PowerPoint 2007

Introduction

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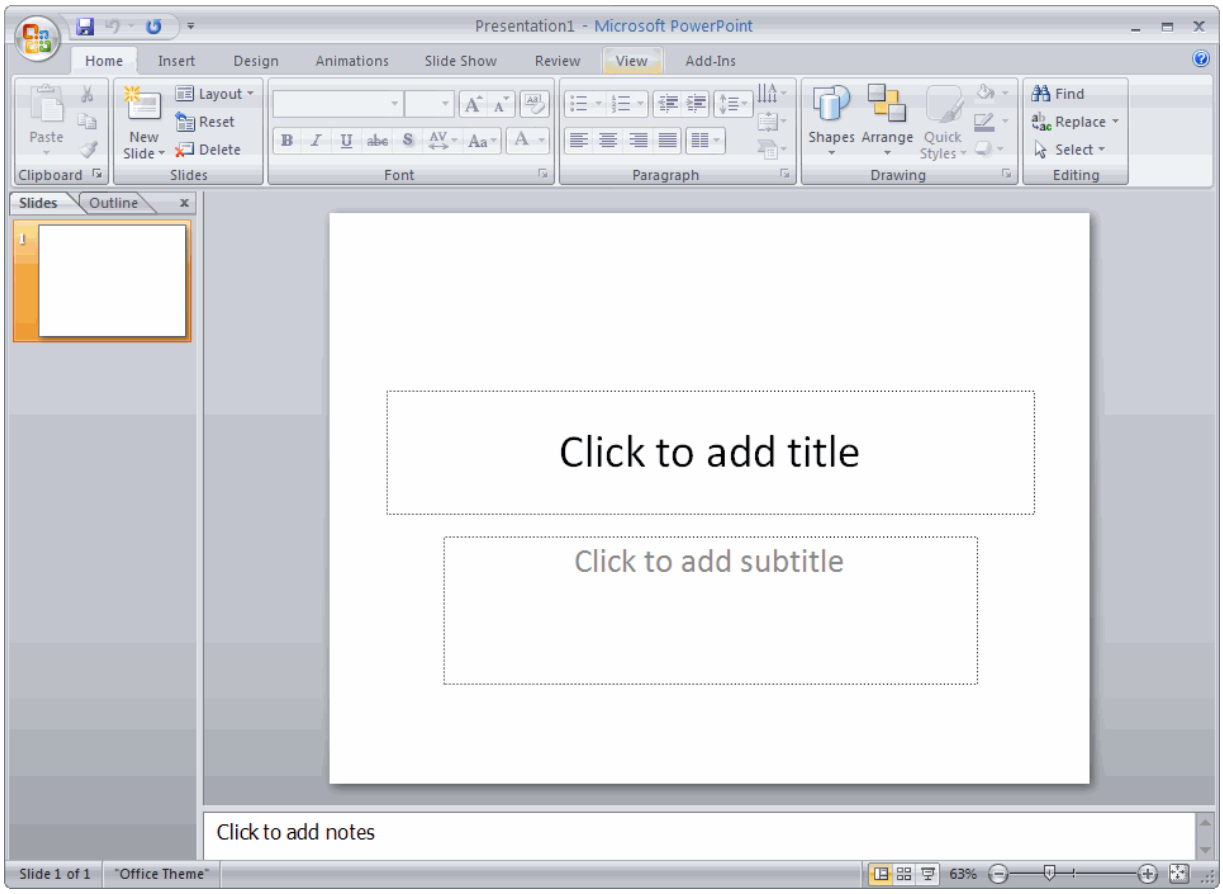
SECTION 1: Getting Started

In this section you will learn how to:

- Open Microsoft PowerPoint
- Interact with Microsoft PowerPoint
- Close Microsoft PowerPoint
- Add a slide
- Delete a slide
- Cut, copy and paste slides
- Use AutoFit
- Create text
- Delete text
- Select text
- Cut, copy and paste text
- Use the Format Painter
- Use Find and Replace
- Use different methods of saving
- Open a presentation
- Close a presentation
- Use the Help screen for online and offline help

Lesson 1.1: Starting Out

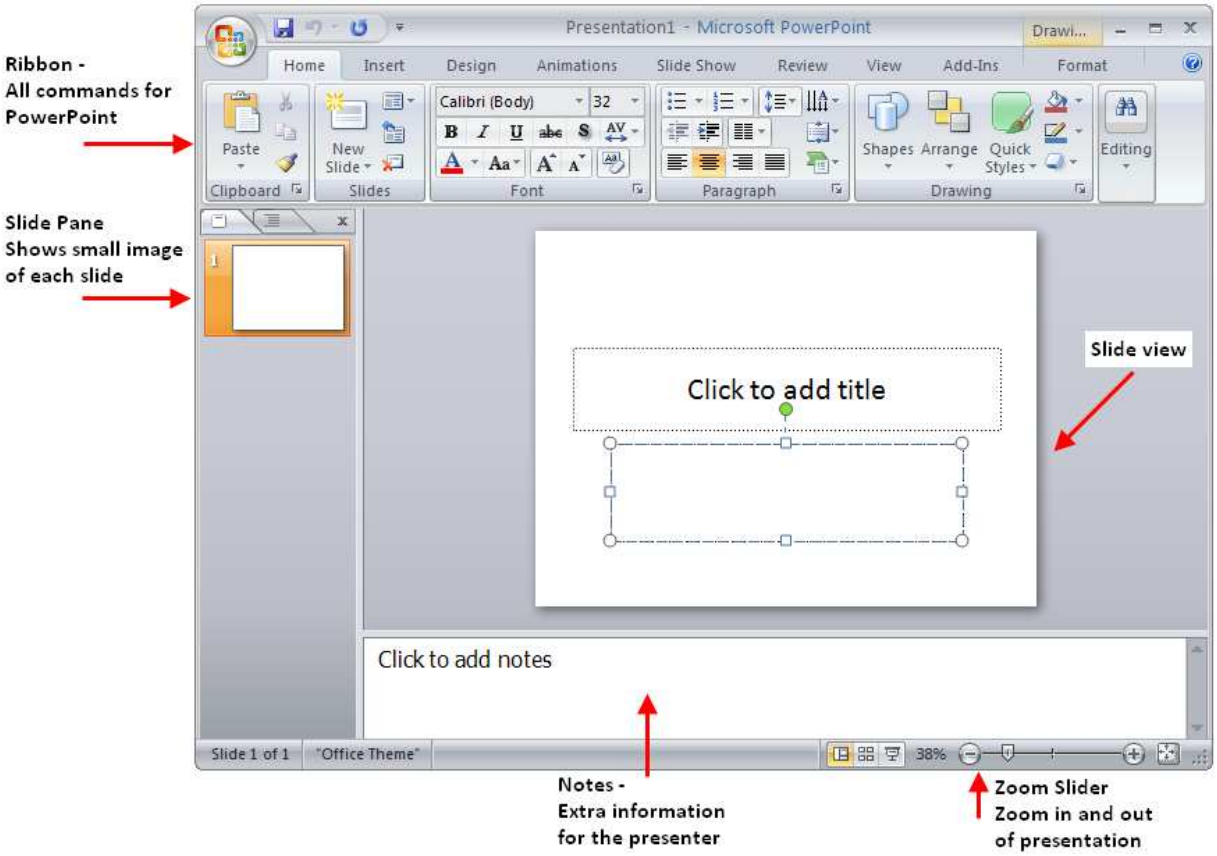
This lesson will give an overview of Microsoft PowerPoint 2007, as well as help you become familiar with opening, closing, and interacting with the PowerPoint program.



What is Microsoft PowerPoint 2007?

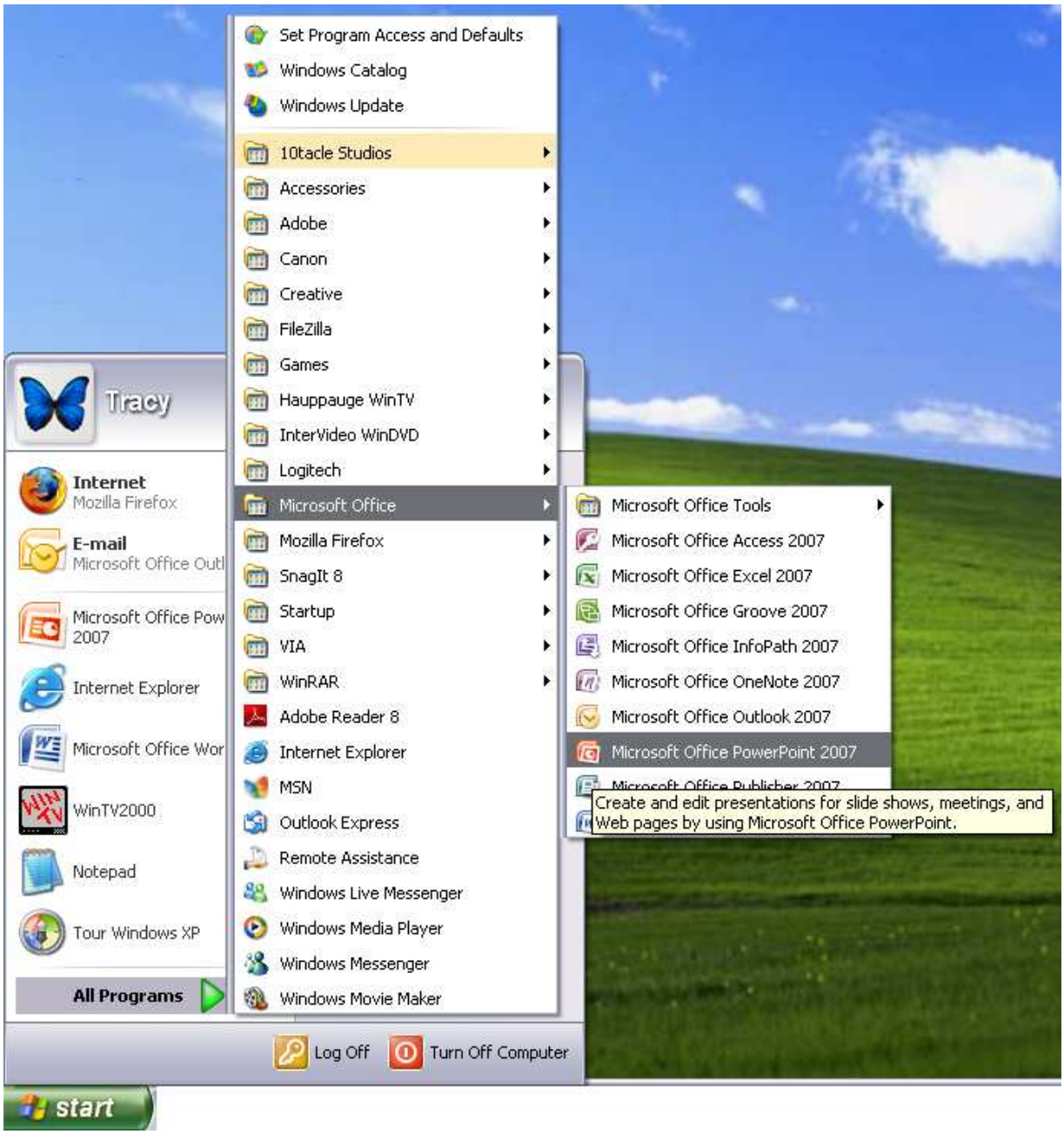
Microsoft PowerPoint is one of the leading programs used for creating presentations for business meetings, school projects or creating personal family slideshows. With PowerPoint, you can create any type of presentation/slideshow by customizing each slide to your specifications. With the help of this and other PowerPoint 2007 courseware guides, you will be on the road to making remarkable impressions!

Let's take a quick look at the interface:



Opening Microsoft PowerPoint

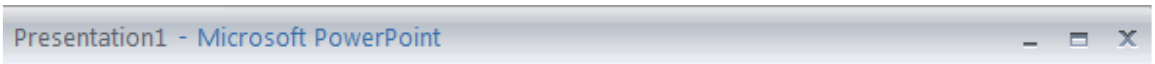
To start off, you must know how to open the program. If you are just beginning with computer, a program is opened from the Start menu. Click Start → All Programs → Microsoft Office →Microsoft Office PowerPoint 2007.



You can also set the PowerPoint icon on the desktop as a shortcut by right-clicking the program name, pointing to Send to, and clicking Desktop:

Interacting with PowerPoint

You will find the Minimize, Maximize, and Restore buttons on the horizontal title bar at the top of each window. The name of the current file is also shown here:



Minimizing a window means removing it from the screen and placing an icon on the Start bar. To minimize an open window, click the minimize button:

Maximizing the screen means to expand the window to fill whole screen. To maximize an open window, click the Maximize button:

Restoring a window means to return a window that has been maximized back to its previous size. To Restore a window, click the restore button (which has replaced the maximize button):

Closing Microsoft PowerPoint

Closing a window shuts down a program, file or folder. To close a window, click the close button or click Office Menu →

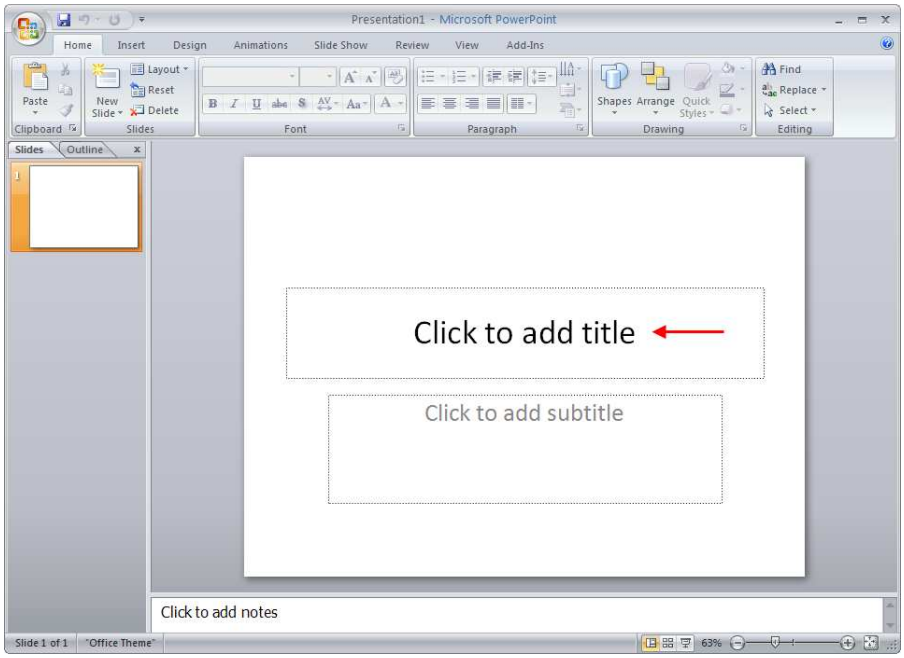
Lesson 1.2: Slides

The main component of a PowerPoint presentation is a slide. In this lesson you will learn what a slide is; how to add and delete slides; how to cut, copy, and paste slides, and how to use the AutoFit feature.

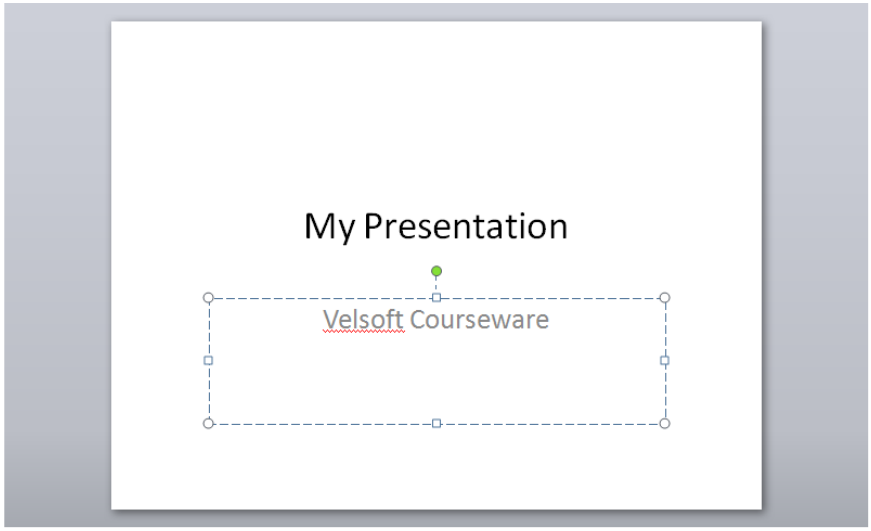
What is a Slide?

Slide shows are made up of a series of slides that contain text, pictures, diagrams, charts, and other objects to display and enhance a presentation. Slides are similar to pages in a Word document or worksheets in an Excel spreadsheet; they show the content.

Slides usually have placeholders for text, pictures, charts, or other objects. These placeholders have text that tells you to click to add the object indicated in the placeholder. For example, then you first open PowerPoint, the default presentation template is used. The first (Title) slide has a text placeholder that says “Click to add title:”



Just click in this box and type a title:

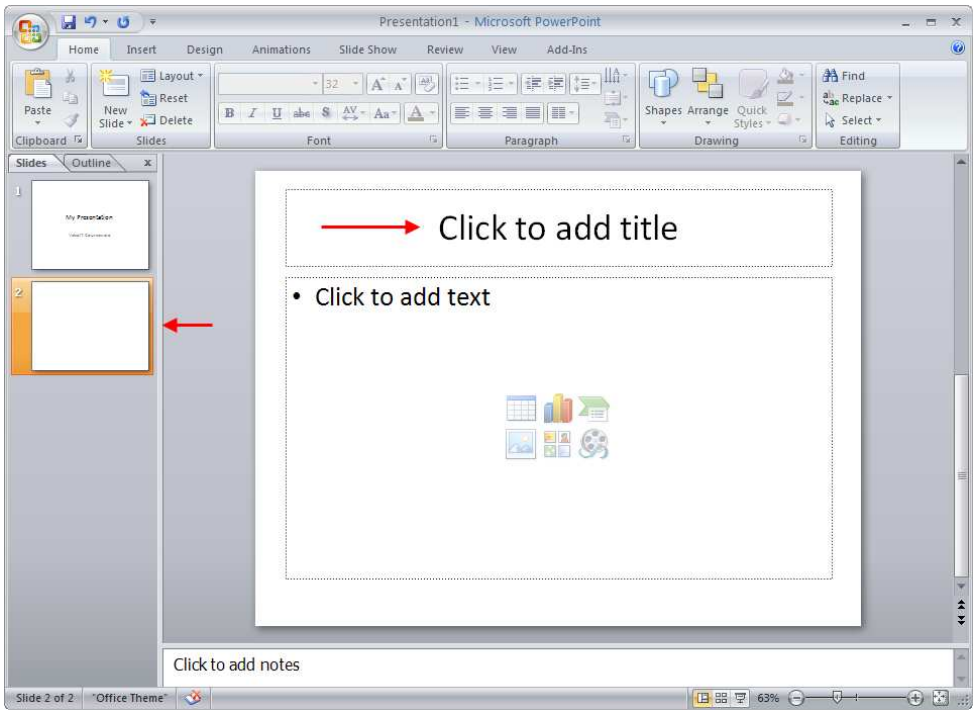


Adding a Slide

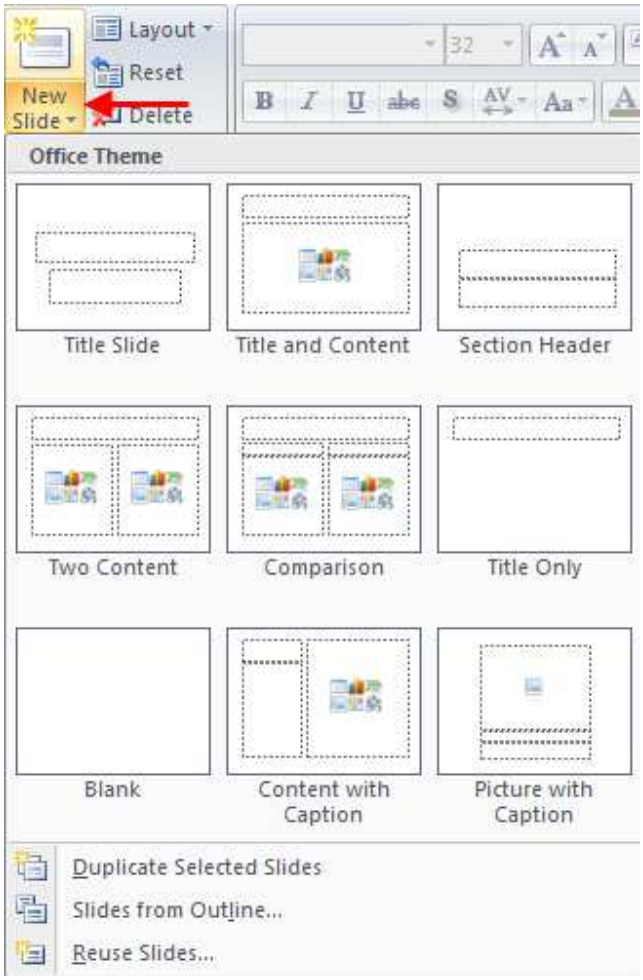
A slide show with one slide is not very exciting, so we will now learn how to add more slides. Most presentations are delivered on a point-by-point basis with a slide for each major point or group of points you want to make.

To add a new slide, just click the New Slide command in the Home ribbon:

When you do this, a couple of things happen. You will see the new slide in the main portion of the PowerPoint window, and you will also see a miniature version of the new slide in a list on the left. (This list is called the Slide Pane.)



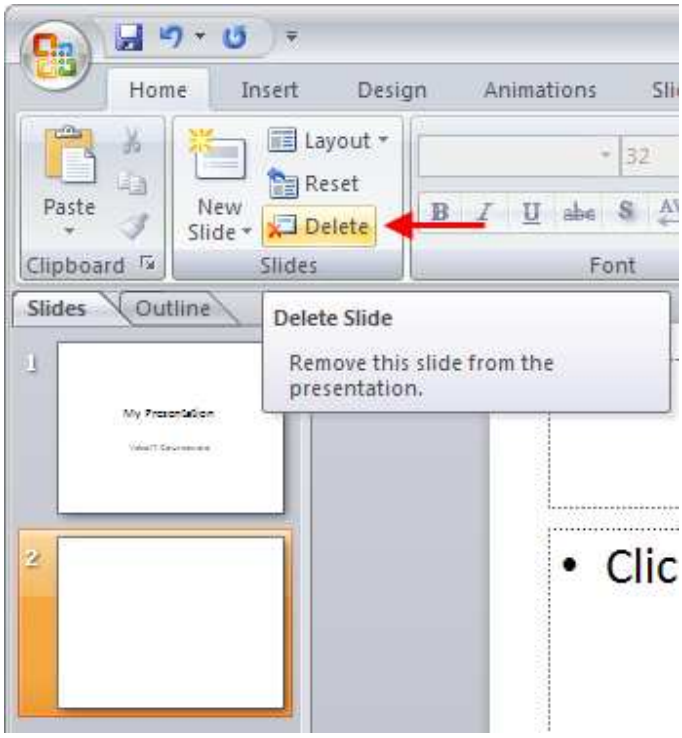
By default, PowerPoint inserts a new slide using the Title and Text layout with a title for the slide on the top and space to type some information. This is only one of many different slide templates we can use. Click the pull-down arrow beside the New Slide command to see more options:



We will explore some of these templates later.

Deleting a Slide

On occasion you may want to delete a slide from your presentation. Click the slide you want to remove in the Slide Pane, and then click the Delete command in the Home ribbon.



You can also press the Delete key on the keyboard to remove the selected slide.

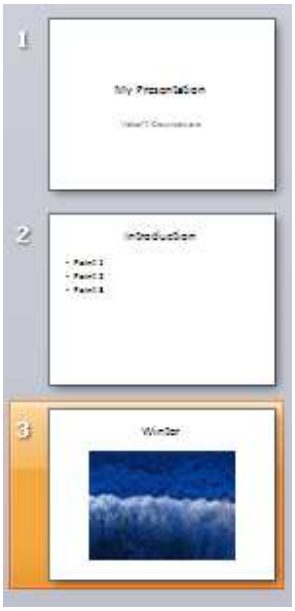
Cutting, Copying and Pasting Slides

Cutting, copying and pasting slides is the same procedure as copying and pasting text in a word processor. In case you are not familiar with this concept, let's go over it now. When you select something (a slide, text, an image, etc) you can store a temporary copy in your computer's memory by cutting or copying. Cutting means you physically remove the selected item; copying means you take an exact copy while leaving the original intact.

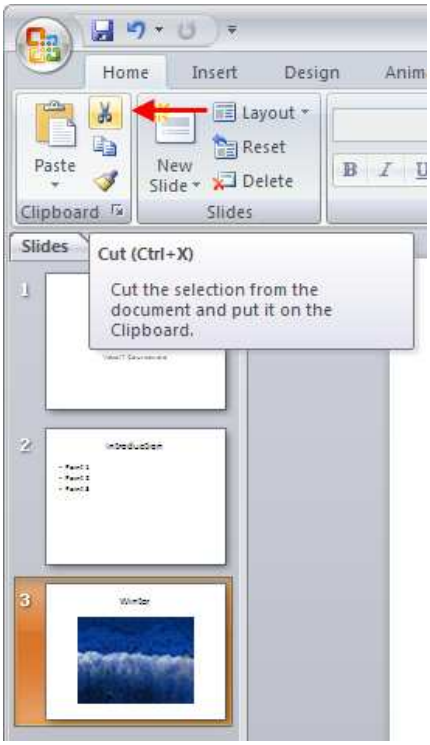
After text has been cut, it can be pasted once to a destination. After text has been copied, you can paste it many times; like a photocopier makes many copies of one original.

