

PowerPoint 2010

Study Guide

MOS Certification Exam Prep

Exam 77-883

Exam 77-883

Microsoft PowerPoint 2010

This part of the book covers the skills you need to have for certification as a Microsoft Office Specialist in Microsoft PowerPoint 2010. Specifically, you need to be able to complete tasks that demonstrate the following skill sets:

- 1** Managing the PowerPoint Environment
- 2** Creating a Slide Presentation
- 3** Working with Graphical and Multimedia Elements
- 4** Creating Charts and Tables
- 5** Applying Transitions and Animations
- 6** Collaborating on Presentations
- 7** Preparing Presentations for Delivery
- 8** Delivering Presentations

With these skills, you can create the types of presentations that are most commonly used in a business environment.

Prerequisites

We assume that you have been working with PowerPoint 2010 for at least six months and that you know how to move around in a presentation, which is not specifically mentioned in the Microsoft Office Specialist objectives for Exam 77-883, "Microsoft PowerPoint 2010." Before you begin studying for this exam, you might want to make sure you are familiar with the information in this section.

Understanding PowerPoint Views

To help you create, organize, and display presentations, PowerPoint provides the following views:

- **Normal** This is the default view. You can work with the content of a specific slide and enter development and delivery notes.
- **Slide Sorter** In this view, the slides of the presentation are displayed as thumbnails so that you can easily reorganize them and apply transitions and timings.
- **Reading View** In this view, each slide fills the screen. You use this view to preview the presentation.
- **Slide Show** In this view, each slide fills the screen. You use this view to deliver the presentation to an audience.
- **Notes Page** In this view, each slide is displayed at the top of a page where you can add speaker notes. You can add speaker notes that consist of only text in the Notes pane in Normal view. However, to create speaker notes that contain elements other than text, such as a graphic or a chart, you must be in Notes Page view.
- **Slide Master, Handout Master, or Notes Master** In these views, the masters that control the default design of the presentation components are displayed. You can make changes to the overall design by working with these masters.

See Also For more information about Normal view, see section 1.2, "Manipulate the PowerPoint Window." For information about applying transitions, see section 5.4, "Apply and Modify Transitions Between Slides." For information about slide timings, see section 8.3, "Set Presentation Timing. For information about delivering a presentation, see Chapter 8, "Delivering Presentations."

Moving Around in a Presentation

When developing a presentation in Normal view, you can move around in several ways.

➤ **To display a specific slide in the Slides pane**

→ On the **Outline** tab or the **Slides** tab of the **Overview** pane, click the slide's icon.

➤ **To move backward or forward one slide at a time**

→ At the bottom of the vertical scroll bar to the right of the **Slide** pane, click the **Previous Slide** or **Next Slide** button.

Tip Clicking the up or down scroll arrow has the same effect.

➤ **To move to a different slide in a presentation**

→ On the vertical scroll bar, drag the scroll box until the adjacent ScreenTip indicates that the slide you want will be displayed if you release the mouse button.

Selecting Text

Before you can edit or format existing text, you have to select it. You can select specific items as follows:

- **A word** Double-click it. The word and the space following it are selected. Punctuation following a word is not selected.
- **A bullet point or subpoint** Click its bullet.
- **Adjacent words, lines, or paragraphs** Drag through them.
- **All the text in a placeholder** In the Slide pane, click inside the placeholder. Then on the Home tab, in the Editing group, click the Select button and click Select All. Alternatively, after clicking the placeholder, press Ctrl+A.

- **All the text on a slide** On the Outline tab, click its slide icon.
- **All the objects on a slide** In the Slide pane, select any placeholder (so that it has a solid border), click the Select button, and then click Select All.

Tip Clicking the Select button, and then clicking Selection Pane displays the Selection And Visibility task pane, where you can specify whether each object on a slide should be displayed or hidden.

Selected text appears highlighted in the location where you made the selection—that is, either in the Slide pane or on the Outline tab of the Overview pane.

1 Managing the PowerPoint Environment

The skills tested in this section of the Microsoft Office Specialist exam for Microsoft PowerPoint 2010 relate to the PowerPoint working environment. Specifically, the following objectives are associated with this set of skills:

- 1.1 Adjust Views
 - 1.2 Manipulate the PowerPoint Window
 - 1.3 Configure the Quick Access Toolbar
 - 1.4 Configure PowerPoint File Options
-

The PowerPoint 2010 working environment, also called the *user interface*, makes sophisticated features for creating presentations easily accessible. You can manipulate this environment to make working on a presentation as intuitive as possible.

This chapter guides you in studying methods for controlling the PowerPoint working environment to suit the way you work, including switching to the view most suitable for a particular task, customizing the PowerPoint program window, making frequently used commands available with one click, and modifying program settings.

Practice Files Before you can complete the practice tasks in this chapter, you need to copy the book's practice files to your computer. The practice files you'll use to complete the tasks in this chapter are in the PowerPoint\Objective1 practice file folder. A complete list of practice files is provided in "Using the Book's Companion Content" at the beginning of this book.

1.1 Adjust Views

Switching Views

For efficiency you should know which view to use for a particular task. For example, you could change the order of the first four slides in a presentation in Normal view, but you would probably want to switch to Slide Sorter view to change the order of the first 14 slides.

► **To switch to Normal, Slide Sorter, or Reading view**

- At the right end of the status bar, on the **View Shortcuts** toolbar, click the button of the view you want.
- On the **View** tab, in the **Presentation Views** group, click the button of the view you want.

► **To switch to Slide Show view**

- At the right end of the status bar, on the **View Shortcuts** toolbar, click the **Slide Show** button.
- On the **Slide Show** tab, in the **Start Slide Show** group, click the **From Beginning** or **From Current Slide** button.

► **To exit Slide Show view**

- Press the Esc key to return to the previous view.

► **To display notes pages**

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

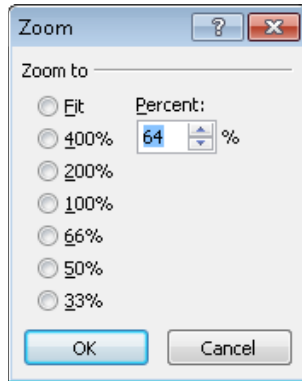
► **To display the slide master, handout master, or notes master**

- On the **View** tab, in the **Master Views** group, click the button of the master you want.

Zooming In and Out

You can change the magnification, called the *zoom level*, of the current slide in Normal view or of the slide thumbnails in Slide Sorter view in two ways:

- You can set a specific zoom level by using the Zoom dialog box.



- You can visually adjust the zoom level by using the Zoom slider.



► To set a specific zoom level

1. On the **View** tab, in the **Zoom** group, click the **Zoom** button.

Or

On the **View Shortcuts** toolbar, click the **Zoom level** button.

2. In the **Zoom** dialog box, click the preset zoom level you want, or type the percentage you want in the **Percent** box. Then click **OK**.

► To visually adjust the zoom level

- At the left or right end of the slider on the status bar, click the **Zoom Out** or **Zoom In** button until the slide is the size you want.
- On the slider, drag the **Zoom** indicator to the left or right until the slide is the size you want.

➤ **To make the current slide fit the Slide pane**

- On the **View** tab, in the **Zoom** group, click the **Fit to Window** button.
- At the right end of the status bar, click the **Fit slide to current window** button.

See Also For more information about the Slide pane, see section 1.2, “Manipulate the PowerPoint Window.”

Practice Tasks

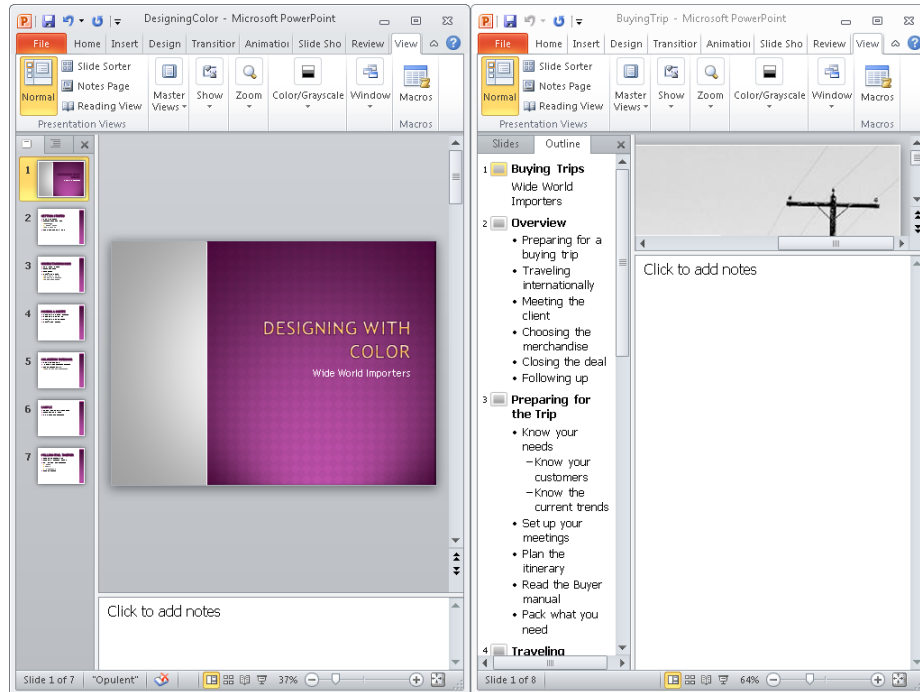
The practice file for these tasks is located in your PowerPoint\Objective1 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

- In the *WaterSaving* presentation, display the presentation in Slide Sorter view.
- Display the same presentation in Slide Show view, and then return to Slide Sorter view.
- Display the presentation in Normal view, with the active slide zoomed to 50%.
- Expand the size of the active slide to completely fill the space available in the Slide pane.

1.2 Manipulate the PowerPoint Window

Working with Multiple Program Windows

With PowerPoint 2010, each presentation you open is displayed in its own program window. As a result, you can not only switch among open presentations, but you can also view multiple presentations simultaneously. You can arrange windows side by side or in a cascading effect so that you can easily click the one you want.



When you want to view two different parts of the same presentation, you can open a second window containing the presentation, arrange the windows side by side, and then scroll the two windows independently.

► **To switch to a different open presentation**

- On the **View** tab, in the **Window** group, click the **Switch Windows** button, and then click the name of the presentation you want.

► **To view more than one presentation at the same time**

- On the **View** tab, in the **Window** group, click the **Arrange All** button.

Tip You can also stack overlapping windows by clicking the **Cascade** button.

➤ **To view different parts of the same presentation**

- On the **View** tab, in the **Window** group, click the **New Window** button. Then click the **Arrange All** button, and scroll to the parts of the presentations you want to see.

Sizing Panes in Normal View

You carry out most of the development work on a presentation in Normal view, which consists of the following three panes:

- **Overview** This pane appears on the left side of the program window and has two tabs: Slides and Outline.
- **Slide** This pane occupies most of the program window and shows the current slide as it will appear in the presentation.
- **Notes** This pane sits below the Slide pane and provides a place for entering notes about the current slide.

You can adjust the relative sizes of the panes to suit your needs. The adjustments are saved with the presentation that is open at the time and do not affect other presentations.

➤ **To adjust the relative sizes of the Normal view panes**

- Point to a splitter bar, and when the pointer changes to a double bar with opposing arrows, drag in either direction.

Or

1. On the **View** tab, in the **Window** group, click the **Move Split** button.
2. When a four-headed arrow appears at the junction of the three panes, do either of the following:
 - Press the Up Arrow or Down Arrow key to expand or shrink the Notes pane.
 - Press the Right Arrow or Left Arrow key to expand or shrink the Overview pane.
3. Press the Esc key to turn off pane splitting.

➤ **To hide a pane or display a hidden pane**

- Move the splitter bar to shrink the pane as far as it will go.
- Move the splitter bar back to widen the pane again.

Tip Clicking the Close button in the upper-right corner of the Overview pane closes the pane. Clicking the Normal button in the Presentation Views group of the View tab opens it again.

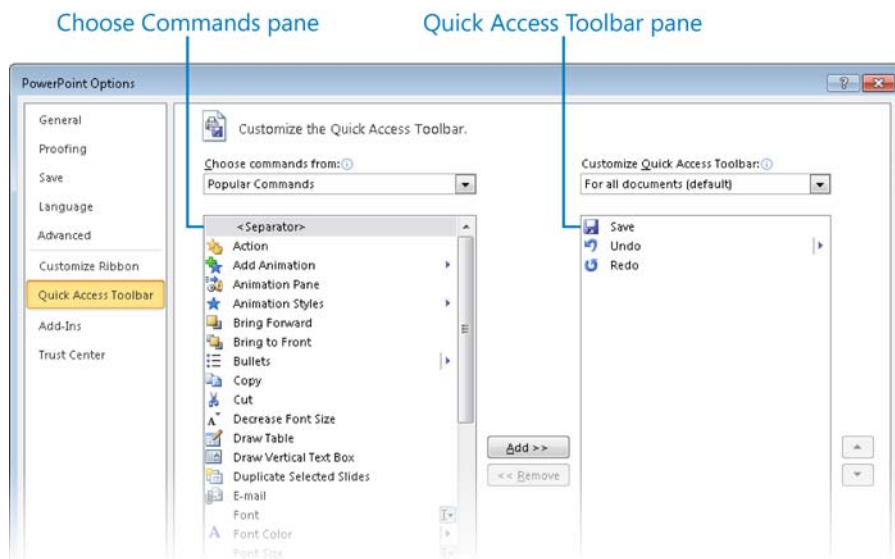
Practice Tasks

The practice files for these tasks are located in your *PowerPoint\Objective1* practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice files.

- With the *BuyingTripsA* and *BuyingTripsB* presentations open, display first one and then the other.
- Choose a method to display these two presentations side by side.
- Close *BuyingTripsA*, maximize *BuyingTripsB*, and then in Normal view, hide the Notes pane.
- View slides 2 and 4 of the *BuyingTripsB* presentation side by side.

1.3 Configure the Quick Access Toolbar

By default, the Save, Undo, and Repeat/Redo buttons appear on the Quick Access Toolbar. You can add other frequently used buttons to this toolbar so that they are always available in the upper-left corner of the program window. You add these buttons on the Quick Access Toolbar page of the PowerPoint Options dialog box.



On this page, you can do the following:

- Define a custom Quick Access Toolbar for all presentations or for a specific presentation.
- Add any command from any group of any tab, including contextual tabs.
- Display a separator between buttons.
- Move buttons into the order you want.
- Restore the default Quick Access Toolbar.

If you add many buttons to the Quick Access Toolbar, you can move the Quick Access Toolbar below the ribbon so that they are all visible. If you add all the buttons you use most often to the Quick Access Toolbar, you can hide the ribbon to gain screen space.

See Also For information about the ribbon, see “Modifying the Display of the Ribbon” at the beginning of this book.

► **To add a button to the Quick Access Toolbar for all presentations**

1. On the **Quick Access Toolbar** page of the **PowerPoint Options** dialog box, in the **Choose commands from** list, click the category of commands you want.
2. In the **Choose Commands** pane, click the command you want, and then click **Add**.

Tip In the command list, items with down-pointing arrows in boxes display tab groups when clicked, and items with left-pointing arrows display a gallery or menu when clicked.

3. Repeat steps 1 and 2 to add other commands, and then click **OK**.

► **To create a Quick Access Toolbar that is specific to the active presentation**

- On the **Quick Access Toolbar** page of the **PowerPoint Options** dialog box, in the **Customize Quick Access Toolbar** list, click **For <name of presentation>**. Then add buttons to the toolbar as usual.

► **To change the order of the buttons on the Quick Access Toolbar**

- On the **Quick Access Toolbar** page of the **PowerPoint Options** dialog box, in the **Quick Access Toolbar** pane, click the command whose position you want to change, and then click **Move Up** or **Move Down**.

► To group buttons on the Quick Access Toolbar

- On the **Quick Access Toolbar** page of the **PowerPoint Options** dialog box, in the **Choose Commands** pane, double-click **Separator**.

► To remove a button from the Quick Access Toolbar

- On the **Quick Access Toolbar** page of the **PowerPoint Options** dialog box, in the **Quick Access Toolbar** pane, click the command you no longer want, and then click **Remove**.

► To restore the default Quick Access Toolbar

1. On the **Quick Access Toolbar** page of the **PowerPoint Options** dialog box, click **Reset**, and then click **Reset only Quick Access Toolbar**.
2. In the **Reset Customizations** message box, click **Yes**.

► To display the Quick Access Toolbar below the ribbon

- At the right end of the Quick Access Toolbar, click the **Customize Quick Access Toolbar** button, and then click **Show Below the Ribbon**.

Practice Tasks

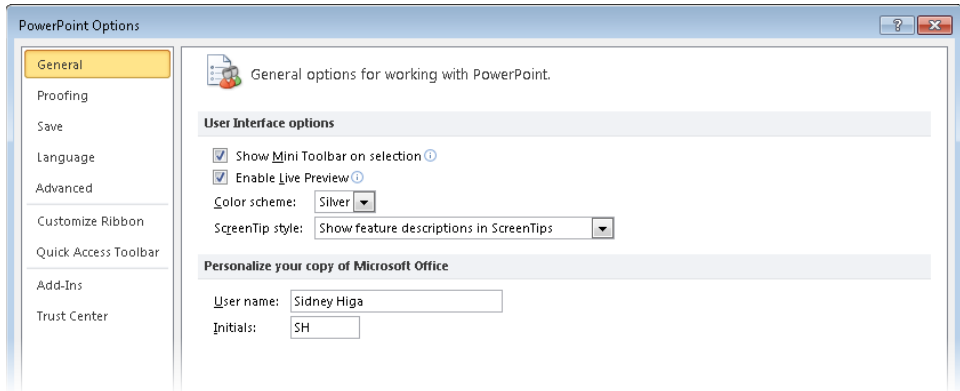
You don't need any practice files for these tasks. Simply open a blank presentation.

- You regularly use the ruler, gridlines, and guides when arranging elements on a slide. Add a button to the Quick Access Toolbar for all presentations so that you can display any of these tools without using the ribbon.
- The Quick Print button is not available on any ribbon tab. Add this button to the Quick Access Toolbar, make it the leftmost button, and visually separate it from the other buttons.
- Create a Quick Access Toolbar for the current presentation that contains buttons for inserting pictures, charts, and tables. Then display the Quick Access Toolbar below the ribbon.
- Remove your customizations from both Quick Access Toolbars, and display the toolbar above the ribbon.

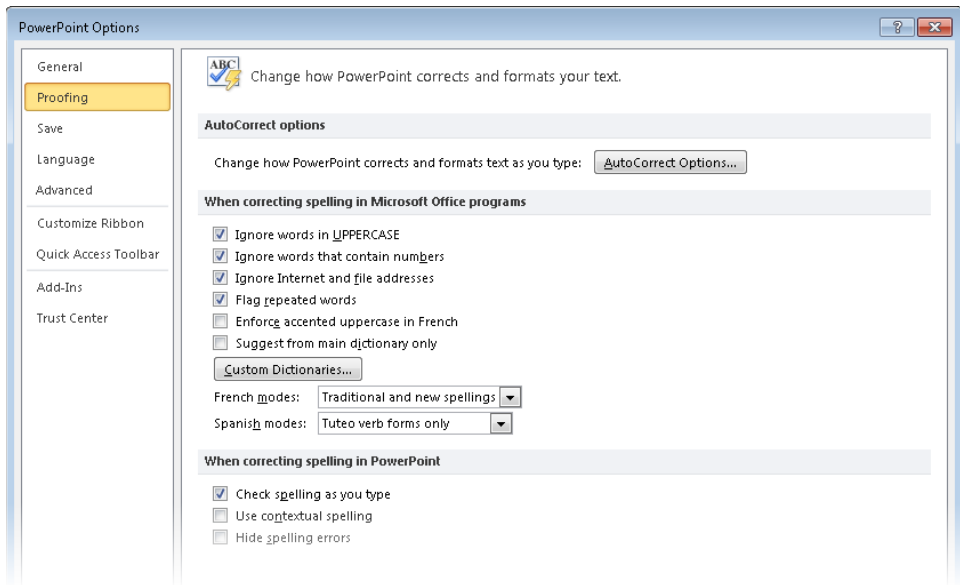
1.4 Configure PowerPoint File Options

You can change settings on the pages of the PowerPoint Options dialog box to customize the PowerPoint environment in various ways.

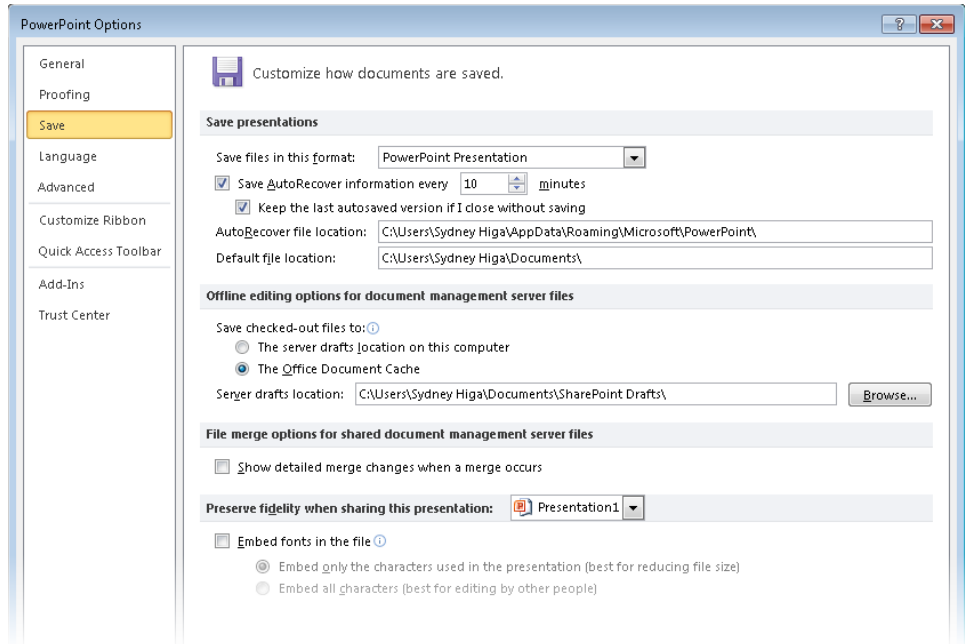
- **General** On this page, you can disable the Mini Toolbar and Live Preview, specify the color scheme and the ScreenTip style, and change the user name and initials.



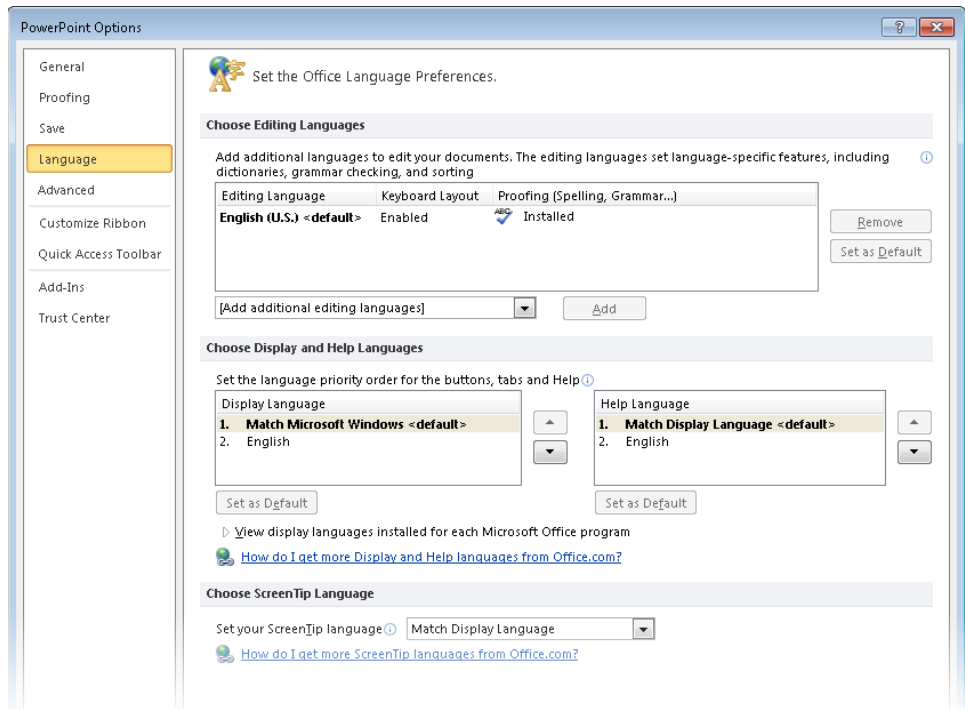
- **Proofing** This page provides options for adjusting the AutoCorrect settings and for refining the spell-checking and grammar-checking processes.



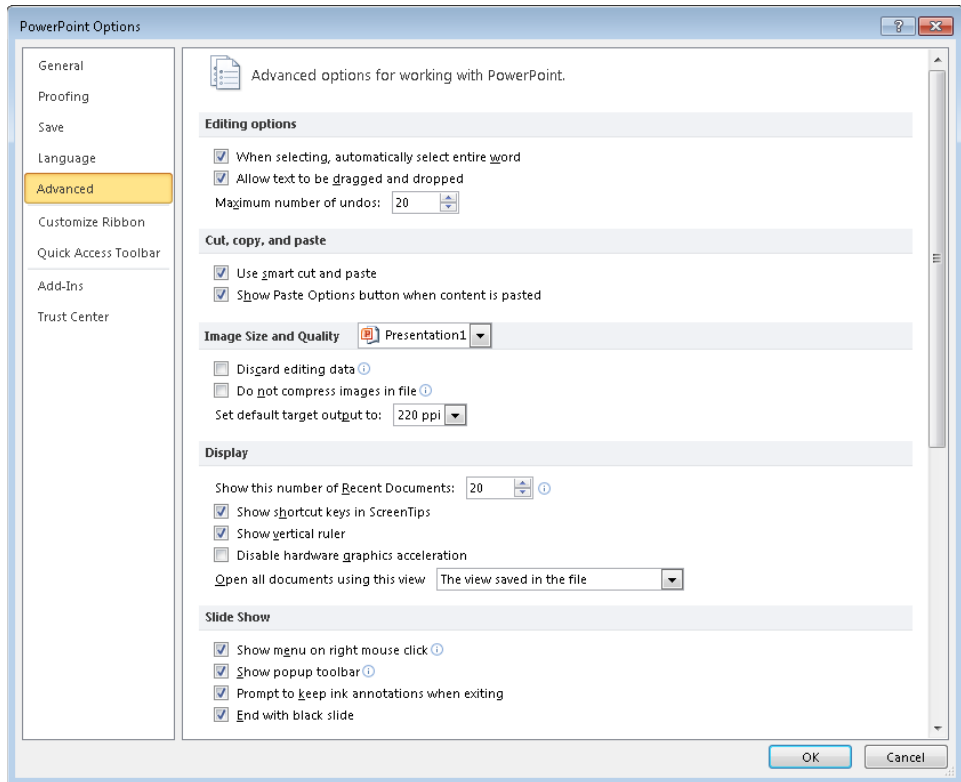
- **Save** On this page, you can change the default presentation format; the AutoRecover file save rate; the default locations to which PowerPoint saves files; and whether you want fonts to be embedded in the current presentation.



- **Language** On this page, you can change the editing and display languages.



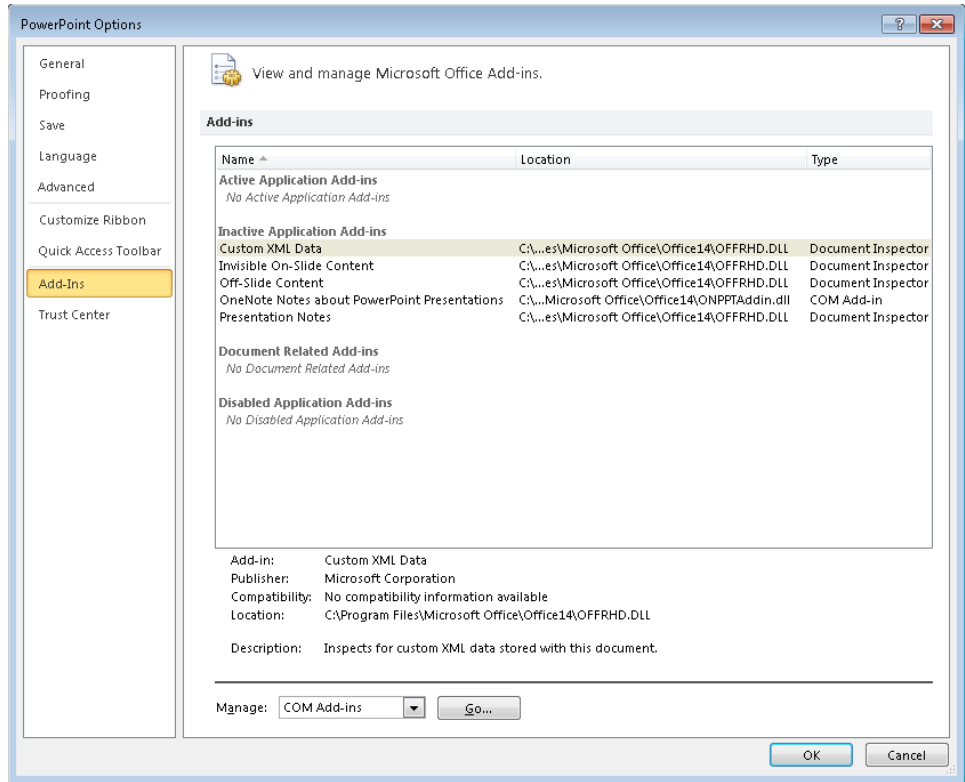
- **Advanced** This page includes options related to editing presentation content; displaying presentations on-screen; printing, saving, and sharing presentations; and a variety of other settings. (You have to scroll the page to see some of these settings.)



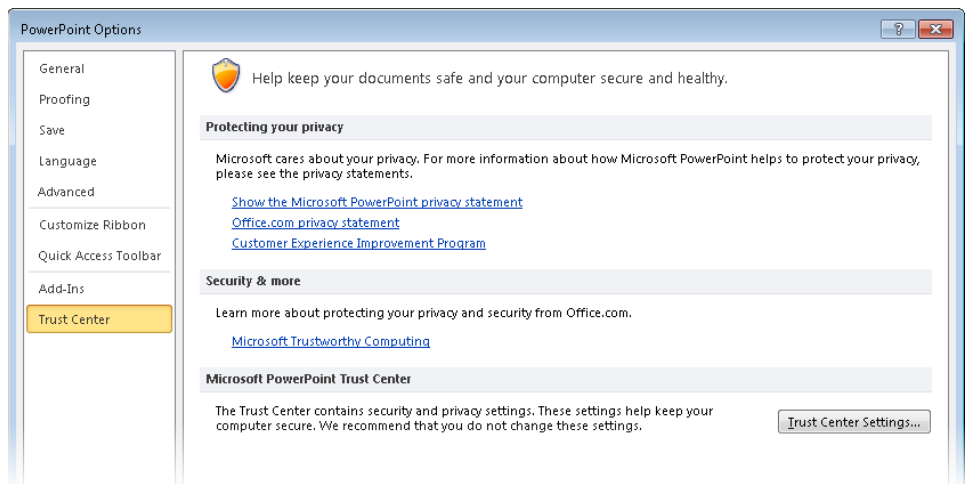
- **Customize Ribbon** On this page, you can change the ribbon to suit your needs.
- **Quick Access Toolbar** On this page, you can customize the Quick Access Toolbar to suit your needs.

See Also For information about changing the Quick Access Toolbar, see section 1.3, "Configure the Quick Access Toolbar."

- **Add-Ins** This page displays all the active and inactive add-ins and enables you to add and remove them.



- **Trust Center** This page provides links to information about privacy and security, and access to security settings.



Strategy Knowing which options are on which page of the PowerPoint Options dialog box makes the customizing process more efficient. To avoid wasting time in the exam, be sure you are familiar with the pages of this dialog box.

➤ **To access the PowerPoint program options**

→ In the left pane of the Backstage view, click **Options**. Then in the left pane of the **PowerPoint Options** dialog box, click the page you want.

Practice Tasks

You don't need any practice files for these tasks. Simply open a blank presentation. Then open the PowerPoint Options dialog box, and make the following changes without clicking OK. When you finish, click Cancel to close the dialog box without implementing your changes.

- Change your user name to *PowerPoint Exam* and your initials to *PE*.
- Turn off the instruction to ignore spelling mistakes in uppercase words.
- Change the AutoRecover interval to 15 minutes.
- Turn off whole-word selection.

Objective Review

Before finishing this chapter, ensure that you have mastered the following skills:

- 1.1** Adjust Views
- 1.2** Manipulate the PowerPoint Window
- 1.3** Configure the Quick Access Toolbar
- 1.4** Configure PowerPoint File Options

2 Creating a Slide Presentation

The skills tested in this section of the Microsoft Office Specialist exam for Microsoft PowerPoint 2010 relate to working with slides and slide text in a presentation. Specifically, the following objectives are associated with this set of skills:

- 2.1 Construct and Edit Photo Albums
 - 2.2 Apply Slide Size and Orientation Settings
 - 2.3 Add and Remove Slides
 - 2.4 Format Slides
 - 2.5 Enter and Format Text
 - 2.6 Format Text Boxes
-

Using templates and reusing slides simplifies the creation of consistent presentations, both for yourself and across your organization. Knowing how to assemble and then manipulate a presentation is important for efficient presentation development. But you also need to know how to work with individual slides and with their text.

This chapter guides you in studying how to create photo albums and then covers ways to create simple text-based presentations. It addresses how to assemble slides from different sources, and how to arrange and format them. It also covers basic techniques for entering, editing, and formatting the text on a slide, including both the text in placeholders provided by the slide layout and the text in independent text boxes that you create as needed.

Practice Files Before you can complete the practice tasks in this chapter, you need to copy the book's practice files to your computer. The practice files you'll use to complete the tasks in this chapter are in the PowerPoint\Objective2 practice file folder. A complete list of practice files is provided in "Using the Book's Companion Content" at the beginning of this book.

