

Microsoft® **PowerPoint® 2019 & 365**

LEVEL 3 OF 3

ALEC FEHL

Asheville-Buncombe Technical Community College



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Microsoft PowerPoint 2019 & 365: Level 3

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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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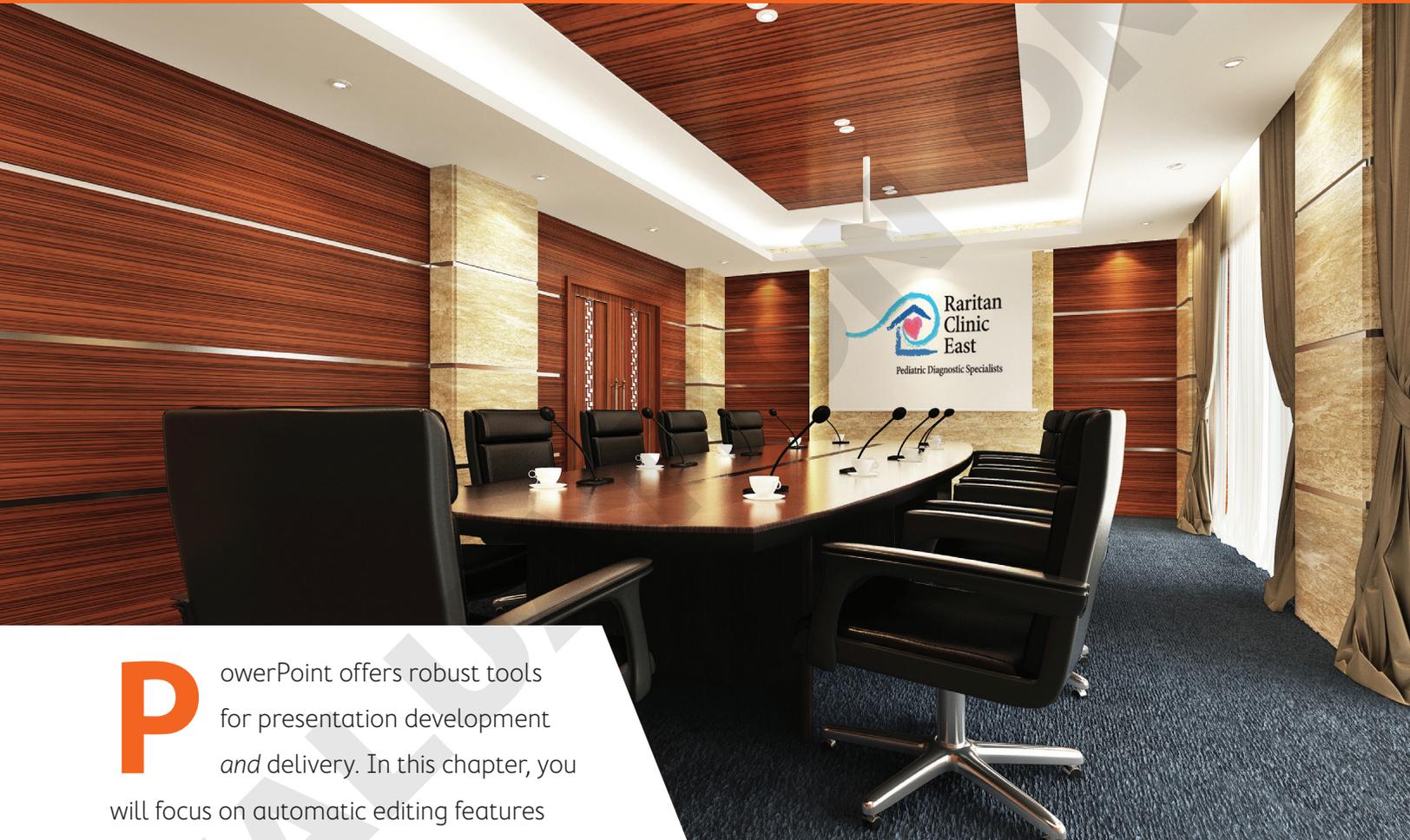
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EVALUATION ONLY

POWERPOINT

9

Readying a Presentation for Final Delivery



PowerPoint offers robust tools for presentation development *and* delivery. In this chapter, you will focus on automatic editing features and slide show delivery options. All these tools work together to refine and polish your presentation so it's visually pleasing, grammatically correct, and effortlessly delivered. You will also learn about transporting a presentation from your computer to another computer.

LEARNING OBJECTIVES

- ▶ Use Find and Replace
- ▶ Connect slides with hyperlinks and PowerPoint Zoom
- ▶ Edit document properties
- ▶ Inspect and protect a presentation
- ▶ Draw on slides during a slide show
- ▶ Transfer a presentation to a USB flash drive

Project: Finalizing and Transporting a Presentation

Raritan Clinic East is a medical practice staffed by the finest clinical diagnosticians in the fields of pediatric general medicine, cardiology, orthopedics, pediatric emergency medicine, and neonatology. Several presentations that promote Raritan already exist. You plan to use these when presenting to the company board of directors in preparation for an upcoming merger. You use the enhanced Slide Show toolbar to work on the presentation's delivery. Knowing that most people in the audience will not remember everything in the presentation, you decide to create a summary slide and use the Laser Pointer tool to remind them of key points. As you will be using a provided computer at the presentation venue, you decide to copy the presentation to a USB drive for easy transport.

Using Find and Replace

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

 Home→Editing→Find 

 Home→Editing→Replace 

Three Useful Options

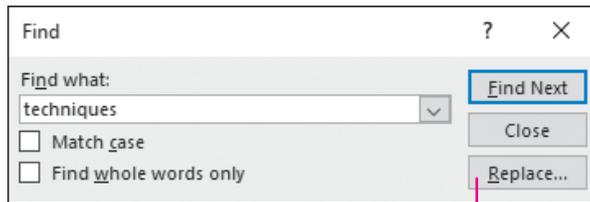
The Find and Replace dialog boxes have useful options to enhance searches:

- ▶ **Match Case:** You can make searches case-sensitive, so searching for *Dog* would not find *dog*.
- ▶ **Find Whole Words Only:** You can search for just whole words. For example, if you searched for *cat*, then *catalyst* and *scattered* would be found because they contain the characters c-a-t. With Find Whole Words Only enabled, a search for *cat* would find only the word *cat*.

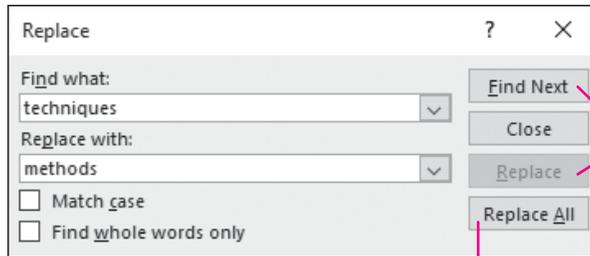
Tip!

The Find Whole Words Only option is not available if you enter more than one word in the Find What box.

- **Replace All:** This option, available from the Replace dialog box only, replaces all occurrences of a term throughout the presentation with a single click. This includes bulleted and nonbulleted text, slide titles, and speaker notes.



This button changes the Find dialog box into the Replace dialog box.



This button automatically replaces every instance of the word or words throughout the presentation.

Use these buttons to find and replace words manually.

DEVELOP YOUR SKILLS: P9-D1

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

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

1. Start PowerPoint; open **P9-D1-Final** from your **PowerPoint Chapter 9** folder and save it as: **P9-D1-FinalRevised**
2. Select the **Operating Hours** slide and note that the first three bullets show the word *Available* (lowercase in the third bullet).
You will change the word Available to Open for two of the instances.
3. Select the **first slide** in the presentation and choose **Home**→**Editing**→**Replace** .
4. Type **Available** in the Find What box.
5. Type **Open** in the Replace With box.

6. Remove any checkmarks from the Match Case or Find Whole Words Only options.
You want to find every instance of the word available, regardless of whether it is capitalized or pluralized.
7. Click **Find Next**.
The Operating Hours slide is displayed, and the word Available in the first paragraph is selected (highlighted).
8. Click **Replace** to replace this instance of Available with Open.
The change is made, and the next occurrence is found.
9. Click **Replace** to replace this instance of Available with Open.
10. Click **Find Next** to skip the third instance and search for another.
11. Read the message box and click **OK**.
12. Click **Close** to close the Replace dialog box.

Replace All Terms in a Presentation

13. Display the **title slide** and read the subtitle.
14. Display the **Raritan Experts** slide and read the final bullet.
You are not happy with the use of the word experts on the title slide nor as the slide title on the current slide. You will change them on both slides. However, you want to keep the word experts in the final bullet on the current slide.
15. Choose **Home**→**Editing**→**Replace** and fill in the boxes as indicated:

Find What	Experts
Replace With	Specialists

Be sure to type an initial capital letter in each entry.
16. Select the **Match Case** checkbox to ensure only occurrences of *Experts* (and not *experts*) are found and click **Replace All**.
PowerPoint makes all the replacements throughout the presentation and displays a summary dialog box indicating that two replacements were made.
17. Click **OK** to close the informational dialog box and then close the Replace dialog box.
18. Navigate to the **title slide** and the **Raritan Specialists** slide and verify that the term *Experts* has been replaced with *Specialists*, but the final bullet on the Raritan Specialists slide still uses *experts*.
19. Save your presentation.

Note!

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

Using Hyperlinks in Presentations

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

Inserting Hyperlinks

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

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

Creating Hyperlinks for Slide Navigation

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

☰ Insert→Links→Link 

DEVELOP YOUR SKILLS: P9-D2

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

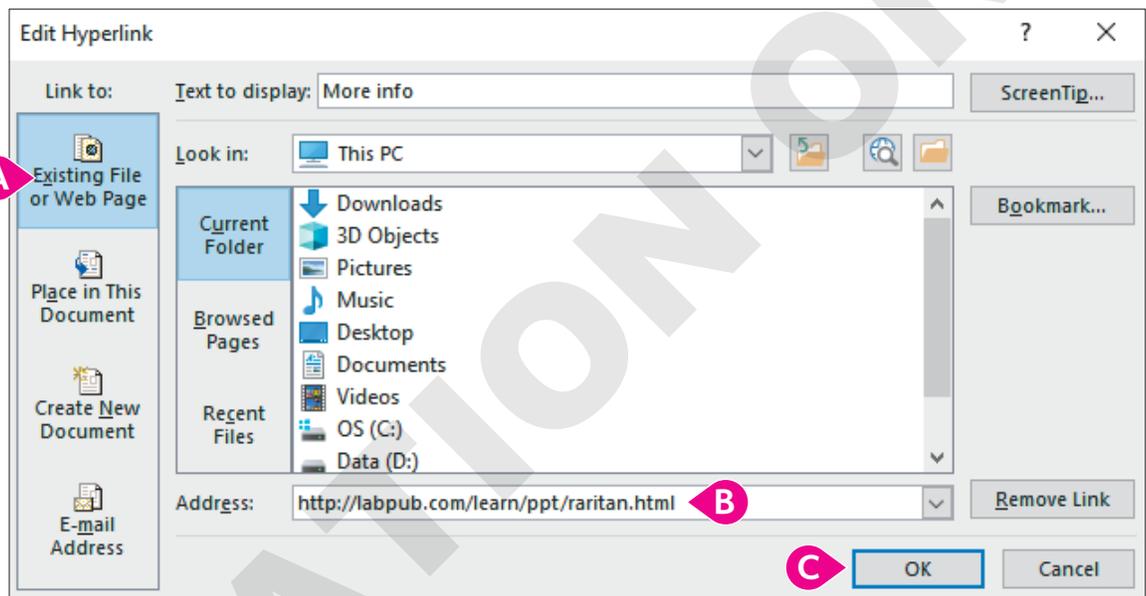
1. Save the presentation as: **P9-D2-FinalRevised**
2. Choose the **last slide** in the presentation and then choose **Home→Slides→New Slide menu button ▼→Title and Content**.
3. Choose **Home→Slides→Section→Add Section**, type **Summary** for the section name, and click the **Rename** button.

4. Type **Summary** as the slide title and then type this in the content area:

- **Services**
- **Location**
- **Hours**
- **Specialists**
- **Departments**
- **More info**

Raritan is a fictitious company, and you will create the hyperlink to point to a fictitious website for that company.

5. Select the text **More info** and choose **Insert**→**Links**→**Link**  to open the Insert Hyperlink dialog box.
6. Follow these steps to create a link to a website:



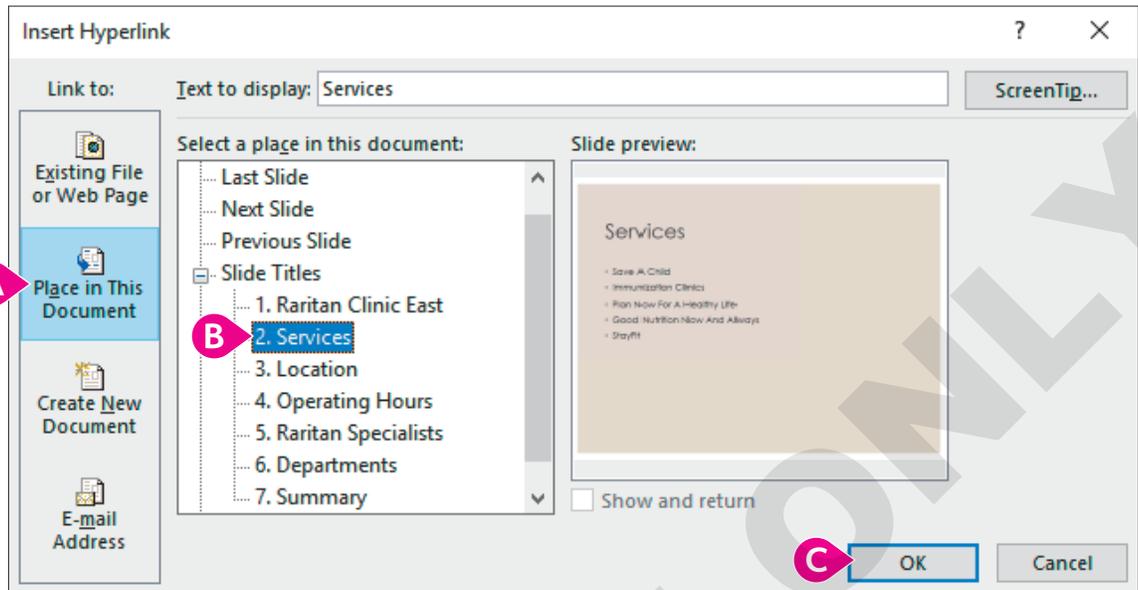
- A** Verify **Existing File or Web Page** is selected in the *Link To* section.
- B** Type **http://labpub.com/learn/ppt/raritan.html** in the Address box.
- C** Click **OK**.

The More Info text becomes underlined to indicate it is a hyperlink. It also changes color to match the hyperlink color defined by the document theme.

Create Hyperlinks to Two Slides

7. Select the text **Services** on the **Summary** slide so it becomes highlighted.
8. Choose **Insert**→**Links**→**Link** to open the Insert Hyperlink dialog box.

9. Follow these steps to create a hyperlink to the Services slide:



- A** Select the **Place in This Document** option.
- B** Select the **Services** slide.
- C** Click **OK**.

The Services text becomes underlined to indicate it is a hyperlink and changes color to match the hyperlink color defined by the document theme.

10. Select the **Location** text and then choose **Insert**→**Links**→**Link**.

Notice that Place in This Document is already selected from the left side of the dialog box as PowerPoint has remembered your previous selection.

11. Select the **Location** slide and click **OK**.

The Location text becomes underlined and has changed color.

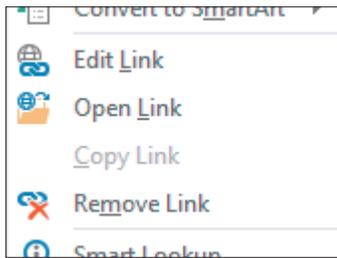
Finish the Navigation Slide

Now you will finish creating a navigation scheme from the Summary slide.

12. Follow these steps to add a hyperlink to the Monthly Events slide:
- Select **Hours** on the **Summary** slide.
 - Choose **Insert**→**Links**→**Link**.
 - Choose the **Operating Hours** slide from the Slide Titles list and click **OK**.
13. Repeat step 12 for the remaining two bulleted items on the Summary slide, creating links to the Raritan Specialists and Departments slides.
- You will test the hyperlinks in the next exercise.*
14. Save your presentation.

Repairing and Removing Hyperlinks

You may want to remove or edit a hyperlink on a slide. You can do this in Normal view using the Hyperlink command. In most cases, though, the easiest way to edit a hyperlink is to choose a command from the shortcut menu after a right-click.



A right-click on a hyperlink displays useful editing commands.

Insert → Links → Link → Remove Link

The Need to Check Links

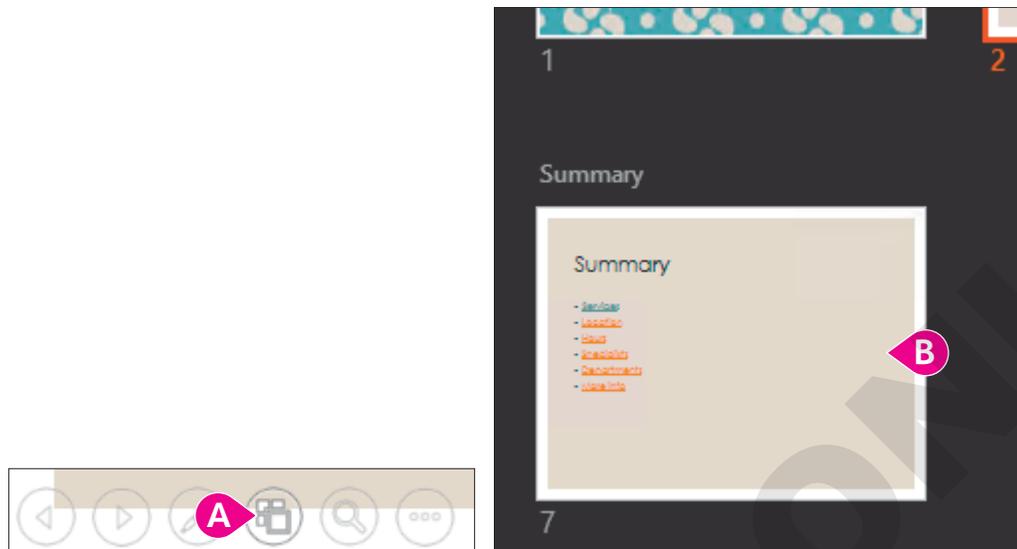
It's imperative that you check every hyperlink in a presentation. Your professional credibility is at risk if you lead a malfunctioning presentation. If you find during rehearsal that a hyperlink doesn't work, or that it isn't needed at all, you can easily repair or remove it.

DEVELOP YOUR SKILLS: P9-D3

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

1. Save the presentation as: **P9-D3-FinalRevised**
2. Choose **Slide Show** → **Start Slide Show** → **From Beginning**.
3. Click through the presentation until you reach the Summary slide.
4. Click the **Services** hyperlink to immediately navigate to the Services slide.
5. Point at the lower-left corner of the slide to display the Slide Show toolbar.

6. Follow these steps to return to the Summary slide:



A Click the **Show All Slides** button.

B Click the **Summary** slide.

Notice that the Services hyperlink is now a different color. This indicates a visited link (a hyperlink that has been used).

7. Test the other hyperlinks to verify they navigate to the correct slide (remember, the *More Info* link will open your web browser and attempt to connect to the Labyrinth website); use the Slide Show toolbar to return to the Summary slide when needed.
8. Tap **[Esc]** to end the slide show and return to Normal view.

If one of your hyperlinks navigated to the wrong slide, you will fix it next. If all your hyperlinks worked, read through the next few steps to learn how to repair and remove hyperlinks should you have the need in the future.

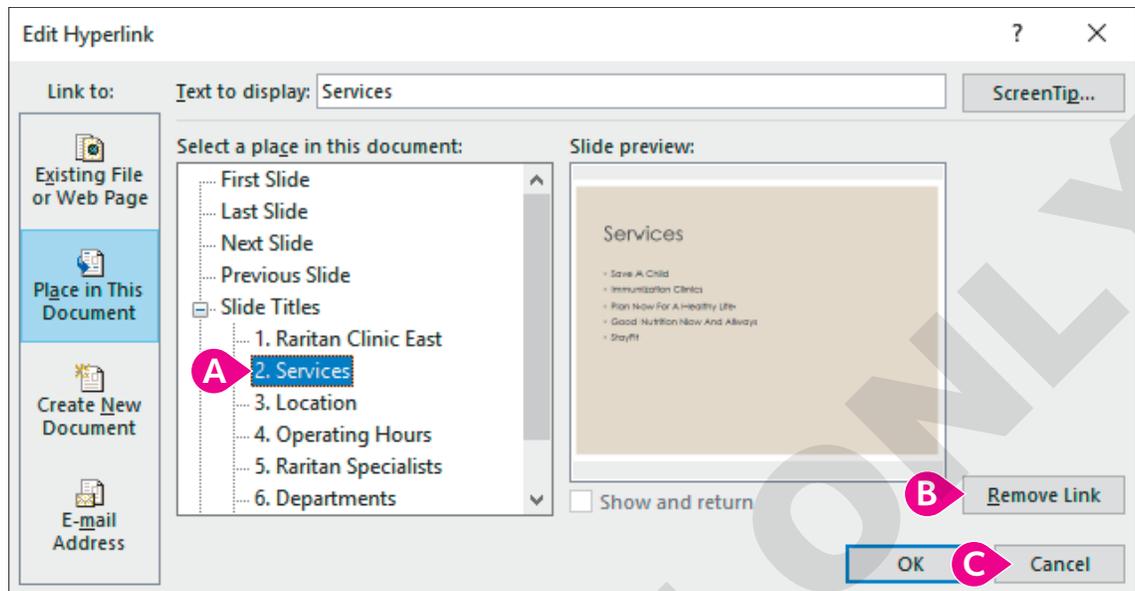
Repair Hyperlinks

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

Note that the entire line does not have to be highlighted. Your insertion point simply needs to be flashing in the text.

10. Choose **Insert**→**Links**→**Link**.

11. Follow these steps to repair or remove a hyperlink:



- A** Select the correct slide to repair a bad link and click **OK**.
- B** Or, click **Remove Link** to leave the text on the slide but remove the hyperlink.
- C** Or, click **Cancel** to leave your hyperlink unedited.

12. Continue to repair hyperlinks as needed and then view the slide show to test your repairs.

13. Save your presentation.

PowerPoint Zoom

PowerPoint Zoom provides a more visually exciting way to link to another slide by using thumbnail images of slides rather than text links. PowerPoint provides three types of Zoom links: Slide Zoom, Section Zoom, and Summary Zoom.

☰ Insert → Links → Zoom

Slide Zoom

Use Slide Zoom to link to another slide and continue the presentation from that linked slide. Think of it as a rewind or fast-forward link that takes you back or forward to a specific slide. Slide Zoom places a thumbnail of the linked slide on the current slide to act as the link.

Section Zoom

If your presentation contains sections, use Section Zoom to jump to the first slide of any section. When all slides in a section have been viewed, you are returned to the slide you jumped from. Section Zoom places a thumbnail of the first slide of the linked section on the current slide to act as the link. This is useful if you want to present your sections in a nonlinear sequence. For example, you may have four sections you want to present but may present them in a different order depending on your audience's participation.

Section Zoom can also force your audience to focus on you rather than on a slide if you use it as a landing slide or jump-off point. For example, you may have a slide that just contains links to different sections, allowing you to speak about any section first and then jump to it.

Summary Zoom

Summary Zoom is similar to Section Zoom in that it creates links to the first slide within a section. However, Summary Zoom always creates a new slide after the title slide rather than adding thumbnails to an existing slide. Navigating a slide show with a Summary Zoom slide can be tricky. After you click a thumbnail and navigate all slides within that section, you are returned to the Summary Zoom slide. But if you then click any area of the slide that is not a slide thumbnail, the slide show jumps to the next sequential section. This can make it difficult to reach the final slide of the presentation.

DEVELOP YOUR SKILLS: P9-D4

In this exercise, you will use PowerPoint Zoom links to navigate a slide show.

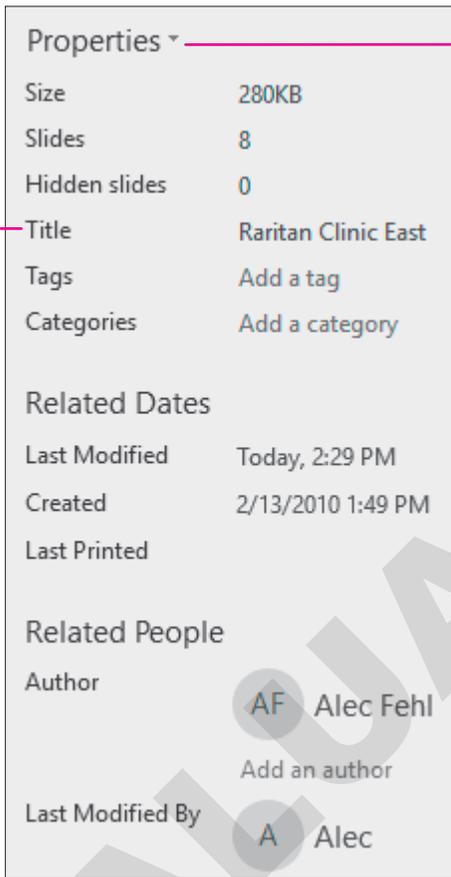
1. Save the presentation as: **P9-D4-FinalRevised**
2. Choose **Insert**→**Links**→**Zoom**→**Summary Zoom**.
PowerPoint preselects the first slide of every section.
3. Uncheck **slides 1** and **7** so only slides 2, 3, and 5 are selected and then click **Insert**.
A new slide is created after the title slide with a thumbnail link for the first slide in each of the selected sections.
4. Title the new slide: **Today's Agenda**
5. Display the **final slide** in the presentation and choose **Insert**→**Links**→**Zoom**→**Slide Zoom**.
6. Check only the **title slide** and click **Insert**.
If desired, you can resize and move the thumbnail. In this case, the default size and location are fine.
7. Choose **Slide Show**→**Start Slide Show**→**From Beginning**.
8. Click to progress to the second slide (the Summary Zoom slide).
Three slide thumbnails display, allowing your audience to focus on you rather than the slide content. You can also progress through the slide show nonsequentially by jumping to the section of your choice.
9. Move your mouse until the pointer appears and click the **Location** thumbnail.
The slide show zooms to the Location slide, which is the first slide in the Location and Hours section.
10. Click to navigate to the second slide in this section and then click to exit the Operating Hours slide.
You return to the Summary Zoom slide because the section has ended.
11. Click the **Raritan Specialists** thumbnail to jump to the Staff section, click to navigate to the second slide in this section, and then click again to jump back to the Summary Zoom slide.
12. Click any area of the **Summary Zoom** slide except a thumbnail.
The slide show jumps to the Summary slide again because it's the first slide in the next sequential section, Summary.
13. Click the **title slide** thumbnail.
The slide show zooms to the title slide. In this case, the Slide Zoom thumbnail acts like a rewind link.
14. Tap **[Esc]** to exit the slide show and return to Normal view.

