Centre for Staff Development
& Technical Learning

Intro/Intermediate PowerPoint 2010

Guide Book

Learning & Organizational Development
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Introductory/Intermediate PowerPoint 2010

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1 GET STARTED

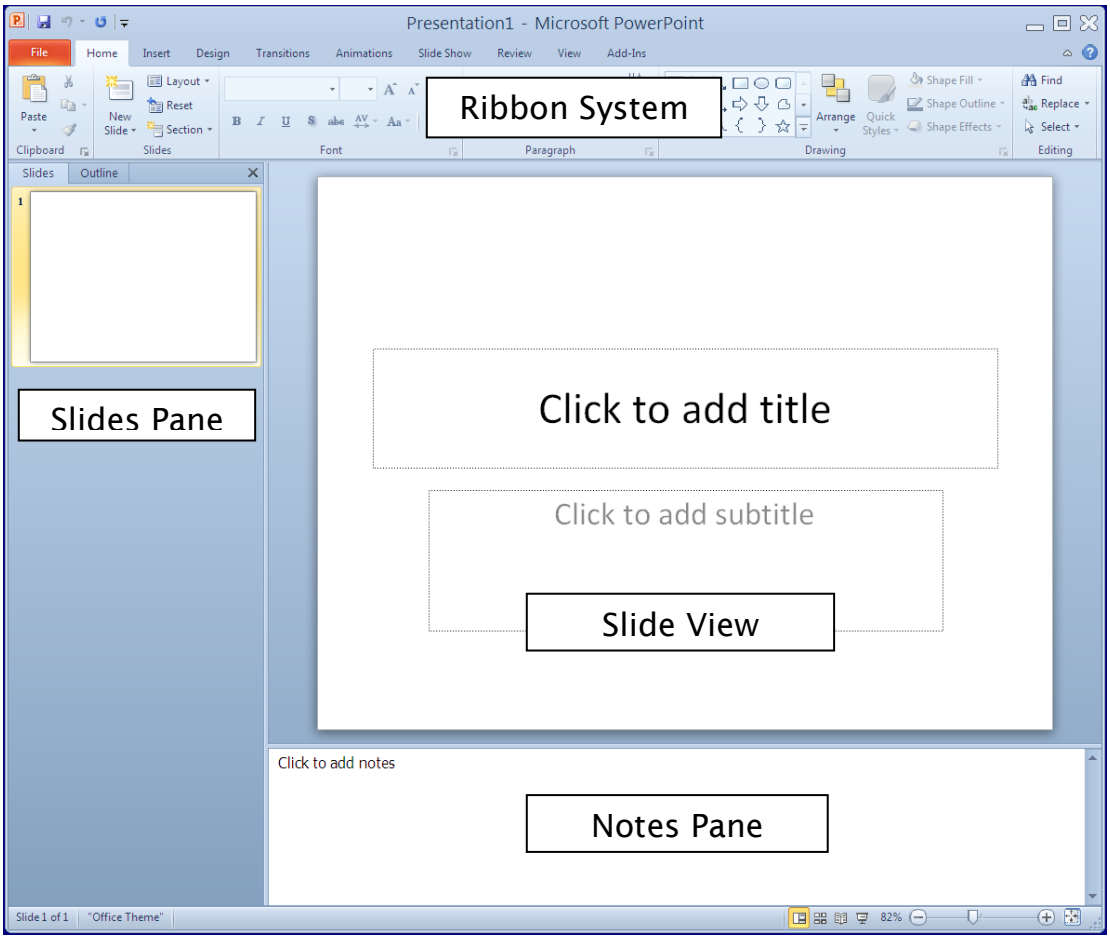
In this section you will learn how to:

- Identify parts of the PowerPoint window
- Add text to a slide
- Add more slides
- Change slide size and orientation
- Change a slide's layout
- Delete a slide
- Arrange slides in the slides pane
- Resize, show and hide the slides pane
- Use the slide sorter
- Get online help

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1.1 Review the PowerPoint Window

In this lesson, you'll learn to identify the main elements of the PowerPoint window.



- The **ribbon system** provides access to all of the PowerPoint commands.
- The **slides pane** presents a small thumbnail image of each slide, allowing you to quickly move to any slide in your presentation. The slide highlighted in orange is the currently-selected slide.
- The **slide view** shows you a larger image of the slide that is currently selected in the slides pane, allowing you to edit that slide.
- The **notes pane** allows you to add speaker's notes for each slide.

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1.2 Start a Presentation

In this lesson, you'll learn how to get started on creating a PowerPoint presentation, including how to add text to a slide, how to add new slides, how to change a slide's layout, and how to arrange slides with the slides pane and the slide sorter view.

Add Text to a Slide

By default, a new presentation file contains a single slide intended to act as the **title slide** for the presentation, as shown in the image above.

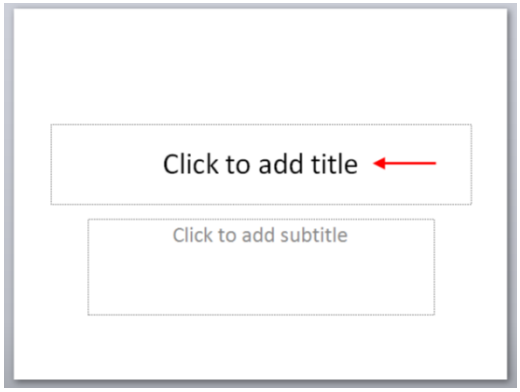
Most slides include **placeholders** to contain text or other kinds of content. These help to keep the presentation design professional-looking by ensuring that items remain positioned consistently from slide to slide.

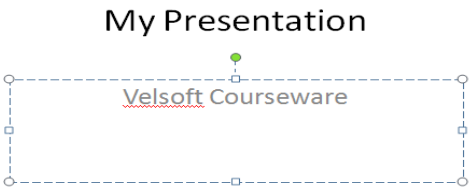
Slides designed for text usually have a placeholder for a **title** and one for **body text,** with prompts indicating which is which. There may also be one for a **subtitle,** as seen in the title slide. The placeholder also controls the initial **font** and **type size** of the text.

The placeholder prompt text is *not* displayed when you show a presentation: that is, if you don't use one of your placeholders, your audience will not see "Click to add subtitle" when you present the show!

To add text to a placeholder:

- Click inside a placeholder and type.





Add More Slides

The first new slide you enter will not be a title slide, but one designed for a title and content. New slides are always inserted *after* the one that is selected in the slides pane.

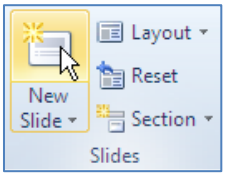
To add a new slide:

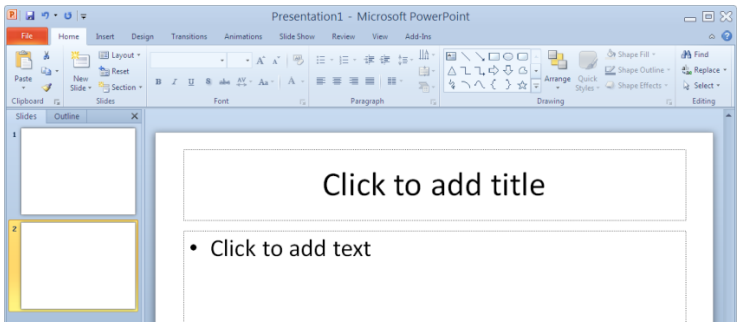
1. If you have more than one slide in the presentation, **click** on the one that should appear *before* the new one you are inserting.

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2. Do either of the following:
    a. Click **Home** ⇨ **New Slide** *(Slides group)*—click directly on the command icon.
    b. Type the keyboard shortcut **Ctrl+M.**

You'll see a thumbnail of a new slide appear in the slides pane, and the new slide will be displayed in the main slide view.

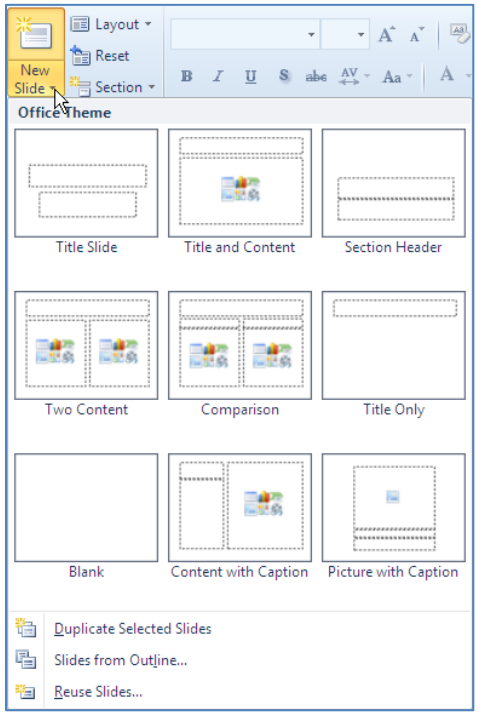




The default "Title and Content" layout is only one of many different slide layouts you can use.

To insert a slide with a different layout:

1. Click **Home** ⇨ **New Slide down arrow** *(Slides group)*.
2. Select a layout from the gallery.



1.3 Edit a Presentation

In this lesson, you'll learn how to set up slides, change the layout of an existing slide, delete a slide, and how to arrange slides using the slides pane and the Slide Sorter view.

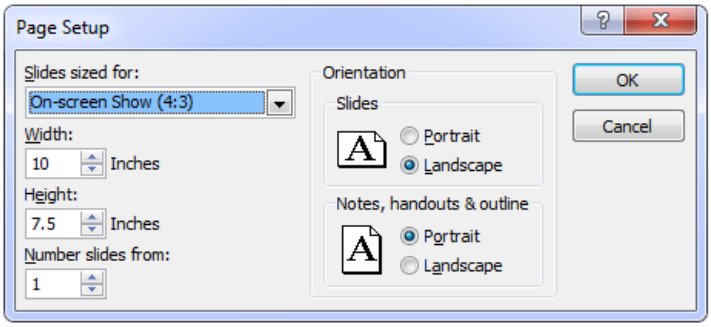
Set Up Slide Size & Orientation

By default, PowerPoint slides are proportioned for a traditional television or projector screen, with an *aspect ratio* (ratio of width to height) of 4:3. You can change the size to target a widescreen monitor or standard paper sizes, change the orientation of slides, and change the orientation of notes, handouts and outline pages.

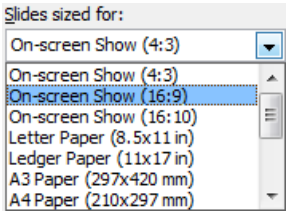
When you change the target slide size, you may find that some of your design needs to be adjusted, especially if you are using a built-in *design theme* (see page 36), most of which are planned for the 4:3 aspect ratio.

To change the slide setup:

1. Click **Design** ⇨ **Page Setup** *(Page Setup group)*



2. Click the **Slides sized for** drop-down and select a new slide size.



3. If needed, change the **Orientation** settings for slides and/or notes, handouts and outline pages.
4. Click **OK.**

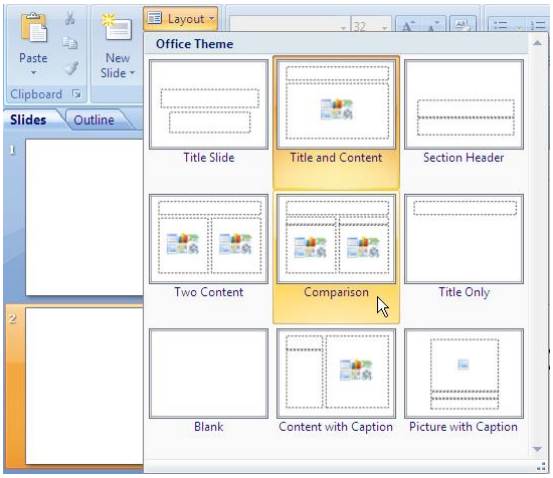
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Change a Slide's Layout

When you change the layout of an existing slide, PowerPoint will move the content to the corresponding placeholders in the new slide design. Therefore, it's important not to use your body text placeholder for a title, and vice-versa.

To change the layout of an existing slide:

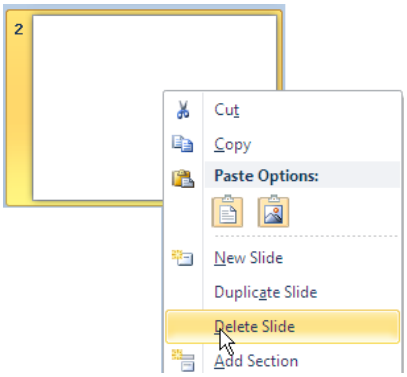
1. In the slides pane, **select** the slide you want to change.
2. Click **Home** ⇨ **Layout** *(Slides group)* and select a new layout.



Delete a Slide

To delete a slide from your presentation:

1. Select the slide in the slides pane
2. Do one of the following:
    a. Press the **Delete key** on the keyboard, or
    b. **Right-click** on the slide and select **Delete Slide** from the shortcut menu



Arrange Slides in the Slides Pane

You can move or duplicate a slide within a presentation using cut, copy and paste, similar to cutting, copying and pasting text in a word processor.

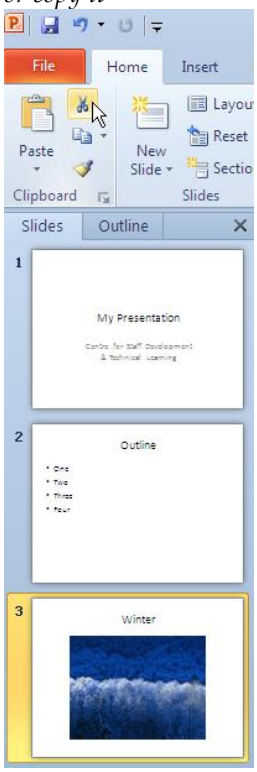
To cut or copy a slide and paste it into a new position:

1. **Select** the slide in the slides pane
2. Click **Home** ⇨ **Cut** or **Home** ⇨ **Copy** *(Clipboard group)*
3. Click *in between* two existing slides in the slides pane: a horizontal flashing cursor will appear to indicate the new location
4. Click **Paste** to insert the slide in that location

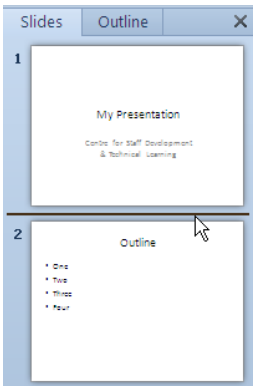
You can also arrange slides in any of these ways:

- **Click and drag** the slide to a new position in the Slides pane
- **Right-click** on the slide and select cut, copy and paste from the shortcut menu
- Select the slide and type **Ctrl+X** (cut), **Ctrl+C** (copy) and **Ctrl+V** (paste)

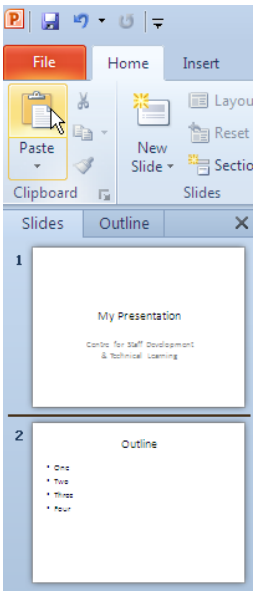
Select the slide and cut or copy it



Click to position the horizontal cursor



and Paste





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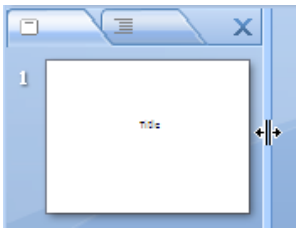
Resize, Show or Hide the Slides Pane

You can resize of the slides pane or hide it completely.

1. **Point to the vertical divider bar** between the slides pane and the main slide view.
2. When your mouse pointer becomes a **double-headed arrow, click and drag** the bar to resize the pane.
3. To hide the slides pane entirely, drag the divider bar all the way to the left.

   When the slides pane is closed, it may look like there's no way to get it back again, but the divider bar is still there on the left side of the window.

4. Point to the far left edge of the window and drag the divider bar back to the right to re-open the slides pane.

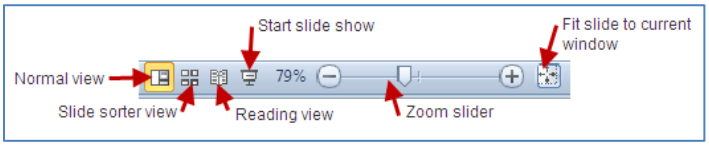


Slide Sorter View

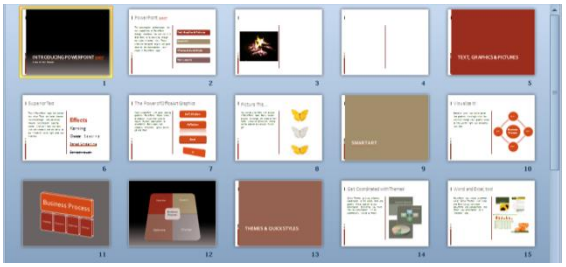
The *Slide Sorter view* gives you more space to view your collection of slides. Just as in the slides pane, you can reorder, add, and delete slides but you cannot edit the content of slides in this view.

To use the slide sorter:

1. Click on the Slide Sorter icon in the status bar, or click **View** ⇨ **Slide Sorter** *(Presentation Views group)*.



2. **Drag the zoom slider**'s tab to control how many slides are visible at one time.
3. Move, delete, and cut, copy or paste slides just as you would in the slides pane.
4. When done, click the **Normal view button** in the status bar or **View** ⇨ **Normal** *(Presentation Views group)*.



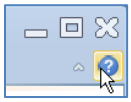
1.4 Get Online Help

In this lesson, you'll learn how to use the Help window, and how to control the type of help that you find.

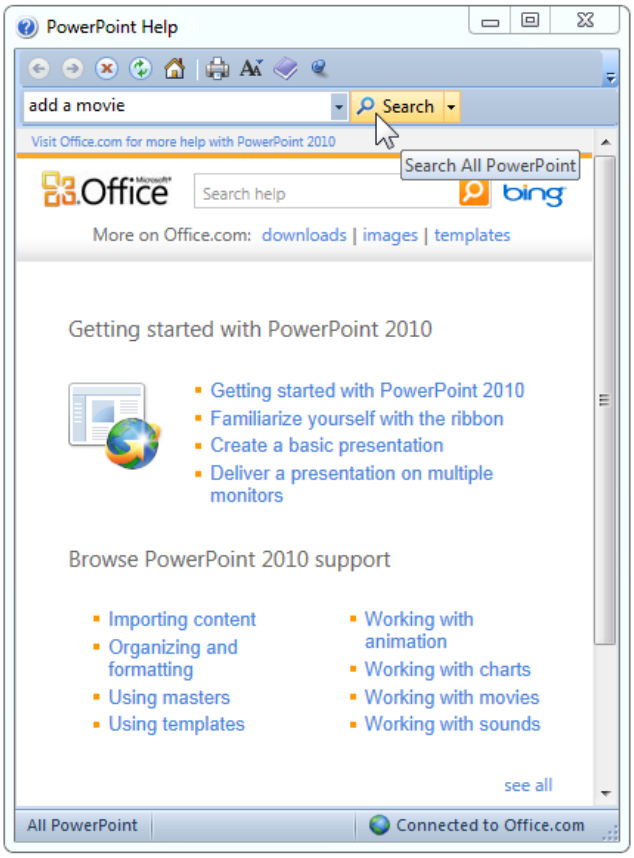
Use the Help Window

You can get help from within any Office application.

1. Click on the question mark at the top right hand corner of the window, or press the **F1 key**.



2. Click inside the **Search** box, type a search word or short phrase, and press **Enter** or click **Search**.



3. Click any search result to be shown its contents.
4. Use the icons on the Navigation toolbar to browse through the help files:

 Move backward and forward in the browsing history

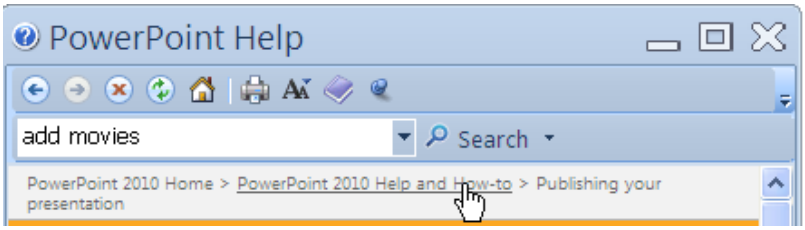
 Stop the current search

 Refresh the screen

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- Return to the home help screen
- Open the Table of Contents
- Print a help topic
- Adjust the font size for easier reading
- Pin or unpin a topic

5. Click the *breadcrumb* links below the search box to jump back to an earlier page.

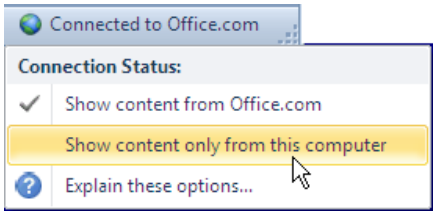


Control the Type of Help You Find

In the Help window, you have the choice of searching the help files installed directly on your own computer, or through the online resources available from Office.com, which may include templates, video tutorials and other resources in addition to traditional help. You can also refine your search to look only for specific kinds of resources.

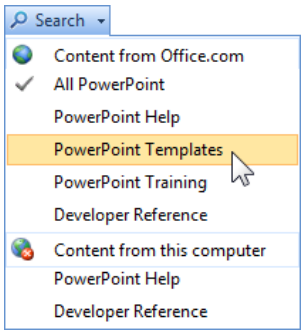
To control where PowerPoint searches for help:

1. Click on the button in the lower right-hand corner of the Help window.
2. Change the setting to either "Show content from Office.com" or "Show content only from this computer".



To control the type of help PowerPoint searches for:

1. Click the down arrow next to the Search button
2. Select a category from the menu



2 EDIT SLIDES

In this section you will learn how to:

- Recognize placeholders
- Select a placeholder
- Resize, rotate, move and delete placeholders
- Reset placeholders
- Add slide numbering, dates and footer text to slides
- Insert the date into a placeholder
- Duplicate a slide or object
- Control paste options
- Use the clipboard task pane
- Organize content with the Outline pane

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2.1 Placeholders & Text Boxes

Placeholders help to keep a presentation professional-looking by ensuring that items remain positioned and formatted consistently from slide to slide. If you can't find a slide layout with suitable placeholders for your content, you can resize, move or delete placeholders to create the layout you need.

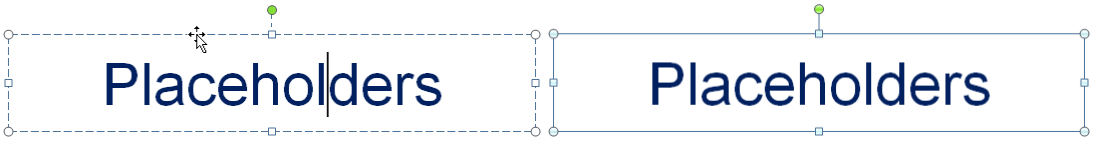
Select a Placeholder

For certain tasks with placeholders, you need to be able to select the box itself rather than the text inside: this can be tricky to do. If you see the vertical insertion point flashing inside the text, you have *not* selected the entire placeholder.

To select a placeholder:

1. Click inside the text.
2. Point to the edge of the box—when the mouse pointer changes to a four-headed arrow ✣, click.

The border of the placeholder will change from a dashed outline to a solid outline.



Click in the text then on the border. A solid border and no insertion point mean the box is selected.

Resize a Placeholder

When you click in a placeholder, you'll see eight white *sizing handles* around the edges. To resize a placeholder:

1. **Point** to a sizing handle
2. When the mouse pointer changes to a double-headed arrow ↔, **click and drag** the sizing handle

The **square handles** along the top or side edges allow you to stretch the box in one direction at a time, while the **round corner handles** allow you to resize horizontally and vertically at the same time.

You can also resize a placeholder to specific dimensions using the Drawing Tools Format ribbon: enter new dimensions in the Size group.

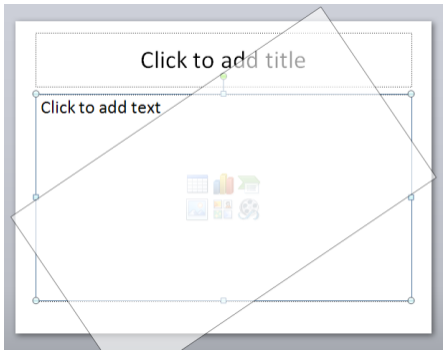


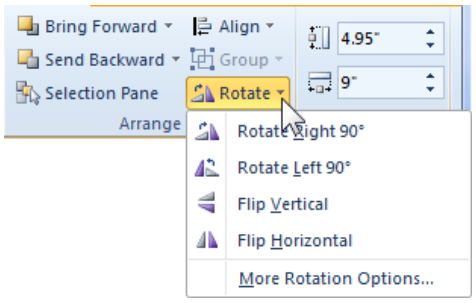
Rotate a Placeholder

You can use the green circular rotation handle, above the top-middle sizing handle, to rotate the placeholder and its contents about its centre.

1. **Point** to the green rotation handle
2. When your mouse pointer changes to a circular arrow , **click and drag** to rotate the placeholder and its contents about its center

You can also rotate a placeholder a specific amount using the Drawing Tools Format ribbon: click the Rotate button *(Arrange group)* and select a rotation option.

