

POWERPOINT 2013

Connecting and Broadcasting Presentations

**LESSON OUTLINE****Connecting Presentations****Editing Linked and Embedded Presentations****Broadcasting Presentations****Concepts Review****Reinforce Your Skills****Apply Your Skills****Extend Your Skills****Transfer Your Skills****LEARNING OBJECTIVES**

After studying this lesson, you will be able to:

- Connect multiple presentations
- Use Object Linking and Embedding
- Broadcast a presentation over the Internet

Maintaining large presentations can be troublesome. Breaking them into smaller individual presentations and then linking them together makes it easy to delegate certain content to different people or departments. Using PowerPoint's linking and embedding features allows you to modularize your presentations. In this lesson, you will learn to link and embed small presentations to create a single large slide show. You will also learn to broadcast your presentations over the Internet.

CASE STUDY

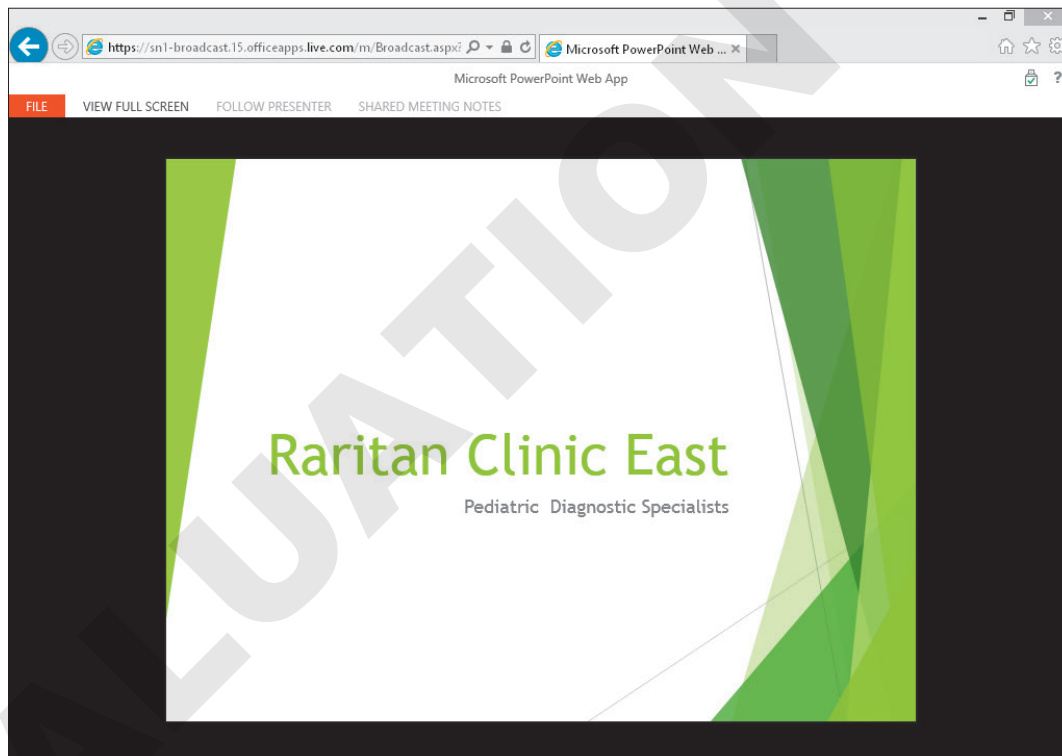
Sharing a Presentation Online

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. In an effort 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, to ask whether it is possible to add a hyperlink to a file or to link one presentation to another. Sarah explains that with PowerPoint 2013, accomplishing this is a simple task. You tell Sarah you'd like to schedule a conference call with a few prospective employees across the country. You'd like to speak with them on the phone as you present the slide show over the Internet. Sarah tells you that PowerPoint 2013's broadcast feature is exactly what you are looking for.



**Raritan
Clinic
East**

Pediatric Diagnostic Specialists

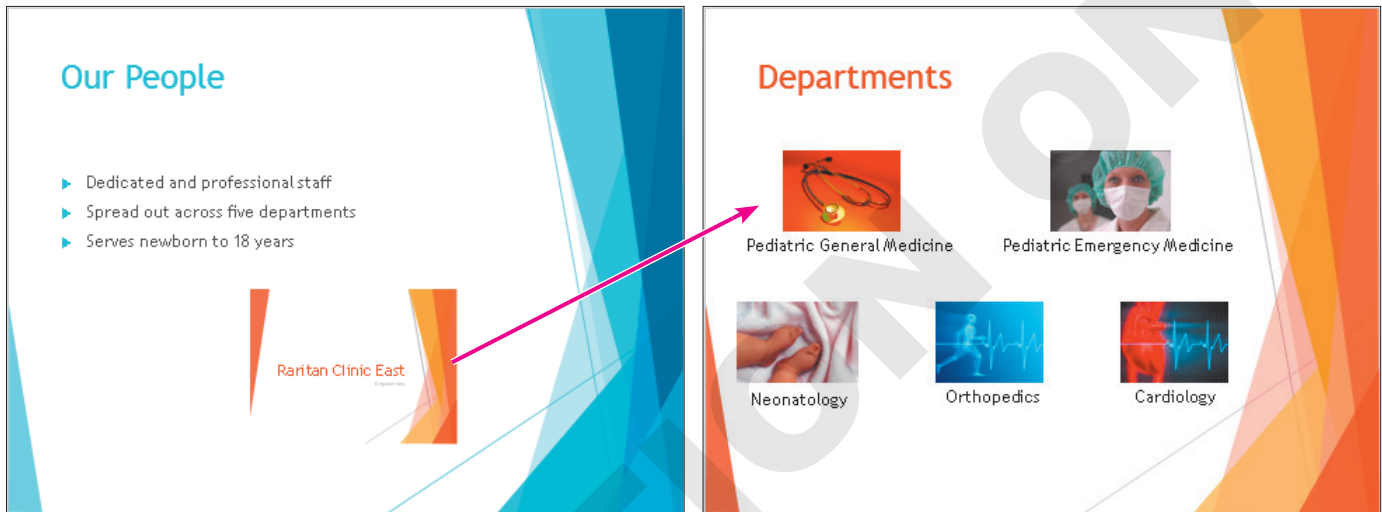


A broadcast presentation viewed in Internet Explorer 10.

Connecting Presentations

Video Library <http://labyrinthlab.com/videos> Video Number: PP13-V0901

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 several 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 the slides into the larger main presentation. Arranging the slides in the desired order would then 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: COMPARING LINKING AND COPYING/PASTING

| Without Linking | With Linking |
|------------------------------------|----------------------------------|
| Open small presentation 1. | Open large presentation. |
| Copy all slides. | Link/embed small presentation 1. |
| Open large presentation. | Link/embed small presentation 2. |
| Paste all slides. | |
| Open small presentation 2. | |
| Copy all slides. | |
| Switch back to large presentation. | |
| Paste all slides. | |

Choosing a Connection Technique

If you wish to connect presentations, you have the following three options. Each has its own unique benefits and drawbacks:

- Insert a hyperlink.
- Insert an action.
- Use Object Linking and Embedding.

