

CHAPTER 7: POWERPOINT

Creating Powerful Presentations

PowerPoint is designed for creating electronic presentations. It provides a multitude of tools and features for producing professional, polished presentations. Whether you are presenting at an important business meeting or delivering the results of a research project, PowerPoint will make your audience sit up and pay attention.

LEARNING OBJECTIVES

- Identify key parts of the PowerPoint window
- Navigate through a presentation
- Work with design themes and slide layouts
- Explore the different PowerPoint views
- Add clip art, animations, and transitions

Project: Create an Email Presentation

Safia Salman is a time-management expert. She has been invited to give a presentation on the efficient use of email at Central College's Career Day next month. Knowing the impact of email, she wants to create a presentation that will give her audience the tools they need to get it under control. Safia's dynamic speaking abilities, coupled with PowerPoint's robust presentation features, such as the ability to add interest using clip art, are sure to win over the audience.



What Is PowerPoint?



PowerPoint 2016 is an intuitive, powerful presentation graphics program that enables you to create dynamic, multimedia presentations. You can deliver your presentation directly from your computer or by using an overhead video projection system.

PowerPoint lets you concentrate on the content of your presentation instead of focusing on design details. Using PowerPoint's built-in design themes, animations, and transitions, you can create highly effective, professional presentations.

PowerPoint tools help you organize, develop, and deliver your presentation with precision, control, and creativity.

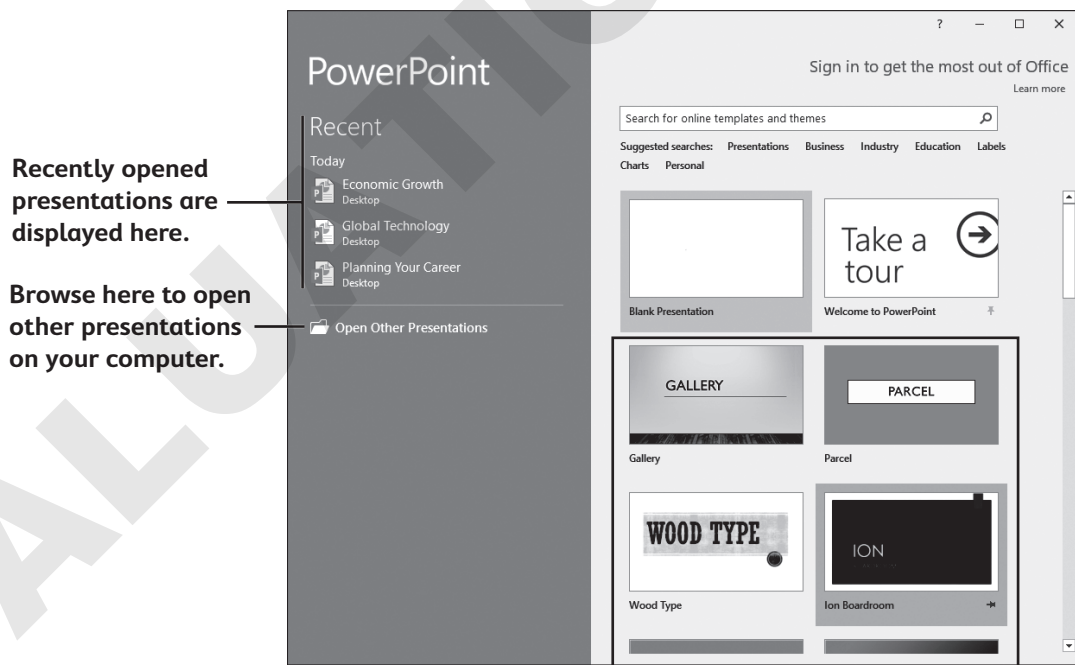
HANDS-ON 7.1 Start PowerPoint

In this exercise, you will start the PowerPoint program.

1. If necessary, start your computer.
2. Click the **Start**  button in the bottom-left corner of the screen.
3. Scroll down the alphabetical list and click **PowerPoint 2016**.
The PowerPoint program loads and the PowerPoint Start screen appears.
4. **Maximize**  the PowerPoint window if it isn't already maximized.
Always leave your file open unless directed otherwise.

The PowerPoint Start Screen

When PowerPoint starts, it displays a Start screen that offers a variety of templates from which to choose. A Blank Presentation option is also available. Use it to create a blank, unformatted presentation to which you can add graphics, colors, and special fonts.



Recently opened presentations are displayed here.

Browse here to open other presentations on your computer.

You can choose a preformatted template on which to base your new presentation.