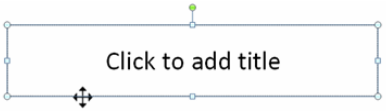




Move a Placeholder

To move a placeholder:

1. **Point** to any edge of the placeholder where there is no sizing handle
2. When the mouse pointer changes to a four-headed arrow , click and drag the placeholder to a new location on the slide



When the placeholder is selected, you can also use your keyboard's arrow keys to *nudge* its position. If you hold down the **Ctrl** key as you press the arrow, the nudging will be in finer increments.

Delete a Placeholder

To delete a placeholder:

1. **Point** to any edge of the placeholder where there is no sizing handle
2. Click on the placeholder's edge so that its bounding box becomes a **solid line**
3. Press the **Delete** key on the keyboard

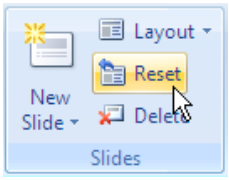
If a placeholder already contains content, pressing Delete once will delete the content and restore the blank placeholder to its original location. To delete the placeholder entirely, press **Delete** again.

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Reset Placeholders

If you've moved placeholders accidently or decide you prefer the original slide layout, you can reset the placeholders to their original size and location.

1. In the slides pane, select the slide that you want to reset.
2. Click **Home** ⇨ **Reset** *(Slides group)*.



This will also restore placeholders that you have deleted.

Add a Text Box

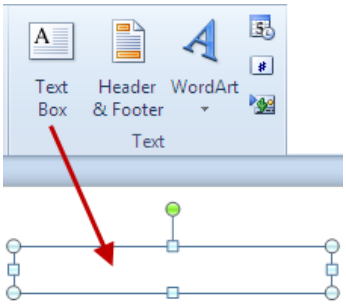


When you want to place text on a slide anywhere outside of the pre-defined placeholders, you'll need to add a **text box.** You will find that working with text boxes is very similar to working with regular placeholders.

To insert a new text box

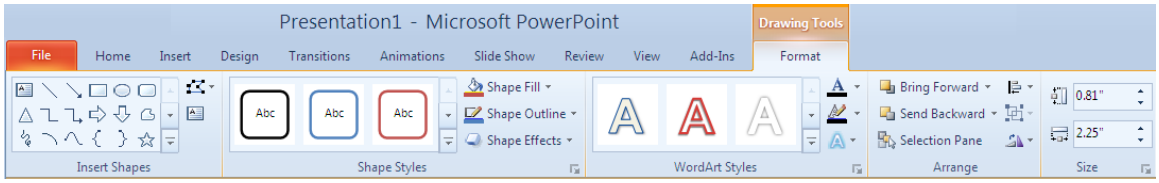
1. Click **Insert** ⇨ **Text Box** *(Text group)*
2. Click and drag a rectangular shape on the slide about as wide as you want the text box to be
3. Type your text

A text box can only be as high as the content it holds, so even if you drag a tall rectangle, it'll start out as only one line high.



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Format Text Boxes & Placeholders



Technically, a text box or placeholder is a graphic object—one that can contain text. In addition to formatting the text inside, you can format the box itself: add or remove borders, change the fill or outline colour, add shadows or 3D effects, and so on.

Whenever a text box or placeholder is selected, the Drawing Tools Format ribbon is available. We'll investigate some of these features in detail later in the course.

First, select the placeholder or text box as described on page 17.

Insert Shapes	Add a shape to the slide, change the shape of the text box, or add a new text box to the slide.
Shape Styles	Format the object with a built-in style from the gallery, or format the fill colour, outline and special effects individually.
WordArt Styles	Add WordArt effects to all or some of the text in the box.
Arrange	Arrange the text box in relationship to other objects on the slide.
Size	Adjust the dimensions of the text box to an exact measurement.

Copy & Paste Formatting

The Format Painter is like a copy and paste command for formatting only. It copies only the formatting of text you select (bold, italics, underline, colour, borders, etc.) and pastes it to another location without replacing the text itself. You can even copy formatting from WordArt text and paste it onto regular text.

To copy and paste formatting:

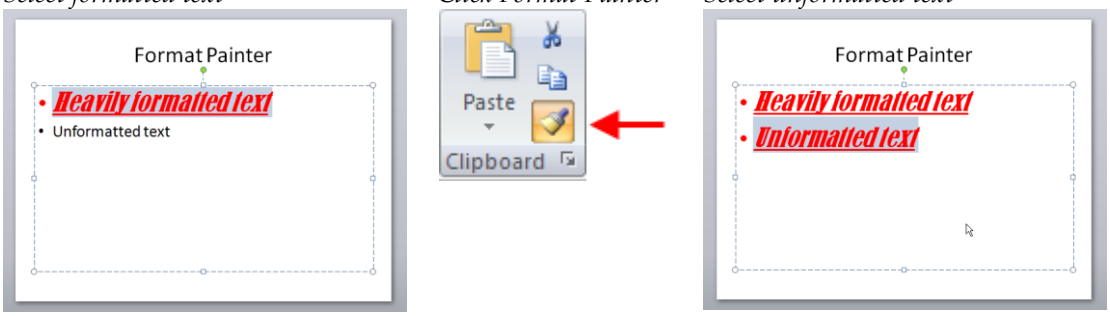
1. **Select** existing text or an object that has the formatting you want to reuse.
2. Click **Home** ⇨ **Format Painter** *(Clipboard group)*.

   Your mouse pointer will display a paintbrush icon to indicate that the Format Painter is engaged.
3. **Select** the text or object to which you want to copy the formatting.

   The formatting will be applied, and the Format Painter will deactivate itself.

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Select formatted text *Click Format Painter* *Select unformatted text*



By default, the Format Painter turns itself off after one use, but you can force it to remain on until you turn it off:

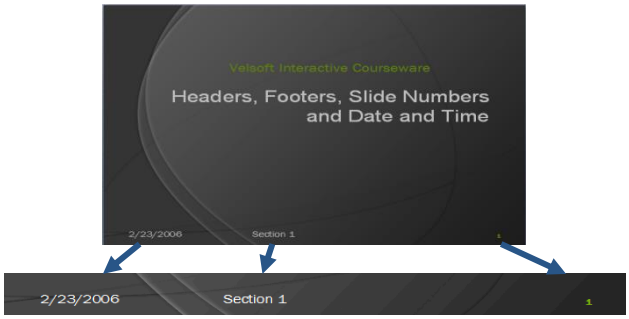
1. **Select** the item with the formatting you want to copy.
2. D**ouble-click** the Format Painter.
3. **Select** the item to which you want to paste the formatting.
4. **Continue selecting** new blocks of text until you are done formatting.
5. **Click the Format Painter** again or press the **ESC** key to turn it off.

The Format Painter can also be used to copy the formatting from one graphic object to another: just select the graphics instead of text!

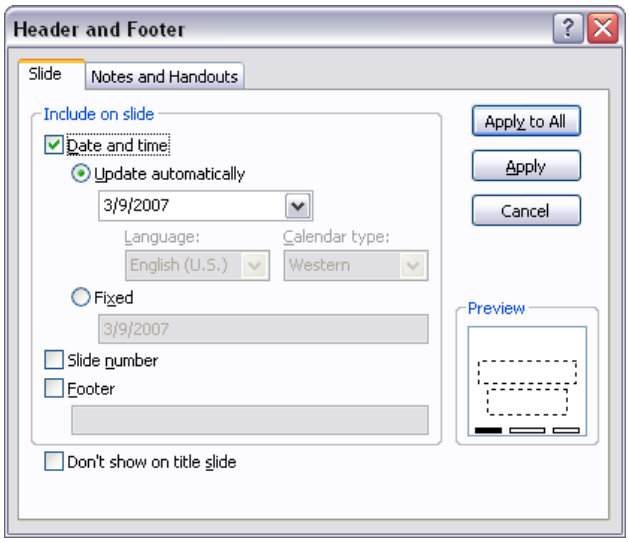
2.2 Slide Numbering, Dates and Footers

Most slide layouts allow you to add or remove optional design elements including the date, a slide number, and footer text that repeats on each slide.

The *slide master* determines whether the slide design includes any or all of these elements, and where they appear on the slide. (You'll learn more about slide masters in the Advanced level of this course.) Numbers, dates and footer text usually appear at the bottom of a slide, but the slide designer can choose to place them anywhere.



Insert Slide Elements



To add the date/time, slide number, or footer text:

1. Click on the background of your slide. You should *not* see a flashing insertion point inside any of your placeholders.
2. Click **Insert** ⇨ **Header & Footer** *(Text group)*
3. Make sure you are on the **Slide** tab in the Header and Footer dialogue box
4. Check and edit the elements that you want to add:
    - For the date and time, choose whether the date should **update automatically** or remain **fixed,** and select a format.

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- For the footer, you must type the footer text into the text box.

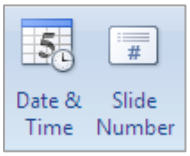
5. Apply the change:
   - Click **Apply** to make the change for only the currently-selected slide
   - Click **Apply to All** to make this change for all the slides in the presentation
   - If you want the change to apply to all the slides *except* for title slides, click the checkbox for **"Don't show on title slide"** and then click Apply to All.

As you check elements, watch the **thumbnail image** of the slide in the lower right-hand corner of the dialogue box. A bold black outline indicates the location on the slide where the element you have activated will appear. In the example above, the date and time will appear in the lower left-hand corner of the slide.

You can also use the header and footer dialogue box to turn *off* the date/time, slide numbering and footer text for one or all of your slides: follow the steps above, but *uncheck* the items that you don't want.

This dialogue can also be used to add a date, page numbering and header to notes and handouts pages, as discussed on page 94.

Insert the Date in a Placeholder



You can also insert the date or slide number inside a placeholder on your slide. In this case, the element won't repeat on every slide because you're simply inserting it as content on the slide.

1. **Click inside the placeholder** so that you can see the flashing text cursor
2. Click **Insert** ⇨ **Date & Time** or **Insert** ⇨ **Slide Number** *(Text group)*

2.3 Advanced Copy and Paste

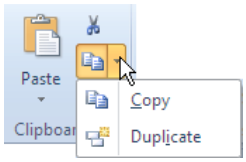
In this lesson, you'll learn to duplicate objects, control paste options, and use the clipboard task pane to track and re-use multiple cut and copied items.

Duplicate a Slide or Object

The Copy button allows you to **copy** an item (the default) or to **duplicate** it: that is, to copy the item and automatically paste it in one step. You can duplicate entire slides or graphics on a slide such as a photo, a diagram or a video. You cannot duplicate highlighted text, but you can duplicate an entire text box or placeholder.

To duplicate a slide or object:

1. **Select** the slide or object
2. Click the **Copy down arrow** ⇨ **Duplicate**

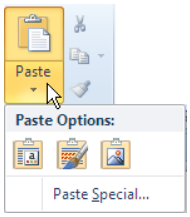


Use Paste Options

The Paste button allows you to paste the item that's on the clipboard in a variety of ways—the options available here will vary depending on what is on the clipboard.

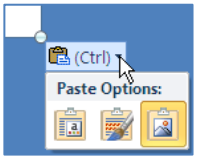
To use Paste Options:

1. **Select** an object and **cut** or **copy** to place it on the Clipboard.
2. Click **Home** ⇨ **Paste down arrow.**



3. **Point** to the Paste options to see a live preview in your document.
4. **Click** on an option to confirm your choice.

You can also refine the results of a paste operation immediately *after* you paste an item: click on the **Paste Options button** (Ctrl), which appears next to any item that you have pasted, and the same set of options will appear.



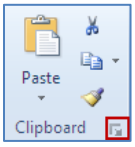
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Clipboard Task Pane

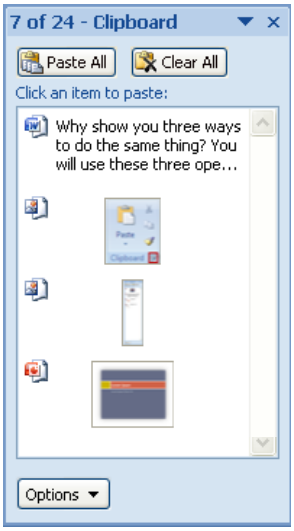
By default PowerPoint allows you to paste only the *most recent* item that you had cut or copied to the clipboard. The Office Clipboard Task Pane, when activated, keeps a history of the last 24 items that you have cut or copied in Windows applications—not just PowerPoint!—and makes them available for you to re-use at any time.

To activate the Clipboard Task Pane:

- Click **Home** ⇨ **Clipboard Options** button *(Clipboard group)*



The task pane will display the most recent cut or copied item at the top.

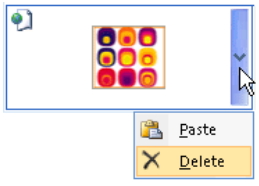


To re-use an item from the clipboard:

- **Click in your presentation** then **click on the item** in the clipboard, or
- Click **Paste All** to paste in everything that appears in the clipboard.

To delete an item from the clipboard:

- **Point** to it, **click the down arrow** then click **Delete,** or



- Click **Clear All** to delete everything from the clipboard.

The **Options** button at the bottom of the task pane allows you to control how the Clipboard works: for example, you can set the Clipboard to collect items even when it's not visible.

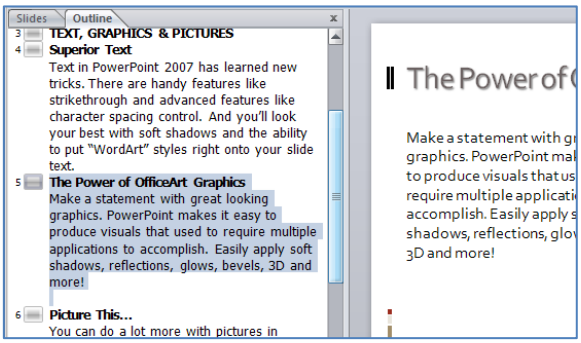
2.4 Outline Pane

The Outline pane displays a text-only version of your presentation that can be used for editing content as well as for reorganizing slides. When working on your outline, you may find it useful to enlarge the size of the pane as described on page 13.

Outline Your Presentation

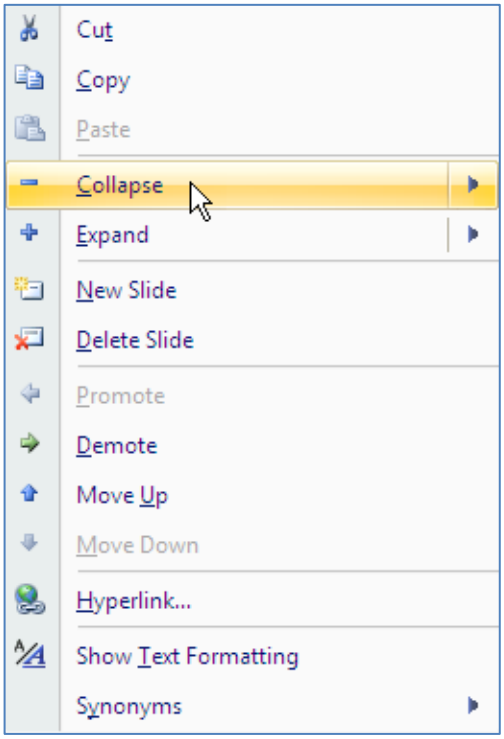
To work on your outline:

1. Click the **Outline tab,** beside the Slides tab.



2. Within the outline pane, you can type new text, edit existing text, paste in text, or drag the slide icons to new positions.
3. To restructure the outline—e.g., to convert a bulleted point to a new slide—select one or more items in the outline, right-click and use the shortcut menu:

   - **Collapse/Expand:** hide or show the slide content. (Or double-click on a slide's icon.)
   - **Promote/Demote:** Increase or decrease the list level of the item.
     - If you promote a first-level bulleted list item, it becomes the title of a new slide.
     - If you demote a slide's title, it becomes a list item on the previous slide.
   - **Move Up/Move Down:** change the order of the slide in the outline.
   - **New Slide/Delete Slide:** Add or remove slides from the presentation.
   - **Show Text Formatting:** Display text formatting of the text in the outline pane.



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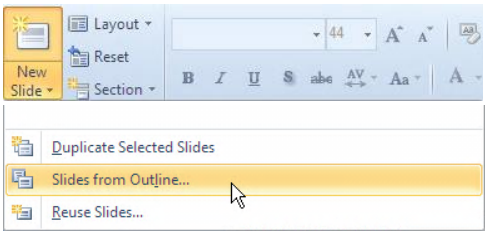
Import an Existing Outline

You can import an existing outline from Word to create new slides in your presentation.

All of the text in the Word outline must be formatted using properly-nested **heading styles.** Each Heading 1 will become the title of a new slide, while Heading 2 and lower will become text on that slide. For more information on formatting headings, please see the *Intermediate Word 2010 Course Guide.*

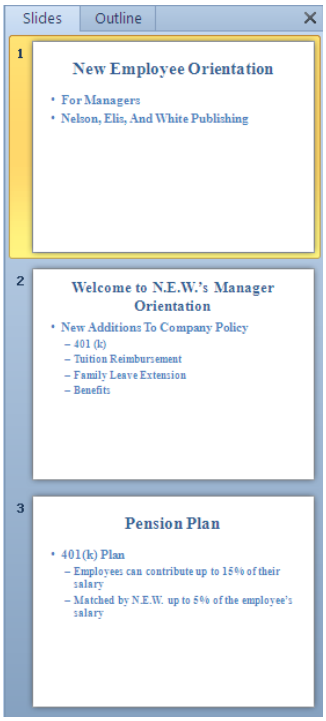
To import an outline from Word:

1. Ensure that your Word document is formatted using heading styles
2. **Click** in the Outline Pane where you want the new slides to be inserted
3. Click **Home** ⇨ **New Slide arrow** ⇨ **Slides from Outline…**



4. Locate the file containing the outline for your new slides and click **Insert**
5. If some items of your outline do not come in at the intended level, right-click on the item and use the shortcut menu to **demote** or **promote** it to the correct level.





3 FORMAT TEXT

In this section you will learn how to:

- Control the Text AutoFit feature
- Change font face and size
- Control character spacing
- Align text within a placeholder
- Change text direction
- Add WordArt decorative text
- Copy and paste formatting
- Create bulleted and numbered lists
- Create custom bullets and numbering
- Remove bullets and numbering

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3.1 Format Text

For the most part, formatting text in PowerPoint is exactly the same as formatting in your word processor. For a very detailed discussion of formatting, please see our course materials for *Introduction to Microsoft Word 2010*. In this lesson, we'll focus on specific aspects of text formatting that you need to know as a designer of PowerPoint slides.

Text AutoFit

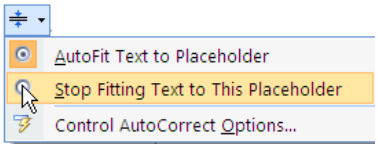
By default, PowerPoint resizes text as you type so that it fits into a placeholder. This *AutoFit* feature can result in font sizes being slightly different from slide to slide, resulting in a visual "jump" when slides change.

You can see when AutoFit is in use, because the AutoFit icon appears next to the placeholder.



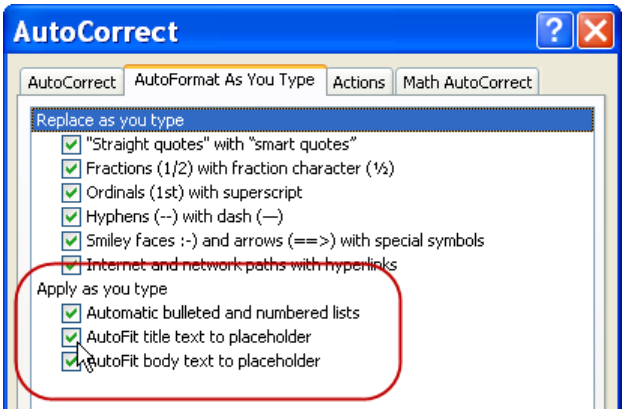
To turn AutoFit off for a placeholder:

1. Click on the AutoFit icon
2. Select **Stop Fitting Text to This Placeholder**



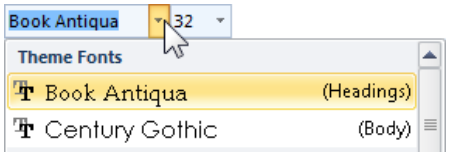
To turn off AutoFit *altogether* for titles, body text or both:

1. Click on the AutoFit icon
2. Select **Control AutoCorrect Options**
3. In the AutoCorrect window, uncheck items under **Apply as you type**



You can also open the AutoCorrect window from the PowerPoint Options screen: click **File ⇨ Options ⇨ Proofing ⇨ AutoCorrect Options ⇨ AutoFormat As You Type.**

Font Face & Font Size

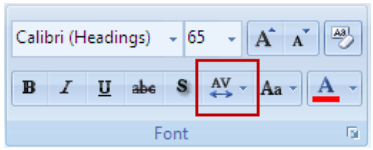


If you want to change the headings and body font throughout your entire presentation, you don't have to manually reformat the text on every slide: use the **Design Themes** feature described on page 36 to update the **Headings** and **Body** fonts instead.

If you reformat any text with a font that is *not* marked (Headings) or (Body) on the Font menu, that text will *not* be automatically reformatted when you change your design theme.

When changing the font size, keep in mind that the AutoFit feature may still override your new font size setting if you later add more text to the placeholder.

Character Spacing



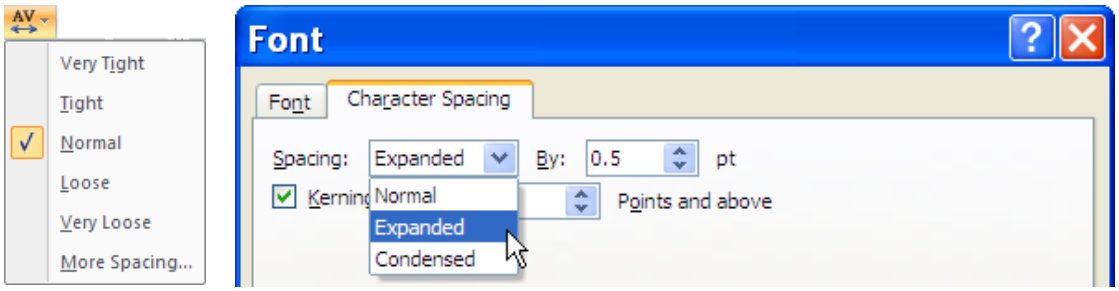
Character Spacing adds or removes space between individual characters so that text takes up more or less space horizontally. You may find it useful for fitting text within a tight space or to make short lengths of text appear more substantial.

1. Select the text that you want to adjust.
2. Click **Home** ⇨ **Character Spacing** *(Font group)*
3. Choose a setting from the drop-down menu. "Tight" settings will remove a little space between each character, while "loose" settings will add a little space.

L O O S E R S P A C I N G T I G H T E R S P A C I N G

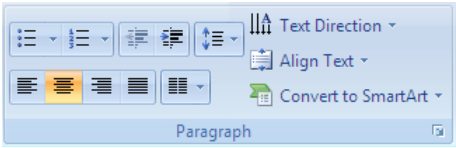
To enter a more specific character spacing setting:

1. Click **Home** ⇨ **Character Spacing** ⇨ **More Spacing…**
2. In the Font dialogue, choose **Condensed** (tighten) or **Expanded** (loosen)
3. Enter a specific measurement and click **OK** to apply.



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Paragraph Alignment & Direction



Text can be left-aligned, right-aligned, centered or justified horizontally within a placeholder using the **Align** and **Justify** commands in the Paragraph group. You can even format text on a slide into multiple **columns,** though this can make the slide difficult to read.

In PowerPoint, you can also align text *vertically* within the placeholder, and change the direction of the text.

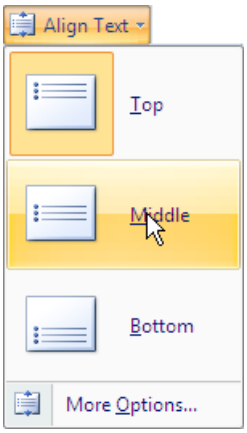
To align text vertically:

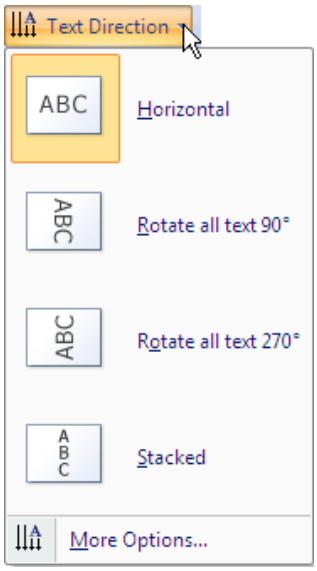
1. Click within a placeholder
2. Click **Home** ⇨ **Align Text** *(Paragraph group)*
3. **Choose a setting:** Top, Middle, or Bottom

To change the direction in which text is displayed inside the placeholder:

1. Click within the placeholder
2. Click **Home** ⇨ **Text Direction** *(Paragraph group)*
3. **Choose a setting:** Horizontal, 90°, 270° or Stacked

The **More Options…** command on either of these menus will open the Format Text Effects dialogue box to the Text Box pane, where you can apply several different settings at once.





WordArt Text

Strong contrasts of font size, style and weight are usually enough to draw attention to text on a slide, but there may be occasions where you want to use a more decorative approach. The simplest way to create fancy text effects in PowerPoint 2010 is to use the WordArt feature.

