

Microsoft[®] **PowerPoint[®] 2019 & 365**

LEVEL 2 OF 3

ALEC FEHL

Asheville-Buncombe Technical Community College

Microsoft PowerPoint 2019 & 365: Level 2

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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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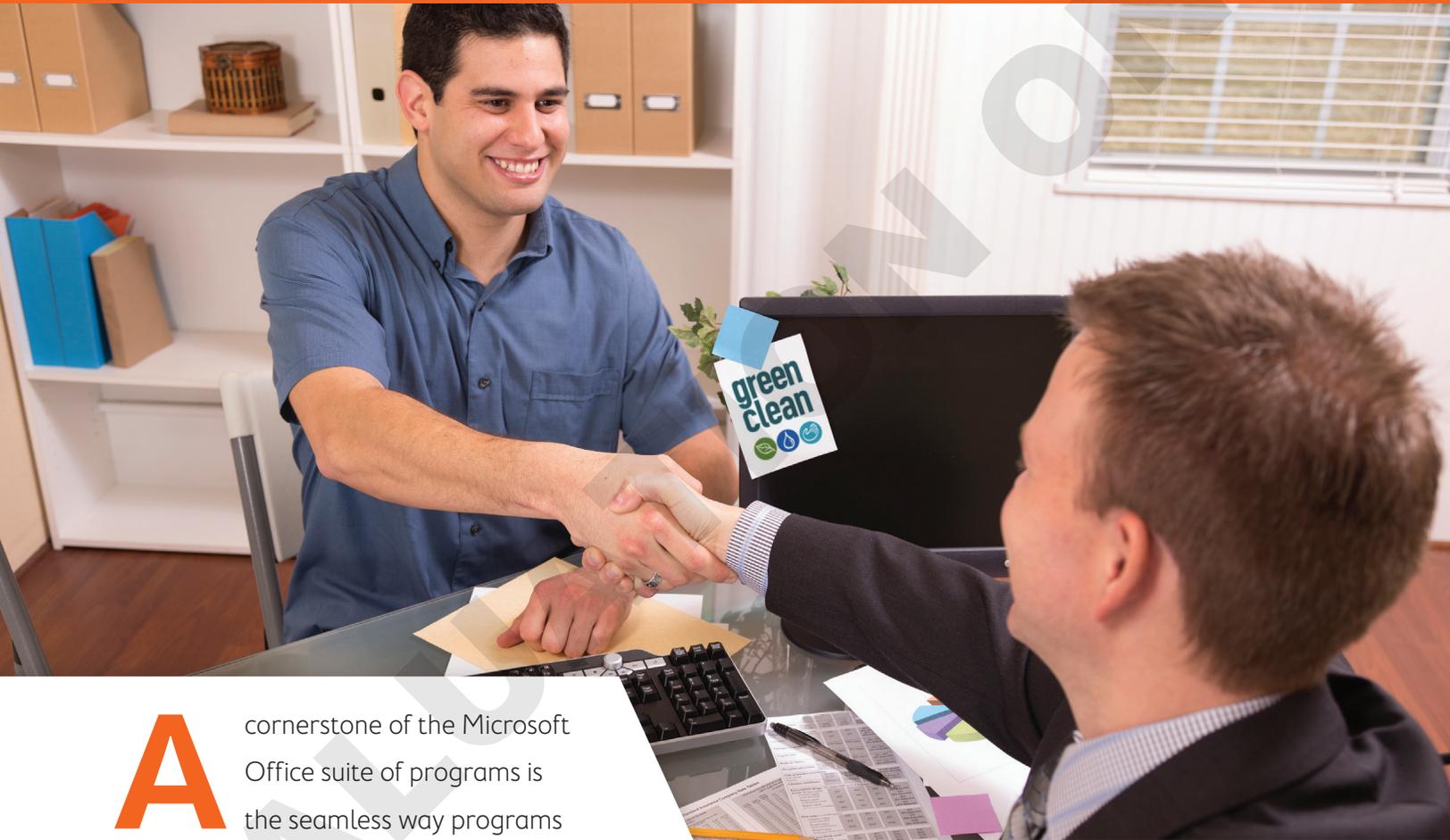
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EVALUATION ONLY

POWERPOINT

5

Adding Charts to a Presentation



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

LEARNING OBJECTIVES

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

Project: Securing a Loan

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

Inserting Charts

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

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

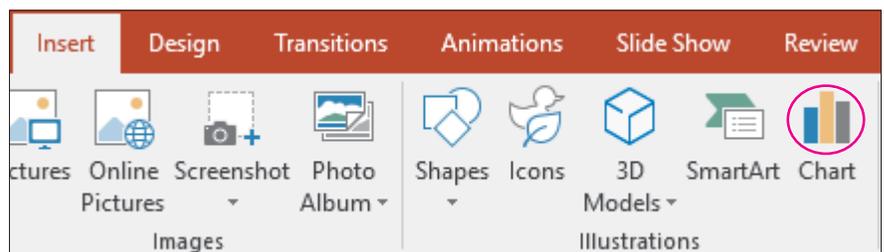
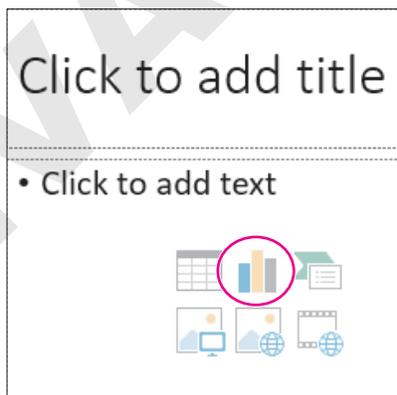
COMMON CHART TYPES

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

 Insert→Illustrations→Chart | Insert Chart  icon on slide

Embedded Charts

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



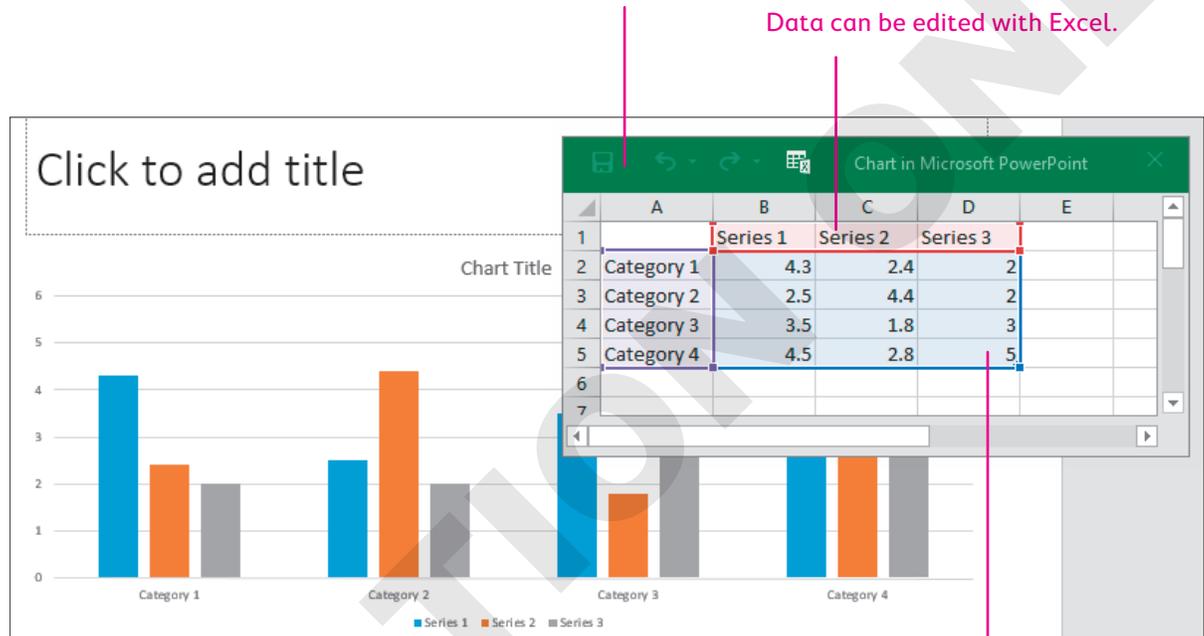
You can insert a chart via the Insert Chart slide icon or from the Ribbon.

Editing Chart Data

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

This illustration shows a chart as it appears on a PowerPoint slide:

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



Data can be edited with Excel.

Sample data is prefilled.

Chart Tools → Design → Data → Edit Data

Formatting Charts

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

DEVELOP YOUR SKILLS: P5-D1

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

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

Note!

The instructions for this and other charting activities assume that Excel is installed on your computer.

1. Start PowerPoint, open **P5-D1-Chart** from your **PowerPoint Chapter 5** folder, and save it as: **P5-D1-ChartRevised**

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

In the next few steps, you will add a new slide after this one.

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

PowerPoint adds a slide with the new layout, which includes a placeholder box on the left that you will use for your text and a placeholder box on the right that you will use for your chart.

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

The title is automatically formatted with all capitals because that is defined by the theme.

5. Click in the placeholder box on the left side and add these bulleted text items, pressing **Enter** after each one except the last:

- **25% growth rate****Enter**
- **Positive cash flow****Enter**
- **Margins increasing**

Set Up the Chart

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

The Insert Chart dialog box appears. Knowing the type of data you are charting will make it easier to select the appropriate chart type. You are charting one-time results, so a column or bar graph is appropriate.

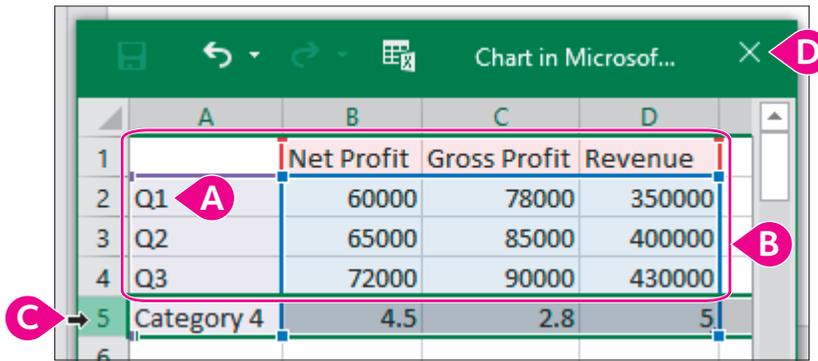
7. Follow these steps to insert a chart from the Insert Chart dialog box:



- A Choose the **Column** category.
- B Choose the **3-D Clustered Column** chart type.
- C Click **OK**.

The chart opens with sample data. You will replace the sample data with your own headings and numbers.

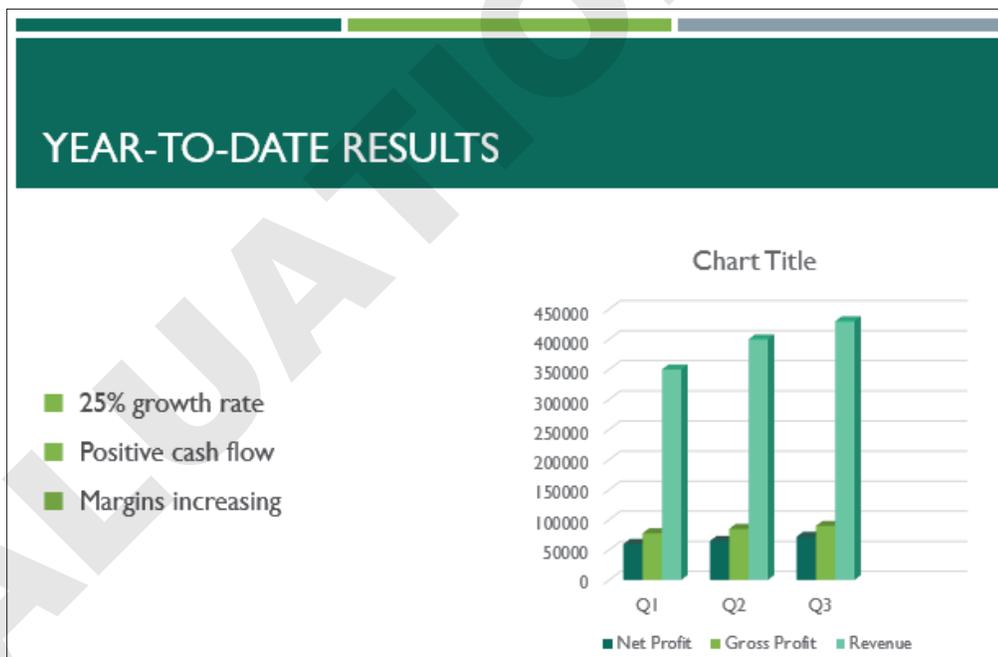
8. Follow these steps to set up the chart datasheet:



- A** Click in **cell A2** (with *Category 1*) and then type **Q1** and tap **Enter**.
- B** Enter the remaining data. Click a cell, type the cell data, and then click another cell.
- C** Point to the left of the bottom row until your mouse pointer turns into an arrow, click to select the row, and tap **Delete**.
- D** Close the chart window.

9. Click a blank area of the slide to deselect the chart.

Notice how tightly squeezed the chart appears. Additionally, there is unwanted extra space to the right of the three graphs. In the next topic, you will learn how to modify a chart to aid readability and make it visually attractive.



10. Save your presentation.

Note!

Always leave your file open at the end of an exercise unless instructed to close it.

Modifying Charts

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

Tip!

If you don't see the Chart Tools contextual tabs, make sure the chart is selected (displays sizing handles).

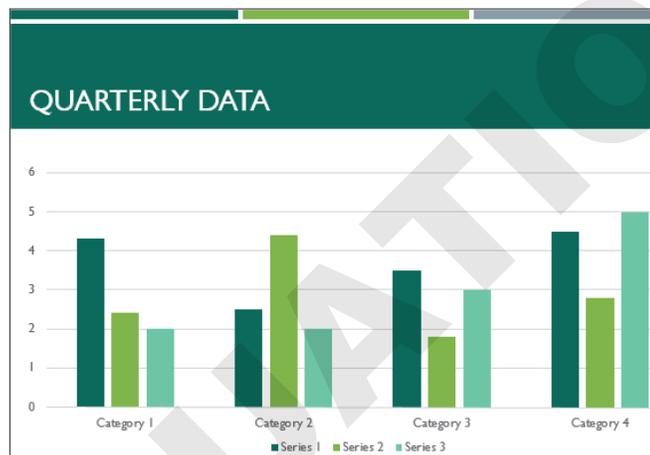
Chart Size and Color Scheme

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

☰ Chart Tools→Design→Quick Layout gallery

Changing the Chart Type

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

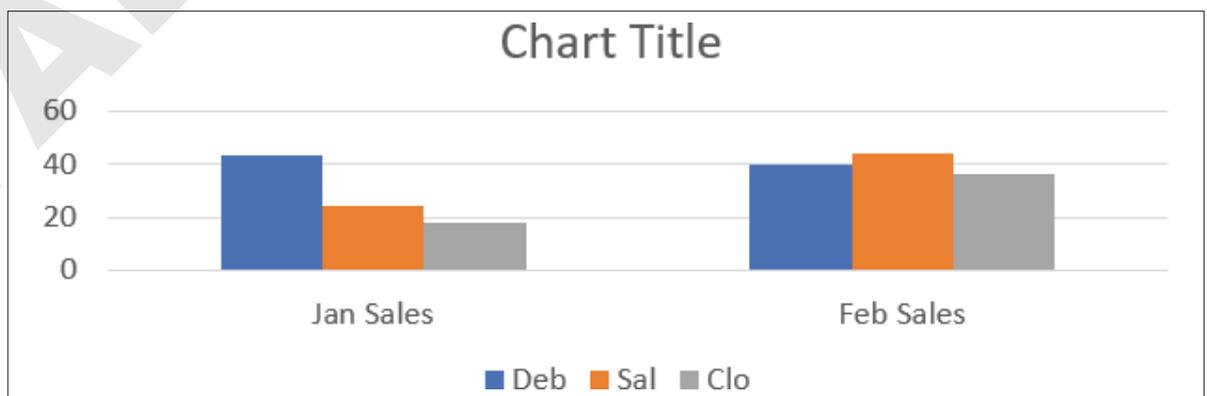
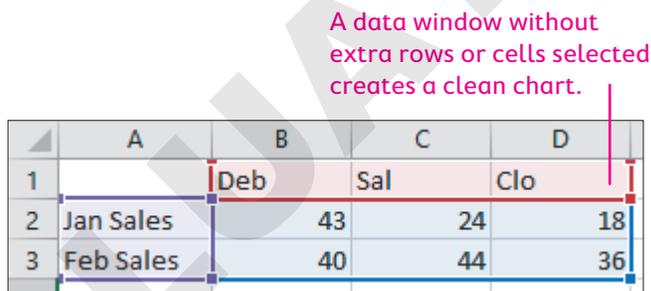
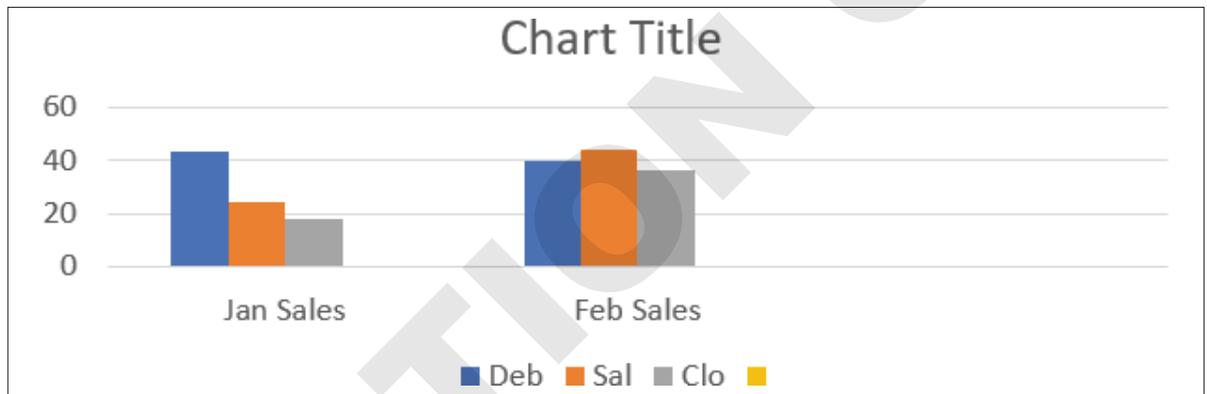
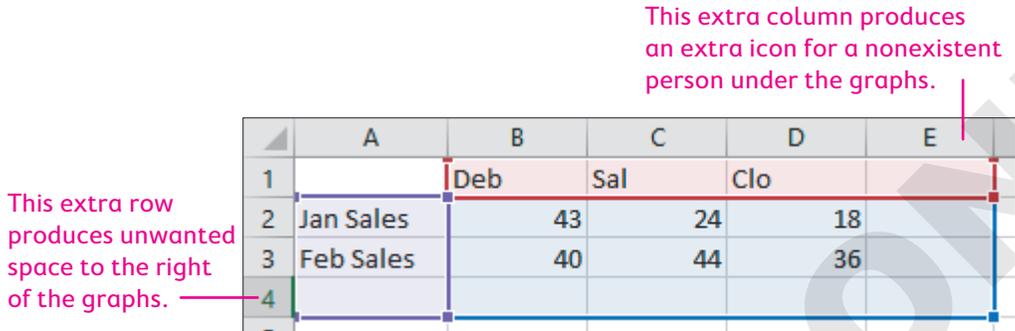


The same chart data displayed as a clustered column (top) and as a 3-D clustered bar (bottom)

☰ Chart Tools→Design→Type→Change Chart Type

Unwanted Space

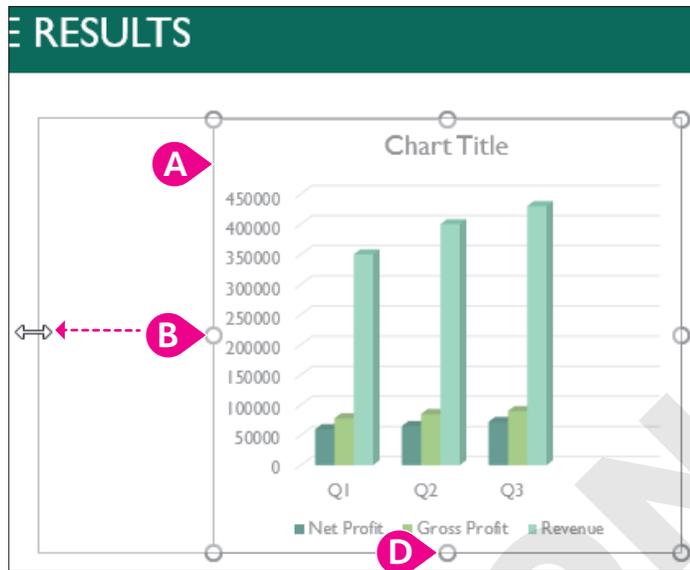
When editing chart data, be sure to exclude empty rows and columns from the data window. If you leave empty rows or columns selected, unwanted space or elements are added to your chart. Depending on the chart type, empty rows and columns may be automatically deselected, or you may have to manually exclude them. Different chart types show the unwanted space and elements in different ways. The following figures show how a bar graph deals with it.



DEVELOP YOUR SKILLS: P5-D2

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

1. Save your file as: **P5-D2-ChartRevised**
2. Follow these steps to resize the chart:



- A If necessary, click anywhere in the chart to display its border.
- B Point to the left-center sizing handle until the mouse pointer becomes a double-arrow and then drag left so the chart's left edge is just to the left of the *R* in *Results*.
- C Use the same method to drag the right border until it snaps to the right edge of the slide.
- D Use the same method to snap the bottom border to the bottom edge of the slide.

You have resized the chart but have maintained some breathing room (white space) between the left border of the chart and the bulleted text. You have also maintained some white space between the right edge of the chart and the slide's right edge.

3. Make sure the chart is still selected and the Chart Tools contextual tabs are visible.
4. Choose **Chart Tools**→**Design**→**Data**→**Edit Data** .

This is an embedded chart. You can always edit the data in an embedded chart by selecting this command.

- Follow these steps to edit the chart:

| | A | B | C | D |
|---|----|------------|--------------|---------|
| 1 | | Net Profit | Gross Profit | Revenue |
| 2 | Q1 | 160000 | 178000 | 350000 |
| 3 | Q2 | 165000 | 185000 | 400000 |
| 4 | Q3 | 172000 | 190000 | 430000 |
| 5 | | | | |
| 6 | | | | |

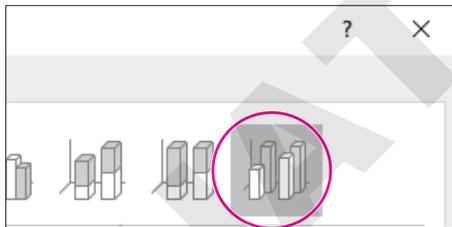
- Click in **cell B2** and then type **160000** and tap **Enter**.
- Click the remaining numerical cells in **columns B–C** and increase them all by 100,000, tapping **Enter** after each change.

The chart on the PowerPoint slide is updated every time you tap **Enter**.

- Point to the bottom square handle of the data border until the mouse pointer becomes a diagonal arrow and then drag up one row to remove the empty row 5 from the data. If the borders don't display, simply point to and drag from the lower-left corner of **cell B5**.
- Close the chart window.

Now you will change the chart type to a more visually interesting style.

- Select the chart, if necessary, to display the Chart Tools contextual tab and then choose **Chart Tools**→**Design**→**Type**→**Change Chart Type**.
- Double-click the **3-D Column** icon.



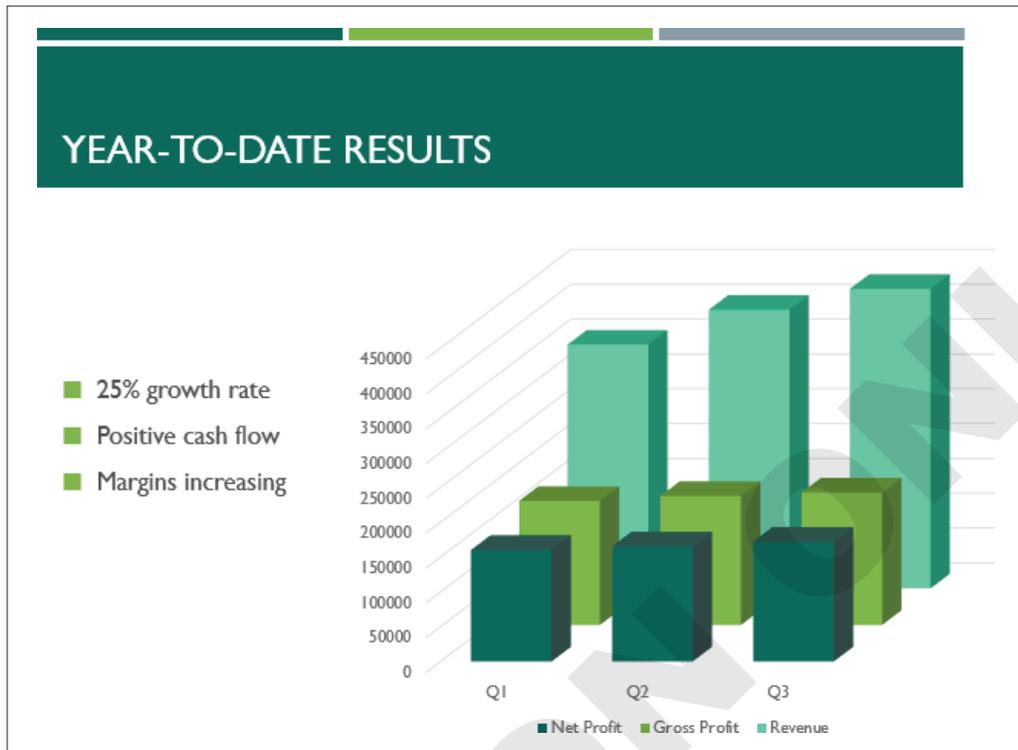
The chart type changes. However, the bars in the graph are too congested, and the text is difficult to read.

- Choose **Chart Tools**→**Design**→**Chart Layouts**→**Quick Layout** menu button ▼→**Layout 3**. PowerPoint rearranges the slide layout to remove the text on the right side of the chart. The slide itself has a title, so you can delete the additional title in the chart.
- Click once on the **Chart Title** placeholder so it displays handles and tap **Delete**.



The chart title disappears, and the chart gets a little bigger.

10. Click a blank area of the slide to deselect the chart.



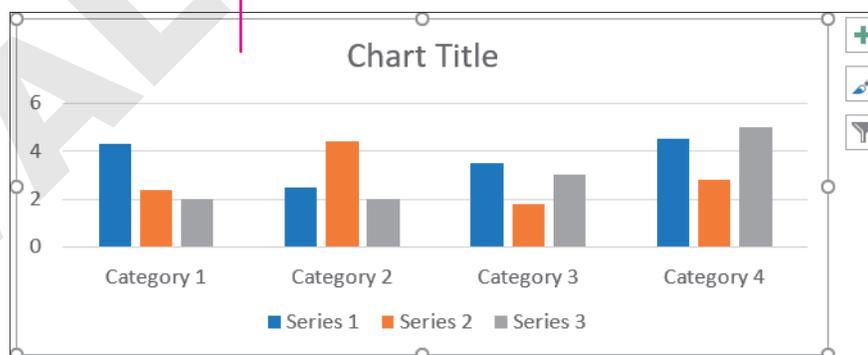
11. Save your presentation.

Changing Chart Style and Color Scheme

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

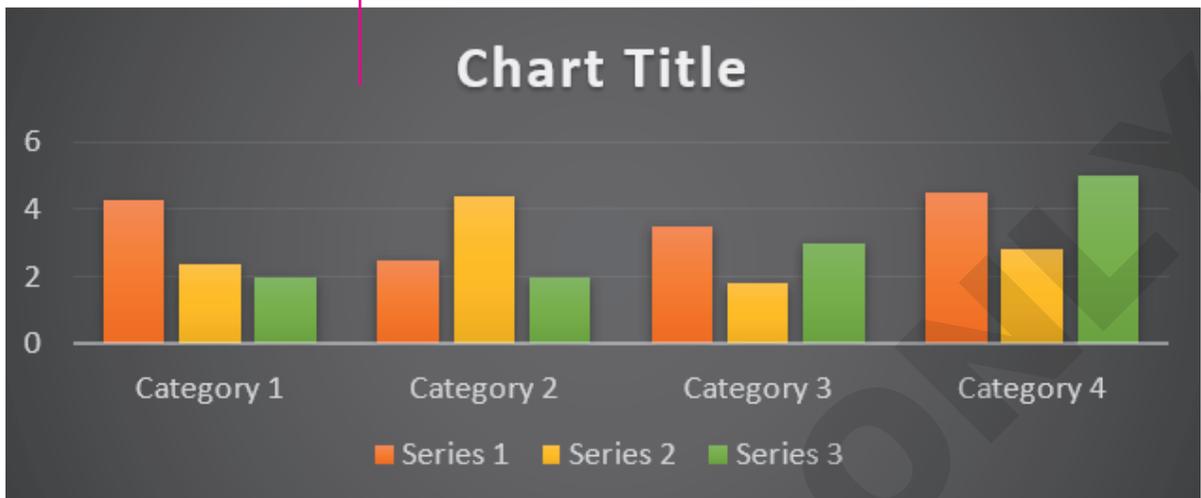
While these changes can be made from the Ribbon, PowerPoint also displays three small buttons to the right of a selected chart, allowing you to quickly preview and apply changes to chart elements, style, and even the data being displayed.

This is how the default chart appears.



Styles and colors can be changed here.

This is the same chart after the styles and colors have been changed.



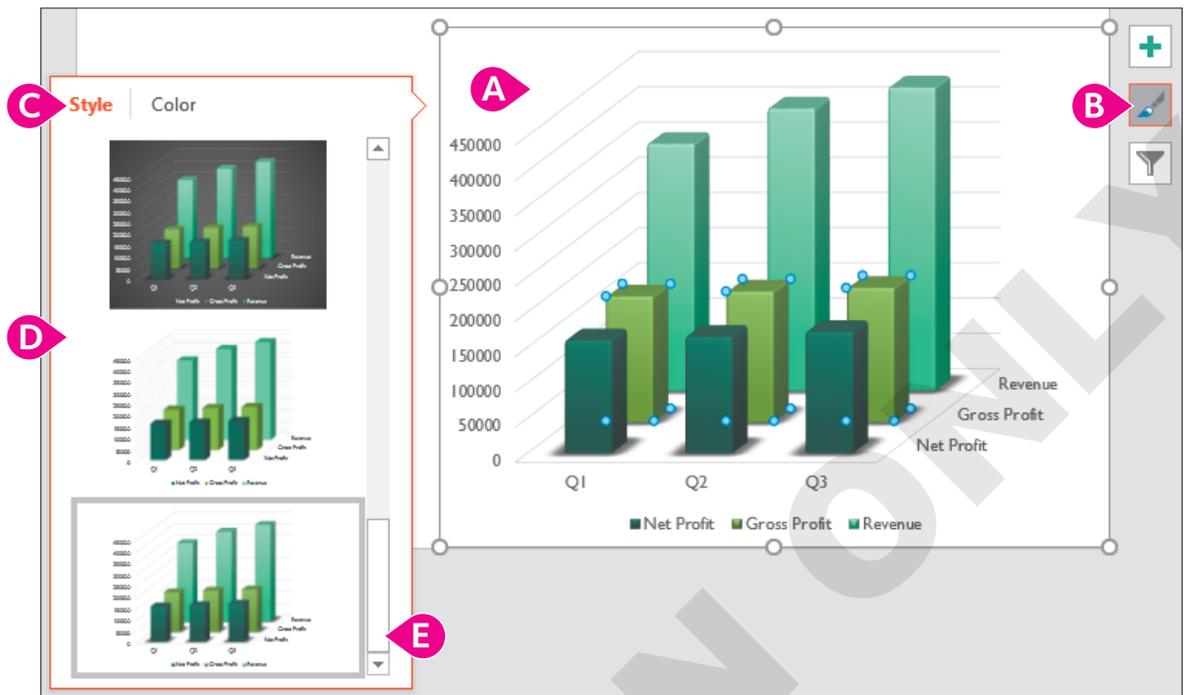
| CHART BUTTONS | | |
|--|------|--|
| Button Name | Icon | What It Does |
| Chart Elements | | Show or hide chart title, axis labels, gridlines, and other elements |
| Chart Styles | | Change a chart style or color scheme |
| Chart Filters | | Filter chart data to display only desired data |
| ☰ Chart Tools→Design→Chart Layouts→Add Chart Element | | |
| ☰ Chart Tools→Design→Chart Styles | | |

DEVELOP YOUR SKILLS: P5-D3

In this exercise, you will modify the chart elements, style, and color scheme.

1. Save your file as: **P5-D3-ChartRevised**

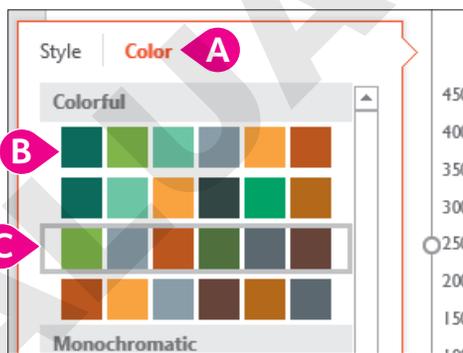
2. Follow these steps to change the chart's style:



- A Select the chart, if necessary, to display the chart buttons.
- B Click the **Chart Styles** button.
- C Click **Style**.
- D Point to a few styles to see a preview on the slide.
- E Scroll to the bottom and click **Style 11**.

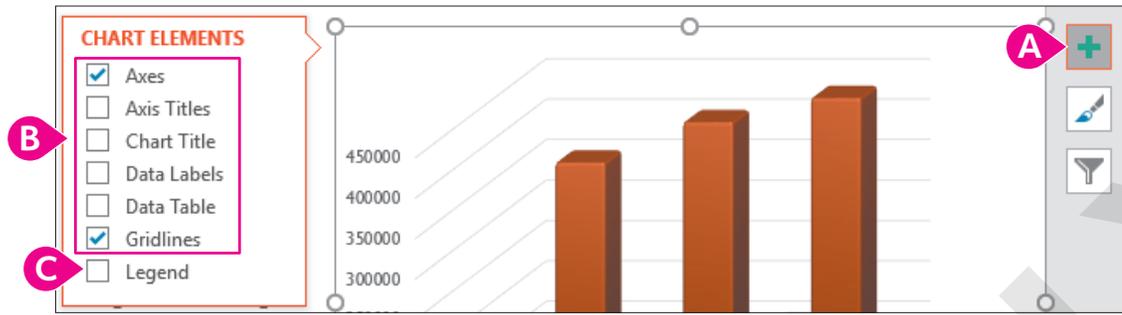
The new style added back text to the right of the chart. You will delete it later in this activity.

3. Follow these steps to change the chart's color scheme:



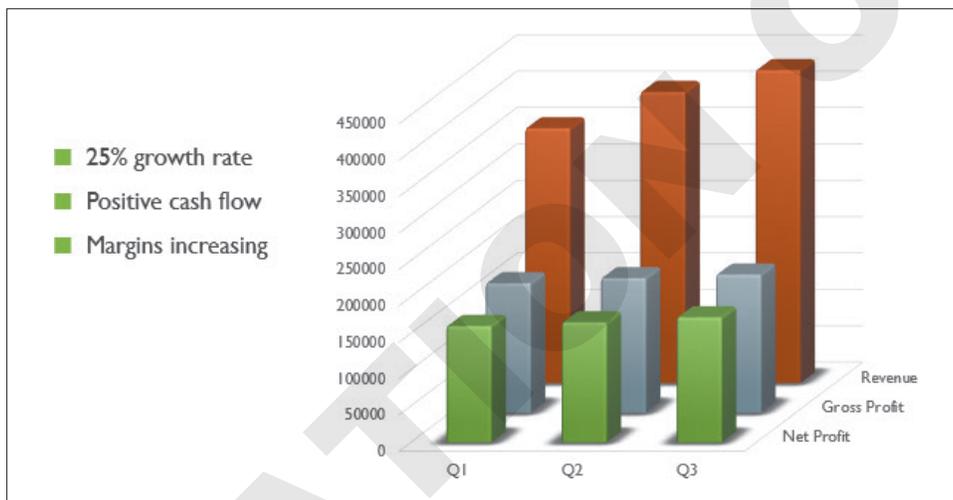
- A Click **Color**.
- B Point to a few color rows to see a preview on the slide.
- C Click the **Color 3** row to apply it.

4. Follow these steps to change the chart's elements:



- A** Click the **Chart Elements** button.
- B** Point to each unchecked item to see a preview of the item on the chart—but don't click!
- C** Uncheck **Legend** to remove the legend from the right side of the chart.

5. Click a blank area of the slide to deselect the chart.



6. Save your presentation.

Working with External Excel Documents

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



View the video “Benefits of Linking.”

Only Data Is Linked

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

Linking Excel Charts

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

Paste Options

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

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

DEVELOP YOUR SKILLS: P5-D4

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

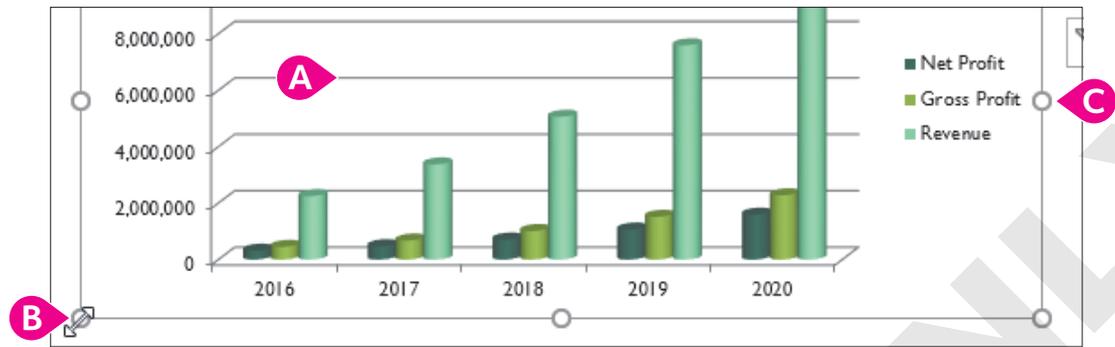
1. Start Excel.
The Excel program loads, and the Excel window appears.
2. Choose **Open Other Workbooks** from the bottom of the left column on the Excel Start screen.
3. Choose **Browse**, navigate to your **PowerPoint Chapter 5** folder, and open **P5-D4-FinancialProjections.xlsx**.
4. Click anywhere on the Excel chart to select it.
A border appears around the chart to indicate it is selected.
5. Choose **Home**→**Clipboard**→**Copy**.
6. Close Excel.
You are returned to the PowerPoint window.