Select the slide in the Slide Pane and then click Cut ( ) to cut the slide completely out of the presentation or Copy ( ) to duplicate the slide. After you have chosen to cut or copy, click in the Slide Pane where you want the slide to go and click Paste. Let's try this now.

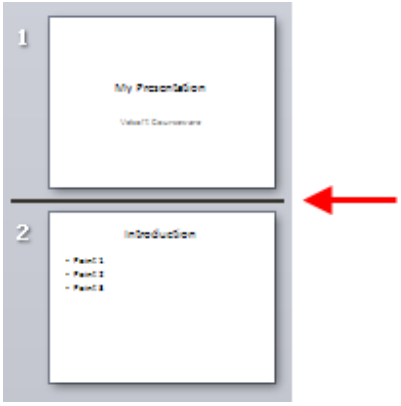
Take a look at this presentation with three slides. There is a title, a slide with three points, and a slide with a picture. We want to move the picture with the slide from the end to the middle:



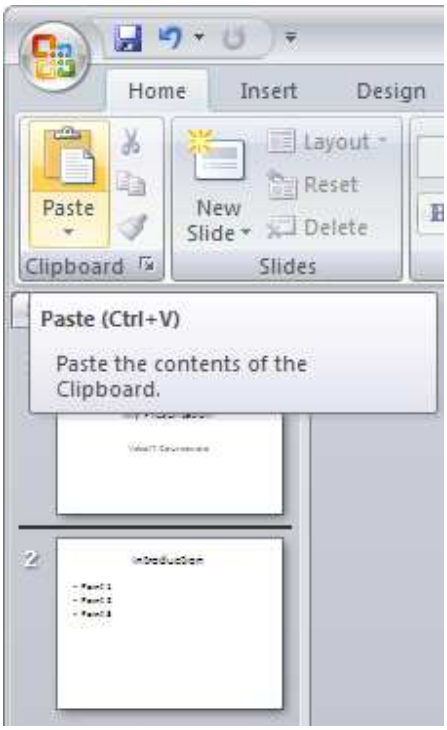
Copying would not be the right thing to do now because we want to move the original. Click the slide to select it (as it is in the above diagram) and then click Cut in the Home ribbon:



The slide disappears from the Slide Pane and is saved in the “Clipboard;” a special section of the computer’s memory that can hold temporary data. To paste the slide in between the existing two slides, move your mouse between the two slides and click to place a cursor, a flashing dark line indicating a location:



Click Paste to insert the slide that was cut:



The slide will be returned to the Slide Pane:

There are two shortcuts you can use to perform cut, copy, and paste operations. You can right-click on a slide in the Slide Pane to see these commands:

You can also use keyboard shortcuts.

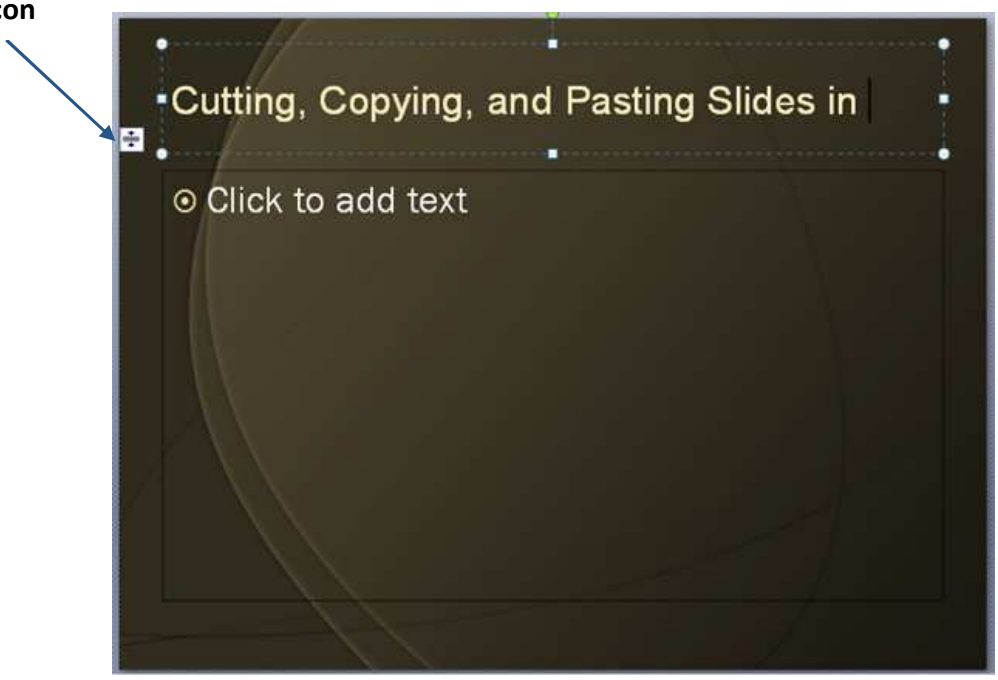
- To cut something, highlight it and press Ctrl + X.
- To copy, Ctrl + C.
- And to paste, Ctrl + V.

Why show you three ways to do the same thing? You will use these three operations countless times while using computers, so try using each and seeing which works the best for you. Most people will find using keyboard shortcuts the easiest to use over time.

Text AutoFit

PowerPoint resizes text as you type so that if fits into a placeholder. PowerPoint reduces the font size and line spacing until all the text fits (to a minimum font size of 8 points). For title text, if a few words bump to a second line, the text is reduced by one font size so it fits on a single line. You will notice when Text AutoFit is minimizing text when the AutoFit icon is active on the slide.

Text AutoFit Icon



As you gain more experience with PowerPoint, you will find that wordy presentations become tiresome for the presenter and the audience, and as such, you will likely make shorter, specific presentations over time. Remember, PowerPoint presentations are designed to help *enhance* your own verbal presentation, not read to everyone like story time!

Lesson 1.3: Creating a Slide

Now that you know how to make new slides, it's time to actually put some content into them. This lesson will show you how to create text as well as how to edit the text you have created. These basic editing tasks include deleting text, selecting text, and cutting, copying and pasting text. This lesson also discusses features called Find and Replace and the Format Painter.

Creating Text

To create text in PowerPoint you must have a place for it to go, meaning a text box or placeholder. In the last lesson, we briefly looked at slides and their layouts. Each of those slides had a place for text to go, as PowerPoint creates slides to incorporate text. Therefore, the only task we have to do is click in the text box/placeholder and type.

Deleting Text

You will always find that you have to make changes to the text in a presentation. For example, you may want to use an existing presentation but you need to update the content. There are two ways to delete text in PowerPoint, and they are just the same as a word processor: the Backspace key, and the Delete key.

The Backspace key always deletes text to the left of the insertion point. Pressing Backspace when you have text selected will delete the selected text and move the insertion point to the left. The Delete key always deletes text to the right of the insertion point. Pressing Delete when you have text selected will delete the selected text and move the insertion point to the right.

Selecting Text

In order to edit text or delete text in one step, the text must be selected. To select (or highlight) this text you can move your mouse insertion point to the blank space in front of the text you want… click and hold the left mouse button down… and drag the selection tool over the text you want to highlight.

This diagram shows the text below being highlighted from left to right.

Cutting, Copying and Pasting Text

You may have text, images, or other items in a document that you would like to copy and/or move to another location. This location may be in the same document or in a different document. To cut or copy text, first you must select the text you want to edit, and then click on the cut or copy button we used in the last lesson. Pasting text will place the item in a new desired location. These operations can be performed with the first block of commands in the Home ribbon:

Remember you can right-click selected text and click cut or copy, just like you can with slides. The Ctrl + X, Ctrl + C, and Ctrl + V keyboard shortcuts work the same as cut, copy, and paste, respectively.

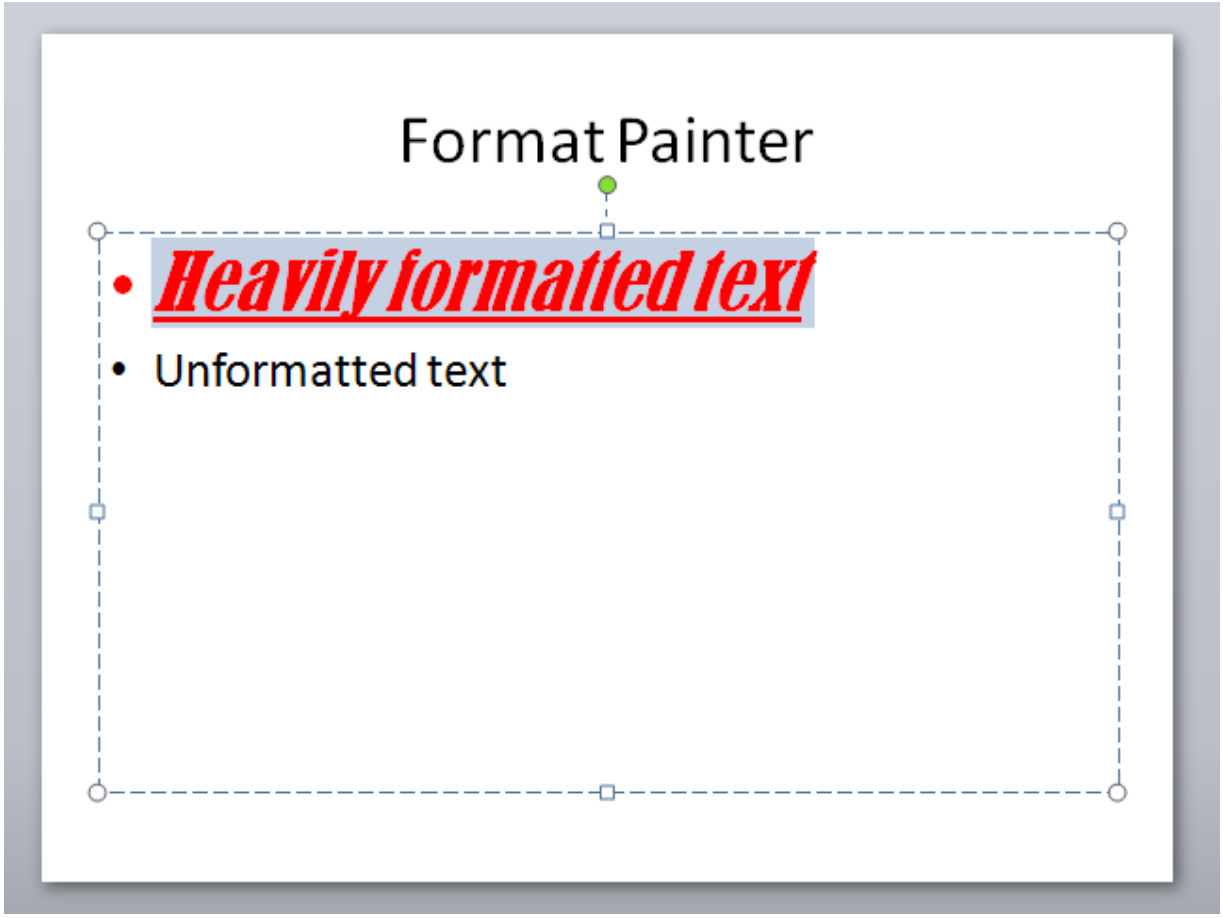
Using the Format Painter

You have likely noticed another command underneath the Copy command. This paintbrush icon is called the Format Painter.

The Format Painter allows you to copy the formatting of text (bold, italics, underline, color, borders, fill, etc.) and apply it to other text. You can save time creating a consistent look

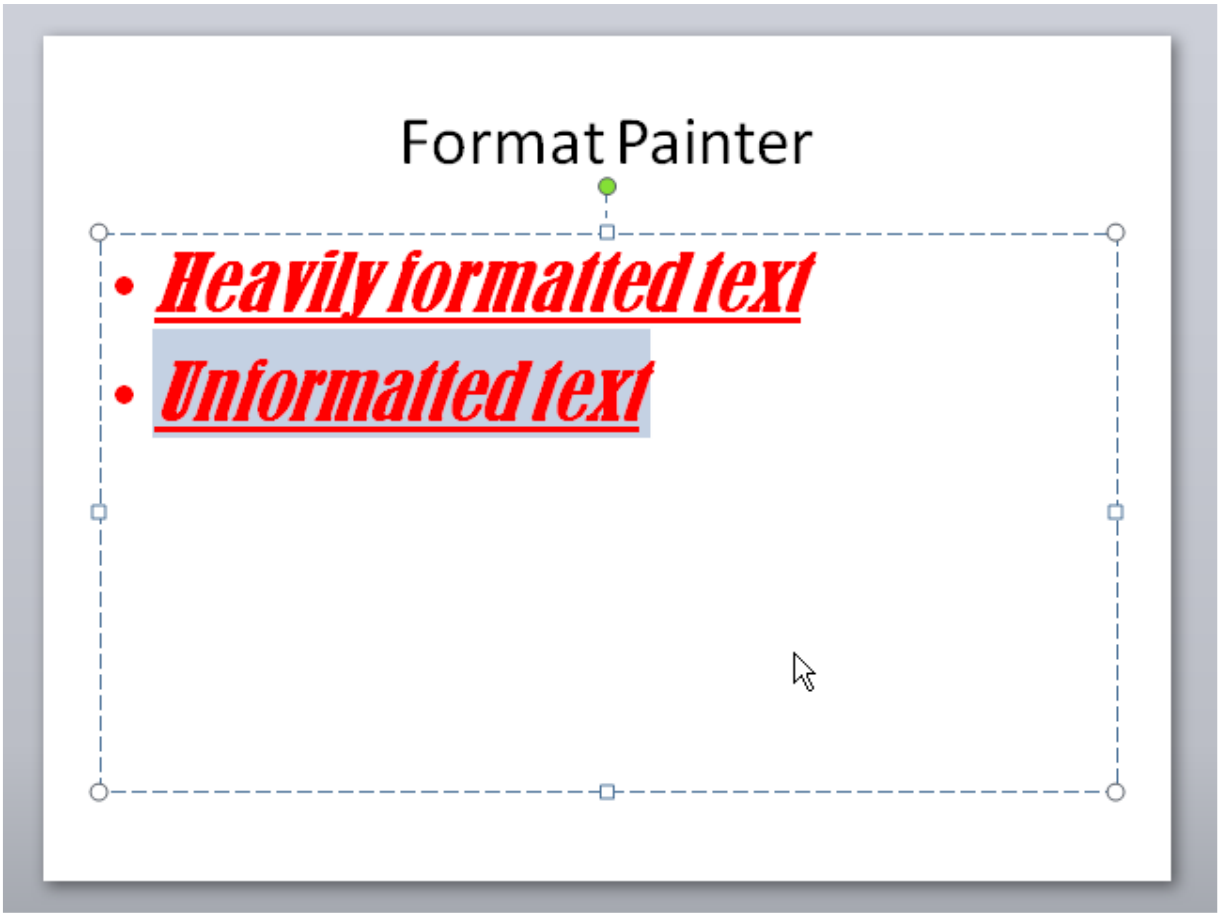
throughout your presentation by formatting text once and then using the Format Painter to apply the formatting to each slide you want to keep the same look.

Let's give it a try. The following slide has two points, one which has formatting and which does not. We want to copy the formatting (not the text) from the first point and apply it to the second point. To do this, first highlight the first point:



Now click the Format Painter command. Once you click it, the command looks like it has been 'pushed,' like a button:

Notice how your mouse pointer has a paintbrush icon beside it: This indicated the Format Painter is engaged. To apply the formatting to the second point, select the entire point. The formatting will then be applied, and the Format Painter will disengage:

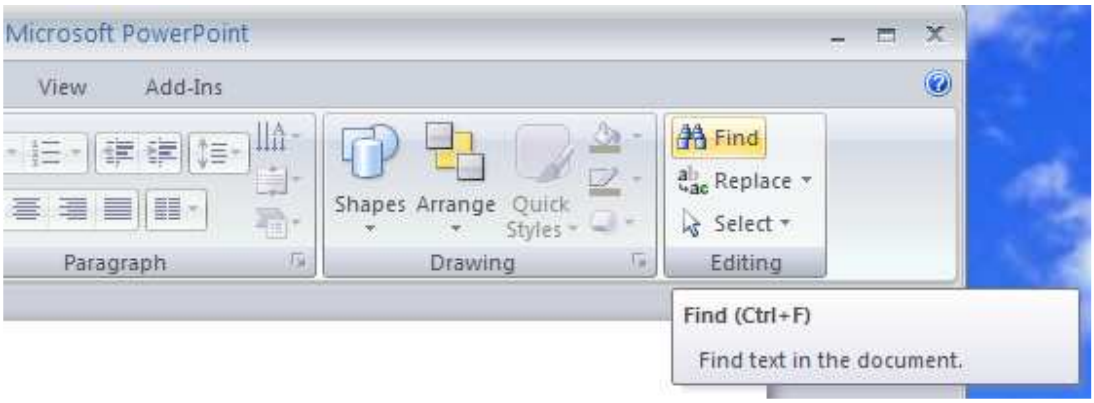


You can use the Format Painter more than once by selecting the formatting you want to copy, and then double-click the Format Painter command. You can apply the copied formatting as many times as you like, which is useful for long documents. When you are finished with the Format Painter, click the command once more to disengage.

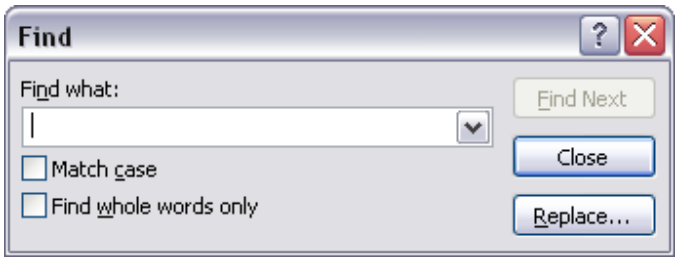
Using Find and Replace

Find and Replace is an excellent tool that helps you edit your entire presentation at once. The Find command will search your presentation for each instance of a word or phrase. For example, if you misspelled someone's name in your presentation, but can't remember in which slide their name appears, you can use Find to find the misspelled instance.

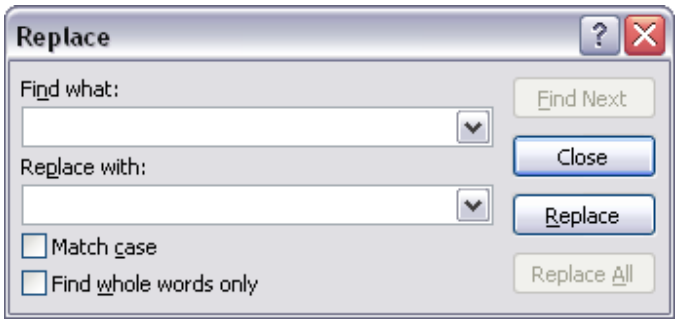
If someone's last name is spelled 'Younge' and not 'Young' as you originally spelled it, use the Find command (on the right side of the Home ribbon) to find the error:



When the Find dialogue box appears, enter the word or phrase you want to search for. Note that you can choose to ignore upper and lower case, or only search for whole words only (searching for 'Young' may find the word 'youngest'):



The Replace command takes Find one step further. For example, you may want to replace every occurrence of the word "good" with the word "excellent" in your presentation. The Replace dialogue box can be opened by clicking the Replace command which is directly underneath the Find command, or clicking the Replace button in the Find dialogue box.



If you are sure you want to change all instances of a word or phrase, click the Replace All button in the diagram above. All matching instances will be replaced at once.

Lesson 1.4: Working with a Presentation

The **Save** and **Save As** commands in PowerPoint (and other programs) are important to understand. These commands will enable you to keep a copy of your presentation on your computer that you can refer to again or share with colleagues. It is vital to form the habit of saving your presentations frequently to prevent losing your work if your computer or the program should shut down unexpectedly. This lesson will focus on saving presentations using the save and save as features, and opening and closing presentations.

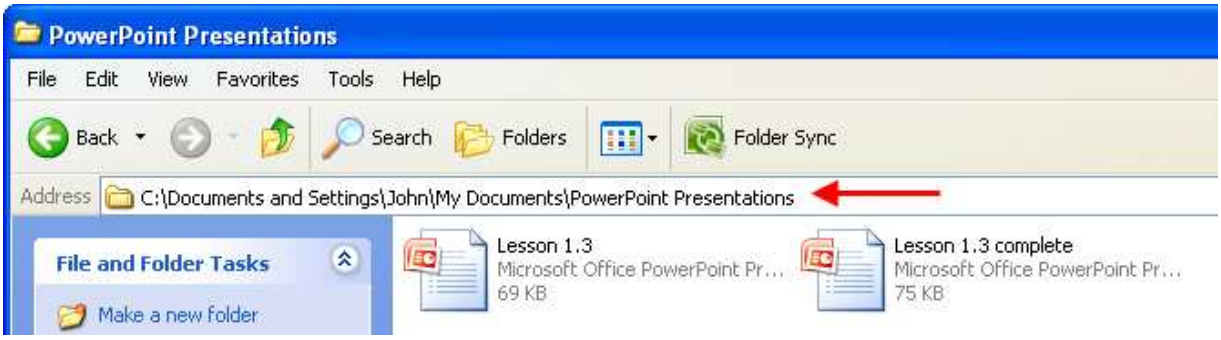
Saving a Presentation for the Second Time

Since we have already been acquainted with the Save command in the last few lessons, we will look at saving a presentation for the second time. After you have saved your presentation for the first time and given it a name and a folder location, the Save As dialogue box will not appear again when you save the presentation.

Once you have modified or edited your presentation, the file will be updated to reflect any changes you have made. You will not be prompted to give the file a name or folder location, the file will update just by clicking the save command. Simply click the Save command in the Quick Access toolbar or press Ctrl + S to save any file updates.

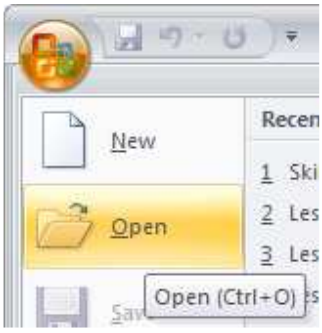
Opening a Presentation

There are two ways to open an existing presentation: from a folder on your computer and from PowerPoint itself. PowerPoint will save your files by default in the My Documents folder. When opening a document from My Documents, you must open the folder (Start → My Documents) and then navigate to the presentation manually.



When you have located the presentation you want to use, double-click the file. A new PowerPoint window will open and you can begin using the file right away.

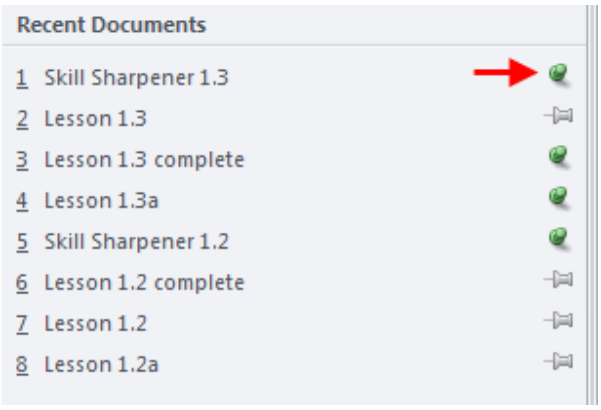
When opening a presentation from Inside PowerPoint, there are two different ways. You can click the Open command…



…which will open a My Computer window that you can use to find a file. However, in some cases it is easier to use the Recent Documents list, visible when you click the Office Menu button:

You can open a recent document by clicking its name in the list. (By default, up to 20 files will be saved in this list at a time, with lesser-used files eventually getting taken off the list.) Notice

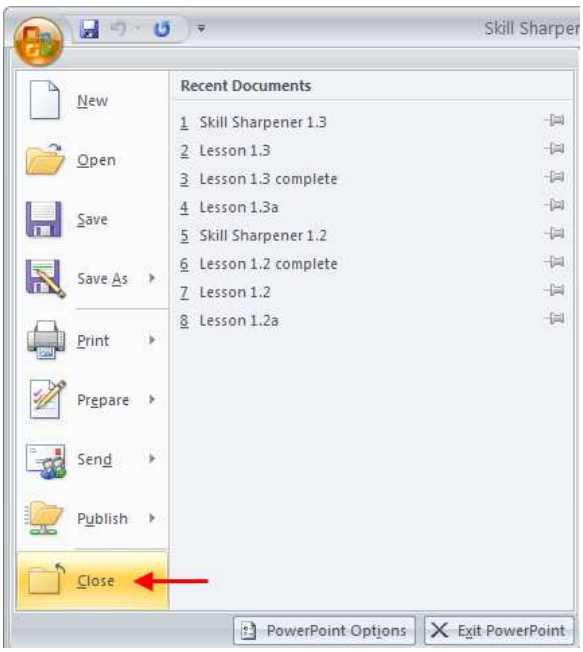
that each file has a pushpin icon beside it. If you use some files very often, you can click this pushpin icon to pin the files to the list:



To unpin an item, just click the green pushpin icon again.