To convert existing text to WordArt:

1. Select the text you want to transform.
2. Click **Drawing Tools Format** and click the **More** button in the **WordArt Styles gallery.**

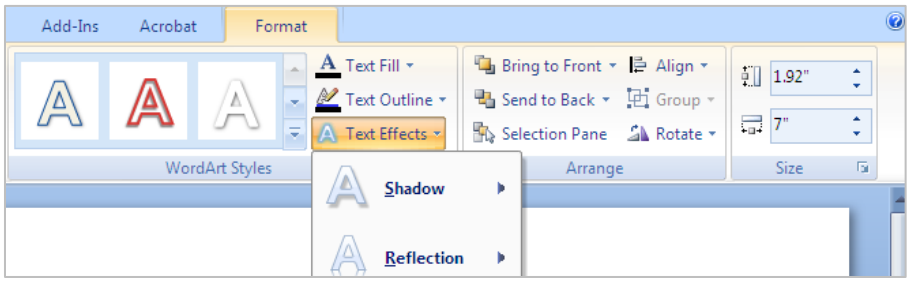
   If you select WordArt from the Insert ribbon, PowerPoint will insert a new text box.
3. **Select a style** from the gallery.

   Some WordArt styles can be applied to just the selected text within a placeholder, while other styles will change the entire placeholder.



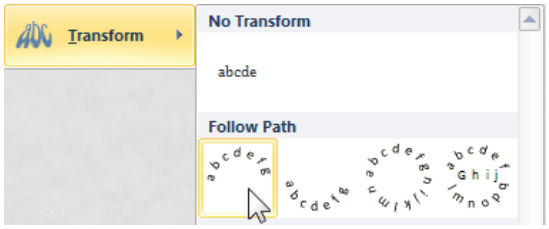


4. Use the WordArt Styles group in the Drawing Tools Format ribbon to refine your WordArt.



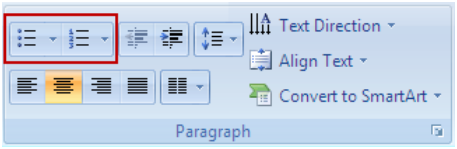
To change the shape of WordArt text:

1. Click in the WordArt text.
2. Click **Drawing Tools Format** ⇨ **Text Effects** ⇨ **Transform** *(Word Art Styles group).*
3. Select a new shape.



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3.2 Bulleted & Numbered Lists



Bullets and numbers are used to draw attention to the points in a list. PowerPoint comes with several bullet and number styles to choose from, and you can create custom bullet and number styles.

Add or Change Bullets & Numbering

Many body text placeholders are already formatted with standard bullets. When you add a new item to the end or in the middle of a list, PowerPoint will automatically add more bullets or numbers for you.

To apply or change bullets on selected text:

- Click **Home** ⇨ **Bullets** *(Paragraph group)*

  Click directly on the command icon to use the default bullet, or click the pull-down arrow to show the bullet gallery and select a bullet style.

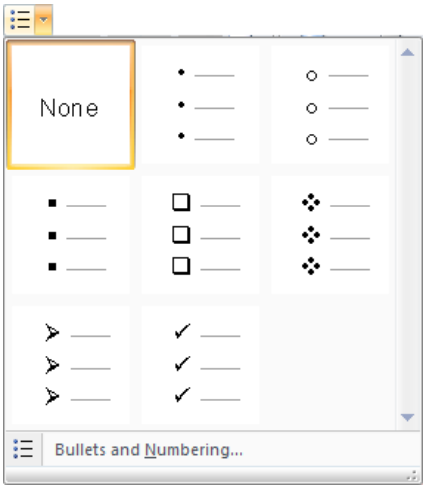
To apply numbering to selected text:

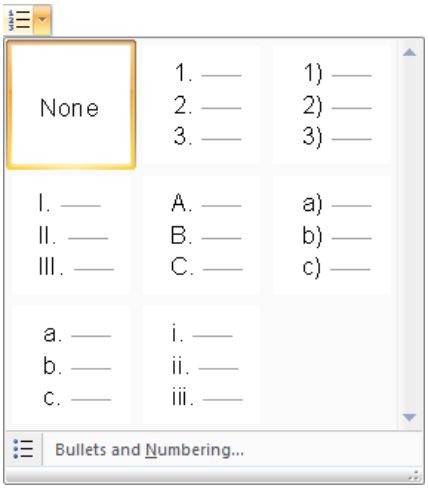
1. Click **Home** ⇨ **Numbering** *(Paragraph group)*

   Click directly on the command icon to apply the default numbering style, or click the pull-down arrow to select a specific numbering style.

To turn off bullets or numbering:

2. Click the Bullets or Numbering command again, or choose **None** from the bullet or numbering gallery.





Add Levels to a List

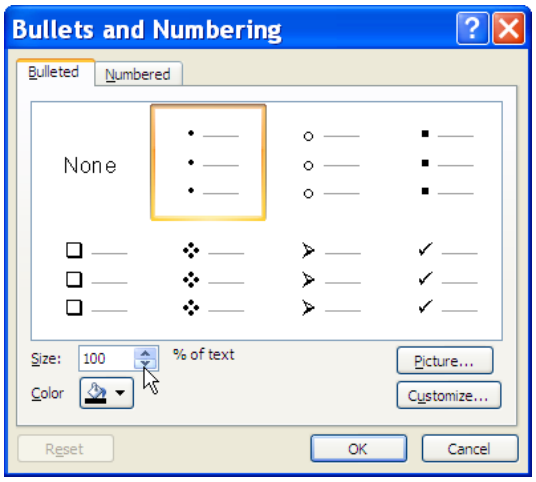
Use these techniques to create levels in any list:

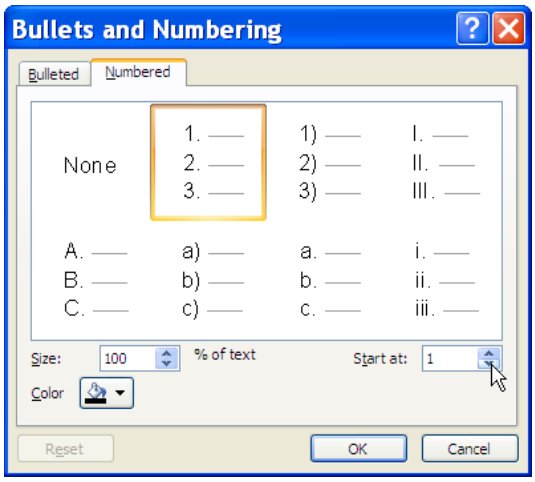
- Click in the item (or select multiple items) and click **Increase Indent** or **Decrease Indent** to adjust the indentation to the correct level.
- Click at the beginning of a list item (before the first word) and press **Tab** to increase the indent, or **Shift+Tab** to decrease the indent.

Customize Bullets and Numbers

To further customize bullets or numbers:

1. Click **Home** ⇨ **Bullets** *or* **Numbering** ⇨ **Bullets and Numbering…**
   (Paragraph group)
2. In the Bullets and Numbering dialogue box, you can customize the:
   - Bullet or number style, size and colour
   - Bullet symbol
   - Starting number





Remove Bullets and Numbers

Some people prefer not to use bullets on every point.

To remove bullets/numbers for certain items in your list:

1. Click to place the text cursor at the beginning of an itemized point
2. Click the Bullets or Numbering command, or press **Backspace**

   The bullet/number will be removed, but the text will remain.



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4 Design a Presentation

In this section you will learn how to:

- Apply a design theme
- Create and save a custom design theme
- Create new theme fonts and colours
- Format for effective use of design themes
- Hide background graphics
- Change the background for one slide or the entire presentation
- Reset backgrounds
- Apply slide transition effects
- Change slide advance settings
- Animate text
- Work with the Effect Options dialogue
- Hide and unhide slides
- Present hidden slides

4.1 Apply & Customize a Design Theme

Design themes are one of the most fundamental features in Office 2010. You can apply ready-made design themes, combine the elements of different themes, or create your own theme from scratch. Themes are shared between the major Office applications, so you can even use the same theme in your PowerPoint presentation that you use in your Word report.

In this lesson, you'll learn how to change the design theme and create a custom design theme.

Design Themes in PowerPoint

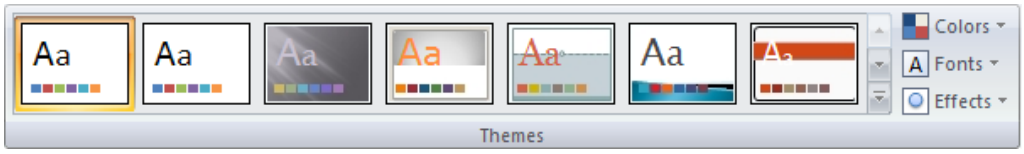
A PowerPoint theme includes:

- A set of **fonts,** one for headings and one for body text
- A set of **colours,** including main colours and accent colours
- A default setting for **shape effects** such as 3D or shadows

Changing the design theme may also change:

- **Background** colours and graphics
- The **position of placeholders** on your slides
- How many **slide layouts** are available to you

Change the Design Theme



To apply a new design theme to your presentation:

1. Click the **Design tab**
2. Click the **More button** in the Themes gallery
3. **Point** to a theme to preview it in your presentation
4. **Click** on a theme to apply it

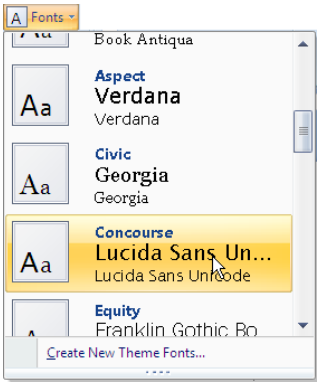
Mix & Match Theme Elements

Using the individual Colours, Fonts and Effects commands in the Themes group, you can mix and match the elements of the built-in themes.

1. Click **Design** ⇨ **Colors** *(Themes group)*
2. Select a new set of colours from the menu.

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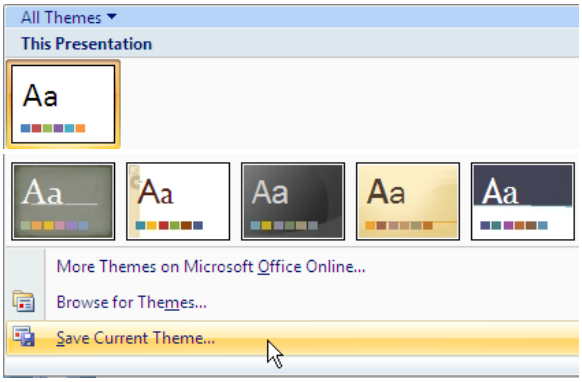
3. Repeat this for **Fonts** and/or **Effects** until you get a combination you like.



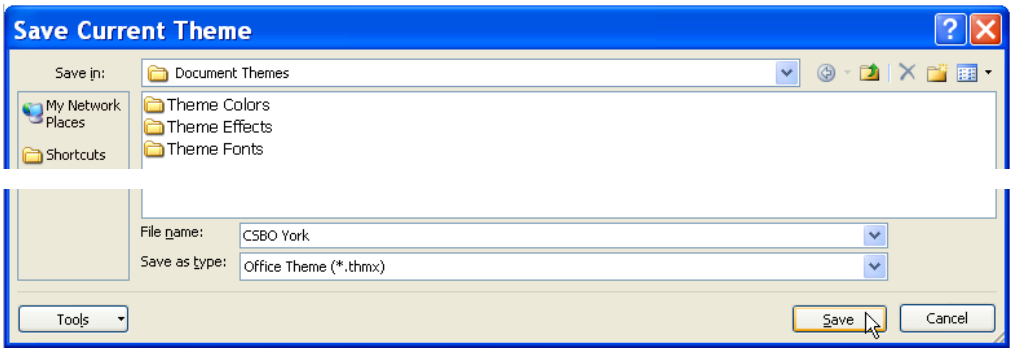
Save a Custom Theme

You can save your combination of fonts, colours and effects under a new name so that you can use it again in other documents.

1. Click **Design** ⇨ **Themes More button** ⇨ **Save Current Theme** *(Themes group)*



2. Enter a name for your theme and click **Save**



When you want to use the theme again, you will find it listed on the Themes gallery under the Custom category.

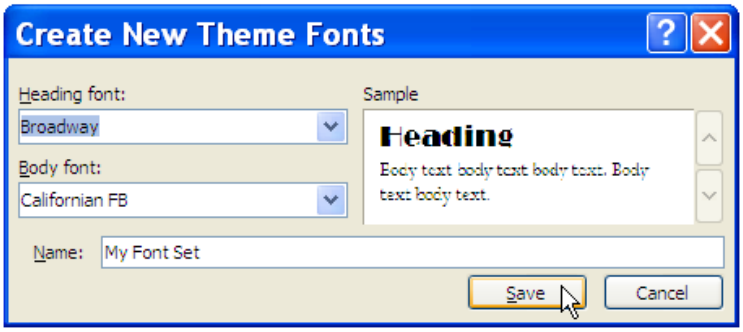
To remove a theme from the gallery, **right-click** on it in the menu and select **Delete.** Removing the theme from the gallery will not affect the formatting of documents that use that theme.

Create New Theme Fonts



You can create your own combination of fonts to use in a custom design theme:

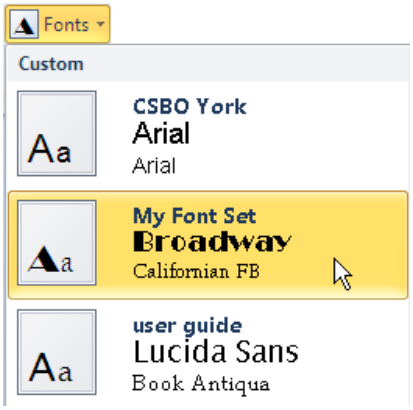
1. Click **Design** ⇨ **Fonts** ⇨ **Create New Theme Fonts** *(Themes group)*
2. Select a font to be used for headings and one to be used for body text

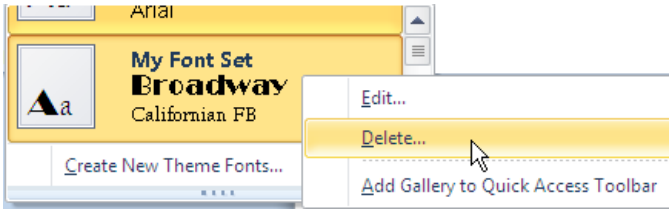


3. Enter a name for the font set and click **Save**

The new font set will be applied to your presentation. If you want to use it again, you'll find it listed on the Font menu, under the "Custom" category. To use a custom font set as part of a custom design theme, create the font set first, then save the custom theme as described above.

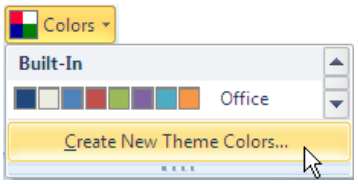
If you want to change or remove the font set later, **right-click** on it in the menu and select **Edit** or **Delete.** Removing the font set from the menu will not affect the formatting of documents that already use those fonts.





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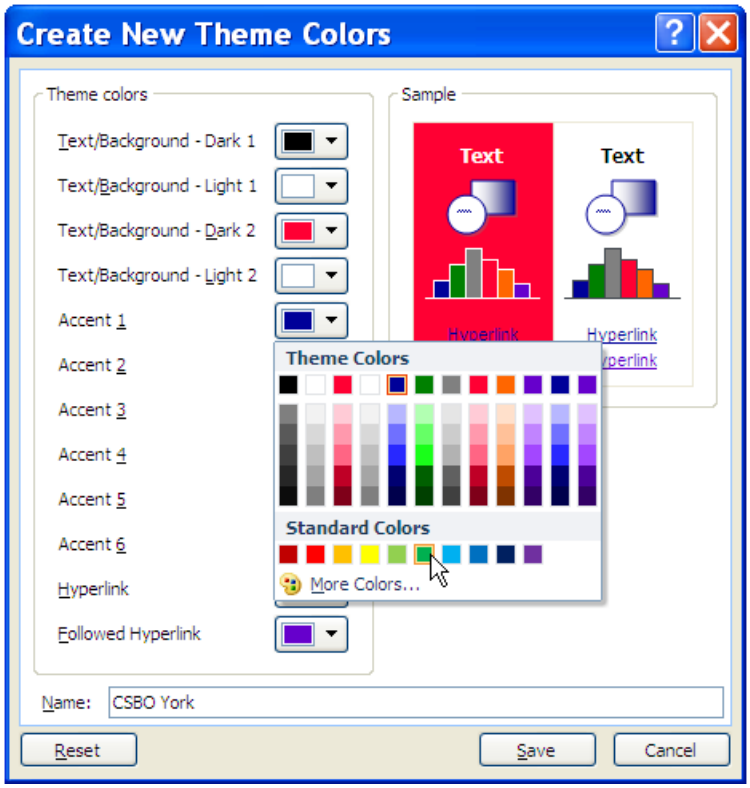
Create New Theme Colours



Customizing the colour set is a good way to tweak a few colours that aren't quite what you want. To customize colours:

1. First, select a colour set that is close to what you need.
2. Click **Design** ⇨ **Colors** ⇨ **Create New Theme Colors** *(Themes group)*

   A dialogue box will open showing the colours that are currently in use in the document. There are four main colours used for the text and background, as well as six "accent" colours and two colours for hyperlinks.
3. Click on the swatch for the colour you want to change.
4. Choose an alternate colour: you can select from the existing theme colours or from the **Standard Colours** area, or use the **More Colors** command.

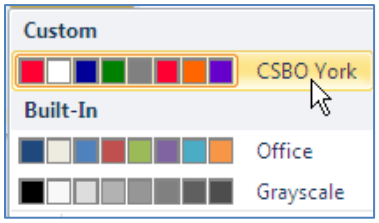


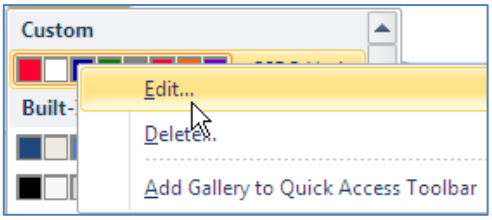
5. Give the new colour set a name and click **Save.**

The new colour set will be applied to your presentation. If you want to use it again, you'll find it listed on the Colors menu under the "Custom" category. To use a custom

colour set as part of a custom design theme, create the colour set first, then save the custom theme.

If you want to change or remove the colour set later, **right-click** on it in the menu and select **Edit** or **Delete.** Removing the colour set from the menu will not affect the existing formatting of documents that use those colours.





Format for Effective Use of Design Themes

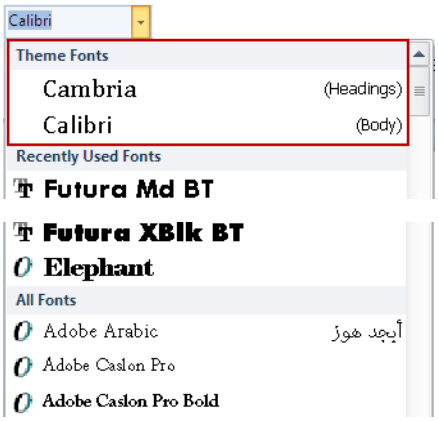
To use design themes most effectively, you may need to change some of your previous formatting habits. Here are some tips that may help you to make the most of design themes, as well as to break away from your design theme when necessary.

Use Theme Fonts

In PowerPoint 2010, the Font menu lists **Theme Fonts** at the top. The fonts from your design theme appear here with the labels **(Headings)** and **(Body).**

If you need to change a font, and that font should coordinate with the other fonts in your presentation, select a font labeled (Headings) or (Body) from the top of the menu—do this even if you don't like these fonts and plan to change them later! Using the heading and body fonts labeled for the purpose now will ensure that PowerPoint can update all fonts easily later.

If you choose a font from the **Recently Used** or **All Fonts** sections of the Font menu, that font will *not* change when you change the design theme. Avoid using these sections of the menu for headings or body text!

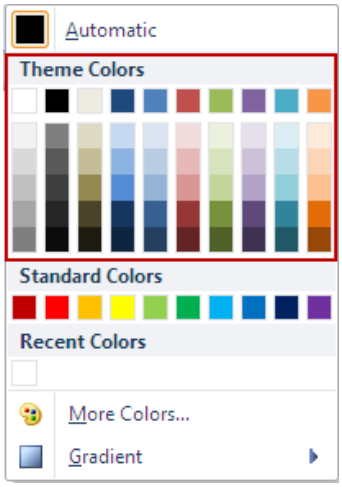


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Use Theme Colours

In PowerPoint 2010, any menu that allows you to choose a colour includes both **Theme Colours** and **Standard Colours.** Theme colours will change if you change the design theme later on, and standard colours will not.

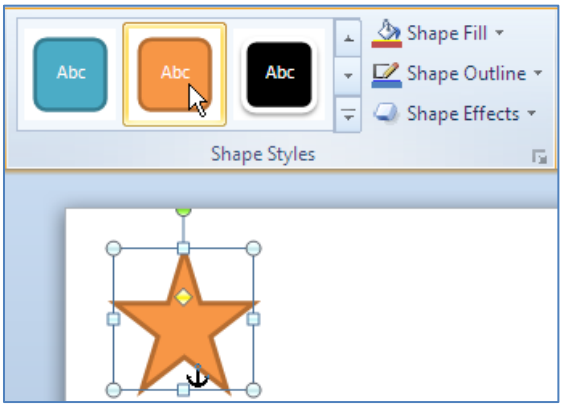
Choose colours from the theme colours section of the menu to keep the object you're formatting colour-coordinated with the rest of the document even if the design theme is changed later on.



Use Style Galleries

The various style galleries throughout PowerPoint, such as the Shape Styles gallery shown here, are built from the colours, fonts and shape effects defined by your theme. When you change the theme, the gallery will change, and so will the formatting of any shape that you've already formatted with it.

Choose formatting from the gallery menus to keep the shapes, diagrams, charts and other graphics in your document coordinated with each other even if you change the theme later on.



Formatting with the Shape Styles gallery: "accent colour 6"is pale orange



The same shape after changing the design theme: "accent colour 6" is purplish-red, and the outline style is different as well.

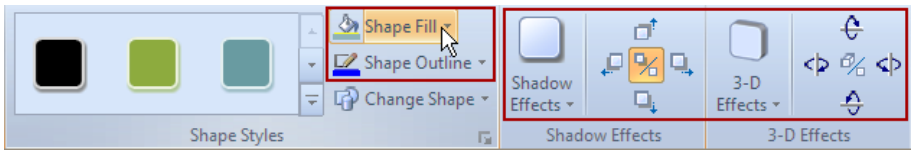
Use Standard/Manual Formatting for Exceptions

In general, formatting with theme fonts, theme colours and style galleries is preferable because it allows you to update your presentation design quickly and easily later on.

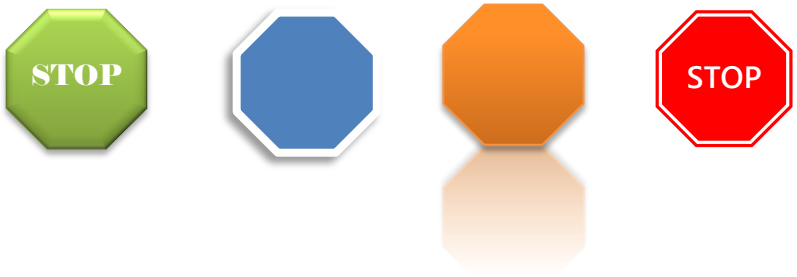
On the other hand, changing the design theme can sometimes result in unwanted style changes. If you create an image of a stop sign, you'll want it to remain red and not become pink or green—or adopt a strange font, or acquire a shadow—if you change the design theme later!

Here's how to avoid unwanted formatting changes:

- To ensure that a font does not change, select a font from the **Recently Used** or **All Fonts** section of the Font menu—that is, any font that is *not* labeled (Headings) or (Body).
- To ensure that a colour doesn't change, select from the **Standard Colours** section of the colour menu, or use the **More Colours…** command.
- To ensure shapes, diagrams, charts and other objects don't change, avoid using the style galleries and theme colours. Instead, use specific, standard formatting settings from commands such as **Shape Fill, Shape Outline, Shadow Effects** and **3D Effects**.



Your manual formatting will not change later on.



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4.2 Modify Slide Backgrounds

Sometimes the design elements on a slide can interfere with your content, and you'd like to change the background. In this lesson, you'll learn how to change the background throughout the presentation, create a custom background, change the background for a single slide, and hide background graphics.

Hide Background Graphics

To hide the background graphics (lines, shapes, pictures) on a slide, while keeping the background colour:

- Click **Design** ⇨ **Hide Background Graphics** checkbox *(Background group)*



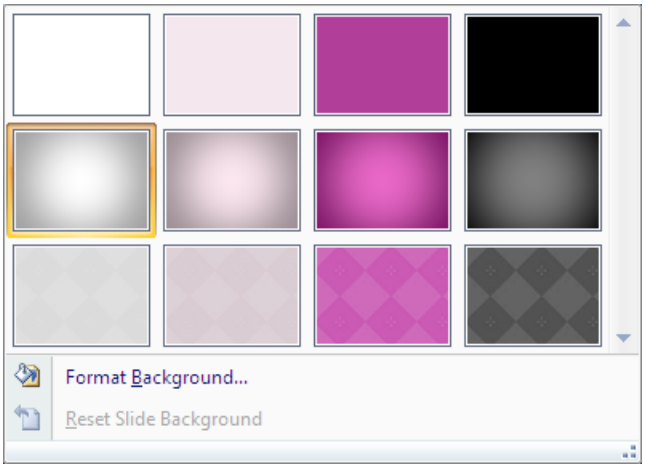
A slide in the Civic theme with and without background graphics

Change the Background

You can change the background on all the slides in the presentation or only for selected slides using the Background Styles menu. If you want to design your slide backgrounds from scratch, you'll need to use the Format Background dialogue box.