Connecting Presentations with a Hyperlink

Video Library <http://labyrinthlab.com/videos> Video Number: PP13-V0902



You can create a hyperlink 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, imagine you will click a text link in the main presentation that opens a second presentation. However, you want to skip 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. Hyperlinks can be created from text, images, shapes, or charts.

After linking presentations, do not move them or change their filenames. Links will break if you do not 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.

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



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

| QUICK REFERENCE | CONNECTING PRESENTATIONS |
|---|--|
| Task | Procedure |
| Connect presentations with a hyperlink | <ul style="list-style-type: none"> ■ Select the text/object in the main presentation to turn into a hyperlink. ■ Choose Insert→Links→Hyperlink . ■ In the Link To option, select Existing File or Web Page. ■ Navigate to and select the other presentation. ■ To link to a specific slide, click Bookmark, select the slide, and click OK. ■ Click OK to close the Insert Hyperlink dialog box. |
| Connect presentations with an action | <ul style="list-style-type: none"> ■ Select the text/object in the main presentation to turn into a hyperlink. ■ Choose Insert→Links→Action . ■ Choose Hyperlink To and then select Other PowerPoint Presentation. ■ Navigate to and select the other presentation; click OK. ■ Select a slide in the target presentation and click OK. ■ Click OK to close the Action Settings dialog box. |
| Use Object Linking and Embedding (OLE) to link or embed presentations | <ul style="list-style-type: none"> ■ Choose Insert→Text→Object. ■ Choose the Create from File option. ■ Click Browse, navigate to the file/presentation to link, and click OK. ■ Select the Link checkbox for a linked presentation, or leave it deselected to embed the presentation. ■ Select the Display as Icon checkbox to display a generic file icon on the slide, or leave the box deselected to display a snapshot of the file contents. |

DEVELOP YOUR SKILLS PP09-D01

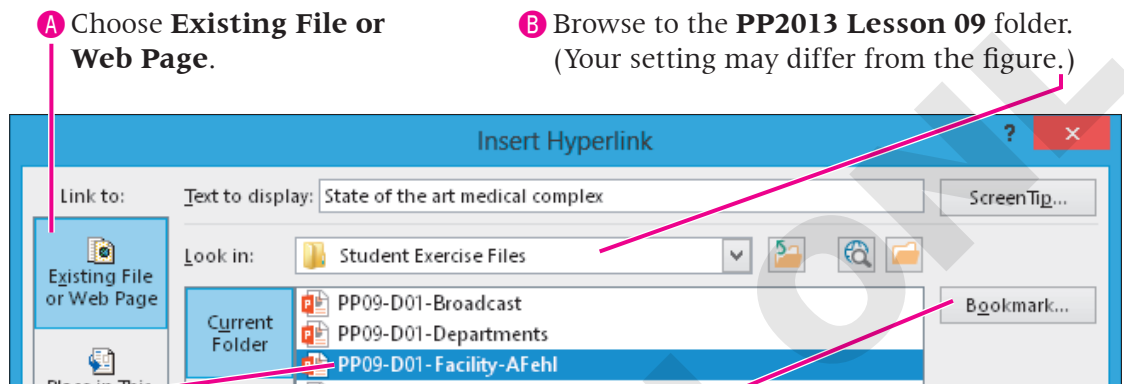
Connect Presentations with Hyperlinks

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

1. Start **PowerPoint** and maximize the program window.
2. Open **PP09-D01-Recruitment** from the **PP2013 Lesson 09** folder.
3. Navigate the slides to familiarize yourself with the presentation.
4. Close the presentation without saving any changes.
5. Open and explore the following presentations from the **PP2013 Lesson 09** folder one at a time. Close each without saving any changes when you are finished exploring.
 - PP09-D01-Departments
 - PP09-D01-Facility
 - PP09-D01-Services
 - PP09-D01-Staff
6. Open **PP09-D01-Facility** again and save it as **PP09-D01-Facility-[FirstInitialLastName]**.

You will edit this presentation later in this lesson, so you must rename it. Replace the bracketed text with your first initial and last name. For example, if your name is Bethany Smith, your filename would look like this: PP09-D01-Facility-BSmith.

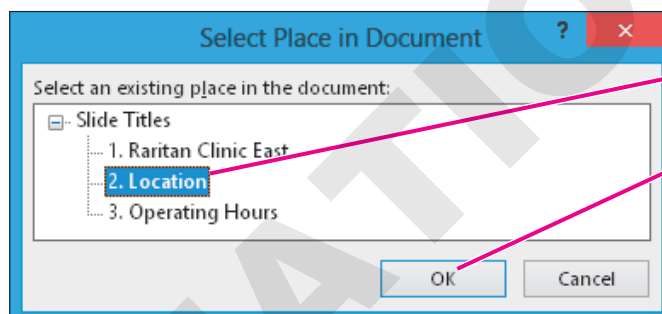
7. Open **PP09-D01-Recruitment** again and save it as **PP09-D01-Recruitment-[FirstInitialLastName]**.
8. On the second slide (Our Facility), select the text *State-of-the-art medical complex* and choose **Insert→Links→Hyperlink**.
9. Follow these steps to link to PP09-D01-Facility-[FirstInitialLastName]:



- A** Choose **Existing File or Web Page**.
- B** Browse to the **PP2013 Lesson 09** folder. (Your setting may differ from the figure.)

- C** Choose **PP09-D01-Facility-[FirstInitialLastName]**.

- 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.

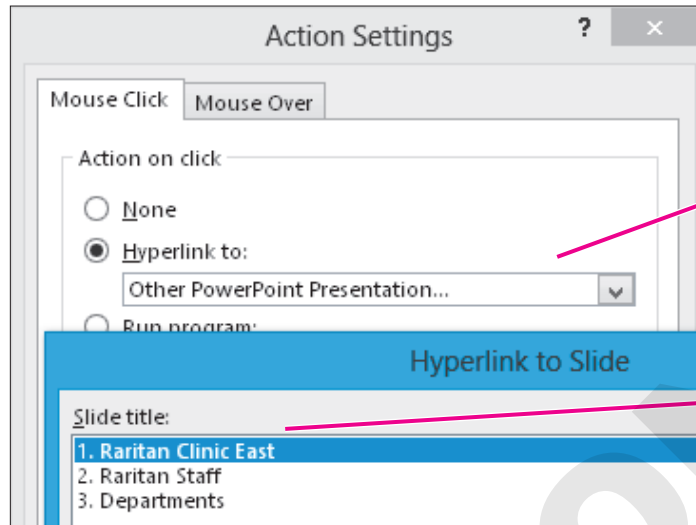
- G** Click **OK** to close the **Insert Hyperlink** dialog box.

10. Select the text *Open 24 x 7 x 365* and add a hyperlink to the **Operating Hours** slide in **PP09-D01-Facility-[FirstInitialLastName]**.
11. Save your presentation.

Connecting Presentations with an Action

Video Library <http://labyrinthlab.com/videos> Video Number: PP13-V0903

Actions, like hyperlinks, can also link to other presentations. In fact, actions create hyperlinks. It is 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.



An action can point to a specific slide in a linked presentation.

You can link to a specific slide within a linked presentation.

