

FastCourse Microsoft® PowerPoint® 2016 Level 1

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FastCourse Microsoft PowerPoint 2016: Level 1

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ITEM: 1-59136-961-4
ISBN-13: 978-159136-961-5

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

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EVALUATION ONLY

POWERPOINT 2016

Creating and Delivering a Presentation

In this chapter, you will learn to create and display a basic PowerPoint presentation consisting of multiple slides and bulleted text. You don't have to be a graphic designer to create an eye-catching presentation, as PowerPoint includes many visually appealing themes that are preformatted with fonts, colors, and supporting imagery. It is important for readability to create a visual hierarchy of text, such as headings and associated bullet points—and PowerPoint makes this easy.

LEARNING OBJECTIVES

- Create a new presentation
- Add text to slides
- Apply themes
- Add slides
- Control the indent of bulleted text
- Navigate a slide show

CHAPTER TIMING

- Concepts/Develop Your Skills: 2 hrs
- Self-Assessment: 20 mins
- Total: 2 hrs 20 mins

PROJECT: CREATING A PRESENTATION

As an employee of iJams, an online music distribution company, you have been asked to make a presentation about the company at the JamWorks trade show. Your goal is to introduce iJams to trade show attendees and entice them with a promotional offer. You decide to use PowerPoint to develop and deliver your presentation because it is easy to learn and integrates seamlessly with other Microsoft Office applications.

Getting Started with PowerPoint

PowerPoint is an intuitive, powerful presentation graphics program that enables you to create dynamic, multimedia presentations for a variety of functions. Whether you are developing a one-on-one presentation for your manager or a sophisticated presentation for a large group, PowerPoint provides the tools to make your presentation a success. PowerPoint allows you to project your presentation in many ways. Most presentations are delivered via a computer projection display attached to a desktop or notebook computer. There are also other ways to deliver presentations. For example, you can deliver a presentation as an online broadcast over the Internet or save it as a video to be emailed or distributed on a CD or USB drive.

PowerPoint provides easy-to-use tools that let you concentrate on your presentation's content instead of focusing on the design details. Using PowerPoint's built-in document themes, you can rapidly create highly effective professional presentations.

DEVELOP YOUR SKILLS: P1-D1

In this exercise, you will create a new, blank presentation.

1. Click **Start**.
2. Type **Po** and then choose **PowerPoint 2016** from the list of suggestions.
3. Click the **Blank Presentation** template on the PowerPoint Start screen.

Navigating the PowerPoint Window

The PowerPoint program window, like other Microsoft Office programs, groups commands on the Ribbon. While the Ribbon and its commands are similar to those found in other Office programs, there are several icons and commands at the bottom of the PowerPoint window unique to the program.



View the video "The PowerPoint Window."

Inserting Text

PowerPoint slides have placeholders set up for you to type in. For example, the title slide currently visible on the screen has placeholders for a title and subtitle. You click in the desired placeholder to enter text on a slide. For example, to enter the title on a slide, you click in the title placeholder and then type the text. Do not press **[Enter]**; the placeholders are already formatted with Word Wrap. The placeholders are also already formatted with font and paragraph settings to make a cohesive presentation. As you will see shortly, it's easy to make changes to the slide formatting by applying a theme.

DEVELOP YOUR SKILLS: P1-D2

In this exercise, you will enter a title and subtitle for the presentation.

Before You Begin: Be sure to visit the Learning Resource Center at labyrinthlab.com/lrc to retrieve the exercise files for this course before beginning this exercise.

1. Choose **File**→**Save As** and navigate to your **PowerPoint Chapter 1** folder.
2. Name the file **P1-D2-iJams**.
3. Click the **Save** button at the bottom of the dialog box.
4. Follow these steps to add a title and subtitle:



- A Click once on **Click to Add Title** and then type the title shown here.
 - B Click once on **Click to Add Subtitle** and then type this subtitle.
 5. Press **Ctrl** + **S** to save the presentation and leave it open; you will modify it throughout this chapter.
-

Using Document Themes

You can use PowerPoint's built-in document themes, which provide a ready-made backdrop for your presentations, to easily format all slides in a presentation. When you use a document theme, your presentation automatically includes an attractive color scheme, consistent font style and size, and bulleted lists to synchronize with the presentation's design and style. Document themes also position placeholders on slides for titles, text, bulleted lists, graphics, and other objects. By using document themes, you can focus on content by simply filling in the blanks as you create the presentation. You access document themes from the Themes group on the Design tab.

Choosing a Theme

More than 30 document themes are included with PowerPoint. Additionally, each theme has four variations. A theme variation uses different colors and sometimes a different background. PowerPoint automatically downloads additional themes and adds them to the Themes gallery on the Ribbon if your computer is connected to the Internet. Match the theme to the type of presentation you are giving. Keep the design appropriate to the function and the audience.



View the video “PowerPoint Document Themes.”

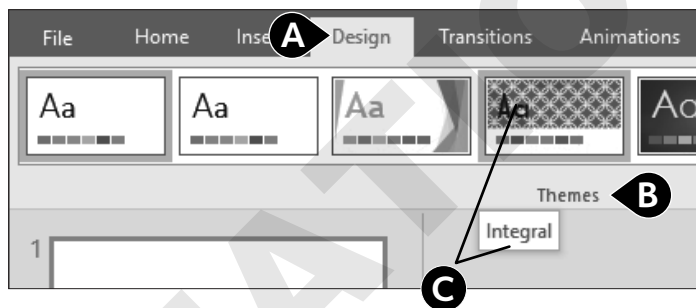
Finding Additional Themes

New themes are sent to Microsoft daily, so if you just can’t find the right one, browse the Microsoft Office Online website for new themes. You can also search for new themes from the PowerPoint Start screen.

DEVELOP YOUR SKILLS: P1-D3

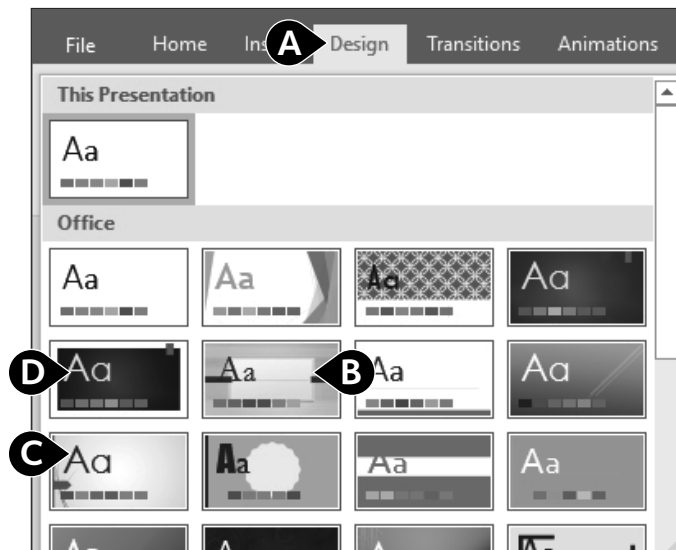
In this exercise, you will choose a document theme and apply it to the presentation.

1. Choose **File**→**Save As** and save your file as **P1-D3 - iJams**.
2. Follow these steps to choose a theme for the presentation:



- A Click the **Design** tab.
 - B Locate the **Themes** command group.
 - C Point over (don’t click) the fourth theme from the left and notice that the theme’s name appears as a ToolTip.
3. Point over (don’t click) several more theme thumbnails.

4. Follow these steps to choose a theme:



- A** Choose **Design**→**Themes**→**More** .
 - B** Point to preview the **Organic** theme and notice the ToolTip. (The default themes are listed in alphabetical order.)
 - C** Point (don't click) to preview the **Wisp** theme.
 - D** Point to the **Ion Boardroom** theme and click once to apply it.
5. Save the presentation and leave it open for the next exercise.

Choosing Slide Sizes

By default, PowerPoint creates slides for widescreen format with a 16:9 ratio. This maximizes the use of space on the slide by taking advantage of the widescreen format on most modern computers. In fact, many of the new PowerPoint themes were designed specifically for widescreen use. You can easily switch to standard format (4:3) from the Ribbon if you need a narrower slide or have a non-widescreen computer monitor.



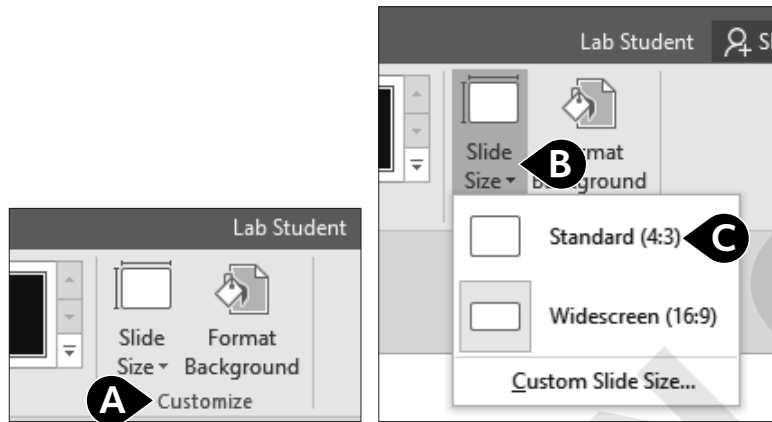
View the video "Changing the Slide Size/Aspect Ratio."

☰ Design→Customize→Slide Size

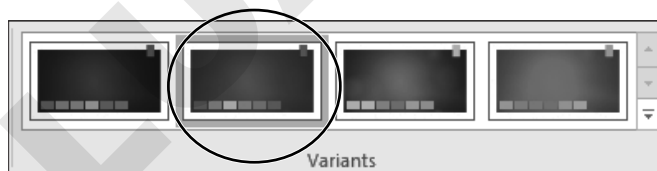
DEVELOP YOUR SKILLS: P1-D4

In this exercise, you will experiment with slide sizes and choose a document theme variation.

1. Save your file as **P1-D4 - iJams**.
2. Display the **Design** tab and then follow these steps to change the slide size:



- Ⓐ Locate the **Customize** command group.
 - Ⓑ Click the **Slide Size** menu button ▼.
 - Ⓒ Click **Standard (4:3)**.
3. Choose **Design**→**Customize**→**Slide Size**→**Widescreen (16:9)** to return the slide to widescreen format.
 4. Locate the **Design**→**Variants** group on the Ribbon.
 5. Point to several theme variations to view the Live Preview on the slide.
 6. Click the second variation (with the green background) to apply it.



7. Save the presentation and leave it open for the next exercise.

Creating a Basic Presentation

There is more to creating a presentation than placing one slide after another. Choosing the appropriate slide layout, just like choosing the appropriate design, will influence how well your audience understands your message. Use the following guidelines when choosing your slide design and layout:

- **Know your audience:** Will you be speaking to accountants or artists?
- **Know your purpose:** Are you introducing a product or giving a report?
- **Know your expectations:** When the last word of this presentation has been given, how do you want your audience to respond to your facts? Are you looking for approval for a project or customers for a product?

Adding Slides


You can add slides to a presentation from the Ribbon or by right-clicking with the mouse. PowerPoint always places the new slide after the currently selected slide.

The Slides panel displays thumbnails of your presentation while you work in the Normal view. The Slide Sorter view, like the Slides panel, also displays thumbnails of your slides. This view can be useful when there are more slides than can fit in the Slides panel display.

☰ Home → Slides → New Slide  | Right-click a slide in the Slides panel → New Slide 


DEVELOP YOUR SKILLS: P1-D5

In this exercise, you will add a new slide to the presentation and then enter content.

1. Save your file as **P1-D5-iJams**.
 2. Choose **Home** → **Slides** → **New Slide** .
 3. Click once in the title placeholder and then type **Our Services** as the title.
 4. Click once on the **Click to Add Text** placeholder and then type the following list, tapping **Enter** after each list item except the last one:
 - **CD duplication on demand** **Enter**
 - **Jewel-case-insert printing** **Enter**
 - **Full-service online sales** **Enter**
 - **Downloadable MP3 distribution**
 5. Save the presentation and leave it open for the next exercise.
-

Duplicating a Slide

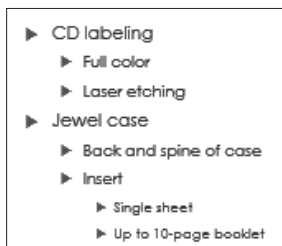
Sometimes it is more efficient to duplicate a slide and then edit it rather than to begin a new slide from scratch. Slides can be duplicated via the Slides panel.

☰ One slide: Right-click the slide in the Slides panel → Duplicate Slide 

☰ Multiple slides: Select the slides, right-click one in the Slides panel → Duplicate Slide

Bulleted Lists


You can effortlessly create bulleted lists to outline the thrust of your presentation. The bulleted list layout is an outline of nine levels. A different indentation is used for each level. When you use a document theme, each paragraph is automatically formatted as a bulleted list. The format includes a bullet style, indentation level, font type, and font size for each bulleted paragraph.




☰ Home → Paragraph → Bullets 

List Levels


Indenting a bullet is referred to as demoting a bullet, or increasing the list level. Typically, a main bullet point has one or more sub-bullets. These sub-bullets, which are smaller than the main bullet, are created by increasing the list level. When a list level is increased, the bullets are indented toward the right. Conversely, decreasing a bullet's indent by moving it more toward the left and increasing the bullet size is referred to as promoting a bullet, or decreasing the list level. PowerPoint supports a main bullet and up to eight levels of sub-bullets.

