

# Table of Contents

<i>Quick Reference Tables</i>	<i>vi</i>		
<i>Preface</i>	<i>vii</i>		
<b>LESSON 1: CREATING AND DELIVERING A PRESENTATION</b>	<b>2</b>	<b>LESSON 2: DESIGNING THE PRESENTATION</b>	<b>32</b>
<hr/>			
Presenting PowerPoint	4	Working with Slides	34
Starting PowerPoint	4	Copying Text and Objects	34
Navigating the PowerPoint Window	5	Working with Outlines	36
Inserting Text	5	Using the Outline Panel	36
Using Document Themes	6	Collapsing and Expanding Slides	40
Choosing a Theme	6	Deleting Slides	42
Using the PowerPoint Ribbon	7	Working with Word Integration	42
Creating a Basic Presentation	10	Creating a Presentation Outline in Word	42
Adding Slides	10	Formatting Your Presentation	46
Indenting Bulleted Lists	11	Formatting Text	46
Choosing the Slide Layout	14	Setting Character Spacing	46
Saving the Presentation	16	Setting the Text Case	47
Storing Your Exercise Files	16	Setting Line Spacing	49
Delivering the Slide Show	18	Setting Paragraph Alignment	49
Delivery Tips	18	Using the Format Painter	51
Navigating Through a Slide Show	18	Loading the Format Painter	51
Getting Help	20	Using the Slide Sorter	53
Online and Offline Help	20	Rearranging Slides	53
Concepts Review	22	Organizing with Sections	54
Reinforce Your Skills	23	Creating Sections	54
Apply Your Skills	28	Managing Sections	56
Critical Thinking & Work-Readiness Skills	30	Printing Your Presentation	58
		Knowing What You Can Print	58
		Previewing a Printout	58
		Using Page Setup and Output Formats	61
		Using the Print Shortcut	62
		Concepts Review	62
		Reinforce Your Skills	63
		Apply Your Skills	66
		Critical Thinking & Work-Readiness Skills	68

**LESSON 3: ADDING GRAPHICS,  
ANIMATION, AND SOUND****70**

Working with Clip Art	72
Using Text and Object Layouts	72
Deleting Placeholder Text	73
Searching for Clip Art with the Clip Art Task Pane	75
Moving, Sizing, and Rotating Objects	77
Inserting Clip Art Without an Existing Placeholder	78
Formatting Clip Art	78
Adding Other Graphics	82
Removing a Background	82
Applying Artistic Effects	86
Inserting a Screenshot	88
Working with Shapes	89
Adding a Shape	89
Adding Text to a Shape	89
Resizing a Shape	90
Formatting Shapes and Shape Text	90
Working with Slide Transitions	93
Creating Transitions in Slide Sorter View	93
Using Slide Animation	96
Adding Animations	96
Setting Animation Options	97
Using the Animation Pane	98
Adding Sound Effects	100
Adding a Sound Effect to an Animation	100
Concepts Review	102
Reinforce Your Skills	103
Apply Your Skills	107
Critical Thinking & Work-Readiness Skills	110

**LESSON 4: INSERTING CHARTS****112**

Inserting Charts	114
Creating Embedded Charts	114
Modifying Charts	118
Working with External Excel Documents	122
Benefits of Linking	122
Linking Excel Charts	123
Effects of Linking	127
Editing the Source (Linked) Document	128
Maintaining Healthy Links	129
Creating SmartArt Diagrams	132
Inserting and Formatting SmartArt Graphics	132
Formatting SmartArt	135
Adding Elements to SmartArt	135
Concepts Review	137
Reinforce Your Skills	138
Apply Your Skills	144
Critical Thinking & Work-Readiness Skills	146

**LESSON 5: PREPARING A  
PRESENTATION****148**

Preparing a Presentation	150
Creating Speaker Notes	150
Editing Document Properties	153
Editing Your Presentation	155
Using Spell Check Features	155
Using the Spelling Command	158
Using the Custom Dictionary and AutoCorrect	160
Using Find and Replace	161
Printing Handouts	163
Using Handout Masters	164
Using Handout Headers and Footers	164
Printing Handouts	165
Using Slide Footers	166
Printing Transparencies	168
Enhancing Presentation Navigation	169
Creating Agenda and Summary Slides	169
Using Hyperlinks in Presentations	171
Inserting Hyperlinks	171
Creating Hyperlinks for Slide Navigation	171
Repairing and Removing Hyperlinks	174
Using the Slide Show Toolbar	176
Annotating with Pen Tools	176

Concepts Review	179
Reinforce Your Skills	180
Apply Your Skills	185
Critical Thinking & Work-Readiness Skills	188

## **LESSON 6: ADDING MULTIMEDIA TO PRESENTATIONS** **190**

---

Understanding Multimedia	192
Types of Multimedia	192
Linked Media Files	192
Organizing Media with Subfolders	193
Using Audio in Presentations	196
Audio Snippets	196
Audio File Types	196
Adding Audio to a Presentation	197
Configuring Audio Options	198
Playing Audio Across Multiple Slides	199
Acquiring More Audio	200
Choosing an Audio File Format	201
Embedding Audio	203
Creating Slide Show Timings	205
Determining Slide Timings	205
Rehearsing Timings	206
Using Video in Presentations	208
Searching for Videos	208
Inserting Animated GIFs	208
Inserting Videos	210
Video File Formats	211
Codecs	211
Editing Videos	214
Video Effects	214
Setting Video Options	217
Concepts Review	218
Reinforce Your Skills	219
Apply Your Skills	223
Critical Thinking & Work-Readiness Skills	225
<i>Index</i>	226