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2016

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PowerPoint

Level 1

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PowerPoint 2016 Level 1 – Introduction

Welcome to PCM Courseware! PCM Courseware is a distinctive, flexible system for an instructor-led environment that facilitates learning via auditory, visual and hands-on experiences by each student. The manual is broken down into several lessons with each lesson subdivided into several sections. Each section covers a particular skill or concept related to the main lesson topic. In each section you will find:

1. A brief introduction to the section topic.
2. Step-by-step "how to" instructions.
3. A hands-on "Let's Try It" exercise which students perform with the instructor.
4. An independent "On Your Own" activity at the end of each lesson to identify any problem areas and to ensure that learning has taken place.
5. A chapter summary at the end of the lesson, reviewing major concepts and topics discussed in the chapter.
6. Chapter quiz to ensure that learning has taken place.

Rather than having to sift through blocks of paragraphs of written text, the introductions are brief and easy to understand, illustrated with diagrams, lists, tables and screen shots to aid in comprehension and retention. The step-by-step format of the manual enables for quick scanning by the instructor during teaching time and the ability to pull out the main points quickly without having to filter the desired information from chucks of text.

Course Requirements

It is assumed that the student has a fundamental understanding of the Windows operating system and how to maneuver with a mouse. Basic concepts such as opening, saving and closing files are included in the beginning chapters.

A full installation of Microsoft PowerPoint 2016 should be available on each desktop, with a fresh installation strongly encouraged.

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Components of the Manual

The PowerPoint 2016 manual consists of the following components:

A Table of Contents	To allow the students to quickly find desired concepts
Introduction	Discussion of manual components, course requirements, courseware philosophy and training lab set.
Lessons	The lessons are the manual chapters, each of which is composed of several sections relating to the lesson topic or skill.
Sections	Each section begins with a brief introduction to the section topic and is followed by step-by-step instructions on how the student is to accomplish a particular task. The students then perform the task with the instructor in a "*Let's Do It!*" exercise. Each step in the **Let's Do It** exercise provides the How (step-by-step) and Why (the reason for performing the step) of each phase necessary to accomplish the task.
Lesson Summary	The sections concepts are summarized in sequential order in the Lesson Summary section, allowing for quick review.
Labs	Each section concludes with an independent "**On Your Own"** exercise called a Lab. The Lab gives the opportunity for the student to practice what he/she has learned and to discover any problem areas with the topic in the section. Each lab covers the skills taught in that particular lesson (chapter).
Chapter Summary	Each section concludes with a "**Chapter Summary**" which briefly reviews all of the topics discussed in the section.
Chapter Quiz	Each section concludes with an independent "**Chapter Quiz**" to test the level of learning that has taken place. The quiz is in multiple choice and short answer format and can be done in class together or as an end of chapter test.
Class Project	The course concludes with an independent "**Class Project**" to test the level of learning that has taken place. In this project, the student utilizes skills learned throughout the class.
Index	Allows students to quickly find desired concepts.

Training Files

Each PCM Courseware course comes with a set of Lesson Files and Lab Files designed to employ real-world situations and examples. The Lesson Files are designed to be used in the *Let's Do It* exercises that the students perform with the instructor. The Lab Files are to be used for the *On Your Own* exercises at the end of each Lesson. The **Lesson Files** folder should be located on the student's Desktop.

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What's New in PowerPoint 2016?

What's New	Description of Feature
Charts	There are 6 new chart types available in PowerPoint 2016: Box and Whisker, Treemap, Sunburst, Histogram, Pareto (within Histogram options), and Waterfall.
Collaboration	When you share your presentation with others using OneDrive or SharePoint (Office 365), you can work together in real time.
Ink Annotation	If you're working on a touch-enabled device, you'll now see a **Draw** tab on the Ribbon in Word, from where you can select inking styles and create ink annotations directly in your presentations.
Ink Equations	Select Insert > Equation > Ink Equation from the menu to quickly insert complex math equations into your slides.
Insights	Right-click a selected word or group of words, and choose Smart Lookup to launch the Insights pane which displays definitions, Wiki articles, and related searches from the Web.
PowerPoint Designer	When you add an image, the Designer pane will display a variety of suggested visual treatments you can choose to apply.
Quick Shapes Formatting	This feature increases the number of default shape styles by introducing new "preset" styles with theme colors to quickly get the look you want.
Resolution	When exporting a presentation as a video, you can choose to create files with resolutions as high as 1920 x 1080,
Screen Recording	Include screen recordings in your PowerPoint presentations by choosing **Insert** > **Screen recording** from the menu. Then, select the portion of your screen to record, capture what you need, and insert it directly into your presentation.
Sharing	The Share tab on the ribbon allows you to share your presentation with others on SharePoint, OneDrive, or OneDrive for Business.
Tell Me	Enter words and phrases related to what you want to do in the Tell Me box and quickly jump to features you want to use or actions you want to perform.
Themes	The highest-contrast Office theme is available to Office 365 subscribers. To change your Office theme, go to File > Account, and then click the drop down menu next to Office Theme. The theme you choose will be applied across all your Office apps.

What's New	Description of Feature
Transitions	Brand new transition that allows you to create smooth animations, transitions, and object movements across slides in your presentation, as long as they have at least one object in common.
Version History	For files stored on OneDrive for Business or SharePoint, choose File > History to view a complete list of changes that have been made to the presentation, as well as access earlier versions.

Lesson 1

Lesson 1 - PowerPoint Basics

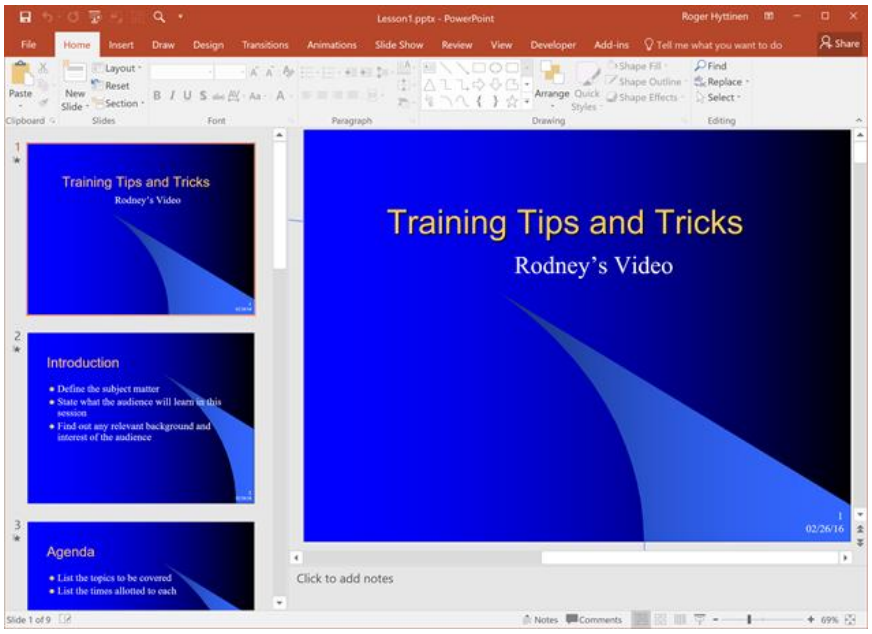
Lesson Topics:

1.1 Looking at PowerPoint
1.2 Examining the PowerPoint Environment
1.3 Opening an Existing Presentation
1.4 Exploring PowerPoint's Views
1.5 Creating a Blank Presentation
1.6 Creating a Presentation using Templates
1.7 Navigating a Presentation
1.8 Saving a Presentation
1.9 Adding Slides to a Presentation
1.10 Deleting Slides
1.11 Hiding Slides
1.12 Applying Themes to a Presentation
1.13 Inserting Sections
1.14 Setting PowerPoint Options
1.15 Using Tell Me to Obtain Help
1.16 Hiding the PowerPoint Ribbon
1.17 Closing a Presentation & Exiting PowerPoint

1.1 Looking at PowerPoint

In this lesson, we will take a look at the PowerPoint Program

Welcome to PowerPoint 2016! PowerPoint is a graphical presentation program which contains easy-to-use tools to help you deliver powerful professional presentations. With PowerPoint, you can create slides that contain tables, charts, text, graphic files, and even sound and video. New and improved tools in PowerPoint make it easier to share and collaborate on presentations over the Web. Let's begin by starting the PowerPoint program and examining the PowerPoint environment.



To Start PowerPoint

1. If you are using Windows 8 or Windows 10, click the PowerPoint tile on the Start screen (if you don't see a PowerPoint tile, type: PowerPoint` until the application is highlighted.
2. If using Windows 7 or before, click the **Start** button on the lower-left corner of your screen to display the Start menu, select **All Programs > Microsoft Office > Microsoft PowerPoint 2016** from the Start Menu to launch the application (this may vary, depending on your installation).
3. Click **Blank Presentation** in the right pane of the Welcome screen.

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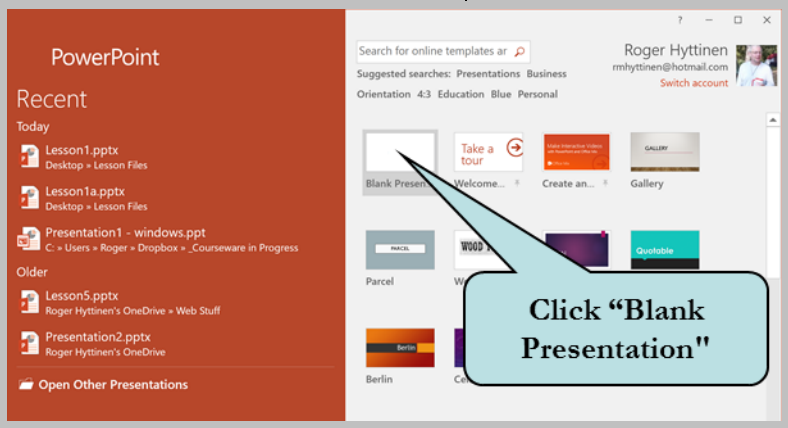
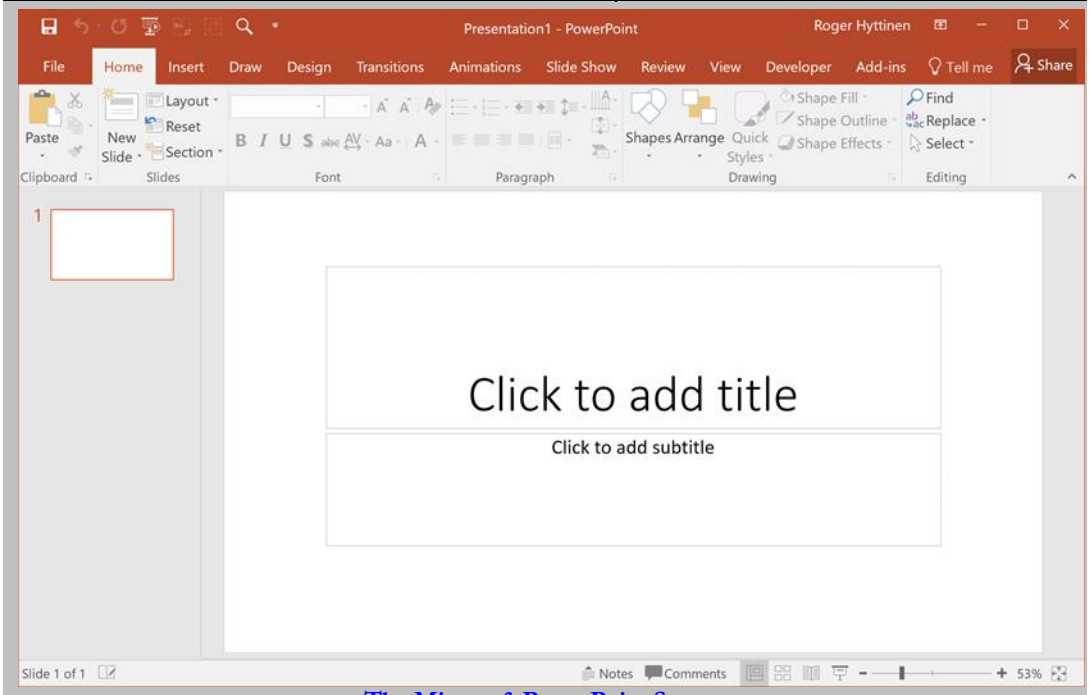
Let's Try It!

What	Why
1. If using Windows 8, click the PowerPoint icon on the Start Screen (if using Windows 10, you'll need to first click the Start button). If you don't see the PowerPoint tile, click **All Apps** and then click **PowerPoint 2016**.	Launches the Microsoft PowerPoint Program and displays the Welcome screen.
2. If using Windows 7 or earlier, click the **Start** button on the lower left side of your screen. Then, select **All Programs > Microsoft Office > Microsoft Office PowerPoint 2016** from the Start Menu.	Displays the Start Menu and then launches the Microsoft PowerPoint program and displays the Welcome screen.
3. Click the **Blank Presentation** icon in the right pane of the Welcome screen as shown below.	Launches the Microsoft PowerPoint Program and displays a new blank slide.
	
4. Observe the PowerPoint presentation.	Observes the new blank presentation.

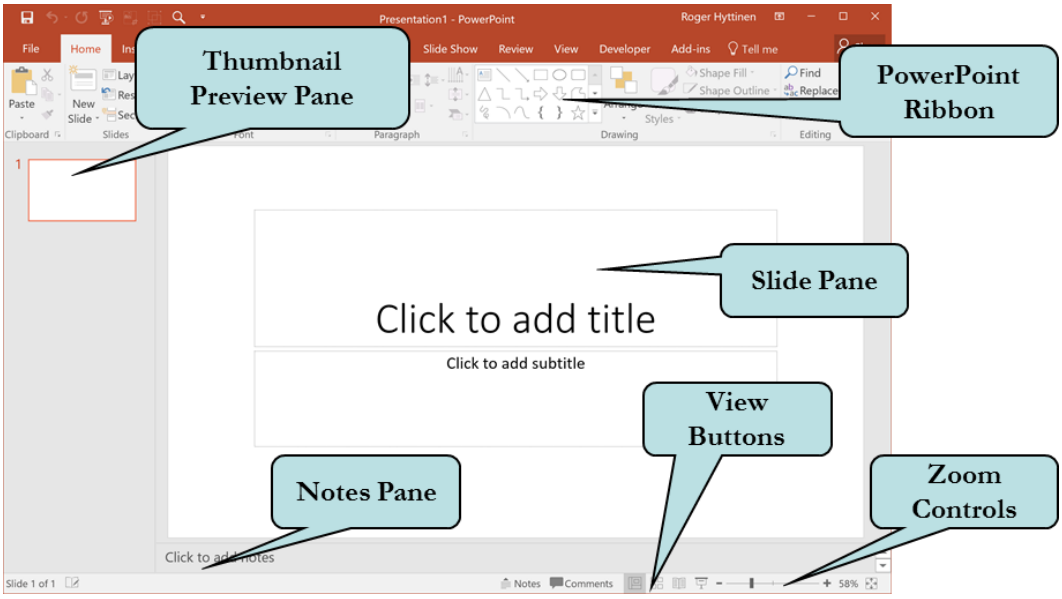
What	Why



The Microsoft PowerPoint Screen

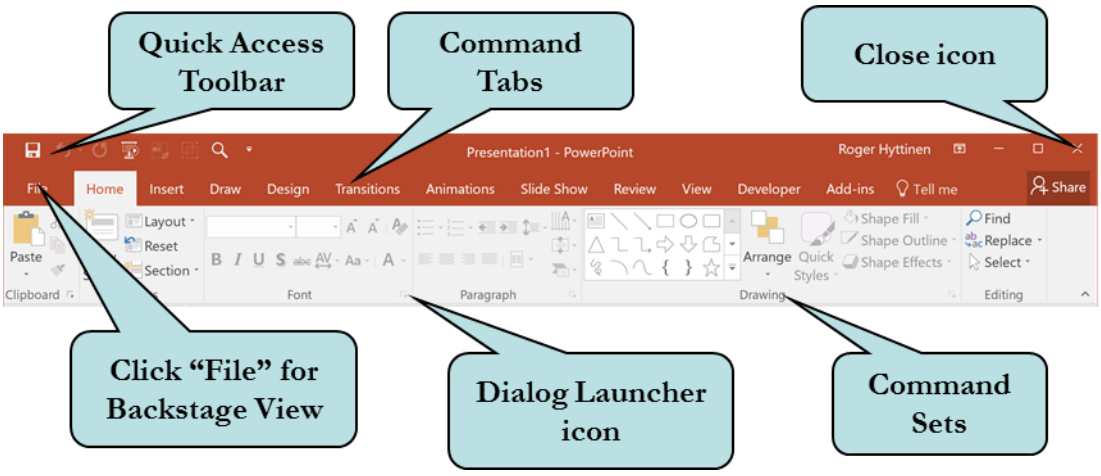
1.2 Examining the PowerPoint Environment

In this lesson, we will take a look at various elements of the PowerPoint screen.



When you first launch PowerPoint, you are presented with a blank presentation consisting of a blank title slide in **Normal** view, which is the main editing view used to write and design your presentation. On the left side of the screen is the **Thumbnails** pane and on the right side is the **Slide Pane**.

The menu and toolbar system of pre-2007 PowerPoint versions are replaced by the **Ribbon**. The Ribbon is designed to help you quickly find the commands you need in order to complete a task. On the Ribbon, the menu bar has been replaced by **Command Tabs** that relate to the tasks you wish to accomplish. The default Command Tabs in PowerPoint are: **File, Home, Insert, Design, Transitions, Animations, Slide Show, Review** and **View**. Depending on your configuration, you may also see an Add-Ins tab and a Draw tab.

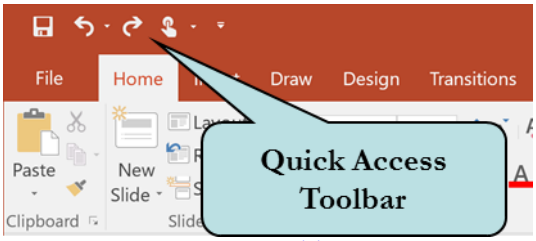


Different command icons, called **Command Sets** appear under each Command Tab. The commands that appear depend on the Command Tab that is selected. Each Command Set is grouped by its function. For example, the Insert tab contains commands to add tables, charts, illustrations, links and text objects into your presentation. **Contextual Commands** only appear when a specific object is selected. This helps in keeping the screen uncluttered.

Under the File tab on the Ribbon is what Microsoft refers to as **Backstage view**. This view allows for quick access to permissions, meta-data, and common document management tasks such as opening, closing, printing and saving files. If you've worked at all with Windows 8 or Windows 10, you may notice that Backstage view is similar to many screens in those versions of Windows.

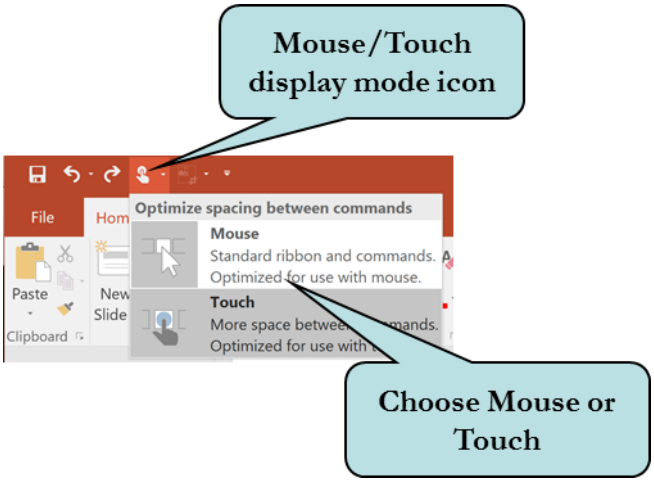
On the bottom of many of the Command Sets is a **Dialog Launcher**, which when clicked, will launch a dialog box for that set of commands.

On the top-left corner of the window is the **Quick Access Toolbar**. This toolbar contains popular commands such as the Save, Undo, Redo and Touch/Mouse commands. In addition, clicking the drop-down arrow to the right allows you to customize the Quick Access Toolbar and to add other tools that you use regularly. You can choose from the list which tools to display on the Quick Access Toolbar or select **More Commands** to add commands that are not in the list.

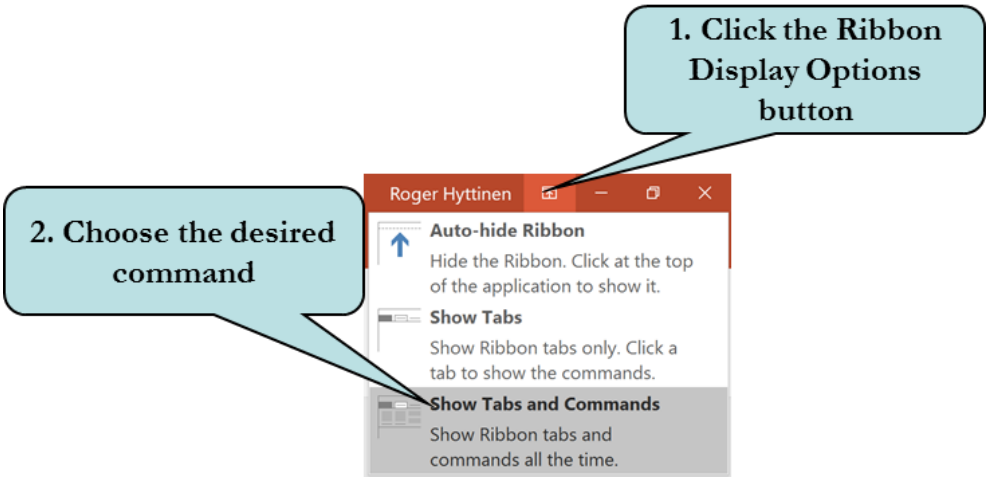


Quick Access Toolbar

If you are using PowerPoint on a touch device such as a tablet or smartphone, the handy **Touch display mode** makes it easier to view your data. Located by default on the Quick Access Toolbar, this view displays extra space between commands making it easier to select via touch. To display your PowerPoint presentations in Touch mode, click the Touch/Mouse mode icon on the Quick Access toolbar and choose Touch from the menu (if the icon isn't visible, click the arrow on the Quick Access Toolbar and choose Touch/Mouse mode from the menu). To switch back to standard mode, click the Touch/Mouse mode icon again and choose Mouse from the menu.



You can also customize the display of the Ribbon by clicking the Ribbon Display Options button on the top right of your screen and choosing the desired option. The **Auto-hide Ribbon** command completely hides the Ribbon from view. However, when you move your mouse to the top of the screen, it will temporarily appear. The **Show Tabs** command will only display the Ribbon tabs and not the commands. Click on any of the tabs to temporarily display its commands. The **Show Tab and Commands** setting shows the Ribbon in its full state, with both tabs and commands displayed.



We will be working in detail with the various PowerPoint tabs and commands in subsequent lessons.

Let's take a look at the PowerPoint Screen in more detail:

Component	Description
Backstage View	Located under the File tab, Backstage View allows for quick access to file commands such as opening, closing, saving and printing files.
Command Sets	Command icons, grouped by category, under each command tab.
Dialog Launcher	Launches dialog boxes or task panes for a particular set of commands.
Horizontal Scroll Bar	Allows you to move horizontally in your document. To navigate horizontally, click the scroll bar with your left mouse button and drag to the left or to the right until the desired portion of the document is in view.
Notes Pane	Here you can add notes that relate to each slide's content, to which you can refer as you give your presentation, or create handouts that you want your audience to see in printed form.
Comments Pane	Here you can add comments that relate to the presentation.
Quick Access Toolbar	Contains frequently used commands. You can customize it to include your own favorite tools and commands.
Ribbon	Commands and tools organized into command sets.
Slide Pane	Displays the current slide shown in large view. Here, you can add text, insert pictures tables, charts, drawing objects, text boxes, movies, sounds, hyperlinks, and animations.
Thumbnails Pane	Allows you to see the slides in your presentation as thumbnail-sized images while you edit.
Status Bar	Displays information about the active document.
Tabs	To access the various command sets and tools.
Title Bar	Displays the name of the application you are currently using and the name of the file (the Microsoft PowerPoint document) on which you are working.

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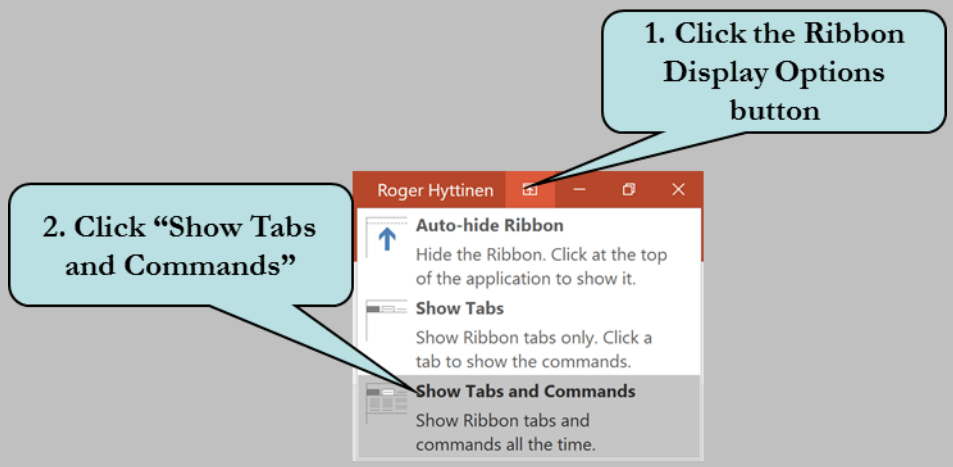
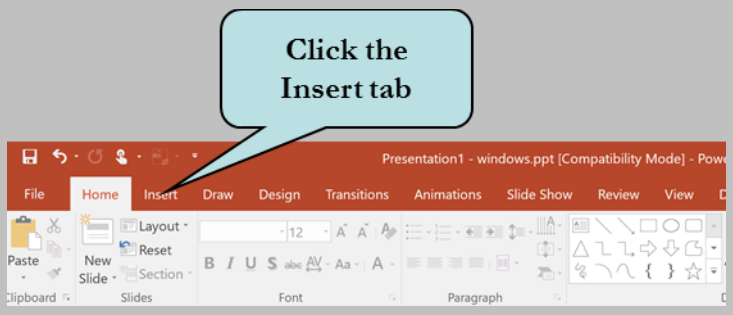
Component	Description
Vertical Scroll Bar	Allows you to move vertically in your document. To navigate vertically, click the scroll bar with your left mouse button and drag upwards or downwards until the desired portion of the document is in view.
View Buttons	Allows you to quickly switch between the four PowerPoint views: Normal View, Slide Sorter View, Reading View and Slide Show View.
Zoom Slider	Allows you to increase or decrease the magnification of your document.

Let's Try It!

What	Why
1. If the **Ribbon** commands are not visible, click the Ribbon Display Options button on the top right of your screen and click **Show Tabs and Commands** as shown below.	Displays Ribbon commands and tabs.
	
2. Click the **Insert tab** on top of your screen as shown below.	Displays the commands sets for the Insert command tab.

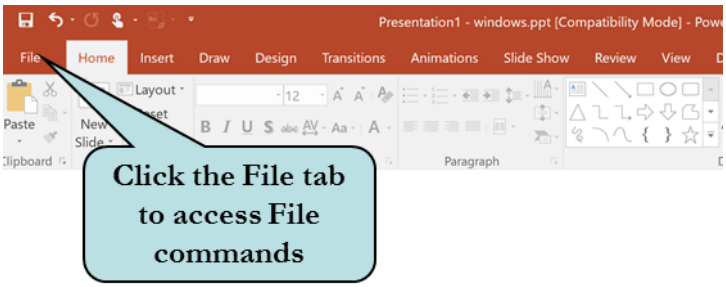
What	Why
	
3. Click the **Animations tab** on top of your screen.	Displays the commands sets for the Animations command tab.
4. Click the **Home tab** on top of your screen.	Returns us back to the Home tab.

1.3 Opening an Existing Presentation

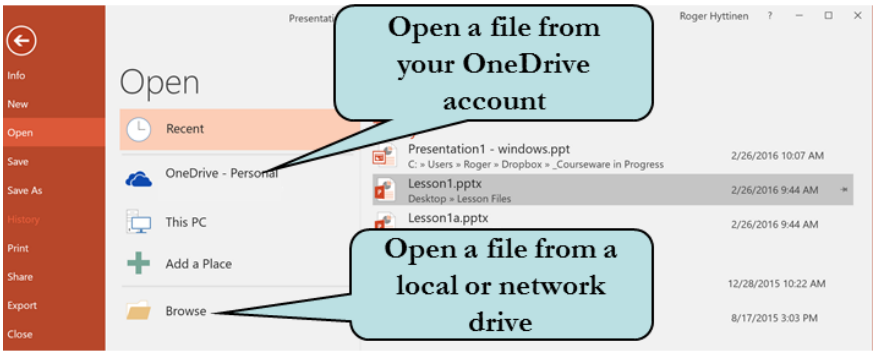
In this lesson, you will open a previously created document.

In PowerPoint 2016, file management commands are located under the **File tab** on the Ribbon. This view is referred to as Backstage View. From Backstage View, you can perform many file commands such as opening, closing, saving and printing files.

To open an existing document, click the **File** tab and then click **Open** to display the Open pane. From there, navigate to the folder that contains that PowerPoint presentation you wish to open. If you have recently opened a presentation, it may be listed in the right pane under the **Recent Presentations** area. Click the name of the presentation name in the Recent Presentations list to quickly open it.



You can save, view and open files from a local or network drive or from your **OneDrive account** (formerly called Skydrive). In fact, when opening or saving a document, your OneDrive account is the first option on the list. Saving your items to your OneDrive cloud account ensures that you can access them from multiple devices as well as from other computers. Because students in this class may have not have yet set up their own OneDrive account, we will be working only with files stored locally. However, you may wish to explore OneDrive on your own.



As you will quickly discover, there are several ways to accomplish the same task in Microsoft PowerPoint. Many commands under the File Options menu have an equivalent

keyboard command that will accomplish the same thing. For instance, to open an existing document in Microsoft PowerPoint, you can also use the keystroke combination **Ctrl + O** which will bypass the File Options menu and directly display the Open dialog box. To display the File Options menu, you can press the **Alt + F** keystroke combination rather than clicking the File tab.

To Open an Existing Presentation

1. Click the **File tab** on the top left of your screen (or press Ctrl + O).
2. Click the **Open** icon in the left pane.
3. To open a file stored on your OneDrive account, click the the name of the OneDrive account under the **Open** pane and then navigate to the folder that contains the document that you wish to open.
4. To open a file stored locally on your computer or on a network, click **This PC** under the **Open** pane and then navigate to the folder you want to open from the top of the right pane.
   Or
   Click the **Browse** icon in the Open pane and then navigate to the folder you want to open.
5. Select the desired file.
6. Click **Open**.

> **Tip:** To open an existing PowerPoint presentation directly without creating a blank presentation first, launch the PowerPoint application, click the Open Other Presentations link in the left pane and then navigate to the folder where the file is located.

Let's Try It!

What	Why
1. Click **File** tab on the top left of your screen	Displays the **File Options** menu.
2. Click **Open** in the left pane.	Displays the Open pane.
3. Click **Browse** in the center pane as shown below.	Displays the Open window.

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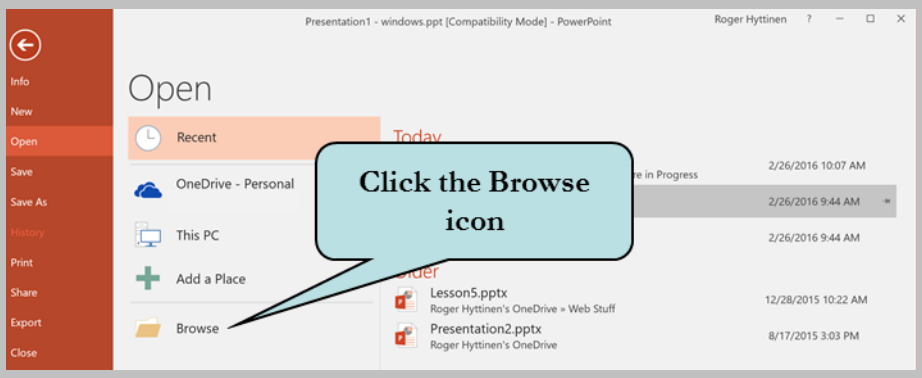
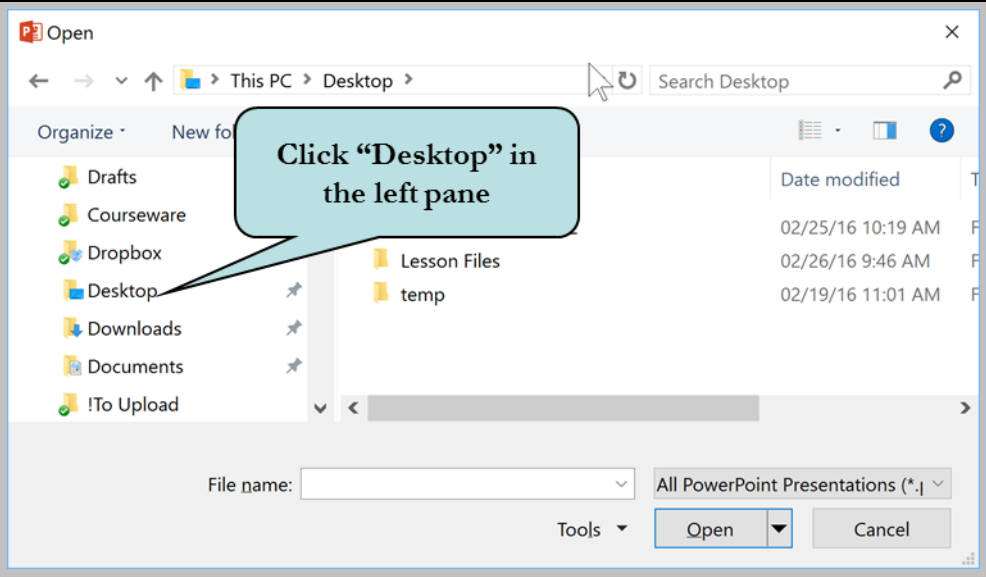
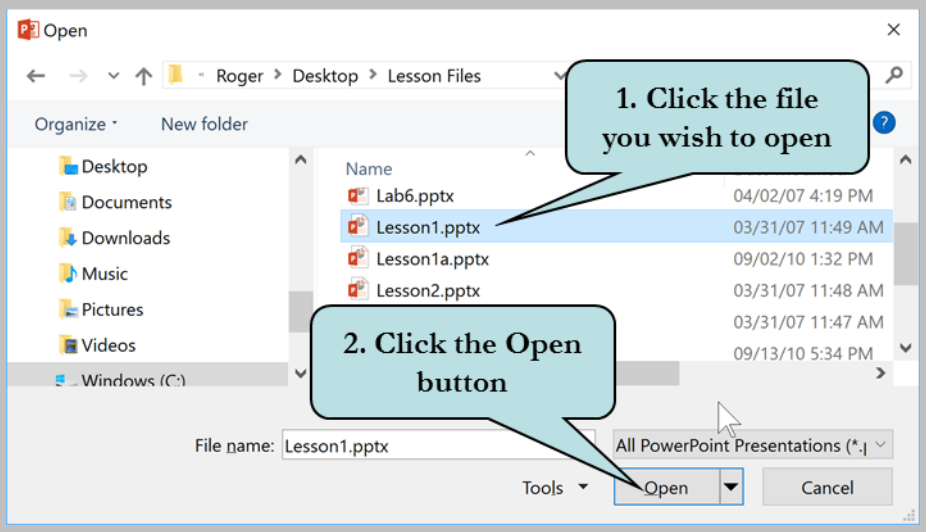
What	Why
	
4. Click **Desktop** in the left pane as shown below.	Displays the contents of the Desktop folder.
	
5. Double-click the **Lesson Files** folder on the right side of your screen.	Opens the Lesson Files folder and displays the files in that folder.
6. Click on the file named: **Lesson1**	Selects the Lesson1 file.
7. Click the **Open** button as shown below.	Opens the Lesson1 file in the Microsoft PowerPoint window.

What	Why



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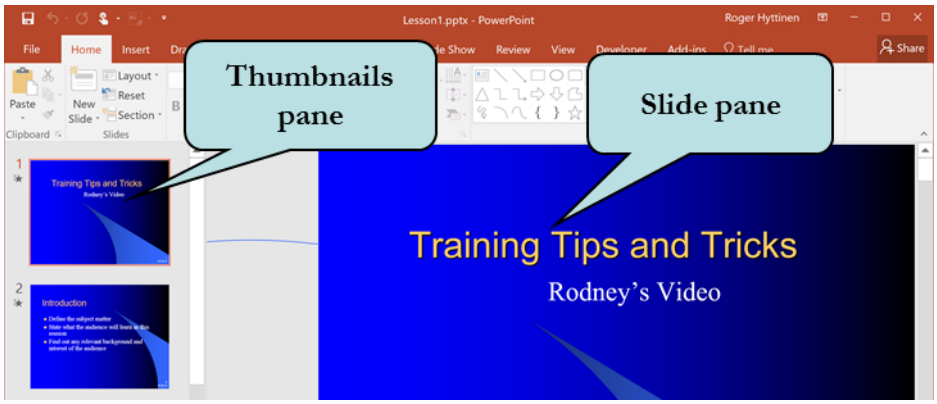
1.4 Exploring PowerPoint's Views

In this lesson, we will explore the four basic views: Normal, Slide Sorter View, Reading View and Slide Show view.

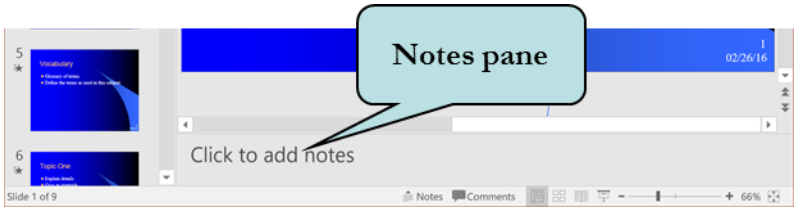
PowerPoint has four basic views: Normal, Slide Sorter View, Reading view and Slide Show View. **Normal view** is the main editing view – this is where you will do most of your work such as creating, formatting and modifying your presentation. Normal view has three working areas:

- On the left is the **Thumbnails** pane, which allows you to display a thumbnail preview of your slides (Note that the Outline view has been moved to the View tab of the Ribbon).



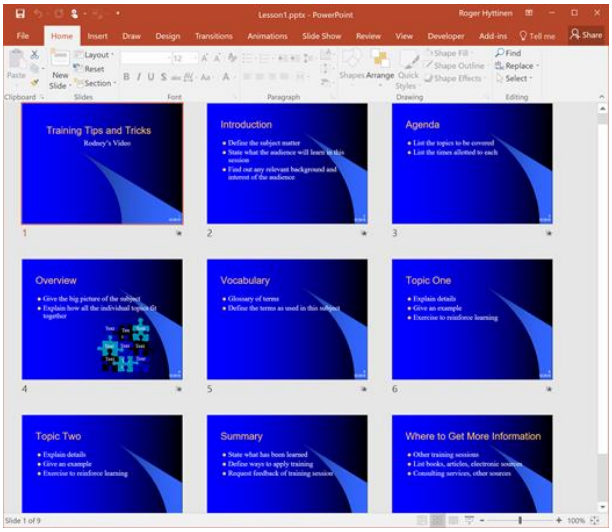
- On the right, there is the **Slide pane**, which displays a large view of the current slide as it will be printed.