DEVELOP YOUR SKILLS PP09-D02

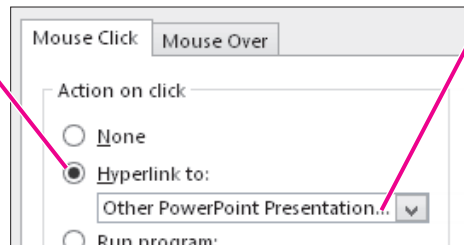
Connect Presentations with Actions

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

1. Save the presentation as **PP09-D02-Recruitment-[FirstInitialLastName]**.
2. Select the text *Variety of patient and community services* and then choose **Insert→Links→Action**.

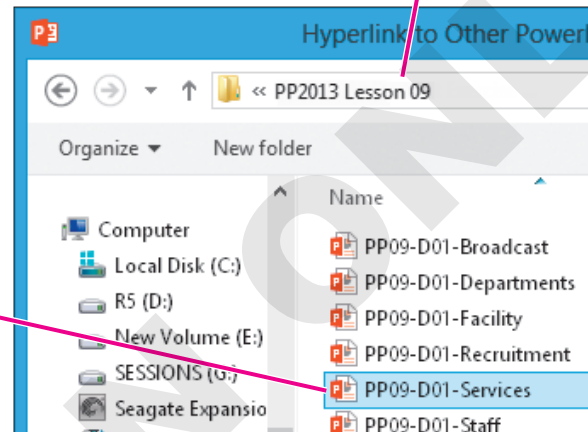
3. Follow these steps to link to a presentation with a mouse-click action:

A Choose **Hyperlink To**.

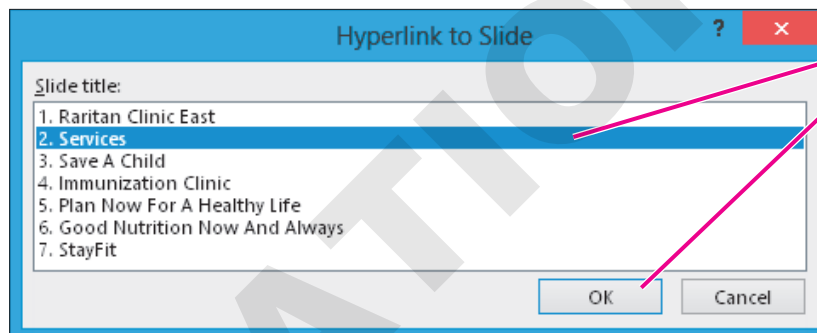


B Scroll down the list and choose **Other PowerPoint Presentation**.

C If necessary, browse to the **PP2013 Lesson 09** folder.



D Select **PP09-D01-Services** and click **OK**.



E Select the second slide and click **OK**.

F 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 **PP09-D01-Staff**.
6. Save your presentation.

Connecting Presentations with Object Linking and Embedding

Video Library <http://labyrinthlab.com/videos> Video Number: PP13-V0904

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

Linking Versus Embedding

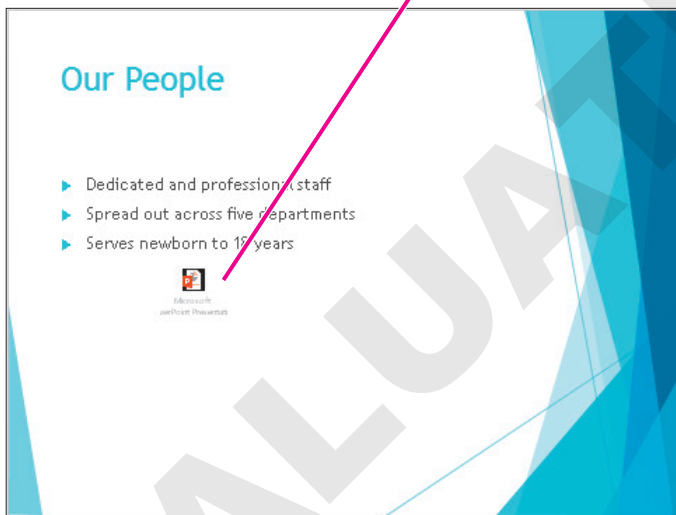
A few differences exist between linking and embedding. Each has its use, and your choice depends largely on personal preference:

- 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, and the opposite also is true.
- Linking presentations does not increase the size of the main presentation. Embedding presentations does increase its size.

Linking with OLE

Files linked through OLE behave just as if they were linked with a hyperlink or action. Be aware of the filenames and locations, and store all the files in the same folder just as you would if you were using a hyperlink 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 icon or as a snapshot of the actual file contents. You should choose OLE linking over hyperlinks or actions when you want a file icon or snapshot on the slide rather than a typical hyperlink or button.

OLE linked file displayed as a generic icon



OLE linked file displayed as a document snapshot



Embedding with OLE

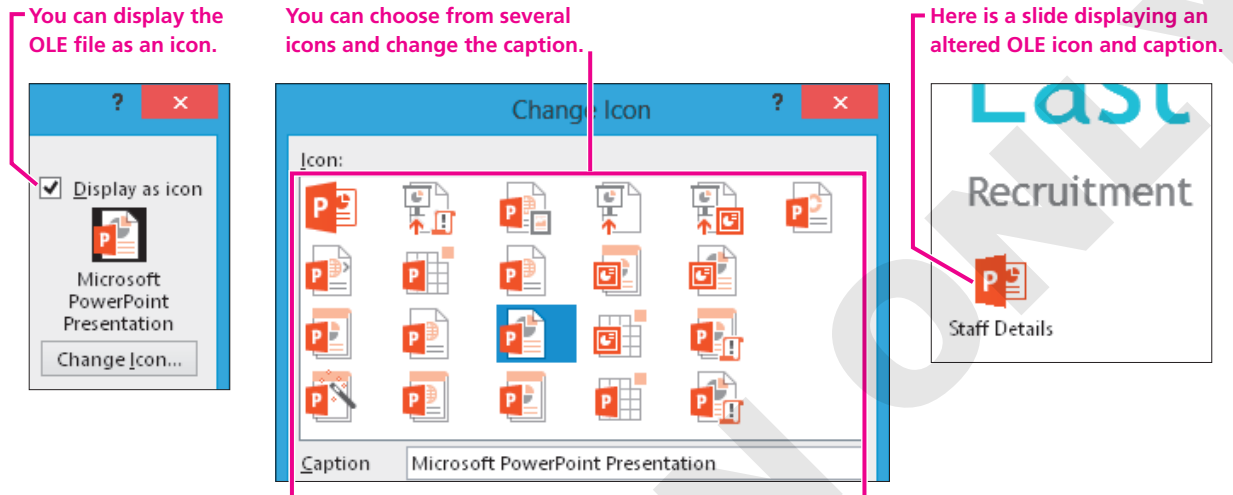
OLE embedding works just like OLE linking except a copy of the file is embedded in the presentation rather than linked. With OLE embedding, you connect the files the same way as with OLE linking and can select from a generic file icon or a snapshot of the actual file contents. The difference is that the connected file will be absorbed into the main presentation, increasing the overall size of the 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 to use a generic icon, you can change the caption under the icon. PowerPoint also offers several icon variations.

