

Microsoft® **PowerPoint® 2019 & 365**

LEVEL 1 OF 3

ALEC FEHL

Asheville-Buncombe Technical Community College

Microsoft PowerPoint 2019 & 365: Level 1

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Preface

This textbook is part of our new approach to learning for introductory computer courses. We've kept the best elements of our proven, easy-to-use instructional design and added interactive elements and assessments that offer enormous potential to engage learners in a new way.

Why Did We Write This Content?

In today's digital world, knowing how to use the most common software applications is critical, and those who don't are left behind. Our goal is to simplify the entire learning experience and help every student develop the practical, real-world skills needed to be successful at work and in school. Using a combination of text, videos, interactive elements, and assessments, we begin with fundamental concepts and take learners through a systematic progression of exercises to achieve mastery.

What Key Themes Did We Follow?

We had conversations with dozens of educators at community colleges, vocational schools, and other learning environments in preparation for this textbook. We listened and adapted our learning solution to match the needs of a rapidly changing world, keeping the following common themes in mind:

Keep it about skills. Our content focus is on critical, job-ready topics and tasks, with a relentless focus on practical, real-world skills and common sense. We use step-by-step instructional design to ensure that learners stay engaged from the first chapter forward. We've retained our proven method of progressively moving learners through increasingly independent exercises to ensure mastery—an approach that has successfully developed skills for more than 25 years.

Keep it simple. Our integrated solutions create a seamless experience built on a dynamic instructional design that brings clarity to even the most challenging topics. We focus our content on the things that matter most and present it in the easiest way possible. Concise chunks of text are combined with visually engaging and interactive elements to increase understanding for all types of learners.

Keep it relevant. Fresh, original, and constantly evolving content helps educators keep pace with today's student and work environments. We reviewed every topic for relevancy and updated it where needed to offer realistic examples and projects for learners.

How Do I Use This Book?

Our comprehensive learning solution consists of a print textbook, a groundbreaking interactive ebook, and our easy-to-use eLab course management tool featuring additional learning content, such as overviews and video tutorials, and assessment content. Our interactive ebook contains learning content delivered in ways that will engage learners.

The eLab assessment solution includes Project Grader exercises for most chapters that are automatically graded by the system, in addition to clear feedback and analytics on student actions.

Included with Your Textbook Purchase

Depending on your purchase option, some or all of the following are included with your textbook:

Interactive ebook: A dynamic, engaging, and truly interactive textbook that includes elements such as videos, self-assessments, slide shows, GIFs, and other interactive features. Highlighting, taking notes, and searching for content is easy.

eLab Course Management System: A robust tool for accurate assessment, tracking of learner activity, and automated grading that includes a comprehensive set of instructor resources. eLab can be fully integrated with your LMS, making course management even easier.

Instructor resources: This course is also supported on the Labyrinth website with a comprehensive instructor support package that includes detailed lesson plans, lecture notes, PowerPoint presentations, a course syllabus, test banks, additional exercises, and more.

Student Resource Center: The exercise files that accompany this textbook can be found within eLab and in the Student Resource Center, which may be accessed from the ebook or online at:

labyrinthelab.com/office19

We're excited to share this innovative, new approach with you, and we'd love you to share your experience with us at: lablearning.com/share

Visual Conventions

This book uses visual and typographic cues to guide students through the lessons. Some of these cues are described below:

Cue Name	What It Does
Type this text	Text you type at the keyboard is printed in this typeface.
Action words	The important action words in exercise steps are presented in boldface.
Ribbon	Glossary terms are highlighted with a yellow background.
  	Tips, notes, and warnings are called out with special icons.
	Videos, WebSims, and other ebook or online content are indicated by this icon.
Command → Command → Command → Command	Commands to execute from the Ribbon are presented like this: Ribbon Tab→Command Group→Command→Subcommand.
 Design → Themes → Themes 	These notes present shortcut steps for executing certain tasks.

Display Settings

Multiple factors, including screen resolution, monitor size, and window size, can affect the appearance of the Microsoft Ribbon and its buttons. In this textbook, screen captures were taken at the native (recommended) screen resolutions in Office 2019 running Windows 10, with ClearType enabled.

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EVALUATION ONLY

OVERVIEW

1

Introducing Microsoft Office and Using Common Features



In this chapter, you will be introduced to Microsoft Office and given an overview of the various versions of the software. Understanding what is offered in each will help you make the best decision about which version meets your needs. You'll also practice using some of the features that are common across the Office suite. Once you learn how to use a feature in one application, you can use the same or similar steps in the others.

LEARNING OBJECTIVES

- ▶ Describe similarities and differences between Office 2019 for the desktop, Office 365, and Office Online
- ▶ Identify uses of cloud storage
- ▶ Identify parts of the Office user interface
- ▶ Use the spelling checker and other review features
- ▶ Identify Office features available through Backstage view
- ▶ Use the Office Clipboard
- ▶ Format text in Office applications
- ▶ Search for Help within Office applications
- ▶ Capture a screen in an Office application

Introduction to Microsoft Office

Microsoft Office is a **software suite** that enables users to create, format, revise, collaborate, and share files quickly across multiple devices. The Microsoft Office 2019 software suite for Windows includes **Word, Excel, Access, PowerPoint, Outlook, OneNote, Publisher, and Skype**. A software suite is a collection of applications generally produced by the same manufacturer and bundled together for a better price. Being produced by the same manufacturer also means that each application offers the same user interface. Examples of features shared among the different Office 2019 apps are the Ribbon, Quick Access toolbar, a spelling and grammar checker, and collaboration tools.

What Devices Will Microsoft Office Work With?

Microsoft Office works on desktops, laptops/notebook computers, and all-in-one PCs and Macs, as well as Windows, Android, and iOS smartphones and tablets (though some apps, like Publisher and Access, work only on PCs).

If you are writing a paper or preparing a business plan, you probably want to create it on a desktop, laptop, or all-in-one computer. If you want to open, read, share, or make simple changes to a Word document, you could select any device. This chapter assumes you will be using a desktop, laptop, or all-in-one computer.

To learn more about the operating systems (Windows, Android, macOS, or iOS) and types of devices (all-in-one computer, desktop, laptop, smartphone, or tablet) that will run Microsoft Office, do a web search for *Microsoft Office 2019 products*.

What Storage Does Microsoft Office Provide?

Microsoft OneDrive is the cloud storage location included with Microsoft Office 2019 or Office 365, and it provides a convenient way to save, store, and share files, photos, and videos via your computer, smartphone, or tablet anytime, anywhere, and on any device—provided you have an Internet connection or Wi-Fi access. Depending on the Microsoft Office product you use or purchase, you will receive anywhere from five gigabytes to five terabytes of OneDrive cloud storage.

You may want to use cloud storage as your primary saving method so that you can access your files at home, at school, at work, or anywhere. Or you may decide to use cloud storage as a backup for your files located on your computer's hard drive or your flash drive. Instead of emailing files to yourself, use OneDrive as a faster way to store something in the cloud. To learn more about OneDrive, do a web search for *OneDrive*.

Which Microsoft Office Should I Use?

You may have heard others talk about **Microsoft Office 2019, Office 365, and Office Online** and are not sure which one is right for you. Base your decision on the apps and features you need, in addition to the pricing structure.

- ▶ **Office Online:** Free and requires a Microsoft account. Includes limited versions of Word, Excel, PowerPoint, and OneNote. No software is installed on your computer, as the apps are accessed and run in a web browser. The apps are not the same as the full-version apps in the other variations of Office and lack many features of those full versions. Requires an Internet connection. Office Online is great for simple tasks, like writing a short letter or creating a basic slide show presentation.

- ▶ **Microsoft Office 2019:** Make a one-time purchase and install the software on one PC. All software is installed on your computer, and it does not require an Internet connection to run. It does not have all the features of Office 365, and you must pay for future major upgrades. Choose from a variety of plans that may include Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Access, and Skype.
- ▶ **Office 365:** Pay a monthly or annual subscription fee for one or more devices (PC/Mac and mobile devices). All upgrades are included so you always have the latest-and-greatest version. Includes all Office 2019 apps. Microsoft says the Office 365 apps can include features not present in the Office 2019 apps, as Office 365 is updated more frequently than Microsoft Office.

While Microsoft Office has three distinct formats—Microsoft Office 2019, Office 365, and Office Online—and the examples provided in this chapter can work in each of the Office formats, this book assumes you are using Office 2019 on the desktop or Office 365 in a subscription-based plan, as well as Windows 10. Remember that Office 365 can change at any time. If you are using Office 365, keep in mind that your screen may not match all the illustrations in this book. Changes made to Office 365 after publication of this title may result in additional differences between your book and the software.

What Are the Microsoft Office Apps?

In this chapter, you will learn about four of the Microsoft Office applications included in the Microsoft Office suite. These applications include Word, Excel, Access, and PowerPoint.

Application	What It Is Used For
Word 	Word-processing software used to create, edit, format, and share documents, such as letters, reports, essays, and business plans.
Excel 	Spreadsheet software, arranged with rows and columns, used to perform calculations and analyze numerical data. Use Excel to prepare a budget or income statement, or to determine the amount of interest paid on a loan.
Access 	Database software that stores and helps you quickly retrieve data. In Access, you create and enter data into a table and then use forms, reports, and queries to display the desired results.
PowerPoint 	Presentation software used to create, edit, format, and share slides designed to tell a story; market a product; or explain a concept.

The Microsoft Office suite includes the following additional applications:

Application	What It Is Used For
OneNote 	Note-taking software used to organize notes (handwritten or typed), audio recordings, screen captures, or sketches you have collected or created to share with others.
Outlook 	Personal information management software used to create, send, and receive emails, record tasks, maintain one or more calendars, schedule meetings and appointments, manage contacts, and take notes.
Publisher 	Desktop-publishing software used to design and lay out text and images, often for newsletters or brochures.
Skype 	Internet communication software used to share audio, video, text, messages, files, or desktop screens.

Microsoft Accounts

A **Microsoft account** provides you with access to your Microsoft settings, files, contacts, and more. A valid Microsoft account can include Hotmail, Bing, MSN, Office, OneDrive, Outlook, Skype, Store, Windows, or Xbox Live. Once logged in to your computer, you can log in to your Microsoft account from any Office app. If you do not have a Microsoft account, you can create one for free by doing a web search for *Microsoft account*.

Common Features in Microsoft Office Apps

The Office 2019 applications share some frequently used features. They include the Ribbon, Quick Access toolbar, and common commands.

The Ribbon

Within each application, you will find the Ribbon displayed along the top of the window. The Ribbon contains tabs and commonly used buttons and other icons that are specific to the application. The buttons are arranged in groups within each tab. While the Ribbon changes with each application, some tabs, groups, and commands are common throughout the Microsoft suite. In this chapter, we will look at the PowerPoint Ribbon and, specifically, the File, Home, and Review tabs.



View the video “Ribbon Overview.”

The Quick Access Toolbar

Each application has a one-line Quick Access toolbar located, by default, in the top-left corner of the application window. This helpful toolbar contains some frequently used commands to help you be more efficient as you work. You can customize the toolbar with buttons you use most frequently. The settings for each application’s Quick Access toolbar work independently; therefore, you need to customize the Word, Excel, Access, PowerPoint, and Outlook Quick Access toolbars separately.



View the video “Quick Access Toolbar Overview.”

Undo/Redo

Within an application, you may type something or perform a command or action and then realize that you did not intend for that to happen. As long as you have not exited the application, you may be able to undo the action.

Note!

Some actions, such as saving or sharing, cannot be undone.

You may want to redo an action you just undid. Sounds confusing, right? Use the Redo button to undo the undo, or to reapply the action. This puts the command or action you just undid back into effect.



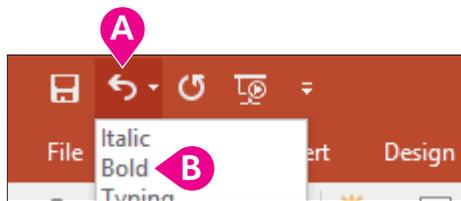
Undo and Redo on the Quick Access toolbar

☰ Quick Access toolbar → Undo  or Redo 

DEVELOP YOUR SKILLS: O1-D1

In this exercise, you will use the Undo and Redo buttons.

1. Log in to your computer, start PowerPoint, and double-click the **Blank Presentation** thumbnail to create a new, blank presentation.
2. Click in the **Click to Add Title** placeholder box and type: **My Amazing Presentation**
3. Click in the **Click to Add Subtitle** placeholder box and type: **All about me and things I love.**
4. Double-click the word **Amazing** to select it.
5. Choose **Home**→**Font**→**Bold** **B** to apply bold formatting.
6. Now apply **Italic** **I** formatting to the phrase **and things I love.**
7. Follow these steps to undo more than one action at a time :



8. Click the **Redo**  button two times to reapply the bold and italic formatting to the phrases.
9. Click the **Undo**  button once to remove the italic formatting from the sentence.
10. Keep PowerPoint open.

Unless otherwise directed, always keep any files or programs open at the end of an exercise.

Common Features on the File Tab

In this section, you will learn about the features on the File tab that are used in a similar manner throughout multiple Microsoft applications, including Word, Excel, and PowerPoint. Here you will use Microsoft PowerPoint 2019 to save, close, share, and print a file and to open a template.

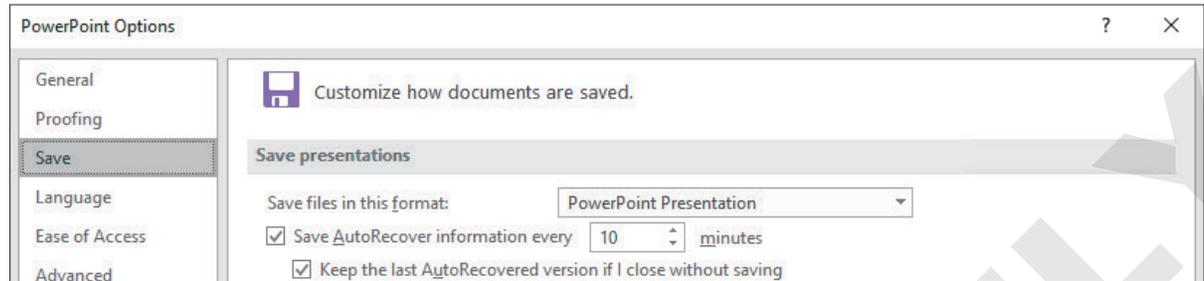
Backstage View

When you are working in your file and open the File tab, the Backstage view displays. Think of your Backstage view as your personal manager for the open file and application. Use the Backstage view to update file information, select account settings, view program options, open new files, save, print, share, export, provide feedback to Microsoft, and recover unsaved files. These are the “big-picture” items you do to your file and not the specific tasks you perform using the other tabs on the Ribbon.

Program Options

Microsoft provides preference settings that you can customize for each application (that is, Word or Excel) so they are automatically applied each time you use the application on your device. To change your preferences, use the Options feature on the File tab. Some custom options include adding your

username and initials so they automatically display in some downloaded templates, displaying formatting marks, correcting spelling, and saving files to a default file location.



Save options allow you to set defaults for the file format and the frequency with which a document's AutoRecovery information is automatically saved.

☰ File→Options

Saving Files

As you work in your file, you should save frequently to prevent data or information loss. Some people prefer to save important files every few minutes, while others may save at more infrequent intervals.

The saving commands are found on the File tab, and you'll see different options, including Save and Save As. You can use the Save command the first time you save a file, and, when you do, the Save As screen will appear.



View the video "Using Save and Save As."

You may choose to save files to your device (for example, on the hard drive in the Documents folder), to your flash drive, or to the cloud in OneDrive.



View the video "Saving Files to Multiple Locations."

You can even set PowerPoint to save AutoRecovery information automatically whenever a specific interval of time has elapsed. This helps you recover a presentation if your computer crashes before you save your work. A good rule of thumb is to save as often as you can afford to lose data. If you can only afford to lose one minute of data, save your file every minute!

☰ File→Save or Save As

DEVELOP YOUR SKILLS: O1-D2

In this exercise, you will use Save As to store a PowerPoint presentation in a new folder.

Before You Begin: Download the student exercise files from your eLab course or the Student Resource Center (labyrinthlab.com/office19) and determine your file storage location before beginning this exercise.

1. In your open PowerPoint presentation, choose **File** to display the Backstage view and then click **Save**.
The first time you save a file, the Save As screen displays. Otherwise, choosing File→Save updates the file with the same name, location, and file type.
2. Click the **Browse** button and navigate to the **Overview Chapter 1** folder.
3. In the Save As dialog box, click the **New Folder** button.
The New Folder button is to the right of the Organize button, just under the address bar.

4. Type **Overview Presentations** for the new folder name and tap **Enter** twice.
5. Click in the **File Name** box and type: **O1-D2-Features**
6. Verify that *PowerPoint Presentation* displays in the Save as Type field and click the **Save** button.
If the Save As Type box displays something else, click the arrow at the right end of the box and select PowerPoint Presentation.
7. Close the file but leave PowerPoint open.

Finding, Searching, and Opening Files

Files can be opened within an application by using the Open dialog box, choosing from a recently saved files list within the application, using File Explorer, or typing the filename in the Windows Search box. Within Windows 10, as well as previous versions of Windows, you can use File Explorer to locate and manage your files. Located on the Taskbar, you can click the File Explorer icon and then search for files located on your PC, flash drive, or OneDrive.



View the video “Opening Files.”

Sharing Files via Email and with People

You can share open files directly from the application to either email or OneDrive. Sharing a file directly to email is usually faster than opening an email application, such as Microsoft Outlook, locating the file to send, and then attaching it. When someone shares a file with you from an application to OneDrive, you will receive a link (in your email account) to access the file.



View the video “Sharing Files via Email.”

If the Automatically Share Changes option is set to Always, once the file is shared, anyone who has editing rights to the file can make changes to it.



You can also use the Share  button located in the top-right corner of the application window.

☰ File→Share→Email 

☰ File→Share→Share with People 

DEVELOP YOUR SKILLS: O1-D3



Complete this exercise via the online WebSim.

In this exercise, you will share an open PowerPoint file by using the Share with People option that saves to the cloud.

1. In your web browser, go to: **labyrinthlab.com/websims/P19-00-D3**
If your classroom is using eLab, you can complete this exercise in your eLab course.
2. Follow the onscreen instructions to complete this exercise.

Printing

If you are connected and have access to a printer, you should be able to print. Before printing, you should save your file, run Spelling & Grammar (Word) or Spelling (Excel and PowerPoint), proofread your file, verify formats, and review the file to see whether you have used the fewest number of pages. Use the Print Preview feature to browse the pages in your document before printing so you don't waste time or printing resources. And use the options in the Settings area to adjust elements such as page orientation, paper size, margins, and more.

Keep in mind that you can print to paper or to PDF if you want to be "green."



View the video "Printing Files."

☰ File→Print

Templates

A template is a document, worksheet, or presentation that has the fonts, paragraph styles, and page layout settings such as margins, orientation, and size already built in. PowerPoint templates include prebuilt slides with placeholder content you can edit.

Usually an application includes sample templates that are stored on the hard drive of your computer when you install the software. You can also search for online templates using the Search feature available when you create a new document. Templates are arranged according to categories; for example, by business, personal, and industry.

☰ File→New

DEVELOP YOUR SKILLS: O1-D4

In this exercise, you will open a prebuilt PowerPoint template.

1. Choose **File→New** and click the **Presentations** link under the search box.
Scroll through the results to view thumbnails of several templates.
2. Click any template thumbnail that appeals to you to display its details.
3. Read the template's description and then click the **Create** button.
4. Select each slide one at a time in the Slides panel in the left sidebar of PowerPoint to view them full size.
The slides are preloaded with graphics and placeholder content that you can change and customize.
5. Close all open files without saving and then exit PowerPoint.

Common Features on the Home Tab

In this section, you will learn about the features on the Home tab that are used in a similar manner throughout multiple Microsoft applications, including Word, Excel, and PowerPoint. You will use PowerPoint to **Cut**, **Copy**, and **Paste** with the Office **Clipboard**; format text; use the Mini toolbar; and find and replace text.

The Office Clipboard

Located at the far left on the Home tab, the Clipboard group contains the Cut, Copy, Paste, and Format Painter buttons. Selecting the Clipboard dialog box launcher opens the Clipboard pane, which displays at the side of your application. The Clipboard contains **thumbnails** (small images) of what you have recently cut or copied from your Microsoft Office file(s) during your Windows session, with the most recent item at the top of the list. You can use the Clipboard to quickly paste text, pictures, images, or charts into your file. You can paste all items on the Clipboard into your file(s) as many times as desired, and you can clear all items from the Clipboard.

The Cut feature in the Clipboard group functions much like a scrapbook in which you cut out information, such as newspaper articles about yourself, and then paste it on the desired page(s). When data is cut, the original selection is removed in the **source** location and is pasted at the **target** location. When data is copied, the original selection remains in the source location and a new selection is pasted at the target location.



View the video “Clipboard Overview.”

CLIPBOARD FEATURES

Feature	What It Does
Cut 	Cut: Removes the original selection from the source location and places the selection on the Office Clipboard.
Copy 	Copy: Creates a duplicate of the original selection, which remains in the source location, and places a copy of the selection on the Office Clipboard.
Paste 	<p>Paste: Inserts a copy of the most recent item found on the Office Clipboard at the target location, or destination. Depending on the application, there are usually at least three paste choices: Keep Source Formatting, Merge Formatting, and Keep Text Only.</p> <p>Keep Source Formatting: Pastes the text and the formatting (bold, italic, underline) of the selection from the source location to the target location. The selection pasted retains the original formatting from the source location.</p> <p>Merge Formatting: Pastes the text and formatting (bold, italic, underline) of the selection from the source location to the target location and combines it with any formatting that is already at the target location. The selection pasted has formats from both the source and target locations.</p> <p>Keep Text Only: Pastes the selection from the source location to the target location. The selection pasted takes on the formatting of the target location.</p>
Format Painter 	<p>Format Painter: Applies the character and paragraph formatting from the source selection to any characters or text selected.</p> <p>Double-click the Format Painter to apply formats to multiple selections. Click the Format Painter button to turn it off when you are finished.</p>

☰ Home→Clipboard→Cut  | **Ctrl**+**X**

☰ Home→Clipboard→Copy  | **Ctrl**+**C**

☰ Home→Clipboard→Paste  | **Ctrl**+**V**

DEVELOP YOUR SKILLS: O1-D5

In this exercise, you will use PowerPoint to copy content from one slide to another and cut content from its original location and paste it into a new location.

1. Navigate to the **Overview Chapter 1** folder and double-click the **O1-D5-AlternativeApps** presentation file to open it in PowerPoint.
2. Click **Enable Editing** in the Security Warning bar at the top of the screen, if necessary.
The Security Warning bar may display the first time you open a file. If you know the file sender and trust the content, then open the file.
3. Click the picture of the typewriter to select it and notice that a border displays around it.
4. Choose **Home**→**Clipboard**→**Copy** .
The copied picture is placed on the Office Clipboard and is ready to be pasted in a new destination. The copied picture also remains on the slide.
5. Click the thumbnail for the **second slide** in the Slides panel on the left of the PowerPoint window.
6. Choose **Home**→**Clipboard**→**Paste** .
The picture is pasted to the slide in the same position it was in on the original slide.
7. Drag the picture below the slide title *Word Processors*.
8. Click the thumbnail for the **first slide** in the Slides panel on the left of the PowerPoint window.
9. Click the picture of the calculator and then choose **Home**→**Clipboard**→**Copy** .
10. Click the thumbnail for the **third slide** in the Slides panel on the left of the PowerPoint window.
11. Choose **Home**→**Clipboard**→**Paste**  and then drag picture below the slide title *Spreadsheets*.
12. Copy the picture of the slide carousel from the **first slide**, paste it to the **fourth slide**, and then drag it under the slide title *Presentation Graphics*.

Cut and Paste

13. Click the thumbnail for the **first slide** in the Slides panel and select the picture of the signs.
14. Choose **Home**→**Clipboard**→**Cut** .
15. Click the thumbnail for the **final slide** in the Slides panel.
16. Choose **Home**→**Clipboard**→**Paste** .
17. Drag the picture to the center of the slide.
Notice that the signs picture is no longer on the first slide since it was cut, or removed, from the slide.
18. Choose **File**→**Save As** and then navigate to and save the file in your **Overview Presentations** folder as: **O1-D5-AlternativeAppsRevised**

Drag and Drop

If you want to cut or copy text and then paste it in a different location on the same page, try using drag and drop. Whether you want to cut or copy text, the first step is always to select the desired text. The difference between cutting and copying in this method has to do with the **Ctrl** key. That is, to copy, you hold down **Ctrl** while moving from one location to the next; when cutting, you do not use **Ctrl**.



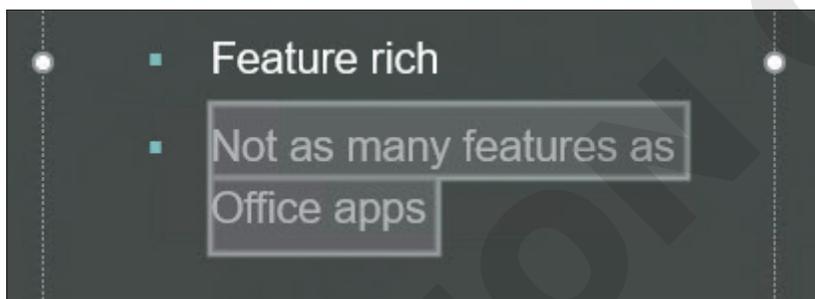
View the video “Using Drag and Drop.”

DEVELOP YOUR SKILLS: O1-D6

In this exercise, you will use drag and drop in PowerPoint to cut, or move, text from one location on a slide to another.

1. Choose **File**→**Save As** and save the presentation in your **Overview Presentations** folder as: **O1-D6-Drag**
2. Click the thumbnail for the **fifth slide** in the Slides panel.
3. Click to the right of the word *resources* in the right column and tap **Enter** to create a new line.
You've created the new blank line so there is a place to drag the text.
4. Position the mouse pointer to the left of the word *Not* at the bottom of the left column, press and hold the mouse button, and drag to the right of the word *apps* in the same phrase; release the mouse button.

The phrase is selected.



5. Point to the selected phrase and drag it to the blank line in the right column.
Each column now has three bulleted items.
6. Choose **File**→**Save** to save your changes.

Formatting Text Using Font Group Settings

To make something on a slide more visible to your reader, you may want to use some or all of the font formats available in the Font group or in the Font dialog box. To apply the formats, you must first select text, a picture, or some other object on a slide.



Use the Font dialog box launcher to open the Font dialog box.

The Format Painter copies and applies multiple formats from one object to another. For example, if a text phrase is bold, italic, and colored red, the Format Painter can copy all three of those format characteristics and apply them to other text in the presentation. You can use Format Painter to apply the copied formatting multiple times by double-clicking the Format Painter button. To turn off the multiple-use feature and stop “painting,” tap the **Esc** key.

DEVELOP YOUR SKILLS: O1-D7

In this exercise, you will increase the font size, make text bold, remove the bold, change the font color, launch the Font dialog box, and use the Format Painter.

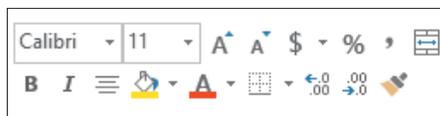
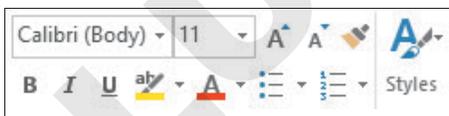
1. Use **Save As** to save the presentation in the **Overview Presentations** folder as:
O1-D7-Format
2. On **slide 5**, drag across the text **Microsoft Office Software** to select it.
3. Choose **Home**→**Font**→**Increase Font Size**  once to increase the font size of the selection to 24 points.
4. Choose **Home**→**Font**→**Bold** .

You have applied two formats to the text—a font size and bold. Bold is used to add emphasis to text. When a format such as bold is applied, the button on the Ribbon displays a dark-gray background. To turn the format off and remove the dark-gray background behind the button, click the button again. This is known as a **toggle** format.
5. With the text still selected, choose **Home**→**Clipboard**→**Format Painter** .
6. Drag across the text **Google/OpenOffice Software**.

Notice that the font size and bold formatting were applied to the phrase.
7. Save the file.

The Mini Toolbar

The Mini toolbar is a floating toolbar that contains some of the more commonly used formatting buttons found on the Home tab and specific to the application. The Mini toolbar appears at various times in all the Office applications, giving you a convenient way to choose the most commonly used commands. If the Mini toolbar does not display, right-click the mouse.



The Mini toolbar in PowerPoint (top), Word (bottom left), and Excel (bottom right)

 File→Options→General→Check Show Mini Toolbar on Selection

DEVELOP YOUR SKILLS: O1-D8

In this exercise, you will use the Mini toolbar to apply formatting.

1. Use **Save As** to save the presentation in the **Overview Presentations** folder as:
O1-D8-Toolbar
2. Double-click the word **expensive** in the left column.

3. In the Mini toolbar, click the **Italic**  button.
4. Double-click the word **free** in the right column and use the Mini toolbar to apply italic formatting.
5. Move the mouse away from the selected text to hide the Mini toolbar.
6. Save the file.

Find and Replace

Within a document, worksheet, database, or presentation, you may need to locate text quickly. You may also need to substitute one word or phrase, or formatting, for something else. The Find command is used to search for characters, symbols, numbers, words, phrases, or formats that meet the criteria. The Replace command first finds whatever meets the criteria and then replaces it with what you desire.

DEVELOP YOUR SKILLS: O1-D9

In this exercise, you will use the Replace command to locate Software and then replace some occurrences with Apps.

1. Use **Save As** to save the presentation in the **Overview Presentations** folder as:
O1-D9-Replace
2. Choose **Home**→**Editing**→**Replace** .
3. Drag the **Replace** box to the top left of the slide so it doesn't cover any text.
4. Type **Software** in the Find What box.
5. Type **Apps** in the Replace With box.
6. Click **Find Next**.
The first occurrence, the heading for the left column on slide 5, is found.
7. Click the **Replace** button in the Find and Replace box.
The word is replaced and the next occurrence is found.
8. Click the **Find Next** button to skip replacing the term in the phrase *Software is expensive*.
9. Click the **Replace** button to replace the term at the top of the right column.
10. Click the **Find Next** button to skip replacing the term in the phrase *Software is free*.
No other occurrences are found.
11. Click **OK** to close the message box and then close the Replace box.
12. Save your file and exit PowerPoint.

Common Features on the Review Tab

In this section, you will learn about the features on the Review tab that are used in a similar manner throughout multiple Microsoft applications, including Word, Excel, Access, and PowerPoint. You will work with Microsoft PowerPoint to use the Spelling and Thesaurus features.

Spelling & Grammar

Whether you are working in a Word document, an Excel worksheet, an Access database, or a PowerPoint presentation, before you share the file with anyone, you should use the Spelling & Grammar button. The Spelling feature reviews the file for misspelled words or words that do not match the Microsoft dictionary for that computer. A red squiggly line below a word indicates that the word is not recognized in the Dictionary file on your computer. Right-click the unrecognized word and choose the correct spelling from the context menu or add the word to the Dictionary.

DEVELOP YOUR SKILLS: O1-D10

In this exercise, you will create a new presentation and use the Spelling feature.

1. Start PowerPoint, locate and select the **Welcome to PowerPoint** template, and then choose **Create** to open the presentation.
2. Preview the various slides at the left of the PowerPoint window, either by clicking each individual slide or by using the scroll bar.
3. Click **slide 1** and then click at the end of the word *Welcome*.
4. Tap **Backspace** two times and type: **em**
5. Click a blank area at the bottom of the slide to deselect the text box and then click anywhere in the first line of text to reselect it.

Notice the misspelling of Welcome displays with a red squiggly line below it.

6. Right-click the misspelled word and choose **Welcome** from the context menu to correct the spelling.
7. Choose **Home**→**Slides**→**New Slide** .

On the new slide, the title placeholder displays at the top and the text box placeholder displays below.

8. Type **Parctice makes prefect** in the text box placeholder and tap **Enter**.

Yes, you are deliberately typing misspelled words so you have a presentation that can be spellchecked in the next few steps!

9. Type **Mispllings are noticable** and then click **slide 1** in the Navigation pane.
 10. Choose **Review**→**Proofing**→**Spelling**  to launch the Spelling pane at the right with the correct spelling of *Practice* selected.
 11. Click the **Change** button to spell *Practice* correctly on the slide and locate the next misspelled word.
 12. Continue correcting two more misspelled words (*misspellings* and *noticeable*) and then, in the Microsoft PowerPoint message box, click **OK**.
 13. Double-click **prefect** and type: **perfect**
- Because prefect is a word, it is not identified as a misspelled word when running the spelling checker. You must remember to proofread your work!*
14. Use **Save As** to save the file to your **Overview Presentations** folder as: **O1-D10-PowerPoint**

Thesaurus

There are times when you end up using a word over and over and over again! Instead of using the same word, you could use a synonym. The Thesaurus provides definitions, word forms, synonyms (words with similar meanings), antonyms (words that are opposite in meaning), and word forms in other languages when dictionaries of other languages are installed on your computer.

DEVELOP YOUR SKILLS: O1-D11

In this exercise, you will use the Thesaurus feature to replace a word with one of its synonyms.

