# Chapter-1   Getting to Know PowerPoint

Introduction

PowerPoint 2013 is a **presentation software** that allows you to create dynamic slide presentations. Slideshows can include animation, narration, images, videos, and much more.
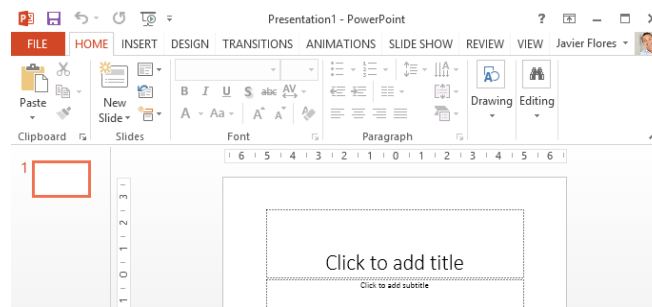
Opening PowerPoint 2013

When you open PowerPoint 2013 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**.

1.   From the **Start Screen**, locate and select **Blank Presentation**.
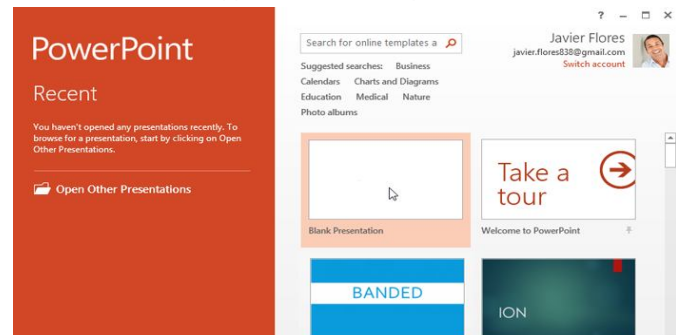
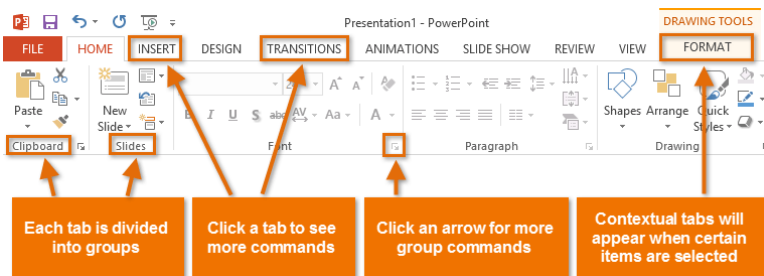2.   A **new presentation** will appear.

Working with the PowerPoint environment

If you've previously used PowerPoint 2010 or 2007, PowerPoint 2013 will feel familiar. It continues to use features like the **Ribbon** and the **Quick Access toolbar**—where you will find commands to perform common tasks in PowerPoint—as well as **Backstage view**.

The Ribbon

PowerPoint 2013 uses a **tabbed Ribbon system** instead of traditional menus. **The Ribbon** contains **multiple tabs**, each with several **groups of commands**. You will use these tabs to perform the most **common tasks** in PowerPoint.

Each tab is divided into groups

Click a tab to see more commands

Click an arrow for more group commands

Contextual tabs will appear when certain items are selected

Exploring the Ribbon

You'll need to move between tabs to perform common tasks in PowerPoint. Knowing where to find the right command will make PowerPoint easier to use.-
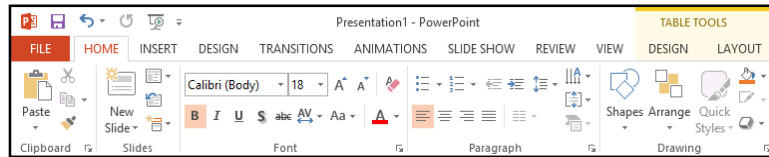
.
The **Home** tab gives you access to the most commonly used commands, including **copy and paste**, **formatting**, and the **New Slide** command. The Home tab is selected by default whenever you open PowerPoint.
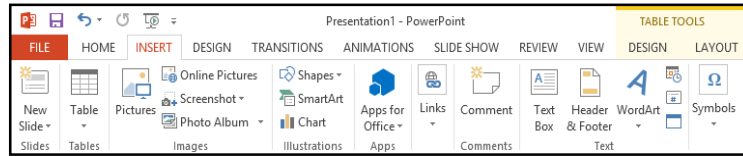
The **Insert** tab allows you to insert **pictures**, **charts**, **tables**, **shapes**, and **videos**, which can help you communicate information **visually** and add **style** to your presentation.
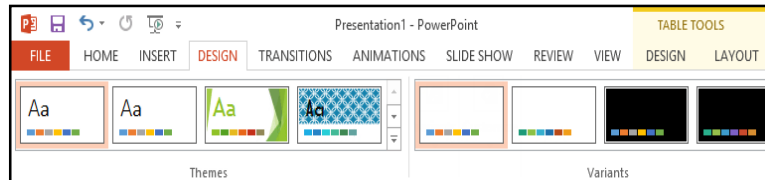
You can apply **themes** from the Design tab. A theme is a **predefined combination** of colors, fonts, and effects that can quickly change the look and feel of your entire slide show. Different themes also include different **slide layouts**.
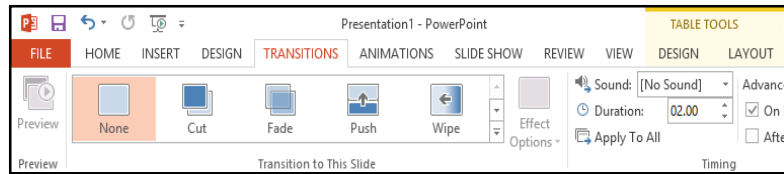
You can apply slide transitions from the **Transitions** tab. Transitions are the movements you see between slides when presenting your slide show.
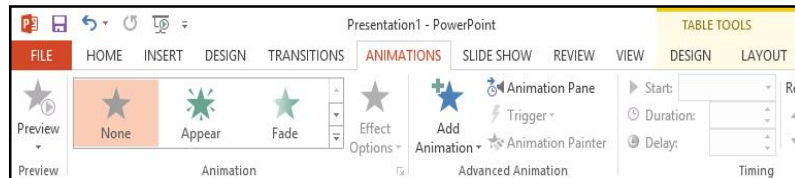
The **Animations** tab allows you to **animate** text and objects such as clip art, shapes, and pictures. Animations can be used to draw attention to specific content or make the slide easier to read.
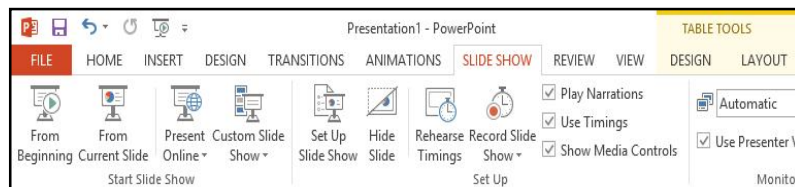
When you're ready to present your slide show, the **Slide Show** tab gives you tools to make your presentation smooth and professional, including the option to **rehearse timings** and **record narration**.
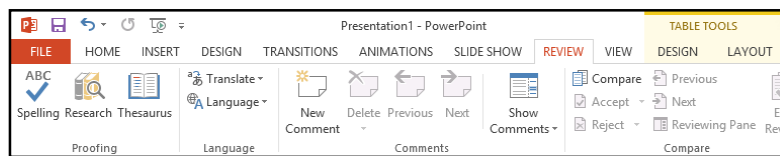
You can use the **Review** tab to access PowerPoint's powerful **editing features**, including **spell check** and **comments**. These features make it easy to **review** and **collaborate** on presentations.
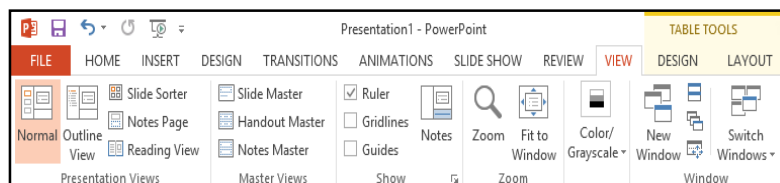
The **View** tab allows you to switch between several different views for your presentation, including **Outline View**, **Slide Sorter**, and **Slide Master**. These views can help you **prepare** and **organize** your slide show.
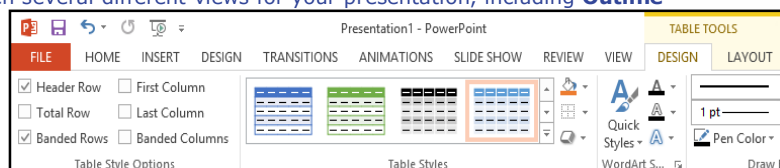
Contextual tabs will appear on the Ribbon when working with certain items like **tables**, **shapes**, and **pictures**. These tabs contain special command groups that can help you format these items as needed.

To minimize and maximize 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.

1. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon.

2. Select the desired **minimizing option** from the drop-down menu:
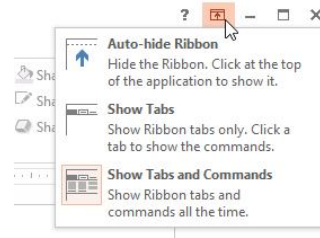
   o **Autohide Ribbon:** Autohide displays PowerPoint in full-screen mode and completely hides the Ribbon. To **show the Ribbon**, click the **Expand Ribbon** command at the top of screen.

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

   o **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.
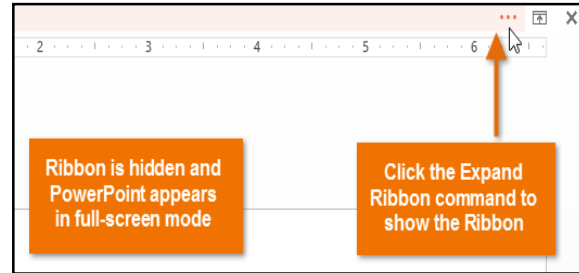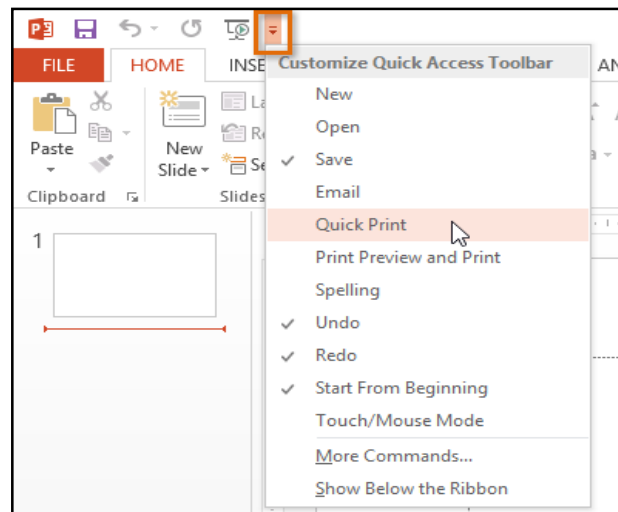
The Quick Access toolbar

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**, **Repeat**, and **Start Presentation** commands. You can add other commands depending on your preference.

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**.

3. The command will be added to the Quick Access toolbar.

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.

Simply click and drag to move the
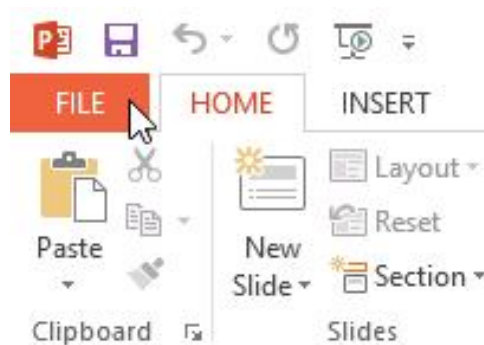horizontal or vertical guides to a new
position.
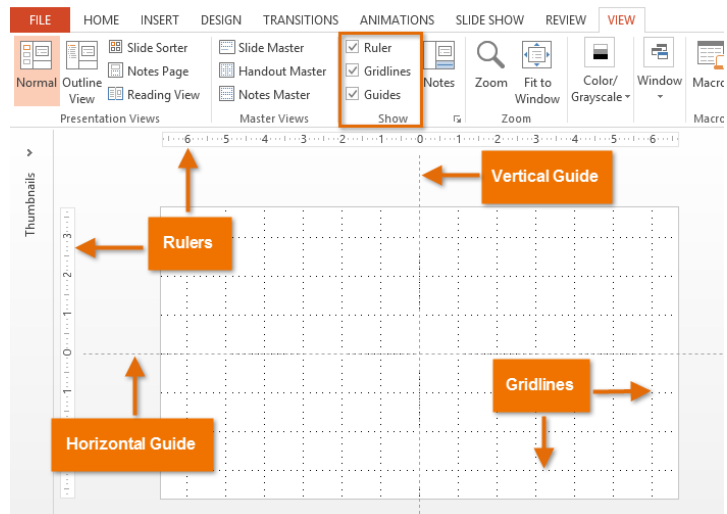
Backstage view

Backstage view gives you various options for saving, opening, printing, and sharing your presentations.

To access Backstage view:

1. Click the **File** tab on the **Ribbon**.
2.

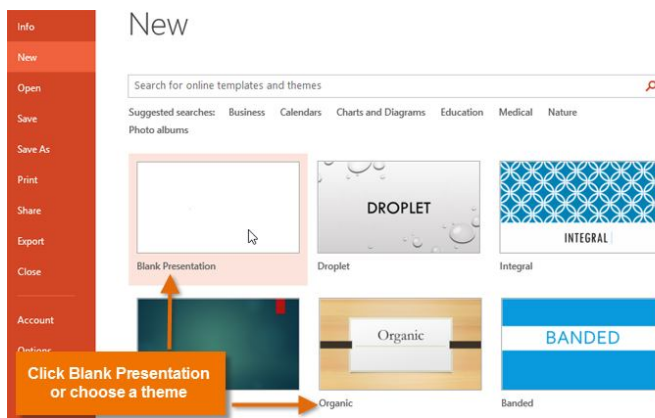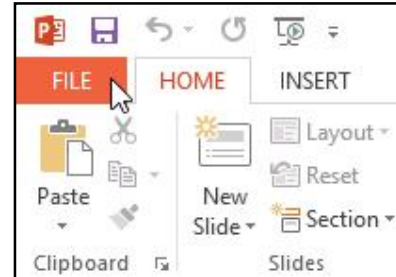3. **Backstage view** will appear.

Chapter-2   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**.
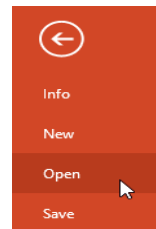

To create a new presentation:

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

2.   Select **New** on the left side of the window, then click **Blank Presentation** or choose a **theme**.
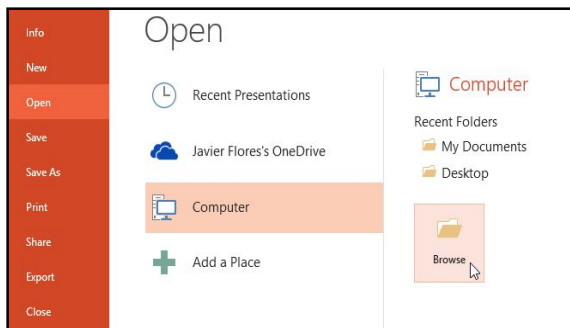

3.   A new presentation will appear.

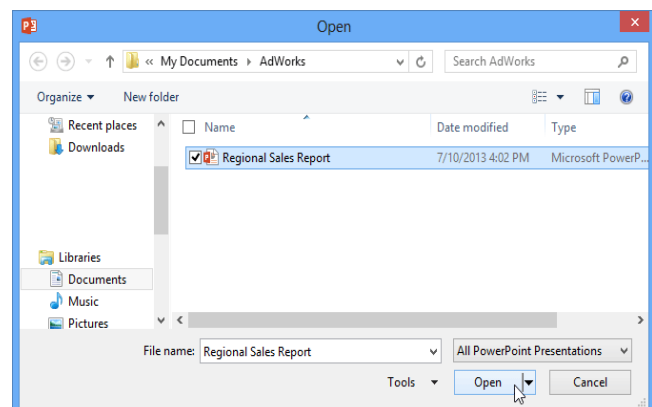### To open an existing presentation:

1.   Select the **File** tab to go to **Backstage view**.
2.   Select **Open**.

3.   Select **Computer**, then click **Browse**. Alternatively, you can choose **OneDrive** (previously known as SkyDrive) to open files stored on your OneDrive.

4.   The **Open** dialog box will appear. Locate and select your **presentation**, then click **Open**.

If you've opened the desired presentation recently, you can browse your **Recent Presentations** instead of searching for the file.
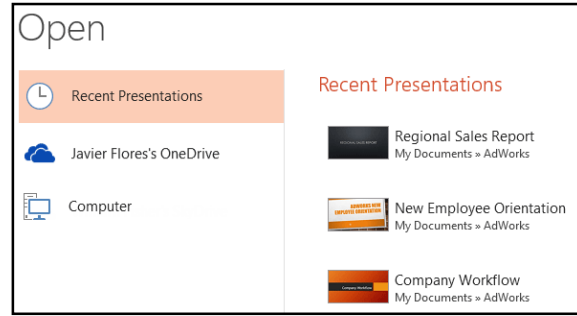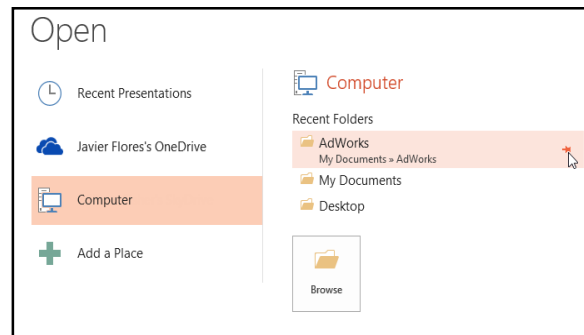
To pin a presentation:

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

1. Select the **File** tab to go to **Backstage view**. Click **Open**. Your **Recent Presentations** will appear.
2. Hover the mouse over the **presentation** you want to pin. A **pushpin icon** ✚ will appear next to the presentation. Click the **pushpin icon**.

3. The presentation will stay in Recent Presentations. To **unpin** a presentation, simply click the pushpin icon again.
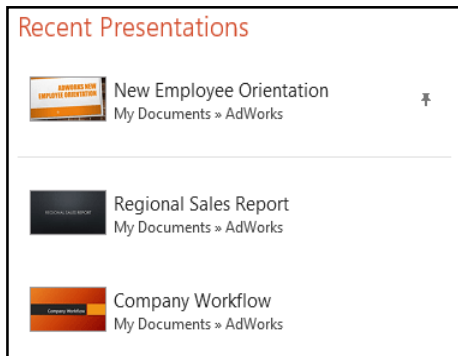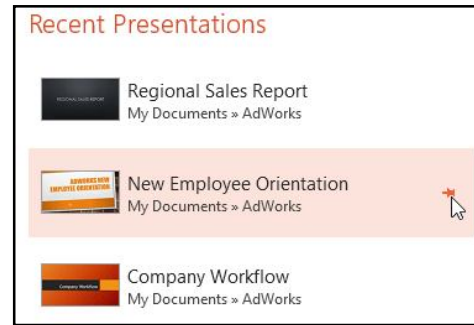
You can also **pin folders** to Backstage view for easy access. From Backstage view, click **Open,** locate the **folder** you want to pin, then click the **pushpin icon**.


Using templates

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.

To create a new presentation from a template:

1. Click the **File** tab to access **Backstage view**.
2. Select **New**. 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 **Business** presentations.
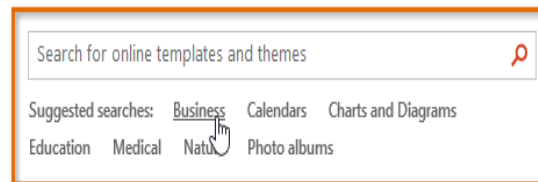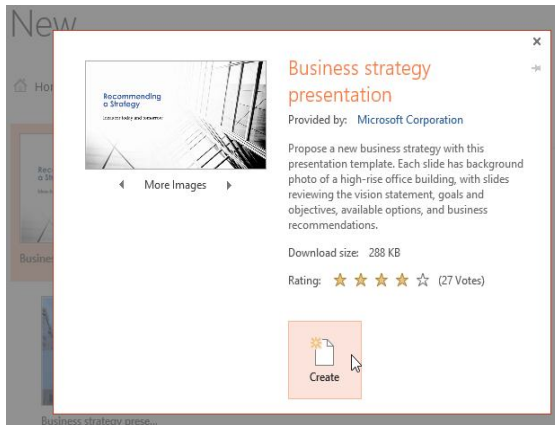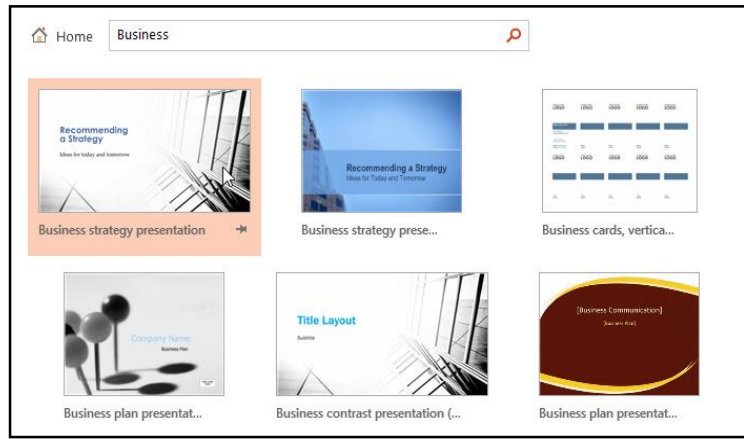
3. Select a **template** to review it.

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

5. Click **Create** to use the selected template.

6. 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.

Compatibility mode

Sometimes you may need to work with presentations that were created in earlier versions of PowerPoint, such as PowerPoint 2003 or PowerPoint 2000. When you open these types of presentations, they will appear in **Compatibility mode**.

Compatibility mode **disables** certain features, so you'll only be able to access commands found in the program that was used to create the presentation. For example, if you open a presentation created in PowerPoint 2003, you can only use tabs and commands found in PowerPoint 2003.

In the image below, you can see that the presentation is in Compatibility mode. This will disable some PowerPoint 2013 features, such as newer types of slide transitions.
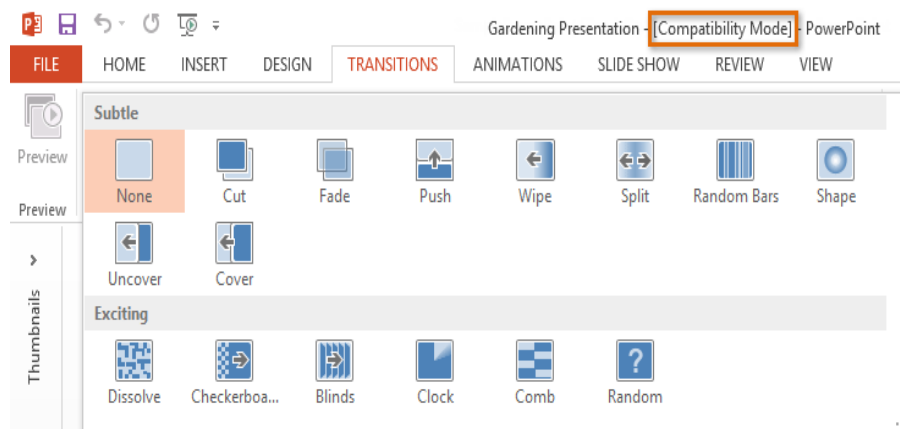
To exit Compatibility mode, you'll need to **convert** the presentation to the current version type. However, if you're collaborating with others who only have access to an earlier version of PowerPoint, it's best to leave the presentation in Compatibility mode so the format will not change.

You can review this **support page** from Microsoft to learn more about which features are disabled in Compatibility mode.

To convert a presentation:

If you want access to all PowerPoint 2013 features, you can **convert** the presentation to the 2013 file format.

Note that converting a file may cause some changes to the **original layout** of the presentation.
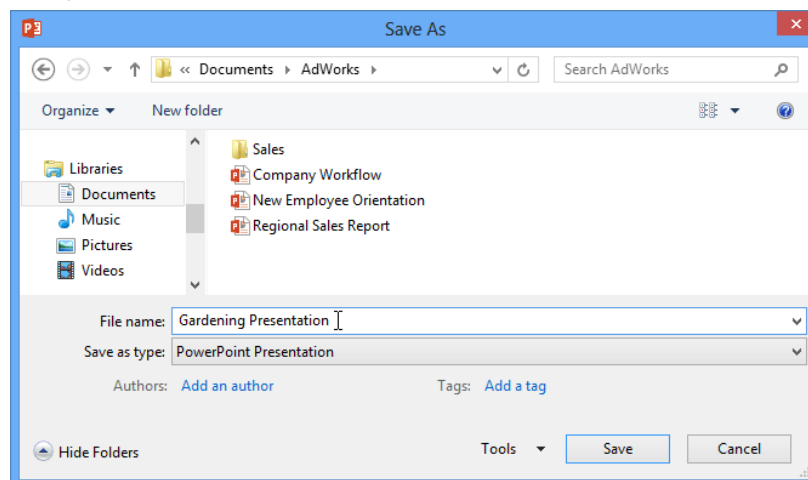
1.   Click the **File** tab to access Backstage view.

2.   Locate and select the **Convert** command.

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**.

4.   The presentation will be converted to the newest file type.

Chapter-3   Saving and Sharing

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.

OneDrive was previously called SkyDrive. There's nothing fundamentally different about the way OneDrive works; it's just a new name for an existing service. Over the next few months, you may still see SkyDrive in some Microsoft products.
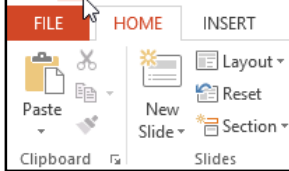
Save and Save As

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.
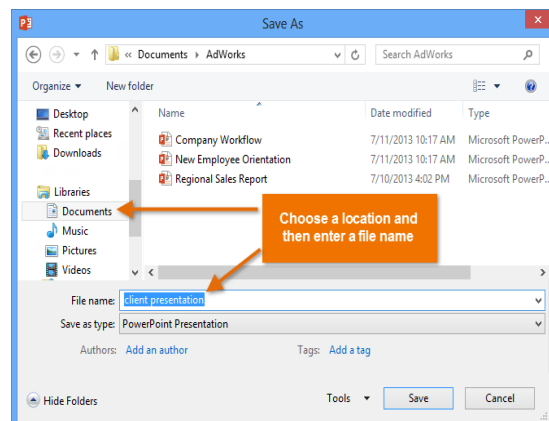
To save a presentation:

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 **Quick Access toolbar**.

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

3. You'll then need to choose **where to save** the file and give it a **file name**. To save the presentation to your computer, select **Computer**, then click **Browse**. Alternatively, you can click **OneDrive** to save the file to your OneDrive.
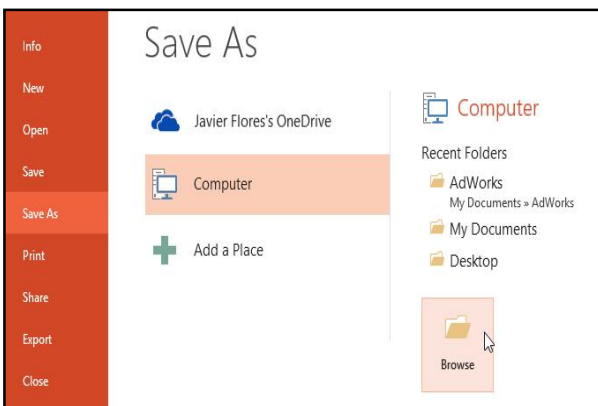
4. The **Save As** dialog box will appear. Select the **location** where you want to save the presentation.

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

6. The presentation will be **saved**. You can click the **Save** command again to save your 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**.
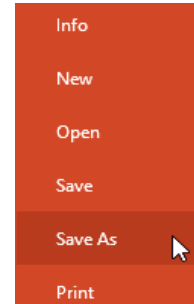
To change the default save location:

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 it inconvenient to select **Computer** each time, you can change the **default save location** so **Computer** is selected by default.

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

2. Click **Options**.
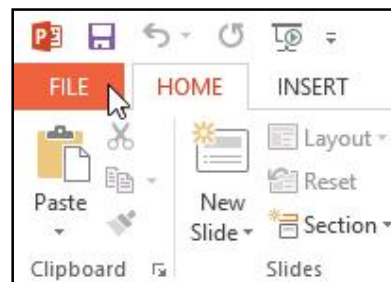
3. The **PowerPoint Options** dialog box will appear. Select **Save**, **check the box** next to **Save to Computer by default**, then click **OK**. The default save location will be changed.
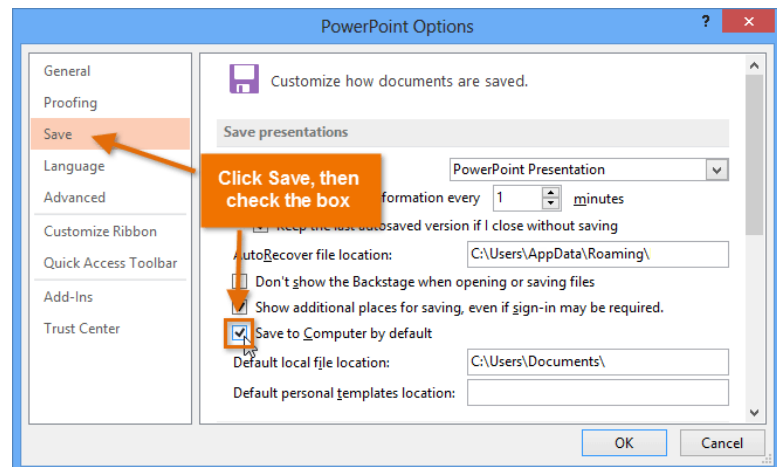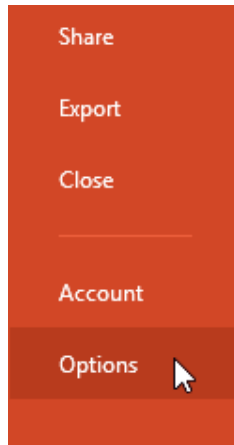
Using Auto Recover

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 **Auto Recover**.

To use Auto Recover:

1. Open PowerPoint 2013. If **auto saved versions** of a file are found, the **Document Recovery** pane will appear.

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

By default, PowerPoint auto saves every 10 minutes. If you are editing a presentation for less than 10 minutes, PowerPoint may not create an auto saved version.
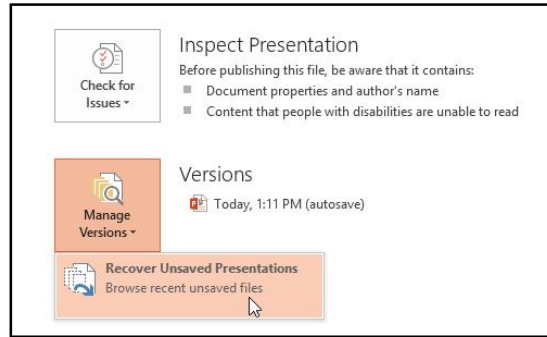
If you don't see the file you need, you can browse all auto saved files from **Backstage view**. Just select the **File** tab, click **Manage Versions**, then choose **Recover Unsaved Presentations**.
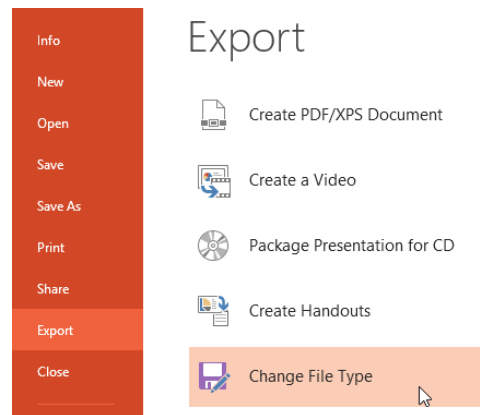
Exporting presentations

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:

In our example, we'll save the presentation as a **PowerPoint 97-2003** file.

1. Click the **File** tab to access **Backstage view**.
2. Click **Export**, then choose the desired option. In our example, we'll select **Change File Type**.
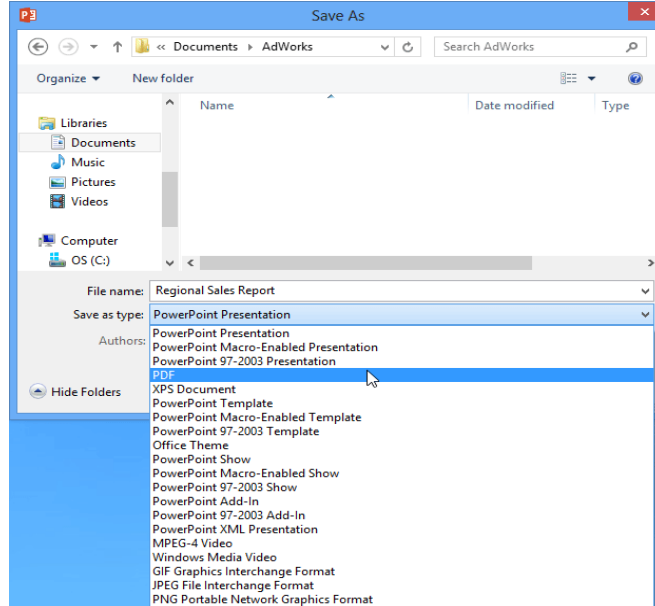
3. Select a **file type**, then click **Save As**.

4. The **Save As** dialog box will appear. Select the **location** where you want to export the presentation, type a **file name**, then click **Save**.
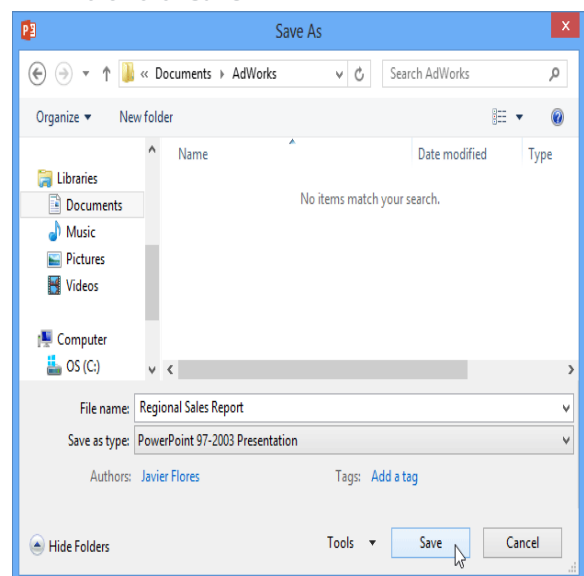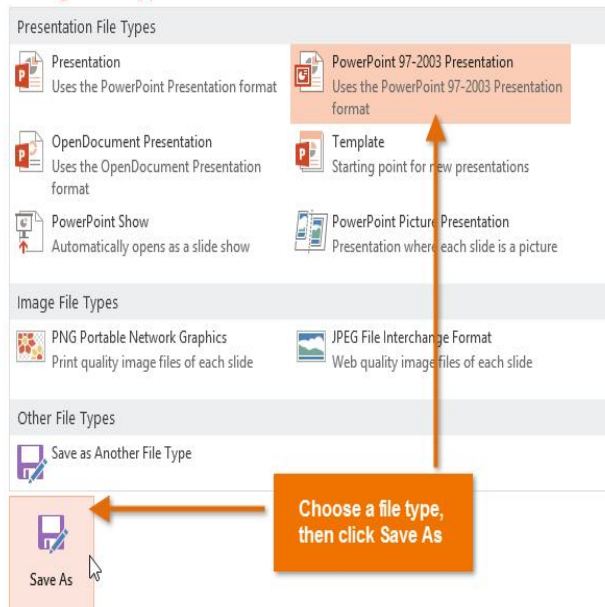
You can also use the **Save as type:** drop-down menu in the **Save As** dialog box to save presentations in a variety of file types. Be careful to choose a file type others will be able to open.
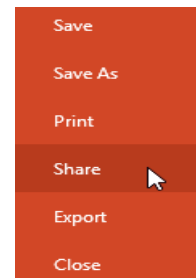
Sharing presentations

PowerPoint 2013 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 2013, 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:

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

2.   The **Share** pane will appear.

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

Chapter-4   Slide Basics

Introduction

PowerPoint presentations are made up of a series of **slides**. Slides contain the information you will present to your audience. This might include **text**, **pictures**, and **charts**. Before you start creating presentations, you'll need to know the basics of working with **slides** and **slide layouts**.

Understanding slides and slide layouts

When you insert a **new slide**, it will usually have **placeholders**. Placeholders can contain different types of content, including **text** and **images**. Some placeholders have **placeholder text**, which you can replace with your own text. Others have **thumbnail icons** that allow you to insert pictures, charts, and videos.
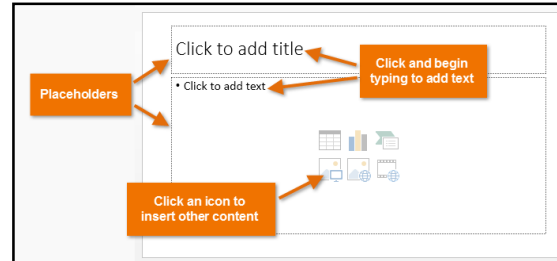
Slides have different **layouts** for placeholders, depending on the type of information you want to include. Whenever you create a new slide, you'll need to choose a slide layout that fits your content.
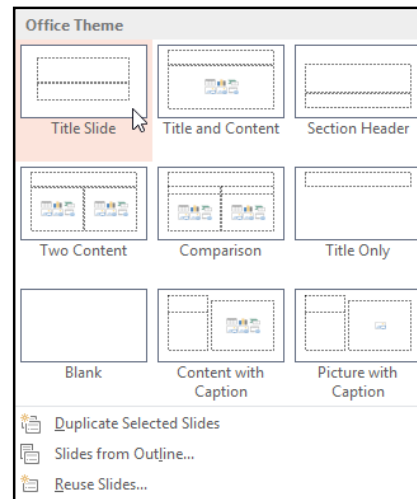
To insert a new slide:

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 layouts.

1.   From the **Home** tab, click the **bottom half** of the **New Slide** command.
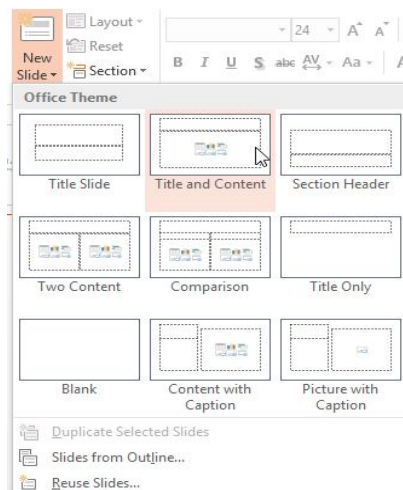
2.   Choose the desired **slide layout** from the menu that appears.

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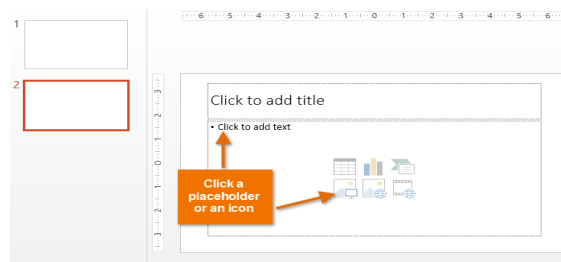
To change the layout of an existing slide, click the **Layout** command, then choose the desired layout.

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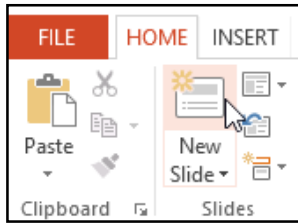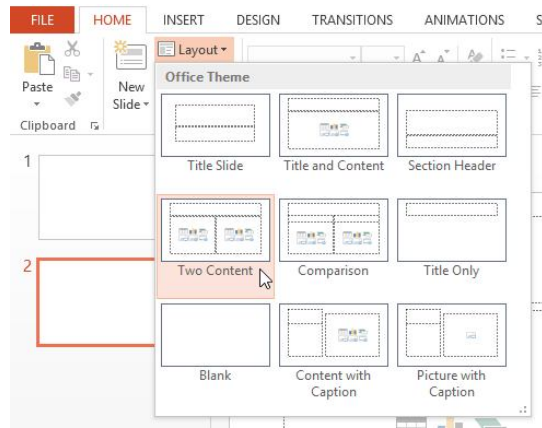
Organizing slides

PowerPoint presentations can contain as many slides as you need. The **Slide Navigation pane** makes it easy to **organize** your slides. From there, you can **duplicate**, **rearrange**, and **delete** slides in your presentation.
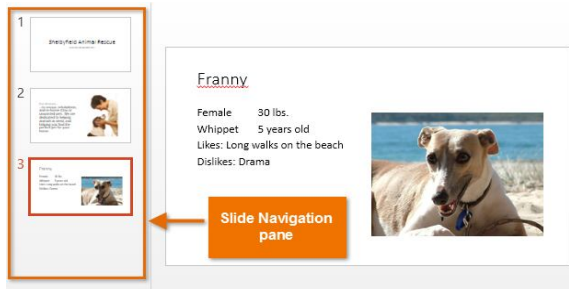
Working with slides

- **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.
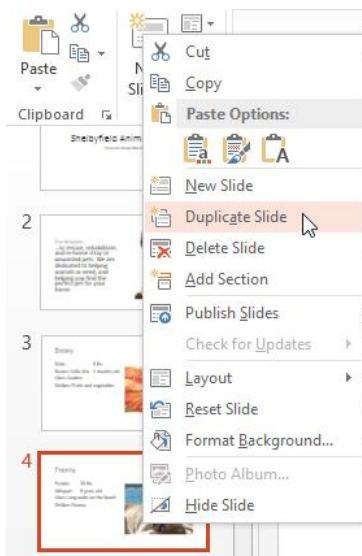
- **Move slides:** It's easy to change the **order** of your slides. Just click, hold, and drag the **desired slide** in the Slide Navigation pane to the desired position.

- **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 **Backspace** key on your keyboard.

To copy and paste slides:

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.

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.
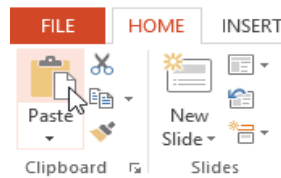
4.   The slide will appear in the selected location.

Customizing slides

To change the slide size:

By default, all slides in PowerPoint 2013 use a **16 by 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 standard **4-by-3** screen, it's easy to change the slide size to fit.

•   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.
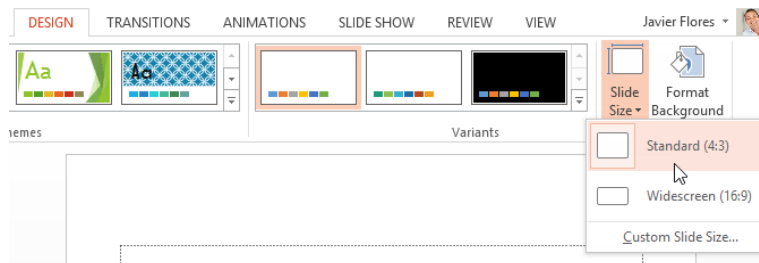
To format the slide background:

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.

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.
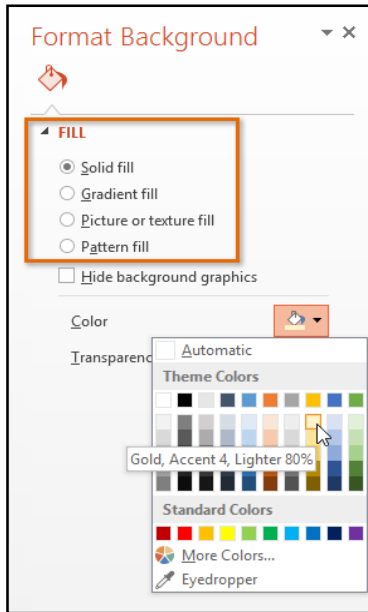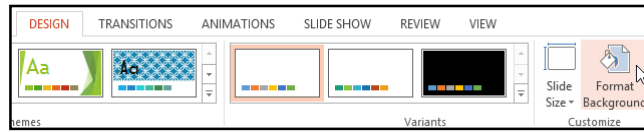
3. The background style of the selected slide will update.

4. If you want, you can click **Apply to All** to apply the same background style to all slides in your presentation.
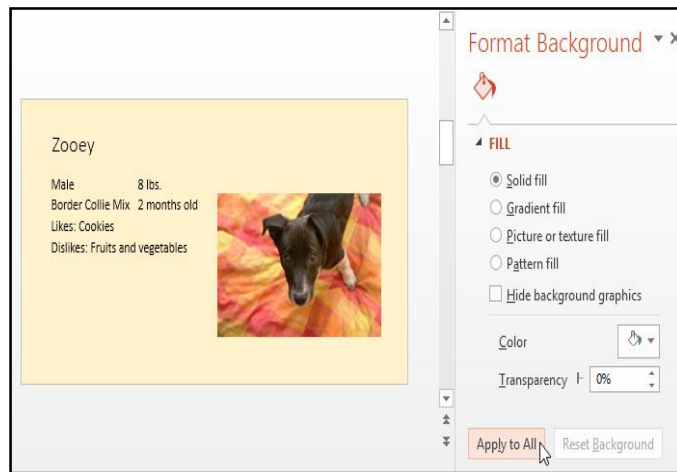
To apply a theme:

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**.
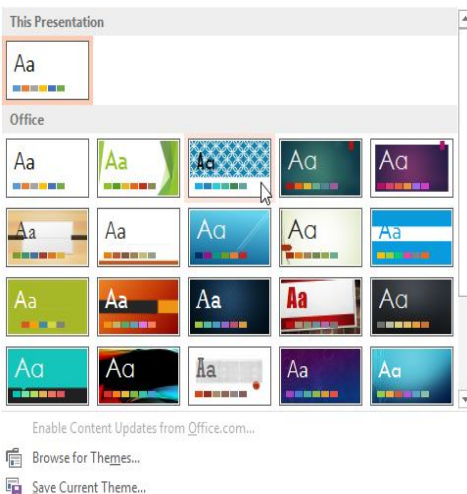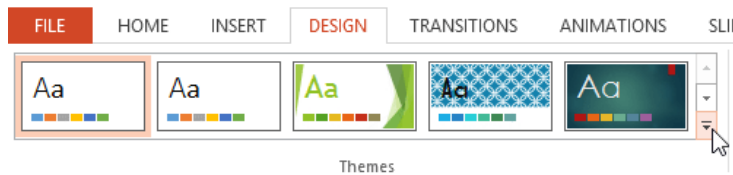
3. The theme will be applied to your **entire presentation**.
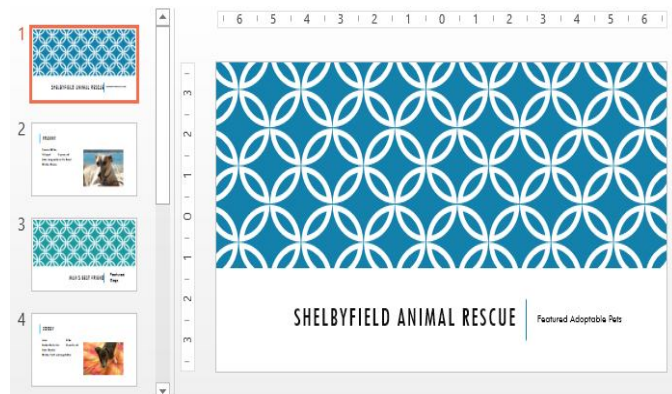
Try applying a few different themes to your presentation. Some themes will work better than others, depending on your content.