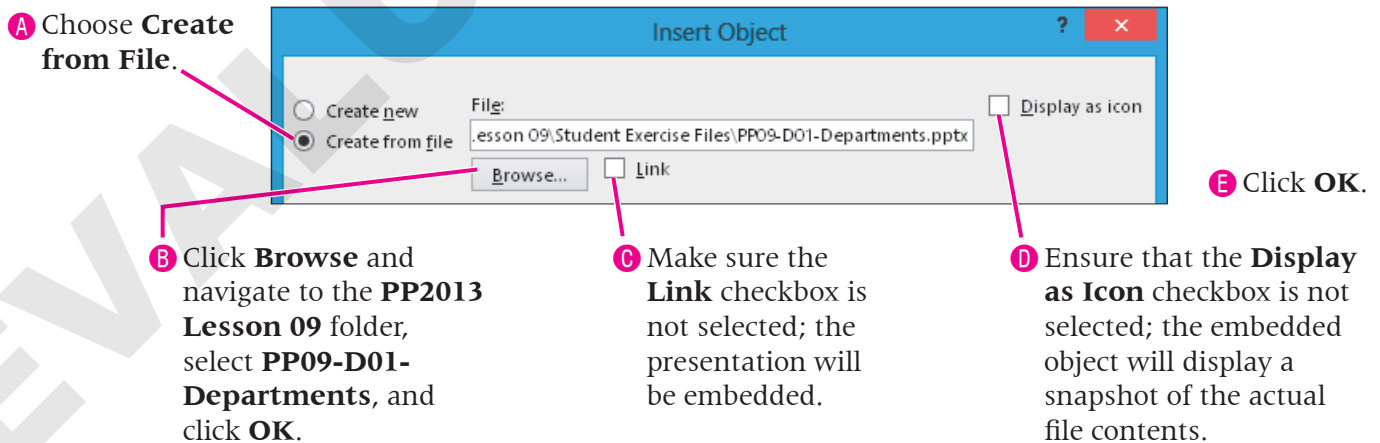


DEVELOP YOUR SKILLS PP09-D03

Connect Presentations with OLE

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

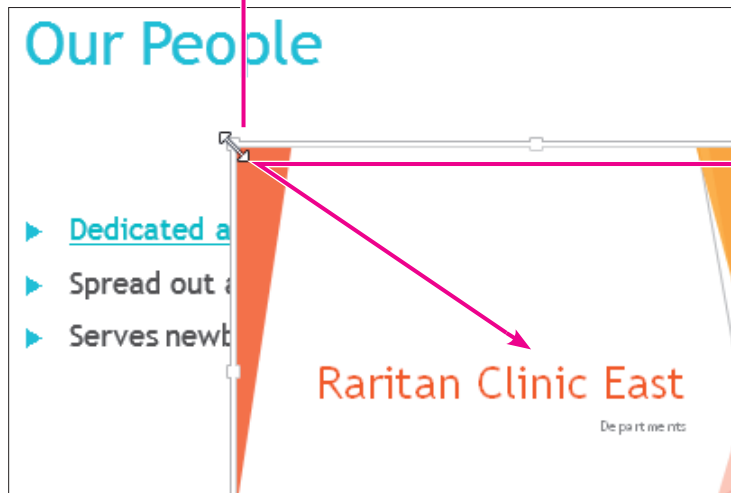
1. Save the presentation as **PP09-D03-Recruitment- [FirstInitialLastName]**.
2. Select the third slide, **Our People**.
3. Choose **Insert**→**Text**→**Object** .
4. Follow these steps to embed the event calendar presentation:



A copy of the PP09-D01-Departments presentation is embedded. There is no link from the main presentation to the PP09-D01-Departments presentation. Changes made to the original PP09-D01-Departments presentation will have no effect on the embedded copy.

5. Follow these steps to resize the embedded presentation:

A Point to the top-left corner of the embedded presentation until your mouse pointer becomes a 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.



6. Save your presentation.

Navigating Connected Presentations

Video Library <http://labyrinthlab.com/videos> Video Number: PP13-V0905

A connected presentation ends differently when it is connected with a hyperlink or action as opposed to using OLE. A hyperlinked 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 hyperlinks or OLE objects to display the connected presentations or ignore them.

DEVELOP YOUR SKILLS PP09-D04

View Connected Presentations

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

1. Choose **Slide Show**→**Start Slide Show**→**From Beginning**.
2. Navigate to the second slide, **Our Facility**, and click the hyperlink for *State-of-the-art medical complex*.
The PP09-D01-Facility-[FirstInitialLastName] presentation opens.
3. Click through to the end of **PP09-D01-Facility-[FirstInitialLastName]** until the black **End of Slide Show** screen appears. Click to end the linked presentation.
4. Click the *Open 24 x 7 x 365* hyperlink 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 resume the slide show when it is through.
6. Advance to the **Our People** slide and click the **OLE object** to display the embedded **PP09-D01-Departments** presentation.
7. Navigate through **PP09-D01-Departments** and return to the **Our People** slide.
Notice that the black End of Slide Show screen does not display with OLE-connected presentations but just returns to the Our People slide when complete.
8. Tap **[Esc]** to exit the slide show and return to **Normal** view.

Editing Linked and Embedded Presentations

Video Library <http://labyrinthlab.com/videos> Video Number: PP13-V0906

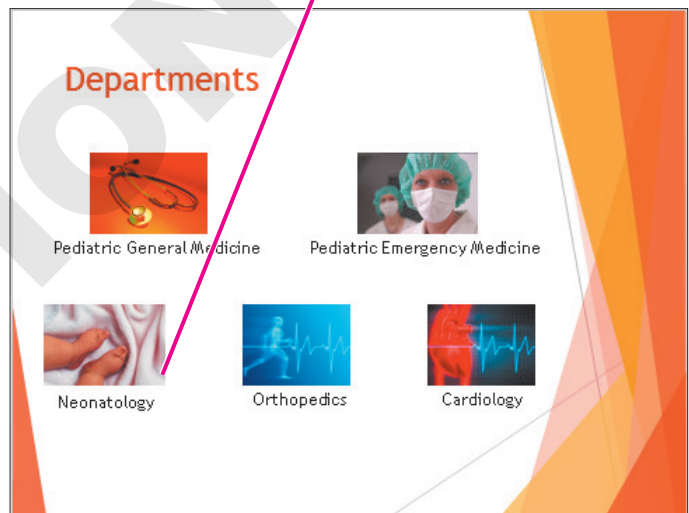
No presentation lasts forever. Edits must be made to keep presentation content current. Fortunately, you can access linked and embedded presentations right from the main presentation, which makes the editing process a little easier.

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.

Edits to this linked presentation...

...appear when you open the presentation to which it is linked.



| Name | Size | Type |
|----------------------|--------|------------------|
| PP09-D01-Broadcast | 190 KB | Microsoft PowerP |
| PP09-D01-Departments | 187 KB | Microsoft PowerP |

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.

Edits to this embedded presentation...