1. Click **slide 1** and select the word **tips**.
2. Choose **Review**→**Proofing**→**Thesaurus** .
3. At the right side of the window, in the Thesaurus pane, click **guidelines** to see a list of synonyms for that word.
4. In the Thesaurus pane, hover the mouse pointer over the word *rules*, click the **menu** button ▼, and then choose **Insert** to replace *tips* with *rules*.
5. Close the Thesaurus pane.
6. Use **Save As** to save the file to your **Overview Presentations** folder as: **O1-D11-Proofing**

Other Common Features

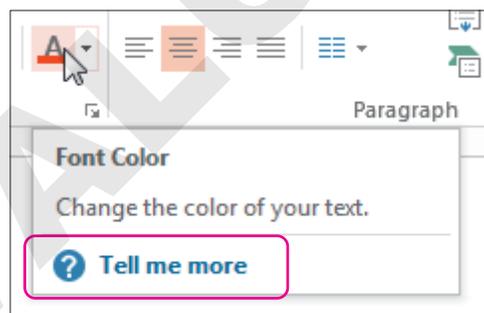
In the preceding exercises you learned about features found on multiple programs' Ribbons. Here are three additional common features that are available no matter which Ribbon is displayed in Microsoft Office.

Help

When you are working in Microsoft Office, you may need to find out more about a particular topic as it relates to the application. Located to the right of the last tab on the Ribbon is the *Tell Me What You Want to Do* box. This box provides a quick way to access help or to learn more about a feature in the application.

When you click the box, suggestions related to the application display. Use the text box to enter words or phrases, often of what you would like to do or locate next in the application. You can use the Tell Me... box to research or explain the meaning of a term with Smart Lookup. To view a list of Help topics, tap the **F1** function key on the keyboard.

Another Help feature is the *Tell Me More* link that may display at the bottom of a button's help tip. When you click the link, the Help window displays with more information about the specific feature. Using this method, you learn more about the feature without typing any search text.



Some buttons display robust help tips with a Tell Me More link when you point to them.

Smart Lookup with the Insights Pane

Smart Lookup is available within an application on the context menu. In the Insights pane, you can view and listen to pronunciations, look at word forms and definitions of selected text, and view results of wikis and web searches related to your selected text. Using the Smart Lookup feature can be especially helpful, as it saves you the time of retyping the same selection in your search engine.

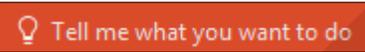
Take a Screenshot

The Take a Screenshot button is used when you want to remain in your Word, Excel, PowerPoint, or Outlook application while capturing a screenshot of the entire window, or part of a window. In PowerPoint, once the screenshot is captured, it is temporarily placed as a thumbnail in the Available Windows gallery located with the Take a Screenshot button in your open application. If you open another application, such as Word, the thumbnail displays in the Available Windows gallery. Once you close the PowerPoint application, the screenshot would no longer display in the Available Windows gallery in Word.

DEVELOP YOUR SKILLS: O1-D12

In this exercise, you will use the Tell Me More Help link and the Tell Me What You Want to Do... box to learn more about the Insights feature. Then you will use the Screenshot feature to copy what you found onto a new slide.

1. Save the presentation in the **Overview Presentations** folder as: **O1-D12-Help**
2. On the Ribbon, go to **Home**→**Slides**.
3. Point to the **New Slide**  button to see the name of the button, the keyboard shortcut, a description of the button, and the Tell Me More Help link.
4. Click the **Tell Me More** link to learn about adding, rearranging, and deleting slides in PowerPoint; close the Help window.
5. On the Ribbon to the right of the View tab, click in the **Tell Me What You Want to Do** box and type: **Insights pane**

 Tell me what you want to do

Observe the options that Microsoft displays in the Tell Me... box.

6. From the displayed list, point to the *Get Help on "Insights Pane"* option to display its sub-options.
7. Click **Get Insights into What You're Working on with Smart Lookup** or any similar option.
8. Read about the Insights pane.
9. Scroll to the bottom of the Help pane and click **Read Article in Browser**.
Your web browser opens to the Microsoft website and displays the help page.
10. Click the **PowerPoint** button on the Taskbar to return to PowerPoint.
11. Choose **Home**→**Slides**→**New Slide** .
12. Choose **Insert**→**Images**→**Screenshot** .
13. Click **Screen Clipping** to display the browser window and drag over a portion of the browser window to take a screenshot of it.
You are returned to PowerPoint and the screenshot is pasted to the new slide.
14. Save the presentation and then close PowerPoint.

POWERPOINT

1

Creating and Delivering a Presentation



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

LEARNING OBJECTIVES

- ▶ Create a new presentation
- ▶ Add text to slides
- ▶ Apply themes and templates
- ▶ Add slides
- ▶ Control the indent of bulleted text
- ▶ Navigate a slide show
- ▶ Hide and unhide slides

Project: Creating a Presentation

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

Getting Started with PowerPoint

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

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

Navigating the PowerPoint Window

The PowerPoint program window, like other Microsoft Office programs, includes the Quick Access toolbar at the top left and groups all commands on the Ribbon. From app to app, the Ribbon includes some common tabs and/or commands; apps also feature unique Ribbon tabs and commands. And, in PowerPoint, there are several icons and commands at the bottom of the window specific to the program and that deal with slide organization and layout, zooming, speaker notes, and commenting.



View the video “The PowerPoint Window.”

Inserting Text

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

DEVELOP YOUR SKILLS: P1-D1

In this exercise, you will start a new presentation and enter a title and subtitle.

1. Start PowerPoint.

Hint: Click the Start button; type PO and choose PowerPoint from the list of suggestions.

2. Click the **Blank Presentation** template on the PowerPoint Start screen.
A new, blank presentation appears. You will develop it throughout this chapter.
3. Choose **File**→**Save As** and navigate to your **PowerPoint Chapter 1** folder.
4. Name the file: **P1-D1-iJams**
5. Click the **Save** button at the bottom of the dialog box.
6. Follow these steps to add a title and subtitle:



- A** Click once on **Click to Add Title** and type: **iJams Music Distribution**
- B** Click once on **Click to Add Subtitle** and type: **Be the star you know you are!**
PowerPoint enters the titles. At this point, you have a title slide, but it looks rather plain. This is about to change.
7. Press **[Ctrl]+[S]** to save the presentation and leave it open; you will modify it throughout this chapter.
Unless otherwise directed, always keep your file open at the end of an exercise.

Using Document Themes

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



View the video "PowerPoint Document Themes."

Choosing a Theme

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

Finding Additional Themes

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

DEVELOP YOUR SKILLS: P1-D2

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

1. Choose **File**→**Save As** and save your file as: **P1-D2-iJams**
2. Follow these steps to choose a theme for the presentation:

Depending on your monitor resolution, you may see a different number of thumbnails in the Themes group.



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

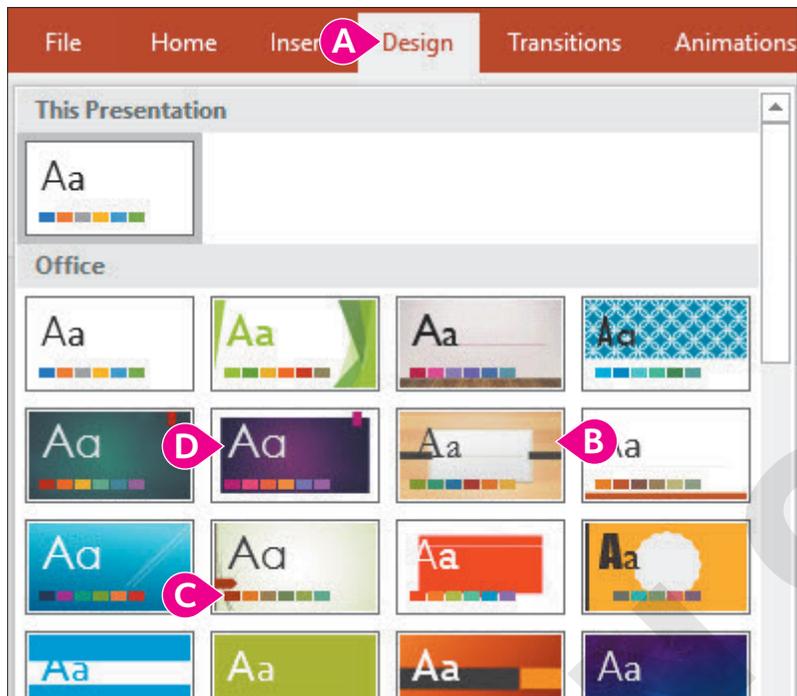
Note that your fourth theme may not match the one in the figure.

PowerPoint displays a Live Preview of the theme on your title slide. This gives you a good idea of the theme's overall design. Notice that the fonts and locations have changed for the title and subtitle. A different theme can radically redesign your presentation.

3. Point over (don't click) several more theme thumbnails.

You see a Live Preview of each theme on the actual slide. The themes visible on the Ribbon are just a small portion of those available, however.

4. Follow these steps to choose a theme:



- A** Choose **Design**→**Themes**→**More** .
- B** Point to preview the Organic theme and notice the ToolTip. (The default themes are listed in alphabetical order, followed by additional themes in alphabetical order.)
- C** Point (don't click) to preview the Wisp theme.
- D** Point to the Ion Boardroom theme and click once to apply it.

PowerPoint applies the theme to your presentation.

5. Save the presentation.

Choosing Slide Sizes

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



View the video “Changing the Slide Size/Aspect Ratio.”

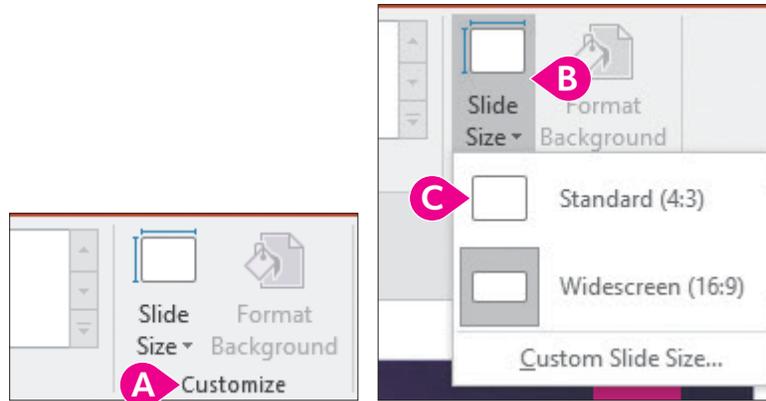
☰ Design→Customize→Slide Size

DEVELOP YOUR SKILLS: P1-D3

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

1. Save your file as: **P1-D3 - iJams**

2. Display the **Design** tab and then follow these steps to change the slide size:



- A Locate the **Customize** command group.
- B Click the **Slide Size** menu button ▼.
- C Choose **Standard (4:3)**.
- D Click the **Ensure Fit** button.

The slide is resized, and the slide title shifts to wrap across two lines.

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



7. Save the presentation.

Creating a Basic Presentation

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

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

Adding Slides

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

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

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

DEVELOP YOUR SKILLS: P1-D4

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

1. Save your file as: **P1-D4-iJams**
2. Choose **Home→Slides→New Slide** .
PowerPoint adds a new slide to the presentation immediately after the title slide.
3. Click once in the title placeholder and then type: **Our Services**
4. Click once on the **Click to Add Text** placeholder and then type this list, tapping **Enter** after each list item except the last:
 - **CD duplication on demand** **Enter**
 - **Jewel-case-insert printing** **Enter**
 - **Full-service online sales** **Enter**
 - **Downloadable MP3 distribution**

PowerPoint adds a bullet point character in front of each line.
5. Save the presentation.

Duplicating a Slide

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

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

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

Bulleted Lists

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

- ▶ CD labeling
 - ▶ Full color
 - ▶ Laser etching
- ▶ Jewel case
 - ▶ Back and spine of case
 - ▶ Insert
 - ▶ Single sheet
 - ▶ Up to 10-page booklet

☰ Home→Paragraph→Bullets 

List Levels

To indent a bullet is to **demote** it or to increase the list level. Typically, a main bullet point has one or more sub-bullets, which are smaller than the main bullet, are created by increasing the list level. When a list level is increased, the bullets are indented toward the right and the text is made smaller. Conversely, to decrease a bullet's indent by moving it more toward the left and increasing the bullet and text size is to **promote** it or to decrease the list level. PowerPoint supports a main bullet and up to eight levels of sub-bullets (nine levels total).

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

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

DEVELOP YOUR SKILLS: P1-D5

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

1. Save your file as: **P1-D5-iJams**
2. Choose **Home**→**Slides**→**New Slide** .
PowerPoint creates a new slide after the current slide.
3. Click in the title placeholder and type: **Packaging Options**
4. Click in the text placeholder and then type **CD labeling** and tap **Enter**.
*PowerPoint formats the new blank paragraph with the same large bullet. Paragraph formats are carried to new paragraphs when you tap the **Enter** key.*
5. Tap **Tab**.
PowerPoint indents the paragraph. It also introduces a new, slightly smaller style for the level-2 paragraph.
6. Type: **Full color**
PowerPoint formats the paragraph in a smaller font, too.
7. Tap **Enter**.
PowerPoint maintains the same level-2 formatting for the next paragraph.
8. Type **Laser etching** and tap **Enter**.
9. While holding down **Shift**, tap **Tab** once.
PowerPoint promotes the new paragraph back to the level-1 style, which is the level of the first paragraph on the slide.

Manipulate Heading Levels

You can also adjust the level after you have typed a paragraph.

10. Type these lines, tapping **Enter** after each list item except the last:
 - **Jewel case** **Enter**
 - **Back and spine of case**

11. Follow these steps to indent the last bullet:



- A** Click once anywhere within the paragraph to be indented.
B Choose **Home**→**Paragraph**→**Increase List Level**.

PowerPoint indents the paragraph and changes the bullet style. Demoting a paragraph makes it subordinate to the preceding paragraph.

12. Click the **Home**→**Paragraph**→**Increase List Level**  button three more times.

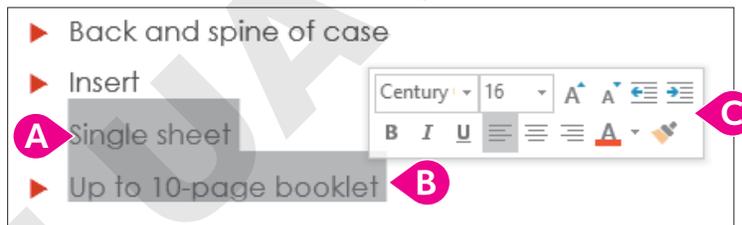
The bullet and font sizes change with each level increase. These formats are determined by the Ion Boardroom theme, on which the presentation is based.

13. Click **Home**→**Paragraph**→**Decrease List Level**  three times until the bullet reaches the second indentation.

With each promotion, the bullet style changes.

Indent Multiple Bullets

14. Click once at the end of the last paragraph and then tap **Enter**.
15. Type these new lines, tapping **Enter** after each list item except the last:
- **Insert** **Enter**
 - **Single sheet** **Enter**
 - **Up to 10-page booklet**
16. Follow these steps to select the last two paragraphs for your next command:



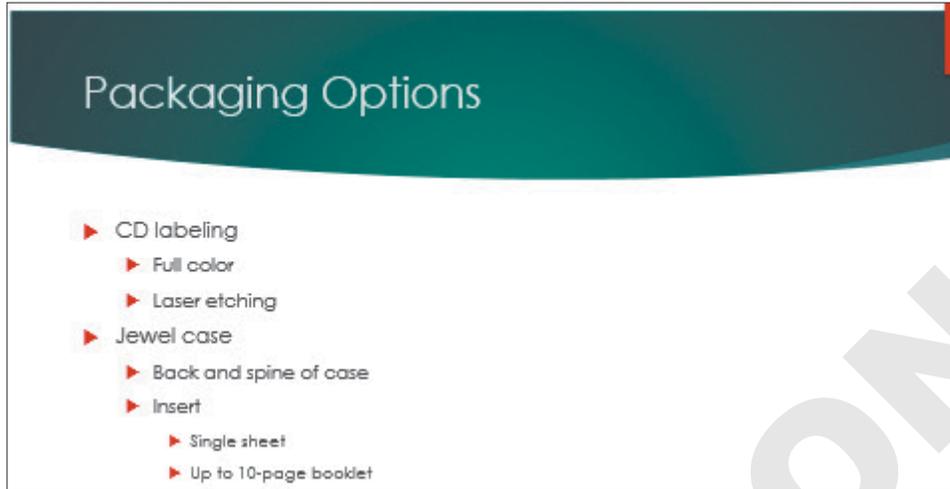
- A** Point at the beginning of *Single sheet*, taking care that a four-pointed arrow is not visible.
B Drag down and right to select (highlight) to the end of the last paragraph; release the mouse button.
C Ignore the Mini toolbar that appears. Do not click anywhere else on the slide.

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

PowerPoint indents the two selected paragraphs.

18. Click anywhere outside the border to deselect the text.

Your slide should match this illustration.



19. Save the presentation.

Choosing the Slide Layout

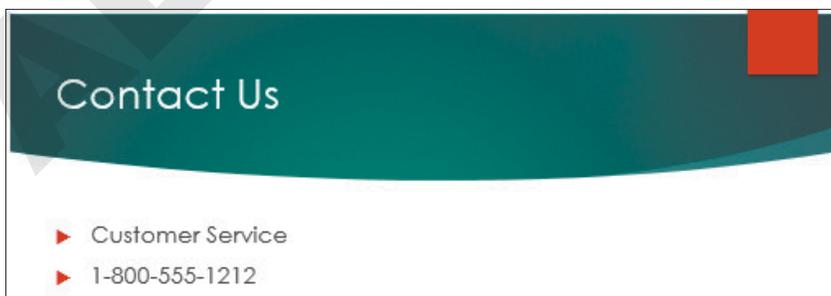
A **slide layout** is named for the type of data it will contain. For example, the Title layout needs only a title and subtitle. The Content layout will hold other information on the slide, so it has a title and a bulleted list for points. Likewise, the Content with Caption layout is divided into three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

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

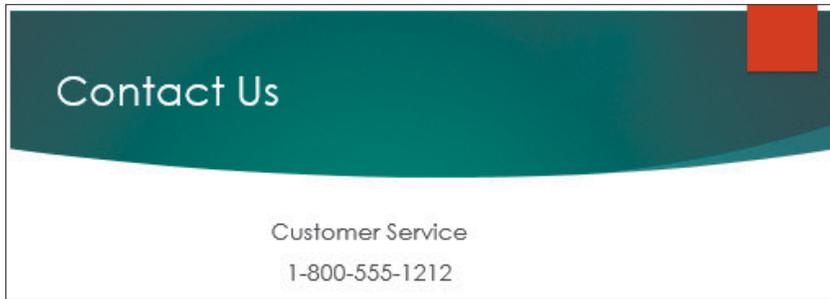
Aligning Text

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

☰ Home→Paragraph→click an alignment button



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



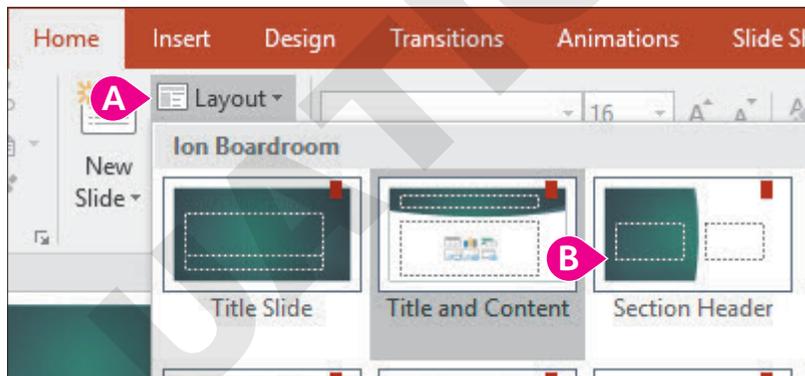
The text has been centered and bullets removed for a different look.

DEVELOP YOUR SKILLS: P1-D6

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

1. Save your file as: **P1-D6 - iJams**
2. If necessary, select the **Packaging Options** slide from the Slides panel on the left side of your screen.
3. Choose **Home**→**Slides**→**New Slide** .

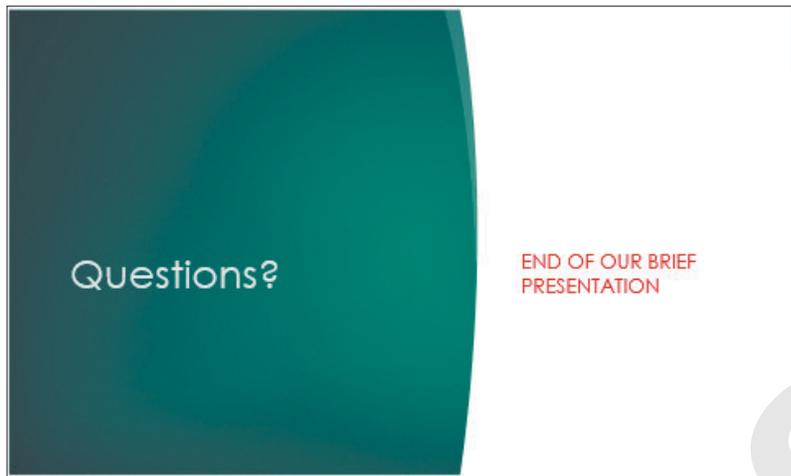
PowerPoint adds another slide to the end of the presentation. Like the previous two slides, this one is set up to display a bulleted list.
4. Follow these steps to choose a new layout for the slide:



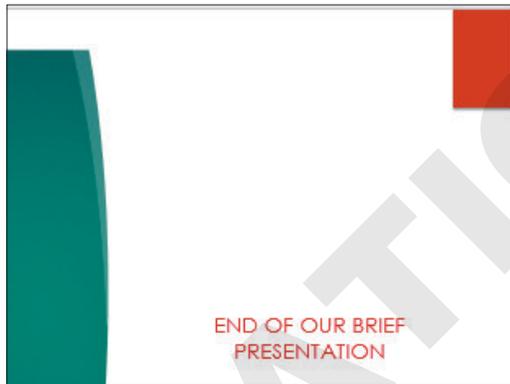
- A** Choose **Home**→**Slides**→**Layout menu button** ▼.
- B** Choose the **Section Header** slide layout.

PowerPoint applies the new layout. Now there are two placeholders, for a title and subtext.

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



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



8. Save the presentation.

Delivering the Slide Show

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

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

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

Delivery Tips

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

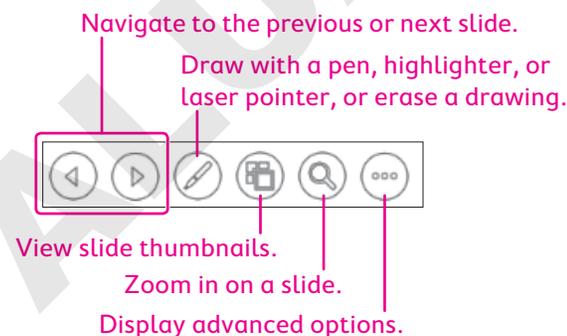
- ▶ **Pace:** Maintain a moderate pace. Speaking too fast will exhaust your audience and speaking too slowly may put them to sleep. Carry your audience with you as you talk.
- ▶ **Emphasis:** Pause for emphasis. As you present, use a brief pause to emphasize your point. This pause will give the audience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

Navigating Through a Slide Show

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

The Slide Show Toolbar

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



View the video "The Slide Show Toolbar."

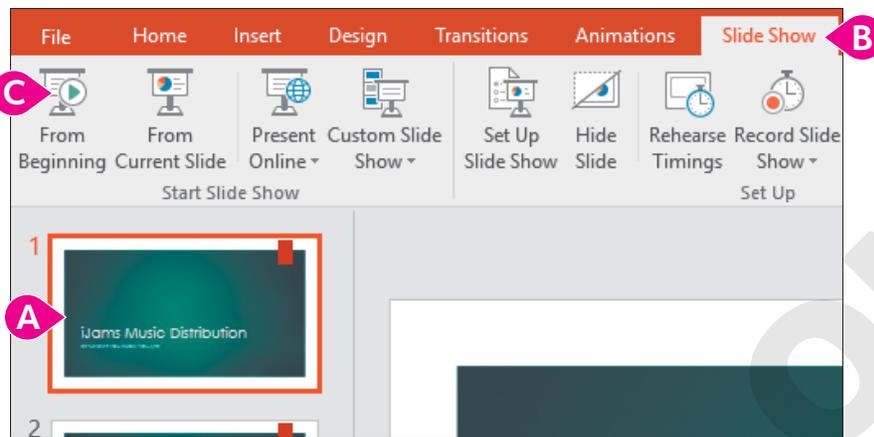
≡ Advance one slide: **Spacebar**, **→**, **Page Down**, or **Enter**

≡ Back up one slide: **Backspace**, **←**, or **Page Up**

DEVELOP YOUR SKILLS: P1-D7

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

1. Follow these steps to start the slide show:



- A Click the **title slide** in the Slides panel to select it.
 - B Click the **Slide Show** tab.
 - C Choose **Start Slide Show**→**From Beginning**.
2. Move the mouse pointer around the screen for a moment.
Notice the Slide Show  toolbar near the bottom-left corner of the screen when the slides are in full-screen view.
 3. Click the mouse pointer anywhere on the screen to move to the next slide.
 4. Tap **Page Down** twice and then tap **Page Up** twice, using the keys near the main keyboard (not the keys on the numeric keypad).
PowerPoint displays the next or previous slide each time you tap these keys.
 5. Follow these steps to use the Slide Show toolbar:



- A Point to the lower-left area of the slide to display the Slide Show toolbar.
 - B Click **Show All Slides** to display thumbnails of all slides.
6. Click the **Packaging Options** slide.
As you can see, there are many ways to navigate slides in an electronic slide show.

End the Slide Show

7. Continue to click anywhere on the screen until the last slide appears (the Questions slide).
8. Click once on the **last slide**.
The screen turns to a black background, with a small note at the top.
9. Click anywhere on the black screen to exit the slide show and return to the main PowerPoint window.
Feel free to practice running your slide show again.

Hide and Unhide Slides

Sometimes, a presentation may contain slides that you don't want to show. For example, you might have a slide with information that needs to be updated but you didn't have time to complete the update before presenting. Rather than deleting the slide and then recreating it later, you can hide the slide so it doesn't display during the presentation. You can then update the slide at your leisure and make it visible for presentations later. Hidden slides are still visible in the Slides panel.

DEVELOP YOUR SKILLS: P1-D8

In this exercise, you will hide and unhide a slide.

1. Display the **Packaging Options** slide.
2. Choose **Slide Show**→**Set Up**→**Hide Slide** .

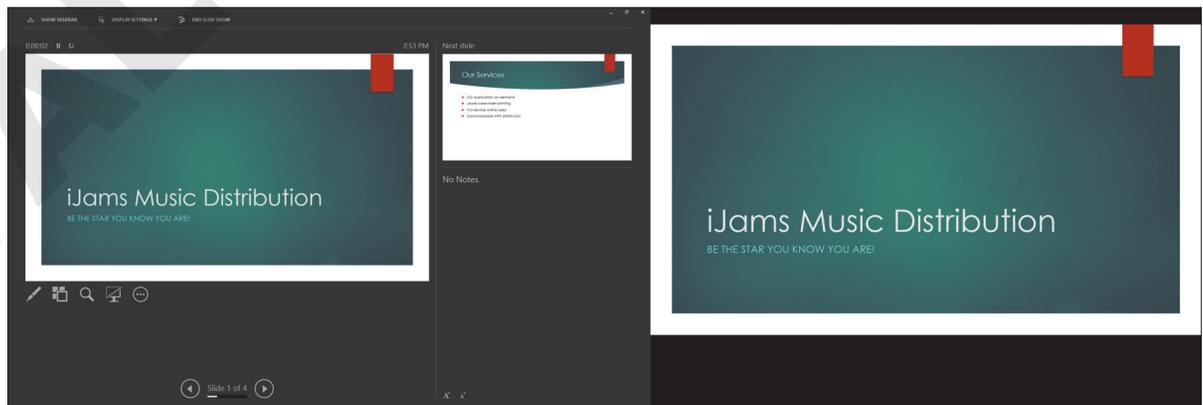
The Hide Slide button in the Ribbon now appears selected and the slide thumbnail in the Slides panel on the left side of the PowerPoint window is grayed out, indicating that the slide will be hidden during a slide show.
3. Choose **Slide Show**→**Start Slide Show**→**From Beginning** .
4. Navigate through the slide show until it ends and you are returned to the main PowerPoint window.

The hidden slide, Packaging Options, does not display during the slide show.
5. Display the **Packaging Options** slide.
6. Choose **Slide Show**→**Set Up**→**Hide Slide**.

The slide is unhidden.
7. Save the presentation.
8. Choose **File**→**Close** to close the presentation.

Presenter View

If you have multiple computer monitors, you can use Presenter View to help you deliver a presentation with more confidence. With Presenter View, one screen shows the slide show as the audience sees it while the other screen, which is visible to the presenter only, displays slide notes, a preview of the next slide, and slide show controls. Presenter View works automatically if you are using multiple monitors.



Presenter View on left and audience view on right

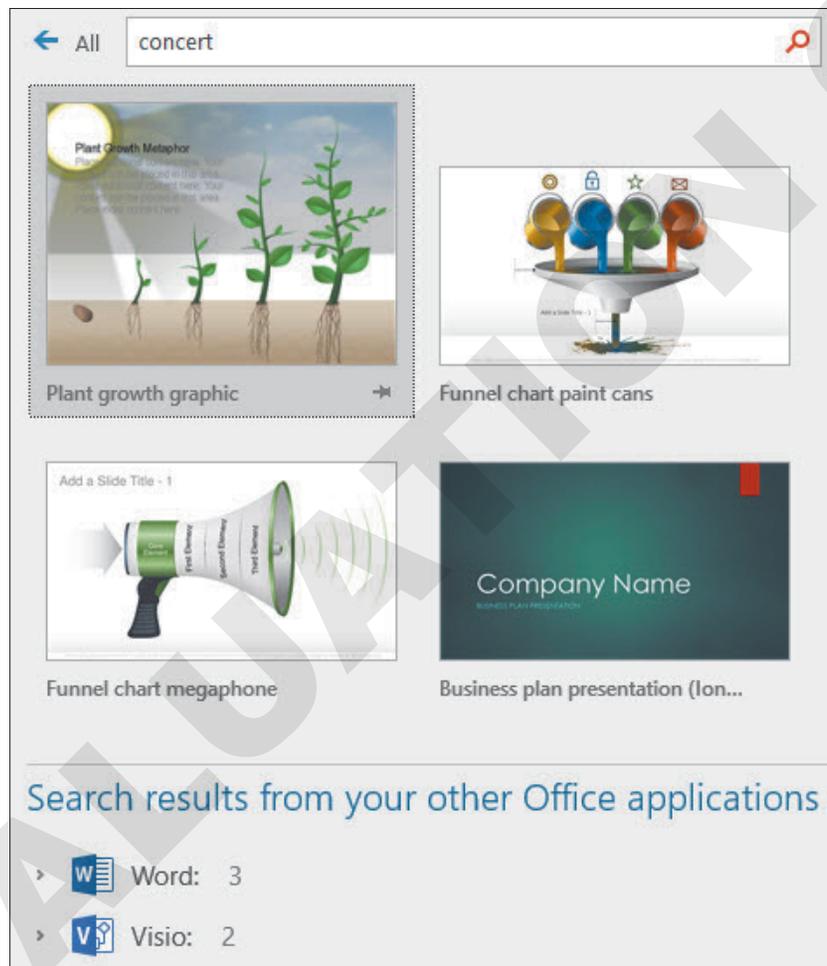
 Slide Show→Monitors→Use Presenter View

Creating a Presentation from a Template

A template is similar to a theme but goes one step further in that it includes starter slides and content in addition to a design theme. Microsoft offers many free templates that can be downloaded directly from within PowerPoint. These templates are a great way to jump-start your presentation design and slide content.

Searching for Templates

While you can search for templates directly from within PowerPoint, the results are not limited to PowerPoint. The search feature locates templates for any Office app, including Word, Excel, and other apps. If the results display as slide thumbnails, then the template will work in PowerPoint. It will be obvious if the template is for a different app, as the thumbnails will be collapsed under the app name.



Search results display as PowerPoint slide thumbnails or are collapsed under their app names.

Downloading and Applying a Template

When you find a template you like via the search, you can download it directly from the search results window. When the download is complete, a new presentation is automatically created with the template's design theme and starter slides.

DEVELOP YOUR SKILLS: P1-D9

In this exercise, you will search for and apply a template.

1. Choose **File**→**New**.
2. Under the search box, type **Biography** and tap **Enter**.
You can also click one of the suggested search links.
3. Click the **Biography Presentation** template if it is available; if it's not, choose any other template.
A message box displays a description of the template.
4. Click the **Create** button in the message box.
A new eight-slide presentation based on the template is created. The slides have placeholder content ready for you to edit. Additionally, the Help panel opens and offers tips for working with this template.
5. Close the Help panel.
Once you become more comfortable using PowerPoint, the tips in the Help panel will be more useful.
6. Triple-click the slide title, **Presentation Title**, to select it and then type: **Our Fearless Leader**
7. Display each slide and notice the starter content is editable and ready for you to customize.
8. Experiment with each slide and edit the starter content.
9. Save the presentation as **P1-D9-Template** and then exit PowerPoint.

Self-Assessment



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

Reinforce Your Skills

REINFORCE YOUR SKILLS: P1-R1

Create a Basic Presentation

In this exercise, you will begin to create a presentation for the Kids for Change organization—a community-based organization that helps socially aware youth plan and organize events that benefit their community. The presentation will be used to recruit new members and will be shown in high schools across the country.

1. Start PowerPoint and create a new, blank presentation.
2. Save the presentation to your file storage location as: **P1-R1-Kids**
3. Choose **Design**→**Themes** and apply the **Facet** design theme.
4. Choose **Design**→**Variants** and apply the second variant (blue).
5. Click in the title placeholder and type: **Kids for Change**
6. Click in the subtitle placeholder and type: **I can make a difference**
7. Save the presentation.

REINFORCE YOUR SKILLS: P1-R2

Add Slides and Deliver a Presentation

In this exercise, you will complete the Kids for Change recruitment presentation by adding slides and text. Then you will deliver the presentation.

