\$2,640.00	\$2,965.00	\$3,428.00
Romance	\$3,236.00	\$4,390.00	\$3.022.00	\$3.009.00	\$4,474.00
Sci-Fi & Pantasy	\$1,730.00	\$1,730.00	\$1,109.00	\$1,355.00	\$1,686.00
Young Adult	\$1,358.00	\$1,685.00	\$1,893.00	\$2.065.00	\$2,388.00

To **remove** borders, select the desired cells, click the **Borders** command, and select **No Border**.

CHAPTER -23- CHARTS

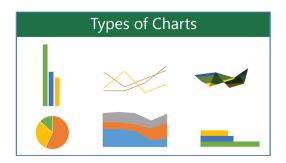
### Introduction

A **chart** is a tool you can use to **communicate data graphically**. Including a chart in a presentation allows your audience to see the **meaning behind the numbers**, which makes it easy to visualize **comparisons** and **trends**.

### Types of charts

PowerPoint has several types of charts, allowing you to choose the one that best fits your data. In order to use charts effectively, you'll need to understand how different charts are used.

Click the arrows in the slideshow below to learn more about the types of charts in PowerPoint.



PowerPoint has a variety of chart types, each with its own

advantages. Click the arrows to see some of the different types of charts available in PowerPoint.



### Identifying the parts of a chart

In addition to chart types, you'll need to understand how to **read a chart**. Charts contain several different elements—or parts—that can help you interpret data.

Click the buttons in the interactive below to learn about the different parts of a chart.

### Legend

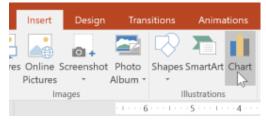
The **legend** identifies which data series each **color** on the chart represents. In this example, the legend identifies the different months in the chart.

### **Inserting charts**

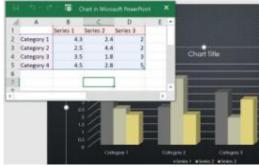
PowerPoint uses a **spreadsheet** as a placeholder for entering chart data, much like **Excel**. The process of entering data is fairly simple

### To insert a chart:

1. Select the Insert tab, then click the Chart command in the Illustrations group.



**3.**A chart and a spreadsheet will appear. The data that appears in the spreadsheet is **placeholder source data** you will replace with your own information. The source data is used to create the chart.

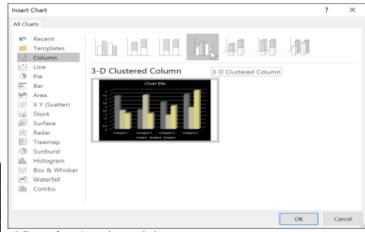


**5.**Only the data enclosed by the blue lines will appear in the chart, but this area will expand automatically as you continue to type.

	<b>.</b> ∳-∂	· 🗃	Char	t in Microsof	t PowerPoint		,	×
1	A	В	C	D	E	F		-
1		January	February	March				
2	Classics	4.3	2.4	2				1
з.	Romance	2.5	4.4	2				1
4	Sci-Fi & Fant	3.5	1.8	3				L
5	Mystery	4.5	2.8	5				
6	Young Adult							
7		7						
8								
9								
-					_		i k	

**2.**A dialog box will appear. Select a **category** from the left pane, and review the **charts** that appear in the right pane.

Select the desired chart, then click OK.





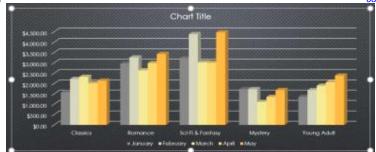
		В	C	D		F	
1	A		~		E	P	-
1		Series 1	Series 2	Series 3			_
2	Classics	4.3	2.4	2			
3	Romance	2.5	4.4	2			
4	Sci-Fi & Fan	itasy	1.8	3			
5	Category 4	4.5	2.8	5			
6							
7							
8							
9							

**6.**When you're done, click **X** to close the spreadsheet.

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	A	В	С	D	E	F	Ľ
1		January	February	March	April	May	
2	Classics	4.3	2.4	2		7	
3	Romance	2.5	4.4	2			
4	Sci-Fi & Fant	3.5	1.8	3			Π.
5	Mystery	4.5	2.8	5			
6	Young Adult						
7							
8							
9							

- 67 -





7. The chart will be completed.

8. You can edit the chart data at any time by selecting your chart and clicking the **Edit** Data command on the **Design** tab.



**9.**You can also click the **Insert Chart** command in a placeholder to insert a new chart.



If you already have data in an existing **Excel file** you

want to use for a chart, you can transfer the data by **copying** and **pasting** it. Just open the spreadsheet in Excel, select and copy the desired data, and paste it into the source data area for your chart.

You can also **embed** an existing Excel chart into your PowerPoint presentation. This may be useful when you know you'll need to update the data in your Excel file and want the chart to automatically update whenever the Excel data is changed.

### Modifying charts with chart tools

Creating charts with existing Excel data

There are many other ways to customize and organize your charts. For example, PowerPoint allows you to change the **chart type**, **rearrange** a chart's data, and even change the **layout** and **style** of a chart.

### To change the chart type:

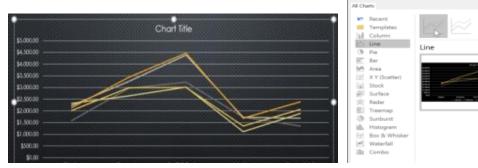
If you find that your data isn't well suited to a certain chart, it's easy to switch to a new **chart type**. In our example, we'll change our chart from a **column** chart to a **line** chart.

1.Select the chart you want to change. The **Design** tab will appear on the right side of the Ribbon.



Change Chart Type

### 4. The new chart type will appear.



### To switch row and column data:

Sometimes you may want to change the way charts **group** your data. For example, in the chart below the book sales data is grouped **by genre**, with lines for **each month**. However, we could switch the rows and columns so the chart will group the data **by month**, with lines for **each genre**. In both cases, the chart contains the same data; it's just organized differently.

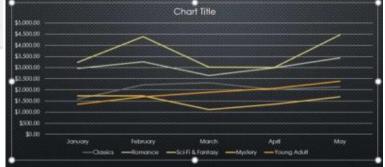
 Select the chart you want to modify. The Design tab will appear.

From the **Design** tab, select the **Edit Data** command in the **Data** group.

2.Click the chart again, then select the Switch Row/Column command in the Data group.

Design Format Q Tell me what you want to do...

Design Format Q Tell me what you want to do.



Slide Sł

3. The rows and columns will be switched. In our example, the data

is now grouped by month, with lines for each genre.

### To change the chart layout:

Predefined chart layouts allow you to modify chart elements—including **chart titles, legends**, and **data labels**—to make your chart easier to read.

**1.**Select the **chart** you want to modify. The **Design** tab will appear.

From the **Design** tab, click the **Quick Layout** command.

2.Select the desired predefined layout from the menu that appears.

Add Chart Quick Change

Element \* Layout \* Colors

Chart Layouts



3. The chart will update to reflect the new layout.

•.•

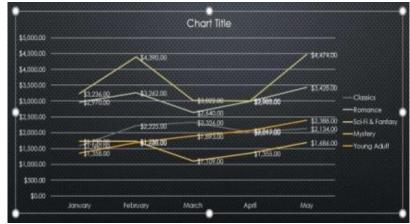


Chart Styles

**4.**To change a chart element (such as the chart title), click the element and begin typing.



Select

Data

Data

### To change the chart style:

1.Chart styles allow you to quickly modify the look and feel of your chart.
Select the chart you want to modify.
The Design tab will appear.
From the Design tab, click the More drop-down arrow in the Chart Styles group.



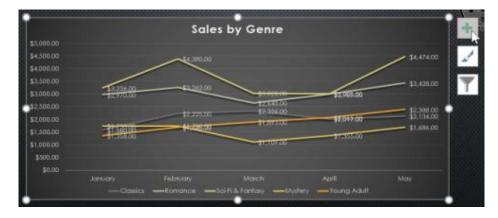
**2.**Select the desired style from the menu that appears.



