



Microsoft Office Training Series

PowerPoint



Intermediate / Advanced



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- Build Templates and Custom Presentations
- Inserting and working with Graphics, Charts and Tables
- Advanced delivery options
- Animations and Transitions
- Customise your workspace/Slide Master
- Work with Excel and Word Import/Exporting from PowerPoint.



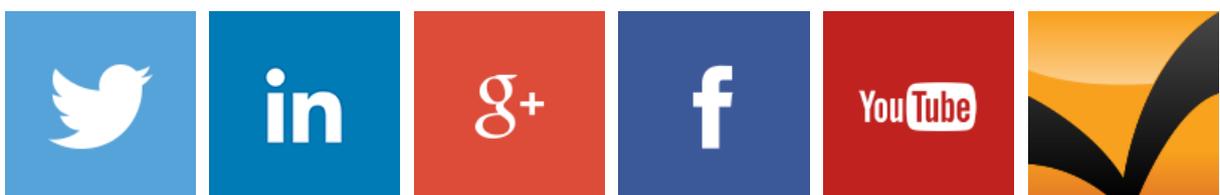
Microsoft Office Training Series



Professional Development Series

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Unit 1: Building Custom Presentations

In this section you will learn how to:

Use Advanced Slide Master Techniques

Modify Templates

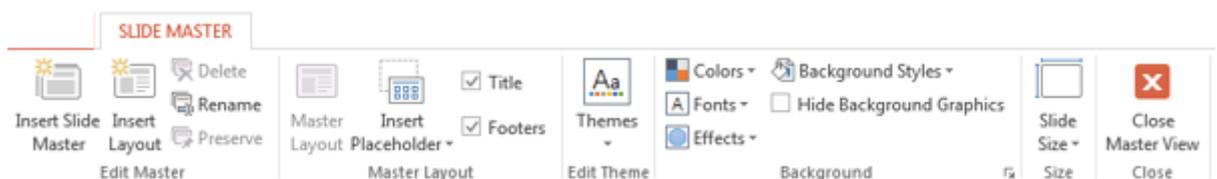
Advanced Slide Master Techniques

Master slides hold all design and layout elements of a presentation. Master slides should be used when dealing with numerous slides in a publication. Using a master slide will give you layout and design consistency. You may add extra set as an alternate choice for the presentation.

Master slides can be created, duplicated, converted, modified, and used for Web publications. In this lesson, we will focus on types of masters, and viewing slide, note and handout master ribbons.

Using the Slide Master Ribbon

Switch on by selecting View menu → Slide Master. The commands are centered on one ribbon to make editing easier:



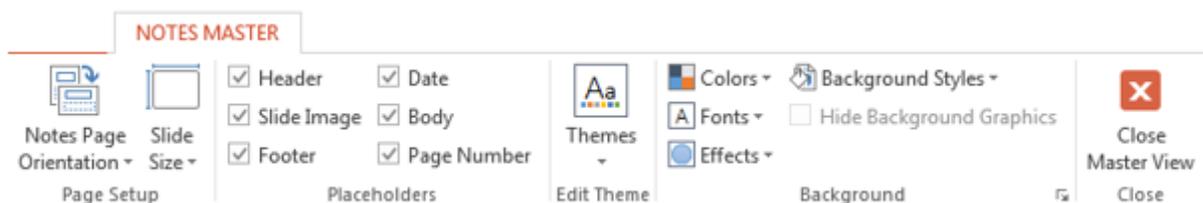
Let's go over the commands in each UNIT of the ribbon:

- | | |
|---------------|---|
| Edit Master | Use these commands to manage the master slides of your presentation. Delete, rename, add new layout elements, and more with these commands. |
| Master Layout | Customize the elements included in your master slide by adding new placeholders, as well as adding or removing title and footer placeholders. |

Edit Theme	Customize the look of the master slide with these commands, using themes, colors, fonts, and object effects you are already used to using.
Background	Add a background picture, texture, or gradient with the Background Styles command. You can also hide the background image which allows you to focus on managing the content of the master.
Page Setup	Adjust the margins and page orientation here.

Using the Notes Master Ribbon

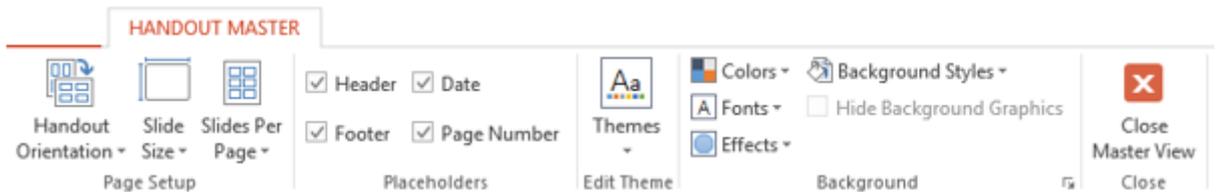
The Notes Master ribbon contains commands that will assist you in creating and editing Notes Masters. Click View → Notes Master to see this ribbon:



Page Setup	Change the margins and page orientation of either the Notes master sheet or the Slide master sheet.
Placeholders	Add or remove content from the Notes page.
Edit Theme	Notes pages are designed to be passed out like a handout sheet or for your own use while presenting. You can also add company logo or change its theme.
Background	Modify background.

Using the Handout Master Ribbon

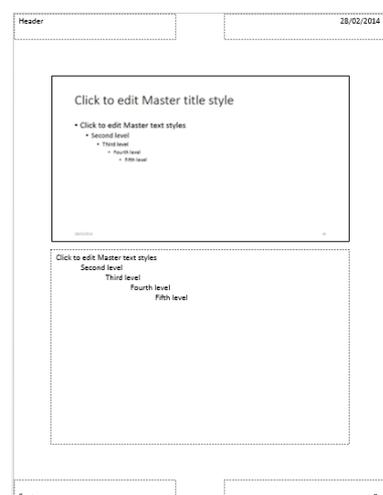
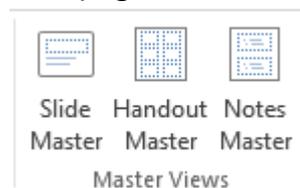
The Handout Master ribbon will assist you in creating and editing a Handout Master. The Handout Master ribbon is accessed by clicking View → Handout Master:



Page Setup	Change the margins, page orientation, number of slides (max of 9) to appear on the handout page.
Placeholders	Add or remove content from the Handouts page.
Edit Theme	You can keep a plain style for handout or edit themes to include a company logo or some color to the page and make the handouts usable for a formal occasion.
Background	Modify background of the Notes page with these commands.

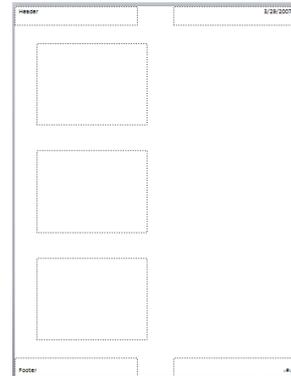
Creating Notes Master

Master Notes only has one default note; therefore the changes you make for the one note will pertain to all notes for each slide. When the default Master note is displayed you can change the note by checking and un-checking note features such as Date and time, footnotes etc. The Design theme will have to match the slides, but you can apply background color to the note page.



Creating Handouts Master

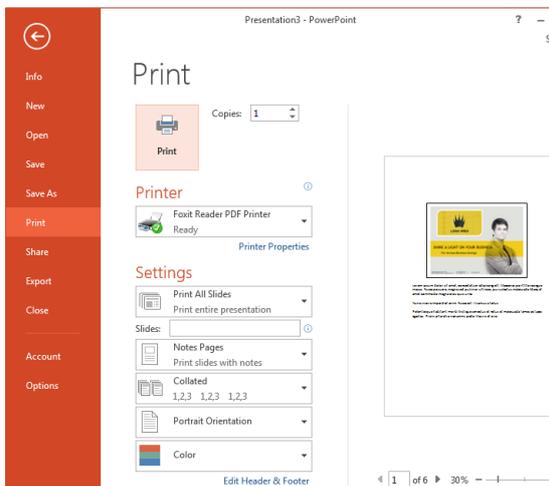
When creating a Master handout, you only have to customize the one page. One of the main customizing tools pertaining to handouts is the number of slides per page command. One of the easiest layouts to use is 3 slides per page. This lists the three slides on the left, with note taking space on the right.



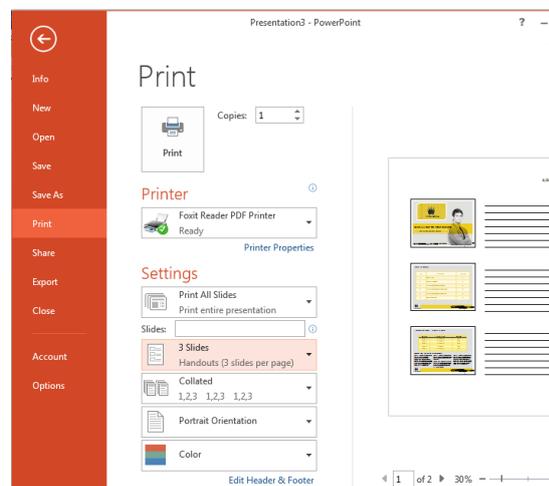
Apply Note and Handout Masters

With Note and Handout masters you can only apply one Master per presentation. You are unable to apply two note Masters to one presentation; all notes must be printed using the same format. After you have created and saved a Note and Handout, it will automatically be saved as the Master. The only task left is to select note or handout when printing.

Printing Note Master

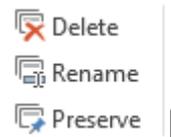


Printing Handout Master



Removing Masters

Removing Masters is fairly simple, open the Slide Master view, click the Master you wish to remove, and in the Edit Master group, click Delete. Deleting a Master only deletes it from the presentation; it does not delete the theme, so you will be able to find it for future use.



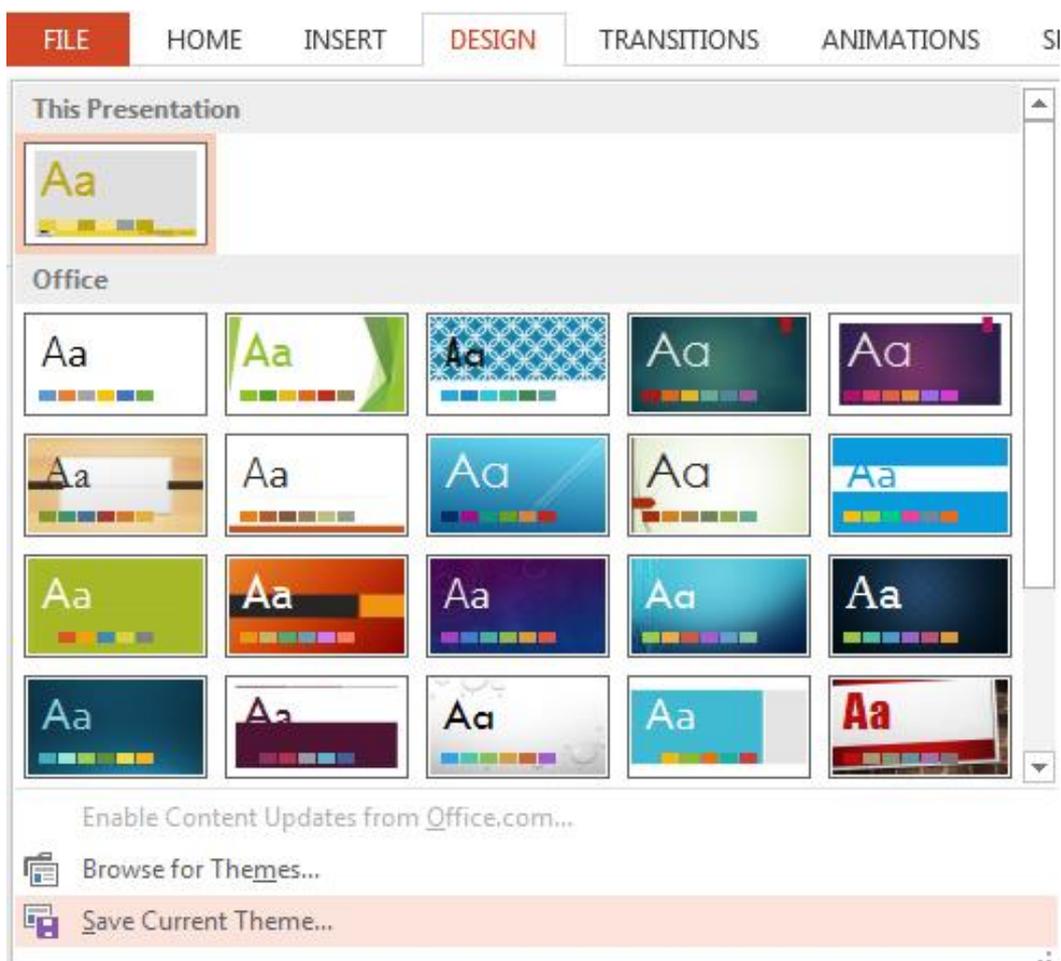
Delete Slide

Remove this slide from your presentation.