Finalizing a Presentation

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

Editing Document Properties

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

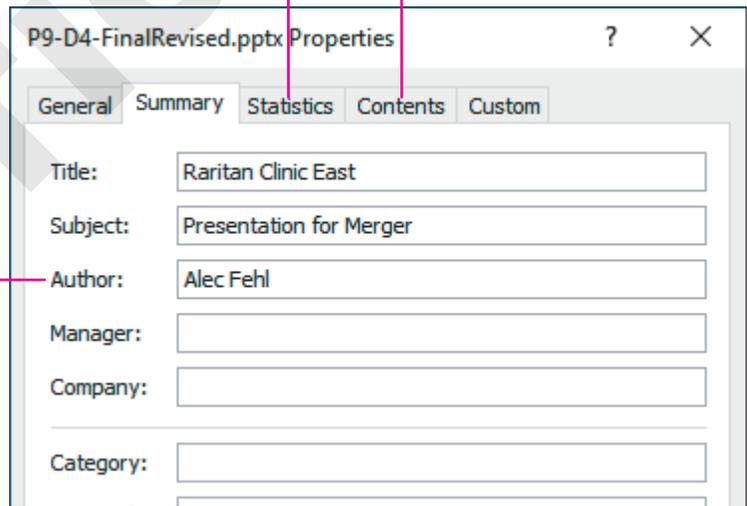


Advanced properties are accessible from the Properties menu.

Some basic document properties are visible in Backstage view.

The Statistics tab shows the total number of slides, paragraphs, and words in the presentation.

The Contents tab shows which fonts are used and which theme is applied and lists all slide titles.



Additional fields are available from the Advanced Properties window.

USEFUL DOCUMENT PROPERTY FIELDS

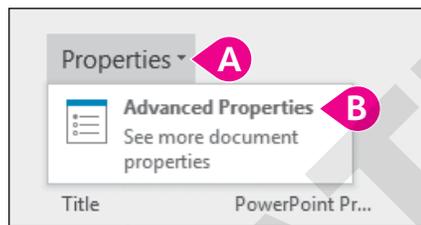
Field	Possible Usage
Title	Shows the title of the presentation
Subject	Gives the main idea of the presentation, like the subject line of an email
Author	Indicates the person or people who created the presentation
Category	Indicates the broad category of the presentation (e.g., sales or prospective client presentation)
Keywords	Identify the main idea of the presentation (e.g., services offered, products sold, new client incentives)
Comments	Contain notes, messages, or instructions for others working on the presentation or those viewing the presentation on their own

☰ File→Info→Properties

DEVELOP YOUR SKILLS: P9-D5

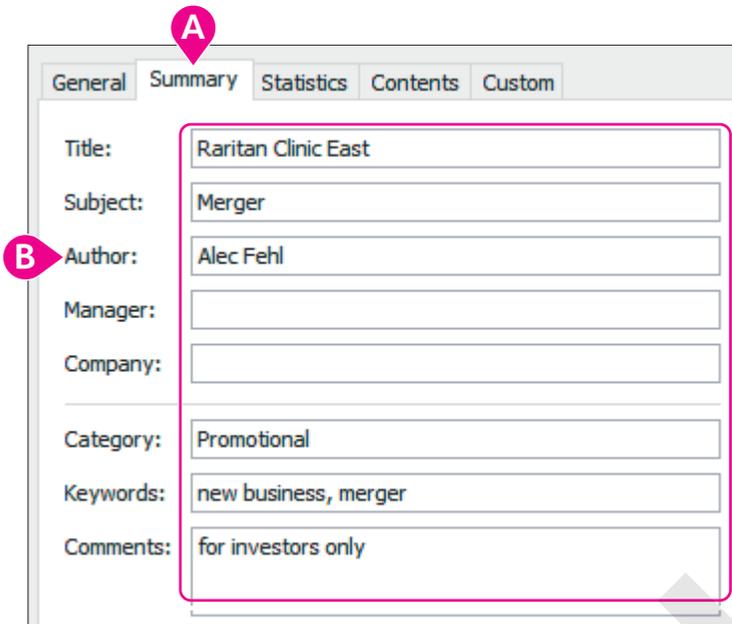
In this exercise, you will edit a presentation's document properties.

1. Save the presentation as: **P9-D5-FinalRevised**
2. Click the **File** tab to display Backstage view and follow these steps to display the Advanced Properties window:



- A Click the **Properties** menu arrow on the right side of Backstage view.
- B Choose **Advanced Properties**.

- Follow these steps to edit the document properties:



- Click the **Summary** tab.
- Fill in the Title, Subject, Author, Category, Keywords, and Comments fields as indicated, using your actual name as the author.
- Click **OK**.

Notice that the information in the right column of Backstage view is updated to display the new properties.

- Click the **Back** button to close Backstage view.
- Save your presentation.

Inspect a Presentation

It's important to inspect your presentation for problems before sharing it with others. If you've added things like your name or personal contact details to the document properties, you may want to remove that information before sharing the presentation with others. Additionally, you should make sure your content can be read or accessed by people with disabilities. Finally, if others may be editing the presentation, you'll want to make sure they won't have problems if they use an earlier version of PowerPoint. PowerPoint offers three different inspection options.

INSPECTION OPTIONS

Inspection Option	What It Does
Inspect Document	Checks for hidden properties or personal information you may want to remove before sharing
Check Accessibility	Checks for problems that would make it difficult for people with disabilities to read the presentation content
Check Compatibility	Checks for features in the presentation not supported by earlier versions of PowerPoint

☰ File→Info→Inspect Presentation

DEVELOP YOUR SKILLS: P9-D6

In this exercise, you will inspect a presentation for personal and sensitive information.

1. Save the presentation as: **P9-D6-FinalRevised**
2. Choose **File**→**Info**→**Inspect Presentation**→**Check for Issues**→**Inspect Document**.
3. Scroll through the list of items to be inspected and read each description, leaving them checked and unchecked as per their default settings, and then click **Inspect**.
4. Scroll through the inspection report and read each item.

The inspection report informs you there is a possibility that personal information is included in the document properties and that there are presentation notes (speaker notes) that may contain sensitive information. There may be other issues, but these are the two we're concerned with.

As this is a new version of the presentation, you will remove the personal information you added in the previous activity. The previous version of the presentation will still contain all the document properties; this version will be cleaned and readied for public distribution.

5. Locate the *Document Properties and Personal Information* item at the top of the report and click its **Remove All** button.
6. Scroll to the bottom of the inspection report and click **Remove All** to delete all the presentation notes.
7. Click **Close**.
The document properties shown in Backstage view have been cleared.
8. Save the presentation.

Accessibility

Sighted users are not the only ones who may access your presentation. To reach the largest audience, use the Accessibility Checker to ensure your content is accessible by visually impaired users. Some visually impaired users use software that reads slides (and other documents) out loud, so it's important to provide **alternative text (alt text)** descriptions of pictures that can be read aloud. Not all pictures need alt text. If a picture is purely decorative and conveys no meaning, you can simply mark it as decorative. You should also ensure the order of objects on the slides makes sense. While a sighted user can easily see everything at once and read from top to bottom and left to right, software that reads the slide out loud relies on the order of the objects to read them in an order that makes sense.

DEVELOP YOUR SKILLS: P9-D7

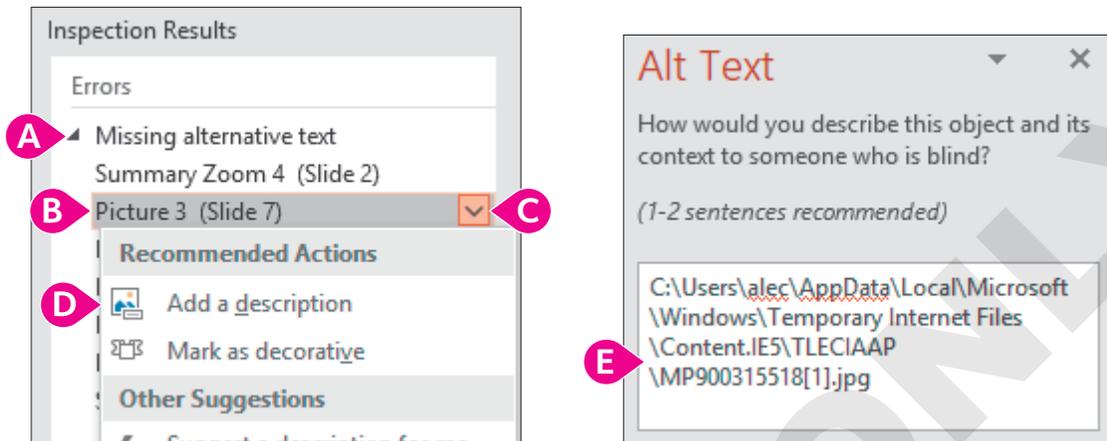
In this exercise, you will inspect a presentation for accessibility.

1. Save the presentation as: **P9-D7-FinalRevised**
2. Choose **File**→**Info**→**Inspect Presentation**→**Check for Issues**→**Check Accessibility**.

The report informs you there are pictures missing alternative text descriptions. You are also warned about the reading order of content on slides 2, 7, and 8.

Add Alternative Text

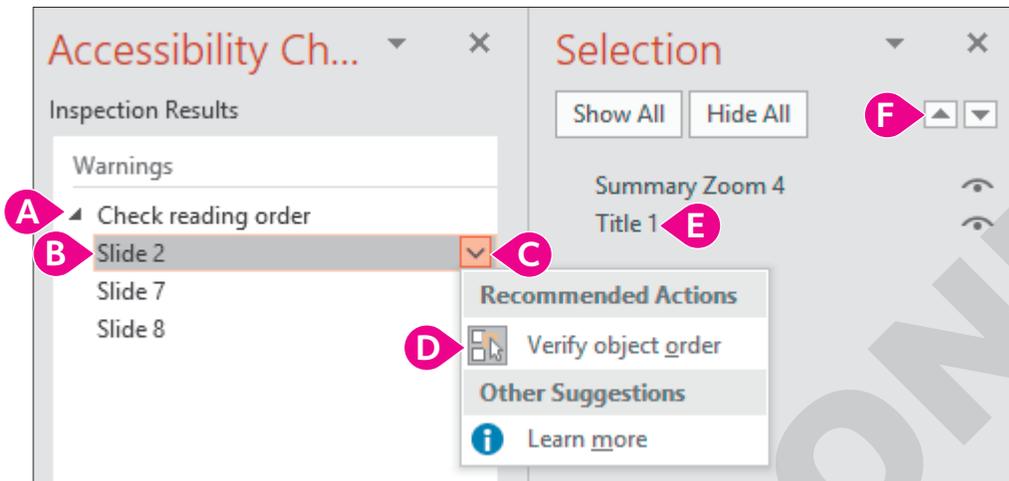
3. Follow these steps to add alternative text to the first picture:



- A Click **Missing Alternative Text** in the Accessibility Checker panel.
 - B Click **Picture 3 (Slide 7)** in the Accessibility Checker panel.
 - C Click its menu arrow.
 - D Click **Add a Description**.
 - E Delete the default text in the Alt Text panel and type: **Stethoscope representing pediatric general medicine**
4. Click **Picture 2 (Slide 7)** in the Accessibility Checker panel and replace the default text with: **Masked doctors in emergency room**
 5. Click **Picture 4 (Slide 7)** in the Accessibility Checker panel and replace the default text with: **Heart monitor**
 6. Click **Picture 5 (Slide 7)** in the Accessibility Checker panel and replace the default text with: **Running skeleton with heart rate monitor**
 7. Click **Picture 9 (Slide 7)** in the Accessibility Checker panel and replace the default text with: **Baby feet on blanket**
 8. Click **Summary Zoom 4 (Slide 2)** in the Accessibility Checker panel and type this in its text box in the Alt Text panel (deleting any default text if necessary): **Summary Zoom link thumbnails to sections of the presentation**
 9. Click **Slide Zoom 4 (Slide 8)** in the Accessibility Checker panel and type this in its text box in the Alt Text panel (deleting any default text if necessary): **Slide Zoom link thumbnail linking to the title slide**
 10. Close the Alt Text panel.

Fix Reading Order

11. Follow these steps to fix the reading order on slide 2:

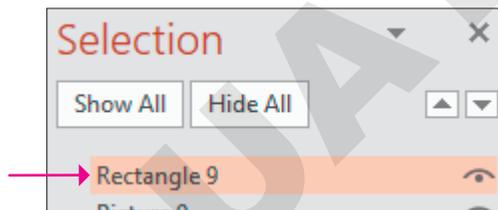


- A** Click **Check Reading Order**.
- B** Click **Slide 2**.
- C** Click its menu arrow.
- D** Choose **Verify Object Order**.
- E** Select **Title 1**.
- F** Click the **up arrow** to move the slide to the top of the list so it will be read aloud first.

12. Choose **Slide 7** in the Accessibility Checker panel and move its title to the top position.

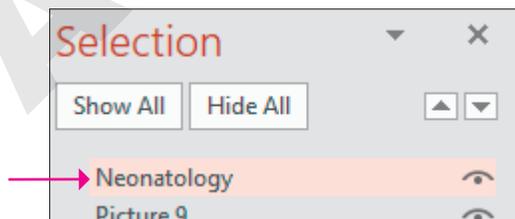
With so many objects, it is difficult to know what's what. You will rename each object.

13. Click **Rectangle 9** to select the matching object on the slide.



The text box for Neonatology is selected.

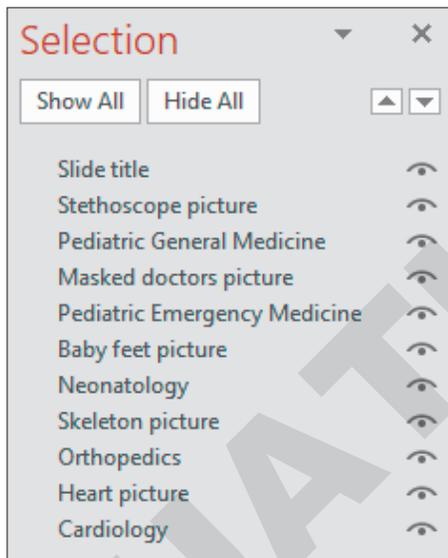
14. Double-click **Rectangle 9** and delete its current text and then type **Neonatology** and tap **Enter** to apply the change.



15. Double-click each remaining object in the Selection pane to identify its matching object on the slide and then rename it as indicated:

Selection Pane Name	New Name
Picture 9	Baby feet picture
Rectangle 7	Orthopedics
Picture 5	Skeleton picture
Rectangle 4	Cardiology
Picture 4	Heart picture
Rectangle 8	Pediatric Emergency Medicine
Picture 2	Masked doctors picture
Rectangle 6	Pediatric General Medicine
Picture 3	Stethoscope picture
Title 1	Slide title

16. Now that the objects have recognizable names, arrange them in the Selection pane in this order:



17. Close both the Selection and Accessibility Checker panels.
 18. Save the presentation.

Selection Pane

While the Accessibility Checker does a fairly good job determining problems with reading order, it doesn't catch every issue. If you are concerned with accessibility, consider examining the reading order of every slide manually using the Selection Pane.

☰ Click any slide object and choose Drawing Tools→Format→Arrange→Selection Pane

Compatibility

It's possible that others may be working on your presentation. If they use an older version of PowerPoint (PowerPoint 97–2003), they won't be able to edit objects that incorporate newer features not present in their PowerPoint version. You can check for compatibility and then make the decision to either remove the feature from your slide or keep it with the knowledge that some collaborators may not be able to edit it.

DEVELOP YOUR SKILLS: P9-D8

In this exercise, you will inspect a presentation for compatibility with older versions of PowerPoint.

1. Save the presentation as: **P9-D8-FinalRevised**
2. Choose **File**→**Info**→**Inspect Presentation**→**Check for Issues**→**Check Compatibility**.

The report informs you that users of PowerPoint 97–2003:

- Won't see the slide sections.
- Won't have working PowerPoint Zoom links.

If you were to decide those issues were problematic, you could manually delete the sections and delete the PowerPoint Zoom links and replace them with text links. In this case, you will keep these new features in your presentation and make no changes.

3. Click **OK** to close the compatibility report.

Protect a Presentation

You might choose to protect a presentation to preserve its content and prevent accidental editing or to ensure only specific people can open the presentation.

PROTECTION OPTIONS

Protection Option	What It Does
Always Open Read-Only	The presentation always opens in read-only mode so it can't be edited. Users must click a button to enable editing.
Encrypt with Password	This option requires a password to open the presentation.
Restrict Access	Use this to specify people who can edit, copy, or print the presentation. This option requires a Rights Management Server, which is something your IT department has to set up.
Add a Digital Signature	This lets you sign the presentation digitally so other users are assured the presentation really came from you.
Mark as Final	This option lets users know the presentation is the final version.

 File→Info→Protect Presentation

DEVELOP YOUR SKILLS: P9-D9

In this exercise, you will protect a presentation from accidental edits.

1. Save the presentation as: **P9-D9-FinalRevised**
2. Choose **File**→**Info**→**Protect Presentation**→**Protect Presentation**→**Always Open Read-Only**.
3. Save the presentation and close PowerPoint.

4. Navigate to your file storage location and double-click the **P9-D9-FinalRevised** presentation to open it.

It opens in PowerPoint with a message at the top informing you the presentation is read only and cannot be edited without first clicking the Edit Anyway button.

5. Click after the word *Raritan* in the slide title and try to type additional text.

You can't! The presentation is protected from editing.

6. Click the border of the title text and try to drag it to the bottom of the slide.

You can't! The presentation is protected from editing.

7. Click the **Edit Anyway** button at the top of the slide panel.

8. Drag the title up so its top border touches the brown rectangle above it.

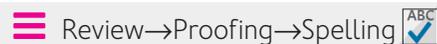
9. Save the presentation and close PowerPoint.

10. Navigate to your file storage location and double-click **P9-D9-FinalRevised**.

It opens in PowerPoint once again as read only because it was protected to always open in read-only mode.

Proof a Presentation

Before presenting a slide show to an audience, protect your professional credibility by checking for spelling errors. Use the Spelling command on the Review tab to scan your entire presentation for errors.



The Slide Show Toolbar

Normally when you begin a slide show, your mouse pointer is in the form of the arrow tool, which is used to click slides or objects on a slide. The arrow tool is used to select other tools, such as various pens and a highlighter, which enable you to draw, write, and highlight elements of your slides as you deliver the presentation.

Zooming In

If items on a slide are too small to see from the back of the audience during a slide show, you can use the Slide Zoom tool to zoom in. Unfortunately, you cannot control the zoom level. PowerPoint zooms in to a preset level.

Tip!

The Slide Zoom tool is different from a Slide Zoom link. Don't confuse the two!

DEVELOP YOUR SKILLS: P9-D10

In this exercise, you will use the Slide Zoom tool to enlarge an area of a slide.

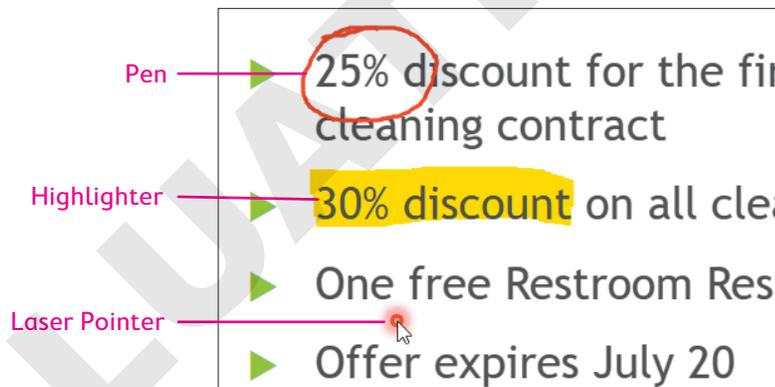
1. Choose **Slide Show→Start Slide Show→From Beginning**.
2. Click to navigate to slide 2.

3. When the Summary Zoom slide appears, move the mouse around until you see the pointer and then click the **Location** thumbnail.
4. Move the mouse around until the Slide Show toolbar appears in the lower-left corner of the screen.
5. Click the **Zoom**  button on the toolbar.
6. Click the **Wooded 6-acre site** to zoom in.
7. Drag the slide to center the list of highways on the screen.
8. Right-click anywhere on the slide to zoom out.
9. Tap **[Esc]** to end the slide show.

Annotating with Pen Tools

As you deliver your presentation, the audience may ask for more detail on a key issue. This is where PowerPoint’s pen tools (collectively called the Pointer) can help. With the Pointer options, you can immediately respond to the request by using the Pen or Highlighter to annotate slides, thus emphasizing important information. When the presentation ends, you will be asked whether you want to keep or discard the digital ink annotations. If you keep them, they are saved with the presentation and will be there when you open it again and run the slide show. If you discard them, they disappear immediately and are not saved. Alternatively, you can use the Laser Pointer tool to focus your audience’s attention without drawing on the slide. While you can change the color of the Pen and Highlighter tools, the Laser Pointer is always red.

Tip! If you change the color of the Laser Pointer tool, it changes to the Pen tool.



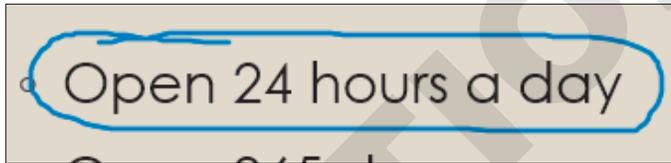
POINTER TOOLS

Tool	Description
Laser Pointer	Simulates a laser pointer that focuses attention without drawing on the slide
Pen	Draws and writes with different colors
Highlighter	Highlights the text or image with a wide stroke of color
Eraser	Removes lines or highlighting from the slides
Ink Color	A full spectrum of colors available for the Pen and Highlighter

DEVELOP YOUR SKILLS: P9-D11

In this exercise, you will use each Pointer tool available in the Pointer menu.

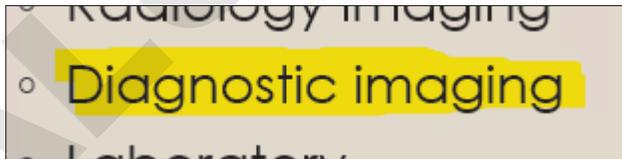
1. Click the **Edit Anyway** button above the Slides panel.
Some pointer tools, such as those used for drawing or highlighting, are not available when the presentation is read only.
2. In **Normal** view, select the **title slide** and then choose **Slide Show**→**Start Slide Show**→**From Beginning**.
3. Navigate to the *Operating Hours* slide.
4. Move the mouse around until the Slide Show toolbar appears in the lower-left corner of the screen.
5. Click the **Pointer**  button on the toolbar and choose the **Pen**.
The arrow turns into the point of a pen. You may need to move your mouse around a bit to see where the pointer is because the pen tip is very small. The button on the toolbar changes from the Pointer button to the Pen button.
6. Click the **Pen**  button and choose any shade of blue from the color palette at the bottom.
Notice the range of colors available to you.
7. Drag with the Pen tool to draw an oval around the text *Open 24 hours a day*.



You might draw like this to emphasize this point during the presentation.

Use the Highlighter Tool

8. Tap **Spacebar** twice to move forward to the **Raritan Specialists** slide.
9. Click the **Pen**  button and choose the **Highlighter**.
10. Drag to highlight the **Diagnostic imaging** line.



The Highlighter is actually a wide stroke of color. You can move the mouse back and forth more than once to cover the text completely. The Highlighter tool is another useful way to emphasize a point during a presentation.

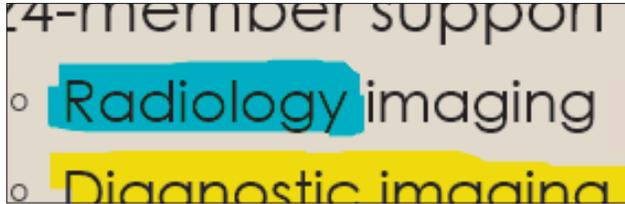
Change the Color of the Highlighter Tool

- 11.** Click the **Highlighter**  button and choose any shade of light blue from the color palette.

The Pointer button icon now displays the highlighter, as that is the current tool.

- 12.** Highlight the text **Radiology** to emphasize it.

You may have to drag with the mouse several times to achieve the desired thickness of the highlight.



Now you will erase the annotations.

- 13.** Click the **Highlighter**  button and choose **Eraser**.

- 14.** Click once on the yellow highlighted **Diagnostic imaging** text to erase its highlighting but leave the blue highlighting on the slide.

Notice that the highlighting is erased with one click.

Use the Laser Pointer

- 15.** Click the **Eraser**  button and choose **Laser Pointer**.

The Laser Pointer does not draw on the slide.

- 16.** Drag under the *Laboratory* text as if you were drawing with the Pen or Highlighter. Notice that the Laser Pointer does not draw on the slide.

- 17.** Click anywhere on the slide and notice that the slide show does not advance to the next slide.

You must deselect the current tool to navigate the slide show by clicking.

Discard Annotations

- 18.** Click the **Laser Pointer**  button and then click the **Laser Pointer** tool to deselect it.

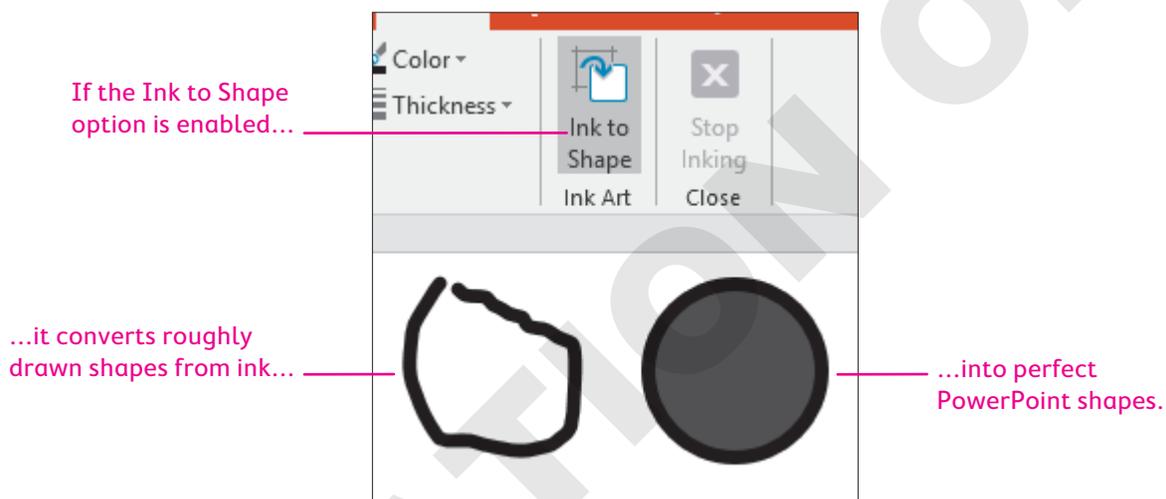
- 19.** Click to the end of the slide show and choose **Discard** when prompted to keep or discard the annotations.