- On the bottom of the screen is the **Notes pane** where you can add notes that relate to each slide's content. These can be printed out and handed to your audience as a reference.



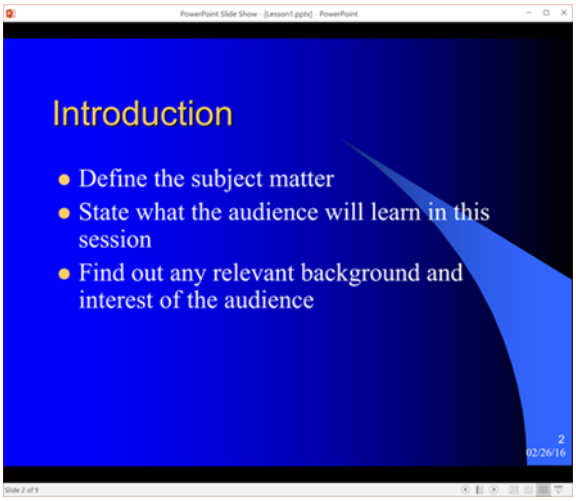
You can also create comments on individual slides in a presentation from the **Comments Pane**. This especially comes in handy if you are collaborating on a presentation with others. Click on **Comments** in the Status Bar to display the Comments Pane. It will open on the right side of your screen.

In **Slide Sorter view**, all of the slides in your presentation are displayed in thumbnail format, providing you an overall picture of your presentation. Slide Sorter view makes it easy to reorder, add, or delete slides as well as preview your transition and animation effects.



Slide Sorter View

In **Reading View,** the active slide is displayed in a window with no scroll bars or Ribbon, and minimal controls on the bottom of the window. This view is best used to view your presentation on your own computer (rather than presenting to others on a big screen).



Reading View

In **Slide Show view**, the presentation takes up the full computer screen, like an actual slide show presentation. In this full-screen view, you view your presentation the way your audience will see it. You can see how your graphics, timings, movies, animation and transition effects will look during the actual show. Clicking with your

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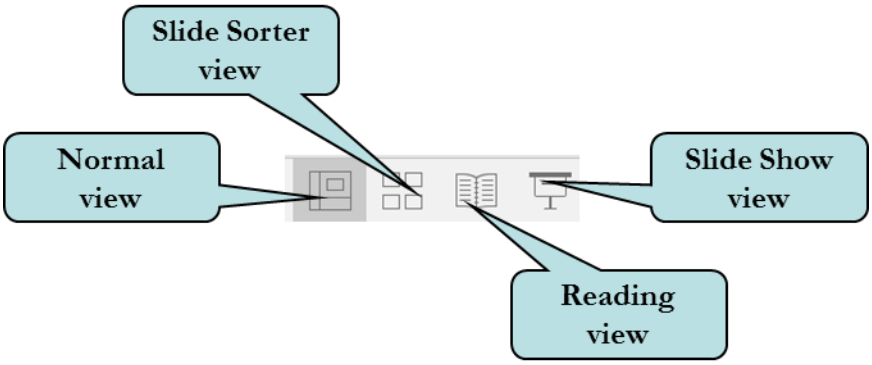
mouse or pressing the spacebar advances from one slide to the next. Pressing the **Esc** key returns you to Normal view.

To switch among views, click the appropriate view button on the bottom right of the screen.



The View Buttons

To Switch among Views

1. Click the **Normal view** button to switch to Normal view.
2. Click the **Slide Sorter view** button to switch to Slide Sorter view.
3. Click the **Reading view** button to switch to Reading view.
4. Click the **Slide Show view** button to switch to Slide Show view.

Let's Try It!

What	Why
1. Click the **Slide Sorter** view button (the second button from the left in the view buttons group on the lower-right side of your screen).	Switches to Slide Sorter view where the slides are displayed as thumbnails.
2. **Double-click** on **Slide 8**.	Displays Slide 8 in Normal view.
3. Click the **Reading View** button (the third button from the left in the view buttons group).	Switches to Reading view. Notice that the scrollbars, the left pane and the Ribbon are no longer visible.

What	Why
4. Press the **Esc** key.	Returns to Normal view.
5. Click the **Slide Sorter** view button (the second button from the left in the view buttons group).	Switches back to Slide Sorter view where the slides are displayed as thumbnails.
6. **Double-click** on **Slide 1**.	Returns to the first slide of the presentation in Normal view.
7. Click the **Slide Show** button (the first button on the right in the view buttons group).	Enters full-screen Slide Show view. Pressing the F5 key will also launch Slide Show view.
8. Click your left mouse button 3 times.	Advances from one slide to the next.
9. Press the **Esc** key.	Returns to Normal view.

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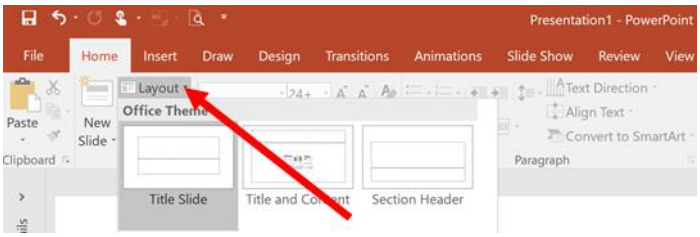
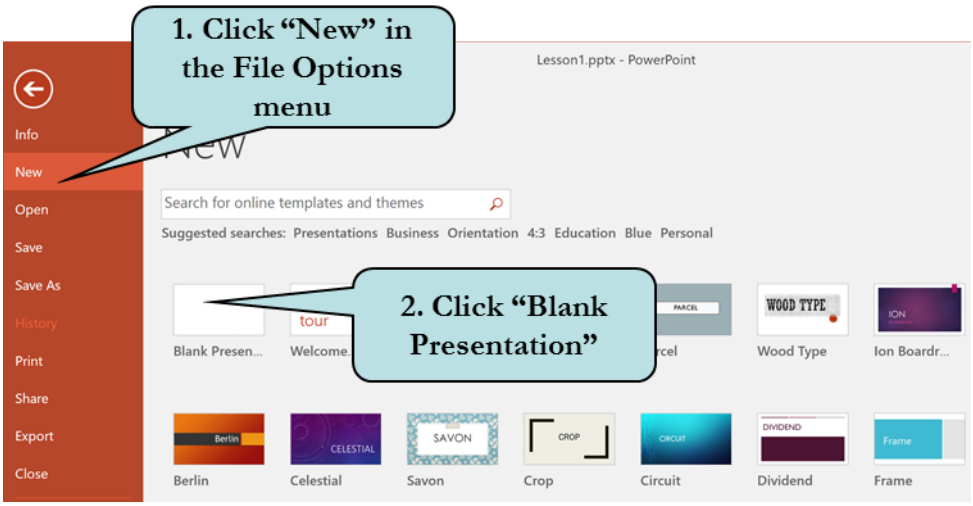
1.5 Creating a Blank Presentation

In this lesson, you will learn how to create a blank presentation.

We have already seen that when you first launch Microsoft PowerPoint, the Welcome Screen displays, from where you can create a new blank presentation. This blank presentation consists of a simple layout with minimal formatting, no design styles and two text boxes for you to enter a Title and a Subtitle. To change the layout of your blank presentation, click the **Layout button** in the Slides group on the Home Ribbon and choose the layout you want.



You can also create a new presentation from within another presentation. The new document command is located under the **File tab** on the Ribbon. You can also use the keyboard shortcut **Ctrl + N** to bypass the File Options menu.



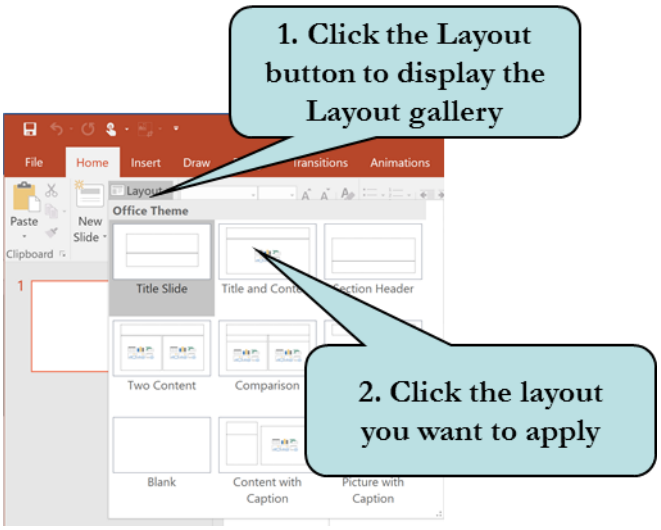
Layouts refer to the way objects are arranged on a slide. Layouts consist of placeholders that contain slide content such as titles, bulleted lists, tables, charts, and pictures. Each time you add a new slide, you can chose a different layout for that slide from the **Layout gallery**. Of course, if you prefer to do things manually, you can choose a blank layout.

To Create a New Presentation

1. Click the **File** tab and then click **New** from the menu to display the **Welcome Screen**.
2. Click **Blank Presentation** in the right pane.
3. To bypass the Welcome Screen, hold down the **Ctrl** and **N** keystroke combination (**Ctrl + N)** to create a new blank presentation.
4. Begin typing in the new presentation.

To Apply a Layout to a Slide

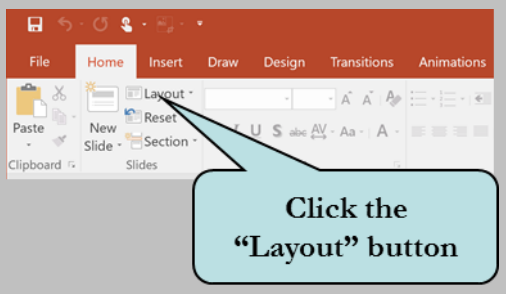
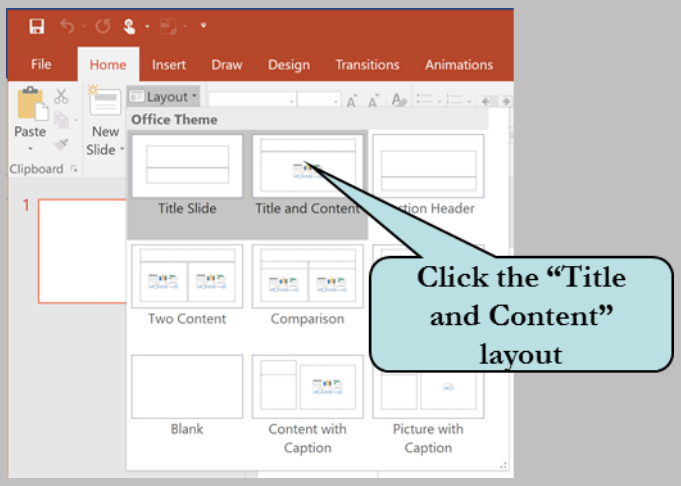
1. In the Thumbnails pane, click the Slide to which you want to apply a layout.
2. Click the **Home tab** on the Ribbon.
3. Click the **Layout button** in the **Slides group**.
4. Click the layout you want from the gallery.



Let's Try It!

What	Why
1. Click the **File tab** on the Ribbon and then click **New** from the left pane as shown below.	Displays the New Document pane.

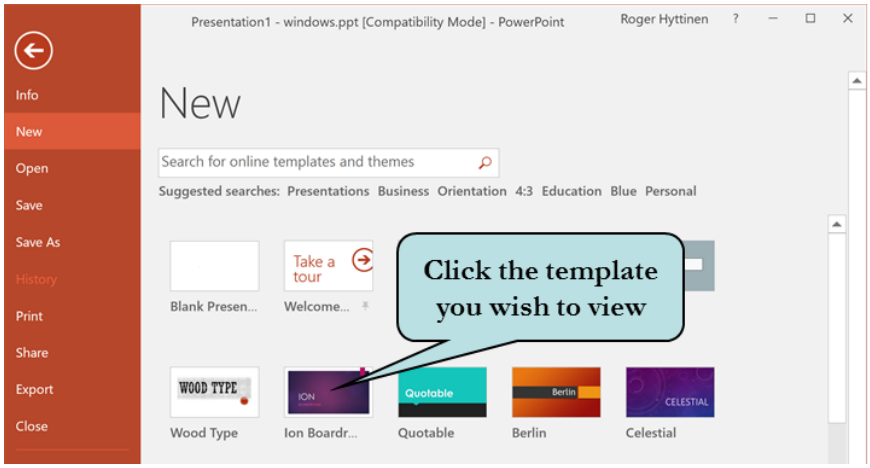
What	Why
2. In the **right** Pane, click on **Blank presentation** as shown below.	Specifies that we will create a new blank presentation.
3. Click the **Home** tab on the Ribbon.	Ensures that the Home tab is the active tab.
4. Click the **Layout button** in the Slides group as shown below.	Displays the Slide Layout gallery.

What	Why
	
5. Click the **Title and Content** layout as shown below.	Applies the Title and Content layout to the active slide.
	

1.6 Creating a Presentation Using Templates

In this lesson, you will learn how to create a presentation with sample content.

We have seen how to create a basic, blank presentation. An easier way to create a presentation in PowerPoint is by using Templates. Templates provide a preset design as well as ready-to-use slides with sample content. You can use the installed templates that come with PowerPoint or download hundreds of additional templates from Microsoft Office Online.

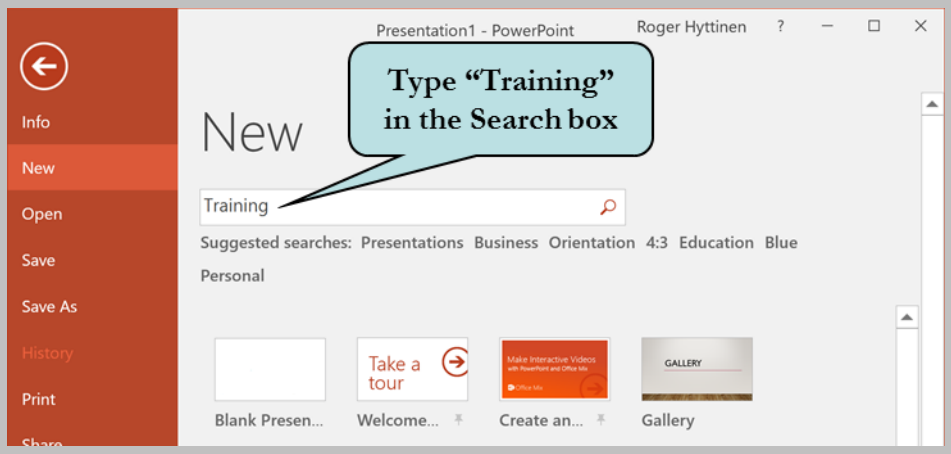


To Create a Presentation using a Template

1. Click the **File** tab and then click **New**.
2. Click the template you want. A preview of the template is displayed in a separate window.
3. Click the available template styles to preview the style.
4. Click the **Create** button.
5. To view additional templates from **Microsoft Office Online**:
   a. Click the desired template category on top of the screen
      Or
      Type in a keyword you wish to search for in the Search box on top of the screen.
   b. Click the template category you wish to view in the right pane.
   c. Select the template you want to use. A preview of the template is displayed in its own window.
   d. Click **Create**.

6. To return back to the main templates screen, click the **Home** button on top of your screen.

Let's Try It!

What	Why
1. Click the **File tab** and then click **New** from the menu.	Displays the New Document window.
2. Click in the **Search** box and type in: **Training** as shown below.	Specifies a keyword for the template we want to find.
	
3. Press **Enter**.	Displays templates matching our keyword.
4. Click the **Training** presentation template (Training New Employees) in the center pane as shown below.	Selects the template we wish to use and displays a preview of the template in its own window. You could also click any of the categories in the right pane to view additional templates.

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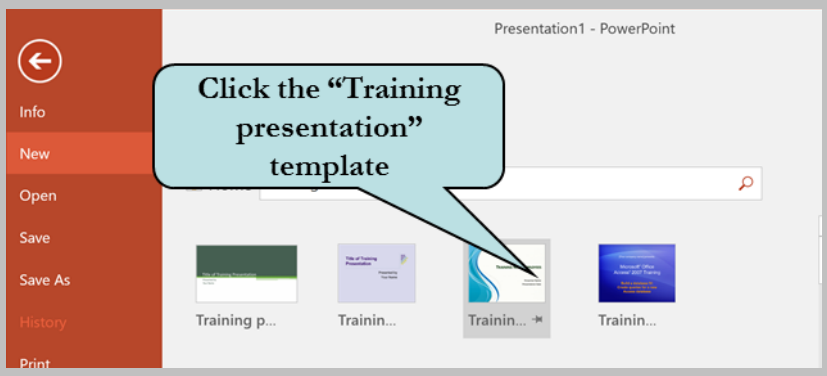
What	Why
	
5. Click the **Create** button	Downloads and creates a new presentation with sample content.

1.7 Navigating a Presentation

In this lesson, you will learn how to move around in your presentation.

While in Normal view, there are several ways to move from slide to slide. You can quickly navigate from one slide to the next by using PowerPoint's vertical **Scroll Bar**. Clicking and dragging the vertical scroll bar quickly moves you from one slide to the next, displaying a small information box as you drag that informs you of which slide would be active should you release the mouse button.

Above the scroll box is the **Scroll Up button** which when clicked with your mouse, moves you upwards one position in your presentation. Likewise, the **Scroll Down button** moves you downwards in your presentation one position at a time.

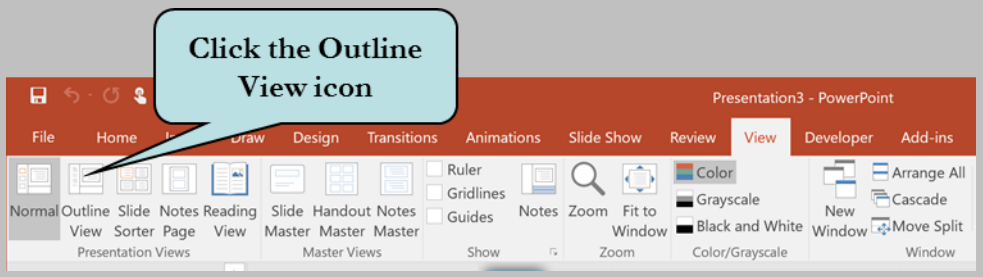
On the bottom of the scroll bar are the **Previous Slide** and **Next Slide** buttons which move you back one slide or forward one slide in your presentation.

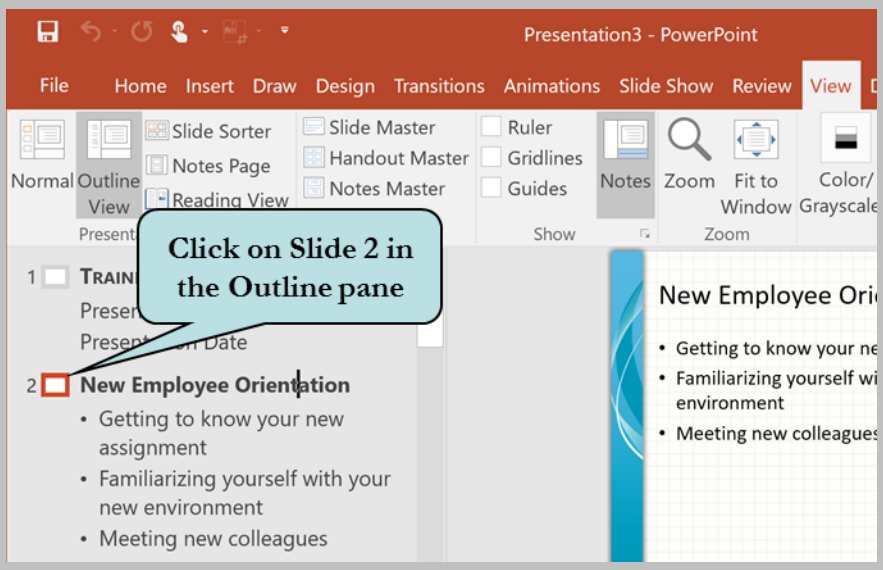
Additionally, there are some **keyboard shortcuts** that help you to navigate your presentation. These are:

Page Up	Moves to the previous slide
Page Down	Moves to next slide
Ctrl + Home	Moves to the first slide in the presentation
Ctrl + End	Moves to the last slide in the presentation

Tip: If you are in Outline View (the Outline button is loctaed under the View tab on the Ribbon), click on the slide number in the left pane to jump to that slide.

Let's Try It!

What	Why
1. Click the **Next Slide button** 3 times.	Moves to slide 4 of the presentation.
2. Click the **Previous Slide button** once.	Moves to slide 3 of the presentation.
3. Drag the **Scroll Bar** downwards until the information bar reads: **Slide 7 of 19**. Release the mouse button.	Moves to slide 7 of the presentation.
4. Click the **View tab** on the Ribbon.	Switches to View commands and tools.
5. Click the **Outline View** icon on the **Presentations Views** group of the Ribbon as shown below.	Displays the Slides in Outline view in the left pane.
	
6. Click on **slide 2** in the Outline Pane as shown below.	Jumps to slide 2 of the presentation.

What	Why
	
7. Click the **Normal** icon on the **Presentations Views** group of the Ribbon.	Displays the Slides in Normal view, displaying thumbnails in the left pane.
8. Click on the **Home tab** on the Ribbon.	Displays the Home Ribbon.
9. Click on the **slide thumbnail** for **slide 12** in the left pane.	Moves to slide 12 of the presentation.
10. Press the **Ctrl + Home** keystroke combination.	Moves to the first slide of the presentation.
11. Press the **Ctrl + End** keystroke combination.	Moves to the last slide of the presentation.
12. Press the **Page Up** key.	Moves to the previous slide in the presentation, slide 18.

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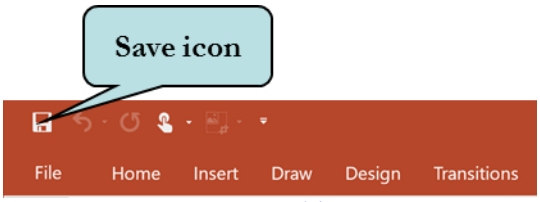
1.8 Saving a Presentation

In this lesson, you will learn how to save your presentation file.

You can **save your presentation file** to your OneDrive account, to a hard disk, to a removable disk such as a USB flash drive, or to a network drive. The first time you save a document, the **Save As** pane in Backstage view appears, prompting you for the name of the presentation and the location where you wish to save it. This only displays the first time you save a new file. To save a file, click the **File** tab and then click **Save** or use the keyboard shortcut **Ctrl + S**. You can also click the **Save button** on the Quick Access Toolbar, directly to the right of the PowerPoint button.



Quick Access Toolbar

To save an existing document with a different file name or in a different location, select **Save As** from the File Options menu (in the left pane of Backstage view), and then type the new name for the document in the **file name** text box. The original file will be closed and the file with the new name becomes the active document.

After you save a presentation, it remains open so you can continue to work on it. You can save any subsequent changes quickly by clicking on the Save icon. It is a good idea to save your presentations often.

To Save a New Document

1. Click the **File** tab and then click **Save** from the menu
   Or
   Click the **Save icon** on the Quick Access Toolbar
   Or
   Hold down the **Ctrl key** and **S** keystroke combination (**Ctrl + S)**
2. Click your OneDrive account to save your presentation to a folder in your OneDrive cloud account.
3. To save the file elsewhere, click the **Browse** icon and then navigate to the folder where you want to save your file (many people prefer to save their presentations in the **Documents** folder)
   Or
   Click the name of the folder under the **Recent Folders** list.

4. Type the desired file name in the **File name** box.
5. Click **Save**.

To Save a Presentation with a Different Name

1. Click the **File** tab and then click **Save As** from the menu. The **Save As** pane will display.
2. Click the **Browse** icon and then navigate to the folder where you want to save your file.
3. In the **File name** box, type the new name for your presentation.
4. Click **Save**.

Let's Try It!

What	Why
1. Click the **Save button** on the Quick Access toolbar.	As we have not yet saved our document, the Save As pane displays, prompting us for the file name and location where we wish to save the file.
2. Click the **Browse** icon in the center pane.	Specifies that you want to save the file locally on your computer.
3. Click **Desktop** in the left pane.	Displays the files and folders on the Desktop.
5. Double-click **Lesson Files** in the right pane as shown below.	Displays the contents of the Lesson Files folder.

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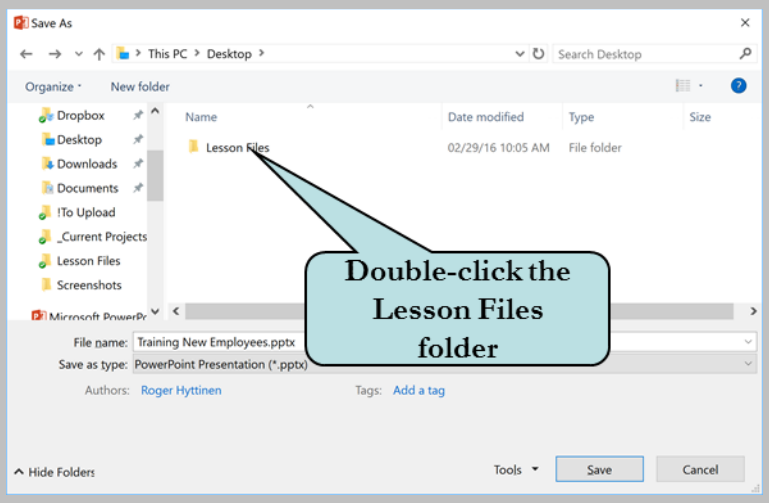
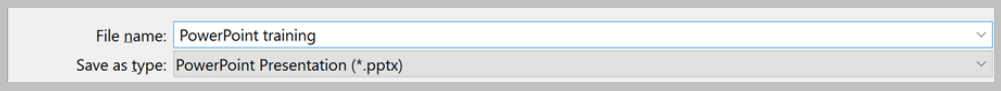
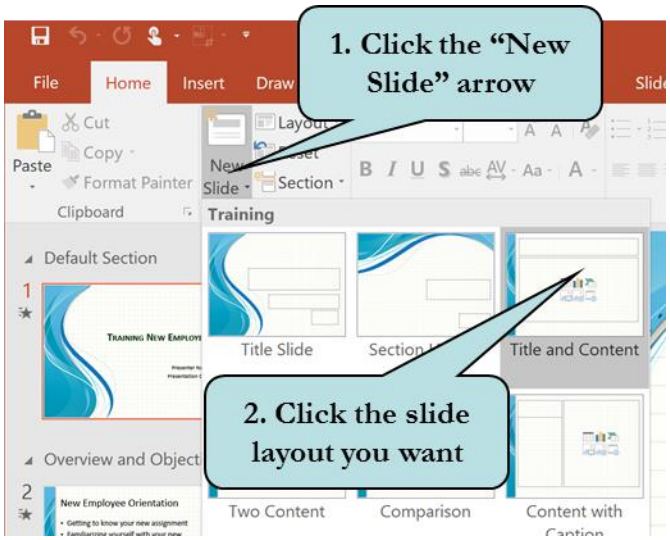
What	Why
	
4. In the **File name** text box, type: **PowerPoint Training** as shown below.	Enters the name of the new document.
	
5. Click the **Save** button.	Saves the current document in the Lesson Files folder.

1.9 Adding Slides to a Presentation

In this lesson, you will learn how to add slides to your presentation.

When inserting a new slide in your presentation, that slide will immediately follow the active slide. You can add a new slide to your presentation in either Normal View or Slide Sorter View by clicking the **arrow** on the **New Slide Button** under the **Slides** group on the Home Ribbon and choosing the desired slide layout from the gallery. If you wish to insert a new slide with the same layout as the active slide, click the **New Slide Button** (above the words "New Slide").



With the exception of the blank layout, all new slides contain **placeholders**. Placeholders are boxes with dotted or hatch-marked borders that hold titles, body text and objects such as charts, tables and graphics.

To Add a New Slide to your Presentation

1. Select the slide after which you want a new slide to follow.
2. Click the **New Slide arrow** in the Slides group on the Home Ribbon.
3. Select the slide layout you want from the gallery.
4. To insert a new slide with the same layout as the active slide, click the **New Slide** button (above the words "New Slide)
   Or
   Press the **Ctrl + M** keystroke combination.

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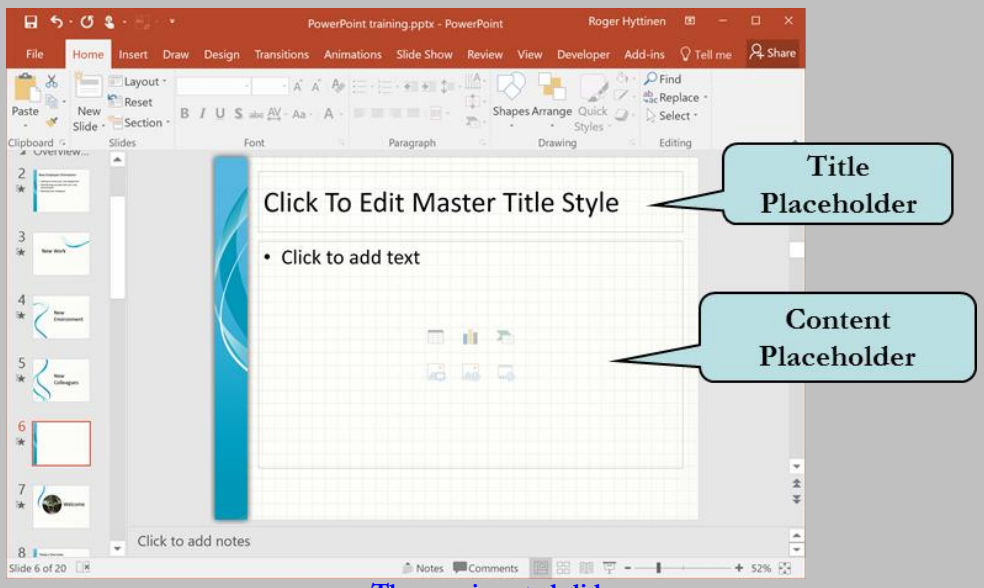
Let's Try It!

What	Why
1. Click on **Slide 5** in the Thumbnails pane.	Jumps to slide 5.
2. Click the **New Slide button arrow** as shown below.	Displays the New Slide button drop-down menu.

2. Click **Title and Content** layout.	A new slide is inserted with 2 placeholders – a title placeholder and a content placeholder.



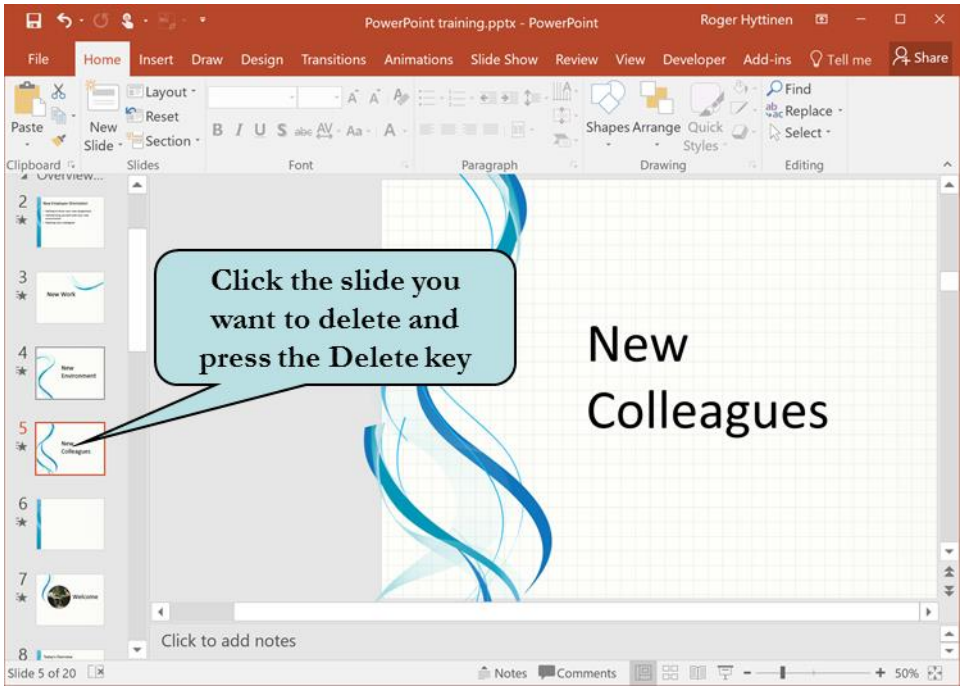
The new inserted slide

1.10 Deleting Slides

In this lesson, you will learn how to delete slides from your presentation.

Like adding slides, you can delete slides from your presentation in both Normal view and Slide Sorter view. To delete a slide, select the slide you want to delete and then press the **Delete** key on your keyboard.

If you wish to delete more than one slide at a time, select the first slide to be deleted in either the Outline Pane or the Thumbnails Pane, hold down the **Shift** key, select the last slide to be deleted, and then press the Delete key. All slides between and including the first and last slide will be deleted. To select non-adjacent slides, hold down the **Ctrl** key and then select the slides to be deleted. Press the Delete key.



To Delete Slides from your Presentation

1. Select the slide(s) you want to delete in either **Normal** or **Slide Sorter** view. *(In Normal view, the active slide is automatically selected. You can delete more than one slide at a time by selecting them in the Thumbnail Pane)*
2. Press the **Delete key** on your keyboard.

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Tip:	You can also **right-click** the slide you wish to delete and choose **Delete** from the contextual menu.

Let's Try It!

What		Why
1.	In the **Thumbnails Pane**, click on **Slide 5.**	Makes Slide 5 the active slide.
2.	Press the **Delete** key.	Slide 5 is deleted from the presentation.
3.	In the **Thumbnails Pane**, click on **Slide 4**.	Makes Slide 4 the active slide.
4.	Hold down the **Ctrl** key and click on **Slide 6**.	Selects Slide 6 in addition to Slide 4. As they are non-adjacent slides, we use the Ctrl key to select more than one.
5.	Press the **Delete** key on your keyboard.	Slide 4 and Slide 6 are deleted from the presentation.

1.11 Hiding Slides

In this lesson, you will learn how to hide slides in your presentation.

Rather than deleting slides from your presentation, you can choose to simply **hide them**. Hidden slides still appear in Normal and Slide Sorter view but will not appear in Slide Show view (when running a slide show). This is especially useful when tailoring your presentation to different audiences.

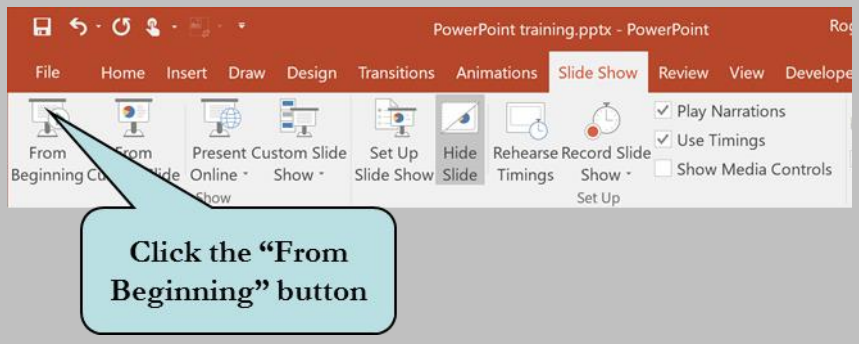
When a slide is hidden, a slash through the slide number is displayed in the Thumbnails pane.

To Hide a Slide

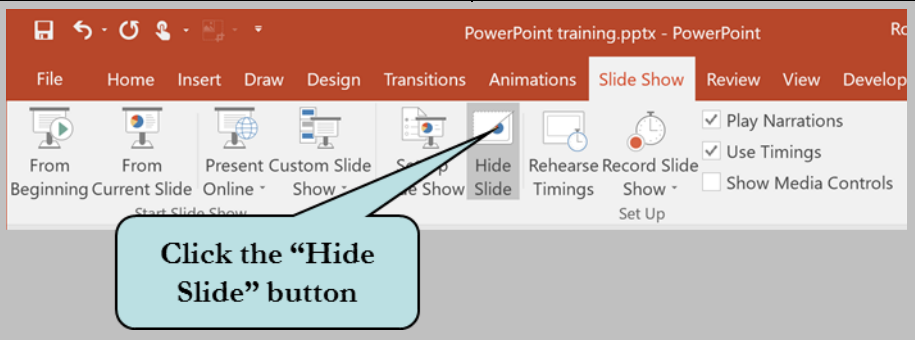
1. **Right-click** the slide that you wish to hide and select **Hide Slide** from the contextual menu.
   Or
   Click the slide you wish to hide and choose **Hide Slide** on the Set Up group on the Slide Show Ribbon.
2. To redisplay a hidden slide, right-click the hidden slide and then select **Hide Slide** again.

Tip:	To display a hidden slide when presenting a slide show, right-click the active slide in your show, point to **Go to Slide** and then click the slide you wish to display.

Let's Try It!

What		Why
1.	In the **Thumbnails Pane**, **right-click** on **Slide 1**.	Displays the contextual menu.
2.	Select **Hide Slide** from the contextual menu.	Hides the first slide.
3.	Click the **Slide Show tab** on the Ribbon.	Switches to Slide Show commands and tools.
4.	Click the **From Beginning** button on the Start Slide Show group as shown below.	Starts the slide show. Notice that the presentation begins with slide 2.
		
5.	Press the **Esc** key.	Returns to normal mode.
6.	In the **Slides Pane**, click on **Slide 1.**	Selects the 1st slide in the slide pane.
7.	Click the **Hide Slide** button on the Set Up group on the Ribbon as shown below.	Unhides slide 1.

What	Why


PowerPoint training.pptx - PowerPoint
File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Review
View
Develop
From Beginning
From Current Slide
Present Online
Custom Slide Show
Hide Slide
Rehearse Timings
Record Slide Show
Set Up
Play Narrations
Use Timings
Show Media Controls
Click the "Hide Slide" button

1.12 Applying Themes to a Presentation

In this lesson, you will learn how to apply a theme to your presentation.

Themes are a quick way to apply preconfigured formatting to your presentation. Themes consist of theme colors, theme fonts and theme effects that give your presentation a professional and polished look. You add themes from the **Design tab** on the Ribbon. PowerPoint comes with several installed themes that you can use. You can download additional themes from Microsoft Office Online.

As you move your mouse pointer over each theme in the gallery, your presentation changes to reflect what it would look like if you apply the theme. This is an example of Microsoft Office's **Live Preview** feature. To turn on the Live Preview feature, choose **File > Options** from the menu and click the checkbox next to **Enable Live Preview** in the General category

You can apply a theme to your entire presentation or to selected slides.

To Apply a Theme to Your Entire Presentation

1. Click the **Design tab** on the Ribbon.
2. Move your mouse pointer over any of the theme thumbnails in the **Themes group** to preview a particular theme.
3. Click the theme thumbnail for the theme you want to apply.
4. If desired, choose a theme variant from the **Variants** gallery.

To Apply a Theme to Selected Slides

1. Select the slides to which you want to apply a theme.
2. Click the **Design tab** on the Ribbon.
3. Right-click the theme you want to apply and choose **Apply to Selected Slides** from the contextual menu.