Modifying Templates

PowerPoint templates have the file extension *.potx. You can create one from scratch or modify one of the existing Templates (either pre-installed ones or downloading from Office Online gallery):

Click File Ribbon → New and choose from various templates → Create.



Modify Themes

Slide themes are built-in designs for presentations. Colors, fonts, effects, background color and graphics are already created in attractive color schemes to fit nearly every presentation. For the individuals who enjoy taking risks, each theme can be altered using the Colors, Fonts, and Effects commands:

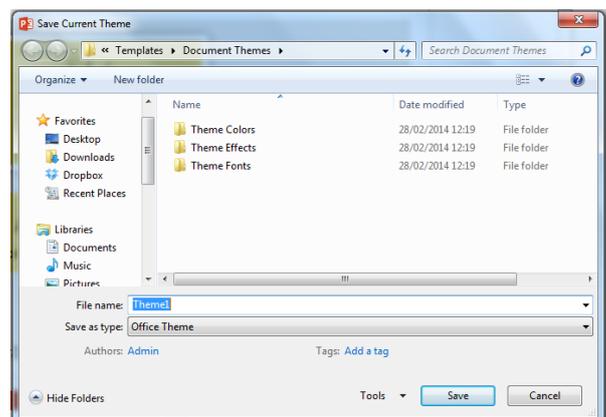
You can save your modified Theme for future use.

Saving Templates

You can reuse the same settings on a new presentation if you save the file as a template.

Click File Ribbon → Save As → Other Formats to choose Presentation Templates

1. On the duplication Slide Master, use WordArt to create a logo.
2. Preserve both Slide Masters.
3. Switch to Normal view.
4. Insert a new slide into the presentation and apply the duplicate master design to this slide only.
5. Save the changes made to the template file and close it.



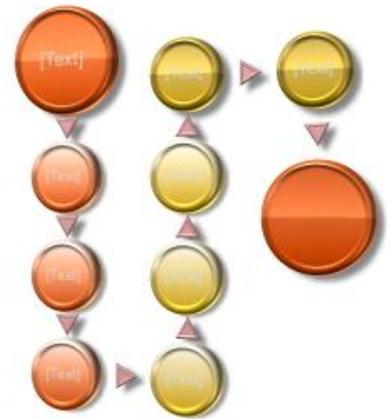
Unit 2: Using Multimedia in Presentations

In this section you will learn how to:

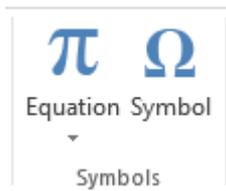
- Customize your diagrams
- Use Advanced ClipArt Formatting
- Work with Other Illustrations
- Add a Movie or a Sound Clip
- Use Animation Effects

Customizing Your Diagrams

PowerPoint provides you with a variety of diagram styles and designs. The concepts discussed include inserting symbols and special characters, adding and editing shapes, altering diagrams, changing diagram types and design schemes, and incorporating text.



Inserting a Symbol or Special Character



characters.

You can also insert Symbols and Characters are inserted from the Insert Ribbon. In the Symbols command, you will find characters not found on your keyboard such as, trademark symbols, copyright symbols, paragraph marks and Unicode

The Drawing Tools Ribbon

Use the Drawing Tools (→ Format) Ribbon to format shapes.



Insert Shapes	Shapes allow you to change the shape of the actual text box, or you can add a shape to use inside the text box.
Shape Styles	As you have probably guessed, these commands let you format the whole text box with a new look and feel.
WordArt Styles	If you want to add WordArt to your text box, customize all aspects of the WordArt using these commands.
Arrange	If you have multiple objects in the text box, use these commands to manipulate how they will appear in the text box.
Size	Adjust the dimensions of the text box to an exact measurement.

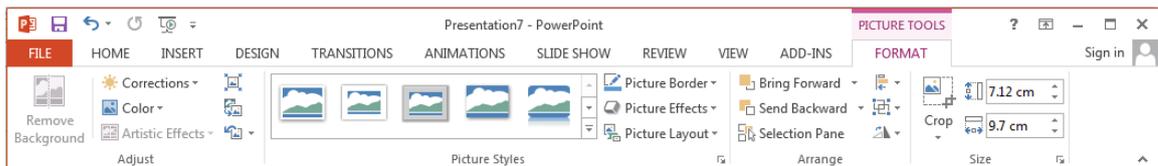
Advanced ClipArt Formatting

When the clipart has been inserted, you can format it by right clicking on the image and choosing Format Picture.

This opens the Formatting Task Pane from where you can make all formatting changes.

This pane also appears when formatting shapes, text boxes, the background, wordart, tables, charts and smart art.

The Picture tools ribbon also has the formatting commands found in the Format picture dialog box. Like text boxes, ClipArt is inserted with a border for resizing and moving.



Adjust

Manipulate many different picture options here like brightness and contrast, compress the image size, and reset the image to its original configuration.

Picture Styles

These effects add different borders and styles to the outside of the picture. You can also change the shape of the image and add 3D effects.

Other Illustrations

Inserting a Picture from a File

You will want to insert pictures from a file when you already have pictures saved to your computer. It opens a My Computer window and will by default show the My Pictures folder. Navigate to a different location on your computer if you wish and insert a picture file:



2010



2013 / 2016



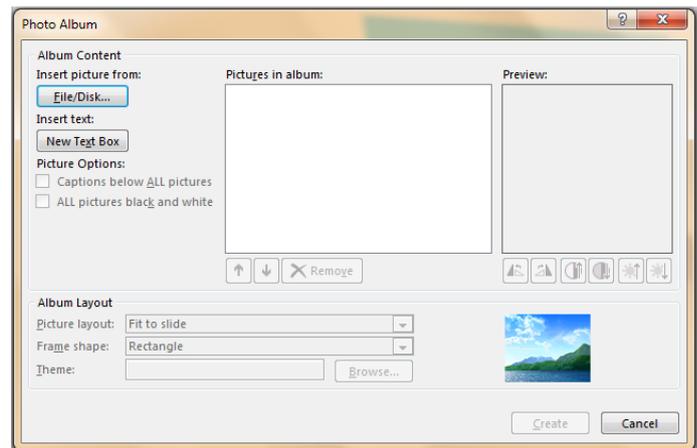
Inserting a Photo Album

You can add a photo album to the presentation to show off pictures. Click the Photo Album command to open the Photo Album dialogue box:

You can add two elements to a slide show

– pictures or a text box. Browse through the computer to locate

picture files, add on Text Box, edit pictures if necessary, choose an album layout, frame shape and theme.



Once you click on Create, a new album presentation file is created with all the pictures.

Adding Video and Sound

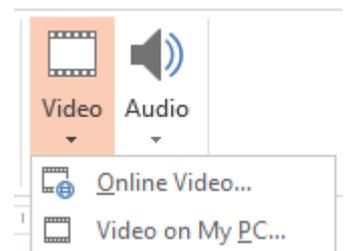
The videos discussed in this unit are video files with specific formats and file extensions. Formats supported by PowerPoint include MPEG and AVI and popular formats (some formats such as .MOV require the Player Plug-In installed). You have probably seen animated GIFs as well; these are ClipArt type files that include motion.

Insert Video from the Clip Organizer or File

Videos and GIFs are inserted from the ClipArt organizer, From a website or from a file. For custom movies (such as a speaker who cannot make it to a meeting), the movie must be saved to a file, then inserted from that file using the Insert → Video command.

You can also search for movie files with the Clip Organizer and

the ClipArt task pane. When you have found your movie clip, simply click on the clip's options and click Insert. PowerPoint will then ask you when the movie is to begin: automatically or manually.



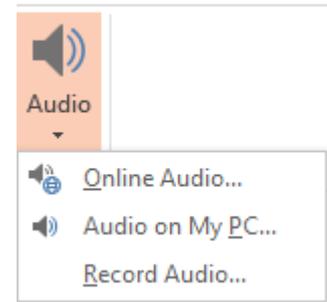
Deleting a Video

Videos are deleted just like everything else: click the video and pressing Delete on your keyboard to remove it.

Adding a Sound Clip

You can add music and sound from computer files, from the clip organizer, or record your own sound.

When you insert a sound or music file, a sound icon appears (🔊). This will represent the sound/music you have added to the slide. Sound is inserted from a readymade file or from the Clip Organizer. Both options are available under Media → Sound.



When inserting sound from the Clip Organizer, the ClipArt task pane will search for all sound files on the computer's hard drive as well as Microsoft Office Online.

Deleting a Sound

Any reference to a sound is shown as a speaker icon on your slide. To delete a sound, select the sound icon on the slide and press Delete.

Using Animation Effects

Animation is a great way to focus on important points, to control the flow of information, and to increase viewer interest in your presentation. You can apply animation effects to text or objects on individual slides, to text and objects on the slide master, or to placeholders on custom slide layouts.

There are four different kinds of animation effects in PowerPoint:

Entrance effects. For example, you can make an object fade gradually into focus, fly onto the slide from an edge, or bounce into view.

Exit effects. These effects include making an object fly off of the slide, disappear from view, or spiral off of the slide.

Emphasis effects. Examples of these effects include making an object shrink or grow in size, change colour, or spin on its centre.

Motion Paths You can use these effects to make an object move up or down, left or right, or in a star or circular pattern (among other effects).

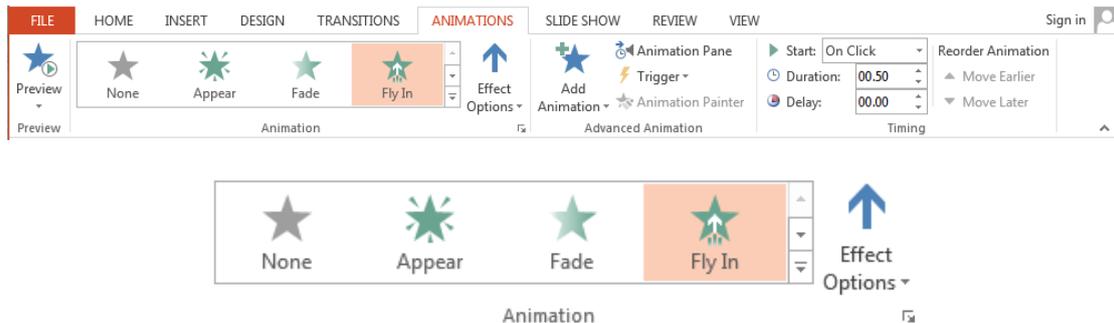
You can use any animation by itself or combine multiple effects together. For instance, you can make a line of text fly in from the left while it grows in size by applying a **Fly In** entrance effect and a **Grow/Shrink** emphasis effect to it.