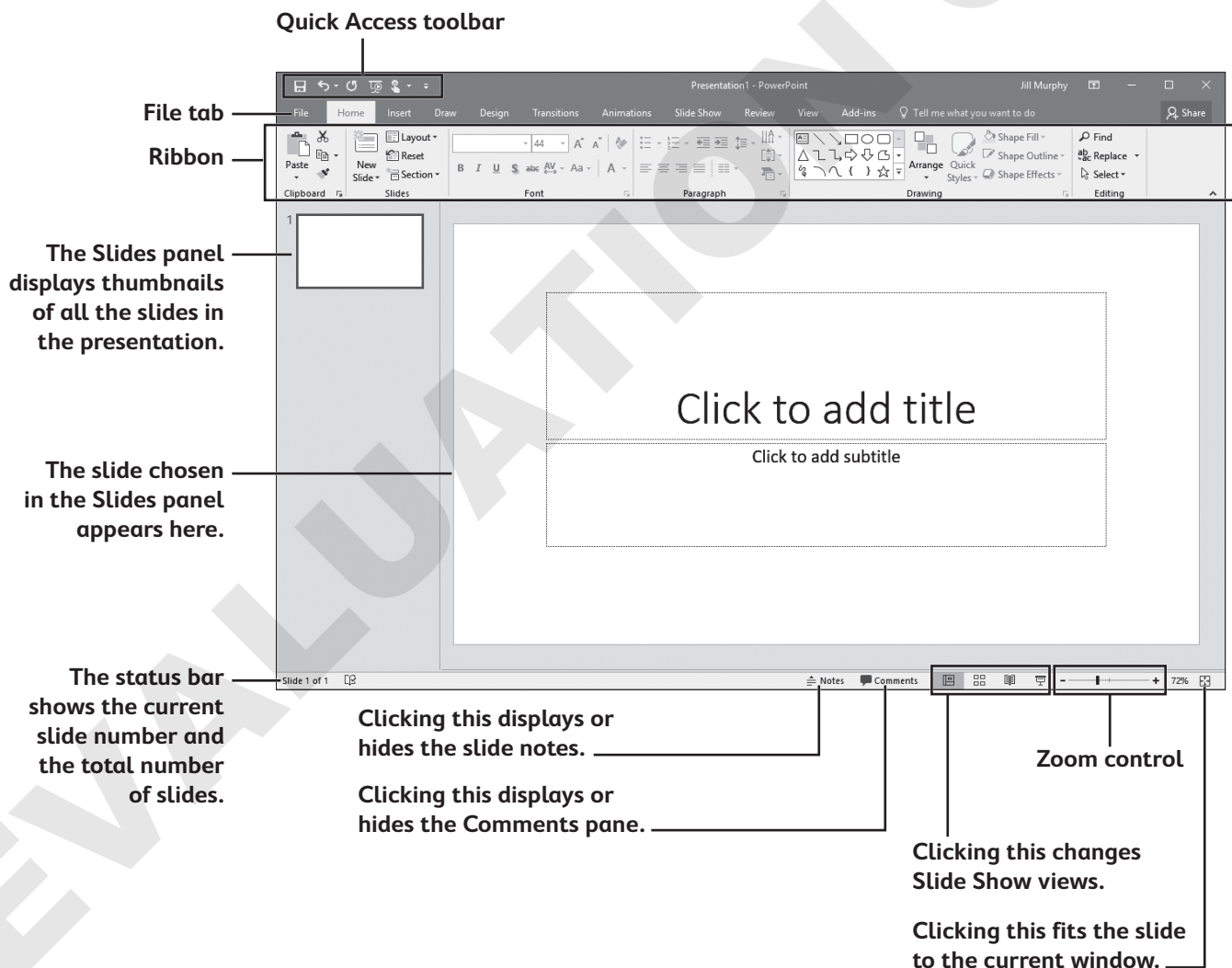
HANDS-ON 7.2 Create a Blank Presentation

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

1. Click the **Blank Presentation** template on the PowerPoint Start screen.
A new, blank presentation appears.

The PowerPoint Window

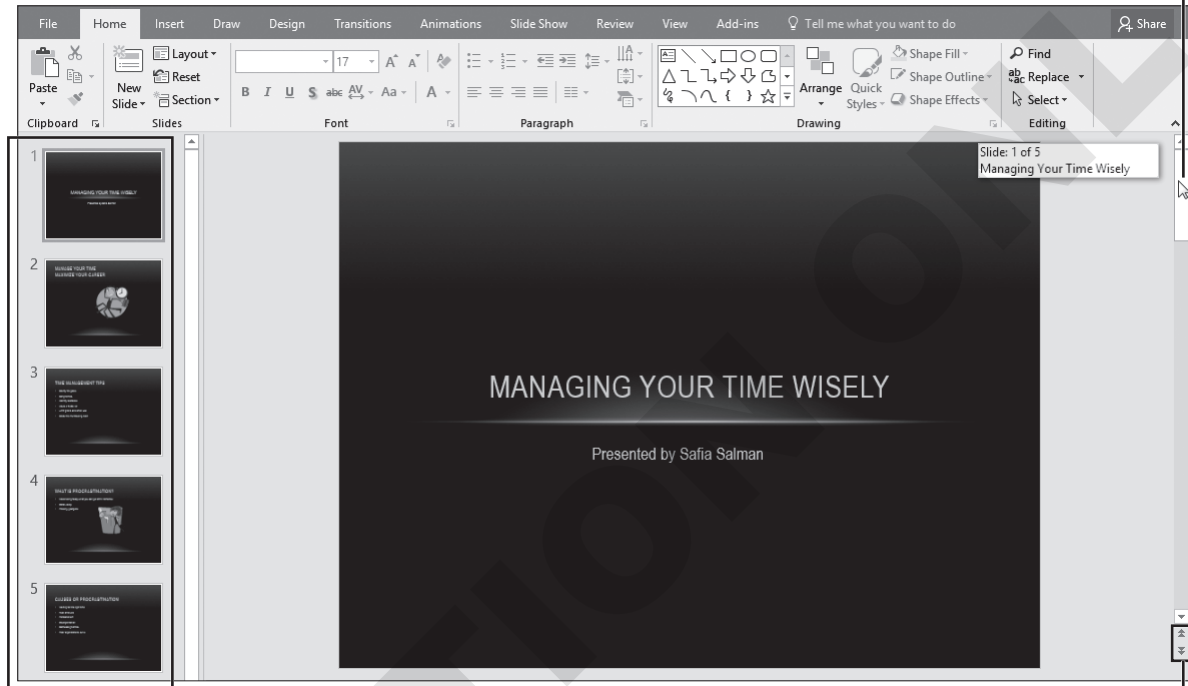
The PowerPoint program window, like most other Microsoft Office programs, groups commands on the Ribbon. This illustration provides an overview of the program window. Don't be concerned if your PowerPoint window looks slightly different from this example; just as in Word and Excel, the PowerPoint screen is customizable.



