FastCourse
Microsoft®
PowerPoint® 2016
Level 2

ALEC FEHL

Asheville-Buncombe Technical Community College

LABYRINTH
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Berkeley, CA

FastCourse Microsoft PowerPoint 2016: Level 2

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POWERPOINT 2016

Adding Charts to a Presentation

A cornerstone of the Microsoft Office suite of programs is the seamless way programs join, or integrate, with one another. For example, in this chapter, you will learn how to place an Excel workbook into a PowerPoint presentation to harness the strength of Excel features in PowerPoint. You'll also use SmartArt to add a beautifully arranged organization chart that is clear, concise, and stylish.

LEARNING OBJECTIVES

- Insert charts to display numerical data
- Link to and use data in an Excel spreadsheet to create a chart
- Format charts and change chart types
- Repair broken links to external documents
- Create SmartArt diagrams

CHAPTER TIMING

- Concepts/Develop Your Skills: 3 hrs
- Self-Assessment: 15 mins
- Total: 3 hrs 15 mins

PROJECT: SECURING A LOAN

As an employee of Green Clean, a janitorial product supplier and cleaning service contractor, you schedule a meeting with the loan committee at Twilight Hollow Bank in hopes of securing a loan to expand the business. You are concerned that you will have to recreate your best Excel workbook of financial projections until you remember that you can simply link the Excel file to the PowerPoint presentation.

Inserting Charts

PowerPoint is an intensely visual application. Although it is often the case that you will be creating presentations that represent concepts or goals, you may also present financial statistics or numerical data. PowerPoint allows you to create charts based on numerical data in a spreadsheet. PowerPoint and Excel will work together to provide you with advanced options to design the chart layout and edit chart data.

Certain chart types are best-suited to display specific types of data.

COMMON CHART TYPES		
Chart Type	**Icon**	**Best used to…**
Column		Show one-time (nonadjacent) results, such as those of a survey, depicted as vertical bars
Bar		Show the same type of results as a column chart, but with horizontal bars
Line		Show continual change over time, such as profit or loss over several months
Pie		Compare a portion or portions to a whole, such as hours spent on various tasks in a single day

☰ Insert→Illustrations→Chart │ Click Insert Chart icon on slide

Embedded Charts

PowerPoint has four layouts (Title and Content, Two Content, Comparison, and Content with Caption) that make inserting new charts simple. Each of these common layouts includes an Insert Chart icon that you can click to insert a new chart. What if your slide doesn't use one of these layouts? You can always insert a chart manually from the Ribbon, no matter what layout your slide uses.
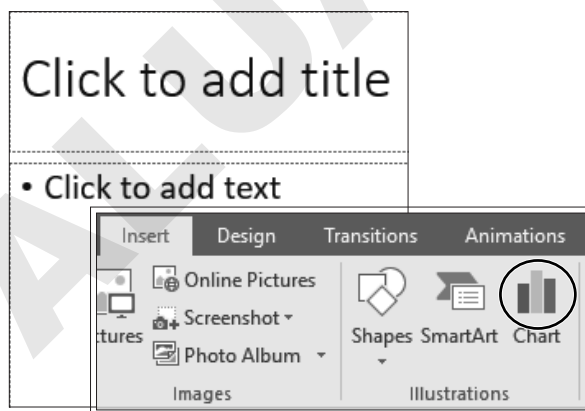
You can insert a chart via the Insert Chart slide icon or from the Ribbon.

Editing Chart Data

When you create a new chart, PowerPoint launches a minimal version of Excel called Chart. A button at the top of the Chart window opens the full version of Excel. This way, you can edit data in a simple interface (Chart) or edit the data directly in Excel and take advantage of Excel's powerful tools for working with numeric data. Don't be confused when you insert a new chart and see data already entered in the spreadsheet window. This is sample data that PowerPoint inserts to get you started; simply replace it with your headings and numbers.

≡ Chart Tools→Design→Data→Edit Data

The data is displayed in the Excel-style Chart interface.

Data can be edited with Excel.

Sample data is prefilled.

A chart as it appears on a PowerPoint slide.

Formatting Charts

After a chart has been inserted, simply click the chart to select it. PowerPoint's Chart tools are displayed in the Ribbon as the Design and Format contextual tabs. You can use these tabs to create, modify, and format your chart without leaving the PowerPoint window.

DEVELOP YOUR SKILLS: P1-D1

In this exercise, you will create a chart inside your PowerPoint presentation and revise the default datasheet with your own custom data.

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

1. Start PowerPoint, open **P1-D1-Chart** from the **PowerPoint Chapter 1** folder, and save it as **P1-D1-ChartRevised**.

2. Choose slide 3, **Our Expansion Plan**.

3. Choose **Home→Slides→New Slide menu button ▼→Two Content**.

4. Type **Year-To-Date Results** as the title.

5. Click in the placeholder box on the left side and add the following bulleted text items, pressing ⌷Enter⌷ after each one except the last:
   - **25% growth rate** ⌷Enter⌷
   - **Positive cash flow** ⌷Enter⌷
   - **Margins increasing**

6. Click the **Insert Chart** ▮▮ icon in the middle of the placeholder box on the right side.

7. Follow these steps to insert a chart from the Insert Chart dialog box:
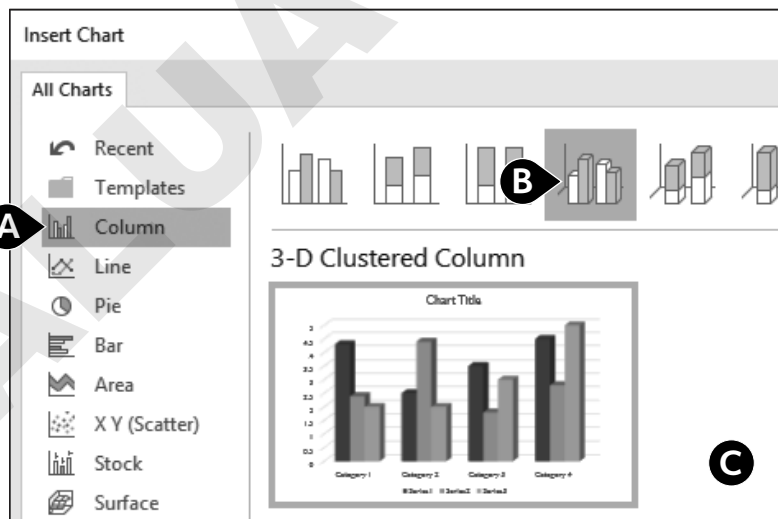
Ⓐ Choose the **Column** category.

Ⓑ Choose the **3-D Clustered Column** chart type.

Ⓒ Click **OK**.

8. Follow these steps to set up the chart datasheet:

Ⓐ Click in **cell A2** (with *Category 1*), type **Q1**, and tap ⎡Enter⎤.

Ⓑ Enter the remaining data shown. Click a cell, type the cell data, and then click another cell.

Ⓒ Point to the left of the bottom row until your mouse pointer turns into an arrow and then click to select the row and tap ⎡Delete⎤.

Ⓓ Close the chart window.

9. Click a blank area of the slide to deselect the chart.
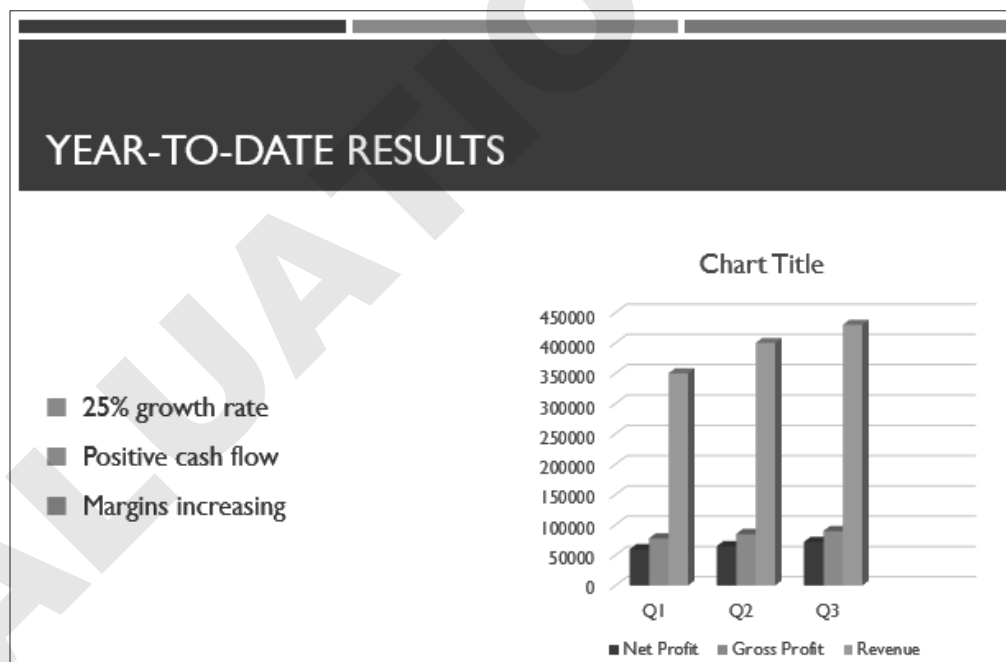
10. Save your presentation.

___

Modifying Charts

After you insert a chart, you can make changes to it as necessary. For example, you can edit the chart data, change the color scheme, and even change to a different chart type. As you would expect, the two Chart Tools contextual tabs on the Ribbon give access to these modification commands.

Chart Size and Color Scheme

Circular sizing handles appear along the chart's border and may be used to drag the chart to the desired size. These handles work just as they do on pictures and other figures on slides. You can size the chart by dragging the sizing handles and position the chart by dragging it to a different location. You can also choose a different layout for the chart from the Design tab under Chart Tools.

≡ Chart Tools→Design→Quick Layout gallery

Changing the Chart Type

Sometimes you may want to change the chart type to better display the data. For example, you might want to switch from a normal bar chart to a 3-D-style bar chart. Or you may want to use a stacked bar chart style if space is limited on the slide. Additionally, you can change the chart's layout and reposition the chart's text components around the chart graphic.
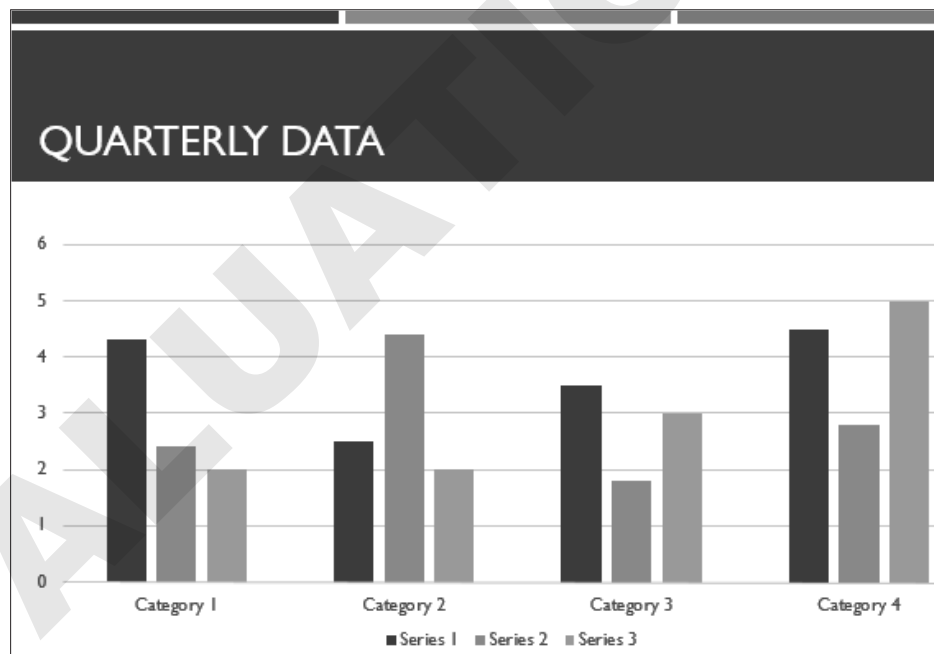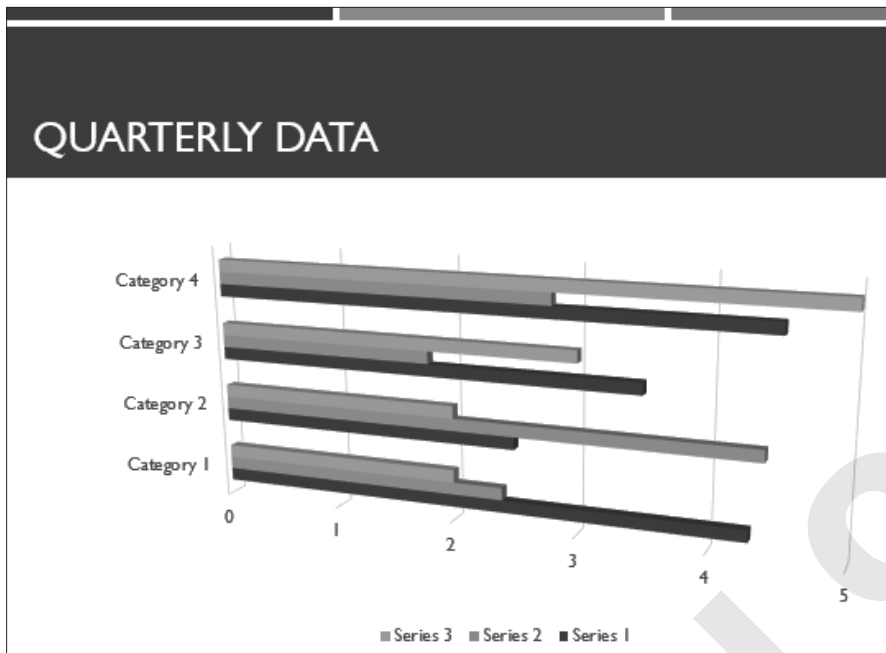
The same chart data first displayed as a clustered column and then as a 3-D clustered bar

≡ Chart Tools→Design→Type→Change Chart Type

DEVELOP YOUR SKILLS: P1-D2

In this exercise, you will modify the chart slide by adjusting its size and editing the chart data.

1. Save your file as **P1-D2-ChartRevised**.

2. Follow these steps to resize the chart:
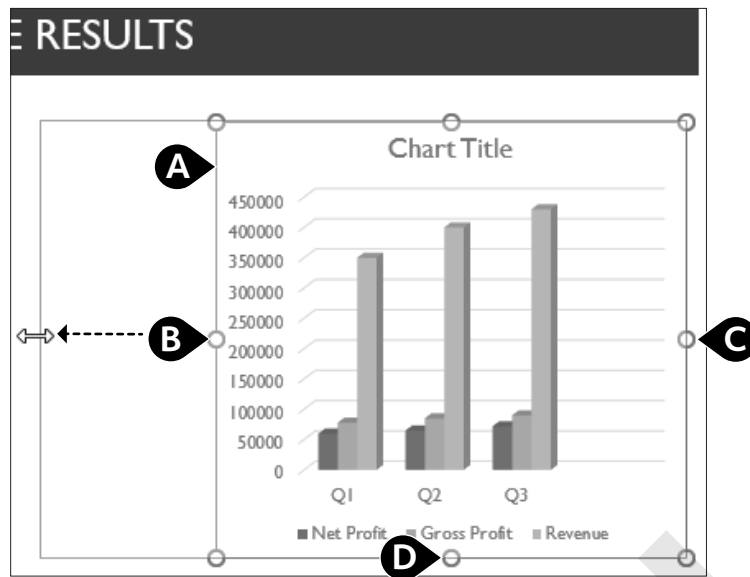
Ⓐ If necessary, click anywhere in the chart to display its border.

Ⓑ Point to the left-center sizing handle until the mouse pointer becomes a double-arrow and then drag left until the chart's left edge is just to the left of the letter *R* in *Results*.

Ⓒ Use the same method to drag the right border until it snaps to the right edge of the slide.

Ⓓ Use the same method to drag the bottom border until it snaps to the bottom edge of the slide.

3. Make sure the chart is still selected and the Chart Tools contextual tabs are visible.

4. Choose **Chart Tools→Design→Data→Edit Data** 📝.

5. Follow these steps to edit the chart:

Ⓐ Click in **cell B2**, type **160000**, and tap ⎡Enter⎤.

Ⓑ Click the remaining numerical cells in **columns B and C** and increase them all by *100,000*, tapping ⎡Enter⎤ after each change.

Ⓒ Point to the bottom square handle of the data border until the mouse pointer becomes a diagonal arrow and then drag up one row to remove the empty row 5 from the data.

Ⓓ Close the chart window.

6. Select the chart, if necessary, to display the Design contextual tab.

7. Choose **Chart Tools→Design→Type→Change Chart Type**.

8. Double-click the **3-D Column** icon.
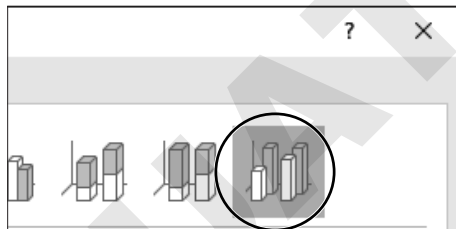
9. Choose **Chart Tools→Design→Chart Layouts→Quick Layout menu button ▼→Layout 3**.