Closing a Presentation

In Lesson 1.1, we learned how to close PowerPoint, but in some cases you may want to close a presentation without having to close the program. In this case, click the Close command at the bottom of the Office Menu (you will be prompted to save the file if you have made any changes):



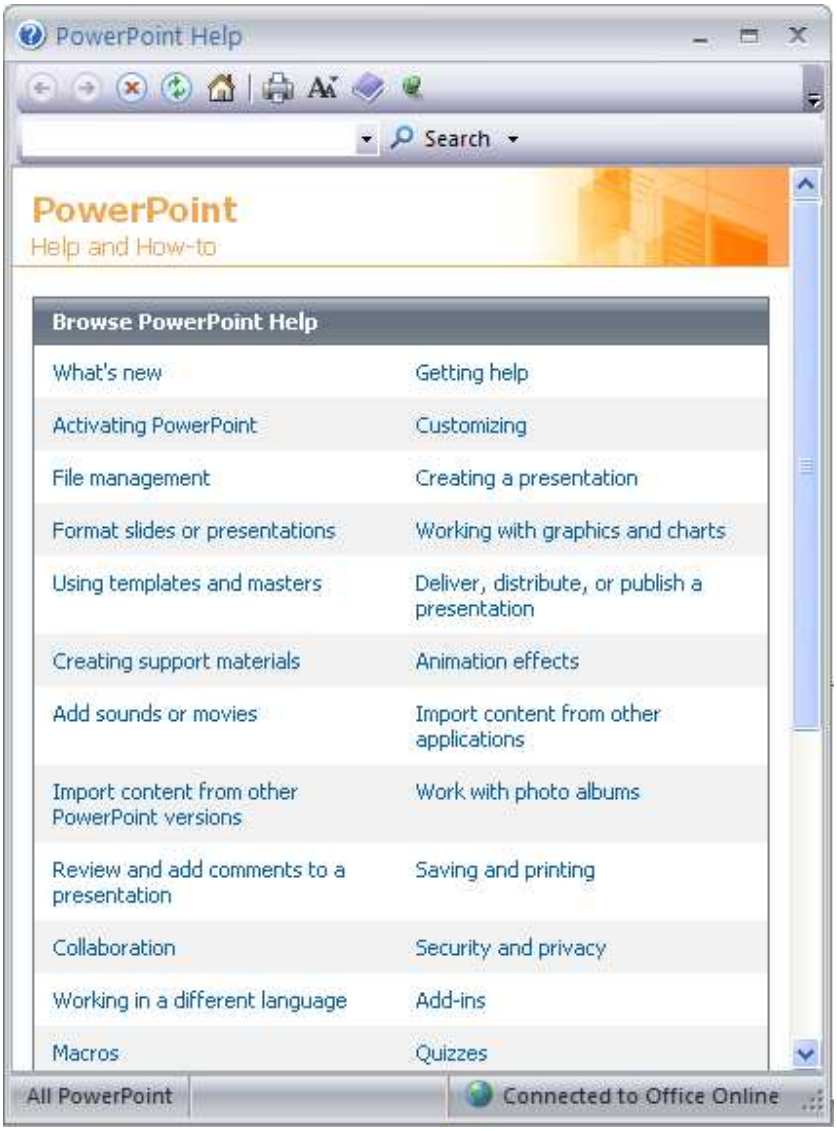
This command will only close the active presentation without closing the program.

Using the Save As Command

Sometimes you may want to save a file with a new name so you can edit it for a different purpose or maybe just to have an extra copy of the file. You may also want to change the folder location where the file is stored. To do this you use the Save As command. The Save As command also gives you the ability to change the file type of your presentation (changing the file type will be discussed in the Advanced Features chapter of this course).

Lesson 1.5: Getting Help in PowerPoint

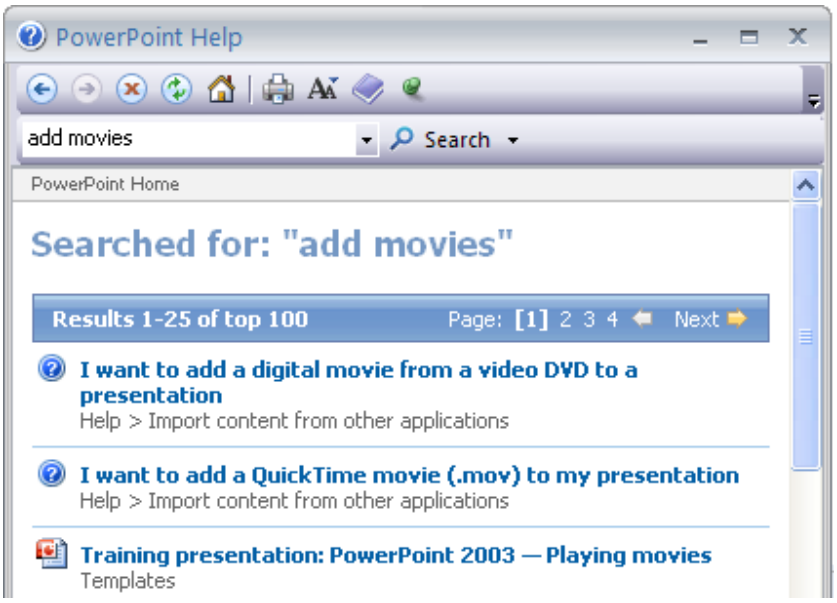
Microsoft Office provides a variety of resources for you gain assistance with any task that you may have difficulty with. MS PowerPoint provides a help screen where you can access online and offline help for any PowerPoint feature. This lesson will show you how to use the help screen from within the PowerPoint program.



Using the Help Screen

The Help screen is accessed from all Office applications by clicking on the question mark at the top right hand corner of the window:

Click inside the Search box and type a search word or short phrase, and then press Enter:



After a moment of searching, you will see a list of relevant results listed. Click the title of any result to be shown its contents.

About Online Help

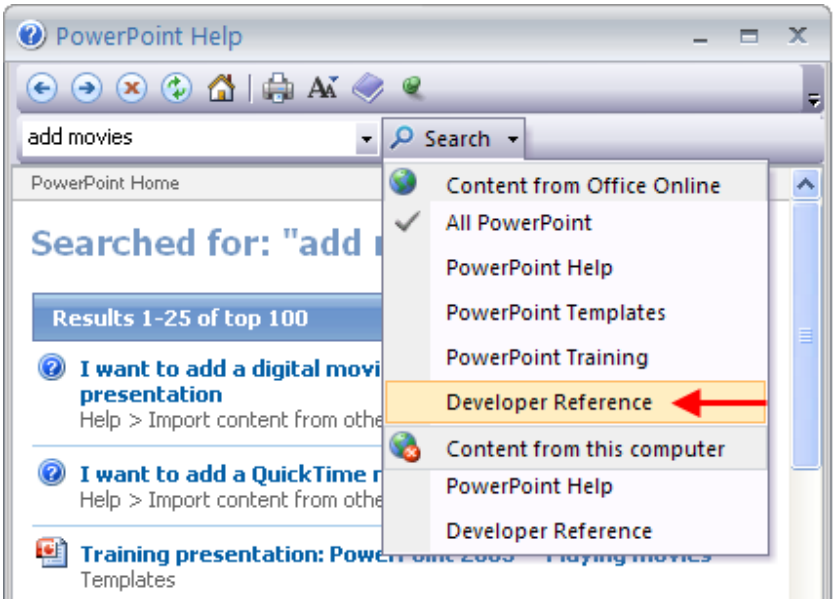
With Online help, you can access templates and training sessions regarding any topic by viewing content through your Internet connection. Whenever an Internet connection is available, Office will automatically use online resources. The online step-by-step demos will guide you through animated instructions and visual examples. (These demos also provide text versions of most training courses and quizzes.) PowerPoint help also provides links to other Office users and white boards to assist you in understanding new features and performing tasks.

At the top of the Help dialogue box is a toolbar of controls that are similar to those found on a Web browsing program, like Internet Explorer. Use the Back and Forward buttons to maneuver through pages, Stop the current search, and Refresh the current list. Click the Home button to return to the first help screen. Click the book icon to view a complete Table of Contents. Adjust Font size, print a help topic and more:

About Offline Help

Offline help searches the help files that have been installed along with Microsoft Office 2007. Though search results for offline help are faster, online help will make sure all possible topics are up-to-date. Otherwise, there is no difference in the operation of online and offline help. Search for a topic and navigate through results as you would pages on the Internet.

If you begin using advanced PowerPoint topics in the future, including the development of code and running macros you have designed, you might need to access the Developer Help. Advanced help topics included with Developer Help are not enabled by default. To enable this feature, click the pull-down arrow beside the Search command and click Developer Reference. You will now have full access to all specialized Developer help files.



Section 1: Review Questions

1. Microsoft PowerPoint is used to create

A. Flyers
B. Word documents
C. Spreadsheets
D. Presentations

2. To open PowerPoint for the first time

A. Double Click the PowerPoint icon on the desktop
B. Click Start → All Programs → Microsoft Office → Microsoft Office PowerPoint 2007
C. Click Start → Microsoft Office PowerPoint 2007
D. Click Start → My Documents→ presentation 1

3. To add a default slide

A. Click Home→ Click top of the New Slide command
B. Click Slides → Click bottom add slide button→ Click Title and 2 column text
C. Click Insert → Click bottom add slide button → Click Title and Content
D. Click Slides → Click bottom add slide button→ Click Blank

4. To Copy a slide

A. Select Slide → click copy from the Home ribbon
B. Select slide → right click → click Copy
C. Highlight all contents on the slide → click copy from the Home ribbon
D. Both A and B

5. To cut text from a slide

A. Highlight text→ click Cut in Home ribbon
B. Highlight text → right click → click Cut
C. Select text box → click cut
D. All of the Above

6. The suggested feature to replace the word *text* with *content* in a presentation is:

A. To delete all 'text' words and replace them all manually
B. Use Find and Replace
C. Use Go To
D. Use Find

7. The Save As command is used to

A. Make a duplicate copy of a presentation
B. Save the same file to a different location
C. Save for the first time
D. All of the above

8. To close a presentation without closing the program

A. Click File → Close
B. Right Click on the Minimized window → Click close
C. Click the PowerPoint icon at the top left side of the window → click close
D. Both A and B

9. Online Help provides you with

A. Tutorials
B. Demos
C. Text descriptions and diagrams
D. All of the Above

10. Offline Help provides you with

A. Saved computer help files
B. Demos
C. White board access
D. Other office user access

SECTION 2: The New Interface

In this section you will learn how to:

- Understand the default buttons of the Quick Access toolbar
- Add buttons
- Remove buttons
- Customize the toolbar
- Use the Clipboard
- Use different fonts
- Format paragraphs
- Insert tables
- Use illustrations
- Use links
- Use text features
- Use media clips
- Set up a page
- Incorporate themes
- Change colors, fonts and effects
- Customize backgrounds
- Arrange items in the slide
- Preview slide animations

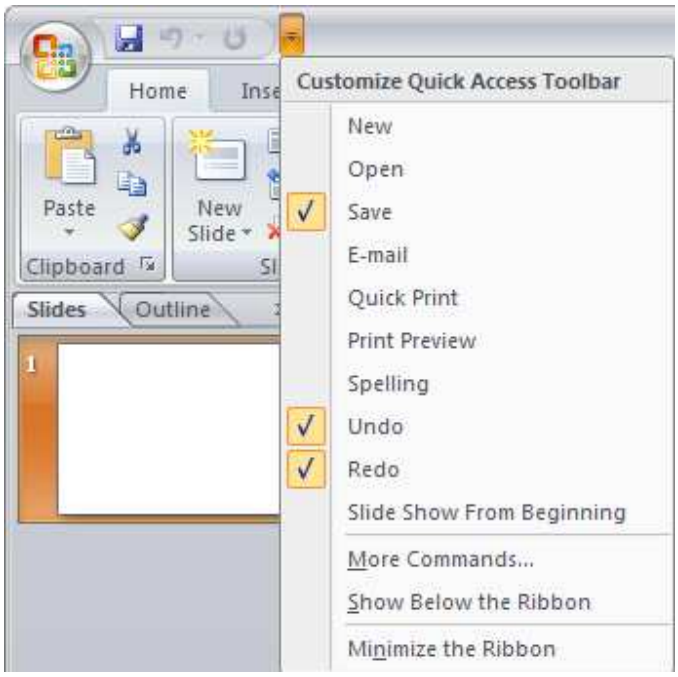
Lesson 2.1: Using the Quick Access toolbar

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

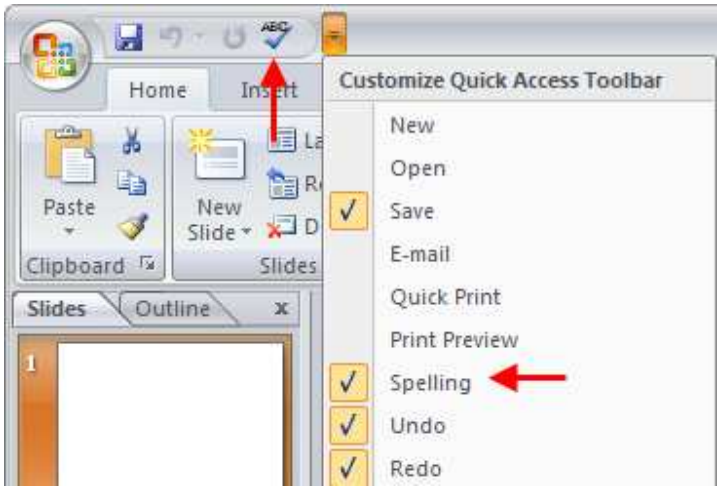
The Quick Access toolbar contains three default buttons; Save, Undo, and Redo, from left to right. The Save button does the same action as clicking Office Menu → Save. Undo will revert the changes made by the last operation (like accidentally deleting a slide). Redo will undo an undo operation (turn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

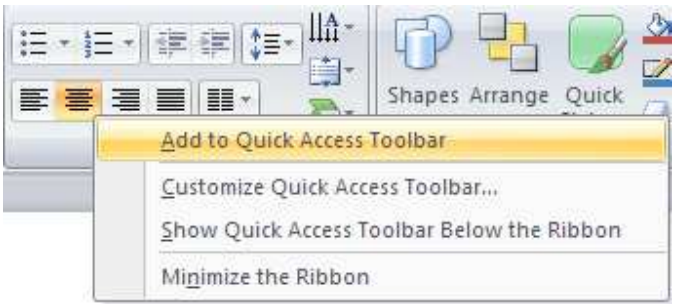


Adding Buttons

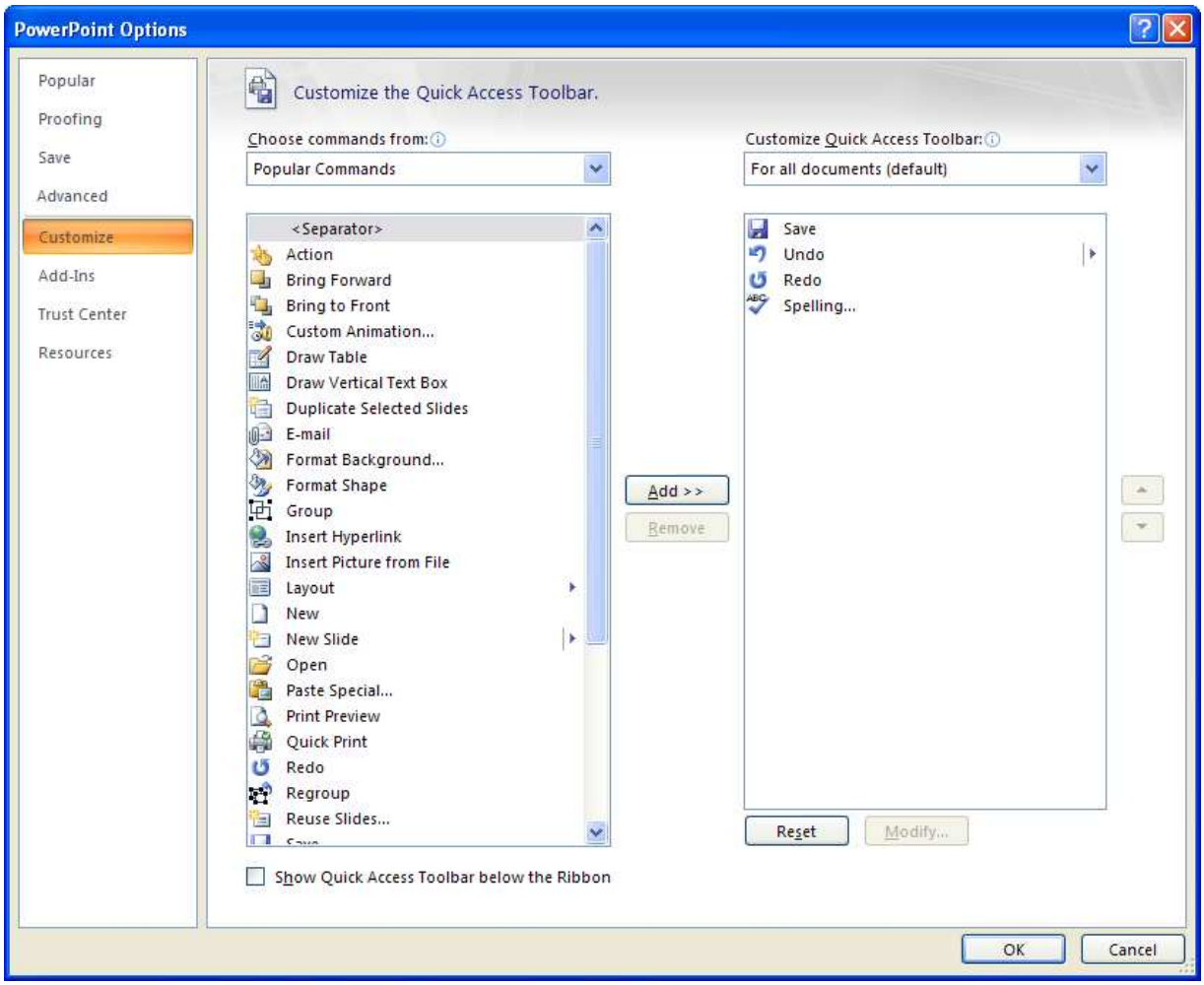
There are three different ways to add buttons to the Quick Access toolbar. First, click the pull-down arrow beside the Quick Access toolbar. Notice that the default buttons (Save, Undo, and Redo) are checked off. If you wanted to add any of the other command listed here, just select it from the list.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



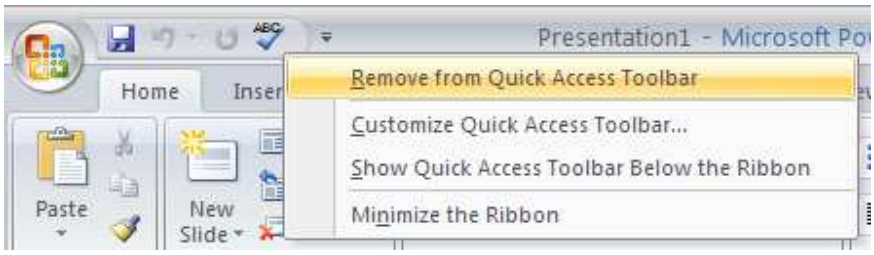
The third method involves opening the Quick Access toolbar customization window. You can find this by click the pull-down arrow beside the toolbar and click More Commands (3rd item from the bottom). Here you can choose from all available commands and add the ones you will use most often:



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.

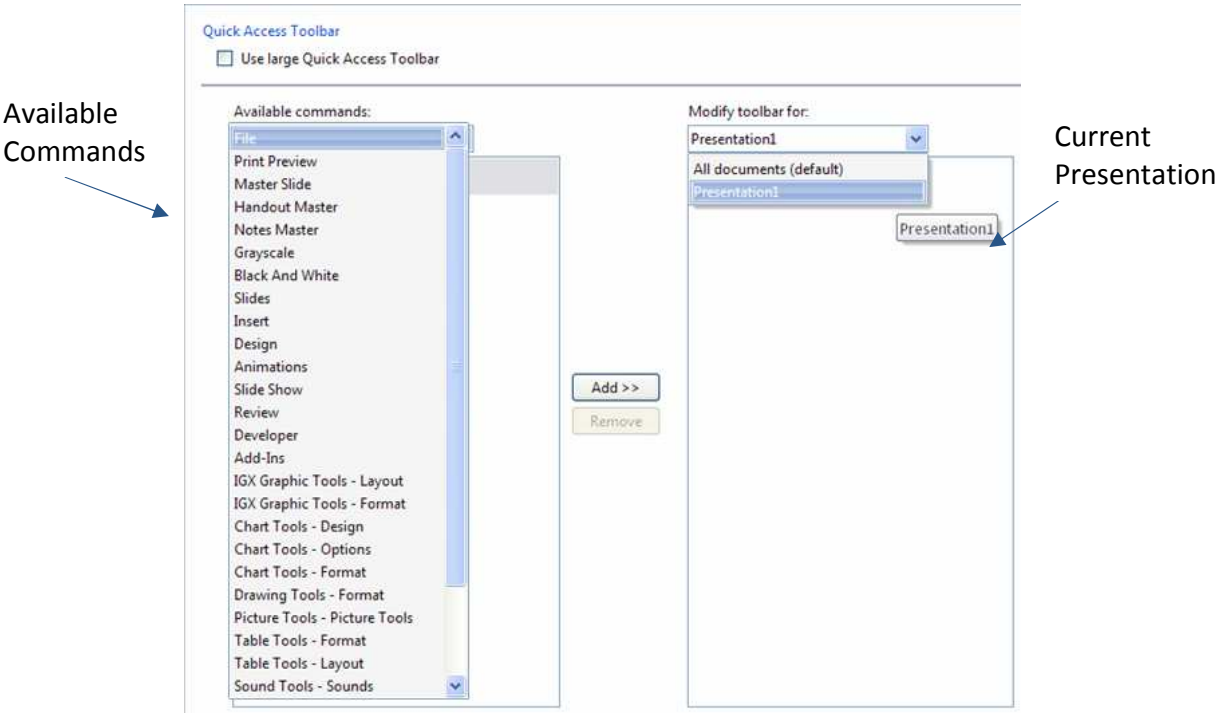
Removing Buttons

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:



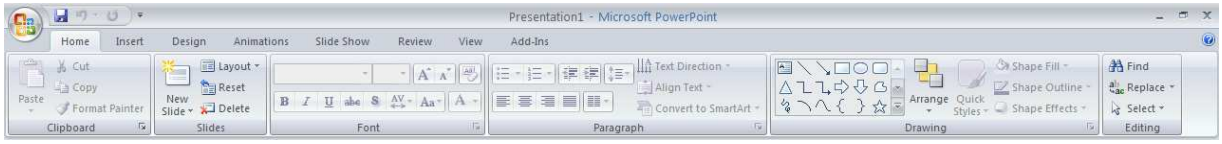
Customizing the Toolbar

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.



Lesson 2.2: The Home Ribbon

The Home ribbon is the first ribbon displayed when PowerPoint is opened. The Home ribbon (like all other ribbons) is sectioned into groups of commands you will use the most often.



Clipboard

The Clipboard is the first group, or "chunk," on the Home ribbon. The Clipboard is associated with cut, copy, paste and the Format Painter. Cut and copied items are stored in the Clipboard, a section of the computer's memory.

You will notice a small icon in the lower right-hand corner of the Clipboard chunk. Click this button to open the Clipboard task pane, a listing on the left side of the screen that shows the last 24 cut/copied items from any Microsoft Office 2007 program that is open:

Slides

As we saw in Lesson 1.2, this section is associated with editing slides. The Slides section buttons allow you to add slides, change the layout, reset and delete the slides as a whole.

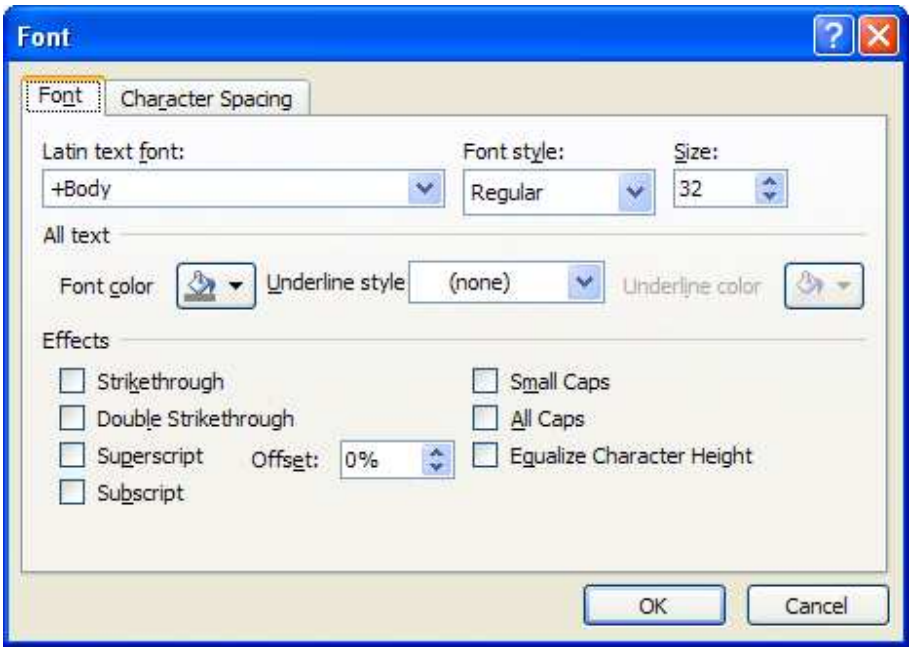
Font

The next group we will look is Font. From the Font group you can choose and edit font type, font size, grow and shrink font. You can also apply font effects using bold, italics, underline, and shadow. You can even change your font's color, case and character spacing.