3. The chart will appear in the selected style.



**4.**You can also use the chart formatting shortcut buttons to quickly **add chart elements**, change the **chart style**, and **filter** the chart data.



### Introduction

SmartArt allows you to communicate information with **graphics** instead of just using text. There are a variety of styles to choose from, which you can use to illustrate different types of ideas.

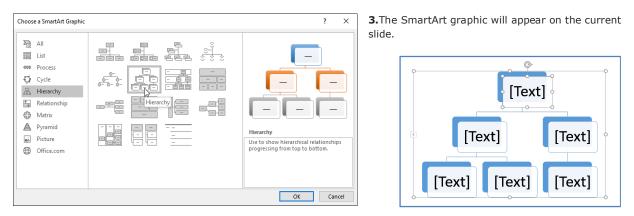
### To insert a SmartArt graphic:

**1.**Select the slide where you want the SmartArt graphic to appear.

From the **Insert** tab, select the **SmartArt** command in the **Illustrations** group.

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File	Hom	e Insert	Design	Transitions	Animations	Slide Show	R
*			Online Pictures			🚆 Store	
New Slide ≠	Table *	Pictures	hoto Album 🔹	Shapes Sn	nartArt Chart	🐬 My Add-ins	*
Slides	Tables	Im	ages	Illus	trations	Add-ins	

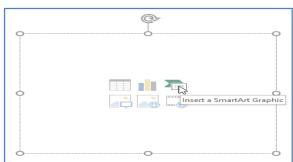
2.A dialog box will appear. Select a category on the left, choose the desired SmartArt graphic, then click OK.



4.You can also click the Insert a SmartArt Graphic command in a placeholder to add SmartArt.

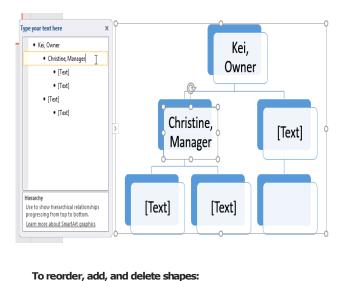
### To add text to a SmartArt graphic:

 $\ensuremath{\textbf{1.Select}}$  the SmartArt graphic. The  $\ensuremath{\textbf{text}}\ensuremath{\,\textbf{pane}}\xspace$  will appear to the left

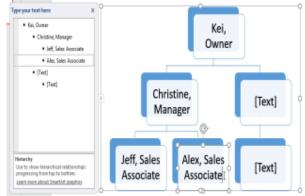


Enter text next to each bullet in the text pane. The text will

appear in the corresponding shape. It will be resized automatically to fit inside the shape.



2.You can also add text by clicking the desired shape and then typing. This works well if you only need to add text to a **few shapes**. However, for more complex SmartArt graphics, working in the **text pane** is often quicker and easier.



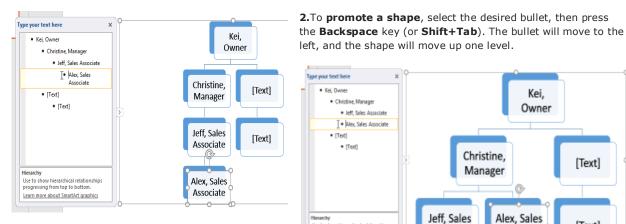
It's easy to add new shapes, change their order, and even

delete shapes from your SmartArt graphic. You can do all of this in the text pane, and it's a lot like creating an outline with a **multilevel list**. For more information on multilevel lists, you may want to review our **Lists** lesson.

1.To demote a shape, select the desired bullet, then press the Tab key. The bullet will move to the right, and the shape will move down one level.

> Use to show hierard progressing from top to bottom

Learn more about SmartArt graphic



left, and the shape will move up one level. Type your text here Kei, Owne Kei, Christine, Manager Owner Jeff, Sales Associate 1 + Alex, Sales Associate • [Tet] • [Tet]

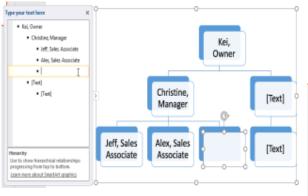
Christine,

Manager

Alex, Sales

Associate

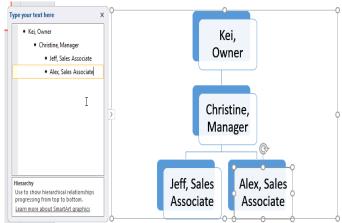
3. To add a new shape, place the insertion point after the desired bullet, then press Enter. A new bullet will appear in the text pane, and a new shape will appear in the graphic.



4.To remove a shape, keep pressing Backspace until the bullet is deleted. The shape will then be removed. In our example, we'll delete all of the shapes without text.

Jeff. Sales

Associate

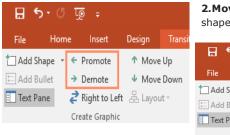


### Organizing SmartArt from the Design tab

If you'd prefer not to use the text pane to organize your SmartArt, you can use the commands on the Design tab in the Create Graphic group. Just

select the shape you want to modify, then choose the desired command.

1.Promote and Demote: Use these commands to move a shape up or down between levels.



2.Move Up and Move Down: Use these commands to change the order of shapes on the same level.

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File	Home	Insert	Design	Transi					
📩 Add Sh	ape 🔹 🕻	E Promote	↑ Move	Up					
🔚 Add Bu	illet	Demote	↓ Move	Down					
📃 Text Pa	ne	² Right to Left	몲 Layou	ıt -					
	(	Create Graphic							

3.Add Shape: Use this command to add a new shape to your graphic. You can also click the drop-down arrow for more exact placement options.

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Fil	le	Home	Insert	Design	Transit
<u>†</u>	Add Shap	e <b>t</b> <del>(</del>	Promote	1 Mo	ve Up
		ape After		🔸 Mo	ve Down
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語	Add Sh	ape Abo <u>v</u>	e aph	ic	
<b>-</b>	Add Sh	ape Belo <u>v</u>	~		
FIEs	Add As	sis <u>t</u> ant			

### **Customizing SmartArt**

After inserting SmartArt, there are several things you might want to change about its appearance. Whenever you select a SmartArt graphic, the Design and Format tabs will appear on the right side of the Ribbon. From there, it's easy to edit the **style** and **layout** of a SmartArt graphic.

[Text]

[Text]

1. There are several SmartArt styles, which allow you to quickly modify the look and feel of your SmartArt. To change the style, select the **desired style** from the SmartArt styles group.

2. You have a variety of **color schemes** to use with SmartArt. To change the colors, click the Change Colors command and choose the desired option from the drop-down menu.





If you don't like the way your information is organized within a SmartArt graphic, you can always change its layout to better fit your content.

1. From the Design tab, click the More drop-down arrow in the Layouts group.



Layouts

2. Choose the desired layout, or click More Layouts to see even more options.

Org Chart - P	owerPoint			Sma	rtArt Tools
ons Animations	s Slide Show	Review	View	Design	Format
			0-0-	- 8-	Change
				_	Colors -
			Horizontal	Organiza	tion Chart
More Layouts				.:	

ır.

Jeff, Sales ssociate Alex, Sales Associate

If the new layout is too different from the original, some of your text may not appear. Before deciding on a new layout, check carefully to make sure no important information will be lost.



3. You can also customize each shape independently. Just select any shape in the graphic, then choose the desired option from the **Format** tab.

		SmartArt	t Tools			
Review	View	Design	Format	🛛 🖓 Tel	l me what yo	u want to do
Abc +		e Fill <del>*</del> e Outline <del>*</del> e Effects <del>*</del>	Α	Α		<ul> <li>A Text Fill *</li> <li>A Text Outline *</li> <li>A Text Effects *</li> </ul>
		Preset	•	Wo	ordArt Styles	Gi
		Shadow	۰			o
		Reflection	•			
		Glow	×			
		Soft <u>E</u> dges	×			
		Bevel	► °			
		3- <u>D</u> Rotation	۰ î			

### CHAPTER -25- CHECKING SPELLING AND GRAMMAR

#### Introduction

Worried about making mistakes when you type? Don't be. PowerPoint provides you with several **proofing features** including the **Spelling and Grammar** tool—that can help you produce professional, error-free presentations.

