

# 11

## Integrating with Other Office Programs



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

### LEARNING OBJECTIVES

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

## Project: Reviewing a Year of Success

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

+	Raritan Clinic East
-	A Year of Success
+	Community Service Success
-	Over 200 children treated through Save a Child
-	Over 600 free immunizations given
-	StayFit classes now offer spinning
-	Record Financial Success
+	New Construction
-	Construction on west facility under way
-	Residential wing to be completed early next year
+	Thank You!
-	Our Success Is Your Success

### Record Financial Success

General Medicine	\$120
Emergency Medicine	\$90
Neonatal	\$132
Orthopedics	\$117
Cardiology	\$121
<b>Total</b>	<b>\$580</b>

A Microsoft Word outline used to create presentation slides (left) and an embedded Excel spreadsheet that automatically updates the total if any other value is changed (right)

## Maintaining Compatibility with Previous Versions of Office

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

### About File Formats

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



*The default file extension for PowerPoint presentations is .pptx.*



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

The files as they appear with the extensions made visible

## Native File Formats

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

## Older PowerPoint File Formats

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

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

## Open XML

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

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

**Tip!**

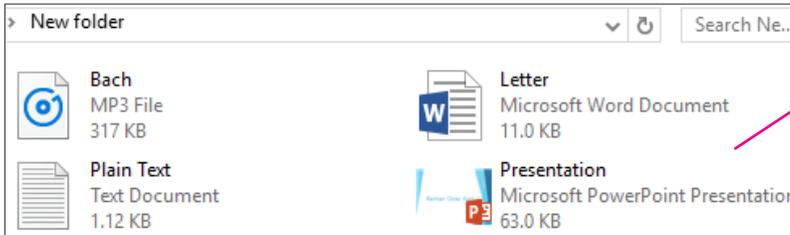
The website *FILEExt—The File Extension Source*—is a great source for figuring out what program is needed to open a particular file format. A link to this website is on the web page for this book.

## Nonnative File Formats

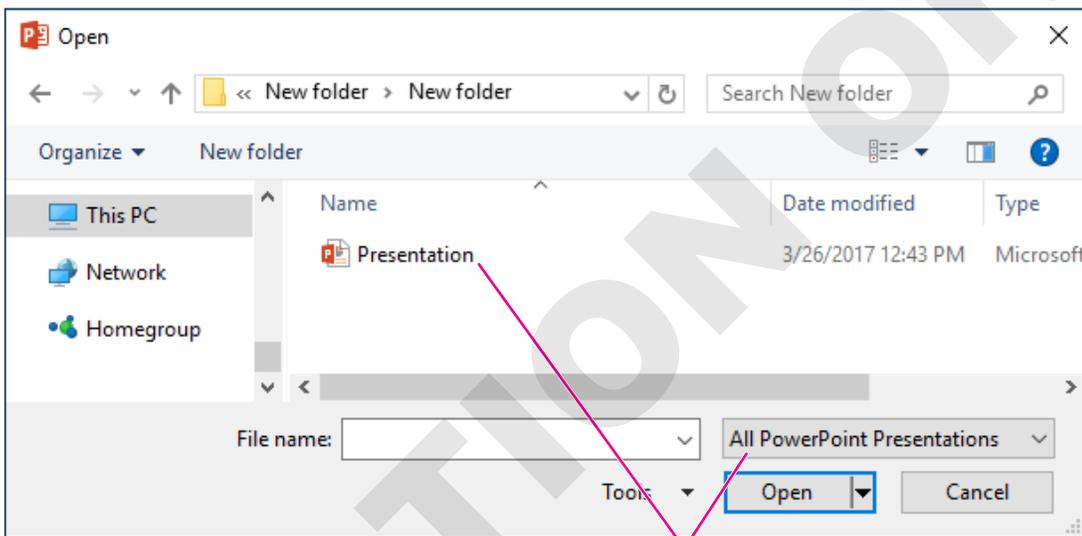
A **nonnative file format** is one that an application can understand but does not use as its default, or native, file format. For example, PowerPoint can open text files (with the .txt file extension). Therefore, the Text file format is usable by PowerPoint, but it is nonnative.

## Opening Nonnative File Formats

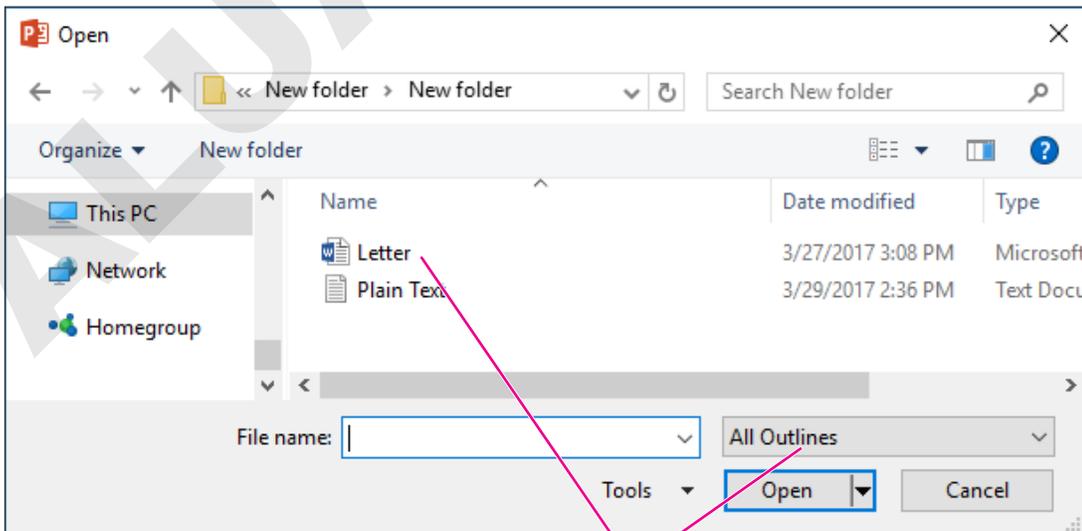
When you choose Open from within most programs such as PowerPoint, you are shown a filtered list of files in the current folder. By default, most programs show you only the native or most popular formats supported by the program. You can use the File of Type menu in the Open dialog box to display and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



A folder may contain files that are different file types.



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



Changing the Files of Type menu displays different file formats.

## DEVELOP YOUR SKILLS: P11-D1

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

1. Start PowerPoint and maximize the program window.
2. Choose  **Open Other Presentations** and then navigate to the **PowerPoint Chapter 11** folder in your file storage location.

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

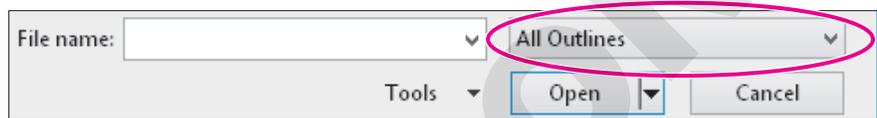
3. Open **P11-D1-Current**.

