

## POWERPOINT

## 2

# Designing and Printing the Presentation



**E**stablishing a consistent style throughout a presentation, along with formatting and organizing text, adds professional credibility and makes your presentation easier for an audience to follow. Auto-creating slides from a Microsoft Word outline and organizing slides into sections makes the presentation easier for you to create and manage. In this chapter, you will build on the fundamental design of the iJams presentation and examine printing options, allowing you to provide your audience with take-home material.

## LEARNING OBJECTIVES

- ▶ Use Outline View to create, move, and delete slides and edit text
- ▶ Create a presentation from a Microsoft Word outline
- ▶ Format and align text and adjust character spacing and line spacing
- ▶ Use Slide Sorter view and Sections
- ▶ Print a presentation
- ▶ Add slide headers and footers

## Project: Designing a Presentation

Now that the initial slides of the iJams presentation are complete, you need to make sure that the style is consistent throughout the presentation. A consistent style appears more organized, is easier for an audience to follow, and adds professional credibility. You must also ensure that the slides are in a logical sequence so the presentation is clear.

## Working with Slides

As your presentation progresses and you insert additional slides, you may want to change the slide layout or order. For example, some slides may require two columns of bulleted text while others require only one. PowerPoint makes it easy to change the slide order by using Slide Sorter view.

### Copying Text and Objects


You can move and copy text and objects by using drag and drop or the Cut, Copy, and Paste commands. It is usually most efficient to use drag and drop if you are moving or copying text or objects within a slide. The drag-and-drop method is also effective for rearranging slides. Cut, Copy, and Paste are most efficient when moving or copying to a location not visible on the current screen.

#### DEVELOP YOUR SKILLS: P2-D1

*In this exercise, you will add a new slide to a presentation, enter a bulleted list, and change the slide layout. You can always change a slide's layout after it has been created.*

1. Start PowerPoint, open **P2-D1-Design** from the **PowerPoint Chapter 2** folder, and save it as: **P2-D1-DesignRevised**

*It's a good idea to append Revised or something similar when editing and saving an existing presentation (or any file), as it leaves the original untouched in case you need to go back and start over.*

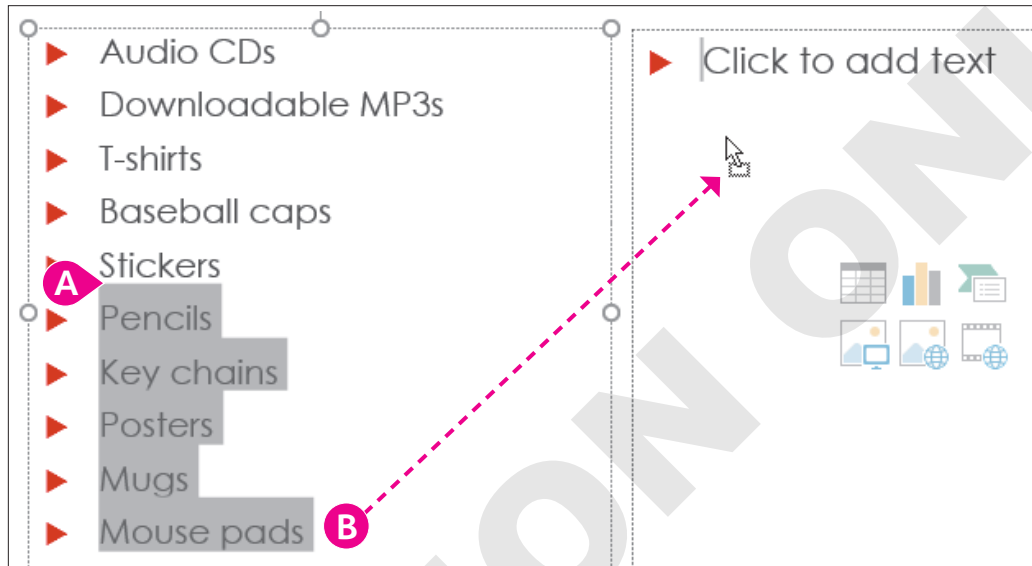
2. Select the **Our Services** slide from the Slides panel on the left side of your screen.  
*The Our Services slide appears. New slides are inserted after the selected slide.*
3. Choose **Home**→**Slides**→**New Slide** .
4. Click in the title placeholder and type: **Products and Promotional Items**
5. Click in the bulleted list placeholder and type this list:
  - **Audio CDs**
  - **Downloadable MP3s**
  - **T-shirts**
  - **Baseball caps**
  - **Stickers**
  - **Pencils**
  - **Key chains**
  - **Posters**
  - **Mugs**
  - **Mouse pads**

When you begin typing Mugs, PowerPoint reformats the bullets with a smaller font size so they all fit in the box. As you type the last bullet point, the font gets even smaller. A long list of bullets can be overwhelming, so strive for no more than six bullets. If there is more information, consider breaking the list into two columns. You will use this technique next by choosing a different layout for the slide.

6. Choose **Home**→**Slides**→**Layout menu button** ▼→**Two Content**.

PowerPoint applies the Two Content layout to the current slide.

7. Follow these steps to move the last five bullets to the second box:



- A** Select the last five bulleted paragraphs.  
**B** Drag the selected paragraphs to the right column.  
*Bulleted paragraphs must be manually moved to the new column.*

8. Save the changes to your presentation.

## Working with Outlines

Although you have been working primarily in the slide to add and format text, the Outline panel is an alternative way to add, remove, and move text. The Outline panel is a useful interface to organize and structure your presentation.

### The Outline Panel

The **Outline panel** helps you edit and reorganize slides. It's available on the left side of the screen in Outline View. You can type directly in the Outline panel to add or edit text on a slide. You can also select text from the Outline panel and format it with the standard Ribbon formatting commands. Any changes made in the Outline panel are immediately reflected in the actual slide.



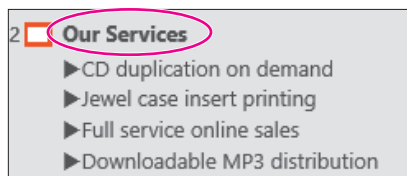
View the video “Using the Outline Panel.”

- ☰ Add a new slide: Place the mouse pointer in the last group of bulleted paragraphs on a slide and press **Ctrl**+**Enter**

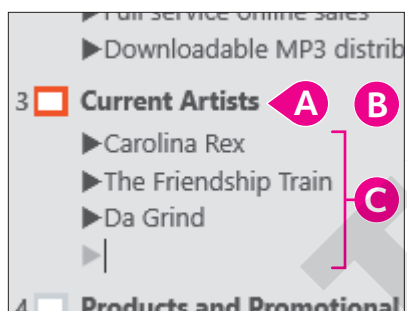
## DEVELOP YOUR SKILLS: P2-D2



In this exercise, you will work in the Outline panel as you add text to slides in your presentation.


1. Save your file as: **P2-D2-DesignRevised**
2. Choose **View**→**Presentation Views**→**Outline View**.
3. In the Outline panel, click anywhere in the **Our Services** slide title to select it.



4. Press **Ctrl**+**Enter**.  
*The insertion point moves to the first bulleted paragraph in the slide.*
5. Press **Ctrl**+**Enter** again.  
*PowerPoint creates a new slide below the selected slide.*
6. Follow these steps to add text to the new slide while in the Outline panel:

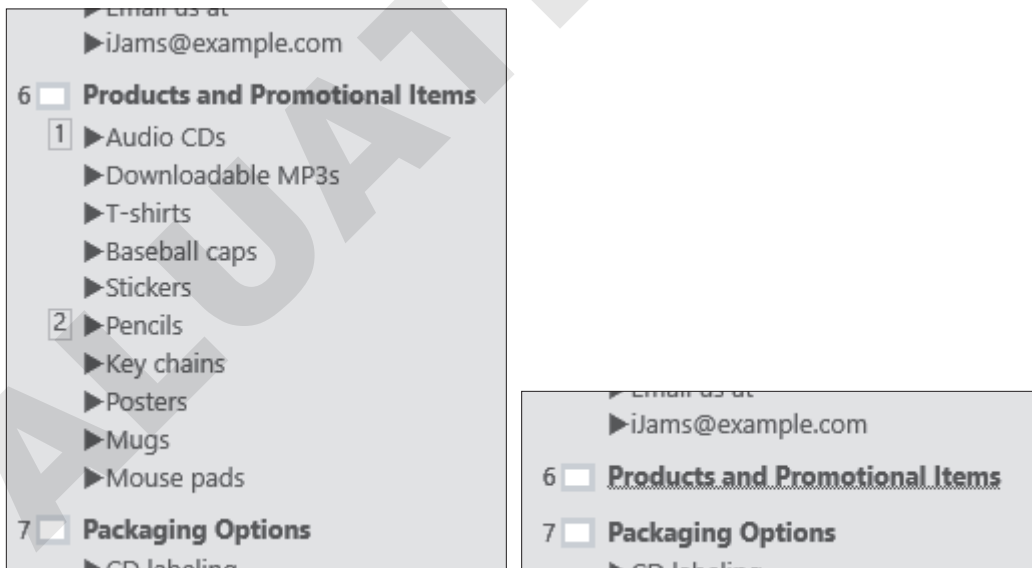


- A Type **Current Artists** here. Notice that the text also appears in the main portion of your window.
  - B Press **Ctrl**+**Enter** to move to the first bulleted paragraph.
  - C Type these bulleted paragraphs, tapping **Enter** (not **Ctrl**+**Enter**) after each, including the last bulleted line. You should see a blank fourth bullet in the Outline panel.  
*PowerPoint adds a new slide to the presentation whenever the insertion point is positioned within the last paragraph on a slide and the **Ctrl**+**Enter** keystroke combination is issued. At this point, you should have a new, bulleted paragraph visible in the outline below the Da Grind paragraph.*
7. Ensure that the insertion point is on the blank bulleted paragraph in the outline.
  8. Choose **Home**→**Paragraph**→**Decrease List Level**   
*PowerPoint promotes the bulleted paragraph to create a new slide.*
  9. Type **New Artist Specials** and tap **Enter**.  
*Tapping **Enter** created a new slide. You must use **Ctrl**+**Enter** to add a bulleted paragraph after a slide's title. You will fix this by demoting the new slide in the next step.*
  10. Choose **Home**→**Paragraph**→**Increase List Level**   
*The new slide created when you tapped **Enter** in step 9 has been converted to a bullet under the New Artist Specials title.*

11. Complete the new slide in the outline as shown, tapping **Enter** after each paragraph (including the last one):
  - **25% discount on CD duplication** **Enter**
  - **Five free T-shirts** **Enter**
  - **10% discount on promotional items** **Enter**
  - **Valid until July 20** **Enter**
12. Choose **Home**→**Paragraph**→**Decrease List Level**  to promote the new paragraph that follows the *Valid until July 20* paragraph and convert it into a new slide.
13. Type **Contact Us** and then press **Ctrl**+**Enter** to create a bullet below the title.
14. Taking care not to tap **Enter** after the last bullet in this slide, complete the new slide as shown:
  - **Call** **Enter**
  - **(800) 555-0101** **Enter**
  - **Or** **Enter**
  - **Email us at** **Enter**
  - **iJams@example.com**
15. Save your presentation.

