

# Contents

Preface	ix	Creating a Presentation from a Template	34
		Downloading and Applying a Template	34
		Reinforce Your Skills	36
		Apply Your Skills	40
		Project Grader	44
		Extend Your Skills	46
<b>OVERVIEW CHAPTER 1</b>		<b>CHAPTER 2</b>	
<b>Introducing Microsoft Office and Using Common Features</b>	<b>1</b>	<b>Designing and Printing the Presentation</b>	<b>47</b>
Introduction to Microsoft Office	2	Working with Slides	48
What Devices Will Microsoft Office Work With?	2	Copying Text and Objects	48
What Storage Does Microsoft Office Provide?	2	Working with Outlines	49
Which Microsoft Office Should I Use?	2	The Outline Panel	49
What Are the Microsoft Office Apps?	3	Collapsing and Expanding Slides	51
Microsoft Accounts	4	Deleting Slides	53
Common Features in Microsoft Office Apps	4	Working with Word Integration	54
The Ribbon	4	Creating a Presentation Outline in Word	54
The Quick Access Toolbar	4	Formatting Your Presentation	56
Common Features on the File Tab	6	Formatting Text	56
Common Features on the Home Tab	9	Setting Line Spacing	59
Common Features on the Review Tab	15	Setting Paragraph Alignment	60
Other Common Features	16	Using the Slide Sorter	61
<b>CHAPTER 1</b>		Organizing with Sections	61
<b>Creating and Delivering a Presentation</b>	<b>19</b>	Managing Sections	62
Getting Started with PowerPoint	20	Printing Your Presentation	64
Navigating the PowerPoint Window	20	The Print Shortcut	64
Inserting Text	20	Printing Handouts	64
Using Document Themes	21	Handout Masters	66
Choosing a Theme	21	Handout Headers and Footers	66
Choosing Slide Sizes	23	Slide Footers	67
Creating a Basic Presentation	24	Printing Transparencies	69
Adding Slides	25	Reinforce Your Skills	70
Bulleted Lists	25	Apply Your Skills	75
Choosing the Slide Layout	28	Project Grader	80
Aligning Text	28	Extend Your Skills	84
Delivering the Slide Show	30		
Delivery Tips	31		
Navigating Through a Slide Show	31		
Hide and Unhide Slides	33		
Presenter View	34		

**CHAPTER 3****Adding Graphics, Animation, and Sound 85**

Working with Online Pictures	86
Obeying Copyright Law	86
Using Text and Object Layouts	87
Deleting Placeholder Text	87
Searching for Pictures with the Online Pictures Search Window	89
Moving, Sizing, and Rotating Objects	90
Ordering Objects	94
Align Objects	95
Group Objects	97
Formatting Graphics	97
Adding Other Graphics	99
Removing a Background	99
Artistic Effects	102
Inserting a Screenshot	103
Shapes	103
Working with Slide Transitions	107
Creating Transitions in Slide Sorter View	107
Using Slide Animation	108
Animation Options	109
The Animation Pane	110
3D Animations	114
Motion Paths	115
Adding Sound Effects	116
Reinforce Your Skills	118
Apply Your Skills	125
Project Grader	128
Extend Your Skills	133

**CHAPTER 4****Adding Multimedia to Presentations 135**

Working with Multimedia	136
Types of Multimedia	136
Linked Media Files	136
Organizing Media with Subfolders	137
Using Audio in Presentations	138
Audio File Types	138
Adding Audio to a Presentation	139
Inserting and Linking	139
Acquiring More Audio	140
Choosing an Audio File Format	140
Configuring Audio Options	141
Configuring Audio Styles	141
Linking Audio	142

Creating Slide Show Timings	145
Determining Slide Timings	145
Rehearsing Timings	145
Using Video in Presentations	147
Using Online Videos	147
Using Video from Your Computer	147
Using Screen Recordings	148
Video File Formats	148
Codecs	148
Setting Video Start and Stop Times	150
Applying Video Effects	150
Adjusting the Media Window Size	150
Setting Video Options	152
Reinforce Your Skills	154
Apply Your Skills	160
Project Grader	163
Extend Your Skills	166

**CHAPTER 5****Adding Charts to a Presentation 167**

Inserting Charts	168
Embedded Charts	168
Editing Chart Data	169
Formatting Charts	169
Modifying Charts	172
Unwanted Space	173
Changing Chart Style and Color Scheme	176
Working with External Excel Documents	179
Only Data Is Linked	179
Linking Excel Charts	180
Paste Options	180
Effects of Linking	182
Editing the Source (Linked) Document	183
Maintaining Healthy Links	184
Creating SmartArt Diagrams	186
Inserting and Formatting SmartArt Graphics	186
Converting Lists to SmartArt Graphics	189
Formatting SmartArt	190
Adding Elements to SmartArt	191
Reordering Shapes in SmartArt Graphics	193
Reinforce Your Skills	195
Apply Your Skills	201
Project Grader	205
Extend Your Skills	207

<b>CHAPTER 6</b>			
<b>Using Tables in Presentations</b>	<b>209</b>		
PowerPoint Tables	210	Apply Your Skills	283
Entering Data in Tables	211	Project Grader	287
Navigating Table Cells	211	Extend Your Skills	290
Resizing and Moving Tables	212		
Aligning a Table	213	<b>CHAPTER 8</b>	
Formatting Data in Cells	213	<b>Collaborating with Others Online</b>	<b>291</b>
Aligning and Formatting Cell Entries	214	Collaborating Online	292
Selecting Table Cells	214	The Review Cycle	292
Adjusting Column Widths and Row Heights	216	Sharing Files	293
Adding and Deleting Rows and Columns	218	Sharing via Email	293
Adding Non-Text Data to Cells	219	Selecting an Email Program	293
Merging and Splitting Cells	222	The Email Pane	293
Importing a Table	224	Opening an Attached Presentation	295
Customizing Tables	225	Export Presentations to Other Formats	296
Table Styles	225	Working with Comments	297
Modifying Table Styles	227	Reading Comments	297
Reinforce Your Skills	232	Setting the Comment Name	298
Apply Your Skills	237	Attaching Comments	298
Project Grader	240	Editing and Deleting Comments	300
Extend Your Skills	242	Writing Effective Comments	300
		Comparing and Merging Presentations	302
<b>CHAPTER 7</b>		Viewing Multiple Presentations	302
<b>Customizing Themes and Slide Masters</b>	<b>245</b>	Cleaning Up	306
Customizing Document Themes	246	Using OneDrive and Office Online	306
What You Can Customize	246	Storing Files on OneDrive	306
Built-in Color Schemes	246	Editing Files with Office Online	307
Customizing the Color Scheme	248	Sharing Files with OneDrive	308
Changing a Slide Background	251	Moving Files and Setting Folder Permissions	308
Using a Preset Background	251	Accessing Shared Files	309
Creating a Gradient Fill	253	Using Reference Tools	309
Using Pictures and Textures for Backgrounds	257	Reinforce Your Skills	311
Saving a Customized Document Theme	262	Apply Your Skills	314
Using Slide Masters	264	Extend Your Skills	316
Using Slide Masters and Layout Masters	265		
Changing a Slide Master Theme	266	Glossary	317
The Eyedropper Tool	267	Index	321
Using Layout Masters	269		
Creating a Layout Master	269		
Modifying a Layout Master	272		
Using Notes Masters	272		
Creating Notes	272		
Modifying a Notes Master	274		
Cleaning Up	275		
Reinforce Your Skills	277		