1. With the **P1-R1-Kids** presentation still open, choose **File**→**Save As** and save it as: **P1-R2-Kids**
2. Choose **Home**→**Slides**→**New Slide** .
3. Choose **Home**→**Slides**→**Layout menu button** ▼ →**Two Content**.
4. Click in the title placeholder and type: **Events**
5. Add this text to the bulleted list on the left:
 - **iRecycling Day**
 - **Toy Collection**
 - **Shave and a Haircut**
 - **Diversity Festival**
6. Add this text to the bulleted list on the right:
 - **Build-a-House**
 - **Bully No More**
 - **Adopt a Street**
 - **Tutoring**

7. Save your presentation.

After completing a significant portion of work, it's a good idea to save what you've done before continuing.

8. Add a new slide with the title **Program Benefits** and notice it is already using the Two Content layout.
9. Add this text and indentation to the bulleted list on the left:

- ▶ **Personal**
 - ▶ **College application**
 - ▶ **Leadership skills**
 - ▶ **Sense of accomplishment**

10. Add this text and indentation to the bulleted list on the right:

- ▶ **Community**
 - ▶ **Crime reduction**
 - ▶ **Increased literacy**
 - ▶ **Improved health**

11. Add a new slide with the title: **Requirements**
12. Change the slide layout to: **Title and Content**
13. Type these bullet points in the text box:
- **You need**
 - **Positive attitude**
 - **Strong work ethic**
 - **Time commitment**
 - **One monthly event**
 - **One annual meeting**
14. Select the **Positive attitude** and **Strong work ethic** paragraphs and choose **Home**→**Paragraph**→**Increase List Level** .
15. Select the **One monthly event** and **One annual meeting** paragraphs and choose **Home**→**Paragraph**→**Increase List Level** .
16. Add a new slide with the title **Regional Contact** and notice that it is already using the Title and Content layout.
17. Type this in the text box:
- **Angelica Escobedo**
 - **(800) 555-0101**
18. Click the dashed border of the text box to select it.
19. Choose **Home**→**Paragraph**→**Bullets**  to remove the bullets from the text.
20. Choose **Home**→**Paragraph**→**Center**  to center both paragraphs on the slide.
21. Save the presentation.

Deliver the Slide Show

22. Choose **Slide Show**→**Start Slide Show**→**From Beginning** .
The slide show starts from the first slide regardless of which slide is currently selected.
23. Navigate through the presentation by clicking the screen until the presentation is ended.
24. Click once more to return to the PowerPoint program window.
25. Choose **Slide Show**→**Start Slide Show**→**From Beginning**  to restart the slide show from the beginning.
26. Move your mouse to the bottom-left corner of the screen to display the Slide Show toolbar.
27. Click the **Show All Slides**  button on the toolbar to display all the slide thumbnails.
28. Click the **Program Benefits** slide to go directly to it.
29. Tap **[Esc]** to end the slide show.

Hide a Slide

The regional contact will be out of town when the presentation is given, so you will hide the slide that displays that contact information.

30. Select the **Regional Contact** slide from the Slides panel.
31. Choose **Slide Show**→**Set Up**→**Hide Slide**.
32. Run the slide show and ensure the Regional Contact slide does not display.
33. Save the presentation and then exit PowerPoint.

REINFORCE YOUR SKILLS: P1-R3

Create an Events Promotion Presentation

In this exercise, you will create and deliver a new Kids for Change presentation to advertise upcoming events.

1. Start PowerPoint and create a new, blank presentation.
2. Save the presentation to your file storage location as: **P1-R3-Kids**
3. Choose **Design**→**Themes** and apply the **Slice** theme.
4. Choose **Design**→**Variants** and apply the fourth theme variation (orange).
5. Add **Kids for Change** for the title and **June Event** for the subtitle.
6. Add a new slide with the title: **Shave and a Haircut**
7. Add this bulleted text:
 - **Free haircuts**
 - **Free shaves**
 - **Free mustache and beard trimming**
8. Save your presentation.
9. Add a new slide with the title: **Participating Locations**
10. Choose **Home**→**Slides**→**Layout menu button** ▼→**Two Content**.

11. Type the following, with indentations, in the left text box:

- ▶ Barbers
 - ▶ Sam the Barber
 - ▶ Hats Off
 - ▶ Clean Cuts

12. Type the following, with indentations, in the right text box:

- ▶ Shelters
 - ▶ Shelter on Main
 - ▶ Helping Hand
 - ▶ Safe Night

13. Add a new slide with the title: **Dates and Availability**
14. Choose **Home**→**Slides**→**Layout menu button** ▼→**Title and Content**.
15. Type these bullet points in the text box:
- **All Locations**
 - **Every Saturday in June**
 - **8:00am – 8:00pm**
 - **Availability**
 - **Free service to help our community's homeless**
16. Select the two paragraphs under *All Locations* and increase their list level.
17. Select the last paragraph and increase its list level.
18. Add a final slide with the title: **Sponsored By**
19. Click the dashed border to select the entire Title text box.
20. Choose **Home**→**Paragraph**→**Center**  to center the text on the slide.
21. Type **Kids for Change** in the text box.
22. Click the dashed border to select the entire text box.
23. Choose **Home**→**Paragraph**→**Bullets**  to remove the bullets from the text.
24. Choose **Home**→**Paragraph**→**Center**  to center the text on the slide.
25. Save your presentation.

Deliver the Slide Show

26. Choose **Slide Show**→**Start Slide Show**→**From Beginning** .
27. Click through the presentation until it ends and returns to the main PowerPoint window.
28. Start the slide show from the beginning again.
29. Click the **Show All Slides** button on the toolbar to display all the slide thumbnails and navigate directly to the **Participating Locations** slide.
30. Tap **[Esc]** to end the slide show and then exit PowerPoint.

Apply Your Skills

APPLY YOUR SKILLS: P1-A1

Begin a Presentation

In this exercise, you will begin to create a new promotional presentation for Universal Corporate Events, a meeting and event planning service that handles event planning for businesses.

1. Start PowerPoint, create a new, blank presentation, and save it to your file storage location as: **P1-A1-Events**
2. Apply the **Ion** design theme.
3. Apply the fourth variation (reddish orange).
4. Add this text to the title slide:
 - Title: **Universal Corporate Events**
 - Subtitle: **Events made easy**
5. Save your presentation.

APPLY YOUR SKILLS: P1-A2

Add Slides and Deliver a Presentation

In this exercise, you will complete the Universal Corporate Events presentation and deliver a slide show.

1. With the **P1-A1-Events** presentation from the previous exercise still open, save it as: **P1-A2-Events**
2. Add a second slide with this text:

Title	Event Types
Bulleted paragraphs	Celebrations Team building Trade shows Ceremonies

3. Add a third slide with this text:

Title	Services
Bulleted paragraphs	Venue scouting Catering Invitations Stage and sound equipment

4. Add a fourth slide with the **Two Content** layout and this text:

Title	Benefits
Left bulleted paragraphs	Our jobs Deal with paperwork Guarantee safety Scheduling
Right bulleted paragraphs	Your jobs Relax Enjoy your event

5. Select all but the first bullet in the left text box and increase the list level.
 6. Select all but the first bullet in the right text box and increase the list level.
 7. Add a final slide with the **Section Header** layout and this text:
- Title: **Universal Corporate Events**
 - Text: **Events made easy**
8. Center both the title and the paragraph on the slide.
 9. Save the presentation.

Deliver the Slide Show

10. Start the slide show from the beginning.
 11. Advance to the second slide.
 12. Use the Slide Show toolbar to display all the slides and then jump to the **Benefits** slide.
 13. Continue navigating the slides until the slide show ends and you are returned to the main PowerPoint window.
 14. Exit PowerPoint.

APPLY YOUR SKILLS: P1-A3

Create a Services Presentation

In this exercise, you will create a new presentation for Universal Corporate Events that outlines each of its services.

1. Start PowerPoint, create a new, blank presentation, and save it to your file storage location as: **P1-A3-Events**
2. Apply the **Retrospect** theme.
3. Apply the third variation.
4. Enter **Universal Corporate Events** as the title and **Services** as the subtitle.
5. Add a second slide with this text:

Title	Venue Scouting
Bulleted paragraphs	Locate three potential venues Provide digital tour Provide transportation for up to four

6. Add a third slide with this text:

Title	Catering
Bulleted paragraphs	Vegetarian and vegan options Kosher options Never frozen

7. Add a fourth slide with the **Two Content** layout and this text:

Title	Invitations
Left bulleted paragraphs	Creative Graphic design Matching envelopes
Right bulleted paragraphs	Business Create mailing labels Mail first class

8. Select all but the first bullet in the left text box and increase the list level.
 9. Select all but the first bullet in the right text box and increase the list level.
 10. Add a fifth slide to the presentation with the **Title and Content** layout and this text:

Title	Stage and Sound Equipment
Bulleted paragraphs	Speaker podium and PA 1,200-watt sound system for bands Portable dance floor

11. Add a final slide to the presentation with the **Section Header** layout and this text:
 • Title: **Thank you!**
 • Text: **Hope to see you soon**
 12. Center both the title and text on the slide.
 13. Save the presentation.

Deliver the Slide Show

14. Hide the **Invitations** slide.
 15. Save the presentation.
 16. Start the slide show from the beginning.
 17. Use the **Slide Show** toolbar to display all visible slides.
 18. Continue navigating the slides until the slide show ends and you are returned to the main PowerPoint window.
 19. Exit PowerPoint.

Project Grader

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

PROJECT GRADER: P1-P1

Create a Presentation for the New Products and Stores Webinar

The marketing director for Taylor Games wants you to take the lead on creating a vibrant presentation. In this exercise, you will create a PowerPoint presentation for the New Products and Stores webinar.

1. Download and open your Project Grader starting file.
 - *Using eLab:* Download **P1_P1_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - *Not using eLab:* Open **P1_P1_Start** from your **PowerPoint Chapter 1** folder.
2. Hide **slide 1**, *Webinar Notes*.
3. Change the layout of **slide 2** to **Title Slide**.
4. On **slide 2**, change the slide size to **Standard (4:3)** and maximize the fit.
5. Add the following text to **slide 2**:

Title	New at Taylor Games
Subtitle	Products, Stores, and More!

6. Insert a new **Title and Content** slide after **slide 2**.
7. Enter this text as the new slide's title: **Webinar Agenda**
8. Apply **Center** alignment to the new slide's title.
9. Add the following bulleted text to the new slide:
 - **Introductions**
 - **New Products**
 - **Books**
 - **Dice**
 - **Games**
 - **New Stores**
 - **Portland, OR**
 - **Spokane, WA**
10. Increase the list level (the indent) by one for the following bullets: **Books**; **Dice**; **Games**; **Portland, OR**; and **Spokane, WA**.
11. Apply the **Facet** theme to the presentation.
12. Save your presentation.
 - *Using eLab:* Save it to your **PowerPoint Chapter 1** folder as **P1_P1_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab:* Save it to your **PowerPoint Chapter 1** folder as: **P1_P1_Submission**

PROJECT GRADER: P1-P2

Classic Cars Club Guide for Potential Advertisers

The Classic Cars Club is gearing up for their annual car show and has requested your help in reaching out to advertisers. In this exercise, you will put together a PowerPoint presentation to show these potential advertisers.

1. Download and open your Project Grader starting file.
 - *Using eLab:* Download **P1_P2_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - *Not using eLab:* Open **P1_P2_Start** from your **PowerPoint Chapter 1** folder.
2. On **slide 1**, change the slide size to **Standard (4:3)** and maximize the fit.
3. Add the following text to **slide 1**:

Title	Classic Car Show
Subtitle	A Guide for Potential Advertisers

4. Insert a new **Title and Content** slide after slide 1.
5. Enter this text as the new slide's title: **What Advertisers Should Know**
6. Apply **Center** alignment to the new slide's title.
7. Add the following bulleted text to the new slide:
 - **Car Show Dates**
 - **Locations and Venues**
 - **Advertising Opportunities**
 - **Banners**
 - **Booths**
 - **Show Bags**
 - **Deadlines**
8. Increase the list level of the **Banners**, **Booths**, and **Show Bags** bullets by one.
9. Hide **slide 3**.
10. Apply the **Facet** theme to the presentation.
11. Save your presentation.
 - *Using eLab:* Save it to your **PowerPoint Chapter 1** folder as **P1_P2_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab:* Save it to your **PowerPoint Chapter 1** folder as: **P1_P2_Submission**

Extend Your Skills

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

P1-E1 That's the Way I See It

In this exercise, you will create a presentation for a charity you feel strongly about to educate others about it. First, decide on a known charity you support or agree with. If you don't know of any, think of a few ideas for charities (such as saving animals or the environment, ensuring human rights, curing disease, etc.) and then search the Internet for a reputable charity that deals with one of those topics.

Create a new, blank presentation named **P1-E1-Charity** and apply the design theme and variation of your choice. Use the charity name as the slide title and type a short, descriptive phrase for the subtitle. Add a Title and Content slide that lists at least four actions the charity takes toward bettering its cause. Add a Two Content slide: On the left, list a few facts about the charity and, on the right, list ways to donate to the charity. Create a final slide with the Section Header layout that duplicates the content on the title slide. View the presentation as a slide show and make a mental note of anything you want to change. When the slide show ends, make your changes and then save your presentation.

P1-E2 Be Your Own Boss

Your landscaping business, Blue Jean Landscaping, saves its customers money by having them share in the physical labor. You are creating multiple slides with varying layouts and bulleted text to advertise your unique business to potential investors. Create a new, blank presentation named **P1-E2-BlueJean** and apply the desired design theme and variation. Use the company name as the slide title and create a catchy phrase for the subtitle. Add a Title and Content slide that lists four services your company provides. Add a Two Content slide that lists the mutual benefits to the company and the customer: The left column uses *Us* as the first bullet, and the right column uses *You* as the first bullet. Then list at least three benefits for the company (left) and at least three for the customer (right). Increase the list level of all bullets except the first in each column.

Create a final slide with the Section Header layout that duplicates the content on the title slide. Run the slide show. Use the Slide Show toolbar to navigate the slide show and experiment with the other buttons on the toolbar.

P1-E3 Demonstrate Proficiency

Stormy BBQ, a restaurant featuring fresh, locally grown vegetables and local, farm-raised pork/beef, is considering expanding to new locations. Create a presentation from a template (you might search using key terms *restaurant* or *food*) named **P1-E3-Stormy** to show at a local town hall meeting to convince residents and community leaders that Stormy BBQ would be a great fit for their community. Create at least five slides, including the title slide, with a different layout for each slide. At least one slide should include bullet points with varying list levels.

EVALUATION ONLY

POWERPOINT

2

Designing and Printing the Presentation



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

LEARNING OBJECTIVES

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

Project: Designing a Presentation

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

Working with Slides

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

Copying Text and Objects

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

DEVELOP YOUR SKILLS: P2-D1

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

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

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

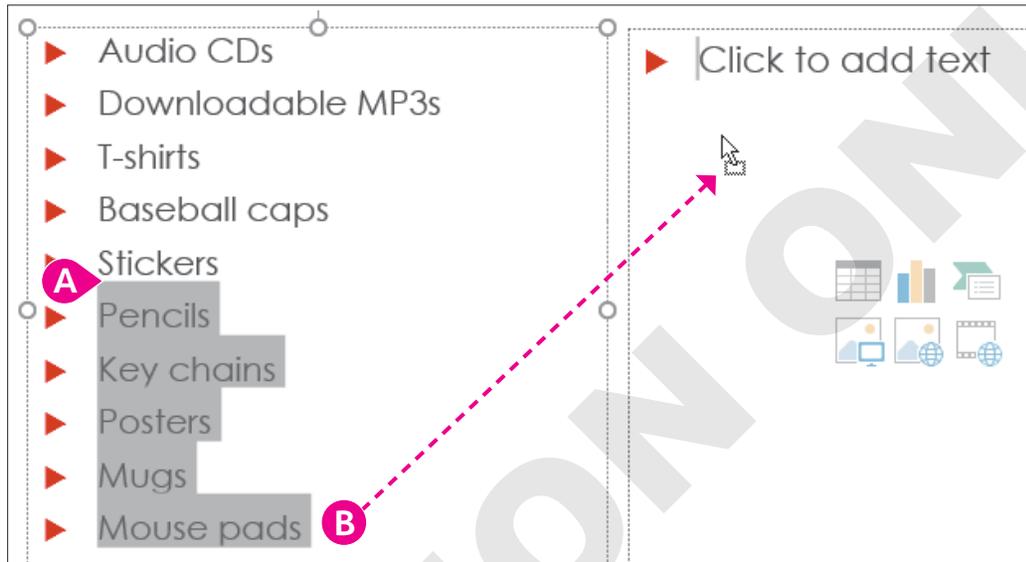
2. Select the **Our Services** slide from the Slides panel on the left side of your screen.
The Our Services slide appears. New slides are inserted after the selected slide.
3. Choose **Home**→**Slides**→**New Slide** .
4. Click in the title placeholder and type: **Products and Promotional Items**
5.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

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

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

PowerPoint applies the Two Content layout to the current slide.

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



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

8. Save the changes to your presentation.

Working with Outlines

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

The Outline Panel

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



View the video “Using the Outline Panel.”

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

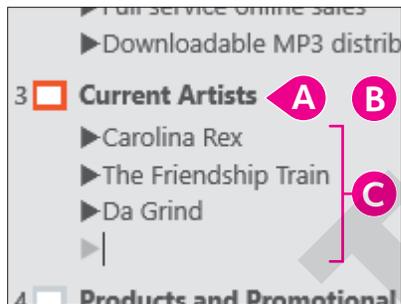
DEVELOP YOUR SKILLS: P2-D2

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

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



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

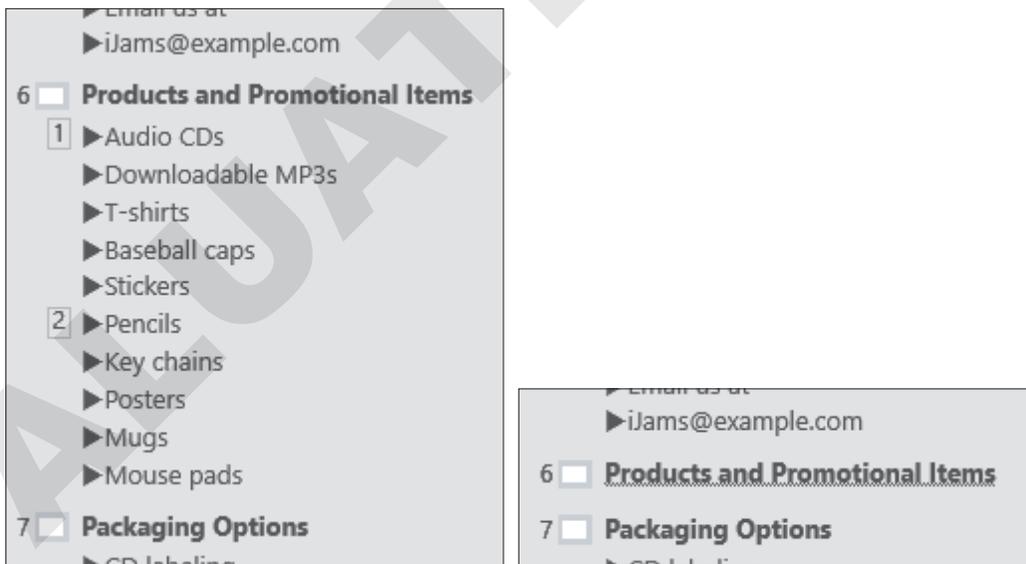


- A** Type **Current Artists** here. Notice that the text also appears in the main portion of your window.
 - B** Press **Ctrl**+**Enter** to move to the first bulleted paragraph.
 - C** Type these bulleted paragraphs, tapping **Enter** (not **Ctrl**+**Enter**) after each, including the last bulleted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

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

Collapsing and Expanding Slides

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

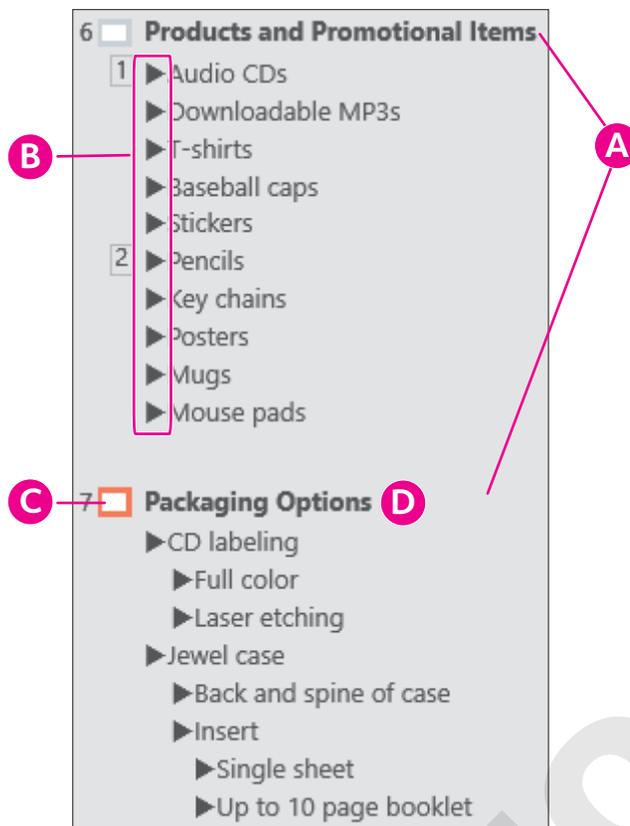


DEVELOP YOUR SKILLS: P2-D3

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

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

2. Follow these steps to explore the Outline panel:



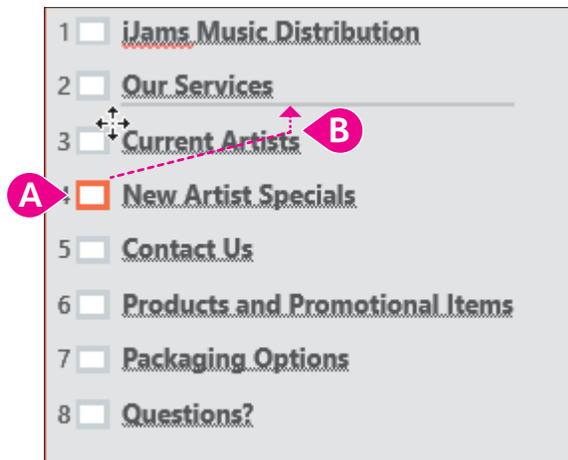
- A** Scroll until the **Products and Promotional Items** and **Packaging Options** slides are visible. Each slide is represented by an icon. Slides with multiple bulleted lists use numbers for identification.
 - B** Click any bullet icon in the **Products and Promotional Items** slide to select the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

Move a Slide

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

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

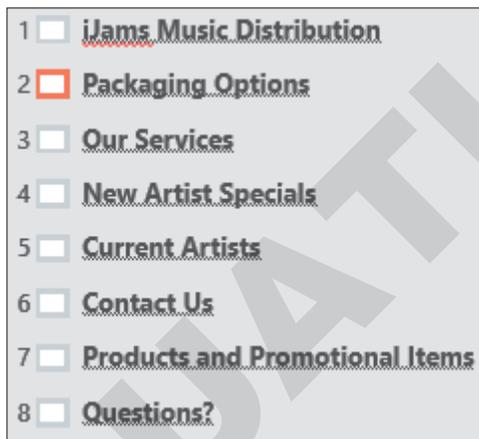
9. Follow these steps to move a slide:



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

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

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



11. Save your presentation.

Deleting Slides

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

DEVELOP YOUR SKILLS: P2-D4

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

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

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

Working with Word Integration

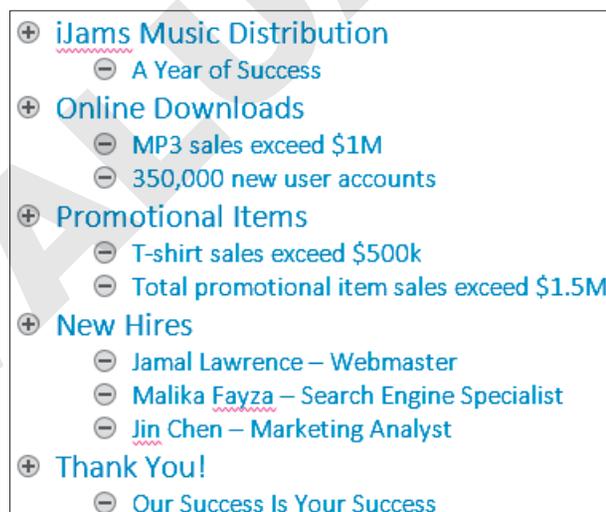
Microsoft Word is an excellent word-processing program that integrates with PowerPoint. An outline created in Word can easily be converted to a PowerPoint presentation. You may need to create a presentation based on an outline someone else created in Word, or you may find it easier to plan a presentation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

Creating a Presentation Outline in Word

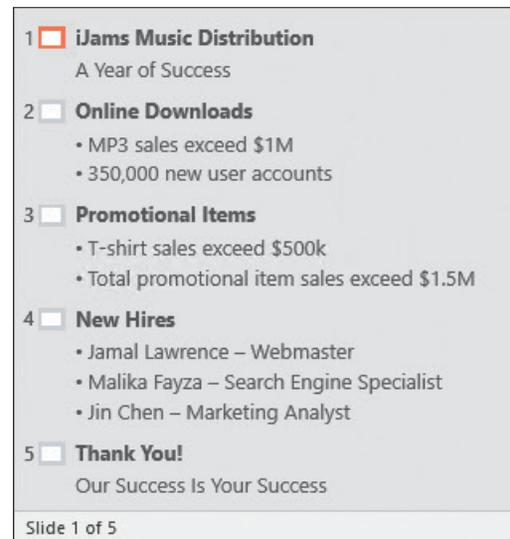
Word's powerful outlining tool makes setting up and modifying outlines easy. You can create an outline in Word and import it to PowerPoint. To use Word outlines in PowerPoint, you must apply the appropriate heading styles to the text in the Word document before importing the outline. PowerPoint converts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

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

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



This Word outline...



...creates these PowerPoint slides.

DEVELOP YOUR SKILLS: P2-D5

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

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

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

2. With the blank document open, choose **View**→**Views**→**Outline**.

3. Type **iJams Music Distribution** and tap **[Enter]**.

4. Tap **[Tab]**, type **A Year of Success**, and tap **[Enter]**.

Tapping **[Tab]** increases the list level and creates a level-2 style.

5. Press **[Shift]+[Tab]**, type **Online Downloads**, and tap **[Enter]**.

Pressing **[Shift]+[Tab]** decreases the list level and returns the text to a level-1 style.

Next, you will create two level-2-styled headings that will eventually be converted to text bullets in a PowerPoint slide.

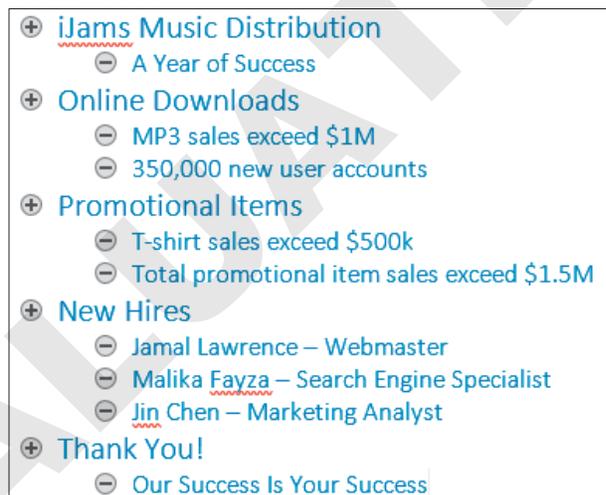
6. Tap **[Tab]**, type **MP3 sales exceed \$1M**, and tap **[Enter]**.

7. Type **350,000 new user accounts** and tap **[Enter]**.

8. Press **[Shift]+[Tab]** to return the indentation level to a level-1 style.

You are now ready to continue typing the rest of the outline.

9. Complete the rest of the outline as shown, using **[Enter]** to create new headings and **[Tab]** and **[Shift]+[Tab]** to adjust indent levels.



10. Save the file and then close the outline and Word.

Word closes, and PowerPoint becomes visible.

Import the Outline

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

Change a Layout

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

Reset the Slide Formatting

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

Formatting Your Presentation

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

Formatting Text

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

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



View the video "Formatting Text."

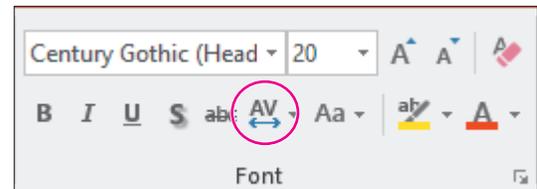
☰ Home→Font→Bold **B** | **Ctrl**+**B**

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

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

Character Spacing

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



▶ MP3 sales exceed \$1M

▶ 350 thousand new user accounts

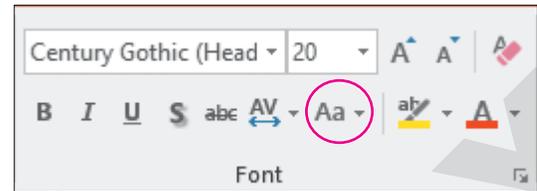
▶ MP3 sales exceed \$1M

▶ 350 thousand new user accounts

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

Setting the Text Case

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



TEXT CASE OPTIONS

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

DEVELOP YOUR SKILLS: P2-D6

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

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



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

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

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

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

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

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

Format the Title

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

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

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

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

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

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

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

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

14. Save the presentation.

Setting Line Spacing

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



The same slide before and after applying line spacing

DEVELOP YOUR SKILLS: P2-D7

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

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

Setting Paragraph Alignment

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

PARAGRAPH ALIGNMENT BUTTONS

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

Tip!

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

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

DEVELOP YOUR SKILLS: P2-D8

In this exercise, you will reformat a slide.

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

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

Using the Slide Sorter

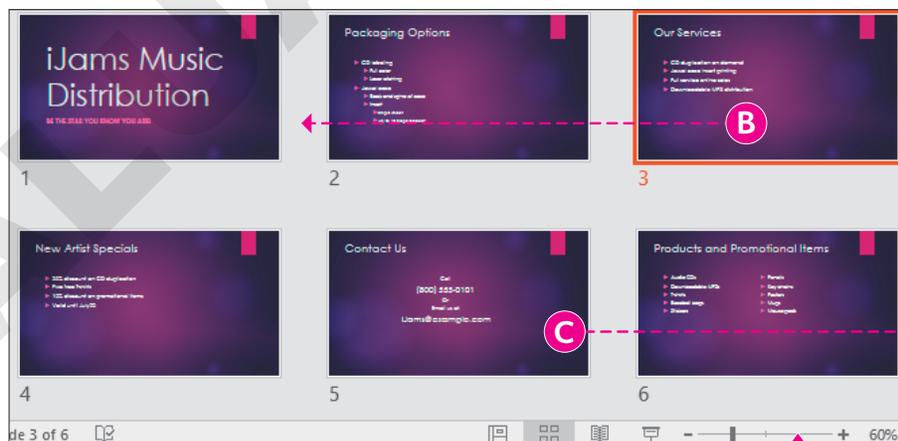
Up until now, you've been working in Normal view, which is good for manipulating a handful of slides. However, as your presentation grows to more slides than are visible in Normal view, you will want to explore the function of Slide Sorter view.

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

DEVELOP YOUR SKILLS: P2-D9

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

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



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

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

Organizing with Sections

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

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

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

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

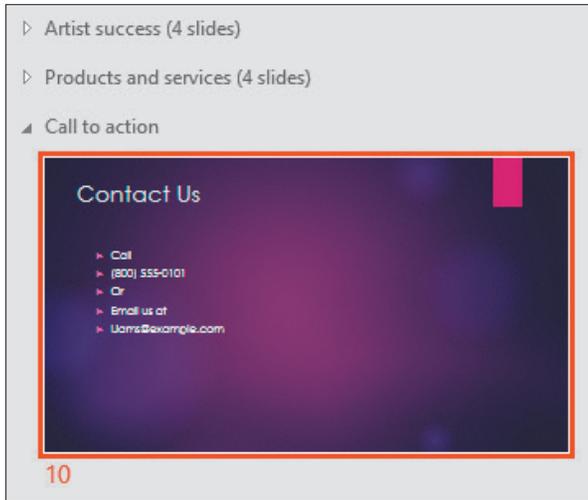
DEVELOP YOUR SKILLS: P2-D10

In this exercise, you will create sections.

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

Managing Sections

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



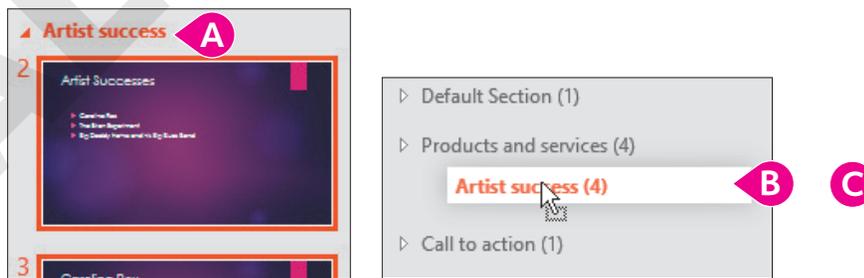
Collapsing sections reduces clutter in the Slides panel. When collapsed, the section title bar indicates how many slides exist in that section.