## Collapsing and Expanding Slides

As the Outline panel grows, it can be difficult to manage your slides when all the bulleted text is showing. PowerPoint lets you collapse slides so only the title is visible. This makes it easier to manage your slides because more slides will be visible in the Outline panel. Collapsing slides also allows you to see and manage more slides at once than when working in Normal view. Collapsed slides still display normally during a slide show.



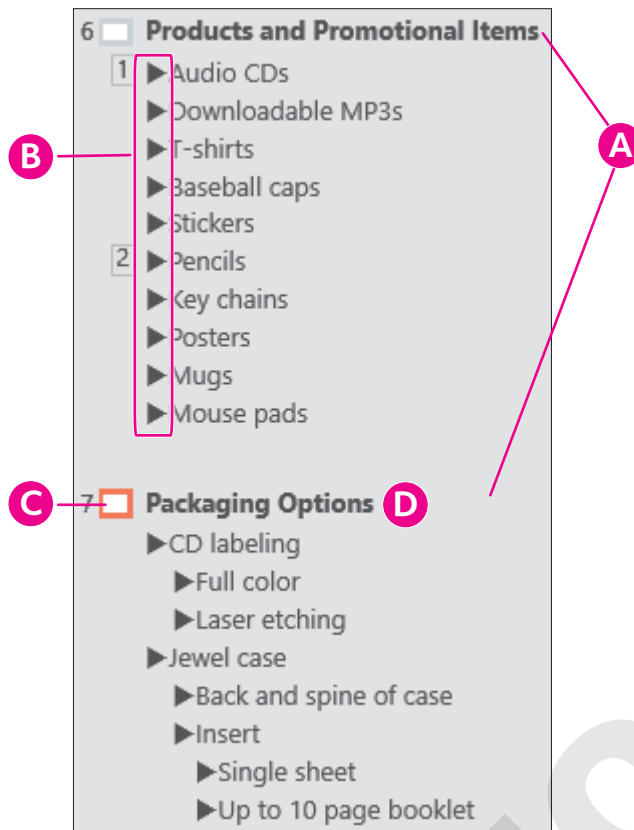
### DEVELOP YOUR SKILLS: P2-D3

In this exercise, you will use the context menu from the Outline panel to collapse, expand, and move slides.

1. Save your file as: **P2-D3-DesignRevised**



- Follow these steps to explore the Outline panel:



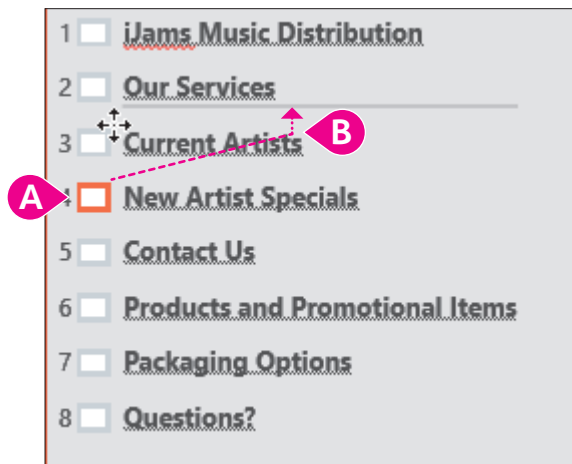
- Scroll until the **Products and Promotional Items** and **Packaging Options** slides are visible. Each slide is represented by an icon. Slides with multiple bulleted lists use numbers for identification.
  - Click any bullet icon in the **Products and Promotional Items** slide to select the bulleted text.
  - Click this slide icon to select all text on the slide.
  - Click to the right of the *Packaging Options* title text (outside the highlighted area) to deselect the slide.
- Double-click the **Products and Promotional Items** slide icon.  
*The bulleted paragraphs beneath the title are collapsed and hidden.*
  - Double-click the **Products and Promotional Items** slide icon again.  
*The bulleted paragraphs beneath the title are expanded and are once again visible.*
  - Right-click anywhere in the **Outline** panel and choose **Collapse**→**Collapse All**.  
*All bulleted paragraphs are collapsed and hidden. Only the slide titles remain visible.*
  - Right-click anywhere in the **Outline** panel and choose **Expand**→**Expand All**.  
*All bulleted paragraphs are expanded and are once again visible.*

## Move a Slide

*The easiest way to move a slide in an outline is to first collapse all slides. Then you can click the desired slide title and drag it to its new position.*

- Right-click anywhere in the **Outline** panel and choose **Collapse**→**Collapse All**.
- If necessary, scroll up until all slide icons and titles are visible in the Outline panel.

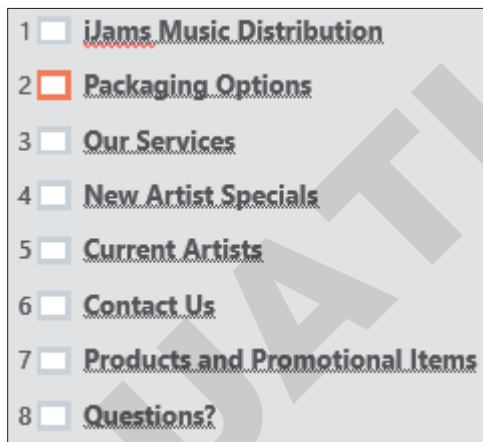
9. Follow these steps to move a slide:



- A** Click the **New Artist Specials** slide icon to select the entire slide.
- B** Drag the slide icon up until a line appears above the **Current Artists** slide and then release the mouse button.

*The New Artist Specials slide appears above the Current Artists slide.*

10. Using this same method, move the **Packaging Options** slide to the second position, just below the title slide. Your slides should be arranged in this order.



11. Save your presentation.

## Deleting Slides

You can delete a slide from a presentation using the Outline panel or in Normal or Slide Sorter views. If you inadvertently delete a slide, you can use the Undo button on the Quick Access toolbar to undo the latest action and restore the deleted slide. If you later decide that you want to keep the change, just use the Redo button!

### DEVELOP YOUR SKILLS: P2-D4

*In this exercise, you will delete slides using the Outline panel.*

1. Save your file as: **P2-D4-DesignRevised**
2. Right-click anywhere in the Outline panel and choose **Expand**→**Expand All**.

3. Click the **Current Artists** slide icon (not the title text) to select the entire slide.
4. Tap **Delete** to remove the slide.
5. Using this same method, delete the **Questions** slide.  
*A faded bullet may appear at the end of the previous slide. This is PowerPoint readying itself for additional text. This ghost bullet will not display on the slide itself.*
6. Save your presentation and then choose **File→Close** to close it.

## Working with Word Integration

Microsoft Word is an excellent word-processing program that integrates with PowerPoint. An outline created in Word can easily be converted to a PowerPoint presentation. You may need to create a presentation based on an outline someone else created in Word, or you may find it easier to plan a presentation using a Word outline rather than starting PowerPoint first and wondering what slides you will create.

### Creating a Presentation Outline in Word

Word's powerful outlining tool makes setting up and modifying outlines easy. You can create an outline in Word and import it to PowerPoint. To use Word outlines in PowerPoint, you must apply the appropriate heading styles to the text in the Word document before importing the outline. PowerPoint converts the Word outline by using these rules:

- ▶ All level-1 headings translate to titles in a PowerPoint slide.
- ▶ All level-2 headings translate to level-1 body bullets in a PowerPoint slide.
- ▶ All level-3 headings translate to level-2 body bullets in a PowerPoint slide.

After a Word outline has been imported into PowerPoint, you can promote or demote the bullets, apply layouts and a design theme, and make other enhancements.

+ iJams Music Distribution  
   - A Year of Success  
 + Online Downloads  
   - MP3 sales exceed \$1M  
   - 350,000 new user accounts  
 + Promotional Items  
   - T-shirt sales exceed \$500k  
   - Total promotional item sales exceed \$1.5M  
 + New Hires  
   - Jamal Lawrence – Webmaster  
   - Malika Fayza – Search Engine Specialist  
   - Jin Chen – Marketing Analyst  
 + Thank You!  
   - Our Success Is Your Success

This Word outline...

1  **iJams Music Distribution**  
   A Year of Success  
 2  **Online Downloads**  
   • MP3 sales exceed \$1M  
   • 350,000 new user accounts  
 3  **Promotional Items**  
   • T-shirt sales exceed \$500k  
   • Total promotional item sales exceed \$1.5M  
 4  **New Hires**  
   • Jamal Lawrence – Webmaster  
   • Malika Fayza – Search Engine Specialist  
   • Jin Chen – Marketing Analyst  
 5  **Thank You!**  
   Our Success Is Your Success  
 Slide 1 of 5

...creates these PowerPoint slides.



