Centre for Staff Development
& Technical Learning

Advanced PowerPoint 2010

Guide Book

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Advanced PowerPoint 2010

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1 External Content

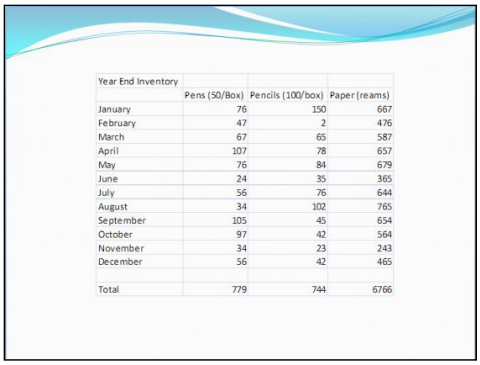
In this section, you will learn how to:

- Understand object linking and embedding (OLE)
- Link and embed copied data from external documents
- Resize and move OLE objects
- Edit OLE objects
- Maintain and update links
- Embed or link to an existing Excel chart
- Edit chart data & update a chart
- Create a new Excel chart within PowerPoint

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1.1 Link & Embed External Content

Understand Object Linking & Embedding



Year End Inventory			
	Pens (50/Box)	Pencils (100/box)	Paper (reams)
January	76	150	667
February	47	2	476
March	67	65	587
April	107	78	657
May	76	84	679
June	24	35	365
July	56	76	644
August	34	102	765
September	105	45	654
October	97	42	564
November	34	23	243
December	56	42	465
Total	779	744	6766

By default, if you simply copy and paste Excel worksheet data (i.e., data in cells) onto a PowerPoint slide, PowerPoint will convert the worksheet data into a PowerPoint table. You will be able to edit the table, but the data will no longer be in Excel format.

Object Linking and Embedding (OLE) allows content created in one program to retain its original format even from inside a different program—when linked or embedded, an Excel worksheet remains Excel data, and can be edited with Excel.

What are Linked Objects?

A *linked object* is created as a direct link to the original source file. The data continues to be stored in that original, external file, while PowerPoint simply stores enough information to locate and display the linked data. Linked objects can be updated to reflect changes made to the original file.

Because linked objects are not stored inside the PowerPoint document, they do not increase the size of the PowerPoint file very much. However, if you rename or move the linked file to another folder, your link will break.

What are Embedded Objects?

An *embedded object* is a *copy* of the original source file that is stored entirely inside your PowerPoint document, like the yolk inside an egg. PowerPoint maintains the original format of the data and allows you to edit it with the original application, but it does not maintain a connection to the original source file.

Because embedded objects are stored inside the PowerPoint document they do increase the size of the PowerPoint file, which might affect its performance during a presentation. If this becomes an issue, consider linking instead.

If you train yourself to think of linking as "linking *to*" external content and embedding as "embedding *within*" you will easily remember the difference between linking and embedding.

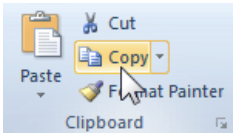
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Link or Embed Copied Data Using Paste Special

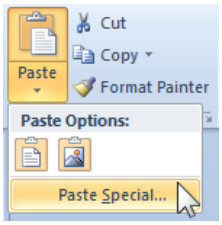
You can link to part of an external file—say, a few paragraphs from a Word document or a specific range of cells within an Excel worksheet. To do this, you will copy the data, and then use the Paste Special command to retain its original format when you paste it.

To link or embed part of a document:

1. **Open the document** containing the information you want to use.
2. **Select the information** that you want to link to or embed within PowerPoint.
3. Click **Home** ⇨ **Copy icon** *(Clipboard group)* – or use the equivalent command.

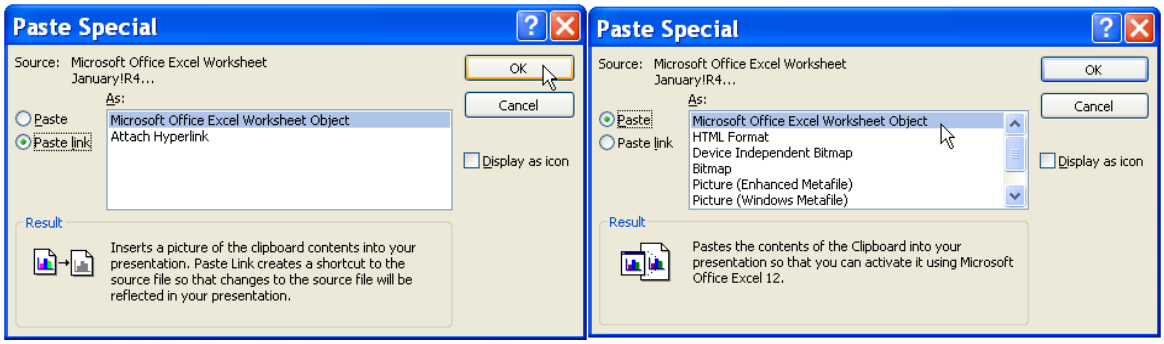


4. **Open your PowerPoint presentation** and **click in the slide** where you want the information to appear.
5. Click **Home** ⇨ **Paste down arrow** ⇨ **Paste Special** *(Clipboard group)*. The Paste Special dialogue box will appear.



6. Next, choose whether to link to or embed the copied data.
   - To link to the data, select **Paste link.**
   - To embed the data, select **Paste.**
7. In the **As:** box, click the entry with the word "object" in its name that corresponds to your data—e.g., **Microsoft Office Excel Worksheet Object.**

When you use the Paste option, you can embed the data in its original format, or you can change the format of the data; for example, you can convert the data to a picture.

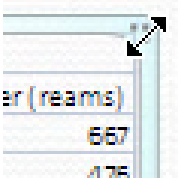


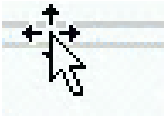
Resize and Move OLE Objects

Once your linked or embedded object is inserted, you can reposition and resize it and change its size.

- Click once in the object to see its bounding box.
- To change the size and shape of the object, click and drag any of the resizing handles (three dots).
- To move the object on the slide, click and drag in the middle of the object or in between the sizing handles.
- You can also cut, copy and paste linked objects from one slide to another within your presentation.

Year End Inventory			
	Pens (50/Box)	Pencils (100/box)	Paper (reams)
January	76	150	667
February	47	2	476
March	67	65	587
April	107	78	657
May	76	84	679
June	24	35	365
July	56	76	644
August	34	102	765
September	105	45	654
October	97	42	564
November	34	23	243
December	56	42	465
Total	779	744	6766





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Edit OLE Objects

Whether you link to an original file or embed a copy of it within your PowerPoint presentation, you can use the original application to open and edit it again. However, you cannot edit an OLE object while you are in Slide Show view.

To edit an object:

- Right-click on the object, point to **Worksheet Object** (or **Linked Worksheet Object**) and then:
    - Click **Edit** to open the object within the PowerPoint window. The PowerPoint ribbons will be replaced with the other application's ribbons while you are working on the object.

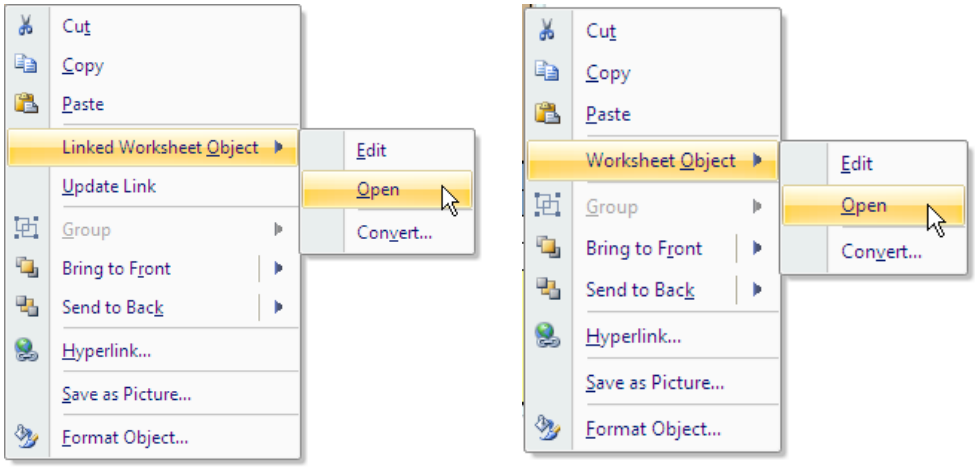
      When finished, save your work and click anywhere on your slide outside the object.

      You can also simply double-click within the object placeholder.
    - Click **Open** to open the object in a separate window.

      When finished, save your work and close the document window.

If the object was created as a link, PowerPoint will locate the original file and open it. It will also update the connection to the file so that you can see the latest revisions on your slide.

If the object is embedded, PowerPoint will open the embedded data with a generic title such as "Worksheet Object in Microsoft PowerPoint". The changes you make will appear only inside PowerPoint. The original file will not be opened or changed.



Maintain & Update Links

When you link to information from another document, it's important to maintain and update those links so that you see the most current version of the original data in your presentation.

Automatic Updates

Most linked content is set to update automatically when certain actions occur, such as opening, saving or printing your presentation file.

When you open a presentation file with links, PowerPoint may identify the links as a potential security issue.

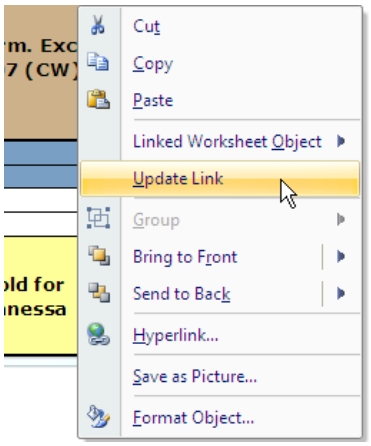
- Click **Update Links** to refresh the linked objects
- If you didn't expect there to be links, click **Cancel**



Update a Link Manually

Alternatively, you can update linked content at any time.

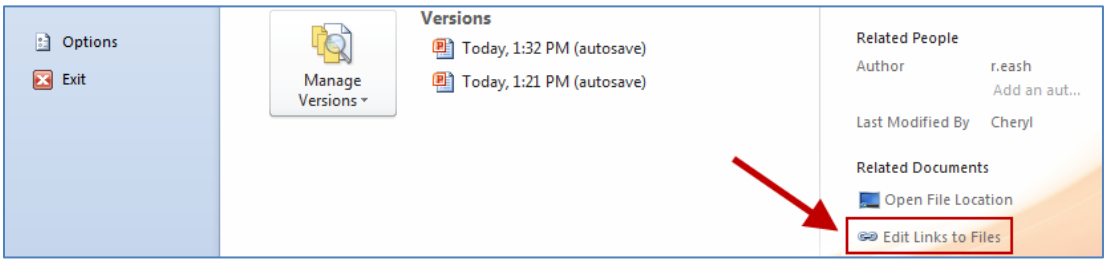
1. **Right-click** on a linked object
2. Select **Update Link** from the shortcut menu



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Edit Links to Files

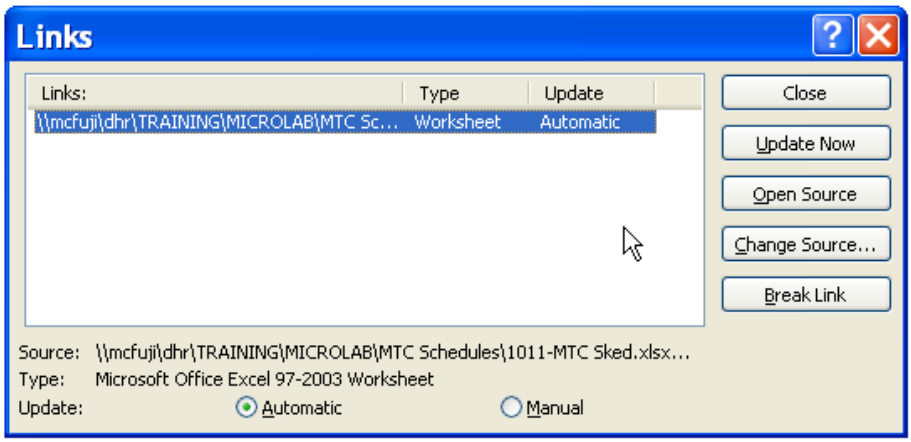
You can also update linked information and control other linking options using the Links dialogue.



To edit a link:

1. Click **File** ⇨ **Info** ⇨ **Edit Links to Files** (a link)

   The link is located near the bottom of the document properties, as shown above.



2. In the Links dialogue, click on the linked object that you want to edit.
3. Select an option:

Automatic/Manual *(radio buttons)*	Choose the update type. A link set to Manual will not update unless you force it to.
Close	Close the Links dialogue.
Update Now	Update the selected link now.
Open Source	Open the source file of the selected link.
Change Source	Link the selected object to a different source file (or correct a broken link).
Break Link	Break the link between the object and its source file. The object will remain in your presentation, but it will no longer be linked to its original data source file.

1.2 Charts

Using shortcuts on the paste menu, you can quickly link or embed an existing Excel chart, as well as match the chart formatting to your presentation file (or keep the original formatting). Alternatively, you can start a new chart directly within your PowerPoint presentation.

For detailed instructions on how to create and work with charts, please review the *Introduction to Excel 2010 Guide Book*.

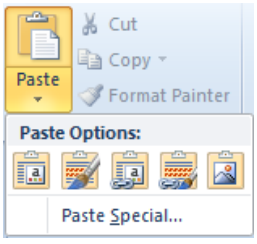
Embed or Link to an Excel Chart

To insert a linked Excel chart in PowerPoint 2010:

1. Open the Excel workbook and select the chart.



2. In Excel, click **Home** ⇨ **Copy** *(Clipboard group)*.
3. Open your PowerPoint presentation and select the slide that you want to insert the chart into.
4. In PowerPoint, click **Home** ⇨ **Paste down arrow** and choose one of the options.



Use Destination Theme & Embed Data

Keep Source Formatting & Embed Data

Use Destination Theme & Link Data

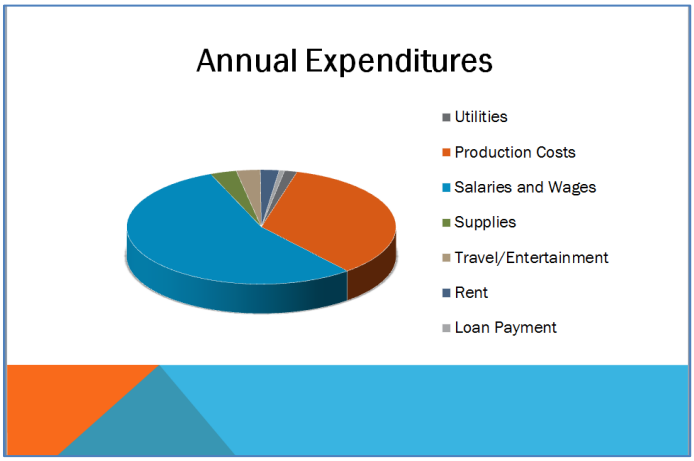
Keep Source Formatting & Link Data

Picture

- Select **use destination theme** to change the colours and formatting of the chart to match your presentation theme, or **keep source formatting** to preserve the original appearance of the chart.

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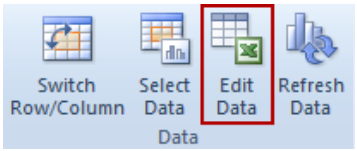
- Select **embed data** to copy the chart data into an embedded worksheet object within your presentation file, or **link data** to keep the chart linked to the data in the original workbook file.
- Select **picture** to convert the chart to a flat image – you won't be able to edit the chart data again.



Edit Chart Data & Update a Chart

To edit the chart data again:

1. **Select** the chart
2. Click **Chart Tools Design** ⇨ **Edit Data** *(Data group)*



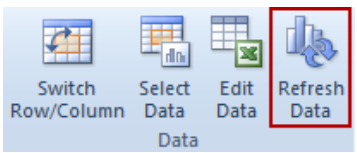
Or, you can right-click on the chart and select Edit Data.

If the chart is embedded, PowerPoint will open the embedded worksheet object as "Chart in Microsoft PowerPoint". If the chart is linked, PowerPoint will open the original source file.

3. **Edit** the data, then **save** and **close** the worksheet.

To update the data in a linked chart:

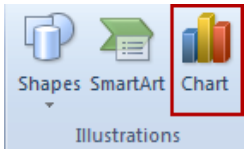
1. Select the chart
2. Click **Chart Tools Design** ⇨ **Refresh Data** *(Data group)*.



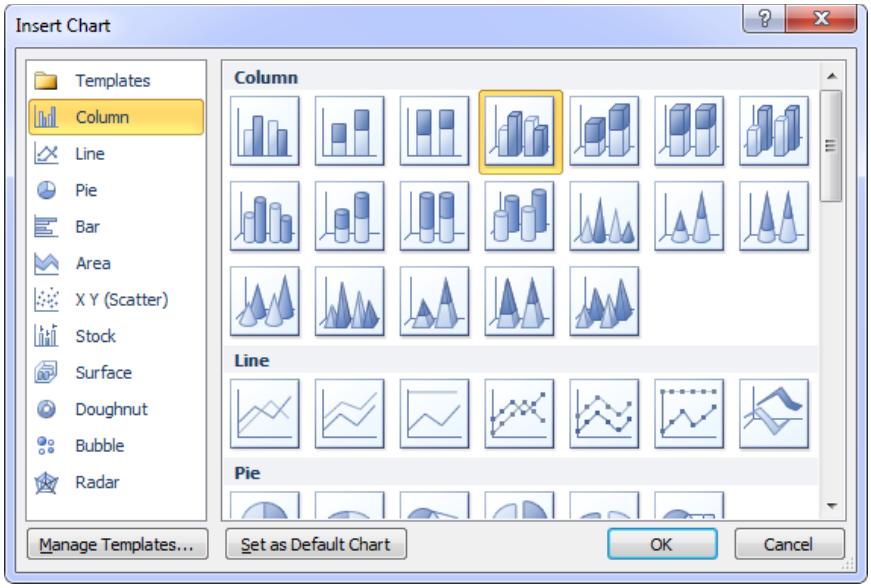
Create a New Chart

To start a chart within PowerPoint:

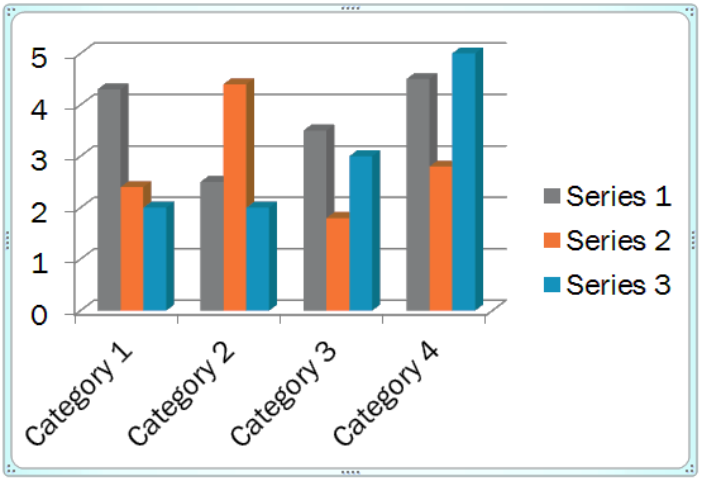
1. Click **Insert** ⇨ **Chart** *(Illustrations group)*.



2. In the Insert Chart dialogue, **select a chart** category and chart type and click **OK**.

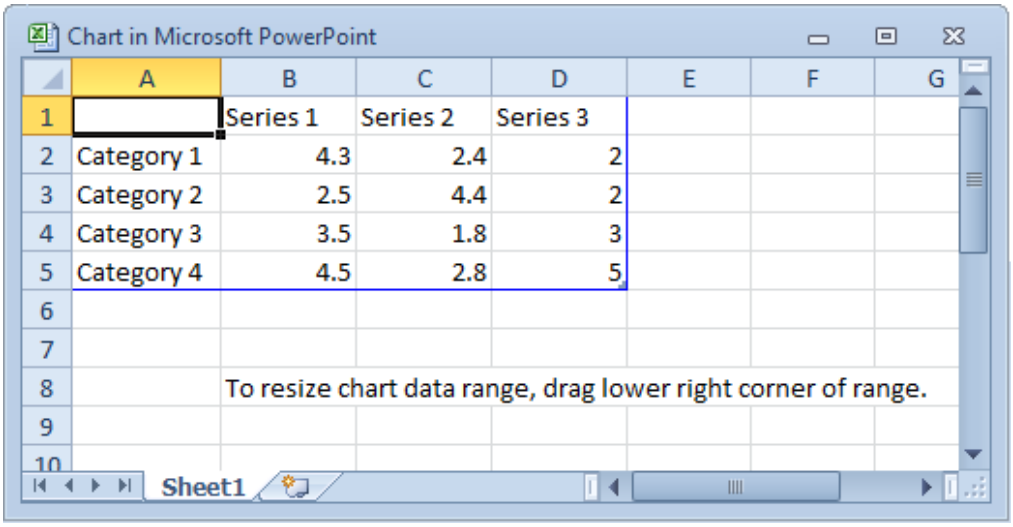


A chart will be placed on your slide, and an Excel window titled "Chart in Microsoft PowerPoint" will open: this is an **embedded worksheet** that contains the **sample data** that your new chart is based on.



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3. **Replace the sample data** with your own data. Only the data within the **blue boundary** will be used in the chart.



   - To add more rows and columns to the sample data, click and drag the lower right-hand corner of the blue boundary. You can also remove rows and columns this way.



   - If you have existing data, you can **resize** the blue boundary to fit your data, then **copy** your data from its original location and **paste** it into the sample data area.

4. When you are done entering your data, close the Excel worksheet.

5. In PowerPoint, click on the chart and use the Chart Tools ribbons—Design, Layout and Format—to edit the chart's settings.

   For detailed instructions, please review the Introduction to Excel 2010 Course Guide.

6. To edit the data again, click **Chart Tools Design** ⇨ **Edit Data** *(Data group)*.

   Or right-click on the chart and select ***Edit Data.***

2 AUDIO & VIDEO

In this section you will learn how to:

- Insert a video from a file
- Format a video placeholder
- Play a video
- Delete a video
- Make bookmarks
- Trim and/or fade the beginning and end of a video clip
- Control video playback options
- Insert sound from a file
- Record audio directly into PowerPoint
- Check your sound settings
- Narrate a presentation slide-by-slide
- Adjust slide timings
- Clear narration and timings
- Turn narration and timings off and on
- Optimize media compatibility
- Compress your media files

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2.1 Add Video from a File

Video file formats supported by PowerPoint include MPEG, AVI, and WMV. PowerPoint will also support QuickTime (MP4, MOV) or Flash (SWF) files if the QuickTime and Adobe Flash players are installed. In this lesson, you'll incorporate your own digital video recording file into a presentation, control movie options, and perform simple video editing within PowerPoint.