Link the Chart to PowerPoint

7. Save your PowerPoint presentation as: **P5-D4-ChartRevised**
8. Choose the **Year-To-Date Results** slide.
9. Choose **Home**→**Slides**→**New Slide** menu button ▼→**Title Only**.
10. Click the title box and type **Financial Projections** and then click below the title in a blank area of the slide.
The title box becomes deselected.
11. Choose **Home**→**Clipboard**→**Paste**.
PowerPoint pastes the chart into the slide.
12. Tap **[Esc]** twice to dismiss the Paste Options buttons and accept the default setting.

Resize and Format the Chart

13. Follow these steps to resize the chart:



A Click the chart to select it.

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

C Drag the **right sizing handle** so the chart's border snaps to the right edge of the slide.

The chart's text is too small to read comfortably. You will fix that next.

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

All text on the chart is enlarged to 20 points and is easier to read.



15. Save your presentation.

Effects of Linking

When working with a linked chart, any changes made to the Excel spreadsheet are reflected in the PowerPoint chart, but not necessarily immediately. If the data is edited from within PowerPoint, the slide's chart is updated automatically, but if the data is edited by opening Excel outside PowerPoint, the chart data must be refreshed in PowerPoint before the changes are visible on the slide. If you paste an unlinked chart, changes to the Excel spreadsheet will have no effect on the chart in the PowerPoint slide. If you attempt to edit linked chart data from within PowerPoint, a Linked

Data window will open and present the linked spreadsheet, ready for editing. The Linked Data window will also give you the option to open the spreadsheet in Excel. If the linked spreadsheet cannot be found, you will not be able to edit the chart data until the link is repaired.

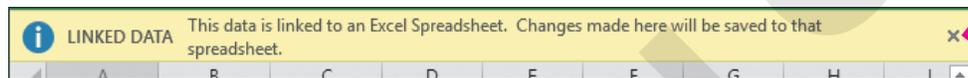
DEVELOP YOUR SKILLS: P5-D5

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

1. Save your file as: **P5-D5-ChartRevised**
2. Select the **Financial Projections** slide.
3. If necessary, click the chart to select it and then choose **Chart Tools**→**Design**→**Data**→**Edit Data** .

The Linked Data window opens the data source for the chart.

4. If a message about linked data appears at the top of the chart data, click the **X** to dismiss it so you can see more of the cells and data.



5. Follow these steps to edit the chart data:

| | A | B | C | D |
|---|-----------------------|---|---|--------|
| 1 | Financial Projections | | | |
| 2 | | | | |
| 3 | Net Profit | | | 708, |
| 4 | Gross Profit | | | 1,012, |
| 5 | Revenue | | | 5,062, |
| 6 | | | | |

- A Click **cell B2**.
- B Press **Shift** and click **cell C5** and then release **Shift**.
- C Tap **Delete**.

The selected data is deleted and the change shows immediately on the slide, but there is a large gap on the chart where the data used to display. You will fix that next.

- Follow these steps to remove the empty cells:

| | A | B | C | D | E | F |
|---|-----------------------|---|---|-----------|-----------|------------|
| 1 | Financial Projections | | | | | |
| 2 | | | | 2018 | 2019 | 2020 |
| 3 | Net Profit | | | 708,750 | 1,063,125 | 1,594,688 |
| 4 | Gross Profit | | | 1,012,500 | 1,518,750 | 2,278,125 |
| 5 | Revenue | | | 5,062,500 | 7,593,750 | 11,390,625 |

| | A | B | C | D |
|---|-----------------------|-----------|-----------|------------|
| 1 | Financial Projections | | | |
| 2 | | 2018 | 2019 | 2020 |
| 3 | Net Profit | 708,750 | 1,063,125 | 1,594,688 |
| 4 | Gross Profit | 1,012,500 | 1,518,750 | 2,278,125 |
| 5 | Revenue | 5,062,500 | 7,593,750 | 11,390,625 |

- Click **cell D2**.
 - Press **[Shift]** and click **cell F5** and then release **[Shift]**.
 - Point to the left edge of the selected cells so the mouse pointer displays as a four-headed arrow and then drag the selection left so it starts in column B.
 - Your chart data should look like this.
- Close the Linked Data window and click **Save** when prompted to save changes to the Excel spreadsheet.
The blank cells are removed from the chart on the slide.
 - Save the presentation.

Editing the Source (Linked) Document

If you make a change to the source document outside PowerPoint, you must manually refresh the data to see the edits on the slide. Refreshing data works only when you have healthy links because PowerPoint can locate the source document.

☰ Chart Tools → Design → Data → Edit Data 

☰ Chart Tools → Design → Data → Refresh Data 

DEVELOP YOUR SKILLS: P5-D6

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

- Start Excel and choose **Open Other Workbooks** from the bottom of the left column of the Start screen.
- Choose **Browse**, navigate to your **PowerPoint Chapter 5** folder, and open **P5-D4-FinancialProjections**.
- Click in **cell A5** and type: **Big Money**
Excel replaces the word Revenue with Big Money.
- Save the worksheet and exit Excel.

Refresh the Data Source

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

Notice that the legend to the right of the chart still shows the word Revenue. The chart must be refreshed to reflect the changes in the data source.

6. Save your presentation as: **P5-D6-ChartRevised**

7. Select the chart so the Chart Tools contextual tabs appear and click **Chart Tools**→**Design**→**Data**→**Refresh Data** .

PowerPoint should refresh the chart legend and show the phrase Big Money.

At the time of this writing, there is a bug in PowerPoint that may prevent the chart from refreshing. If your chart doesn't update to show the phrase Big Money, choose Chart Tools→Design→Data→Edit Data and then immediately close the Linked Data window to refresh the chart.

8. Save your presentation.

Maintaining Healthy Links

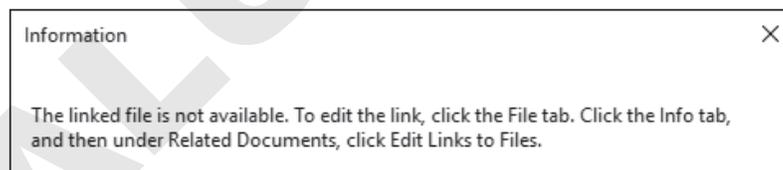
Linked objects can reflect changes in the source document only if the link is maintained. Moving files to other locations on your file system or deleting or renaming files can lead to broken links. If your presentation has broken links, your linked objects (such as charts) will no longer reflect changes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

Tip!

If you try to edit chart data in PowerPoint and the Excel spreadsheet fails to open, you probably have a broken link.

Example

If you copy a chart from an Excel spreadsheet named *Chart Data* that is stored in a folder named *My Excel Documents*, PowerPoint will look for a file with that name and in that location. If you move the Excel file (or the containing folder) to another folder or change its name, PowerPoint will not be able to find it; therefore, any changes made to the spreadsheet will have no effect on the chart in PowerPoint. And if you try to edit the data from within PowerPoint, PowerPoint won't be able to find the Excel spreadsheet and, thus, won't be able to edit the data.



PowerPoint displays a prompt if you break a link to an external file, for example, if you move or rename the data source file and then try to edit a chart from PowerPoint.

 File→Info→Edit Links to Files→Change Source

DEVELOP YOUR SKILLS: P5-D7

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

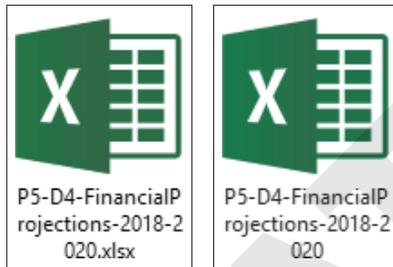
1. Save your file as: **P5-D7-ChartRevised**
2. Minimize the PowerPoint window to the taskbar.
3. Click the **File Explorer** icon on the taskbar to open a folder window and then navigate to your **PowerPoint Chapter 5** folder.

Warning!

In the next step, you will rename a file. Most Windows systems hide the ends of filenames (called extensions), but if they're visible, take care not to change them.

4. Click (don't double-click) **P5-D4-FinancialProjections** to select it.
5. Tap **F2** to highlight the filename.
6. Add **-2018-2020** to the end of the filename, taking care to maintain the .xlsx file extension if visible, and tap **Enter**.

If the filename displayed the .xlsx file extension, be sure your new filename shows as P5-D4-FinancialProjections-2018-2020.xlsx. Otherwise, your filename should simply be P5-D4-FinancialProjections-2018-2020. By renaming the source document, you have broken its link to PowerPoint.



7. Close the folder window and then click the **PowerPoint** button on the Windows taskbar to restore PowerPoint to the screen.
8. Click the chart to select it, if necessary, and choose **Chart Tools**→**Design**→**Data**→**Edit Data** . You receive an error. PowerPoint is looking for a source document named P5-D4-FinancialProjections, but you changed the name of the file.
9. Click **OK** in the error box.

Fix the Broken Link

10. Choose **File**→**Info** and then click **Edit Links to Files** at the bottom right of the right column. The Links dialog box appears, listing all links to external files from the presentation. In this case, there is just one linked item, the Excel spreadsheet.
11. Click **Change Source**.
12. In the Change Source dialog box, navigate to your **PowerPoint Chapter 5** folder, select **P5-D4-FinancialProjections-2018-2020**, and click **Open**. PowerPoint updates the link. There may not be enough space in the dialog box to make the new name visible.
13. Click the **Close** button (not the X) to close the Links dialog box. You have reestablished the link between the PowerPoint chart and the Excel source document.

Test the Repaired Link

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

The chart must be selected to display the Chart Tools contextual tabs.

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

The source document opens, ready to edit.

16. Click in **cell A5**; then type **Revenue** and tap **Enter**.

Excel replaces Big Money with the new word Revenue, and the change is immediately visible on the slide.

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

18. Save your presentation.

Creating SmartArt Diagrams

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

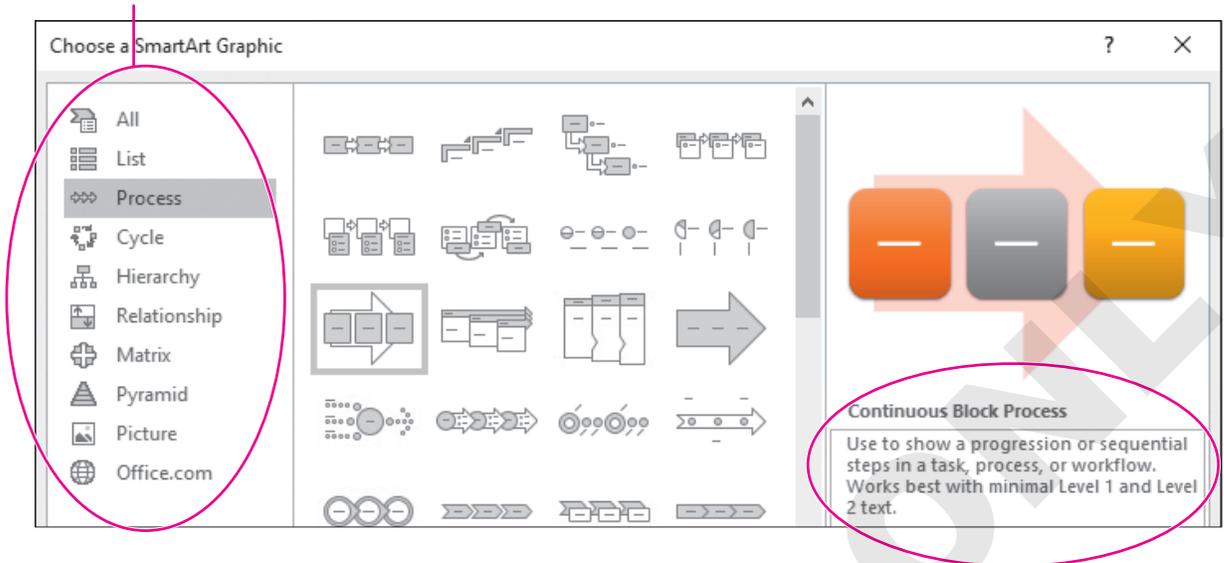
- ▶ Organization charts
- ▶ Flowcharts
- ▶ Colorful lists
- ▶ Other sophisticated graphics

Inserting and Formatting SmartArt Graphics

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

 Insert→Illustrations→SmartArt | Insert a SmartArt Graphic  on slide icon

SmartArt graphics are categorized by chart type.



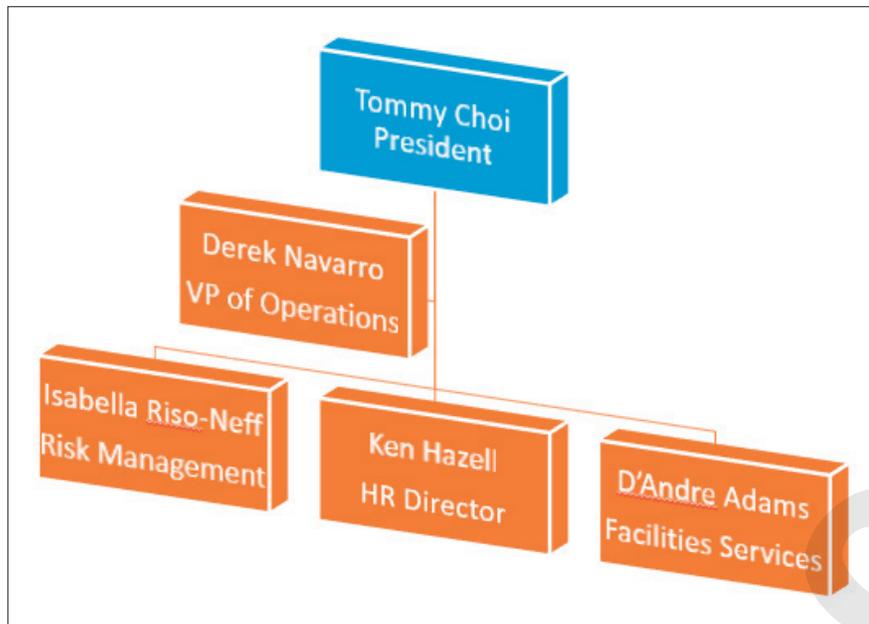
In addition to previews, the dialog box describes the best uses of each type of diagram.

SMARTART GRAPHIC CHART TYPES

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

Example

In your presentation, you want to include an organization chart that features the leadership team of your organization. You give the command to insert a SmartArt graphic, browse through the Hierarchy list, and choose an organization chart. You type the various organizational units in the SmartArt’s text box and three minutes later, you’re finished!

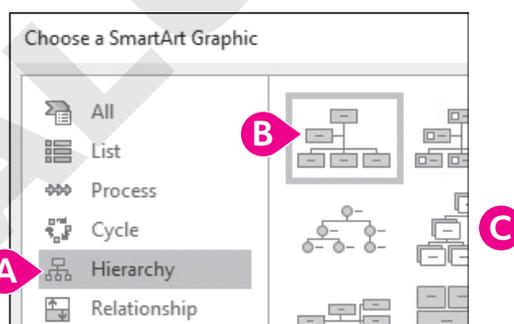


SmartArt organization charts automatically create and align boxes and lines as you type the names of the people and their departments.

DEVELOP YOUR SKILLS: P5-D8

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

1. Save your file as: **P5-D8-ChartRevised**
2. Choose **Home**→**Slides**→**New Slide** menu button ▼→**Title and Content**.
3. Type **Our Management Team** in the Title placeholder.
4. Click the **Insert a SmartArt Graphic**  icon in the middle of the slide.
The Choose a SmartArt Graphic dialog box appears.
5. Follow these steps to insert an organization chart:

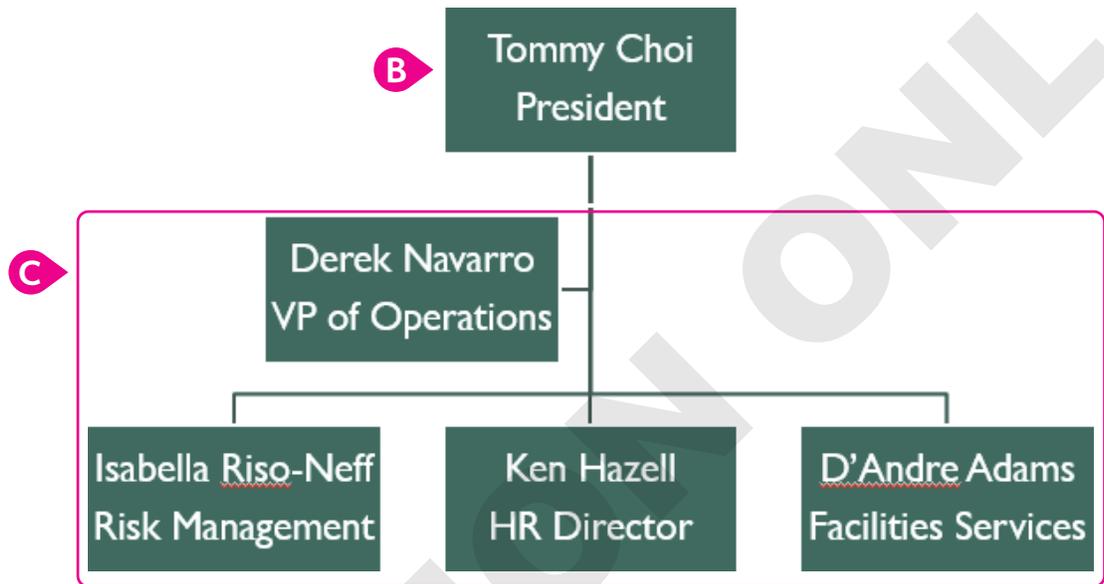
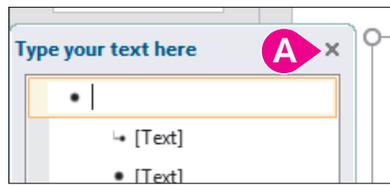


- A Click the **Hierarchy** category.
- B Click the **Organization Chart** graphic.
- C Click **OK**.

A sample organization chart is inserted. The contextual SmartArt Tools tabs—*Design* and *Format*—appear on the right side of the Ribbon.

Add Text

6. Follow these steps to add text to the organization chart:



- A** If the text pane appears with the SmartArt graphic, click its **Close** button. (It's easier to type directly in the chart.)
- B** Click in the first box, if necessary; type **Tommy Choi** and tap **Enter** and then type: **President**
- C** Click the remaining boxes and fill them in as shown, tapping **Enter** to move to a new line in each box.

7. Save your presentation.

Converting Lists to SmartArt Graphics

If you already have a bulleted list on a slide, you can convert it to a SmartArt graphic rather than create the graphic from scratch. This works well for lists where every item is the same level or for simple SmartArt graphics. If you have a complex list or want to use a complex SmartArt graphic, you are better off creating it from scratch. Conversely, you can convert a SmartArt graphic into a bulleted text list.

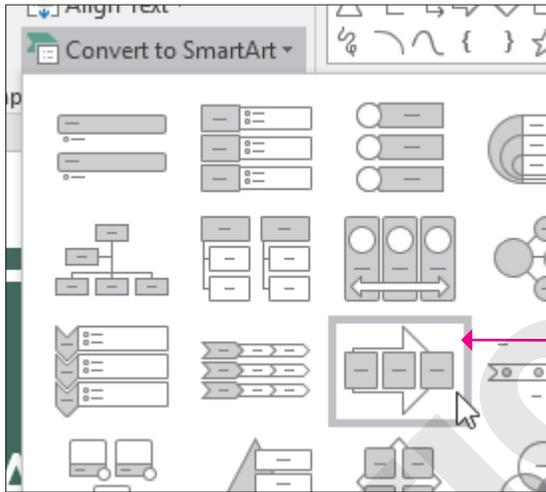
☰ List to SmartArt: Home→Paragraph→Convert to SmartArt 

☰ SmartArt to List: SmartArt Tools→Design→Reset→Convert menu button ▼→Convert to Text

DEVELOP YOUR SKILLS: P5-D9

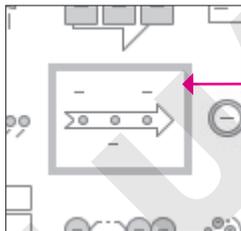
In this exercise, you will convert a list to a SmartArt graphic.

1. Save your file as: **P5-D9-ChartRevised**
2. Display **slide 3**, *Our Expansion Plan*.
3. Click anywhere in any of the bulleted paragraphs to display the border around them.
Since the paragraphs indicate a sequence of events, it makes sense to apply a SmartArt graphic that shows a timeline or other sequence.
4. Choose **Home**→**Paragraph**→**Convert to SmartArt** menu button ▼→**Continuous Block Process**.



The list is converted to a SmartArt graphic, but maybe there is another one that looks nicer.

5. Choose **SmartArt Tools**→**Design**→**Layouts**→**More** ▾→**Basic Timeline**.



6. Save your presentation.

Formatting SmartArt

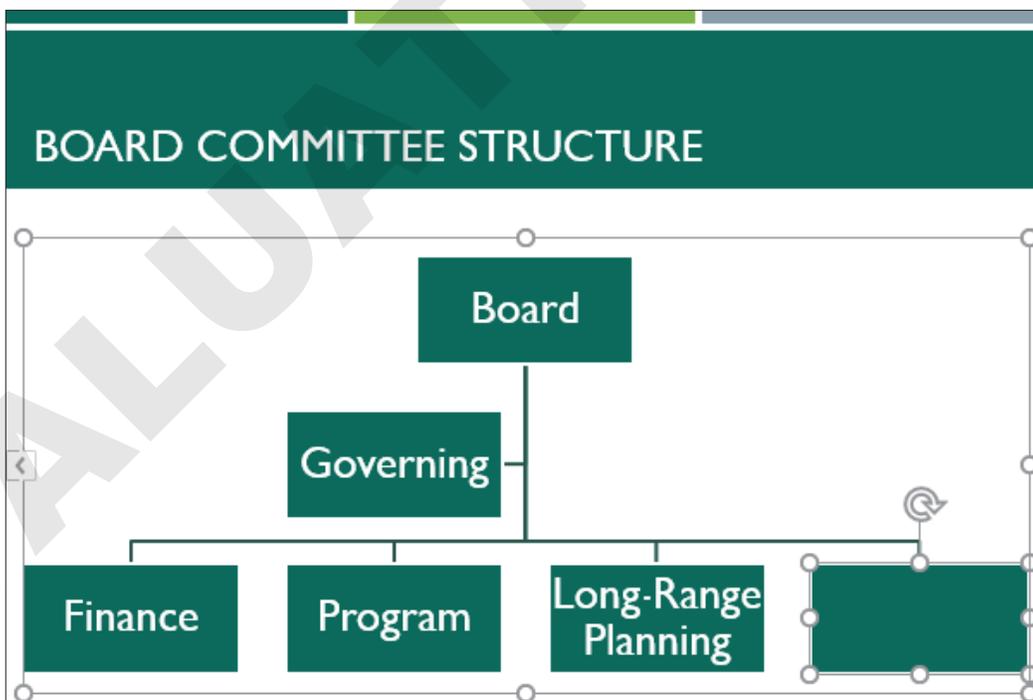
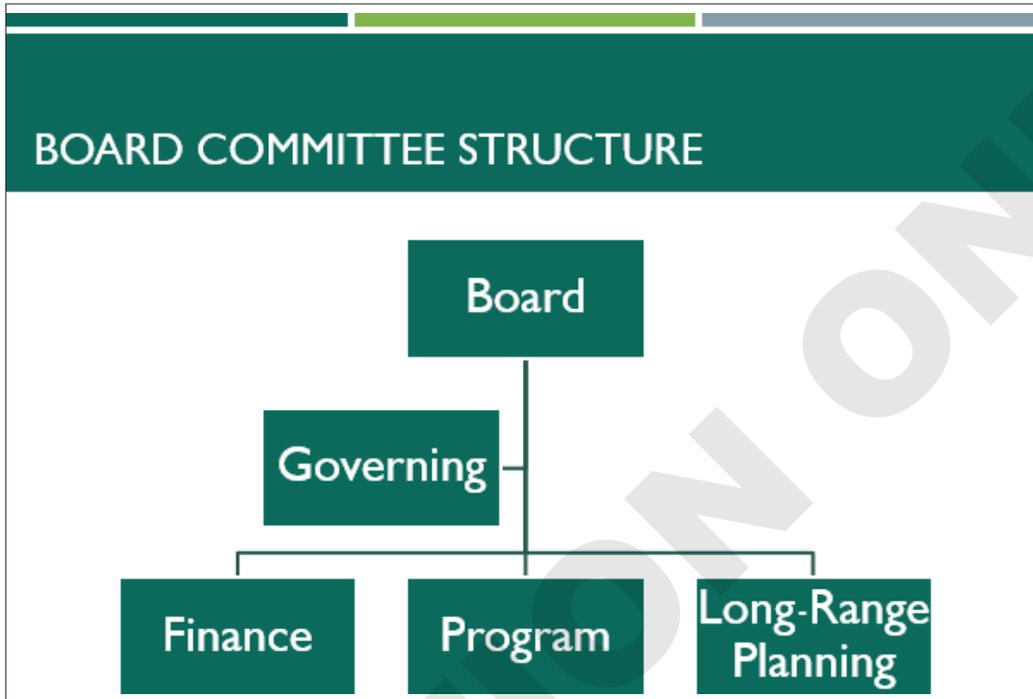
After a SmartArt graphic has been added to a slide, you can format its colors and other effects. For example, you can customize the graphic's text formatting, color scheme, and other features. Many SmartArt graphics have 3-D schemes and other cool effects that you can experiment with to add visual impact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

☰ SmartArt Tools→Design or SmartArt Tools→Format

☰ SmartArt Tools→Design→Reset→Reset Graphic

Adding Elements to SmartArt

You can also add elements to an original SmartArt graphic. For example, an organization chart might need a new branch for adding a department or lateral relationship. You may insert additional shapes above, below, or next to an existing shape. The SmartArt graphic will automatically resize itself and scale its text to accommodate the extra shapes.



When a shape was inserted next to the Long-Range Planning box, PowerPoint automatically resized the SmartArt to make room for the new, blank shape.

☰ SmartArt Tools → Design → Create Graphic → Add Shape

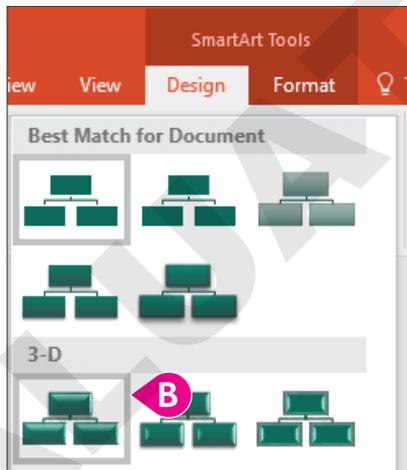
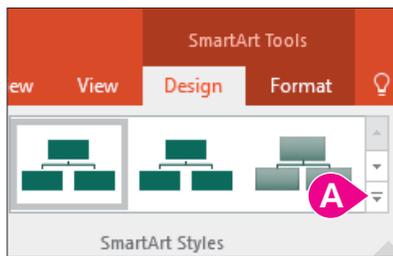
DEVELOP YOUR SKILLS: P5-D10

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

1. Save your file as: **P5-D10-ChartRevised**
2. Display the last slide and click in the **Ken Hazell** box in the organization chart.
This selects the appropriate box so you can add another shape beside it.
3. Choose **SmartArt Tools**→**Design**→**Create Graphic**→**Add Shape** menu button ▼→**Add Shape After**.
A new box is added to the right of the Ken Hazell box and is ready to accept text.
4. Type **Talos Bouras** in the new box, tap **[Enter]**, and type **Sales Manager** on the second line in the box.

Format the Chart

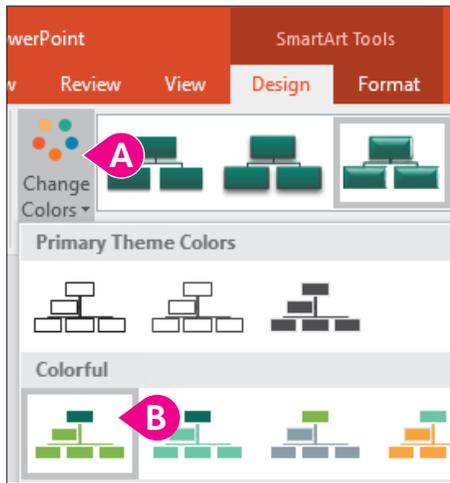
5. Follow these steps to format the chart:



- A Choose **SmartArt Tools**→**Design**→**SmartArt Styles**→**More** ▾.
- B Select the **3-D**→**Polished** style.

The Polished style is applied to every box in the chart.

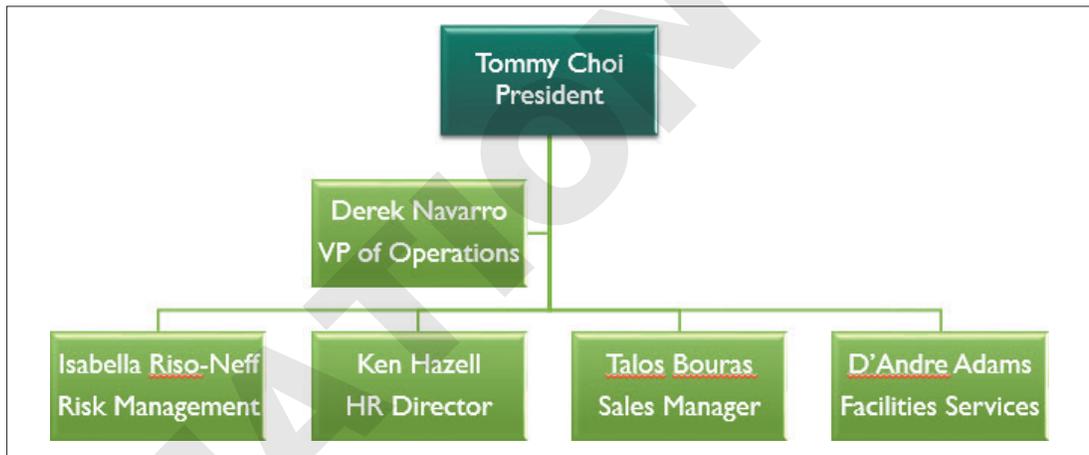
6. Follow these steps to change the chart's colors:



A Choose **SmartArt Tools**→**Design**→**SmartArt Styles**→**Change Colors**.

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

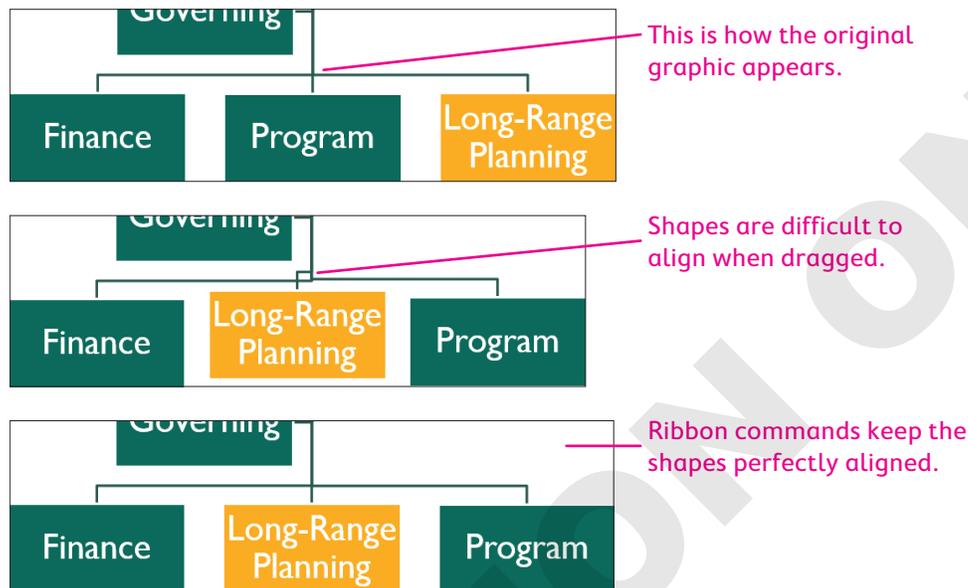
The organization chart should resemble this illustration.



7. Save the presentation.

Reordering Shapes in SmartArt Graphics

You may need to rearrange shapes within a SmartArt graphic. While you can simply drag a shape to a different location within the graphic, using Ribbon commands ensures the shapes remain aligned. Note that the Ribbon commands, labeled Move Up and Move Down, are a bit misleading. Moving a shape “up” or “down” refers to the shape’s position in the hierarchy—not physically up or down. In the following figure, the Move Up command was used to move the shape up in the hierarchy or to the left and into the second position of shapes along the bottom row.



DEVELOP YOUR SKILLS: P5-D11

In this exercise, you will reorder shapes within a SmartArt graphic.

1. Save your file as: **P5-D11-ChartRevised**
2. Display **slide 3**, *Our Expansion Plan*.
3. Click in the text of the last item in the SmartArt graphic (the text about training the staff).
4. Choose **SmartArt Tools**→**Design**→**Create Graphic**→**Move Up**.
The shape is moved up from the third position to the second position.
5. Save 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: P5-R1

Work with an Embedded Chart

In this exercise, you will create a new presentation for the Kids for Change annual membership drive and add a chart slide to the presentation. You will change the chart type to a pie chart to better display the data.

1. Start PowerPoint; create a new, blank presentation and save it in your **PowerPoint Chapter 5** folder as: **P5-R1-Members**
2. Choose **Design**→**Themes** and select the **Slice** theme.
Remember, default themes are listed in alphabetical order. Point to a theme thumbnail and pause for a moment to view the theme name in a pop-up ToolTip.
3. Click in the **Title** box and type: **Kids for Change**
4. Click in the **Subtitle** box and type: **New Members**
5. Choose **Home**→**Slides**→**New Slide** and type **New Members** in the title box.
6. Click the **Insert Chart**  icon in the content placeholder box.

Modify a Chart

7. Choose the **Column** category from the left side of the dialog box, choose **3-D Column** from the top, and click **OK**.
You will now enter the chart data.
8. Enter the data shown in **columns A–B** and then delete everything in **columns C–D**.
The column headings will change to Column 1 and Column 2.

| | A | B | C | D |
|---|-------------|------|---------|---------|
| 1 | | 2019 | Column1 | Column2 |
| 2 | 9 and under | 21 | | |
| 3 | 10 to 12 | 36 | | |
| 4 | 13 to 15 | 36 | | |
| 5 | 16 to 17 | 47 | | |

9. Close the Chart window.
The chart is inserted, but you realize some of the data needs to be edited.
10. Click the chart on the slide to select it, if necessary, and then choose **Chart Tools**→**Design**→**Data**→**Edit Data**.
11. Click **cell B4**; change the value by typing **34** and tapping **[Enter]**.
12. Close the Chart window.
The chart bars are updated, and the 13 to 15 bar is now shorter than the 10 to 12 bar. Because the chart shows pieces of a whole (total new members broken down by age), a pie chart is a better choice, so you will change the chart type.
13. Choose **Chart Tools**→**Design**→**Type**→**Change Chart Type**.
14. Choose **Pie** from the categories on the left, choose **3-D Pie** from the top as the chart type, and click **OK**.

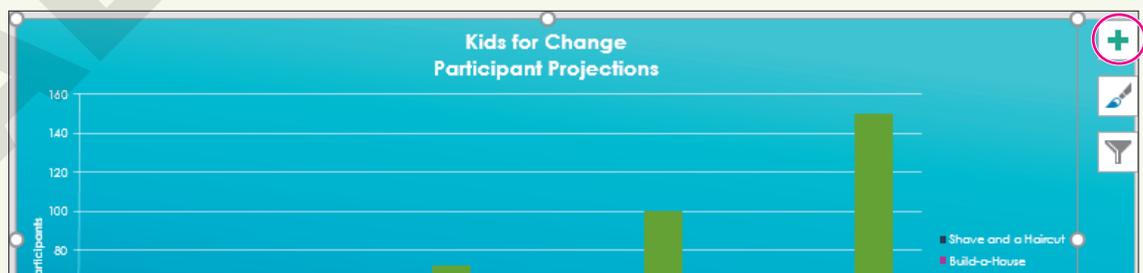
15. Choose **Chart Tools**→**Design**→**Chart Layouts**→**Quick Layout**→**Layout 1**.

The chart layout is changed, and percentages now display on each pie slice.

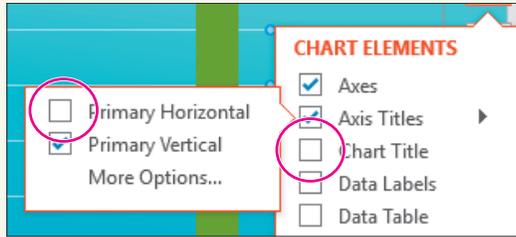
16. Choose **Chart Tools**→**Design**→**Chart Styles**→**Style 2**.**17.** Drag the bottom-right handle of the chart's border to the bottom-right corner of the slide.**18.** Drag the top-center handle of the chart's border to the top of the slide.**19.** Drag the left-center handle of the chart's border to the right until the chart no longer overlaps the slide title.**20.** Click the chart's title, **2019**, and tap **Delete**.**21.** Choose **Home**→**Font**→**Font Size menu button** ▼→**20**.**22.** Save the changes and then exit PowerPoint.**REINFORCE YOUR SKILLS: P5-R2****Work with a Linked Chart and SmartArt**

You are working on a presentation for the Kids for Change leadership team aimed at increasing membership. In this exercise, you will link to an external data source, repair a broken link to a linked chart, and add SmartArt to display member and participant numbers so that the leadership team can decide which age group to target for new recruits.