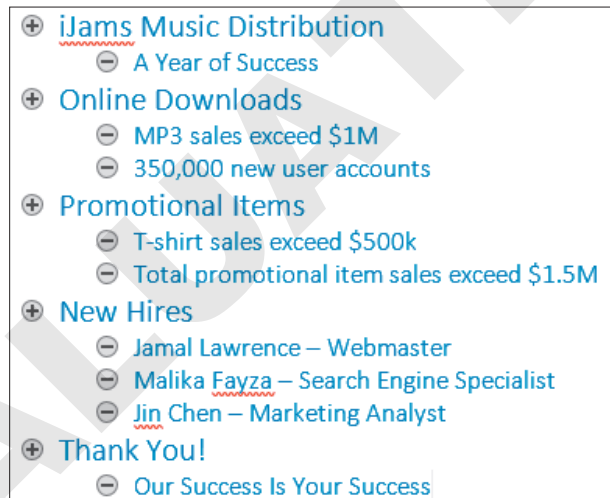
## DEVELOP YOUR SKILLS: P2-D5

In this exercise, you will create an outline in Word, use it to generate slides for a new presentation, and then modify the presentation.

1. Start Word, create a new, blank document, and save it in your file storage location as:  
**P2-D5-WordOutline**

In the next few steps, you will type and apply Word styles to paragraphs.

2. With the blank document open, choose **View**→**Views**→**Outline**.
3. Type **iJams Music Distribution** and tap **[Enter]**.
4. Tap **[Tab]**, type **A Year of Success**, and tap **[Enter]**.  
Tapping **[Tab]** increases the list level and creates a level-2 style.
5. Press **[Shift]+[Tab]**, type **Online Downloads**, and tap **[Enter]**.  
Pressing **[Shift]+[Tab]** decreases the list level and returns the text to a level-1 style.  
Next, you will create two level-2-styled headings that will eventually be converted to text bullets in a PowerPoint slide.
6. Tap **[Tab]**, type **MP3 sales exceed \$1M**, and tap **[Enter]**.
7. Type **350,000 new user accounts** and tap **[Enter]**.
8. Press **[Shift]+[Tab]** to return the indentation level to a level-1 style.  
You are now ready to continue typing the rest of the outline.
9. Complete the rest of the outline as shown, using **[Enter]** to create new headings and **[Tab]** and **[Shift]+[Tab]** to adjust indent levels.



10. Save the file and then close the outline and Word.  
Word closes, and PowerPoint becomes visible.

## Import the Outline

11. If necessary, restore PowerPoint from the taskbar (or start it).
12. Choose **File**→**New**, click the **Blank Presentation** icon, and save your file in your file storage location as: **P2-D5-WordOutline**  
*You can use the same filename as the Word document because the Word and PowerPoint files have different file extensions.*
13. Choose **Design**→**Themes**→**More** →**Ion** to apply a document theme.
14. Locate the **Design**→**Variants** group on the Ribbon and click the third variation (the purple one) to apply it to all slides.
15. Choose **Home**→**Slides**→**New Slide menu button** ▼→**Slides from Outline**.
16. Use the Insert Outline dialog box to navigate to your file storage location.
17. Choose **P2-D5-WordOutline** and click **Insert**.  
*PowerPoint will take a moment to import the outline. Note that the first slide is blank because PowerPoint inserted the slides from the outline after the existing blank title slide.*
18. Choose **View**→**Presentation Views**→**Outline View** and examine the PowerPoint outline.  
*Each level-1 heading from the outline has become a slide title, and each level-2 heading has become a bulleted paragraph under the appropriate title.*
19. Choose **View**→**Presentation Views**→**Normal** to view the slide thumbnails.
20. Choose the **first slide** (the blank one) and tap .  
*The blank slide is deleted, and the iJams Music Distribution slide becomes selected.*

## Change a Layout

21. Choose **Home**→**Slides**→**Layout** ▼→**Title Slide**.  
*The layout of the selected slide changes.*
22. Select the **final slide**, *Thank You!*, and choose **Home**→**Slides**→**Layout** ▼→**Section Header**.
23. Choose the **first slide**, *iJams Music Distribution*.  
*Each slide is formatted with blue text because Word formatted the heading styles as blue.*

## Reset the Slide Formatting

24. With the first slide selected, choose **Home**→**Slides**→**Reset**.  
*The text formatting is removed and returns to the default setting for the current document theme. The slide subtitle is converted to uppercase because that is the Ion theme's formatting.*
25. Select the **second slide**, press , select the **last slide**, and release .  
*Slides 2–5 become selected.*
26. Choose **Home**→**Slides**→**Reset** to reformat the text on the selected slides with the document theme formatting.
27. Save your presentation.

# Formatting Your Presentation

PowerPoint makes it so easy to create a presentation that the slides you create may not need any additional formatting. After all, the placeholders arrange the text, the bullets are automatic, and the color scheme is preformatted. However, in most cases, you will want to fine-tune your presentation. Formatting your presentation will make it even better.

## Formatting Text

Formatting text is a common step in presentation development. Using the Format Painter is great if something on the slide is already formatted as you like and you simply want to copy the formatting, such as the text size, color, boldness, italics, or other characteristics. However, sometimes you need to format text from scratch. For instance, when reviewing a slide, you might decide that the text could be emphasized by changing the font color.

If you had the time, you could change the font color of each piece of text on the slide individually by using the Font group on the Ribbon's Home tab. A more efficient way to change the font color is to select the placeholder and then apply the color change. By selecting the placeholder, all text within the placeholder is changed in one swoop.



View the video "Formatting Text."

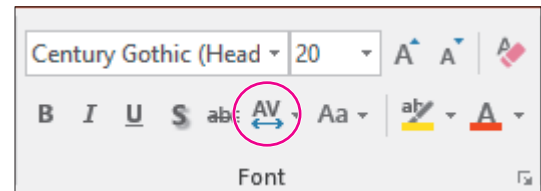
☰ Home→Font→Bold **B** | **Ctrl**+**B**

☰ Home→Font→Underline U | **Ctrl**+**U**

☰ Home→Font→Italic *I* | **Ctrl**+**I**

## Character Spacing

**Character spacing** refers to the horizontal space between characters. PowerPoint lets you adjust this spacing to give your text some breathing room. If none of the preset options fit your needs, you can enter a numerical value to specify the exact amount of spacing. In the professional world of print, this is referred to as **tracking** or **kerning**. You must first select characters before applying character spacing or select the placeholder to apply spacing to all the text.



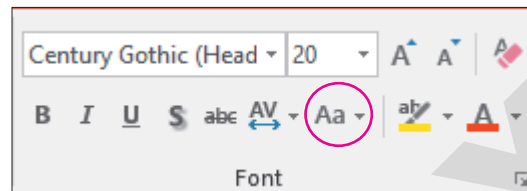
▶ MP3 sales exceed \$1M  
▶ 350 thousand new user accounts

▶ MP3 sales exceed \$1M  
▶ 350 thousand new user accounts

The same slide with no character spacing (left) and a large amount of character spacing applied (right)

## Setting the Text Case

A quick way to populate your slides with text is to copy text from an existing source, such as from an email message or a Word document. However, the original text may not be formatted in the case appropriate for your slide. You can easily change the case of text, saving you from having to retype it.



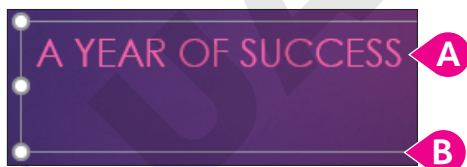
### TEXT CASE OPTIONS

Menu Option	How It Affects Text
Sentence Case	Your text will look like this.
Uppercase	YOUR TEXT WILL LOOK LIKE THIS.
Capitalize Each Word	Your Text Will Look Like This.
Toggle Case	Wherever you typed an uppercase letter, it will become lowercase. Wherever you typed a lowercase letter, it will become uppercase. Example: If you type Your Text Will Look Like This, Toggle Case will change it to yOUR tEXT wILL LOOK LIKE tHIS.

### DEVELOP YOUR SKILLS: P2-D6

In this exercise, you will change the font formatting in the title and subtitle.

1. Save your file as: **P2-D6-WordOutline**
2. Choose **View**→**Presentation Views**→**Normal** to return to Normal view, if necessary.
3. Display the **Home** tab so you can see the font settings as you work.
4. Click the **title slide** (the first one) in the Slides panel to select it.
5. Follow these steps to select the subtitle placeholder box:



- A Click anywhere on the subtitle text to position the insertion point inside the handles for this text box. The dashed line indicates the text box border.
- B Click any edge of the dashed border to change it to a solid border (shown here).

The solid line indicates that the text box is selected. Any formatting change you make now will affect all text within the box. Notice that the Font Size box on the Ribbon is currently set to 20. The Ion theme applied this font size to the subtitle.

6. Choose **Home**→**Font**→**Increase Font Size**  to increase the font size to **24**.

7. Choose **Home**→**Font**→**Bold** **B**.

8. Choose **Home**→**Font**→**Shadow** **S**.

*The text stands out from the page a bit more because there is now a slight drop-shadow effect.*

## Format the Title

9. Click on the title text, **iJams Music Distribution**, and then click once on the dashed-line border to select the **Title** text box.

10. Choose **Home**→**Font**→**Font Size menu button** ▼ and point to several font sizes.

*Notice how Live Preview displays the slide title size changes as you point to different settings on the Font Size menu.*

11. Set the font size to **96**.

*The text is not large enough. There is still some room to enlarge it so the company name dominates the slide.*

12. Click **96** in the **Home**→**Font**→**Font Size menu button** ▼.

13. Type **115** and tap **Enter**.

*PowerPoint increases the text size to 115. You can select a font size from the menu or type in your own value.*

14. Save the presentation.

## Setting Line Spacing


Sometimes, instead of changing the font size or adding many hard returns, you need to increase or decrease only the spacing between lines to have the proper effect. **Line spacing** determines the amount of space between lines of text. This setting is useful if text appears cramped and you wish to open up some breathing room between lines.



The same slide before and after applying line spacing

## DEVELOP YOUR SKILLS: P2-D7





In this exercise, you will adjust the line spacing to increase the amount of space between bullets.

1. Save your file as: **P2-D7-WordOutline**
2. Display the **New Hires** slide.
3. Click any of the names to display a dashed border.
4. Click the dashed border to select the entire text box.
5. Choose **Home**→**Paragraph**→**Line Spacing**  **menu button** ▼→**2.0** to increase the spacing.  
*PowerPoint redistributes the bulleted text vertically on the slide with more spacing between items.*
6. Save and close your presentation.