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

- **To select a placeholder:** Hover the mouse over the edge of the placeholder and click (you may need to click on the text in the placeholder first to see the border). A selected placeholder will have a **solid line** instead of a dotted line.

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

- **To resize a placeholder:** Select the placeholder you want to resize. **Sizing handles** will appear. Click and drag the **sizing handles** until the placeholder is the desired size. You can use the corner sizing handles to change the placeholder's **height** and **width** at the same time.

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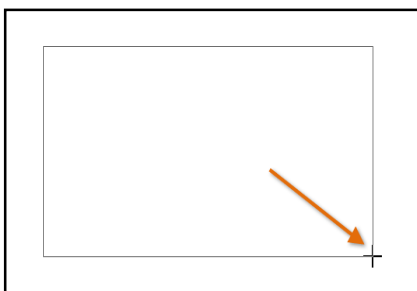
To add a text box:

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.
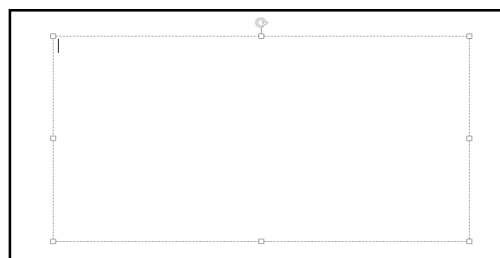
1. From the **Insert** tab, select the **Text Box** command.
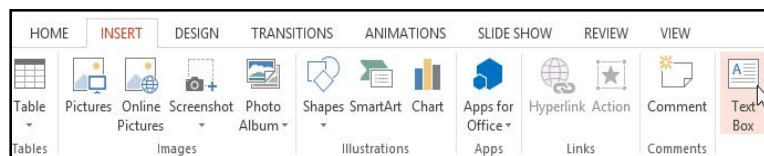
2. Click, hold, and drag to draw the text box on the slide.

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

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.
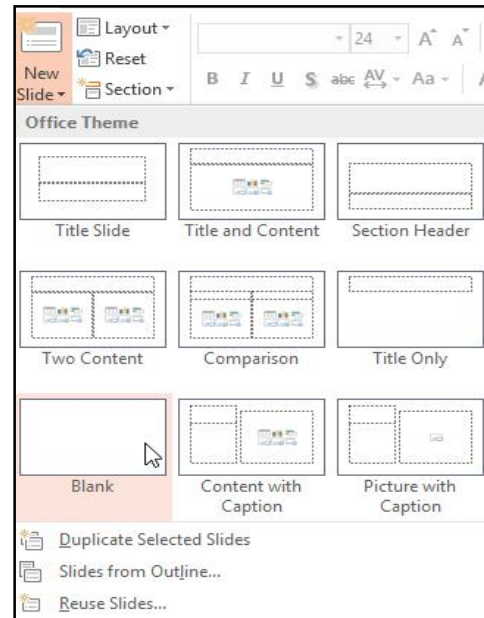
To play the presentation:

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.

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

2. The presentation will appear in full-screen mode.
3. 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.
4. 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.

Chapter-5   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**, **format**, and **find and replace** 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.
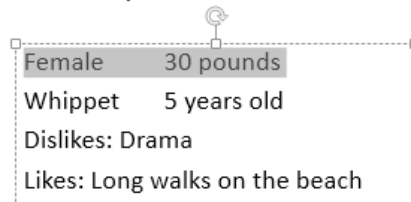

Copying and moving text

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

3. Click the **Paste** command on the **Home** tab.

4. The copied text will appear.
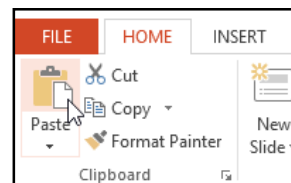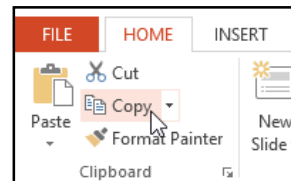
To cut and paste text:

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.

3. The text will appear in the new location.
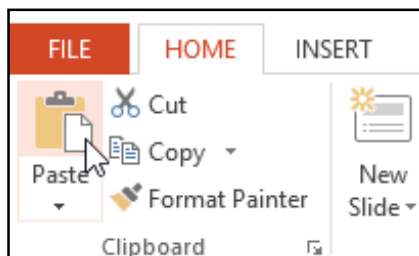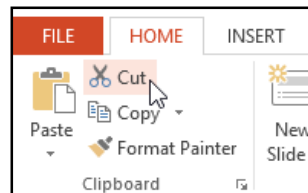
You can access the **cut**, **copy**, and **paste** commands by using keyboard shortcuts. Press **Ctrl+X** to cut, **Ctrl+C** to copy, and **Ctrl+V** to paste.

To drag and drop text:

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

2.   The text will appear in the new location.
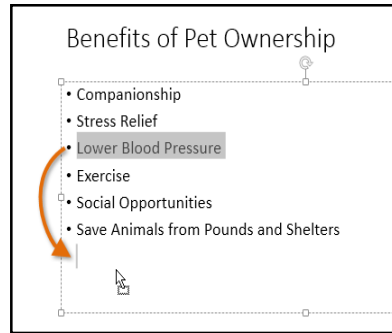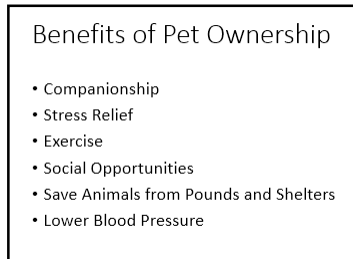
Formatting and aligning text

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.
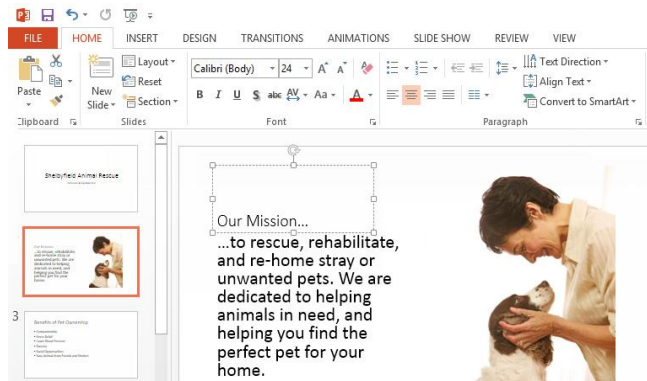
Using Find and Replace

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.

To find text:

In our example, we'll use the **Find** feature to look for specific dog breeds in our presentation.

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**.

3.   If the text is found, it will be selected.
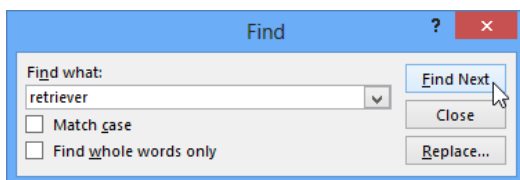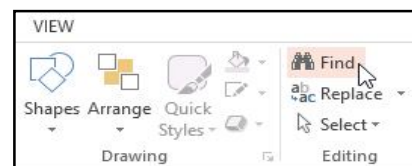
4.   Click **Find Next** to find further instances. If none are found, a dialog box will appear. Click **OK**.
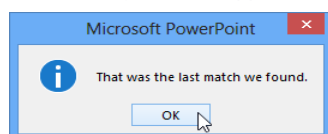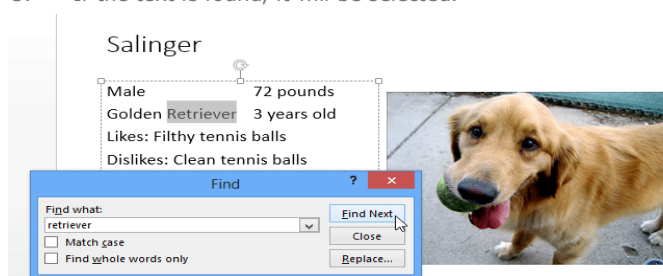
5.   When you are finished, click **Close** to exit the dialog box.

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

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. In our example, we'll replace with word **pounds** with the abbreviation **lbs.**

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

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

3.   Type the text you want to replace it with in the **Replace with**: field, then click **Find Next**.
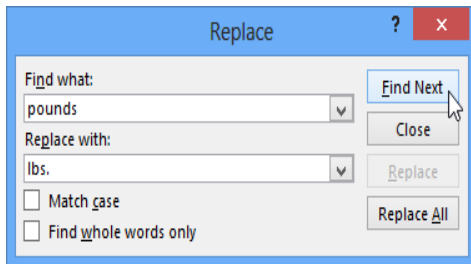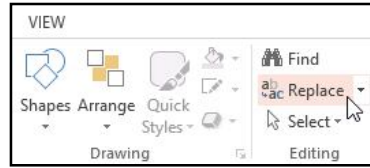
4.   If the text is found, it will be selected. Review the text to make sure you want to replace it.

5.   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.
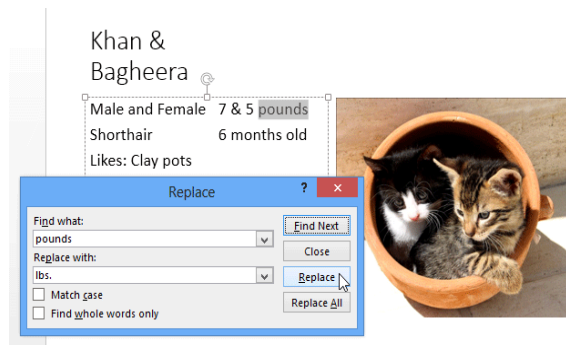
6.   The selected text will be **replaced**.
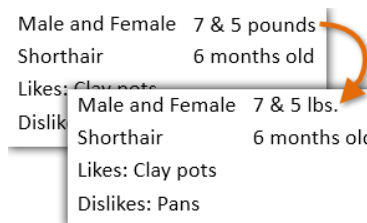
7.   PowerPoint will move to the next instance of the text in the presentation. When you are finished replacing text, click **Close** to exit the dialog box.

You'll need to be careful when using the **Replace All** option. In the example below, changing the word **Pounds** to **lbs.** would have been incorrect in this context. You can click **Find Next** to skip to the next instance without replacing the text.
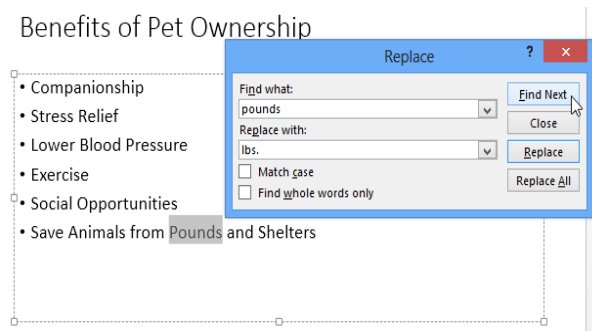
## Chapter-6   Applying Themes

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.

Theme elements

Every PowerPoint theme—including the default Office theme—has its own **theme elements**. Those elements are:

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

- **Theme Fonts**: There are **two theme fonts** available at the top of the **Font** menu under Theme Fonts.
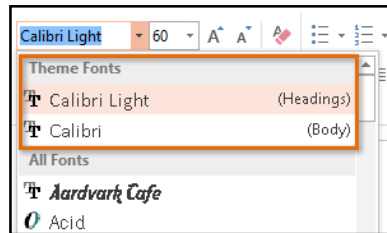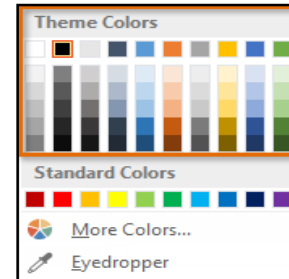
- **Theme Effects**: These affect the preset **shape styles**. You can find shape styles on the **Format** tab whenever you select a shape or SmartArt graphic.

Why use themes?

If you're using a theme, you'll probably find that your presentation looks pretty good. All of the colors will work well together, which means you won't have to spend as much time formatting your presentation. But there's another great reason to use theme elements: 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.

In our examples above, you can see the effect of applying different themes to the same slide—each theme uses its own **fonts** and **colors**. But you may have also noticed that the font and colors of the logo in the bottom-right remained **unchanged**: This is because they're **Standard Colors** and **Fonts** rather than theme elements. Colors and fonts will only update if you're using **Theme Fonts** or **Theme Colors**.

Themes and slide layouts

As you can see from the two different **Title Slides** above, themes can also change various **slide layouts**. Some themes, like the **Wisp** theme in the example below, even include **additional** layouts.

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.
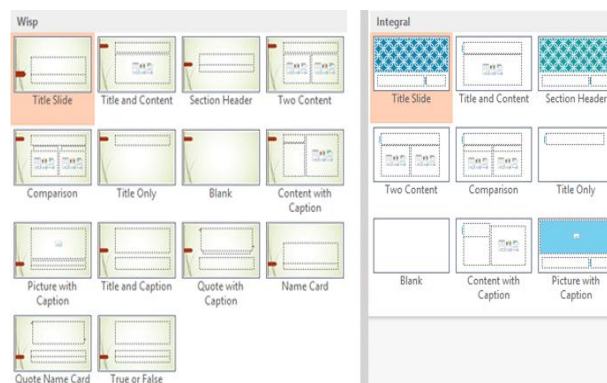
Applying themes

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:

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

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

3.   Select the **desired theme**.

4.   The theme will be applied to the entire **presentation**. To apply a different theme, simply select it from the Design tab.
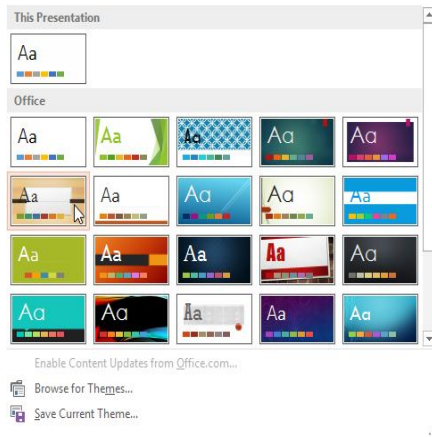
Once you've applied a theme, you can also select a **variant** for that theme from the **Variants** group. Variants use **different theme colors** while preserving a theme's overall look. Some variants also use different **textures**, as in the example below.
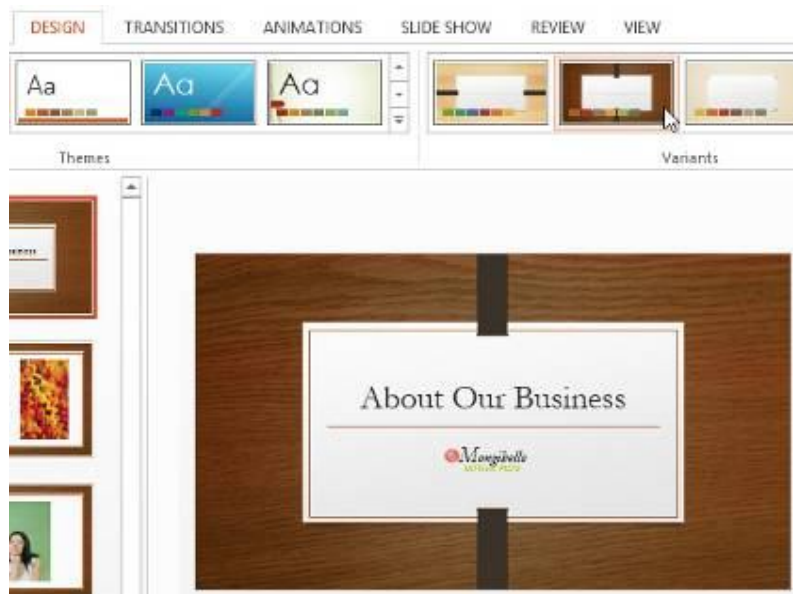
Chapter-7   Applying Transitions

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:

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

- **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 an nice touch between important slides.

- **Dynamic Content:** If you're transitioning between two slides that use similar **slide layouts**, dynamic transitions will 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.
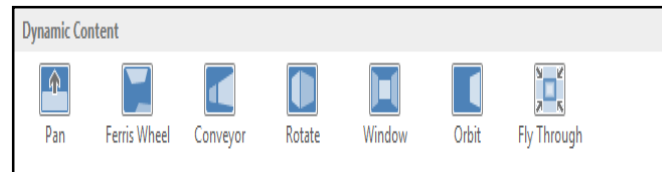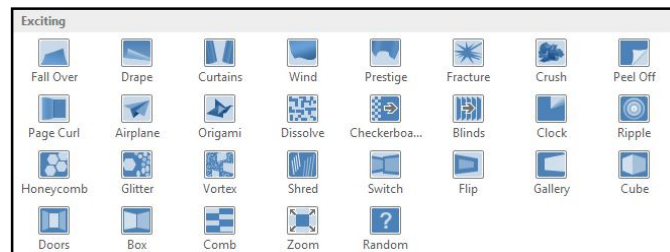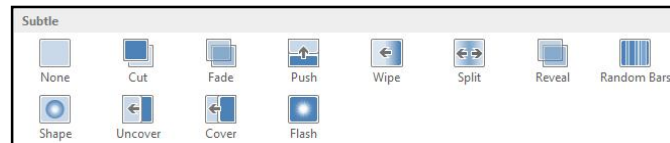
To apply a transition:

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.

3. Click the **More** drop-down arrow to display all transitions.
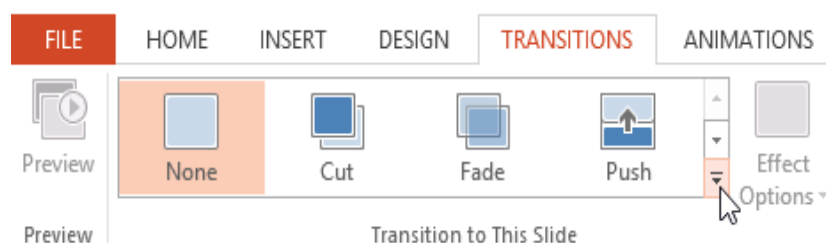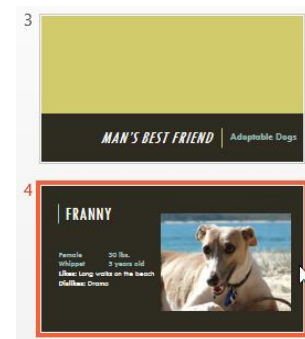
4. Click a **transition** to apply it to the selected slide. This will automatically preview the transition.
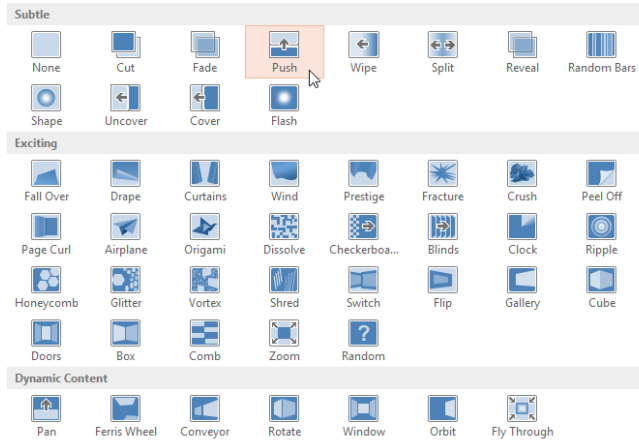
You can use the **Apply To All** command in the **Timing** group to apply the same transition to all slides in your presentation. Keep in mind that this will modify any other transitions you've applied.
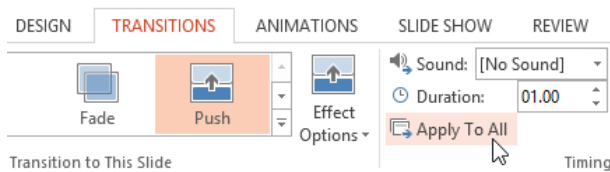

Try applying a few different types of transitions to various slides in your presentation. You may find that some transitions work better than others, depending on the content of your slides.

To preview a transition:

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

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

- Click the **Play Animations** command in the **Slide Navigation** pane.
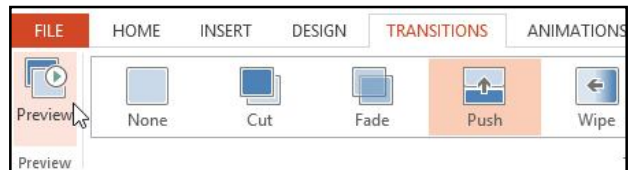
Modifying transitions

To modify the transition effect:

You can quickly customize the look of a transition by changing its **direction**.

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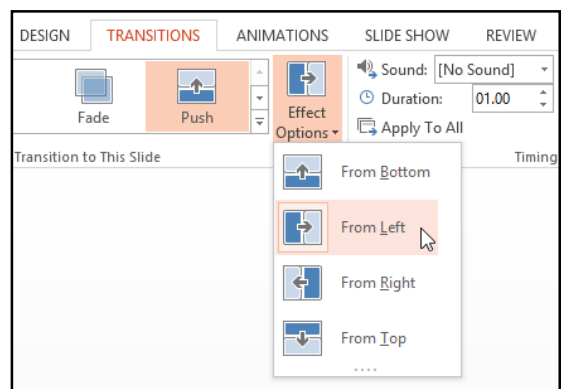
3.   The transition will be **modified**, and a **preview** of the transition will appear. Some transitions do not allow you to modify the direction.

To modify the transition duration:

1.   Select the **slide** with the transition you want to modify.
2.   In the **Duration** field in the **Timing** group, enter the **desired time** for the transition. In this example, we'll increase the time to two seconds—or 02.00—to make the transition **slower**.
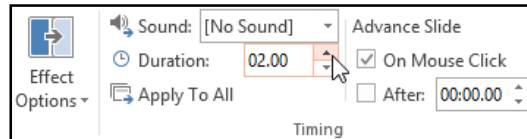
To add sound:

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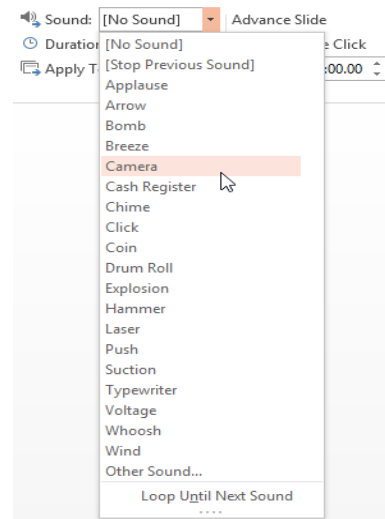
Sounds are best used in moderation. Applying a sound between every slide could become overwhelming or even annoying to an audience when presenting your slide show.

To remove a transition:

1.   Select the **slide** with the transition you want to remove.
2.   Choose **None** from the **Transition to This Slide** group. The transition will be removed.

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** settings 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:

1.   Select the slide you want to modify.
2.   Locate the **Timing** group on the **Transitions** tab. Under **Advance Slide**, uncheck the box next to **On Mouse Click**.
3.   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.
4.   Select another slide and repeat the process until all the slides have the desired timing. You can also click the **Apply to All** command to apply the same timing to all slides.
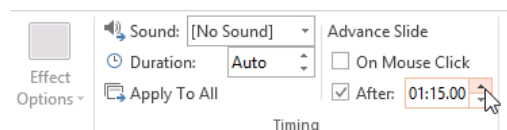
If you need to advance to the next slide before an automatic transition, you can always click the mouse or press the spacebar to advance the slides as normal.

Chapter-8   Managing Slides

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

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:** In this view, you'll see a **thumbnail version** of each slide. You can drag and drop slides to reorder them quickly.
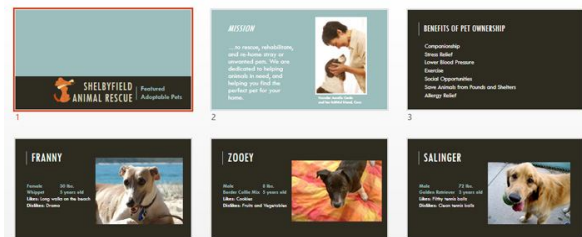
- **Reading view:** This view fills the PowerPoint window with a **preview** of your presentation. It includes easily accessible **navigation buttons** at the bottom-right.

- **Play slide show:** This is the view you'll use to **present** to an audience. This command will begin the presentation from the **current slide**. You can also press **F5** on your keyboard to start from the beginning. A menu will appear when you hover the mouse in the bottom-left corner. These commands allow you to navigate through the slides and access other features, such as the **pen** and **highlighter**.

utline 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.

To view an outline:

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

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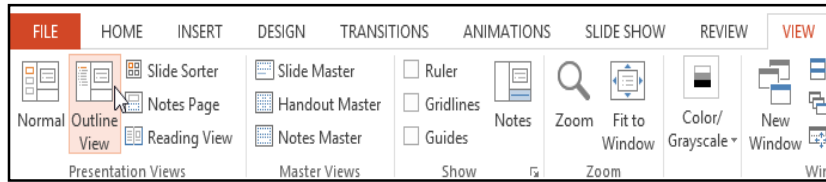

3. You can type directly in the outline to make changes to your slide text.
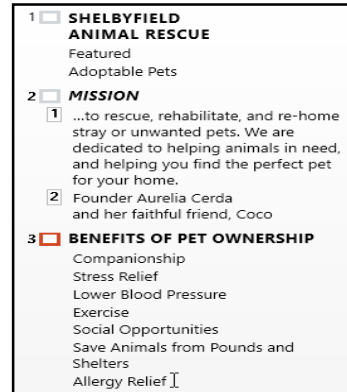
Slide notes

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.

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.
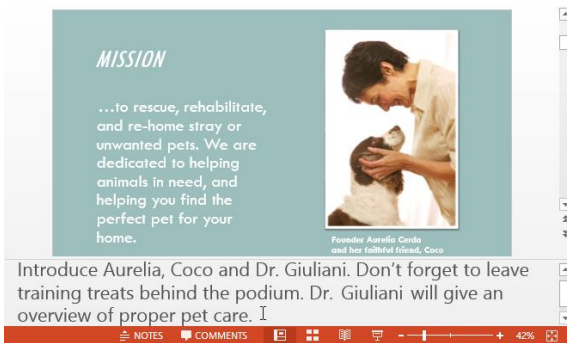
3. Click the **Notes** pane, and begin typing to add notes.
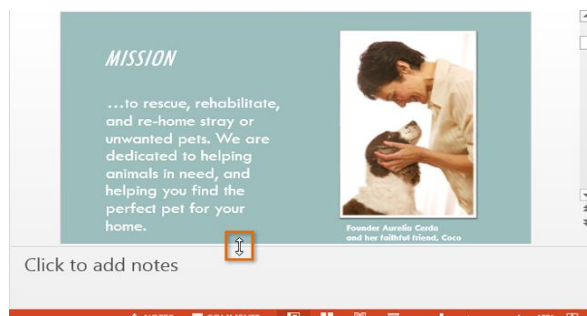
You can also access **Notes Page** view to edit and review your notes. Just click the **Notes Page** command from the **View** tab. From there, you can type notes in the **text box** below each slide.
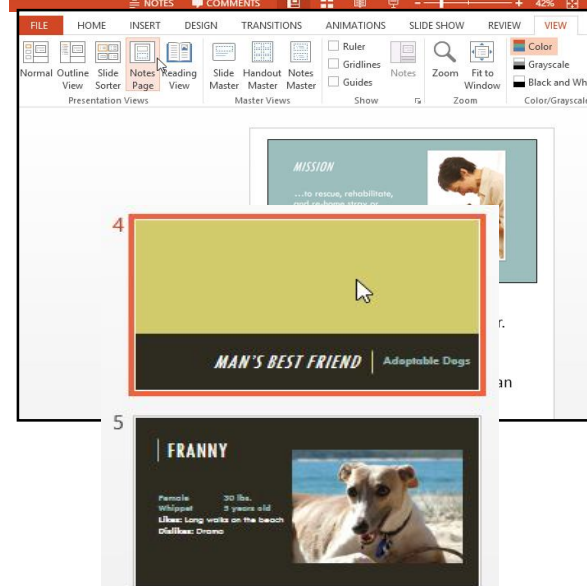
Slide sections

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 drop-down menu.
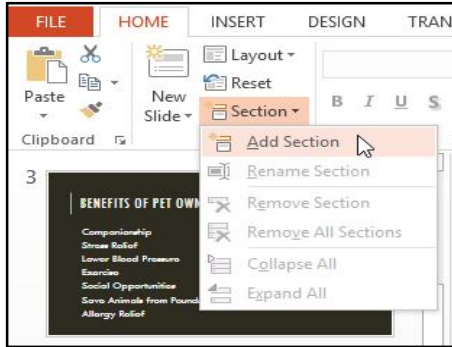
3.   An **Untitled Section** will appear in the slide navigation pane.

4.   To **rename** the section, click the **Section** command, then choose **Rename Section** from the drop-down menu.
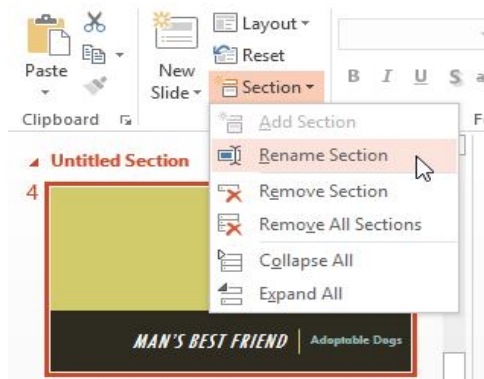
5.   Type the new section name in the dialog box, then click **Rename**.
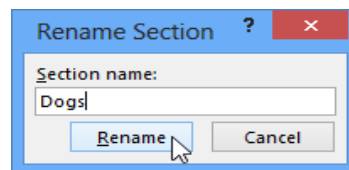
6.   Repeat to add as many sections as you need.

7.   In the slide navigation pane, click the **arrow** next to a section name to **collapse** or **expand** it.

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.
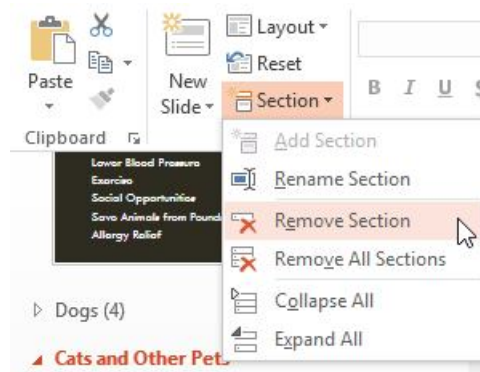
Chapter-9   Printing

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 includes several **layouts** when printing a presentation. The layout you choose will mostly depend on **why** you're printing the slide show. There are four different print layouts:

- **Full-page slides:** This prints a full page for **each slide** in your presentation. This layout would be most useful if you needed to **review** or **edit** a printed copy of your presentation.

- **Notes:** This prints each slide, along with any **speaker notes** for the slide. If you've included a lot of notes for each slide, you could keep a printed copy of the notes with you while presenting.

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

- **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.
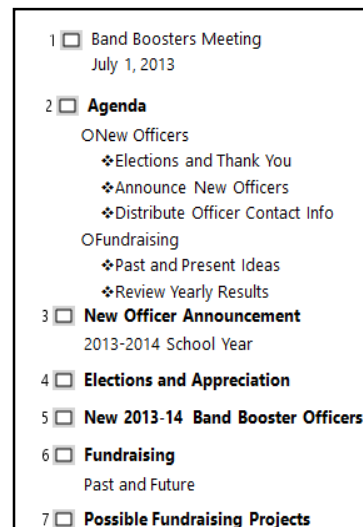
To access the Print pane:

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

2.   Select **Print**. The **Print** pane will appear.
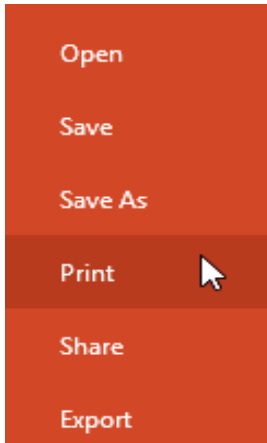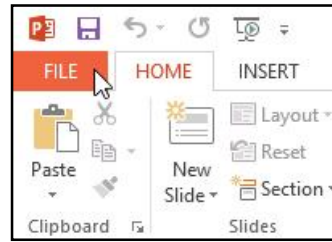
See Print pane Below-

You can also access the Print pane by pressing **Ctrl+P** on your keyboard.
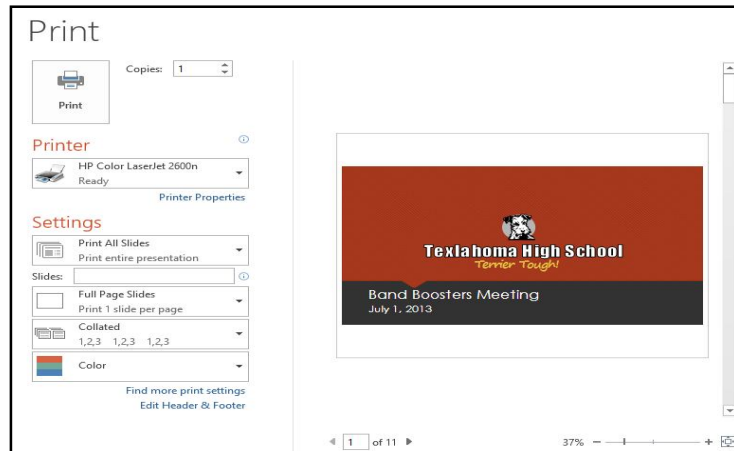
To print a presentation:

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

2.   Select **Print**. The **Print** pane will appear.
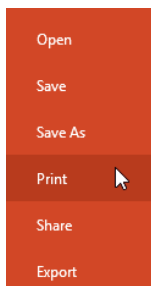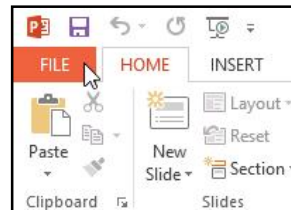
3.   Choose the desired **printer** and **print range**.

4.   Chose the desired **print layout** and **color** settings.
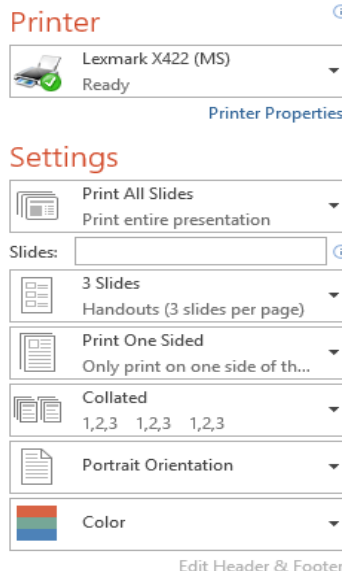
5.   When you're done modifying the settings, click **Print**.
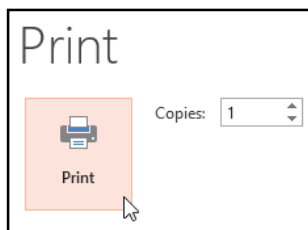
Chapter-10   Presenting Your Slide Show

Introduction

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:

- 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.

You can also click the **Play Slide Show** command at the bottom of the PowerPoint window to begin a presentation from the current slide.

Click 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**.
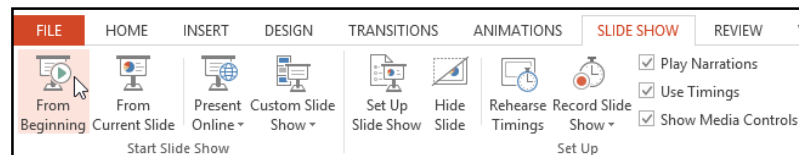
To advance and reverse slides:

- 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:

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

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, click to exit.
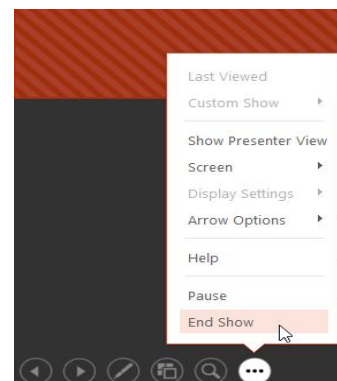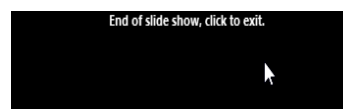
Presentation tools and features

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 access drawing tools:

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

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

2.   Select **Pen** or **Highlighter** based on your preference.

3.   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.
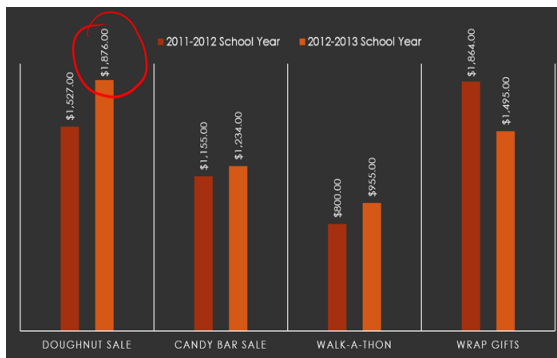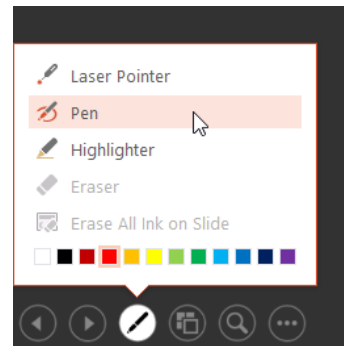
You can also use the **laser pointer** feature to draw attention to certain parts of your slide. Unlike the pen and highlighter, the laser pointer will not leave markings on your slides. To use the laser pointer, select it from the Pen Tools, or press and hold the **Ctrl** key and the left mouse button.
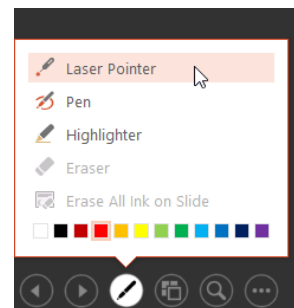
To erase ink markings:

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

2.   Select **Eraser** to erase individual ink markings, or select **Erase All Ink on Slide** to erase all markings.
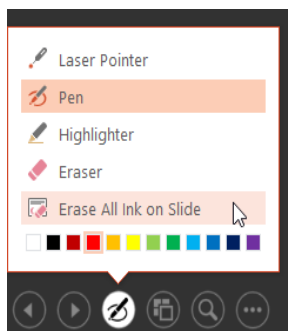
When you end a slide show, you'll also have the option to **Keep** or **Discard** any ink annotations made during your presentation. If you keep ink markings, they'll appear as **objects** on your slides in Normal view.

To skip to a nonadjacent slide:

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

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

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

3. The selected slide will appear.
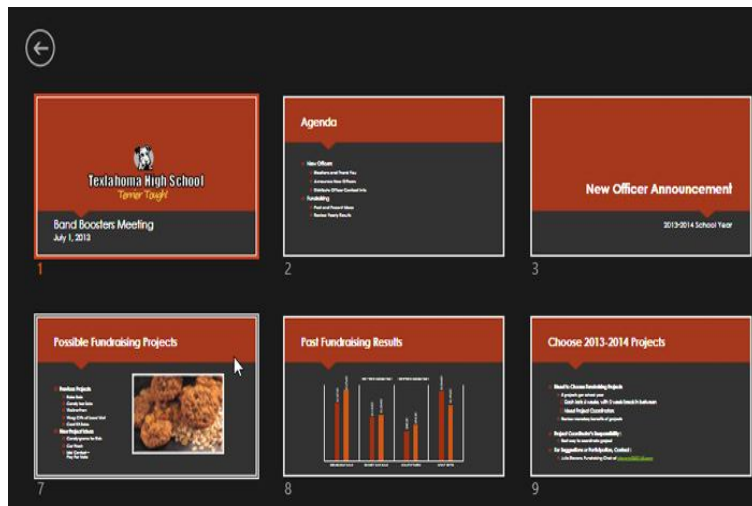
To show the taskbar:

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.

1. Locate and select the **Slide Options button** in the bottom-left corner.
2. Select **Screen**, then click **Show Taskbar**.
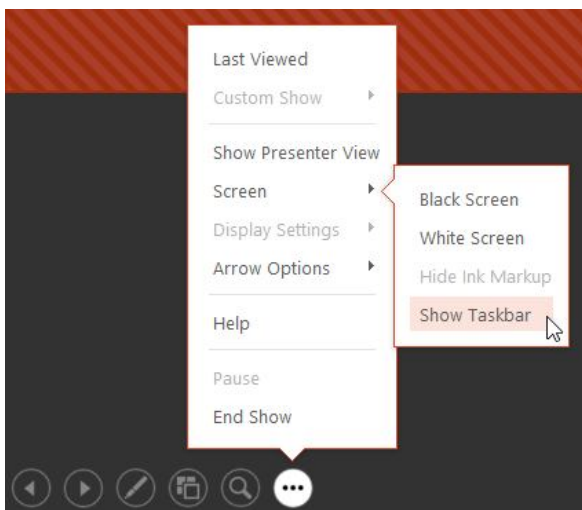
3. Your **taskbar** will appear. Choose a program you want to open, such as a web browser. Click the PowerPoint icon to return to the presentation.

Slide options

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

Presenter view

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.
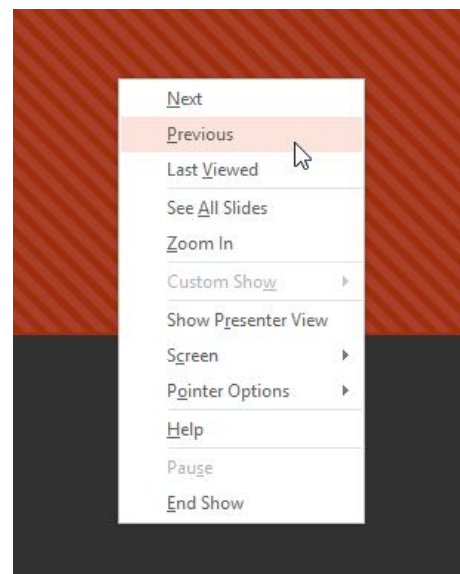
To access Presenter view:

- 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.

See Presenter view below-
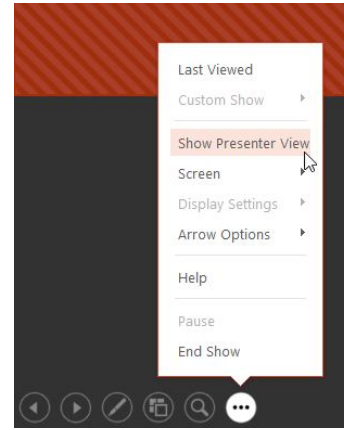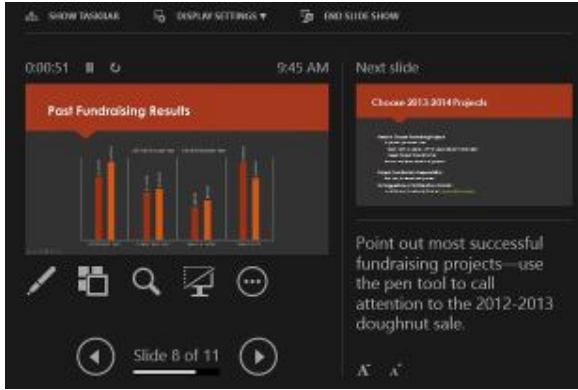
Slide show setup options

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.

2. The **Set Up Show** dialog box will appear. From here, you can select the desired options for your presentation.
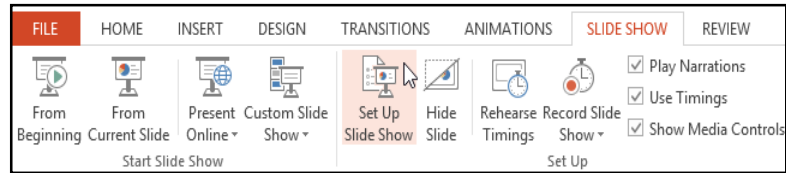
See various options for setting up and playing a slide show below-
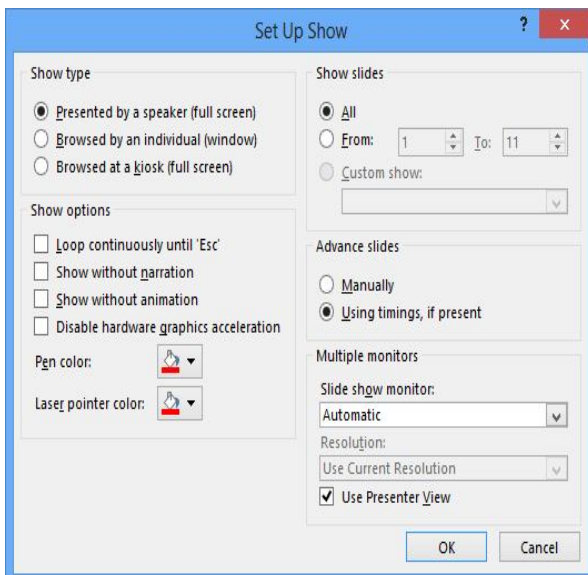
To advance slides automatically, you'll need to customize the slide timing on the **Transitions** tab. Review our Chapter on **Applying Transitions** to learn how.
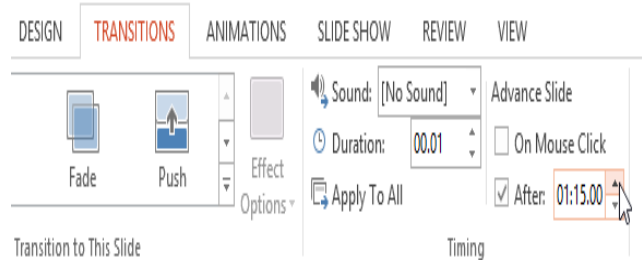
Chapter-11   Lists

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:

1.   Select an existing list you want to format.
2.   On the **Home** tab, click the **Bullets** drop-down arrow.

3.   Select the desired **bullet style** from the menu that appears.
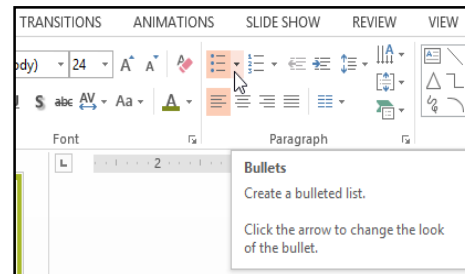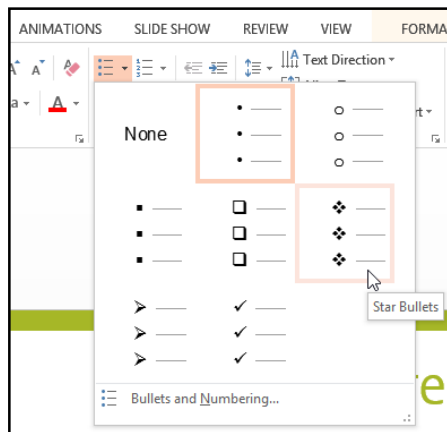
4.   The bullet style will appear in the list.