Navigating in a Presentation

PowerPoint has a number of both mouse and keyboard techniques for moving through a presentation. The technique you use is a matter of personal preference.

Dragging the scroll box moves through your slides. A ToolTip displays the slide's number and title to guide you as you scroll.



The Slides panel displays thumbnails of the presentation slides. Clicking a thumbnail icon switches to that slide in the main window.

The Previous Slide and Next Slide buttons allow you to move through the presentation one slide at a time.

QUICK REFERENCE: Navigating in PowerPoint

Task	Procedure
Move to the first slide	Drag the scroll box to the top of the scroll bar or press Ctrl + Home .
Move to the last slide	Drag the scroll box to the bottom of the scroll bar or press Ctrl + End .
Move to the next slide	Click Next Slide at the bottom of the scroll bar or tap Page Down .
Move to the previous slide	Click Previous Slide at the bottom of the scroll bar or tap Page Up .
Jump to a slide	Drag the scroll box and observe the ToolTip that displays the slide's number and title or click the desired thumbnail icon in the Slides panel.

HANDS-ON 7.3 Navigate in a Presentation

In this exercise, you will navigate through a presentation using different methods, including both mouse and keyboard techniques.

1. Choose **File**→**Close** and then choose **File**→**Open**, navigate to your **Chapter 07** folder, and open the **Time Management** presentation.
2. Click the **slide 2** thumbnail icon in the Slides panel to switch to that slide.



Slide 2 now appears in the main window.

3. Follow these steps to use the tools in the scroll bar to navigate:

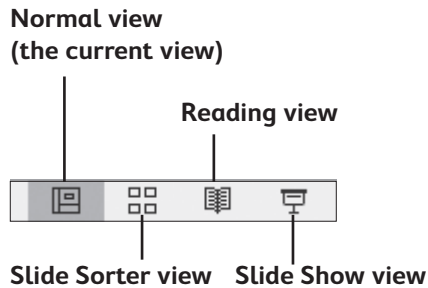


- A Click the **Next Slide** button at the bottom of the scroll bar to move to slide 3.
- B Drag the **scroll box** to the bottom of the scroll bar to display the last slide in the presentation.

4. Press **Ctrl** + **Home** to move to the beginning of the presentation.
5. Tap **Page Down** to move down one slide.
6. Press **Ctrl** + **End** to move to the last slide.
7. Drag the **scroll box** to the top of the scroll bar to return to slide 1.

PowerPoint Views

You can view a presentation several ways. The views you will use in this chapter are easily accessible in the view bar, which is located at the bottom-right side of the screen.



The four views on the view bar include Normal (the view you have been using), Slide Sorter, Reading View, and Slide Show.

- **Normal:** This is the primary view used when creating a presentation. It consists of three areas—the Slides panel on the left side of the screen, the main window in the center of the screen, and the Notes pane at the bottom of the screen, where you can type speaker notes.
- **Slide Sorter:** This view displays all slides in miniature. It's a good way to get a helicopter view of your presentation. In this view you can drag and drop slides with your mouse to rearrange them.
- **Reading View:** With this view, the slide takes over the full PowerPoint screen but not the full Windows screen. The taskbar is still visible at the bottom of the screen, so if you're working with several programs at once, for example, you can switch among programs using the taskbar.
- **Slide Show:** This is the view to use when you're ready to deliver your presentation. All slides take over the full Windows screen.

HANDS-ON 7.4 Explore PowerPoint Views

In this exercise, you will use the view bar to explore other views of a presentation. You will also rearrange slides in Slide Sorter view.

1. Click the **Slide Sorter** button on the view bar.



Your slides now look like thumbnails similar to those in the Slides panel on the left side of the screen in Normal view. Notice the highlighted border around slide 1 that indicates slide 1 is active.

2. Click **slide 2** one time to make it active.

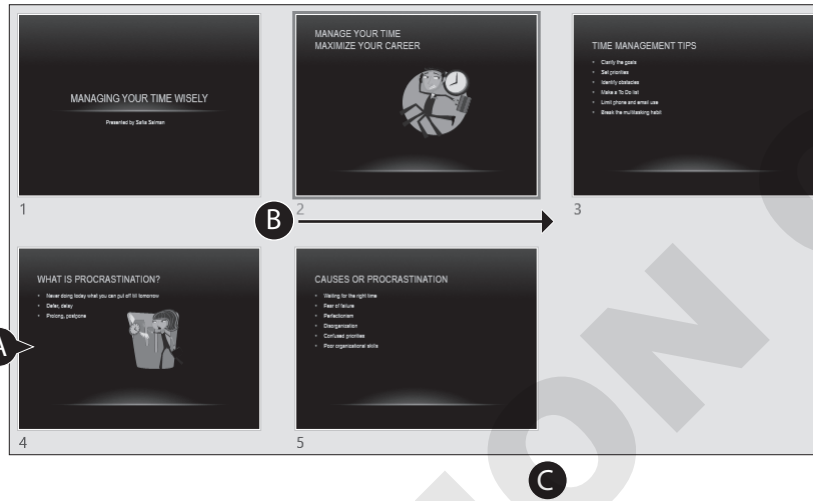
Notice that a highlighted border now surrounds slide 2.