10. Click once on the **Chart Title** placeholder so it displays handles and then tap ⎡Delete⎤.
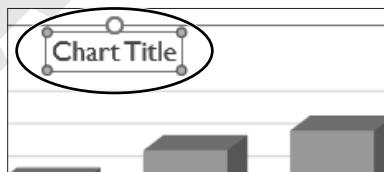
11. Click a blank area of the slide to deselect the chart.
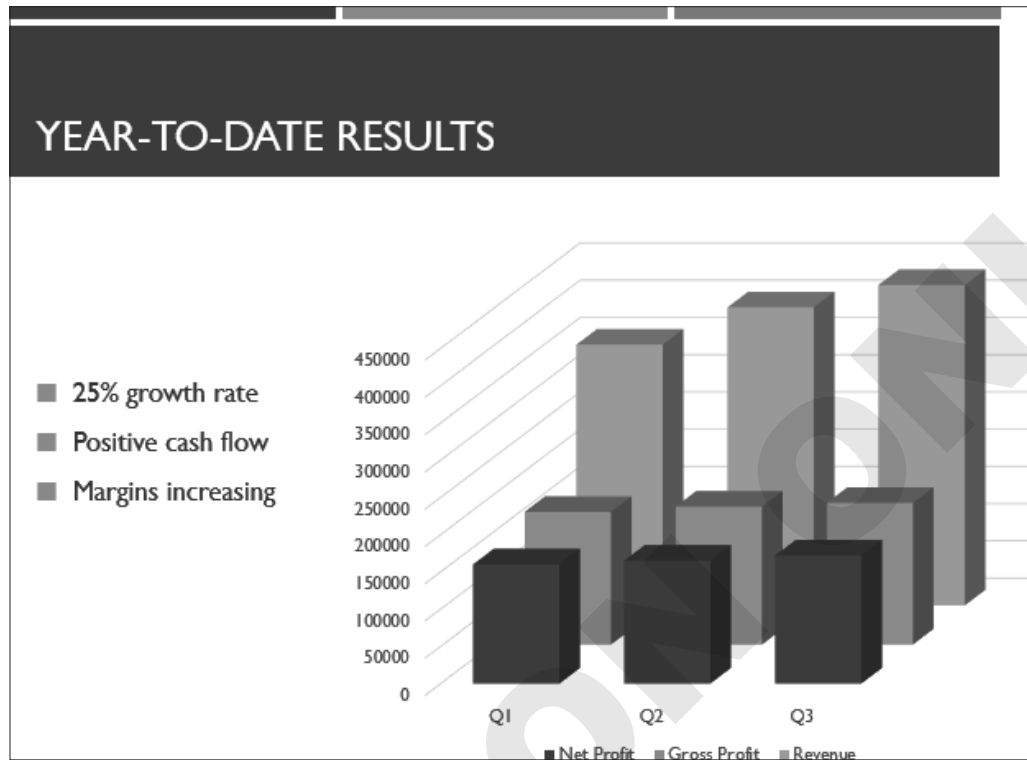
12. Save your presentation.

Changing Chart Style and Color Scheme

You can format your charts with predesigned styles that alter several chart characteristics, including text used as labels, chart color fills, and effects. Additionally, you can change the colors used in a chart to make it stand out from the rest of the slide or just make it easier to see from a distance.

While these changes can be made from the Ribbon, PowerPoint displays three small buttons to the right of a selected chart, allowing you to quickly preview and apply changes to chart elements, style, and even the data being displayed.

This is how the
default chart appears.

Styles and colors can be changed here.
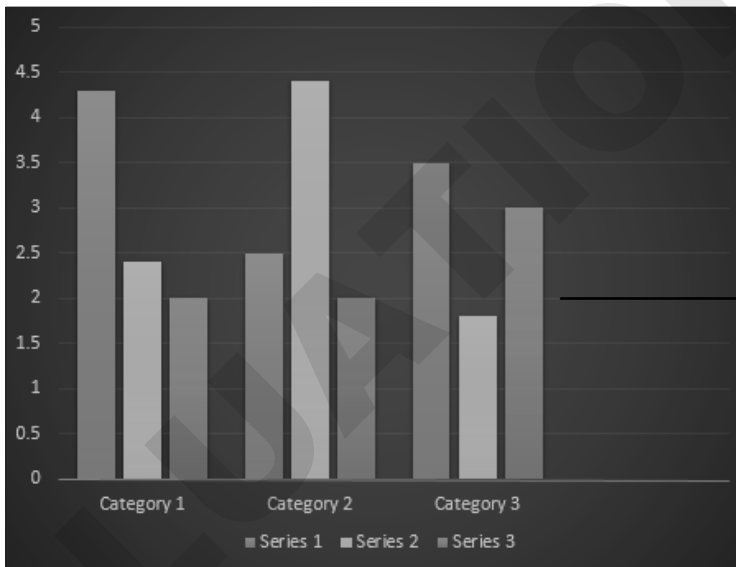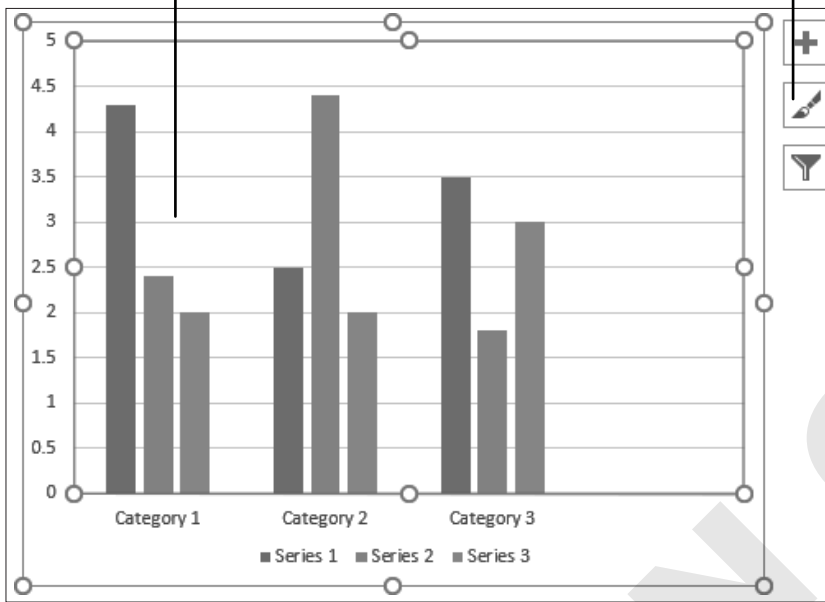
This is the same chart after
the style and color are changed.

CHART BUTTONS		
Button Name	**Icon**	**What It Does**
Chart Elements	➕	Show or hide chart title, axis labels, gridlines, and other chart elements
Chart Styles	🖌	Change a chart style or color scheme
Chart Filter	▼	Filter chart data to display only desired data

≡ Chart Tools→Design→Chart Layouts→Add Chart Element

≡ Chart Tools→Design→Chart Styles

DEVELOP YOUR SKILLS: P1-D3

In this exercise, you will modify the chart elements, style, and color scheme by using the new chart buttons.

1. Save your file as **P1-D3-ChartRevised**.

2. Follow these steps to change the chart's style:
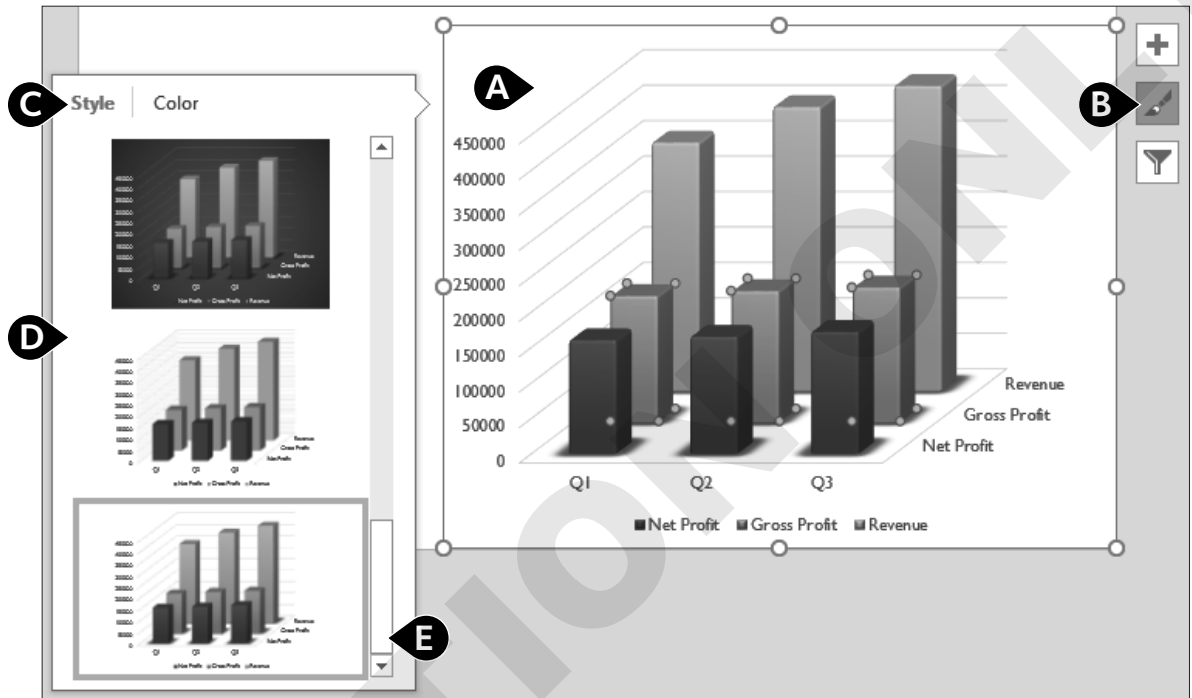
Ⓐ Select the chart, if necessary, to display the chart buttons.

Ⓑ Click the **Chart Styles** button.

Ⓒ Click **Style**.

Ⓓ Point to a few styles to see a preview on the slide.

Ⓔ Scroll to the bottom and click **Style 11**.

3. Follow these steps to change the chart's color scheme:
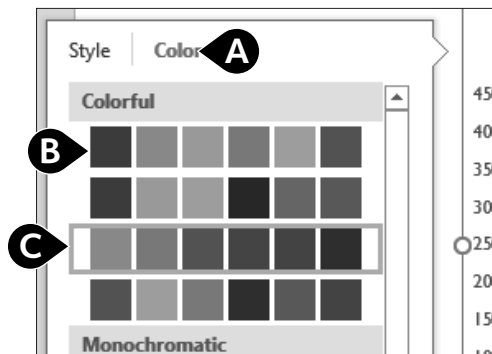
 Ⓐ Click **Color**.

 Ⓑ Point to a few color rows to see a preview on the slide.

 Ⓒ Click the **Color 3** row to apply it.

4. Follow these steps to change the chart's elements:
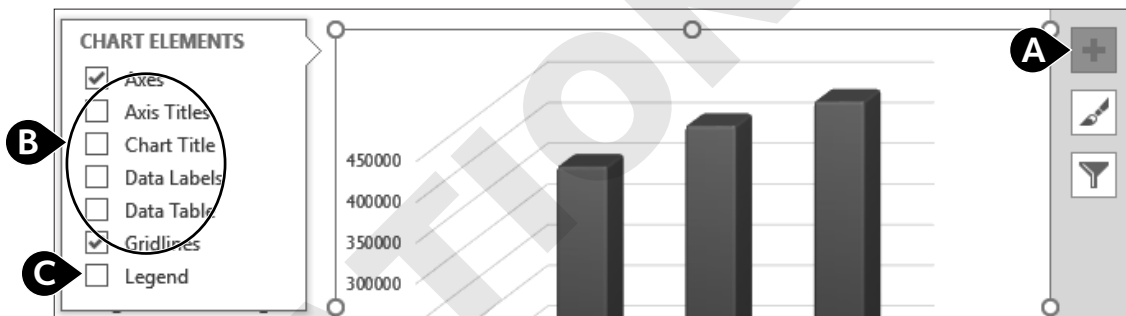
 Ⓐ Click the **Chart Elements** button.

 Ⓑ Point to each unchecked item to see a preview of the item on the chart—but don't click!

 Ⓒ Uncheck **Legend** to remove the legend from the right side of the chart.

5. Click a blank area of the slide to deselect the chart.
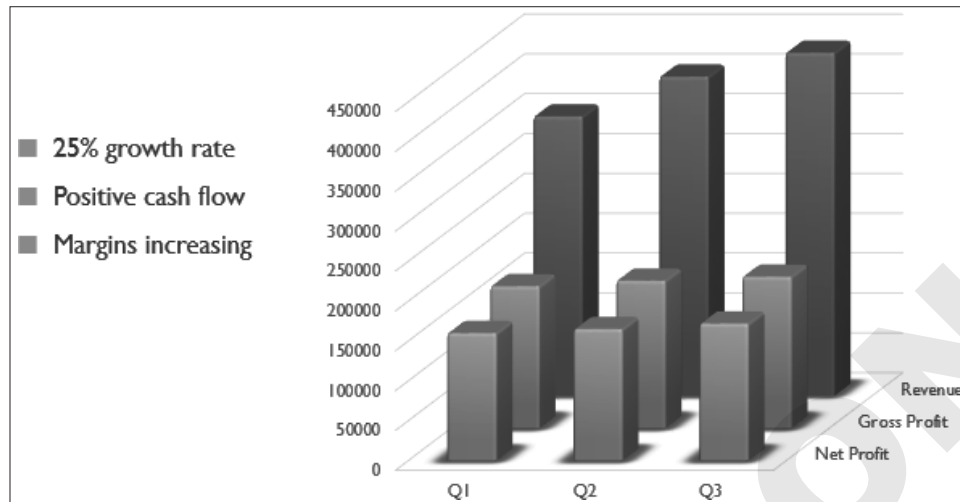
6. Save your presentation.

Working with External Excel Documents

Microsoft Office provides a variety of tools and techniques to let you exchange data among applications. Object Linking and Embedding (OLE) allows you to create links between source documents and destination documents. For example, you may want a chart in an existing Excel document to appear in a PowerPoint presentation. This makes it possible for another individual or department to maintain the Excel spreadsheet and its numerical data while you simply link to it and display an attractive chart based on its contents.

View the video "Benefits of Linking."

Only Data Is Linked

A linked chart on a PowerPoint slide is linked to the Excel *data,* not to the Excel chart. The chart on the Excel spreadsheet simply establishes the initial link to its data. So deleting or changing the Excel chart's format has no effect on the PowerPoint chart. In the preceding illustration, notice that the formatting on the Excel chart is quite different from that on the PowerPoint slide. This independence allows PowerPoint to format the chart so it is consistent with the presentation theme's colors and fonts.

Linking Excel Charts

Your first step in linking to an Excel spreadsheet is to create the Excel spreadsheet that contains numerical data and an Excel chart. You simply copy and paste the chart (not the spreadsheet cells containing numerical data) from the Excel spreadsheet into your slide. The chart on the PowerPoint slide will be linked to the Excel spreadsheet's numerical data by default.

Paste Options

After you paste a chart from Excel, PowerPoint displays a set of three Paste Options buttons that allow you to control formatting of the pasted chart.

PASTE OPTIONS		
Option	**Icon**	**What It Does**
Use Destination Theme & Embed Workbook		Changes the formatting of the chart to match the slide theme (default setting)
Keep Source Formatting & Embed Workbook		Keeps the formatting of the Excel chart
Picture		Pastes the chart as a picture so data is no longer editable

DEVELOP YOUR SKILLS: P1-D4

In this exercise, you will link to an existing Excel chart. You will then edit the Excel data to update the chart in PowerPoint.

1. Start Excel.

2. Choose **Open Other Workbooks** from the bottom of the left column of Excel's Start screen.

3. Choose **This PC→Browse**, navigate to your **PowerPoint Chapter 1** folder, and open **P1-D4-FinancialProjections.xlsx**.

4. Click anywhere on the Excel chart to select it.

5. Choose **Home→Clipboard→Copy**.

6. Close Excel.

7. Save your PowerPoint presentation as **P1-D4-ChartRevised**.

8. Choose the **Year-To-Date Results** slide.

9. Choose **Home→Slides→New Slide menu button ▼→Title Only**.

10. Click the title box of the new slide, type **Financial Projections**, and click below the title in a blank area of the slide.

11. Choose **Home→Clipboard→Paste**.

12. Tap ␛Esc twice to dismiss the Paste Options buttons and accept the default setting.

13. Follow these steps to resize the chart:
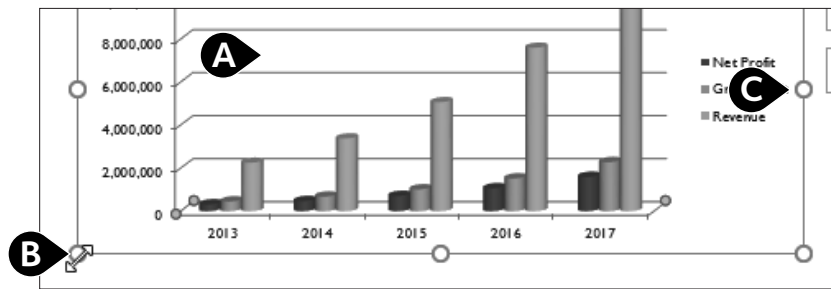
Ⓐ   Click the chart to select it.

Ⓑ   Point to the bottom-left sizing handle on the chart border until your mouse pointer becomes a white double-arrow and then drag the border to the bottom-left corner of the slide.

Ⓒ   Using this same method, drag the right sizing handle until the chart's border snaps to the right edge of the slide.

14. With the chart selected and its border displayed, choose **Home→Font→ Font Size menu button ▼→20**.
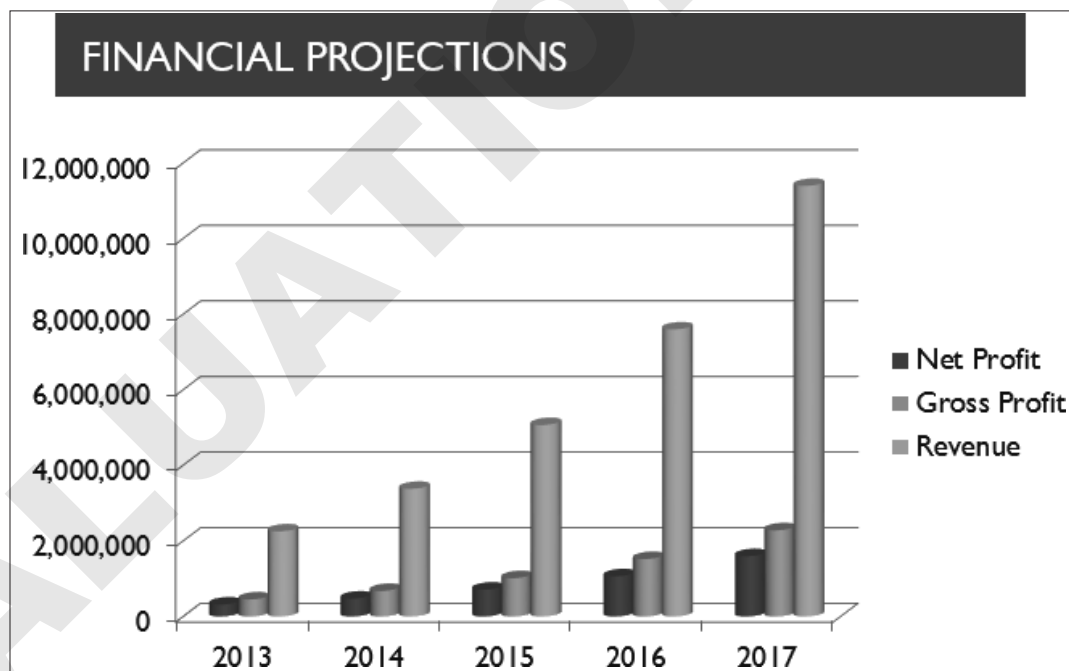
15. Save your presentation.