To change the background for all of the content slides in the presentation:

1. Click **Design** ⇨ **Background Styles** *(Background group)*
2. Select a new background from the gallery



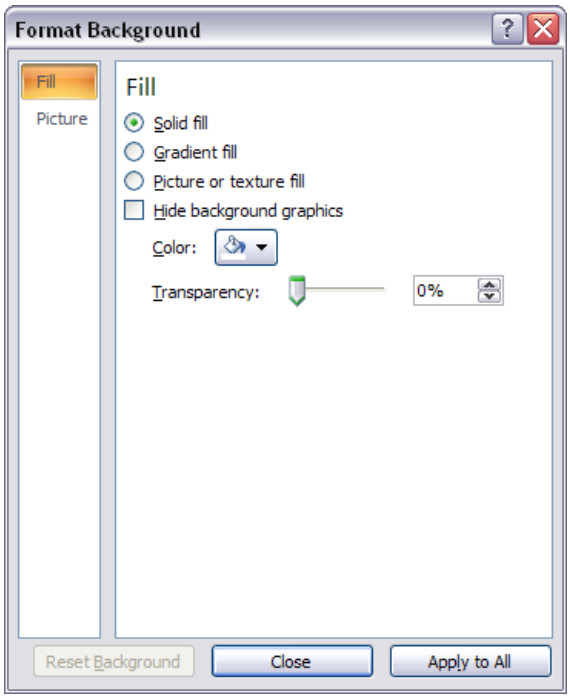
To change the background for selected slides:

1. Click **Design** ⇨ **Background Styles** *(Background group)*
2. Right-click on a background from the gallery and select **Apply to Selected Slides**

To design your own background:

1. Click **Design** ⇨ **Option button** *(Background group)*, or **Design** ⇨ **Background Styles** ⇨ **Format Background**
2. Use the **Fill** and **Picture** tabs to design your background.

   You can make a solid colour background, a gradient of one colour shading into another, or use a picture or built-in texture as your background. The options you can set in this dialogue box will vary depending on the type of background you choose.



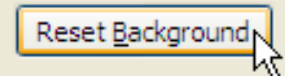
3. Click either:
   - **Apply to All** to change to all of the slides in your presentation, *or*
   - **Close** to apply the change only to the current slide
4. The **Picture** tab in the Format Background dialogue gives you additional tools for adjusting a picture background. You must add a picture on the Fill tab before the commands on the Picture tab will become available.

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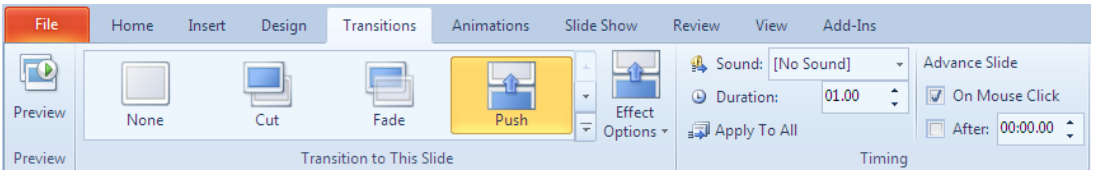
Reset the Background

To return to a background based on your theme:

- Click **Design** ⇨ **Background Styles** ⇨ **Reset Slide Background** *(Background group)*, or
- Open the Format Background dialogue box and click the **Reset Background** button



4.3 Add Slide Transitions



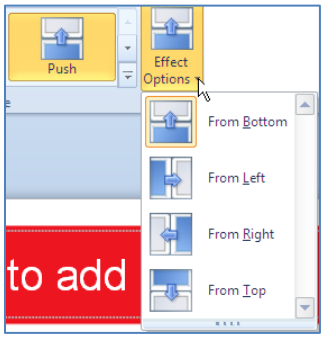
The Transitions ribbon allows you to control the **entrance effect** for each slide in your presentation. For an instructor-led presentation, you usually advance from slide to slide by clicking the mouse or pressing the arrow keys on the keyboard. For a self-running presentation, you can set the slide to automatically advance after a defined period of time. In this lesson, you'll learn how to set a slide transition, apply a default transition to all slides, add a transition sound, and set slides to advance automatically.

Set a Slide Transition

To set a slide transition on a single slide:

1. Select a slide.
2. Click **Transitions** and click on an effect in the **Transition to This Slide gallery.**

   *PowerPoint will show you a preview of the transition. You can repeat this at any time by clicking on the **Preview** button, the first button on the ribbon.*
3. If the transition is too slow or too fast, edit the **Duration** setting *(Timing group)*.
4. Click on the **Effect Options** button to try out additional options for the transition effect you have chosen.

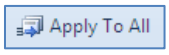


The slide transition will apply to only the selected slide.

Set a Default Slide Transition

To use the same transition effects and settings for all of the slides in your presentation:

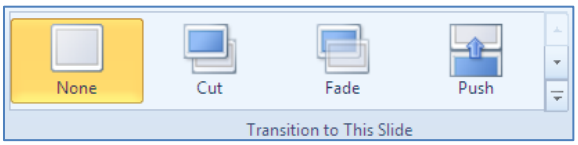
1. Set up one slide the way you like
2. Click **Transitions** ⇨ **Apply to All** *(Timing group)*



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Remove a Transition

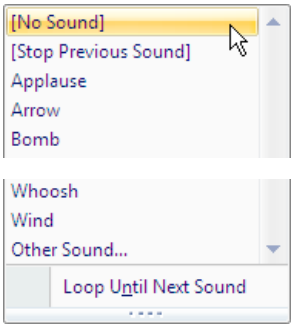
To remove a transition from a slide, select the slide and select the **None** setting:



Transition Sounds

In addition to a transition animation, you can set a sound to play when the new slide is displayed.

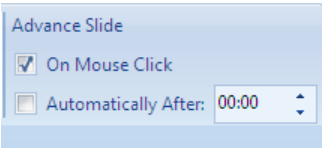
1. Click **Transition** ⇨ **Sound menu** *(Timing group)*
2. Choose a sound from the menu.



3. To use your own sound file, choose **Other Sound…** and use the Add Sound dialogue box to locate your sound file.
4. If you want the sound to play over and over (i.e., to loop) until the next slide transition sound, select **Loop Until the Next Sound.**

To turn off a transition sound, choose **No Sound** from the Sound menu.

Advance the Slides



By default, slides are set to advance when the presenter clicks the mouse. Other ways of advancing slides include:

- Pressing the **arrow keys** on the keyboard
- **Right-clicking** on a slide and using the shortcut menu
- Clicking the **navigation buttons** on the presentation screen

There are times when you may not want a slide to advance with a mouse click, such as when the presenter plans to make annotations with the pointer (see page 55).

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To require the presenter to use another method to advance the slide:

1. Click **Transitions**
2. Uncheck **"On Mouse Click"** *(Timing group)*

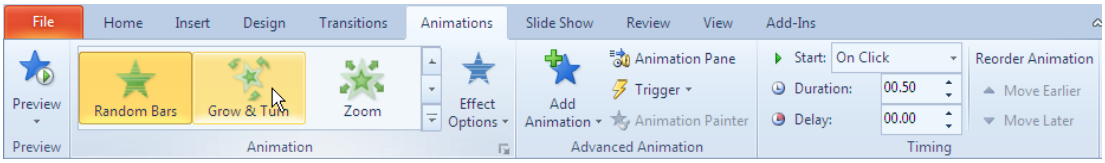
If you want the slide to advance automatically after a set period of time:

1. Check the "Automatically After" checkbox
2. Enter a time delay setting.

   This is most often used when the presentation is designed to be run automatically, such as in a kiosk presentation.

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4.4 Animate Text



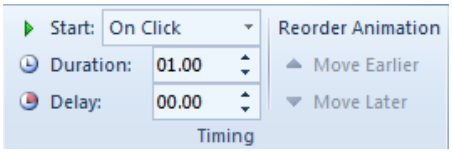
You can apply an animation setting to any text placeholder or text box on a slide—for example, you can have the points in a bulleted list fly into the slide one by one, each triggered by a click of the mouse.

Add Text Animation

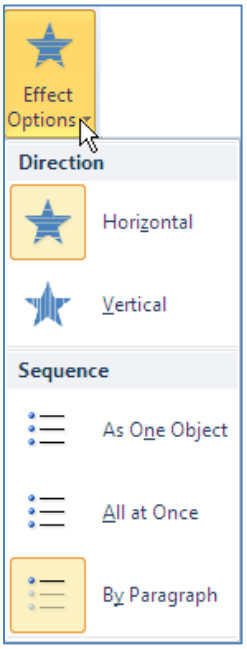
To add animation to a text placeholder:

1. Click inside the text placeholder you want to animate.
2. Click **Animations,** then on an animation style in the **Animation gallery** menu.

   *PowerPoint will show you a preview of the animation. You can repeat this at any time by clicking on the **Preview** button.*
3. If the animation is too slow or too fast, you can edit the **Duration** and **Delay** settings *(Timing group)* or use the Effect Options dialogue, discussed below.



4. Click on the **Effect Options** button to choose additional options for the animation—you can choose one setting under each heading on this menu. Choose **By Paragraph** if you want the text to appear point-by-point.



Remove Animation

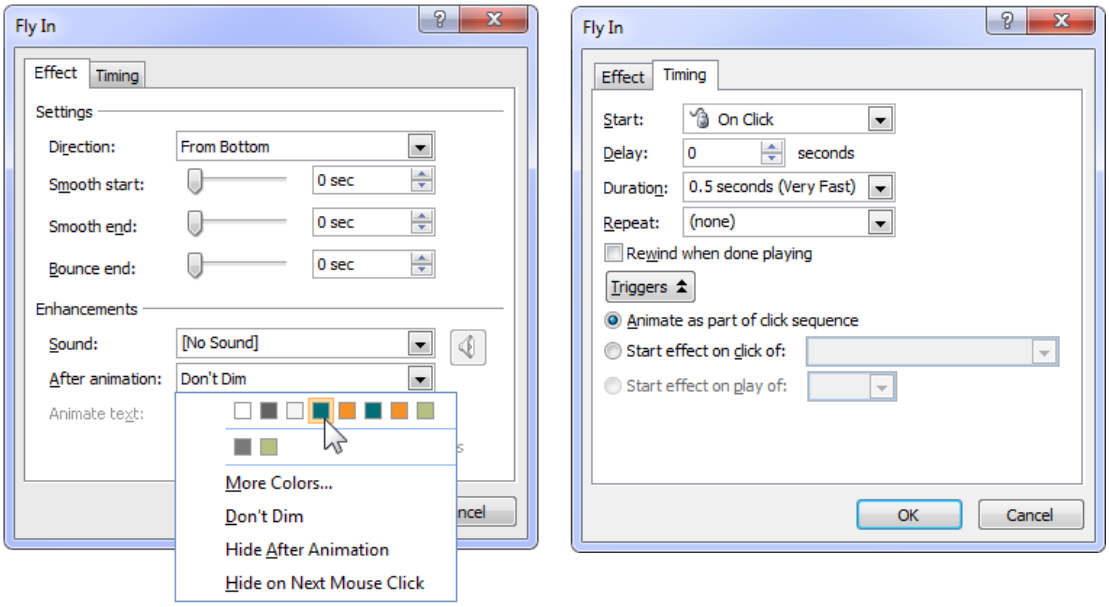
To remove animation from a text object:

1. **Click** in the text
2. Select **None** from the Animation gallery.



Work with the Effect Options Dialogue

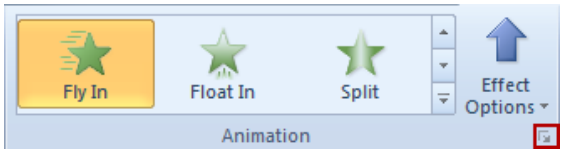
You can control text animation effects even more using the Effect Options dialogue box. The Effect Options dialogue has two panes: **Effect** and **Timing.** The settings that you can control may vary depending on the animation effect that you have chosen.



For the Fly In effect, the **Effect pane** lets you control the **direction, smoothness** and **bounce** settings of the Fly In effect, enhance the effect with **sound,** and **dim or hide** the text after the animation.

To dim text after it has animated:

1. First, set up the text with the basic animation settings you want.
2. Click the **Options button** *(Animation group)* to open the Effect Options dialogue.



3. On the Effect pane, click the **After animation** down arrow, and **select a colour.**

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
- How many times to **repeat** the animation
- Whether the text will rewind to its original position after the animation.

Click the **Triggers** button to choose whether to animate the text as part of the click sequence, or whether to start it by clicking another object on the slide.

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4.5 Hide Slides



Occasionally you may want to present a show without including all of the slides from your presentation file. But you don't want to delete those slides, either: you may want to show them if the topic arises, or keep them to use with another audience later.

Hide and Unhide a Slide

To hide a slide:

1. Select the slide
2. Click **Slide Show** ⇨ **Hide** *(Set Up group)*

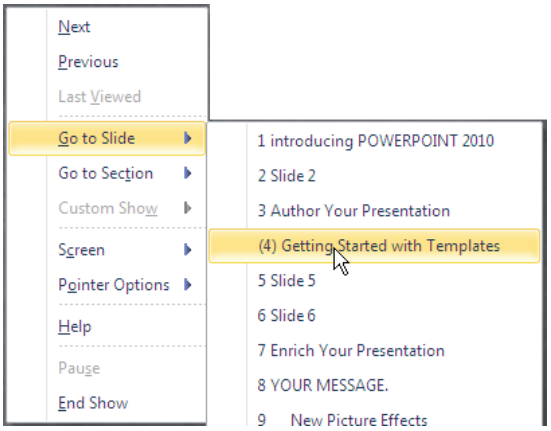
A crossed-out box will appear around the slide number in the Slides pane  and the slide will not appear during a full-screen slide show.

To unhide the slide later, select the slide and repeat the **Slide Show** ⇨ **Hide Slide** command.

Present Hidden Slides

To view a hidden slide during a presentation:

1. **Right-click** on the presentation to open the presenter's shortcut menu
2. Point to **Go to Slide** and select the hidden slide



We'll discuss navigating during the slideshow in more detail in the next lesson.

Another method of presenting only specific slides from your presentation file is to use a *Custom Show:* this feature, which allows you to make multiple shows for different audiences from one presentation file, is covered in the Advanced PowerPoint 2010 class.

5 Present the Slideshow

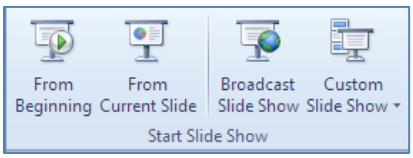
In this section, you will learn how to:

- Start and end a slideshow presentation
- Step through the slides
- Use on-screen navigation buttons
- Use the presenter's shortcut menu
- Use keyboard shortcuts
- Prepare a slide to be annotated
- Mark up a slide with "ink" annotations
- Remove ink annotations
- Save your ink annotations in the presentation file

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5.1 Navigate the Show

When it is time to give a presentation, it's important that you are adept in how to show your presentation to others. In this lesson, you will learn to navigate the slideshow as a presenter using navigation buttons and pointer options.



Start the Show

To view your slideshow, click:

- **Slide Show** ⇨ **From Beginning** *(Start Slide Show group)*
- **Slide Show** ⇨ **From Current Slide** *(Start Slide Show group)*

The slideshow will start in full screen mode. The initial slide will remain on the screen until you choose to proceed, unless you have set timings for automatic navigation.

You can also start a slide show from the **view buttons** in the status bar, located to the left of the zoom slider.

- Click on the **Slide Show button** to start your slideshow from the current slide.



Step Through the Presentation

To perform the next step in the presentation (e.g., display the next bullet point, or advance to the next slide) you can press the:

- Left mouse button (click)
- Right or Down arrow key
- N key
- Enter key
- Page Down key
- Space bar

To reverse the step, you can press the:

- Left or Up arrow key
- Backspace key
- P key
- Page Up key

To end the presentation at any time, press the **ESC** key or the **Hyphen (-)** key.

Keep in mind that advancing "on mouse click" may have been turned off for some slides—for these, you'll have to use an alternate method to advance.

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Navigation Buttons

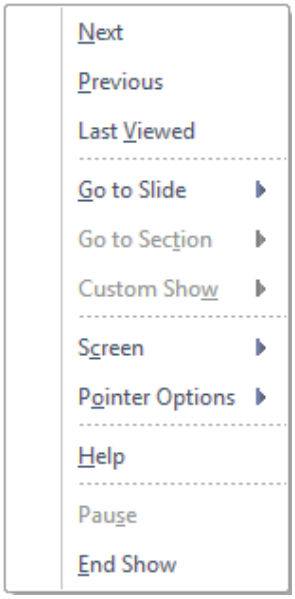


While you are viewing a show, four icons appear in the lower left-hand corner of the screen, initially so faint that they are often difficult to see. These icons brighten as you point to them and fade again when you move the mouse pointer away.

Previous Slide		Display the previous slide.
Pointer Options		Use a virtual marker to draw on the slide, as described below.
Slideshow Menu		Open the Slideshow menu, as seen below.
Next Slide		Advance to the next slide.

Presenter's Shortcut Menu

More navigation options are available on the presenter's shortcut menu: click on the **Slideshow Menu** navigation button, or **right-click** anywhere on the slide.



Options include:

- Jump to the **next, previous** and **last viewed** slides
- **Go to Slide** by selecting its number/title from the submenu
- **Go to Section,** if your presentation is organized into sections
- Start a **custom** version of your show
- Control **screen options** (e.g., go to a black or white screen)
- Control **pointer options** (e.g., to annotate slides)
- Get **help**
- **Pause** or **end** the slide show

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Keyboard Shortcuts

You can use the following keyboard shortcuts while you run your presentation in full screen mode. This is a selected list: to see a complete list of keyboard shortcuts, press the **F1 key** while in screen show mode.

Press	To do this
F5	Start a presentation from the beginning
N, Enter, Page Down, Right Arrow, Down Arrow, or Spacebar	Perform the next animation or advance to the next slide
P, Page Up, Left Arrow, Up Arrow, or Backspace	Perform the previous animation or return to the previous slide
number+Enter	Go to a specific slide number
B or Period	Toggle between the presentation and a blank black slide
W or Comma	Toggle between the presentation and a blank white slide
S	Stop or restart an automatic presentation
ESC or Hyphen	End a presentation
E	Erase on-screen annotations
Ctrl+P	Redisplay a hidden pointer and/or change the pointer to a pen
Ctrl+A	Redisplay a hidden pointer and/or change the pointer to an arrow.
Shift+F10	Display the shortcut menu

End the Show

When you reach the end of a presentation, PowerPoint will display a black screen and wait for you to click one more time, then it will return to the PowerPoint presentation window.

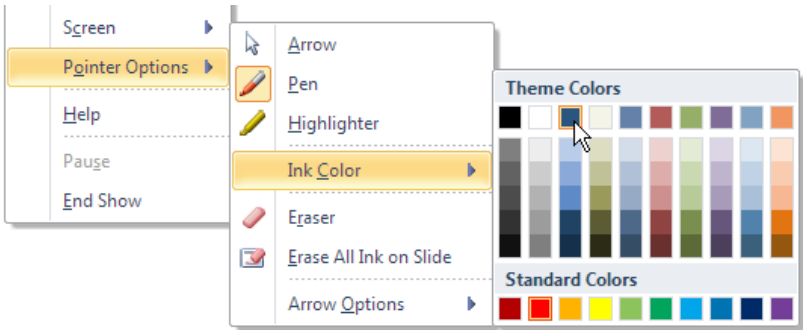
To end the presentation in the middle:

- Press **ESC** or **Hyphen (-)**

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5.2 Annotate Slides

During a presentation, you can highlight important points by writing or drawing on the slide. In this lesson, you'll learn how to use Pointer Options to change the pointer type and colour, how to mark up a slide during a presentation, how to erase annotations, and how to save annotations.



Mark Up a Slide with Ink Annotations

To mark up a slide during a presentation:

1. **Right-click** on the slide and select **Pointer Options ⇨ Pen.**

   You can also click Slideshow Menu in the navigation buttons, or type ***Ctrl+P.***

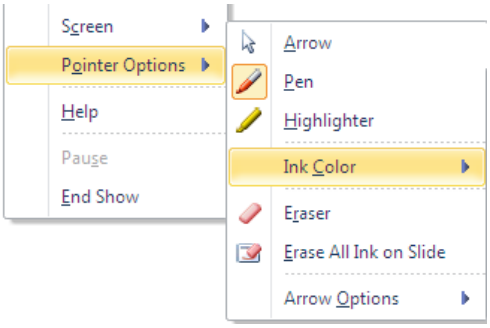
2. Open the presenter's menu again, point to **Pointer Options ⇨ Ink Colour,** and select a colour.
3. Make your annotations on the slide.
4. When you're done, open the menu and choose **Arrow** to restore the regular mouse pointer, or type **Ctrl+A.**

Remove Ink Annotations

You can remove all annotations (aka "ink") on the slide, or erase specific areas of the slide.

To remove all the ink at once:

- Right-click and select **Pointer Options ⇨ Erase All Ink on Slide,** or type the letter "E" (not case-sensitive)



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To erase portions of the ink:

1. **Right-click** and select **Pointer Options** ⇨ **Eraser.**

   Your mouse pointer will change to an eraser tool.

2. **Click on the ink** that you want to remove.

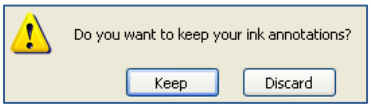
   The ink will be removed segment by segment.

3. When you're done erasing, reset the pointer to a pen or arrow with the menu, or with **Ctrl+P** (pen) or **Ctrl+A** (arrow).

Save Your Ink Annotations

If there is still ink on any slides when you end the slideshow, you'll be asked whether you want to save your annotations in the presentation file.

If you keep your annotations, they'll appear as a graphic object on the slide. You'll be able to modify or remove them later without damaging your presentation.



6 Links & Action Buttons

In this section you will learn how to:

- Create a link to a web page
- Create email links
- Link to slides
- Link to a slide in another presentation
- Link to a YouTube video
- Play a YouTube video directly on a slide
- Use built-in action buttons
- Create custom action buttons
- Arrange & distribute objects on a slide

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6.1 Create Links to Web Pages

If you type a web page or email address into a presentation, PowerPoint automatically converts the text into a link. But what if you'd rather have the link appear as plain text that is easy to read—or even as a picture? You can do that using the **Insert Hyperlink** dialogue box.

In this lesson, you'll learn how to create a link to a web page, follow a link, edit an existing link, and remove a link.



Insert a Link

To turn existing text into a hyperlink to a web page:

1. Select the text.

   You can also select an image at this step.

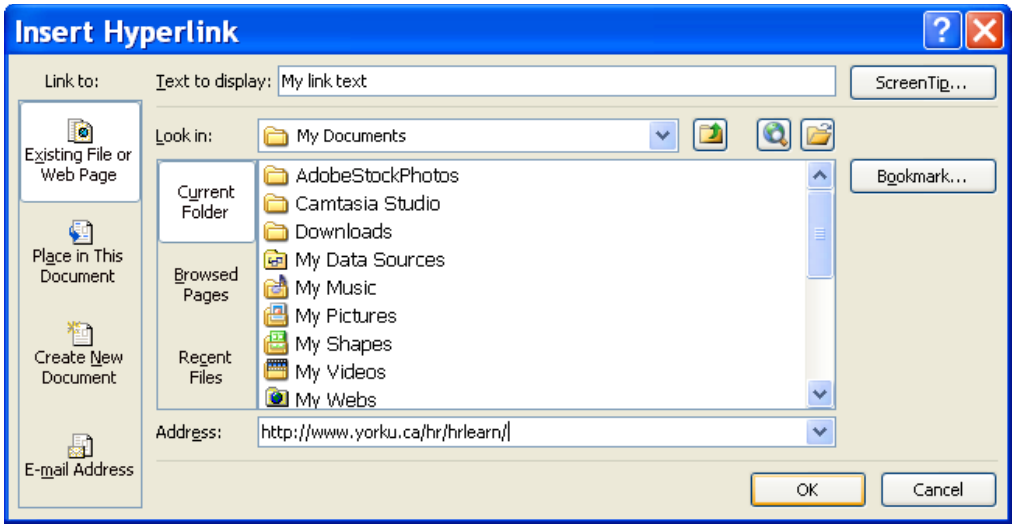
2. Click **Insert** ⇨ **Hyperlink** *(Links group)*.