Embed or Link a Video

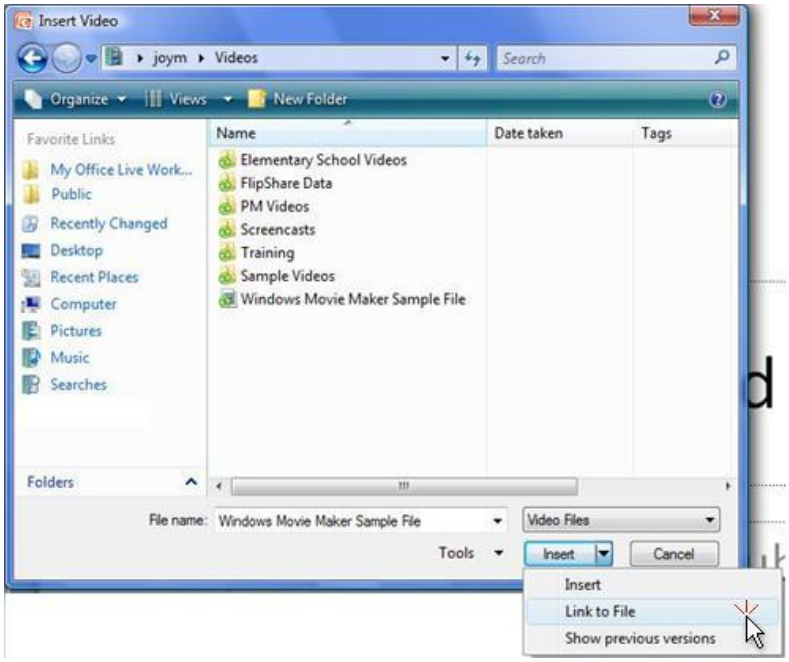
When you insert a video from a file, you have the choice of *embedding* the video directly into your presentation file, or *linking* to the original video file, keeping the size of your presentation file smaller. (If you're planning to link to videos, copy them into the same folder as your presentation before you link to them, to avoid broken links later.)

To insert a movie from a file:

1. **Click the slide** in which you want to embed a video.
2. Click **Insert** ⇨ **Video** *(Media group)*. Click directly on the video icon.



3. **Locate and click the video** and then:
   - To **embed** the video, click **Insert.**
   - To **link to** the video, click **Insert down arrow** ⇨ **Link to File.**



Video Placeholders

A video appears with resize and rotation handles just like other graphic objects. You can move, resize and rotate it the same as a graphic shape, or format it and arrange it on the slide using the commands on the Video Tools Format ribbon (see page 19).

If you make the video placeholder very large and your original video is low-resolution, your video may appear blurry on playback.



Play a Video

In Normal view, you can test-play a video using the *control bar* that appears below the video.



With the control bar you can:

- **Play** ▶ or **Pause** ❚❚ the video *(or use **Alt+P**)*
- Click a point on the **timeline** to jump there
- Move **forward** or **backward** ◀❙ ❙▶ in 0.25-second increments
- Adjust the playback **volume** 🔊

During your presentation, you just have to **click on the video** to play it. Clicking again will pause the video, and clicking again will restart playback.

In Slide Show view, you may only see the red timeline marker to indicate where you are in the video. You can force the media control bar to appear during playback—this will allow you to the volume during the presentation, or click ahead on the timeline.

- Click **Slide Show** ⇨ **Show Media Controls** checkbox *(Set up group)*



The media control bar appears only when you point to the video during playback, and is not as detailed as the control bar in Normal view.



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Delete a Video

To delete a movie:

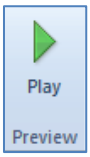
1. **Click** on the movie.
2. Press the **Delete** key.

Review the Video Tools Ribbons

When a video is selected, two Video Tools ribbons will appear: Format and Playback.

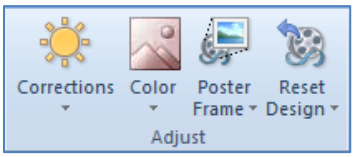
Video Tools Format Ribbon

Play



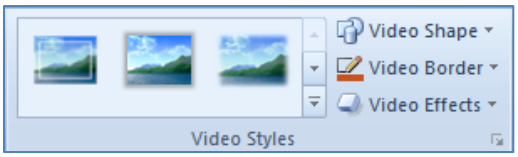
Preview the video as it will appear in the slideshow.

Adjust



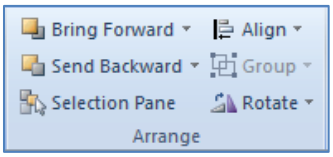
Make corrections to brightness and contrast, adjust the colour, add a preview image *(poster frame)*, or reset the design.

Video Styles



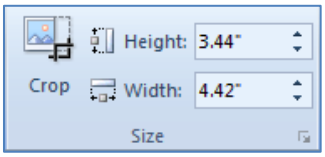
Format the video placeholder.

Arrange



Arrange, align and rotate the video object.

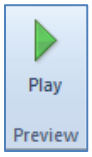
Size



Crop the video image, or resize the video object.

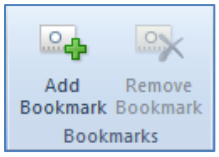
Video Tools Playback Ribbon

Play



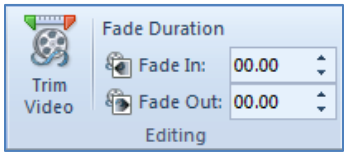
Preview the video as it will appear in the slideshow.

Bookmarks



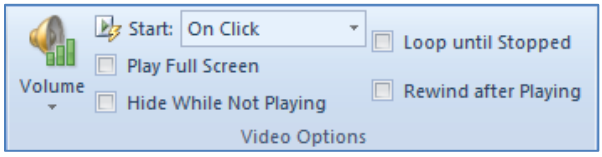
Add a bookmark along the video timeline.

Editing



Trim and/or add a fade effect to the beginning and end of the video.

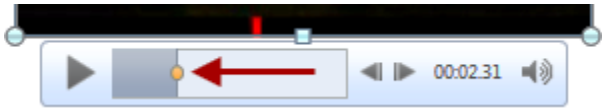
Video Options



Change the video clip's volume, and control video playback settings.

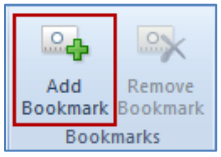
Make Bookmarks

Bookmarks allow you to mark significant points along the timeline of your video. During the presentation, you can click on a bookmark to jump directly to a specific point in the video. A bookmark appears as a small dot on the timeline.



To add a bookmark:

1. In the control bar, press **Play** ▶.
2. When you reach a point of interest, click **Pause** ❚❚.
3. Click **Video Tools Playback** ⇨ **Add Bookmark** *(Bookmarks group)*.



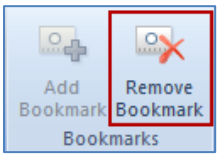
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To start playback from a bookmark:

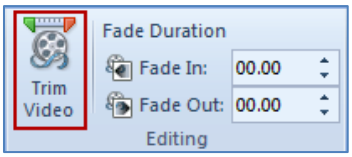
1. **Click the bookmark**.
2. Click **Play** ▶.

To remove a bookmark:

1. **Click the bookmark** that you want to remove.
2. Click **Video Tools Playback** ⇨ **Remove Bookmark** *(Bookmarks group)*.



Trim Video

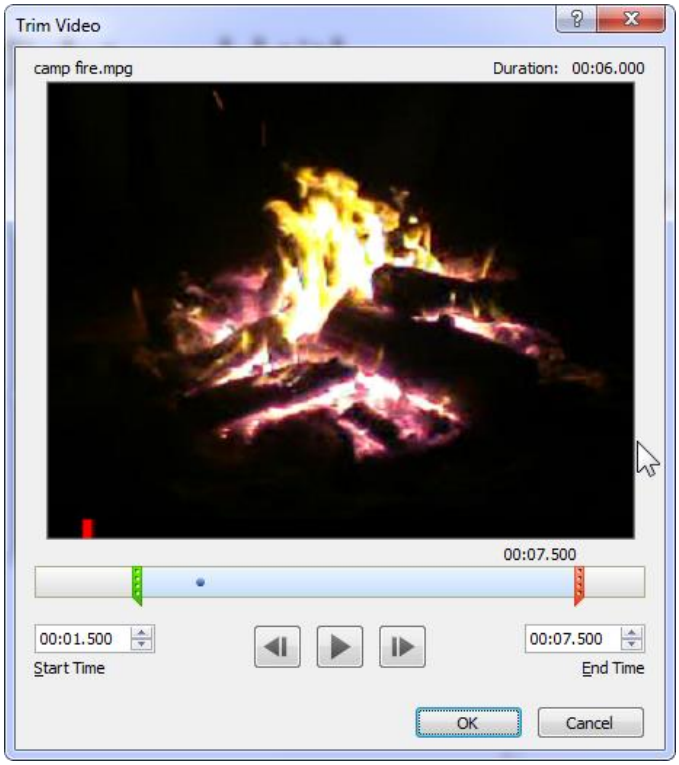


The Trim Video feature allows you to remove video from the beginning or end of the recording, to focus in on the part that's most important for your presentation.

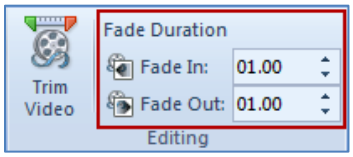
To trim a video:

1. **Select the video** on the slide.
2. Click **Video Tools Playback** ⇨ **Trim Video** *(Editing group)*.
3. In the Trim Video dialogue, **click and drag** the green **start point marker** to the new starting position for the video.
4. **Click and drag** the red **end point marker** to the new ending position.

   *You can also **enter a time** into the **Start Time** and **End Time** fields.*
5. Click **OK.**



Fade Video



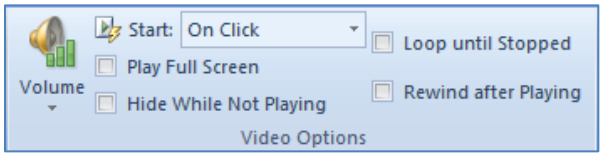
Fading in causes the image to start muted and gradually brighten over time at the beginning of the video, while *fading out* causes it to gradually become muted over time at the end of the video.

To add a fade in or out:

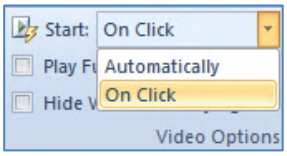
1. **Select** the video on the slide.
2. Click **Video Tools Playback**
3. In the **Fade In** box *(Editing group)*, click the up and down arrows to increase or decrease the Fade In time.
4. In the **Fade Out** box, click the up and down arrows to increase or decrease the Fade Out time.

   You can also type directly into the Fade In and Fade Out fields.

Video Options



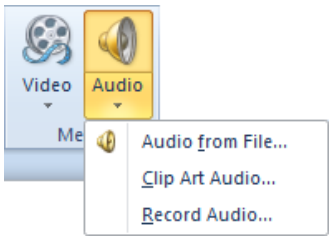
The Video Options group allows you to control playback settings for your video. Here's a summary of the options:

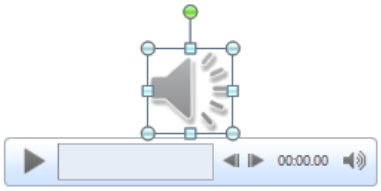
Volume	Set the relative volume for the video playback: low, medium, high or mute. You can also use the volume slider on the play control bar.
Start 	When set to On Click, you must click on the video to play it. When set to Automatically, the video will start playing as soon as the slide is displayed. During playback, click on the video to pause/restart it.

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Play Full Screen	Play the video so that it fills the entire screen when you deliver your presentation. Depending on the resolution of your original video file, it might appear blurry when you enlarge it—always test video in full screen before committing to this setting.
Hide While Not Playing	Hide your video until you are ready to play it. If you use this option, you must create an action button triggered animation to start the video, or you won't have any way of playing it!
Loop Until Stopped	Play the video continuously.
Rewind After Playing	Rewind the video to the first frame after playing.

2.2 Add Sound from a File





Adding sound to your presentation is very similar to adding video. You can embed or link to the audio, format the audio placeholder, play the audio in Normal or Slide Show view, make bookmarks, trim the audio, fade in and out, and control audio playback options. For all these tasks, please review *Add Video from a File* starting on page 17: just use **Insert** ⇨ **Audio** ⇨ **Audio from File…** to get started.

In this lesson, you'll briefly review the audio tools and learn to record audio.

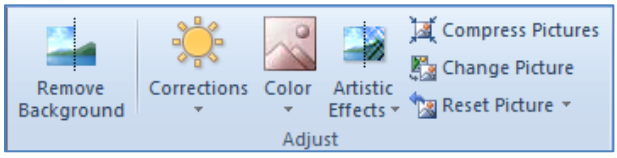
Review the Sound Tools Ribbons

An audio file is represented with a speaker icon, as shown above. When a sound is selected, two Video Tools ribbons will appear: Format and Playback.

Audio Tools Format Ribbon

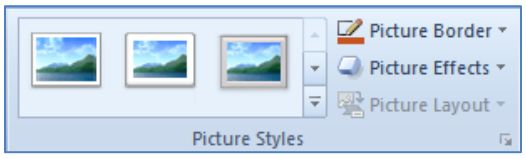
The Audio Tools Format ribbon is identical to the Picture Tools Format ribbon.

Adjust



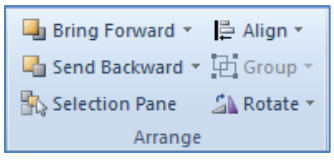
Adjust the placeholder image or reset it.

Picture Styles



Format the audio placeholder with a built-in border style.

Arrange

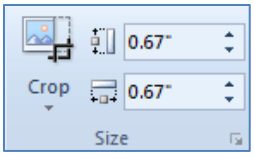


Arrange, align and rotate the audio object.

Size

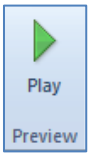
Crop the placeholder image, or resize the audio object.

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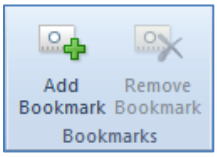
Audio Tools Playback Ribbon

Play



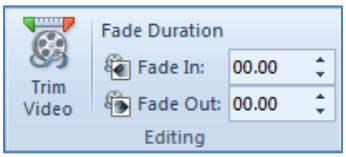
Preview the audio as it will sound in the slideshow.

Bookmarks



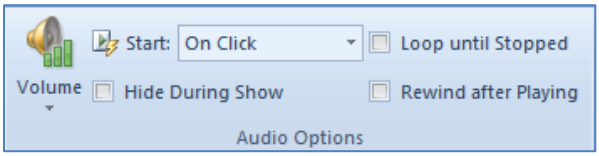
Add a bookmark along the audio timeline.

Editing



Trim and/or add a fade effect to the beginning and end of the audio.

Audio Options



Change the audio clip's volume, and control audio playback settings.

Start: Play across slides will play the sound as you continue to advance through slides in your presentation.

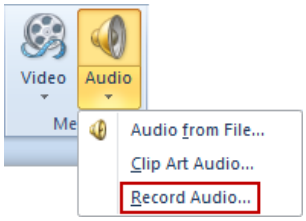
Record Audio

You can record a sound or audio directly from PowerPoint—you'll need a sound card, microphone, and speakers attached to your computer. The best device for recording your voice is an on-ear headset with microphone.

The method described here is suitable for recording occasional comments within the presentation; if you'd like to narrate the entire presentation, see *Narrate a Presentation* on page 86.

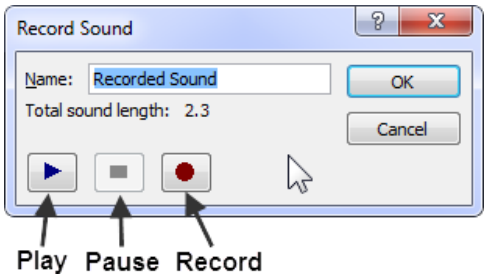
To record audio:

1. Ensure that your microphone/headset is **plugged in.**
2. **Select the slide** to which you want to add recorded audio.
3. Click **Insert** ⇨ **Audio down arrow** ⇨ **Record Audio**



If the Record Audio command is grayed out, check your sound settings (see page 27), and quit and restart PowerPoint.

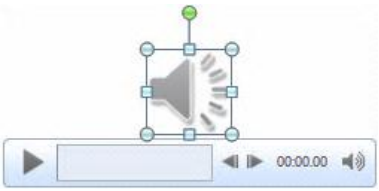
4. Click Record to begin recording.



5. You may pause at any time, and while you are paused, you can play what you have recorded so far.

   If you click Record again, what you record will be *appended* to what you have already recorded.

6. **Type a name** for the recorded sound into the **Name:** text box.
7. Click **OK.**
8. The recorded audio will be inserted on the slide with an audio icon.



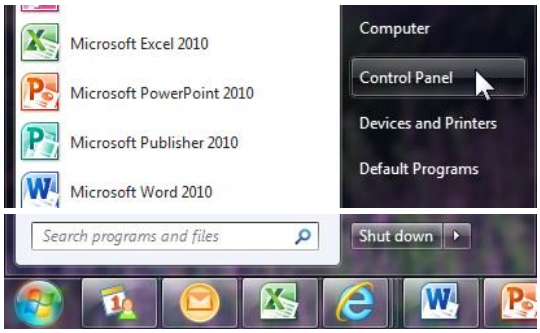
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Check Sound Settings

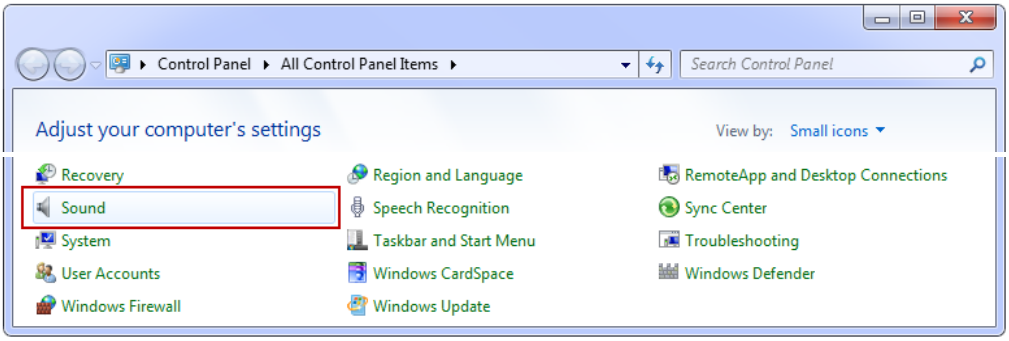
Ideally, Windows will install the software it needs to operate your microphone or headset when you plug it into your computer system. But if things aren't working as expected, you may need to check your Sound control panel to make sure that Windows recognizes your device and is set to use it for recording and playback.

To check your sound settings on most Windows systems:

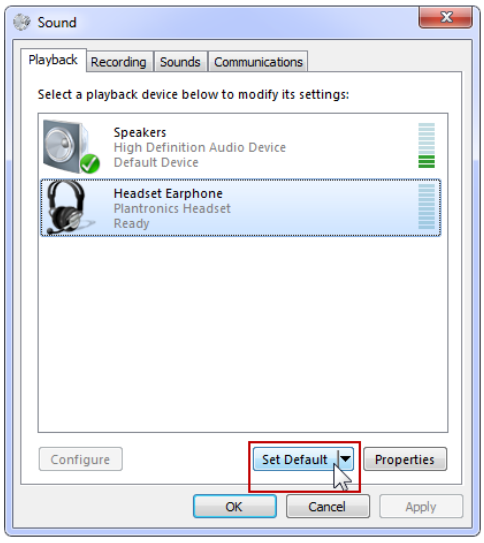
1. Click **Start** ⇨ **Control Panel**

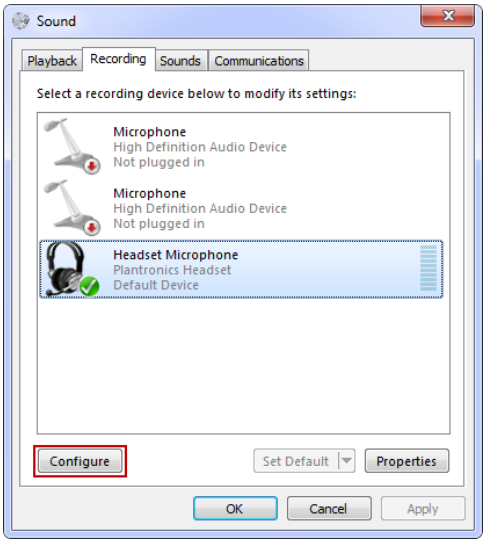


2. In the Control Panel window, click **Sound**

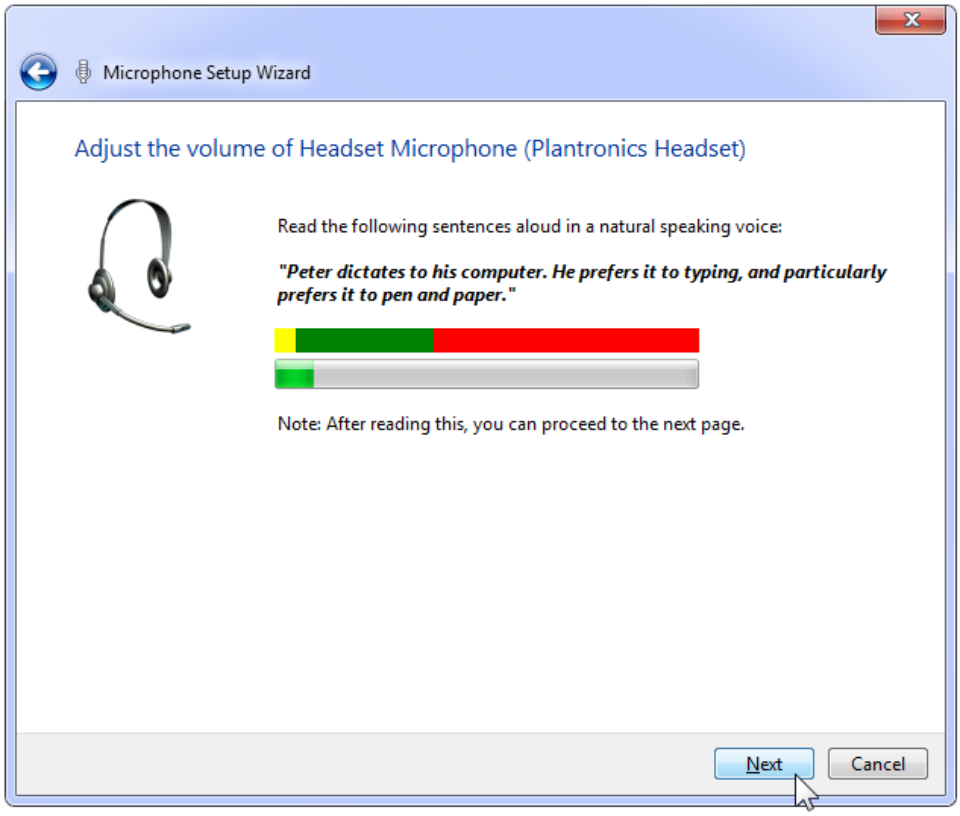


3. In the Sound window, check the settings on the **Playback** and **Recording** panes



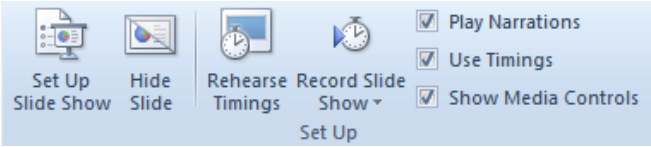


- To change the default playback or recording device, click on the device name and click **Set Default**
- To test your microphone, click the **Recording** tab ⇨ **Configure** button ⇨ **Set up microphone** link, and follow the step-by-step instructions



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2.3 Narrate a Presentation



If you expect people to view your presentation on their own, you might consider adding narration to some or all of the slides to enhance their experience. Once narrations are recorded, you can choose whether to show the presentation with or without the recorded narration, depending on what the situation calls for.