1. Start PowerPoint, open the **P5-R2-Projections** presentation from your **PowerPoint Chapter 5** folder, and save it as: **P5-R2-ProjectionsRevised**
2. Display **slide 2** and choose **Home**→**Slides**→**New Slide**.
3. Type **Participant Projections** as the slide title.
Now you will link data from an Excel file into your presentation.
4. Start Excel and open the **P5-R2-Projections** spreadsheet from your **PowerPoint Chapter 5** folder.
5. Select the Excel chart and choose **Home**→**Clipboard**→**Copy**; exit Excel.
6. Click the PowerPoint slide to deselect the slide title and then choose **Home**→**Clipboard**→**Paste**.
7. Drag the top-left handle of the chart's border to the top-left corner of the slide.
8. Drag the center-right handle of the chart's border to the right until the chart is as wide as possible but the chart buttons are still visible and then click the **Chart Elements** button.



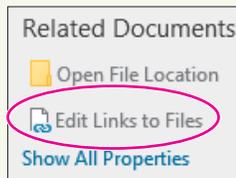
9. Remove the checkmark from **Chart Title**, then click the arrow to the right of **Axis Titles** and remove the checkmark from **Primary Horizontal**.



10. Tap **[Esc]** to close the Chart Elements menu, if necessary.
 11. Click the chart to display its border and then click the chart border.
 12. Choose **Home**→**Font**→**Font Size menu button** ▼→**28**.

Edit a Linked Data Source and Repair a Broken Link

13. Choose **slide 2**, *New Members*.
 14. Select the chart and choose **Chart Tools**→**Design**→**Data**→**Edit Data** 
A message appears, informing you that PowerPoint cannot find the linked Excel spreadsheet.
 15. Click **OK** to close the Information box.
 16. Choose **File**→**Info** and then click the **Edit Links to Files** link at the bottom of the right column.



Now you will repair the link.

17. Click the entry that ends with *PreviousMembers.xlsx* and then click **Change Source**.
 18. Browse to your **PowerPoint Chapter 5** folder, if necessary; select the **P5-R2-Members** spreadsheet and click **Open**.
 19. Close the Links dialog box and then click **Back**  to exit Backstage view.

Now that the link is fixed, you will edit the data.

20. Choose **Chart Tools**→**Design**→**Data**→**Edit Data** 
 21. Click **cell B5**; type **53** and tap **[Enter]**.
The chart on the slide is immediately updated.
 22. Close the Linked Data window and click **Save** when prompted.

Insert SmartArt

23. Choose **slide 3**, *Participant Projections*.
 24. Choose **Home**→**Slides**→**New Slide menu button** ▼→**Title and Content**.
 25. Type **Current Members** as the slide title.
 26. Click the **Insert a SmartArt Graphic**  icon on the slide.

27. Click the **Process** category, choose **Step Up Process**, and then click **OK**.

Although the Process category is typically used to show sequential steps, you will use this graphic to show age groups of members, from fewest members to the most members.

28. If the text box appears next to the SmartArt graphic, close it.
29. Type the text in each section of the SmartArt graphic as shown:



Format and Add Elements to SmartArt

30. With the SmartArt graphic selected, choose **SmartArt Tools**→**Design**→**SmartArt Styles**→**More** →**Best Match for Document**→**Intense Effect**.
31. Click the text **Teens** to select that SmartArt text box.
32. Choose **SmartArt Tools**→**Design**→**Create Graphic**→**Add Shape menu button** →**Add Shape Before**.
33. Type **Under 10** in the new text box.
34. Save your presentation and exit PowerPoint.

REINFORCE YOUR SKILLS: P5-R3

Work with Charts and SmartArt

In this exercise, you will use charts and SmartArt to compare Kids for Change events from several communities.

1. Start PowerPoint; create a new, blank presentation and save it to your **PowerPoint Chapter 5** folder as: **P5-R3-Events**
2. Choose **Design**→**Themes** and select the **Integral** theme.
3. Click in the **Title** box and type: **Kids for Change**
4. Click in the **Subtitle** box and type: **Events**
5. Choose **Home**→**Slides**→**New Slide** and type **Event Totals** as the title.

Insert an Embedded Chart

6. Click the **Insert Chart** icon on the slide.
7. Choose the **Bar** category and the **Clustered Bar** chart type and then click **OK**.
8. Type this data in **rows 1–2** of the chart spreadsheet:

| | A | B | C | D | E | F |
|---|------|-----------|-------------|-------------|----------|------------|
| 1 | | Westville | North Haven | Sunny Downs | Goodview | Echo Falls |
| 2 | 2019 | 8 | 12 | 2 | 6 | 8 |

9. Close the chart window.

You will now work to format the chart.

10. Choose **Chart Tools**→**Design**→**Chart Styles**→**More** →**Style 4**.
11. Choose **Chart Tools**→**Design**→**Chart Layouts**→**Quick Layout menu button** ▼→**Layout 2**.
12. Click the **Chart Elements** button to the right of the chart.
13. Uncheck **Axes** and then tap  to close the Chart Elements menu.
14. Click the chart title and type: Events
15. Resize and position the chart as indicated:
 - Drag the right edge of the chart until it snaps to the right edge of the slide to widen it.
 - Drag the bottom-left handle of the chart until it snaps to the bottom-left corner of the slide.
 - Drag the top-center handle of the chart until it is just below the slide title.
16. Choose **Home**→**Font**→**Font Size menu button** ▼→**28**.
17. Choose **Home**→**Font**→**Bold**.

Edit Chart Data and Format a Chart

18. Choose **Chart Tools**→**Design**→**Data**→**Edit Data** .
19. Click **cell C2**; type **14** and tap , and then close the Chart window.
20. Choose **Chart Tools**→**Design**→**Type**→**Change Chart Type**.
21. Choose the last chart type in the Bar category, **3-D 100% Stacked Bar**, and click **OK**.
22. Choose **Chart Tools**→**Design**→**Chart Styles**→**Change Colors menu button** ▼→**Colorful Palette 2**.
23. Save your presentation.

Link to an Excel Chart

24. Start Excel and choose **Open Other Workbooks**.
25. Browse to your **PowerPoint Chapter 5** folder and double-click the **P5-R3-Events** spreadsheet file.
26. Click the chart to select it and then choose **Home**→**Clipboard**→**Copy**. Exit Excel.
27. In PowerPoint, choose **Home**→**Slides**→**New Slide menu button** ▼→**Title Only**.
28. Type **Event Popularity** as the slide title.
29. Choose **Home**→**Clipboard**→**Paste**.
30. Drag the bottom-left handle of the chart's border to the bottom-left corner of the slide.
31. Drag the chart border's top-right handle up and to the right until the top edge of the chart touches the bottom of the title text and the chart is as wide as possible while keeping the chart buttons visible.
32. Click the chart title and tap .
33. Choose **Home**→**Font**→**Font Size menu button** ▼→**24**.

Insert SmartArt and Reorder Shapes

34. Choose **Home**→**Slides**→**New Slide menu button** ▼→**Title and Content**.
35. Type **Most Popular** as the slide title.

36. Click in the text placeholder and type:
 - **Toy Collection**
 - **Adopt a Street**
 - **Bully No More**
37. Choose **Home**→**Paragraph**→**Convert to SmartArt menu button** ▼→**More SmartArt Graphics**.
38. Choose the **Pyramid** category and the **Basic Pyramid** graphic and then click **OK**.
39. Click the top text box of the pyramid and choose **SmartArtTools**→**Design**→**Create Graphic**→**Move Down** twice to move *Toy Collection* to the bottom of the pyramid.

Format and Enhance SmartArt

40. Choose **SmartArt Tools**→**Design**→**SmartArt Styles**→**More** →**3-D**→**Brick Scene**.
41. Choose **SmartArt Tools**→**Design**→**SmartArt Styles**→**Change Colors menu button** ▼→**Colorful**→**Colorful – Accent Colors**.
42. Resize the chart as indicated:
 - Drag the top-center handle of the SmartArt border to the top of the slide.
 - Drag the bottom-right handle of the SmartArt border to the bottom-right corner of the slide.
43. Click in the bottom text box of the pyramid and then choose **SmartArt Tools**→**Design**→**Create Graphic**→**Add Shape menu button** ▼→**Add Shape After**.
44. Type **Diversity Festival** in the bottom text box.
45. Save the changes and then exit PowerPoint.

Apply Your Skills

APPLY YOUR SKILLS: P5-A1

Insert and Format an Embedded Chart

You are working with the marketing manager to help pinpoint when Universal Corporate Events needs to increase its advertising budget. In this exercise, you will create a new presentation highlighting event activity by annual quarter.

1. Start PowerPoint; create a new, blank presentation and save it to your **PowerPoint Chapter 5** folder as: **P5-A1-Review**
2. Apply the **Retrospect** theme.
3. Type **Universal Corporate Events** as the title and **Quarterly Review** as the subtitle.
4. Add a new slide and enter **Quarterly Breakdown** as the title.
5. Insert a **Clustered Column** chart with this data:

| | A | B | C | D | E |
|---|--------------|----|----|----|-----|
| 1 | | Q1 | Q2 | Q3 | Q4 |
| 2 | Total Events | 22 | 72 | 34 | 115 |

6. Drag the handle in the bottom-right corner of **cell E5** up so only rows 1–2 are included and then close the chart window.

Edit and Format a Chart

7. Change the chart type to **3-D Clustered Column**.
The 3-D Clustered Column chart type is more visually appealing.
8. Change the chart layout to **Layout 2** and the chart style to **Style 11**.
9. Edit the chart's data so **cell B2** has a value of **18** and **cell E2** has a value of **132**.
10. Remove the chart's Title, Gridlines, and Primary Vertical Axis.
11. Resize the chart so it fills the maximum area of the slide without overlapping the slide title.
12. Set the font size of the chart to **24**.
13. Click the number **18** above the first bar, locate the **Chart Tools**→**Format**→**Shape Styles gallery**, and choose the first style, **Colored Outline – Black, Dark 1**.
14. Apply the same shape style to the numbers on top of the remaining bars.
15. Save the changes and then exit PowerPoint.

APPLY YOUR SKILLS: P5-A2

Work with Linked Charts and SmartArt

You want to sway the advertising team toward promoting Universal Corporate Events' ability to host training seminars and office parties. In this exercise, you will add a chart linked to an external data source. You will also add and format SmartArt.

1. Start PowerPoint, open **P5-A2-Projections** from your **PowerPoint Chapter 5** folder, and save it as: **P5-A2-ProjectionsRevised**
2. Add a new third slide with the title: **Event Projections**
3. Start Excel and open **P5-A2-Data.xlsx** from your **PowerPoint Chapter 5** folder.
4. Copy the chart from the Excel spreadsheet and paste it onto the **Event Projections** PowerPoint slide (you may need to scroll down to see it); exit Excel.
5. Resize the chart so it fills the maximum area of the slide without overlapping the slide title.
6. Use the **Chart Elements** button to display Data Labels.
7. Set the font size of the chart to **28**.
8. Change the colors of the chart to **Colorful Palette 2**.

Fix a Broken Link and Edit a Linked Data Source

9. Select the chart on slide 2 and attempt to edit the data.
You must repair the broken link before you can edit the data.
10. Edit the link to the chart so that, instead of pointing to the PriorEvents.xlsx workbook, the chart points to **P5-A2-Events.xlsx**.
11. Edit the chart data so **cell B2** (*Award Ceremonies value*) contains **67** instead of 7.

Insert and Modify SmartArt

12. Add a new fourth slide with the **Title and Content** layout, using **Growth** as the slide title.
13. Add these three items to the text placeholder:
 - **Improved Catering**
 - **Economic Transportation**
 - **Building Ownership**
14. Convert the list to a SmartArt Graphic; use the **Process**→**Upward Arrow** graphic.



15. Add a shape after the text box farthest to the right with the text: **Growth This Year**
16. Use the **SmartArt Tools**→**Design** tab to apply the **Colorful**→**Colorful Range – Accent Colors 3 to 4** colors to the SmartArt.
17. Use the **SmartArt Tools**→**Design** tab to apply the **3-D**→**Polished** SmartArt Style.
18. Change all the SmartArt text colors to **Green, Accent 3**.
19. Enlarge the graphic to fill the slide and make the text bold.
20. Save the changes and then exit PowerPoint.

APPLY YOUR SKILLS: P5-A3

Work with Charts and SmartArt

To help the accounting team prepare for upcoming expenses, you are adding the relevant information to a presentation to be delivered at the annual debriefing meeting. In this exercise, you will add and format charts and SmartArt to the Universal Corporate Events presentation.

1. Start PowerPoint; create a new, blank presentation and save it to your **PowerPoint Chapter 5** folder as: **P5-A3-Supplies**
2. Apply the **Ion** theme with the fourth (orange) variant.
3. Use **Universal Corporate Events** as the slide title and **Supplies** as the subtitle.
4. Add a second slide with the title **Projected Catering Supplies** and then use the slide icon to insert a **Clustered Column** chart.
5. Type this data in the spreadsheet and remove **row 5** from the chart data:

| | A | B | C | D |
|---|----------------|------|------|------|
| 1 | | 2018 | 2019 | 2020 |
| 2 | Bamboo skewers | 1250 | 1300 | 1500 |
| 3 | Foil pans | 251 | 372 | 475 |
| 4 | Foil trays | 175 | 310 | 400 |
| 5 | | | | |

Format a Chart and Edit Chart Data

6. Resize the chart so it fills the maximum area of the slide without overlapping the slide title.
7. Delete the chart title.
8. Apply **Chart Style 6**.
9. Use the **Chart Elements** button to display data labels and hide both gridlines and the primary vertical axis.
10. Apply the **Colorful Palette 3** colors to the chart and increase the font size to **24**.
11. Edit the chart data to include the following data in **row 5**. Be sure to extend the data's border so row 5 is included in the chart.

| | | | | |
|---|-------------|-----|-----|-----|
| 3 | Foil pans | 251 | 372 | 475 |
| 4 | Foil trays | 175 | 310 | 400 |
| 5 | Sterno cans | 200 | 250 | 290 |

Link and Format a Chart

12. Create a new third slide with the **Title Only** layout and type **Popular Dishes** as the title.
13. Copy the chart from the **P5-A3-Favorites.xlsx** Excel spreadsheet and paste it onto the **Popular Dishes** PowerPoint slide. Exit Excel.
14. Resize the chart so it fills the maximum area of the slide without overlapping the slide title.
15. Change the chart type to **3-D Pie**, apply the **Style 1** chart style, and change the chart layout to **Layout 1**.

16. Use the **Chart Elements** button next to the chart to hide the Chart Title and show **Data Labels**→**Data Callout**.
17. Set the font size of the chart to **24**.

Break and Fix a Link and Edit a Linked Data Source

18. Minimize PowerPoint and use File Explorer to navigate to the **P5-A3-Favorites.xlsx** workbook in your **PowerPoint Chapter 5** folder.
19. Rename the file: **P5-A3-FavoritesUpdated**
20. Restore PowerPoint, click the chart, and attempt to edit the data.
21. Dismiss the Information dialog box.
22. Edit the link to the spreadsheet so PowerPoint can find the newly named **P5-A3-FavoritesUpdated** file.
23. Edit the chart data to show **1938** servings of grilled shrimp.
At the time of this writing, a bug in PowerPoint causes the chart to no longer display even though the data is still linked. It may be necessary to delete and copy/paste the chart again if Microsoft hasn't released an update yet.
24. Save the presentation and then exit PowerPoint.

Edit and Refresh External Data

25. Start Excel and open the **P5-A3-FavoritesUpdated** spreadsheet.
26. Change the lasagna servings to **1164** and the eggplant servings to **1223**.
27. Save the workbook and exit Excel; then start PowerPoint and open **P5-A3-Supplies**.
28. Refresh the data on **slide 3**.
29. Save the changes and then 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: P5-P1

Taylor Games: Adding Charts and Diagrams to Your Presentation

You have been asked to add some sales data to the New at Taylor Games presentation. In this exercise, you will add charts and Smart Objects to the presentation, and you will format them as well.

- Download and open your Project Grader starting file.
 - Using eLab: Download **P5_P1_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - Not using eLab: Open **P5_P1_Start** from your **PowerPoint Chapter 5** folder.
- On **slide 4**, insert a **Clustered Column Chart**.
- Make the following changes in the chart's Excel worksheet:
 - Column A: Set the width to: **12**
 - Column B: Set the width to: **11**
 - Delete **row 5**.
- Replace the data in the chart's Excel worksheet with the following:

| | A | B | C | D |
|----------|--------------------|-------------------|----------------|---------------|
| 1 | | Bellingham | Seattle | Online |
| 2 | Dice | 8400 | 8800 | 9200 |
| 3 | Board Games | 14200 | 11000 | 10200 |
| 4 | Card Boxes | 8800 | 5200 | 6000 |

- In the **range B2:D4**, apply the Currency format with 0 decimal places.
- Change the chart title to: **Product Revenue**
- Apply **Chart Style 5**.
- Open **P5_P1_Chart.xlsx** from your **PowerPoint Chapter 5** folder.
- Copy the **Estimated New Product Sales** chart and paste it into **slide 6** in your PowerPoint presentation using the **Use Destination Theme & Embed Workbook** paste option.
- Insert a new **Title and Content** slide after slide 3.
- On the new **slide 4**, add the Title: **Product Categories**
- Insert a **Basic Block List** SmartArt graphic (first option on the All list).
- Add the following text to the SmartArt graphic letting the text wrap within the blocks if needed:

| | | |
|-------------------|--------------|--------------------|
| Books | Dice | Board Games |
| Card Boxes | Misc. | |
- Apply the **Subtle Effect** SmartArt style (third style on the SmartArt Styles list).

15. On **slide 2**, convert the bulleted list to a SmartArt graphic using the **Vertical Bullet List** option (first option on the list).
16. Save your presentation.
 - *Using eLab:* Save it to your **PowerPoint Chapter 5** folder as **P5_P1_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab:* Save it to your **PowerPoint Chapter 5** folder as: **P5_P1_Submission**

PROJECT GRADER: P5-P2

Embedding Charts and Diagrams

You've been asked to add some additional data to the *Classic Cars Club* advertising presentation. In this exercise, you will add a SmartArt object and a chart.

1. Download and open your Project Grader starting file:
 - *Using eLab:* Download **P5_P2_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - *Not using eLab:* Open **P5_P2_Start** from your **PowerPoint Chapter 5** folder.
2. On **slide 6**, insert an **Inverted Pyramid** SmartArt object (second object in the Pyramid group).
3. Change the object's size to **4"** in height and **4"** in width.
4. Move the object so it is positioned below the *Advertising Opportunities* heading and to the right of the bullets (the position doesn't have to be precise).
5. Enter the following object text in the three sections:
 - **Platinum Partner**
 - **Gold Advertiser**
 - **Advertiser**
6. Apply the **Subtle Effect** SmartArt style (third style on the list).
7. On **slide 4**, insert a **Line Chart** (first option in the Line group).
8. Delete **columns C** and **D** from the chart's Excel worksheet.
9. Enter the following chart data in the chart's Excel worksheet:

| | A | B |
|----------|---------------|-------------------|
| 1 | | Attendance |
| 2 | Year 1 | 85756 |
| 3 | Year 2 | 147615 |
| 4 | Year 3 | 175886 |
| 5 | Year 4 | 162590 |
| | Year 5 | 189000 |

10. Apply **Chart Style 4**.
11. Save your presentation.
 - *Using eLab:* Save it to your **PowerPoint Chapter 5** folder as **P5_P2_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab:* Save it to your **PowerPoint Chapter 5** folder as: **P5_P2_Submission**

Extend Your Skills

These activities 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.

P5-E1 That's the Way I See It

Charts are often used in advertising to exaggerate results. In this activity, you'll see how easy this is to do. Interview ten people and ask them to choose their favorite from a list of three things (e.g., ice-cream flavors, cell-phone brands, musical genres, etc.). Create a new presentation with an appropriate title and subtitle on the first slide and apply an appropriate design theme. On a second slide, add a title and insert a pie chart that displays your survey results. Label each pie slice with a percentage to exaggerate the results. (Showing 60 percent prefer chocolate is more impressive than showing only six people!) Use the Chart Elements button to experiment with showing/hiding chart elements. Ensure all information displays without looking too busy and that the chart and labels are large enough for an audience to see when the slide show is presented. Add a third slide that displays the survey results as a visually appealing SmartArt graphic. Save the file as: **P5-E1-Survey**

P5-E2 Be Your Own Boss

You are creating a presentation to show the flowers planted by your company, Blue Jean Landscaping, with a graphic that explains the basics of garden health. Create a new, blank presentation named **P5-E2-BlueJeanChart** that uses the Wisp theme. Use the title *Blue Jean Landscaping* and the subtitle *Flowers Planted*. Create a second slide with the Title Only layout and the title *Flowers Planted*.

In Excel, create a new, blank spreadsheet that lists flowers down column A and numbers down column B using this data: Roses – 972, Daisies – 473, Tulips – 554, Sunflowers – 576, and Asters – 327. Select the cells containing data and insert a chart on the Excel spreadsheet. Save the spreadsheet as: **P5-E2-FlowerData**

Copy the chart and paste it onto the PowerPoint slide. Change the chart type in PowerPoint to best display the data. Apply the chart elements, style, layout, and color to maintain a high level of readability. Create a third slide with the title *Garden Health* and insert a SmartArt graphic appropriate for displaying these sequential steps: Repel Bugs, Replenish Soil, Eliminate Weeds, Provide Water, Check Daily. Format the SmartArt so it is attractive and easy to read.

P5-E3 Demonstrate Proficiency

In preparation for a community meeting, you are updating a presentation to include data from new survey participants. Open **P5-E3-BBQ** and save it as: **P5-E3-BBQRevised**

Edit the chart data, after repairing the link, to indicate that 2 kids like the prices, 3 kids like the service, 115 kids like the ribs, 110 adults like the ribs, and 80 adults like the prices. Apply an appropriate design theme to the presentation. Enlarge and format the chart, hiding/showing chart elements as necessary. Ensure the chart is attractive and easy to read. On a third slide, create a SmartArt graphic that displays the top three reasons why people love Stormy BBQ.

EVALUATION ONLY

POWERPOINT

6

Using Tables in Presentations



Until now, you have been dealing mostly with bulleted text on slides. Quite often you will need to display tabular data—that is, text inside a table. In this chapter, you will work with tables. PowerPoint has tools to easily create and format tables. It also offers professionally designed, preformatted color schemes that match your document theme. A variety of custom colors and 3-D effects can be applied to your tables, allowing you total control over the look and feel of your slides.

LEARNING OBJECTIVES

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

Project: Creating Tables in Presentations

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

PowerPoint Tables

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

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

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

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

 Insert→Tables→Table 

DEVELOP YOUR SKILLS: P6-D1

In this exercise, you will create a PowerPoint table.

1. Start PowerPoint and maximize the program window.
2. Open **P6-D1-Picnic** from your **PowerPoint Chapter 6** folder and save it as: **P6-D1-PicnicRevised**
3. Select the **title slide** and choose **Home→Slides→New Slide**.

4. Type **Events** as the slide title.
5. Click the **Insert Table**  icon in the center of the slide.
The Insert Table dialog box appears.
6. Enter **2** for the number of columns and **6** for the number of rows; click **OK**.
PowerPoint creates a table with two columns and six rows on the slide. The table is already formatted with the color scheme of the document theme. You will enter data in the table in the next exercise.
7. Save your presentation.

Entering Data in Tables

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

Navigating Table Cells

After inserting a new table on a slide, you will often want to enter information in each cell. Although you can click in the first cell, type your information, and then click in the next cell, type, click in the next, type, and so on, this method is inefficient because it requires you to move your hands away from the keyboard to use the mouse. Navigating table cells with the keyboard is a more efficient way to enter data initially.

NAVIGATING TABLE CELLS WITH THE KEYBOARD

| To Do This... | Do This... |
|------------------------------|---|
| Move to the next cell | Tap [Tab] . From the last cell of a row, this moves to the first cell in the next row. |
| Move to the previous cell | Press [Shift] + [Tab] . From the first cell of a row, this moves to the last cell in the previous row. |
| Move to the next row | Tap [↓] . This does not create a new row. |
| Move to the previous row | Tap [↑] . |
| Add a new row for data entry | Move to the bottom-right table cell and tap [Tab] . |

DEVELOP YOUR SKILLS: P6-D2

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

1. Save the presentation as: **P6-D2-PicnicRevised**
2. Click in the first cell of the first row, if necessary, to display the insertion point and type: **Team Competitions**
3. Tap the down arrow **[↓]** key once to move the insertion point to the first cell in the second row and type: **Egg Toss**
4. Tap **[Tab]** to move to the next cell and type:
 - **Tommy & Mary****[Enter]**
 - **Derek & Isabella****[Enter]**
 - **Ken & D'Andre**
5. Tap **[Tab]** and type **Three-Legged Race** in the first cell of the third row.

6. Tap **Tab** to move to the next cell and type:
 - **Tommy & Talos****Enter**
 - **Derek & Ken****Enter**
 - **Mary & D’Andre**
7. Tap **Tab** to move to the next row, type **Wheelbarrow Race** and tap **Tab**, and then type the contestants’ names in the next cell:
 - **Isabella & Talos****Enter**
 - **Derek & Mary****Enter**
 - **Ken & D’Andre**
8. Complete the bottom two rows as shown.

| | |
|--------------------|---|
| Water Balloon Toss | Tommy & Derek Ken & Mary Isabella & D’Andre |
| Piggyback Race | Mary & Isabella D’Andre & Talos Ken & Tommy |

The table extends off the bottom of the slide because there is so much text. You will fix that later.

9. Save your presentation.

Resizing and Moving Tables

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



View the video “Resizing a Table.”

DEVELOP YOUR SKILLS: P6-D3

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

1. Save the presentation as: **P6-D3-PicnicRevised**
2. Click anywhere inside the table so it displays its border.
3. Point at the top border of the table so the mouse pointer displays a four-headed arrow and then drag the table up and right to top-align it with the slide and so only the first few letters of the title are visible.

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

- Point at the left-center handle of the table border to prompt the double-headed white arrow mouse pointer and drag right until the entire slide title is visible.



- Save your presentation.

Aligning a Table

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

☰ Table Tools → Layout → Arrange → Align

DEVELOP YOUR SKILLS: P6-D4

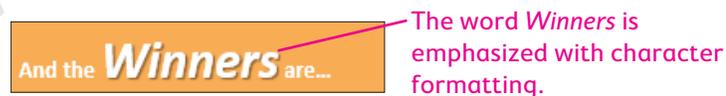
In this exercise, you will position the table in the exact vertical center of the slide.

- Save the presentation as: **P6-D4-PicnicRevised**
- Click in any table cell and choose **Table Tools → Layout → Arrange → Align → Align Middle**.
Align to Slide is selected by default, so the table becomes centered vertically (top to bottom) on the slide.
- Choose **Table Tools → Layout → Arrange → Align → Align Center**.
The table becomes centered horizontally (side to side) but now overlaps the slide title.
- Tap **[Ctrl]+[Z]** to undo the last alignment.
- Save your presentation.

Formatting Data in Cells

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

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



Aligning and Formatting Cell Entries

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

Selecting Table Cells

Just as is the case when editing regular text, in order to align, format, or otherwise edit the contents of a cell, you must first select the table cells you want to change. You can select a single cell, a full row/column, or multiple rows/columns.

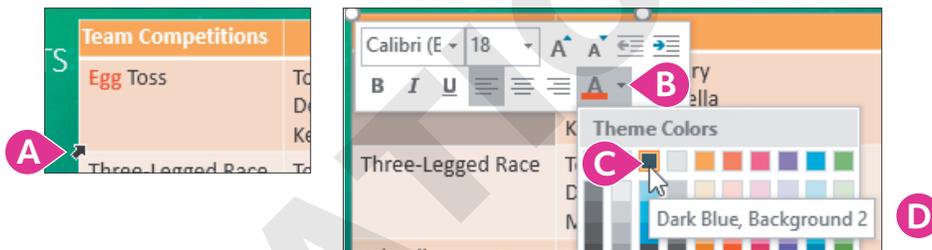


View the video “Table Cell Selection Options.”

DEVELOP YOUR SKILLS: P6-D5

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

1. Save the presentation as: **P6-D5-PicnicRevised**
2. Double-click the word **Egg** in the first cell of the second row.
3. Choose **Home**→**Font**→**Font Color menu button** ▼→**Standard Colors**→**Red**.
Only the selected word turns red.
4. Click once to the right of the word *Toss* in the same cell, tap **[Spacebar]**, and type: **Contest**
The word Contest is not red because character formatting is applied only to the previously selected text.
5. Tap **[Backspace]** repeatedly until the word *Contest* and the space to its left are deleted.
6. Click anywhere outside the table to deselect (the border no longer displays).
7. Follow these steps to format the cell:

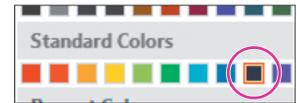


- A Point at the bottom-left corner of the *Egg Toss* cell so the mouse pointer becomes a thick diagonal arrow and click.
 - B Click the **Font Color menu button** ▼ on the Mini toolbar.
 - C Choose the third themed color, **Dark Blue, Background 2**.
 - D Tap **[Esc]** to dismiss the Mini toolbar.
All text in the cell turns dark blue.
8. Click to the right of the word *Toss* in the same cell, tap **[Spacebar]**, and type: **Contest**
The word Contest is automatically dark blue because cell formatting has been applied to the cell.
 9. Point at the left of the *Egg Toss* row until your mouse pointer turns into a thick right arrow.



10. Drag down to the *Piggyback Race* row and then release the mouse button.
All but the top row, Team Competitions, becomes selected.

11. Choose **Home**→**Font**→**Font Color** menu button ▼→**Standard Colors**→**Dark Blue**.
12. Click anywhere outside the table to deselect the highlighted rows.
13. Point at the *Egg Toss Contest* cell and then drag straight down to the *Piggyback Race* cell, selecting five cells in the first column.



| | |
|--------------------|-----|
| Egg Toss Contest | Top |
| Three-Legged Race | De |
| Wheelbarrow Race | Ke |
| Water Balloon Toss | Ma |
| Piggyback Race | Isa |

14. Choose **Table Tools**→**Layout**→**Alignment**→**Align Right** .
The text in all five cells shifts to the right of their cells.
15. Choose **Table Tools**→**Layout**→**Alignment**→**Center Vertically** .
The text in all five cells shifts to the vertical centers of their cells.
16. Choose **Table Tools**→**Layout**→**Alignment**→**Align Bottom** .
The text in all five cells shifts to the bottoms of their cells.
17. Choose **Table Tools**→**Layout**→**Alignment**→**Align Top** .
Table cell content across a row is easier to read when cell content is top aligned.
18. Click anywhere outside the table to deselect the highlighted cells.
19. Save your presentation.

Adjusting Column Widths and Row Heights

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

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

Unequal column widths and row heights make the table unbalanced.

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

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

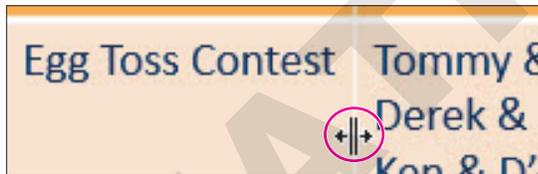
☰ Table Tools → Layout → Cell Size → Distribute Columns  or Distribute Rows 

☰ Table Tools → Layout → Cell Size → Table Column Width or Table Row Height

DEVELOP YOUR SKILLS: P6-D6

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

1. Save the presentation as: **P6-D6-PicnicRevised**
2. Point at the column border between the two columns until your mouse pointer turns into a double-headed arrow.



3. Double-click to resize the left column.
The column to the left of the border you double-clicked automatically resizes to the width of its longest contents.
4. Click outside the table to deselect it.
5. Point at the right border of the table until the same double-headed arrow appears and then double-click to try to adjust the size of the last column.



The right-most column cannot reliably be resized with this method. Sometimes it works and sometimes it doesn't. If yours did, you got lucky! A manual adjustment always works.

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

You can resize the right-most column in a table by dragging but not by double-clicking.

Equalize Column Widths

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



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

The column widths are made equal.
9. Choose **Table Tools**→**Layout**→**Arrange**→**Align menu button** ▼→**Align Center** to center the table horizontally on the slide.
10. Click anywhere outside the table to deselect the table.
11. Save your presentation.

Adding and Deleting Rows and Columns

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

Deleting Cells or Content

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

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

☰ Table Tools→Layout→Rows & Columns→Delete

DEVELOP YOUR SKILLS: P6-D7

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

1. Save the presentation as: **P6-D7-PicnicRevised**
2. Click once in the **Water Balloon Toss** cell.
3. Press **[Shift]**, click in the bottom-right cell, and then release **[Shift]**.

The bottom two rows become selected.

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

Because you selected two rows initially, two additional rows are inserted below your selection. As it happens, you don't need the bottom three rows at all. You will delete them in the next few steps.

Delete Rows

The Piggyback Race was canceled, so its table row must be deleted.

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

6. Press **[Shift]**, click in the bottom-right cell, and then release **[Shift]**.
The bottom three rows become selected.
7. Tap **[Delete]**.
The cell contents are deleted, but the cells themselves remain. You want to delete the entire rows.
8. Press **[Ctrl]+[Z]** to undo the deletion.
The cell content reappears, and the bottom three rows are still selected.
9. Choose **Table Tools**→**Layout**→**Rows & Columns**→**Delete menu button** ▼→**Delete Rows**.
The Piggyback Race row and empty rows are deleted.

Add Columns

Pictures will add some visual excitement to the slide. A column is needed to hold the images.

10. Click once in the **Egg Toss Contest** cell.
11. Choose **Table Tools**→**Layout**→**Rows & Columns**→**Insert Left**.
A new column is inserted to the left of the cell in which you clicked. Some cells in the last column may wrap to four or more lines.
12. Drag the right circular sizing handle to the right until the table stretches almost to the right edge of the slide.
13. Choose **Table Tools**→**Layout**→**Cell Size**→**Distribute Columns**  to ensure all three columns are equally sized.

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

14. Save your presentation.

Adding Non-Text Data to Cells

Only text typed at the keyboard can truly reside inside a table cell. If you attempt to insert a picture, chart, or another object in a cell, it will simply sit on top of the table as an independent object. If you then move the table, the overlapping object will not move with the table. Resizing a column or row also will have no effect on the overlapping object. However, you can make it appear as though an object is inside the table cell by resizing and carefully positioning it over the cell.



An object placed in a table cell sits on top of the table as an independent object (left). A reduced and repositioned object appears as if it were truly inside a cell (right).

DEVELOP YOUR SKILLS: P6-D8

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

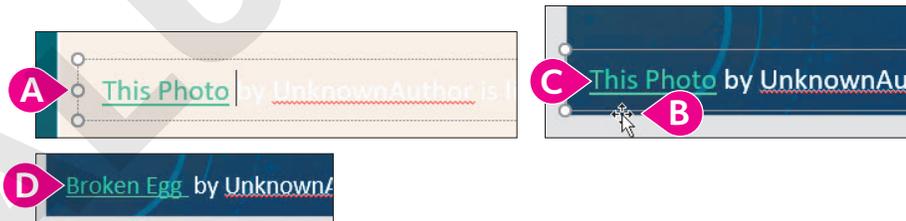
1. Save the presentation as: **P6-D8-PicnicRevised**
2. Choose **Insert**→**Images**→**Online Pictures**.
3. Type **broken egg** in the search box and tap **Enter**.
4. Select a picture and click **Insert**.
5. Follow these steps to move and scale the picture:



- A Point at the middle of the picture (not a handle) and drag with the four-headed arrow to move the picture and its attribution to the top-left cell.
- B Click a blank area of the slide to deselect everything, click to select the picture but not its attribution, and drag the bottom-right sizing handle so the picture fits in the cell.
- C Adjust the size and location of the picture to the vertical center of the cell.

Tip! The arrow (**↑**, **↓**, etc.) keys are useful for adjusting the location of pictures. To make small adjustments, press **Ctrl** as you tap an arrow key.

6. Follow these steps to position the attribution, if your picture has one:



- A Click anywhere inside the attribution text to display its border.
- B Drag the border to move the attribution to the lower-left corner of the slide.
- C If the attribution text reads *This Photo*, double-click the word **This** and type: **Broken Egg**
If you select the entire phrase, the hyperlink will break.
- D Double-click the word **Photo** and tap **Delete**.

7. Repeat steps 2–6 using these search terms, positioning the pictures in their respective cells and the attributions (if included) above the existing one:

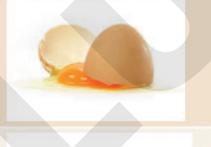
- **belt**
- **wheelbarrow**
- **water balloon**

| T | |
|--|--|
|  | |
|  | |
|  | |
|  | |

[Water Balloon](#) by Unknown Author is licensed under [CC BY](#)
[Wheelbarrow](#) by Unknown Author is licensed under [CC BY-SA](#)
[Belt](#) by Unknown Author is licensed under [CC BY-NC-ND](#)
[Broken Egg](#) by Unknown Author is licensed under [CC BY-ND](#)

Adjust Column Widths

8. Point at the right border of the first column to prompt the double-headed arrow and then drag the border left so the first column is as narrow as possible without cutting off the images.

| T | |
|---|--|
|  | |
|  | |
|  | |
|  | |

9. Point at the right border of the middle column to prompt the double-headed arrow and then double-click to automatically size the middle column.

10. Point at the right border of the last column to prompt the double-headed arrow and then drag to resize the last column to fit its contents.

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

11. Save your presentation.

Merging and Splitting Cells

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

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

| Team Competitions | | |
|---|------------------|---|
|  | Egg Toss Contest | Tommy & Mary Derek & Isabella Ken & D'Andre |

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

| Team Competitions | | |
|---|------------------|---|
|  | Egg Toss Contest | Tommy & Mary Derek & Isabella Ken & D'Andre |

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

☰ Table Tools → Layout → Merge → Merge Cells 

☰ Table Tools → Layout → Merge → Split Cells 

DEVELOP YOUR SKILLS: P6-D9

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

1. Save the presentation as: **P6-D9-PicnicRevised**
2. Click once in the top-left empty cell.
3. Press **[Shift]**, click once in the top-right empty cell, and then release **[Shift]**.
All cells in the top row are selected.
4. Choose **Table Tools**→**Layout**→**Merge**→**Merge Cells** 
The cells in the top row are merged into a single long cell. The text in this cell would look better if it were centered over the table.
5. Choose **Table Tools**→**Layout**→**Alignment**→**Center** 
The text in this cell would look better if it were centered over the table.
6. Point at the *Egg Toss Contest* cell and drag down to the *Water Balloon Toss* cell.
Four cells down the middle column become selected.
7. Choose **Table Tools**→**Layout**→**Alignment**→**Center** 
The text becomes centered in its cells.
8. Click the picture of the broken egg and then **[Shift]**+click each of the remaining pictures to select all four.
9. Choose **Picture Tools**→**Format**→**Arrange**→**Align menu button** ▼ →**Align Center**.
The pictures are center aligned with one another.