- 20.** Exit PowerPoint, choosing **Don't Save** if prompted to save the presentation.

Annotating Without Presenting

You might want to create annotations on slides without having to run a slide show. You can annotate in Normal view using the Start Inking command on the Review tab. Annotating this way works the same as it does while running a slide show, but you get additional options such as being able to set line thickness and converting rough shapes to perfect ones.

Choosing Review→Start Inking displays the Ink Tools contextual tab and commands.



Transporting the Presentation

If you are using a laptop to create and deliver your presentation, you have a self-contained unit that holds the PowerPoint application, images, fonts, and all linked files for the presentation. But if you will deliver the presentation on a different computer (that is, you may be presenting at a conference, a school, a client site, or another branch of your office), those essential files will not be present. To be sure you have the files you need, store the presentation and accompanying files on a USB flash drive, portable external hard drive, or compact disc (CD) to use at the presentation site. Whether you choose to use a USB (or other) drive or a CD depends on your personal preference. Either way, you will use **Package Presentation for CD** to organize and copy your presentation files.

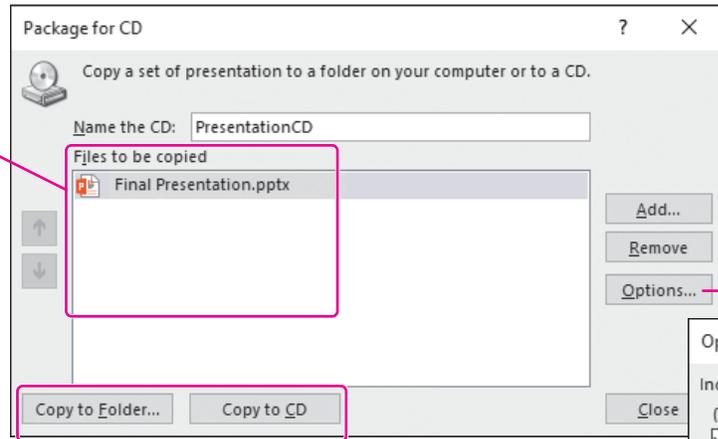
How Package Presentation for CD Works

The Package Presentation for CD feature collects all elements required for your presentation to run smoothly. These elements include the presentation file, fonts, and any linked files. After all options are set, Package Presentation for CD copies the files to your CD or to a folder you specify.

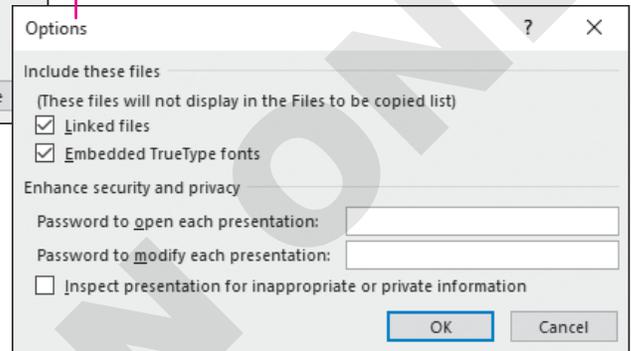
Warning!

Package Presentation for CD is not available if the presentation is read only! If the Package Presentation for CD option is grayed out, click the Edit Anyway button just below the Ribbon.

A list of files to be copied is shown here. PowerPoint does not display linked or embedded files.



Additional options are shown in another dialog box.



You can copy the presentation to a CD or to another folder.

Font Embedding

You should be aware of potential problems with fonts if you are going to run a presentation on a computer other than your own. If a font specified in your presentation is not available, PowerPoint will substitute the closest match it can find. However, even fonts that appear quite similar may differ in width and relative height. This could make your lines wrap incorrectly and cause other problems with the display of your presentation.

In this example, both lines are identical except for the font. Notice how much longer the lower line is.

This line uses the 18 pt Times New Roman font.

- Both of these lines contain the same text.
- Both of these lines contain the same text.

This line uses the 18 pt Georgia font.

Benefits of Embedding

If you use **font embedding** in your packaged presentation, it won't matter whether the target computer has the fonts you used. You can use any custom fonts you like without worrying whether the other computer has them. The downside is that embedding fonts slightly increases the file size, but the benefit of being able to use custom fonts outweighs this negligible increase. Unless you have very little storage space left on your USB drive or CD, embed the fonts.

Displaying Linked Content

Files linked through hyperlinks or actions can be copied to the package folder to be distributed with your presentation. This means the links on your slides will still work because the linked files will be copied to the USB drive or CD along with the presentation.

Copying a Presentation to a CD or Folder

While large desktop computers still come with optical drives to read CDs, DVDs, and other optical media, most new laptops do not. Copying a presentation to a CD for sharing purposes is rarely done today. Instead, most users copy a presentation to a USB drive—and PowerPoint can do this for you automatically. However, PowerPoint uses the Package Presentation for CD command to copy files to a USB drive.

☰ File→Export→Package Presentation for CD→Package for CD

DEVELOP YOUR SKILLS: P9-D12

In this exercise, you will copy a presentation to a USB drive.



Complete this exercise via the online WebSim.

1. In your web browser, go to: **labyrinthlab.com/websims/P19-09-D12**
If your classroom is using eLab, you can complete the exercise in your eLab course.
2. Follow the onscreen instructions to complete this exercise.

Viewing a Packaged Presentation from a USB Drive

Viewing a presentation stored on a USB drive is as simple as opening the presentation folder on the USB drive and double-clicking the presentation, provided the computer has PowerPoint installed. If the computer doesn't have PowerPoint installed, you will need to plan ahead and save the presentation to a cloud storage location, such as OneDrive or Dropbox. You can then use PowerPoint Online to view the presentation.

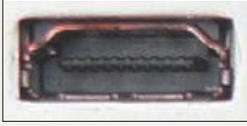
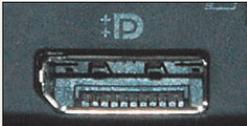
Connecting to an External Display

Unless your audience is quite small, you will need a projection display to show the presentation on a screen, wall, or large computer monitor. Most computer screen projection systems fit one of the following descriptions:

- ▶ **Computer projection display:** These units project computer video from the computer directly to a screen or wall. They usually offer a bright picture visible in a variety of lighting conditions.
- ▶ **Overhead projection display:** This is an older style of display with a standard overhead projector. These displays tend to be far less bright than projectors. The room must be completely dark for the audience to see the presentation. If the room has many windows, make sure curtains or shades block out any direct sunlight.

Connection Ports

There are several ways to connect a computer to an external display, but not all are available on every computer or display. You must make sure both your computer and external display support the same connection type. You also need the correct cable to connect your computer to the external display. HDMI ports provide the highest quality.

COMMON VIDEO CONNECTION PORTS	
Image	Port Type
	HDMI
	DisplayPort
	Mini DisplayPort
	DVI
	VGA

Configuring Your Computer

In addition to physically connecting your computer to an external display via the correct cable, you may need to configure a setting on your computer to actually send the video signal to the external display. Some laptops have a function key to do this, while desktop computers can normally be configured through their display properties.

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: P9-R1

Finalize a Presentation

In this exercise, you will add detail to the document properties and use Replace to quickly change text on multiple slides as you finalize the presentation. Last, you will check a presentation's accessibility and compatibility.

1. Start PowerPoint, open **P9-R1-Proofing** from your **PowerPoint Chapter 9** folder, and save it as: **P9-R1-ProofingRevised**
2. Choose **File**→**Info**→**Properties**→**Advanced Properties**.
3. Select the **Summary** tab, if necessary.
4. Type your name in the Author box.
5. Type **This presentation has been checked for accessibility and compatibility** in the Comments box.
6. Click **OK** and then click the **Back** button to exit Backstage view.

Use the Replace Command

You will replace all occurrences of Kidz with Kids in the next few steps.

7. Choose **Home**→**Editing**→**Replace** and fill in the fields as indicated:

Find What	Kidz
Replace With	Kids

8. Click **Replace All**.
9. Click **OK** when prompted that the replacement is complete and then close the Replace dialog box.

Check Accessibility

10. Choose **File**→**Info**→**Inspect Presentation**→**Check for Issues**→**Check Accessibility**.
11. Click the **Logo (Slide 1)** item, click its **menu** arrow, and choose **Add a Description**.
12. Type **Kids for Change logo** in the box and then close the Alt Text panel.
13. Click **Slide 1** in the *Check Reading Order* section of the Accessibility Checker panel, click its menu arrow, and choose **Verify Object Order**.
14. Arrange the objects in this order:
 - Title
 - Subtitle
 - Logo

No other slides are flagged for needing their reading order checked, but you will check them anyway.

15. Choose the second slide from the Slides panel and then use the Selection panel to arrange the objects in this order:
 - Title
 - Left Content
 - Right Content
 - Footer
16. Arrange the objects on the final slide in the same order as the previous slide.
17. Close both the Accessibility Checker and Selection panels.

Check Compatibility

18. Choose **File**→**Info**→**Inspect Presentation**→**Check for Issues**→**Check Compatibility**.
19. Ignore the warning about the transition effect not being supported in old versions of PowerPoint and click **Ok**.
20. Save and close the file; exit PowerPoint.

REINFORCE YOUR SKILLS: P9-R2

Work with Hyperlinks and Advanced Presentation Tools

In this exercise, you will add a summary slide at the end of the presentation with hyperlinks for quick navigation to any slide. You will also use the annotation tools to highlight important information, and you'll save the annotations so later, back at the office, you can share the highlighted points with your supervisor.

1. Start PowerPoint, open **P9-R2-Links** from your **PowerPoint Chapter 9** folder, and save it as: **P9-R2-LinksRevised**
2. Choose **Insert**→**Links**→**Zoom**→**Summary Zoom**.
3. Check **slides 2, 3, and 4**, and then click **Insert**.
Sections are automatically created for you.
4. Drag the **Summary Section** to the end of the presentation.
5. Change the title of the summary slide to: **Summary**
6. Choose **Slide Show**→**Start Slide Show**→**From Beginning**.
7. Click until the final slide, the summary slide, displays and then click the **Program Benefits** thumbnail.
The link zooms you to the indicated slide.
8. Click again to return to the summary slide and then tap **[Esc]** to exit the slide show.

Create Annotations with the Slide Show Toolbar

9. Choose **Slide Show**→**Start Slide Show**→**From Beginning**.
10. Navigate to the Events slide, point to the lower-left corner to prompt the Slide Show toolbar, click the **Pointer** button, and select the **Pen** tool.
11. Display the Slide Show toolbar again, click the **Pen** button, and choose the color **Purple**.

12. Draw an oval around *iRecycling Day*.
13. Display the Slide Show toolbar, click the **Pen** button, and select the **Highlighter** tool.
14. Display the Slide Show toolbar, click the **Highlighter** button, and choose the color **Light Blue**.
15. Drag to highlight **Toy Collection**.
16. Display the Slide Show toolbar, click the **Highlighter** button, and click **Highlighter** to deselect the Highlighter and return to the Arrow tool.
17. Navigate to the Contact Us slide.
18. Display the Slide Show toolbar and then click the **Slide Zoom** button.
19. Click the contact person's name and then drag the slide to center the email address on the screen.
20. Right-click the slide to zoom out.
21. Tap **[Esc]** to end the slide show, choosing to keep the ink annotations.
22. Save the presentation and exit PowerPoint.

REINFORCE YOUR SKILLS: P9-R3

Package a Presentation

In this exercise, you will remove personal information from a presentation and use Package for CD to copy a presentation to a USB drive to take with you to a conference, where a presentation computer will be provided.

1. Start PowerPoint, open **P9-R3-Packaged** from your **PowerPoint Chapter 9** folder, and save it as: **P9-R3-PackagedRevised**
The title slide has an ink annotation left over from a previous presentation.
2. Display the **second slide**.
This slide also has leftover ink.
3. Choose **File**→**Info**→**Properties**→**Advanced Properties**.
The author's personal phone number and email address are in the Comments section of the document properties. It's probably best not to make that information public knowledge.
4. Click **Cancel** to close the Advanced Properties window and then click the **Back** button to exit Backstage view; display the **final slide** and read the note under the slide.
This personal comment shouldn't be left in the presentation. There might be others. Rather than searching each slide individually for notes and ink, you'll check the entire presentation at once.
5. Choose **File**→**Info**→**Inspect Presentation**→**Check for Issues**→**Inspect Document**.
6. Ensure every item is checked and then click **Inspect**.
7. Click **Remove All** next to each of the items with problems and click **Close**.
8. Examine each slide and verify the ink and notes have been removed.
9. Choose **File**→**Info**→**Properties**→**Advanced Properties** and ensure the personal information in the document properties has been removed.
10. Close the Advanced Properties window and save the presentation.
11. Choose **File**→**Export**→**Package Presentation for CD**→**Package for CD**.

12. Name the CD: **P9-R3-Packaged**

This will also become the name of the folder in which the packaged presentation is stored.

13. Click **Options**, ensure both **Linked Files** and **Embedded TrueType Fonts** are checked, and click **Ok**.**14.** Click **Copy to Folder**.**15.** Click **Browse**, navigate to your file storage location, and click **Select**.**16.** Ensure **Open Folder When Complete** is checked.**17.** Click **OK**, read the message about linked files, and click **Yes**; wait as the presentation is packaged.

A folder containing your packaged presentation and any linked files opens.

18. Close the folder and return to PowerPoint.**19.** Close the Package for CD window and then close PowerPoint.

EVALUATION ONLY



Apply Your Skills

APPLY YOUR SKILLS: P9-A1

Finalize a Presentation

In this exercise, you will cleanse a presentation of sensitive information, ensure its accessibility, and protect it so it is ready for public distribution.

1. Start PowerPoint, open **P9-A1-UniversalProofing** from your **PowerPoint Chapter 9** folder, and save it as: **P9-A1-UniversalProofingRevised**
2. Check the spelling of the presentation and fix the two errors.
3. Use the Replace dialog box and replace every occurrence of *meals* with: **dishes**
4. Save the presentation.
5. Use Inspect Document to search for all possible issues and remove anything found.
6. Now that the document properties have been purged, display the Advanced Properties window and add **Complete** in the Comments box.
7. Check the presentation's accessibility and fix all errors.
8. Use the Selection Pane to manually inspect and optimize the reading order of each slide so the title is first, text content second, and pictures are last.
9. Mark the presentation as final and then close PowerPoint.

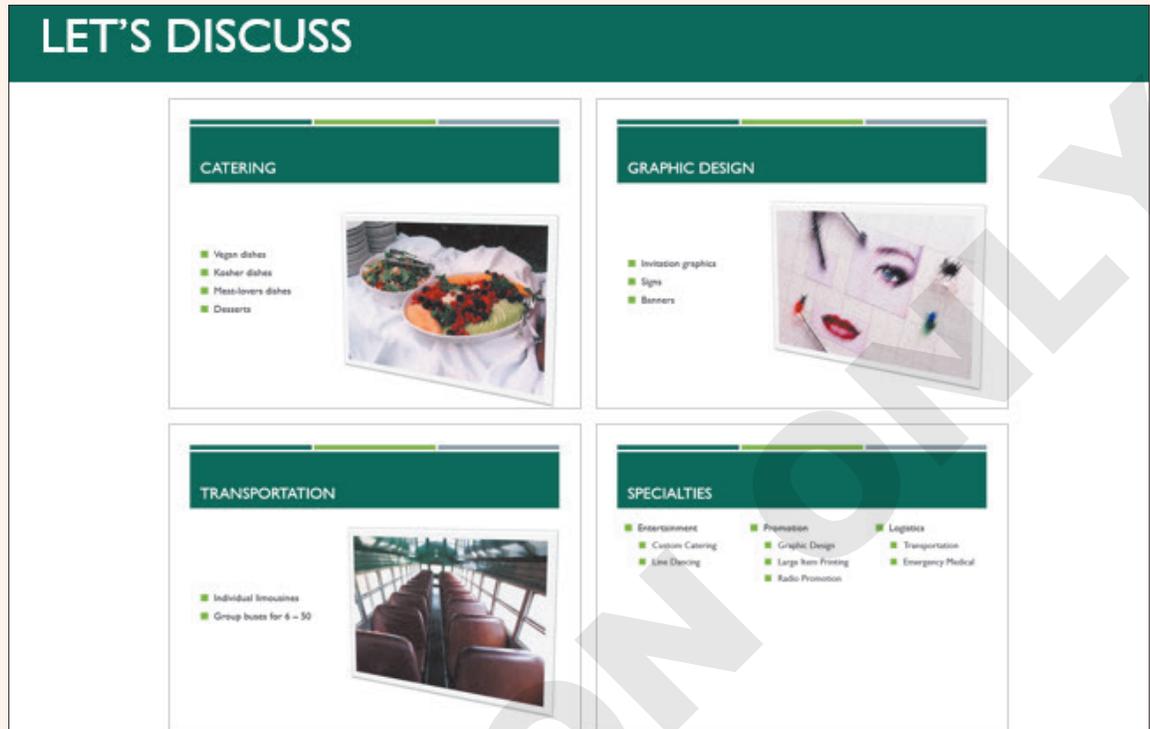
APPLY YOUR SKILLS: P9-A2

Work with Hyperlinks and Inking

In this exercise, you will create Summary Zoom and text summary slides to make navigating to slides during a post-presentation Q&A session easy. You will also create and save annotations to review with your manager later.

1. Start PowerPoint, open **P9-A2-UniversalLinks** from your **PowerPoint Chapter 9** folder, and save it as: **P9-A2-UniversalLinksRevised**
2. Add a new slide after the title slide with the title: **Let's Discuss**
3. Change the slide layout to **Title Only**.

4. Insert Section Zoom links for sections 2 through 5 and resize and arrange the thumbnails so they display as shown:



5. Display **slide 10**, *Specialties*, and link each second-level bulleted item to its respective slide.
Hint: Select the text and use Insert→Links→Link.
6. Display **slide 9**, *Emergency Medical*, and without viewing as a slide show, use the Pen tool to draw a green oval around the text *CPR certified staff* on the **Emergency Medical** slide.
Hint: Use Review→Ink→Start Inking to display the annotation tools.
7. Change the Pen color to red and draw an oval around the word *portable*.
8. Use the Highlighter to highlight, in orange, the text **Other equipment provided** on the **Emergency Medical** slide.
9. Erase the red oval around the word *portable*.
10. Save and close the file; exit PowerPoint.

APPLY YOUR SKILLS: P9-A3

Finalize a Presentation

In this exercise, you will proof a presentation, inspect it for problems, and mark it as final. You will then use the Package for CD feature to copy a presentation to a folder you can later share with a co-worker.

1. Start PowerPoint, open **P9-A3-Meeting** from your **PowerPoint Chapter 9** folder, and save it as: **P9-A3-MeetingRevised**
2. Check the spelling and fix all true errors.

3. Add a Section Zoom slide with the title **Agenda** after the title slide that links to sections 2 and 3; resize the thumbnails as large as possible while not overlapping the title and fitting side by side.
4. Inspect the presentation and remove only Document Properties and Personal Information and Speaker Notes.
5. Check the presentation's accessibility, fixing all errors and addressing any warnings about reading order.
6. Package the presentation for CD and save it to a folder named **P9-A3-Shared**; be sure to include linked files and embed the fonts.
7. Mark the presentation as final, save it, and close 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: P9-P1

Putting Final Touches on the Presentation

The Taylor Games presentation is almost complete. In this exercise, you'll complete the presentation by adding navigation links, setting document properties, and making accessibility-related changes.

1. Download and open your Project Grader starting file.
 - *Using eLab:* Download **P9_P1_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - *Not using eLab:* Open **P9_P1_Start** from your **PowerPoint Chapter 9** folder.
2. On **slide 2**, turn the text *Two new locations* into a hyperlink to **slide 8**.
3. On **slide 6**, remove the hyperlink from the text *It's All a Game*.
4. On slide 6, make the Catan hyperlink point to this Existing File or Web Page address:
<http://www.catan.com>
5. On slide 6, insert a **Slide Zoom** that links to **slide 7**.
6. Change the size of the slide zoom to **1"** in height and **1.33"** in width and position the zoom somewhere below the New Products table.
7. Change the Title document property to: **New at Taylor Games**
8. Remove all comments using these Document Inspector guidelines:
 - Inspect the document for comments and all other items that are checked in the Document Inspector.
 - When the inspection is complete, remove all comments but leave all other settings unchanged.
9. Check the presentation's accessibility and make these changes in the Inspection Results:
 - Picture 4 (slide 1): **Mark as Decorative**
 - Spokane Store Drive (slide 8): Add this description (Alt Text): **Video of store drive**
10. Save your presentation.
 - *Using eLab:* Save it to your **PowerPoint Chapter 9** folder as **P9_P1_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab:* Save it to your **PowerPoint Chapter 9** folder as: **P9_P1_Submission**

PROJECT GRADER: P9-P2

Finalizing the Presentation

The Classic Car Club advertising presentation is just about finished. You'll make the last few changes to the presentation and prepare it for use.

1. Download and open your Project Grader starting file.
 - *Using eLab:* Download **P9_P2_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - *Not using eLab:* Open **P9_P2_Start** from your **PowerPoint Chapter 9** folder.
2. Check the accessibility and make these changes in the Inspection Results:
 - Picture 4 (slide 1): **Mark as Decorative**
 - Picture 6 (slide 4): **Mark as Decorative**
 - Online Media 6 (slide 6): Add this description (Alt Text): **Whitley Bay Classic Car Show**
3. On **slide 4**, turn the text *200,000 attendees expected* into a hyperlink to **slide 5**.
4. On **slide 6**, remove the hyperlink from the text *San Francisco*.
5. In **slide 6**, make the Seattle hyperlink point to this Existing File or Web Page address:
<http://www.visitseattle.org>
6. Change the Title document property to: **Advertising with Us**
7. Remove all comments using these Document Inspector guidelines:
 - Inspect the document for comments and all other items that are checked in the Document Inspector.
 - When the inspection is complete, remove all comments but leave all other settings unchanged.
8. Use the **Find and Replace** tool to find the word *Thru* and replace it with: **Through**
9. On **slide 2**, use these guidelines to apply highlighting:
 - Start Inking in **Normal** view.
 - Use the **Yellow Highlighter (4.0 mm)** pen.
 - Apply highlighting to the phrase **168,000 members**.
 - You can highlight the phrase in any manner as long as you use only one highlight.
10. Save your presentation.
 - *Using eLab:* Save it to your **PowerPoint Chapter 9** folder as **P9_P2_eSubmission** and attach the file to your eLab assignment for grading.
 - *Not using eLab:* Save it to your **PowerPoint Chapter 9** folder as: **P9_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.

P9-E1 That's the Way I See It

Should people learn to spell, or is this skill no longer necessary because computers and smartphones integrate spelling and grammar checking? Make your argument in a new presentation. Create three slides using the Title and Content layout and the indicated titles.

Slide Titles

Do You Need to Know How to Spell?

Computer Spellcheck—Good or Bad?

What Do I Misspell?

On the first two slides, answer the slide's title question in the first bullet and type at least two more bullets with reasons to support your answer. On the *What Do I Misspell?* slide, list three words you commonly misspell. Insert a title slide at the beginning of the presentation with a meaningful title and subtitle.

Create a summary slide at the end of the presentation with the three questions and links to their respective slides. Apply a design theme and adjust the font sizes as you like. Save your file as:

P9-E1-Spelling

Package the presentation, embedding fonts, and copy it to your USB drive.

P9-E2 Be Your Own Boss

In this exercise, you will proof a presentation created by one of your employees at Blue Jean Landscaping and then practice giving the presentation. Open **P9-E2-BlueJean** and save it as:

P9-E2-BlueJeanRevised

Create a new slide just before the final slide that has thumbnails that link to each section. View the slide show and highlight the large 40% on the Savings slide. End the slide show, saving the annotations.

P9-E3 Demonstrate Proficiency

Stormy BBQ is creating a recipe book and plans to promote it by displaying a few easy recipes as a slide show on the restaurant televisions. To begin, create a blank presentation and save it as:

P9-E3-Recipes

Use the Internet or a cookbook to find three easy sauce recipes appropriate for barbeque, grilling, or a cookout. Create a title slide with an appropriate title and subtitle. The second slide should display the ingredients of the first recipe, while the third slide should display the recipe steps. The next two slides should display the ingredients and steps for the second recipe. The final two slides should display the ingredients and steps for the third recipe. Create sections for each group of related recipe slides. Create a summary slide that links to each section. Ensure there are no accessibility errors or warnings and mark the presentation as final.

EVALUATION ONLY

POWERPOINT

10

Connecting Presentations and Presenting Online



Maintaining large presentations can be troublesome. Breaking them into smaller individual presentations and then linking them makes it easy to delegate certain content to different people or departments. PowerPoint's linking and embedding features allow you to modularize your presentations. In this chapter, you will link and embed small presentations to create a single large slide show. You will also present your presentation online.

LEARNING OBJECTIVES

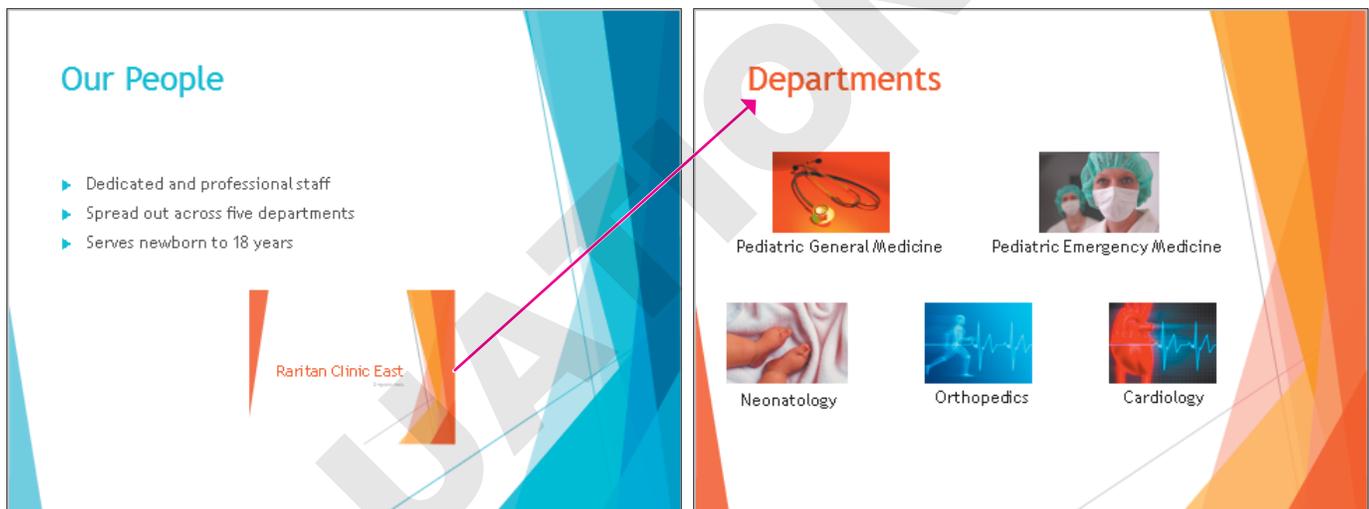
- ▶ Connect multiple presentations
- ▶ Use Object Linking and Embedding
- ▶ Present a presentation online

Project: Sharing a Presentation Online

To attract the best and brightest from the nation's medical schools, you decide to make a promotional presentation about the facility to share with potential employees. You call Sarah, one of Raritan's technical support specialists, and ask whether it's possible to add a link to a file or to link one presentation to another. Sarah explains that with PowerPoint, accomplishing this is simple. You also tell Sarah about your plan to hold a conference call with a few prospective employees across the country. As you speak with them on the phone, you want to present the slide show over the Internet. Sarah tells you that PowerPoint's Present Online feature is exactly what you're looking for.