- You can only create voice narrations if your computer is equipped with a sound card, speakers and a microphone.
- Any other sounds that are set to play *automatically* when a slide is loaded will not play when "play narrations" is turned on.
- Other sounds will still play when clicked.

This lesson will teach you how to record and delete voice narration.

If you're making a presentation with narration, consider using your notes pages to include a *text transcript* of your narration. This will make the narrated content accessible to people who don't have a sound card on their computer, or who are hearing-impaired.

Record Narration

PowerPoint will prompt you through recording each slide. You can begin with any slide in your presentation, stop and start recording as often as you need to, and start over for any slide if you stumble over your words. You can re-record any slide afterwards, too.

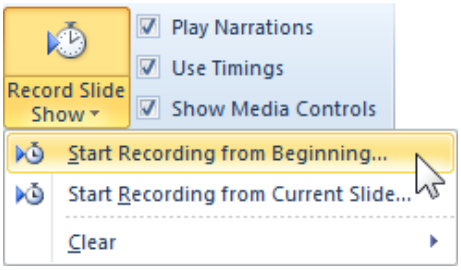
To record narration:

1. Ensure your microphone is set up and in working order. For instruction, please see *Check Sound Settings* on page 27.

   You may need to close and re-open PowerPoint before your microphone is detected.

2. Click **Slide Show ⇨ Record Slide Show down arrow ⇨ Start Recording from Beginning**

   You can also start recording from the currently-selected slide.

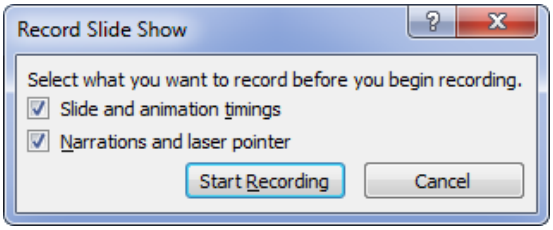


3. In the Record Slide Show dialogue, select what you want to record:

   - **Slide and animation timings:** records the amount of time you spend on each slide, and the times of animation steps and triggers.

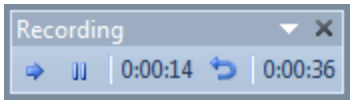
     Record timings if you want the option of having the presentation run so that the slides advance automatically after your narration.

   - **Narrations and laser pointer:** records your voice and any use of the laser pointer feature (the laser pointer is not documented in this guide).



4. Click **Start Recording.**

5. The first slide to be recorded will be displayed, and the Recording dialogue box will appear.



6. The Recording dialogue indicates the total time recorded for this slide, as well as the total time recorded for the presentation so far. While recording you can click:

Next	Move to the next slide (finish recording the current slide). You can also move to the next slide by clicking or using any other usual method.
Pause	Pause recording. When you resume, what you record next will be added to what you already recorded for this slide.
Repeat	Restart recording this slide. What you have already recorded will be erased.
Close	Quit recording at any time. You can also press ESC or right-click the slide and select End Show.

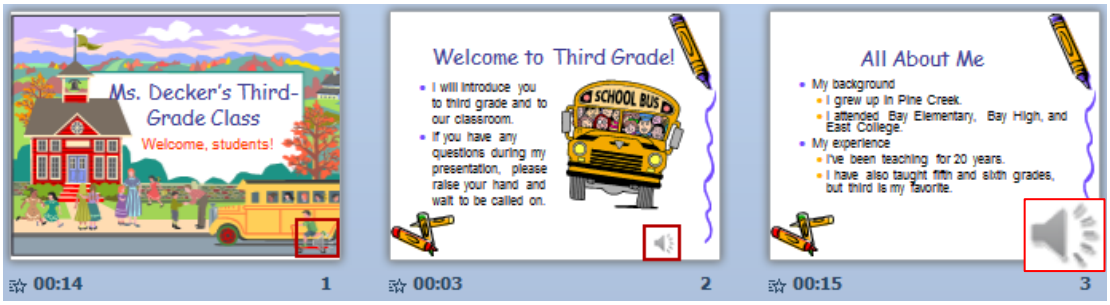
7. When you are finished recording a slide, press Next to record the next slide.

   If you want the audience to have extra time to look at the slide after you finish speaking, you can wait for a while before clicking next, or adjust the slide timing later.

8. When finished recording slides, click the Close button or press ESC to quit.

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You will be returned to Slide Sorter view, with timings (if you recorded them) displayed beneath each slide you recorded. An audio icon appears on each slide with narration. As with any sound, you can either click the icon to play the sound or set the sound to play automatically.



Re-record Narration

You can re-record any of your narrations at any time.

1. Select the slide that you want to re-record.
2. Click **Slide Show** ⇨ **Record Slide Show down arrow** ⇨ **Start Recording from Current Slide**
3. Record the slide.

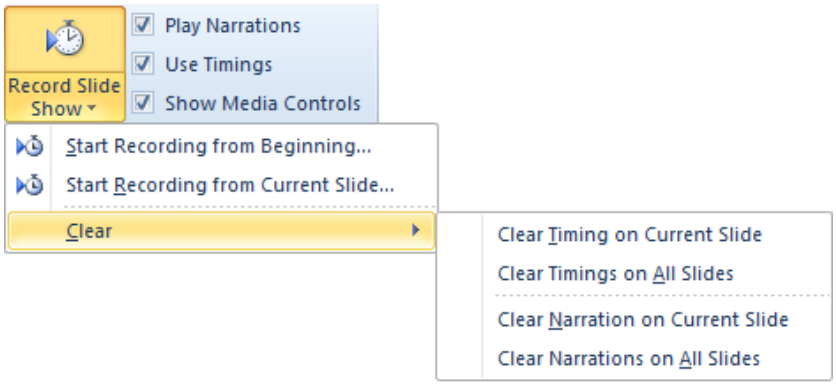
   The new recording will replace the old one.
4. Press ESC at the end of the slide to quit recording.

   You can also continue to the next slide to re-record it as well – but do not advance to the next slide if you don't plan to re-record it!

Clear Narrations & Timings

You can clear narration and timings from the current slide or all slides using the Record Slide Show menu:

- Click **Slide Show** ⇨ **Record Slide Show down arrow** ⇨ and select.



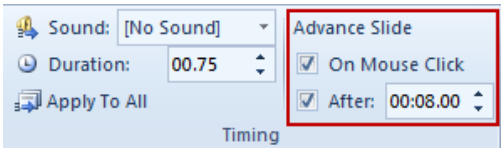
You can also delete a narration from a slide by deleting the audio icon.

Adjust Slide Timings

Slide timings can be used to have slides advance automatically after the given interval has passed. You can set slide timings manually for each slide, or record them while narrating, as shown above. You can also create slide timings with the **Rehearse Timings** command. Once slide timings exist, the timing for each slide can be adjusted.

To see and adjust the timing for a slide:

- Click **Transitions** ⇨ and **edit the time** in the **After** field *(Timing group)*



- If both **On Mouse Click** and **After** are selected, the slide will advance when the mouse is clicked or the time has elapsed, whichever comes *first*.

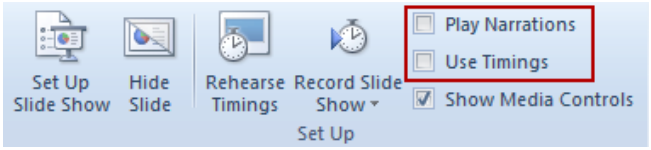
Slide timings can be used in a variety of ways, depending on the choices that you make on the settings for each slide and when setting up the slide show—for more, see *Set Up Slide Show* on page 90.

Turn Narrations and Timings Off & On

Turning off narration and timings does not delete them from the presentation; you can play the show without one or both of them and turn them back on later.

To turn off narration:

- Click **Slide Show tab** and **clear** one or both of the checkboxes *(Set Up group)*:
  - **Play Narrations**
  - **Use Timings**



When you uncheck Use Timings, the **Transitions** ⇨ **After** timing checkbox will be deselected for every slide. You can turn the setting back on for individual slides as needed, or turn it back on for all slides by reselecting **Use Timings** on the Slide Show ribbon.

Similarly, when **Play Narrations** is deselected, you can still play the slide narrations by clicking on the sound icons, or you can set some of them to play automatically when the slide is loaded.

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2.4 Manage Your Media Content

It's important to manage multimedia content so that your presentation will play smoothly. PowerPoint's Backstage View offers two commands for managing multimedia: **Optimize Compatibility** and **Compress Media.**

Optimize Media Compatibility

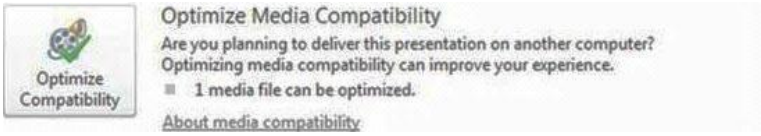
If any of the media in your presentation was inserted in a format that could cause problems when played back on a different computer, the Optimize Compatibility feature will offer to convert it to a more broadly compatible format for you.

The following situations can cause playback issues:

- Videos were inserted using an earlier version of PowerPoint[1]
- Videos are linked to external files that may go missing when you move the presentation (you'll be asked if you want to embed them, and break the link)
- You created the presentation with Microsoft Windows-specific media file formats, but are presenting it on an Apple computer

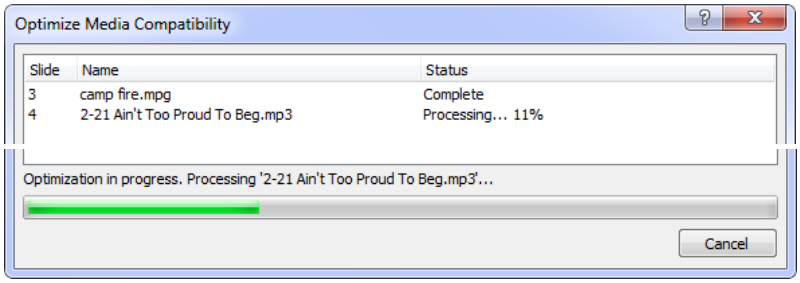
To optimize compatibility:

1. Click **File** ⇨ **Info** to open Backstage view.
2. Look at the Optimize Compatibility button—it will display a summary of the media files that can be optimized.



3. Click **Optimize Compatibility** to proceed. You'll see a summary of the optimization in progress.

   If any of your media is linked to an external file, you will also have the opportunity to convert the external link to an internal embedded media file.



[1] If you convert an older PowerPoint presentation to the PowerPoint 2010 .pptx format, any media files that are linked to your presentation will become embedded in the converted file.

Compress Your Media Files

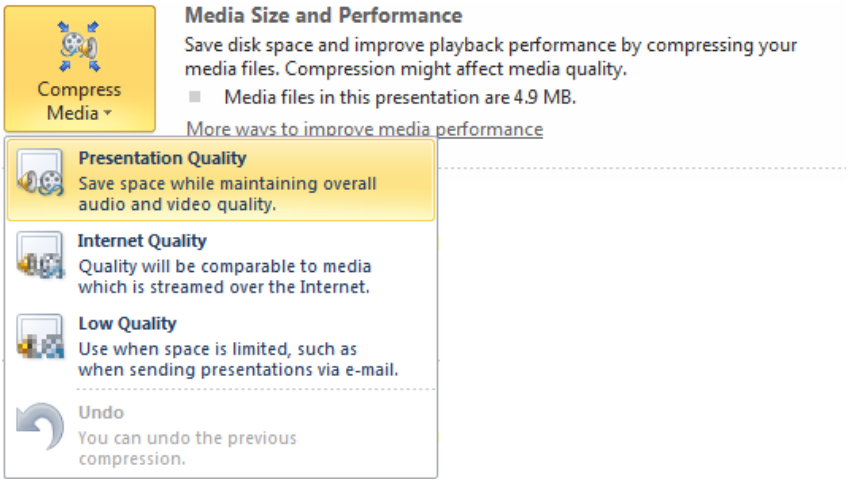
You can improve playback performance and save disk space by compressing your media files. You have the choice of three compression quality levels: presentation quality (high), internet quality (medium) or low quality.

Compressing saves space, but it always results in some loss of quality: the lower the quality level, the smaller the file size.

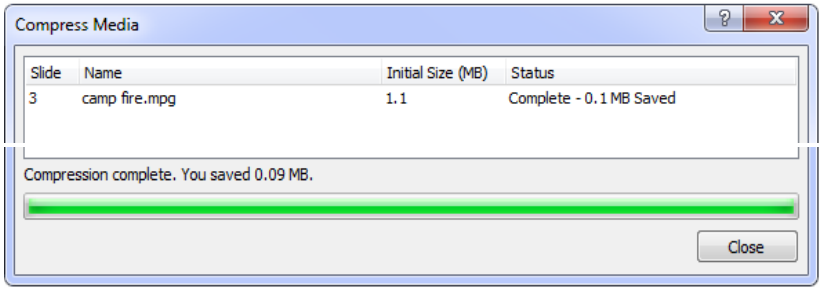
Always keep an *uncompressed copy* of your presentation file. Use this as your master copy, and do all your editing there. When you want to compress the file to take with you to a presentation or to post online, **make a copy** of your master file and compress the copy.

To make a compressed copy of your presentation file:

1. **Open the presentation** that contains the audio or video files
2. Use **Save As** to make a copy of the presentation file
3. In the copy, click **File** ⇨ **Info** ⇨ **Compress Media,** and **s**elect a **quality level**



A Compress Media progress window will open.



If you have other kinds of issues with media playback, such as stuttering or choppy video, click the link **More ways to improve media performance** (next to the Compress Media button on the Info page) for some additional suggestions.

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3 ADVANCED EDITING

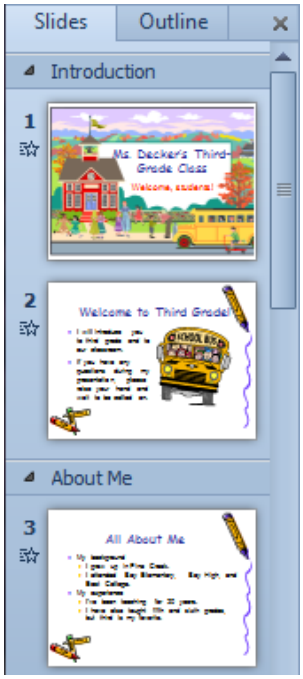
In this section, you will learn how to:

- Use sections to organize a presentation
- Collapse and expand sections
- Move a section
- Remove a section
- Use sections when presenting
- Reuse slides from another presentation file

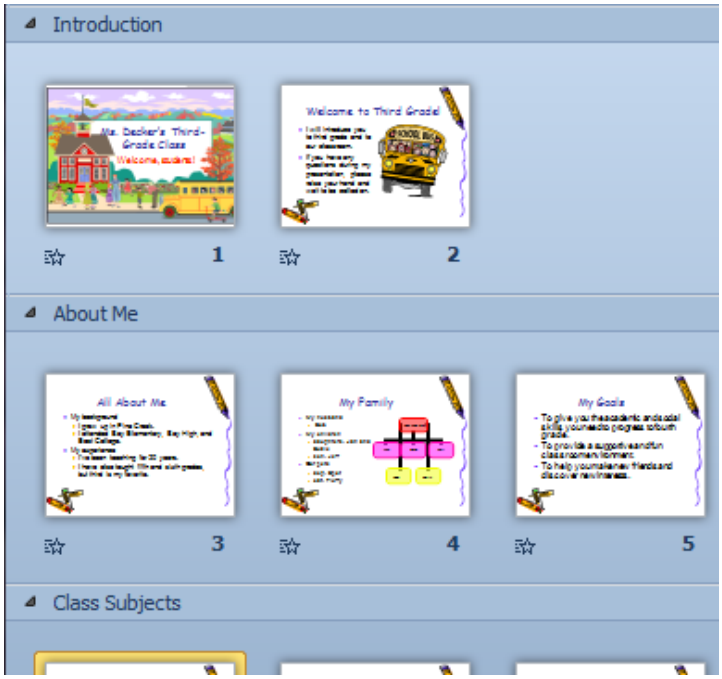
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3.1 Sections

PowerPoint 2010 allows you to organize your slides into sections, making it easier to locate and reorganize specific groups of slides. You can view sections in the slides pane in normal view, and in the slide sorter view. You can also jump directly to a specific section while you are presenting.



Slides Pane



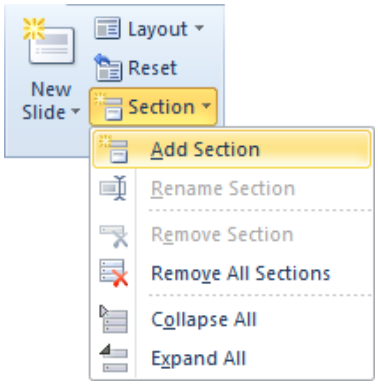
Slide Sorter View

Add a Section

You can add a new section in either Normal view or Slide Sorter view.

1. **Click** in the position where you would like a new section label to appear.
2. Click **Home** ⇨ **Section** ⇨ **Add Section** *(Slides group).*

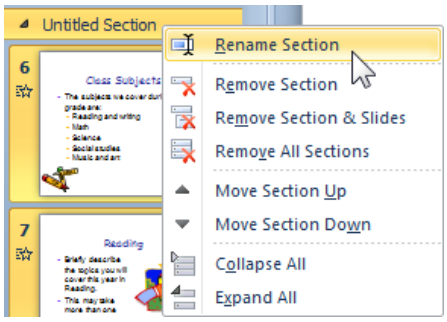
   You can also right-click in between slides and select Add Section from the shortcut menu.

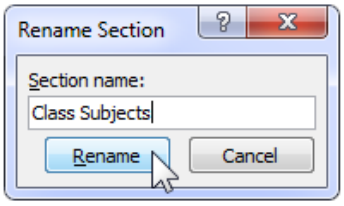


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An "Untitled Section" label will appear. The slides between the new section label and the next one in the presentation are now part of the new section.

3. **Right-click** the untitled section label and select **Rename Section.**
4. **Enter a name** and click **Rename.**





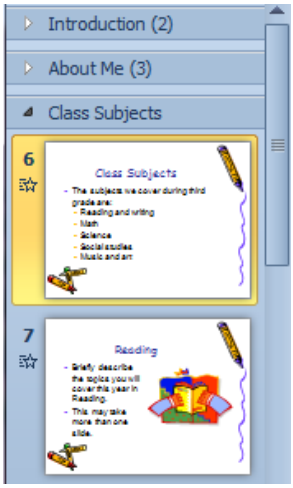
Collapse/Expand a Section

You can hide or show all of the slides within a section, or collapse or expand all of the sections within the presentation at once.

To collapse or expand a single section:

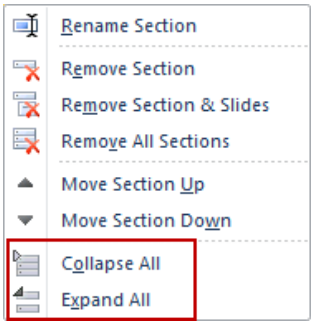
- Click on the twisty triangle icon next to the section name.

  When a section is collapsed, the number of slides in the section is displayed next to the section name.



To collapse or expand the entire presentation:

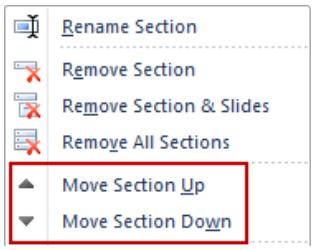
- Right-click on any section label and select either Collapse All or Expand All.



Move a Section

To move a section of slides within the presentation:

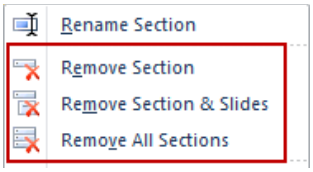
- **Right-click** the section that you want to move, and then click either **Move Section Up** or **Move Section Down.** All of the slides in the section will be moved.



Remove a Section

To remove a section from the presentation:

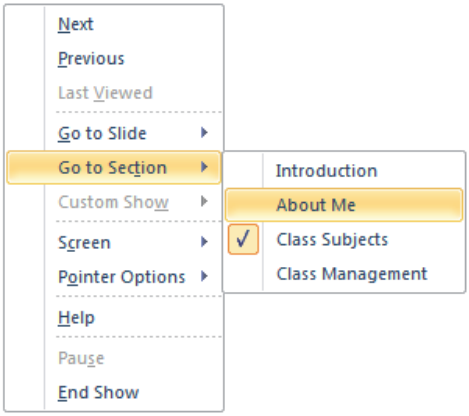
- **Right-click** the section that you want to remove, and then click one of:
  - **Remove Section** to remove the section label but keep the slides.
  - **Remove Section & Slides** to remove the section and all of its slides.
  - **Remove All Sections** to remove all of the sections in the presentation file.



Go to a Section in Slide Show View

To use sections to navigate while presenting:

- **Right-click** on the presentation slide, point to **Go to Section** and **select the section** that you want.



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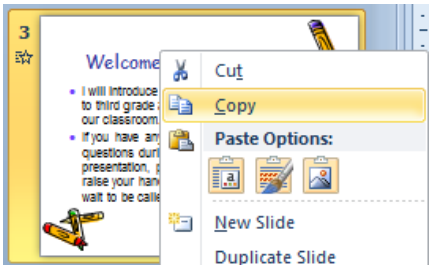
3.2 Reuse Slides from Another Presentation

If you want to use slides that are stored in another PowerPoint document, you can *copy and paste* the individual slides from one window into the other, using *paste options* to control the formatting of the pasted slide. Alternatively, you can import those slides from one presentation file into another with the *Reuse Slides* command.

Copy & Paste Slides

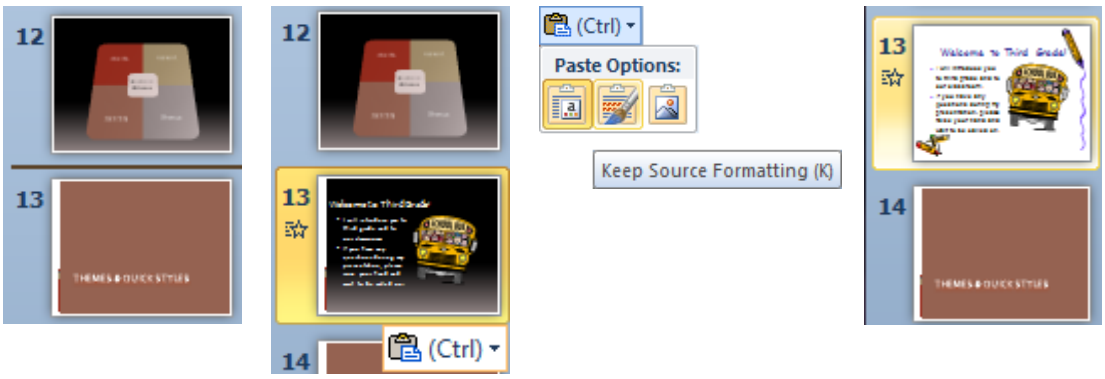
To copy and paste slides between two presentations:

1. **Open** both presentation files.
2. In the first presentation file, **select** and **copy** the slide(s) you want to reuse.