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

4. Choose **File**→**Close**. Choose **Don't Save** if prompted to save any changes.

### Open Nonnative File Formats

5. Choose **File**→**Open** and navigate to the **PowerPoint Chapter 11** folder.
6. Choose **All Outlines** from the Files of Type menu.



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

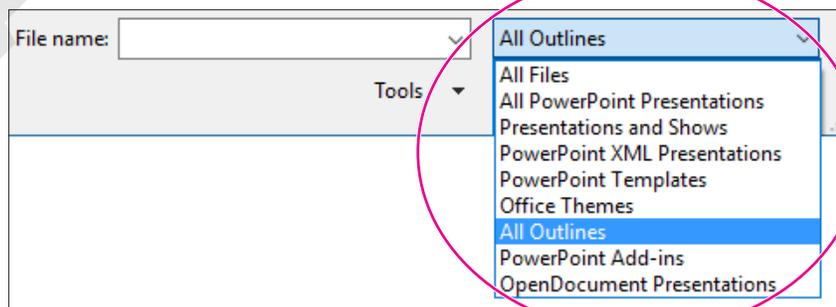
7. Open **P11-D1-PlainText**.

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

8. Choose **File**→**Close**. Choose **Don't Save** when prompted to save the presentation.

### Attempt to Open Incompatible File Formats

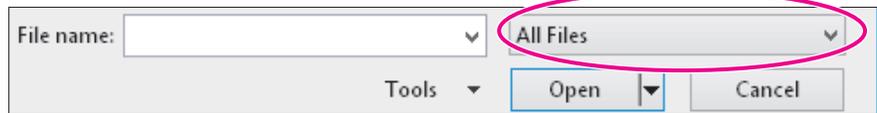
9. Choose **File**→**Open** and navigate to the **PowerPoint Chapter 11** folder.  
PowerPoint remembers your previous setting and shows you All Outlines.
10. Click the **Files of Type** menu and read each option. Remember to use the scroll bar to read all the options.



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

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

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



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

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

13. Click **OK** to close the error box.

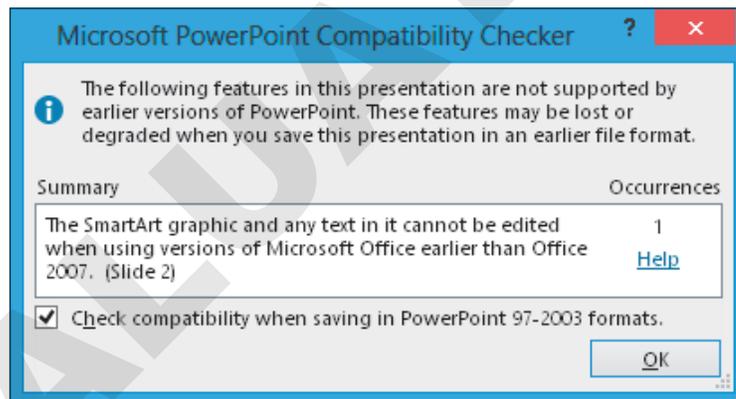
## Compatibility with Previous PowerPoint Versions

If users of PowerPoint 97-2003 attempt to open your current PowerPoint files, they will receive an error similar to the one you received in the previous exercise when you attempted to open the MP3 sound file. Current PowerPoint files are compatible with PowerPoint 2007 and later but not with earlier versions. This can be problematic if you need to share presentation files with other users. Not to worry. PowerPoint offers a command that saves your presentation in a format compatible with PowerPoint 97, PowerPoint 2000, PowerPoint XP, and PowerPoint 2003.

## The Compatibility Checker

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

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



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

## The Microsoft Office Compatibility Pack

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

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

☰ File→Info→Check for Issues→Check Compatibility

**Tip!**

A link to the *Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint* appears on the student resource center for this book.

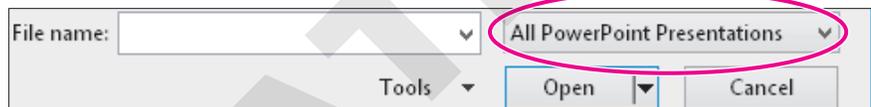
## PowerPoint 97 Support

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

### DEVELOP YOUR SKILLS: P11-D2

In this exercise, you will save a PowerPoint 2013 presentation so it is compatible with PowerPoint 97–2003.

1. Choose **File→Open** and navigate to the **PowerPoint Chapter 11** folder in your file storage location.
2. Choose **All PowerPoint Presentations** from the Files of Type menu.

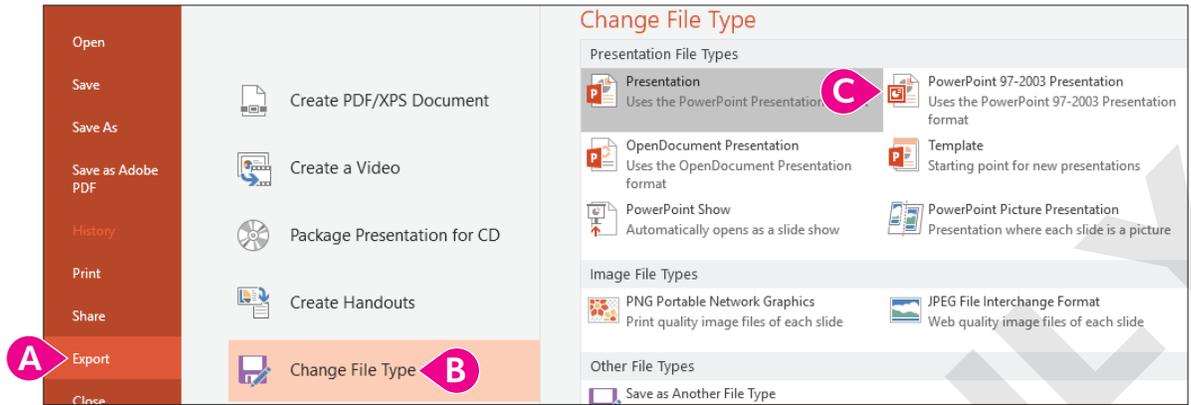


Displaying only PowerPoint presentations makes the Open dialog box less cluttered and makes it easier to focus on the files you want.

3. Open **P11-D2-Final** and save it as **P11-D2-FinalRevised**.

You will save the presentation in a format that can be opened by earlier versions of PowerPoint.