10. Click anywhere outside the table to deselect the pictures.
The table is better balanced now.
11. Save your presentation.

Importing a Table

If you have a table already created in a Microsoft Word document, you can copy it from Word and paste it onto a PowerPoint slide. Any formatting applied to the Word table or text is stripped out and replaced with the formatting of the PowerPoint presentation's current theme.

| Time | Event | Time | Event |
|-------|-------------------|-------|-------------------|
| 10:00 | Egg Toss | 10:00 | Egg Toss |
| 10:30 | Three-Legged Race | 10:30 | Three-Legged Race |
| 11:00 | Wheelbarrow Race | 11:00 | Wheelbarrow Race |

The formatting of this Word table (left) is replaced with the presentation's design theme when pasted to a slide (right).

Similarly, you can paste a range of Excel cells as a table onto a PowerPoint slide. All Excel formatting will be stripped, but the pasted table will not be formatted like other tables in the presentation and will instead be plain.

| | A | B | Event | Contestants |
|---|-------------------|-------------|-------------------|-------------|
| 1 | Event | Contestants | Event | Contestants |
| 2 | Egg Toss | 22 | Egg Toss | 22 |
| 3 | Three-Legged Race | 32 | Three-Legged Race | 32 |
| 4 | Wheelbarrow Race | 16 | Wheelbarrow Race | 16 |

When cells from Excel (left) are pasted to a slide, all formatting is lost and a plain table appears on the slide (right).

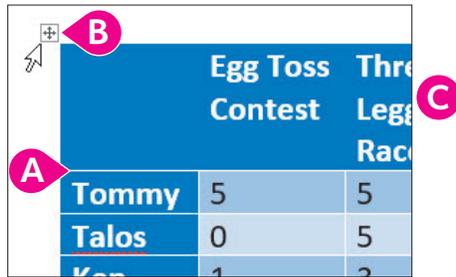
If you have text on a slide, you can't convert it to a table. To turn existing text into a table, you must insert a new table and then move the text into the cells manually or retype it.

DEVELOP YOUR SKILLS: P6-D10

In this exercise, you will import a table.

1. Save the presentation as: **P6-D10-PicnicRevised**
2. If necessary, select the **Events** slide and then choose **Home**→**Slides**→**New Slide** menu button ▼→**Title Only**.
3. Type **Totals** as the slide title.
4. Minimize PowerPoint and navigate to your **PowerPoint Chapter 6** folder.
5. Double-click the **P6-D10-Points.docx** Word document to open it and, if necessary, click the **Enable Editing** button in the message bar.

- Follow these steps to copy the table from Word:



- Point to the table to display the plus box above its top-left corner.
 - Click the **plus box** to select the table.
 - Tap **Ctrl**+**C** to copy the table and then close Word.
- Return to PowerPoint and tap **Ctrl**+**V** to paste the table on the slide.

The table is pasted to the center of the slide. The formatting from Word is stripped and the table receives the presentation design theme's formatting. Some of the contest names wrap in an undesirable way. You will fix that in the next activity.

- Save your presentation.

Customizing Tables

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

Table Styles

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

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

A table with no formatting applied

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

The same table with a table style and options applied

You can choose from several preset color schemes, which are organized in Light, Medium, Dark, and Best Match for Document categories. Additionally, table styles can be customized by designating

certain rows or columns to receive a slightly different color. For example, the top row of a table may be a different color than the rest of the cells to emphasize the table's title. You can also add background colors, background pictures, gradients, textures, bevels, and shadows to tables.

DEVELOP YOUR SKILLS: P6-D11

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

1. Save the presentation as: **P6-D11-PicnicRevised**

2. Click inside the table and then point at the table border until your mouse pointer becomes a four-headed arrow; click once to select the entire table.

The change on the screen is very subtle. The border still displays around the table, but the insertion point in the cell disappears, indicating that the entire table has been selected.

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

The font is reduced for the entire table, but the contest names still wrap. You will adjust the column widths to fix that.

4. Point at the right border of the *Wheelbarrow Race* column to prompt the double-headed arrow and then drag slightly right to manually fit the column.

You may have to drag, release the mouse button, drag, and release the mouse button several times to get it just right.



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

| | Egg Toss Contest | Three-Legged Race | Wheelbarrow Race | Water Balloon Toss | Total |
|-------|------------------|-------------------|------------------|--------------------|-------|
| Tommy | 5 | 5 | 0 | 5 | 15 |

The table has been resized and may no longer be centered on the slide.

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

7. Click once in any cell and then choose **Table Tools**→**Design**→**Table Styles**→**More** ▾.

The Table Styles gallery opens but covers your table.

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

Your table changes as you point at different styles, but your table is partially hidden behind the Table Styles gallery.

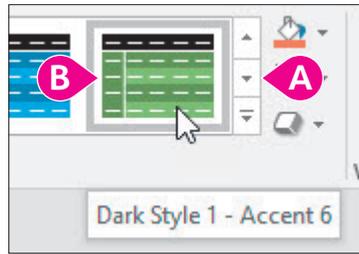
9. Tap **[Esc]** to close the Table Styles gallery without applying a style.

10. Follow these steps to preview table styles:



- A Point at any thumbnail to preview the style on your slide.
- B Click the scroll-down button to load the next row of table styles in the Ribbon.
- C Point at several more table styles to preview them on your slide.
- D Continue to use the scroll-down button to load more styles into the Ribbon and point at the thumbnails to preview them.

11. Follow these steps to apply a table style:



- A** Click the scroll buttons to show more styles.
- B** Point at thumbnails until you find **Dark Style 1 – Accent 6** and then click to apply it.

PowerPoint applies your selection to the entire table.

12. Save your presentation.

Modifying Table Styles

You are not stuck with the basic formatting applied by a table style. You can modify the table after applying a style to include additional shading or add backgrounds to the table cells.

| | Egg Toss Contest | Three-Legged Race | Wheelbarrow Race | Water Balloon Toss | Total |
|-------|------------------|-------------------|------------------|--------------------|-------|
| Tommy | 5 | 5 | 0 | 5 | 15 |
| Talos | 0 | 5 | 5 | 0 | 10 |
| Ken | 1 | 3 | 1 | 3 | 8 |
| Mary | 5 | 1 | 3 | 3 | 12 |

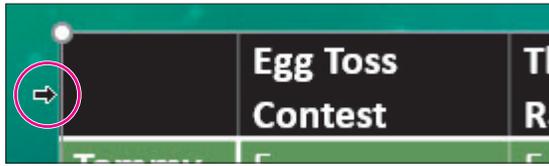
The Table Style Options command group applied additional shading to specific rows or columns (left). The Header Row option applied a different color to the top row, the Banded Rows option applied different colors to alternating rows, and the First Column and Last Column options bolded the text in those columns (right).

| TABLE STYLE OPTIONS | |
|---------------------|--|
| Option | Where Additional Shading or Bolding Is Applied |
| Header Row | Top row |
| Total Row | Bottom row |
| Banded Rows | Row colors alternate, with odd rows one shade and even rows a different shade |
| First Column | Left column |
| Last Column | Right column |
| Banded Columns | Column colors alternate, with odd rows one shade and even rows a different shade |

DEVELOP YOUR SKILLS: P6-D12

In this exercise, you will customize your table's style. A 3-D bevel effect will make your data "pop."

1. Save the presentation as: **P6-D12-PicnicRevised**
2. Point at the left of the top row until your mouse pointer becomes a thick right arrow and then click to select the entire top row.



3. Choose **Table Tools**→**Layout**→**Alignment**→**Center** .

The text in the top row becomes center aligned.

4. Point to the first cell in the second row, with the text *Tommy*.
5. Drag down to the last cell in the first column to select the seven cells with employee names.
6. Choose **Table Tools**→**Layout**→**Alignment**→**Align Right** .
7. Select all the cells in the body of the table that contain numbers.
8. Choose **Table Tools**→**Layout**→**Alignment**→**Center** .

Your table may display white column lines if it's selected.

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

Apply Custom Shading

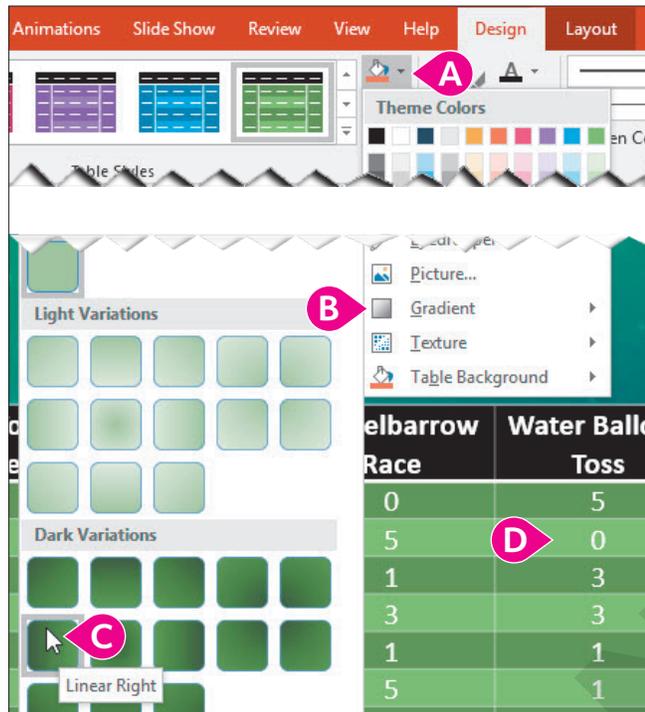
9. Place a checkmark in the **Table Tools**→**Design**→**Table Style Options**→**Last Column** checkbox.

The Totals column receives darker shading.

10. Select the seven cells in the first column containing employee names.

In the next step, you will create a visual effect called a gradient fill for the table.

11. Follow these steps to apply a gradient background to the cells:



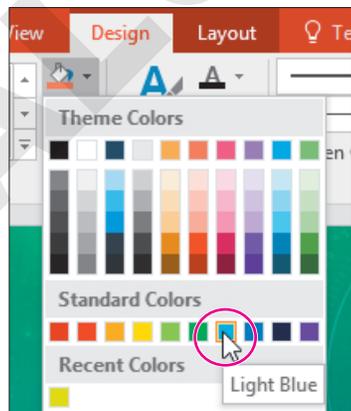
- A Choose **Table Tools**→**Design**→**Table Styles**→**Shading menu button** ▼ .
- B Point at the Gradient option to display the gallery.
- C Select **Dark Variations**→**Linear Right**.
- D Click in any cell to deselect the current selection.

The employee name cells receive a gradient background.

Apply Custom Background Colors

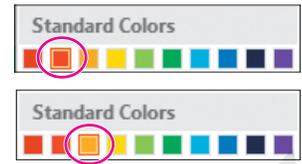
You will color the Total column cells to indicate first place, second place, and third place.

- 12. Click Tommy's Total cell (the last cell in the second row) once.
- 13. Choose **Table Tools**→**Design**→**Table Styles**→**Shading menu button** ▼ →**Standard Colors**→**Light Blue**.



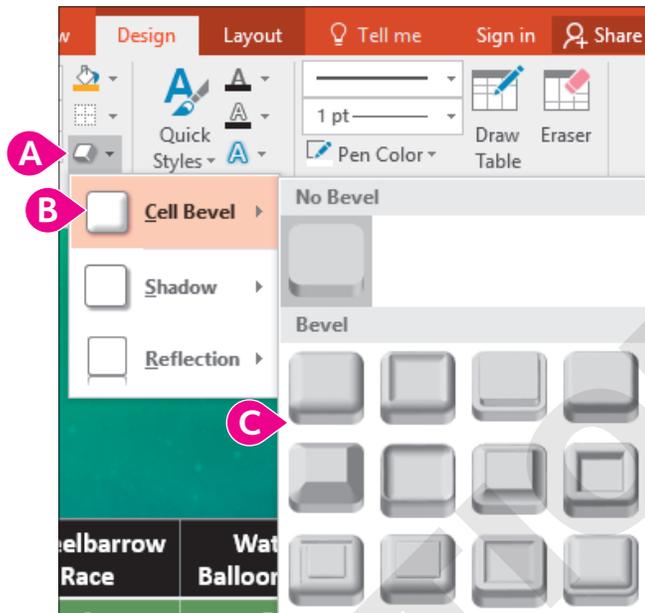
- 14. Click Derek's Total cell, with a score of 14.

15. Choose **Table Tools**→**Design**→**Table Styles**→**Shading** menu button ▼→**Standard Colors**→**Red**.
16. Click Mary's *Total* cell, with a score of 12, and apply the **Orange** cell color.



Apply 3-D Bevels

17. Point at the table border until your mouse pointer becomes a four-headed arrow and then click to select the entire table.
18. Follow these steps to apply a 3-D bevel to the table cells:



- A Choose **Table Tools**→**Design**→**Table Styles**→**Effects** menu button ▼.
- B Point at *Cell Bevel*.
- C Point at the thumbnails of the different effects to see a Live Preview on your table and then click the effect of your choice to apply it.

The effect is applied to all cells. However, it is barely noticeable along the top row because the row is black and the bevel shading cannot be seen as easily.

19. Select all cells in the top row.

20. Choose **Table Tools**→**Design**→**Table Styles**→**Shading menu button** ▼→**Theme Colors**→**Gold Accent 1**.

The 3-D bevel on the top row is now more visible.

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

21. Save and close the file. 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: P6-R1

Create a Diversity Festival Schedule

In this exercise, you will add a table to a slide to display a schedule for the Kids for Change Diversity Festival's Entertainment Stage so visitors to the Welcome Center can view the offerings. You will then add data and resize and position the table. Finally, you will format cell content and adjust column widths and row heights to accommodate the content.

1. Start PowerPoint; create a new, blank presentation and save it to your **PowerPoint Chapter 6** folder as: **P6-R1-Schedule**
2. Type **Kids for Change** for the title and **Diversity Festival** for the subtitle.
3. Choose **Design**→**Themes**→**Integral**.
4. Choose **Design**→**Customize**→**Slide Size menu button** ▼ →**Standard (4:3)** and then click **Ensure Fit**.
5. Choose **Home**→**Slides**→**New Slide**.
6. Type **Entertainment Schedule** as the title.
7. Click the **Insert Table**  icon in the slide placeholder.
8. Enter **5** for the number of columns and **3** for the number of rows; click **OK**.

A table with five columns and three rows is inserted on the slide.

Enter Data

9. Click in the second cell in the top row and type these headings:
 - **10 - 11**
 - **11 - 12**
 - **12 - 1**
 - **1 - 2**
10. Type the following to complete the second row:
 - **North Stage**
 - **Alexander's Allstars**
 - **Central Middle Cloggers**
 - **Mr. Pamuk's Puppets**
 - **The Amazing Yousef**
11. Complete the third row:
 - **South Stage**
 - **Butter Carving**
 - **Native Dance**
 - **World Music**
 - **Animals of the World**

Format the Table

12. Point to the left-center handle on the table border so the mouse pointer displays a double-headed white arrow and then drag the table border left until it touches the edge of the slide.
The table is widened and no longer centered on the slide. You will fix that at the end of this exercise.
13. Point to the *North Stage* cell and drag down to the *South Stage* cell to select both cells.
14. Choose **Home**→**Font**→**Font Color menu button** ▼→**Theme Colors**→**Dark Green, Accent 5**.



15. Choose **Table Tools**→**Layout**→**Alignment**→**Align Right**.
16. Point to the *10 – 11* cell and drag down to the *Animals of the World* cell to select twelve cells.
17. Choose **Table Tools**→**Layout**→**Alignment**→**Center**.
18. Point to the right border of the first column until your mouse pointer displays a double-headed black arrow and double-click to automatically size that column.
19. Choose **Table Tools**→**Layout**→**Arrange**→**Align menu button** ▼→**Align Center**.
The table is centered on the slide.
20. Save and close the file. Exit PowerPoint.

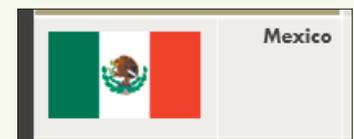
REINFORCE YOUR SKILLS: P6-R2

Add Pictures to the Diversity Festival Table

In this exercise, you will add images to a table for the Kids for Change Diversity Festival schedule presentation. You will also format a table to add visual appeal.

1. Start PowerPoint, open **P6-R2-Demonstrations** from your **PowerPoint Chapter 6** folder, and save it as: **P6-R2-DemonstrationsRevised**
2. Click **slide 3** and choose **Insert**→**Images**→**Online Pictures**.
3. Type **Mexico Flag** in the search box and tap **Enter**.
4. Select a picture of the Mexican flag and click **Insert**.
5. Click a blank area of the slide to deselect the picture and its attribution and then click the picture to select only it.
6. Drag any of the corner handles on the flag to reduce its size and then drag the flag to the left of the *Mexico* cell.
*Remember that you can use the arrow keys, with or without **Ctrl**, to nudge the picture into place.*
7. If the image you chose does not include an attribution, skip to the next step. If it does, follow these steps:
 - Double-click the word **This** in the attribution, type **Flag of Mexico** to replace that text, and then delete the word *Photo*.
 - Drag the attribution to the top-left corner of the slide.
8. Repeat steps 2–7, searching for **Cameroon Flag** and **India Flag** to place a flag in their respective cells and their attributions at the top-left of the slide.

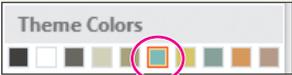
Each country is represented by a flag.



Merge Cells

9. Point to the *Demonstrations* cell and drag to the top-right cell to select the last three cells in the top row.
10. Choose **Table Tools**→**Layout**→**Merge**→**Merge Cells**.
11. Choose **Table Tools**→**Layout**→**Alignment**→**Center**.
The top cell now spans the width of the table and its text is centered.

Format a Table

12. Choose **Table Tools**→**Design**→**Table Styles**→**More** →**Medium**→**Medium Style 3, Accent 2**.
13. Point to the right of the second row until the mouse pointer displays a left-pointing black arrow and then click to select all cells across the second row.
14. Choose **Table Tools**→**Design**→**Table Styles**→**Shading menu button** →**Theme Colors**→**Aqua, Accent 2**.

15. Point to the table border to prompt the four-headed arrow and then click to select the entire table.
16. Choose **Table Tools**→**Design**→**Table Styles**→**Effects menu button** →**Cell Bevel menu button** →**Bevel**→**Divot**.
17. Place a checkmark in the **Table Tools**→**Design**→**Table Style Options**→**First Column** checkbox.
18. Save and close the file. Exit PowerPoint.

REINFORCE YOUR SKILLS: P6-R3

Honor Volunteers

In this exercise, you will import and format a table to display Kids for Change events and to highlight the participation of the top four volunteers.

1. Start PowerPoint, open **P6-R3-Volunteers** from your **PowerPoint Chapter 6** folder, and save it as: **P6-R3-VolunteersRevised**
2. Minimize PowerPoint and open the **P6-R3-EventVolunteers** Word document from your **PowerPoint Chapter 6** folder.
3. Click anywhere in the table to display its border, click the plus box above the table's top-left corner to select the table, and press **Ctrl**+**C**.
4. Exit Word and return to PowerPoint.
5. Choose **slide 2** and press **Ctrl**+**V** to paste the Word table on the slide.

Align and Size Cells

6. Point to the table border's left-center handle until your mouse pointer displays a double-headed white arrow and then drag the border left until it touches the edge of the slide.
The table is no longer centered on the slide. You will fix that later; it's best to first resize all columns and apply formatting.
7. Point to the *iRecycling Day* cell and drag down to the *Tutoring* cell to select eight cells.
8. Choose **Table Tools**→**Layout**→**Alignment**→**Align Right**.
9. Click in the **Table Tools**→**Layout**→**Cell Size**→**Height** box; type **0.5** and tap **Enter** to set the height of the rows to half an inch.
10. Drag the table up to vertically center it in the orange area of the slide.
11. Point to the *Jen* cell and drag right to the *Jo* cell to select four cells.
12. Choose **Table Tools**→**Layout**→**Alignment**→**Center** and then choose **Home**→**Font**→**Bold**.
13. Point to the right border of the first column until your mouse pointer displays a double-headed black arrow and double-click to automatically size the first column.
14. Point to the top of the second column to prompt the downward black arrow and then drag to the last column to select the last four columns.
15. Choose **Table Tools**→**Layout**→**Cell Size**→**Distribute Columns** to equally size the last four columns.
16. Choose **Table Tools**→**Layout**→**Arrange**→**Align menu button** ▼→**Align Center**.
The table is now centered on the slide.

Add Pictures over a Cell

17. Choose **Insert**→**Images**→**Online Pictures**, type **Green Check** in the search box, and tap **Enter**.
18. Select a picture of a green checkmark and click **Insert**.
19. Click a blank area of the slide to deselect the picture and its attribution and then drag the attribution to the lower-right corner of the slide.
20. Select the picture, drag any of its corner handles to reduce its size, and then drag it to the cell directly under *Jen*.
21. Press **Ctrl**+**C** to copy the image and then press **Ctrl**+**V** to paste the copied image.
22. Drag the copied image to the cell intersection of *Shave and a Haircut* and *Jen*.
23. Copy and paste two more checkmarks and place them in the *Jen* column for *Diversity Festival and Tutoring*.
24. Click one of the checkmarks to select it and then **Shift**+click the remaining checkmarks to select them all.
25. Choose **Picture Tools**→**Format**→**Arrange**→**Align menu button** ▼→**Align Center**.
All the green checks are horizontally centered to one another.

26. Place checkmarks in these cells, centering them as in the *Jen* column.

| | TJ | Loni | Jo |
|----------------------------|-----------|-------------|-----------|
| iRecycling Day | | ✓ | |
| Toy Collection | | ✓ | ✓ |
| Shave and a Haircut | ✓ | | ✓ |
| Diversity Festival | ✓ | ✓ | ✓ |
| Build-a-House | | | |
| Bully No More | ✓ | ✓ | ✓ |
| Adopt a Street | ✓ | | ✓ |
| Tutoring | | ✓ | ✓ |

The matrix showing which person participated in which event is complete.

Format the Table

27. Point to the top-left cell (*Congratulations!*) and then drag to the top-right cell to select all cells in the top row.
28. Choose **Table Tools**→**Layout**→**Merge**→**Merge Cells**.
29. If necessary, click at the bottom of the **Congratulations!** cell and tap **Backspace** eight times to remove the stray spaces.
30. Choose **Table Tools**→**Layout**→**Alignment**→**Center**.
31. Choose **Table Tools**→**Design**→**Table Styles**→**More** →**Dark**→**Dark Style 2 - Accent 3/ Accent 4**.
32. Point to the table border until the mouse pointer displays a four-headed arrow and then click to select the entire table.
33. Choose **Table Tools**→**Design**→**Table Styles**→**Effects menu button** ▼→**Cell Bevel menu button** ▼→**Bevel**→**Hard Edge**.
34. Remove the checkmark in the **Table Tools**→**Design**→**Table Style Options**→**Banded Rows** checkbox.
35. Check the **Table Tools**→**Design**→**Table Style Options**→**Banded Columns** checkbox.
36. Save and close the presentation. Exit PowerPoint.

Apply Your Skills

APPLY YOUR SKILLS: P6-A1

Create a Maintenance Schedule

In this exercise, you will add a table to display a vehicle maintenance schedule to be used in an employee meeting for Universal Corporate Events.

1. Start PowerPoint; create a new, blank presentation and save it to your **PowerPoint Chapter 6** folder as: **P6-A1-Maintenance**
2. Type **Universal Corporate Events** for the title and **Employee Meeting** for the subtitle.
3. Apply the **Integral** design theme.
4. Choose **Design**→**Customize**→**Slide Size menu button** ▼ →**Standard (4:3)** and then click **Ensure Fit**.
5. Add a new slide and type **Vehicle Maintenance** as the title.
6. Insert a table with **5** columns and **5** rows.
7. Type this across the first row, leaving the first cell empty:

| | | | | |
|--|-------------------|----------------------|---------------------------|----------------------|
| | Oil Change | Tire Rotation | Interior Detailing | Clean and Wax |
|--|-------------------|----------------------|---------------------------|----------------------|

8. Type this down the first column, leaving the top cell empty:

| |
|--------|
| |
| Bus 2 |
| Bus 4 |
| Limo 1 |
| Limo 5 |

9. Type **Yes** in the cells as shown to complete the schedule:

| | Oil Change | Tire Rotation | Interior Detailing | Clean and Wax |
|--------|-------------------|----------------------|---------------------------|----------------------|
| Bus 2 | Yes | Yes | | Yes |
| Bus 4 | Yes | | | Yes |
| Limo 1 | Yes | Yes | Yes | Yes |
| Limo 5 | | Yes | Yes | Yes |

Format the Table

10. Drag the table's left border to widen it until it touches the left edge of the slide.
11. Right-align the text in the first column; center-align all remaining cells.
12. Resize the first column to auto-fit its contents and ensure the remaining columns are equally sized.
13. Center the table on the slide, horizontally and vertically.
14. Save and close the file. Exit PowerPoint.

APPLY YOUR SKILLS: P6-A2

Prepare an Employee Orientation

In this exercise, you will add pictures and format a table to be used in a new-driver orientation for Universal Corporate Events.

1. Start PowerPoint; open **P6-A2-Lost** from your **PowerPoint Chapter 6** folder and save it as: **P6-A2-LostRevised**
2. Choose **slide 2** and insert the **P6-A2-Universal.jpg** picture from your **PowerPoint Chapter 6** folder.
3. Resize and move the picture so it is roughly centered in the top-left cell.
4. Merge all cells along the bottom row.
5. Center the text in the bottom cell.
6. Apply the **Dark Style 1 - Accent 3** table style.
7. Apply a shadow of your choice to the table.
8. Select the bottom cell and apply a bevel of your choice.
9. Turn on the **Last Column** option so the Total column stands out.
10. Save and close the file. Exit PowerPoint.

APPLY YOUR SKILLS: P6-A3

Lead a Meeting

You are preparing for an employee meeting you will be leading. In this exercise, you will import and format a table showing an employee work schedule.

1. Start PowerPoint; open **P6-A3-Work** from your **PowerPoint Chapter 6** folder and save it as: **P6-A3-WorkRevised**
2. Copy the table from the **P6-A3-Assignments.docx** Word document in your **PowerPoint Chapter 6** folder and paste it into **slide 2**.
3. Drag the table's bottom-right border handle down and to the right until it touches the bottom-right corner edge of the slide.
4. Drag the top-left corner of the table up and left until it touches the left edge of the slide and leaves a small gap below the slide title.
5. Bold and right-align all text in the first column; center-align all remaining text.
6. Select all but the top row and distribute the rows so they have equal heights.
7. Apply the **Dark Style 1 - Accent 6** table style.
8. Turn off the **First Column** option.
9. Add a new column to the left side of the table.
10. Drag the second column's left border to the right to reduce the width of the second column but don't allow the text to wrap any differently.
11. Merge the first two cells in the top row; type **Event** and center the text in the cell.
12. Insert the **P6-A3-iJams.jpg** picture from your **PowerPoint Chapter 6** folder.

13. Resize the picture and position it in the cell to the left of *iJams*.
14. Now insert **P6-A3-GreenClean.jpg**, **P6-A3-RaritanClinic.jpg**, and **P6-A3-MyVirtualCampus.jpg** from your **PowerPoint Chapter 6** folder in their appropriate cells.
15. Center the pictures horizontally to one another.
16. Save and close the presentation. Exit PowerPoint.

EVALUATION ONLY

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: P6-P1

Adding Tables to Your Presentation

You have been asked to add some product data to the Taylor Games presentation. In this exercise, you will do this by adding and formatting tables.

- Download and open your Project Grader starting file.
 - Using eLab: Download **P6_P1_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - Not using eLab: Open **P6_P1_Start** from your **PowerPoint Chapter 6** folder.

- On **slide 6**, insert a **2x4** table.

- Enter this table data:

| Product Name | Category |
|--------------------|----------|
| It's All a Game | Book |
| 4-sided Black Dice | Dice |
| Catan | Game |

- Apply the **Medium Style 2 - Accent 2** table style (third option on the Table Styles list).
- Insert a new column to the right side of the table.
- Enter this data in the new column:

| Price |
|---------|
| \$14.95 |
| \$1.49 |
| \$39.95 |

- Insert two new rows at the bottom of the table.
- Enter this data in the new rows:

| | | |
|------------------|------|---------|
| Dominion | Game | \$39.95 |
| 4-sided Red Dice | Dice | \$1.49 |

- Resize the column widths as follows:
 - Column 1: **2.25**
 - Column 2: **1.30**
 - Column 3: **1.25**
- Change the horizontal alignment of the cell entries in **columns 2** and **3** as follows:
 - Column 2: **Center**
 - Column 3: **Align Right**
- Change the table alignment to **Align Middle** to center it vertically on the slide.

12. Open **P6_P1_Table.docx** from your **PowerPoint Chapter 6** folder.
13. Copy the table from the Word document and paste it in **slide 7** of your PowerPoint presentation.
14. Apply the **Medium Style 2 - Accent 2** table style (third option on the Table Styles list) to the table in your PowerPoint presentation.
15. Change the font size to 18 in all table cells.
16. Resize the column widths as follows:
 - Column 1: **1**
 - Column 2: **1.5**
 - Column 3: **1**
 - Column 4: **1**
17. Change the horizontal alignment of the cell entries in **columns 2, 3, and 4** to **Align Right**.
18. Change the table alignment to **Align Middle** to center it vertically on the slide.
19. Save your presentation.
 - *Using eLab:* Save it to your **PowerPoint Chapter 6** folder as **P6_P1_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab:* Save it to your **PowerPoint Chapter 6** folder as: **P6_P1_Submission**

PROJECT GRADER: P6-P2

Adding Tables to Your Presentation

You have been asked to add information about deadlines and dates to the advertiser presentation. In this exercise, you will add tables to the presentation.

1. Download and open your Project Grader starting file.
 - *Using eLab:* Download **P6_P2_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - *Not using eLab:* Open **P6_P2_Start** from your **PowerPoint Chapter 6** folder.
2. On **slide 5**, delete the last table row (*November 20th*).
3. Delete the last table column.
4. Set the width of both remaining table columns to: **2.2**
5. Insert a new row at the top of the table.
6. Merge the cells in the new row to form a single cell.
7. Apply the **Medium Style 2 – Accent 1** table style (second style in the Table Styles list).
8. Enter **Regional Show Dates and Locations** in the merged cell.
9. Use the **Align Center** option to align the table horizontally on the slide.
10. Save your presentation.
 - *Using eLab:* Save it to your **PowerPoint Chapter 6** folder as **P6_P2_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab:* Save it to your **PowerPoint Chapter 6** folder as: **P6_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.

P6-E1 That's the Way I See It

As part of a freshman meet-and-greet activity, you are creating a table listing your favorite foods. Create a presentation (**P6-E1-Comparison**) with *Comparison* as the title and your name as the subtitle. Add a second slide titled *Food Comparison* with a 5×5 table. Merge the top row and use *My Favorite Foods* as the centered table title. Complete the table as indicated.

| Column | Content to Add |
|-------------|---|
| Food | List some foods you like |
| Photo | Find a picture to go with each food |
| Beverage | List a beverage to complement each food |
| Temperature | Indicate if the food is better served hot or cold |
| Preference | Rank the food, with 1 being your favorite |

Resize the table and rows/columns and align text for readability. Apply a table style and add shading, shadows, and/or bevels. Center the table horizontally on the slide. Reposition pictures, adjust font size, and apply picture styles as desired.

P6-E2 Be Your Own Boss

You're preparing a slide show that highlights carnivorous plants. Create a presentation (**P6-E2-Carnivorous**) with *Blue Jean Landscaping* as the title and *Know Your Plants* as the subtitle. Apply a design theme. Add a second slide with the Blank layout and a 4×5 table with the content indicated.

| Carnivorous Plants | | | |
|--------------------|---------------|------------|---------------------|
| Photo | Plant | Genus | Trapping Mechanism |
| | Pitcher Plant | Sarracenia | Pitfall |
| | Venus Flytrap | Dionaea | Rapid leaf movement |
| | Sundew | Drosera | Flypaper |

Merge the top row. Resize the table to fill the slide and then distribute column widths equally. Center-align all cell content. Insert **P6-E2-Pitcher.jpg**, **P6-E2-Venus.jpg**, and **P6-E2-Sundew.jpg**, resizing as needed. Drag the horizontal borders of the bottom three rows down to make room for the images and drag each image to the left cell of its row. Distribute the row heights of the three bottom rows equally; adjust picture sizes. Apply a table style and add a bevel and shadow. Adjust font sizes and colors and add picture styles.

P6-E3 Demonstrate Proficiency

As part of its cooking classes, Stormy BBQ will display a presentation of basic cooking tips. Create a blank presentation (**P6-E3-Conversions**). Add a title, subtitle, and design theme. Create a second slide with the Title and Content layout, an appropriate title, and any theme; add a 5×5 table with the provided data.

| | 1 Teaspoon | 1 Tablespoon | 1 Ounce | 1 Cup |
|-------------|------------|--------------|---------|-------|
| Teaspoons | 1 | 3 | 6 | 48 |
| Tablespoons | 1/3 | 1 | 2 | 16 |
| Ounces | 1/6 | 1/2 | 1 | 8 |
| Cups | 1/48 | 1/16 | 1/8 | 1 |

Resize columns to be as narrow as possible without text wrapping. Use the top row's bottom border to heighten the top row so each top row cell is roughly a square. Center the top row text horizontally in the cells and vertically align them to the bottom. Align the remaining text for readability. Center the table on the slide. Insert **P6-E3-Stormy.jpg** into the top-left cell, resizing the picture and column widths as needed. Apply a table style, add a bevel and shadow, adjust font sizes/colors, and add picture styles.

POWERPOINT

7

Customizing Themes and Slide Masters



While PowerPoint offers prebuilt themes and slide layouts, you may want to customize them to create a truly unique design. In this chapter, you will focus on customizing themes and slide layouts. You will customize color schemes and backgrounds and then save a document theme as your own so you can reuse it. In addition, you will work with slide, handout, and notes masters to affect multiple slides and handouts at once.

LEARNING OBJECTIVES

- ▶ Customize a document theme
- ▶ Use the Eyedropper tool
- ▶ Save and reuse a customized document theme
- ▶ Edit slide, layout, handout, and notes masters

Project: Saving Time with Themes

Green Clean is planning to expand. In its quest to secure more funding to help the new branches flourish, you need to create multiple presentations to deliver to various boards, committees, and conference attendees. You choose one of your favorite presentations to customize and save as a Green Clean Theme to help you establish a standard corporate image. Although you think it will be a chore, you find that customizing the document theme is easy. You change the color scheme of the original design to match the colors most used by Green Clean in its advertisements.

Customizing Document Themes

PowerPoint comes with many built-in document themes that contain predesigned formats and color schemes. Although themes make it easy to format a presentation with a consistent set of colors, fonts, and backgrounds, they may not always meet your needs. For example, you may like the slide background and fonts used in a certain document theme, but the colors may not match your company's official advertising colors used in the logo or other promotional materials. With PowerPoint's customization options, you can create custom color schemes or font schemes and apply them to any existing document theme. You can also use your custom colors, fonts, backgrounds, and effects to create an entirely new document theme.

What You Can Customize

There are several ways to customize any document theme, including:

- ▶ Color scheme
- ▶ Fonts
- ▶ Effects such as shadows and bevels
- ▶ Slide background

The best presentation document theme designs are simple, include a minimal number of fonts and background elements, make good use of white space, and have a pleasant color scheme.

Tip!

Keeping the design simple ensures the purpose of the slide is not lost.

Built-in Color Schemes

Although PowerPoint themes offer variants that change the color of the theme, the limited number of variants may not create the look or feel you want. You can further customize a theme by applying one of the many built-in color schemes.



This theme offers a green, blue, pink, and dark green variant.



Applying a built-in orange color scheme creates a custom theme unavailable with a default variant.

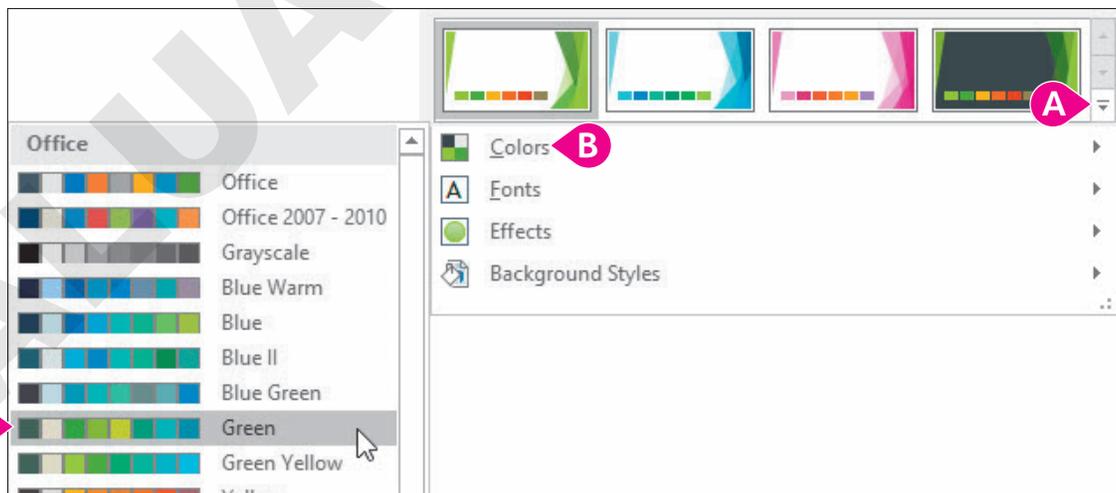
DEVELOP YOUR SKILLS: P7-D1

In this exercise, you will apply a built-in color scheme.

1. Start PowerPoint and maximize the program window.
2. Open **P7-D1-Custom** from your **PowerPoint Chapter 7** folder and save it as: **P7-D1-CustomRevised**
3. Point to each thumbnail in the **Design**→**Variants** group to preview it and then click the first one (green) to ensure it's applied.

A green color scheme is the most appropriate for Green Clean, but the default colors are too light. You will darken them.

