

PowerPoint 2007

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Note: Full course reference material for PowerPoint 2007 can be downloaded from:

http://www.microsofttraining.net/download/delegate/onsite/powerpoint_2007_278421.zip

Or type into your web browser:

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Unit 1: Building Custom Presentations

In this section you will learn how to:

- Use Advanced Slide Master Techniques
- Modify Templates

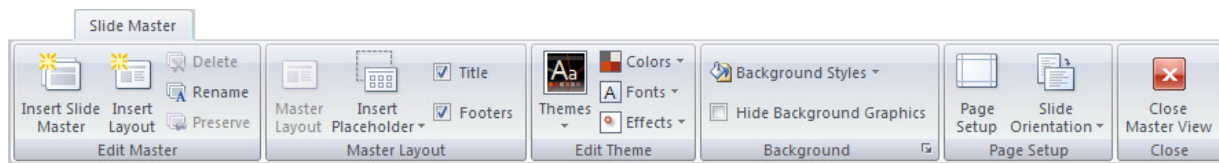
Advanced Slide Master Techniques

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

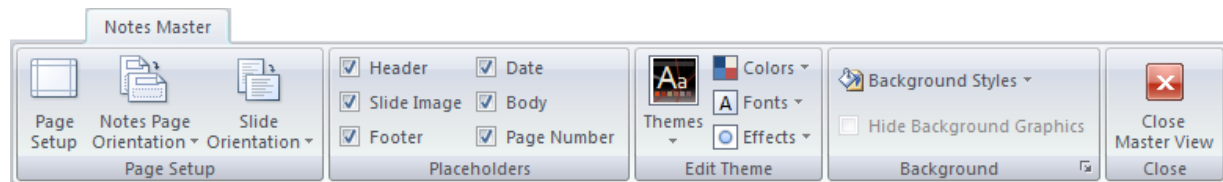
Add a background picture, texture, or gradient with the Background Styles command. You can also hide the background image which allows you to focus on managing the content of the master.

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.

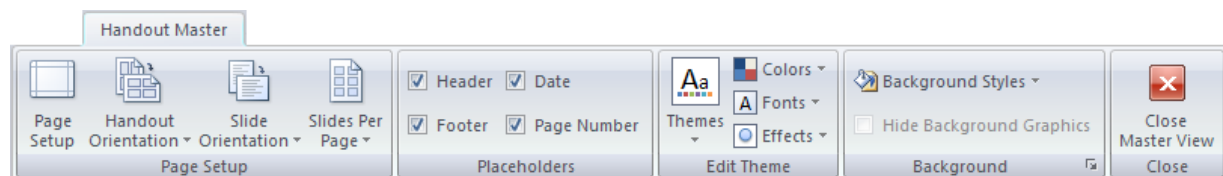
Placeholders Add or remove content from the Notes page.

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.

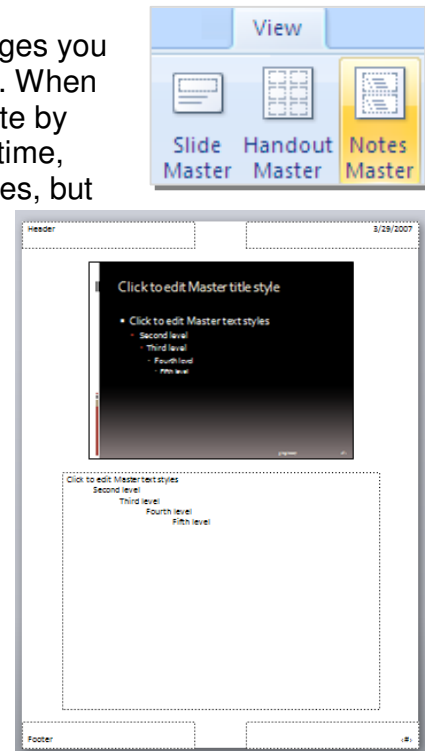
Placeholders Add or remove content from the Handouts page.

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.

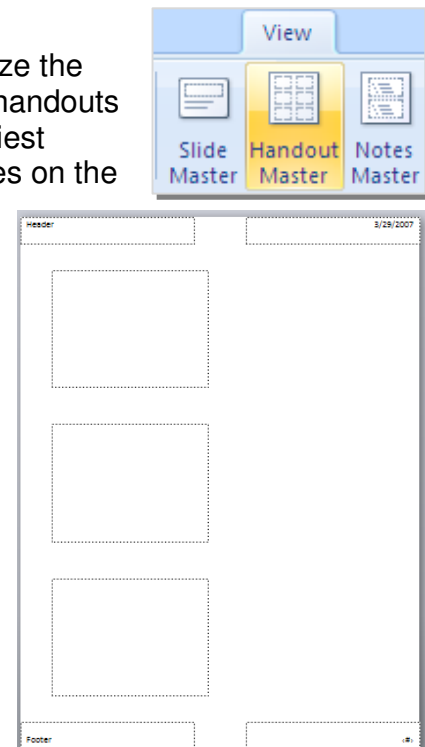
Creating Notes Master

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

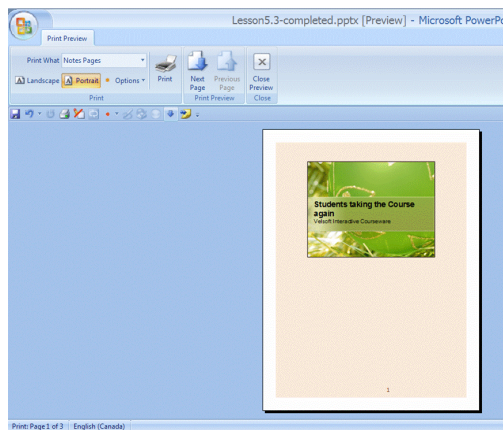
When creating a Master handout, you only have to customize the one page. One of the main customizing tools pertaining to handouts is the number of slides per page command. One of the easiest layouts to use is 3 slides per page. This lists the three slides on the left, with note taking space on the right.



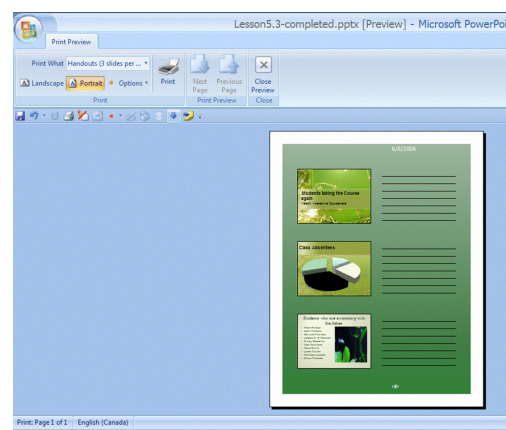
Apply Note and Handout Masters

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

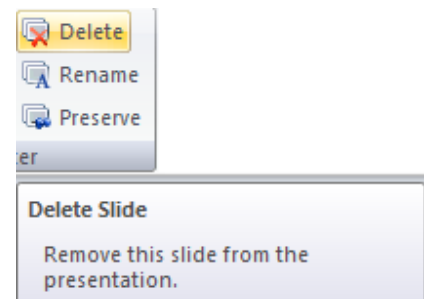


Printing Handout Master



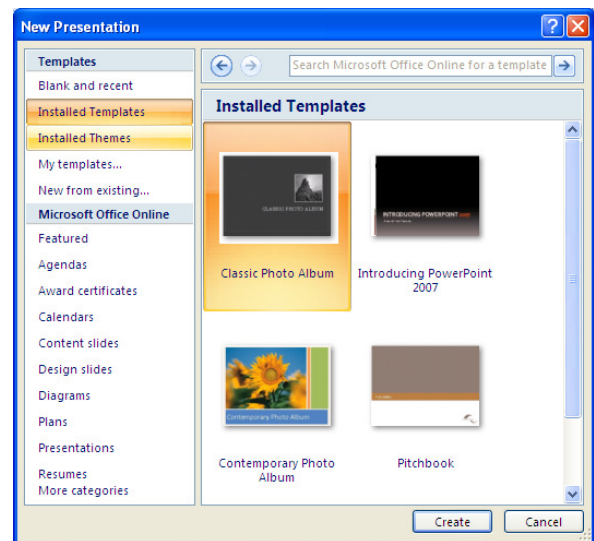
Removing Masters

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.



Modifying Templates

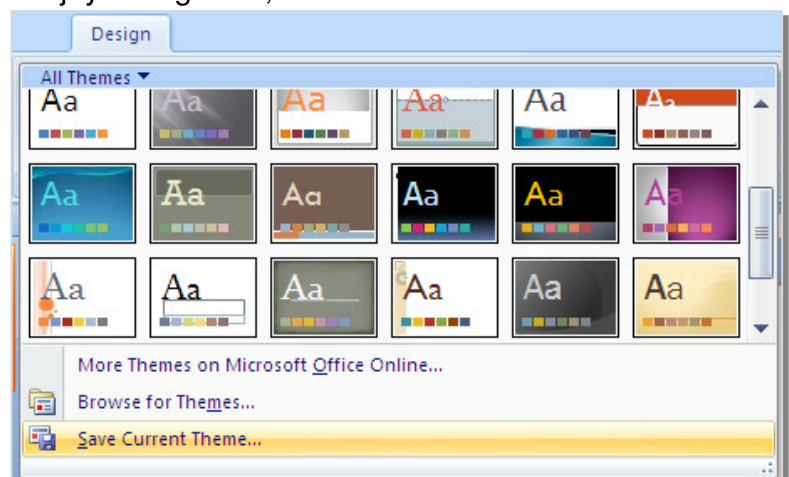
PowerPoint 2007 templates have the file extension *.potx. You can create one from scratch or modify one of the existing Templates (either pre-installed ones or downloading from Office Online gallery: Click Office Menu → New and choose) → Create.