Effects of Linking

When working with a linked chart, any changes made to the Excel spreadsheet are reflected in the PowerPoint chart, but not necessarily immediately. If the data is edited from within PowerPoint, the slide's chart is updated automatically, but if the data is edited by opening Excel outside PowerPoint, the chart data must be refreshed in PowerPoint before the changes are visible on the slide. If you choose to paste a chart unlinked, changes to the Excel spreadsheet will have no effect on the chart in the PowerPoint slide. If you attempt to edit linked chart data from within PowerPoint, a Linked Data window will open and present the linked spreadsheet, ready for editing. The Linked Data window will also give you the option to open the spreadsheet in Excel. If the linked spreadsheet cannot be found, you will not be able to edit the chart data until the link is repaired.

DEVELOP YOUR SKILLS: P1-D5

In this exercise, you will edit the data in a linked Excel spreadsheet.

1. Save your file as **P1-D5-ChartRevised**.

2. Select the **Financial Projections** slide.

3. If necessary, click the chart to select it and then choose **Chart Tools→Design→Data→ Edit Data**.

4. Follow these steps to edit the chart data:

Ⓐ Click in **cell B2**.

Ⓑ Press Shift and click **cell C5** and then release Shift.

Ⓒ Tap Delete.

5. Follow these steps to remove the empty cells:
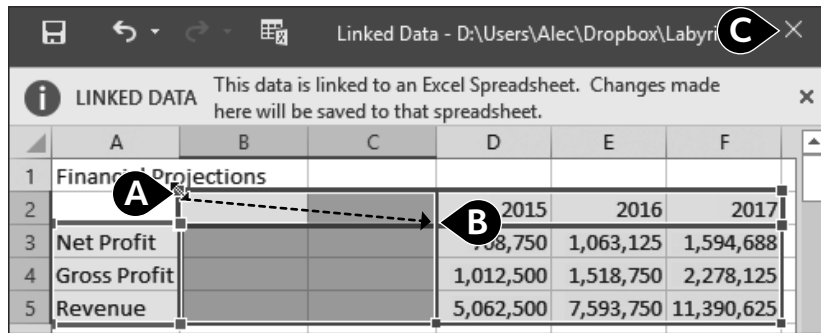
Ⓐ Point to the square handle in the top-left corner of **cell B2** until the mouse pointer is a diagonal double-arrow.

Ⓑ Drag the handle to the right, to the bottom-right corner of **cell C2**.

Ⓒ Close the Linked Data window and click **Save** when prompted to save changes to the Excel spreadsheet.

6. Save the presentation.

Editing the Source (Linked) Document

If you make a change to the source document outside PowerPoint, you must manually refresh the data to see the edits on the slide. Refreshing data is possible only if you have healthy links (PowerPoint can locate the source document).

≡ Chart Tools→Design→Data→Edit Data

≡ Chart Tools→Design→Data→Refresh Data

DEVELOP YOUR SKILLS: P1-D6

In this activity, you will edit and refresh the data source.

1. Start Excel and choose **Open Other Workbooks** from the bottom of the left column of Excel's Start screen.

2. Choose **This PC→Browse**, navigate to your **PowerPoint Chapter 1** folder, and open **P1-D4-FinancialProjections.xlsx**.

3. Click in **cell A5** and type **Big Money**.

4. Save the worksheet and exit Excel.

5. In PowerPoint, display the last slide, **Financial Projections**, if necessary.

6. Save your presentation as **P1-D6-ChartRevised**.

7. Select the chart so the **Chart Tools** contextual tabs appear.

8. Choose **Chart Tools→Design→Data→Refresh Data** 📊.

9. Save your presentation.

Maintaining Healthy Links

Linked objects can reflect changes in the source document only if the link is maintained. Moving files to other locations on your file system or deleting or renaming files can lead to broken links. If your presentation has broken links, your linked objects (such as charts) will no longer reflect changes made to the source document.

Example

If you copied a chart from an Excel spreadsheet named *Chart Data* that was stored in a folder named *My Excel Documents*, PowerPoint would be looking for a file with that name in that location. If you moved the Excel file (or the containing folder) to another folder or changed its name, PowerPoint would no longer be able to find it; therefore, any changes made to the spreadsheet would have no effect on the chart in PowerPoint. And if you tried to edit the data from within PowerPoint, PowerPoint would not be able to find the Excel spreadsheet and thus would not be able to edit the data.

Information	×
The linked file is not available. To edit the link, click the File tab. Click the Info tab, and then under Related Documents, click Edit Links to Files.	
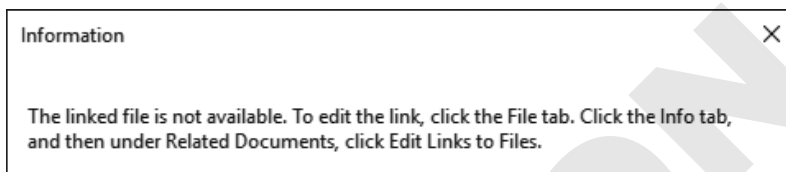
This is the prompt that PowerPoint displays if you break a link to an external file—for example, if you move or rename the data source file and then try to edit a chart from PowerPoint.

≡ File→Info→Edit Links to Files→Change Source

DEVELOP YOUR SKILLS: P1-D7

In this exercise, you will break a link by renaming the linked data file and then repair the link from within PowerPoint.

1. Save your file as **P1-D7-ChartRevised**.

2. Minimize the PowerPoint window to the taskbar.

3. Click the **File Explorer** icon on the taskbar to open a folder window and then navigate to the **PowerPoint Chapter 1** folder.

4. Click (don't double-click) **P1-D4-FinancialProjections.xlsx** to select it.

5. Tap ⬚F2⬚ to highlight the filename.

6. Add **-2015-2017** to the end of the filename, taking care to maintain the *.xlsx* file extension if visible, and then tap Enter.

P1-D4-FinancialP
rojections-2015-2
017.xlsx

P1-D4-FinancialP
rojections-2015-2
017
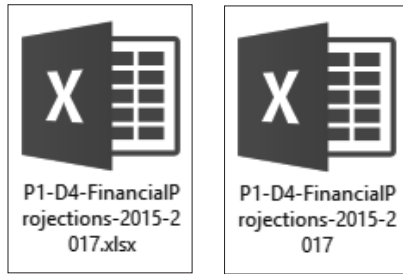
7. Close the folder window and then click the **PowerPoint** button on the Windows taskbar to restore PowerPoint to the screen.

8. Click the chart to select it, if necessary.

9. Choose **Chart Tools→Design→Data→Edit Data** .

10. Click **OK** in the error box.

11. Choose **File→Info** and then click **Edit Links to Files** at the bottom right of the right column.

12. Click **Change Source**.

13. In the Change Source dialog box, navigate to your **PowerPoint Chapter 1** folder, select **P1-D4-FinancialProjections-2015-2017**, and click **Open**.

14. Click the **Close** button (not the X) to close the Links dialog box.

15. Click **Back** to close Backstage view; click the chart to select it, if necessary.

16. Choose **Chart Tools→Design→Data→Edit Data** .

17. Click in **cell A5**, type **Revenue**, and tap Enter.

18. Close the **Linked Data** window and click **Save** when prompted.

19. Save your presentation.

Creating SmartArt Diagrams

SmartArt graphics are diagrams that automatically resize to accommodate the text within and allow the average user to enhance slides with visually appealing figures without having to learn advanced graphics software. With SmartArt, you simply select the type of diagram you'd like to create and type your text. The SmartArt diagram automatically sizes and flows your text. It also inherits colors and 3-D effects from your document theme. The resulting diagrams can help crystallize concepts in your presentation so that the audience will clearly understand your ideas. Using SmartArt, you can add graphics to your presentations, such as the following:

■ Organization charts
■ Flowcharts

- Colorful lists
- Other sophisticated graphics

Inserting and Formatting SmartArt Graphics

Most slide layouts include an Insert SmartArt Graphic icon. Alternatively, SmartArt can be inserted at any time via the Ribbon. When you click the Insert SmartArt Graphic icon, the Choose a SmartArt Graphic dialog box appears. You can choose a diagram type from the gallery and then construct the diagram directly on the slide. PowerPoint displays examples and descriptions of the various SmartArt graphics as you select them in the gallery.

☰ Insert→Illustrations→SmartArt │ Insert a SmartArt Graphic 🖼 on slide icon

SmartArt graphics are categorized by chart type.
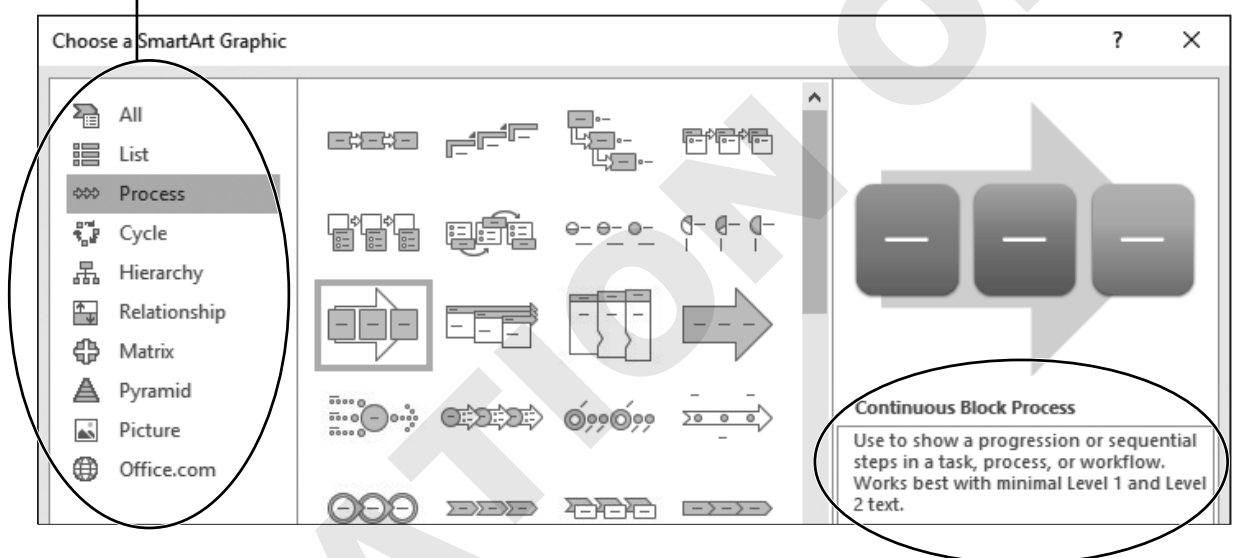
In addition to previews, the dialog box describes the best uses of each type of diagram.

SMARTART GRAPHIC CHART TYPES	
Graphic Category	**Usage**
List	Show nonsequential or grouped blocks of information
Process	Show a progression or sequential flow of data
Cycle	Show a continuing sequence of stages
Hierarchy	Show hierarchal relationships
Relationship	Show ideas, show interlocking or overlapping information, or show relationships to a central idea
Matrix	Show the relationships of components to a whole
Pyramid	Show proportional, interconnected, hierarchical, or containment relationships
Picture	Show a variety of information by using a central picture or several accent pictures
Office.com	Includes graphics from a variety of categories that can be downloaded from the Office.com website

Example

As you create your presentation, you need to include an organization chart that features the key players in your project or the leadership team of your organization. You give the command to insert a SmartArt graphic, browse through the Hierarchy list, and then choose an organization chart. You type the various organizational units in the SmartArt's text box. Three minutes later, you're finished!
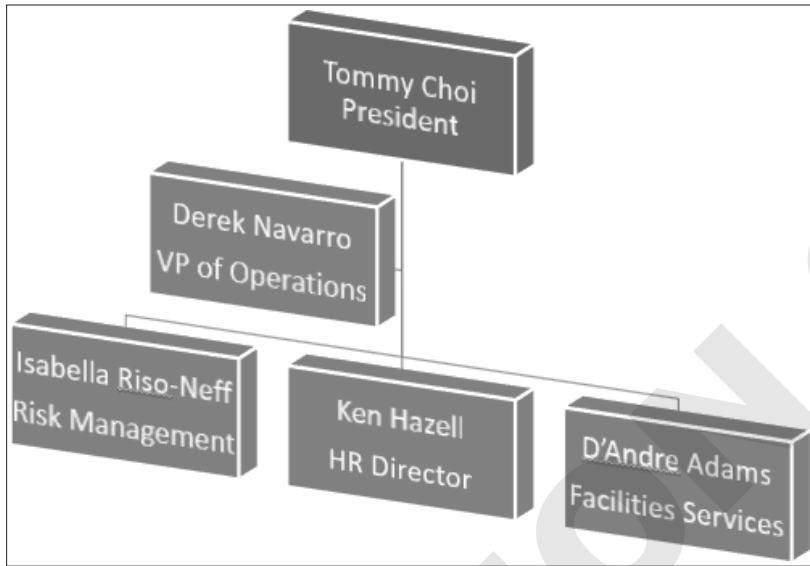
SmartArt organization charts automatically create and align boxes and lines as you type the names of the people and departments.

DEVELOP YOUR SKILLS: P1-D8

In this exercise, you will create an organization chart in PowerPoint, adding text to the various levels of the chart.

1. Save your file as **P1-D8-ChartRevised**.

2. Choose **Home→Slides→New Slide menu button ▼→Title and Content**.

3. Type **Our Management Team** in the **Title** placeholder.

4. Click the **Insert a SmartArt Graphic** icon in the middle of the slide.

5. Follow these steps to insert an organization chart:
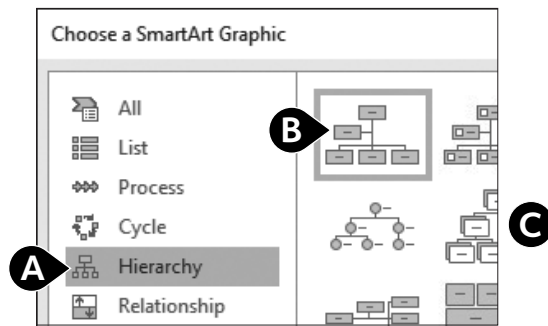
Ⓐ Click the **Hierarchy** category.

Ⓑ Click the **Organization Chart** graphic.

Ⓒ Click **OK**.

6. Follow these steps to add text to the organization chart:
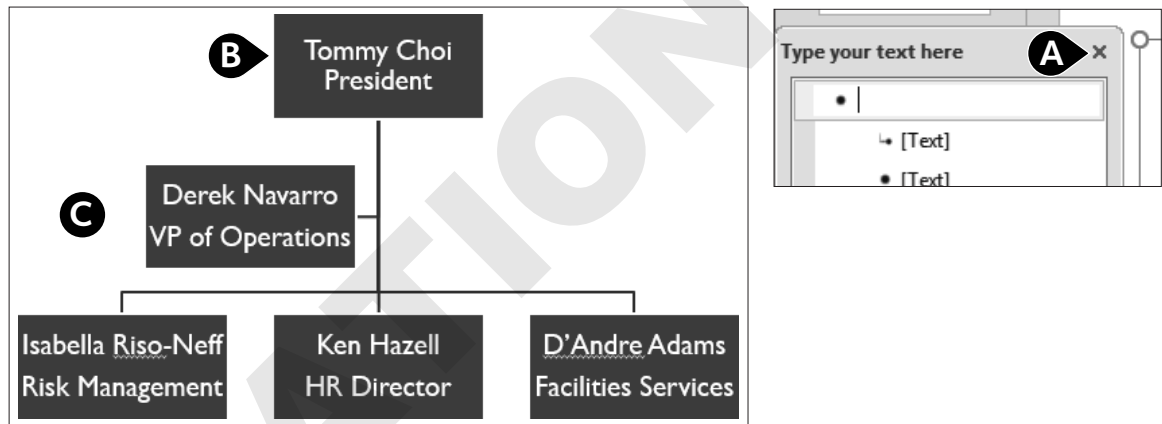
Ⓐ If the Text pane appears with the SmartArt graphic, click its **Close** button. (It's easier to type directly in the chart.)

Ⓑ Click in the first box, if necessary; then type **Tommy Choi**, tap ⌷Enter⌷, and type **President**.

Ⓒ Click the remaining boxes and fill them in as shown, tapping ⌷Enter⌷ to move to a new line in the box.

7. Save your presentation.

Formatting SmartArt

After a SmartArt graphic has been added to a slide, you can format its colors and other effects. For example, you can customize the graphic's text formatting, color scheme, and other features. Many SmartArt graphics have 3-D schemes and other cool effects that you can experiment with to add visual impact to a slide. And if you don't like your changes, you can return the graphic to its original state with a click of a button. Just as with charts and other figures, circular sizing handles along the border allow you to drag and change the size of the SmartArt graphic.