To modify a numbered list:

1.   Select an existing list you want to format.
2.   On the Home tab, click the Numbering drop-down arrow.

3.   Select the desired numbering option from the menu that appears.
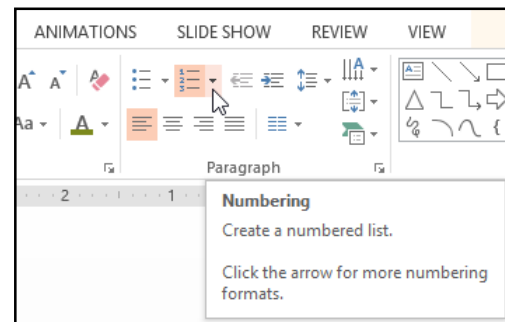
4.   The numbering option will appear in the list.
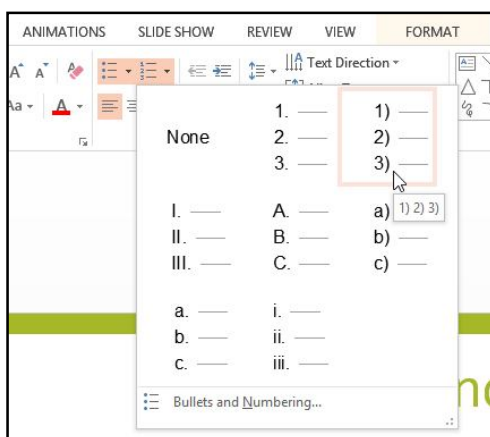
To change the starting number:

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

1.   Select an existing numbered list.

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

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

4.   A dialog box will appear. In the Start At field, enter the desired starting number.
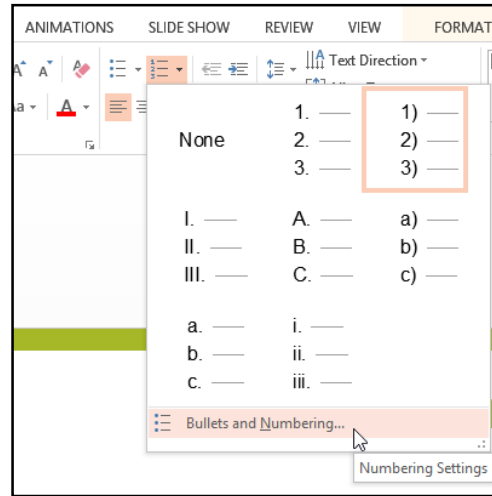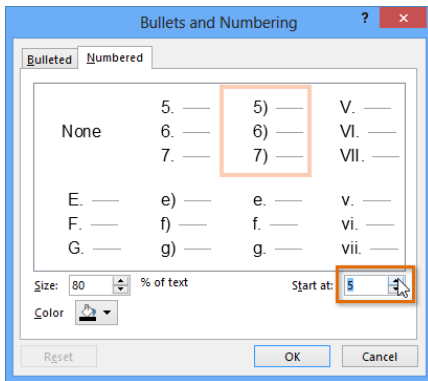
5.   The list numbering will change.
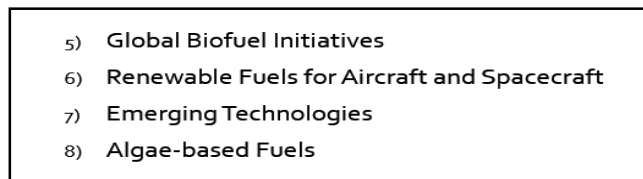
Modifying the list's appearance

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:

1.   Select an existing bulleted list.

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

3.   Select Bullets and Numbering from the menu that appears.
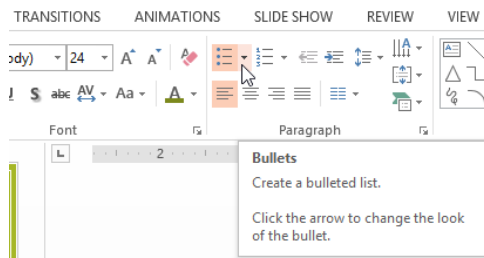
4.   A dialog box will appear. In the Size field, set the bullet size.
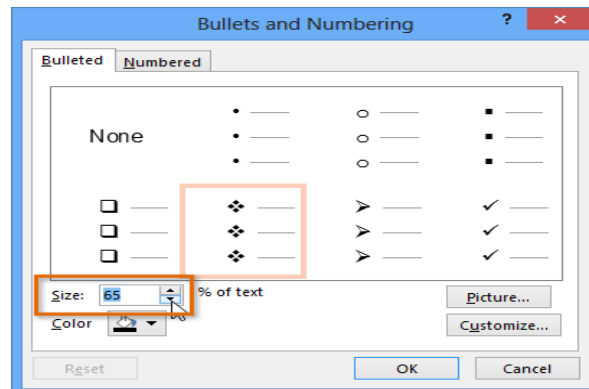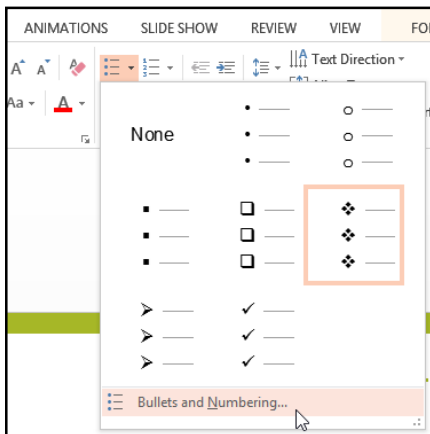
5.   Click the Color drop-down box and select a color.

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

- ❖ Global Biofuel Initiatives
- ❖ Renewable Fuels for Aircraft and Spacecraft
- ❖ Emerging Technologies
- ❖ Algae-based Fuels

C

u
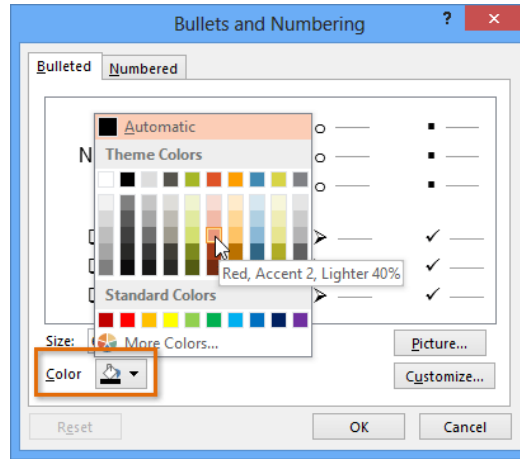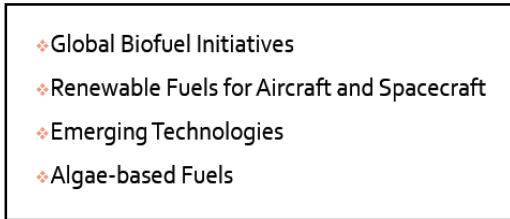
stomizing bullets

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:

1.   Select an existing bulleted list.

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

3.   Select Bullets and Numbering from the menu that appears.
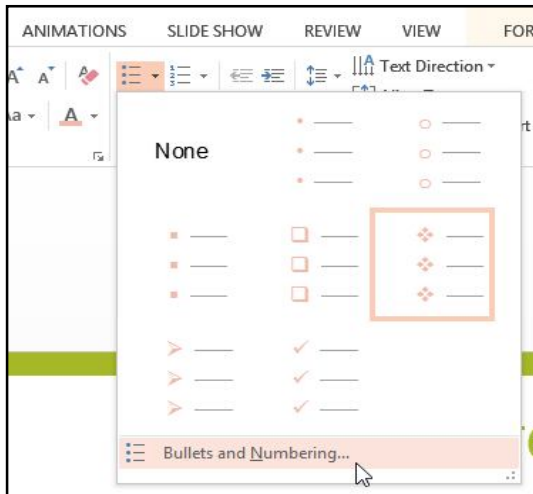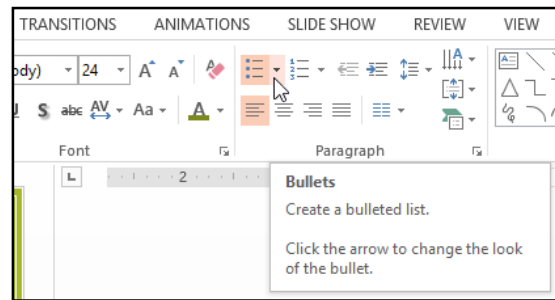
4.   A dialog box will appear. On the Bulleted tab, click Customize.
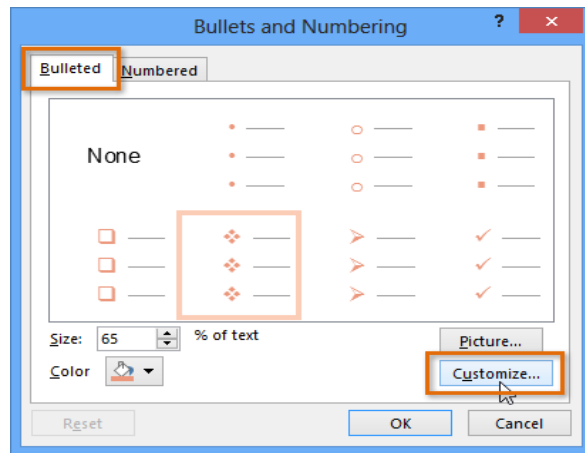
5.   The Symbol dialog box will appear.

6.   Click the Font drop-down box and select a font.
      The Wingdings and Symbol fonts are good choices because they have a lot of useful symbols.

7.   Select the desired symbol.
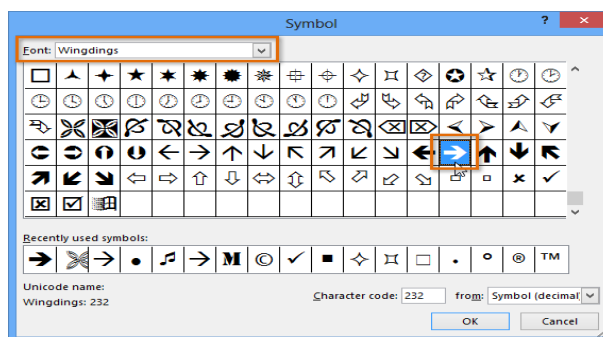
8.   Click OK. The symbol will now appear as the selected bullet option in the Bullets and Numbering dialog box.
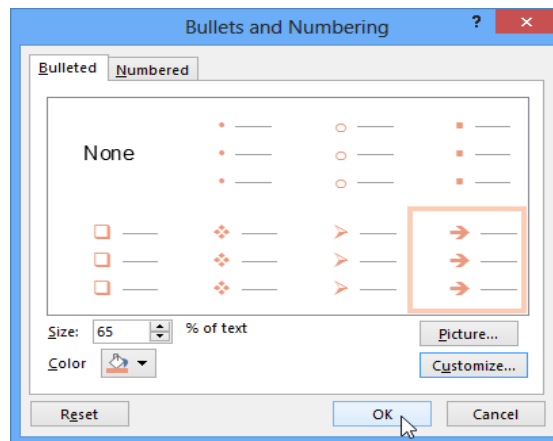
9.   Click OK again to apply the symbol to the list in the document.

➜ Global Biofuel Initiatives

➜ Renewable Fuels for Aircraft and Spacecraft

➜ Emerging Technologies

➜ Algae-based Fuels

To change the distance between the bullets and the text, you can move the First Line Indent marker on the ruler.
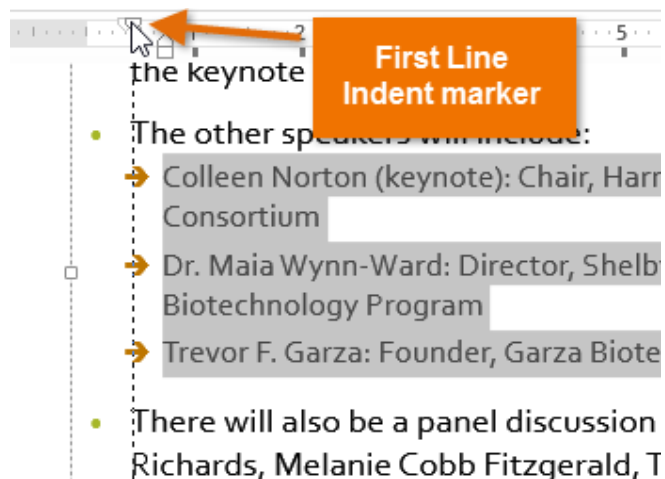
Chapter-12   Indents and Line Spacing

Introduction

Indentation and line spacing are two important features you can use to change the way text appears on a slide. Indentation 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 the 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 of creating an indent is to use one of the Indent commands. With these commands, you can either increase or decrease the indent.

- 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.
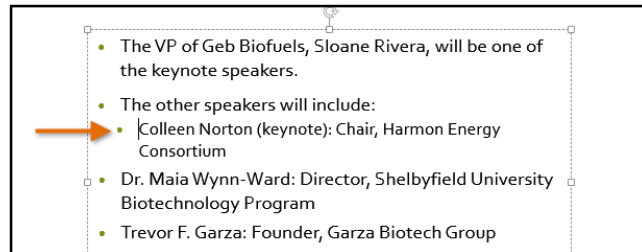
- To indent using the Indent commands: Place the insertion point at the very beginning of the line you want to indent. From the Home tab, press the Increase Indent or Decrease Indent command.
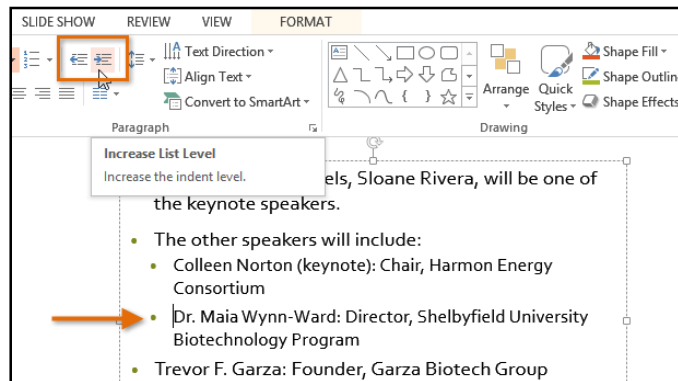
To decrease an indent, select the desired line, then press Shift+Tab.

Indenting lists and paragraphs

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

- 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.

- 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. If you want to indent all of the lines of a paragraph, you can use the Indent commands.

- The VP of Geb Biofuels, Sloane Rivera, will be one of the keynote speakers.
- The other speakers will include:
  → Colleen Norton (keynote): Chair, Harmon Energy Consortium
  → Dr. Maia Wynn-Ward: Director, Shelbyfield University Biotechnology Program
  → Trevor F. Garza: Founder, Garza Biotech Group
- There will also be a panel discussion with Charde Richards, Melanie Cobb Fitzgerald, Trevor F. Garza and Colleen Norton.

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

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:

1. Select the View tab on the Ribbon.
2. In the Show group, check the box next to Ruler. The ruler will appear.
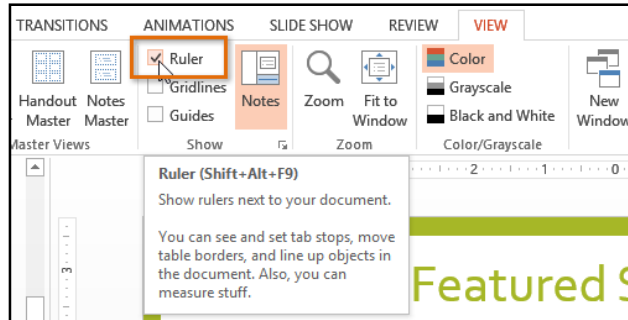
Indent markers

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

- First-line indent marker ⬦: Adjusts the first line of a paragraph
- Hanging indent marker △: Adjusts every line of a paragraph except for the first line
- Left indent marker ▢: Moves both the first-line indent and hanging indent markers at the same time; this will indent all lines in a paragraph
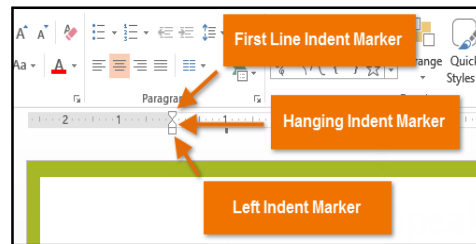
To indent using the indent markers:

1. Place the insertion point anywhere in the paragraph where you want to indent, or select one or more paragraphs.
2. Click, hold, and drag the desired indent marker. In our example, we'll drag the hanging indent marker.

3. Release the mouse. The paragraph will be indented.

WELCOME AND GOOD MORNING STAFF!
The Clean Energy Conference 2013 will be hosting a diverse array of distinguished speakers representative of the biotech industry, energy companies, and other organizations. The talks will cover some of the most important developments in clean energy over the last few years.

For the fifth year in a row, Geb Biofuels will be sending representatives to the

Customizing bullet spacing

When working with lists, PowerPoint allows you to adjust the space between a bullet and the text by using the first-line indent marker or the hanging indent marker. The ability to increase and decrease the indentation allows you to customize lists to meet your needs.

To change the bullet spacing:

1.   Select the lines you want to change.
2.   On the ruler, drag the first-line indent marker to the right or left. The bullet will move independently from the text. Alternatively, you can drag the hanging indent marker to move the text without moving the bullet.
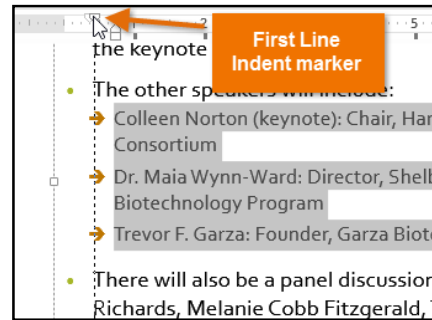
Line spacing

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.

To format line spacing:

1.   Select the text you want to format.
2.   On the Home tab, locate the Paragraph group, then click the Line Spacing command.
3.   Select the desired line spacing from the menu that appears.
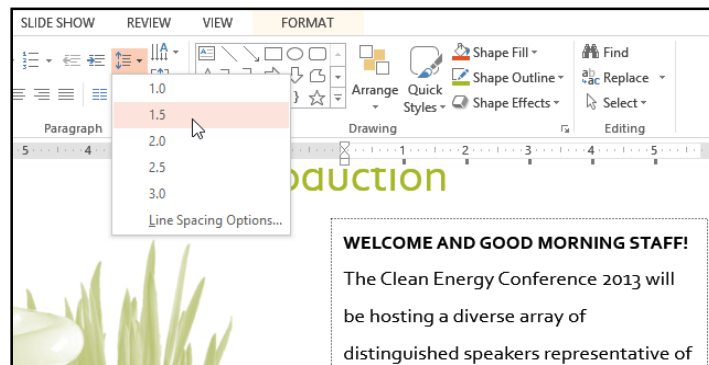
If you want to adjust the line spacing with even more precision, select Line Spacing Options from the drop-down menu. The Paragraph dialog box will open, allowing you to fine-tune the line spacing and also adjust the paragraph spacing, which is the amount of spacing that is added before and after each paragraph.
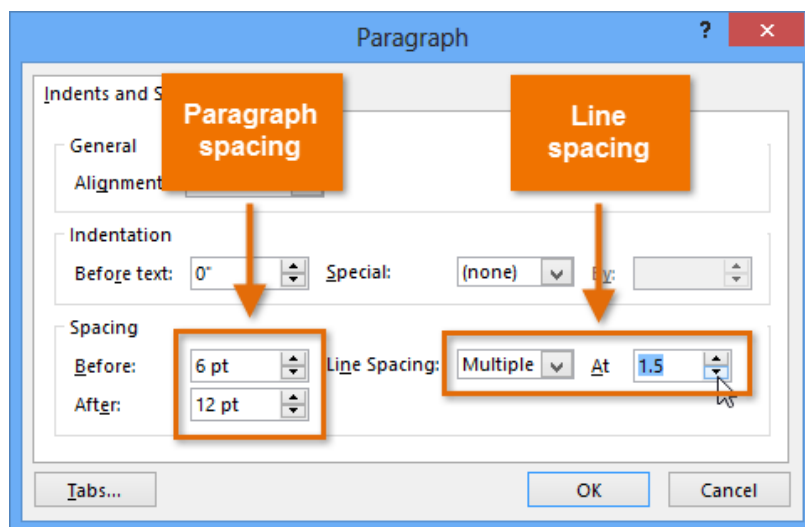
Chapter-13   Inserting Pictures

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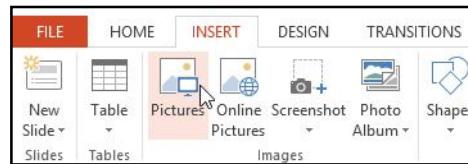
2.   A dialog box will appear. Locate and select the desired image file, then click Insert.

3.   The picture will appear on the currently selected slide.
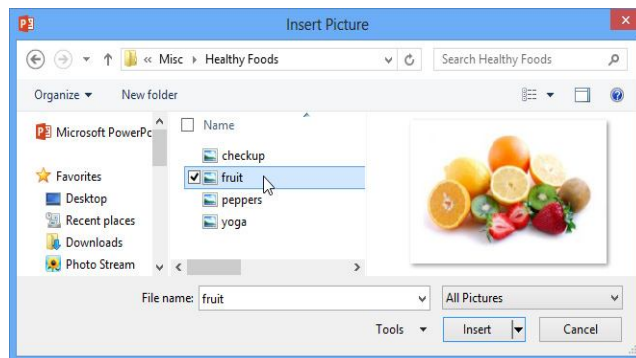
a placeholder to insert images.

You can also click the Pictures command in
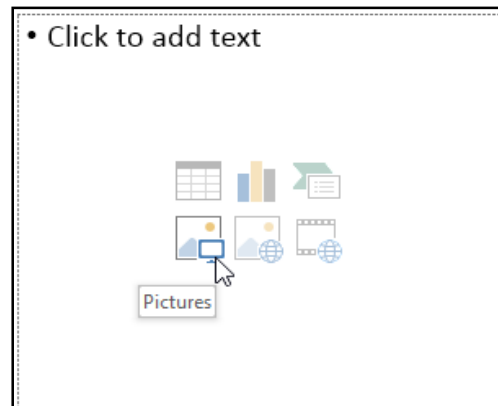
Inserting online pictures

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:

- OneDrive: You can insert an image stored on your OneDrive (previously called SkyDrive). You can also link other online accounts with your Microsoft account, such as Facebook or Flickr.

- 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.
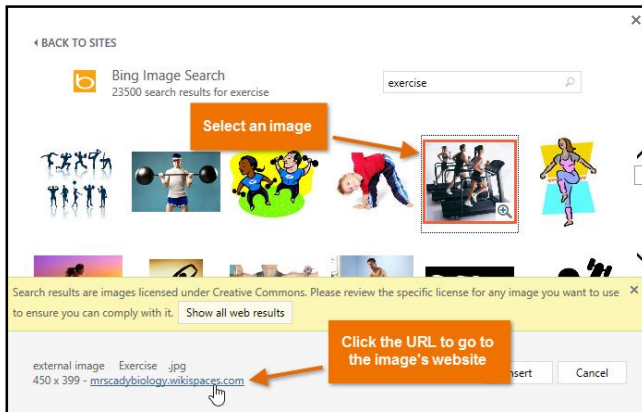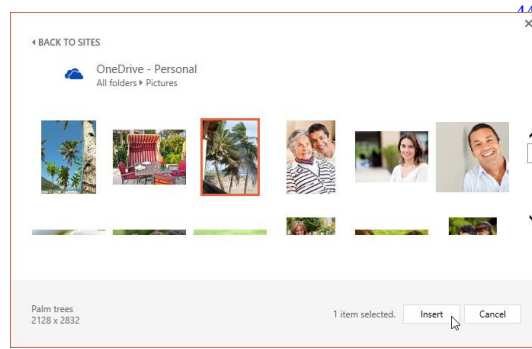
Previously, you also had the option to insert clip art images from Office.com, but this service has been discontinued. Instead, you can use Bing Image Search to find images for your presentation.

To insert an online picture:

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

2. The Insert Pictures dialog box will appear.

3. Choose Bing Image Search or your OneDrive. In our example, we'll use Bing Image Search.
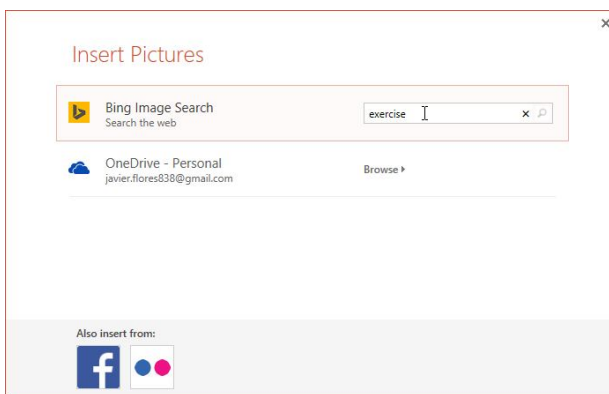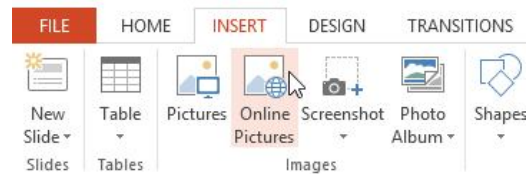
4. Press the Enter key. Your search results will appear in the dialog box.

5. Select the desired image, then click Insert.

6. The image will appear on the currently selected slide.
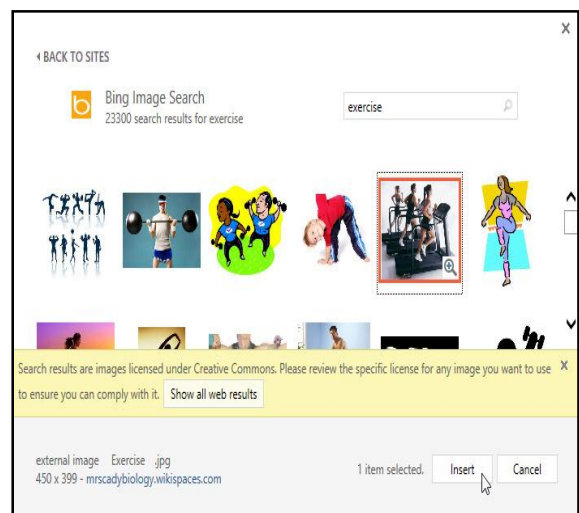
You can also click the Online Pictures command in a placeholder to insert online images.
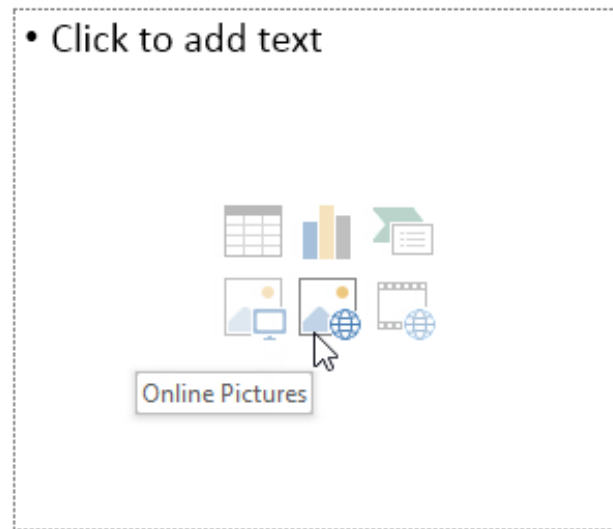
When adding images, videos, and music to your own projects, it's important to make sure you have the legal right to use them. Most things you buy or download online are protected by copyright, which means you may not be allowed to use them

Chapter-14   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.

1.   Select the image you want to crop. The Format tab appears.
2.   On the Format tab, click the Crop command.
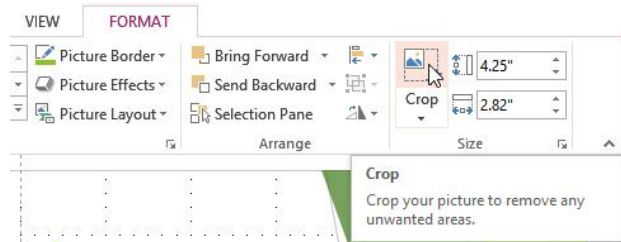
3.   Cropping handles will appear around the image. Click, hold, and drag a handle to crop the image.

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

The corner handles are useful for simultaneously cropping the image horizontally and vertically.

To crop an image to a shape:

1.   Select the image you want to crop, then click the Format tab.
2.   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.

3.   The image will appear formatted as the shape.
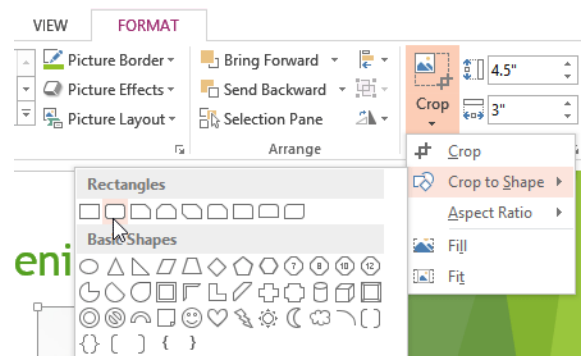
You may want to crop the image to the desired size before cropping it to a shape.

To add a border to an image:

1.   Select the image you want to add border to, then click the Format tab.

2.   Click the Picture Border command. A drop-down menu will appear.

3.   From here, you can select a color, weight (thickness), and whether or not the line is dashed.

4.   The border will appear around the image.
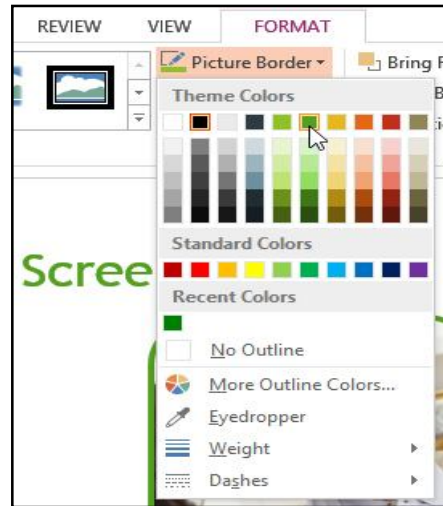
Image adjustments

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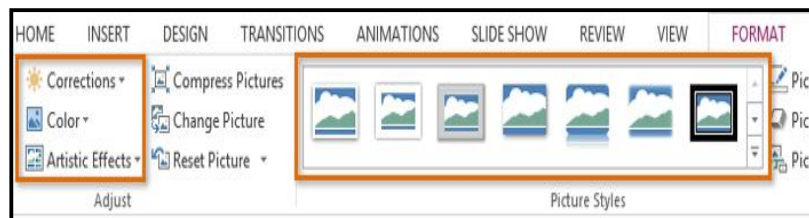
When you're ready to make adjustments or experiment with the look of an image, select the picture and choose one of these options from the Format tab:

•   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.
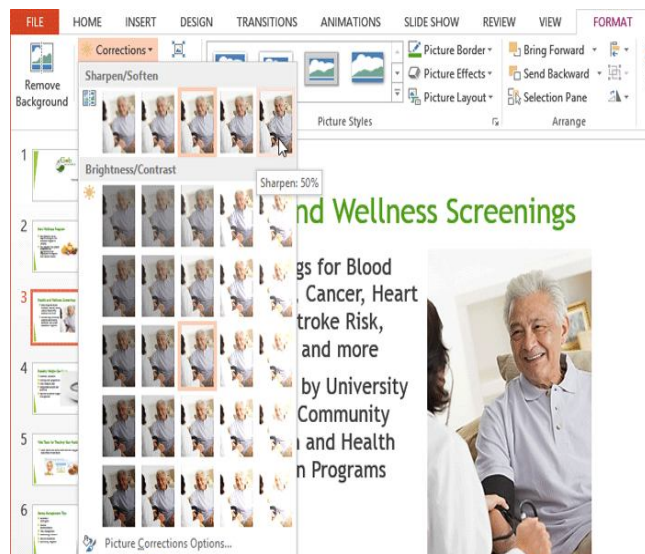
- Color: This command is located in the Adjust group. From here, you can adjust the image's saturation (how vivid the colors are), tone (the temperature of the image, from cool to warm), and coloring (changing the overall color of the image).

- Artistic Effects: This command is located in the Adjust group. From here, you can add artistic effects such as pastels, watercolors, and glowing edges.
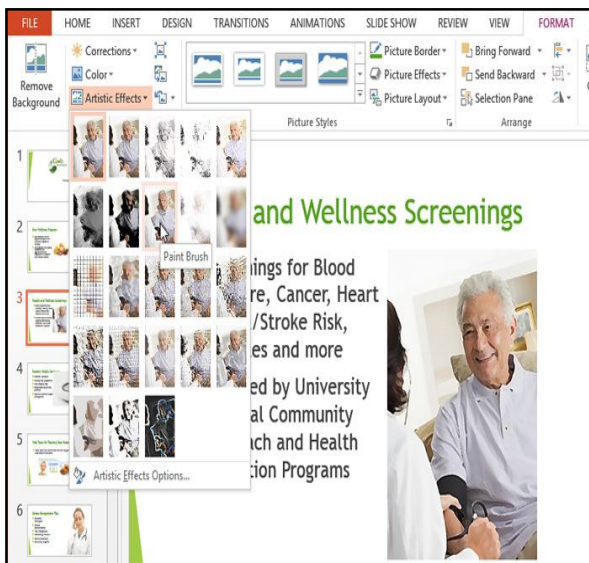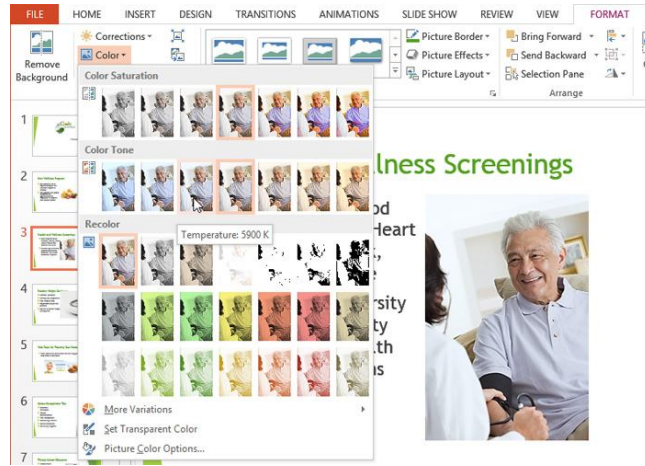
- Picture Styles Group: This group contains a variety of styles you can apply to your picture, such as frames, borders, and soft edges.
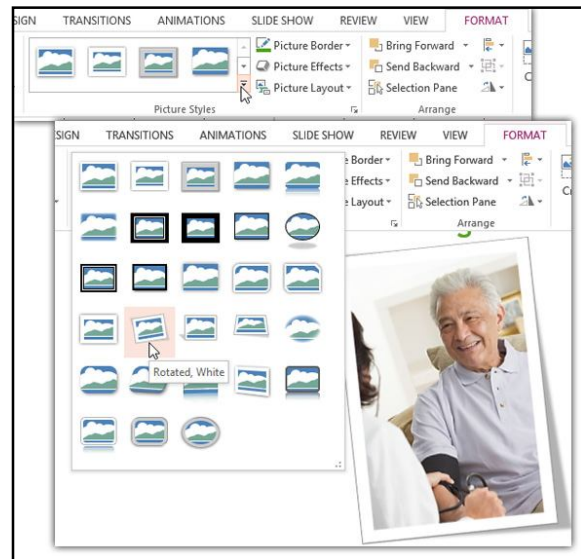
Compressing pictures

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:

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

2. Click the Compress Pictures command.

3. 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.

4. 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.
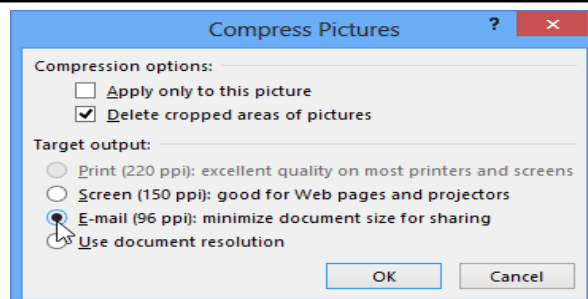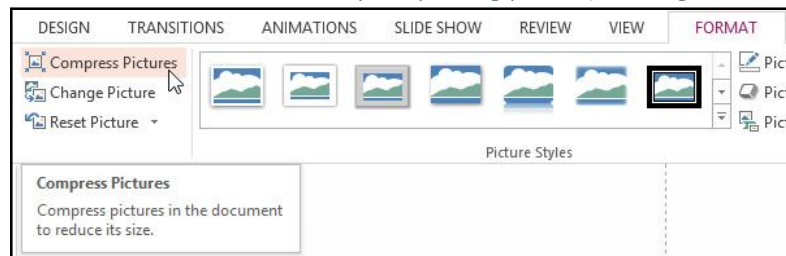
Removing the background from an

image

With Background Removal, PowerPoint uses special algorithms to determine which parts of the image are the background and then removes these areas from the image. This can give your images a cleaner appearance and will allow the slide background (or other objects) to show through.

Some images do not work as well with Background Removal, and they may require extra time and effort to get good results. Generally, it's more difficult if the image has a complex background or if the foreground and background blend together.

To remove the background from an image:

1.   Select the desired image, then click the Format tab.
2.   Click the Remove Background command.

3.   PowerPoint will try to guess which part of the image is the background, and it will mark this area with a magenta fill. It will also place a box around the image with selection handles.
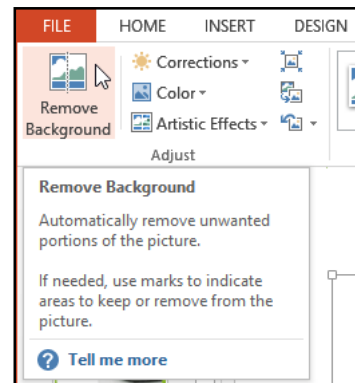
4.   Drag the selection handles until all of the foreground is inside the box. After you do this, PowerPoint may readjust the background.

5.   At this point, you may need to help PowerPoint decide which parts of the image are foreground and which parts are background. You can do this by using the Mark Areas to Keep and Mark Areas to Remove commands:

o   If PowerPoint has marked part of the foreground magenta, click Mark Areas to Keep and draw a line in that region of the image.

o   If part of the background has not been marked with magenta, click Mark Areas to Remove and draw a line in that region of the image.
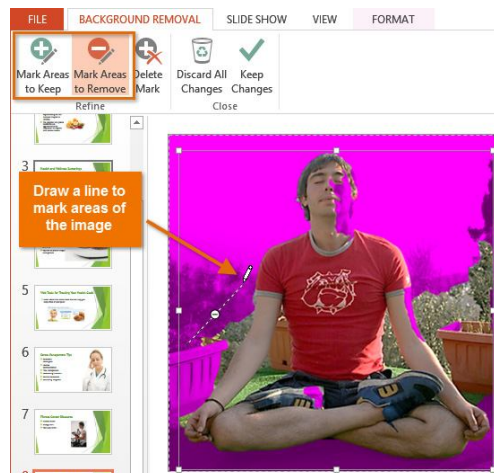
6.   After you add your marks, PowerPoint will readjust the image.

7.   When you're satisfied with the image, click Keep Changes.
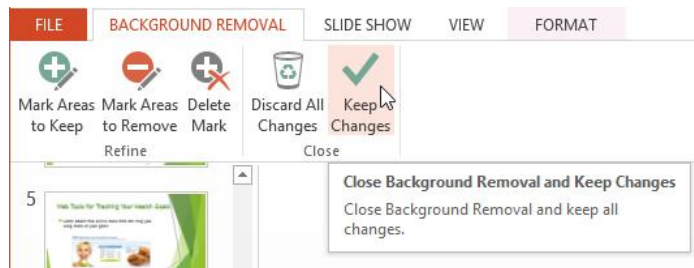
8.   The background will be removed. You can adjust the image at any time by clicking the Remove Background command again.

Chapter-15   Shapes and WordArt

Introduction

There are many features and commands you can use in PowerPoint to create visually appealing slides. Two of these features are **WordArt** and **shapes**. **WordArt** allows you to create **stylized text** with effects such as textures, shadows, and outlines. You can also insert and modify a **variety of shapes** like rectangles, circles, lines, arrows, callouts, and stars.

About WordArt

PowerPoint allows you to add effects to the **text inside of a text box**, which is known as **WordArt**. For the most part, the types of effects you can add are the same as the ones you can add to shapes and text boxes (shadow, bevel, etc.). However, with WordArt, you can also **Transform** the text to give it a wavy, slanted, or inflated look.

To apply a WordArt style to text:

A **WordArt Style** will automatically apply several effects to your text at once. You can then refine the look of your text by adding or modifying text effects.

1.   Select a text box, or select some text inside of the text box.

2.   On the **Format** tab, click the **More** drop-down arrow in the **WordArt Styles** group.
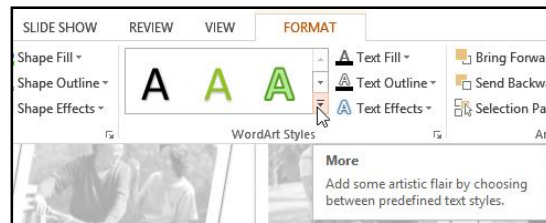
3.   A drop-down menu of WordArt Styles will appear. Select the **style** you want to use.

4.   The text will appear in the selected style. If desired, you can change the font or font color from the **Home** tab.

To add or modify text effects:

1.   Select a text box, or select some text inside of the text box. The **Format** tab will appear.

2.   On the **Format** tab, click the **Text Effects** command in the **WordArt Styles** group.

3.   A drop-down menu will appear showing the different effect categories. Hover the mouse over an effect category, then select the desired **effect** from the menu that appears.
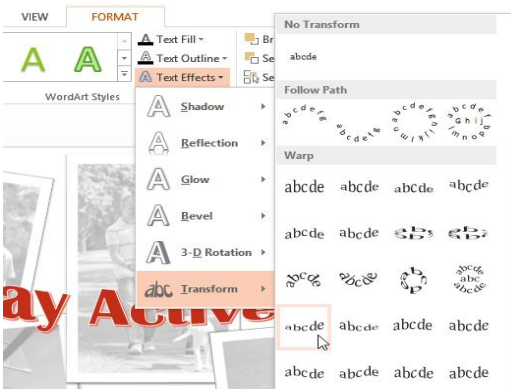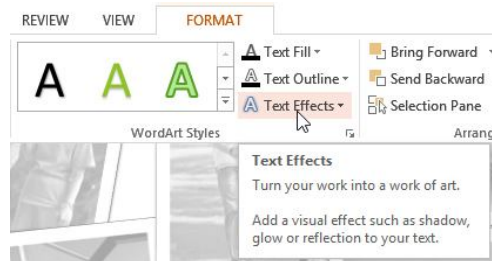
4.   The effect will be applied to your text. If you want, you can combine several different effects.

In the WordArt Styles group, you can also use the **Text Fill** and **Text Outline** drop-down boxes to modify the **fill** and **outline** color.
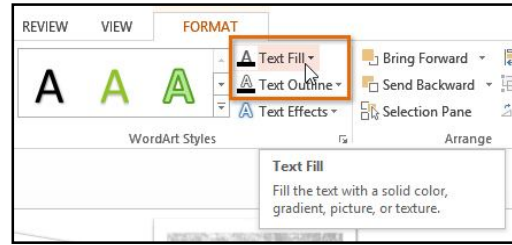
Working with shapes and text boxes

PowerPoint's large shape collection allows you to organize and design the image you want. While you may not need shapes in every presentation you create, they can add visual appeal.

To insert a shape:

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

2.   Select the desired **shape**.

3.   Click, hold, and drag in the desired location to add the shape to the slide.
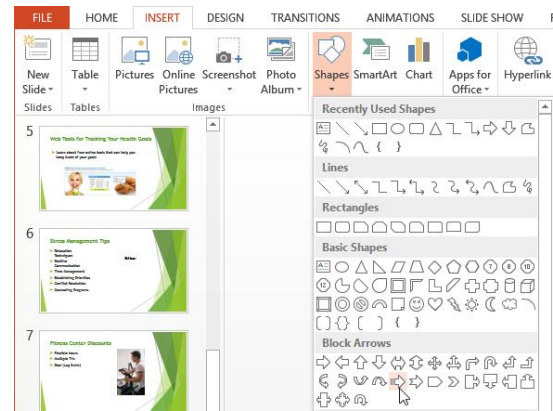
If desired, you can enter text in a shape. When the shape appears in your document, you can simply begin typing. You can then use the **formatting options** on the **Home** tab to change the font, font size, or color of the text.

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:

• **Sizing handles:** Click, hold, 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.

• **Yellow handles:** Some shapes have one or more **yellow handles** that can be used to customize the shape. For example, with arrow shapes you can adjust the width of the line and arrow tip.

• **Rotation handle:** Click, hold, and drag the **rotation** handle to rotate the shape.
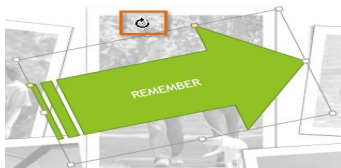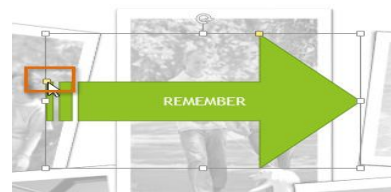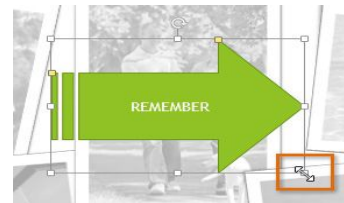
In addition to resizing, customizing, and rotating shapes, you can align, order, and group them. To learn more, visit our lesson on **Arranging Objects**.

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 **shadow effects**.

To change to a different shape:

1. Select the shape or text box you want to change. The **Format** tab will appear.
2. 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**.
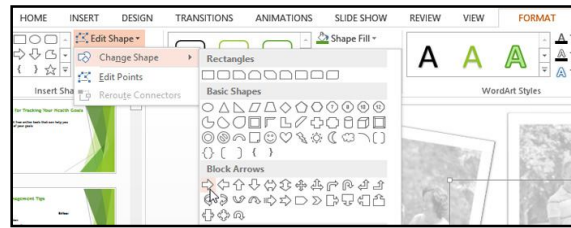
3. The new shape will appear.