☰ Promote: Home → Paragraph → Decrease List Level  | **Shift** + **Tab**

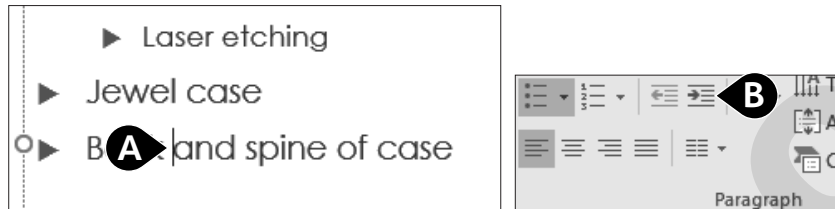
☰ Demote: Home → Paragraph → Increase List Level  | **Tab**

DEVELOP YOUR SKILLS: P1-D6

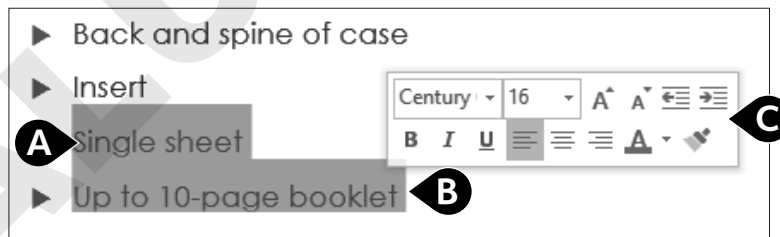
In this exercise, you will create a new slide and then enter information into a multilevel bulleted list.

1. Save your file as **P1-D6-iJams**.
2. Choose **Home** → **Slides** → **New Slide** .
3. Click in the title placeholder and type **Packaging Options**.
4. Click once in the text placeholder, type **CD labeling**, and then tap **Enter**.
5. Tap **Tab**.
6. Type **Full color**.

7. Tap **Enter**.
8. Type **Laser etching** and then tap **Enter**.
9. While holding down **Shift**, tap **Tab** once.
10. Type these lines, tapping **Enter** after each list item except the last one:
 - **Jewel case** **Enter**
 - **Back and spine of case**
11. Follow these steps to indent the last bullet:

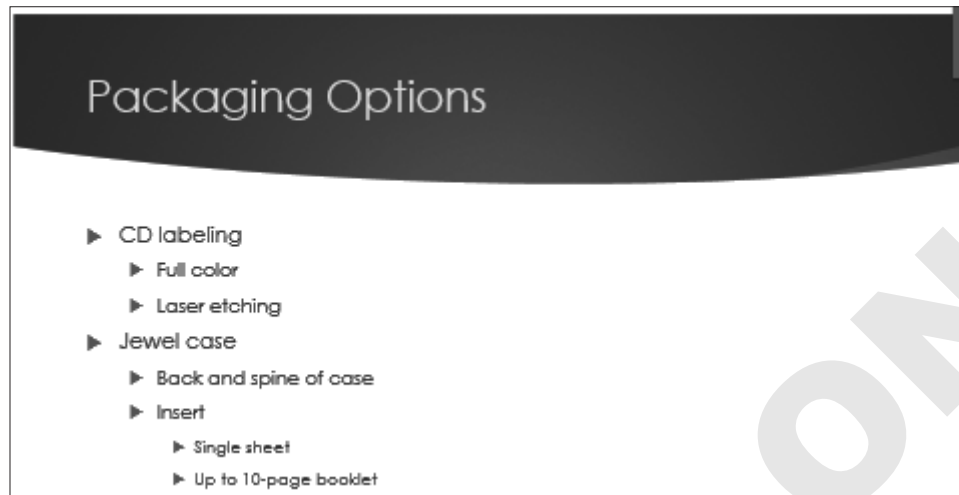


- A Click once anywhere within the paragraph to be indented.
 - B Choose **Home**→**Paragraph**→**Increase List Level**.
12. Click the **Home**→**Paragraph**→**Increase List Level** button three more times.
13. Click **Home**→**Paragraph**→**Decrease List Level** three times until the bullet reaches the second indentation.
14. Click once at the end of the last paragraph and then tap **Enter**.
15. Type these new lines, tapping **Enter** after each list item except the last one:
 - **Insert** **Enter**
 - **Single sheet** **Enter**
 - **Up to 10-page booklet**
16. Follow these steps to select the last two paragraphs for your next command:



- A Point at the beginning of *Single sheet*, taking care that a four-pointed arrow is not visible.
 - B Drag down and right to select (highlight) to the end of the last paragraph; release the mouse button.
 - C Ignore the Mini toolbar that appears. Take care not to click anywhere else on the slide before you perform the next step.
17. Choose **Home**→**Paragraph**→**Increase List Level**.

18. Click anywhere outside the border to deselect the text. Your slide should match the following illustration.



19. Save the presentation and leave it open for the next exercise.

Choosing the Slide Layout

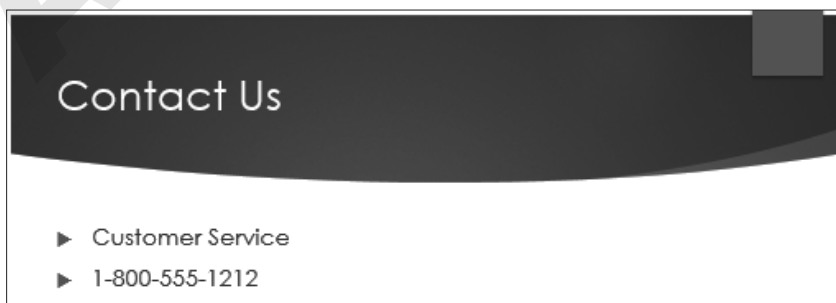
A slide layout is named for the type of data it will contain. For example, the Title layout needs only a title and subtitle. The Content layout will hold other information on the slide, so it has a title and a bulleted list for points. Likewise, the Content with Caption layout is divided into three sections: title, text to one side, and an area for clip art or additional text. The slide layout organizes the information you put into the presentation by giving it a place on the slide. The new layout is applied to all selected slides. There are nine standard layouts, but many themes offer additional layouts.

☰ Home → Slides → Layout  | Right-click a slide in the Slides panel

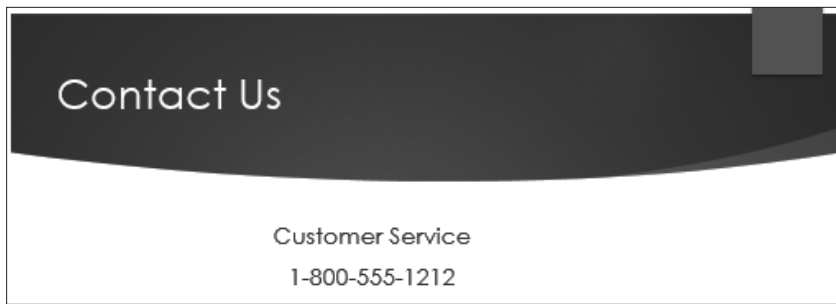
Aligning Text

PowerPoint automatically aligns text to the left, right, or center depending on the theme. However, you may want to override the alignment at times to create a different look for a slide.

☰ Home → Paragraph → click an alignment button




The default formatting for this slide is left-aligned text.

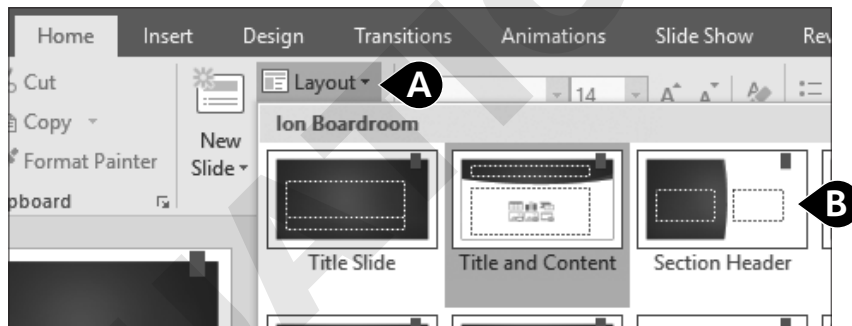


The text has been centered and bullets removed for a different look.

DEVELOP YOUR SKILLS: P1-D7

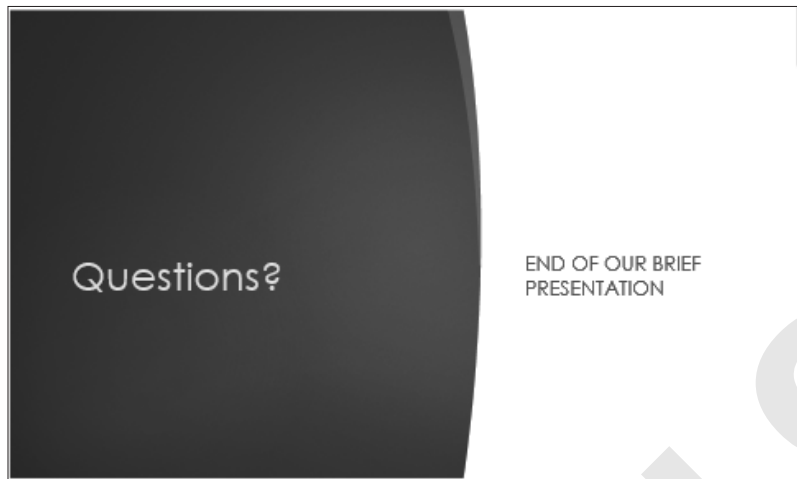
In this exercise, you will add a new slide and then change its layout.


1. Save your file as **P1-D7 - iJams**.
2. If necessary, select the **Packaging Options** slide from the Slides panel on the left side of your screen.
3. Choose **Home**→**Slides**→**New Slide** .
4. Follow these steps to choose a new layout for the slide:

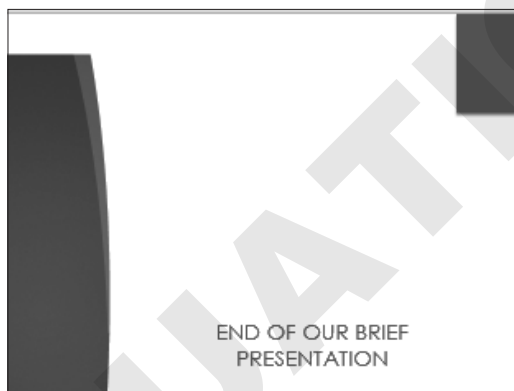


- A Choose **Home**→**Slides**→**Layout** menu button ▼.
- B Choose the **Section Header** slide layout.

5. Enter the following text:
 - Title: **Questions?**
 - Text: **End of our brief presentation**





6. Click the dashed border of the text box to select it.
7. Choose **Home**→**Paragraph**→**Center** .



8. Save the presentation and leave it open for the next exercise.

Delivering the Slide Show

The slides are created, and the presentation is complete. The first phase of the presentation development is over. The next phase, delivering the presentation, is just beginning. Before you stand in front of an audience, familiarize yourself with the following tips:

☰ Start slide show: Slide Show→Start Slide Show→From Beginning  or From Current Slide 

☰ End slide show: Tap **[Esc]** or click the window until the slide show ends

Delivery Tips

It is not only what you say but how you say it that makes the difference between an engaging presentation and an unsuccessful one. Lead your audience. Help them to focus on your presentation's message, not on you as the presenter. Use the following *PEER* guidelines to deliver an effective presentation:

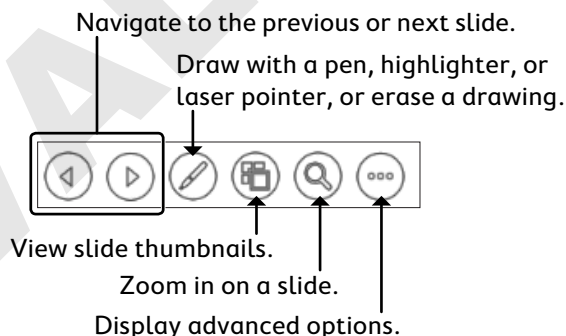
- **Pace:** Maintain a moderate pace. Speaking too fast will exhaust your audience, and speaking too slowly may put them to sleep. Carry your audience with you as you talk.
- **Emphasis:** Pause for emphasis. As you present, use a brief pause to emphasize your point. This pause will give the audience time to absorb your message.
- **Eye contact:** Address your audience. Always face your audience while speaking. A common mistake is to speak while walking or facing the projection screen. Don't waste all the work you have done in the presentation by losing your audience's interest now. If you are speaking from a lectern or desk, resist the temptation to lean on it. Stand tall, make eye contact, and look directly at your audience.
- **Relax:** You are enthusiastic and want to convey that tone to the audience. However, when you speak, avoid fast movement, pacing, and rushed talking. Your audience will be drawn to your movements and miss the point. Remember that the audience is listening to you to learn; this material may be old hat to you, but it's new to them. So speak clearly, maintain a steady pace, and stay calm.

Navigating Through a Slide Show

You can use the mouse and/or simple keyboard commands to move through a slide show. These are the easiest ways to navigate from one slide to the next.

The Slide Show Toolbar

The Slide Show toolbar is your navigator during the slide show. It is hidden when a slide show starts but becomes visible when you move your mouse around or point to the lower-left area of the screen. The Slide Show toolbar can be used to navigate a slide show or to draw attention to a specific area on a slide. However, use of this toolbar is unnecessary when you present a simple slide show like this one.



View the video "The Slide Show Toolbar."

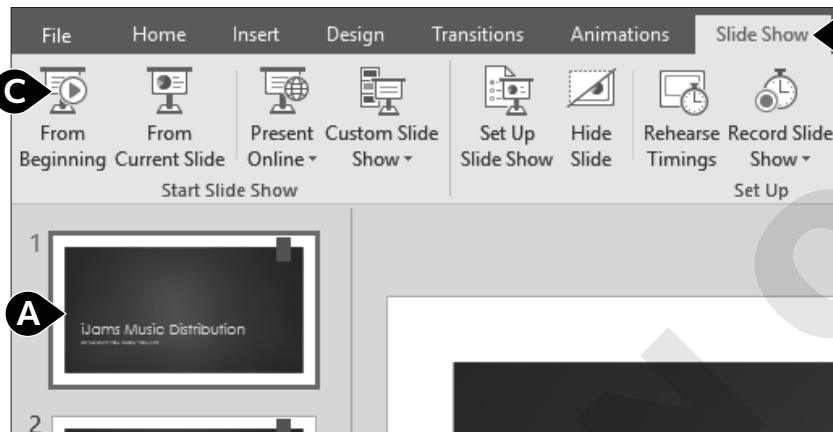
☰ Advance one slide: `[Spacebar]`, `[→]`, `[Page Down]`, or `[Enter]`

☰ Back up one slide: [Backspace], ←, or [Page Up]

DEVELOP YOUR SKILLS: P1-D8

In this exercise, you will navigate through your slide show.