Add animation to an object

To add an animation effect to an object, do the following:

Select the object that you want to animate.

On the **Animations** tab, in the **Animation** group, click the **More** button, and then select the animation effect that you want.



Notes

If you do not see the entrance, exit, emphasis, or motion path animation effect that you want, click More Entrance Effects, More Emphasis Effects, More Exit Effects, or More Motion Paths.

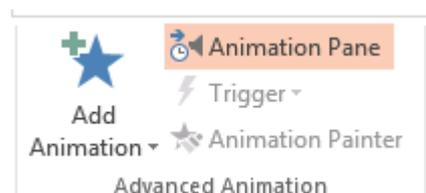
After you have applied an animation to an object or text, the animated items are labeled on the slide with a non-printing numbered tag, displayed near the text or object. The tag appears only in Normal view when the **Animations** tab is selected or the Animation task pane is visible.

Apply multiple animation effects to a single object

To apply multiple animations onto the same object, do the following:

Select the text or object that you want to add multiple animations.

On the **Animations** tab, in the **Advanced Animation** group, click **Add Animation**.



View a list of animations currently on the slide

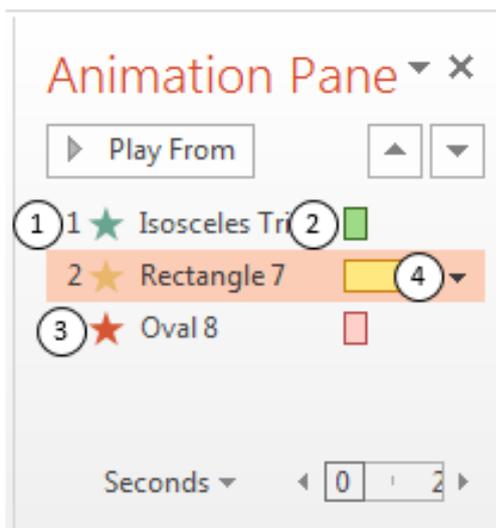
You can view the list of all the animations on the slide in the Animation task pane (task pane: A window within an Office program that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.). The Animation task pane shows important information about an animation effect, such as the type of effect, the order of multiple effects in relation to one another, the name of the object affected, and the duration of the effect.

To open the Animation task pane, on the **Animations** tab, in the **Advanced Animation** group, click **Animation Pane**.

In the task pane, numbers indicate the order in which the animation effects play. The numbers in the task pane correspond to the non-printing numbered tags that are displayed on the slide.

Timelines represent the duration of the effects.

Icons represent the type of animation effect. In this example, it is an **Exit** effect. Select an item in the list to see the menu icon (down arrow), and then click the icon to reveal the menu.



Notes

Effects appear in the Animation task pane in the order that you add them.

You can also view the icons that indicate the start timing of the animation effects in relation to the other events on the slide.

To view the start timing icons for all animations, click the menu icon next to an animation effect and select **Hide Advanced Timeline**.

There are several types of icons that indicate the start timing of animation effects. Choices include the following:

Start On Click (mouse icon): The animation begins when you click the mouse.

Start With Previous (no icon): The animation effect starts playing at the same time as the previous effect in the list. This setting combines multiple effects at the same time.

Start After Previous (clock icon): The animation effect begins immediately after the previous effect in the list finishes playing.

Set the effect options, timing, or order for an animation

To set the **effect options** for an animation, on the **Animations** tab, in the **Animation** group, click the arrow to the right of **Effect Options** and click the option that you want.

You can specify the start, duration, or delay timing for an animation on the **Animations** tab.

To set the **start timing** for an animation, in the **Timing** group, click the arrow to the right of the **Start** menu and select the timing that you want.

To set the **duration** of how long the animation will run, in the **Timing** group, enter the number of seconds that you want in the **Duration** box.

To set a **delay** before the animation begins, in the **Timing** group, enter the number of seconds that you want in the **Delay** box.

To **reorder** an animation in the list, in the **Animation** task pane, select the animation that you want to reorder, and on the **Animations** tab, in the **Timing** group, under **Reorder Animation**, either select **Move Earlier** to make the animation occur before another animation in the list or select **Move Later** to make the animation occur after another animation in the list.

Test your animation effect

After you add one or more animation effects, to validate that they work, do the following:

On the **Animations** tab, in the **Preview** group, click **Preview**.



Using Slide Transitions

Slide transitions are motion effects that occur in Slide Show view when you move from one slide to the next during a presentation.

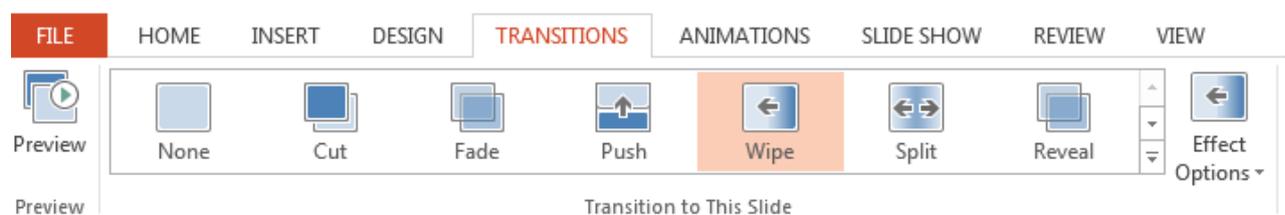
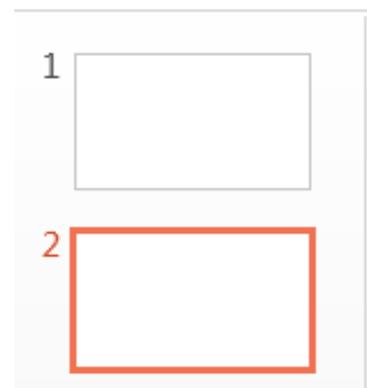
You can control the speed, add sound, and even customize the properties of transition effects.

Add a transition to a slide

In the pane that contains the Outline and Slides tabs, click the **Slides** tab.

Select the slide thumbnail of the slide that you want to apply a transition to.

On the **Transitions** tab, in the **Transition To This Slide** group, click the slide transition effect that you want for that slide.



Select a transition in the **Transition to This Slide** group. In the example, a **Fade** transition has been selected.

To see more transition effects, click the **More** button. 

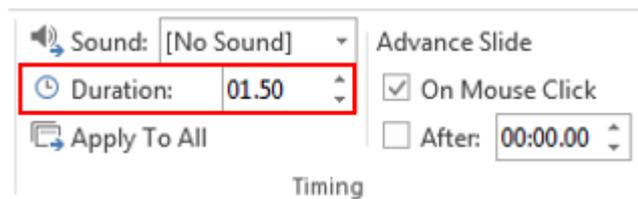
Note

To apply the **same slide transition to all the slides** in your presentation: follow the steps above, and then on the **Transitions** tab, in the **Timing** group, click **Apply To All**.

Set the timing for a transition

To set the duration of the transition between the previous slide and the current slide, do the following:

On the **Transitions** tab, in the **Timing** group, in the **Duration** box, type or select the speed that you want.



To specify how long before the current slide advances to the next, use one of the following procedures:

To advance the slide when you click the mouse, on the **Transitions** tab, in the **Timing** group, select the **On Mouse Click** check box.

To advance the slide after a specified time, on the **Transitions** tab, in the **Timing** group, in the **After** box, enter the number of seconds that you want.

Add sound to slide transitions

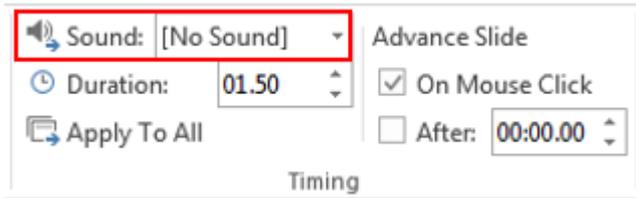
In the pane that contains the Outline and Slides tabs, click the **Slides** tab.

Select slide thumbnail of the slide that you want to add a sound to.

On the **Transitions** tab, in the **Timing** group, click the arrow next to **Sound**, and then do one of the following:

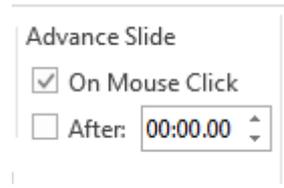
To add a sound from the list, select the sound that you want.

To add a sound not found on the list, select **Other Sound**, locate the sound file that you want to add, and then click **OK**.



Creating a Custom Animation

Creating a custom animation means creating a self-advancing presentation. It requires setting each slide and text, object, and picture animation on a timer so everything runs smoothly. At this stage, we have already gone through many of the timing options. It is recommended that this be done with each slide when the presentation is initially created. Creating a self maintained presentation is time consuming to begin; but the outcome is effective when done well and can be used over and over again.



To set a time for slide transition, click on the slide, click Automatically After, and then click the up or down arrows to enter time.

Unit 3: Microsoft Office Integration with PowerPoint

In this section you will learn how to:

- Merge Your Presentation with Another
- Create a New Embedded Object

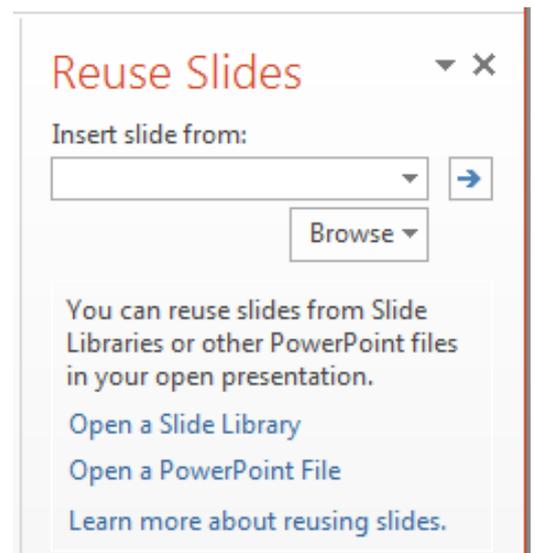
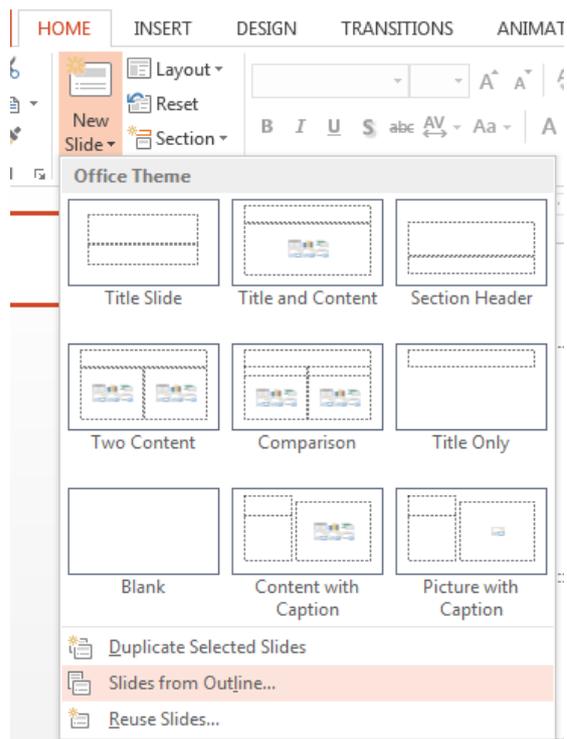
Merging Your Presentation with Another

Merging your presentation means importing slides from one presentation to another, and can be one slide or all slides.

Slides from Word Outline

From the New Slide command on the Home ribbon, click Slides from Outline.

You can locate any Word RTF (Rich Text Format) files to set up the text content of your presentation.



Reuse Slides from other Presentations

From the New Slide command on the Home ribbon, click Reuse Slides. This will open the Reuse Slides dialogue box along with Browse options for you to locate presentations.

