

Microsoft PowerPoint Fundamentals 2013

IT Training



***St. George's, University
of London***



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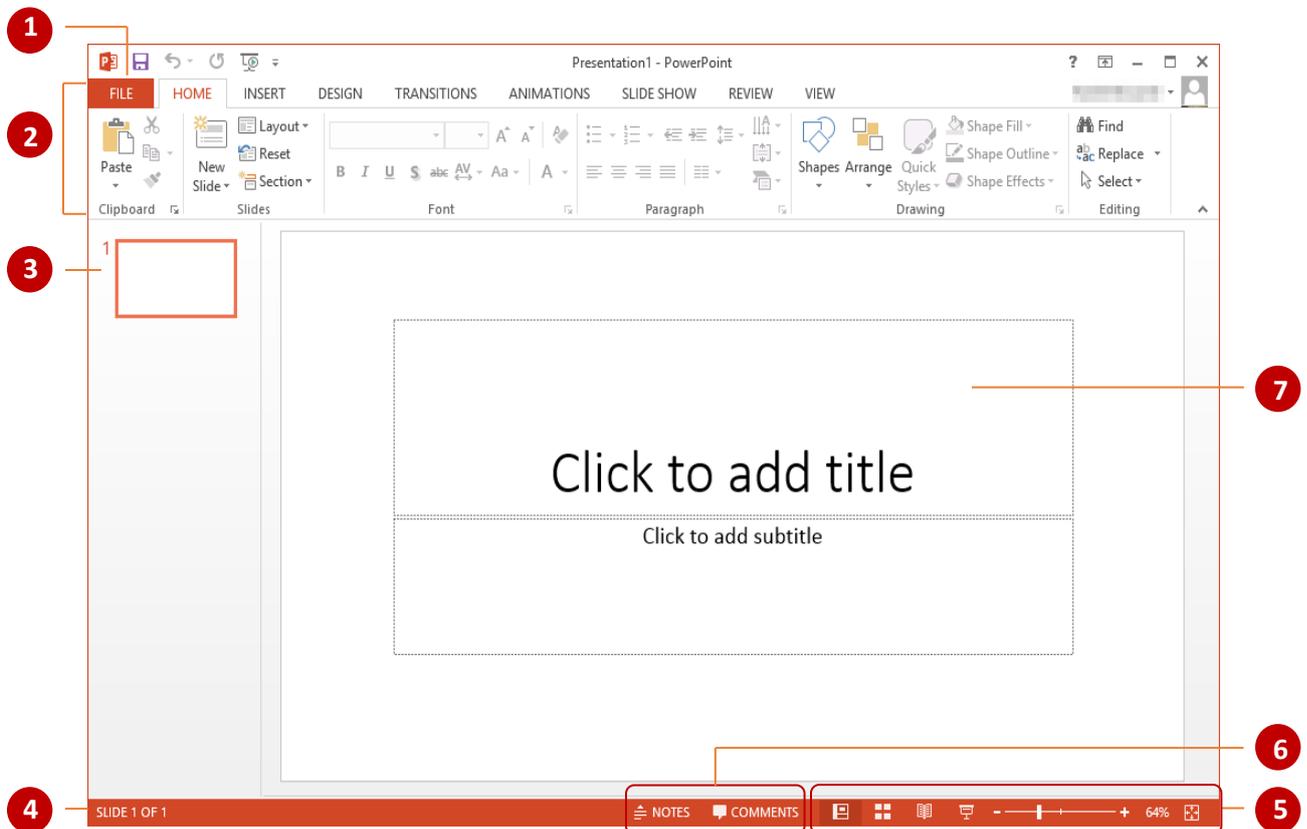
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THE POWERPOINT SCREEN

The **PowerPoint 2013** screen is made up of a number of different components which are described on this page. Some of these components, such as the **ribbon** and **Backstage**

view are common to all Office 2013 applications, so once you know how they are used, you can transfer this knowledge across to Microsoft Word and Excel etc.



- 1 The **FILE** tab is used to access the **Backstage view** which contains file management functions, such as saving, opening, closing, printing, sharing, and so on. There is also information contained here such as your document **Properties**. **Options** are also available so that you can set your working preferences.
- 2 The **ribbon** is the tabbed band that appears across the top of the window. It is the control centre of PowerPoint. You use the **tabs** on the ribbon to access the **commands** that are categorised into **groups**.
- 3 The **Slides pane** provides a preview thumbnail of each slide in your presentation. You can also use the pane to re-order your slide sequence.
- 4 The **Status bar** appears across the bottom of the window. It displays the current slide number and will display a spelling icon once you have entered text. If the document contains any spelling errors it will be indicated on the icon.
- 5 The **View** buttons and the **Zoom slider** are used to change the view and to increase or decrease the zoom ratio (magnification) of your slides.
- 6 The **Notes** and **Comments** tools enable you to enter notes and comments for the presenter that won't be seen by the audience.
- 7 The **Slide window** shows the content of the slide and this is also where you edit the presentation to add effects, objects, text and so on.

CREATING A PRESENTATION

If you are creating your first presentation, it's much easier to choose a **theme** as it does much of the design work for you. A **theme** is a set of colours, fonts and effects you can apply to your

presentation for a professional looking finish. The best thing is, you can always modify a theme to suit your requirements. Once you have applied a theme, all you really need to do is to type the text.

Try This Yourself:

Before starting this exercise, ensure the PowerPoint start screen is displayed...

- 1 If necessary, click on the **FILE** tab and select **New**, then scroll down to see the available themes and templates displayed on the right side of the screen

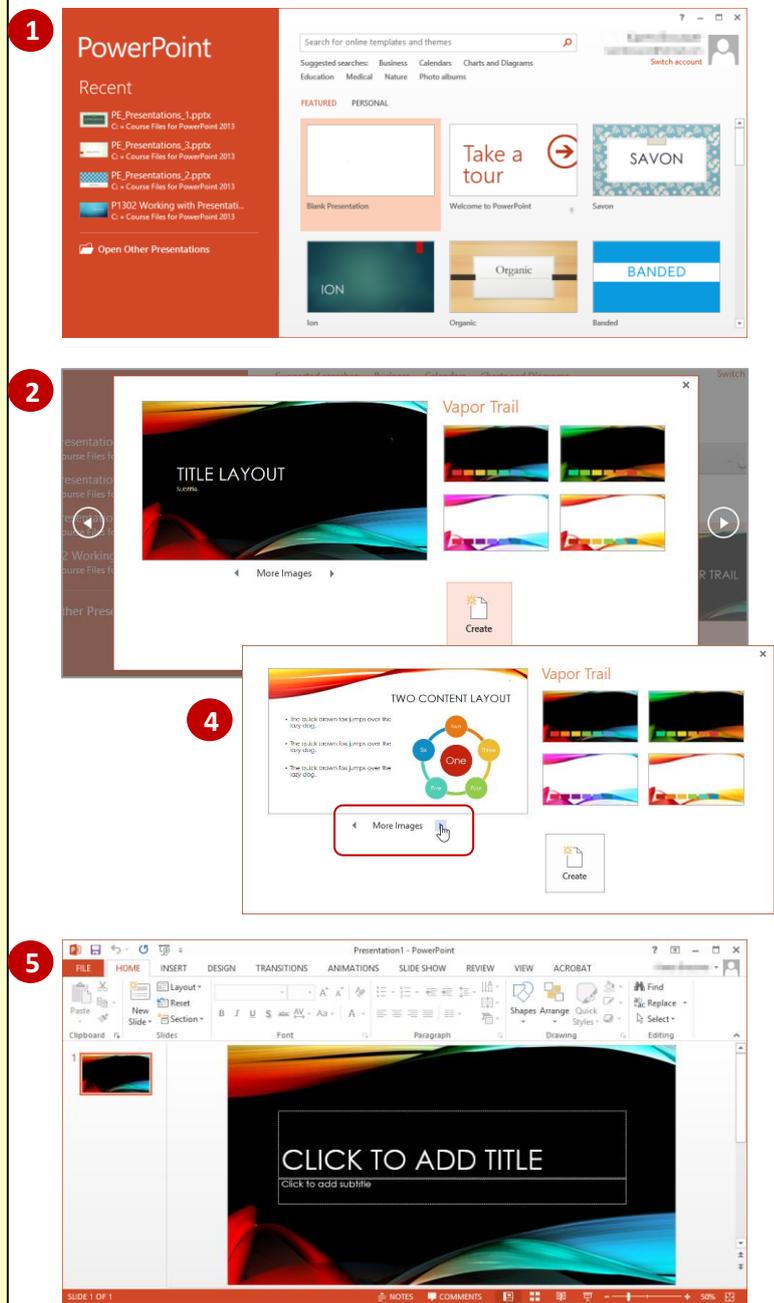
Templates generally have a name describing what they can be used for, such as 'Business Meeting', whereas theme names are more abstract, such as 'Droplet', which describes their appearance...

- 2 Click on **Vapour Trail** to view a preview
Notice there are a selection of smaller thumbnails next to the preview which display the variants (alternative colour schemes) for this theme...

- 3 Click on the four variant thumbnails next to the main preview to view the effect

- 4 Click on the **More Images** arrows below the thumbnail to see previews of how the theme appears on slides with varying content

- 5 Click on the original colour scheme then click on **[Create]** to open a new presentation with the **Vapour Trail** theme applied



For Your Reference...

To **create** a **presentation based** on a **theme**:

1. Click on the **FILE** tab, then click on **New**
2. Select a theme from the list
3. Click on **[Create]**

Handy to Know...

- Templates contain placeholders and suggestions you can use as a guide when adding content. This is useful if you are stuck for ideas. Simply type a term or word into the **search for online templates and themes** box under **New** in the **Backstage**, press **Enter** and select an option.

LAUNCHING DIALOG BOXES

Dialog boxes can be launched either as a result of clicking on a **dialog box launcher** or a command button, or by selecting a command from a menu. In a menu, the presence of three

dots ... (an ellipsis) after a menu option indicates that selecting the menu option will display a dialog box. Dialog boxes are generally used for advanced features or detailed settings.

Try This Yourself:

Before starting this exercise ensure that you have a blank presentation open...

- 1 Click in a text placeholder on the slide, click on the **HOME** tab then point to the **dialog box launcher** in the **Font** group to display the tooltip
- 2 Click on the **dialog box launcher** to open the **Font** dialog box
This dialog box contains advanced options for font formatting. Click on the tabs to display more options...

- 3 Click on **[Cancel]** to close the dialog box

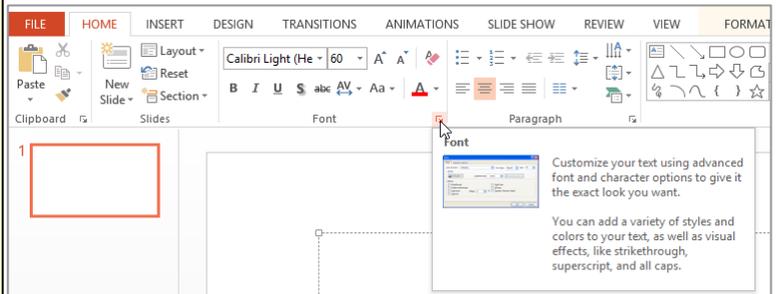
Let's try a different method...

- 4 Click on the **INSERT** tab, then click on **Header & Footer** in the **Text** group to open the **Header and Footer** dialog box

- 5 Click on **[Cancel]**
Some menu options open a dialog box...

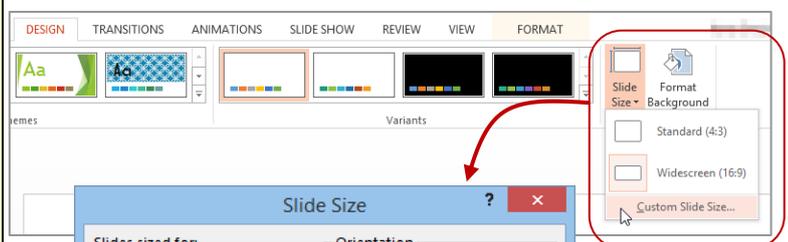
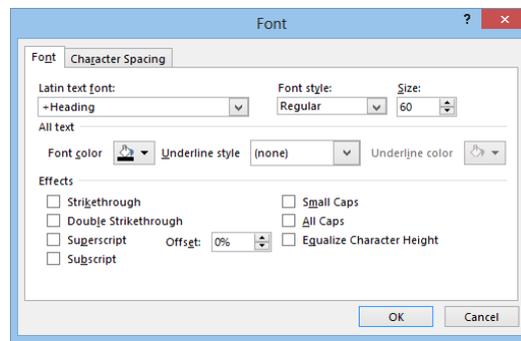
- 6 Click on the **DESIGN** tab, click on **Slide Size** in the **Customise** group to open a menu of options, then select **Custom Slide Size** to open the **Slide Size** dialog box

- 7 Click on **[Cancel]** to close the dialog box

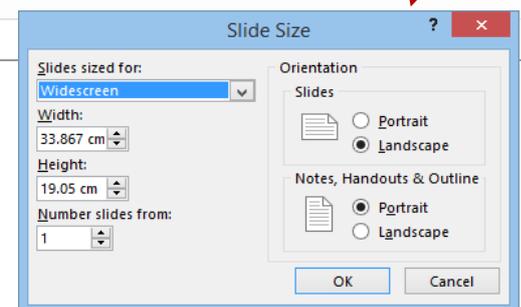


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For Your Reference...

To **launch** a **dialog box**:

1. Click on a **dialog box launcher**, relevant **command button** or **menu option**

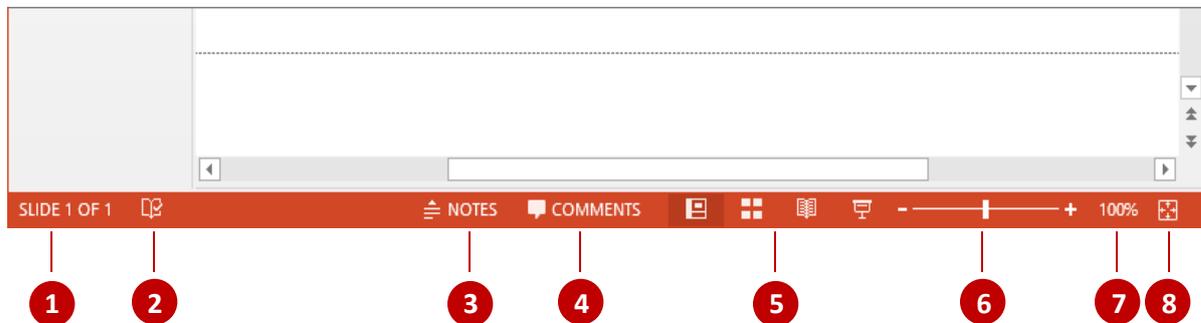
Handy to Know...

- In some situations the command or **dialog box launcher** actually opens a **task pane**. For instance, if you click on **Format Background** in the **Customise** group on the **DESIGN** tab, the **Format Background** task pane will appear on the right side of the screen.

UNDERSTANDING THE STATUS BAR

The **status bar** is the bar across the bottom of the PowerPoint window. It is a useful aid that displays information such as the current slide number and spelling errors (if there are any). It

also contains tools that can change the presentation view and magnification. You can customise the **status bar** to change the information that is shown.



- 1 Slide Number** The **Slide Number** indicates which slide is currently on view in the slide window. In this example, slide **1** is in the slide window. This indicator also tells you how many slides there are in the entire presentation – in this case, there is only one.
- 2 Spelling Errors** This tells you when there are spelling errors in the presentation – a small cross will replace the tick in the icon. You can click on the spelling icon to display the **Spelling** task pane in which you can correct the errors.
- 3 Notes** Click on **Notes** to display the **Notes** pane where you can type information for the presenter that does not appear in a slide show.
- 4 Comments** Click on **Comments** to display the **Comments** task pane and enter comments about the presentation. These do not appear in the slide show.
- 5 View Tools** The **View** tools allow you to change the view of the presentation. You can select from **Normal**, **Slide Sorter**, **Reading View** and **Slide Show**.
- 6 Zoom Slider** The **Zoom Slider** indicates the current zoom level, where the centre mark indicates 100%. You can either drag the marker to adjust zoom, or click on a specific point of the slider bar to set a zoom percentage. You can also click on the buttons at either end of the slider to zoom in or zoom out.
- 7 Zoom Level** This button displays the current magnification. If you click on the button, the **Zoom** dialog box will appear so that you can select or type a specific zoom percentage to increase or decrease magnification.
- 8 Fit Slide To Current Window** If you have altered the zoom level of the slide in the slide window, you can quickly restore it to fit the slide by clicking on **Fit Slide To Current Window**.

UNDERSTANDING PRESENTATION VIEWS

PowerPoint has five views: **Normal** view, **Outline** view, **Slide Sorter** view, **Slide Show** view and **Reading** view. **Normal** is the main editing view for designing and writing your presentation. **Slide**

Sorter displays your slides as thumbnails. **Slide Show** is a full-screen slide show. **Reading** allows you to view your presentation as a slide show but with access to other open windows.