Connecting Presentations

The ability to connect multiple presentations is a powerful option in PowerPoint. For example, you may have several small presentations, each covering a specific topic, and need a larger presentation that incorporates all those topics. Or, your workplace may have departments—each responsible for its own small presentation. You can unify these small presentations into a single large presentation by connecting them.



The main presentation connects to the Departments presentation.

The Hard Way: Copying and Pasting

One option for connecting presentations is to open each of the small presentations, copy the slides, and then paste those slides into the larger main presentation. Arranging the slides in the desired

order would be tedious and very confusing. A more efficient method is to simply link or embed the small presentations to connect them to the larger one.

CONNECTING PRESENTATIONS: LINKING VS COPYING/PASTING

Copy/Paste Content

1. Open small presentation 1.
2. Copy all slides.
3. Open large presentation.
4. Paste all slides.
5. Open small presentation 2.
6. Copy all slides.
7. Switch back to large presentation.
8. Paste all slides.

Link Presentations

1. Open large presentation.
2. Link/embed small presentation 1.
3. Link/embed small presentation 2.

Choosing a Connection Technique

To connect presentations, you have three options:

- ▶ Insert a link.
- ▶ Insert an action.
- ▶ Use Object Linking and Embedding.

Each has its own unique benefits and drawbacks.

Connecting Presentations with a Link

You can create a link that navigates to another slide in the same presentation or that opens a different presentation entirely. You can even link to a specific slide in a different presentation. For example, you can create a text link in a main presentation that opens a second presentation and automatically skips several slides at the beginning of the second presentation. You can specify that the target presentation initially open to the second, third, or any slide other than the title slide. Links can be created from text, images, shapes, or charts.

Tip!

A link is also called a hyperlink.

After linking presentations, don't move or rename them. Links will break if you don't maintain the relative locations of target presentations to the main presentation. This is similar to the way other linked documents work, such as linked charts and Excel spreadsheets.

Tip!

Keep the main presentation file and all linked presentations in the same folder.

The link in the main presentation may change color (depending on the document theme and color scheme) to indicate it's been clicked. The color will revert to its original when viewed in a slide show.

Insert→Links→Link 

Insert→Links→Action 

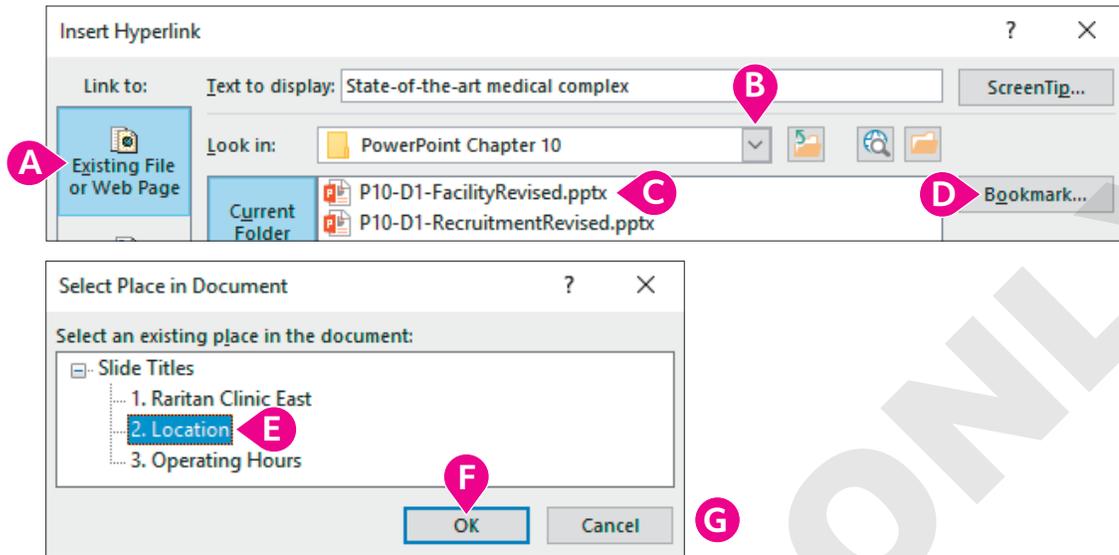
Insert→Text→Object 

DEVELOP YOUR SKILLS P10-D1

In this exercise, you will link small presentations to a main presentation.

1. Start PowerPoint, open **P10-D1-Recruitment** from your **PowerPoint Chapter 10** folder, and maximize the program window.
2. Navigate the slides to familiarize yourself with the presentation and then close it without saving any changes.
3. Open these presentations from your **PowerPoint Chapter 10** folder and explore them one at a time, closing each without saving any changes when finished:
 - **P10-D1-Departments**
 - **P10-D1-Facility**
 - **P10-D1-Services**
 - **P10-D1-Staff**
4. Open **P10-D1-Facility** again and save it as: **P10-D1-FacilityRevised**
You will edit this presentation later in this chapter, so you must rename it.
5. Close the presentation.
6. Open **P10-D1-Recruitment** again and save it as: **P10-D1-RecruitmentRevised**
7. On the **second slide**, *Our Facility*, select the text **State-of-the-art medical complex** and choose **Insert**→**Links**→**Link**.

8. Follow these steps to link to **P10-D1-FacilityRevised**:



- (A) Choose **Existing File or Web Page**.
 - (B) Browse to your **PowerPoint Chapter 10** folder. (Your setting may differ from that in the figure.)
 - (C) Choose **P10-D1-FacilityRevised**.
 - (D) Click **Bookmark** to link to a specific slide.
 - (E) Choose the **Location** slide.
 - (F) Click **OK** to close the Select Place in Document dialog box.
 - (G) Click **OK** to close the Insert Hyperlink dialog box.
9. Select the text **Open 24 x 7 x 365** and add a link to the **Operating Hours** slide in **P10-D1-FacilityRevised**.
10. Save your presentation.

Connecting Presentations with an Action

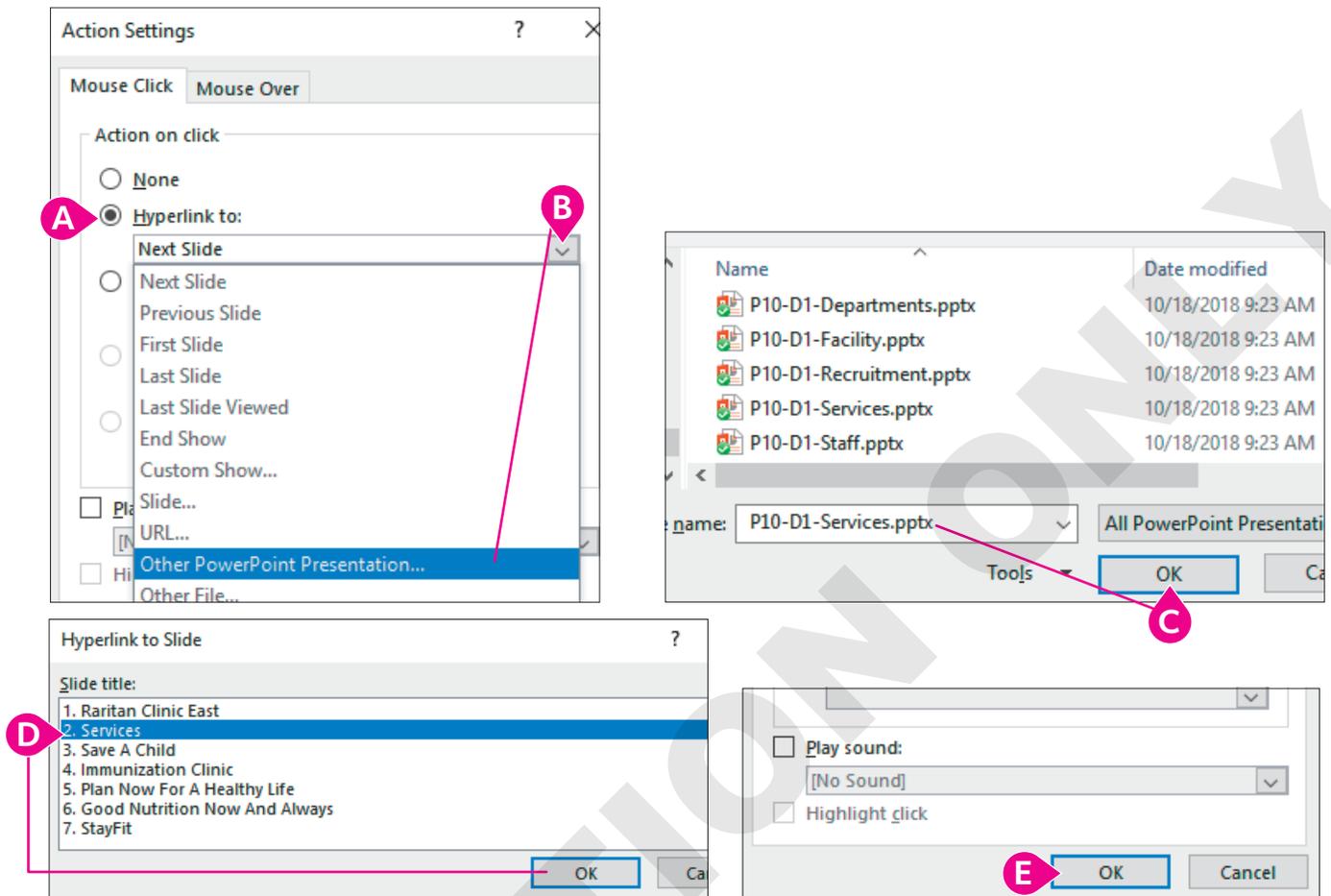
Actions, like links, can also link to other presentations. In fact, actions create links. It's a good idea to keep the main presentation and all linked presentations in the same folder, as this makes it easier to keep track of them.

DEVELOP YOUR SKILLS P10-D2

In this exercise, you will connect presentations with an action.

1. Save the presentation as: **P10-D2-RecruitmentRevised**
2. Select the text **Variety of patient and community services** and choose **Insert**→**Links**→**Action**.

3. Follow these steps to link to a presentation with a mouse-click action:



- A** Choose **Hyperlink To**.
- B** Scroll down the list and choose **Other PowerPoint Presentation**.
- C** Browse to your **PowerPoint Chapter 10** folder, if necessary, select **P10-D1-Services**, and click **OK**.
- D** Select the **second slide**, *Services*, and click **OK**.
- E** Click **OK** to close the Action Settings dialog box.

The new action links directly to slide 2 of the connected presentation.

4. Display **slide 3**, *Our People*.
5. Create an action that links the text *Dedicated and professional staff* to the second slide of **P10-D1-Staff**.
6. Save your presentation.

Connecting Presentations with Object Linking and Embedding

Object Linking and Embedding (OLE) works in a similar way as links or actions, but it inserts its link icon on the slide rather than turning text, an existing image, or a chart into a link. As the name indicates, OLE can either link or **embed** the targeted files.

Linking Versus Embedding

A few differences exist between linking and embedding. Each has its use, and your choice depends largely on personal preference:

- ▶ Linked presentations should not be renamed or moved, or the link will be broken. Embedded presentations can be renamed and moved with no effect on the main presentation.
- ▶ Linked presentations can be edited, and the changes are immediately visible when accessed via a link from the main presentation. Remember, embedding a presentation places a copy of it in the main presentation. Changes you make in the original file are not transferred to the embedded copy; the opposite also is true.
- ▶ Linking presentations does not increase the size of the main presentation; embedding does.

Linking with OLE

Files linked through OLE behave just as if they were linked with a link or action. Be aware of the filenames and locations and store all files in the same folder—just as you would if you were using a link or action. Linking with OLE creates an icon on the slide that, when clicked, opens the linked file. You can set the icon to appear as a generic image or as a snapshot of the actual file contents. Choose OLE linking over links or actions when you want a file icon or snapshot on the slide rather than a typical link or button.

Embedding with OLE

OLE embedding works just like OLE linking except a copy of the file is embedded in the presentation rather than linked. With OLE embedding, you connect the files the same way as with OLE linking and can select from a generic file icon or a snapshot of the actual file contents. The difference is that a connected (embedded) file is absorbed into the main presentation, increasing the overall size of that presentation.



You can also embed Word documents, Excel workbooks, and other types of files into a PowerPoint presentation by using OLE embedding.

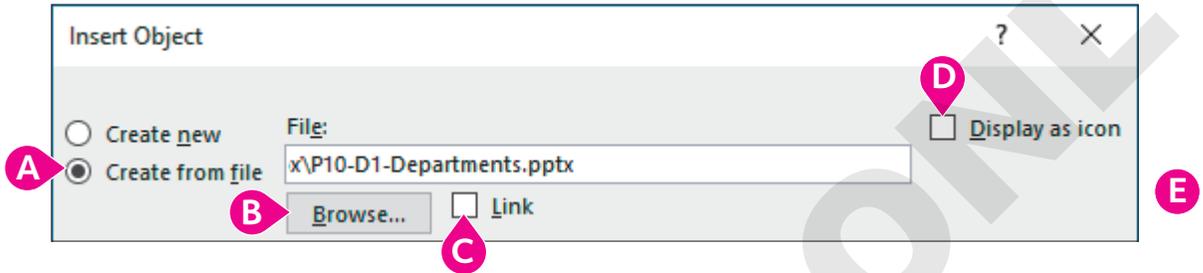
Formatting an Embedded File's Icon

When an OLE file is placed on a slide, you can choose to display it as a PowerPoint icon or as a thumbnail of the file contents. If you choose a generic icon, you can change the caption under it. PowerPoint also offers several icon variations.

DEVELOP YOUR SKILLS P10-D3

In this exercise, you will use Object Linking and Embedding to embed a small presentation in a main presentation.

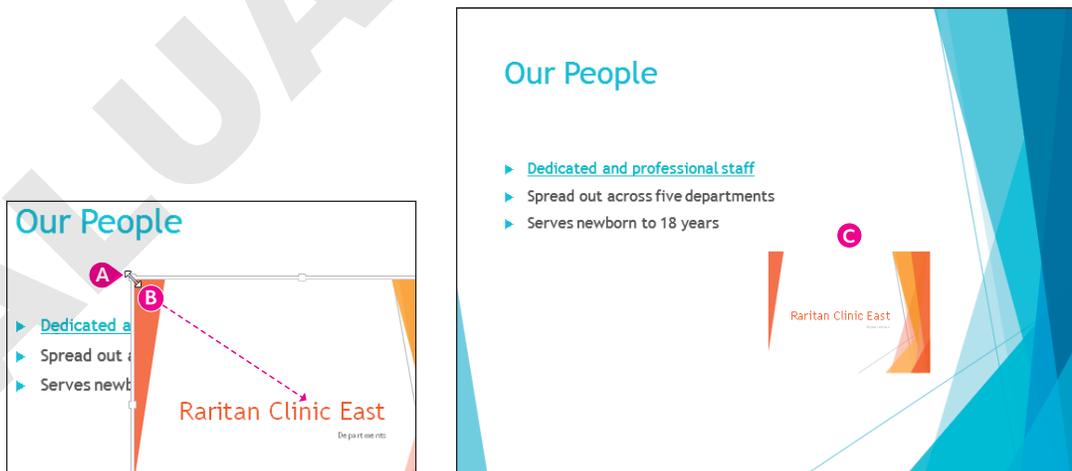
1. Save the presentation as: **P10-D3-RecruitmentRevised**
2. Select the **third slide**, *Our People*, and choose **Insert**→**Text**→**Object**.
3. Follow these steps to embed the event calendar presentation:



- A Choose **Create from File**.
- B Click **Browse**, navigate to your **PowerPoint Chapter 10** folder, select **P10-D1-Departments**, and click **OK**.
- C Make sure the Link checkbox is *not* selected; the presentation will be embedded.
- D Ensure the Display as Icon checkbox is *not* selected; the embedded object will display a snapshot of the actual file contents.
- E Click **OK**.

A copy of the P10-D1-Departments presentation is embedded. There is no link from the main presentation to the P10-D1-Departments presentation. Changes made to the original P10-D1-Departments presentation will have no effect on the embedded copy.

4. Follow these steps to resize the embedded presentation:



- A Point to the top-left corner of the embedded presentation to prompt the double-headed arrow.
- B Drag down and to the right to shrink the embedded presentation to your liking.
- C Drag the embedded presentation to the lower-right area of the slide.

5. Save your presentation.

Navigating Connected Presentations

A connected presentation ends differently when it's connected with a link or action as opposed to using OLE. A linked or action-connected presentation displays the black End of Slide Show screen, which can interrupt the mood you've set with your document theme. OLE-connected presentations (linked or embedded) do not display the black screen. Instead, you are returned immediately to the current slide in the main presentation after a connected presentation ends. The linked and embedded presentations are optional during a slide show. You can choose to click the links or OLE objects to display the connected presentations or ignore them.

DEVELOP YOUR SKILLS P10-D4

In this exercise, you will navigate a slide show and its connected presentations.

1. Choose **Slide Show**→**Start Slide Show**→**From Beginning**.
2. On the **second slide**, *Our Facility*, click the link for **State-of-the-art medical complex**.
The P10-D1-FacilityRevised presentation opens.
3. Click through to the end of **P10-D1-FacilityRevised** until the black *End of Slide Show* screen appears. Click to end the linked presentation.
4. Click the **Open 24 x 7 x 365** link and navigate the linked slide show, resuming the main slide show when the linked presentation ends.
5. View the final linked presentation on the *Our Facility* slide and then resume the slide show.
6. Advance to the *Our People* slide and click the **OLE object** to display the embedded **P10-D1-Departments** presentation.
7. Navigate through **P10-D1-Departments** and return to the *Our People* slide.
Notice that the black End of Slide Show screen does not display with OLE-connected presentations; rather, you're returned to the Our People slide when complete.
8. Tap **[Esc]** to exit the slide show and return to Normal view.

Inserting Slides from Another Presentation

Rather than linking or embedding entire presentations, you can simply import slides from one presentation to another. Just use the Reuse Slides command to browse to another presentation and select the slides to insert after the current slide.

☰ Home→Slides→New Slide menu→Reuse Slides

Editing Linked and Embedded Presentations

No presentation lasts forever. Edits must be made to keep presentation content current. Fortunately, you can access linked and embedded presentations right from the main presentation, which makes the editing process a little easier.

Editing Linked Presentations

Remember that when presentations (or any files) are linked, a pointer to the original file is created. If the original file is edited, the changes are seen when the link is clicked.

Editing Embedded Presentations

When presentations (or any files) are embedded, a copy of the original file is absorbed into the main presentation. Editing the original file has no effect on the embedded copy in the main presentation. Embedded files must be edited directly from the main presentation.

DEVELOP YOUR SKILLS P10-D5

In this exercise, you will edit the linked and embedded presentations.

1. Save the presentation as: **P10-D5-RecruitmentRevised**

You will begin by editing the linked presentation.

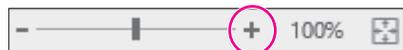
2. Select the **second slide**, *Our Facility*.
3. Right-click the **Open 24 x 7 x 365** link and choose **Open Link**.
The linked P10-D1-FacilityRevised presentation opens.
4. Select the **third slide**, *Operating Hours*, if necessary, and change *12:00 a.m.* to: **midnight**
5. Save and close **P10-D1-FacilityRevised**.

*The color of the link on the *Our Facility* slide changes to indicate that the link has been visited. If this bothers you, you may save, close, and reopen the presentation to reset the link color.*

6. Choose **File**→**Open**.
7. Navigate to your **PowerPoint Chapter 10** folder and open **P10-D1-FacilityRevised**.
8. Navigate to the **third slide**, *Operating Hours*, and notice that *12:00 a.m.* has been changed to *midnight*.
Editing the linked document affected the original.
9. Close **P10-D1-FacilityRevised**, choosing not to save if prompted.

Edit an Embedded Presentation

10. Navigate to the **third slide**, *Our People*, and double-click the embedded object.
The PowerPoint window changes. The File tab is gone, a small menu bar appears above the Ribbon, and the Save command in the Quick Access toolbar is disabled. The OLE object displays its own set of scroll bars.
11. Use the scroll bars within the OLE object to move to the **second slide** in the embedded presentation.
The embedded presentation is too small to edit comfortably.
12. Click the **Zoom In** button at the bottom right of the PowerPoint window repeatedly until you can see the text below each of the pictures in the embedded presentation.



13. Double-click the word **Neonatology** and type: **Neonatal Care**
14. Click anywhere on the **Our People** main slide, outside the OLE object.
The PowerPoint window resets itself, and the OLE object scroll bars disappear.

15. Click the **Fit Slide to Current Window** button at the bottom-right of the PowerPoint window so you can see the whole Our People slide.



16. Choose **File**→**Open**, navigate to your **PowerPoint Chapter 10** folder, and open **P10-D1-Departments**.
17. Navigate to the **second slide**, *Departments*, and notice that the text change does not appear here in the original presentation.
Editing the embedded document had no effect on the original.
18. Close **P10-D1-Departments**, choosing not to save if prompted.
19. Save and close **P10-D5-RecruitmentRevised**.

Presenting Online

Microsoft offers Present Online, which allows users to broadcast their presentations over the Internet. PowerPoint provides you with a link to the broadcast that you can share with friends or colleagues. Anyone with the link and an Internet connection can view the presentation, even if they don't have PowerPoint, as the broadcasted presentation runs in a web browser. Although presenting online is free, it does require that you have a **Microsoft Account ID**.

Creating a Microsoft Account ID

A Microsoft Account, or Microsoft Account ID, is a free account with one of the many Microsoft services, such as an Outlook.com email account. Many Microsoft services are free but require a Microsoft Account ID to log in. Only the person broadcasting the presentation needs a Microsoft Account ID. To view the broadcast, you need only the link.

You can sign in or create a new free Microsoft Account ID at any of these Microsoft websites:

- ▶ live.com
- ▶ outlook.com
- ▶ onedrive.com

DEVELOP YOUR SKILLS P10-D6

In this exercise, you will create a Microsoft Account ID.

Note!

You must have an Internet connection to complete this exercise. As web pages change often, the Outlook.com web page you visit today may no longer exactly match this exercise. Even so, the steps to create a Microsoft Account ID should be similar no matter what changes Microsoft has made to the Outlook.com page.

1. Start your web browser and navigate to: **outlook.com**

The Outlook.com page loads, but you are redirected to another Microsoft URL in the address bar.

2. Click the **Create Free Account** button in the middle of the page.

The Outlook.com web page may have changed since this writing, so you may not see a Create Free Account button. It may be called Sign Up or something similar.

3. Complete the steps on the website to create your free Microsoft ID account. Feel free to use a fake name, address, and birth date. Microsoft doesn't need to know your personal information!

Record your Microsoft Account ID and password, as you will need them later. It's not secure to write down this information, unless you can guarantee storing it in a safe place. If you forget your Microsoft Account ID or password, it's easy enough to create a new one.

Showing a Presentation Online

Once you have a Microsoft Account ID, you can show your presentation online for free to anyone with an Internet connection. You begin setting up to present online in Backstage view, and PowerPoint walks you through the remaining steps.

☰ File→Share→Present Online→Present Online

Security Considerations

Once you sign in with a Microsoft Account ID, PowerPoint keeps you logged in even after the online presentation has ended. This is a security risk because anyone who has access to the computer you have used can then use your account to access Microsoft services.

Note!

Remember to sign out after ending an online presentation.

Microsoft recommends that after signing out, you close all programs and log out of Windows to completely clear the login information that PowerPoint saved.

☰ File→Account→Sign Out

DEVELOP YOUR SKILLS P10-D7

In this exercise, you will work with another student to broadcast a presentation.

Note!

You must have an Internet connection, a Microsoft Account ID, access to email, and a partner at another computer to complete this exercise.

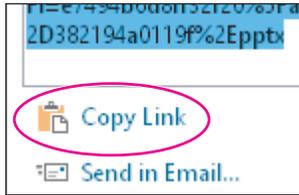
1. Find a student partner and decide who will be Student A and who will be Student B.
Student A will present online to Student B. You will reverse roles at the end of this exercise.

Student A

Only Student A should complete this section.

2. Choose **File→Open**, navigate to your **PowerPoint Chapter 10** folder, and open **P10-D7-Broadcast**.
3. Choose **File→Share→Present Online→Present Online**.
4. Enter the email address you used to create your Microsoft Account ID and click **Next**.

5. Enter your Microsoft ID password and click **Next**.
6. Click the **Microsoft Apps Only** link when prompted to *Use this account everywhere on your device*.
7. Click **Copy Link**.



8. Start your email program. If you use a webmail service such as Outlook.com, Yahoo!, or Gmail, launch your web browser and sign in to your email page.
You can't minimize PowerPoint yet because the Present Online dialog box is still open.
9. Compose an email to Student B. You will have to ask for Student B's email address.
10. Type **PPT Broadcast** for the email's subject.
11. Click in the message body area, type **Use this link to view my PPT broadcast** and tap **Enter** to create a new line, and then press **Ctrl**+**V** to paste the copied link.
12. Tap **Enter** again to create a blank line under the pasted link.
13. Send the email and then close your email program or web browser.
The PowerPoint window appears with the Present Online dialog box is still open.
14. Click **Start Presentation**.

Student B

Only Student B should complete this section.

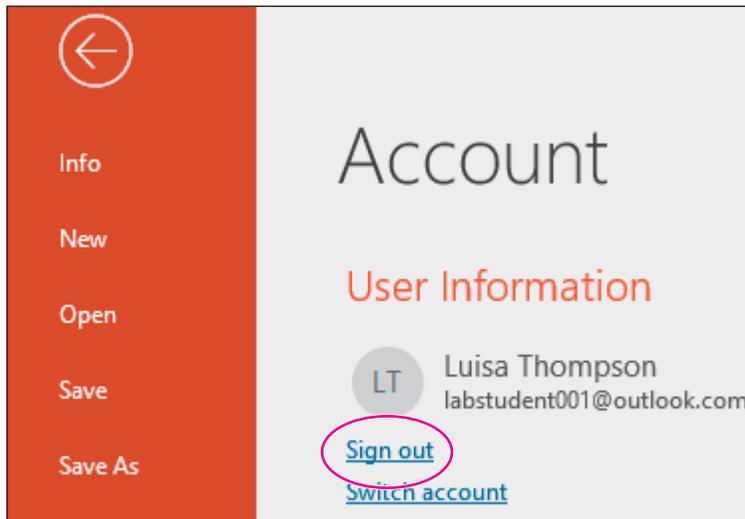
15. Start your email program and check your email.
16. Open the message from Student A and click the link in the email to the PowerPoint broadcast.
Your web browser opens a window with the broadcast presentation loaded.
17. Watch your screen as Student A delivers the slide show.