Move Slides in Slide Sorter View

Tip!

Slide Sorter view is one of the easiest views to use when you want to rearrange the order of your slides.

3. Follow these steps to move slide 4 to the left of slide 3:



- A** Place the mouse pointer over slide 4 and then press the mouse button.
- B** Drag the slide between slides 2 and 3. The layout of slides on your screen may vary.
- C** Release the mouse button when slide 4 is between slides 2 and 3.

4. Use the same technique to move **slide 5** between slides 3 and 4.

Use Slide Show View

5. Click **slide 1** to make it the active slide.

The active slide is the first slide that will appear when you click the Slide Show button.

6. Click the **Slide Show** button on the view bar.



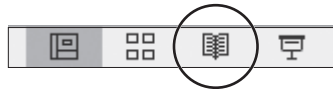
7. Click the left mouse button to advance to the next slide.

8. Click the left mouse button three more times to move to the last slide.

9. Click the mouse button again and notice the all-black slide.
How did that get there? PowerPoint put it there for you! It's not a slide that you can see in Normal or Slide Sorter view. This slide gives the presenter an opportunity to wrap up the presentation without the audience looking at PowerPoint's Normal or Slide Sorter view. That would be distracting.
10. Click the mouse button again to return to Slide Sorter view.
You can see that this view would be distracting for the audience to look at while the presenter is wrapping up.

Use Reading View


11. If necessary, click **slide 1** to make it active.
12. Click the **Reading View** button.



You can see that this view covers the full PowerPoint window but that the Windows taskbar is still visible at the bottom of the screen. If necessary, you can click a program icon on the taskbar to switch to another program while working in PowerPoint.

13. Click the left mouse button anywhere on the slide to advance to the next slide.
14. Continue clicking the left mouse button and notice the black slide at the end of the presentation—just as you saw in Slide Show view.
15. Click through the black slide to return to Slide Sorter view.
16. Click the **Normal** view button on the view bar.



17. Click **Save**  on the Quick Access toolbar.
18. Choose **File**→**Close** to close the presentation; leave PowerPoint open.

Creating a Presentation

Now you will explore the exciting features that allow you to create powerful presentations effortlessly. You'll work with design themes, which add color and interest to your presentation, and with preformatted slide layouts, which make it easy to add text and graphics to your presentation.

As you add clip art to your presentation, you will find that working with clip art in PowerPoint is similar to working with clip art in Word. Once again, you are benefiting from the similarities among programs in a suite.

PowerPoint Themes

PowerPoint's built-in themes present professional-looking color schemes and background graphics that can be applied with the click of a mouse. You can use Live Preview with themes to explore how various themes look before you apply them.

In addition, themes provide a consistent look throughout the presentation in terms of colors, fonts, and other design elements that allow you to concentrate your efforts on your message. Themes can also help set the mood for a presentation with their colors and graphic images.

HANDS-ON 7.5 Use Themes in a Presentation

In this exercise, you will use Live Preview to explore PowerPoint's themes and apply a theme to your presentation.

1. Choose **File**→**New** and then click the **Blank Presentation** template.
2. Click the **Design** tab on the Ribbon and notice the Themes group.
3. Click the **More** button on the right side of the Themes gallery to display the entire gallery.



4. Hover the mouse pointer over several of the themes and watch as Live Preview displays samples of how a theme would look if you were to apply it to your slide. *Notice that ToolTips displays the theme name when you hover the mouse pointer over a theme.*



5. If necessary, use ToolTips to locate the Wisp theme.
6. Preview the theme for a moment and then click it to apply it to the slide.

Save the Presentation

7. Choose **File**→**Save As** and navigate to the **Chapter 07** folder.
 8. Type **Efficient Email** in the File Name box at the bottom of the dialog box and then click **Save**.
-

Typing Text in a Slide

Slides contain dotted boxes called *placeholders*. Placeholders can contain text or objects such as tables, graphs, clip art, and other elements. For now, you will concentrate on adding text to the title and subtitle placeholders in your title slide.

HANDS-ON 7.6 Add Text to a Slide

In this exercise, you will add text to your title slide.

1. Click the **Click to Add Title** text placeholder.
The placeholder is now selected and its handles (small circles) are visible. You can also see the flashing insertion point, indicating that you can begin to type.
 2. Type **Efficient Email** in the text placeholder.
The appearance of the font is part of the Wisp theme.
 3. Click in the **Click to Add Subtitle** placeholder.
 4. Type: **Presented by Safia Salman**
 5. Save the presentation.
You are now ready to add a new slide to your presentation.
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Slide Layouts

Slide layouts vary based on the text and graphic placeholders embedded in the slide and on the theme selected. The Layout gallery offers different ways to organize your slide contents.

The slide you just completed has the Title Slide layout, which contains title and subtitle placeholders. Next you will use a slide with the Title and Content layout, which contains a title placeholder and a content placeholder.



HANDS-ON 7.7 Add a Slide and Try Different Layouts

In this exercise, you will add a slide and apply different layouts from the Layout gallery.