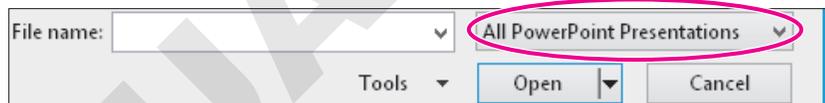
4. Follow these steps to save the presentation in the PowerPoint 97-2003 format:



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

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

5. Ensure that the default filename of *P11-D2-FinalRevised* has not changed, and then click **Save**.  
 If any presentation elements could not be edited in earlier versions of PowerPoint, the Microsoft Office PowerPoint Compatibility Checker would have displayed an information dialog box giving you those details. No problems were found in this presentation.  
 You now have two files that appear to have the same name—*P11-D2-FinalRevised*. Remember that your computer may be configured to hide the file extensions. The actual names of the files are *P11-D2-FinalRevised.pptx* and *P11-D2-FinalRevised.ppt*. They are, in fact, different.
6. Choose **File**→**Close**.
7. Choose **File**→**Open**, navigate to the **PowerPoint Chapter 11** folder, and ensure that the Files of Type menu is set for **All PowerPoint Presentations**.



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



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8. Click **Cancel**.

# Working with Word Integration

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

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

## Creating a Presentation Outline in Word

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

- ▶ All Level 1 paragraphs translate to Titles in a PowerPoint slide.
- ▶ All Level 2 paragraphs translate to Level 1 Body Bullets in a PowerPoint slide.
- ▶ All Level 3 paragraphs translate to Level 2 Body Bullets in a PowerPoint slide.

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

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

...creates these PowerPoint slides.

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

### DEVELOP YOUR SKILLS: P11-D3

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

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

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

### Create an Outline in Word

2. With the blank document opened, choose **View** → **Views** → **Outline**.
3. Type **Raritan Clinic East** .

4. Type **Tab A Year of Success Enter**.  
*Typing **Tab** increases the list level and creates a Level 2 style.*
5. Type **Shift+Tab Community Service Success Enter**.  
*Typing **Shift+Tab** decreases the list level and returns the text to a Level 1 style.*
6. Type the following to create Level 2 style text that will be converted in PowerPoint to text bullets:

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

*Pressing **Shift+Tab** returns you to a Level 1 style, and you are ready to continue typing the rest of the outline.*

7. Continue typing the outline as follows:

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

*Your outline should match the following figure.*



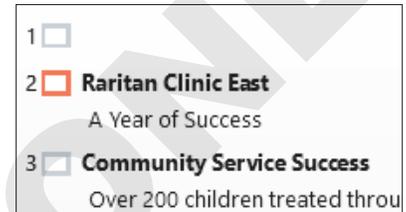
8. Choose **File→Save As** and save the outline in your **PowerPoint Chapter 11** folder as **P11-D3-Outline**.
9. Close Word.

*Word closes, and PowerPoint is visible.*

## Import the Outline

10. Restore PowerPoint from the Windows taskbar.
11. Choose **File→New** and then click **Blank Presentation**.
12. Choose **Design→Themes→More**  **→Retrospect**.

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



## Change a Layout and Apply a Design Template

- 19.** Choose **Home**→**Slides**→**Layout menu** ▼→**Title Slide**.  
*The layout of the selected slide changes.*
- 20.** Select the final slide, **Thank You**, and choose **Home**→**Slides**→**Layout menu** ▼→**Section Header**.

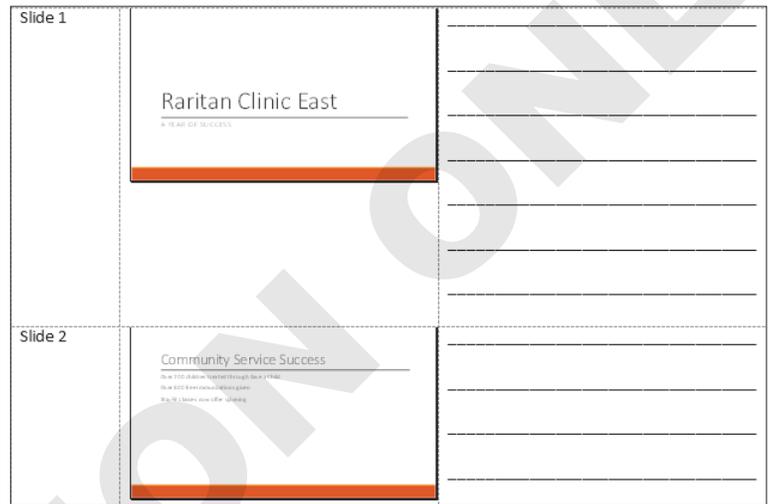
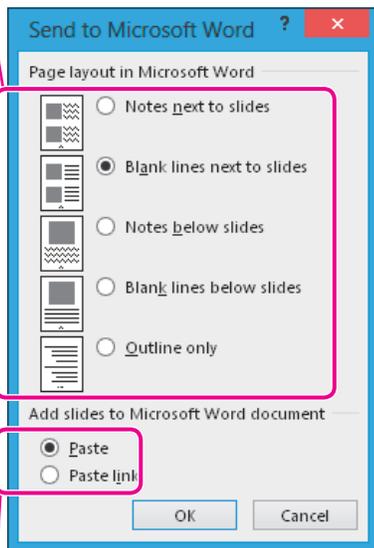
## Reset the Slide Formatting

- 21.** Select the first slide, **Raritan Clinic East**, and choose **Home**→**Slides**→**Reset**.  
*The text formatting is removed and returns to the default setting for the current document theme.*
- 22.** Select the second slide, press **Shift**, select the **last slide**, and release **Shift**.  
*Slides 2–5 become selected.*
- 23.** Choose **Home**→**Slides**→**Reset** to reformat the text on the selected slides with the document theme formatting.
- 24.** Save the presentation as **P11-D3-OutlinePresentation** in the **PowerPoint Chapter 11** folder.

## Creating Presentation Handouts in Word

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

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



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

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

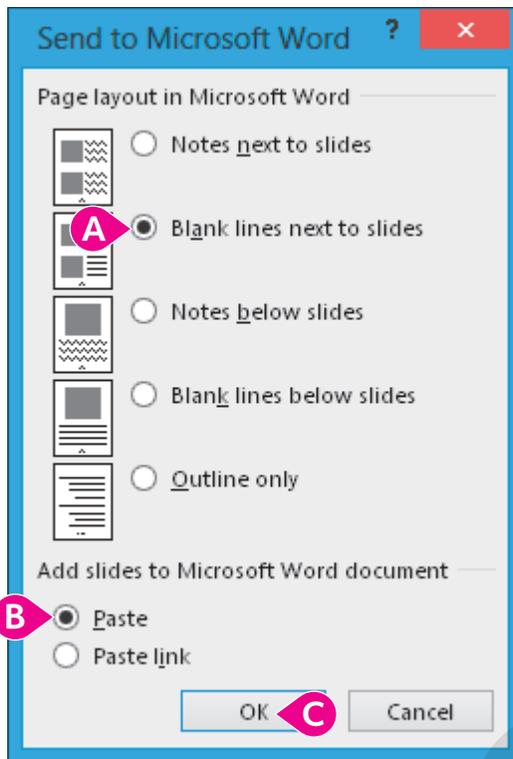
☰ File → Export → Create Handouts → Create Handouts

### DEVELOP YOUR SKILLS: P11-D4

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

1. Choose **File** → **Export** → **Create Handouts** → **Create Handouts** to open the Send to Microsoft Word dialog box.