   The Insert Hyperlink dialogue box will open, with the text you selected already displayed in the ***"Text to display:"*** *field.*

3. Enter the web page address in the **"Address:"** field. Be sure to include the http:// part of the address.

   Copy the web page address from the location bar of your web browser and paste it into the Address field, or use the ***Browse the web*** *button to locate the site you want.*

4. Click **OK.**



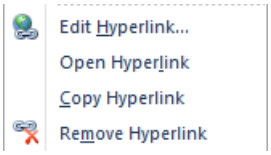
Follow a Link

To follow the link while in slide show view:

1. Point to the link. A screen tip will appear showing the full address of the website.
2. Click on the link.



Edit or Remove a Link



When you **right-click** on a hyperlink, its shortcut menu will contain options for working with the link. Here's what they do:

Edit Hyperlink	Opens the Insert Hyperlink dialogue box
Open Hyperlink	Follows the link
Copy Hyperlink	Copies the hyperlink to the clipboard
Remove Hyperlink	Removes the link from the text, but does not remove the text itself

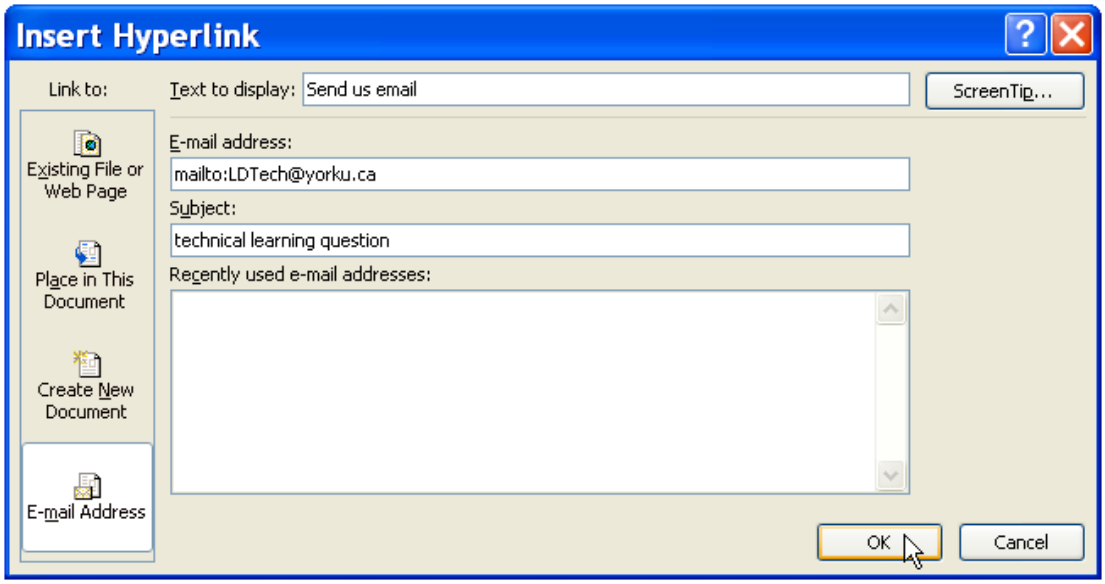
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6.2 Create Email Links

To turn existing text into an email link:

1. Select the text.
2. Click **Insert** ⇨ **Hyperlink** *(Links group)*.
3. Click on the **Email Address** button on the left-hand side of the dialogue box.
4. Enter the email address in the **"Address:"** field.

   *The text "**mailto:**" will appear in front of the email address. Do not delete it!*
5. Enter a subject in the **Subject:** field.
6. Click **OK.**



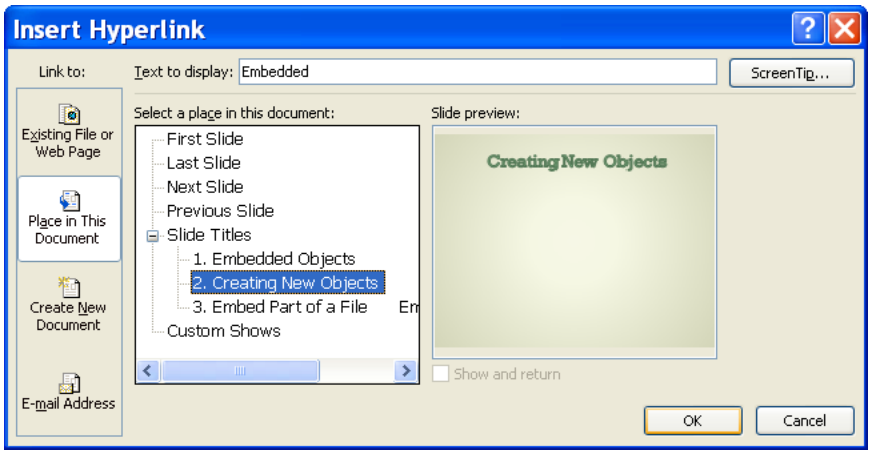
6.3 Link to Slides

You can use a hyperlink to link text or an image not only to websites and email addresses, but also to other slides within your presentation file, or even to slides in another file.

To link to another slide within the same presentation file:

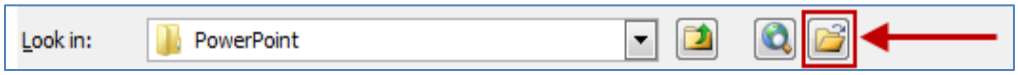
1. **Select the text or image** that you want to turn into a link.
2. Click **Insert** ⇨ **Hyperlink** *(Links group).*
3. Under Link to, click **Place in This Document.**
4. **Select the slide** you want to link to and click **OK.**

   *You can also select **First, Last, Next** or **Previous** slide.*

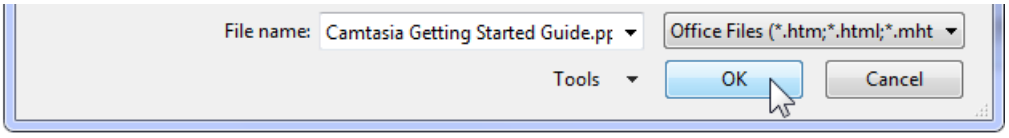


To link to a slide in a second presentation file:

1. Select the text or image that you want to turn into a link.
2. Click **Insert** ⇨ **Hyperlink** *(Links group).*
3. Under Link to, click **Existing File or Web Page.**
4. Click the **Browse for File** button.

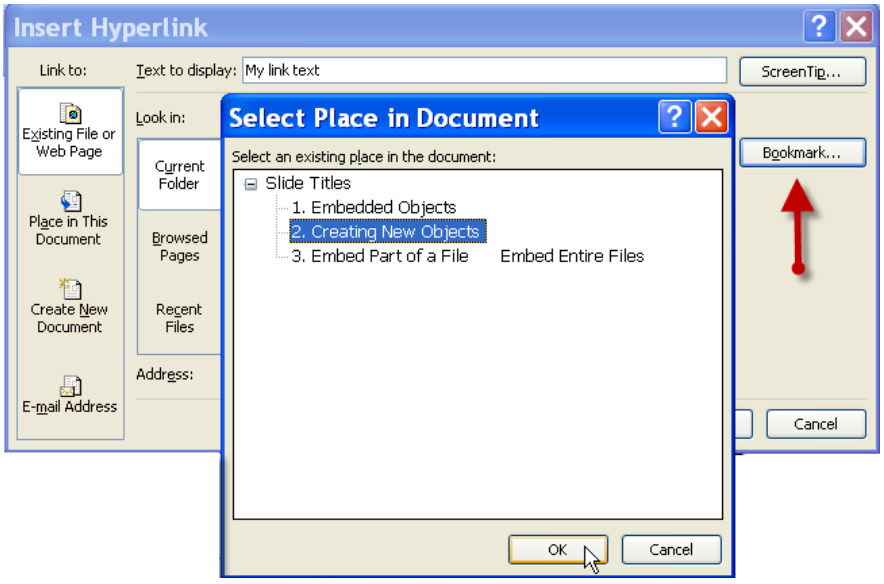


5. **Locate and select** the second PowerPoint file, and click **OK.**



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6. In the Insert Hyperlink dialogue, click the **Bookmark button.**



7. **Select the slide** you want to link to
8. Click **OK** to close the Select Place dialogue, then **OK** again to close the Insert Hyperlink dialogue.

Keep in mind that your link to the second file may **break** if you ever:

- **Rename** the second file
- **Move** it in relation to the first file

If you ever need to copy your presentation to a new location—e.g., to deliver it at a conference—be sure to copy any linked files, as well.

It's usually safest to store any linked files in the same Windows folder as your main PowerPoint presentation.

6.4 Link to a YouTube Video

One of the easiest ways to add multimedia to your presentation is to link to videos available on public websites such as YouTube. In this lesson, you'll learn how to link to a video and how to play a YouTube video on a slide.

Link to a Video

You can link to a YouTube video the same way that you would link to any web page. The link will launch a web browser and open the video on the YouTube website.

1. Locate the video on YouTube.
2. **Copy the address** from the web browser's location box.



3. Click **Insert** ⇨ **Hyperlink** or **Action,** and create the link to the video.

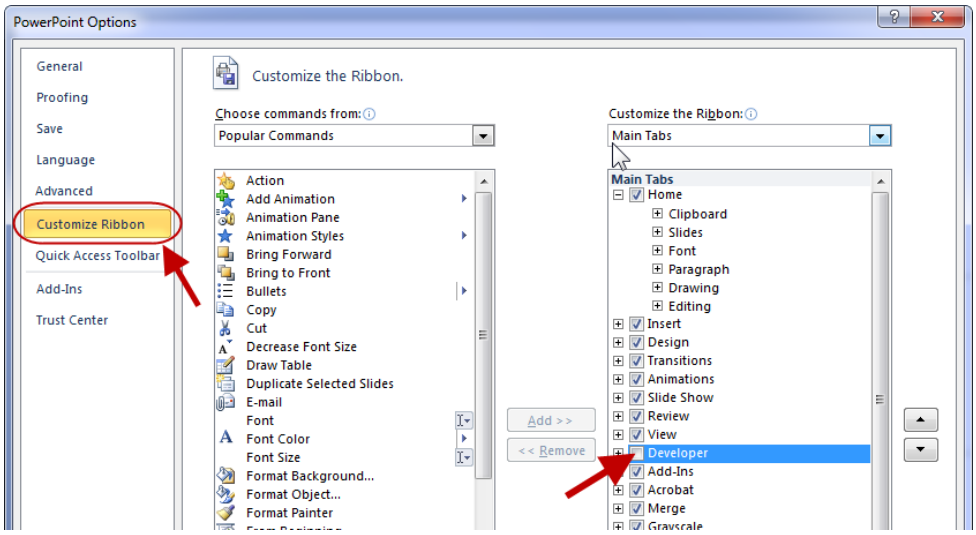
Play YouTube Video

Play a Video on a Slide

To play a YouTube video directly on your slide without leaving PowerPoint, you can add an object placeholder and link the object to the address of the YouTube video.

First, you must add the Developer Tab to your default ribbons.

1. Click on the File tab and select Options (just above the Exit button).
2. Click on "Customize Ribbon", place a check mark in the "Developer" box, and click OK.



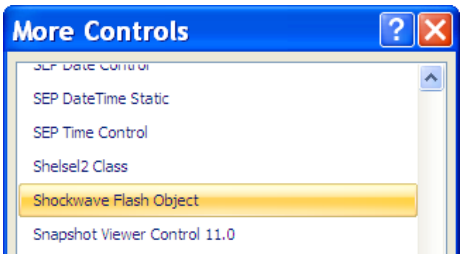
Next, add a placeholder for your video.

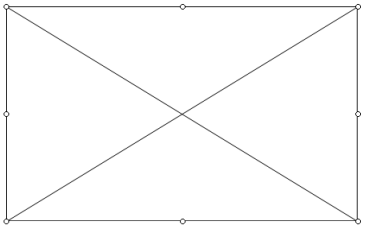
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1. Click on the new Developer tab, and click "More Controls (Controls group).



2. Scroll down to locate Shockwave Flash Object, select it, click OK and then click and drag out a rectangular shape on the PowerPoint slide.



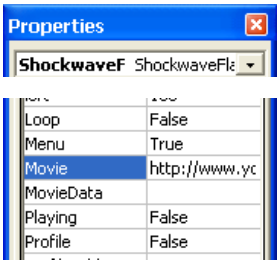


Now, link your video to the Shockwave placeholder.

1. Go to the video on YouTube.com and copy the full address from the web browser's location bar. (Do not use the address given by the Share button!)

   `http://www.youtube.com/watch?v=0_iP4iSgS5Q`

2. In PowerPoint, right-click on the object placeholder and select **Properties**. Click in the "Movie" field, and paste in the address you copied.



3. In the movie's address, delete "watch?" and change the "=" sign to a /

   Original: `http://www.youtube.com/watch?v=0_iP4iSgS5Q`

   Revised: `http://www.youtube.com/v/0_iP4iSgS5Q`

4. Adjust the settings for **Loop** and **Playing** to "False" if desired—by default, they are both set to True, which means the video will start to play automatically and loop continuously.

5. Close the Properties window.

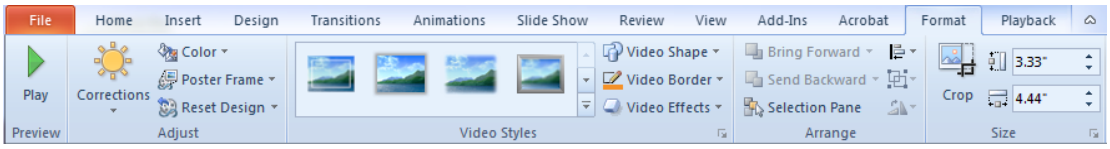
Finally, test the video.

1. Go into Slide Show view.
2. Click on the video to play it.



When you return to Normal view, the placeholder should show the name of your video in a black rectangle, but in Slide Show view a still video image will appear. As well, you may find that only part of the still image is displayed—when the video is playing you will see the entire frame.

Format the Video Placeholder



When you click on a video, the Video Tools ribbons will become available. Because your video is coming from an external website, a lot of the video options will not be available, especially on the Playback ribbon, and some won't work exactly as you might expect. However, with the Format ribbon you can:

- Add a frame or border to the video placeholder
- Add special effects to the placeholder shape, such as a shadow or 3D tilt
- Arrange the video in relation to other objects on the slide
- Resize the video placeholder



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6.5 Add Action Buttons

An *action button* is a graphic that initiates an action when clicked. In this lesson, you'll learn how to insert a built-in action button, and how to create a custom action button.

Ready-Made Action Buttons

PowerPoint includes a built-in set of Action Buttons that are already set to perform an action. You can simply insert the button and use it as is, or you can modify its action.

To insert a ready-made action button:

1. Click **Insert** ⇨ **Shapes** *(Illustrations group)*
2. **Click** on an Action Button (the last category in the Shapes gallery)

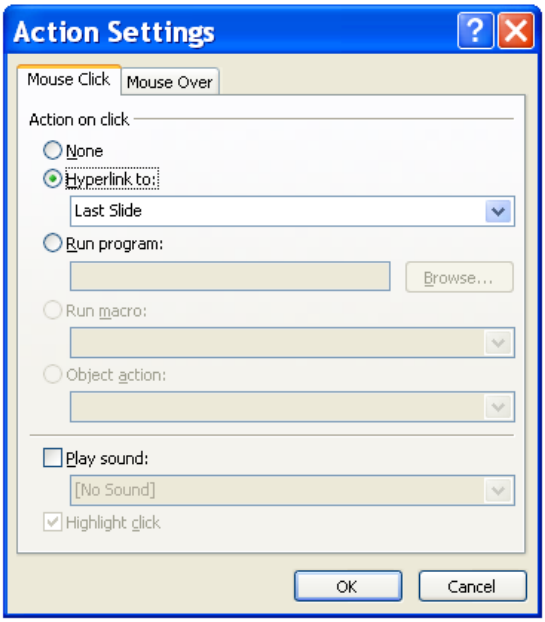


3. **Click and drag** on your slide to create the shape of the button.

   *Once the button has been drawn, the **Action Settings dialogue** will appear. Depending on the type of button you are creating, the dialogue may already be filled in for you.*

4. **Verify** that the Action Settings dialogue accurately reflects what you want to happen when the button is clicked. Click **OK** to update the action settings.





5. **Double-click** on the button to display the Drawing Tools Format ribbon. Format the button the same as you would any other shape.



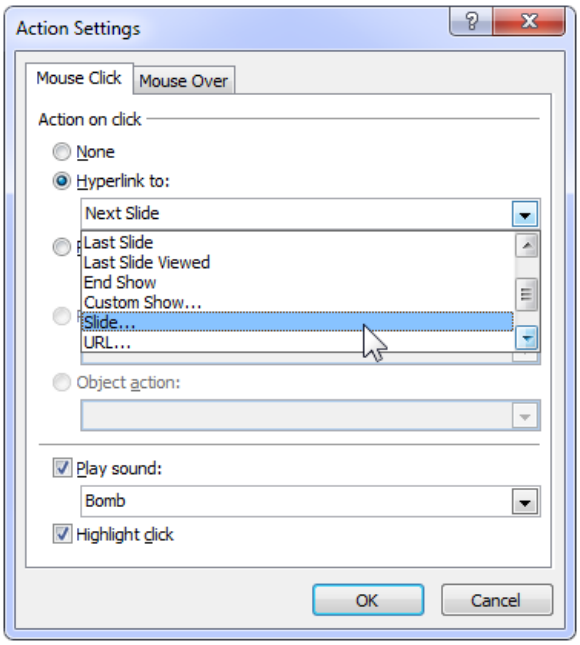
Custom Action Buttons

You can turn any graphic—an AutoShape, clip art, photograph--into an action button.

1. Insert the graphic that you want to use as an action button.
2. Select the graphic and click **Insert** ⇨ **Action** *(Links group)*.



3. In the Action Settings dialogue, adjust the settings to reflect what you want to happen when the graphic is clicked.
   - The **Mouse Click** pane controls will happen when the object is clicked.
   - The **Mouse Over** pane controls will happen when you point to the object.



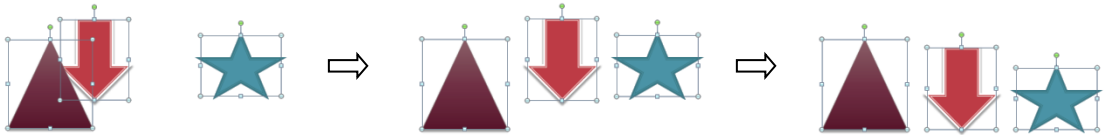
4. Click **OK.**

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Arrange & Distribute Objects on a Slide

PowerPoint lets you control how objects on a slide line up with each other and how they are spaced relative to each other, so you can avoid trying to line things up by hand. Objects can be **aligned** with other objects by the left, right, top or bottom edge, or by their centre, and they can be **distributed** so that they are spaced out evenly from each other.

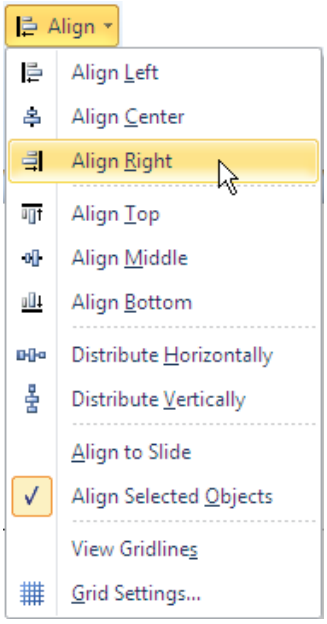
Action buttons are technically graphic shapes that have had an action added to them, so you can arrange and distribute them on a slide the same way you would any other shape.



To **align** shapes:

1. Select at least two shapes.
2. Click **Drawing Tools Format** ⇨ **Align** *(Arrange group)*

   *You can also go to **Home** ⇨ **Arrange** ⇨ **Align** (Drawing group)*
3. To align the shapes relative to each other, click on **Align Selected Objects.** To align the objects relative to the slide itself, choose **Align to Slide.**
4. Open the Align menu again and choose an alignment command: **Align Left, Center, Right** to align along a vertical axis, or **Align Top, Middle, Bottom** to align along a horizontal axis.



To **distribute** shapes:

1. Follow steps one to three as above.
   - You must select at least **three** shapes to distribute.
   - If you choose **Align to Slide** before you distribute the shapes, they will be spaced out evenly between the edges of the slide.
2. From the Align menu, click **Distribute Horizontally** or **Distribute Vertically** *(Arrange group)*.

Keep repeating the Align and Distribute commands until the shapes are arranged the way you want.

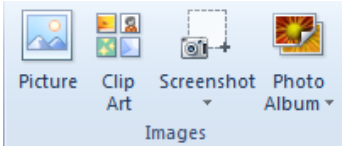
7 IMAGES, SHAPES & DIAGRAMS

In this section you will learn how to:

- Insert a picture from a file
- Locate and insert clip art images
- Crop a picture
- Format images with Picture Tools
- Add AutoShapes
- Constrain a shape's dimensions
- Skew a shape
- Add text to a shape
- Change a shape to another shape
- Order shapes
- Use the Pasteboard
- Format shapes
- Insert a SmartArt diagram
- Use the SmartArt Tools ribbons
- Work in the SmartArt text pane
- Add and edit shapes within SmartArt
- Format SmartArt with colours and styles
- Convert an existing list to SmartArt

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7.1 Photos & Clip Art



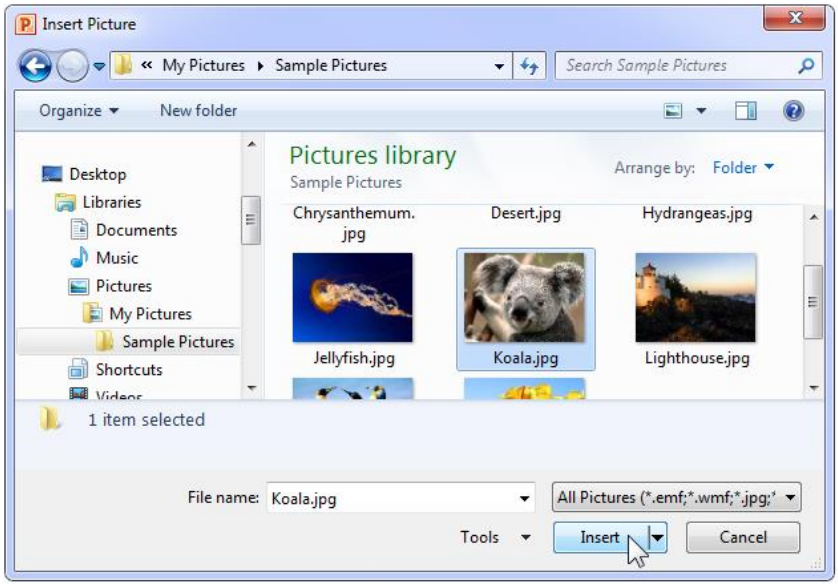
When you start creating documents, it's important to focus on how to enter text and format it correctly for a professional look. But it doesn't take long before you want to enhance your text with illustrations such as photos or clip art.

In this lesson, you'll learn how to insert a photo or clip art image, crop it, and format it with a picture style.

Insert a Picture from a File

To insert a picture from a file:

1. Click **Insert** ⇨ **Picture** *(Images group).*
2. In the Insert Picture dialogue, locate the file and click **Insert.**



The picture will then be added to your presentation and resized (if necessary) to fit the slide. The Picture Tools Format ribbon will also become available.

You can select, move, resize and delete images the same way that you do placeholders.



Locate & Insert ClipArt

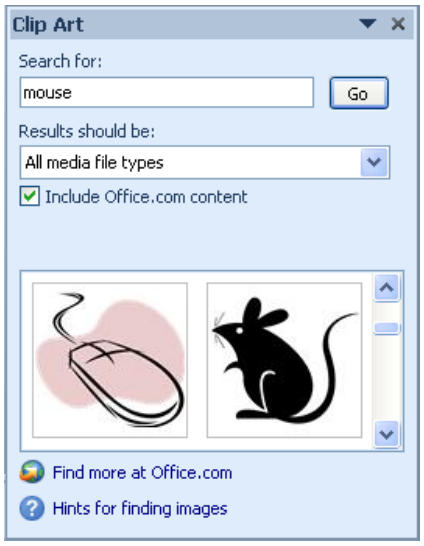
What if you don't already have a photo that you can use to illustrate your text? Luckily, Office 2010 can help you locate thousands of photos and cartoon images from its Clip Art galleries.

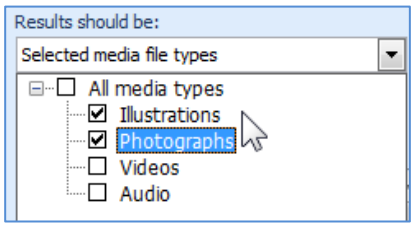
To search for clip art:

1. Click **Insert** ⇨ **Clip Art** *(Images group).*

   To close the task pane when you're done with it, click the small x in its title bar.

2. **Type a search term** in the "Search for:" box.
3. Click the **"Results should be"** drop-down list and select the types of clip art media you want to locate.





4. Check **"Include Office.com content"** to search online as well as within the clip art already installed on your computer.
5. Click **Go**.

   The results of your search will begin to appear in the task pane. It may take a few moments for some of the thumbnail images to appear.

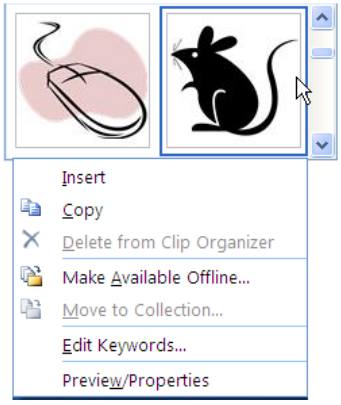
To insert clip art into your document:

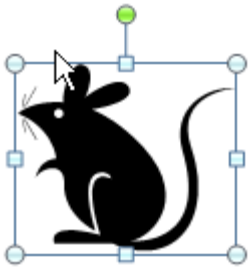
1. **Click** in your document to place the insertion point where you want the image to appear, then:
   a. **Right-click** the image and click **Insert** from its shortcut menu, or
   b. **Click once** on the image, or
   c. **Click and drag** the image onto the slide

The clip art shortcut menu also contains commands to **preview** the image and to **copy** it to the clipboard.