Font	Calibri (Headings	Click the pull-down arrow to choose a new font.
Font size	44	Choose from a number of specified sizes, or click in the text box and enter your own desired size.
Font larger	A	Incrementally increases font size.
Fond smaller	A	Incrementally decreases font size.
Clear formatting		Removes any formatting applied to a font.
Bold	B	Makes text **bold**.
Italic	I	Makes text *italic*.
Underline	U	Underlines text.
Strikethrough	abc	Draws a line ~~through~~ text.
Text shadow	S	Draws a shadow underneath the text.

Character spacing		Adjusts space between each character.
Change case		Make a selected block of text all upper or lower case.
Font color		Change the color of the font.

Click the Option button in the Font chunk to view the Font dialogue:



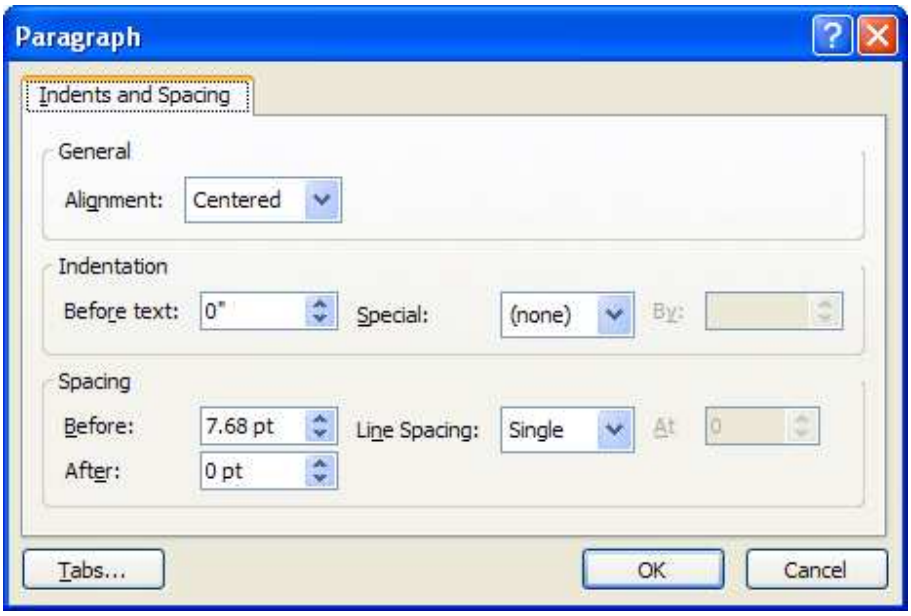
All of the above functionality is available in this dialogue box as well as a few other features. Make any changes you like and then click OK.

Paragraph

The Paragraph group on the Home ribbon displays the common paragraph commands such as bullets and numbering, indenting, justification, line spacing, etc. It also displays the new SmartArt which is discussed in the Intermediate manual. The Paragraph group does not just pertain to text and font; it applies to any and all item within the paragraph. For example, any item can be justified using justification commands, in this group. Let's go over the commands

Bullets		Inserts a bulleted list.
Numbered list		Inserts a numbered list.
Decrease indent level		Decreases the indent of a paragraph by one tab space.
Increase indent level		Increases the indent of a paragraph by one tab space.
Line spacing		Specify the space between lines of text.
Text direction		Turn the text a degree of rotation.
Align text		Change how text is aligned in the text box.
Convert to SmartArt		Change a list of information into a SmartArt diagram.
Left justify		Aligns text to the left margin.
Center		Centers text in the page.
Right justify		Aligns text to the right margin.
Justify		Aligns text to the left and right margins, equally spacing out text.
Columns		Split a text area into two or more columns.

Click the Option button in the Paragraph chunk to view extra indentation and spacing options:



Drawing

The Drawing chunk includes commands to insert shapes, arrange objects, and add color, outlines, and effects:

Let's go over the different commands:

Shapes list Insert a number of different shapes to build a diagram or accentuate certain points.

Arrange If you have overlapping objects in a slide, you can adjust the order of the objects to determine which one will lay on top of the other. Once you have become familiar with using graphics and pictures you will find these commands useful. When using more than one graphic to create logos or letterheads, grouping objects will assist you in moving the items as one.

Quick Styles Quick Styles are pre-built formatting options that can be applied to an object with a single click, like a small template for use when formatting

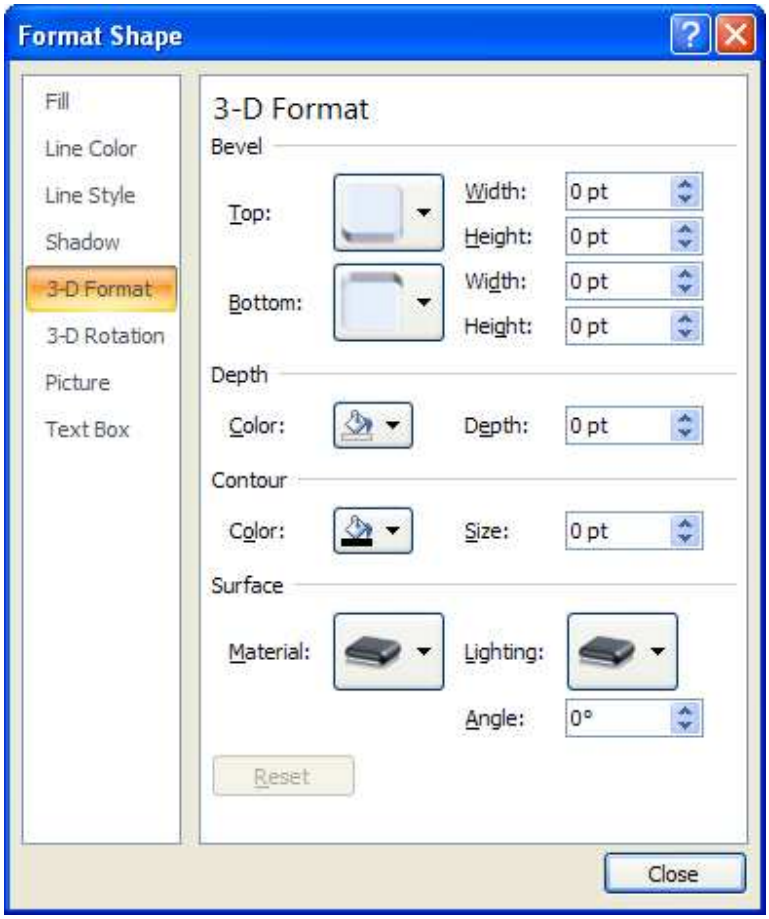
one object at a time.

Shape Fill Choose the color of an inserted shape.

Shape Outline Specify the color, width, and line style of the shape.

Shape Effects Apply a shadow, glow, or 3D effect to a shape.

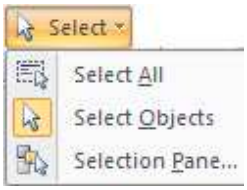
Click the Option button in the Drawing chunk to show a dialogue box that allows you to adjust more advanced shape options, such as 3D rotation and line styles:



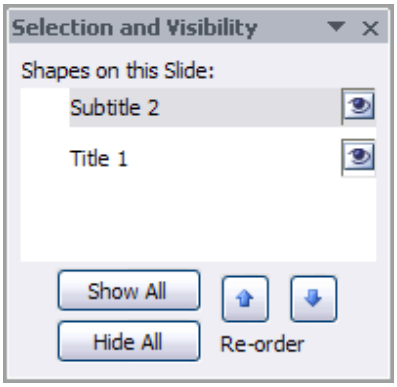
Editing

The Editing chunk contains three commands used to modify the content of your presentation. The Find command, along with the closely related Replace command, will search your presentation to locate a certain word or phrase. You can then use the Replace command to change the word if necessary (we will explore Find and Replace later).

The Select command lets you select different items on the current slide. Click this command to see a small drop down list of options:

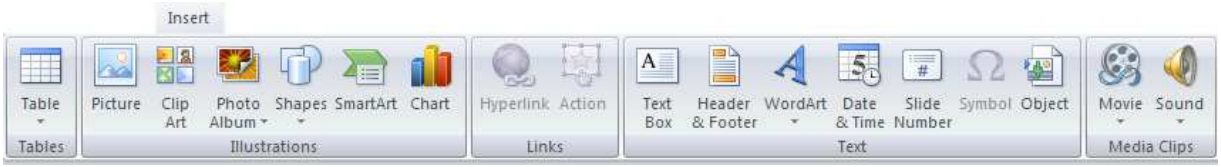


Click Select All to select all objects on the slide. The Select command is 'always' on, that is as long as your cursor is an arrow pointer and not a text insertion pointer, you can click an object on your pane to select it. The Selection Pane is a useful tool if you have many objects on your slide and want to select an object that may be hidden behind something else. Click the command to show the pane, then click any object in the pane to highlight it:



Lesson 2.3: The Insert Ribbon

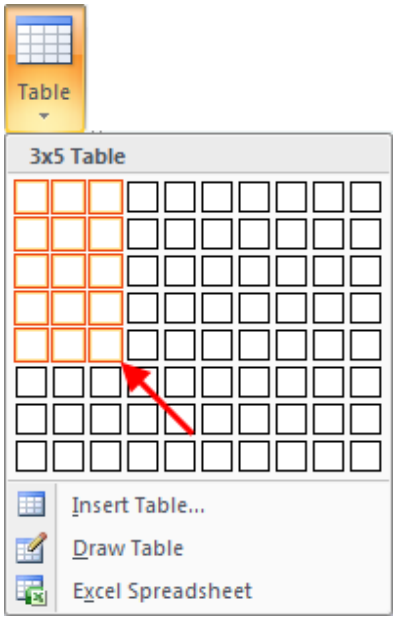
The Insert ribbon lets you do exactly that: anything you can possibly insert into a presentation can be performed using these commands. The Insert ribbon is separated into six groups: tables, illustrations, and links, text, and media clips.

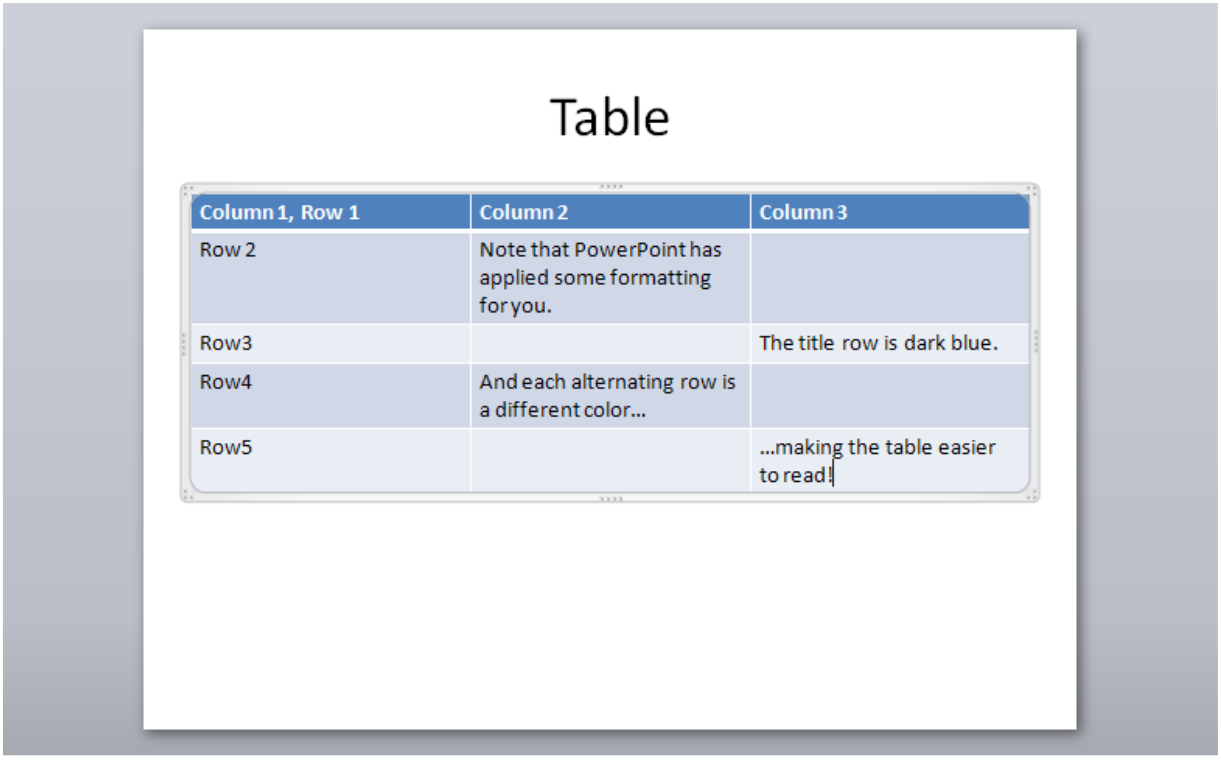


Table

Let's take a quick look at the Table command. A table is a grid where each row and column intersects to create a cell. Information of nearly any type can be stored in a cell like text or pictures. The big advantage of a table is that you can enter in as much information as you like, and the table will still keep things neat and organized on your slide. We will explore more about tables in the Intermediate manual.

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 3x5 table below) and then click the bottom-right corner of the table to insert it:





Illustrations

Nearly every non-text item you want to add to your presentation will be inserted using one of the commands in the Illustrations chunk of the Insert ribbon. An illustration can range from a picture to charts to various shapes (arrows, lines, callouts, etc.) and can be found under Illustrations.

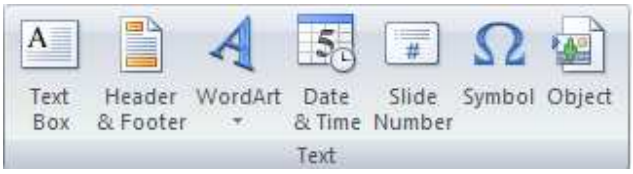
Each illustration is inserted differently. For example, to insert a picture, you browse to a location on your computer and insert it. Photo Album lets you turn a PowerPoint presentation into a slide show which could be played at a party or wedding reception. Clip Art lets you browse a large library of images you can insert to enhance a concept in your presentation. You can insert Shapes like we did in the last lesson. SmartArt is a bit advanced for us right now, but can be used to turn a normal list into an eye-catching graphic. Finally, a Chart turns a list of data (usually numeric) into a visual diagram.

Links

A link is a path between two sources, and is discussed in the Intermediate level in detail. Links are everywhere; in fact they form the basis of the whole Internet. You can link to an external file or resource, link to a Web page, link to a different presentation etc. The second command is an Action command. You can include interactive elements to your presentation. You can specify what happens when an item is clicked or hovered over with the mouse:

Text

The text group has commands that are associated with text and font. PowerPoint is not a word processing program, but the Text chunk of commands lets you apply common word processing elements. In order to incorporate text into a presentation, you must first insert a text box. The text box command lets you click and drag a text box on the slide or on a shape that has been added to the slide. Depending on the size of your presentation, you may want to include headers/footers to display sections titles, number slides, or insert the date and time the presentation is created or shown.



Additional commands in this section include symbols ($, #, @) that are available from your keyboard. You can also find symbols in font sets listed in the font type list and in special symbol font sets like Webdings and Wingdings. The Object command embeds objects (like a small Excel workbook) into a presentation, but we will be looking at embedded objects in the Intermediate level. WordArt, which is a special type of stylized text, can also be inserted from the Insert ribbon.

Media Clips

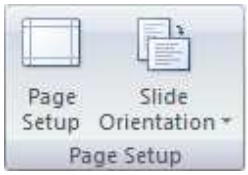
Media Clips consist of small movie clips and sounds that can be added to a slide. Many use a sound introduction at the beginning of a presentation for viewers to listen to as they are arriving, as well as movie clips used for demonstrations. Each command has a drop down menu listing the source of the movie or sound, for instance if you have a sound file already saved to your computer, you would select the Sound from file option. We will cover media clips more in depth in later manuals.

Lesson 2.4: The Design Ribbon

The Design ribbon is all about themes and styles; the overall look of the slides. In this lesson we will look at the various designing options available to you through the Design ribbon.

Page Setup

The Page Setup command specifies all aspects of the physical slide, including its height and width, orientation, screen ratio, etc. The Slide Orientation command lets you quickly choose between portrait and landscape (the default) mode:



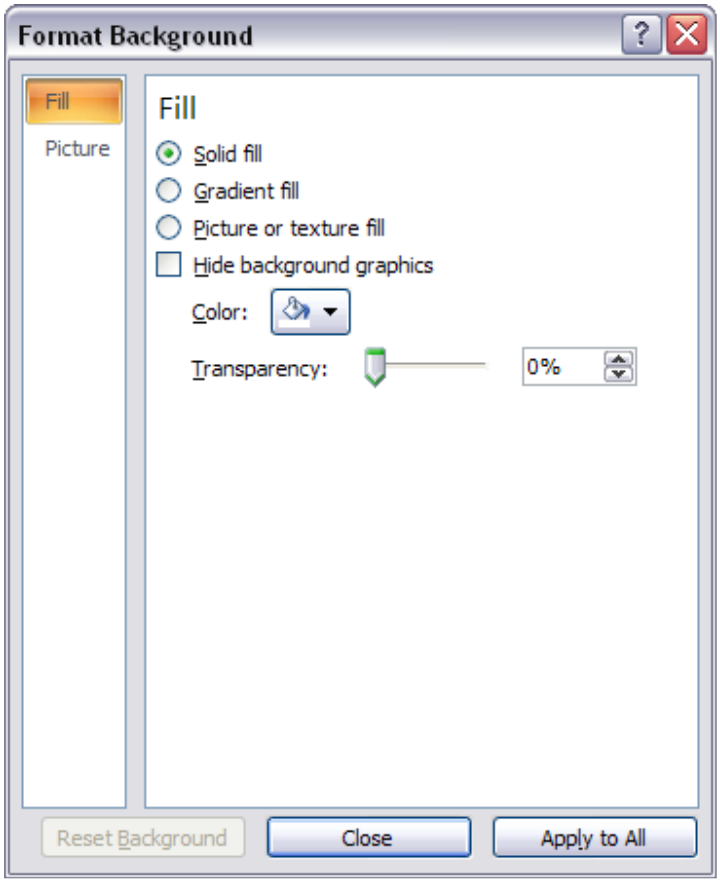
Themes

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:

Background

You can change the background effects of a slide using the Background Styles command. Just click the command and choose from an existing background for the slide. Changing the background is useful if you want a color shade or texture for a slide background and not all the other design elements from a theme. Applying a custom background is done by clicking Background Styles. The Hide background graphics is useful when you want to use the color scheme of a theme, but not the background graphics of that theme:

The Option button in this chunk will open the Format Background dialogue box, Fill tab. Choose your fill type, color, and transparency (we will explore more of these options later):



Lesson 2.5: The Animations Ribbon

When you reach the Intermediate and Advanced levels of PowerPoint, you will start working with animations. Animations are effects that happen when one slide changes to the next. This lesson will briefly explain what each animation group is used for and where certain features are located. The Step-By-Step exercise will give you an overview of Preview options, Animation schemes, and Slide transitions.

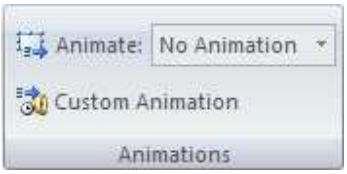
Preview

Preview serves a useful and simple purpose – to show you what your animated slideshow will look like! Just click the Preview command to see, from a black screen, how your slide will appear during your actual presentation.

Animations

Animations are effects you can apply to text or graphics. They are entrance, exit, emphasis and custom motion paths that can be applied to presentation elements such as titles, or bulleted notes. When not overused, they make viewing the presentation more livelily than a standard presentation. Animation schemes are also a great way to keep presenters on track by keeping a steady pace, to avoid flying through a presentation, as well as remembering all the material to be discussed.

The Animation group has two options. The Animate command is actually a combo box. Select the item you want to animate like a text box or graphic, and then select an animation from the list. If you click Custom Animation, a dialogue box will appear on the right-hand side of the screen. You need to add one of the default animations, and then modify the default animation to your liking.



Transition to This Slide

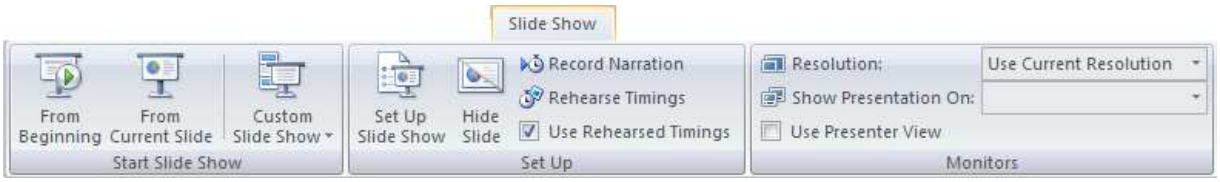
Aside from the Animation schemes, you can also apply entrance effects to slides as a whole using Transition to This Slide command section. PowerPoint has created a diverse gallery of slide transitions and offers tools for you to run an automated presentation. These tools consist of transition speed, sound, and timing options.

The last two commands on the right provide you with timing options one slide is to go to the other. Slides can go from one to the other automatically after (timing), or by a mouse click.

After you have applied an animation to a slide, you will see a small star appear beside the slide number in the Slide Pane:

Lesson 2.6: The Slide Show Ribbon

The Slide Show ribbon is for more advanced PowerPoint users. It allows you to start from different slides and create customs shows that link to two separate presentations simultaneously. You can also run self-maintained presentations with your voice narrating the entire piece and set up multiple monitors. Full usage of these commands requires a greater understanding of PowerPoint itself, so we will cover only the basics of these commands.



Start Slide Show

The Start Slide Show group has three commands: From Beginning, From Current Slide and Custom Slide Show. The first two are just indicators on where to start the presentation. Custom Slide Show is where we create linked slide shows, but we will learn more about custom shows later on.

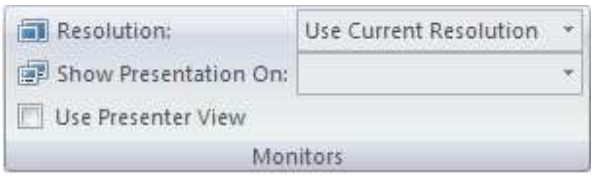
Setup

The Setup group allows you to run automatic presentations by using the Setup Slide dialogue, rehearse timings, and include voice narrations. For example, you can set up a presentation to run unattended in a booth or kiosk at a trade show or convention. A self-running presentation can restart when it's finished and also when it's been idle on a manually advanced slide for longer than five minutes.

When you run a presentation, you want to ensure that each slide is displayed for an appropriate amount of time. A slide that is displayed too long will quickly lose the viewers' interest and if it is too brief there may not be time to read it all. These problems can be avoided by rehearsing slide timings.

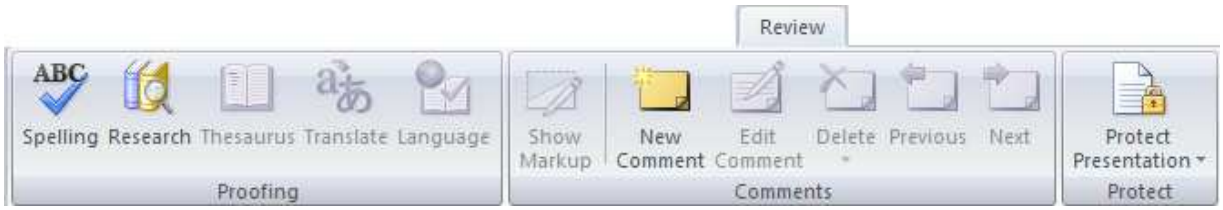
Monitors

Show Presentation On lets you choose the monitor to show the full screen presentation on, and Presenter View allows you to show the presentation on a full screen monitor while having the presenter view on a separate monitor (we will explore this a bit later).