Normal View

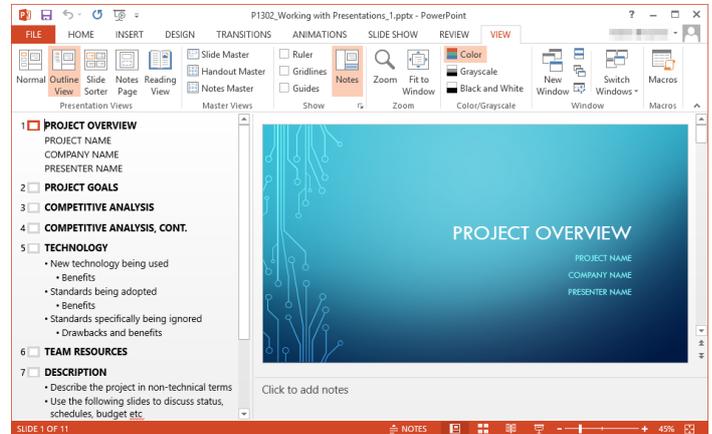
You will spend most of your time working in **Normal** view when designing presentations. **Normal** view has three working areas.

The **Thumbnails** pane on the left displays thumbnails of your slides, allowing you to quickly navigate to the desired slide.

The **Slides** pane (main area of the window) displays the current slide.

The **Notes** pane at the bottom of the screen displays slide notes.

You can increase or decrease the size of any of the panes by dragging the pane borders.



Outline view

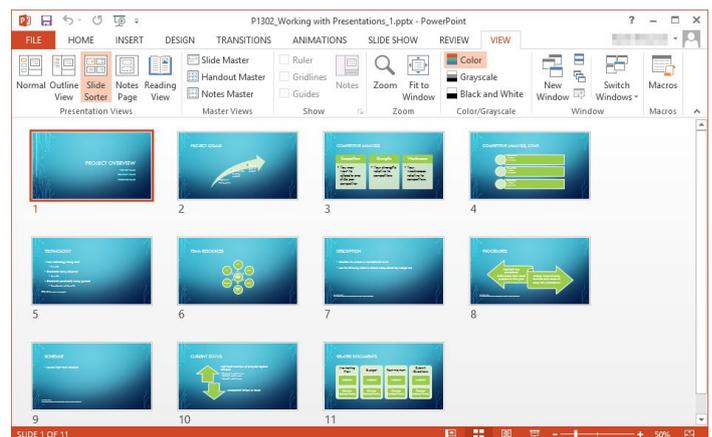
Outline View

Outline view is the same as **Normal** view, except that the thumbnails in the left pane are replaced with the slide text displayed in outline mode, making it an ideal view for adding text.

Slide Sorter View

Slide Sorter view displays your slides as thumbnails.

From this view it is easy to move, add and delete slides; add speaker notes; create sections, preview transition and animation effects; and create summary slides.



Slide Sorter view

Slide Show View

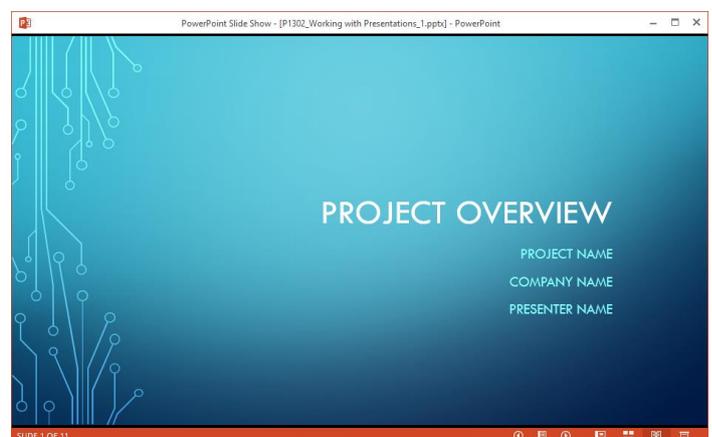
Slide Show view displays your presentation as a slide show. It displays on the full monitor and looks just as the show will look to your audience.

From this view you can check your graphics, timings, animations and transition effects and **test** the slide show.

Reading View

Reading view displays your presentation as a slide show and looks just as your audience will see it. However, unlike **Slide Show** view, you can still switch between open windows and work on other tasks.

From this view you can check your graphics, timings, animations and transition effects and **test** the slide show without having to exit the slide show if you need to switch to another window or task



Reading view

USING SLIDE SORTER VIEW

If you ever need an overview of your presentation – such as when you are ready to review it– Slide Sorter view is the perfect way to see it. In **Slide Sorter** view each slide is represented by a larger

thumbnail than in the **Slides** pane and the thumbnails are arranged across the screen, rather than in a pane. In this view you can duplicate, move and delete slides and insert new ones.

Try This Yourself:

Open *Before starting you MUST open the file P1312 Preparing For Presentations_1.pptx...*

- 1 Click on the **VIEW** tab, then click on **Slide Sorter** in the **Presentation Views** group to display the slides as large thumbnails

Let's replace Slide 13 with a copy of the title slide...

- 2 Click on **Slide 13** and press **Del** to delete it

- 3 Click on **Slide 1**, then hold down **Ctrl** and drag the slide immediately after **Slide 12**

A copy of the title slide is now Slide 13. Let's assume you only want to display the Current Usage chart (Slide 7) and not the underlying data (Slide 8) during a show...

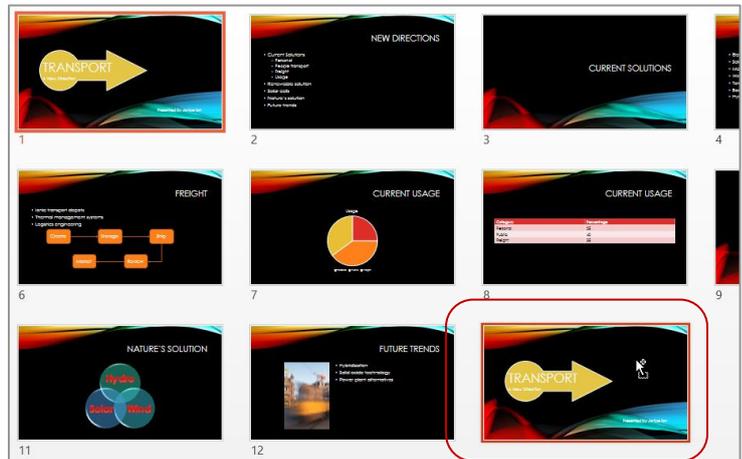
- 4 Right-click on **Slide 8** and select **Hide Slide**

A line will appear through the slide number and the thumbnail will appear greyed out. The slide will no longer appear during the show unless you specifically go to it

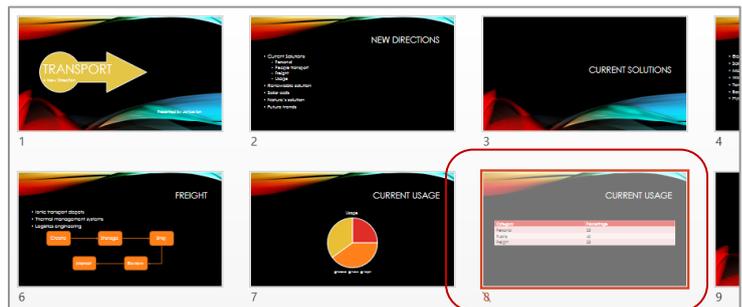


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For Your Reference...

To **display Slide Sorter view**:

- Click on the **VIEW** tab, then click on **Slide Sorter** in the **Presentation Views** group, or
- Click on the **Slide Sorter** icon in the status bar

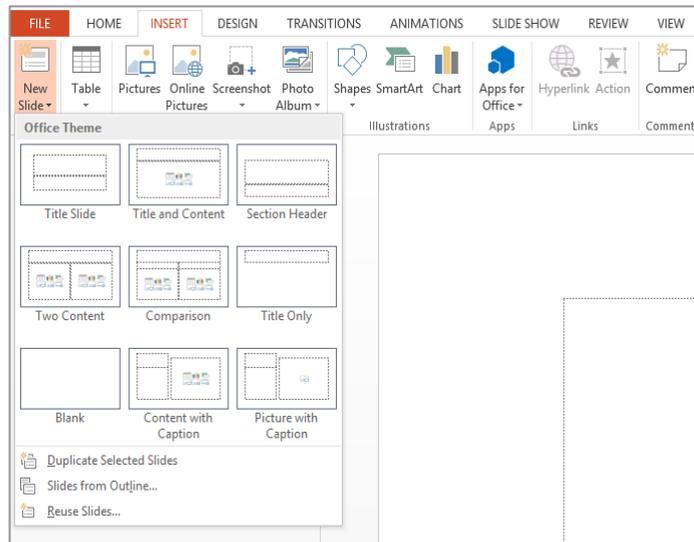
Handy to Know...

- You can access **Slide Sorter** view by holding down **Alt** and pressing **W** + **I**. To return to **Normal** view, hold down **Alt** and press **W** + **I** again.

UNDERSTANDING SLIDE LAYOUTS

In PowerPoint, a **slide layout** is like a slide template, and contains **placeholders** so that you know what kind of content to add and where. A placeholder is a container that holds text and

graphics, such as pictures, clip art, tables, charts and more. Each placeholder is positioned in certain areas of the slide, such as a text placeholder for the heading.



The Layouts Gallery

The following predesigned slide layouts are available in the **Layouts** gallery which can be accessed by clicking on either the **INSERT** tab (as shown above) or the **HOME** tab, or by right-clicking on a slide in the **Slide** window and selecting **Layout**. The above image shows the basic layout options available for a blank presentation. Depending on the theme or template you choose, you may have additional or slightly different slide layout options available.

Title Slide	The Title Slide layout is the default layout when you open a blank presentation in PowerPoint. It comprises two text placeholders: the first for the presentation title and the second for a subtitle.
Title and Content	The Title and Content layout is the most commonly-used layout. It comprises a title placeholder and a content placeholder. Click on Click to add text to type a bulleted list.
Section Header	The Section Header layout is ideal for slides that introduce new sections within the presentation. It includes two placeholders: a title placeholder and a text placeholder.
Two Content	The Two Content layout has a title placeholder and two content placeholders that appear side-by-side.
Comparison	The Comparison layout has a title placeholder, two text placeholders and two content placeholders.
Title Only	The Title Only layout is the same as a Title Slide except that it doesn't have a subtitle placeholder.
Blank	The Blank layout is just that – blank.
Content with Caption	The Content with Caption layout has a title and caption placeholder on the left and a content placeholder on the right.
Picture with Caption	The Picture with Caption layout has a title placeholder, a caption placeholder and a placeholder for images.

INSERTING A SLIDE LAYOUT

Microsoft assumes that the first slide in your presentation will be for the title, so when you create a blank presentation, a **Title Slide** will be inserted by default. A title slide contains two text

placeholders – one for the heading and one for the subheading. You can, however, add a title slide at any point in your presentation. In this example we will be adding a title slide at the end.

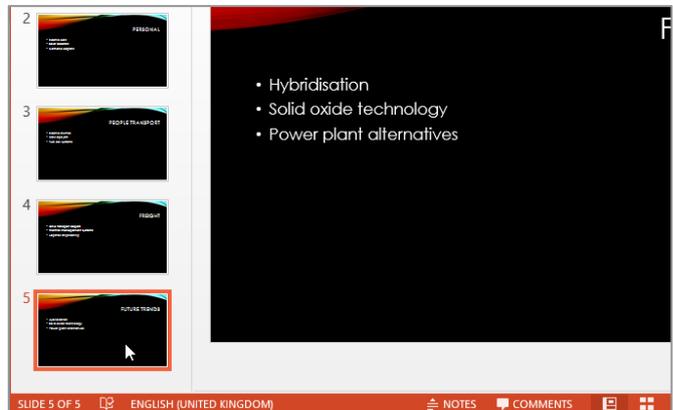
Try This Yourself:

Open File

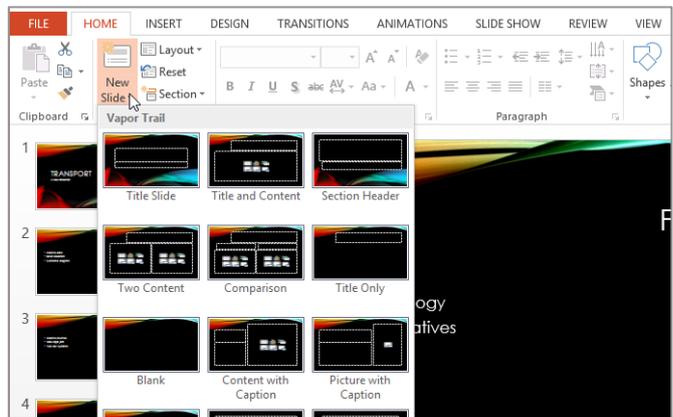
Before starting this exercise you **MUST** open the file *P1305 Slide Layouts_1.pptx...*

- 1 In the **Slides** pane, click on slide **5** titled **FUTURE TRENDS**
- 2 Click on the **HOME** tab, then click on the bottom half of **New Slide** in the **Slides** group to display the **Layout** gallery
- 3 Click on **Title Slide** to insert a new title slide at the end of the presentation
- 4 Click in the **CLICK TO ADD TITLE** placeholder in the **Slide** window and type **Transport**
- 5 Click in the **Click to add subtitle** placeholder and type **A New Direction**

1



2



5



For Your Reference...

To **insert** a **Title Slide**:

1. Select the slide that will precede the slide that you want to insert
2. Click on the bottom half of **New Slide** in the **Slides** group on the **HOME** tab
3. Select the layout Slide you want to use

Handy to Know...

- Title slides can be inserted anywhere in a presentation. E.g., you could insert one at the end of the presentation with text 'The End' to show the presentation is finished.
- If a slide already has the layout you need, right-click on the slide and select **Duplicate Slide** to copy it.

EDITING TEXT

As you develop your presentation, you will need to edit the text in various ways such as inserting, correcting, deleting text and the like. Fortunately, editing text is very easy in PowerPoint. All you

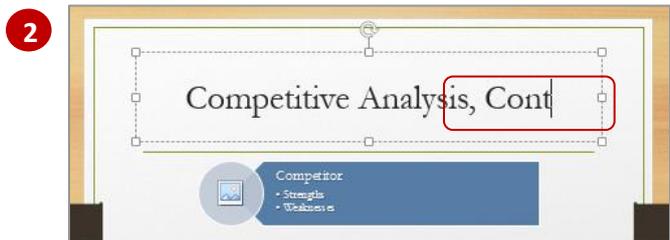
have to do is select the text by double-clicking on it or clicking and dragging your mouse over it, then applying changes as required.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file P1306 Working With Text_1.pptx...

- 1 In the **Slides** pane, click on slide **5** to display it in the **Slide** window
 - 2 Click after the full stop at the end of the slide heading, to position the insertion point, then press **Back Space** to delete the full stop
- Let's now change Cont to Continued...
- 3 Type **inued** so that the heading reads **Competitive Analysis, Continued**
 - 4 Repeat step 1 to display slide **7** in the **Slide** window
 - 5 Double-click on the word **Reachers** to select it
 - 6 Press **Del** to delete the word
 - 7 Press **Space**, then type **Resources**



For Your Reference...

To **delete text**:

1. Select the word by double-clicking on it, or Click and drag across multiple words
2. Press **Del** or press **Back Space**

Handy to Know...

- If you're familiar with **Microsoft Word**, you can use the same text selection and editing techniques in PowerPoint as you do in Word.
- You can edit text by selecting it in the **Outline** pane.

TYPING TEXT INTO A SLIDE

Once you have chosen a template or a theme to apply to your presentation, it's time to start adding text. Fortunately, adding text to a presentation is very simple – all you have to do is

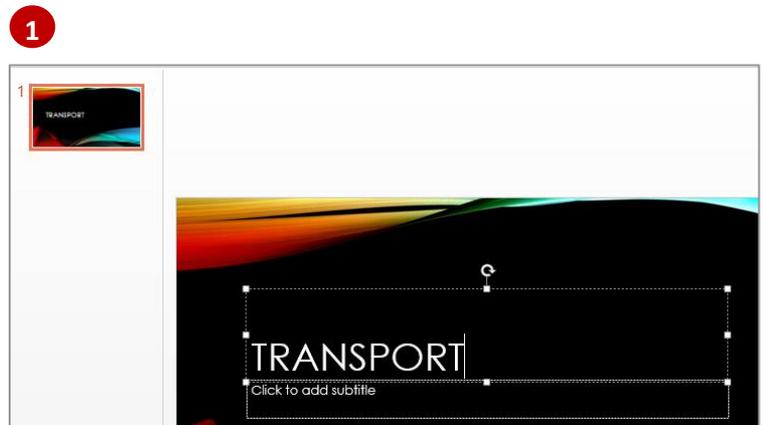
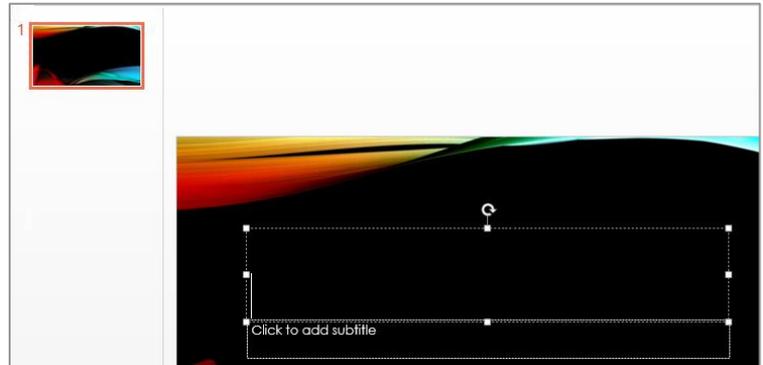
click on a placeholder in the slide and type. Alternatively you can insert a text box and type in the text box.