3. In the second presentation file, go into the slides pane or slide sorter view and click in the location where you want the copied slides to appear.
4. Click **Home** ⇨ **Paste** or type **Ctrl+V.**

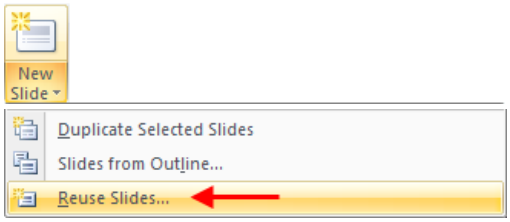
   By default, the pasted slides will be reformatted to match the new presentation.
5. If you want to preserve the slides' original formatting, click on the **Paste options** button (Ctrl) and select **Keep Source Formatting.**



Reuse Slides

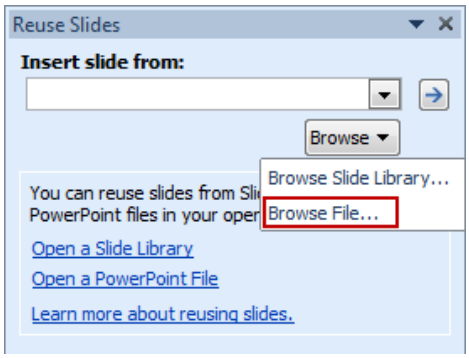
To reuse slides:

1. Open the file you want to add the existing slides to.
2. Click **Home** ⇨ **New Slide down arrow** ⇨ **Reuse Slides…**

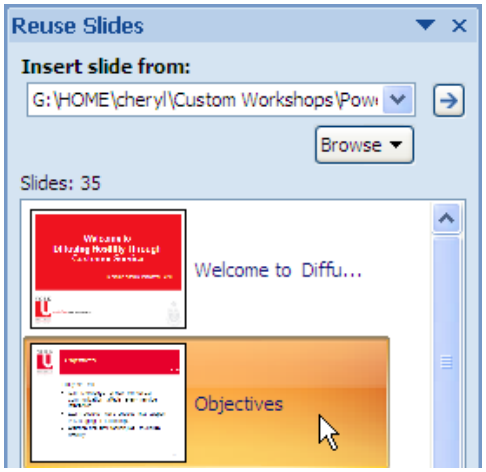


The Reuse Slides task pane will open.

3. Click **Browse** ⇨ **Browse File,** and **open** the file with the slides you want to reuse.

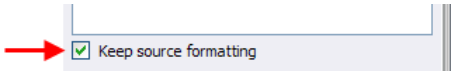


Click a slide to import it as a new slide in your presentation.



By default, the inserted slide will be reformatted to match the new presentation.

4. To maintain the original design, click the **Keep source formatting** checkbox at the bottom of the task pane *before* you import the slide:



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4 ADVANCED GRAPHICS

In this section, you will learn how to:

- Group graphic objects
- Select a group
- Select an object within a group
- Ungroup and regroup objects
- Add alternative text to images
- Use the Accessibility Checker
- Display the grid
- Control "snap to" settings
- Work with dynamic smart guides
- Understand stationary drawing guides

4.1 Group Multiple Objects

In the Introductory/Intermediate PowerPoint 2010 course, you learned how to insert various kinds of illustrations, and how to arrange and layer graphic objects on a slide.

Once you have arranged a set of objects in a specific way, you may want to preserve the arrangement so that you don't accidently change it. When you *group* a set of objects, you can flip, rotate, move, resize, and copy all the items at one time as though they were a single item—but you can still select and work with individual items as well.

Group Objects

If a shape is inside a placeholder, you may find that the Group command is not available when that shape is selected. Move the shape out of the placeholder and try again.

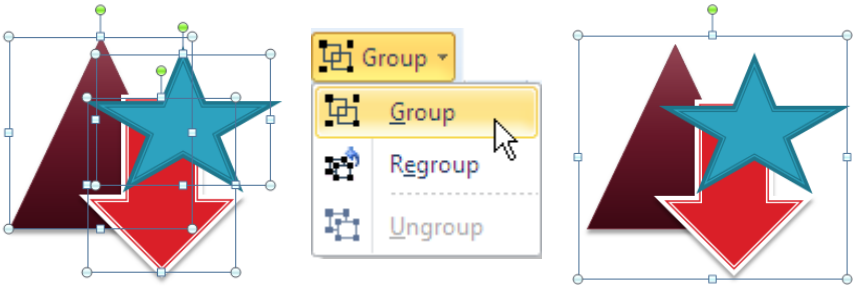
To group shapes:

1. Select the shapes or other objects that you want to group.

   *Click on the first shape then **Shift+Click** on each subsequent shape. Or, click and drag around the shapes you want to select.*

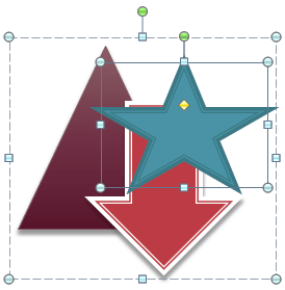
2. Click **Home** ⇨ **Arrange** ⇨ **Group** ⇨ **Group** *(Arrange group)*

   You can also find the group command in the Format ribbon for the type of object you are working on, or by right-clicking on any of the selected objects.



Select a Group or Object

When you click *once* on a grouped object, the selection border will appear around the entire group and any repositioning, editing or formatting that you do will apply to all of the objects in the group.



You can still select a single shape or object within the group to work on it individually:

1. **Click once** to select the group.
2. **Click again** on the individual item you want to work on.

When the shape has its own solid selection border, you can format it individually.

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Ungroup & Regroup Objects

To make some kinds of changes, you may want to ungroup the shapes:

- Select the group and select **Ungroup** from the Group menu.
- To re-assemble the original group, select any one of the shapes that were previously in the group and select **Regroup** from the Group menu.

Grouping Strategies

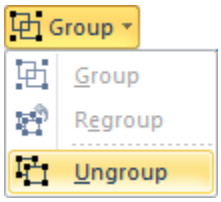
You will find that it's easiest to group together objects of the same type: all clip art, all AutoShapes, and so on. If you select several unlike objects (a text box, a picture and some shapes), you may find the Group command greyed out. Here are some tips that may help:

- Group the like objects together first, then group the resulting groups together.
- If something that looks like a clip art illustration won't group together with other clip art or shapes, try this:

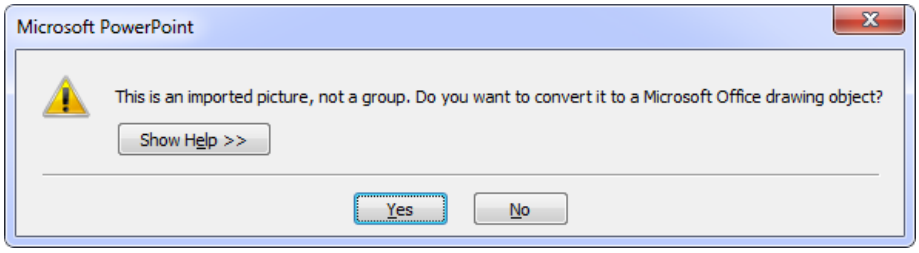
1) **Select** the graphic.



2) Click **Picture Tools Format** ⇨ **Group** ⇨ **Ungroup** *(Arrange group)*



3) You'll be asked if you want to convert the object into a Microsoft Pffice Drawing Object. Click **Yes.**



4) The image will be broken into individual shapes that behave like a regular group. You should now be able to group it together with other objects.



- By ungrouping a clip art image as shown above, you can even reformat or recolour the shapes within the clip art!



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4.2 Accessibility

If you plan to distribute your PowerPoint document electronically, keep in mind that people with differing abilities may need to access the content—for example, how will a visually impaired user learn what is conveyed by the images in the presentation? In this lesson, you will learn about features that help you to make your electronic documents more accessible to users with disabilities.

What is Alternative Text?

One simple way to increase the accessibility of a presentation is to add *alternative text* (or *alt text*) descriptions for any images or multimedia that you've used. Even a user without their sight can access a text-based description through screen reader software.

Adding alternative text is important for accessibility for *any* document that is to be distributed electronically, in any format. Good alternative text:

- Is *succinct.* For most items, it should be a few words or a short phrase, not sentences. For images that demand more explanation, include *both* a brief title (e.g., "Revenues 2012") and a longer description—or consider including a detailed explanation in the presenter's notes, where everyone can read it.
- Describes the *function* or *purpose* of an image in preference to its appearance. For example, "next page" is preferable to "right arrow", and "go to home page" is preferable to "icon of a little red house".
- Is especially brief for images that are purely decorative. For example, images used as bullets might have the alt text "*".

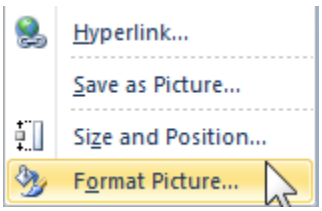
Double-check your alt text to ensure that it is clear and useful—try reading your page aloud with the alt text in place of the images.

Add Alternative Text

To add alternative text to an object:

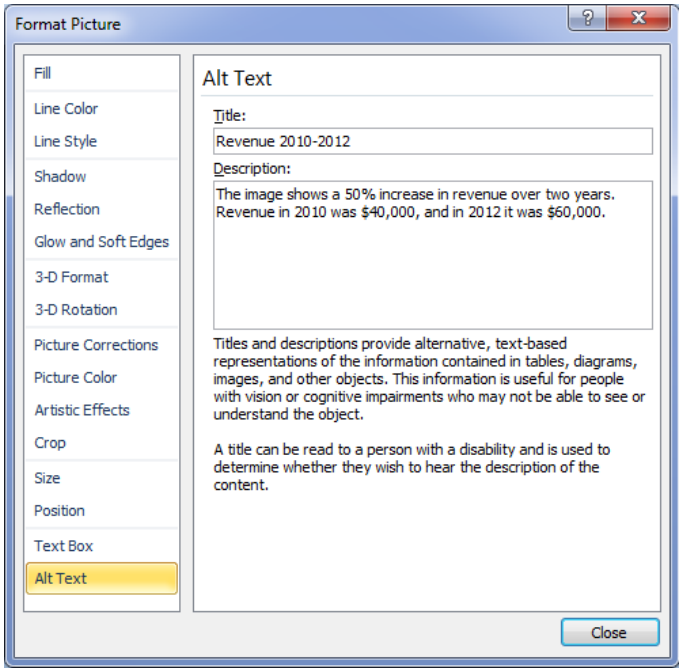
1. **Right-click** on the object and select **Format *[Object]*** from the shortcut menu.

   Or click on the object's Format ribbon and click any of the option buttons that will open the Format dialogue.

2. Click on the **Alt Text** tab.

3. Type in a **title** and **description** that communicates what you want people to learn from the image.
4. Click **Close.**



What is the Accessibility Checker?

The Accessibility Checker provides a list of issues including—but not limited to—missing alternative text, that may prevent people with disabilities from using the document. Each issue is classified as an *error,* a *warning* or a *tip.*

- **Error:** content that makes a file very difficult or impossible for people with disabilities to understand.
- **Warning:** content that in most, but not all, cases makes a file difficult for people with disabilities to understand.
- **Tip:** content that people with disabilities can understand, but that might be better organized or presented in a way that would maximize their experience.

For each issue, the checker provides information about why the content might be inaccessible and shows instructions on how to repair or revise it.

If you make a habit of working with the accessibility checker, you'll greatly improve the accessibility of both your original documents as well as any version you create in an alternative electronic format such as a PDF or a web page.

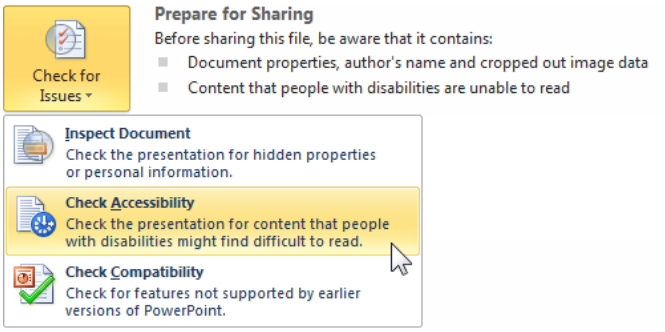
To learn more, open the Help window and search for **"Creating accessible PowerPoint presentations"**.

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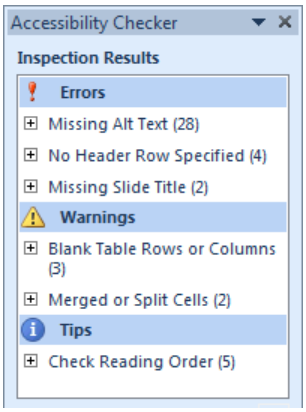
Check Accessibility

To perform an accessibility check:

1. Click **File** ⇨ **Info** ⇨ **Check for Issues** ⇨ **Check Accessibility**

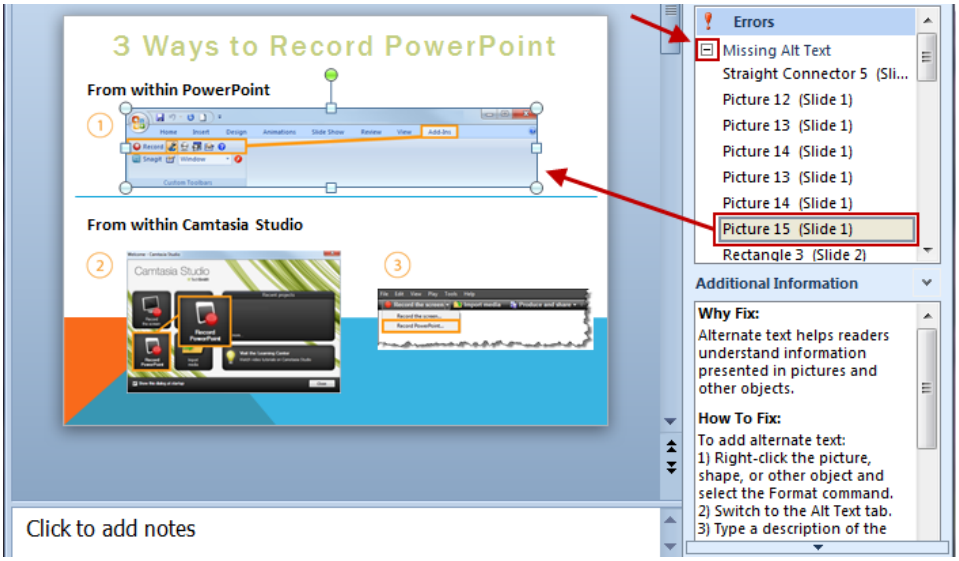


The Accessibility Checker task pane will open, with errors, warnings and tips at the top.



2. To investigate an error, click on the small plus sign ⊞ next to the category, then click on a specific item.

The object that the item refers to will be selected in your document, and an explanation of the error and how to fix it will appear at the bottom of the task pane.



4.3 Grid & Guides

The *grid* is a set of intersecting lines used to align objects on a slide. Normally, the grid is invisible but you can display it using the Grid and Guides dialogue box. In addition, the dialogue allows you to control how objects behave when they are moved.

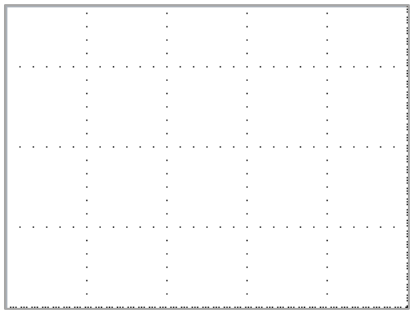
Display the Grid

To display the grid:

- Click **View** ⇨ **Gridlines check box** *(Show group)*

  You can also find the View Gridlines command in the Align menu on the Home ⇨ Arrange or any of the Format ribbons.

  The grid will be displayed as dotted lines on the background of the slide.



"Snap to" Options

When you draw, resize, or move a shape or an object, it can align or *snap to* the nearest intersection of lines in the grid, or snap to other shapes or objects. If you find yourself unable to move an object in the way you want, changing the snap-to options may help.

To change the snap to options:

1. Click **Home** ⇨ **Arrange** ⇨ **Align** ⇨ **Grid Settings** *(Drawing group)*.

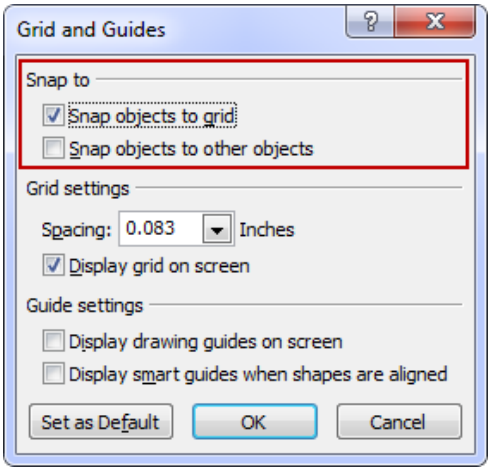
   You can also right-click on an empty area of the slide (not a placeholder) or the pasteboard outside the slide and click ***Grid and Guides.***

   The Grid and Guides dialogue box will open.

2. Select or deselect the snap to checkboxes:

   - **Snap objects to grid:** When selected, objects you are moving will jump to the nearest grid line when you get very close to the line.
   - **Snap object to other objects:** Turn this on to more easily position shapes or objects to grid lines that are behind other shapes or objects.

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3. Click **Set as Default** *if* you want the current settings in the Grid and Guide dialog box to be the default settings for all presentations.
4. When done, click **OK.**

Here are some tips for working with the grid and snap to settings:

- *Smart guides,* discussed on page 50, are a new and simpler alternative to using the "Snap objects to other objects" setting.
- If you move objects with the arrow keys (called *nudging*), you'll find that you always end up aligned exactly with the grid.
- If you find you don't have fine enough control when moving objects, turn the snap to settings *off.*
- To temporarily override the snap-to options, hold down **Alt key** while you drag or the **Ctrl key** while you nudge the object.
- *Zoom in* on the area you're working on—the more you are zoomed in, the finer control you have over positioning.

Change Grid Measurements

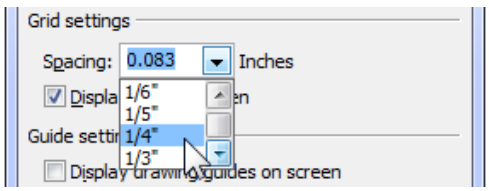
You can change the default spacing of the grid to a narrower or wider setting.

1. Click **Home** ⇨ **Arrange** ⇨ **Align** ⇨ **Grid Settings** *(Drawing group).*

   You can also right-click on an empty area of the slide (not a placeholder) or the pasteboard outside the slide and click Grid and Guides.

2. Select or enter a new measurement under Grid Settings.
3. Click **OK.**

You can also turn the visible grid display on or off from this dialogue.

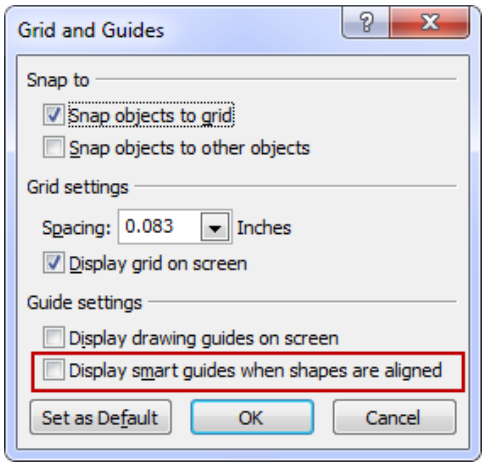


Smart Guides

PowerPoint 2010 now includes *smart guides,* guidelines that appear automatically to help you to align items precisely on the fly.

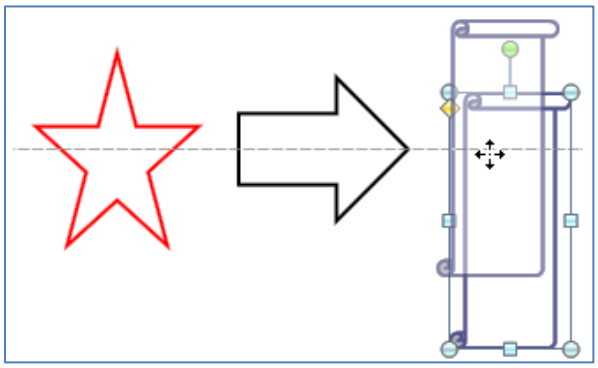
To turn on smart guides:

1. Right-click on a blank area of the slide and select **Grid and Guides**.
2. Select the **Display smart guides when shapes are aligned** checkbox, and click **OK.**



3. Drag an object into alignment with another object.

   A line will appear to show when the object is precisely aligned with another object on the slide, and how it is aligned: by the centers, top, bottom, right, left or middle.



4. Release the mouse button.

   The smart guide will disappear.

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Drawing Guides

Drawing Guides are stationary lines that can be strategically placed to create a custom layout for your slides. You may find them especially useful when designing slide masters.

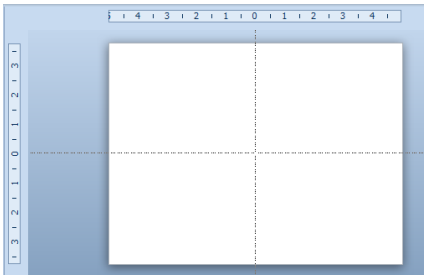
Drawing guides behave like gridlines, except that they only have an effect while they are visible. Once you turn them off, they will not affect how objects align until you turn them back on again.

You can use the grid and drawing guides at the same time, but most people tend to use one at a time.

To use drawing guides:

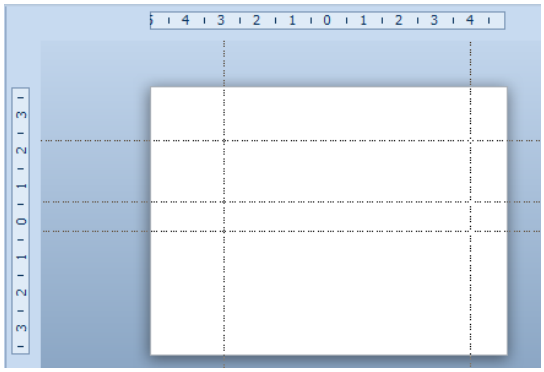
1. Right-click on a blank area of the slide and select **Grid and Guides**.
2. De-select the **Display grid on screen** checkbox.
3. Select the **Display drawing guides on the screen** checkbox and click **OK.**

   Drawing guides will appear. By default, there are two drawing guides – one horizontal and one vertical – that intersect in the middle of the slide.



4. Rearrange the guides to reflect your custom layout. You can:
   - **Move them** to a new position: simply **click and drag** the guide line.
   - **Add new guides:** hold down the **Ctrl key** while you drag an existing guide line.
   - **Delete a guide:** drag it off the slide.
5. Arrange the objects on your slides.

   While the drawing guides remain visible, any objects that you drag very close (within a few screen pixels) of the guides will snap to the line.



6. To hide the drawing guides, open the Grid and Guides dialogue box, **deselect** the checkbox, then click **OK**.

5 MASTERS

In this section you will learn how to:

- Understand slide masters and slide layouts
- Open the slide master
- Add a new slide layout
- Understand the relationship between design themes and slide masters
- Change the design theme of an existing slide master
- Add a new design theme
- Insert a blank slide master
- Delete a slide master
- Preserve an unused slide master
- Check the reading order of a slide or slide master
- Edit the notes master
- Override the notes master for a specific slide
- Print notes pages
- Edit the handout master
- Print handouts

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5.1 Slide Master

What is a Slide Master?

Every slide inherits its basic design (background images, colours, fonts, shape effects) as well as its layout (placeholder sizes and positioning) from a *slide master*. Slide masters ensure design consistency within your presentation, and also make it easier to make design changes because changes to the slide master are automatically made to the slides based on it.

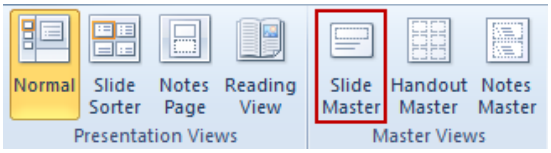
A slide master is actually a **set** of several items: the main *slide master* and a number of *slide layouts* based on it.