#### To run a spell check:

**1.**From the **Review** tab, click the **Spelling** command.

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File	Hom	e li	nsert	Desig	n Trans	sitions a	Animati	ons S	ilide Show	Review	View
ABC		5	D	af b	Â <sup>≠</sup>	ţ	$\langle \rangle$				
Spelling 7	Thesauru:	s Sm	art	Translate	Language	New	Delete	Previous	Next	Show	Compare
		Loo	kup	*	-	Comment	~			Comments -	
Proo	fing	Insig	ghts	Lang	uage			Commer	nts		

**2.**The **Spelling** pane will appear on the right. For each error in your presentation, PowerPoint will try to offer one or more **suggestions**. You can select a suggestion and click **Change** to correct the error.



**3.**PowerPoint will move through each error until you have reviewed them all. After the last error has been reviewed, a dialog box will appear confirming that the spelling check is complete. Click **OK**.

Microsof	t PowerPoint	×
1	Spell check complete. You're good to	go!
	ОК	

If no suggestions are given, you can manually type the correct spelling on the slide.

#### Ignoring spelling "errors"

The spell check is **not always correct**. It may sometimes think a word is spelled incorrectly when it's not. This often happens with people's names and proper nouns, which may not be in the

dictionary. If PowerPoint says something is an error, you can choose **not** to change it using one of three options:

Ignore: This will skip the word without changing it.

**Ignore All**: This will skip the word without changing it, and it will also skip all other instances of the word in your presentation.

**Add**: This adds the word to the dictionary so it will never come up as an error again. Make sure the word is spelled correctly before choosing this option.

#### Automatic spell check

By default, PowerPoint **automatically** checks your presentation for spelling errors, so you may not even need to run a separate check using the Spelling command. These errors are indicated by **red wavy lines**.

#### To use the automatic spell check feature:

Right-click the **underlined word**. A menu will appear.

Click the **correct spelling** from the list of **suggestions**.

The correction will appear in the presentation.

You can also choose to **Ignore** an underlined word or **Add to Dictionary**.



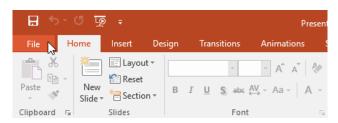
Spellin Candygr	<u> </u>	~ X
<u>l</u> gnore	Ignore All Add	
Candy gra	ams	
Change	Change A <u>I</u> I	

#### Modifying proofing options

PowerPoint allows you to modify the proofing options, giving you more control over how it reviews your text. For example, you can customize the **automatic spell check** to change the way PowerPoint marks spelling errors. You can also enable the **grammar check** option to help you find and correct **contextual spelling** errors (like their vs. they're).

#### To modify proofing options:

Click the File tab to access Backstage view.



Select **Options**. A dialog box will appear.

Print	
Share	
Export	
Close	
Account	
Options	

Select **Proofing**, then customize the options as needed. When you're finished, click **OK**.

PowerPoint Options		?	×
General	When correcting spelling in Microsoft Office programs		^
Proofing	☑ Ignore words in <u>U</u> PPERCASE		
Save	✓ Ignore words that contain numbers		
Language	✓ Ignore Internet and file addresses		
Advanced	✓ Flag repeated words		
	Enforce accented uppercase in French		
Customize Ribbon	Suggest from main dictionary only		
Quick Access Toolbar	Custom Dictionaries		
Add-Ins	French modes: Traditional and new spellings v		
Trust Center	Spanis <u>h</u> modes: Tuteo verb forms only		
	When correcting spelling in PowerPoint		
	Check spelling as you type		
	Hide spelling and grammar errors		
	Check grammar with spelling		
	Recheck Document		
			~
	0	(	Cancel

Modifying settings in **PowerPoint Options**—including proofing—will affect **any presentation** you edit in PowerPoint, not just your current presentation.

### **CHAPTER -26- REVIEWING PRESENTATIONS**

#### Introduction

Before delivering your presentation, you might ask someone else to review it and give you feedback on your slides. You might even work with a collaborator to create a presentation together. If you were revising a hard copy, you could add **comments** in the margins or **compare** your rough and final drafts side by side. You can do these things in PowerPoint using the **Comments** and **Compare** features.

#### **Commenting on presentations**

When revising or collaborating on a presentation, you might want to make notes or suggestions without actually changing the slide. Leaving a **comment** allows you to take note of something without altering the slide itself. Comments can be added and read by the original author or any other reviewers.

#### To add a comment:

**1.**Select the **text or object** (or click the area of the slide) where you want the comment to appear.

2.Go to the Review tab, then click the New Comment command.

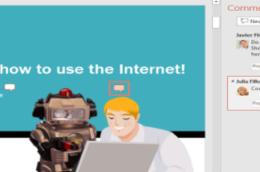


**3.**The **Comments** pane will appear. In our example, it contains an existing comment by another review (**Javier**), plus a space for your comment.

Type your comment in the **box**, then press **Enter** or click anywhere outside the box to save the comment.



4. The comment will be represented by a small icon on the slide.

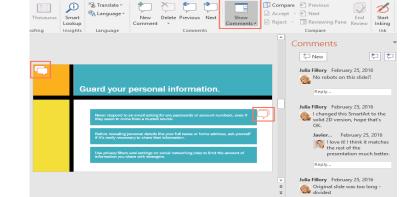


Comments \* \* New Constant of the second of



#### Viewing comments

You can view or reply to any comment including other reviewers' comments—by returning to the **Comments** pane. Simply click a **comment icon** on the slide, or click the **Show Comments** command on the **Review** tab.

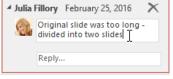


#### To edit a comment:

**1.**In the **Comments** pane, select the comment you want to edit.



**2.**Type your desired changes, then press **Enter** or click anywhere outside the comment box. Your changes will be applied.

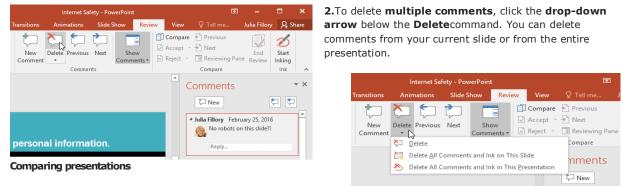


#### To reply to a comment:

1. In the **Comments** pane, click **Reply** below the comment you want to respond to.

Comments   X  New  Javier Flores  February 25, 2016  Do you think this is too long?  Do you think this is too long?  Reply[  Julia Fillory  Gool robot!  Cool robot!	<b>2.</b> Type your response, then press <b>Enter</b> or click anywhere outside the box. Your comment will appear below the original comment, and an additional <b>icon</b> will be added to the slide.	New     New     Source Flores February 25, 2016     Source Flores February 25, 2016     Source Flores February 25, 2016     Source Flores Flores February 25, 2016     Source Flores Flores Flores Flores     Source Fl
Reply	Deleting comments	

**1.**To **delete a comment**, select the comment you want to **delete**, then go to the **Review** tab and click the **Delete** command.



There are situations in which you might end up with more than

**one version** of the same presentation. For instance, you could create multiple drafts, or a collaborator or coworker could save their own unique copy.

You can easily compare and combine multiple versions using PowerPoint's **Compare** feature. This allows you to see the differences between two versions of the same presentation, so you can decide which changes to include in the final version.

#### To compare two presentations:

In this example, we'll be comparing two versions of the **Internet Safety for Everyone**presentation. To follow along, you'll need the **original** practice presentation (<u>powerpoint2016 reviewing practice</u>), plus a version that's

been slightly altered: <u>internet safety - tim's edits</u>. Open **one version** of the presentation you want to compare. In this example, we'll start with **powerpoint2016\_reviewing\_practice**.

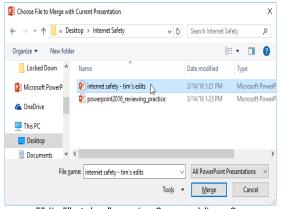
1.From the **Review** tab, select the **Compare** command.