1. Choose **Home**→**Slides**→**New Slide** .

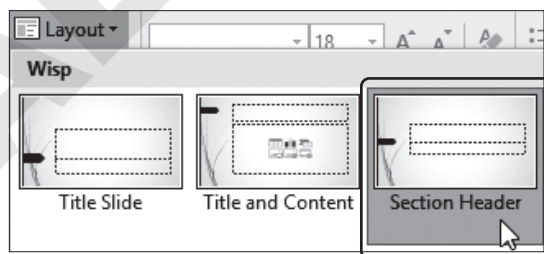
A new slide is added to the presentation using the default Title and Content layout.

Notice the icons that appear in the bottom placeholder. You can click these icons to add elements such as tables, charts, and pictures to the slide.

Change the Slide Layout


The Layout gallery does not use Live Preview, so you have to apply a layout to your slide to see its effect. You'll test some layouts now.

2. Choose **Home**→**Slides**→**Layout** .
3. Click **Section Header**.



4. Choose **Home**→**Slides**→**Layout** .
5. Click the **Two Content** layout.

Feel free to test other layouts if you wish.

6. Choose **Home**→**Slides**→**Layout** .
 7. Apply the **Title and Content** layout.
 8. Save the presentation.
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Presentation Design Tips

You are now ready to add more content to your presentation. The following are some tried-and-true recommendations from professional presenters. Keeping these guidelines in mind goes a long way in helping you design your presentation like a pro.

Don't Write an Essay

People glaze over when they see dense text. The slide's content should provide a road map of main points for the presenter.

- Use a maximum of eight lines per slide.
- If there's a lot of information, break up the lines over a few slides.
- Don't write in complete sentences; just hit the high points.

Font

It's fun to play with different fonts, but keeping it simple is the recommendation for presentations.

- The font size should be at least 18 points. If possible, go to the back of the room where the presentation will take place and see if you can read the slides.
- Limit the number of fonts to about three per presentation; that includes point size changes.
- Sticking with the fonts the theme provides is a good idea.

Design Theme

Most people recommend a design theme with a dark background, as they are typically more visually appealing, but a dark background can look faded if the room is too light. If possible, check the room conditions first. Also, keep in mind that it's easier on the eyes to read black text on a white (or light) background.

Special Effects

Again, think simple. Special effects like clip art, animations, and slide transitions are fun, but they can detract from your message. Use special effects to emphasize a point—never to entertain.

HANDS-ON 7.8 Add Content to Your New Slide

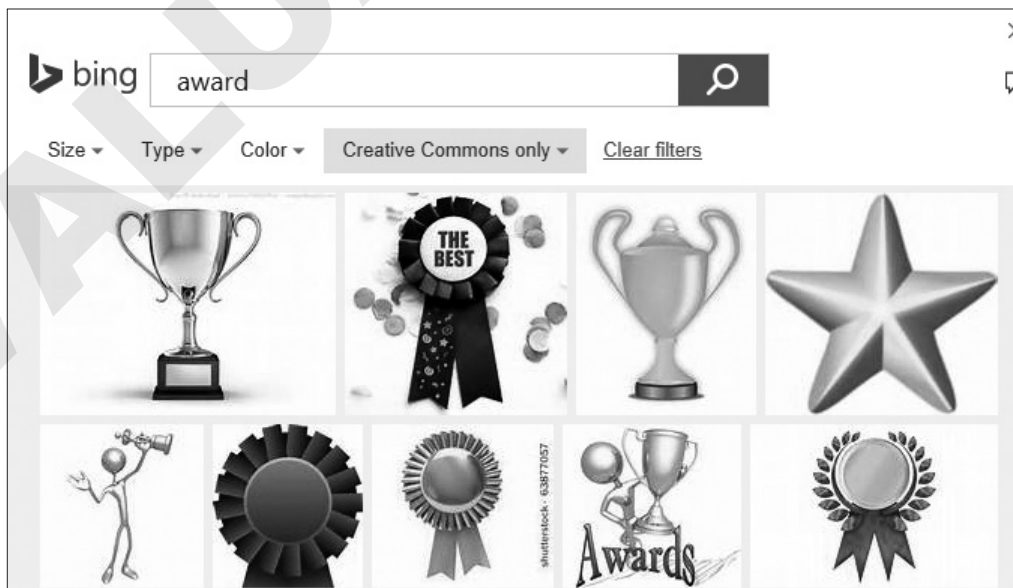
In this exercise, you will add text to the title placeholder and the content placeholder.

1. Click the **title placeholder** and type: **Agenda**
2. Click the **bottom placeholder** and type this text:
Compose a practical subject line
Write an effective message
Watch your tone
Polish your netiquette
Think before clicking Send
Learn to manage inbox overload
3. Save the presentation.

Add Pictures and Clip Art


You can insert pictures from your computer or search for clip art and pictures online directly from within PowerPoint. Adding graphic images helps you emphasize key points and add polish to the presentation.

The Insert Pictures search window lets you search for clip art using the Bing search engine and other online resources. Each image is associated with keywords that describe its characteristics. For example, the images shown here can be located by entering the keyword *award*.



HANDS-ON 7.9 Add Clip Art to the Presentation

In this exercise, you will add a new slide with a pictures icon embedded in it. You will use the icon to open the Insert Pictures dialog box. Then you will search for a clip art image related to email and insert it in the slide.

1. Choose **Home**→**Slides**→**New Slide**  menu button ▾.
This displays the Layout gallery where you can select the layout for the new slide.
2. Choose the **Title and Content** layout.
3. Click the title placeholder and type: **Over 200 Billion Emails Sent Every Day**
4. Click the **Online Pictures** icon in the bottom placeholder.



The Insert Pictures dialog box opens.