2.1 Construct and Edit Photo Albums

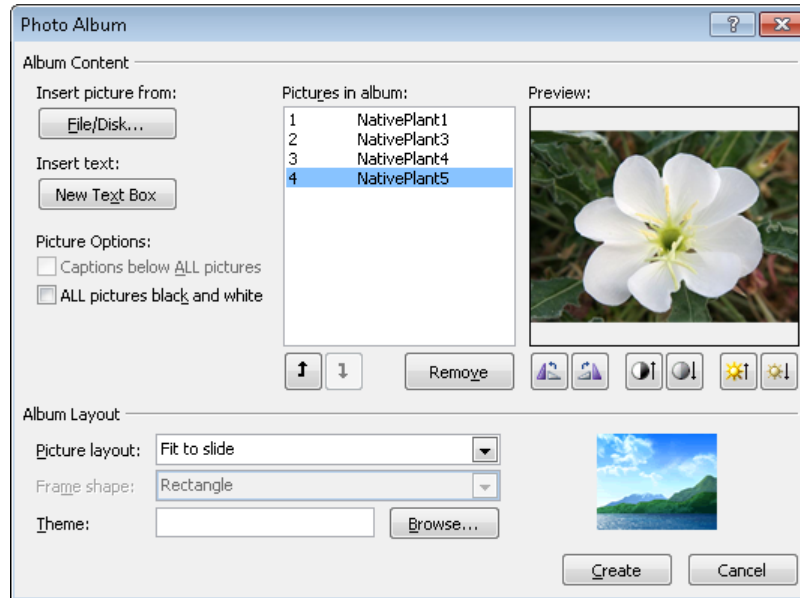
Creating Photo Albums

Presentations that consist primarily of photographs are called *photo albums*. You can create a photo album in two ways:

- You can base the presentation on one of the photo album templates that comes with PowerPoint.

Tip To use a slide layout from a photo album template in another type of presentation, first create the photo album and save it. Then reuse the slide with the layout you want in the other presentation. For information about reusing slides, see section 2.3, “Add and Remove Slides.”

- You can set up a new blank presentation as a photo album that you design yourself in the Photo Album dialog box, where you can do the following:
 - Add pictures and photographs from files.
 - Insert text boxes.
 - Reorganize the photos.
 - Rotate photos in clockwise and counterclockwise increments of 90 degrees.
 - Adjust contrast and brightness.
 - Add captions below each photo (available only for appropriate picture layouts).
 - Display all photos in black and white.
 - Specify the layout and, for appropriate layouts, how the photos are framed.
 - Apply a theme to the presentation.



► **To create a photo album from a template**

1. On the **New** page of the Backstage view, click **Sample Templates**.
2. Double-click the photo album template you want, and then save the presentation.

► **To replace a selected template photograph**

1. On the **Picture Tools Format** contextual tab, in the **Adjust** group, click the **Change Picture** button.
2. In the **Insert Picture** dialog box, locate and double-click the photograph you want.

► **To create a custom photo album**

1. Open a new blank presentation, and on the **Insert** tab, in the **Images** group, display the **Photo Album** list, and then click **New Photo Album**.
2. In the **Photo Album** dialog box, click **File/Disk**. Then in the **Insert New Pictures** dialog box, locate and select the pictures you want, and click **Insert**.
3. To include a text box in the layout, click **New Text Box** in the **Photo Album** dialog box.
4. In the **Pictures in album** box, adjust the order of the pictures and text boxes by clicking **Move Down** or **Move Up**.
5. Under the **Preview** box, adjust the angle of rotation, contrast, and brightness of the displayed picture.
6. Under **Picture Options**, specify whether the pictures should have captions and whether they should appear in black and white.
7. In the **Album Layout** area, in the **Picture layout** and **Frame shape** lists, select the options you want.
8. To the right of **Theme**, click **Browse**, and then in the **Choose Theme** dialog box, double-click the theme you want.
9. Click **Create** to set up a presentation that includes a title slide containing the title *Photo Album* and the user name stored in the PowerPoint Options dialog box, as well as slides containing the specified pictures in the specified format.

Editing Photo Albums

After you create any photo album, you can modify a selected photograph by clicking the buttons on the Picture Tools Format contextual tab. For example, you can apply a picture style, border, or effect.

See Also For information about formatting pictures, see section 3.1, “Manipulate Graphical Elements,” and section 3.2, “Manipulate Images.”

To modify a custom photo album, you can change settings in the Edit Photo Album dialog box, which resembles the Photo Album dialog box in which you created the presentation.

► To edit a custom photo album

1. On the **Insert** tab, in the **Images** group, display the **Photo Album** list, and then click **Edit Photo Album**.
2. In the **Edit Photo Album** dialog box, make the changes you want, and then click **Update**.

Tip You cannot use the Edit Photo Album dialog box to modify a photo album created from a template. All changes to template-based photo albums must be made on the Picture Tools Format contextual tab.

Practice Tasks

The practice files for these tasks are located in the PowerPoint\Objective2 practice file folder.

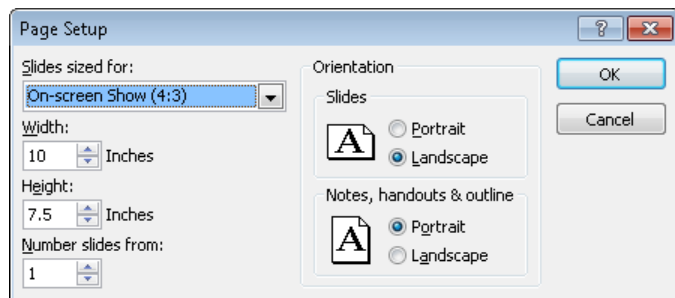
- Create a photo album based on the Contemporary Photo Album template. Replace the photograph on the title slide with the *Hydrangeas* practice file, and then save the presentation as *My Contemporary Album*.
- In the *My Contemporary Album* presentation, replace the *Hydrangeas* photograph with the *Tulips* photograph, and surround it with an orange border.
- With a blank presentation open, use the *Chrysanthemum*, *Frangipani*, *Hydrangeas*, and *Tulips* files to create a photo album that displays two photographs on each of two slides, with rounded rectangle frames and no captions. Apply the Black Tie theme, and save the photo album as *My Black Tie Album*.
- Add the *Daisies* and *WaterLilies* photographs to the *My Black Tie Album* presentation, and change the order of the photographs so that *Daisies* and *WaterLilies* appear on slide 2. Display all the photographs in simple black frames, and change the theme to Austin.

2.2 Apply Slide Size and Orientation Settings

By default, slides are sized for an on-screen slide show with a width-to-height ratio of 4:3 (10 inches by 7.5 inches). The slides are oriented horizontally, with slide numbers starting at 1. If you need to print the slides, notes, handouts, or outline of a presentation, you can set the size and orientation to fit the paper.

In the Page Setup dialog box, you can select from the following slide sizes:

- **On-screen Show** For an electronic slide show on screens of various aspects (4:3, 16:9, or 16:10)
- **Letter Paper** For a presentation printed on 8.5-by-11-inch U.S. letter-size paper
- **Ledger Paper** For a presentation printed on 11-by-17-inch legal-size paper
- **A3 Paper, A4 Paper, B4 (ISO) Paper, B5 (ISO) Paper** For a presentation printed on paper of various international sizes
- **35mm Slides** For 35mm slides to be used in a carousel with a projector
- **Overhead** For transparencies for an overhead projector
- **Banner** For a banner for a webpage
- **Custom** For slides that are a nonstandard size



► **To set the size of slides**

1. On the **Design** tab, in the **Page Setup** group, click the **Page Setup** button.
2. In the **Page Setup** dialog box, do either of the following, and then click **OK**:
 - In the **Slides sized for** list, select the size you want.
 - In the **Width** and **Height** boxes, enter the sizes you want.

► **To change the orientation of slides, notes, handouts, or the outline**

- On the **Design** tab, in the **Page Setup** group, click the **Slide Orientation** button, and then click **Portrait** or **Landscape**.
- In the **Page Setup** dialog box, click **Portrait** or **Landscape**.

Tip Slide size and orientation can also be controlled from the Slide Master tab in Slide Master view.

Practice Tasks

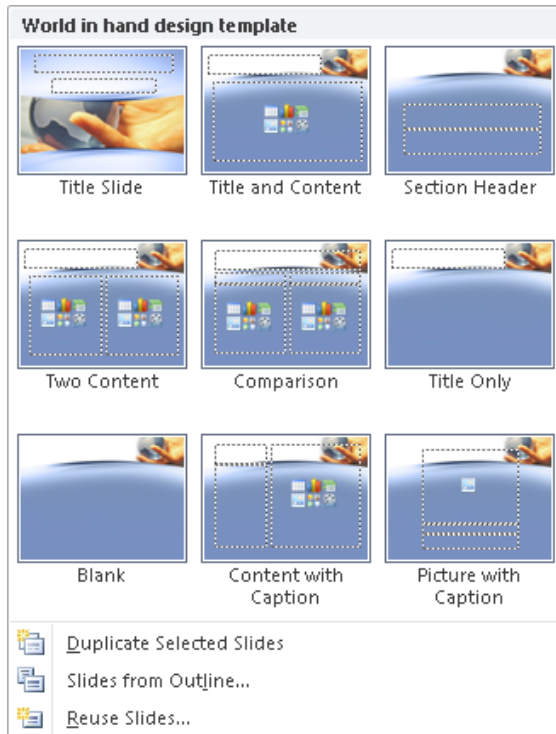
The practice file for these tasks is located in the PowerPoint\Objective2 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

- In the *Harmony* presentation, size the slides so that you can print them on 8.5-by-11-inch paper.
- Make any changes necessary to print the *Harmony* presentation's speaker notes horizontally on letter paper.

2.3 Add and Remove Slides

Inserting New Slides

When you insert a slide into a presentation, PowerPoint inserts it with the default layout immediately after the current slide. If you want to add a slide with a different layout, you select the layout you want from the New Slide gallery. The available layouts and their design depend on the template used to create the presentation.



After you have inserted a slide, you can change its layout at any time.

If you want to insert a slide that is similar to an existing slide, you can duplicate the existing slide and then change it, instead of having to create the slide from scratch.

► **To insert a new slide after the current slide**

- On the **Home** tab, in the **Slides** group, click the **New Slide** button to insert a slide with the default layout.
- On the **Home** tab, in the **Slides** group, click the **New Slide** arrow, and then click the layout you want.

► **To change the layout of an existing slide**

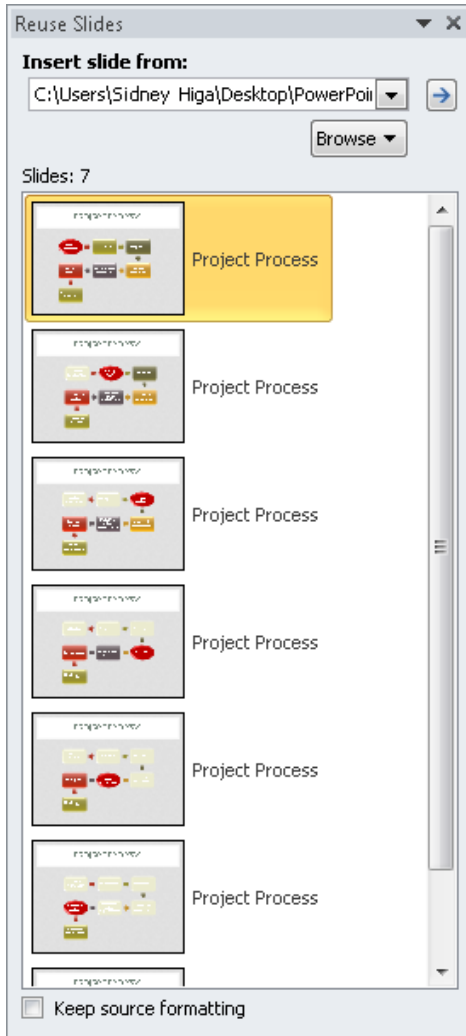
- On the **Home** tab, in the **Slides** group, click the **Layout** button, and then click the layout you want.

► **To duplicate a slide**

- On the **Home** tab, in the **Slides** group, click the **New Slide** arrow, and then click **Duplicate Selected Slides**.
- In the **Overview** pane, on the **Slides** tab, right-click the slide, and then click **Duplicate Slide**.

Reusing Slides

If you save a presentation on your hard disk or in a shared location on your network and then you want to reuse one or more of its slides in a different presentation, you can tell PowerPoint to reuse the existing slides. If you are using PowerPoint Professional Plus and connecting to a Microsoft SharePoint site on which slide libraries are enabled, you can store slides in a slide library so that they are available for use in any presentation by anyone who can access the library. Either way, you insert the slides you want to use from the Reuse Slides task pane.



► **To reuse slides from a saved presentation**

1. Click the slide after which you want to insert reused slides.
2. On the **Home** tab, in the **Slides** group, click the **New Slide** arrow, and then click **Reuse Slides**.
3. In the **Reuse Slides** task pane, click **Browse**, and then click **Browse File**.

4. In the **Browse** dialog box, locate and double-click the presentation containing the slides you want to reuse.
5. In the **Reuse Slides** task pane, click each slide you want to reuse, and then close the task pane.

Tip By default, reused slides take on the formatting of the presentation into which they are inserted. To retain the slides' source formatting, select the **Keep Source Formatting** check box before inserting the first slide.

► **To store slides in a slide library**

1. On the **Save & Send** page of the Backstage view, click **Publish Slides**.
2. In the right pane, click the **Publish Slides** button.
3. In the **Publish Slides** dialog box, select the check box for the slide you want to store in the library.
4. If the URL of your SharePoint slide library does not appear in the **Publish To** box, click the box, and enter the URL.
5. Click **Publish** to store the slide in the slide library.

► **To reuse slides from a slide library**

1. Click the slide after which you want to insert a reused slide.
2. On the **Home** tab, in the **Slides** group, click the **New Slide** arrow, and then click **Reuse Slides**.
3. In the **Reuse Slides** task pane, in the **Insert slide from** box, enter the URL of your SharePoint slide library, and then click the **Go** arrow.

Or

Click **Browse**, click **Browse Slide Library**, and then in the **Select a Slide Library** dialog box, navigate to the URL of the library and click **Select**.

4. In the **Reuse Slides** task pane, click each slide you want to reuse, and then close the task pane.

Inserting Outlines

If you save an outline containing styled headings as a Microsoft Word document (.doc or .docx) or a Rich Text Format (RTF) file (.rtf), you can open the outline in PowerPoint as a new presentation. You can also insert an outline in an existing presentation. In either case, paragraphs styled as Heading 1 become slide titles, and paragraphs styled as Heading 2 become bullet points.

► To create a presentation based on a Word outline

1. In the Backstage view, click **Open**.
2. In the **Open** dialog box, click **All PowerPoint Presentations**, and then click **All Files**.
3. Navigate to the outline file, and then double-click it.

► To insert slides from an outline into an existing presentation

1. Click the slide after which you want to insert slides from the outline.
2. On the **Home** tab, in the **Slides** group, click the **New Slide** arrow, and then click **Slides from Outline**.
3. In the **Insert Outline** dialog box, locate and double-click the outline file.

Rearranging Slides

You can rearrange a presentation's slides at any time so that they effectively communicate your message. You can rearrange a presentation in three ways:

- In Slide Sorter view, you can drag slide thumbnails into the correct order.
- In Normal view, you can drag slides up and down on either the Slides or Outline tab of the Overview pane.
- You can also cut and paste slides in the Overview pane.

Tip On the Outline tab of the Overview pane, you can hide bullet points under slide titles to make it easier to rearrange slides. Double-click the icon of the slide whose bullet points you want to hide. Double-click again to redisplay the bullet points. To expand or collapse the entire outline at once, right-click the title of any slide, point to **Expand** or **Collapse**, and then click **Expand All** or **Collapse All**.

► To reorganize slides in Slide Sorter view

1. In Slide Sorter view, on the **View** toolbar, click the **Zoom In** or **Zoom Out** button to adjust the size of the thumbnails as necessary to see the slides you want to move.
2. Drag the slide thumbnails to their new positions.

Tip If you arrange open presentation windows side by side, you can drag slides from one presentation to another. For information about arranging multiple program windows, see section 1.2, “Manipulate the PowerPoint Window.”

► **To move a slide in Normal view**

→ In the **Overview** pane, on the **Slides** tab, click the slide’s thumbnail, and then drag it up or down.

Or

1. On the **Slides** tab, click the slide’s thumbnail, and then cut it.
2. Click the thumbnail of the slide after which you want the cut slide to appear, and then paste the slide.

Or

→ In the **Overview** pane, on the **Outline** tab, click the icon of the slide, and then drag it up or down.

Or

1. On the **Outline** tab, click the slide’s icon, and then cut the selection. If necessary, click **Yes** to confirm the command.
2. Click the icon of the slide after which you want the cut slide to appear, and then paste the slide.

Deleting Slides

You can easily delete slides you no longer need.

► **To delete the current slide**

→ On the **Home** tab, in the **Clipboard** group, click the **Cut** button.

Tip If you might change your mind about the deletion later, use this method so that you can paste the slides back into the presentation from the Microsoft Office Clipboard.

- In the **Overview** pane, on the **Slides** tab, right-click the slide thumbnail, and then click **Delete Slide**.
- In the **Overview** pane, on the **Outline** tab, right-click the slide title, and then click **Delete Slide**.

► To delete multiple slides

1. In the **Overview** pane, on the **Slides** tab, select the slides you want to delete, and then do one of the following:
 - Cut the slides.
 - Right-click anywhere in the selection, and then click **Delete Slide**.

Tip To select non-contiguous slides, hold down the Ctrl key while you click each slide.

Hiding Slides

If you decide not to include a slide when you deliver a presentation but you don't want to delete the slide entirely, you can hide the slide. Then PowerPoint will skip over that slide during delivery.

► To hide a selected slide

- On the **Slide Show** tab, in the **Set Up** group, click the **Hide Slide** button.
- Right-click the selected slide, and then click **Hide Slide**.

► To display a hidden slide during presentation delivery

- Right-click anywhere on the screen, point to **Go to Slide**, and then click the hidden slide, which is identified by the parentheses around its slide number.

Practice Tasks

The practice files for these tasks are located in the PowerPoint\Objective2 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice files.

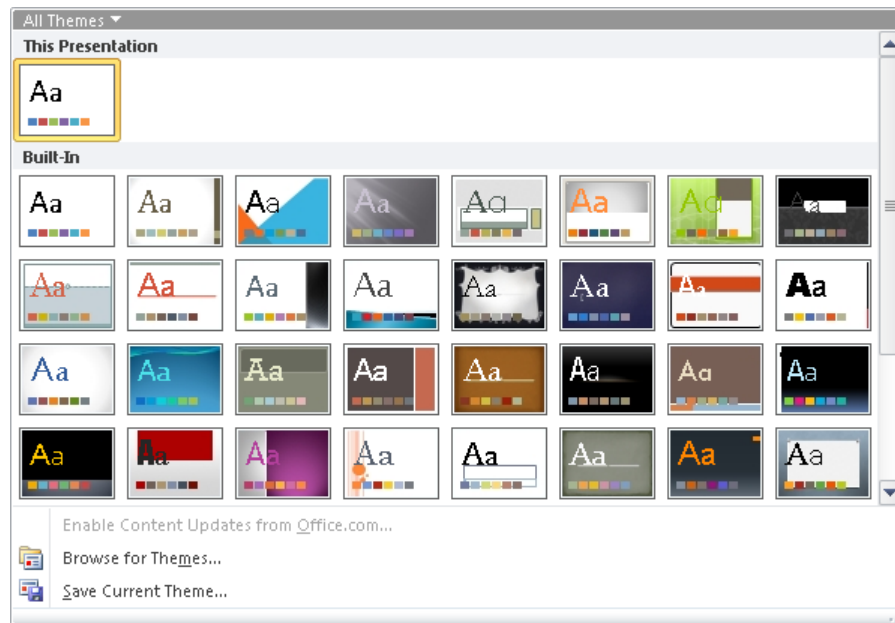
- In the *Service* presentation, add a new slide with the default layout after the title slide. Then add a slide with the Two Content layout.
- Insert the first slide in the *Projects* presentation as slide 4 in the *Service* presentation.
- After slide 4 in the *Service* presentation, create more new slides by inserting the outline stored in the *Orientation* document.
- Reorder the slides in the *Service* presentation so that slide 6 appears before slide 4. Then delete slides 2, 3, and 6, and hide slide 3.

2.4 Format Slides

See Also For information about changing the layout of a slide, see the “Inserting New Slides” topic in section 2.3, “Add and Remove Slides.”

Applying and Modifying Themes

The primary formatting of a presentation is dictated by a theme—a combination of colors, fonts, formatting, graphics, and other elements that gives the presentation a coherent look. Even a presentation developed from scratch has a theme, albeit one that consists of only a white background and a basic set of font styles and sizes. You can change the theme applied to a presentation at any time by selecting one from the Themes gallery.



If you like some components of the theme but not others, you can change the following:

- Colors** Every presentation, even a blank one, has an associated set of 12 complementary colors: four Text/Background colors for dark or light text on a dark or light background; Accent 1 through Accent 6 for the colors of objects other than text; Hyperlink to draw attention to hyperlinks; and Followed Hyperlink to indicate visited hyperlinks. Ten of these colors appear with light to dark gradients in the various color palettes. (The two background colors are not represented in these palettes.)

Tip If none of the color schemes is exactly what you are looking for, you can create your own by clicking **Create New Theme Colors** at the bottom of the **Colors** gallery and assembling colors in the **Create New Theme Colors** dialog box.

- **Fonts** Every presentation, even a blank one, has an associated set of two fonts. The **Fonts** gallery lists the combination of fonts that is used by each of the themes, in alphabetical order by theme. The top font in each combination is used for titles, and the bottom font is used for other slide text.

Tip You can create a custom font combination by clicking **Create New Theme Fonts** at the bottom of the **Fonts** gallery and then specifying the font combination you want in the **Create New Theme Fonts** dialog box.

- **Effects** The **Effects** gallery displays the combination of effects that is applied to shapes on the slides by each of the themes.

Changes made to a component of a theme are stored with the presentation and do not affect the default theme.

► **To apply a different theme**

- On the **Design** tab, in the **Themes** group, click the **More** button in the lower-right corner of the **Themes** gallery, and then click the thumbnail of the theme you want.

Tip If the thumbnail of the theme you want is visible, you can click it without displaying the entire gallery. You can also scroll the gallery to show one row of thumbnails at a time.

► **To change the theme colors, fonts, or effects**

1. On the **Design** tab, in the **Themes** group, click the **Colors**, **Fonts**, or **Effects** button.
2. In the corresponding gallery, click the color scheme, font set, or combination of effects you want.

► **To save a modified theme**

1. Adjust the colors, fonts, or effects of the current theme to suit your needs.
2. In the **Themes** gallery, below the thumbnails, click **Save Current Theme**.
3. In the **Save Current Theme** dialog box, name the theme, and then click **Save**.

► **To create a new color scheme**

1. Apply the color scheme that is closest to the one you want.
2. On the **Design** tab, in the **Themes** group, click the **Colors** button, and then at the bottom of the gallery, click **Create New Theme Colors**.
3. In the **Create New Theme Colors** dialog box, click the box to the right of the presentation element you want to change.
4. In the color palette that appears, do one of the following:
 - Click the color you want to apply to the selected element.
 - At the bottom of the palette, click **More Colors**. Then on either the **Standard** page or the **Custom** page of the **Colors** dialog box, click the color you want, and click **OK**.
5. In the **Name** box at the bottom of the **Create New Theme Colors** dialog box, assign a name to the new color scheme, and then click **Save**.

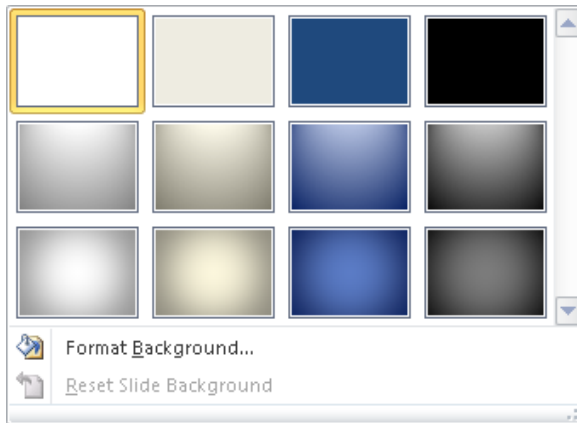
► **To create a new font set**

1. Apply the font set that is closest to the one you want.
2. On the **Design** tab, in the **Themes** group, click the **Fonts** button, and then at the bottom of the gallery, click **Create New Theme Fonts**.
3. In the **Create New Theme Fonts** dialog box, in the **Heading font** list, click the font you want.
4. Repeat step 3 to change the **Body font** setting.
5. In the **Name** box at the bottom of the dialog box, assign a name to the new font set, and then click **Save**.

Tip Custom themes, color schemes, and font sets are saved in the C:\Users*<username>*\AppData\Roaming\Microsoft\Templates\Document Themes folder. To delete a custom theme, color scheme, or font set, navigate to the folder, right-click the item, and then click **Delete**.

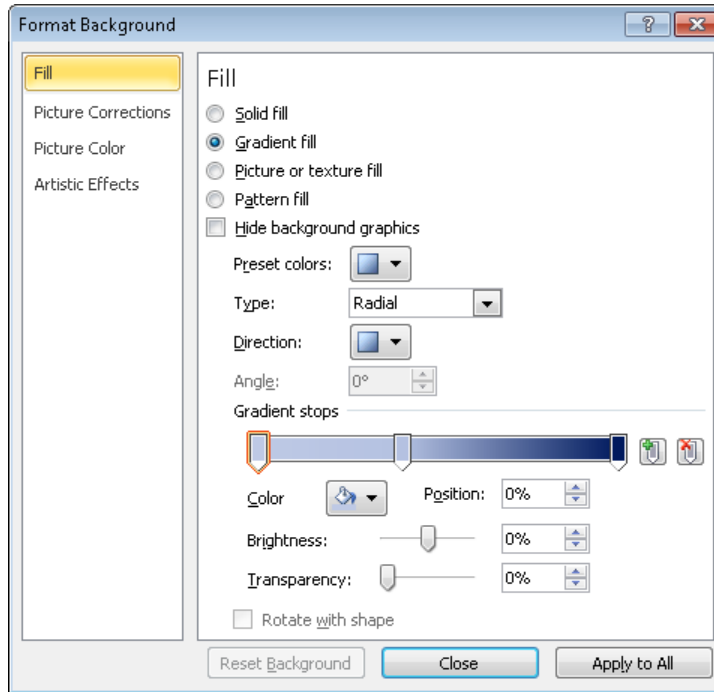
Formatting the Background of Slides

You can customize the background of all the slides in a presentation by applying a background style from a gallery of predefined solid colors and gradients that reflect the color scheme applied to the presentation.



If none of these styles meets your needs, you can use the Format Background dialog box to specify that the background should be filled with the following:

- **Solid color** This simple effect can be customized with varying degrees of transparency.
- **Gradient color** In these visual effects, a solid color gradually changes from light to dark or dark to light. PowerPoint offers several gradient patterns, each with several variations. You can also choose a preset arrangement of colors from professionally designed backgrounds in which the different colors gradually merge.
- **Texture** PowerPoint comes with several preset textures that you can easily apply to the background of slides.
- **Picture** You can also add a picture to the background as a single object or as a tiled image that fills the entire slide.
- **Pattern** You can choose from 48 patterns and specify the foreground and background colors.



When you apply a background by using the Background Styles gallery, all the slides take on the new background. When you apply a background by using the Format Background dialog box, you can control whether the background should be applied to only the current slide or all slides.

► **To apply a predefined background style to all the slides**

- On the **Design** tab, in the **Background** group, click the **Background Styles** button, and then in the gallery, click the style you want.

► **To fill the current slide's background with a color, gradient, or pattern**

1. On the **Design** tab, click the **Background** dialog box launcher.
2. On the **Fill** page of the **Format Background** dialog box, click the **Fill** option you want.
3. Fine-tune the effect as necessary, and then click **Close**.

► **To fill the current slide's background with a texture**

1. On the **Fill** page of the **Format Background** dialog box, click **Picture or texture fill**, and then do one of the following:
 - Select an option in the **Texture** list.
 - Click **File**, and then in the **Insert Picture** dialog box, locate and double-click the texture file you want.
2. Fine-tune the texture as necessary, and then click **Close**.

► **To fill the current slide's background with a picture**

1. On the **Fill** page of the **Format Background** dialog box, click **Picture or texture fill**, and then click **File**.
2. In the **Insert Picture** dialog box, locate and double-click the file you want.
3. Fine-tune the picture as necessary.

Tip You can adjust the brightness, contrast, and color of the picture on the **Picture Corrections** and **Picture Color** pages of the **Format Background** dialog box.

4. Click **Close**.

► **To apply a custom background to all the slides**

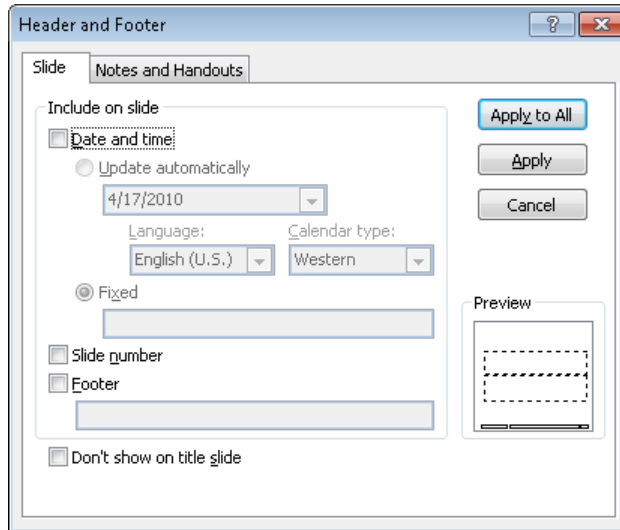
→ Specify the background as usual, click **Apply to All**, and then click **Close**.

Inserting Footer Information

If you want the same identifying information to appear at the bottom of every slide, you can insert it in a footer. You can specify the following:

- Date and time, in updating or fixed formats
- Slide number
- Custom text

You can omit the footer from the title slide, and apply your settings to the current slide or to all slides.



► To add a footer

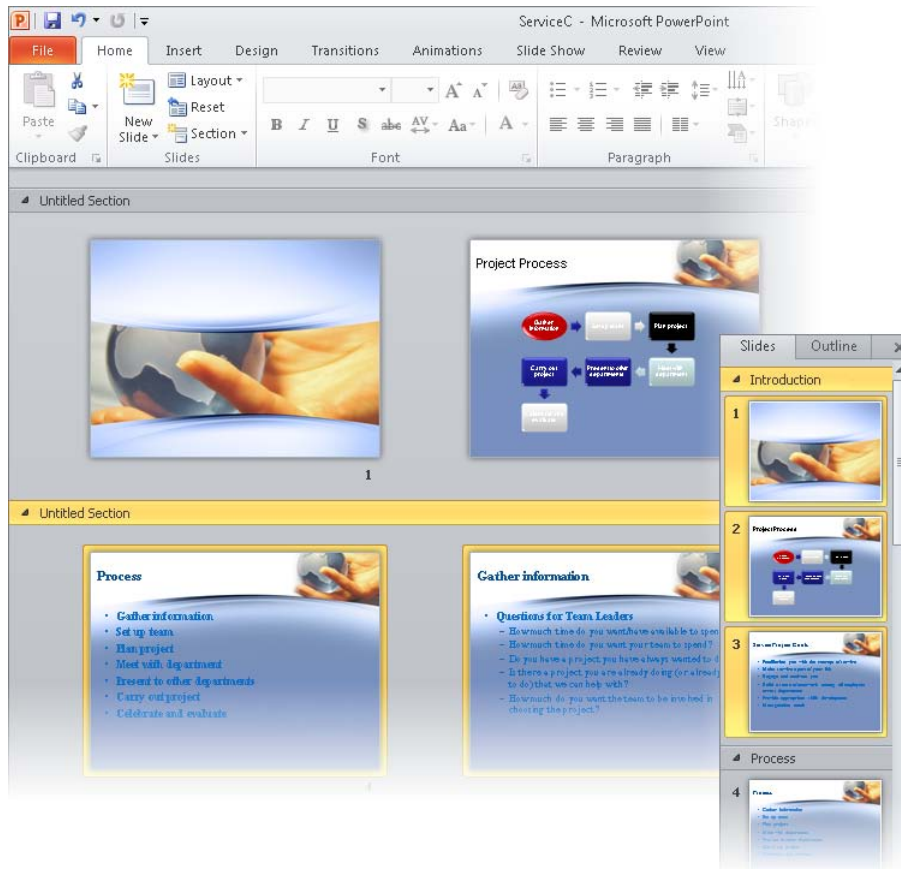
1. On the **Insert** tab, in the **Text** group, click the **Header & Footer** button.
2. In the **Header and Footer** dialog box, in the **Include on slide** area, select the options you want and refine them as necessary.
3. Click **Apply** to add the footer to the current slide, or click **Apply to All** to add it to all slides.

Tip If you want to omit the footer from the title slide, select the **Don't Show On Title Slide** check box before clicking **Apply To All**.

Dividing a Presentation into Sections

Dividing a presentation into sections can be a great tool during content development because you can hide all the sections except the one you are currently working on. In a long presentation, sections can make it easier to organize content because you can rearrange entire sections of slides as a unit. You can also use sections to make it easier for audiences to understand the organization of your presentation because you can apply different themes to different sections.

Sections appear as bars across the Slides tab of the Overview pane in Normal view and across the workspace in Slide Sorter view. They do not appear in other views, and they do not create slides or otherwise interrupt the flow of the presentation. When you no longer need the sections in a presentation, you can either leave them where they are or you can delete them at any time.



► **To add a section before the selected slide**

- On the Home tab, in the Slides group, click the Section button, and then click Add Section.

► **To name a section**

1. Do one of the following:
 - Click the section bar, and on the **Home** tab, in the **Slides** group, click **Section**, and then click **Rename Section**.
 - Right-click the section bar, and then click **Rename Section**.
2. In the **Rename Section** dialog box, enter the name, and then click **Rename**.

► **To hide the slides in a section under the section bar**

- To the left of the section name, click the black arrowhead.
- Click the white arrowhead to display the slides again.

► **To hide all the slides under their section bars**

- Click any section bar, and on the **Home** tab, in the **Slides** group, click **Section**, and then click **Collapse All**.
- Right-click any section bar, and then click **Collapse All**.
- Click **Expand All** to display the slides again.

► **To change the order of sections**

- Drag the section bars to reorganize the presentation.
- Right-click a section bar, and then click **Move Section Up** or **Move Section Down**.

Tip Reorganizing sections is easier if all the slides are hidden.

► **To apply a different theme to the slides in a section**

- Click the section bar to select it and its slides, and then apply the theme you want.

► **To remove a section**

- Click the section bar, and then on the **Home** tab, in the **Slides** group, click the **Section** button, and click **Remove Section**.
- Right-click the section bar, and then click **Remove Section**.

Tip You can also click **Remove Section & Slides** or **Remove All Sections**.