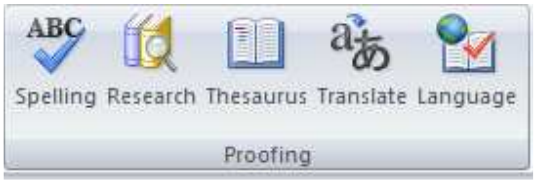
Lesson 2.7: The Review Ribbon

The Review ribbon is used when you have more than one person reviewing/editing or working on a presentation with a shared workspace. It allows you to enter comments, edit and delete comments that were inserted, and move from one comment to the other. You can also check spelling, use a thesaurus, and research information



Proofing

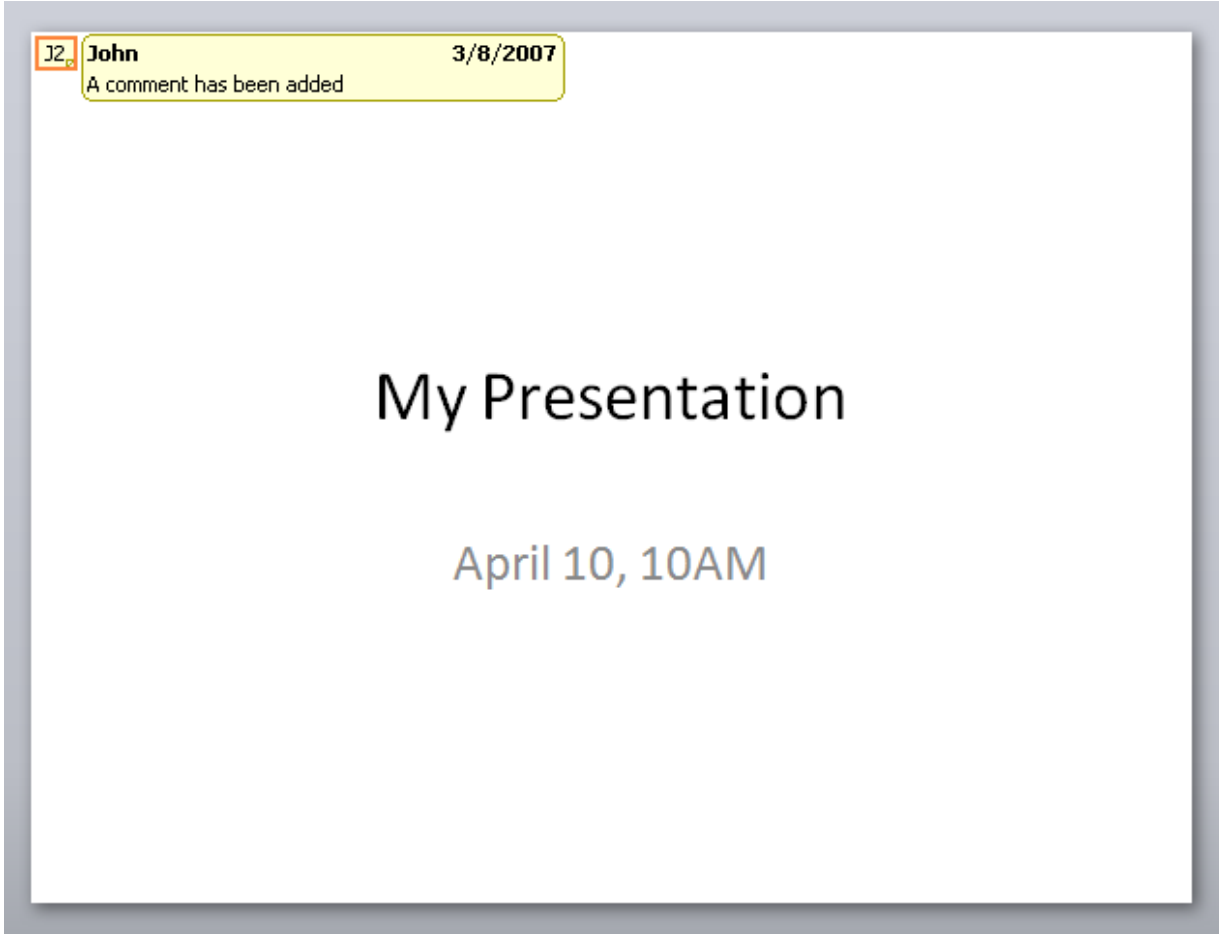
Here you will find tools to check spelling and use a thesaurus. The Research command is used to search a number of online resources, such as a Microsoft encyclopedia and a stock information channel. Enter your search term and choose the reference source you want to use in the Research pane.



Finally, you can download and use different language packs to either translate your presentation or select a different language entirely. These language packs will become available over time.

Comments

The Comments section is used to let you add more detailed information about a particular point in your presentation.



Comments are only visible when you are not in a full presentation; that is if you were presenting, there wouldn't be a small yellow symbol in the corner to distract attention. Therefore comments are useful when one presentation will be designed with the help/review of others.

Once comments have been inserted, you can navigate through the various comments using the given commands.

Protect

Computer security is a very important issue these days. If you don't want someone to have access to your presentation, you can specify the level of protection you can use. Click the Protect Presentation command to choose between the different Information Rights Management options. We won't get into details about this topic in this manual, but you should know that it is capable to apply only read access to a file, or block access to the file completely. In that case, a particular user can't even open the file.

Section 2: Review Questions

1. To slant text in order to add emphasis, use the

A. Bold command
B. Shadow command
C. Italicize command
D. Shrink font text

2. To place a paragraph in the middle of a text box click

A. Justify
B. Justify center
C. Align text → middle center
D. Both B & C

3. To Apply Vertical text direction

A. Click Text align
B. Click Text direction→ horizontal
C. Click text direction → rotate 90°
D. Both A & B

4. Animations are applied to

A. Images only
B. Text box only
C. The whole show; each slide will have the same animation
D. Any item in a slide

5. To insert a picture

A. Right-click the empty slide → Add Picture
B. Home ribbon → Insert Picture
C. Slide Show ribbon → Add Picture
D. Insert Ribbon → Picture

6. If you wanted to add music to the introductory slide, you would…

A. Insert a sound file
B. Insert a movie file
C. Record a voice narration
D. Any of the above

7. To change the overall look of a slide

A. Apply a design theme
B. Apply a Background Styles
C. Apply a color scheme
D. All of the above

8. To have a title fly in and out

A. A slide transition must be applied
B. A custom animation effect must be applied
C. A timer must be applied
D. Both A & C

9. A custom animation is

A. An entrance effect for a title or word
B. An exit effect for a picture
C. An emphasis effect for a bulleted sentence
D. All of the above

10. To look up the definition of a word using PowerPoint

A. Use the Thesaurus feature
B. Use the All Reference Books feature in the Research pane
C. Use the dictionary feature
D. Both B & C

SECTION 3: Editing Slides

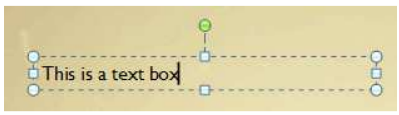
In this section you will learn how to:

- Recognize placeholders
- Resize placeholders
- Move a placeholder
- Delete a placeholder
- Add background color
- Add gradient fills
- Add texture fills
- Add patterns
- Add pictures
- Use headers and footers
- Insert headers and footers
- Insert slide numbers
- Insert the date and time
- Rearrange slides
- Use the Slides tab
- Use the Outline tab

Lesson 3.1: Placeholders

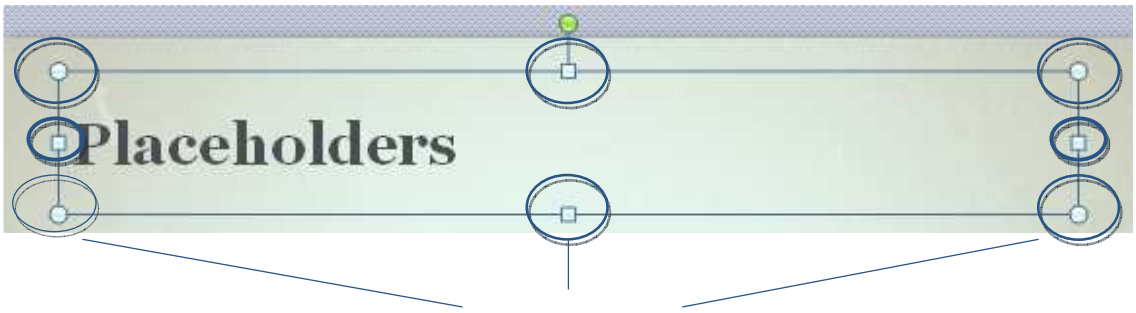
Placeholders are boxes with dotted or hatch-marked borders that are part of most slide layouts. These boxes are conveniently placed and contain titles, body text, or objects such as charts, tables, and pictures. Placeholders can be resized and moved on a slide or deleted from slides entirely.

Types of Placeholders

Title		A text box formatted for a title.
Text		A text box for bulleted lists.
Content		Located in the middle of the default slide; the slide template added when you click the New Slide command.
Table		Insert a table of x columns and y rows.
Chart		Create a chart based on a table of data.
SmartArt		Create an organizational diagram.
Picture		Insert a picture from your computer's hard drive.
Clip Art		Insert a picture or diagram from an online resource.
Movie Clip		Add a movie to your presentation.

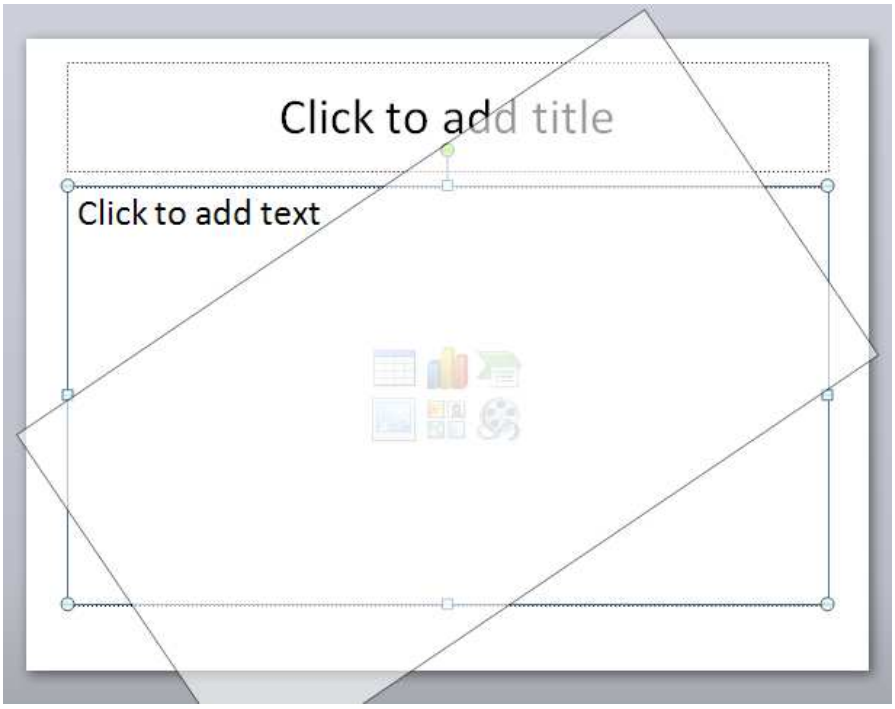
Resizing Placeholders

The placeholder has several round sizing handles around the edges. These sizing handles are used to make the placeholder larger or smaller. Move the mouse pointer over a sizing handle and it will turn into a double-headed arrow. You can click and drag in the dimensions indicated by the double-headed arrow.



Sizing Handles

Notice the green sizing handle just above the center of the placeholder. When you hover over this handle, your mouse pointer will turn into a circular set of arrows. Click and drag to rotate the placeholder and its contents about its center:



Moving a Placeholder

Moving a placeholder like a text box is easy. Move the mouse pointer to any edge of the placeholder where there is no sizing handle. The mouse pointer will change to a move pointer (shown below). Now, click and drag the placeholder wherever you like on the screen.

Deleting Placeholders

To delete any placeholder, click on the placeholder edge and press the Delete key on the keyboard. The placeholder deletes all of the changes you had made and reverts to its original size and location. Now, press the Delete key on the keyboard again. Now the placeholder is completely deleted from the slide. We will explore how to restore placeholders in later manuals. Just remember, if you end up deleting something by accident, use the Undo command to bring the object back.

Lesson 3.2: Formatting a Slide

Formatting is the way you present, organize, and arrange a presentation. It involves the type of font you apply, matching colors, text emphasis throughout the presentation, and background colors and styles. We learned a little about backgrounds through the Design ribbon, but this lesson will take you one step further in using gradient fills, textures, patterns and pictures, all of which can be applied to a background.

You can change the background effects on slides, notes, and handouts. Changing the background is useful if you want a color shade or texture for a slide background and not all the other design elements from a design template. You may want to change the background to emphasize different sections of a presentation.

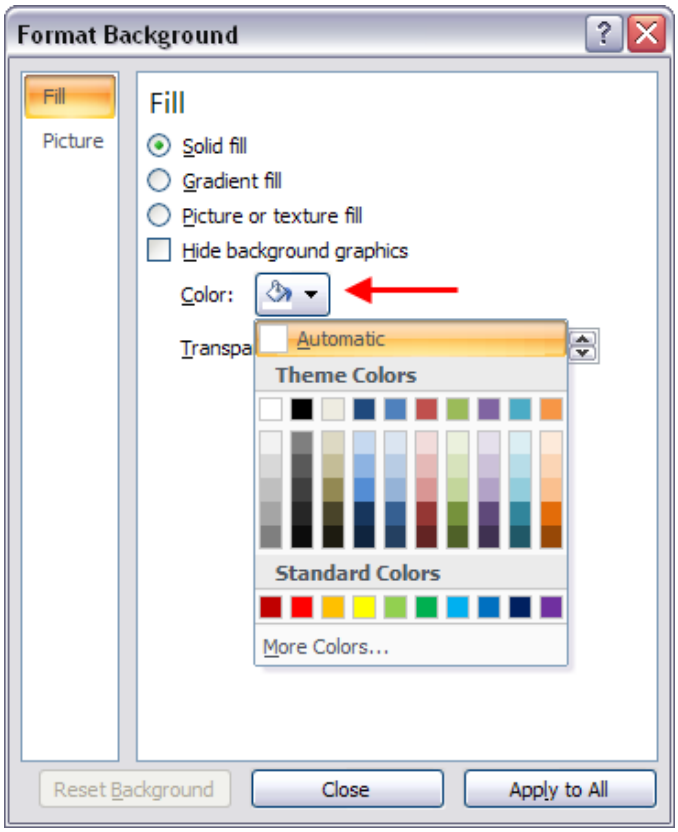
When you change the slide background, you can apply the change to the current slide or all slides. For notes, you can change the current notes page or all notes pages. When you change the background for handouts, it applies to all pages as well as the printed outline.

Add a Background Color

You can add a background color to an individual slide or to all the slides in your presentation. PowerPoint suggests eight colors in a color scheme for your slides or you can choose a different color from the Standard, Custom or Theme Color options.

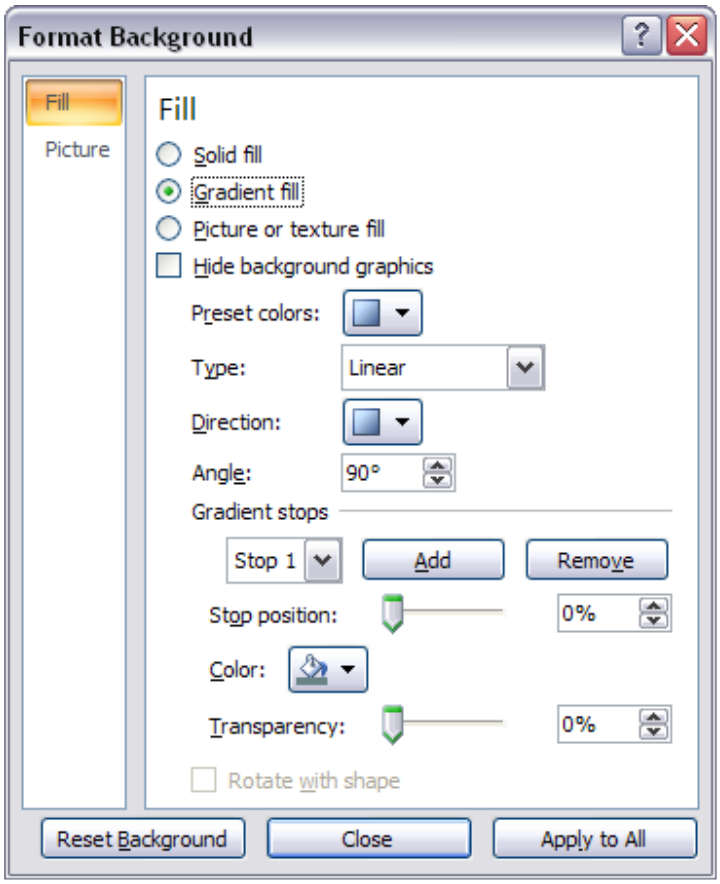
Several quick style designs are accessible through the Background Styles command on the Design ribbon:

Click the Option button in the Background chunk of the Design ribbon. This will open the Format Background dialogue box. From here, you can choose a number of different background colors from the color chooser:



Add Gradient Fills

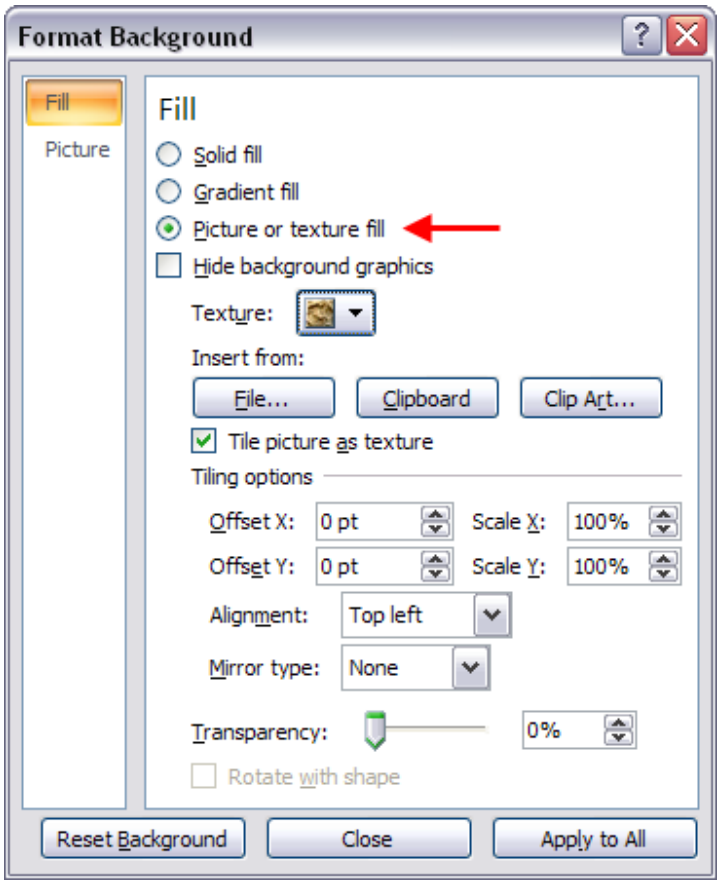
A gradient fill is a color that fades or darkens from one side to the other. You can have just one color that fades to a lighter shade or you can have two or more colors that blend and change shades. From the Format Background dialogue box, click the gradient radio button and then adjust a number of different visual options. As you change gradient effects, you can see what the effects will look like both on the actual slide and in the Slide Pane:



Add Textures or Pictures

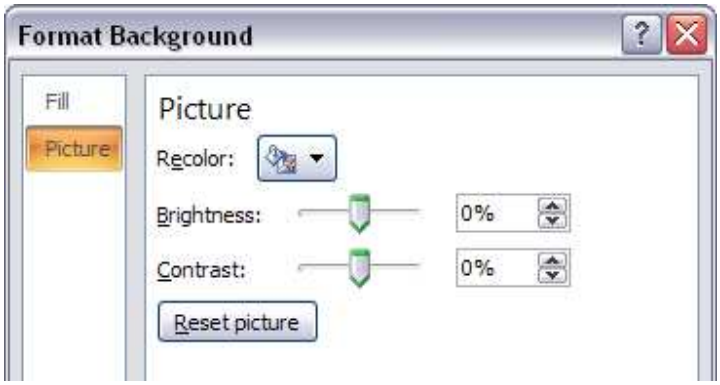
Textures are pictures that give the effect of a texture, such as newsprint, parchment, marble, canvas, etc. These textures will be discussed with the drawing tools ribbon. You can also choose a picture from a folder in your computer to use as a background for slides. You may even want to use a company logo as a background picture or pictures you have that are relevant to your presentation.

To add pictures or textures, click the Picture or texture fill radio button in the Format Background dialogue box:



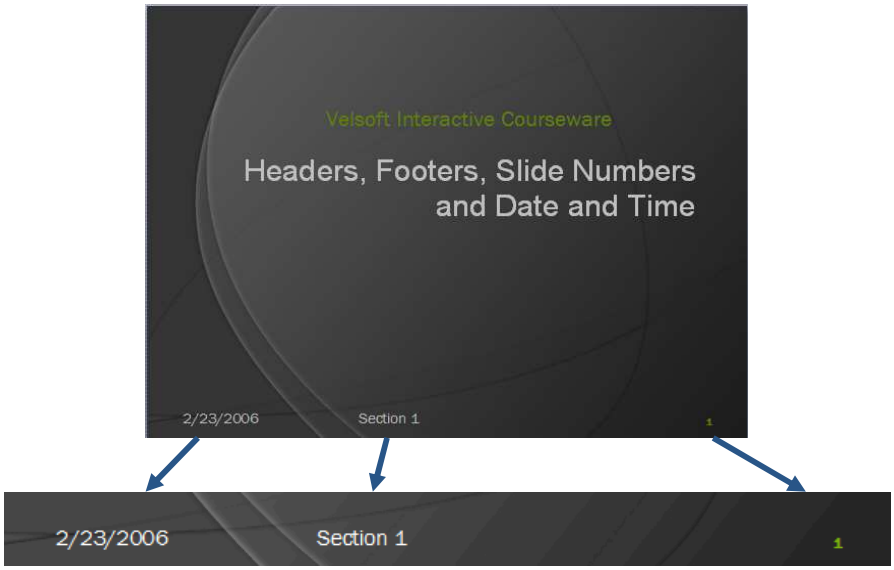
There are lots of options to choose from here, such as the selection of an included texture, the ability to insert your own picture or some ClipArt, picture/texture offset and alignment options, and more.

If you do insert a picture as the background image, you can modify some picture Properties by clicking the Picture tab in the Format Background dialogue box:



Lesson 3.3: Other Formatting Tools

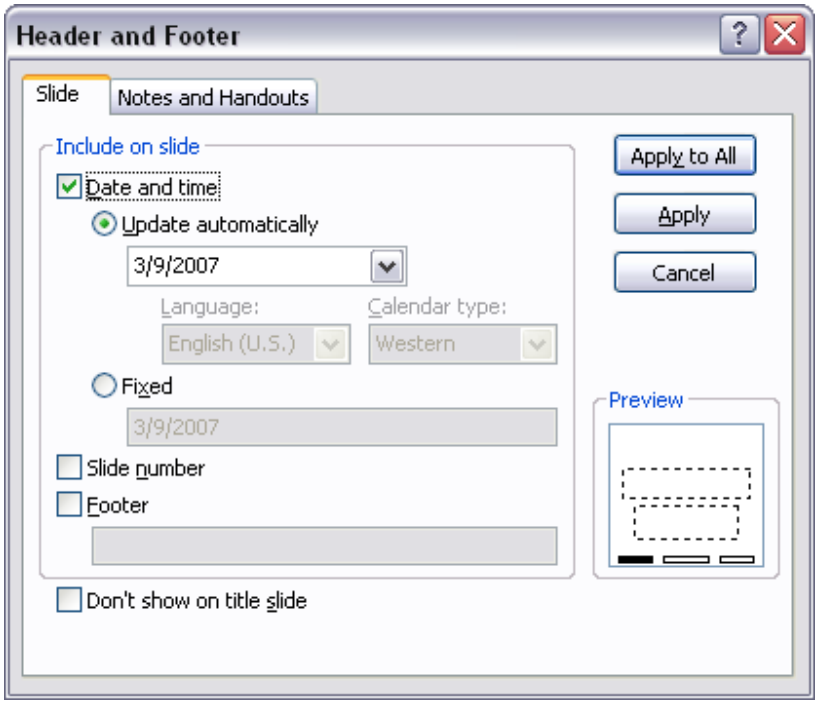
Headers and footers consist of text, slide/page numbers, and dates that can appear at the top and bottom of your slides, and slide notes. Headers and footers are both available to add to notes and handouts, but only footers are available to add to slides. You can use footers on single slides or all slides. For notes and handouts, when you apply a header or footer, it applies to all notes and handouts. Headers and footers that you create for handouts also apply to printed outlines. You do not have to include headers and footers. By default, notes and handouts include page numbers, but you can turn these off. You might choose to include no headers and footers on your slides but instead to reserve them for notes and handouts for that presentation. Typical text footers in a presentation are a company name or logo, or labels such as "Draft" or "Confidential."



Inserting Headers and Footers

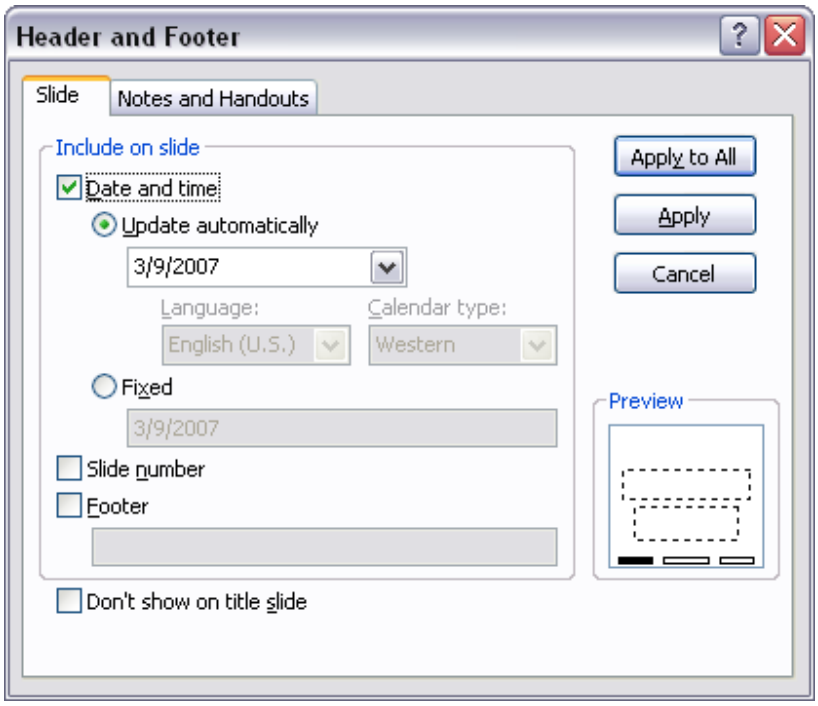
Headers are defined as information placed at the top of a document. Headers usually contain a document/presentation title. Footers are similar, only they are found at the bottom. They usually contain a date, author, page number, etc. Headers and footers are the same on every page or slide, so you only have to fill in the information once and PowerPoint will take care of the rest.