Try This Yourself:

Same
Task

Continue using the previous file with this exercise, or open the file *P1303 Your First Presentation_1.pptx...*

- 1 Click on the placeholder **CLICK TO ADD TITLE** to position the insertion point
- 2 Type the word **Transport**
- 3 Click on the placeholder **Click to add subtitle** to position the insertion point
- 4 Type **A New Direction** to create a subheading
- 5 Click on the **INSERT** tab, then click on **Text Box** in the **Text** group
Your pointer will change to a text box icon...
- 6 In the bottom right corner of the slide, click and drag to insert a text box
- 7 Type **Presented by** then type your name
If you need to resize the text box, point to a selection handle (small square on the border) until the pointer is a two-headed arrow, then drag in or out to adjust as required



For Your Reference...

To **type text into a slide**:

1. Click in a placeholder and type text, or Click on the **INSERT** tab and click on **Text Box** in the **Text** group
2. Click and drag on the slide to create the text box, then type text

Handy to Know...

- You can move placeholders and text boxes around to reposition them on a slide. Click on the text to display the border of the box, then click on the border to select it. Point to the border until your pointer is a four-headed arrow, then click and drag the box to another location.

CHANGING BULLET AND NUMBERING STYLES

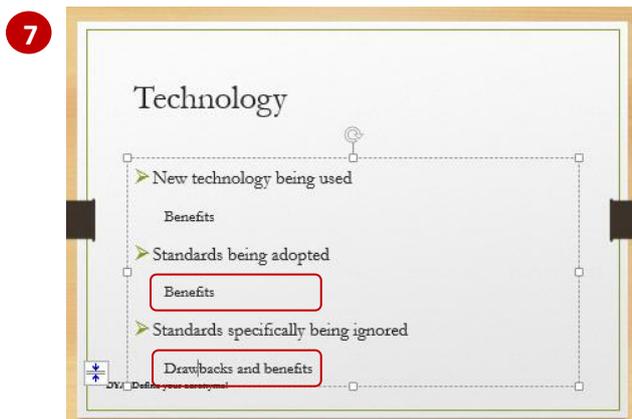
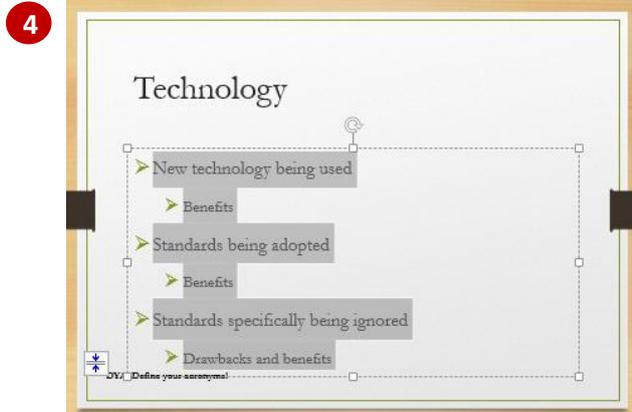
You can change the style of existing bullet points in your presentation or insert new ones based on a style other than the default one. There is a range of bullet style options to choose from

depending on your requirements. However be wary of using too many different kinds of bullet points throughout the one presentation as it can look messy and be distracting for your viewers.

Try This Yourself:

Same File. Continue using the previous file with this exercise, or open the file *P1306 Working With Text_5.pptx...*

- 1 Click on slide **6** in the **Slides** pane to display it in the **Slide** window
- 2 Select the text beneath the heading **Technology**
- 3 Click on the **HOME** tab, then click on the drop arrow for **Bullets** in the **Paragraph** group to display a gallery of options
- 4 Point to the options to see the effect on the text in Live Preview, then click on the option **Arrow Bullets** to apply this bullet style to the text
- 5 Deselect the text to view the result
- 6 Click on the text **Benefits**, under **New technology being used**, then click on the drop arrow for **Bullets** in the **Paragraph** group and select **None**
The bullet will be removed from the text...
- 7 Repeat step **6** to remove the bullets from the other two bulleted subheadings **Benefits** and **Drawbacks and benefits**



For Your Reference...

To **change bullet styles**:

1. Select the text
2. Click on the **HOME** tab, then click on the drop arrow for **Bullet** in the **Paragraph** group and select an option

Handy to Know...

- If you don't like the bullets shown in the **Bullets** gallery, select **Bullets and Numbering** from the bottom of the **Bullets** gallery to open the **Bullets and Numbering** dialog box. Click on **[Customise]** to open the **Symbol** dialog box from which you can choose any symbol to use as a bullet.

APPLYING A THEME

Microsoft PowerPoint includes a variety of **themes**. Each theme has been carefully designed so that the fonts, styles, colours and formatting complement each other to create

professional-looking, consistent and well-designed presentations. As well as creating new presentations based on a theme, you can also apply themes to existing presentations.

Try This Yourself:

Before starting this exercise ensure PowerPoint has started and a blank presentation is displayed...

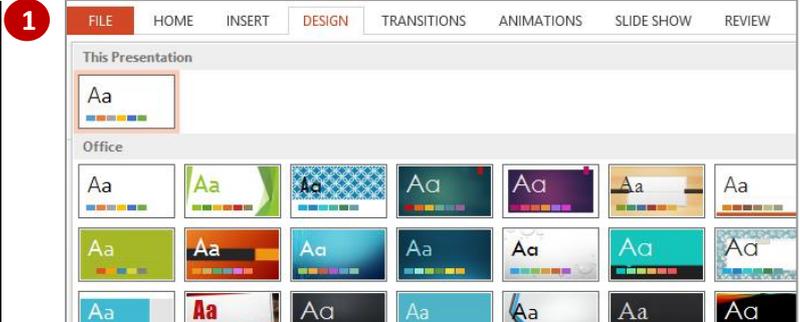
- 1 Click on the **DESIGN** tab, then click on the **More** arrow for the **Themes** gallery in the **Themes** group to display a gallery of options

Here you will find all built-in themes. Currently the default Office theme is applied to the presentation, as shown under the heading This Presentation. Let's apply a different theme...

- 2 Point to the various themes in the gallery to see them applied to the presentation in Live Preview

- 3 Click on **Vapour Trail** to apply this theme to the presentation

All design, layout and formatting within the theme have been applied, instantly transforming the presentation...



For Your Reference...

To **apply a theme** to a **presentation**:

1. Click on the **DESIGN** tab
2. Click on the **More** arrow for the **Themes** gallery in the **Themes** group
3. Select the desired theme

Handy to Know...

- You can change the default theme for all new presentations if you would rather not use the **Office** theme. To do this, click on the **DESIGN** tab, then click on the **More** arrow in the **Themes** group, right-click on the theme that you want to set as the default and select **Set as Default**.

CHANGING THE SLIDE BACKGROUND

Background Styles are variations of the background of the current theme. Each theme has a particular background style applied by default which generally consists of a combination

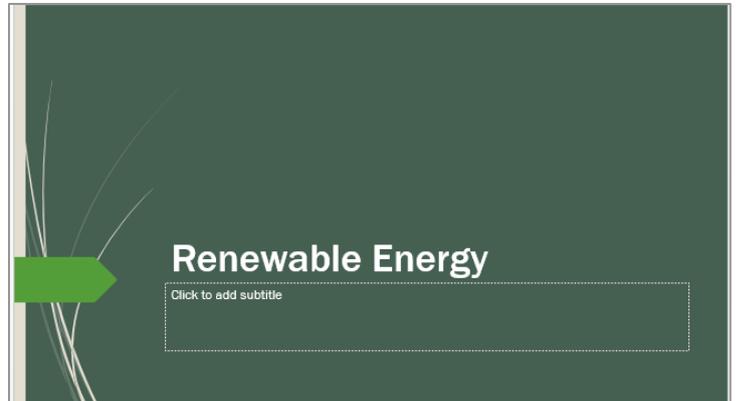
of fill colours and effects, such as gradient or texture effects. You can change the background by applying a new style or by modifying the current style on the **Format Background** pane.

Try This Yourself:

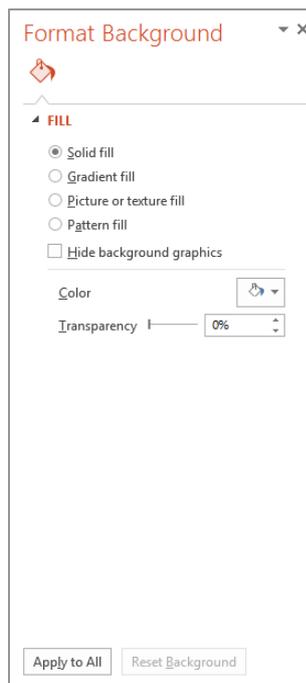
Same File

Continue using the previous file with this exercise, or open the file P1304 Themes_5.pptx...

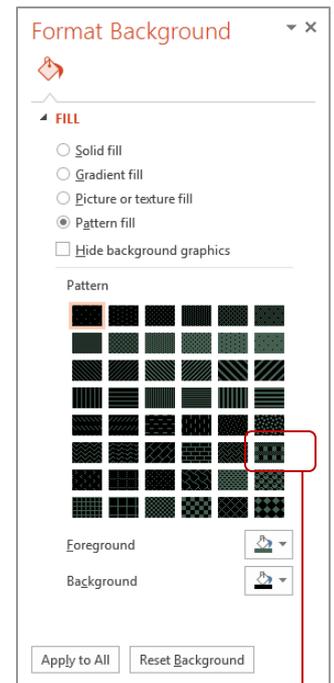
- 1 Navigate to and display slide 1 in the **Slides** window
- 2 Click on the **DESIGN** tab, then click on the **More** arrow for the **Variants** gallery in the **Variants** group to display a menu of options
- 3 Point to **Background Styles** to display a gallery of background style options
The available background styles depend on the theme or variant currently applied to your slides...
- 4 Click on **Style 3** to apply this background style to all slides
Let's customise this background...
- 5 Repeat steps 2 and 3 to open the **Background Styles** gallery and select **Format Background** to open the **Format Background** pane
- 6 Select **Pattern fill** under **FILL** to display the pattern fill options
- 7 Select **Plaid** to apply this pattern fill
You can select different Foreground or Background colours for your pattern to create a different effect...
- 8 Click on **[Reset Background]** to undo the changes you made
- 9 Click on **Close** to close the **Format Background** pane



4



5



6

Plaid

For Your Reference...

To **change** the **slide background**:

1. Select the slide, click on the **DESIGN** tab, click on the **More** arrow for the **Variants** gallery in the **Variants** group
2. Point to **Background Styles**, then select a style option or select **Format Background**

Handy to Know...

- Using the **Format Background** pane, you can apply background changes to one slide, or you can apply the changes to all slides by clicking on **[Apply to All]**.

INSERTING A PICTURE FROM FILE

A **picture** is a photo or other kind of image file, such as a **.jpeg** or **.png** file. Pictures can be used to reinforce your message, highlight a point, or to supplement text. When inserting a picture, ask

yourself whether it adds to your presentation, or whether it may distract the audience from receiving your message. Pictures can be inserted into placeholders or anywhere on the slide.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file **P1307 Images_1.pptx...**

- 1 Click on slide **2** in the **Slides** pane to display it in the **Slide** window

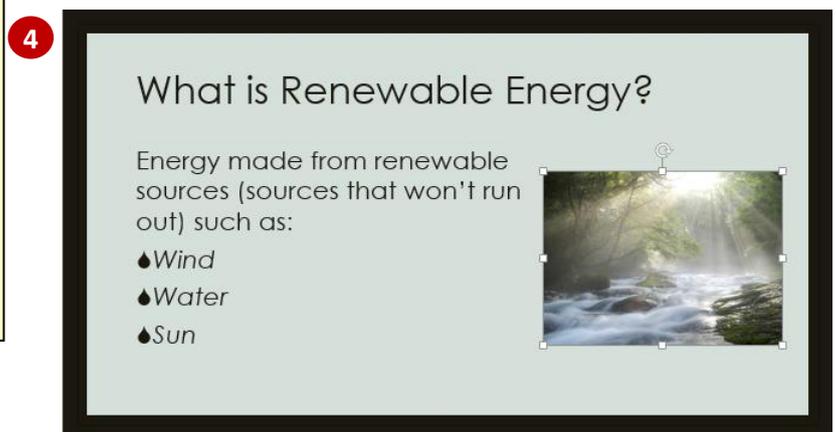
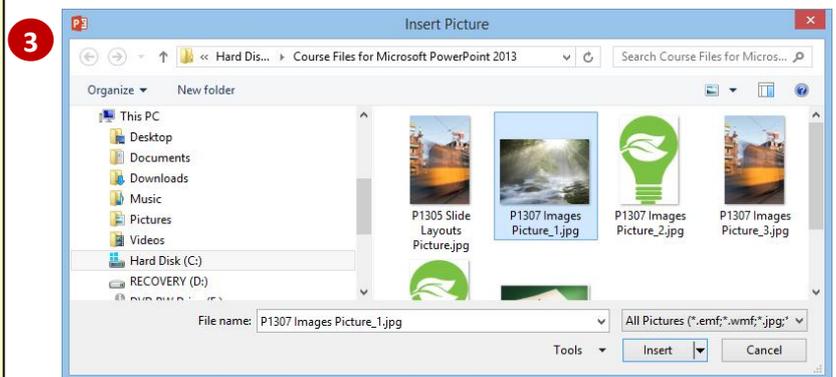
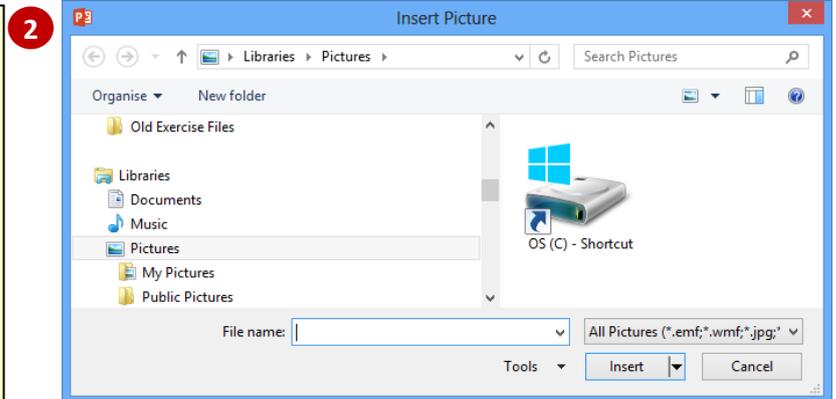
Let's insert a picture saved on the computer previously...

- 2 Click on the **INSERT** tab, then click on **Pictures** in the **Images** group to open the **Insert Picture** dialog box

- 3 Navigate to the course files folder, then click on **P1307 Images Picture_1.jpg** to select it

- 4 Click on **[Insert]** to insert the picture onto the slide

The image will be automatically inserted into the existing placeholder...



For Your Reference...

To **insert** a **picture**:

1. Click on the **INSERT** tab, then click on **Picture** in the **Images** group
2. Navigate to and select the image file, then click on **[Insert]**

Handy to Know...

- If you have inserted the wrong picture you can easily replace it. To do this, click on the picture to select it, then click on **Change Picture** on the **PICTURE TOOLS: FORMAT** tab and select another picture.

INSERTING AN ONLINE PICTURE

As well as being able to insert pictures from your local computer, PowerPoint also lets you insert pictures from various online services without having to save them to your computer first. The

online options for inserting pictures include the **Office.com** clip art collection, via a **Bing** search, or from your own OneDrive or **Flickr** account.

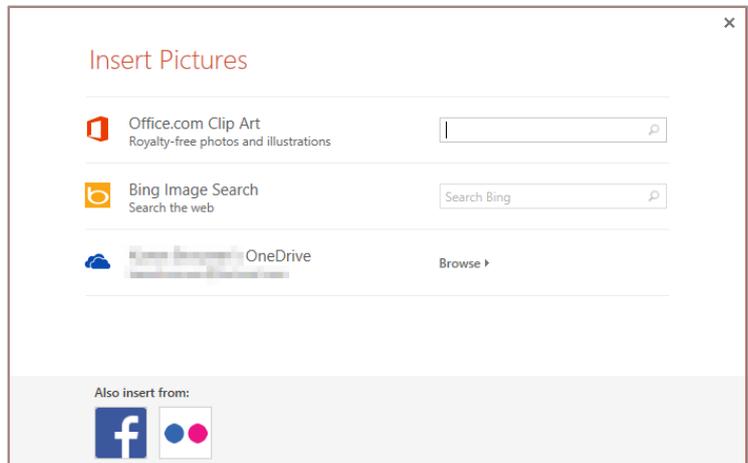
Try This Yourself:

Same
File

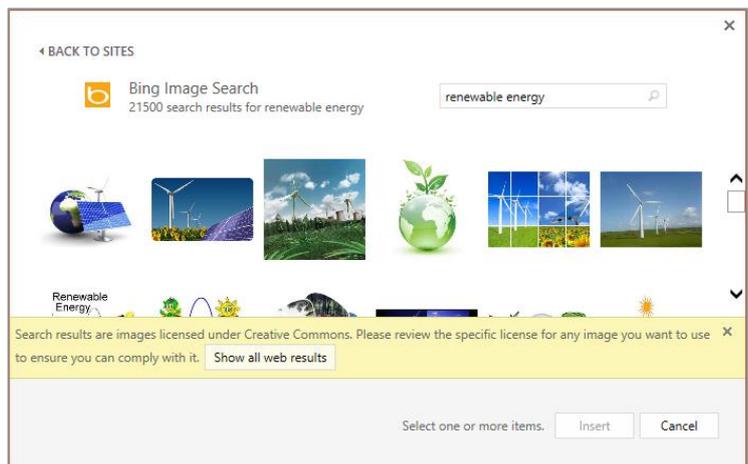
Continue using the previous file with this exercise, or open the file P1307 Images_2.pptx...