Tip: To set a theme as the default theme for all new PowerPoint documents, right-click the theme thumbnail and choose **Set as Default Theme**.

Let's Try It!

What		Why
1.	Click the **Design tab** on the Ribbon.	Switches to Design commands and tools.
2.	In the **Thumbnails Pane** select **Slide 2**.	Makes slide 2 the active slide.
3.	Click the **More** button on the Themes gallery as shown below.	Displays a gallery of all available themes.
4.	Move your mouse pointer over the **4th theme from the left** (the Integral theme) as shown below.	Displays a preview of the Integral theme.
5.	Click the Integral theme thumbnail.	Applies the Integral theme to your entire presentation.
6.	In the **Thumbnails pane** select **Slide 2**.	Ensures that slide 2 the active slide.

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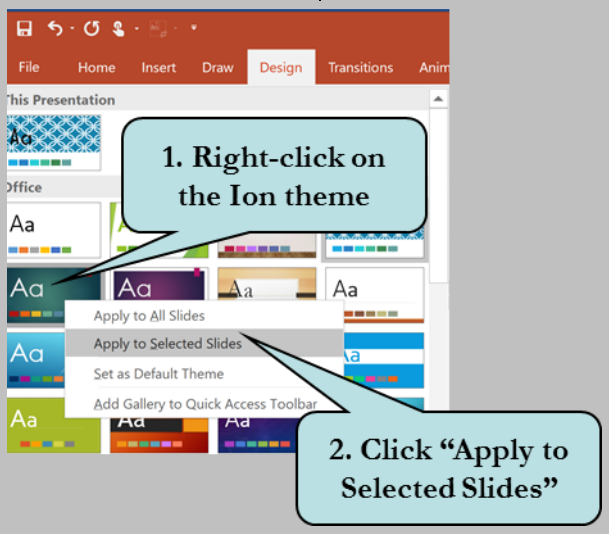
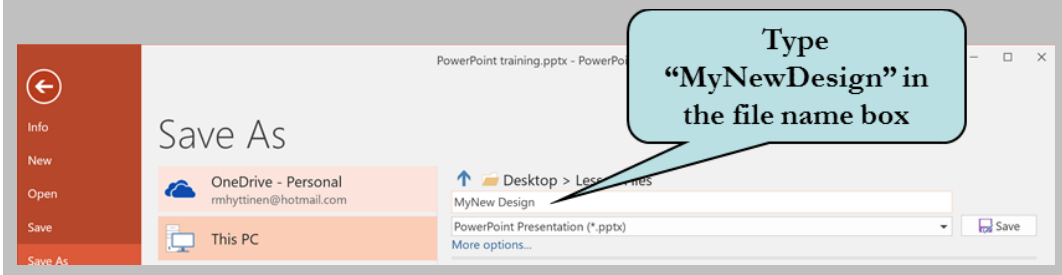
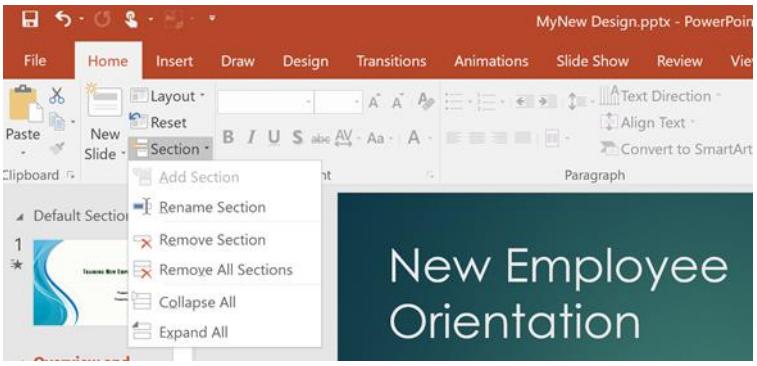
What	Why
7. Hold down the **Ctrl** key and then select **Slide 4** in the **Thumbnails pane.**	Selects slides 2 and 4. Holding down the Ctrl key allows you to select non-adjacent slides.
8. Click the **More** arrow on the Themes gallery.	Displays the entire Themes gallery.
9. Right-click on the **1st theme in the second row** (the Ion Boardroom theme) and choose **Apply to Selected Slides** from the contextual menu as shown below.	Applies the Ion Boardroom theme to slides 2 and 4.
	
10. Press the **Alt + F** keystroke combination	Displays the File Options menu.
11. Click **Save As**.	Displays the Save As pane.
12. Click **Lesson Files** in the right pane under the Recent Folders area.	Displays the contents of the Lesson Files folder.
13. In the **File Name** text box, type: **MyNewDesign** as shown below.	Designates a new file name for the presentation.

What	Why
	
14. Click the **Save** button.	Saves the presentation and closes the Save As dialog box.

1.13 Inserting Sections

In this lesson, we will work with Presentation Sections.

A handy feature in PowerPoint is the ability to break up a lengthy presentation into smaller chunks called **Sections**. Using sections allows you to work with all of the slides in a section together, which can be a real time-saver. For example, you can move all of the slides in a section at once to another location in your presentation.



At the beginning of your section, you might find it helpful to insert a **section header slide**, which is a slide layout that tells us that a new section is beginning. Once you've created your section, you can then select all slides in a section simply by clicking on the section header (the title of the section) or move all slides in the section by dragging the section header to a new location in the Thumbnails pane.

To Add a Section Header Slide

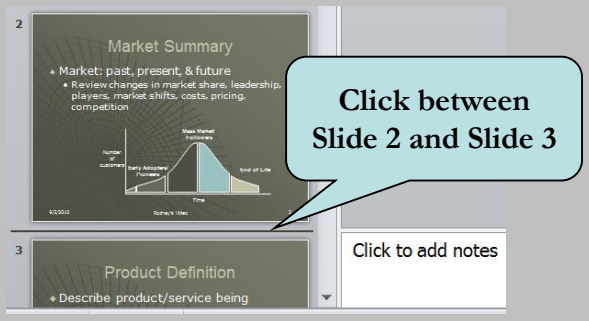
1. Place your cursor between the slides where you wish to insert a section header.
2. Click the **New Slide arrow** on the Home Ribbon.
3. Click **Section Header** from the gallery.

To Work with PowerPoint Sections

1. Place your cursor between the slides where you wish to insert a section (before the Section Header slide, if you have created one)
2. Click the **Section button** on the Slides group of the Home Ribbon and choose **Add Section** from the drop-down menu.
3. To rename a section, right-click on the Section Bar and choose **Rename Section** from the menu. Type in a name for your section and then click **Rename**.
4. Click the arrow to the left of the section title to collapse the section.

5. To remove a section, right-click the Section bar on the Thumbnails pane and choose **Remove Section** from the menu. To remove all sections, choose **Remove All Sections**.

Let's Try It!

What	Why
1. Click the **File tab** on the Ribbon and then click **Open**.	Displays the Open dialog box.
2. Click **Browse** in the center pane.	Displays the Open window.
3. Click **Desktop** in the left pane and then double-click the **Lesson Files** folder in the right pane.	Displays the contents of the Lesson Files folder.
4. Click the **Lesson1a file** in the right pane and then click **Open**.	Opens the Lesson1a file.
5. In the Thumbnails pane, click **between Slide 2 and Slide 3** as shown below.	Sets the insertion point where we want to insert a Section Header slide.
	
6. Click the **New Slide arrow** on the Ribbon and then choose the **Section Header** slide from the Gallery as shown below.	Inserts a new slide with the Section Header style. We insert a Section Header slide to tell PowerPoint that a new section begins.

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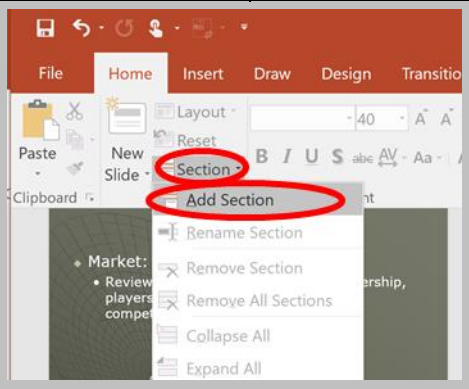
What	Why
7. Click in the **CLICK TO ADD TITLE** box on Slide 3 as shown below and type: The Product.	Enters text into the Heading box. This will be the heading for our Section Header slide.
8. In the Thumbnails pane, click **between Slide 2 and Slide 3**.	Sets the insertion point where we want to insert our first Section.
9. Click the **Section** button on the Slides group of the Ribbon and choose **Add Section** as shown below.	Inserts a section before Slide 3.

What	Why
	
10. **Right-click** the **Untitled Section** bar above Slide 3 as shown below and choose **Rename Section** from the menu.	Displays the Rename Section dialog box.
11. Type: **The Product** in the Section name box and then click **Rename**.	Provides a name for our section.
12. In the Thumbnails pane, click **between Slide 7 and Slide 8**.	Sets the insertion point where we want to insert a Section Header slide.
13. Click the **New Slide arrow** and then choose the **Section Header** slide from the Gallery.	Inserts a new slide with the Section Header style.

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What	Why
14. Click in the **CLICK TO ADD TITLE** box on Slide 8 and type: The Market.	Enters text into the Heading box. Again, this will be the heading for our Section Header slide.
15. In the Thumbnails pane, click **between Slide 7 and Slide 8**.	Sets the insertion point where we want to insert the next Section.
16. Click the **Section** button on the Slides group of the Ribbon and choose **Add Section**.	Inserts a section before Slide 8.
17. **Right-click** the **Untitled Section** bar above Slide 8 and choose **Rename Section** from the menu.	Displays the Rename Section dialog box.
18. Type: **The Market** in the Section name box and then click **Rename**.	Provides a name for our section.
19. Click the arrow to the left of the words "The Market" on the section bar as shown below.	Collapses the section. Notice that the number of slides that the section contains is now displayed to the right of the section title.
20. Click the arrow to the left of the words "The Market" again.	Expands the section and redisplays the slides.
21. Click the **Save icon** on the Quick Access toolbar.	Saves our changes.

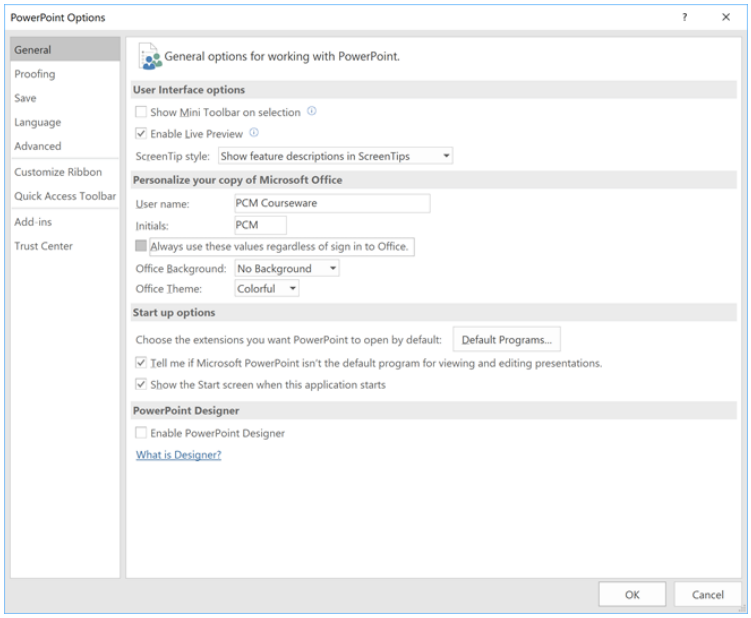
1.14 Setting PowerPoint Options

In this lesson, we will work with PowerPoint Options.

In older versions of PowerPoint, you could set preferences for specific program settings from the Options dialog box. The Options commands have been moved to PowerPoint Options window, which you display by clicking **Options** in Backstage view.

From the PowerPoint Options window, you can perform tasks such as setting the color scheme for the PowerPoint application, specifying a default location to save files, setting the default file format, and much more.

You may wish to spend some time browsing through the variouis option in PowerPoint and set any preferences that may help you work with less effort.



PowerPoint Options dialog box

To Set PowerPoint Options

1. Click the **File** tab and then click **Options** on the bottom of the File Options pane.
2. Click the desired option category in the left pane.
3. Set any options in the right pane.
4. Click **OK**.

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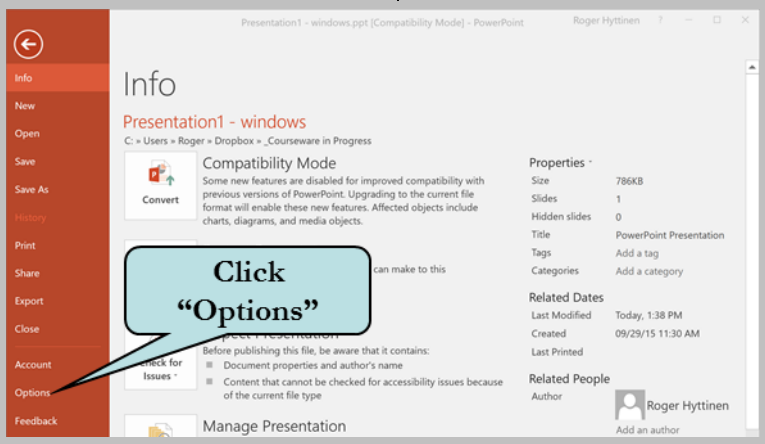
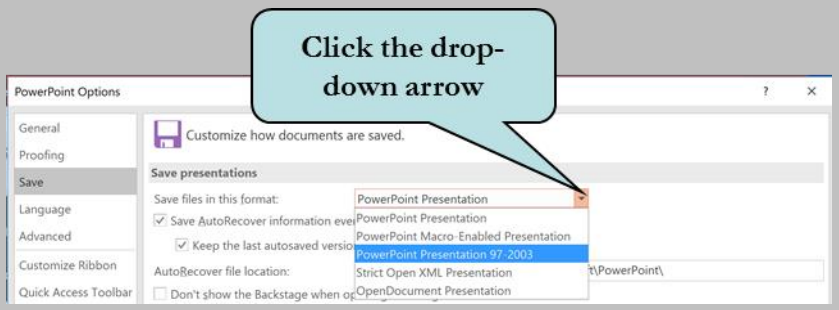
Let's Try It!

What	Why
1. Click the **File** tab.	Displays the File Options menu.
2. Click **Options** as shown below.	Displays the PowerPoint Options dialog box.



3. Click the **Save** category in the left pane.	Displays available PowerPoint options for the Save category.
4. Click the **Save files in this Format** drop-down arrow as shown below and choose **PowerPoint Presentation 97-2003**.	Sets the default file format to PowerPoint 97-2003, allowing users of older versions of PowerPoint to be able to access our files.

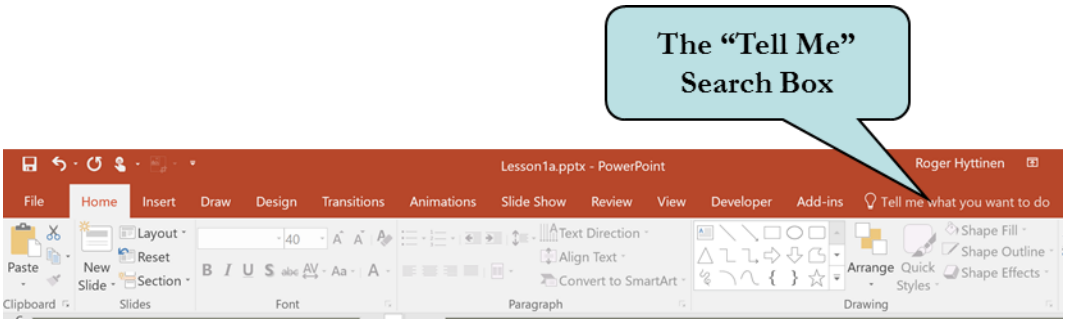


5. Click **OK**.	Closes the PowerPoint Options window and applies our changes.

1.15 Using Tell Me to Obtain Help

In this lesson, you will learn how to use the Tell Me help system.

Tell Me is a new feature in Microsoft Office designed to provide assistance and get you up and running as quickly as possible. On the Ribbon is a text box that contains the text **Tell me what you want to do**. You can enter in keywords and phrases related to the tasks you want to accomplish and display the actions necessary to complete those tasks. As you type each letter, PowerPoint immediately suggests relevant commands. This comes in especially handy if you know that there's a command for what you want to do but aren't quite sure where it's located.



Don't worry if you don't know the exact wording for a command or action – PowerPoint uses natural language for the search, similar to what you might use for a Bing or Google search for example. If you need additional help, there's a help link on the bottom of the Tell Me window or you can type the word: **Help** in the search box to bring up the familiar Help Screen window.

To Use the Tell Me Box to Obtain Help

1. Click in the **Tell Me** box on the PowerPoint Ribbon.
   Or
   Press the **Alt + Q** keystroke combination.
2. Type your search term.
3. Click the item in the results list to execute the command.
4. To obtain additional help for your search term, click the **Get Help on [search term]** in the list.

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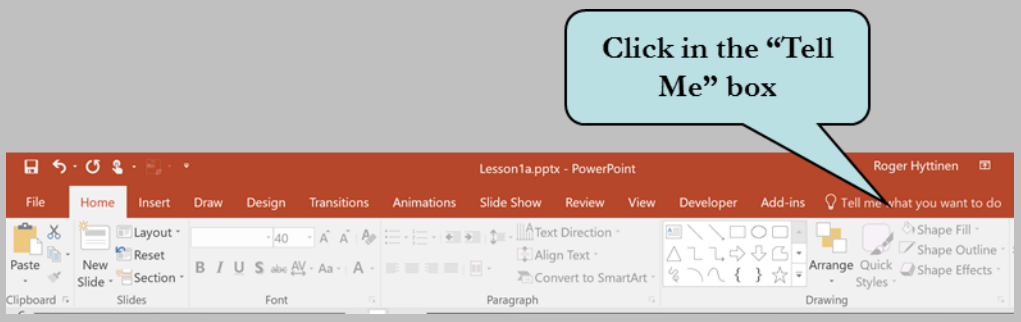
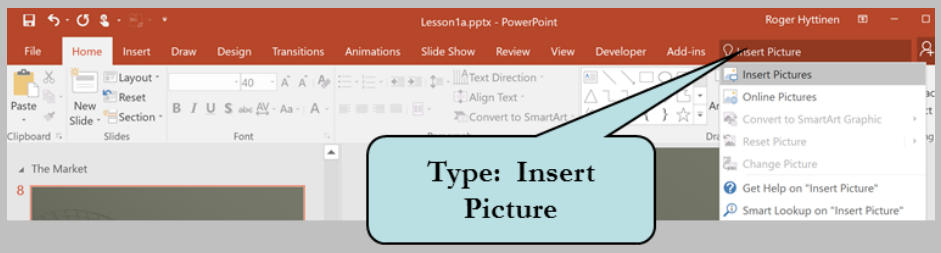
Let's Try It!

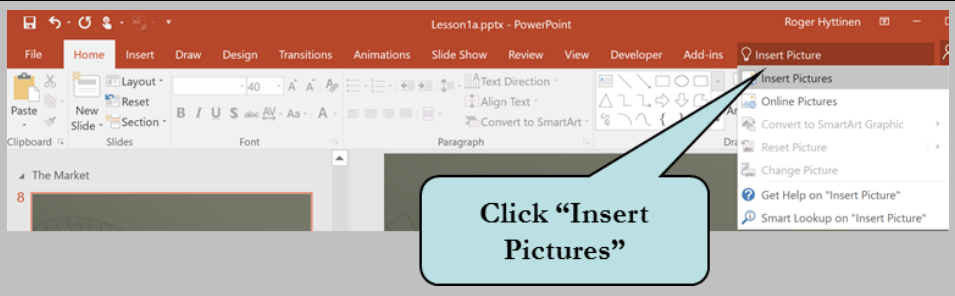
What	Why
1. Click in the **Tell Me** box as shown below.	Sets the insertion point in the Tell Me search box.



2. In the **Search box**, type: **Insert Picture** as shown below.	As you type, commands and actions relevant to your search term appear below the Tell Me box.



3. Click **Insert Pictures** from the search results list as shown below.	Executes the command and displays the Insert Picture dialog box.

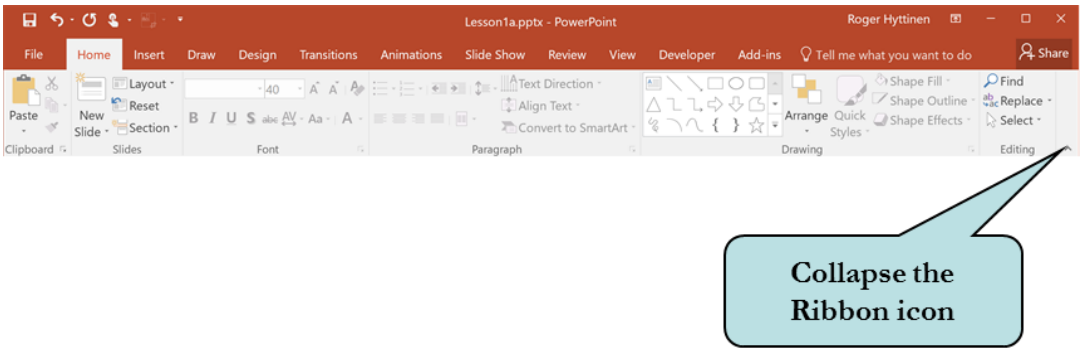


4. Press the **Esc** key on your keyboard.	Hides the Insert Picture dialog box and the Tell Me list.

1.16 Hiding the PowerPoint Ribbon

In this lesson, you will learn how to hide the PowerPoint Ribbon.

While the Ribbon contains many essential commands, there may be times when you wish to engage in complete distraction-free writing, including hiding any unnecessary screen elements. In PowerPoint, hiding the Ribbon couldn't be easier – simply click the **Minimize the Ribbon** button located on the top right area of your screen. You can also use the Ctrl + F1 keystroke combination to toggle the appearance of the Ribbon.



To Hide or Display the Ribbon

1. Click the Collapse the Ribbon button on the top right area of your screen **Or** Press the **Ctrl + F1** keystroke combination.

Let's Try It!

What	Why
1. Click the **Minimize the Ribbon** icon on the top right corner of your screen.	Hides the Ribbon.
2. Click the **Minimize the Ribbon** icon again.	Redisplays the Ribbon.
3. Press the **Ctrl + F1** keystroke combination.	Hides the Ribbon.
4. Press the **Ctrl + F1** keystroke combination again.	Redisplays the Ribbon.

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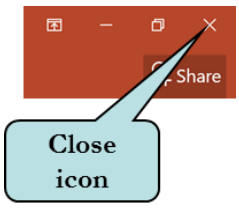
1.17 Closing a Presentation and Exiting PowerPoint

In this lesson, you will close all existing presentations and exit the Microsoft PowerPoint Application.

When you are finished working on your PowerPoint presentation, you can close it by either choosing **Close** from the File Options menu or by clicking the **Close Window** button, which is represented by an **x** on the top right of your screen. This will close the current presentation and display the next open presentation. Don't worry if you forget to save your changes – PowerPoint will ask you if you wish to save your recent changes before closing the document.

Note that the Close Window button only closes the active file. If you have many documents open, it can be a tad time-consuming to close each file one at a time. In earlier versions of PowerPoint, you could close all of your open presentations at once and Exit PowerPoint from Backstage view. This is no longer the case as that option has now been removed from Backstage view. You can however, add the Exit command to the Quick Access Toolbar (File > Options > Quick Access Toolbar) if you prefer this method of closing PowerPoint. Otherwise, when you close the last open file by clicking on the Close button, the PowerPoint application will exit as well. You can also use the Alt + F4 keystroke combination to close the PowerPoint application along with the last open presentation document.



If you wish to close the last open document but keep the PowerPoint application open, click the File tab and then click Close or use the keystroke combination Ctrl + W.

To Close a Presentation

1. Click the **File** tab and then click **Close** from the File Options menu
   Or
   Click on the **Close** button on the document window.
   Or
   Press the Ctrl + **W** keystroke combination.
2. If prompted, click **Yes** to save any changes.

To Add the Exit Command to the Quick Access Toolbar

1. Click the **File** tab and then click **Options** in the left panel.
2. Click **Quick Access Toolbar** in the left pane.
3. Click the **Choose Commands From** drop-down list and select **File Tab** from the list.
4. Click **Exit** in the left window and then click the **Add** button.
5. Click **OK**.

Let's Try It!

What	Why
1. Click the **File tab** and then click **Close** from the File Options menu. Click **Save** if asked to save your changes.	Closes the **Lesson1a** presentation. The MyNewDesign presentation becomes the active presentation.
2. Click the **File tab** and then click **Close** from the File Options menu. Click **Save** if asked to save your changes.	Closes the **MyNewDesign** presentation. The Lesson1 presentation becomes the active presentation.
3. Click the **Close** button on the Document Window.	Closes the next open presentation.
4. Alt + F4 keystroke combination. Click **Don't Save** if asked to save your changes.	Closes the Microsoft PowerPoint application and the last presentation file.

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Lesson Summary – PowerPoint Basics

- In this lesson, you learned about the Microsoft PowerPoint program and how to launch the PowerPoint application.
- Then, you examined the different components of the PowerPoint screen, including the Command Tabs and Command Sets.
- Next, we learned how to open an existing file from the File Options menu - click File and then click Open to display the Open dialog box. From there, navigate to the folder that contains that PowerPoint presentation you wish to open.
- Next, you learned that PowerPoint has four basic views: Normal View, Slide Sorter View, Reading View and Slide Show View. You learned how to switch views by clicking on the desired view button located on the lower right-hand corner of your screen.
- Next, you learned how to create a new presentation from the File Options menu - click the File tab and then click New from the menu to display the New Presentation pane.
- Next, you learned how to create a presentation using Templates, which creates a presentation for you and provides sample content that you can replace with your own information. You learned that templates present a wide variety of presentation types from which to choose.
- Next, you learned how to navigate your presentation using the Scroll Up and Scroll Down buttons, the Previous Slide and Next Slide buttons, as well as various keyboard commands. You learned that you can also quickly jump to a specific slide by clicking on its thumbnail in the Thumbnails Pane.
- Next, you learned how to save a presentation by clicking the File tab and then clicking Save on the menu. You also learned that you can save a presentation by clicking the Save icon on the Quick Access toolbar. To save an existing document with a new name, use the Save As command on the File Options menu.
- Next, you learned how to add a new slide to your presentation in any of the slide views except for Slide Show by clicking on the New Slide Button on Home Ribbon.
- Next, you learned how to delete a slide, by selecting the slide you want to delete and then pressing the Delete key, or by clicking the Delete Slide button on the Home Ribbon.
- Next, you learned how to Hide Slides when delivering a presentation by right-clicking the slide and choosing Hide Slide from the contextual menu.

- Next, you learned how to apply a theme (various backgrounds, text formatting and effects that you can apply to one of all of your slides) to an existing presentation from the Themes group on the Design Ribbon.
- Next, you learned how to break up a lengthy presentation into smaller chunks by inserting Sections into your presentations. You learned that using sections allows you to work with all of the slides in a section together.
- Next, you worked with PowerPoint Options, which allow you to modify various application settings. To set PowerPoint Options, click the File tab and then click the Options button.
- Next, you worked with the Tell Me system to obtain assistance while working. You learned that you enter in keywords and phrases related to what tasks you want to accomplish in the Tell Me box on top of the window.
- Next, you learned how to hide the PowerPoint Ribbon by clicking the "Collapse the Ribbon" icon on the right side of the Ribbon.
- Lastly, you learned how to close document windows and exit the PowerPoint application.

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Lesson 1 Quiz

1. Microsoft PowerPoint is:
   A. A spreadsheet program
   B. A graphical presentation program
   C. An Operating System
   D. A word processing program

2. Name three parts of the PowerPoint window.

3. To open an existing PowerPoint presentation, you (select all that apply):
   A. Select File > Open from the menu.
   B. Select "Open Document" from the Insert tab.
   C. Click the File tab and then click Open from the menu.
   D. Press the Ctrl + O keystroke combination.

4. What are two ways that you can create a new presentation?

5. Which PowerPoint view displays all of the slides in your presentation in thumbnail form?
   A. Outline View
   B. Thumbnail View
   C. Slide Sorter View
   D. Reading View

6. How can you switch among the different views in PowerPoint?

7. The Menu bar in older versions of PowerPoint has been replaced by what?
   A. Command Tabs
   B. Getting Started Menu
   C. Dialog Launcher Menu
   D. The Microsoft Office button

8. To display PowerPoint Options, you:
   A. Click the PowerPoint Options button on bottom-right corner of your screen.
   B. Press F2.
   C. Click the File tab and then click the Options button.
   D. Click the Tools tab and then click the PowerPoint Options command button.

9. How do you activate the Tell Me feature?

10. What is the name of the PowerPoint object that consists of tabs, command sets and command buttons?

11. You want to create a presentation that includes sample text that you can replace with your own information. To accomplish this, you would use:
    A. A Theme
    B. A Template
    C. A Content Master
    D. A Design Master

12. What does a Slide Layout refer to?
    A. Placeholders that contain slide content such as titles, bulleted lists, tables, charts, and pictures.
    B. Sample content that you can replace with your own information.
    C. The Slide Pane, the Outline Pane and the Notes Pane.
    D. The number of slides in your presentation.

13. You want to insert a new slide between slide 7 and slide 8. To do this, you:
    A. Select Slide 7 and click the New Slide button on the Insert Ribbon.
    B. Select Slide 8 and click the New Slide button on the Insert Ribbon.
    C. Select Slide 7 and click the New Slide button on the Home Ribbon.
    D. Select Slide 8 and press the Ctrl + I keystroke combination.

14. What are two ways you can delete a slide from your presentation?

15. You can break up a lengthy presentation into smaller chunks by inserting _____ into your presentations.

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LAB 1 – ON YOUR OWN

1. Create a **new blank presentation**.

2. Insert a new slide after Slide 1 using the Title Slide layout. Click the layout button on the Home Ribbon and apply the **Comparison layout** to the new slide.

3. Click the Design tab on the Ribbon and apply the **Ion theme** (1st theme in the second row) to the entire presentation.

4. Save the presentation as **MyLab1** in the Lesson Files folder and close the presentation.

5. Create a new presentation using the **Sales Proposal** template (Hint: click in the Search box and type: Sales Proposal).

6. Insert a new slide after Slide 5 using the Blank layout.

7. Delete slide 7.

8. Apply the **Slice** theme to the entire presentation (click the More button to view the templates – Slice is the 1st theme in the 3rd row).

9. Jump to Slide 2 using the Thumbnails Pane.

10. Display PowerPoint Options and set the default save file format back to **PowerPoint Presentation**.

11. Insert a section between slide 3 and slide 4 and name the section: **Our Products.**

12. View your presentation in Slide Show view. Press Esc when finished.

13. Save the presentation in the Lesson Files folder with the name: **Proposal**.

14. Close the presentation.

Lesson 2

Lesson 2 - Inserting and Modifying Text

Lesson Topics:

2.1 Creating Headers and Footers

2.2 Entering Text onto Slides

2.3 Using the Notes Pane

2.4 Copying Text from One Slide to Another

2.5 Moving Text from One Slide to Another

2.6 Formatting Text

2.7 Using Format Painter

2.8 Importing Text from Word

2.9 Using Bulleted Lists

2.10 Using Numbered Lists

2.11 Setting Paragraph Alignment

2.12 Adding Columns

2.13 Adjusting Line Spacing

2.14 Using Undo and Redo

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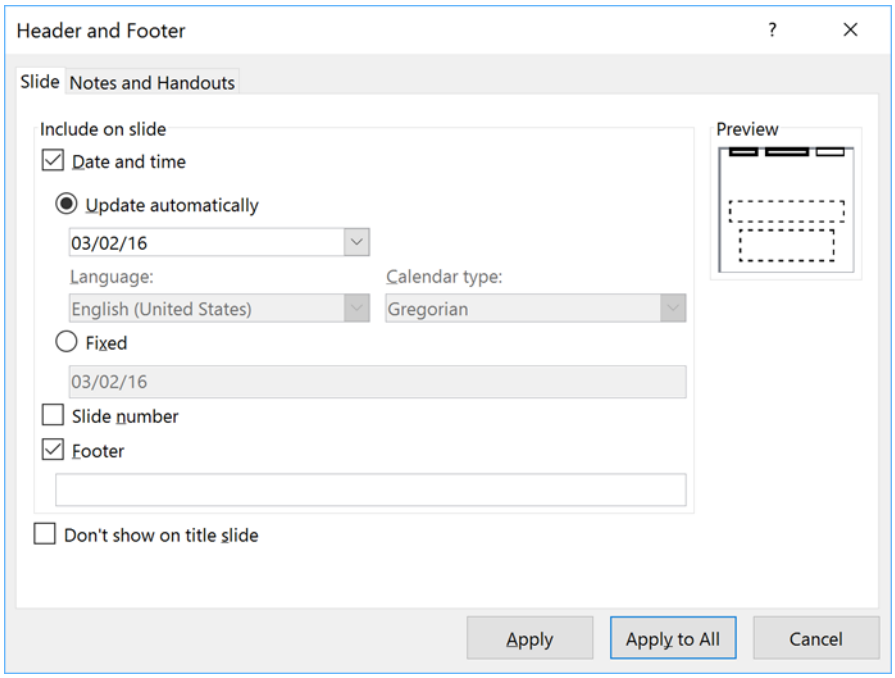
2.1 Creating Headers and Footers

This lesson will guide you through the process of creating Headers and Footers in your presentation.

Headers and footers refer to text that is displayed on the top or bottom of every page of your slides, notes or handouts. Headers and footers can consist of specific text, such as a company logo, the slide or page number, or a date. Headers will appear at the top of every printed page while footers will appear at the bottom of every printed page.



Header and Footer dialog box

Slides can contain only footers whereas Notes and Handouts can contain both headers and footers. Headers and footers can be applied to a single selected slide or to all of the slides in your presentation.

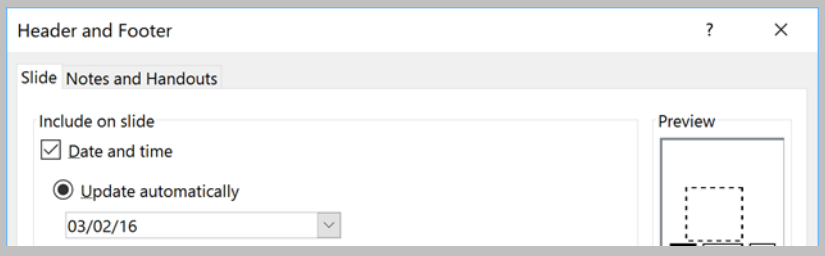
By **default**, Notes and Handouts include page numbers, but you have the ability to turn these off. You might choose to include no headers and footers on your slides but instead reserve them for notes and handouts for that presentation.

To Add a Footer to Slides

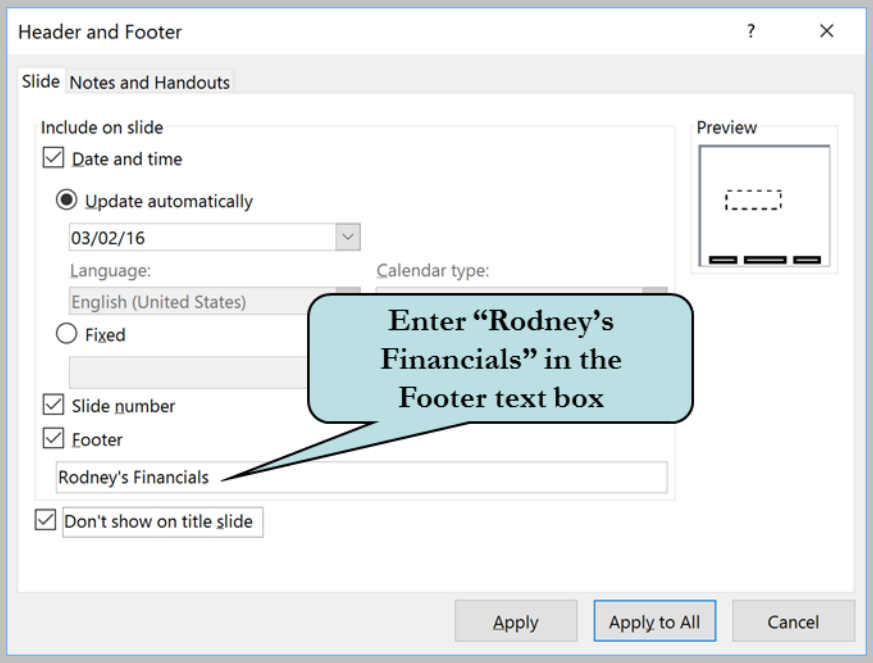
1. Click the **Insert tab** on the Ribbon.
2. Click the **Header & Footer icon** on the Text group.
3. Click the **Slide tab** in the Header & Footer dialog box.
4. To add an automatically updating date and time, click **Update automatically** under the **Date and time** area, and then select the desired date and time format from the drop-down list. To add a date and time that does not change, click **Fixed**, and type in a date and time.
5. To display slide numbers on your slides, click the **Slide Number** check box.
6. To add custom text to your footer, click the **Footer** check box and then type your text in the text box.
7. To omit the footer from the first slide in your presentation, check the **Don't Show on Title Slide** checkbox.
8. To add the information to the selected slide, click **Apply.** To add the information to every slide in the presentation, click **Apply to All**.

Let's Try It!

What	Why
1. Open the **Lesson2** presentation in the Lesson Files folder.	Opens the Lesson 2 presentation file.
2. Click the **Insert** tab on the Ribbon.	Switches to Insert commands and tools.
3. Click the **Header & Footer** icon in the Text group on the Ribbon.	Displays the Header and Footer dialog box.
4. Click the **Date and Time** checkbox as shown below.	Includes the Date and Time in the footer.



What	Why
5. Click the **Update Automatically** radio button.	The current date and time will be inserted and updated automatically each time the presentation is opened.
6. Click the **Slide Number** check box.	Includes the Slide Number in the footer.
7. Click the **Footer** check box and type: **Rodney's Financials** in the Footer text box as shown below.	Enters the text to be included in the slide footer

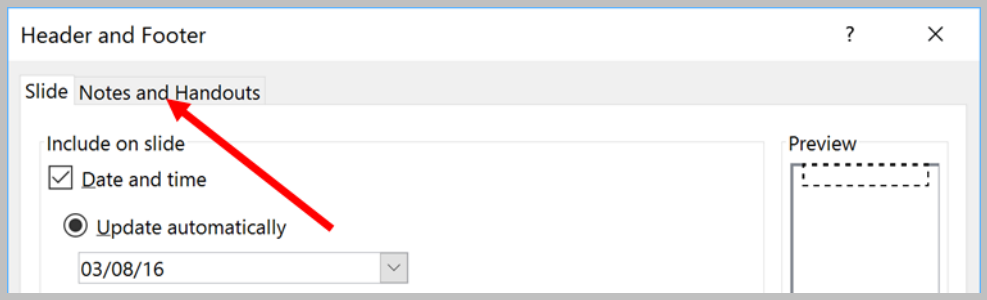


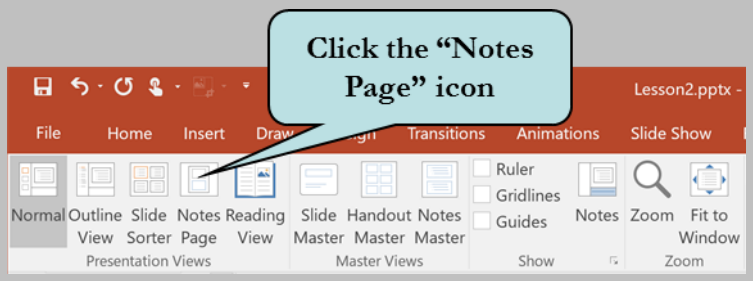
8. Click the **Don't Show on Title Slide** check box.	Omits the footer information from the first slide in the presentation.
9. Click **Apply to All**.	Applies the footer settings to all other slides in the presentation and closes the Header and Footer dialog box.
10. Click the **Next Slide** button and observe the slide footer.	Advances to the next slide in the presentation. The footer information that we specified is inserted on the bottom of each slide.