## Setting Paragraph Alignment

In time, you will be able to eye a presentation and notice whether the paragraph alignment is not balanced. You can select one or more paragraphs and then click an alignment button on the Ribbon to make the change.

### PARAGRAPH ALIGNMENT BUTTONS

Purpose	Button	Example
Left-align		This text is left-aligned. The left edge is in a straight line and the right edge appears jagged. This is most noticeable with multiple lines of text.
Center		This text is center-aligned. The text on both lines is balanced and centered.
Right-align		This text is right-aligned. The right edge is in a straight line and the left edge is jagged.
Justify		This text is justified. Notice that the text is spaced to maintain straight lines at left and right. This is most noticeable with multiple lines of text.



**Tip!**

Text is typically left-aligned because this alignment allows the eye to easily find the starting point of subsequent lines.


 Home→Paragraph→Align Left , Center , Align Right , or Justify 

## DEVELOP YOUR SKILLS: P2-D8

In this exercise, you will reformat a slide.

1. Open **P2-D8-Contact** from your **PowerPoint Chapter 2** folder and save it as: **P2-D8-ContactRevised**
2. If necessary, scroll down; select **slide 5**, *Contact Us*.
3. Click in the bulleted list and then click a border of the text box.
4. Choose **Home**→**Paragraph**→**Bullets**  to remove the bullets.
5. Choose **Home**→**Paragraph**→**Center** .



6. Select the entire telephone number.  
*A formatting box appears. While you can format the selected text from this formatting box, we will use the Ribbon in the next steps.*
7. Choose **Home**→**Font**→**Font Size menu button** ▼ and increase the size to **32**.
8. Click anywhere inside the phone number and then choose **Home**→**Clipboard**→**Format Painter**  to copy the formatting.
9. Drag across the email address to paste the formatting so its font size is increased to 32.
10. Save your presentation.

## Using the Slide Sorter

Up until now, you've been working in Normal view, which is good for manipulating a handful of slides. However, as your presentation grows to more slides than are visible in Normal view, you will want to explore the function of Slide Sorter view.

PowerPoint's Slide Sorter view is used to rearrange slides. In Slide Sorter view, each slide is a thumbnail image so the entire presentation is visible at a glance. As your presentation grows, often the slide order needs to be changed to create a logical concept flow. Using the drag-and-drop method in Slide Sorter view is a great way to quickly reorganize slides.


### DEVELOP YOUR SKILLS: P2-D9

*In this exercise, you will use Slide Sorter view to rearrange the slide order.*

1. Save your file as: **P2-D9-ContactRevised**
2. Choose **View**→**Presentation Views**→**Slide Sorter** .
3. Follow these steps to move a slide :



- A** If necessary, drag the **Zoom** slider to change the zoom percentage until all six slides are shown. (Your slides may display differently.)
- B** Drag the **Our Services** slide to the left of Packaging Options to make it the second slide.
- C** Drag the **Contact Us** slide to the end of the presentation.



4. Choose **View**→**Presentation Views**→**Normal** .
5. Save and close the presentation.

## Organizing with Sections

Using the Slide Sorter with individual slides works well for small presentations. For presentations containing many slides, PowerPoint's Section feature helps you keep them organized.


**Sections** are always created before the selected slide and include all following slides. This often results in a section containing more slides than intended. The fix is to simply create another section after the intended last slide.

 Create a section: Home→Slides→Section→Add Section 

 Rename a section: Right-click the section's title bar→Rename Section 

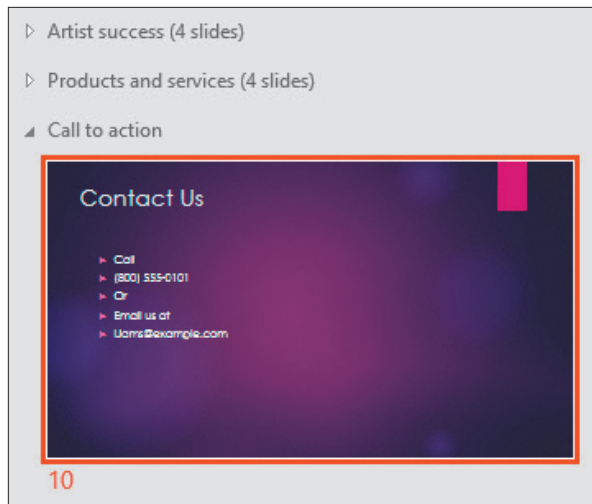
### DEVELOP YOUR SKILLS: P2-D10

*In this exercise, you will create sections.*


1. Open **P2-D10-Sections** from your **PowerPoint Chapter 2** folder and save it as: **P2-D10-SectionsRevised**  
*With so many slides, it may be easier to work in Slide Sorter view.*
2. Choose **View**→**Presentation Views**→**Slide Sorter** .
3. Select **slide 2**, *Artist Successes*, and then choose **Home**→**Slides**→**Section** ▼→**Add Section**.  
*You are prompted to name the section.*
4. Type **Artist success** and click the **Rename** button.  
*The section is renamed but contains slides not intended for this section.*
5. Select **slide 6**, *Our Services*; choose **Home**→**Slides**→**Section** ▼→**Add Section**; and name the section: **Products and services**
6. Click the **last slide**, *Contact Us*, and create a new section before it named: **Call to action**
7. Save your presentation.


### Managing Sections

After sections have been created, they can be dragged and rearranged in either the Slides panel or Slide Sorter view. Individual slides can even be dragged from one section to another. Additionally, sections can be collapsed, similar to slide titles in Outline View. Collapsed sections hide the slides, making it easy to drag and reorder the sections. However, the collapsed sections hide slides only when editing. The collapsed slides will display as normal when running the slide show.




Collapsing sections reduces clutter in the Slides panel. When collapsed, the section title bar indicates how many slides exist in that section.

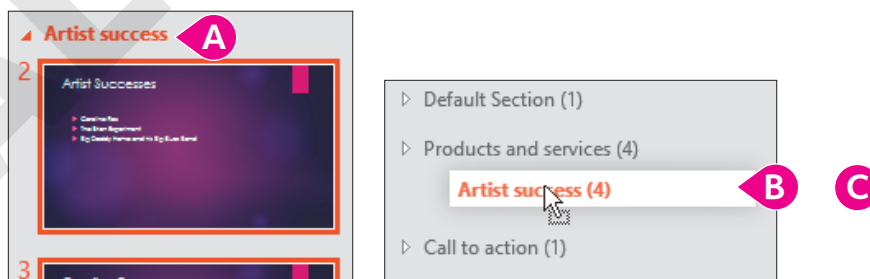
 Collapse or expand a section: Double-click a section's title bar

 Remove a section: Right-click the section's title bar→Choose desired Remove option


## DEVELOP YOUR SKILLS: P2-D11

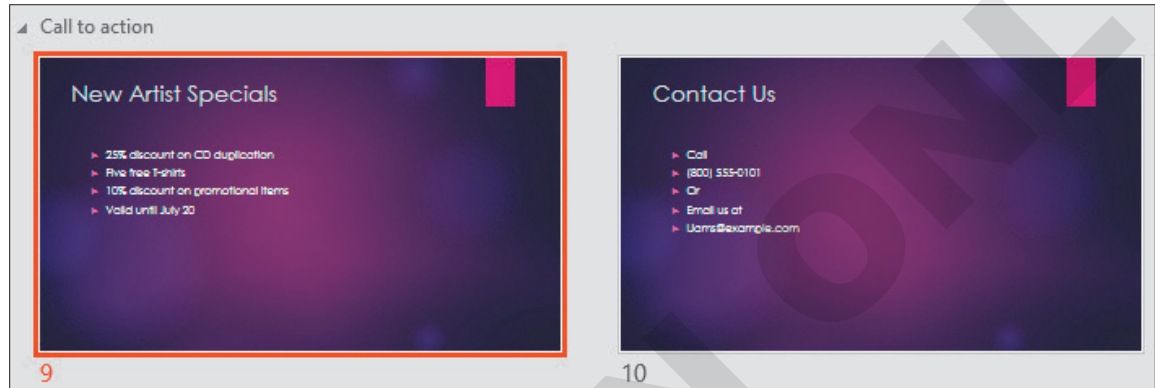
In this exercise, you will rearrange slides by using sections.

1. Save your presentation as: **P2-D11-SectionsRevised**
2. With the presentation still displaying in Slide Sorter view, scroll until you can see the *Artist success* section title bar, if necessary.
3. Double-click the **Artist success** section title bar to collapse it.
4. Double-click the **Products and services** section title bar to collapse it, too.
5. Choose **View**→**Presentation Views**→**Normal** .  
*The sections do not remain collapsed when you change views.*
6. Follow these steps to rearrange the sections:



- A Scroll until you see the *Artist success* section title bar.
- B Drag the **Artist success** title below the *Products and services* section. As you start to drag, the sections collapse.
- C Release the mouse button when the *Artist success* section is placed properly. The sections expand again.

7. Choose **View**→**Presentation Views**→**Slide Sorter** .
8. Click anywhere in the gray area outside the slide thumbnails to deselect any slides.
9. Scroll down, if necessary, until you see the entire *Call to action* section with the Contact Us slide.
10. Use the **Zoom** slider, if necessary, to make the view smaller so you see all slides in both the *Products and services* and *Call to action* sections.
11. Drag the last slide of the *Products and services* section (**New Artist Specials**) to the left of the Contact Us slide to move it to the *Call to action* section.



12. Save your presentation.

## Printing Your Presentation

Most of the time, you will be viewing or projecting the presentations you create from a PC or laptop computer. However, there may be times when a hard copy of the presentation is needed.