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.

1. Select the shape or text box you want to change.
2. On the **Format** tab, click the **More** drop-down arrow in the **Shape Styles** group.

3. A drop-down menu of styles will appear. Select the **style** you want to use.
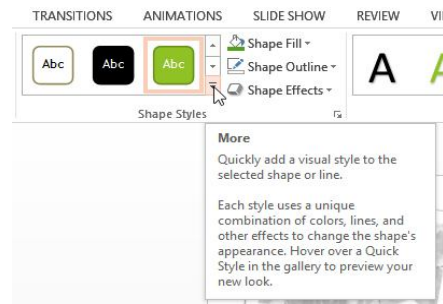
4. The shape or text box will appear in the selected style.
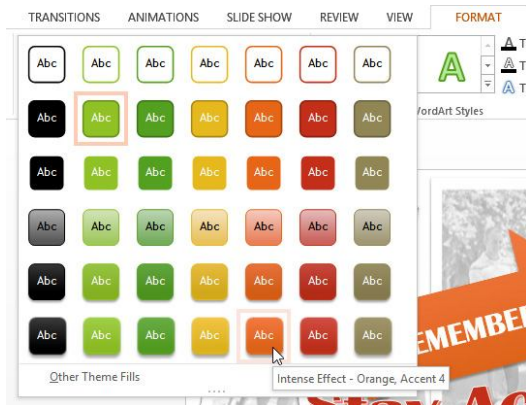
To change the shape fill color:

1. Select the shape or text box you want to change.
2. On the **Format** tab, click the **Shape Fill** drop-down arrow. The **Shape Fill** menu appears.
3. Move the mouse over the various colors. Select the **color** you want to use. To view more color options, select **More Fill Colors**.
4. The shape or text box will appear in the selected color.
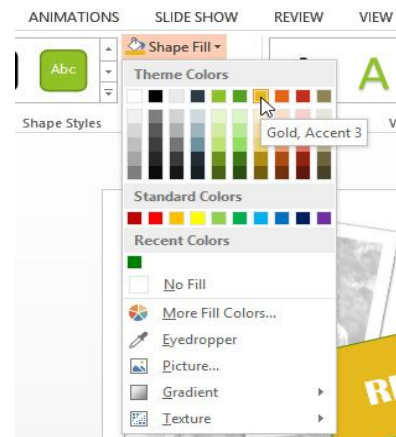
If you want to use a different type of fill, select **Gradient** or **Texture** from the drop-down menu. You can also select **No Fill** to make it transparent.

To change the shape outline:

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

4. The shape or text box will appear in the selected outline color.
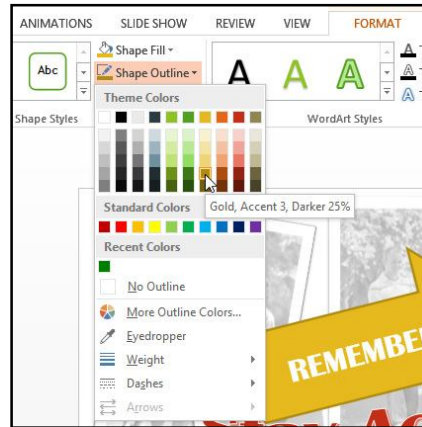
From the drop-down menu, you can change the outline **color**, **weight** (thickness), and whether or not it is a **dashed** line.

To change shadow effects:

Adding a shadow to a shape can make it appear as though it is floating above the page, and it can help to add contrast between the shape and the background.

1. Select the shape or text box you want to change.
2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, hover the mouse over **Shadow** and select the shadow you want to use.

3. The shape will appear with the selected shadow.
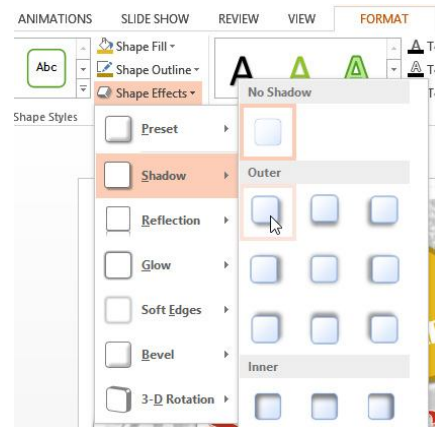
To adjust the shadow color, size, and distance, select **Shadow Options** from the drop-down menu. The **Format Shape** pane will appear on the right side of the PowerPoint window, allowing you to customize the shadow.
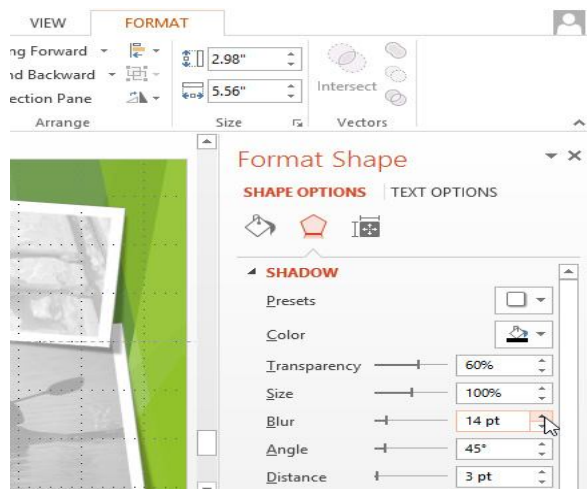
3D effects

There are two types of effects you can apply to your shapes and text boxes to give them a 3D appearance: **Bevel** and **3-D Rotation**. **Bevel** adds thickness and a rounded edge to shapes, but it doesn't work with every type of shape. **3-D Rotation** gives the appearance that you are viewing the object from a different angle, and it can be applied to any shape.

To add a bevel:

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

2.   On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, hover the mouse over **Bevel** and select the desired **bevel preset**.

3.   The shape will appear in the selected bevel effect.
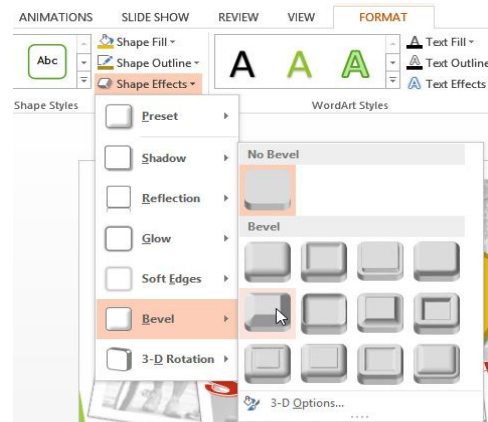
If you want, you can customize the bevel effect. Select **3-D Options** from the drop-down menu. The **Format Shape** pane will appear on the right side of the PowerPoint window. From here, you can modify the width, height, and depth of a bevel. You can also change the shape's material to give it a metal, plastic, or translucent appearance, as well as choose the lighting type to change how the shape is illuminated.
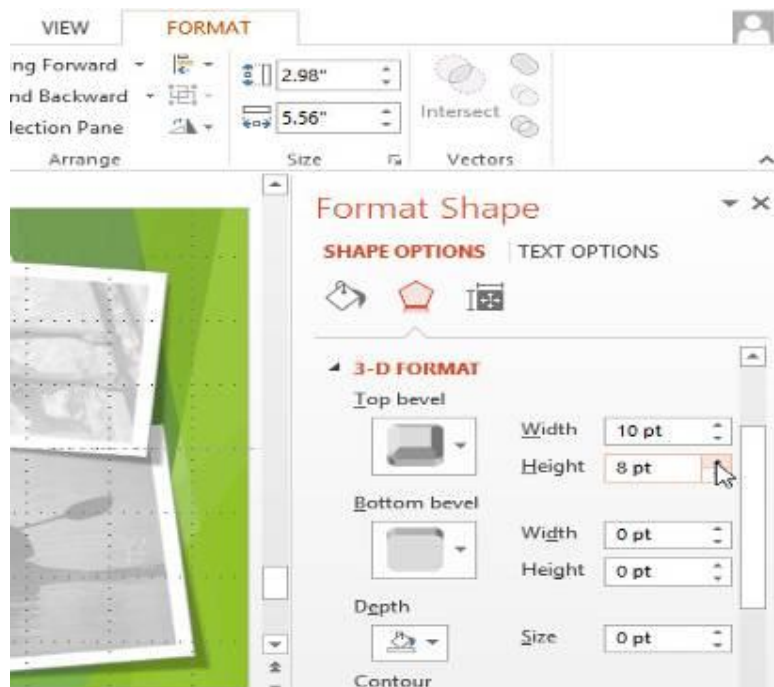
To add 3-D Rotation:

1. Select the shape or text box you want to change.
2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, hover the mouse over **3-D Rotation** and select the desired **3D effect**.

3. The shape will appear in the selected 3D rotation effect.

If you want, you can customize 3-D Rotation. Select **3-D Rotation Options** from the drop-down menu, and the **Format Shape** pane will appear on the right side of the PowerPoint window. From here, you can adjust the rotation values.
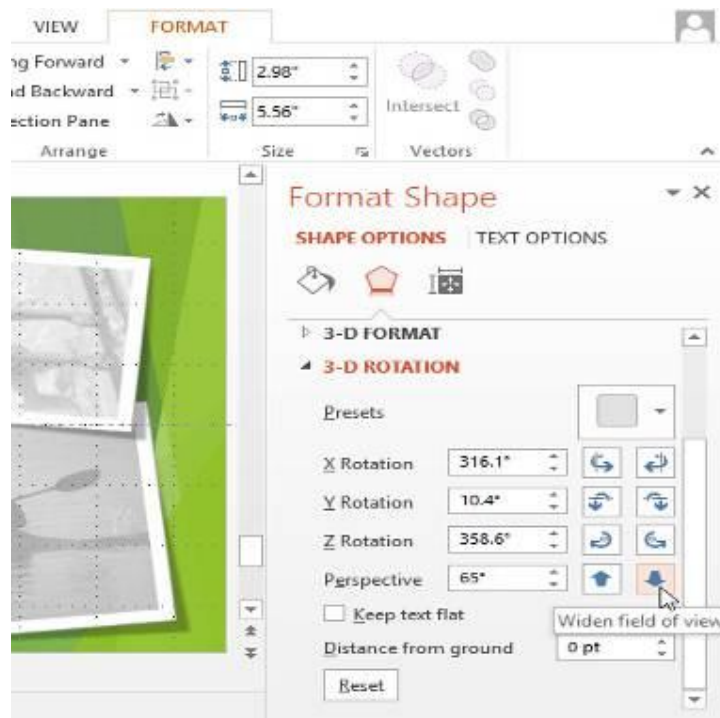
Chapter-16   Arranging Objects

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 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.
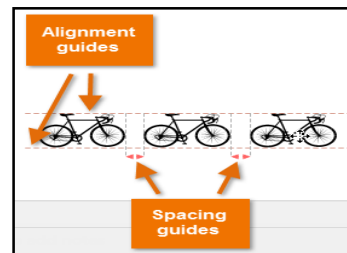
To align two or more objects:

1.   Click and drag your mouse to form a **selection box** around the objects you want to align. The **Format** tab will appear.

2.   From the **Format** tab, click the **Align** command, then select **Align Selected Objects**.
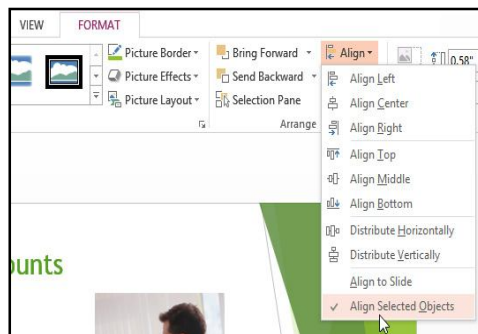
3.   Click the **Align** command again, then select one of the six **alignment options**.
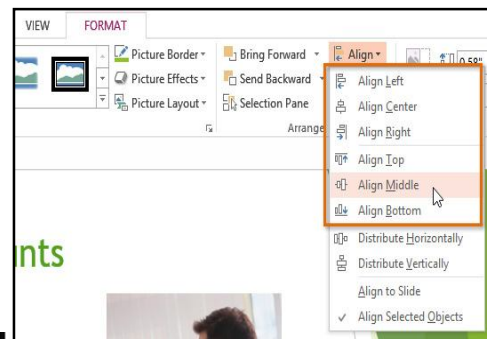
4.   The objects will align based on the option you selected.
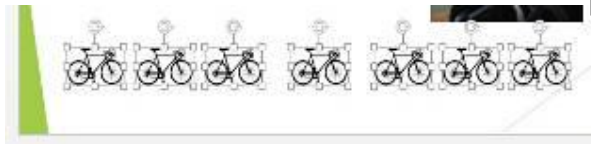
To align objects to the slide:

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 simply selecting the **Align to Slide** option before you align the objects.

1.   Click and drag your mouse to form a **selection box** around the objects you want to align.
2.   From the **Format** tab, click the **Align** command, then select **Align to Slide**.
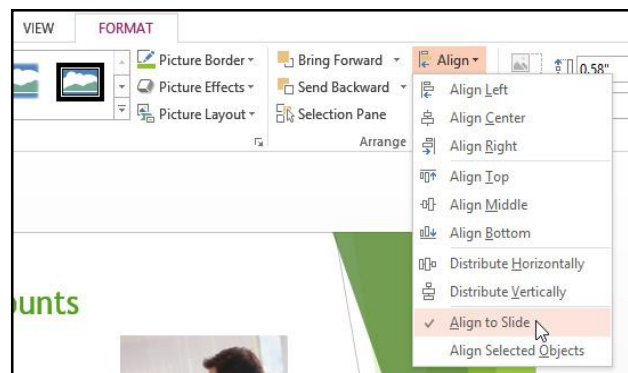
3.   Click the **Align** command again, then select one of the six **alignment options**.

4.   The objects will align based on the option you selected.
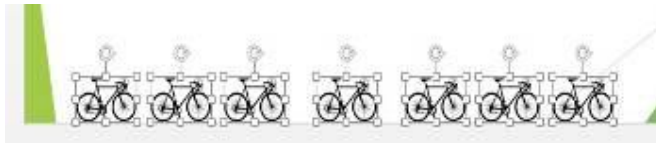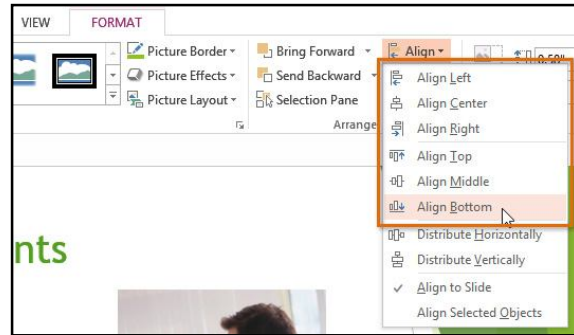
To distribute objects evenly:

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.

1.   Click and drag your mouse to form a **selection box** around the objects you want to align.

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

3.   Click the **Align** command again, then select **Distribute Horizontally** or **Distribute Vertically** from the drop-down menu that appears.
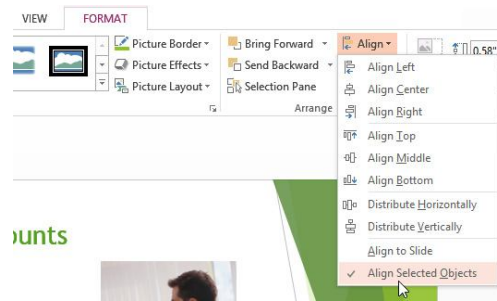
4.   The objects will distribute evenly.
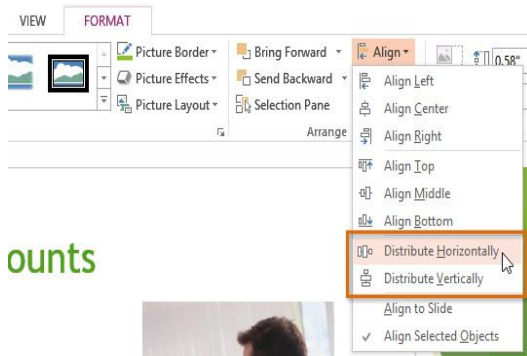
Ordering objects

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 the image below, the rectangle is 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.
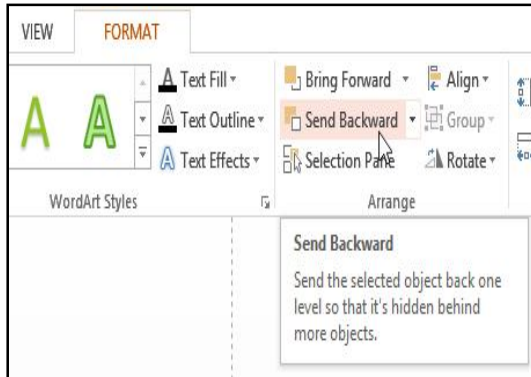
3.   The objects will reorder.

To bring an object to the front or back:

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.

1.   Select an object.
2.   From the **Format** tab, click the **Bring Forward** or **Send Backward** drop-down box.
3.   From the drop-down menu, select **Bring to Front** or **Send to Back**.

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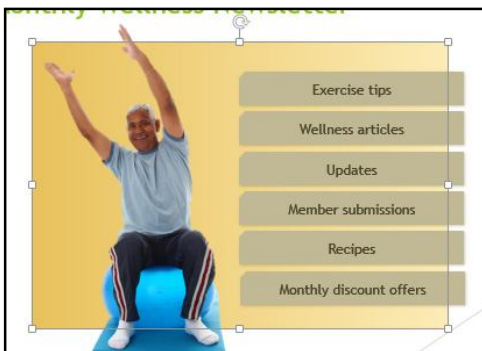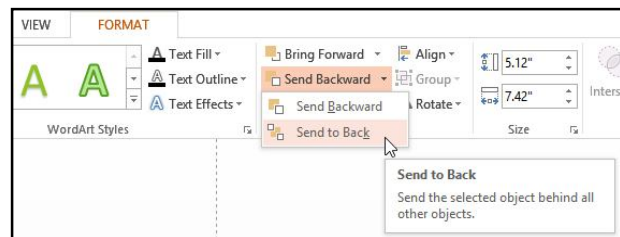
If you have several objects placed on top of each other, it may be difficult to select an individual object.
The **Selection Pane** allows you to easily drag an object to a new location. To access the Selection pane, click **Selection Pane** on the **Format** Tab.
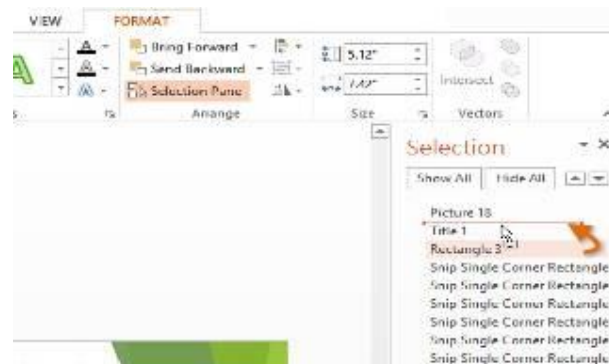
Rotating objects

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.
2.   From the **Format** tab, click the **Rotate** command. A drop-down menu will appear.
3.   Select the desired **rotation option**.

4.   The object will rotate.
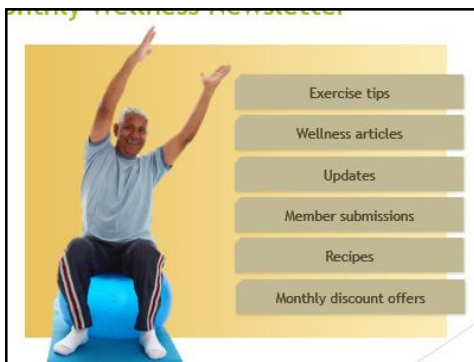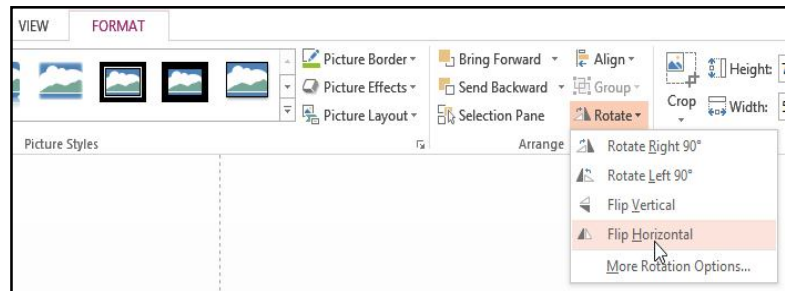
Grouping objects

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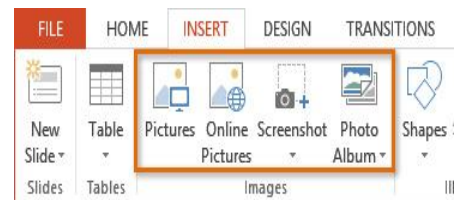
Pictures, shapes, clip art, and text boxes can all be grouped together; however, **placeholders** cannot be grouped. If you will be grouping pictures, use one of the commands in the **Images** group on the **Insert** tab to insert pictures instead of the picture icon inside the placeholder.

To group objects:

1.   Click and drag your mouse to form a **selection box** around the objects you want to group. The **Format** tab will appear.

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

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.

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.

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.
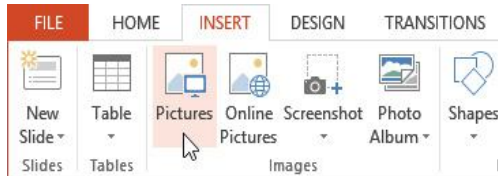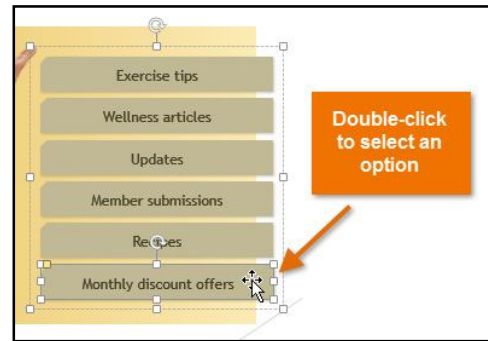
To ungroup objects:

1. Select the grouped object you want to ungroup.
2. From the **Format** tab, click the **Group** command, then select **Ungroup**.
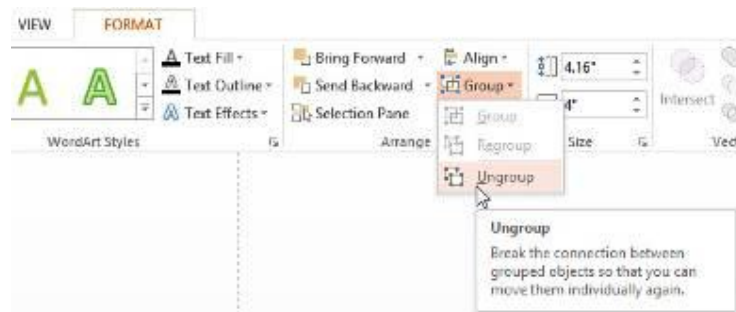
3. The objects will be ungrouped.

Chapter-17   Animating Text and Objects

Introduction

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:

- **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.

- **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:** These control how the object exits the slide. For example, with the **Fade** animation the object will simply fade away.

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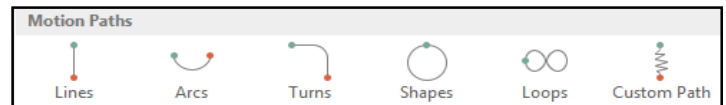
To apply an animation to an object:

1. Select the object you want to animate.

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

3. A drop-down menu of animation effects will appear. Select the desired effect.
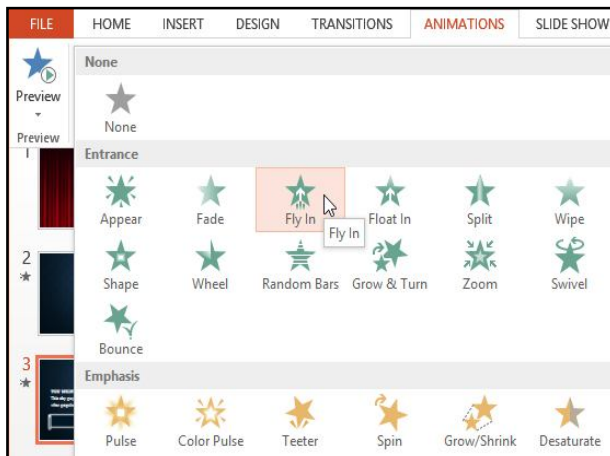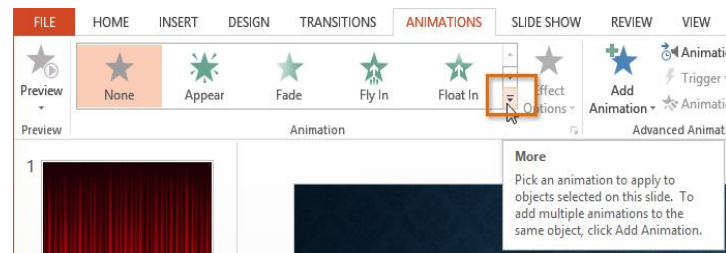
4. The effect will apply to the object. The object will have a small **number** next to it to show that it has an animation. In the Slide pane, a **star** symbol also will appear next to the slide.
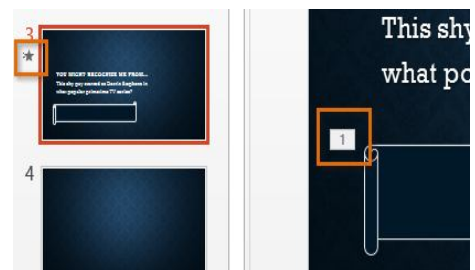
At the bottom of the menu, you can access even more effects.
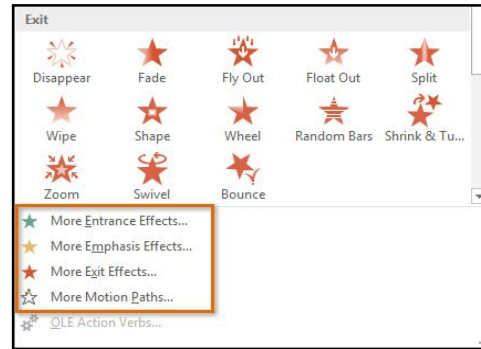
Effect options

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.
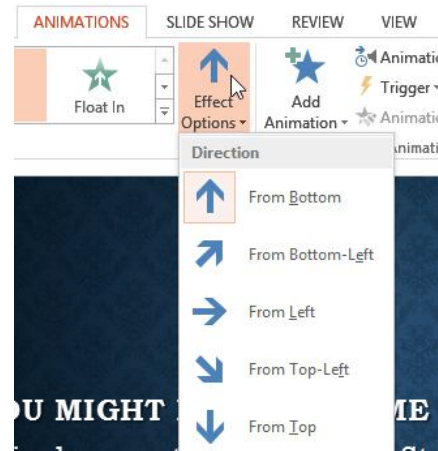
To remove an animation

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

2.   Press the **Delete** key. The animation will be deleted.
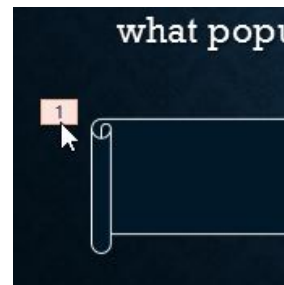
Working with animations

To add multiple animations to an object:

If you select a new animation from 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.

1.   Select an object.
2.   Click the **Animations** tab.
3.   In the **Advanced Animation** group, click the **Add Animation** command to view the available animations.
4.   Select the desired animation effect.
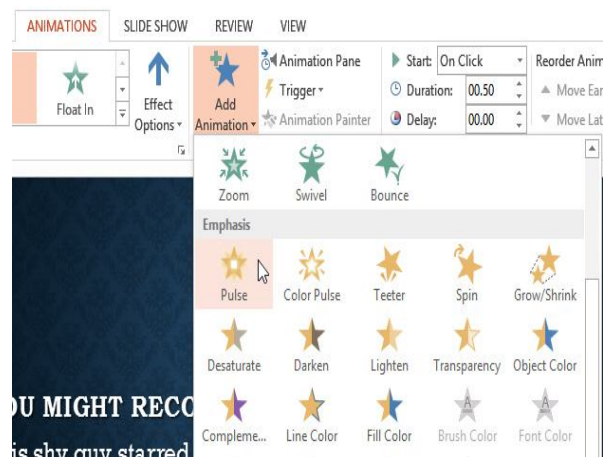
5.   If the object has more than one effect, it will have a different **number** for each effect. The numbers indicate the **order** in which the effects will occur.
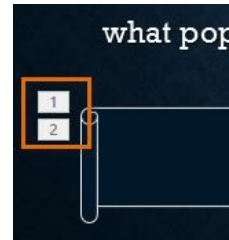
To copy animations with the Animation Painter:

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 text to appear on our banner shape, so we've added a text box on top of the banner. We'd like the text to appear using the same effects we used on the banner, so we'll use the Animation Painter to copy the effects from the banner to the text box.

1.   Click the **object** that has the **effects** you want to copy. In our example, we'll click our banner shape.

2.   From the **Animations** tab, click

the **Animation Painter** command.
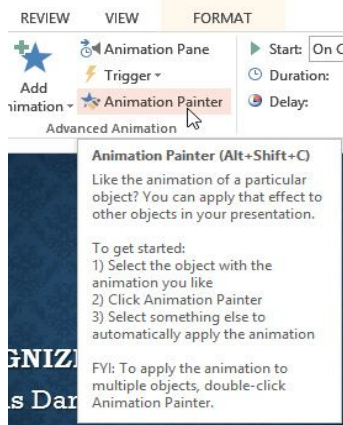
3.   Click the **object** you want to copy the effects to. The effects are applied to the object. In our example, the effects from the shape are applied to the text box.

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.
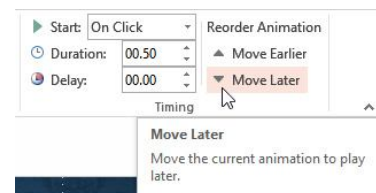
To preview animations:

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.

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

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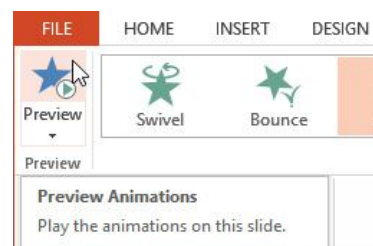
The Animation Pane

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.

To open the Animation Pane:

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

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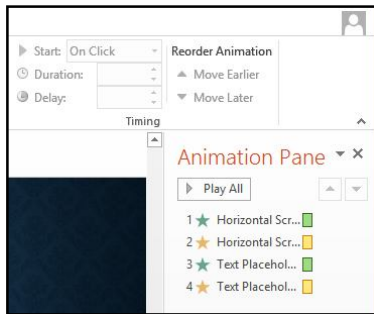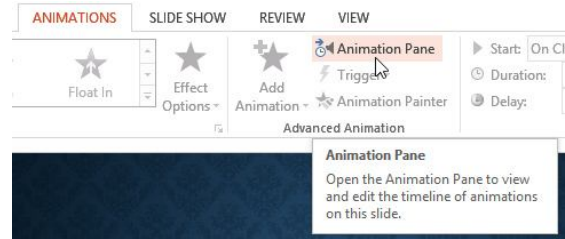
If you have several animated objects, it may help to rename the objects before reordering them in the Animation Pane. You can rename them in the **Selection Pane**. To open the Selection Pane, click an **object**, then from the **Format** tab click **Selection Pane**. Double-click the name of an object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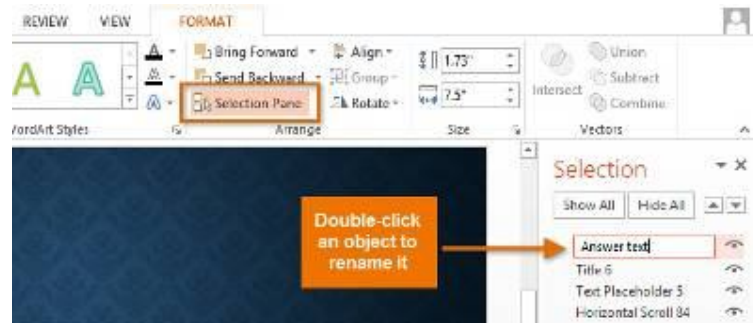
To reorder effects from the Animation Pane:

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

2.   The effects will reorder themselves.
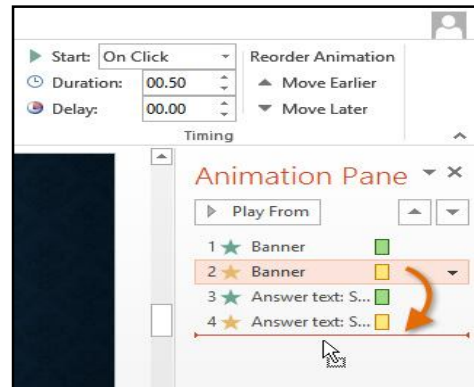
To preview effects from the Animation Pane:

1.   From the **Animation Pane**, click the **Play** button.
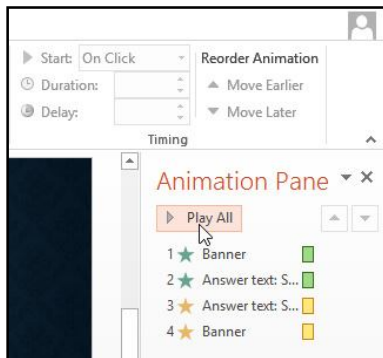
2.   The effects for the current slide will play. On the right side of the Animation Pane, you will be able to see a **timeline** that shows the progress through each effect.
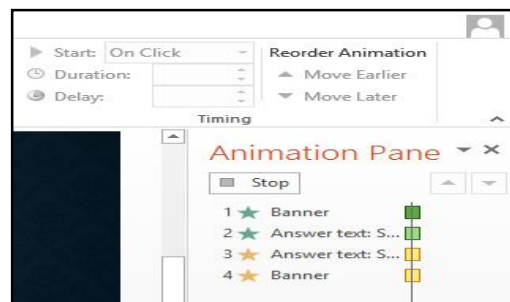
If the timeline is not visible, click the drop-down arrow for an effect, then select **Show Advanced Timeline**.

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. You will see three **start options**:

   o   **Start on Click:** This will start the effect when the mouse is clicked.

   o   **Start With Previous:** This will start the effect at the same time as the previous effect.

   o   **Start After Previous:** This will start the effect when the previous effect ends.

3.   Select the desired start option.

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.
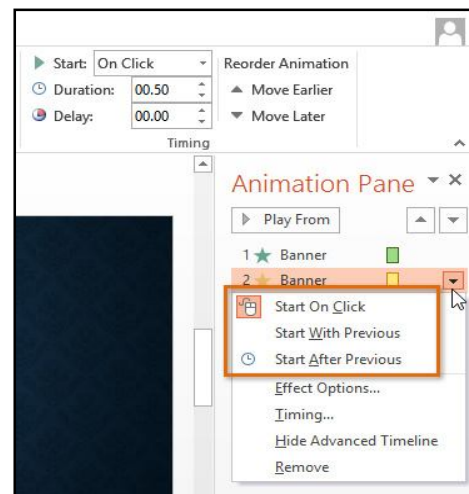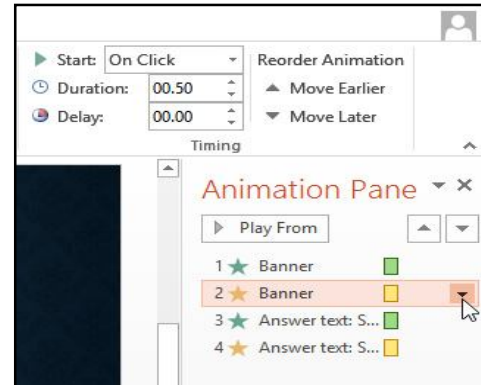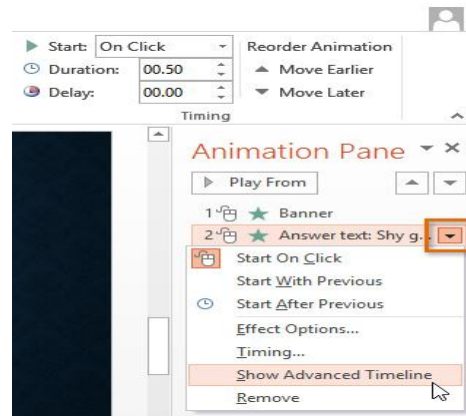
The Effect Options dialog box

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:

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

2.   Click the drop-down arrow, then select **Effect Options**.
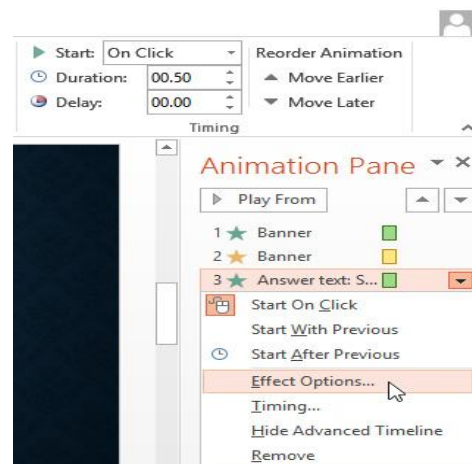
3.   The Effect Options dialog box will appear. From here, you can add various **enhancements** to the effect:

   o   **Sound:** Adds a sound effect to the animation

   o   **After animation:** Changes the color or hides the object after the animation is over

   o   **Animate text:** Allows you to animate text **all at once**, **one word at a time**, or **one letter at a time**

Some effects have **additional options** you can change. These will vary depending on which effect you have selected.
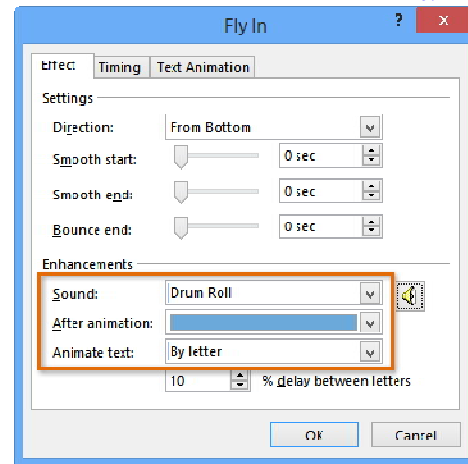
To change the effect timing:

   1.   From the **Effect Options** dialog box, select the **Timing** tab.
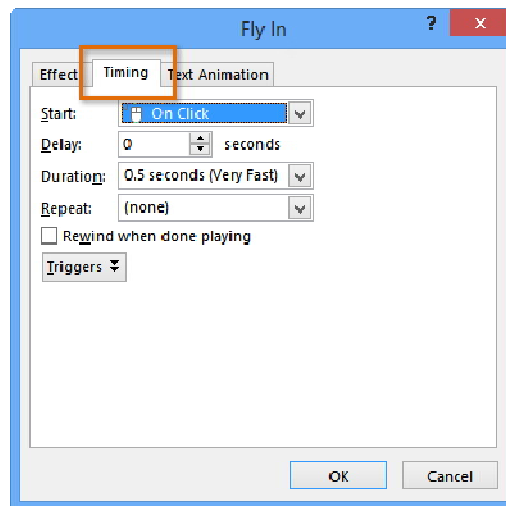
   2.   From here, you can add a **delay** before the effect starts, change the **duration** of the effect, and control whether or not the effect **repeats**.
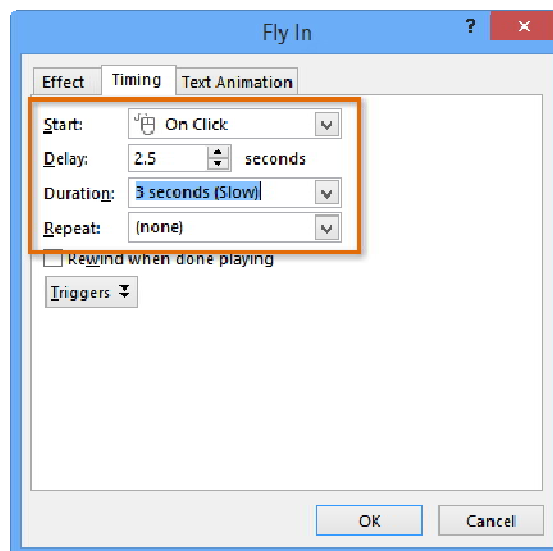
Chapter-18   Inserting Videos

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:

1.   From the **Insert** tab, click the **Video** drop-down arrow, then select **Video on My PC**.
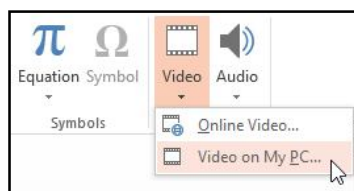
2.   Locate and select the desired video file, then click **Insert**.
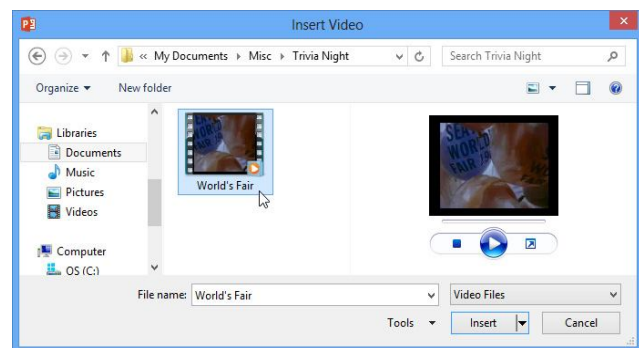
3.   The video will be added to the slide.

To insert an online video:

Some websites—like YouTube—allow you to **embed** videos into your slides. An embedded video will still be hosted on its original website, meaning the video itself won't be added to your file. Embedding can be a convenient way to reduce the file size of your presentation, but you'll also need to be connected to the Internet

for the video to play.

Working with videos

To preview a video:

1.   Click a video to select it.
2.   Click the **Play/Pause** button below the video. The video will begin playing, and the **timeline** next to the Play/Pause button will advance.

3.   To jump to a different part of the video, click anywhere on the **timeline**.
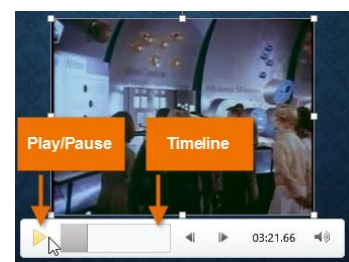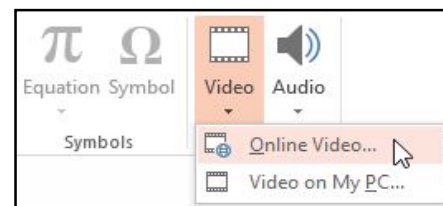
To resize a video:

- 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.
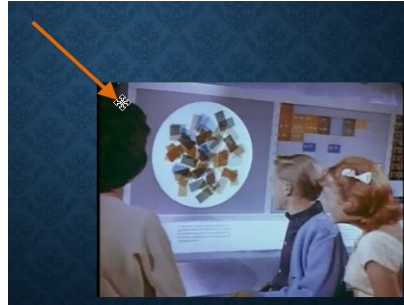
To delete a video:

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

2. Click the **Trim Video** command.
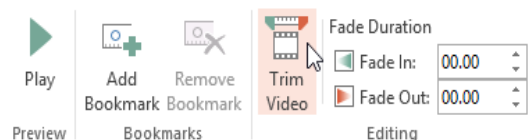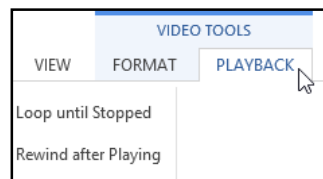
3. A dialog box will appear. Use the **green handle** to set the **start time** and the **red handle** to set the **end time**.

4. To preview the video, click the **Play** button.
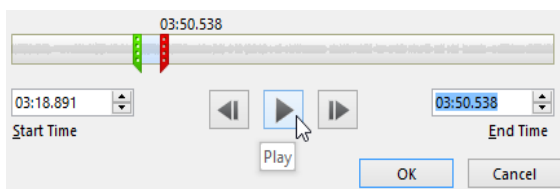
5. When you're done trimming the video, click **OK**.
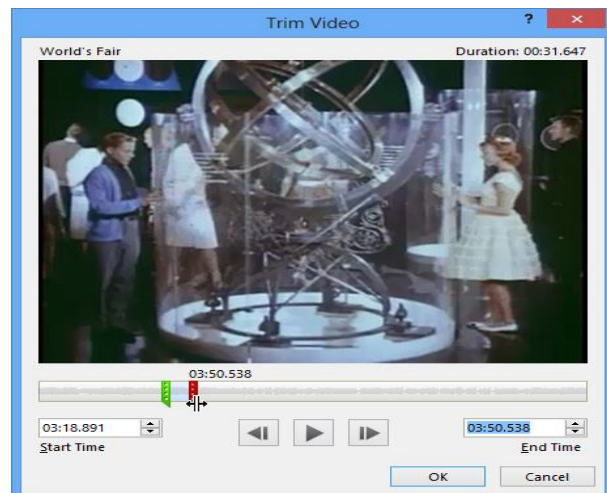
To add a fade in and fade out:

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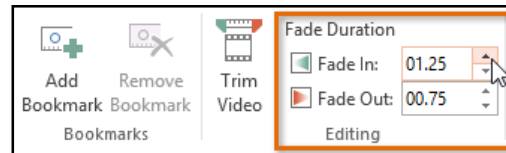
To add a bookmark:

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

2. From the **Playback** tab, click the **Add Bookmark** command.
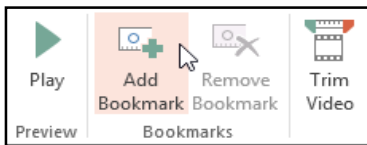
3. The bookmark will appear on the timeline. Click the bookmark to jump to that location.

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.
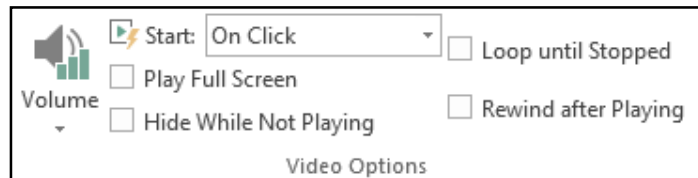
*   **Volume:** Changes the audio volume for the video

*   **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 **effects** like 3D rotation.

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.

1. Click the **timeline** to locate the desired part of the video.
2. From the **Format** tab, click the **Poster Frame** command. Select **Current Frame** from the menu that appears.
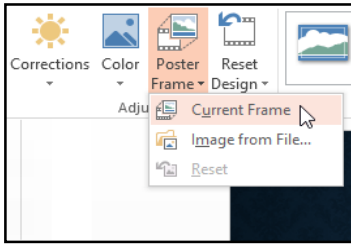
3. The current frame will become the poster frame.