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:

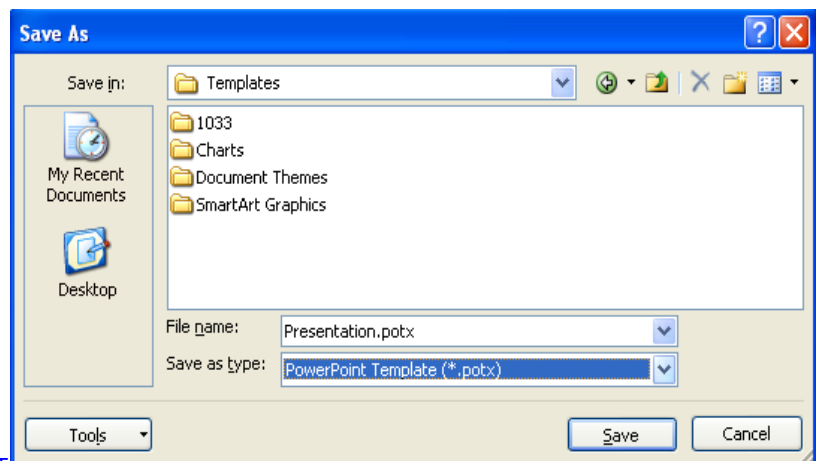
You can save your modified Theme for future use.



Saving Templates

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

Click Office Button → Save As → Other Formats to choose Presentation Templates



Unit 1 Practice Activity

1. Open a new presentation.
2. Switch to the Master view.
3. Modify the Slide Master background colour scheme.
4. Save the file as a template (.potx file) named **Practice template**, then close the file.
5. Create a new presentation based on the template created in Step 4.
6. Switch to Master view.
7. Change the background colour and the text.
8. Create a duplicate Slide Master.
9. On the duplication Slide Master, use WordArt to create a logo.
10. Preserve both Slide Masters.
11. Switch to Normal view.
12. Insert a new slide into the presentation and apply the duplicate master design to this slide only.
13. Save the changes made to the template file and close it.



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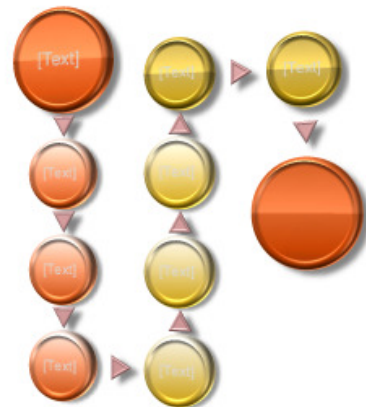
Unit 2: Using Multimedia in Presentations

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

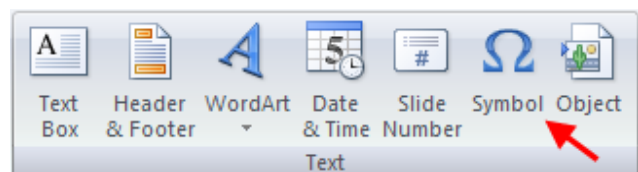
Customizing Your Diagrams

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.



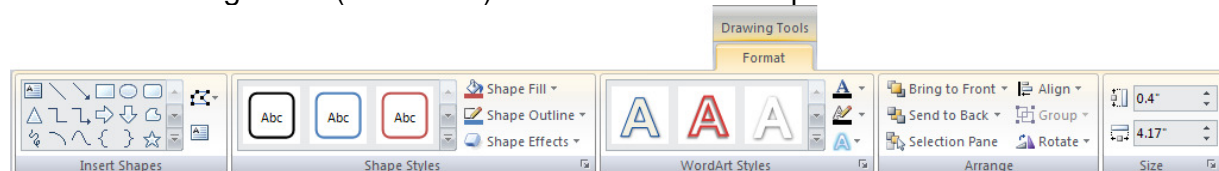
Inserting a Symbol or Special Character

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 characters.



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.

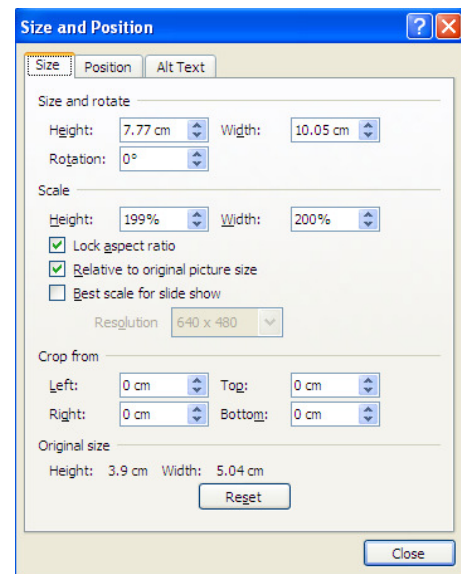
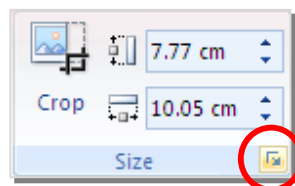
Size

Adjust the dimensions of the text box to an exact measurement.

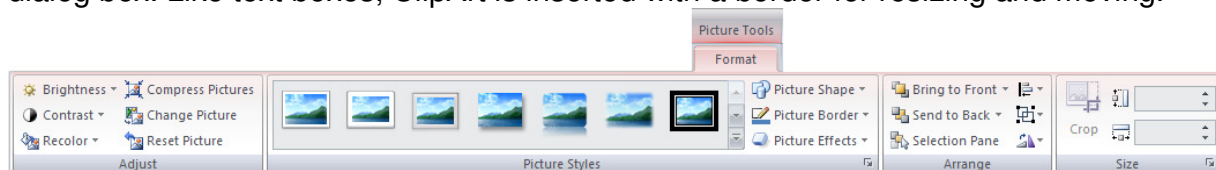
Advanced ClipArt Formatting

When the clip has been inserted, you can format the clip by right clicking on the image and choosing Format Object.

You may expand the formatting options by clicking on the bottom-right corner of the group:



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.

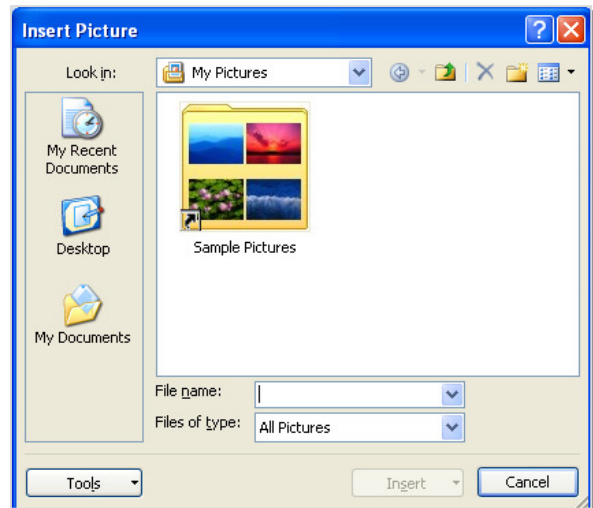
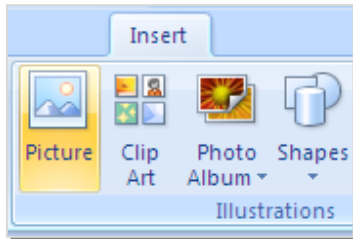
Picture Styles

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:

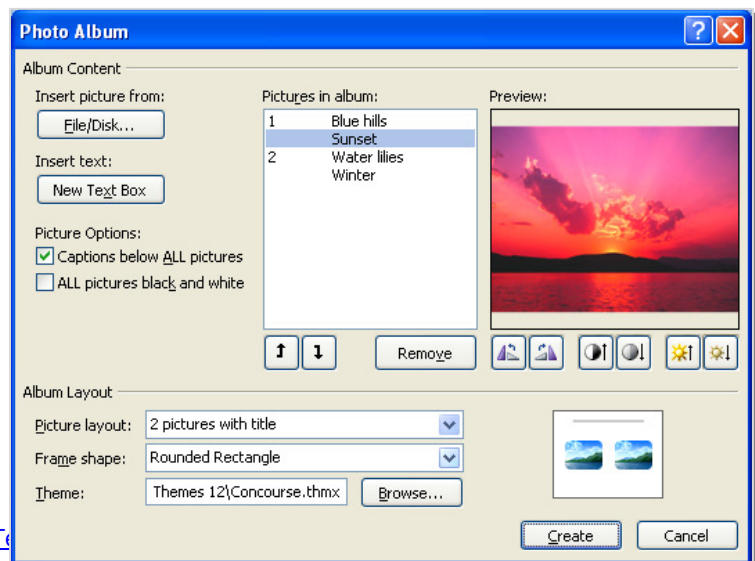
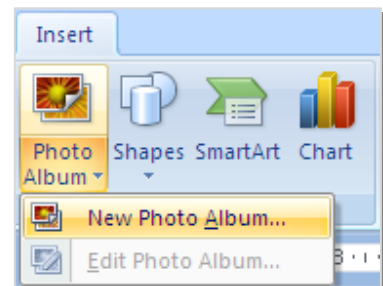


Inserting a Photo Album

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.

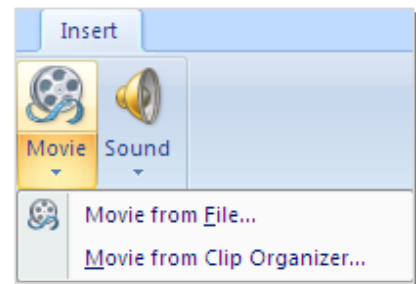


Adding Movies and Sound

The movies discussed in this unit are video files with specific formats and file extensions. Formats supported by PowerPoint include MPEG and AVI. You have probably seen animated GIFs as well; these are ClipArt type files that include motion.