...have no effect on the original presentation from which it came.

| Name | Size | Type |
|----------------------|--------|------------------|
| PP09-D01-Broadcast | 190 KB | Microsoft PowerP |
| PP09-D01-Departments | 187 KB | Microsoft PowerP |

QUICK REFERENCE

EDITING A LINKED OR EMBEDDED PRESENTATION

Task

Edit a linked presentation

Edit an OLE linked presentation

Edit an OLE embedded presentation

Procedure

- Choose File→Open, navigate to and select the original linked file, and click Open; or right-click the hyperlink in the main presentation and choose Open Hyperlink.
- Make the changes to the linked presentation and then save and close it.
- Double-click the OLE object icon in the main presentation; or open the linked presentation normally with File→Open.
- Make the changes to the linked presentation and then save and close it.
- Double-click the OLE object icon in the main presentation.
- If the OLE object displays as a generic icon, the embedded presentation will open in full screen just as a linked presentation does. Make the changes to the embedded presentation and close it. Changes are automatically saved.
- If the OLE object displays as a snapshot of the file contents, the embedded presentation becomes editable in a small window inside the current slide. Make the changes to the embedded presentation and then click anywhere on the main slide.

DEVELOP YOUR SKILLS PP09-D05

Edit Linked and Embedded Presentations

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

1. Save the presentation as **PP09-D05-Recruitment-[FirstInitialLastName]**.

Edit a Linked Presentation

2. Select the second slide, **Our Facility**.
3. Right-click the *Open 24 x 7 x 365* hyperlink and choose **Open Hyperlink**.
The linked PP09-D01-Facility-[FirstInitialLastName] presentation opens.
4. Select the third slide, **Operating Hours**, if necessary, and change *12:00 a.m.* to **midnight**.
5. Save and close **PP09-D01-Facility-[FirstInitialLastName]**.
The color of the hyperlink on the Our Facility slide changes to indicate that the hyperlink has been visited. If this bothers you, you may save, close, and reopen the presentation to reset the hyperlink color.
6. Choose **File**→**Open**.
7. Navigate to the **PP2013 Lesson 09** folder and open **PP09-D01-Facility-[FirstInitialLastName]**.
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 **PP09-D01-Facility-[FirstInitialLastName]**. Choose **Don't Save** if prompted to save any changes.

Edit an Embedded Presentation

10. Navigate to the third slide, **Our People**.
11. 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.
12. Use the **OLE object** scroll bars to scroll to the second slide in the embedded presentation, **PP09-D01-Departments**.
The embedded presentation is too small to edit comfortably.
13. 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.
14. Double-click the word *Neonatology* and type **Neonatal Care**.
15. Click anywhere on the **Our People** main slide, outside the OLE object.
The PowerPoint window resets itself, and the OLE object scroll bars disappear.



16. 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.
17. Choose **File**→**Open**.
18. Navigate to the **PP2013 Lesson 09** folder and open **PP09-D01-Departments**.
19. Navigate to the second slide, **Departments**, and notice that the changes do not appear here in the original presentation.
Editing the embedded document had no effect on the original.
20. Close **PP09-D01-Departments**. Choose **Don't Save** if prompted to save any changes.
21. Save and close **PP09-D05-Recruitment-[FirstInitialLastName]**.



Broadcasting Presentations

Video Library <http://labyrinthlab.com/videos> Video Number: PP13-V0907

Microsoft offers the PowerPoint Broadcast Service. This free service allows users to **broadcast** their presentations over the Internet. The service 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 broadcast, even if they don't have PowerPoint, as the broadcasted presentation runs in a web browser. Although the service is free, it requires a Microsoft account, sometimes called 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 the following Microsoft websites:

- <http://www.live.com>
- <http://www.outlook.com>
- <http://www.skydrive.com>

DEVELOP YOUR SKILLS PP09-D06

Create a Microsoft Account ID

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



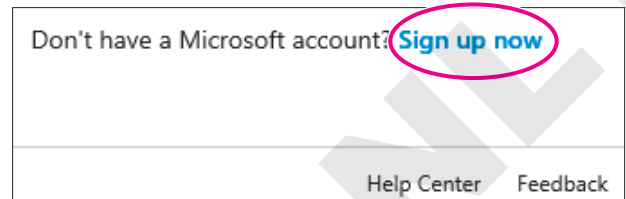
You must have an Internet connection to complete this exercise. Web pages change often. The Outlook.com web page may have changed and may no longer exactly match this exercise. However, the steps to create a Microsoft Account ID should be similar no matter what changes Microsoft has made to the Outlook.com page.

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

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



2. Click the **Sign Up Now** link on the right side of the page.
3. Complete the form on the **Sign Up** page. Feel free to use a fake name, address, and birth date. Microsoft doesn't need to know your personal information!



Be sure to remember your Microsoft Account ID and password, as you will need them later. It is 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 is easy enough to simply create a new one.

Broadcasting a Presentation

Video Library <http://labyrinthlab.com/videos> Video Number: PP13-V0908

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

| QUICK REFERENCE | BROADCASTING A PRESENTATION |
|--------------------------|--|
| Task | Procedure |
| Broadcast a presentation | <ul style="list-style-type: none"> ■ Choose File→Share→Present Online→Present Online. ■ Sign in with your Microsoft Account ID. PowerPoint will connect to the service, upload your presentation, and create a unique link you can share. ■ Copy the link and email it to people with whom you would like to share the presentation. ■ Click Start Presentation to broadcast it. |
| End a broadcast | <ul style="list-style-type: none"> ■ Click through the slide show until the black End of Slide Show screen appears and then click the black screen. Tap [Esc] to end the slide show at any time. ■ Choose Present Online→Present Online→End Online Presentation. ■ Click End Online Presentation to confirm the end or click Cancel to keep the broadcast alive. |
| Sign out | <ul style="list-style-type: none"> ■ Choose File→Account. ■ Click Sign Out; click Yes to confirm. ■ Tap [Esc] to exit Backstage view. ■ Save your work, close PowerPoint, and log out of Windows. |

Security Considerations

Once you sign in with a Microsoft Account ID, PowerPoint keeps you logged in even after the broadcast 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. It is recommended that you 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.

DEVELOP YOUR SKILLS PP09-D07

Broadcast a Presentation

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



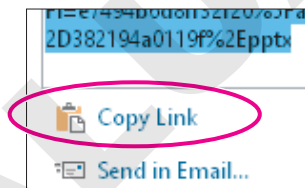
You must have an Internet connection, a Microsoft Account ID, access to email, and a partner at another computer to complete this exercise.

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

Student A

Only Student A should complete the steps in this section.

2. Choose **File**→**Open**.
3. Navigate to your **PP2013 Lesson 09** folder and open **PP09-D07-Broadcast**.
4. Choose **File**→**Share**→**Present Online**.
5. Click the **Present Online** button in the right column of Backstage view.
6. Enter your **Microsoft Account ID** and password in the dialog box and click **Sign In**.
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 are not able to minimize PowerPoint yet because the Broadcast Slide Show 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 the subject **PPT Broadcast** for the email's subject.
11. Click in the message body area, type **Use this link to view my PPT broadcast**, tap **[Enter]** to create a new line, and tap **[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, and the Broadcast Slide Show dialog box is still open.

14. Click **Start Presentation**.

Student B

Only Student B should complete the steps in 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 the steps in 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, choose **Present Online**→**Present Online**→**End Online Presentation**, and click **End Online Presentation** when prompted to confirm.
The slide show ends for both students.