- 1 Navigate to and click on slide 3 so it appears in the **Slide** window
- 2 Click on the **INSERT** tab then click on **Online Pictures** in the **Images** group to display the **Insert Pictures** pane
- 3 Click in the **Bing Image Search** box, type **renewable energy** and press **Enter**
The Bing search will return thousands of images related to renewable energy, plus a reminder that images may be protected by copyright...
- 4 Click on the top left image, then click on **[Insert]** to download the image and insert it onto the slide
- 5 Ensure the image is selected then press **Del** to delete it

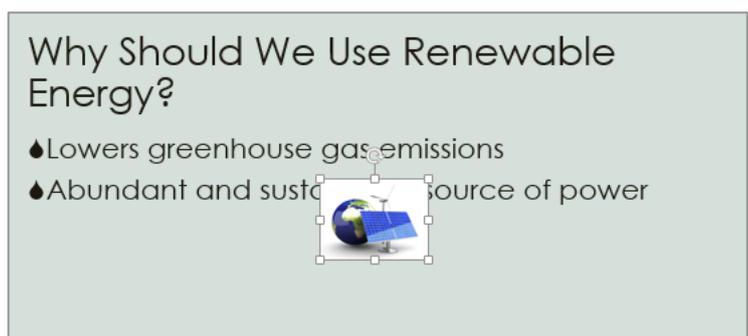
2



3



4



For Your Reference...

To **insert** an **online picture**:

1. Click on the **INSERT** tab then click on **Online Pictures** in the **Illustrations** group
2. Type a search term into the **Bing Image Search** box and press **Enter**
3. Locate and click on the desired picture and click on **[Insert]**

Handy to Know...

- If you sign into OneDrive, your account will appear as an online pictures option in the **Insert Pictures** pane.

INSERTING A SCREENSHOT

PowerPoint provides you with the ability to capture images on a computer screen and insert them into a presentation. Computer screen images are usually referred to as **screenshots**

and can be used for a variety of purposes ranging from training people in the use of a particular piece of software to quickly grabbing a shot of the screen to email someone or present at a meeting.

Try This Yourself:

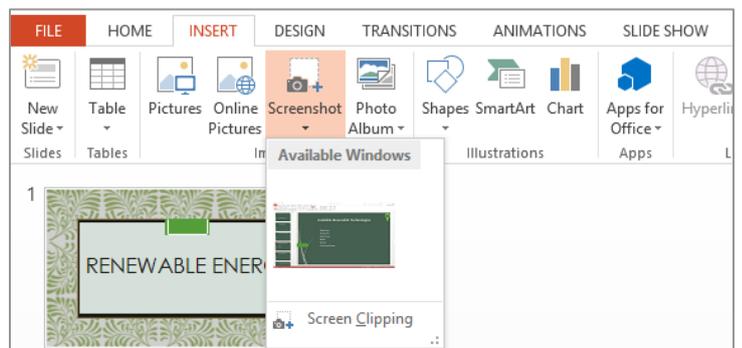
Same
Task

Continue using the previous file with this exercise, or open the files *P1307 Images_8.pptx* and *P1307 Images_10.pptx*...

- 1 Ensure **P1307 Images_10.pptx** is displayed at full screen size (if necessary, click on **Maximise** next to **Close** at the top of the screen), then display slide **4** in the **Slide** window
We want to insert a screenshot of this slide into P1307 Images_8.pptx so we will have to switch to that presentation...
- 2 Click on the **VIEW** tab, then click on **Switch Windows** in the **Window** group and select **P1307 Images_8.pptx** to switch to this presentation
- 3 Click on slide **4**, then click on the **INSERT** tab and click on **Screenshot** in the **Images** group
- 4 Click on the thumbnail image of the **P1307 Images_10.pptx** window to insert the screenshot into the slide
Notice the screenshot is automatically cropped to fit this slide. As we already have the content contained in this screenshot, let's delete it...
- 5 With the screenshot selected, press **Del** to delete it



1



3



4

For Your Reference...

To **insert** a **screenshot**:

1. Display the window or screen that you want to capture
2. Click on the **INSERT** tab, then click on **Screenshot** and select the screenshot to insert

Handy to Know...

- **Screenshots** can be formatted and edited the same as other image types.
- To save a screenshot for future use, right-click on it in the presentation and select **Save as Picture**. Type a file name, select a location, then click on **[Save]**. Microsoft will

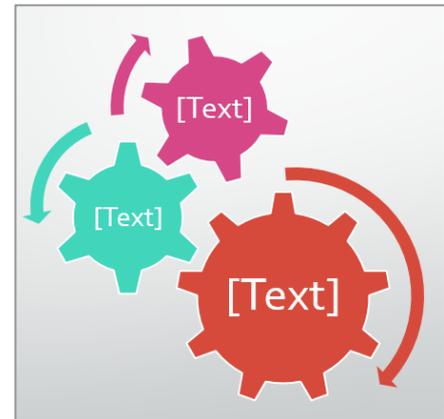
UNDERSTANDING SMARTART

SmartArt allows you to visually communicate your important ideas and information. For example, you can use SmartArt graphics to depict processes, hierarchies, relationships and

so on. By using SmartArt to communicate information, you can create visually-appealing diagrams that can say so much more than words alone.

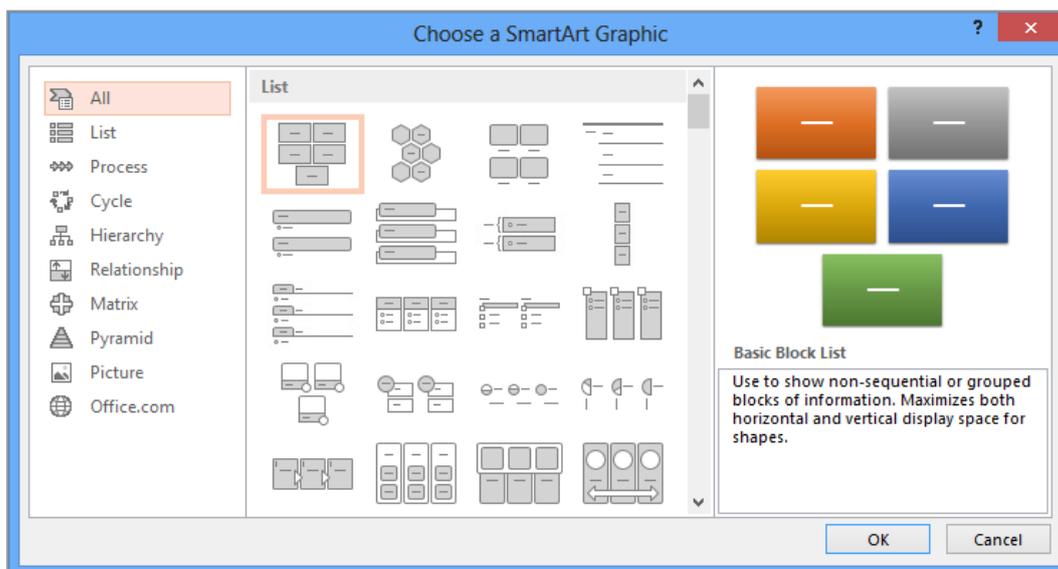
How To Use SmartArt

SmartArt can be a simple flowchart depicting a process or a complex arrangement of shapes and lines used to show relationships. To work with SmartArt, simply select a **layout** from the SmartArt gallery that most closely represents the way you want to structure your information, then customise the SmartArt graphic by adding text and formatting the shapes. The picture to the right is an example of a SmartArt graphic used to list a range of complementary fuels. Presented in this way, dry subject matter can suddenly become more interesting to read.



The SmartArt Gallery

SmartArt graphics are available from the **SmartArt** gallery. Click on a **category** in the left pane to view a range of **layouts** for that category in the centre pane. Click on a layout to **preview** it in the right pane.



There are eight categories of SmartArt graphics in the SmartArt gallery:

List	For items without a sequence, such as a list of key objects or concepts
Process	For items or steps with a specific sequence and end point
Cycle	For steps with a continuing sequence
Relationship	To illustrate relationships between things such as objects and people
Matrix	For grid-like diagrams
Pyramid	For a hierarchy of items, like the traditional food pyramid
Picture	To create picture galleries and collages, for example
Office.com	Connect to office.com to view the layouts available to download

INSERTING A SMARTART GRAPHIC

To create diagrams using **SmartArt** graphics, you first need to open the **SmartArt** gallery. You then select a layout from one of the eight categories that will best depict the information

you want to convey. Once you insert the graphic, you can then insert text and format the shapes as required. In this exercise, you will insert an *organisation chart*.

Try This Yourself:

Open *Before starting this exercise you MUST open the file P1310 SmartArt_1.pptx...*

1 Click on the **Insert a SmartArt Graphic** icon located in the centre of the content placeholder, as shown, to open the **Choose a SmartArt Graphic** dialog box

Alternatively you could click on the INSERT tab, then click on SmartArt in the Illustrations group.

Let's insert a graphic into the placeholder...

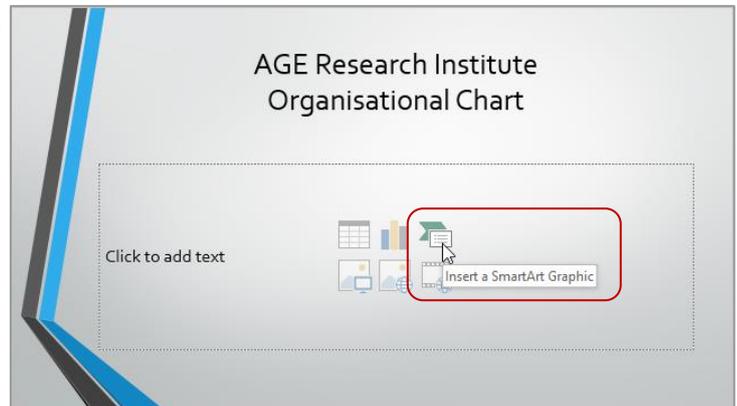
2 Click on each **category** in the left pane, then click on the **layout** options in the centre pane to preview each layout in the right pane

3 Click on **Hierarchy** in the left pane, then click on **Organisation Chart** in the centre pane to select this layout

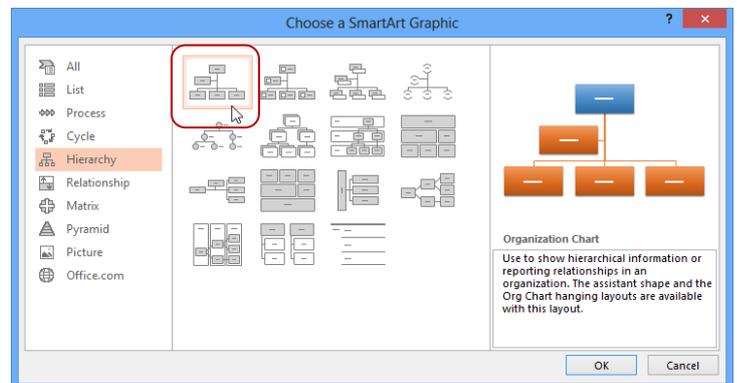
4 Click on [OK] to insert the **SmartArt** graphic

The graphic is contained within a placeholder. You can click in any [Text] placeholder and type to add text

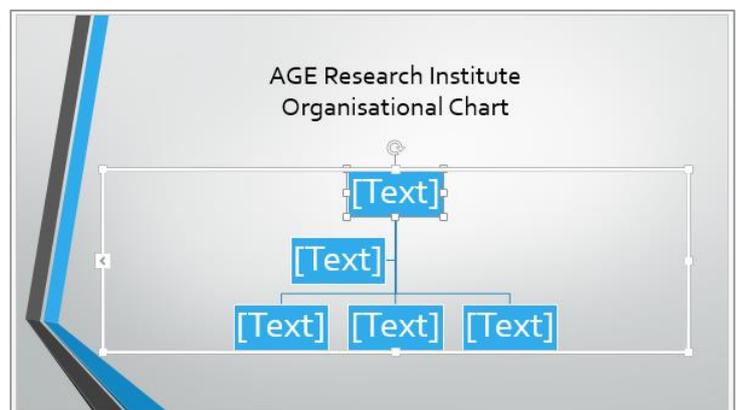
1



3



4



For Your Reference...

To **insert** a **SmartArt** **graphic**:

1. Click on the **Insert a SmartArt Graphic** icon
2. Select a **category** in the left pane
3. Select a **layout**, then click on [OK]

Handy to Know...

- Among the numerous organisation chart layouts available in the **SmartArt** gallery, is a **Picture and Name Organisation Chart**. If you insert this graphic, you will see picture placeholders. Click on a picture placeholder to open the **Insert Picture** pane, select the picture, then click on [Insert]

INSERTING TEXT INTO SMARTART

Text is inserted into **text placeholders**, which contain the text within the corresponding shape. There are two ways to insert text into a **SmartArt** graphic. Either click on the **[Text]** placeholder

and start typing, or display the **Text** pane and type text into it. Inserting text into the **Text** pane is generally the quicker method, as you don't need to move to each shape before you type the text.

Try This Yourself:

Same File Continue using the previous file with this exercise, or open the file *P1310 SmartArt_2.pptx...*

- 1 Click on the **SmartArt** graphic to display the placeholder if necessary, then click on the tab on the left border of the placeholder to open the **Text** pane

The tab will expand to open the Text pane, where each bullet point corresponds to a shape in the graphic...

- 2 In the first bullet point, type **Managing Director**

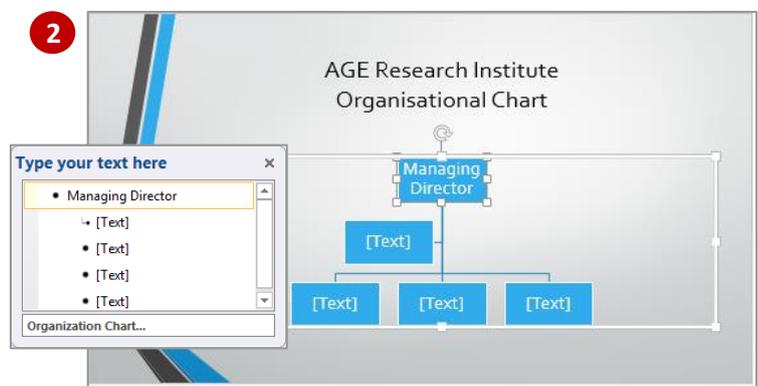
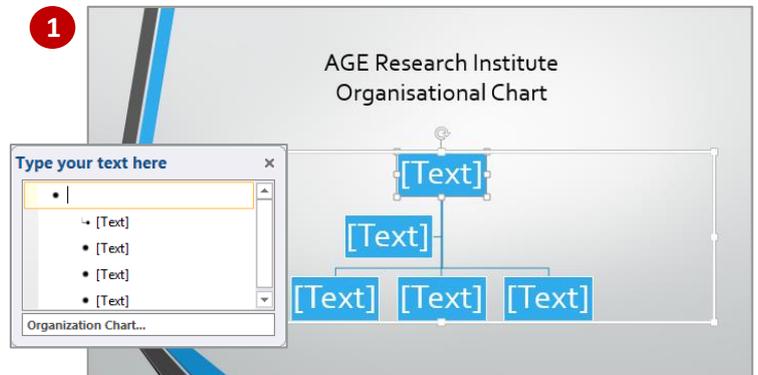
The text will appear in the corresponding shape in the chart. Notice also how the font size adjusts automatically...

- 3 Press **↓** to move down to the next bullet point (assistant) and type **Legal Advisor**

- 4 Repeat step 3 to add the following entries:

Administration Manager
Financial Controller
Marketing Director

- 5 Click on **Close** at the top of the **Text** pane to close it



For Your Reference...

To **insert text into** a **SmartArt graphic**:

1. Click on the **SmartArt** graphic to display the placeholder, then click on the tab on the left border of the placeholder
2. Type the text, using the arrow keys to move between entries (shapes)

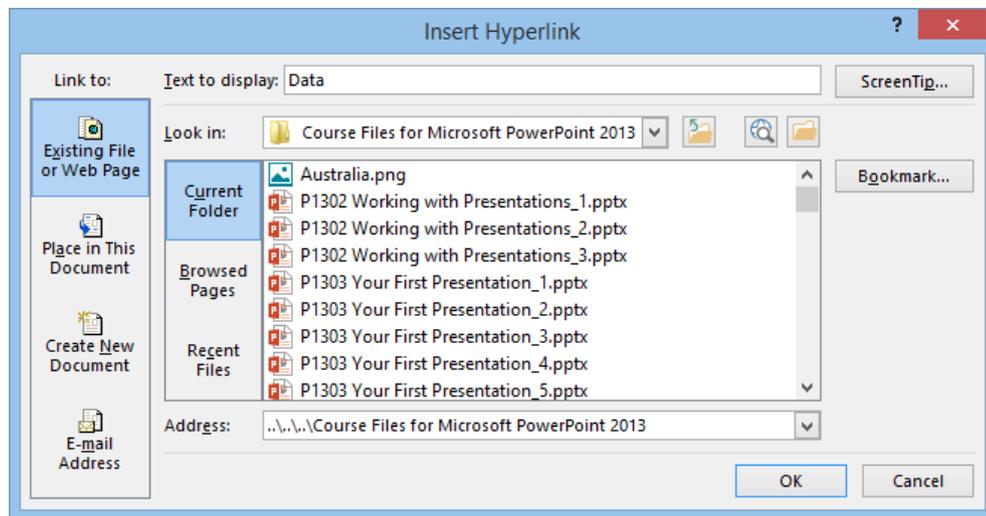
Handy to Know...