**2.**A dialog box will appear. Select the **second version** of the presentation you want to compare, then click **Merge**. In this example, we'll choose **internet safety - tim's edits**.

presentations.

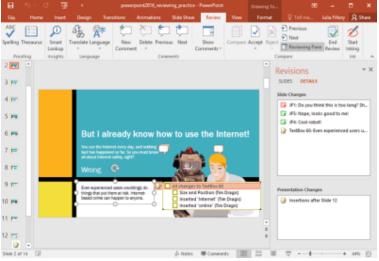
changes using the **Compare** feature.



<="" li="" style="margin: 0px; padding: 0px; border: 0px; outline: 0px; font-weight: inherit; font-style: inherit; font-size: 20.32px; fontfamily: inherit; vertical-align: baseline;"> Next Change

Use the **Next** command to view the next change in the presentation. You can also

click **Previous** to go back to the previous one.



3. The Revisions pane will appear, allowing you to compare the two

Click the buttons in the interactive below to learn how to review

- ×

Comments

## CHAPTER -27- INSPECTING AND PROTECTING PRESENTATIONS

#### Introduction

Before sharing a presentation, you'll want to make sure it doesn't include any information you want to keep private. You may also want to discourage others from editing your file. Fortunately, PowerPoint includes several tools to help **inspect** and **protect** your presentation.

#### **Document Inspector**

Whenever you create or edit a presentation, certain **personal information** may be added to the file automatically—for example, information about the document's author. You can use **Document Inspector** to remove this type of information before sharing a presentation with

? ×

others.

Document Inspector

Comments and Annotations

Because some changes may be permanent, it's a good idea to use **Save As** to create a backup copy of your presentation before using Document Inspector.

#### To use Document Inspector:

1. Click the File tab to go to Backstage view.

From the **Info** pane, click **Check for Issues**, then select **Inspect Document** from the drop-down menu.

**2.Document Inspector** will appear. Check or uncheck the boxes, depending on the content you

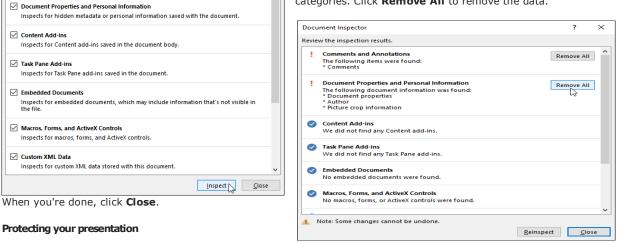
To check the document for the selected content, click Inspect.

Inspects the document for comments and ink annotations.



want to review, then click **Inspect**. In our example, we'll use the default selections.

**3.**The **inspection results** will show an **exclamation mark** for any categories where it found potentially sensitive data, and it will also have a **Remove All** button for each of these categories. Click **Remove All** to remove the data.



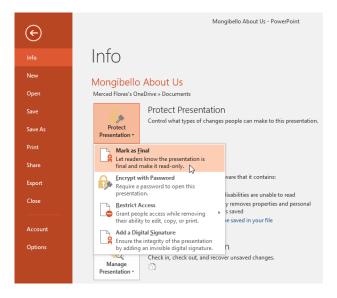
By default, anyone with access to your presentation will be able to open, copy, and edit its content unless you **protect** it. There are several ways to protect a presentation, depending on your needs.

#### To protect your document:

Click the File tab to go to Backstage view.

From the Info pane, click the Protect Presentation command.

In the drop-down menu, choose the option that best suits your needs. In our example, we'll select **Mark as Final**. Marking your presentation as final is a good way to discourage others from editing the file, while the other options give you even more control if needed.



A dialog box will appear, prompting you to save. Click OK.

Microsof	't PowerPoint	×
	This presentation will be marked as final and then sav	ed.
	OK Cancel	

Another dialog box will appear. Click **OK**.

Microso	ft PowerPoint	×
1	This document has been marked as final to indicate that editing is complete and that this is the final version of the document. When a document is marked as final, the status property is set to "Final" and typing, editing commands, and proofing marks are turned or You can recognize that a document is marked as final when the Mark As Final icon displays in the status bar. Don't show this message again	off.

The presentation will be marked as final. Whenever others open the file, a bar will appear at the top to discourage them from editing the document.



Marking a presentation as final will not prevent someone from editing it because they can just select **Edit Anyway**. If you want to prevent people from editing it, you can use the **Restrict Access** option instead.

## **CHAPTER -28- MODIFYING THEMES**

#### Introduction

Let's say you really like the style of a theme, but you'd like to experiment with different color schemes. That's not a problem: You can mix and match colors, fonts, and effects to create a unique look for your presentation. If it still doesn't look exactly right, you can **customize** the theme any way you want.

#### To select new theme colors:

1. If you don't like the colors of a particular theme, it's easy to apply new theme colors; everything else about the theme will remain unchanged. Design Transitions Animations

1.

From the **Design** tab, click the drop-down arrow in the select Colors

arrow in the <b>Variants</b> group and select <b>Colors</b> .	Themes
	Animations Slide Show Review View Q Tell me what you want to do
	Coffice 2007 - 2010 Crasyscale Chree 2007 - 2010 Crasyscale Chree 2007 - 2010 Chree
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	Violet Volet Volet Volet Volet Vertising on Target Vertising Median Paper Marquee p
To customize colors:	Sipstream <sup>4</sup> Sustamize Colors. Reset Silde Theme Colors

#### To customize

Sometimes you might not like every color included in a set of theme colors. It's easy to change some or all of the colors to suit your needs.

1. From the Design tab, click the drop-down arrow in the Variants group.

Select Colors, then click Customize Colors.

Orange Orange Red Red Orange Red Red Violet Violet Colors... Customize Reset Slide Theme

2.A dialog box will appear with the 12 current theme colors. To edit a color, click the drop-down arrow and select a different color. You may need to click More Colors to find the exact color you want.

eate New Theme Colors		?	×	:
Theme colors	Sample			
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Accent 5				
Accent 6	Standard Colors			
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Eollowed Hyperlink	P	urple		
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Beset	24	IVE	Cancel	

he Name: field, type the desired name for the theme , then click Save.

Theme colors		Sample	
Text/Background - Dark 1	-	Text	Text
Text/Background - Light 1		TEAC	TEAC
Text/Background - Dark 2	- 🔳		$\Theta$
Text/Background - Light 2			
Accent 1	- 🔳		
Accent 2	-	Hyperlink	
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Accent 4	-		
Accent 5			
Accent 6	-		
Hyperlink			
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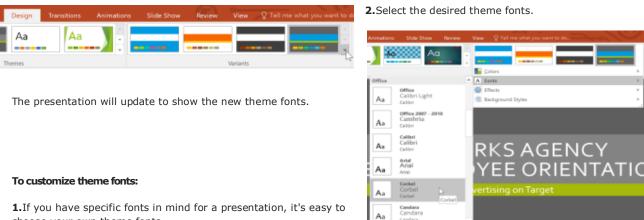
The presentation will update to show the new custom theme colors.

With some presentations, you may not notice a significant difference when changing the theme colors. For example, a **textured background** will not change when theme colors are changed. When trying different theme colors, it's best to select a slide that uses several colors to see how the new theme colors will affect your presentation.

#### To select new theme fonts:

It's easy to apply a new set of theme fonts without changing a theme's overall look. The built-in theme fonts are designed to work well together, which can help to unify your presentation.

1. From the **Design** tab, click the drop-down arrow in the **Variants** group and select **Fonts**.



choose your own theme fonts.

From the **Design** tab, click the drop-down arrow in the **Variants** group.

#### Select Fonts, then click Customize Fonts.



2.A dialog box will appear with the two current theme fonts. To change the fonts, click the drop-down arrows and select the desired fonts.

In the Name: field, type the desired name for the theme fonts, then click **Save**.