PowerPoint can create the following types of printouts:

- ▶ **Slides:** Prints each slide of a presentation on a separate page
- ▶ **Handouts:** Prints one or more slides per page, leaving room for attendees to jot notes during the presentation
- ▶ **Speaker Notes:** Prints each slide on a separate page, with any speaker notes you created for the slide below
- ▶ **Outline:** Prints a text outline of each slide, similar to what is seen in the Outline panel

 File→Print | Ctrl + P

### The Print Shortcut

If you have customized your Quick Access toolbar to display the Quick Print icon, you may find it tempting to just click it. However, before this becomes a habit, know that a click of this button sends the entire presentation to the current printer, whether or not you want to make adjustments. If you

are working with a document theme that has a colored background, the printing process will not only be painstakingly slow, but it may also waste your toner or ink!



### Warning!

The Quick Print button on the Quick Access toolbar sends your presentation directly to the printer.

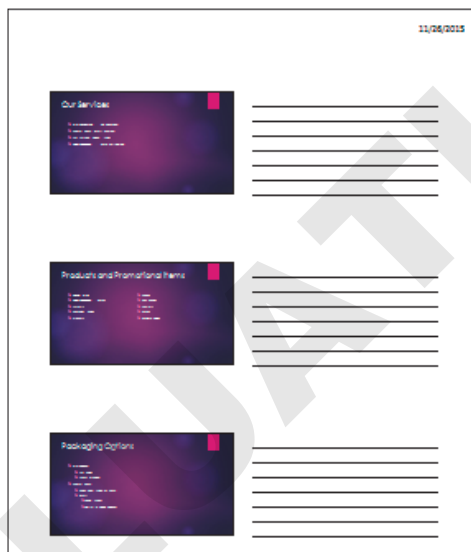
## Printing in Color, Grayscale, and Black and White

In addition to printing different items, such as slides and handouts, PowerPoint provides an option to print in color, in grayscale, and in black and white—which is useful when you want to save ink.

## Printing Handouts

You can reinforce your presentation's main points by providing **handouts**. Participants will be able to walk away from your presentation with more than a vague memory of your slide show; all of the facts you presented during the presentation will go with them as a reference. Handouts can be printed in a range of layouts, from two to nine slides per page. For example, printing three slides on a page places three small slides on the left side and multiple lines on the right for note-taking.

File → Print → Settings → Print Layout menu button ▼ → select a handout layout



Handout with three slides per page



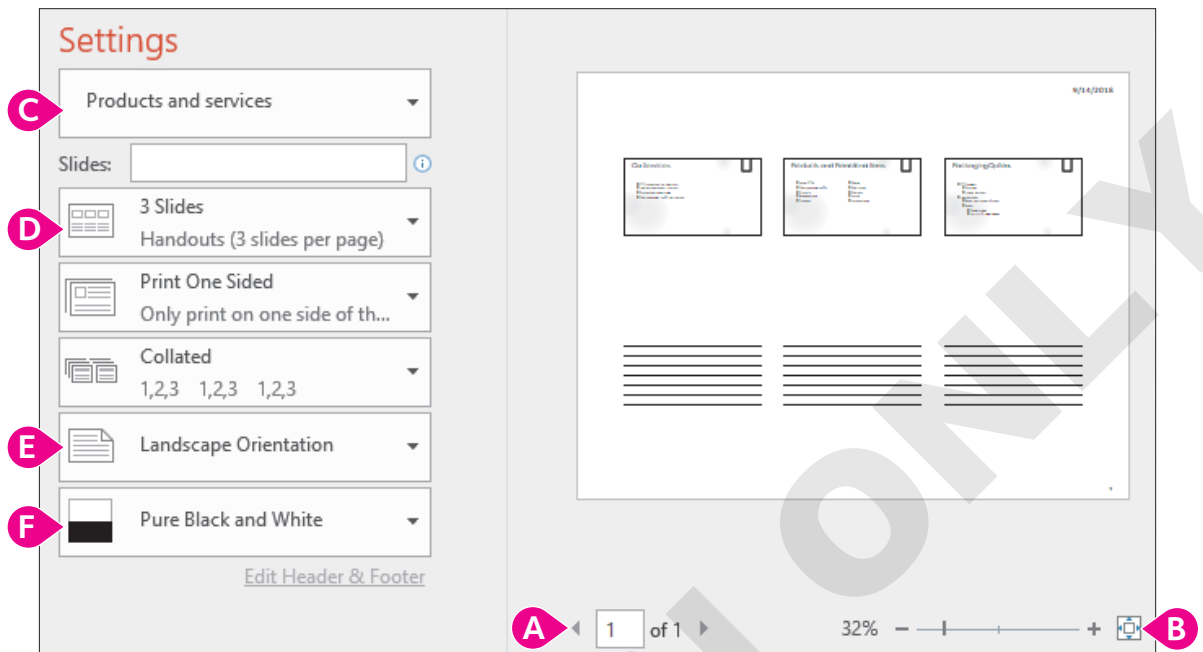
Handout with six slides per page


### DEVELOP YOUR SKILLS: P2-D12

In this exercise, you will use Backstage view to preview a printout of basic handouts.

1. Choose **File** → **Print**.

2. Follow these steps to examine the print options:



- A** Use the **left arrow** to return to the first slide.
  - B** Click the **Zoom to Page** button so the whole slide fits in the preview. If your printer is not a color printer, your slide preview will display in grayscale.
  - C** Choose **Sections**→**Products and Services** to print the three slides in that section.
  - D** Choose **Handouts**→**3 Slides**. Changing this option to anything other than Full Page Slides adds the Orientation option between the Collated and Color options.
  - E** Change this option to **Landscape Orientation**.
  - F** Change this option to **Pure Black and White** to save ink.
3. Click the **Back**  button at the top of Backstage view to return to the main PowerPoint screen without printing.


## Handout Masters

In any presentation, there is a single **handout master** that controls the format of the handout sheets. Any changes you make on the master apply instantly to all handout pages in the presentation. The master maintains a consistent look throughout your handout. This is helpful because you need to change only a single handout master, and the layout, look, and feel of multiple handouts will be affected. You can change the page setup, such as the orientation and slide size, and the background effects, colors, fonts, etc. And headers and footers can be set on the handout master and appear on all printed handout sheets.



View the video “Handout Masters.”

☰ View→Master Views→Handout Master 

☰ Handout Master→Close→Close Master View 



## Handout Headers and Footers


You can set up a **header** and **footer** to print on all pages of a handout. They work just like headers and footers in a word-processing document. Handout headers appear at the top, or head, of a document. Handout footers appear at the bottom, or foot, of a document. Headers and footers often include the presenter's name, occasion, date, and other information, which is helpful when attendees reference the handouts later, after the presentation.

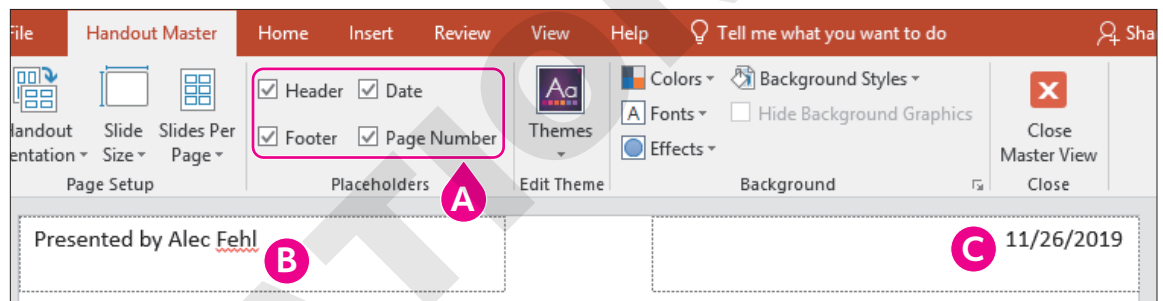



These headers will print at the top of each handout page.

### DEVELOP YOUR SKILLS: P2-D13

In this exercise, you will add the date and event to the header and footer of the handouts. The handouts will then be previewed in a special print layout.

1. Save the presentation as: **P2-D13-SectionsRevised**
2. Choose **View**→**Master Views**→**Handout Master** .
3. Follow these steps to set up header sheets:



- A Verify that all four of the Placeholders checkboxes have a checkmark.
  - B Scroll up, if necessary; click in the **Header** area at the top-left corner of the document; and type: **Presented by [Your Name]**
  - C Notice that the current date is automatically entered.
4. Scroll down to the bottom of the document, click in the bottom-left Footer placeholder, and type: **iJams**
5. Choose **Handout Master**→**Close**→**Close Master View**  to return to the presentation.

### Preview the Custom Handouts

6. Choose **File**→**Print**.

*Notice that your previous print settings were saved and that the preview shows the layout of the three slides with your new custom header.*

7. Click the **Back**  button at the top of Backstage view to return to the main PowerPoint screen without printing.
8. Save your presentation.

## Slide Footers

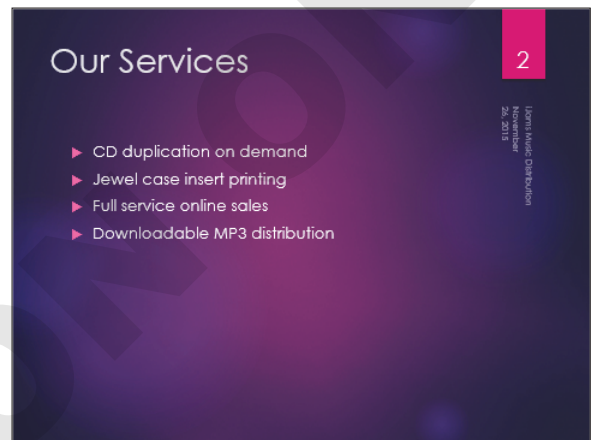
Just as you can place a header or footer on a handout, you can also place footers on the slides in your presentation. Slide footers often display the date, event name, slide number, or other text that you want visible throughout the presentation. Although the term *footer* implies being inserted along the bottom of a slide, this will change depending on the slide layout and document theme. For example, some slide footers display along the top of the title slide. The same is true for the other elements, such as the slide number and date. These elements will display in different locations on a slide depending on the slide layout and document theme. Additionally, you may opt to display footers on all slides in the presentation, all slides except the title slide, or selected slides only.