To Add a Header to Notes and Handouts

1. Click the **Insert tab** on the Ribbon.
2. Click the **Header & Footer button** on the Text group.
3. Click the **Notes and Handouts** tab.
4. To add an automatically updating date and time, click **Update automatically** under the **Date and time** area, and then select the desired date and time format from the drop-down list. To add a date and time that does not change, click **Fixed**, and type in a date and time.
5. To display page numbers on your notes and handouts, click the **Page Number** check box.
6. To add custom text to your footer, click the **Footer** check box and type your text in the text box.
7. To add custom text to your header, click the **Header** check box and type your text in the text box.
8. To add the information to the selected slide note and handout, click **Apply.** To add the information to all notes and handouts in the presentation, click **Apply to All**.

Let's Try It!

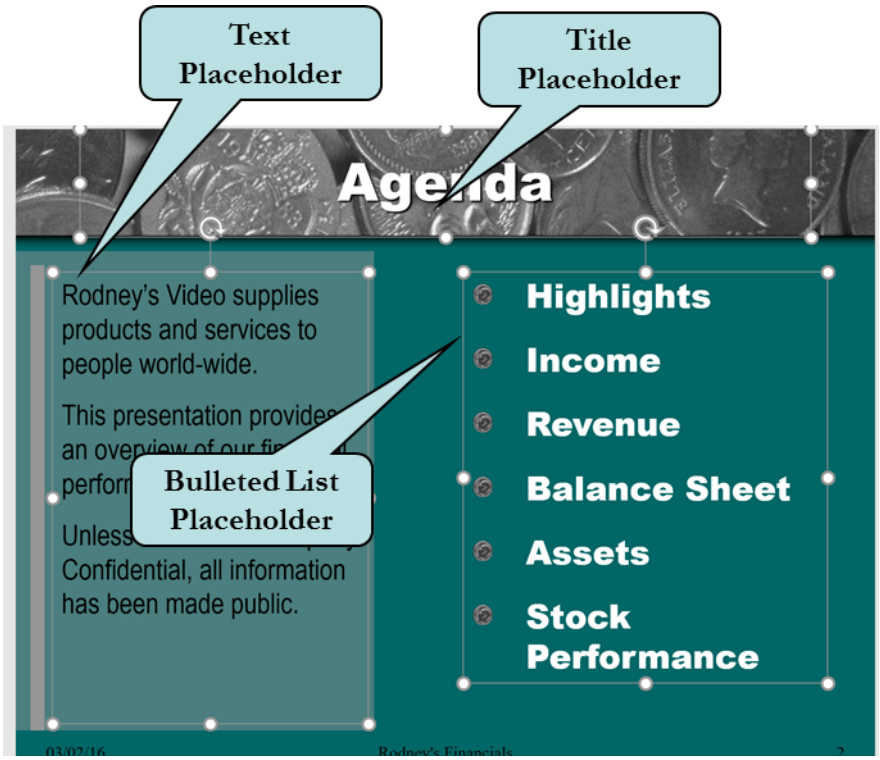
What	Why
1. Click the **Header and Footer** icon in the Text group on the Ribbon.	Displays the Header and Footer dialog box.
2. Click the **Notes and Handouts** tab as shown below.	Switches to header and footer options for Notes and Handouts.
	
3. Click the **Header** checkbox and then type: **Rodney's Video, Inc.** in the Header Text Box.	Enters text to be included in the Notes and Handouts header. Header text will appear at the top of each page.

What	Why
4. Ensure that the **Page Number** check box is checked.	Includes the Page Number in the footer.
5. Click the **Footer** check box and then type: **Rodney's Financials** in the Footer Text Box.	Enters text to be included in the Notes and Handouts footer.
6. Click **Apply to All**.	Applies the footer settings to all other slides in the presentation.
7. Click the **View tab** on the Ribbon.	Switches to View commands and tools.
8. Click the **Notes Page** icon on the Presentation Views group on the Ribbon and observe the header and footer.	Displays the notes pages as they will appear when printed. Notice the header information is inserted on the top of each notes page.
	
9. Click the **Normal** icon on the Presentation Views group on the Ribbon.	Returns to Normal View.

2.2 Entering Text onto Slides

In this lesson, you will learn how to enter text into your slides.

In order to enter text into your slides, you must enter it into a **placeholder** (the containers with dotted lines that are part of slide layouts). Placeholders can hold text such as title text, bulleted lists, and numbered lists as well as objects such as images and charts. To enter text into a placeholder, click inside of the placeholder object and then begin typing. When working with bulleted lists, press the **Enter** key to automatically insert a new bullet on the new line. The text you type into placeholders can be edited directly on the slide or from the **Outline Pane**, if you have Outline View enabled.



To Enter Text onto Slides

1. Display the slide into which you want to enter text.
2. Click inside the desired placeholder.
3. Move your mouse pointer to the location where you wish to begin typing text.
4. Enter your text.
5. Press the **Enter** key to move to a new line.

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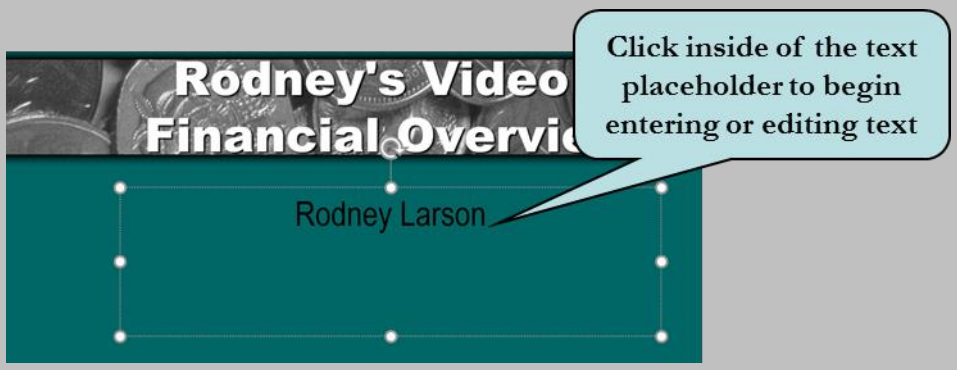
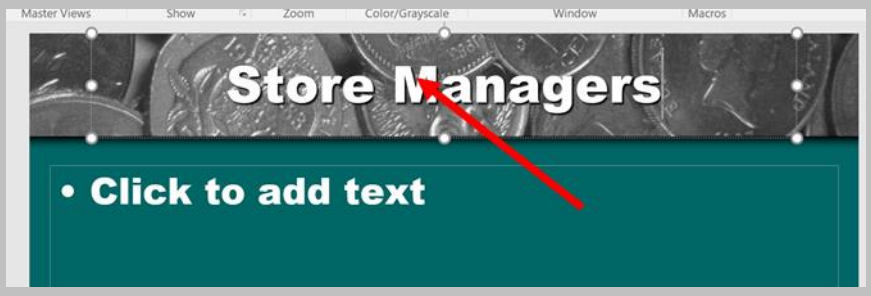
Let's Try It!

What	Why
1. Select the first slide of the presentation.	Ensures the Slide 1 is the active slide.
2. Click inside the placeholder that contains the text: **Rodney Larson** as shown below.	An insertion point appears inside of the placeholder indicating that you can begin entering text.
	
3. Click to the right of the **n** in **Larson**.	Sets the insertion point at the end of the word Larson.
4. Press the **Enter** key.	Inserts a new line.
5. Type: **President**	Enters the word President on a new line.
6. Click anywhere outside of the placeholder.	Deactivates the placeholder.
7. Press the **Ctrl + M** keystroke combination.	Inserts a new blank slide after Slide 1.
8. Click in the **Title Placeholder** and type: **Store Managers** as shown below.	Enters a slide title in the title placeholder.

What	Why
	
9. Click in the **Bulleted List Placeholder** and type: **Jon Harris**.	Enters the first manager's name in the bulleted list placeholder.
10. Press **Enter** as shown below.	Moves to a new line.
11. Type **Ann Harwood**.	Enters the second store manager in the bulleted list placeholder.
12. Press **Enter**.	Inserts a new bulleted line.
13. Type **Jodi Barr** and then click anywhere outside of the placeholder.	Enters the third store manager then deselects the placeholder.

2.3 Using the Notes Pane

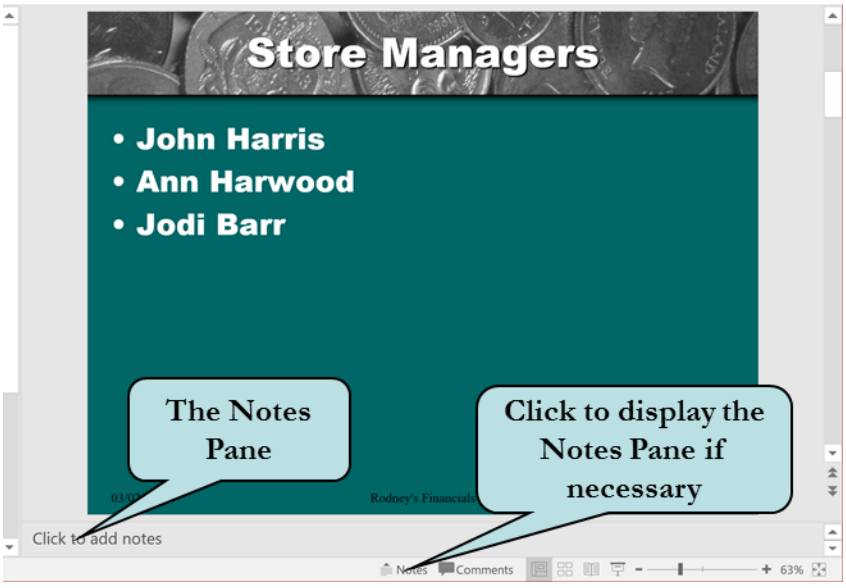
In this lesson, you will learn how to enter text into the Notes Pane.

When preparing a presentation, you can use the **Notes Pane** to provide anecdotes, additional details relating to a slide, or any other information that you want to mention in your presentation but do not want to include on your slides. The Notes Pane is displayed in Normal view and you type text directly into the Notes Pane box. Notes are not displayed to the audience when you are running a slide show.

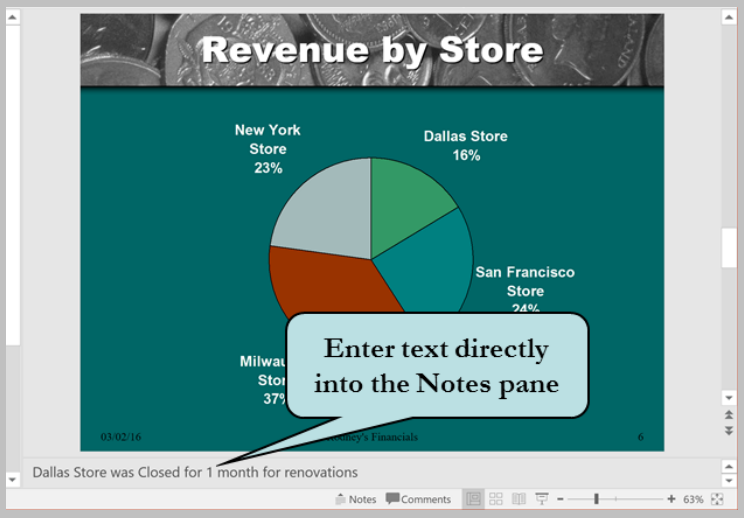
When printing your presentation, you have the option of printing out your **Notes Pages** as well, which include the slide and any notes for that slide underneath. These can serve as handy cue cards or cheat sheets for you when delivering your presentation.

To Enter Text into the Notes Pane

1. Display the slide for which you want add notes in Normal view.
2. If necessary, click the **Notes icon** on the Status Bar to display the Notes Pane.
3. Click in the **Notes Pane**.
4. Enter your text.



Let's Try It!

What		Why
1.	Select **Slide 6** in the **Thumbnails Pane**.	Makes Slide 6 the active slide.
2.	Click in the **Notes Pane** for Slide 6.	Actives the Notes Pane for Slide 6.
3.	Type: **Dallas Store was Closed for 1 month for renovations** as shown below.	Enters text into the Notes Pane.
		
4.	Click the **Save** icon on the Quick Access toolbar.	Saves the active presentation.
5.	Click the **Notes Page** icon on the Presentation Views group on the **View Ribbon** and observe the Notes page.	Displays the slide and notes pane as it will appear when printed.
6.	Click the **Normal** icon on the Presentation Views group on the **View** Ribbon.	Returns to Normal view.
7.	Click the **Home tab** on the Ribbon.	Displays Home commands and tools.

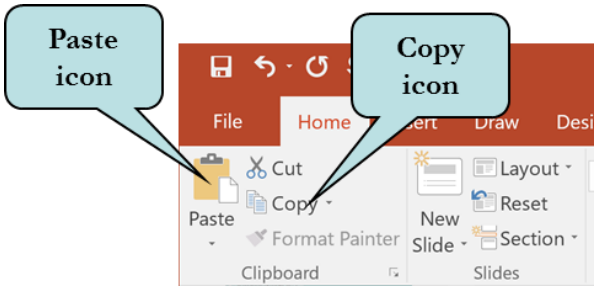
2.4 Copying Text from One Slide to Another

In this lesson, you will learn how to copy text from one slide to another using the Copy and Paste commands.

When you wish to duplicate data in more than one location, you can save time by using the **Copy** command rather than retyping the data. When you copy data, it is placed on the **clipboard**, which is an area in memory that temporarily holds the items that are copied, allowing you to then insert or **paste** them in another location later on.

In order to copy and paste text, you must first **select** it. To select a block of text, place the insertion point at the beginning or end of the block that you wish to select. Click and hold down the mouse button and drag until the text is highlighted.

There are several ways to duplicate data from one slide to another. In Normal view, you can directly select the text, click the **Copy icon** on the Home Ribbon, activate the slide where you want to paste the copied data, and then click the **Paste iutton** on the Home Ribbon. If you did not activate a placeholder on the destination slide, a new placeholder containing the copied text will be created.



When in Outline View, you can also copy and paste text among slides using the Outline pane. In the Outline Pane, select the text you wish to copy, click the **Copy icon** on the Home Ribbon, choose the slide and the location of the copied text in the outline pane and then click the **Paste icon** on the Home Ribbon.

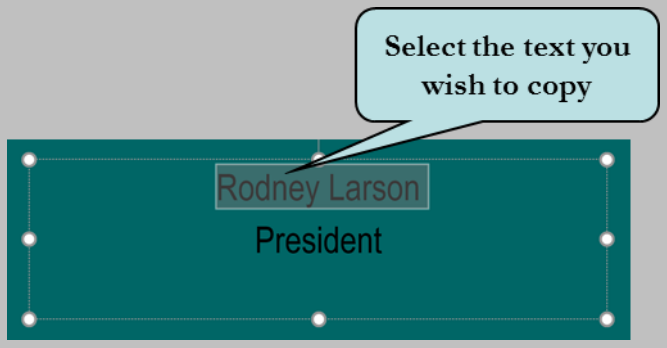
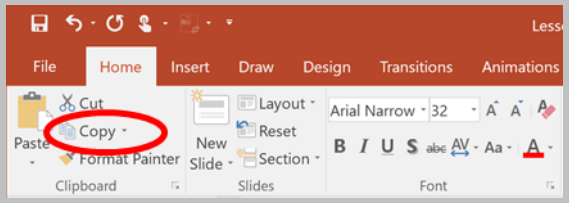
To Copy Text from One Slide to Another

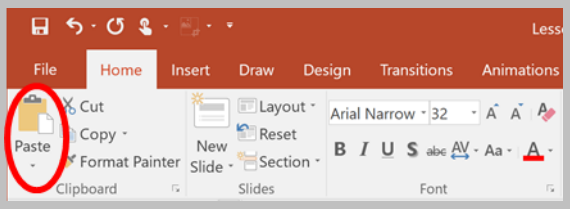
1. Display the slide whose data you wish to copy in Normal View.
2. Highlight the data to be copied.
3. Hold down the **Ctrl** and **C** keystroke combination (**Ctrl + C**).
   Or Click the **Copy icon** on the Home Ribbon.

4. Display the destination slide in Normal View.
5. Select the placeholder and the location within the placeholder where you want to insert (or paste) the copied data.
6. Hold down the **Ctrl** and **V** keystroke combination (**Ctrl + V).**
   Or
   Click the **Paste icon** on the Home Ribbon.

Tip: You can also **right-click** on selected text and then choose Copy from the contextual menu. Then, right-click and choose Paste after you have set the insertion point where you want to insert the copied text.

Let's Try It!

What	Why
1. Select **Slide 1** in the Slide Thumbnails pane.	Makes Slide 1 the active slide.
2. Highlight the words: **Rodney Larson** as shown below.	Selects the words Rodney Larson.
	
3. Click the **Copy icon** on the Home Ribbon as shown.	Places the selection on the clipboard.
	

What	Why
4. Select **Slide 2**.	Makes Slide 2 the active slide.
5. Position your mouse pointer after the word **Barr** and then click your left mouse button.	Places the insertion point after the last word on the last line.
6. Press **Enter**.	Moves to a new line.
7. Click the **Paste** icon as shown.	Inserts the selection from the clipboard.
	
8. Click anywhere outside of the placeholder.	Deselects the active placeholder.

2.5 Moving Text from One Slide to Another

In this lesson, you will learn how to move text from one slide to another using the Cut and Paste commands.

At times, you may wish to physically move text from one location or slide to another rather than simply duplicating it like we did in the previous lesson. To accomplish this, use the **Cut** and **Paste** commands. The process is nearly identical to copying and pasting text except you use the Cut command instead of the Copy command. When the Cut command is executed however, the selected data is **removed** from the original location and then placed in the Clipboard.

To Move Text from One Slide to Another

1. Display the slide whose data you wish to move to another location.
2. Highlight the data to be moved.
3. Hold down the **Ctrl** and **X** keystroke combination (**Ctrl + X**).
   Or
   Click the **Cut icon** on the Home Ribbon.
4. Display the destination slide in Normal View.
5. Select the placeholder and the location within the placeholder where you want to insert the cut data.
6. Hold down the **Ctrl** and **V** keystroke combination (**Ctrl + V**).
   Or
   Click the **Paste icon** on the Home Ribbon.

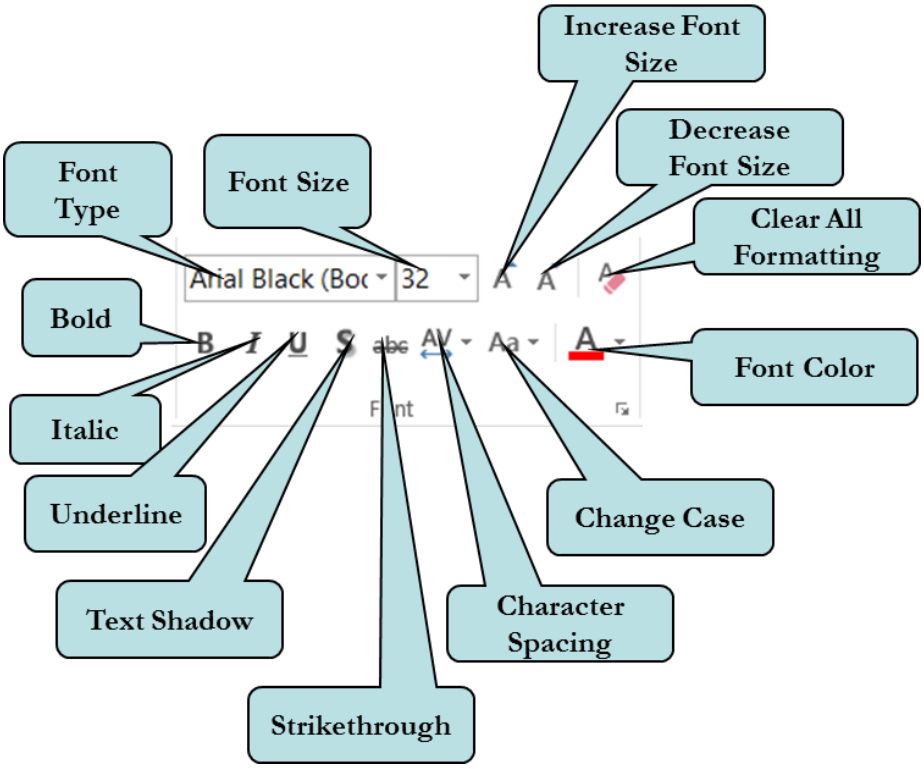
Let's Try It!

What	Why
1. Select **Slide 1**.	Makes Slide 1 the active slide.
2. Highlight the word: **President**	Selects the word President.
3. Press the **Ctrl + X** keystroke combination.	Removes the selection from the original location and places it on the clipboard.
4. Select **Slide 2**.	Makes Slide 2 the active slide.
5. Position your mouse pointer after the word **Larson** and then click your left mouse button.	Places the insertion point after the last word on the last line.
6. **Type: ,** and then press the **spacebar**.	Enters a comma and a space after the word Larson.
7. Press the **Ctrl + V** keystroke combination.	Inserts the selection from the clipboard.
8. Click anywhere outside of the placeholder.	Deselects the active placeholder.

2.6 Formatting Text

In this lesson, you will learn how to modify the appearance of text in your slides.

You can change the appearance of the text in your slides by applying various types of **formatting**. For instance, you can modify the typeface (or font) of your text, change the size of your text, or emphasize text by applying bold, italic or underlining. When typing in your document, each new character you type takes on the formatting of the previous character unless you apply new formatting. When creating a new paragraph (by pressing Enter), the first character takes on the formatting of the previous paragraph.



Common Formatting Options on the Font Group

The quickest and easiest way to apply and modify text formatting is to use the Formatting tools on the Home tab under the **Font group**. To change text emphasis, select the text you wish to format then click on the appropriate icon (Bold, Italic or Underline). To change the font or font size, select the text and then choose the desired option from the font or font size drop-down list. For an explanation of what a tool does, move your mouse pointer over the tool to display an informational box. The box will also display the **keyboard shortcut** for the command, if any.

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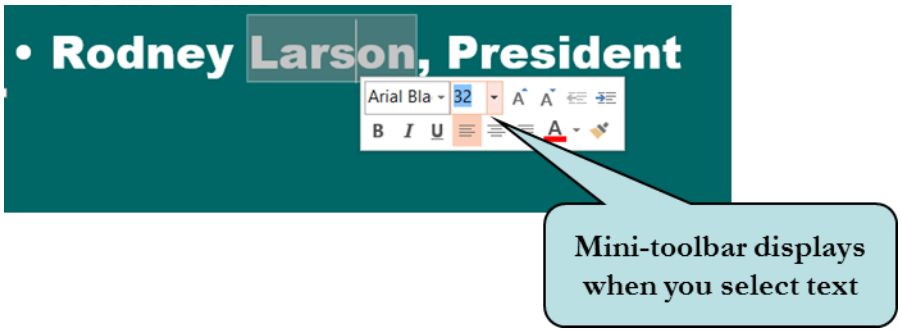
Another handy formatting feature is the **Mini-Toolbar**. The Mini-Toolbar displays whenever you right-click on selected text and provides quick access to common formatting commands such as bold, italic, font color, font type, font size, fill color, increase indent, decrease indent and increase/decrease font size. If you wish to turn off this feature, you can do so from the PowerPoint Options dialog box.



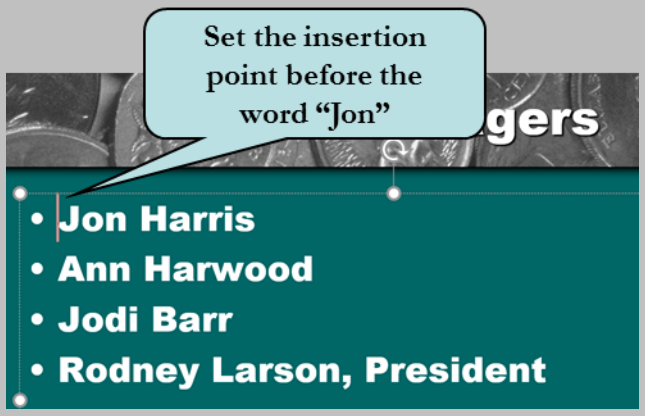
Tip: You can also apply formatting from the **Font Dialog Box**, which allows you to apply multiple formats (bold, italic, font size, font type, font color, etc.) to selected text at once. To do so, click the **Font Dialog Box Launcher** on the lower-right corner of the Font command set and then make your desired selections.

To Use Formatting Tools

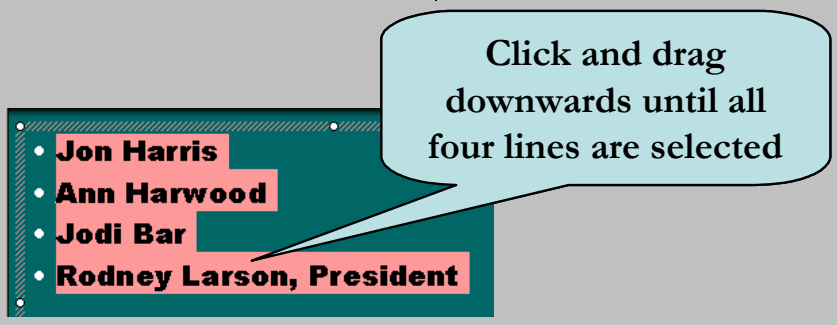
1. **Select** the text that you want to modify.
2. Click the **Home** tab on the Ribbon.
3. To emphasize text, click on the **Bold**, **Italic** or **Underline** icon on the Font group.
4. To change the **font type**, click the arrow on the Font drop-down list and select the desired typeface.
5. To change the **font size**, click the arrow on the Font size drop-down list and select the desired font size or type in the size manually in the font size box.
6. To use the **Mini-toolbar**, select the text you want to modify, right-click on the selected text and then choose the desired option from the Mini-toolbar.

Let's Try It!

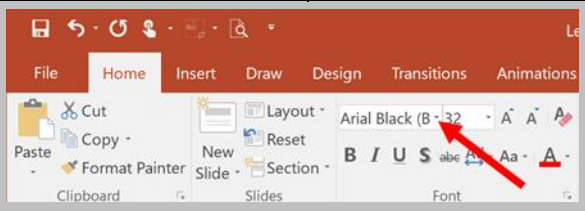
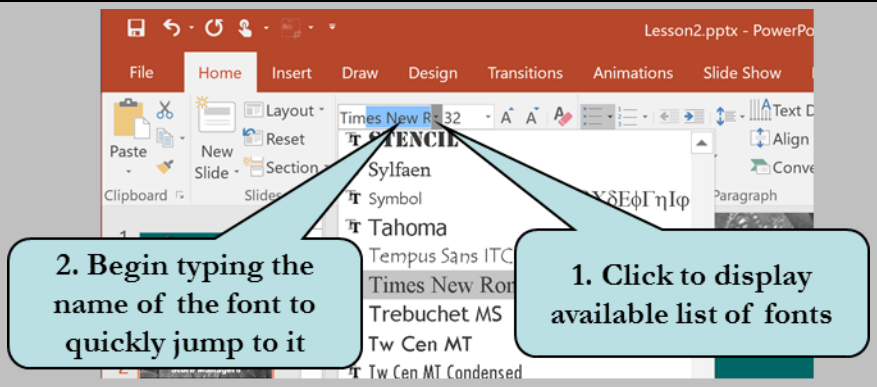
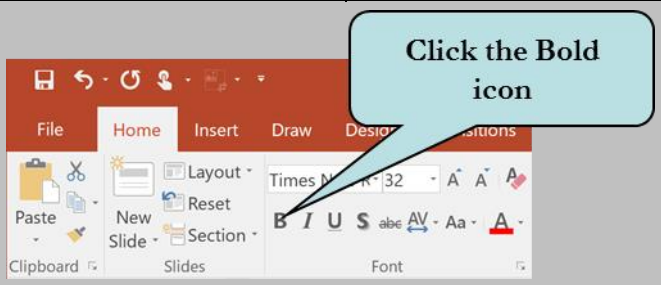
What	Why
1. Select **Slide 2**.	Makes Slide 2 the active slide.
2. Click inside the bulleted list placeholder and then **position your mouse pointer** before the word **Jon** as shown below.	Positions the cursor before the first word on the first line.

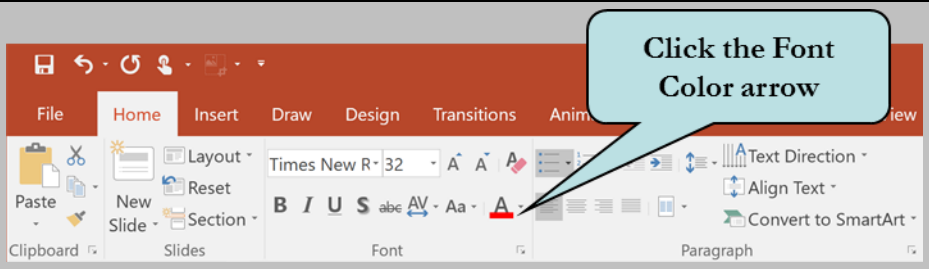
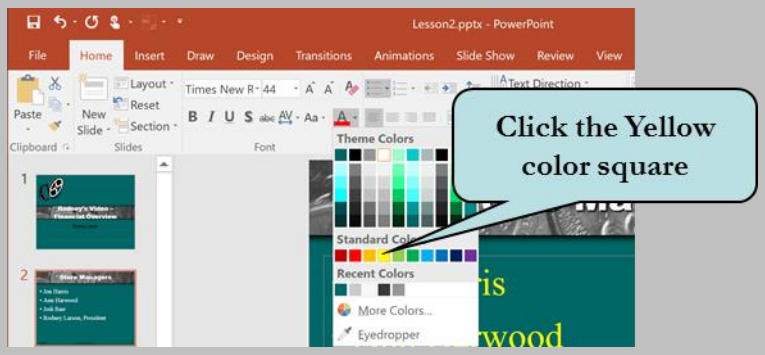


3. Click with your left mouse button and drag downwards until **all four lines** are **selected** as shown below.	Selects all of the text in the placeholder.



4. Click on the arrow next to the **Font** drop-down list on the Home Ribbon as shown below.	Displays a list of available typefaces.

What	Why
	
5. Scroll down until you see **Times New Roman**, and then **click on Times New Roman** with your left mouse button as shown below (you can begin typing Times New Roman in the box to quickly jump to that typeface).	Selects the Font Type (typeface) for the selected text.
	
6. Click the **Bold** icon on the Ribbon as shown below.	Selects Bold formatting for the selected text.
	
7. Click the **Font Size** drop-down list on the Ribbon and select **44**.	Select a font size of 44 pt. for the selected text.

What	Why
8. Click the **arrow** to the right of the **Font Color icon** on the Ribbon as shown below.	Displays the Color Palette.
	
9. Click on the **Yellow** color square under the Standard Colors category.	Selects Yellow for the font color of the selected text and closes the Colors Palette.
	
10. Click the **Save** icon on the Quick Access Toolbar.	Saves the active presentation.

2.7 Using Format Painter

In this lesson, you will learn how to copy formatting from one object to another using the Format Painter icon.

The **Format Painter** icon on the Home Ribbon allows you to copy the formatting from one object (such as text) and apply it elsewhere in your presentation. This feature copies all formats including font typeface, font color, font size, font style and alignment to the new object. If you want to copy all of the attributes of an object to **several** objects, **double-click** the Format Painter icon and then select in succession the objects to which you want to apply the formatting. Click the Format Painter icon to deselect it after you have applied the formatting to all desired objects.

The Format Painter Icon

To Copy Formatting from One Location to Another Using the Format Painter Icon

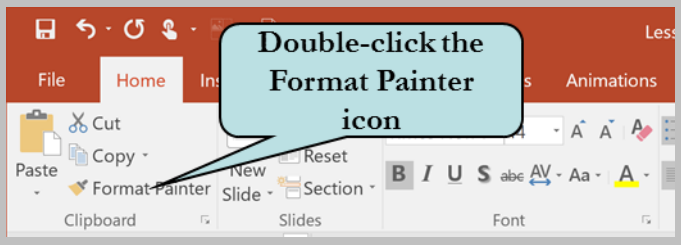
1. Select the text whose formatting you wish to copy.
2. Click the **Format Painter** icon under the **Clipboard** command set on the Ribbon.
3. Select the object whose formatting you wish to change.

To Copy Formatting from One Location to Several Locations Using the Format Painter Icon

1. Select the text whose formatting you wish to copy.
2. **Double-click** the Format Painter icon.
3. Click the first object whose formatting you wish to change.
4. Click any additional objects whose formatting you wish to change.
5. When finished, click the Format Painter icon to deactivate it.

Let's Try It!

What	Why
1. Select **Slide 2**.	Makes Slide 2 the active slide.
2. Highlight the word **Harris**.	Selects the text whose formatting we wish to copy.
3. **Double-click** the **Format Painter** icon.	Activates the Format Painter icon to apply formatting to more than one area.



4. Select **Slide 3**.	Makes Slide 3 the active slide.
5. Click the word: **Agenda** in the slide title placeholder as shown below.	Applies the formatting of the selected text in Slide 2 to the word Agenda.

6. Select **Slide 4.**	Makes Slide 4 the active slide.

What	Why
7. Click the word: **Highlights** in the slide title placeholder.	Applies the formatting of the selected text in Slide 2 to the word Highlights.
8. Select **Slide 5.**	Makes Slide 5 the active slide.
9. Click the word **Income** in the slide title placeholder.	Applies the formatting of the selected text in Slide 2 to the word Income.
10. Click the **Format Painter** icon.	Deactivates the Format Painter icon.
11. Click anywhere outside of the placeholder.	Deselects the placeholder.
12. Click the **Save** icon.	Saves the active presentation.

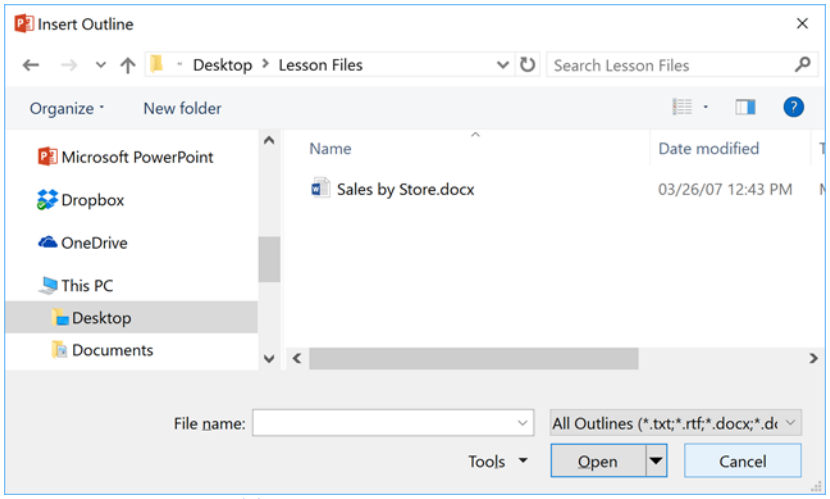
2.8 Importing Text from Word

In this lesson, you will import an outline from Word to PowerPoint.

Many people create their presentation outlines in a word processing program such as Microsoft Word and later need to generate a PowerPoint Presentation based upon their outlines. PowerPoint makes importing documents easy with its **Slides from Outline** feature. This allows you to import a document into PowerPoint from another file format such as text, rich text format, or Microsoft Word. The source document should be in outline format with first level headings indented under top level headings. Top level headings will be treated as the Slide's title and first level headings will be imported as bullet points under the Top Level Heading. The inserted slides will be placed after the active slide in your presentation.

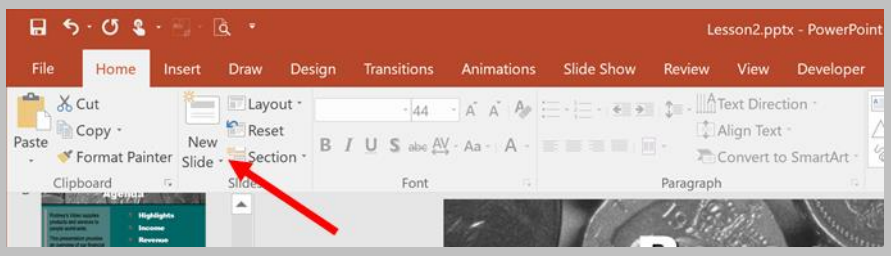
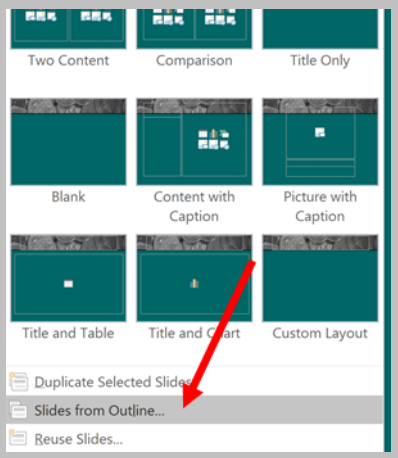
To Import an Outline from World

1. Select the slide after which you want to place the new slides.
2. On the Home Ribbon, click the arrow next to **New Slide** on the Slides Group.
3. Click **Slides from Outline** from the menu.
4. In the **Insert Outline dialog box**, navigate to the folder where the file you wish to import is located.
5. Select the file and then click **Insert**.



The Insert Outline Dialog Box

Let's Try It!

What	Why
1. Select **Slide 6**.	Makes Slide 6 the active slide. The slides we insert will be placed after this slide.
2. Click the arrow next to **New Slide** on the Slides Group on the Home Ribbon as shown below.	Displays the New Slide gallery.
	
3. Click **Slides from Outline** from the menu as shown.	Displays the Insert Outline dialog box. 
4. Click the **Desktop** icon on the left side of the Insert Outline window.	Displays the contents of the Desktop folder.
5. Double-click the **Lesson Files** folder.	Displays the contents of the Lesson Files folder.