- Follow these steps to create the handouts:



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

*Word opens and creates the handouts.*

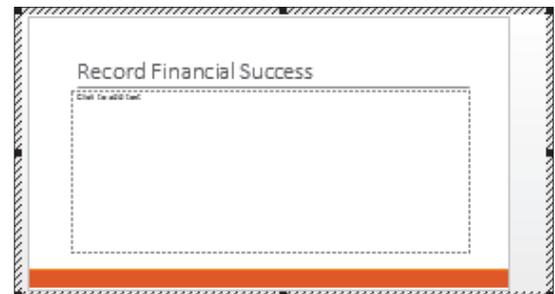
- If necessary, use the taskbar to display Word.
- In Word, scroll to the third slide.

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

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

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

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



- Click on the **Word document**, outside the slide. The PowerPoint Ribbon is replaced by the Word Ribbon, and your document should match this illustration.



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

## Working with Excel Integration

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

### Embedding a Worksheet

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

#### DEVELOP YOUR SKILLS: P11-D5

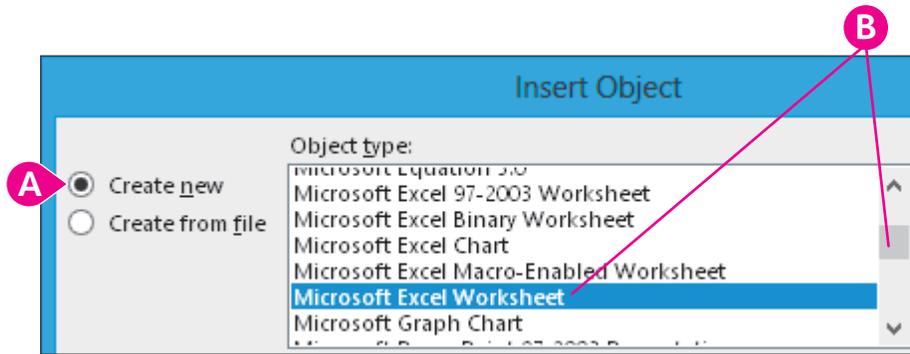
*In this exercise, you will embed an entire Excel worksheet on a slide.*

- Save the presentation as **P11-D5-OutlinePresentationRevised**.
- Display the third slide, **Record Financial Success**.
- Click the dotted border of the bulleted text area to select it. The border will become solid when correctly selected.



- Tap **Delete** to delete the text block from the slide.
- Choose **Insert**→**Text**→**Object**.

6. Follow these steps to embed an Excel worksheet:



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

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

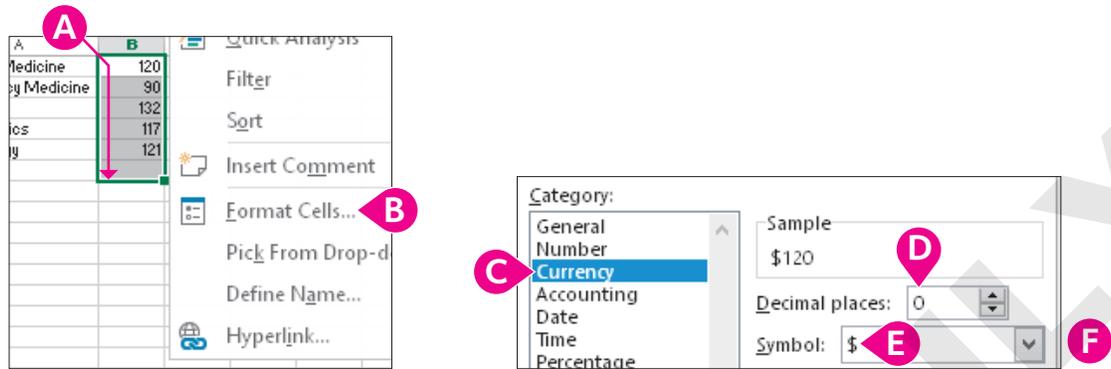
## Enter Data and Apply Formatting

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

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

- A Type the categories in **column A**.
- B Point to the border to the right of column A until your insertion point becomes a double-headed arrow and then double-click to autofit the text.
- C Type the numbers in **column B**.

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

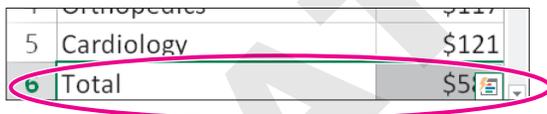


- A** Point to **cell B1** and then drag down to **cell B6** to select six cells.
- B** Right-click any of the selected cells in **column B** and choose **Format Cells** from the context menu.
- C** Choose **Currency** from the Category list.
- D** Set the Decimal Places to zero.
- E** Choose the dollar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

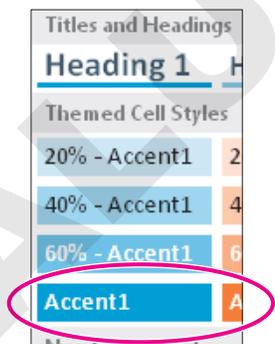
9. Choose **Home**→**Editing**→**AutoSum** .

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

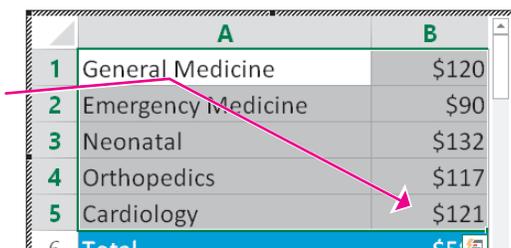
- 10. If **cell B6** displays a repeated # symbol instead of the actual number, double-click the border to the right of column B to AutoFit the cell contents.
- 11. Point to **cell A6** and drag across to **cell B6** to select both bottom cells.



12. Choose **Home**→**Styles**→**Cell Styles** menu ▼→**Accent 1**.



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

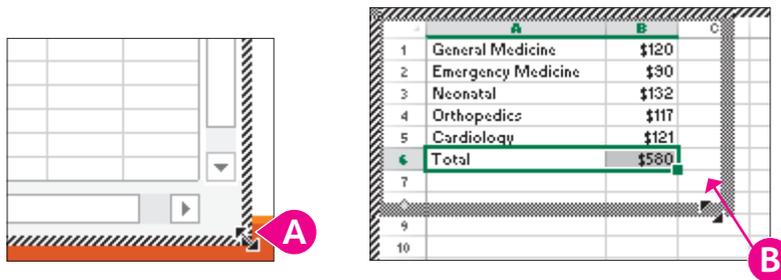


14. Choose **Home**→**Styles**→**Cell Styles** menu ▼→**60% – Accent 1**.

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

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

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



**A** Point to the bottom-right corner of the spreadsheet until your pointer becomes a double-headed arrow.

**B** Drag up and to the left to reduce the size of the spreadsheet. Drag close to the content cells and then release the mouse.