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

DEVELOP YOUR SKILLS: P2-D11

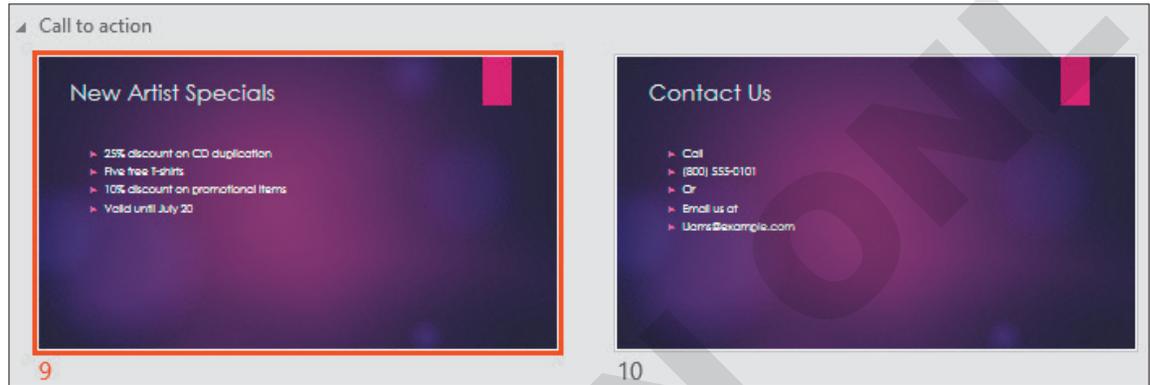
In this exercise, you will rearrange slides by using sections.

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



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

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



12. Save your presentation.

Printing Your Presentation

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

PowerPoint can create the following types of printouts:

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

 File→Print |  **Ctrl** +  **P**

The Print Shortcut

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

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



Warning!

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

Printing in Color, Grayscale, and Black and White

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

Printing Handouts

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

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



Handout with three slides per page

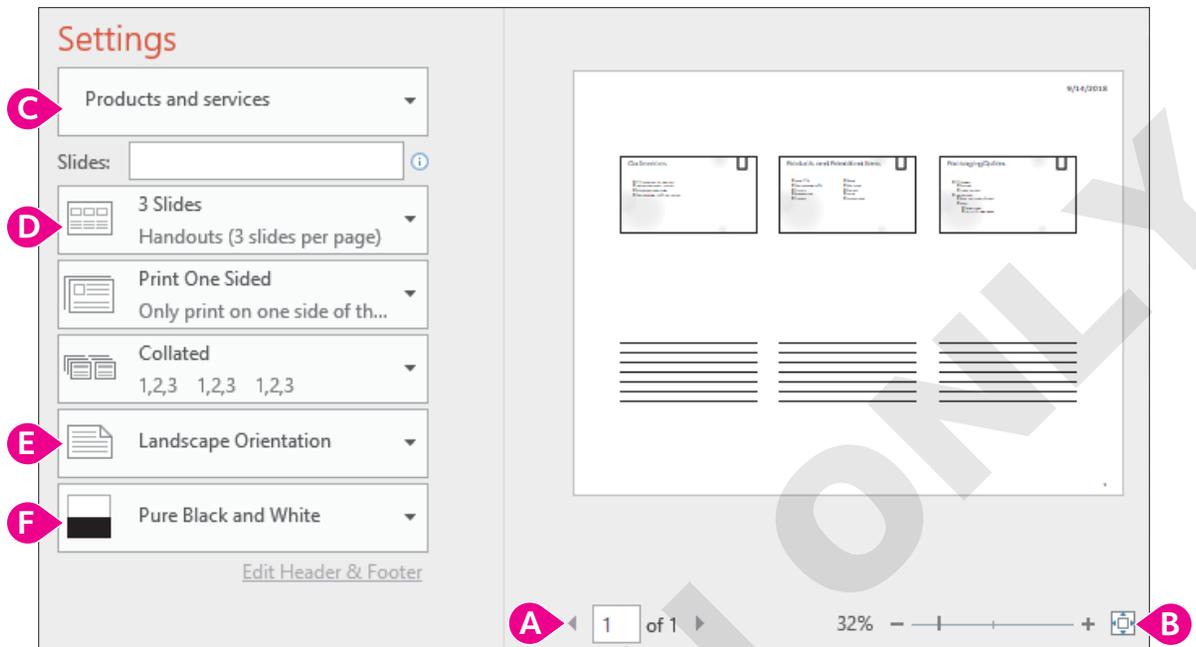
Handout with six slides per page

DEVELOP YOUR SKILLS: P2-D12

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

1. Choose **File** → **Print**.

2. Follow these steps to examine the print options:



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

Handout Masters

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



View the video “Handout Masters.”

☰ View→Master Views→Handout Master 

☰ Handout Master→Close→Close Master View 

Handout Headers and Footers

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

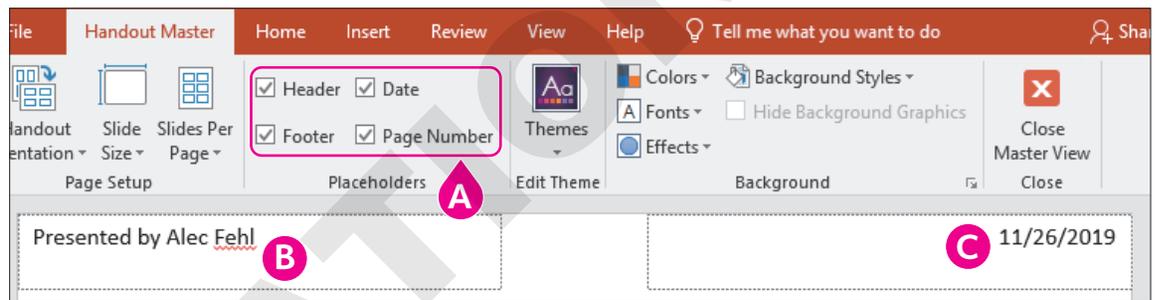


These headers will print at the top of each handout page.

DEVELOP YOUR SKILLS: P2-D13

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

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



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

Preview the Custom Handouts

6. Choose **File**→**Print**.

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

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

Slide Footers

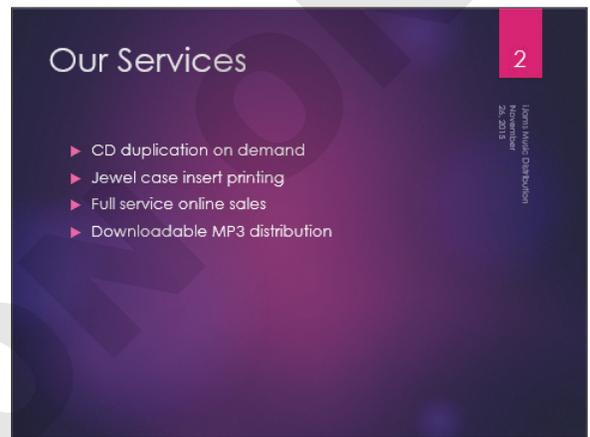
Just as you can place a header or footer on a handout, you can also place footers on the slides in your presentation. Slide footers often display the date, event name, slide number, or other text that you want visible throughout the presentation. Although the term *footer* implies being inserted along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

Tip!

Slide footers and handout footers are completely separate settings.



Footer positioned at bottom of slide



Footer position changes based on document theme

Dating Slide Footers

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

☰ Insert → Text → Header & Footer 

DEVELOP YOUR SKILLS: P2-D14

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

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

5. Follow these steps to configure your footer:

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

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

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

Printing Transparencies

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

Self-Assessment



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

Reinforce Your Skills

REINFORCE YOUR SKILLS: P2-R1

Work with Outlines and Formatting

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

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

Create Slides in the Outline Panel

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

Edit Slides in the Outline Panel

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

Format the Presentation

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

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

REINFORCE YOUR SKILLS: P2-R2

Create a Presentation Based on a Word Outline

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

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

Organize with Sections

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

Organize with the Slide Sorter

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

Add Slide and Handout Footers

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

Print Your Presentation

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

REINFORCE YOUR SKILLS: P2-R3

Create a Presentation from a Word Outline

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

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

Create Additional Slides

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

Format Copy

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

Add Slide and Handout Footers

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

Organize the Presentation

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

Print Slides

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

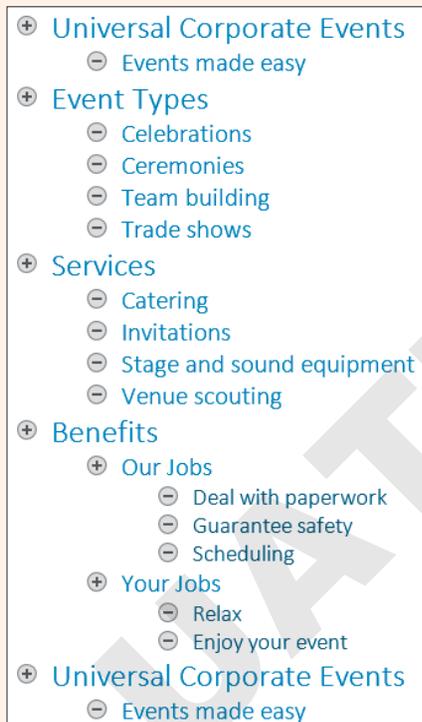
Apply Your Skills

APPLY YOUR SKILLS: P2-A1

Reformat a Presentation

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

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



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

Import a Word Outline

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

Add a Slide

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

Format the Presentation

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

Use the Format Painter

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

APPLY YOUR SKILLS: P2-A2

Organize and Print a Presentation

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

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

Rearrange Slides and Add Sections

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

Add Slide and Handout Footers

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

Print a Presentation

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

APPLY YOUR SKILLS: P2-A3

Create, Format, and Organize a Presentation

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

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

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

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

Work with Slides and Formatting

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

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

Work with an Outline

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

Organize Slides

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

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

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

Add Slide and Handout Footers

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

Print a Presentation

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

Project Grader

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

PROJECT GRADER: P2-P1

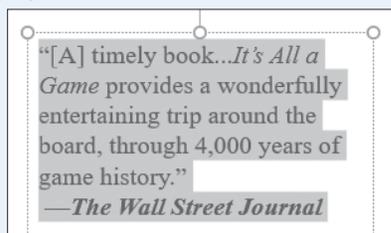
Taylor Games New Products and New Stores Webinar

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

1. Open the Word document **P2_P1_Outline.docx** from your **PowerPoint Chapter 2** folder.
2. In **Outline View**, add these three new games under the Games heading (*New Products, Games*):
 - **Catan**
 - **Dominion**
 - **Monopoly Deluxe**
3. Demote the three new games to **Outline Level 3**.
4. Save the changes to **P2_P1_Outline.docx** and then close it.
5. Download and open your Project Grader starting file.
 - *Using eLab:* Download **P2_P1_eStart** from the Assignments page. You must start with this file or your work cannot be automatically graded.
 - *Not using eLab:* Open **P2_P1_Start** from your **PowerPoint Chapter 2** folder.
6. Insert new slides after slide 1 using the **P2_P1_Outline.docx** file located in your **PowerPoint Chapter 2** folder.
7. On **slide 1**, apply the following formats to the **New at Taylor Games** title text:

Format	Value
Font size	40
Character spacing	Loose
Paragraph alignment	Center

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



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

▶ **Books**

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

- If you end up with an empty paragraph below the quote, then delete it.
- On **slide 2**, add these bullets below the *Where we're heading* bullet.
 - **Sarah Jones, Marketing Director**
 - **Jerome Martin, Facilities Director**
 - Promote the new bullets to **Level 1** so they align with the *Greetings from CEO Lisa Livoski* bullet.
 - Change the line spacing of the two new bulleted paragraphs to **2.0**.
 - On **slide 5**, delete the object containing the Portland, OR, and Spokane, WA, store names.
 - Use these guidelines to copy and paste an object:
 - On **slide 6**, copy the object containing the bulleted list.
 - On **slide 5**, paste the copied object into the object containing the *Click to add text* bullet.
 - Delete **slide 6**, *Book Quote & Store Details*.
 - Move **slide 3**, *Agenda*, above **slide 2**, *Introductions*.
 - Create a section named **Kickoff** that includes the Agenda and Introductions slides.
 - Create a section named **New** that includes the New Products and New Stores slides.
 - Insert a slide footer and apply these settings to all slides:
 - Footer text: **New Products and Stores**
 - Date and time set to update automatically
 - Include slide numbers
 - Don't show on title slide
 - Insert a **Notes and Handouts** header and footer on all pages using these settings:
 - Header text: **Taylor Games**
 - Date and time set to update automatically
 - Include page numbers
 - Footer text: **New Products and Stores**
 - Set the Handout Master, Slides per Page setting to **2 slides**.
 - Save your presentation.
 - *Using eLab*: Save it to your **PowerPoint Chapter 2** folder as **P2_P1_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab*: Save it to your **PowerPoint Chapter 2** folder as: **P2_P1_Submission**

PROJECT GRADER: P2-P2

Classic Cars Club Advertisers Presentation

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

1. Open **P2_P2_Outline.docx** from your **PowerPoint Chapter 2** folder.
2. In **Outline View**, demote the **Show Booth, Banners**, and **Online** headings to a level-2 style.
3. Add these new advertising opportunities below the *Online* heading:
 - **Website**
 - **Email**
 - **Social Media**
4. Demote the three new headings to a level-3 style.
5. Save the changes to **P2_P2_Outline.docx** and then close it.
6. Download and open your Project Grader starting file.
 - *Using eLab:* Download **P2_P2_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - *Not using eLab:* Open **P2_P2_Start** from your **PowerPoint Chapter 2** folder.
7. Insert new slides after slide 1 using the **P2_P2_Outline.docx** file located in your **PowerPoint Chapter 2** folder.
8. In **Outline View**, collapse all slides.
9. Delete the **Introductions** and **OTHER ADVERTISING OPPORTUNITIES** slides.
10. On the **Jack-1** slide, copy all bulleted list text and paste it in the **About Us** slide bulleted list box.
11. On the **Jack-2** slide, copy all bulleted list text and paste it in the **Regional Shows** slide bulleted list box.
12. On the **Regional Shows** slide, increase the list level of the last four bullets to indent them below the *Locations and Start Dates* bullet.
13. Move the **National Show** slide above the Regional Shows slide.
14. Change the case of the ADVERTISING OPPORTUNITIES slide title using the **Capitalize Each Word** setting.
15. In **Normal** view, apply the same formatting that's used on the slide 7 bullets to the bullets on **slide 3** and **slide 6**.
16. Use these guidelines to format the **slide 5** bullets:
 - Apply the same formatting that's used on the **slide 7** bullets to all **slide 5** bullets.
 - After applying the formatting, make sure the last three bullets remain indented one level below the *Online* heading.
 - Note that the last three bullets may have a smaller font size.
17. Apply the same formatting that's used on the **slide 8** title to the titles of **slides 2-6**.
18. Delete **slides 7** and **8**.
19. Create a section named **Background** that includes **slides 2, 3**, and **4**.
20. Create a section named **For Advertisers** that includes **slides 5** and **6**.

21. Insert a slide footer and apply these slide settings to all slides:
 - Footer text: **Advertising with Us**
 - Date and time set to update automatically
 - Don't show on title slide
22. Insert a **Notes and Handouts** header and footer on all pages using these settings:
 - Header text: **Taylor Games**
 - Date and time set to update automatically
 - Footer text: **Advertising with Us**
23. Set the Handout Master, Slides per Page setting to **6 slides** and the Handout Orientation to **Landscape**.
24. Save your presentation.
 - *Using eLab:* Save it to your **PowerPoint Chapter 2** folder as **P2_P2_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab:* Save to your **PowerPoint Chapter 2** folder as: **P2_P2_Submission**

Extend Your Skills

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

P2-E1 That's the Way I See It

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

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

P2-E2 Be Your Own Boss

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

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

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

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

P2-E3 Demonstrate Proficiency

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

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

POWERPOINT

3

Adding Graphics,
Animation, and Sound

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

LEARNING OBJECTIVES

- ▶ Add pictures, screenshots, and shapes to a presentation
- ▶ Remove backgrounds and apply artistic effects to slide images
- ▶ Add transition effects to a slide show
- ▶ Add animation to objects on a slide
- ▶ Add sound effects to transitions and animations

Project: Adding Eye Candy

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

Working with Online Pictures

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

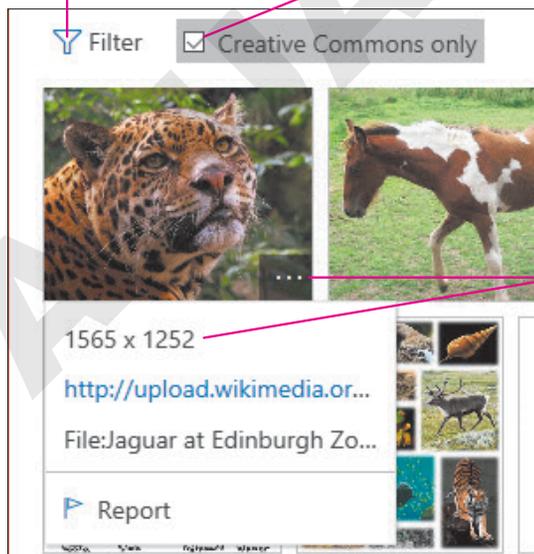
Microsoft uses the term *pictures* to refer to a range of graphic elements, including **clip art** and photographs. The term *clip art* is an industry-standard term referring to pre-drawn artwork that is added to computer documents. Searching for pictures from within PowerPoint displays results including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

Obeying Copyright Law

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

Filter the results based on image type, color, size, or other characteristics.

This box is checked by default, ensuring results are licensed under the Creative Commons.



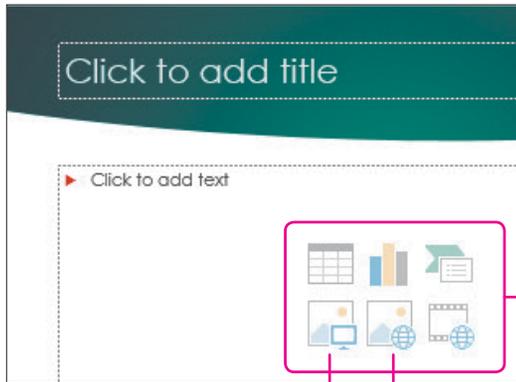
You can click the lower-right corner of a thumbnail to view details such as the image dimensions or source, or to report a possible copyright infringement.

Warning!

Using copyrighted pictures without permission can result in a lawsuit or fines of several thousand dollars.

Using Text and Object Layouts

PowerPoint creates slides with different layouts, such as slides with titles only and slides with titles and text. These slide layouts allow you to easily create slides with a standardized title and bulleted text. Many of PowerPoint’s layouts, including the Title and Content layout and the Two Content layout, provide placeholders for titles, text, and various types of content such as tables, charts, pictures from the Internet or your computer, organizational charts, and videos.



Some slide layouts include a group of six icons.

The Pictures icon inserts an image from your computer.

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

SLIDE INSERT SHORTCUTS

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

Deleting Placeholder Text

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



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



...the six insert icons reappear.

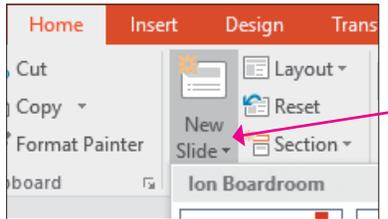
DEVELOP YOUR SKILLS: P3-D1

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

1. Start PowerPoint. Open **P3-D1-Animation** from the **PowerPoint Chapter 3** folder and save it as: **P3-D1-AnimationRevised**
2. Select the **Our Services** slide from the Slides panel.

Choose a Layout and Format Text

3. Choose **Home**→**Slides**→**New Slide menu button** ▾. Be sure to click the bottom half of the New Slide button so the menu displays.



4. Select the **Content with Caption** layout.
A new slide is inserted below Our Services and has the Content with Caption layout applied in a single step. Using this method is faster than first adding a new slide and then changing its layout in a second step.
5. In the Title placeholder, type: **Our Recent Success**
6. In the text box beneath the title, type:
Top of the Rock
Excellence in Service to Musicians
League of Electronic Music Distributors
7. Select the text **Top of the Rock** and choose **Home**→**Font**→**Font Size menu button** ▾→**24**.
8. Choose **Home**→**Font**→**Bold** **B**.
9. Select the text **League of Electronic Music Distributors**.
10. Choose **Home**→**Font**→**Italic** **I**.
11. Click in the large text placeholder at the right and type:
Many successes
Record-breaking sales
As soon as you start typing, the six slide icons disappear. You decide instead to replace the bulleted text with a picture. You will delete all the text in the placeholder so the slide displays the six insert icons again.
12. Click inside the text box, if necessary, to display its dashed border.
13. Click the dashed border to select the text box.
14. Tap **Delete**.
The text is deleted, and the six insert icons reappear.
15. Save your presentation.

Searching for Pictures with the Online Pictures Search Window

The Online Pictures search window lets you search for pictures on the Internet using the Bing search engine. When you insert an online picture, PowerPoint also inserts a text box under the picture with the artist's attribution. It is suggested that you leave the attribution box on the slide, as it's likely required by the picture's licensing.



View the video “The Online Pictures Search Window.”

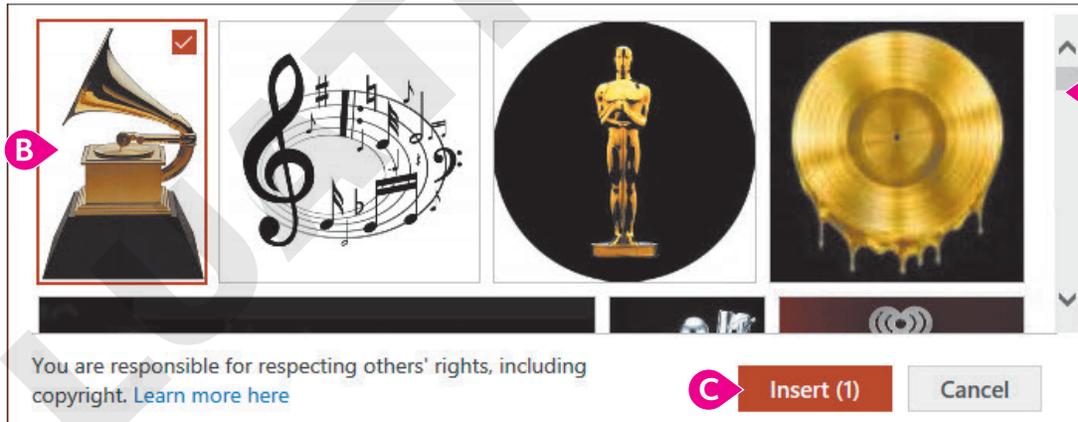
Insert a picture from an online source: Insert→Images→Online Pictures or click Online Pictures on the slide

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

DEVELOP YOUR SKILLS: P3-D2

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

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



- A Scroll until you find this gramophone statue. If you can't find it, choose any picture you like.
- B Click the desired picture to select it.
- C Click **Insert**.

Tip!

If you don't like the picture when you see it on the slide, tap **Delete** and then start this exercise over at step 2 to try a different picture.

The picture is inserted on the slide and replaces the large text box. A text box containing the attribution details is likely inserted under the picture.

You will move and resize the picture in the next activity.

5. Save the presentation.

Moving, Sizing, and Rotating Objects

When you click an object (such as a picture, icon, or 3D model), sizing handles and a rotate handle appear. You can easily move, size, and rotate the selected object so it fits perfectly on the slide.

You can resize objects to be wider or taller than their original size to better fit a slide's contents. If you want to maintain the original picture proportions, take care to drag the handles in the four corners of the picture only. Similarly, you can rotate a picture clockwise or counterclockwise by dragging the rotate handle above the picture.



Remember that to manipulate the size or rotation of an object, you must select it first.

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



View the video "Manipulating Objects."

DEVELOP YOUR SKILLS: P3-D3

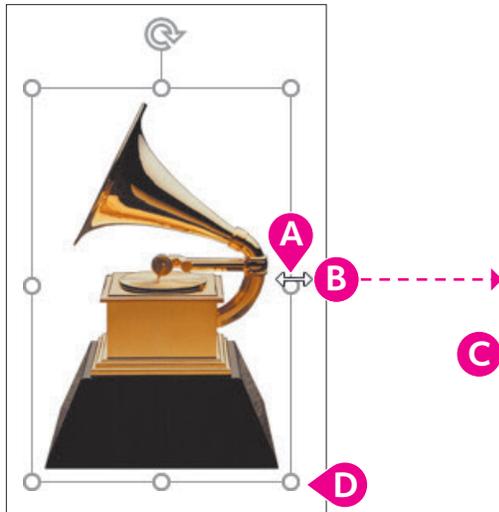
In this exercise, you will move and resize an object.

1. Save your file as: **P3-D3-AnimationRevised**
2. Click the picture to select it and then follow these steps to rotate it:

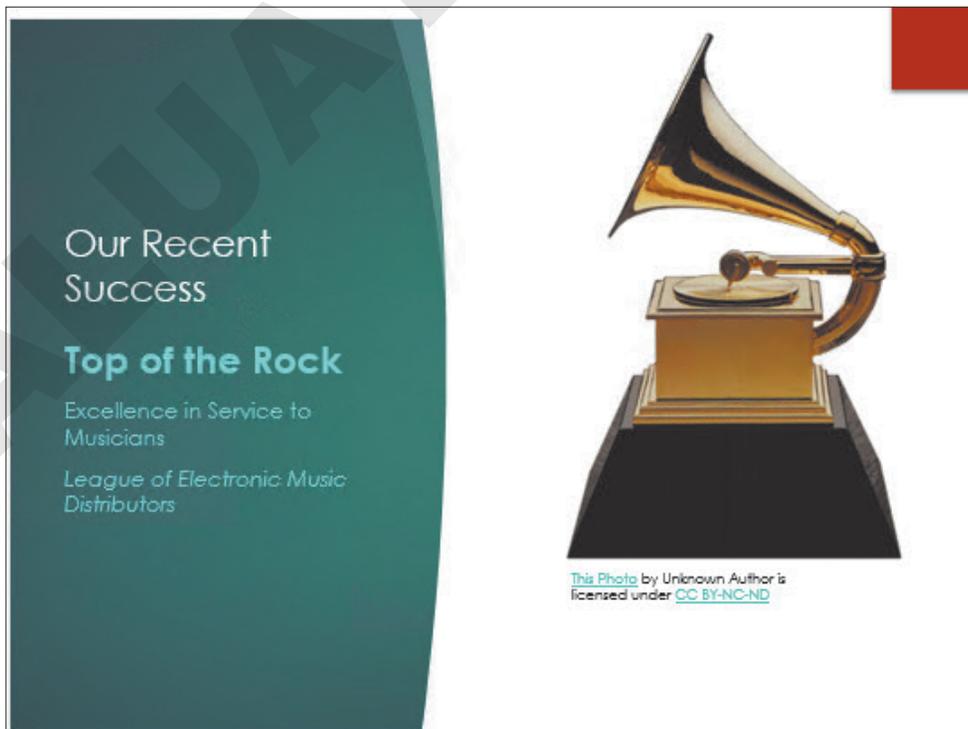


- A Point to the rotate handle until the insertion point changes to a circular arrow.
- B Press the left mouse button and drag slowly to the right. Release the mouse button after the image has rotated about 90 degrees.
- C Choose **Quick Access Toolbar**→**Undo**.

3. Follow these steps to resize the picture:



- A** Point to the handle on the right side so the insertion point becomes a double-headed arrow.
 - B** Press the left mouse button and drag right until the image is twice as wide as the original and stretched too wide.
 - C** Choose **Quick Access Toolbar**→**Undo**.
 - D** Point to a bottom-right corner handle so the mouse becomes a double-headed arrow and drag to enlarge the image proportionately to your liking.
4. Point to the image itself (not the border or a resize handle) until the pointer becomes a four-headed arrow. Drag so the image is centered next to the bar of text.
5. Drag the **attribution text box** to position it under the picture.
Compare your slide to this example.



6. Save the presentation.

New!

Adding Icons and 3D Models

In addition to pictures, you can insert icons and 3D models directly from the Ribbon. Icons are simple symbols that are typically recognized worldwide and can communicate ideas across language barriers. PowerPoint icons are black and white. 3D models are more ornate than regular pictures and icons. After you've inserted a 3D model, drag from its center to rotate it in three-dimensional space to your liking.



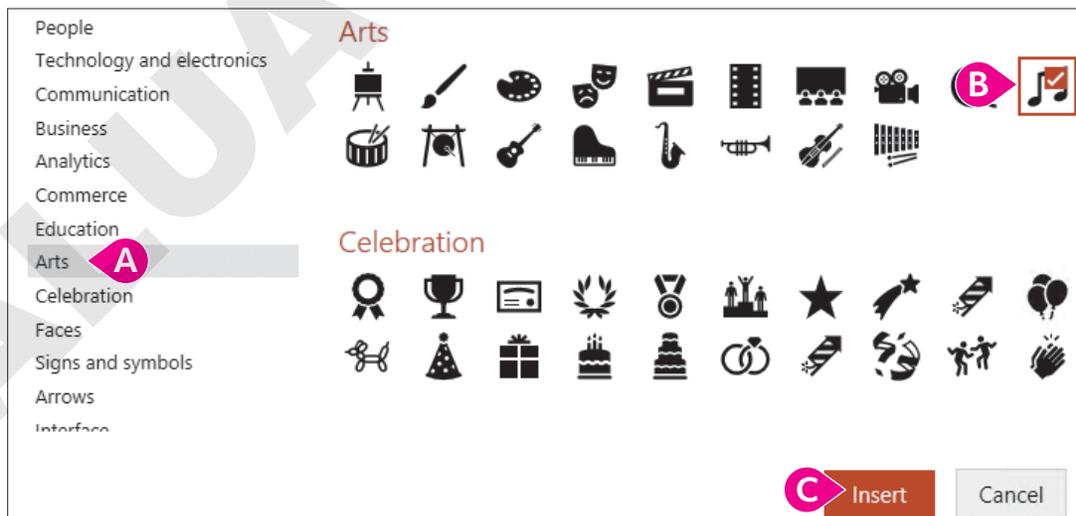
A 3D model when initially inserted (left) and at two different rotations (center and right).

☰ Rotate a 3D model using a preset: 3D Model Tools→Format→3D Model Views

DEVELOP YOUR SKILLS: P3-D4

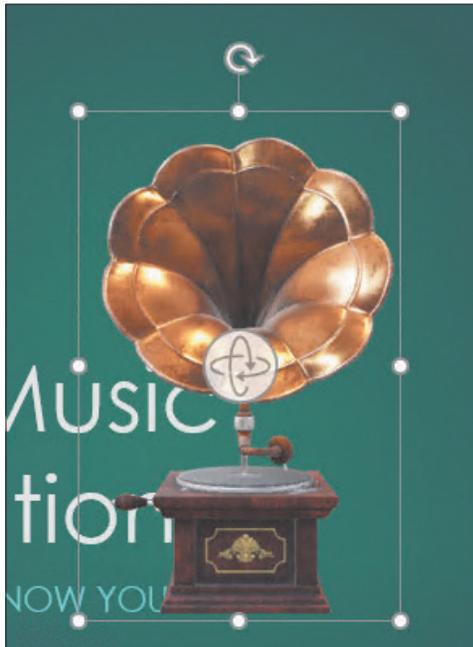
In this exercise, you will insert an icon and a 3D model.

1. Save your file as: **P3-D4-AnimationRevised**
2. Display the **first slide**.
3. Choose **Insert→Illustrations→Icons**.
4. Follow these steps to insert an icon appropriate to the slide:



- A Choose the **Arts** category.
- B Click the music notes icon.
- C Click **Insert**.

5. Drag the icon to the top-right corner of the slide to move it out of the way.
6. Choose **Insert**→**Illustrations**→**3D Models menu button** ▼→**From Online Sources**.
7. Type **gramophone** in the search box and tap **Enter**.
8. Scroll through the results until you find a model similar to this one, click to select it, and click **Insert**.



The 3D model is inserted in the center of the slide and displays a rotate icon in the center. Yours may differ from the figure.

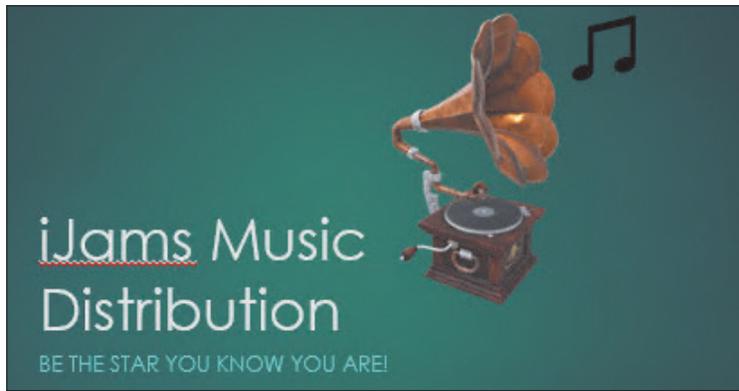
9. Click the center **rotate icon** and drag it slightly in all directions to rotate the model in 3D; rotate it to your liking.



The model is rotated but likely overlaps the text.

10. Drag the model to the right so it no longer overlaps the text; be careful not to drag from the center rotate icon.

11. Drag the icon next to the 3D model.



12. Save the presentation.

Ordering Objects

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



If an object is covering text...



...send it behind the text.

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

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

DEVELOP YOUR SKILLS: P3-D5

In this exercise, you will change the stacking order of objects.

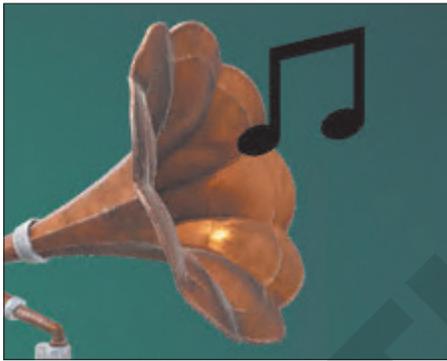
1. Save your file as: **P3-D5-AnimationRevised**

2. On the **title slide**, drag the music notes icon so it underlaps the gramophone picture.



Because the picture was added to the slide after the icon, it is at the top of the stacking order.