≡ SmartArt Tools→Design *or* SmartArt Tools→Format

≡ SmartArt Tools→Design→Reset→Reset Graphic

Adding Elements to SmartArt

You can also add elements to an original SmartArt graphic. For example, an organization chart might need a new branch for adding a department or lateral relationship. You may insert additional shapes above, below, or next to an existing shape. The SmartArt graphic will automatically resize itself and scale its text to accommodate the extra shapes.
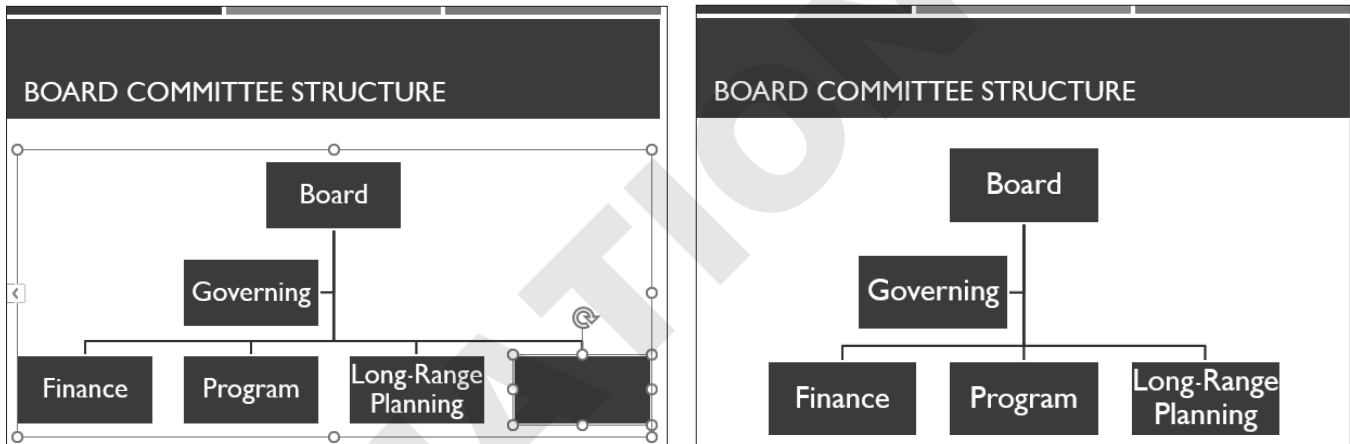
When a shape was inserted next to the Long-Range Planning box, PowerPoint automatically resized the SmartArt to make room for the new, blank shape.

≡ SmartArt Tools→Design→Create Graphic→Add Shape

DEVELOP YOUR SKILLS: P1-D9

In this exercise, you will add a new position in the organization chart and enhance its appearance with a different formatting effect.

1. Save your file as **P1-D9-ChartRevised**.

2. Click in the **Ken Hazell** box in the organization chart.

3. Choose **SmartArt Tools→Design→Create Graphic→Add Shape menu button** ▼→ **Add Shape After**.

4. Type **Talos Bouras** in the new box, tap Enter to move to a second line in the box, and type **Sales Manager**.

5. Follow these steps to format the chart:
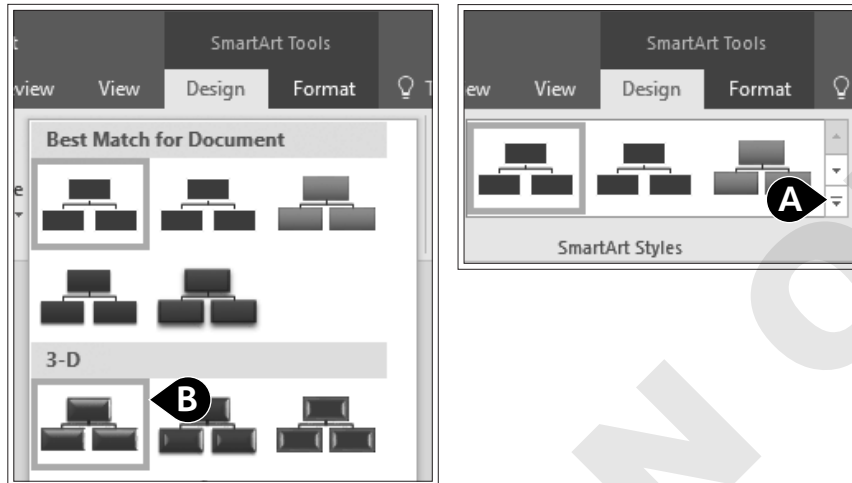
Ⓐ Choose **SmartArt Tools→Design→SmartArt Styles→More**.

Ⓑ Select the **3D→Polished** style.

6. Follow these steps to change the chart's colors:
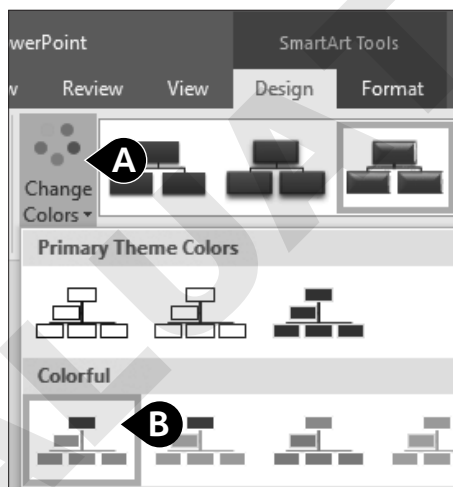
Ⓐ Choose **SmartArt Tools→Design→SmartArt Styles→Change Colors**.

Ⓑ Select the **Colorful→Colorful – Accent Colors** style.

Creating SmartArt Diagrams   **25**
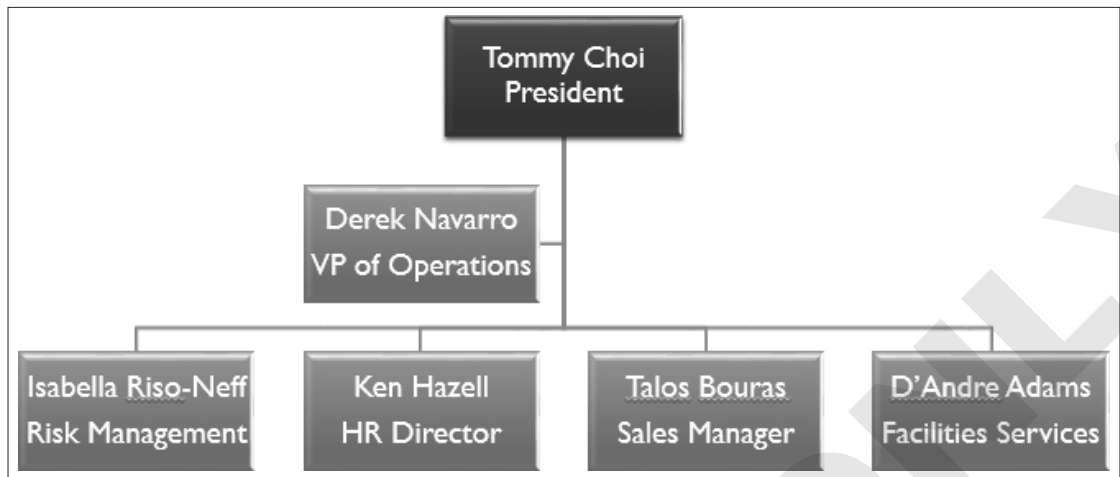
7. Save the presentation and then exit PowerPoint.

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. You can use Excel to manage the data in a PowerPoint chart. | *True   False*

2. A chart on a PowerPoint slide can be resized. | *True   False*

3. The size of the font used in a chart can be enlarged or reduced without having to recreate the chart. | *True   False*

4. Choose your chart type carefully. After you insert a chart, the only way to change the chart type is to delete it and insert a new chart from scratch. | *True   False*

5. PowerPoint automatically checks for updates in external linked data whenever you open a presentation. | *True   False*

6. Linked documents must be available during a presentation, or the linked data will not appear on your slides. | *True   False*

7. Changing the filename of a linked document will result in a broken link. | *True   False*

8. A bar graph is best used to compare a portion or portions to a whole, such as hours spent on various tasks in a single day. | *True   False*

9. SmartArt graphics offer an easy way to insert organization charts on a slide. | *True   False*

10. Adding new shapes to a SmartArt graphic may cause the diagram to become so large that it no longer fits on a slide. | *True   False*

11. When is it most appropriate to insert a SmartArt graphic on a slide?
    A. You need to display a picture of a calendar indicating that the date is always today.
    B. You need to display a diagram outlining the corporate management hierarchy for a company.
    C. You need to display numerical data in a chart that automatically adjusts its color scheme when the document theme is changed.
    D. You need to display a clip art image that can be animated.

12. You used a line graph to display the results of a recent survey. All text within the graph was size 16, and the graph used the default colors of the document theme. The graph spanned the entire width of the slide. Attendees had a difficult time understanding the data. What is the most likely cause of the problem?
    A. The line graph was the wrong type of chart to use for the data. A bar graph would have displayed the survey results more clearly.
    B. The font size was too small. It should have been at least size 44.
    C. The color of the graph lines blended with the slide background and was difficult to see.
    D. The graph was too large overall. Attendees could not focus their eyes on all the data.

(continued)

13. You want to change the chart type but don't see the tabs you need on the Ribbon. What is the most likely cause of the problem?

    A. Your installation of PowerPoint is corrupt.

    B. You have not clicked on the chart to select it.

    C. The tabs are hidden behind other tabs.

    D. You have not changed PowerPoint's preferences to display contextual tabs.

14. You pasted a linked chart from an Excel spreadsheet and then accidentally deleted the Excel spreadsheet. What will happen when you run the presentation?

    A. You will receive an error when the presentation begins, indicating that the linked document is missing.

    B. When you reach the slide containing the linked chart, you will receive an error indicating that the linked document is missing.

    C. The slide with the linked chart will be deleted.

    D. The presentation will work fine, and the chart data will display without incident. There will only be problems if you attempt to edit the chart.

POWERPOINT 2016

Using Tables in Presentations

Until now, you have been dealing mostly with bulleted text on slides. Quite often you will need to display tabular data—that is, text inside a table. In this chapter, you will work with tables. PowerPoint has tools to easily create and format tables. It also offers professionally designed, preformatted color schemes that match your document theme. A variety of custom colors can be applied to your tables, allowing you total control over the look and feel of your slides.

LEARNING OBJECTIVES

- Insert tables on slides
- Add and delete rows and columns in tables
- Format tables and cells
- Add non-text data over cells

CHAPTER TIMING

- Concepts/Develop Your Skills: 2 hrs
- Self-Assessment: 15 mins
- Total: 2 hrs 15 mins

PROJECT: CREATING TABLES IN PRESENTATIONS

The last Sunday of every month, Green Clean sponsors a family picnic complete with games and live entertainment. You feel it's a way to give back to the community and bond with staff and clients. You are responsible for creating a presentation to show during the awards ceremony, after the various picnic game competitions. You have a short time to complete these monthly presentations because you typically create them on your laptop computer during the post-game picnic dinner. You use PowerPoint tables to present the day's events and competition results.

PowerPoint Tables

Tables are useful for organizing information into rows and columns. PowerPoint has table layout features that make inserting tables into slides easy. After you insert a table, you can use various manual and automatic commands to format it, change column and row sizes, and make other adjustments.

This three-column table is formatted to match the presentation theme and lays out the day's competitions.

You can insert tables into slides with the table icon present on most slide layouts, or via the Ribbon. When you insert a new table, PowerPoint lets you specify the number of rows and columns it should contain.

☰ Insert→Tables→Table

DEVELOP YOUR SKILLS: P2-D1

In this exercise, you will create a PowerPoint table.

1. Start PowerPoint and maximize the program window.

2. Open **P2-D1-Picnic** from your **PowerPoint Chapter 2** folder and save it as **P2-D1-PicnicRevised**.

3. Select the title slide and choose **Home→Slides→New Slide**.

4. In the **Title** placeholder, type **Events**.

5. Click the **Insert Table** ⊞ icon in the center of the slide.

6. Enter **2** for the number of columns and **6** for the number of rows and then click **OK**.

7. Save your presentation.

Entering Data in Tables

When you type text in a table cell, PowerPoint wraps the text to fit the cell. The cell height increases to accommodate the wrapped text. You can add text or numbers in table cells. You cannot insert pictures, clip art, other tables, SmartArt, or charts directly into a table cell. However, you can position these elements in such a way as to make it appear as though they are actually inside a table cell.

Navigating Table Cells

After inserting a new table on a slide, you will often want to enter information in each cell. Although you can click in the first cell, type your information, and then click in the next cell, type, click in the next, type, and so on, this method is not efficient because it requires you to move your hands away from the keyboard to use the mouse. Navigating table cells with the keyboard is a more efficient way to enter data initially.

NAVIGATING TABLE CELLS WITH THE KEYBOARD	
To do this…	**Do this…**
Move to the next cell	Tap ⎶Tab⎸. From the last cell of a row, this moves to the first cell in the next row.
Move to the previous cell	Press ⎶Shift⎸+⎶Tab⎸. From the first cell of a row, this moves to the last cell in the previous row.
Move to the next row	Tap ⎶↓⎸. This does not create a new row.
Move to the previous row	Tap ⎶↑⎸.
Add a new row for data entry	Move to the bottom-right table cell and tap ⎶Tab⎸.

DEVELOP YOUR SKILLS: P2-D2

In this exercise, you will enter data into a PowerPoint table.

1. Save the presentation as **P2-D2-PicnicRevised**.

2. Click in the first cell of the first row, if necessary, to display the insertion point and type **Team Competitions**.

3. Tap the ⎶↓⎸ key once to move the insertion point to the first cell in the second row and type **Egg Toss**.

4. Tap ⎶Tab⎸ to move to the next cell and type the following:
   - **Tommy & Mary** ⎶Enter⎸
   - **Derek & Isabella** ⎶Enter⎸
   - **Ken & D'Andre**

5. Tap ⎶Tab⎸ and type **Three-Legged Race** in the first cell of the third row.

6. Tap ⎶Tab⎸ to move to the next cell and type the following:
   - **Tommy & Talos** ⎶Enter⎸
   - **Derek & Ken** ⎶Enter⎸
   - **Mary & D'Andre**

7. Tap ⌷Tab⌷ to move to the next row, type **Wheelbarrow Race**, tap ⌷Tab⌷, and type the names of the contestants in the next cell:

   - **Isabella & Talos** ⌷Enter⌷
   - **Derek & Mary** ⌷Enter⌷
   - **Ken & D'Andre**

8. Complete the bottom two rows as shown.

Water Balloon Toss	Tommy & Derek Ken & Mary Isabella & D'Andre
Piggyback Race	Mary & Isabella D'Andre & Talos Ken & Tommy

9. Save your presentation.

Resizing and Moving Tables

After you type text in a table, you may notice that the table has expanded and no longer fits on the slide, or that a small table is not centered on the slide. You can adjust the table size manually by dragging the handles (white squares) along the table border, or automatically size it to fit its contents. You can also drag the table to place it exactly where you like on the slide.

View the video "Resizing a Table."

DEVELOP YOUR SKILLS: P2-D3

In this exercise, you will resize and move the table so it fits on the slide.

1. Save the presentation as **P2-D3-PicnicRevised**.

2. Click anywhere inside the table so it displays its border.

3. Point at the top border of the table until your mouse pointer displays a four-headed arrow and then drag the table up and right so it is top aligned with the slide title and only the first few letters of the title are visible.

Team Competitions		
Egg Toss		Tommy & Mary Derek & Isabella Ken & D'Andre
Three-Legged Race		Tommy & Talos Derek & Ken

EVEN

4. Point at the left-center handle of the table border until your mouse pointer displays a double-headed white arrow and then drag right until the entire slide title is visible.
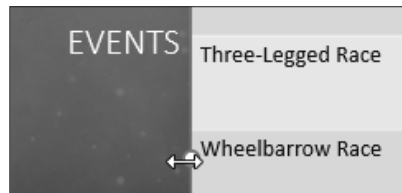
5. Save your presentation.

Aligning a Table

Although you can drag the table to any location and eyeball it, you will achieve more exact results with the Align option. Using the Align option lets you center the table perfectly in the middle of the slide, or align the table to any edge of the slide.

≡ Table Tools→Layout→Arrange→Align

DEVELOP YOUR SKILLS: P2-D4

In this exercise, you will position the table in the exact vertical center of the slide.

1. Save the presentation as **P2-D4-PicnicRevised**.

2. Click in any table cell and choose **Table Tools→Layout→Arrange→Align→ Align Middle**.

3. Choose **Table Tools→Layout→Arrange→Align→Align Center**.

4. Tap Ctrl + Z to undo the last alignment.

5. Save your presentation.

Formatting Data in Cells

Table cells and their contents can be formatted in one of two ways—character formatting or cell formatting. Character formatting applies only to the selected text, whereas cell formatting applies to all text in the cell and any future text that is typed in the cell.

Character formatting is helpful when you wish to emphasize a single word or phrase. Cell formatting is helpful when you want all the text in a cell to look the same. In the following figure, character formatting was applied to the word *Winners*, so only that word was affected. (A larger font size was applied.) Additionally, cell formatting was applied to color all text white, including any new text typed in the cell.

The word *Winners* is emphasized with character formatting.

Aligning and Formatting Cell Entries

Alignment is one form of cell formatting. You can align the contents of cells horizontally (side to side) and vertically (top to bottom). You can also add background color, textures, or pictures to tables or cells.

View the video "Selecting Table Cells."

DEVELOP YOUR SKILLS: P2-D5

In this exercise, you will select cells and apply character formatting and cell formatting.

1. Save the presentation as **P2-D5-PicnicRevised**.

2. Double-click the word *Egg* in the first cell of the second row.

3. Choose **Home→Font→Font Color menu button** ▼→**Standard Colors→Red**.

4. Click once to the right of the word *Toss* in the same cell, tap Spacebar, and type **Contest**.

5. Tap Backspace repeatedly until the word *Contest* and the space to its left are deleted.

6. Click anywhere outside the table so the table is deselected and its border no longer displays.

7. Follow these steps to format the cell:

Ⓐ Point at the bottom-left corner of the *Egg Toss* cell until your mouse pointer becomes a thick diagonal arrow and then click.

Ⓑ Click the **Font Color menu** button ▼ on the Mini toolbar.

Ⓒ Choose the third themed color, **Dark Blue, Background 2**.

Ⓓ Tap Esc so the Mini toolbar disappears.

8. Click to the right of the word *Toss* in the same cell, tap Spacebar, and type **Contest**.

9. Tap Backspace repeatedly until the word *Contest* is deleted.

10. Point at the left of the *Egg Toss* row until your mouse pointer turns into a thick right arrow.

11. Drag down to the *Piggyback Race* row and then release the mouse button.

12. Choose **Home→Font→Font Color menu button** ▼→ **Standard Colors→Dark Blue**.

13. Click anywhere outside the table to deselect the highlighted rows.
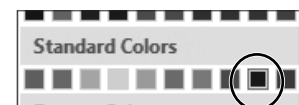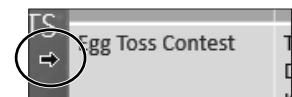
14. Point at the *Egg Toss* cell and then drag straight down to the *Piggyback Race* cell, selecting five cells in the first column.
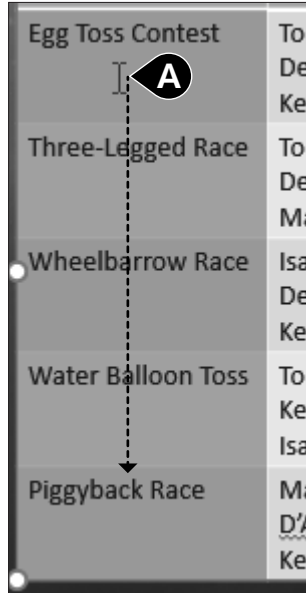
15. Choose **Table Tools→Layout→Alignment→Align Right** ☰.