5. Follow these steps to search for images:



- A Type **email** in the search box.
- B Tap **Enter**.

6. Follow these steps to insert a clip art image on the slide:



A Scroll until you find an image you like. Your results may differ from the figure.

B Click an image to select it.

C Click **Insert**.

The clip art image is inserted on the slide and replaces the large content placeholder.

Move the Clip Art

7. Hover the mouse pointer over the image. When the mouse pointer changes to a four-headed arrow, drag the image to a position on the screen that you prefer.



Resize the Clip Art

8. Place the mouse pointer over the bottom-right corner handle, and when the pointer changes to a double-headed arrow, drag to resize the image as you deem necessary.

9. Reposition the image, if necessary.
 10. Save your presentation.
-

Delivering the Slide Show

The slides are created and the presentation is complete. The first phase is over. The next phase, delivering the presentation, is just beginning. The successful communication of the slide show depends on the presenter's speaking abilities.

The PowerPoint slide show is secondary to the message the presenter is delivering, and the manner in which you convey the message is critical to grabbing the audience's attention and keeping it. Before you stand in front of an audience, familiarize yourself with the following tips.

Delivery Tips

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

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

Navigating in Slide Show View

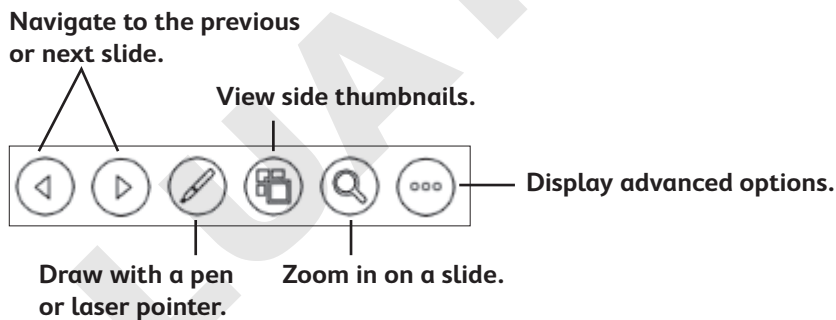
You use different navigation techniques in a slide show than the ones you used in Normal view. There are several methods you can use to move through a slide show. They include using the mouse, the keyboard, and the Slide Show toolbar.

QUICK REFERENCE: Navigating Slide Shows with the Mouse and Keyboard

Task	Procedure
Advance a slide	Click once with the mouse or tap Spacebar , → , Page Down , or Enter .
Back up a slide	Tap Backspace , Page Up , or ← .
Display the Slide Show toolbar	Move the mouse around on the screen for a moment.


The Slide Show Toolbar

You can use the Slide Show toolbar to navigate during a slide show. It's hidden when a slide show starts but becomes visible in the bottom-left corner when you move your mouse over the screen. If you plan to use the toolbar, it's a good idea to get familiar with it before the presentation; however, you don't need to use it for a simple slide show.



HANDS-ON 7.10 Run the Slide Show

In this exercise, you will use various techniques to navigate in your slide show.

1. Click the **Slide Show** tab on the Ribbon.
2. In the Start Slide Show group, click the **From Beginning**  button.
3. Move the mouse pointer on the screen and notice the Slide Show toolbar in the bottom-left corner of the screen.
4. Click the mouse pointer anywhere on the screen to move to the next slide.

5. Tap **Page Down** and then tap **Page Up** twice using the keys near the main keyboard.

PowerPoint displays the next or previous slide each time you tap these keys.

6. Hover the mouse pointer over the screen to display the Slide Show toolbar and then click **Show All Slides** to display the slide thumbnails.



7. Click the **Agenda** slide.

As you can see, there are many ways to navigate slides in a slide show.

End the Slide Show

8. Continue to click anywhere on the screen until the last slide appears (the *Over 200 Billion* slide).

9. Click once on the **last slide**.

The black slide appears.

10. Click anywhere on the **black screen** to exit the slide show and return to the main PowerPoint window.

Adding Animations and Transitions

Now that you have completed your slides and run a slide show, you decide to liven up the show using PowerPoint’s animation and transition features.

Animating Your Slide Show


Animation brings life to your presentation by affecting how text or objects, such as clip art, enter your slide. The following are a few buttons from the Animation group on the Ribbon to give you an idea of the possibilities available.




If you have lines of text in the Content placeholder, you can have them fade, fly, or float into your slide when you click the mouse button. This keeps your audience focused on the point you are discussing.

HANDS-ON 7.11 Animate a Slide

In this exercise, you will add life to your slides by applying animations. You will test several different animation options.

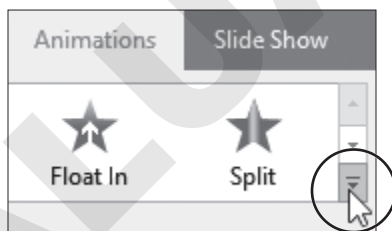
1. If necessary, click **slide 2** in the Slides panel to display it.
2. Click anywhere in the bottom placeholder to make it active.
3. Choose **Animations**→**Animation**→**Fly In** .

Wow, pretty interesting! Notice the items are numbered 1 through 6. This is the order in which the items will appear in the slide show when you click the mouse button. Now you will check out how that works in Slide Show view.
4. Click the **Slide Show**  button on the view bar at the bottom-right corner of the screen.
5. Click the mouse button to see the first point fly into the slide.
6. Click the mouse button to see the second point fly into the slide.