3. With the icon still selected, choose **Graphics Tools**→**Format**→**Arrange**→**Bring Forward** menu button ▼→**Bring to Front**.
4. Drag the icon so it matches this figure.



5. Save the presentation.

Align Objects

Alignment tools in PowerPoint include guides, smart guides, and gridlines. These can all be toggled on and off by right-clicking a slide and choosing the desired option. While these appear as lines on your slide, they do not display during a slide show. The alignment tools help you align objects to each other or to a slide.

Guides

Guides are dashed gray lines that display on a slide to help mark areas, such as the vertical or horizontal centers. If a guide is showing, objects will snap to it when dragged.

☰ Display/hide guides: Right-click a slide→Grid and Guides→Guides

Smart Guides

Smart guides are similar to guides in that dragged objects snap to them, but smart guides display automatically as you drag objects to help you determine when one object is close to the top, middle, sides, or bottom of another object. While guides are dashed gray lines, smart guides are dashed red lines.

☰ Enable/disable smart guides: Right-click a slide→Grid and Guides→Smart Guides

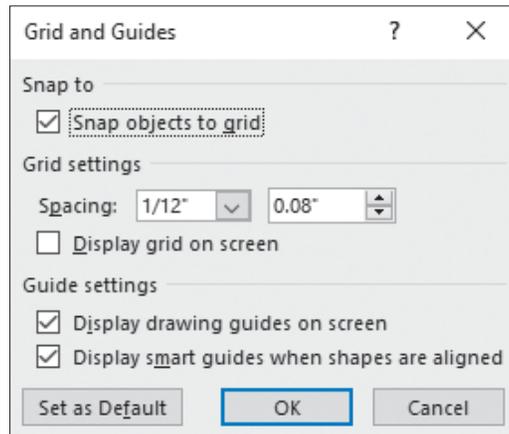
Gridlines

Gridlines are composed of a grid of guides that overlay the entire slide. You can change the size of the grid by adjusting the space between the gridlines.

☰ Show/hide gridlines: Right-click a slide→Grid and Guides→Gridlines

Alignment Tool Options

The Grid and Guides options let you customize your alignment preferences, such as having objects snap to guides or not, setting grid spacing, and displaying smart guides when objects are dragged.



Customize the guides in the Grid and Guides dialog box.

☰ Display the options: Right-click a slide→Grid and Guides

DEVELOP YOUR SKILLS: P3-D6

In this exercise, you will align objects.

1. Save your file as: **P3-D6-AnimationRevised**
2. On the **title slide**, drag the music notes icon toward the bottom of the gramophone picture.
Smart guides display as you drag and snap the icon, helping you align the icon perfectly with the bottom of the picture or the slide text.
3. With the icon still selected, **[Shift]**+click the gramophone picture to select both and then choose **Graphics Tools→Format→Arrange→Align menu button ▼→Align Top**.
The icon moves up to be top-aligned with the picture.
4. Save the presentation.

Group Objects

Once you have aligned objects, you can group them to help protect the alignment. Grouped objects behave as a single object, but you still can move each individual object within the group. Figuring out exactly where to click to achieve this is tricky, as you will see in the next activity.

Warning!

You cannot group an object if it resides in a placeholder box.

☰ With the objects selected: Graphics Tools→Format→Arrange→Group→Group or Ungroup

DEVELOP YOUR SKILLS: P3-D7

In this exercise, you will group objects.

1. Save your file as: **P3-D7-AnimationRevised**
2. On the **title slide** with both the gramophone picture and music notes icon still selected, choose **Graphics Tools**→**Format**→**Arrange**→**Group**→**Group**.
The individual borders of each object are replaced by a single large border that includes both objects.
3. Click in the top-left area of the slide to deselect the grouped objects.
The border no longer displays.
4. With no selection border visible, point your mouse to either the picture or the icon.
Your mouse pointer displays as a four-headed arrow.
5. Drag the object to the right.
Regardless of whether you dragged the picture or the icon, both objects move together as a single unit because they are grouped, maintaining their alignment and relative position to each other.
6. Press **Ctrl**+**Z** to undo the move.
7. Click either the picture or the icon to select the group and display its border.
8. Move the mouse around inside the border but don't click anything yet.
As you move the mouse, it displays as a four-headed arrow only when it is over the picture or the icon, not in the empty space within the group's border.
9. Move the mouse over the picture so it displays as a four-headed arrow and then drag the picture down.
Only the individual picture, and not the entire group, moved. If a group's border is displaying, you can drag each object individually. If a group's border is not displaying, you can drag the entire group as a single unit.
10. Press **Ctrl**+**Z** to undo the move.
11. Save the presentation.

Formatting Graphics

After your picture, 3D model, or icon is on the slide, use the various groups on the contextual Format tab to add color or effects or to align your graphics. You can add borders, drop shadows, and bevels and rotate your picture in three dimensions. You can also align, flip, crop, and perform basic image-editing tasks.

Depending on whether you select a picture, 3D model, icon, text, or group, a different Format tab (with different commands) is displayed. The various Format tabs contain similar commands, some of which are specific to the type of object selected.

FORMAT TAB FOR DIFFERENT OBJECTS

Click this object...	...to display this Ribbon tab
Picture	Picture Tools→Format
Icon	Graphics Tools→Format
3D Model	3D Model Tools→Format
Text	Drawing Tools→Format
Group	The appropriate Ribbon tab for each individual group member

DEVELOP YOUR SKILLS: P3-D8

In this exercise, you will work with the Ribbon to format a graphic.

1. Save your file as: **P3-D8-AnimationRevised**
2. Click the music notes icon to select the group and then click the music notes icon a second time to select it within the group.

Two borders display: one around the group and one around the music notes icon.

3. Choose **Graphics Tools**→**Format**→**Graphics Styles**→**Graphics Fill menu button** ▼→**White, Background 1** (the first white color swatch in the top row).

The music notes icon turns white to match the rest of the slide.

4. Choose **Graphics Tools**→**Format**→**Graphics Styles**→**Graphics Effects menu button** ▼→**Shadow** and point to several shadow types to view a Live Preview of each before selecting **Perspective: Upper Right**.

As you have seen with other commands, Live Preview makes it easy to anticipate the effect of a command without the need to undo it if you don't like the effect.

5. Click the gramophone picture to select it and display its border within the group.
6. Choose **3D Model Tools**→**Format**.

The 3D Model→Format tab is different from the Graphics Tools→Format tab, and there is no command to add effects to a 3D model.

7. Click a blank area of the slide to deselect the group.



8. Save your presentation.

Adding Other Graphics

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

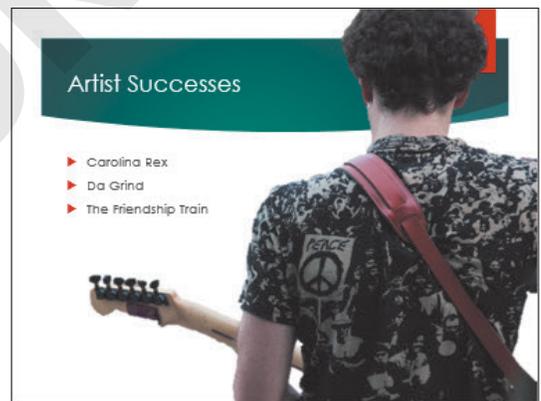
Removing a Background

Many times a photograph contains more than what you need. In the past, it was necessary to use a graphics-editing program to remove the background or other unwanted elements. PowerPoint includes a feature that allows you to remove backgrounds with just a few clicks. When removing a background, the original picture is not harmed, because PowerPoint works on a copy of the picture embedded in the slide.

Additionally, nothing is actually removed from the picture. PowerPoint just hides areas of the picture that you mark to be removed. The hidden areas can always be made visible again. You can adjust the settings of the removal tool at any time after the background's initial removal using the Mark Areas to Keep and Mark Areas to Remove commands, so there is no need to worry about getting it perfect on your first try.



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



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

☰ Picture Tools → Format → Adjust → Remove Background 

DEVELOP YOUR SKILLS: P3-D9

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

1. Save your file as: **P3-D9-AnimationRevised**
2. Scroll down the Slides panel, if necessary, and select the **Artist Successes** slide.
3. Choose **Insert** → **Images** → **Pictures** .
4. Navigate to your **PowerPoint Chapter 3** folder, select the **P3-D9-Guitarist.jpg** picture, and click **Insert**.

The picture is inserted on the slide but contains more imagery than we need.

Remove the Background

5. Drag the picture up so its top snaps to the top of the slide.
6. Drag the bottom-left corner handle down and left until the bottom of the picture snaps to the bottom of the slide.

Dragging a corner handle maintains the proportions of the picture so it doesn't appear stretched or distorted. The picture now covers the whole slide. The left part of the picture extends off the slide and will be cut off during a slide show. This is preferable to dragging the picture taller out of proportion and having it fit the slide exactly.

7. Choose **Picture Tools**→**Format**→**Adjust**→**Remove Background** .

PowerPoint does its best to guess what you want to remove. A purple overlay indicates the content that will be removed. You can see the final result on the slide thumbnail in the Slides panel to the left. Unfortunately, PowerPoint did a poor job in this case! You will adjust the areas to keep and remove.

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



- A Point to the top of the left shoulder and drag down to the bottom of the elbow to tell PowerPoint not to remove this area.
 - B Point to the left edge of the guitar and drag right to keep this area.
 - C Drag over any other purple on the guitarist or the guitar until neither has any purple remaining; it may take several additional strokes.
10. Choose **Background Removal**→**Refine**→**Mark Areas to Remove**.

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



- A** Drag over the background in the lower-right corner to tell PowerPoint to remove this area.
- B** Drag over these small sections to remove them as well.

You will probably have to go back and forth with the Mark Areas to Keep and Mark Areas to Remove buttons as you continue to tweak the purple overlay. Be sure no part of the guitarist's shirt is purple.

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

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

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

Parts of the picture extend to the right beyond the slide. While it may look strange in Normal view, it will look fine as a slide show. The areas outside the slide will not display.



15. Save your presentation.

Artistic Effects

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



No effects have been applied.



Pencil Sketch and Recolor effects have been applied.

☰ Picture Tools → Format → Adjust → Artistic Effects 

DEVELOP YOUR SKILLS: P3-D10

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

1. Save your file as: **P3-D10-AnimationRevised**
2. If necessary, select the picture on the **sixth slide**, *Artist Successes*.
3. Choose **Picture Tools** → **Format** → **Adjust** → **Artistic Effects** menu button ▾.
4. Point to several effects to see how they change the picture on the slide. Notice that a ToolTip appears when you point to an effect, indicating its name.
5. Select the **Pencil Grayscale** effect.
6. Choose **Picture Tools** → **Format** → **Adjust** → **Color**.
7. Point to several color adjustments to see how they change the picture on the slide.
Notice the ToolTips that appear.
8. Select the **Recolor** → **Teal, Accent Color 5 Light** adjustment.
9. Save your presentation.

Inserting a Screenshot

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



View the video “Adding Screenshots from Other Applications.”

☰ Insert→Images→Screenshot  menu button ▼

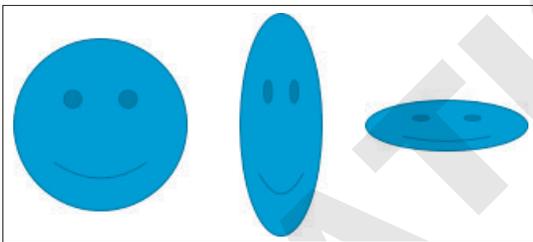
Shapes

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

☰ Insert→Illustrations→Shapes 

Stretching a Shape

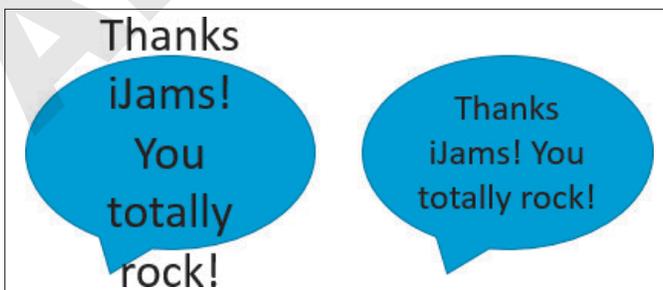
You can stretch shapes to make them wider/narrower or taller/shorter. All shapes are preformatted with a specific ratio of width to height, so stretching a shape can sometimes make it appear unbalanced. Whenever possible, you should maintain the original aspect ratio, as a distorted shape makes a slide appear amateurish.



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

Adding Text to a Shape

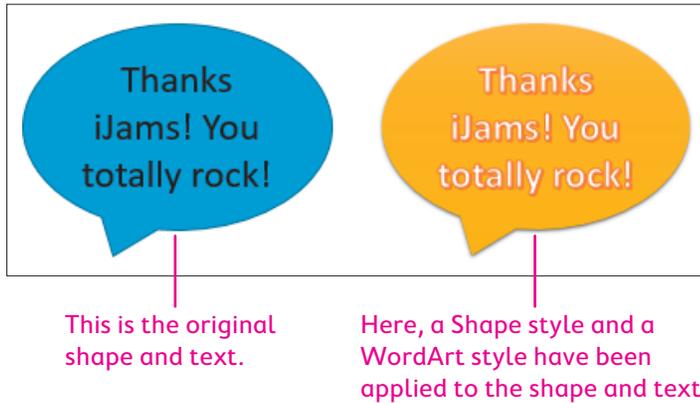
You can easily add text to a shape, but the text does not automatically resize itself to fit nicely. Text will, however, automatically wrap to the next line, so there is no need to tap **Enter** as you type.



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

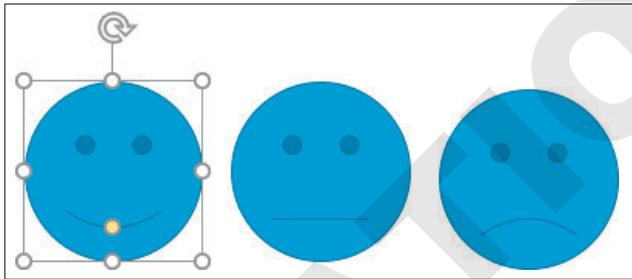
Formatting Shapes and Shape Text

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



Shape Variations

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



Dragging the yellow handle generates shape variations.

Merging Shapes

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



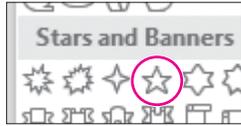
View the video "Custom Shapes."

DEVELOP YOUR SKILLS: P3-D11

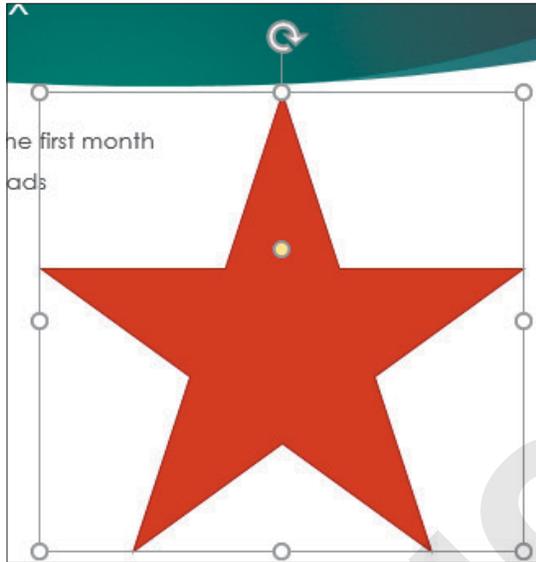
In this exercise, you will use a shape to emphasize important slide text.

1. Save your file as: **P3-D11-AnimationRevised**
2. Display the **seventh slide**, *Carolina Rex*.

3. Choose **Insert**→**Illustrations**→**Shapes** menu button ▼→**Stars and Banners**→
Star: 5 Points.



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



5. Type **Top Seller!** in the shape.
Your star shape should resemble this figure, though your text may span two lines.



6. Click the dashed border of the shape so it turns solid.
When the shape is selected, you can format its text.
7. Choose **Home**→**Font**→**Font Size** menu button ▼→**54**.
The font size increases, but the text no longer fits nicely inside the shape. You will fix this in the next few steps.

Customize the Shape

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



- Drag the **yellow handle** up a little to change the shape of the star.
- Try to match your star shape to the figure. You may have to drag the **yellow handle** up or down.

Format the Shape and Text

- Choose **Drawing Tools**→**Format**→**Shape Styles**→**More** ▾→**Theme Styles**→**Intense Effect – Purple, Accent 6**.
The shape changes color and appears three-dimensional. However, the text remains the same.
- Choose **Drawing Tools**→**Format**→**WordArt Styles**→**More** ▾→**Fill: White; Outline: Teal, Accent Color 5; Shadow**.
The text within the shape changes.
- If necessary, change the size of the star shape so the text fits on two lines.
- Save your presentation.

Working with Slide Transitions

Slide transitions animate the change from one slide to another, not individual elements of the slide. Used properly, these transitions can add zest and excitement to your presentation and provide a distinct breaking point between slides. PowerPoint includes many transitions that are often used in video production, such as 3D rotations and other animated effects. The Transitions tab on the Ribbon contains commands to apply transitions, as well as sound, duration, and other options.



View the video “Slide Transitions.”

Tip!

Consistency within a presentation helps keep the audience focused. Avoid using different transitions within a single presentation.

Creating Transitions in Slide Sorter View

Most of the time, you will apply the same transition to the entire presentation because a consistent transition style looks more professional (less haphazard) and is less distracting for the audience. Using the Slide Sorter view is a quick and easy way to apply transitions, as you can see all slide thumbnails at the same time. From there you can apply transitions to a single slide, multiple slides, or all slides in a presentation.

 Transitions → Transition to This Slide

Morph Transition

New!

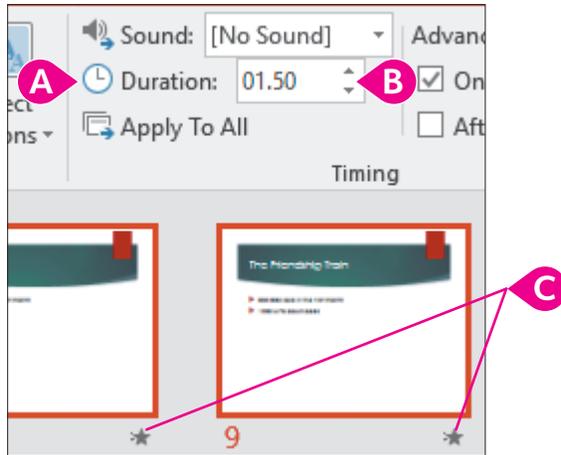
The Morph transition is new to PowerPoint 2019. It is a visually appealing modern effect that can be difficult to use unless your slides are set up correctly. The key to this transition is having things repeat from slide to slide. For example, entire words, single text characters (letters/numbers/symbols), or specific objects (pictures/icons) must be duplicated across slides for this transition to work. When navigating slides during a slide show, the repeated elements will morph from slide to slide.

DEVELOP YOUR SKILLS: P3-D12

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

1. Save your file as: **P3-D12-AnimationRevised**
2. Choose **View** → **Presentation Views** → **Slide Sorter** .
3. Press **Ctrl**+**A** to select all slides.
4. Use **Ctrl**+click on the **first slide** to remove it from the selection.
Slides 2–11 are selected.
5. Choose **Transitions** → **Transition to This Slide** → **Morph**.
PowerPoint displays an animated preview of each slide transition. The default option for the Morph transition is to morph objects, but there are no objects that repeat across slides so the transition isn't very exciting.
6. Tap **Esc** to stop the transition previews.
7. Choose **Transitions** → **Transition to This Slide** → **Effect Options menu button** ▼ → **Characters**.
This sets the transition to morph characters (letters and numbers) across slides. The effect is much more exciting now.
8. Tap **Esc** to stop the transition previews.

9. Follow these steps to change the transition duration:



- A** Locate the **Transitions**→**Timing**→**Duration** setting.
- B** Click the **down** button repeatedly to set the duration to **01.50**.
- C** Notice the star icons indicating a transition effect for the slides.

The title slide does not have the star icon because there is no transition applied to it.

Run the Presentation

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

The title slide appears without a transition. The title slide would have opened with the Morph transition if you had applied the transition to it.

11. Click the mouse button to advance to the next slide.
The Morph transition effect displays as the slides advance.
12. Continue to click the mouse button until you reach the end of the presentation and the Slide Sorter window reappears.
13. Save your presentation.

Using Slide Animation

Whereas transitions are applied to slides as a whole, **animations** are applied to individual objects on a slide. Animations begin only after any transition effect is completed. Some examples of animation include:

- ▶ A picture that moves across the slide to its final location
- ▶ A slide that starts out empty and then has a title and other elements that fade into view with a mouse click
- ▶ Bulleted paragraphs that fly in from the bottom of the slide, one by one, each time the presenter clicks with the mouse



Less is more. Animation can distract an audience, so use it sparingly.

PowerPoint offers more than 40 animations you can add to objects on a slide by using a single command. For example, the Fade animation tells PowerPoint to gradually make objects on a slide fade into view after any transition effect is completed.



View the video “Animations.”

Animation Options

After applying an animation to an object, you will likely want to set the animation options to control exactly how the animation effect works. The available options differ based on whether the animation was applied to text or an image. The options also differ based on the animation itself. Additionally, you can set timing options to control the speed of the animation.



View the video “Customizing Animations.”

 Animations→Animation→Effect Options

DEVELOP YOUR SKILLS: P3-D13

In this exercise, you will apply an animation to text objects on a slide to draw attention to them.

1. Save your file as: **P3-D13-AnimationRevised**
2. Choose **View→Presentation Views→Normal** .
3. Display the **Our Services** slide.
4. Click once in the bulleted text so a dashed border appears around the text box.
5. Choose **Animations→Animation→More**  → **Entrance→Float In**.
The animation previews, and you see each level-1 paragraph float up the slide.
6. Choose **Animations→Animation→Effect Options menu button**  → **Float Down** to have the paragraphs animate from the top of the slide down.
The numbers next to each bulleted paragraph indicate the order in which the animation is applied. By default, each paragraph will animate after a mouse click. The numbers appear only when on the Animations tab.
7. Display the **Our Recent Success** slide.
8. Click in a blank space in the bottom-right corner of the slide so the slide, rather than the slide thumbnail, is selected in the Slides panel.
9. Press **Ctrl+A** to select all the objects on the slide.
10. Choose **Animations→Animation→More**  → **Entrance→Float In**.
Applying the same animation across slides adds consistency to the presentation. The preview shows several objects floating in at the same time. The slide shows two objects marked with the number 1, one object marked with the number 2, and three objects marked with the number 3, indicating there will be three animations on this slide. In the next activity, you will change the animation grouping so the objects float in with better organization.
11. Choose **Slide Show→Start Slide Show→From Beginning**  to start the slide show.
12. Click anywhere with the mouse to advance to the second slide.
The transition effect animates, but no bulleted paragraph appears yet.
13. Click anywhere with the mouse.
The first bulleted paragraph animates into view.

14. Continue clicking until all four bulleted paragraphs are visible and the slide show advances to the third slide, Our Recent Success.
15. Continue clicking to trigger the animations on the Our Recent Success slide and advance to the Products and Promotional Items slide.
16. Tap **[Esc]** to end the slide show and return to Normal view.
17. Save your presentation.

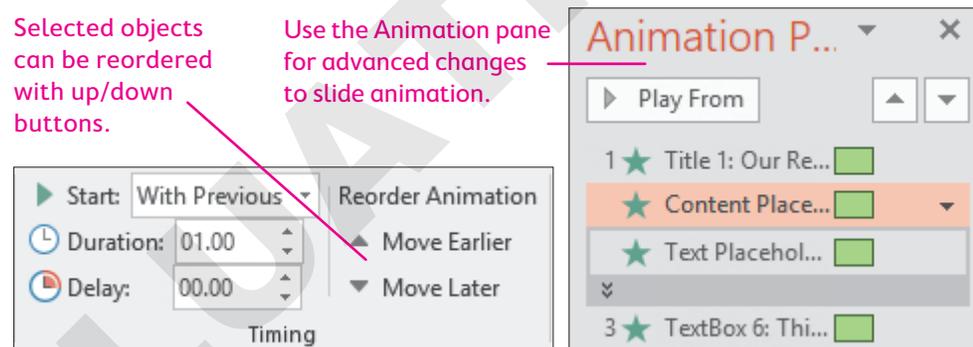
The Animation Pane

By using the Animation pane, you have many more choices for effects than you have in the animation menu you used previously. You can also individually set the animation for each element on a slide. From the Animation pane, you can control the visual effects, timing, and sequencing of the animation process. For example, rather than having to click each time to display the next animated bulleted paragraph, you can set it so the animation starts automatically after the slide transition and continues until all objects on the slide have been animated.

☰ Animations→Advanced Animation→Animation Pane

Reorder Animations on a Slide

If objects do not animate in the order or groups you want, you can reorder them from the Animation tab or Animation pane. To change the grouping or perform other advanced changes, you must use the Animation pane. Using the Animation pane to customize each animation is a time-consuming process. Be prepared to spend a significant amount of time selecting each animated object individually and then setting its options.



View the video “The Animation Pane.”

DEVELOP YOUR SKILLS: P3-D14

In this exercise, you will use the Animation pane to regroup and reorder the animations on the Our Recent Success slide. You will also configure the bulleted paragraphs on the Our Services slide to animate automatically after the slide transition completes. This reduces the need for you to click constantly during a slide show.

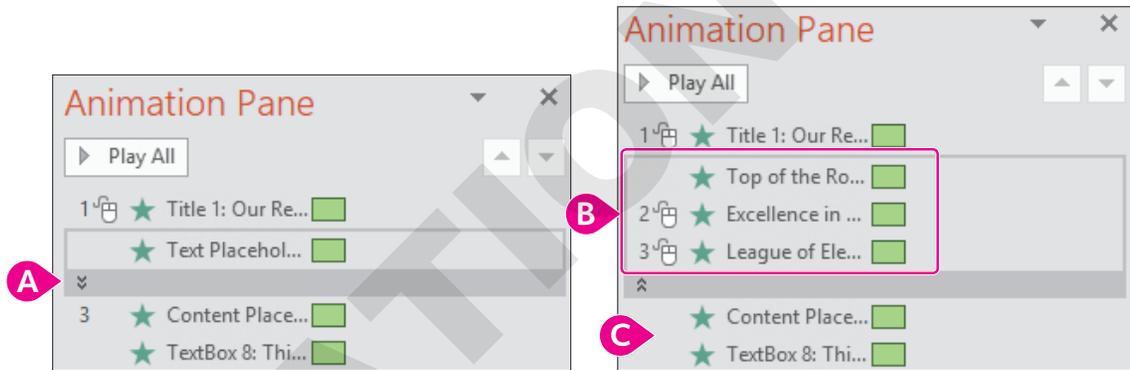
1. Save your file as: **P3-D14-AnimationRevised**
2. Display the **third slide**, *Our Recent Success*, if necessary.

You will regroup the animation so the slide title animates by itself, the picture and attribution caption animates as a group, and the rest of the text animates as a single group.

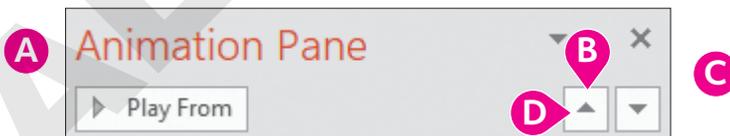
3. Choose **Animations**→**Advanced Animation**→**Animation Pane**.
4. Follow these steps to explore the objects in the first animation sequence:



- A Click **Play All** and notice that the two objects animate as a group for the first animation.
 - B Click each of the items in the first animation group one at a time and notice that their number becomes highlighted on the slide. The mouse icon next to the number 1 won't display if your screen isn't wide enough.
5. Follow these steps to explore the objects in the second and third animation sequences:



- A Click the **stacked arrows** to expand the Text Placeholder and see its contents.
 - B Notice that the first line of text, *Top of the Rock*, animates with the first sequence while the second and third lines animate with the second and third sequences, respectively.
 - C The picture's attribution caption is grouped with the last line of text in the third sequence.
6. Follow these steps to redefine the animation sequence:

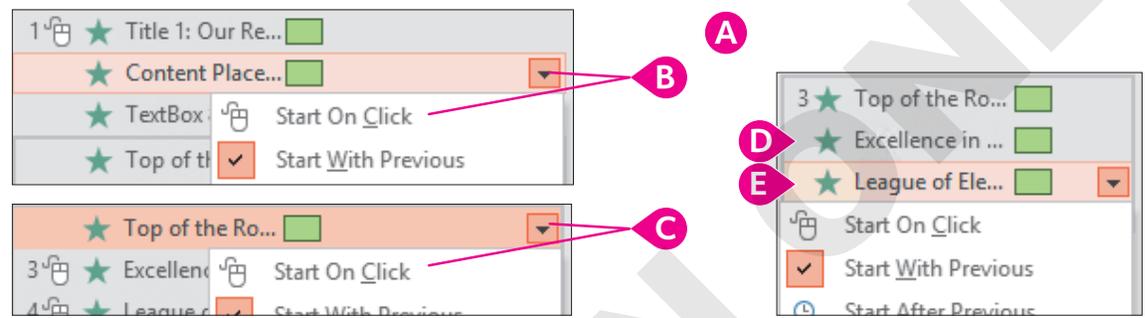


- A Click the trophy picture on the slide to select it and highlight it in the Animation pane.
- B Click the **Move Up** button three times.
- C Click the attribution caption on the slide.
- D Click the **Move Up** button three times.

Your sequence should match this figure.

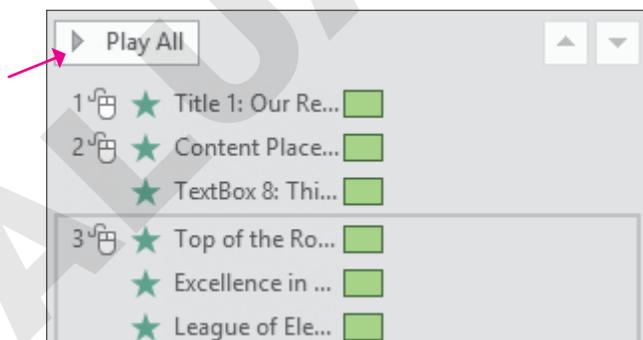


7. Follow these steps to redefine when the animations start:



- A** Click the trophy picture on the slide to easily select it in the Animation pane.
- B** Click its **menu** button ▼ and choose **Start On Click**.
- C** Click the **Top of the Rock** item in the Animation pane, click its **menu** button ▼, and choose **Start On Click**.
- D** Click the **Excellence** item and then click its **menu** button ▼ and choose **Start With Previous** to group it with the preceding items.
- E** Click the **League** item and then click its **menu** button ▼ and choose **Start With Previous** to group it with the preceding items.

8. Your Animation pane should match this figure. Click **Play All** to preview the three animation sequences.

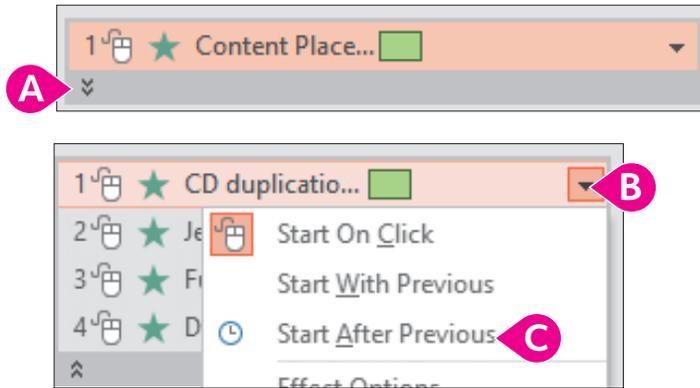


While the Play All button on the Animation pane shows a preview of the animation sequences on the slide, the mouse icons next to each group in the Animation pane indicate the mouse must be clicked during a slide show for each of the sequences to play.

Auto-Advance Animation Sequences

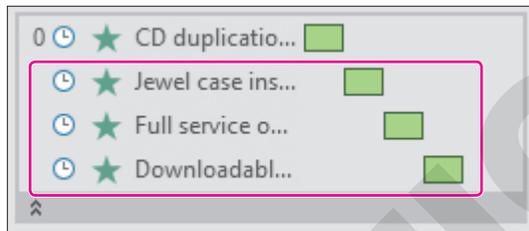
- 9. Display the **second slide**, *Our Services*.
- 10. Click once in the bulleted text so a dashed border appears around the text box.

11. Follow these steps to begin to configure the advanced animation settings:



- A** Click the arrows in the Animation pane to expand the items.
- B** Click the first item and then click its **menu** button ▼ to display the menu.
- C** Choose **Start After Previous** so the animation begins automatically after the previous animation (in this case, the slide transition).

12. Ensure each of the remaining items is set to **Start After Previous**.



The green rectangles next to each item are staggered to indicate the items will animate one after the other rather than all at the same time. The clock icon next to each item indicates the animation will start automatically rather than requiring a mouse click.

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

14. Click anywhere with the mouse to advance to the second slide.

The bulleted paragraphs animate automatically after the slide transition ends. Each animation happens sequentially.

15. Click anywhere to advance to the third slide.

The slide displays, but no content displays yet.

16. Click anywhere on the slide to trigger the first animation sequence.

The slide title animates into view.

17. Click anywhere on the slide to trigger the second animation sequence.

The picture and caption animate into view.

18. Click anywhere on the slide to trigger the third animation sequence.

The detail text animates into view.