16. Choose **Table Tools→Layout→Alignment→Center Vertically** ▤.

17. Choose **Table Tools→Layout→Alignment→Align Bottom** ▣.

18. Choose **Table Tools→Layout→Alignment→Align Top** ▣.

19. Click anywhere outside the table to deselect the highlighted cells.

20. Save your presentation.

Adjusting Column Widths and Row Heights

Depending on your presentation design and your personal preference, you may want to reduce the extra space in a column or row by reducing the column width or row height. At other times, you may want to expand the width or height to create breathing room between cells. Another option is to set all columns to the same width or all rows to the same height. These adjustments can be made manually or automatically.

Unequal column widths and row heights make the table unbalanced.

Team Competitions	
Egg Toss Contest	Tommy & Mary Derek & Isabella Ken & D'Andre
Three-Legged Race	Tommy & Talos Derek & Ken Mary & D'Andre
Wheelbarrow Race	Isabella & Talos Derek & Mary Ken & D'Andre

Equal column widths and row heights create a more pleasing table.

☰ Table Tools→Layout→Cell Size→Distribute Columns

☰ Table Tools→Layout→Cell Size→Distribute Row

DEVELOP YOUR SKILLS: P2-D6

In this exercise, you will change column widths automatically and manually.

1. Save the presentation as **P2-D6-PicnicRevised**.

2. Point at the column border between the two columns until your mouse pointer turns into a double-headed arrow.

3. Double-click to resize the left column.

4. Click outside the table to deselect it.

5. Point at the right border of the table until the same double-headed arrow appears and then double-click to try to adjust the size of the last column.

6. Point at the right border of the table until the same double-headed arrow appears and then drag left about half the width of the column to adjust its size.

7. Point at the top of the left column until the mouse pointer becomes a thick down arrow and then drag to the right to select both columns.

8. Choose **Table Tools→Layout→Cell Size→Distribute Columns** ▦.

9. Choose **Table Tools→Layout→Arrange→Align menu button ▼→Align Center** to center the table horizontally on the slide.

10. Click anywhere outside the table to deselect the highlighted cells.

11. Save your presentation.

Adding and Deleting Rows and Columns

Adding rows to the bottom of a table is as simple as selecting the final cell and tapping the ⌨Tab key, but quite often you will want to add rows in the middle or top of the table or to add more columns. This is easily done from the Ribbon. You can also insert multiple rows and columns quickly.

Deleting Cells or Content

Deleting a row or column also deletes the content. A common mistake users make is to select a row or column and tap ⌨Delete. Although that deletes the content inside the cells, it leaves the cells themselves.

≡ Table Tools→Layout→Rows & Columns→Insert Above, Below, Left, *or* Right

≡ Table Tools→Layout→Rows & Columns→Delete

DEVELOP YOUR SKILLS: P2-D7

In this exercise, you will delete a row and add a column.

1. Save the presentation as **P2-D7-PicnicRevised**.

2. Click once in the *Water Balloon Toss* cell.

3. Press ⌨Shift, click in the bottom-right cell, and then release ⌨Shift.

4. Choose **Table Tools→Layout→Rows & Columns→Insert Below**.

5. Click once in the *Piggyback Race* cell.

6. Press ⌨Shift, click in the bottom-right cell, and then release ⌨Shift.

7. Tap ⌨Delete.

8. Tap ⌨Ctrl + ⌨z to undo the deletion.

9. Choose **Table Tools→Layout→Rows & Columns→Delete menu button ▼→ Delete Rows**.

10. Click once in the *Egg Toss* cell.

11. Choose **Table Tools→Layout→Rows & Columns→Insert Left**.

12. Drag the right circular sizing handle to the right until the table stretches almost to the right edge of the slide.

13. Choose **Table Tools→Layout→Cell Size→Distribute Columns** ⊞ so that all three columns are equally sized.

	Team Competitions	
	Egg Toss	Tommy & Mary Derek & Isabella Ken & D'Andre
	Three-Legged Race	Tommy & Taler

14. Save your presentation.

Adding Non-Text Data to Cells

Only text typed at the keyboard can truly reside inside a table cell. If you attempt to insert a picture, chart, or another object in a cell, it will simply sit on top of the table as an independent object. If you then move the table, the overlapping object will not move with the table. If you resize a column or row, it will have no effect on the overlapping object. However, you can make it appear as though the object were inside the table cell by resizing and carefully positioning the object over the cell.
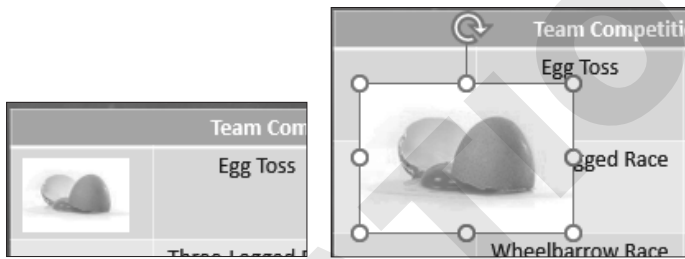
An object placed in a table cell actually sits on top of the table as an independent object (left). A reduced and repositioned object appears as if it were truly inside a cell (right).

DEVELOP YOUR SKILLS: P2-D8

In this exercise, you will add pictures and make them appear as though they are in the cells.

1. Save the presentation as **P2-D8-PicnicRevised**.

2. Choose **Insert→Images→Online Pictures**.

3. Type **broken egg** in the search box and tap ⏎ Enter ⏎.

4. Select a picture image and click **Insert**.

5. Follow these steps to move and scale the picture:
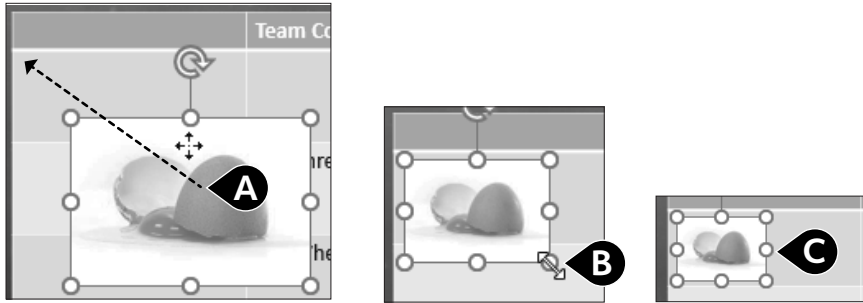
(A) Point at the middle of the picture (not at a handle) and drag with the four-headed arrow to the top-left cell.

(B) Drag the bottom-right sizing handle until the picture fits in the cell.

(C) Adjust the size and location of the picture to the vertical center of the cell.

6. Repeat steps 2–5 with the search term **belt** and position the picture to the left of the *Three-Legged Race* cell.

7. Repeat steps 2–5 with the search term **wheelbarrow** and position the picture to the left of the *Wheelbarrow Race* cell.

8. Repeat steps 2–5 with the search term **balloon** and position the picture to the left of the *Water Balloon Toss* cell.
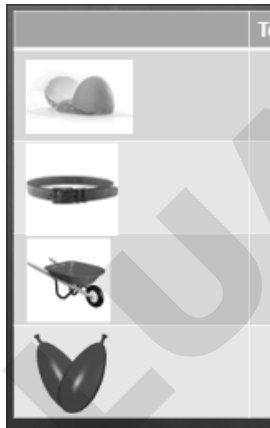
9. Point at the right border of the first column until your mouse pointer turns into a double-headed arrow and then drag the border to the left so the first column is as narrow as possible without cutting off the images.

10. Point at the right border of the middle column until your mouse pointer turns into a double-headed arrow and then double-click to automatically size the middle column.

11. Point at the right border of the last column until your mouse pointer turns into a double-headed arrow and then drag to resize the last column to fit its contents.

12. Save your presentation.

Merging and Splitting Cells

Merging cells is the process of selecting multiple cells and combining them into one single larger cell that spans multiple rows or columns. Splitting cells is the opposite—cutting a single cell into several smaller cells.

Cells are often merged across the top row of a table to create a single long row that acts as a label for the table. It's easier to format the label text because it can be centered over the entire table rather than just in a single cell.

The top row contains three distinct cells. Although *Team Competitions* **is centered in its cell, it is not centered over the entire table.**

With the cells across the top row merged, *Team Competitions* **can be centered over the entire table.**

☰ Table Tools→Layout→Merge→Merge Cells

☰ Table Tools→Layout→Merge→Split Cells

DEVELOP YOUR SKILLS: P2-D9

In this exercise, you will merge cells and finalize the cell alignment.

1. Save the presentation as **P2-D9-PicnicRevised**.

2. Click once in the top-left empty cell.

3. Press Shift , click once in the top-right empty cell, and then release Shift .

4. Choose **Table Tools→Layout→Merge→Merge Cells**.

5. Choose **Table Tools→Layout→Alignment→Center** ≡ .

6. Point at the *Egg Toss* cell and then drag down to the *Water Balloon Toss* cell.

7. Choose **Table Tools→Layout→Alignment→Center** ≡ .

8. Click the picture of the broken egg and then Shift +click each of the remaining pictures so that all four are selected.

9. Choose **Picture Tools→Format→Arrange→Align menu button ▼→Align Center**.

10. Click anywhere outside the table to deselect the pictures.

11. Save your presentation.

Customizing Tables

The contextual Design and Layout tabs on the Ribbon provide many commands with which to customize the appearance of tables and cells. You can apply borders and shading to cells in the table; change the alignment of text; add rows or columns; apply shadows, bevels, and other visual effects; and make many other adjustments.

Table Styles

You can use table styles to quickly apply colors, shading, background patterns, bevels, and other special effects to tables and table cells. PowerPoint offers professionally created color schemes to complement your document theme, taking much of the guesswork out of applying color.

	Sack Race	100-Yard Dash	Archery
1st place	Tommy	Mary	Derek
2nd place	Isabella	Ken	Jenna
3rd place	Nicole	Amy	Brian

Table with no formatting applied

	Sack Race	100-Yard Dash	Archery
1st place	Tommy	Mary	Derek
2nd place	Isabella	Ken	Jenna
3rd place	Nicole	Amy	Brian

The same table with a table style and options applied

You can choose from several preset color schemes, which are organized in Light, Medium, Dark, and Best Match for Document categories. Additionally, table styles can be customized by designating certain rows or columns to receive a slightly different color. For example, the top row of a table may be a different color than the rest of the cells to emphasize the table's title. You can also add background colors, background pictures, gradients, textures, bevels, and shadows to tables. The previous figures compare a simple table before and after table styles were applied.

DEVELOP YOUR SKILLS: P2-D10

In this exercise, you will create a new table and apply a table style to it.

1. Save the presentation as **P2-D10-PicnicRevised**.

2. If necessary, select the **Events** slide and then choose **Home→Slides→New Slide**.

3. Type **Totals** as the slide title.

4. Click the **Insert Table** 🖽 icon in the center of the slide.

5. Enter **6** for the number of columns and **8** for the number of rows; click **OK**.

6. Using ⎡Tab⎤ to navigate the cells, enter this table data:

	Egg Toss	Three-Legged Race	Wheelbarrow Race	Water Balloon Toss	Total
Tommy	5	5	0	5	15
Talos	0	5	5	0	10
Ken	1	3	1	3	8
Mary	5	1	3	3	12
D'Andre	1	1	1	1	4
Isabella	3	0	5	1	9
Derek	3	3	3	5	14

7. Point at the border of the table until your mouse pointer becomes a four-headed arrow and then click once to select the entire table.

8. Choose **Home→Font→Font Size menu button ▼→16**.

9. Point at the right border of the *Wheelbarrow Race* column until your mouse pointer becomes a double-headed arrow and then drag slightly to the right to manually fit the column.

10. Continue to resize the other columns until your table resembles this figure.

11. Choose **Table Tools→Layout→Arrange→Align menu button ▼→Align Center**.

12. Click once in any cell and then choose **Table Tools→Design→Table Styles→ More menu button ▼**.

Customizing Tables **43**

13. Point at any of the table styles in the Table Styles gallery to see a Live Preview of the style on your slide.

14. Tap ⎣Esc⎦ to close the Table Styles gallery without applying a style.

15. Follow these steps to preview table styles:
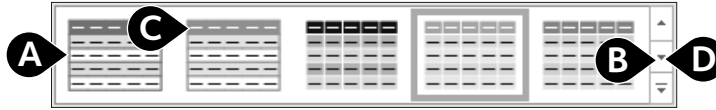
Ⓐ Point at any Table Styles thumbnail to preview the style on your slide.

Ⓑ Click the scroll-down button to load the next row of table styles in the Ribbon.

Ⓒ Point at several more table styles to preview them on your slide.

Ⓓ Continue to use the scroll-down button to load more styles into the Ribbon and point at the thumbnails to preview them.

16. Follow these steps to apply a table style:

Ⓐ Click the scroll buttons to show more styles.

Ⓑ Point at thumbnails until you find **Dark Style 1 – Accent 6**; then click it to apply it.

17. Save and close the file. 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 cannot add or delete rows or columns after you first create a table.   *True   False*

2. The Table Styles in PowerPoint offer professionally created color schemes to complement the document theme.   *True   False*

3. When your text reaches the right edge of a table cell, you must tap Enter to move to a new line or your cell will widen and push the right edge of the table off the slide.   *True   False*

4. You can navigate table cells by using the Spacebar, Tab, or arrow keys.   *True   False*

5. Changing the column width by dragging its border also changes the overall width of the table.   *True   False*

6. New rows are always added under the currently selected cell.   *True   False*

7. New rows may be added to the left or right of the currently selected cell.   *True   False*

8. Pictures, SmartArt graphics, and charts may reside inside the table cells just like text.   *True   False*

9. Table row background colors can be automatically alternated.   *True   False*

10. Text can be aligned both horizontally and vertically within a cell.   *True   False*

11. What's the quickest way to move the insertion point from its current location (top-left cell) to the bottom-left cell?

	M	T	W	Th	F
8:00					
9:00					
10:00					
11:00					
12:00					

  A. Tap Tab repeatedly.
  B. Tap Shift repeatedly.
  C. Tap Spacebar repeatedly.
  D. Tap ↓ repeatedly.

12. PowerPoint offers many table formatting commands on the Ribbon. Which one of the following is NOT possible with PowerPoint Ribbon commands?
  A. Center a table both horizontally and vertically on a slide.
  B. Expand a table to fill the entire slide.
  C. Make all columns equal widths.
  D. Make all rows equal heights.

13. Which is NOT an option when customizing a table in PowerPoint?

A. Insert an online picture into a table cell.

B. Apply borders and shading.

C. Change the text alignment in table cells.

D. Add visual effects such as shadows and bevels.

14. You are editing a presentation someone else created. When moving a table on a slide, the clip art images in the cells don't move with the table. What did the original creator of the presentation do wrong?

A. They failed to insert the clip art images into the table cells.

B. They failed to link the clip art images to the table.

C. They failed to pin the images to cell borders.

D. Nothing. Clip art images cannot be placed inside table cells but must be floated above the table cells as independent objects.

POWERPOINT 2016

Collaborating with Others Online

PowerPoint allows you to collaborate on presentations by sharing them with reviewers and having them add comments. You can then incorporate recommendations from multiple reviewers. PowerPoint also includes commands to automatically arrange several open presentations on the screen so you can easily compare versions and copy and paste between them. In this chapter, you will learn how to use PowerPoint's collaboration tools.

LEARNING OBJECTIVES

■ Send a presentation for review via email
■ Attach, edit, review, and delete comments
■ View multiple presentations at once
■ Combine presentations

CHAPTER TIMING

■ Concepts/Develop Your Skills: 1 hr 15 mins
■ Self-Assessment: 15 mins
■ Total: 1 hr 30 mins

PROJECT: WORKING WITH REVIEWERS

Your latest presentation for Green Clean is ready for review, and you have learned that Microsoft offers some powerful collaboration tools. Before leaving town for a conference regarding a possible merger, you ask the department heads to review the presentation, add comments, and make changes directly to it. You can later review their changes and, when finished, compare and incorporate the desired changes into the original presentation.

Collaborating Online

If you have ever worked on a team presentation project, you know the havoc created as a presentation is passed from person to person for review. PowerPoint incorporates a commenting feature that allows reviewers to attach comments that can be read by anyone working on the presentation. The presentation creator can then read through all the comments and incorporate any desired changes into the presentation.

The Review Cycle

The first steps in setting up a review cycle are to decide how you want to receive feedback from the reviewers and what your goals are. For example, do you want reviewers to make actual changes to the presentation or to simply write comments? Should the comments be attached to the presentation or should there be a centralized list of comments online that reviewers can simply add to? You indicate your preference in the email message that accompanies the presentation (assuming that you are emailing the presentation to your reviewers). If you want to request that the reviewers make changes directly in the presentation, you should send them a copy of the presentation with a slightly different name so you can later identify who made the changes. You can then copy and paste the desired changes into your original presentation.

Regardless of the method you choose for collaborating, there is a standard review cycle process, which is shown in the following table.

REVIEW CYCLE PROCESS	
Process Step	**Performed By**
Send presentation for review	Original author
Review the presentation, making changes or adding comments	Reviewers
Return the presentation to the original author	Reviewers
Compare, merge, and finalize the reviewed presentation	Original author

Sharing Files

Before reviewers can do their jobs and edit or comment on a presentation, you must decide how to get the presentation to them. Copying a presentation to a USB drive or CD and mailing it is slow. Instead, you can use the speed of the Internet to share your presentation in several ways, including these:

- Email
- OneDrive and Office Online

Sharing via Email

Sharing files via email is a simple procedure, but as with any process, it has its strengths and weaknesses.

STRENGTHS AND WEAKNESSES OF SHARING FILES VIA EMAIL	
Strengths	**Weaknesses**
■ No Microsoft Account ID is required.	■ Managing several versions of the same presentation can be time-consuming.
■ Most users are already familiar with using email.	
■ Attaching a presentation to an email is a simple process.	■ Large presentations containing video, audio, or other linked files can be problematic to email.
■ As reviewers must have PowerPoint, they can add comments directly to the presentation.	■ Each reviewer must have PowerPoint installed to edit the presentation or insert comments.