1. Follow these steps to start the slide show:



- A Click the title slide in the Slides panel to select it.
 - B Click the **Slide Show** tab.
 - C Choose **Start Slide Show**→**From Beginning**.
2. Move the mouse pointer around the screen for a moment.
3. Click the mouse pointer anywhere on the screen to move to the next slide.
4. Tap [Page Down] twice and then tap [Page Up] twice by using the keys near the main keyboard (not the keys on the numeric keypad).
5. Follow these steps to use the Slide Show toolbar:



- A Point to the lower-left area of the slide to display the Slide Show toolbar.
 - B Click **Show All Slides** to display thumbnails of all slides.
6. Click the **Packaging Options** slide.
 7. Continue to click anywhere on the screen until the last slide appears (the Questions slide).
 8. Click once on the last slide.
 9. Click anywhere on the black screen to exit the slide show and return to the main PowerPoint window.
 10. Choose **File**→**Close** to close the presentation and then exit PowerPoint.

Self-Assessment

Check your knowledge of this chapter's key concepts and skills by completing the Self-Assessment. The answers to these questions can be found at the back of this book.

1. PowerPoint is categorized as a presentation graphics program. True False
2. It is difficult to create a visually appealing presentation in PowerPoint. True False
3. Each PowerPoint theme offers 10 built-in variations. True False
4. PowerPoint supports slides in both widescreen and standard format. True False
5. A presentation must be initially created with the total number of slides you plan to use. True False
6. Increasing a bullet's list level makes the text smaller. True False
7. The Slide Show toolbar is used to create new slides for a presentation. True False
8. New slides are completely blank, and you must manually add text placeholders before adding titles and bulleted text. True False
9. You must purchase the Design Add-On pack if you want to use design themes. True False
10. You can change a slide's layout after the slide has been created. True False
11. What is the ratio of the screen's width to height for widescreen format?
 - A. 4:3
 - B. 3:4
 - C. 16:9
 - D. 9:16
12. What is the benefit of using a PowerPoint theme?
 - A. All content is created for you.
 - B. The colors and supporting backgrounds match.
 - C. Your presentation will be more secure, as themed presentations are read-only.
 - D. Slides are more readable, as themes are limited to only two levels of bullets.
13. Which statement about bulleted list levels is correct?
 - A. PowerPoint supports up to five list levels.
 - B. PowerPoint supports unlimited list levels.
 - C. The first bullet point usually has a higher list level than sub-bullets.
 - D. The first bullet point usually has a lower list level than sub-bullets.
14. When giving a slide show presentation, which of the following actions can you perform using the Slide Show toolbar?
 - A. Add new slides.
 - B. Delete slides.
 - C. Zoom in on a slide.
 - D. Change the background color.

EVALUATION ONLY

POWERPOINT 2016

Designing and Printing the Presentation

In this chapter, you will build on the fundamental design of the iJams presentation. To add professional credibility and make your presentation easier for an audience to follow, you will establish a consistent style throughout the presentation and format and organize the text. Finally, you will 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
- Format and align text and adjust character spacing and line spacing
- Use Slide Sorter view
- Print a presentation

CHAPTER TIMING

- Concepts/Develop Your Skills: 1 hr 30 mins
- Self-Assessment: 20 mins
- Total: 1 hr 50 mins

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

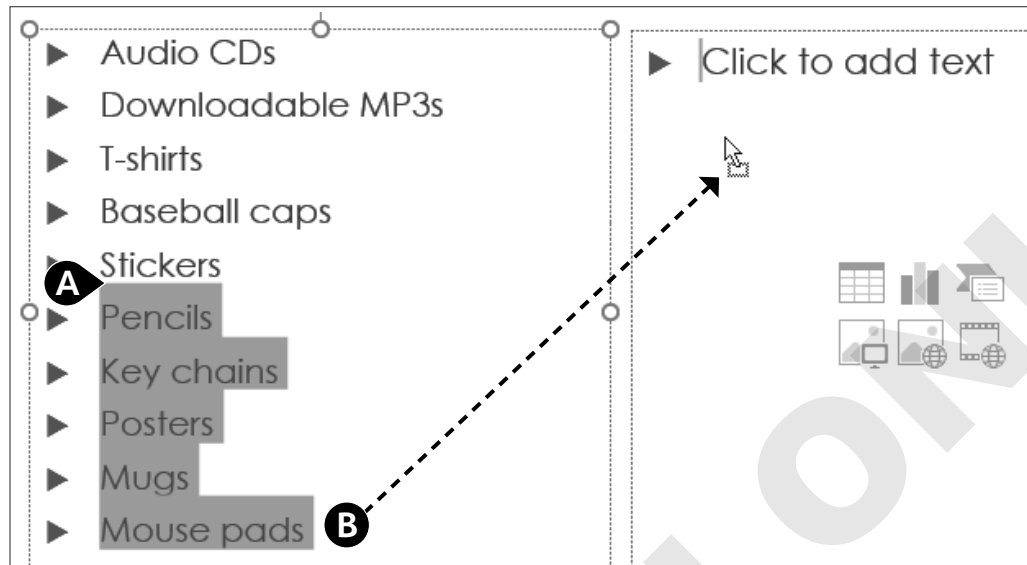
You can move and copy text and objects by using drag and drop or the Cut, Copy, and Paste commands. It is usually most efficient to use drag and drop if you are moving or copying text or objects within a slide. Drag and drop is also effective for rearranging slides. Cut, Copy, and Paste are most efficient 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**.
2. Select the **Our Services** slide from the Slides panel on the left side of your screen.
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**
6. Choose **Home**→**Slides**→**Layout menu button** ▼→**Two Content**.

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.
8. Save the changes to your presentation.

Working with Outlines

Although you have been working primarily in the slide to add or 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.

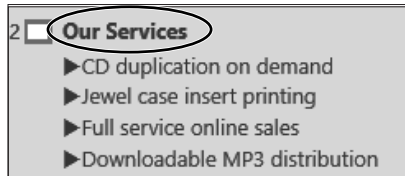
View the video "Using the Outline Panel."

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

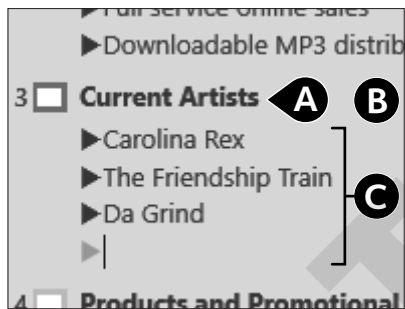
DEVELOP YOUR SKILLS: P2-D2


In this exercise, you will work with the Outline panel to add text.



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**.
5. Press **Ctrl** + **Enter** again.
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.
7. Ensure that the insertion point is on the blank bulleted paragraph in the outline.
 8. Choose **Home**→**Paragraph**→**Decrease List Level** .
 9. Type **New Artist Specials** and tap **Enter**.

10. Choose **Home**→**Paragraph**→**Increase List Level** .
 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

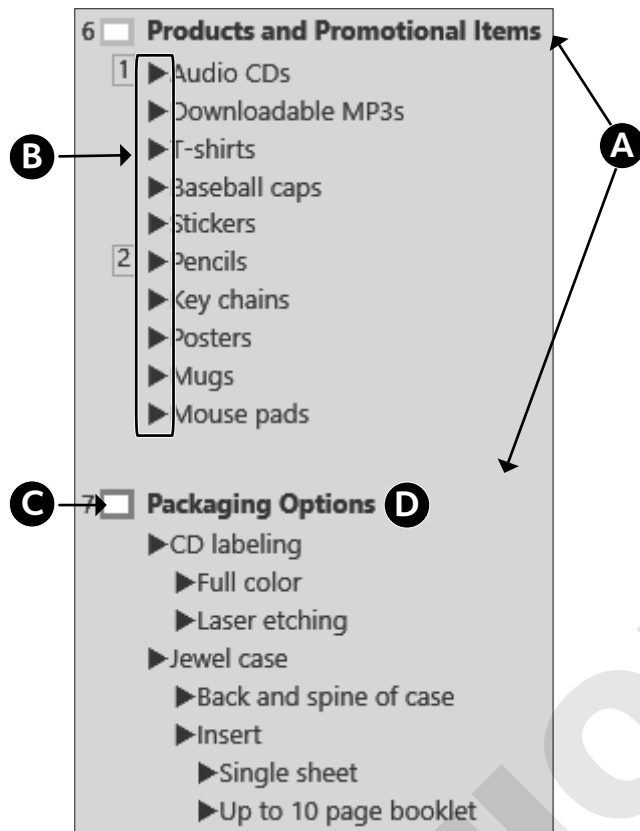
As the Outline panel grows, it can be difficult to manage your slides when all the bulleted text is showing. PowerPoint lets you collapse slides so that only the title is visible. This makes it easier to manage your slides because more slides will be visible in the Outline panel.

DEVELOP YOUR SKILLS: P2-D3

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

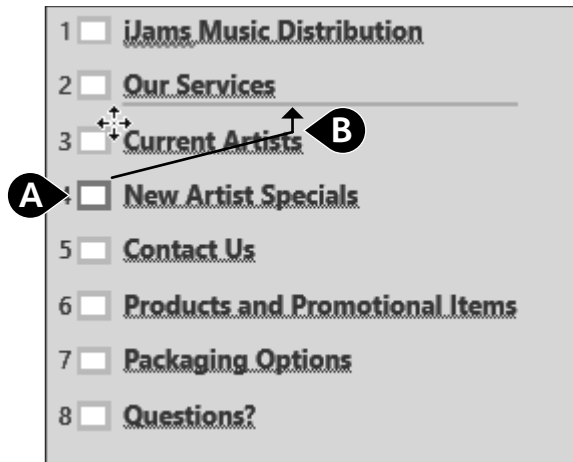
1. Save your file as **P2-D3-DesignRevised**.

2. Follow these steps to explore the Outline panel:

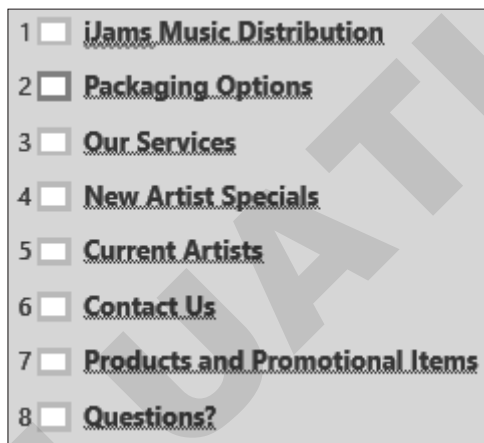


- Ⓐ Scroll until *Products and Promotional Items* and *Packaging Options* are visible.
 - Ⓑ Click any **bullet** icon in the *Products and Promotional Items* slide to select the bulleted text.
 - Ⓒ Click this **slide** icon to select all text on the slide.
 - Ⓓ Click to the right of the **Packaging Options** title text (outside the highlighted area) to deselect the slide.
3. Double-click the **Products and Promotional Items slide** icon.
 4. Double-click the **Products and Promotional Items slide** icon again.
 5. Right-click anywhere in the **Outline** panel and choose **Collapse**→**Collapse All**.
 6. Right-click anywhere (except on text) in the **Outline** panel and choose **Expand**→**Expand All**.
 7. Right-click anywhere in the **Outline** panel and choose **Collapse**→**Collapse All**.
 8. 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.
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 the following 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.
6. Save your presentation and then choose **File**→**Close** to close it.

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 want and you simply want to copy the formatting. 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. However, a more efficient way to change the font color is to first 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."

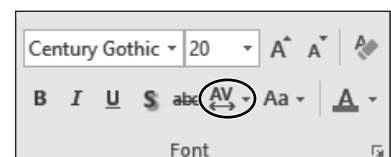
☰ Home→Font→Bold **B** | **Ctrl**+**B**

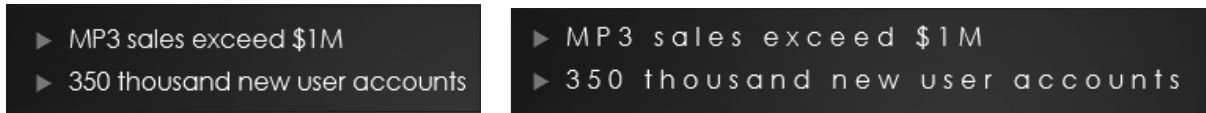
☰ Home→Font→Underline U | **Ctrl**+**U**

☰ 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.

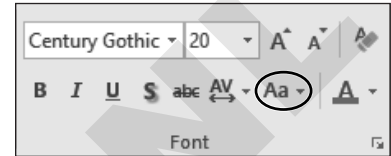




The same slide with no character spacing (left) and a large amount of character spacing applied (right)

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 <code>Your Text Will Look Like This</code> , Toggle Case will change it to <code>yOUR tEXT wILL LOOK LIKE tHIS</code> .



DEVELOP YOUR SKILLS: P2-D5

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

1. Open **P2 -D5 -WordOutline** from the **PowerPoint Chapter 2** folder and save it as **P2 -D5 -WordOutlineRevised**.
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).
6. Choose **Home**→**Font**→**Increase Font Size**  to increase the font size to **24**.
7. Choose **Home**→**Font**→**Bold** .

8. Choose **Home**→**Font**→**Shadow** .
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 different font sizes.
11. Set the font size to **96**.
12. Click **96** in the **Home**→**Font**→**Font Size menu button** ▼.
13. Type **115** and tap .
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-D6

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

1. Save your file as **P2-D6-WordOutlineRevised**.
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.
6. Save and close your presentation.

Setting Paragraph Alignment




In time, you will be able to eye a presentation and notice if 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.

Purpose	Button	Example
Left-align		This text has been left-aligned. Notice how the left edge is in a straight line, but the right edge appears jagged. This is most noticeable with multiple lines of text.
Center		This text has been center-aligned. Notice how the text on both lines is balanced and centered.
Right-align		This text has been right-aligned. Notice how the right edge is in a straight line.
Justify		This text has been justified. Notice how the text is spaced to maintain straight lines on the left and right. This is most noticeable when there are multiple lines of text.