The Reuse Slides pane will appear on the right and let you choose slides from another presentation:

Once you have located a presentation, click a slide to import its contents into a new slide in your presentation. You can also click the Keep source formatting checkbox to import the slide directly as it appears in the original presentation.

Create Handouts in Microsoft Word

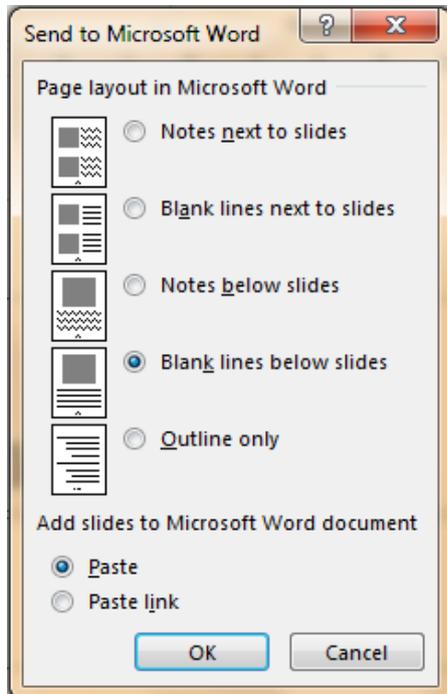
You may publish a presentation in Word document format:

Click on File Ribbon → Save and Send

From the bottom of the list select the Create Handouts

The Send to Microsoft Word dialog will be displayed as shown below.

Select the style required and Click OK



Export

 Create PDF/XPS Document

 Create a Video

 Package Presentation for CD

 Create Handouts

 Change File Type

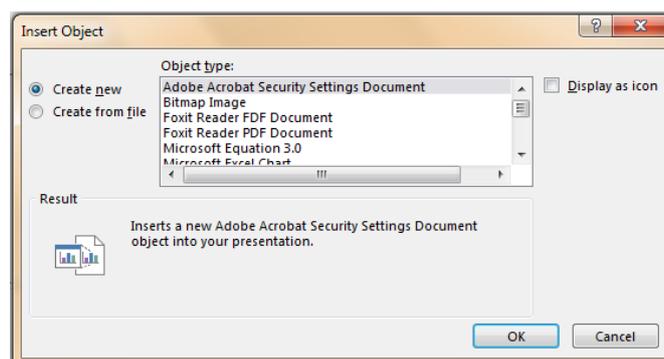
Create a New Embedded Object

Embedding an object means creating a source file in the presentation.

If the file you need is not already created you can create a new embedded source file. Embedded objects use the same dialogue box as Linked objects do; we just take different steps in creating them. Therefore, click Insert → Object and then click the **Create new** radio button.



In the Object type list, you will find all the objects listed for you to create. This list ranges from an Adobe Acrobat document to Visio Drawings; almost everything can be created in PowerPoint. Select the object type you want to use and click OK.



Embedding Part of a File

When embedding a file you are making that source file part of the main file/presentation. Once the file has been embedded any changes made in the source file will automatically be changed in the main presentation.

Embedding part of a file is very similar to linking part of a file. After performing Copy → Paste Special, select the Paste option instead of the Paste Link option, and then select the format you want to embed the file as.

Edit Embedded Objects

To edit embedded files, double click on the object in the presentation. The default program for handling this type of file will open and let you make the necessary changes. If you have embedded video clips or sound clips, double clicking on the embedded file will cause them to play. In cases such as this, you will have to remove the object, edit the media clip using some other software, and then embed the object again.

Unit 4: Working with Organization Charts and Tables

In this section you will learn how to:

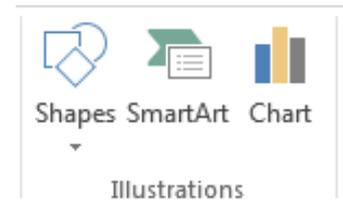
- Work with Organization Charts
- Use Advanced Table Tools

Advanced Organization Chart Options

Organization charts are different from a regular chart/graph because they show a hierarchal relationship. They can be used to display the chain of command at a corporation or the line of descent in a family tree.

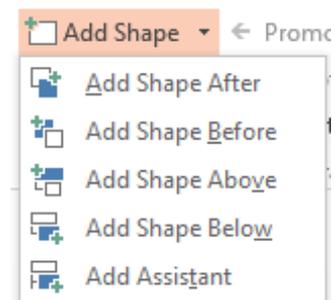
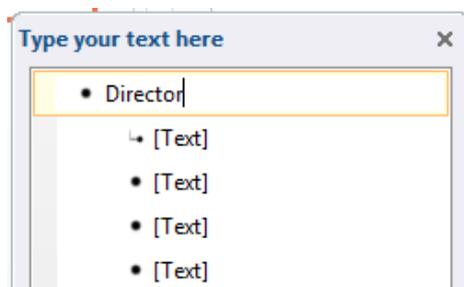
Create an Organization Chart

On the **Insert** tab, in the **Illustrations** group, click **SmartArt**. In the **Choose a SmartArt Graphic** gallery, click **Hierarchy**, click an organization chart layout (such as **Organization Chart**), and then click **OK**.



Edit an Organization Chart

Click **[Text]** in the Text pane, and then type your text.



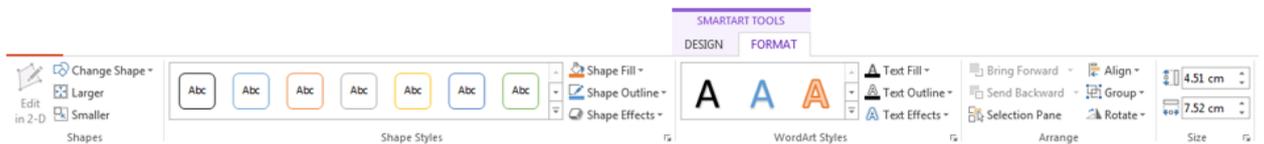
To add a shape, click on the Design tab (Under SmartArt Tools) in the Create Graphic group, click the arrow under Add Shape, and then choose the direction.

Design Ribbon



Layouts	Choose a layout style to apply to your graphic. The basic structure will be kept the same, though the diagram will look like different physical effects have been applied.
SmartArt Styles	Choose a different look and feel as well as color scheme.
Reset	Returns your SmartArt to the default style when the diagram was first inserted.

Format Ribbon



Shapes	You can physically edit the shape of each SmartArt shape with these commands.
--------	---

Formatting and Modifying Tables

Inserting a basic table is easy, just open the slide you want to add the table to and click the table command. Hover over the size of table you want (like the 3x2 table) and then click the bottom-right corner of the table to insert it.

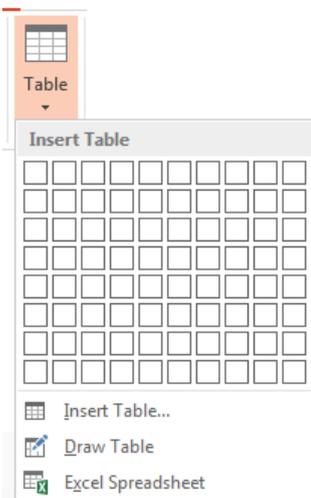


Table Tools: Design Sub Ribbon

Table Style options are set by checking the option boxes displayed on the Table Tools → Design ribbon.

The purpose of style options is to make certain cells more noticeable than the others. With style options you can insert a header row, a totals row, set a default color for the first column (for the table title), and enable or disable banded columns and rows.

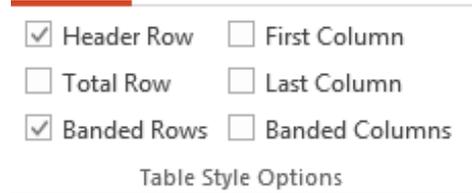
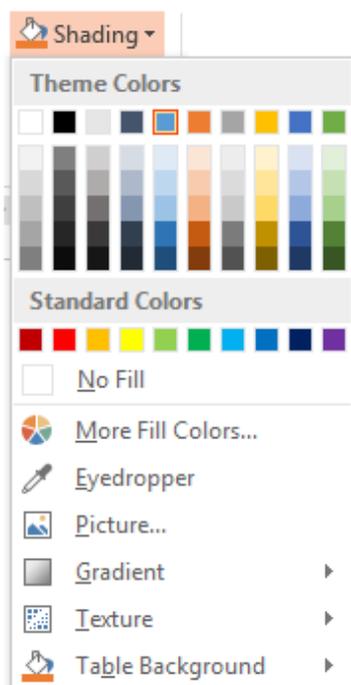


Table Styles

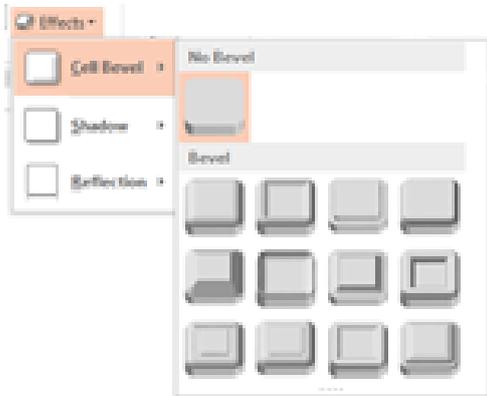
The Table styles gallery is accessed by clicking the down arrow in the Table Styles ribbon.



Under the Shape Fill command, you will find all of the gradient, texture, and picture options for table backgrounds.



Borders consist of all the inner and outer gridlines that separate the cells. You can change the style of the border, as well as increase the weight of certain cells to make them more prominent than the other cells.



Effects can be added to just about any element on a slide including table cells. There are three kinds of effects that can be applied: 3-D (Bevel), Shadow and Reflection. As well, each type of effect has multiple variants for you to choose.

An effect is added by clicking on the desired variant under the Effects menu and then choosing a particular effect.

Design Sub Ribbon



Table Style Options This group allows you to indicate the style of your table, whether or not to have a header row, a totals, row, and so on.

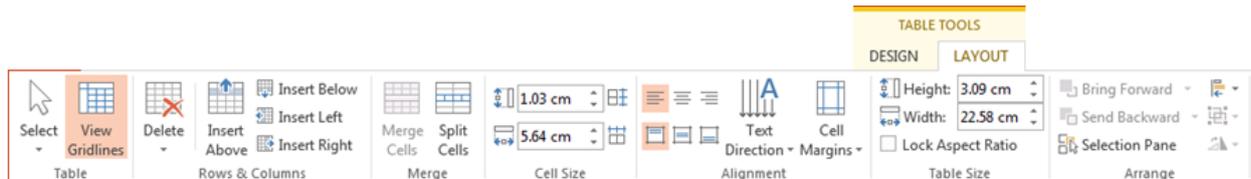
Table Styles Preformatted Table Styles Gallery with options of Borders, shapes, and effects.

WordArt Styles Add a bit of your own style to a table by formatting the title or other parts using WordArt.

Draw Borders

With this group you can set the width and style of the border, select a border color, and correct mistakes with the eraser.

Layout Sub Ribbon



Table

Choices of selection on table elements and display gridlines.

Rows & Columns

Insert or remove rows and columns in the table as you see fit.

Merge

Merging cells and Splitting cells.

Cell Size

This group lets you format the individual cells (width, height, distribute the columns and rows for an even).

Alignment

Align the content in a cell with the margins of the cell.

Table Size

Set the width and height of the table.

Arrange

If you have multiple overlapping items in a cell, you can group them together or order the individual pieces as if you were stacking pieces of paper on top of each other.

Unit 5: Advanced Presentation Techniques

In this section you will learn how to:

- Create Action Buttons
- Create and work with Custom Shows

Creating Action Buttons

Action Buttons can be found under in the Shapes Gallery in the Insert Ribbon. They are built in images that are inserted into the presentation slide and they operate like hyperlinks.

You may also turn an image into an action button.