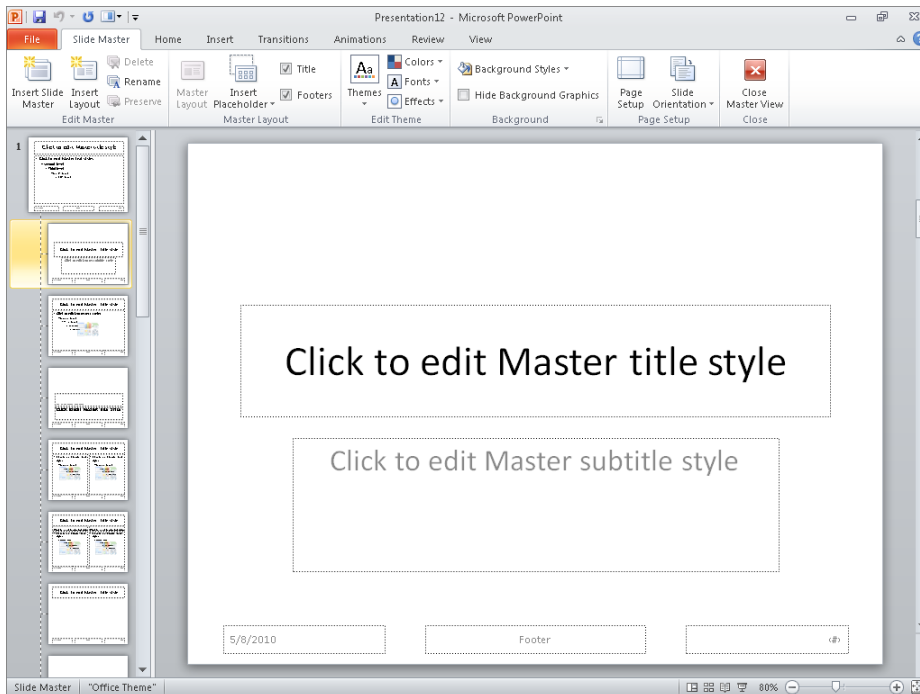
Customizing Slide Masters

Strategy There is no objective in the PowerPoint certification exam that relates specifically to a presentation's masters. However, when you want to change the formatting of all the slides in a presentation, or of all the slides of a particular layout, often the fastest method is to make the change to the slide master. So it is worth taking a little time to become familiar with masters and the types of formatting they control.

When you create a new presentation, its slides assume the formatting of the presentation's slide master, which by default contains placeholders for a title, bullet points, the date, the slide number, and footer information. The placeholders control the position of the corresponding elements on the slide. Text placeholders also control the formatting of their text.

On an individual slide, you can make changes to the design elements provided by the master, but you can change the basic design only on the master. When you change a design element on the master, all the slides reflect the change.

To make changes to a presentation's master, you switch to Slide Master view, which adds a Slide Master tab to the ribbon and hides the tabs that aren't needed. In this view, the slide master thumbnail is displayed at the top of the Overview pane, followed by thumbnails of its associated layouts.



By displaying the slide master and clicking buttons on the Slide Master tab, you can make the following formatting adjustments, which are applied to all the layouts:

- Apply a theme; or change the colors, fonts, or effects associated with the current theme.
- Control the background color, texture, and graphics.
- Specify which placeholders should appear on the slides.

You can also add custom elements that you want to appear on all slides, including graphics such as logos and repeating text such as slogans.

► To switch to Slide Master view

- On the **View** tab, in the **Presentation Views** group, click the **Slide Master** button.

► To close Slide Master view

- On the **Slide Master** tab, in the **Close** group, click the **Close Master View** button.
- On the **View** toolbar at the right end of the status bar, click any view button.

Tip While working in Slide Master view, you can format text placeholders, insert graphic objects, and add animations and transitions by using the same techniques you would use to perform those tasks with slides. For information, see the other chapters in this part of the book.

Practice Tasks

The practice files for these tasks are located in the PowerPoint\Objective2 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice files.

- In a blank presentation, ensure that the Apex theme will be automatically applied to any slides you create. Then change the color scheme that will be used for all slides to Verve.
- In a different blank presentation, ensure that the background of any slides you create will be formatted as Style 8. Then change the background that will be used for all slides to the Denim texture.
- In the *CommunityService* presentation, display an automatically updating date in the September 28, 2011 format on all slides except the title slide.
- In the *WaterSaving* presentation, add sections before slide 1, slide 4, slide 6, and slide 12. Assign the name *Introduction* to the first section, and change the theme of that section only to Trek. Then swap the third and fourth sections.

2.5 Enter and Format Text

Entering Text in Text Placeholders

Strategy PowerPoint responds differently to the way you enter text depending on where you are typing. Become familiar with the different ways of creating new slides, new bullet points, and new subpoints so that you can enter text efficiently during the exam.

When you add a new slide to a presentation, the layout you select indicates the type and position of the objects on the slide with placeholders. You can enter text directly into a text placeholder on a slide in the Slide pane, or you can enter it on the Outline tab of the Overview pane. As you type, the text appears both on the slide and on the Outline tab.

➤ **To create a new line of text with the same style and at the same level as the current one**

→ Press Enter.

➤ **To demote the current line of text to the next lower level**

→ Click to the left of the current line, and then press Tab.

→ On the **Home** tab, in the **Paragraph** group, click the **Increase List Level** button.

➤ **To promote the current line of text to the next higher level**

→ Click to the left of the current line, and then press Shift+Tab.

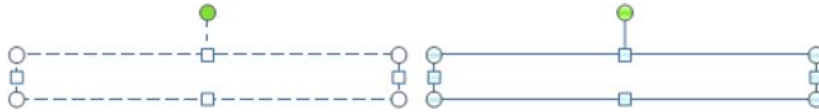
→ On the **Home** tab, in the **Paragraph** group, click the **Decrease List Level** button.

Entering Text in Independent Text Boxes

When you want to add text that is not appropriate for a placeholder, such as annotations or source citations, you can create two types of independent text boxes:

- **Fixed height** The box grows horizontally to fit what you type, even expanding beyond the border of the slide if necessary.
- **Fixed width** The box grows vertically to fit what you type. When the text reaches the right boundary of the box, the height of the box expands by one line so that the text can wrap.

When you click in a text box, a cursor appears, and the box is surrounded by a dashed border. You can then edit the text. Clicking the dashed border changes it to a solid border, indicating that the box itself is selected. You can then manipulate the text box as a unit—for example, you can move or copy it as a whole.



See Also For information about manipulating text boxes, see section 2.6, “Format Text Boxes.”

► **To insert a fixed-height text box**

1. On the **Insert** tab, in the **Text** group, click the **Text Box** button.
2. Click the slide where you want the upper-left corner of the text box to appear, and then enter the text.

► **To insert a fixed-width text box**

1. On the **Insert** tab, in the **Text** group, click the **Text Box** button.
2. Drag to create a text box where you want it to appear, and then enter the text.

Editing Text

After you enter text, you can change it at any time. To replace a selection, you enter the new text. To delete the selection, you press either the Delete key or the Backspace key. If you want to move or copy the selected text, you have three options:

- **Drag-and-drop editing** Use this feature when you need to move or copy text within the same slide or to a slide that is visible on the Outline tab of the Overview pane without scrolling.
- **Cut, Copy, and Paste buttons** Use these commands when you need to move or copy text between two locations that you cannot see at the same time. You can specify how the cut or copied item should look or the format it should have when pasted.
- **Keyboard shortcuts** The main keyboard shortcuts for editing tasks are outlined in the following table.

Task	Keyboard shortcut
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V

If you decide you don't want to keep a change, you can reverse it, and if you undo an action in error, you can reverse that change, too.

➤ **To use drag and drop**

- Select the text, point to the selection, hold down the mouse button, drag the text to its new location, and release the mouse button.
- To copy the selection, hold down the Ctrl key while you drag.

➤ **To move or copy a selection**

1. On the **Home** tab, in the **Clipboard** group, click the **Cut** or **Copy** button.
2. Reposition the cursor, and do one of the following:
 - Click the **Paste** button to insert the selection in its new location.
 - Click the **Paste** arrow, and then in the **Paste Options** list, click the option you want.
 - Click the **Paste** arrow, and then click **Paste Special**. In the **Paste Special** dialog box, click the format you want for the pasted object, and then click **OK**.

➤ **To undo an editing action**

- On the Quick Access Toolbar, click the **Undo** button.

➤ **To undo multiple actions at the same time**

- On the Quick Access Toolbar, click the **Undo** arrow, and then click the earliest action you want to undo.

➤ **To redo an editing action you have undone**

- On the Quick Access Toolbar, click the **Redo** button.

Tip You can also undo and redo most formatting actions.

Formatting Characters and Paragraphs

The default formatting of text in placeholders reflects the design of the underlying slide master. However, you can use standard character and paragraph formatting techniques to override the following aspects of the design:

- **Font and size** You can pick a different font or size for any selection.

See Also For information about sizing text boxes to fit their text and about the Autofit feature, see section 2.6, "Format Text Boxes."

- **Color** Picking a color from the applied color scheme creates a pleasing design impact. You can also add colors that are not part of the color scheme, including

colors from the standard palette or from the almost infinite spectrum of colors available in the Colors dialog box.

- **Style and effects** You can apply simple styles such as bold and italic, or you can choose more dramatic effects such as shadows, colored underlining, or small caps.
- **Case** You can make selected text all lowercase or all uppercase; ensure that the text is capitalized as a sentence or that each word has an initial capital letter; or switch (toggle) the capitalization of each letter.
- **Character spacing** You can make the space between characters looser or tighter.
- **Fancy text effects** You can apply fancy effects, such as shadows, reflections, and bevels, or rotate or mold text into a shape.

See Also For information about applying fancy text effects to selected characters, see section 3.3 “Modify WordArt and Shapes.”

- **Alignment** You can align the text horizontally to the left, right, or center; or you can justify it to span the text box. You can align the text vertically at the top of the text box, in the middle, or at the bottom.
- **Indentation** You can indent the text from the left side of the text box.
- **Line and paragraph spacing** You can adjust the spacing within and between paragraphs.
- **Direction** You can arrange the text in a placeholder so that it is vertical (to the left or right) or stacked.

After you have formatted one text selection to suit your needs, you can quickly apply the same combination of formatting to another selection by using the Format Painter. You can also clear all manual formatting from a selection, so that it reverts to the formatting specified by the design.

► **To change the font of selected text**

- Either on the Mini Toolbar or in the **Font** group of the **Home** tab, click the font you want in the **Font** list.

► **To increase or decrease the size of selected text**

- Either on the Mini Toolbar or in the **Font** group of the **Home** tab, click the **Increase Font Size** or **Decrease Font Size** button.

➤ **To precisely size selected text**

- Either on the Mini Toolbar or in the **Font** group of the **Home** tab, click the size you want on the **Font Size** list.

➤ **To change color of selected text**

- Either on the Mini Toolbar or in the **Font** group of the **Home** tab, click the color you want in the **Font Color** palette.

Or

1. In the **Font Color** palette, click **More Colors**.
2. On either the **Standard** or **Custom** page of the **Colors** dialog box, specify the color you want, and then click **OK**.

➤ **To change the style or effect of selected text**

- Either on the Mini Toolbar or in the **Font** group of the **Home** tab, click the button for the style you want.

Or

1. On the **Home** tab, click the **Font** dialog box launcher.
2. In the **Font** dialog box, specify the style or effect you want, and then click **OK**.

➤ **To change the case of selected text**

- On the **Home** tab, in the **Font** group, click the **Case** button, and then click the option you want.

➤ **To change the character spacing of selected text**

- On the **Home** tab, in the **Font** group, click the **Character Spacing** button, and then click the option you want.

Or

1. On the **Home** tab, in the **Font** group, click the **Character Spacing** button, and then click **More Spacing**.
2. On the **Character Spacing** page of the **Font** dialog box, in the **Spacing** list, click **Expanded** or **Condensed**.
3. Change the **By** setting to the precise amount of space you want between characters, and then click **OK**.

► **To change the alignment of selected text**

- Either on the Mini Toolbar or in the **Paragraph** group of the **Home** tab, click the **Left**, **Center**, or **Right** button.

Tip To justify text, click the **Justify** button in the **Paragraph** group.

- On the **Home** tab, in the **Paragraph** group, click the **Align Text** button, and then click the vertical alignment you want.

► **To change the indentation of selected text**

- Either on the Mini Toolbar or in the **Paragraph** group of the **Home** tab, click the **Increase List Level** or **Decrease List Level** button.

Tip You can click these buttons to increase and decrease the left indent of regular text paragraphs as well as lists.

Or

1. On the **Home** tab, click the **Paragraph** dialog box launcher.
2. In the **Paragraph** dialog box, in the **Indentation** area, change the **Before text** setting, and then click **OK**.

► **To change the spacing of selected text**

- On the **Home** tab, in the **Paragraph** group, click the **Line Spacing** button, and then click the spacing you want.

Tip Clicking **Line Spacing Options** opens the **Paragraph** dialog box.

Or

1. On the **Home** tab, click the **Paragraph** dialog box launcher.
2. In the **Paragraph** dialog box, in the **Spacing** area, change the **Before** or **After** settings, or the **Line Spacing** option, and then click **OK**.

► **To change the direction of text in a placeholder**

- Click anywhere in the placeholder, and on the **Home** tab, in the **Paragraph** group, click the **Text Direction** button, and then click the direction you want.

► **To copy the formatting of selected text**

- Either on the Mini Toolbar or in the **Clipboard** group of the **Home** tab, click the **Format Painter** button, and then select the text to which you want to apply the formatting.

► **To copy the formatting of selected text multiple times**

1. Either on the Mini Toolbar or in the **Clipboard** group of the **Home** tab, double-click the **Format Painter** button, and then select the text to which you want to apply the formatting.
2. Click the **Format Painter** button to deactivate it.

► **To clear all manual formatting from selected text**

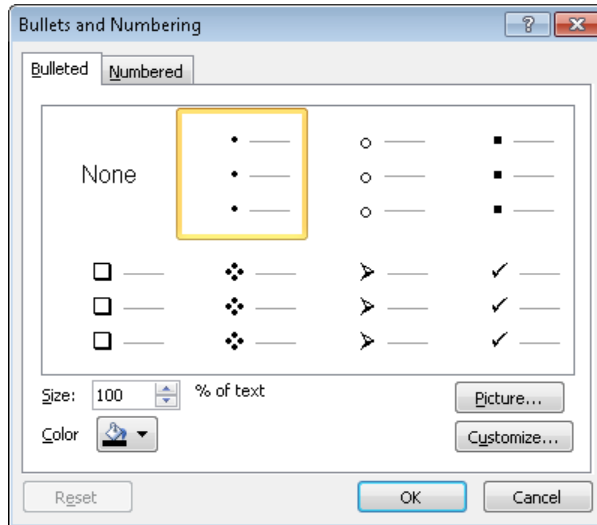
- On the **Home** tab, in the **Font** group, click the **Clear All Formatting** button.
- Press Ctrl+Spacebar.

Formatting Bulleted and Numbered Lists

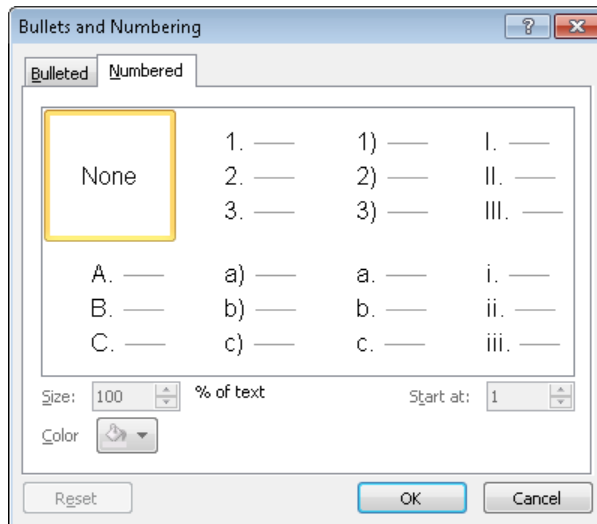
Bulleted lists form the foundation of most presentations. You can enter up to five levels of bullets on any slide with a content placeholder. By default, the bullet points you enter are all first-level, but you can easily demote bullet points to subpoints and promote subpoints to bullet points, both on the slide in the Slide pane and on the Outline tab of the Overview pane. (On the Outline tab, you can also change slide titles to bullet points and vice versa.)

If you have entered regular text paragraphs in a placeholder or an independent text box, you can convert the text to a bulleted list or a numbered list. (Numbers are appropriate for items that must appear in a specific order.) You can also convert a bulleted list or numbered list to regular text paragraphs.

The basic look of the bullet points and subpoints is determined by the formatting prescribed on the slide master. However, you can customize a bulleted list by using basic formatting techniques. You can also change the size, color, and symbol of the bullets on the Bulleted page of the Bullets And Numbering dialog box.



For a numbered list, you can change the number scheme, and the size and color of the numbers on the Numbered page of the Bullets And Numbering dialog box.



For both types of lists, you can specify the indenting of each level. If you want to adjust the indenting of multiple levels, it is best to start with the lowest level and work your way up, using equal increments. Otherwise it is easy to create a list that looks uneven and unprofessional.

See Also For information about formatting bullet points as SmartArt diagrams, see section 3.4 "Manipulate SmartArt."

► **To demote a bullet point to a subpoint**

- With the cursor in the bullet point, on the **Home** tab, in the **Paragraph** group, click the **Increase List Level** button.
- Click to the left of the text of the bullet point, and then press the Tab key.

Tip On the Outline tab of the Overview pane, you can also use these techniques to change a slide title to a bullet point or a numbered item to a lower level.

► **To promote a subpoint to a bullet point**

- With the cursor in the subpoint, on the **Home** tab, in the **Paragraph** group, click the **Decrease List Level** button.
- Click to the left of the text of the bullet point, hold down Shift, and then press the Tab key.

Tip On the Outline tab of the Overview pane, you can also use these techniques to change a bullet point to a slide title or a numbered item to a higher level.

► **To convert selected text to a bulleted list**

- On the **Home** tab, in the **Paragraph** group, click the **Bullets** button.

► **To change the bullets in a selected bulleted list**

1. On the **Home** tab, in the **Paragraph** group, click the **Bullets** arrow.
2. In the **Bullets** gallery, select the bullet style you want.

Or

1. In the **Bullets** gallery, click **Bullets and Numbering**.
2. On the **Bulleted** page of the **Bullets and Numbering** dialog box, change the size and color of the existing bullet.
3. To change the bullet symbol, click **Customize**, and in the **Symbol** dialog box, choose a font and symbol. Then click **OK**.
4. To use a picture as a bullet, click **Picture**, and in the **Insert Picture** dialog box, locate and double-click the picture file you want.
5. In the **Bullets and Numbering** dialog box, click **OK**.

► **To convert selected text to a numbered list**

- On the **Home** tab, in the **Paragraph** group, click the **Numbering** button.

► **To change the numbers in a selected numbered list**

1. On the **Home** tab, in the **Paragraph** group, click the **Numbering** arrow.
2. In the **Numbering** gallery, select the number scheme you want.

Or

1. In the **Numbering** gallery, click **Bullets and Numbering**.
2. On the **Numbered** page of the **Bullets and Numbering** dialog box, change the size and color of the numbers, and then click **OK**.

► **To adjust the hanging indent of a list**

- Drag the **First Line Indent** and **Hanging Indent** markers to the left or right on the ruler.

Tip To display the ruler, select the **Ruler** check box in the **Show** group on the **View** tab.

Practice Tasks

The practice file for these exercises is located in the PowerPoint\Objective2 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

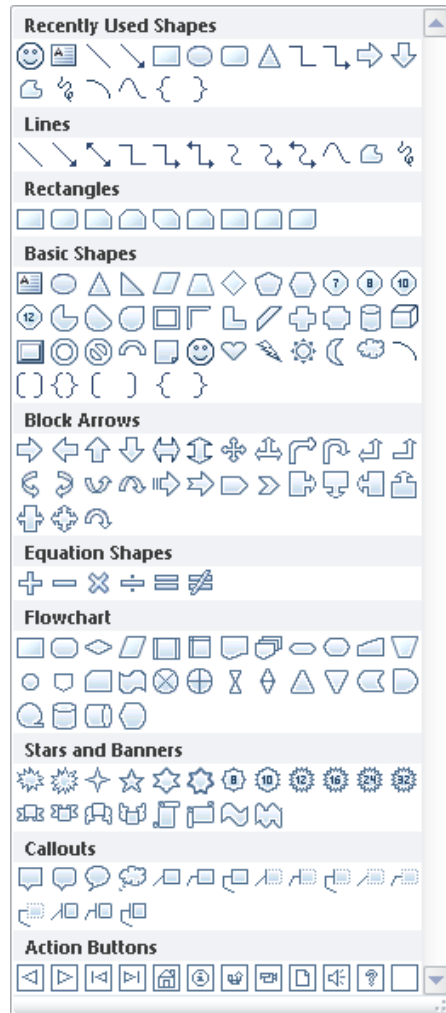
- In the *BuyingTrips* presentation, on slide 6, create an independent text box containing the text *Be sure to check the manual for important information about the minimum requirements*, arranged on multiple lines.
- On slide 2, in the first bullet point, delete the word *buying*. On slide 5, in the third bullet point, replace *good* with *lasting*. Then move the first bullet point on slide 4 to the top of the bullet list on slide 5. Finally, on slide 3, move the first bullet point and its subpoints so that they follow *Plan the itinerary*.
- On slide 2, make the slide title bold, purple, and small caps. Adjust the character spacing so that it is very loose. Then apply the same formatting to the titles of all the other slides.
- On slide 6, change the bullets to dark red dollar signs. Then on slide 3, increase the hanging indent of the subpoints to a half inch. On slide 8, change the subpoint list to a numbered list, and set the numbering scheme to use purple capital letters.

2.6 Format Text Boxes

Tip If you want to format a placeholder on an individual slide, you can use the same techniques as those you use with text boxes. If you want to make changes to the same placeholder on every slide, it is more efficient to make the adjustments on the presentation's master slide.

Changing the Shape of Text Boxes

Text boxes are shapes that can be manipulated just like any other shape. By default, a new text box is a rectangle, but you can change it to any of the shapes available in the Shapes gallery.



► **To change the shape of a selected text box**

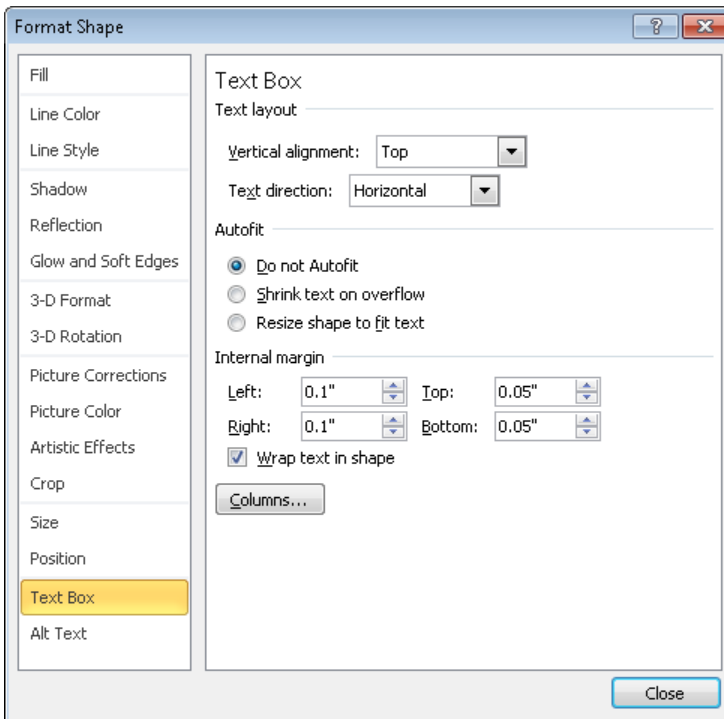
1. On the Drawing Tools **Format** contextual tab, in the **Insert Shapes** group, click the **Edit Shape** button, and then click **Change Shape**.
2. In the **Shapes** gallery, click the shape you want.

Tip Changing the shape of a text box has a noticeable effect only if the text box has an outline.

Sizing and Positioning Text Boxes

By default, PowerPoint adjusts the size of an independent text box to fit the text within it. You can drag to change its size manually, or you can specify precise dimensions, but unless you change the Autofit behavior of the box on the Text Box page of the Format Shape dialog box, PowerPoint will always make the box fit the text. The three Autofit options are as follows:

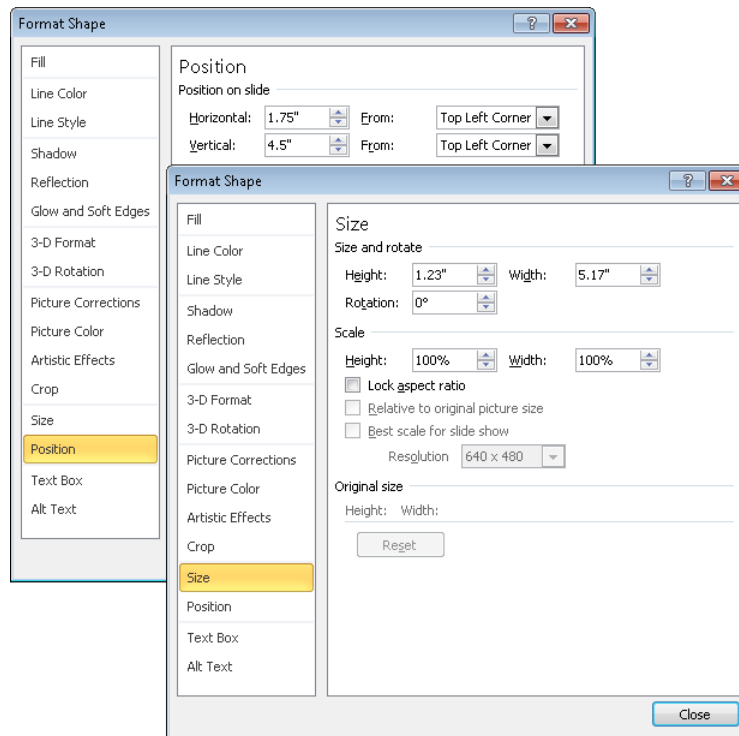
- **Do not Autofit** PowerPoint adjusts neither the box size nor the text size. Any text that does not fit in the box is hidden. You can make the box whatever size you want and manually change the size of the text.
- **Shrink text on overflow** PowerPoint adjusts the size of the text to fit the box.
- **Resize shape to fit text** The default behavior for independent text boxes.



Tip By default, PowerPoint does not adjust the size of content placeholders. If you enter more text than will fit, it adjusts the size of the text and displays the AutoFit Options button so that you can override the default behavior if you want.

Having adjusted the Autofit behavior, you can size a text box visually or by changing the size or scale on the Size page of the Format Shape dialog box.

To move a text box, you can position it manually or by setting precise distances from the upper-left corner or center of the slide on the Position page of the Format Shape dialog box.



➤ **To open the Format Shape dialog box for a selected text box**

- Ensure that the border is solid, right-click anywhere inside the box, and click **Format Shape**.
- On the Drawing Tools **Format** contextual tab, click the **Size** dialog box launcher.

➤ **To set the Autofit behavior of a selected text box**

1. Display the **Text Box** page of the **Format Shape** dialog box.
2. In the **Autofit** area, click the option you want, and then click **Close**.

➤ **To size a selected text box**

- Drag a square text box handle to change the height or width only.
- If the **Lock aspect ratio** check box is selected on the **Size** page of the **Format Shape** dialog box, drag a round text box handle diagonally to change the size of the box while maintaining the aspect ratio.
- On the **Format** contextual tab, in the **Size** group, adjust the **Shape Height** or **Shape Width** settings to change the height or width.
- Display the **Size** page of the **Format Shape** dialog box, do one of the following, and then click **Close**:
 - In the **Size and rotate** area, change the **Height** or **Width** setting.
 - In the **Scale** area, change the **Height** or **Width** setting.

Tip Select the **Lock Aspect Ratio** check box if you want the relationship between the height and width to remain constant no matter what the size of the box.

➤ **To move a selected text box**

- Point to the border of the box, and drag it to the position you want.
- Or*
1. Display the **Position** page of the **Format Shape** dialog box.
 2. If you want to measure from the center of the slide instead of the upper-left corner, click **Center** in the appropriate **From** list.
 3. Adjust the **Horizontal** or **Vertical** setting, and then click **Close**.

Aligning Text Boxes

If you create more than one text box on a slide, you can control how the boxes are aligned relative to the slide and to each other in the following ways:

- **Horizontal alignment** The options are Left, Center, and Right.
- **Vertical alignment** The options are Top, Middle, and Bottom.
- **Distribution** The options are Horizontally and Vertically. PowerPoint adjusts the space between the boxes so that they are evenly distributed between the first and last selected boxes.
- **Gridlines and drawing guides** You can display gridlines and set horizontal and vertical guides to assist in aligning text boxes manually.

► To align a selected text box horizontally or vertically

- On the Drawing Tools **Format** contextual tab, in the **Arrange** group, click the **Align** button, and then click the horizontal or vertical alignment you want.

► To make the spaces between text boxes even

- On the **Format** contextual tab, in the **Arrange** group, click the **Align** button, and then click **Distribute Horizontally** or **Distribute Vertically**.

► To display gridlines

- On the **Format** contextual tab, in the **Arrange** group, click the **Align** button, and then click **View Gridlines**.
- To adjust the size of the grid, on the **Format** contextual tab, in the **Arrange** group, click the **Align** button, and then click **Grid Settings**. Then in the **Grid and Guides** dialog box, adjust the **Spacing** setting in the **Grid settings** area, and click **OK**.

► To display drawing guides

1. On the **Format** contextual tab, in the **Arrange** group, click the **Align** button, and then click **Grid Settings**.
2. In the **Grid and Guides** dialog box, in the **Guide settings** area, select the **Display drawing guides on screen** check box, and then click **OK**.
3. To adjust the position of the horizontal drawing guide, drag it up or down. To adjust the position of the vertical drawing guide, drag it to the left or right.

Tip If your text boxes overlap, you can click the **Bring Forward** and **Send Backward** button in the **Arrange** group on the **Format** tab to control the stacking order of shapes, including text boxes.

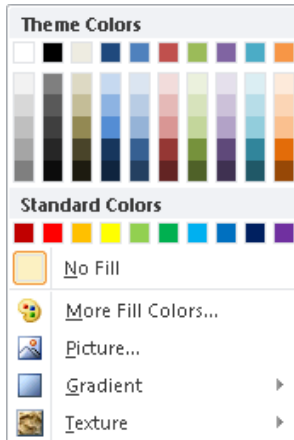
Formatting Text Boxes

By default, text boxes appear with transparent backgrounds, no border, and no special effects. You can format text boxes in the following ways:

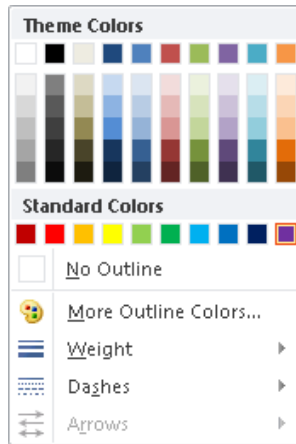
- **Styles** Apply a ready-made combination of fill, outline, and shape effects, such as shadows or bevels.



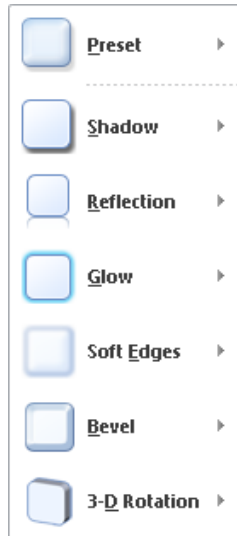
- **Fills** Format the background of the box with a solid color in various shades, a picture, a color gradient, or a texture.



- **Outlines** If you want a text box to have a border when it's not selected, assign an outline color, weight, and style.



- **Effects** Apply a preset combination of effects, or choose from among seven categories of effects.



You can refine the formatting of the box on the first eight pages of the Format Shape dialog box.

Strategy You should explore the pages of the Format Shape dialog box to understand the many ways you can control text box formatting.

► **To apply a ready-made style to a selected text box**

1. On the Drawing Tools **Format** contextual tab, in the **Shape Styles** group, click the **More** button.
2. In the **Shape Styles** gallery, click the style you want.

► **To change the fill, outline, or effect of a selected text box**

1. On the **Format** contextual tab, in the **Shape Styles** group, click the **Shape Fill**, **Shape Outline**, or **Shape Effects** button.
2. In the gallery that appears, click the formatting you want.

► **To open the Format Shape dialog box for a selected text box**

- On the **Format** contextual tab, click the **Shape Styles** dialog box launcher.
- Right-click the box, and then click **Format Shape**.

Adjusting the Text Layout

You can set the following layout options on the Text Box page of the Format Shape dialog box (shown earlier in this section):

- **Alignment** You can specify the horizontal and vertical alignment of text within the text box.
- **Direction** You can specify the direction of text within the text box. Clicking **Stacked** in this list keeps the individual characters horizontal but makes them run from top to bottom instead of from left to right.
- **Wrapping and margins** You can set whether text should wrap within the text box and the wrapping distance from the four sides of the box.
- **Columns** You can set the number of columns and the spacing between them.

► **To set the horizontal alignment of text**

1. Select the text box for editing. (It should have a dashed border.)
2. On the **Home** tab, in the **Paragraph** group, click the alignment button you want.

► **To set the vertical alignment of text in a selected text box**

- On the **Text Box** page of the **Format Shape** dialog box, in the **Text layout** area, display the **Vertical alignment** list, click the alignment option you want, and then click **Close**.

► **To set the direction of text in a selected text box**

- To rotate the entire text box, on the Drawing Tools **Format** contextual tab, in the **Arrange** group, click the **Rotate** button, and then click the option you want.
- Drag the green rotating handle attached to the upper-middle handle of the text box to the direction you want.
- On the **Text Box** page of the **Format Shape** dialog box, in the **Text layout** area, display the **Text Direction** list, click the rotation option you want, and then click **Close**.

► **To allow text to wrap in a selected text box**

- On the **Text Box** page of the **Format Shape** dialog box, in the **Internal margin** area, select the **Wrap text in shape** check box, and then click **Close**.

► **To set margins in a selected text box**

- On the **Text Box** page of the **Format Shape** dialog box, in the **Internal margin** area, adjust **Left**, **Right**, **Top**, and **Bottom** settings, and then click **Close**.

► **To flow text in columns in a selected text box**

1. On the **Text Box** page of the **Format Shape** dialog box, click **Columns**.
2. In the **Columns** dialog box, adjust the **Number** and **Spacing** settings, click **OK**, and then click **Close**.

Setting Default Formatting

When you create a text box, PowerPoint applies default settings for the text formatting (for example, font, size, style, and color) and text box formatting (for example, fill color, outline formatting, and special effects). To save formatting steps, you can change the default settings for the presentation you are working on by formatting one text box the way you want it and then specifying the current settings as the default for all new text boxes in the current presentation.