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

DEVELOP YOUR SKILLS: P2-D7

In this exercise, you will reformat a slide.

1. Open **P2-D7-Contact** from your **PowerPoint Chapter 2** folder and save it as **P2-D7-ContactRevised**.
2. If necessary, scroll down; select the **Contact Us** slide (slide 5).
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.
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. Click anywhere inside the email address to paste the formatting so that its font size is increased to 32.
10. Save your presentation.

Using the Slide Sorter

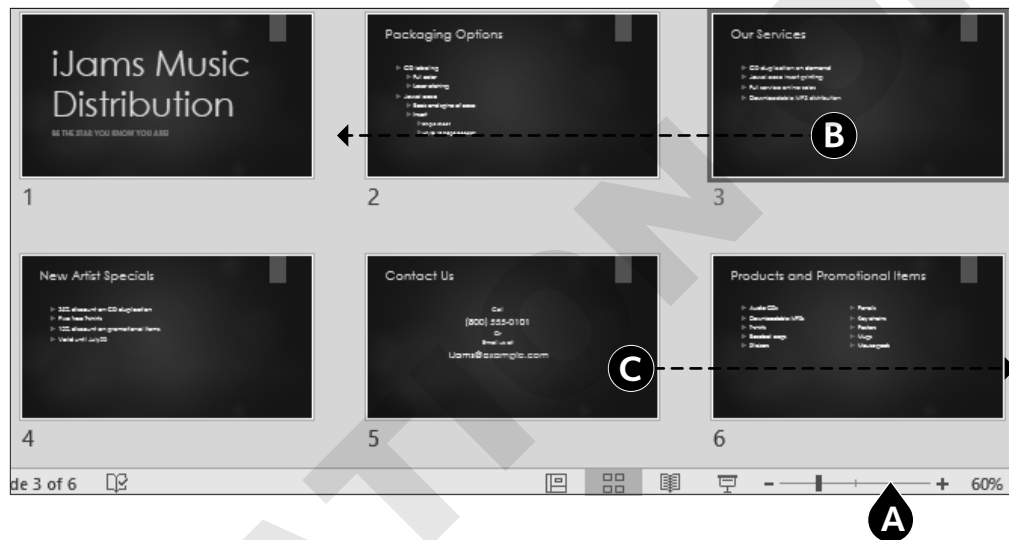
Up until now, you've been working in Normal view, which is good for manipulating a handful of slides. However, as your presentation grows to more slides than are visible in Normal view, you will want to explore the function of Slide Sorter view.


PowerPoint's Slide Sorter view is used to rearrange, as well as remove and add, 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-D8

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

1. Save your file as **P2-D8-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.

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

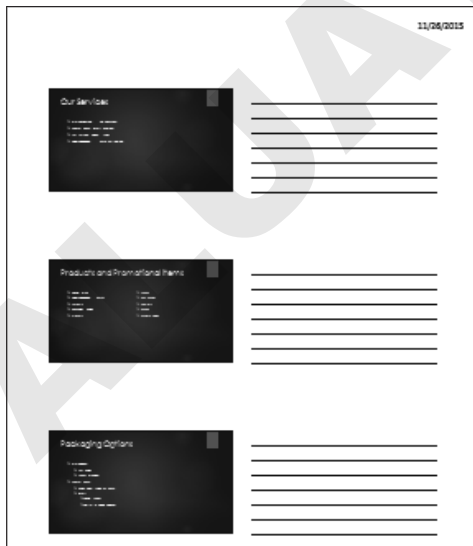
If you have customized your Quick Access toolbar to display the Quick Print icon, you may find it tempting to just click it. However, before this becomes a habit, know that a click of this button sends the entire presentation to the current printer, whether or not you want to make adjustments. If you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



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

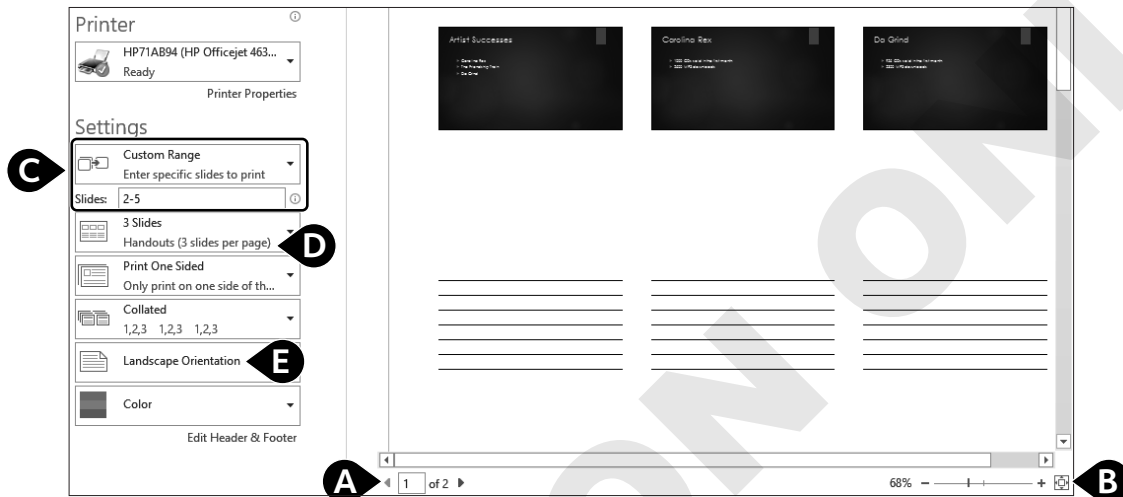


Handout with six slides per page

DEVELOP YOUR SKILLS: P2-D9

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

1. Open **P2-D9-Handouts** from your **PowerPoint Chapter 2** folder.
2. Choose **File**→**Print**.
3. Follow these steps to examine the print options:



- A Click the right arrow a few times to flip through slides and then click 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 black and white.
 - C Specify to print a **Custom Range** of slides and type **2 - 5** in the range box.
 - D Choose **Handouts**→**3 Slides**. Changing this option to anything other than Full Page Slides causes the Orientation option to appear between the Collated and Color options.
 - E Change this option to **Landscape Orientation**.
4. 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. Options that you can set on the handout master, which affect all printed handout sheets, are summarized below.

View the video “Handout Masters.”

≡ View→Master Views→Handout Master

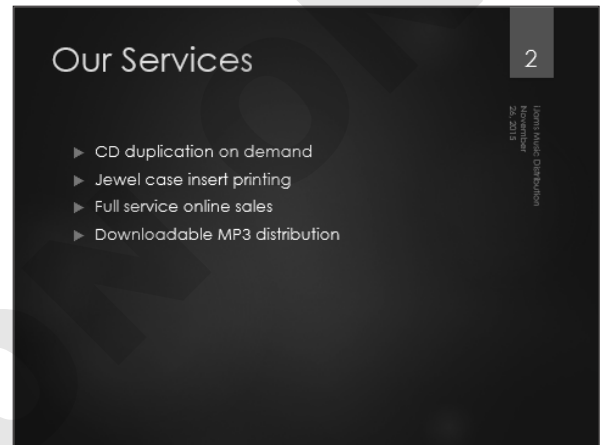
≡ Handout Master→Close→Close Master View

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.




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 current date/time 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.

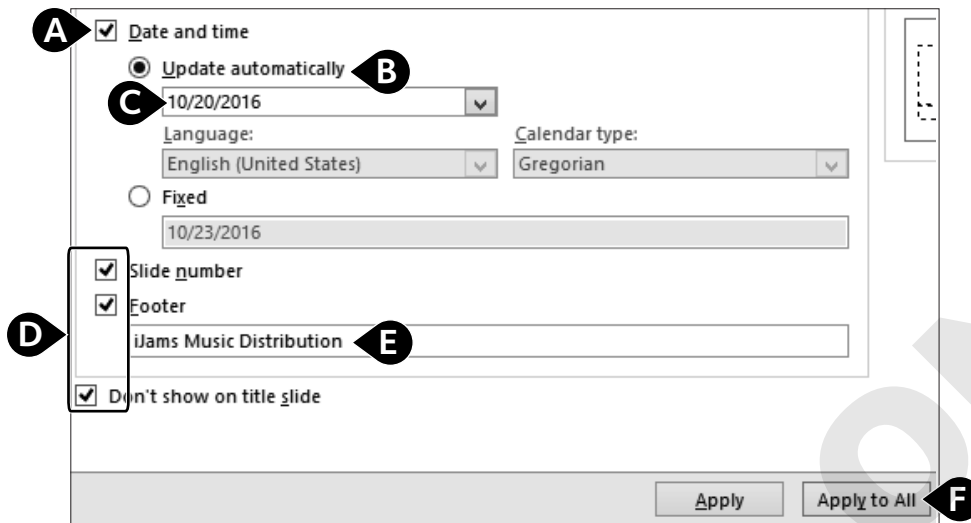
☰ Insert → Text → Header & Footer 

DEVELOP YOUR SKILLS: P2-D10

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

1. Save the presentation as **P2-D10-HandoutsRevised**.
2. Choose **View** → **Presentation Views** → **Normal**.
3. Choose the **Our Services** slide (slide 2).
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, if necessary.
 - C** Choose the date format shown here from the menu, if necessary.
 - D** Place checkmarks in these three option boxes.
 - E** Type **iJams Music Distribution** as the footer text.
 - F** Click **Apply to All**.
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.

Self-Assessment

Check your knowledge of this chapter's key concepts and skills by completing the Self-Assessment. The answers to these questions can be found at the back of this book.

1. You can add new slides to a presentation directly from the Outline panel. True False
2. Slides in the Outline panel can be collapsed to reduce visual clutter. True False
3. You cannot delete a slide while in Slide Sorter view. True False
4. In Slide Sorter view, you can drag and drop slides to rearrange them. True False
5. PowerPoint allows you to change both the horizontal spacing between letters and the vertical spacing between paragraphs. True False
6. Making a change to the handout master for one layout does not affect the other handout layouts. True False
7. Using Copy and Paste is the preferred and most efficient method for copying text within a slide True False
8. Slides deleted from the Outline panel cannot be restored with Undo. True False
9. Paragraph alignment can be used to increase space between lines to improve readability. True False
10. Footers always appear at the bottom of slides. True False
11. Miguel needs to specify print options before actually printing. He clicks the Quick Print button in the Quick Access toolbar, and his presentation prints without giving him any options. What did he do wrong?
 - A. Nothing. His design theme has no user-configurable print options.
 - B. Nothing. His printer does not support PowerPoint's print options.
 - C. He should have double-clicked the Quick Print button to display the print options.
 - D. The Quick Print button bypasses the print options. He needed to display the Print tab in Backstage view to access the print options.
12. What does character spacing refer to?
 - A. The horizontal space between characters
 - B. The vertical space between lines
 - C. The indentation of characters from the left margin
 - D. The centering of characters between the margins
13. Sylvia is trying to add a footer to the bottom of her slides, but they are appearing on the side instead. What is she doing wrong?
 - A. In the Footers dialog, she needs to check the box for Display at Bottom.
 - B. She needs to apply a Slide Footer, not a Handout Footer.
 - C. She mistakenly applied a Slide Header.
 - D. She's not doing anything wrong; footer placement is determined by the design theme.

EVALUATION ONLY

POWERPOINT 2016

Adding Graphics and Animation

In this chapter, you will enhance a presentation that currently includes only text. You will use pictures to add interest to the presentation, drawing objects to add spark, and slide transitions to “bring the presentation to life.”

LEARNING OBJECTIVES

- Add pictures, screenshots, and shapes to a presentation
- Remove backgrounds and apply artistic effects to slide images
- Add transition effects to a slide show

CHAPTER TIMING

- Concepts/Develop Your Skills: 1 hr 30 mins
- Self-Assessment: 20 mins
- Total: 1 hr 50 mins

PROJECT: ADDING EYE CANDY

The iJams presentation is evolving nicely. However, you know you will have to add some pizzazz to it if iJams is to contend with its competitors. Although you have created an error-free, technically perfect presentation, you can see that something is definitely missing! You decide that, if used sparingly, pictures and animation will enhance the presentation.

Working with Online Pictures

You can search for and insert pictures from the Internet directly from within PowerPoint. Adding pictures will help you emphasize key points and add polish to the presentation as a whole.

Microsoft uses the term *pictures* to refer to a range of graphic elements, including clip art and photographs. The term *clip art* is an industry-standard term referring to pre-drawn artwork that is added to computer documents. Searching for pictures from within PowerPoint displays results including both clip art and photographs.

Obeying Copyright Law

As per U.S. copyright law, it is illegal to use copyrighted pictures without the express consent of the copyright owner. This means you cannot simply search the Internet and use any picture you happen to find, as that picture may be protected by copyright. However, PowerPoint uses the Bing search engine to search for pictures online and by default displays only pictures licensed under Creative Commons, meaning you can use these pictures freely in your presentations.



Point to any picture in the search results to display its source information and size.

Clicking this button causes PowerPoint to display all results—even those that are copyrighted and therefore illegal to use without express permission.

Using Text and Object Layouts

PowerPoint creates slides with different layouts, such as slides with titles only and slides with titles and text. These slide layouts allow you to easily create slides with a standardized title and bulleted text. Many of PowerPoint's layouts, including the Title and Content layout and the Two

Content layout, provide placeholders for titles, text, and various types of content including tables, charts, pictures from the Internet or your computer, organizational charts, and videos.



Some slide layouts include a group of six icons.

The Pictures icon inserts an image from your computer.

The Online Pictures icon opens the Insert Pictures search dialog box.

SLIDE INSERT SHORTCUTS					
Icon	What It Does	Icon	What It Does	Icon	What It Does
	Inserts a table		Inserts a chart or graph		Inserts a SmartArt graphic
	Inserts a picture from your computer		Opens the Online Pictures dialog box		Inserts a video clip from your computer or online

Deleting Placeholder Text

You may decide to replace all text on a slide with a graphic. Deleting all text inside a placeholder results in the slide displaying its six default insert icons, making it easy to insert a picture or other objects.



When all the text inside a placeholder is deleted...