Select the image and click Insert → Action

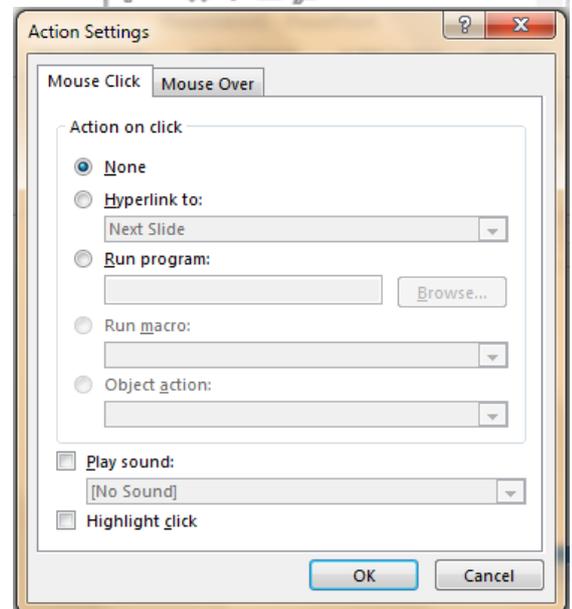
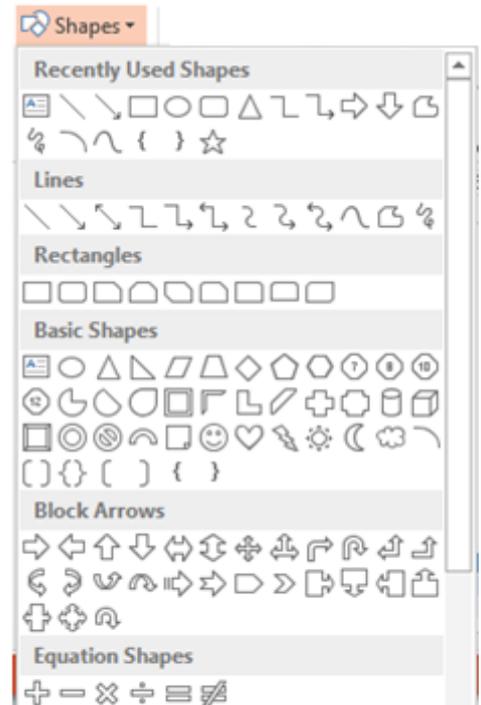


Both methods will bring up the Action Settings dialogue box.

This dialogue box contains two tabs: **Mouse Click** and **Mouse Over**.

A mouse click is a left-click on the object that has been made into an action button.

A mouse over is the act of hovering the mouse over the object but not clicking the left or right button.



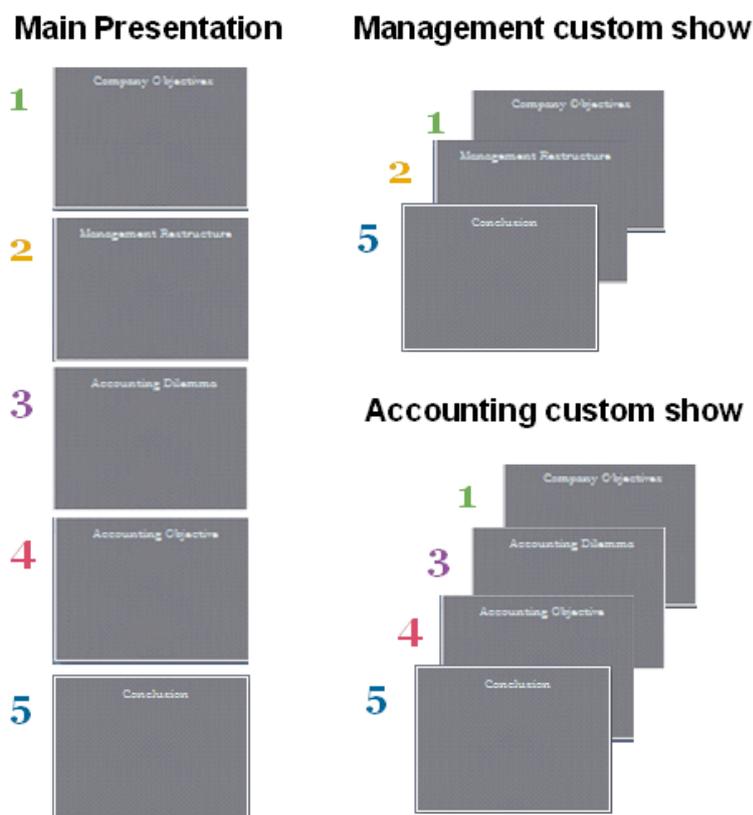
The types of action that can be performed on a mouse click or mouse over are the same.

Custom Shows

With custom shows you can create a separate show (aside from the main presentation) to present to a particular audience. With the basic show you can pick which slides to show to which audience. This way you can take one presentation and group individual slides to make different presentations that pertain to separate groups.

For example, you may be asked to create a presentation on the restructuring of a business. By creating a basic custom show you can divide a presentation for multiple groups.

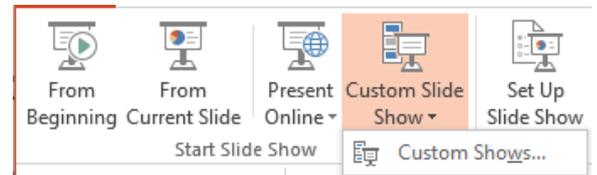
Let's group one show (the main presentation), which will be shown to executives concerned with the overall structure and all departments. From the main presentation you can pick and choose the slides that pertain only to individual departments, as the accounting department does not need to know how the advertising department is being restructured. The figure below displays a possible basic show.



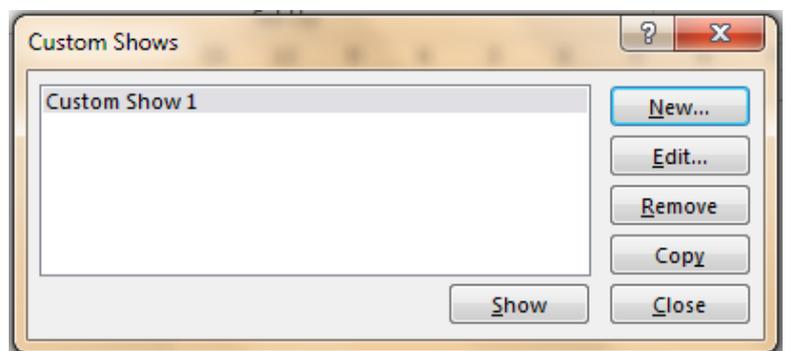
Creating, Editing, Copying, and Deleting Shows

PowerPoint makes it easy to create, edit, copy and delete your custom shows. You can remove or add any slides in the show, as well as copy/duplicate an entire show for two separate audiences.

You can perform all of these options with the Custom Show dialogue box. This dialogue can be opened from the Start Slide Show unit of the Slide Show ribbon.



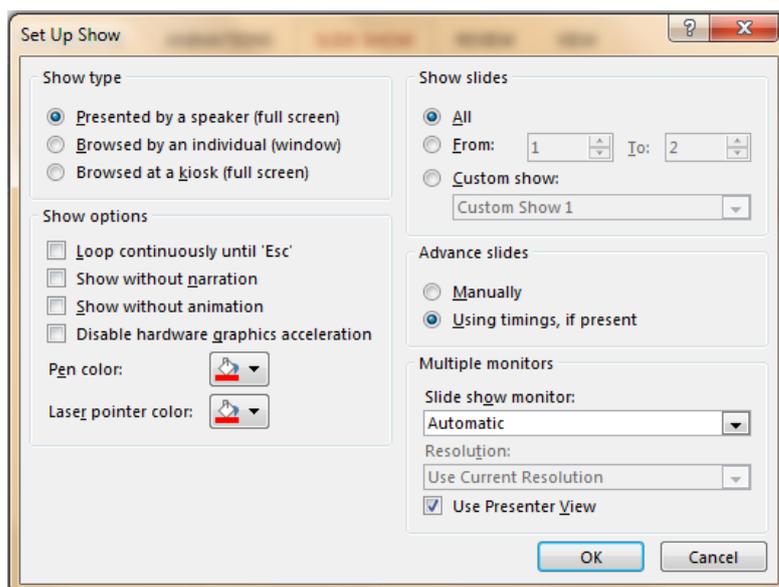
When the dialogue box is first opened you will notice the tasks listed on the right hand side. Click New to define a new custom show based on the slideshow you currently have opened. To change the slide



layout of an existing custom show, highlight a show from the list and click Edit. To delete a show, highlight one from the list and click Delete.

Setting Show Options

To customize either a basic or linked show, open the Set up Slide Show dialogue from the Set Up unit of the Slide Show ribbon.



In the Set up Show dialogue box you are able to set the show type, show options, slides that will be displayed, and when the slides are to advance.

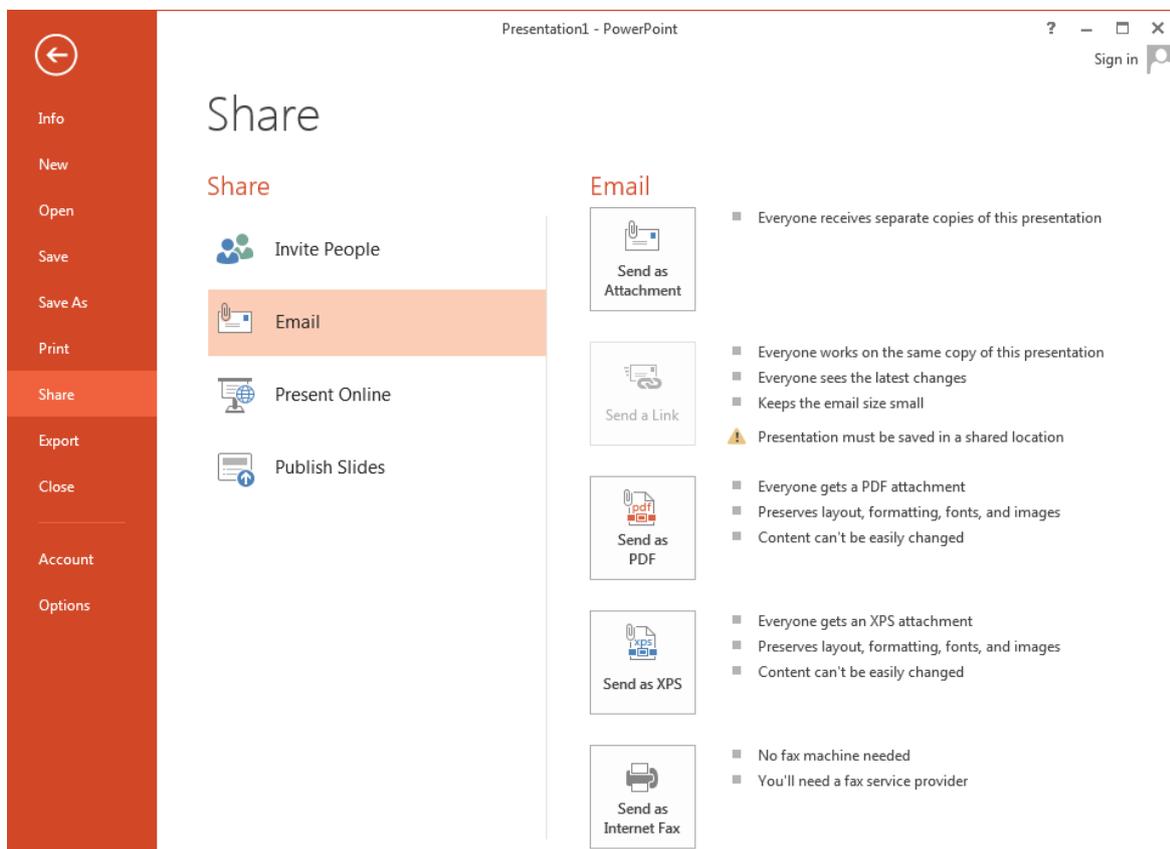
You can also set the performance of the slides, including setting the slide show resolution and set up multiple monitors.