► **To make the formatting of a selected text box the default**

- Right-click the box away from its text, and then click **Set as Default Text Box**.

Tip Clicking the outline of a text box is the most reliable way of getting the **Set As Default Text Box** option to appear on the shortcut menu.

Practice Tasks

The practice file for this exercise is located in the PowerPoint\Objective2 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

- In the *AnnualGeneralMeeting* presentation, on slide 2, use a command to tell PowerPoint to adjust the size of the text in the text box to fit the size of the box. Then make the text box 5 inches tall by 4 inches wide, and position it exactly 2 inches from the top and 3 inches from the left edge of the slide.
- On slide 2, rotate the text in the text box 90 degrees to the left so that it reads from bottom to top. Then arrange the text in two columns with 0.2-inch space between them.
- On slide 3, align the three text boxes so that they are all centered horizontally on the slide and are vertically the same distance apart.
- On slide 3, apply the Intense Effect – Blue, Accent 1 style to the top and bottom text boxes. Change the outline of the center box to 3 pt Blue, Accent 1, and then apply an Offset Right shadow to it.
- On slide 3, make the formatting of the bottom text box the default for all future text boxes created in this presentation.

Objective Review

Before finishing this chapter, ensure that you have mastered the following skills:

- 2.1 Construct and Edit Photo Albums
- 2.2 Apply Slide Size and Orientation Settings
- 2.3 Add and Remove Slides
- 2.4 Format Slides
- 2.5 Enter and Format Text
- 2.6 Format Text Boxes

3 Working with Graphical and Multimedia Elements

The skills tested in this section of the Microsoft Office Specialist exam for Microsoft PowerPoint 2010 relate to the graphics, sounds, and videos you can add to slides. Specifically, the following objectives are associated with this set of skills:

- 3.1** Manipulate Graphical Elements
 - 3.2** Manipulate Images
 - 3.3** Modify WordArt and Shapes
 - 3.4** Manipulate SmartArt
 - 3.5** Edit Video and Audio Content
-

These days, presentations are usually delivered electronically and often include more graphics than words. They might also include audio content such as music, and video content such as advertisements or interviews. To meet the demand for more dynamic, visual content, PowerPoint provides many powerful tools for working with graphics and multimedia. Some of these tools work with any type of graphical element, and others are specifically geared to a particular type.

This chapter guides you in studying the common techniques for formatting any graphical element, as well as specific techniques for formatting images, WordArt text, shapes, SmartArt diagrams, videos, and sounds.

Practice Files Before you can complete the practice tasks in this chapter, you need to copy the book's practice files to your computer. The practice files you'll use to complete the tasks in this chapter are in the PowerPoint\Objective3 practice file folder. A complete list of practice files is provided in "Using the Book's Companion Content" at the beginning of this book.

3.1 Manipulate Graphical Elements

Tip This section discusses the techniques you can use to work with all types of graphic elements. For techniques that are specific to a particular type of graphic element, see the subsequent sections in this chapter.

Opening the Format Dialog Box

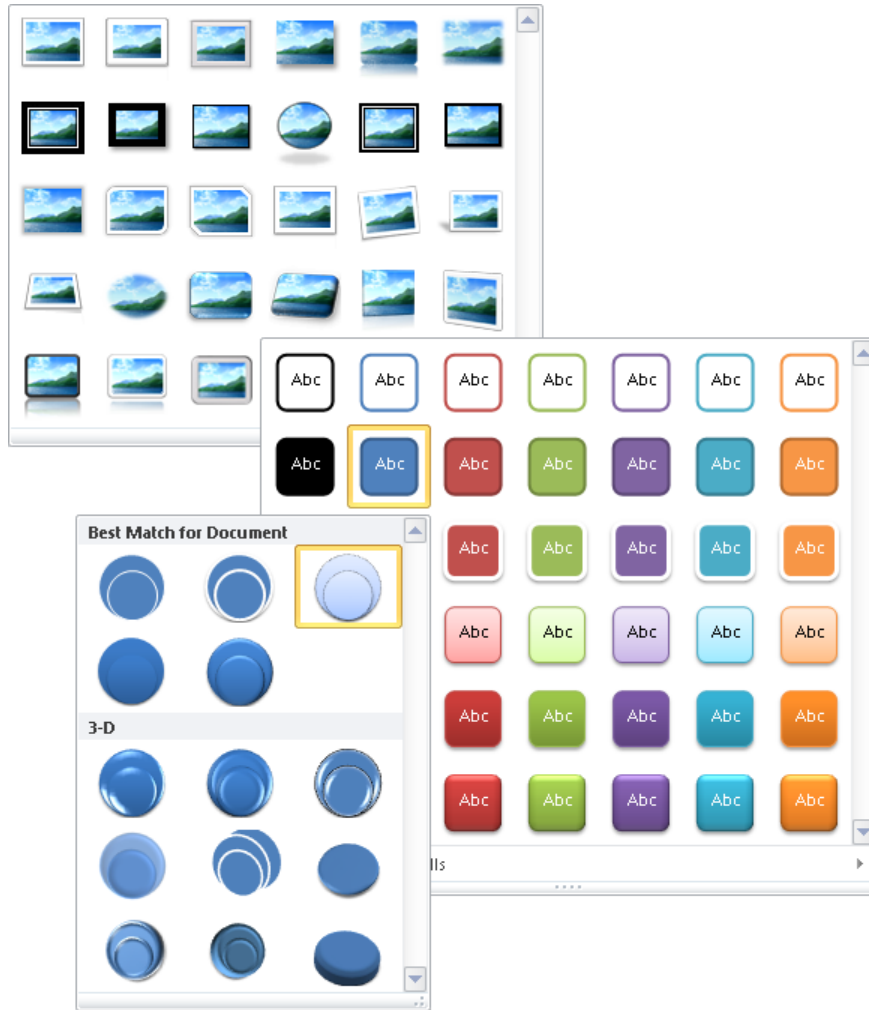
All graphical and multimedia elements have a Format dialog box that is specific to that type of element. Although PowerPoint provides ready-made styles and effects that you can apply to an element with a few clicks, it is often quicker to use this multipage dialog box to apply custom sets of formatting.

► To open the Format dialog box for a graphic element

→ Right-click the element, and then click **Format <element type>**.

Applying Styles, Borders, and Effects

After you insert a picture, clip art image, SmartArt graphic, or shape, you can quickly change the way it looks by applying a style. Styles are one-click combinations of borders and effects that are appropriate to each type of graphic element.



In addition to applying ready-made styles, you can also apply borders and effects to create your own combinations.

► **To apply a style to a selected graphic element**

- On the **Format** contextual tab for the graphic element type, in the **Styles** gallery, click the thumbnail of the style you want.

Tip For a SmartArt graphic, you can apply a Shape style to a selected graphic shape from the SmartArt Tools Format contextual tab, or you can apply a SmartArt style to the graphic as a whole from the SmartArt Tools Design contextual tab.

► **To apply a custom border to a selected graphic element**

→ On the **Format** contextual tab, in the **Border** palette, click the color, weight, and style you want.

► **To apply custom effects to a selected graphic element**

→ On the **Format** contextual tab, in the **Effects** palette, click a type of effect, and then click the effect you want.

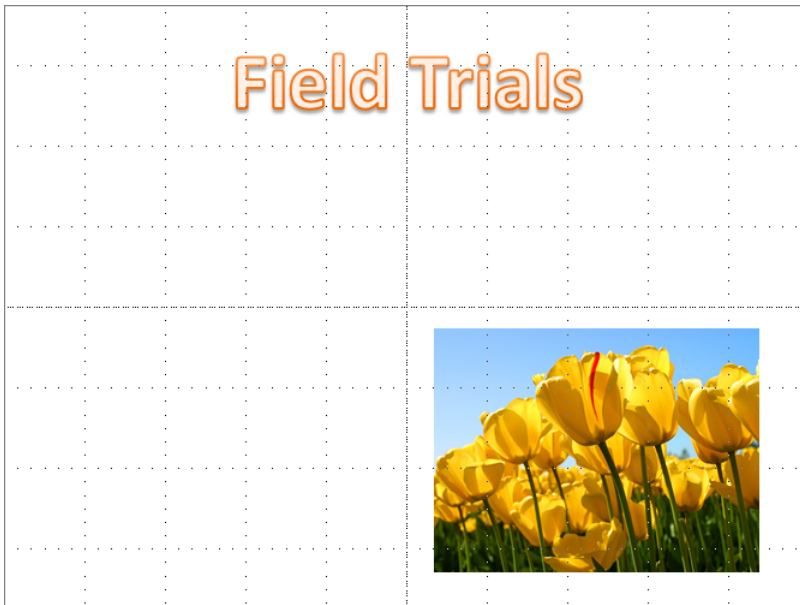
Sizing and Positioning a Graphic

You can change the size of a graphic element by dragging handles, by specifying the height and width, or by scaling it in proportion to its original size.

You can change the orientation of many types of graphics by rotating or flipping them. Rotating turns the graphic 90 degrees to the right or left; flipping turns it 180 degrees horizontally or vertically. You can also rotate the graphic to any degree by dragging its green rotating handle.

When a graphic is the size you want, you can position it roughly by dragging it, position it exactly by setting coordinates, or position it visually by using a grid and guides.

The grid is a fixed matrix of horizontal and vertical dotted lines for which you can specify the spacing. The guides are a movable pair of horizontal and vertical lines. As you drag a guide, a ScreenTip shows in inches how far the guide is from the center of the slide.



Tip When the Snap Objects To Grid check box is selected in the Grid And Guides dialog box, guides and graphics snap to the grid whether or not it is visible.

➤ **To change the size of a selected graphic element**

- ➔ Drag a sizing handle until the image is the shape and size you want.
- ➔ On the **Format** contextual tab for the graphic element type, in the **Size** group, change the **Shape Height** or **Shape Width** setting.

Or

1. On the **Format** contextual tab, click the **Size** dialog box launcher.
2. On the **Size** page of the **Format** dialog box, in the **Size and rotate** area, change the **Height** or **Width** setting. Then click **Close**.

Tip You cannot change the height and the width of an image disproportionately unless the Lock Aspect Ratio check box is cleared.

➤ **To change the scale of a selected graphic element**

- ➔ On the **Size** page of the **Format** dialog box, in the **Scale** area, change the **Height** or **Width** setting. Then click **Close**.

➤ **To rotate a selected graphic element**

- ➔ Drag the green rotating handle until the image sits at the angle you want.
- ➔ On the **Size** page of the **Format** dialog box, in the **Size and rotate** area, change the **Rotation** setting. Then click **Close**.

Or

1. On the **Format** contextual tab, in the **Arrange** group, click the **Rotate** button.
2. In the **Rotate** gallery, click the option you want.

➤ **To position a selected graphic element**

- ➔ Drag the image to the position you want.
- ➔ On the **Position** page of the **Format** dialog box, change the **Horizontal** or **Vertical** setting and the adjacent measurement. Then click **Close**.

➤ **To display gridlines and guides to assist in positioning graphic elements**

- ➔ On the **View** tab, in the **Show** group, select the **Gridlines** or **Guides** check box.

Or

1. Right-click a blank area of the slide, and then click **Grid and Guides**.
2. In the **Grid and Guides** dialog box, select the options you want, and then click **OK**.

Tip To quickly arrange a set of selected graphics that includes pictures, you can apply a SmartArt picture layout to them. Clicking **Picture Layout** in the **Picture Styles** group on the **Picture Tools Format** contextual tab displays a gallery of SmartArt picture diagrams. When you click a layout, PowerPoint moves the graphics into that arrangement, and you can then manipulate the graphics as you would the shapes in any diagram. For information about SmartArt, see section 3.4, “Manipulate SmartArt.”

Changing the Stacking Order

When graphics overlap each other, they are *stacked*. The stacking order is determined by the order in which you inserted the graphics, but you can change it by moving graphics in the stack.

Tip If you can't select a graphic because it is covered by others in the stack, click the **Selection Pane** button in the **Arrange** group on the **Format** contextual tab to display the **Selection And Visibility** task pane, and then select the graphic you want from the **Shapes On This Slide** list.

► To bring a selected graphic forward in the stack

- On the **Format** contextual tab for the graphic element type, in the **Arrange** group, click the **Bring Forward** button to move the graphic forward one step at a time.
- On the **Format** contextual tab, in the **Arrange** group, display the **Bring Forward** list, and then click **Bring to Front** to move the graphic to the top of the stack.

► To send a selected graphic backward in the stack

- On the **Format** contextual tab, in the **Arrange** group, click the **Send Backward** button to move the graphic backward one step at a time.
- On the **Format** contextual tab, in the **Arrange** group, display the **Send Backward** list, and then click **Send to Back** to move the graphic to the bottom of the stack.

Grouping Graphics

When you have multiple graphic elements on a slide, you can group them so that you can format, copy, and move them as a unit. You can change the attributes of an individual element—for example, its color, size, or location—without ungrouping the graphics.

Tip If you click the buttons in the Images or Illustrations group on the Insert tab to add graphic elements to a slide that does not include a content placeholder, you can group them. However, if the slide does include a content placeholder, you cannot group the graphics no matter which method you use to insert them.

► To group or ungroup selected graphic elements

- ➔ On the **Format** contextual tab for the graphic element type, in the **Arrange** group, click the **Group** button, and then in the list, click **Group** or **Ungroup**.

► To regroup graphic elements

1. Select one of the formerly grouped elements.
2. On the **Format** contextual tab, in the **Arrange** group, click the **Group** button, and then in the list, click **Regroup**.

Aligning Graphics

Strategy The alignment options can produce unexpected results when multiple images are selected, depending on whether **Align To Slide** or **Align Selected Objects** is turned on. Practice selecting the same images in different orders and then using various commands in the **Align** list to become familiar with the results.

After inserting pictures, clip art images, shapes, or diagrams in approximate locations, you can align them precisely in several ways. For example, you can:

- Align graphics vertically by their left or right edges or centerline, or horizontally by the top or bottom edges or centerline.
- Distribute graphics evenly within their current space, either horizontally or vertically.
- Align graphics relative to the slide that contains them or to other selected objects.
- Align graphics relative to a position on the slide.
- Align graphics against adjustable horizontal and vertical guides.

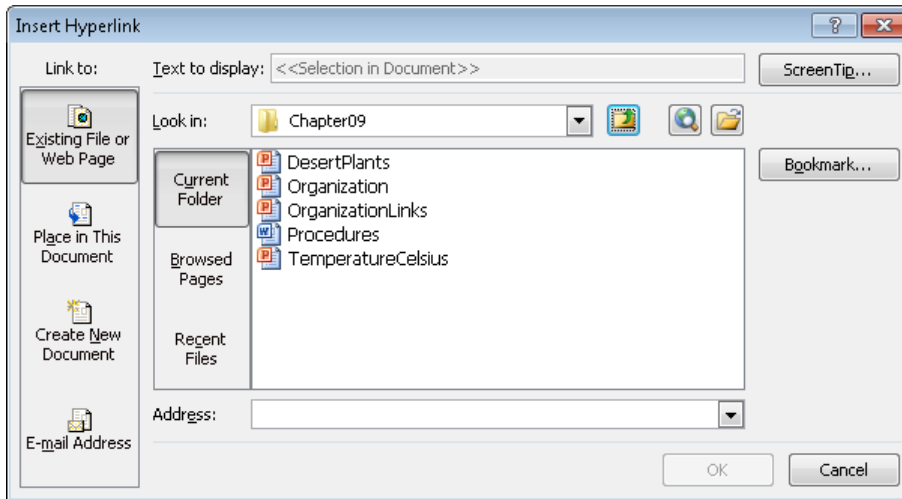
► To align selected graphic elements

- On the **Format** contextual tab, in the **Arrange** group, click the type of alignment you want in the **Align** list.

Tip By default, a single selected graphic is aligned to the slide and multiple selected graphics are aligned to the first graphic selected.

Linking Graphics to Other Information

You can attach a hyperlink to a graphic element to provide access to supporting details. Clicking the hyperlinked element then takes you directly to the linked details, which might be on a hidden slide, in another presentation, in a file on your computer or your organization's network, or on a website. To let people know the type of information that will be displayed when the link is clicked, you can specify text that should appear in a ScreenTip when they point to the linked element.



Tip You can also use a hyperlink to open an email message window so that people viewing the presentation electronically can easily contact you or your organization.

Editing the graphic does not disrupt the hyperlink; however, deleting the graphic also deletes the hyperlink.

Tip You can attach a hyperlink to any selected object on a slide, such as text, a chart element, or a table.

► **To link the selected graphic to a different slide**

1. On the **Insert** tab, in the **Links** group, click the **Hyperlink** button.
2. In the **Insert Hyperlink** dialog box, under **Link to**, click **Place in This Document**.
3. In the **Select a place in this document** list, click the slide you want, and then click **OK**.

Tip To test the hyperlink, you must be in Slide Show view or Reading view.

► **To link the selected graphic to a different presentation or a file**

1. In the **Insert Hyperlink** dialog box, under **Link to**, click **Existing File or Web Page**.
2. Do one of the following, and then click **OK**:
 - With **Current Folder** selected, locate and click the file you want.
 - Click **Recent Files**, and then in the list, click the file you want.

► **To link the selected graphic to a webpage**

1. In the **Insert Hyperlink** dialog box, under **Link to**, click **Existing File or Web Page**.
2. Do one of the following, and then click **OK**:
 - In the **Address** box, enter the URL of the webpage.
 - Click **Browsed Pages**, and then in the list, click the URL you want.

► **To link the selected graphic to an email message form**

1. In the **Insert Hyperlink** dialog box, under **Link to**, click **E-mail Address**.
2. In the **E-mail address** box, enter the recipient's address, and in the **Subject** box, enter a message subject (optional).
3. In the **Insert Hyperlink** dialog box, click **OK**.

► **To create a ScreenTip for a linked graphic**

1. In the upper-right corner of the **Insert Hyperlink** dialog box, click **ScreenTip**.
2. In the **Set Hyperlink ScreenTip** dialog box, in the **ScreenTip** text box, enter the text you want to appear, and then click **OK**.

Practice Tasks

The practice file for these tasks is located in the PowerPoint\Objective3 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

- In the *Pollution* presentation, on slide 4, apply the Bevel Rectangle style and a gold border to the picture. Then make the picture 6 inches high by 6 inches wide, and position it so that its upper-left corner sits at the 3-inch mark on both the vertical and horizontal rulers.
- On slide 4, make the slide title sit on top of the picture. Then bottom-align the arrow with the picture, and right-align the arrow with the slide.
- On slide 4, attach a hyperlink to the picture so that clicking it displays the hidden slide 5.
- On slide 5, link the graphic to the Air Pollution webpage of the Environmental Protection Agency's website (www.epa.gov). Create a ScreenTip that displays the words *Click here to find out what makes air unhealthy* when someone points to the graphic.

3.2 Manipulate Images

Cropping Images

For pictures and clip art images, you can focus attention on a particular part of an image by cropping away the parts you don't need. In addition to being able to crop free-hand, you can use one of several ready-made aspect-ratio settings that take the guesswork out of cropping, including the following:

- Square (1:1)
- Portrait (2:3, 3:4, 3:5, and 4:5)
- Landscape (3:2, 4:3, 5:3, 5:4, 16:9, and 16:10)

When you select an aspect ratio, PowerPoint centers a cropping frame of that ratio over the picture. You can then move the picture under the cropping frame so that it encompasses the part of the picture you want.

You can also crop a picture to fill a picture area, to fit a picture area, or to fit any of the shapes in the Shape gallery.



► **To crop a selected image by hand**

1. On the Picture Tools **Format** contextual tab, in the **Size** group, click the **Crop** button.
2. Move the cropping pointer over one of the cropping handles surrounding the image, and drag to crop away the parts of the image you don't want.
3. Click the **Crop** button to turn off the cropping pointer.

► **To crop a selected image to a specific aspect ratio**

1. On the **Format** contextual tab, in the **Size** group, display the **Crop** list, click **Aspect Ratio**, and then click the aspect you want.
2. Move the picture under the cropping frame until the frame encompasses the part of the image you want.
3. Click the **Crop** button to turn off the cropping frame.

► **To crop a selected image to fill or fit the current shape**

- On the **Format** contextual tab, in the **Size** group, display the **Crop** list, and click **Fill** or **Fit**.

► **To crop a selected image to fit a different shape**

- On the **Format** contextual tab, in the **Size** group, display the **Crop** list, click **Crop to Shape**, and then in the **Shape** gallery, click the shape you want.

Formatting Images

After you insert a picture or clip art image into your presentation, you can modify it in the following ways:

- Remove the background.
- Make it sharper or softer and adjust the brightness and contrast.



- Tint the image with various shades of a color, or make parts of an image transparent.



- Apply artistic effects that render the image in other styles, such as a watercolor, etching, or photocopy.



► **To remove the background of a selected image**

1. On the Picture Tools **Format** contextual tab, in the **Adjust** group, click the **Remove Background** button.
2. If necessary, adjust the size of the rectangle outside of which the background will be removed.
3. On the **Background Removal** contextual tab, in the **Refine** group, click the **Mark Areas to Keep**, **Mark Areas to Remove**, or **Delete Mark** button, and then click any areas of the picture within the rectangle that you want to adjust, until the picture shows only the areas you want to keep.
4. In the **Close** group, do one of the following:
 - Click **Discard All Changes** to restore the background.
 - Click **Keep Changes** to remove the designated background areas from the picture.

Tip After removing the background from an image, you might want to crop it to reduce the size of the picture area.

► **To modify the sharpness, softness, brightness, or contrast of a selected image**

1. On the **Format** contextual tab, in the **Adjust** group, click the **Corrections** button.
2. In the **Corrections** gallery, in the **Sharpen and Soften** or **Brightness and Contrast** areas, click the option you want.

► **To change the color of a selected image**

1. On the **Format** contextual tab, in the **Adjust** group, click the **Color** button.
2. In the **Color** gallery, in the **Color Saturation**, **Color Tone**, or **Recolor** areas, click the option you want.

► **To make areas of a selected image transparent**

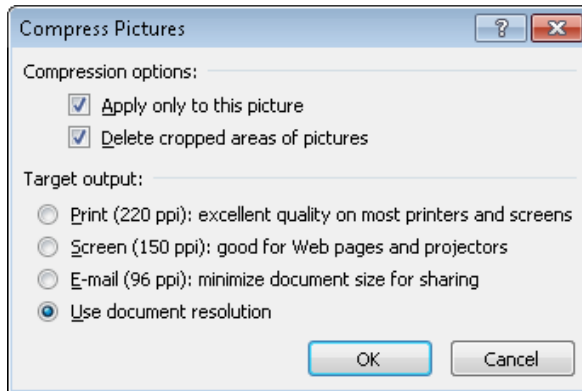
1. In the **Color** gallery, click **Set Transparent Color**.
2. In the image, click the area you want to be transparent.

► **To apply artistic effects to a selected image**

1. On the **Format** contextual tab, in the **Adjust** group, click the **Artistic Effects** button.
2. In the **Artistic Effects** gallery, click the desired effect.

Compressing Pictures

Picture-intensive presentation files can be quite large. You might want to compress the pictures to make the presentation file smaller and more portable.



► **To compress a selected picture**

1. On the **Picture Tools Format** contextual tab, in the **Adjust** group, click the **Compress Pictures** button.
2. In the **Compress Pictures** dialog box, do one of the following, and then click **OK**:
 - Select the **Apply only to this picture** check box to compress only the active picture, or clear it to compress all pictures in the presentation.
 - Select the **Delete cropped areas of pictures** check box to delete the pixels you crop away, or clear the check box to only hide them.
 - Click the resolution (in pixels per inch, or ppi) best suited to your target output.

Resetting or Replacing Images

If you don't like the changes you have made to an image, you can easily restore the original image. If you decide to try a different image, you can simply replace it.

► To discard changes to a selected image

- To discard changes other than sizing, on the Picture Tools **Format** contextual tab, in the **Adjust** group, click the **Reset Picture** button.
- To discard all changes, including sizing, display the **Reset Picture** list, and then click **Reset Picture & Size**.

► To replace a selected image

1. On the **Format** contextual tab, in the **Adjust** group, click the **Change Picture** button.
2. In the **Insert Picture** dialog box, locate and double-click the replacement picture.

Practice Tasks

The practice file for these tasks is located in the PowerPoint\Objective3 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

- In the *PhotoAlbum* presentation, on slide 2, crop both pictures to a portrait aspect ratio of 2:3, with the flowers centered. Then size and position them so that they take up most of the slide.
- On slide 2, increase the contrast of both pictures by 20 percent.
- On slide 3, crop both images to a square aspect ratio, with the flowers centered. Then size and position them so that they are evenly distributed on the slide.
- On slide 3, remove the background of both pictures. Then make the flower on the left look like a line drawing and the flower on the right look like a smooth pastel sketch.

3.3 Modify WordArt and Shapes

Working with WordArt

If you want to add a fancy title to a slide and you can't achieve the effect you want with regular text formatting, you can use WordArt to create stylized text in various shapes. WordArt text can be stretched horizontally, vertically, or diagonally to shape it in fantastic ways. You can also apply additional formatting to achieve unique effects.



► To create WordArt text

1. On the **Insert** tab, in the **Text** group, click the **WordArt** button.
2. In the **WordArt** gallery, click the style you want.
3. In the text box, enter your text.

► To apply a different style to selected WordArt text

- On the **Drawing Tools Format** contextual tab, in the **WordArt Styles** group, display the **WordArt Styles** gallery, and then click the style you want to apply.

Tip You can apply a WordArt style to any text.

► **To add special effects to selected WordArt text**

1. On the **Format** contextual tab, in the **WordArt Styles** group, click the **Text Effects** button.
2. In the **Text Effects** gallery, click an effect category, and then choose the one you want.

► **To change the shape of selected WordArt text**

1. On the **Format** contextual tab, in the **WordArt Styles** group, click the **Text Effects** button, and then click **Transform**.
2. In the **Transform** gallery, click the shape you want.
3. Size and position the WordArt object the same way you would size and position any other text box.
4. To exaggerate the shape, drag the purple diamond handle to achieve the effect you want.

Tip You can use text effects to format and change the shape of any text.

► **To remove WordArt styling from selected text**

- On the **Format** contextual tab, in the **WordArt Styles** group, display the **WordArt Styles** gallery, and then click **Clear WordArt**.

Working with Shapes

To emphasize key points in a presentation, you can draw shapes, including stars, banners, boxes, lines, circles, and squares. You can also combine shapes to create simple illustrations.

Tip You can create a copy of a selected shape by dragging it while holding down the **Ctrl** key.

After drawing a shape, you can format it by using the same techniques you would use to format a text box. The quickest way to apply an eye-catching combination of formatting is to use a style. If you format a shape and then want all subsequent shapes you draw in the same presentation to have the same formatting, you can set the formatting combination as the default.

See Also For information about formatting text boxes, see section 2.6, “Format Text Boxes.” For information about using styles, see section 3.1, “Manipulate Graphical Elements.”

You can add text to a shape and then format it the same way you would format any text, including by applying a WordArt style to it.

If you want to show a relationship between two shapes, you can connect them with a line by joining special handles called *connection points*. Moving a connected shape also moves the line, maintaining the relationship between the connected shapes.



➤ **To draw a shape**

1. On the **Insert** tab, in the **Illustrations** group, click the **Shapes** button.
2. In the **Shapes** gallery, click the shape you want.
3. Move the crosshair pointer to the position on the slide where you want the upper-left corner of the shape to be, and drag down and to the right to draw a shape the size you want.

Tip To draw a circle or a square, click the **Oval** or a **Rectangle** shape, and hold down the **Shift** key while you drag.

➤ **To change to a different shape**

1. With the shape selected, on the **Drawing Tools Format** contextual tab, in the **Insert Shapes** group, click the **Edit Shape** button.
2. Click **Change Shape**, and then in the **Shapes** gallery, click the shape you want.

Tip If a shape has a yellow diamond handle, you can drag this handle to alter the appearance of the shape without changing its size or angle of rotation.

➤ **To make the formatting of the selected shape the default for future shapes**

→ Right-click the shape, and click **Set as Default Shape**.

➤ **To add text to a selected shape**

1. On the **Format** contextual tab, in the **Insert Shapes** group, click the **Text Box** button.
2. Click the shape, and then enter the text.

➤ **To connect two shapes**

1. In the **Shapes** gallery, under **Lines**, click one of the connector shapes.
2. Point to the first shape, point to a connection point, drag to the second shape, and when its connection points appear, release the mouse button over one of the points.

Tip Connection points are red. If a blue handle appears instead of a red one, the shapes are not connected. Click the **Undo** button on the **Quick Access Toolbar** to remove the connection line, and then redraw it.

Practice Tasks

The practice file for these tasks is located in the PowerPoint\Objective3 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

- In the *ManagingYourTime* presentation, on slide 1, convert the title into a WordArt object by applying the Gradient Fill – Dark Red, Accent 6, Inner Shadow style.
- On slide 1, mold the WordArt title into an upside-down triangle, with a full reflection offset by 8 points.
- On slide 2, add the word *Time* to the arrow on the left and the word *Money* to the arrow on the right. Format the words with the same WordArt style as the presentation title.
- On slide 2, use an Elbow Connector to connect the left arrow's bottom point with the right arrow's bottom point. Then increase the height of the right arrow to 4 inches.

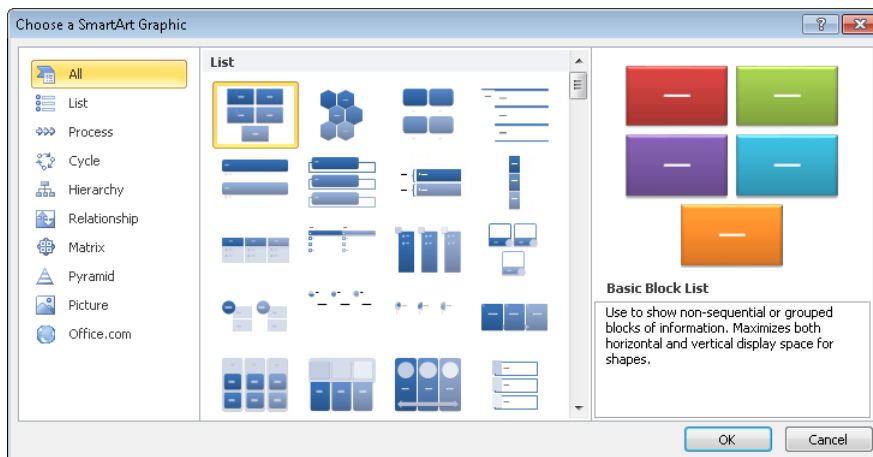
3.4 Manipulate SmartArt

Creating Diagrams

Strategy Get to know the kinds of diagrams you can create so that you can quickly pinpoint a specific type in the Choose A SmartArt Graphic dialog box. In particular, know the locations of all the diagrams whose names are preceded by *Basic*.

When you want to illustrate a process or the relationship between hierarchical elements, you can create a dynamic, visually appealing diagram by using SmartArt graphics. By using predefined sets of formatting, you can almost effortlessly put together the type and style of diagram that best conveys your information, such as the following:

- **List** Shows groups of multilevel sequential or nonsequential information.
- **Process** Visually describes the ordered set of steps required to complete a task or workflow.
- **Cycle** Represents a circular sequence of steps, tasks, or events; or the relationship of a set of steps, tasks, or events to a central, core element.
- **Hierarchy** Illustrates the structure of an organization or entity.
- **Relationship** Shows convergent, divergent, overlapping, merging, or containing elements.
- **Matrix** Shows items or concepts as they relate to the whole.
- **Pyramid** Shows proportional, interconnected, or hierarchical relationships in a triangle.
- **Picture** Creates a layout in which you can insert graphics, optionally with captions.



You can easily convert an ordinary bulleted list to a SmartArt diagram that retains the relationship of the bullet levels. Or you can create the diagram and then add text, either directly to its shapes or as a bulleted list in the text pane that opens to the left of the diagram. In this text pane, you can add shapes, delete shapes, and rearrange them by dragging them.

► **To create a SmartArt diagram from a bulleted list**

- Right-click any item in the list, point to **Convert to SmartArt**, and then in the gallery, click the diagram you want.

► **To create an empty SmartArt diagram**

1. On a slide that contains a content placeholder, click the **Insert SmartArt Graphic** button.
Or
On the **Insert** tab, in the **Illustrations** group, click the **SmartArt** button.
2. In the left pane of the **Choose a SmartArt Graphic** dialog box, click the category you want.
3. In the center pane, click the desired layout.
4. Click **OK**.

► **To add text to a SmartArt diagram**

- Click a shape, and then enter the text.

Or

1. Open the **Text** pane by doing one of the following:
 - Click the button on the left side of the diagram's frame.
 - On the SmartArt Tools **Design** contextual tab, in the **Create Graphic** group, click the **Text Pane** button.
2. Replace the bullet point placeholders with your own text.

► **To add a shape**

- In the **Text** pane, at the right end of the bullet after which you want to add the shape, press **Enter**, and enter the text for the new shape.
- Click the shape after which you want to add the shape, and then on the **Design** contextual tab, in the **Create Graphic** group, click the **Add Shape** button.

Tip To add a shape before the selected shape, display the Add Shape list, and then click Add Shape Before.

➤ **To promote a subordinate point to a shape or demote a shape to a subordinate point**

→ Click the subordinate point or shape, and then on the **Design** contextual tab, in the **Create Graphic** group, click the **Promote** or **Demote** button.

Tip Some SmartArt diagrams are not formatted to accept subordinate points within shapes. In hierarchical diagrams, adding a subordinate point in the Task pane adds a subordinate shape, not a bullet point.

➤ **To move an existing shape**

→ Click the shape, and then on the **Design** contextual tab, in the **Create Graphic** group, click the **Move Up** or **Move Down** button.

➤ **To delete a selected shape**

→ Press the Delete key.

Making Design Changes

You can customize a diagram as a whole by making changes such as the following:

- Switch to a different layout of the same type or a different type.

Tip If the text in the original diagram doesn't fit in the new layout, the text is not shown. However, it is retained so that you don't have to retype it if you switch again.

- Switch the direction of the layout.
- Add shading and three-dimensional effects to all the shapes in a diagram.
- Select a different combination of colors that coordinates with the presentation's color scheme.
- Apply fancy formatting to the text in all the shapes.

See Also For information about changing the style and adding shading and effects, see section 3.1, "Manipulate Graphical Elements." For information about formatting the text in shapes, see section 3.3 *Modify WordArt and Shapes.*"

➤ **To change the layout of a selected diagram**

- ➔ On the SmartArt Tools **Design** contextual tab, in the **Layouts** gallery, click the layout you want.

Tip To switch to a different layout category, click **More Layouts** at the bottom of the gallery, and then in the **Choose A SmartArt Graphic** dialog box, click the desired category and layout.