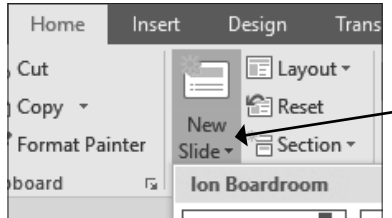


...the six insert icons reappear.

DEVELOP YOUR SKILLS: P3-D1

In this exercise, you will get a slide ready to accept a picture.

1. Start PowerPoint. Open **P3-D1-Animation** from the **PowerPoint Chapter 3** folder and save it as **P3-D1-AnimationRevised**.
2. Select the **Our Services** slide from the Slides panel.
3. Choose **Home**→**Slides**→**New Slide menu button** ▼. Be sure to click the bottom half of the New Slide button so the menu displays.





4. Select the **Content with Caption** layout.
5. In the Title placeholder, type **Our Recent Success**.
6. In the text box beneath the title, type:
Top of the Rock [Enter]
Excellence in Service to Musicians [Enter]
League of Electronic Music Distributors
7. Select the text *Top of the Rock* and choose **Home**→**Font**→**Font Size menu button** ▼→**24**.
8. Choose **Home**→**Font**→**Bold**.
9. Select the text *League of Electronic Music Distributors*.
10. Choose **Home**→**Font**→**Italic**.
11. Click in the large text placeholder at the right and type:
Many successes [Enter]
Record-breaking sales
12. Click inside the text box, if necessary, to display its dashed border.
13. Click the dashed border to select the text box.
14. Tap [Delete].
15. Save your presentation.



Searching for Pictures with the Insert Pictures Search Window

The Insert Pictures search window lets you search for pictures on the Internet using the Bing search engine. You can also search Facebook, Flickr, and other sites if you are signed in to your Microsoft account.




View the video “The Insert Pictures Search Window.”

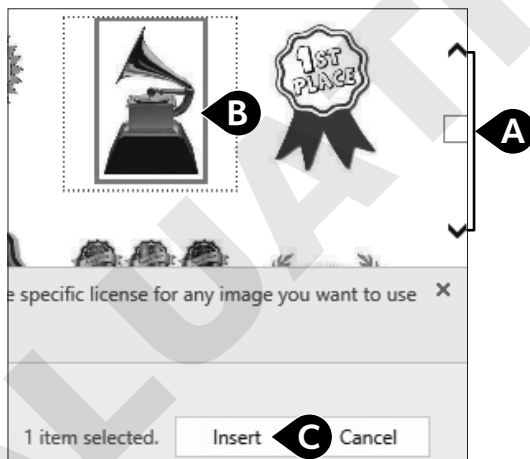
☰ Insert a picture from an online source: Insert→Images→Online Pictures  or click Online Pictures  on the slide

☰ Insert a picture from your computer: Insert→Images→Pictures  or click Pictures  on the slide

DEVELOP YOUR SKILLS: P3-D2

In this exercise, you will insert a picture to add visual interest to a slide.

1. Save your file as **P3-D2-AnimationRevised**.
2. On the **Our Recent Success** slide, click the **Online Pictures**  icon to open the Insert Pictures search window.
3. Type **award** in the Bing Image Search box and tap **Enter**.
4. Follow these steps to insert a picture on the slide:



- A Scroll until you find any award picture you like. Your results may differ from the figure.
 - B Click the desired picture to select it.
 - C Click **Insert**.
5. Save the presentation.

Moving, Sizing, and Rotating Objects

When you click an object (such as a picture), sizing handles and a rotate handle appear. You can easily move, size, and rotate the selected object so that it fits perfectly on the slide.

You can resize objects to be wider or taller than their original size to better fit a slide's contents. If you want to maintain the original picture proportions, take care to drag the handles in the four corners of the picture only. Similarly, you can rotate a picture by dragging the rotate handle, which looks like a circular arrow, left or right. Rotating a picture sets it at an angle.

Objects can be moved around the slide as you like. When moving, it's not necessary to select the object first, though. Hovering the mouse pointer over the picture will change it to a four-headed arrow. That arrow means the object is ready to be moved.



View the video "Manipulating Objects."

Stacking Objects

Sometimes when you insert a picture, it overlaps text or some other object(s). You can change the stacking order of objects, such as pictures and shapes, by moving them forward or backward.



If an object is covering text...



...send it behind the text.

☰ Move by one object at a time: Picture Tools→Format→Arrange→Send Backward or Bring Forward

☰ Move to front/back: Picture Tools→Format→Arrange→Send Backward menu button ▼→Send to Back or Bring Forward menu button ▼→Bring to Front

DEVELOP YOUR SKILLS: P3-D3

In this exercise, you will manipulate a picture, sizing and moving it to place it on the slide.

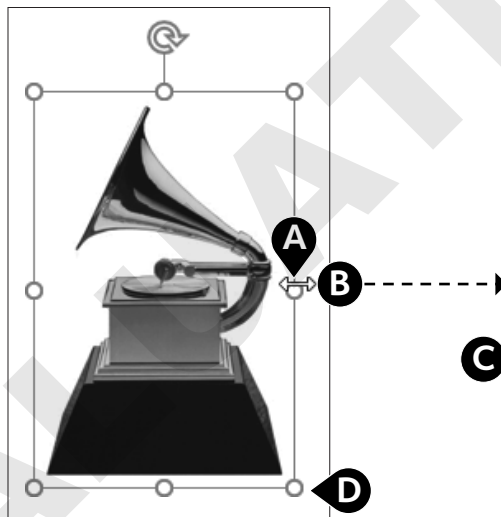
1. Save your file as **P3-D3-AnimationRevised**.

2. Follow these steps to rotate the picture:



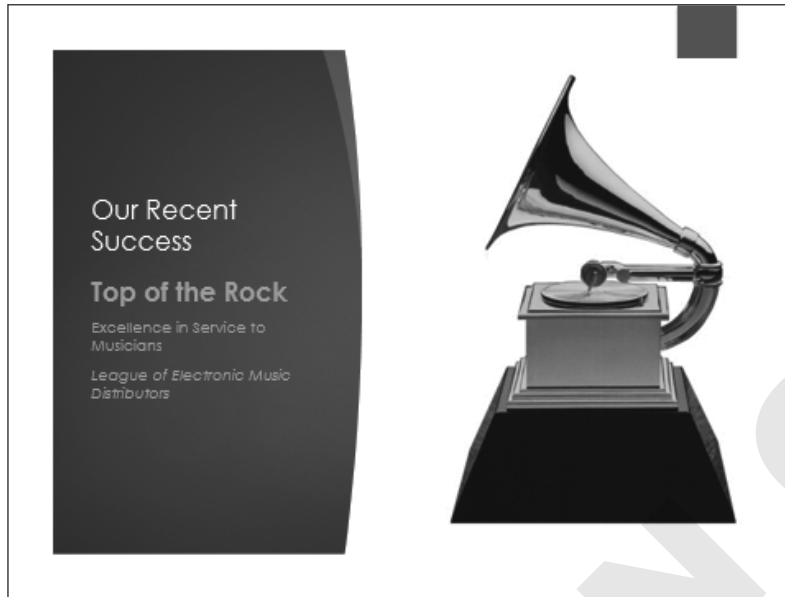
- Ⓐ Point to the rotate handle until the insertion point changes to a circular arrow.
- Ⓑ Press the left mouse button and drag slowly to the right. Release the mouse button after the image has rotated about 90 degrees.
- Ⓒ Choose **Quick Access Toolbar**→**Undo**.

3. Follow these steps to resize the picture:



- Ⓐ Point to the handle on the right side so the insertion point becomes a double-headed arrow.
- Ⓑ Press the left mouse button and drag right until the image is twice as wide as the original and stretched too wide.
- Ⓒ Choose **Quick Access Toolbar**→**Undo**.
- Ⓓ Point to a bottom-right corner handle so the mouse becomes a double-headed arrow and drag to enlarge the image proportionately to your liking.

4. Point to the image itself (not the border or a resize handle) until the pointer becomes a four-headed arrow. Drag so the image is centered next to the bar of text.



5. Save your presentation.


Formatting Pictures

After your picture is on the slide, use the various groups on the contextual Format tab to add effects or align your picture. You can add borders, drop shadows, or bevels, or rotate your picture in 3-D from the Picture Styles group on the Format tab. Other groups on this tab allow you to align, flip, crop, or perform basic image-editing tasks.

☰ Picture Tools → Format → Picture Styles

DEVELOP YOUR SKILLS: P3-D4

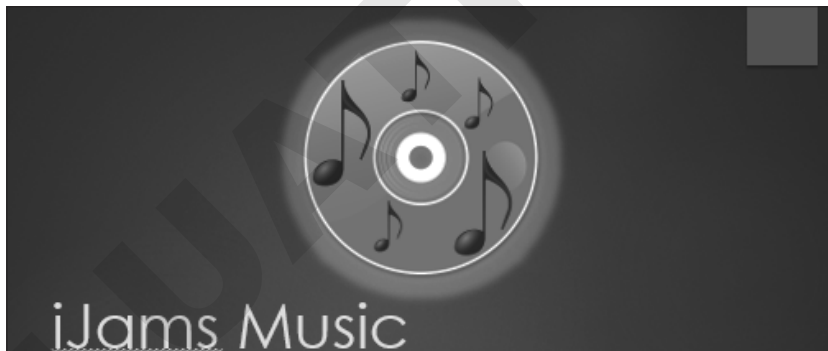
In this exercise, you will work with the Ribbon to insert and format a music-related picture on your slide.

1. Save your file as **P3-D4-AnimationRevised**.
2. Display the title slide.
3. Choose **Insert** → **Images** → **Online Pictures** .
4. Type **music cd** in the Bing Image Search box and tap **Enter**.
5. Scroll through the results. When you find a suitable picture, select it and click **Insert**.

- Click the picture on the slide to display its border, drag the corner handles to resize the picture proportionally, and then drag the picture to fit in the space above the text. Be sure the picture does not overlap the text.



- Choose **Picture Tools**→**Format**→**Arrange**→**Align menu button ▼**→**Align Center**.
- Make sure the picture displays handles to indicate that it is selected and then choose **Picture Tools**→**Format**→**Picture Styles**→**Picture Effects menu button ▼**.
- Roll your insertion point over several of the items in the Picture Effects gallery to view a Live Preview of each effect.
- Choose **Format**→**Picture Styles**→**Picture Effects**→**Glow**→**Gold, 18 pt Glow, Accent Color 3**.
- If necessary, resize and move your image so it doesn't overlap the text.



- Save your presentation.

Adding Other Graphics

Sometimes you just can't find that perfect picture through PowerPoint's online search. Often you can incorporate more unique and personal imagery if you take your own pictures or download professional photographs from a commercial website. PowerPoint includes tools and features to make the most of your pictures, including the ability to remove a background and add artistic effects.

Removing a Background

Many times a photograph contains more than what you need. In the past, it was necessary to use a graphics-editing program to remove the background or other unwanted elements. PowerPoint includes a feature that allows you to remove backgrounds with just a few clicks. When removing a background, the original picture is not harmed, because PowerPoint works on a copy of the picture embedded in the slide. Additionally, nothing is actually removed from the picture. PowerPoint just hides areas of the picture that you mark to be removed. The hidden areas can always be made visible again. You can adjust the settings of the removal tool at any time after the background's initial removal using the Mark Areas to Keep and Mark Areas to Remove commands, so there is no need to worry about getting it perfect on your first try.



The Background Removal tool overlays in purple the areas to be removed.



With just a few clicks, the background can be removed.

☰ Picture Tools → Format → Adjust → Remove Background 

DEVELOP YOUR SKILLS: P3-D5

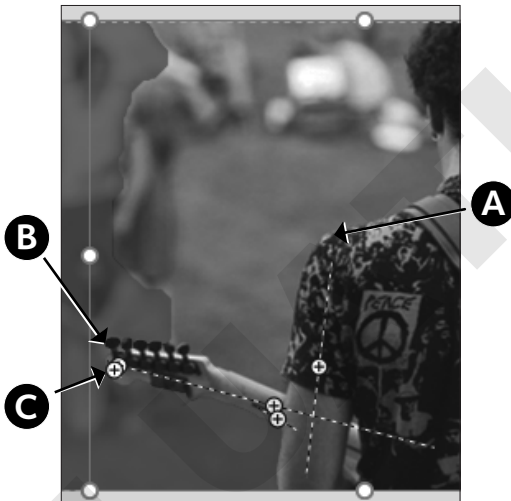
In this exercise, you will insert a picture and remove the background.

1. Save your file as **P3-D5-AnimationRevised**.
2. Scroll down the Slides panel, if necessary, and select the **Artist Successes** slide.
3. Choose **Insert** → **Images** → **Pictures**.
4. Navigate to your **PowerPoint Chapter 3** folder, select the **P3-D5-Guitarist** picture, and click **Insert**.
5. Drag the picture up so its top snaps to the top of the slide.
6. Drag the bottom-left corner handle down and left until the bottom of the picture snaps to the bottom of the slide.
7. Choose **Picture Tools** → **Format** → **Adjust** → **Remove Background**.
8. Drag the top-right handle of the rectangular box inside the picture so it snaps to the top-right corner of the picture.

9. Drag the bottom-left handle of the rectangular box down and right so the entire guitar is inside the box and the bottom border snaps to the bottom of the picture.