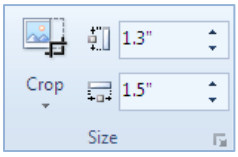
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If the image was found on Office.com, you can make it available offline (i.e., download it to the clip art collection on your own computer) so that it will be available when you're not connected to the Internet. If the image was found on your own computer, you can delete it from the clip organizer or add it to a clip art folder ("collection").





Crop a Picture



Cropping reduces the size of a picture by removing part of the image. It's often used to focus in on the important part of an image and remove what's extraneous, or to make an image the correct shape for the slide's design.

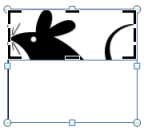
To cut out part of the image:

1. **Click** on the image you want to crop.
2. Click **Picture Tools Format** ⇨ **Crop** *(Size group).* Click directly on the command's icon to use the default Crop command.

   You will see bold black crop handles around the picture.

3. Click any handle and drag inwards to remove that portion of the photo.

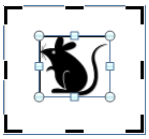
   

   Tip: *zoom in on an image for finer control while cropping.*

4. To complete the crop and turn the crop handles off, click in the document outside the image, or press **Esc** or click the **Crop** command again.

The cropped portions of a picture can be restored as long as the picture has not been compressed to save file space.

1. Select the picture and click **Picture Tools Format ⇨ Crop**
2. Drag the crop marks *outwards* to restore the hidden part of the image.



If the picture had not previously been cropped, dragging the crop handles outwards will add more white space around the picture. This can be useful if you want to add thick picture frames, which sometimes overlap the edge of an image.

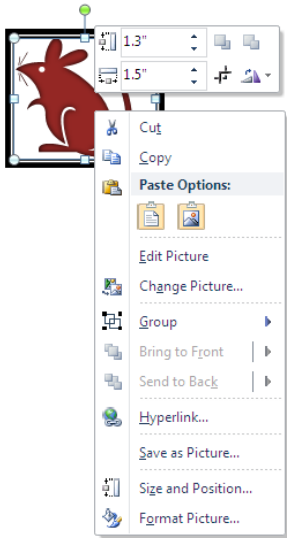
Format Images with Picture Tools

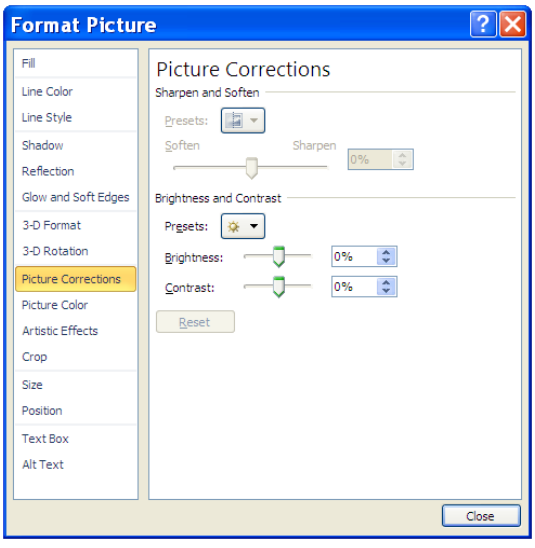


When you select an image in your presentation it'll display a border and handles for selecting, resizing, rotating and moving the object around on the slide, and you'll also have access to the **Picture Tools Format** ribbon for editing your images.

Adjust	Correct brightness and contrast, re-colour the picture, add artistic effects, remove the background, or reset the image to its original state. Compressing your pictures makes the presentation file smaller by permanently removing the cropped portions of images.
Picture Styles	Add different borders and styles to the outside of the picture.
Arrange	Control how your pictures and other objects overlap and align on the slide.
Size	Set a specific size for the picture or crop it to hide some of its contents.

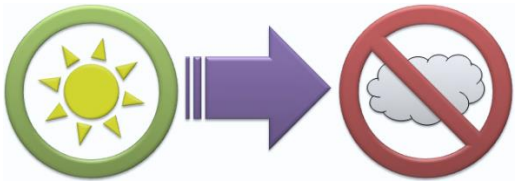
You can also right-click and select **Format Picture** to open a detailed dialogue box.





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7.2 Shapes



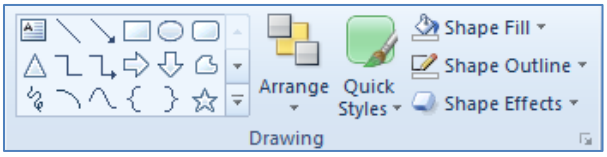
Sometimes it's impossible to find exactly the images or design elements you need from existing clip art or built-in diagrams and you'll have to create drawings of your own. Using PowerPoint's collection of *Autoshapes,* you can add one shape to your slide or combine multiple shapes to make a drawing or a more complex shape.

In this lesson, you'll learn how to insert shapes, how to skew a shape, how to change the order of shapes on the slide, and learn about the tools you can use to format a shape.

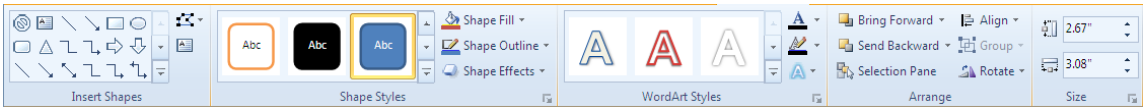
Locate Drawing Tools

Every time you select a shape—including placeholders and text boxes—the **Drawing Tools Format ribbon** will appear.

Because shapes are so important in PowerPoint, there's a **Drawing group** on the Home ribbon—this is an abbreviated version of the Drawing Format ribbon.



Drawing group on the Home ribbon



Drawing Tools Format ribbon

What You Already Know

When you studied placeholders, text boxes and action buttons, you learned many of the skills that you need to work with shapes.

Shapes can be **moved, resized, rotated, formatted** and **deleted** the same way you learned to do placeholders and text boxes: see page 17 and following.

They can be **aligned** and **distributed** the same way you learned to do with action buttons: see page 69.

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Add a Shape

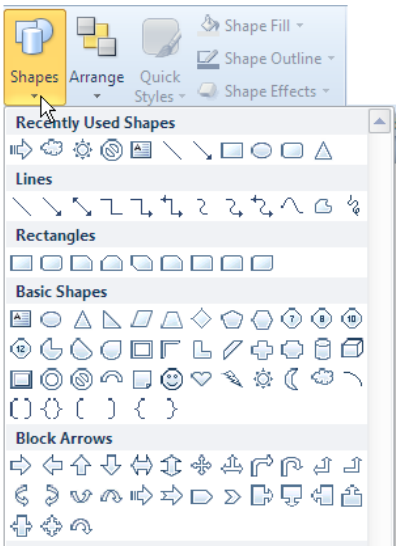
To insert a shape:

1. Click **Home** ⇨ **Shapes** *(Drawing group)*

   You can also start with ***Insert*** ⇨ ***Shapes*** *(Illustrations group)*

2. **Click on a shape** in the menu
3. On your slide: **click, hold** the mouse button down, **drag** the shape to the size you want and **release** the mouse button.





Alternatively, click anywhere in the document to insert the shape and adjust the size later.

Once you have inserted a shape, the Drawing tools Format ribbon will become available.

Constrain a Shape's Dimensions

While you are drawing a shape, you can *constrain* it to be (for example) an exact circle or square, or a perfectly vertical or horizontal line. If you constrain as you resize an existing shape, the shape will maintain its current *aspect ratio* (the ratio of width to height).

To create a perfect circle:

1. Click **Home** ⇨ **Shapes** ⇨ **Oval** shape
2. **Hold down the Shift key** as you drag out the shape.



Dragging an oval

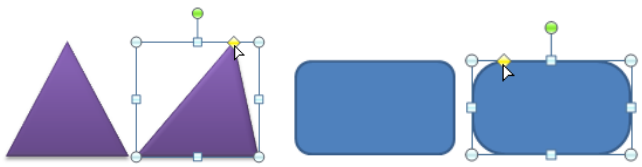


Shift+dragging an oval

Skew a Shape

In addition to sizing and rotation handles, many shapes also include a yellow diamond-shaped *skew handle* ◇. Exactly what the skew handle does depends upon the characteristics of the shape itself. For example, it can change the original angle of a triangle or the corner diameter of a rounded rectangle, as shown here. Not every shape has a yellow skew handle, and some have more than one.

- To skew a shape, **click and drag** the yellow diamond-shaped handle.



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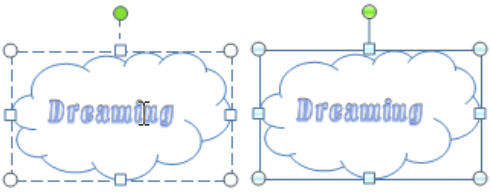
Add Text to a Shape

You can convert most shapes to a text box.

1. **Select** the shape
2. **Type** your text

Working with a shape that contains text is identical to working with a text box. You can format the text inside the shape, or click on the bounding box to select and format the shape itself.

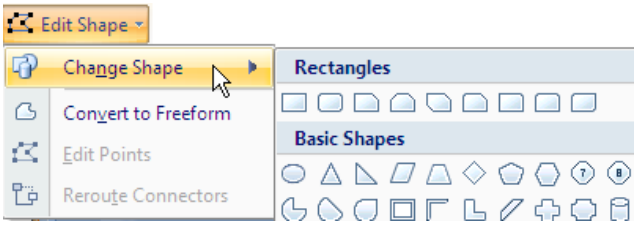




Change a Shape

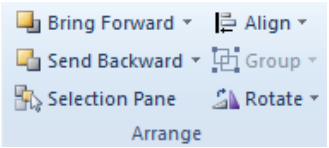
You may want to change a shape to a different one after it has already been created. When you change a shape, any formatting that you've already done is preserved: just the basic shape is changed.

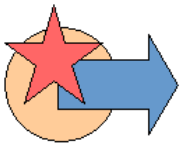
1. **Select** the shape.
2. Click **Drawing Tools Format** ⇨ **Edit Shape** ⇨ **Change Shape** *(Insert Shapes group)*
3. **Click** on the new shape that you want to use





Order Shapes





When you add shapes to a slide, each shape is added to its own *layer* that can be placed above or below the other layers just as though each shape were each on its own transparency. The first shape added is on the lowest layer, the next shape added overlaps that, and so on. You can control how the shapes overlap by using these four commands.

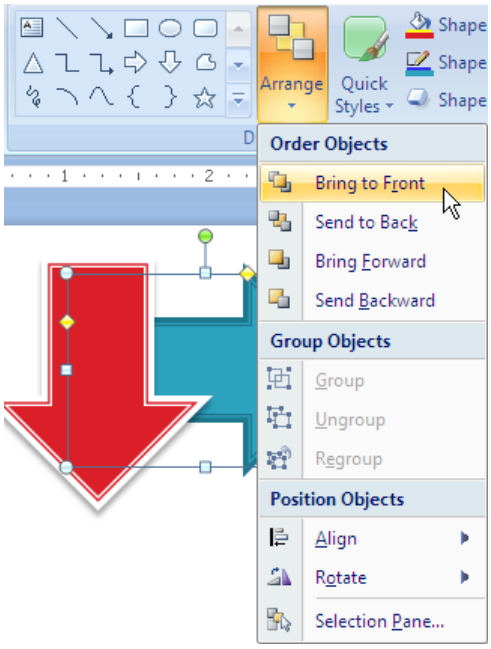
Bring to Front	Move the selected shape to the topmost layer
Bring Forward	Move the selected shape one layer higher
Send to Back	Move the selected shape to the lowest layer
Send Backward	Move the selected shape one layer lower

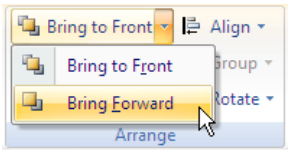
Sometimes you may have to repeat the Bring Forward or Send Backward commands several times to get things to overlap the way you need.

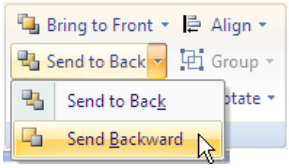
You can find the order commands in three places.

1. **Home** ⇨ **Arrange** ⇨ **Order Objects** *(Drawing group).*
2. **Drawing Tools Format** ⇨ **Bring to Front** or **Send to Back** *(Arrange group).*

   Clicking the down arrow next to either of these commands will give you the option of Bring to Front or Bring Forward and Send to Back or Send Backward.
3. **Right-click** on a shape and select the commands from its shortcut menu.







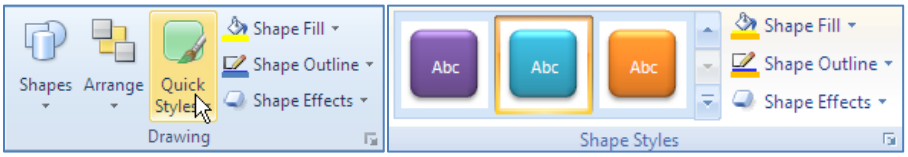
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Use the Pasteboard

The area surrounding a slide is called the Pasteboard. You can store shapes and other objects here while you decide where to place them on the slide. Use the Zoom slider to zoom out to see more of the Pasteboard area.



Format a Shape



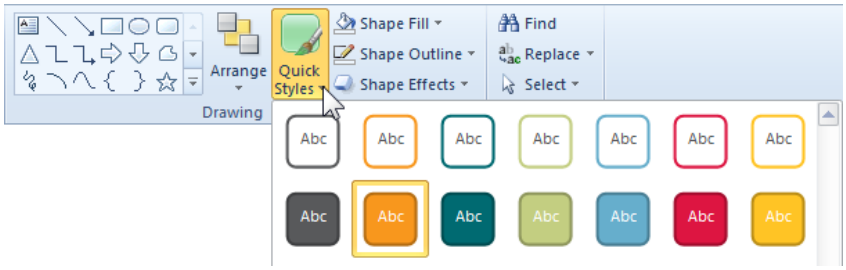
Format shapes using either the **Drawing group** in the Home ribbon or the **Shape Styles group** in the Drawing Tools Format ribbon. You can quickly format a shape to match your document's theme using the Styles gallery, or you can use the Shape Fill, Shape Outline and Shape Effects menus to control specific aspects of the shape's formatting.

Shape Styles Gallery

To quickly format a shape:

1. **Select** the shape
2. Click **Home** ⇨ **Quick Styles**

   *Alternatively, use **Drawing Tools Format** ⇨ **Shape Styles gallery**.*
3. **Point** to a style to preview it, and **click** to apply it to the shape.

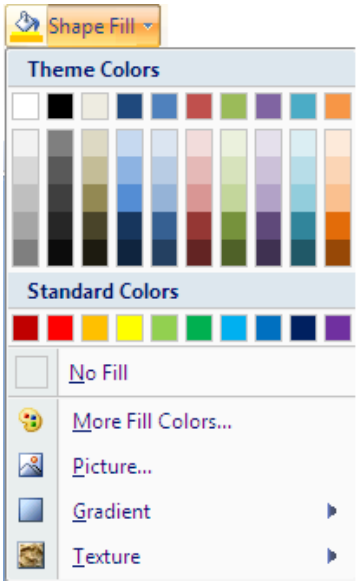


Shape Fill

To change the shape's fill (interior) colour:

1. **Select** the shape
2. Click **Home** ⇨ **Shape Fill**

   *Alternatively, use **Drawing Tools Format** ⇨ **Shape Fill** (Shape Styles group).*
3. **Point** to a fill colour to preview it, and **click** to apply it to the shape.



You can also change the fill colour to **No Fill** (transparent), use a **picture** to fill the interior of your shape, define a **gradient** fill (one colour shading gradually into another one), or use a **texture.**

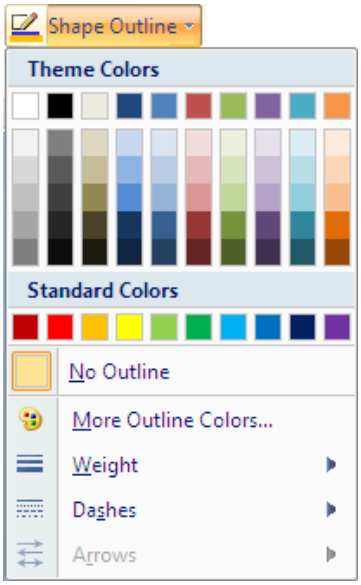
You can even change the **transparency** of a shape: choose **More Fill Colours…** and adjust the transparency slider in the Colours dialogue box.

Shape Outline

To change the shape's outline colour and weight (thickness):

1. **Select** the shape
2. Click **Home** ⇨ **Shape Outline**

   *Alternatively, use **Drawing Tools Format** ⇨ **Shape Outline** (Shape Styles group).*
3. **Point** to an outline colour to preview it, and **click** to apply it to the shape.
4. Click **Home** ⇨ **Shape Outline** ⇨ **Weight** and select a weight.



You can also change the outline to **No Outline,** use **dashes** for the line style, or (for lines only) add **arrows.**

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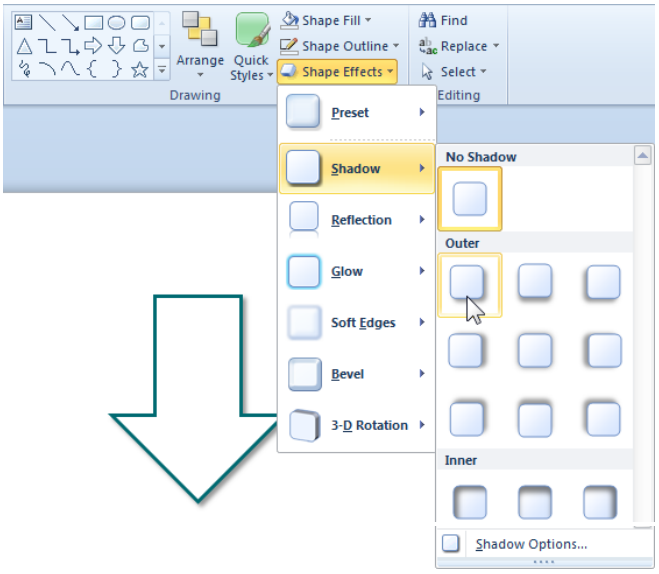
Shape Effects

You can add special effects including shadows, reflections and 3D rotation. You can add more than one effect to a shape. Some shape effects override others: for example, you will not see a soft edge effect if you have also applied a 3D effect.

To add a shadow to a shape:

1. **Select** the shape
2. Click **Home** ⇨ **Shape Effects**

   Alternatively, use ***Drawing Tools Format*** ⇨ ***Shape Effects*** *(Shape Styles group)*
3. **Point** to **Shadow** and then to an effect setting to preview it, and **click** to apply it to the shape

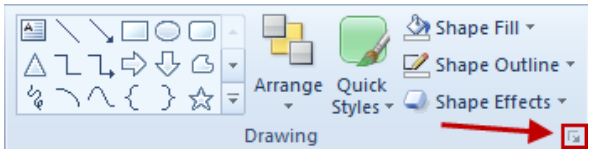


To remove a shadow from a shape, click on the **No Shadow** icon in the Shadow menu.

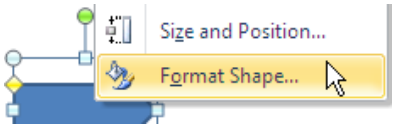
Format Shape Dialogue

For advanced control over shape formatting, use the Format Shape dialogue box. First, select the shape, then:

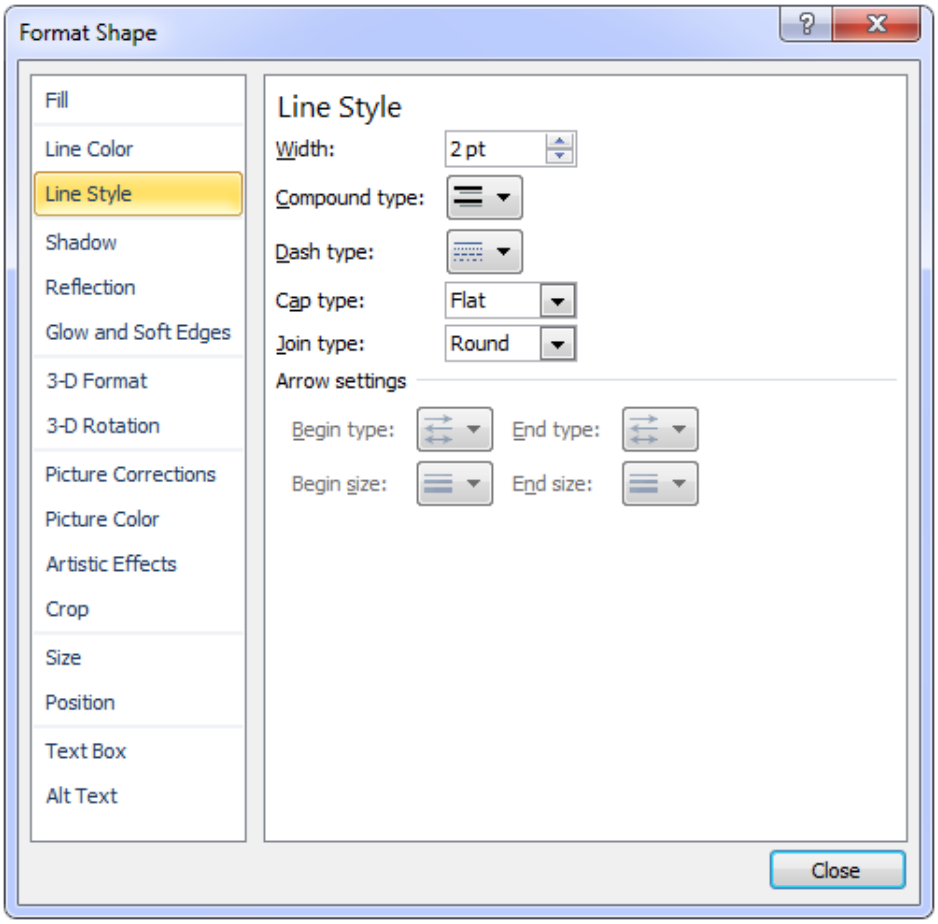
1. Click **Home** ⇨ **Option button** *(Drawing group)*, or **Drawing Tools Format** ⇨ **Option button** *(Shape Styles group)*



2. **Right-click** on the shape and choose **Format Shape…** from the shortcut menu.

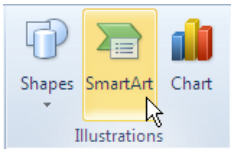


3. Click on a category on the left-hand side to see the options you can control.



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7.3 SmartArt Diagrams

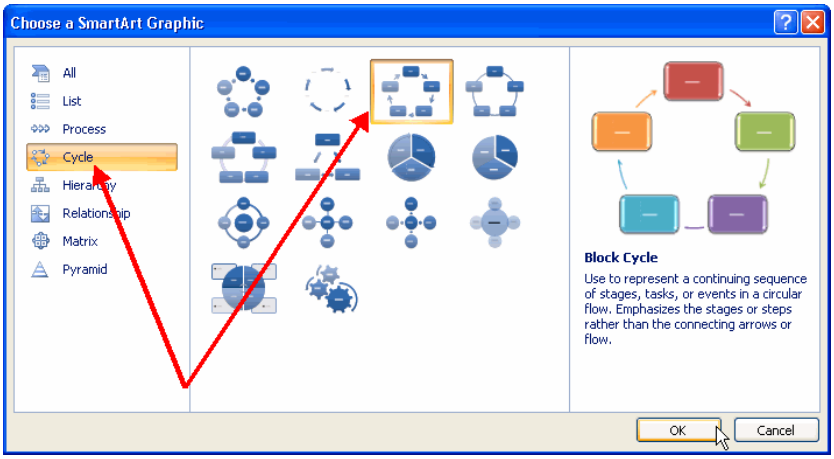


SmartArt can be used to create many different kinds of diagrams and graphical illustrations, from process diagrams and Venn diagrams to organization charts. In this lesson, we'll learn how to create a SmartArt diagram, edit its contents, and format it.

Insert SmartArt

To insert a SmartArt diagram:

1. Click **Insert** ⇨ **SmartArt** *(Illustrations group)*
2. In the dialogue box, **click a category** in the list on the left.



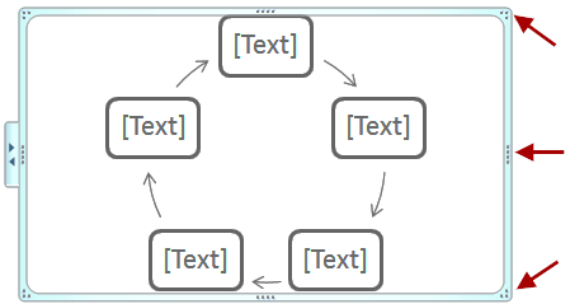
3. **Choose a diagram type** in the centre pane.

   Use the preview and description on the right to find the right diagram type for you.