Student A

Only Student A should complete this section.

18. Navigate through the slide show as normal.
As you navigate the slide show, the presentation runs for Student B.
19. End the slide show and return to Normal View.
The Ribbon displays a new tab, Present Online, which lets you manage aspects of the online presentation.
20. Choose **Present Online**→**Present Online**→**End Online Presentation** and click **End Online Presentation** to confirm.
The slide show ends for both students.

21. Choose **File**→**Account**, click **Sign Out**, and click **Yes** when prompted.



Students A and B

Both students should complete this section.

22. Close all programs and return to your Windows Desktop.
 23. Repeat this exercise and reverse roles so Student B broadcasts the presentation to Student A.
 24. When you are through, close all programs and return to the Windows Desktop.
 25. Log out of Windows to completely clear your Microsoft Account ID from 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 P10-R1

Connect Presentations

In this exercise, you will connect presentations developed by different people within the Kids for Change organization.

1. Start PowerPoint, open **P10-R1-Main** from your **PowerPoint Chapter 10** folder, and save it as: **P10-R1-MainRevised**
You will begin by creating a link.
2. Display **slide 2, Events**.
3. Select the text **iRecycling Day** and choose **Insert→Links→Link**.
4. From the *Link To* section, choose **Existing File or Web Page**.
5. In the *Look In* drop-down menu, browse to your **PowerPoint Chapter 10** folder, click **P10-R1-iRecycle** to select it, and click **OK**.

The text iRecycling Day becomes a link.

Connect Presentations with Actions

6. Select the text **Build-a-House** and choose **Insert→Links→Action**.
7. Choose **Hyperlink To** and, from the *Hyperlink To* menu, choose **Other PowerPoint Presentation**.
8. Navigate to your **PowerPoint Chapter 10** folder, choose **P10-R1-Houses**, and click **OK**.
The Hyperlink to Slide dialog box displays, prompting you to select a slide in the target presentation.
9. Ensure the **first slide, Kids for Change**, is selected and click **OK**.
10. Click **OK** to close the Action Settings dialog box.

The text Build-a-House becomes a link.

Connect Presentations with OLE

11. Choose **Insert→Text→Object**.
12. Choose **Create from File**.
13. Click **Browse**, navigate to your **PowerPoint Chapter 10** folder, choose **P10-R1-Volunteers**, and click **OK**.
14. Click **OK** to close the Insert Object dialog box.
15. Drag any corner of the embedded presentation toward the center to shrink the image and then drag the image to the right of the bulleted list so it doesn't overlap any text.

View Connected Presentations

16. Choose **Slide Show→Start Slide Show→From Beginning**.
17. Navigate to the **second slide** and click the **iRecycling Day** link to open the linked presentation.
18. Click through the iRecycling Day presentation until you see the black *End of Slide Show* screen.
19. Click the black screen to close the linked presentation and return to the main presentation.

20. Click the **Build-a-House** link to open the linked presentation.
21. Click through the Build-a-House presentation to the black *End of Slide Show* screen.
22. Click the black screen to close the linked presentation and return to the main presentation.
23. Click the OLE image to open the embedded presentation.
24. Click through the Top Volunteers presentation until the end and you return to the Events slide of the main presentation.

Remember that presentations linked or embedded with OLE do not display the black End of Slide Show screen.

25. Tap **[Esc]** to end the slide show.
26. Save the presentation and exit PowerPoint.

REINFORCE YOUR SKILLS P10-R2

Edit Connected Presentations and Present Online

In this exercise, you will edit linked and embedded presentations. You will also present a slide show online.

1. Start PowerPoint, open **P10-R2-Editing** from your **PowerPoint Chapter 10** folder, and save it as: **P10-R2-EditingRevised**
2. Open **P10-R2-Toy** from your **PowerPoint Chapter 10** folder; save it as **P10-R2-ToyRevised** and then immediately close it.
3. Display **slide 2, Events**, in **P10-R2-EditingRevised**.
4. Select the text **Toy Collection** and choose **Insert**→**Links**→**Link**.
5. From the *Link To* section, choose **Existing File or Web Page**.
6. In the Look In drop-down menu, browse to your **PowerPoint Chapter 10** folder, choose **P10-R2-ToyRevised**, and click **OK**.

The text Toy Collection becomes a link.

Edit Linked and Embedded Presentations

7. Right-click the **Toy Collection** link and choose **Open Link**.
The linked presentation opens in a new PowerPoint window.
8. Display **slide 3, When?**, and add a new third bullet: **Collection 3 from Oct 1 - Dec 1**
9. Save and close the ToyRevised presentation.
10. Double-click the picture of the embedded presentation and scroll to the **last slide, Locations?**
11. Use the Zoom slider at the bottom of the PowerPoint window to zoom in until you can easily read the text in the embedded presentation.
12. Click after the word *August* and tap **[Enter]** and **[Tab]**.
13. Type: **Sycamore Rd****[Enter]****Spooner St****[Enter]****Clinton Way****[Enter]****Beacon St**
14. Click on the slide, outside the embedded presentation, and then fit the slide to the window.

15. Save the presentation.

In the next section, you will broadcast a presentation, which requires you to have a Microsoft Account ID. If you have not yet created a Microsoft Account ID, start your web browser, navigate to outlook.com, and click Create Free Account. Follow the steps on the web page to create a Microsoft Account ID and then close the web browser.

Broadcast a Presentation

You need a partner for this section of the exercise.

16. Choose **File**→**Share**→**Present Online**→**Present Online**.
17. Sign in with your Microsoft Account ID and password.
18. Click **Copy Link**.
19. Start your email program. If you use a webmail service such as Outlook.com, Yahoo!, or Gmail, launch your web browser and sign in to your email page.
20. Ask for your partner's email address and then use these guidelines to compose an email to them:
 - Email subject: **Editing Broadcast**
 - Message body: Type **Use this link to view my PPT broadcast**, tap **Enter** to create a new line, tap **Ctrl**+**V** to paste the copied link, and tap **Enter** again to create a blank line under the pasted link.
21. Send the email and then close your email program (or web browser).
22. Click **Start Presentation**.
23. Have your partner check their email, open your message, and click the link in the email to the PowerPoint broadcast.
24. Navigate your slide show and ensure your partner sees it on their screen.
25. End the slide show and then choose **Present Online**→**Present Online**→**End Online Presentation**; click **End Online Presentation** when prompted.
26. Choose **File**→**Account**.
27. Click **Sign Out** and click **Yes** when prompted.
28. Save the presentation and then log out of Windows to completely clear your Microsoft Account ID from PowerPoint.

REINFORCE YOUR SKILLS P10-R3

Work with Connected Presentations

In this exercise, you will connect presentations. You will also edit connected presentations and broadcast a presentation online.

1. Start PowerPoint, open **P10-R3-Kids** from your **PowerPoint Chapter 10** folder, and save it as: **P10-R3-KidsRevised**
You will begin by creating a link to another presentation.
2. Open **P10-R3-College** from your **PowerPoint Chapter 10** folder, saving it as **P10-R3-CollegeRevised** and then closing it.
3. Display **slide 2, Events**, in the open **P10-R3-KidsRevised** presentation.

4. Select the text **Details**, choose **Insert**→**Links**→**Link**, and make these settings in the Insert Hyperlink dialog box:
 - Link To: **Existing File or Web Page**
 - Look In menu: Choose **P10-R3-Details** from your **PowerPoint Chapter 10** folder
5. Click **OK**.

The text Details becomes a link.

Connect Presentations with Actions

6. Display **slide 4**, *Program Benefits*, select the text **College application**, and choose **Insert**→**Links**→**Action**.
7. Choose the **Hyperlink To** option and, from the Hyperlink To menu, choose **Other PowerPoint Presentation**.
8. Navigate to your **PowerPoint Chapter 10** folder, select **P10-R3-CollegeRevised**, and click **OK**.
9. Ensure the **first slide**, *Applying for College*, is selected and click **OK**.
10. Click **OK** to close the Action Settings dialog box.

The text College application becomes a link.

Connect Presentations with OLE

11. Display **slide 3**, *Next Event*, and choose **Insert**→**Text**→**Object**.
12. Choose **Create from File**.
13. Click **Browse**, navigate to your **PowerPoint Chapter 10** folder, choose **P10-R3-June**, and click **OK**.
14. Click **OK** to close the Insert Object dialog box.
15. Drag the OLE image to position it on the slide to your liking.

View Connected Presentations

16. Choose **Slide Show**→**Start Slide Show**→**From Beginning**.
17. Navigate to the **second slide** and click the **Details** link to open the linked presentation.
18. Click through the linked presentation to the black *End of Slide Show* screen. Click the black screen to close the linked presentation and return to the main presentation.
19. Navigate to the **Next Event** slide and click the OLE image to open the embedded presentation.
20. Click through the June Event presentation until it ends and you return to the Next Event slide of the main presentation.
21. Navigate to the **Program Benefits** slide and click the **College application** link to open the linked presentation.
22. Click through the Applying for College presentation to the black *End of Slide Show* screen; click the black screen.
23. Tap **[Esc]** to end the slide show.

Remember that presentations linked or embedded with OLE do not display the black End of Slide Show screen.

Edit Linked and Embedded Presentations

24. Display **slide 4**, *Program Benefits*, right-click the **College application** link, and choose **Open Link** from the pop-up menu.

The linked presentation opens in a new PowerPoint window.

25. Display **slide 2**, *General Steps*, and add a new sixth bullet: **Investigate financial aid**
26. Save and close the College presentation.
27. Display **slide 3**, *Next Event*, and double-click the picture of the embedded presentation.
28. Scroll the embedded presentation to **slide 2**.
29. Use the Zoom slider at the bottom of the PowerPoint window so you can easily read the text in the embedded presentation.
30. Correct the spelling of the last word in the last bullet.
31. Click on the slide outside the embedded presentation and fit the slide to the window.
32. Save the presentation.

In the next section, you will broadcast a presentation, which requires you to have a Microsoft Account ID. If you don't have a Microsoft Account ID, start your web browser, navigate to outlook.com, and click the Create Free Account link. Follow the steps on the web page to create a Microsoft Account ID and then close the web browser.

Broadcast a Presentation

You need a partner for this section of the exercise.

33. Choose **File**→**Share**→**Present Online**→**Present Online**.
34. Sign in with your Microsoft ID and click **Copy Link**.
35. Start your email program. If you use a webmail service such as Outlook.com, Yahoo!, or Gmail, launch your web browser and sign in to your email page.
36. Ask for your partner's email address and then use these guidelines to compose an email to them:
- Email subject: **Kids Broadcast**
 - Message body: Type **Use this link to view my PPT broadcast**, tap **Enter** to create a new line, press **Ctrl**+**V** to paste the copied link, and tap **Enter** again to create a blank line under the pasted link.
37. Send the email and then close your email program (or web browser).
38. Click **Start Presentation**.
39. Have your partner check their email, open your message, and click the link in the email to the PowerPoint broadcast.
40. Navigate your slide show and ensure your partner sees it on their screen.
41. End the slide show, choose **Present Online**→**Present Online**→**End Online Presentation**, and click **End Online Presentation** when prompted.
42. Choose **File**→**Account**, click **Sign Out**, and then click **Yes** when prompted.
43. Save the presentation and then log out of Windows to clear your Microsoft Account ID from PowerPoint.

Apply Your Skills

APPLY YOUR SKILLS P10-A1

Connect Presentations

In this exercise, you will connect presentations developed by different people within the Universal Corporate Events organization.

1. Start PowerPoint, open **P10-A1-Main** from your **PowerPoint Chapter 10** folder, and save it as: **P10-A1-MainRevised**
2. Display **slide 2**, *Event Types*, and use a link to link the text *Celebrations* to **P10-A1-Celebrations** in your **PowerPoint Chapter 10** folder.
The text Celebrations becomes a link.
3. Display **slide 3**, *Services*, and use an action to link the text *Catering* to the first slide of **P10-A1-Catering** in your **PowerPoint Chapter 10** folder.
The text Catering becomes a link.
4. Display the **last slide** and use OLE to embed **P10-A1-Specialties** from your **PowerPoint Chapter 10** folder. The embedded presentation should display as a file thumbnail rather than as a generic PowerPoint icon.
5. Size and position the embedded object to your liking.

View Connected Presentations

6. View the Main presentation as a slide show and test each of the three linked presentations.
7. End the slide show, save the presentation, and exit PowerPoint.

APPLY YOUR SKILLS P10-A2

Edit Connected Presentations and Present Online

In this exercise, you will edit linked and embedded presentations and present a slide show online.

1. Start PowerPoint, open **P10-A2-Editing** from your **PowerPoint Chapter 10** folder, and save it as: **P10-A2-EditingRevised**
2. Open **P10-A2-Stage** from your **PowerPoint Chapter 10** folder, saving it as **P10-A2-StageRevised** and then immediately closing it.
3. Display **slide 3**, *Services*, in the open **P10-A2-EditingRevised** presentation and use a link to link the text *Stage and sound equipment* to **P10-A2-StageRevised** in your **PowerPoint Chapter 10** folder.
The text Stage and sound equipment becomes a link.

Edit Linked and Embedded Presentations

4. Open the **Stage and sound equipment** link.
5. Display the **last slide** and, in the title, change *Stooges* to: **Stages**
6. Save and close the Stages presentation.
7. Display the **last slide** and double-click the embedded presentation.

8. Display the **last slide** of the embedded presentation, zooming if necessary, and in the first bullet, change the word *certifiable* to: **certified**
9. Click on the slide, outside the embedded presentation, and save the presentation.

Broadcast a Presentation

If you don't have a Microsoft Account ID, start your web browser, navigate to outlook.com, click Create Free Account, and follow the steps to create one.

Before continuing, find another student with whom to partner.

10. Choose the **Present Online** option from Backstage view, sign in with your Microsoft Account ID, and copy the broadcast link.
11. Send an email to your partner that includes the link to your broadcasted presentation and then start the broadcast.
12. Have your partner click the link to the PowerPoint broadcast in the email you sent.
13. Navigate your slide show and ensure your partner sees it on their screen.
14. End the slide show and then end the online presentation.
15. Sign out of your Microsoft Account ID.
16. Save the presentation and then log out of Windows completely.

APPLY YOUR SKILLS P10-A3

Work with Connected Presentations

In this exercise, you will begin by connecting presentations. You will then edit connected presentations and broadcast a presentation online.

1. Start PowerPoint, open **P10-A3-Universal** from your **PowerPoint Chapter 10** folder, and save it as: **P10-A3-UniversalRevised**
2. Open **P10-A3-Invitations** from your **PowerPoint Chapter 10** folder, saving it as **P10-A3-InvitationsRevised** and then immediately closing it.
3. Display **slide 2** (*In Focus*) in the open **P10-A3-UniversalRevised** presentation and use a link to link the text *Invites* to **P10-A3-InvitationsRevised** in your **PowerPoint Chapter 10** folder.
The text Invites becomes a link.
4. Use an action to link the text *Transportation comfort* to the **first slide** of **P10-A3-Transportation** in your **PowerPoint Chapter 10** folder.
The text Transportation comfort becomes a link.
5. Use OLE to embed **P10-A3-Catering** from your **PowerPoint Chapter 10** folder. Ensure the embedded presentation displays as a file thumbnail rather than as a generic PowerPoint icon.
6. Size and position the embedded object to your liking.
7. View the presentation as a slide show and test each of the three linked presentations.
8. End the slide show.

Edit Linked and Embedded Presentations

9. Open the **Invites** link.
10. Display **slide 3** and drag the top-right image down so it overlaps the other image and no longer covers the text.
11. Save and close the Invitations presentation.
12. Double-click the embedded presentation and display **slide 3**, *Vegan*, zooming as necessary.
13. In the first bullet, change the word *Been* to: **Bean**
14. Click on the slide, outside the embedded presentation, and save the presentation.

Broadcast a Presentation

If necessary, go to outlook.com, click the Create Free Account link, and create a Microsoft Account ID.

Find another student with whom to partner.

15. Choose the **Present Online** option from Backstage view, sign in with your Microsoft Account ID, and copy the broadcast link.
16. Send an email to your partner that includes the link to your broadcasted presentation and then start the broadcast.
17. Have your partner click the link to the PowerPoint broadcast in the email you sent.
18. Navigate your slide show and ensure your partner sees it on their screen.
19. End the slide show and then end the online broadcast.
20. Sign out of your Microsoft Account ID.
21. Save the presentation and then log out of Windows.



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.

P10-E1 That's the Way I See It

Everyone has an opinion. Some people prefer chocolate to vanilla, some would rather listen to classical than heavy metal music, some like cats while others like dogs. Think of a question for which people usually have a preference between two answers, for example, "What's better: hot pizza or cold pizza?"

Create a presentation named **P10-E1-Option1** that has at least three slides and shows why you believe the first answer is better. Create a second presentation named **P10-E1-Option2** that has at least three slides and shows why you believe the second answer is better. Finally, create a third presentation named **P10-E1-Question** that presents the question on the title slide. Create a second slide that contains text or pictures that connect to the other two presentations. Connect to the presentations using links, actions, or OLE. Format all three presentations with design themes of your choice and add anything else you think enhances the presentations, such as pictures, additional text, animation, or audio/video. Arrange a time with your instructor to broadcast your presentation online using a Microsoft Account ID.

P10-E2 Be Your Own Boss

In this exercise, you will connect supporting presentations to a main Blue Jean Landscaping presentation. Open **P10-E2-Blue** and **P10-E2-Plants** and save them as: **P10-E2-BlueRevised** and **P10-E2-PlantsRevised**

Close the Plants presentation. In the Blue presentation, on the Services slide, link *Lawn Care* to **P10-E2-Lawn** and *Edible Gardens* to **P10-E2-PlantsRevised**. Use OLE to embed **P10-E2-Custom** next to the text *Garden Design*. From the main presentation, edit the linked Edible Gardens presentation and remove *Golden Chanterelle Mushrooms* from the list. Edit slide 5 of the embedded presentation, centering the photo on the slide to match the others. Run the slide show and test the links. Use your Microsoft Account ID to broadcast the presentation to your instructor, another student, or the class.

P10-E3 Demonstrate Proficiency

Stormy BBQ is creating a series of presentations to show online. Rather than have one person create the entire presentation, employees have created their own individual presentations showcasing their favorite barbeque recipes. Your job is to connect the individual presentations to a main presentation.

Open **P10-E3-Carol** and **P10-E3-Stormy** and save them as: **P10-E3-CarolRevised** and **P10-E3-StormyRevised**

Close the Carol presentation. On the Stormy presentation, use links or actions to connect the text on slide 2 to their respective presentations, linking each presentation to their second slides (Ingredients). Embed Mini's recipe as an OLE object on the last slide. From the main Stormy presentation, edit Carol's recipe to indicate 2 tablespoons of chili power instead of 24 and edit Mini's recipe to simmer for 30 minutes rather than for 300. Run the slide show and test the links. Use your Microsoft Account ID to broadcast the presentation to your instructor, another student, or the class.

EVALUATION ONLY

POWERPOINT

11

Integrating with Other Office Programs

Microsoft Office includes several programs that specialize in a variety of tasks, such as working with email and calendars, performing word processing, making spreadsheet calculations, and creating dynamic presentations. By using the power of the other programs in the Office suite, you will efficiently accomplish tasks that extend beyond the capabilities of PowerPoint. In this chapter, you will integrate PowerPoint with other Microsoft Office applications. You will also learn how to share your presentation files with users of previous versions of PowerPoint.

LEARNING OBJECTIVES

- ▶ Explain the significance of PowerPoint file formats
- ▶ Save and open presentations in nonnative file formats
- ▶ Integrate the use of PowerPoint with Word, Excel, and Outlook

Project: Reviewing a Year of Success

As the year draws to an end, you plan a year-in-review presentation for the next staff meeting to remind department chiefs of all the success that their hard work over the last year has produced. You feel so proud of Raritan Clinic's success you want to share the presentation with your old college roommate—a user of PowerPoint 2003. You ask Sarah, one of the technical support specialists, to help create the presentation and send her a Microsoft Word document that outlines the topics for your presentation. Sarah knows she can easily convert this Word outline to a presentation. After it is complete, you insert the presentation into your Outlook Tasks to remind yourself to print speaker notes before the presentation.

Maintaining Compatibility with Previous Versions of Office

By default, presentations created in PowerPoint are compatible with PowerPoint 2007 and later—but not with earlier versions. This means if you try to open a presentation created in PowerPoint 97 through 2003, the file will not open. You will not be able to edit the presentation or view it as a slide show. Of course, there are ways around this. You can save your presentation in a format compatible with PowerPoint 97 through 2003. Similarly, users of PowerPoint 97 through 2003 can download and install a patch that allows them to open current PowerPoint presentations.

Note!

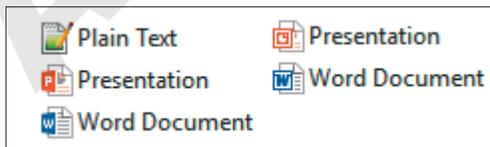
While Microsoft Office 2003 is more than 15 years old, it's still used by those with older operating systems.

About File Formats

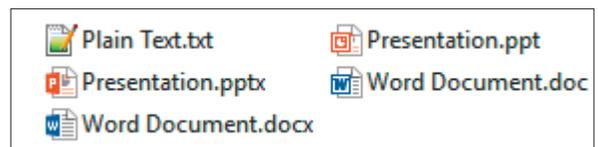
A file format describes the way a file is saved by a program. Different programs use different file formats, and generally a file can be opened only by a program that understands its file format. For example, PowerPoint saves files in the PowerPoint file format so only PowerPoint can open them. You can't open a PowerPoint file in Microsoft Word! File formats are identified in Windows by a file extension—usually a three-character suffix at the end of a filename (Microsoft has been using four-character suffixes since Office 2007). Windows hides file extensions by default, so unless you have changed your computer configuration, you won't see them. However, Windows also associates a file's icon with its file extension and file format so even if you can't see the file extension, you can still identify a file format by its icon.

Tip!

The default file extension for PowerPoint presentations is .pptx.



The files as you see them normally, identifiable by their icons



The files as they appear with the extensions made visible

Native File Formats

A **native file format** is the one a program uses by default. In PowerPoint, the native file format is a PowerPoint presentation file. When you save a new presentation in PowerPoint, the program saves the file in the native file format unless you instruct it differently (such as saving in the PowerPoint 97–2003 format or PDF format).

Older PowerPoint File Formats

Older versions of PowerPoint (from 1997–2003) use a common file format that the current version of PowerPoint can open but that is not its native file format. The older 2003 version of PowerPoint cannot open native PowerPoint files from the current version unless you install the Microsoft Office Compatibility Pack (described later in this chapter).

PowerPoint 2007, 2010, and 2013 use the same native file format as the current version of PowerPoint, so presentations created in 2007, 2010, or 2013 can be opened by the current version, and vice versa, without installing additional software.

Open XML

Technically, Microsoft refers to the file formats used by Office 2007 and later applications as Open XML formats. The Microsoft website has a lot of information about exactly what Open XML format is, and, if you are technically inclined, you may find it interesting to read. The short version is that the Open XML file formats used by Office 2007 and later applications provide a few advantages over the PowerPoint 97–2003 format:

- ▶ Greater compression (files are 50%–75% smaller than in previous versions of Office)
- ▶ Improved recoverability of corrupted files
- ▶ Several other, more advanced features beyond the scope of this course

Tip!

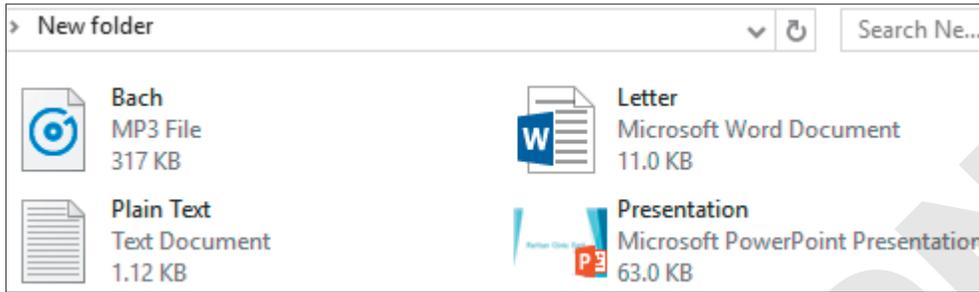
The website FILEExt.com is a great resource for determining the program needed to open a file format.

Nonnative File Formats

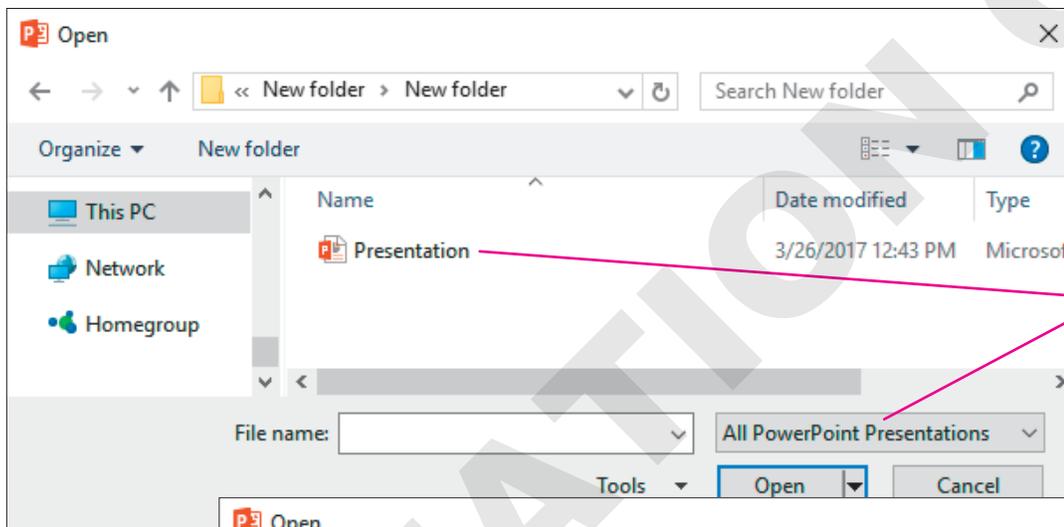
A **nonnative file format** is one that an application can understand but does not use as its default, or native, file format. PowerPoint can open text files (with the .txt file extension); therefore, the text file format is usable by PowerPoint, but it is nonnative.