Insert Movie from the Clip Organizer or File

Movies and GIFs are inserted from the ClipArt organizer 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 → Movie 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.

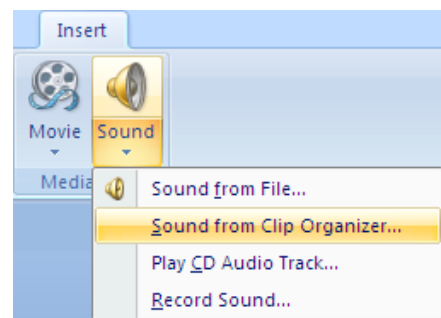
Deleting a Movie

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

Adding a Sound Clip

You can add music and sound from computer files, a CD, or from the clip organizer.

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 Clips → 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.

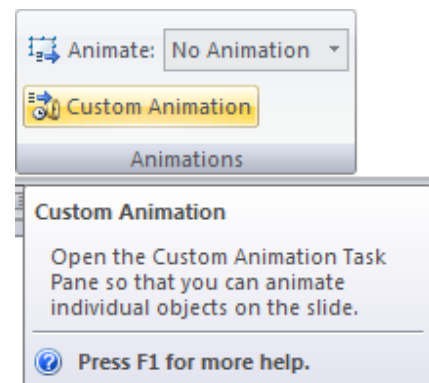
Using Animation Effects

Animation is what makes presentations creative and interesting. Visual effects are effective in getting a viewer's attention. The Animation task pane makes adding special effects simple. The Animation Task Pane has a variety of effects that range from subtle to exciting slide and picture enhancements.

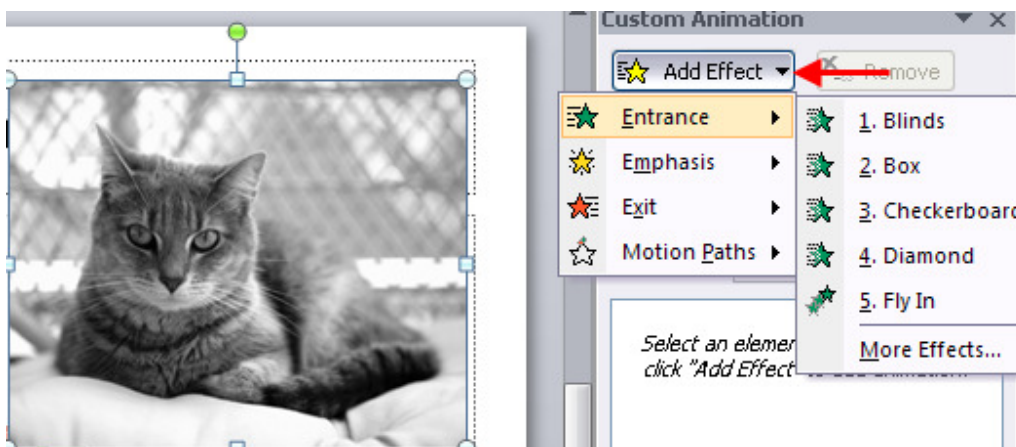
Entrance, Emphasis, Exit Effects and Motion Paths

By adding entrance and exit effects, you could have any of your pictures fly onto and off the slide, or slide in and dissolve away. Adding emphasis to a picture is the same as animating it. Once it has arrived onto the slide, it can blink or twirl, just enough to attract attention.

Entrance and Exit effects are Custom Animations, and are applied using the Animations Ribbon. To apply Entrance, Emphasis and Exit effects the custom animation task pane must first be displayed by clicking Custom Animation command.



The next step is to select the picture to animate, and then click the Add Effect command that is shown in the Custom Animation pane.

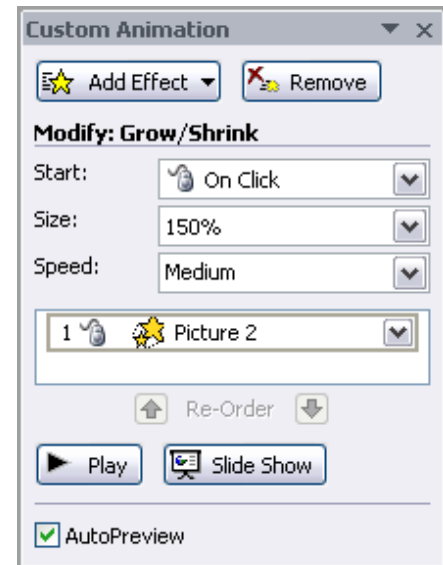


[Motion Paths](#) are found in the Add Effects command. Motion Paths can be chosen from an existing list or drawn by hand. By selecting a motion path, you can draw the path you would like the picture to take before it settles.

Advanced Animation Options

Speeds, timing options, and slide transitions are crucial to a self running presentation. You want to make sure that every piece follows smoothly, not too fast and not too slow. Slides must be set to trigger each other, and the elements on each slide must be set to start after that.

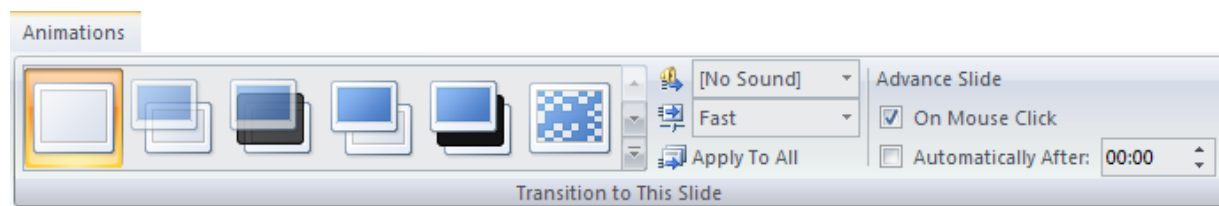
Speed and Timing options control how fast the elements on the slide appear and when. These options are set in the Custom Animation task pane. Speed and time must be applied to each element and each slide, as each element and slide is triggered from the previous. Titles, pictures and other elements can be started On Click, With Previous and After Previous.



Each effect has specific directions where the effects can enter and exit, as well as speeds, such as very slow, slow, medium, and fast. To apply these speeds and timing options select any Start, Direction, and Speed from the drop down menus in the Custom Animation task pane.

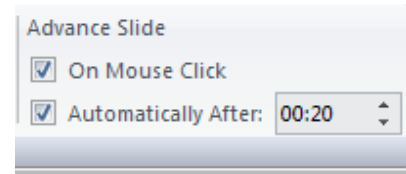
Using Slide Transitions

The slide transition is the amount of time allocated for each slide to be reviewed by the audience. When showing a presentation you can set the transitions of slides, saving you from manually switching between slides during the presentation. Slides can have a transition to this slide and the next. By holding the cursor over any of the transition schemes in the Custom Animation task pane, PowerPoint will give you a mini preview. If the scheme is what you want, click on the scheme and it will be applied to the slide. Transition Speed contains the same speed option as effects, and can be selected from the drop down menu provided.

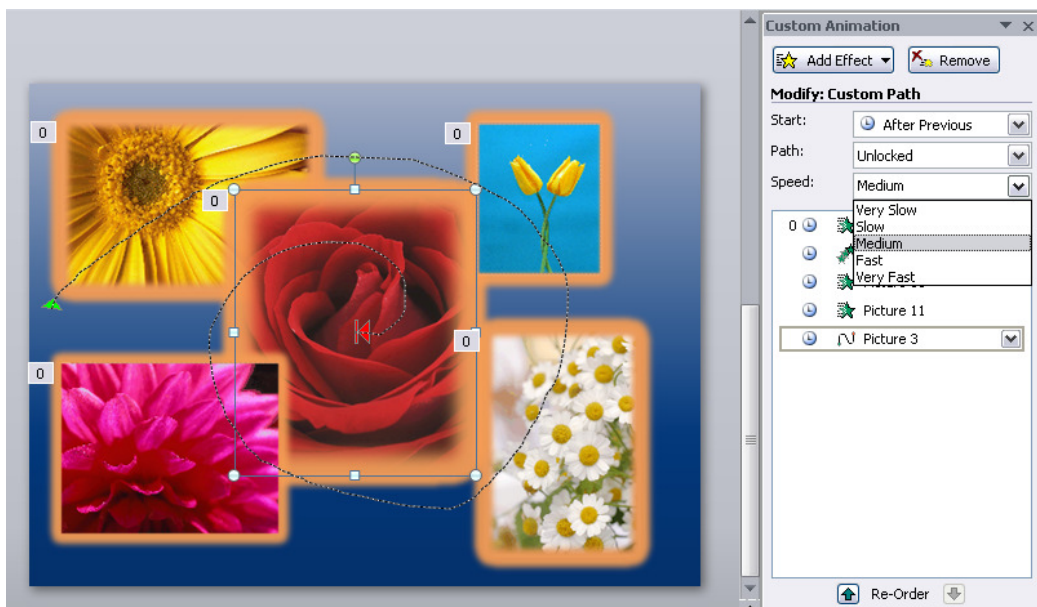


Creating a Custom Animation

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 2 Practice Activity

1. Open **Annual meeting.pptx**.
2. Select the clip art picture on the first slide.
3. Crop the picture to show only three people.
4. Format the picture to include a coloured background.
5. Apply the 2¼ – point line style to the picture.
6. Move the picture to a different position on the slide.
7. Select the clip art picture on the second slide.
8. Re-colour the object. Preview the new colours on the slide before applying them.
9. Select the clip art picture on the third slide.
10. Resize the object to a scale of 100%. Make sure you retain the proportions of the original picture.
11. Add a drumroll sound (Drumroll.wav) to the slide.
12. Apply animation effects to all slides.
13. View the presentation in Slide Show view.
14. Save the presentation as **My annual meeting** and close it



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Unit 3: Microsoft Office Integration with PowerPoint

In this section you will learn how to:

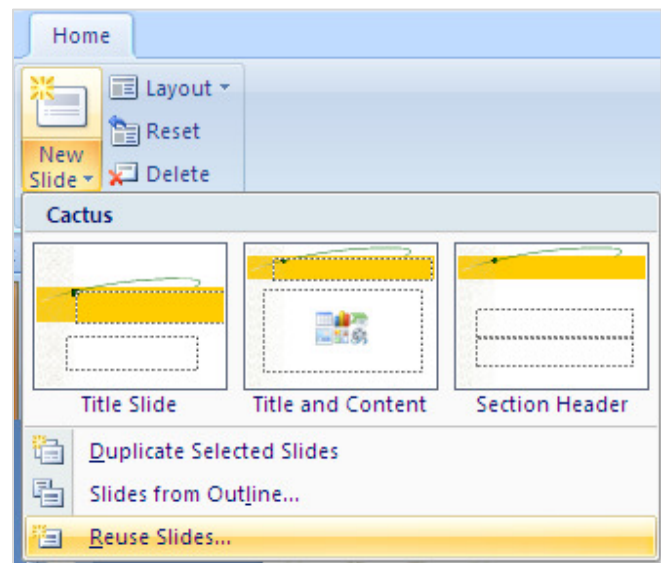
- Merge Your Presentation with Another
- Create a New Embedded Object

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.