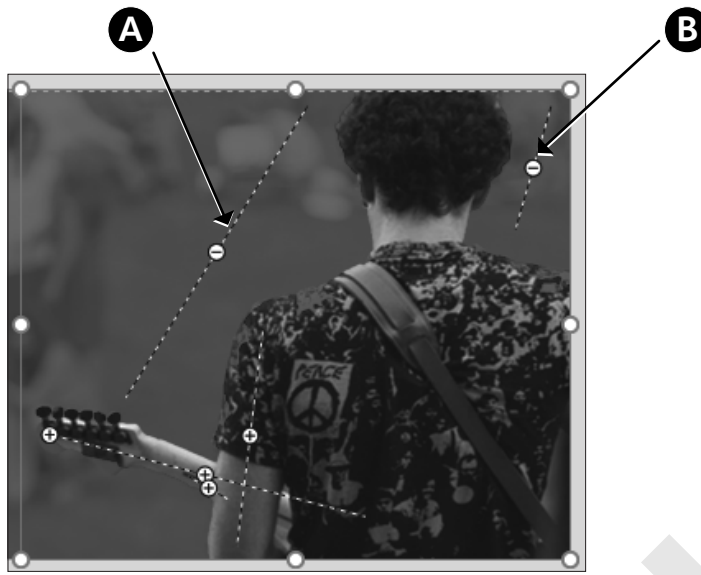


10. Choose **Background Removal**→**Refine**→**Mark Areas to Keep**.
11. Follow these steps to adjust the overlay:



- A** Point to the top of the left shoulder and drag down to the bottom of the elbow to tell PowerPoint not to remove this area.
B Point to the left edge of the guitar and drag right to keep this area.
C Drag over any other purple on the guitarist or the guitar.
12. Choose **Background Removal**→**Refine**→**Mark Areas to Remove**.

13. Follow these steps to define areas to be removed:



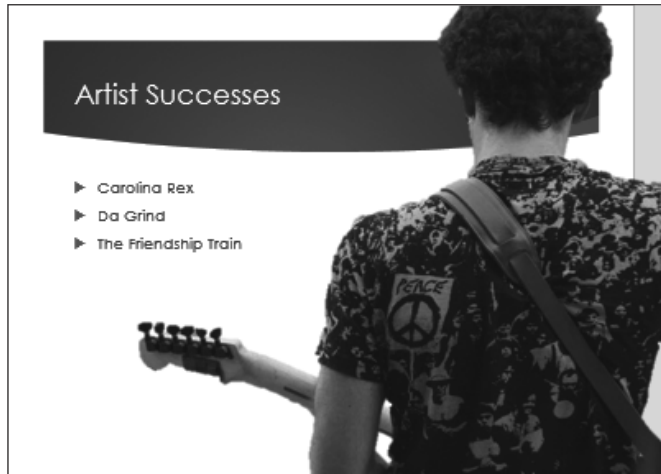
- A Drag over the background to tell PowerPoint to remove this area.
- B Drag over this section to remove it as well.



14. Choose **Background Removal**→**Close**→**Keep Changes**.

15. Drag the image to the right so that the red ribbon at the top of the slide is covered by the picture.

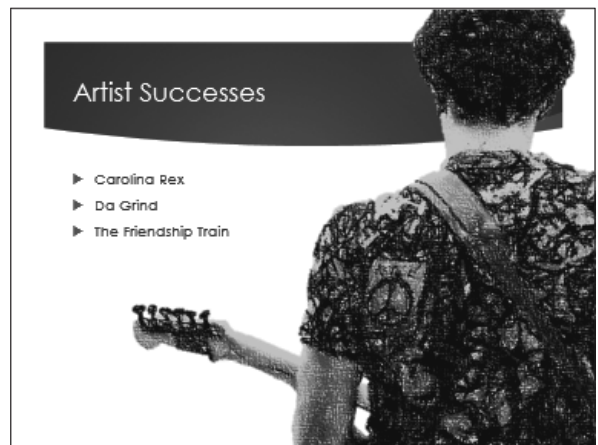
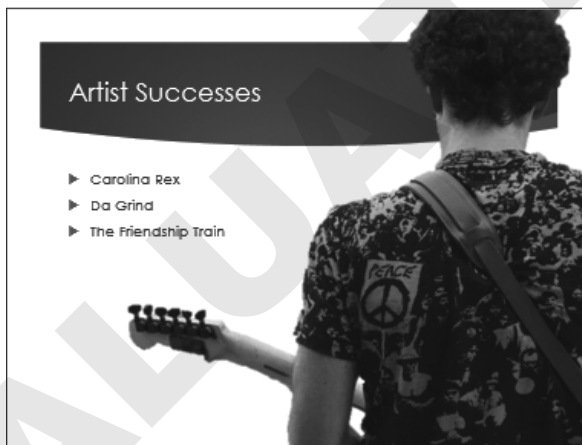
16. If your slide doesn't resemble the figure, choose **Picture Tools**→**Format**→**Adjust**→**Remove Background** to adjust the overlay.




17. Save your presentation.

Applying Artistic Effects

PowerPoint includes artistic effects that can be applied to pictures, making photographs look like pencil sketches, cement, or pastels. Additionally, pictures can be recolored to create a color cast that blends with your theme.



No effects have been applied. Pencil Sketch and Recolor effects have been applied.

☰ Picture Tools→Format→Adjust→Artistic Effects 

DEVELOP YOUR SKILLS: P3-D6

In this exercise, you will apply artistic effects to a picture to enhance its visual appeal.

1. Save your file as **P3-D6-AnimationRevised**.
2. If necessary, select the picture on the sixth slide, **Artistic Successes**.
3. Choose **Picture Tools**→**Format**→**Adjust**→**Artistic Effects menu button** ▼.
4. Point to several effects to see how they change the picture on the slide. Notice that a ToolTip appears when you point to an effect, indicating its name.
5. Select the **Pencil Grayscale** effect.
6. Choose **Picture Tools**→**Format**→**Adjust**→**Color**.
7. Point to several color adjustments to see how they change the picture on the slide.
8. Select the **Recolor**→**Teal, Accent Color 5 Light** adjustment.
9. Save your presentation.

Inserting a Screenshot

You may want to include a picture of something on your computer screen, such as a program window or web page, in a presentation. PowerPoint's Screenshot tool lets you insert a picture of any open window or program or drag on your screen to define an area to insert. You can insert either a full program or folder window, or take a screenshot of a portion of a window.




View the video "Adding Screenshots from Other Applications."

☰ Insert→Images→Screenshot  menu button ▼

Working with Shapes

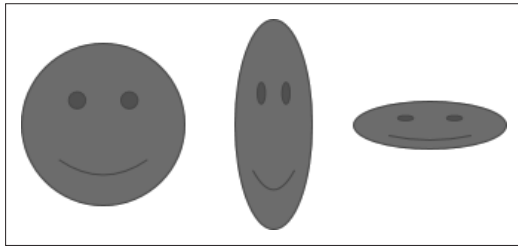
PowerPoint offers more than 150 shapes that you can add to your slides. You can use these shapes to build your own custom flowcharts, mathematical equations, speech and thought bubbles, or other designs. Shapes can even include text—and they are all preformatted to match a slide's theme.

☰ Insert→Illustrations→Shapes 

Stretching a Shape

You can stretch shapes to make them wider/narrower or taller/shorter. All shapes are preformatted with a specific ratio of width to height, so stretching a shape can sometimes make

it appear unbalanced. Whenever possible, you should maintain the original aspect ratio, as a distorted shape makes a slide appear amateurish.



The original proportions are balanced (left), but stretching the shape may cause it to look distorted and amateurish.

Adding Text to a Shape

You can easily add text to a shape, but the text does not automatically resize itself to fit nicely. Text will, however, automatically wrap to the next line, so there is no need to tap as you type.



Text automatically wraps to the next line but does not automatically get smaller to fit inside the shape. You may need to adjust the text size to get it to fit.

Formatting Shapes and Shape Text

While shapes and the text they contain are automatically formatted to match the slide's theme, you may want a more exciting look such as a drop-shadow or 3-D effect. Adding a Shape style or WordArt style can make your shape graphics really pop.

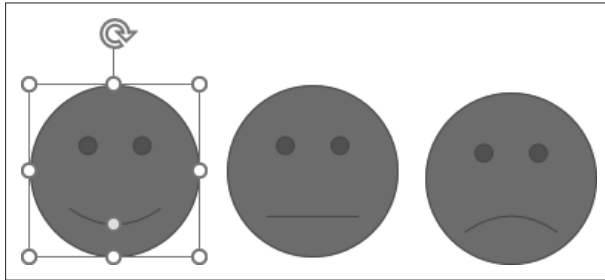


This is the original shape and text.

Here, a Shape style and a WordArt style have been applied to the shape and text.

Shape Variations

When selected on a slide, some shapes display a yellow handle that you can use to change the shape's properties. For example, you can change the Smiley Face shape to a frown.



Dragging the yellow handle generates shape variations.

Merging Shapes

If you need a shape that PowerPoint doesn't offer, you can merge shapes to generate your own custom shape. The benefit of this is that your new custom shape has a single outline and truly looks like a single shape rather than several overlapped shapes.

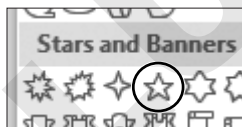


View the video "Custom Shapes."

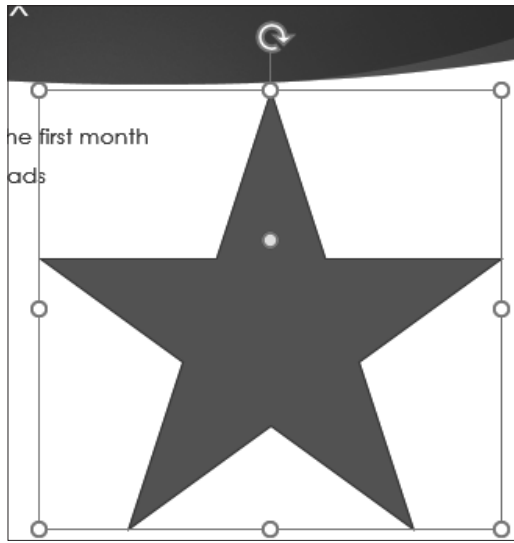
DEVELOP YOUR SKILLS: P3-D7

In this exercise, you will use a shape to emphasize important slide text.

1. Save your file as **P3-D7-AnimationRevised**.
2. Display the seventh slide, **Carolina Rex**.
3. Choose **Insert** → **Illustrations** → **Shapes** menu button ▼ → **Stars and Banners** → **5-Point Star**.



4. Hold **Shift** as you drag on the slide to create a star shape that fills most of the white area to the right of the text. Make sure the shape does not extend into the top colored part of the slide.

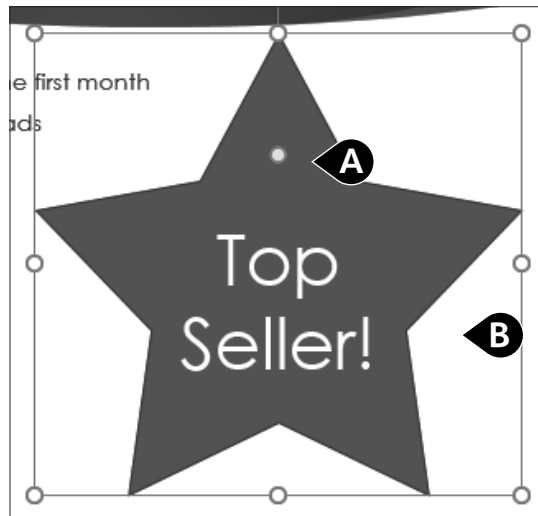


5. Type **Top Seller!** in the shape.



6. Click the dashed border of the shape so it turns solid.
7. Choose **Home**→**Font**→**Font Size menu button ▼**→**54**.

8. Follow these steps to change the shape of the star and make the text fit nicely:



- Ⓐ Drag the yellow handle up a little bit to change the shape of the star.
 - Ⓑ Try to match your star shape to the figure. You may have to drag the yellow handle up or down.
9. Choose **Drawing Tools**→**Format**→**Shape Styles**→**More** ▾→**Theme Styles**→**Intense Effect – Purple, Accent 6**.
 10. Choose **Drawing Tools**→**Format**→**WordArt Styles**→**More** ▾→**Fill – White, Outline – Accent 5, Shadow**.
 11. If necessary, change the size of the star shape so the text fits on two lines.
 12. Save your presentation.
-

Working with Slide Transitions

A slide transition is the animation between slides. Used properly, these transitions can add zest and excitement to your presentation and provide a distinct breaking point between slides. PowerPoint includes many transitions that are often used in video production, such as 3-D rotations and other animated effects.

View the video “Slide Transitions.”

Creating Transitions in Slide Sorter View

Most of the time, you will want to apply the same transition to the entire presentation. Maintaining a consistent transition style looks more professional (less haphazard) and is less distracting for the audience. Using the Slide Sorter view is a quick and easy way to apply

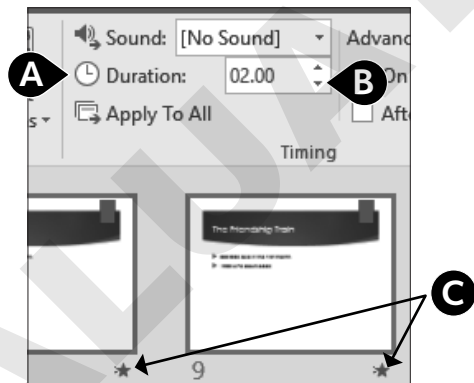
transitions, as you can see all slide thumbnails at the same time. You can apply transitions to a single slide, multiple slides, or all slides in a presentation. Transitions animate the change from one slide to another, not individual elements of the slide. The Transitions tab on the Ribbon contains commands to apply transitions, as well as sound, duration, and other options.

☰ Transitions→Transition to This Slide

DEVELOP YOUR SKILLS: P3-D8

In this exercise, you will apply a transition to all slides except the title slide to make the slide show more interesting.

1. Save your file as **P3-D8-AnimationRevised**.
2. Choose **View**→**Presentation Views**→**Slide Sorter**.
3. Press **[Ctrl] + [A]** to select all slides.
4. **[Ctrl]** + click on the **first slide** to remove it from the selection.
5. Choose **Transitions**→**Transition to This Slide**→**More** ▾ and locate the *Exciting* group.
6. Click **Vortex** to apply the transition to all selected slides.
7. Tap **[Esc]** to stop the transition previews.
8. Choose **Transitions**→**Transition to This Slide**→**Effect Options** menu button ▼→**From Top**.
9. Tap **[Esc]** to stop the transition previews.
10. Follow these steps to change the transition duration:



- A Locate the **Transitions**→**Timing**→**Duration** setting.
- B Click the down button repeatedly to set the duration to **02.00**.
- C Notice the star icons indicating a transition effect for the slides.