The Header and Footer command is found on the Insert ribbon. Click the command to open a dialogue box:



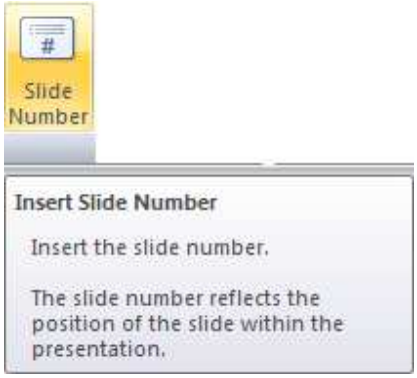
On the Slide tab, check the boxes to add the header/footer information you want. For example, date and time is checked above, and the default date format will be inserted. You can see in the bottom right corner where the footer will be inserted.

The Notes and Handouts tab allows you to apply basically the same information to a printed copy of your presentation:



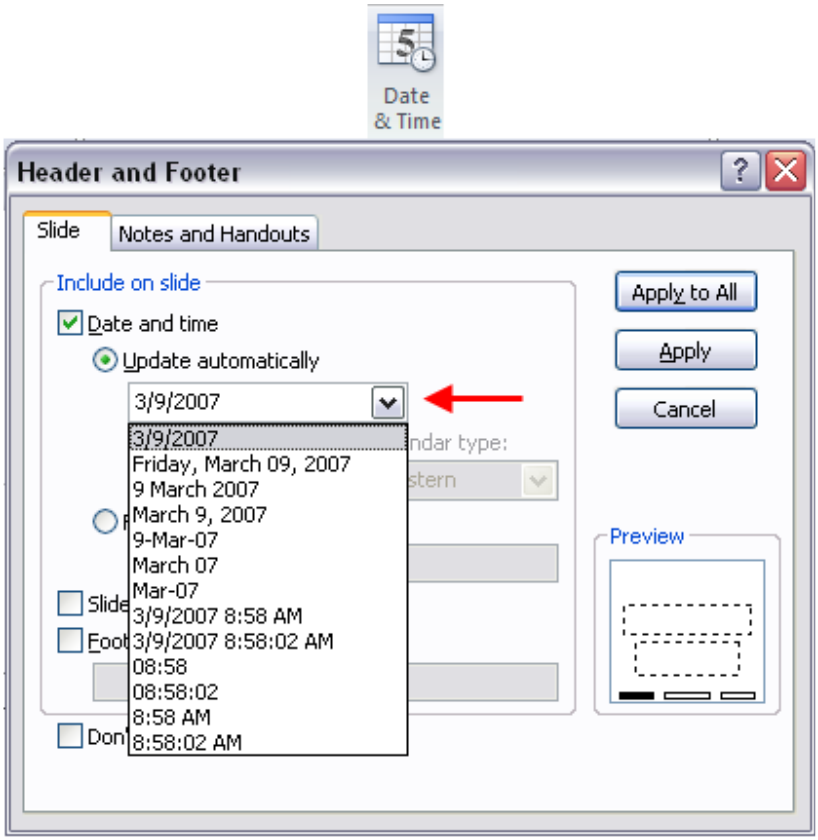
Inserting Slide Numbers

Even though you can apply page numbers through the headers and footers dialogue box, the Insert ribbon also displays a slide number command which updates slides as they are created and moved.



Inserting the Date and Time

The Date and Time command opens the Header and Footer dialogue box and displays a list of available formats. Click the Date and time checkbox, and then select a format from the combo box:

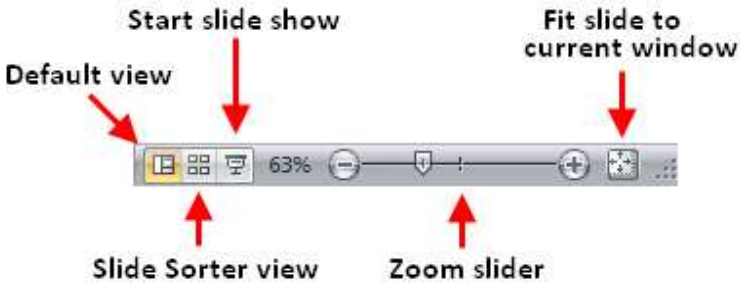


Lesson 3.4: Managing Slides

Managing slides involves rearranging them in different orders, as well as knowing how to use the Slides tab and Outline view. In this lesson, we will learn how to use the Slides tab and the Outline tab.

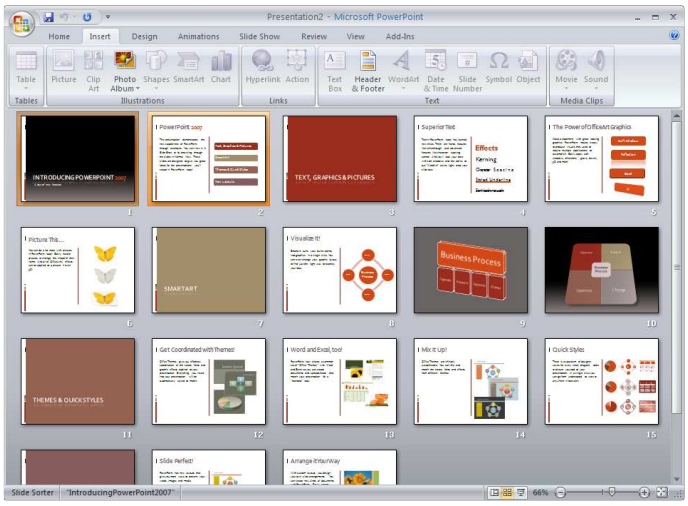
The View Toolbar

The View toolbar has commands for all of your viewing needs. The View toolbar is always active and is found in the bottom right corner of the PowerPoint window.



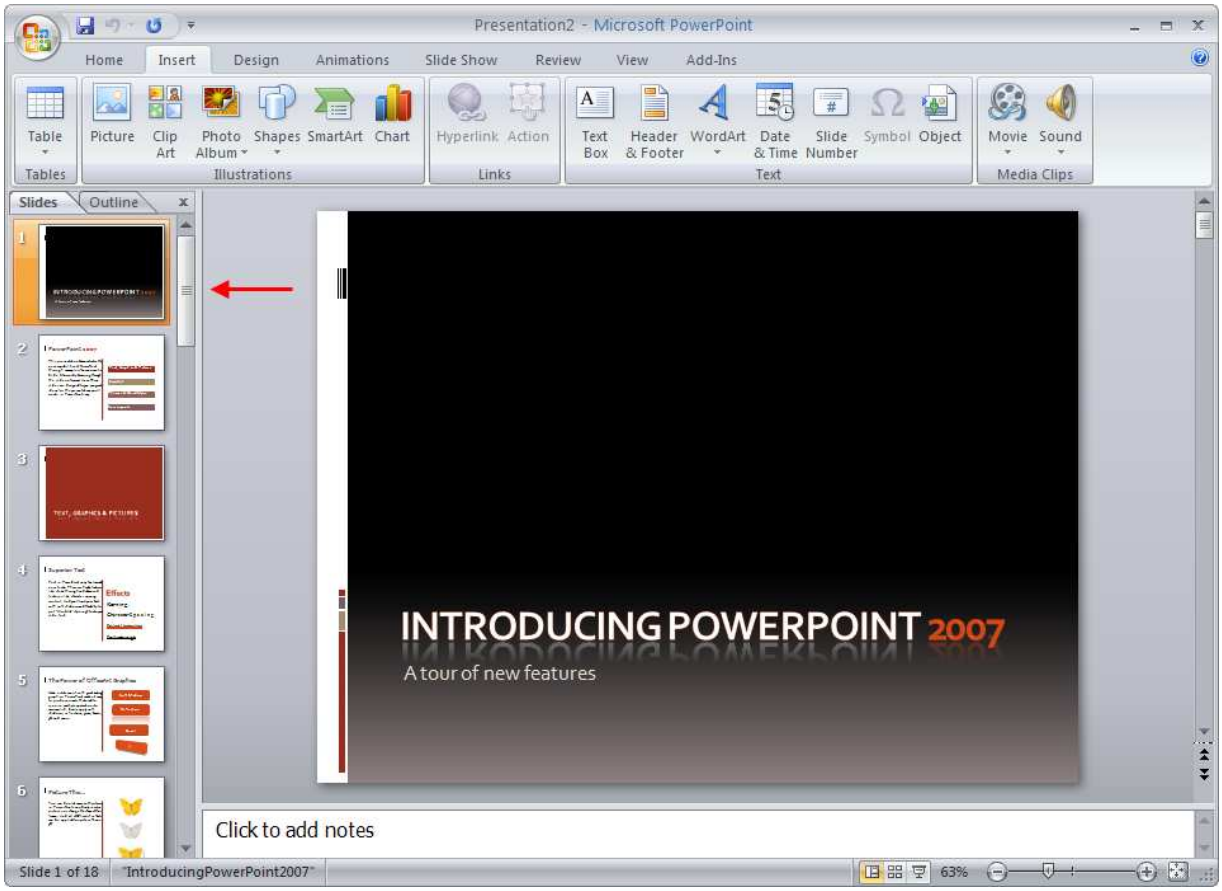
Rearranging Slides

Slide Sorter view gives you an overall picture of your presentation using thumbnails of the slides. This view, which lets you see the content of each slide, makes it easy to reorder, add, or delete slides and preview your transition and animation effects. To move a slide, to a new position, just click and drag.



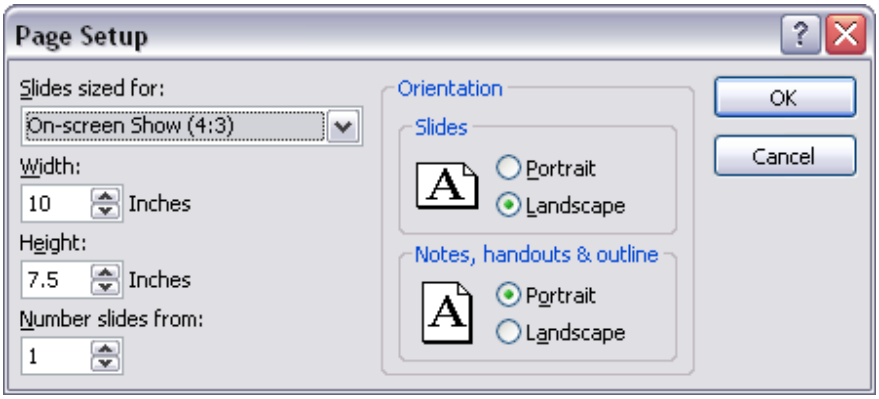
Using the Slides Tab

The Slides tab vertically displays thumbnail-sized images of all the slides in your presentation. The thumbnails make it easy for you to navigate through your presentation and to see graphical representations your design changes, as we have already seen.



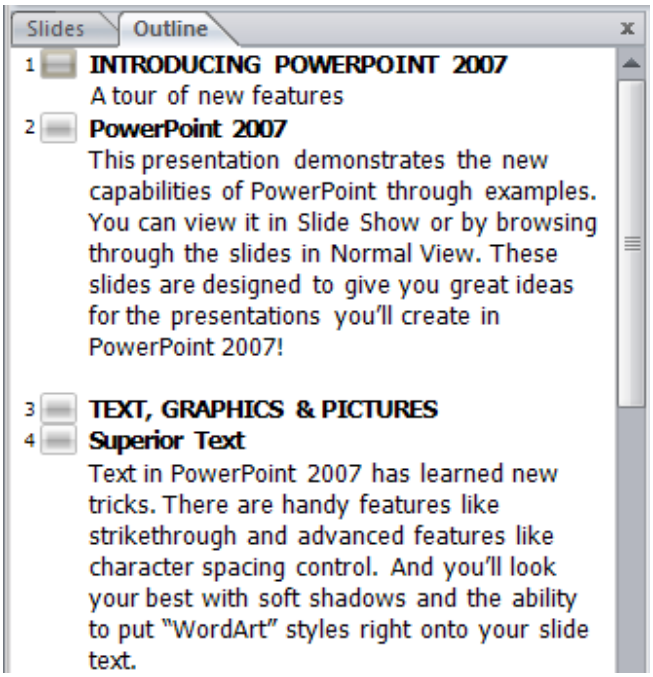
Selecting any slide in your presentation opens that slide in the Slide Pane for easy editing. You can also re-order your slides in the Slides tab by selecting a thumbnail image and moving this to a new position in your presentation (though this is more easily done in Slide Sorter view).

The Standard Slides view can be changed to correspond with the size of the slides you may be presenting on. This feature is found with the Page Setup command (found on the Design ribbon):

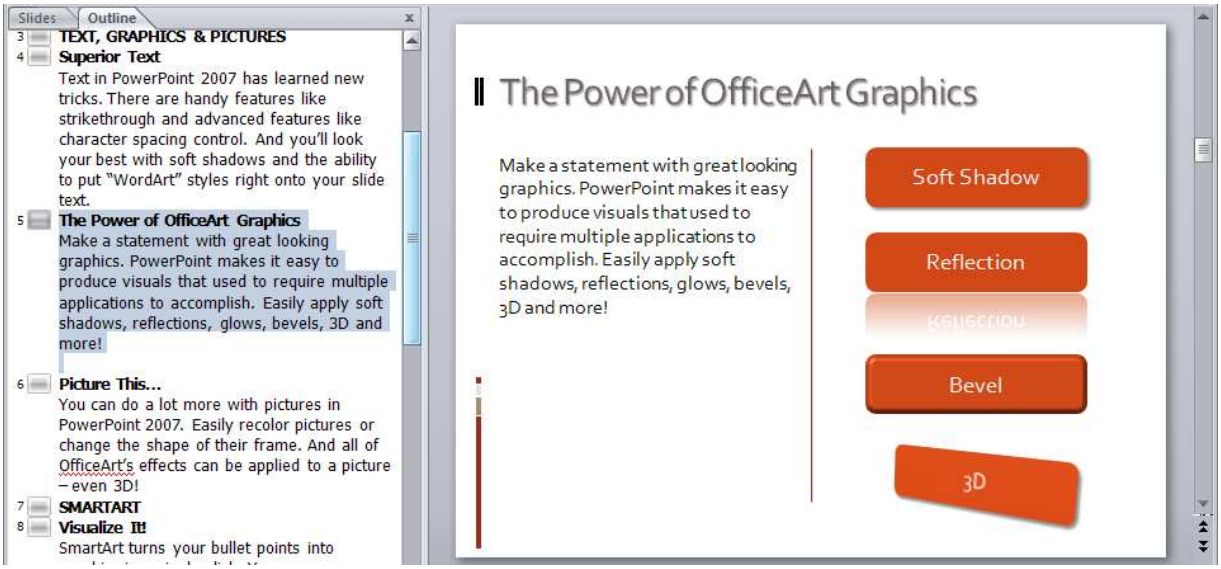


Using the Outline View

The Outline view is an all text view showing the content of your presentation. As such, the Outline pane helps you edit your presentation's content. Click the Outline tab, beside the Slide tab:



You can reorganize the points (bullets) on your slides or reorganize the slides themselves. Your content can come from many places: you can type it in yourself; you can insert files from another program, such as a Word document or a simple text file. If you save your presentation as a Web page, the text on the Outline tab becomes a table of contents so you can navigate through the slides easily.



Section 3: Review Questions

1. A Placeholder is a built in box that can contain

A. Text
B. Pictures
C. Charts
D. All of the Above

2. To resize a Placeholder

A. Click placeholder→ hold and drag out corners
B. Click placeholder → select appropriate sizing handle → hold and drag to increase or decrease
C. Click placeholder→ hold and move to another location
D. Both A & B

3. To Delete a placeholder containing text

A. Click inside text bos and delete
B. Click text box lining → delete
C. Click text box lining → delete → click text box lining → delete
D. Any of the above

4. To add a background color only, to a slide

A. Click on a design theme → click color scheme
B. Click Background Styles → apply color
C. Click background → right click→ click Background Styles → apply color
D. Both B & C

5. To apply a gradient fill to a background

A. Click Background Styles→ Background → Solid → apply color → set transparency
B. Click Background Styles→ Background →Gradient → Color → Stop Position
C. Click Background Styles→ Background →Gradient → Color → Set Transparency to 100%
D. Click Background Styles→ Background →Texture or Picture

6. To Apply Texture or a Picture to a Background

A. Copy picture and paste onto the slide.
B. Click Background Styles→ Background→ Texture or Picture → Select File.
C. Click Insert Picture → locate file→ Insert.
D. Both A & C

7. To Insert a Header into a slide presentation

A. Click Header And Footer → Check Date, Time and Footer
B. Click Header And Footer → Click Notes → Check Header
C. Click Date And Time
D. None of the above

8. To Insert a Date as Text

A. Click Header and Footer→ check Date
B. Click Header and Footer → check Date and Time
C. Click header and Footer → check Footer → Enter Date
D. Click Date and Time → Select Format

9. A footer can contain

A. Date
B. Text
C. Slide number
D. All of the Above

10. To Edit text in a presentation

A. Click Slide→ Click Placeholder → Edit Text
B. Click Outline → Edit Text
C. Click Slide Sorter view→ Click Slide→ Edit Text
D. Both A & B

SECTION 4: Adding Effects

In this section you will learn how to:

- Adjust font size
- Adjust font type
- Add effects (bold, underline, italics, and shadow)
- Change the text's color
- Change Character Spacing
- Change Font's Case
- Open the Fonts dialogue
- Use the Fonts tab
- Use the Character Spacing tab
- Add bullets
- Add numbers
- Remove Bullets and Numbers
- Discontinue Bullets and Numbers
- Open the Bullets and Numbers dialogue
- Use the Bulleted tab
- Use the numbered tab
- Use right, left or centre alignment
- Use justification
- Use columns
- Align text in a text box
- Change text direction

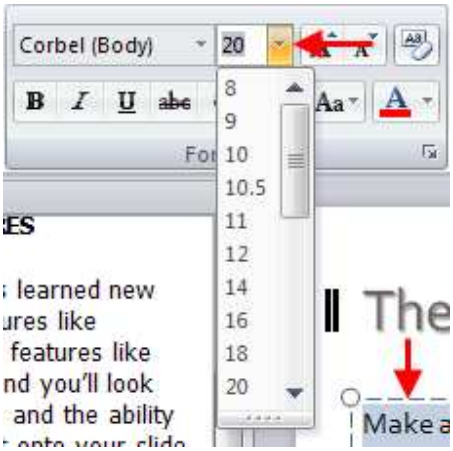
Lesson 4.1: Formatting Text Using the Home ribbon

You have already been briefly introduced to many of the font formatting tools from the Home ribbon lesson; this lesson will show you how to implement those tools. In this lesson, we will adjust font size, adjust font type, use effects, change font color, space characters, and change font case.

Adjusting Font Size

There are many reasons to adjust the size of text. You may want to fit the text into a text box, or emphasize a word or phrase. Titles are often a larger text size than the body. Text size is measured in points (pts). A point is very small, only 1/72 of an inch. Text size increases with the number of points you choose. Microsoft Office programs usually use a default text size of 10 or 12 points.

To change font size, you can select the current text and then select a size from the drop-down menu found on the Home ribbon:



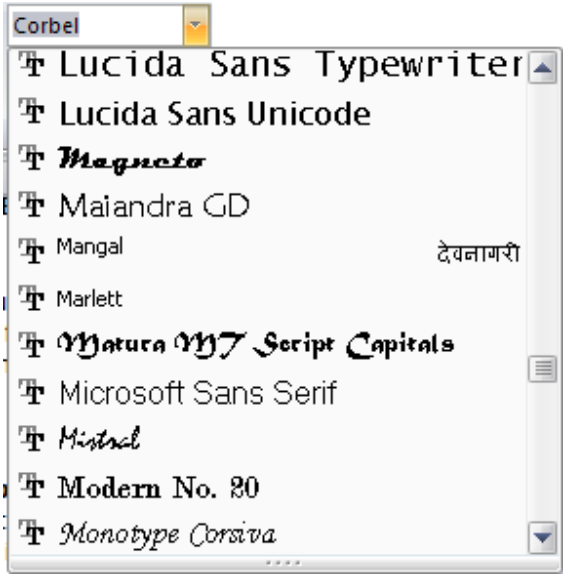
If you insert a text box, set the text size, and then start typing, the font will assume the new font size. Keep in mind that not all text has to be the same size, including the individual letters of a word.

Should your presentation need something like thiS, you can add it if you want!

Adjusting Font Type

Font refers to an assortment or set of type all of one size and style. You can change the appearance of the type (font) in most programs that use text. Microsoft Office installs quite a few fonts on your computer and you probably have others that have been added when you installed other programs. You can also download font sets from the Internet.

To use a font, select the text you want to modify and choose a font from the list:



Adding Effects

You can emphasize your text with the bold, italic, underline, strikethrough, and shadow text formatting features in PowerPoint. **Bold** increases text darkness, making it easy to see and find. *Italicized* text becomes slanted, bringing emphasize to the text. Underlined text draws the eye to the text and increases its visibility. ~~Strikethrough~~ effects show a correction to a mistake, while still showing the mistake. Shadowed font gives text subtle emphasis, mostly used for titles and paragraph headings.

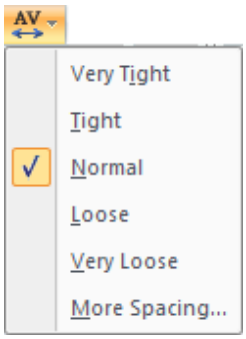
Changing Text Color

Text can also be emphasized by using different text colors. Black or dark blue is the best color for reading text on a white or light-colored background. White or yellow is best for black or dark-colored backgrounds. Sometimes you may just want a word or phrase to jump out from the slide - using a bright color is a good way to catch a reader's attention.

Select the text you want to modify then choose a color from the list.

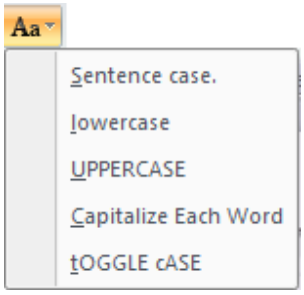
Changing Character Spacing

Character Spacing adjusts the space between characters. Character spacing allows for easier reading, emphasis, space fillers, and lets you take advantage of all the space slides provide. In cases where you have too little or too much text, character spacing might be able to help out.



Changing Font Case

The Fonts Case command will change highlighted words, sentences or paragraphs to Sentence case, lowercase, UPPERCASE, Title Case (every word is capitalized) or tOGGLE cASE. Font Case allows for faster formatting and editing of text. Changing font's case may not apply to all fonts. For example, the font Algerian is an uppercase font. Therefore lowercase, title case, sentence case and toggle case effects cannot be applied.

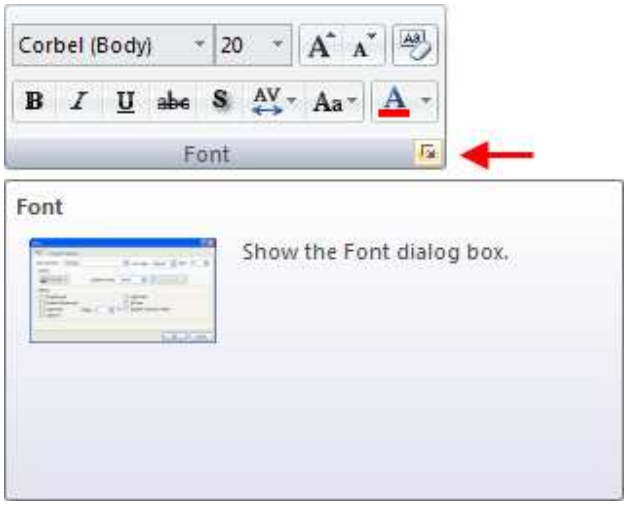


Lesson 4.2: Formatting Text from the Fonts Dialogue Box

All of the text format features from the previous lesson are available in the Font dialogue box accessed from the Font group on the Home ribbon. There are also options to use shadow and emboss text effects and to use superscript or subscript.