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

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

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



19. Drag the spreadsheet so it is centered on the slide.



## Edit an Embedded Spreadsheet

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

## Integrating with Outlook

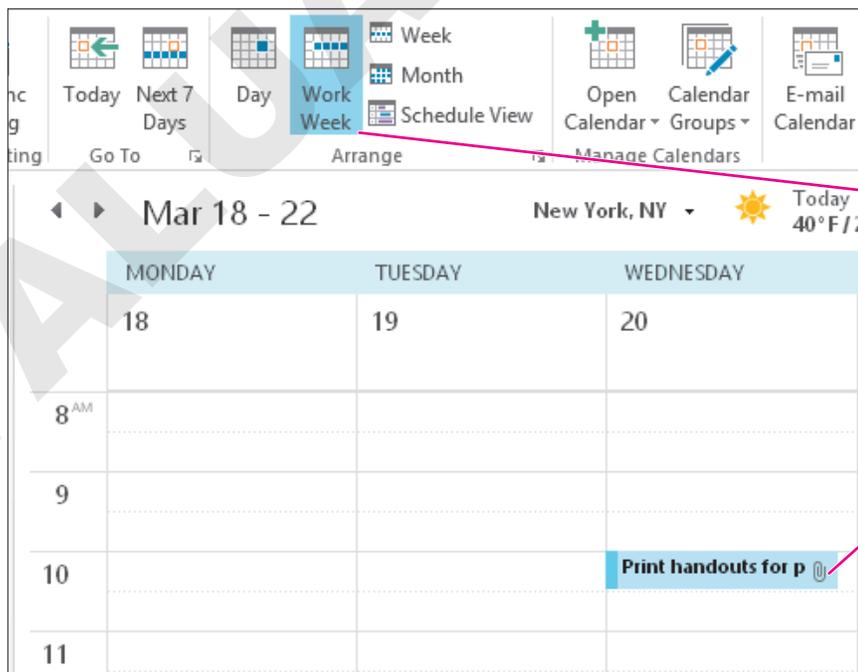
Microsoft Outlook is much more than a simple email program. It provides several other advanced features, including a calendar and task list. By integrating PowerPoint with Outlook, you can schedule reminders for yourself and never miss an important presentation.

### Setting Calendar Reminders

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

### Attaching Files

You can also attach files, such as a PowerPoint presentation, to an appointment. When the reminder alarm pops up, you can open the file and print from the alarm reminder. Files attached to appointments are embedded, so changes to the embedded presentation do not appear in the originally attached presentation.



The Outlook calendar offers several views.

Appointments can be scheduled for any time, and reminders can be configured to alert you to upcoming appointments.

## DEVELOP YOUR SKILLS: P11-D6

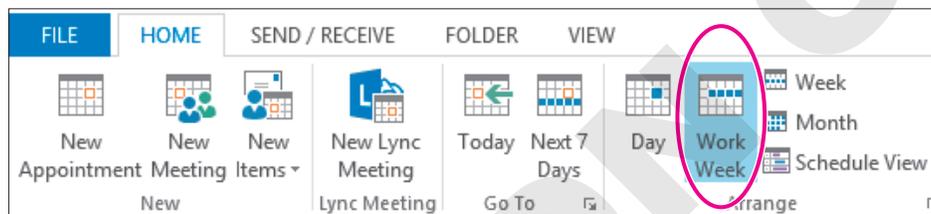
In this exercise, you will schedule a reminder to print handouts in Outlook. You will also attach the PowerPoint file to the appointment for easy printing.

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

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



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



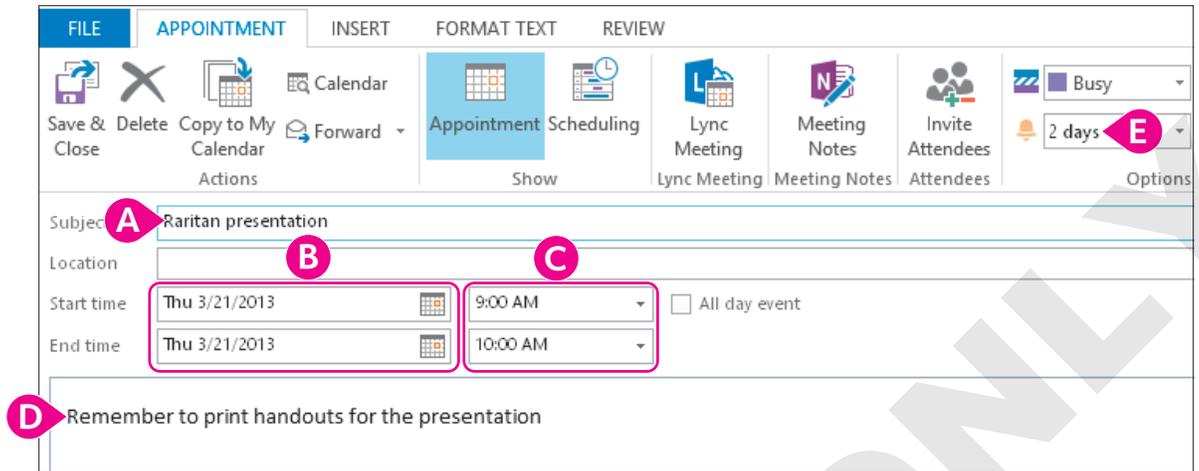
Outlook highlights the current day.

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

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	18	19	20	21	22
8 AM					
9					

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

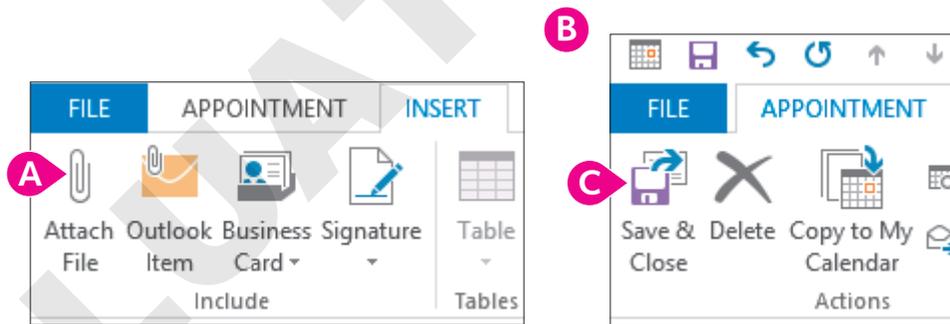
5. Follow these steps to create an appointment:



- A** Type **Raritan presentation** as the subject.
- B** Verify that the Start and End dates are set for tomorrow’s date.
- C** Set the Start and End times for **9:00 AM** and **10:00 AM**, respectively. (You may have to deselect the All Day Event checkbox first.)
- D** Type **Remember to print handouts for the presentation** in the message area.
- E** Set the Reminder for **2 days**.