20. Choose **File**→**Account**.

21. Click **Sign Out** and then click **Yes** when prompted.

Students A and B

Both students should complete the steps in this section.

22. Close all programs and return to your **Windows Desktop**.
23. Repeat this exercise and reverse roles so that **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.

Concepts Review

To check your knowledge of the key concepts introduced in this lesson, complete the Concepts Review quiz by choosing the appropriate access option below.

| If you are... | Then access the quiz by... |
|---|--|
| Using the Labyrinth Video Library | Going to http://labyrinthlab.com/videos |
| Using eLab | Logging in, choosing Content, and navigating to the Concepts Review quiz for this lesson |
| Not using the Labyrinth Video Library or eLab | Going to the student resource center for this book |

Reinforce Your Skills



REINFORCE YOUR SKILLS PP09-R01

Connect Presentations

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

Connect Presentations with Hyperlinks

1. Start **PowerPoint**. Open **PP09-R01-Main** from the **PP2013 Lesson 09** folder and save it as **PP09-R01-Main- [FirstInitialLastName]**.
2. Display slide 2, **Events**.
3. Select the text *iRecycling Day*.
4. Choose **Insert**→**Links**→**Hyperlink**.
5. From the **Link To** buttons, choose **Existing File or Web Page**.
6. In the **Look In** menu, browse to the **PP2013 Lesson 09** folder.
7. Click **PP09-R01-iRecycle** to select it and then click **OK**.

The text iRecycling Day becomes a hyperlink.

Connect Presentations with Actions

8. Select the text *Build-a-House*.
 9. Choose **Insert**→**Links**→**Action** and then choose **Hyperlink To**.
 10. From the **Hyperlink To** menu, choose **Other PowerPoint Presentation**.
 11. Navigate to the **PP2013 Lesson 09** folder, choose **PP09-R01-Houses**, and click **OK**.
- The Hyperlink to Slide dialog box displays, prompting you to select a slide in the target presentation.*
12. Ensure that the first slide, **Kids for Change**, is selected and click **OK**.
 13. Click **OK** to close the Actions Settings dialog box.

The text Build-a-House becomes a hyperlink.

Connect Presentations with OLE

14. Choose **Insert**→**Text**→**Object**.
15. Choose **Create from File**.
16. Click **Browse** and navigate to the **PP2013 Lesson 09** folder. Choose **PP09-R01-Volunteers** and click **OK**.
17. Click **OK** to close the Insert Object dialog box.
18. Drag any of the corners of the **OLE embedded presentation** toward the center to shrink the image.
19. Drag the **OLE image** to the side of the slide so it does not overlap any text.

View Connected Presentations

20. Choose **Slide Show**→**Start Slide Show**→**From Beginning**.
21. Navigate to the second slide.
22. Click the **iRecycling Day** link to open the linked presentation.
23. Click through the **iRecycling Day** presentation until it ends and you see a black **End of Slide Show** screen.
24. Click the black screen to close the linked presentation and return to the main presentation.
25. Click the **Build-a-House** link to open the linked presentation.
26. Click through the **Build-a-House** presentation until it ends and you see a black **End of Slide Show** screen.
27. Click the black screen to close the linked presentation and return to the main presentation.
28. Click the **OLE image** to open the embedded presentation.
29. Click through the **Top Volunteers** presentation until it ends 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.
30. Tap **[Esc]** to end the slide show.
31. Save the presentation and exit **PowerPoint**.
32. Submit your final files based on the guidelines provided by your instructor.
To view samples of how your file or files should look at the end of this exercise, go to the student resource center.

REINFORCE YOUR SKILLS PP09-R02

Edit Connected Presentations and Present Online

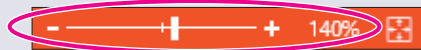
In this exercise, you will edit linked and embedded presentations. You will also present a slide show online.

Connect Presentations with Hyperlinks

1. Start **PowerPoint**. Open **PP09-R02-Editing** from your **PP2013 Lesson 09** folder and save it as **PP09-R02-Editing- [FirstInitialLastName]**.
2. Open **PP09-R02-Toy** from your **PP2013 Lesson 09** folder save it as **PP09-R02-Toy- [FirstInitialLastName]**. Close the presentation.
3. Display slide 2, **Events**.
4. Select the text *Toy Collection* and then choose **Insert**→**Links**→**Hyperlink**.
5. From the **Link To** buttons, choose **Existing File or Web Page**.
6. In the **Look In** menu, browse to the **PP2013 Lesson 09** folder.
7. Choose **PP09-R02-Toy-[FirstInitialLastName]** and click **OK**.
The text Toy Collection becomes a hyperlink.

Edit Linked and Embedded Presentations

8. Right-click the **Toy Collection** link and choose **Open Hyperlink**.
The linked presentation opens in a new PowerPoint window.
9. Display slide 3, **When?**
10. Add a new third bullet with the text **Collection 3 from Oct 1 - Dec 1**.
11. Save and close the **Toy** presentation.
12. Double-click the picture of the embedded presentation.
13. Scroll the embedded presentation to the last slide (**Locations?**).
14. 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.



15. Click after the word *August*, tap **[Enter]**, and then tap **[Tab]**.
16. Type **Sycamore Rd** **[Enter]** **Spooner St** **[Enter]** **Clinton Way** **[Enter]** **Beacon St**.
17. Click on the slide, outside the embedded presentation.
18. Fit the slide to the window.



19. Save the presentation.

Create a Microsoft Account ID

20. If you have not yet created a Microsoft Account ID, start your web browser, navigate to **http://www.live.com**, and click **Sign Up Now**. Follow the steps on the web page to create a Microsoft Account ID and then close the web browser. If you have already created a Microsoft Account ID, continue with step 21.

Broadcast a Presentation

21. Find another student with whom to partner.
22. Choose **File**→**Share**→**Present Online**.
23. Click the **Present Online** button in the right column of **Backstage view**.
24. Enter your **Microsoft Account ID** and password in the dialog box and click **Sign In**.
25. Click **Copy Link**.
26. 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.
27. Compose an email to your partner. You will have to ask for your partner's email address.
28. Type the subject **Editing Broadcast** for the email's subject.

29. Click in the message body area, type **Use this link to view my PPT broadcast**, tap **[Enter]** to create a new line, and tap **[Ctrl] + [V]** to paste the copied link.
30. Tap **[Enter]** again to create a blank line under the pasted link.
31. Send the email and then close your email program (or web browser).
32. Click **Start Presentation**.
33. Have your partner check his/her email, open your message, and click the link in the email to the PowerPoint broadcast.
34. Navigate your slide show and ensure that your partner sees it on his/her screen.
35. End the slide show and choose **Present Online**→**Present Online**→**End Online Presentation**. Click **End Online Presentation** when prompted to confirm.
36. Choose **File**→**Account**.
37. Click **Sign Out** and then click **Yes** when prompted.
38. Save the presentation and then log out of **Windows** to completely clear your **Microsoft Account ID** from **PowerPoint**.
39. Submit your final files based on the guidelines provided by your instructor.
To view examples of how your final file or files should look at the end of this exercise, go to the student resource center.