11. Choose **Slide Show**→**Start Slide Show**→**From Beginning**.
12. Click the mouse button to advance to the next slide.
13. Continue to click the mouse button until you reach the end of the presentation and the Slide Sorter window reappears.
14. Save your presentation and exit PowerPoint.

Self-Assessment

Check your knowledge of this chapter's key concepts and skills by completing the Self-Assessment. The answers to these questions can be found at the back of this book.

1. If you add text to a slide, you cannot also add pictures. True False
2. When inserting a screenshot, you can insert only entire windows, not portions of a window. True False
3. You apply transitions to individual objects on slides. True False
4. Stacking means one object overlaps onto another on a slide. True False
5. To apply a transition to multiple slides, you must use Normal view. True False
6. You can resize a picture by dragging any of the handles around its border. True False
7. Screenshots can ONLY be taken of something in a PowerPoint presentation and cannot be taken in other applications. True False
8. When searching for pictures with the Insert Pictures search window, you can search Office.com and Google Images without signing in to your Microsoft account. True False
9. You CANNOT add text directly to an oval shape; you must use the Text Box shape to add the text. True False
10. You can enhance pictures by adding shadows, bevels, and other effects directly from PowerPoint. True False
11. Which of the following actions can be performed on pictures placed on slides?
 - A. Rotation
 - B. Sizing
 - C. Moving
 - D. Both sizing and moving
 - E. Rotation, sizing, and moving

(continued)

12. When using the Background Removal tool, what do the areas covered in purple indicate?



- A. Areas that are permanently deleted
 - B. Areas that are retained but hidden on the slide
 - C. Areas that will show on the slide
 - D. Areas that will be extracted to a new file
13. Which of the following transition features can be controlled through the Ribbon?
- A. The style of the transition
 - B. The duration of the transition
 - C. The direction of the transition
 - D. The style of the transition, the duration of the transition, and the direction of the transition
14. What can transitions be applied to?
- A. A single slide
 - B. Multiple slides
 - C. All slides
 - D. Any of these options

EVALUATION ONLY

POWERPOINT 2016

Adding Multimedia to Presentations

Sound and movies can enhance a slide show to the point that a presentation is more than just information—it's entertaining. PowerPoint makes the development of “infotaining” presentations quick and easy. In this chapter, you will work with PowerPoint's media features to enhance your presentations.

LEARNING OBJECTIVES

- Add audio to a presentation
- Acquire and add video to a presentation
- Edit movies and add movie effects
- Loop a presentation endlessly

CHAPTER TIMING

- Concepts/Develop Your Skills: 2 hrs
- Self-Assessment: 20 mins
- Total: 2 hrs 20 mins

PROJECT: ADDING MULTIMEDIA TO THE PRESENTATION

iJam annually donates to a variety of charities, including animal rescue charities and young musician scholarships. You have been charged with creating a few new presentations that will play in a kiosk in the lobby at iJam's main office. They will showcase the animals and young musicians who have benefited from iJam's generosity. You want the presentations to be entertaining and engaging, but you also need them to run by themselves with no human physically clicking through the slides. You decide to add audio and video to the presentations so that each presentation will run unattended.

Working with Multimedia

Multimedia, also called rich media, includes video and audio that can enhance a presentation. A photographer delivering a presentation may play a soundtrack of classical music while the slides display a gallery of wedding photos. A presentation used to train employees may have a spoken narration playing throughout the slide show to explain company policy. A summer camp director giving a presentation to prospective families may include videos of camp activities. Multimedia may be incorporated so simply as to play an audible click when navigating to subsequent slides during a presentation. Although multimedia can add excitement to your presentation, it can become overwhelming and distracting if used in excess.

Types of Multimedia

PowerPoint lets you add a variety of multimedia types to your presentation, including the following:

- **Audio:** This includes short sound effects such as a click or creaking door, as well as entire songs or narration soundtracks. Most users will be familiar with MP3 or WAV sound files.
- **Video:** This can include home movies from your smartphone, a camcorder, or downloaded videos from the Internet. PowerPoint does not let you create the video itself. You will need to create your video file in advance.

Linked Media Files

Most multimedia files exist as separate files that are saved outside your presentation but that are linked to it. However, when a linked multimedia file is moved or renamed, it will not play during the presentation. Therefore, it is recommended that you store the presentation and all linked media files in the same folder—and don't change the names of the multimedia files after they have been linked. Then you can easily copy all the files in the presentation folder to other media, such as a USB drive or CD, to share with people.

Organizing Media with Subfolders

If you have many linked multimedia files, you may decide to keep your files organized in subfolders rather than having all your files at the same level within a single folder. This makes it easier to find and launch your presentation and find any multimedia files you may need to edit.




When all files are in the same folder, finding the one you need may be difficult.



Organizing your files by type in subfolders makes it easy to find what you want when you want it.

DEVELOP YOUR SKILLS: P4-D1

In this exercise, you will create folders in which to store your various types of multimedia files.

1. Close all programs and folder windows so that only your Windows 10 Desktop is showing.
 2. Click the **File Explorer**  icon on the Windows taskbar and then maximize the **File Explorer** window.
 3. Navigate to the **PowerPoint Chapter 4** folder and choose **View**→**Layout**→**Medium Icons**.
 4. Choose **Home**→**New**→**New Folder**.
 5. Type **Audio** as the folder name and tap **[Enter]**.
 6. Repeat steps 4–5 to create a second folder named **Video**.
 7. Click the **P4-A1-TransportationNarration.mp3** file to select it.
 8. Hold down **[Ctrl]** as you click these files to add them to the selection:
 - **P4-A3-Invites.mp3**
 - **P4-D2-bach-bwv813.mp3**
 - **P4-R1-Castle.mp3**
 - **P4-R1-Cheer.wav**
 - **P4-R1-Library.mp3**
 - **P4-R1-Lunch.mp3**
 - **P4-R1-Makeup.mp3**
 - **P4-R3-AudioBenefits.mp3**
 9. After all nine audio files have been selected, release **[Ctrl]**.
 10. Drag any one of the selected audio files onto the **Audio** folder to move all nine selected files into that folder.
 11. Click the **P4-A2-Band.mp4** file to select it.
 12. Hold down **[Ctrl]** as you click these files to add them to the selection:
 - **P4-D7-Classical.mpg**
 - **P4-R2-ZeroPower.mp4**
 - **P4-R3-Video.mp3**
 13. After all four video files have been selected, release **[Ctrl]**.
 14. Drag any one of the selected video files onto the **Video** folder to move all four selected files into that folder.
 15. Close the folder window.
-

Using Audio in Presentations

You have many options for acquiring audio to use in a presentation. Popular sources include the following:

- Searching for audio on your computer with the Audio on My PC command on the PowerPoint Ribbon
- Ripping audio from a CD
- Downloading an audio file from the Internet
- Recording your own narration directly in PowerPoint or with your own software

Audio File Types

Only audio files with a file type supported by PowerPoint may be added to a presentation. There are many types of audio formats, and PowerPoint supports the most popular ones. The following table lists the file types you can insert into a presentation.

SUPPORTED AUDIO FILE TYPES		
File Type	Filename Extension	When to Use
AIFF audio file AU audio file	.aiff .au	Use as an alternative to WAV.
MIDI file	.mid, .midi	Use when computerized reproductions of instrumental music are desired. Use when instrumental music is needed and small file size is important.
MP3 audio file Windows Media audio file	.mp3 .wma	Use for music ripped from a CD or recorded narration. Example: A song that plays across slides throughout the entire presentation.
Advanced Audio Coding— MPEG-4 audio file	.m4a, .mp4	Use as an alternative to MP3.
Windows audio file	.wav	Use for small sound bites that are a few kilobytes in size. Example: A click sound or door-slam effect.

Adding Audio to a Presentation

Adding audio to a slide places a small speaker icon on the slide. This icon can be hidden from view during a slide show, or it can function as a start/stop button for the sound. When you insert audio onto a slide, you have the option to play the sound automatically after the slide loads or when you click the audio icon on the slide.

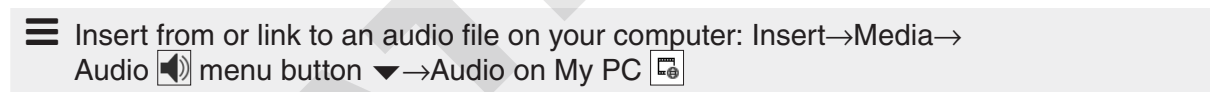
Inserting and Linking

Audio files can be either inserted (embedded) or linked. When inserted, the audio file is embedded in and becomes absorbed by the presentation file, causing the size of the presentation file to increase. When linked, it remains a separate file and does not increase the file size of the presentation. The following table compares the pros and cons of each method.

INSERTING VS. LINKING		
	Inserting	Linking
Increases file size of presentation	Yes	No
Can move, rename, or delete audio file without breaking the presentation	Yes	No
Audio file size limit	Must be under 100 KB	Unlimited size



A slide with a speaker icon, indicating audio has been added to the slide



DEVELOP YOUR SKILLS: P4-D2

In this exercise, you will insert an audio clip from your computer. You must have speakers connected to the computer with the volume turned up to hear the audio.

1. Start PowerPoint and make sure the app window is maximized.
2. Open **P4-D2-Beneficiaries** from the **PowerPoint Chapter 4** folder and save it as **P4-D2-BeneficiariesRevised**.
3. Choose **Insert**→**Media**→**Audio menu button** ▼→**Audio on My PC**.
4. Navigate to your **PowerPoint Chapter 4\Audio** folder, select **P4-D2-bach-bwv813.mp3**, and click **Insert**.
5. Drag the speaker icon to the top of the slide so that nothing overlaps the text.
6. Choose **Slide Show**→**Start Slide Show**→**From Beginning**.
7. Move your mouse until the white mouse pointer arrow appears.

8. Move your mouse pointer over the speaker icon so the mouse pointer turns into a pointing finger and then click the speaker icon on the slide.



9. Tap **[Esc]** to end the slide show.
10. Save your presentation.

Configuring Audio Options



When you add audio to a slide, you can choose to play the audio automatically or when clicked. If you choose to play the audio automatically, there is little reason to display the speaker icon on the slide because you no longer need to click it to play the audio. PowerPoint lets you hide the speaker icon in addition to setting a few more options.



View the video “Audio Options.”

Configuring Audio Styles

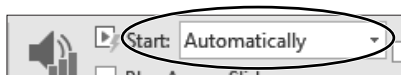
PowerPoint includes two Audio Styles shortcut buttons that automatically set audio options. These buttons are simply time-savers that set options for you in one click.

CONFIGURING AUDIO STYLES	
Button	Settings Made Automatically
No Style 	<ul style="list-style-type: none"> ■ Start is set to On Click ■ Play Across Slides is disabled ■ Loop Until Stopped is disabled ■ Hide During Show is disabled
Play in Background 	<ul style="list-style-type: none"> ■ Start is set to Automatically ■ Play Across Slides is enabled ■ Loop Until Stopped is enabled ■ Hide During Show is enabled

DEVELOP YOUR SKILLS: P4-D3

In this exercise, you will configure the sound to play automatically and hide the speaker icon.

1. Save the presentation as **P4 -D3 -BeneficiariesRevised**.
2. Click the speaker icon on the slide.
3. Choose **Audio Tools**→**Playback**→**Audio Options** and set the Start option to **Automatically**.



4. Choose **Audio Tools**→**Playback**→**Audio Options** and place a check in the **Hide During Show** box.
5. Choose **Slide Show**→**Start Slide Show**→**From Beginning**.
6. Move your mouse until the white mouse pointer arrow appears and notice that the speaker icon does not appear.
7. Click anywhere on the slide to advance to the next slide.
8. Tap **[Esc]** to end the slide show and return to Normal view.
9. Save your presentation.

Linking Audio

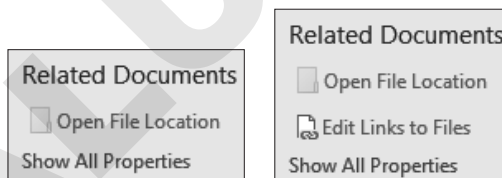
Linking media files instead of embedding them keeps the file size of the presentation smaller, which is good if you need to email the presentation to someone. However, the linked media must remain in the same location (the same folder) relative to the PowerPoint file, or the presentation won't be able to find the media to play it during a slide show.


Whether you choose to embed or link media is largely personal preference. While linking maintains a smaller presentation, embedding is often less problematic.

DEVELOP YOUR SKILLS: P4-D4

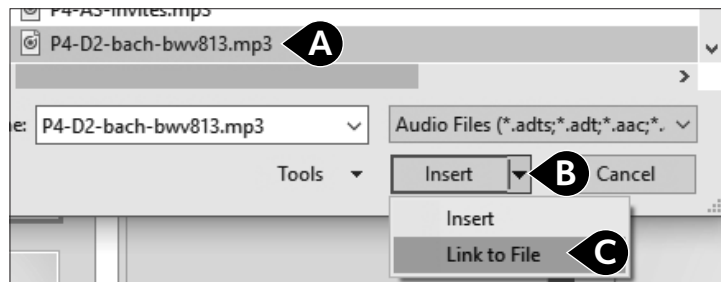
In this exercise, you will determine whether a sound is embedded or linked. You will then purposefully break the link to a linked file to see what happens when you attempt to play the presentation. Finally, you will repair the link and confirm that the media file plays.

1. Save the presentation as **P4-D4-BeneficiariesRevised**.
2. Choose **File**→**Info**.
3. Locate the *Related Documents* section at the bottom of the right column of Backstage view and note the absence of a link to Related Documents.

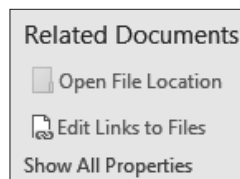


4. Click **Back**  to exit Backstage view.
5. If necessary, choose the first slide from the slides panel.
6. Click the speaker icon on the slide and tap **[Delete]** to delete the embedded audio file.
7. Choose **Insert**→**Media**→**Audio menu button** ▼→**Audio on My PC**.
8. Browse to your **PowerPoint Chapter 4\Audio** folder.