Open the Slide Master

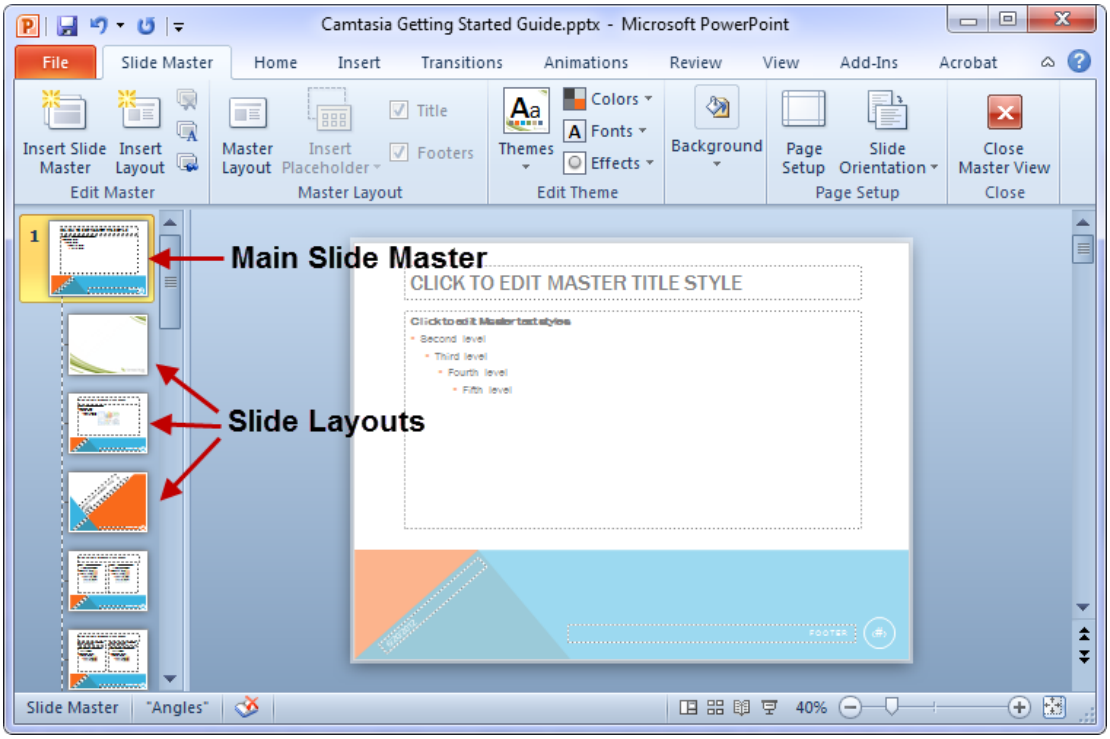
To create or edit a slide master, you must switch to a *master view*.

To open the slide master view:

- Click **View** ⇨ **Slide Master** *(Master Views group)*.



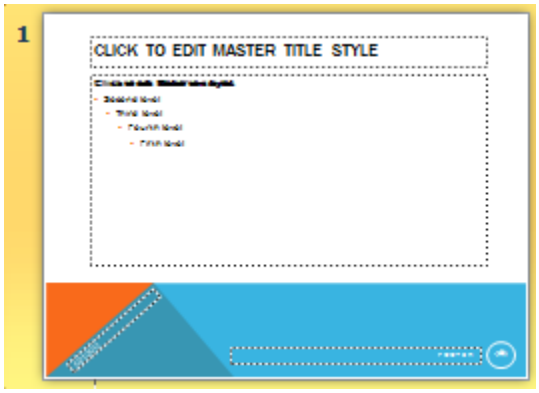
The slide master view will appear, and the *slide master ribbon* will become available. The slide master and slide layouts appear as thumbnail images in the slides pane.



Understand the Slide Master & Slide Layouts

Whether a change applies to one layout or all of them depends on **which item is selected** when you make the change: the slide master or a specific slide layout.

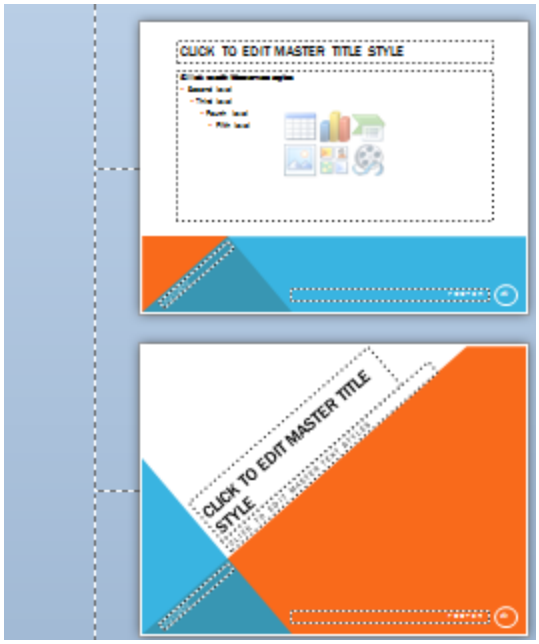
Slide Master



- Contains common placeholders, such as the default title, date, footer and slide number placeholders as well as the default background graphics.
- Slide layouts can *inherit* the items on the master to ensure that all the master elements are precisely positioned from slide to slide.
- Slide layouts may use only some or even none of the items from the slide master.
- Changes to an item on the slide master will affect all of the slide layouts that use that item.

⇨ Use the **text placeholder** on the slide master to set up **default formatting** for all text placeholders.

Slide Layouts



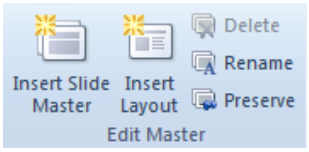
- Represent variations on the slide master for creating specific types of slides.
- May make use of all, some, or none of the items on the slide master.
- Changes to an item on a slide layout will affect only that one slide layout.

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Review the Slide Master Ribbon

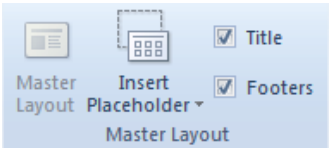
The Slide Master ribbon provides additional commands you may need to create the slide masters and layouts you need. You can use other ribbons while you work in slide master view; however, some ribbons and commands will not be available.

Edit Master



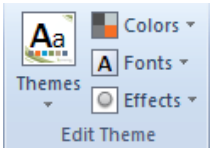
- Add a new slide master (i.e., a second slide master with layouts)
- Add new layout slides to a master
- Delete or rename slides (you cannot delete the only slide master in a presentation)
- Preserve a slide master even if it is not currently in use in the presentation

Master Layout



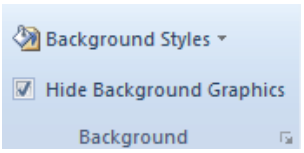
- Choose the standard items to include in the slide master—title, text, date, slide number, and footer.
- Add content placeholders to a slide layout
- Show or hide the title or footers on a slide layout

Edit Theme



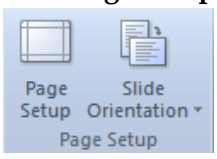
- Add a new design theme (and a new slide master) to the presentation
- Customize the design theme

Background



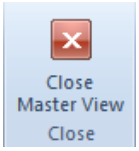
- Format the background of the slide master or a slide layout
- Hide the background graphics on a slide layout

Page Setup



- Adjust the slide size, starting number, and orientation

Close



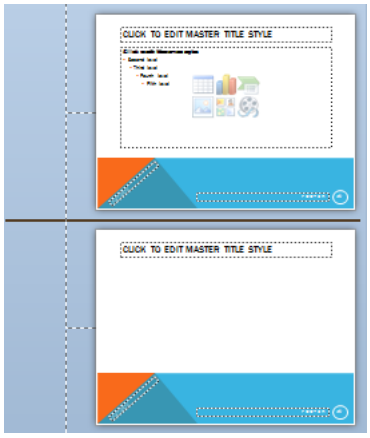
- Close the Slide Master view

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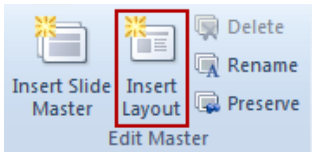
Add a New Slide Layout

To add a new slide layout:

1. Click in between the layout thumbnails to indicate where you want the new layout to be inserted.

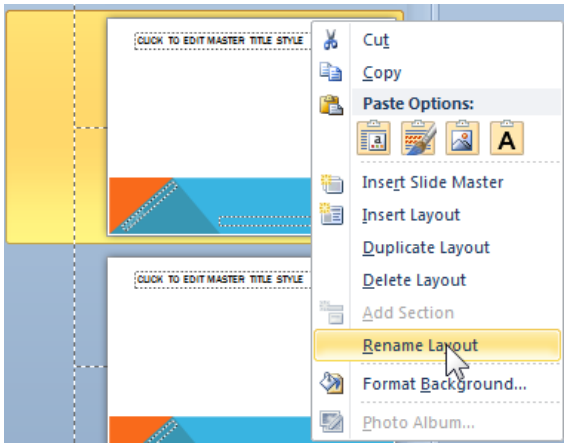


2. Click **Slide Master** ⇨ **Insert Layout** *(Edit Master group)*.

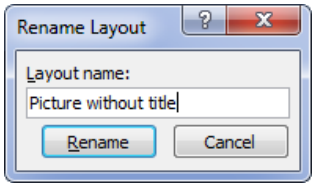


3. Right-click on the new slide layout and select **Rename Layout**.

   *Or, click **Rename** (Edit Master group).*



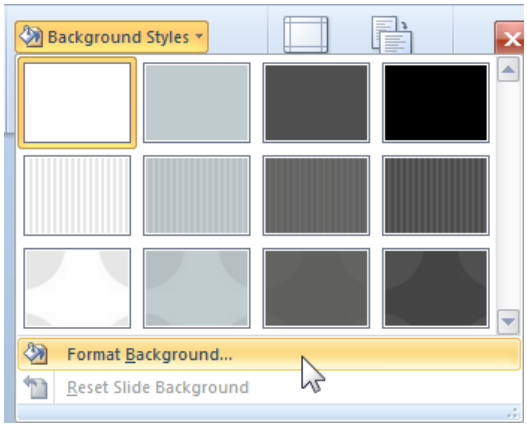
   Enter a name for the layout and click **Rename**. This name will appear on the New Slide and Layout menus.



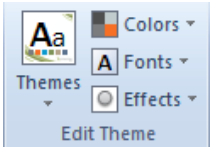
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4. Edit the layout. You can:

    - Click **Slide Master** ⇨**Insert Placeholder down arrow** *(Master Layout group)* and select a type of placeholder. **Click and drag** to draw the shape of the placeholder on the slide, and adjust and arrange it as needed.
    - Select or deselect the **Title** and **Footers checkboxes** *(Master Layout group)* to turn the title and/or footers placeholders on or off.
    - Select or deselect the **Hide Background Graphics checkbox** *(Background group)* to hide or show the master background graphics on this slide layout.
    - Click the **Background Styles down arrow** *(Background group)* to select an alternate background or to reset the background.
    - Click **Background Styles down arrow** ⇨ **Format Background** *(Background group)* to use a dialogue to edit the background.



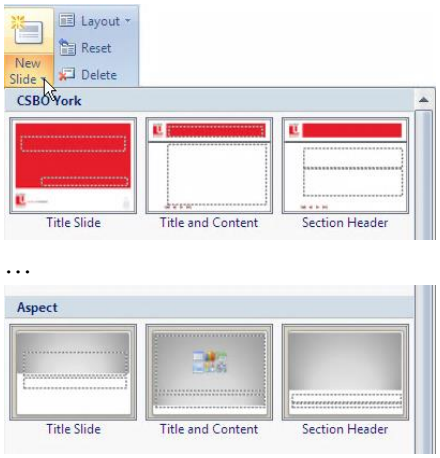
5.2 Design Themes & Slide Masters



In the *Introductory/Intermediate PowerPoint* course, you learned how to apply a design theme to all of the slides in the presentation. You also learned that PowerPoint themes control not only colours, fonts and shape effects, but also how many slide layouts are available to you. In other words, changing the design theme also changes the slide master.

A single slide master and all of its layouts can use only one design theme. However, you can have as many slide masters as you want within a single presentation file—and there are several simple ways of creating a new slide master.

Once you have added a second slide master/design theme, *both* sets of slide designs will be available to you on the New Slide and Layout menus.



Change the Design Theme of an Existing Slide Master

To change the design theme of an existing slide master:

1. Click **View** ⇨ **Normal** (or **Slide Sorter**)
2. Select a slide that already uses the slide master you want to change
3. Click **Design** ⇨ and click on a new design theme in the gallery menu

   All of the slides that use the same slide master as the selected slide will change to the new design theme.

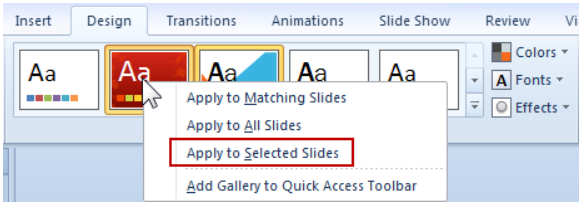
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Add a New Design Theme

You can add new design themes while you're in Normal or Slide Sorter view. This will result in new slide masters being added to your presentation file.

To add a new design theme:

1. Click **View** ⇨ **Normal** (or **Slide Sorter**)
2. Select one or more slides that you want to change
3. Click **Design** tab ⇨ **right-click** on a new design theme ⇨ select **Apply to Selected Slides**.



When you next visit Slide Master view, you'll find that you have a second slide master in your presentation file.

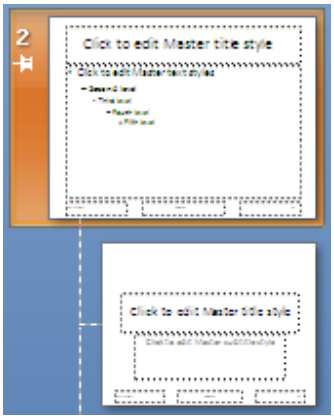
Insert a Blank Slide Master

If you want to create your own design from scratch, you can insert a blank slide master in slide master view.

To add a new blank slide master:

1. Click **View** ⇨ **Slide Master**
2. Click **Slide Master** ⇨ **Insert Slide Master** *(Edit Master group)*.

   PowerPoint will insert the new Master along with a number of default slide layouts.



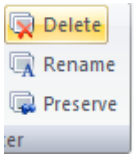
3. **Save** your presentation file before you leave slide master view.

Delete a Slide Master

You cannot delete a slide master if it is the only one in your presentation file. If you delete a slide master that is in use on existing slides, those slides will revert to another existing slide master in your presentation.

To remove a slide master from the presentation file:

1. Click **View** ⇨ **Slide Master**
2. **Select** the slide master you wish to remove.
3. Click **Slide Master** ⇨ **Delete** *(Edit Master group).*



Preserve a Slide Master

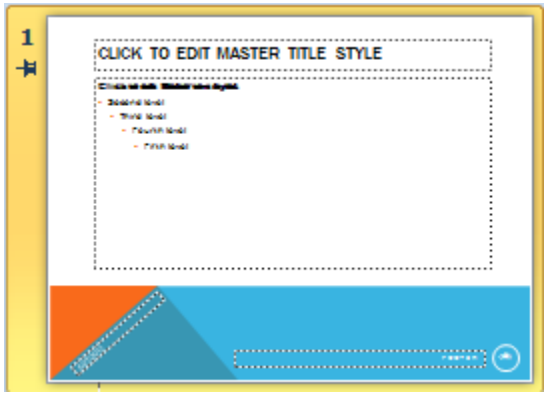
When a slide master is not used by any slides in a presentation, PowerPoint may delete it from the file to save space—*without warning!* You can avoid this happening by *preserving* the slide master.

If you have customized the design theme for the original slide master, you should save your theme under a new name as well, so that you can easily use it in another PowerPoint file. Any new slide layouts that you have added will be included as part of the custom theme.

To save the design theme and preserve the original slide master:

1. Click **Slide Master** ⇨ **Themes** ⇨ **Save Current Theme** *(Themes group),* give your custom theme a name and save it.
2. Click on the main slide master.
3. Click **Slide Master** ⇨ **Preserve** *(Edit Master group).*

   A pushpin icon will appear next to the preserved slide master.



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5.3 Reading Order

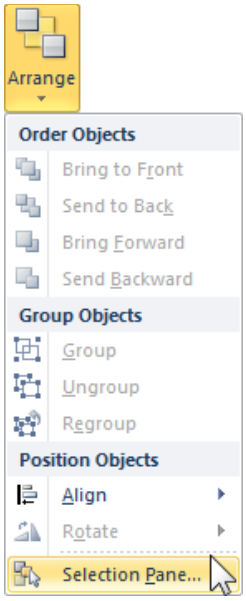
People who cannot view presentation slides may use *screen reader* software instead, and will hear slide text, shapes and content read back in a specific order. When you create a new slide master, you should verify that the *reading order* of the objects on the slide is logical, to ensure that any presentation created with it is usable for people with disabilities.

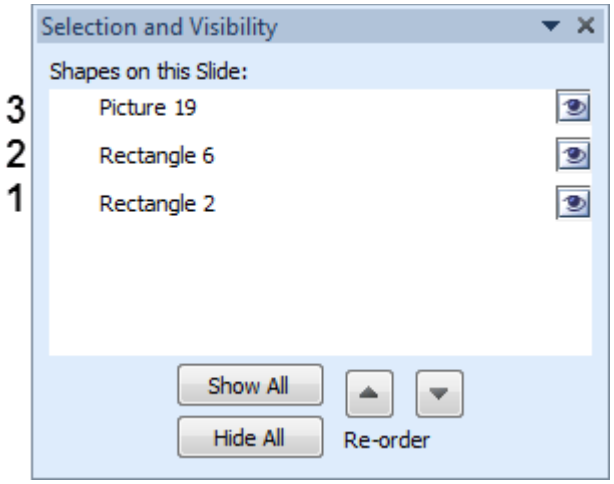
You can check the reading order of *any* slide, not just masters. It's especially important to check the reading order of a slide if you have added text boxes or other objects that sit outside the master's placeholders.

To check the reading order of a slide or slide master:

1. Select the slide, slide master or slide layout you want to check.
2. Click **Home** ⇨ **Arrange** ⇨ **Selection Pane** *(Drawing group)*.

   Objects on the selection pane list will be read back in order from **bottom to top.**
3. Use the **Re-order arrows** on the bottom of the pane to correct any out-of-order items.





To check what an item on the list refers to on your slide, click the visibility icon on and off to make it flash.

5.4 Notes Master

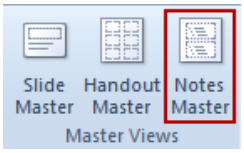
In addition to slide masters, PowerPoint includes a **Notes Master** and a **Handout Master** designed for printed versions of your presentation. Unlike slide masters, handouts and notes do not provide multiple layouts—there is only one master page for notes and one master page for handouts per presentation file.

Edit the Notes Master

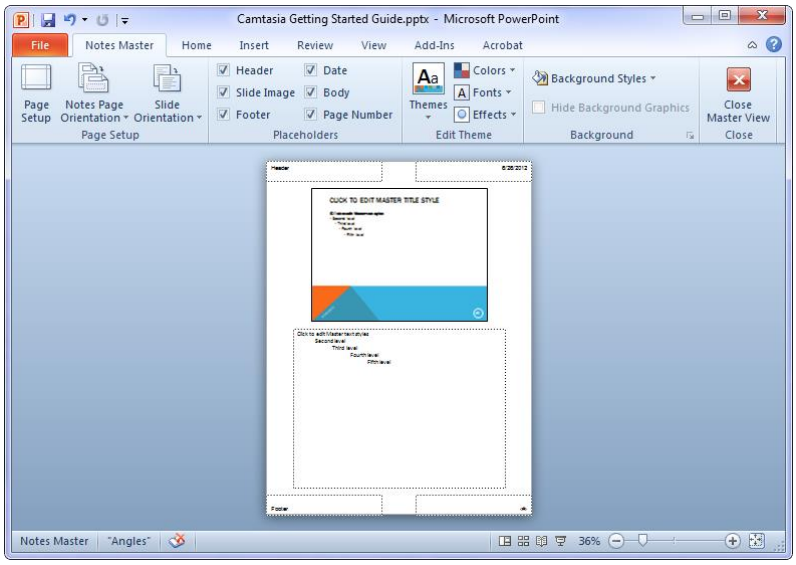
The changes you make in notes master view will apply to all notes pages.

To edit the notes master:

1. Click **View** ⇨ **Notes Master** *(Master Views group)*



2. Edit the page. You can:
    - Move or resize the various placeholders on the page.
    - Replace the text in the Header and Footer boxes with your own text. (Notes and handouts use the same header and footer text.)
    - Add graphics.
    - Use the **Notes Master ribbon** to adjust margins, activate/deactivate placeholders, or add theme design elements to the notes page itself.
    - Use any of the commands available to you on the other ribbons.
3. **Close** the notes master view when you are done.

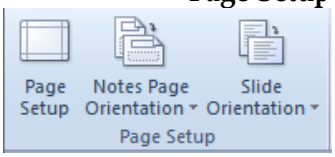


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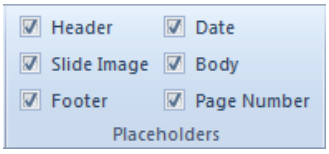
Review the Notes Master Ribbon

Because the Note Pages are intended to assist a speaker or audience members, it's generally considered best to keep your page design clean and simple.

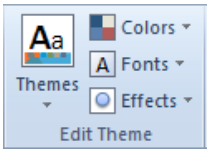
Page Setup Change the margins and page orientation.



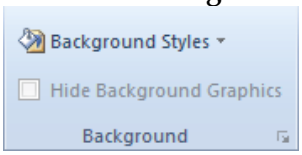
Placeholders Check or uncheck the boxes to show or hide the placeholders on the notes master.



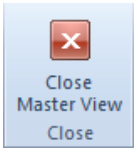
Edit Theme Change the design theme of the notes master page itself. (You cannot change the design theme of the slides here.)



Background Modify the background of the notes master page.



Close Close the master view.

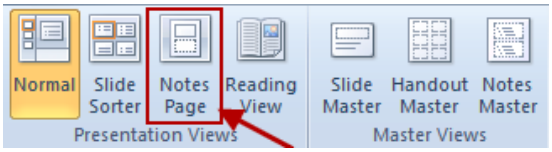


Override the Notes Master

All of your notes pages will inherit the layout and formatting of the notes master. However, if you want a particular notes page to be different from the master, you can customize it. (This was originally covered in the *Introductory/Intermediate PowerPoint 2010 Course Guide*.)

1. **Close** the notes master view.
2. Click on the slide that you want to have a different notes page layout.

3. Click **View** ⇨ **Notes Page** *(Presentation Views group)*.



This view shows you the notes page for the selected slide.

4. Resize the placeholders or insert graphics on this page.

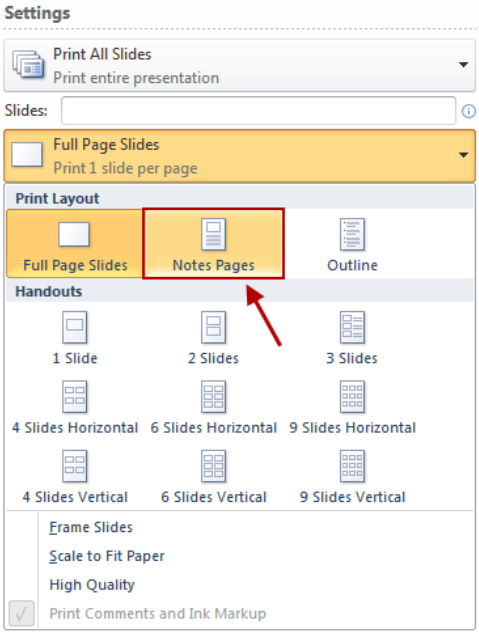
Your changes will affect only this one notes page in the presentation.