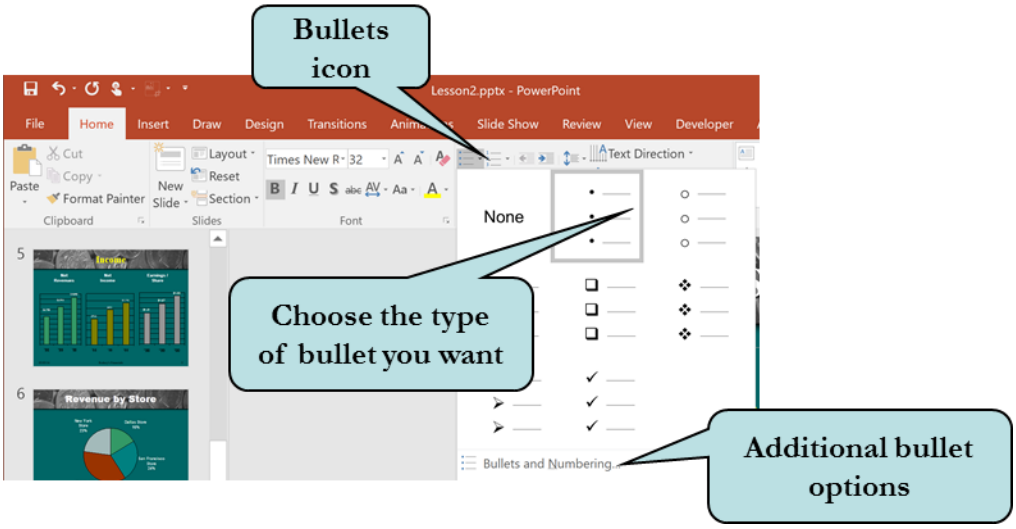
What	Why
6. Click on the **Sales by Store** file.	Selects the Microsoft Word outline file we wish to import into our presentation.
7. Select **Insert** and observe the new slide as shown below.	Inserts two new slides into our presentation after Slide 6.
8. Press the **Page Down** key.	Moves to the next slide outline that we imported.

2.9 Using Bulleted Lists

In this lesson, you will work with applying and modifying bulleted lists.

Bulleted Lists are the foundations of conventional presentations. By default, the text placeholder in PowerPoint is formatted to be a bulleted list using the traditional ● character as the bullet. Bulleted lists present key ideas in a list format but do not necessarily suggest a particular sequence. To create a bulleted list, click on the **Bullets** icon on the Home Ribbon. Click the bullets icon again when you are finished with your list. If you want to insert a specific type of bullet, click the arrow next to the Bullets icon and choose the desired bullet type from the gallery.

For more bullet options, such as setting the type of bullet, indentation, etc., click the arrow next to the Bullets icon. To modify bullet indentation or to create a new bullet type, click **Bullets and Numbering** on the menu, click the Bulleted tab and make your selections.



To Create a Bulleted List

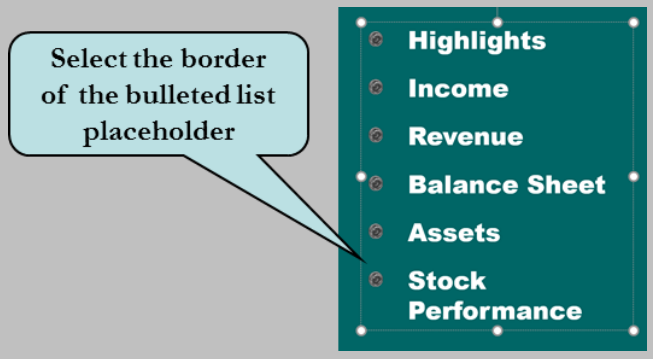
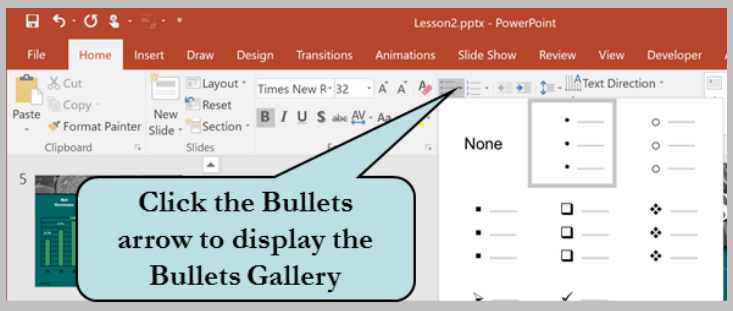
1. Select the list to which you want to apply bulleting.
2. To create a default bulleted list, click the **Bullets** icon on the Home Ribbon

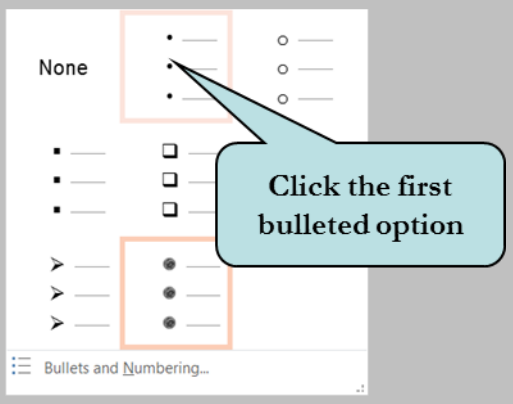
To Modify a Bulleted List

1. Click on the placeholder containing the list you want to modify.
2. Click the drop-down arrow next to the Bullets icon.
3. Click on the desired **Bullet type** in the window.

4. For additional options, click the drop-down arrow next to the Bullets icon, choose **Bullets and Numbering** on the menu, click the **Bulleted** tab and make your desired selections.
5. Click **OK**.

Let's Try It!

What	Why
1. Select **Slide 3**.	Makes Slide 3 the active slide.
2. Select the border of the placeholder that contains the bulleted list as shown below.	Selects the placeholder whose bulleted list we want to modify.
	
3. Click the drop-down arrow next to the Bullets icon as shown below.	Displays the Bullets gallery.
	
4. Click the first bullet option in the first row as shown below.	Applies the bullet option in row 1, column 2 to our bulleted list.

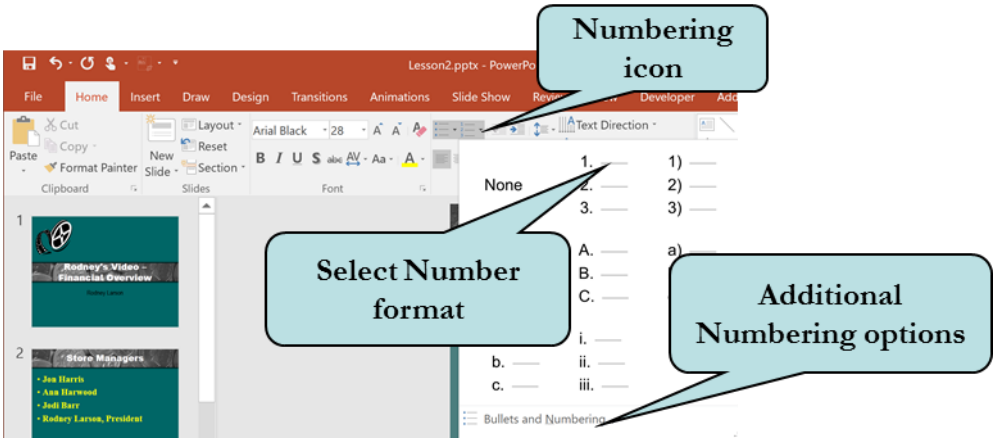
What	Why
	
5. Click anywhere outside of the placeholder.	Deselects the placeholder.

2.10 Using Numbered Lists

In this lesson, you will learn how to create a list of items preceded by sequential numbers.

If your list of items needs to follow a particular order, such as step-by-step instructions for accomplishing a task, you will want to use a **numbered list**. With a numbered list, each item in your list is preceded by a sequential letter or number, such as 1, 2 3 or A, B, C. To turn on numbering, click the **Numbering** icon on the Home Ribbon.

For more numbering options such as setting the number format, indentation, or starting number, click the arrow next to the Numbering icon and choose the number format you want. For additional options, click **Bullets and Numbering** on the menu, click the Numbered tab and make your selections.



To Create a Numbered List

1. Select the list to which you want to apply numbering.
2. To create a default numbered list, click the **Numbering** icon on the Home Ribbon.
3. For more Numbering options, click the drop-down arrow next to the Numbering icon.
4. Click on the desired **Number type** in the window.
5. To set the number at which to begin the list, click **Bullets and Numbering** on the menu, click the **Numbered** tab and enter the value in the **Start at** box.
6. Set any additional options.
7. Click **OK**.

Let's Try It!

What		Why
1.	Select **Slide 3**.	Makes Slide 3 the active slide.
2.	Select the border of the placeholder that contains the bulleted list.	Selects the placeholder whose bulleted list we want to modify. We will change the bulleted list to a numbered list.
3.	Click the **Numbering icon** on the Ribbon.	Applies the default numbering format to the selected text.
4.	Click the **Save** icon.	Saves the active presentation.

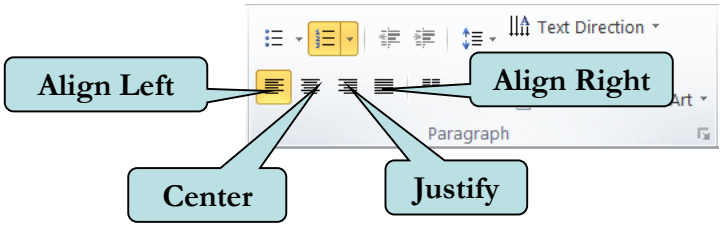
2.11 Setting Paragraph Alignment

In this lesson, you will work with modifying the alignment of text within a placeholder.

Alignment refers to the arrangement of text in relation to the left and right edges of the text placeholder. For example, a paragraph that is left-aligned is flush with the left placeholder edge. There are four types of alignment that you can apply to a paragraph:

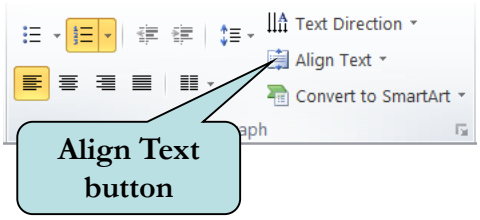
- **Align Left** – text is flush with the left placeholder edge.
- **Align Right** – text is flush with the right placeholder edge.
- **Center** – text is positioned with an even space from the left and right placeholder edges.
- **Justify** – both edges of the paragraph are flush with the left and right placeholder edges (extra spaces are added between words to create this effect).

To change the alignment of a paragraph, click anywhere within the paragraph and click the desired alignment icon on the Home Ribbon, as shown below. A paragraph is defined by a hard return at the end of a sentence.



Alignment icons on the Home Ribbon

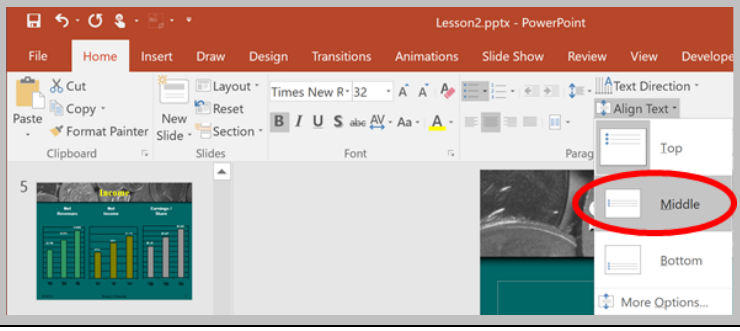
You can also vertically align text from the top and bottom edges of the text placeholder. Click the **Align Text** icon in the Paragraph group on the Home Ribbon and choose **Top, Bottom** or **Middle**. For additional alignment options, click **More Options** and make your desired selections from the Format Text Effects dialog box.



To Align Text from the Left and Right Edges of the Placeholder

1. To align all the text in your placeholder, click on the border of the placeholder containing the text you would like to align.
2. To align only selected text within your placeholder, highlight the desired text.
3. Click the desired Alignment icon on the Home Ribbon.

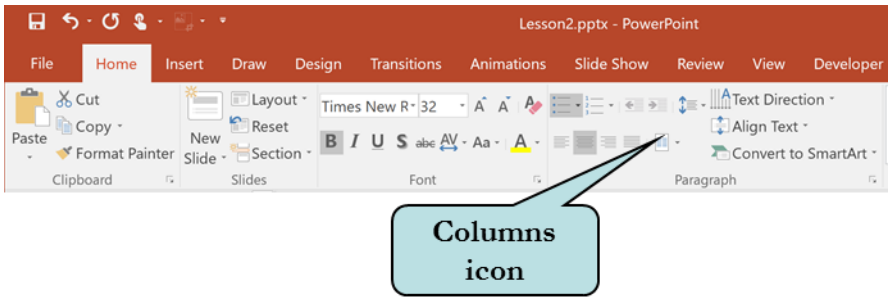
Let's Try It!

What	Why
1. Select **Slide 7**.	Makes Slide 7 the active slide.
2. Select the border of the placeholder that contains the store information.	Selects the placeholder containing the items whose alignment we wish to modify.
3. Click the **Center alignment icon** on the Home Ribbon.	Applies center alignment to all items within the placeholder.
Text centered within placeholder	
4. Click the **Align Text** icon and choose **Middle** from the gallery as shown below.	Vertically centers the text within the placeholder.
	

2.12 Adding Columns

In this lesson, you will learn how to add columns to text placeholders.

PowerPoint also has the ability to create columns within a text box. This is especially handy if you have a long list of items that you wish to transform into two, three or more columns. After you insert your columns, you can then modify the spacing between them. The columns icon is located on the Paragraph group of the Home Ribbon, to the right of the Justify icon.



To Create Text Columns

1. Select the text box to which you want to add a column.
2. Click the **Home** tab on the Ribbon.
3. Click the **Columns** icon on the Paragraph group on the Ribbon.
4. Select the desired number of columns from the columns gallery.

To Modify Column Spacing

1. Select the text box whose column spacing you want to modify.
2. Click the **Home** tab on the Ribbon.
3. Click the Columns icon on the Paragraph group on the Ribbon.
4. Choose **More Columns** from the columns gallery menu.
5. Click the up or down arrows in the Columns dialog box or type in the value you want.
6. Click **OK**.

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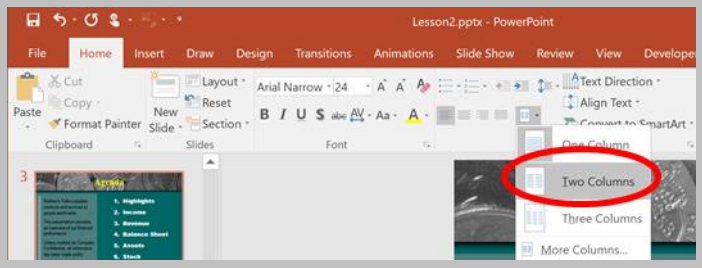
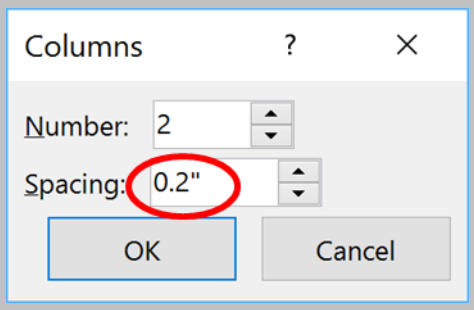
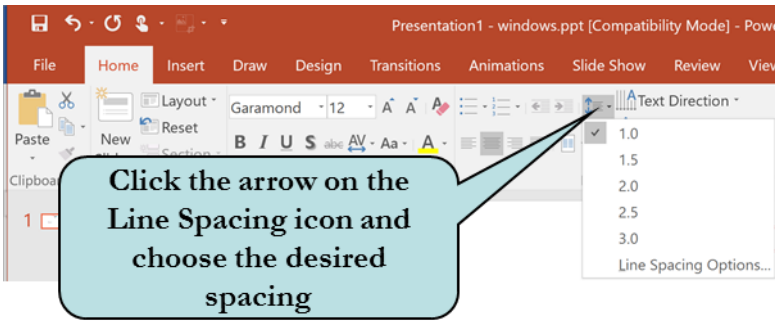
Let's Try It!

What	Why
1. Select **Slide 3**.	Makes Slide 3 the active slide.
2. Click inside of the placeholder that contains the three paragraphs (beginning with "Rodney's Video supplies…).	Selects the placeholder text that we wish to transform into columns.
3. Click the **Columns icon** on the Ribbon and choose **Two Columns** as shown below.	Transforms the text into two columns.
	
4. With the text box still selected, click the **Columns icon** again and select **More Columns** from the menu.	Displays the Columns dialog box.
5. In the **Spacing box**, type: **.2** as shown and then click **OK**.	Changes the spacing between columns to .2 inches. 

2.13 Adjusting Line Spacing

In this lesson, you will learn how to change the spacing between the lines within your paragraph

Line Spacing refers to the amout of vertical space between each line of text in a paragraph. The default is single-spaced – enough to accommodate a line of text with only a small amount of white space between each line.



At times, you may need to tighten up the amount of space between lines of text in order to fit all of your information on one slide or you may wish to increase the space between your lines in order to make your slides easier to read. There are several types of line spacing options from which to choose:

- **1.0 lines (Single)** – enough to accommodate a line of text with a small amount of white space between lines
- **1.5 lines** – One and a half times the single space amount
- **2.0 lines (Double)** – Two times the single space amount
- **2.5 lines** – Two and a half times the single space amount
- **3.0 (Triple)** – Three times the single space amount

From the **Paragraph Dialog box**, you can also specify customized line spacing such as:

- **At Least** – The minimum amount of space (in points) between lines. Enter the point size in the **At** box. Space is increased to accommodate larger characters.
- **Exactly** - The amount of space (in points) between lines. Enter the point size in the **At** box. Space is **not** increased to accommodate larger characters.
- **Multiple** – Enter a multiple of the size of the font. Entering a multiple of 3 when a 10 point font is used results in 30 points between the lines.

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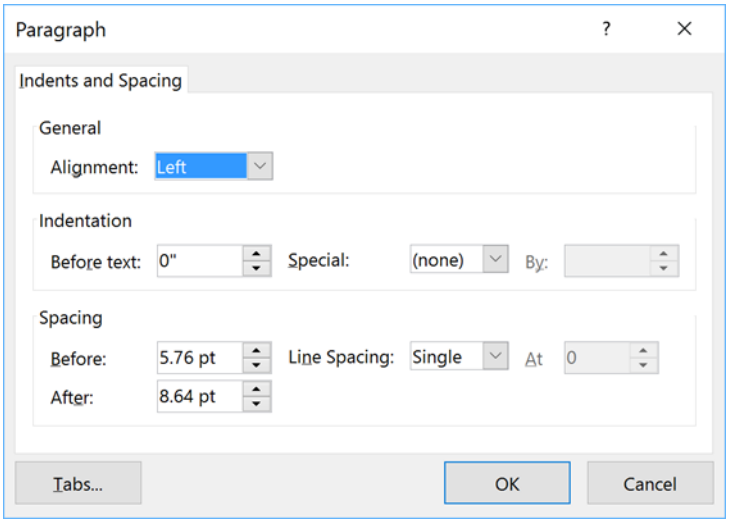
You can set line spacing by clicking the **Line Spacing icon** on the Home Ribbon and selecting the desired line spacing from the list. To set an At Least, Exactly or Multiple line spacing option, click **Line Spacing Options** to display the Paragraph dialog box or click the **Dialog Launcher** on the **Paragraph** group on the Home Ribbon.

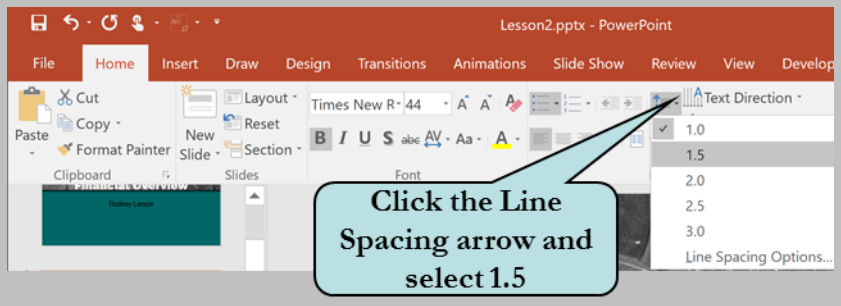
To Change Line Spacing in a Paragraph

1. Click on the border of the placeholder containing the text whose spacing you would like to modify.
2. To change the line spacing of individual paragraphs, click anywhere in the paragraph whose line spacing you wish to change.
3. Click the arrow next to the **Line Spacing** icon and select the line spacing you want to apply to your paragraph (1, 1.5, 2, 2.5, 3)
4. To set an At Least, Exactly or Multiple line spacing option, click **Line Spacing Options** from the list to display the Paragraph Dialog box.
5. From the Paragraph Dialog box (click the paragraph dialog launch icon):
   a. Select the desired line spacing from the **Line spacing** drop-list.
   b. If choosing **At Least**, **Exactly** or **Multiple**, enter the point size amount in the **At** box.
   c. To change the amount of spacing before a paragraph, enter the desired value in the **Before** box.
   d. To change the amount of spacing after a paragraph, enter the desired value in the **After** box.
   e. Click **OK**



Paragraph dialog box

Let's Try It!

What	Why
1. Select **Slide 2**.	Makes Slide 2 the active slide.
2. Select the border of the placeholder that contains the bulleted list.	Selects the placeholder containing the items whose line spacing we wish to modify.
3. Click the arrow on the **Line Spacing icon** and chose **1.5** from the list as shown below.	Changes the line spacing of the text to 1.5 lines.
	
4. Click the **Save** icon on the Quick Access toolbar.	Saves the active presentation.

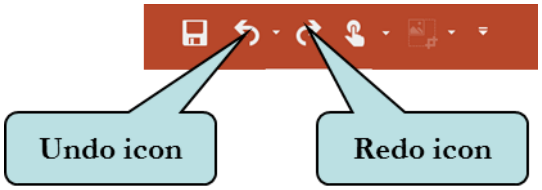
2.14 Using Undo and Redo

In this lesson, you will learn how to undo and redo actions in Microsoft PowerPoint.

PowerPoint contains a powerful feature called **Undo/Redo** that allows you to reverse any editing action, including formatting. While entering data, you may have made a typo or even accidentally deleted a word or an entire sentence. You can reverse this action with the **Undo** command.

Each time you launch the Undo command, it will reverse the last action you did; thus, clicking the Undo icon 20 times will undo the last 20 actions as if they had never happened. Rather than clicking the Undo icon 20 times to undo multiple actions, clicking the arrow next to the Undo icon allows you to quickly undo multiple past actions by navigating down the history list and selecting the number of actions you wish to undo.

Redo reverses the action of an Undo command.



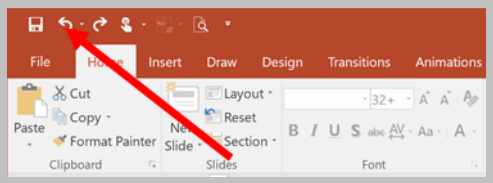
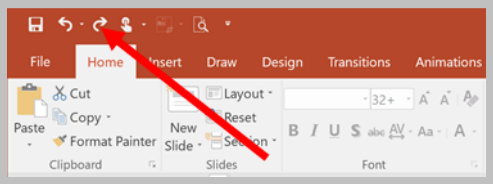
To Use the Undo Command

1. Click on the **Undo** icon on the Quick Access Toolbar.
   Or
   Press the **Ctrl + Z** keystroke combination
2. To undo multiple actions, click the arrow to the right of the Undo icon and scroll down until the desired number of past actions is selected.

To Use the Redo Command

1. Click the **Redo** icon on the Quick Access Toolbar.
   Or
   Press the **Ctrl + Y** keystroke combination
2. To Redo multiple actions, click the arrow to the left of the Redo icon and scroll down until the desired number of undo past actions is selected.

Let's Try It!

What		Why
1.	Select **Slide 8** in the Thumbnails Pane.	Makes Slide 8 the active slide.
2	Press the **Delete** key.	Deletes Slide 8.
3.	Select **Slide 2** in the Thumbnails Pane.	Makes Slide 2 the active slide.
4.	Click the placeholder that contains the bulleted list.	Selects the bulleted list placeholder.
5.	Press the **Delete** key.	Deletes the bulleted list placeholder.
6.	Click the **Undo** icon on the Quick Access Toolbar as shown below.	Reverses the action of deleting the paragraph.
		
7.	Click the **Undo** icon again.	Reverses the action of deleting Slide 8.
8.	Click the **Redo** icon as shown below.	Reverses the action of the last Undo command.
		
9.	Click **Undo**.	Reverses the last action and restores the slide.
10.	Click the **File tab** and select **Close**. Save any changes.	Closes the active presentation and saves any changes we made to the presentation.

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Lesson Summary – Inserting & Modifying Text

- In this lesson, you learned how to create headers and footers on your slides, notes and handouts using the Header and Footer command on the Text group of the Insert Ribbon. You learned how to add such items as the slide number, an automatically updating date and time and custom text for your headers and footers.
- Next, you learned how to enter text into your slides by typing directly into the placeholders. You learned how to create a blank new line by pressing the Enter key.
- Then, you learned that when preparing a presentation, you can use the Notes Pane to provide anecdotes, additional details relating to a slide, or any other information that you want to mention in your presentation but do not want to include on your slides. You also learned that when printing your slides, you have the option of printing out your notes pages as well.
- Then, you learned how to copy and paste text using Copy and Paste commands on the Home Ribbon.
- Then, you learned how to cut and paste text (move it from one location to another) using Cut and Paste commands on the Home Ribbon.
- Then, you learned how to apply formatting such as bold, italic, underline, change font size, etc. to selected text in your slides using the Formatting tools under the Home Ribbon.
- Then, you used Format Painter icon on the Home Ribbon to copy the formatting from one area of text and apply it elsewhere in your presentation. You learned that this feature copies all formats including font typeface, font color, alignment, etc. to the new object.
- Then, you learned how to import a document that is in outline format (first level headings indented under top level headings) into PowerPoint from another file format such as text, rich text format, or Microsoft Word by clicking the New Slide arrow on the Home Ribbon and then choosing Slides from Outline from the menu.
- Then, you learned how to create a bulleted list by clicking on the Bullets icon on the Home Ribbon. You also learned how to change the bullet type.
- Then, you learned how to create a numbered list by clicking on the Numbering icon on the Home Ribbon. You also learned how to change the number format as well as restart numbering.

- Then, you learned how to align paragraph text to the edges of the text placeholder using the alignment icons on the Home Ribbon. You learned that there are 4 types of alignment that you can apply to a paragraph: align left, align right, center and justify. You also learned how to change the vertical alignment of text relative to the top and bottom borders of the placeholder.
- Then, you learned how to transform a text box so that it contains two or more columns. You learned that after you add your columns, you can then modify the spacing between columns if need be.
- Then, you used the Line Spacing command icon on the Ribbon to change the spacing within a paragraph. You also learned how to change the spacing before and after paragraphs from the Paragraph dialog box.
- Lastly, you learned how to reverse any editing action by clicking the Undo icon. You also learned that you can reverse the action of the Undo command by clicking the Redo icon.

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Lesson 2 Quiz

1. What is a header?
   A. The slide title
   B. A slide number
   C. Information that appears at the top of each slide
   D. Information that appears at the bottom of each slide

2. To enter text on a slide,
   A. Click anywhere on the slide and type your text.
   B. Click in a text placeholder and type your text.
   C. Click the Text icon on the Home Ribbon and then type your text.
   D. Click the Copy icon on the Home Ribbon and then type your text.

3. The Notes Pane is not displayed when delivering a slide show.
   A. True
   B. False

4. What is the difference between cutting and copying text?
   A. Copying creates a duplicate of selected text and cutting moves it to a new location.
   B. Cutting creates a duplicate of selected text and copying moves it to a new location.
   C. Copying adds formatting whereas cutting does not.
   D. Cutting permanently deletes the text from your slide and copying places it permanently on the clipboard.

5. Name three formatting effects that you can apply from the Font group on the Home Ribbon.

6. You want to add bold formatting to a word on your slide. To do this, select the word and then:
   A. Click the Emphasis icon on the Home Ribbon.
   B. Click the Bold icon on the Formatting Ribbon.
   C. Select Format > Bold from the Font menu.
   D. Click the Bold icon on the Home Ribbon.

7. How can you modify the font size of selected text (select all that apply)?
   A. Select the new font size from the Font drop-down list on the Home Ribbon.
   B. Select the new font size from the Font drop-down list on the Insert Ribbon.
   C. Click the Font Dialog Box Launcher and selected the desired font size from the dialog box.
   D. Right-click on selected text and choose the new font size from the Mini-Toolbar.

8. You want to apply formatting from one area of text to several locations in your presentation using Format Painter. To achieve this, you:
   A. Click on the Format Painter icon and select all the areas of text to which you want to apply formatting.
   B. Click on the Format Painter icon, hold down the Shift key, and select all the areas of text to which you want to apply formatting.
   C. Click on the Format Painter icon, hold down the Ctrl key, and select all the areas of text to which you want to apply formatting.
   D. Double-click on the Format Painter icon and select all the areas of text to which you want to apply formatting.

9. You want to insert an outline that you created in Microsoft Word into your presentation. How can you accomplish this?
   A. Click the Outline icon on the Insert Ribbon and then navigate to the folder that contains the file you want to insert.
   B. Click the File icon on the Insert Ribbon and then navigate to the folder that contains the file you want to insert.
   C. Click the New Slide arrow on the Home Ribbon, choose Slides from Outline from the menu and then navigate to the folder that contains the file you want to insert.
   D. Click the New Outline arrow on the Home Ribbon, choose Slides from Outline from the menu and then navigate to the folder that contains the file you want to insert.

10. Under which Ribbon tab can you find the Font command icons?
    A. The Home Tab
    B. The Formatting Tab
    C. The Insert Tab
    D. The Font Tab

11. You want to convert a plain list of items to a bulleted list. You (select all that apply):
    A. Click anywhere in the list and click the Bullets icon on the Home Ribbon.
    B. Select the entire list, click the Bullets and Numbering icon on the Home Ribbon, click the desired bullet type and then click OK.
    C. Click the entire list and click the Bullets icon on the Paragraph Ribbon.
    D. Click the entire list and click the Bullets icon on the Home Ribbon.

12. You now want to convert your bulleted list to an automatically numbering list. You (select all that apply):
    A. Select the entire list and click the Convert to Numbers icon on the Home Ribbon.
    B. Select the entire list and click the Numbering icon on the Home Ribbon.
    C. Delete all of the bullets in the list and type in numbers.
    D. Right-click and choose "Convert to Numbers" from the contextual menu.

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LAB 2 – ON YOUR OWN

1. Open **Lab2.ppt**.
2. Insert the current date and the slide number as a footer on each slide.
3. Select **Slide 2** and insert a new line at the end of the bulleted placeholder that reads: **Establish Project Costs**
4. Move the line that reads: **Ultimate Goal of Project** to Slide 3 on a new line in the bulleted placeholder (Hint: use Cut & Paste).
5. Change the font type of the title in Slide 1 to **Times New Roman** and the font size to **48 pt**.
6. Select **Slide 6** and underline the words: **New technology**
7. Click in the Notes Pane and type: **Provide demonstration of new technologies**.
8. Select **Slide 2** and change the **bulleted** list to a **numbered** list. Use the 1., 2., 3., format.
9. Select **Slide 5** and remove the bulleting (Hint: click the Bullets icon). Center the text within the placeholder.
10. Select **Slide 8** and change the **After Paragraph Line Spacing** in the bulleted placeholder to **.6.**
11. Save and Close the file.

Lesson 3

Lesson 3 - Working with Graphics

Lesson Topics:

3.1 Adding Pictures from a File

3.2 Inserting Online Images

3.3 Using Drawing Tools

3.4 Formatting Drawing Objects

3.5 Formatting Text Boxes

3.6 Using the Format Shape Pane

3.7 Adjusting Graphics

3.8 Applying Image Effects

3.9 Cropping Images

3.10 Applying Picture Styles to Images

3.11 Using the Background Removal Tool

3.12 Creating a Photo Album

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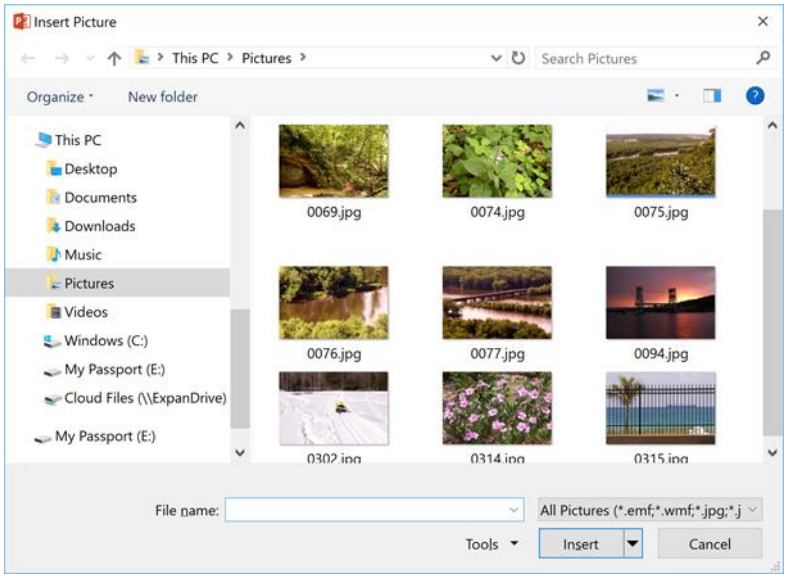
3.1 Adding Pictures from a File

In this lesson, you will learn how to add pictures to your slides.

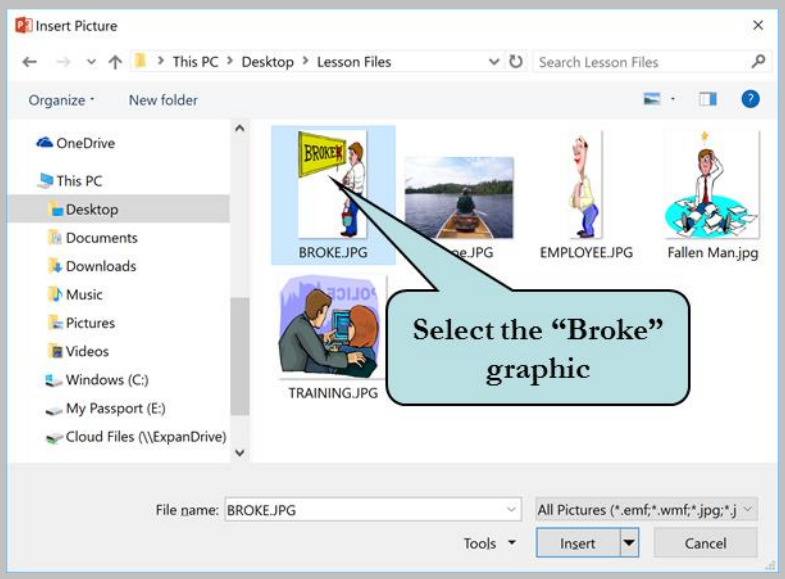
Microsoft Office allows you to insert graphical images into your presentations from your computer drive, an external drive or network drive. These can be images that you have created in another program such as Adobe Photoshop™, images that you have uploaded from a digital camera or images that have been purchased. PowerPoint supports a wide variety of graphical formats such as .jpg, .gif, .bmp, etc. Adding images to your slides can really add an extra touch to your presentations.

To Insert a Picture

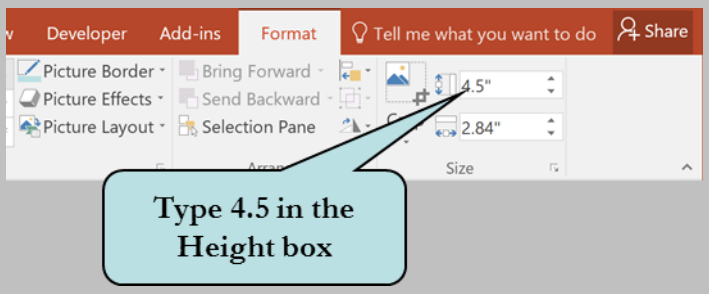
1. Select the slide into which you wish to insert the image.
2. Click the **Insert tab** on the Ribbon
3. Click the **Pictures** icon under the Images group to display the Insert Picture dialog box.
4. Navigate to the folder that contains the image you wish to insert.
5. Click the file to select it and then click the **Insert** button.



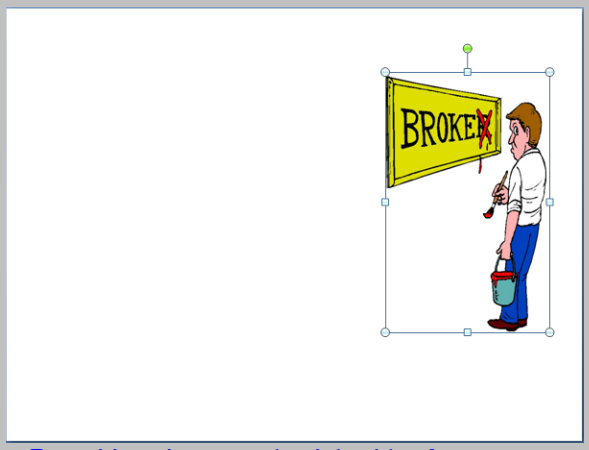
Let's Try It!

What	Why
1. Open the **Lesson3a** from the Lesson Files on your Desktop.	Opens the Lesson3a presentation file.
2. Click the **Insert tab** on the Ribbon.	Switches to Insert commands and tools.
3. Click the **Pictures icon** on the Ribbon.	Displays the Insert Picture dialog box.
4. Click on the **Desktop** folder icon in the left pane.	Switches to the Desktop folder.
5. Double-click the **Lesson Files** folder.	Switches to the Lesson Files folder.
6. Click on the file named: **broke** as shown below.	Selects the image to be inserted into our slide.
	
7. Click **Insert**.	Inserts the image into our presentation. As the picture came in larger than we would like, we will modify its height.

What	Why
8. Click in the **Height** box on the Size group on the Ribbon and type in: **4.5** as shown below. Press **Enter**.	Changes the height of the image to 4.5 inches.



9. Click on the picture and drag about one inch down and about three inches to the right until the picture is on the right side of your screen as shown below.	Repositions the picture.



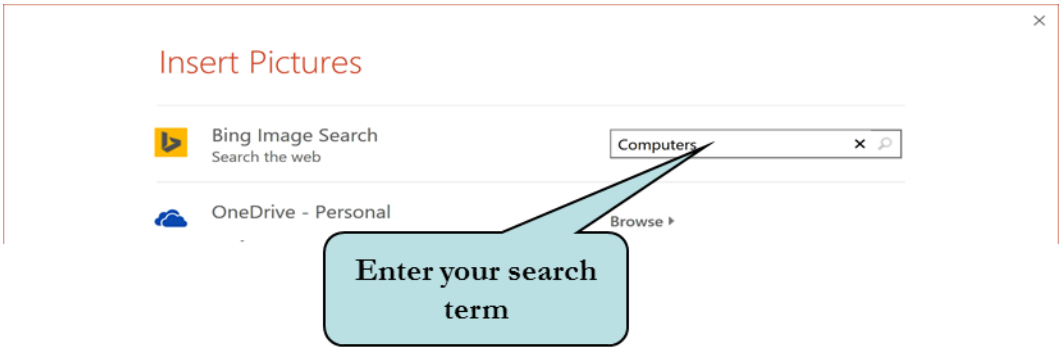
Reposition picture on the right side of your screen

10. Click the **Save** icon on the Quick Access Toolbar.	Saves the active presentation.

3.2 Inserting Online Images

In this lesson, we will learn how to insert online images into your presentations.