REINFORCE YOUR SKILLS PP09-R03

Work with Connected Presentations

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

Connect Presentations with Hyperlinks

1. Start **PowerPoint**. Open **PP09-R03-Kids** from your **PP2013 Lesson 09** folder and save it as **PP09-R03-Kids- [FirstInitialLastName]**.
2. Open **PP09-R03-College** from your **PP2013 Lesson 09** folder and save it as **PP09-R03-College- [FirstInitialLastName]**. Close the presentation.
3. Display slide 2, **Events**, and select the text *Details*.
4. Choose **Insert**→**Links**→**Hyperlink**.
5. From the **Link To** buttons, choose **Existing File or Web Page**.
6. In the **Look In** menu, browse to the **PP2013 Lesson 09** folder.
7. Choose **PP09-R03-Details** and click **OK**.
The text Details becomes a hyperlink.

Connect Presentations with Actions

8. Display slide 4, **Program Benefits**, and select the text *College application*.
9. Choose **Insert**→**Links**→**Action**.

10. Choose the **Hyperlink To** option.
11. From the **Hyperlink To** menu, choose **Other PowerPoint Presentation**.
12. Navigate to the **PP2013 Lesson 09** folder, select **PP09-R03-College-[FirstInitialLastName]**, and click **OK**.
The Hyperlink to Slide dialog box displays, prompting you to select a slide in the target presentation.
13. Ensure that the first slide, **Applying for College**, is selected and click **OK**.
14. Click **OK** to close the **Actions Settings** dialog box.
The text College application becomes a hyperlink.

Connect Presentations with OLE

15. Display slide 3, **Next Event**.
16. Choose **Insert**→**Text**→**Object**.
17. Choose **Create from File**.
18. Click **Browse** and navigate to the **PP2013 Lesson 09** folder. Then choose **PP09-R03-June** and click **OK**.
19. Click **OK** to close the **Insert Object** dialog box.
20. Drag the **OLE image** so it is positioned on the slide to your liking.

View Connected Presentations

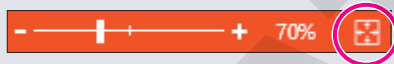
21. Choose **Slide Show**→**Start Slide Show**→**From Beginning**.
22. Navigate to the second slide.
23. Click the **Details** link to open the linked presentation.
24. Click through the linked presentation until you see a black **End of Slide Show** screen.
Click the black screen to close the linked presentation and return to the main presentation.
25. Navigate to the **Next Event** slide.
26. Click the **OLE image** to open the embedded presentation.
27. Click through the **June Event** presentation until it ends and you return to the **Next Event** slide of the main presentation.
Remember that presentations linked or embedded with OLE do not display the black End of Slide Show screen.
28. Navigate to the **Program Benefits** slide.
29. Click the **College application** link to open the linked presentation.
30. Click through the **Applying for College** presentation until it ends and you see a black **End of Slide Show** screen.
31. Click the black screen to close the linked presentation and return to the main presentation.
32. Tap **[Esc]** to end the slide show.

Edit Linked and Embedded Presentations

33. Display slide 4, **Program Benefits**.
34. Right-click the **College application** link.
35. Choose **Open Hyperlink** from the pop-up menu.
The linked presentation opens in a new PowerPoint window.
36. Display slide 2, **General Steps**.
37. Add a new sixth bullet with the text **Investigate financial aid**.
38. Save and close the **College** presentation.
39. Display slide 3, **Next Event**.
40. Double-click the picture of the embedded presentation.
41. Scroll the embedded presentation to the second slide.
42. 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.



43. Correct the spelling of the last word in the last bullet.
44. Click on the slide outside the embedded presentation.
45. Fit the slide to the window.



46. Save the presentation.

Create a Microsoft Account ID

47. If you have not yet created a Microsoft Account ID, start your web browser, navigate to <http://www.live.com>, and click the **Sign Up Now** link. Follow the steps on the web page to create a Microsoft Account ID and then close the web browser. If you have already created a Microsoft Account ID, continue to step 48.

Broadcast a Presentation

48. Find another student with whom to partner.
49. Choose **File**→**Share**→**Present Online**.
50. Click the **Present Online** button in the right column of **Backstage view**.
51. Enter your **Microsoft Account ID** and password in the dialog box when prompted and click **Sign In**.
52. Click **Copy Link**.

53. 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.
54. Compose an email to your partner. You will have to ask for your partner's email address.
55. Type the subject **Kids Broadcast** for the email's subject.
56. Click in the message body area and type **Use this link to view my PPT broadcast**, tap **[Enter]** to create a new line, and then tap **[Ctrl] + [V]** to paste the link that was copied in a previous step.
57. Tap **[Enter]** again to create a blank line under the pasted link.
58. Send the email and then close your email program (or web browser).
59. Click **Start Presentation**.
60. Have your partner check his/her email, open your message, and click the link in the email to the PowerPoint broadcast.
61. Navigate your slide show and ensure that your partner sees it on his/her screen.
62. End the slide show and choose **Present Online**→**Present Online**→**End Online Presentation**, and then click **End Online Presentation** when prompted to confirm.
63. Choose **File**→**Account**.
64. Click **Sign Out** and then click **Yes** when prompted.
65. Save the presentation and then log out of **Windows** to completely clear your **Microsoft Account ID** from **PowerPoint**.
66. Submit your final files based on the guidelines provided by your instructor.

Apply Your Skills



APPLY YOUR SKILLS PP09-A01

Connect Presentations

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

Connect Presentations with Hyperlinks and Actions

1. Start **PowerPoint**. Open **PP09-A01-Main** from the **PP2013 Lesson 09** folder and save it as **PP09-A01-Main- [FirstInitialLastName]**.
2. Display slide 2, **Event Types**, and use a hyperlink to link the text *Celebrations* to **PP09-A01-Celebrations** in the **PP2013 Lesson 09** folder.
The text Celebrations becomes a hyperlink.
3. Display slide 3, **Services**, and use an action to link the text *Catering* to the first slide of **PP09-A01-Catering** in the **PP2013 Lesson 09** folder.
The text Catering becomes a hyperlink.

Connect Presentations with OLE

4. Display the last slide and use OLE to embed **PP09-A01-Specialties** in the **PP2013 Lesson 09** folder. Ensure that the embedded presentation displays as a thumbnail of the presentation 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.
8. Save the presentation. Exit **PowerPoint**.
9. Submit your final files based on the guidelines provided by your instructor.

To view examples of how your file or files should look at the end of this exercise, go to the student resource center.

APPLY YOUR SKILLS PP09-A02**Edit Connected Presentations and Present Online**

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

Connect Presentations with Hyperlinks

1. Start **PowerPoint**. Open **PP09-A02-Editing** from your **PP2013 Lesson 09** folder and save it as **PP09-A02-Editing- [FirstInitialLastName]**.
2. Open **PP09-A02-Stage** from your **PP2013 Lesson 09** folder and save it as **PP09-A02-Stage- [FirstInitialLastName]**. Close the presentation.
3. Display slide 3, **Services**, and use a hyperlink to link the text *Stage and sound equipment* to **PP09-A02-Stage-[FirstInitialLastName]** in the **PP2013 Lesson 09** folder.
The text Stage and sound equipment becomes a hyperlink.

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.