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

To apply a video style:

1. Select the video, then click the **Format** tab on the Ribbon.
2. In the **Video Styles** group, click the **More** drop-down arrow to display available video styles.
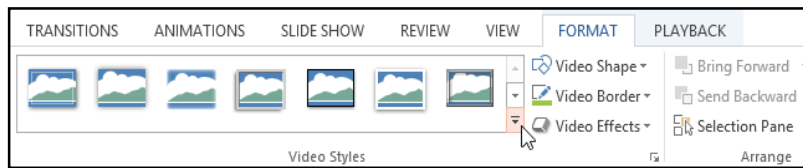
3. Select the desired style.
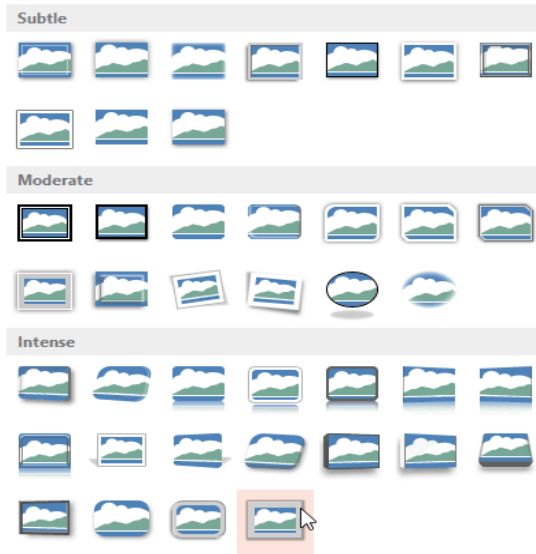
4. The new style will be applied to the video.

Chapter-19   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:

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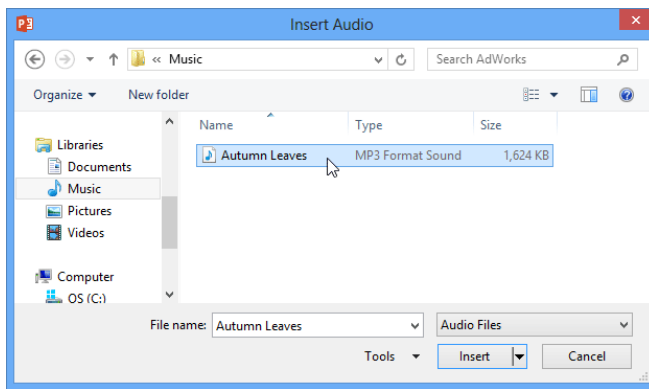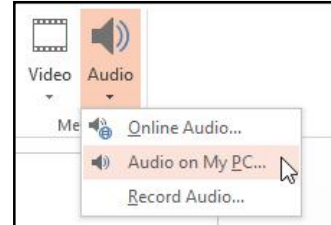
3.   The audio file will be added to the slide.

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 desired.
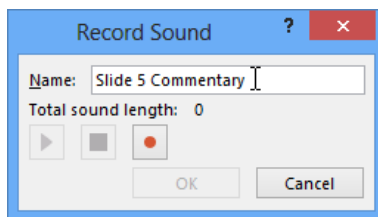
3.   Click the **Record** button to start recording.
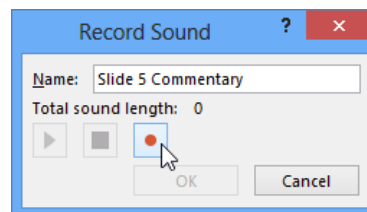
4.   When you're finished recording, click the **Stop** button.
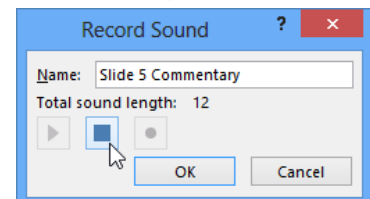
5.   To preview your recording, click
      the **Play** button.
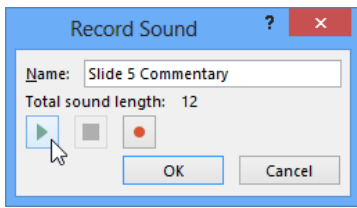
6.   When you're done,
      click **OK**. The audio
      file will be inserted
      into the slide.

Working with audio

To preview an audio file:

1.   Click an audio file to select it.
2.   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.

3.   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
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.
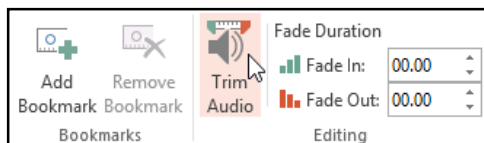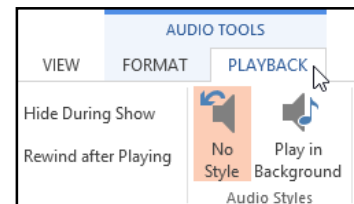
3.   A dialog box will appear. Use
      the **green handle** to set the **start time** and
      the **red handle** to set the **end time**.
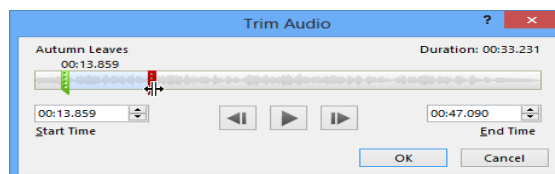
4.   To preview the audio file, click the **Play** button.

5.   Adjust the handles again if necessary, then click **OK**.
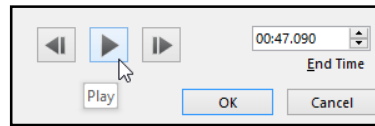
To add a fade in and fade out:

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

2.   Type the desired values, or use the **up** and **down** arrows to adjust the times.
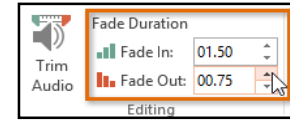
To add a bookmark:

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

2.   From the **Playback** tab, click the **Add Bookmark** command.
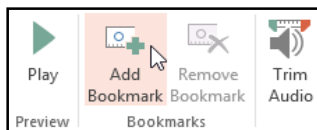
3.   The bookmark will appear on the timeline. Click the bookmark to jump to that location.

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.

• **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.

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

2.   Click the **Change Picture** command.
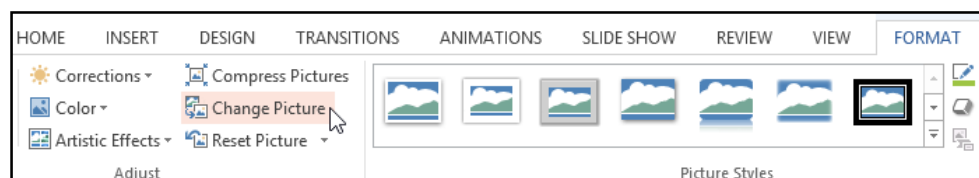
3.   The **Insert Pictures** dialog box will appear. Click **Browse** to select a file from your computer. Alternatively, you can use the **online image search tools** to locate an image online. In our example, we'll click **Browse**.
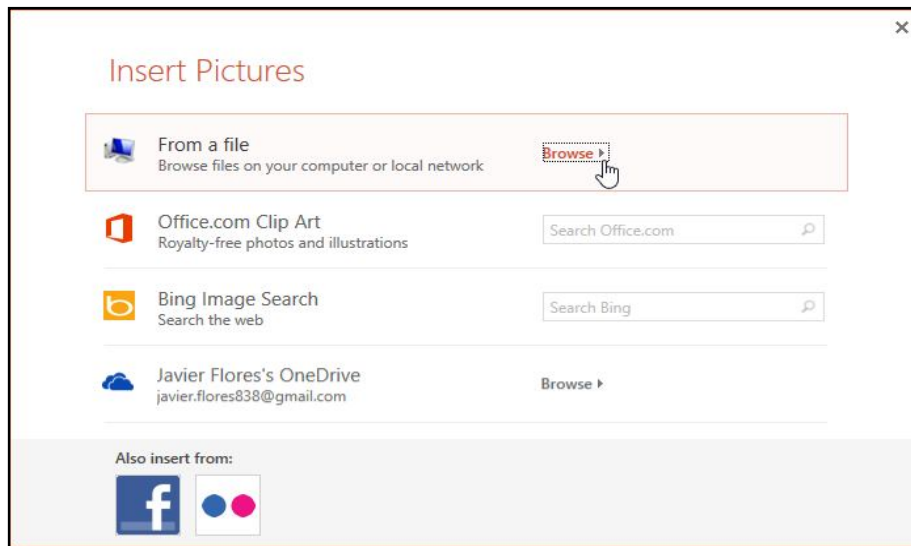
4.   Locate and select the **desired picture**, then click **Insert**.
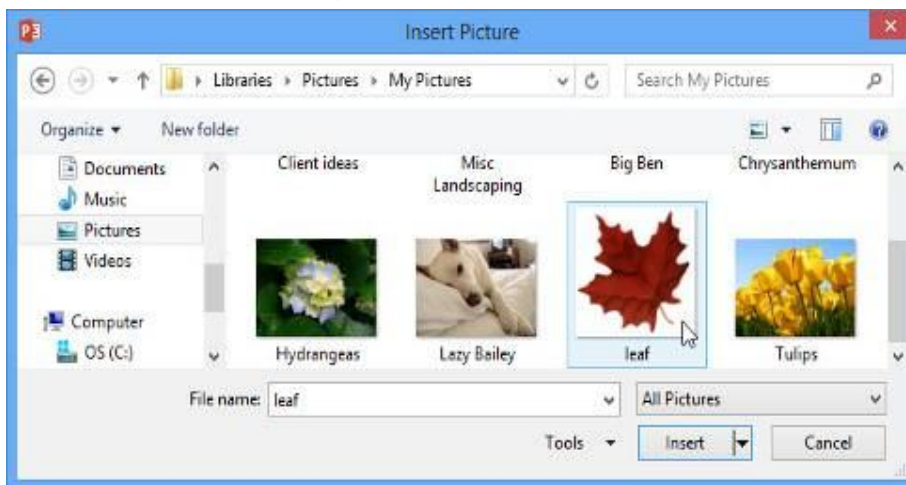
5.   The icon will change to the new picture.

Chapter-20   Tables

Introduction

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

To insert a table:

1.   From the **Insert** tab, click the **Table** command.
2.   A drop-down menu containing a grid of squares will appear. Hover the mouse over the grid to select the number of **columns** and **rows** in the table.

3.   Click the slide where you want to place the table. The table will appear.
4.   Click anywhere in the table, and begin typing to add text.
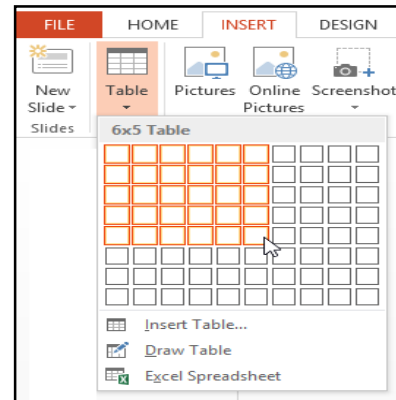
You can also insert a table by clicking the **Insert Table** command in a **placeholder**.
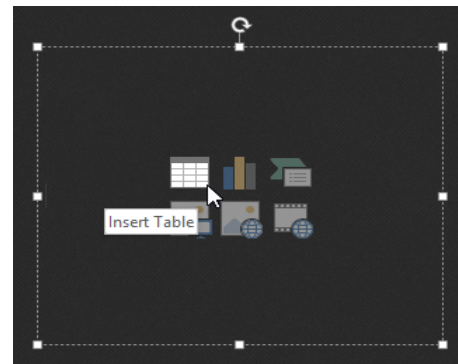
Modifying tables

It's easy to modify the look and feel of any table after adding it to a slide. PowerPoint includes several options for customizing a table, including **adding rows or columns** and changing the **table style**.

To resize a table:

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

To move a table:

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

To add a row or column:

1. Click a cell **adjacent to** the location where you want to add a row or column.

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

3. 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**.

4. The new row or column will appear.

To delete a row or column:

1. Select the desired row or column by clicking any cell in that row or column, then select the **Layout** tab.

2. In the **Rows & Columns group**, click the **Delete** command, then select **Delete Rows** or **Delete Columns** from the menu that appears.

3. The selected row or column will be deleted.

To delete a table:

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

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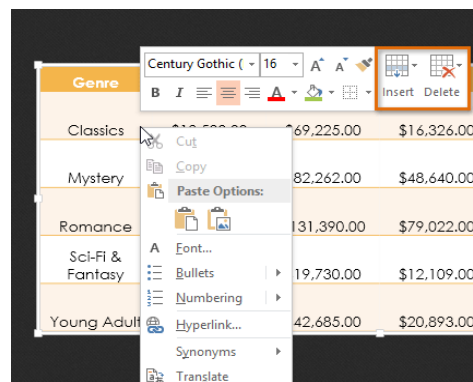
Customizing tables

To apply a table style:

1. Select **any cell** in your table, then click the **Design** tab on the right side of the Ribbon.
2. Locate the **Table Styles** group, then click the **More** drop-down arrow to see available table styles.
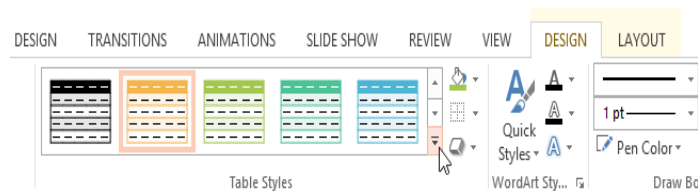
3.   Select the desired style.
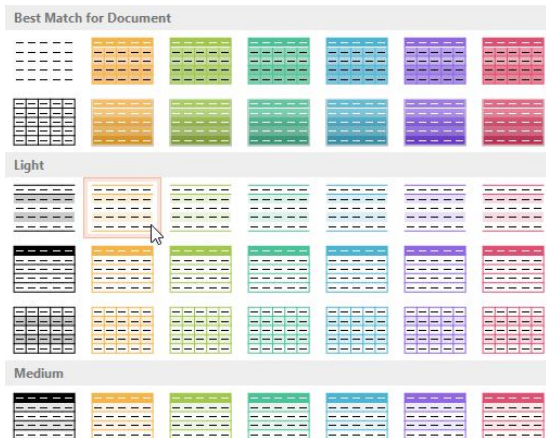
4.   The selected table style will be applied.

To change the 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**.

1.   Select **any cell** in your table.

2.   From the **Design** tab, **check** or **uncheck** the desired options in the **Table Style Options** group.
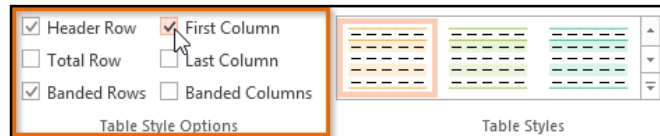
These options can affect your table style in various ways, depending on the type of content in your table. You may need to experiment with a few different options to find the exact style you want.

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.

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

2.   From the **Design** tab, select the desired **Line Style**, **Line Weight**, and **Pen Color**.
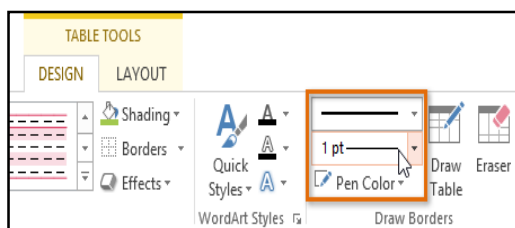
3.   Click the **Borders** drop-down arrow, then select the desired **border type**.
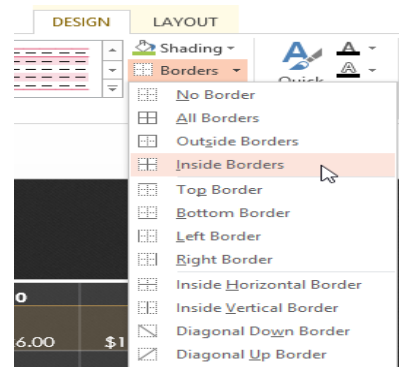
4.   The border will be added to the selected cells.

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

Genre	2008	2009	2010	2011	2012
Classics	$18,580.00	$69,225.00	$16,326.00	$10,017.00	$26,134.00
Mystery	$78,970.00	$82,262.00	$48,640.00	$49,985.00	$73,428.00
Romance	$94,236.00	$131,390.00	$79,022.00	$71,009.00	$81,474.00
Sci-Fi & Fantasy	$16,730.00	$19,730.00	$12,109.00	$11,355.00	$17,686.00
Young Adult	$35,358.00	$42,685.00	$20,893.00	$16,065.00	$21,388.00

DESIGN   LAYOUT

Shading
Borders
No Border
All Borders
Outside Borders
Inside Borders
Top Border
Bottom Border
Left Border

Modifying a table using 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.

Chapter-21   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 many different 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.

Fiction Book Sales
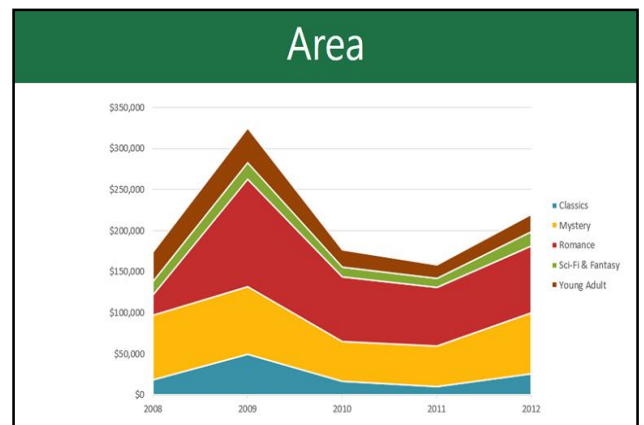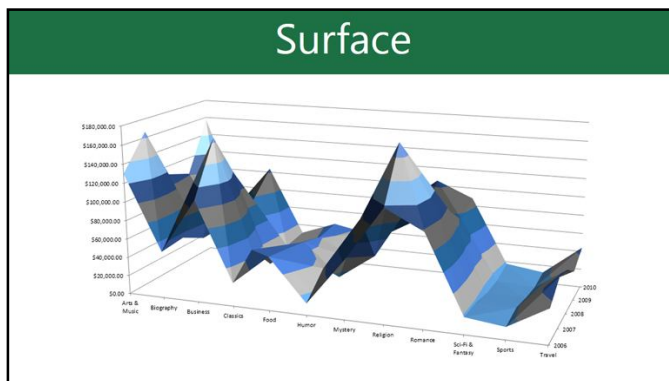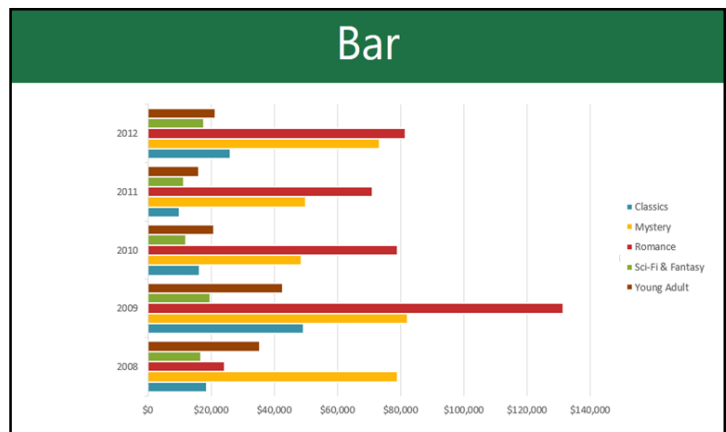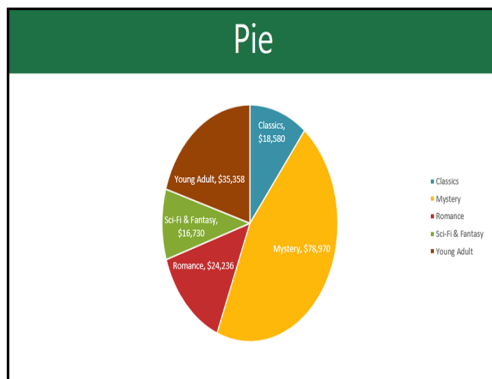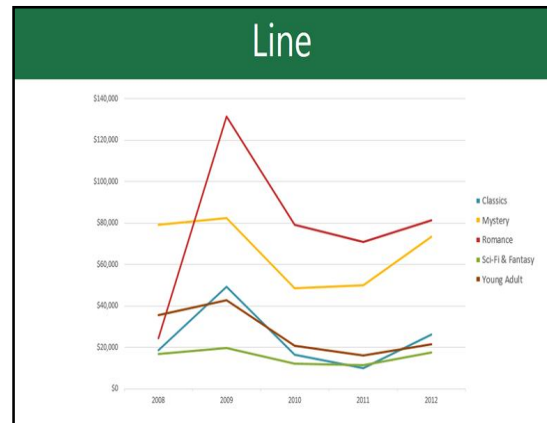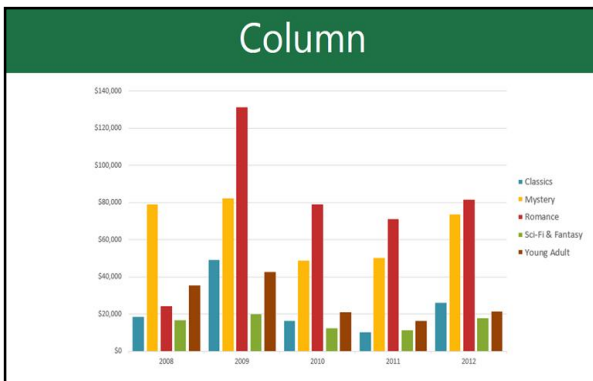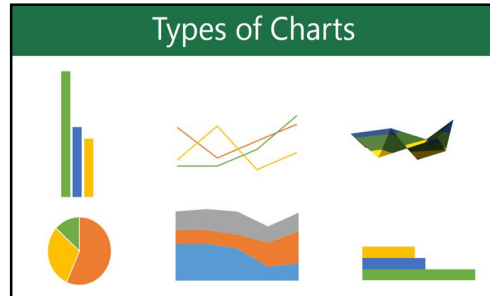
Identifying the parts of a chart

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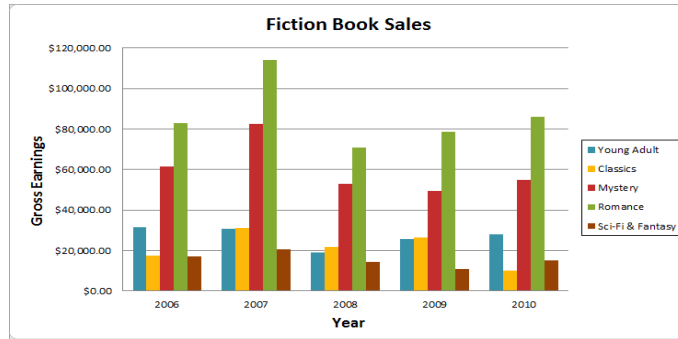
Inserting charts

PowerPoint uses a **spreadsheet** as a placeholder for entering chart data, much like **Excel**. The process of entering data is fairly simple, but if you are unfamiliar with Excel you might want to review our Excel 2013 **Cell Basics** lesson.

To insert a chart:

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

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

3.   Select the desired **chart**, then click **OK**.
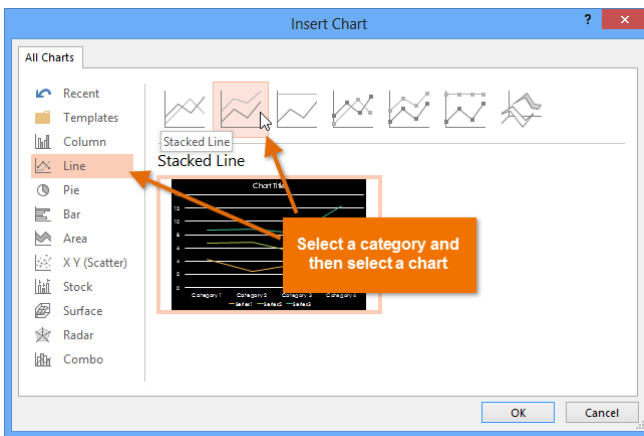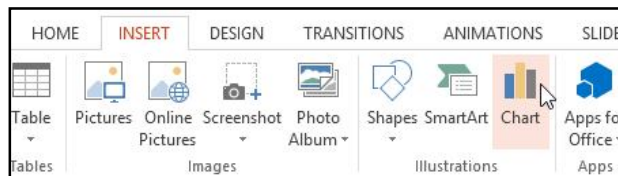
4.   A chart and a spreadsheet will appear. The data that appears in the spreadsheet is **placeholder source data** you will replace with your own information. The source data is used to create the chart.
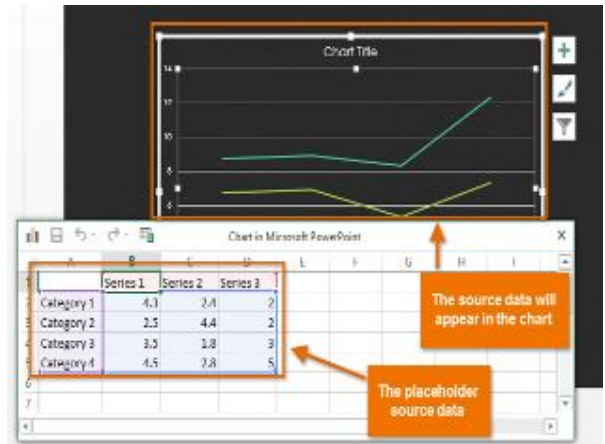
5.   Enter **data** into the worksheet.

6.   If necessary, click and drag the **lower-right corner** of the **blue line** to increase or decrease the **data range** for rows and columns. Only the data enclosed by the blue lines will appear in the chart.

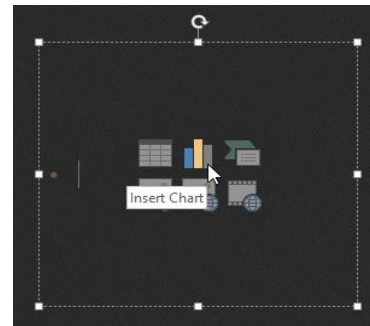7.   When you're done, click the **X** to close the spreadsheet.

8.   The chart will be completed.
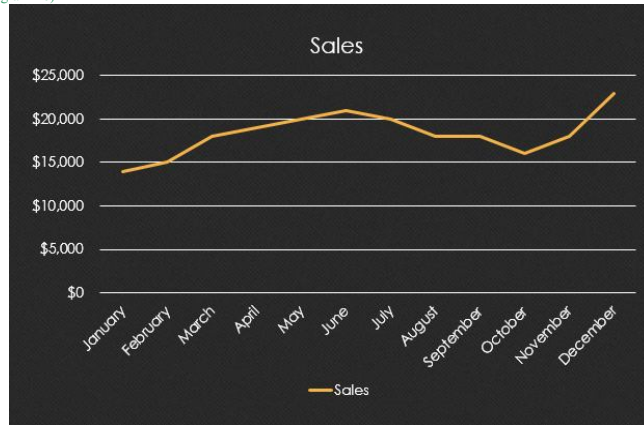
You can edit the chart data at any time by selecting your chart and clicking the **Edit Data** command on the **Design** tab.
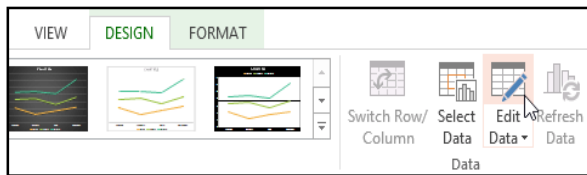
You can also click the **Insert Chart** command in a placeholder to insert a new chart.

Creating charts with existing Excel data

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.

Read our guide on **Embedding an Excel Chart** for more information.

Modifying charts with chart tools

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 **line** chart to a **column** chart.
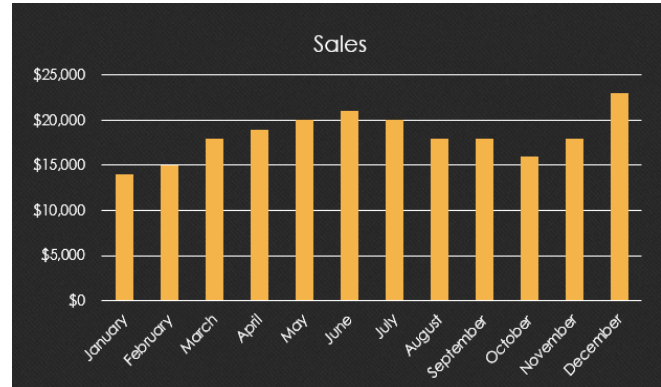
1.   Select the chart you want to change. The **Design** tab will appear on the right side of the Ribbon.
2.   From the **Design** tab, click the **Change Chart Type** command.
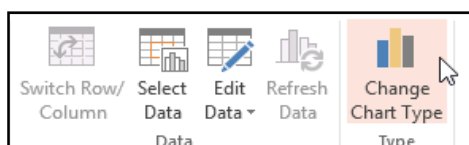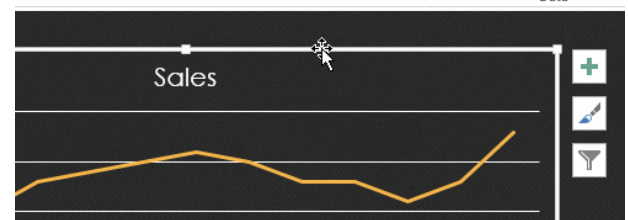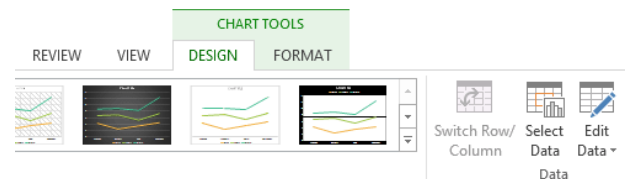
3. A dialog box will appear. Select the desired chart **type**, then click **OK**.
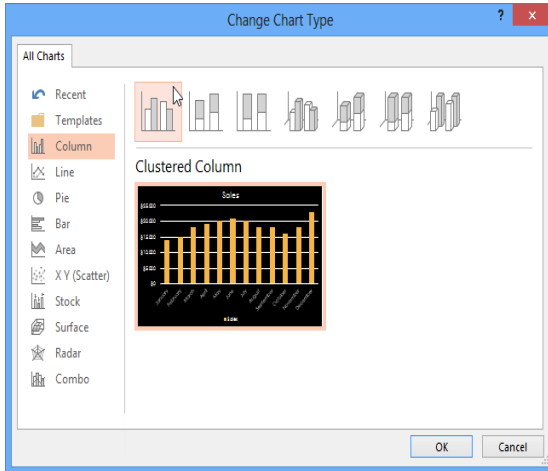
4. The new chart type will appear.



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 columns for **each year**. However, we could switch the rows and columns so the chart will group the data **by year**, with columns for **each genre**. In both cases, the chart contains the same data; it's just organized differently.
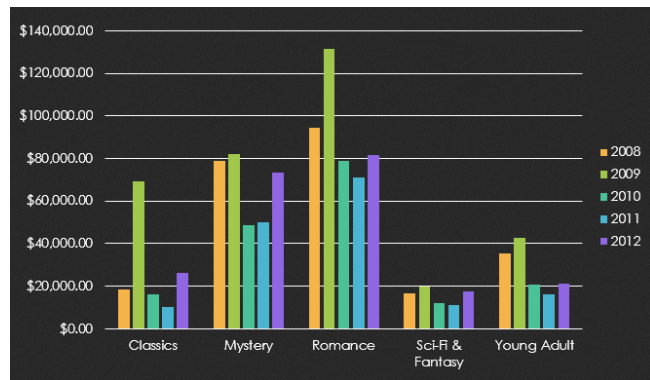
1. Select the **chart** you want to modify. The **Design** tab will appear.
2. From the **Design** tab, select the **Edit Data** command in the **Data** group.
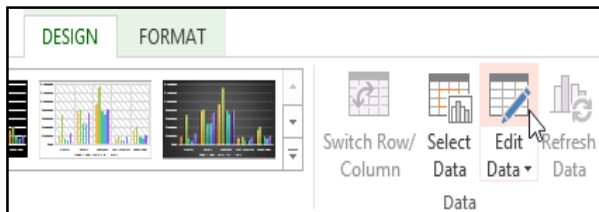
3. Click the **chart** again, then select the **Switch Row/Column** command in the **Data** group.
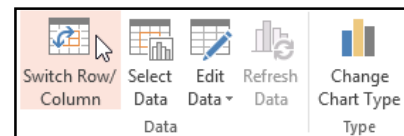
4. The rows and columns will be **switched**. In our example, the data is now grouped by year, with columns for each genre.
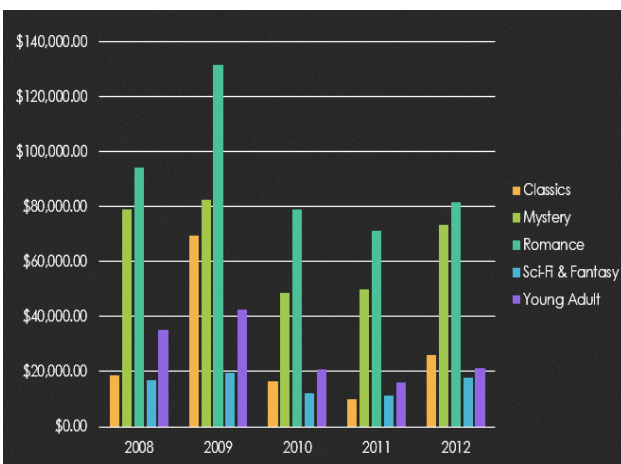

We've noticed that when **numerical data** has been entered in the **first column** of the spreadsheet, switching rows and columns may cause unexpected results. One solution is to **type an apostrophe before each** number, which tells the spreadsheet to format it as **text** instead of a numerical value. For example, the year **2013** would be entered as **'2013**.


Add an apostrophe before numeric data in the first column
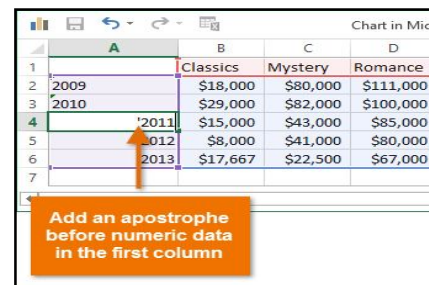
To change the chart layout:

Predefined chart layouts allow you to modify chart elements—including **chart titles**, **legends**, and **data labels**—to make your chart easier to read.
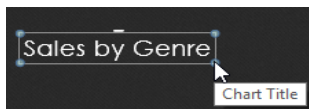
1.   Select the **chart** you want to modify. The **Design** tab will appear.
2.   From the **Design** tab, click the **Quick Layout** command.

3.   Select the desired predefined layout from the menu that appears.
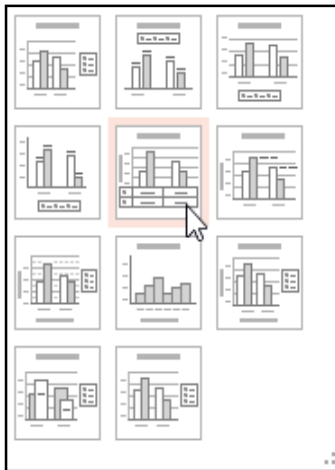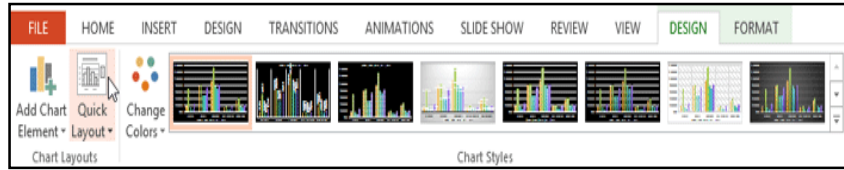
4.   The chart will update to reflect the new layout.
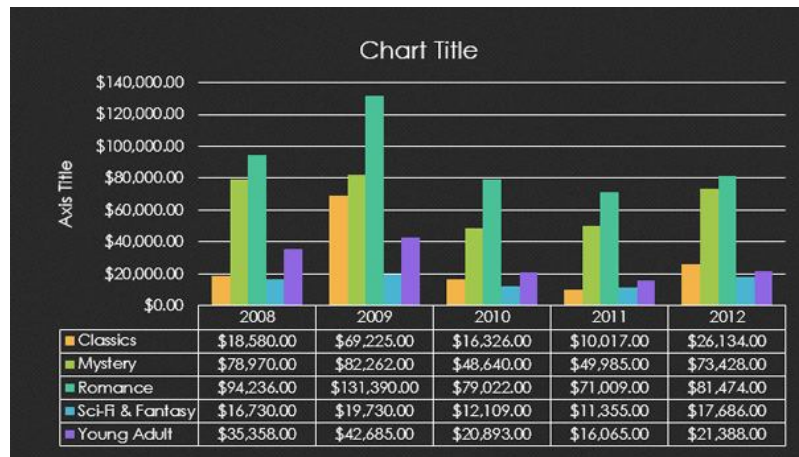
To change a chart element (such as the chart title), click the element and begin typing.

To change the chart style:

Chart styles allow you to quickly modify the look and feel of your chart.

1.   Select the **chart** you want to modify. The **Design** tab will appear.
2.   From the **Design** tab, click the **More** drop-down arrow in the **Chart Styles** group.
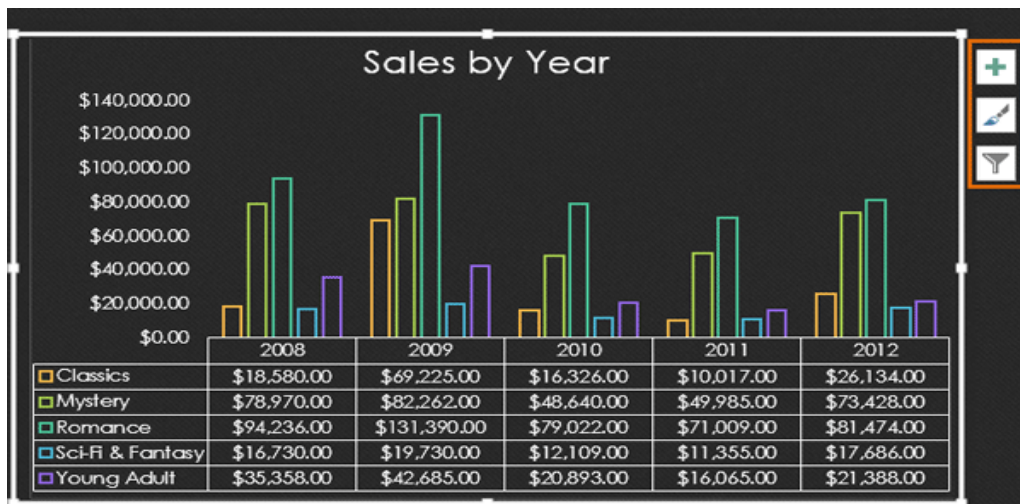
3.   Select the desired style from the menu that appears.
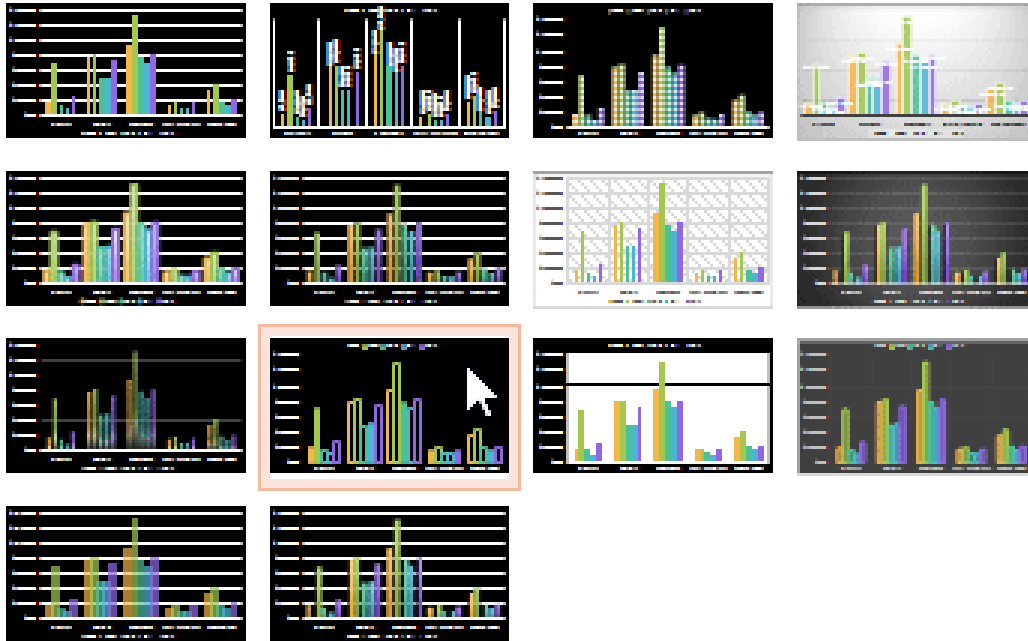
4.   The chart will appear in the selected style.

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

Chapter- 22   SmartArt Graphics

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 many different types of ideas.

To insert a SmartArt graphic:

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

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

3.   A dialog box will appear. Select a **category** on the left, choose the desired SmartArt graphic, and click **OK**.
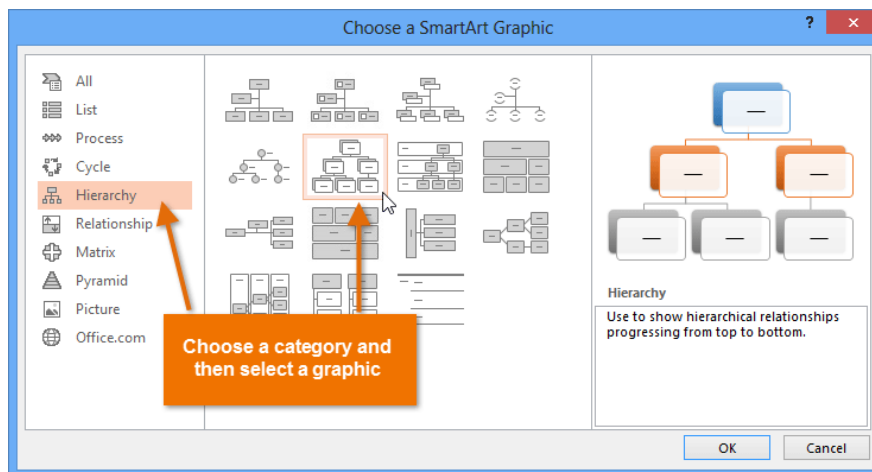
4.   The SmartArt graphic will appear on the current slide.
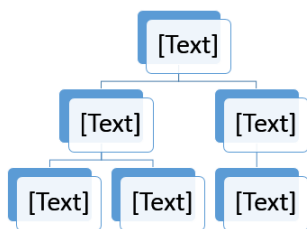
You can also click the **Insert a SmartArt Graphic** command in a **placeholder** to add SmartArt.
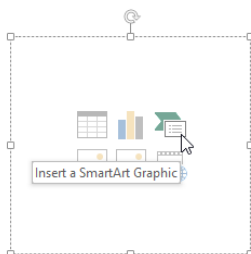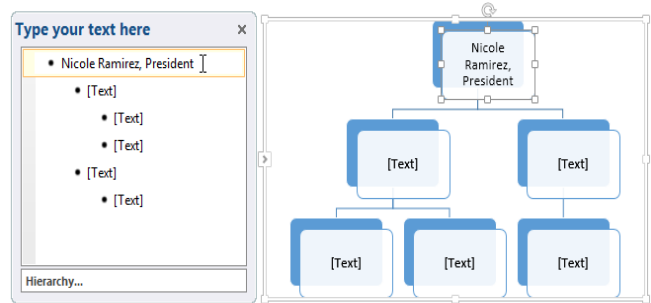
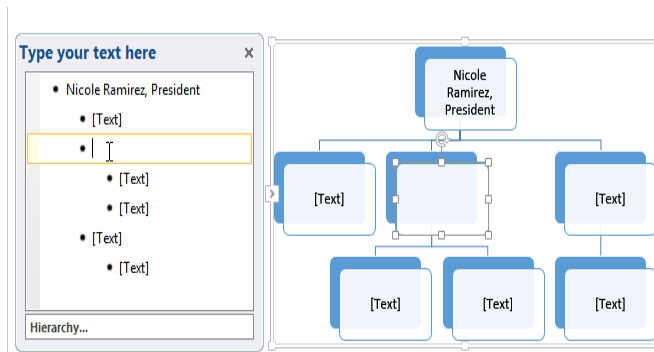**To add text to a SmartArt graphic:**

1.   Select the SmartArt graphic. The **SmartArt task pane** will appear to the left.
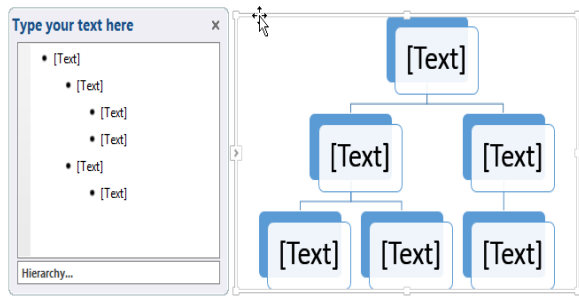
2.   Enter text next to each bullet in the task pane. The text will appear in the graphic and will resize to fit inside the shape.

3.   To add a new shape, press **Enter**. A new bullet will appear in the task pane, and a new shape will appear in the graphic. You can delete any bullets you're not using to remove the shapes.


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 **task pane** is often faster.

To convert existing text to SmartArt:

PowerPoint makes it easy to transform traditional bullet points into an eye-catching SmartArt graphic. If you already have text on a slide, you can **convert it** to SmartArt. In our example below, we'll change the bullet points into SmartArt to help illustrate a process.