5. When done, click **View** ⇨ **Normal** *(Presentation Views group)* to return to normal slide view.

Print Notes Pages

To print notes pages:

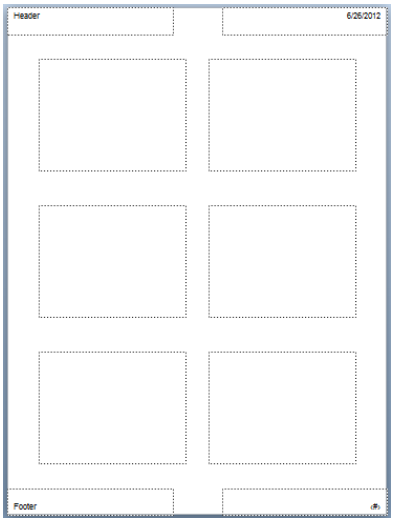
1. Click **File** ⇨ **Print**
2. In the Print Settings menus, change Full Page Slides to **Notes Pages**



3. Adjust other print settings as needed, and print the document.

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5.5 Handout Master



Designing a handout master is very similar to designing the notes master, but you must keep in mind that the person printing the handouts has control over how many slides to print per page and whether to print in portrait or landscape orientation. Your handout design must be flexible enough to account for this freedom.

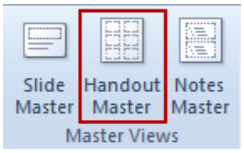
When designing your handouts, use the **Handout Orientation** and **Slides Per Page** commands to preview the handouts under many possible printing configurations. Does your header placeholder overlap a slide image when printing nine slides per page?

Edit the Handout Master

The changes you make in handout master view will apply to all handout pages. You cannot override the handout master for a specific page.

To edit the handout master:

1. Click **View** ⇨ **Handout Master** *(Master Views group)*

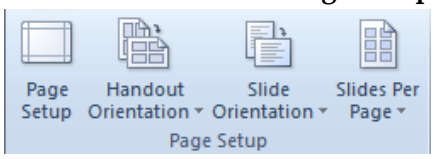


2. Edit the page. You can:
    - Move or resize the various placeholders on the page.
    - Replace the text in the Header and Footer boxes with your own text. (Notes and handouts use the same header and footer text.)
    - Add graphics.
    - Use the **Handout Master ribbon** to adjust margins, activate/deactivate placeholders, or add theme design elements to the handout page itself.
    - Use any of the commands available to you on the other ribbons.
3. **Close** the handout master view when you are done.

Review the Handout Master Ribbon

Because people printing handouts have so many options, it's considered best to keep your layout clean and simple.

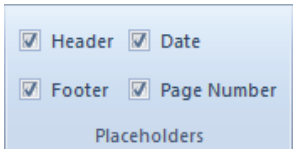
Page Setup



Change the margins and page orientation. You can also preview what the handout page will look like in portrait or landscape orientation, or with various numbers of slides per page.

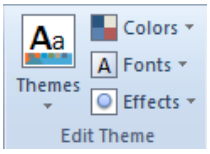
Choosing a slide orientation and number of slides per page in the handout master does not prevent anyone from changing these settings in the print dialogue box later!

Placeholders



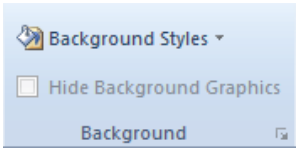
Check or uncheck the boxes to show or hide the placeholders on the notes master.

Edit Theme



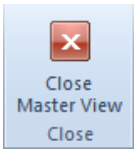
Apply a design theme to the handout master page itself. (You cannot change the design theme of the slides from here.)

Background



Modify the background of the handouts page.

Close



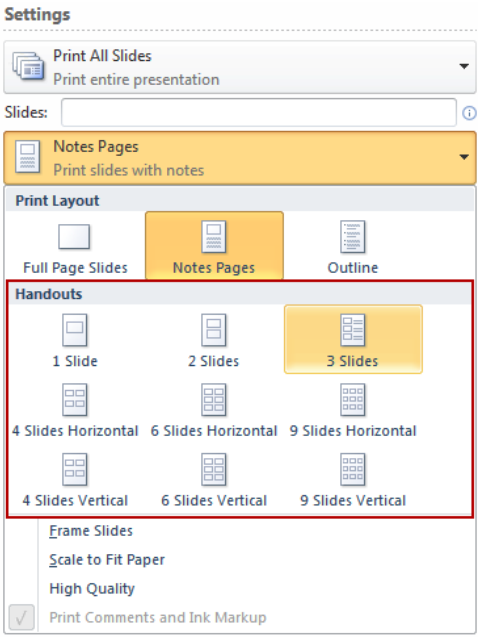
Close the master view.

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Print Handouts

To print notes pages:

1. Click **File** ⇨ **Print**
2. In the Print Settings menus, change Full Page Slides to one of the options under **Handouts**



3. Adjust other print settings as needed, and print the document.

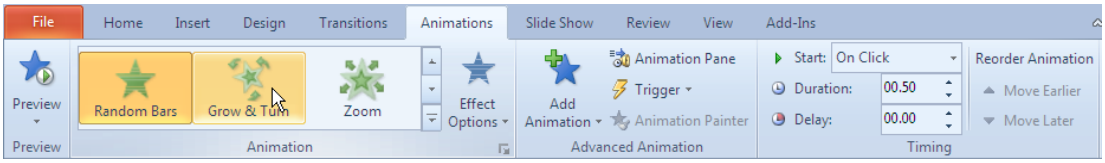
6 Advanced Animation

In this section, you will learn how to:

- Understand animation effects
- Add entrance, exit and emphasis effects to a graphic
- Remove an animation
- Use the Effect Options dialogue box
- Add a motion path to a graphic
- Change the order of animation steps on a slide
- Change how an animation is started
- Work with the animation pane to view the animation timeline

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6.1 Animate Graphics



In the *Introductory/Intermediate PowerPoint 2010* course, you learned how to add animation effects to the text on a slide to control when and how it appears on the screen. In this lesson, you'll learn how to apply animation effects to graphic objects.

Understand Animation Effects

You can apply four types of animation effects to an object. More than one effect can be applied to the same object.

Entrance	Cause the object to enter the slide with the chosen effect. *Examples: Appear, Fly In, Wipe.*
Emphasis	Cause the picture or text box to attract attention using the chosen effect. *Examples: Spin, Grow/Shrink, Pulse.*
Exit Effect	Cause the object to leave the slide using the chosen effect. *Examples: Disappear, Fade, Fly Out.*
Motion Path	Cause the object to move around the slide. *Examples: Lines, Arcs, Shapes, Custom Path.*

When an animation effect has been applied to an object, a small number will appear near that item on your slide. The number indicates the *sequencing* of the animation steps.

- Click on the number to select an animation step, then review or edit its settings.
- The number 0 (zero) appears when a step is set to occur automatically when the slide is loaded.
- Duplicate numbers appear when a step is set to occur at the same time or immediately after the previous step, without any clicking required.
- Step numbers only appear when the Animations ribbon is displayed.



For more information about sequencing animations, please see page 75.

Add Entrance, Emphasis or Exit Effects

To add an animation effect to a graphic object:

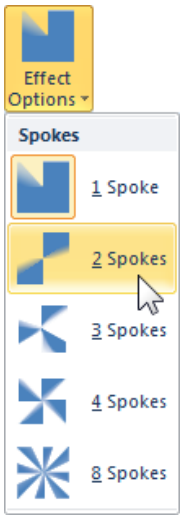
1. Select the object you want to animate.
2. Click **Animations** ⇨ **Add Animation** *(Advanced Animation group)* then on an animation style in the menu.

   You can also use the Animation gallery – click the More button to see the effect categories – but you can only apply one animation to the same object this way.



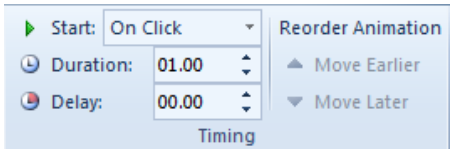
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3. Click on the **Effect Options** button to choose additional options for the animation—if the menu has headings, you can choose one setting under each heading.



4. If the animation is too slow, too fast, or starts too quickly, edit the **Duration** and **Delay** settings *(Timing group)*.

   You can also use the Effect Options dialogue box – see page 72.

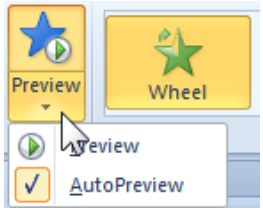


5. Add more effects to this object or to other objects.

   By default, animations will occur in the order you create them. To learn more about sequencing animations, please see page 75.

6. Click **Preview** ⇨ **Preview** *(Preview group)* to preview all of the animation steps in sequence.

   By default, PowerPoint will automatically preview a step each time you change a setting.



7. Practice your animations in Slide Show view, as well—in Slide Show view, you'll have to actually click to advance the animations, and get a better sense of what it will be like when you are presenting.

Remove an Animation

To remove an animation step from an object:

1. **Click** on the animation step number 1. Make sure that the object itself is *not* selected.
2. Press the **Delete** key.

   This will remove only the selected animation step. Any other steps that were previously added to the object will be preserved.

To remove *all* animation steps from an object:

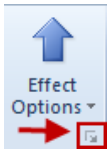
1. **Select** the object.
2. Click **Animations** ⇨ **None** *(Animation gallery, Animation group).*



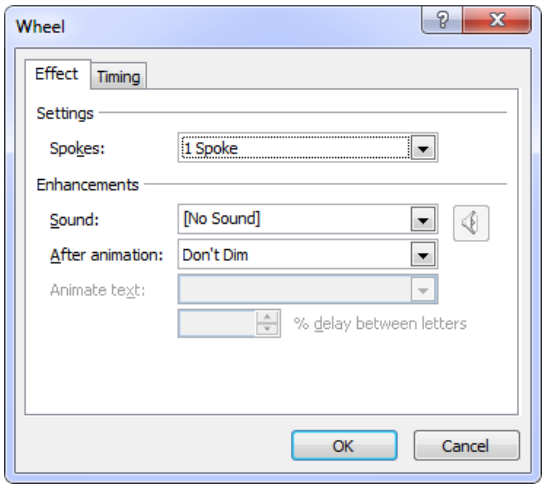
Effect Options Dialogue Box

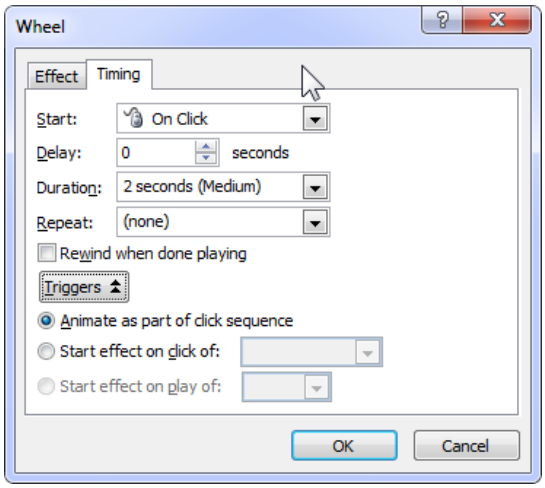
You can control animation effects even more using the Effect Options dialogue box.

- To open the Event Options dialogue box, click the Options button in the Animation group.



The Effect Options dialogue has two panes, **Effect** and **Timing,** and sometimes a third, **Text Animation.** The settings that you can control may vary depending on the animation effect that you have chosen.





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The **Effect pane** lets you control effect-specific **settings** (for *Wheel,* the number of spokes), and add **enhancements** including sounds, dimming or hiding an object after it is animated, and animating each letter of text separately.

The **Timing pane** allows you to control:

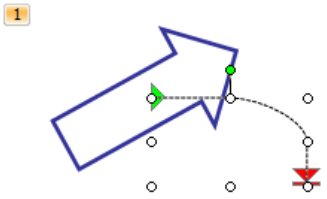
- How to **start** the animation—with a click, or automatically with or after the previous animation
- The **delay** between the starting event and the animation
- The **duration** of the effect (from *very fast* to *very slow*)
- How many times to **repeat** the animation
- Whether the object will **rewind** (return to its original position) after playing.
- **Trigger events**: that is, whether to animate the text as part of the normal click / animation sequence, or whether to start it only when you click or play another object on the slide.

Add Motion Paths

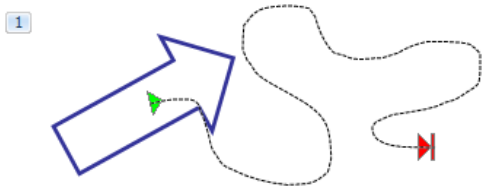
Motion paths are used to define a specific route for your object to follow before it settles into place on your slide. You can choose from a set of ready-made path shapes—arcs, loops, turns—or draw a custom path.

To add a motion path:

1. **Move** the object to its **starting position** and **select it.**
2. Click **Animations** ⇨ **Add Animation** *(Advanced Animation group).*
3. **Select a motion path** from the menu.
    - If you chose a preset path, the path will be inserted. When selected, it is surrounded by resize and rotation handles.



    - If you chose a custom path, your mouse pointer will change to crosshairs. **Click and drag** to draw the path on the slide. **Double-click** to finish.



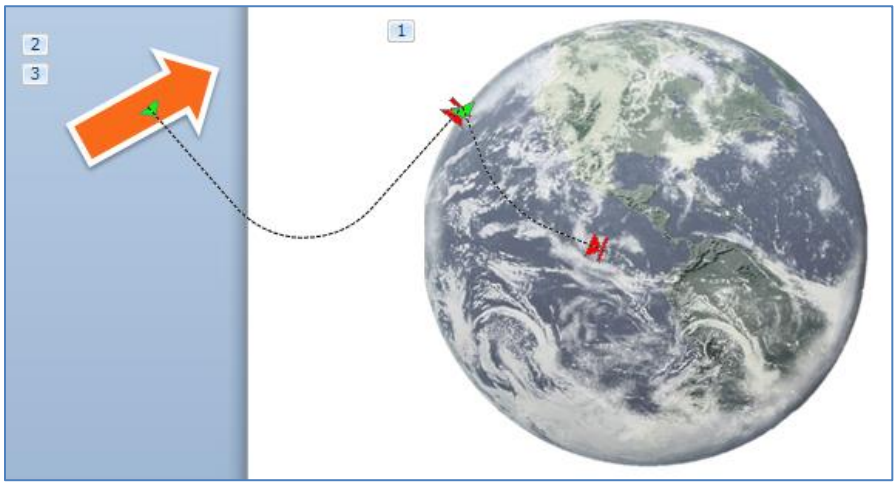
- The **green arrow** is the path's starting point, and the **red arrow** is the ending point.
- Like step numbers, the animation placeholder only appears while the Animations ribbon is displayed.

4. **Move, resize** and **rotate** the path's placeholder to achieve the path you want.

Here are some tips for working with motion paths:

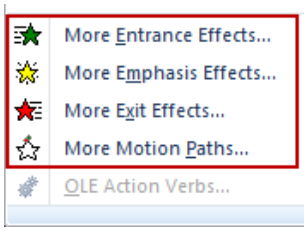
- If you want it to appear as though the object is entering the slide, position the object on the pasteboard area *outside* the slide. Then draw your motion path from the object to inside the slide.
- To create a complex path, you can add a second motion path to the same object. Position the starting point of the second path in the same place as the end point of the first path—the object will move to the first point and then on to the second.

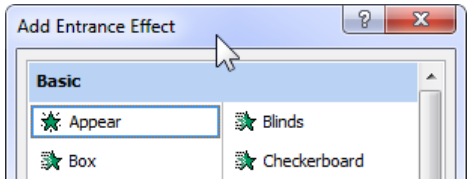
In this example, the globe will appear on the first click, and on the second click the arrow will arc in from outside the slide to point to the Arctic Ocean. On the third click, the arrow will arc again to point to Central America.



Find More Effects

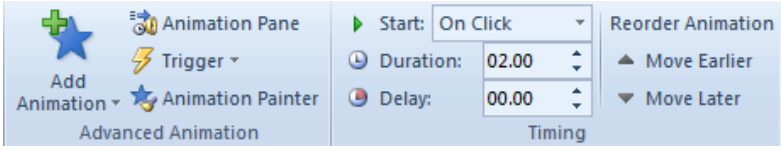
PowerPoint 2010 actually includes many more entrance, emphasis, exit and motion path effects than are displayed on the main level of the Add Animation menu. Choose one of the commands near the bottom of the menu to open a complete list of effects.





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6.2 Sequence Animation Steps



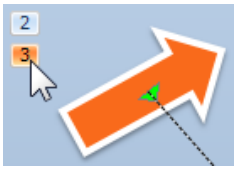
By default, animation steps occur in the order in which they are added to the objects on the slide, and when presenting you must click in order to advance to the next animation step. In this lesson you'll learn how to change the order of animation steps, adjust how an animation step is triggered, and work with the animation task pane.

Change the Order of Animation Steps

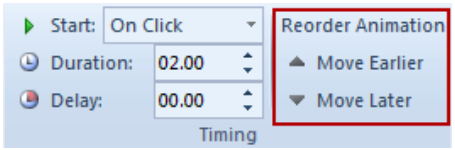
To change the order of an animation step in the sequence:

1. **Click on the animation step** that you want to reorder.

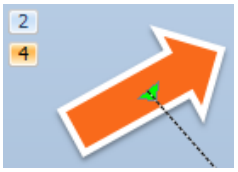
   You can also click on an object to select all of its animations at once, or use Ctrl+click to select multiple steps.



2. Click **Move Earlier** or **Move Later** *(Timing group)*.



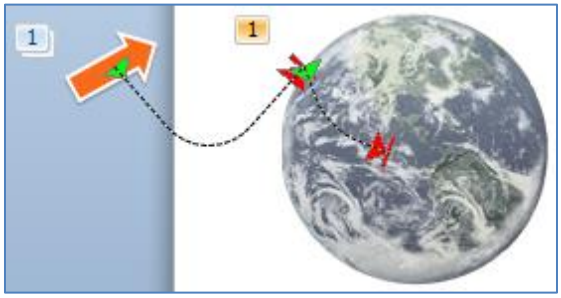
   The animation steps will be renumbered.



Change How an Animation is Started

Controlling the starting event or trigger of an animation event can allow you to create sophisticated self-running animations. For example, the animation setup shown on page 74 could run automatically without any clicking required by the presenter.

Here is the globe and arrow animation set so that the globe will appear on the first click *(start on click)*, followed automatically *(start after previous)* by the right arrow's first motion path, then by its second motion path.

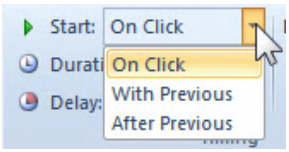


All of these steps are assigned the number 1 (one). All steps that are set to occur at the same time or immediately after the previous step, without any clicking required are assigned the same number. In other words, each step number represents everything that happens after a single click from the presenter.

The number 0 (zero) is assigned to a step set to occur automatically when the slide is loaded.

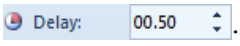
There are three places on the Animations ribbon where you can control how an animation is started: the Start menu, the Triggers menu, and the Effect Options dialogue.

Start Menu



The Start menu is located in the Timing group. Your options are:

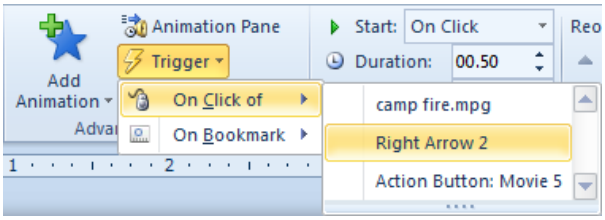
On Click	Wait for a click (or equivalent) from the presenter before performing this step.
With Previous	Perform this step starting at the same time as the previous step in the sequence. To set the first animation to start at the same time as the slide is loaded, select With Previous. The step number will be displayed as 0 (zero).
After Previous	Perform this step only after the previous step has finished playing.

If you want a pause between this animation and the previous one, add a time interval (in seconds) to the **Delay** menu *(Timing group):* 

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Trigger Menu



The Trigger menu is located in the Advanced Animation group. These options allow you to create animations that are not part of the regular click sequence—that is, they will play only when a different kind of event occurs, such as the presenter clicking on a button on the slide. This way, the presenter can decide on the fly whether to play an animation or not.

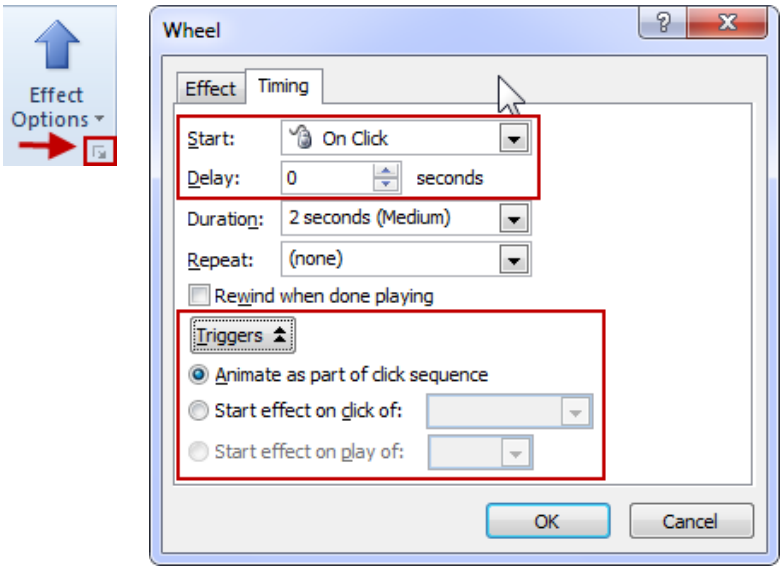
The trigger options are:

On Click of	Play this animation step only if and when the presenter clicks on another object on the slide.
On Bookmark	Play this animation only if and when a specific bookmark is reached in the timeline of a video or audio clip that is playing on the slide.

Effect Options Dialogue

You can also control start and trigger settings from the effect options dialogue box.

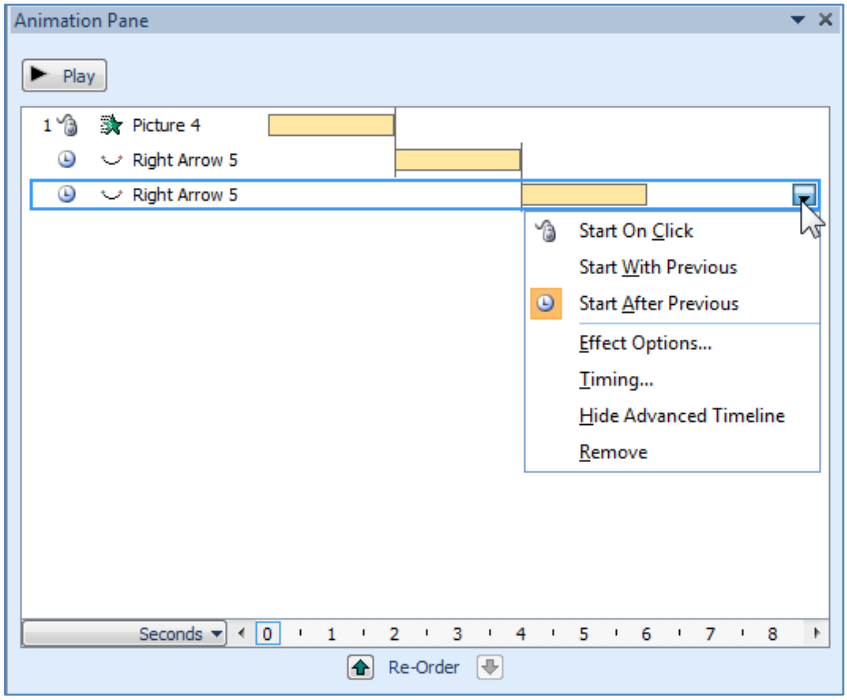
- To open the Event Options dialogue, click the Options button *(Animation group)*



Click the **Triggers** button to show/hide the trigger options.