Create a Microsoft Account ID and Broadcast a Presentation

10. If you have not yet created a Microsoft Account ID, start your web browser, navigate to **http://www.live.com**, and click the **Sign Up Now** link. Follow the steps on the web page to create a Microsoft Account ID and then close the web browser.. If you have already created a Microsoft Account ID, continue to step 11.
11. Find another student with whom to partner.
12. Choose the **Present Online** option from **Backstage view**, sign in with your **Microsoft Account ID**, and copy the broadcast link.
13. Send an email to your partner that includes the link to your broadcasted presentation.
14. Start the broadcast.
15. Have your partner check his/her email, open your message, and click the link in the email to the PowerPoint broadcast.
16. Navigate your slide show and ensure that your partner sees it on his/her screen.
17. End the slide show and then end the online broadcast.
18. Sign out of your Microsoft Account ID.

19. Save the presentation and then log out of **Windows** to completely clear your **Microsoft Account ID** from **PowerPoint**.
20. Submit your final files based on the guidelines provided by your instructor.
To view examples of how your file or files should look at the end of this exercise, go to the student resource center.

APPLY YOUR SKILLS PP09-A03

Work with Connected Presentations

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

Connect Presentations with Hyperlinks and Actions

1. Start **PowerPoint**. Open **PP09-A03-Universal** from the **PP2013 Lesson 09** folder and save it as **PP09-A03-Universal- [FirstInitialLastName]**.
2. Open **PP09-A03-Invitations** from your **PP2013 Lesson 09** folder and save it as **PP09-A03-Invitations- [FirstInitialLastName]**. Close the presentation.
3. Display slide 2, **In Focus**, and use a hyperlink to link the text *Invites* to **PP09-A03-Invitations-[FirstInitialLastName]** in the **PP2013 Lesson 09** folder.
The text Invites becomes a hyperlink.
4. Use an action to link the text *Transportation comfort* to the first slide of **PP09-A03-Transportation** in the **PP2013 Lesson 09** folder.
The text Transportation comfort becomes a hyperlink.

Connect Presentations with OLE and View Connected Presentations

5. Use OLE to embed **PP09-A03-Catering** from the **PP2013 Lesson 09** folder. Ensure that the embedded presentation displays as a thumbnail of the presentation 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 that it overlaps the other image and no longer covers the text.
11. Save and close the **Invitations** presentation.
12. Double-click the embedded presentation.
13. Display slide 3, **Vegan**, of the embedded presentation, zooming if necessary, and in the first bullet, change the word **Been** to **Bean**.
14. Click on the slide, outside the embedded presentation, and save the presentation.

Create a Microsoft Account ID and Broadcast a Presentation

15. If you have not yet created a Microsoft Account ID, start your web browser, navigate to <http://www.live.com>, and click the **Sign Up Now** link. Follow the steps on the web page to create a Microsoft Account ID and then close the web browser. If you have already created a Microsoft Account ID, continue to step 16.
16. Find another student with whom to partner.
17. Choose the **Present Online** option from **Backstage view**, sign in with your **Microsoft Account ID**, and copy the **broadcast link**.
18. Send an email to your partner that includes the link to your broadcasted presentation.
19. Start the broadcast.
20. Have your partner check his/her email, open your message, and click the link in the email to the PowerPoint broadcast.
21. Navigate your slide show and ensure that your partner sees it on his/her screen.
22. End the slide show and then end the online broadcast.
23. Sign out of your Microsoft Account ID.
24. Save the presentation and then log out of **Windows** to completely clear your **Microsoft Account ID** from **PowerPoint**.
25. Submit your final files based on the guidelines provided by your instructor.

Extend Your Skills



In the course of working through the Extend Your Skills exercises, you will think critically as you use the skills taught in the lesson to complete the assigned projects. To evaluate your mastery and completion of the exercises, your instructor may use a rubric, with which more points are allotted according to performance characteristics. (The more you do, the more you earn!) Ask your instructor how your work will be evaluated.

PP09-E01 That's the Way I See It!

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

Create a presentation named **PP09-E01-Option1- [FirstInitialLastName]** that has at least three slides and shows why you believe the first answer is the best. Then create a second presentation named **PP09-E01-Option2- [FirstInitialLastName]** that has at least three slides and shows why you believe the second answer is the best. Finally, create a third presentation named **PP09-E01-Question- [FirstInitialLastName]**. Present 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 hyperlinks, actions, or OLE. Format all three presentations with design themes of your choice and add anything else that 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.

You will be evaluated based on the inclusion of all elements specified, your ability to follow directions, your ability to apply newly learned skills to a real-world situation, your creativity, and the relevance of your topic and/or data choice(s). Submit your final files based on the guidelines provided by your instructor.

PP09-E02 Be Your Own Boss

In this exercise, you will connect supporting presentations to a main Blue Jean Landscaping presentation. Open **PP09-E02-Blue** and **PP09-E02-Plants** from the **PP2013 Lesson 09** folder and save them as **PP09-E02-Blue- [FirstInitialLastName]** and **PP09-E02-Plants- [FirstInitialLastName]**, respectively. Close the Plants presentation.

On the *Services* slide, link *Lawn Care* to the **PP09-E02-Lawn** presentation and *Edible Gardens* to the **PP09-E02-Plants-[FirstInitialLastName]** presentation. Use OLE to embed the **PP09-E02-Custom** presentation 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 so that the photo is centered on the slide like 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.

You will be evaluated based on the inclusion of all elements specified, your ability to follow directions, your ability to apply newly learned skills to a real-world situation, your creativity, and your demonstration of an entrepreneurial spirit.

Transfer Your Skills



In the course of working through the Transfer Your Skills exercises, you will use critical-thinking and creativity skills to complete the assigned projects using skills taught in the lesson. To evaluate your mastery and completion of the exercises, your instructor may use a rubric, with which more points are allotted according to performance characteristics. (The more you do, the more you earn!) Ask your instructor how your work will be evaluated.

PP09-T01 Use the Web as a Learning Tool

Throughout this book, you will be provided with an opportunity to use the Internet as a learning tool by completing WebQuests. According to the original creators of WebQuests, as described on their website (WebQuest.org), a WebQuest is “an inquiry-oriented activity in which most or all of the information used by learners is drawn from the web.” To complete the WebQuest projects in this book, navigate to the student resource center and choose the WebQuest for the lesson on which you are currently working. The subject of each WebQuest will be relevant to the material found in the lesson.

WebQuest Subject: Online Meetings

Submit your final file(s) based on the guidelines provided by your instructor.

PP09-T02 Demonstrate Proficiency

Stormy BBQ is creating a series of presentations to present online. Rather than have one person create the entire presentation, employees have created their own individual presentations showcasing their favorite barbeque recipe. The individual presentations must now be connected to a main presentation.

Open **PP09-T02-Carol** and **PP09-T02-Stormy** from the **PP2013 Lesson 09** folder and save them as **PP09-T02-Carol- [FirstInitialLastName]** and **PP09-T02-Stormy- [FirstInitialLastName]**, respectively. Close the Carol presentation. On the Stormy presentation, use hyperlinks or actions to connect the text on slide 2 to their respective presentations in the **PP2013 Lesson 09** folder, 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.

Submit your final file based on the guidelines provided by your instructor.