Opening Nonnative File Formats

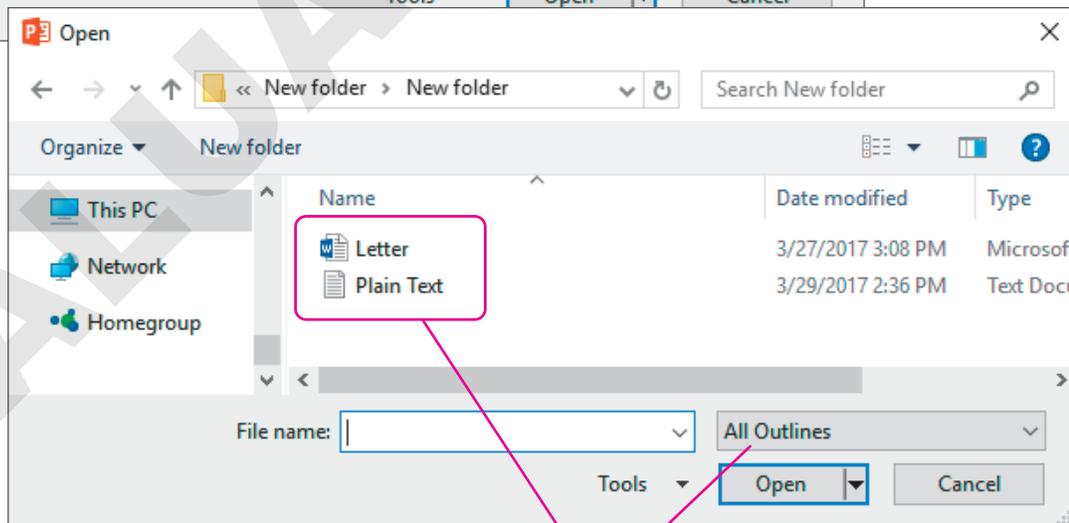
When you choose Open from within most programs, including PowerPoint, you are shown a filtered list of files in the current folder. By default, most programs show you only the native or most popular formats supported by the program. You can use the File of Type menu in the Open dialog box to display and open nonnative file formats.



A folder may contain files that are different file types.



PowerPoint's Open dialog box displays only the PowerPoint files by default.



Changing the Files of Type menu displays different file formats.

DEVELOP YOUR SKILLS P11-D1

In this exercise, you will open (or attempt to open) native, nonnative, and incompatible file formats with PowerPoint.

1. Start PowerPoint and maximize the program window.
2. Choose **Open Other Presentations** at the bottom of the left panel.
3. Click the **Browse** button and navigate to your **PowerPoint Chapter 11** folder.

The Open dialog box displays only PowerPoint presentations because that's what the Files of Type menu is set to.

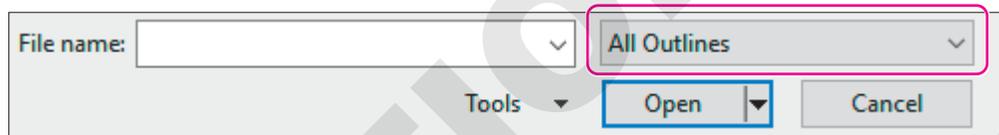
4. Open **P11-D1-Current**.

The file opens because the file format is compatible with PowerPoint; in fact, it is the native file format of PowerPoint.

5. Close the file, choosing not to save if prompted.

Open Nonnative File Formats

6. Choose **File**→**Open**, click the **Browse** button, and navigate to your **PowerPoint Chapter 11** folder.
7. Choose **All Outlines** from the Files of Type menu.



The All Outlines option includes Word documents and text files, among others. The Open dialog box now displays Microsoft Word and text files in your PowerPoint Chapter 11 folder.

8. Open **P11-D1-PlainText**.

The text file opens in PowerPoint but looks a little odd. Remember that text files are not native to PowerPoint and contain no formatting. If the text file contained useful text, you could cut and paste the text into a bulleted text area on a slide.

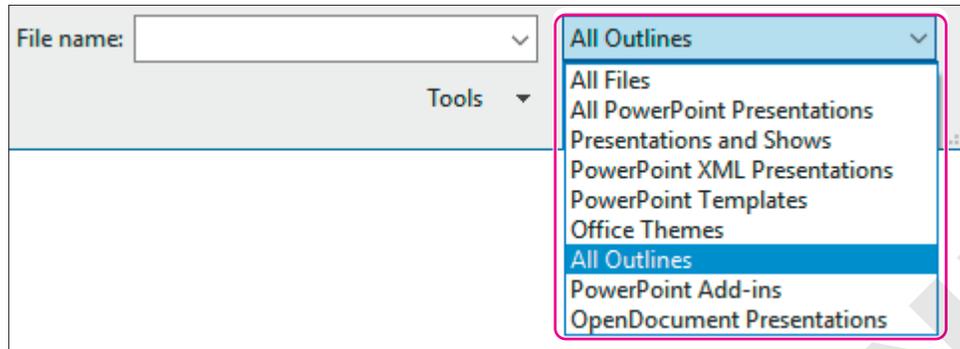
9. Close the file, choosing not to save if prompted.

Attempt to Open Incompatible File Formats

10. Choose **File**→**Open** and navigate to your **PowerPoint Chapter 11** folder.

PowerPoint remembers your previous setting and shows you All Outlines.

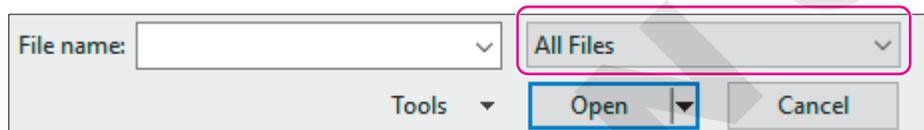
11. Click the **Files of Type** menu and read each option. Remember to use the scroll bar to read all the options.



Note that there is no option for MP3 sound files. Although you can embed an MP3 sound file on a slide, this file format cannot be directly opened by PowerPoint.

12. Choose **All Files** from the top of the **Files of Type** menu.

PowerPoint displays all files in the folder, even those that are not compatible with PowerPoint.



13. Open the MP3 sound file **P11-D1-Bach**.

An error box appears, indicating that you attempted to open an incompatible file format.

14. Click OK to close the error box.

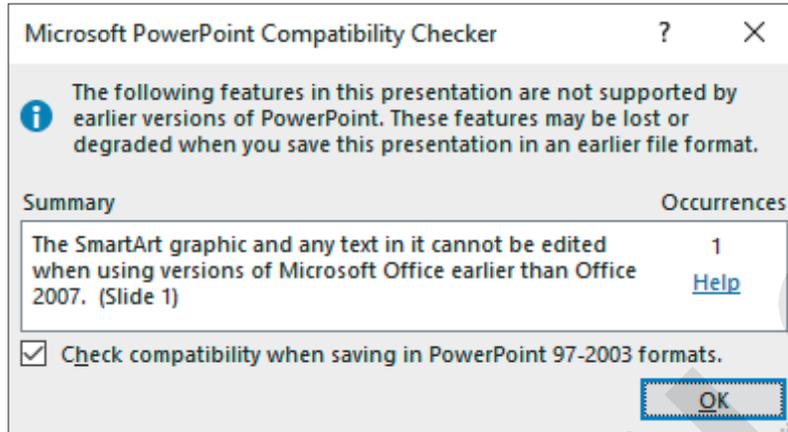
Compatibility with Previous PowerPoint Versions

If users of PowerPoint 97–2003 attempt to open your current PowerPoint files, they will receive an error similar to the one you received in the previous exercise when you attempted to open the MP3 sound file. Current PowerPoint files are compatible with PowerPoint 2007 and later but not with earlier versions. This can be problematic if you need to share presentation files with other users. Not to worry! You can save your presentation in a format compatible with PowerPoint 97–2003.

The Compatibility Checker

If there are elements of the presentation that cannot be edited in earlier versions of PowerPoint, the Microsoft Office PowerPoint **Compatibility Checker** displays a dialog box giving you the details when:

- ▶ You are saving the presentation for an older version of PowerPoint *and*
- ▶ There are features that aren't supported by the older version.



The Microsoft Office PowerPoint Compatibility Checker displays features in the presentation that are not compatible with earlier versions of PowerPoint.

The Microsoft Office Compatibility Pack

If you send a colleague your PowerPoint file not realizing she is using PowerPoint 2003, don't worry. Even if you didn't save your presentation in the 97–2003 format, she can still open the file in PowerPoint 2003 provided she has installed the compatibility pack from Microsoft.

The **Compatibility Pack**, officially dubbed the *Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint File Formats*, is a free download from the Microsoft website that allows users of Office 2000/XP/2003 to open and work with the 2007 and later file formats.

Tip!

A link to the *Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint File Formats* appears in the *Student Resource Center* for this book.

☰ File→Info→Check for Issues→Check Compatibility

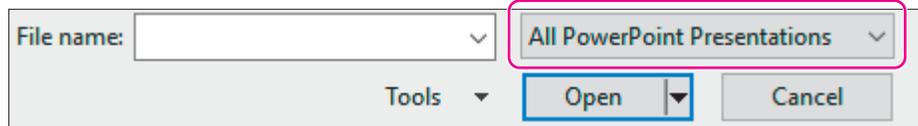
PowerPoint 97 Support

The Microsoft Office Compatibility Pack does not provide support for PowerPoint 97. To make your presentation compatible with PowerPoint 97, use the Change File Type command.

DEVELOP YOUR SKILLS P11-D2

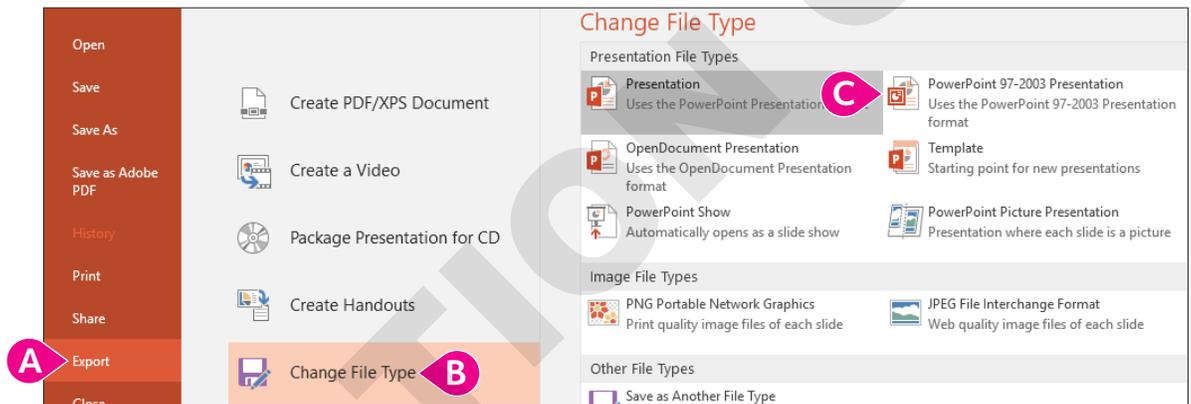
In this exercise, you will save a PowerPoint 2019 presentation so it is compatible with PowerPoint 97–2003.

1. Choose **File**→**Open**, click **Browse**, and navigate to your **PowerPoint Chapter 11** folder.
2. Choose **All PowerPoint Presentations** from the Files of Type menu.



Displaying only PowerPoint presentations makes the Open dialog box less cluttered and makes it easier to focus on the files you want.

3. Open **P11-D2-Final** and save it as: **P11-D2-FinalRevised**
You will save the presentation in a format that can be opened by earlier versions of PowerPoint.
4. Follow these steps to save the presentation in the PowerPoint 97–2003 format:

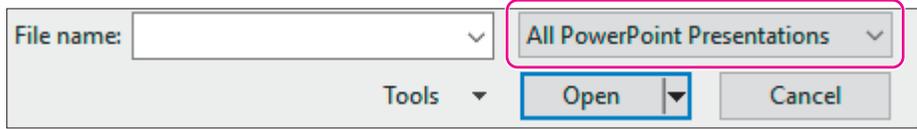


- Choose **File**→**Export**.
- Click **Change File Type**.
- Double-click **PowerPoint 97–2003 Presentation**.

The Save As dialog box opens with the Save as Type menu already set to the PowerPoint 97–2003 Presentation file format.

5. Ensure the default filename *P11-D2-FinalRevised* has not changed and then click **Save**.
If any presentation elements could not be edited in earlier versions of PowerPoint, the Microsoft Office PowerPoint Compatibility Checker would have displayed an information dialog box giving you those details. No problems were found in this presentation.
You now have two files that appear to have the same name—P11-D2-FinalRevised. Remember that your computer may be configured to hide the file extensions. The actual names of the files are P11-D2-FinalRevised.pptx and P11-D2-FinalRevised.ppt. They are, in fact, different.
6. Close the file.

- Choose **File**→**Open**, navigate to your **PowerPoint Chapter 11** folder, and ensure the Files of Type menu is set for **All PowerPoint Presentations**.



Notice that two files appear to have the same name—P11-D2-FinalRevised. Can you identify which one is the current format and which one is the format compatible with earlier versions of PowerPoint? In the space below each icon, write current or 97–2003 to match the icon with the correct version of PowerPoint.



- Click **Cancel**.

Working with Word Integration

Microsoft Word is an excellent word-processing program that easily integrates with PowerPoint. Two primary integration tasks are useful with Word and PowerPoint:

- ▶ Drafting an outline in Word and then converting it to a PowerPoint presentation
- ▶ Completing a PowerPoint presentation and then creating handouts in Word, which provides more options than PowerPoint’s Print Handouts option

Creating a Presentation Outline in Word

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

In Word	In PowerPoint
Level 1 paragraphs	Titles
Level 2 paragraphs	Level 1 Body Bullets
Level 3 paragraphs	Level 2 Body Bullets

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

<ul style="list-style-type: none"> ⊕ Raritan Clinic East <ul style="list-style-type: none"> ⊖ A Year of Success ⊕ Community Service Success <ul style="list-style-type: none"> ⊖ Over 200 children treated through Save a Child ⊖ Over 600 free immunizations given ⊖ StayFit classes now offer spinning ⊖ Record Financial Success ⊕ New Construction <ul style="list-style-type: none"> ⊖ Construction on west facility under way ⊖ Residential wing to be completed early next year ⊕ Thank You! <ul style="list-style-type: none"> ⊖ Our Success Is Your Success 	<ol style="list-style-type: none"> 1 <input type="checkbox"/> Raritan Clinic East A YEAR OF SUCCESS 2 <input type="checkbox"/> Community Service Success Over 200 children treated through Save a Child Over 600 free immunizations given StayFit classes now offer spinning 3 <input type="checkbox"/> Record Financial Success 4 <input type="checkbox"/> New Construction Construction on west facility under way Residential wing to be completed early next year 5 <input type="checkbox"/> Thank You! Our Success Is Your Success
--	---

The Word outline at left creates the PowerPoint slides at right.

☰ Insert→Slides→New Slide menu button▼→Slides from Outline

DEVELOP YOUR SKILLS P11-D3

In this exercise, you will start a new Raritan presentation, create an outline in Word, and modify the resulting presentation.

1. Start Word and click **Blank Document**.

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

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

3. Type the first two lines of the outline:

- **Raritan Clinic East**
- **A Year of Success**

Tapping increases the list level and creates a Level 2 style.

4. Type + **Community Service Success** .

Pressing + decreases the list level and returns the text to a Level 1 style.

5. Type the following to create Level 2 style text that will be converted in PowerPoint to text bullets:

- **Over 200 children treated through Save a Child**
- **Over 600 free immunizations given**
- **StayFit classes now offer spinning**
- +

Pressing + returns you to a Level 1 style so you can complete the outline.

6. Continue typing:

- **Record Financial Success**
- **New Construction**
- **Construction on west facility under way**
- **Residential wing to be completed early next year**
- + **Thank You!**
- **Our Success Is Your Success**

Your outline should match this example:



7. Save the outline in your **PowerPoint Chapter 11** folder as: **P11-D3-Outline**
8. Close Word.

Word closes and PowerPoint is visible.

Import the Outline

9. Start a new, blank presentation in PowerPoint and then choose **Design→Themes→More**  → **Retrospect**.
10. Choose **Home→Slides→New Slide menu button**  → **Slides from Outline**.
11. Use the **Insert Outline** dialog box to navigate to your **PowerPoint Chapter 11** folder.
Note that the Files of Type menu is already set to All Outlines. The Insert Outline dialog box displays nonnative but compatible files.
12. Choose **P11-D3-Outline** and click **Insert**.
PowerPoint takes a moment to import the outline. Note that the first slide is blank because PowerPoint inserted the slides from the outline after the existing blank title slide.
Each slide is formatted with blue text because Word formatted the heading styles as blue.
13. Choose **View→Presentation Views→Outline View** and examine the PowerPoint outline.
Each Level 1 paragraph from the outline has become a slide title and each Level 2 paragraph has become a bulleted paragraph under the appropriate title.
14. Choose **View→Presentation Views→Normal**.
15. Choose the **first slide** (it's blank) and tap  to remove it.
The blank slide is deleted, and the Raritan Clinic East slide becomes selected.

Change a Layout and Apply a Design Template

16. Choose **Home→Slides→Layout menu button**  → **Title Slide**.
The layout of the selected slide changes.
17. Select the **final slide**, *Thank You*, and choose **Home→Slides→Layout menu button**  → **Section Header**.

Reset the Slide Formatting

18. Select the **first slide**, *Raritan Clinic East*, and choose **Home**→**Slides**→**Reset**.

The text formatting is removed and returns to the default setting for the current document theme.

19. Select the **second slide**, press **[Shift]**, select the last slide, and release **[Shift]**.

Slides 2–5 become selected.

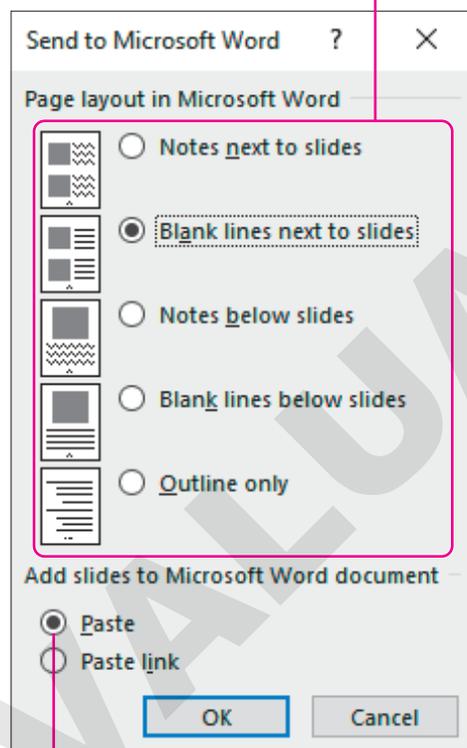
20. Choose **Home**→**Slides**→**Reset** to reformat the text on the selected slides with the document theme formatting.

21. Save the presentation in your **PowerPoint Chapter 11** folder as:
P11-D3-OutlinePresentation

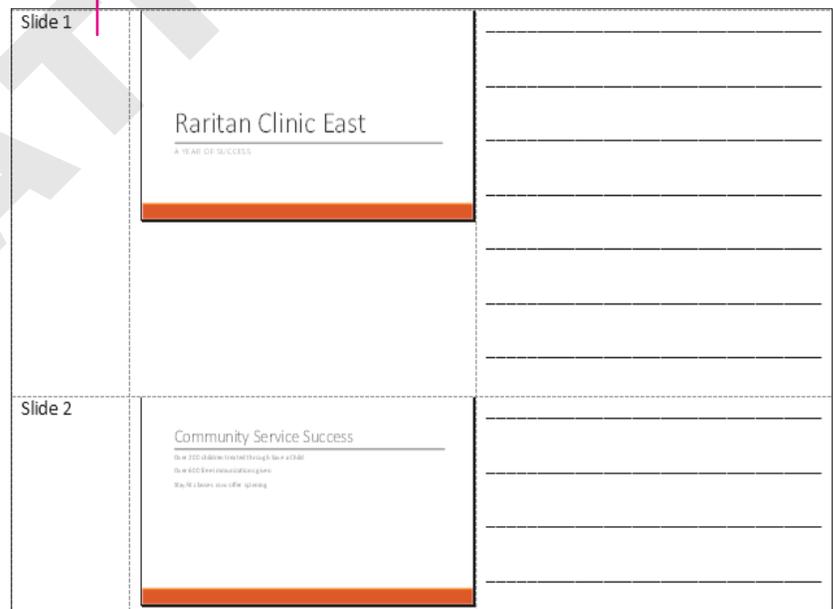
Creating Presentation Handouts in Word

To create presentation handouts for attendees, PowerPoint offers several formats. Only the 3 Slides per Page option includes lines for note-taking. By sending the presentation to Word to create handouts, you have more options for including areas for note-taking. In Word, you can also format text on the handouts. And, you can edit the slide thumbnails in Word without affecting the presentation slides, which is helpful when you want to remove or add portions of a slide on the handouts only.

More layout options are available when you create handouts in Word.



This is how the handout, as created in Word, appears.



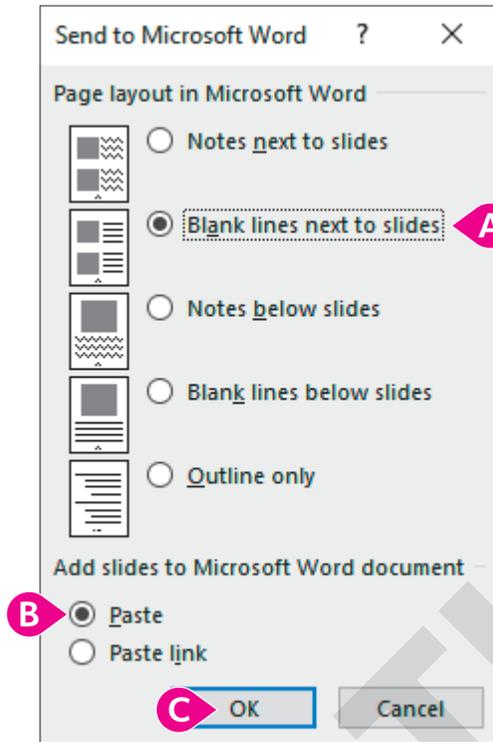
Paste embeds the slides in the Word document, whereas Paste Link links the slides.

File→Export→Create Handouts→Create Handouts

DEVELOP YOUR SKILLS P11-D4

In this exercise, you will create presentation handouts in Microsoft Word.

1. Choose **File**→**Export**→**Create Handouts**→**Create Handouts** to open the Send to Microsoft Word dialog box.
2. Follow these steps to create the handouts:



- A Select the second option, **Blank Lines Next to Slides**.
- B Make sure **Paste** is chosen here.
- C Click **OK**.

Word opens and creates the handouts.

3. Use the taskbar to display Word, if necessary, and then scroll to the third slide.

This slide contains only a title and no bulleted text. An Excel spreadsheet will be placed on the actual slide later. You will edit the slide thumbnail in the handout.

- Double-click the slide thumbnail in the Word document.

The slide becomes editable just as if you were in PowerPoint. In fact, the Ribbon has changed to the PowerPoint Ribbon.



- Click in the text area of the slide and type: **Excel spreadsheet displaying yearly totals appears in the actual slide show**
- Drag to select the text and then choose **Home**→**Font**→**Font Size menu button**▼→**44**.
- Click on the Word document, outside the slide.

The PowerPoint Ribbon is replaced by the Word Ribbon, and your document should match this illustration. Note your screen may not show the dotted lines.



- Save the document in your **PowerPoint Chapter 11** folder as: **P11-D4-Handouts**
You will save the document for later printing in case you need to make more changes.
- Close Word.

Working with Excel Integration

You should already know that PowerPoint can integrate with Excel by inserting a chart that links to Excel data. The integration doesn't stop there. By incorporating Object Linking and Embedding (OLE), you can embed an entire Excel worksheet into your presentation.

Embedding a Worksheet

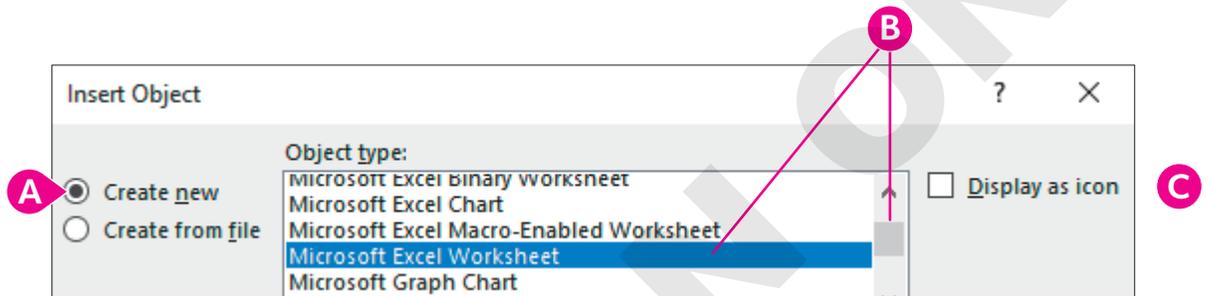
By embedding an Excel worksheet in a slide, you have full access to the Excel data just as if it resided in an external document. Of course, with an embedded spreadsheet, you never have to worry about breaking links by changing the name of a file or moving it to a different location.

DEVELOP YOUR SKILLS P11-D5

In this exercise, you will embed an entire Excel worksheet on a slide.

1. Save the presentation as: **P11-D5-OutlinePresentationRevised**
2. Display the **third slide**, *Record Financial Success*.
3. Click the dotted border of the bulleted text area to select it. The border will become solid when correctly selected.
4. Tap **Delete** to delete the text block from the slide.
5. Choose **Insert**→**Text**→**Object**.
6. Follow these steps to embed an Excel worksheet:

Click to add text



- A Make sure the **Create New** option is chosen.
- B Scroll down the list and choose **Microsoft Excel Worksheet**.
- C Click **OK**.

PowerPoint places the worksheet on the slide, and the PowerPoint Ribbon is replaced by the Excel Ribbon.