Selecting an Email Program

When you use the option to send via email directly from PowerPoint, your email message is automatically created and the presentation automatically attached to the message. PowerPoint works with any email program or webmail service that you can select from the Windows Control Panel. If you want to change the default email service, you should make this selection before starting PowerPoint. Some email services (for example, most webmail services) don't support attaching the presentation automatically, so you must do so manually.

The Send Using Email Pane

The Share tab of Backstage view contains an Email pane that includes commands to attach the current presentation as a regular PowerPoint file, a PDF, an XPS document, or an Internet fax. When you choose this command, PowerPoint immediately displays an email window with the file attached. You just need to address the email and type your message. You can also change the subject line, which defaults to the name of the file you are sending.
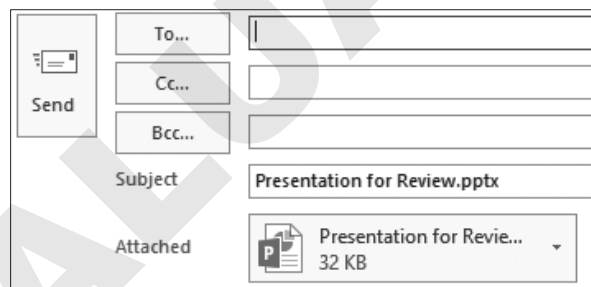
The Outlook message window (with presentation automatically attached) waiting to be addressed

The Send button in the Outlook window does not actually send the message. It simply saves it to your Outlook Outbox, where it remains until you start Outlook.

SEND USING EMAIL OPTIONS	
Option	**Explanation**
Send as Attachment	The file is attached in its current format. So, if you have a PPTX file open (default PowerPoint file format), that PPTX file is attached to the email.
Send a Link	Rather than the file itself, a link to the file is sent. This allows users to share a large file that is problematic to email but requires that the actual presentation be saved in a shared location, such as OneDrive.
Send as PDF	The presentation is converted to the PDF file format, and the PDF file is attached to the email. The recipient must have the free Adobe Acrobat Reader or another PDF file reader to open the file.
Send as XPS	The presentation is converted to the XPS file format, and the XPS file is attached to the email. XPS files can be opened with the XPS Viewer app that comes with Windows.
Send as Internet Fax	You must sign up with a fax service provider before using this option.

Naming Review Copies

Experience shows that it works best to name each copy of a presentation sent out for review with the reviewer's name. Then as the presentations are returned from review it's easy to track which reviewer sent each one.

DEVELOP YOUR SKILLS: P3-D1

In this exercise, you will play the part of the original presentation author as you use PowerPoint to automatically attach the presentation to an email message you want to send to a reviewer.

1. Start PowerPoint and maximize the program window; then open **P3-D1-Comments** from the **PowerPoint Chapter 3** folder and save it as **P3-D1-CommentsRevised**.

2. Choose **File→Share→Email→Send as Attachment**.

3. Close the message window and choose **No** if prompted to save the message.

4. Exit PowerPoint; choose **No** if prompted to save changes to the presentation.

Opening an Attached Presentation

When the email is received, the recipient can open the attached presentation directly from the email message window. However, if any changes are made to a presentation opened directly from an email message, the presentation must be saved to the hard drive or the changes will be lost.

DEVELOP YOUR SKILLS: P3-D2

In this exercise, you will play the part of a reviewer who has received a presentation to review. You will open and save a presentation attached to an email.

1. Starting from your Desktop, navigate to the **PowerPoint Chapter 3** folder and double-click the Outlook message file named **P3-D2-Review.msg**.

P3-D2-Review.msg
Outlook Item
919 KB

2. Double-click the attached file to view it.

Ahn Tran <greencleaninc@outlook.com>   greencleanreviewer2@outlook.com
Green Clean Comments for Review

Presentation for Revie...
.pptx File

Please review the attached presentation. Thank you.
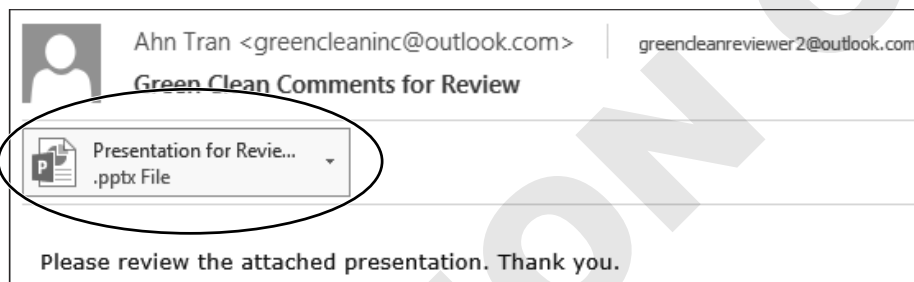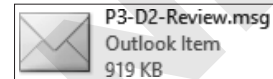
3. Click **Enable Editing** to enable the Ribbon commands.

PROTECTED VIEW   Be careful—email attachments can contain viruses. Unless you need to edit, it's safer to stay in Protected View.   Enable Editing
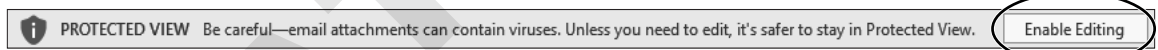
4. Review the presentation to see whether there are any changes you would recommend.

5. Close PowerPoint and choose **Don't Save** if prompted to save changes.

6. Right-click the attached file and choose **Save As** from the pop-up menu.

7. If necessary, navigate to the **PowerPoint Chapter 3** folder from the Save Attachment dialog box.

8. Name the file **P3-D2-ReviewRevised** and click **Save**.

9. Choose **File→Close** to close the email message window and, if necessary, choose **File→Exit** to close Outlook.

Working with Comments

Attaching a comment in a PowerPoint presentation is the electronic equivalent of passing a printed copy of the presentation with a yellow sticky note on it to a team member and asking for a response. By using comments, you can send the presentation to a reviewer with your notes, questions, or concerns regarding individual slides and have that person add comments and return the presentation to you for review. With this method, reviewers do not make changes directly to the slides.

A comment in the top-left corner of a slide

Reading Comments

Comments are visible only in Normal view. Slides containing a comment display a small speech bubble icon. Comments cannot be read directly on the slide but instead display in the Comments panel.

Create, delete, and navigate comments

Show or hide the Comments panel

Read or reply to a comment
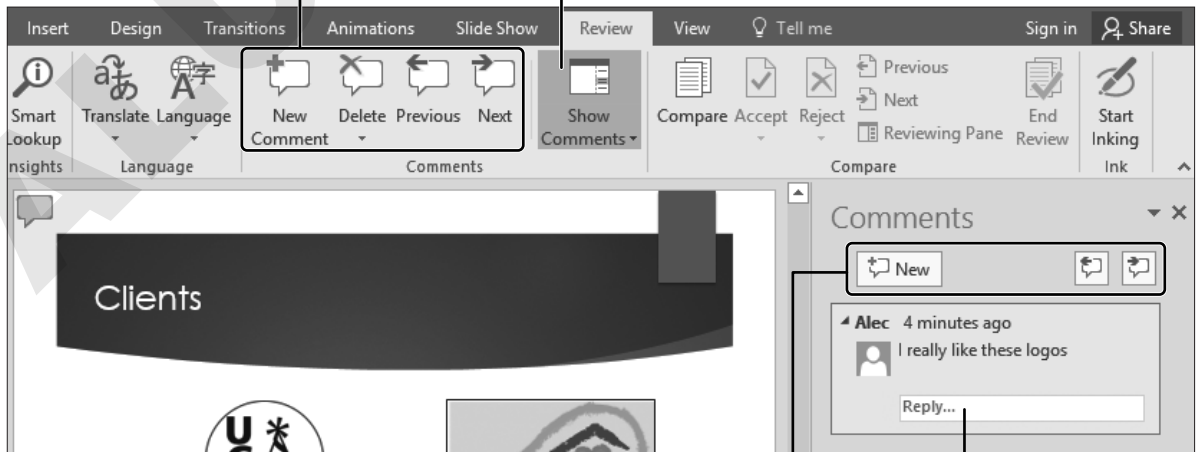
Create or navigate comments

Setting the Comment Name

Each comment is identified by a name, which should be the name of the person who created the comment, but that's not always the case. Your name may be Alec, but how does PowerPoint know that? You may create a comment and discover it is labeled as Alec, even though that is not your name. Therefore, it's a good idea to check your PowerPoint options and ensure that PowerPoint is configured with your name.

The User Name and Initials settings in the PowerPoint Options dialog box…

…are used to label comments.

Any comments you attach are labeled with your name as specified in the PowerPoint Options dialog box.

DEVELOP YOUR SKILLS: P3-D3

In this exercise, you will personalize PowerPoint with your name and initials.

1. Start PowerPoint and maximize the program window.

2. Click **Blank Presentation**.

3. Choose **File→Options**.

4. Locate the **Personalize Your Copy of Microsoft Office** section in the PowerPoint Options dialog box and write down the current settings for User Name and Initials here:

   ■ User Name: _____

   ■ Initials: _____

5. Type your name in the **User Name** box and type your initials in the **Initials** box.

6. Check the box to **Always Use These Values Regardless of Sign In to Office**.

7. Click **OK**.

8. Choose **File→Close** to close the blank presentation and choose **Don't Save** if prompted to save it.

Attaching Comments

Comments can be added in three ways:

- **Comment on selected text:** You can select text and then add a comment that appears beside the selection.
- **Comment on a selected object:** You can select an object such as a chart or picture and then add a comment that appears beside the object.
- **Comment on a slide:** When comments are attached to the slide as a whole, the comment appears in the top-left corner of the slide.

No matter where a comment appears, you can always drag it to a new location on a slide.

Comments attached to a slide appear in the top-left corner by default.

Comments attached to objects appear next to the object by default.

Comments attached to text appear next to the text by default.
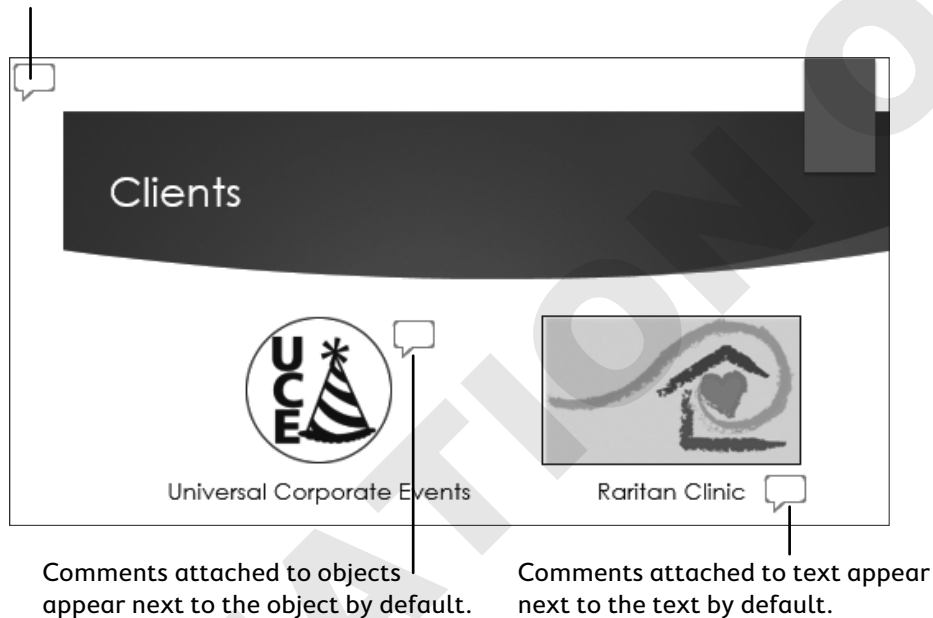
≡ Review→Comments→New Comment

Navigating Comments

In large presentations with many slides, navigating from slide to slide searching for comments can be tedious. This can result in a huge waste of time. Imagine a 100-slide presentation with comments on slides 2 and 92. There would be no point in displaying slides 3–91 if all you were interested in were the comments. PowerPoint's Previous and Next commands allow you to skip to the next or previous comment in the presentation without having to view all the slides in between.

≡ Review→Comments→Previous *or* Next

DEVELOP YOUR SKILLS: P3-D4

In this exercise, you will attach comments in the Green Clean presentation.

1. Open **P3-D4-Comments** from the **PowerPoint Chapter 3** folder and save it as
   P3-D4-CommentsRevised.

2. Choose the second slide, **Services**, and then select the text *Environmentally*.

3. Choose **Review→Comments→New Comment**.

4. In the comment box, type **Should this be "Eco-friendly" instead?**

5. Click in an empty area outside the comment box and then choose **Review→Comments→
   New Comment**.

6. Type **Should we mention that we also do consulting?** in the comment box and
   then click outside the comment box.

7. Display the title slide from the **Slides** pane.

8. Choose **Review→Comments→Next**.

9. Continue clicking **Review→Comments→Next**, pausing to read each comment as it
   displays, until the end-of-presentation message appears.
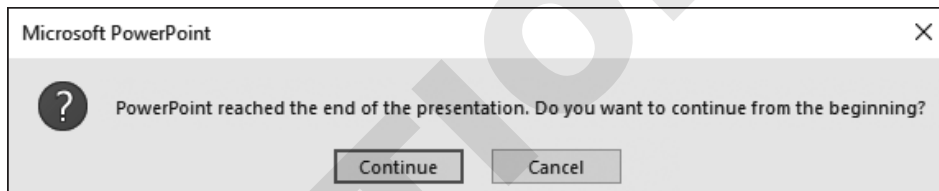
10. Click **Cancel**.

11. Save the presentation.

Editing and Deleting Comments

When presentations are undergoing a review process, it is typical for the presentation to be
emailed back and forth between reviewers, each reading and commenting on previous
comments. For example, the first reviewer may leave a comment such as *Should this list be sorted?*
The original author may respond to that comment with *Alphabetically or by date?* The reviewer can
respond with *By date*. By editing an existing comment, reviewers can enter into a dialogue.

After a comment has been read, the author can decide to honor the comment and make a
change to the slide or ignore the comment. Either way, the comment can be deleted when it is
no longer needed.

≡ Review→Comments→Delete

Writing Effective Comments

Nobody likes to be attacked, berated, or made to feel inadequate. When leaving comments for others to read, try to be supportive and offer constructive criticism where appropriate. A comment such as *That color is awful* may hurt the reader's feelings and cause hostility or a stressful work environment. A more productive comment might be *That color is hard on the eyes—how about a light blue instead?* Try to offer suggestions for things you think need to be changed. Additionally, don't underestimate the power of compliments. Sometimes a simple comment such as *Good job!* inspires a coworker's creativity and productivity.

DEVELOP YOUR SKILLS: P3-D5

In this exercise, you will reply to and delete comments.

1. Save the presentation as **P3-D5-CommentsRevised**.

2. Click the comment indicator next to the Universal Corporate Events logo on the **Clients** slide to highlight the comment in the Comments panel.

3. Click in the **Reply** box under the comment and type **I'll see if they can send a color version**.
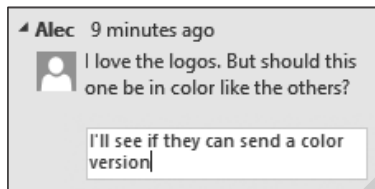
4. Click outside the comment box.

5. Choose slide 2.

6. Click the comment indicator in the top-left corner of the slide to highlight the comment in the Comments panel.

7. Read the comment and then type **I'll add it** in the Reply box.
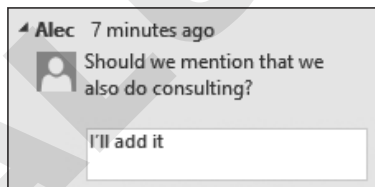
8. Click on the slide after the word *Supplies* in the last bullet.

9. Tap Enter and type **Expert Consulting**.

10. Click the comment icon in the fourth bullet to highlight it in the Comments panel and make it easier to find.

11. Read the comment.

12. Point to the comment until an X appears in the top-right corner of the comment box.

◢ **Alec** 12 minutes ago   ✕
🔲 Should this be "Eco-friendly"
    instead?

Reply...
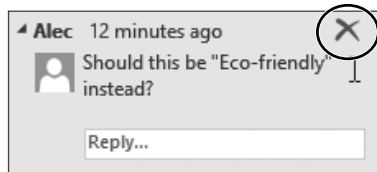
13. Click the **X** to delete the comment.

14. Save your presentation.

Comparing and Merging Presentations

When you receive reviewed presentations, you will compare them with the original and decide which changes you want to incorporate into the final presentation. If you use Outlook, you can open the presentation from the attached file in the email message by double-clicking it. If you use another email program, you may have to save the attached file to your hard drive before opening it in PowerPoint.

Viewing Multiple Presentations

The View tab includes the Window command group, which offers several commands that automate the process of arranging multiple open presentations on the screen. There are two automatic layouts you can use to quickly view more than one presentation at a time:

- **Cascade (overlapped):** This option overlaps presentations. When presentations are overlapped, you can see a large version of the presentation while easily switching from presentation to presentation. However, you can see only one presentation at a time.
- **Arrange All (side by side):** When you display presentations side by side, the slide views are smaller, but you can see several presentations at once.

Whichever command you use, you can always manually resize and reposition the presentation windows to your liking. These Ribbon commands simply get you started.