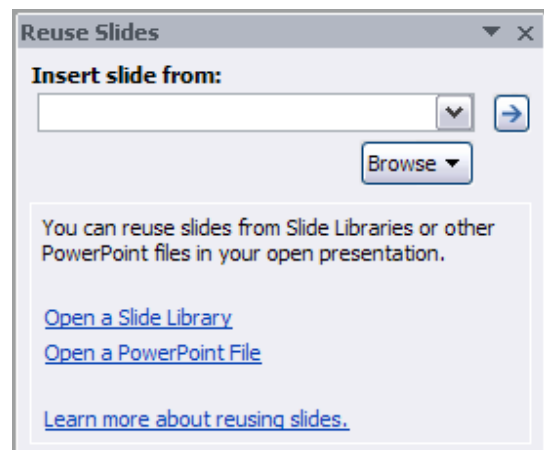


Reuse Slides from other Presentations

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:

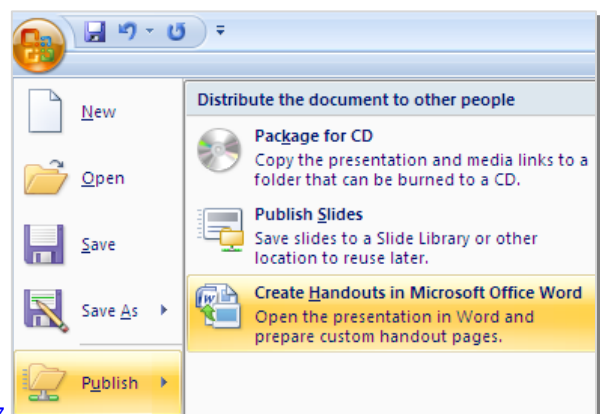
Once you have located a presentation, click a slide to import its contents into a new slide in your presentation. You can also click the Keep source formatting checkbox to import the slide directly as it appears in the original presentation.



Create Handouts in Microsoft Word

You may publish a presentation in Word document format:

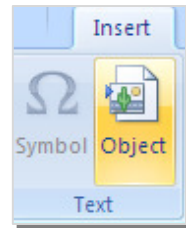
Click on Office Button → Publish → Create Handouts in Microsoft Office Word



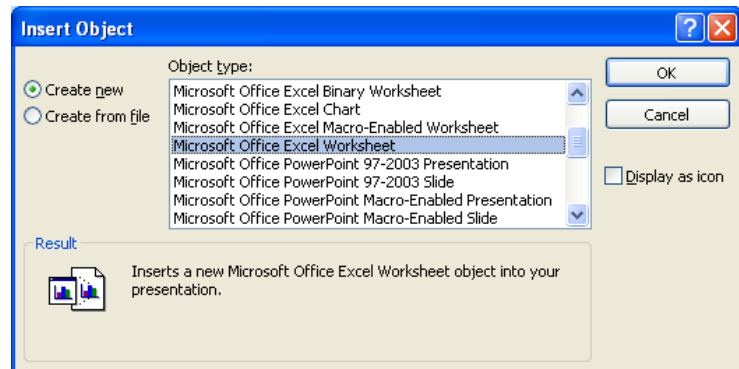
Create a New Embedded Object

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 3 Practice Activity

1. Create a new blank presentation.
2. Change the layout of the first slide to a Title only layout.
3. Enter **Employee data** as the slide title.
4. Embed the spreadsheet data from the file **Employee data.xlsx** into the slide.
5. Edit cell C7 to read **1466 8th Street** and edit cell F7 to read **503-325-3071**.
6. Enhance the column headings by making them bold and applying shading/fill colour.
7. Using the Word outline named **Employee details.docx**, add three new slides to the end of your presentation.
8. Send the presentation to Word (embed the slides with blank lines below the slide).
9. In Word, edit the title of the fourth slide to read **Database**.
10. Close Word without saving changes.
11. Save the presentation as **Practice employee data** and close.



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Unit 4: Working with Organization Charts and Tables

In this section you will learn how to:

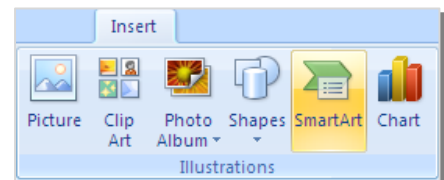
- Work with Organization Charts
- Use Advanced Table Tools

Advanced Organization Chart Options

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

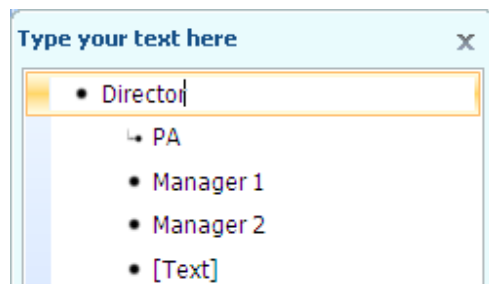
Create an Organization Chart

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**.

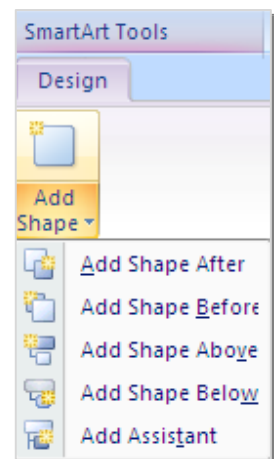


Edit an Organization Chart

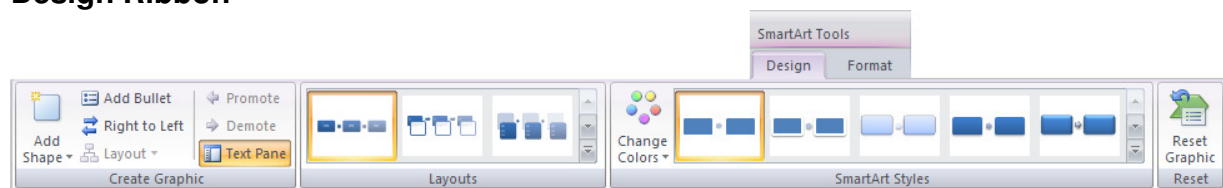
Click **[Text]** in the Text pane, and then type your text.



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.

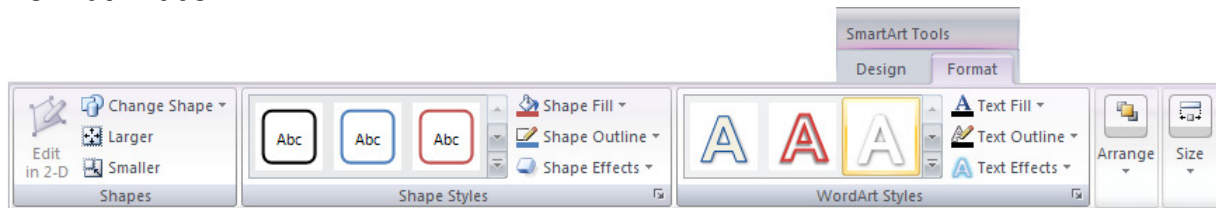
SmartArt Styles

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.

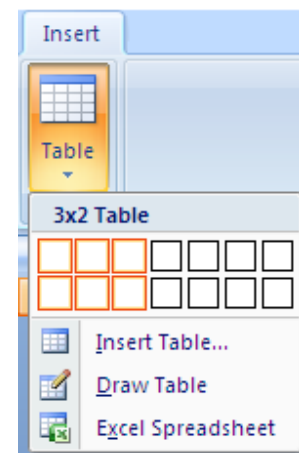


Table Tools: Design Sub Ribbon

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.