➤ **To switch the direction of a selected diagram**

- ➔ On the **Design** contextual tab, in the **Create Graphic** group, click the **Right to Left** button.

➤ **To change the color of shapes**

1. On the **Design** contextual tab, in the **SmartArt Styles** group, click the **Change Colors** button.
2. In the **Colors** gallery, click the color scheme you want.

Changing Shapes in Diagrams

In addition to formatting a SmartArt diagram as a whole, you can select an individual shape in a diagram and change it in various ways, including increasing or decreasing its size, altering its form, and changing its color, outline, and effect. In general, you can format the shape and the text within it by using the same formatting techniques you would use for text boxes.

See Also For information about formatting text boxes and their text, see section 2.6, “Format Text Boxes.”

➤ **To change a selected shape**

1. On the SmartArt Tools **Format** contextual tab, in the **Shapes** group, click the **Change Shape** button.
2. In the **Shape** gallery, click the shape you want.

➤ **To make a selected shape larger or smaller**

- ➔ On the **Format** contextual tab, in the **Shapes** group, click the **Larger** or **Smaller** button.
- ➔ On the **Format** contextual tab, in the **Size** group, change the **Height** or **Width** setting.

Tip After customizing a diagram, you can revert to the original format by clicking the **Reset Graphic** button in the **Reset** group on the **SmartArt Tools Design** contextual tab.

Converting Diagrams to Shapes or Bullet Points

Just as you can convert a bulleted list to a SmartArt diagram, you can convert a diagram to a bulleted list. You can also convert it to a set of independent shapes.

► To convert a selected SmartArt diagram to a bulleted list

→ On the **SmartArt Tools Design** contextual tab, in the **Reset** group, click the **Convert** button, and then click **Convert to Text**.

► To convert a selected SmartArt diagram to a set of independent shapes

1. On the **Design** contextual tab, in the **Reset** group, click the **Convert** button, and then click **Convert to Shapes**.
2. On the **Drawing Tools Format** contextual tab, in the **Arrange** group, click the **Group** button, and then click **Ungroup**.

Practice Tasks

The practice file for these tasks is located in the **PowerPoint\Objective3** practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

- In the *StatusMeeting* presentation, on slide 3, insert an **Organization Chart** diagram. Then enter *Florian Stiller* as the boss, *Tali Roth* as Florian's assistant, and *Ryan Danner*, *Nate Sun*, and *Erin Hagens* as Florian's subordinates.
- On slide 3, delete the shape for Florian Stiller's assistant from the organization chart. Then assign Florian another subordinate named *Lukas Keller*.
- On slide 4, convert the bulleted list to a **Continuous Block Process** diagram. Then change the layout to **Basic Venn**.
- On slide 4, change the style of the diagram to **3-D Polished**, and change the colors to **Colorful – Accent Colors**. Then format the text as **Fill – White**, **Drop Shadow**. Finally, change the color of the **Administration & HR** shape to **Dark Red**.

3.5 Edit Video and Audio Content

Inserting and Editing Video Content

Sometimes the best way to ensure that your audience understands your message is to show a video. You can insert the following types of videos in slides:

- **Video files** You can insert a digital video that has been saved as a file.
- **Videos from websites** If a video on a public website is in a format supported by Windows Media Player and the owner of the video has made it available to the public, you can insert a link to the video into a slide. Provided the video remains available in its original location, and provided you have an active Internet connection, you will be able to access and play the video from the slide.
- **Clip art videos** Clip art videos are animated graphics, rather than real videos. When you insert a clip art video, it appears as a picture on the slide, and PowerPoint adds a Format contextual tab to the ribbon so that you can adjust the way the picture looks. The clip moves only when you display the slide in Reading view or Slide Show view, and you cannot adjust its action.

After you add a video object, its first frame appears on the slide. When the video object is selected, a play bar appears below it with controls for playing the video.



You can change the way the video object appears on the slide as follows:

- Drag the object to locate it anywhere on the slide.
- Drag its sizing handles to make it larger or smaller.
- Change its appearance by adding styles, frames, and effects.

You can also customize the video so that it plays when and how you want.

► **To insert a video file**

1. If a slide's layout includes a content placeholder, click the **Insert Movie Clip** button.
2. In the **Insert Video** dialog box, locate and double-click the video file you want.
Or
 1. On the **Insert** tab, in the **Media** group, click the **Video** button.
 2. In the **Insert Video** dialog box, locate and double-click the video file you want.

► **To insert a video from a website**

1. Display the video you want to use, right-click it, and then click **Copy embed html**.

Tip If you don't see this command, you cannot insert this video into the slide, either because it is the wrong format or because the owner has not made it available for public use.

2. Display the slide into which you want to insert the video.
3. On the **Insert** tab, in the **Media** group, display the **Video** list, and then click **Video from Web Site**.
4. In the **Insert Video from Web Site** dialog box, click in the text box, and then press Ctrl+V (the keyboard shortcut for the Paste command).
5. Click **OK**.

► **To insert a clip art video**

1. On the **Insert** tab, in the **Media** group, display the **Video** list, and then click **Clip Art Video**.
2. In the **Clip Art** task pane, search for and click the video clip you want.
3. Click the arrow that appears to the right of the clip, and then click **Insert**.

► To play the video in Normal view

- Click the video object, and then do either of the following:
 - On the object's play bar, click the **Play/Pause** button.
 - On the Video Tools **Format** or **Playback** contextual tab, in the **Preview** group, click the **Play** button.

► To change the appearance of a selected video object

- Use the commands on the Video Tools **Format** contextual tab to format the video object just as you would a picture.

See Also For information about using styles and sizing or positioning video objects, see section 3.1, "Manipulate Graphical Elements." For information about formatting pictures, see section 3.2, "Manipulate Images."

► To change the settings for a selected video object

- On the Video Tools **Playback** contextual tab, in the **Video Options** group, do any of the following:
 - Click the **Volume** button to adjust the volume to low, medium, or high, or to mute the sound.
 - Specify whether the video plays automatically when the slide appears or only if you click it.
 - Select the **Play Full Screen** check box to expand the video to fill the screen.
 - Select the **Hide While Not Playing** check box to make the video object invisible while it is not active. For example, if a video plays automatically when its slide is displayed, you can choose this option to hide the video object when it has finished playing.
 - Select the **Loop until Stopped** check box to have the video play continuously until you stop it.
 - Select the **Rewind after Playing** check box to ensure that the video starts from the beginning each time it is played.

► To edit a selected video object

→ On the Video Tools **Playback** contextual tab, in the **Editing** group, do any of the following:

- Click the **Trim Video** button to edit the video so that only part of it plays.

Tip You can find out the total playing time of a video by displaying the Trim Video dialog box.

- Specify **Fade In** and **Fade Out** settings to have the video gradually appear and disappear.

Inserting and Editing Audio Content

You can insert the following types of sounds:

- **Audio files** You can insert an audio file such as a speech or an interview.
- **Audio clips** The audio clips that ship with PowerPoint, which include applause and a phone ring, are available from the Clip Art task pane. You can also download hundreds of sounds from Office Online.
- **Recorded sounds** You can record a sound or narration and attach it to a slide, all from within PowerPoint.

After you add an audio object, it appears on the slide represented by an icon. When the audio object is selected, a play bar appears below its icon with controls for playing the sound.



You can change the icon as follows:

- Drag the object to locate it anywhere on the slide.
- Drag its sizing handles to make it larger or smaller.
- Change its appearance by applying styles, borders, and effects.
- Replace the default icon with a picture.

You can also customize the sound so that it plays when and how you want.

► **To insert an audio file**

1. On the **Insert** tab, in the **Media** group, click the **Audio** button.
2. In the **Insert Audio** dialog box, locate and double-click the audio file you want.

► **To insert an audio clip**

1. On the **Insert** tab, in the **Media** group, display the **Audio** list, and then click **Clip Art Audio**.
2. In the **Clip Art** task pane, search for and click the sound you want.
3. Click the arrow that appears to the right of the sound, and then click **Insert**.

► **To attach a sound or narration to a selected slide**

Tip You must have a sound card, microphone, and speakers installed to record and test sounds. Test the microphone before beginning the recording.

1. On the **Insert** tab, in the **Media** group, display the **Audio** list, and then click **Record Audio**.
2. In the **Record Sound** dialog box, click the **Record** button, record the sound or your comments, and then click the **Stop** button.
3. Name the sound or narration, and then click **OK**.

See Also For information about recording an entire presentation, see section 8.4, "Record Presentations."

➤ **To play the sound in Normal view**

Tip You must have a sound card and speakers installed to play sounds.

- ➔ Click the audio icon, and then do either of the following:
 - On the icon's play bar, click the **Play/Pause** button.
 - On the Audio Tools **Playback** contextual tab, in the **Preview** group, click the **Play** button.

➤ **To change the appearance of a selected audio icon**

- ➔ Use the commands on the Audio Tools **Format** contextual tab to format the audio object just as you would a picture.

See Also For information about using styles and sizing or positioning audio objects, see section 3.1, "Manipulate Graphical Elements." For information about formatting pictures, see section 3.2, "Manipulate Images."

➤ **To change the settings for a selected audio object**

- ➔ On the Audio Tools **Playback** contextual tab, in the **Audio Options** group, do any of the following:
 - Click the **Volume** button to adjust the volume to low, medium, or high, or to mute the sound.
 - Specify whether the sound plays when the slide appears (**Automatically**), only if you click its icon (**On Click**), or throughout the presentation (**Across Slides**).
 - Select the **Hide During Show** check box to make an audio object that plays automatically invisible while the presentation is displayed in Reading view or Slide Show view.
 - Select the **Loop until Stopped** check box to have the sound play continuously until you stop it.
 - Select the **Rewind after Playing** check box to ensure that the sound starts from the beginning each time it is played.

► **To edit the sound for a selected audio object**

- On the **Playback** contextual tab, in the **Editing** group, do any of the following:
- Click the **Trim Audio** button to edit the sound so that only part of it plays.
 - Specify **Fade In** and **Fade Out** settings to have the sound gradually increase and decrease in volume.

Practice Tasks

The practice files for these tasks are located in the PowerPoint\Objective3 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice files.

- In the *InMyBackyard* presentation, on slide 1, insert the *Bear* video file from your practice file folder. In Normal view, play the video.
- On slide 1, increase the video's brightness and contrast by 20 percent. Then apply the Bevel Rectangle style. Finally, make the video start playing automatically when the presentation is launched and make it play as long as the slide is on the screen.
- In the *ShareholdersMeeting* presentation, on slide 4, insert any audio clip of audience applause (for example, Cheers In Hall).
- On slide 4, use the *Bravo* image in your practice file folder to represent the audio object. Make the image about 2 inches tall, and move it to the lower-right corner of the slide. Then set the sound to play continuously after the icon is clicked.

Objective Review

Before finishing this chapter, ensure that you have mastered the following skills:

- 3.1** Manipulate Graphical Elements
- 3.2** Manipulate Images
- 3.3** Modify WordArt and Shapes
- 3.4** Manipulate SmartArt
- 3.5** Edit Video and Audio Content

4 Creating Charts and Tables

The skills tested in this section of the Microsoft Office Specialist exam for Microsoft PowerPoint 2010 relate to the creation of charts and tables. Specifically, the following objectives are associated with this set of skills:

- 4.1 Construct and Modify Tables
 - 4.2 Insert and Modify Charts
 - 4.3 Apply Chart Elements
 - 4.4 Manipulate Chart Layouts
 - 4.5 Manipulate Chart Elements
-

It is hard to convey numeric data effectively in a presentation. If you have a small set of data and examining the numbers is important, you can use a formatted table to show clear correlations. If you have a large set of data, or if relationships or trends are more important than actual numbers, you can use a chart to visually represent the data.

This chapter guides you in studying the PowerPoint tools available to help you create tables and charts. You first learn how to create tables, edit their data, modify their structure, and format them appropriately. You'll also see how to incorporate information already available in a Microsoft Excel worksheet in a slide. Then you'll take a look at ways to create charts; change their data, type, and layout; and work with their elements to achieve exactly the effect you want.

Practice Files Before you can complete the practice tasks in this chapter, you need to copy the book's practice files to your computer. The practice files you'll use to complete the tasks in this chapter are in the PowerPoint\Objective4 practice file folder. A complete list of practice files is provided in "Using the Book's Companion Content" at the beginning of this book.

4.1 Construct and Modify Tables

Inserting Tables and Editing Table Content

When you want to present a lot of data in an organized and easy-to-read format, a table is often your best choice. You can create a table in one of the following ways:

- Have PowerPoint insert a table with the number of columns and rows you specify.
- Draw the table by dragging cells the size and shape you need.
- If the table already exists in a Microsoft Access database or a Word document, or on an Excel worksheet, you can copy and paste that table into a slide, rather than re-creating it.

See Also For information about inserting an Excel worksheet, see the “Inserting and Modifying Excel Worksheets” topic later in this section.

To enter information in a table, you simply click a cell and then type. You can also move the insertion point from cell to cell by pressing the Tab key.

	Winter	Spring	Summer	Fall
Minimum	18	41	73	43
Average	29	57	89	54
Maximum	40	72	105	65

When a table is active on a slide, the Table Tools Design and Table Tools Layout contextual tabs are available on the ribbon.

► To insert a table

1. In a content placeholder, click the **Insert Table** button.
2. In the **Insert Table** dialog box, specify the number of columns and rows, and then click **OK**.
3. Enter or copy and paste the information into the table structure.

Or

1. On the **Insert** tab, in the **Tables** group, click the **Table** button.
2. In the grid, point to the upper-left cell, move the pointer across and down to select the number of columns and rows you want, and click the lower-right cell in the selection.
3. Enter or copy and paste the information into the table structure.

► **To draw a table**

1. On the **Insert** tab, in the **Tables** group, click the **Table** arrow, and then click **Draw Table**.
2. Position the pencil cursor, and drag down and to the right to create a cell the size you want.
3. On the **Table Tools Design** contextual tab, in the **Draw Borders** group, click the **Draw Table** button, and draw the next cell.
4. Repeat step 3 to draw as many cells as you need.
5. Enter the information into the table structure.

► **To edit table content**

- Use normal editing techniques to change the data within a cell.

► **To delete a table**

- On the **Table Tools Layout** contextual tab, in the **Rows & Columns** group, click the **Delete** button, and then click **Delete Table**.

Changing Table Structure

After you insert a table, you can change its structure in the following ways:

- Add columns or rows.
- Delete columns or rows.
- Combine (merge) selected cells into one cell that spans two or more columns or rows.
- Split a single cell into two or more cells.
- Size columns or rows.
- Size the table.

	Seasonal Temperatures			
	Winter	Spring	Summer	Fall
Minimum	18	41	73	43
Average	29	57	89	54
Maximum	40	72	105	65

➤ **To add a row**

- ➔ With the cursor in the last cell of the last row, press the Tab key to insert a new row at the bottom of the table.
- ➔ On the Table Tools **Layout** contextual tab, in the **Rows & Columns** group, click the **Insert Above** or **Insert Below** button to insert a row above or below the row containing the cursor.
- ➔ On the Table Tools **Design** contextual tab, in the **Draw Borders** group, click the **Draw Table** button, and draw the row.

➤ **To add a column**

- ➔ On the **Layout** contextual tab, in the **Rows & Columns** group, click the **Insert Left** or **Insert Right** button to insert a column to the left or right of the column containing the cursor.
- ➔ On the **Design** contextual tab, in the **Draw Borders** group, click the **Draw Table** button, and draw the column.

➤ **To delete a row or column**

- ➔ On the **Layout** contextual tab, in the **Rows & Columns** group, click the **Delete** button, and then click **Delete Columns** or **Delete Rows** to delete the row or column containing the cursor.

➤ **To select table elements**

- ➔ To select a cell, point just inside its left border, and when the cursor changes to a black arrow pointing up and to the right, click.
- ➔ To select a column, point above its top border, and when the cursor changes to a black downward-pointing arrow, click.

Or

Click a cell in the column, and on the **Layout** contextual tab, in the **Table** group, click the **Select** button, and then click **Select Column**.

- ➔ To select a row, point outside the table to the left of the row, and when the cursor changes to a black right-pointing arrow, click.

Or

Click a cell in the row, and on the **Layout** contextual tab, in the **Table** group, click the **Select** button, and then click **Select Row**.

- To select multiple cells, columns, or rows, select the first element, and then hold down the Shift key as you select subsequent elements.

Or

Drag through adjacent cells, columns, or rows.

- To select an entire table, click any cell, and on the **Layout** contextual tab, in the **Table** group, click the **Select** button, and then click **Select Table**.

► **To merge two or more selected cells in a row or column**

- Select the cells, and then on the **Layout** contextual tab, in the **Merge** group, click the **Merge Cells** button.

Or

1. On the **Design** contextual tab, in the **Draw Borders** group, click the **Eraser** button, and then click the borders between the cells you want to merge.
2. Click the **Eraser** button again to turn it off.

► **To split a cell into two or more cells**

1. Click the cell, and on the **Layout** contextual tab, in the **Merge** group, click the **Split Cells** button.
2. In the **Split Cells** dialog box, specify the number of columns and rows you want the cell to be split into, and then click **OK**.

Or

1. On the **Design** contextual tab, in the **Draw Borders** group, click the **Draw Table** button, and then draw borders within the cell for the columns and rows you want.
2. Click the **Draw Table** button again to turn it off.

► **To change the size of a selected element**

- To change the width of a column, point to the right border of one of its cells, and when the opposing arrows appear, drag the border to the left or right.

Or

On the **Layout** contextual tab, in the **Cell Size** group, adjust the **Table Column Width** setting.

- To size a column to fit its entries, point to the right border of one of its cells, and when the opposing arrows appear, double-click.

- To change the height of a row, point to the bottom border of one of its cells, and when the opposing arrows appear, drag the border up or down.

Or

On the **Layout** contextual tab, in the **Cell Size** group, adjust the **Table Row Height** setting.

- To evenly distribute the widths of selected columns or the heights of selected rows, on the **Layout** contextual tab, in the **Cell Size** group, click the **Distribute Columns** or **Distribute Rows** button.
- To change the size of a selected table, point to any handle (the sets of dots) around its frame, and drag in the direction you want the table to grow or shrink.

Or

On the **Layout** contextual tab, in the **Table Size** group, adjust the **Height** or **Width** setting.

Formatting Tables

You can format the text in a table in the same ways you would format regular text. You also have easy access to these options:

- Align text horizontally and/or vertically within a cell.
- Set the text direction.
- Set the cell margins.
- Apply Quick Styles, fills, outlines, and text effects.

In addition to formatting the text in a table, you can format the table itself in the following ways:

- Apply a ready-made table style.
- Customize the style by setting various options.
- Add shading, borders, and effects such as shadows and reflections to individual cells.

	Seasonal Temperatures			
	Winter	Spring	Summer	Fall
Minimum	18	41	73	43
Average	29	57	89	54
Maximum	40	72	105	65

► **To align text**

- On the Table Tools **Layout** contextual tab, in the **Alignment** group, click one of the **Align** buttons.

► **To set text direction**

- On the **Layout** contextual tab, in the **Alignment** group, click the **Text Direction** button, and then click one of the rotation options.

► **To set cell margins**

- On the **Layout** contextual tab, in the **Alignment** group, click the **Cell Margins** button, and then click one of the preset options.
- In the **Cell Margins** list, click **Custom Margins**, and then in the **Cell Text Layout** dialog box, set specific margins.

► **To apply Quick Styles and other fancy formatting**

- On the Table Tools **Design** contextual tab, in the **WordArt Styles** group, click the **Quick Styles** button, and then click the style you want.
- On the **Design** contextual tab, in the **WordArt Styles** group, click the **Text Fill**, **Text Outline**, or **Text Effects** button, and then click the options you want in the corresponding galleries.

► **To apply a table style**

- On the **Design** contextual tab, in the **Table Styles** gallery, click the style you want.

► **To create a custom table style**

- On the **Design** contextual tab, in the **Table Style Options** group, select or clear the six check boxes to format the table cells to suit your data.

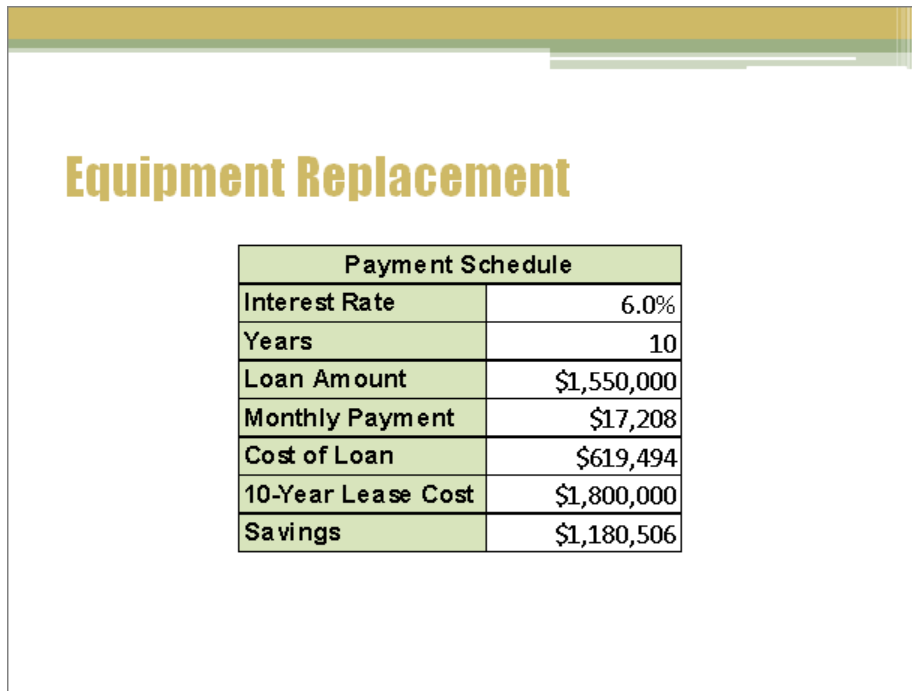
► **To format selected cells**

- On the **Design** contextual tab, in the **Table Styles** group, click the **Shading**, **Border**, or **Effects** button, and then click the options you want.

Inserting and Modifying Excel Worksheets

If you want to use data from an Excel worksheet in a PowerPoint table, you can do any of the following:

- Copy and paste the data as a table.
- Embed the worksheet in a slide as an object.
- Link the slide to the worksheet so that the slide reflects any changes you make to the worksheet data.



The screenshot shows a PowerPoint slide with a title bar at the top. The main content area has a title 'Equipment Replacement' in a large, bold, yellow font. Below the title is an embedded Excel table with a light green header and alternating light green and white rows. The table is titled 'Payment Schedule' and contains the following data:

Payment Schedule	
Interest Rate	6.0%
Years	10
Loan Amount	\$1,550,000
Monthly Payment	\$17,208
Cost of Loan	\$619,494
10-Year Lease Cost	\$1,800,000
Savings	\$1,180,506

► To copy and paste Excel data

1. In the Excel worksheet, select and copy the data you want for the PowerPoint table.
2. Switch to PowerPoint, display the slide, and paste the data.
3. To change the default paste option (which is Use Destination Styles), click the **Paste Options** button, and click the option you want.

► To update copied and pasted Excel data

- Use normal editing techniques to change the data in a cell.

► **To embed a worksheet**

1. Copy and paste the Excel data in the usual way.
2. Click the **Paste Options** button, and then click **Embed**.

Or

1. On the **Insert** tab, in the **Text** group, click the **Insert Object** button.
2. In the **Insert Object** dialog box, click **Create from file**, and then click **Browse**.
3. In the **Browse** dialog box, locate and double-click the workbook. Then click **OK**.

► **To eliminate extraneous columns and rows**

1. Double-click the worksheet object.
2. When the worksheet opens in an Excel window within PowerPoint, size the frame around the worksheet so that it is just big enough to contain the active part of the worksheet.
3. Click outside the frame to return to PowerPoint.

► **To resize the worksheet**

- Point any handle (sets of dots) around the worksheet object, and drag to enlarge or shrink it.

► **To modify an embedded worksheet**

1. Double-click the worksheet object.
2. Use Excel techniques to edit and format the embedded object.

► **To link to a worksheet**

- Follow the instructions for embedding a worksheet, but in the **Insert Object** dialog box, select the **Link** check box before clicking **OK**.

► **To update a linked worksheet**

- Double-click the table on the slide to open the linked worksheet in Excel, make the changes, and save them.
- If you update the linked worksheet in Excel and want to synchronize the table on the slide, right-click the table on the slide, and click **Update Link**.

Practice Tasks

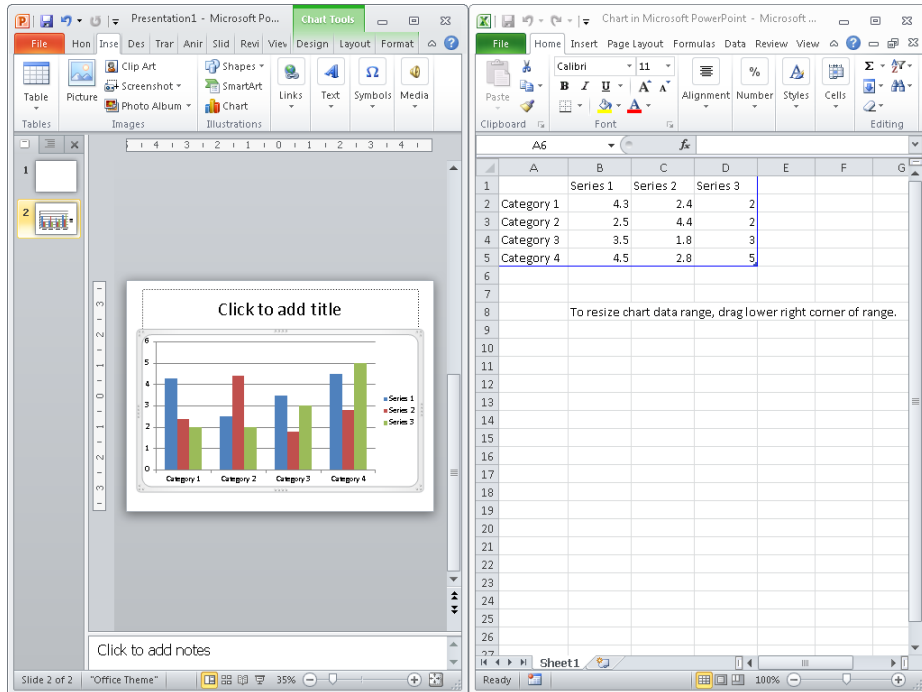
The practice files for these tasks are located in the PowerPoint\Objective4 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice files.

- In the *TimeManagement* presentation, on slide 2, insert a table with three columns and four rows. In the cells of the top row, enter *Task*, *Minutes/Day*, and *Hours Saved/Week*. Then starting with the second cell, enter the following in the cells of the left column: *Paper documents*, *Email*, and *Calendar*.
- On slide 2, insert a row at the top of the table, and merge its cells. In the merged cell, enter and center the title *Effect of Focused Activity*.
- In the table on slide 2, turn off Banded Rows formatting, and turn on First Column formatting. Then apply the Medium Style 2 - Accent 2 style to the table, and apply a border around the entire table.
- On slide 3, embed the *Costs* worksheet. Then enlarge the worksheet object so that it fills the available space on the slide.

4.2 Insert and Modify Charts

Inserting Charts and Editing Chart Data

You can easily add a chart to a slide to make it easy to see trends that might not be obvious from looking at numbers. When you create a chart in PowerPoint, you specify the chart type and then use a linked Excel worksheet to enter the information you want to plot. As you replace the sample data in the worksheet with your own data, you immediately see the results in the chart in the adjacent PowerPoint window.



You can enter the data into the linked worksheet by typing it directly, or you can copy and paste it from an existing Excel worksheet, Access table, or Word table. You then identify the chart data range in the linked worksheet to ensure that only the data you want appears in the chart, and close the worksheet to plot the data.

By default, a chart is plotted based on the series of data points in the columns of the attached worksheet, and these series are identified in the legend. You can plot the chart based on the series in the rows instead.

When a chart is active on a slide, the Chart Tools Design, Chart Tools Layout, and Chart Tools Format tabs are available on the ribbon.

After you've plotted your data in the chart, you can reopen the attached worksheet and edit the data at any time. PowerPoint replots the chart to reflect your changes.

► **To insert a chart**

1. In a content placeholder, click the **Insert Chart** button.

Or

On the **Insert** tab, in the **Illustrations** group, click the **Chart** button.

2. In the **Insert Chart** dialog box, click a chart category in the left pane, click a chart type in the right pane, and then click **OK**.
3. In the linked Excel worksheet, enter the values to be plotted, following the pattern of the sample data.
4. Ensure that the blue border delineating the chart data range encompasses only the data you want to be included in the chart, by dragging the blue triangle in the lower-right corner of the range.
5. Close the Excel window.

► **To plot a selected chart by rows instead of columns**

1. Open the chart's attached worksheet.
2. On the Table Tools **Design** contextual tab, in the **Data** group, click the **Switch Row/Column** button.

Tip The worksheet must be open for this button to be active.

► **To open the attached worksheet so that you can edit the chart data**

- Right-click the chart, and then click **Edit Data**.
- Click the chart, and then on the **Design** contextual tab, in the **Data** group, click the **Edit Data** button.

Tip The chart must be active (surrounded by a frame) when you make changes to the data in the worksheet; otherwise, the chart won't automatically update.

► To select worksheet data for editing

- To select a cell, click it.
- To select a column, click the letter header at the top of the column.
- To select a row, click the number header at the left end of the row.
- To select multiple cells, columns, or rows, select the first element, and then hold down the Shift key as you select subsequent elements.

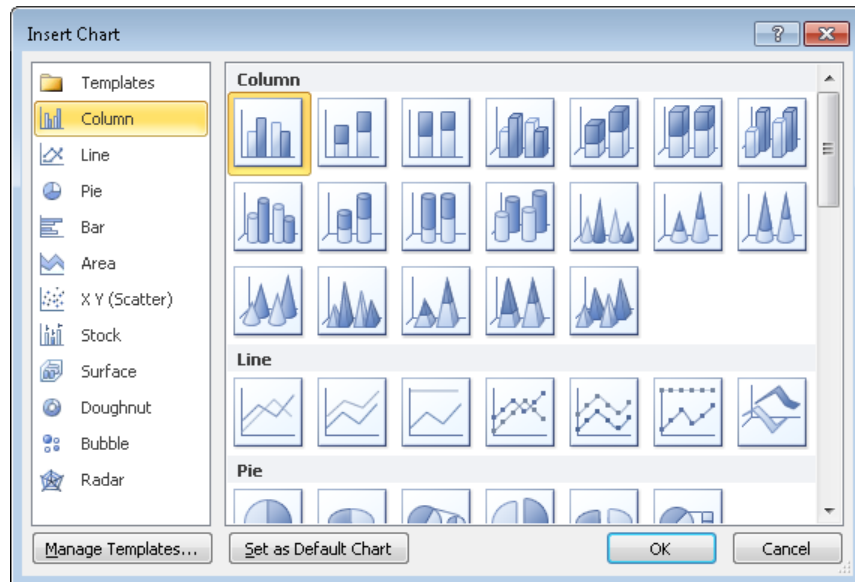
Or

Drag through adjacent cells, columns, or rows.

- To select an entire worksheet, click the gray cell in the upper-left corner, at the intersection of the letter and row headers.

Changing the Chart Type and Layout

If you decide that the type of chart you initially selected doesn't adequately depict your data, you can change the type at any time. There are 11 chart types, each with two-dimensional and three-dimensional variations.



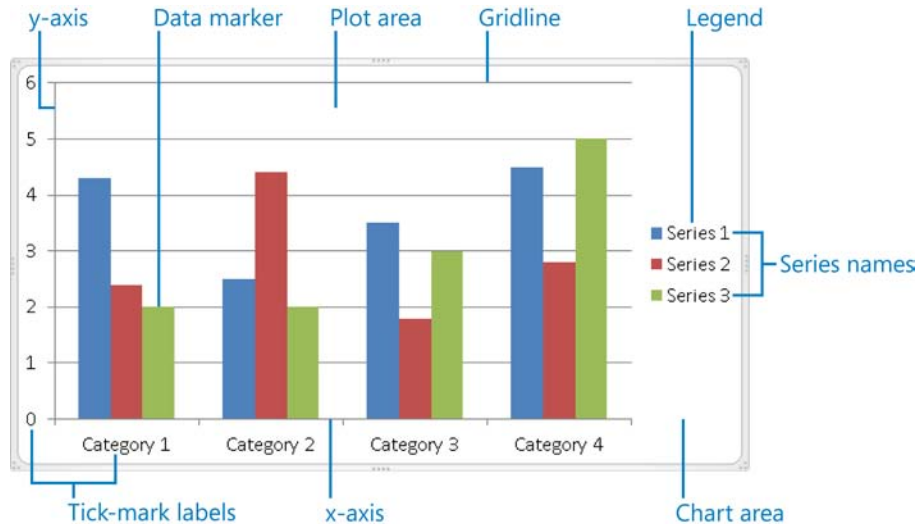
Each chart type has corresponding chart layouts that you can use to refine the look of the chart.



These layouts are preset combinations of the available chart elements, which include the following:

- **Chart area** This is the entire area within the chart frame.
- **Plot area** This is the rectangle between the horizontal and vertical axes.
- **Data markers** These are the graphical representations of the values, or data points, you enter in the Excel worksheet. Sometimes the data markers are identified with data labels.
- **Legend** This provides a key for identifying the data series (a set of data points).
- **Axes** The data is plotted against an x-axis—also called the *category axis*—and a y-axis—also called the *value axis*. (Three-dimensional charts also have a z-axis—also called the *series axis*.) Sometimes the axes are identified with axis labels.

- **Tick-mark labels** These identify the categories, values, or series along each axis.
- **Gridlines** These help to visually quantify the data points.
- **Data table** This table provides details of the plotted data points in table format.
- **Titles** The chart might have a title and subtitle.



► To change the type of a selected chart

1. On the Chart Tools **Design** contextual tab, in the **Type** group, click the **Change Chart Type** button.
2. In the **Change Chart Type** dialog box, select a new type of chart, and then click **OK**.

► To apply a preset layout to a selected chart

- On the **Design** contextual tab, in the **Chart Layouts** gallery, click the layout you want.

Practice Tasks

The practice files for these tasks are located in the PowerPoint\Objective4 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice files.

- In the *WaterSaving* presentation, on slide 2, use the data from cells A3:C9 of the *WaterConsumption* workbook to create a Clustered Cylinder column chart.
- In the chart on slide 2, change the Average data point for Brushing Teeth to 4 and the Conservative data point to 2.
- On slide 2, change the type of the chart to Stacked Line With Markers. Then apply Layout 3.
- On slide 3, change the way the data is plotted so that the columns are clustered by month and the legend identifies the Minimum, Average, and Maximum series.