Arrange multiple presentation
windows for easy reading

Open an additional window ——— New Window | ⊟ Arrange All | Switch Windows ▾ ——— Switch between open
with the current presentation   ⌷ Cascade   presentation windows
                                                 ⊡ Move Split

Window

Resize the main slide pane
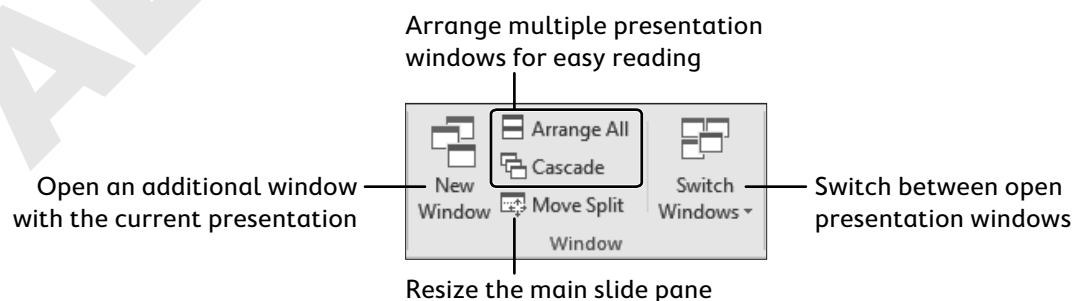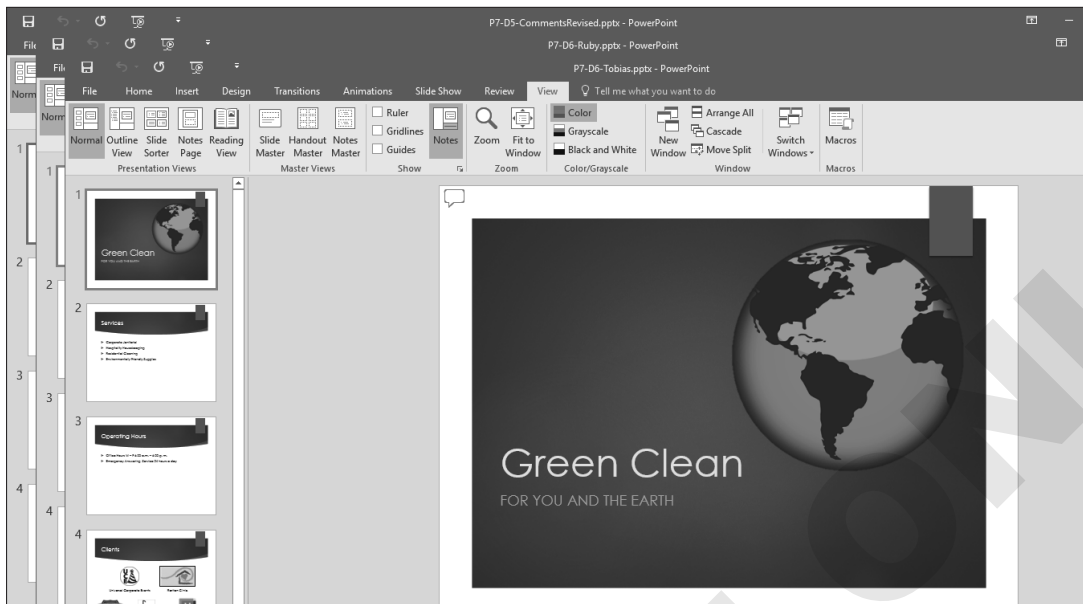
The Cascade command overlaps presentations, making it easy to switch among them.
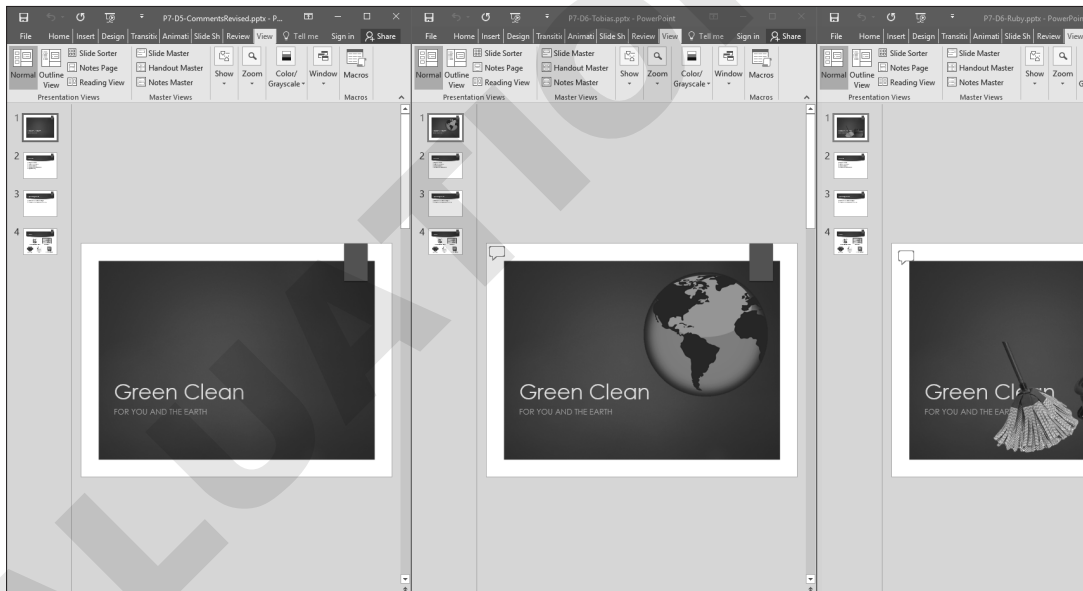
The Arrange All command positions presentations side by side, making it easy to compare them.

COMMANDS IN THE WINDOW COMMAND GROUP	
Command	**What It Does**
New Window	■ Creates an additional window for the current presentation
	■ Useful for working on two slides in the same presentation at once
Arrange All	■ Arranges all open presentations side by side
	■ Useful for comparing open presentations
Cascade	■ Overlaps all open presentations
	■ Useful for quickly seeing which presentations are open
Move Split	■ Enables the use of the arrow keys on the keyboard to adjust the size of the Slides pane within a single PowerPoint window
Switch Windows	■ Used to switch between open presentations
	■ An alternative to using the Windows taskbar to switch between PowerPoint windows

DEVELOP YOUR SKILLS: P3-D6

In this exercise, you will compare two reviews of a presentation with the original and incorporate some of their changes into the presentation.

1. Save the presentation as **P3-D6-CommentsRevised**.

2. If necessary, choose the title slide.

3. Open **P3-D6-Ruby** and **P3-D6-Tobias** from the **PowerPoint Chapter 3** folder.

4. Choose **View→Window→Arrange All**.

5. Click the title slide in Tobias's presentation (with the photo of the earth), click the comment in the top-left corner, and read the comment in the Comments panel.

6. Close the **Comments** panel so you can see the slide more easily.

7. Click the title slide in Ruby's presentation (with the photo of the mop), click her comment, and read it in the Comments panel.

8. Close the Comments panel.

9. Click anywhere in Tobias's presentation to make it active, select the picture, and choose **Home→Clipboard→Copy**.

10. Click the title slide in the original **P3-D6-CommentsRevised** presentation and choose **Home→Clipboard→Paste**.

11. Use the **Slides** panel to select the second slide in each of the three presentations so you can compare them.

12. Click anywhere in Tobias's presentation and then click his comment to read it.

13. Close the **Comments** panel and then click anywhere in the original **P3-D6-CommentsRevised** presentation to make it active.

14. Maximize the PowerPoint window for the original **P3-D6-CommentsRevised** presentation.
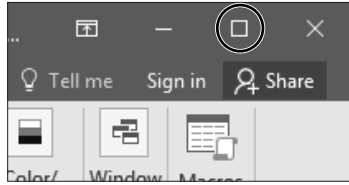
15. Follow these steps to alphabetize the list of services:
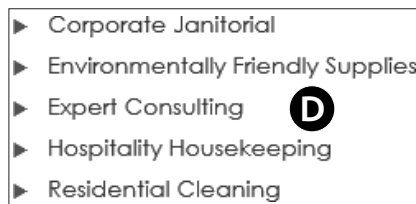
Ⓐ Triple-click *Environmentally* to select the entire paragraph.

Ⓑ Shift +click to the right of the word *Consulting* so that both paragraphs are selected.

Ⓒ Drag the highlighted paragraphs to the left of the word *Hospitality* in the second paragraph.

Ⓓ Your slide should match the figure. If it doesn't, press Ctrl + Z to undo and try steps A–C again.

16. Choose **View→Windows→Arrange All** to view all three presentations again side by side.

17. Use the **Slides** panel to display the third slide in each presentation.

18. Read the comment in Ruby's presentation and then close the **Comments** panel.

20. Read the comment in the **P3-D6-CommentsRevised** presentation and then close the Comments panel.

21. Maximize the original **P3-D6-CommentsRevised** presentation.

22. Select the **Universal Corporate Events** logo.

23. Choose **Picture Tools→Format→Adjust→Color menu button ▼→Recolor→ Purple, Accent color 6 Light**.

24. Choose **View→Window→Switch Windows menu button ▼→P3-D6-Tobias**.

25. Choose **File→Close** from Tobias's presentation. If asked to save changes, choose **Don't Save**.

26. Choose **View→Window→Switch Windows menu button ▼→P3-D6-Ruby**.

27. Choose **File→Close** from Ruby's presentation. If asked to save changes, choose **Don't Save**.

28. Ensure that the **Comments** panel is closed and then save your presentation.

Cleaning Up

It's nice to set any PowerPoint options you have changed back to the default settings so other users can work with PowerPoint in its default state.

DEVELOP YOUR SKILLS: P3-D7

In this exercise, you will reset the User Name and Initials settings you changed earlier.

1. Choose **File→Options**.

2. Locate the **Personalize Your Copy of Microsoft Office** section in the **PowerPoint Options** dialog box.

3. Change the **User Name** and **Initials** settings back to the default settings you wrote down earlier in Develop Your Skills P3-D3.

4. Click **OK** and then 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. Reviewers using the full version of PowerPoint can put comments in a presentation but cannot actually change anything on a slide. *True   False*

2. After you add a comment to a slide, you cannot delete the comment. *True   False*

3. You can personalize PowerPoint by defining your name and your initials. *True   False*

4. PowerPoint can automatically attach presentations to email messages sent with Outlook. *True   False*

5. After a comment has been added to a slide, you can drag its comment indicator to another location within the slide. *True   False*

6. If you open and edit an attached presentation directly from an email message, any changes are automatically saved within that message. *True   False*

7. You can attach comments to any object on a slide or to the slide itself. *True   False*

8. You should delete all comments before running a slide show because comments will distract viewers from the presentation. *True   False*

9. When multiple presentations are cascaded, a large version of only one presentation is visible. *True   False*

10. You can add a comment to selected text that appears next to the selection. *True   False*

11. Blair uses PowerPoint's Email command to automatically attach a presentation to an Outlook message. He addresses the message to Elisa and clicks Send, but Elisa never receives the email. What could be the problem?
    A. Blair used Outlook to send the message, but Elisa doesn't have Outlook.
    B. Blair clicked Send on the Outlook message window but never actually started Outlook, so the message is probably still waiting in his Outbox.
    C. Blair is using Windows 10, but Elisa is using Apple Macintosh.
    D. Blair failed to enable PowerPoint's AutoAttach option.

12. How would you use the Arrange All command?
    A. To position open presentations side by side
    B. To position open presentations from top to bottom and slightly overlapping
    C. To alphabetize open presentations based on their filenames, with the first one on top
    D. To reset the various panes in a PowerPoint window to their default sizes

13. Which of the Window commands is best for comparing multiple open presentations?
    A. Cascade
    B. Switch Windows
    C. Arrange All
    D. Move Split

14. Elisa is trying to view the comments Blair has left for her on her presentations, but when she points to the speech bubbles on a slide, nothing happens. What should she do?

A. Elisa should view the presentation in Slide Show mode to view the comments.

B. Elisa should click a speech bubble icon to display the Comments panel.

C. Elisa should enable the Show Comments setting in the PowerPoint Options dialog box.

D. Elisa will not be able to see Blair's comments because she is logged in to the computer as Elisa, not as Blair.

POWERPOINT 2016

Readying a Presentation for Final Delivery

PowerPoint supplies you with robust tools for both the development and delivery of your presentation. In this chapter, you will focus on automatic editing features and slide show delivery options. All of these tools work together to refine and polish your presentation so that it is visually pleasing, grammatically correct, and effortlessly delivered.

LEARNING OBJECTIVES

- Edit document properties
- Create speaker notes
- Use Find and Replace
- Create agenda and hyperlinked summary slides

CHAPTER TIMING

- Concepts/Develop Your Skills: 1 hr 15 mins
- Self-Assessment: 15 mins
- Total: 1 hr 30 mins

PROJECT: FINALIZING A PRESENTATION

Several presentations that promote Green Clean already exist. You plan to use these when presenting to the company board of directors in preparation for the merger. With the style, graphics, and animation in place, you add speaker notes so you don't forget to relay key information.

Finalizing a Presentation

PowerPoint has editing and presentation features that can help you prepare for a presentation once the design is complete.

- **Speaker notes:** You can draft and print notes about what you will say as each slide is displayed.
- **Editing tools:** You can use Find and Replace to polish the presentation.

Creating Speaker Notes

It's a known fact: Speaking before a group can be intimidating. Even an experienced presenter feels a flurry of anxiety before a presentation. The best way to thwart that anxiety is to be fully prepared. Consider using speaker notes to help with your delivery. Speaker notes are printable comments that you add to slides. They are not visible to the audience during a presentation. Speaker notes can help you stay on track because if you suddenly freeze, you will be able to scan the notes you carefully prepared to keep your delivery style smooth. Using speaker notes can help you deliver an enthusiastic, informative presentation with confidence. In Normal view, speaker notes are shown below the slide in a small scrolling box. In Notes view, they are shown below the slide in a large box.

In Normal view, the speaker notes are shown in a scrolling box below the slide.

≡ View→Presentation Views→Notes Page

DEVELOP YOUR SKILLS: P4-D1

In this exercise, you will add speaker notes to a few slides of the Green Clean Notes presentation.

1. Start PowerPoint, maximize the program window, open **P4-D1-Notes** from the **PowerPoint Chapter 4** folder, and save it as **P4-D1-NotesRevised**.

2. Choose **View→Presentation Views→Notes Page**.

3. Adjust the zoom control percentage on the Zoom slider in the bottom-right corner of the PowerPoint window to **100%.**
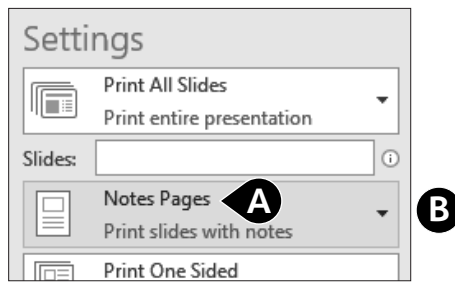
    ` — ———|————— +   100%  ⊡ `

4. If necessary, scroll until the phrase *Click to add text* is visible in the notes section on the title slide.

5. Click on the phrase **Click to add text** and type **Don't forget to thank the following people:**

6. Tap Enter to move the insertion point to the next line and then type these three lines, tapping Enter after each line except the last:
    - **Talos Bouras - Sales Manager** Enter
    - **Michael Chowdery - Purchasing Manager** Enter
    - **Ahn Tran - Office Manager**

7. Select (highlight) the last three lines you just typed and choose **Home→Paragraph→Bullets**.

    Don't forget to thank the following people:
    - Talos Bouras – Sales Manager
    - Michael Chowdery – Purchasing Manager
    - Ahn Tran – Office Manager
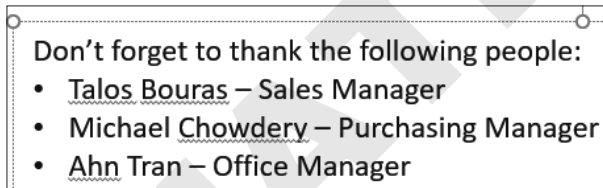
8. Scroll to the **Our Services** slide and add this text in the notes section: **Mention the 2016 Green USA magazine article ranking us as the most eco-friendly janitorial service.**

9. Scroll to the **Products Sold** slide and add this text to the notes section: **Once again, mention Green USA magazine article.**

10. Scroll to the **Administrative Staff** slide and add these notes: **Over 30 employees** Enter **Growing rapidly.**

11. Select the two lines you just typed and choose **Home→Paragraph→Bullets**.

12. Choose **View→Presentation Views→Normal**.

13. If the speaker notes are not visible below the slide, click the Notes button in the status bar below the slide.

14. Choose **File→Print**.

15. Follow these steps to choose and preview the notes pages:

Settings

Print All Slides
Print entire presentation

Slides:

Notes Pages **Ⓐ**   **Ⓑ**
Print slides with notes

Print One Sided

Ⓐ Choose **Notes Pages** from the Print Layout menu.

Ⓑ Use the scroll bar on the right side of Backstage view to scroll through the presentation and view each notes page.

16. Click the **Back** ⊖ button to close Backstage view without printing.

17. Save your presentation.

Editing Document Properties

Before making your presentations public, it is a good idea to identify the author, title, subject, and other details about the presentation. This information, called the document properties, is stored within the presentation file but is not visible on any slide or during a slide show. The properties are visible from Backstage view and the Advanced Properties window. Specifying document properties can be helpful when, several months after a presentation has been given, you need to determine who created the presentation or for what it was used.

The Properties menu provides access to all of the document's properties.

Properties ▾

Size	210KB
Slides	7
Hidden slides	0
Title	Green Clean 2016
Tags	2016, new busin...
Categories	Sales

Related Dates

Last Modified	Today, 2:55 PM
Created	11/19/2009 8:03 PM
Last Printed	

Related People

Author   Alec Fehl

Add an author

Some basic document properties are visible in Backstage view.

USEFUL DOCUMENT PROPERTY FIELDS	
Field	**Possible Usage**
Title	Shows the title of the presentation
Subject	Gives the main idea of the presentation, similar to the subject line of an email
Author	Indicates the person or people who created the presentation
Category	Indicates the broad category of the presentation (for example, *sales or prospective client presentation)*
Keywords	Identify the main idea of the presentation (for example, *services offered, products sold, new client incentives*)
Comments	Contain notes, messages, or instructions for others who may be working on the presentation or for those who are viewing the presentation on their own

DEVELOP YOUR SKILLS: P4-D2

In this exercise, you will edit a presentation's document properties.

1. Save the presentation as **P4-D2-NotesRevised**.

2. Click the **File** tab to display Backstage view.

3. Follow these steps to display the Advanced Properties window:
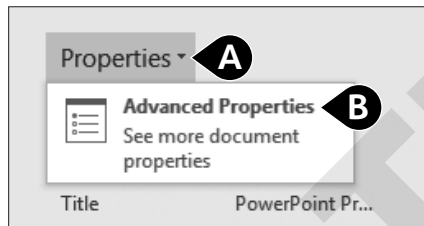
Ⓐ Click the **Properties** menu on the right side of Backstage view.