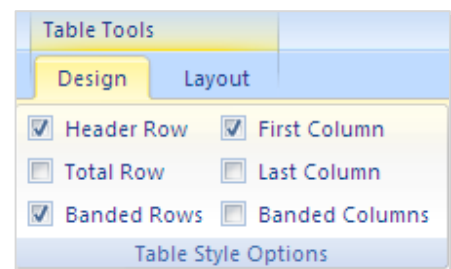
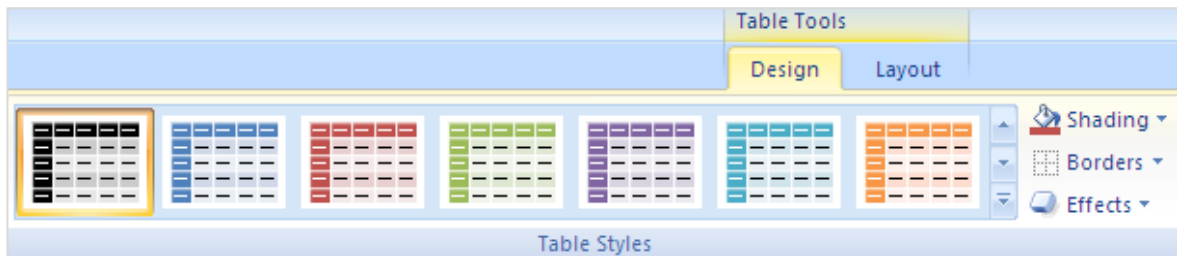


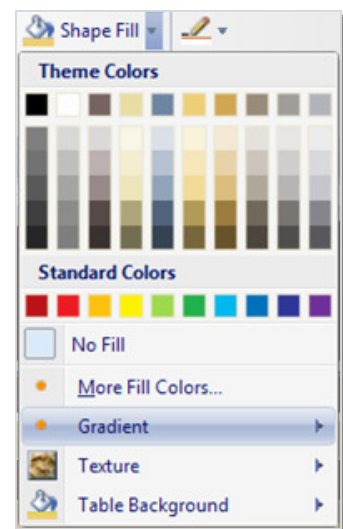
Table Styles

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



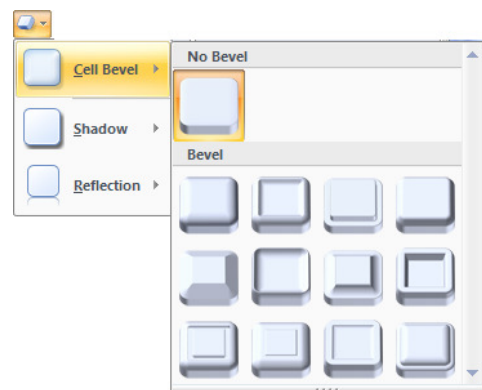
Under the Shape Fill command, you will find all of the gradient, texture, and picture options for table backgrounds.

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.

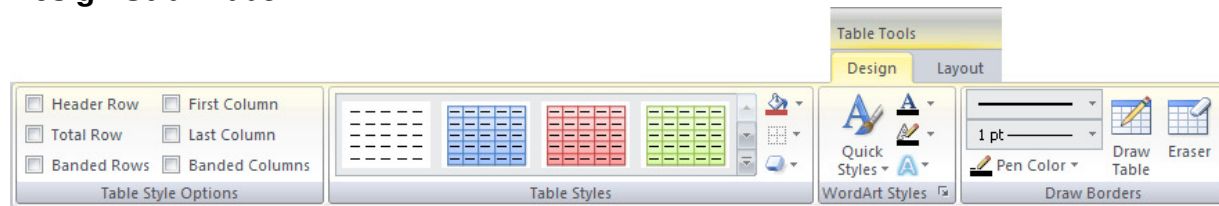


Effects can be added to just about any element on a slide including table cells. There are three kinds of effects that can be applied: 3-D (Bevel), Shadow and Reflection. As well, each type of effect has multiple variants for you to choose.

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

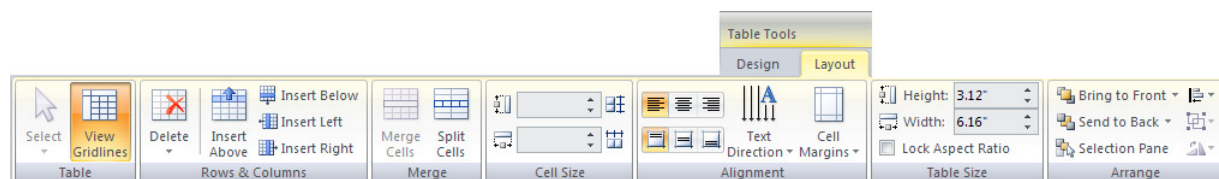


Design Sub Ribbon



- 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 4 Practice Activity

1. Open **Employee details.pptx**.
2. Change the background colours of the boxes on the second and third levels of the chart.
3. Change the fonts and border styles for all boxes in the chart.
4. Insert a new Title Only layout slide into the presentation.
5. Enter **Employee details** as the title of the slide.
6. Using the pencil tool from the Insert ribbon → Tables group → Table drop-down → Draw Table, draw a table as shown below.
7. Add text to the table as shown below.
8. Format the text in the first row as Arial Narrow, 24pt, bold. Format the text in the second and third rows as Arial Narrow, 20pt, italic.
9. In the bottom right cell, align the address to the right.
10. Run the presentation.
11. Save the presentation as **My employee details**.
12. Close the presentation.

Name	Tom Wilkins	
<i>Emp-Code</i>	<i>Emp-Status</i>	<i>Address</i>
<i>E002</i>	<i>Trainee</i>	<i>4691 Amity Rd, Amity, OR 97101-2211</i>



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Unit 5: Advanced Presentation Techniques

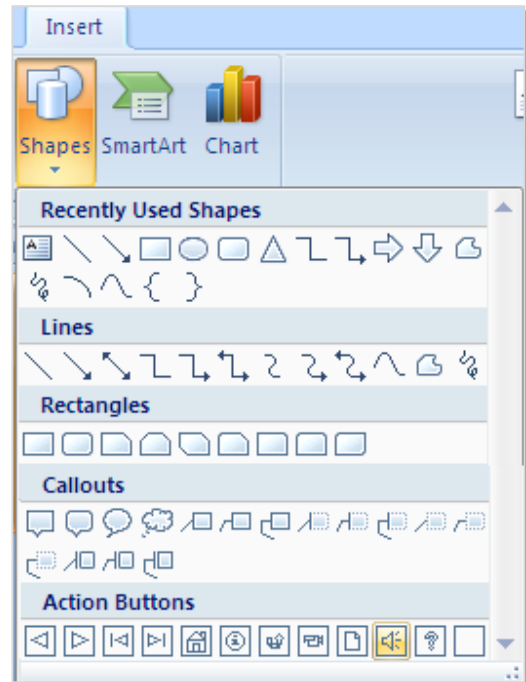
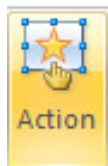
In this section you will learn how to:

- Create Action Buttons
- Create and work with Custom Shows

Creating Action Buttons

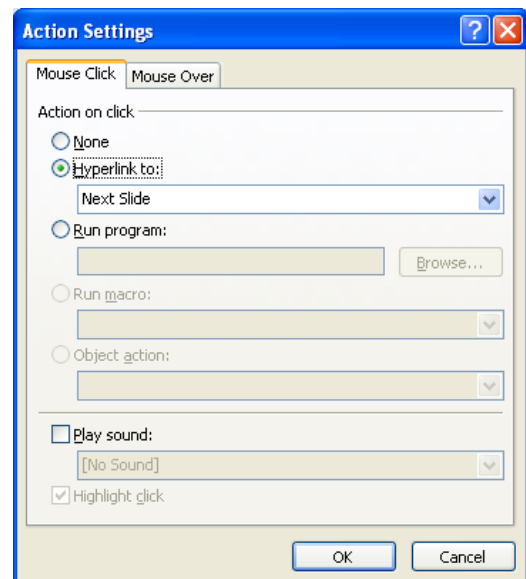
Action Buttons can be found under in the Shapes Gallery in the Insert Ribbon. They are built in images that are inserted into the presentation slide and they operate like hyperlinks.

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.

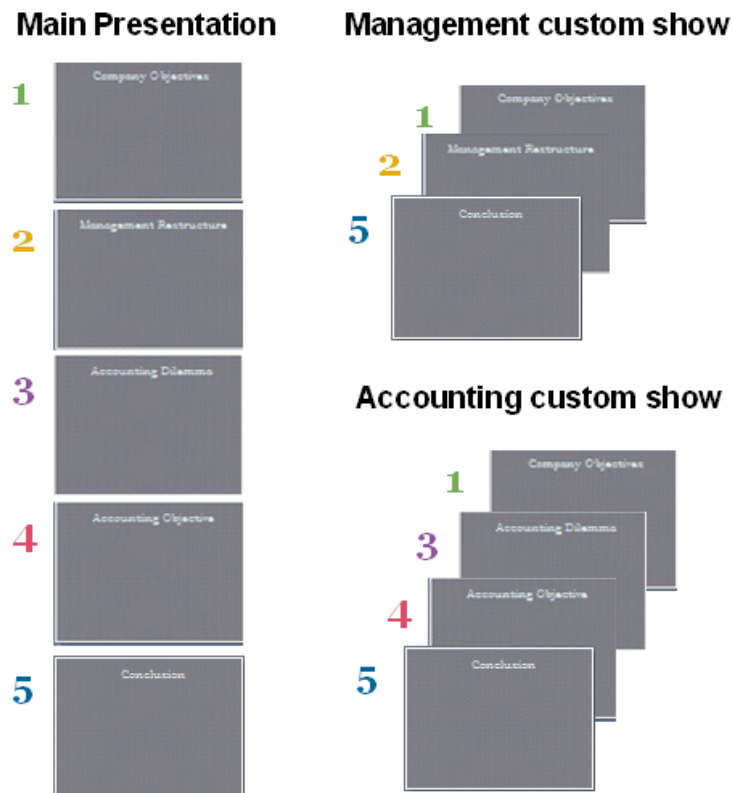


Custom Shows

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.