E-mail Presentation

If you want to share the presentation file with other people, you can send the file via e-mail.

Click on File Ribbon → Save and Send → Send Using E-mail:

From the list of options that appear on the right pane, select the required method of sending via Email.



Unit 6: Advanced presentation delivery options

In this section you will learn how to:

Use On-Screen Navigation Tools

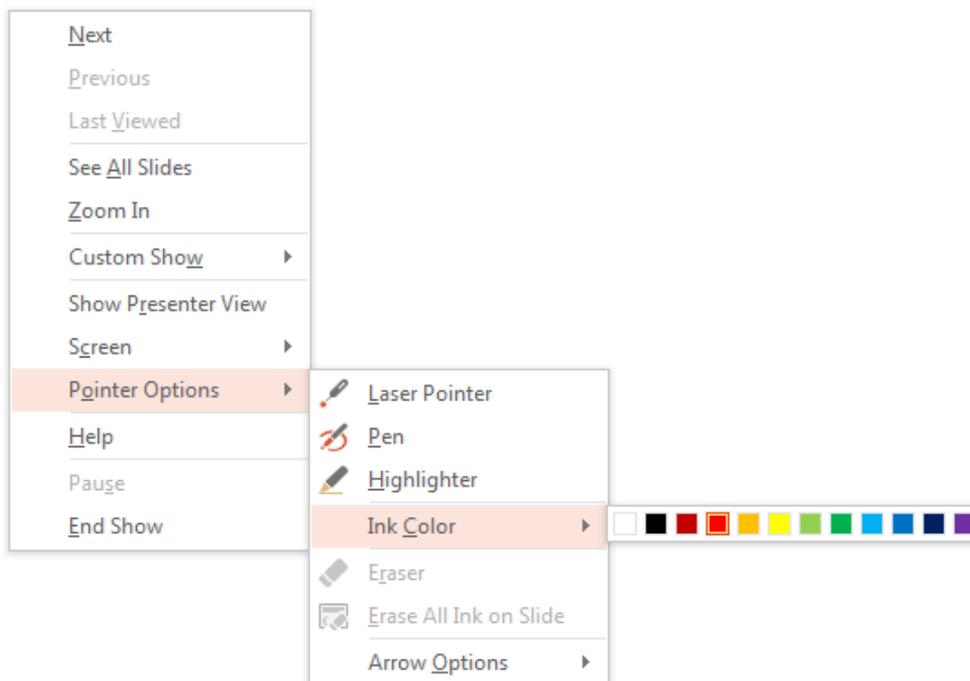
Copy a Presentation to a CD or Folder
On-Screen Navigation Tools

Write on slides during a presentation

When you deliver your presentation, you can mark any drawings on the slides to emphasize a point or show connections.

During the slideshow, right-click the slide that you want to write on, point to **Pointer Options**, and then click a pen or highlighter option.

Hold down the left mouse button and drag to write or draw on your slides.



Copying a Presentation to a CD or Folder

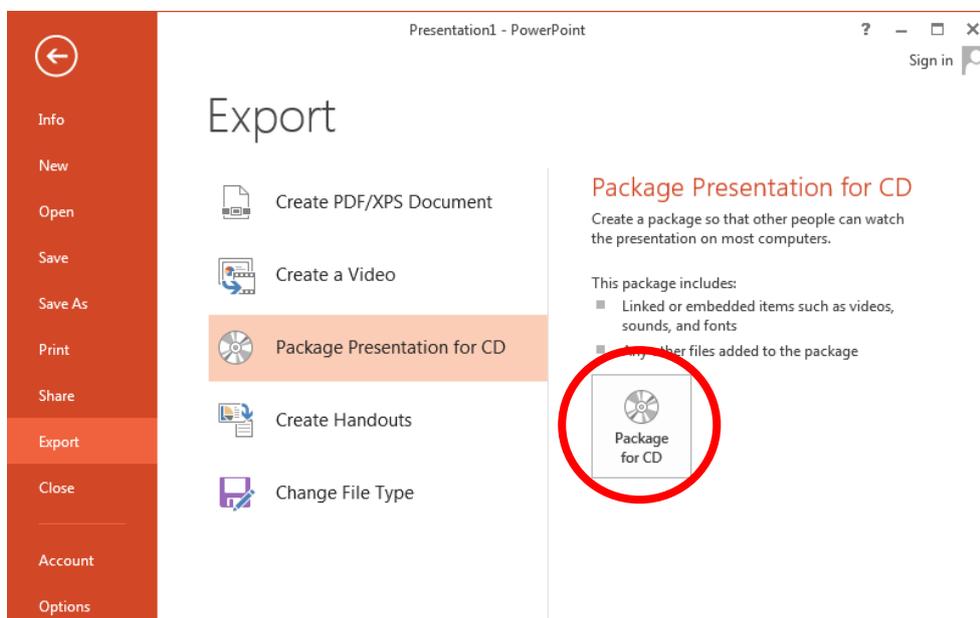
In PowerPoint, you will find the command to package a presentation to CD or File.

When presentations are packaged a PowerPoint Viewer is also installed so the presentation can be run on any Windows-based computer, even those without PowerPoint installed.

Package Presentation for CD

File Ribbon, Save and Send, Package Presentation for CD

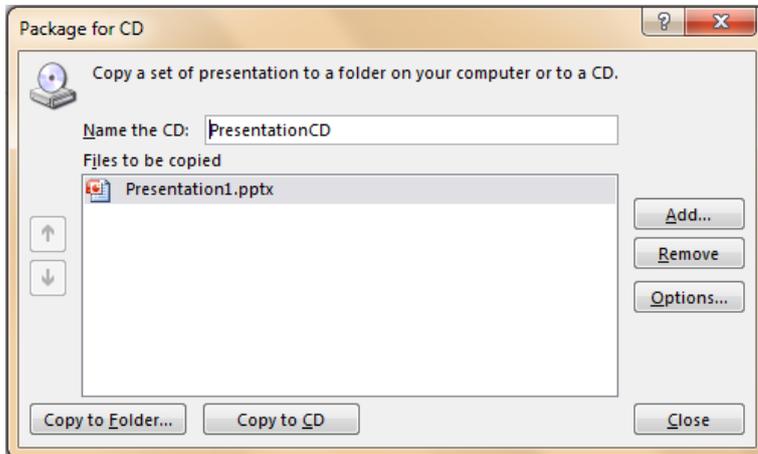
Click the Package for CD button on the right pane (as indicated)



From this dialog you can copy the files to a folder or CD.

Additional files can be added or removed from the list of **Files to be Copied**.

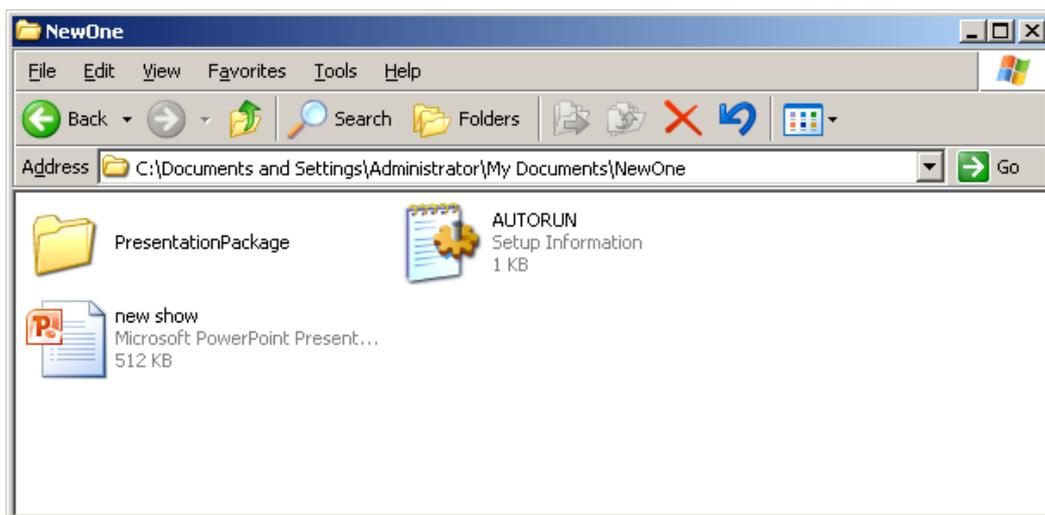
Presentations can be password protected, whether you are copying to a folder or CD. This option is found in the **Options**.



Opening Packaged Presentations

PowerPoint will not install the Viewer applet with the package. When the presentation file is opened, the presentation will open in PowerPoint, the presentation will have to be started as normal, e.g. F5 key.

If when the file is started it detects there is no PowerPoint application installed on the computer, a screen will appear with a link to Microsoft website where the PowerPoint Viewer applet must be installed on the machine before viewing the presentation.



If you saved the files to a CD then the AutoRun file will automatically run the presentation, however, as mentioned previously if no PowerPoint is installed the screen link to download the viewer will be displayed.

Alternative Method:

If you find this new variation of the Package for CD unsuitable (some companies will not allow files to be downloaded and installed!), then you may try to save the presentation as a video file.

File Ribbon, Send and Save, Create a Video – Click the Create Video button

This will create a WMV file that can be played in the Windows Media Player.



Unit 7: Customizing the PowerPoint Environment

In this section you will learn how to:

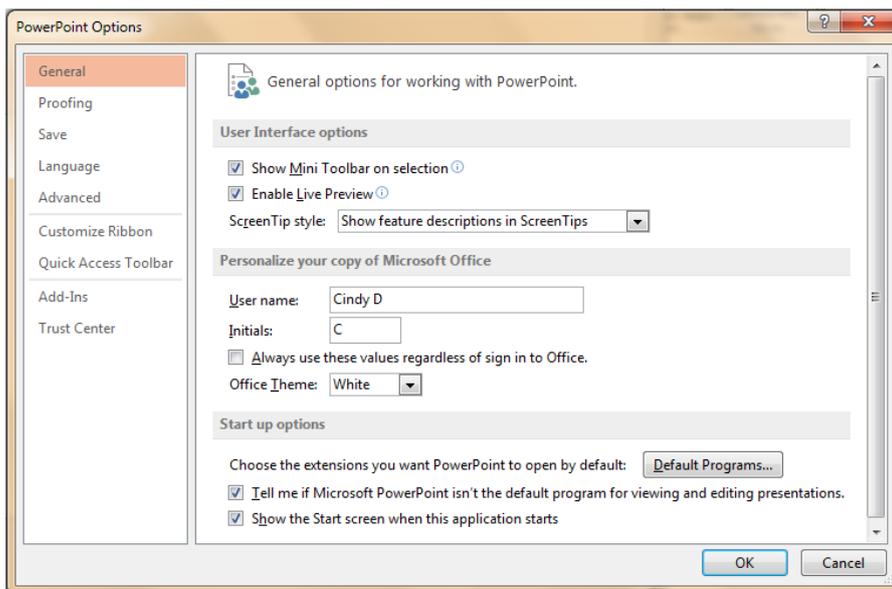
- Work with PowerPoint Options
- Setup and use the Quick Access toolbar

PowerPoint Options

You can customize the PowerPoint environment by selecting File Ribbon → Options.