You can also insert images from the Internet into your presentations by using the Online Pictures icon on the Insert Ribbon. What this does is allows you to search for images using Bing Image Search. Type in the description for what you are searching for in the Search Box and results matching your search term will display. You can then download the image and insert it into your document.



Images are subject to copyright so be sure you obtain permission from the website's owner before using any image publicly. Many images are covered under the Creative Commons license, which allows you to use the image in certain situations as long as attribution is made to the image creator.

To Insert an Online Picture

1. Set the insertion point where you wish to insert the image.
2. Click the **Insert** tab on the Ribbon.
3. Click the **Online Pictures** icon on the Illustrations group of the Ribbon.
4. Click in the **Bing search box** and type in the search term for the image you want and then press Enter. If you want to insert images from your **OneDrive** account, click **Browse** in the OneDrive area.
5. Click the image that you want to insert.
6. Click the **Insert** button.

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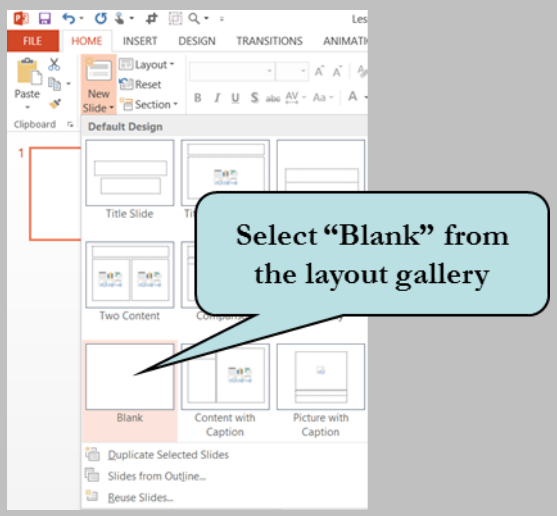
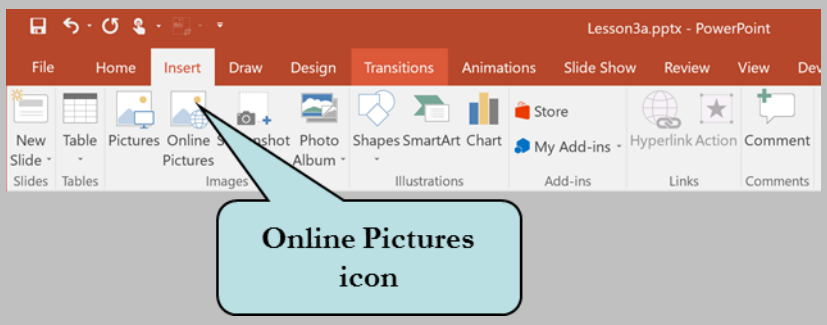
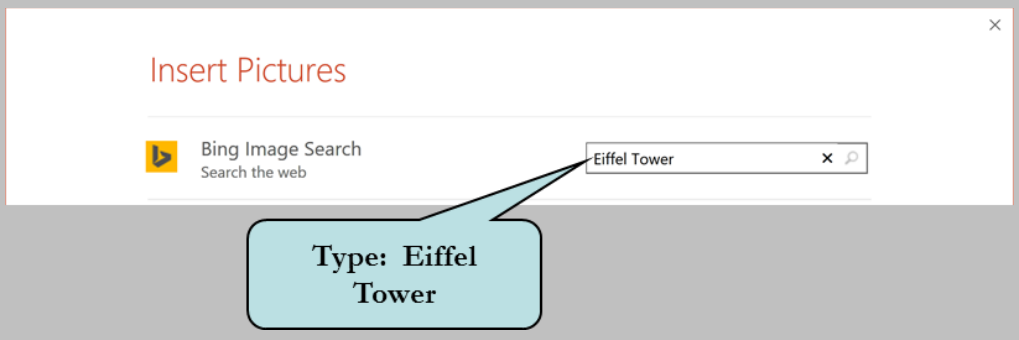
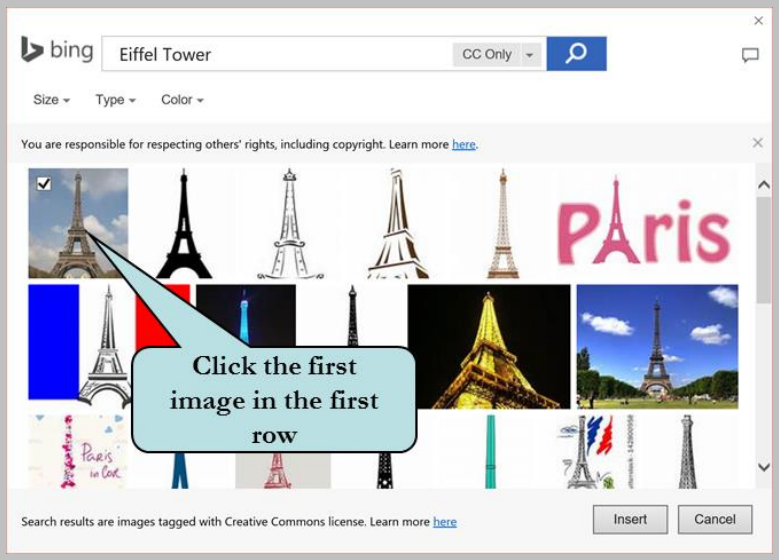
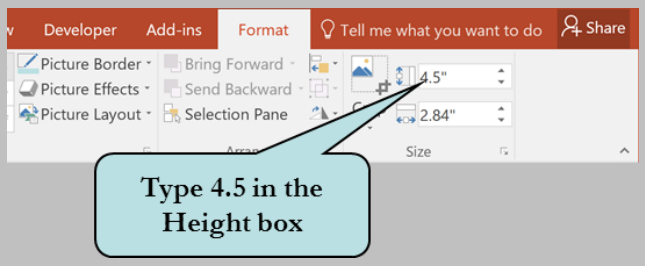
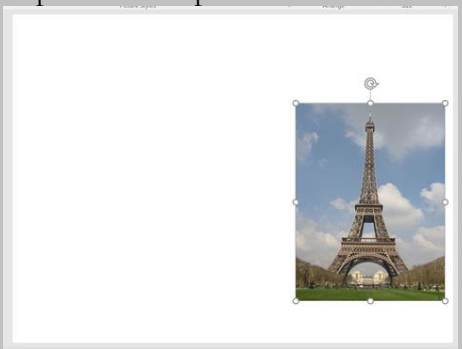
Let's Try It!

What	Why
1. Click the **Home** tab on the Ribbon.	Switches to the Home tab.
2. Click the **New Slide arrow** on the Ribbon.	Displays the layout gallery.
3. Click the **Blank** Layout in the layout gallery as shown below.	Selects the Blank slide layout.
	
4. Click the **Insert tab** on the Ribbon.	Switches to Insert commands and tools.
5. Click the **Online Pictures icon** on the Ribbon as shown below.	Displays the Online Pictures dialog box.

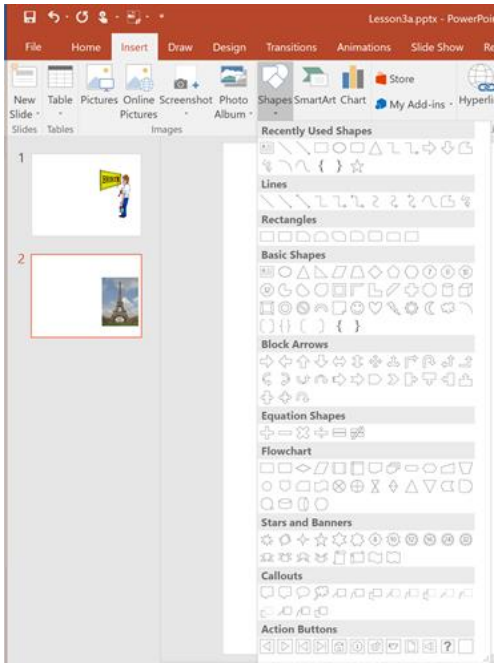
What	Why
	
6. Click in the Bing Image Search box and type: **Eiffel Tower** as shown below.	Enters our search term.
	
7. Press **Enter**.	Searches for our term and then displays matching images in the window.
8. Click the **first image** in the window as shown below.	Selects the image we want to use (the first Eiffel Tower image displayed on your device may be different than the one pictured below).

What	Why
	
9. Click **Insert**.	Inserts the image into our document.
10. Click in the **Height** box on the Size group on the Ribbon and type in: **4.5** as shown below. Press **Enter**.	Changes the height of the image to 4.5 inches.
	
11. Click on the picture and drag downward to the right until the picture is on the right side of your screen as shown here.	Repositions the picture. 

3.3 Using Drawing Tools

In this lesson, you will learn how use PowerPoint's drawing tools.

PowerPoint contains many powerful ready-made drawing tools such as lines arrows, rectangles, circles, cubes, block arrows, callouts, stars and banners that you can add to your presentations. Move your mouse pointer over any drawing icon to display an informational box explaining what the drawing tool is. These tools are located on the **Illustrations group** under the Insert Ribbon.



The Shapes are grouped for you by the following categories:

- Recently Used Shapes
- Lines
- Rectangles
- Basic Shapes
- Block Arrows
- Equation Shapes
- Flowchart
- Stars and Banners
- Callouts

- Action Buttons

One of the more common tools you may use is the **text box**. Text boxes allow you to place text anywhere on your presentation. For example, you can add a caption to a picture by creating a text box and situating it near the picture. Using text boxes as well as the other drawing tools can draw attention to particular areas of your presentation, helping you to convey your message more easily and effectively and can also add a bit of pizzazz as well.

To draw an object on your slide, click on the desired drawing object button and with your left mouse button held down, drag the object onto your slide until it is the size that you want.

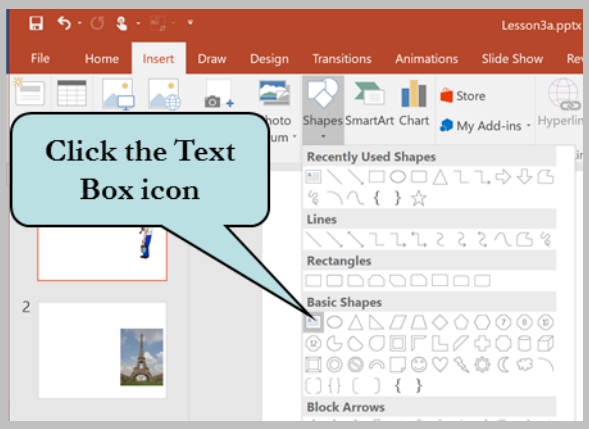
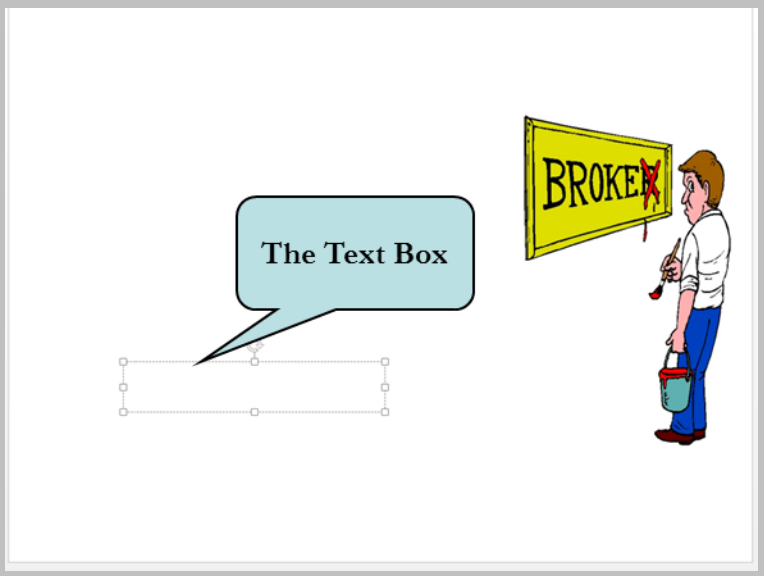
To Add a Shape

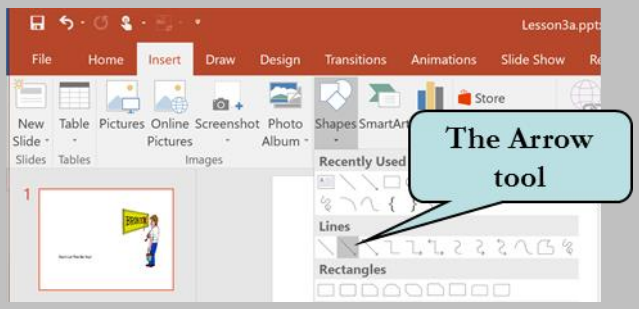
1. Activate the slide onto which you want to place a Shape.
2. Click the **Insert tab** on the Ribbon.
3. Click the **Shapes** icon on the Illustrations group on the Ribbon.
4. Click the Shape that you want to add to your slide from the Shapes gallery.
5. Move the + pointer to the area on your slide where you wish to begin drawing your object.
6. Click and hold down the left mouse button.
7. Drag until your shape or line is the desired size.
8. Release the mouse button.

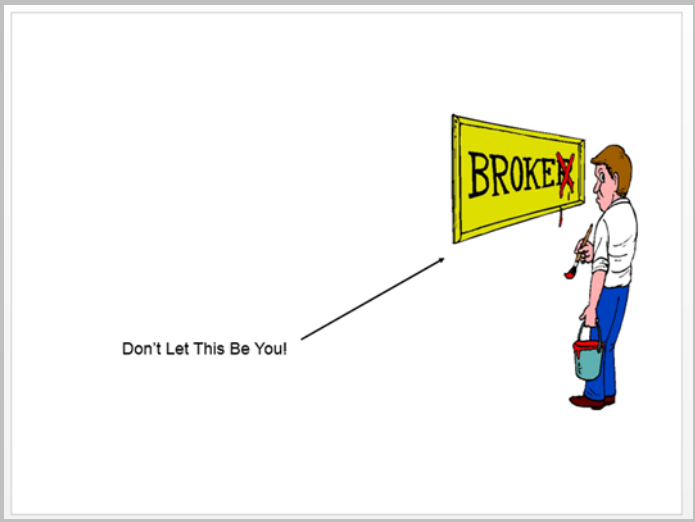
Tip: You can also insert shapes from the Drawing group of the Home Ribbon.

Let's Try It!

What	Why
1. Click on **Slide 1** in the thumbnails pane.	Makes slide 1 the active slide.
2. Click the **Shapes** icon on the Insert tab and then click the **Text Box** drawing tool icon (the first icon under the Basic Shapes category) as shown below	Activates the text box drawing tool. You are now ready to draw the object on your slide.

What	Why
	
3. Move the mouse pointer **about 1 inch from the left margin**, about **¾ of the way down the page**.	Selects the area where you will begin drawing the text box.
4. Click and drag downward and to the right until your text box is about 1 inch high and 4 inches long as shown below. **Release** the mouse button.	Creates the text box on your slide.
	

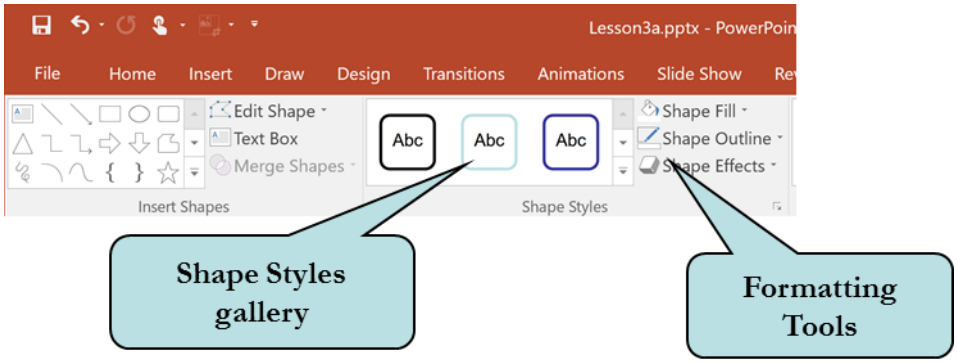
What		Why
5.	Click inside the text box and then type: **Don't Let This Be You!**	Enters text inside of the text box object.
6.	Click anywhere outside of the text box.	Deselects the text box.
7.	Click the **Shapes** button on the **Insert Ribbon** and then click the **Arrow** drawing tool (the second tool under the Lines category) as shown.	Activates the arrow drawing tool.
		
8.	Move your mouse pointer (+) to the right of the word **You!**	Selects the area where you will begin drawing the arrow.
9.	**Click and drag** towards the paintbrush in the picture until your arrow is about **3 inches long** as shown below. **Release** your mouse button.	Creates an arrow pointing from the text box to the paintbrush the man is holding in the picture.

What	Why
	
10. Click the **Save** button.	Saves the active presentation.

3.4 Formatting Drawing Objects

In this lesson, you will learn how to format drawing objects.

Chances are that after drawing your object, you will want to apply formatting to it so that it blends in with the rest of your presentation or slide background. The Shape Styles group on the contextual **Format Ribbon** contains several tools that allow you to modify such settings as line color, width and style, fill color, or apply special effects such as shadows, bevel, glow, or 3-D. You can also apply a predesigned Shape Style to your object from the **Shape Styles gallery**. The selections available from the Shape Styles gallery will depend on the type of object selected.



To apply formatting to your objects, you first need to **select the object** and then click on the appropriate formatting tool on the Format Ribbon. To apply formatting to more than one object at a time, hold down the **Ctrl** key and then select the desired objects.

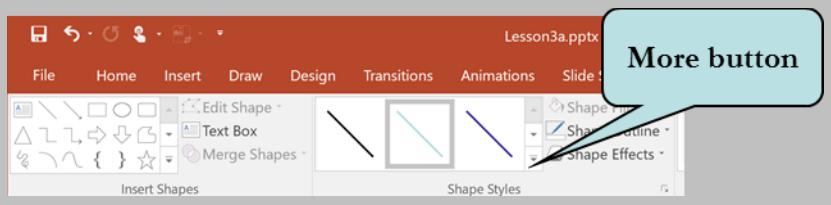
To Apply Formatting to Drawing Objects

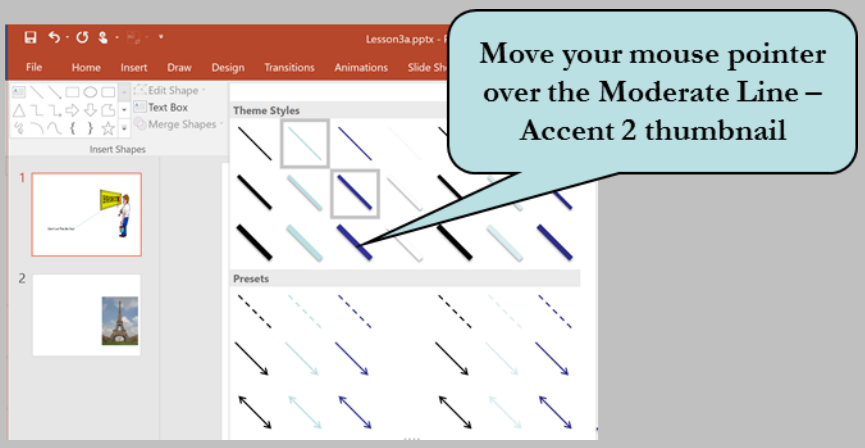
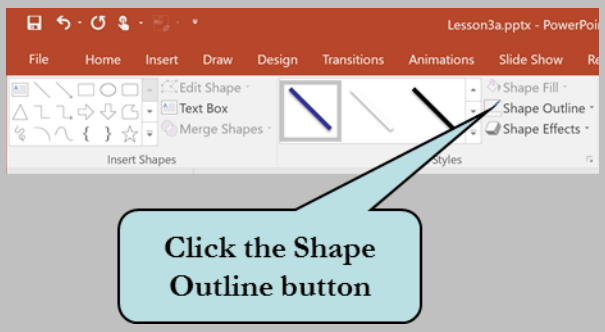
1. Click the object to activate it.
2. Click the contextual **Format tab** under Drawing Tools.
3. To apply a fill color to the object, click the **Shape Fill** arrow on the Shape Styles group and choose the desired color from the color palette. Click Picture, Gradient or Texture to fill the object with any of these items.
4. To apply or modify the lines or border of an object, click the **Shape Outline** arrow on the Shape Styles group and choose the options you want. Click **Weight** to change the thickness of lines and arrows or **Arrows** choose the arrow format.

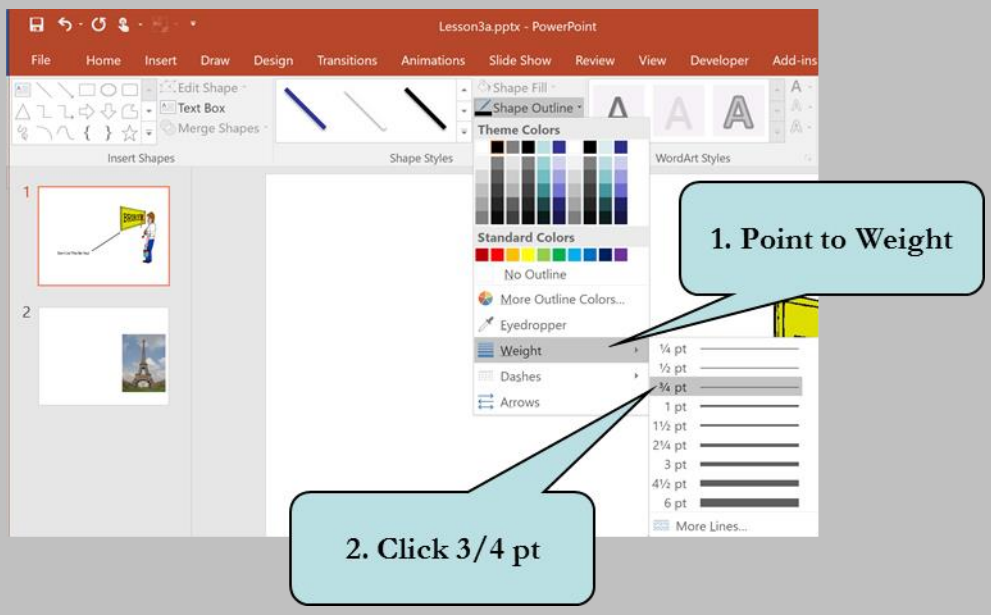
5. To apply an effect to an object, click the **Shape Effects** arrow on the Shape Styles group, point to the desired category from the list and then click the effect you want to apply from the gallery.
6. To apply a quick Shape Style which contains a combination of various effects, fill, and outline formatting, click the Shape Styles **More button** and choose the desired style from the gallery.

Tip: You can see a preview of most formatting and styles by moving your mouse pointer over any gallery thumbnail or color swatch button. The effect will be temporarily applied to the selected object. This is an example of PowerPoint's Live Preview feature.

Let's Try It!

What	Why
1. Click the **arrow** object that you drew in the last lesson.	Activates the arrow object.
2. Click the contextual **Format** tab on the Ribbon.	Ensures that the Format tab is the active tab.
3. Click the **More** button on the **Shapes Styles** group as shown below.	Displays a gallery of quick formatting that you can apply to the selected object.
	
4. Move your mouse pointer over the **Moderate Line – Accent 2 style**, in the third row, third column as shown below.	Displays a preview of the arrow as it would appear if we applied the style to it.

What	Why
	
5. Click the **Moderate Line – Accent 2** style in the gallery.	Applies the style to the line.
6. With the arrow still selected, click the **Shape Outline** button as shown below.	Displays various shape outline options.
	
7. Click the **black color swatch** in the color palette.	Changes the color of the selected object to black.
8. Click the **Shape Outline** button again and point to **Weight**.	Displays a gallery of various line thickness formatting that we can apply.
9. Click on **¾ pt** in the gallery as shown below.	Changes the thickness of the selected arrow to ¾ pt.

What	Why
	
10. Click **Save**.	Saves our changes.
11. Click the **Home** tab of the Ribbon.	Displays the Home Ribbon.

3.5 Formatting Text Boxes

In this lesson, you will learn how to format text box drawing objects.

One of the most commonly used drawing objects is the **text box**. Text boxes allow you to add additional information to any location on any slide. In order to change the formatting of a text box, you must first **select** it by directly clicking on the dashed border that surrounds it. It is easiest to first **click inside** of the text box to activate it, and then click on the text box **border**.

The formatting options for text boxes are numerous. Some options are:

- Change the font size and font type (typeface) of the text
- Change the alignment (left, center or right) of the text
- Add bold, italic or underline to the text
- Change the line spacing
- Add a fill color to the text box
- Change the font color of the text
- Add a border and/or a border color to the text box
- Set the border style (line thickness and line type)

You can apply some formatting such as font size and typeface, bold, italic, underline and text alignment by selecting the text box and then selecting the appropriate formatting command button on the Font group of the Home Ribbon. For object formatting, choose the desired tool from the Drawing Group on the Ribbon.

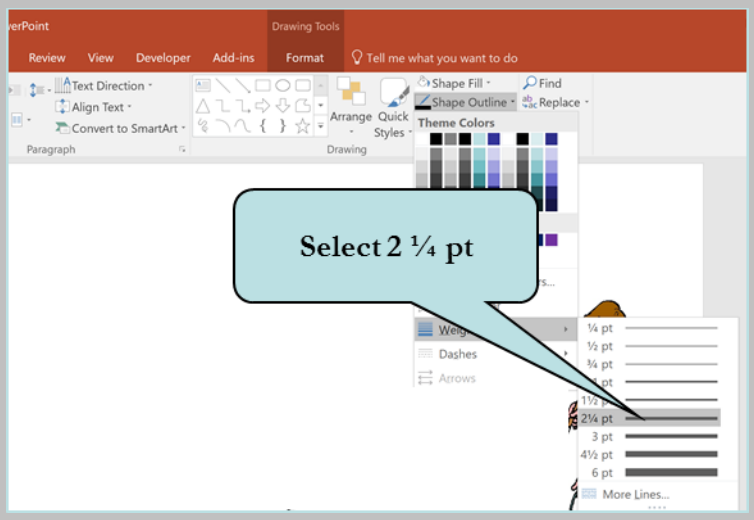
To Apply Formatting to Text Boxes

1. Click **inside** the text box to activate it.
2. Click on the **border** of the text box (to apply formatting to individual words inside the text box, select the text you would like to format).
3. Select any formatting options on the **Font group** on the Home Ribbon (i.e. bold, italic, font size, etc.).
4. To apply a fill color to the text box, click the **Shape Fill** arrow on the Shape Styles group of the contextual **Format Ribbon** and choose the desired color from the color palette. Click Picture, Gradient or Texture to fill the object with any of these items.
5. To apply or modify the lines or border of an object, click the **Shape Outline** arrow on the Shape Styles group of the contextual **Format Ribbon** and choose the options you want.

6. To apply an effect to an object, click the **Shape Effects** arrow on the Shape Styles group of the contextual **Format Ribbon**, point to the desired category from the list and then click the effect you want to apply from the gallery.
7. To apply a quick style which contains a combination of various effects, fill, and outline formatting, click the **Quick Style** button and choose the desired quick style from the Shape Styles gallery.

Let's Try It!

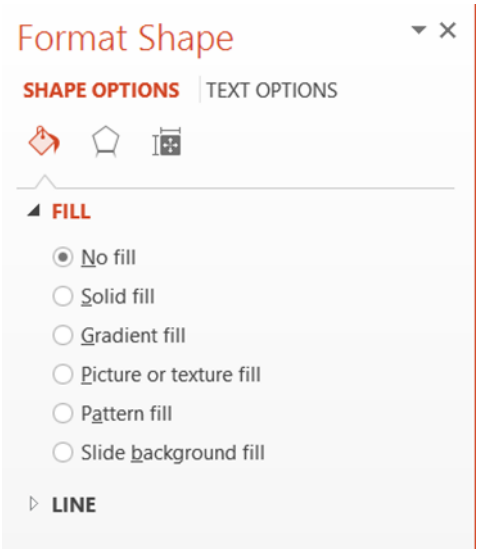
What	Why
1. Click **inside** of the text box.	Activates the text box object.
2. Click on the **dashed border** of the text box as shown below.	Selects the text box.
3. From the **Font** drop-down list on the Font group of the Home Ribbon, select **Times New Roman**.	Changes the typeface of all of the text in the text box to Times New Roman.
4. Click on the **Font Size** arrow and select **24** from the list.	Changes the size all of the text in the text box to 24 pt.
5. Click the **Bold** icon on the Ribbon.	Applies bold formatting to the text.
6. Click the **Italic** icon.	Applies italic to the text.
7. Click the **Shape Outline** icon on the Drawing group on the Ribbon.	Displays the color palette and line options.

What	Why
8. Click the **Black** color swatch on the color palette.	Applies an automatic black border to the text box.
9. Click the **Shape Outline** icon again on the **Drawing group** on the Ribbon.	Displays the color palette. Note that you can access shape style options from the Home Ribbon as well as the contextual Format tab.
10. Point to **Weight** on the menu and choose **2 ¼ pt** as shown below	Applies a 2 ¼ pt. thickness to the text box border.
	
11. Click the **Save** icon on the Quick Access toolbar.	Saves the active presentation.

3.6 Using the Format Shape Pane

In this lesson, you will learn how to format objects using the Format Shape pane.

Another way to format a shape is from the **Format Shape pane**. From here, you can set such options as line color and style, fill, shadow, adding 3-D effects, rotating objects and more. The available options depend on the type of object selected.



Format Shape dialog box

To display the Format Shape pane, right-click the object and choose **Format Shape** (or **Format Picture** if the object is a graphic) from the contextual menu. It will display on the right side of your screen.

To Use the Format Shape Pane

1. **Right-click** the object whose formatting you want to modify.
2. Choose **Format Shape** or **Format Picture** from the contextual pop-up menu.
3. Click the disclosure triangle next to the desired category to expand it.
4. Choose any desired options.
5. Click the **Close** button when finished.

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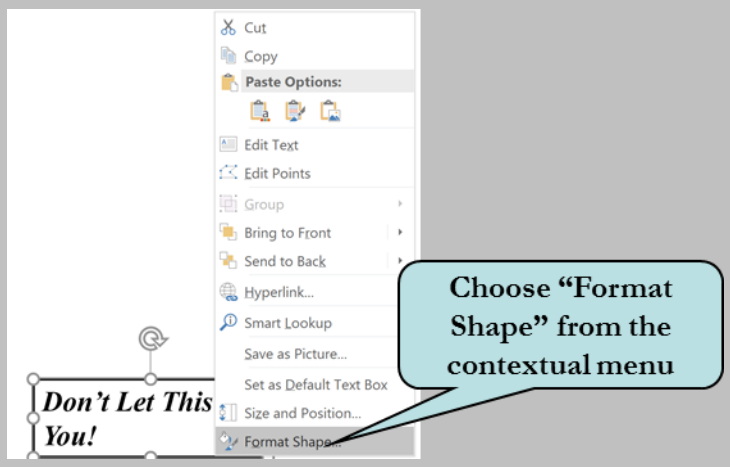
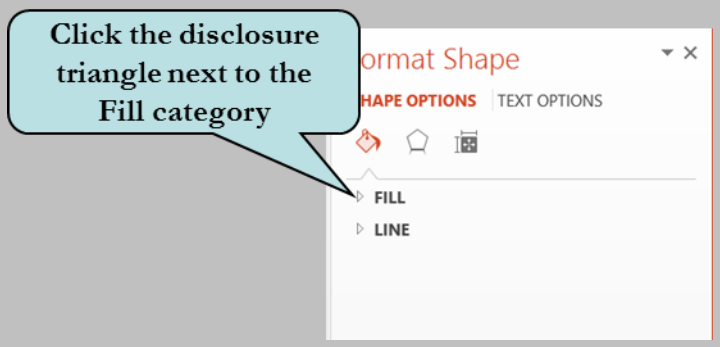
Let's Try It!

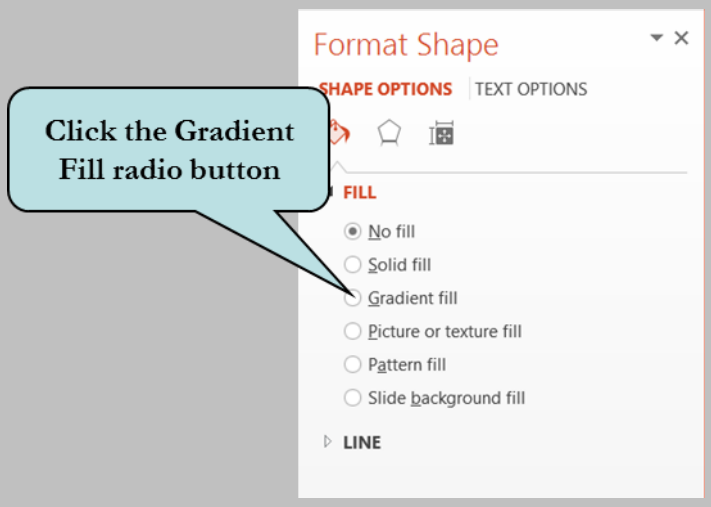
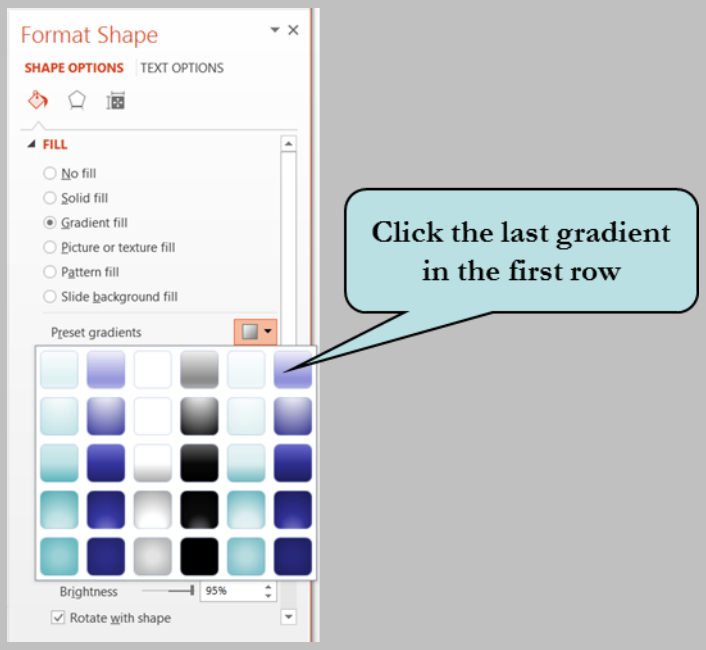
What	Why
1. **Right-click** the border of the text box.	Displays the contextual pop-up menu.
2. Choose **Format Shape** from the contextual menu as shown below.	Displays the Format Shape pane on the right side of your screen.



3. Click the disclosure triangle next to the **Fill** category to expand it as shown below.	Displays fill options.



4. Click the **Gradient Fill** radio button in the right pane as shown below.	Applies the default gradient color to the text box.

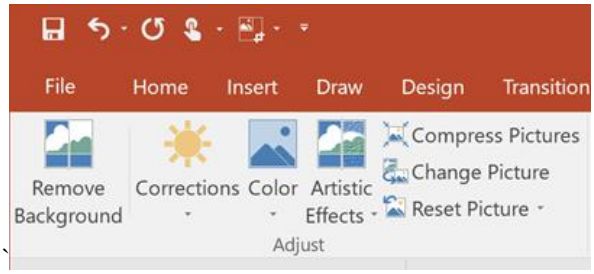
What	Why
	
5. Click the **Preset Gradients** arrow and choose the last thumbnail in the first row as shown below.	Applies the gradient style to the gradient fill of the object.
	
6. Click the **Close** button in the Format Shape pane.	Closes the Format Shape pane.

3.7 Adjusting Graphics

In this lesson, you will learn how to adjust graphical objects.

Once you have imported a graphic file into your document, you can then modify various aspects of the object such as the brightness, contrast, color and more. PowerPoint includes many features to help you modify your pictures – you can remove the background color of the graphics, sharpen, soften or modify the brightness or contrast of a picture using the **Corrections** tool, and modify the color saturation, color tone or recolor an image entirely using the **Color** tools. Additionally, you can apply some interesting effects to your images using the new **Artistic Effects** tool.

Picture adjustment options are available on the **Adjust** group of the contextual **Format Ribbon**.



To Adjust a Graphic

1. Click on the graphic you wish to modify.
2. Click the contextual **Format tab** on the Ribbon.
3. Click the desired button on the Adjust group. If available, choose the desired selection from the menu.

In the **Let's Try It** exercise, we will look at some of the different formatting options available.

Let's Try It!

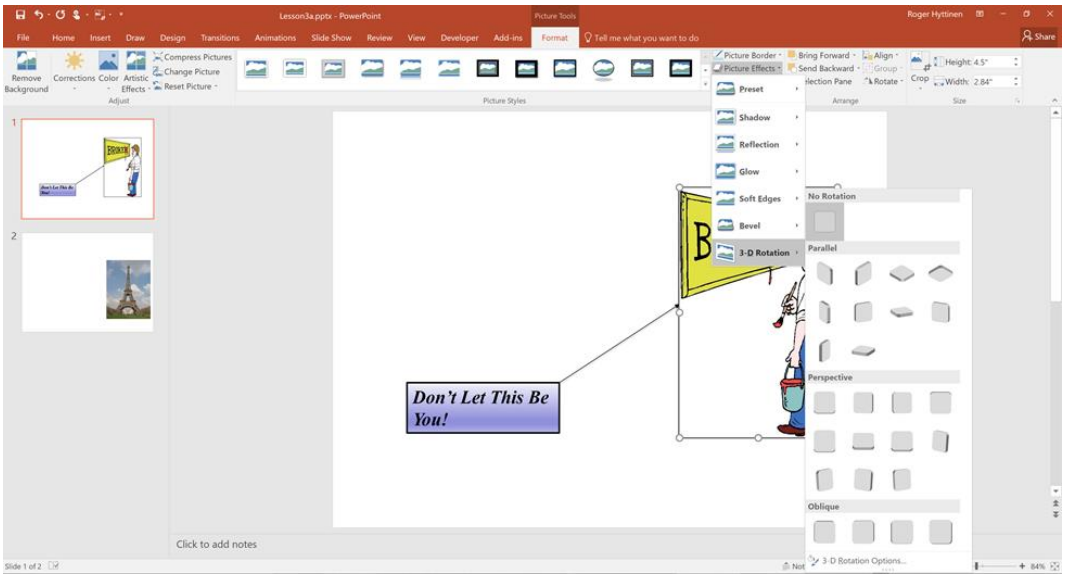
What	Why
1. Click the **Broke** graphic.	Selects the graphic we wish to modify.
2. Click the contextual **Format** tab on the Ribbon.	Displays picture formatting commands and tools.
3. Click the **Corrections** icon on the Adjust group.	Displays the Corrections gallery.
4. Under the **Brightness and Contrast** area, click the thumbnail in the second row, fourth column as shown below (Brightness +20, Contrast -20) as shown below.	Adjusts the brightness and contrast of the image.
5. Click the **Color** icon on the Adjust group.	Displays the Color gallery.
6. Click the **third** thumbnail under the **Color Saturation** (66%) as shown below.	Adjusts the saturation of the image to 66%.

What	Why
7. Click the **Picture Border** icon on the Picture Styles group, point to **Weight** and click **1 ½ pt**.	Surrounds the picture with a 1 ½ pt border.
8. Click the **Save** icon.	Saves our changes.