4. Follow these steps to apply a built-in color scheme:



- A Choose **Design**→**Variants**→**More** .
- B Choose **Colors**.
- C Point to several built-in color schemes to preview them and then choose **Green**.

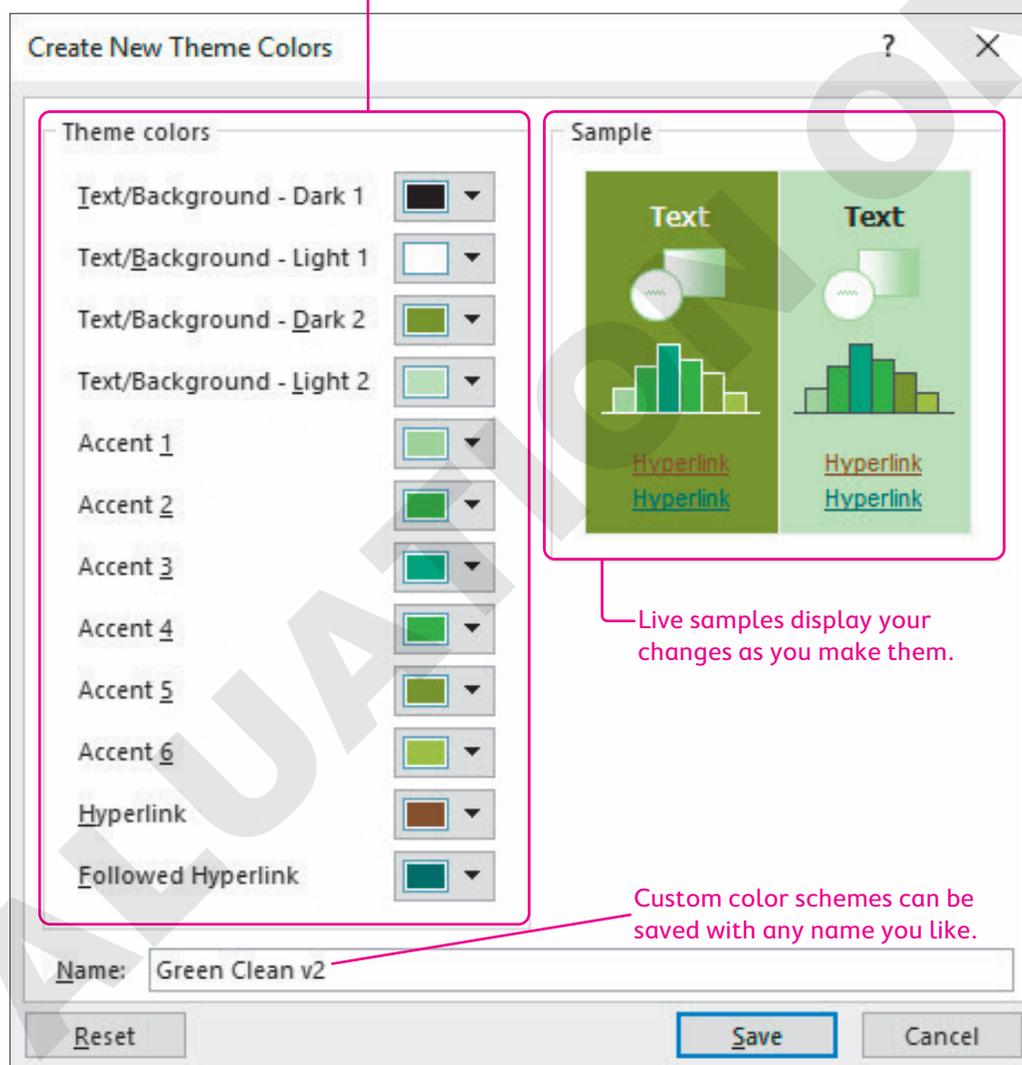
The colors on the slide change to a darker green.

5. Save your presentation.

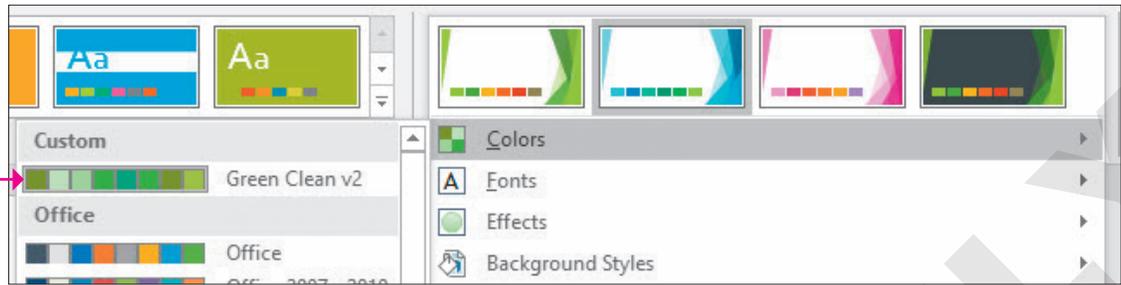
Customizing the Color Scheme

A color scheme is composed of twelve individual colors for text, backgrounds, hyperlinks, and various accents used for things such as bullets and slide titles. PowerPoint comes with many built-in color schemes. You can customize an existing color scheme by changing one color or all of them. You can base a new color scheme on any built-in color scheme, but you can't edit or delete the built-in color schemes themselves. When you create and save a new color scheme, PowerPoint automatically applies it to all slides in the current presentation. You can apply a custom color scheme to one slide or an entire presentation. The new color scheme is available to other themes. You can also edit and delete custom color schemes.

New color schemes can be created by changing any of the twelve colors in a document theme.



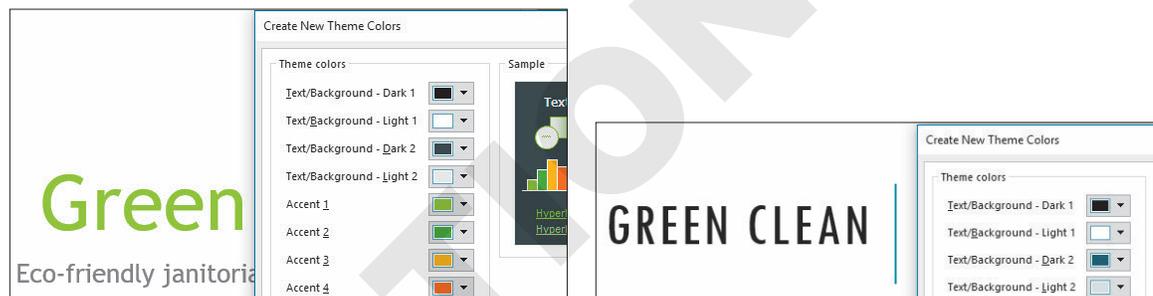
Your saved custom color scheme is available from the Ribbon.



Design → Variants → More ▾ → Colors → Customize Colors

Color Scheme Labels

PowerPoint has twelve fixed labels for all color scheme settings, as shown in the Theme Colors section in the preceding figure. Unfortunately, the colors are not labeled in a way that makes sense. There is no *slide title* label or *bulleted text* label. You must study the slide to determine which colors in the dialog box affect the objects on the slide. For example, some document themes use the Accent 4 color to color the slide title text, while others may use the Accent 6 color.



The Facet theme (left) gets its slide title color from the Accent 1 setting, whereas the Integral theme (right) gets its slide title color from the Text/Background – Dark 1 setting.

DEVELOP YOUR SKILLS: P7-D2

In this exercise, you will apply a custom color scheme.

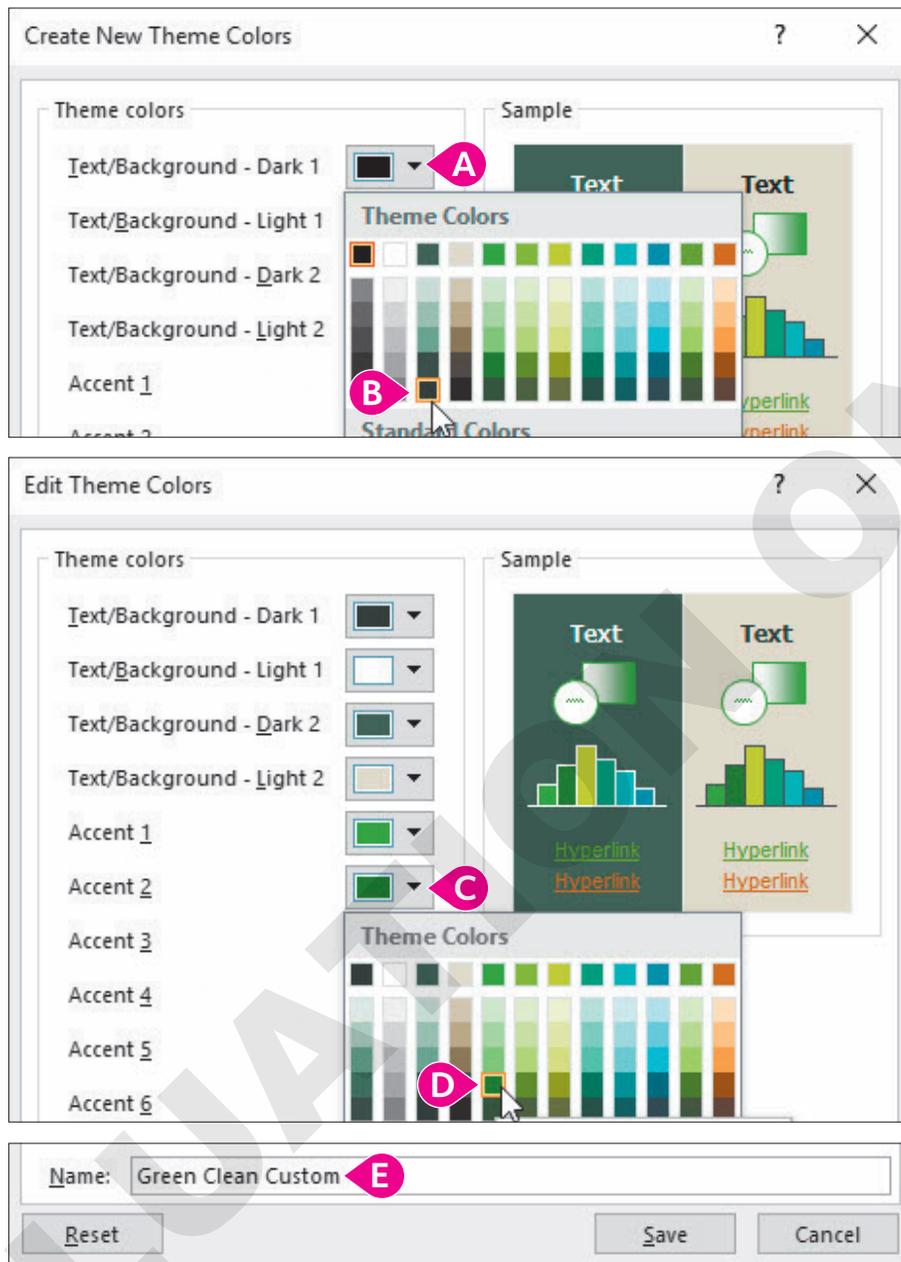
1. Save the presentation as: **P7-D2-CustomRevised**

The Green color scheme is close, but it's a bit too blue for Green Clean. You will alter the color scheme in the next steps to use more green.

2. Choose **Design** → **Variants** → **More** ▾ → **Colors** → **Customize Colors**.

The Create New Theme Colors dialog box opens.

3. Follow these steps to create a custom color scheme:



- A Click the **Text/Background – Dark 1** button.
- B Choose **Dark Green, Background 2, Darker 50%** from the bottom of the third column.
- C Click the **Accent 2** button.
- D Choose **Green, Accent 1, Darker 25%** from the fifth column.
- E Name the color **Green Clean Custom** and click **Save**.

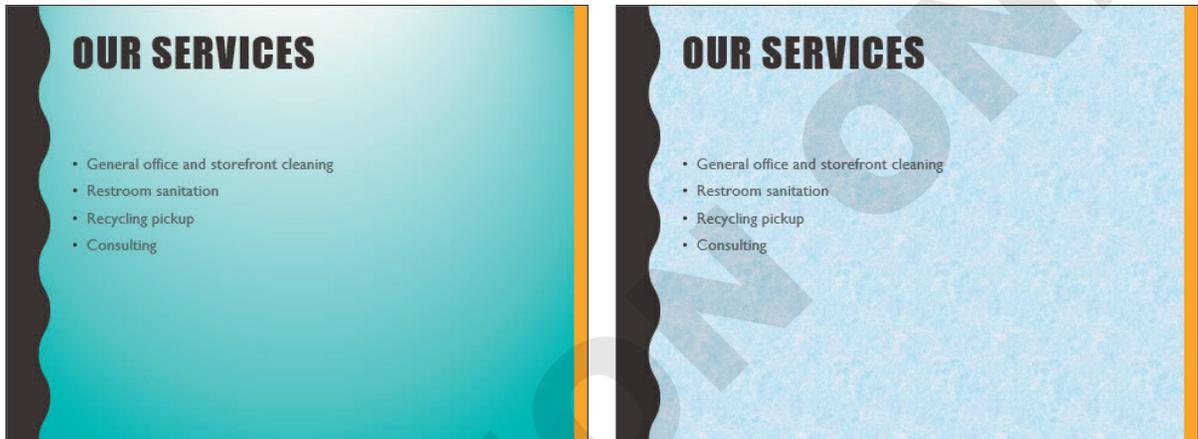
The custom color scheme is applied to all slides, and you see the new colors on the current slide. The subtitle text and some of the green background shapes are darker.

4. Save your presentation.

Changing a Slide Background

You can change the background for one slide or the entire presentation. You can choose from preset backgrounds tailored to your document theme or create a custom background that overrides the document theme. You might want to change the color, use an image, or add a textured look such as wood, marble, or fabric. You can also add color effects to vary the pattern and intensity of the color. For example, the Gradient effect fades from dark to light across a slide; there are a variety of Texture effects as well.

You can experiment with custom backgrounds without fear of ruining your presentation because PowerPoint offers a Reset Slide Background command that resets the slide's background to the previous background.



The same slide with a gradient background (left) and a tissue paper background (right)

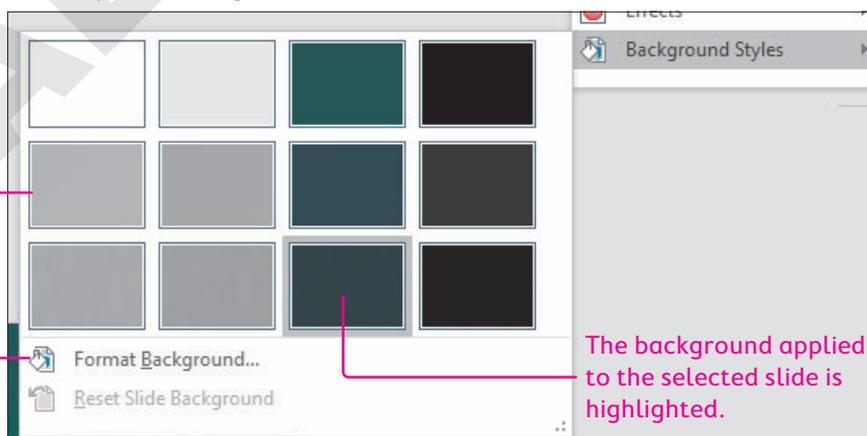
Tip!

Avoid busy textures. They make your slide content hard to read.

Using a Preset Background

Each document theme comes with twelve preset coordinated backgrounds. You can choose a preset background to modify the look of your presentation without worrying whether the background will clash with the rest of the design. Because the backgrounds are part of the document theme, they'll match. When you select a preset background, PowerPoint applies it to all slides in the presentation. Choosing a new document theme changes the background on all slides.

The twelve preset backgrounds match the current document theme.



The background applied to the selected slide is highlighted.

The Format Background command lets you customize the background and override the document theme presets.

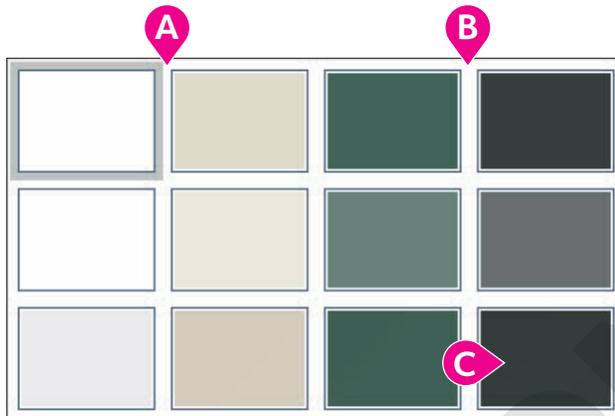
DEVELOP YOUR SKILLS: P7-D3

In this exercise, you will use the preset backgrounds included with the document theme.

1. Save the presentation as: **P7-D3-CustomRevised**
2. Display the second slide, **Our Services**, and choose **Design**→**Variants**→**More** →**Background Styles**.

PowerPoint displays the twelve background styles for the current theme.

3. Follow these steps to apply a preset background:



- A Point to (don't click on) each background in the left two columns and notice how the slide background changes.
 - B Point to each background in the right two columns and notice that the background change is more dramatic.
 - C Choose the **Style 12** background to apply it to all slides.
4. Choose **Design**→**Variants**→**More** →**Background Styles**.
The Reset Slide Background command is not available because the current background is part of the document theme.
 5. Click anywhere outside the drop-down menu to close it without applying any changes.
 6. Choose **Design**→**Themes**→**More** →**Integral**.
PowerPoint applies the Integral theme, and the slide backgrounds are reset to the Integral theme default.
 7. Choose **Design**→**Themes**→**More** →**Facet** to reapply that document theme.
The Facet theme is applied, but with its default color scheme. In effect, the reapplied Facet theme has replaced the manual customization you created earlier.
 8. Choose **Design**→**Variants**→**More** →**Colors**→**Green Clean Custom**.
PowerPoint applies your custom color scheme.
 9. Save your presentation.

Creating a Gradient Fill

You can customize a background with a single solid color or a gradient fill. A gradient fill consists of several colors that blend into one another. PowerPoint includes several preset gradients, but you can also create your own.



A Radial gradient (left) and a Rectangular gradient (right)

☰ Design → Customize → Format Background → Gradient Fill

How Gradients Are Defined

Gradients in PowerPoint backgrounds may contain as few as two and as many as ten stops. A stop defines the color, position, brightness value, and transparency. Obviously, the color setting defines the color used. The position defines where the gradient occurs, and the brightness defines how light or dark the color is. Increasing the brightness adds white to lighten the color, while decreasing the brightness adds black to darken it.

The transparency defines whether a color is fading out. A transparency of 0% means the color is not transparent at all and is at full color. A transparency of 100% means the color is invisible. A transparency of 50% means the color is very faded. Additional gradient settings include the shape (in what direction the colors blend, such as from the center out or diagonally) and the direction, which determines whether the colors blend from the top down, left to right, and so on.

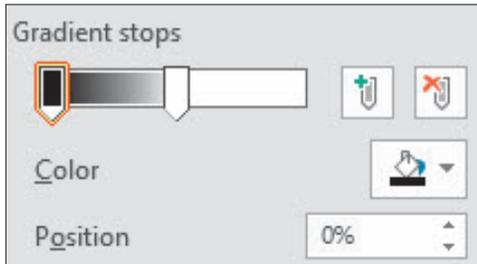
You can click a gradient stop to see and edit its settings.



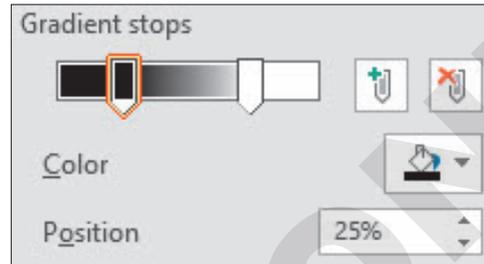
Use these commands to add a new stop or delete the selected stop.

Setting Stop Positions

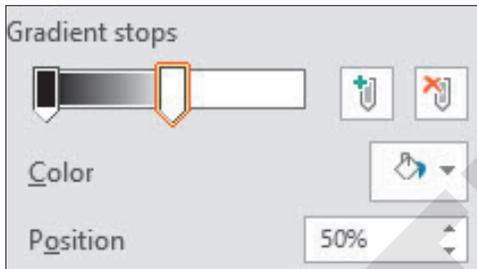
There are many ways to configure a custom gradient, and, without a doubt, setting the stop position is the most confusing. One method is to always set the first stop to 0% and then set subsequent stop positions based on where the colors should stop blending. For example, consider a simple two-color gradient that blends from top to bottom. The first color is set to a position of 0%. The second color is set to a position of 50%. The gradient blend would occur entirely in the top half of the slide (from 0–50%). At 50%, the second color would be completely displayed with no more blend.



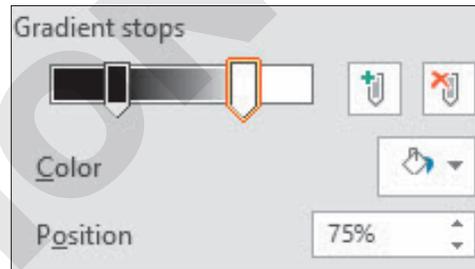
Stop 1 is set to black with a stop position of 0% so the gradient blend begins immediately.



Stop 1 is set to black with a stop position of 25% so the top quarter of the slide is solid black. The gradient blend starts at 25%.



Stop 2 is set to white with a stop position of 50% so the blend stops and only the white remains.



Stop 2 is set to white with a stop position of 75% so the gradient blend stops $\frac{3}{4}$ of the way down the slide.



The gradient occurs from 0% to 50%. At 50%, the gradient stops and the slide is pure white.

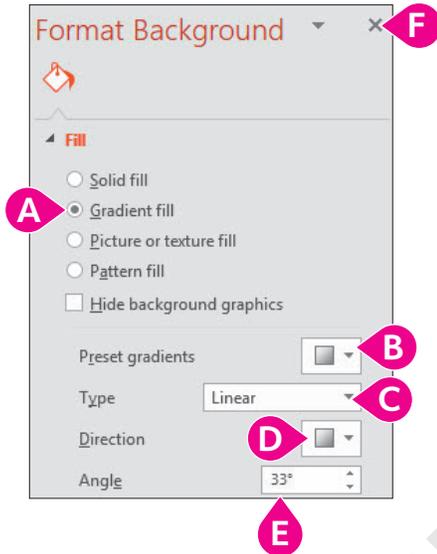


From 0%–25% the slide is pure black; from 25%–75% there is a gradient blend. At 75%, the gradient stops and the slide is pure white.

DEVELOP YOUR SKILLS: P7-D4

In this exercise, you will use the preset backgrounds included with the document theme.

1. Save the presentation as: **P7-D4-CustomRevised**
2. If necessary, display the **second slide**, *Our Services*.
3. Choose **Design**→**Customize**→**Format Background**.
4. Follow these steps to apply a preset gradient:



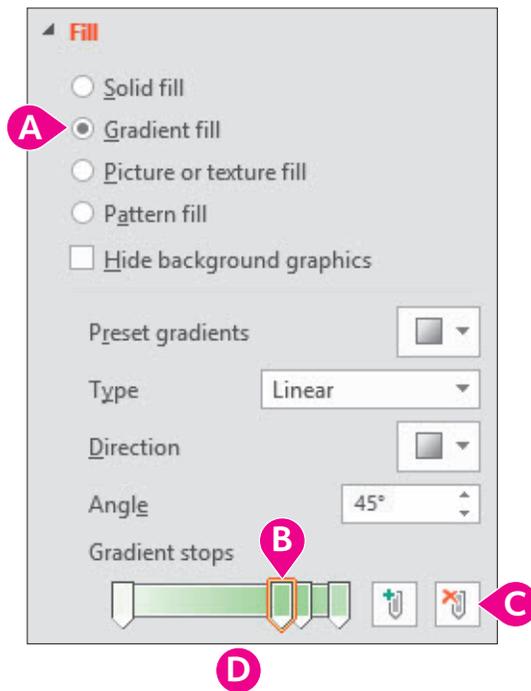
- A Choose **Gradient Fill**.
 - B Try a few preset gradients and then select the first one: **Light Gradient – Accent 1**.
 - C Try a few gradient types and then select **Linear**.
 - D Try a few directions and then select one you like.
 - E Experiment with different angles and then set the value to: **33**
 - F Close the Format Background panel.
5. Choose **Design**→**Variants**→**More** ▾→**Background Styles**→**Reset Slide Background**.
The slide background is reset to the previous background.

Create a Custom Gradient

Now you will create a simple custom gradient fill with just two stops.

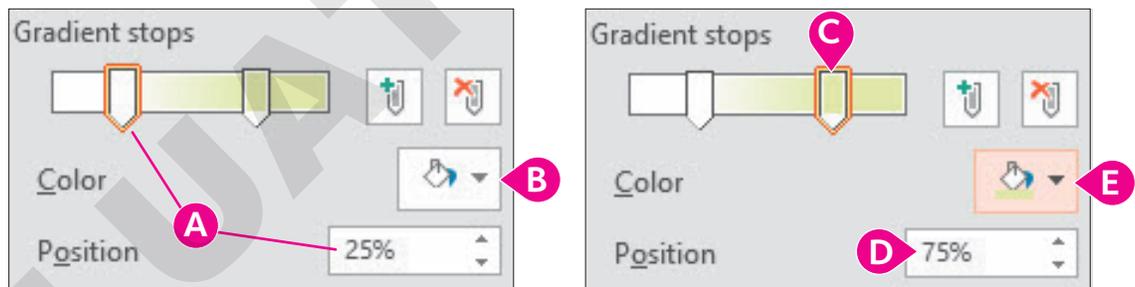
6. Choose **Design**→**Customize**→**Format Background**.

7. Follow these steps to create two stops:



- A** Choose **Gradient Fill**.
- B** If there are more than two stops, click any stop to select it.
- C** Click the **Remove Gradient Stop** button to remove the stop.
- D** Continue removing stops until there are exactly two stops remaining.

8. Follow these steps to create a custom gradient:



- A** Drag the left-most stop until its position is **25%**.
- B** Display the color menu and select **White** from the top row.
- C** Click to select the second stop.
- D** Type **75** in the Position box to set its position to 75%.
- E** Select **Lime, Accent 3, Lighter 60%** from the seventh column of the color menu.

PowerPoint displays the effects of the new stop settings. You could add more stops, but let's see how the other gradient settings can work with just two stops.

- 9. Experiment with the Type, Direction, and Angle settings until you are satisfied with the custom gradient.
- 10. Click **Apply to All** to apply the gradient to all slides and then close the Format Background panel.
- 11. Save your presentation.

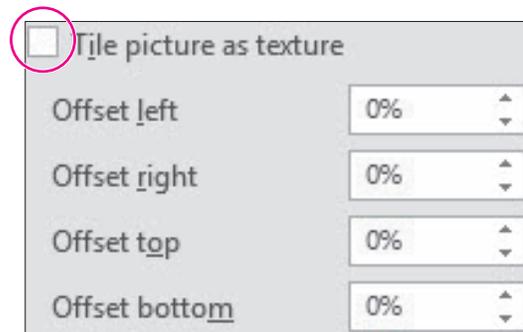
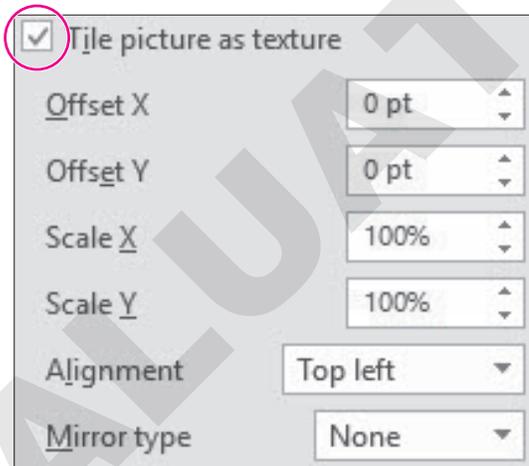
Using Pictures and Textures for Backgrounds

PowerPoint offers twenty-four textures you can use as slide backgrounds, including wood, marble, and paper textures. You can also use online pictures and image files from your computer, such as a photo from your digital camera or smartphone, as a slide background.



Picture and Texture Background Settings

When you select a texture or insert a picture to use as a background, several settings allow you to control how the background looks. The main Tile Picture as Texture option determines which additional options are available.



When Tile Picture as Texture is selected, a certain set of options appear (left). When deselected, different options display (right).

Tile Picture as Texture

When the Tile Picture as Texture checkbox is selected, the image used for the background (texture, picture file, or clip art) repeats across the entire slide.

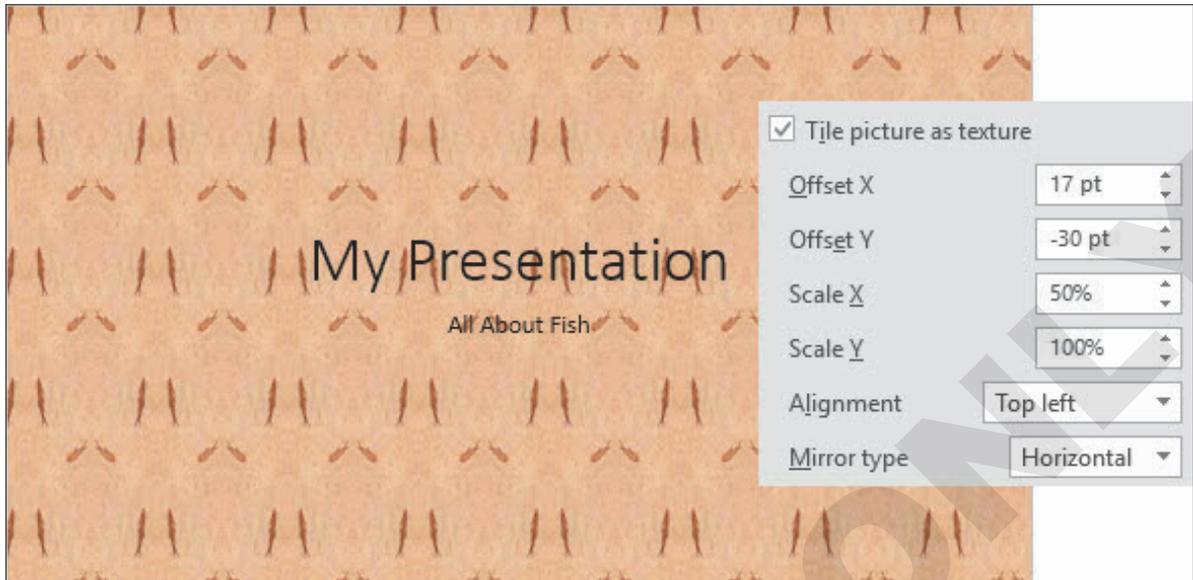


The image file (left) repeats across the slide (right).

When the Tile Picture as Texture option is selected, the available options include Offset, Scale, Alignment, and Mirror Type. Changing the Offset X option shifts the tiled background to the right (if a positive value is entered) or left (if a negative value is entered). The Offset Y option shifts the background up or down. The Scale X and Scale Y options resize the image being used as a tile (you cannot resize greater than 100%). The Alignment option can further reposition the background on the slide and is best used by experimentation. Last, the Mirror Type option flips the image horizontally or vertically as it's being tiled. This option also is best used by experimentation.



The original background



The altered background after the indicated settings have been made

Do Not Tile Picture as Texture

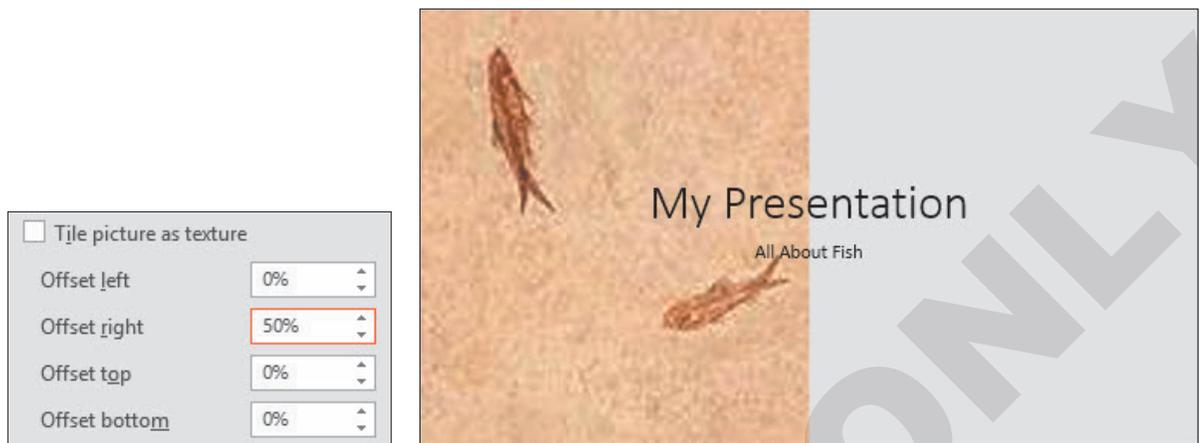
When the Tile Picture as Texture option is not selected, the image used for the background (texture, picture file, or clip art) resizes to fill the slide without repeating. If the picture is small, this can result in a blurry image.



The image file (left) enlarged to fill the slide (right)

When the Tile Picture as Texture option is not selected, the available options include a series of stretch offsets for left, top, right, and bottom. As these values are increased or decreased, the image stretches. For example, altering the Left offset works from the left side of the image. An offset of 0% results in the image being placed directly up against the left border. Positive values push the image into the slide, while negative values pull the image away from the slide. Similarly, increasing the Bottom offset squishes the image toward the top, while decreasing the Bottom offset stretches the image down toward the bottom.

Imagine you are standing in the computer screen next to the slide. A positive value in any of these offsets would instruct you to push the image away from you, toward the inside of the slide. A negative value would instruct you to pull the image toward you, out of the slide.



A Right offset of 50% pushes the picture away from the right, halfway across the slide.



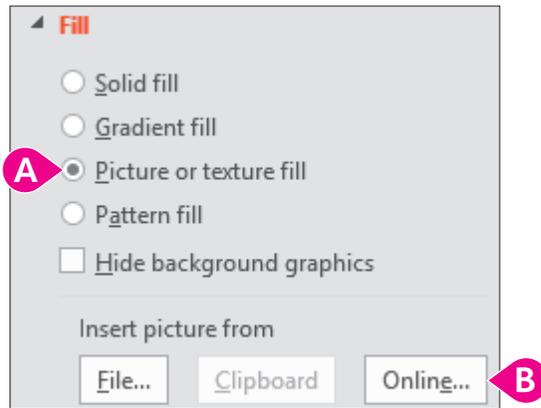
A Bottom offset of –100% pulls the picture down toward the bottom.

DEVELOP YOUR SKILLS: P7-D5

In this exercise, you will apply a texture background and a picture background.

1. Save the presentation as: **P7-D5-CustomRevised**
2. If necessary, display the **second slide**, *Our Services*, and then choose **Design**→**Customize**→**Format Background**.

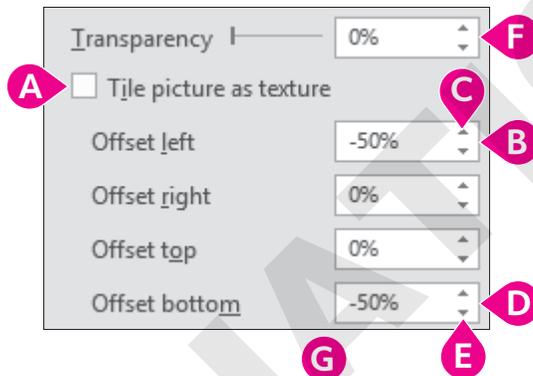
3. Follow these steps to begin applying a picture as a background:



- A** Choose **Picture or Texture Fill**.
- B** Click the **Online** button to open the Insert Pictures dialog box.
4. Type **mop** in the search box and tap **Enter**.
5. Select an appropriate image and click **Insert**.

The picture is added as a slide background, but the Format Background panel remains open so you can change the settings.

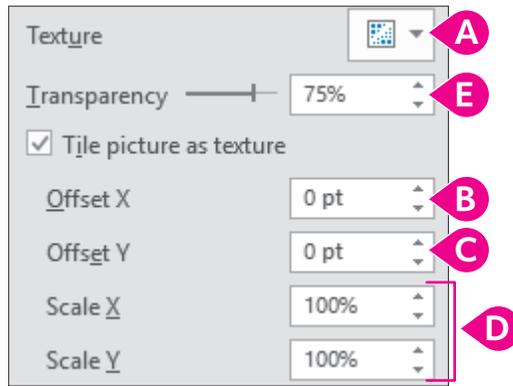
6. Follow these steps to decrease the size of the background image by 50% of the original size:



- A** Ensure the **Tile picture as texture** checkbox is not selected.
- B** Type **50** in the **Offset Left** box to compress from the left.
- C** Type **-50** in the **Offset Left** box to expand to the left.
- D** Type **50** in the **Offset Bottom** box to compress from the bottom.
- E** Type **-50** in the **Offset Bottom** box to expand to the bottom.
- F** Slide the **Transparency** slider to different settings and note how the image changes on the slide; then set it back to **0%**.
- G** If you don't like the picture, choose a different one and repeat these steps.

A background image is too busy for this presentation. You will replace the clip art background with a textured background.

7. Follow these steps to apply a textured background:



- A** Try a few textures from the **Texture** menu and then select **Water Droplets**.
 - B** Increase or decrease the **Offset X** value to shift the texture horizontally and then set it back to **0**.
 - C** Increase or decrease the **Offset Y** value to shift the texture vertically and then set it back to **0**.
 - D** Increase or decrease the **Scale X** and **Scale Y** settings to resize the texture and then set them back to **100**.
 - E** Set the **Transparency** to **75%** to fade out the texture so it doesn't overwhelm the text.
8. Click **Apply to All**.
 9. Close the Format Background panel.
 10. Save your presentation.

Saving a Customized Document Theme

After you have modified the color scheme, fonts, and/or background styles of a presentation, you may want to save your modified theme as a custom theme. The custom theme will be available to apply to new presentations just as with any built-in document theme. Your custom theme will even be available to other Microsoft Office applications. Your PowerPoint presentations can match your word-processing documents created in Microsoft Word when your custom theme is applied to both.