The Animation Pane

If you have a lot of animations on a particular slide, you may find it easier to work with the animation pane. Here, you can see each animation step as a mini-timeline.



- To re-order steps, click and drag them up or down, or select the step and click the **Re-order** buttons at the bottom of the task pane.
- To control the animation settings, click on the **down arrow** next to the step and select an option from the menu.
- Click on the **Seconds** button to zoom in and out on the timeline.
- Click **Play** to preview the animation and see the progress along the timeline.

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7 Advanced Presentation Modes

In this section, you will learn how to:

- Create a photo album slideshow
- Create custom shows for different audiences
- Use presenter view
- Set up the presentation for different types of slide shows
- Create a PowerPoint Show file
- Convert a presentation to a video
- Install the Microsoft PowerPoint Viewer
- Package a presentation for use in another location

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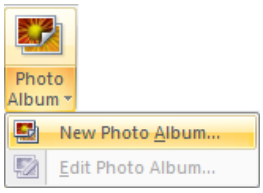
7.1 Photo Album

The photo album feature allows you to create a slide show with titles and captions from an existing collection of pictures.

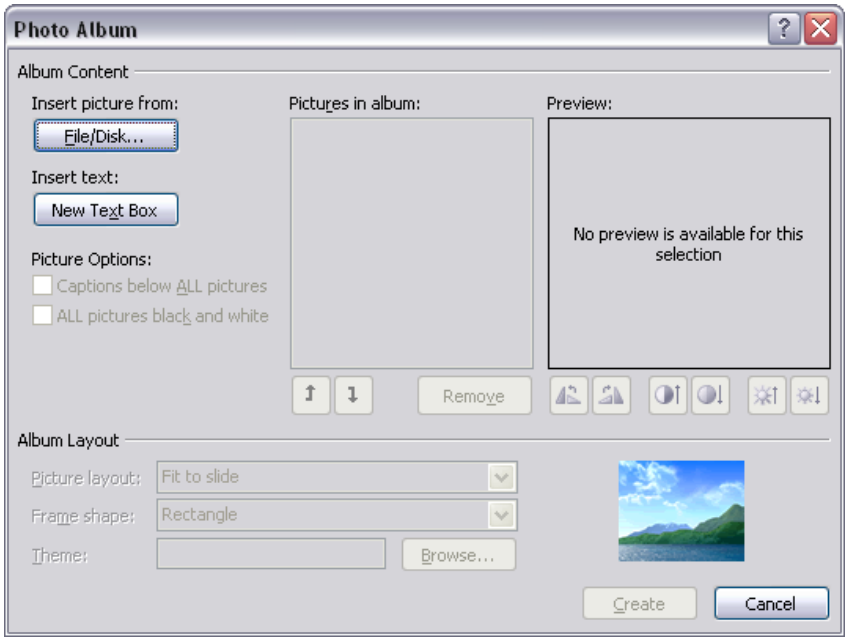
Start a New Photo Album

PowerPoint creates a new presentation file from your collection of pictures.

1. **Open PowerPoint.** You can start from a blank presentation file or even with the PowerPoint window with no documents open.
2. Click **Insert ⇨ Photo Album down arrow ⇨ New Photo Album**



The Photo Album dialogue box will open.



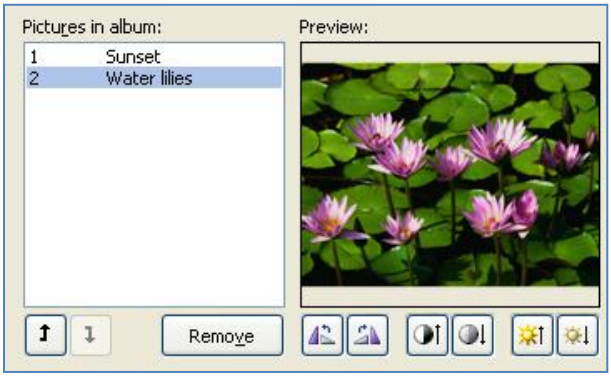
3. Click the **File/Disk button.**
4. Use the **Insert New Pictures** dialogue box to locate your pictures and add them to the album.

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You can insert more than one picture at a time: ***Ctrl+Click*** *on each additional file, Ctrl+A to select all the files, or drag a selection box around the files. Once the file(s) you want are selected, click* ***Insert.***



5. Once a picture has been inserted you can highlight it in the **Pictures in album** list to see a preview.



The new photo album will not be created as a presentation file until you finish setting up everything you want in the Photo Album dialogue and click ***Create.***

Add Text Placeholders

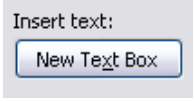
You can add text to the album in the form of either *captions* or *text boxes.* A caption is text that appears underneath a photo, while a text box takes up the space of an entire photo in the presentation—something like a title slide.

In the photo album dialogue, you will create the *placeholders* for captions and text boxes. You won't actually edit the text until after the presentation file is created. Text boxes will be blank, while captions will be given the name of the image file.

To insert a text box placeholder:

1. Click on the picture *below* where you want the text box to appear.
2. Click **New Text Box**.

   A text box placeholder will appear in the list of pictures.

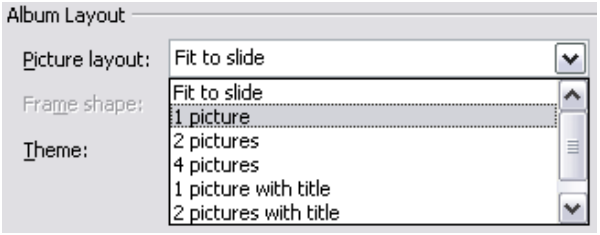




To create caption placeholders:

1. **Change the picture layout** setting from "Fit to slide" to any other setting.

   Captions cannot be added to pictures that take up the entire slide.



2. Click the **Captions below all pictures** checkbox:

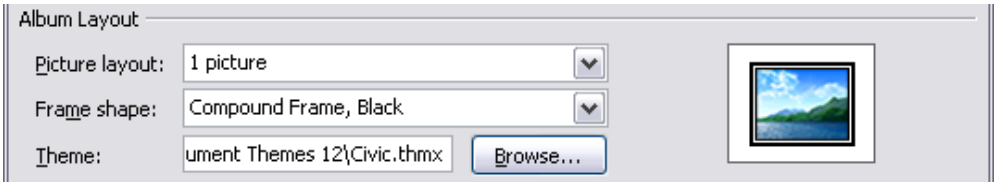


Album Layout

In the Album Layout section you can modify:

- **Picture Layout**: the number of pictures to include on each slide.
- **Frame Shape:** border effects for each image.
- **Themes:** the presentation's design theme. **Browse** to locate the theme file.

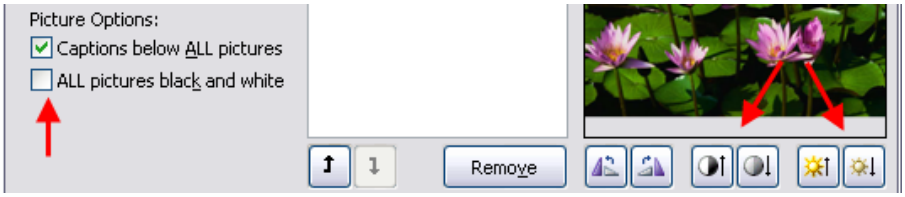
  You can change the theme and edit each picture individually in the presentation file later.



Modify Pictures

Use the buttons underneath the list of pictures to **re-order** the images, **remove** an image, **rotate** an image, and adjust the **contrast** and **brightness** of an image. You can also change all the photos to **black and white** in the Picture Options area.

You can edit individual pictures in the presentation file later if you prefer.



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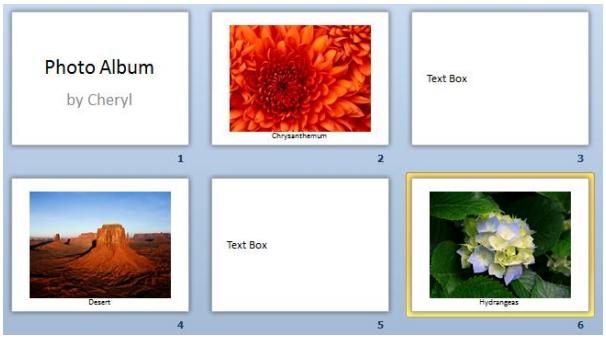
Create the Album

Once you are satisfied with the settings in the photo album dialogue, create the album.

1. Click **Create.**

   A new presentation file will be created, with your pictures and text placeholders in the arrangement you specified, as well as a title slide.

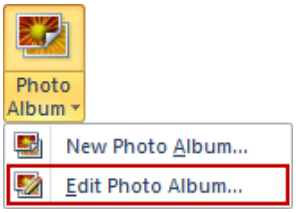
2. **Save** the new presentation file.
3. **Edit** the title slide, text boxes and caption text.
4. Edit the presentation as you would any other PowerPoint document.



Edit Photo Album Settings

After a photo album has been created, you can go back and edit the album settings.

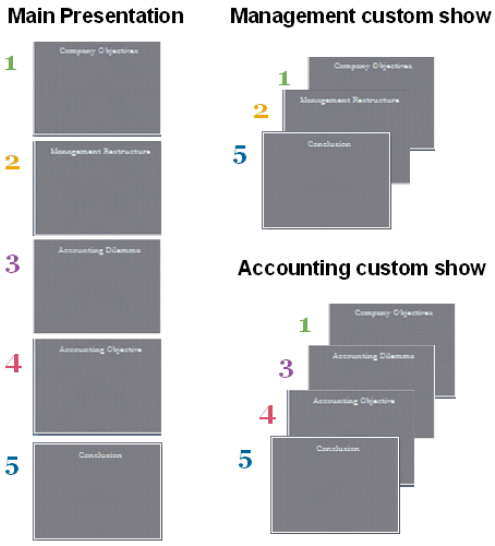
1. **Open** the existing album.
2. Make sure you are in **Normal view.**
3. Click **Insert** ⇨ **Photo Album down arrow** ⇨ **Edit Photo Album.**



4. Edit the album settings.
5. Click **Update.**

7.2 Custom Shows

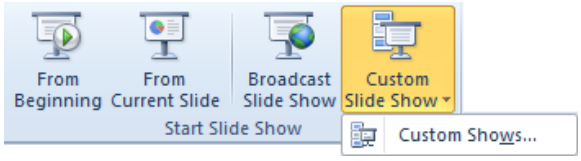
When you have multiple audiences that need similar—but not quite exactly the same—presentations, you can create separate arrangements of slides for them without making separate presentation files for each one. Instead, you'll put all the slides you need into one presentation file, select the set of slides that you want to use for each audience and save each set as a *custom show*.



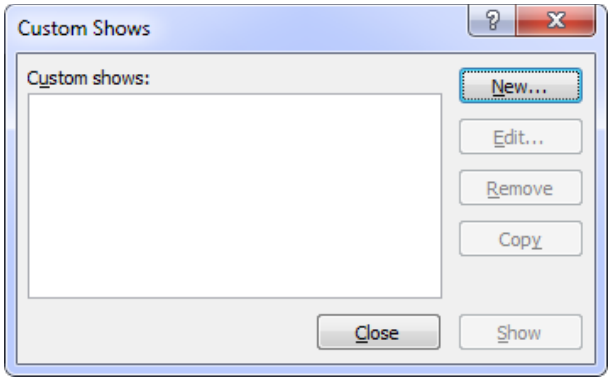
Create a Custom Show

To create a custom show:

1. Click **Slide Show** ⇨ **Custom Slide Show** ⇨ **Custom Shows** *(Start Slide Show group)*



The Custom Shows dialogue will open.



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2. Click **New.**

   The Define Custom Show dialogue will appear.



3. **Enter a name** for the custom show.
4. **Select slides** from the presentation file and click **Add** to add them to the custom show.
   - Use the **Remove** button if you change your mind.
   - Use the **up and down arrow** keys to re-order the slides in the custom show.

     Slides in the custom show can appear in a different order than in the main presentation file.
5. Click **OK.**

The new show will be listed in the Custom Shows dialogue box. You can:

- **Edit** an existing show to add or rearrange the slides.
- **Remove** a show.
- **Copy** a show to use as the starting point for another custom show.
- **Show** the custom show.

7.3 Presenter View

Presenter View allows you to see your presentation with your speaker notes on one computer display, while your audience sees just your slides on a different display. In order to use presenter view, you must have a computer capable of controlling at least two video displays. Usually the first display will be the main monitor for your computer; the second display could be a second monitor, but it could also be an LCD projector, television, or other device.

Configure Your Displays as an Extended Desktop

These instructions are for Windows 7 computers.

Multiple displays are usually set up in one of two ways:

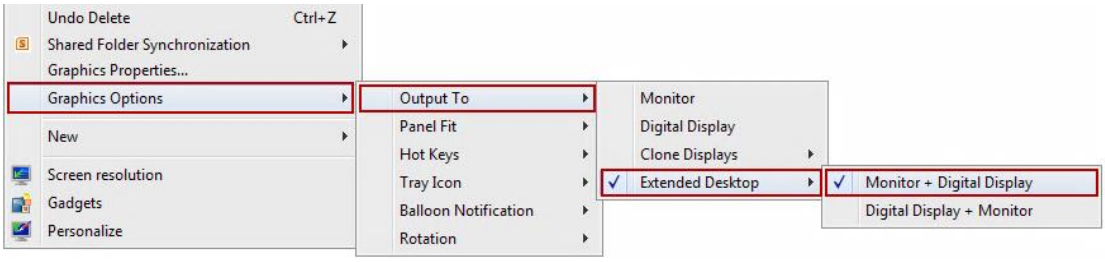
- **Clone Displays:** the second display duplicates the image of the main display.
- **Extended desktop:** the second display "extends" the desktop space of the main display, effectively creating one large desktop spanning two devices.

To use presenter view, your displays must be set up as an **extended desktop.** You can do this from the Windows desktop, or using the Display control panel.

Windows Desktop

To configure an extended desktop from the Windows desktop:

1. **Right-click** on a blank area of your **Windows desktop.**
2. Point to **Graphics Options** ⇨ **Output To** ⇨ **Extended Desktop** ⇨ and select the combination of devices you want to use.
    - The first device named will be used as the main monitor, where your Windows start menu and task bar will appear.
    - The second device named will be the extended desktop.
3. You should be able to move your mouse pointer off your main monitor and onto the extended desktop.



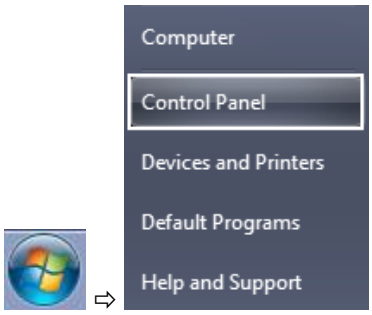
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Display Control Panel

The quick method given above works well if both displays are the same size and use the same screen resolution settings. If not, you should set up your extended desktop using the Display control panel instead.

To view your display settings in the control panel:

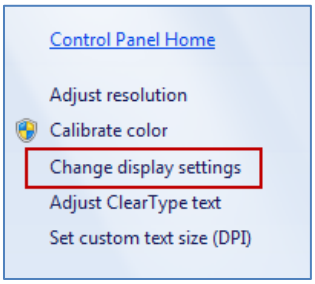
1. Click **Windows Start button** ⇨ **Control Panel**



2. In the control panels window, click the **Display** control panel

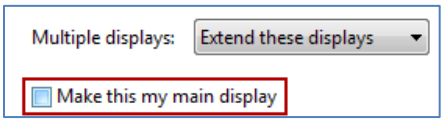


3. In the display control panel, click on **Change display settings**



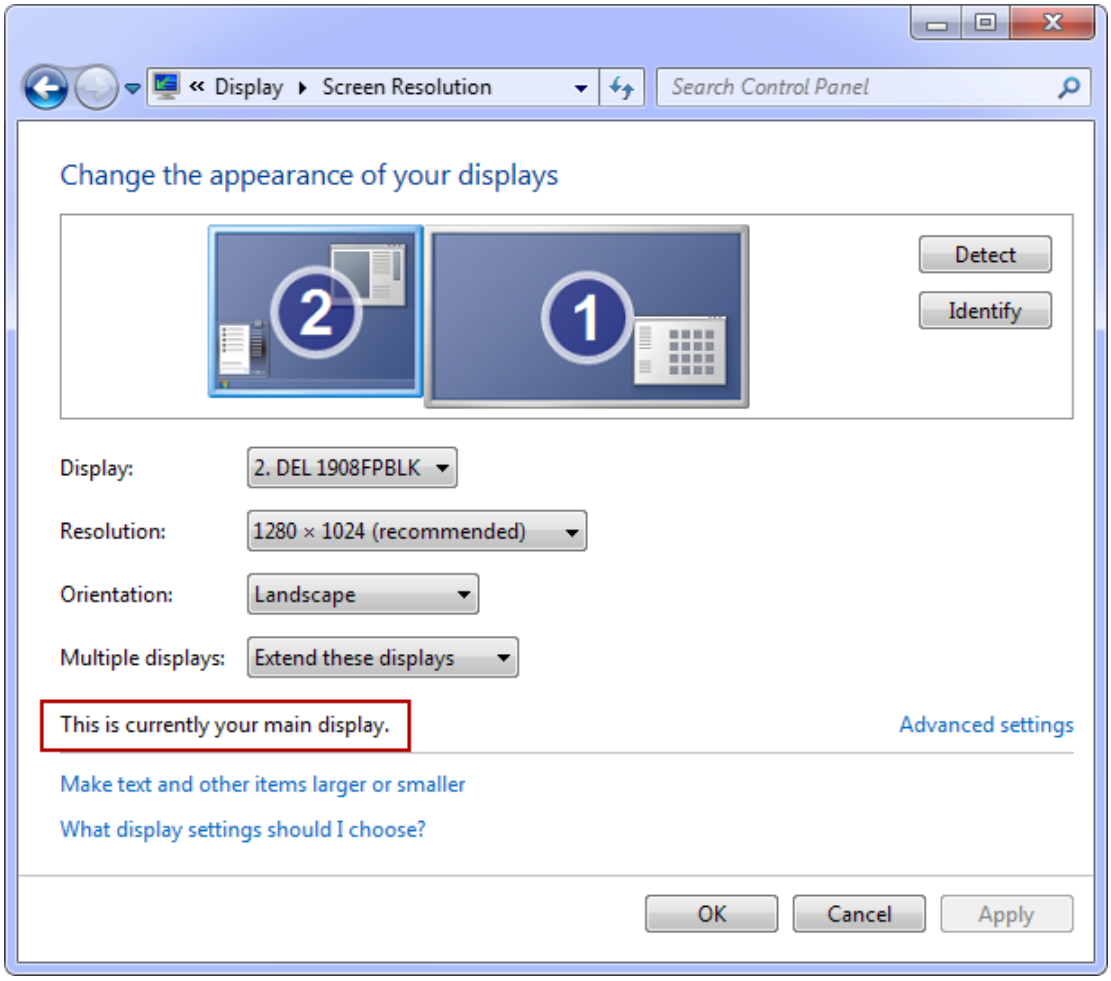
4. Click on the image representing the display you intend to use as the presenter, and ensure that the message **"This is currently your main display"** appears underneath it.

   If not, click the checkbox that will make this your main display.



5. Under multiple displays, select **Extend these displays** and click **Apply.**
6. Double-check your resolution settings for each monitor.
7. Click **OK.**

For further assistance, please consult Microsoft Windows Help and/or contact your technical support group.

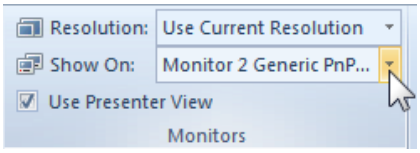


Configure PowerPoint to Use Presenter View

To configure PowerPoint to use Presenter view with two monitors:

1. Click **Slide Show** ⇨ **Use Presenter View** checkbox *(Monitors group)*.

   If you have not already set up your displays as an extended desktop, PowerPoint will ask if you want to check your settings now.

2. Click the **Show On** menu and select the monitor that you want the **audience** to see.

   Normally, you will choose the monitor that is **not** *named "primary monitor" in this list.*

3. **Start the slide show** to check your settings. If necessary, press ESC to exit the slide show and change the settings.

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Present the Show

If you have set up presenter view correctly, only the presentation slides will appear on the audience's display, while your display will show the slides as well as a collection of tools to assist you while you present, as shown below.

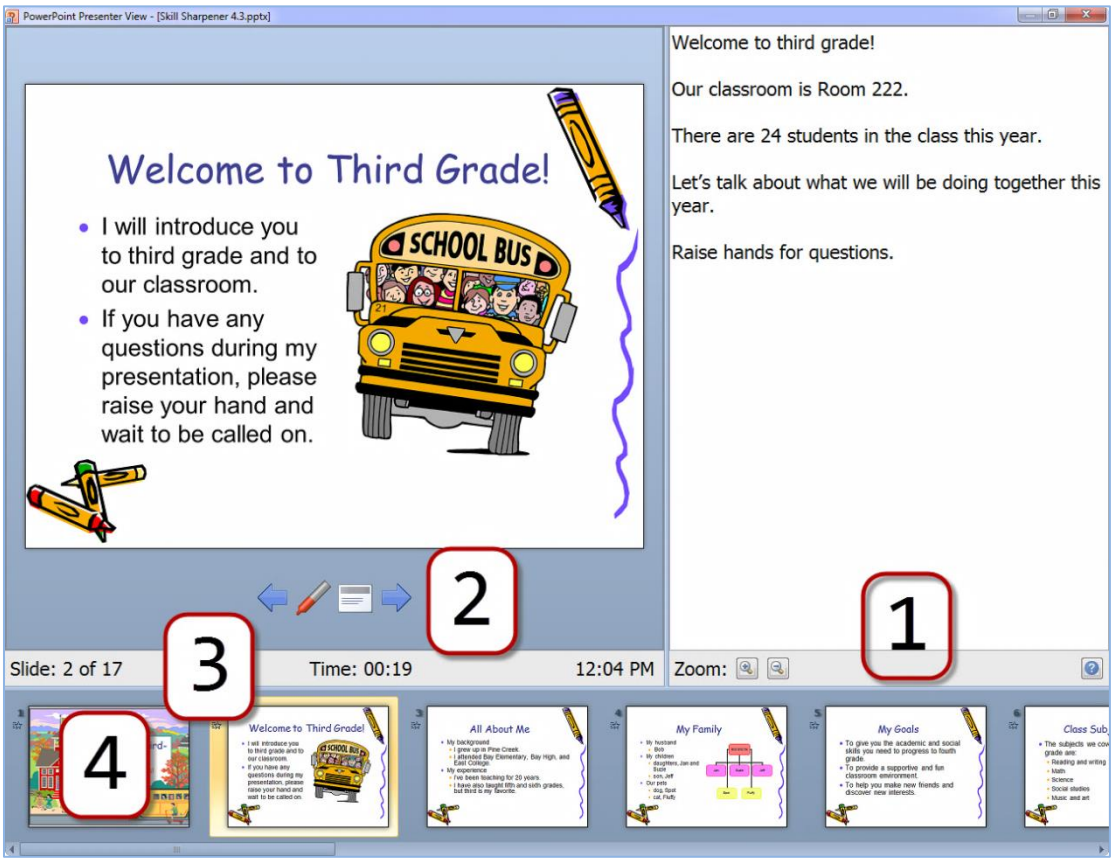
① **Speaker's notes** can be used as a script for your presentation. You can **zoom in and out** on the text in this area.