19. Tap **[Esc]** to end the slide show and return to Normal view.

20. Save your presentation.

3D Animations

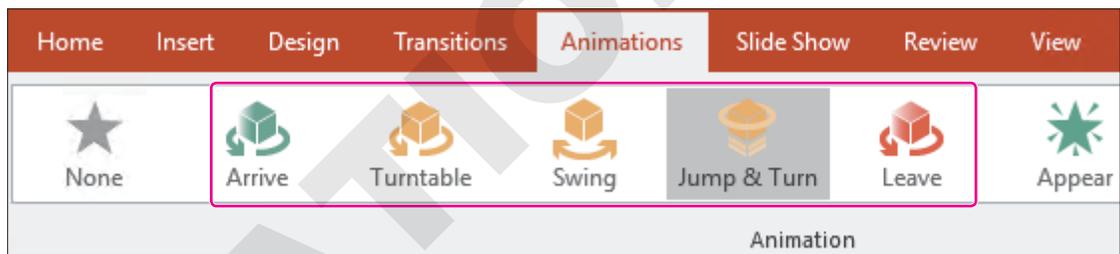
New!

If you've added a 3D model to a slide, you can add a 3D animation. These special animations are available only to 3D models and cannot be applied to non-3D objects.

DEVELOP YOUR SKILLS: P3-D15

In this exercise, you will apply a 3D animation.

1. Save your file as: **P3-D15-AnimationRevised**
2. Display the **first slide** and click the gramophone picture.
The gramophone and music notes icon are still grouped. You will break up the group so you can more easily apply a different animation to each object.
3. Choose **Graphics Tools**→**Format**→**Arrange**→**Group menu button** ▼→**Ungroup**.
4. Click any blank area of the slide to deselect the objects.
5. Click the gramophone picture to select it.
6. Navigate to the **Animations** tab and notice that several new animations applicable only to 3D models appear in the Animation gallery.
7. Click the 3D animations one at a time to preview each on the slide and then choose the **Jump & Turn** animation.



8. Save your presentation.

Motion Paths

Rather than limiting yourself to the default single straight lines that some animated objects travel, you can create custom animation paths so objects follow a curved line or some other path. There are several preset motion paths from which to choose, or you can create your own custom path.



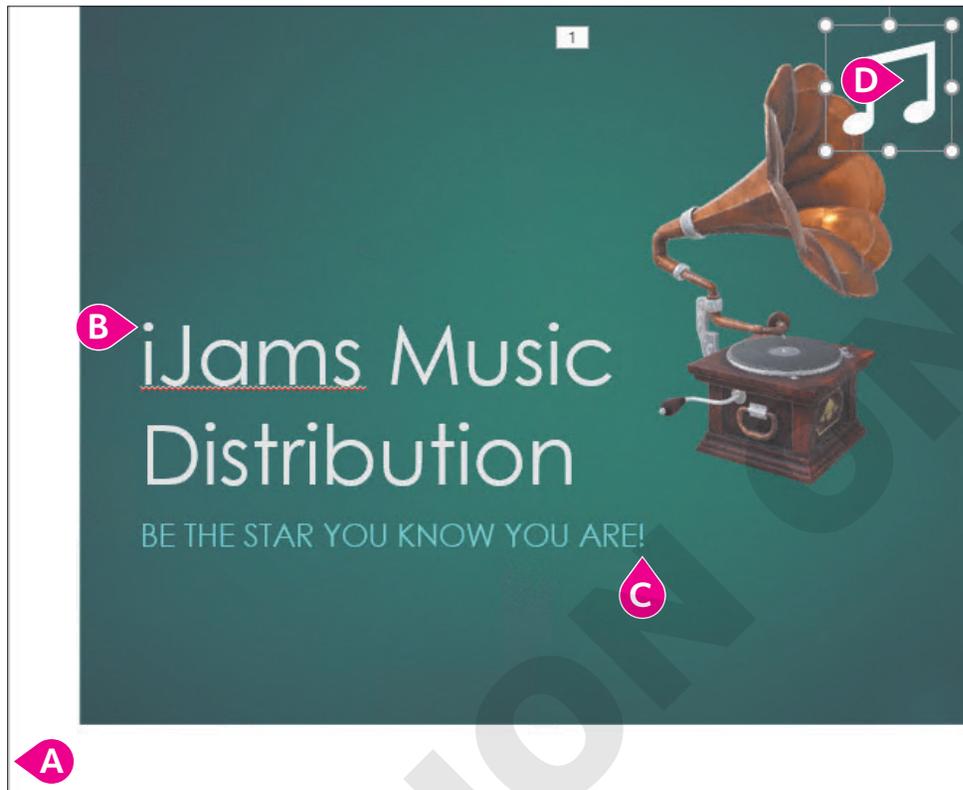
The Motion Paths category in the Animation gallery includes preset and custom animation paths.

DEVELOP YOUR SKILLS: P3-D16

In this exercise, you will define a custom path for an animated object.

1. Save your file as: **P3-D16-AnimationRevised**
2. Click the music notes icon on the slide.

3. Choose **Animations**→**Animation**→**More** ▾→**Motion Paths**→**Custom Path**.
4. Follow these steps to create a motion path:



- A Click the bottom-left corner of the slide to set the starting point.
- B Click the **dot** above the letter *i*.
- C Click the **dot** under the exclamation point.
- D Double-click in the middle of the icon's border box to end the path.

The motion path is completed and PowerPoint previews the animation on the slide. At this point, you could experiment with dragging the borders of the animation path to resize it just as with any object. In this case, you will leave it as it is.

5. Follow these steps to simultaneously animate the gramophone and music notes as soon as the slide displays:



- A Click the **3D Model** item in the Animation pane to select it, click its **menu** button ▾, and choose **Start With Previous**.
- B Set the second item (music notes) to also **Start With Previous**.
6. Choose **Slide Show**→**Start Slide Show**→**From Beginning** .
- The picture and icon animate together when the slide displays without having to click the mouse.*
7. Tap **[Esc]** to end the slide show and return to Normal view.
8. Save your presentation.

Adding Sound Effects

PowerPoint provides audio clips and sound effects to accompany or accentuate your slide elements. For example, you may attach sound effects to slide transitions or animations. You can use the Transitions tab to add a sound to a slide transition or the Animation Pane to add a sound to an animation.



View the video “Sound Effects on Transitions.”

☰ Transitions→Timing→Sound

Sometimes you don’t want a sound effect to play during a slide transition, but rather when an animation causes an object to move across the slide. PowerPoint lets you do this as well.

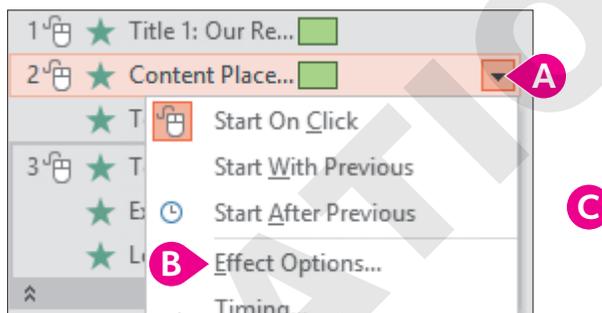


View the video “Sound Effects on Animations.”

DEVELOP YOUR SKILLS: P3-D17

In this exercise, you will apply two sounds to the presentation to enhance an animation.

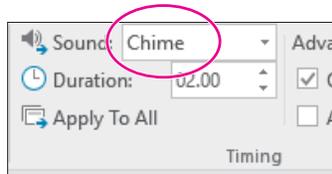
1. Save your file as: **P3-D17-AnimationRevised**
2. Choose the **Our Recent Success** slide and then select the picture.
3. Follow these steps to display the effect options:



- A Click the drop-down **menu** button ▼ for the animation.
 - B Choose **Effect Options**.
 - C On the **Effect** tab, click the **Sound menu** button ▼ and choose **Applause**.
4. Click **OK**, and the animation and sound will be previewed.

Apply a Transition Sound Effect

5. Display the **Our Services** slide.
6. Choose **Transitions→Timing→Sound→Chime**.



PowerPoint applies the Chime sound to the transition effect for this slide.

7. Choose **Slide Show**→**Start Slide Show**→**From Beginning** .
8. Navigate through the presentation until you hear the applause and see the animation on the Our Recent Success slide.

Tip!

You may not be able to hear the sound effect if your computer does not have speakers.

9. Tap **[Esc]** to end the slide show early and return to Normal view.
10. Click the **X** to close the Animation pane.



11. Save your presentation and exit PowerPoint.

Self-Assessment



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



Reinforce Your Skills

REINFORCE YOUR SKILLS: P3-R1

Work with Pictures

In this exercise, you will add pictures to the Kids for Change community presentation to increase interest in the group's promoted events.

1. Start PowerPoint, open **P3-R1-KidsPics** from the **PowerPoint Chapter 3** folder, and save it as: **P3-R1-KidsPicsRevised**
2. Choose the **second slide**, *Events*.
3. Choose **Home**→**Slides**→**Layout menu button** ▼→**Two Content**.

Insert and Format a Picture

4. Click **Online Pictures**  on the slide to display the Online Pictures search window.
5. Type **calendar** in the search box and tap **Enter**.
6. Scroll through the results until you find an appropriate image, click it, and then click **Insert**.
7. Click a blank area of the slide to deselect the picture and its attribution caption (if applicable).
8. Click the picture to select it.
9. Drag any of the picture's **corner handles** to resize it so it fills the right half of the slide.
10. Drag from the center of the picture to move and position it so it does not overlap any text.
11. Drag the **rotate handle** above the top edge of the picture to rotate it slightly for visual interest.
12. With the picture still selected, go to **Picture Tools**→**Format**→**Picture Styles**.
13. Point to several of the thumbnail samples in the Picture Styles gallery to preview them and then click one to apply it. Choose a style that works well with your calendar image.
14. Drag the **attribution caption**, if one was inserted, to an appropriate location near the picture.

Apply Advanced Image Editing Skills

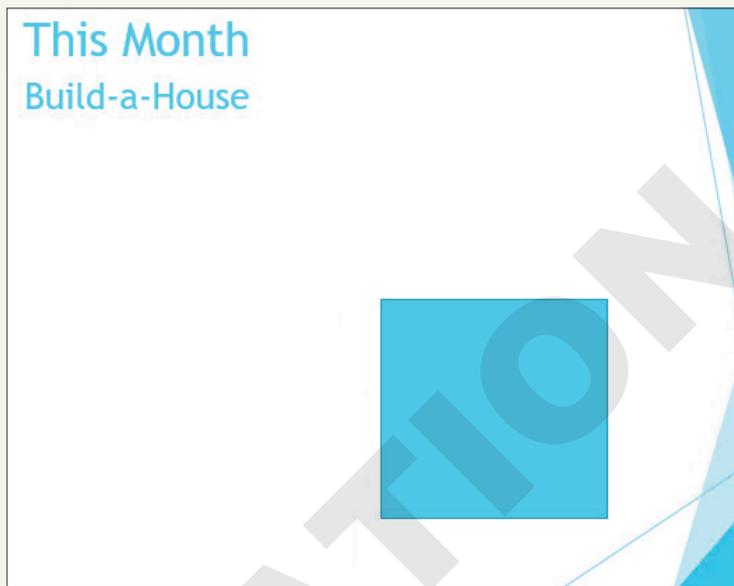
15. Display the **fourth slide**, *Contact Us*.
16. Choose **Insert**→**Images**→**Pictures** .
17. Browse to your **PowerPoint Chapter 3** folder and insert the **P3-R1-Phone.jpg** picture.
18. With the picture selected on the slide, choose **Picture Tools**→**Format**→**Adjust**→**Remove Background** .
19. Use the Mark Areas to Keep and Mark Areas to Remove commands to remove the background (be sure to keep the phone and the wires) and then choose **Background Removal**→**Close**→**Keep Changes**.
20. Move the phone so it is roughly centered below the phone number.
21. With the picture still selected, choose **Picture Tools**→**Format**→**Adjust**→**Artistic Effects**→**Pencil Sketch**.
22. Choose **Picture Tools**→**Format**→**Adjust**→**Color**→**Recolor**→**Dark Green, Accent Color 4 Light**.
23. Save the changes and exit PowerPoint.

REINFORCE YOUR SKILLS: P3-R2

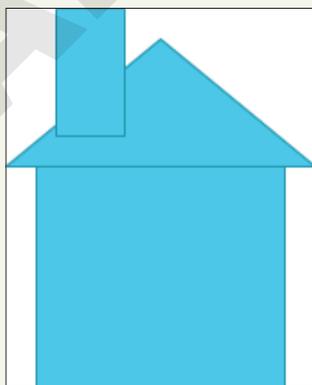
Add Shapes and Animations

In this exercise, you will create a custom shape of a house and incorporate animation to add visual appeal to the presentation.

1. Start PowerPoint, open **P3-R2-KidsAnimated** from the **PowerPoint Chapter 3** folder, and save it as: **P3-R2-KidsAnimatedRevised**
2. Display the **second slide**, *This Month*.
3. Choose **Insert**→**Illustrations**→**Shapes menu button** ▼→**Rectangles**→**Rectangle**.
4. Drag on the slide to draw a rectangle. Resize and move it so it roughly matches this figure.

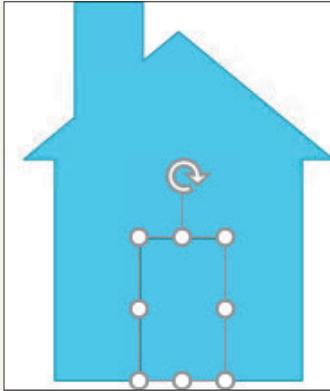


5. Choose **Insert**→**Illustrations**→**Shapes menu button** ▼→**Basic Shapes**→**Isosceles Triangle**.
6. Drag on the slide to draw a triangle to act as the roof of the house, resizing and moving it so it roughly matches the figure in step 8.
7. Choose **Insert**→**Illustrations**→**Shapes menu button** ▼→**Rectangles**→**Rectangle**.
8. Drag on the slide to draw a small rectangle to act as a chimney, resizing and moving it to roughly match this figure.



Merge Shapes

9. Click the large rectangle on the slide to select it and then use **Shift**+click on the triangular roof and the small chimney to select all three shapes.
10. Choose **Drawing Tools**→**Format**→**Insert Shapes**→**Merge Shapes**  menu button ▼→**Union**.
11. Choose **Insert**→**Illustrations**→**Shapes** menu button ▼→**Rectangles**→**Rectangle**.
12. Drag on the slide to draw a rectangle to act as the door; adjust as necessary to roughly match this figure.



13. Click the door shape to select it, if necessary, and then use **Shift**+click on the house so both shapes are selected.
14. Choose **Drawing Tools**→**Format**→**Insert Shapes**→**Merge Shapes**  →**Combine**.

Format and Add Text to a Shape

15. Click the house shape to ensure it's selected and its border displays and then type: **Home****Enter****Sweet****Enter****Home****Enter**
16. Click the shape's dashed border to select it.
17. Choose **Home**→**Font**→**Font Size** menu button ▼→**36**.
If your text no longer fits in the shape, choose a smaller font size or adjust the size of the house shape.
18. Choose **Drawing Tools**→**Format**→**Shape Styles**→**More**  →**Theme Styles**→**Intense Effect – Blue, Accent 2** (bottom thumbnail in the third column).
19. Resize and move the shape so it fits in the upper-right area of the slide; adjust the font size as necessary.

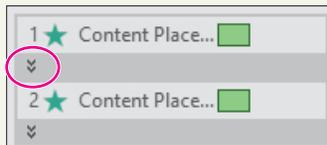


Apply Transition Effects

20. Select **slide 2**, *This Month*, in the Slides panel.
21. Use **Shift**+click on the **last slide** in the Slides panel to select all but the title slide.
22. Choose **Transitions**→**Transition to This Slide**→**More**  →**Subtle**→**Random Bars**.

Add Animation

23. Display the **second slide**, *This Month*, if necessary, and then click the house shape to select it.
24. Choose **Animations**→**Animation**→**More**  →**Entrance**→**Bounce**.
25. Choose **Animations**→**Timing**→**Start menu button**  →**After Previous**.
26. Click the up arrow on the Delay box four times to set the delay to **1 second**.
27. Display the **third slide**, *Event Benefits*.
28. Click in any text in the left column so a dashed border appears around the text box.
29. Choose **Animations**→**Animation**→**More**→**Entrance**→**Float In**.
30. Click in any of the text in the right column so a dashed border appears around the text box and choose **Animations**→**Animation**→**More**→**Entrance**→**Float In**.
31. Choose **Animations**→**Advanced Animation**→**Animation Pane**.
32. Click the double arrows to expand the top group of content in the Animation pane.



33. Click the second item, **Homeless families**, to display its menu button.
34. Click the item's **menu button**  and choose **Start After Previous**.
35. Click the third item, **\$0 mortgage**, and then click its **menu button**  and choose **Start After Previous**.
36. Click the fourth item, **A fresh start**, and then click its **menu button**  and choose **Start After Previous**.
37. Expand the second group's contents and set each of the four items to **Start After Previous**.

Add a Sound Effect to an Animation

38. Display the **second slide**, *This Month*.
39. Click the house shape to select it.
40. Click the single item in the Animation pane and then click its **menu button**  and choose **Effect Options**.
41. Set the Sound menu to **Whoosh** and click **OK**. Close the Animation pane.
42. Choose **Slide Show**→**Start Slide Show**→**From Beginning**  and click each slide until the slide show ends and you return to Normal view.
43. Save the changes and then exit PowerPoint.

REINFORCE YOUR SKILLS: P3-R3

Add Visual Interest

In this exercise, you will add a 3D model, pictures, and animation to enhance a presentation and inspire audience members to donate to the group's toy drive.

1. Start PowerPoint, open **P3-R3-KidsVisual** from the **PowerPoint Chapter 3** folder, and save it as: **P3-R3-KidsVisualRevised**
2. Display the **third slide**.
3. Choose **Home**→**Slides**→**Layout menu button** ▼→**Two Content**.

Insert Pictures

4. Click the **Pictures** icon on the slide to insert a picture from your computer.
5. Browse to your **PowerPoint Chapter 3** folder and insert the **P3-R3-Girl.jpg** picture.
6. Drag the picture to roughly fill the right side of the slide.
7. Display the **fourth slide** and choose **Home**→**Slides**→**Layout menu button** ▼→**Two Content**.
8. Click the border of the placeholder box on the right and tap **Delete**.
You changed the slide layout to Two Content to match the previous slide and then deleted the placeholder on the right because there is no icon on it to add a 3D model.
9. Choose **Insert**→**Illustrations**→**3D Models**.
10. Type **truck** in the search box and tap **Enter**.
11. Scroll through the results, click a truck you like, and then click **Insert**.
12. Adjust the picture as indicated:
 - Drag the **rotate icon** in the center of the truck to rotate it to your liking.
 - Drag a **corner handle** of the truck's border to enlarge the truck to your liking.
 - Drag the truck picture to roughly center it on the slide.
13. Display the **fifth slide** and choose **Insert**→**Images**→**Online Pictures** .
14. Type **toy** in the search box and tap **Enter**.
15. Scroll through the results until you find a toy you like and click that image to select it.
16. Continue to scroll and look for more toys. Click additional toys to add them to your selection. After you have selected six toys, click **Insert**.

Move, Size, and Rotate Pictures

17. Click an empty area of the slide to deselect the inserted pictures.
18. Click one of the toys on the slide to select it.
19. Adjust the picture as indicated:
 - Drag a **corner handle** on the picture's border to make the picture smaller.
 - Drag the **rotate handle** above the top edge of the picture to slightly rotate it.
 - Drag the picture to move it to a position of your liking.

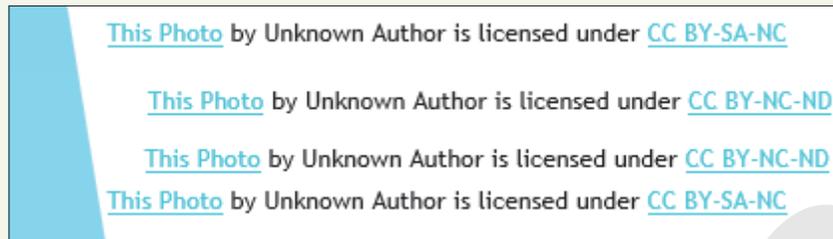
Do not be concerned if the picture becomes separated from its attribution caption, if one exists. You will format all the attribution captions later.

20. Resize, rotate, and move the remaining toys so they are spaced throughout the slide, leaving room at the bottom for the attribution captions (if any exist).

Do not be concerned if the picture backgrounds overlap one another or the slide text at this point.

Align and Space Objects

21. Drag each of the attribution captions to the bottom of the slide as shown; do not be concerned with the alignment or spacing.



22. Click the first caption to select it and then **[Shift]**+click the other captions so all are selected.
23. Choose **Drawing Tools**→**Format**→**Arrange**→**Align menu button** ▼→**Align Left**.
24. Choose **Drawing Tools**→**Format**→**Arrange**→**Align menu button** ▼→**Distribute Vertically**.

Remove a Background

25. Click any toy and choose **Picture Tools**→**Format**→**Adjust**→**Remove Background** .
26. Use the **Mark Areas to Remove** and **Mark Areas to Keep** commands as needed to define the background that should be removed and then choose **Background Removal**→**Close**→**Keep Changes**.
27. Remove the backgrounds of the other five pictures, if necessary, and then drag the pictures to reposition them to your liking.

Format Pictures

28. Display the **third slide** and click the picture of the girl and her teddy bear.
29. Choose **Picture Tools**→**Format**→**Picture Styles**→**More**→**Rotated, White**.
30. Drag the picture to reposition it, if necessary.
31. Choose **Picture Tools**→**Format**→**Adjust**→**Artistic Effects menu button** ▼→**Glow, Diffused**.

Add and Format a Shape with Text

32. Choose **Insert**→**Illustrations**→**Shapes menu button** ▼→**Stars and Banners**→**Ribbon: Tilted Up**.
33. Use **[Shift]**+drag to create a proportional ribbon that fills the left side of the slide under the text.
34. Type: **My 1st toy**
35. Click the blue ribbon shape to select it and tap **[Ctrl]**+**[C]** to copy it.
36. Display the **fourth slide** with the truck.
37. Tap **[Ctrl]**+**[V]** to paste the shape.
38. Drag the ribbon and truck pictures so they don't overlap.

39. Click the blue ribbon shape and then choose **Drawing Tools**→**Format**→**Shape Styles**→**Shape Effects menu button** ▼→**Reflection**→**Reflection Variations**→**Half Reflection: Touching**.
40. Choose **Home**→**Clipboard**→**Format Painter**  to copy the formatting.
41. Display the **third slide** and click the blue ribbon to duplicate the shape's effect.

Apply Transition Effects

42. Choose **View**→**Presentation Views**→**Slide Sorter** .
43. Click **slide 2** and then **[Shift]**+click on **slide 5** to select all but the title slide.
44. Choose **Transitions**→**Transition to This Slide**→**More**→**Exciting**→**Glitter**.
45. Choose **Transitions**→**Transition to This Slide**→**Effect Options menu button** ▼→**Diamonds from Top** and click the **down arrow** as necessary to set the duration to **02.00**.

Apply an Animation

46. Double-click **slide 5** to display it in Normal view.
47. Click one of the toys on the slide and choose **Animations**→**Animation**→**More**→**Entrance**→**Grow & Turn**.
48. Click a second toy on the slide to select it and choose **Animations**→**Animation**→**More**→**Entrance**→**Grow & Turn**.
49. One at a time, click each remaining toy and apply the **Grow & Turn** animation.

Use the Animation Pane

50. Choose **Animations**→**Advanced Animation**→**Animation Pane**.
51. Click the first animated item in the Animation pane to display its menu button ▼.
52. Click the **menu button** ▼ and choose **Start After Previous**.
53. One at a time, click each remaining item and set it to **Start After Previous**.

Add a Sound Effect to an Animation

54. Click the last item in the Animation pane, click its **menu button** ▼, and choose **Effect Options**.
55. Set the sound effect to **Applause**, click **OK**, and then close the Animation pane.
56. Choose **Slide Show**→**Start Slide Show**→**From Beginning**  and click each slide to view the presentation. Return to Normal view when you are finished.
57. Save the changes and then exit PowerPoint.



Apply Your Skills

APPLY YOUR SKILLS: P3-A1

Work with Pictures

In this exercise, you will add pictures and remove the backgrounds for the Universal Corporate Events presentation. You will also format the pictures to enhance the slides' visual appeal.

1. Start PowerPoint, open **P3-A1-UniversalPics** from the **PowerPoint Chapter 3** folder, and save it as: **P3-A1-UniversalPicsRevised**
2. Choose the **third slide**, *Catering*, and apply the **Two Content** layout.
3. Select **slides 4–9** in the Slides panel and apply the **Two Content** layout to change all selected slides at once.
4. Display **slide 3**.
5. Click the **Online Pictures** icon and then search for and insert a picture appropriate for a catering slide.
6. Search for and insert an appropriate photograph on slides 4–9. Each slide's photograph should represent the slide's text content.

Format Objects and Finalize the Presentation

7. Resize and reposition the photographs on each slide so they fill the right half of the slide.
8. Add a picture style or picture effect to each photograph. Use a maximum of two effect styles.
9. Remove each photo's background if applicable. You may want to resize or move the photos after removing the backgrounds.
10. Display **slide 5**, *Graphic Design*, and apply an artistic effect to the photo.
11. Save the changes and exit PowerPoint.

APPLY YOUR SKILLS: P3-A2

Add Shapes and Animations

In this exercise, you will add shapes and an animation to emphasize specific slides.

1. Start PowerPoint, open **P3-A2-UniversalAnimated** from the **PowerPoint Chapter 3** folder, and save it as: **P3-A2-UniversalAnimatedRevised**
2. Display **slide 3**, *Vegan*.
3. Insert the **Explosion: 14 Points** shape.
4. Type **Certified Vegan!** in the shape.
5. Resize and reposition the shape so it fills the area below the text.
6. Enlarge the font size of the shape's text to be as large as possible while remaining inside the shape.
7. Add the **Explosion: 8 Points** shape to **slide 4** with the text: **Certified Kosher!**
8. Resize and reposition the shape so it fills the area below the text.
9. Enlarge the font size of the shape's text to be as large as possible while remaining inside the shape.

10. Add the **Ribbon: Curved and Tilted Up** shape to **slide 5** with the text: **Certified Organic!**
11. Use the three yellow dots on the shape to alter the shape to your liking.
12. Resize and reposition the shape so it fills the area below the text.
13. Enlarge the font size of the shape's text to be as large as possible while remaining inside the shape.

Merge and Format Shapes

14. Display the **last slide** and insert a **Rectangle** shape, resizing it to be tall and thin.
15. Insert a **Teardrop** shape and adjust the size and shape so it looks like a candle flame. Position it on top of the thin rectangle.
16. Merge the **Rectangle** and **Teardrop** shapes into a single candle shape.
17. Copy the new candle shape and paste three copies on the slide, arranging them similarly to this example:



18. Select all four candles and group them.
19. Insert a **Rectangle: Rounded Corners** shape on the slide and position it over the bottom of the candles to create a birthday cake.
20. Go to **Drawing Tools**→**Format**→**Shape Styles** and apply the **Moderate Effect – Dark Red, Accent 2** style to the shapes on **slides 3–6**.

Apply Transition Effects and Animations

21. Select all slides except the title slide.
22. Apply the **Checkerboard** transition and set the Effect Options to **From Top**.
23. Display the **second slide**, *Catering*.
24. Apply the **Fade** animation to the bulleted paragraphs.
25. Use the Animation pane to select the **Kosher Dishes** item and set it to **Start with Previous**.
26. Set **Meat-lovers dishes** and **Desserts** to **Start with Previous** so all four paragraphs will fade in at the same time after a click.

Add a Sound Effect to an Animation

27. Select the **Vegan dishes** item in the Animation pane and apply the **Applause** sound effect.
28. Close the Animation pane.

29. Choose **Slide Show**→**Start Slide Show**→**From Beginning** and click each slide until the slide show ends and you return to Normal view.
30. Save the changes and exit PowerPoint.

APPLY YOUR SKILLS: P3-A3

Add an Icon

In this exercise, you will add 3D Models, icons, and animation to enhance the Universal Corporate Events presentation.

1. Start PowerPoint, open **P3-A3-UniversalVisual** from the **PowerPoint Chapter 3** folder, and save it as: **P3-A3-UniversalVisualRevised**
2. Display the **second slide**.
3. Insert a world icon from the Location category of icons.
4. Enlarge the icon and center it on the slide.

Remove a Background and Apply Artistic Effects

5. Display the **title slide**.
6. Insert the **P3-A3-Hand.jpg** picture from the **PowerPoint Chapter 3** folder.
7. Use the **Background Removal** tool to remove the picture's white background.
8. Move the picture to the lower-right corner of the slide and resize it so it doesn't overlap any text.
9. Apply the **Photocopy** artistic effect to the picture.
10. Use the **Picture Tools**→**Format**→**Adjust**→**Color** gallery to apply **Color Tone**→**Temperature: 7200k**.

Add 3D Models

11. On the **third slide**, insert a 3D model of a bus.
12. Rotate and enlarge it so it fills the right half of the slide.
13. Add **3D models** to **slides 4 and 5** appropriately matched to their content.

Apply Transition Effects and Add Animation

14. Apply the **Reveal** transition to all but the title slide.
15. Set the effect on all slides to **Through Black from Right**.
16. Set the transition duration on all slides to **3** seconds.
17. Apply the **Fly In** animation to the hand picture on the **title slide**.
18. Set the option effect to appear **From Right**.
19. Apply the **Arrive 3D** animation to the 3D models on **slides 3–5**.

Use the Animation Pane to Add Sound

20. Use the Animation pane to add the **Whoosh** sound effect to the hand's animation.
21. Close the Animation pane.
22. Choose **Slide Show**→**Start Slide Show**→**From Beginning** and click each slide to view the presentation, returning to **Normal** view when you are finished.
23. Save the changes and exit PowerPoint.

Project Grader

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

PROJECT GRADER: P3-P1

Adding Flair to Your Presentation

Now it's time to liven up the New at Taylor Games presentation. In this exercise, you'll add a picture, an icon, and shapes along with animations and slide transitions to create interesting effects.

- Download and open your Project Grader starting file.
 - Using eLab: Download **P3_P1_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - Not using eLab: Open **P3_P1_Start** from your **PowerPoint Chapter 3** folder.
- Apply these Grid and Guide settings:
 - Snap objects to grid**
 - Spacing: $\frac{1}{2}$ "
 - Display grid on screen**
 - Guide settings: You decide
- On **slide 1**, insert the **Taylor Games Logo.png** picture from your **PowerPoint Chapter 3** folder.
- Move the logo to the position shown here, letting it snap to the grid points.



- On **slide 3**, insert the following **People** icon, positioning and sizing it as shown:

<ul style="list-style-type: none"> ▶ Greetings from CEO Lisa Livoski <ul style="list-style-type: none"> ▶ Where we've come over the past 12 months ▶ Where we're heading, starting with new products and new stores 	
<ul style="list-style-type: none"> ▶ Sarah Jones, Marketing Director ▶ Jerome Martin, Facilities Director 	

6. Apply an animation to the icon using these settings:

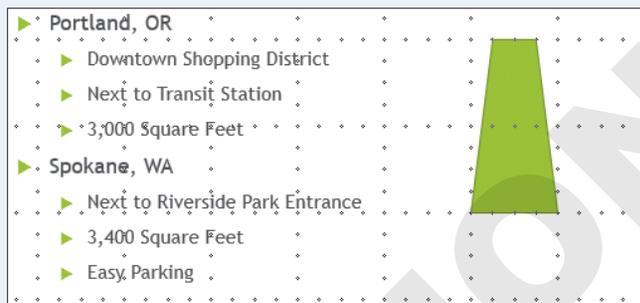
Setting	Value
Animation	Fly In
Start	With Previous
Effect Options Direction	From Bottom-Right
Effect Options Sound	Whoosh

7. On **slide 5**, insert a shape using these guidelines:

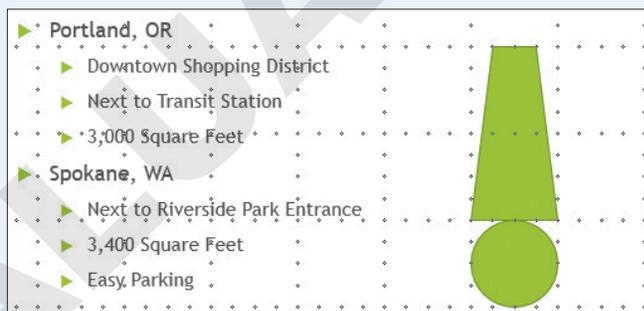
- Set the Grid and Guides Spacing to $\frac{1}{4}$ " and choose **Snap objects to grid**.
- Choose the **trapezoid** shape.



- Create the trapezoid with the size and position shown here:



8. Choose the **oval** shape to insert a circle with the size and position shown here:

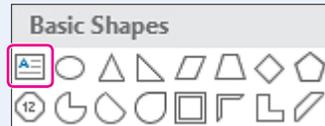


9. Rotate the trapezoid so it is flipped vertically.



10. Insert and format a shape using these guidelines:

- Choose the **text box** shape.



- Position the text box by clicking somewhere above the trapezoid.
- Type **Great**, tap **Enter**, and then type **Locations** to complete the text entry.
- Set the font size of all text to **24** and apply **Bold** formatting.
- **Center** the text within the box.

11. Move the text box until it is positioned approximately as shown here, where the word *Great* is contained within the top of the trapezoid.

Hint: You can nudge objects using keyboard arrows and the **Ctrl** key or turn off grid snapping.