1.   Right-click the list or paragraph you want to convert to SmartArt.

2.   Hover the mouse over **Convert to SmartArt**, then select the desired SmartArt graphic.

3.   The text will appear as a SmartArt graphic.
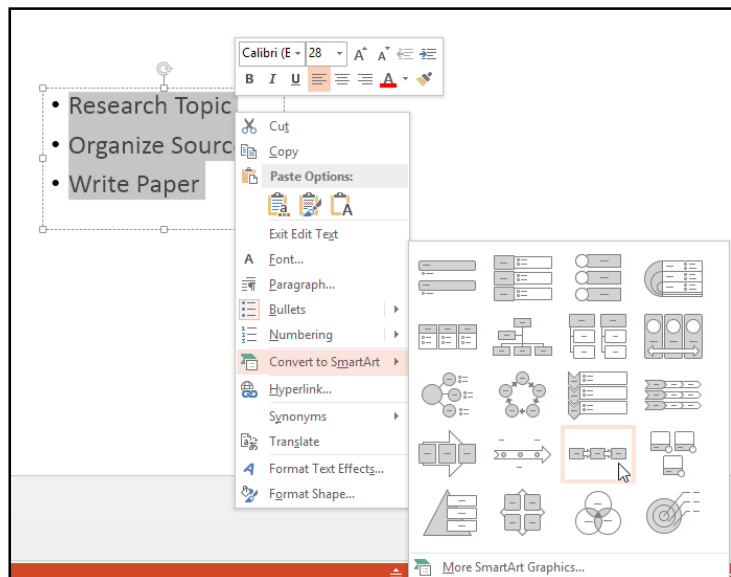
You can also convert SmartArt back to text. From the **Design** tab on the right side of the Ribbon, click the **Convert** command, then select **Convert to Text**.
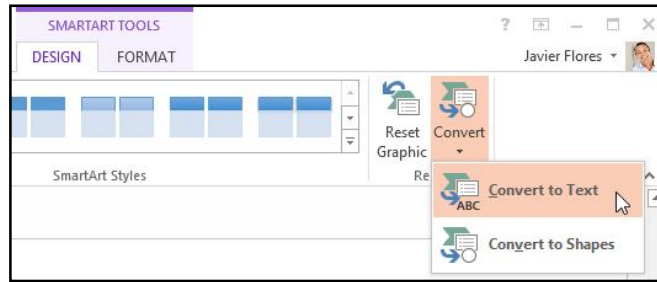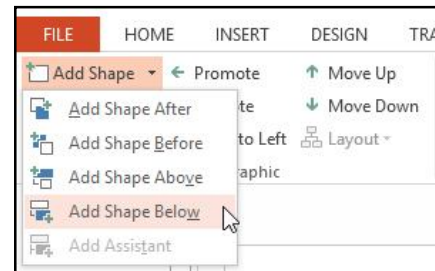
Changing the SmartArt organization

To add a shape:

1. Select the SmartArt graphic, then click the **Design** tab on the right side of the Ribbon.

2. Decide where you want the **new shape** to appear, then select an **adjacent shape**.
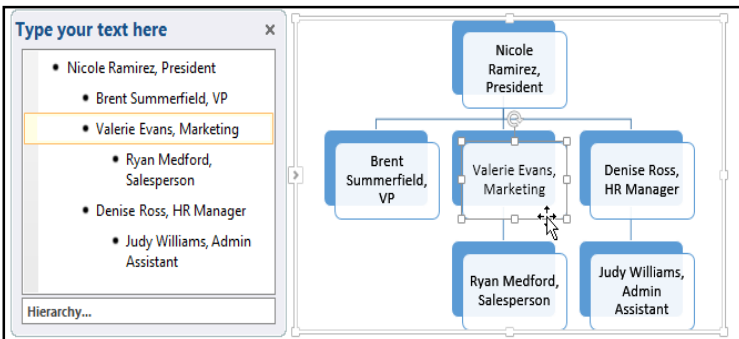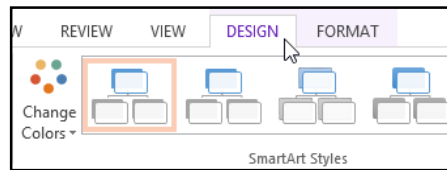
3. Click the **Add Shape** command in the **Graphics** group. A drop-down menu will appear.
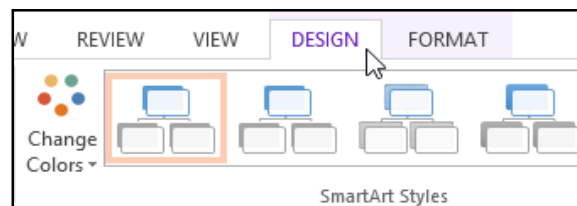

4. Select **Add Shape Before** or **Add Shape After** to add a shape on the same level as the selected shape. Select **Add Shape Above** or **Add Shape Below** to add a shape above or below the selected shape.
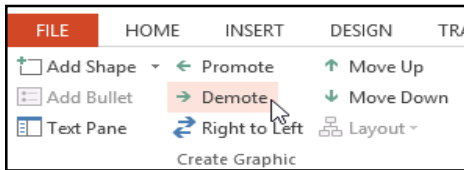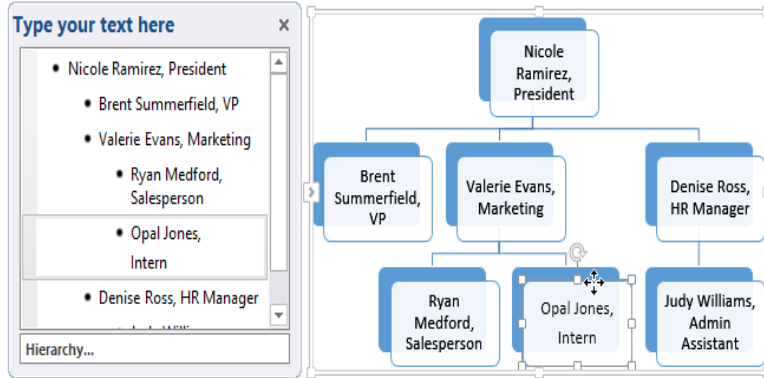
5. The new shape will appear.
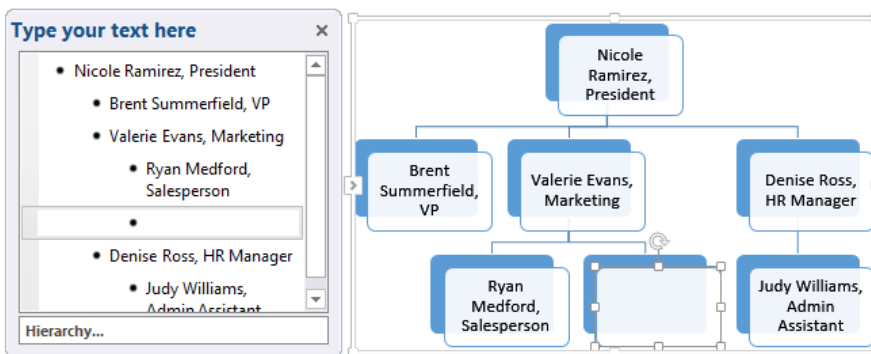
To promote or demote shapes:

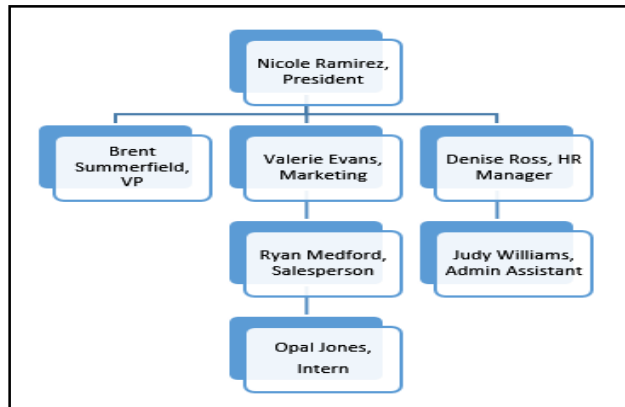1. Select the SmartArt graphic, then click the **Design** tab on the right side of the Ribbon.

2. Select the **shape** you want to promote or demote. In our example, we'll **demote** a shape.

3. To move the shape to a higher level, click the **Promote** command in the **Create Graphic** group. To move it to a lower level, click **Demote**.

4. The shape will move one level higher or lower.

You can also demote and promote shapes from within the **task pane**. With the **insertion point** in the task pane, press the **Tab** key to demote a shape. Press the **Backspace** key (or **Shift+Tab**) to promote a shape. It's a lot like creating an outline with a **multilevel list**. For more information, you may want to review our lesson on **Indents and Line Spacing**.
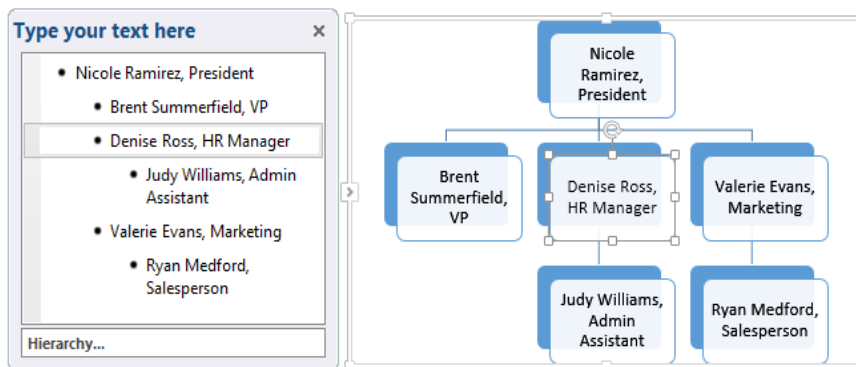
To rearrange shapes on the same level:

1. Select the SmartArt graphic, then click the **Design** tab.
2. Select the **shape** you want to move.

3. In the **Create Graphic** group, click **Move Up** or **Move Down**.
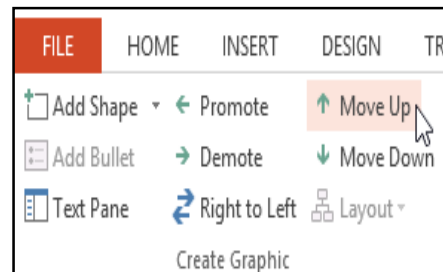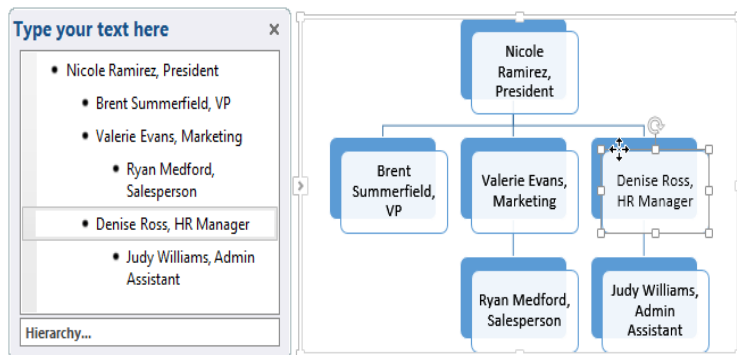
4. The shape will move to a new location on the same level, and any shapes nested below it will also move.

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.

To customize SmartArt

- PowerPoint provides a variety of **color schemes** to use with SmartArt. To change the colors, simply select the SmartArt, click the **Change Colors** command, and choose the desired colors from the drop-down menu.

- Color schemes use **theme colors**, so they will vary depending on which **theme** you are using. Visit our lesson on **Modifying Themes** to learn more about changing and customizing themes in PowerPoint 2013.
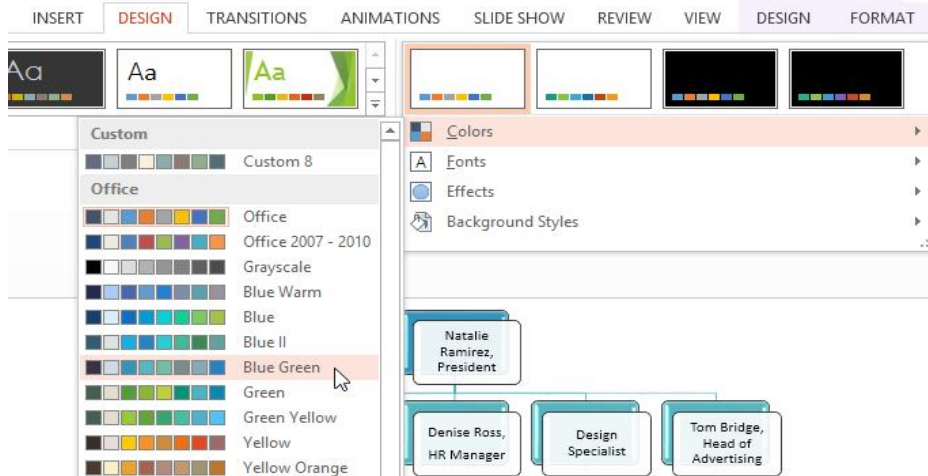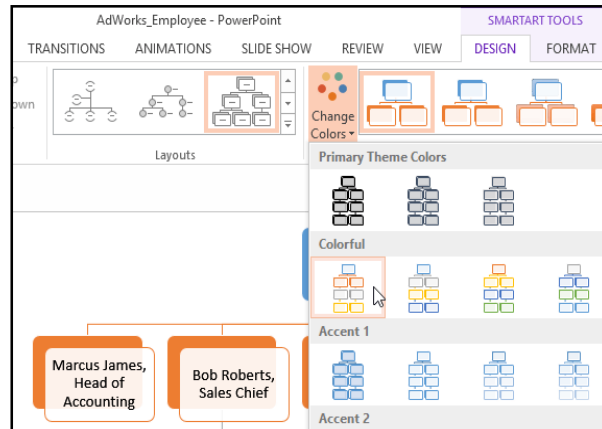
- PowerPoint also includes several **SmartArt styles**, which allow you to quickly modify the look and feel of your SmartArt. To change the style, select the **desired style** from the **SmartArt styles** group.
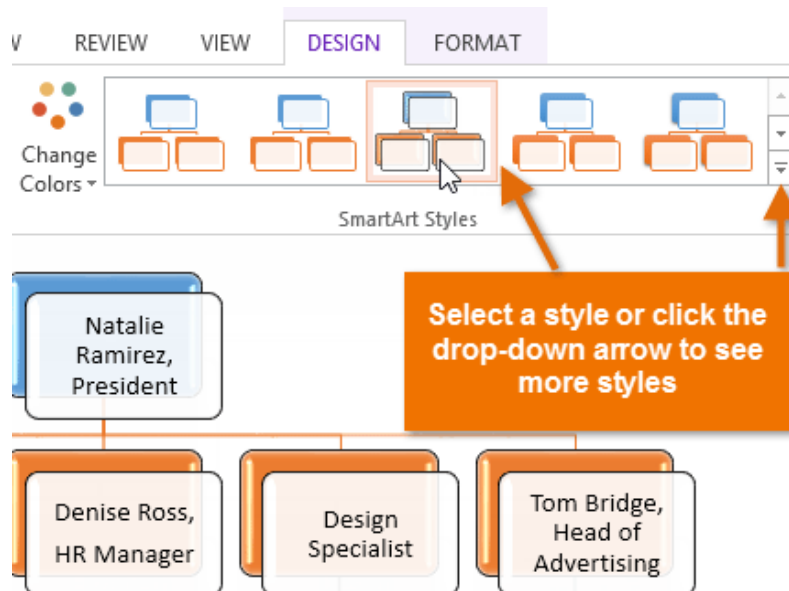
- You can add **shape effects** to your SmartArt, such as **beveling** and **3D rotation**. Select the entire SmartArt graphic by clicking the border, select the **Format** tab, and choose the desired **Shape Effects**. You can also click an individual shape to customize it separately.
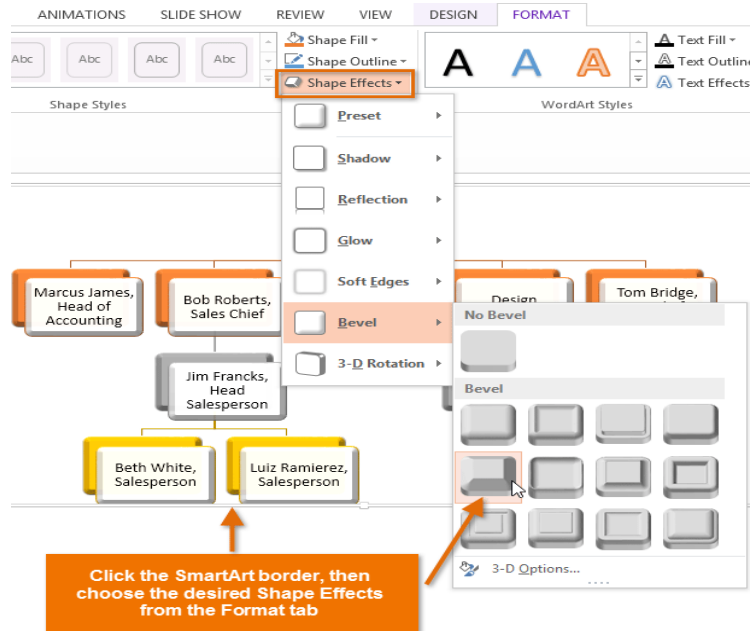

To change the SmartArt layout:

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. Select the SmartArt graphic, then select the **Design** tab.
2. In the **Layouts** group, click the drop-down arrow.

3. Select the desired layout or click **More Layouts…** to see even more SmartArt options.
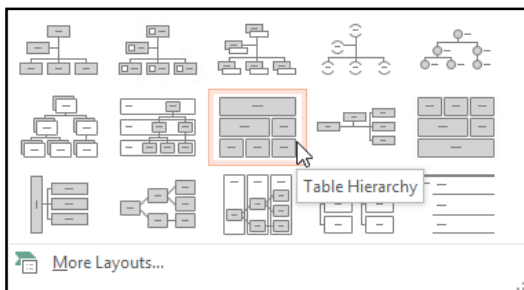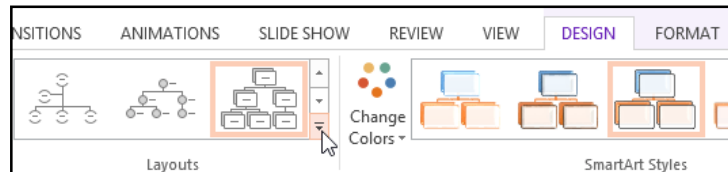
4. The selected layout will appear.
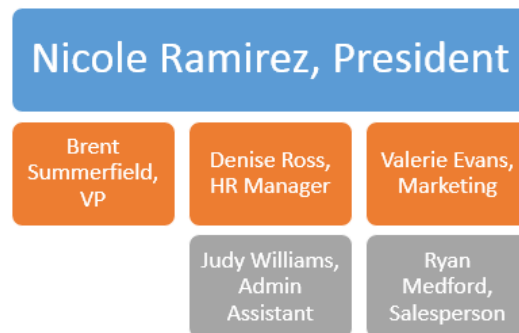
If the new layout is too different from the original, some of your text may not show up. Before deciding on a new layout, check carefully to make sure no important information will be lost.

Chapter-23
Checking Spelling and Grammar

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 documents.


To run a spell check:

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

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

3.   PowerPoint will move through each error until you have reviewed all of them. After the last error has been reviewed, a dialog box will appear confirming that the spelling check is complete. Click **OK**.
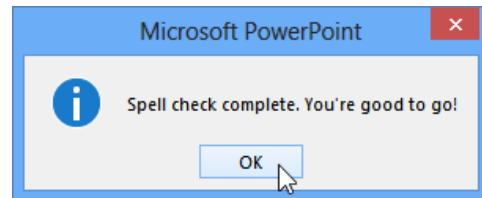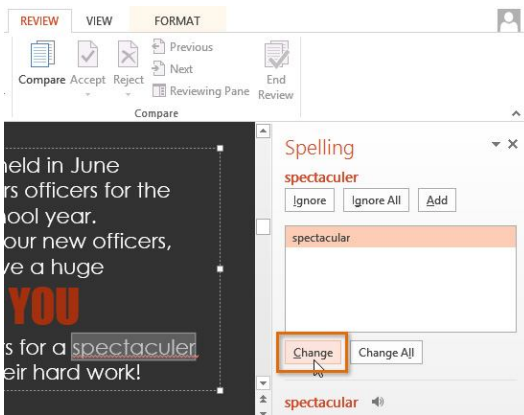
If no suggestions are given, you can manually type the correct spelling in your presentation.
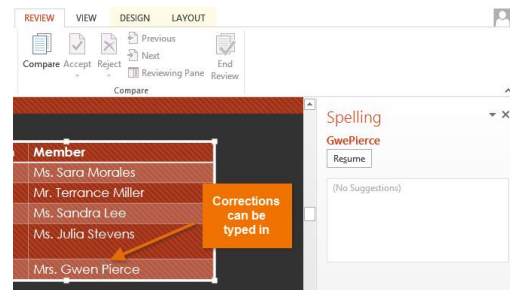
Ignoring spelling "errors"

The spell check is **not always correct**. It will sometimes say something is spelled incorrectly when it's not. This often happens with people's names, 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.
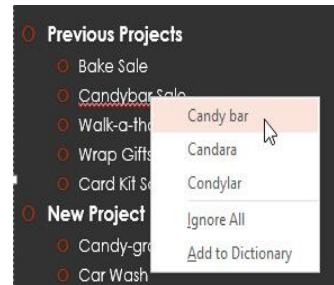
Automatic spell check

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:

1.   Right-click the **underlined word**. A menu will appear.
2.   Click the **correct spelling** of the word from the list
      of **suggestions**.

3.   The corrected word will appear in the presentation.

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

Modifying proofing options

PowerPoint allows you to modify its proofing options, giving you more control over how it checks your text. You
can customize the **automatic spell check** to change the way PowerPoint addresses spelling errors. You can also
turn on the **grammar check** option to help you find and correct **contextual spelling
errors** (like **their** vs. **they're**). PowerPoint will not notice other types of grammar errors, so you'll still need to
proofread your presentation to catch all grammatical errors.

To turn on the grammar check option:

1.   Click the **File** tab to access **Backstage view**.
2.   Select **Options**. A dialog box will appear.

3.   Select **Proofing**, then check the box next to **Check grammar with spelling** and click **OK**.
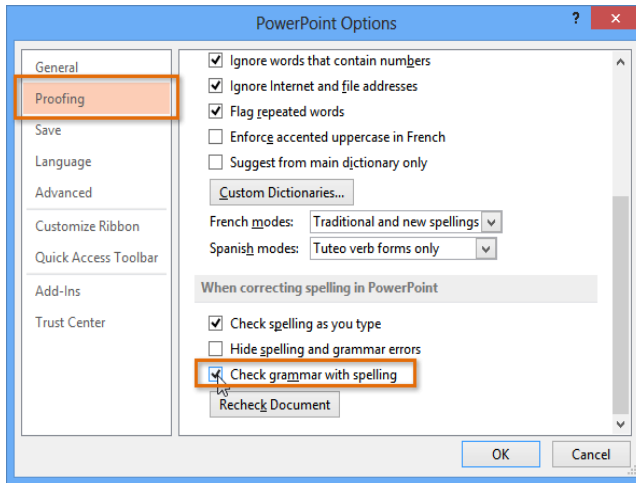

4.   To run a spelling and grammar check, navigate to the **Review** tab and click the **Spelling** command. Any spelling and grammar errors will now have a red wavy line.

To modify other proofing options:

1.   Click the **File** tab to access **Backstage view**.
2.   Select **Options**. A dialog box will appear.
3.   Click **Proofing**. The **PowerPoint Options** dialog box gives you a few options to choose from:

   o   **Check spelling as you type**: Uncheck this box if you don't want PowerPoint to check for spelling errors automatically. (This automatically checks **Hide spelling errors**.)

   o   **Hide spelling and grammar errors**: Check this box if you want to hide the red wavy lines that mark spelling and grammar errors. (This option is disabled if **Check spelling as you type** is unchecked.)
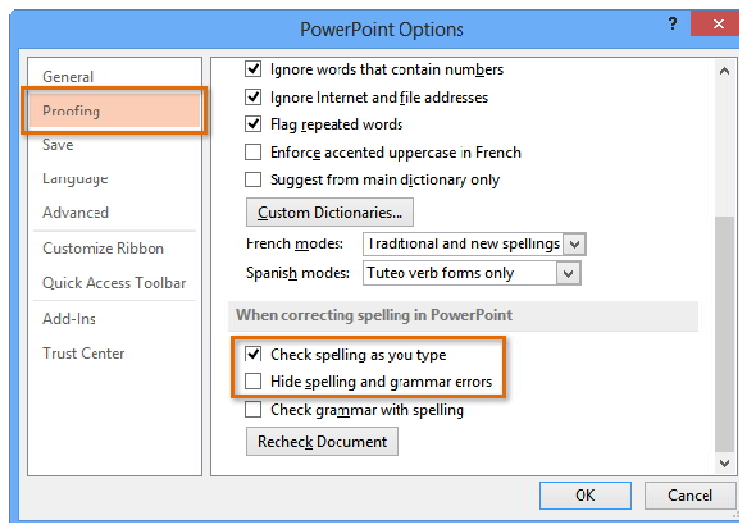
If you've turned off the automatic spell check, you can still run a check by going to the **Review** tab and clicking the **Spelling** command.

Modifying any settings in **PowerPoint Options**—including proofing—affects **all of PowerPoint**, not just your current presentation.

## Chapter-24   Reviewing Presentations

Introduction

Before presenting your PowerPoint, you might decide to ask someone else to look over it. The two of you might even collaborate on a presentation. If you were revising a hard copy of a report, you might add **comments** in the margins or **compare** your rough and final drafts side by side. You can also do these things in PowerPoint using the Comments and Compare features.

Commenting on presentations

When you are revising or collaborating on a presentation, you might want to make notes or suggestions without actually changing anything on the slide. Using **comments** allows you to take note of anything on a slide 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 **click on the area** of the slide where you want the comment to appear.
2.   Select the **Review** tab, then locate the **Comments** group.
3.   Click the **New Comment** command.

4.   The **Comments** pane will appear on the right side of the window. Type your comment.
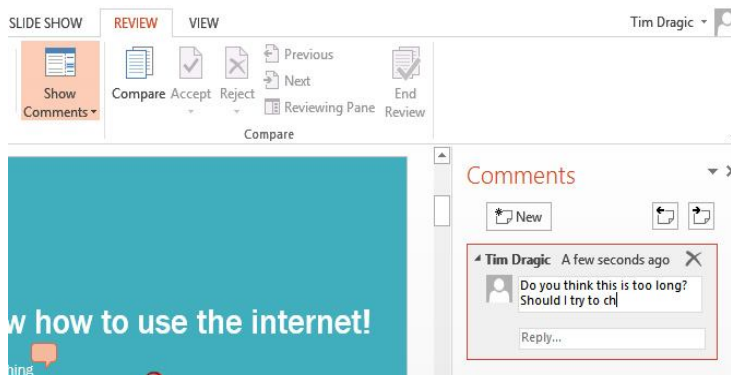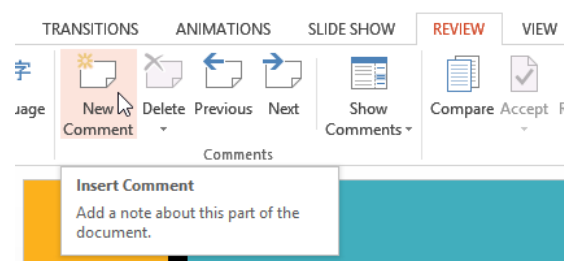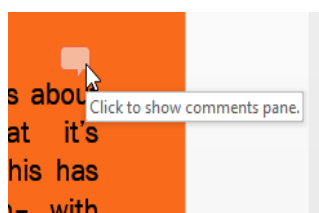
5.   Press **Enter** or click anywhere on the slide to return to your presentation.

Added comments show up as small **thumbnails** rather than full-sized notes. To read a comment, click the thumbnail to open the **Comments** pane.
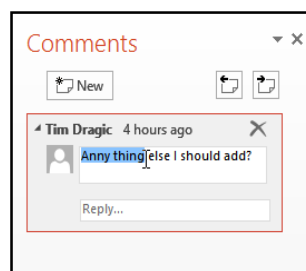
To edit a comment:

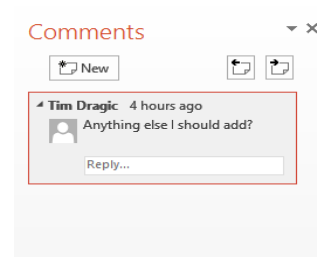1.   Select the comment you want to edit by clicking the **comment thumbnail**.

2.   The **Comments** pane will appear

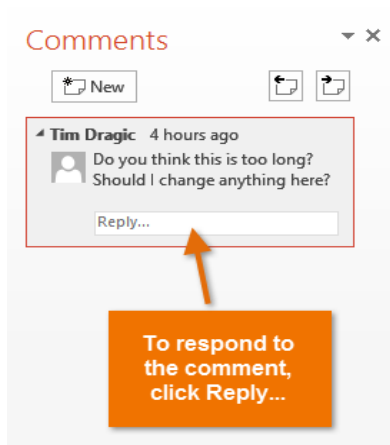3.   Make the desired changes.

4.   Press **Enter** or click anywhere on the slide, and the comment will update to reflect your edits.
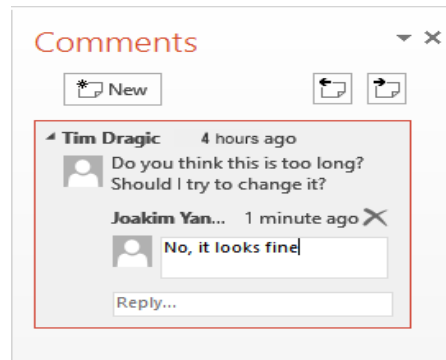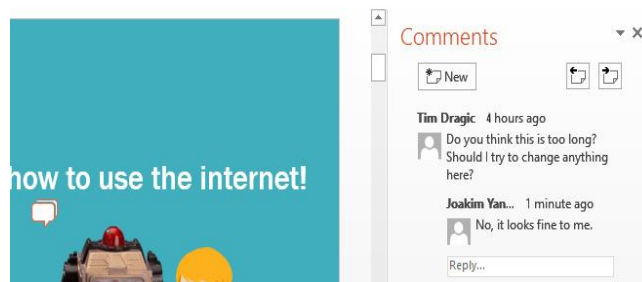
To respond to a comment:

1.   Click the **thumbnail** of the comment you want to edit. The **Comments** pane will appear.

2.   The selected comment will be highlighted. Click **Reply...**

3.   Type your comment.

4.   Press **Enter** or click anywhere on the slide. The new comment will appear below the original comment, and a new thumbnail will appear on the slide.
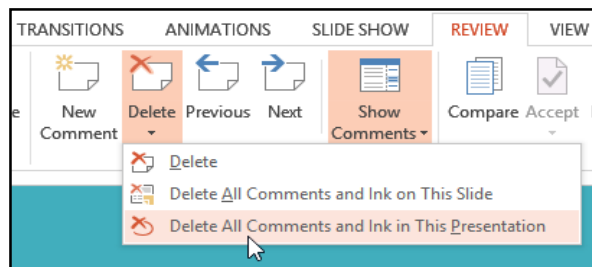
To delete a comment:

1.   Select the comment you want to delete.

2.   From the **Review** tab, click the **Delete** command.

To delete multiple comments, click the **Delete** drop-down arrow and select **Delete All Comments and Ink on This Slide** or **Delete All Comments and Ink in This Presentation**.
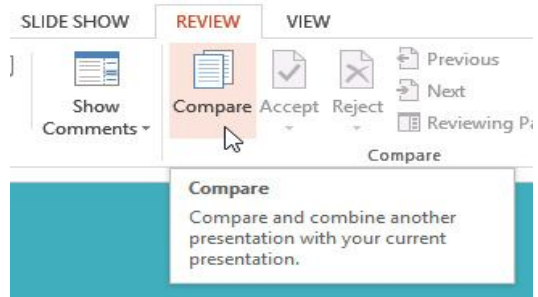
Comparing presentations

If you are collaborating on a presentation or asking someone else to review your presentation, you might want to use the **Compare** feature. The **Compare** feature combines two versions of the same presentation. This allows you to see the differences between the two and decide which changes to include in the final version of your presentation.
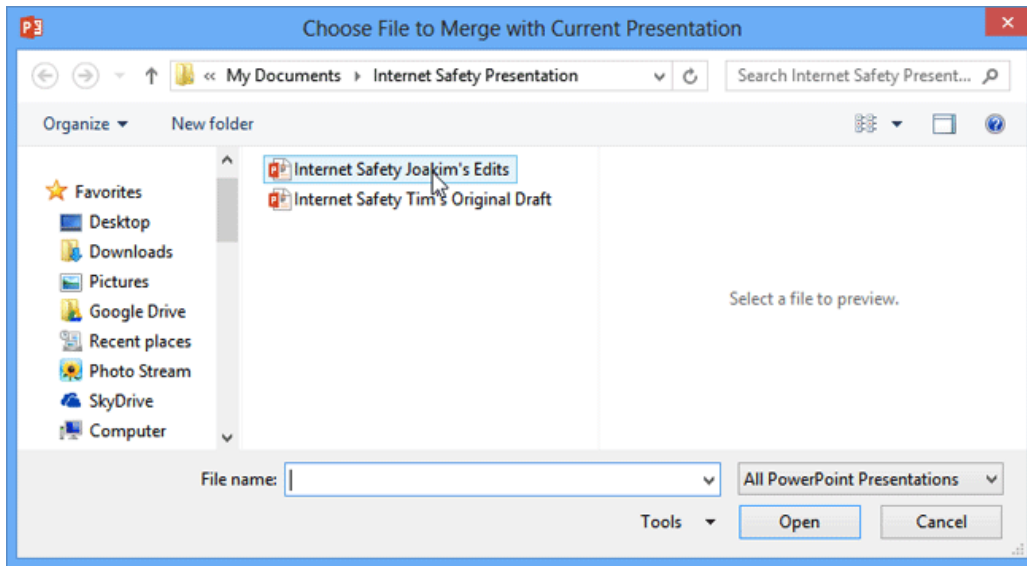
To compare two presentations:

Before you start, you'll need to have one version of the presentation open. When you're ready to compare, you'll select the second version.

1. Select the **Review** tab, then locate the **Compare** group.
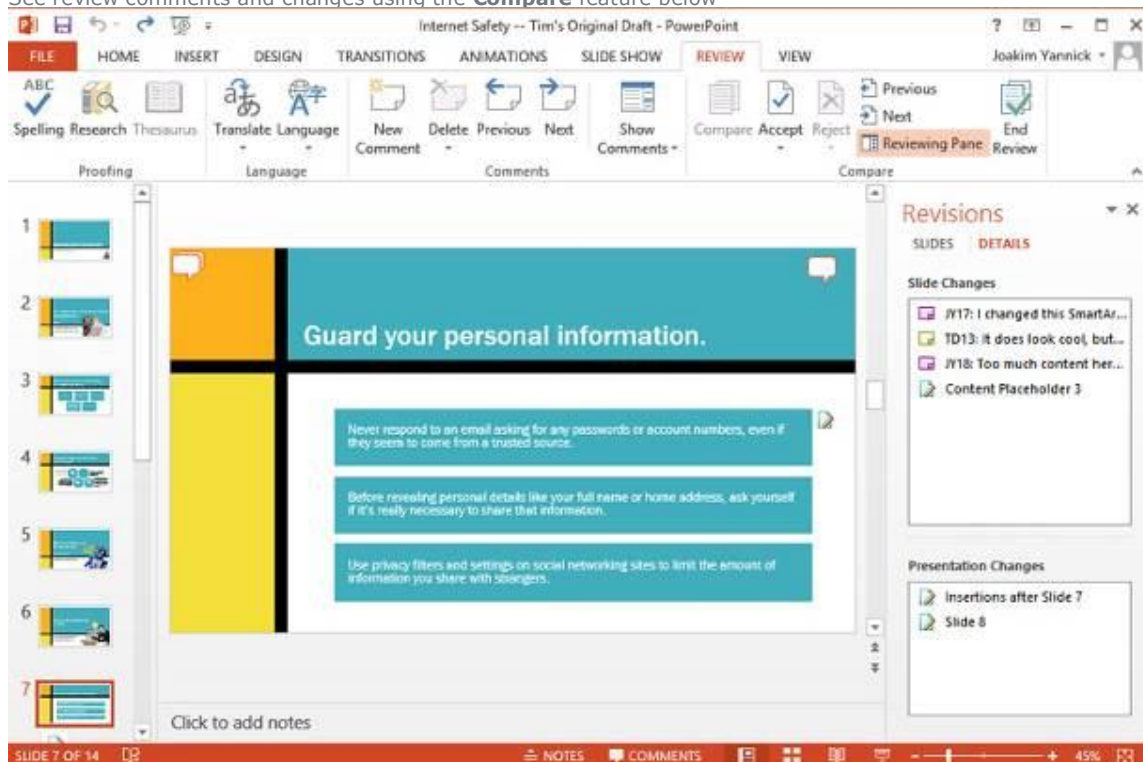2. Click **Compare**.

3. A dialog box will appear. Browse for and select the desired file.

4. Click **Open**.
5. The **Revisions** pane will appear, allowing you to compare the two presentations.

See review comments and changes using the **Compare** feature below-

Chapter-25   Finalizing 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 **finalize** and **protect** your presentation.

The Document Inspector

Whenever you create or edit a presentation, certain **personal information** may be added to the file automatically. You can use the **Document Inspector** to remove this type of information before sharing a presentation with others.

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 the Document Inspector.

To use the Document Inspector:

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

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

3.   The **Document Inspector** will appear. Check or uncheck the boxes, depending on the content you want to review, then click **Inspect**. In our example, we'll use the default selections.
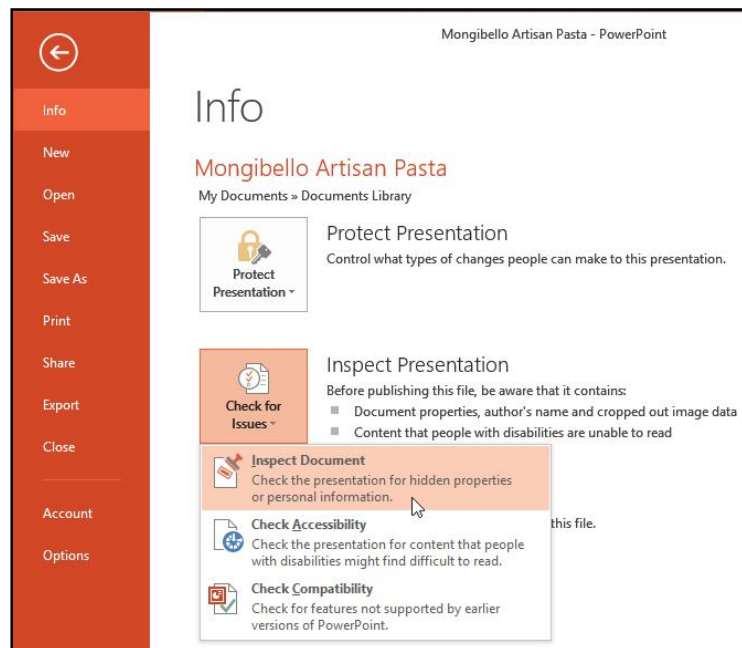
4. The **inspection results** will show an **exclamation mark** for any categories where it found potentially sensitive data, and it will also have a **Remove All** button for each of these categories. Click **Remove All** to remove the data.
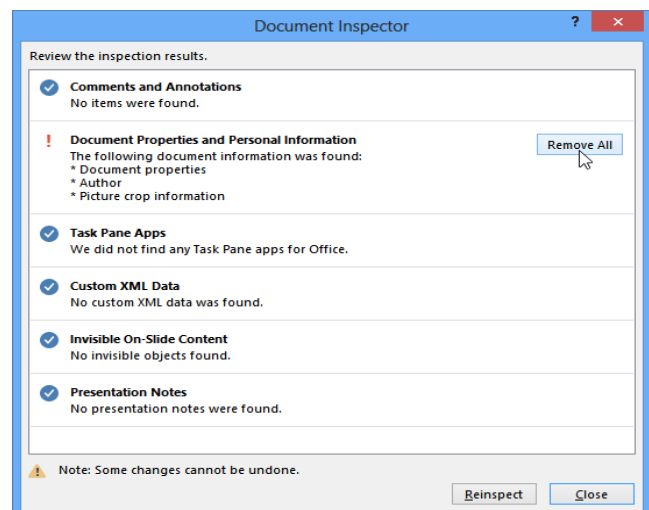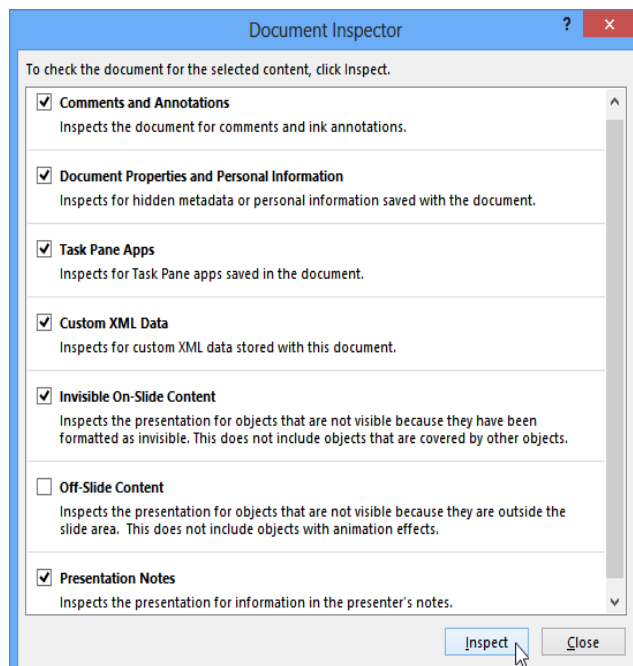
5. When you're done, click **Close**.
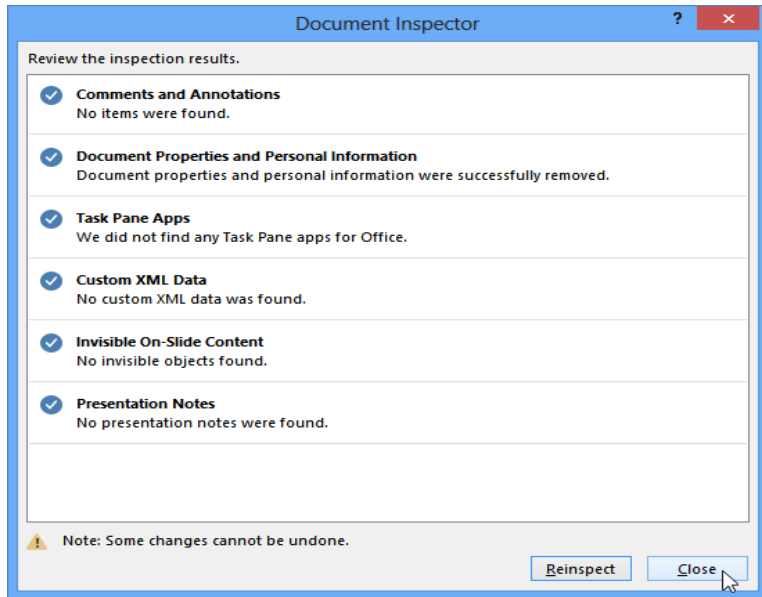
Protecting your presentation

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:

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

2. From the **Info** pane, click the **Protect Presentation** command.

3. 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.
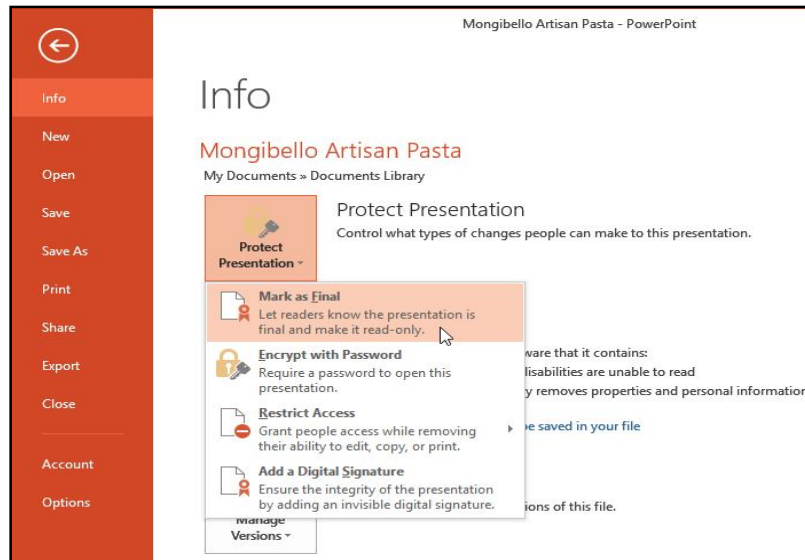
4. A dialog box will appear prompting you to save. Click **OK**.
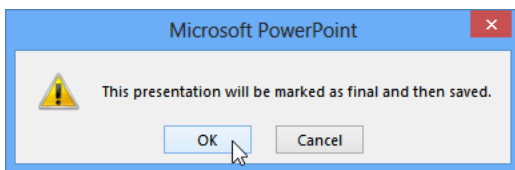
5. Another dialog box will appear. Click **OK**.
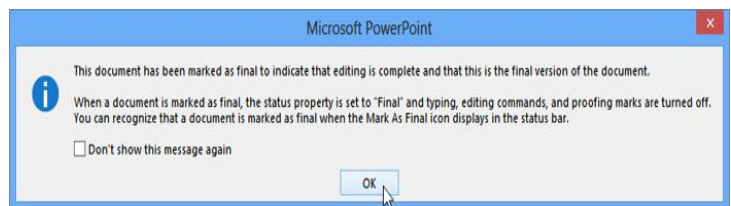
6. The presentation will be marked as final.

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

Chapter-26   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:

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.

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

2. Select **Colors**, then hover the mouse over the different theme colors to see a live preview.

3. Select the desired theme colors.

4. The presentation will update to show the new theme colors.
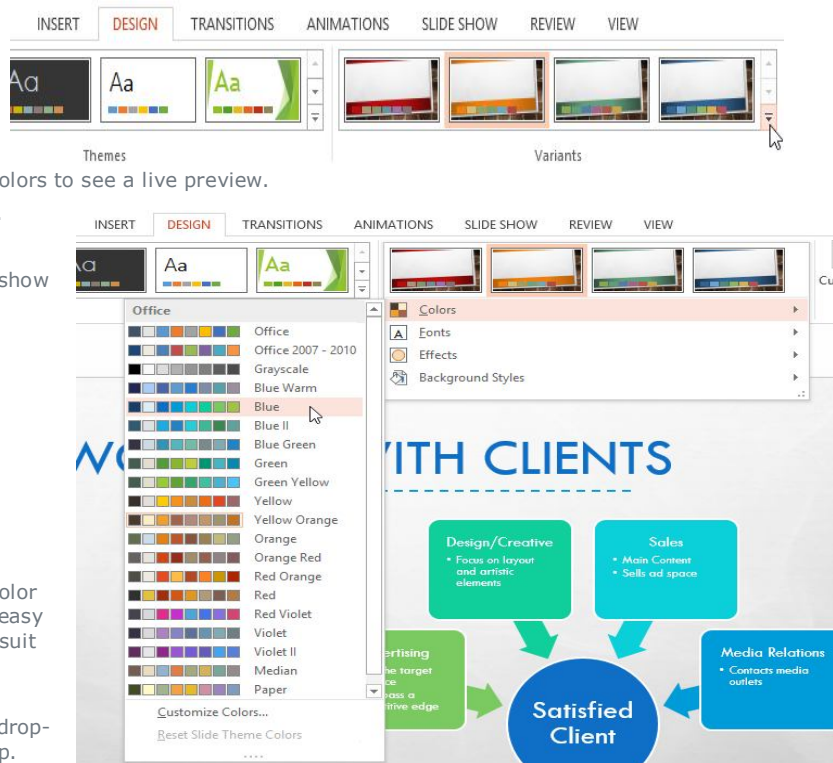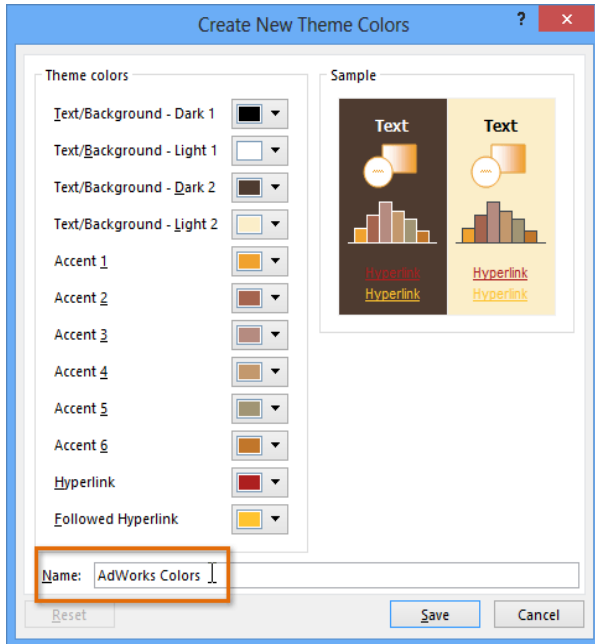
To customize theme colors:

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.