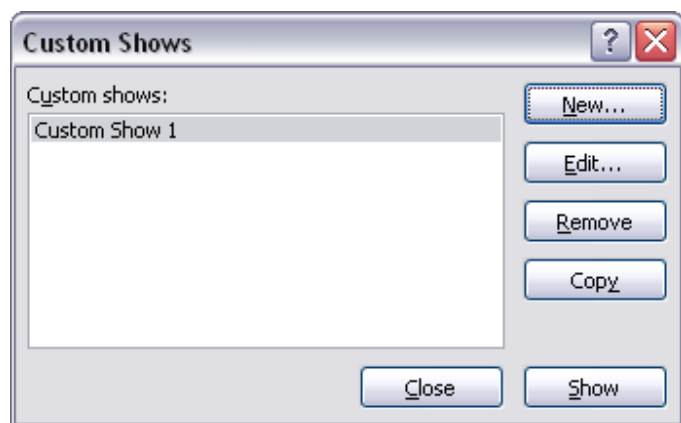
Creating, Editing, Copying, and Deleting Shows

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.



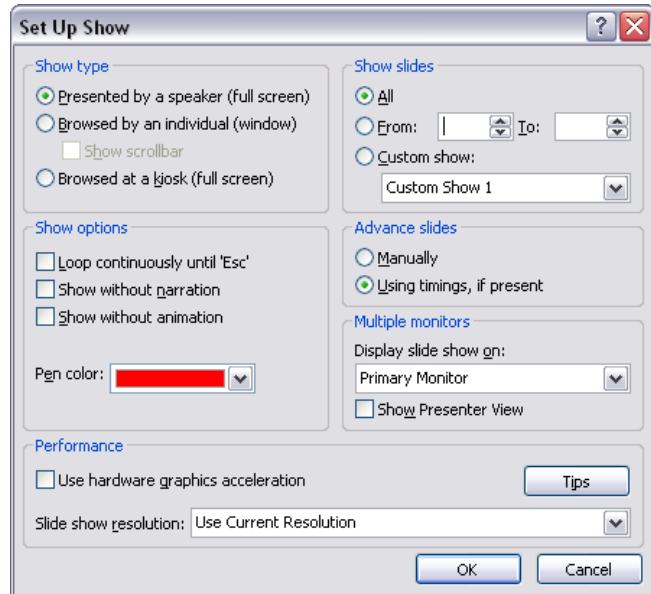
When the dialogue box is first opened you will notice the tasks listed on the right hand side. Click New to define a new custom show based on the slideshow you currently have opened. To change the slide layout of an existing custom show, highlight a show from the list and click Edit. To delete a show, 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.

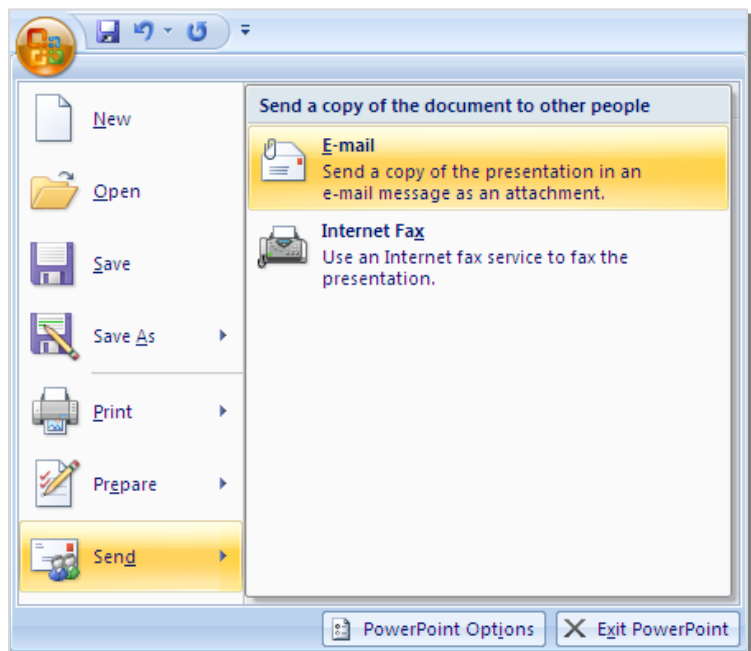
In the Set up Show dialogue box you are able to set the show type, show options, slides that will be displayed, and when the slides are to advance. You can also set the performance of the slides, including setting the slide show resolution and set up multiple monitors.



E-mail Presentation

If you want to share the presentation file with other people, you can send the file via e-mail. Click on Office Menu Button → Send → E-mail:

Type in e-mail address and press Send.



Unit 5 Practice Activity

1. Open **Benefits.pptx**.
2. Switch to Master view.
3. Add an action button that displays the previous slide when clicked.
4. Test the action button in Slide Show view.
5. Navigate to the third slide in Slide Show view.
6. Click the hyperlink on the word 'here' to open the linked worksheet in Excel.
7. Close Excel.
8. In PowerPoint, switch to Normal view.
9. Select the word 'loan' in the second bullet point on the slide.
10. Create a hyperlink which links the selected text to the Excel file **St-of-Loan.xlsx**.
11. Test the hyperlink in Slide Show view.
12. Switch to Normal view.
13. Navigate to the second slide.
14. Select the words 'Visit us'
15. Create a hyperlink to www.course.com, and include a screen tip that says Our Home page.
16. Test the hyperlink in Slide Show view.
17. Set up a slide show to be browsed by individual as a repeating loop.
18. Run the slide show, then press Esc to stop the loop.
19. Create a custom slide show called **New Schemes** that includes slides 1, 3, and 4 only.
20. Run the custom slide show.
21. Save the presentation as **My benefits** and close it.



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Unit 6: Advanced presentation delivery options

In this section you will learn how to:

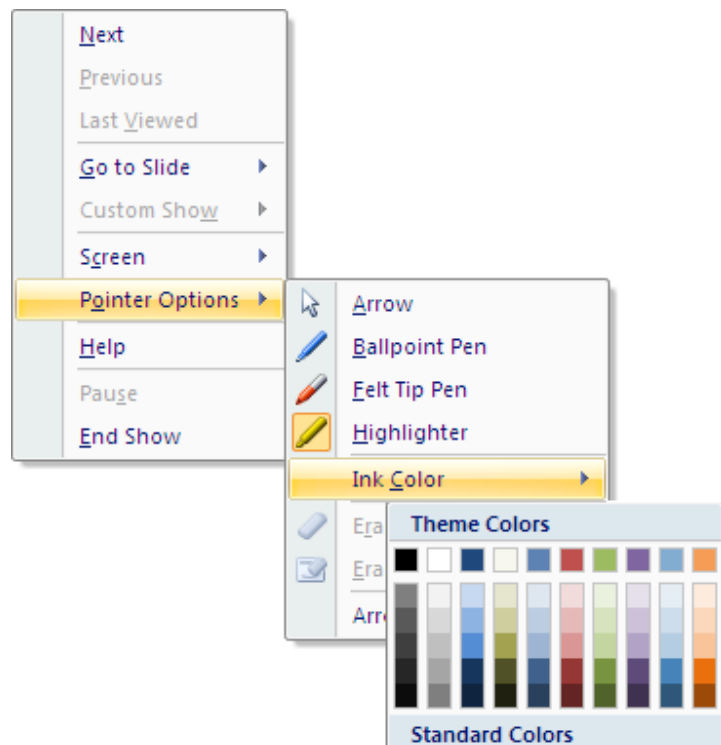
- Use On-Screen Navigation Tools
- Copy a Presentation to a CD or Folder

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.

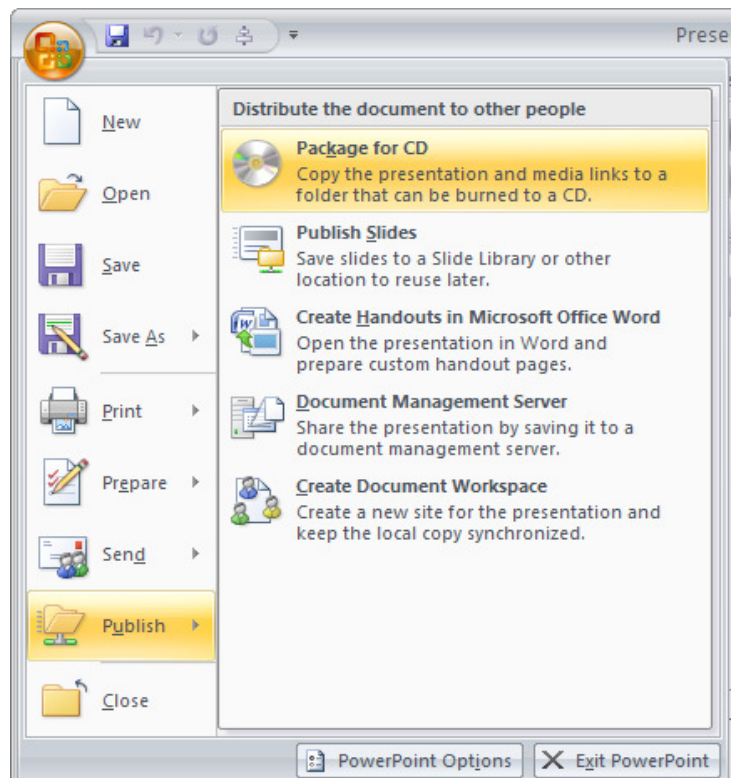
During the slideshow, right-click the slide that you want to write on, point to **Pointer Options**, and then click a pen or highlighter option. Hold down the left mouse button and drag to write or draw on your slides.