12. On **slide 1**, apply the following animations and settings:

Text to Apply To	Animation and Setting
<i>New at Taylor Games</i> title	Grow & Turn, Start After Previous
<i>Products, Stores, and More!</i> subtitle	Float In, Start With Previous
<i>Taylor Games Logo</i> picture	Shape, Start With Previous

13. Reorder the animations to occur in this sequence:

- *Taylor Games Logo* picture
- *New at Taylor Games* title
- *Products, Stores, and More!* subtitle

14. Add the **Wipe** transition to **slides 2–5**.

15. Add a **Drum Roll** transition sound to **slide 1**.

16. Save your presentation.

- *Using eLab:* Save it to your **PowerPoint Chapter 3** folder as **P3_P1_eSubmission** and attach the file to your eLab assignment for grading.
- *Not using eLab:* Save it to your **PowerPoint Chapter 3** folder as: **P3_P1_Submission**

PROJECT GRADER: P3-P2

Enhance the Classic Cars Club Presentation

It's time to put the Classic Cars Club presentation in motion. In this exercise, you will add pictures and other enhancements prior to the first presentation to potential advertisers.

- Download and open your Project Grader starting file.
 - Using eLab:* Download **P3_P2_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - Not using eLab:* Open **P3_P2_Start** from your **PowerPoint Chapter 3** folder.
- On **slide 1**, insert the **Classic Cars 1.png** picture from your **PowerPoint Chapter 3** folder.
- Move the picture down so it is vertically centered (doesn't have to be exact) between the subtitle and bottom of the slide.

*Hint: You can nudge objects using keyboard arrows and the **Ctrl** key.*
- Use these guidelines to align the slide objects:
 - Make these Grid and Guide settings: **Snap Objects to Grid, Display Grid on Screen, Grid Spacing, 1"**.
 - Move the title, subtitle, and picture to the right until their right edges snap to the vertical grid line as shown here.
 - If necessary, nudge the picture up or down until it closely matches the position shown here:



- Apply an animation to the picture using these settings:

Setting	Value
Animation	Fly In
Start	With Previous
Effect Options Direction	From Left
Effect Options Sound	Whoosh

- On **slide 4**, change the layout to **Two Content**.
- Select the **Pictures** icon in the right placeholder to insert the **Classic Cars 2.jpg** picture from your **PowerPoint Chapter 3** folder.
- Apply the **Glow Edges** artistic effect to the picture (the last effect on the Artistic Effects list).

9. On **slide 5**, insert the following **Technology and Electronics** icon, positioning and sizing it as shown here:



10. Apply an animation to the icon using these settings:

Setting	Value
Animation	Grow & Turn
Start	With Previous
Effect Option Sound	Cash Register

11. Apply the **Wipe** transition to **slides 2–6**.

12. Save your presentation.

- *Using eLab:* Save it to your **PowerPoint Chapter 3** folder as **P3_P2_eSubmission** and attach the file to your eLab assignment for grading.
- *Not using eLab:* Save it to your **PowerPoint Chapter 3** folder as: **P3_P2_Submission**

Extend Your Skills

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

P3-E1 That's the Way I See It

New PowerPoint users often use too many transitions, animations, and sound effects. In this exercise, you will see how less can be more. Create a new presentation, saved as **P3-E1-AnimationOverkill** and that includes at least six slides, in which every slide except the title slide includes a title, text, an icon, and a picture or 3D model. Apply any design theme and variation. Make sure the presentation focuses on a single idea (for example, a classic car collection, your favorite movies, or inspirational people). Apply a different transition to each slide. Apply a different animation to each text block and each graphic. Add a different sound effect to each slide. In other words—overdo it! View the presentation as a slide show and then save it as: **P3-E1-AnimationAppropriate**

Now edit the presentation so each slide uses the same subtle transition. Remove the animation from each graphic and standardize the animation on the text blocks. Maintain consistency by using either an icon on all slides, a 3D model on all slides, or a picture on all slides (do not mix and match). Choose a subtle entrance animation. Remove all sound effects. Save your changes. View the revised presentation as a slide show and compare it with your “overkill” version.

P3-E2 Be Your Own Boss

Open **P3-E2-BlueJeanAnimated** and save it as: **P3-E2-BlueJeanAnimatedRevised**

View the presentation as a slide show and notice where the animations occur; then edit the presentation so they occur when a slide is clicked rather than automatically. Also, make sure the bulleted text animates one line at a time. Add a final slide using the Section Header layout. Use **Get Outside More** as the title and **It'll do you good!** as the subtitle. Insert **P3-E2-Flowers.jpg** and make these changes:

- ▶ Remove the photo background.
- ▶ Move the image to appear behind the text.
- ▶ Apply the same slide transition used by the other slides.
- ▶ Add a sound effect that you feel is appropriate.

P3-E3 Demonstrate Proficiency

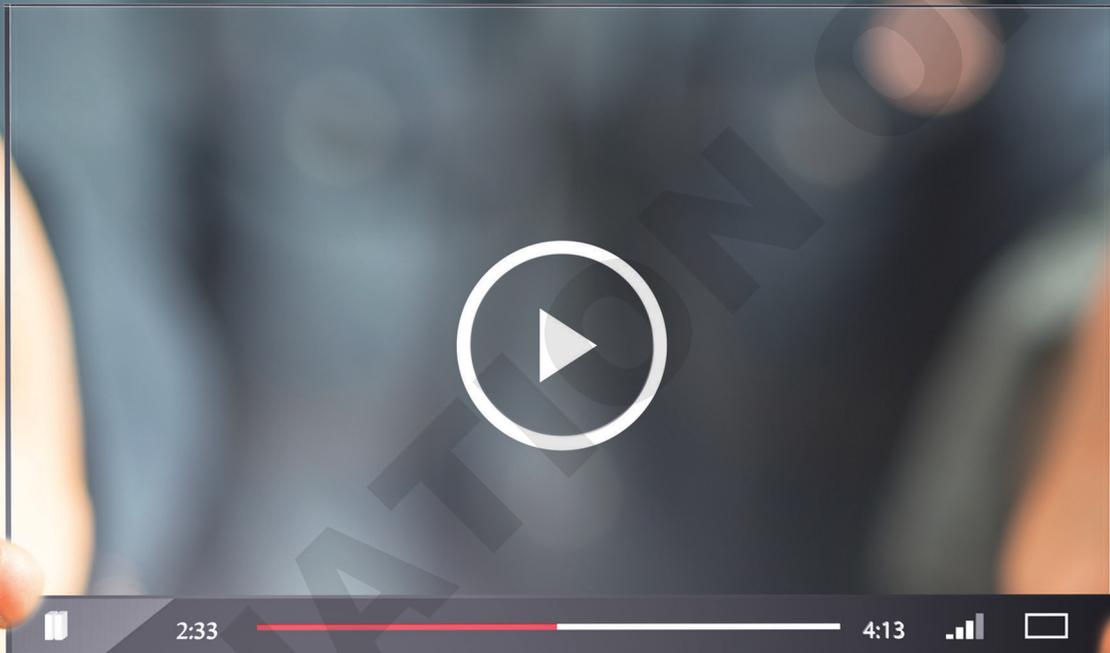
Stormy BBQ needs a slide show to play on television screens throughout its seating area. It should feature images of mouthwatering barbecue. Create a new presentation named **P3-E3-BBQSlideShow** with at least five slides, where each slide includes a single photo of delicious barbecue. Remove the backgrounds from the images as necessary. Use slide transitions to fade one slide into the next. Include an animated title on each slide that names the dish. Choose one slide on which to add a shape. Add a shape from the Stars and Banners category with the text **Blue Ribbon Winner** added. Format the shape and its text to add visual interest while keeping the text easy to read.

EVALUATION ONLY

POWERPOINT

4

Adding Multimedia to Presentations



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

LEARNING OBJECTIVES

- ▶ Acquire and add audio to a presentation
- ▶ Acquire and add video to a presentation
- ▶ Edit movies and add movie effects
- ▶ Customize a video's start/end times and size
- ▶ Use slide show timings
- ▶ Loop a presentation endlessly

Project: Adding Multimedia to the Presentation

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

Working with Multimedia

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

Tip!

Add multimedia sparingly and only when there is true value in doing so.

Types of Multimedia

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

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

Linked Media Files

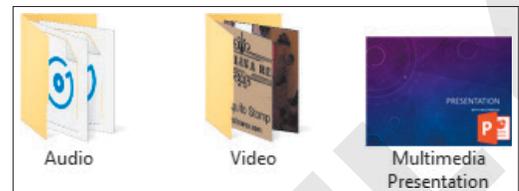
Most multimedia files exist as separate files that are saved outside your presentation but that are linked to it. However, when a linked multimedia file is moved or renamed, it will not play during the presentation. Therefore, it is recommended that you store the presentation and all linked media files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

Organizing Media with Subfolders

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



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



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

DEVELOP YOUR SKILLS: P4-D1

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

1. Close all programs and folder windows so only your Windows 10 Desktop is showing.
2. Click the **File Explorer**  icon on the Windows taskbar and then maximize the File Explorer window.
3. Navigate to the **PowerPoint Chapter 4** folder and choose **View**→**Layout**→**Medium Icons**.
4. Choose **Home**→**New**→**New Folder**.
5. Type **Audio** as the folder name and tap **Enter**.
6. Repeat steps 4–5 to create a second folder named: **Video**
7. Click the **P4-A1-TransportationNarration.mp3** file to select it.
8. Hold down **Ctrl** as you click these files to add them to the selection:
 - **P4-A3-Invites.mp3**
 - **P4-D2-bach-bwv813.mp3**
 - **P4-R1-Castle.mp3**
 - **P4-R1-Cheer.wav**
 - **P4-R1-Library.mp3**
 - **P4-R1-Lunch.mp3**
 - **P4-R1-Makeup.mp3**
 - **P4-R3-AudioBenefits.mp3**
9. After all nine audio files have been selected, release **Ctrl**.
10. Drag any one of the selected audio files onto the **Audio** folder to move all nine selected files into that folder.
11. Click the **P4-A2-Band.mp4** file to select it.
12. Hold down **Ctrl** as you click these files to add them to the selection:
 - **P4-D6-Classical.mpg**
 - **P4-R2-ZeroPower.mp4**
 - **P4-R3-Video.mp4**
13. After all four video files have been selected, release **Ctrl**.
14. Drag any one of the selected video files onto the **Video** folder to move all four selected files into that folder.
15. Close the folder window.

Your chapter folder is now organized with multimedia subfolders.

Using Audio in Presentations

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

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

Audio File Types

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

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

Adding Audio to a Presentation

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

Inserting and Linking

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

INSERTING VS. LINKING

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



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

Insert from or link to an audio file on your computer: Insert→Media→Audio  menu button ▼→Audio on My PC

DEVELOP YOUR SKILLS: P4-D2

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

1. Start PowerPoint and make sure the app window is maximized.
2. Open **P4-D2-Beneficiaries** from the **PowerPoint Chapter 4** folder and save it as: **P4-D2-BeneficiariesRevised**
3. Choose **Insert→Media→Audio menu button ▼→Audio on My PC**.
4. Navigate to your **PowerPoint Chapter 4\Audio** folder, select **P4-D2-bach-bwv813.mp3**, and click **Insert**.

Remember that your computer may be configured to hide the file extensions and the .mp3 portion of the filename may not be displayed. The Insert command embeds the audio file into the presentation.

5. Drag the speaker icon to the top of the slide so nothing overlaps the text.
6. Choose **Slide Show→Start Slide Show→From Beginning** .
The sound does not play because it is configured to start playing when the slide is clicked.
7. Click as if you were advancing to the next slide.
Rather than advancing, the audio plays.

- Click the slide again.

The next slide appears and the audio stops.

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

Acquiring More Audio

Copying music from a CD into a digital music file on your computer is referred to as **ripping** and can be accomplished with software such as Windows Media Player or the free Audiograbber (audiograbber.org). Windows Media Player rips to the WMA format by default but can rip to MP3 by installing a plug-in. Audiograbber is great in that it rips directly to MP3 with no additional configuration or plug-ins, so your ripped files are already in an appropriate format to use in a presentation—and a universal format to be played outside of your presentation. Be sure you are not violating any copyright laws if ripping sound from a CD.

Downloading Sound Effects

Many websites offer audio downloads in the form of sound effect clips, music background tracks, or promotional releases for bands. Be aware of copyright laws when downloading sound files.

Recording a Narration

If your computer has a microphone, you can record your own narration directly from PowerPoint.

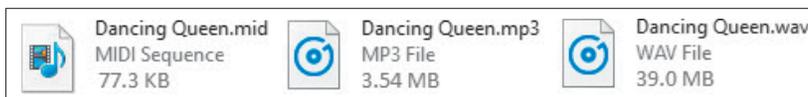
☰ Insert→Media→Audio  menu button ▼→Record Audio

Choosing an Audio File Format

Whether you will download, purchase, rip, or record audio, you'll need to decide on the file format. Should you use a WAV file? A WMA file? An MP3 file? A MIDI file? What about AIFF or AU? Because WAV and MP3 files are the most prevalent, and every modern PC can play these without additional software or codecs, you should stick to these two file types when ripping or recording your own narration.

MP3 Compared with WAV File Format

If the files are only a few kilobytes in size, it doesn't matter whether you use WAV or MP3. However, MP3 files are compressed, whereas WAV files are not. Although WAV files may sound a little better to the trained ear, an MP3 of the same sound will be about one-tenth of the file size. Most people can't tell any difference in quality between a WAV and MP3. The MP3 encoding process attempts to remove audio information that is outside the range of what humans can hear. In other words, the average person won't miss the audio that was removed from an MP3 file but will certainly notice the smaller file size.



Displayed is the same song saved as a 77.3 KB MIDI file, a 3.54 MB MP3 file, and a 39 MB WAV file. Note that the icons for the file types may differ from computer to computer based on personalized settings.

WMA File Format

The WMA format is an alternative to MP3 with comparable compression and quality, but not all music player software and hardware support the WMA format.



Because the MP3 format is more universally supported, it is recommended over the WMA format.

MIDI File Format

MIDI files also have their place and are probably the third type of sound file you are likely to use. MIDI files don't contain sound information like WAV or MP3 files. They simply provide instructions to the computer to reproduce the sounds of musical instruments. What you hear when you play a MIDI file depends on your computer's sound hardware. Your computer may really sound like a violin when you play that MIDI file of a Paganini violin concerto, whereas another computer will not sound like a true violin at all.



MIDI files cannot reproduce vocal tracks and should be used only when instrumental music is desired. (They are great for karaoke!)

Configuring Audio Options

When you add audio to a slide, you can choose to play the audio automatically or when clicked. If you choose to play the audio automatically, there is little reason to display the speaker icon, which appears by default, on the slide because you no longer need to click it to play the audio. PowerPoint lets you hide the speaker icon in addition to setting a few more options, including having the audio loop endlessly or have it rewind after playing.



View the video "Audio Options."

Configuring Audio Styles

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

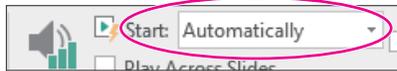
CONFIGURING AUDIO STYLES	
Button	Settings Made Automatically
No Style	<ul style="list-style-type: none"> Start is set to In Click Sequence Play Across Slides is disabled Loop Until Stopped is disabled Hide During Show is disabled
Play in Background	<ul style="list-style-type: none"> Start is set to Automatically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

DEVELOP YOUR SKILLS: P4-D3

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

1. Save the presentation as: **P4-D3-BeneficiariesRevised**
2. Display the **first slide** and then click the **speaker** icon on the slide.

3. Choose **Audio Tools**→**Playback**→**Audio Options** and set the Start option to **Automatically**.



This option will start playing the audio automatically when the slide loads during the slide show. Because the sound will start automatically, there is no reason to display the speaker icon during the slide show.

4. Choose **Audio Tools**→**Playback**→**Audio Options** and place a check in the **Hide During Show** box.

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

The speaker icon is hidden, and the sound starts to play immediately after the slide loads.

6. Click anywhere on the slide to advance to the next slide.

The audio stops when the presentation advances to the next slide.

7. Tap **[Esc]** to end the slide show and return to Normal view.

8. Save your presentation.

Linking Audio

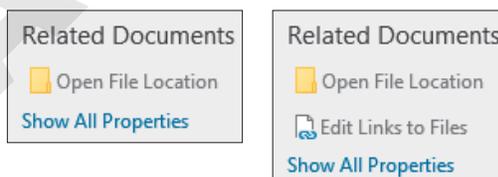
Linking media files instead of embedding them keeps the file size of the presentation smaller, which is good if you need to email the presentation. However, the linked media must remain in the same location (same folder) relative to the PowerPoint file, or the presentation won't be able to find the media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

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

DEVELOP YOUR SKILLS: P4-D4

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

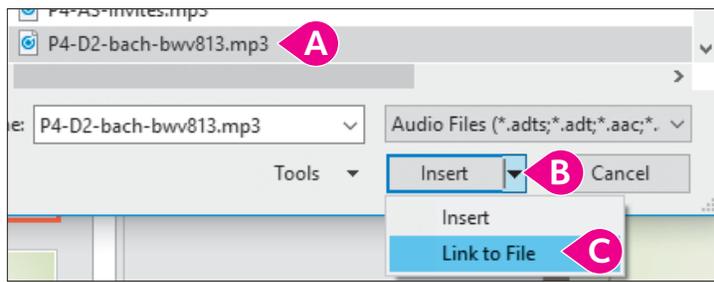
1. Save the presentation as: **P4-D4-BeneficiariesRevised**
2. Choose **File**→**Info**.
3. Locate the *Related Documents* section at the bottom of the right column of Backstage view and note the absence of a link to Related Documents.



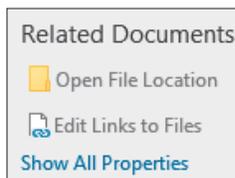
On the left, Edit Links to Files is not displayed, indicating no linked files. If there were linked files, Edit Links to Files would be displayed (as shown on the right).

4. Click **Back**  to exit Backstage view.
5. If necessary, choose the **first slide** from the Slides panel.
6. Click the **speaker** icon on the slide and tap **[Delete]** to remove the embedded audio file.

7. Choose **Insert**→**Media**→**Audio menu button** ▼→**Audio on My PC**.
8. Browse to your **PowerPoint Chapter 4\Audio** folder.
9. Follow these steps to link to, rather than embed, the audio file:



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



13. Click **Back**  to exit Backstage view.
14. Choose **Slide Show**→**Start Slide Show**→**From Beginning** .
15. Move your mouse until the mouse pointer white arrow appears.
16. Point at the speaker icon on the slide and then click the **Play** button on the control bar.
The audio file plays. When the control bar displays, you can play and pause the audio.
17. Tap **[Esc]** to end the slide show and return to Normal view.
18. Display the first slide.

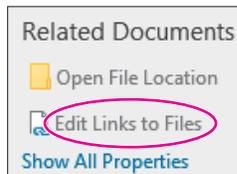
Break the Link

19. Minimize PowerPoint.
20. Navigate to your **PowerPoint Chapter 4\Audio** folder and locate the **P4-D2-bach-bwv813.mp3** file.
If your computer is configured to display file extensions, the filename will be displayed as P4-D2-bach-bwv813.mp3. If your computer is configured to hide file extensions, the filename will be displayed as P4-D2-bach-bwv813 without any file extension.
21. Right-click the **P4-D2-bach-bwv813.mp3** file and choose **Rename**.
22. Follow the appropriate instruction to rename the file:
 - If the filename displays as *P4-D2-bach-bwv813* (no file extension), rename the file: **P4-D2-bach**
 - If the filename displays as *P4-D2-bach-bwv813.mp3*, rename the file **P4-D2-bach.mp3**, taking care not to delete or duplicate the *.mp3* extension.

23. Maximize PowerPoint and choose **Slide Show**→**Start Slide Show**→**From Beginning** .
24. Move your mouse until the mouse pointer white arrow appears.
25. Point at the speaker icon on the slide and then click the **Play** button on the control bar.
The audio file fails to play because the link to the file has been broken. The message Media Not Found appears in the progress bar.
26. Tap **[Esc]** to end the slide show and return to Normal view.

Repair the Link

27. Choose **File**→**Info** and click **Edit Links to Files**.



28. Click the link to **P4-D2-bach-bwv813.mp3** and then click **Change Source**.
29. Navigate to your **PowerPoint Chapter 4\Audio** folder, select **P4-D2-bach.mp3**, and click **Open**.
You have repaired the link. The Links dialog box displays the path to the source file you selected.
30. Click **Close** to close the Links dialog box.
31. Click **Back**  to exit Backstage view.
At the time of this writing, there is a bug in PowerPoint that causes the speaker icon on the slide to enlarge after repairing a link. If your speaker icon became larger, don't worry. It may look strange, but it will still work just fine.
32. Choose **Slide Show**→**Start Slide Show**→**From Beginning** .
33. Move your mouse until the mouse pointer white arrow appears.
34. Point at the speaker icon on the slide and then click the **Play** button on the control bar.
The sound plays because the link has been repaired.
35. Tap **[Esc]** to end the slide show and return to Normal view.
36. Save the presentation.

Creating Slide Show Timings

When using background music or a narration, you often want the slide show timed to the audio so the soundtrack and slides end at the same time. Rather than guessing when to advance to the next slide during a presentation, PowerPoint lets you automate the slide show by creating a **slide show timing**. You can even use slide show timings without audio to automatically navigate to subsequent slides during a live talk given by the presenter. As the speaker addresses the audience, the slide show can be on “autopilot,” allowing the presenter to move away from the computer and interact more freely with the audience.

Determining Slide Timings

All it takes is a little math. If you can do simple division or have access to a calculator, you can time your presentation to your soundtrack and have both end at the same time. Assuming your audio begins on the first slide, and you want each slide displayed for an equal amount of time, follow these simple steps to determine the length of time to spend on each slide.

DETERMINING SLIDE TIMINGS

Goal	Steps
Determine the length of the audio file in seconds	<ul style="list-style-type: none"> Select the audio icon on the slide. Point at the right edge of the progress bar to see the total playing time of the audio file. Convert this time to seconds. <p>Example: A 2-minute and 30-second audio file would be 150 seconds.</p>
Divide the total seconds by the total slides	<ul style="list-style-type: none"> Use the Slides panel or Slide Sorter view to determine how many slides are in the presentation. Divide the length of the audio in seconds by the total number of slides in the presentation. <p>Example: A 150-second audio file used in a presentation containing 20 slides works out to $150 \div 20 = 7.5$.</p>
Determine the total time per slide	<ul style="list-style-type: none"> If your division works out to a whole number, that is the number of seconds to spend on each slide. If your division works out to a decimal, you'll have to round off or use another creative solution. <p>Example: The answer to the division is 7.5. To apply this amount, you might display slide 1 for 7 seconds, slide 2 for 8 seconds, slide 3 for 7 seconds, slide 4 for 8 seconds, and so on.</p>

Rehearsing Timings

PowerPoint's **Rehearse Timings** feature allows you to create an automated slide show. Use this feature to practice your speech and automatically have the slides advance as you speak, or time the presentation to a soundtrack so the audio ends just as the last slide appears.

☰ Create a slide show that runs automatically: Slide Show→Set Up→Rehearse Timings 

☰ Slide Show→Set Up→Use Timings (check or uncheck)

DEVELOP YOUR SKILLS: P4-D5

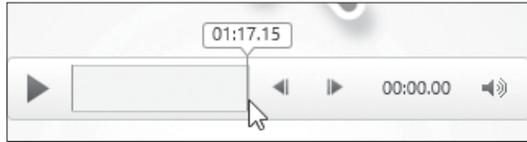
In this exercise, you will configure the slide show to run by itself with a soundtrack.

- Save the presentation as: **P4-D5-BeneficiariesRevised**
- Select the speaker icon on the title slide and then choose **Audio Tools**→**Playback**→**Audio Styles**→**Play in Background**  to automatically set the Audio Options.

Several options in the Audio Options command group are automatically set: The speaker icon is hidden, and the sound will now start automatically. It will continue to play as you navigate through the slides and will start over again if it ends before the slide show.

- Point at the right edge of the progress bar to determine the total playing time for the audio file.

The sound is about 1 minute and 17 seconds (01:17) long.



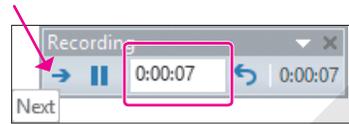
- Here's how to determine the number of seconds to allocate to each slide:

General step	In this case
Determine the total number of slides in the presentation	10 slides
Determine the length of the sound clip in seconds	77 seconds
Divide the length of the sound by the total number of slides	$77 \div 10$
Round off	$7.7 =$ about 7 or 8 seconds per slide

- Locate the **Slide Show**→**Set Up** group.

In the next step, you're going to use the Rehearse Timings feature. This is time-sensitive because after you start the rehearsal, you're going to need to click the Next button every 7 or 8 seconds.

- Click **Rehearse Timings**  and click the **Next** button every 7 or 8 seconds until you reach the last slide.



- Choose **Yes** when prompted to save your timings.

If you make a mistake or want to start over, simply repeat steps 5–7.

- Choose **Slide Show**→**Start Slide Show**→**From Beginning**  and watch as the slide show autoplays with the soundtrack. Click anywhere on the black screen after the slide show ends.

Loop a Slide Show

- Choose **Slide Show**→**Set Up**→**Set Up Slide Show**.
- Place a checkmark in the **Loop Continuously Until 'Esc'** option box and click **OK**.
- Choose **Slide Show**→**Start Slide Show**→**From Beginning**  and notice that when the last slide is reached (Corky), the slide show starts over again.
- Tap **[Esc]** to end the slide show and return to Normal view.
- Save and close your presentation.

Using Video in Presentations

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

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

Warning!

At the time of this writing, there is a bug in PowerPoint that prevents you from previewing videos from the Insert Video dialog box's YouTube search results. If this happens to you, just use your web browser to search YouTube and then copy and paste the embed code into PowerPoint.

Using Online Videos

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

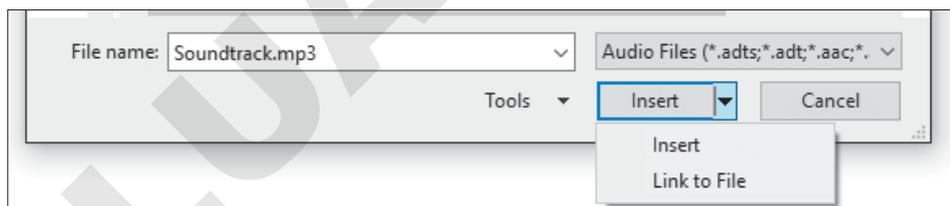
☰ Insert→Media→Video  menu button ▼→Online Video  | Insert Video 

Warning!

At the time of this writing, PowerPoint supports embedding online videos only from YouTube. Unfortunately, support is buggy and many YouTube videos initially may look fine on the slide but then fail to play during a slide show. Test your presentation and videos before delivering a slide show to your audience!

Using Video from Your Computer

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



Tip!

As with audio files, be sure you are not violating any copyright laws when downloading and using videos in a presentation. Always check a website's Terms and Conditions before using any downloaded multimedia content.

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

Using Screen Recordings

Screen recordings are helpful if you want to show a software demo or demonstrate how to use a particular website. Screen recordings are embedded in the presentation and are not saved as external files.

☰ Insert→Media→Screen Recording 

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

Video File Formats

Full-motion video, such as a home movie of your trip to the beach, manifests in several file formats such as MPEG or AVI. MPEG files are generally smaller files compared with AVIs and are less problematic when playing on different computers.

SUPPORTED VIDEO FILE TYPES

Video Format	File Extension
Windows media file	.asf
Windows video file	.avi
MP4 video file	.mp4, .m4v, .mov
Movie file	.mpg, .mpeg
Adobe Flash media	.swf
Windows Media Video file	.wmv

Codecs

Although you may think you're doing everything correctly by using a file with a supported file extension, your audio or video files may not play when the presentation is viewed on someone else's computer. This is most often due to a **codec** incompatibility.

The Role of Codecs

Audio and video multimedia files can be huge—sometimes several gigabytes. Software called a compressor is used to make the file smaller. To be played, the file must be decompressed or decoded—the job of more software called a decompressor. A codec, which is an abbreviation of compressor/decompressor, does both jobs.

If a multimedia file was created with a certain codec, that codec must be present on any computer wanting to successfully play the file. To confuse matters, many different codecs can create files with the same file extension, and they may not be compatible. For example, the I263, DivX, and Xvid codecs all create movie files with the .avi file extension.

Identifying a Codec

Don't assume that just because an AVI video file plays on your computer, it will also play on your friend's. Your computer may have the correct codec installed, while your friend's does not. This becomes an issue when using multimedia files compressed with codecs other than what Windows has installed by default—and is more of an issue with video than with audio. Software such as MediaInfo or AVIcodec—both free—can identify what codec is needed to play a certain video file.

Determining the Codec

You will find that AVI video files downloaded from the Internet may contain nonstandard codecs. Also, some digital video cameras create videos in nonstandard formats. The best advice is to simply try to play the video with Windows Media Player before inserting it in your presentation. If it plays in Windows Media Player, it will play in your presentation. If it fails to play, identify the codec by using software such as MediaInfo or AVIcodec. Then search the Internet for the codec, download it, and install it. The website VideoHelp.com is an excellent source for learning more about video and video codecs and offers a Tools section where you can download codecs and other helpful software.



Make sure that your presentation computer has the necessary codecs for any movie to be played in your presentation.

DEVELOP YOUR SKILLS: P4-D6

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

1. Open **P4-D6-Scholarship** from the **PowerPoint Chapter 4** folder and save it as: **P4-D6-ScholarshipRevised**
2. Choose **Home**→**Slides**→**New Slide**  and type **Scholarship Recipient** as the title.
3. Click the **Insert Video**  icon on the slide and then click **Browse**.
4. Navigate to your **PowerPoint Chapter 4\Video** folder, select the **P4-D6-Classical.mpg** video movie file, and click **Insert**.

Your computer may be configured to hide file extensions and may not display the .mpg portion of the filename.

PowerPoint displays a message indicating that the video file must be optimized. A progress bar at the bottom of the PowerPoint window indicates the progress. Wait until the message box disappears.

5. Choose **Slide Show**→**Start Slide Show**→**From Beginning** .
6. Click anywhere to advance to the next slide and move your mouse around until the mouse pointer becomes visible.
7. Point at the video to display the control bar at the bottom and click the **Play** button.
8. Point at the video again to display the control bar and use the **Play/Pause** button to pause or resume the video.
9. When the video ends, tap **[Esc]** to return to Normal view.
You may have heard a clicking sound at the beginning and end of the video—a sound the video camera itself made. Such sounds can be removed. You will do this later.
10. Save your presentation.

Setting Video Start and Stop Times

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

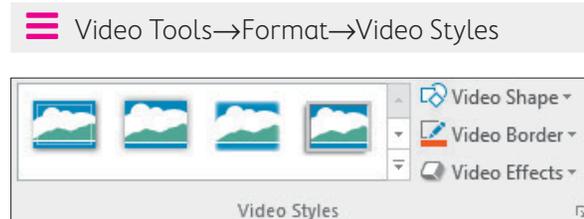


View the video “Setting Video Start and Stop Times.”

 Video Tools→Playback→Editing

Applying Video Effects

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



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



Slides can be spiced up with a simple video style.

Adjusting the Media Window Size

After adding a video effect, it may be necessary to resize the video on the slide. Resize a video just as you would any other object: Click the video to display its border and then drag a handle to resize it. Just as with other objects, be sure to drag a corner handle to maintain the video proportions. Be careful not to enlarge a video too much as it can get blurry.

DEVELOP YOUR SKILLS: P4-D7

In this exercise, you will edit a video and apply a video style.

1. Save the presentation as: **P4-D7-ScholarshipRevised**
2. Select the **second slide**, if necessary, and click the video to select it.
3. Choose **Video Tools**→**Playback**→**Editing**→**Trim Video**.

Remove an Unwanted Sound

4. Ensure that your speakers are turned on and click the **Play** button. As soon as you hear the popping sound stop, click the **Pause** button.

The Play button turns into a Pause button while the video is playing.

5. If necessary, drag the **blue playhead** back to the start of the video and repeat step 4 until you can identify when the popping stops.



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



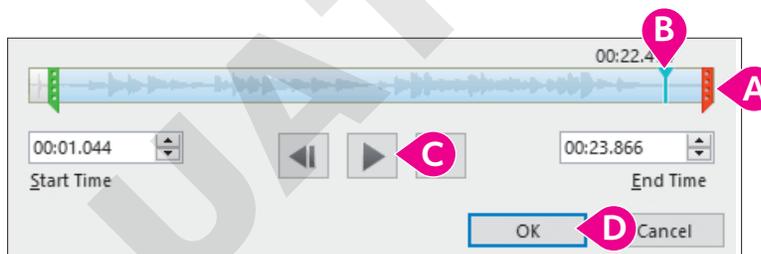
The portion of the video to the left of the green trim marker is cut off.

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



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

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



- A Drag the **red trim control** slightly left to cut off the portion of the video to its right.
- B Click here, toward the end of the video and to the left of the red trim marker, to set the playhead.
- C Click **Play** and listen for the pop to check if it has been removed.
- D If the pop is still audible, repeat steps A–C. When the pop has been removed, click **OK**.

Warning!

At the time of this writing, there is a bug in PowerPoint that causes the video preview to disappear when trimmed, so your video may no longer display an image of the first frame but rather a black screen.

Apply a Video Style

9. Choose **Video Tools**→**Format**→**Video Styles**→**More**  to display the Video Styles gallery.
10. Point at several styles to see them temporarily applied to the video on the slide and then choose **Intense**→**Monitor, Gray**.



Note that your video may display a black screen due to a PowerPoint bug. The video will still play fine during a slide show.

11. Drag a corner handle on the video's border to resize the video to your liking.

12. Choose **Slide Show**→**Start Slide Show**→**From Current Slide**.

The slide displays the video with the 3D style.

13. Move your mouse until the mouse pointer white arrow appears.

14. Point at the video on the slide and then click **Play** on the control bar.

The popping sounds at the beginning and end of the video are no longer heard because the video has been trimmed.