9. Follow these steps to link to, rather than embed, the audio file:

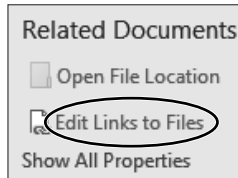



- Ⓐ Click once on **P4-D2-bach-bwv813.mp3**.
 - Ⓑ Click the **Insert** menu button ▼.
 - Ⓒ Choose **Link to File**. The audio file is linked and is set to play On Click by default.
10. Drag the speaker icon to the top of the slide so it doesn't overlap any text.
11. Choose **File**→**Info**.
12. Locate the *Related Documents* section at the bottom of the right column of Backstage view and notice that the *Edit Links to Files* link exists, indicating there are now linked files.



13. Click **Back** ⏪ to exit Backstage view.
14. Choose **Slide Show**→**Start Slide Show**→**From Beginning**.
15. Move your mouse until the mouse pointer white arrow appears.
16. Point at the speaker icon on the slide and then click the **Play** button on the control bar.
17. Tap **[Esc]** to end the slide show and return to Normal view.
18. Minimize PowerPoint.
19. Navigate to your **PowerPoint Chapter 4\Audio** folder and locate the **P4-D2-bach-bwv813.mp3** file.
20. Right-click the **P4-D2-bach-bwv813.mp3** file and choose **Rename**.
21. Follow the appropriate instruction to rename the file:
- If the filename displays as P4-D2-bach-bwv813 (no file extension), rename the file **P4-D2-bach**.
 - If the filename displays as P4-D2-bach-bwv813.mp3, rename the file **P4-D2-bach.mp3**, taking care not to delete or duplicate the *.mp3* filename extension.
22. Maximize PowerPoint and choose **Slide Show**→**Start Slide Show**→**From Beginning**.
23. Move your mouse until the mouse pointer white arrow appears.

24. Point at the speaker icon on the slide and then click the **Play** button on the control bar and notice that the audio file does not play.
25. Tap **[Esc]** to end the slide show and return to Normal view.
26. Choose **File**→**Info** and click **Edit Links to Files**.



27. Click the link to **P4-D2-bach-bwv813.mp3** and then click **Change Source**.
28. Navigate to your **PowerPoint Chapter 4\Audio** folder, select **P4-D2-bach**, and click **Open**.
29. Click **Close** to close the Links dialog box.
30. Click **Back**  to exit Backstage view.
31. Choose **Slide Show**→**Start Slide Show**→**From Beginning**.
32. Move your mouse until the mouse pointer white arrow appears.
33. Point at the speaker icon on the slide and then click the **Play** button on the control bar.
34. Tap **[Esc]** to end the slide show and return to Normal view.
35. Save and close the presentation.

Using Video in Presentations

Similar to audio, PowerPoint allows you to insert online video or a video file from your computer. Online videos include videos located on your Microsoft OneDrive cloud storage, YouTube, or other websites, provided you have the embed code.

Embed code is HTML code (web programming code) usually provided by the website on which the video is housed. If a website provides embed code for you to copy and paste, you can use it in PowerPoint. If the website does not provide embed code, you will not be able to use that video in PowerPoint.

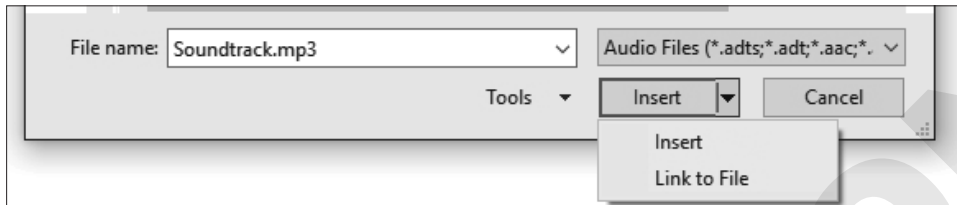
Using Online Videos


You must be careful when adding any kind of media—pictures, audio, or video—to a presentation. Not all media found with an Internet search is free to use. PowerPoint may let you search YouTube for media, but that's not a guarantee that you are legally allowed to use the media clip. It is safest to research the license of any media you want to use and then verify that it is in the public domain (free to use), royalty free (absent of royalty or license fees), or carries the Creative Commons license (free to use and share). Finding this information is not always easy and usually involves determining the owner of the media.

☰ Insert→Media→Video  menu button ▼→Online Video  | Insert Video 

Using Video from Your Computer

You can create your own full-motion video movie files by using the video camera built into a smartphone and video-editing software such as the free Windows Movie Maker available for Windows or third-party software such as Studio made by Pinnacle (<http://www.pinnaclesys.com>). You can also download videos from the Internet. As with audio, you can either insert (embed) or link to a video. You indicate to PowerPoint whether you're linking or embedding by choosing the applicable option from the Insert menu within the Insert Video window.




☰ Insert→Media→Video  menu button ▼→Video on My PC

NEW!
2016

Using Screen Recordings


New to PowerPoint 2016 is the ability to record video of your screen. This is helpful if you want to show a software demo or demonstrate how to use a particular website. Screen recordings are embedded in the presentation and are not saved as external files.

☰ Insert→Media→Screen Recording 

☰ **Windows**+**Shift**+**Q** to stop recording

DEVELOP YOUR SKILLS: P4-D5

In this exercise, you will add a video from an existing external file.

1. Open **P4-D5-Scholarship** from the **PowerPoint Chapter 4** folder and save it as **P4-D5-ScholarshipRevised**.
2. Choose **Home**→**Slides**→**New Slide** and type **Scholarship Recipient** as the title.
3. Click the **Insert Video**  icon on the slide and then click **Browse**.
4. Navigate to your **PowerPoint Chapter 4\Video** folder, select the **P4-D6-Classical.mpg** video movie file, and click **Insert**.
5. Choose **Slide Show**→**Start Slide Show**→**From Beginning**.
6. Click anywhere to advance to the next slide.
7. Move your mouse around until the mouse pointer becomes visible.
8. Point at the video to display the control bar at the bottom and click the **Play** button.
9. Point at the video again to display the control bar and use the **Play/Pause** button to pause or resume the video.
10. When the video ends, tap **Esc** to return to Normal view.
11. Save your presentation.

Editing Videos

PowerPoint offers the ability to edit videos. While PowerPoint is not meant to replace a full video-editing suite, it offers basic editing functions. You can trim the start and end of a video (cut off the beginning or the end) and have it fade in or out. You can edit audio the same way. Any audio or video editing you perform in PowerPoint has no effect on the actual media file. The editing affects only how PowerPoint plays the media; therefore, the edits are nondestructive.



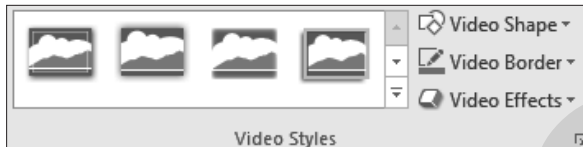
View the video “Trimming Videos.”

☰ Video Tools→Playback→Editing

Applying Video Effects

PowerPoint also offers the ability to apply video styles. Using the Video Styles gallery, you can easily format a video much like pictures.

☰ Video Tools→Format→Video Styles



You can choose a predefined style from the Video Styles gallery or create your own custom effect by using the Video Shape, Video Border, or Video Effects menus.



Slides can be spiced up with a simple Video Style.

DEVELOP YOUR SKILLS: P4-D6

In this exercise, you will edit a video. You will then apply a Video Style.

1. Save the presentation as **P4 -D6 -ScholarshipRevised**.
2. Select the second slide, if necessary, and click the video to select it.
3. Choose **Video Tools**→**Playback**→**Editing**→**Trim Video**.
4. Ensure that your speakers are turned on and click the **Play** button. As soon as you hear the popping sound stop, click the **Pause** button.
5. If necessary, drag the blue playhead back to the start of the video and repeat step 4 until you can identify when the popping stops.



6. As the popping stops at about 1 second, drag the green trim control to the right until the number above it indicates that you are at about the 1-second mark. It doesn't have to be perfect, but should be close to 1 second.

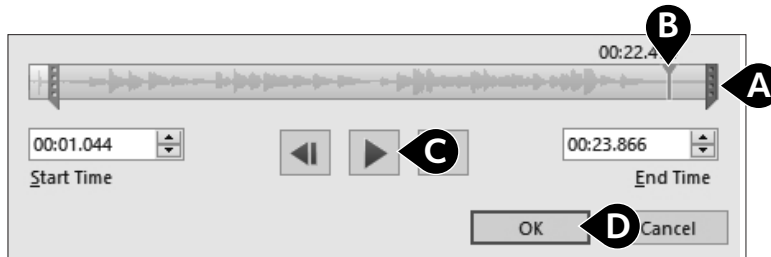


7. Follow these steps to listen to the end of the video:



- A Click here toward the end of the video to set the playhead.
- B Click **Play** and listen for the pop. Notice that the pop occurs at the very end.

8. Follow these steps to trim the end of the video:



- A** Drag the red trim control slightly left to cut off the portion of the video to its right.
 - B** Click here toward the end of the video and to the left of the red trim marker to set the playhead.
 - C** Click **Play** and listen for the pop to check if it has been removed.
 - D** If the pop is still audible, repeat steps A–C. When the pop has been removed, click **OK**.
9. Choose **Video Tools**→**Format**→**Video Styles**→**More** to display the Video Styles gallery.
10. Point at several styles to see them temporarily applied to the video on the slide and then choose **Intense**→**Monitor, Gray**.



- 11. Choose **Slide Show**→**Start Slide Show**→**From Current Slide**.
- 12. Move your mouse until the mouse pointer white arrow appears.
- 13. Point at the video on the slide and then click **Play** on the control bar.
- 14. Tap **[Esc]** to exit the slide show and return to Normal view.
- 15. Save your presentation.

Setting Video Options

Just as with audio, there are several options you can apply to videos on a slide.



View the video “Video Options.”

☰ Video Tools→Playback→Video Options

There is no “wrong” or “right” when configuring these options. They are dependent on personal preference and the needs and expectations of the audience. For example, if your presentation were to play in a trade-show kiosk in a continuous loop to draw in a crowd, you would probably want video and audio to start automatically rather than requiring an icon to be clicked in order to start playback.

At the time of this writing, there is a playback bug in PowerPoint. Even when set to play automatically, online videos from YouTube require you to click them to start.

DEVELOP YOUR SKILLS: P4-D7

In this exercise, you will configure a video to play in full-screen mode.

1. Save the presentation as **P4-D7-ScholarshipRevised**.
 2. Select the **Scholarship Recipient** slide and then select the existing movie there, if necessary.
 3. Choose **Video Tools→Playback→Video Options** and then click to place a checkmark in the **Play Full Screen** box.
 4. Choose **Slide Show→Start Slide Show→From Beginning**.
 5. Navigate to the second slide and move your mouse around until the pointer becomes visible.
 6. Click the video to play it.
 7. Tap **[Esc]** to end the slide show.
 8. Save and close your presentation, and then exit PowerPoint.
-

Self-Assessment

Check your knowledge of this chapter's key concepts and skills by completing the Self-Assessment. The answers to these questions can be found at the back of this book.

1. You can use the popular MP3 format for audio files in your presentation. True False
2. If you change the name of a linked multimedia file, it will still play in your presentation; you just lose the ability to edit the file. True False
3. If you have many multimedia files, it's good practice to store them in a single folder so you can see them all at once. True False
4. You can trim the beginning and ending of both audio and video files in PowerPoint. True False
5. You can show a software demo by recording it and then inserting it as a screen recording. True False
6. An inserted screen recording is saved as an external file and does not become embedded in the presentation. True False
7. Any edits made to a video in PowerPoint are destructive in that they permanently change the original video file. True False
8. You may freely use any video file downloaded from the Internet in your own presentations, because everything on the Internet is assumed to be "free to use." True False
9. When a video ends, you must click an embedded icon to start playing it again. True False
10. You can search for and insert YouTube videos directly from PowerPoint. True False
11. You want to use a song from a CD in your presentation because the lyrics have a special significance. Which file format is most appropriate for the ripped audio?
 - A. MIDI
 - B. MP3
 - C. MPG
 - D. WAV
12. What happens if too many multimedia objects are inserted in a presentation?
 - A. Multimedia becomes distracting to the audience.
 - B. Presentation won't play any of the multimedia.
 - C. Presentation will play only portions of the multimedia.
 - D. Audio multimedia becomes distorted.
13. Which of the following types of multimedia files does PowerPoint not allow you to add to a presentation?
 - A. Movies stored on your smartphone
 - B. Videos stored on a camcorder
 - C. Downloaded videos from the Internet
 - D. Video created in PowerPoint

(continued)

14. Which of the following is NOT true regarding videos used from your computer?
- A. You can embed or insert a link to a video.
 - B. You use the Insert Video window in the Insert menu to choose options for the video.
 - C. You cannot use a video recorded on a smartphone in a presentation.
 - D. You can download videos from the Internet to use for a presentation.

EVALUATION ONLY

Self-Assessment Answer Key

CHAPTER 1: CREATING AND DELIVERING A PRESENTATION

Item	Answer	Page Number
1	True	2
2	False	3
3	False	4
4	True	5
5	False	7
6	True	8
7	False	13
8	False	2
9	False	3
10	True	10, 11
11	C	5
12	B	3
13	D	8
14	C	13

CHAPTER 2: DESIGNING AND PRINTING THE PRESENTATION

Item	Answer	Page Number
1	True	19
2	True	21
3	False	23
4	True	28
5	True	24, 26
6	False	30
7	False	18
8	False	23
9	False	27
10	False	31
11	D	29
12	A	24
13	D	31

CHAPTER 3: ADDING GRAPHICS AND ANIMATION

Item	Answer	Page Number
1	False	40
2	False	48
3	False	52
4	True	40
5	False	52
6	True	40
7	False	48
8	False	39
9	False	49
10	True	42
11	E	40
12	B	68
13	D	76–77
14	D	76

CHAPTER 4: ADDING MULTIMEDIA TO PRESENTATIONS

Item	Answer	Page Number
1	True	60
2	False	58, 63
3	False	58
4	True	67
5	True	66
6	False	66
7	False	67
8	False	65
9	False	70
10	True	65
11	B	60
12	A	58
13	D	58
14	C	66

EVALUATION ONLY

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