☰ Design→Themes→More ▾→Save Current Theme

Theme Location

Custom themes are saved to your computer in a folder associated with your Windows username. They are saved by default to: C:\Users\\AppData\Roaming\Microsoft\Templates\Document Themes folder

Any custom themes saved in this location will be available directly from the Design→Themes command group on the Ribbon. You can also browse for and apply a custom theme stored somewhere else on your computer, though such a theme won't be directly accessible from the Ribbon.

Note!

Many computer labs prevent saving a custom theme to the default location, but you can save your custom theme to your USB flash drive or other location. If you do, remember that applying the theme will require a few more steps.

Deleting a Custom Theme

If your custom theme was saved to the default location, you can remove it from the Ribbon by deleting the theme file from the Document Themes folder. You can do this manually by navigating to the folder and deleting the file or automatically from the Ribbon. Deleting the custom theme file will not affect any presentations that currently use the theme; you just won't be able to apply the custom theme to future presentations. Similarly, if you move a presentation with a custom theme to another computer that does not have the custom theme in the default location, your presentation will still use the custom theme.

DEVELOP YOUR SKILLS: P7-D6

In this exercise, you will save your custom document theme and apply it from the Ribbon.

Before You Begin: Ask your instructor if you can save a custom theme to the default location or whether there is another specific location to do so.

1. Save the presentation as: **P7-D6-CustomRevised**
2. Choose **Design**→**Themes**→**More** →**Save Current Theme**.
3. In the File Name box, type: **Green Clean Water**
4. Save your theme according to the appropriate step:
 - If you have permission to save in the default location, click **Save**.
 - If you don't have permission to save in the default location, use the **Save Current Theme** dialog box to browse to the appropriate location and click **Save**.

Now you will apply the custom theme.

5. Choose **File**→**New** and click the **Blank Presentation** icon.
6. Type **Green Clean** as the slide title and **Custom Theme** as the subtitle.
7. Choose **Design**→**Themes**→**More** .
8. If your custom theme was saved to the default location, continue with step 9. If your custom theme was saved to an alternate location, skip to step 14.

Default Location

9. Select your custom **Green Clean Water** theme from the Custom row.
10. Save your presentation as: **P7-D6-CustomRevised-2**
11. Close the presentation and return to the previous presentation.
12. Apply the custom **Green Clean Water** theme to the current presentation.
13. Save the presentation.

Skip the rest of this exercise and continue with the next topic.

Alternate Location

14. Click **Browse for Themes** at the bottom of the **Themes** menu.
15. Navigate to where you saved your custom theme, select it, and click **Apply**.
16. Save your presentation as: **P7-D6-CustomRevised-2**
17. Close the presentation and return to the previous presentation.
18. Apply the custom **Green Clean Water** theme to the current presentation.
19. Save your presentation.

Using Slide Masters

PowerPoint slide layouts and designs are based on master slides. The masters store all the design elements, including the font styles and sizes, placeholder sizes, background design, and color schemes. Any changes made to a slide master are inherited by all layout masters and, thus, all slides based on the master. This is a great way to easily insert a company logo or other design element on every slide in a presentation.



Slide master with a logo inserted at the bottom of the slide



All slides based on the slide master display the logo that was inserted.

Using Slide Masters and Layout Masters

PowerPoint’s document themes each have two types of master slides. There is one slide master and multiple layout masters. Both types of masters play specific roles:

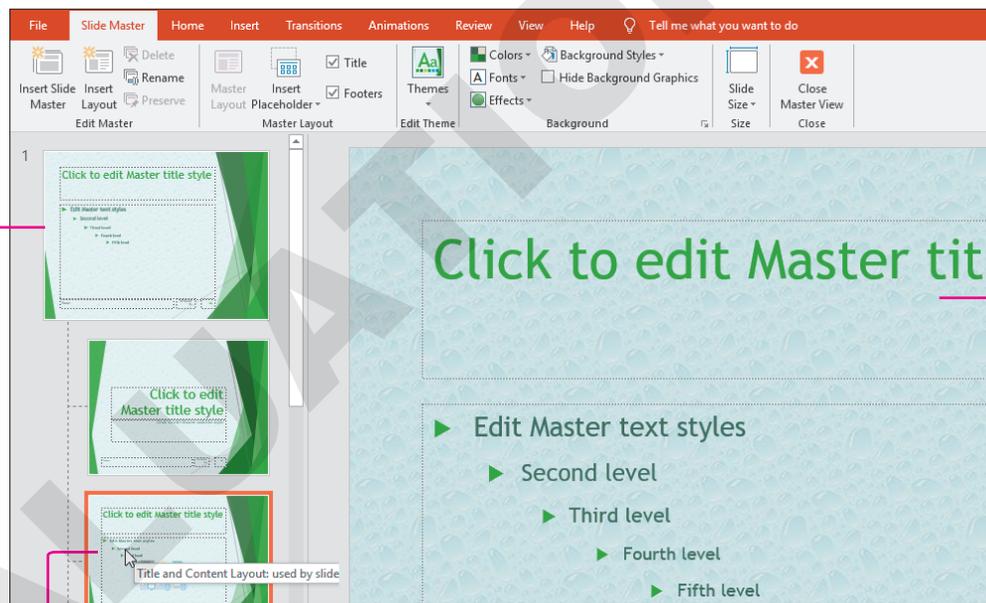
- ▶ **Slide master:** This master is the basis from which all layout masters take their initial characteristics. Anything on the slide master is inherited by each of the eleven layout masters. However, layout masters can be further customized to be unique from each other (and from the slide master itself). A design theme may include multiple slide masters, each with their own set of layout masters.
- ▶ **Layout masters:** These masters define what the various slide layouts look like, such as the Title Slide, Title and Content, or Two Content layouts.

Tip! Changes to master slides affect the current presentation only and do not permanently alter the document theme.

Slide Master View

You can view the slide and layout masters in Master view, which is like Normal view with a scrollable slides panel on the left side of the screen. Pointing at any of the slide thumbnails displays a pop-up ToolTip with the number of slides in the current presentation using that master.

The slide master appears as the top thumbnail.



Layout masters are indented under the slide master; pointing at a thumbnail displays the number of slides based on this master.

Changes made to a layout master affect all slides based on that layout.

View → Master Views → Slide Master

DEVELOP YOUR SKILLS: P7-D7

In this exercise, you will edit slide masters to see the effect on presentation slides. You will display a logo on multiple slides by adding it to a slide master.

1. Save the presentation as: **P7-D7-CustomRevised**
2. Choose **View**→**Master Views**→**Slide Master** .
3. Scroll to the top of the Slides panel and select the **Green Clean Water Slide Master** slide.
4. Choose **Insert**→**Images**→**Pictures**.
5. Browse to your **PowerPoint Chapter 7** folder, select **P7-D7-Logo**, and click **Insert**.
6. Drag the image to the bottom-left corner of the master slide.
The logo covers the slide footer. That's okay because the presentation does not use footers. The triangular sliver of green background somewhat obscures the logo. You will fix that later.
7. Click a few other masters on the left of your screen and notice they all display the Green Clean logo image.
Changes made to the first slide master affect all other masters and all slides in the presentation.
8. Choose **Slide Master**→**Close**→**Close Master View** to exit Master view.
9. Select each slide in Normal view and notice the logo on every slide.
10. Select the **second slide**, *Our Services*, and try to move the logo.
You can't. The image exists on a master slide, so it can be moved or deleted only from the master slide.
11. Save your presentation.



Changing a Slide Master Theme

If a theme doesn't satisfy your needs, you can easily change its colors and fonts via the Ribbon. But more robust changes, such as changing the background of a theme, can be done only in Slide Master view. Editing a theme in Slide Master view edits only the theme in the current presentation and does not change the original theme permanently.

DEVELOP YOUR SKILLS: P7-D8

In this exercise, you will edit the background of a theme.

1. Save the presentation as: **P7-D8-CustomRevised**
2. Choose **View**→**Master Views**→**Slide Master**.
3. Scroll to the top of the Slides panel and select the **Green Clean Water Slide Master** slide.
4. Click the triangular sliver of green background in the lower-left corner of the slide; it may take two clicks to select it.

- Tap **Delete** to remove that portion of the background.

The slide should now look like this:



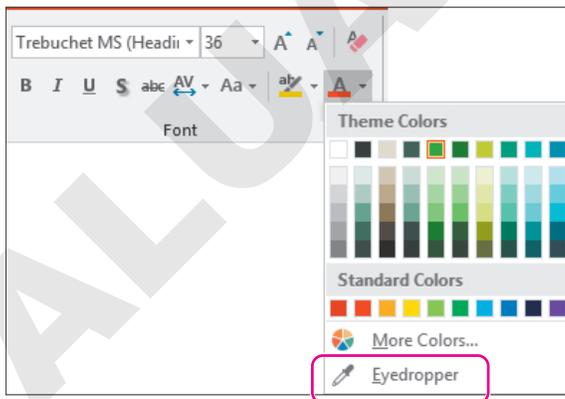
- Choose **Slide Master**→**Close**→**Close Master View** to exit Master view.

The logo in the lower-left corner of the slide is no longer obscured by the background.

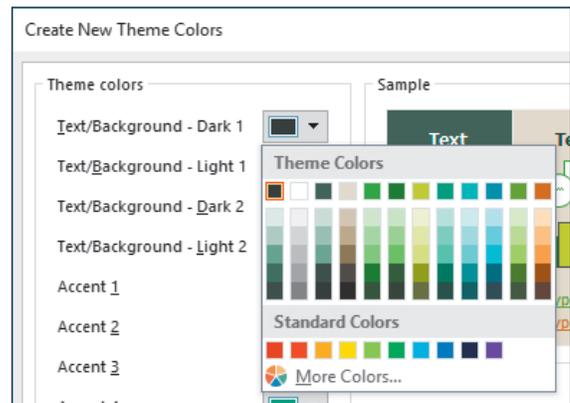
- Save your presentation.

The Eyedropper Tool

Sometimes you need to select a color for text that matches a color from an image. Rather than guessing or “just getting close,” you can use the Eyedropper tool to sample a color from an image—or from anywhere on a slide—and apply that sampled color to text. Unfortunately, the Eyedropper tool is not available from every color menu. For example, you can use the Eyedropper to choose a font color but not a color when editing a custom color scheme.



The Eyedropper is available on most color menus.

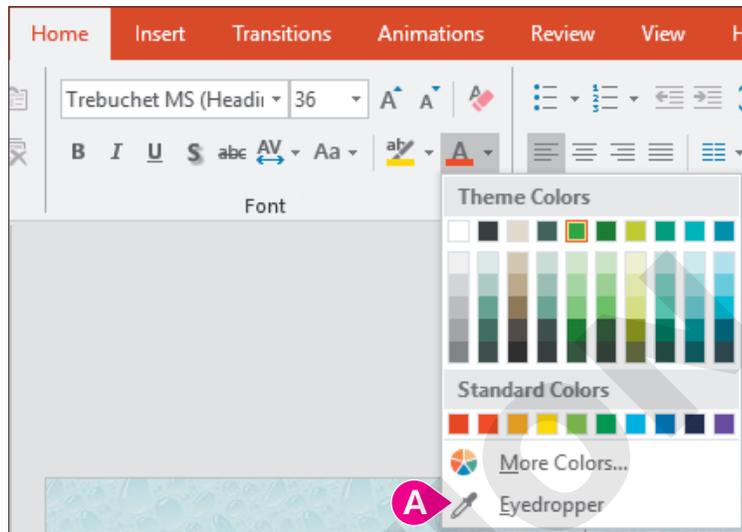


The Eyedropper is not available when editing theme color schemes.

DEVELOP YOUR SKILLS: P7-D9

In this exercise, you will use the Eyedropper to match the slide titles to a color from the logo.

1. Save the presentation as: **P7-D9-CustomRevised**
2. Choose **View**→**Master Views**→**Slide Master**.
3. Scroll to the top of the Slides panel and select the **Green Clean Water Slide Master** slide.
4. Click the border of the slide title to select the title placeholder.
5. Follow these steps to match the slide title font color to the Green Clean logo:



- A Choose **Home**→**Font**→**Font Color** menu button ▼→**Eyedropper**.
 - B Click any part of the **Green Clean** text in the logo.
6. Click the border of the bulleted item placeholder.
7. Choose **Home**→**Font**→**Font Color** menu button ▼→**Eyedropper**.
8. Click any part of the green circle around the leaf on the logo.
9. Choose **Slide Master**→**Close**→**Close Master View**.
10. Display several slides in **Normal** view and notice that all the slides except the title slide use the new colors for the slide titles and bulleted text.

The title slide layout is based on a different slide master. You will color the title slide layout in the next steps.
11. Display the title slide and choose **View**→**Master Views**→**Slide Master**.

The correct slide master is preselected because you displayed the title slide in Normal view.
12. Click the border of the slide title to select the title placeholder and choose **Home**→**Font**→**Font Color** menu button ▼→**Eyedropper**.
13. Click any part of the **Green Clean** text on the logo.
14. Click the border of the slide subtitle to select the subtitle placeholder and choose **Home**→**Font**→**Font Color** menu button ▼→**Eyedropper**.

15. Click any part of the green circle around the leaf on the logo and choose **Slide Master**→**Close**→**Close Master View**.
16. Display several slides in **Normal** view and notice all slides, including the title slide, now use the new colors.
17. Save your presentation.

Using Layout Masters

While each theme comes with a preset collection of slide layouts, you might need a custom layout that's not included. You can create custom layouts and save them for future use. Similarly, you can edit an existing layout to make minor changes. Be aware that editing an existing layout affects all slides that already use that layout.

Creating a Layout Master

When creating a new slide layout, you can include placeholders for any slide content you like. You can also set the size of the placeholders and arrange them in the perfect configuration for your needs. The new slide layout is available only in the current presentation and does not become part of the original theme.



View the video “Creating a Custom Layout.”

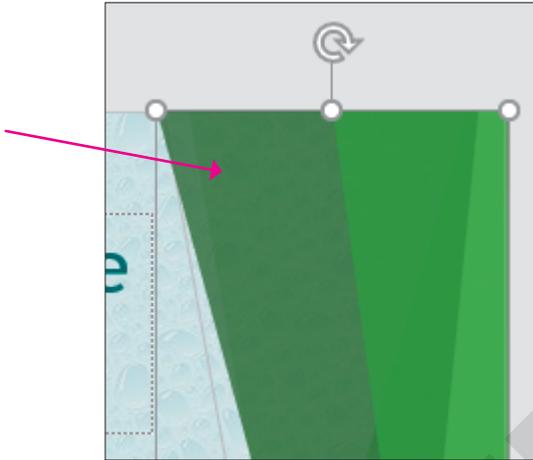
DEVELOP YOUR SKILLS: P7-D10

In this exercise, you will create a new slide layout that maximizes the width of the slide.

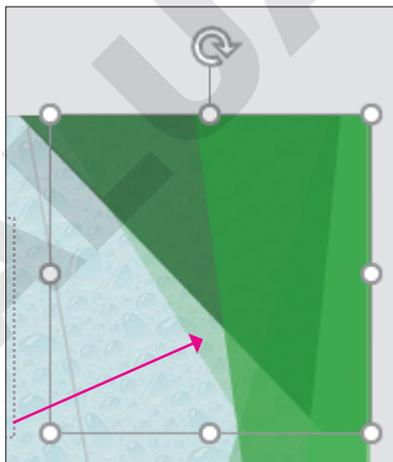
1. Save the presentation as: **P7-D10-CustomRevised**
2. Display the **last slide**.
The chart is so wide it extends into the background on the right side. You want to keep the chart as wide as possible, so you will create a custom slide layout to fix this.
3. Choose **View**→**Master Views**→**Slide Master**.
The second layout master (third thumbnail) is selected because it's the layout used by the current slide. You may have to scroll up in the left panel to see that it's the third thumbnail.
4. Click any area of the green background shapes on the right side of the slide to try and select them.
The background shapes cannot be selected on a layout master because they reside on the master slide.
5. Scroll to the top of the left panel, if necessary, and select the **slide master** (the first thumbnail).
6. Click any area of the green background shapes on the right side of the slide to try and select them.
They can be selected but any change to the slide master will affect every layout master. This is not what you want! Instead, you will create a new slide master with its own set of layout masters.

Duplicate and Edit a Layout Master

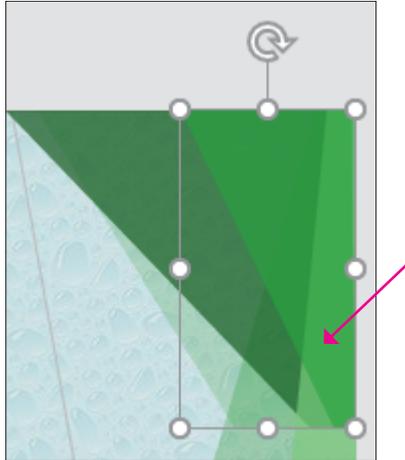
7. Right-click the **slide master** (first thumbnail) and choose **Duplicate Slide Master**.
A second slide master, and its own set of layout masters, is now visible in the left panel. The new slide master is automatically selected.
8. Right-click the new **slide master**, choose **Rename Master**, type **Green Clean Max Width** as the new name, and click **Rename**.
9. Click the green shapes on the right side of the slide and choose **Drawing Tools**→**Format**→**Arrange**→**Group**→**Ungroup**.
10. Click a blank area of the slide to deselect the shapes and then click at the top of the slide in the dark green shape to select it.



11. Drag the handle of the shape's border up until the bottom of the shape snaps to the bottom of the title placeholder.
12. Click a blank area of the slide to deselect the shape.
13. Click the next down-pointing triangular shape and drag its bottom border up so it snaps to the bottom of the title placeholder.



14. Click the final down-pointing triangular shape and drag its bottom border up so it snaps to the bottom of the title placeholder.



15. One at a time, select each up-pointing shape at the bottom of the slide and drag their top borders down until they snap to the top of the logo.



Create a Layout Master

16. Choose **Slide Master**→**Edit Master**→**Insert Layout**.

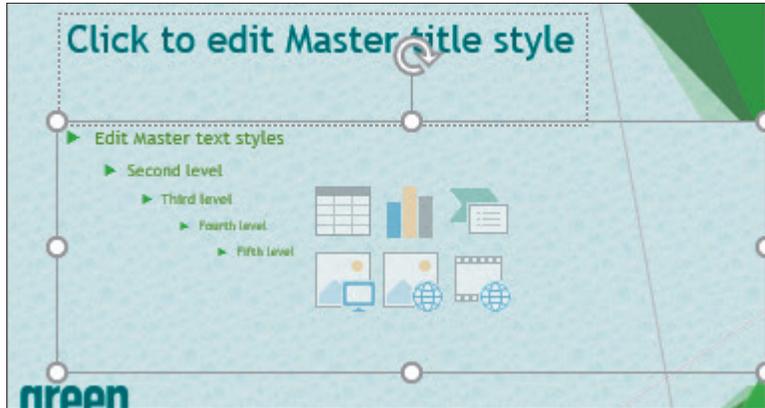
A new layout master is added to the end of the left panel and automatically selected.

17. Choose **Slide Master**→**Master Layout**→**Insert Placeholder**→**Content**.

18. Drag on the slide to create a content placeholder but don't worry about its size or placement, as you will adjust it in the next steps.

19. Drag the top-left corner of the content placeholder until it snaps to the lower-left corner of the title placeholder.

20. Drag the lower-right corner of the content placeholder until it snaps to the right edge of the slide and is slightly above the logo.



21. Right-click the slide thumbnail in the left panel, choose **Rename Layout**, enter **Wide Content** as the name, and click **Rename**.
22. Choose **Slide Master**→**Close**→**Close Master View**.

Apply the New Slide Layout

23. Ensure the last slide is displaying and choose **Home**→**Slides**→**Layout**.
24. Locate the *Green Clean Max Width* section and choose the last layout, **Wide Content**.
The custom layout is applied, and the chart no longer overlaps the green triangular shapes.
25. Save your presentation.

Modifying a Layout Master

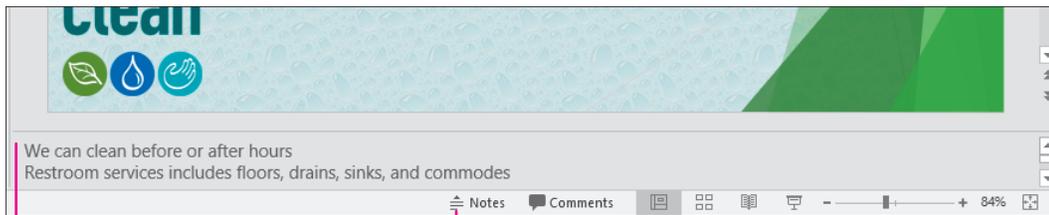
If a slide layout doesn't fit your needs but is close, you may choose to edit the layout rather than create a new one. Edits to a default slide layout affect only the current presentation and do not change the layout in the original theme.

Using Notes Masters

It's helpful as a presenter to add notes only you can see to a slide. A note may include names of people you need to mention or a special promotion you don't want to forget to announce. Notes appear on the presenter's screen during a presentation if multiple monitors are used and Presenter View is enabled. But what if the presentation venue doesn't have multiple monitors? Or what if the second monitor unexpectedly stops working? It's best to be prepared by printing your notes. If you don't like the default layout of the notes page, you can edit the Notes Master just like editing slide masters.

Creating Notes

The Notes panel, which appears below the slide in Design View, is hidden by default. Use the Notes button below the slide to toggle it on and off. Once it displays, you can type your notes directly in the Notes panel. You can also drag the top of the panel to resize it.

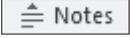


The Notes panel displays under the slide.

The Notes button toggles the Notes panel on and off.

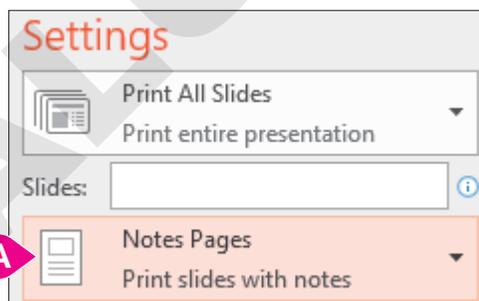
DEVELOP YOUR SKILLS: P7-D11

In this exercise, you will add notes to a presentation.

1. Save the presentation as: **P7-D11-CustomRevised**
2. Display the **third slide**, *Products Sold*.
3. Click the **Notes**  button under the slide.
The Notes panel displays under the slide.
4. Point to the top border of the Notes panel so the mouse pointer becomes a double-headed white arrow and then drag up about two inches to make the Notes panel taller.
5. Click in the **Notes** panel and type this text:
Remember the following:
Environmentally friendly
6. Choose **Home**→**Paragraph**→**Bullets** to turn the second line into a bulleted item.
7. Tap and type the following to continue the note as a bulleted list:
Affordable
 Wholesale discounts
Bulk discounts
+ **Free delivery**

Preview a Printed Note

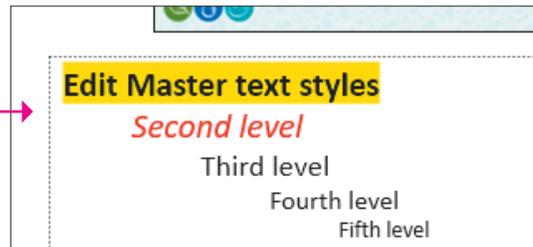
8. Choose **File**→**Print** and follow these steps to preview the Notes page:



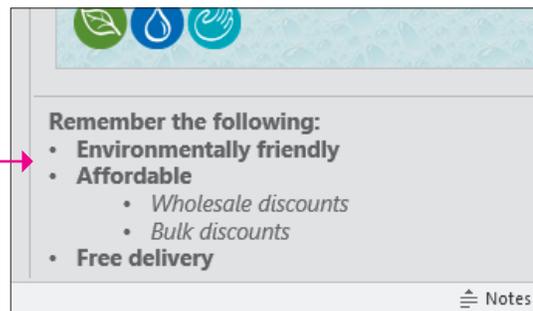
- A Set this option to **Notes Pages** and notice the preview shows the notes contain no formatting.
 - B Click the **Back**  button to return to Normal view without printing.
9. Save your presentation.

Modifying a Notes Master

By default, Notes pages display the slide at the top and the notes below. Within the Notes Master, you can drag the placeholders around to different locations to position your notes at the top. You can also format the text and opt to include headers and footers. While not all the new formatting will display on the screen, it will be applied when printing.



This is the Notes Master with text formatting applied.



Not all formatting displays in the Notes panel in Design view.

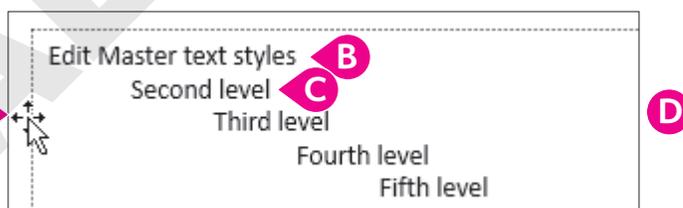


When printed, the formatting is applied.

DEVELOP YOUR SKILLS: P7-D12

In this exercise, you will edit the Notes Master and preview the printed page.

1. Save the presentation as: **P7-D12-CustomRevised**
2. Choose **View**→**Master Views**→**Notes Master**.
3. Locate the **Notes Master**→**Placeholders** group and uncheck the **Header**, **Date**, and **Footer** options.
4. Follow these steps to format the note text:

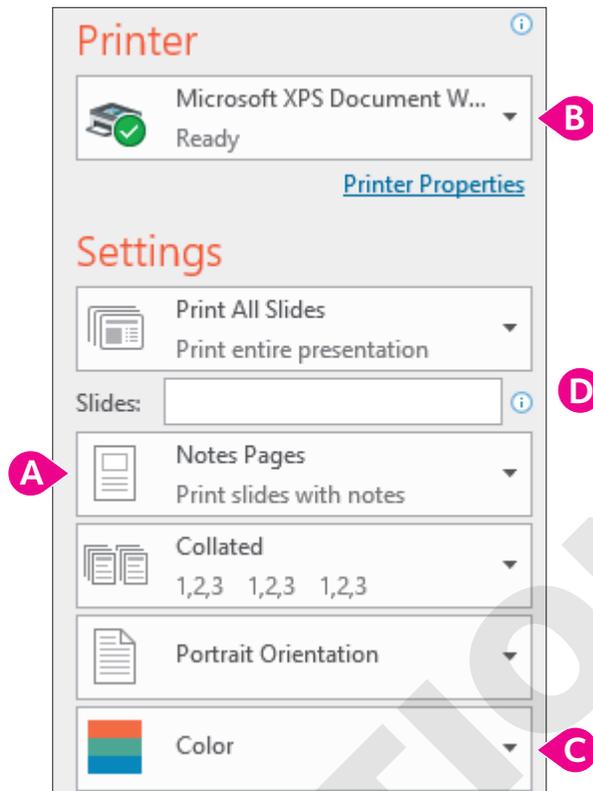


- A Click the text area border and choose **Home**→**Font**→**Font Size** menu button ▼→**18**.
- B Triple-click the first line to select it and choose **Home**→**Font**→**Bold**.
- C Triple-click the second line and choose **Home**→**Font**→**Italic**.
- D Choose **Home**→**Font**→**Font Color** menu ▼→**Standard Colors**→**Dark Red**.

5. Choose **Notes Master**→**Close**→**Close Master View**.

The font size, bold, and italic formatting display in the Notes panel under the slide, but the dark red font color does not.

6. Choose **File**→**Print** and follow these steps to preview the Notes page:



- A** Set this option to **Notes Pages**.
- B** Ensure a color printer is selected.
- C** Ensure the bottom option is set to **Color**.

All the text formatting, including the dark red color, will print (if you have a color printer.)

- D** Click the **Back**  button to return to Normal view without printing.

7. Save your presentation.

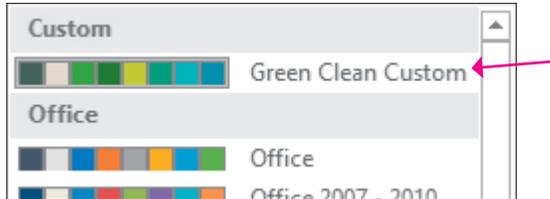
Cleaning Up

If you have created and saved a custom document theme or custom color scheme to the default location, it is available directly from the Ribbon. If you are using a shared computer such as one in a classroom or school computer lab, you should delete these customizations so others can use PowerPoint in its default state.

DEVELOP YOUR SKILLS: P7-D13

In this exercise, you will delete the custom color schemes and document themes that are directly available from the Ribbon.

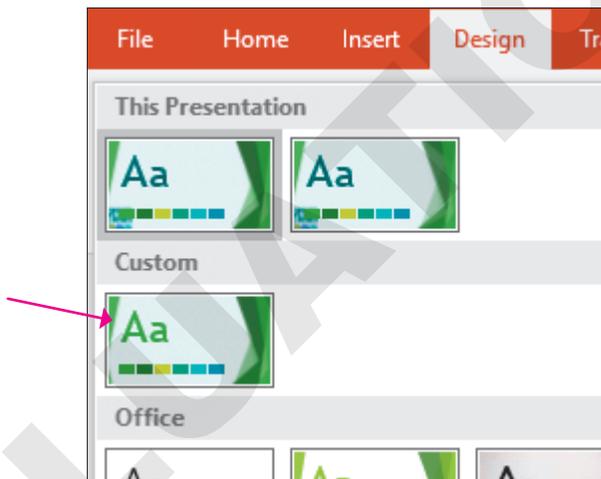
1. Choose **Design**→**Variants**→**More** →**Colors** menu and locate any custom color schemes listed at the top of the menu.



2. Right-click the custom color scheme and then choose **Delete** from the pop-up menu.
3. Choose **Yes** when prompted to delete the theme colors.
The custom color scheme is deleted and no longer available from the Ribbon.
4. Repeat steps 1–3 for any additional custom color schemes.

Remove Custom Document Themes

5. Choose **Design**→**Themes**→**More** .
6. Locate any custom themes listed at the top of the menu.



7. Right-click the custom document theme and choose **Delete**.
8. Choose **Yes** when prompted to delete the theme.
9. Repeat steps 5–8 for any additional custom themes.
10. 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: P7-R1

Create a Custom Design Theme

In this exercise, you will customize the background and colors of a design theme. You will then save the theme and apply it to another presentation.

1. Start PowerPoint; open **P7-R1-Custom** from your **PowerPoint Chapter 7** folder and save it as: **P7-R1-CustomRevised**
2. Display the **Design** tab and note the color of the four variants.
The organization leadership has asked for a yellow color scheme, but there is no yellow theme variant.
3. Choose **Design**→**Variants**→**More** →**Colors**→**Yellow**.
Even though the Yellow color scheme is applied, the slide background is not yellow. You will fix that next.
4. Choose **Design**→**Variants**→**More** →**Colors**→**Customize Colors**.
5. Type **Kids Custom** in the Name box.
6. Click the **Text/Background – Light 1** color menu and choose **Yellow** from the bottom row of colors.
7. Click the **Accent 2** color menu and choose **Gold, Accent 1, Lighter 40%** from the fifth column of colors.
8. Click **Save**.
9. Display **slide 2** and then display **slide 1** to see how they were changed.
You will experiment with other slide backgrounds.

Apply a Preset Background

10. Choose **Design**→**Variants**→**More** →**Background Styles** and point to each of the twelve thumbnails to preview the effect on the slide.
11. Select the style at the bottom of the first column, **Style 9**.
You will further customize the background gradient.
12. Choose **Design**→**Customize**→**Format Background**.
13. Choose **Gradient Fill** from the list of fills.
14. Click the **Type** menu and select **Radial**.
15. Click the **Direction** menu and select the third option, **From Center**.
16. Click the last gradient stop.
17. Click the **Color** menu and select **Yellow, Background 1, Darker 50%** from the bottom of the first column of colors.
18. Click **Apply to All**.
Maybe a textured background would be more interesting.
19. Select the **Picture or Texture Fill** option.
20. Click the **Texture** menu and select **Parchment** from the right side of the third row.

21. Slide the **Transparency** slider to **25%** to fade out the texture.

The texture background is good for the title slide, but you prefer the gradient background for the rest of the presentation. Therefore, you will not apply the texture to all slides.

22. Close the Format Background panel.

Save and Use a Custom Design Theme

23. Choose **Design**→**Themes**→**More** →**Save Current Theme**.

24. Browse to your **PowerPoint Chapter 7** folder, type **P7-R1-CustomTheme** in the File Name box, and click **Save**.

25. Save and close the presentation and then start a new, blank presentation.

26. Type **Kids for Change** as the title and **Awards Ceremony** as the subtitle.

27. Choose **Home**→**Slides**→**New Slide** and title the slide: **Agenda**

28. Choose **Home**→**Slides**→**New Slide** and title the slide: **Summary**

29. Choose **Design**→**Themes**→**More** .

Your custom theme is not available from the Ribbon because you saved it to your storage location rather than to PowerPoint's default theme location.

30. Choose **Browse for Themes**, navigate to your **PowerPoint Chapter 7** folder, select **P7-R1-CustomTheme**, and click **Apply**.

The theme is applied to the new presentation, but the custom background on the title slide was not applied. This is an unexpected behavior of PowerPoint that might be classified as a bug.

31. Save the presentation as: **P7-R1-Presentation2**

Delete Customizations

32. Choose **Design**→**Variants**→**More** →**Colors**.

33. Right-click the **Kids Custom** color scheme and choose **Delete**.

34. Click **Yes** when prompted to delete the custom color scheme.

35. Delete any additional custom color schemes.

36. Save and close the presentation. Exit PowerPoint.

REINFORCE YOUR SKILLS: P7-R2

Match a Theme to Corporate Colors

In this exercise, you will edit slide masters and match slide colors to those in a company logo.

1. Start PowerPoint; open **P7-R2-Kids** from your **PowerPoint Chapter 7** folder and save it as: **P7-R2-KidsRevised**
2. Choose **View**→**Master Views**→**Slide Master**.
3. Scroll to the top of the Slides panel and select the first slide, **Retrospect Slide Master**.
4. Choose **Insert**→**Images**→**Pictures**.
5. Navigate to your **PowerPoint Chapter 7** folder, select **P7-R2-KidsLogo**, and click **Insert**.
6. Go to **Picture Tools**→**Format**→**Size** and, in the Shape Height box, type **1** and tap .

7. Drag the logo to the bottom-right corner of the slide, above the orange and brown colored bars.
You can see the logo in the corner of many of the thumbnails in the Slides panel, indicating the logo will appear on most, but not all, slide layouts.
8. Choose **Home**→**Clipboard**→**Copy**.
9. Display the **second slide**, *Title Slide Layout*, and choose **Home**→**Clipboard**→**Paste**.
The logo is pasted to the Title Slide Layout master slide in the same location.

Use the Eyedropper Tool

10. Display the **first slide**, *Retrospect Slide Master*.
11. Click the slide title border and choose **Home**→**Font**→**Font Color menu button** ▼→**Eyedropper**.
12. Click the green kids in the logo to match the title text color to the logo.
13. Click the bulleted text placeholder border and choose **Home**→**Font**→**Font Color menu button** ▼→**Eyedropper**.
14. Click the dark orange bar at the bottom of the slide to match the text color to it.
15. Display the **second slide** and format the **Title Slide Layout** by setting the subtitle area the same as the previous slide's bulleted text placeholder.
16. Choose **Slide Master**→**Close**→**Close Master View**.

Edit the Notes Master

17. Choose **View**→**Master Views**→**Notes Master**.
18. Click the border of the text placeholder and apply this formatting:
 - Font size: **18**
 - **Bold**
 - Font color: **Dark Green**
19. Choose **Notes Master**→**Close**→**Close Master View**.
20. Save and close the presentation. Exit PowerPoint.

REINFORCE YOUR SKILLS: P7-R3

Develop a Corporate Design Theme

In this exercise, you will create a custom theme for Kids for Change.

1. Start PowerPoint; create a new, blank presentation and save it to your **PowerPoint Chapter 7** folder as **P7-R3-KidsCustom**.
2. Choose **Design**→**Themes**→**Wisp**.
3. Choose **Home**→**Slides**→**New Slide** twice to create two additional blank slides.
4. Display the **third slide** and choose **Home**→**Slides**→**Layout**→**Two Content**.
5. Choose **Design**→**Variants**→**More** ▾→**Colors**→**Red**.
6. Choose **Design**→**Variants**→**More** ▾→**Colors**→**Customize Colors**.

7. Type **Kids New Custom** in the Name box and make these settings, clicking **Save** when finished:
 - **Text/Background – Dark 1: Dark Red** (bottom row of colors)
 - **Text/Background – Light 2: White, Text 1** (top row)

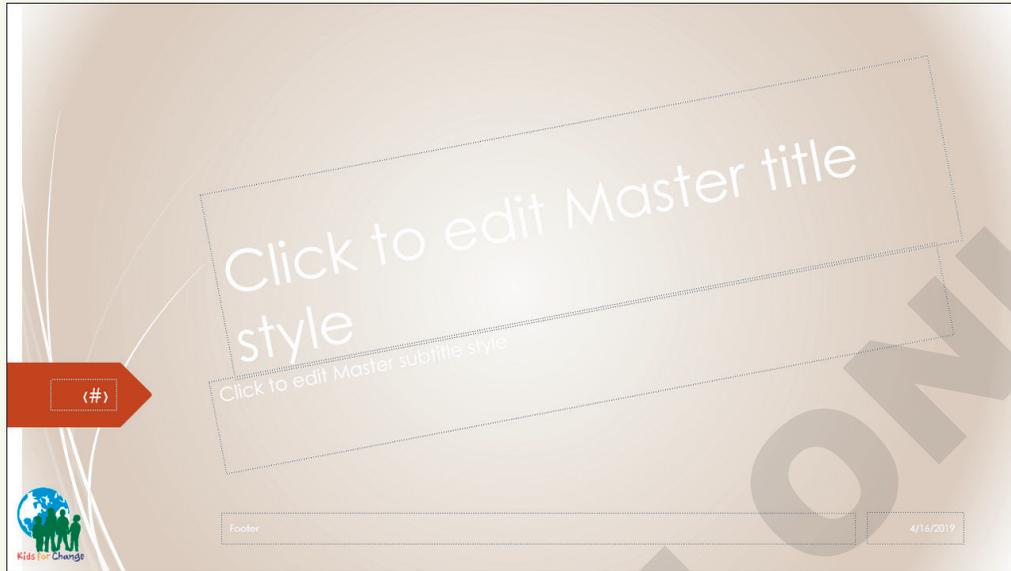
Apply Backgrounds

8. Choose **Design**→**Variants**→**More** →**Background Styles**, preview each thumbnail, and then select **Style 3** (top of the third column).
9. Choose **Design**→**Customize**→**Format Background**.
10. Choose **Gradient Fill**, click the **Preset Gradients** menu, and select **Light Gradient – Accent 4** from the top of the fourth column.
11. Set the Type to **Radial** and the Direction to **From Center**.
12. Click the last gradient stop and then click the **Color** menu and select **White, Text 1** from the top row of Themed Colors.
13. Click **Apply to All**.
14. Display the **first slide** and select the **Picture or Texture Fill** option.
15. Click the **File** button and then browse to your **PowerPoint Chapter 7** folder, select **P7-R3-KidsLogo**, and click **Insert**.
16. Slide the **Transparency** slider to **75%**.
17. Close the Format Background panel.