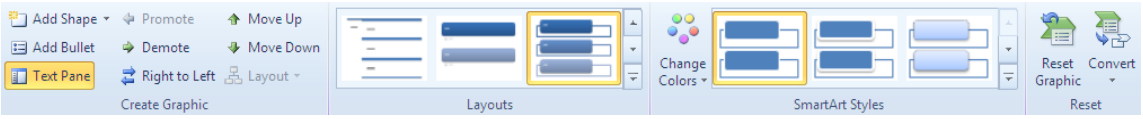
4. Click **OK.**

A diagram will be inserted into the presentation, surrounded by a blue placeholder. The triple dots around the edge of the placeholder are the resize handles.

To get started, simply click anywhere it says **[Text]** and type.



Review the SmartArt Design Ribbon

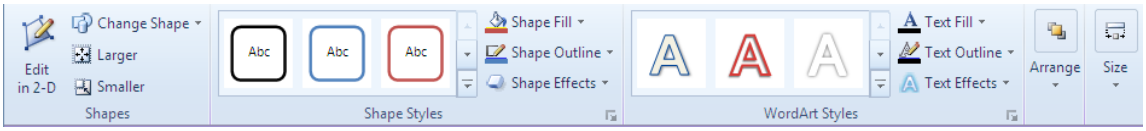


While you work on SmartArt, two SmartArt Tools ribbons will appear to help you refine your diagram.

The Design ribbon provides commands for getting the right number and arrangements of shapes into the diagram, and for quickly formatting the diagram to match the rest of your presentation.

Create Graphic	Add Shape	Add another shape to the diagram. *(Depending on the type of diagram, some options may not be available.)*
	Add Bullet	Add another point of text to the current shape.
	Right to Left	Change the layout to Right to Left (or Left to Right).
	Layout	Change the branch layout for the current shape. *(Only available for organizational charts.)*
	Promote/Demote	Move the shape up or down one level.
	Text Pane	Toggles the text pane on and off.
Layouts	Gallery	Change to a different diagram type.
SmartArt Styles	Change Colors	Choose a color scheme based on your design theme.
	Gallery	Click a style to apply it to your diagram.
Reset	Reset Graphic	Reset the diagram design to its original settings.
	Convert	Convert the diagram to text or to shapes.

Review the SmartArt Format Ribbon



Whereas the Design ribbon affects the overall look of your diagram, the Format ribbon provides commands for formatting and arranging the individual shapes within your diagram.

Shapes	Edit in 2D	If a 3D style has been applied, use this button to switch to 2D view, which may make editing your diagram easier.
	Change Shape	Change the current shape to a different shape.

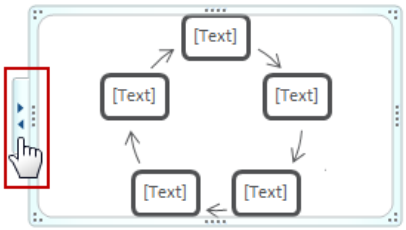
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	Larger/Smaller	Make the current shape bigger or smaller
Shape Styles	Gallery	Apply a style to the current shape.
	Shape Fill	Change the color of the shape's fill.
	Shape Outline	Change the color of the shape's outline.
	Shape Effects	Apply special effects to the shape.
	Option button	Opens the Format Shape dialogue.
WordArt Styles	Gallery	Apply a style to the text in the current shape.
	Text Fill	Change the color of the text's fill.
	Text Outline	Change the color of the text's outline.
	Text Effects	Apply effects to the text.
	Option button	Opens the Format Text Effects dialogue.
Arrange	(submenu)	Layer, align, group and rotate shapes within the diagram.
Size	Size	Set the size of the diagram.

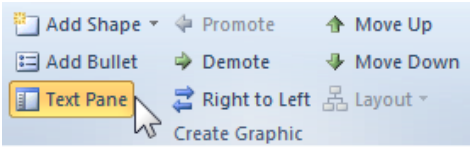
Edit with the Text Pane

The *text pane* displays the text of your diagram in a list format. Often you will find it easier to use the **text pane** to add text and new shapes to your diagram.

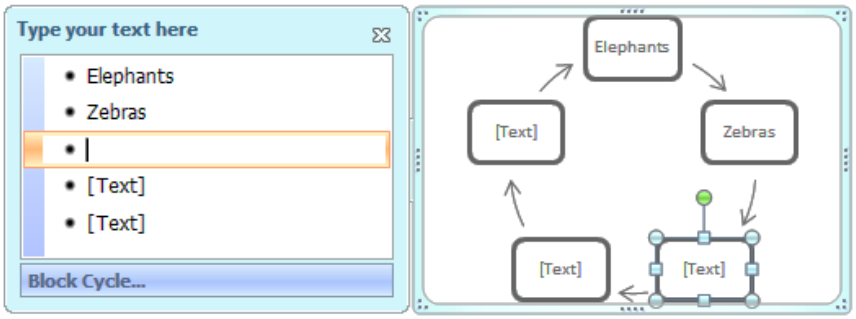
1. First, display the text pane:
   - Click the diagram and then click the arrow tab on its left hand side, *or*



   - Click SmartArt Design ⇨ Text Pane *(Create Graphic group)*



2. If needed, **move** the text pane by dragging its title bar, and **resize** it by clicking and dragging the edge of its bounding box.
3. Type your diagram text directly into the points in the text pane.

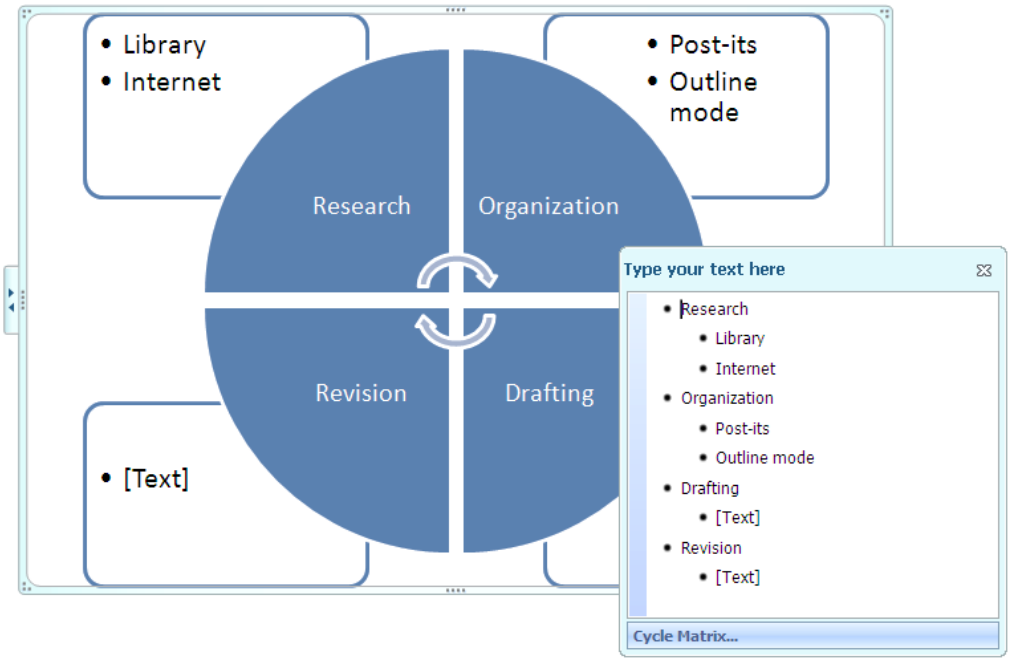


Changes that you make to the list—adding new top-level items, or creating multiple levels of list items—will be reflected in the diagram.

- Press **Enter** to add another point to the list (and shape to the diagram)
- Click **SmartArt Design** ⇨ **Demote** or **Promote** *(Create Graphic group)* to decrease or increase the list level of selected points

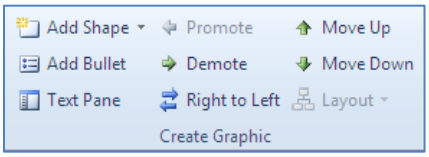
4. To close the text pane, click the **x** in its title bar, or click the **SmartArt Design** ⇨ **Text Pane** button again.

Keep in mind that your list format must match the type of diagram you have chosen, or some of the text might not be displayed. Some diagrams can only represent a single-level list, while others may allow you to add two, three or more levels to the list.



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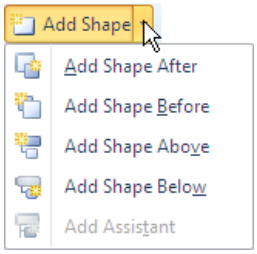
Add and Edit Shapes



You can also add and edit shapes using the Create Graphic group on the SmartArt Tools Design ribbon.

To add a new shape:

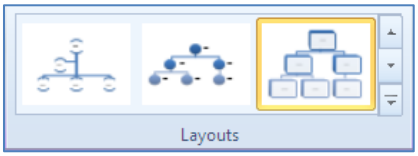
1. Click on a shape *next to* where you want the new shape to be
2. Click **SmartArt Design** ⇨ **Add Shape** ⇨ **Add Shape After** (or **Before, Above** or **Below**)



The other commands in the Create Graphic group allow you to add more content to the shape or adjust its position in the diagram.

Depending on the type of diagram you are working on, and which shape you have selected, some commands may not be available in the Create Graphic group. For example, the **Layout** command and **Add Shape** ⇨ **Add Assistant** are only available when you are working on an organization chart.

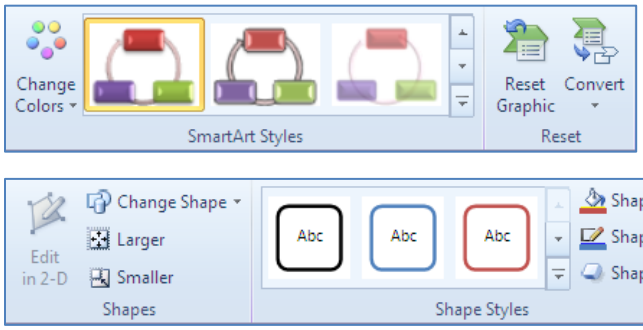
Change the Diagram Layout



You can change the diagram type at any time using the gallery menu in the **SmartArt Design** ⇨ **Layouts** group. The gallery will display layouts that are similar to the first one you chose, but if you click the **More** button and choose **More Layouts…** from the bottom of the gallery you can switch to any other SmartArt layout.

Sometimes when you change the layout of your diagram your text doesn't display the way you would like it to in the new layout. Don't assume that this means that you can't use that layout: you may just need to rearrange the list in the text pane to suit the new layout.

Add Colour & Style



To add the final formatting touches to your diagram, you'll work with both the SmartArt Design ribbon and the SmartArt Format ribbon. The general rule of thumb is that the Design ribbon applies colours and styles to the diagram as a whole, while the Format ribbon allows you to modify individual shapes and text within the diagram. Here are a few basics you'll want to try.

Change the colours of the whole diagram:

1. Click **SmartArt Design** ⇨ **Change Colours**
2. Choose a colour scheme from the menu

Add borders, shadows, or 3D perspective to the whole diagram:

1. Click **SmartArt Design**
2. Choose a design from the **SmartArt Styles gallery**

Reset the diagram design and start over:

- Click **SmartArt Design** ⇨ **Reset Graphic** *(Reset group).*

Resize an individual shape:

1. Click on the shape
2. Click **SmartArt Format** ⇨ **Larger** (or **Smaller**).

   Alternatively, you can click and drag on a shape's resizing handles.

Move an individual shape:

- Click and drag the shape to a new position

  Alternatively, click on the shape and use the arrow keys on your keyboard to "nudge" its position slightly.

Change the default shape to a different shape:

1. Click on the shape
2. Click on **SmartArt Format** ⇨ **Change Shape**
3. Choose a new shape from the AutoShapes menu.

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Change the style of an individual shape:

1. Click on the shape
2. Click on **SmartArt Format**
3. Choose a new style from the **Shape Styles gallery**

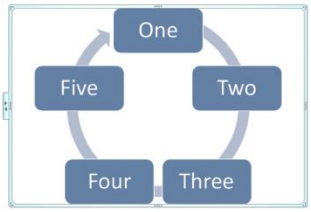
   *Alternatively, use the **Shape Fill, Shape Outline** and **Shape Effects** menus to customize each aspect of the shape's formatting.*

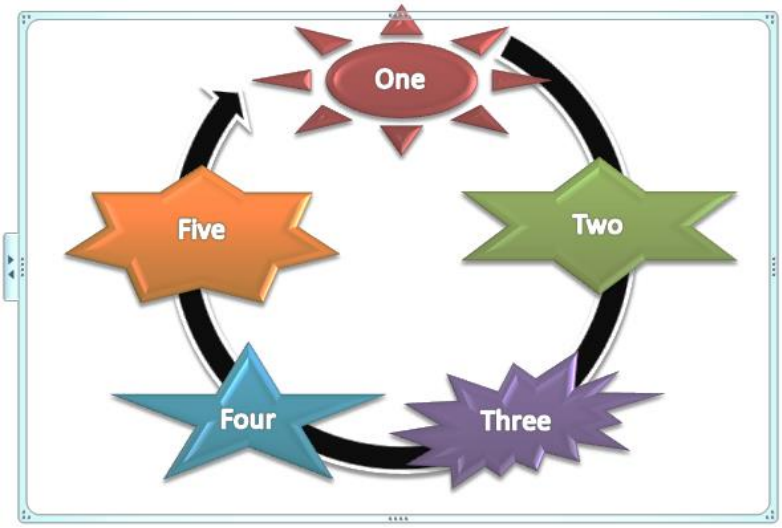
Format the text inside a shape:

1. Select the text
2. Click **Home**
3. Format the text using the commands from the **Font group**

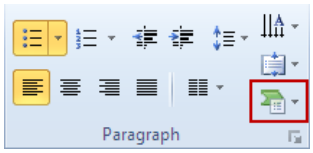
   *Alternatively, click **SmartArt Format** ⇨ and choose a style from the **WordArt Gallery***

To create the diagram below, we used the Design ribbon to choose a "colourful" colour scheme and a 3D "inset" style. Then we used the Format ribbon to change the individual shapes, to change the shape style of the circular arrow, and to format the text with WordArt. Finally, some of the shapes had to be moved and enlarged slightly to make everything look right, and we resized the entire diagram by dragging the corner of the blue placeholder.





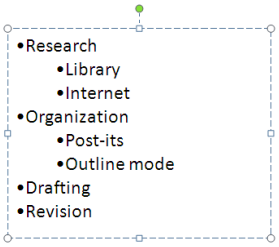
Convert an Existing List to SmartArt



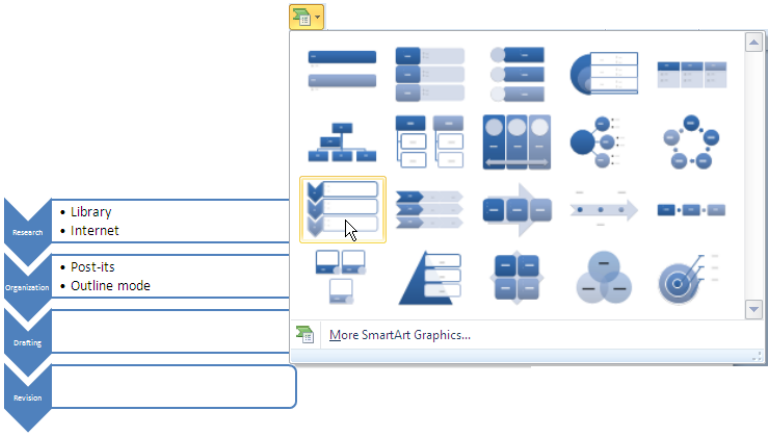
If you already have a lot of bulleted or numbered lists in your presentation, you can quickly convert them into a SmartArt diagram. You can even copy a list from Word or another application and paste it into the SmartArt text box.

To convert an existing list to SmartArt:

1. **Click** in the placeholder containing the list



2. Click **Home** ⇨ **Convert to SmartArt Graphic** *(Paragraph group)*
3. **Point** to a diagram layout from the menu: a preview will be applied to the list.
4. **Click** on a layout to apply your choice.



If your list is in Word or another application:

1. **Select** the list and click **Home** ⇨ **Copy.**
2. Go to PowerPoint and click inside the text pane of your diagram.
3. Click **Home** ⇨ **Paste.** You may need to clean up the pasted text.

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8 Add Speaker's Notes & Print

In this section you will learn how to:

- Add speaker's notes for each slide
- Use the Notes Page View
- Change the layout of individual notes pages
- Add headers and footers to notes pages
- Set printing options
- Print full slides, slide handouts, notes pages and the outline
- Save slides, handouts or notes as a PDF document

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8.1 Include Speaker's Notes

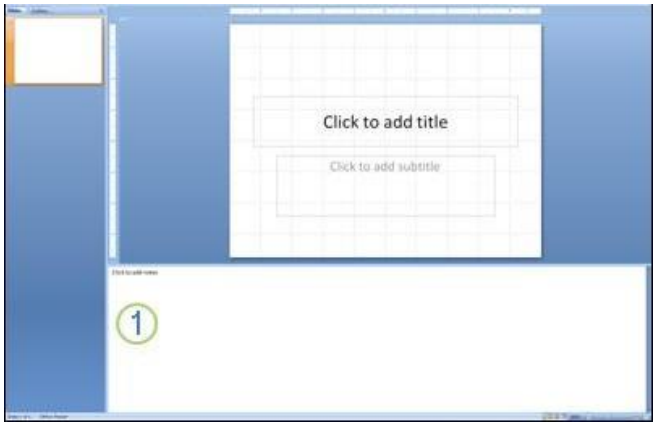
PowerPoint allows you to add notes for each of the slides in your presentation. These notes are not visible to the audience during a presentation, but they can be printed to use as handouts or as a speaker's notes. In the advanced level of this course, you'll also learn how to use the Presenter View, which allows the presenter to see the notes on their computer while the audience sees only the slides.

Add Notes

You can type notes directly into the Notes pane while you are working on your presentation. If there is not enough room, you can resize the Notes pane. You can also format the text in the Notes pane, but some changes such as font colour will not be visible in this view.

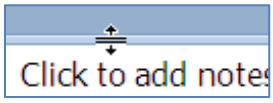
To create notes in the Normal view:

1. Select the slide for which you want to add notes.
2. Click in the Notes pane and type.

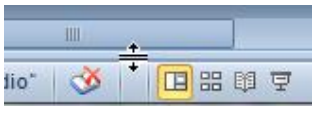


To resize the Notes pane:

1. Point to the horizontal divider between the slide view and the notes.
2. When your mouse pointer changes to a double-headed arrow, click and drag the divider up or down.

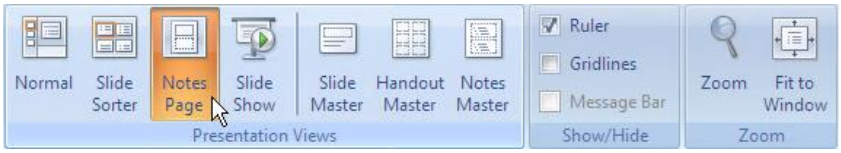


If you cannot see the Notes pane, the divider has been dragged all the way to the bottom of the window. Click on the area just between the scroll bar and the status bar and drag up to open the notes pane again.



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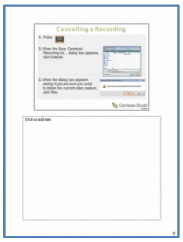
Notes Page View



The **Notes Page view** lets you see what your notes pages will look like when printed, and to add advanced formatting and graphics.

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

   Each notes page includes a thumbnail image of the slide and a notes text box.

2. Use the **arrow keys** or **Page Up** and **Page Down** to move from slide to slide.
3. Edit the Notes area.

   In this view, you can format text and also add charts, pictures, tables, or other illustrations. These items can't be added or seen in the Normal view.

4. To return to Normal view, click **View** ⇨ **Normal.**

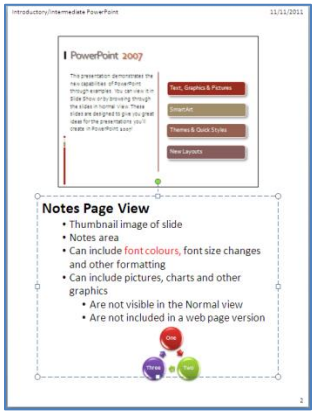
   You can also click the Normal button in the status bar.

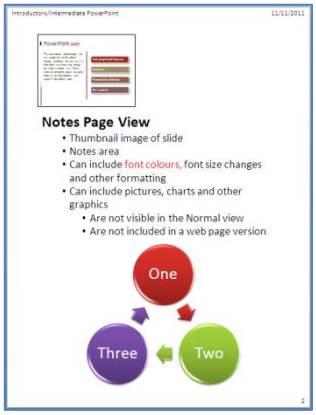
   

Create More Space for Notes

If you don't have enough room on a notes page, you can make more room by resizing and repositioning the slide and notes placeholders. You can even delete the slide thumbnail if you don't want it on your notes page. Here, we made more space for the graphic by resizing the slide image and the notes placeholder.

The changes you make to the placeholders in Notes Page view affect only one page at a time; other notes pages will be unaffected.





Add Headers & Footers to Notes Pages

Notes pages can have their own headers and footers. The header and footer must be the same for every notes page, and the headers and footers you set for notes pages are also used when you print slides in a "handout" layout as described later.

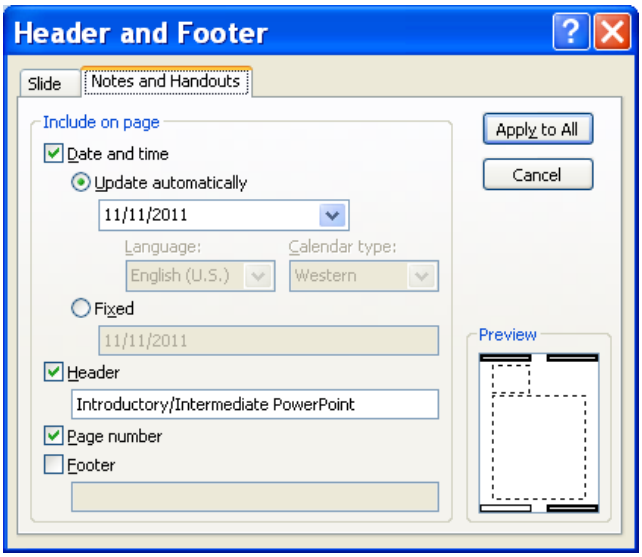
To add headers and footers to notes and handouts:

1. Click **Insert** ⇨ **Header & Footer**
2. Click the **Notes and Handouts** tab
3. Select the header and footer options you want to use.

   The Preview will highlight the area on the page where the different elements will be printed.

4. Add header and footer text in the text boxes, if needed.
5. Click **Apply to All.**

You will be able to see the headers and footers in the Notes Page view, but not in the Notes pane in Normal view.



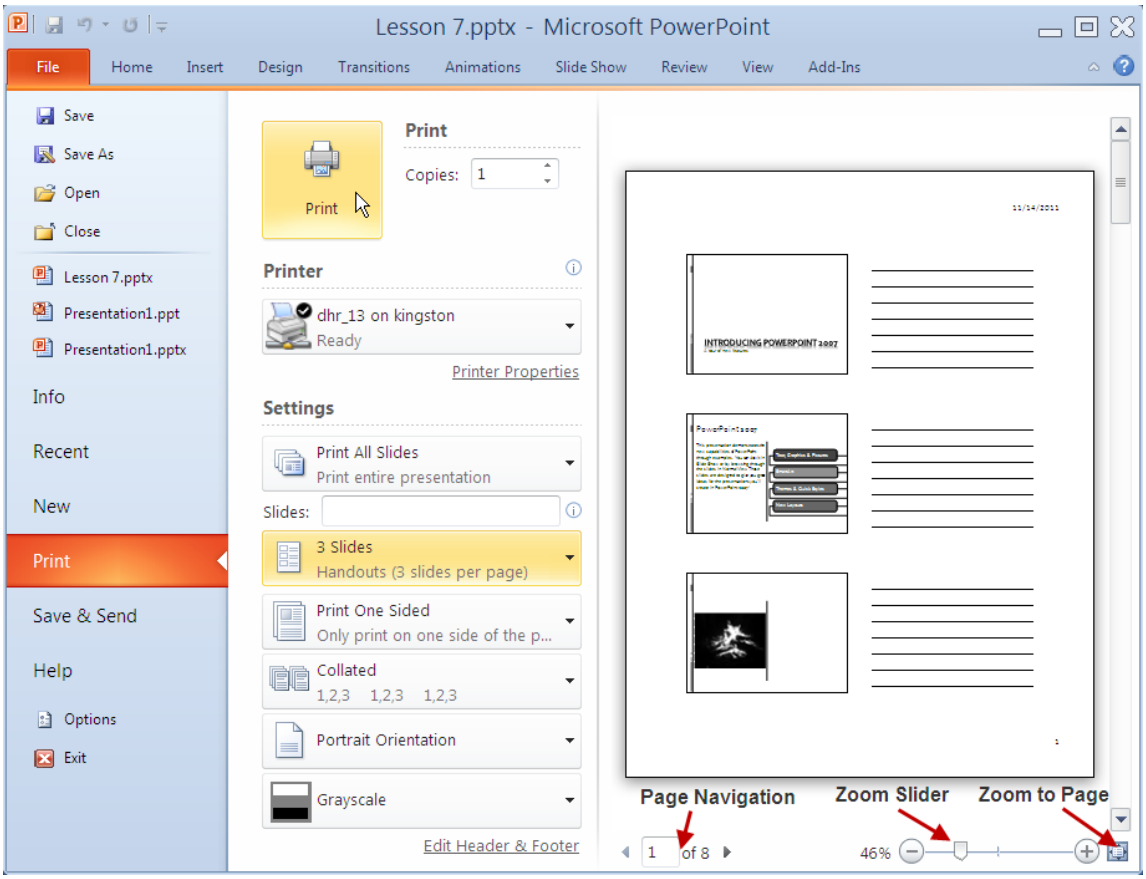
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8.2 Print Slides, Handouts and Notes

Presenters may use printed versions of their PowerPoint presentation as notes for their own reference while speaking, or as handouts to give to the audience for making their own notes. PowerPoint offers many options for printing slides, handouts, your outline, and notes pages.