**Tip!**

*Slide footers and handout footers are completely separate settings.*



Footer positioned at bottom of slide



Footer position changes based on document theme



## Dating Slide Footers

If you choose to include the date, you will need to decide whether you want it updated automatically so your presentation always displays the date/time of when it was last saved or whether you prefer to type in a static date/time that never changes unless you edit it manually. If you choose to update automatically, you may display the date in several formats, including numbers only, day or month spelled out, and the time.

☰ Insert → Text → Header & Footer 

### DEVELOP YOUR SKILLS: P2-D14

*In this exercise, you will create a slide footer and apply it to all slides in the presentation.*

1. Save the presentation as: **P2-D14-SectionsRevised**
2. Choose **View** → **Presentation Views** → **Normal** .
3. Choose **slide 2**, *Our Services*.
4. Choose **Insert** → **Text** → **Header & Footer** .

5. Follow these steps to configure your footer:

- A** Place a checkmark in the **Date and Time** checkbox.
- B** Choose the **Update Automatically** option.
- C** Choose the date format shown here from the menu.
- D** Place checkmarks in these three option boxes.
- E** Type **iJams Music Distribution** as the footer text.
- F** Click **Apply to All**.

*PowerPoint applies the settings to all slides in the presentation. You could have chosen to apply the footer to just the currently displayed slide. The footer should appear on the right side of the slide, under the slide number, rotated 90 degrees. This is the current theme's design.*

6. Browse through the presentation and notice that the footer appears on every slide except the title slide.
7. Save your presentation and close PowerPoint.

## Printing Transparencies

In addition to printing handouts and slides to share with your audience, you can also print transparencies to use with an overhead projector, which displays printouts on a large screen similar to a movie projector. While there is no Print Transparency option in PowerPoint, you can simply print your slides, handouts, or notes onto transparency film if your printer supports it. You will need to check the documentation for your printer to learn how to specify transparency film, as the steps vary from printer to printer.

## Self-Assessment



Check your knowledge of this chapter's key concepts and skills using the Self-Assessment in your ebook or online (eLab course or Student Resource Center).



## Reinforce Your Skills

### REINFORCE YOUR SKILLS: P2-R1

#### Work with Outlines and Formatting

*In this exercise, you will format some slides in the Kids for Change presentation to increase its visual appeal and formatting consistency.*

1. Start PowerPoint. Open **P2-R1-Design** from the **PowerPoint Chapter 2** folder and save it as: **P2-R1-DesignRevised**
2. Select the **second slide**, *Events*.
3. Choose **Home**→**Slides**→**Layout menu button** ▼→**Two Content** to change the slide layout to a two-column layout.
4. Select the last four paragraphs in the left column and drag them to the right column.




#### Create Slides in the Outline Panel






5. Choose **View**→**Presentation Views**→**Outline View**.
6. Locate the Program Benefits slide in the Outline panel.
7. Click to the right of the word *health* in the last paragraph of the Program Benefits slide in the Outline panel.
8. Tap **Ctrl**+**Enter** to create a new slide.

#### Edit Slides in the Outline Panel

9. Type **Requirements** in the Outline panel as the slide title.
10. Tap **Enter** and then tap **Tab** to create a new bulleted paragraph.
11. Type **You need** in the Outline panel.
12. Tap **Enter** and then tap **Tab** to increase the list level of the new bulleted paragraph.
13. Type **Positive attitude**, tap **Enter**, and type **Strong work ethic** to create another indented paragraph.
14. Tap **Enter** and then tap **Shift**+**Tab** to create and promote the next bullet.
15. Type: **Time commitment**
16. Tap **Enter** and then tap **Tab**.
17. Type **One monthly event**, tap **Enter**, and then type **One annual meeting** to create the final two paragraphs.
18. Choose **Home**→**Slides**→**Layout menu button** ▼→**Title and Content**.

#### Format the Presentation



19. Choose **View**→**Presentation Views**→**Normal**  and select the **title slide** from the Slides panel.
20. Click the **Title** box and then click again on the edge of the box to select it.
21. Choose **Home**→**Font**→**Increase Font Size**  once to increase the font size to 60.
22. Choose **Home**→**Font**→**Bold** .

23. Display the **Requirements** slide on the Slides panel.
24. Choose **Home**→**Slides**→**New Slide**  and type **Remember** as the title.
25. Type these bulleted paragraphs:
  - **Think globally, act locally.**
  - **Or think locally, act globally.**
  - **Just...**
  - **think and act!**
26. Select the bulleted text box by clicking the border.
27. Choose **Home**→**Paragraph**→**Bullets**  to remove the bullets from all paragraphs.
28. Choose **Home**→**Paragraph**→**Center**  to center the text on the slide.
29. Choose **Home**→**Paragraph**→**Line Spacing menu button** ▼→**2.0** to increase the vertical spacing between bullets.
30. Select the text **think and act!**
31. Choose **Home**→**Font**→**Increase Font Size**  four times to increase the size to 32.
32. With the *think and act!* text still selected, double-click the **Home**→**Clipboard**→**Format Painter**  button to load it for multiple uses.
33. Click the words **think** and **act** in the first line and then click the words **think** and **act** in the second line to duplicate the formatting.
34. Choose **Home**→**Clipboard**→**Format Painter** to turn off the Format Painter.
35. Save the presentation and exit PowerPoint.

## REINFORCE YOUR SKILLS: P2-R2

### Create a Presentation Based on a Word Outline


*In this exercise, you will import an outline from Word, create sections, rearrange sections and slides, and print a slide.*

1. Start Word and open **P2-R2-Outline.docx** from the **PowerPoint Chapter 2** folder.
2. Choose **View**→**Views**→**Outline**.
3. Read over the outline and then close Word.
4. Start PowerPoint, click **Blank Presentation**, and save the file in your file storage location as: **P2-R2-Outline**
5. Choose **Design**→**Themes**→**Ion** to apply that design theme.
6. Choose **Home**→**Slides**→**New Slide menu button** ▼→**Slides from Outline** to begin importing the Word outline.
7. Navigate to your **PowerPoint Chapter 2** folder and double-click the **P2-R2-Outline.docx** Word document to import the outline and create the slides.
8. Select **slide 1** in the Slides panel and tap  to delete the blank slide.
9. Click **slide 1** in the Slides panel to ensure it is selected, scroll to the bottom of the Slides panel, and +click the **final slide**, slide 7, so all slides are selected.
10. Choose **Home**→**Slides**→**Reset** to reset the formatting of all slides.
11. Click **slide 1** in the Slides panel to select it and deselect the others.
12. Choose **Home**→**Slides**→**Layout menu button** ▼→**Title Slide**.




## Organize with Sections

13. Click **slide 2**, *College Application*, in the Slides panel to select it and deselect the others.
14. Choose **Home**→**Slides**→**Section menu button** ▼→**Add Section** to add a new section named **Personal Benefits** and that begins with the College Application slide.
15. Click **slide 4**, *Crime Reduction*, in the Slides panel to select it and deselect the others.
16. Choose **Home**→**Slides**→**Section menu button** ▼→**Add Section** to add a new section starting with the Crime Reduction slide, naming the section: **Community Benefits**

## Organize with the Slide Sorter

17. Choose **View**→**Presentation Views**→**Slide Sorter** .
18. Drag the **Zoom** slider in the lower-right area of the PowerPoint window until all seven slides are visible.
19. Drag the **Leadership Skills** slide so it is between the College Application and Sense of Accomplishment slides.
20. Drag the **Community Benefits** section header up so it's placed before the Personal Benefits section.

## Add Slide and Handout Footers

21. Choose **View**→**Master Views**→**Handout Master** .
22. Click in the top-left placeholder and type: **Presented by [Your Name]**
23. Choose **Handout Master**→**Close**→**Close Master View** .
24. Choose **Insert**→**Text**→**Header & Footer** .
25. Check the box to display the date and time.
26. Check the box to include the slide number and click **Apply to All**.
27. Save your presentation.

## Print Your Presentation

28. Choose **File**→**Print** to display the Print tab in Backstage view.
29. Use the scroll bar at the right of the PowerPoint window to navigate the slides until slide 3, *Increased Literacy*, displays.
30. Choose your printer from the **Printer** option. Your instructor may prefer you to choose the PDF option.
31. Opt to print only the current slide; opt to print full-page slides, one slide per page.
32. Set the color option to **Grayscale**; print one copy.
33. Exit PowerPoint.



## REINFORCE YOUR SKILLS: P2-R3

### Create a Presentation from a Word Outline




*In this exercise, you will import a Word outline to create the initial slides for a Kids for Change community presentation. You will then reset the slide formatting and arrange the slides into sections to make the presentation both more visually appealing and easier for you to manage. Finally, you will print a slide.*

1. Start PowerPoint, click **Blank Presentation**, and save the file in your file storage location as: **P2-R3-Outline**
2. Choose **Design**→**Themes**→**Retrospect** to apply that design theme.
3. Choose **Home**→**Slides**→**New Slide menu button** ▼→**Slides from Outline** to begin importing a Word outline.
4. Navigate to your **PowerPoint Chapter 2** folder and double-click the **P2-R3-Outline.docx** Word document to import the outline and create the slides.
5. Select **slide 1** in the Slides panel and tap **Delete** to delete the blank slide.
6. Choose **Home**→**Slides**→**Layout menu button** ▼→**Title Slide** to change the layout of the first slide.
7. Click **slide 1** in the Slides panel to ensure it is selected, scroll to the bottom of the Slides panel, and **Shift**+click **slide 6** so all slides are selected.
8. Choose **Home**→**Slides**→**Reset** to reset the formatting of all slides.




### Create Additional Slides

9. Choose **View**→**Presentation Views**→**Outline View**.
10. Locate the **Bully No More** slide in the Outline panel.
11. Click to the right of the word *programs* in the last paragraph of the **Bully No More** slide in the Outline panel.
12. Tap **Ctrl**+**Enter** to create a slide.
13. Type **Kids for Change** in the Outline panel as the slide title, tap **Enter**, and then tap **Tab** to create a new, bulleted paragraph.
14. Type **Part of the Solution** in the Outline panel.
15. Choose **Home**→**Slides**→**Layout** ▼→**Section Header**.