- You can display and hide a SmartArt graphic **Text** pane by clicking in the SmartArt graphic to activate the placeholder, then clicking on **Text Pane** in the **Create Graphic** group on the **SMARTART TOOLS: DESIGN** tab.

ABOUT HYPERLINKS

A hyperlink is a connection from one slide to another slide in either the same presentation (such as a custom show), a slide in another

presentation, or a web page or a file. You can create a hyperlink from a word or object such as a shape or WordArt. There are four connection types which you can create using the **Insert**



The Link To Options

Existing File or Webpage

The **Existing File or Web Page** option lets you create a link to another presentation, file or web page. For example, you can link to Microsoft Word documents for reports or to Microsoft Excel spreadsheets for detailed data. By clicking on **[Bookmark]**, you can even link directly to a specific slide in another presentation.

Place in This Document

The **Place in This Document** option lets you create a link to a slide in the same presentation or to a group of slides in the current document, which is known as a **custom show**. This is a good way of maintaining access to hidden slides or for providing a means to bypass slides if you want to use the same presentation for different audiences.

Create New Document

The **Create New Document** option will create a new presentation at the same time as creating a link to it. It is then up to you whether or not you edit the new presentation as soon as you create it or in the future.

Email Address

The **E-mail Address** option lets you create a link to an email address. To do this, you simply nominate the email address and specify a subject and PowerPoint will take care of the rest. This is good for interactive shows.

CREATING AN INTERNAL HYPERLINK

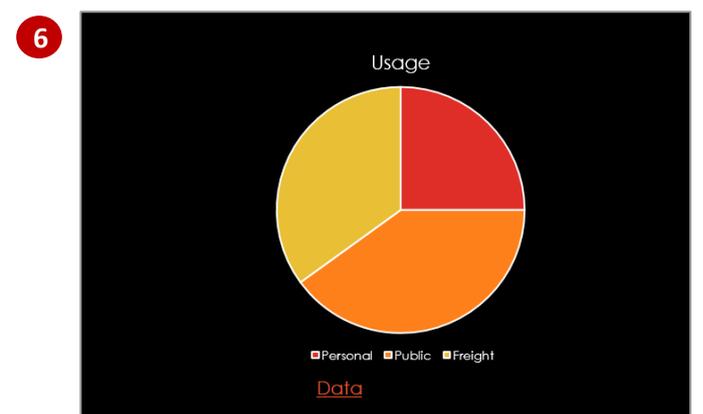
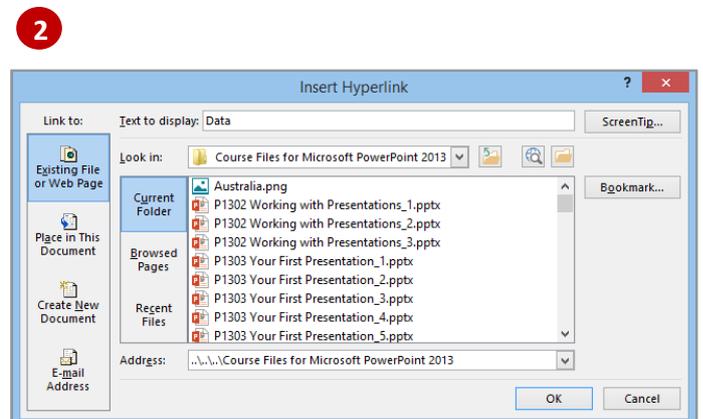
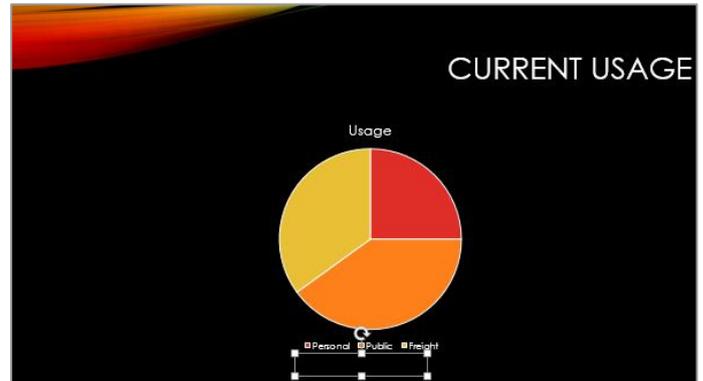
An internal hyperlink is a link from text or an object on one slide to another slide in the same presentation. For example, you may be able to shorten your presentation by hiding non-essential

slides, but what if the audience wants to see the hidden slides? A hyperlink to a hidden slide means that you can display the slide only if you need to – otherwise, it will remain unseen.

Try This Yourself:

Same File Continue using the previous file or open P1312 Preparing For Presentations_7.pptx...

- 1 Ensure that you are in **Normal** view, then click on slide **7** in the **Slides** pane to display it in the **Slide** window
Let's create a link to the hidden slide (Slide 8)...
- 2 Click on the **INSERT** tab, then click on **Text Box** in the **Text** group and draw a box below the chart as shown
- 3 Type **Data** in the text box, then select the word
This will ensure 'Data' appears in 'Text to display' in the Insert Hyperlink dialog box...
- 4 Click on the **INSERT** tab, then click on **Hyperlink** in the **Links** group to open the **Insert Hyperlink** dialog box
- 5 Click on **Place in This Document** under **Link to**, then click on **(8) Current usage** under **Select a place in this document**
Brackets indicate that the slide is hidden...
- 6 Click on **[OK]** to create the hyperlink, then click on the slide to see the underlined hyperlink text
- 7 Click on **Slide Show** in the status bar, then click on **Data** to display the hidden slide
*To exit the slide show, press **Esc***



For Your Reference...

To **create internal hyperlinks**:

1. Select the object or word to be linked
2. Click on the **INSERT** tab, then click on **Hyperlink** in the **Links** group
3. Click on **Place in This Document**
4. Click on the slide, then click on **[OK]**

Handy to Know...

- You can specify the screen tip that will appear when you hover over a hyperlink. Click on **[ScreenTip]** in the Insert Hyperlink or Edit Hyperlink dialog box and add the text you want to display.

UNDERSTANDING ANIMATIONS AND TRANSITIONS

You can add a range of different effects to your presentation depending on what you are trying to achieve. **Animation** effects are used to animate text or objects within your presentations. **Transition** effects are used to

transition from one slide to the next. Generally, a presentation will have more impact on the audience if you carefully select a few effects rather than using too many.

Animations

On the **ANIMATIONS** tab, in the **Animations** gallery there are a range of effect options you can choose from to apply to the objects or text within your presentation.

Each effect has an icon that indicates the way the effect works. The effects are grouped into the following four groups:

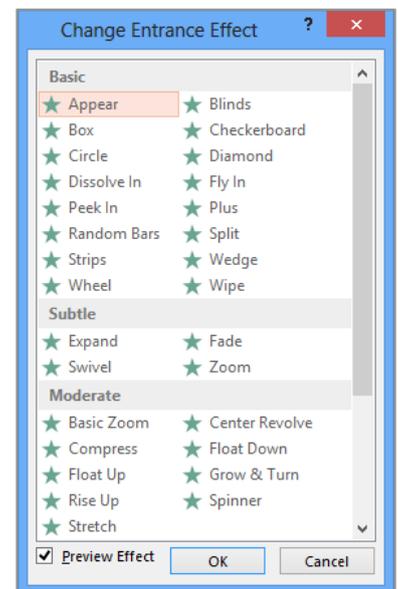
- Entrance** Entrance effects control the way objects appear on your slide. For example, you may have individual lines of text **fly in** from the side of the slide, or have the slide titles gradually **fading** in as the slides display.
- Emphasis** Emphasis effects control how the audience's eye is drawn to the animated object. For example, you may make an image **pulse** or **spin** or have a line of text move in a **wave** shape.
- Exit** Exit effects determine how the animated objects will leave the slide. For example, an image may **bounce** or **shrink and turn** off a slide.
- Motion Paths** Motion paths control the movement of your text or objects around the slide. For example, you could make objects move up and down, move in a specific shape or even create your own custom path for an object to follow.

If you can't find the required animation effect in the **Animations** gallery, you can display the entire collection of each type of effect (such as entrance or exit) by selecting an option at the bottom of the gallery (such as **More Entrance Effects**) to open the **Change Effects** dialog box (see the example to the right). Here, the animation effects are grouped according to the impact of the effect – Basic, Subtle and Moderate – and for motion paths **Basic**, **Lines & Curves** and **Special**.

Transitions

The **TRANSITIONS** tab contains a gallery which displays a range of transition effects you can choose from. You can apply these effects to all or some of the slides within your presentation. The effects are grouped into three categories – **Subtle**, **Exciting**, and **Dynamic Content**. The best way to decide on the effect you want to use is to select it and preview it. To remove an effect from a slide simply select the slide and select **None** in the effects gallery.

In the **Timing** group you can select certain timing options such as when the transition will begin, how long it will last and whether you want the effect to begin automatically or manually.



ANIMATING TEXT

Not only can animation help to make your presentation more dynamic, but you can use it to effectively control the flow of information. For example, you can animate each point of text to

appear when you are ready to talk about it. This will ensure your audience listens to you rather than reading the remaining information on the slide.

Try This Yourself:

Open File Before starting this exercise you **MUST** open the file *P1314 Animation_1.pptx...*

1 Navigate to and display slide **2** in the **Slide** window

2 Click on **What is Renewable Energy**, then click on the border of the text placeholder to select it

3 Click on the **ANIMATIONS** tab, then click on the **More** arrow for **Animation** to display the **Animation** gallery

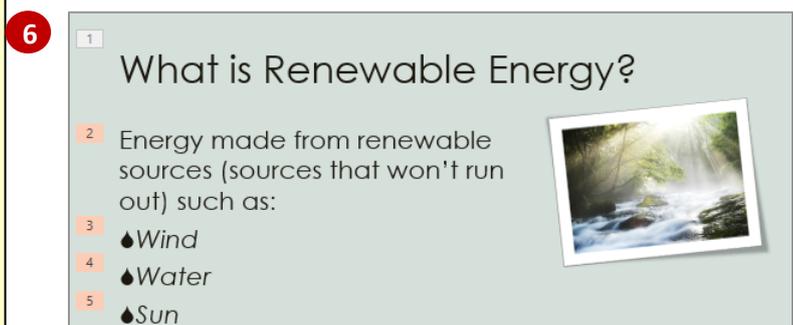
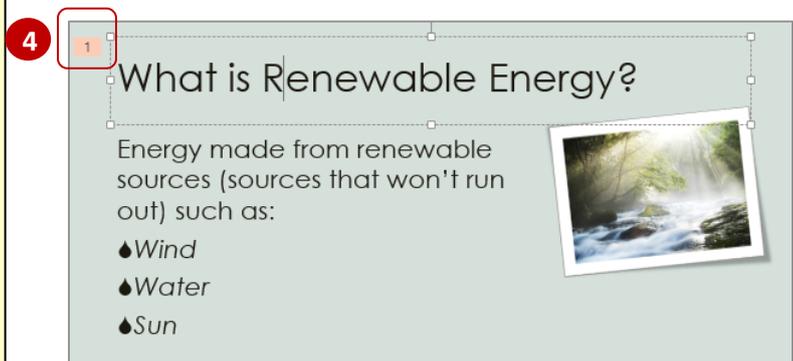
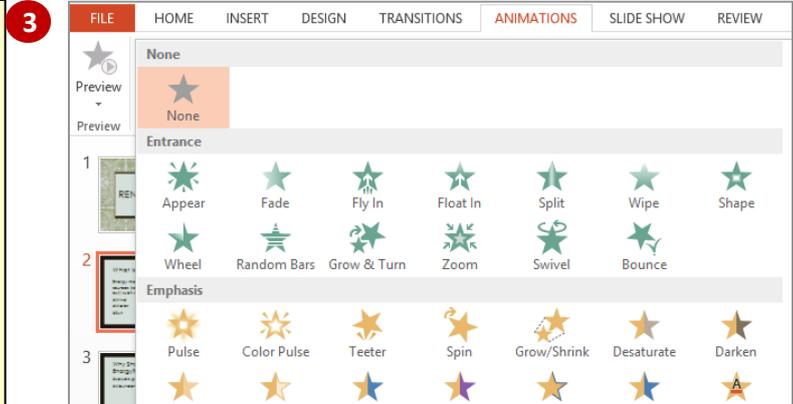
4 Click on **Wipe** under **Entrance** to apply the effect

The text will be labelled with a non-printing numbered tag. You can also animate text paragraphs...

5 Select the text box beneath **What is Renewable Energy**, then repeat step **3**

6 Click on **Appear** under **Entrance** to apply this effect

Notice the text and each bullet has a different number as the effect is applied individually rather than to all of them as a whole



For Your Reference...

To **apply animation to text**:

1. Select the text or text placeholder, then click on the **ANIMATIONS** tab
2. Click on the **More** arrow for **Animation**
3. Click on an effect
4. Click on **Preview** to preview the slide

Handy to Know...

- Animation tags only appear on a slide in **Normal** view when the **ANIMATIONS** tab is selected or when the **Animation** task pane is opened.
- Under normal circumstances, you should not animate points on the same slide with different effects.

ANIMATING OBJECTS

As well as animating text, you can apply animation to objects either to emphasise a concept or just to grab the audience's attention. Just be aware, however, not to overdo the animation in a

presentation. Too much animation can be distracting – you want your audience to go away remembering the content of the presentation, not the excessive animations.

Try This Yourself:

Same File: Continue using the previous file with this exercise, or open the file P1314 Animation_2.pptx...

- 1 Click on slide **3** to display it in the **Slide** window
- 2 Click on the picture to select it
- 3 Click on the **ANIMATIONS** tab, then click on the **More** arrow for **Animation** to display the **Animation** gallery, then click on **Fly In** under **Entrance** to apply the effect

This effect would look better if the frog flew in from the left rather than from the bottom...

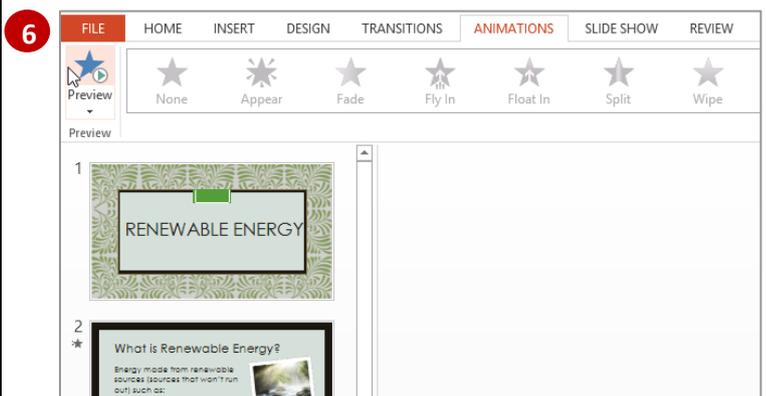
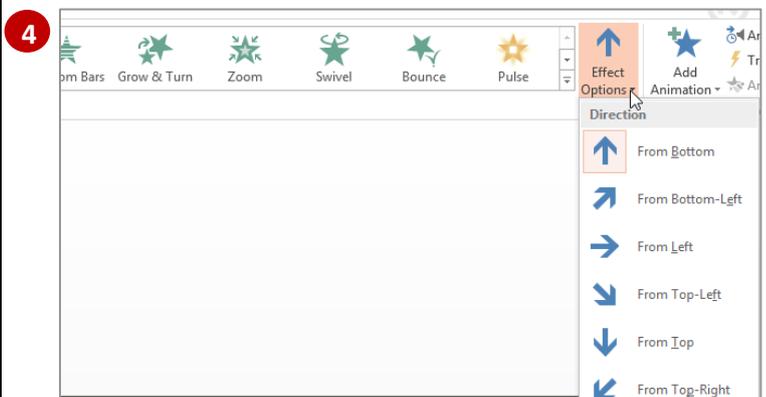
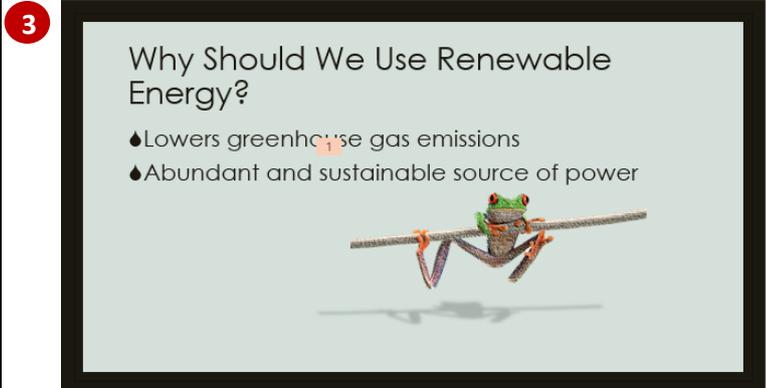
- 4 Click on **Effect Options** in the **Animation** group

The options listed in this gallery will depend on the effect that is applied...

- 5 Select **From Left**

- 6 Click on **Preview** in the **Preview** group to see the effect again

*The arrow will now appear from the left side of the slide. Notice also that the icon shown in the **Effect Options** tool on the ribbon reflects the change of direction*



For Your Reference...