3.8 Applying Image Effects

In this lesson, you will learn how to apply various effects to an image.

You can add some very interesting effects to your images using the **Picture Effects** tool on the Format Ribbon. You can add such effects as shadows, reflection, glow, soft edges and 3-D Rotation. To further customize your effects, click the **Picture Styles dialog launcher** to display the Format Picture dialog box.

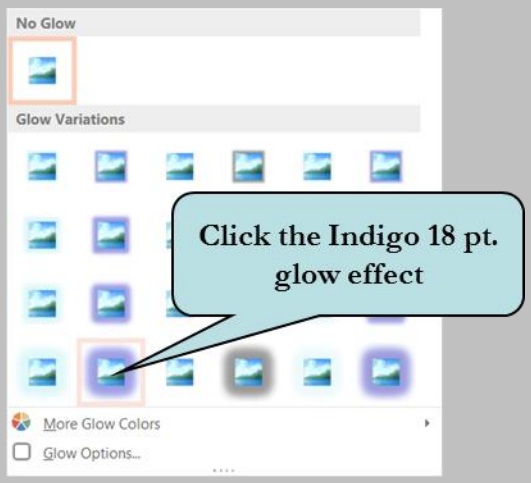


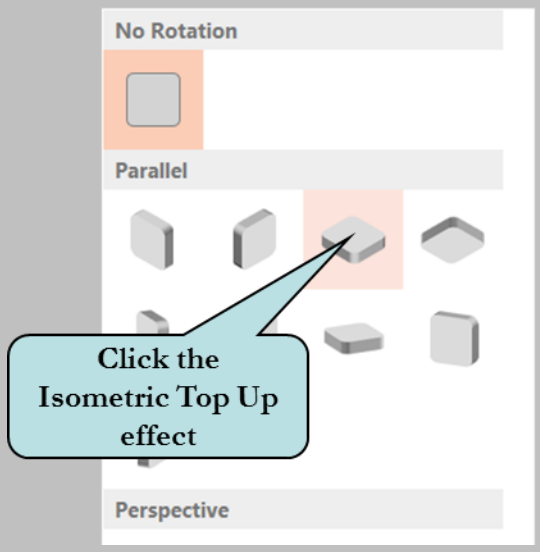
You can also apply image effects to drawing objects.

To Apply Effects to an Image

1. Click on the graphic to which you want to apply an effect.
2. Click the contextual **Format tab** under Picture Tools on the Ribbon.
3. Click the **Picture Effects icon** on the Picture Styles group and point to Preset, Shadow, Reflection, Glow, Soft Edges, Bevel or 3-D Rotation.
4. Click the effect you want to apply.

Let's Try It!

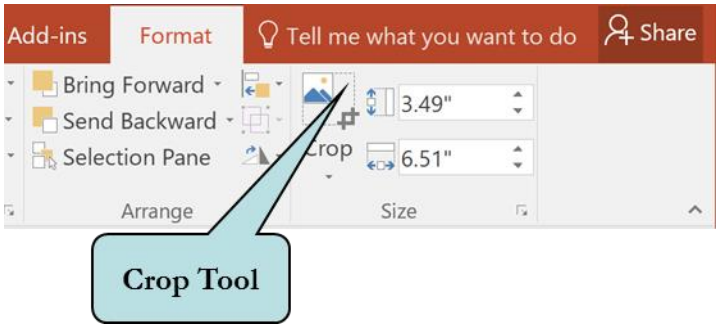
What		Why
1.	Click the Broke graphic.	Selects the graphic to which we want to apply a style.
2.	Click the contextual **Format tab** on the Ribbon.	Displays to graphic formatting tools and commands.
3.	Click the **Picture Effects icon** on the Picture Styles group and point to **Glow**.	Displays a gallery of available glow settings.
4.	Click the **Indigo 18 pt.** glow effect in the last row as shown below.	Applies an indigo glow effect to the image.
		
5.	Click the **Picture Effects icon,** point to **3-D Rotation** and select the **Isometric Top Up** effect under the Parallel group, first row, third column as shown below.	Applies the 3-D Rotation effect to the image.

What	Why
	
6. Click anywhere on the white area of the presentation.	Deselects the graphic and applies the effect.
7. Click the **Save** icon.	Saves our changes.
8. Click the **File tab** and then click **Close**.	Closes the Lesson 3a presentation file.

3.9 Cropping Images

In this lesson, you will learn to remove unwanted portions of images

You can crop your graphical images to remove unwanted portions. To crop an image, click the **Crop icon** on the contextual Format Ribbon, click on any crop handle bordering the image and drag inwards until the desired portion is removed. For a more precise measurement, you can use the **Size** dialog box by clicking on the Size Dialog Launcher and entering in your dimensions in the appropriate boxes under the **Crop From** category.

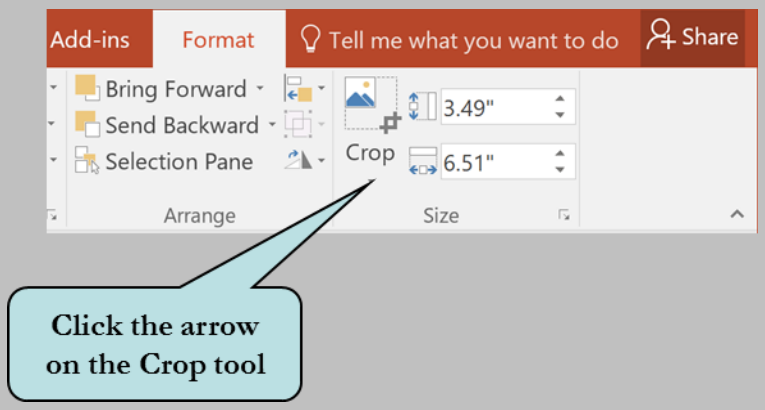


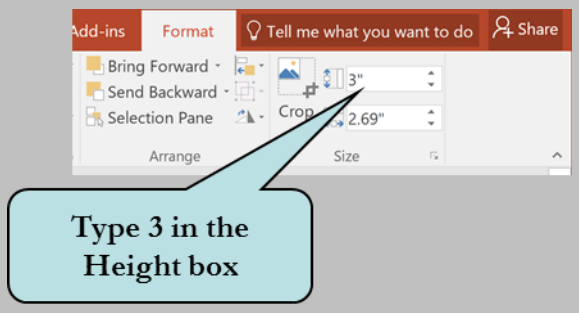
With PowerPoint, you also have the ability to crop your images to a specific shape. Point to **Crop to Shape** from the Crop menu and then click the desired shape in the Shapes gallery.

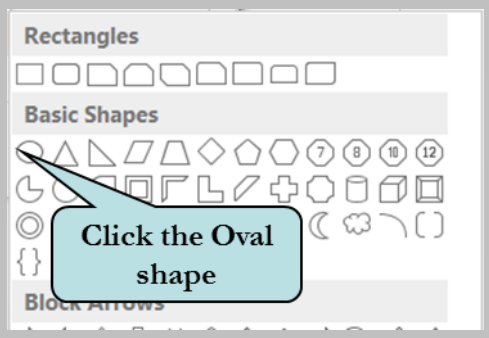
To Crop an Image Manually

1. Click on the graphic you wish to crop.
2. Click the contextual **Format tab** on the Ribbon.
3. Click the **Crop icon** arrow on the Size group and click **Crop**.
4. Click on a crop handle and drag until the desired portion of the image is removed.
5. Press either **Enter** or **Esc** on your keyboard.
6. To crop an image in the form of a shape, click the **Crop icon** arrow, point to **Crop to Image** and then choose the image you want from the gallery.

Let's Try It!

What	Why
1. Open the **Lesson3b** file from the Lesson Files folder.	Opens the Lesson3b presentation file.
2. Click the Canoe graphic.	Selects the graphic we want to crop.
3. Click the contextual **Format tab** on the Ribbon.	Switches to graphic formatting tools and commands.
4. Click the **Crop** drop-down arrow below the Crop icon under the Size group as shown below.	Displays the Crop menu.
	
5. Click **Crop** on the menu.	Activates the crop tool which allows you to delete a part of an image. Once the crop tool is activated, crop handles appear on the graphic.

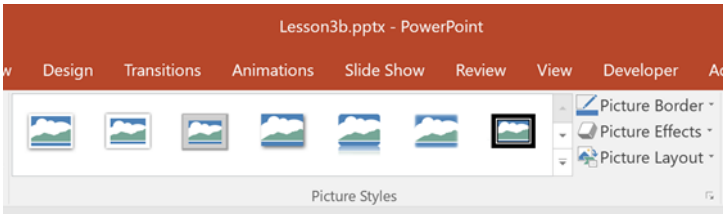
What	Why
6. Move your cursor over the left center crop handle as shown and then drag about one inch to the right.	Marks the left one-inch portion of the graphic.
7. Click the crop handle on the **right** center of the graphic and then drag about **one inch** to the left.	Marks the right one-inch portion of the graphic.
8. Press **Esc**.	Deletes the marked portions of the graphic.
9. Type **3** in the **Height box** on the Size group as shown below and then press **Enter**.	Sets the height of the graphic to three inches.
	
10. Click the **Crop** drop-down arrow below the Crop icon and point to **Crop to Shape**.	Displays the Shapes gallery.
11. Under the Basic Shapes area, click **Oval** as shown below.	Crops the image to an Oval shape.

What	Why
	
12. Press the **Ctrl + Z** keystroke combination.	Reverses the last action we performed.
13. Click the **Save** icon.	Saves the active document.

3.10 Applying Picture Styles to Images

In this lesson, you will learn to apply a Picture Style to an image

Picture Styles are a set of various formatting combinations that you can add to your images. These include 3-D effects, shadows, reflections, glows, bevel effects and more, all combined into one setting. To see the various Picture Quick Styles in action, select the graphic and then move your mouse point over the thumbnails in the styles gallery.



To Add a Picture Quick Style

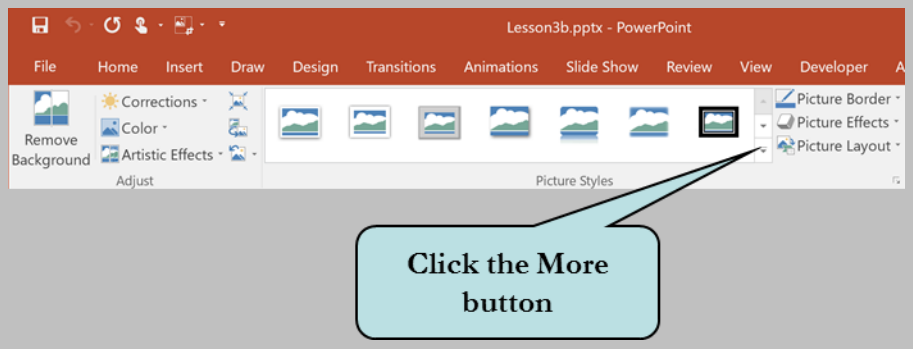
1. Click on the graphic to which you want to apply a Picture Style.
2. Click the contextual **Format tab** under Picture Tools on the Ribbon.
3. Click the **More** button to display the full Picture Styles gallery.
4. Point to a style to see a preview of the style.
5. Click the style you want from the gallery to apply it to the selected graphic.

Tip: You can also apply a Microsoft Office **Shape** to a picture. Click the Picture Shape button and choose the shape that you want. The image will appear in the shape and will be automatically cropped to fit into the shape.

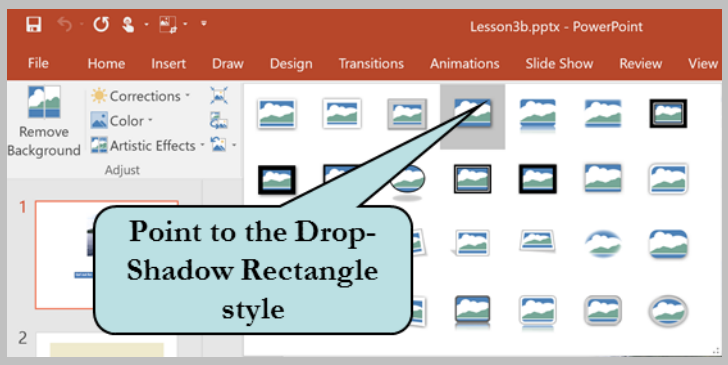
Let's Try It!

What	Why
1. Click the Canoe graphic.	Selects the graphic to which we want to apply a Quick Style.
2. Click the contextual **Format tab** on the Ribbon.	Displays to graphic formatting tools and commands.

What	Why
3. Click the **More** button on the Picture Styles gallery as shown below.	Displays the available Picture Styles that you can apply.



4. Point the **fourth style** in the **first row** (the Drop Shadow Rectangle style).	Displays a preview of the style when applied to the image.

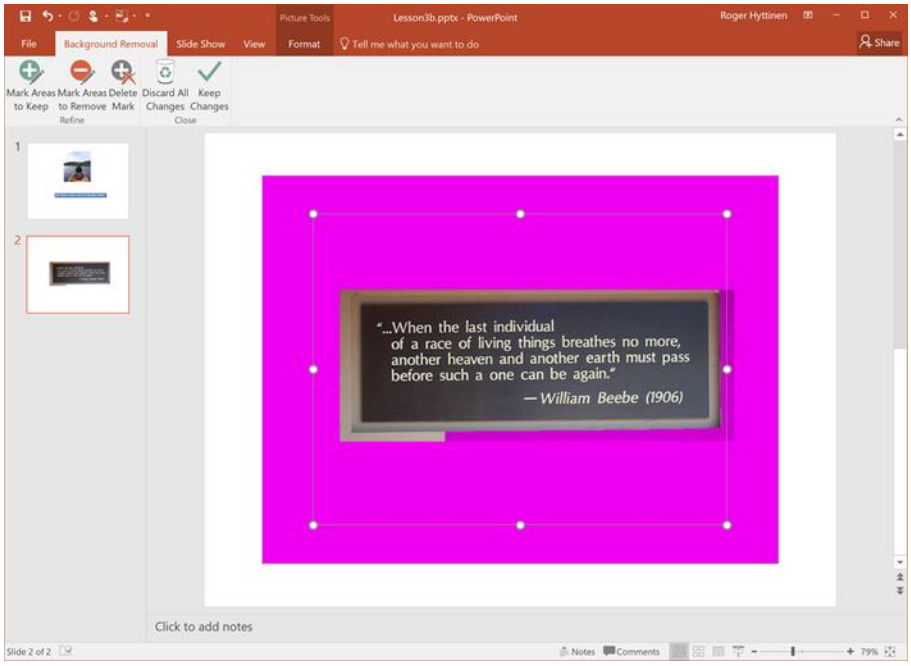


5. Click the Drop-Shadow Rectangle style.	Applies the style to our image.
6. Click the **Save** icon.	Saves our changes.

3.11 Using the Background Removal Tool

In this lesson, you will learn how to use the background removal tool.

If you wish to insert a picture into PowerPoint but do not want to include its background, you can use the **Background Removal Tool**, found on the **Adjust group** on the contextual **Format Ribbon**. With the Background Removal Tool, you select which areas of the image you wish to keep or remove and then draw around the desired area. You can fine-tune the selection by dragging the sizing handles of the border box. When finished, press Enter.

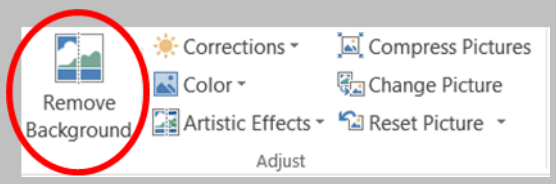


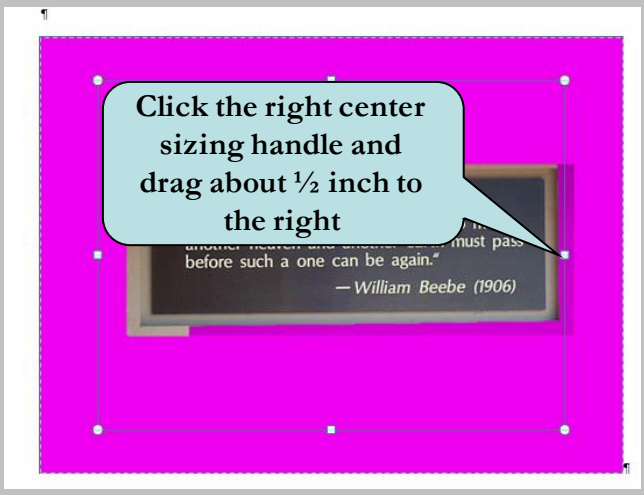
To Use the Background Removal Tool

1. Click on the image whose background you wish to remove.
2. Click the contextual **Format** tab on the Ribbon.
3. Click the **Remove Background** icon. The detected background color is highlighted in purple.
4. If necessary, drag the sizing handles to ensure that none of the areas of the image you want to keep are outside of the boundary box.
5. Press **Esc**.

Tip: You can also click the **Mark areas to keep** or **Mark areas to remove** button and then draw lines around the areas to keep or remove.

Let's Try It!

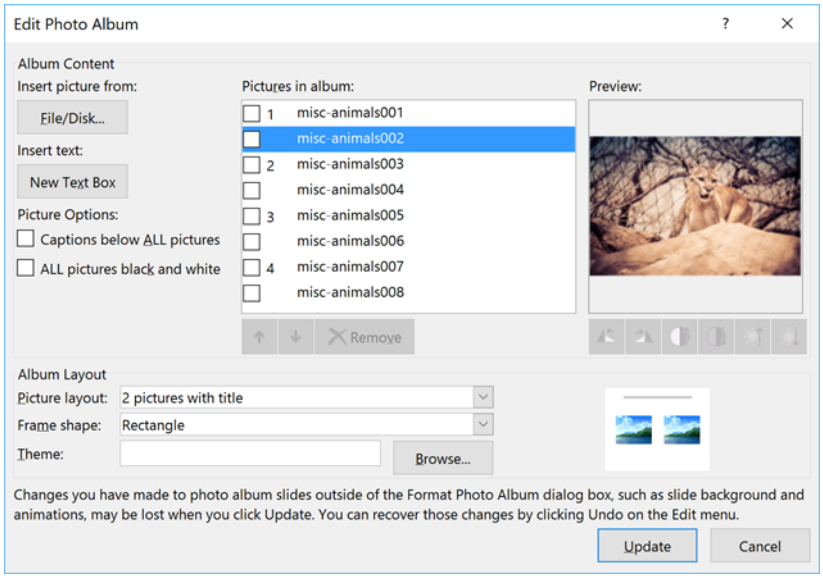
What	Why
1. Click on **slide 2** in the Thumbnails pane.	Moves to slide 2 in the presentation.
2. Select the image in the document.	Displays the contextual Format tab on the Ribbon under Picture Tools.
3. Click the Format tab on the Ribbon.	Switches to picture formatting options.
4. Click the **Remove Background** icon on the Adjust group as shown below.	Displays the Background Removal Ribbon. The background that PowerPoint detects is highlighted in purple.
	
5. Click the **right-center sizing handle** and drag about ½-inch to the right as shown below.	We want to ensure that the parts of the image we wish to keep are enclosed within the boundary of the box.

What	Why
	
6. Press **Esc** (you could also click the **Keep Changes** button on the Ribbon)	Removes the background color of the image.
7. Click the **File tab** and then click **Close**. **Save** your changes.	Closes and saves the file.

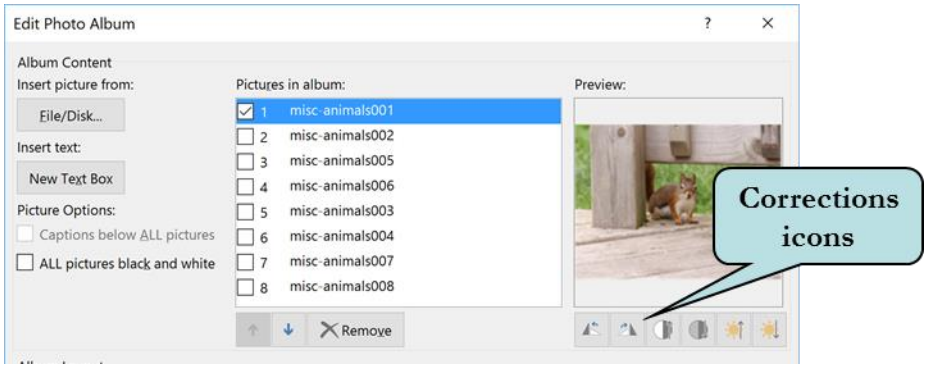
3.12 Creating a Photo Album

In this lesson, you will learn how to create a Photo Album presentation.

If you need to showcase a presentation consisting of a series of images, you might want to give the Photo Album feature a try. What this does, is creates a new presentation consisting of images that you have specified. By default, each of the images is in its own slide and is fitted to each slide. This way, we don't have to worry about images of varying sizes. You can however change the layout of the images as well as the number of pictures displayed on each slide from the Photo Album dialog box. For instance, you can choose to display 1 image per slide, 2 images per slide, 4 image per slide and if you so choose, display a title on each slide. Additionally, you can include a text box on each slide, which you can modifiy later on to provide information about or a description of your images.



The Photo Album dialog box also contains a series of Corrections icons that you can use to adjust the settings for individual images. These are from left to right: Rotate Left 90 , Rotate Right 90 , Increase Contrast, Decrease Contrast, Increase Brightness, and Decrease Brightness.

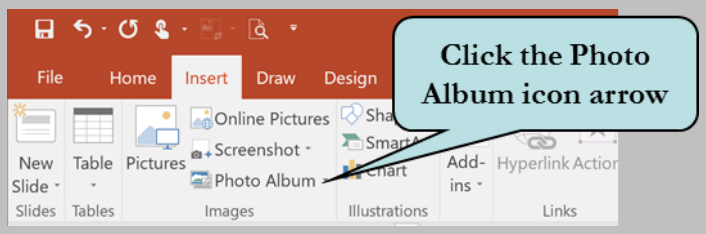
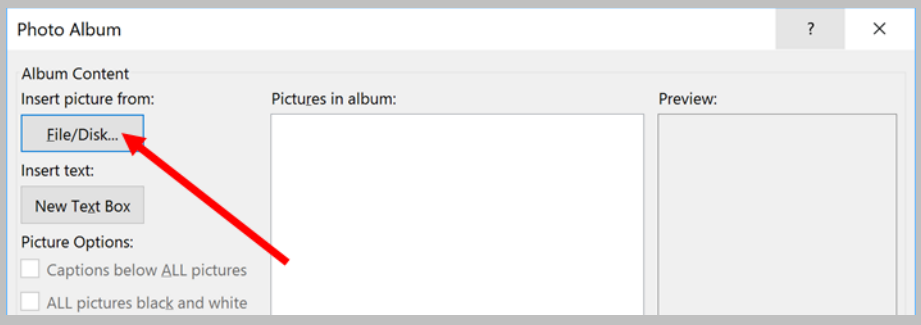


You also have the option of applying a theme to your photo album. Click the **Browse** button next to the Themes box. By default, the Microsoft Office Themes folder is displayed. Unfortunately, there's no way to preview a theme befor applying it. However, you can apply themes to your album from the Design tab of the Ribbon, which include the same themes from the Office Themes folder. Simply click a theme to switch to a different one. Themes will be discussed more in depth in the PowerPoint Level 2 class.

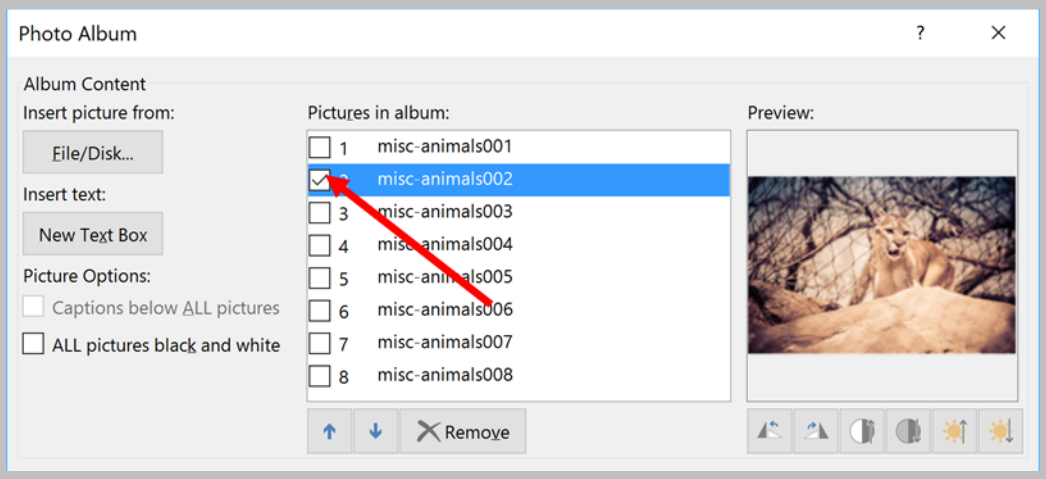
To Create a Photo Album

1. Click the **Insert** tab on the Ribbon.
2. Click the **Photo Album** icon and select **New Photo Album**.
3. Click the **File/Disk** button and navigate to the folder that contains the images you want to add.
4. Select the images you want to add (hold down the Ctrl key as you click to add more than one image or press Ctrl + A to select all of the images in a folder). Click **Insert**.
5. To change the order of an image in the album, click the checkbox next to the image and click the **Move Up** button (the upwards pointing arrow) or the **Move Down** button (the downwards pointing arrow).
6. To delete an image from the album, click the checkbox next to the image and click the **Remove** button.
7. To apply a theme to the presentation, click the **Browse** button next to the Themes box and choose the theme you want to use
   Or
   Click the **Design** tab on the Ribbon, right-click any of the themes in the **Themes gallery** and choose **Apply to All Slides**.
8. When finished, click **Create**.

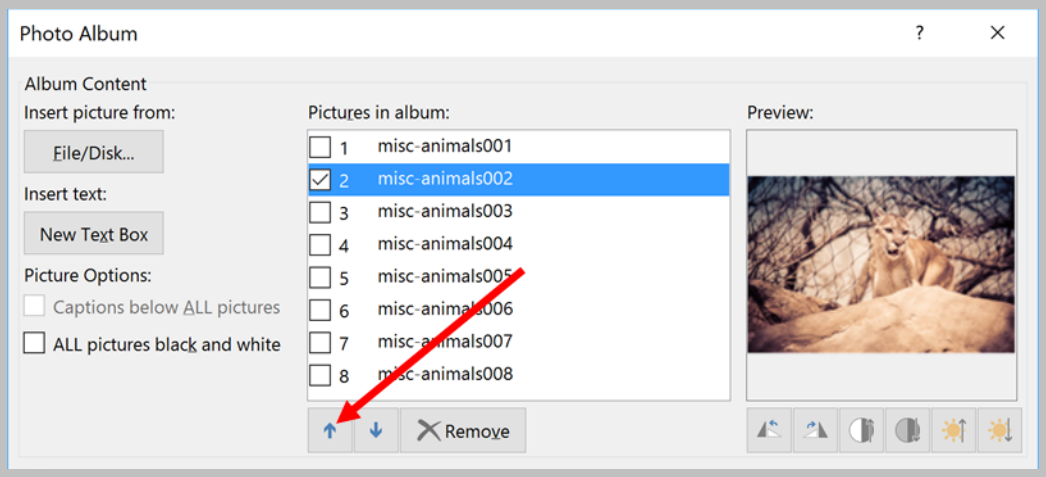
Let's Try It!

What		Why
1.	Click the **Insert** tab on the Ribbon.	Displays Insert commands and tools.
2.	Click the **arrow** on the Photo Album icon on the Images group as shown below and choose **New Album** from the menu.	Displays the Photo Album dialog box.
		
3.	Click the **File/Disk** button as shown below.	Displays the Insert New Pictures dialog box, from where we will choose which images to add to our album.
		
4.	Click **Desktop** in the left pane.	Displays the contents of the Desktop folder.
5.	Double-click the **Lesson Files** folder in the right pane.	Displays the contents of the Lesson Files folder
6.	Double-click the **Critters** folder in the right pane.	Displays the contents of the Critters folder. This is the folder that contains the image we want to use.
7.	Press the **Ctrl + A** keystroke combination.	Selects all of the images in the folder.

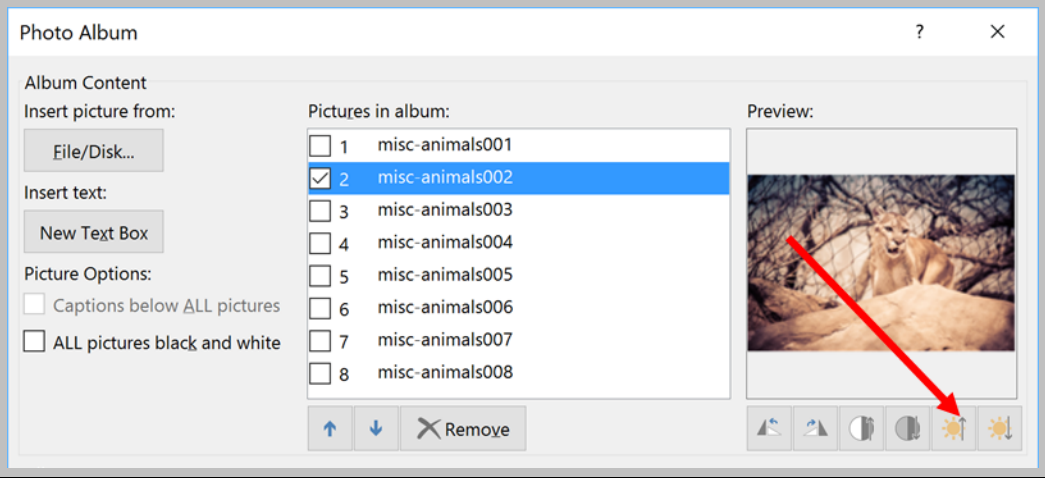
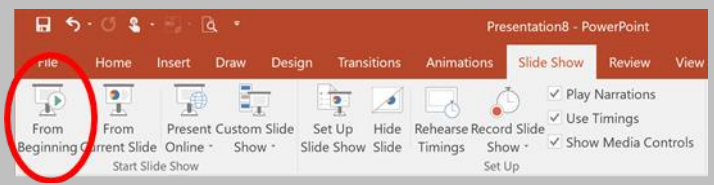
What	Why
8. Click **Insert**.	Creates our photo album and displays the Photo Album dialog box.
9. Click the **checkbox** next to **image 2**, as shown below.	Selects the image we want to change.



10. Click the **Move Up** arrow as shown below.	Moves the image to the first position in the album.



11. With the image still selected, click the **Increase Brightness** icon as shown below.	Increases the brightness of the image.

What	Why
	
12. Click **Create**.	Creates our photo album.
13. Click the **Slide Show** tab on the Ribbon.	Switches to Slide Show commands and tools.
14. Click the **From Beginning** icon as shown below.	Begins the slide show.
	
15. Tap the **Spacebar** three times.	Browses through our presentation.
16. Press the **Esc** key on your keyboard.	Returns to Normal view.
17. Click the **File tab** on the Ribbon and then click **Close**. Click **Don't Save** when asked to save your changes.	Closes the presentation without saving.

Lesson Summary – Working with Graphics

- In this lesson, you learned that you can insert graphical images from your computer or network drive into your presentations using the Picture command icon on the Images group on the Insert Ribbon.
- Next, you learned how to insert Online Pictures into your presentations by using the Online Pictures command icon on the Images group on the Insert Ribbon.
- Next, you worked with some of the drawing tools on the Illustrations group on the Insert Ribbon. In this lesson, you learned how to create a text box and arrow object on your slide.
- Next, you learned how to format drawing objects using the formatting tools on the Home Ribbon or on the contextual Drawing Tools Ribbon.
- Next, you worked some more with text boxes. You learned how to modify text box formatting such as font size & type, fill color, font color, borders, etc. from the Drawing group on the Home Ribbon.
- Next, you worked with the Format Shape pane from where you can apply multiple formatting from one area. To display the Format Shape pane, right-click an object and choose Format Shape (or Format Picture if the object is a graphic).
- Next, you learned how to modify various aspects of an image such as brightness, contrast, color and more. You learned how to modify the color saturation, color tone and how to color an image, as well as how to use the corrections tool to change the image brightness or contrast.
- Next, you learned how to apply effects such as shadows, reflection, glow, soft edges and 3-D Rotation to your images. To add an effect to an image, click the Picture Effects icon on the Picture Styles group, point to Preset, Shadow, Reflection, Glow, Soft Edges, Bevel or 3-D Rotation and then click the effect you want to apply.
- Next, you learned how to remove unwanted portions of images by using the Crop tool on the contextual Format Ribbon.
- Next, you learned how to apply Picture Styles to images which are styles that contain various formatting combinations. To apply a style to an image, click the thumbnail you want from the Picture Styles gallery.
- Then, you learned how to remove the background of an image in a presentation by using the Background Removal Tool, located on the contextual Format Ribbon under the Adjust group.
- Lastly, you learned how use PowerPoint's Photo Album feature to create a presentation from a folder of images.

Lesson 3 Quiz

1. To insert an image using Bing search results, you use which command button?
   A. Pictures
   B. Bing Images
   C. Online Pictures
   D. Internet Pictures

2. Name five drawing objects that you can find on the Drawing group on the Home Ribbon.

3. You want to add a 2 ¼ pt border around your text box. How can you accomplish this?
   A. Select the border of your text box, click the Border icon on the Insert Ribbon and choose 2 ¼ pt. from the gallery.
   B. Select the border of your text box, click the Border icon on the Home Ribbon and choose 2 ¼ pt. from the gallery.
   C. Select the border of your text box, click the Shape Outline icon on the Home Ribbon, point to Weight and choose 2 ¼ pt. from the gallery.
   D. Select the border of your text box, click the Shape Effects icon on the Home Ribbon, point to Weight and choose 2 ¼ pt. from the gallery.

4. How do you add a text box to a slide?
   A. Click the Text Box icon on the Drawing Ribbon and then draw your text box on your slide.
   B. Right-click on your slide, choose "Text Box" from the contextual menu and then draw your text box on your slide.
   C. Click the Rectangle icon on the Insert Ribbon and then draw your text box on your slide.
   D. Click the Text Box icon on the Home Ribbon and then draw your text box on your slide.

5. To change the width or height of a text box, you:
   A. Click on one of its sizing handles and drag until the object is the desired size.
   B. Click on the border of the text box and drag until the object is the desired size.
   C. Click inside the text box and press the arrow keys until the object is the desired size.
   D. Click the text box, click the Resize icon on the Drawing Ribbon and then drag until the object is the desired size.

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6. Clicking on the border of a text box allows you to (select all that apply):
   A. Modify formatting such as bold, italic, underline, and font size.
   B. Move it.
   C. Resize it.
   D. Add text around the border.

7. To remove unwanted portions of an image, you would use the _____ tool (fill in the blank).

8. Which is the following is NOT an effect that you can apply to an image?
   A. Bevel
   B. Trapezoid
   C. Shadow
   D. Reflection

9. You wish to add a Picture effect to an image. How can you accomplish this?
   A. Click the Insert tab and then click the effect you want from the Effects group on the Ribbon.
   B. Click the Effect icon on the Ribbon, point to Picture Effects and then choose the effect that you want.
   C. Click the contextual Format tab on the Ribbon and then choose the effect you want from the Picture Styles group.
   D. Right-click the image, point to Picture Styles and then choose the style that you want.

10. Where can you find the option to remove the background from an image?

LAB 3 – ON YOUR OWN

1. Open the Lab3 exercise file.

2. Select the first slide in the presentation. Click the **Online Pictures** icon on the Insert Ribbon. Enter **books** as the keyword for which you wish to search. From the results window, insert the first image in the second row.

3. Move and resize the inserted image so that it rests inside of the white square.

4. Select Slide 2. Click the **Pictures** icon on the Insert Ribbon and insert the picture from the Lesson Files folder titled **Training**. Size the picture so it is about 1 inch high by 1 inch wide. Move the picture to the top right hand corner of the slide.

5. Using the Corrections tool, increase the **brightness** of the picture by 20% (choose the thumbnail in the third row, fourth column).

6. Display the Format Ribbon and apply the **Metal Oval** picture style to the selected image (last style in the last row).

7. Save and close the file.

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Lesson 4

Lesson 4 - Manipulating Objects

Lesson Topics:

4.1 Resizing and Moving Objects

4.2 Grouping Objects

4.3 Aligning Objects

4.4 Rotating Objects

4.5 Layering Objects

4.6 Working with Shapes

4.7 Inserting WordArt

4.8 Inserting SmartArt

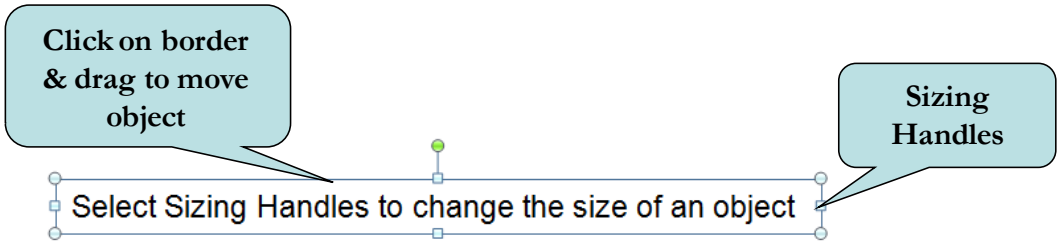
4.1 Resizing and Moving Objects

In this lesson, you will learn how to move objects to different areas of your slide and change the size of an object.

After you've drawn or inserted objects in your presentation, very often you will want to move them to another location on your slide or change their width, length or height. In order to move or resize any object, you first must select the object by clicking it. When you select an object, **sizing handles** appear on the object's border. Sizing handles allow you to change the size of the selected object.

To increase the length of a text box, click the left or right middle sizing handle (your mouse pointer will turn into a double arrow as you position it over a sizing handle) and then drag inwards to decrease the length or outwards to increase the length. Holding down the **Shift** key while resizing allows you to maintain the object's proportions.

To move an object, position your mouse pointer over the border of an object or directly over a graphic until your mouse pointer transforms into a 4-way arrow. Then, click and drag to a new location.



To Resize an Object

1. Select the object.
2. Move your mouse pointer over the desired sizing handle until the mouse pointer transforms into a double arrow.
3. Click and drag outwards to increase the size or inwards to decrease the size until the object is the preferred size.
4. Release the mouse button.

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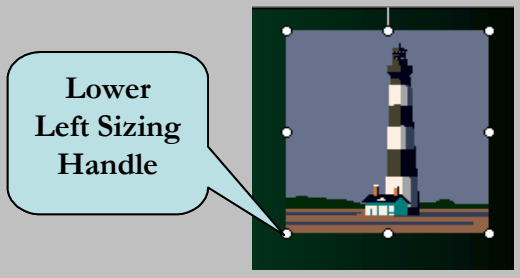
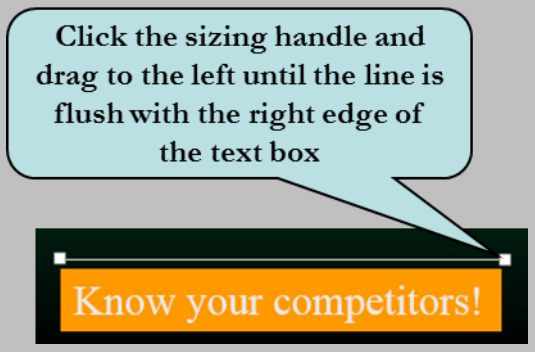
To Move an Object

1. Select the object.
2. For text boxes, move your mouse pointer over the border until the mouse pointer transforms into a 4-way arrow.
3. For inserted graphics and other drawing objects (lines, arrows, rectangles, etc.) move your mouse pointer directly over the object until the pointer transforms into a 4-way arrow.
4. Click and drag to the desired location on your slide.