4.3 Apply Chart Elements

When the preset layouts don't produce the chart you want, you can create a custom layout by mixing and matching different chart elements to get exactly the effect you want.

► To add or remove a chart title

- On the Chart Tools **Layout** contextual tab, in the **Labels** group, click the **Chart Title** button, and then click the option you want.

► To add or remove an axis

- On the **Layout** contextual tab, in the **Axes** group, click the **Axes** button, click **Primary Horizontal Axis** or **Primary Vertical Axis**, and then click the option you want.

➤ **To add or remove an axis label**

- On the **Layout** contextual tab, in the **Labels** group, click the **Axis Titles** button, click **Primary Horizontal Axis Title** or **Primary Vertical Axis Title**, and then click the option you want.

➤ **To add or remove a legend**

- On the **Layout** contextual tab, in the **Labels** group, click the **Legend** button, and then click the option you want.

➤ **To add or remove data labels**

- On the **Layout** contextual tab, in the **Labels** group, click the **Data Labels** button, and then click the option you want.

➤ **To add or remove a data table**

- On the **Layout** contextual tab, in the **Labels** group, click the **Data Table** button, and then click the option you want.

➤ **To show or hide gridlines**

- On the **Layout** contextual tab, in the **Axes** group, click the **Gridlines** button, click **Primary Horizontal Gridlines** or **Primary Vertical Gridlines**, and then click the option you want.

➤ **To add or remove a chart wall or chart floor (3D charts)**

- On the **Layout** contextual tab, in the **Background** group, click the **Chart Wall** or **Chart Floor** button, and then click the option you want.

➤ **To add or remove trendlines, bars, and other analysis tools (line charts)**

- On the **Layout** contextual tab, in the **Analysis** group, click the button for the type of tool you want, and then click the option you want.

Tip You can also use standard techniques to add pictures, shapes, and independent text boxes to charts.

Practice Tasks

The practice file for these tasks is located in the PowerPoint\Objective4 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

- In the *WaterStrategies* presentation, on slide 2, remove the title.
- On slide 3, add a legend at the bottom of the chart. Then add a data table with legend keys at the bottom of the chart, and remove the existing legend.
- On slide 3, add a default vertical axis to the chart, and then add *Temperature* as a rotated axis label.
- On slide 3, display gridlines that allow you to more accurately gauge the value of the chart's data markers.

4.4 Manipulate Chart Layouts

See Also For information about adding and deleting elements, see section 4.3, "Apply Chart Elements." For information about formatting elements, see section 4.5, "Manipulate Chart Elements."

Selecting Chart Elements

You can adjust a chart layout by adding, deleting, moving, and sizing chart elements. To perform any of those tasks, you first have to select the element.

► To select a chart element

- If the element is easy to identify, simply click it.
- If you have trouble clicking some of the smaller chart elements, on the Chart Tools **Format** contextual tab, in the **Current Selection** group, display the **Chart Elements** list, and then click the element you want.

Tip If you want to activate the chart (that is, select the chart area), be sure to click a blank area inside the chart frame. Clicking any of the chart's elements will activate that element, not the chart as a whole.

Sizing and Positioning Elements

If you want more control over the layout of a chart, you can do the following:

- Control the overall size of the chart.
- Adjust the size of chart elements.
- Arrange chart elements precisely.

► To change the size of a selected chart

- Point to any handle (the sets of dots around the chart frame), and when the hollow double-headed arrow appears, drag in the direction you want the chart to grow or shrink.

► To change the size of a selected chart element

- Point to any handle, and when the hollow double-headed arrow appears, drag in the direction you want the element to grow or shrink.

Tip If an element cannot be sized, the hollow double-headed arrow does not appear.

► To change the position of a selected chart element

- Point to the border around the element, away from any handles, and when the four-headed arrow appears, drag to the desired position.

Tip Some elements cannot be moved, even if the four-headed arrow appears.

► To rotate a chart layout

1. On the Chart Tools **Layout** contextual tab, in the **Background** group, click the **3D Rotation** button.
2. In the **Format Chart Area** dialog box, in the **Rotation** area of the **3-D Rotation** page, set the angle of rotation for each axis, and then click **Close**.

Practice Tasks

The practice file for these tasks is located in the PowerPoint\Objective4 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

- In the *Temperature* presentation, on slide 2, make the chart exactly 4.5 inches by 7.5 inches.
- In the chart on slide 2, shrink the size of the plot area by about a half inch. Then stretch the legend so that it spans the plot area.
- On slide 2 on, move the chart title to the left until it aligns with the left end of the gridlines.

4.5 Manipulate Chart Elements

Strategy Each chart element has too many formatting options for us to cover them in detail here. Make sure you are familiar with the elements and how to format them to convey different types of data in different ways.

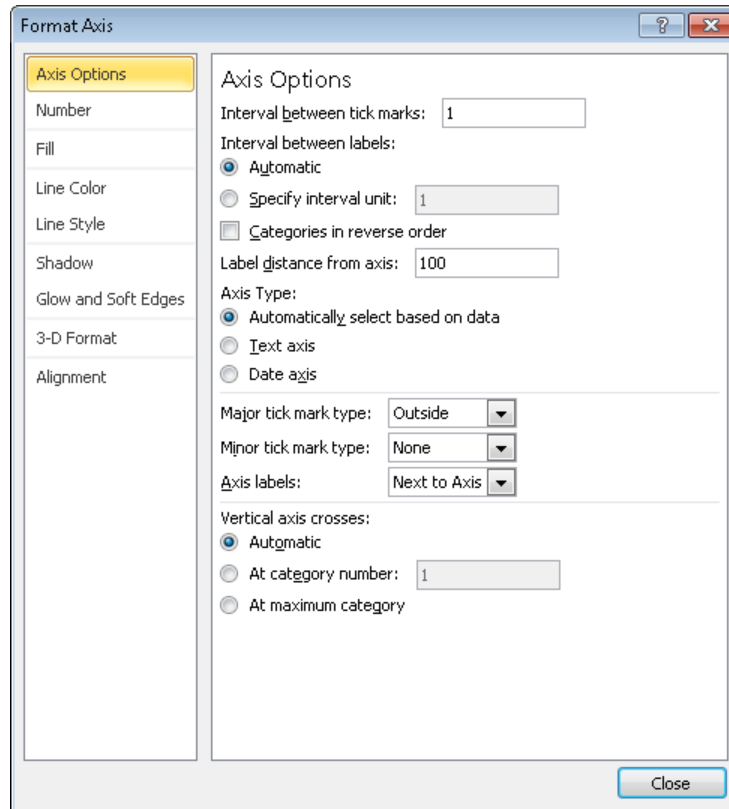
See Also For information about sizing and positioning chart elements, see section 4.4, "Manipulate Chart Layouts."

You can modify and format a chart to get the effect you want. If you don't want to spend a lot of time on individual chart elements, you can apply styles (predefined combinations of formatting) to the chart area (the entire chart) to create sophisticated charts with a minimum of effort. These styles include the following:

- **Chart Styles** Combinations of data marker, wall, and floor fill colors, as well as background color and bevel effects
- **Shape Styles** Combinations of shape fills, shape outlines, and shape effects
- **WordArt Styles** Combinations of text fills, text outlines, and text effects

You can also apply Shape Style and WordArt Style components individually, both to the chart area and to a selected chart element.

In addition to using styles and style components, you can fine-tune the formatting of a selected chart element in its Format dialog box.



This dialog box is specific to each type of element and includes options such as the following:

- **Chart area** You can specify the background fill, the border color and style, effects such as shadows and edges, the 3-D format and rotation, and the size and position. You can also attach text to be displayed when someone points to the chart.
- **Plot area** You can specify the background fill, the border color and style, effects such as shadows and edges, and the 3-D format and rotation.

- **Data markers** You can specify the background fill, the border color and style, effects such as shadows and edges, and the 3-D format. You can also precisely determine the gap between data points.
- **Legend** You can specify the background fill, the border color and style, and effects such as shadows and edges. You can also specify the legend's position and whether it can overlap the chart.
- **Axes** You can specify the background fill, the line color and style, effects such as shadows and edges, and the 3-D format and rotation. For the category axis, you can also specify the scale, add or remove tick marks, adjust the label position, and determine the starting and maximum values. You can set the number format (such as currency or percentage), and set the axis label alignment.
- **Gridlines** You can set the line color and style, as well as effects such as shadows and edges.

Tip To open the Format Major Gridlines dialog box, right-click any gridline, and then click Format Gridlines.

- **Data table** You can specify the background fill, the border color and style, effects such as shadows and edges, and the 3-D format. You can also set table borders.

Tip To open the Format Data Table dialog box, right-click the selected data table, and then click Format Data Table.

- **Titles** You can specify the background fill, the border color and style, effects such as shadows and edges, and the 3-D format. You can also set the title's alignment, direction, and angle of rotation.

► **To apply a Chart Style to a selected chart**

- On the Chart Tools **Design** contextual tab, in the **Chart Styles** gallery, click the style you want.

- **To apply a Shape Style to the chart area or to a chart object**
 - On the Chart Tools **Format** contextual tab, in the **Shape Styles** gallery, click the style you want.
- **To apply Shape Style components to the chart area or to a chart object**
 - On the **Format** contextual tab, in the **Shape Styles** group, click the **Shape Fill**, **Shape Outline**, or **Shape Effects** button, and then click the option you want.
- **To apply a WordArt Style to the text in a selected chart**
 - On the **Format** contextual tab, in the **WordArt Styles** gallery, click the style you want.
- **To apply WordArt Style components to the chart area or to a chart object**
 - On the **Format** contextual tab, in the **WordArt Styles** group, click the **Text Fill**, **Text Outline**, or **Text Effects** button, and then click the option you want.
- **To open the Format dialog box for a chart element**
 - If the element is easy to identify, simply double-click it.
 - Right-click the element, and then click **Format <Element>**.

Or

 1. If you have trouble double-clicking some of the smaller chart elements, on the **Format** contextual tab, in the **Current Selection** group, display the **Chart Elements** list, and click the element you want.
 2. In the **Current Selection** group, click the **Format Selection** button.

Tip Because charts convey at-a-glance summary information, you might want to attach a hyperlink to a chart element to provide access to supporting details. Clicking the hyperlinked element then takes you directly to the linked details, which might be on a hidden slide, in another presentation, in a file on your computer or your organization's network, or on a website. For information about creating hyperlinks, see section 3.1, "Manipulate Graphical Elements."

Practice Tasks

The practice file for these tasks is located in the PowerPoint\Objective4 practice file folder. If you want to save the results of the exercises, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

- In the *AirQuality* presentation, on slide 3, apply Style 7 to the entire chart. Then with the entire chart still selected, apply the Moderate Effect – Tan, Accent 2 shape style.
- On slide 3, apply the Fill – White, Outline – Accent 1 WordArt style to the chart tile.
- On slide 3, explode the data points in the pie chart by 20 percent, and then set the angle of the first slice at 200.
- On slide 3, move the chart's legend to the right, and then fill its background with the Gray-50%, Accent 6, Darker 25% color.

Objective Review

Before finishing this chapter, ensure that you have mastered the following skills:

- 4.1** Construct and Modify Tables
- 4.2** Insert and Modify Charts
- 4.3** Apply Chart Elements
- 4.4** Manipulate Chart Layouts
- 4.5** Manipulate Chart Elements

5 Applying Transitions and Animations

The skills tested in this section of the Microsoft Office Specialist exam for Microsoft PowerPoint 2010 relate to creating movement, both between slides and for slide components. Specifically, the following objectives are associated with this set of skills:

- 5.1 Apply Built-In and Custom Animations
 - 5.2 Apply Effect and Path Options
 - 5.3 Manipulate Animations
 - 5.4 Apply and Modify Transitions Between Slides
-

The judicious use of dynamic effects can grab and keep the attention of an audience. By adding transitions between slides, you can visually mark the end of one topic and the beginning of another, and by animating objects on a slide, you can add emphasis, focus, and entertainment.

This chapter guides you in studying the techniques for quickly animating objects, including how to customize animations to suit your needs. It also covers how to add and control dynamic slide transitions.

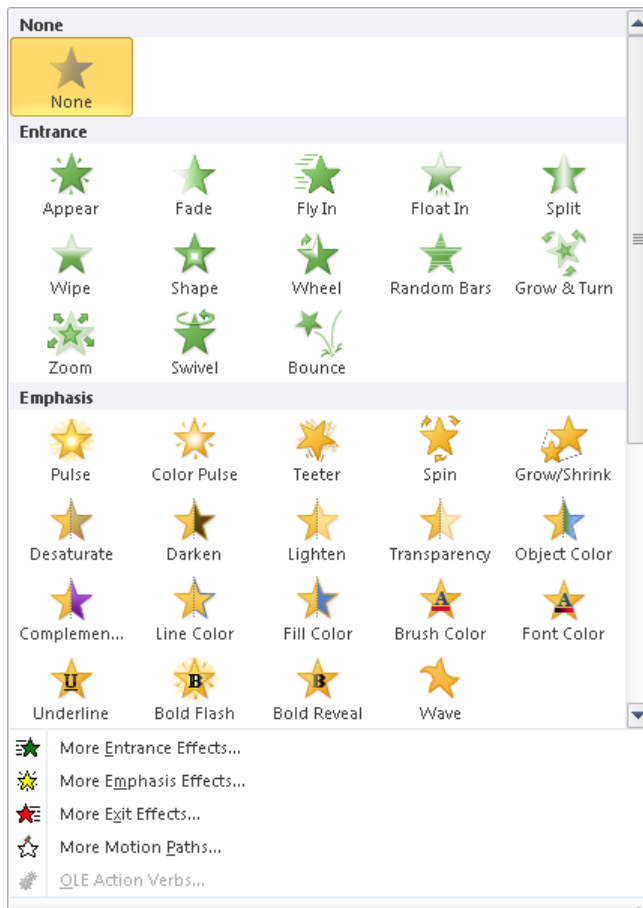
Practice Files Before you can complete the practice tasks in this chapter, you need to copy the book's practice files to your computer. The practice files you'll use to complete the tasks in this chapter are in the PowerPoint\Objective5 practice file folder. A complete list of practice files is provided in "Using the Book's Companion Content" at the beginning of this book.

5.1 Apply Built-In and Custom Animations

Applying Built-In Animations

If you are delivering a presentation from your computer, you can keep your audience focused and reinforce your message by applying built-in animations to the text and graphics on your slides. You can apply the following types of ready-made effects from the Animation gallery:

- **Entrance** Animate the way the element appears on the slide.
- **Emphasis** Increase or decrease the importance of the element by changing its color, style; or brightness; by making it grow or shrink; or by making it spin.
- **Exit** Animate the way the element leaves the slide.
- **Motion Paths** Move the element around on the slide in various ways, such as diagonally to the upper-right corner or in a circular motion.



Each animation you add is identified on the slide by an adjacent numbered box that indicates the order in which the animations will occur.

► **To apply a built-in animation to a selected object**

- On the **Animations** tab, in the **Animation** group, click the **More** button, and then in the gallery, click the animation you want.

► **To preview the animation for a selected object**

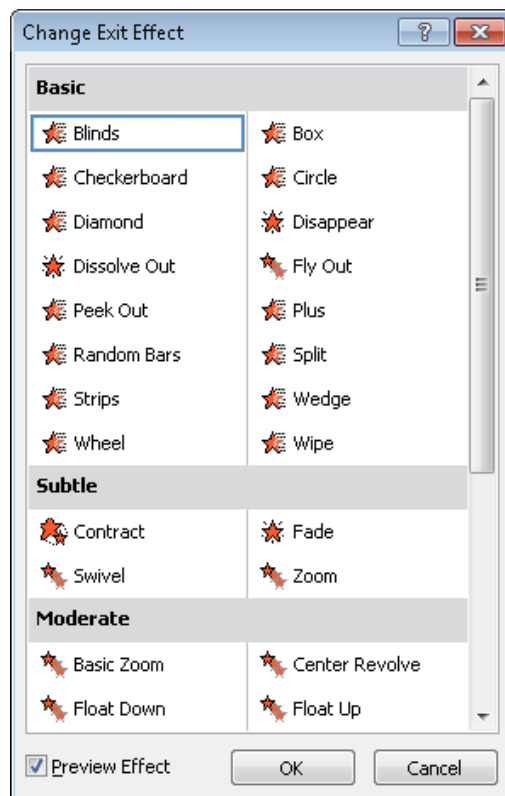
- On the **Animations** tab, in the **Preview** group, click the **Preview** button.

► **To remove an animation from a selected object**

- In the **Animation** gallery, click **None**.

Applying Fancier Animations

If none of the predefined effects in the Animation gallery meets your needs, you can display additional, professionally designed animations in four categories: Basic, Subtle, Moderate, and Exciting.



Having applied one animation, you can apply another of a different type. (Applying another of the same type replaces the existing animation.) On the slide, each animation is identified by its own box, with the boxes stacked to the left of the animated object.

► **To apply a fancier animation to a selected element**

1. On the **Animations** tab, in the **Advanced Animation** group, click the **More** button to the right of the **Animation** gallery, and then at the bottom of the gallery, click the animation category you want.
2. In the **Change <Animation> Effect** dialog box, click the animation you want.

► **To apply an additional animation to a selected animated object**

- On the **Animations** tab, in the **Advanced Animation** group, click the **Add Animation** button, and then click the additional animation you want to apply.

Copying Animations

If you combine animation effects and want to apply the same combination to another object, you can copy the set with the Animation Painter, which functions the same way as the Format Painter.

► **To copy the animations applied to a selected object to another object**

- On the **Animations** tab, in the **Advanced Animation** group, click the **Animation Painter** button, and then click the object to which you want to copy the animations.

Practice Tasks

The practice file for these tasks is located in the PowerPoint\Objective5 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

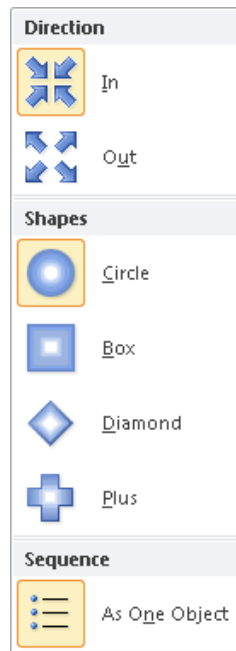
- In the *Natural Gardening* presentation, on slide 2, apply the Fly In entrance animation to the title. Then apply the same animation to the bulleted list.
- On slide 3, apply the Arc Up motion path animation to the title. Then apply the Flip entrance animation to the bulleted list.
- On slide 2, add the Complementary Color emphasis effect to the title and the Pulse emphasis effect to the bulleted list.
- Copy the animations from slide 2 to slide 3.

5.2 Apply Effect and Path Options

Fine-Tuning Animation Effects

After you apply an animation effect, you can fine-tune its action by using the commands on the Animations tab to do the following:

- Specify the direction, shape, or sequence of the animation. (The options vary depending on the type of animation).



- Specify what action will trigger the animation. For example, you can specify that clicking a different object on the slide will animate the selected object.
- Specify whether you will start an animation by clicking the mouse button or whether PowerPoint should start it with or after the previous one.
- Control how long each animation lasts.
- Delay the start of an animation effect.
- Change the order of the animation effects on a slide.

► **To change a selected animation's effect options**

1. On the **Animations** tab, in the **Animation** group, click the **Effect Options** button, and then click the option you want.
2. Click the **Effect Options** button again to apply additional options.

► **To change when a selected animation starts**

- On the **Animations** tab, in the **Timing** group, display the **Start** list, and click **On Click**, **With Previous**, or **After Previous**.
- When the Start setting is **On Click**, click the **Trigger** button in the **Advanced Animation** group, click **On Click of**, and then click the object you want to start the animation

► **To change the duration of an animation**

- On the **Animations** tab, in the **Timing** group, increase or decrease the **Duration** option to the setting you want.

► **To delay the start of an animation**

- On the **Animations** tab, in the **Timing** group, increase or decrease the **Delay** option to the setting you want.

Tip You can also change the start, duration, delay, and trigger on the **Timing** page of the effect options dialog box for the animation, discussed in section 5.3, "Manipulate Animations."

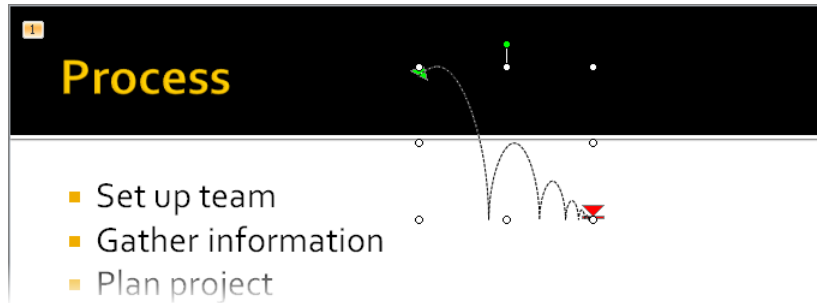
► **To change the animation order**

- On the **Animations** tab, in the **Timing** group, click the up or down arrow under **Reorder Animation**.

Tip You can also change the order of animations in the **Animation** pane, discussed in section 5.3, "Manipulate Animations."

Adjusting Motion Paths

If you apply a motion path animation to an object, PowerPoint displays a schematic of the path so that you can adjust its starting and ending points. You can also rotate the path. PowerPoint also displays a schematic for other animations with horizontal or vertical movement, such as the **Wave** emphasis animation.



- **To adjust the height or length of the motion path of a selected animation**
 - ➔ Click the path schematic, and drag the handles around the frame.
- **To rotate the motion path of a selected animation**
 - ➔ Click the path schematic, and drag the green rotating handle attached to the frame.

Practice Tasks

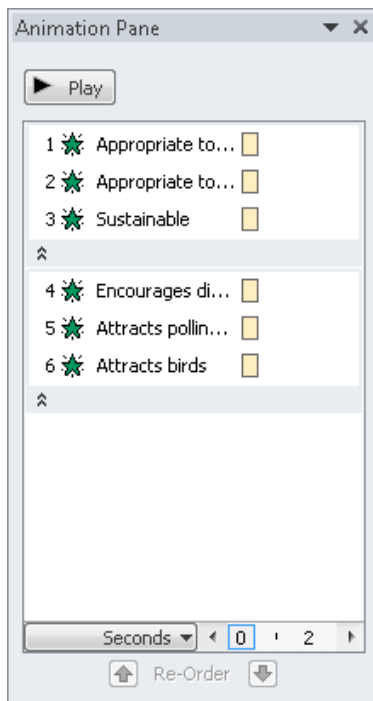
The practice file for these tasks is located in the PowerPoint\Objective5 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

- In the *BackyardEcology* presentation, on slide 1, change the animation shape of the title to a diamond, and change the animation direction to outward.
- On slide 1, make the subtitle animation start automatically after the title animation, with a delay of 2 seconds.
- On slide 2, set the duration of the bulleted list animations to 2 seconds. Then make the title animation occur before the bulleted list animations.
- On slide 4, adjust the end points of the motion paths of the three pictures so that after each picture appears, its lower-left corner sits on the diagonal bar. (This takes trial and error; when you finish, the first end point will be at the 1 1/8 mark on the vertical ruler, the middle end point will be at the 0 mark, and the right end point will be at the -1 3/8 mark.)

5.3 Manipulate Animations

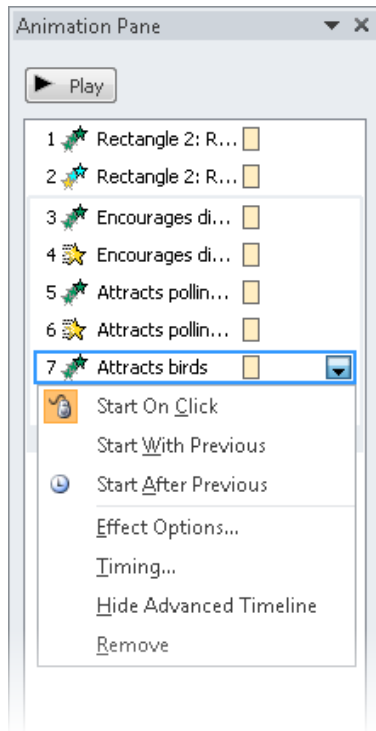
Strategy You can build sophisticated animation effects involving sequences of multiple settings. Be sure you know where to find various settings and how to change the animation order. And remember that when you have created a set of animations that you like, you can use the Animation Painter to copy the set to another object. For information about the Animation Painter, see the “Copying Animations” topic in section 5.1, “Apply Built-in and Custom Animations.”

You can make additional animation adjustments by displaying the Animation pane. This pane shows all the animations applied to the active slide.



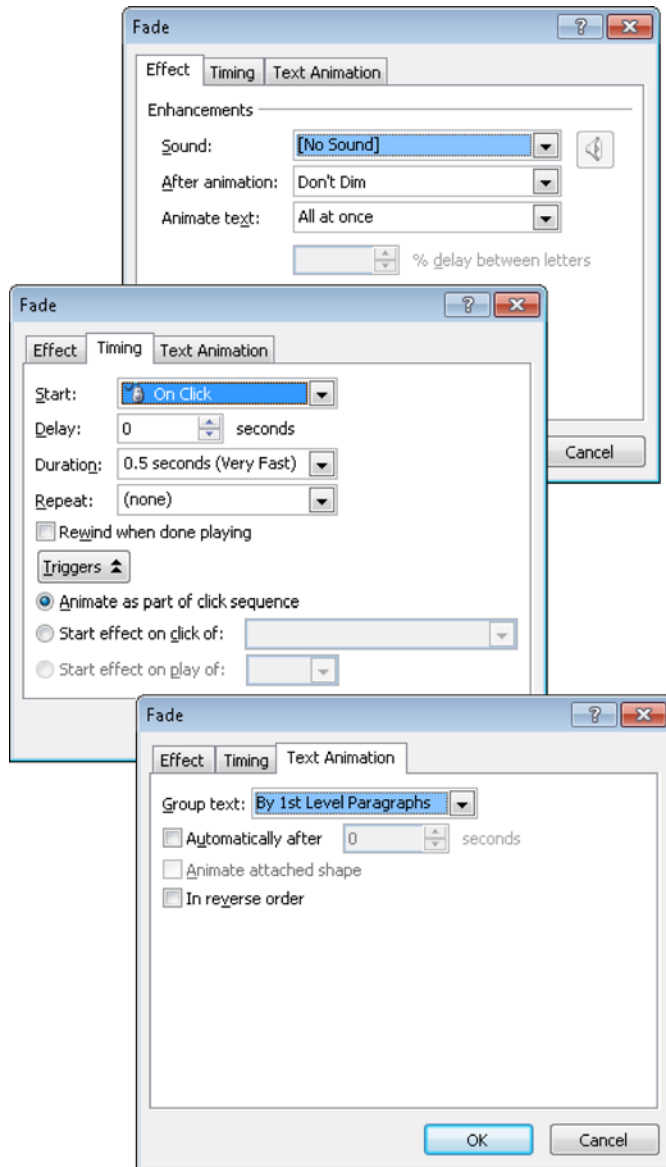
If multiple animations are applied to an object, clicking the chevrons in the Animation pane hides and displays them, making it easy to focus on specific objects.

Clicking the arrow that appears when you click an animation in the Animation pane displays a list of actions.



Clicking Effect Options in the list opens a dialog box that is specific to that type of animation. Depending on the type, the refinements you might be able to make include the following:

- Change the animation direction.
- Specify whether the animation should be accompanied by a sound.
- Dim or hide the object after the animation, or make it change to a specific color.
- If the animation is applied to text, animate all the text at once, word by word, or letter by letter.
- Change the Start, Delay, and Duration settings, repeat the animation, and specify what will trigger its action.
- If a slide has more than one level of bullet points, animate different levels separately.
- If an object has embedded text, animate the object and the text together (the default) or separately, or animate one but not the other.
- Specify whether a sequenced animation progresses forward or backward.



➤ **To display the Animation pane**

- ➔ On the **Animations** tab, in the **Advanced Animation** group, click the **Animation Pane** button.

► **To change the order of the animations on a slide**

→ In the **Animation** pane, click the animation you want to reorder, and then at the bottom of the pane, click the **Re-Order Up** or **Re-Order Down** arrow.

► **To open the effect options dialog box for an animation**

→ In the **Animation** pane, click the animation, click the arrow that appears, and then click **Effect Options**.

► **To change the direction of a text animation**

→ On the **Effect** page of the effect options dialog box for the animation, in the **Settings** area, display the **Direction** list, and then click the direction you want.

► **To add sound to an animation**

→ On the **Effect** page of the effect options dialog box for the animation, in the **Enhancements** area, display the **Sound** list, and then click the sound you want.

► **To dim or hide text, or change its color, after animation**

→ On the **Effect** page of the effect options dialog box for the animation, in the **Enhancements** area, display the **After animation** list, and then click the effect you want.

► **To animate text by word or letter**

→ On the **Effect** page of the effect options dialog box for the animation, in the **Enhancements** area, display the **Animate text** list, and then click **All at once**, **By word**, or **By letter**.

► **To change the start, delay, or duration, or to repeat an animation**

→ On the **Timing** page of the effect options dialog box for the animation, change the settings to the ones you want.

► **To determine the grouping of multiple paragraphs of animated text**

1. On the **Text Animation** page of the effect options dialog box for the animation, display the **Group text** list, and click the option you want.
2. If you want, do any of the following:
 - Select the **Automatically after** check box, and set a time in the adjacent box.
 - Select the **In reverse order** check box.

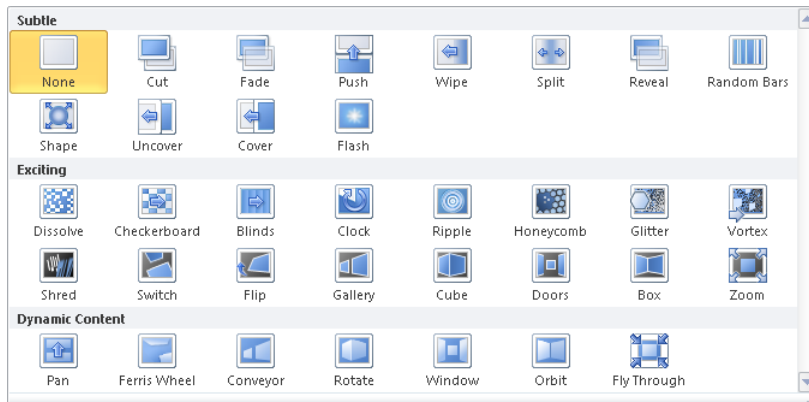
Practice Tasks

The practice file for these tasks is located in the PowerPoint\Objective5 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

- In the *NaturalBackyard* presentation, on slide 1, attach the Chime sound to the title animation.
- On slide 2, change the animation sequence so that both of the animations attached to the slide title occur before the animations attached to the bulleted list.
- On slide 2, make the color of each bullet point change to green after it appears on the screen.
- On slide 4, set the slide title to animate word by word, with a 50 percent delay between words and a duration of Very Slow.

5.4 Apply and Modify Transitions Between Slides

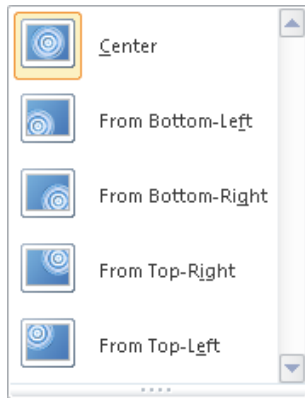
Transitions control the way successive slides move into view. They include such effects as sliding in, dissolving in from the outer edges or the center, and opening like a vertical blind.



Each slide can have only one transition. You can set transitions in Normal view or Slide Sorter view, and you can set them for one slide, for a group of slides, or for an entire presentation.

Depending on the type of transition, you might be able to refine its effect. In addition, you can specify the following:

- An associated sound
- The transition speed
- When the transition occurs



► **To add transitions between slides**

- On the **Transitions** tab, in the **Transition to This Slide** group, display the **Transitions** gallery, and then click the transition you want.

► **To refine the effect of the transition of a selected slide**

- On the **Transitions** tab, in the **Transition to This Slide** group, click the **Effect Options** button, and then click the effect you want.

► **To incorporate a sound into the transition of a selected slide**

- On the **Transitions** tab, in the **Timing** group, display the **Sound** list, and then click the sound you want.

Tip To associate a sound file of your own with a slide transition, click **Other Sound** at the bottom of the **Sound** list. Then in the **Add Audio** dialog box, find and select the sound file you want to use, and click **Open**.

► **To change the speed of the transition of a selected slide**

- On the **Transitions** tab, in the **Timing** group, enter the speed you want in the **Duration** box.

► **To automate the transition of the selected slide**

1. On the **Transitions** tab, in the **Timing** group, clear the **On Mouse Click** check box.
2. Select the **After** check box, and then enter a time in the adjacent box.

See Also For more information about slide timings, see section 8.2, “Set Up Slide Shows.”

► **To apply the transition of the selected slide to all the slides**

→ On the **Transitions** tab, in the **Timing** group, click the **Apply To All** button.

► **To remove transitions between slides**

1. On the **Transitions** tab, in the **Transition to This Slide** group, display the **Transitions** gallery, and click **None**.
2. In the **Timing** group, click the **Apply To All** button.

Practice Tasks

The practice files for these tasks are located in the PowerPoint\Objective5 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice files.

- In the *PersonalJournal* presentation, apply the **Cover** transition to all the slides in the presentation, and then set the transition speed to 3 seconds.
- In the *PersonalJournal* presentation, make the transition rotate from the bottom.
- In the *PersonalJournal* presentation, add the **Wind** sound to the transition.
- In the *AnnualMeeting* presentation, remove the transition effects from all the slides.

Objective Review

Before finishing this chapter, ensure that you have mastered the following skills:

- 5.1 Apply Built-in and Custom Animations
- 5.2 Apply Effect and Path Options
- 5.3 Manipulate Animations
- 5.4 Apply and Modify Transitions Between Slides

6 Collaborating on Presentations

The skills tested in this section of the Microsoft Office Specialist exam for Microsoft PowerPoint 2010 relate to tools for proofing and reviewing presentations. Specifically, the following objectives are associated with this set of skills:

6.1 Manage Comments in Presentations

6.2 Apply Proofing Tools

PowerPoint has tools that you and your colleagues can use to collectively develop presentations. Whether you are reviewing a presentation at the content level or proofing it to ensure that there are no embarrassing mistakes, these tools will help you complete the task efficiently.

This chapter guides you in studying how to insert and review comments. It also covers proofing tasks such as checking spelling and choosing the best word, and describes the process for merging changes made to two different versions of the same presentation.

Practice Files Before you can complete the practice tasks in this chapter, you need to copy the book's practice files to your computer. The practice files you'll use to complete the tasks in this chapter are in the PowerPoint\Objective6 practice file folder. A complete list of practice files is provided in "Using the Book's Companion Content" at the beginning of this book.