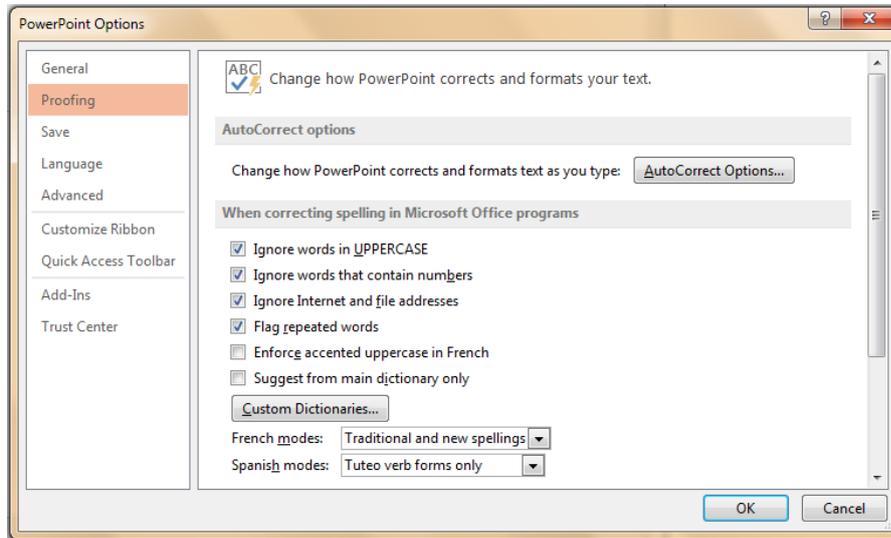
General

Under General options, you may choose to display Mini Toolbar, enable Live Preview, switch on Developer Tab, Window colour scheme, personalize your copy of Office.



Proofing

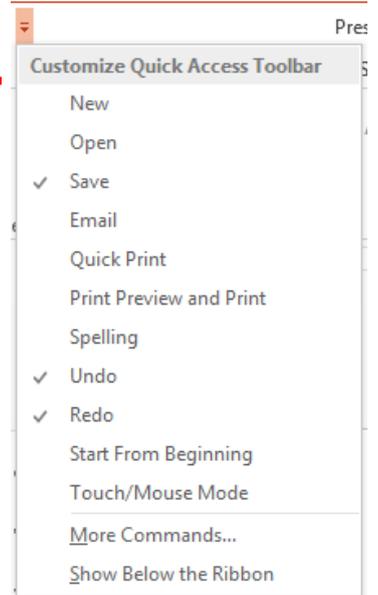
Customize text proofing and AutoCorrect Options in Proofing options.



Using the Quick Access toolbar

The Quick Access toolbar contains commands that are available through the various ribbons and dialogue boxes of the PowerPoint interface, but will always display them at the top of the PowerPoint window. The Quick Access toolbar contains general buttons for saving, mailing options, exit options etc. The Quick Access toolbar also gives you access to Application settings, where you can customize every toolbar available in PowerPoint.

In this lesson we will learn how about the default buttons, add buttons to the access toolbar, remove buttons, change the icon size, and more.



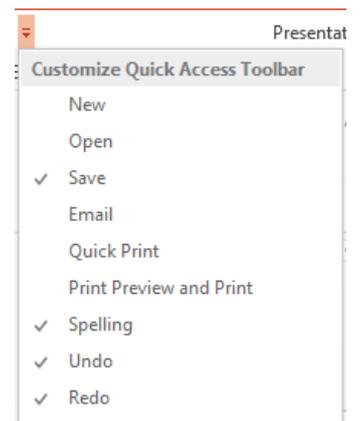
About the Default Buttons

The Quick Access toolbar contains three default buttons; Save, Undo, and Redo, from left to right. Undo will revert the changes made by the last operation (like accidentally deleting a slide). Redo will undo an undo operation (turn out you didn't need that slide after all!)

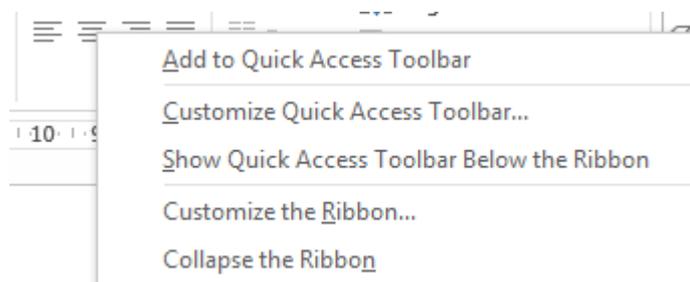
Beside the Redo command is a small pull-down arrow. Click this to show a menu of Quick Access toolbar options:

Adding Buttons

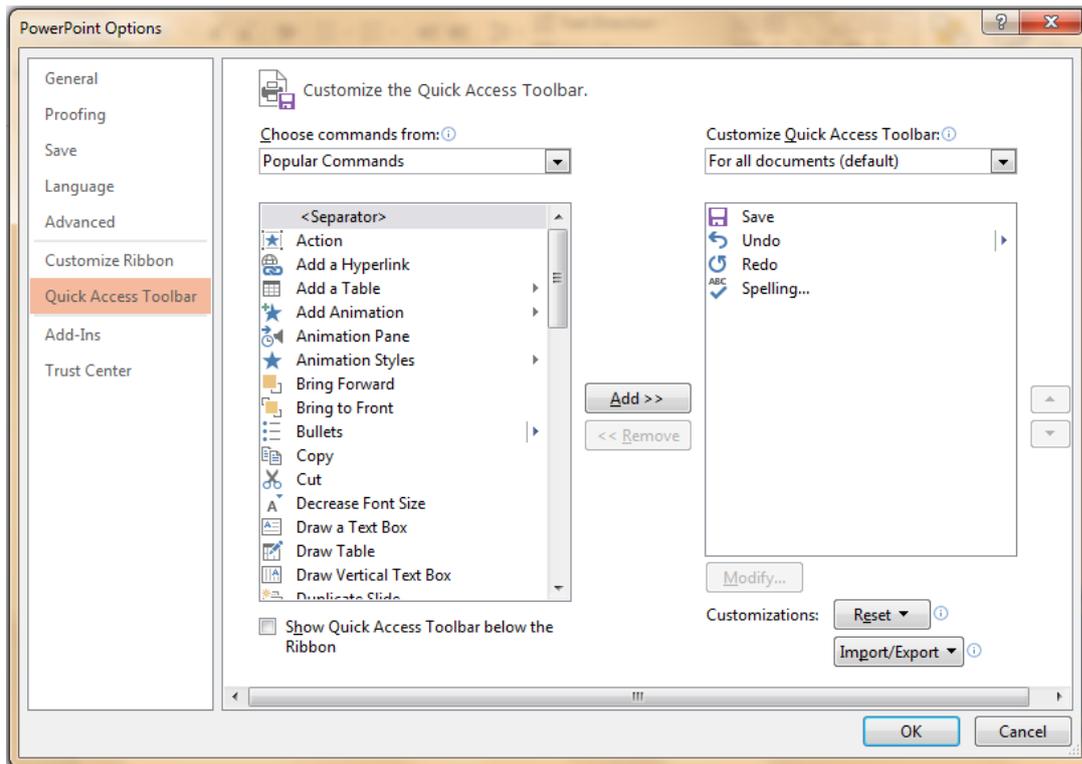
There are three different ways to add buttons to the Quick Access toolbar. First, click the pull-down arrow beside the Quick Access toolbar. Notice that the default buttons (Save, Undo, and Redo) are checked off. If you wanted to add any of the other command listed here, just select it from the list.



The second way to add a command to the toolbar is to right-click a ribbon command and click Add to Quick Access toolbar. For example, if you wanted to add the Centre justify text command to the bar, just right-click the command:



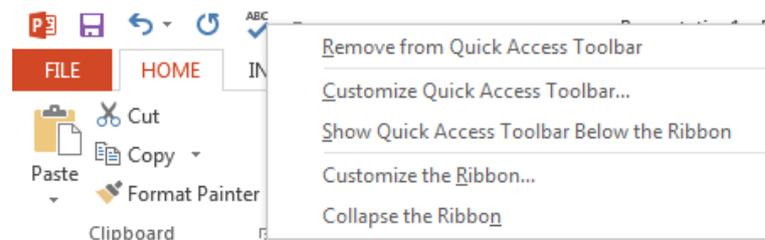
The third method involves opening the Quick Access toolbar customization window. You can find this by clicking the pull-down arrow beside the toolbar and clicking More Commands (3rd item from the bottom) or from the File Ribbon, Options. Here you can choose from all available commands and add the ones you will use most often:



Select a command from the list on the left and then click the Add >> button. The command will be added to the list on the right. Click OK to apply the changes. You can now use your customized Quick Access toolbar right away.

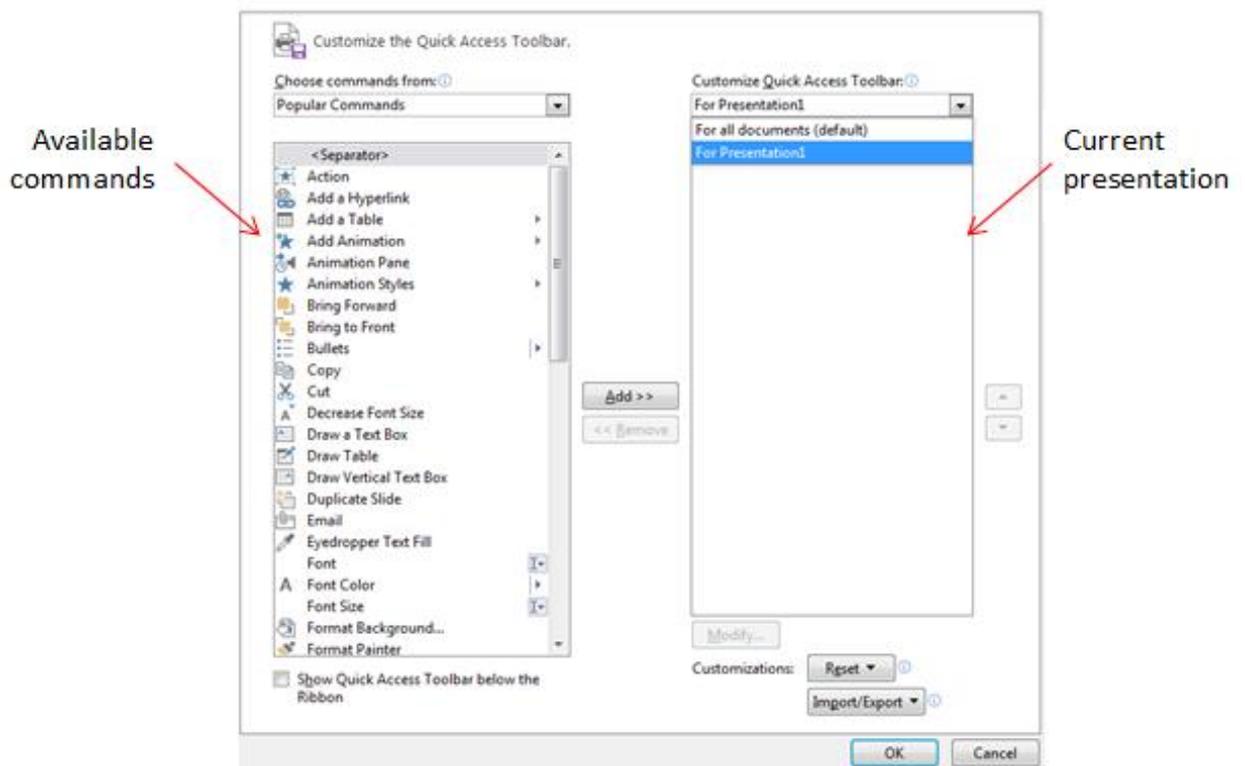
Removing Buttons

You can remove buttons easily from the Quick Access toolbar. Just right-click the command you no longer want to use and click Remove from Quick Access toolbar:



Customizing the Toolbar

Customizing the toolbar will enhance work efficiency. When customizing toolbars you have two options. Commands can be added from any ribbon to the Quick Access toolbar, which will be available for all future presentations. Or, you can add commands to the Quick Access toolbar that will only be available for specific presentations. This latter choice is done by going through each ribbon and selecting the commands you want to add to the custom toolbar.