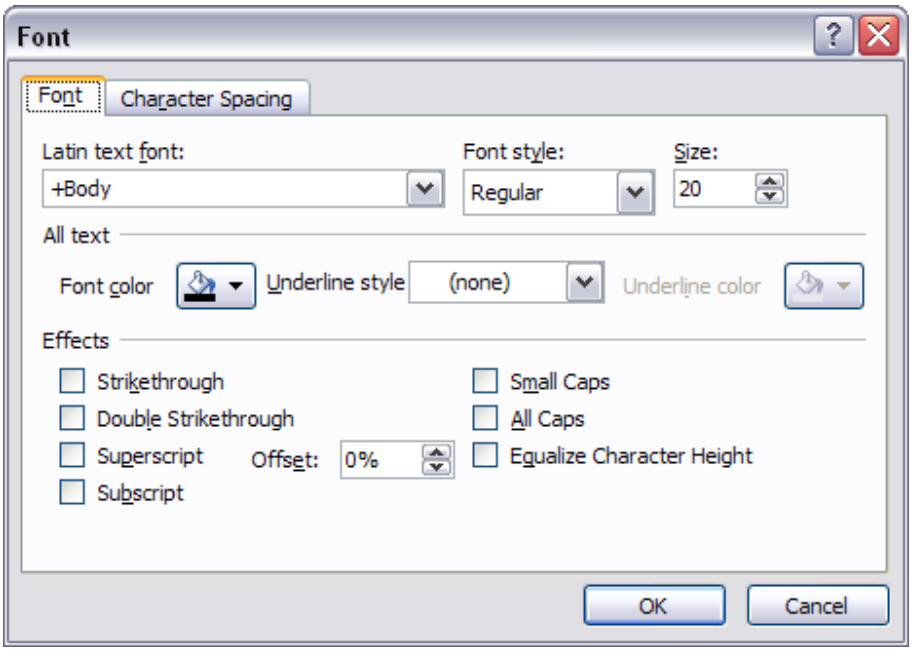
Opening the Fonts Dialogue Box

The Fonts dialogue box can be opened by clicking the Option button in the Fonts chunk:



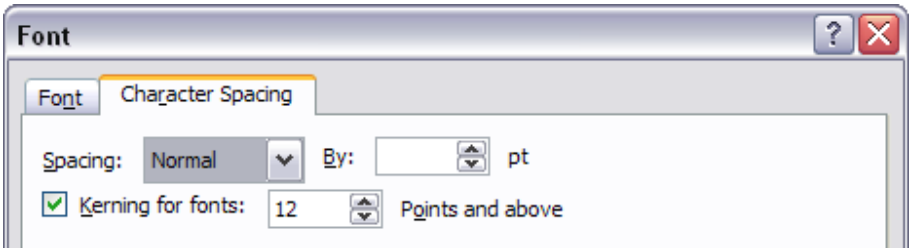
Using the Font Tab

When the Font dialogue box appears, click the Font tab. The Font tab displays all of the possible commands you can apply to text. With this tab, you can apply all of the commands at the same time, instead of going from command to command using the Home ribbon.



Using the Character Spacing Tab

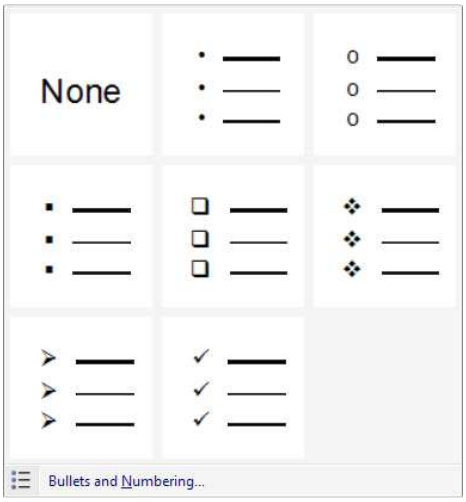
Although you have the Character Spacing command on the Home ribbon, the Character spacing tab lets you set the amount of space between characters and lines of text.



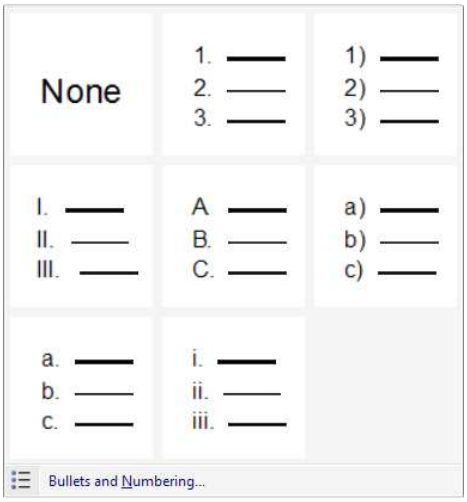
Lesson 4.3: Creating a Bulleted or Numbered List from the Home Ribbon

Bullets are small symbols or pictures that draw attention to the points in a list. (Each Step-By-Step exercise uses a numbered list.) PowerPoint comes with several bullet and number styles to choose from and you can also create custom bullets and number styles to use in your presentation. Therefore this lesson is dedicated to teaching you how to add and remove bullets and numbers.

Bullets

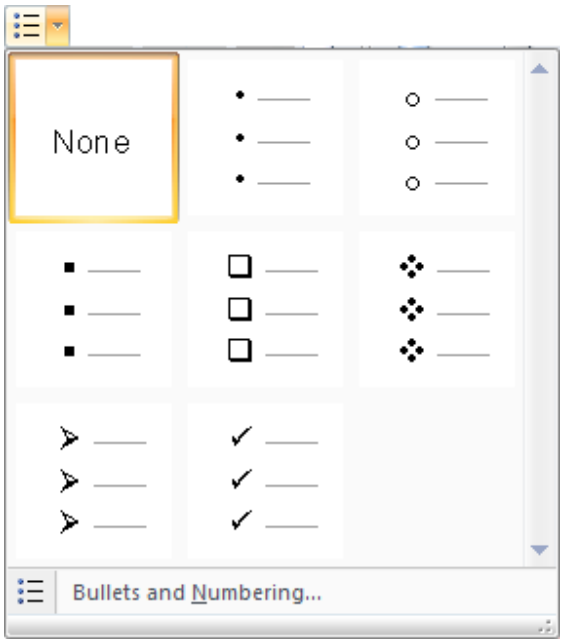


Numbers



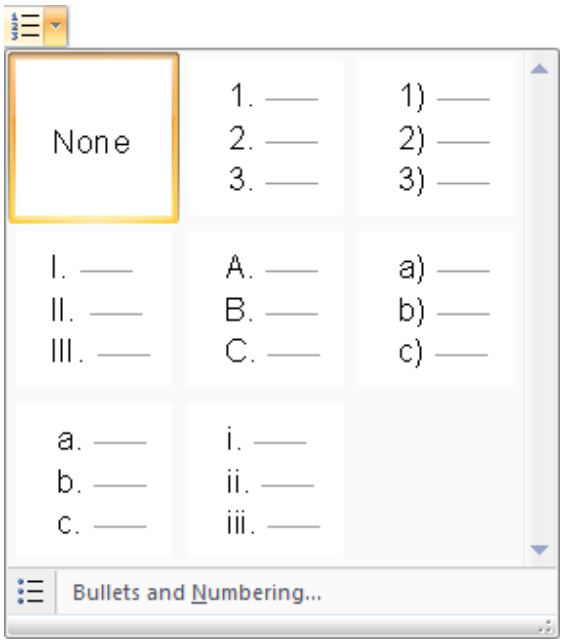
Adding Bullets

Most of the text placeholders are formatted with standard bullets, and can be changed by clicking a style from the bullet gallery. If a placeholder does not contain a bullet, bullets can be added from the Bullets command on the Home ribbon. Click the command itself to insert the default list, or click the pull-down arrow to show the bullet gallery. From there, select the bullet style best suited for the presentation, and the bullet will automatically be inserted.



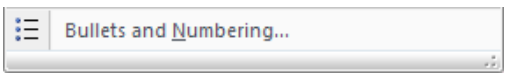
Adding Numbers

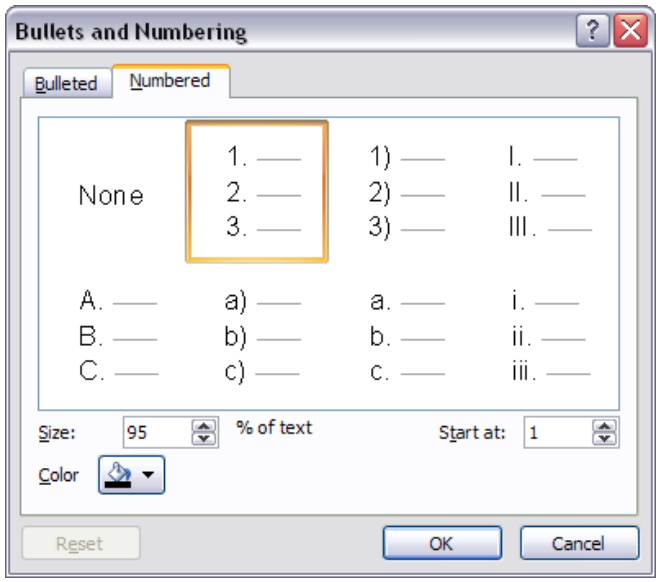
The same method for inserting bullets applies to numbers, except you click the numbers command. Click the pull-down arrow to show the number gallery. From there, select the number style best suited for the presentation, and the number will automatically be inserted, starting at 1, A, or I. Once you have typed something beside a numbered item and press enter, then next sequential number will be displayed and you can add another point.



Customizing Bullets and Numbers

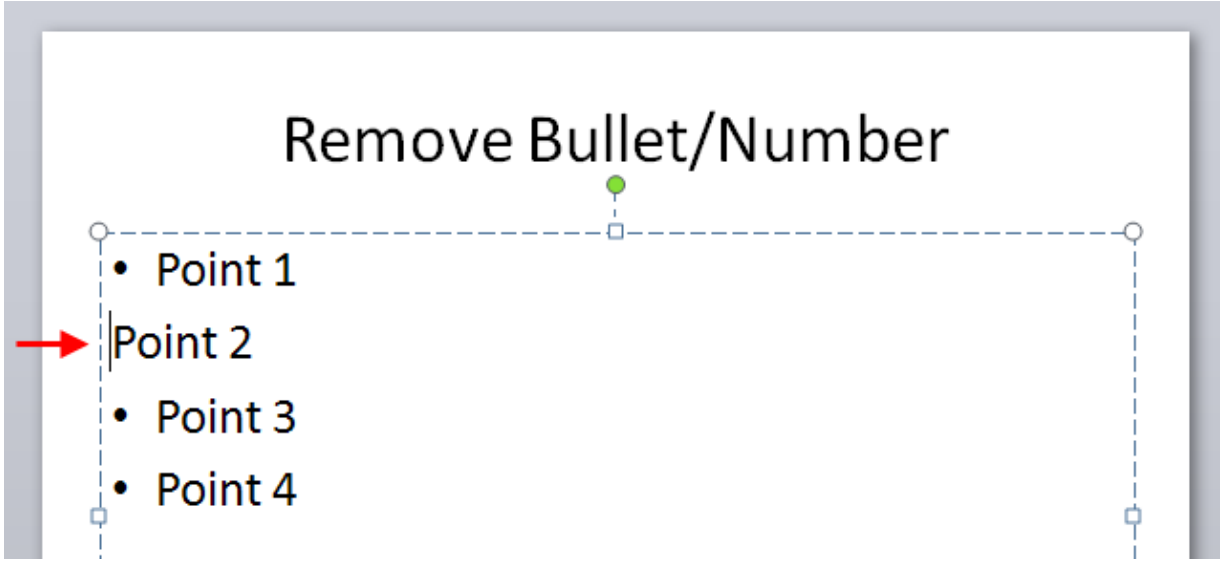
Bullets and numbers can be customized in regards to size, style and color. At the bottom of both display galleries you will find the link to the bullets and numbers dialogue box. Here you can choose a style from the gallery, set the size of bullets, choose a style from the symbol gallery, and choose a bullet or number color.





Removing Bullets and Numbers

Removing bullets and numbering is easy to do. You can either select all bulleted/numbered information you want to remove and press Delete on your keyboard. However, if you want to only remove the bullets/numbers but still keep the information, Place the cursor in front of an itemized point and press backspace. The bullet/number will be removed, but the text will remain:



Discontinuing Bullets and Numbers

There are two ways to stop using bullets or numbers. You know that when you press enter while working on a bulleted list, the cursor will go to the next line and a new bullet/number will be ready to use. Simply press Backspace to 'erase' the point marker and stop using an itemized list.

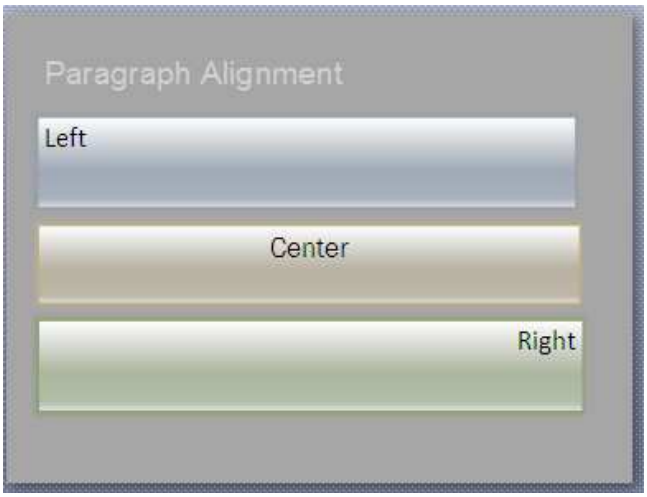
You can also press Enter as if you were going to insert a new point, and then click None from the Bullet or Number command:

Lesson 4.4: Using Paragraph Alignment

Text can be aligned within a text box or placeholder, just as you can in a word processing document. Therefore, there may be times when you want to change the text or title alignment in a presentation. In this lesson we will look at the three standard alignments (Left, Right and Center), using justification, using columns, and changing text direction.

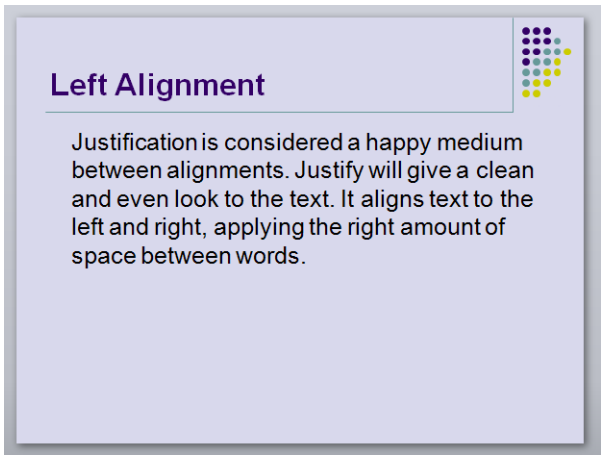
Using Left, Right, Or Centre Alignment

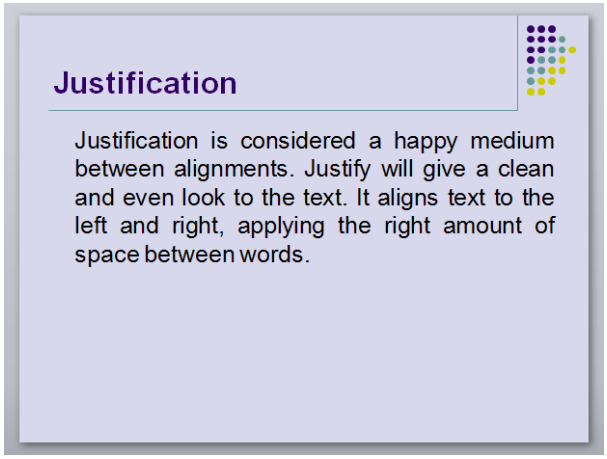
Since we read from left to right on a page, the default alignment in a text box is Left Align. Center Align is used to center the text within the text box and Right Align will line the text up against the right edge of the text box.



Using Justification

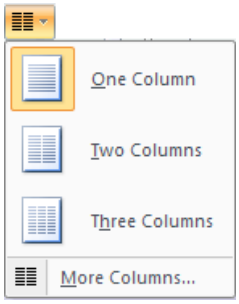
Justification is considered a happy medium between alignments. Justify will give a clean and even look to the text. It aligns text to the left and right, applying the right amount of space between words.





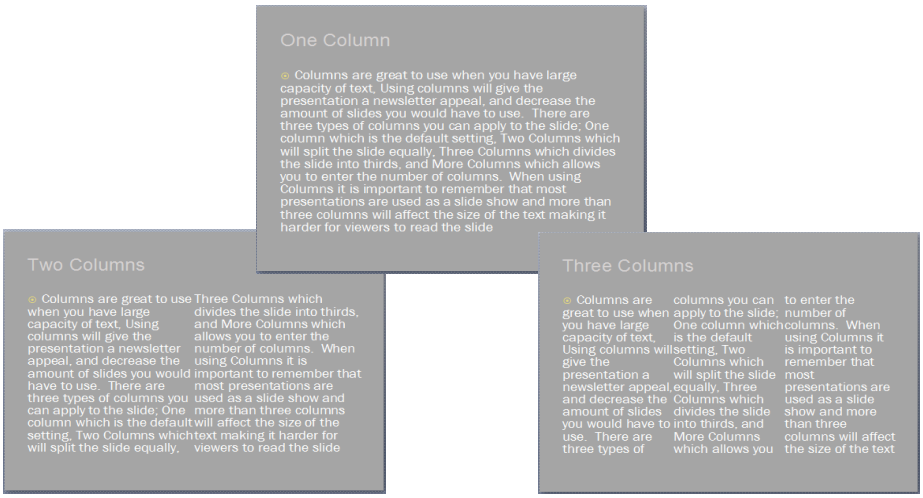
Using Columns

Columns are great to use when you have large amount of text. Using columns will give the presentation a newsletter appeal, and decrease the amount of slides you would have to use. There are four types of columns you can apply to the slide:



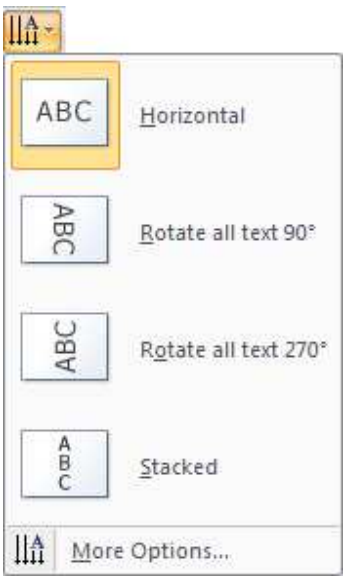
One Column	The default setting; does not split text into columns.
Two Columns	Split the slide equally.
Three Columns	Divides the slide into thirds.
More Columns	Allows you to enter the number of columns.

When using columns it is important to remember that most presentations are used as a slide show. More than three columns will affect the size of the text making it harder for viewers to read the slide.

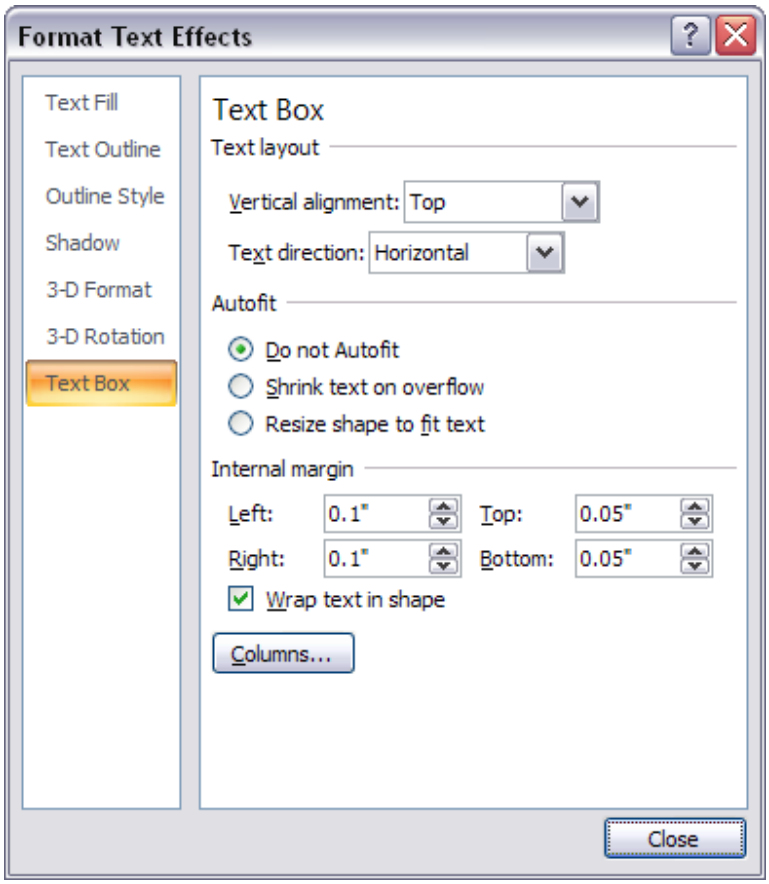


Changing Text Direction

Using text direction will let you rotate text 270°, 90°, or Stacked (which is vertical).



The More Options link at the bottom opens the Format Text Effects dialogue box to the Text Box command. Apply several different text box effects at once:



Section 4: Review Questions

1. To adjust font size

A. Click font size → choose size
B. Click Increase font size
C. Click decrease font size
D. All of the Above

2. To make one word stand out from the rest, the best effect to apply is:

A. Italics
B. Bold
C. Underline
D. Shadow

3. To capitalize all characters in a word or text apply

A. Uppercase
B. Sentence Case
C. Toggle case
D. Lowercase

4. Which command is used when you want to apply Font color?

A.
B.
C.
D.

5. To Open the Fonts dialogue box

A. Click the Options button in the Paragraph group
B. Click the Options button in the Font group
C. Click the Options button in the Clipboard group
D. Click the Options button in the Page Setup group

6. To apply underline color

A. Click Line Color
B. Click Outline Color
C. Click Effects
D. Click Underline color in the Fonts dialogue box

7. To apply a numbered list to a PowerPoint slide

A. Click Bullet → Bullets and Numbering → Numbers
B. Click Bullet → Select Bullet Style
C. Click Numbers → Select Number Style
D. Both A & C

8. To Remove Bullets and Numbers

A. Place cursor beside bullet → press Delete
B. Place cursor beside number → press Backspace
C. Highlight bullet or number → press Delete
D. Both A & B

9. To place text directly on the center of a page

A. Click Center → Align text → Middle-Centered
B. Click Center → Align text → Middle
C. Align Text → Middle-Centered
D. Both A & C

10. To align text evenly on the left and right margins

A. Click Right Alignment
B. Click Left Alignment
C. Click Justify
D. Any of the above

SECTION 5: Printing and Viewing a Presentation

In this section you will learn how to:

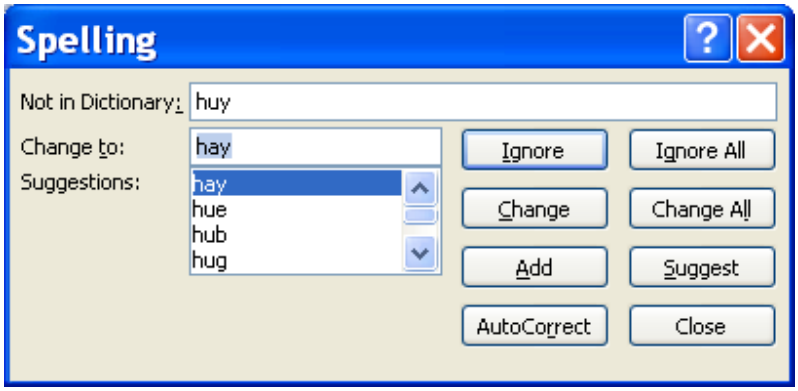
- Use Spell check
- Use AutoCorrect
- Use the Thesaurus
- Use the Research pane
- Use the Translator
- Set your Language
- Open Print Preview
- Use the Print Preview toolbar
- Use the Print What command
- Set your options
- Use print commands
- Use Quick Print
- Open the Print dialogue box

Lesson 5.1: Using Proofing Tools

We briefly looked at Proofing Tools in Lesson 2.7. In this lesson we will discuss each feature in depth to give you a better understanding of how to utilize each tool. First we will look at Spell Check and Autocorrect. Then, we will examine the Thesaurus and Research pane. We will finish with the translator and language settings.

Spell Check

PowerPoint's spell check is a useful tool to help make your presentation professional. Although you shouldn't rely on the spell check to correct all of your typing errors, it does help with difficult spellings and some typos.



There are many commands available to help you deal with this misspelled word. When PowerPoint doesn't recognize a word it suggests several that are close in spelling.

Here is an overview of spell check options:

Ignore	Click this button to ignore this one occurrence of the word in this presentation. The red underline will disappear from the word.
Ignore All	Click this button to ignore every occurrence of the word in this presentation. The red underline will disappear from each word.
Change	Click this button to change this one occurrence of the word in this presentation to the highlighted suggested spelling. You can also select a different spelling from the Suggestions list before you click.
Change All	Click this button to change every occurrence of the word in this presentation to the highlighted suggested spelling. Or, select a different spelling from the Suggestions list before you click.

Add	Click this button to permanently add the word to the dictionary. This is often used with people's names or street names to prevent the red underline from appearing every time you type that word.
Suggest	Click this button to show suggested spellings for the misspelled word.
AutoCorrect	Click this button to automatically correct the spelling error. The dialogue box will display the next spelling error it finds or a finished message if there are no more errors.
Add words to: CUSTOM.DIC	You can have more than one dictionary available for use in PowerPoint. For example, you could buy and install a Webster's or Oxford dictionary from a CD. Use this list box to select the dictionary that you want to add words to when you click the Add button.