### Attach a Presentation to an Appointment

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

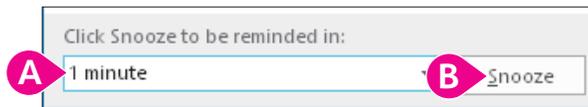


- A** Choose **Insert**→**Include**→**Attach File**.
- B** Navigate to the **PowerPoint Chapter 11** folder, select **P11-D6-Final**, and click **Insert**.
- C** Choose **Appointment**→**Actions**→**Save & Close**.

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

## Open an Attached File from an Appointment Reminder

7. Follow these steps to temporarily close the reminder:



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

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

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



*The appointment opens, and you can read your message.*

9. Double-click the attached **P11-D6-Final.pptx** file.

*The presentation opens. Any changes to the presentation would have no effect on the original presentation that was attached. Normally, you would print your handouts and exit PowerPoint.*

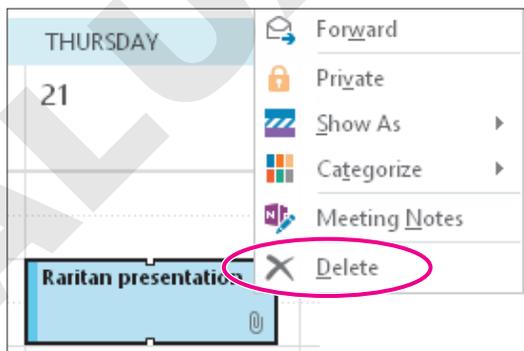
10. Close PowerPoint.

11. Choose **File**→**Close** to close the appointment window.

12. Choose **Dismiss** in the Reminder window to cancel the reminder permanently.

13. Right-click the appointment in the calendar window and choose **Delete** from the pop-up menu.

*You are deleting the appointment so other students can complete this activity later.*



14. Choose **File**→**Exit** to close Outlook.

## Self-Assessment



Check your knowledge of this chapter's key concepts and skills using the Self-Assessment on the Student Resource Center.

# Reinforce Your Skills

## REINFORCE YOUR SKILLS P11-R1

### Use Compatible File Formats and Integrate with Word

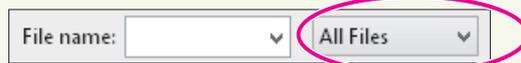
*In this exercise, you will explore various file formats and create a new presentation from a Word outline.*

1. Start PowerPoint. Open **P11-R1-Old** from the **PowerPoint Chapter 11** folder and save it as **P11-R1-OldRevised**.

*The presentation is in the old PowerPoint 97-2003 PPT file format, but it is native to PowerPoint 2013, so it opens without issue.*

### Open Various File Formats

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



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

### Save a Presentation in a Compatible Format

9. Display the second slide, **Agenda**.
10. Choose **Insert**→**Illustrations**→**SmartArt**.
11. Select the **Process** category and double-click the first SmartArt graphic.



12. Click in the first SmartArt text box and type **Purpose**.
13. Click in the middle SmartArt text box and type **Goals**.
14. Click in the last SmartArt text box and type **Sponsors**.
15. Choose **File**→**Save**.

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

16. Click **Continue**.

*The file is saved in its original old PPT format.*

17. Close PowerPoint.

## Create a Presentation and Import a Word Outline

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

19. Choose **View**→**Views**→**Outline**.

20. Type the following:

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

21. Save the outline in your **PowerPoint Chapter 11** folder as **P11-R1-Outline**.

22. Close Word. Then start PowerPoint and click **Blank Presentation**.

23. Choose **Design**→**Themes**→**More**→**Slice**.

24. Choose **Home**→**Slides**→**New Slide menu** ▼→**Slides from Outline**.

25. Navigate to the **PowerPoint Chapter 11** folder.

26. Choose **P11-R1-Outline** and click **Insert**.

27. Choose the first slide (the blank slide) and tap [Delete] to remove it.

28. Choose **Home**→**Slides**→**Layout menu** ▼→**Title Slide**.

29. Press [Shift], select the last slide, and release [Shift].

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

31. Save the presentation as **P11-R1-Houses**.

## Create Handouts in Word

32. Choose **File**→**Export**→**Create Handouts**→**Create Handouts**.

33. Select the **Blank Lines Next to Slides** option.

34. Ensure that the **Paste** option is selected and click **OK**.

35. If necessary, use the **taskbar** to display **Word**.

36. Save the file as **P11-R1-Handouts** in your **PowerPoint Chapter 11** folder.

37. Exit Word and PowerPoint.

## REINFORCE YOUR SKILLS P11-R2

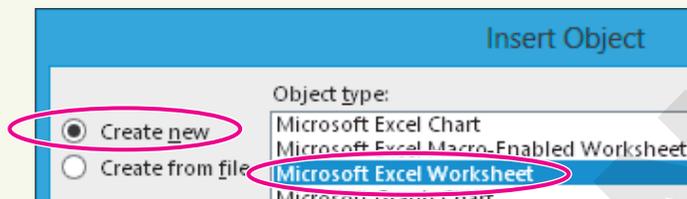
### Integrate with Excel and Outlook

In this exercise, you will embed an OLE worksheet and create an appointment reminder in Outlook.

1. Start **PowerPoint**. Open **P11-R2-Kids** from your **PowerPoint Chapter 11** folder and save it as **P11-R2-KidsRevised**.

### Embed an Excel Worksheet

2. Display the last slide, **Donations**.
3. Choose **Insert**→**Text**→**Object**.
4. Ensure that **Create New** is selected. Then scroll down the list, select **Microsoft Excel Worksheet**, and click **OK**.



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

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

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

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

13. Save the presentation and close PowerPoint.

## Schedule a Reminder in Outlook

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

## REINFORCE YOUR SKILLS P11-R3

### Work with Other Office Programs

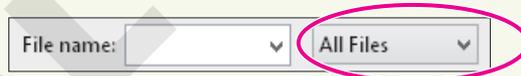
*In this exercise, you will use Word and Excel to create and enhance a presentation.*

1. Start PowerPoint. Open **P11-R3-Final** from the **PowerPoint Chapter 11** folder and save it as **P11-R3-FinalRevised**.

*The presentation is in the native PPTX file format, so it opens without issue.*

### Open Various File Formats

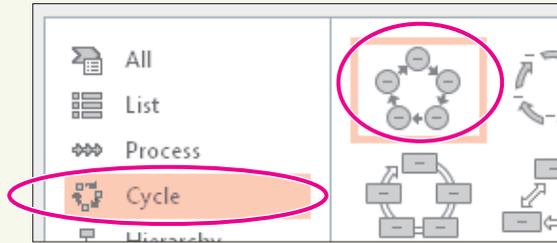
2. Choose **File**→**Open** and navigate to the **PowerPoint Chapter 11** folder.
3. Change the **Files of Type** menu to **All Files**.