Slide Sections

Have you ever got lost in a large presentation when the slide titles and numbers start blurring together, and navigating through the presentation becomes impossible? You simply lose track of where you are!

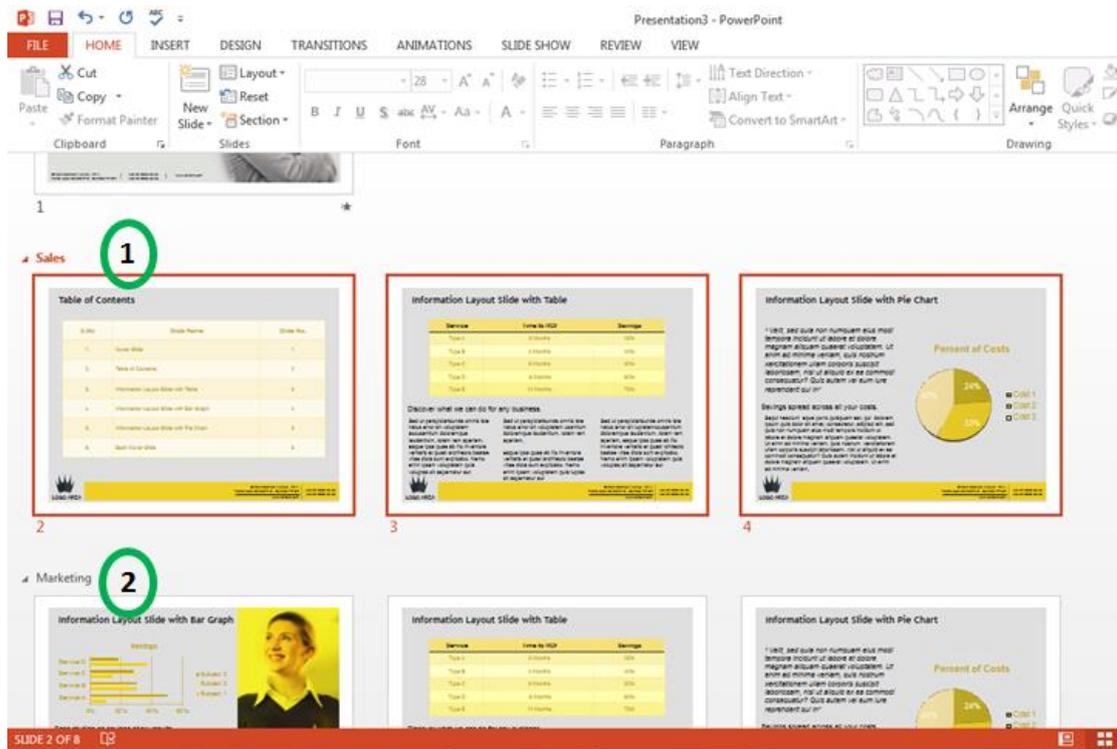
You can use the new **Sections** feature to organize your slides, much like you would use folders to organize your files. You can use named sections to keep track of groups of slides. And, you can assign sections to colleagues to make ownership clear during collaboration. If you're starting with a blank slate, sections can even be used to outline the topics in your presentation.

While you can view sections in either Slide Sorter view or Normal view, Slide Sorter view tends to be more helpful when you want to organize and sort your slides into logical categories that you have defined.

Below is an example of how you can view sections in Normal view:



And, below is an example of how you can view sections in Slide Sorter view:

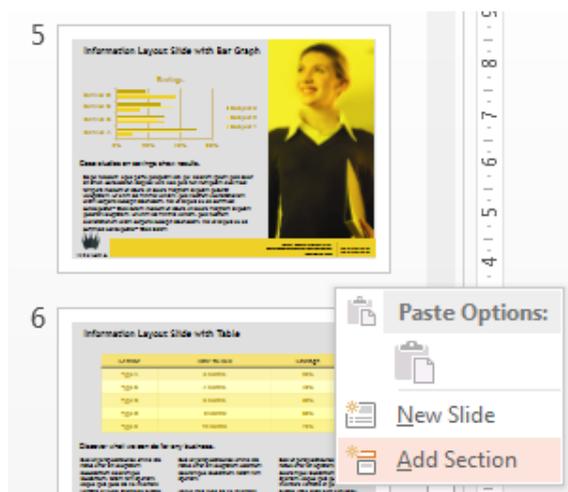


Shows the selected section in the slide deck

Another section in the slide deck

Add and name a section

In either **Normal** view or **Slide Sorter** view, right-click between the two slides where you want to add a section.

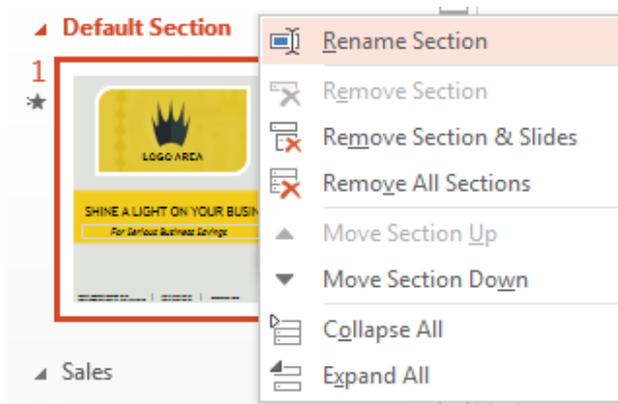


To rename the section to something more meaningful, right-click the **Untitled Section** marker, and click **Rename Section**, as shown below.

Enter a meaningful name for the section and then click **Rename** (as shown below in **Rename a section**).

Rename a section

To rename an existing section, right-click the **Untitled Section**, and click **Rename Section**, as shown below.



Enter a meaningful name for the section. and then click **Rename**.

Move a section up or down in a list of slides

Right-click the section that you want to move, and then click **Move Section Up** or **Move Section Down**.

Remove a section

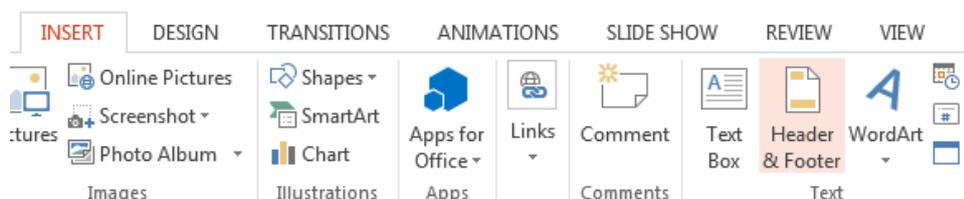
Right-click the section that you want to remove, and then click **Remove Section**.

Headers and Footers

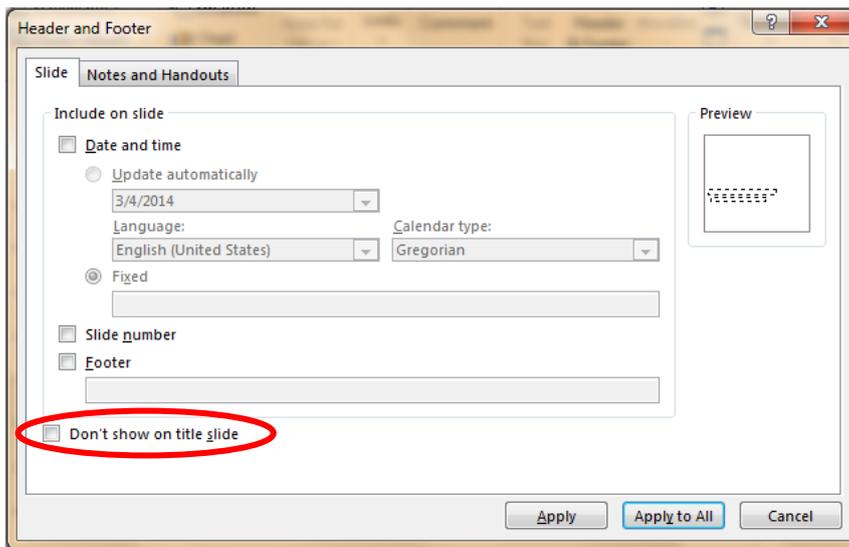
You can apply headers and footers to your presentation. These can be applied to the slide show or the handouts.

Add Header or Footer

To add either Header and/or Footer click the Insert Ribbon, Header & Footer Button



The following dialog appears:



Select from the tabs across the top either **Slide** or **Notes and Handouts**

You can apply Dates (Fixed or Updated), Slide Number, or Footer text.

Note: If you do not want the Header/Footer on any Title Slides tick the checkbox at the bottom (as indicated).

While setting the Header/Footer you can see on the small preview, bottom right of dialog box, where things will appear.

Screenshots

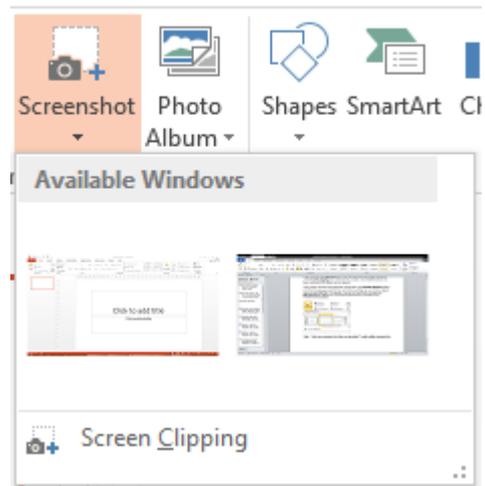
Screenshots are useful for capturing snapshots of information that might change or expire, such as a breaking news story or a time-sensitive list of available flights and rates on a travel Web site. Screenshots are also helpful for copying from Web pages and other sources whose formatting might not successfully transfer into the file by any other method.

Screenshots are static images. When you take a screenshot of something (for example, a Web page), and the information changes at the source, the screenshot is not updated.

When you click the **Screenshot** button, you can insert the whole program window or use the **Screen Clipping** tool to select part of a window. Only windows that have not been minimized to the taskbar can be captured.

Open program windows are displayed as thumbnails in the **Available Windows** gallery and when you pause your pointer over a thumbnail, a tooltip pops up with the program name and document title. For example, if you are in PowerPoint, you might see **Microsoft Excel - Book 1** as a minimized window that you could add to your PowerPoint Presentation.

Note: Only one screenshot at a time can be added. To add multiple screenshots,

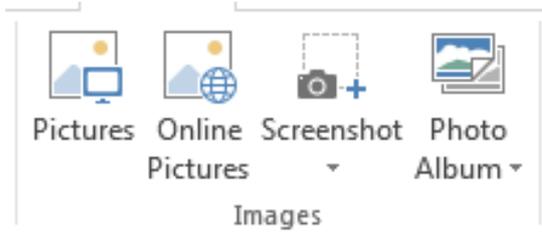


Add a ScreenShot

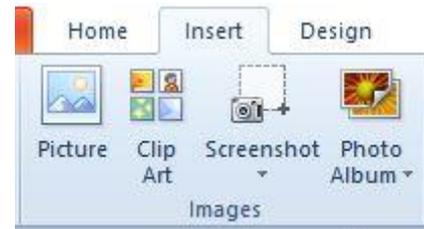
Click the slide that you want to add the screenshot to.

On the **Insert** tab, in the **Images** group, click **Screenshot**.

2013 / 2016



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Do one of the following:

- To add the whole window, click the thumbnail in the **Available Windows** gallery.
- To add part of the window, click **Screen Clipping**, and when the pointer becomes a cross, press and hold the left mouse button to select the area of your screen that you want to capture.

If you have multiple windows open, click the window you want to clip from **before** clicking **Screen Clipping**.

When you click **Screen Clipping**, the PowerPoint you are working in is minimized and only the window behind it is available for clipping.

Note:

After you add the screenshot, you can use the tools on the **Picture Tools** tab to edit and enhance the screenshot.

E&OE

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