Ⓑ Choose **Advanced Properties**.

4. Follow these steps to edit the document properties:

Ⓐ Click the **Summary** tab.

Ⓑ Fill in the **Title**, **Subject**, **Author**, **Category**, **Keywords**, and **Comments** fields as indicated, using your actual name as the author.

Ⓒ Click **OK**.

5. Click the **Back** ⊖ button to close Backstage view.

6. Save your presentation.

Using Find and Replace

To assist you in locating and replacing words and phrases in your presentation, PowerPoint provides a powerful set of editing tools, including Find and Replace. As you edit the presentation, you may decide to replace one term with a new one. Use the Find feature to find a word or phrase in the presentation. What you do after you find it is up to you. You might make a correction, change the phrasing, or add or remove content from the slide. Using the Replace feature, you can quickly search throughout the presentation for one term and replace it with another simultaneously. The Find and Replace dialog boxes are very similar. In fact, the Replace dialog is simply an extension of the Find dialog. Both allow you to type a word or phrase or select from previously entered terms. The Find and Replace commands search for text on both slides and speaker notes.

≡ Home→Editing→Find

≡ Home→Editing→Replace

Three Useful Options

The Find and Replace dialog boxes have useful options to enhance searches:

- **Match Case:** You can make searches case-sensitive, so that searching for *Dog* would not find *dog*.
- **Find Whole Words Only:** You can search for whole words only. For example, if you searched for cat, then *catalyst* and *scattered* would be found because they contain the characters c-a-t. With the Find Whole Words Only option enabled, a search for *cat* would find only the word *cat*. The Find Whole Words Only option is not available if you enter more than one word in the Find What box.
- **Replace All:** This option, available from the Replace dialog box only, replaces all occurrences of the term throughout the entire presentation with a single click. This includes bulleted and non-bulleted text, slide titles, and speaker notes.
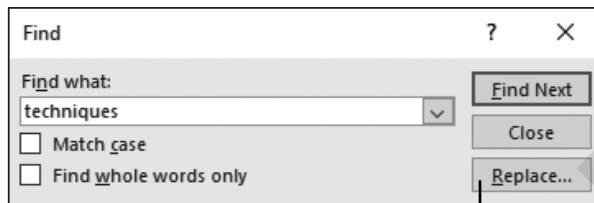
This button changes the Find dialog box into the Replace dialog box.

Use these buttons to find and replace words manually.
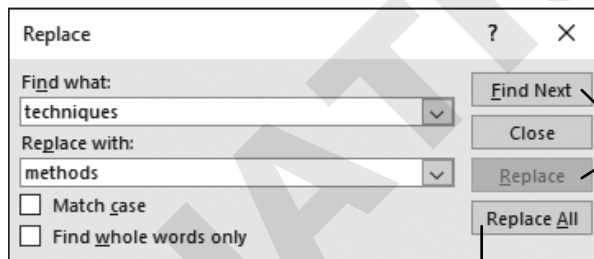
This button automatically replaces every instance of the word or words throughout the presentation.

DEVELOP YOUR SKILLS: P4-D3

In this exercise, you will edit text by using the Replace dialog box.

1. Save the presentation as **P4-D3-NotesRevised**.

2. Select the **Our Services** slide and note that the second bullet shows *Restroom*.

3. Select the **Products Sold** slide and note that the sixth bullet shows *Restroom*.

4. Select the **Welcome Aboard Specials** slide and note that the third bullet shows *Restroom*.

5. Select the first slide in the presentation and then choose **Home→Editing→Replace**.

6. Type **Restroom** in the **Find What** box.

7. Type **Bathroom** in the **Replace With** box.

8. Remove any checkmarks from the **Match Case** or **Find Whole Words Only** options.

9. Click **Find Next**.

10. Click **Replace** to replace this instance of *Restroom* with *Bathroom*.

11. Click **Replace** to replace this instance of *Restroom* with *Bathroom*.

12. Click **Close** to close the Replace dialog box without replacing the word on the **Welcome Aboard Specials** slide.

13. Navigate to the **Our Services** and **Products Sold** slides and verify that *Restroom* has been replaced with *Bathroom*.

14. Navigate to the **Welcome Aboard Specials** slide and verify that *Restroom* was not replaced.

15. Choose **Home→Editing→Replace** and fill in the boxes as indicated:
    - Find What box: **Bathroom**
    - Replace With box: **Restroom**

16. Select the **Match Case** checkbox to ensure that only occurrences of *Bathroom*, and not *bathroom*, are found and then click **Replace All**.

17. Click **OK** to close the informational dialog box.

18. Close the **Replace** dialog box.

19. Navigate to the **Our Services** and **Products Sold** slides and verify that the term *Bathroom* has been replaced with *Restroom*.

20. Save your presentation.

Using Hyperlinks in Presentations

If you've ever browsed a website, you have used hyperlinks. A hyperlink on a web page is text or an image that, when clicked, takes you to another web page. A hyperlink in a presentation functions the same as a hyperlink on a web page. You can create hyperlinks that take you to another slide in the same presentation, open a file on your computer, or take you to a website (provided that you are connected to the Internet).

Inserting Hyperlinks

PowerPoint offers two ways to insert hyperlinks. Though there are slight differences between the two options, the method you choose depends largely on personal preference. This chapter focuses on the Hyperlink dialog box, but both options are described here.

- **Hyperlink dialog box:** This box allows you to create hyperlinks that, when clicked, open an existing web page, an existing file, another slide in the current presentation, or an email program with the recipient's email address prefilled.
- **Action dialog box:** Use this box to create hyperlinks or buttons that do everything a regular hyperlink will do but can also launch other programs, play sounds, and accomplish other complex tasks. Additionally, actions can be made to work when clicked or when the presenter simply points to a hyperlink/button.

Creating Hyperlinks for Slide Navigation

Navigating a presentation doesn't have to be linear—that is, you don't have to start with slide 1, go to slide 2, go to slide 3, and continue sequentially until the end. You can use the Slide Show toolbar to navigate to any slide, but this can break the flow of your presentation because the pop-up menu may clash with the color scheme or document theme. An alternative is to create a slide of hyperlinks that navigate to each slide in the presentation. Hyperlinks can be created in Normal or Outline view but function only when clicked in Slide Show view.

≡ Insert→Links→Hyperlink

DEVELOP YOUR SKILLS: P4-D4

In this exercise, you will create a summary slide with hyperlinks.

1. Save the presentation as **P4-D4-NotesRevised**.

2. Choose the last slide in the presentation and then choose **Home→Slides→ New Slide menu button ▼→Title and Content**.

3. Type **Summary** as the slide title and then type the following in the content area:
   - **Services** Enter
   - **Products** Enter
   - **Events** Enter
   - **Staff** Enter
   - **Specials** Enter
   - **More info**

4. Select the text **More info** and choose **Insert→Links→Hyperlink** to open the Insert Hyperlink dialog box.

5. Follow these steps to create a link to a website:
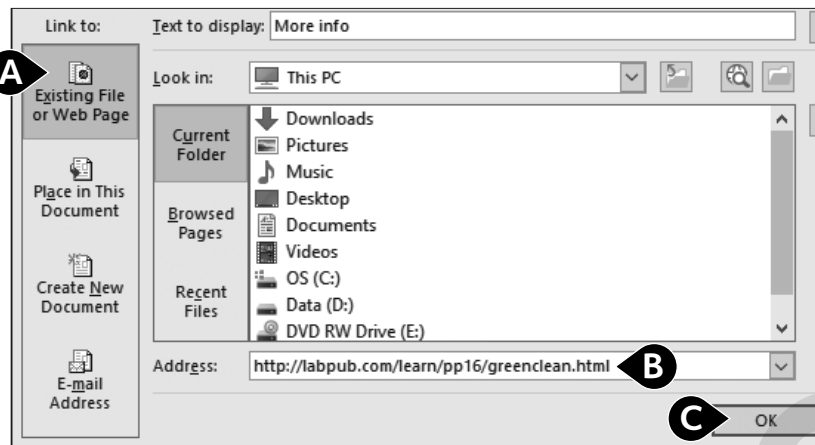
ⓐ Verify that Existing File or Web Page is selected in the Link To section.

ⓑ Type **http://labpub.com/learn/pp16/greenclean.html** in the Address box.

ⓒ Click **OK**.

6. Select the text *Services* on the **Summary** slide so it becomes highlighted.

7. Choose **Insert→Links→Hyperlink** to open the Insert Hyperlink dialog box.

**8.** Follow these steps to create a hyperlink to the Our Services slide:
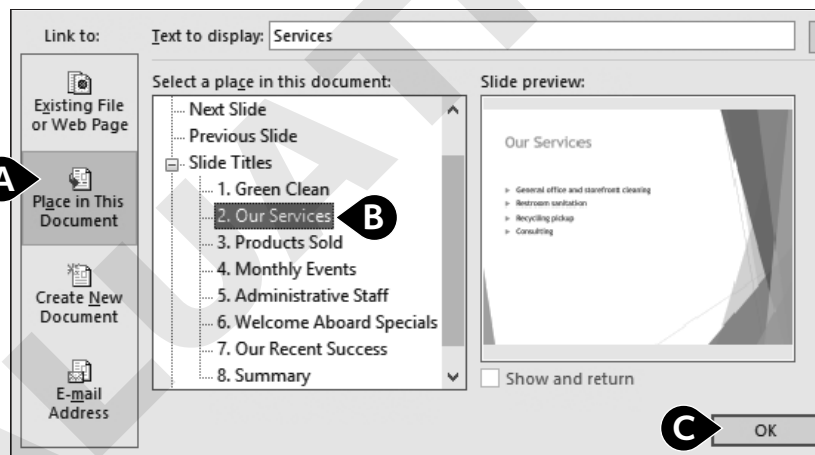
ⓐ Select the **Place in This Document** option.

ⓑ Select the **Our Services** slide.

ⓒ Click **OK**.

9. Select the **Products** text and then choose **Insert→Links→Hyperlink**.

10. Select the **Products Sold** slide and click **OK**.

11. Follow these steps to add a hyperlink to the Monthly Events slide:

  ■ Select **Events** on the **Summary** slide.

  ■ Choose **Insert→Links→Hyperlink**.

  ■ Choose the **Monthly Events** slide from the **Slide Titles** list and click **OK**.

12. Repeat step 11 for the remaining two bulleted items on the **Summary** slide, creating links to the **Administrative Staff** and **Welcome Aboard Specials** slides.

13. Save your presentation.

Repairing and Removing Hyperlinks

Sometimes you may want to remove or edit a hyperlink on a slide. You can edit and remove hyperlinks in the Normal view by using the Hyperlink command. In most cases, the easiest way to edit a hyperlink is to choose a command from the shortcut menu after a right-click.
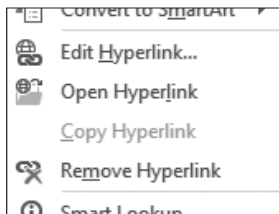
A right-click on a hyperlink displays useful editing commands.

≡ Insert→Links→Hyperlink→Remove Link

The Need to Check Links

It is imperative that you check every hyperlink in a presentation. Your professional credibility is at risk if you lead a malfunctioning presentation. If you find during rehearsal that a hyperlink doesn't work, or that it isn't needed at all, you can easily repair or remove it.

DEVELOP YOUR SKILLS: P4-D5

In this exercise, you will test and explore how to repair hyperlinks.

1. Save the presentation as **P4-D5-NotesRevised**.

2. Choose **Slide Show→Start Slide Show→From Beginning**.

3. Click through the presentation until you reach the **Summary** slide.

4. Click the **Services** hyperlink to immediately navigate to the Our Services slide.

5. Point at the lower-left corner of the slide to display the Slide Show toolbar.

6. Follow these steps to return to the Summary slide:
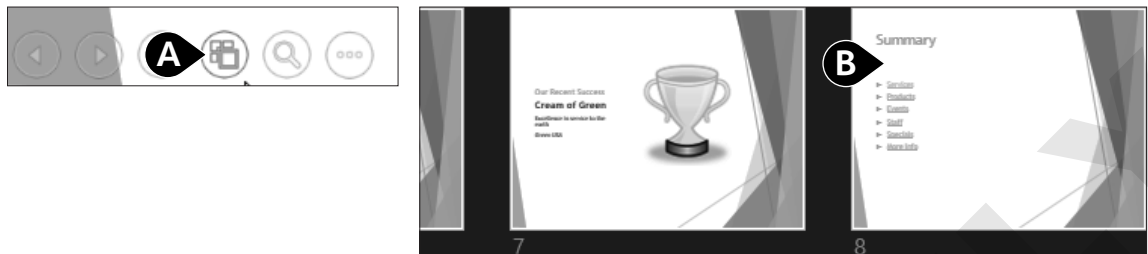
(A) Click the **Show All Slides** button.

(B) Click the **Summary** slide.

7. Test the other hyperlinks to verify that they navigate to the correct slide (remember, the *More Information* link will open your web browser and attempt to connect to the Labyrinth website); use the Slide Show toolbar to return to the Summary slide when needed.

8. Tap ⎣Esc⎦ to end the slide show and return to Normal view.

9. Click once in the text of your bad hyperlink. (If all of your links worked, click inside the *Services* text.)

10. Choose **Insert→Links→Hyperlink**.

11. Follow these steps to repair or remove a hyperlink:
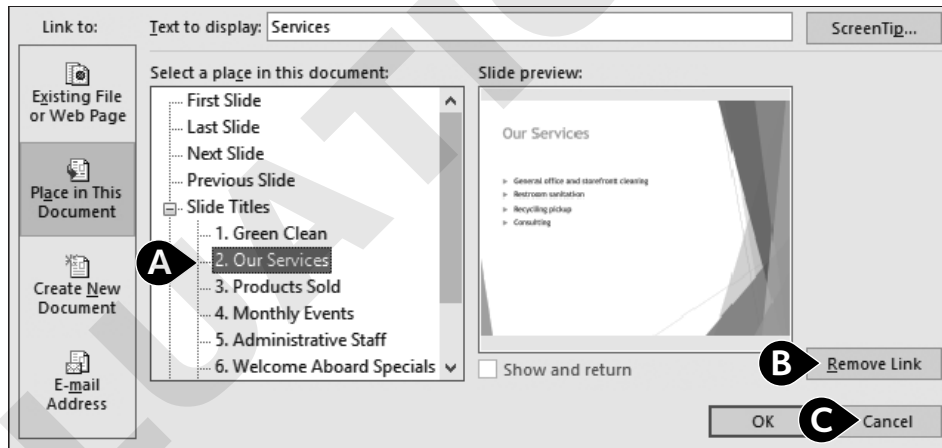
(A) Select the correct slide to repair a bad link and click **OK**.

(B) Or click **Remove Link** to leave the text on the slide but remove the hyperlink.

(C) Or click **Cancel** to leave your hyperlink unedited.

12. Continue to repair any hyperlinks that require it and then view the slide show to test your repairs.

13. Save and close the presentation. 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. Speaker notes can be printed or set to show on the slides during a slide show.   *True   False*

2. The Find and Replace commands search for text throughout an entire presentation, including slides and speaker notes.   *True   False*

3. The Footer displays any speaker notes you create.   *True   False*

4. Hyperlinks on a slide link to websites only, just as on a web page.   *True   False*

5. Information such as the author, title, and subject are examples of document properties.   *True   False*

6. Document properties appear in the header and footer sections on slides but do not show during a slide show.   *True   False*

7. The Replace All option replaces all occurrences of a word or phrase on the current slide only.   *True   False*

8. Using the option to find whole words only works when searching for a single word.   *True   False*

9. You can click or point to a hyperlink to make it work if it was created in the Action dialog box.   *True   False*

10. Hyperlinks can be created in Normal, Outline, or Slide Show view.   *True   False*

11. Why is it helpful to specify document properties in a presentation?

    A. Another user can check to see who authored the presentation.

    B. The audience can see who authored the presentation.

    C. You can determine what the presentation was used for.

    D. Both A and C

12. You want to reference speaker notes to remind yourself of things to say during a presentation you will be giving using a computer monitor and projector. How can you effectively use speaker notes?

    A. Add them to the presentation and run the slide show in Presenter view. The speaker notes will be visible only by you on your computer.

    B. Add them to the presentation and run the slide show. The speaker notes will be visible to you and the attendees on both your computer and on the projection.

    C. Print them. Speaker notes do not display onscreen during a slide show.

    D. Use Normal view during the presentation so speaker notes are visible.

13. You're trying to replace all occurrences of the word "free" with "complimentary." The Replace dialog box is finding words such as "freedom" and "carefree" in addition to "free." Why?

    A. You have the Stemming option selected.

    B. You are using the Find dialog box instead of the Replace dialog box.

    C. You are performing a case-sensitive search.

    D. You forgot to select the Find Whole Words Only option.

14. Which Hyperlink insertion method gives the presenter the option of simply pointing to a hyperlink to make the linked action occur?

A. Right-click shortcut menu

B. Hyperlink dialog box

C. Action dialog box

D. All of these options

Self-Assessment Answer Key

CHAPTER 1: ADDING CHARTS TO A PRESENTATION

Item	Answer	Page Number
1	True	3
2	True	6
3	True	16
4	False	6
5	False	18
6	True	19
7	True	19
8	False	2
9	True	20, 22
10	False	20, 24
11	B	20, 22
12	A	6
13	B	4, 6
14	D	19

CHAPTER 2: USING TABLES IN PRESENTATIONS

Item	Answer	Page Number
1	False	37
2	True	42
3	False	31
4	False	31
5	False	36
6	False	37
7	False	37
8	False	38
9	True	42, 44
10	True	34
11	D	31
12	B	A) 33; C) 35; D) 35
13	A	38
14	D	38

CHAPTER 3: COLLABORATING WITH OTHERS ONLINE

Item	Answer	Page Number
1	False	48
2	False	55
3	True	53
4	True	49
5	True	54
6	False	51
7	True	54
8	False	52
9	True	57–58
10	True	54
11	B	49
12	A	57
13	C	57, 59
14	B	56

CHAPTER 4: READYING A PRESENTATION FOR FINAL DELIVERY

Item	Answer	Page Number
1	False	66
2	True	70
3	False	66
4	False	72
5	True	68
6	False	68
7	False	71
8	True	71
9	True	73
10	False	73
11	D	68
12	C	66
13	D	71
14	C	73

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Note: Index entries ending in "V" indicate that a topic is discussed in the video referenced on that page.

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