Edit Slide Masters and Layout Masters

18. Choose **View**→**Master Views**→**Slide Master**.
19. Scroll to the top of the Slides panel and select the first slide, **Wisp Slide Master**.
20. Choose **Insert**→**Images**→**Pictures**.
21. Navigate to your **PowerPoint Chapter 7** folder, select **P7-R3-KidsLogo**, and click **Insert**.
22. Go to **Picture Tools**→**Format**→**Size** and in the Shape Height box type **1** and tap .
23. Drag the logo to the bottom-left corner of the slide.
24. Select the **second slide**, *Title Slide Layout*.
25. Click the title placeholder border and then +click the subtitle placeholder border so both are selected.
26. Drag the rotate handle for the title placeholder to the left, rotating both placeholders to a slight diagonal.

27. Drag the title placeholder up by its border to move both placeholders higher on the slide so they are roughly vertically centered.



Use the Eyedropper Tool

28. Display the first slide, **Wisp Slide Master**, and click the slide title border.
29. Choose **Home**→**Font**→**Font Color** menu button ▼→**Eyedropper**.
30. Click a blue portion of the Earth in the logo to match the title text color to the logo.
31. Click the content placeholder border and use the Eyedropper to color the text with the green from the logo.
32. Display the **second slide**, *Title Slide Layout*, and use the Eyedropper to color the subtitle using the green from the logo.
33. Choose **Slide Master**→**Close**→**Close Master View**.
34. Choose **Design**→**Themes**→**More** ▾→**Save Current Theme**, navigate to your **PowerPoint Chapter 7** folder, and save the theme as: **P7-R3-KidsCustomTheme**
35. Save and close the presentation.

Apply a Custom Theme

36. Create a new, blank presentation, entering **Kids for Change** as the title and **Monthly Review** as the subtitle.
37. Create two new slides with the titles: **Agenda** and **Last Month to This Month**
38. Choose **Home**→**Slides**→**Layout**→**Two Content**.
39. Choose **Design**→**Themes**→**More** ▾.
40. Choose **Browse for Themes**, navigate to your **PowerPoint Chapter 7** folder, select **P7-R3-KidsCustomTheme**, and click **Apply**.
41. Save the presentation as: **P7-R3-KidsCustom2**

Delete Customizations

42. Choose **Design**→**Variants**→**More** →**Colors**.
43. Right-click the **Kids New Custom** color scheme, choose **Delete**, and click **Yes** when prompted to delete the custom color scheme.
44. Delete any additional custom color schemes.
45. Save and close all files. Exit PowerPoint.

EVALUATION ONLY

Apply Your Skills

APPLY YOUR SKILLS: P7-A1

Create a Custom Design Theme

In this exercise, you will customize the background and colors of a design theme. You will then save the theme and apply it to another presentation.

1. Start PowerPoint; open **P7-A1-Universal** from your **PowerPoint Chapter 7** folder and save it as: **P7-A1-UniversalRevised**
2. Apply the **Blue II** color scheme.
3. Create a custom color scheme named: **Universal Colors**
4. Change the Accent 1 color to **Dark Teal, Background 2** from the third column.
5. Change the Text/Background – Dark 2 color to **Dark Teal, Background 2, Darker 25%** from the third column.

Apply Backgrounds

6. Apply the Background Style, **Style 11**, to all slides.
7. Navigate to **slide 2** and display the **Format Background** panel.
8. Adjust the existing gradient so the first gradient stop is at a position of 90% and then apply the edited gradient to all slides.
9. Display the title slide and format the background as a **Picture or Texture Fill**.
10. Use the **Denim** texture with a transparency of **40%**.
11. Close the Format Background panel so the texture background applies only to the title slide.

Save and Use a Custom Design Theme

12. Save the custom theme to your **PowerPoint Chapter 7** folder as: **P7-A1-UniversalTheme**
13. Save and close the presentation.
14. Create a new, blank presentation with the title **Universal Corporate Events** and the subtitle: **Committee Assignments**
15. Apply **P7-A1-UniversalTheme** from your **PowerPoint Chapter 7** folder.
16. Add a new slide with the title **Welcome** and the bulleted text:
Agenda
Refreshments
17. Save the presentation to your **PowerPoint Chapter 7** folder as: **P7-A1-UniversalMeeting**
18. Delete all custom color schemes.
19. Save and close all files. Exit PowerPoint.

APPLY YOUR SKILLS: P7-A2

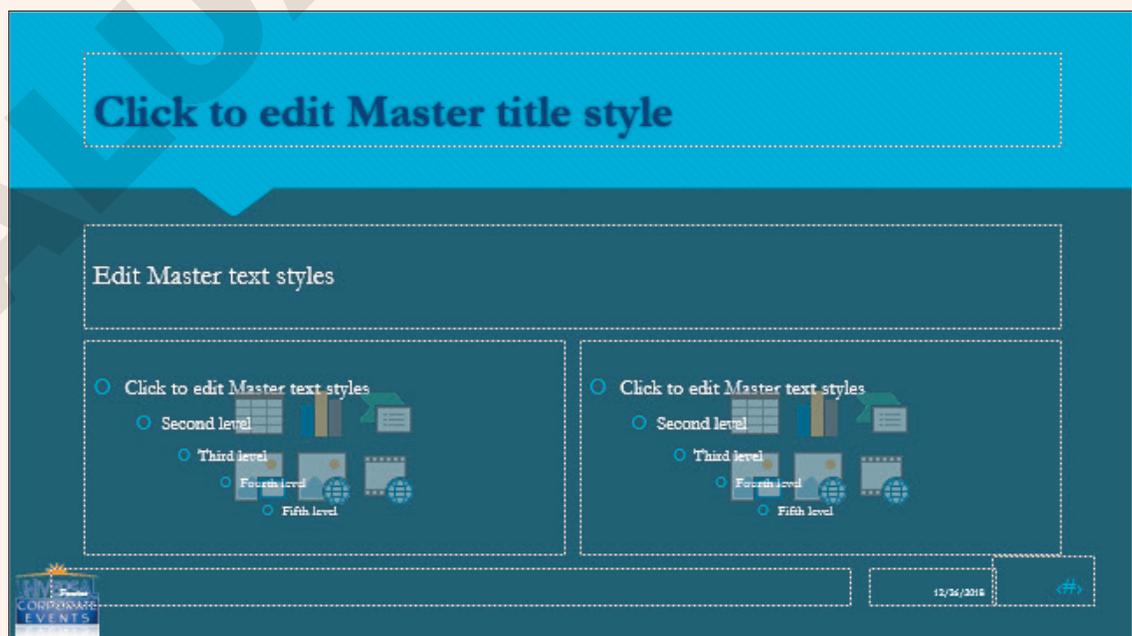
Use Slide Masters

In this exercise, you will edit a slide master to match slide colors to those in an image. You will also create a new slide layout.

1. Start PowerPoint; open **P7-A2-UniversalColors** from your **PowerPoint Chapter 7** folder and save it as: **P7-A2-UniversalColorsRevised**
2. Display the **slide masters**.
3. Select the **first slide master**, *Quotable Slide Master*, and insert **P7-A2-UniversalLogo** from your **PowerPoint Chapter 7** folder.
4. Resize the logo to **1.1"** tall and **1"** wide.
5. Position the logo in the bottom-left corner of the slide.
6. Use the Eyedropper to color the slide title to match the dark blue from the right of the word *Events* in the logo.

Create a Custom Slide Layout

7. Duplicate the **fifth slide**, *Two Content Layout*.
8. Rename the layout: **Three Content**
9. Select the left placeholder and use the **Shape Height** control to resize the placeholder to **2.5"** tall.
Hint: Go to Drawing Tools→Format→Size.
10. Drag the left placeholder down to bottom-align it with the right placeholder.
11. Resize the right placeholder to **2.5"** tall and bottom-align it to the left placeholder.
12. From the Slide Master tab, insert a new Text placeholder and size and position it so it displays above the left and right placeholders and spans their width.
13. Delete the second through fifth level placeholder text in the top placeholder.
14. Remove the bullet from the single line of text in the top placeholder and increase its font size to **24**.



15. Exit Master View and create a new slide at the end of the presentation that uses the new **Three Content** layout.
16. Populate the new slide as indicated:
 - Title: **Universal Corporate Events**
 - Top content placeholder: **We’ve Got Your Back**
 - Left content placeholder: Insert the **P7-A2-UniversalLogoWhite** image
 - Right content placeholder (four bulleted items): **Food, Entertainment, Promotion,** and **Transportation**
17. Save and close the presentation. Exit PowerPoint.

APPLY YOUR SKILLS: P7-A3

Work with Custom Design Themes

In this exercise, you will create a custom theme for Universal Corporate Events.

1. Start PowerPoint; create a new, blank presentation and save it to your **PowerPoint Chapter 7** folder as: **P7-A3-UniversalCustom**
2. Type **Universal Corporate Events** for the slide title and **Theme Template** as the subtitle.
3. Apply the **Facet** theme.
4. Add two new blank slides:

| Slide 2 | |
|---------------|--------------------------------|
| Layout | Title & Content |
| Title | Slide 2 |
| Bulleted Text | Item 1 Item 2 |

| Slide 3 | |
|---------------------|----------------------------------|
| Layout | Two Content |
| Title | Slide 3 |
| Left Bulleted Text | Left 1 Left 2 |
| Right Bulleted Text | Right 1 Right 2 |

5. Apply the built-in **Yellow** color scheme.
6. Customize the color scheme:

| Name | Universal New Custom |
|---------------------------|-----------------------|
| Text/Background – Light 1 | Choose a light orange |
| Accent 1 | Purple |

7. Save the color scheme.
8. Apply the built-in **Style 5** background style.
9. Apply the **Papyrus** texture with a transparency of **30%** to the title slide and then close the Format Background panel.

Edit Masters and Use the Eyedropper Tool

10. Edit the **first slide master** to include **P7-A3-UniversalLogo** from your **PowerPoint Chapter 7** folder.
11. Resize the logo to **1"** wide and position it in the top-right area of the slide master inside the orange strip.

12. Copy the logo and paste it to the **second slide master** so it appears on title slides.
13. Return to the **first slide master** and use the Eyedropper to set the bulleted text color to match the dark portion of the purple strip.
14. Close the Master View and edit the Notes Master to remove the placeholders for Header, Date, and Footer.
15. Increase the size of the note text to **24**.

Save and Use a Custom Design Theme

16. Save the theme to your **PowerPoint Chapter 7** folder as: **P7-A3-UniversalCustomTheme**
17. Save and close the presentation and then create a new, blank presentation.
18. Add two slides, both using the **Title & Content** layout.
19. Apply **P7-A3-UniversalCustomTheme** from your **PowerPoint Chapter 7** folder.
20. Save the presentation as: **P7-A3-UniversalCustom2**
21. Delete all custom color schemes.
22. Save and close all files. Exit PowerPoint.

Project Grader

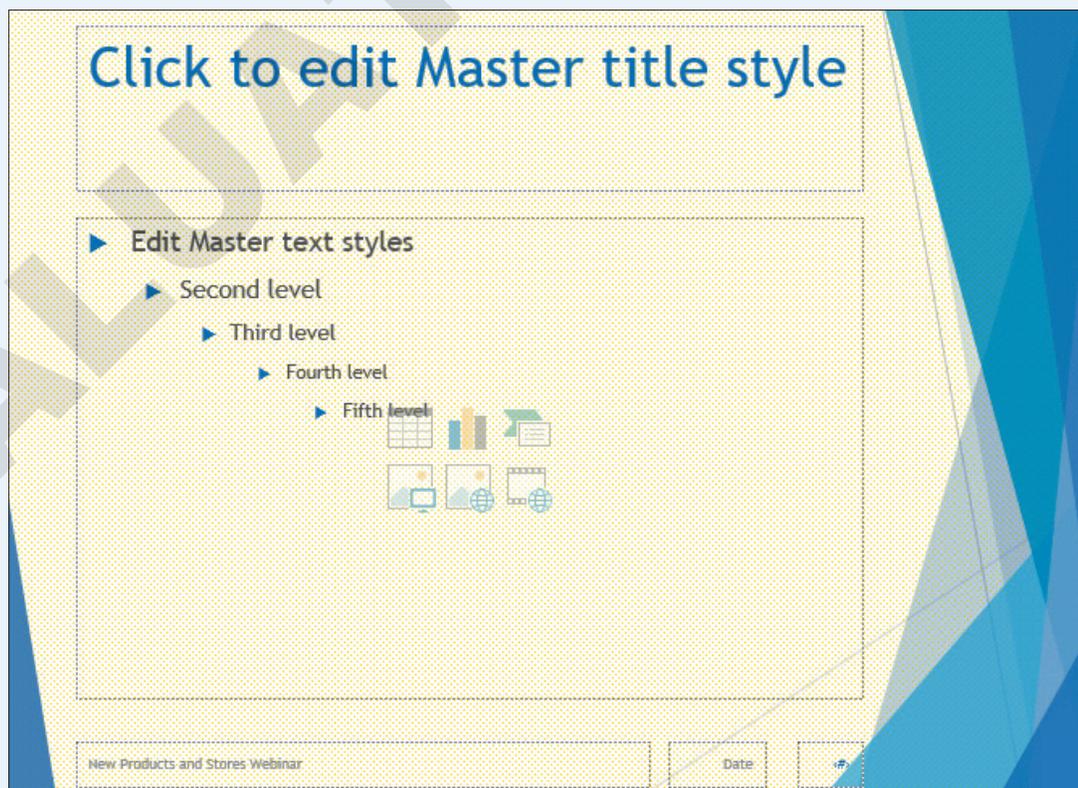
If your class is using eLab (labyrinthelab.com), you may upload your completed Project Grader assignments for automatic grading. You may complete these projects even if your class doesn't use eLab, though you will not be able to upload your work.

PROJECT GRADER: P7-P1

Customizing Your Presentation

You have been asked to make changes that can be applied throughout the Taylor Games presentation. In this exercise, you'll do this by changing the slide master and the Notes Master.

- Download and open your Project Grader starting file.
 - *Using eLab:* Download **P7_P1_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - *Not using eLab:* Open **P7_P1_Start** from your **PowerPoint Chapter 7** folder.
- Apply the **Blue Warm** color variant to the theme.
- Format the background using these steps and settings:
 - Fill: **Pattern Fill**
 - Foreground: Use the Eyedropper tool to sample the yellow square in the Taylor Games logo.
 - Pattern: **Dotted 20%** (the third option on the Pattern list)
 - Apply these settings to all slides.
- In the **slide master**, set the vertical position of all three objects in the footer area to **7"** from the top-left corner.



- In the **Notes Master**, change the formatting of the *Edit Master text styles* heading to **Arial, 14, Bold**.



- In the Notes panel, add this note to **slide 7: Remind the audience that these numbers are estimates.**
- Save your presentation.
 - *Using eLab:* Save it to your **PowerPoint Chapter 7** folder as **P7_P1_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab:* Save it to your **PowerPoint Chapter 7** folder as: **P7_P1_Submission**

PROJECT GRADER: P7-P2

Enhancing Your Presentation

You have been asked to make final touches to the Classic Cars Club advertisers' presentation. In this exercise, you'll enhance the appearance and add important notes to be used during the presentation.

- Download and open your Project Grader starting file.
 - *Using eLab:* Download **P7_P2_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - *Not using eLab:* Open **P7_P2_Start** from your **PowerPoint Chapter 7** folder.
- Apply the **Blue** color variant to the theme.
- Format the background using these steps and settings:
 - Fill: **Gradient Fill**
 - Type: **Radial**
 - Don't change any other settings.
 - Apply these settings to all slides.
- In the **slide master**, set the vertical position of all three objects in the footer area to **7"** from the top-left corner.
- In the **Notes Master**, change the formatting of the *Edit Master text styles* heading to **Arial, 14, Bold**.

6. Add these notes in the Notes panel:
 - Slide 2: **Share a story from the early club days.**
 - Slide 4: **Mention target of 300,000.**
 - Slide 7: **Emphasize the no exceptions rule.**
7. Save your presentation.
 - *Using eLab:* Save it to your **PowerPoint Chapter 7** folder as **P7_P2_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab:* Save it to your **PowerPoint Chapter 7** folder as: **P7_P2_Submission**

EVALUATION ONLY

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.

P7-E1 That's the Way I See It

Using a custom color scheme can be frustrating because it's unclear and inconsistent how the different settings affect each slide. Having a theme guide can help. Create a new Word document named **P7-E1-ColorGuide** and a new presentation named: **P7-E1-Colors**

In the presentation, apply the Facet theme. Use *Facet* as the title and *Custom Colors* as the subtitle. Add a second slide with the Title & Content layout and *Title & Content* as the title. Add a few lines of bulleted text. Create one more slide for each layout, titling each with their layout name. Create a custom color scheme and change Text/Background – Dark 1 to red. Save the color scheme with a name of your choice. Examine each slide. In Word, describe what the Text/Background – Dark 1 setting affected. In PowerPoint, delete the custom color scheme. Repeat this process for the remaining colors, one at a time, until you have documented what each setting affects for the Facet theme. Delete all custom schemes.

P7-E2 Be Your Own Boss

Blue Jean Landscaping needs a custom theme for presentations. Create a new presentation named: **P7-E2-BlueJean**

Use *Blue Jean Landscaping* as the title and *Theme* as the subtitle. Create two additional slides, adding titles and a few lines of bulleted text. Apply the Ion theme and the Blue Warm color scheme. Edit the color scheme to make Text/Background – Light 2 white. Display the Master Slides and edit the Ion Slide Master background to achieve a light blue to gray radial gradient. Apply the gradient to all slide masters. Insert **P7-E2-BlueJeanLogo** onto the Ion Slide Master; size and position as you see fit. Use the Eyedropper to color the bulleted text to match the dark blue of the logo. Duplicate the Content with Caption layout, naming it *Left Content with Caption* and rearranging the placeholders so the large content placeholder is on the left. Add a slide to the end of the presentation using the new layout and fill the placeholders with the content you like. Save the theme as **P7-E2-BlueJean** and, finally, delete all custom color schemes from the Ribbon.

P7-E3 Demonstrate Proficiency

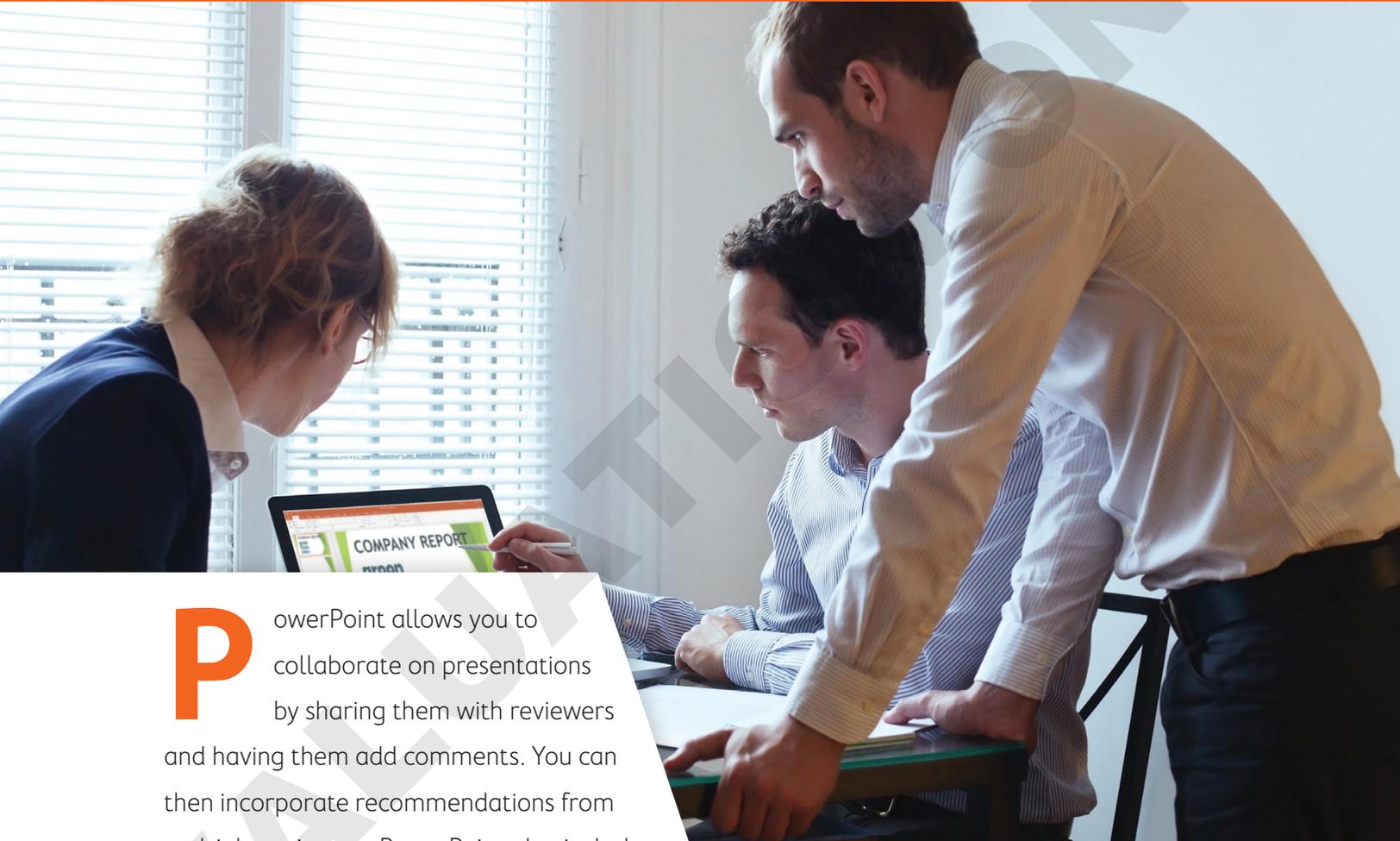
As part of their corporate branding and name recognition, Stormy BBQ wants all future presentations to use a consistent color scheme and basic design. Create a blank presentation named: **P7-E3-StormyTheme**

Apply the design theme of your choice and apply a color scheme appropriate for “smokiness” or “barbeque.” Edit the slide masters so **P7-E2-StormyLogo** appears on every slide. Change the text color of the master slides so slide titles match a color from the logo. Save the theme as **P7-E3-ThemeTemplate** in the same location as the presentation. Delete any custom color schemes and any custom themes from the Ribbon.

POWERPOINT

8

Collaborating with Others Online



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

LEARNING OBJECTIVES

- ▶ Send a presentation for review via email
- ▶ Attach, edit, review, and delete comments
- ▶ View multiple presentations at once
- ▶ Combine presentations
- ▶ Store, access, and edit files with Microsoft OneDrive and Office Online

Project: Working with Reviewers

Your latest presentation for Green Clean is ready for review, and you have learned that Microsoft offers powerful collaboration tools. Before leaving town for a conference regarding a possible merger, you ask the department heads to review the presentation, add comments, and make changes directly to it. You can later review their changes and, when finished, compare and incorporate the desired changes into the original presentation. You know that even though some of the department heads don't have PowerPoint, they can use Microsoft OneDrive and Office Online to review, edit, and comment on the presentation. Additionally, you are confident that while out of town and without your laptop, you can use Office Online to make minor edits to the presentation from a computer at an Internet kiosk in the conference hotel.

Collaborating Online

If you have ever worked on a team presentation project, you know the havoc created as a presentation is passed from person to person for review. PowerPoint's commenting feature allows reviewers to attach comments that can be read by anyone working on the presentation. The presentation creator can then read through all the comments and incorporate any desired changes. Alternatively, a presentation can be shared via Microsoft OneDrive. And when OneDrive is used with Office Online, reviewers can leave comments in a central location that can be read online rather than being attached to the actual presentation.

The Review Cycle

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

REVIEW CYCLE PROCESS

| Process Step | Performed By |
|--|--------------|
| Send presentation for review | Author |
| Review the presentation, making changes or adding comments | Reviewers |
| Return the presentation to the original author | Reviewers |
| Compare, merge, and finalize the reviewed presentation | Author |

Sharing Files

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

- ▶ Email
- ▶ OneDrive and Office Online

Sharing via Email

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

STRENGTHS AND WEAKNESSES OF SHARING FILES VIA EMAIL

| Strengths | Weaknesses |
|--|---|
| <ul style="list-style-type: none"> • No Microsoft Account ID is required. • Most users are already familiar with using email. • Attaching a presentation to an email is a simple process. • As reviewers must have PowerPoint, they can add comments directly to the presentation. | <ul style="list-style-type: none"> • Managing several versions of the same presentation can be time-consuming. • Large presentations containing video, audio, or other linked files can be problematic to email. • Each reviewer must have PowerPoint installed to edit the presentation or insert comments. |

Selecting an Email Program

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

Tip!

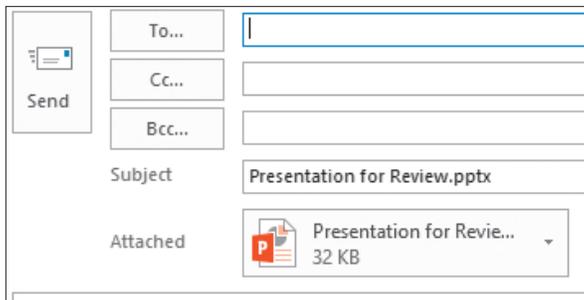
Check your operating system's documentation to learn how to set your default email program.

The Email Pane

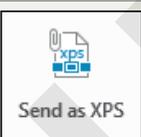
The Share tab of Backstage view contains an Email pane that includes commands to attach the current presentation as a regular PowerPoint file, a PDF, an XPS document, or an Internet fax. When you choose this command, PowerPoint immediately displays an email window with the file attached.

You just need to address the email and type your message. You can also change the subject line, which defaults to the name of the file you are sending.

Tip! Clicking the *Send* button in the Outlook window doesn't send the message. It simply saves it to your Outlook Outbox, where it remains until you start Outlook.



The Outlook message window (with presentation automatically attached) waiting to be addressed

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

Naming Review Copies

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

Tip! Save all reviewer copies in a single folder to keep them together.

DEVELOP YOUR SKILLS: P8-D1

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

1. Start PowerPoint and maximize the program window.
2. Open **P8-D1-Comments** from your **PowerPoint Chapter 8** folder and save it as: **P8-D1-CommentsRevised**
3. Choose **File**→**Share**→**Email**→**Send as Attachment**.

The Outlook message window opens with the presentation attached. At this stage, you could address the message, change the subject line if desired, and type the body of the message. Because these are familiar email tasks, we will skip them and simply close this new message.

4. Close the message window, choosing **No** if prompted to save the message.
5. Exit PowerPoint, again choosing **No** if prompted to save.

Opening an Attached Presentation

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

Tip!

Use *Save As* to save the attached presentation immediately after opening it and then make your changes.

DEVELOP YOUR SKILLS: P8-D2

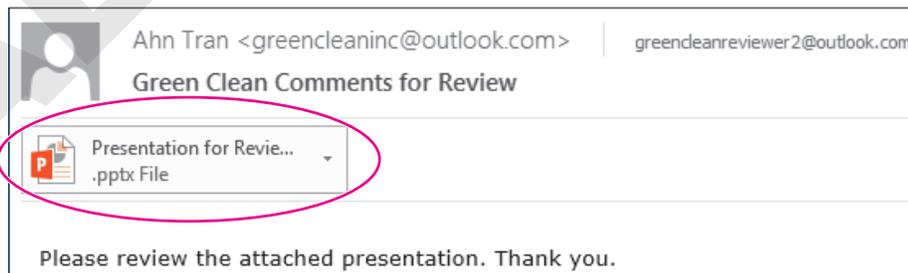
In this exercise, you will play the part of a reviewer who has received a presentation to review. You will open and save a presentation attached to an email.

1. Starting from your Desktop, navigate to your **PowerPoint Chapter 8** folder and double-click the Outlook message file named **P8-D2-Review.msg**.

The message opens just as if you had received it in Outlook.

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

Your screen may differ from the figure.



3. Click **Enable Editing** to enable the Ribbon commands.

For security purposes, PowerPoint disables the Ribbon when an email attachment is opened.



4. Review the presentation to see whether there are any changes you would recommend.
You won't make any changes now, but you will save the presentation to your hard drive so you can make changes later.
5. Close PowerPoint, choosing **Don't Save** if prompted to save changes.
The presentation attached to the email closes and the Outlook window is visible. You will now save the presentation so you can make and save changes to it later.
6. Right-click the attached file and choose **Save As** from the pop-up menu.
7. If necessary, navigate to your **PowerPoint Chapter 8** folder from the Save Attachment dialog box.
8. Name the file **P8-D2-ReviewRevised** and click **Save**.
9. Choose **File→Close** to close the email message window and, if necessary, choose **File→Exit** to close Outlook.

Export Presentations to Other Formats

If you want to email a presentation to someone so that person can simply see (not edit) the slides, you can export the presentation to the PDF or XPS format. These formats allow users, even those without PowerPoint, to view the slides. However, they won't be able to make changes or leave comments in a PowerPoint-friendly way.

You can export a presentation to PDF or XPS directly from the Email pane of Backstage view and attach it to an email immediately, or you can use the Export pane to simply export it to a location on your hard drive to email later.

☰ File→Export→Create PDF/XPS Document

PDF vs. XPS

PDF and XPS documents are similar to each other. PDF (Portable Document Format) is an industry standard file type developed by Adobe meant to make sharing documents easy. Anyone with the free Adobe Acrobat Reader can open a PDF file, and there are many other programs that will open a PDF file, too, such as Microsoft Word. XPS (XML Paper Specification) is Microsoft's version of PDF. It allows for easy document sharing, and XPS files can be opened directly from Windows with no additional software installed.

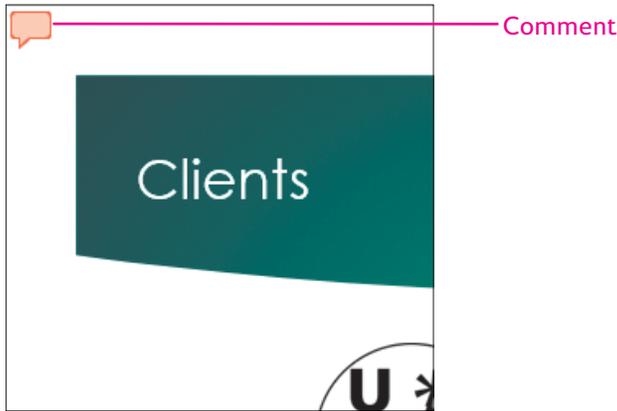
Tip!

PDF is more widely used than XPS, so choose that first unless you know that the recipient prefers XPS.

Working with Comments

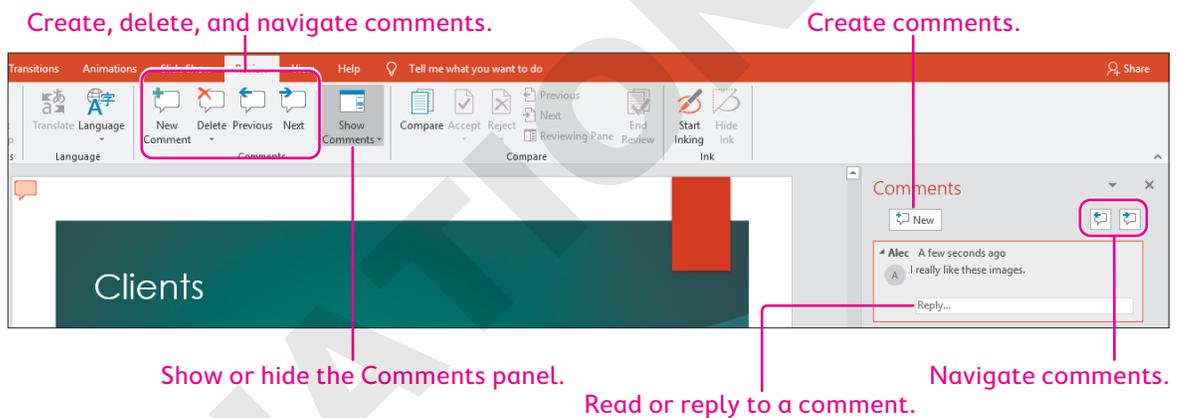
Attaching a comment in a PowerPoint presentation is the electronic equivalent of passing a printed copy of the presentation with a yellow sticky note on it to a team member and asking for a response. By using comments, you can send the presentation to a reviewer with your notes, questions, or

concerns regarding individual slides and have that person add comments and return the presentation to you for review. With this method, reviewers do not make changes directly to the slides.



Reading Comments

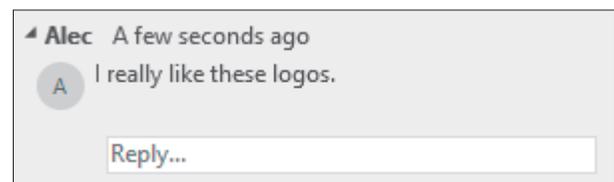
Comments are visible only in Normal view. Slides containing a comment display a small speech bubble icon. You cannot create comments directly on the slide; they display in the Comments panel to the right of the slide.



Setting the Comment Name

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

| Personalize your copy of Microsoft Office | |
|---|-----------------------------------|
| User name: | <input type="text" value="Alec"/> |
| Initials: | <input type="text" value="AF"/> |



The User Name and Initials settings in the PowerPoint Options dialog box (left) are used to label comments (right).

DEVELOP YOUR SKILLS: P8-D3

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

1. Start PowerPoint, maximize the program window, and start a new, blank presentation.
*You must create or open a presentation so you can access PowerPoint Options from the File tab.
There's no need to save this file.*
2. Choose **File**→**Options**.
3. Locate the *Personalize Your Copy of Microsoft Office* section in the PowerPoint Options dialog box and record the current settings for User Name and Initials:
 - User Name: _____
 - Initials: _____*You will refer to these settings later so you can reset the options for other users.*
4. Type your name in the User Name box and your initials in the Initials box.
5. Check the box to **Always use these values regardless of sign in to office**.
This ensures your initials will appear even if another user, such as a generic school lab account, is currently logged in to Office.
6. Click **OK**.
Any comments you add or edit will be labeled with your name.
7. Close the blank presentation, choosing not to save if prompted.

Attaching Comments

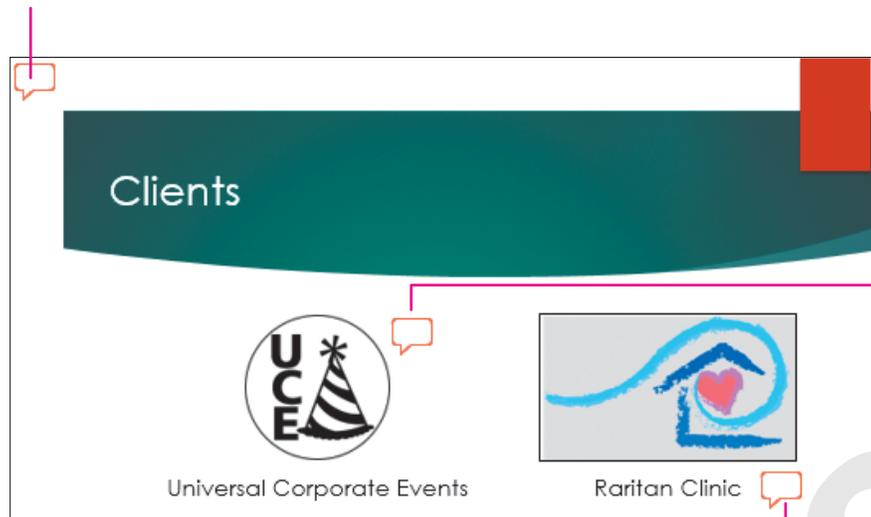
Comments can be added in three ways:

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

Tip!

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

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



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

Comments attached to text appear next to the text by default.

☰ Review → Comments → New Comment 

Navigating Comments

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

☰ Review → Comments → Previous  or Next 

DEVELOP YOUR SKILLS: P8-D4

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

1. Open **P8-D4-Comments** from your **PowerPoint Chapter 8** folder and save it as: **P8-D4-CommentsRevised**
2. Choose the **second slide**, *Services*, and then select the text **Environmentally**.
3. Choose **Review** → **Comments** → **New Comment** .
A comment icon is placed next to the selected text, and the Comments panel opens, ready for you to type a comment.
4. In the comment box, type: **Should this be "Eco-friendly" instead?**
5. Click in an empty area outside the comment box and then choose **Review** → **Comments** → **New Comment** .
A comment icon is placed in the top-left corner of the slide because no text or object was selected.
6. Type **Should we mention that we also do consulting?** in the comment box and then click outside the box.

Navigate and Read Comments

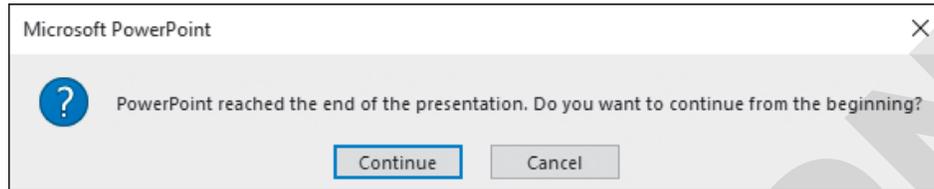
7. Display the **title slide** from the Slides pane.

The Comments panel indicates there are no comments on this slide.

8. Choose **Review**→**Comments**→**Next** .

The Services slide displays with the first comment highlighted in the Comments panel.

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



10. Click **Cancel**.

You started searching for comments on the title slide, so there's no need to search for comments from the beginning again.