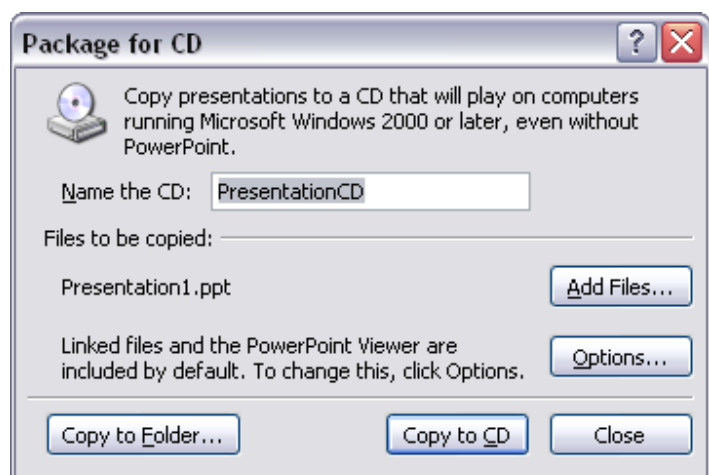
Copying a Presentation to a CD or Folder

In PowerPoint 2007, you will find the command to package a presentation under the Publish unit of the Office Menu.

Sometimes people are apprehensive in packaging their presentations to CD as not all offices or computers have Office to run presentations. Need not worry; when presentations are packaged the PowerPoint Viewer is also installed so the presentation can be run on any Windows-based computer.

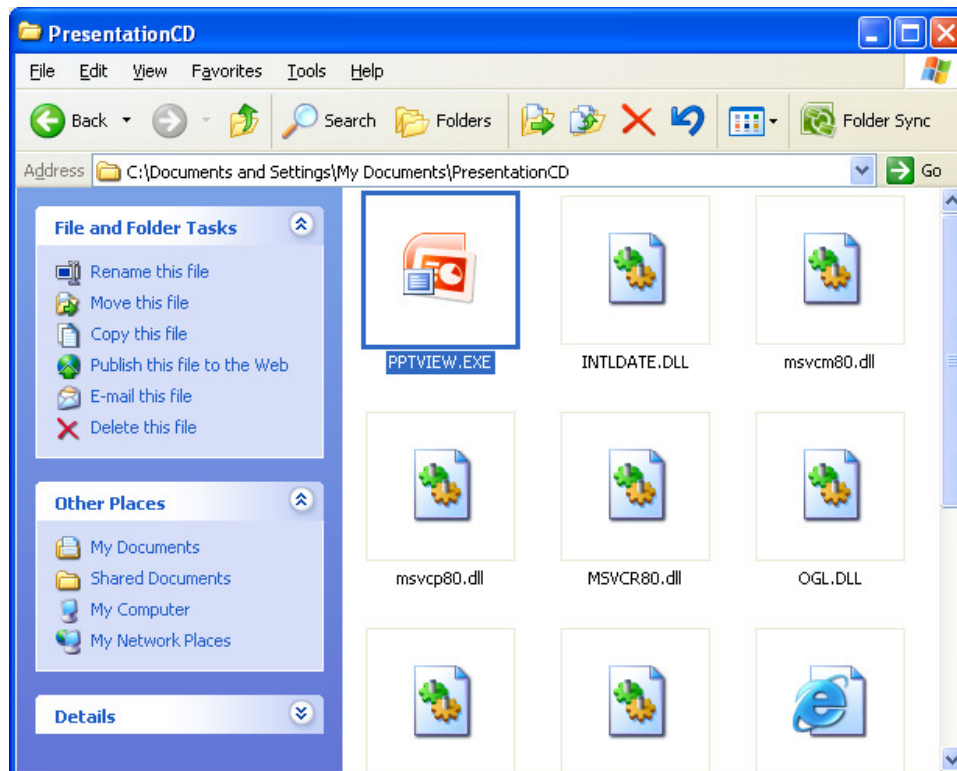


Another great feature for packaging presentations is that the presentations can be password protected, whether you are copying to a folder or CD. This option is found in the Options command in the Package to CD dialogue box.



Opening Packaged Presentations

At this point you would enter in the password, or the presentation will begin automatically. If the presentation has been packaged to a folder, locate and open the folder. The folder contents will probably look something like this:



To launch the presentation(s) double-click the PPTVIEW (Viewer) icon. The viewer will open and locate any presentations in the same directory. Enter your password if necessary and the slide show will begin.

Unit 6 Practice Activity

1. Open **Broadcast.pptx**.
2. Pack the presentation into the “**Practice packing**” folder. Embed the fonts and do not include linked files.
3. Save the presentation as **My Broadcast** and close it.
4. Close PowerPoint.
5. Unpack the Presentation to the folder named “**Practice unpacking**”.
6. Run the unpacked presentation.
7. On the fourth slide use the Pen tool to underline the last bullet point.
8. Close Windows Explorer.
9. Close the presentation, but do not close PowerPoint.



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Unit 7: Customizing the PowerPoint Environment

In this section you will learn how to:

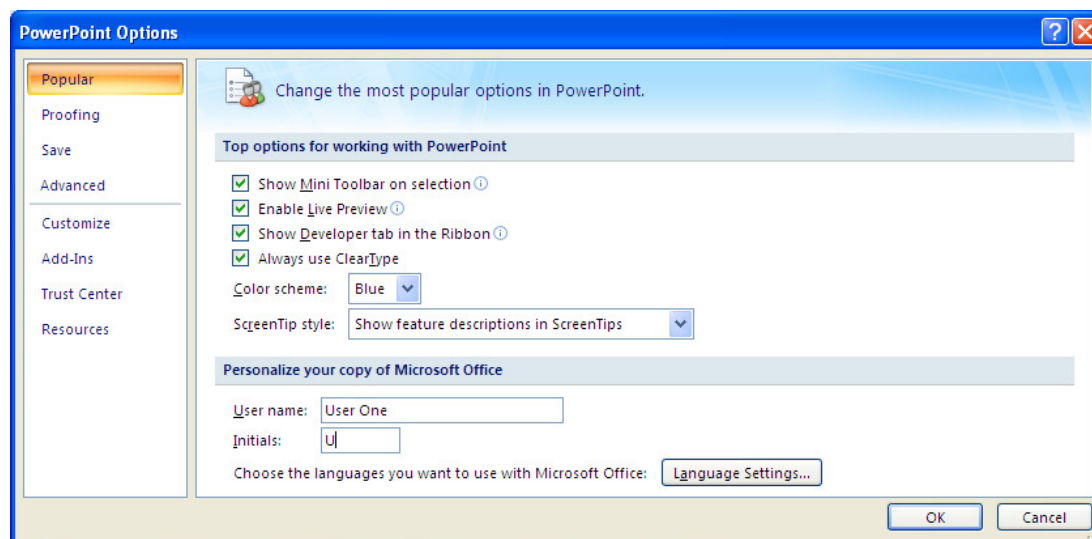
- Work with PowerPoint Options
- Setup and use the Quick Access toolbar

PowerPoint Options

You can customize the PowerPoint environment by select Office Button → PowerPoint Options.

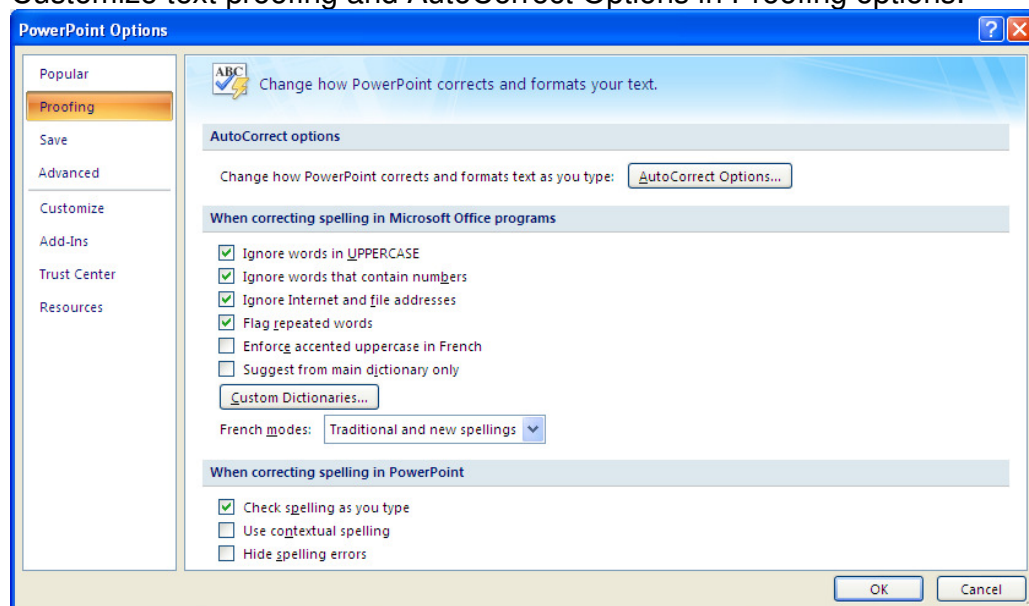
Popular

Under Popular 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

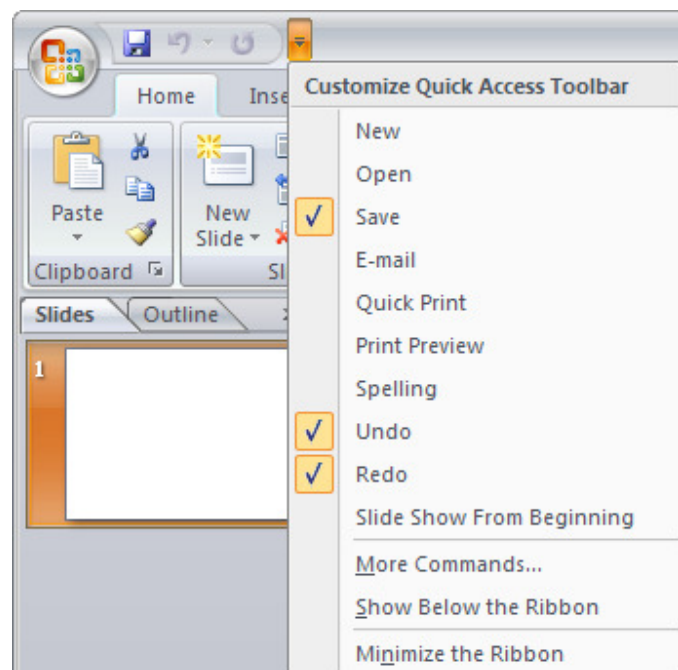
The Quick Access toolbar contains commands that are available through the various ribbons and dialogue boxes of the PowerPoint interface, but will always display them at the top of the PowerPoint window. The Quick Access toolbar contains general buttons for saving, mailing options, exit options etc. 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