4. Click the **P11-R3-KidsLogo** picture and then click **Open**.  
*You receive an error because the JPG file format is an incompatible file type. JPG pictures can be inserted on a slide, but not opened directly from PowerPoint.*
5. Click **OK** to close the error box.
6. Display the last slide and choose **Insert**→**Images**→**Pictures**.
7. Navigate to the **PowerPoint Chapter 11** folder, select **P11-R3-KidsLogo**, and click **Insert**.
8. Drag the picture to the top-right corner of the slide.

## Save a Presentation in a Compatible Format

9. Display the last slide.
10. Choose **Insert**→**Illustrations**→**SmartArt**.
11. Select the **Cycle** category and then double-click the **first SmartArt graphic**.



12. Click in the top SmartArt text box and type **Recycling**.
13. Click in the next SmartArt text box and type **Toys**.
14. Click in the next SmartArt text box and type **Diversity**.
15. Click in the next SmartArt text box and type **Bullies**.
16. Click in the next SmartArt text box and type **Tutoring**.
17. Drag the **SmartArt** graphic by its border to the top-left corner of the slide so the circles of the SmartArt don't cover the slide title.
18. Save the presentation.

*You will now save the presentation in the old PPT format for users of PowerPoint 97–2003.*

19. Choose **File**→**Export**→**Change File Type** and double-click **PowerPoint 97–2003 Presentation**.
20. Ensure that the filename does not change from **P11-R3-FinalRevised**.
21. Click **Save**.

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

22. Click **Continue**.

*The file is saved in the old PPT format, and the title bar at the top of the PowerPoint window indicates the presentation is now saved in Compatibility Mode.*

23. Close PowerPoint.

## Create a Presentation and Import a Word Outline

24. Start Word and click **Blank Document**.
25. Choose **View**→**Views**→**Outline**.
26. Type the following:

**Kids for Change**   
 **Recruitment**   
 +  **Schools**   
 **Cannon Middle School**   
**Spencer High School**   
**Wynn School of the Arts**

**Shift** + **Tab** **Presentations** **Enter**

**Tab** **May 3** **Enter**

**May 21** **Enter**

**Shift** + **Tab** **Prizes** **Enter**

**Tab** **New iPad Mini** **Enter**

**\$50 iTunes gift card** **Enter**

**\$25 Stormy BBQ gift certificate**

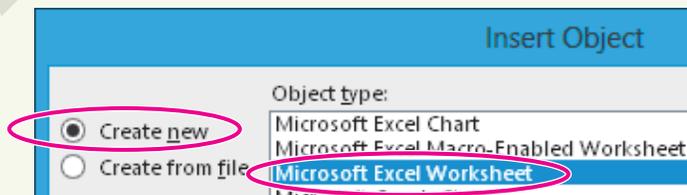
27. Save the outline in your **PowerPoint Chapter 11** folder as **P11-R3-Outline**.
28. Close Word. Then start PowerPoint and click **Blank Presentation**.
29. Choose **Design**→**Themes**→**More**→**Organic**.
30. Choose **Home**→**Slides**→**New Slide** menu ▼→**Slides from Outline**.
31. Navigate to the **PowerPoint Chapter 11** folder, choose **P11-R3-Outline**, and click **Insert**.
32. Choose the first slide (the blank slide) and tap **Delete** to remove it.
33. Choose **Home**→**Slides**→**Layout** menu ▼→**Title Slide**.
34. Press **Shift**, select the last slide, and release **Shift**.
35. Choose **Home**→**Slides**→**Reset** to reformat the text on the selected slides with the document theme formatting.
36. Save the presentation as **P11-R3-Recruitment**.

### Create Handouts in Word

37. Choose **File**→**Export**→**Create Handouts**→**Create Handouts**.
38. Select the **Blank Lines Next to Slides** option.
39. Ensure that the **Paste** option is selected and click **OK**.
40. If necessary, use the **taskbar** to display **Word**.
41. Save the document as **P11-R3-Handouts** in your **PowerPoint Chapter 11** folder.
42. Close Word.

### Embed an Excel Worksheet

43. If necessary, use the **Windows taskbar** to display **PowerPoint**.
44. Add a new slide to the end of the presentation with the title **Top Recruiters**.
45. Click the border of the bulleted text placeholder and tap **Delete**.
46. Choose **Insert**→**Text**→**Object**.
47. Ensure that **Create New** is selected. Then scroll down the list, select **Microsoft Excel Worksheet**, and click **OK**.



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

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

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

### Schedule a Reminder in Outlook

57. Start Outlook and click **Calendar** at the bottom of the Outlook window.
58. Choose **Home**→**Arrange**→**Work Week**.
59. Double-click in the **8:00 AM** cell for tomorrow's date to add a new appointment.
60. Type **Recruiting Presentation** as the appointment subject.
61. Verify that the start and end dates are for tomorrow and that the start and end times show **8:00 AM** to **8:30 AM**.
62. Type **Don't forget the prizes** in the message area.
63. Set the reminder to **1 week**.
64. Choose **Insert**→**Include**→**Attach Files** and attach the **P11-R3-Recruitment** presentation.
65. Choose **File**→**Save As**.
66. Type **P11-R3-iCal** and save the appointment file in your **PowerPoint Chapter 11** folder.  
*You have saved the appointment in the iCal file format so that you can submit it to your instructor.*
67. Choose **Appointment**→**Actions**→**Save & Close**.
68. Wait until the reminder pops up and then click **Dismiss**.
69. Close Outlook.

# Apply Your Skills

## APPLY YOUR SKILLS P11-A1

### Use Compatible File Formats and Integrate with Word

*In this exercise, you will explore various file formats and create a new presentation from a Word outline.*

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

*The presentation is in the old PowerPoint 97-2003 PPT file format, but it is native to PowerPoint 2013 so it opens without issue.*

### Open Various File Formats and Save in a Compatible Format

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

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

3. Close the error box, and insert **P11-A1-Hands** in the yellow box on the title slide.
4. Display the second slide, **Agenda**.
5. Click anywhere in the bulleted text to display its border, and then delete it.
6. Click the border of the text placeholder and tap **Delete**.
7. Insert the **Varying Width List SmartArt**, which is in the second row of the List category.
8. In the top SmartArt text box, type **Catering**.
9. In the middle SmartArt text box, type **Line Dancing**.
10. In the bottom SmartArt text box, type **Transportation**.
11. Drag the SmartArt graphic to center it on the slide.
12. Save the file.