2. Select **Colors**, then click **Customize Colors**.

3. 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.
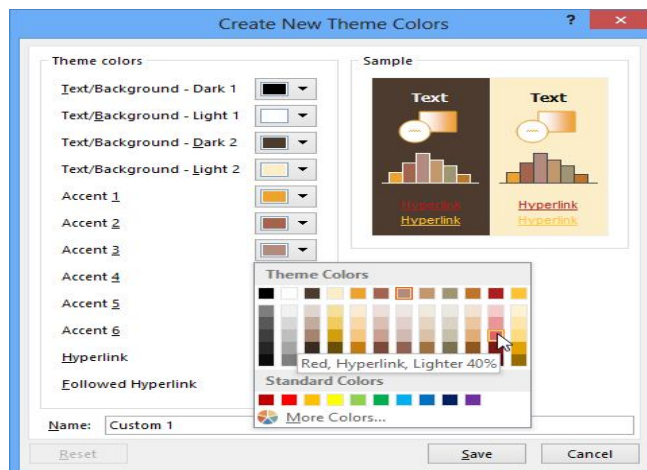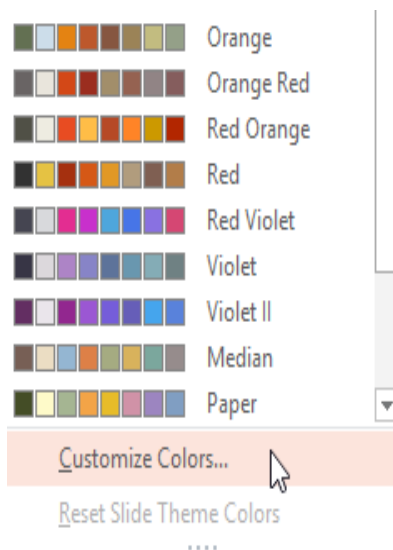
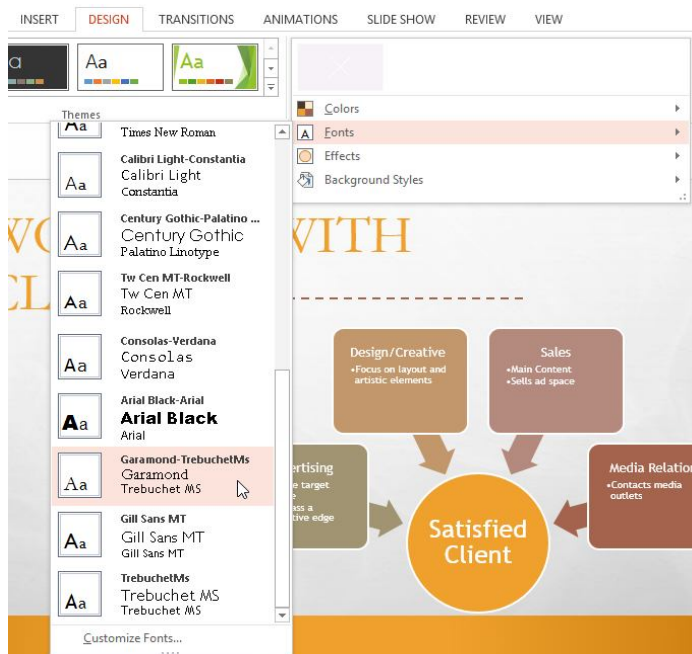4.   In the **Name:** field, type the desired name for the theme colors, then click **Save**.

5.   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.

2.   Select **Fonts**, then hover the mouse over the different theme fonts to see a live preview.
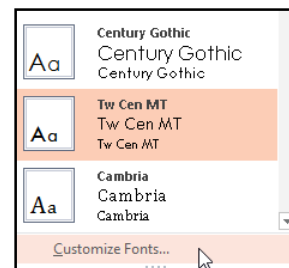
3.   Select the desired theme fonts.

4.   The presentation will update to show the new theme fonts.

To customize theme fonts:

If you have specific fonts in mind for a presentation, it's easy to choose your own theme fonts.
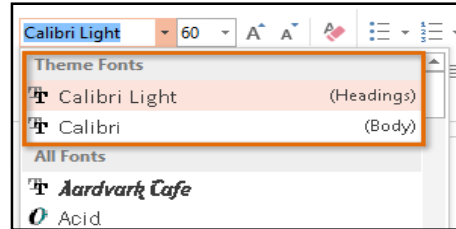
1.   From the **Design** tab, click the drop-down arrow in the **Variants** group.

2.   Select **Fonts**, then click **Customize Fonts**.

3. 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.

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

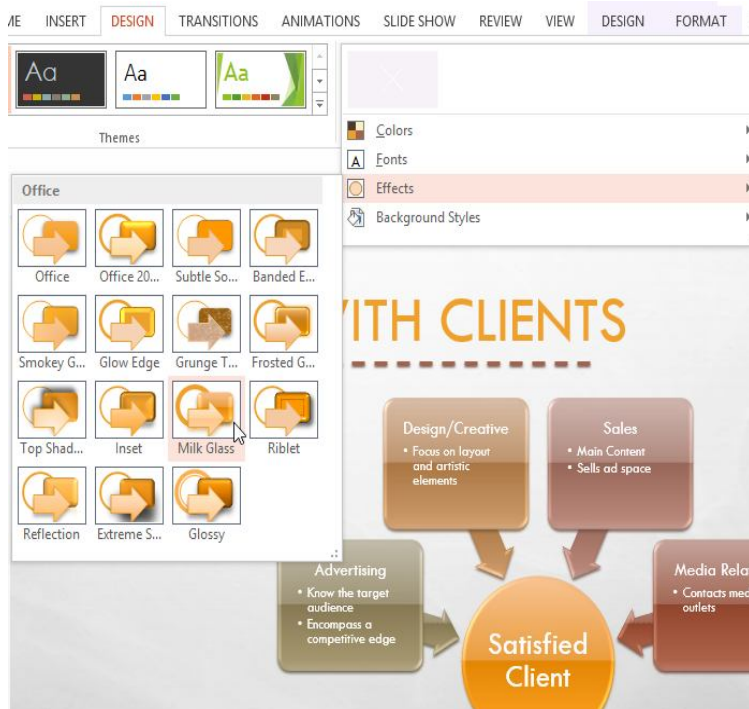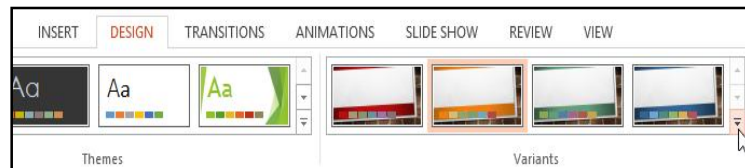5. The presentation will update to show the new custom theme fonts.
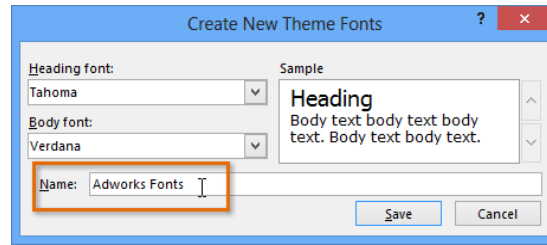
Changing the theme fonts will not necessarily update all text in your presentation. Only text using the **current theme fonts** will update when you change the theme fonts.

To select new theme effects:

PowerPoint makes it easy to apply **new theme effects**, which can quickly change the appearance of **shapes** in your presentation.

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

2. Select **Effects**, then hover the mouse over the different **theme effects** to see a live preview.

3. Select the desired theme effects.

4. The presentation will update to show the new theme effects.

Applying new theme effects will change the different **shape styles** available from the **Format** tab when editing a shape or SmartArt graphic.
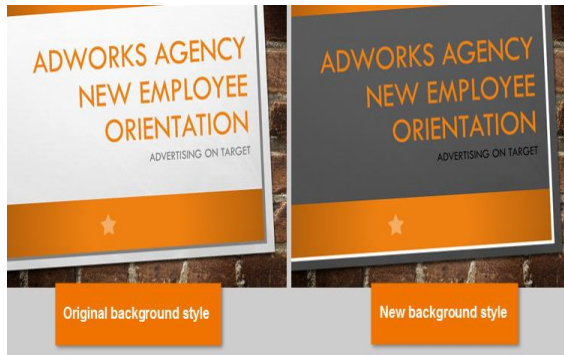
Background styles

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.

To apply a background style:

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

2. Select **Background Styles**.

3. Select the desired style. The available styles will change depending on the current **theme colors**.

4. The new background will appear in each slide of your presentation. As you can see in the example below, changing the background style will not affect **background textures**.

Original background style   New background style
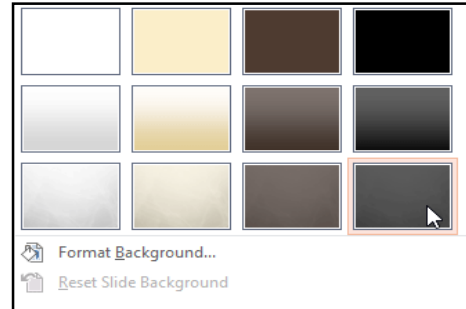
If you want even more control over the background, click the **Format Background** command on the **Design** tab.

Different themes also include different **slide layouts** and **background graphics**. We'll talk about how to customize these in the **Slide Master View** lesson.

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.
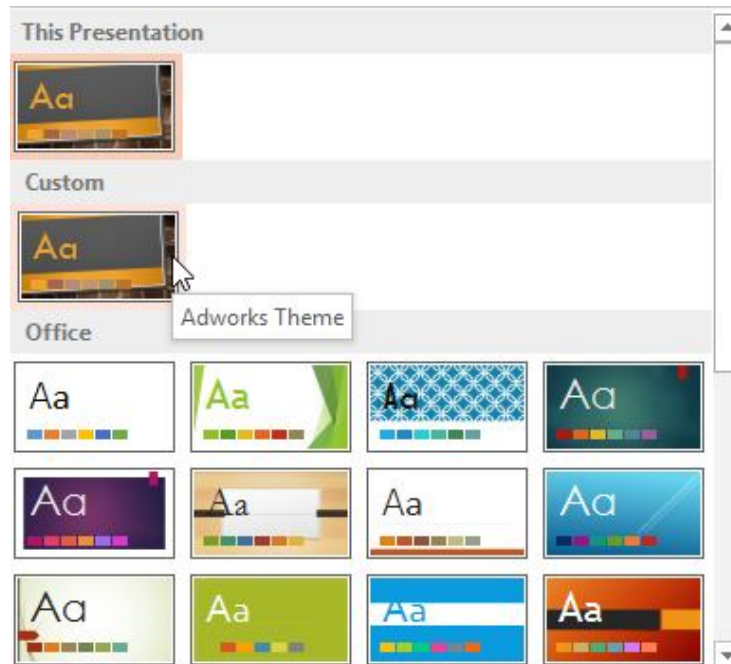

To save a theme:

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

2. Click **Save Current Theme**.
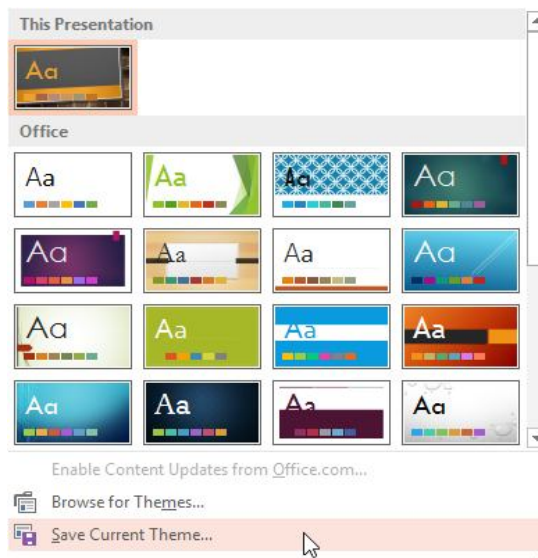
3.   A dialog box will appear. Type a **file name**, then click **Save**.
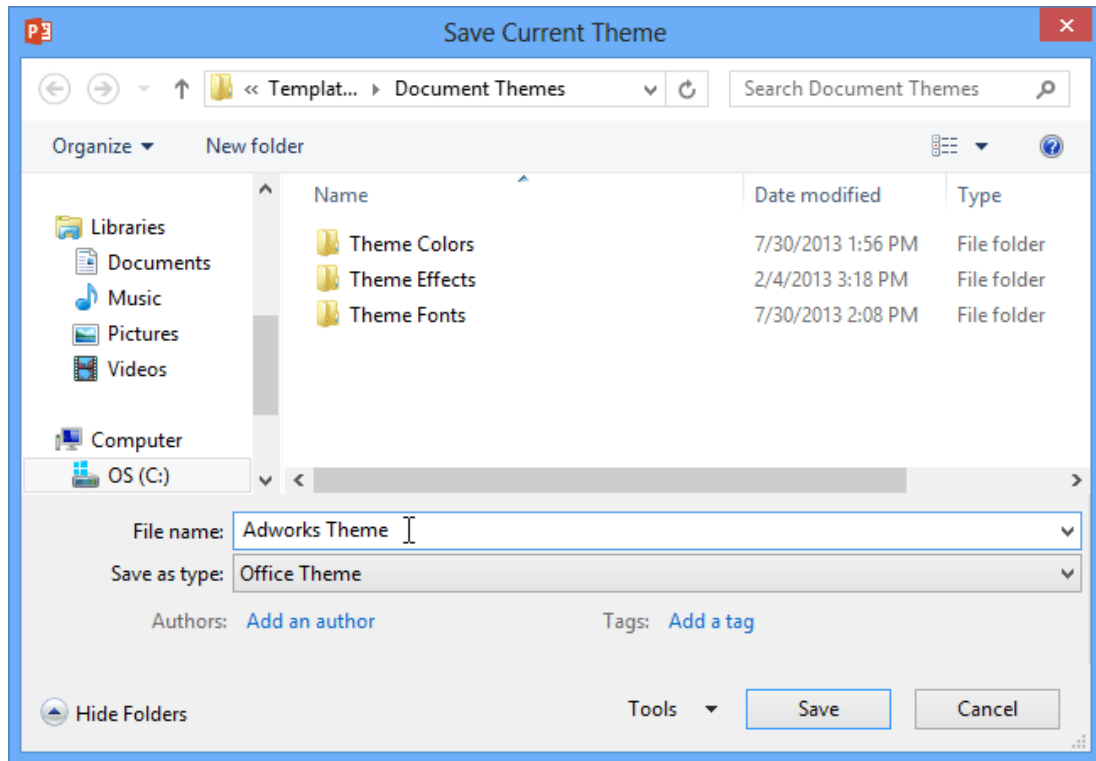
4.   When you click the drop-down arrow in the **Themes** group, you'll see the custom theme under **Custom**.

Custom themes have another unique and powerful feature: Any custom theme you save in PowerPoint can actually be used in **other Microsoft Office applications**, such as Word and Excel.

Chapter-27   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 the slide layouts. You could use Slide Master view to customize the layouts exactly the way you want them to look.

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.
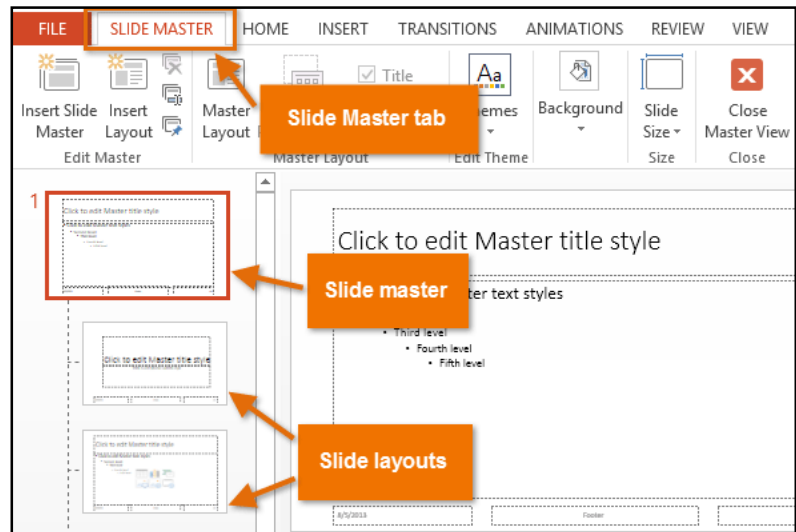
Using Slide Master view

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:** Rather than 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**.

Some overall presentation changes—like customizing the **theme fonts** and **theme colors**—can be made quickly from the **Design** tab. Review our lesson on **Modifying Themes** to learn more.
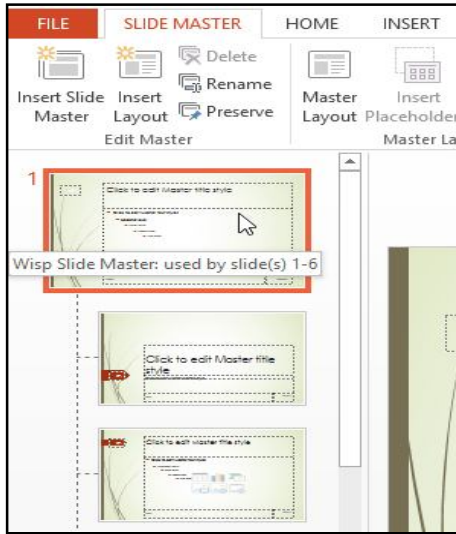
To make changes to all slides:

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.

1.   Select the **View** tab, then click the **Slide Master** command.
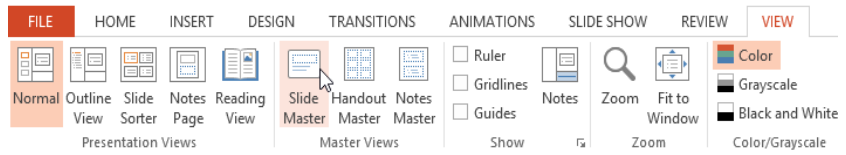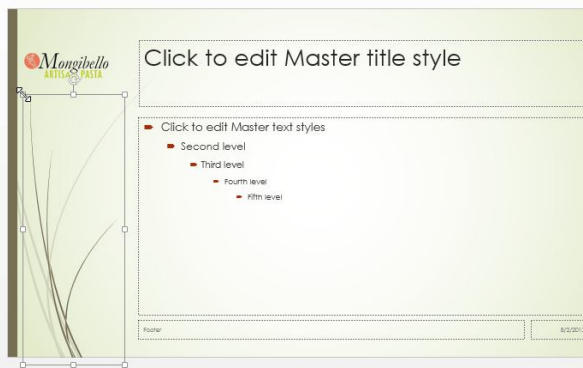
2.   The presentation will switch to **Slide Master view**, and the **Slide Master** tab will be selected on the Ribbon.

3.   In the left navigation pane, scroll up and select the **first slide**. This is the **slide master**.

4.   Use the desired **tabs** on the Ribbon to make changes to the Slide Master. In our example, we'll **insert a picture** in the upper-left corner of the slide.
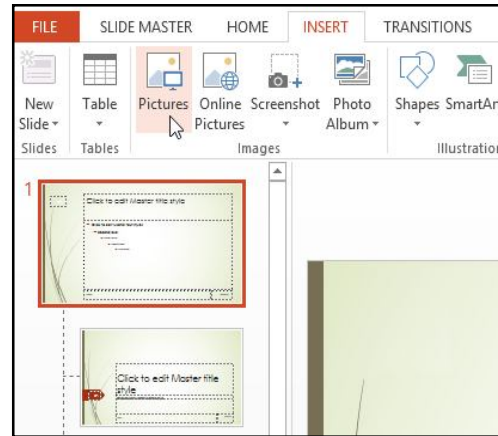
5.   **Move**, **resize**, or **delete** other slide objects as needed. In our example, we'll resize the **background graphic** to fit below our newly inserted logo.

6.   When you're finished, click the **Close Master View** command on the **Slide Master** tab.
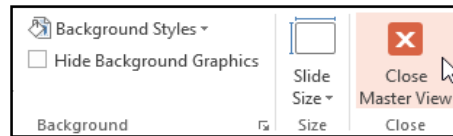
7.   The change will appear on all slides of the presentation.

When you make a change to the Slide Master, it's a good idea to review your presentation to see how it affects each slide. You may find that some of your slides don't look exactly right. On the next page, we'll show you how to fix this by customizing individual slide layouts. If you're inserting a **background graphic**, you may want to send it **behind** all other objects on the slide. Right-click the object, select **Send to Back**, then click **Send to Back**. Review our lesson on **Arranging Objects** to learn more.

Now it's your turn! Try adding or moving a shape on the Slide Master and see how it affects the rest of your slides.
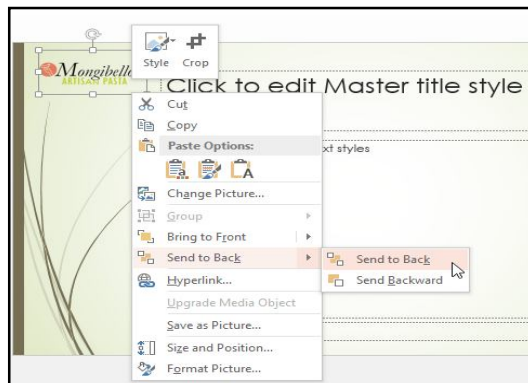
Customizing slide layouts

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 overlaps a background graphic in the **Content with Caption Layout**. We'll customize this layout to make room for the logo.

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**.
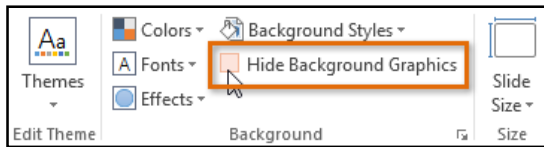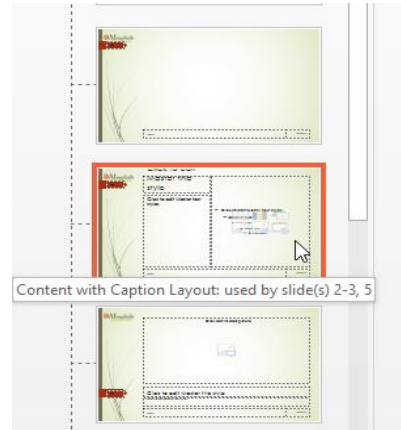
4. Add, move, or delete any **objects** as desired. In our example, we'll move the red arrow to better show our new logo.

5. If you want to change the arrangement of the placeholders, you can move, resize, or delete any of them. In our example, we'll move our placeholders down to align with the red arrow.
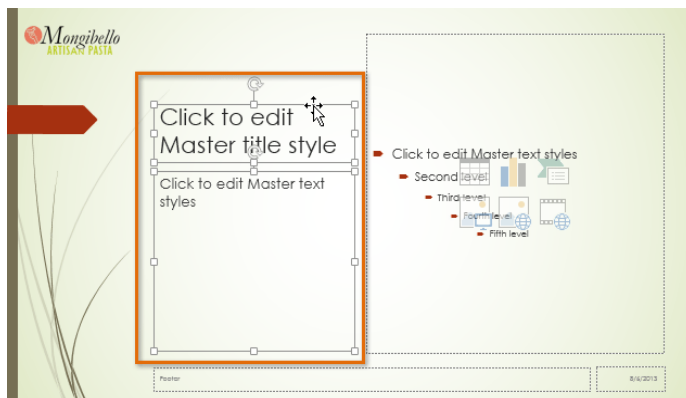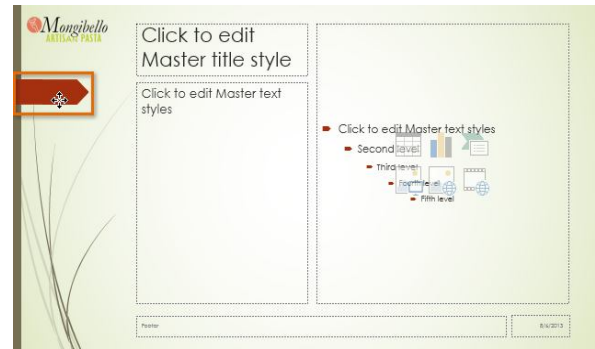
6. When you're finished, click the **Close Master View** command on the **Slide Master** tab.
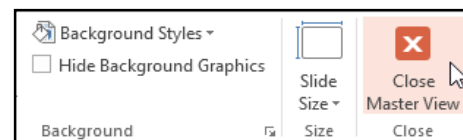
7. All slides using the layout will be updated.
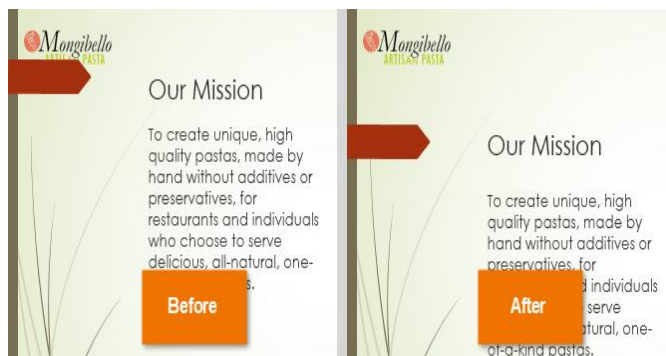
To add a new slide with the customized layout, click the **bottom half** of the **New Slide** command, then select the desired layout.
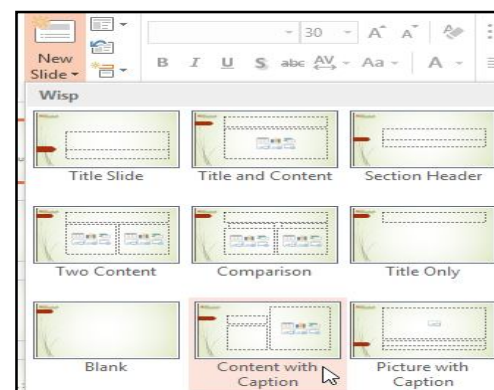
You can also move placeholders on the **Slide Master**, which will move the placeholders on multiple slide layouts at the same time. However, some slide layouts may still need to be adjusted manually.

## Customizing text formatting

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.

Each title placeholder is **connected** to the master title style on the Slide Master. As you can see in the example below, modifying the font on the Slide Master changed the title font on each slide.
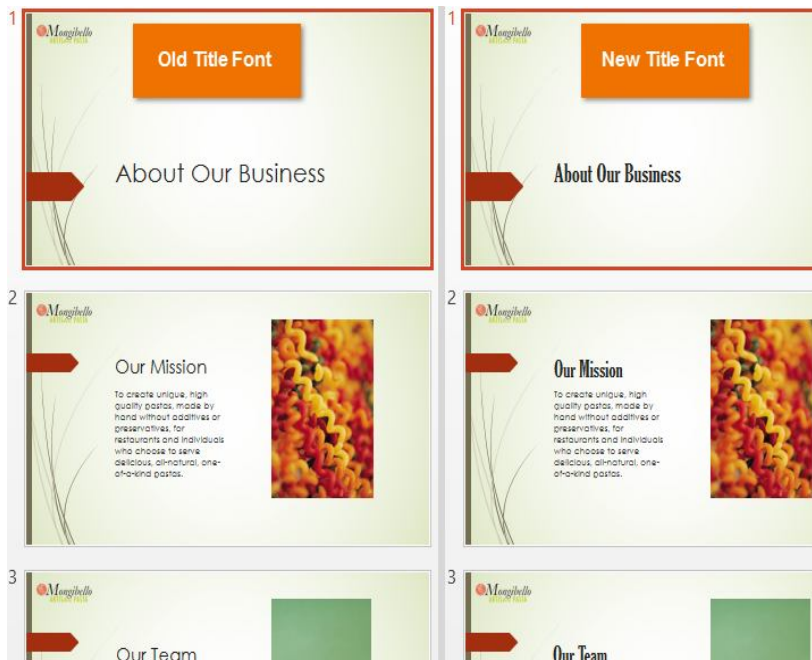
Rather than customizing individual placeholders, you could change the **theme fonts** for a presentation. From the **Slide Master** tab, click the **Fonts** command in the **Background** group, then select the desired fonts.
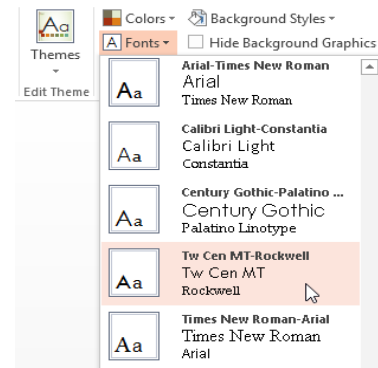
Creating new slide layouts

One of the most powerful features of Slide Master view is the option to create **new slide layouts**. This is an easy way to add interesting and unique slide layouts to an existing theme. You could even use this feature to design an entirely **new theme**, as in the example below.

To insert a new slide layout:

1.   Navigate to **Slide Master view**.
2.   From the **Slide Master** tab, click the **Insert Layout** command.

3.   A new slide layout will appear.
4.   The layout will include **Title** and **Footer** placeholders by default. Click the **Title** and **Footers** boxes in the **Master Layout** group to toggle these placeholders on and off.
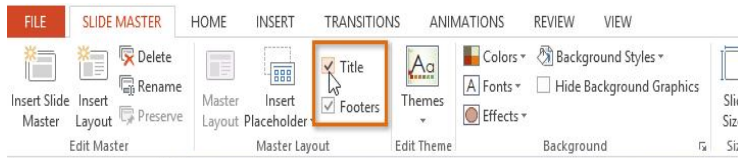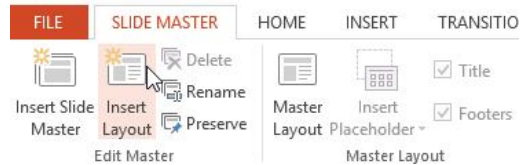
5.   Click the **bottom half** of the **Insert Placeholder** command, then select the desired placeholder type. We recommend using the **Content** placeholder most of the time because it can be used for any type of slide content.
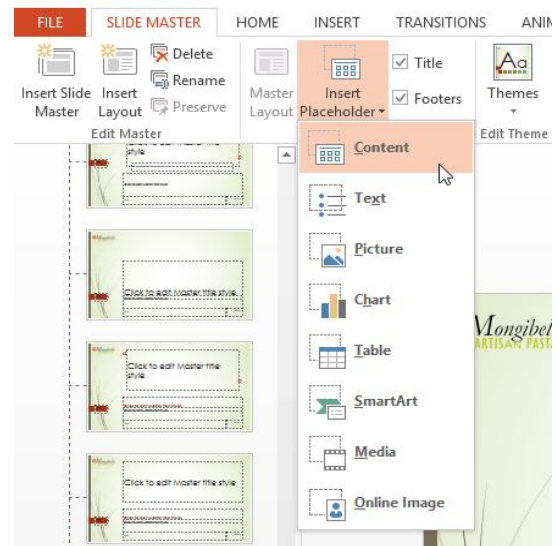
6.   Click and drag to draw the placeholder on the slide. You can add more placeholders if desired.

7.   Using the other tabs on the Ribbon, you can also add background graphics, shapes, or pictures to the slide layout.

To rename a custom layout:

You'll want to give your custom layout a **unique name** so it will be easy to find.

1.   Navigate to **Slide Master view**.
2.   Select the desired layout, then click the **Rename** command.

3.   A dialog box will appear. Type the desired name, then click **Rename**.
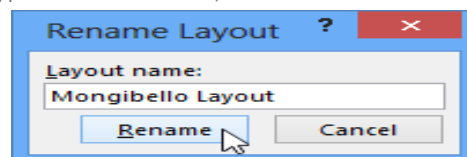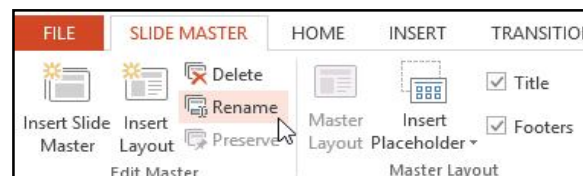
To use a custom layout:

Once you've created a custom slide layout, it's easy to add a new slide with that layout to your presentation.

1.   If you're currently in Slide Master view, click the **Close Master View** command on the **Slide Master** tab.

2.   From the **Home** tab, click the **bottom half** of the **New Slide** command, then select the custom layout from the menu that appears.
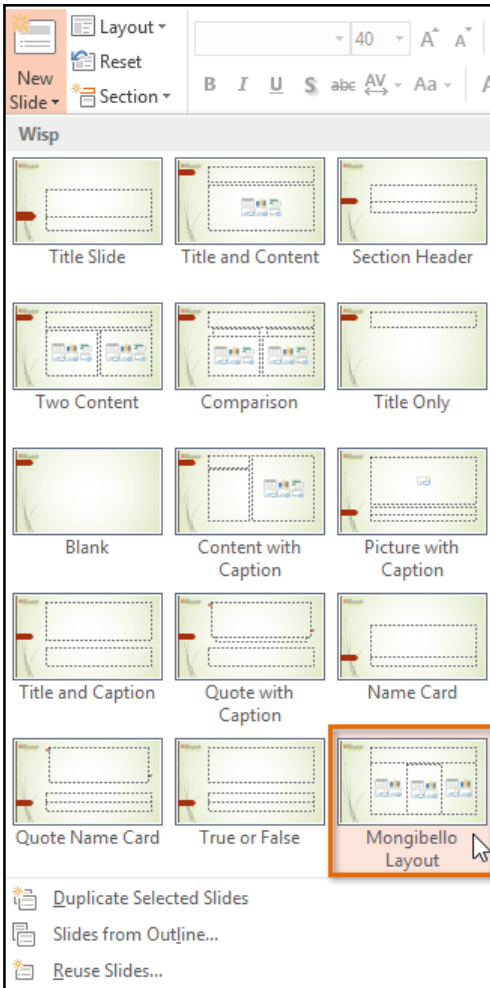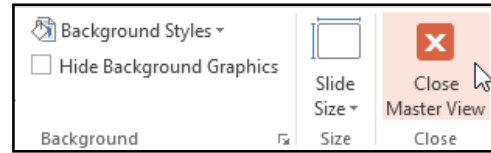
PowerPoint also allows you to add new placeholders to an **existing** slide layout. In the example below, we're adding a **Picture** placeholder to the **Section Header** layout.
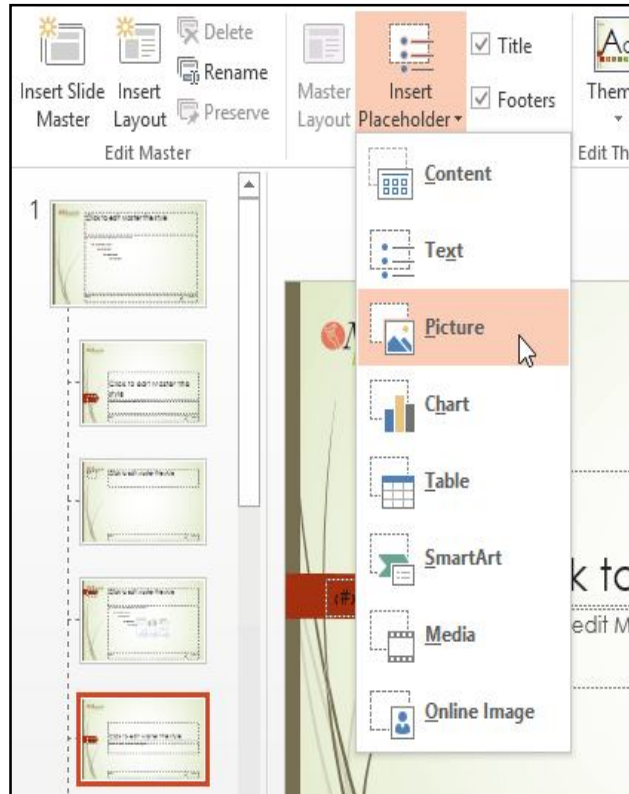
Using custom layouts in other presentations

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:

- Select the the **Slide Master** tab, click the **Themes** command, then select **Save Current Theme** from the drop-down menu.
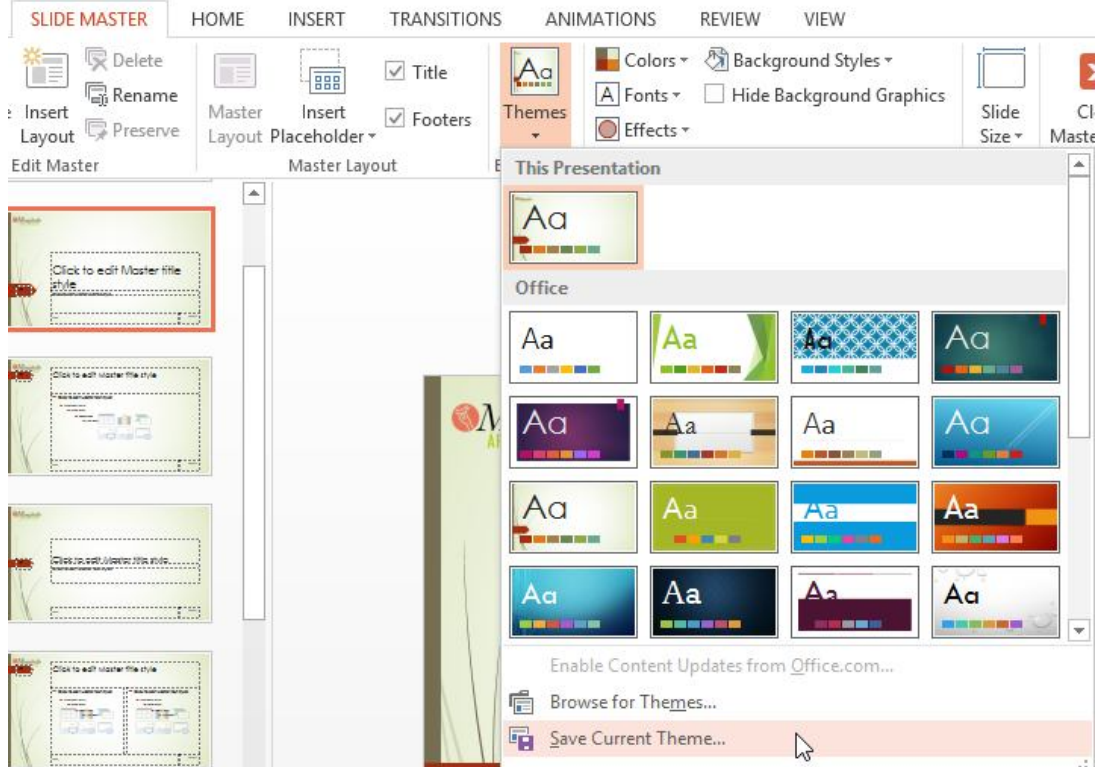
If you're not in Slide Master view, you can save the theme from the **Design** tab. Just click the drop-down arrow in the **Themes** group, then select **Save Current Theme**.
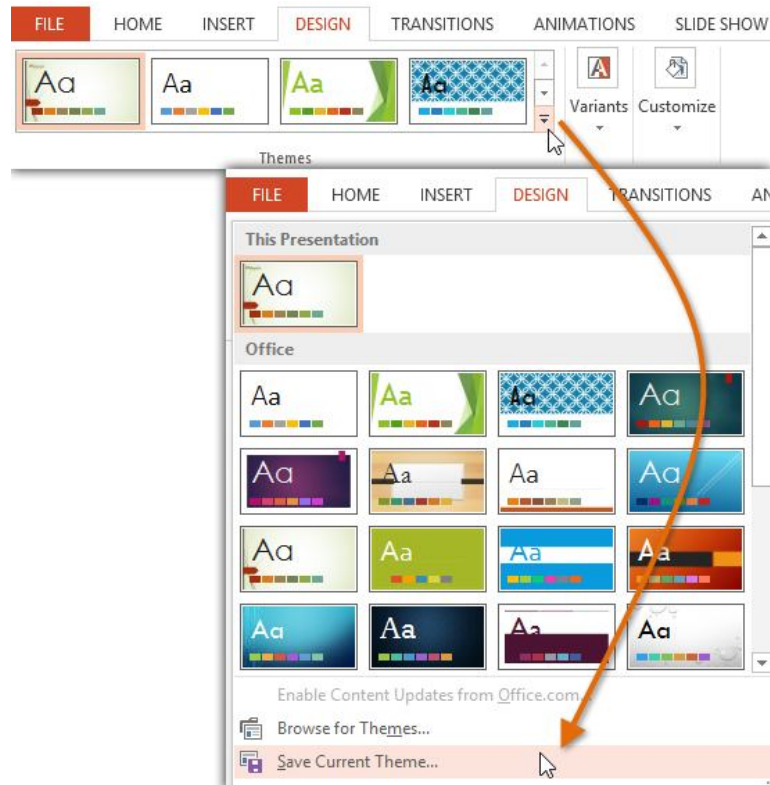
Chapter-28   Hyperlinks and Action Buttons

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. It's easy to do all of this using two tools: hyperlinks and action buttons.

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 shape). For example, the address could be **https://www.youtube.com**, 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.
2.   Right-click the selected text or image, then click **Hyperlink**.

3.   The **Insert Hyperlink** dialog box will open. You can also get to this dialog box from the **Insert** tab by clicking **Hyperlink**.
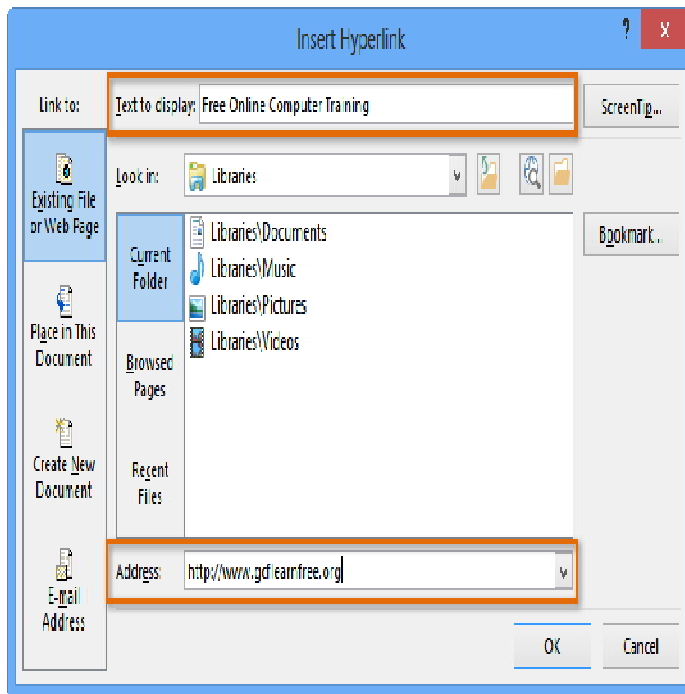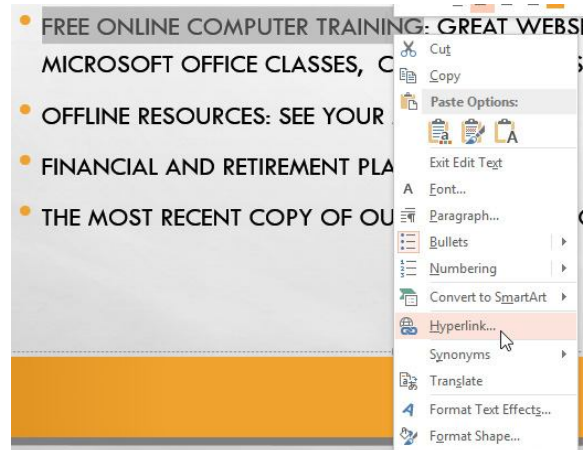
4.   If you selected text, the words will appear in the **Text to display** field at the top. You can change this text if you want.
5.   Type the address you want to link to in the **Address** field.
6.   Click **OK**. The text or image you selected will now be a hyperlink to the web address.
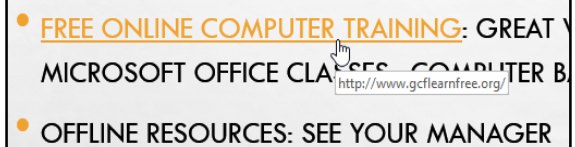
To insert a hyperlink to an email address:

1.   Right-click the selected text or image, then click **Hyperlink**.
2.   The **Insert Hyperlink** dialog box will open.
3.   On the left side of the dialog box, click **Email Address**.