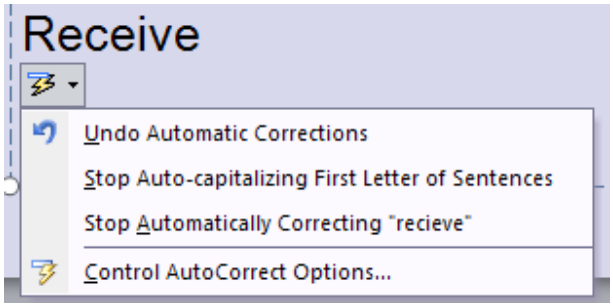
Using AutoCorrect

Microsoft has developed a system with Spelling and AutoCorrection, in order to help us become grammar and spelling pros, or at least look like one.

The AutoCorrect feature fixes capitalization and spelling or typing errors that occur as you type. The AutoCorrect options are on by default, and can be turned off. If there are certain words that you don't want corrected, you can create exceptions to some of the capitalization rules. Automatic text correction applies to all types of text except for WordArt.

The AutoCorrect Options button, which becomes available near your text right after a correction has occurred, gives you more control over automatic corrections by letting you undo the correction or alter your AutoCorrect settings.

The AutoCorrect Options button first appears as a small, blue box when you rest the mouse pointer near text that was automatically corrected, and it changes to a button icon when you point to it. When you click the button, it displays a list of options, where each option is tailored to the thing that was fixed by AutoCorrect:

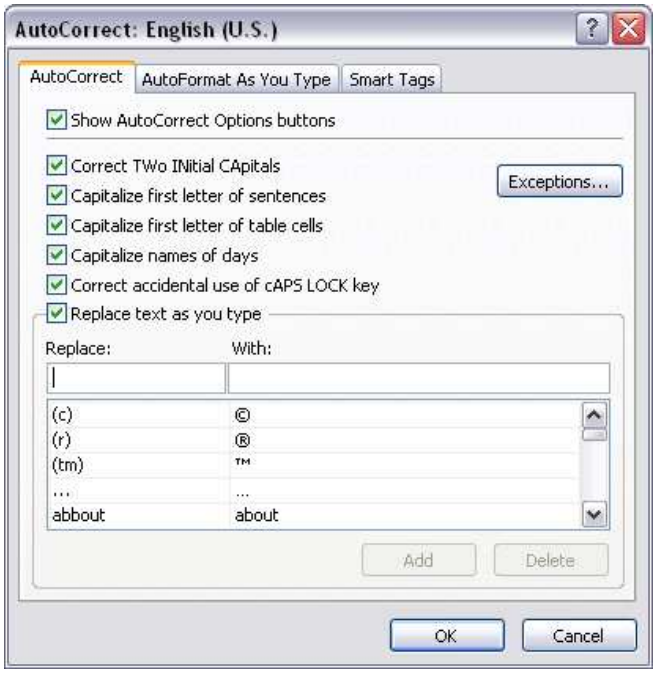


Undo a capitalization change (undoes the last instance only).

Stop making this capitalization or text correction (changes the global setting or text entry in the AutoCorrect dialogue box, preventing this correction from happening again).

Control **AutoCorrect Options** (displays the AutoCorrect dialogue box, where you can adjust settings as you wish).

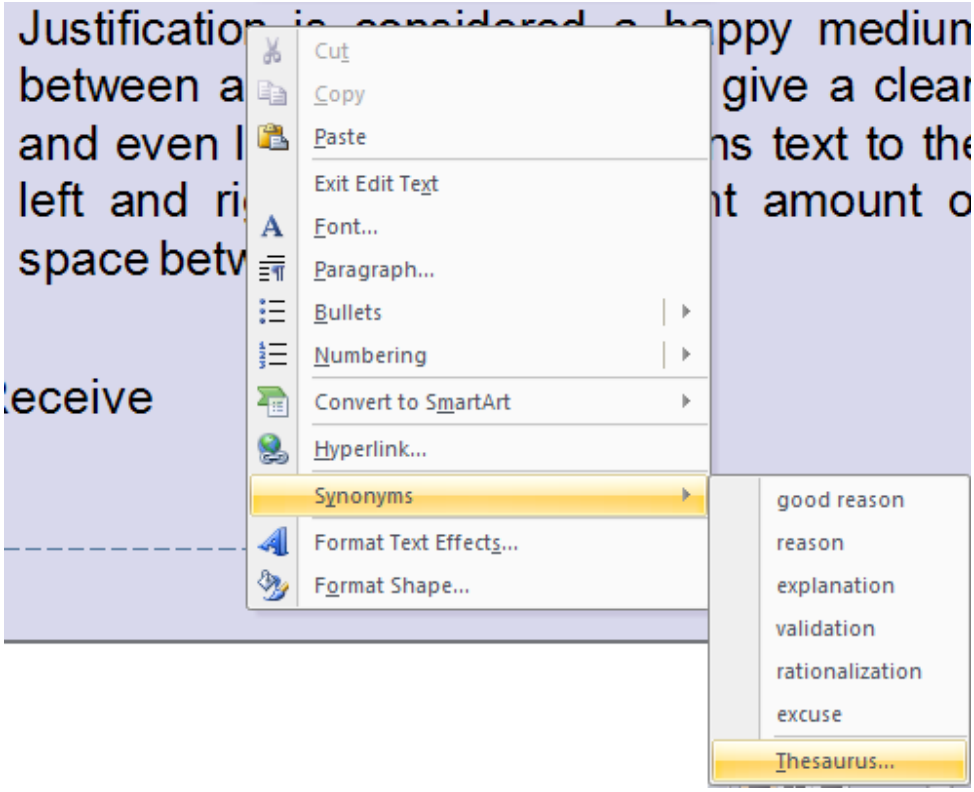
The AutoCorrect Options button is available for every instance of an automatic correction. For text in placeholders, the button is available both on the slide and the Outline tab. AutoCorrect options are available in the application settings under Spelling and AutoCorrection.



The Thesaurus

You can use the Microsoft Office Thesaurus to find synonyms for words in your presentation. The Thesaurus feature will suggest alternate words with a similar meaning and replace the selected word for you. For example, you can use the Thesaurus to replace the word “wonder” with “speculate” or “marvel.”

You can access the Thesaurus’ synonyms by right-clicking any word in your presentation or selecting Thesaurus from the proofing tools command.



Using the Research Task Pane

With the Microsoft Office System, you can quickly reference information online and on your computer without leaving your Office program. You can easily insert definitions, stock quotes, and other research information into your document, as well as customize settings to suit your research needs.

The Research command (that opens the task pane) is found on the Review ribbon. From the Research task pane, you can search multiple sources or select a specific source. If Internet Explorer is your default browser and you click a link on a Research topic, the Research task pane travels with you and is displayed on the side of your screen as you view Web pages.

Dictionary

You can look up words or phrases in the Microsoft Encarta English dictionary while you work. The Encarta dictionary contains approximately 400,000 entries, and in addition to definitions, includes pronunciation keys, word histories, and word usage notes. You can also add other dictionaries, which are then compared against Encarta standards to ensure you receive the best results.

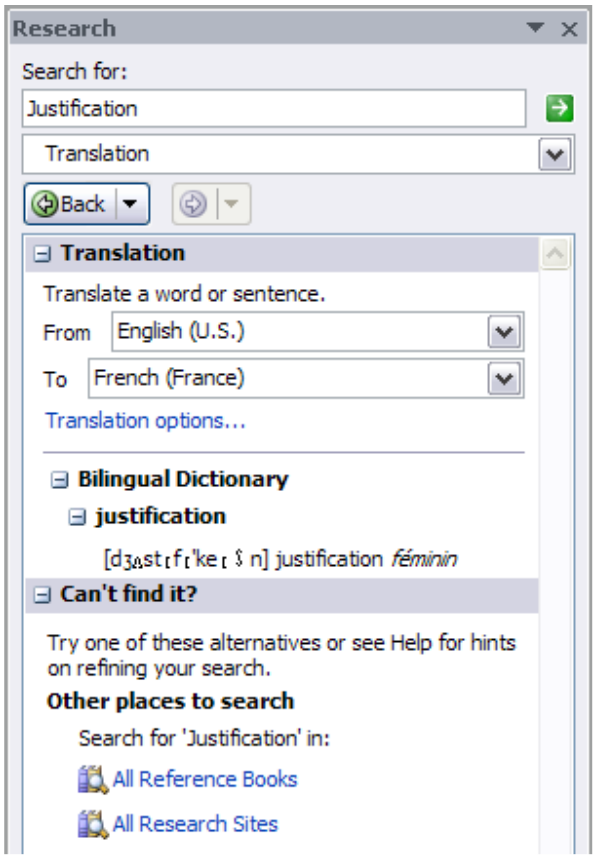
Thesaurus

Look up synonyms while you work and insert them into your document directly from the Research task pane. You can also click a result to look up additional words, and you can look up words in the thesaurus of another language.

Encyclopedia	Research your subject in Microsoft Encarta Encyclopedia, which contains more than 42,000 articles. You can also ask a question and review the results. In the list of results, you can view summaries and click related links that take you to additional information. (Note that some links may require payment to view the full article.)
Translation	Get translations quickly using bilingual dictionaries on your computer and online, or use machine translation on the Web. You can use the bilingual dictionaries to translate single words or short phrases. Machine translation services can translate phrases, paragraphs, or your entire document.
Stock Quotes and Company Information	Look up stock quotes and company information while you work. If you aren't sure of a stock symbol or company name, type a few words to find the symbol or name. You can also insert company information into your document and perform custom actions.
Thompson Gale Company Profiles	Comprehensive company information is provided by Gale, a company profile service provider. From the Research task pane, you can reference industry information, company fundamentals, contact information, and other company details.
Third-party Services	Add third-party premium content to your list of research services, and the Microsoft Office System will present the most relevant information to you based on your search scope and question. Most of these third-party services are subscription-based.
Intranet Sites	If your company has an intranet site, you can add it to the Research task pane for easy access. Microsoft Office SharePoint Portal Server 2003 sites are supported. To add a SharePoint Portal Server site to the list of All Intranet Sites and Portals, in the Add Services dialogue box, type http://your_root_directory/_vti_bin/search.asmx.

Using the Translator

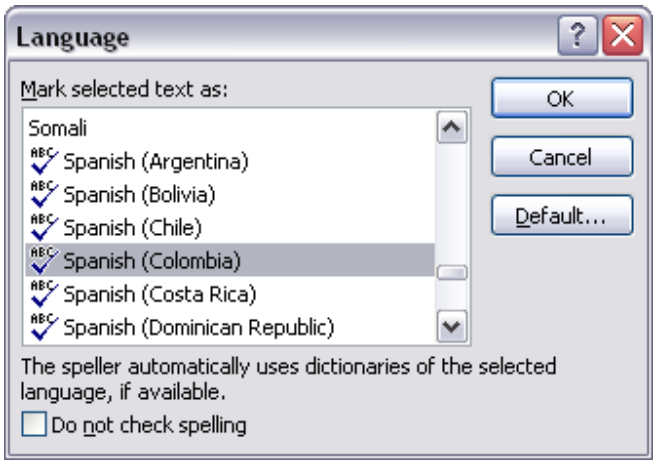
The Translator will translate any word from English to your language preference. In order to have your language displayed in the research task pane, you have to set your language in the application settings or language dialogue box, which we will be looking at next.



Set Your Language

Click the Language command in the Review ribbon. The Language dialogue box will open and let you indicate the language you prefer using. By default Office will automatically check spelling using dictionaries of your chosen language if those dictionaries are available.

You can check what dictionaries have been included by scrolling through the list until you find a language with a check mark beside it. These language packs have been installed with Office:



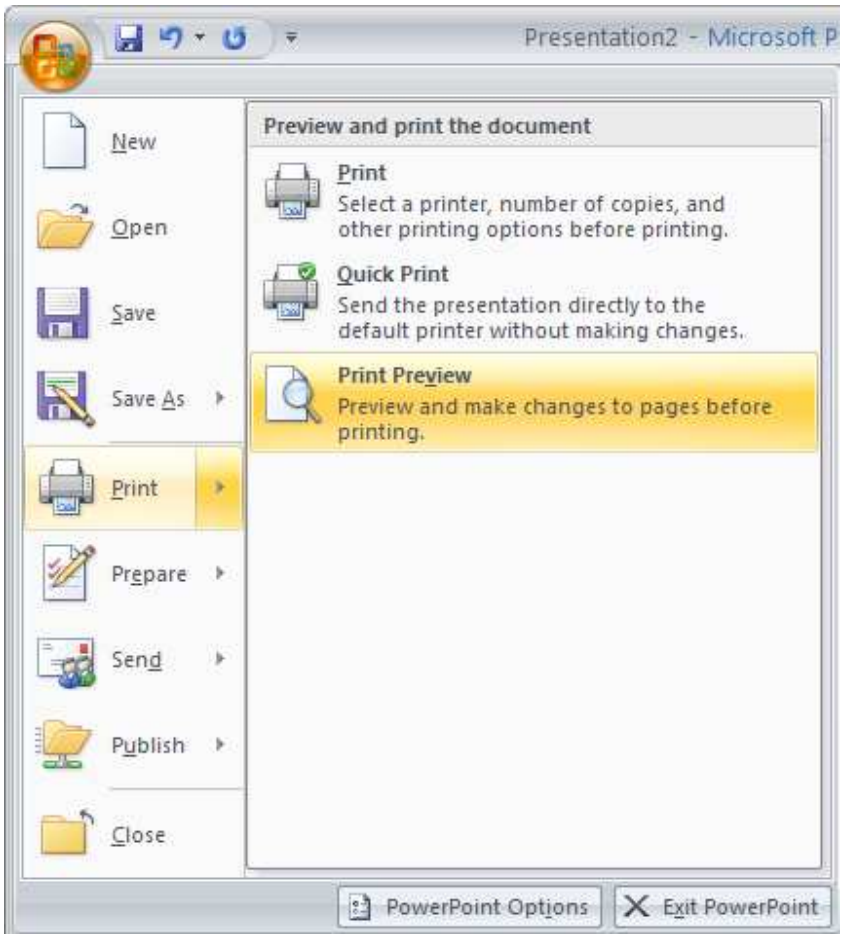
If you want to, you can turn of Spell Checking completely by clicking the checkbox at the bottom.

Lesson 5.2: Using Print Preview

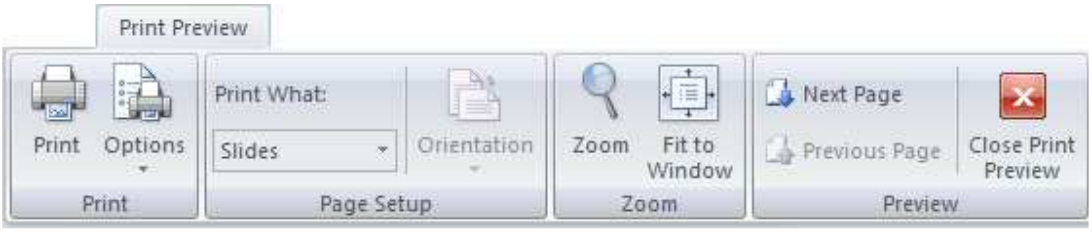
When you are delivering a presentation, you may want to have printed copies of the slides to give to your audience. Previewing your presentation before you print handouts is a good habit to develop. This gives you an opportunity to fix any errors you may find and give the slides a final run-through. The Print Preview window has quite a few options to help you make your printed presentation as appealing as the slide show.

Opening Print Preview

Print Preview is opened from the Office Menu under Print.

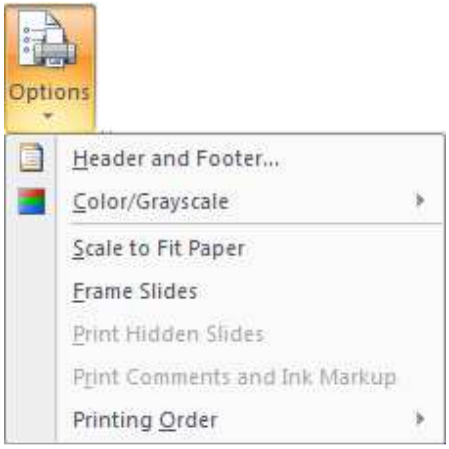


Using the Print Preview Toolbar

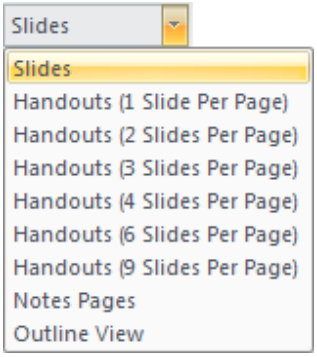


Print Opens the Print dialogue box.

Options Choose how much or how little of the extra presentation information you want to print:



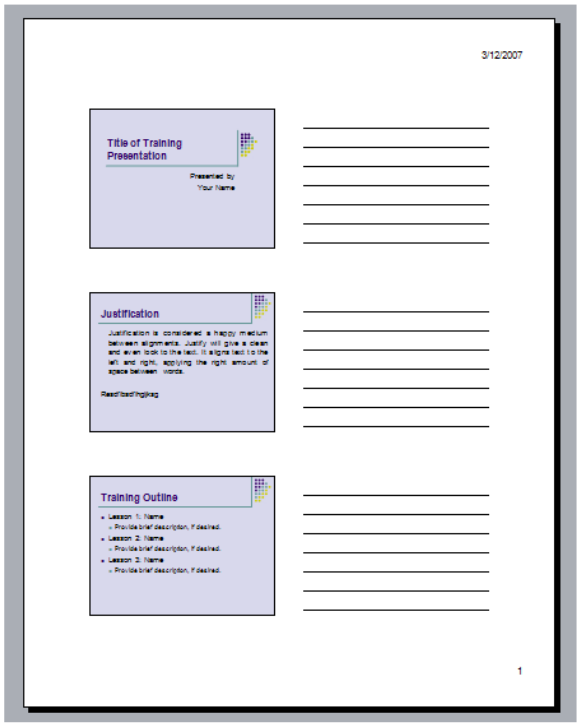
Print What Choose the printing format you want to use:



Orientation	Change the page configuration from Portrait to landscape
Zoom	Click this command to turn your mouse cursor into a magnifying glass. Then click the slide to zoom between 100% zoom and your previous zoom setting.
Fit to Window	This will force PowerPoint to display the entire slide in the current visible space
Next/Previous Page	Navigates through the presentation. Remember you can use the scroll buttons on the window, Page Up/Page Down keys, and your mouse wheel to navigate through slides.
Close Print Preview	Closes the Print Preview window and returns you to your presentation.

Using the Print What Option

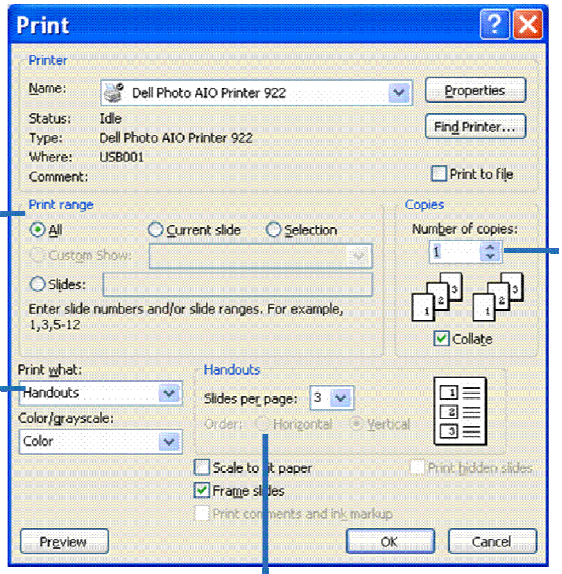
As stated above the Print What menu displays all the possible handouts and notes pages you can print off. Print Preview will let you view each one before printing. Notes and handouts are great to use if your presentation is a lecture where the viewers are required to take notes.



Setting Print Options

There are a number of printing options available in the Print dialogue box once you have previewed and edited the presentation. The Print dialogue box contains many of the same options (in the bottom section) you found in the Print Preview toolbar.

Print Range
You can specify exactly which slides you want printed, or which notes pages and handouts. The Range section gives you choice of printing the whole document (All), the current slide, a selection of text or an object, a custom show, or specific slides.



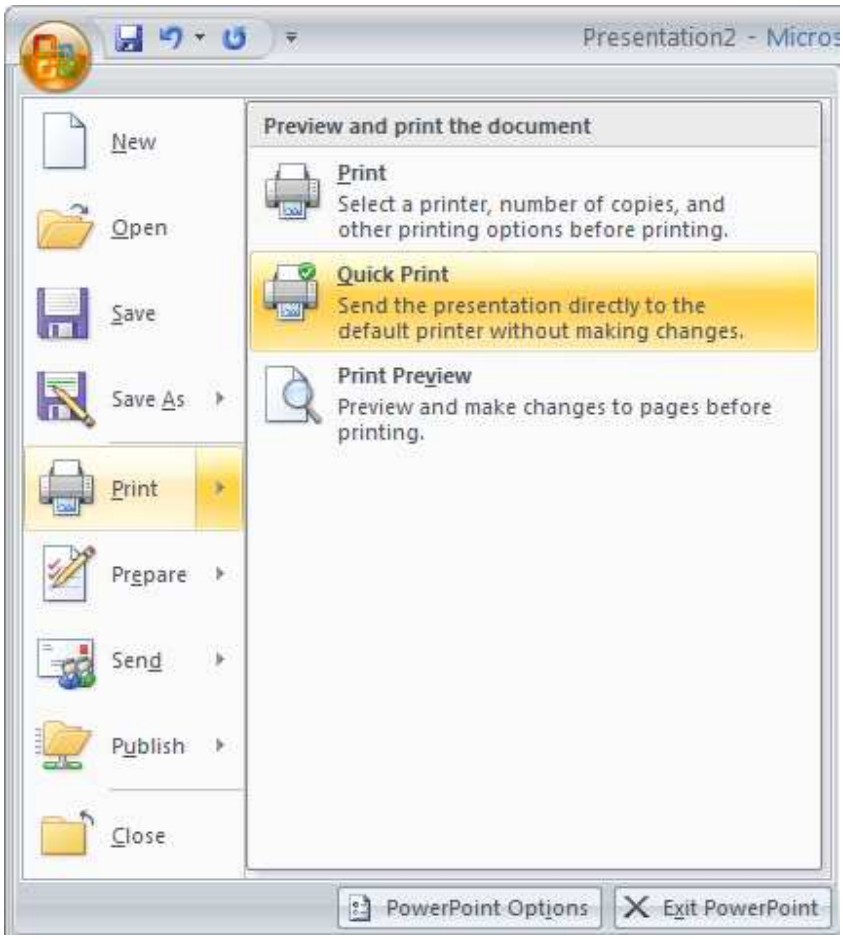
Copies
You can print as many copies of your slides, notes, handouts, or outlines as you wish.When you print more than one copy, the Collate check box determines if the slides are printed one page at a time or in sequence for each copy.

Notes
When you print notes pages you have the option of changing the print range, the number of copies, whether to print in colour, grayscale, or black and white. You can also scale the notes to fit the paper, put frames on the pages, and include comment pages on the printed note page.

Handouts
When you print handouts you have the option of changing the print range, the number of copies, whether to print in colour, grayscale, or black and white. You can also scale the slides to fit the paper, put frames on the slides, and include comment pages on the printed slide. In addition to the slide print options, the Handouts section is available which lets you determine how many slides to print per handout page and whether you want them to be ordered horizontally or vertically on the page.

Printing Your Presentation

A presentation can be printed from the dialogue box shown above or by using Quick Print. If you have reviewed your presentation in normal mode, want to bypass Print Preview, and go right to printing your document, Quick Print is for you. Click Office Menu → Print → Quick Print:



Section 5: Review Questions

1. Proofing tools can be accessed by the

A. Developer ribbon
B. Home ribbon
C. Review ribbon
D. Insert ribbon

2. In the Spelling dialogue box, to skip one occurrence of a word click:

A. Ignore
B. Ignore All
C. AutoCorrect
D. Change All

3. AutoCorrect will

A. Correct uppercase
B. Correct toggle case
C. Correct repeat letters in a word
D. All of the Above

4. To display synonyms of a word

A. Highlight the word → Click Review→ Click Proofing Tools →Click Thesaurus
B. Right click on the word → Click Synonyms → Choose Word
C. Highlight the word → Click Review→ Click Proofing tools → Translator
D. Both A & B

5. Which resources cannot be accessed using the research task pane?

A. Spelling
B. eLibrary
C. Encarta Dictionary
D. MSN Search

6. To use the translator for a language not listed in the Research task pane:

A. The language must be set.
B. The language must not be available.
C. You have to go through a Web browser.
D. None of the above

7. To set the language for the Research task pane

A. Go to File → Click PowerPoint Options→ Set Up → Language Settings
B. Go to Review → Proofing Tools → Set Language
C. Go to File → PowerPoint Options → Spelling and Auto Correction→ Custom Dictionaries
D. Both A & C

8. To Open Print Preview

A. Click the Print Preview icon on the Quick Access toolbar
B. Click File → Print → Print Preview
C. Click File → Print → Quick Print
D. Both A & B

9. To Bypass Print Preview

A. Click the Print Preview icon on the Quick Access toolbar
B. Click File → Print → Print Preview
C. Click File → Print → Quick Print
D. Both A & C

10. To indicate the pages you want to print in one step

A. Use Current Page for every page you want to print
B. Click Pages → Enter Page Numbers
C. Click Selection
D. Click All

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