3. The presentation will update to show the new custom theme fonts.

Changing the theme fonts will not necessarily

update all text in your presentation. Only text using the current theme fonts will update when you change the theme fonts.

#### To select new theme effects:

1. PowerPoint makes it easy to apply new theme effects, which can quickly change the appearance of **shapes** in your presentation. From the Design tab, click the drop-down

arrow in the Variants group and select Effects.

Select the desired theme effects.



The presentation will update to show the new theme effects.

Create New Theme Fonts 7 × Heading font: Sample Corbel Heading Body font: Body text t ody text, Body text body text Fras Light (TC Name: AdWorks Fonts Sam Cancel Corbel 1,60 Theme Fonts Tr Corbel (Headings) 🕆 Eras Light ITC (Body) All Fonts ™r Agency F8



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3. Applying new theme effects will change different shape styles from the Format tab when editing a shape or SmartArt graphic. It's important to note that this change will only apply to shapes using the Subtle Effect, Moderate Effect, and Intense Effect.



#### **Background styles**

To further customize your slides, you can change the **background color** by choosing a different **background style**. The available background styles will vary depending on the current theme.

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#### To apply a background style:

1.From the **Design** tab, click the drop-down arrow in the **Variants** group.

2.Select Background Styles.

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Effects	+	
Background Styles		

**4.**The new background will appear in each slide of your presentation.

If you want even more control over the background, click the **Format Background**command on the **Design** tab.

# 3.Select the desired style. The available styles will change

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#### Saving custom themes

Once you've found settings you like, you may want to **save the theme** so you can use it in other presentations. If you only want to use the theme in the current presentation, you won't need to save it.

#### To save a theme:

**1.** From the **Design** tab, click the drop-down arrow in the **Themes** group.

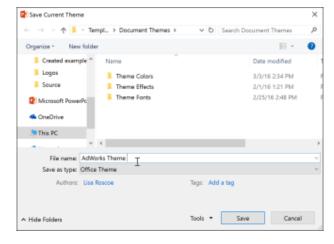
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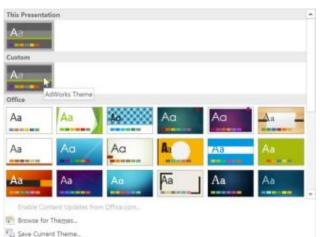
2.Click Save Current Theme.



#### **3.**A dialog box will appear. Type a **file name**, then click **Save**.



**4.**When you click the drop-down arrow in the **Themes** group, you'll see the custom theme under **Custom**.



## **CHAPTER -29- SLIDE MASTER VIEW**

#### Introduction

You may have noticed that when you select a different theme in PowerPoint, it rearranges the text on your slides and adds shapes to the background. This is because each theme has built-in **slide layouts** and **background graphics**. You can edit these layouts with a feature called **Slide Master view**. Once you learn how to use Slide Master view, you'll be able to customize your entire slide show with just a few clicks.

#### What is Slide Master view?

**Slide Master view** is a special feature in PowerPoint that allows you to quickly modify the slides and slide layouts in your presentation. From there, you can edit the **slide master**, which will affect **every slide** in the presentation. You can also modify individual **slide layouts**, which will change any slides using those layouts.

For example, let's say you find a theme you like but you don't like a few of the slide layouts. You could use Slide Master view to customize the layouts to look exactly the way you want.

In Slide Master view, the **Slide Master** tab will appear first on the Ribbon, but you'll still be able to access commands on different tabs as normal.

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	· Secondaria			

#### Using Slide Master view

Whether you're making **significant changes** to your slides or just a few **small tweaks**, Slide Master view can help you create a consistent, professional presentation without a lot of effort. You could use Slide Master view to change just about anything in your presentation, but here are some of its most common uses.

**Modify backgrounds**: Slide Master view makes it easy to customize the **background** for all of your slides at the same time. For example, you could add a watermark or logo to each slide in your presentation, or you could modify the background graphics of an existing PowerPoint theme.

**Rearrange placeholders:** If you find that you often rearrange the placeholders on each slide, you can save time by rearranging them in Slide Master view instead. When you adjust one of the layouts in Slide Master view, all of the slides with that layout will change.

**Customize text formatting**: Instead of changing the text color on each slide individually, you could use the Slide Master to change the text color on all slides at once.

**Create unique slide layouts**: If you want to create a presentation that looks different from regular PowerPoint themes, you could use Slide Master view to create your own layouts. Custom layouts can include your own **background graphics** and **placeholders**.

#### To make changes to all slides:

**1.**If you want to change something on all slides of your presentation, you can edit the Slide Master. In our example, we'll add a **logo** to every slide. If you'd like to work along with our example, right-click the image below and save it to your computer.



2. Select the View tab, then click the Slide Master command.

The presentation will switch to **Slide Master view**, and the **Slide Master** tab will be selected on the Ribbon.



4. Make the desired changes to the slide master. In our example, we'll insert a

3.In the left navigation pane, scroll up and select the first slide. This is the slide master.

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picture of the Mongibello logo.

**5.Move**, **resize**, or **delete** slide objects as needed. In our example, we'll resize the logo and move it to the bottom-right corner.

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		Fifth level			

#### 6. When you're finished, click the Close Master View command on the Slide Master tab.



7. The change will appear on all slides of the presentation.

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	😅 Mangiballa

#### **Customizing slide layouts**

You can use Slide Master view to modify any slide layout in your presentation. It's easy to make small tweaks like adjusting background graphics and more significant changes like rearranging or deleting placeholders. Unlike the slide master, changes to a slide layout will only be applied to slides using that layout in your presentation.

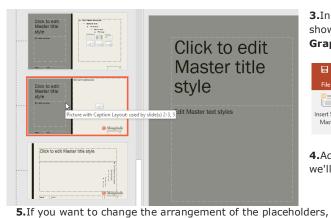
#### To customize an existing slide layout:

In our example, our newly added logo is hidden behind the photo in the Picture with Caption Layout. We'll customize this layout to make room for the logo.

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#### 1. Navigate to Slide Master view.

2.Locate and select the desired layout in the left navigation pane. You can hover the mouse over each layout to see which slides are currently using that layout in the presentation.



3. In some layouts, the background graphics may be hidden. To show the graphics, uncheck the box next to Hide Background Graphics.

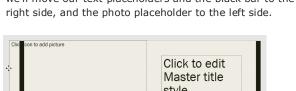
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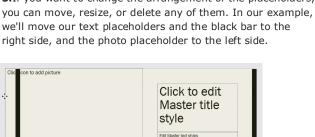
4.Add, move, or delete any objects as desired. In our example, we'll delete the gray background shape.



6. When you're finished, click the Close Master View command on the Slide Master tab.

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#### **7.**All slides using the layout will be updated.



You can also move placeholders on the **slide master**, which will move the placeholders on multiple slide layouts at the same time. However, some slide layouts may still need to be adjusted manually.

#### Customizing text formatting

1.You can also customize the **text formatting** from Slide Master view, including the **font**, **text size**, **color**, and **alignment**. For example, if you wanted to change the font for

every **title placeholder** in your presentation, you could modify the **master title style** on the slide master.

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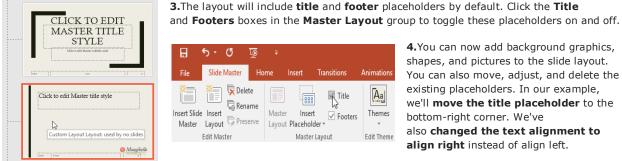
**2.**Each title placeholder is **connected** to the master title style on the slide master. For example, take a look at the slides before changing the title font.



1.Navigate to Slide Master view. From the Slide Master tab, click the Insert Layout command.



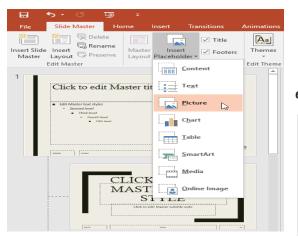
#### 2. The new slide layout will appear.



4. You can now add background graphics, shapes, and pictures to the slide layout. You can also move, adjust, and delete the existing placeholders. In our example, we'll move the title placeholder to the bottom-right corner. We've also changed the text alignment to align right instead of align left.