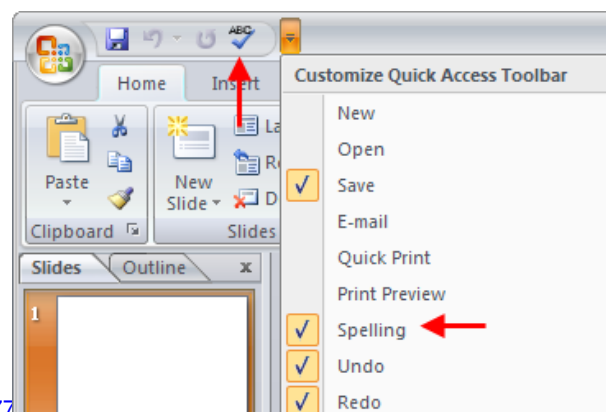
The Quick Access toolbar contains three default buttons; Save, Undo, and Redo, from left to right. The Save button does the same action as clicking Office Menu → Save. Undo will revert the changes made by the last operation (like accidentally deleting a slide). Redo will undo an undo operation (turn 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:

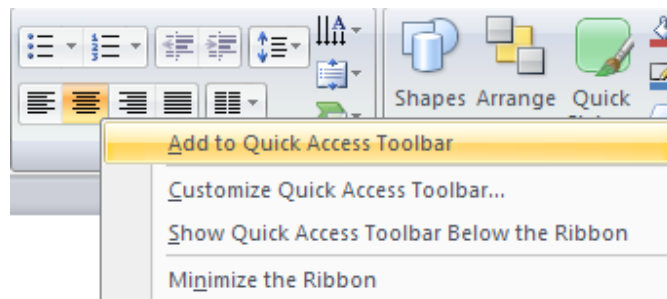


Adding Buttons

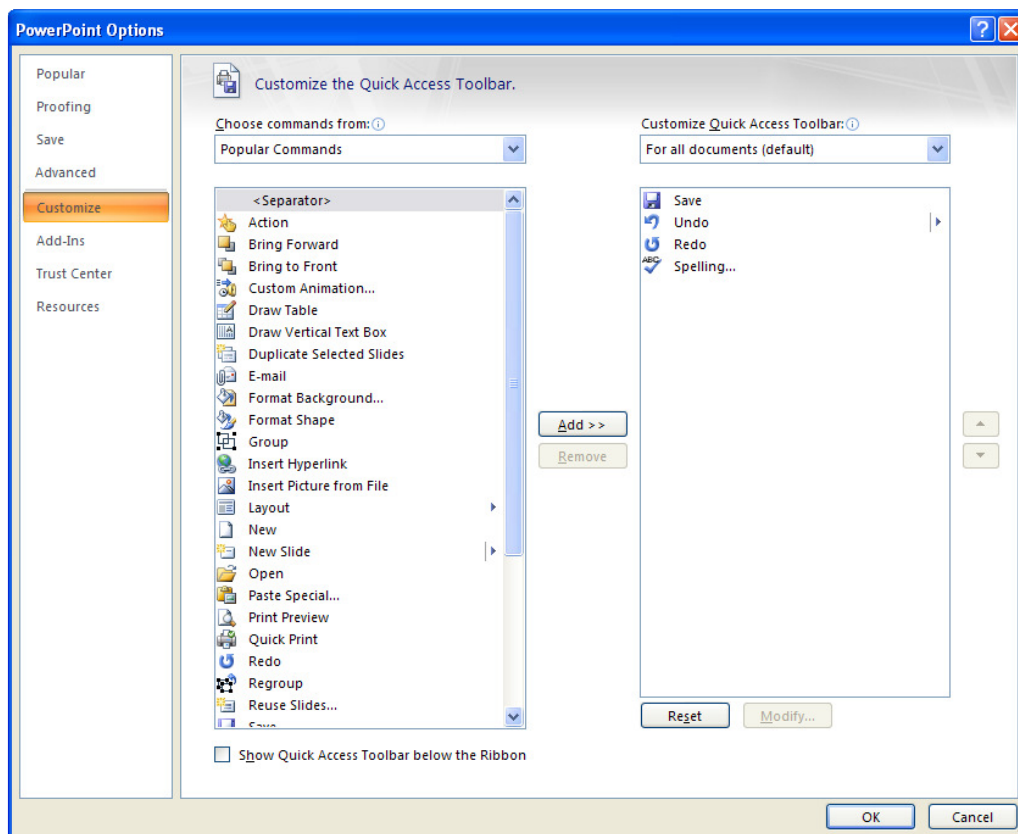
There are three different ways to add buttons to the Quick Access toolbar. First, click the pull-down arrow beside the Quick Access toolbar. Notice that the default buttons (Save, Undo, and Redo) are checked off. If you wanted to add any of the other command listed here, just select it from the list.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



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 Center justify text command to the bar, just right-click the command:



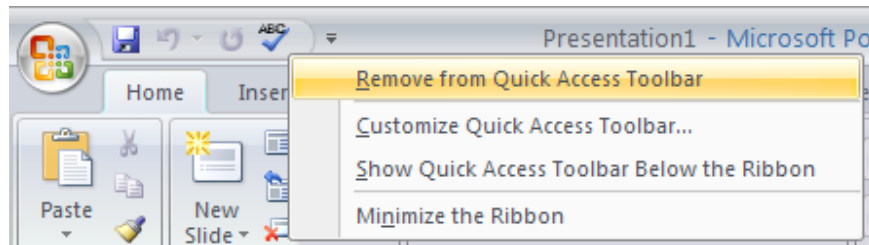
The third method involves opening the Quick Access toolbar customization window. You can find this by clicking the pull-down arrow beside the toolbar and clicking More Commands (3rd item from the bottom). Here you can choose from all available commands and add the ones you will use most often:



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.

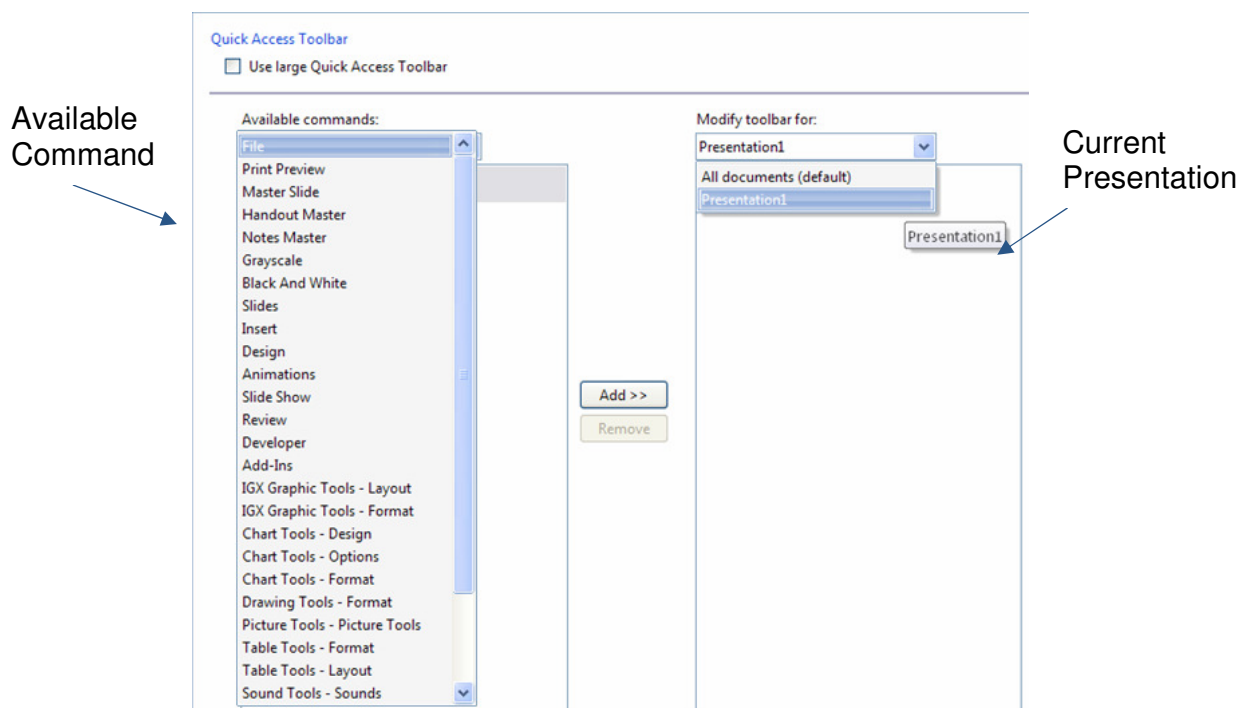
Removing Buttons

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.



Unit 7 Practice Activity

1. Create a new, blank presentation.
2. Change the layout of the first slide to a title only layout.
3. In PowerPoint Options:
 - a. set the colour scheme as black;
 - b. ensure the Primary Editing Language is English (U.K.);
 - c. add an AutoCorrect option: to replace “OS” with “Outlander Spices”;
 - d. customize the Quick Access Toolbar with the addition of “Insert Symbol”.
 - e. remove “OS” from Autocorrect option list and reset Quick Access Toolbar.
4. Save the presentation as **Practice presentation**.
5. Close the presentation and PowerPoint.



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