### Format Copy

16. Choose **View**→**Presentation Views**→**Normal** .
17. Display **slide 4**, *Toy Collection*.
18. Select the text **foster homes** and then choose **Home**→**Font**→**Bold** **B**.
19. Double-click the **Home**→**Clipboard**→**Format Painter**  button to load the Format Painter for multiple uses.
20. Click each of the words **emergency**, **responders**, **Child**, and **Services** to copy the bold formatting.
21. Choose **Home**→**Clipboard**→**Format Painter**  to unload the Format Painter.

## Add Slide and Handout Footers

22. Choose **View**→**Master Views**→**Handout Master** .
23. Click in the top-left placeholder and type: **Kids for Change**
24. Click in the bottom-left placeholder and type: **A presentation by [Your Name]**
25. Choose **Handout Master**→**Close**→**Close Master View** .
26. Choose **Insert**→**Text**→**Header & Footer** .
27. Check the box for **Slide Number**.
28. Check the box for **Footer** and type **A Kids for Change Presentation** in the footer box.
29. Check the box for **Don't Show on Title Slide** and click **Apply to All**.

## Organize the Presentation

30. Choose **View**→**Presentation Views**→**Slide Sorter** .
31. Slide the **Zoom** slider at the bottom right of the PowerPoint window until all seven slides are visible.
32. Click the **iRecycling Day** slide to select it.
33. Choose **Home**→**Slides**→**Section menu button** ▼→**Add Section** and create a new section named: **Community**
34. Click the **Bully No More** slide.
35. Choose **Home**→**Slides**→**Section menu button** ▼→**Add Section** and name the new section: **School**
36. Drag the **Tutoring** slide to the right of the Bully No More slide to move it to the School section.
37. Save the presentation.

## Print Slides

38. Choose **File**→**Print** to display the Print tab in Backstage view.
39. Use the scroll bar at the right of the PowerPoint window to navigate the slides until slide 1 displays.
40. Choose your printer from the **Printer** option. Use the PDF option if specified by your instructor.
41. Choose the **Custom Range** printing option and type **1–3** in the range box.
42. Specify **3 Slides** per page.
43. Set the color option to **Pure Black and White**; print one copy.
44. Exit PowerPoint.

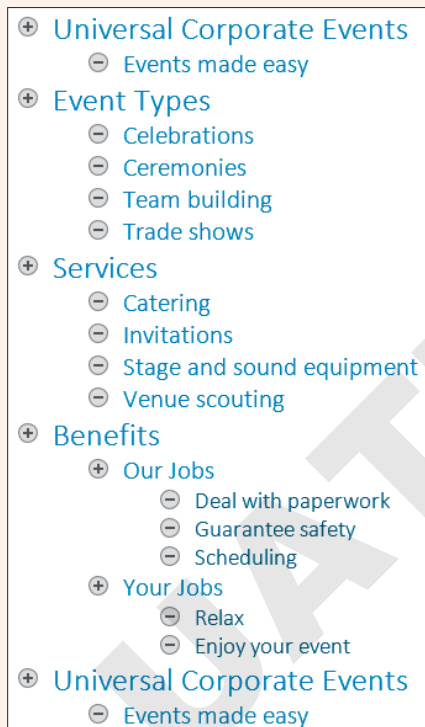
# Apply Your Skills

## APPLY YOUR SKILLS: P2-A1

### Reformat a Presentation

In this exercise, you will create a promotional presentation for Universal Corporate Events based on a Microsoft Word outline to use during client meetings. You will then add a slide and format text so that it is consistently and professionally formatted.

1. Start Word, click **Blank Document**, and save the file in your file storage location as: **P2-A1-Outline**
2. Choose **View**→**Views**→**Outline**.
3. Type this text, using **Enter**, **Tab**, and **Shift+Tab** as needed to create an outline in Word:



4. Save and then close your file. Exit Word.

### Import a Word Outline

5. Start PowerPoint, click **Blank Presentation**, and save your file as: **P2-A1-Outline**
6. Choose **Home**→**Slides**→**New Slide menu button** ▼→**Slides from Outline**.
7. Browse to your **P2-A1-Outline.docx** Word outline and double-click it.
8. Delete the blank first slide.

## Add a Slide

9. Display the presentation in **Outline View**.
10. Click at the end of the last paragraph of the Benefits slide in the Outline panel.
11. Press **Ctrl**+**Enter** to create a new slide and then type: **Specialties** **Enter** **Tab**
12. Type these paragraphs, tapping **Enter** after each except the last one:
  - **Custom catering**
  - **Individual transportation**
  - **Group transportation**
  - **Line dancing**
  - **Graphic design**
  - **Radio promotion**
  - **Emergency medical**
  - **Large-item printing**

## Format the Presentation

13. Apply the **Facet** design document theme.
14. Display the presentation in **Normal** view.
15. Apply the **Title Slide** layout to the first slide.
16. Apply the **Section Header** layout to the last slide.
17. Apply the **Two Content** layout to the Specialties slide.
18. Select the last four paragraphs on the Specialties slide and move them to the new right-column placeholder.
19. Select all six slides and choose **Home**→**Slides**→**Reset**.
20. Display **slide 4**, *Benefits*.
21. Click anywhere in the bulleted text and then select the text box border.
22. Choose **Home**→**Font**→**Character Spacing menu button** ▼→**Loose** to spread the text out horizontally.

## Use the Format Painter

23. Select the **Our Jobs** paragraph; bold the text.
24. Load the Format Painter with the formatting.
25. Drag across the **Your Jobs** paragraph to copy the formatting to the paragraph.
26. Save your presentation and exit PowerPoint.

## APPLY YOUR SKILLS: P2-A2

### Organize and Print a Presentation

*In this exercise, you will use Slide Sorter view to create sections and organize the slides within a presentation to make it easier for you and collaborators to manage. You will then print a portion of the presentation so that you can proof audience handouts.*

1. Start PowerPoint. Open **P2-A2-Outline** from the **PowerPoint Chapter 2** folder and save it as: **P2-A2-OutlineRevised**
2. Display the presentation in **Slide Sorter** view.
3. Drag the **Zoom** slider in the lower-right area of the PowerPoint window until you can see all six slides.

### Rearrange Slides and Add Sections

4. Drag the **Benefits** slide so that it is after the Specialties slide.
5. Drag the **Services** slide so that it is before the Event Types slide.
6. Click the **Services** slide and then add a section named: **Services**
7. Click the **Benefits** slide and then add a section named: **Closing**

### Add Slide and Handout Footers

8. Display the **Handout Master** tab.
9. Click in the bottom-left placeholder and type: **UCE Promo**
10. Click the **Close Master View** button.
11. Add the slide number and date and set to update automatically all slides except the title slide.
12. Save your presentation.

### Print a Presentation

13. Choose **File**→**Print**.
14. Using the **Grayscale** option, print handouts with two slides per page. Print the slides as a PDF file if directed to do so by your instructor.
15. Close the presentation and exit PowerPoint.

## APPLY YOUR SKILLS: P2-A3

### Create, Format, and Organize a Presentation

In this exercise, you will create and import an outline from Word and then design and format a presentation.

1. Start Word and click **Outline View** to create an outline that will produce these slides:

Title	Bullets
<b>Universal Corporate Events Specialties</b>	<b>Specialized</b> Custom catering Individual transportation Group transportation Line dancing Graphic design Radio promotion Emergency medical Large-item printing
<b>Catering</b>	Vegan dishes Kosher dishes Meat-lovers dishes Desserts
<b>Transportation</b>	Individual limos Group buses for 6-50
<b>Line Dancing</b>	Experienced dance leaders Country, pop, and hip-hop
<b>Graphic Design</b>	Invitation graphics Signs Banners
<b>Radio Promotion</b>	Script writing Voice talent High-definition recording
<b>Emergency Medical</b>	CPR-certified staff Onsite portable defibrillators
<b>Large-Item Printing</b>	Canvas, polyester, or vinyl Up to 64 square feet

2. Save the outline to your file storage location as **P2-A3-Outline** and close Word.
3. Start PowerPoint and create a new, blank presentation in your file storage location named: **P2-A3-Outline**
4. Import the **P2-A3-Outline.docx** Word outline and then delete the blank first slide.

### Work with Slides and Formatting

5. Select all slides in the Slides panel and use the **Reset** command to reset the formatting.
6. Apply the **Ion Boardroom** theme and apply the orange variation.
7. Change the layout of the first slide to **Title Slide**.



8. Change the layout of the second slide to **Two Content**.
9. Move the last four paragraphs of the second slide into the new right-column placeholder.
10. Increase the line spacing of both columns on slide 2 to **2.0**.
11. Display the **Catering** slide.
12. Make the word *Vegan* bold and italic and then use the **Format Painter** to copy the formatting to the words *Kosher* and *Meat-lovers*.
13. Change the case of all eight paragraphs on the **Specialties** slide to **Capitalize Each Word**.

## Work with an Outline

14. Display the presentation in **Outline View**.
15. Collapse all the slides on the Outline panel.
16. Expand only the **Specialties** slide in the Outline panel.  
*Collapsing all but one slide reduces the clutter in the Outline panel and makes it easier to focus your attention on the single expanded slide.*
17. In the Outline panel, locate the Specialties slide and move the **Large-item printing** paragraph below the *Graphic design* paragraph.
18. In the Outline panel, move the **Large-Item Printing** slide below the Graphic Design slide.

## Organize Slides

19. Display the presentation in **Slide Sorter** view.
20. Create four sections as indicated:

Where to Start Section	Section Name
Slide 1	<b>Intro</b>
Catering slide	<b>Food and Entertainment</b>
Transportation slide	<b>Logistics and Emergency</b>
Graphic Design slide	<b>Promotion</b>

21. Move the **Line Dancing** slide to the end of the *Food and Entertainment* section.
22. Move the **Emergency Medical** slide to the end of the *Logistics and Emergency* section.
23. Move the entire **Promotion** section so that it is before the *Logistics and Emergency* section.

## Add Slide and Handout Footers

24. Display the **Handout Master** tab.
25. Click in the top-left placeholder and type: **UCE – Event Specialists**
26. Click in the bottom-left placeholder and type: **July Presentation**
27. Click the **Close Master View** button.
28. Add the slide number to all slides, including the title slide.
29. Save the presentation.