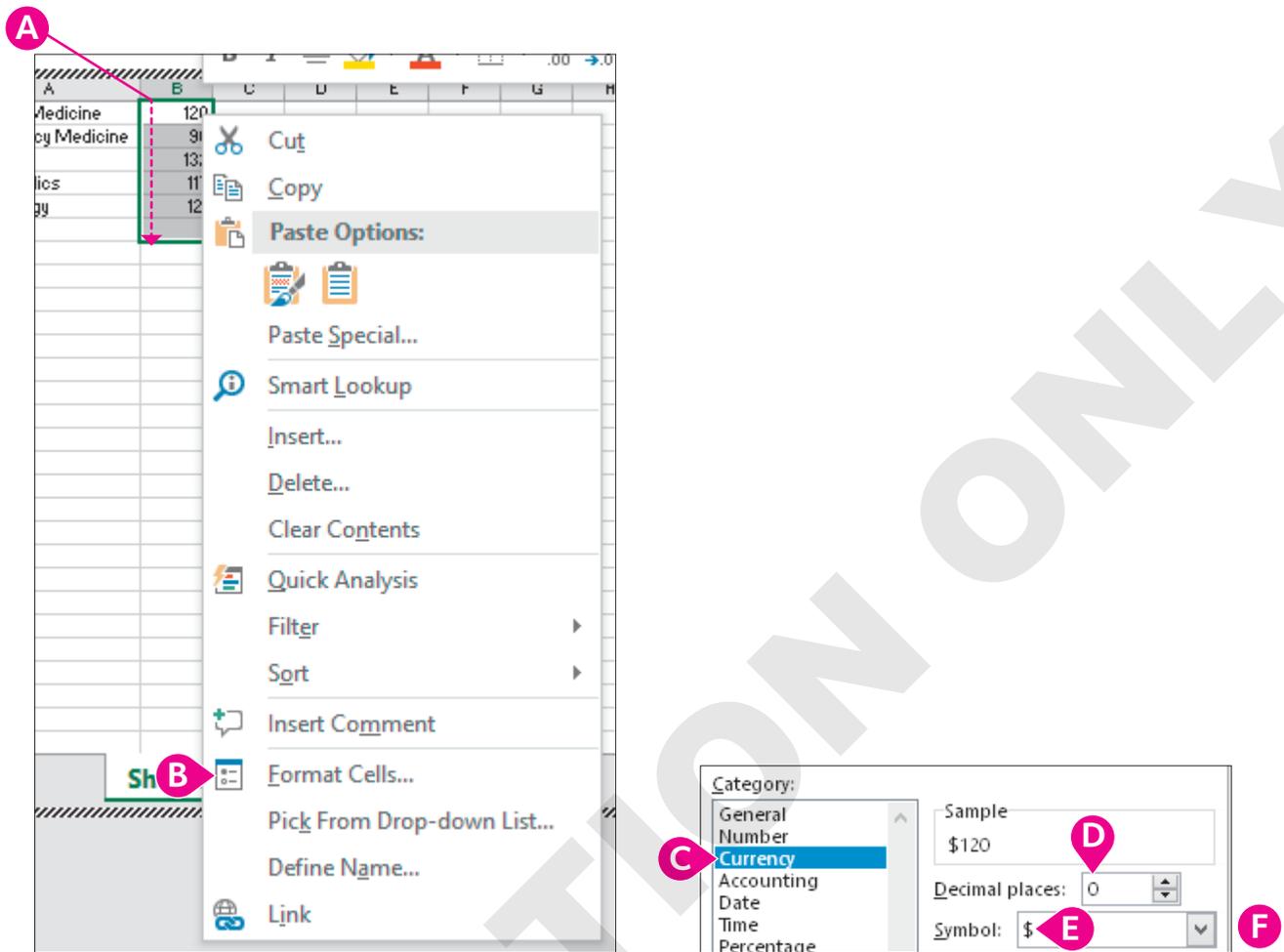
Enter Data and Apply Formatting

7. Follow these steps to enter data in the worksheet:

	A	B
1	General Medicine	120
2	Emergency Medicine	90
3	Neonatal	132
4	Orthopedics	117
5	Cardiology	121
6	Total	

- A Type the categories in **column A**, tapping **Enter** after typing each line.
- B Point to the border to the right of **column A** until the mouse pointer becomes a double-headed arrow and then double-click to autofit the text.
- C Type the numbers in **column B**.

8. Follow these steps to format the money in column B:



- A Point to **cell B1** and drag down to **cell B6** to select six cells.
- B Right-click any of the selected cells and choose **Format Cells** from the context menu.
- C Choose **Currency** from the Category list.
- D Set the number of decimal places to **0**.
- E Choose the dollar sign as the symbol.
- F Click **OK**.

9. Choose **Home**→**Editing**→**Sum**.

The sum of cells B1 through B5 is displayed in cell B6. Your spreadsheet may display a repeated # symbol to indicate that the cell is not wide enough to display the entire number.

- 10. If **cell B6** displays a repeated # symbol instead of the actual number, double-click the border to the right of **column B** to autofit the cell contents.
- 11. Point to **cell A6** and drag across to **cell B6** to select both bottom cells.
- 12. Choose **Home**→**Styles**→**Cell Styles menu button**▼→**Accent 1**.

13. Point to **cell A1** and drag diagonally down to **cell B5** to select ten cells.

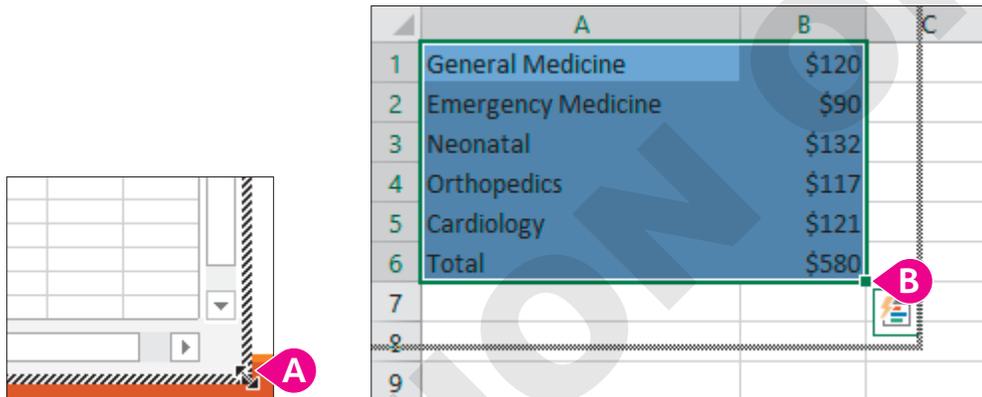
	A	B
1	General Medicine	\$120
2	Emergency Medicine	\$90
3	Neonatal	\$132
4	Orthopedics	\$117
5	Cardiology	\$121
6	Total	\$580

14. Choose **Home**→**Styles**→**Cell Styles menu button**▼→**60% – Accent 1**.

15. Click anywhere on the slide, outside the spreadsheet.

The PowerPoint Ribbon reappears. The spreadsheet has a lot of wasted space.

16. Double-click the spreadsheet again and follow these steps to resize it for optimal display:



- A** Point to the bottom-right corner of the spreadsheet so your mouse pointer becomes a double-headed arrow.
- B** Drag up and to the left to reduce the size of the spreadsheet. Drag close to the content cells and then release the mouse.

17. Click anywhere on the slide, outside the spreadsheet.

The spreadsheet appears on the slide but is much too small.

18. Point to the bottom-right corner of the spreadsheet and then drag down and to the right to enlarge it.

19. Drag the spreadsheet so it is under the title.

Record Financial Success

General Medicine	\$120
Emergency Medicine	\$90
Neonatal	\$132
Orthopedics	\$117
Cardiology	\$121
Total	\$580

Edit an Embedded Spreadsheet

20. Double-click the spreadsheet.
21. Click once in **cell B2** and then type **190** and click anywhere outside the spreadsheet.
Cell B2 changes to \$190 because the currency formatting was applied earlier. The Total amount has been updated to accommodate for the higher value in cell B2.
22. Save your presentation and close PowerPoint.

Integrating with Outlook

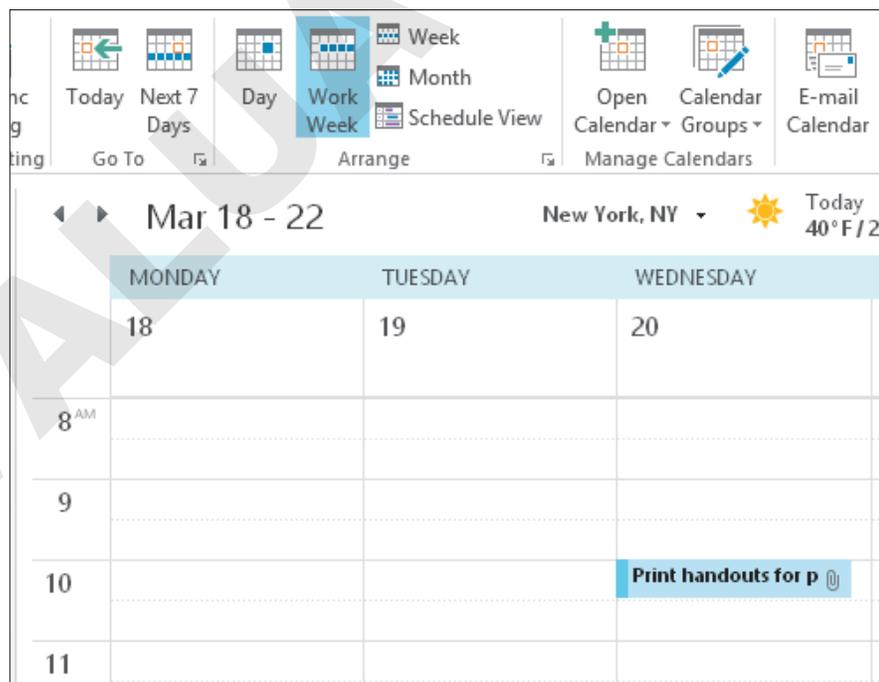
Microsoft Outlook is much more than a simple email program; it includes several advanced features, including a calendar and task list. By integrating PowerPoint with Outlook, you can schedule reminders for yourself so you never miss an important presentation.

Setting Calendar Reminders

Outlook's calendar lets you schedule appointments and set up simple reminders. For example, if you have an important presentation to deliver, you might schedule reminders in the Outlook calendar for tasks such as printing handouts and speaker notes in addition to the time and location of the presentation. Doing this would ensure you would be on time with all your materials.

Attaching Files

You can attach files, including PowerPoint presentations, to an appointment. When the reminder window pops up, you can open the file and print from there. Files attached to appointments are embedded, so changes to the embedded presentation do not appear in the originally attached presentation.



DEVELOP YOUR SKILLS P11-D6

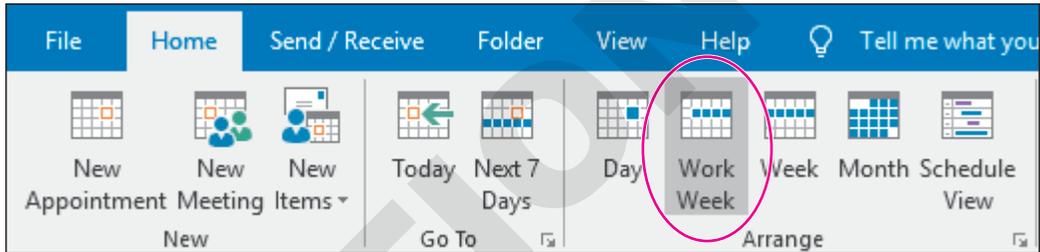
In this exercise, you will schedule a reminder to print handouts in Outlook. You will also attach the PowerPoint file to the appointment for easy printing.

Before You Begin: Outlook must be configured to open without prompting you to create an account. Ask your instructor if Outlook is configured to work with this exercise.

1. Start Outlook and maximize the program window.
2. Choose **Calendar** from the bottom-left area of the Outlook window. Depending on your settings, the Calendar option may be a word or an icon.



3. Choose **Home**→**Arrange**→**Work Week**.



Outlook highlights the current day.

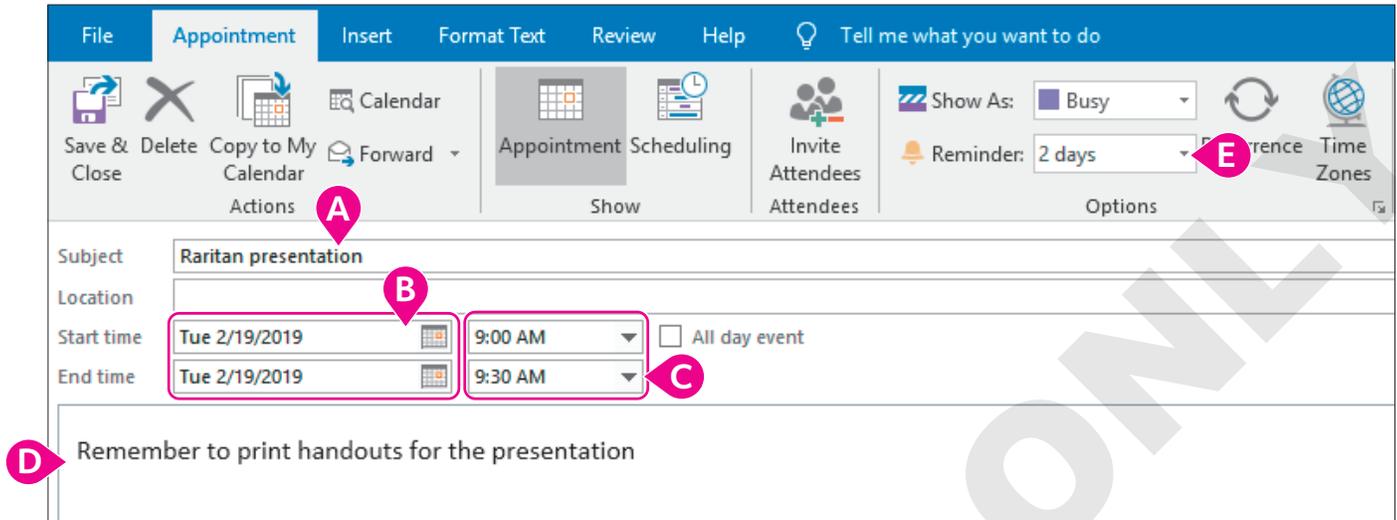
4. Double-click in the **9:00 AM** cell for tomorrow's date to add a new appointment.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
	18	19	20	21
8 AM				
9				
10				

Your screen will show the current date and will differ from the illustration.

5. Follow these steps to create an appointment:

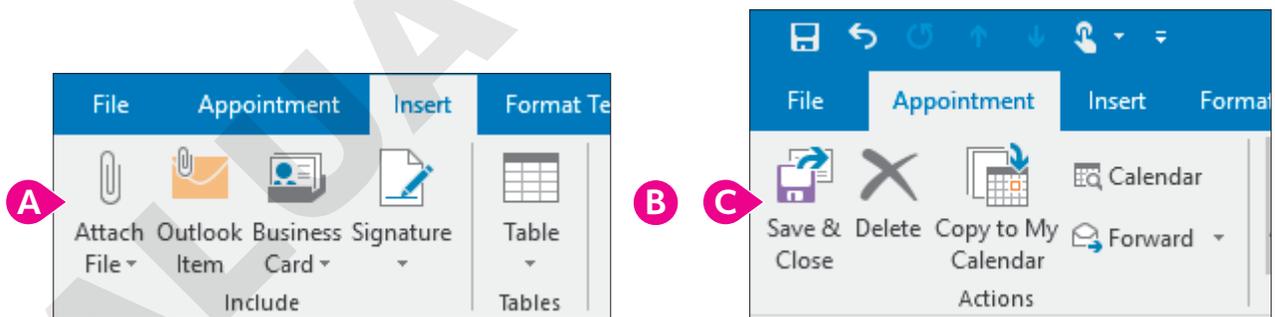
Depending on your setup, you may not see the Copy to My Calendar button, as shown in the figure.



- A** Type **Raritan presentation** as the subject.
- B** Verify that the start and end dates are set for tomorrow's date.
- C** Ensure the start and end times are set for 9:00 AM and 9:30 AM, respectively (you may have to deselect the All Day Event checkbox first).
- D** Type **Remember to print handouts for the presentation** in the message area.
- E** Set the Reminder for **2 days**.

Attach a Presentation to an Appointment

6. Follow these steps to attach the presentation to the appointment:

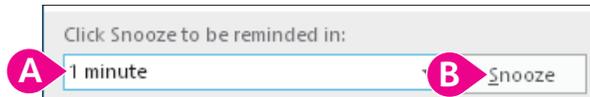


- A** Choose **Insert**→**Include**→**Attach File**.
- B** Navigate to your **PowerPoint Chapter 11** folder, select **P11-D6-Final**, and click **Insert**.
- C** Choose **Appointment**→**Actions**→**Save & Close**.

The Reminder window pops up because the appointment is for 9:00 AM tomorrow and you set a reminder for two days.

Open an Attached File from an Appointment Reminder

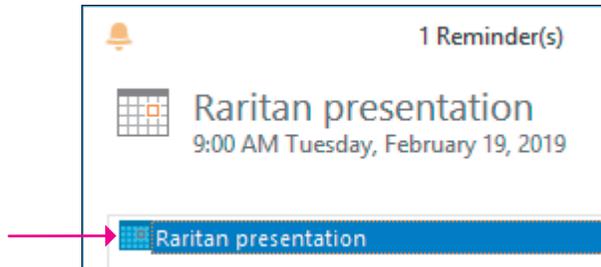
7. Follow these steps to temporarily close the reminder:



- A** Type **1 minute** in the Snooze box because that option is not available from the menu.
- B** Click the **Snooze** button.

Normally you would choose a longer snooze time, but you probably don't want to wait an entire day to finish this exercise! After 1 minute, the reminder pops up again.

8. In the **Reminder** window, double-click the **Raritan presentation** item.



The appointment opens, and you can read your message.

- 9. Double-click the attached **P11-D6-Final.pptx** file.
The presentation opens. Any changes to the presentation would have no effect on the original presentation that was attached. Normally, you would print your handouts and exit PowerPoint.
- 10. Close PowerPoint and then choose **File**→**Close** to close the appointment window.
- 11. Choose **Dismiss** in the Reminder window to cancel the reminder permanently.
- 12. Right-click the appointment in the calendar window and choose **Delete** from the pop-up menu.
You are deleting the appointment so other students can complete this activity later.
- 13. Choose **File**→**Exit** to close Outlook.

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 P11-R1

Use Compatible File Formats and Integrate with Word

In this exercise, you will explore various file formats and create a new presentation from a Word outline designed to promote the house-building successes of Kids for Change.

1. Start PowerPoint, open **P11-R1-Old** from your **PowerPoint Chapter 11** folder, and save it as: **P11-R1-OldRevised**

The presentation is in the old PowerPoint 97-2003 PPT file format, but it's native to PowerPoint 2019, so it opens without issue.

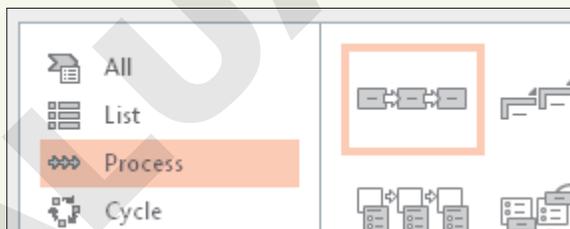
2. Choose **File**→**Open**, navigate to your **PowerPoint Chapter 11** folder, and change the Files of Type menu to **All Files**.



3. Click the **P11-R1-House** picture and click **Open**.
You receive an error because the JPG file format is an incompatible file type. JPG pictures can be inserted on a slide but not opened directly from PowerPoint.
4. Click **OK** to close the error box.
5. On the **last slide**, *Summary*, choose **Insert**→**Images**→**Pictures** and open **P11-R1-House** from your **PowerPoint Chapter 11** folder.
6. Drag the picture to the bottom-right corner of the slide.

Save a Presentation in a Compatible Format

7. Display the **second slide**, *Agenda*, and choose **Insert**→**Illustrations**→**SmartArt**.
8. Select the **Process** category and double-click the first SmartArt graphic.



9. Fill in the shapes with the indicated text:

Shape	Text to Type
First box	Purpose
Middle box	Goals
Last box	Sponsors

10. Choose **File**→**Save**.

The Compatibility Checker summary appears and informs you that the SmartArt graphic is not compatible with the old PPT file format. You can still save the presentation, but you won't be able to edit the SmartArt graphic in PowerPoint 97–2003.

11. Click Continue.

The file is saved in its original old PPT format.

12. Close PowerPoint.

Create a Presentation and Import a Word Outline

13. Start Word and open a new, blank document; choose **View→**Views**→**Outline**, and type the outline text:**

- **Kids for Change**
- **New Houses**
- + **98 Brookline**
- **LEED certified**
- **Geothermal**
- **South patio**
- + **101 Riverside**
- **LEED certified**
- **Natural well**
- + **28 Tacoma**
- **LEED certified**
- **Solar panels**
- **Organic garden**

14. Save the outline in your PowerPoint Chapter 11 folder as: P11-R1-Outline**15. Close Word, start PowerPoint, and open a new, blank presentation.****16. Choose Design→Themes→More →Slice.****17. Choose Home→Slides→New Slide menu button →Slides from Outline.****18. Navigate to your PowerPoint Chapter 11 folder, choose P11-R1-Outline, and click Insert.****19. Choose the first slide (it's blank) and tap to remove it.****20. Choose Home→Slides→Layout menu button →Title Slide.****21. Press , select the last slide, and release .****22. Choose Home→Slides→Reset to reformat the text on the selected slides with the document theme formatting.****23. Save the presentation as: P11-R1-Houses**

Create Handouts in Word

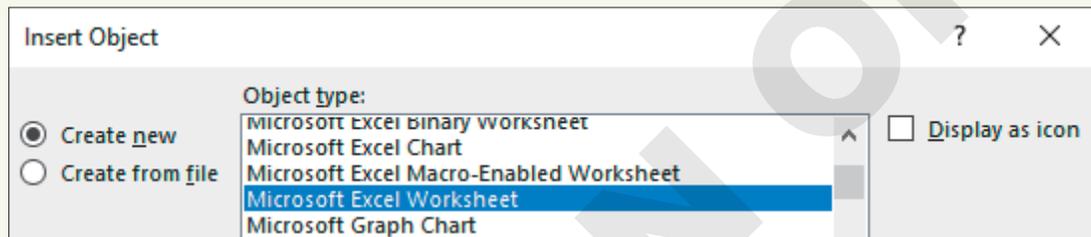
24. Choose File→Export→Create Handouts→Create Handouts.**25. Select the Blank Lines Next to Slides option, ensure the Paste option is selected, and click OK.****26. Use the taskbar to display Word, if necessary, and save the file in your PowerPoint Chapter 11 folder as: P11-R1-Handouts****27. Exit Word and PowerPoint.**

REINFORCE YOUR SKILLS P11-R2

Integrate with Excel and Outlook

You and other Kids for Change organizers are preparing for a meeting with potential donors. In this exercise, you will embed an OLE worksheet and create an appointment reminder in Outlook.

1. Start PowerPoint, open **P11-R2-Kids** from your **PowerPoint Chapter 11** folder, and save it as: **P11-R2-KidsRevised**
You will begin by embedding an Excel worksheet in a presentation.
2. Display the **last slide**, *Donations*, and choose **Insert**→**Text**→**Object**.
3. Ensure **Create New** is selected and then scroll down the list, select **Microsoft Excel Worksheet**, and click **OK**.



4. Type this data, double-clicking the border to the right of the column A and B headers as necessary to autofit the contents:

	A	B
1	Builder Mart	\$40,000
2	Pinky's Power Tool World	\$35,000
3	Lorenzo's Lumber	\$65,000
4	Total	

5. Click **cell B4**, choose **Home**→**Editing**→**Sum**, and tap **[Enter]**.
6. Double-click the border to the right of **column B** to autofit the contents.
7. Select the first three cells in **columns A** and **B** and then choose **Home**→**Styles**→**Cell Styles**→**40% Accent 2**.
8. Select the two total cells and choose **Home**→**Styles**→**Cell Styles**→**Accent 2**.
9. Drag the bottom-right corner of the worksheet up and left to hide as many blank cells as you can.
10. Click on the slide, outside the worksheet.

- Drag the lower-right corner of the worksheet to enlarge it and then drag the worksheet from the center to position it on the slide.



DONATIONS	
Builder Mart	\$40,000
Pinky's Power Tool World	\$35,000
Lorenzo's Lumber	\$65,000
Total	\$140,000

- Save the presentation and close PowerPoint.

Schedule a Reminder in Outlook

- Start Outlook and click **Calendar** at the bottom of the Outlook window.
- Choose **Home**→**Arrange**→**Work Week**.
- Double-click in tomorrow's **10:30 AM** cell to add a new appointment there.
- Type **Kids Presentation** as the appointment subject.
- Verify that the start and end dates are for tomorrow and the start and end times show 10:30 AM to 11:00 AM.
- Type **Don't forget handouts** in the message area.
- Set the reminder to **3 days**.
- Choose **Insert**→**Include**→**Attach Files** and attach the **P11-R2-KidsRevised** presentation.
- Choose **File**→**Save As** and save the appointment file in your **PowerPoint Chapter 11** folder as: **P11-R2-iCal**
You have saved the appointment in the iCal file format so you can submit it to your instructor.
- Choose **Appointment**→**Actions**→**Save & Close**.
- When the reminder pops up, click **Dismiss** and then close Outlook.

REINFORCE YOUR SKILLS P11-R3

Integrate PowerPoint with Other Office Programs

In this exercise, you will use Word and Excel to create and enhance a presentation for Kids for Change recruitment events.

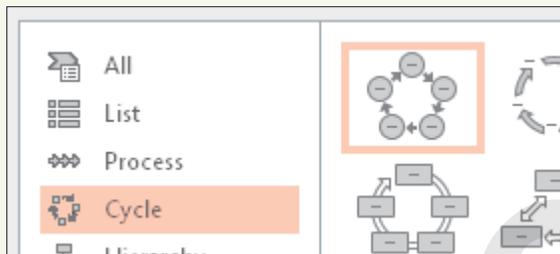
- Start PowerPoint, open **P11-R3-Final** from your **PowerPoint Chapter 11** folder, and save it as: **P11-R3-FinalRevised**

The presentation is in the native PPTX file format, so it opens without issue. Now you will add an image.

2. Choose **File**→**Open** and navigate to your **PowerPoint Chapter 11** folder.
3. Change the Files of Type menu to **All Files** and then choose the **P11-R3-KidsLogo** picture and click **Open**.
You receive an error because the JPG file format is an incompatible file type. JPG pictures can be inserted on a slide but not opened directly from PowerPoint.
4. Click **OK** to close the error box.
5. Display the **last slide**, choose **Insert**→**Images**→**Pictures**, and insert **P11-R3-KidsLogo** from your **PowerPoint Chapter 11** folder.
6. Drag the picture to the top-right corner of the slide.

Save a Presentation in a Compatible Format

7. Display the **last slide** and choose **Insert**→**Illustrations**→**SmartArt**.
8. Select the **Cycle** category and then double-click the first SmartArt graphic.



9. Starting in the top shape and then, moving clockwise, enter this text (one word per shape):
Recycling, Toys, Diversity, Bullies, Tutoring
10. Drag the SmartArt graphic by its border to the top-left corner of the slide so the circles of the SmartArt don't cover the slide title.
11. Save the presentation.
You will now save the presentation in the old PPT format for users of PowerPoint 97–2003.
12. Choose **File**→**Export**→**Change File Type** and double-click **PowerPoint 97–2003 Presentation**.
13. Ensure the filename does not change from *P11-R3-FinalRevised* and click **Save**.
The Compatibility Checker summary appears and informs you that the SmartArt graphic is not compatible with the old PPT file format. You can still save the presentation, but you won't be able to edit the SmartArt graphic in PowerPoint 97–2003.
14. Click **Continue**.
The file is saved in the old PPT format, and the title bar at the top of the PowerPoint window indicates the presentation is now saved in Compatibility Mode.
15. Close PowerPoint.