11. Save the presentation.

Editing and Deleting Comments

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

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



Writing Effective Comments

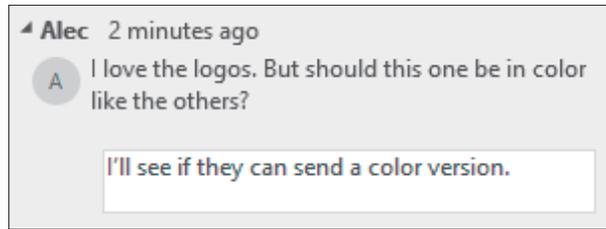
Nobody likes to be attacked, berated, or made to feel inadequate. When leaving comments for others to read, try to be supportive and offer constructive criticism where appropriate. A comment such as *That color is awful* may hurt the reader's feelings and cause hostility or a stressful work environment.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

DEVELOP YOUR SKILLS: P8-D5

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

1. Save the presentation as: **P8-D5-CommentsRevised**
2. Click the comment indicator next to the Universal Corporate Events logo on the **Clients** slide to highlight the comment in the Comments panel.

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

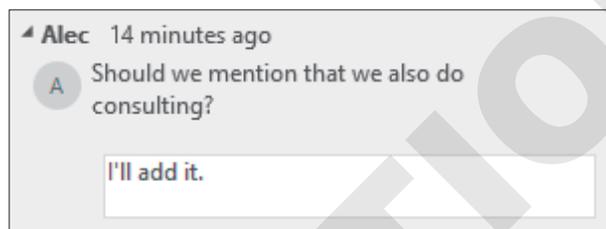


- Click outside the comment box.

The reply is indented and contained within the same comment box as the original comment. This makes it easy to keep track of which reply goes with which original comment. Notice that the slide displays two overlapped comment icons, indicating a comment with a reply.

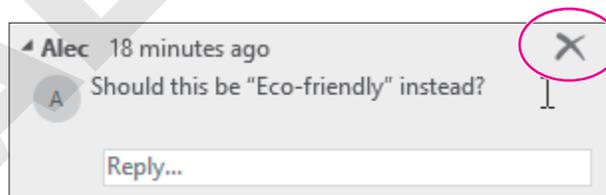
Delete Comments

- Choose **slide 2**.
- Click the comment indicator in the top-left corner of the slide to highlight the comment in the Comments panel.
- Read the comment and then type **I'll add it** in the Reply box.



- Click on the slide after the word *Supplies* in the last bullet.
- Tap **[Enter]** and type: **Expert Consulting**
- Click the **comment** icon in the fourth bullet to highlight it in the Comments panel and make it easier to find.
- Read the comment.

You decide the suggested change is not necessary. You will delete the comment without responding.
- Point to the comment until an X appears in the top-right corner of the comment box.



- Click the **X** to delete the comment.

You could have deleted the comment from the Ribbon, but it's easier to delete it from the Comments panel because your eyes are already focused there.
- Close the Comments panel.
- Save your presentation.

Comparing and Merging Presentations

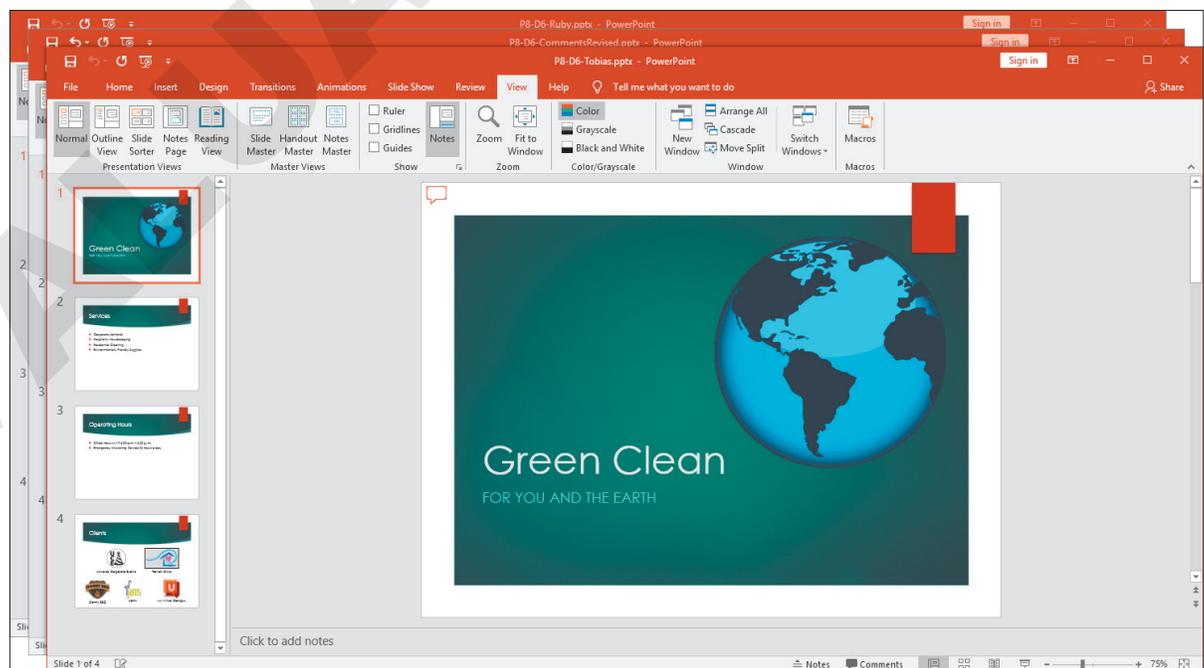
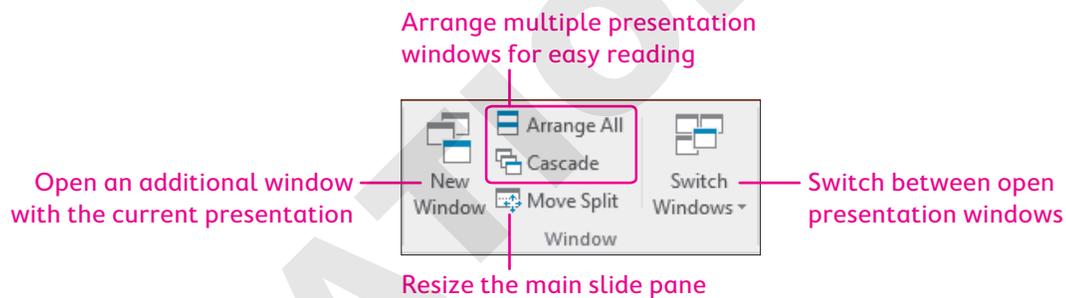
When you receive reviewed presentations, you will compare them with the original and decide which changes you want to incorporate into the final presentation. If you use Outlook, you can open the presentation from the attached file in the email message by double-clicking it. If you use another email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

Viewing Multiple Presentations

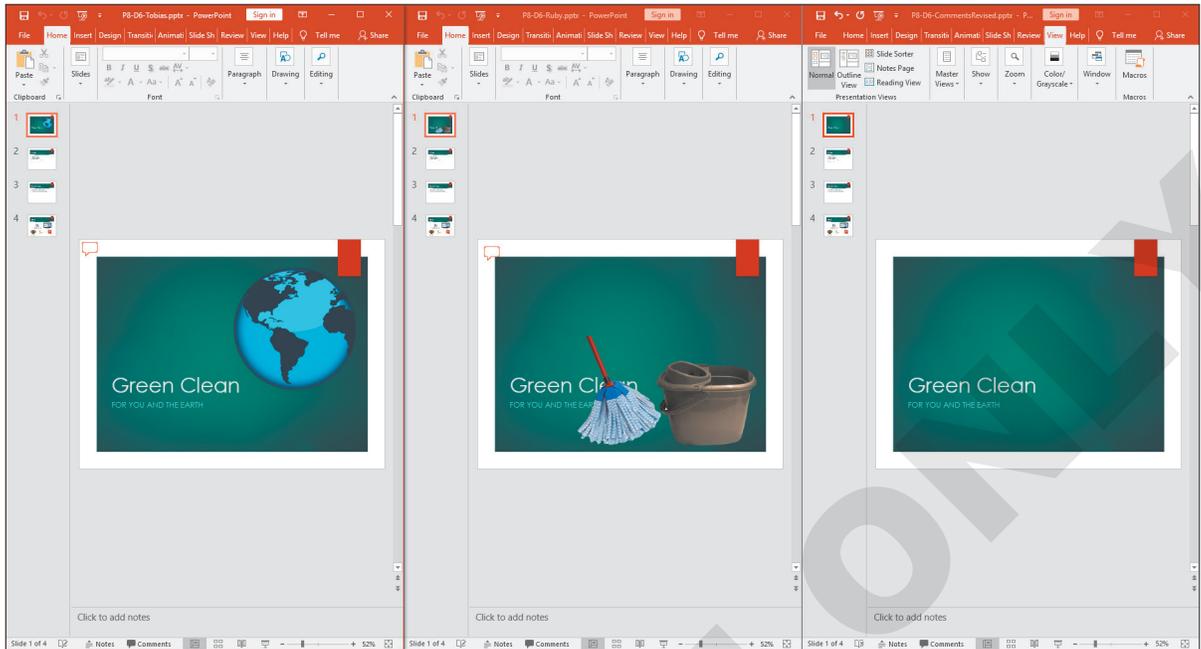
The View tab includes the Window command group, which offers several commands that automate the process of arranging multiple open presentations on the screen. There are two automatic layouts you can use to quickly view more than one presentation at a time:

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

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



The Cascade command overlaps presentations, making it easy to switch among them.



The Arrange All command positions presentations side by side, making it easy to compare them.

COMMANDS IN THE WINDOW COMMAND GROUP

| Command | What It Does |
|----------------|--|
| New Window | <ul style="list-style-type: none"> Creates an additional window for the current presentation Useful for working on two slides in the same presentation at once |
| Arrange All | <ul style="list-style-type: none"> Arranges all open presentations side by side Useful for comparing open presentations |
| Cascade | <ul style="list-style-type: none"> Overlaps all open presentations Useful for quickly seeing which presentations are open |
| Move Split | <ul style="list-style-type: none"> Enables use of the arrow keys on the keyboard to adjust the size of the Slides pane within a single PowerPoint window |
| Switch Windows | <ul style="list-style-type: none"> Used to switch between open presentations An alternative to using the Windows taskbar to switch between PowerPoint windows |

DEVELOP YOUR SKILLS: P8-D6

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

1. Save the presentation as **P8-D6-CommentsRevised** and, if necessary, choose the **title slide**.
2. Open **P8-D6-Ruby** and **P8-D6-Tobias** from your **PowerPoint Chapter 8** folder; click the **Enable Editing** button if it appears above the slide.

You now have three versions of the presentation open—your original and the ones reviewed by Ruby and Tobias.

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

The three presentations are arranged side by side and are easy to compare. You can tell which presentation is which because the filename appears at the top in each window's title bar.

Compare the Title Slides

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

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

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

Both reviewers suggested a picture on the title slide. Tobias's choice is more appropriate.

7. Close the Comments panel.

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

9. Click the **title slide** in the original **P8-D6-CommentsRevised** presentation and choose **Home**→**Clipboard**→**Paste**.

The image is pasted to the same location on the original presentation.

Compare the Services Slide

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

Of the two reviewers, only Tobias has comments on slide 2.

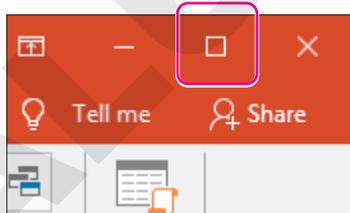
11. Click anywhere in Tobias's presentation and then click his **comment** to read it.

Tobias has suggested alphabetizing the list of services. You will do just that.

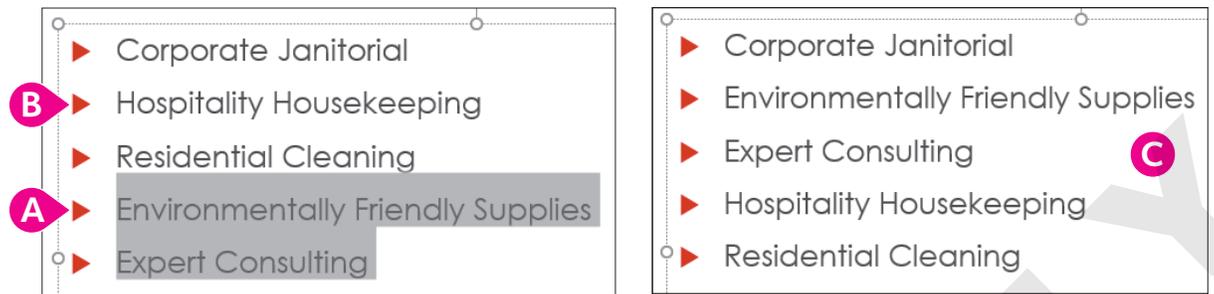
12. Close the Comments panel and then click anywhere in the original **P8-D6-CommentsRevised** presentation to make it active.

The slide is too small to work comfortably with the text.

13. Maximize the PowerPoint window for the original **P8-D6-CommentsRevised** presentation.



14. Follow these steps to alphabetize the list of services:



- A** Double-click **Environmentally** and, with the mouse button still pressed down, drag down and right to select both paragraphs.
- B** Drag the highlighted paragraphs to the left of the word *Hospitality* in the second paragraph.
- C** Your slide should match the figure. If it doesn't, press **Ctrl+Z** to undo and then try steps A–B again.

The list of services is alphabetized.

15. Choose **View**→**Window**→**Arrange All** to view all three presentations side by side again.

The order of presentation windows from left to right may have changed.

Compare the Remaining Slides

- 16. Use the Slides panel to display the **third slide** in each presentation.
- 17. Read the comment in Ruby's presentation and then close the Comments panel.
You disagree with her suggestion, so you will not make any changes.
- 18. Display the **fourth slide** in each presentation and check for comments.
There are no more comments from either of the two reviewers, but a comment still exists from the original author.
- 19. Read the comment in the **P8-D6-CommentsRevised** presentation and then close the Comments panel.
- 20. Maximize **P8-D6-CommentsRevised**.
- 21. Select the **Universal Corporate Events** logo and choose **Picture Tools**→**Format**→**Adjust**→**Color** menu button ▼→**Recolor**→**Purple, Accent color 6 Light**.
The logo is recolored to purple.

Close the Reviewers' Presentations

- 22. Choose **View**→**Window**→**Switch Windows menu button** ▼→**P8-D6-Tobias**.
Tobias's presentation displays in a smaller window than that of the original presentation.
- 23. Choose **File**→**Close** from Tobias's presentation. If asked to save changes, choose **Don't Save**.
- 24. Choose **View**→**Window**→**Switch Windows menu button** ▼→**P8-D6-Ruby**.
Ruby's presentation displays in a smaller window than that of the original presentation.
- 25. Close Ruby's presentation, choosing not to save if prompted.
Only the P8-D6-CommentsRevised presentation is open.
- 26. Ensure the Comments panel is closed and then save your presentation.

Cleaning Up

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

DEVELOP YOUR SKILLS: P8-D7

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

1. Choose **File**→**Options**.
2. Locate the *Personalize Your Copy of Microsoft Office* section in the PowerPoint Options dialog box.
3. Change the User Name and Initials settings back to the default settings you wrote down earlier in Develop Your Skills P8-D3, step 3.
4. Click **OK** and then close PowerPoint.

Using OneDrive and Office Online

You may not always be at your computer or have access to your hard drive when you need to edit a file. For example, you may need to edit an important work document from home but have no access to your work computer. With Microsoft OneDrive, you can store your files online so they are available from any computer with an Internet connection. With Office Online, you can edit those files residing on OneDrive even if you don't have the actual Microsoft Office programs installed on your computer.

Tip!

OneDrive was previously called SkyDrive. As Microsoft continues to update this service, you may see references to SkyDrive on Microsoft websites. Just remember that OneDrive and SkyDrive are the same thing. Similarly, Office Online used to be called Office Web Apps.

Storing Files on OneDrive

OneDrive is a free service provided by Microsoft that allows you to store your files online. There are several benefits to this:

- ▶ You can access your files from any computer with an Internet connection.
- ▶ You don't need to worry about your hard drive crashing or USB drive breaking because your files are stored on the OneDrive servers.

Tip!

Microsoft currently offers 5 GB of OneDrive space for free. A monthly fee is charged for additional space.

☰ File→Save As→OneDrive

DEVELOP YOUR SKILLS: P8-D8

In this exercise, you will save a presentation to OneDrive.

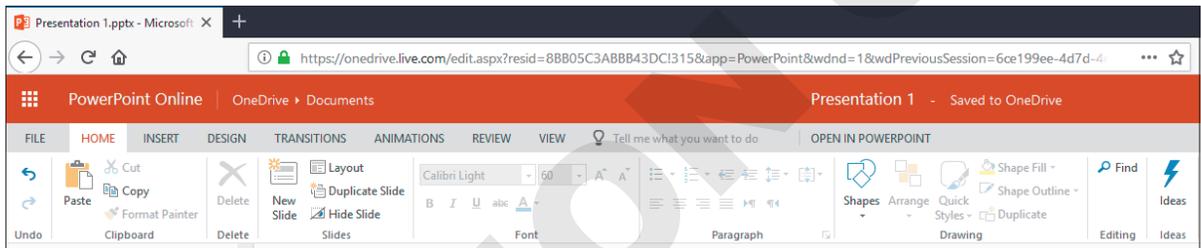


Complete this exercise via the online WebSim.

1. In your web browser, go to: **labyrinthelab.com/websims/P19-08-D8**
If your classroom is using eLab, you can complete the exercise in your eLab course.
2. Follow the onscreen instructions to complete this exercise.

Editing Files with Office Online

Files that have been saved to OneDrive can be edited online using Office Online. These are free online versions of Microsoft Office programs but with limited functionality. Microsoft may add features to Office Online in the future just as it makes changes to its website. The current version of Office Online may feature different capabilities from those used in this chapter.



PowerPoint Online features a Ribbon similar to the full version of PowerPoint, but this Ribbon lacks much of the functionality. Notice the absence of the Slide Show tab.

STRENGTHS AND WEAKNESSES OF OFFICE ONLINE

Strengths

- Files can be edited from any computer with an Internet connection
- Microsoft Office is not required
- Presentations display full color, backgrounds, and fonts

Weaknesses

- Requires a Microsoft Account ID
- Has fewer features and capabilities compared to the full Microsoft Office

DEVELOP YOUR SKILLS: P8-D9

In this exercise, you will edit a presentation with Office Online.

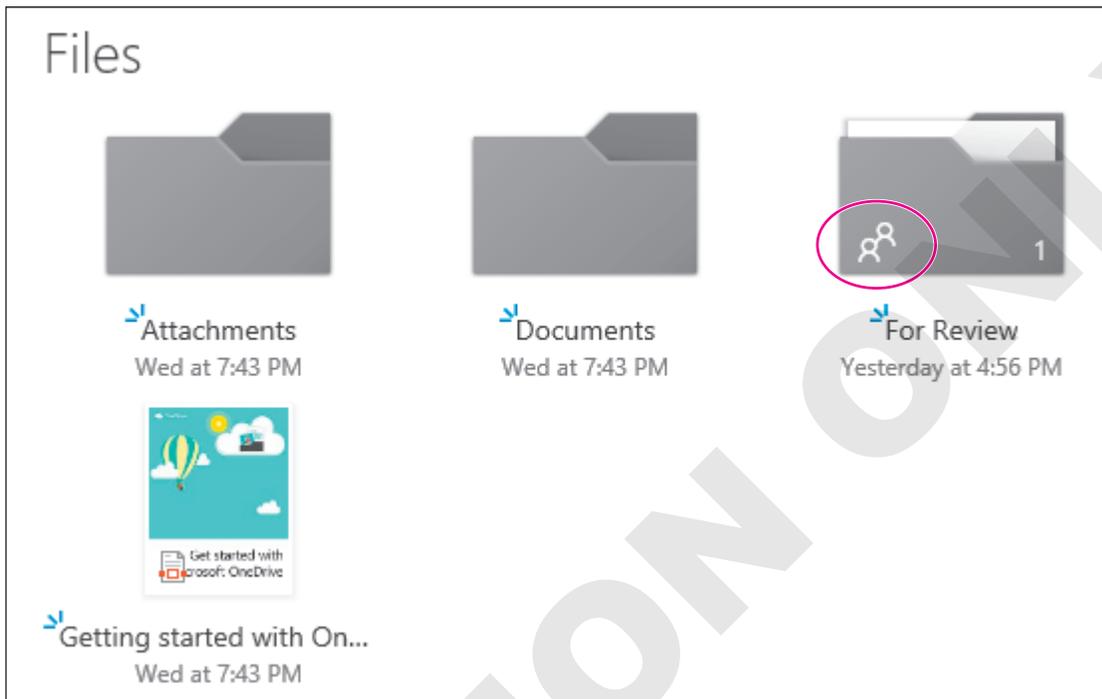


Complete this exercise via the online WebSim.

1. In your web browser, go to: **labyrinthelab.com/websims/P19-08-D9**
If your classroom is using eLab, you can complete the exercise in your eLab course.
2. Follow the onscreen instructions to complete this exercise.

Sharing Files with OneDrive

In addition to being able to edit files stored on OneDrive yourself with Office Online, you can share files and allow others to edit or comment on them. Alternatively, you can share files and allow others to only view or comment on them.



A small icon of two people indicates that a folder is shared.

OneDrive Shares

You can share individual files stored on OneDrive or entire folders. When you share a folder, all files inside the folder are automatically shared. You can easily create additional OneDrive folders to more easily manage permissions. For example, you can create one folder that stores files you allow others to edit and create another folder that stores files you allow the same people to only view.

DEVELOP YOUR SKILLS: P8-D10

In this exercise, you will create a OneDrive folder to store shared documents.



Complete this exercise via the online WebSim.

1. In your web browser, go to: **labyrinthelab.com/websims/P19-08-10**
If your classroom is using eLab, you can complete the exercise in your eLab course.
2. Follow the onscreen instructions to complete this exercise.

Moving Files and Setting Folder Permissions

You may find it necessary to move files from one OneDrive folder to another. For example, you may have a shared folder with documents that are being reviewed. After the review process is complete, you may wish to move some files into a *final versions* folder.

After you create a folder you can set its permissions, allowing others to view or edit the files inside. OneDrive lets you set global permissions and share a folder with the general public, or you can specify individuals by their email address. Any files stored in the folder will inherit the folder's permissions.

DEVELOP YOUR SKILLS: P8-D11

In this exercise, you will move a file from one OneDrive folder to another. Then you will share the OneDrive folder and all the files within it.



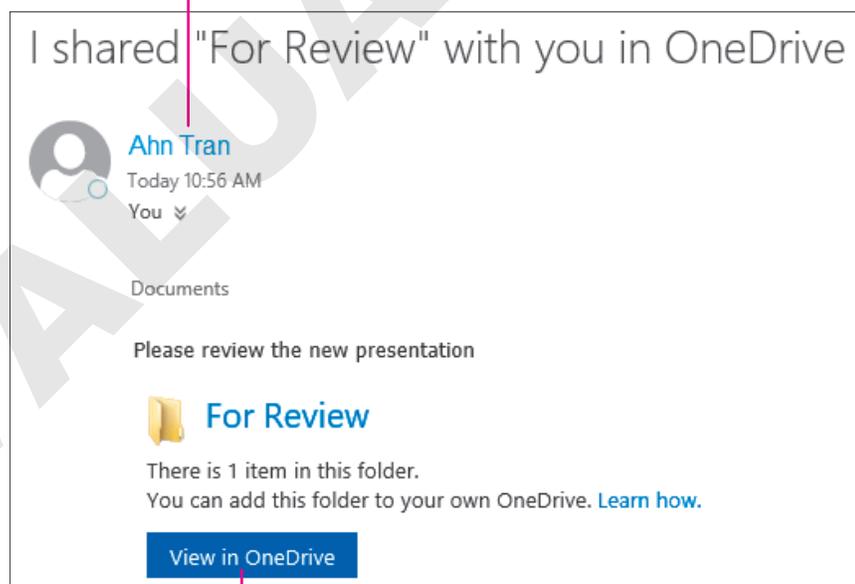
Complete this exercise via the online WebSim.

1. In your web browser, go to: **labyrinthelab.com/websims/P19-08-D11**
If your classroom is using eLab, you can complete the exercise in your eLab course.
2. Follow the onscreen instructions to complete this exercise.

Accessing Shared Files

Accessing and working with a file that has been shared with you is simple. You click the link to the file or folder in the invitation email, log in with your Microsoft Account ID if prompted, and edit the file just as if it were one of your own files on OneDrive. If you no longer have the invitation email, you can still access files and folders shared with you via the Shared link on the OneDrive main page.

The invitation email identifies who shared files with you.



You click this link to open the shared OneDrive folder in your default web browser.

Using Reference Tools

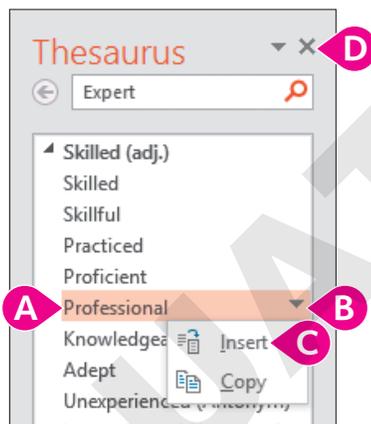
PowerPoint offers thesaurus and translation capabilities, making it easy to find just the right word for your presentation. To use the translation command, you must be connected to the Internet, as PowerPoint forwards the text you want to translate over the Internet to a third-party translation service.

The thesaurus, which helps you find alternatives for words, is accessed through the Proofing command group. You can drag the border of the panel to make it wider and easier to read the content.

DEVELOP YOUR SKILLS: P8-D12

In this exercise, you will use the thesaurus to find an alternate word.

1. Start PowerPoint; open **P8-D12-Comments** from your **PowerPoint Chapter 8** folder and save it as: **P8-D12-CommentsRevised**
2. Choose the **second slide**, *Services*, and double-click the word **Expert** in the third paragraph.
Selecting a word or phrase first saves you from having to type it in the Thesaurus panel.
3. Choose **Review**→**Proofing**→**Thesaurus**.
4. Follow these steps to replace the word *Expert* with one from the thesaurus:



- A Point to (don't click) *Professional* to display its menu arrow.
- B Click the **menu** arrow to display the menu.
- C Click **Insert**.
- D Close the Thesaurus panel.

The word Professional replaces the word Expert on the slide.

5. Save your changes and close the file. 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: P8-R1

Review Presentations Using Email

In this exercise, you will use email and PowerPoint comments to aid in the review process of a presentation. To begin, you will email a file to a reviewer, requesting feedback on your presentation about the tutoring services offered by Kids for Change.

1. Start PowerPoint; maximize the program window and open **P8-R1-KidsComments** from your **PowerPoint Chapter 8** folder.
2. Choose **File**→**Share**→**Email**→**Send as Attachment**.
3. In the To box, type: **kidsreviewer@example.com**
4. In the Message box, type: **Please review this latest presentation and then send it on to the team. Thanks!**
You would normally click Send at this point, but you will not send the email in this exercise.
5. From the message window, choose **File**→**Save As** and save the message to your **PowerPoint Chapter 8** folder as: **P8-R1-KidsEmail**
6. Close the file without sending it.
The Outlook window closes, and the email is neither sent nor placed in Outlook's Outbox.
7. Close PowerPoint.

Open and Save the Attached Presentation

Now you will play the part of the reviewer receiving an emailed presentation.

8. From your Desktop, navigate to your **PowerPoint Chapter 8** folder and double-click the Outlook message file named **P8-R1-Review.msg**.
9. Double-click the attached presentation to view it and then click **Enable Editing** to enable the Ribbon commands.
10. Review the presentation, looking for comments, but don't make any changes.
11. Save the presentation in your **PowerPoint Chapter 8** folder as: **P8-R1-TutoringRevised**
12. Click the **Outlook** button in the Windows taskbar.
13. Choose **File**→**Close** to close the Outlook email window.

Personalize PowerPoint

14. In PowerPoint, choose **File**→**Options**.
15. Locate the *Personalize Your Copy of Microsoft Office* section in the PowerPoint Options dialog box and record the current settings for User Name and Initials on a piece of paper or on your computer.
You will refer to these settings later so you can reset the PowerPoint options for other students.
16. Type your name in the User Name box and your initials in the Initials box. Click **OK**.

Review the Presentation and Provide Feedback

17. Choose the **title slide**, if necessary, and choose **Review**→**Comments**→**New Comment**.
18. Type **I love the blue theme!** and then click the slide to deselect the comment.
19. Choose **Review**→**Comments**→**Next**.
The title slide comment is displayed.
20. Choose **Review**→**Comments**→**Next**.
The comment on slide 2 is displayed.
21. Read the comment and then click the **X** in the comment box to delete it.
You will address this suggestion later, after comparing the presentations of other reviewers.
22. Choose **Review**→**Comments**→**Next**.
23. Read the comment and then click the **X** in the comment box to delete it.
The suggested change is a good one.
24. Select the **1 + 1 = 2** picture and tap **Delete**.
25. Choose **Review**→**Comments**→**Next**.
26. Read the comment, click in the **Reply** box, and type: **Love it! See my comment on the first slide.**
27. Close the Comments panel.
28. Save the presentation and exit PowerPoint.

REINFORCE YOUR SKILLS: P8-R2

Compare Reviewed Presentations

In this exercise, you will compare multiple presentations at once as you review comments and suggestions from collaborators.

1. Start PowerPoint and maximize the program window.
2. Open **P8-R2-KidsComments** from your **PowerPoint Chapter 8** folder and save it as: **P8-R2-KidsCommentsRevised**
3. Choose **File**→**Open**, browse to your **PowerPoint Chapter 8** folder, and open **P8-R2-Malcolm**.
4. Choose **File**→**Open**, browse to your **PowerPoint Chapter 8** folder, and open **P8-R2-Marita**.
5. Choose **View**→**Window**→**Arrange All**.
6. Display the **title slide** in each presentation.
7. Click the **comment** on each title slide and read each.
The original green-blue scheme is preferred.
8. Click the **Next** button in Malcolm's Comments panel.
9. Read Malcolm's comment.
His comment refers to the word Better on slide 2. You can see slide 2 is selected in Malcolm's Slides panel. You will address this comment later.

10. Click **Next** in Malcolm's Comments panel.
His comment refers to the word picture on slide 3.
11. Close Malcolm's Comments panel so you can see the picture on which he commented.
12. Click Malcolm's **comment** to display the Comments panel and then click **Next Comment**.
13. Click **Cancel** when prompted to search for more comments starting at the title slide.
14. Close Malcolm's presentation and choose **Don't Save** if prompted to save changes.
15. Maximize the original presentation and then choose **View→Window→Arrange All** to redistribute the two open presentations.
16. Read the comment on Marita's **title slide**.
The original green-blue scheme is preferred.
17. Click **Next** in Marita's Comments panel.
18. Read Marita's comment and then close her Comments panel so you can see the period to which she refers.
The period is in the last bulleted paragraph, which is fine because it is a sentence, whereas the others are not. As this comment was on the last slide, you can close the presentation.
19. Choose **File→Close** in Marita's presentation to close it.
Only the original presentation is open.
20. Maximize the PowerPoint window.

Reset PowerPoint Options

21. Choose **File→Options** and locate the *Personalize Your Copy of Microsoft Office* section in the PowerPoint Options dialog box.
22. Change the User Name and Initials settings back to the default settings you wrote down earlier in this exercise and click **OK**.

Find Alternate Words

23. Display **slide 2**, *Benefits*, and double-click the word **Better** in the first paragraph.
24. Choose **Review→Proofing→Thesaurus**.
25. In the Thesaurus panel, point to the word *Improved*, click the **menu** arrow next to it, and choose **Insert**.
The word Better is replaced with the word Improved.
26. Double-click the word **Better** in the second paragraph.
27. In the Thesaurus panel, point to the word *Enhanced*, click the **menu** arrow next to it, and choose **Insert**.
The word Better is replaced with the word Enhanced.
28. Close the Thesaurus panel, save the presentation, and close PowerPoint.

REINFORCE YOUR SKILLS: P8-R3

Use OneDrive and Office Online

In this exercise, you will use OneDrive to store a presentation and Office Online to edit it.



Complete this exercise via the online WebSim.

1. In your web browser, go to: **labyrinthelab.com/websims/P19-08-R3**
If your classroom is using eLab, you can complete the exercise in your eLab course.
2. Follow the onscreen instructions to complete this exercise.

EVALUATION ONLY



Apply Your Skills

APPLY YOUR SKILLS: P8-A1

Work with Email and Comments

In this exercise, you will ask for help in reviewing an employee schedule to be presented at a staff meeting. You will play the parts of both the sender asking for feedback and the reviewer providing it.

1. Start PowerPoint and open **P8-A1-Work** from your **PowerPoint Chapter 8** folder.
2. Attach the presentation to an email from within PowerPoint using **ucereviewer@example.com** as the recipient's address and composing a message of your choice.
3. In the Outlook window, choose **File**→**Save As** and save the email message as: **P8-A1-Message**
4. Close Outlook and do not save changes if prompted. Close PowerPoint.
5. From your Desktop, navigate to your **PowerPoint Chapter 8** folder and open the Outlook message file **P8-A1-ScheduleForReview.msg**.
6. Open the attached presentation; save it to your **PowerPoint Chapter 8** folder as **P8-A1-ScheduleRevised** and then close Outlook.

Comment on the Presentation

7. View the PowerPoint options and write down the current settings for User Name and Initials.
You will refer to these settings later so you can reset the PowerPoint options for other students.
8. Change the options to use your name and initials.
9. Add a comment to the title slide: **Should we add a photo in the big blue space?**
10. Read the next comment (on slide 2) and type **Customers** in the empty table cell above the logos.
11. Read the next comment about the addition of the logos and then delete the comment.
12. Close the Comments panel and then save the presentation and exit PowerPoint.

APPLY YOUR SKILLS: P8-A2

Review Presentations

In this exercise, you will use PowerPoint comments to aid in the review process of a presentation. To begin, you will compare reviewed presentations.

1. Start PowerPoint; open **P8-A2-Schedule** from your **PowerPoint Chapter 8** folder and save it as: **P8-A2-ScheduleRevised**
2. Open **P8-A2-Salvador** from your **PowerPoint Chapter 8** folder and view both presentations side by side.
3. Read the first comment on Salvador's title slide.
4. In the original presentation, change the word *Working* in the subtitle to: **Work**

5. Read the next comment in Salvador's presentation.
6. Display **slide 2** in the original presentation and change each of the four instances of *Brad* to: **Josh**
7. Close Salvador's presentation and maximize the remaining presentation.
8. Select the word **Customers** in the first column of the table on **slide 2** and use the Thesaurus panel to find an alternate word; close the Thesaurus panel.
9. Save and close the presentation, and then exit PowerPoint.

APPLY YOUR SKILLS: P8-A3

Work with OneDrive Share Permissions

In this exercise, you will stop sharing a file from OneDrive so only you have access to it. You will also share a second file, with view-only permissions, via a copied link.



Complete this exercise via the online WebSim.

1. In your web browser, go to: **labyrinthelab.com/websims/P19-08-A3**
If your classroom is using eLab, you can complete the exercise in your eLab course.
2. Follow the onscreen instructions to complete this exercise.



Project Grader

This chapter does not include Project Grader exercises. Project Grader content is based on the learning objectives for a chapter, and sometimes those learning objectives cannot be accurately graded by the system. Objectives from this chapter that can be accurately graded may be included in later chapters, if applicable.

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.

P8-E1 That's the Way I See It

You want to create a presentation that compares two email providers. Go to Yahoo.com, create a new (free) Yahoo account, and spend some time navigating the email interface. Sign out of Yahoo and then create a new (free) Outlook.com email account. Explore the interface and then sign out. Now create a presentation named: **P8-E1-EmailCompare**

Create a title slide indicating that the presentation compares Yahoo to Outlook.com. Create two slides, one listing three things you like about Yahoo and one listing three things you dislike about it. Create two similar slides about Outlook.com. Add a comment to the title slide that shows your new Yahoo and Outlook.com email addresses. Apply a design theme and add graphical elements to enhance it. Save a copy of the presentation to OneDrive using your Outlook.com account login as the Microsoft Account ID. Share the presentation as directed.

P8-E2 Be Your Own Boss

In this exercise, you will work with a partner and exchange presentations via OneDrive. You must have a Microsoft Account ID and be able to access OneDrive.com. You will also need your partner's email address.

Search the Internet for common garden pests and environmentally friendly ways to control them. Create a presentation with at least four slides describing a few garden pests and methods of controlling them. Format the presentation to be visually appealing and save it to OneDrive in a new **Gardening** folder as: **P8-E2-Blue**

Share the folder with your partner. Close PowerPoint. Access your partner's shared folder and edit it in PowerPoint Online. Using the Comments panel, add at least two edits. Send your partner an email when your review is complete. Open your presentation from OneDrive. Reply to each comment from your partner and edit your presentation as you see fit. Use the Thesaurus panel to change one word and add a comment noting the change. Save the presentation in OneDrive and to your **PowerPoint Chapter 8** folder as: **P8-E2-Blue**

P8-E3 Demonstrate Proficiency

Stormy BBQ is finalizing its presentation that features employee recipes. Two employees have reviewed the presentation and offered comments. You need to compare these presentations, make the necessary changes, and add your own comment before emailing your version to the restaurant. Open **P8-E3-Benji** and save it as: **P8-E3-Recipe**

Open **P8-E3-Jenice** and arrange both presentations side by side. Read the comments on both presentations and edit **P8-E3-Recipe** as you see fit. When finished, delete all comments in **P8-E3-Recipe**. Add a new comment to the title slide of **P8-E3-Recipe** indicating that you are finished with your edits. Attach the presentation to an Outlook email addressed to **stormy@example.com** and create an appropriate message. Rather than sending the email, save it as: **P8-E3-Email**

EVALUATION ONLY

Glossary

charts Visual representation of statistical or numerical data

OneDrive Free service from Microsoft that offers online storage; users can edit files directly from OneDrive via Office Online; requires a Microsoft Account ID

slide layouts Preset layouts of placeholder boxes on a slide

SmartArt Predesigned graphic images you can add to a file; categories include List, Hierarchy, Pyramid, etc.

table styles Predesigned color and formatting that can be applied to a table

EVALUATION ONLY

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