To **apply animation** to an **object**:

1. Select the object, then click on the **ANIMATIONS** tab
2. Click on the **More** arrow for **Animation**
3. Click on the desired effect
4. Click on **Preview** to preview the effect

Handy to Know...

- You cannot set effect options for all animation effects. When this is the case, **Effect Options** will be greyed out in the ribbon.

APPLYING MULTIPLE EFFECTS

You can apply more than one effect to the same object, but if you select the second effect from the **Animation** gallery, it will simply replace the first effect applied to the object. Instead, you

must select additional effects from the **Add Animation** gallery. When multiple effects are applied to an object, **Multiple** will be selected in the **Animation** gallery rather than the effect names.

Try This Yourself:

Same File Continue using the previous file, or open the file P1314 Animation_3.pptx...

- 1 Click on slide 2 to display it in the **Slide** window
- 2 Click on the image to select it
- 3 Click on the **ANIMATIONS** tab, click on the **More** arrow for **Animation** to display the **Animation** gallery, then click on **Bounce** under **Entrance** to apply the effect

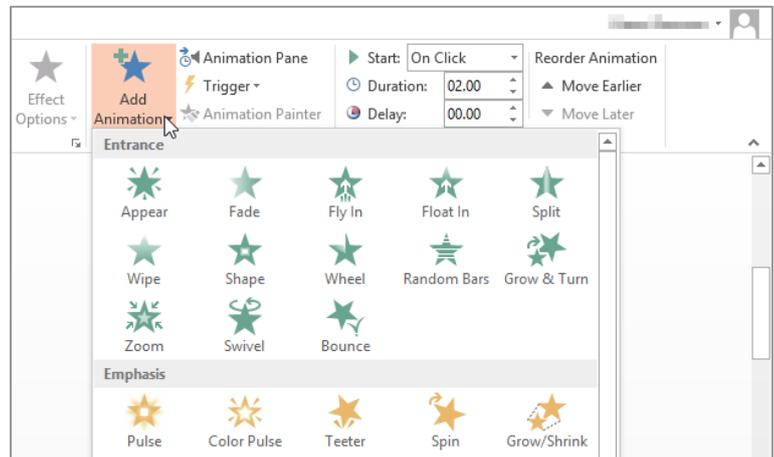
Let's add another effect...

- 4 Click on **Add Animation** in the **Advanced Animation** group to display the **Add Animation** gallery
- 5 Click on **Spin** under **Emphasis** to apply an emphasis effect

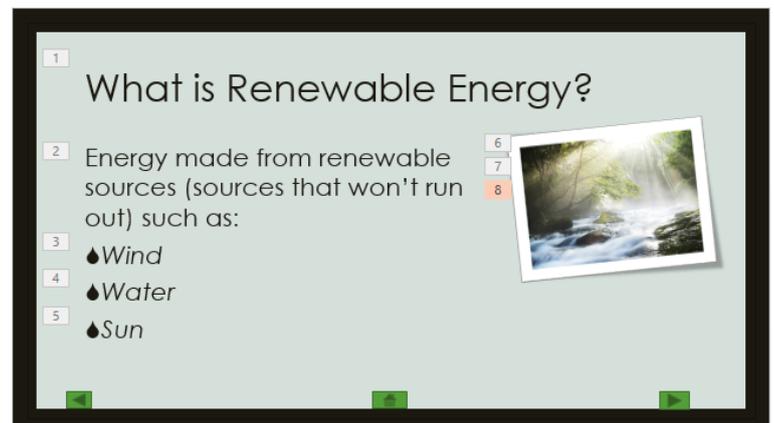
Let's add an exit effect...

- 6 Repeat steps 4 and 5 to apply the **Shrink & Turn** effect under **Exit**
- 7 Click on **Preview** in the **Preview** group to see the effects again

Currently, these effects need to be triggered individually. But we'll fix this in another exercise



4



7

For Your Reference...

To **apply multiple animation effects** to an **object**:

1. Select the object
2. Click on the **More** arrow for **Animation** and click on the desired effect
3. Click on **Add Animation** and click on the desired effect

Handy to Know...

- Use animations and sound effects sparingly. While well-placed animations can help to effectively communicate your message, too much animation can be off-putting.
- To force multiple animation effects to work simultaneously as one effect, you must set timing options in the **Animation** pane.

ANIMATING SMARTART GRAPHICS

Animating SmartArt is a bit different to animating other shapes and objects. For one, any connecting lines in a SmartArt can't be animated individually, and secondly, you can't change the

order in which the individual shapes in a SmartArt appear – you can only reverse the order. You can, however, select whether the animation applies to the SmartArt as a whole, level by level and so on.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *P1314 Animation_6.pptx...*

- 1 Display slide 8 in the **Slide** window, then click on the SmartArt to select it
- 2 Click on the **ANIMATIONS** tab, then click on the **More** arrow for **Animation** and click on **Fade** under **Entrance**

The full graphic will be animated, indicated by the single animation tag, so let's change that...

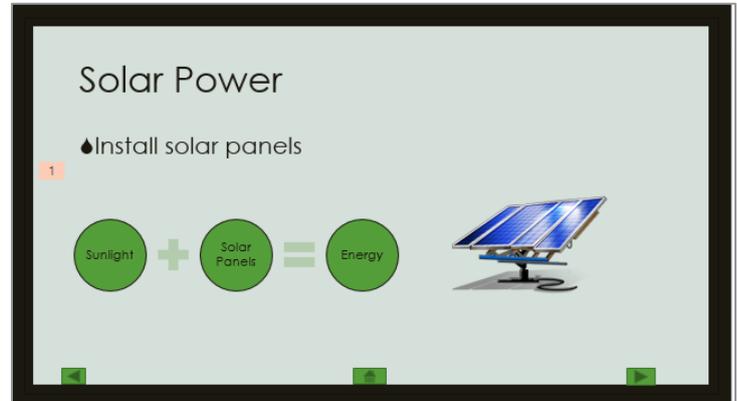
- 3 Click on **Effect Options** in the **Animation** group to open the **Effect Options** gallery

Currently, the animation is applied to the entire SmartArt...

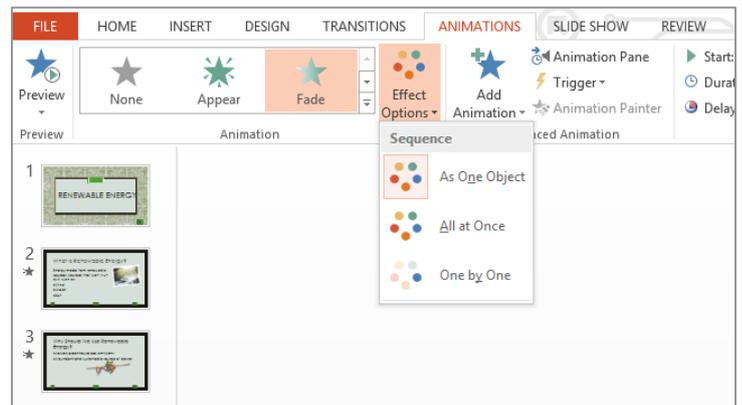
- 4 Select **One by One**

Each circle will now fade in, one after the other, as indicated by the three animation tags

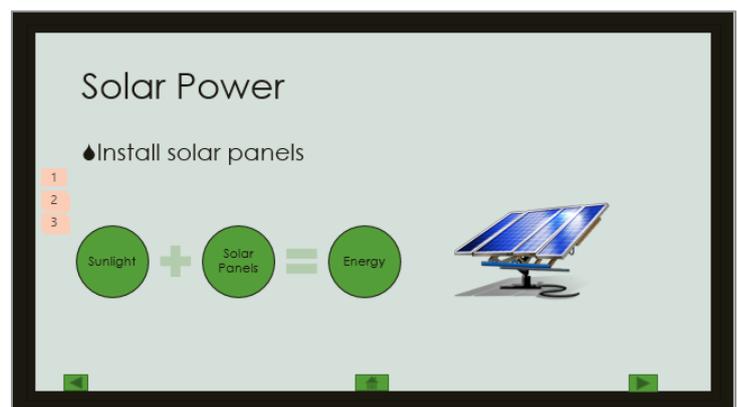
2



3



4



For Your Reference...

To **animate** a **SmartArt** graphic:

1. Select the **SmartArt**
2. Click on the **More** arrow for **Animation**
3. If desired, click on **Effect Options** and select an option
4. If desired, set the **Timing** options

Handy to Know...

- Not all of the animations are available for SmartArt.

USING SLIDE TRANSITIONS

Slide transition effects are an ideal way of giving your presentation a more polished and professional feel. You can set up the transition effects so that during your presentation they take

place automatically or you can choose to activate them by clicking the mouse.

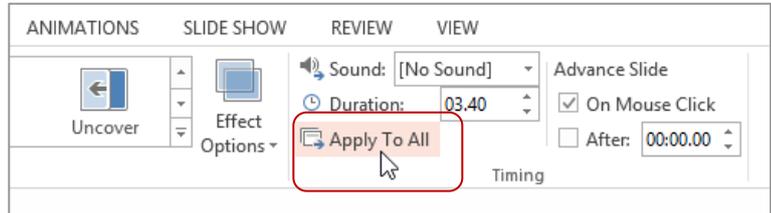
Try This Yourself:

Same
Eric

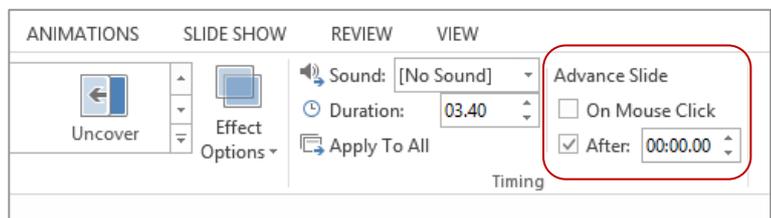
Continue using the previous file with this exercise, or open the file P1314 Animation_7.pptx...

- 1 Display slide **1** in the **Slide** window, then click on the **TRANSITIONS** tab
- 2 Click on the **More** arrow for the **Transition** gallery in the **Transition to This Slide** group to display a gallery of options
- 3 Under **Subtle**, select **Reveal** to apply this effect
- 4 In the **Timing** group, click on **Apply To All** to apply the effect to all slides
- 5 In the **Timing** group click on the checkbox for **On Mouse Click** to that it appears *without* a tick, then click on the checkbox for **After** until it appears *with* a tick
- 6 Click on the spinner arrow for **After** until it reads **00:10:00**, then click on **Apply To All**

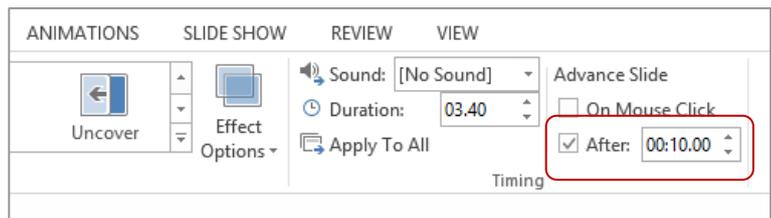
You can check if the effect is applied to all by selecting a slide and checking the settings in the **Timing** group...
- 7 Click on the **Slide Show** icon in the task bar to view the slide show and see the result



4



5



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For Your Reference...

To **use slide transition effects**:

1. Select the slide
2. Click on the **TRANSITIONS** tab, display the **Transitions** gallery and select an option
3. Apply the desired settings in the **Timing** group

Handy to Know...

- You can change certain elements of an effect by clicking on **Effect Options** in the **Transition to This Slide** group to display a menu of options. You can then select an option to modify the effect.

INSERTING AN ONLINE VIDEO

When you insert a video clip onto a slide, the file will be **embedded** into the presentation by default, which means that it is contained within the presentation and is not just a link to the

presentation. There are two ways to insert a video. You can click on **Insert Video** in a content placeholder, or where a placeholder isn't available, use the relevant commands on the **INSERT** tab.

Try This Yourself:

Open File Before starting this exercise you **MUST** open the file *P1315 Media And Action Buttons_1.pptx...*

1 Navigate to and display slide **5** in the **Slide** window if required

Let's insert a short video clip...

2 Click on the **INSERT** tab, then click on the bottom half of **Video** in the **Media** group to display a list of insert options

3 Select **Online Video** to open the **Insert Video** pane

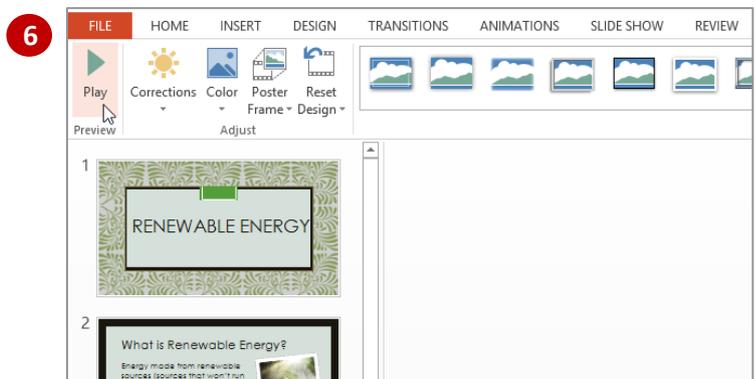
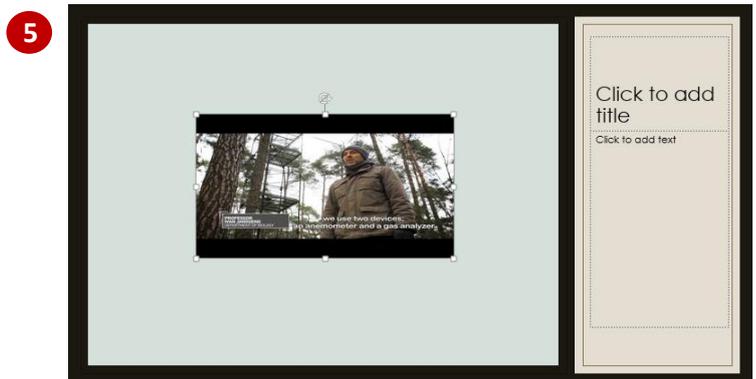
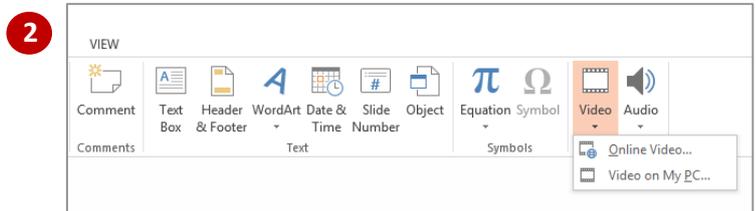
4 Click on the search box next to **YouTube Video Search**, then type **renewable energy** and press **Enter** to display the results

5 Click on a thumbnail to select the video, then click on **[Insert]**

*In this example we have selected **BEHIND THE SCIENCE – Renewable Energy...***

6 Ensure the **VIDEO TOOLS: FORMAT** tab is selected, then click on **Play** in the **Preview** group and click on the **Play** button in the video if necessary

The video should now start – an initial documented problem inserting and playing online videos should no longer occur if Microsoft updates are regularly installed



TIP: You can also insert a video that is already saved on to your computer. Simply click on the **INSERT** tab, click on **Video** in the **Media** group and select **Video on My PC**. The **Insert Video** dialog box will display and you can locate and select the required video.

For Your Reference...

To **insert** an **online video**:

1. Click on the **INSERT** tab, then click on **Video** in the **Media** group
2. Select **Online Video**, type in your search term and press **Enter**
3. Select a video and click on **[Insert]**

Handy to Know...

- You can insert a **linked media file** rather than embedding media into your presentation. To do this click on the **INSERT** tab, click on **Video** in the **Media** group, select **Video on My PC**, navigate to the required media file then click on the drop arrow for **[Insert]** and select **Link to File**.

INSERTING AN ONLINE AUDIO CLIP

When you insert an audio file onto a slide, the clip will be embedded into the presentation by default and will appear as a speaker icon on the slide. Once inserted, you can then edit the audio

clip in much the same way as you would edit video clips. Audio clips can be inserted using the **Audio** command on the **INSERT** tab, and then edited using the commands on the **Playback** tab.