Create a Presentation and Import a Word Outline

16. Start Word; open a new, blank document; choose **View→Views→Outline**; and type the outline text:
 - **Kids for Change**
 - **Recruitment**
 - + **Schools**
 - **Cannon Middle School**
 - **Spencer High School**
 - **Wynn School of the Arts**
 - + **Presentations**
 - **May 3**
 - **May 21**
 - + **Prizes**
 - **New iPad Mini**
 - **\$50 iTunes gift card**
 - **\$25 Stormy BBQ gift certificate**
17. Save the outline in your **PowerPoint Chapter 11** folder as: **P11-R3-Outline**
18. Close Word and then start PowerPoint and open a new, blank presentation.
19. Choose **Design→Themes→More→Organic**.
20. Choose **Home→Slides→New Slide menu button▼→Slides from Outline**.
21. Navigate to your **PowerPoint Chapter 11** folder, choose **P11-R3-Outline**, and click **Insert**.
22. Choose the **first slide** (it's blank) and tap to remove it.
23. Choose **Home→Slides→Layout menu button▼→Title Slide**.
24. Press , select the **last slide**, and release .
25. Choose **Home→Slides→Reset** to reformat the text on the selected slides with the document theme formatting.
26. Save the presentation as: **P11-R3-Recruitment**

Create Handouts in Word

27. Choose **File→Export→Create Handouts→Create Handouts**.
28. Select the **Blank Lines Next to Slides** option, ensure the **Paste** option is selected, and click **OK**.
29. Use the taskbar to display Word, if necessary, and save the document in your **PowerPoint Chapter 11** folder as: **P11-R3-Handouts**
30. Close Word.

Embed an Excel Worksheet

31. Use the taskbar to display PowerPoint, if necessary, and then add a new slide to the end of the presentation with the title: **Top Recruiters**
32. Click the border of the bulleted text placeholder and tap .
33. Choose **Insert→Text→Object**.

34. Ensure **Create New** is selected and then scroll down the list, select **Microsoft Excel Worksheet**, and click **OK**.
35. Type this data, double-clicking the border to the right of the A and B column headers as necessary to autofit the contents:

	A	B
1	Mike B	8
2	Tanisha D	7
3	Rolf V	4
4	Total	

36. Click **cell B4**, choose **Home**→**Editing**→**Sum**, and tap **Enter**.
37. Double-click the border to the right of the column B header to autofit the contents.
38. Select the first three cells in **columns A and B** and choose **Home**→**Styles**→**Cell Styles**→**40% Accent 4**.
39. Select the two total cells and choose **Home**→**Styles**→**Cell Styles**→**Accent 4**.
40. Drag the bottom-right corner of the worksheet up and left to hide as many blank cells as you can.
41. Click on the slide, outside the worksheet.
42. Drag the lower-right corner of the worksheet to enlarge it and then drag the worksheet from the center to position it on the slide to your liking.
43. Save the presentation and close PowerPoint.

Schedule a Reminder in Outlook

44. Start Outlook and click **Calendar** at the bottom of the Outlook window.
45. Choose **Home**→**Arrange**→**Work Week** and then double-click in tomorrow's **8:00 AM** cell to add a new appointment.
46. Type **Recruiting Presentation** as the appointment subject.
47. Verify that the start and end dates are for tomorrow and the start and end times show 8:00 AM to 8:30 AM.
48. Type **Don't forget the prizes** in the message area.
49. Set the reminder to **1 week**.
50. Choose **Insert**→**Include**→**Attach Files** and attach the **P11-R3-Recruitment** presentation.
51. Save the appointment file in your **PowerPoint Chapter 11** folder as: **P11-R3-iCal**
You saved the appointment in the iCal file format so you can submit it to your instructor.
52. Choose **Appointment**→**Actions**→**Save & Close**.
53. When the reminder pops up, click **Dismiss** and then close Outlook.

Apply Your Skills

APPLY YOUR SKILLS P11-A1

Use Compatible File Formats and Integrate with Word

In this exercise, you will explore various file formats and create a new presentation from a Word outline to help Universal Corporate Events promote its transportation offerings.

1. Start PowerPoint, open **P11-A1-Old** from your **PowerPoint Chapter 11** folder, and save it as: **P11-A1-OldRevised**

The presentation is in the old PowerPoint 97-2003 PPT file format, but it is native to PowerPoint 2019 so it opens without issue.

2. Choose **File**→**Open** and attempt to open **P11-A1-Hands** from your **PowerPoint Chapter 11** folder.

You receive an error because the PNG file format is an incompatible file type. PNG pictures can be inserted on a slide but not opened directly from PowerPoint.

3. Close the error box and then insert **P11-A1-Hands** in the yellow box on the title slide.
4. Display the **second slide**, *Agenda*; click anywhere in the bulleted text to display its border and then delete the text.
5. Click the border of the text placeholder and tap **Delete**.
6. Insert the **Varying Width List** SmartArt (second row of the List category) and fill in the shapes with this text:

Shape	Text to Type
Top shape	Catering
Middle shape	Line Dancing
Bottom shape	Transportation

7. Drag the SmartArt graphic to center it on the slide.
8. Save the file.

The Compatibility Checker summary appears and informs you that the SmartArt graphic is not compatible with the old PPT file format. You can still save the presentation, but you won't be able to edit the SmartArt graphic in PowerPoint 97–2003.

9. Click **Continue** and then close PowerPoint.

The file is saved in its original old PPT format.

Import a Word Outline and Create Handouts in Word

10. Start a new, blank Word document; switch to **Outline** view; and type the outline text:
 - **Universal Corporate Events** **Enter**
 - **Tab** **Let us be your guide** **Enter**
 - **Shift** + **Tab** **Transportation** **Enter**
 - **Tab** **Bus** **Enter**
 - **Limo** **Enter**
 - **Ferry** **Enter**
 - **Shift** + **Tab** **Bus** **Enter**
 - **Tab** **Seats 40** **Enter**
 - **Air-conditioned** **Enter**
 - **Restroom** **Enter**
 - **Shift** + **Tab** **Limos** **Enter**
 - **Tab** **Privacy glass** **Enter**
 - **Widescreen television** **Enter**
 - **Shift** + **Tab** **Ferry** **Enter**
 - **Tab** **3 levels** **Enter**
 - **Restrooms** **Enter**
 - **Wrap-around seating**
11. Save the outline in your **PowerPoint Chapter 11** folder as **P11-A1-OutLine** and then close Word.
12. Start PowerPoint, create a new presentation, and apply the **Ion Boardroom** theme.
13. Create slides from **P11-A1-Outline**.
14. Delete the first blank slide and apply the **Title Slide** layout to the new first slide.
15. Reset all slides so they are formatted by the PowerPoint theme rather than by the Word outline.
16. Save the presentation as: **P11-A1-Guide**
17. Create handouts in Word using the **Blank Lines Below Slides** option and save them in your **PowerPoint Chapter 11** folder as: **P11-A1-Handouts**
18. Exit Word and PowerPoint.

APPLY YOUR SKILLS P11-A2

Integrate with Excel and Outlook

In this exercise, you will embed an OLE worksheet and create an appointment reminder in Outlook for a Universal Corporate Events catering showcase and tasting event.

1. Start PowerPoint, open **P11-A2-Universal** from your **PowerPoint Chapter 11** folder, and save it as: **P11-A2-UniversalRevised**
You will begin by embedding an Excel worksheet in a presentation.
2. Insert a **Microsoft Excel Worksheet** object on the **Popularity** slide.

- Type this data, double-clicking the border to the right of **columns A** and **B** as necessary to autofit the contents:

	A	B
1	Category	Orders
2	Vegetarian	87
3	Vegan	12
4	Kosher	45
5	Meat	87
6	Total	

- Apply the **Sum** function to the total cell in **column B** and autofit the cell contents.
- Apply **Accent 2** to the cells in **rows 1** and **6** and apply **20% Accent 2** to **rows 2–5**.
- Resize the worksheet to hide as many blank cells as you can.
- Click on the slide, outside the worksheet, and resize the worksheet so it's easy to read and centered on the slide.
- Save the presentation and close PowerPoint.

Schedule a Reminder in Outlook

- Start Outlook, display the calendar in **Work Week**, and create a new appointment in tomorrow's **11:00 AM** cell.
- Type **Universal Presentation** as the appointment subject and **Don't forget samples** in the message area.
- Verify that the start/end dates are for tomorrow and the start/end times show 11:00 to 11:30.
- Set the reminder to **4 days** and attach the **P11-A2-UniversalRevised** presentation.
- Save the appointment as **P11-A2-iCal** in your **PowerPoint Chapter 11** folder.
You saved the appointment in the iCal file format so you can submit it to your instructor.
- Choose **Appointment**→**Actions**→**Save & Close**.
- Dismiss the reminder and then close Outlook.

APPLY YOUR SKILLS P11-A3

Work with Other Office Programs

In this exercise, you will use Word and Excel to create and enhance a presentation Universal Corporate Events plans to use at a vendor fair.

- Start PowerPoint, open **P11-A3-UCE** from your **PowerPoint Chapter 11** folder, and save it as: **P11-A3-UCERevised**
The presentation is in the native PPTX file format, so it opens without issue. Now you will add an image and SmartArt and save the file in a compatible format so all UCE team members have access to it.
- Attempt to open **P11-A3-UCELogo** from your **PowerPoint Chapter 11** folder.
You receive an error because the JPG file format is an incompatible file type. JPG pictures can be inserted on a slide but not opened directly from PowerPoint.
- Close the error box and insert **P11-A3-UCELogo** below the subtitle.

4. Insert the **Basic Process** SmartArt (first in the Process category) and add this text to the indicated shapes:

Shape	Text to Type
Left shape	Excellent
Middle shape	Customer
Right shape	Service

5. Drag the SmartArt graphic to center it below the logo.
6. Export the presentation to your **PowerPoint Chapter 11** folder in the PowerPoint 97–2003 format.
The Compatibility Checker summary appears and informs you that the SmartArt graphic is not compatible with the old PPT file format. You can still save the presentation, but you won't be able to edit the SmartArt graphic in PowerPoint 97–2003.
7. Click **Continue** and then close PowerPoint.

Import a Word Outline and Create Handouts in Word

8. Start a new, blank Word document; display it in **Outline** view; and type the outline text:

- **Universal Corporate Events**
- **Event Specialists**
- + **Services**
- **Planning**
- **Catering**
- **Entertainment**
- **Transportation**
- + **Planning**
- **Venue scouting**
- **Booking**
- + **Catering**
- **Healthy choices**
- **Allergy accommodations**
- + **Entertainment**
- **Dancing**
- **Bands**
- + **Transportation**
- **Bus**
- **Ferry**
- **Limo**

9. Save the outline in your **PowerPoint Chapter 11** folder as **P11-A3-Outline** and then close Word.
10. Start PowerPoint; create a new, blank presentation; and apply the **Ion** theme.
11. Create slides from **P11-A3-Outline**.
12. Delete the first blank slide and apply the **Title Slide** layout to the new first slide.
13. Reset all slides so they are formatted by the PowerPoint theme rather than by the Word outline.
14. Save the presentation as: **P11-A3-Specialists**

15. Create handouts in Word using the **Blank Lines Below Slides** option and save them as: **P11-A3-Handouts** in your **PowerPoint Chapter 11** folder; close Word.

Embed an Excel Worksheet

16. Add a new, blank slide at the end of the presentation; type **Events by Year** as the title; and delete the bulleted text placeholder.
17. Insert a **Microsoft Excel Worksheet** object on the **Events by Year** slide.
18. Type this data, double-clicking the border to the right of columns A and B as necessary to autofit the contents:

	A	B
1	Year	Events
2	2019	410
3	2018	350
4	2017	348
5	2016	250
6	Total	

19. Apply the **Sum** function to the total cell in **column B** and autofit the cell contents.
20. Apply **Accent 5** to the cells in **rows 1** and **6** and apply **20% Accent 5** to **rows 2–5**.
21. Resize the worksheet to hide as many blank cells as you can.
22. Click on the slide, outside the worksheet, and resize the worksheet so it's easy to read and centered on the slide.
23. Save the presentation and close PowerPoint.

Schedule a Reminder in Outlook

24. Start Outlook, display the calendar as a **Work Week**, and create a new appointment in tomorrow's **1:00 PM** cell.
25. Type **Universal Services Presentation** as the appointment subject and **Remember handouts** in the message area.
26. Verify that the start/end dates are for tomorrow and the start/end times show 1:00 to 1:30.
27. Set the reminder to **3 days** and attach the **P11-A3-UCERevised** presentation.
28. Save the appointment in your **PowerPoint Chapter 11** folder as: **P11-A3-iCal**
You saved the appointment in the iCal file format so you can submit it to your instructor.
29. Choose **Appointment**→**Actions**→**Save & Close**.
30. Dismiss the reminder and close Outlook.



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.

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.

P11-E1 That's the Way I See It

Microsoft Office is offered as a one-time purchase or as a subscription plan (Office 365). In this exercise, you will compare different plans. In Word, create an outline listing all Office plans for home users and the programs included in each. Indicate retail prices. Organize the information as you see fit and ensure the outline is formatted to create slides (including a title slide) with appropriate titles and bulleted paragraphs when imported to PowerPoint. Save the outline as **P11-E1-Outline** and then import it into a new presentation named: **P11-E1-Presentation**

Delete any unnecessary slides and ensure the first slide uses the Title Slide layout. Apply a theme and reset the slides so they inherit the theme's formatting. Save two versions of the presentation (same name), one in the 97–2003 format.

P11-E2 Be Your Own Boss

You are creating a new presentation for Blue Jean Landscaping customers to help them create their landscaping plans. Create a Word outline named **P11-E2-BlueJeanOutline** that organizes examples of three types of plantings (such as Vegetables, Ground Cover, and Flowering Shrubs) and three or four examples of each. The outline should include text for a title slide. Use the outline to generate slides in a blank presentation named: **P11-E2-BlueJeanPresentation**

Delete any unnecessary slides, ensure the first slide uses the Title Slide layout, and format all slides to match the theme. Add an embedded OLE Excel worksheet that displays the cost of one planting in each category and include a Total row that calculates the total price. Format the Excel data on the slide so no blank cells are visible and the rows are color-coordinated with the slide theme. Save two versions of the presentation, one for users of PowerPoint 2003, named: **P11-E2-BlueJeanPresentation2003**

P11-E3 Demonstrate Proficiency

Stormy BBQ is finalizing its customer satisfaction survey. Create a Word outline named **P11-E3-Results** that organizes customer quotes into the categories Food, Service, Cost, and Atmosphere. Create two to four customer quotes (make them up) for each category. Do not include text for a title slide, as you will create that manually. Create a new presentation with a title slide title and subtitle of your choice for the customer satisfaction survey. Apply a design theme and use the Word outline to create the additional slides. Format the slides according to the PowerPoint theme rather than the Word outline. Save two versions of the presentation (both named **P11-E3-BBQ**), one in the 97–2003 format.

Create handouts in Word that display blank lines below each slide for note taking and comments for use by the Stormy staff before making the presentation public. Save the handout document as: **P11-E3-Handouts**

POWERPOINT
APPENDIX

A

Presenting
Successfully

There is more to a successful presentation than a great PowerPoint file. You also need to prepare the meeting room, set up the necessary equipment, and ready yourself mentally for your audience. This addendum serves as a guideline for presenting successfully.

PREPARING FOR SUCCESS

Tips for delivering a successful presentation can be broken down into three main categories:

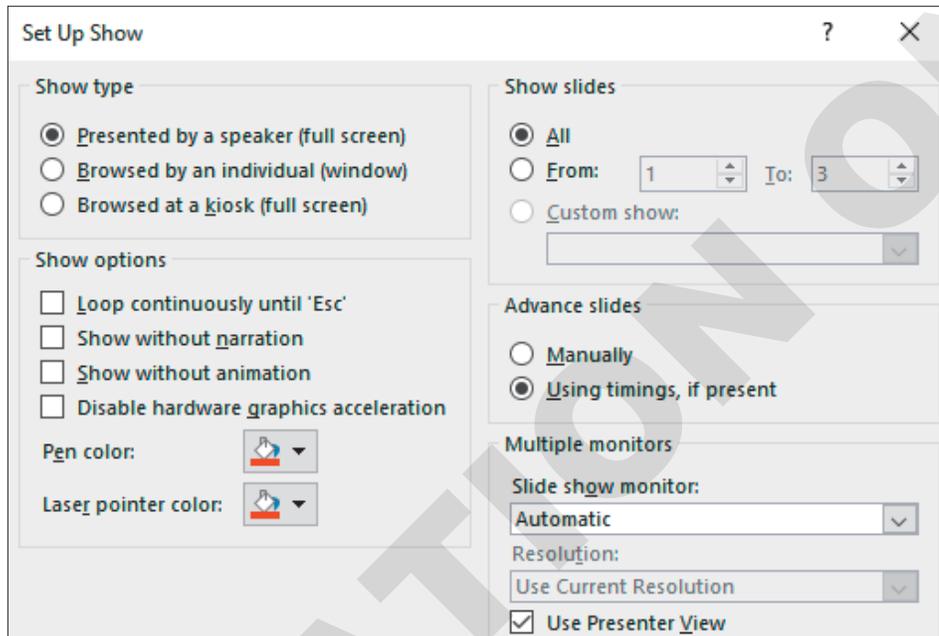
1. Things to do before leaving for the presentation
2. Things to do once you arrive at the destination
3. Things to do when attendees enter the room

Before Leaving

Before you leave for the presentation venue, finalize your presentation and save transportable copies. Also, contact someone in charge at the venue to ensure the room and computer (if you will be using theirs) are set up correctly and have everything you need. Last, practice running the slide show and print any speaker notes or handouts you plan to bring.

Confirm Slide Show Settings

PowerPoint allows you to set up variations on a slide show. The Set Up Slide Show dialog box offers several adjustable settings.



The Set Up Show dialog box allows you to control the display of a slide show.

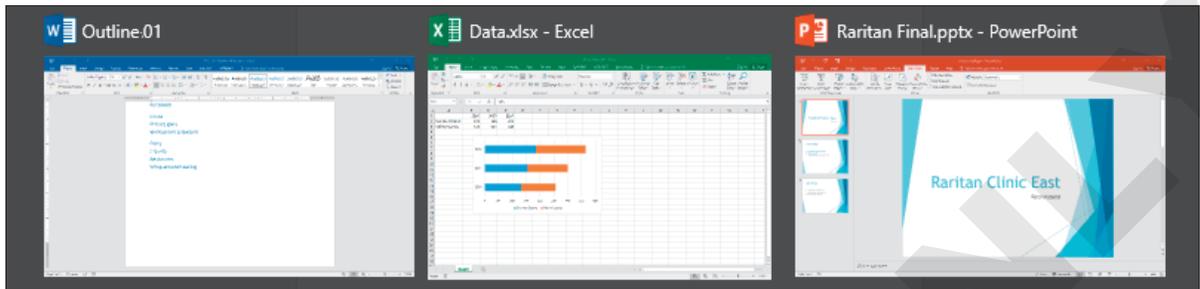
SLIDE SHOW OPTIONS

Option Category	What It Affects
Show Type	<ul style="list-style-type: none"> Choose between running the slide show in full-screen mode or in a window. Full-screen mode: The scroll bars are not visible; neither are the Minimize, Maximize, and Close buttons in the top-right corner. You advance slides using the Slide Show toolbar or keyboard. In a window: You advance by right-clicking and choosing Advance or by using the scroll bar. The Minimize, Restore, and Close buttons are visible across the top of the slide show.
Show Options	<ul style="list-style-type: none"> Choose to loop the slide show repeatedly until stopped, to disable narration/animation, and to set the default color for ink annotations.
Show Slides	<ul style="list-style-type: none"> Display all slides or a specified range during the slide show.
Advance Slides	<ul style="list-style-type: none"> Choose to advance slides manually through mouse clicks or the keyboard or use timings if applicable.
Multiple Monitors	<ul style="list-style-type: none"> If multiple monitors are available, choose which will display the slide show. Also, enable or disable Presenter View.

☰ Slide Show → Set Up → Set Up Slide Show

Switching Programs During Slide Shows

While you can switch between various programs by clicking the appropriate taskbar buttons, remember that the taskbar is not visible during a slide show. Instead, you can switch between programs via the keyboard.



The selection window pops up when you hold down **Alt** and tap **Tab**.

Tip!

You can press **Alt**+**Tab** to switch among open programs, but this has no effect if only one program is running.

Communicating Your Needs

When you take a presentation on the road, you may have limited control over many details. It's important to clearly specify all equipment and room setup requirements ahead of time. This will require calling or emailing the person in charge of the presentation venue.

Preparing for the Meeting Room:

- ▶ If your presentation includes audio, ensure a speaker system is provided with all necessary cables to connect your computer. Laptop computer speakers will not be loud enough for an audience of more than two or three.
- ▶ Ensure a projection display is provided with all necessary cables so you can project your presentation on a wall screen or large computer monitor.

Tip!

If you don't use Presenter View, every motion you make on the presentation computer is displayed on the big screen, which participants will see. There are no secrets from participants!

Preparing for the Presentation Computer:

If you will not be using your own computer to present, be sure to:

- ▶ Use Package for CD to save your presentation to a USB drive so fonts are embedded. Save a backup copy to OneDrive.
- ▶ Ensure the venue computer has USB ports you can use.
- ▶ Ensure the presentation computer has two monitors so you can use Presenter View. If not, print speaker notes, as you won't be able to see them on screen.
- ▶ Check that the presentation computer has PowerPoint installed—preferably the same version or later than that used to create the presentation.
- ▶ If PowerPoint is not installed, make sure the computer has Internet access so you can run your presentation from PowerPoint Online (using your backup in OneDrive).
- ▶ Know the password for the computer you will use. Many company and school computers require a username and password.

Targeting Your Audience

It's important to know your audience when creating a presentation; finding out the day of the presentation is too late. For example, you would create two completely different presentations if your audience were managers versus clerical staff. Just as important as creating your presentation is how you deliver it. How you present the information makes the difference between an engaging presentation and an unsuccessful one. Lead your audience. Help them focus on your message, not on you as the presenter.

PEER Guidelines

Use the **PEER** guidelines to deliver an effective presentation:

- ▶ **Pace:** Maintain a moderate pace. Speaking too fast will exhaust your audience; speaking too slowly may put them to sleep.
- ▶ **Emphasis:** Pause for emphasis. The pauses you take give your audience time to absorb your message.
- ▶ **Eye contact:** Face your audience while speaking. A common mistake is to speak while walking or facing the projection screen. If you are speaking from a lectern or desk, resist the temptation to lean on it. Stand tall and make eye contact. Use the 3-second rule: Look somewhere different after 3 seconds—but don't dart your eyes around continuously.
- ▶ **Relax:** You are enthusiastic and want to convey that tone to the audience. Avoid fast movement, pacing, and rushed talking because your audience will be drawn to your movements and miss the point. Speak clearly and maintain a steady pace.

LESS Guidelines

In addition to the PEER guidelines, consider the **LESS** guidelines to help you deliver your presentation *PEERLESS*ly.

- ▶ **Limit questions:** This depends on the type of presentation. You may request the audience to delay asking questions until the end of a topic or the full presentation, but if it's a long presentation and you're not allowing questions, have energizers to help keep your audience with you. Nothing is more boring than sitting and listening hour after hour! If the presentation is a training session, invite questions. If you're asked a question that is not relevant, offer to address it later in private. If you will address a question later, say something like, "Oh, I'm glad you asked; that's coming next."
- ▶ **Engage your audience:** Do something different and interactive every 20 minutes or you risk losing your audience. For example, lecture, ask a hypothetical question, lecture, give a pop quiz on the material, lecture, ask for a question, and so forth.
- ▶ **Stay focused:** If you are given 20 minutes to deliver your presentation, do not go over your allotted time. Even if you have an unlimited amount of time to deliver, don't presume the audience has nothing else to do but listen to your presentation. Be considerate of their time constraints.
- ▶ **Seek feedback:** After the presentation is over and before the audience leaves, ask for feedback. Then use that feedback to improve the presentation the next time you deliver it.

Upon Arrival

When you arrive at the presentation venue, you need to prepare the room and the presentation computer. Check the room lighting, projector, and audio system. Test all equipment before the first attendee enters the room. If you brought handouts, set them out where attendees can easily access them. Plan to arrive at least 30 minutes before the presentation to give yourself enough time to set up.

Welcoming Attendees

Once you are set up and attendees begin to enter the room, greet them with a smile and take some time to talk with each of them. Don't hide behind a podium! Provide them with a general timeline so they know what to expect—for example, that you'll be letting them out sometime in the morning and afternoon for breaks. Finally, let them know what time the session will end.

The Presentation Setup Checklist

Make a copy of this page and use the checklists as you prepare for your next presentation.

Before You Leave for the Presentation

	Confirm slide show settings.
	Package the presentation to embed the fonts.
	Save a copy of the presentation to OneDrive.
	Print speaker notes.
	Print handouts for attendees.
	Pack a laser pointer or check whether the projection remote control is equipped with a pointer feature.
	Leave with enough time to arrive at the presentation venue at least 30 minutes before the presentation begins.

Configure the Presentation Computer

	Make sure you have the username and password needed to log in to the computer.
	An appropriate version of PowerPoint is installed.
	Other software you need (Word, Excel, etc.) is installed.
	The computer can play audio and video files.
	Internet access is available.

Configure the Room

	The presentation computer can connect to the projector.
	The projector is in focus and the projection is large and bright enough to see from the back of the room.
	The projector is stable and balanced (if not a ceiling mount) so the slide show will not be skewed.
	The audio equipment for the projection unit is active and not muted.
	The room can be dimmed for the presentation.
	Dim lights are available for attendees to take notes.

Glossary

alternative text (alt text) Text descriptions of images that can be accessed by screen readers for users with visual impairments

Compatibility Checker A dialog box that appears when you save a file to an older version of PowerPoint that tells you which features won't be supported in the saved file

Compatibility Pack A free download from the Microsoft website that allows users of Office 2000/XP/2003 to open and work with the 2007 and later file formats

document properties Details about a presentation, such as the author, title, and subject, stored within the presentation

embedded A file, such as an Excel spreadsheet or another PowerPoint presentation, that is absorbed into the current presentation; changes to an embedded file have no effect on the original object

font embedding Storing fonts within a presentation so it will display as intended, even if the slide show is presented on a computer that does not have those fonts installed

hyperlink A block of text or a graphic that jumps you to another location in a presentations, to another file, or to a web page when clicked

Microsoft account Account that gives you access to your Microsoft settings, files, contacts, and more, as well as to your computer or other devices; can include Bing, Hotmail, MSN, Office, OneDrive, Outlook, Skype, Stores, or Xbox Live

native file format A program's default file format

nonnative file format A file format an application can understand but does not use as its default

Package Presentation for CD Feature that collects all the elements used in a presentation and burns them to a CD or copies them to a folder

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