#### 5. To add new placeholders, click the bottom half of

the Insert Placeholder command, then select the desired placeholder type. In this example, we'll use the **Picture** placeholder.





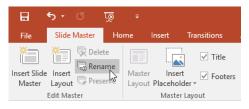
6.Click and drag to draw the placeholder on the slide.



#### To rename a custom lavout:

When you're done designing your custom layout, you'll want to give it a **unique name** so it will be easy to find.

1. From Slide Master view, select the desired layout, then click the Rename command.

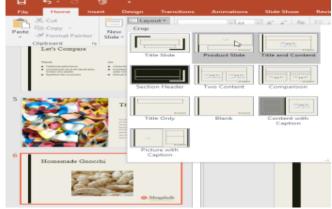


2.A dialog box will appear. Type the desired name, then click Rename.

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#### To use a custom layout:

Once you've created a custom slide layout, it's easy to add a new slide with that layout or apply it to an existing slide. If you're currently in Slide Master view, click the Close Master View command on the Slide Master tab. 1. From the Home tab, you can insert a new slide with the custom layout or apply it to an existing slide. In our example, we'll select the Layout command and apply the new style to slide 6.



2. The custom slide layout will be applied.



PowerPoi nt also allows you to add new placehold ers to existin g slide layouts.

#### Using custom layouts in other presentations

When you modify the slide master or slide layouts in Slide Master view, you're actually creating a custom version of the current theme. If you want to apply the theme to other presentations, you'll need to **save it**.

#### To save a theme:

From the Slide Master tab, click the Themes command, then select Save Current Theme from the drop-down menu.

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if you're not in Slide Master view, you can save the theme from the **Design** tab. Just click the drop-down arrow in the **Themes** group, then select **Save Current Theme**.

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#### Introduction

Whenever you use the Internet, you use **hyperlinks** to navigate from one webpage to another. If you want to include a **web address** or **email address** in your PowerPoint presentation, you can choose to format it as a hyperlink so a person can easily click it. It's also possible to link to files and other slides within a presentation.

#### About hyperlinks

Hyperlinks have **two basic parts**: the **address** of the webpage, email address, or other location they are linking to, and the **display text** (which can also be a picture or a shape). For example, the address could

be <u>https://www.youtube.com</u>, and **YouTube** could be the display text. In some cases, the display text might be the same as the address. When you're creating a hyperlink in PowerPoint, you'll be able to choose both the address and the display text or image.

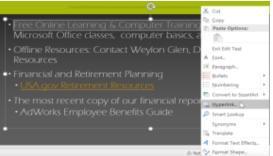
#### To insert a hyperlink:

1.Select the image or text you want to make a hyperlink.

Right-click the selected text or image, then click **Hyperlink**. Alternatively, you can go to the **Insert** tab and click the **Hyperlink** command.

#### 2. The Insert Hyperlink dialog box will open.

Link to:		Free Online seaming & Camputer Faining			t X
	Tear or maked				Scener g.
Egisting file or NHD Page	Lock in	Cestup	u 1. 19		
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I-gal Addess	Report Nes	OneDrive     PowerPoint 2018     Wand 2016     Wand 2016     Parallels, Staned Folders			
	Address:	I gecontraction and generalized		$\sim$	
				DE	Canod



If you selected text, the words will appear in the **Text to display** field at the top. You can change this text if you want.

Type the address you want to link to in the **Address** field.

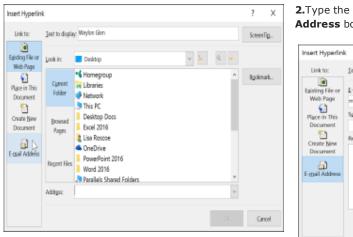
Click  $\boldsymbol{\mathsf{OK}}.$  The text or image you selected will now be a hyperlink to the web address.

#### To insert a hyperlink to an email address:

Right-click the selected text or image, then click **Hyperlink**.

The **Insert Hyperlink** dialog box will open.

1.On the left side of the dialog box, click Email Address.



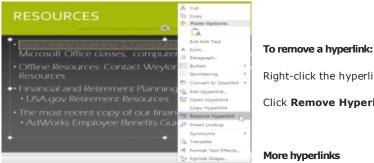
2.Type the email address you want to connect to in the **Email** Address box, then click **OK**.

Insert Hyperlin	k in the second s	?	×
Link to:	Text to display: Weylon Glen	Scree	enTig
Existing File or Web Page	E-mail address: mailto:spen@adworks.com		
Place in This Document	Subject:		
Create New Document	Regerify used e-mail addresses:		
E-mail Address			
		_	
	ox D	0	ancel

PowerPoint often recognizes email and web addresses as you type and will format them as hyperlinks automatically after you press the **Enter** key or **spacebar**.



hyperlink.



After you create a hyperlink, you should test it. Right-click the hyperlink, then click **Open Hyperlink**.

Your web browser should open and then navigate to the linked page. If it doesn't work, check the hyperlink address for any misspellings.

To open a hyperlink while viewing your slide show, click the

Right-click the hyperlink.

Click Remove Hyperlink.

In PowerPoint, you can use hyperlinks to link to resources that are not online. To create a quick way to refer to another slide in your presentation, you can create a hyperlink to that slide. If you need to access a file stored on your computer, you can create a hyperlink to it. Additionally, PowerPoint allows you to format pictures and shapes as hyperlinks.

#### Using shapes and pictures as hyperlinks

Sometimes you might want to format **objects**-including shapes, text boxes, and pictures—as hyperlinks. This is especially helpful if you want the object to act like a button. To do this, right-click the desired object and select Hyperlink from the menu that appears. Click the object during the presentation to open the hyperlink.

#### To insert a hyperlink to another slide:

Right-click the selected text or image, then click **Hyperlink**.

The **Insert Hyperlink** dialog box will appear.

1.On the left side of the dialog box, click Place in this Document.

Insert Hyperlink 2 × Link to: Lest to display: AdWorks Employee Benefits Guide ScreenTig. Eaisting File or Select a plage in this document: Web Page Previous Slide Slide preview 1 Slide Titles Place in The 1. Adworks Agency New Employ Document 2. Topics Create New 3. Getting to Know the Company 4. About Adworks Document 5. Accomplishments 🔒 E-mail Adda 6. Organization 7. Working with Clients 8. Understanding Your Benefits 9. Health Insurance 10. Leave Time Show and return Cancel

X Cut 🐘 Сору Paste Options: CA. Edit Text A Eont. 🐶 Change Shape Add Shape . 🔔 Hyperlink... ⊳ Save as Pictu Reset Shape Size and Position. Format Shape

2.A list of other slides in your presentation will appear. Click the name of the slide you want to link to.

Insert Hyperlin	k	?	×
Link to:	Text to display: AdWorks Employee Benefits Guide	Screen	īg
Basing File or Web Page Place in This Decument Create New Decument E-mail Address	Select a plage in this document. Previous Side Side Titles 1. Advort Advector 2. Topics 3. Getting to Know the Company Accompliablements 6. Organization 7. Working with Clients 8. Understanding Your Benefits 9. Health Insurance 10. Lawe Time *		
	ox 🏷	Car	cel

#### 3.Click OK. The text or image will now be a hyperlink to the slide you selected.



Adding a hyperlink to a shape is similar to creating an action button. We'll talk more about how to turn a shape into a button in our **Action Buttons** lesson.

#### To insert a hyperlink to another file:

Right-click the selected text or image, then click Hyperlink. The Insert Hyperlink dialog box will appear.

On the left side of the dialog box, click **Existing File or Webpage**.

Click the drop-down arrow to browse for your file.

Insert Hyperlini	k				? X
Link to:	Iest to display	AdWorks Employee Benefits Guid	e		ScreenTig_
Existing File or Web Page	Look in:	Libraries	<u>-</u>	a 🗕	
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E-mail Address	Regent Files				
	Address:			v	
					Cancel

Select the desired file.