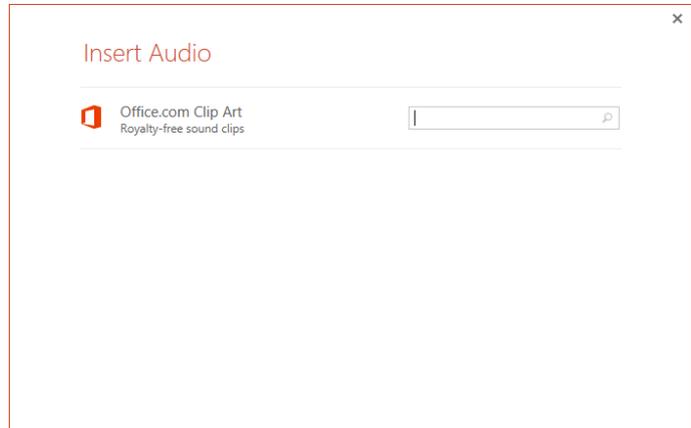
Try This Yourself:

Same File

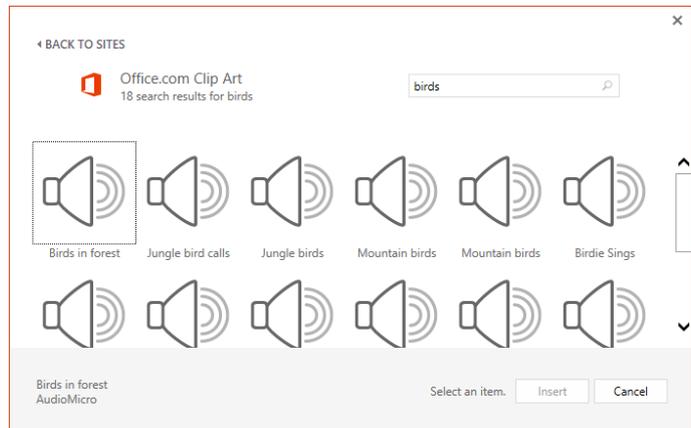
Continue using the previous file with this exercise, or open the file *P1315 Media And Action Buttons_2.pptx...*

- 1 Display slide **6** in the **Slide** window
- 2 Click on the **INSERT** tab, then click on **Audio** in the **Media** group and select **Online Audio** to display the **Insert Audio** pane
- 3 Type **birds** into the search box and press **Enter**
The results for the search term birds will appear...
- 4 Point to an icon to hear a preview of the audio
- 5 Select **Birds in forest** then click on **[Insert]** to insert the audio into the slide and drag the icon down to reposition it if necessary
- 6 With the audio icon selected (to display the audio toolbar below), click on **Play/Pause** to play the audio clip

2



3



5



For Your Reference...

To **insert** an **audio clip**:

1. Click on the **INSERT** tab, then click on **Audio** in the **Media** group
2. Locate the clip and click on **[Insert]**
3. Click on the **AUDIO TOOLS: PLAYBACK** tab to work with the audio options

Handy to Know...

- If you attach a microphone, you can record your own audio and save it to your computer.
- You can insert audio saved to your computer by clicking on the **INSERT** tab, then click on **Audio** in the **Media** group and select **Audio on My PC**. Select the required file(s) using the **Insert Audio** dialog box.

EDITING AUDIO CLIPS

PowerPoint provides you with a range of handy options for editing audio clips via the **AUDIO TOOLS: FORMAT** tab. You can do all sorts of things such as set the audio to play in the

background while your presentation is running, or trim the audio clip to make it shorter. You can even create a fade in or fade out for the clip so that it doesn't start and finish too abruptly.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *P1315 Media And Action Buttons_4.pptx...*

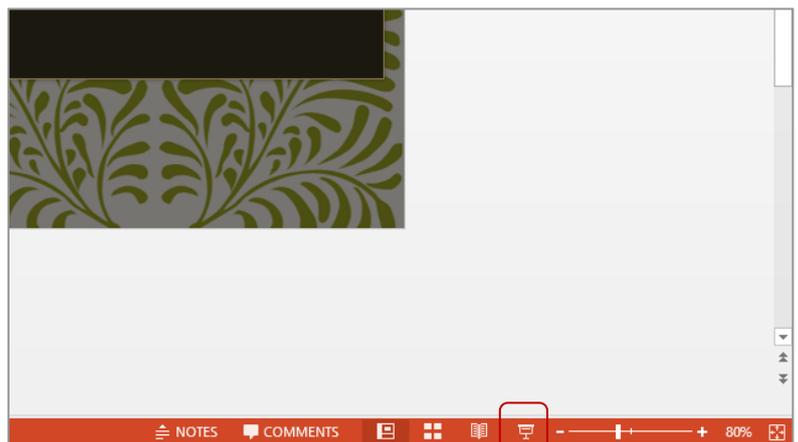
- 1 Display slide **6** in the **Slide** window then select the audio clip icon so that the audio toolbar appears
- 2 Click on the **AUDIO TOOLS: PLAYBACK** tab
- 3 *Let's make this clip fade in...* Click on the up spinner arrow for **Fade In** in the **Editing** group until it reaches **6.00** For a preview, click on **Play** in the **Preview** group...
- 4 Click on the drop arrow for **Start** in the **Audio Options** group and select **Automatically**
- 5 Click on the checkbox for **Hide During Show** so that it appears with a tick
- 6 Click on slide **1**, then click on the **Slide Show** icon in the status bar to begin the slide show
- 7 Navigate to slide **6** The audio clip automatically plays when you reach this slide and the audio clip icon is not visible



3



5



6

For Your Reference...

To **edit audio clips**:

1. Select the audio clip
2. Click on the **AUDIO TOOLS: PLAYBACK** tab
3. Make changes as desired

Handy to Know...

- You can add a **Bookmark** to an audio or video clip to mark a position within the clip so you can quickly access it again. Simply navigate to where you want to add the bookmark, click on the **AUDIO TOOLS: PLAYBACK** tab and click on **Add Bookmark** in the **Bookmarks** group.

PRINTING HANDOUTS

One of the most frequently used print layouts is the handout with **3 slides per page**. This is ideal as a working document for the audience. Not only does it print all of your slides, but it also provides

a ruled area for the audience to write notes. If you have lots of slides that you don't believe will require note-taking, you could opt for the 9 slides per page layout to keep printing costs down.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file P1318 Printing_1.pptx...

- 1 Press **Ctrl + P** to open the **Print** area of the **Backstage**

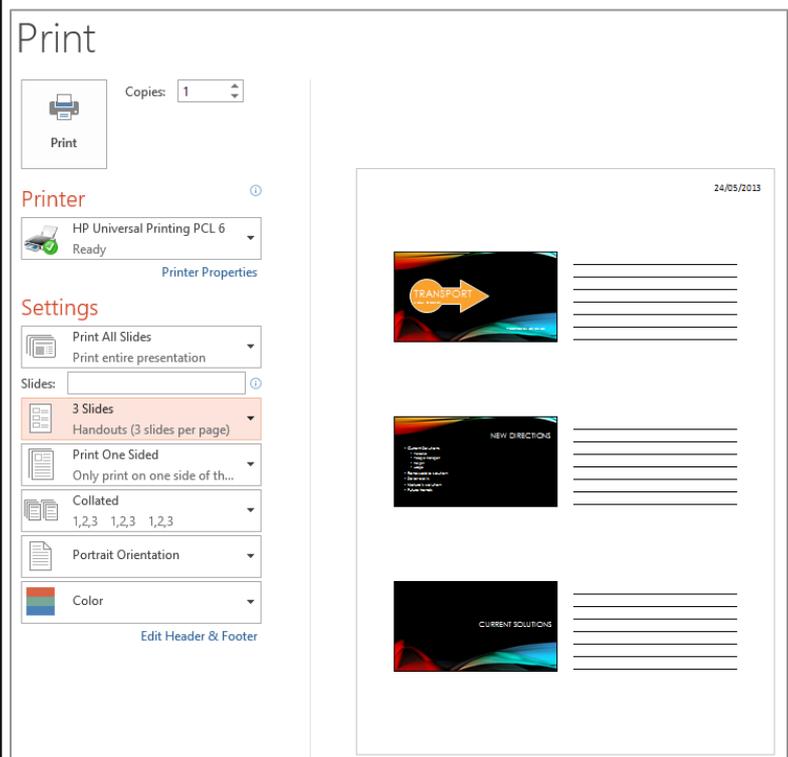
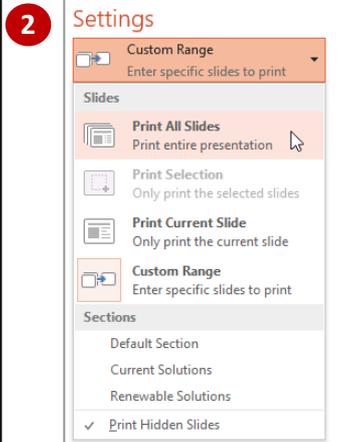
The settings that you selected in the last exercise will still be set so you must check them all...

- 2 Under **Settings** in the middle pane, click on **Custom Range** (the first field) and select **Print All Slides**

- 3 Under **Settings**, click on **Full Page Slides** (the third field) and select **3 Slides** under **Handouts**

The preview shows that each handout will have three slides with lines for taking notes. The two settings **Frame Slides** and **Scale to Fit Paper** are still selected from the last exercise...

- 4 Click on **[Print]** to print the four handouts or press **Esc** to exit the **Backstage** without printing



For Your Reference...

To **print handouts**:

1. Press **Ctrl + P**
2. Select the desired layout under **Handouts** in the third field under **Settings**
3. Set other options as desired
4. Click on **[Print]**

Handy to Know...

- If you are printing handouts for an audience or group of people you will probably want to give them each a copy. To print multiple copies click on the up spinner arrow for **Copies** under the heading **Print** until you reach the desired amount, then click on **Print**.

UNDERSTANDING PRESENTER VIEW

Presenter View is a very handy feature of PowerPoint that allows you to have greater control when you are presenting a slide show. Presenter view allows you to view a kind of

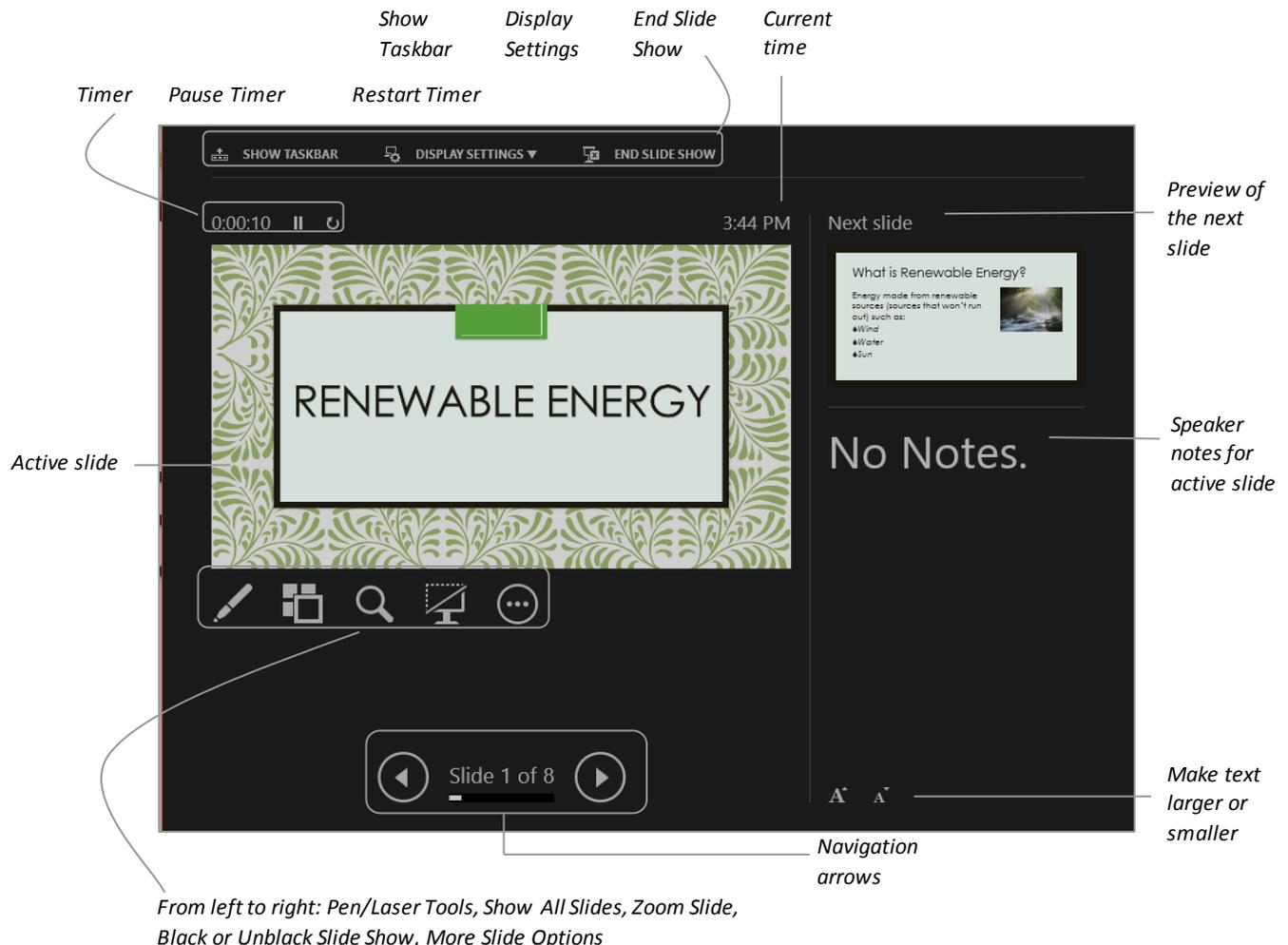
backstage of the presentation which includes notes and a preview of the next slide, while the audience is watching the slide show itself so that you can always be prepared and in control.

What Is Presenter View?

If you have multiple monitors attached to your computer, **Presenter View** will display automatically when you run your slide show. This view enables you (as the presenter) to see much more information on your monitor than what the audience sees on their monitor (the presentation in full screen). Specifically, your **Presenter View** window, as shown below, displays:

- the active slide (exactly as the audience sees it)
- the next slide in the presentation
- your speaker notes for the current slide and tools to increase or decrease their font size
- the elapsed time and tools to pause and restart the timer
- the current time
- tools for annotating slides on the fly, displaying all slides, zooming into the slide, etc
- controls at the top of the window enabling you to display the taskbar if you need to access another open program, swap **Presenter View** and **Slide Show** view if they appear on the wrong monitors, etc.

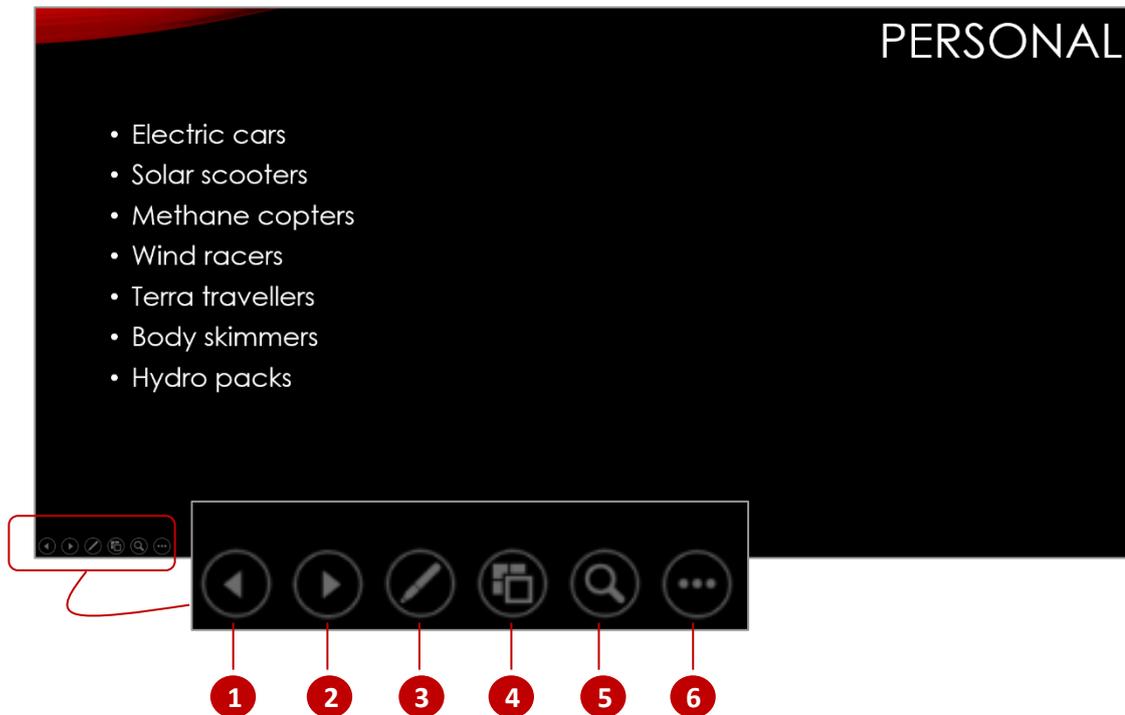
Note: If you have only one monitor attached to your PC, **Slide Show** view will display by default when you run your slide show. However, if you want to rehearse your presentation in **Presenter View**, you can switch to **Presenter View** from **Slide Show** view by selecting **Show Presenter View** in the **More slide options** menu.



PRESENTING A SLIDE SHOW

Slide Show view is the view you should choose when presenting your slide show as it contains many handy features you can use while presenting. Once in **Slide Show** view point to

the bottom left corner of the screen to display a toolbar. Using this toolbar allows you to perform many functions including annotating and moving backwards and forwards between slides.



- 1 The **Previous slide** button allows you to navigate back to the previous slide.
- 2 The **Next slide** button allows you to navigate forward to the next slide.
- 3 Clicking on **Pen Options** displays a menu from which you select a **Laser pointer**, **Pen** or **Highlighter**. You can use the pen or highlighter to make annotations or highlight important pieces of information. You can even select from a range of colours to use. The laser pointer is useful during your slide show to point out key parts of your presentation.
- 4 **See all slides** displays all slides in the slideshow as thumbnails. This is useful if you want an overview of the presentation or want to navigate quickly from one slide to another. To jump to a slide, simply double-click on its thumbnail. There is also a zoom slider in the bottom right corner of the screen so you can adjust the magnification. If your presentation has sections, a **Section** pane, listing the sections, will appear on the left side of the screen. Double-clicking on a section name will navigate to it. To exit this view and return to the **Slide Show** view you can click on the **Back** arrow or press **Esc**.
- 5 Clicking on the **Zoom** button displays a selection marquee that greys out the majority of the slide except for a smaller square area. You can then move the marquee around a slide by pointing. Once you are pointing to the part of the slide you wish to zoom in on, simply click. Once zoomed in, you can pan around the slide by clicking and dragging.