## Print a Presentation

30. Print the slides in the *Promotion* section in **Handouts (3 slides per page)** format so only a single page prints. Print in **Grayscale** to save on color ink. (Or print to PDF if directed to by your instructor.)
31. Exit PowerPoint.

# Project Grader

If your class is using eLab ([labyrinthelab.com](http://labyrinthelab.com)), you may upload your completed Project Grader assignments for automatic grading. You may complete these projects even if your class doesn't use eLab, though you will not be able to upload your work.

## PROJECT GRADER: P2-P1

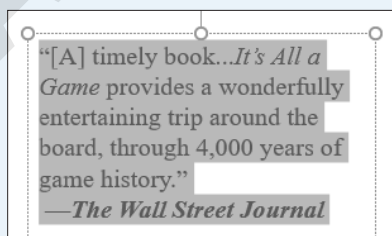
### Taylor Games New Products and New Stores Webinar

In this exercise, you will create a PowerPoint presentation for Taylor Games' New Products and Stores webinar. You've been given an existing presentation and a Word outline to use as a starting point.

1. Open the Word document **P2\_P1\_Outline.docx** from your **PowerPoint Chapter 2** folder.
2. In **Outline View**, add these three new games under the Games heading (*New Products, Games*):
  - **Catan**
  - **Dominion**
  - **Monopoly Deluxe**
3. Demote the three new games to **Outline Level 3**.
4. Save the changes to **P2\_P1\_Outline.docx** and then close it.
5. Download and open your Project Grader starting file.
  - *Using eLab:* Download **P2\_P1\_eStart** from the Assignments page. You must start with this file or your work cannot be automatically graded.
  - *Not using eLab:* Open **P2\_P1\_Start** from your **PowerPoint Chapter 2** folder.
6. Insert new slides after slide 1 using the **P2\_P1\_Outline.docx** file located in your **PowerPoint Chapter 2** folder.
7. On **slide 1**, apply the following formats to the **New at Taylor Games** title text:

Format	Value
Font size	<b>40</b>
Character spacing	<b>Loose</b>
Paragraph alignment	<b>Center</b>

8. On **slide 1**, apply **Center** paragraph alignment to the **Products, Stores, and More!** subtitle.
9. Use these guidelines to copy and paste text:
  - On **slide 6**, copy all text in the Wall Street Journal quotation.



- On **slide 4**, paste it below the *It's All a Game* bullet.

▶ **Books**

- ▶ **It's All a Game: The History of Board Games from Monopoly to Settlers of Catan**
- ▶ “[A] timely book...*It's All a Game* provides a wonderfully entertaining trip around the board, through 4,000 years of game history.”  
—*The Wall Street Journal*

- If you end up with an empty paragraph below the quote, then delete it.

- On **slide 2**, add these bullets below the *Where we're heading* bullet.
  - **Sarah Jones, Marketing Director**
  - **Jerome Martin, Facilities Director**
- Promote the new bullets to **Level 1** so they align with the *Greetings from CEO Lisa Livoski* bullet.
- Change the line spacing of the two new bulleted paragraphs to **2.0**.
- On **slide 5**, delete the object containing the Portland, OR, and Spokane, WA, store names.
- Use these guidelines to copy and paste an object:
  - On **slide 6**, copy the object containing the bulleted list.
  - On **slide 5**, paste the copied object into the object containing the *Click to add text* bullet.
- Delete **slide 6**, *Book Quote & Store Details*.
- Move **slide 3**, *Agenda*, above **slide 2**, *Introductions*.
- Create a section named **Kickoff** that includes the Agenda and Introductions slides.
- Create a section named **New** that includes the New Products and New Stores slides.
- Insert a slide footer and apply these settings to all slides:
  - Footer text: **New Products and Stores**
  - Date and time set to update automatically
  - Include slide numbers
  - Don't show on title slide
- Insert a **Notes and Handouts** header and footer on all pages using these settings:
  - Header text: **Taylor Games**
  - Date and time set to update automatically
  - Include page numbers
  - Footer text: **New Products and Stores**
- Set the Handout Master, Slides per Page setting to **2 slides**.
- Save your presentation.
  - *Using eLab*: Save it to your **PowerPoint Chapter 2** folder as **P2\_P1\_eSubmission** and attach the file to your eLab assignment for grading.
  - *Not using eLab*: Save it to your **PowerPoint Chapter 2** folder as: **P2\_P1\_Submission**

## PROJECT GRADER: P2-P2

### Classic Cars Club Advertisers Presentation

You've been asked to develop a presentation starting with an existing presentation and a Word outline. In this exercise, you'll develop the presentation for a meeting with potential advertisers.

1. Open **P2\_P2\_Outline.docx** from your **PowerPoint Chapter 2** folder.
2. In **Outline View**, demote the **Show Booth, Banners**, and **Online** headings to a level-2 style.
3. Add these new advertising opportunities below the *Online* heading:
  - **Website**
  - **Email**
  - **Social Media**
4. Demote the three new headings to a level-3 style.
5. Save the changes to **P2\_P2\_Outline.docx** and then close it.
6. Download and open your Project Grader starting file.
  - *Using eLab:* Download **P2\_P2\_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
  - *Not using eLab:* Open **P2\_P2\_Start** from your **PowerPoint Chapter 2** folder.
7. Insert new slides after slide 1 using the **P2\_P2\_Outline.docx** file located in your **PowerPoint Chapter 2** folder.
8. In **Outline View**, collapse all slides.
9. Delete the **Introductions** and **OTHER ADVERTISING OPPORTUNITIES** slides.
10. On the **Jack-1** slide, copy all bulleted list text and paste it in the **About Us** slide bulleted list box.
11. On the **Jack-2** slide, copy all bulleted list text and paste it in the **Regional Shows** slide bulleted list box.
12. On the **Regional Shows** slide, increase the list level of the last four bullets to indent them below the *Locations and Start Dates* bullet.
13. Move the **National Show** slide above the Regional Shows slide.
14. Change the case of the ADVERTISING OPPORTUNITIES slide title using the **Capitalize Each Word** setting.
15. In **Normal** view, apply the same formatting that's used on the slide 7 bullets to the bullets on **slide 3** and **slide 6**.
16. Use these guidelines to format the **slide 5** bullets:
  - Apply the same formatting that's used on the **slide 7** bullets to all **slide 5** bullets.
  - After applying the formatting, make sure the last three bullets remain indented one level below the *Online* heading.
  - Note that the last three bullets may have a smaller font size.
17. Apply the same formatting that's used on the **slide 8** title to the titles of **slides 2-6**.
18. Delete **slides 7** and **8**.
19. Create a section named **Background** that includes **slides 2, 3**, and **4**.
20. Create a section named **For Advertisers** that includes **slides 5** and **6**.

21. Insert a slide footer and apply these slide settings to all slides:
  - Footer text: **Advertising with Us**
  - Date and time set to update automatically
  - Don't show on title slide
22. Insert a **Notes and Handouts** header and footer on all pages using these settings:
  - Header text: **Taylor Games**
  - Date and time set to update automatically
  - Footer text: **Advertising with Us**
23. Set the Handout Master, Slides per Page setting to **6 slides** and the Handout Orientation to **Landscape**.
24. Save your presentation.
  - *Using eLab:* Save it to your **PowerPoint Chapter 2** folder as **P2\_P2\_eSubmission** and attach the file to your eLab assignment for grading.
  - *Not using eLab:* Save to your **PowerPoint Chapter 2** folder as: **P2\_P2\_Submission**

## Extend Your Skills

*These exercises challenge you to think critically and apply your new skills in a real-world setting. You will be evaluated on your ability to follow directions, completeness, creativity, and the use of proper grammar and mechanics. Save files to your chapter folder. Submit assignments as directed.*

### **P2-E1** That's the Way I See It

You're teaching a cooking class and need a presentation to show others how to make your signature dish. Choose a recipe that you know well or find one online. When you're ready, create a new presentation named: **P2 - E1 - Recipe**

Apply the design theme and variation of your choice. If you can't find one you like, use PowerPoint's Start screen to search for others. Type the recipe name as the slide title and create an engaging subtitle. Add a Title and Content slide that lists the ingredients. Create at least three more slides, each of which describes a few fun facts about one of the ingredients (look it up or make it up). Add a slide that describes each step. Each paragraph should contain no more than four words. Create slides for each step, using the brief description as the slide title and bulleted paragraphs to further explain the step. Create an *Ingredients* section that contains all the ingredient slides and a *Steps* section that includes all the step slides. Finally, run the slide show and make note of anything you want to change. When the slide show ends, make the changes and then save your presentation.

### **P2-E2** Be Your Own Boss

Open **P2-E2-BlueJean** and save it as: **P2 - E2 - BlueJeanRevised**

View the presentation as a slide show and ask yourself whether the slides are easy to read and in the best order. Based on your evaluation, use the skills taught in this chapter to make the necessary changes, ensuring that you cover these edits:

- ▶ Change the document theme
- ▶ Rearrange the order of slides
- ▶ Adjust the text layout
- ▶ Edit text

Be sure the design and formatting are consistent from slide to slide. Add at least three more slides, such as those to describe Blue Jean Landscaping products, a brief company history, or a price list. Rearrange the slides and create at least two sections to group slides in a logical order.

### **P2-E3** Demonstrate Proficiency

Stormy BBQ is sponsoring a Father's Day picnic. Create a PowerPoint presentation to display on the widescreen monitors at the restaurant to play during business hours that gives details about the event. Create an outline in Word saved as **P2 - E3 - FathersDay** that produces at least five slides when imported to PowerPoint. The slides should describe the picnic and various events and entertainment.

Import the outline to PowerPoint to create the initial slides. Use an appropriate theme and change the slide layouts as necessary. Format the text so important words stand out but be careful not to overdo it! Experiment with character and line spacing, paragraph alignment, and other formatting. Create sections for different parts of the event, such as for food, games, and other activities. Save your final presentation as: **P2 - E3 - FathersDay**