Insert Hyperlin	k		?	×
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Existing File or Web Page	Look in:	🕽 This PC 🗸 🖌 🔍 🔍		
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Create New Document	Browsed Pages	Movies     Music     Pictures     AdWorks employee benefits guide		
E-mail Address	Recent Files	book_sales     Thank You Letter - original     Thank You_revised		
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		ОК	Car	cel

Click  $\mathbf{OK}.$  The text or image will now be a hyperlink to the file you selected.

## CHAPTER -31- ACTION BUTTONS

#### Introduction

Another tool you can use to connect to a webpage, file, email address, or slide is called an **action button**. **Action buttons** are **built-in shapes** you can add to a presentation and set to link to another slide, play a sound, or perform a similar action. When someone clicks or hovers over the button, the selected action will occur. Action buttons can do many of the same things as <u>hyperlinks</u>. Their easy-to-understand style makes them especially useful for self-running presentations at booths and kiosks.

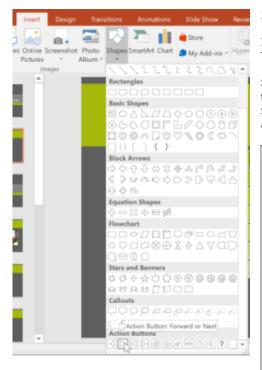
#### Inserting action buttons

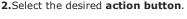
You can insert action buttons on one slide at a time, or you can insert an action button that will show up on every slide. The second option can be useful if you want every slide to link back to a specific slide, like the title page or table of contents.

#### To insert an action button on one slide:

#### Click the Insert tab.

**1.**Click the **Shapes** command in the Illustrations group. A drop-down menu will appear with the **action buttons** located at the very bottom.





Insert the button onto the slide by clicking the desired location. The **Action Settings** dialog box will appear.

Select the **Mouse Click** or **Mouse Over** tab. Selecting the Mouse Click tab means the action button will perform its action only when clicked. Selecting the **Mouse Over** tab will make the action button perform its action when you move the mouse over it.

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Next Slide			Ŷ
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		Brows	e
O Run macro:			
			~
<ul> <li>Object action:</li> </ul>			- 1
Play sound:			
[No Sound]			~
Highlight click			
	ОК	C	ancel

**3.**In the **Action on click** section, select **Hyperlink to:**, then click the drop-down arrow and choose an option from the menu.

Action Settings	?	×
Mouse Click Mouse Over		
Action on click		
O None		
Hyperlink to:		
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Next Slide		5
Previous Slide		
First Slide		
Clast Slide		
Last Slide Viewed		
End Show		
Custom Show		
Slide		
URL.		1
Other PowerPoint Presentation		- 64
Other File		
Highlight glick		
ОК	0	ancel

**4.**Check the **Play Sound** box if you want a sound to play when the action button is

clicked. Select a sound from the drop-down menu, or select **Other sound** to use a sound file on your computer. When you're done, click **OK**.

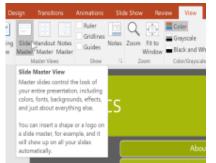
Action Settings		7	$\times$
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Run macro:			
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<ul> <li>Object action:</li> </ul>			
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Drum Boll			ĭs
Highlight click			1-8-
	OK	c	ancel

To insert an action button on all slides:

If you'd like to add an action button to every slide, you can do this with a feature called **Slide Master view**. However, using Slide Master view can be tricky if you've never used it. If you're going to edit your slides this way, you may want to review our <u>Slide Master View</u> lesson first.

Click the View tab.

**1.** In the **Master Views** group, click the **Slide Master** command. In the left navigation pane, scroll up and select the first slide.



Go to the **Insert** tab and select an **action button** from the bottom of the **Shapes** menu. Click on the slide to add the action button, and choose the desired options from the dialog box that appears.

**2.**Return to the **Slide Master** tab and click **Close Master View**. The new action button will now be on every slide.

Slide Master	Home	Insert	Transitions	Anima	tions	Review	View			
Rename	Master	1111 Insert	☑ Title ☑ Footers		Colors	• Hid		Styles * sund Graphic	Slide	Close 🕞
Layout 🖵 Preserve	Elayout P	laceholder		*					Size *	Master View
Edit Master		Master Lay	out	Edit Theme		Backs	ground		Size	Close

To edit, move, or delete an action button inserted this way, click the **View** tab, then **Slide Master**. Click **Close Master View** after making any desired changes.

**3.**If you notice that an action button isn't appearing on certain slides, you may need to uncheck the **Hide Background Graphics** box.

File	Slide Master				Anima	Review		Q Tell me w
Insert Slide Master	Insert Layout Preserve	Master	Insert laceholder	✓ Title			-	Styles + und Graphics
	dit Master		Master Lay	out	Edit Theme	Backg	ground	F9

#### To test an action button:

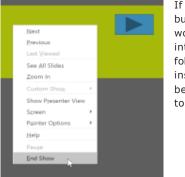
After you create an action button, you should test it.

Click the **Slide Show** tab.

1. In the Start Slide Show group, click From Current Slide.



**2.**After you have tested it, right-click anywhere on the screen and select **End Show**.



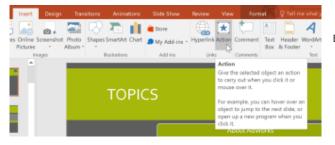
If your action button did not work as you intended, follow the instructions below to **edit** it.

To edit an action button:

Select the action button.

Click the Insert tab.

In the Links group, click the Action command. The Actions Settings dialog box will appear.



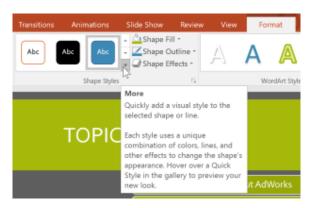
Edit the action or hyperlink, then click **OK**.

1.Select the action button.

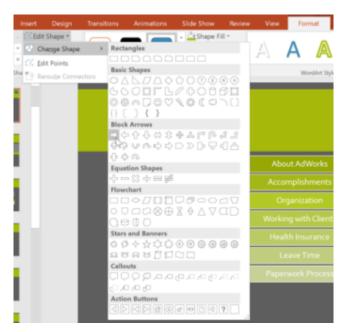
#### Click the **Format** tab.



2.To change the button style or color, use the tools in the Shape Styles group.



**3.**To change the **shape** of the action button, click **Edit Shape** in the **Insert Shapes** group. Select a new shape from the drop-down menu.



## Chapter -32- Rehearsing and Recording Your Presentation

#### Introduction

There are many things to keep in mind when preparing to give a presentation. How long will it last? What will you say? Fortunately, PowerPoint offers several tools that can help you **rehearse** your slide show. You can even record a copy with **voiceover narration**, allowing viewers to watch the presentation on their own.

#### Rehearsing slide show timings

**Rehearsing timings** can be useful if you want to set up a presentation to play at a certain speed without having to click through the slides yourself. It also gives you the opportunity to **practice** your talking points. Using this feature, you can save timings for each slide and animation. PowerPoint will then play the presentation automatically using these timings.

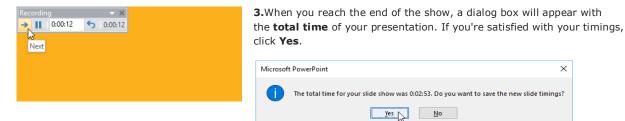
Rehearsing is often one of the last steps in creating a polished presentation. If you've never presented a slide show, you may want to review our lesson on **Presenting Your Slide Show** to become familiar with the basics.

#### To rehearse timings:

**1.**Go to the **Slide Show** tab, then click the **Rehearse Timings** command.



**2.**You'll be taken to a full-screen view of your presentation. Practice presenting your slide show. When you're ready to move to the next slide, click the **Next**button on the **Recording toolbar** in the upper-left corner. You also can also use the right arrow key on your keyboard.



The timings will be saved. The next time you present, PowerPoint will use these timings to advance the slides **automatically**.