② Below the slide image, you'll find icons to go to the **next and previous slide,** to use **annotation tools,** and to open the **presenter's shortcut menu.** You can also use keyboard shortcuts at any time.

③ In between the slide image and the thumbnails you'll find the **current slide number, elapsed time** since you started the presentation, and the **current time of day.**

④ **Slide thumbnails** allow you to scroll through your slides and display slides out of sequence.

Tip: when annotating slides in presenter view, move your mouse pointer over to the extended desktop (so that it is visible to the audience) before you start to draw on the slide. Otherwise, the audience will only see what you've drawn after you've finished drawing it.

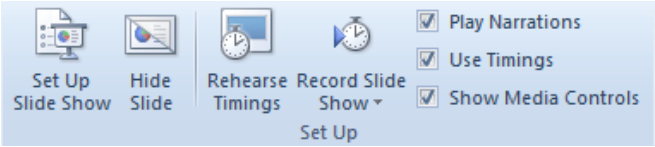


7.4 Set Up Slide Show

The Set Up commands on the Slide Show ribbon help you to select the elements of your presentation document—narrations, slide timings, etc.—that you want to use at any given time. The same PowerPoint presentation file can be used to deliver a traditional presentation with a live speaker or to create a self-running presentation with no human intervention required.

In this lesson, you'll learn about the various settings available for setting up your slide show.

Slide Show Ribbon ⇨ Set Up Group



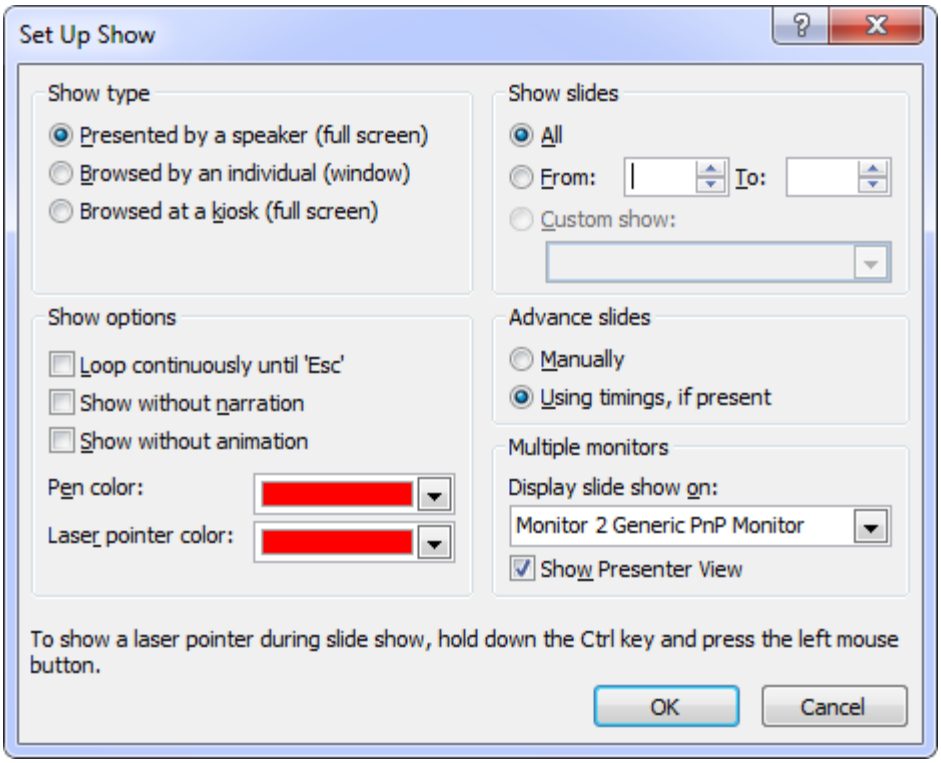
You have already learned about most of the commands in the Slide Show ⇨ Set Up group in earlier lessons. Here's a quick review:

Set Up Slide Show	Open the Set Up Show dialogue box, described below.
Hide Slide	Hide the current slide so that it is not displayed during the full-screen slide show. (A hidden slide can still be selected from the presenter's shortcut menu during the show.)
Rehearse Timings	Record slide timings as you practice delivering the presentation. (Does not record narration.)
Record Slide Show	Record narration with or without slide timings, and clear narration and slide timings from slides.
Play narrations	Automatically play back audio narrations during the slide show.
Use Timings	Automatically advance the slides and animations based on recorded timings.
Show Media Controls	Display the playback controls when you point to a media clip during the slide show.

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Set Up Show Dialogue

The Set Up Show command allows you to set up your slide show from one convenient dialogue box. Some of these options can be activated from the ribbon, and a few cannot.



Here's a brief description of the options in this dialogue.

Show type

- **Presented by a speaker (full screen)**
  - Display the show in traditional full-screen slide show mode.
- **Browsed by an individual (window)**
  - Allow the viewer to watch and/or interact with the presentation in a window on a computer.
  - There will be no PowerPoint menus in the viewing window.
- **Browsed at a kiosk (full screen)**
  - Display the show in full screen mode with continuous looping.
  - The presentation will start over when it reaches the end, or if a slide with a manual advance setting is displayed for longer than five minutes.

Show options	• **Loop continuously until 'Esc'**
	  ○ Repeat the slide show until someone presses the Esc key.
	  ○ This is always on when "Browsed at a kiosk" is selected.
	• **Show without narration**
	  ○ Turn off narration.
	• **Show without animation**
	  ○ Turn off animation and slide transitions.
	• **Pen colour**
	  ○ Select a default pen colour for making annotations.
	  ○ Only available when "Presented by a speaker" is selected.
	• **Laser pointer colour**
	  ○ Select a default laser pointer colour.
	  ○ Only available when "Presented by a speaker" is selected.
	  ○ To use the "laser pointer" during the slide show, hold down Ctrl while you press the left mouse button.

Show Slides	• **All** *and* **From/To**
	  ○ Show all or only a selected range of slides.
	• **Custom Show**
	  ○ Select an existing custom show (see page 84).

Advance slides	• **Manually**
	  ○ Advance the slides manually. This deactivates the slide timings for this showing.
	• **Use timings, if present**
	  ○ Advance using the slide timings, if they exist.

Multiple monitors	• **Display slide show on**
	  ○ Select the display device on which to present the show.
	  ○ Not available when "Browsed by an individual" is selected.
	• **Show Presenter View**
	  ○ Use Presenter View (see page 86).
	  ○ Only available when "Presented by a speaker" is selected.

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Presenting Without a Presenter

With the Set Up Show dialogue, you determine what elements to add to your presentation and how much control to give your audience. You can create a traditional presenter-driven show, a show that runs all by itself without human intervention, or a show that people can interact with individually without a presenter to guide them.

Here are some areas that you will need to consider when designing a presentation to run without a presenter:

- **Hyperlinks and action buttons**. If people will be interacting directly with the presentation, they may need buttons for navigation between slides and access to websites, etc.
- **Voice narration.** Narration can enhance or emphasize the slide content.
- **Notes pages.** If voice narration is used in a presentation that people will interact with, include a text transcript for accessibility.
- **Slide timings.** Set up your presentation so that viewers can use it at their own pace, or so that it can run by itself without human intervention.

  Fully automatic transitions require attention to detail and organization, and lots of practice. Not only must each slide be set to trigger the next, but the animations on each slide must be set to start automatically as well.
- **Distributing the presentation file:** How will you get the PowerPoint file where it needs to go, and in what format? See the lesson on page 94.

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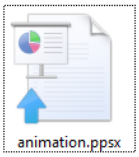
7.5 Distribute a Presentation File

Whether you are travelling to a conference to deliver a presentation or have to email a presentation to another person, you will eventually have to make some decisions about how to distribute your presentation file.

In this lesson, you will learn how to save your presentation as a PowerPoint show, how to convert it to a video file, and how to "package" it.

PowerPoint Show File Type

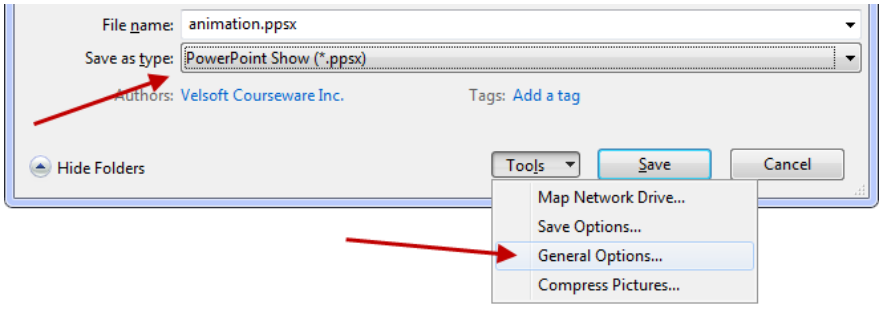
A presentation saved in the PowerPoint Show file type (.ppsx) will automatically open directly to slide show view. This format is convenient for emailing files because the recipient simply has to download and run the file, and the presentation starts automatically.



- The recipient still has to have PowerPoint installed on their computer.
- If you set the show to run as **"Browsed at a kiosk"**, the recipient will not be able to exit slide show view (that is, they won't be able to edit the presentation file.)
- You can also protect the file from changes by adding a password to prevent users from modifying the file.

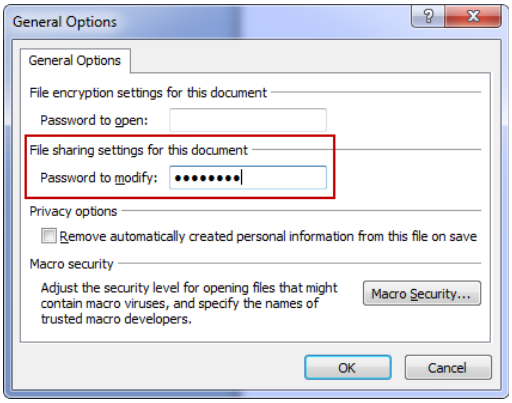
To save a presentation in the PowerPoint show file type and add a password:

1. Click **File** ⇨ **Save As**
2. Change the Save as type to **PowerPoint Show (*.ppsx)**



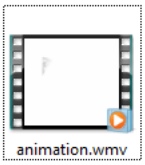
3. Click **Tools** ⇨ **General Options**
4. **Enter a password** to modify the document and click **OK.**

   You will be required to enter the password again for confirmation.
5. When you open the .ppsx copy of your presentation, the slide show will start right away.



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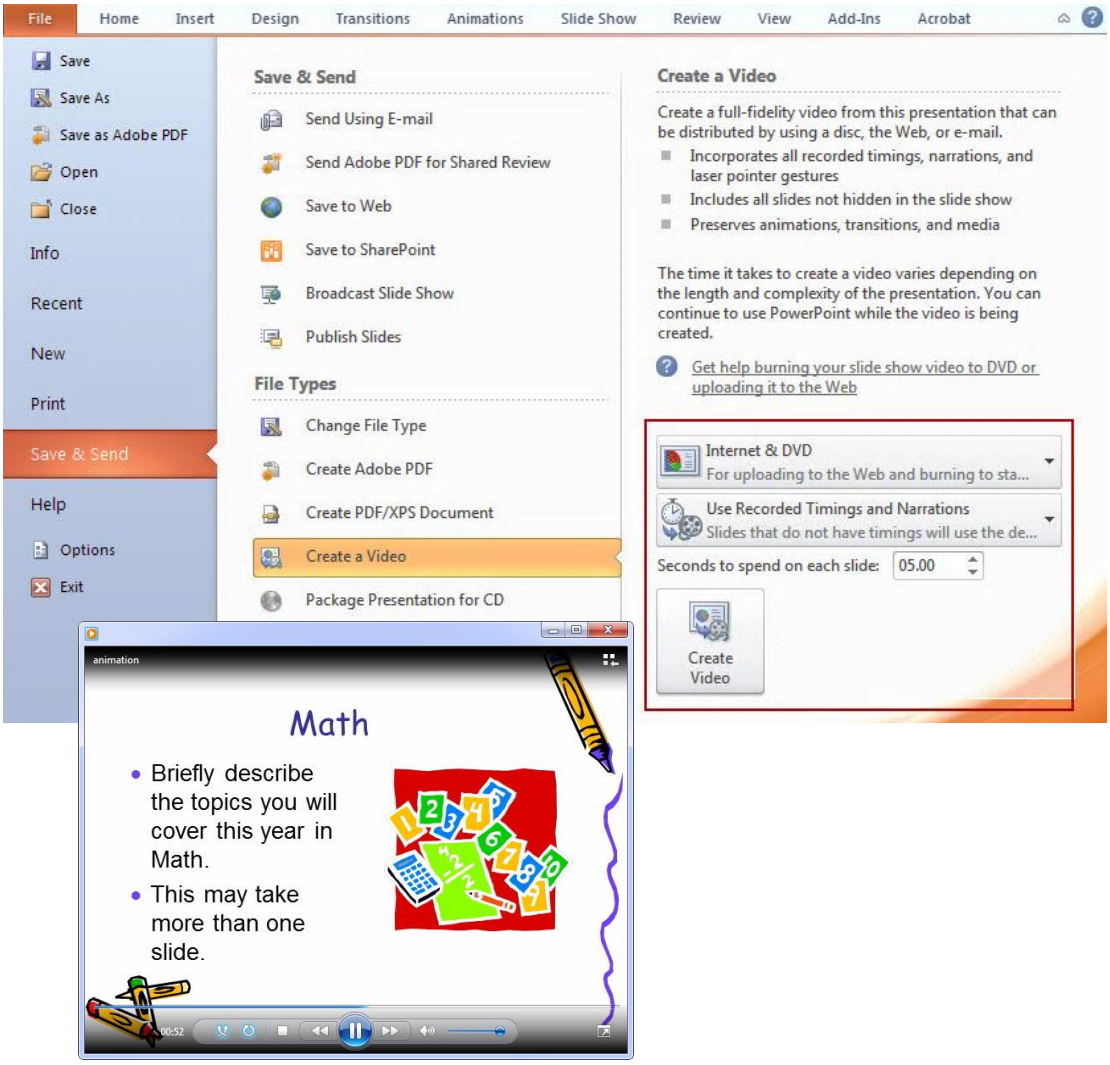
Convert to a Video File



You can save your PowerPoint presentation as a video file which can then be sent by email, burned to a CD or DVD, or posted on a website. The video will be saved in the Windows Media Video (.wmv) file type.

To save your self-running presentation as a video file:

1. Click **File** ⇨ **Save & Send** ⇨ **Create a Video.**
2. Select a quality setting depending on how you expect people to view the video: on a computer or high-definition TV, on the Internet, or on a portable device.
3. Select **Use** (or **Don't Use**) **Recorded Timings and Narrations.**
4. Next to **"Seconds to spend on each slide"**, enter a default time to use for slides that do not have prerecorded timings.
5. Click **Create Video.**
6. When you play the video, you will have access to standard video playback controls, but you won't have any access to PowerPoint tools.



Package a Presentation

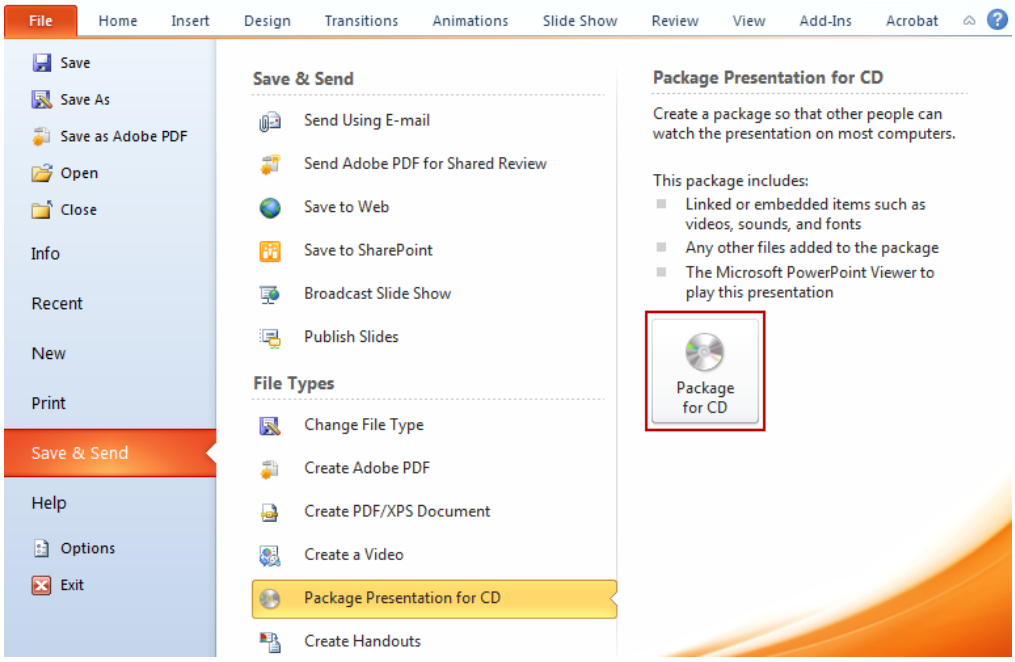
PowerPoint provides the option of creating a presentation "package" that can be transported easily. The package is actually a folder of files that includes:

- Your presentation file
- Any linked or embedded items such as videos and sounds
- Any other files you choose to add to the package

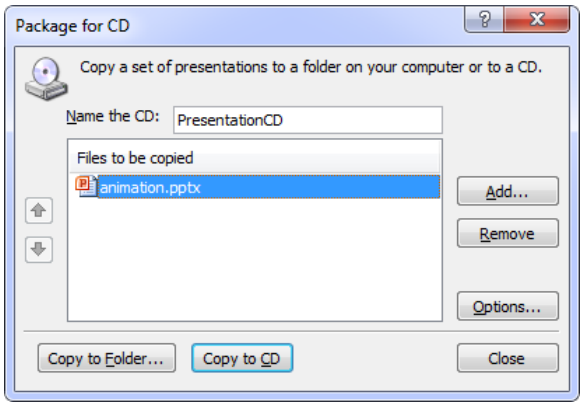
To package a presentation:

1. Click **File ⇨ Save & Send ⇨ Package Presentation for CD ⇨ Package for CD**

   Even though the command is called "Package for CD", you can use this command to create a folder that you can copy to a USB key or other storage device, as well.



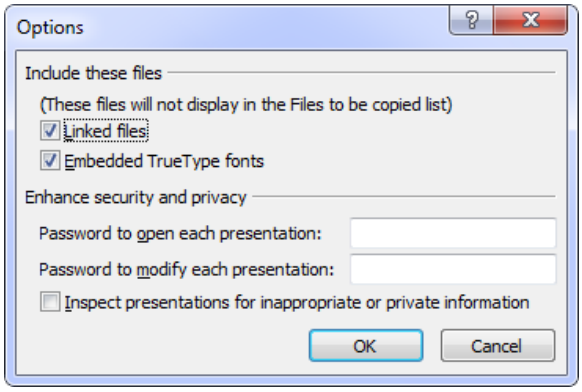
2. In the Package for CD dialogue box, **enter a name** for the CD or folder.



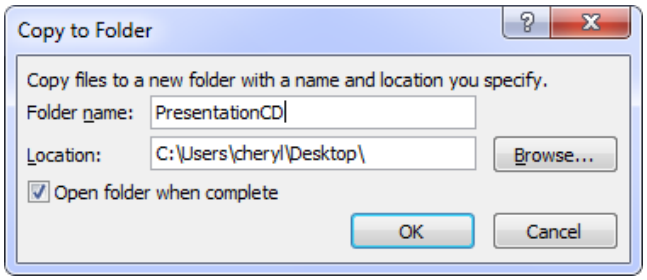
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3. If you need to transport more than one presentation, click **Add** to add another file to the package.
4. Use the up and down arrows to change the order of the presentations in the package.
5. Click the **Options** button and check **Linked files** and **Embedded TrueType Fonts** to ensure that these items are included, then **click OK.**

   You can also add a password to each presentation at this point, or inspect the presentations for comments, document properties and other hidden content.



6. Back in the Package for CD dialogue box, create the package by doing one of the following:
   - Click **Copy to folder,** and enter a folder name and location to copy the presentation package to a folder on your computer or USB key.
   - Click **Copy to CD** to burn the presentation package directly to a CD.



Open a Packaged Presentation

To open a packaged presentation:

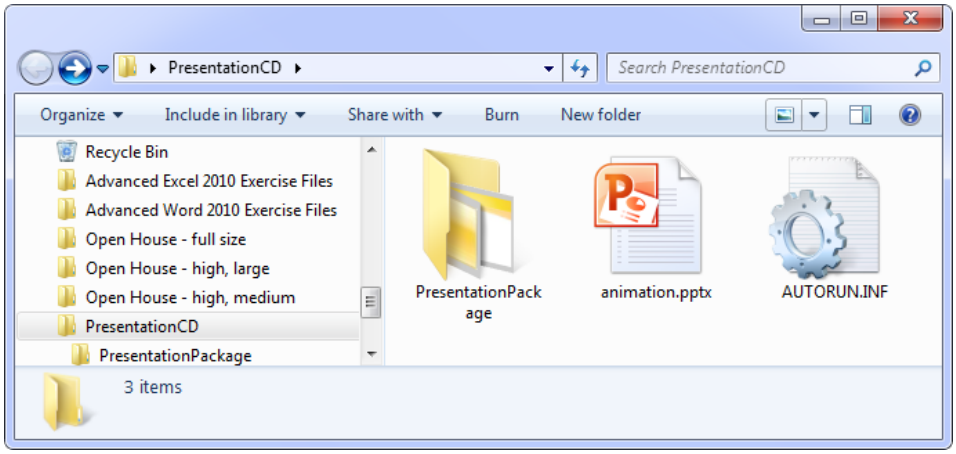
If you packaged the presentation to a CD:

1. Place the CD in the CD drive.
2. Click **Accept** at the PowerPoint disclaimer window.
3. The first presentation will open automatically, unless you had changed the default settings.

   If you included multiple presentations in the package, they will open in order.

If you packaged the presentation to a folder:

1. Locate and open the folder.
2. Double-click on the presentation file.



Install the Microsoft PowerPoint Viewer

The **Microsoft PowerPoint Viewer** is a free, stand-alone Windows program that allows you to view a presentation on a computer that does not have the full version of PowerPoint installed.

To get the Microsoft PowerPoint Viewer:

1. In your web browser, go to **www.microsoft.com/download**
2. At the download centre web page, **search** for **"powerpoint viewer 2010"**
3. Once you locate the PowerPoint viewer page, **click the download link.**
4. When the download is complete, **run the downloaded file** and follow the prompts to install the viewer software on the computer.

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