6.1 Manage Comments in Presentations

If you are asked to review a presentation, you can give feedback about a slide, without disrupting its text and layout, by inserting a comment in a comment box. If you add a comment without first selecting an object on the slide, the comment is attached to the upper-left corner of the slide. If you select an object before adding the comment, the comment is attached to the upper-right corner of the object.

Tip Your comments are identified by the user name and initials specified on the General page of the PowerPoint Options dialog box.

After you enter your comment, clicking away from the comment box hides the comment but leaves a small comment icon with your initials and a number. Pointing to the icon displays the comment temporarily, and clicking the icon displays the comment until you click somewhere else.



You can turn the display of comments on and off and move quickly back and forth among them. You can respond to a displayed comment by inserting a new one or by activating the comment box for editing so that you can make additions or changes. You can delete comments individually, delete all the comments on the current slide, or delete all the comments in the entire presentation.

See Also For information about annotating slides with an electronic pen or highlighter while displaying a presentation in Slide Show view, see section 8.1, "Apply Presentation Tools."

► **To insert a comment**

1. Click the slide or object on the slide to which you want to attach a comment.
2. On the **Review** tab, in the **Comments** group, click the **New Comment** button.
3. In the comment box, enter the comment, and then click away from the comment box to close it.

► **To show and hide comments**

- On the **Review** tab, in the **Comments** group, click the **Show Markup** button.

► **To move among comments**

- On the **Review** tab, in the **Comments** group, click the **Previous** or **Next** button.

► **To edit a comment**

- Quickly activate the comment for editing by double-clicking its icon, and then make your changes or additions in the comment box.
- Right-click the comment icon, click **Edit Comment**, and then make your changes or additions.

Or

1. Click the comment icon, and then on the **Review** tab, in the **Comments** group, click the **Edit Comment** button.
2. In the comment box, make your changes.

► **To delete a specific comment**

- Right-click the comment icon, and then click **Delete Comment**.
- Click the comment icon, and then on the **Review** tab, in the **Comments** group, click the **Delete** button.

Tip When you delete a comment, subsequent comments are not renumbered.

► **To delete all the comments on the current slide**

- On the **Review** tab, in the **Comments** group, display the **Delete** list, and then click **Delete All Markup on the Current Slide**.

► **To delete all the comments in the presentation**

1. On the **Review** tab, in the **Comments** group, display the **Delete** list, and then click **Delete All Markup in this Presentation**.
2. To confirm the deletion, click **Yes**.

Practice Tasks

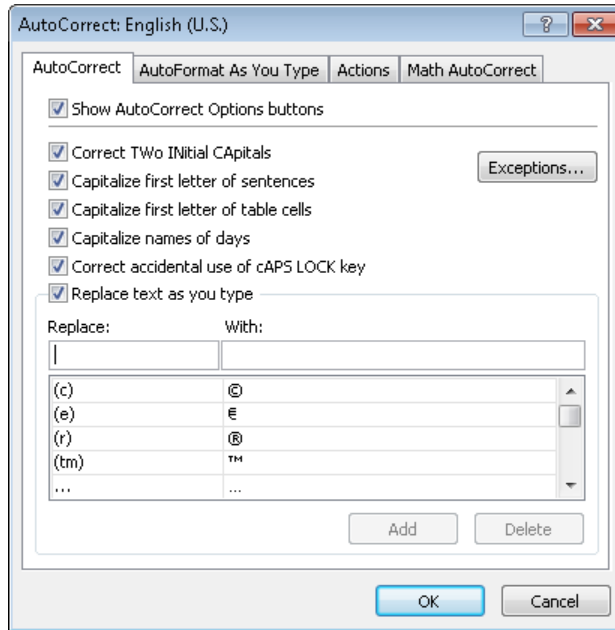
The practice files for these tasks are located in the PowerPoint\Objective6 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice files.

- In the *WaterUse* presentation, on slide 2, attach the comment *Change date to reflect that of workshop* to the slide. Then on slide 9, attach the comment *Newer data available?* to the citation.
- On the last slide, attach the comment *Native plant graphics would add interest* to the content placeholder. Click away from the comment to close the box, and then edit the comment to read *Colorful native plant graphics would add interest*.
- In the *CompanyMeeting* presentation, delete the comments attached to the title slide. Review the remaining comments in the presentation, and then using only one command, delete them all.

6.2 Apply Proofing Tools

Using AutoCorrect

The AutoCorrect feature detects and automatically corrects many common capitalization and spelling errors, such as *teh* instead of *the* or *WHen* instead of *When*. You can customize AutoCorrect to recognize misspellings you routinely type.



► **To add an entry and its replacement to the AutoCorrect list**

1. On the **Proofing** page of the **PowerPoint Options** dialog box, in the **AutoCorrect options** area, click **AutoCorrect Options**.
2. On the **AutoCorrect** page of the **AutoCorrect** dialog box, in the **Replace** box above the list, enter the misspelling.
3. In the **With** box, enter the correction.
4. Click **Add**, and then click **OK**.

Tip You can also use AutoCorrect entries to automate the typing of frequently used text, such as replacing an abbreviation for the full name of your company.

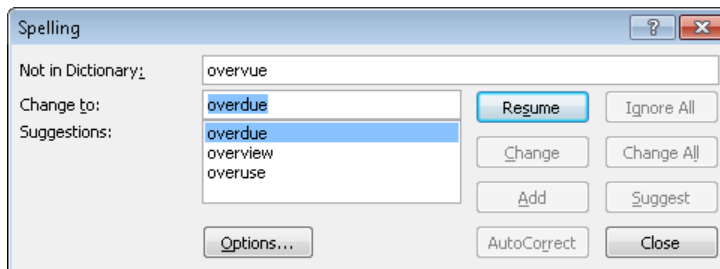
Correcting Spelling Mistakes

Most misspellings are the result of finger-positioning errors or memory lapses. You can ensure that the words in your presentations are spelled correctly in the following ways:

- By default, PowerPoint checks the spelling of anything you type against its built-in dictionary. To draw attention to words that are not in its dictionary and that might be misspelled, PowerPoint underlines them with a red wavy underline. If you want, you can correct these errors as you make them.

Tip To turn off this on-going spell-checking, on the Proofing page of the PowerPoint Options dialog box, clear the Check Spelling As You Type check box.

- You can ignore the red wavy underlines and instead handle all the potential misspellings in the presentation at one time by clicking options in the Spelling dialog box.



- You can add correctly spelled words that are flagged as misspellings to the supplemental dictionary (called *CUSTOM.DIC*) so that PowerPoint will not flag them in the future.

► To correct a word with a red wavy underline

→ Right-click the word, and click the suggested replacement you want.

► To check the spelling of the entire presentation at one time

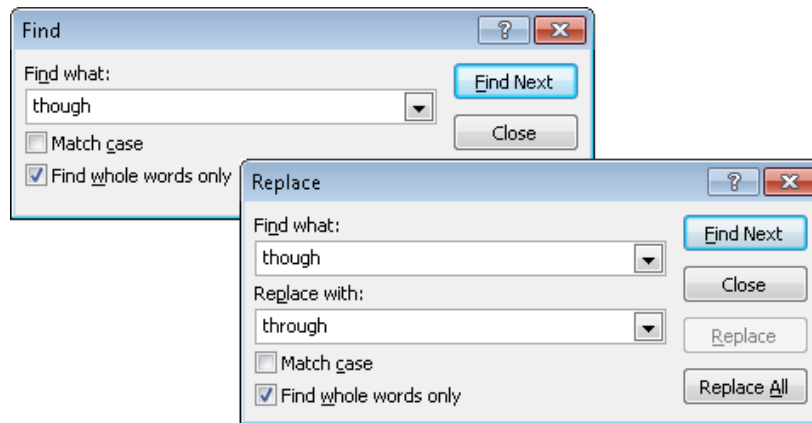
1. With slide 1 active, on the Review tab, in the Proofing group, click the Spelling button.

2. In the **Spelling** dialog box, do one of the following:
 - To ignore the flagged word, click **Ignore** or **Ignore All**.
 - To change the flagged word, click a suggested correction, or enter the correction in the **Change to** box. Then click either **Change** or **Change All**.
 - To delete a duplicated word, click **Delete**.
 - To add a spelling to the supplemental dictionary, click **Add**.
 - To add a spelling to the AutoCorrect list, click **AutoCorrect**.
3. When a message tells you that the spelling check is complete, click **OK**.

Finding and Replacing Text and Fonts

You can find and change specific words in the following ways:

- Locate each occurrence of a word, part of a word, or a phrase. You can specify whether you want to match the exact capitalization (known as the *case*) or whole words.
- Locate each occurrence of a word, part of a word, or a phrase and replace it with something else. You can replace only a single occurrence or all occurrences. Again, you can specify whether to match capitalization and whole words.



You can also replace a specific font throughout a presentation.

► **To find the next instance of specific text**

1. On the **Home** tab, in the **Editing** group, click the **Find** button.
2. In the **Find what** box of the **Find** dialog box, enter the text, and then select the appropriate check boxes.
3. Click **Find Next** until you find the occurrence you want, and then click **Close**.

Tip If you see a message saying that PowerPoint has finished searching the presentation, click **OK** and then click **Close**.

► **To replace text**

1. On the **Home** tab, in the **Editing** group, click the **Replace** button.
2. In the **Find what** box of the **Replace** dialog box, enter the text you want to replace, and in the **Replace with** box, enter the replacement text. Then select the appropriate check boxes.
3. Click **Find Next**, and then do one of the following:
 - To replace the matched instance of the text, click **Replace**.
 - To replace all instances, click **Replace All**.
4. Repeat step 3 as necessary, and then click **Close**.

► **To replace a font**

1. On the **Home** tab, in the **Editing** group, click the **Replace** arrow, and then click **Replace Fonts**.
2. In the **Replace Font** dialog box, click the font you want to change in the **Replace** list, and click the replacement font in the **With** list.
3. Click **Replace**, and then click **Close**.

Using the Thesaurus

To make sure you're using words that best convey your message, you can use the Thesaurus feature to look up synonyms.



► **To find a synonym for a word**

→ Right-click the word, click **Synonyms**, and then click the one you want.

Or

1. Click the word, and then on the **Review** tab, in the **Proofing** group, click the **Thesaurus** button.
2. In the **Research** task pane, point to the synonym you want, click the arrow that appears, and then click **Insert**.

Tip If none of the displayed synonyms suits your purpose, click a word that is close to the meaning you want to display synonyms for that word.

Comparing and Combining Presentations

Strategy Viewing, accepting, and rejecting revisions in PowerPoint is not as intuitive as it is in Microsoft Word. Take some time to practice making changes to a presentation and comparing it with the original version to become familiar with ways of working with this feature.

You can compare two versions of the same presentation by merging changes made in one version into the other. The differences are recorded in the combined presentation as revisions. You can view the suggested changes and then accept or reject them.

► **To combine two versions of the same presentation**

1. With one version open, on the **Review** tab, in the **Compare** group, click the **Compare** button.
2. In the **Choose File to Merge with Current Presentation** dialog box, locate and double click the version you want to combine.

► **To compare the two versions**

1. In the **Revisions** task pane (which opens automatically after you combine two versions), display the **Slides** tab.
2. On the **Slides** tab of the **Overview** pane, click any slide to see the same slide in the other version.

► **To accept or reject revisions**

1. Click a paper and pencil icon to display a box detailing the changes.

2. In the box, do the following:
 - To accept all changes to an object, select the **All changes to** check box.
 - Select and clear the check box of an individual change to see how the slide looks with and without that change implemented.
 - Leave the check box selected to accept the change.

Tip To accept all changes on a slide without displaying the detail box, on the **Review** tab, in the **Compare** group, click the **Accept** arrow, and then click **Accept All Changes To The Current Slide**. If you change your mind, in the **Compare** group, click the **Reject** arrow, and then click **Reject All Changes To The Current Slide**.

3. On the **Review** tab, in the **Compare** group, click the **Next** button to move to the next slide with changes.
4. Work through the presentation, resolving all the differences.
5. When you see a message that there are no more changes, click **Continue**, and if you want, review your decisions.
6. When you are satisfied with the combined version of the presentation, on the **Review** tab, in the **Compare** group, click the **End Review** button to discard unaccepted changes and all markup.

Practice Tasks

The practice files for these tasks are located in the PowerPoint\Objective6 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice files.

- In the *CommunityService* presentation, on slide 2, correct the spelling of *infermation*. Then check the spelling of the entire presentation, correcting any mistakes you find. Add the term *CSCom* to the CUSTOM.DIC dictionary, and add the correct spelling of *employees* to the AutoCorrect substitution table.
- In the *CommunityService* presentation, replace any instances of the word *department* with the word *unit*, matching the capitalization. Then replace any instances of the Times New Roman font with the Calibri font.
- On slide 1, use the Thesaurus to replace the word *Executing* with the synonym *Completing*.
- Compare the *AnnualMeetingA* and *AnnualMeetingB* presentations, and merge the differences between them into *AnnualMeetingB*. Then review the marked differences, accept those on slide 1, and reject all other changes.

Objective Review

Before finishing this chapter, ensure that you have mastered the following skills:

- 6.1** Manage Comments in Presentations
- 6.2** Apply Proofing Tools

7 Preparing Presentations for Delivery

The skills tested in this section of the Microsoft Office Specialist exam for Microsoft PowerPoint 2010 relate to tasks you might need to perform after content development but before presentation delivery. Specifically, the following objectives are associated with this set of skills:

- 7.1 Save Presentations
 - 7.2 Share Presentations
 - 7.3 Print Presentations
 - 7.4 Protect Presentations
-

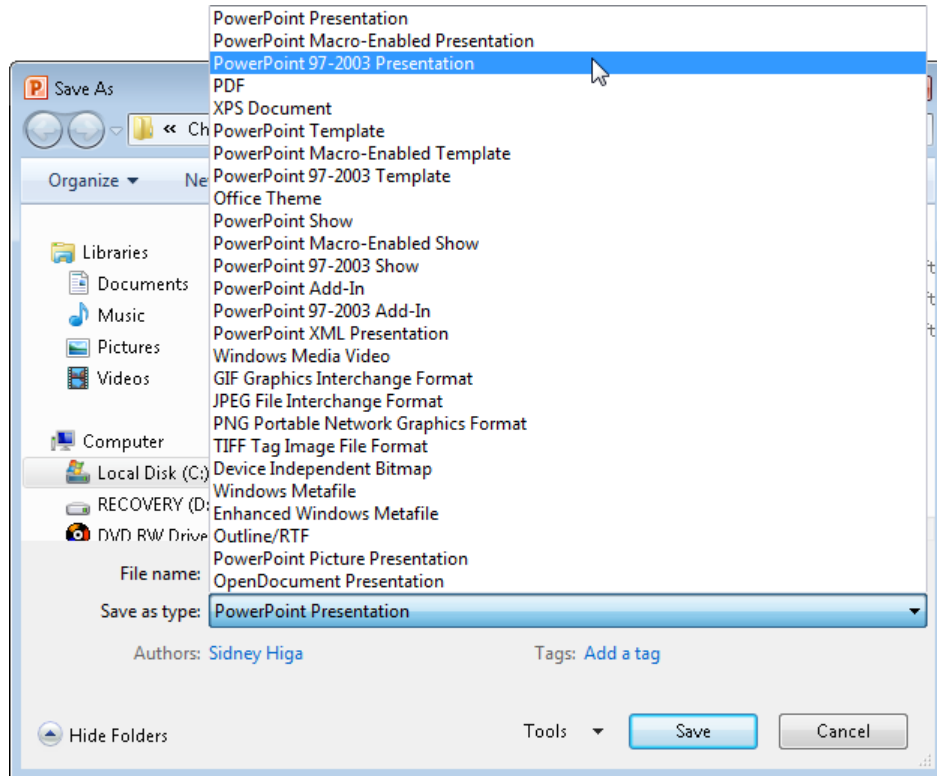
When all the content development work is over and you are ready to show a presentation to the world, you need to consider the best way to prepare the presentation for its intended audience. Does the presentation need to be saved in a different format? Do you need to take steps to ensure that the file is clean and can be viewed only by the people you want to view it? Do you need to safeguard it from additional changes?

This chapter guides you in studying the various formats in which you can save a presentation, adjusting the file size to the viewing medium, preparing handouts and speaker notes, removing personal and confidential information, assigning passwords, and marking a presentation as final.

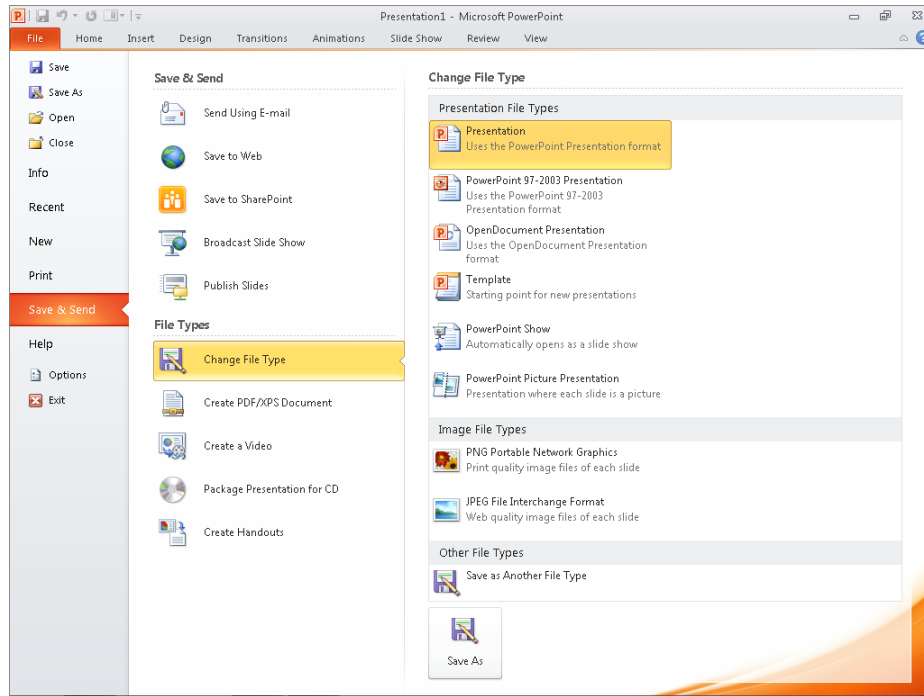
Practice Files Before you can complete the practice tasks in this chapter, you need to copy the book's practice files to your computer. The practice files you'll use to complete the tasks in this chapter are in the PowerPoint\Objective7 practice file folder. A complete list of practice files is provided in "Using the Book's Companion Content" at the beginning of this book.

7.1 Save Presentations

By default, PowerPoint 2010 presentations are saved in PPTX format, which is based on XML. Depending on how you intend to distribute a presentation, you can also save it in a variety of other formats.

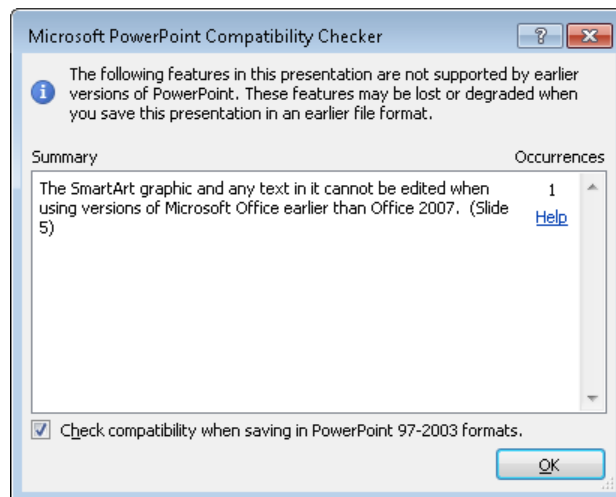


You can display descriptions of some of the available file formats by displaying the Save & Send page of the Backstage view and clicking Change File Type.



The available formats include the following:

- **PowerPoint 97-2003 Presentation** If you want to share a PowerPoint presentation with users of an earlier version of PowerPoint, you can save it in the PPT file format. Before saving a presentation in this format, you can use the Compatibility Checker to check whether the presentation includes features that are not supported in previous versions of PowerPoint. You can then decide how to handle any reported issues.



- **PowerPoint Show** When PowerPoint 2010 or Microsoft PowerPoint Viewer is installed on the computer, double-clicking a presentation file saved in the PPSX format opens the presentation in Slide Show view instead of Normal view. Pressing Esc closes the presentation.
- **GIF, JPEG, PNG, TIFF, or other graphic format** You can save slides as images that can be inserted in documents or displayed on webpages. You can save only the current slide or every slide in the presentation as an image.
- **Picture presentation** Each slide is saved as a picture. You might want to save a presentation in this format to decrease its size.
- **Outline** When you want to use the text from a presentation in another program, you can save the presentation file as an outline in RTF format.
- **OpenDocument presentation** Selecting this format saves the presentation in such a way that it can be opened in other presentation programs. Some information is lost, and some formatting and functionality is not preserved.
- **PDF or XPS** Selecting either of these formats saves the presentation as an electronic representation of the printed presentation. These files require a PDF or XPS viewer and can no longer be opened, viewed, or edited in PowerPoint.

► **To save a presentation for use in an earlier PowerPoint version**

1. On the **Save & Send** page of the Backstage view, click **Change File Type**, and then double-click **PowerPoint 97-2003 Presentation**.

Or

In the Backstage view, click **Save As**. Then in the **Save As** dialog box, in the **Save as type** list, click **PowerPoint 97-2003 Presentation**.

2. In the **Save As** dialog box, specify the file name and storage location, and then click **Save**.

► **To check for features unsupported in earlier PowerPoint versions**

1. On the **Info** page of the Backstage view, click **Check for Issues**, and then click **Check Compatibility**.
2. Make a note of any issues reported in the **Compatibility Checker** dialog box, and then click **OK**.

► **To save a presentation that can be displayed only in Slide Show view**

1. On the **Save & Send** page of the Backstage view, click **Change File Type**, and then double-click **PowerPoint Show**.

Or

In the Backstage view, click **Save As**. Then in the **Save As** dialog box, in the **Save as type** list, click **PowerPoint Show**.

2. In the **Save As** dialog box, specify the file name and storage location, and then click **Save**.

► **To save slides as images**

1. In the left pane of the Backstage view, click **Save As**. Then in the **Save As** dialog box, in the **Save as type** list, click the image format you want.

Tip PNG and JPEG are also available on the **Save & Send** page.

2. In the **Save As** dialog box, specify the file name and storage location, and then click **Save**.
3. In the message box, click **Every Slide**, and then click **OK** to acknowledge the creation of a folder to hold the images.

Or

In the message box, click **Current Slide Only**.

► **To save a picture presentation**

1. On the **Save & Send** page of the Backstage view, click **Change File Type**, and then double-click **PowerPoint Picture Presentation**.

Or

In the Backstage view, click **Save As**. Then in the **Save As** dialog box, in the **Save as type** list, click **PowerPoint Picture Presentation**.

2. In the **Save As** dialog box, specify the file name and storage location, and then click **Save**.
3. In the message box, click **OK** to acknowledge that a copy of the presentation has been saved.

► **To save a presentation as an outline**

1. In the left pane of the Backstage view, click **Save As**.
2. In the **File name** box of the **Save As** dialog box, specify the name of the file.
3. In the **Save as type** list, click **Outline/RTF**.
4. Navigate to the folder in which you want to store the outline, and click **Save**.

► **To save an OpenDocument presentation**

1. On the **Save & Send** page of the Backstage view, click **Change File Type**, and then double-click **OpenDocument Presentation**.

Or

In the left pane of the Backstage view, click **Save As**. Then in the **Save As** dialog box, in the **Save as type** list, click **OpenDocument Presentation**.

2. In the **Save As** dialog box, specify the file name and storage location, and then click **Save**.
3. In the message box warning that some features might no longer be available, click **Yes**.

► **To save a presentation in PDF or XPS format**

1. On the **Save & Send** page of the Backstage view, click **Create PDF/XPS Document**, and then click the **Create PDF/XPS** button.
2. In the **Publish as PDF or XPS** dialog box, specify the file name and storage location.
3. If you want to create an XPS document, in the **Save as type** list, click **XPS Document**.
4. In the **Publish as PDF or XPS** dialog box, click **Publish**.

Or

1. In the left pane of the Backstage view, click **Save As**.
2. In the **Save As** dialog box, specify the file name and storage location.
3. In the **Save as type** list, click **PDF or XPS Document**.
4. Click the file size that corresponds to your intended use of the presentation file.
5. Click **Options**, change any of the default settings in the **Options** dialog box, and then click **OK** to close the dialog box.
6. In the **Save As** dialog box, click **Save**.

Practice Tasks

The practice file for these tasks is located in the PowerPoint\Objective7 practice file folder. Save the results of the tasks in the same folder.

- Check the *Color* presentation for compatibility with PowerPoint 2003, and then save it as *My Color 2003* in a format that allows the presentation to be opened and edited in that program.
- Save *My Color 2003* as a presentation that can be opened and viewed only in Slide Show view. Name it *My Color Slide Show*.
- Save *My Color Slide Show* in a format that can be opened as an outline in Microsoft Word. Name the file *My Color Outline*.
- Save the *Color* presentation as *My Color PDF* in a PDF format that is suitable for publishing online. Frame the slides, and exclude all non-printing information.

7.2 Share Presentations

See Also For information about creating handouts for shared presentations, see the “Printing Handouts and Notes” topic of section 7.3, “Print Presentations.”

Compressing Media

Before you share a media-intensive presentation with other people, you might want to compress the media to make the presentation file smaller and more portable.

► To compress media

1. On the **Info** page of the Backstage view, click **Compress Media**, and then click the quality you want.

Tip The Compress Media button appears on the Info page only if the presentation contains audio or video clips.

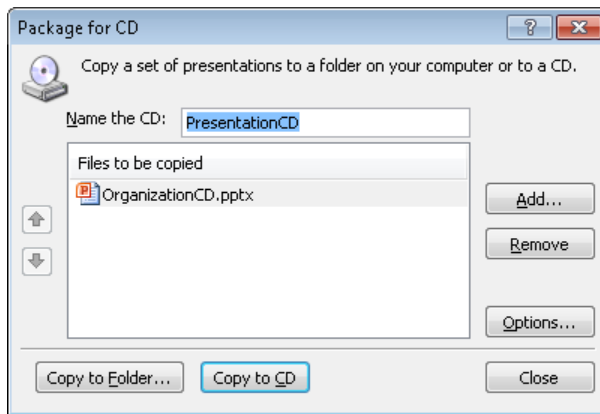
2. When compression is complete, click **Close** to close the **Compress Media** progress box.

Tip You can reverse a previous compression by clicking **Compress Media** and then clicking **Undo**.

See Also For information about compressing pictures, see the “Compressing Pictures” topic of section 3.2, “Manipulate Images.”

Packaging for CD Delivery

If you'll deliver your presentation from a computer other than the one on which you developed it, you need to ensure that the fonts, linked objects, and any other necessary items are available during delivery. You can use the **Package For CD** feature to save all presentation components to a CD (not a DVD) or other type of removable media. You can include more than one presentation, and you can specify the order in which the presentations should run. As part of the packaging process, you can assign a password and remove extraneous information from the packaged file.



After PowerPoint assembles the files, it creates a folder of supporting files and adds an autorun file. When you insert the presentation CD into your CD/DVD drive, the AutoPlay dialog box opens so that you can run the presentation.

Tip To run a packaged presentation from a CD on a computer that does not have PowerPoint 2010 installed, you need the Microsoft PowerPoint Viewer. The PowerPoint Viewer cannot run presentations saved in the new PowerPoint 2010 format from a CD; it must already be installed on the computer.

► **To package the open presentation for delivery on a different computer**

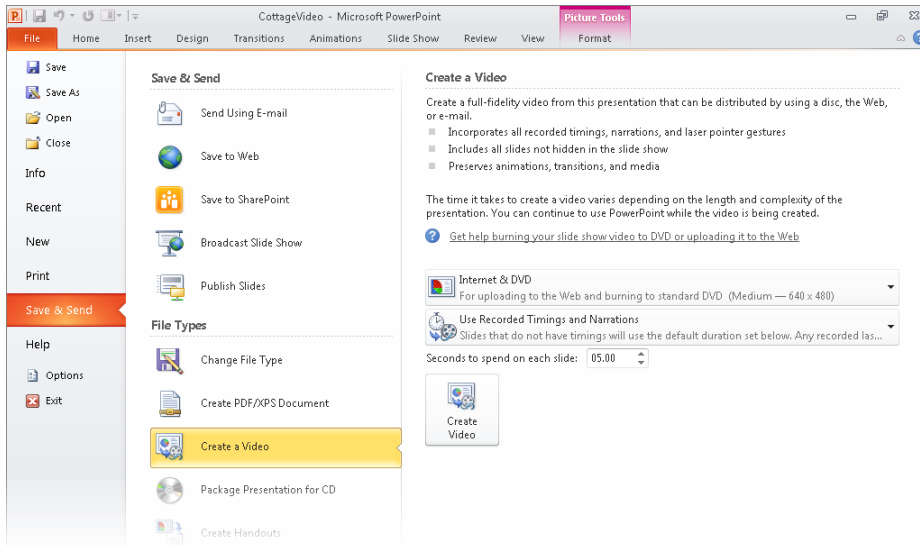
1. On the **Save & Send** page of the Backstage view, click **Package Presentation for CD**, and then click **Package for CD**.
2. In the **Name the CD** box of the **Package for CD** dialog box, enter a name for the package. Then click **Options**.
3. In the **Options** dialog box, do any of the following, and then click **OK**:
 - Set passwords to open or modify the presentation.
 - Select the **Inspect presentations for inappropriate or private information** check box.
4. In the **Package for CD** dialog box, do one of the following:
 - Insert a blank CD in your CD/DVD burner, and if the **AutoPlay** dialog box opens, close it. Then click **Copy to CD**.
 - Click **Copy to Folder**. Then in the **Copy to Folder** dialog box, specify the folder in which you want to store the package, clear the **Open Folder When Complete** check box, and click **OK**.
5. Click **Yes** to verify that you want to include linked content.
6. If you indicated in step 3 that you want to inspect the presentation, follow the steps in the Document Inspector, and then click **Close**.

See Also For information about the Document Inspector, see section 7.4, “Protect Presentations.”

7. When a message tells you that the packaging operation was successful, click **No** to indicate that you don’t want to copy the same package again, and then click **Close**.
8. Test the folder or CD by running the packaged presentation.

Creating Videos

The simplest way to ensure that people can view a presentation whether or not they have PowerPoint installed on their computers is to turn it into a video. While creating the video, you can select the output size and, if the presentation has no slide timings or narration, you can create them. (If a presentation does not have slide timings, by default each slide in the video will display for five seconds.)



➤ **To save the open presentation as a video**

1. On the **Save & Send** page of the Backstage view, click **Create a Video**.
2. In the **Create a Video** pane, click the intended output (**Computer & HD Displays**, **Internet & DVD**, or **Portable Devices**) in the first list.
3. In the second list, do one of the following:
 - Click **Don't Use Recorded Timings and Narrations**.
 - Click **Use Recorded Timings and Narrations**.
 - Click **Record Timings and Narrations**, and then in the **Record Slide Show** dialog box, specify what you want to record, and click **Start Recording**.

See Also For information about recording slide timings, see section 8.2, "Set Up Slide Shows."

- Click **Preview Timings and Narrations**, and then press Esc or click the mouse button to return to the Backstage view after you have previewed the slides.

4. When you are ready, click **Create Video**.
5. In the **Save As** dialog box, specify the location and name of the file, and click **Save**.

Practice Tasks

The practice file for these tasks is located in the PowerPoint\Objective7 practice file folder.

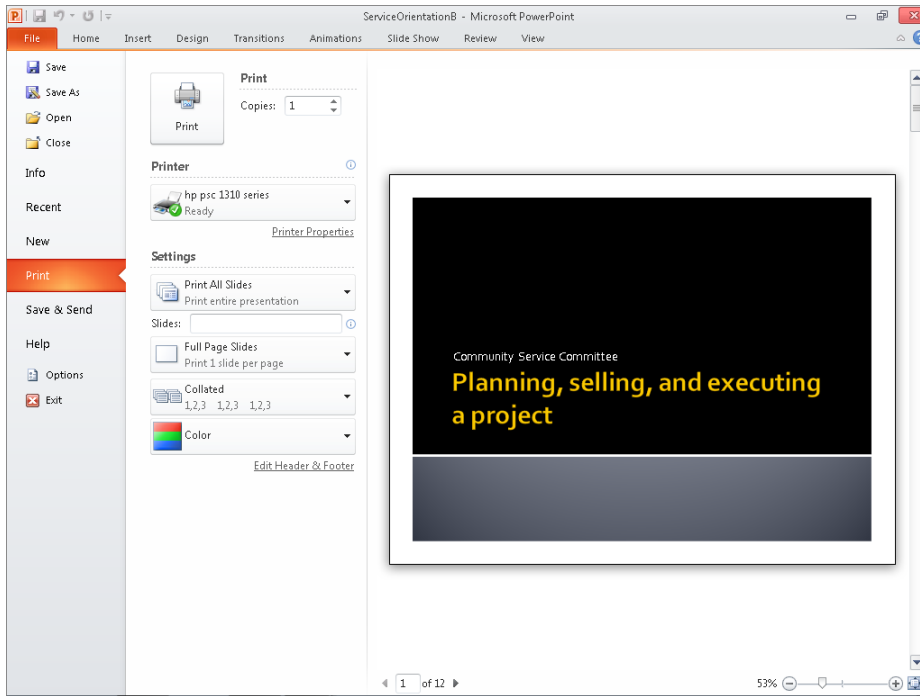
- Save the *HealthyEcosystems* presentation in the same folder with the name *MyHealthyEcosystems*, and then shrink the file size as much as possible so that you can share the presentation as an email attachment.
- Save the *MyHealthyEcosystems* presentation in a folder named *Delivery* in such a way that it can be transported to a different computer for delivery.
- Save the *MyHealthyEcosystems* presentation as a video that can be played on any computer.

7.3 Print Presentations

Previewing and Printing

If you want to deliver a presentation by using transparencies on an overhead projector, you need to print your presentation on special sheets of acetate. Even if you plan to deliver your presentation electronically, you might want to print your presentation to proof it for typographical errors and stylistic inconsistencies.

Assuming that you have already set the slide size and orientation of your presentation, you can preview it to see how the slides will look when printed. If you will be printing a color presentation on a monochrome (usually black ink) printer, it's a good idea to preview in pure black and white or grayscale (shades of gray) to verify that the text is legible against the background.



Tip In Normal view, you can see how your slides will look when printed on a monochrome printer by clicking either the Grayscale or the Black And White button in the Color/Grayscale group on the View tab.