**4.**If you need more than one try to get the timings just right, the **Recording toolbar**can be used to take a break or start over on a slide. To pause the timer, click the **Pause** button. No actions taken while the timer is paused will be included in the timings. To re-record the timings on the current slide, click the **Repeat** button.



Recording your slide show

The **Record Slide Show** feature is similar to the **Rehearse Timings** feature, but it's a bit more comprehensive. If you have a microphone for your computer, you can **record voiceover narration** for the entire presentation. This is useful if you plan to use your slide show as a self-running presentation or video.

#### To record a slide show:

1.From the Slide Show tab, select the Record Slide Show drop-down arrow, then choose either Start Recording from Beginning or Start Recording from Current Slide.

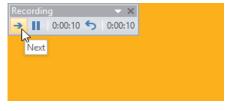


2.A dialog box will appear. Select the desired options, then click **Start Recording**. Remember, you can only record narration if you have a **microphone** attached to your computer.

Record Slide Show		?	×
Select what you want t Slide and animation <u>N</u> arrations, ink, and	n <u>t</u> imings	ou begin recor	ding.
S	tart <u>R</u> ecording	Cancel	

Your presentation will appear in full-screen view. Derform your slid

Your presentation will appear in full-screen view. Perform your slide show. Make sure to speak clearly into the microphone if you're recording narration. **3.**When you're ready to move to the next slide, click the **Next** button on the **Recording toolbar** or use the right arrow key.

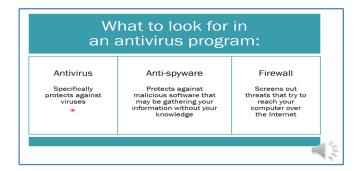


When you reach the end of the show, PowerPoint will close the full-screen view.

**4.**Your slide timings and narration are now part of your presentation. The slides with narration will be marked with a **speaker icon** in the bottom-right corner.



**5.**In recorded slide shows, the mouse pointer isn't visible in the finished product; therefore, if you want to point something out, you'll need to use the **laser pointer** feature. Simply hold **Ctrl** on your keyboard while you click and hold your mouse. The cursor will appear as a small red dot.



#### To remove slide timings or narration:

If you change your mind about including slide timings or narration, you can easily remove one or both. You can clear them from the **entire presentation** or just the **current slide**.

To do this, simply go to the **Slide Show** tab, click the **Record Slide Show** drop-down arrow, hover over **Clear**, then choose the desired option from the menu.



## **CHAPTER -33- SHARING YOUR PRESENTATION ONLINE**

#### Introduction

PowerPoint offers several options to enhance or even totally change the way you deliver presentations. Instead of presenting your slide show normally, you can choose to present it as a **video**, or you can even **present it live online** so others can view it remotely. No matter how you choose to give your presentation, you can enhance it by **customizing** your slide show to remove or reorder slides. All of these options can help you give a polished and professional presentation.

#### Exporting a presentation as a video

The **Create a Video** feature allows you to save your presentation as a video. This can be useful because it lets your viewers watch the presentation whenever they want. To make sure your viewers have enough time to view each slide,

you might want to **rehearse** the timings or **record** your slide show before using this feature.

#### To create a video:

1. Click the File tab to access Backstage view.

Select **Export**, then click **Create a Video**. Video export options will appear on the right.

2.Click the drop-down arrow next to **Presentation Quality** to select the size and quality of your video.

	Presentation Quality Largest file size and highest quality (1920 x 1080)
	Presentation Quality Largest file size and highest quality (1920 x 1080)
	Internet Quality Medium file size and moderate quality (1280 x 720)
	Low Quality Smallest file size and lowest quality (852 x 480)

Click Create Video. The Save As dialog box will appear.

**4.**Select the location where you want to save the presentation, then enter a name for the presentation.

Save As				×
+ + 3	+ This PC + Documents +	~ b	Search Documents	p
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4 iCloud	e * Name		Oute multified	Type
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Save as type:	MPEG # Video			
hathers	Lisa Rascoe	tigs Ail	d a tag	
n Hide Folders		Tools +	Save N	Cancel

3.Select the drop-down arrow next to Use Recorded Timings and Narrations. Choose Don't Use Recorded Timings and Narrations if you don't have or don't want to use recorded timings. You can also choose Use Recorded Timings and Narrations if you have already recorded timings and narrations and want to use them in your video.

10	Internet Quality Machani Rix ulae and michanie quality (1280 a 730)			100
	Use Recorded Timings and Nemations Sides without surveys will use the default streatment and balance. This reprint		_	-
10	Don't Use Recorded Timings and Narrations All slider will use the default duration set below. Any narrations will be or	nitted from	the video.	
	Use Recorded Timings and Narrations Sides without timings will use the default dualition (set below). This optic	n indudes	irek and lasar p	pointer gesture
1. 20	sund Tanings and Narrations.			
1 m	euleur Tirrings and Narrelions			

**5.**Click **Save**. As PowerPoint creates your video, a status bar will appear at the bottom of the PowerPoint window. When the bar is complete, your video is ready to view, send, or upload.

Creating video Internet Safety for 8	Everyone.mp4	≜ Notes	Comments

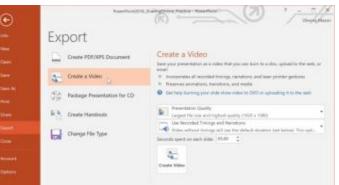
#### Presenting your slide show online

Presenting a slide show **online** is surprisingly easy. All you and your viewers need is an Internet connection—they don't even need PowerPoint. Once your viewers are connected, you can start the presentation as you normally would.

Please note that you cannot edit your presentation or mark it with a highlighter or pen while you are presenting a slide show online. You also cannot use PowerPoint to speak to your audience. Plan to communicate with your viewers through teleconferencing, or pre-record your narration.

#### To present online:

Select the Slide Show tab, then locate the Start Slide Show group.



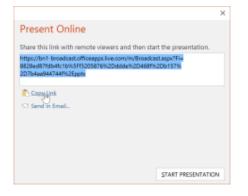
#### 1. Click the Present Online command.

Slide Show 🖅 b 🗄 ٩ 🗹 Pla <u>.</u> ेक् 📝 Ð Set Up Hide Rehearse Record Slide Us Slide Show Slide Timings Show - Sh From Beginning Cu From Present ment Slide Online \* Present Custom Slide Show Timings Show -Start Slide Show Set Up Present Online Present the slide show online with the default presentation service. 1 🗾 2 • 3 . 4

**2.**A dialog box will appear. Click **Connect**. A status message will appear as PowerPoint prepares your online presentation.

×	
Present Online	A link will
Office Presentation Service The Office Presentation Service is a free, public service that comes with Microsoft Office. You can use this service to present to people who can watch in a web bowser and download the content. You will need a Microsoft account to start the online presentation. More Information Enable remote viewers to download the presentation	appear. If it' not already selected, select the link.
By clicking Connect, you agree to the following terms: Service Agreement	
CONNECT	

**3.**Click **Copy Link** to make a copy of the link, which you can paste just about anywhere—including Facebook, a blog, or an email. You'll just want to make sure each of your viewers receives a copy of the link before you begin your presentation.



#### Click Start Presentation.

4. Present the slide show as you normally would, using the mouse or keyboard to advance the slides.

When you are finished, click End Online Presentation.

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lide Show		Mc	mitors		Pn	esent Onlin				
			6	5		2	End On	line Preser	tation	
-								online pres ect all peop		and

5.A dialog box will appear to confirm that you want to end the presentation. Click End Online Presentation.

Microsoft PowerPoint		×
Everyone viewing this on	line presentation will be disconnected if you continue. Do you want to end this onli	ne presentation?
	End Online Presentation	

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## Simplified

# E-BOOK

## **MS PowerPoint 2016**

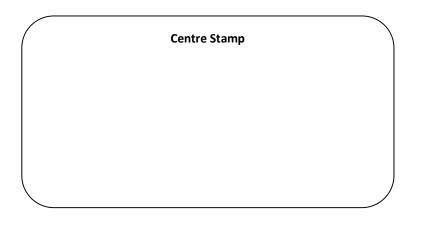


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