Can you see how this keeps the audience focused on what the presenter is talking about?
7. Keep clicking the mouse button to see all of the items fly into the slide. The last slide (*Over 200 Billion*) displays.
8. Tap **Esc** to end the slide show.

Try Out More Animations

9. Make sure the second slide is active and then click in the bottom placeholder.
10. Choose **Animations**→**Animation**→**More**.



11. Click **Wipe** in the Entrance category to apply and preview that animation.
12. Choose **Animations**→**Animation**→**More** and take a few moments to test other animations.
13. When you find an animation you like, apply it to the slide and then try it out in **Slide Show** view.
14. End the slide show and return to **Normal** view.
15. Save your presentation.

Adding Transitions



Transitions are like the effects used by the six o'clock news. When the news commentator finishes one story and transitions to the next, there is typically some type of graphic effect that leads to the next story.

Here are a few buttons located in the Transition to This Slide group on the Ribbon. You can apply a wipe, split, or reveal effect when moving from one slide to another in your presentation.



HANDS-ON 7.12 Add Transitions

In this exercise, you will test some transition effects. When you find a transition you like, you will check it out in Slide Show view.

1. If necessary, make **slide 1** the active slide and then choose **Transitions**→**Transition to This Slide**→**Split** .
 2. Choose **Transitions**→**Transition to This Slide**→**Wipe** .
 3. Take a few moments to test some other transitions.
 4. When you find the transition you like, apply it to **slide 1** and then switch to **slide 2** and apply the same transition.
 5. Switch to **slide 3** and apply the same transition.
Although you could apply a different transition to each slide, it would likely be distracting for the audience. Some of PowerPoint's transitions are pretty lively and possibly distracting. Think "subtle" when selecting a transition.
 6. Make **slide 1** active and then watch your presentation in **Slide Show** view.
 7. Save and close the presentation.
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Self-Assessment

Check your knowledge of this chapter’s key concepts and skills by completing the Self-Assessment.

- | | true | false | Page number |
|--|--------------------------|--------------------------|-------------|
| 1. You can use Live Preview to explore how themes look before applying them. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2. Themes provide a consistent look throughout a presentation in terms of colors, fonts, and other design elements. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3. The Slide Show toolbar provides the only methods for navigating in a slide show. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4. You can add only clip art pictures that you already have on your hard drive. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5. Animation affects how text or objects enter your slide. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 6. You use Slide Sorter view when you’re ready to deliver a presentation. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 7. Which view displays the presentation in the full Windows screen?
A. Normal
B. Slide Show
C. Reading View
D. Slide Sorter | | | |
| Page number: _____ | | | |
| 8. Which of these is NOT a method of navigating through a presentation in Normal view?
A. Dragging the scroll box
B. Using the Slide Show toolbar
C. Using the Slides panel
D. Using the Next Slide and Previous Slide buttons on the scroll bar | | | |
| Page number: _____ | | | |
| 9. Which of these is NOT a slide layout?
A. Title and Content
B. Title Slide
C. Blank
D. Clip Art | | | |
| Page number: _____ | | | |
| 10. Which of these is NOT available on the view bar?
A. Print Preview
B. Slide Sorter
C. Normal
D. Slide Show | | | |
| Page number: _____ | | | |



Skill Builders

SKILL BUILDER 7.1 Present the Giraffes

Your niece Hayden heard about your giraffe graph and is intrigued! She has asked you to come to her school to give a presentation on giraffes. In this exercise, you will use the picture icon embedded in a slide to insert a photograph of the giraffes. Then you will copy your giraffe graph into the presentation.

1. Choose **File**→**New** and click the **Blank Presentation** template.


Apply a Theme

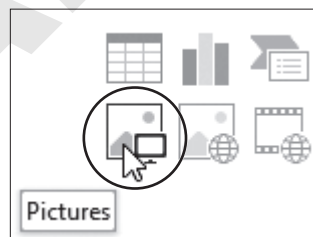
2. Click the **Design** tab.
3. Click the **More** button on the right side of the Themes gallery to display the entire gallery.



4. Use ToolTips to locate the Organic theme and apply it to the slide.
5. Click the **title placeholder** and type: **My Trip to the Zoo**
6. Click the **subtitle placeholder** and type: **By Piper Goodspeed**



Add a New Slide and Insert a Photograph

7. Choose **Home**→**Slides**→**New Slide** .
8. Click in the **title placeholder** and type: **The Giraffes**
9. Click the **Pictures** icon.




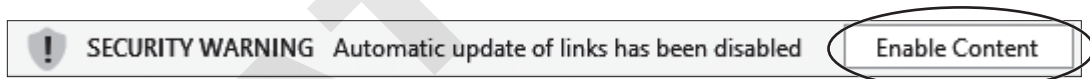
10. Navigate to your **Chapter 07** folder and double-click **sb-Giraffe Picture**.



Add a New Slide and Change the Layout

11. Choose **Home**→**Slides**→**New Slide** .
12. Choose **Home**→**Slides**→**Layout** .
13. Choose the **Title Only** layout.
14. Click the **title placeholder** and type: **Graph of Giraffe Heights**
15. Save the presentation as: **sb-My Trip to the Zoo**
Next you will copy a graph from an Excel file. You haven't switched between software programs before, so saving at this point is just an extra precaution against losing data.