15. Tap **[Esc]** to exit the slide show and return to Normal view.

16. Save your presentation.

Setting Video Options

Just as with audio, there are several options you can apply to videos on a slide, such as having the video run automatically or when clicked, allowing the presentation to fill the screen, or setting the video to run endlessly.



View the video "Video Options."

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

Warning!

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

 Video Tools→Playback→Video Options

DEVELOP YOUR SKILLS: P4-D8

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

1. Save the presentation as: **P4-D8-ScholarshipRevised**
2. Select the **Scholarship Recipient** slide and then select the movie, if necessary.
3. Choose **Video Tools**→**Playback**→**Video Options** and then click to place a checkmark in the **Play Full Screen** box.
4. Choose **Slide Show**→**Start Slide Show**→**From Beginning** .
5. Navigate to the **second slide** and move your mouse around until the pointer becomes visible.
6. Click the video to play it.

The video plays in full-screen mode. When the video is done, it returns to normal size and the slide is visible again.

7. Tap **[Esc]** to end the slide show.
8. Save and close your presentation, and then exit PowerPoint.

Self-Assessment



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

Reinforce Your Skills

REINFORCE YOUR SKILLS: P4-R1

Work with Audio

In this exercise, you will enhance a Kids for Change presentation that will be used at a high school assembly to recruit teens. You will add audio from your computer that needs to be edited and apply rehearsed timings so the slide show can run unattended.

1. Start PowerPoint, open **P4-R1-Tutoring** from your **PowerPoint Chapter 4** folder, and save it as: **P4-R1-TutoringRevised**

Embed Audio Clips

2. Display **slide 1** and choose **Insert**→**Media**→**Audio menu button** ▼→**Audio on My PC**.
3. Browse to your **PowerPoint Chapter 4\Audio** folder, select **P4-R1-Cheer.wav**, and click **Insert**.
4. Drag the **speaker** icon to the top of the slide.
5. Display **slide 4**, choose **Insert**→**Media**→**Audio menu button** ▼→**Audio on My PC**, and browse to your **PowerPoint Chapter 4\Audio** folder.
6. One at a time, add the audio files and position the speaker icons as described:

Audio	Where to Place Speaker Icon
P4-R1-Lunch.mp3	Next to the word <i>Lunch</i>
P4-R1-Castle.mp3	Next to the word <i>Castle</i>
P4-R1-Makeup.mp3	Next to the word <i>Makeup</i>

Hint: Follow the process in steps 2–4 if you need help.

Link to an Audio Clip and Set Playback Options

7. Choose **Insert**→**Media**→**Audio menu button** ▼→**Audio on My PC**.
8. Browse to your **PowerPoint Chapter 4\Audio** folder, select the **P4-R1-Library.mp3** audio file, and click **Insert menu button** ▼→**Link to File**.
9. Drag the **speaker** icon next to the word *library*.
10. Display **slide 1** and select the **speaker** icon on the slide.
11. Set the **Audio Tools**→**Playback**→**Audio Options**→**Start** option to **Automatically**.
12. Select the **Audio Tools**→**Playback**→**Audio Options**→**Hide During Show** checkbox.

Edit Audio

13. Display **slide 4** and select the **Lunch speaker** icon.
14. Choose **Audio Tools**→**Playback**→**Editing**→**Trim Audio**.
Depending on your computer's power and video capabilities, the Trim Audio window may or may not show a sound wave. Visible sound waves are easier to edit; unfortunately, a disappearing sound wave is a bug in this version of PowerPoint.
15. Click **Play** and watch the blue playhead move across the sound wave. Notice when the English word *Lunch* is spoken and when the French word for *Lunch* ends.

16. Drag the **green trim control** to the right until it is just before the start of the English pronunciation of *Lunch*.
If your Trim Audio window shows a sound wave, the word Lunch is marked by a large bump.
17. Drag the **red trim control** to the left until it is just after the end of the French pronunciation of *Lunch* (the second large bump in the sound wave).
18. Click **OK**.
19. Click a blank area on the right side of the slide to deselect the speaker icon.
20. Trim the unwanted sounds from the beginning and end of the audio files on the remaining speaker icons.
21. Save your presentation and minimize PowerPoint.

Organize Media Files

22. Navigate to **PowerPoint Chapter 4\Audio** and create a new folder named: **French**
23. Drag these files into the **French** folder:
 - **P4-R1-Castle.mp3**
 - **P4-R1-Cheer.wav**
 - **P4-R1-Library.mp3**
 - **P4-R1-Lunch.mp3**
 - **P4-R1-Makeup.mp3**
24. Maximize PowerPoint and select the **Lunch speaker** icon on **slide 4**.
25. Click **Play** and notice that the audio plays because the **Lunch** audio file is embedded. Play the **Castle** and **Makeup** audio files and notice that they also play.
26. Attempt to play the **Library** audio file. It fails to play because the link is broken.
27. Choose **File**→**Info**→**Edit Links to Files**.
28. Select the link to the **Library** file and click the **Change Source** button.
29. Browse to the **PowerPoint Chapter 4\Audio\French** folder, select the **P4-R1-Library.mp3** file, and click **Open**.
30. Close the Links dialog box.
31. Resize the **Library speaker** icon to match the size of the others.
32. Click the **Play** button and note that the **Library** audio now plays. If it doesn't, repair the broken link and, if necessary, trim the audio again.
33. Resize the **Library speaker** icon to match the others and trim the **Library** audio to remove the unwanted sounds from the beginning and end.

Apply Rehearsed Timings

34. Choose **Slide Show**→**Set Up**→**Rehearse Timings** .
35. Set the slides to display as described:

Slide	Number of Seconds
Title	5
Math	10
Humanities	15
Language	30

36. Choose **Yes** to save the timings.

Run the Slide Show

37. Choose **Slide Show**→**Start Slide Show**→**From Beginning** .
38. Wait as the slide show runs automatically and displays the title slide for 5 seconds, the Math slide for 10 seconds, and the Humanities slide for 15 seconds.
39. When the Language slide appears, point to each speaker icon and click their **Play** buttons.
40. Tap **[Esc]** to end the slide show.
41. Save and close the file. Exit PowerPoint.

REINFORCE YOUR SKILLS: P4-R2

Work with Video

In this exercise, you will add video to a presentation for a Kids for Change parent meeting about math tutoring. You will also trim a video and apply video effects and playback options.

1. Start PowerPoint, open **P4-R2-Math** from your **PowerPoint Chapter 4** folder, and save it as: **P4-R2-MathRevised**
2. Display **slide 2** and choose **Insert**→**Media**→**Video menu button** ▼→**Online Video**.
3. In the YouTube search box, type **Pythagorean theorem** and tap **[Enter]**.

Because of a bug in PowerPoint, you may not be able to preview the videos shown in the results. You may have to choose one based on the thumbnail and then play the video on the slide to see if you like it.

4. Select the thumbnail of your desired video and click **Insert**.

Insert an Online Video by Using Embed Code

Sometimes it is easier to browse and find a video directly from YouTube.

5. Display **slide 3** and minimize PowerPoint.
6. Start Microsoft Edge, or the web browser of your choice, and navigate to: **youtube.com**
7. In the search box at the top of the web page, type **Fibonacci sequence** and tap **[Enter]**.
8. Click a video to watch it; continue previewing videos until you find one you like.
9. Once you find a video you like, click the **Share** link below the video.
10. Click the **Embed** link to show the embed code.
11. Click anywhere within the embed code to select it all and tap **[Ctrl]+[C]** to copy the embed code.
12. Close your web browser and maximize PowerPoint.
13. Choose **Insert**→**Media**→**Video menu button** ▼→**Online Video**.
14. Click in the embed code box and press **[Ctrl]+[V]** to paste the copied embed code.
15. Click the **Insert menu button** ▼ on the right side of the embed code box.

Insert a Video from Your Computer

16. Display **slide 4** and choose **Insert**→**Media**→**Video menu button** ▼→**Video on My PC**.
17. Navigate to your **PowerPoint Chapter 4\Video** folder, select **P4-R2-ZeroPower.mp4**, and click **Insert**.

Wait while PowerPoint imports and optimizes the video.

18. Save your presentation.

You've completed a significant amount of work. This is a good time to save.

Edit and Style a Video

19. Click the video on **slide 4** to select it, if necessary, and choose **Video Tools**→**Playback**→**Editing**→**Trim Video**.
20. Click **Play** and listen to the cough at the beginning of the video.
21. Drag the **green trim control** to the right of the cough so the cough no longer plays (about 2 seconds from the beginning).
22. Click **Play** to verify that the cough no longer plays and adjust the **green trim control**, if necessary. Click **OK**.
23. Choose **Video Tools**→**Format**→**Video Styles**→**More**  **Moderate**→**Compound Frame, Black**.
24. Apply the same video style to the videos on **slides 2** and **3**.

Set Video Playback Options

25. Display **slide 4** and click the video on the slide to select it.
26. Choose **Video Tools**→**Playback**→**Video Options**→**Start**→**Automatically**.
27. Save the presentation.

Run the Slide Show

28. Choose **Slide Show**→**Start Slide Show**→**From Beginning** .
29. Click the **title slide** to move to the Pythagorean Theorem slide.
The video does not start to play because it is an online video.
30. Click the video to play it.
31. Tap **[Esc]** to stop the video, click the slide to move to the Fibonacci Sequence slide, and then click the video to play it.
32. Tap **[Esc]** to stop the video and then click the slide to move to the Power of Zero slide.
The video starts to play automatically because it was embedded from your computer.
33. Tap **[Esc]** two more times, once to stop the video and once to end the slide show.
34. Exit PowerPoint.

REINFORCE YOUR SKILLS: P4-R3

Work with Audio and Video

In this exercise, you will add audio and video to an automated Kids for Change membership drive presentation.

1. Start PowerPoint, open **P4-R3-AudioBenefits** from your **PowerPoint Chapter 4** folder, and save it as: **P4-R3-AudioBenefitsRevised**
2. Display **slide 1**, if necessary, and choose **Insert**→**Media**→**Audio** menu button →**Audio on My PC**.
3. Navigate to the **PowerPoint Chapter 4\Audio** folder, select the **P4-R3-AudioBenefits.mp3** file, and choose **Insert** menu button →**Link to File**.

4. Drag the **speaker** icon to the top of the slide.

Set Audio Playback Options and Edit Audio

5. Choose **Audio Tools**→**Playback**→**Audio Styles**→**Play in Background**  to automatically set the audio options.
6. Deselect the **Audio Tools**→**Playback**→**Audio Options**→**Loop Until Stopped** checkbox.
7. Choose **Audio Tools**→**Playback**→**Editing**→**Trim Audio**.
8. Click **Play** and note when the speaker says, “Why should you join Kids for Change?”
9. Drag the **green trim control** to the right until it is just before “Why should you join Kids for Change?”
10. Click toward the right of the sound wave at about 01:00.000 to place the blue playhead toward the end of the file.
11. Click **Play** and note when the speaker says, “OK, is that it?” and then drag the **red trim control** to the left until it is just before that question.
12. Click **OK**.
13. Click **Play** on the slide and ensure that the audio begins with “Why should you join Kids for Change?” and ends with “The benefits are obvious.” If necessary, trim the audio appropriately.

Organize Media Files

14. Save your presentation and minimize PowerPoint.
15. Navigate to your **PowerPoint Chapter 4** folder and create a new folder named: **Benefits**
16. Move **P4-R3-AudioBenefits.mp3** and **P4-R3-Video.mp4** into the **Benefits** folder.
17. Maximize PowerPoint and click the **speaker** icon on **slide 1** to select it.
18. Click **Play** and notice that the audio fails to play because the link is broken.
19. Choose **File**→**Info**→**Edit Links to Files**.
20. Select the link to the **Benefits** file and click **Change Source**.
21. Browse to the **PowerPoint Chapter 4\Benefits** folder, select **P4-R3-AudioBenefits.mp3**, and click **Open**. Close the Links dialog box.
22. Reduce the size of the speaker icon on the slide.
23. Click **Play** and note that the audio now plays.

If the audio doesn't play, repair the link and, as necessary, trim the audio again.

Apply Rehearsed Timings

24. Choose **Slide Show**→**Set Up**→**Rehearse Timings** .
25. Listen to the audio and click **Next** after you hear each of these phrases:
 - “Why should you join Kids for Change? There are many benefits.”
 - “...shows a college that you are not afraid to work for something worthwhile.”
 - “...translates to effective management skills, which are important for any job applicant.”
 - “...that you are willing to work hard to get the job done.”
 - “Why should you join Kids for Change? The benefits are obvious.”
26. Choose **Yes** to save the timings.

Run the Slide Show

27. Choose **Slide Show**→**Start Slide Show**→**From Beginning** .
28. Watch as the slide show runs automatically and the slides match up to the narration.
29. When the slide show ends, click the screen to return to Normal view.
30. If necessary, choose **Slide Show**→**Set Up**→**Rehearse Timings**  and recreate the timings to match up better with the audio.

Insert a Video

31. Display the **last slide** and choose **Home**→**Slides**→**New Slide menu button** ▼→**Title and Content**.
32. Type **And It's Fun** as the slide title.
33. Click the **Insert Video** icon on the slide and choose **From a File**→**Browse**.
34. Browse to the **PowerPoint Chapter 4\Benefits** folder, select **P4-R3-Video.mp4**, and click **Insert**.

Edit and Style a Video

35. Choose **Video Tools**→**Playback**→**Editing**→**Trim Video**.
36. Click in the middle of the sound wave to place the blue playhead.
37. Drag the **blue playhead** to the right and note when the camera starts to move away from the girl, at about 12 seconds.
38. Drag the **red trim control** to the left to cut off the end of the video where the camera moves and then click **OK**.
39. Choose **Video Tools**→**Format**→**Video Styles**→**More**→**Intense**→**Reflected Bevel, White**.

Set Video Playback Options and Run the Slide Show

40. Choose **Video Tools**→**Playback**→**Video Options**→**Start**→**Automatically**.
41. Save the presentation.
42. Choose **Slide Show**→**Start Slide Show**→**From Beginning** .
43. Watch as the slide show plays automatically. When the last slide is displayed, the video should play automatically. When the video ends, tap **Esc** to end the slide show.
44. Exit PowerPoint.

Apply Your Skills

APPLY YOUR SKILLS: P4-A1

Work with Audio

In this exercise, you will enhance a Universal Corporate Events sales pitch presentation. You will add audio from your computer that needs to be edited and apply rehearsed timings so the slide show can run unattended.

1. Start PowerPoint, open **P4-A1-Transportation** from your **PowerPoint Chapter 4** folder, and save it as: **P4-A1-TransportationRevised**
2. On **slide 2**, link to (don't embed) **P4-A1-TransportationNarration.mp3** from the **PowerPoint Chapter 4\Audio** folder.
3. Configure the audio on **slide 2** to start **Automatically, Play Across Slides**, and **Hide During Show**.
4. Edit the audio on **slide 2** to remove the noise from the beginning of the file.

Organize Media Files

5. Minimize PowerPoint and navigate to the **PowerPoint Chapter 4\Audio** folder.
6. Create a new folder named **Universal** and then drag **P4-A1-TransportationNarration.mp3** into the folder.
7. Maximize PowerPoint and attempt to play the audio file on **slide 2**.
8. Edit the link to the file so that the audio on slide 2 plays.
9. Reduce the size of the speaker icon.

Apply Rehearsed Timings

10. Set up Rehearsed Timings so that slide 1 displays for **7 seconds** and each subsequent slide displays in time with the narration.
11. Choose **Slide Show**→**Set Up**→**Set Up Slide Show**, place a checkmark in the **Loop Continuously Until 'Esc'** option box, and click **OK**.
12. Save the presentation.

Run the Slide Show

13. Run the slide show and ensure it plays automatically with slides timed to the narration.
14. Tap **[Esc]** to end the slide show.
15. Exit PowerPoint.

APPLY YOUR SKILLS: P4-A2

Work with Video

In this exercise, you will add videos to a presentation highlighting some of the entertainment services offered by Universal Corporate Events. You will also trim a video and apply video effects and playback options.

1. Start PowerPoint, open **P4-A2-Entertainment** from your **PowerPoint Chapter 4** folder, and save it as: **P4-A2-EntertainmentRevised**

Insert Online Video

2. Display **slide 2** and click the **Insert Video** icon in the left placeholder.
3. Use the YouTube search box to search for and insert a video on: **Line Dancing**
4. Minimize PowerPoint and use your web browser to navigate to: **youtube.com**
5. Find another line-dancing video and copy the embed code.
6. Close the web browser and maximize PowerPoint.
7. Click the **Insert Video** icon in the right placeholder on the slide.
8. Paste the embed code into the proper box and click **Insert**.
9. If necessary, resize the videos so they do not overlap.

Add Video and Run the Slide Show

10. Display **slide 3** and insert **P4-A2-Band.mp4** from the **PowerPoint Chapter 4\Video** folder.
11. Edit the video on **slide 3** to remove the shaking at the beginning.
12. Apply the **Subtle→Simple Frame, White** video style to all three videos in the presentation.
13. Set the video on **slide 3** to start **Automatically** and **Play Full Screen**.
14. Save the presentation.
15. Run the slide show and verify that the videos on **slide 2** play when clicked and the video on **slide 3** starts automatically at full screen.
*If your video fails to play during the slide show, replace it with a different video or click the **Enable Content** button if PowerPoint displays it.*
16. Exit PowerPoint.

APPLY YOUR SKILLS: P4-A3

Work with Audio and Video

In this exercise, you will add audio and video to an automated presentation that will run in video kiosks at event venue lobbies.

1. Start PowerPoint, open **P4-A3-Invitations** from your **PowerPoint Chapter 4** folder, and save it as: **P4-A3-InvitationsRevised**

Add and Edit Audio

2. On **slide 1**, link to (don't embed) **P4-A3-Invites.mp3** from the **PowerPoint Chapter 4\Audio** folder.
3. Drag the **speaker** icon to the top-right corner of the slide.
4. Configure the audio clip to start **Automatically, Play Across Slides**, and **Hide During Show**.
5. Edit the linked audio clip to remove the noise from the beginning of the file.

Organize Media Files

6. Minimize PowerPoint and navigate to the **PowerPoint Chapter 4\Audio** folder in your file storage location.
7. Create a new folder named: **Invitations**
8. Drag **P4-A3-Invites.mp3** into the **Invitations** folder.
9. Maximize PowerPoint and attempt to play the linked audio file.
10. Edit the link to the file so the linked audio file plays.

Apply Rehearsed Timings

11. Set up Rehearsed Timings so each slide displays for about **4** seconds.
12. Run the slide show and ensure it plays automatically with sound. The narration should not get cut off at the end. If necessary, create new rehearsed timings to extend the length of the slide show.
13. Tap **[Esc]** to end the slide show.

Insert Online Video

14. Add a new slide to the end of the presentation by using the **Title and Content** layout.
15. Type **Celebrations** as the new slide's title.
16. Insert an online video and use the YouTube search to find a video on: **Corporate Celebrations**
17. Apply the **Intense→Perspective Shadow, White** video style.
18. Run the slide show and verify that the video plays when clicked. If it doesn't, delete it from the slide and try another online video.
19. Save and close the file. Exit PowerPoint.

Project Grader

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

PROJECT GRADER: P4-P1

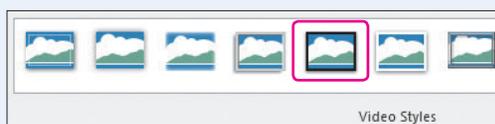
Adding Multimedia to Your Presentation

You have been asked to create a version of the New at Taylor Games presentation for advertisers that contains multimedia. In this exercise, you'll add a sound clip and videos from your computer and YouTube.

- Download and open your Project Grader starting file.
 - Using eLab: Download **P4_P1_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - Not using eLab: Open **P4_P1_Start** from your **PowerPoint Chapter 4** folder.
- On **slide 1**, insert the **Blade Intro.wav** audio file located in your **PowerPoint Chapter 4** folder and then move the **speaker** icon toward the bottom-left corner of the slide.
- Make these playback settings:
 - Start Automatically**
 - Hide During Show**
- Make **Blade Intro.wav** audio the first step to occur in the animation.
- On **slide 5**, insert the **Spokane Store Drive.mp4** video located in your **PowerPoint Chapter 4** folder.
- Use these guidelines to move and size the video:
 - Make these Grid and Guide settings: **Snap Objects to Grid, Display Grid on Screen**, Grid Spacing, **1/4"**.
 - Move and size the video, letting it snap to the grid points so it has the approximate size and position shown here:

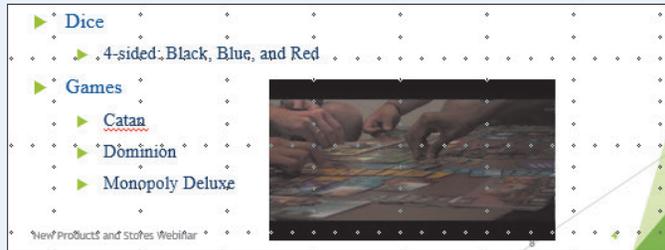


- Apply the **Simple Frame, Black** video style.



- Set the playback to **Start Automatically**.
- Trim the video so the start time is 10 seconds (**00 : 10**) and the end time is 30 seconds (**00 : 30**).

10. On **slide 4**, use these guidelines to insert an online YouTube video:
- Use either the identifier code **KQPYOR2N01Q** or the video name **Your Turn: A Documentary About Playing Board Games**. If you use the code, then note that the **O** in **YOR** is the letter **O** and the **0** in **N01** is the number **0**.
 - Move and size the video, letting it snap to the grid points so it has the approximate size and position shown here:



11. Set the playback to **Start When Clicked On**.
12. Save your presentation as follows:
- *Using eLab:* Save it to your **PowerPoint Chapter 4** folder as **P4_P1_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab:* Save it to your **PowerPoint Chapter 4** folder as: **P4_P1_Submission**

PROJECT GRADER: P4-P2

Creating a Kiosk-Style Presentation

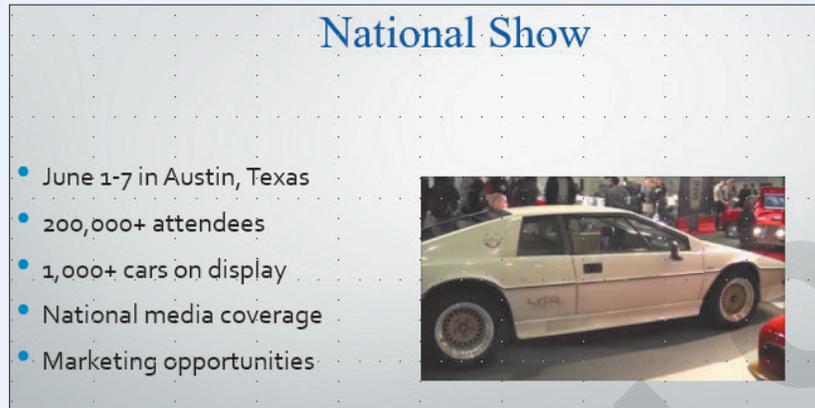
You've been asked to modify the Classic Cars Club presentation to enable it to run by itself. The kiosk-style presentation will be used at regional shows to attract advertisers for the national show. In this exercise, you'll add multimedia and set up timings so the presentation runs on its own.

1. Download and open your Project Grader starting file.
 - *Using eLab:* Download **P4_P2_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - *Not using eLab:* Open **P4_P2_Start** from your **PowerPoint Chapter 4** folder.
2. On **slide 1**, apply an animation to the picture using these settings:

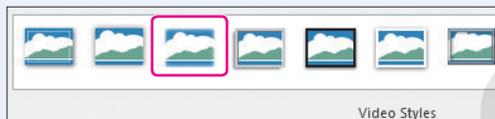
Setting	Value
Animation	Fly In
Start	After Previous
Effect Options Direction	From Left

3. On **slide 1**, insert the **Ferrari.mp3** audio file located in your **PowerPoint Chapter 4** folder, and then move the **speaker** icon toward the bottom-left corner of the slide.
4. Apply these playback settings for the audio:
 - **Start Automatically**
 - **Hide During Show**
5. Move the **Ferrari.mp3** audio earlier in the animation sequence so it occurs before the car animation.

6. On **slide 3**, insert the **Car Show.mp4** video located in your **PowerPoint Chapter 4** folder.
7. Use these guidelines to move and size the video:
 - Apply these Grid and Guide settings: **Snap Objects to Grid, Display Grid on Screen**, Grid Spacing, **1/4"**.
 - Move and size the video, letting it snap to the grid points so it has the approximate size and position shown here:



8. Apply the **Soft Edge Rectangle** video style.



9. Set the playback to **Start Automatically**.
10. Trim the video, setting the end time to **8 seconds (00:08)**.
11. Rehearse timings for all slides with approximately 8 seconds per slide.
12. Set up the slide show so that the show type is **Browsed at a Kiosk (full screen)**.
13. Save your presentation as follows:
 - *Using eLab:* Save it to your **PowerPoint Chapter 4** folder as **P4_P2_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab:* Save it to your **PowerPoint Chapter 4** folder as: **P4_P2_Submission**

Extend Your Skills

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

P4-E1 That's the Way I See It

You are creating a presentation to accompany your introduction to a group of campers you will be working with over the summer. You decide to share your favorite hobby to bond with your future campers. Create a blank presentation named: **P4 - E1 - Hobby**

Change the first slide's layout to Title and Content. Title the first slide with the name of your favorite hobby (it could be sports, music, food, etc.) If you have access to a video camera (many smartphones have a built-in video camera), take a short video of yourself explaining your hobby. Transfer the video to your computer and insert it on the first slide. Edit it to trim off any unwanted beginnings or endings and apply a video style. Set it to play automatically. If you don't have a video camera, insert a clip art image depicting your hobby. Create a second slide and insert an online video depicting your hobby. Apply a video style and set the video to play when clicked. Add an appropriate slide title. Finally, apply a design theme.

P4-E2 Be Your Own Boss

You are creating an automated slide show highlighting gardens created by Blue Jean Landscaping. Open **P4-E2-BlueJean** and save it as: **P4 - E2 - BlueJeanRevised**

Search the Internet and download an audio file to add to slide 1 appropriate for a garden slide show (e.g., light classical or cool jazz). Make sure the audio is legal to use. Set the audio to start automatically and ensure that it plays across all slides and loops until stopped. The speaker icon should not display during the slide show. Configure the slide show to run automatically, about 7 seconds per slide. Upon reaching the last slide, the slide show should start over and loop continuously until **Esc** is pressed. Create a second presentation named **P4 - E2 - HowTo** that includes four slides. On the title slide, use **Blue Jean Landscaping** as the title and **How to Garden** as the subtitle. On each of the remaining slides, use the YouTube search to insert an online video. Set each video to start when clicked. Add an appropriate title to each slide and apply a design theme to the presentation. Apply the same video style to all three videos so the presentation has a consistent look. Run the slide show and verify that each video plays. If not, replace it.

P4-E3 Demonstrate Proficiency

To promote its cooking classes, Stormy BBQ wants to display a presentation on the restaurant television screens showing some of its favorite recipes. Create a blank presentation named: **P4 - E3 - Recipes**

Add an appropriate title, subtitle, and design theme. Create a second slide using the Title and Content layout. Use the Internet to find a YouTube video showing how to cook something appropriate for a barbeque restaurant. Copy the embed code from the YouTube page. Insert the video, using the embed code, to the second slide and add an appropriate title. Apply a video style and set the video to play when clicked. Search the Internet and download some public domain audio clips of people saying "mmmmm," "yummy," or making polite eating sounds. Add them to slide 1. Set each audio clip to play automatically and hide the speaker icons during the slide show. Do not play the audio clips across all slides. Create rehearsed timings to display slide 1 for about 5 seconds, even if it cuts off eating sounds. Make sure the timing for slide 2 is long enough to show the entire video.

Glossary

Access Database software that helps you quickly retrieve data; allows you to create and enter data into a table and then use forms, reports, and queries to display the desired results

alignment Horizontal placement of text relative to the left and right margins of a cell or a page, where text is left-, right-, or center-aligned; or vertical placement of text relative to the top and bottom margins of a cell or page, where text is top-, middle-, or bottom-aligned

animations Special motion effects applied to individual objects on a slide, such as clip art or text

character spacing The horizontal space between characters

clip art Predrawn artwork that is added to computer documents

Clipboard A location within Microsoft Office that contains thumbnails of what you have recently cut or copied from your Microsoft Office file(s) during your Windows session; used to quickly paste text, pictures, images, or charts into a file

codec Software that compresses/decompresses sound and full-motion video files; you must have the proper codec installed to play a sound or full-motion video

Copy Creates a duplicate of the original selection, which remains in the source location, and places a copy of the selection on the Office Clipboard

Cut Removes the original selection from the source location and places the selection on the Office Clipboard

demote To increase text indentation so it appears farther away from the left margin and, if numbered or bulleted, reduces the numbering or bulleting level to the next lower level

embedded A file, such as an Excel spreadsheet or another PowerPoint presentation, that is absorbed into the current presentation; changes to an embedded file have no effect on the original object

Excel Worksheet software, arranged with rows and columns, used to create calculations and to make what-if analyses; perfect for preparing a budget or income statement or determining the amount of interest paid on a loan

footer Text that usually, but not always, is located toward the bottom of a document, slide, or handout and that repeats on all (desired) pages, slides, or handouts within a document or presentation

Format Painter Applies the character and paragraph formatting from the source selection to any characters or text selected

handout master Controls the format of handouts

handouts Printouts of slides for presentation attendees; can be used for note-taking

header Text that usually, but not always, is located toward the top of a document, slide, or handout and that repeats on all (desired) pages, slides, or handouts within a document or presentation

justify Text alignment where character spacing is automatically adjusted differently for each line in the paragraph so the left and right side of the paragraph form straight lines

Keep Source Formatting Pastes the text and the selection with any formatting (bold, italic, underline) of the selection from the source location to the target location; the selection pasted retains the original formatting from the source location

Keep Text Only Pastes the selection from the source location to the target location; the selection pasted takes on the formatting of the target location

kerning The horizontal space between pairs of characters; *see* character spacing

line spacing Vertical space between lines of text

linked (object) Object created in a source file and inserted in a presentation; object retains a link to the source file; destination file can be updated when source file is modified

Merge Formatting Pastes the text and selection with any formatting (bold, italic, underline) of the selection from the source location to the target location and combines it with any formatting already at the target location; the selection pasted has formats from both the source and target locations

Microsoft account Account that gives you access to your Microsoft settings, files, contacts, and more, as well as to your computer or other devices; can include Bing, Hotmail, MSN, Office, OneDrive, Outlook, Skype, Stores, or Xbox Live

Microsoft Office 2019 Version of Microsoft Office that you purchase one time, for one device, similar to what you may have done to obtain software in the past; anytime there is a new version of Microsoft Office, you need to purchase it if you desire the most recent version (select Office Home & Student 2019 to install Office on one PC)

multimedia Audio or video that enhance a presentation; also called *rich media*

Office 365 Version of Microsoft Office that has a monthly subscription rate for one or more devices that offers automatic updates similar to how you make apps purchases on your smartphone or tablet (select Office 365 Personal for a monthly subscription for one device—PC or Mac, plus one smartphone and one tablet; select Office 365 Home for a monthly subscription for up to five PCs or Macs, plus five smartphones and five tablets)

Office Online Version of Microsoft Office that is free when you are logged in to a Microsoft account; the online apps include Outlook, Word Online, Excel Online, PowerPoint Online, OneNote Online; not all features of Office 365/2019 are available in these apps

OneNote Note-taking software used to organize notes (handwritten or keyed), audio/sound recordings, screen captures, or sketches you have collected or created to share with others

Outline panel Located on the left side of the screen; displays the text content of each slide

Outlook Personal information manager software used to create, send, and receive emails, record tasks, maintain one or more calendars, schedule meetings and appointments, manage contacts, and take notes

Paste Inserts a copy of the most recent item found on the Office Clipboard at the target location, or destination; there are usually at least three paste choices: Keep Source Formatting, Merge Formatting, and Keep Text Only

PowerPoint Presentation software used to create, edit, revise, format, and share slides designed to tell a story, market a product, or explain a concept

promote To reduce text indentation so it appears closer to the left margin and, if numbered or bulleted, to elevate the item to the next higher level of bullet

Publisher Desktop publishing software used to design and lay out text and images, often for newsletters or brochures

Rehearse Timings Feature that automates the advancement of slides during a slide show by defining the number of seconds to stay on each slide; using the Rehearse Timings command creates slide show timings

ripping Copying sound from an audio CD to your computer

sections Groups of slides treated as a single object, making it easy to change the order of large blocks of slides

Skype Web communication software that utilizes the Internet to share audio, video, text, messages, files, or Desktops via a webcam on both the sending and receiving devices

slide layout Preset layout of placeholder boxes on a slide

slide show timing Automating the advancement of slides during a slide show by defining the number of seconds to stay on each slide; using the Rehearse Timings command creates slide show timings

Slide Show toolbar Contains navigation controls, drawing tools, and options to be used during a slide show presentation; located in the bottom-left corner of a slide during a slide show

slide transitions Animations that occur when navigating from one slide to the next during a slide show

software suite Collection of applications generally produced by the same manufacturer and bundled together for a better price that provides a common user interface throughout each application

source Original location of text that has been cut or copied

standard format Slide size with the ratio of 4:3

target Destination location for pasted text

theme Preset formatting selections you can apply to a presentation; includes colors, graphic elements, and fonts all designed to work well together and quickly achieve the look of a professional design; in PowerPoint, themes include matching backgrounds, placeholder positions, matching color schemes, and text formatting

thumbnails Small images that represent an application, file, etc.

toggle Selecting a button once to turn it on and again to turn it off

tracking The horizontal space between a range of characters; see character spacing

widescreen format Slide size with the ratio of 16:9

Word Word-processing software for creating, editing, revising, formatting, and sharing documents, such as letters, reports, essays, and business plans

EVALUATION ONLY

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