USING PRESENTER VIEW

Presenter View is a handy feature provided by PowerPoint which allows you more control when delivering your presentation. If you have two monitors attached to your PC, **Presenter View**

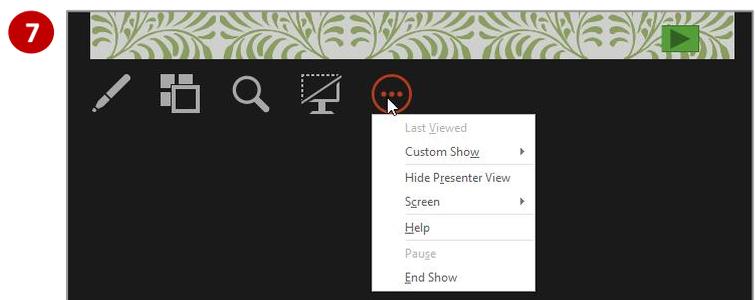
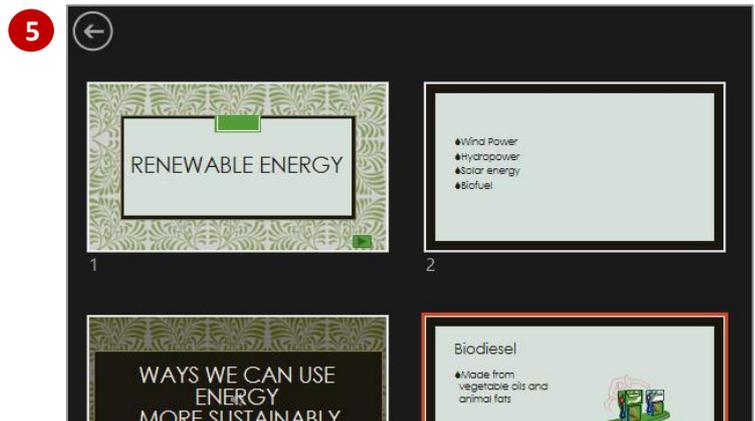
will be displayed whenever you run your slide show. For this exercise, however, we will assume that your PC is connected to only one screen.

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file P1319 Setting Up The Show_5.pptx...

- 1 Click on the **SLIDE SHOW** tab, then click on **From Beginning** in the **Start Slide Show** group to start the show in **Slide Show** view
- 2 Right-click on the screen and select **Show Presenter View** to switch to **Presenter View**
- 3 Click on the active slide to move to the next slide
Let's look at some tools beneath the active slide...
- 4 Click on **Pen and laser tools**, select **Laser Pointer** to change the cursor to a red 'laser', then move the mouse over the slide
- 5 Click on **See all slides** to see the slides in a view like **Slide Sorter** view, as shown, then click on slide **4** and click on the **Next** arrow to display slide **5**
- 6 Click on **Zoom into the slide**, then move the zoom marquee over the petrol pumps and click to zoom in
- 7 Press **Esc** to zoom out again, then click on **More slide show options** to display a menu and select **End Show** to return to **Normal** view



For Your Reference...

To use **Presenter View** with only **one** monitor:

1. Click on the **SLIDE SHOW** tab, then click on **From Beginning** in the **Start Slide Show** group
2. Right-click on the screen and select **Show Presenter View**

Handy to Know...

- The **auto-extend** function automatically enables **Presenter View** when you connect a second monitor to your computer and ensures your presentation is projected correctly. Ensure **Use Presenter View** is ticked in the **Monitors** group on the **SLIDE SHOW** tab.

REHEARSING TIMINGS

Instead of applying the same timing to each slide or guessing an approximate timing for each one, you can use the **rehearse timings** feature to record exactly how much time is required to read

or speak during each slide. These slide timings can then be automatically applied to the presentation if desired. This feature is useful for both self-running and speaker-led presentations.

Try This Yourself:

Same
File

Continue using the previous file, or open P1319 Setting Up The Show_2.pptx...

- 1 Click on the **SLIDE SHOW** tab, then click on **Rehearse Timings** in the **Set Up** group

The slide show will begin and the Recording toolbar will appear, showing the timing of the current slide as well as the overall slide show time...

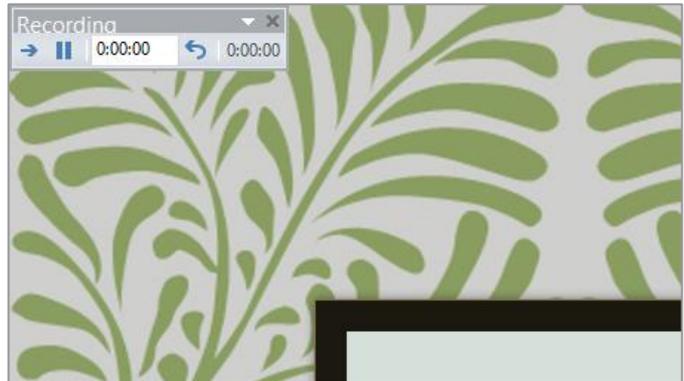
- 2 Pretend you are presenting the content on the slide, or pretend you are the audience reading the slide (such as at a kiosk), then click on **Next** on the **Recording** toolbar to progress to the next slide

- 3 Repeat step 2 for each slide until you arrive at the last slide, then right-click on the slide and select **End Show**
- A message box will appear telling you the length of the show and asking if you want to keep the new timings...

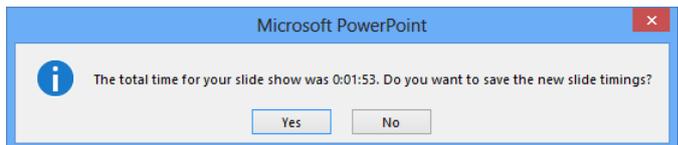
- 4 Click on **[Yes]** to save the timings, then click on the **VIEW** tab and select **Slide Sorter** in the **Presentation Views** group

The slides will appear in Slide Sorter view with the timings displayed below each slide...

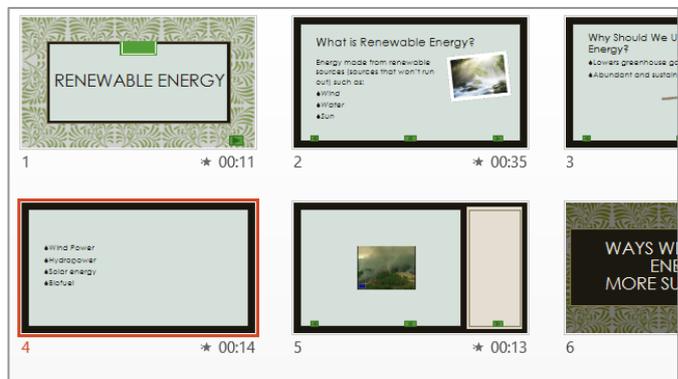
- 5 Switch back to **Normal** view



1



3



4

For Your Reference...

To **rehearse slide timings**:

1. Click on the **SLIDE SHOW** tab, then click on **Rehearse Timings** in the **Set Up** group
2. Read/rehearse the presentation, and click on **Next** to progress through each slide
3. Click on **[Yes]** to retain the timings

Handy to Know...

The **Recording** toolbar tools are as follows:

- **Next**: to move to the next slide
- **Pause**: to pause recording
- **Slide Time**: displays the timing; you can also type an exact timing into this box
- **Repeat**: to re-record the current slide.

KEYBOARD SHORTCUTS FOR NAVIGATING SLIDE SHOWS

PowerPoint provides you with numerous keyboard shortcuts that can help make your life easier while presenting a slide show, even if you have set up the slides to automatically advance

after a specified time. These shortcuts are detailed below.

To...	Press...
Start a presentation from the beginning	F5
End a presentation	Esc
Stop or restart an automatic presentation	S or +
Perform the next animation or advance to the next slide	N or Enter or Pg Dn or Space or → or ↓ or left-click
Go to the next slide if the next slide is hidden	H
Perform the previous animation or return to the previous slide	P or Pg Up or Back Space or ← or ↑
Go to slide #	# + Enter
Go to the first slide	Home
Go to the final slide	End
Go to the first or next hyperlink on a slide	Tab
Go to the last or previous hyperlink on a slide	Shift + Tab
Display a blank, black slide or return to the presentation from a blank, black slide	B or . (full stop)
Display a blank, white slide or return to the presentation from a blank, white slide	W or , (comma)
Redisplay hidden pointer and/or change the pointer to a pen	Ctrl + P
Redisplay hidden pointer and/or change the pointer to an arrow	Ctrl + A
Change pointer to eraser	Ctrl + E
Remove all on-screen annotations	E
Hide the pointer and navigation buttons immediately	Ctrl + H
Hide the pointer and navigation buttons in 15 seconds	Ctrl + U
Set new timings while rehearsing	T
Use original timings while rehearsing	O
Use mouse-click to advance while rehearsing	M

COPYING AND LINKING EXCEL CHARTS

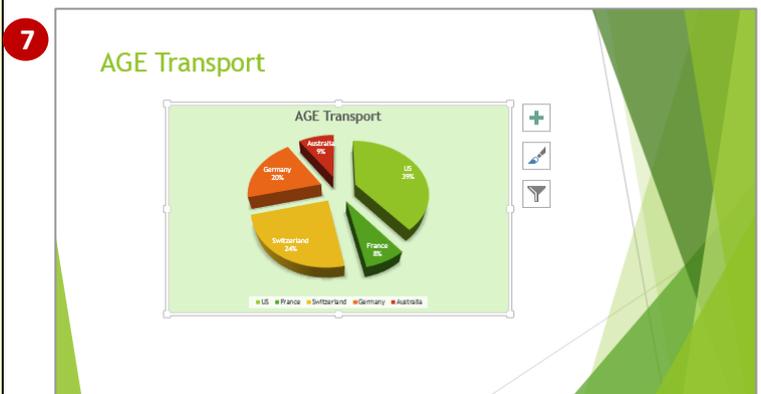
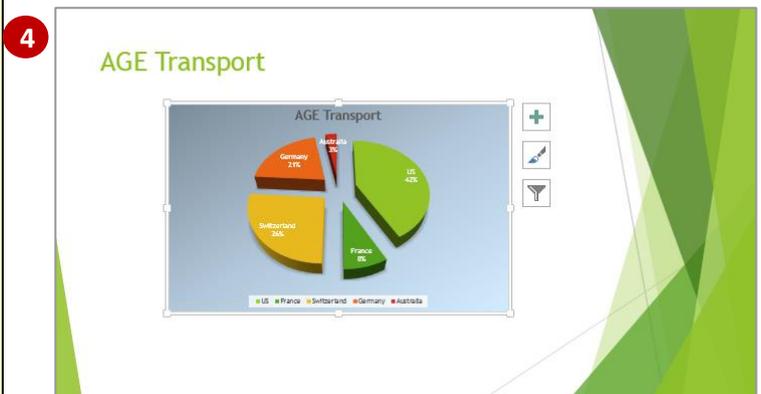
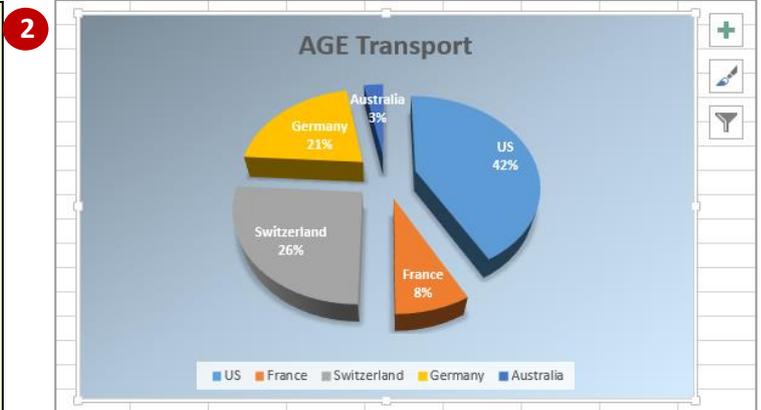
When you copy a chart from Excel and paste it into your presentation, the chart is linked automatically to the data in the external Excel worksheet – that is, the chart is inserted as a

linked object. To change the chart in PowerPoint, you must change the source worksheet in Excel. The Excel worksheet and chart is a separate file – it is not saved with the PowerPoint presentation.

Try This Yourself:

Same File. Continue using the previous file with this exercise, or open the file *P1323 Importing_4.pptx...*

- 1 Launch Microsoft Excel 2013 and open the file **P1323 Importing Charts.xlsx** in the course files folder
- 2 Click on the border of the chart to select it
- 3 Press **Ctrl** + **C** to copy it to the clipboard, then close Excel
- 4 In PowerPoint, click on **Slide 5**, press **Ctrl** + **V** to paste the chart, then drag to make it larger
The colours of the data series alter to conform with the presentation's theme, but the chart area hasn't...
- 5 Click on the **CHART TOOLS: FORMAT** tab, select the blue **Chart Area** and change the **Shape Fill** to **Dark Green, Accent 2, Lighter 80%** (row 2, col 6)
Let's edit the data...
- 6 Click on the **CHART TOOLS: DESIGN** tab, then click on **Edit Data** to open the source file in Excel
- 7 Type **10** in cell **B6**, press **Enter**, then close Excel saving the file – the Australian slice is now larger and the other pieces have moved to accommodate the change



For Your Reference...

To **copy** and **link** an **Excel chart**:

1. Select the chart in Excel
2. Click on **Copy** in the **Clipboard** group
3. Click on the slide in PowerPoint
4. Click on **Paste**

Handy to Know...

- When you create a chart in PowerPoint using, for instance, the **Insert Chart** icon, the Excel worksheet is saved with the PowerPoint file – that is, the Excel chart is **embedded** in your presentation.

CHECKING SPELLING

One of the most powerful tools in PowerPoint is **Spelling**. **Spelling** runs a spell check that highlights each misspelt word or instance of incorrect grammar and suggests a correction.

You can then accept the suggestion or make a correction of your own. Using it regularly before you print is an excellent practice to get into as it can help save a lot of paper.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P1306 Working With Text_2.pptx...

1

Click on the **REVIEW** tab

2

Click on **Spelling** in the **Proofing** group
The Spelling pane will open, displaying the first instance PowerPoint detects as a spelling error. In the example shown here, the word 'Project' is detected as being misspelt...

3

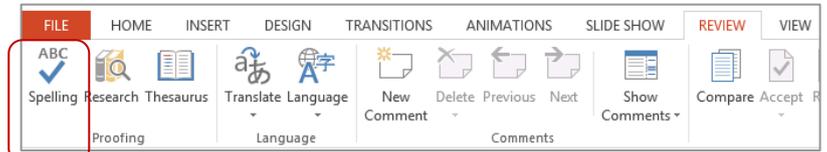
Click on **[Change]** to accept the highlighted suggestion
If there are more errors, the next error will be displayed – 'Competitive' is also misspelt...

4

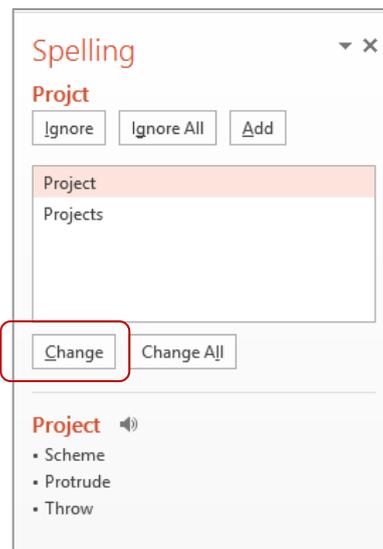
Click on **[Change]**
When errors have been reviewed, PowerPoint will advise that the spelling check is complete...

5

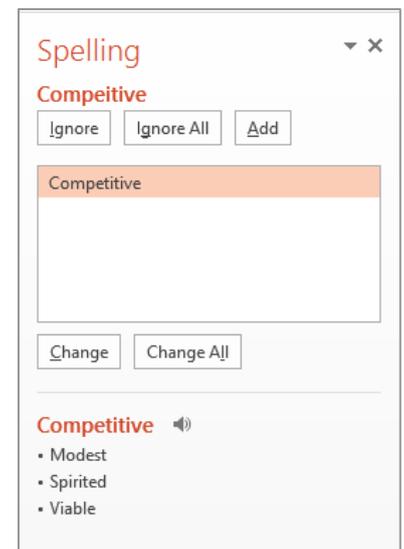
Click on **[OK]** to close the dialog box



1

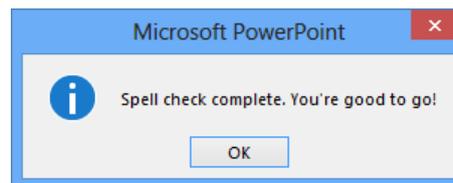


2



3

4



For Your Reference...

To **check** the **spelling**:

1. Click on the **REVIEW** tab
2. Click on **Spelling** in the **Proofing** group
3. Click on **[Add]**, **[Change]** or **[Ignore]** for each instance, until complete
4. Click on **[OK]**

Handy to Know...

- If there is a word in your document that PowerPoint doesn't recognise, such as a company name, you can click on **[Add]** to add it to the dictionary so that PowerPoint no longer recognises it as an error. Alternatively you can click on **[Ignore]** so that no changes are made to the word.