Start Excel and Copy a Graph into the Slide

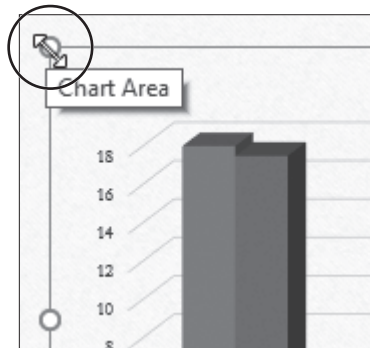
16. Start Excel.
17. Click the **Open Other Workbooks** link at the bottom of the left pane.
18. Double-click **This PC**  in the middle column.
19. Navigate to your **Chapter 07** folder and double-click **sb-Giraffe Graph**.
20. If a yellow bar appears across the top of the Excel window indicating a Security Warning or that the spreadsheet was opened in Protected View, click **Enable Content** or **Enable Editing** (whichever displays) to allow you to copy the chart.



21. If a message appears indicating that some links in the workbook cannot be updated, click **Continue** or **Don't Update** (whichever displays).
22. If necessary, click the **outside border** of the graph to select it.
23. Choose **Home**→**Clipboard**→**Copy** .
24. Click the **PowerPoint** icon on the Windows taskbar to switch to PowerPoint.
25. Choose **Home**→**Clipboard**→**Paste** .
The graph appears in the slide; notice that it has taken on the colors of the Organic theme.
The graph is a little too big, so you'll resize the graph next.

Resize and Move the Graph

26. Position the mouse pointer in the upper-left corner of the graph frame and notice that the pointer changes to a double-headed arrow.



27. Press the mouse button and drag down and to the right until the graph is below the title.
The graph is not perfectly centered vertically on the slide.
28. Position the mouse pointer on the bottom-center handle of the graph frame and the pointer changes to a double-headed arrow.
29. Press the mouse button and drag up until the graph fits in the white area of the slide without overlapping the border.
30. Position the mouse pointer on the border of the graph frame so the pointer changes to a four-headed arrow.
31. Press the mouse button and drag a little to the left until the graph is well centered on the slide; release the mouse button.
32. Make **slide 1** active; review your presentation in Slide Show view.
33. Save and close the presentation.
34. Click the **Excel** icon on the taskbar to restore the Excel window.
35. Click the **X** in the top-right corner of the Excel window to close it.





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SKILL BUILDER 7.2 Add Animation and Transitions to a Presentation

In this exercise, you will open a presentation and add some pizzazz using animation and transitions.




1. Open **sb-Tropical Getaways** from your **Chapter 07** folder.
2. Click the **slide 2** thumbnail icon in the Slides panel on the left side of the screen.
Notice that slide 2 contains bullet points. That's part of the design for the Facet theme used in this presentation.

Add Animation to a Slide

3. Click in the bottom-left placeholder to select it.
You should now see a dotted-line box surrounding the placeholder.
4. Choose **Animations** → **Animation** → **Fade** .
5. Switch to **Slide Show**  view and click the mouse button four times to display each of the first four destinations.
Hmmm, that seems a little tedious. It might be better if the four destinations appeared at the same time.
6. Right-click a blank area of the slide and choose **End Show**.


Tip!

If you select (highlight) all four of the items and then apply the animation, they will behave as one unit.

7. Place the **I-beam**  mouse pointer to the left of the *T* in *Tahiti* and drag down to select all four destinations.
8. Choose **Animations** → **Animation** → **Fade** .
9. Switch to **Slide Show**  view; click the mouse button once and all four items display at the same time.
10. End the slide show.
11. Drag to select all four items in the bottom-right placeholder and apply the **Fade** animation.

Apply Animation to Additional Slides

12. Switch to **slide 3**.
13. Click in the **bottom-left placeholder** to select it.

14. Choose **Animations**→**Animation**→**Fly In** .

*Notice that during the preview all four items fly in together. How did that happen when you didn't select all four items first? It's because the last three items are sub-bullets (indented) below the main bullet. That causes PowerPoint to assume that the items should act as one unit. (You create sub-bullets in a placeholder by tapping the **Tab** key.)*

15. Click in the **bottom-right placeholder** to select it and apply the **Fly In** animation.

16. Go to **slide 4**, click the **bottom placeholder**, and apply the **Float In** animation. (You may have to use the More button in the Animation group to locate Float In.)

This time PowerPoint assumes that each of the main bullets and their associated sub-bullets are a unit. You have two main bullets, so each one floats in with its associated sub-bullets.

17. Go to **slide 5** and apply the animation of your choice to the bulleted text.

18. Press **Ctrl** + **Home** to return to the beginning of the presentation.

19. Switch to **Slide Show** view and enjoy the show.

Remember, it's fun to play with different animations, but you don't want to distract the audience. For actual business-related presentations, consider using only one or two animation styles for the entire show.

Add Transitions to the Slide Show

Using a variety of transitions could be distracting, so you will apply the same transition to all slides. Using Slide Sorter view is an easy way to apply the same transition to all slides at the same time.

20. Click the **Slide Sorter**  view on the view bar.

21. If necessary, click **slide 1** to make it active.

It will have a highlighted border around it if it's active.

Tip!

If you select a slide and then hold down the **Shift** key and click another slide, PowerPoint also selects all the slides in between.

22. Press **Shift** and click **slide 6**; release the **Shift** key.

All six slides now have a highlighted border, meaning all six slides are selected.

23. Choose **Transitions**→**Transition to This Slide**→**Push** .

View Your Final Presentation

24. Click **slide 1** to reselect slide 1 and deselect the other slides.
 25. Switch to **Slide Show** view and run the slide show.
 26. Save and close the presentation.
 27. Exit PowerPoint.
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EVALUATION ONLY