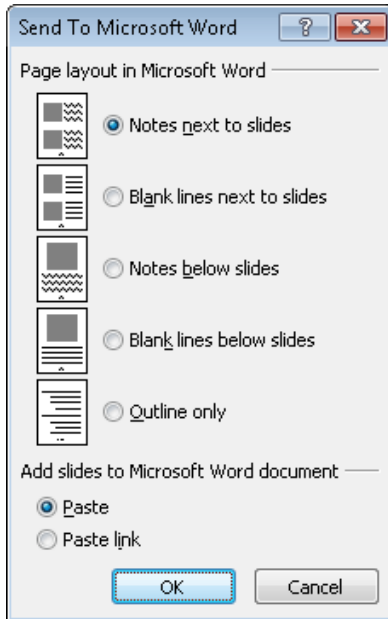
When you are ready to print, you can quickly print one copy of each slide on the default printer with the default settings. You can adjust any of the following settings:

- **Specify the printer to use** You can specify the printer you want to use and set its properties (such as paper source and image compression).
- **Specify which slides to print** You can print all the slides, the selected slides, or the current slide. You can print only specific slides by clicking the Slides box and entering slide numbers and ranges separated by commas (no spaces). For example, enter 1,5,10-12 to print slides 1, 5, 10, 11, and 12.
- **Print hidden slides** You can include slides in the printed version that will be hidden in the electronic presentation.
- **Specify what to print** You can print slides (one per page), notes pages (one half-size slide per page with space for notes), an outline, or handouts. When printing handouts, you can specify the number of slides that print on each page (1, 2, 3, 4, 6, or 9) and the order in which the slides appear on the page.

- **Put a frame around slides** You can print a frame around the slides on the printed page.
 - **Scale slides to fit the paper** If you haven't set the size of the slides to match the size of the paper in the printer, PowerPoint can automatically reduce or increase the size of the slides to fit the paper when you print them.
 - **Print in high quality** For final output, you can specify that the slides be printed in the printer's highest quality.
 - **Print comments and ink markup** You can print electronic or handwritten notes attached to the presentation so that you can review them along with the slides.
 - **Print and collate multiple copies** If you want to print multiple copies of a presentation, you can specify whether complete copies should be printed one at a time.
 - **Specify the color range** You can print your presentation in color (color on a color printer and grayscale on a monochrome printer), grayscale (on a color or monochrome printer), or pure black and white (no gray on either a color or monochrome printer).
- **To preview a presentation**
- ➔ On the **Print** page of the Backstage view, in the right pane, click the **Next Page** or **Previous Page** button to move among the slides.
 - ➔ In the right pane of the **Print** page, click the **Zoom In** or **Zoom Out** button or drag the **Zoom** slider to zoom in or out. Click the **Zoom to Page** button to fit the slide to the pane.
- **To print one copy of all the slides with the default settings**
- ➔ On the **Print** page of the Backstage view, at the top of the center pane, click **Print**.
- **To change the settings for slides, or to print handouts, notes, or an outline**
1. On the **Print** page of the Backstage view, in the center pane, under **Settings**, display the second list, and then click the presentation component you want to print.
 2. Change other settings as necessary, and then at the top of the center pane, click **Print**.

Printing Handouts and Notes

You don't need to do anything special to print simple audience handouts that show pictures of a presentation's slides with room for taking handwritten notes. If you want handouts that include text as well as the pictures, you can send the presentation to a Word document in one of five layouts so that you can customize the content in Word.



If you use speaker notes when delivering a presentation to an audience, you can enter text in the Notes pane in Normal view. If you want speaker notes that include pictures or other supporting materials as well as text, you can develop the speaker notes in Notes Page view.

Tip If you use two monitors and Presenter view to deliver the presentation, you don't need to print speaker notes. You can see the notes on one monitor while the audience sees the presentation in Slide Show view through the other monitor. For information about Presenter view, see section 8.2, "Set Up Slide Shows."

The design of handouts and notes is controlled by their masters. You can customize them by using the same techniques you use to customize slide masters.

► To create handouts in Word

1. On the **Save & Send** page of the Backstage view, under **File Types** in the middle pane, click **Create Handouts**.
2. In the right pane of the **Save & Send** page, click **Create Handouts**.
3. In the **Send To Microsoft Word** dialog box, click the notes format you want.

Tip If you select **Outline Only**, the text of the presentation appears in the document as a bulleted list.

4. Under **Add slides to Microsoft Word Document**, click **Paste** or **Paste Link**, and then click **OK**.
5. In Word, add the desired text or other content, and then save the document.

► **To display Notes Page view**

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

► **To customize the handout or notes master**

1. On the **View** tab, in the **Master Views** group, click the **Handout Master** button or the **Notes Master** button.
2. On the **Handout Master** tab or the **Notes Master** tab, make the changes you want by clicking buttons in the **Page Setup**, **Placeholders**, **Edit Theme**, and **Background** groups.
3. On the preview page, customize the text in the **Header**, **Footer**, **Date**, and **Page Number** placeholders. For notes, also make any necessary adjustments to the **Notes** placeholder in the bottom half of the page.
4. Click the **Close Master View** button to return to the previous view.

Practice Tasks

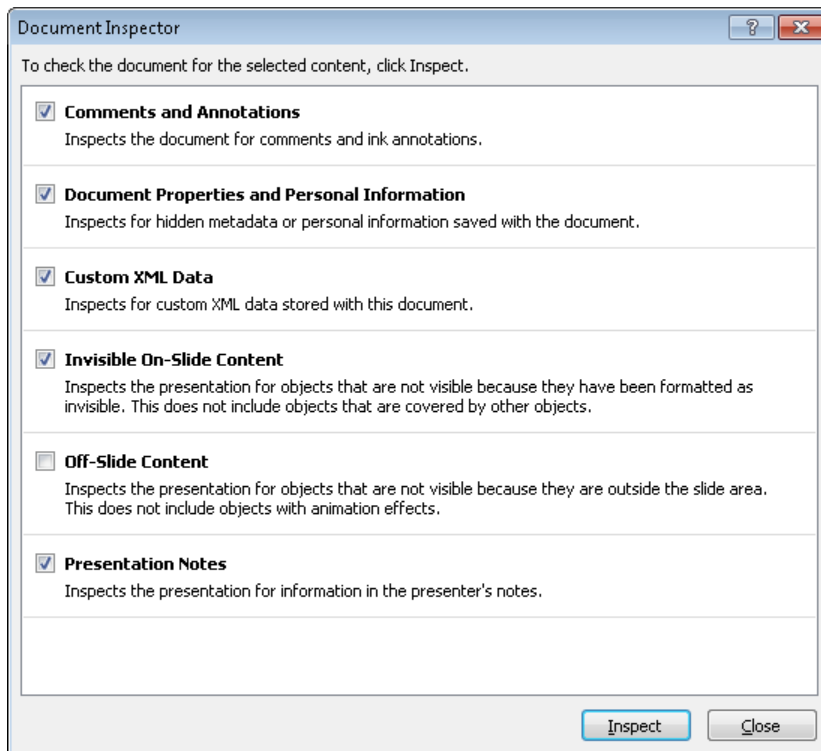
The practice files for these tasks are located in the PowerPoint\Objective7 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

- In the *Harmony* presentation, print slides 1, 2, 3, and 5 in grayscale with frames.
- Send the *Harmony* presentation to a Word document, and name that document *MyHandouts*.
- On slide 1 of the *Harmony* presentation, add the note *Establish level of prior knowledge*. Then on slide 3, add the *YinYang* graphic file to the note.
- From the *Harmony* presentation, print one set of handouts with three slides per page in color. Then print a set of speaker notes in grayscale.

7.4 Protect Presentations

Removing Extraneous Information

Presentations are often delivered electronically, as attachments to email messages or as files that can be downloaded from a website. Before distributing a presentation, you will want to remove the identifying and tracking properties attached by PowerPoint while the presentation was being developed. These properties include information such as the author's name, the title, and when the file was created and updated. You might also have attached other properties, such as keywords. To ensure that all properties are removed, you can use the Document Inspector feature, which can also flag and remove items such as comments, notes, and other extraneous content.



➤ To remove information before distributing a presentation

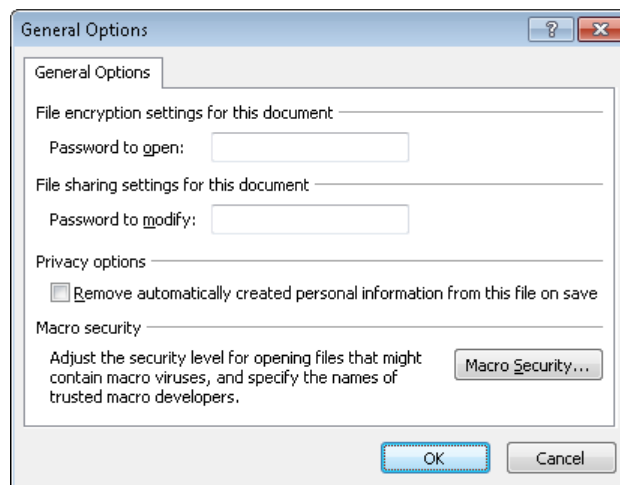
1. On the **Info** page of the Backstage view, click **Check for Issues**, and then click **Inspect Document**.
2. In the **Document Inspector** dialog box, clear the check boxes for types of information you don't want to locate, and then click **Inspect**.

3. When the Document Inspector reports its findings, click **Remove All** for any type of information you want to remove.
4. Click **Close** to close the **Document Inspector** dialog box.

Assigning Passwords

The simplest way to control access to a presentation is to assign a password to it. You can assign two types of passwords:

- **Password to open** Assigning this type of password encrypts the presentation so that only people with the password can open and view it.
- **Password to modify** Assigning this type of password does not encrypt the presentation, so anyone can open and view it. However, to make changes or save a copy with a different name, they must supply the password.



Tip You can also assign a password to open a presentation from the Info page of the Backstage view.

To open a presentation to which a password to open has been assigned, you must enter the exact password, including capitalization, numbers, spaces, and symbols. To open a presentation to which a password to modify has been assigned, you can either enter the exact password to open and modify it or open a version that you can view but not modify.

► **To set a password for a presentation**

1. In the left pane of the Backstage view, click **Save As**.
2. At the bottom of the **Save As** dialog box, in the **Tools** list, click **General Options**.
3. In the **General Options** dialog box, in the **Password to open** or **Password to modify** box, enter the password you want, and then click **OK**.
4. In the **Confirm Password** dialog box, in the **Reenter password to open** or **Reenter password to modify** box, retype the password you previously entered, and then click **OK**.

Tip In the **General Options** dialog box, you can enter both passwords. In that case, you will be asked to confirm each in turn.

5. In the **Save As** dialog box, click **Save**.

Or

1. On the **Info** page of the Backstage view, click **Protect Presentation**, and then click **Encrypt with Password**.
2. In the **Encrypt Document** dialog box, enter the password, and then click **OK**.
3. In the **Confirm Password** dialog box, retype the password you previously entered, and then click **OK**.

► **To change the password of an open presentation**

1. In the **General Options** dialog box, change the entry in the **Password to open** or **Password to modify** box, and then click **OK**.
2. In the **Confirm Password** dialog box, in the **Reenter password to open** or **Reenter password to modify** box, retype the new password, and then click **OK**.
3. In the **Save As** dialog box, click **Save**.

Or

1. On the **Info** page of the Backstage view, click **Protect Presentation**, and then click **Encrypt with Password**.
2. In the **Encrypt Document** dialog box, change the password, and then click **OK**.
3. In the **Confirm Password** dialog box, retype the password you previously entered, and then click **OK**.

► **To delete the password of an open presentation**

- Follow the instructions for changing a password, deleting the existing entry.

Marking as Final

Before distributing a presentation, you should mark it as final. This feature saves the file, deactivates most PowerPoint tools, and displays an information bar at the top of the screen to indicate that no further changes should be made to the presentation. However, you can easily override the final status and make changes to the presentation.

► To mark a presentation as final

1. On the **Info** page of the Backstage view, click **Protect Presentation**, and then click **Mark as Final**.
2. In the message box, click **OK**, and then click **OK** in the confirmation box.

► To turn off the final status

- In the information bar above the document, click **Edit Anyway**.

Attaching Digital Signatures

When you create a presentation that will be distributed to other people via email or the web, you might want to attach a digital signature to it to authenticate its origin. Attaching a digital signature should be the last task you perform on a presentation, because changing the presentation after signing it invalidates the signature.

► To attach a digital signature to a presentation

1. On the **Info** page of the Backstage view, click **Protect Presentation**, and then click **Add a Digital Signature**.
2. If a message box opens, click **OK**.
3. In the **Sign** dialog box, enter a purpose if desired, and then click **Sign**.
4. In the **Signature Confirmation** message box, click **OK**.

► To view the digital signature attached to a presentation

1. On the **Info** page of the Backstage view, click **View Signatures**.
2. In the **Signatures** task pane, click the signature, click the arrow that appears to the right, and then click **Signature Details**.
3. In the **Signature Details** dialog box, click **View**.
4. In the **Certificate** dialog box, examine the information on the **General** and **Details** pages, and then click **OK**.
5. In the **Signature Details** dialog box, click **Close**.

► **To remove the digital signature**

1. In the **Signatures** task pane, click the signature, click the arrow, and then click **Remove Signature**.
2. In the message box, click **Yes** to permanently remove the signature.

Practice Tasks

The practice file for these tasks is located in the PowerPoint\Objective7 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

- In the *Meeting* presentation, remove all identifying and tracking information and comments from the file.
- Assign the password *P@ssword* to the *Meeting* presentation so that the file can be opened but not changed. Then save the presentation with the name *MyPassword*, and close it.
- Open a read-only version of the password-protected *MyPassword* presentation, try to make a change, and then close it. Then open a version you can edit, delete the word *key* in the first two bullets on the last slide, and save the presentation.
- Mark the *Meeting* presentation as final.

Objective Review

Before finishing this chapter, ensure that you have mastered the following skills:

- 7.1 Save Presentations
- 7.2 Share Presentations
- 7.3 Print Presentations
- 7.4 Protect Presentations

8 Delivering Presentations

The skills tested in this section of the Microsoft Office Specialist exam for Microsoft PowerPoint 2010 relate to preparing a presentation for delivery. Specifically, the following objectives are associated with this set of skills:

- 8.1 Apply Presentation Tools
 - 8.2 Set Up Slide Shows
 - 8.3 Set Presentation Timing
 - 8.4 Record Presentations
-

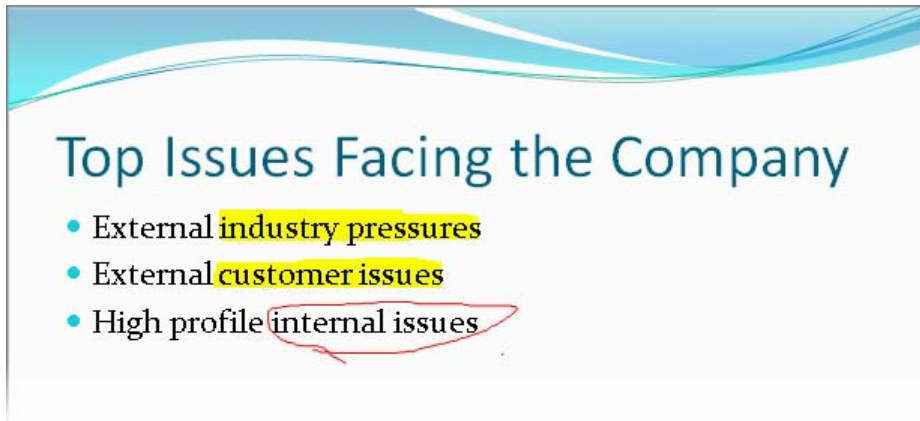
On the surface, delivering a presentation is a simple matter of displaying it in Slide Show view and clicking through the slides. However, PowerPoint provides several options when it comes to delivering a presentation, and it is a good idea to be aware of the possibilities so that you can ensure that the delivery goes as smoothly as possible.

This chapter guides you in studying the tools available for adding value to a presentation, as well as those you can use to deliver the presentation in various ways.

Practice Files Before you can complete the practice tasks in this chapter, you need to copy the book's practice files to your computer. The practice files you'll use to complete the tasks in this chapter are in the PowerPoint\Objective8 practice file folder. A complete list of practice files is provided in "Using the Book's Companion Content" at the beginning of this book.

8.1 Apply Presentation Tools

During a presentation, you can reinforce your message by drawing on slides with an electronic “pen” or changing the background behind text with a highlighter.



The pen color is determined by a setting in the Set Up Show dialog box, but you can easily change the pen color during the presentation.

► To use a pen or highlighter

1. In Slide Show view, move the cursor over the slide to display the navigation toolbar. Then click the **Pen** button, and click either **Pen** or **Highlighter**.

Or

Right-click anywhere on the screen, click **Pointer Options**, and then click either **Pen** or **Highlighter**.

Tip Right-clicking the screen displays a shortcut menu only if the Show Menu On Right Mouse Click check box is selected on the Advanced page of the PowerPoint Options dialog box.

2. Use the tool to annotate the slide.
3. Turn off the pen or highlighter by clicking the **Pen** button and then clicking **Arrow**.

Or

Right-click the screen, click **Pointer Options**, and then click **Arrow**.

Tip When the pen or highlighter tool is active in Slide Show view, clicking the mouse button does not advance the slide show to the next slide. You need to switch back to the regular pointer to use the mouse to advance the slide.

➤ **To change the pen color before the presentation**

1. On the **Slide Show** tab, in the **Set Up** group, click the **Set Up Slide Show** button.
2. In the **Set Up Show** dialog box, change the **Pen color** setting to the desired color, and then click **OK**.

➤ **To change the pen color during the presentation**

- Display the navigation toolbar, click the **Pen** button, click **Ink Color**, and then in the palette, click the color you want.
- Right-click the screen, click **Pointer Options**, click **Ink Color**, and then in the palette, click the color you want.

➤ **To erase an annotation**

- Display the navigation toolbar, click the **Pen** button, click **Eraser**, and then click the annotation you want to remove.
- Right-click the screen, click **Pointer Options**, click **Eraser**, and then click the annotation you want to remove.

➤ **To remove all annotations on a slide**

- On the navigation toolbar, click the **Pen** button, and then click **Erase All Ink on Slide**.
- Right-click the screen, click **Pointer Options**, and then click **Erase All Ink on Slide**.

➤ **To discard or retain annotations when you close the presentation**

1. Press **Esc** to stop the presentation.
2. When a message asks whether you want to keep your ink annotations, click **Keep** or **Discard**.

Tip If you click **Keep** in the message box, you cannot erase the annotations later. You must close the presentation without saving to remove the annotations.

Practice Tasks

The practice file for these tasks is located in the PowerPoint\Objective8 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

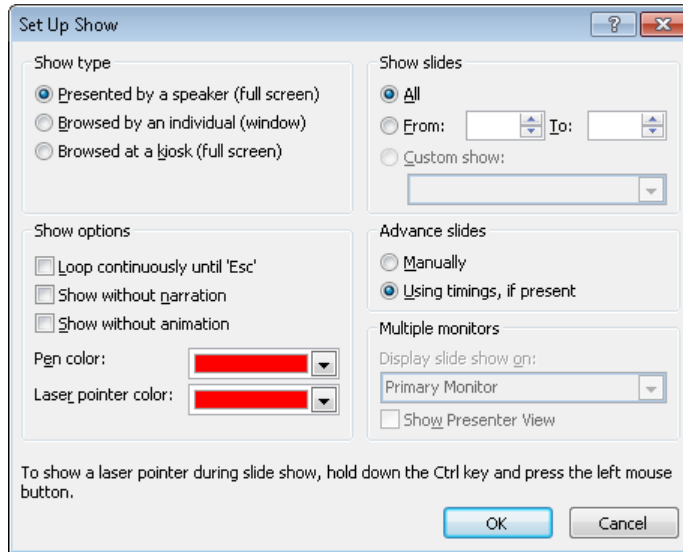
- In the *Meeting* presentation, change the default pen color to bright blue (the fifth theme color). Then switch to Slide Show view, and on slide 6, underline the word *customer*.
- On slide 6, use a red pen to draw circles around the two instances of *External* and the word *internal*.
- On slide 6, erase the line under the word *customer*. Then highlight the word instead.
- End the *Meeting* presentation, keeping all the ink annotations.

8.2 Set Up Slide Shows

Adjusting Slide Show Settings

The final preparations for delivering a presentation depend on the delivery method. In the Set Up Show dialog box, you can specify the following:

- How the presentation will be delivered
- Whether all slides will be shown, or just a slide subset
- Whether an automatic slide show will loop continuously, be shown without narration, and be shown without animation
- Whether slide timings will be used
- Whether your hardware setup includes multiple monitors, and if so whether you want to use Presenter view
- What pen color and laser pointer color should be used



► **To set up a presentation for delivery**

1. On the **Slide Show** tab, in the **Set Up** group, click the **Set Up Slide Show** button.
2. In the **Set Up Show** dialog box, select the options you want, and then click **OK**.

► **To specify that narrations should be played during presentation delivery**

- On the **Slide Show** tab, in the **Set Up** group, select or clear the **Play Narrations** check box.
- In the **Set Up Show** dialog box, in the **Show options** area, select or clear the **Show without narration** check box.

► **To specify that slide timings should be used during presentation delivery**

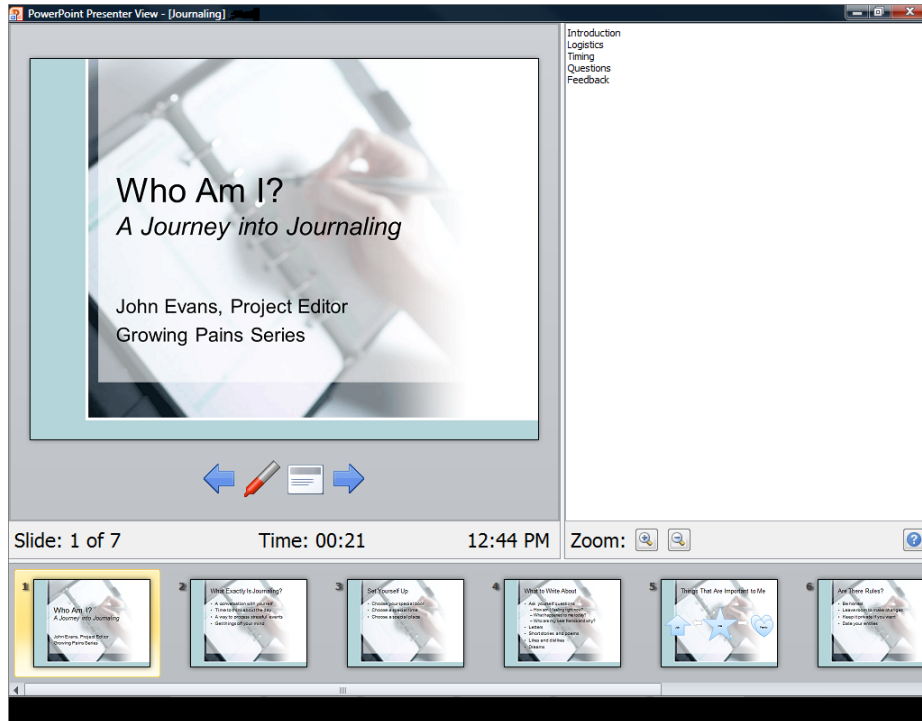
- On the **Slide Show** tab, in the **Set Up** group, select or clear the **Use Timings** check box.
- In the **Set Up Show** dialog box, in the **Advance slides** area, click **Use timings, if present**.

► **To specify that media controls should be shown during presentation delivery**

- On the **Slide Show** tab, in the **Set Up** group, select or clear the **Show Media Controls** check box.

Setting Up Presenter View

If your computer can support two monitors, or if you will be presenting a slide show from your computer through a projector, you can control the presentation on one monitor while the audience sees the slides in Slide Show view on the delivery monitor or the projector screen.



► To deliver a presentation on one monitor and use Presenter view on another

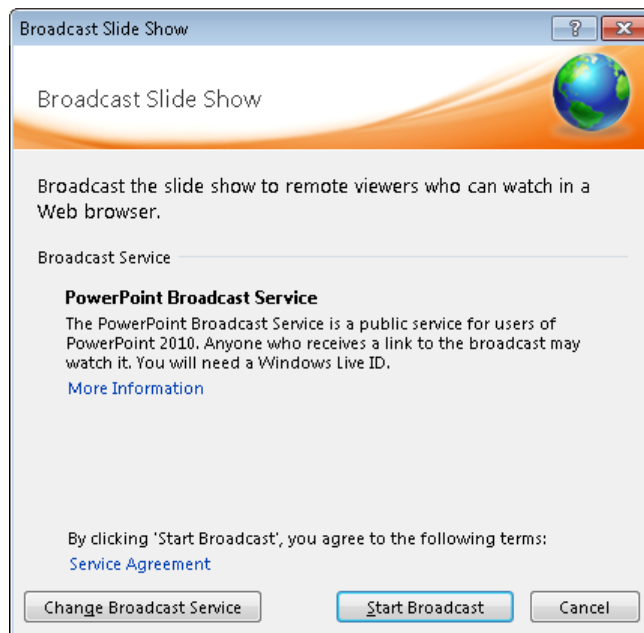
1. Open the **Set Up Show** dialog box.
2. In the **Multiple monitors** area, in the **Display slide show on** list, click the name of the monitor you want to use to show the slides to your audience.
3. Select the **Show Presenter View** check box, and then click **OK**.
4. With the title slide of the presentation active, switch to Slide Show view.
5. On the control monitor, use the Presenter view tools to control the presentation.

Or

1. On the **Slide Show** tab, in the **Monitors** group, click the **Show On** arrow.
2. In the list, click the name of the monitor you want to use to show the slides to your audience.
3. In the **Monitors** group, select the **Use Presenter View** check box.
4. With the title slide of the presentation active, switch to Slide Show view.
5. On the control monitor, use the Presenter view tools to control the presentation.

Broadcasting Slide Shows

When the audience for a presentation is scattered in various locations, you can use a broadcast service to make the presentation available over the Internet. The audience can see the presentation in their web browsers and interact via a conference call.



► **To broadcast a presentation**

1. On the **Save & Send** page of the Backstage view, click **Broadcast Slide Show** in the center pane, and then click **Broadcast Slide Show** in the right pane.

Or

On the **Slide Show** tab, in the **Start Slide Show** group, click the **Broadcast Slide Show** button.

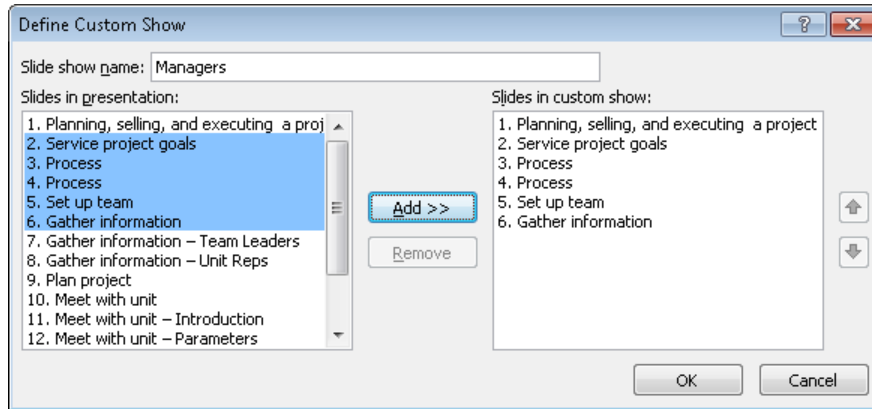
2. In the **Broadcast Slide Show** dialog box, click **Start Broadcast** to connect to the service listed in the Broadcast Service area.

Tip You can click **Change Broadcast Service** to add a different service.

3. When a link to the website from which the presentation will be broadcast appears, do one of the following:
 - Click **Copy Link** so that you can paste the location of the presentation when notifying your audience about its date and time.
 - Click **Send in Email**, and when your email program opens a message window containing the link, enter the email addresses of the reviewers, and click **Send**.
4. At the appointed time, in the **Broadcast Slide Show** dialog box, click **Start Slide Show**, and click through the slides.
5. When you reach the last slide, click again to return to Normal view.
6. In the **Broadcast View** banner at the top of the workspace, click **End Broadcast**, and then in the message box, confirm that you want to end the broadcast.

Creating Custom Slide Shows

If you need to deliver variations of the same presentation to different audiences, you should first prepare one presentation containing all the slides you are likely to need for all the audiences. Then you can select the slides that are appropriate for a particular audience and group them as a custom slide show.



When you need to deliver the presentation for that audience, you open the main presentation and show the subset of slides by choosing the custom slide show from a list.

► To create a custom slide show

1. On the **Slide Show** tab, in the **Start Slide Show** group, click the **Custom Slide Show** button, and then click **Custom Shows**.
2. In the **Custom Shows** dialog box, click **New**.

Tip To change an existing custom show, click **Edit** in the **Custom Shows** dialog box.

3. In the **Slide show name** box of the **Define Custom Show** dialog box, enter a name for the custom show.
4. In the **Slides in presentation** list, click the slides you want, click **Add**, and then click **OK**.
5. In the **Custom Shows** dialog box, click **Close**.

Or

Click **Show** to switch to Slide Show view with the first slide of the new custom show displayed.

► To deliver a custom show

→ On the **Slide Show** tab, in the **Start Slide Show** group, click the **Custom Slide Show** button, and then click the custom show you want.

Or

1. In Slide Show view, move the mouse to display the navigation toolbar.
2. On the navigation toolbar, click the **Navigation** button, click **Custom Show**, and then click the show you want.

Practice Tasks

The practice file for these tasks is located in the PowerPoint\Objective8 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

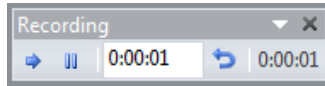
- Set up the *DirectorsMeeting* presentation, and to loop continuously without narration or animation.
- Set up the *DirectorsMeeting* presentation so that it starts on slide 2 and advances from one slide to the next only when you click the Next or Previous button on the navigation toolbar.
- In the *DirectorsMeeting* presentation, create a custom show named *Managers* that includes slides 1, 3, 4, 5, 7, and 10. Then edit the custom show to add slide 11.

8.3 Set Presentation Timing

When delivering a presentation, you can move from slide to slide in the following ways:

- **Manually** You control when you move by clicking the mouse button, pressing keys, or clicking commands.
- **Automatically** PowerPoint displays each slide for a predefined length of time and then displays the next slide.

For automatic slide shows, the length of time a slide appears on the screen is controlled by its slide timing. You can apply timings to a single slide, to a group of slides, or to an entire presentation, either by allocating the same amount of time to each slide or by rehearsing the presentation while PowerPoint automatically tracks and sets the timings for you.



► To apply the same timing to all slides

1. On the **Transitions** tab, under **Advance Slide** in the **Timing** group, clear the **On Mouse Click** check box, and select the **After** check box. Then specify the timing in the adjacent box.
2. In the **Timing** group, click the **Apply To All** button.

Tip When you click **Apply To All**, all the transition effects applied to the current slide are transferred to the other slides. If you have applied different transitions to different slides, those individually specified transitions are overwritten. So it's a good idea to apply all the effects that you want the slides to have in common first. Then you can select individual slides and customize their effects.

► To apply the same timing to a group of slides

1. Switch to Slide Sorter view, and select the slides.
2. On the **Transitions** tab, under **Advance Slide** in the **Timing** group, select the **After** check box. Then specify the timing in the adjacent box.

► To rehearse a presentation

1. With slide 1 displayed, on the **Slide Show** tab, in the **Set Up** group, click the **Rehearse Timings** button.
2. Rehearse the presentation.

Tip To repeat the rehearsal for a particular slide, on the Recording toolbar, click the **Repeat** button to reset the time for that slide to 0:00:00. To start the entire rehearsal over again, click the Recording toolbar's **Close** button, and when a message asks whether you want to keep the existing timings, click **No**.

3. At the end of the slide show, click **Yes** to apply the recorded slide timings to the slides.

Practice Tasks

The practice file for these tasks is located in the PowerPoint\Objective8 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

- In the *Landscaping* presentation, set a timing of 01:00 for slides 1, 2, and 3.
- Use the quickest method to apply the timing of the first three slides of the *Landscaping* presentation to all the slides.
- Rehearse the delivery of the first three slides of the *Landscaping* presentation, and then apply the rehearsed timings to the slides.

8.4 Record Presentations

You might want to record a presentation while practicing its delivery so that you can correct any flaws before you have to perform before a live audience. You might also want to record a presentation so that people can view it on their computers. When you record a presentation, you can specify the following:

- Whether to record from the first slide or from the current slide
- Whether to include slide and animation timings
- Whether to include narrations and laser pointer movements

Timings recorded with the presentation can be used to move automatically from one slide to the next. Narrations are embedded in each slide as audio objects that can be clicked to play the narration.

► To record a presentation

1. Assuming that your computer has a sound card, microphone, and speakers and that you have tested the microphone before beginning the recording, open the presentation you want to record, and do one of the following:
 - On the **Slide Show** tab, in the **Set Up** group, click the **Record Slide Show** button.
 - Display the slide from which you want to start the recording, display the **Record Slide Show** list, and then click **Start Recording from Current Slide**.

2. In the **Record Slide Show** dialog box, select or clear the **Slide and animation timings** and **Narrations and laser pointer** check boxes.
3. Click **Start Recording**.
4. Discuss the slides, just as if you were delivering the presentation to a live audience.

Tip You can pause the recording by clicking the **Pause** button on the **Recording** toolbar, and you can repeat the recording for the current slide by clicking the **Repeat** button. You can stop recording by pressing the **Esc** key.

5. When you have finished delivering the presentation, right-click the screen, and then click **End Show**.
6. Test the recording by switching to **Reading view** and, if appropriate, clicking the audio icon on each slide.

► **To repeat the recording for a slide**

- Delete the slide's sound icon, and then record that slide again.

Tip If you are archiving a presentation and want to add comments to a selected slide, on the **Insert** tab, in the **Media** group, display the **Audio** list, and then click **Record Audio**. After recording your comments, name the sound file for that slide, and click **OK**. The narration is then attached to a sound icon on the slide.

Practice Tasks

The practice file for these tasks is located in the PowerPoint\Objective8 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

- In the *BackyardEcosystems* presentation, record slide timings and narrations for only slide 4.
- Record slide timings and narrations for slides 2 and 3. Then repeat the recording for slide 3.
- Record new slide timings and narrations for the entire *BackyardEcosystems* presentation, starting with slide 1.

Objective Review

Before finishing this chapter, ensure that you have mastered the following skills:

- 8.1** Apply Presentation Tools
- 8.2** Set Up Slide Shows
- 8.3** Set Presentation Timing
- 8.4** Record Presentations