In general, the procedure for previewing and printing a presentation is:

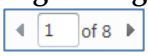
1. Click **File** ⇨ **Print.**
2. **Choose print settings** from the middle section of the Print screen.
3. **Preview the results** on the right-hand side of the screen.
4. **Click** the large square **Print button.**



Preview & Print Options

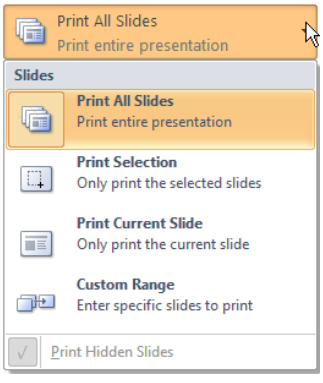
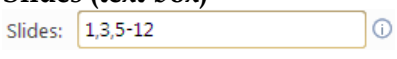
Here's a brief description of the various options you'll find in the Print window.

In the Preview area, you have access to these controls (see the image on page 95).

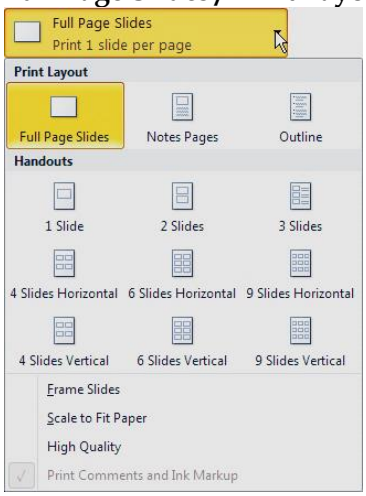
Page Navigation 	Enter a page number or click the Previous and Next buttons to review pages. You can also use the vertical scroll bar, Page Up and Page Down keys, and your mouse wheel to navigate through slides.
Zoom Slider 	Change the magnification level of the preview area.
Zoom to Page 	Display the entire slide in the preview area.

In the Settings section of the screen, the drop-down menus may display any of the available settings depending on how you printed the document earlier.

Some settings may be available to you only if your printer has that capability.

Print	**Print**	Print using the current settings.
	Copies	Set how many copies to print.
Printer	**Printer drop-down**	Choose a printer.
	Printer Properties (link)	Select settings that are very specific to your printer. For example, if your printer can also staple pages, you may have to use this link to access that setting.
Settings	**Print All Slides** 	Print all the slides in the presentation or only specific slides.
	Slides (text box) 	Enter the numbers or ranges of specific slides to print.

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Full Page Slides / Print Layout 	What to print and how to arrange the page. • **Full page slides** fill the entire page, one slide per page • **Handouts** leave white space around the slide images and may include one or more slides per page • **Notes Pages:** see page 92 • **Outline:** see page 26 You can also choose some additional print settings from the bottom of this menu.
Print One-Sided	Print single-sided or double-sided (if your printer supports it).
Collated	Group each printed copy of the presentation together, or each copy of each page together.
Grayscale/Colour	Choose colour settings for the printout.
Edit Header & Footer (link)	Open the Header and Footer dialogue box, as described on page 94. Handouts use the same print headers & footers as Notes Pages

8.3 Save as PDF

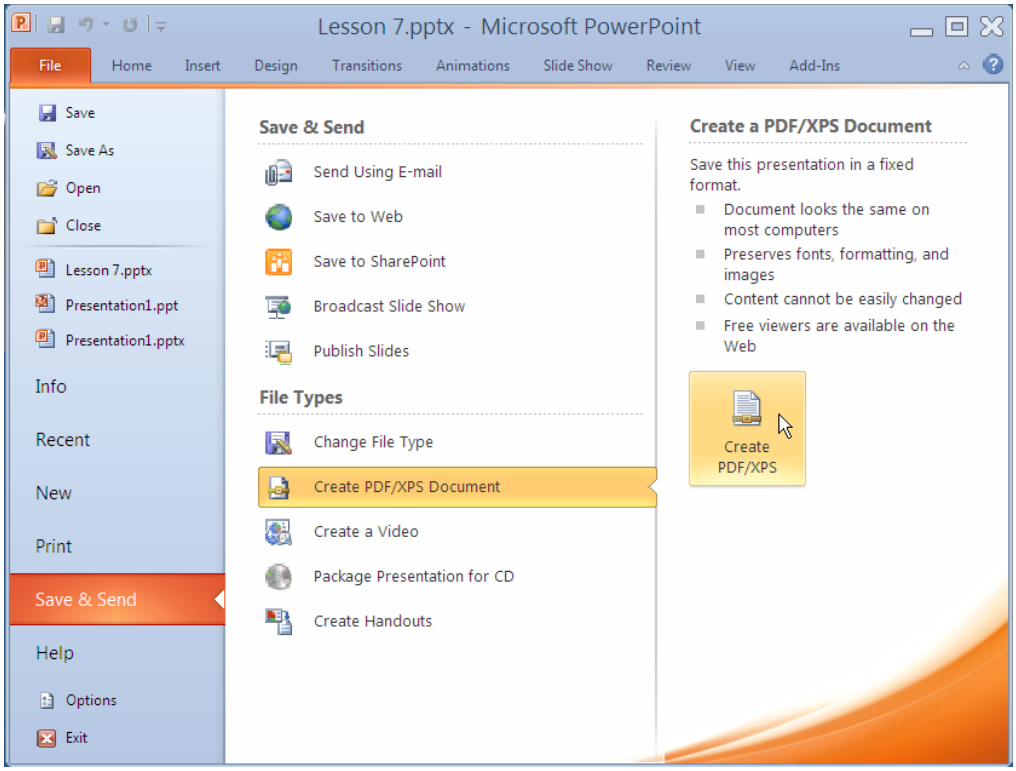
Sometimes you'll want to save your documents in a format that is better suited to online distribution or publishing, such as PDF (portable document format). Not everyone owns PowerPoint or knows how to use it, but anyone can go to www.adobe.com to download the free Adobe Reader software that allows them to view PDF files.

In this lesson, you'll learn the basic steps for creating a PDF document from a presentation file—you may notice that we don't discuss every possible setting you can change.

Save a Presentation to PDF

You can create a PDF version of your presentation that matches any of the print layouts available to you when you print—full page slides, notes pages, outline or handouts—and select exactly which slides to include in the document.

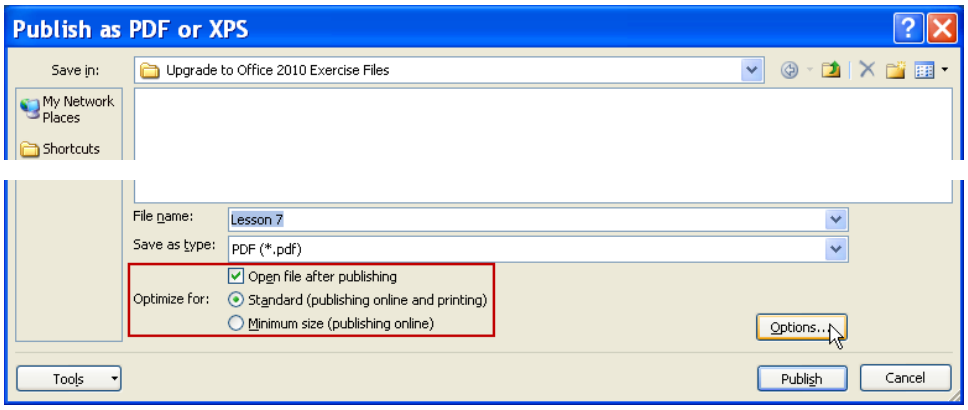
1. Click **File** ⇨ **Save & Send** ⇨ **Create PDF/XPS Document** ⇨ **Create PDF/XPS** [1]



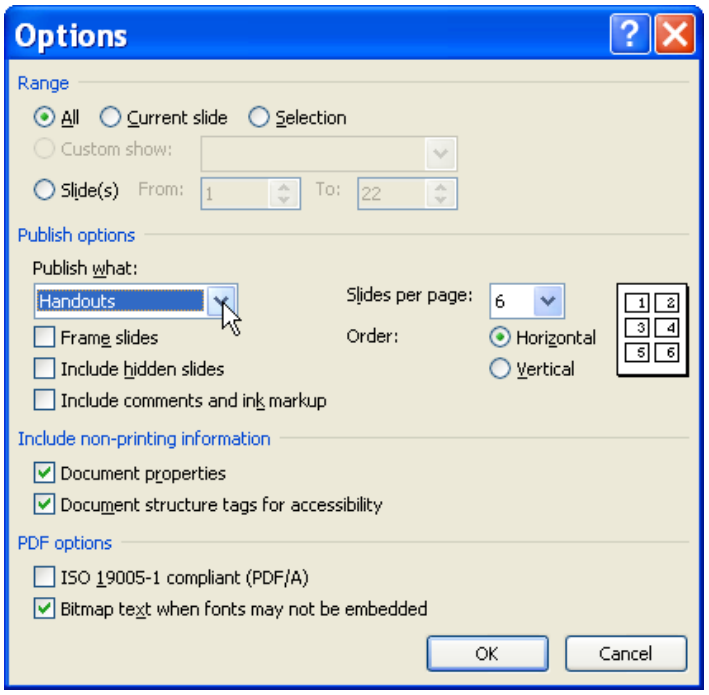
[1] XPS stands for XML Paper Specification, a new format similar to PDF released by Microsoft.

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2. You'll see the Publish as PDF or XPS dialogue box. Some default settings are already selected.



3. Click the **Options** button.



4. Select **Range** and **Publish** options to show which slides to print and how to arrange them on the page.
5. Under **Include non-printing information,** ensure that the checkbox for "Document structure tags for accessibility" is checked.
6. Click **OK** to return to the Publish as PDF or XPS dialogue.
7. Adjust the file name and save in location if necessary, then click the **Publish** button.
8. If you didn't change the default setting, your PDF document will be created and then opened in Adobe Reader.

9 Appendix: Default Ribbons

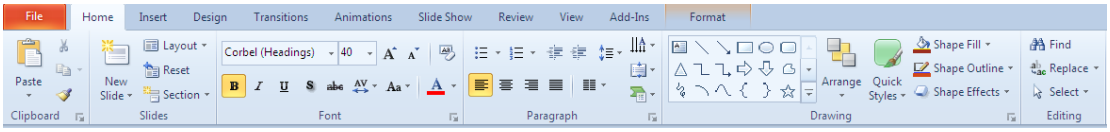
In this section, we'll review the command groups in the default PowerPoint ribbons. Some of these features are explored further in the Advanced PowerPoint course.

- Home
- Insert
- Design
- Transitions
- Animations
- Slide Show
- Review
- View

In addition to the default ribbons, many ribbons are visible only when you are working with the kind of object to which they apply. Many of these "contextual" ribbons are described in detail in the main part of the guides to *Introductory/Intermediate PowerPoint 2010* and *Advanced PowerPoint 2010.*

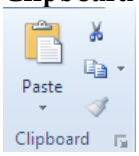
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9.1 Home Ribbon



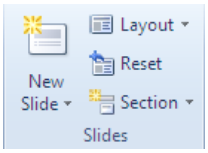
The Home ribbon contains the commands that are needed most frequently in each application. In PowerPoint, it includes the following groups:

Clipboard



Cut, copy, and paste text and use the format painter. The Option button will open the Clipboard task pane.

Slides



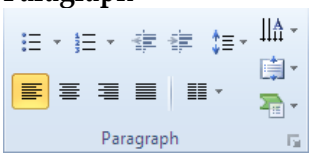
Add slides, change a slide's layout, reset a slide, and create sections within the presentation.

Font



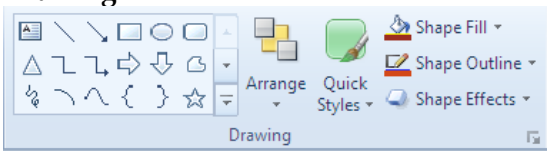
Change the appearance of your text. Click the option button to open the Font dialogue.

Paragraph



Format paragraphs; change text alignment & direction; create bulleted and numbered lists; convert a list to SmartArt. Click the option button to open the Paragraph dialogue.

Drawing



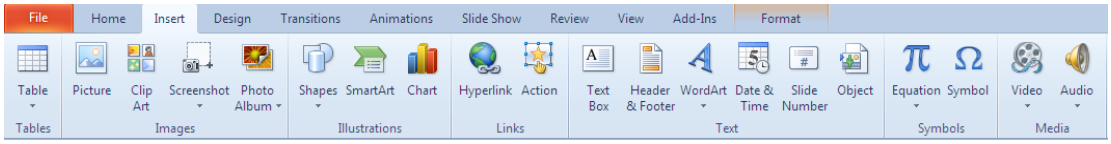
Add, format and arrange shapes on the slide. Click the Option button to open the Format Shape dialogue box.

Editing



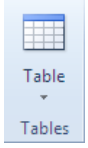
Find and replace text and select objects. Use Select ⇨ Selection Pane to select objects that are difficult to click on with the mouse.

9.2 Insert Ribbon



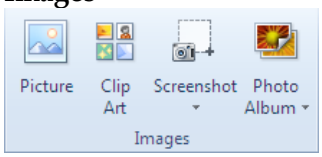
Most of the items you can insert into a presentation can be started from the Insert ribbon. It contains the following groups:

Tables



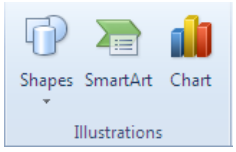
Insert a blank table or Excel spreadsheet.

Images



Insert an image from a file, search for and insert clip art, make a screenshot, and create a photo album presentation from a collection of image files.

Illustrations



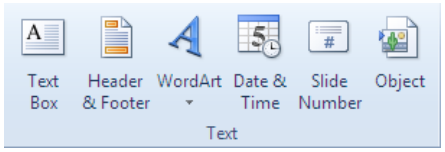
Add drawn shapes, SmartArt diagrams, and charts.

Links



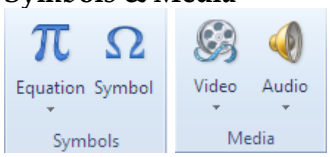
Create text or image links to websites or to other slides in the presentation, and create buttons to perform actions, such as jumping to a specific slide.

Text



Insert text boxes, headers & footers, WordArt, the date & time, slide numbers and "objects" from other types of documents such as an Excel spreadsheet.

Symbols & Media

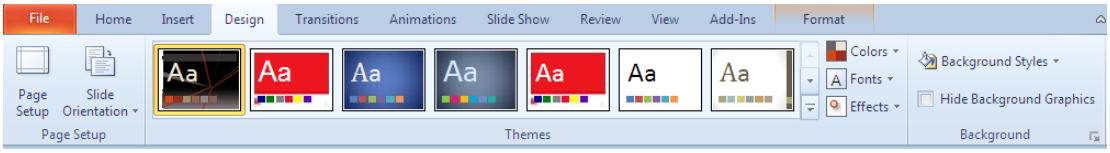


Add symbols and equations.

Add video and audio clips that can be played within the presentation.

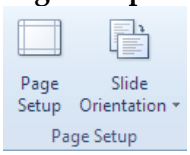
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9.3 Design Ribbon



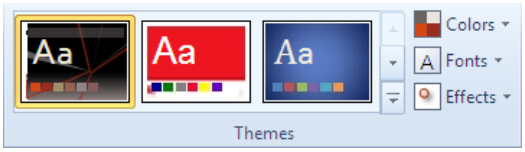
The Design ribbon helps you to manage the overall look of your slides. It contains the following groups:

Page Setup



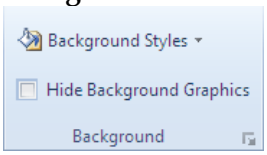
Change the target size, screen ratio (e.g., standard 4:3 or widescreen 16:9) and orientation of the slides.

Themes



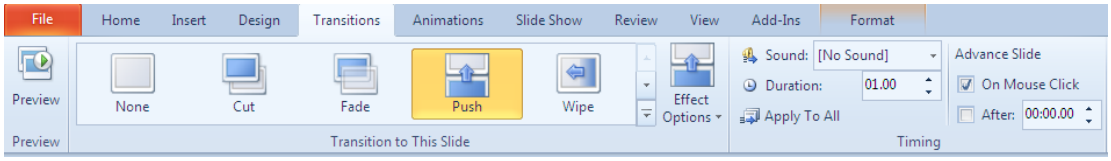
Choose a design theme, mix & match elements of different themes, create your own design elements, or search for new themes.

Background



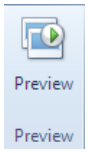
Hide the background graphics for a slide and/or change the background style of all the slides. Click the Option button to open the Format Background dialogue, where you can change the background for individual slides.

9.4 Transitions Ribbon



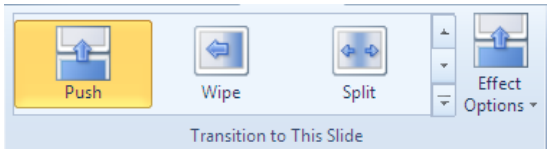
The Transitions ribbon is used to control the effect used when a slide replaces the previous one. It contains the following groups:

Preview



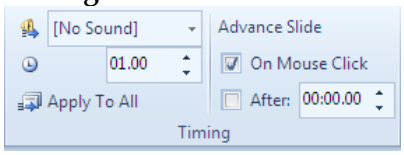
Preview what the slide will look like during the presentation using the current transition settings.

Transition to This Slide



Select a transition effect from the gallery and modify how it appears using the effect options.

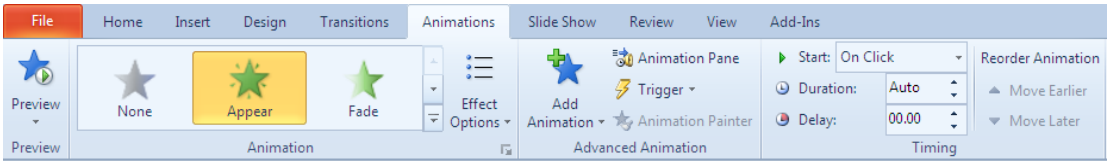
Timing



Choose a transition sound, specify how long the visual transition will last, and choose whether slides will advance with a mouse click or automatically after a set period of time. You can also apply the current slide's transition settings to all slides in the presentation.

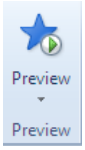
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9.5 Animations Ribbon



The Animations ribbon is used to control the appearance of text and other objects onto the slide. When you see text appear point-by-point, that's animation. The ribbon contains the following groups:

Preview



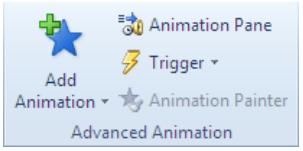
Preview what the slide will look like during the presentation using the current animation settings.

Animation



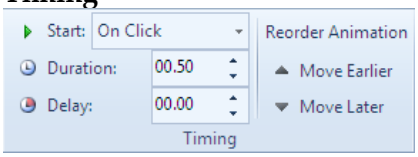
Select an animation effect for a text block or other object, and modify how it appears using the effect options. Click the Option button to open the selected effect's dialogue box, where you can work with more specific animation settings.

Advanced Animation



Apply more advanced entrance, exit, emphasis and motion animations, create trigger events to cause an animation to begin, copy animation settings from one object to another, and open the Animation pane to work directly with the animation timeline.

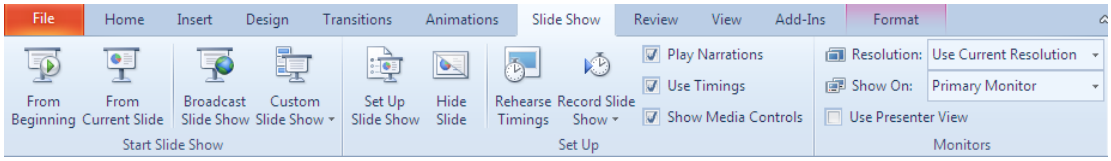
Timing



Specify when an animation should begin relative to other animations on the slide, how long an animation will last, whether there will be any delay between an animation and the previous animation, and adjust the order in which animations occur.

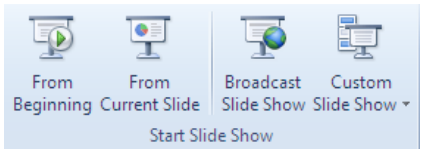
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9.6 Slide Show Ribbon



The Slide Show ribbon is used to launch a slide show and to customize shows. It contains the following groups:

Start Slide Show



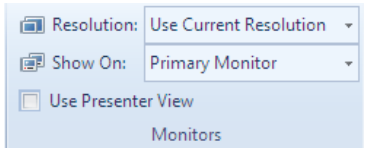
Launch the slide show, set up and run custom shows that include only specific slides from the presentation file, and broadcast the show to a remote audience (requires a Windows Live ID).

Set Up



Select settings for how the slide show will run—e.g., controlled by the presenter or self-running at a kiosk; hide slides; record narration; set up slide timings for self-running shows; and choose whether to display play controls with audio and video.

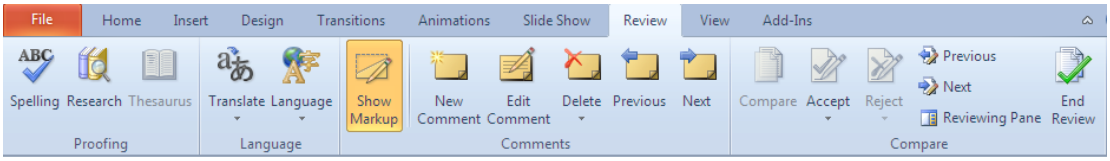
Monitors



Set up a target screen resolution; for multiple monitors choose which monitor the slideshow will appear on; and, for multiple monitors, choose whether to use Presenter View to see your speaker's notes as you present.

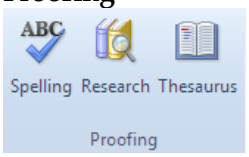
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9.7 Review Ribbon



The Review ribbon assists with proofreading and reviewing the presentation, and is especially useful when more than one person is assisting with the presentation. It contains the following groups:

Proofing



Spell-check the text; look up topics in the Research pane; look up synonyms in the Thesaurus.

Language



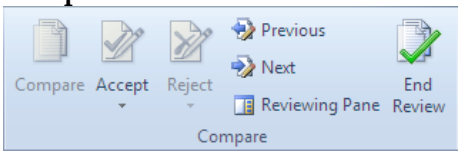
Translate selected text; choose the default language for spell-checking and other proofing tools; and select language preferences.

Comments



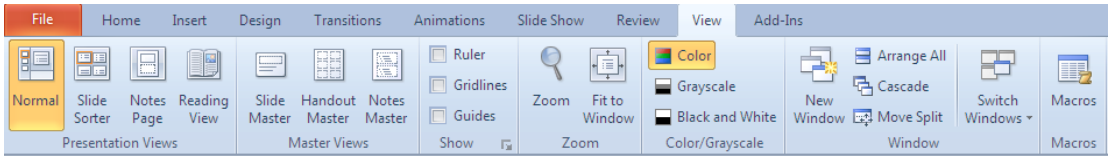
Insert, edit, delete and review comments, and hide and show comment symbols.

Compare



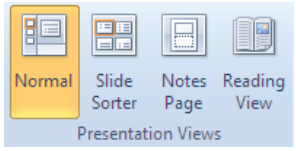
Merge and compare two versions of a presentation file, review the differences between them, accept and reject the changes, and open the Reviewing pane to see a summary of the changes to each slide.

9.8 View Ribbon



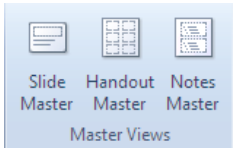
The View ribbon controls how the PowerPoint window is organized and allows you to edit more advanced elements such as the Slide Master. It contains the following groups:

Presentation Views



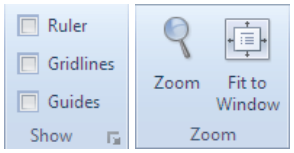
Select how to display the presentation's content in the document window—each setting is optimized for a different purpose.

Master Views



Display the master designs for slides, handouts and notes pages so that you can edit them.

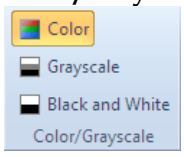
Show & Zoom



Show or hide the ruler, gridlines and guides in the document window. Click the Option button to open the Grid and Guides dialogue box.

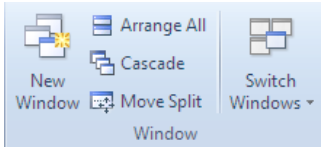
Control the magnification of the slides.

Color/Grayscale



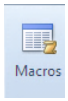
Choose a colour setting to see how the presentation will look under different conditions.

Window



Open a second window onto the document; arrange multiple windows on the screen; split a window into multiple panes; and switch between open document windows.

Macros



Open the Macro editor. Knowledge of Visual Basic for Applications (VBA) programming is required.

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