4.   Type the email address you want to connect to in the **Email Address** box, then click **OK**.
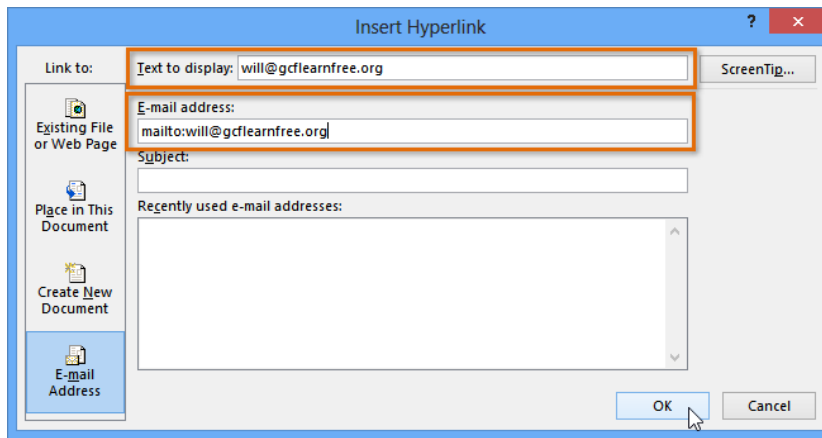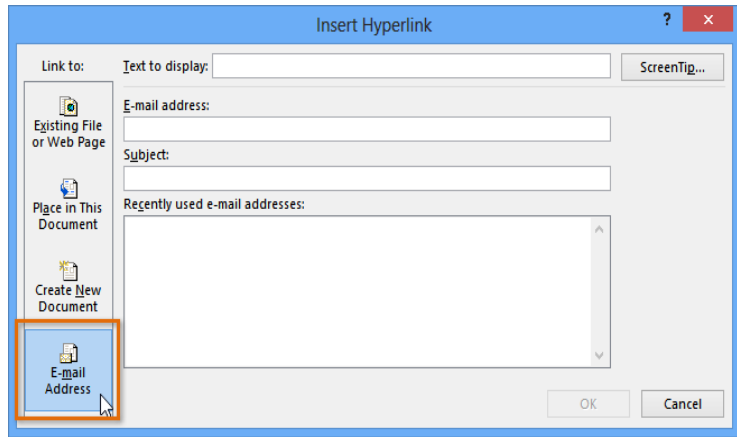

PowerPoint often recognizes email and web addresses as you type and will format them as hyperlinks automatically after you press the **Enter** key or **spacebar**.

To open and test a hyperlink

1.   After you create a hyperlink, you should **test** it. Right-click the hyperlink, then click **Open Hyperlink**.

2.   Your web browser should open and then navigate to the linked page. If it does not work, check the hyperlink address for any misspellings.

To open a hyperlink while viewing your slide show, click the hyperlink.
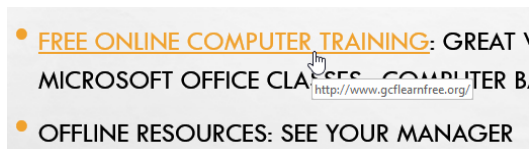
To remove a hyperlink:

1.   Right-click the hyperlink.
2.   Click **Remove Hyperlink**.
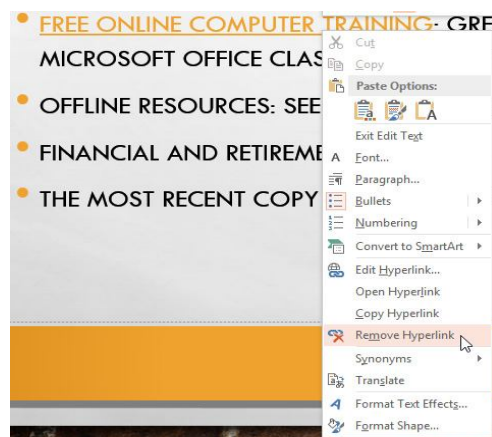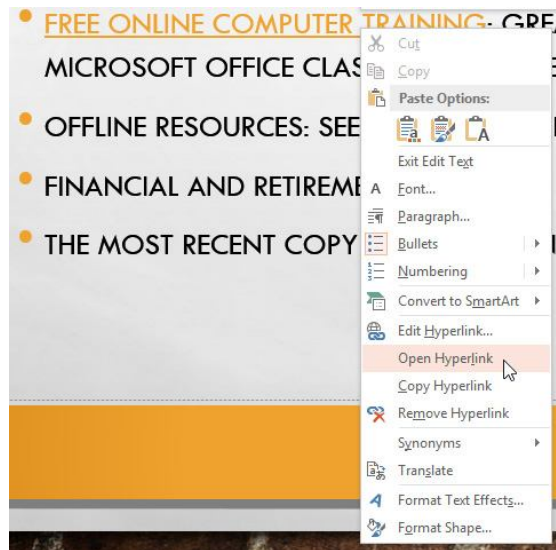
More hyperlinks

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.

To insert a hyperlink to another slide:

1.   Right-click the selected text or image, then click **Hyperlink**.
2.   The **Insert Hyperlink** dialog box will appear.
3.   On the left side of the dialog box, click **Place in this Document**.
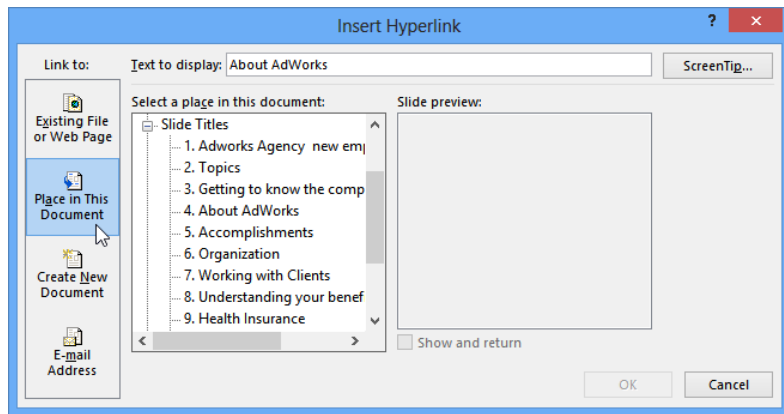
4.   A list of the other slides in your presentation will appear. Click the name of the slide you want to link to.
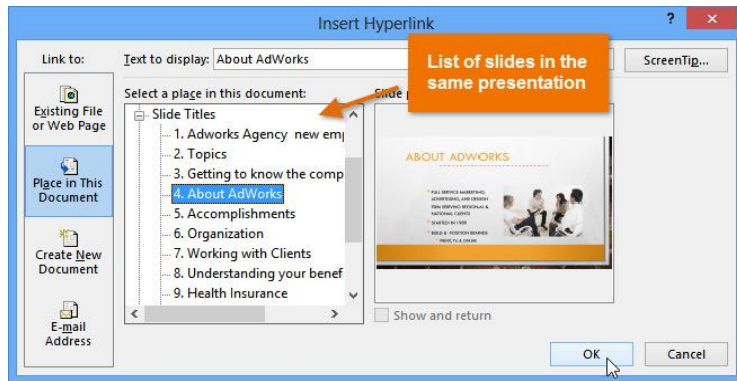
5.   Click **OK**. The text or image will now be a hyperlink to the slide you selected.

To insert a hyperlink to another file:

1.   Right-click the selected text or image, then click **Hyperlink**. The **Insert Hyperlink** dialog box will appear.
2.   On the left side of the dialog box, click **Existing File or Webpage**.
3.   Click the drop-down arrow to browse for your file.
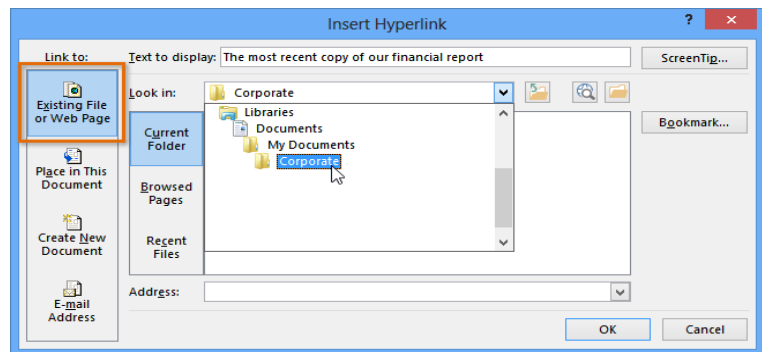
4.   Select the desired file.

5.   Click **OK**. The text or image will now be a hyperlink to the file you selected.
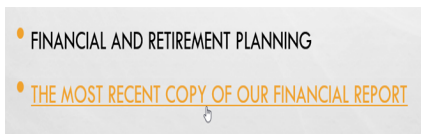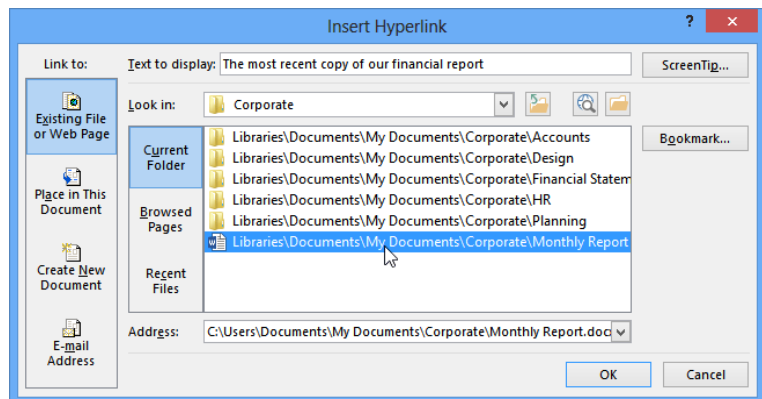
If you plan on displaying your presentation on a different computer than you used to create it, your hyperlink to another file may not work. Make sure you have a copy of the linked file on the computer you are using to present, and always test hyperlinks before giving a presentation.

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.
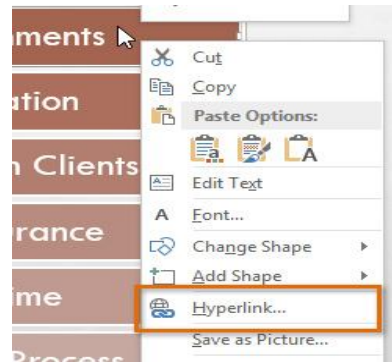
Inserting action buttons

Video: Using Action Buttons

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 button 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 moves over the button, the selected action will occur. Action buttons can do many of the same things as hyperlinks. Their easy-to-understand style makes them especially useful for self-running presentations at booths and kiosks.

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.

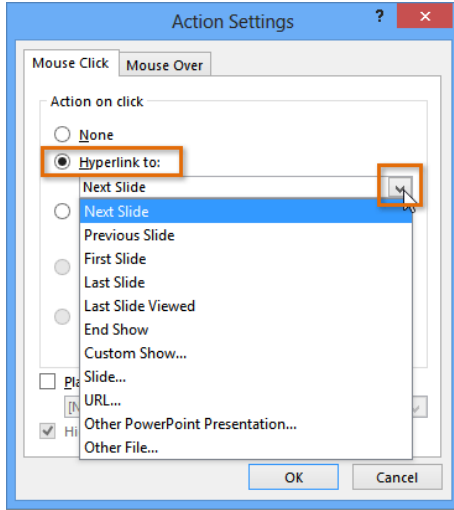**To insert an action button on one slide:**

1. Click the **Insert** tab.
2. Click the **Shapes** command in the Illustrations group. A drop-down menu will appear with the **action buttons** located at the very bottom.
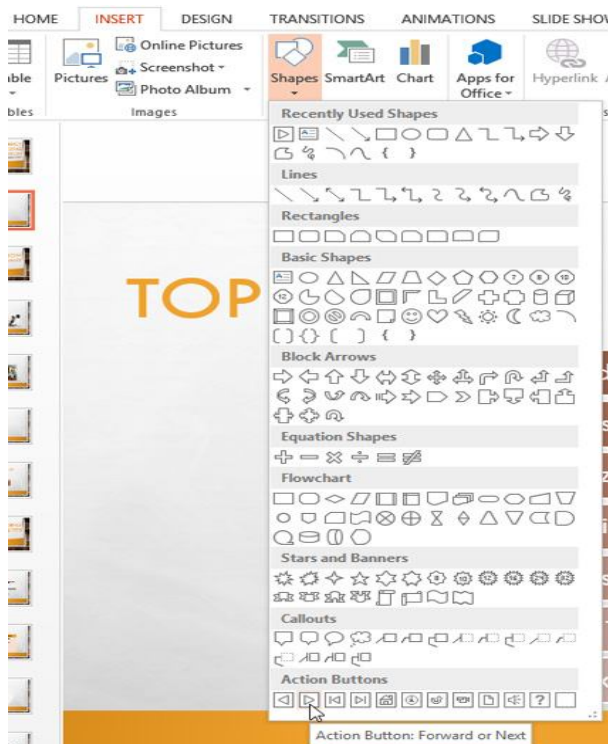
3. Select the desired **action button**.

4. Insert the button onto the slide by clicking the desired location. The **Action Settings** dialog box will appear.

5. 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.
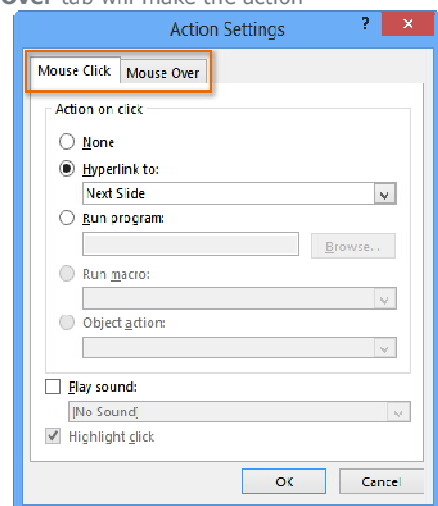
6.　　In the **Action on click** section, select **Hyperlink to:** then click the drop-down arrow and choose an option from the menu.

7.　　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.
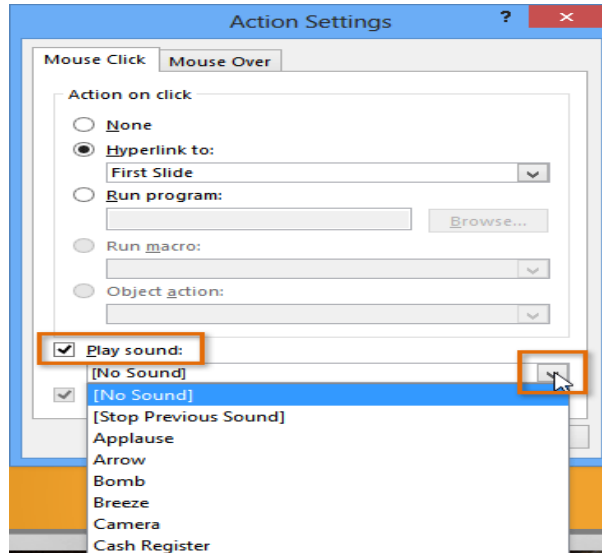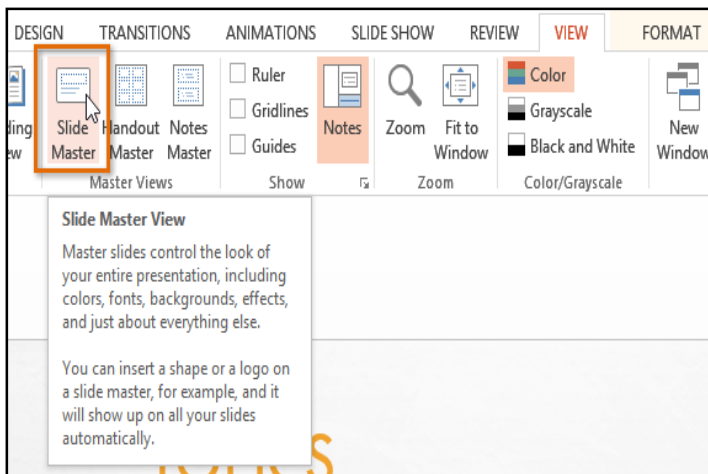
8.　　Click **OK**.

To insert an action button on all slides:

1.　　Click the **View** tab.

2.　　In the **Master Views** group, click the **Slide Master** command. A blank slide in the style of your presentation will appear. Don't worry about changing anything else.

3.　　Go to the **Insert** tab, and follow the instructions above to insert an **action button**.

4.　　Return to the **Slide Master** tab, and click **Close Master View**. The new action button will now be on every slide.
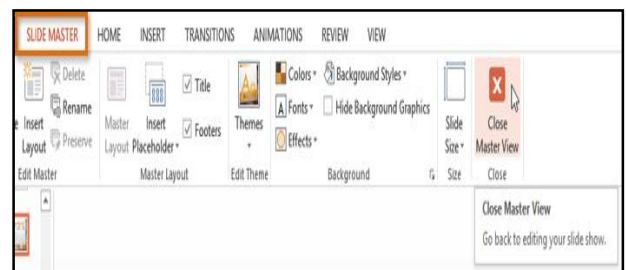
To edit, move, or delete an action button inserted this way, click the **View** tab, then **Slide Master**. Click **Close Master View** after making the desired changes.

To test an action button:

After you create an action button, you should **test** it.

1. Click the **Slide Show** tab.
2. In the **Start Slide Show** group, click **From Current Slide**.

3. Click your action button.
4. After you have tested it, right-click anywhere on the screen and select **End Show**.
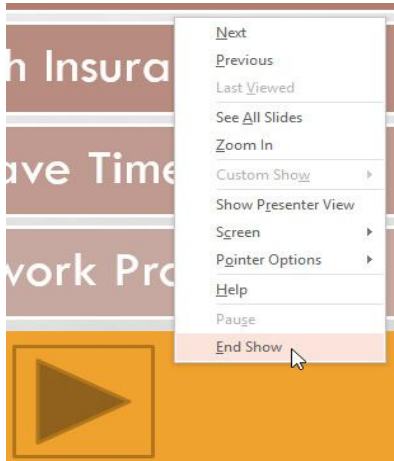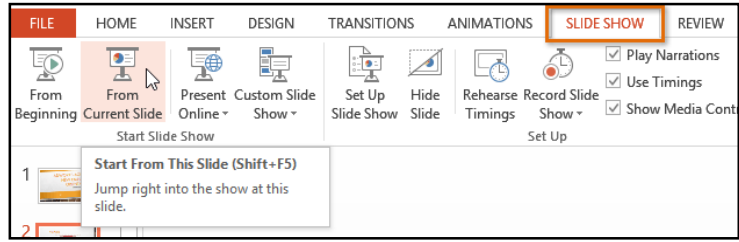
5. If your action button did not work as you intended, follow the instructions below to **edit** it.

To edit an action button:

1. Select the action button.
2. Click the **Insert** tab.
3. In the **Links** group, click the **Action** command. The **Actions Settings** dialog box will appear.

4. Edit the action or hyperlink.
5. Click **OK**.
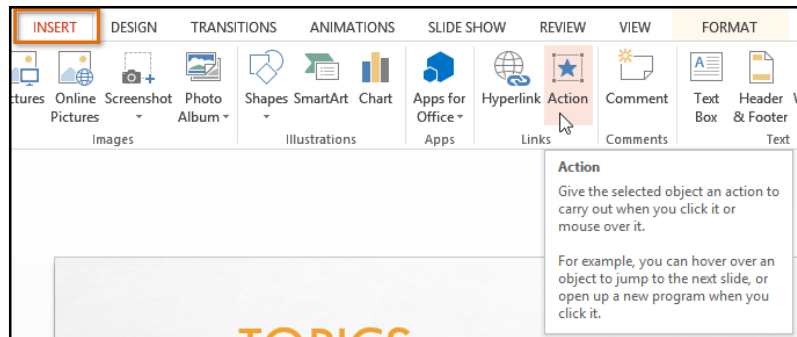
To change the appearance of an action button:

1. Select the action button.
2. Click the **Format** tab.
3. To change the button **style** or **color**, use the tools in the **Shape Styles** group.
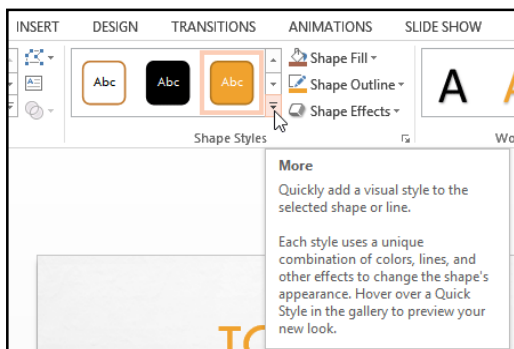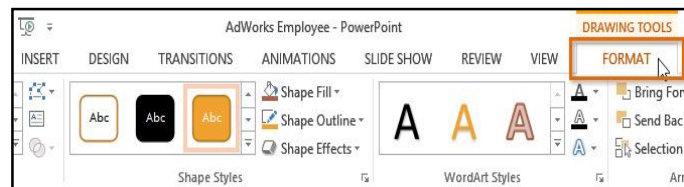
4. To change the **shape** of the action button, click **Edit Shape** in the **Insert Shapes** group. Select a new shape from the drop-down menu.
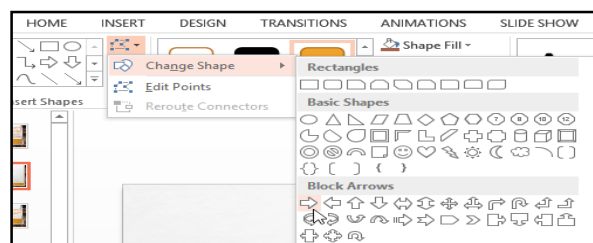
Chapter-29   Advanced Presentation Options

Introduction

There are many things to keep in mind when giving a presentation. How long will it last? What will you say? If you're not in the same location as your audience, how will they view it? Fortunately, PowerPoint offers tools to help ensure your presentation goes smoothly.

In this lesson, you'll learn how to **rehearse** and **record** slide shows in advance. You'll also learn about alternative presentation options, such as **creating a video** of your presentation or presenting your slide show **online** to remote audiences. Finally, you'll learn how to **customize** your presentation with hidden or rearranged slides.

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 to present it. Think of it as a tool to help you practice presenting your slide show. Using this feature, you can save timings for each slide and animation. PowerPoint will then play back the presentation with the same timings when you present it.

Rehearsing is often one of the last steps in creating a well-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.   Select the **Slide Show** tab, then locate the **Set Up** group.

2.   Click the **Rehearse Timings** command. You will be taken to a full-screen view of your presentation.

3.   Practice presenting your slide show. When you are ready to move to the next slide, click the **Next** button on the **Recording toolbar** in the top-left corner. You also can also use the right arrow key.
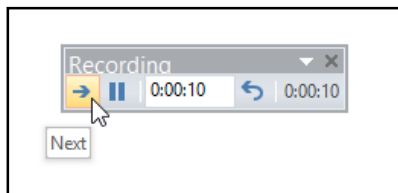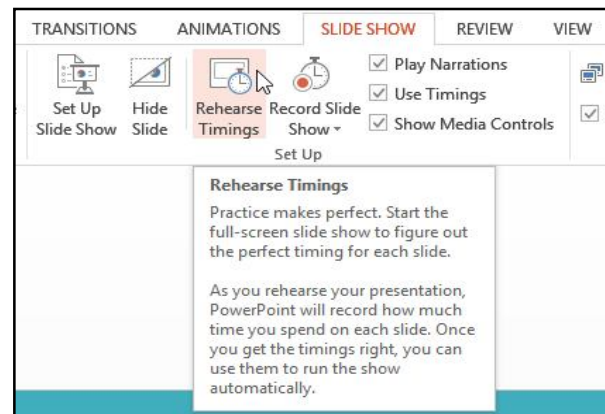
4.   When you have reached the end of the show, a dialog box will appear with the total time of your presentation.
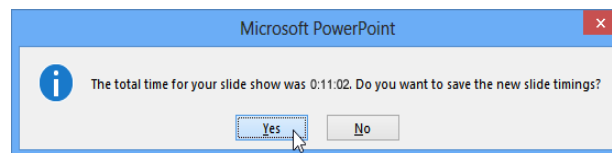
5.   If you are satisfied with your timings, click **Yes**.

If you need more than one try to get the timings just right, the **Recording toolbar** has options to let you take a break or start over on a slide. To pause the timer, click the **pause** button on the toolbar. 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.
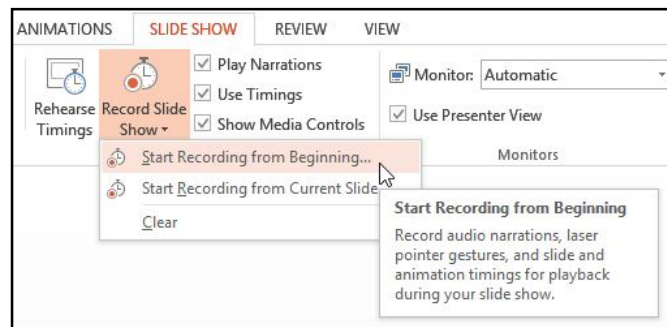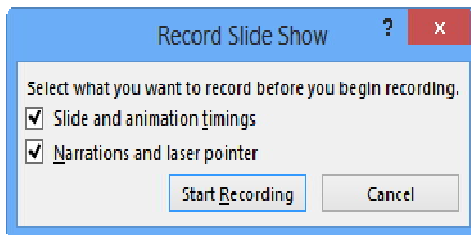
Recording your slide show

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 even **record voiceover narration** for the entire presentation. This is useful if you plan on using your slide show for a self-running presentation or a video. Your mouse won't show up on screen in recorded slide shows, so if you want to **point out details on screen** you can use PowerPoint's **laser pointer** option.

To record a slide show:

1.   Click the **Slide Show** tab, then locate the **Set Up** group.

2.   Click the **Record Slide Show** drop-down arrow. Select either **Start Recording from Beginning** or **Start Recording from Current Slide**.

3.   A dialog box will appear. Select the desired options. Remember, you can only record narration if you have a **microphone** attached to your computer.

4.   Click **Start Recording**. Your presentation will open to a full screen.

5.   Perform your slide show. Make sure to speak clearly into the microphone if you are recording narration. When you are ready to move to the next slide, click the **Next** button on the **Recording toolbar** in the top-left corner or use the right arrow key.
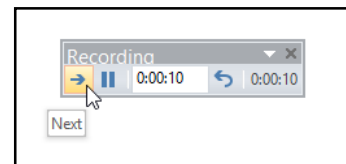
6.   When you reach the end of the show, PowerPoint will close the full-screen view.

7.   Your slide show timings and narration are now included in your presentation. The slides with narration will be marked with a **speaker icon** in the bottom-right corner.
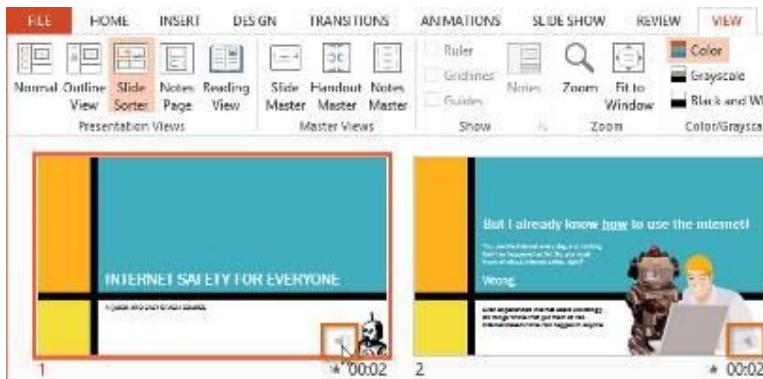
To point out details during your recording, press and hold the **Ctrl** key and the **left** mouse button. Your cursor will show up as a **laser pointer**. Simply move your mouse to indicate the desired details. Release the **Ctrl** key when you are finished pointing out things on screen.
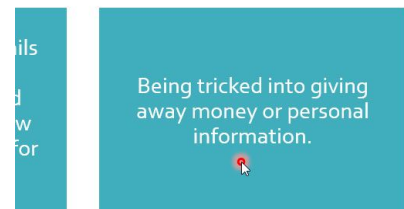
To remove narration or timings from a recorded slide show:

1.   Click the **Slide Show** tab, then locate the **Set Up** group.

2.   Click the **Record Slide Show** drop-down arrow.

3.   Hover the mouse over **Clear**, then select the desired option.
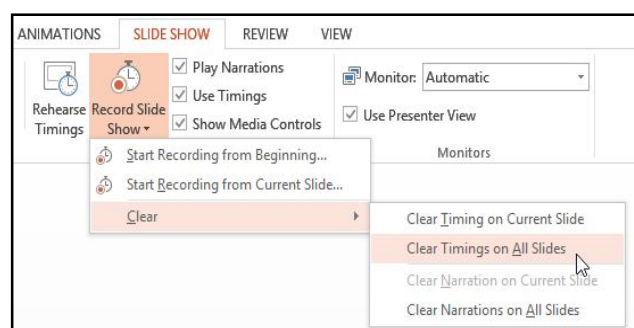
Sharing presentation options

Video: Sharing Presentations

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 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**.

2. Select **Export**, then click **Create a Video**. Video export options will appear on the right.

3. Click the drop-down arrow next to **Computer and HD Displays** to select the size and quality of your video.
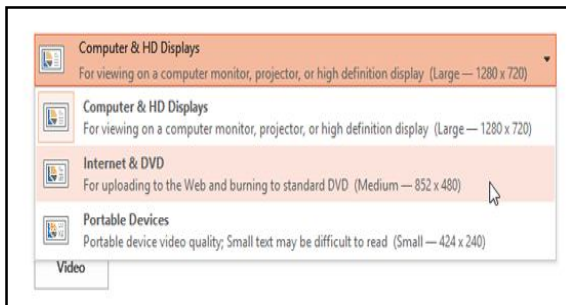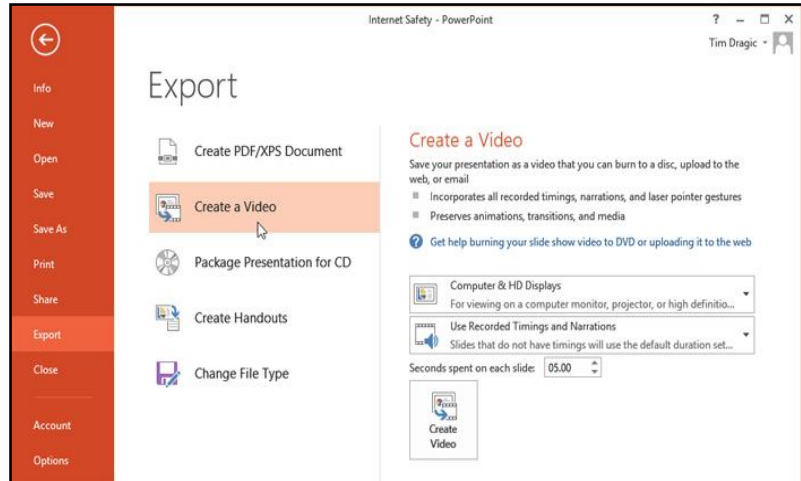
4. Select the drop-down arrow next to **Use Recorded Timings and Narrations**.

   o Choose **Don't Use Recorded Timings and Narrations** if you don't have or don't want to use recorded timings. You can adjust the default **Seconds to spend on each slide:** in the box below the drop-down menu.

   o Choose **Use Recorded Timings and Narrations** if you have already recorded timings and narrations and want to use them in your video.
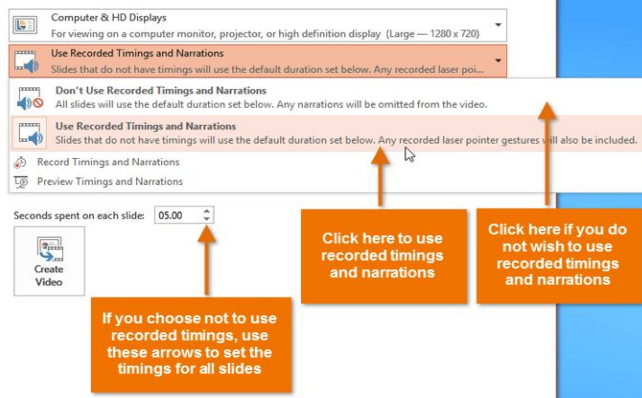
5.   Click **Create Video**. The **Save As** dialog box will appear.

6.   Select the location where you want to save the presentation, then enter a name for the presentation.

7.   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.
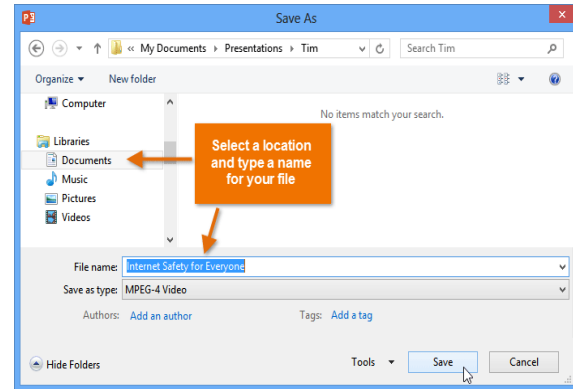
In addition to emailing your video, you can **upload** your video to free **video-sharing sites** like **YouTube**. YouTube offers guides to **creating an account** and **uploading videos**. Once your video is uploaded, you can give the link to anyone you want to see it.
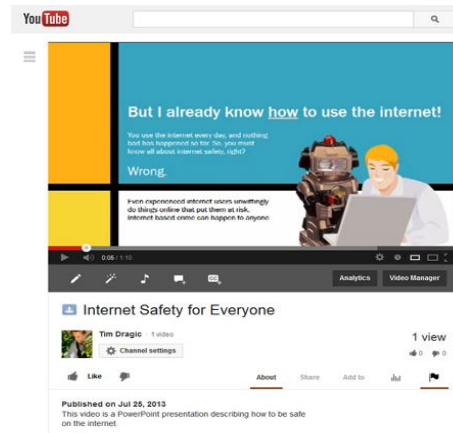
Presenting your slide show online

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:

1.   Select the **Slide Show** tab, then locate the **Start Slide Show** group.
2.   Click the **Present Online** command.

3.   A dialog box will appear. Click **Connect**. A status message will appear as PowerPoint prepares your online presentation.
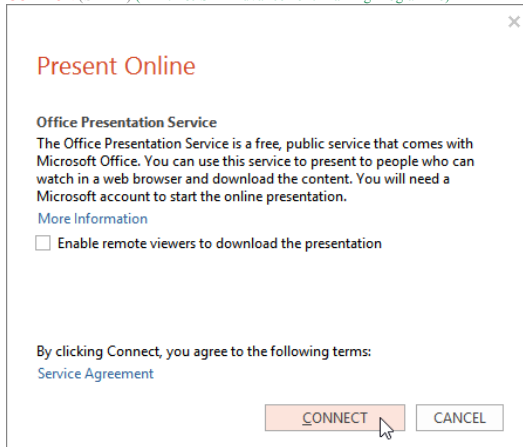
4. A link will appear. If it's not already selected, select the link.
5. Click **Copy Link** to make a copy of the link or **Send in Email** to send an email with the link to your viewers.
6. Click **Start Presentation**.
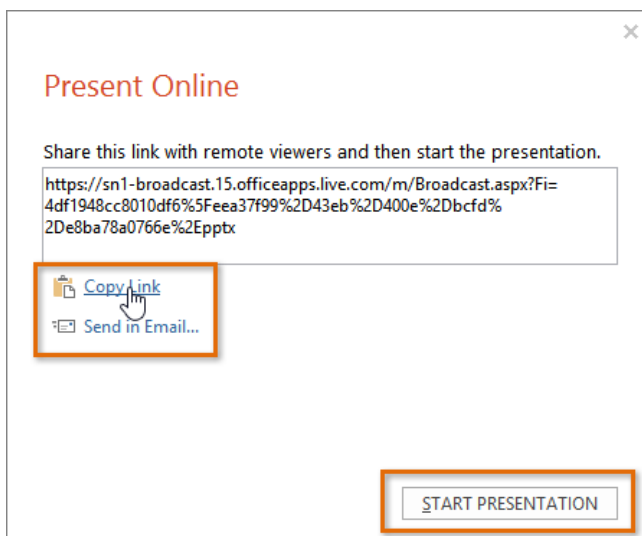
7. Present the slide show as you normally would, using the mouse or keyboard to advance the slides.
8. When you are finished, click **End Online Presentation**.
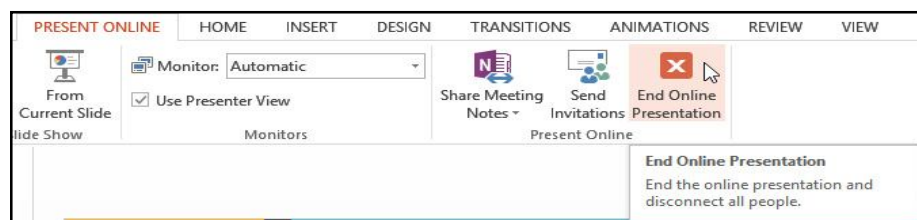
9. A dialog box will appear to confirm that you want to end the presentation. Click **End Online Presentation**.
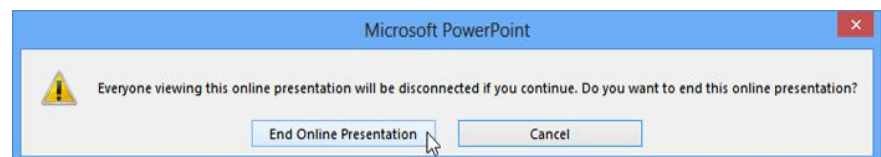
Customizing your slide show

Sometimes you might want to **hide** a slide while still keeping it in your presentation. For instance, if you are presenting a slide show to more than one group of people, hiding or even rearranging certain slides could help you tailor your slide show to each group you present it to. You could also choose to create a shortened version of your slide show to present when you're short on time. The **Custom Slide Show** feature allows you to create and name different versions of your slide show with hidden or rearranged slides.

To create a custom show:

1. Select the **Slide Show** tab, then locate the **Start Slide Show** group.

2. Click the **Custom Slide Show** command, then select **Custom Shows**.

3. A dialog box will appear. Click **New**.
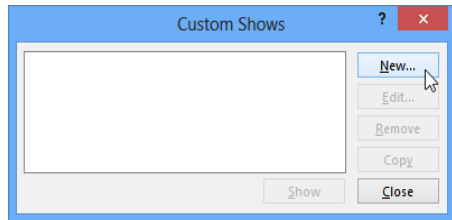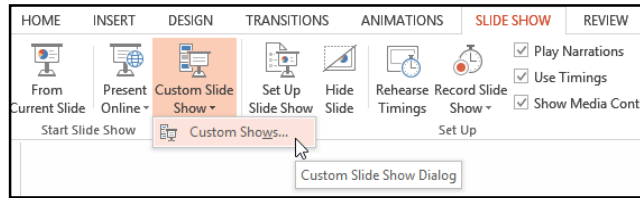
4. The **Define Custom Show** dialog box will appear. Locate the **Slide show name** field, and type in a name for your custom show.

5. In the **Slides in presentation:** area, check the box next to the slides you want to include in your custom show.

6. Click **Add** to add the slides to the **Slides in custom show:** box. If necessary, use the **up** and **down arrows** to reorder the added slides.

7. Click **OK**.

8. Select **Close** to exit or **Show** to view your
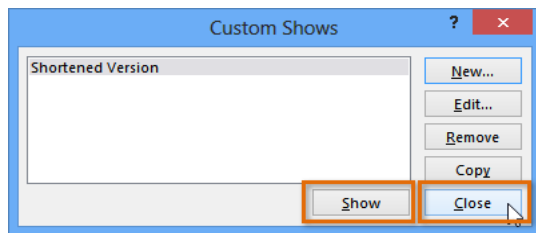
custom show.
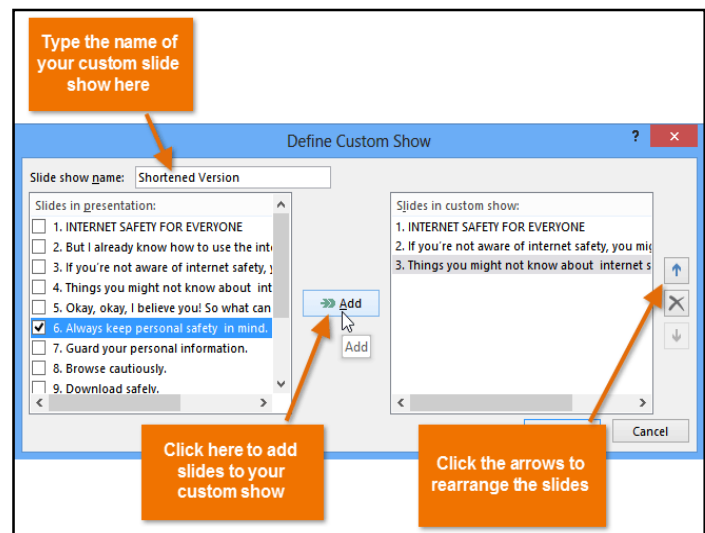
9. To play the custom show at any time, click the **Custom Slide Show** command, then select the desired presentation from the drop-down menu.
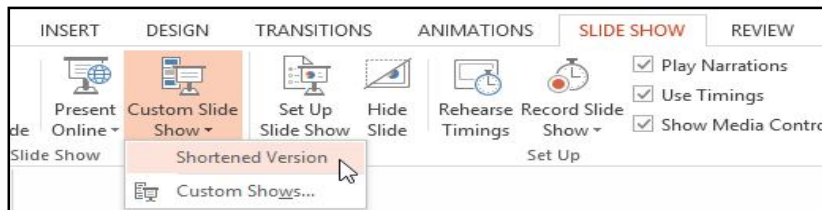
Hiding slides

Sometimes you may just need to **hide** a few slides without rearranging the entire slide show. You can hide slides by selecting the desired slide and then clicking the **Hide Slide** command on the **Slide Show** tab. To unhide a slide, simply click the **Hide Slide** command again.
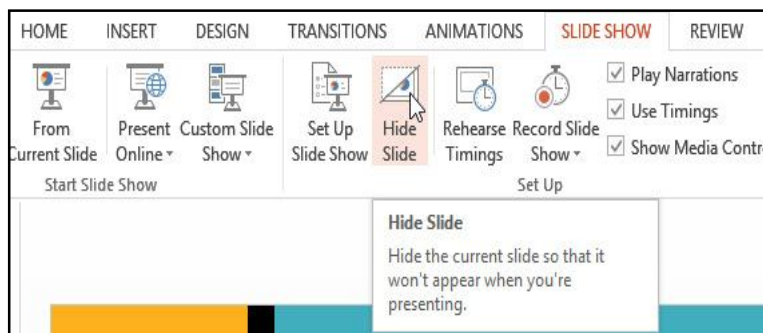
Chapter-30   Embedding an Excel Chart

Embedding an Excel chart

If you have already created a chart in Excel, you can **embed** and **link** it to your PowerPoint presentation. When you embed an Excel chart in PowerPoint, any updates you make to the original Excel chart will **automatically update** in your presentation, as long as the files remain in the same location. This helps the data stay **in sync**, so you won't have incorrect or out-of-date information in your chart.

To embed a chart from Excel:

1. In PowerPoint, select the **Insert** tab.
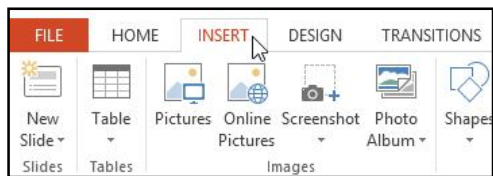
2. Click the **Object** command in the **Text** group.
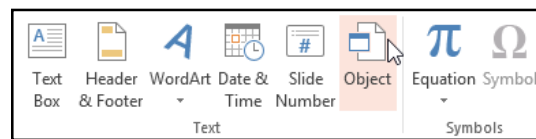
3. A dialog box will appear. Select **Create from file**, then click **Browse**.
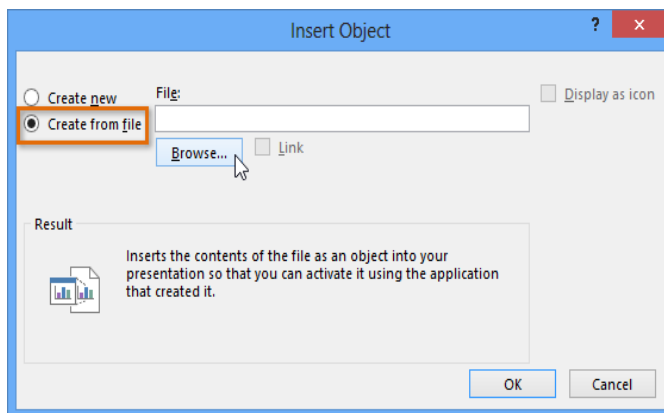
then click **Insert**.

4. Locate and select the desired Excel file,
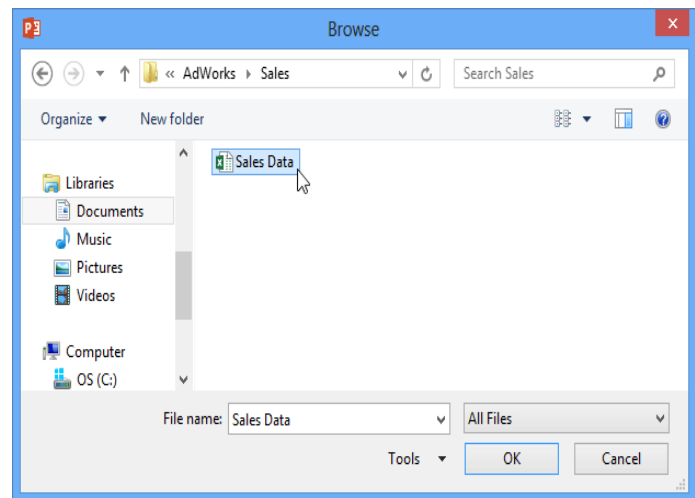
5. Check the box next to **Link to file** if you want to **link the data** to the Excel chart. This will enable your chart to update itself when changes are made to the Excel chart.
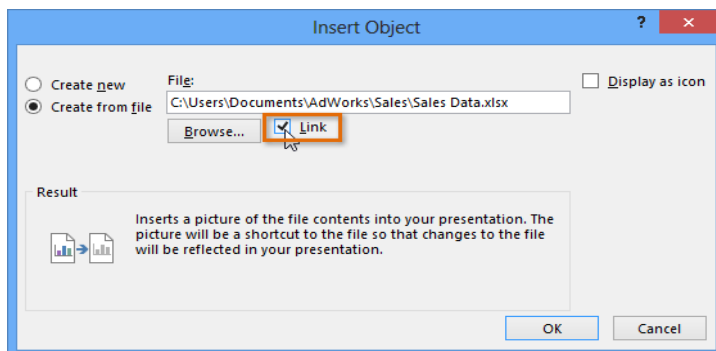
6. Click **OK**. The chart will now appear in your presentation.
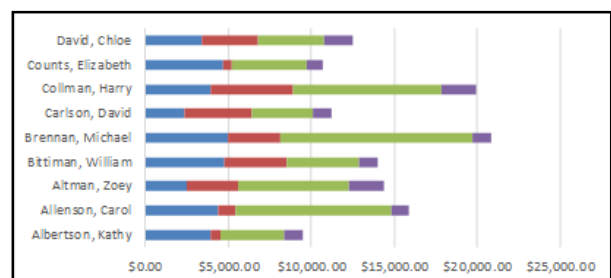
To **edit** an embedded chart, double-click the chart. An Excel spreadsheet containing the chart's source data will appear. After you have finished editing, be sure to **save** the chart in Excel.Once you have embedded a chart, be careful not to delete or move the original Excel file. If the location of either the PowerPoint presentation or the Excel file changes, you may have to embed the chart again in order for it to display correctly.

Simplified

E- BOOK

MS PowerPoint 2013

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Chapter At A Glance