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

13. Click **Continue**.

*The file is saved in its original old PPT format.*

14. Close PowerPoint.

### Import a Word Outline and Create Handouts in Word

15. Start Word and click **Blank Document**.
16. Switch to **Outline view**.
17. Type the following:

**Universal Corporate Events** **Enter**  
**Tab** **Let us be your guide** **Enter**  
**Shift** + **Tab** **Transportation** **Enter**  
**Tab** **Bus** **Enter**

**Limo** [Enter]  
**Ferry** [Enter]  
 [Shift] + [Tab] **Bus** [Enter]  
 [Tab] **Seats 40** [Enter]  
**Air-conditioned** [Enter]  
**Restroom**  
 [Shift] + [Tab] **Limos** [Enter]  
 [Tab] **Privacy glass** [Enter]  
**Widescreen television** [Enter]  
 [Shift] + [Tab] **Ferry** [Enter]  
 [Tab] **3 levels** [Enter]  
**Restrooms** [Enter]  
**Wrap-around seating**

18. Save the outline in your **PowerPoint Chapter 11** folder as **P11-A1-Outline** and then close Word.
19. Start PowerPoint and create a new **Blank Presentation**.
20. Apply the **Ion Boardroom** theme.
21. Create slides from **P11-A1-Outline**.
22. Delete the first blank slide and then apply the **Title Slide** layout to the new first slide.
23. Reset all slides so they are formatted by the PowerPoint theme rather than by the Word outline.
24. Save the presentation as **P11-A1-Guide**.
25. Create handouts in Word by using the **Blank Lines Below Slides** option and save the handouts document as **P11-A1-Handouts** in your **PowerPoint Chapter 11** folder.
26. Exit Word and PowerPoint.

## APPLY YOUR SKILLS P11-A2

*In this exercise, you will embed an OLE worksheet and create an appointment reminder in Outlook.*

### Embed an Excel Worksheet

1. Start PowerPoint. Open **P11-A2-Universal** from your **PowerPoint Chapter 11** folder and save it as **P11-A2-UniversalRevised**.

### Integrate with Excel and Outlook

2. Insert a **Microsoft Excel Worksheet object** on the **Popularity** slide.
3. Type this data, double-clicking the border to the right of columns A and B as necessary to AutoFit the contents:

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

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

## Schedule a Reminder in Outlook

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

## APPLY YOUR SKILLS P11-A3

### Work with Other Office Programs

*In this exercise, you will use Word and Excel to create and enhance a presentation.*

1. Start PowerPoint. Open **P11-A3-UCE** from your **PowerPoint Chapter 11** folder and save it as **P11-A3-UCERevised**.  
*The presentation is in the native PPTX file format, so it opens without issue.*

### Open Various File Formats and Save in a Compatible Format

2. Choose **File**→**Open** and attempt to open **P11-A3-UCELogo** from the **PowerPoint Chapter 11** folder.  
*You receive an error because the JPG file format is an incompatible file type. JPG pictures can be inserted on a slide but not opened directly from PowerPoint.*
3. Close the error box and insert **P11-A3-UCELogo** below the subtitle.
4. Insert the **Basic Process SmartArt**, which is first in the Process category.
5. In the left SmartArt text box, type **Excellent**.
6. In the middle SmartArt text box, type **Customer**.
7. In the right SmartArt text box, type **Service**.
8. Drag the **SmartArt graphic** to center it below the logo.
9. Choose **File**→**Export**→**Change File Type** and double-click **PowerPoint 97-2003 Presentation**.

10. Save the presentation in your **PowerPoint Chapter 11** folder.

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

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

## Import a Word Outline and Create Handouts in Word

12. Start a new, blank Word document and display it in **Outline view**.

13. Type the following:

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

14. Save the outline in your **PowerPoint Chapter 11** folder as **P11-A3-Outline** and then close Word.
15. Start PowerPoint, create a new blank presentation, and apply the **Ion** theme.
16. Create slides from **P11-A3-Outline**.
17. Delete the first blank slide and then apply the **Title Slide** layout to the new first slide.
18. Reset all slides so they are formatted by the PowerPoint theme rather than by the Word outline.
19. Save the presentation as **P11-A3-Specialists**.
20. Create handouts in Word by using the **Blank Lines Below Slides** option and save the handouts document as **P11-A3-Handouts** in your **PowerPoint Chapter 11** folder.
21. Close Word.

## Embed an Excel Worksheet

22. Add a new blank slide at the end of the presentation, type **Events by Year** as the title, and delete the bulleted text placeholder.
23. Insert a **Microsoft Excel Worksheet object** on the **Events by Year** slide.

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

	A	B
1	Year	Events
2	2012	410
3	2011	350
4	2010	348
5	2009	250
6	Total	

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

### Schedule a Reminder in Outlook

30. Start Outlook and display the **Calendar** as a **Work Week**.
31. Create a new appointment in the **1:00 PM** cell for tomorrow's date.
32. Type **Universal Services Presentation** as the appointment subject and type **Remember handouts** in the message area.
33. Verify that the start and end dates are for tomorrow and that the start and end times show **1:00** to **1:30**.
34. Set the reminder to **3 days** and attach the **P11-A3-UCE** presentation.
35. Save the appointment with the name **P11-A3-iCal** in your **PowerPoint Chapter 11** folder.  
*You have saved the appointment in the iCal file format so that you can submit it to your instructor.*
36. Choose **Appointment**→**Actions**→**Save & Close**.
37. Dismiss the reminder and close Outlook.

## Extend Your Skills

*These exercises challenge you to think critically and apply your new skills. You will be evaluated on your ability to follow directions, completeness, creativity, and the use of proper grammar and mechanics. Save files to your chapter folder. Submit assignments as directed.*

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### **P11-E1** That's the Way I See It

Different Microsoft Office suites include different programs. In this exercise, you will figure out the different combinations. In Word, create an outline listing all Office suite editions and the programs included in each. Indicate retail prices. Organize the information as you see fit and ensure that the outline is formatted to create slides (including a title slide) with appropriate titles and bulleted paragraphs when imported to PowerPoint. Save the outline as **P11-E1-Outline**. Import the outline into a new presentation named **P11-E1-Presentation**. Delete any unnecessary slides and ensure that the first slide uses the Title Slide layout. Apply a theme and reset the slides so they inherit the theme's formatting. Add a final slide and insert a new Excel worksheet OLE object. In the first worksheet column, enter the name of each individual program in the Office Professional suite. In the second column, enter the price for the individual program (if not purchased as part of a suite). Create a Total row beneath your entries that automatically sums individual program prices. Format the worksheet so it's color-coordinated and no blank cells are visible. Save the presentation. Save a second copy (same name) in the 97-2003 format.

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### **P11-E2** Be Your Own Boss

In this exercise, you will create and enhance a presentation for Blue Jean Landscaping. Create a Word outline saved as **P11-E2-BlueJeanOutline** that organizes examples of three types of plantings (such as Vegetables, Ground Cover, and Flowering Shrubs) and three or four examples of each. The outline should include text for a title slide. Use the outline to generate slides in a blank presentation. Delete any unnecessary slides, ensure that the first slide uses the Title Slide layout, and format each slide to match the theme. Add an embedded OLE Excel worksheet that displays the cost of one planting in each category and include a Total row that calculates the total price. Format the Excel data on the slide so no blank cells are visible and the rows are color-coordinated with the slide theme. Save the presentation as **P11-E2-BlueJeanPresentation**. Save a copy for users of PowerPoint 2003 named **P11-E2-BlueJeanPresentation2003**.

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### **P11-E3** Demonstrate Proficiency

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

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