Let's Try It!

What	Why
1. Open the **Lesson4** presentation file from the Lesson Files folder.	Opens the Lesson4 presentation file.
2. In the Thumbnails Pane, select **Slide 7**.	Activates Slide 7.
3. Click **inside** of the text box with the text: **Know your competitors!**	Activates the text box.
4. Move your mouse pointer over the **dashed border** until the pointer transforms into a 4-way arrow.	Ready to enter drag mode.
5. Click and drag the text box to the **bottom center** of the screen.	Moves the text box to the new location.
6. Click on the **lighthouse graphic** in the top right hand corner of your screen.	Selects the graphic object.
7. Move your mouse pointer over the **lower left sizing handle** as shown below until the pointer transforms into a double white arrow.	Ready to enter sizing mode.

What	Why
	
8. Click and drag **inward** until the picture is about 1 in. tall and 1 in. wide. Release the mouse button.	Using the sizing handles on the corners allows you to change both the height and width of an object at the same time.
9. Click on the white line directly below the text placeholder.	Selects the line object.
10. Move your mouse pointer over the line until the pointer transforms into a 4-way black arrow.	Ready to enter drag mode.
11. Click and drag until the line is **directly above the text box** on the bottom of the screen. Line up the left edge of the line with the left edge of the text box as shown below and then release the mouse button.	Moves the white line to the bottom of the screen, directly above the text box.

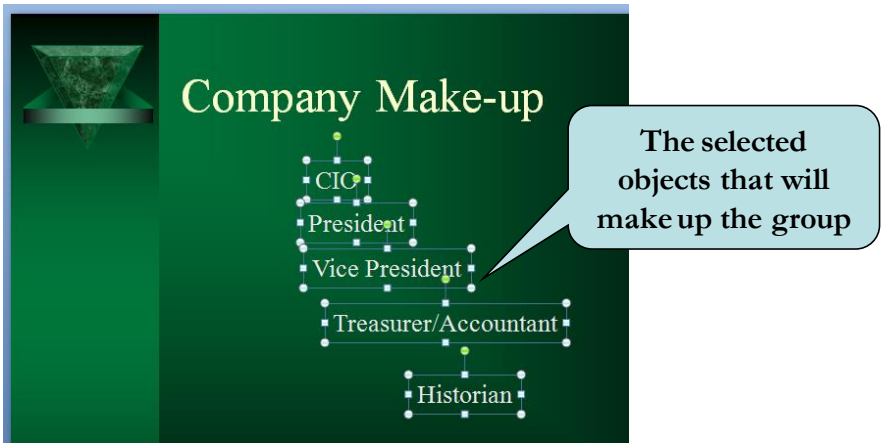
What	Why
12. With the line still selected, move your mouse pointer over the **right sizing handle** until your mouse pointer transforms into a double arrow.	Ready to enter sizing mode.
13. Click and **drag to the left** until the line is the same width as the text box as shown below. Release the mouse button.	Resizes the line so that it is the same width as the text box.
	
14. Click the **Save** icon.	Saves the active presentation.

4.2 Grouping Objects

In this lesson, you will learn how to group objects together so you can work with them as one unit.

Grouping allows you to combine objects so you can work with them as though they were a single unit. Once objects are grouped, you can apply the same formatting to every object in the group with a single setting or move every object in your group to a new location at once. This is preferable to selecting each item individually and then moving them one by one. Additionally, you can resize or scale all objects in your group as a single unit.

To select more than one object, select the first object, hold down the **Shift** key, and then select any additional objects. You can also select several objects at once by clicking on the slide with your mouse and then dragging around the objects you want to select. As you drag, a dotted line appears on your screen indicating the boundary of the selection.



Once your objects are grouped, you can manipulate the group by selecting the placeholder surrounding the group. This selects the entire group. A grouped object has one set of resizing handles for the entire group and one rotating handle. We will learn more about rotating objects in a later section.

Tip:	Even though your objects are grouped as a single unit, you can still edit the text in individual text boxes.

To Group Objects

1. Select the first object in the group.
2. Hold down the **Shift** key and then select the additional objects to be part of your group
   Or
   Click and drag with your mouse around the objects you wish to include in your group.
3. Click the **Format tab** under the **Drawing Tools** contextual tab.
4. Click the **Group** icon on the Arrange group and click **Group** from the menu.
   Or
   Right-click the border of any of the selected objects, point to **Group** and click **Group** in the submenu.

Let's Try It!

What	Why
1. Select **Slide 12** in your presentation.	Makes Slide 12 the active slide.
2. Click inside the **CIO** text box.	Activates the text box.
3. Click the border of the text box.	Selects the object.
4. Hold down your **Shift** key and then click the **President** text box, the **Vice-President** text box, the **Treasurer/Accountant** text box, and then the **Historian** text box.	Selects all five text boxes.
5. **Right-click** on any **border** of the selected objects.	Displays the contextual menu.
6. Point to **Group** and then click on **Group** in the submenu.	Groups the selected objects together so they can be worked with as a single unit.

Once your objects are grouped, you can **Ungroup** them by selecting **Group** and then pointing to **Ungroup** from the contextual menu or from the Format tab. The objects will once again become individual units.

To Ungroup Objects

1. Click on the group to select it.
2. Click the **Format tab** under the **Drawing Tools** contextual tab.
3. Click the **Group** icon on the Arrange group and click **Ungroup** from the menu.
   Or
   Right-click the border of any of the selected objects, point to **Group** and click **Ungroup** in the submenu.

Let's Try It!

What	Why
1. Select the group on Slide 12 by clicking any of the objects within the group.	Activates the group.
2. **Right-click** on any **border** of the selected objects.	Displays the contextual menu.
3. Point to **Group** and then click on **Ungroup** in the submenu.	Ungroups the selected objects.

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4.3 Aligning Objects

In this lesson, you will learn how to align objects relative to one another.

Another feature on the **Format** tab under the **Drawing Tools** tab is the **Align** command. This feature allows you to align your objects relative to one another. For instance, you can use the Align command to ensure that the left edges of all of your text boxes begin in the same position on your slide. You can also align objects by their right, top, bottom and middle edges or even center them relative to each other.

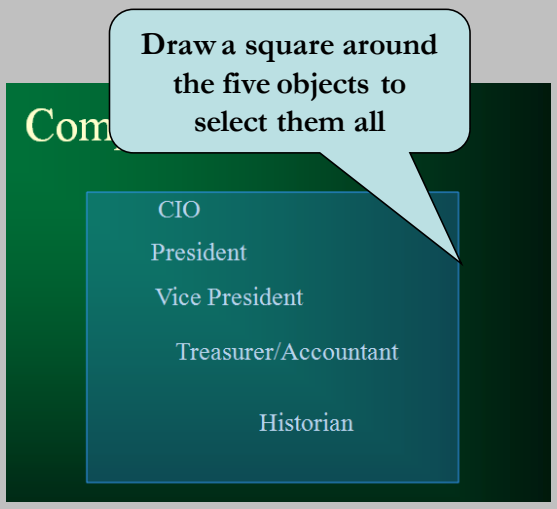
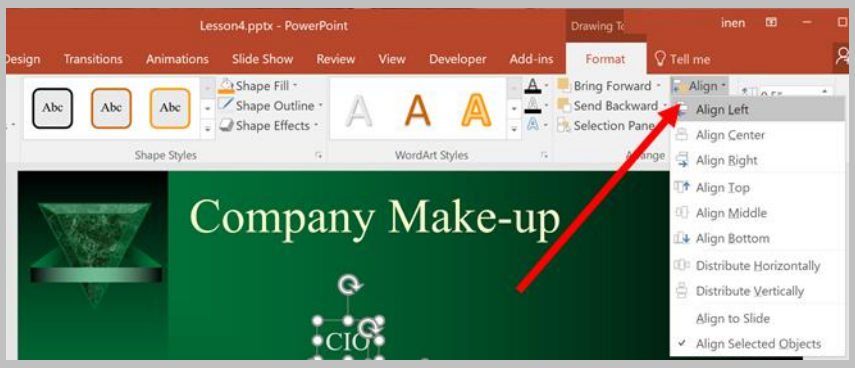
To ensure that objects are arranged equal distances from each other, use the **Distribute Horizontally** or **Distribute Vertically** commands.

To Align Objects

1. Select all of the objects that you wish to align.
2. Click the **Format tab** under the **Drawing Tools** contextual tab.
3. Click the **Align** icon on the Arrange group and then click the desired alignment command (Align Left, Align Right, etc.) from the drop-down menu.

Let's Try It!

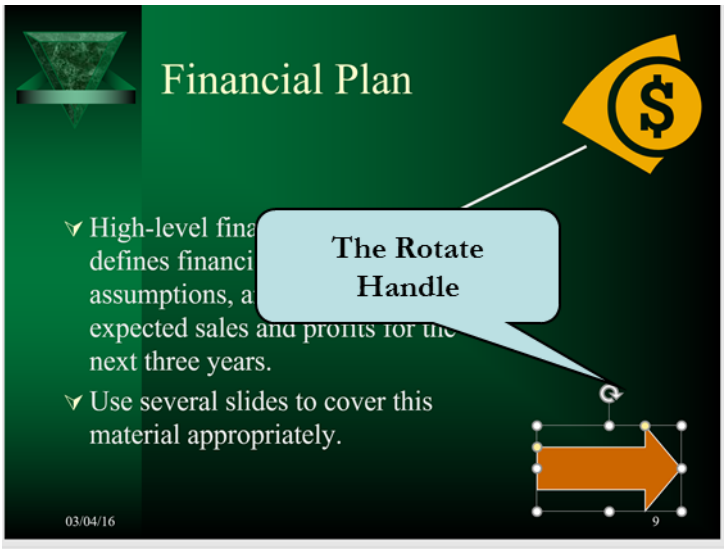
What	Why
1. With your mouse, draw a square around the five text boxes on your screen, beginning with CIO as shown below. Release the mouse button.	Selects all 5 of the text boxes containing the management titles.

What	Why
	
2. Click the **Format tab** under the **Drawing Tools** contextual tab.	Displays object formatting tools and commands.
3. Click the **Align** icon on the Arrange group and choose **Align Left** from the drop-down menu as shown below.	Aligns the selected texts boxes to the left edge of the leftmost text box.
	
4. Click the **Align** icon on the Arrange group and choose **Distribute Vertically** from the drop-down menu.	Arranges the selected text box so that the vertical distance between them is the same.
5. Click the **Save** icon on the Quick Access toolbar.	Saves our changes.

4.4 Rotating Objects

In this lesson, you will learn how to rotate objects to various angles on your slides.

Graphical objects in PowerPoint can be **rotated**. That is to say, they can be spun around various angles around the object's center. Using the **Rotate** feature on the Arrange group of the Format tab, you can rotate an object in 90 degree increments or you can use the **freeform rotate tool** to rotate an object by any increment that you wish. When you select a graphical object, a white rotate handle appears, allowing you to rotate the object freeform style to any desired orientation.



You can also rotate objects from the 3-D rotation category in the Format Shape dialog box.

To Rotate an Object

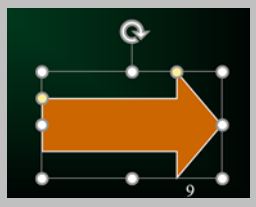
1. Select the graphical object that you wish to rotate.
2. Move your mouse pointer over the **white rotate handle** until the freeform rotating tool appears
3. Click and drag the object around in a circle until it is in the desired position.
4. Release the mouse button.

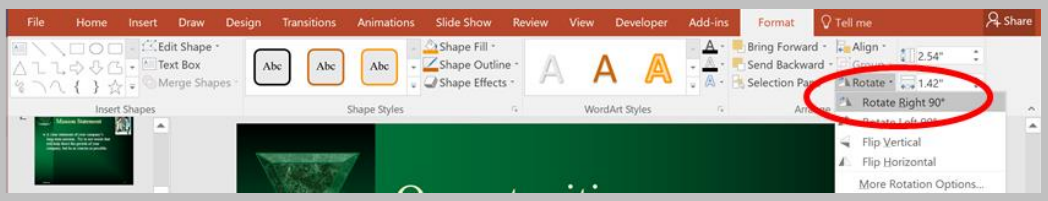
Or

1. Click the Format tab under the Drawing Tools tab.
2. Click the **Rotate** button on the Arrange group.
3. Choose the desired rotation increment from the list.

Tip: You can also rotate objects from the Format Shape pane. Click the Effect icon (the center icon on top of the pane), expand the 3-D Rotation category and enter the degrees in the Z: box (or click the Clockwise or Counter-clockwise button until the desired rotation increment is attained).

Let's Try It!

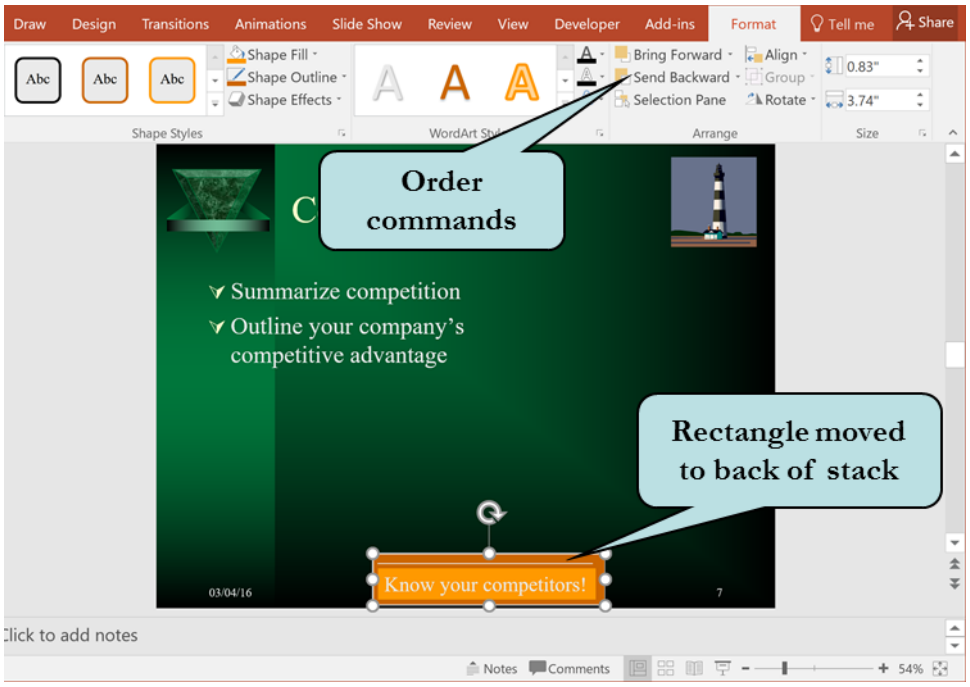
What		Why
1.	Select **Slide 9** in the slides pane.	Selects Slide 9 in your presentation.
2.	Click on the **arrow** object as shown.	Selects the arrow object. Notice the white rotate handle. 
3.	Position your mouse pointer over the rotate handle as shown until your cursor transforms into the freeform rotate tool.	The freeform rotate tool appears allowing you to begin rotating the object. **Rotate handle**
4.	Hold down your left mouse button and drag to the **left** until the arrow is pointing directly upwards.	Rotates the object 90 degrees to the left.
5.	Release the mouse button.	Completes the process. The object is now in its new position.
6.	From the **Slides Pane**, select **Slide 5**.	Selects Slide 5 in the presentation.
7.	Select the **Film** graphic on the bottom of the screen.	Selects the film graphic. The rotate handle appears above the image.

What	Why
8. Click the **Format tab** under the **Drawing Tools** contextual tab.	Displays object formatting tools and commands.
9. Click the **Rotate button** on the Arrange group and click **Rotate Right 90°** from the drop-down menu as shown below.	Rotates the object 90 degrees to the right.
	
10. Click and drag the object to the right about 1-inch.	Repositions the object so that it is completely on the slide.

4.5 Layering Objects

In this lesson, you will learn how to layer the objects that you add to your slides.

As you add objects to your slides, you may find that one object overlaps on another or causes another object to disappear completely. For instance, you might add an image to your slide and then want to draw a rectange around the image. However, when you draw the rectangle, you find that the picture has disappeared from the screen.



PowerPoint **layers** objects in a stack; that is to say, the first object drawn or inserted is on the bottom of the stack, the next object appears on top of the previous object, and so on. You can change the position of an object in the stack by using one the **Order** commands. There are four order commands:

- **Bring to Front** – moves the selected object to the very top of the stack
- **Send to Back** – moves the selected object to the very back of the stack
- **Bring Forward** – moves the selected object one position up in the stack
- **Send Backward** – moves the seleted object one position back in the stack

In the example above, if we selected the rectangle and chose the Send to Back command, our image would now be visible as the rectangle has now moved to the back of the layered stack.

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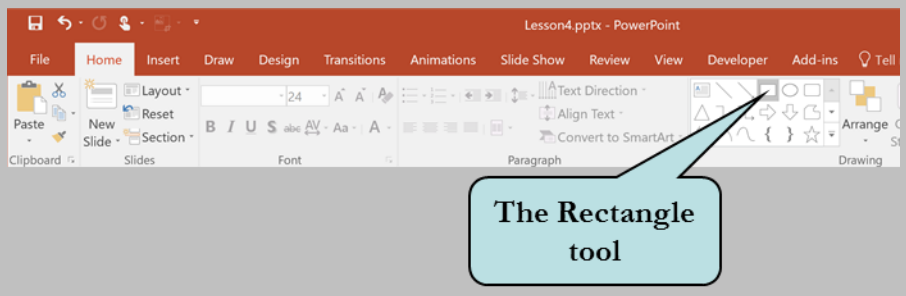
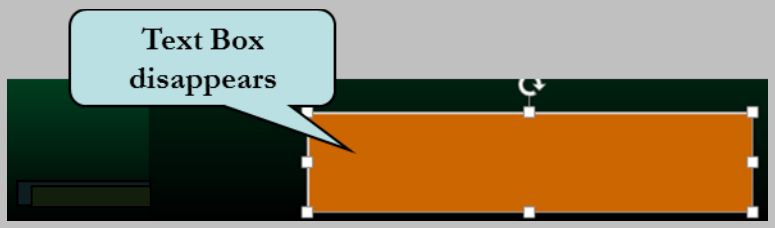
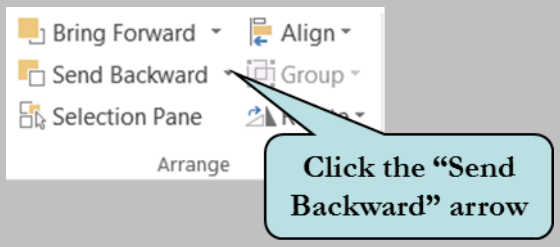
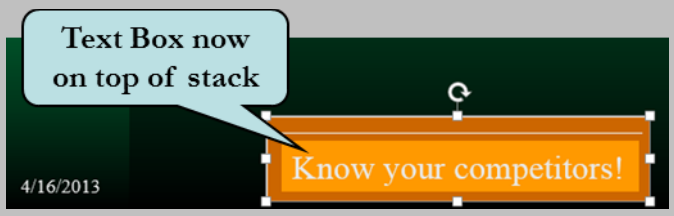
To Change the Layering Order of Objects

1. Select the graphical object that you wish to move.
2. Click the Format tab under the Drawing Tools group.
3. To send an object backward or to the back of the stack, click the **Send to Back arrow** on the Arrange group and choose either Send to Back or Send Backward.
4. To bring an object forward or to the front of the stack, click the **Bring to Front arrow** on the Arrange group and choose either Bring to Front or Bring Forward.

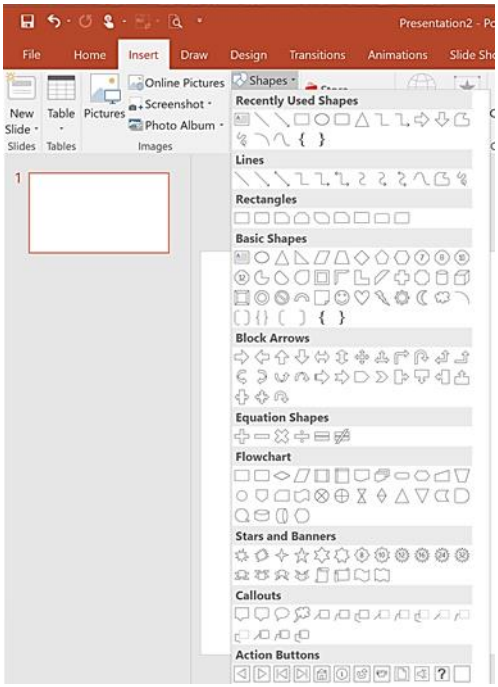
Let's Try It!

What	Why
1. Select **Slide 7** in the slides pane.	Makes Slide 7 the active slide.
2. Click the rectangle tool on the Ribbon as shown.	Activates the rectangle tool.
	
3. Position your mouse pointer above and to the left of line and the text box that contains the text: **Know your competitors!**	Positions the mouse pointer at the location where we wish to draw our rectangle.
4. Click your left mouse button and then draw a rectangle so that it completely surrounds the text box and line. Release the mouse button.	Draws a rectangle around the text box. Notice that the rectangle is now layered on top of the text box and the line.

What	Why
	
5. With the rectangle still selected, click the **Format tab** under the Drawing tools tab and click the **Send Backward arrow** on the Arrange group as shown below.	Displays the Send Backward drop-down menu.
	
6. Click **Send to Back** from the menu.	Sends the rectangle to the back of the stack. The text box is now visible.
	
7. Click the **Save** icon.	Saves the active presentation.

4.6 Working with Shapes

In this lesson, you will learn how to add Shapes to your slides.



Another nifty feature in PowerPoint (which we've worked with a bit already) is **Shapes.** If you remember, Shapes consist of a group of ready-made drawing objects that you can add to your presentation. These include such shapes as rectangles, circles, cubes, lines and connectors, block arrows, callouts, stars and banners and the list goes on. The Shapes are grouped for you by the following categories:

- Recently Used Shapes
- Lines
- Rectangles
- Basic Shapes
- Block Arrows
- Equation Shapes
- Flowchart
- Stars and Banners
- Callouts
- Action Buttons

As with other drawing objects, select the Shape you want from the Ribbon and then draw the shape on your slide until it is the desired size. You can add text to Shapes which then becomes part of the object. That is to say, if you rotate or move the Shape, the text rotates or moves with it.

To Add a Shape

1. Select the slide onto which you want to place a Shape.
2. Click the **Insert tab** on the Ribbon.
3. Click the **Shapes** button on the Illustrations group on the Ribbon.
4. Click the Shape that you want to add to your slide from the Shapes gallery.
5. Click on the slide and draw the Shape until it is the desired size.

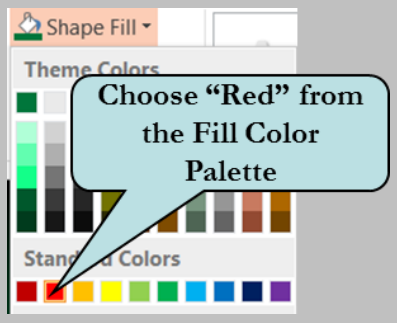
Tip: The Shapes collection under the Shapes icon on the Insert Ribbon and those under the Drawing group of the Home Ribbon are the same.

Let's Try It!

What	Why
1. Select **Slide 3** in the slides pane.	Makes Slide 3 the active slide.
2. Click the **Insert tab** on the Ribbon.	Switches to Insert commands and tools
3. Click the **Shapes** icon on the Illustrations group.	Displays the Shapes gallery.
4. Under the **Basic Shapes** category, click on the **Heart Shape** (third row, seventh column) as shown.	Selects the shape we want to insert.

What	Why
5. Click on the slide to the right of **The Team** and then draw the Shape until it is about ½-inch high as shown below. **Release** the mouse button.	Draws the heart Shape to the right of the slide title.

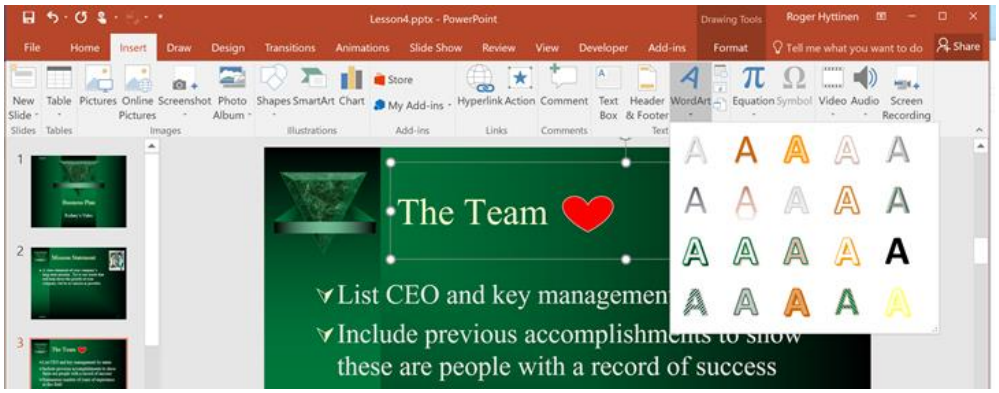
6. Click on the Shape.	Selects the Shape.
7. Click the **Format** tab under the **Drawing Tools** tab on the Ribbon.	Switches to object formatting options.
8. Click the **Shape Fill** icon on the Shape Styles group and then choose **Red** from the color palette as shown below.	Applies a red fill color to the Shape and closes the color palette.



4.7 Inserting WordArt

In this lesson, you will learn how to insert WordArt onto your slides.

WordArt is a gallery of text styles and effects that you can add to your presentations. With WordArt, you can add spectacular effects to the text of your slides – you can shadow it, bevel it, mirror it, and make it glow. In addition, PowerPoint allows you convert existing text into WordArt format. As with text boxes, you can apply formatting to WordArt shapes as well as change the text itself.



The WordArt icon is located on the **Insert Ribbon** on the **Text group** and will launch the **WordArt Gallery** when clicked. From the Gallery, select the **style** of WordArt you wish to add and then type the text for your WordArt object.

From the contextual **Format tab** (which displays when the WordArt object is selected), you can apply a variety of text effects by clicking the **Text Effects** icon on the WordArt styles group.

To Insert WordArt

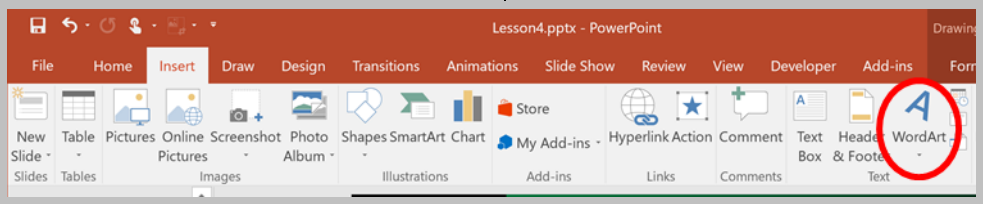
1. Click the **WordArt** icon on the Text group of the **Insert tab**.
2. Click on the desired WordArt format in the **WordArt Gallery**.

To Convert Existing Text to WordArt

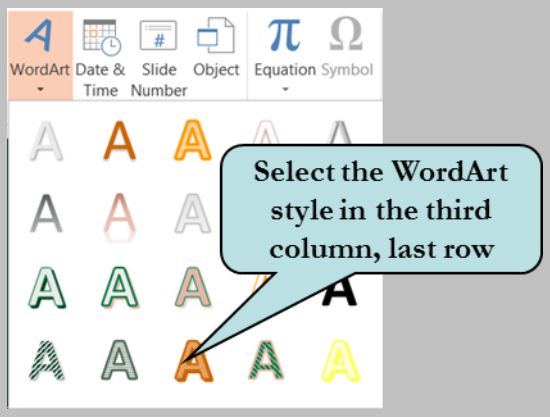
1. Select the text that you want to convert to WordArt.
2. Click the **WordArt** icon on the Text group of the **Insert tab**.
3. Click on the desired WordArt format in the **WordArt Gallery**.

Let's Try It!

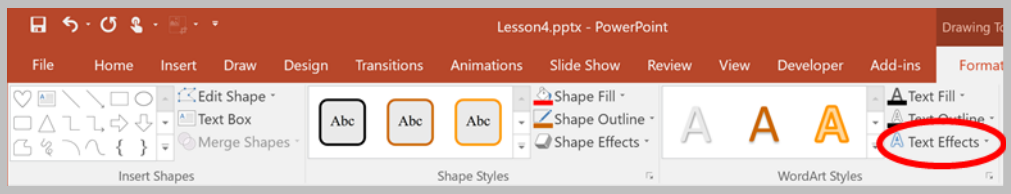
What	Why
1. Select **Slide 11** in the slides pane.	Makes Slide 11 the active slide.
2. Click the **Insert tab** on the Ribbon.	Switches to Insert commands and tools.
3. Click the **WordArt** icon on the Text group as shown below.	Displays the WordArt Gallery.

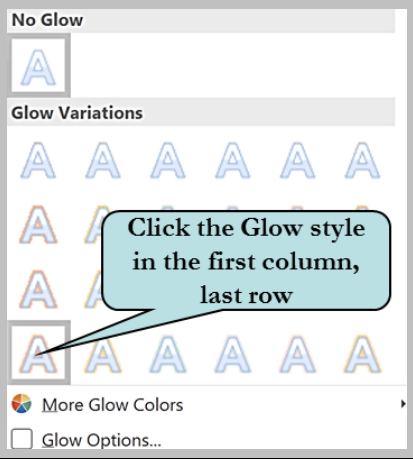
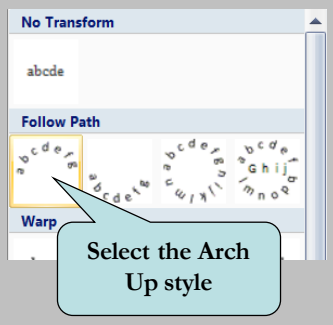


4. Select the WordArt Style in the **third column, last row** as shown below.	Selects the style for our WordArt object.



5. Type: **Risks Lead to Rewards** as shown below.	Enters the text for the WordArt object.

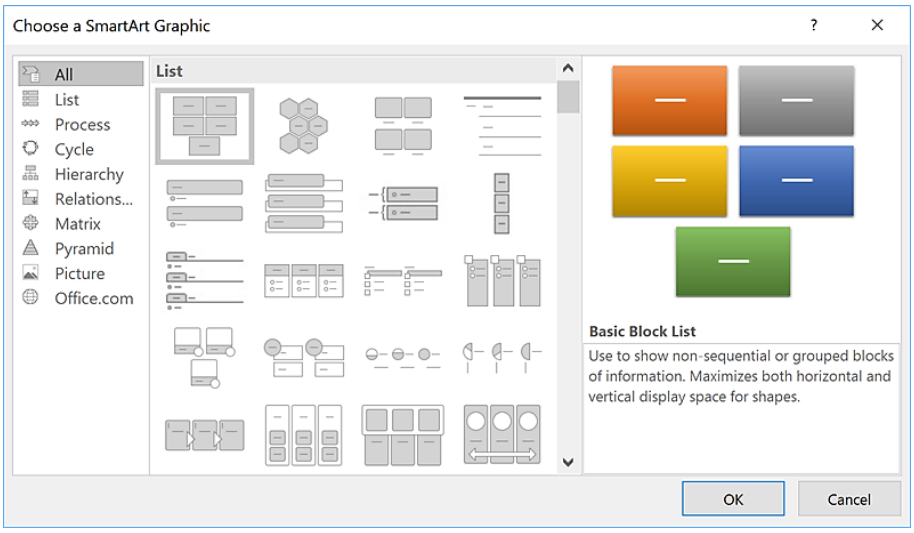
What	Why
6. With the object selected, move your mouse pointer over the **border of the object** until the pointer transforms into a 4-way arrow.	Enters drag mode.
7. Click and drag the WordArt object to the bottom center of the slide.	Repositions the object on the bottom of the slide.
8. Click the **Home** tab on the **Ribbon**.	Switches to Home commands and options.
9. With the WordArt object still selected, click the **Font Size** drop-down list and choose **44**.	Changes the size of the WordArt text to 44 pt.
10. With the object still selected, click the **Format tab** under the Drawing Tools tab.	Switches to object formatting options.
11. Click the **Text Effects** icon on the WordArt Styles group as shown below.	Displays the Text Effects gallery.
	
12. Point to **Glow** and select the Glow style in the last row, first column as shown below.	Applies the glow style to the WordArt text.

What	Why
	
13. Click the **Text Effects** icon on the WordArt Styles group again and point to **Transform**.	Displays available Transform styles.
14. Click the **Arch Up** transform style, the first style under the **Follow Path** category as shown.	Applies the Arch Up transform style to the WordArt text. 
15. Click the **Save** icon.	Saves our changes.

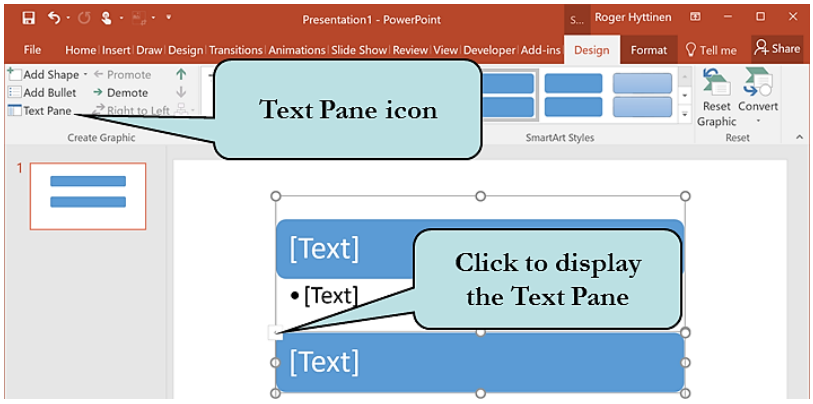
4.8 Inserting SmartArt

In this lesson, you will learn how to insert SmartArt graphics into your slides.

SmartArt is a feature that allows you to insert grapical objects such as diagrams, organization charts, flow charts, graphical lists, matrix illustrations, and much more into your slides. With the wide-range of formatting tools available such as colors, bevels, shadows, etc., you can easily create extremely impressive presentations.



After you have inserted a SmartArt object, you can manipulate and format the object in many ways from the contextual **Design tab** on the Ribbon. Options include appying a style to a SmartArt graphic, changing its orientation, changing its layout, and changing its colors, just to name a few.



The quickest way to add text is to click directly into SmartArt object and begin typing. You can also use the **Text Pane** to enter your text. Click the **Text Pane** icon on the contextual

Design tab on the Create Graphic group or click the control with two arrows along the left side of the object to display the text pane.

PowerPoint allows you to convert existing text to a SmartArt graphic. To do this, select the text box you want to convert, click the **Convert to SmartArt icon** on the Home Ribbon and choose the desired layout from the gallery.

To Insert SmartArt into a Presentation

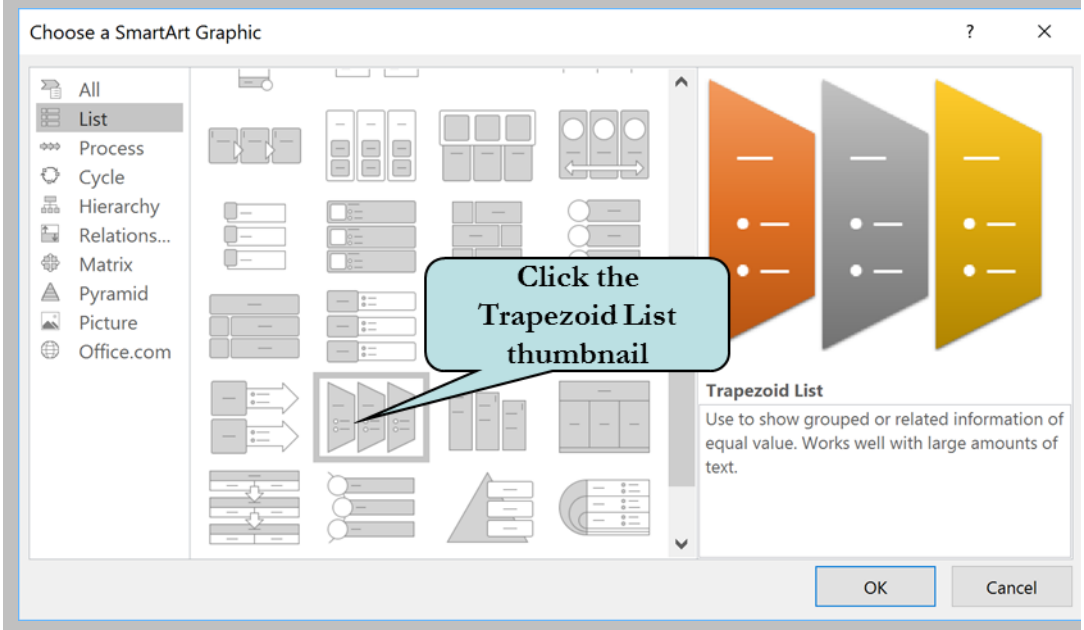
1. Click the **Insert tab** on the Ribbon.
2. Click the **SmartArt** icon on the Illustrations group to display the SmartArt gallery.
3. Click the desired category in the left pane.
4. Click the SmartArt graphic you want to use in the center pane.
5. Click **OK**.
6. Click in the SmartArt object and type in your text
   Or
   Click the **Text Pane** icon on the contextual **Design tab** and type in your text in the text pane.
7. Click the contextual **Design** or **Formatting** tabs on the Ribbon to modify the SmartArt object.

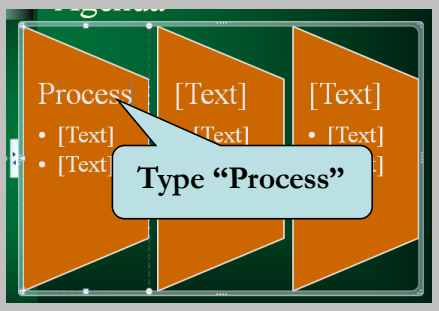
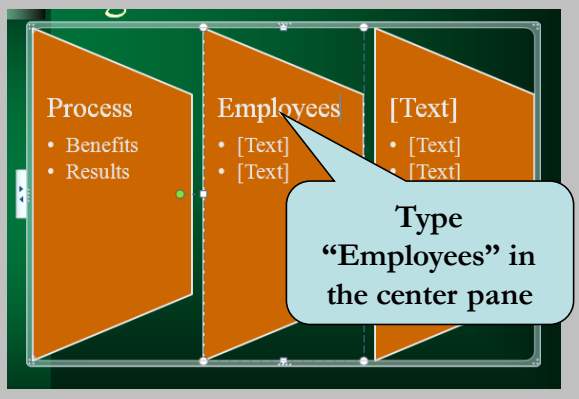
To Convert Text to a SmartArt Graphic

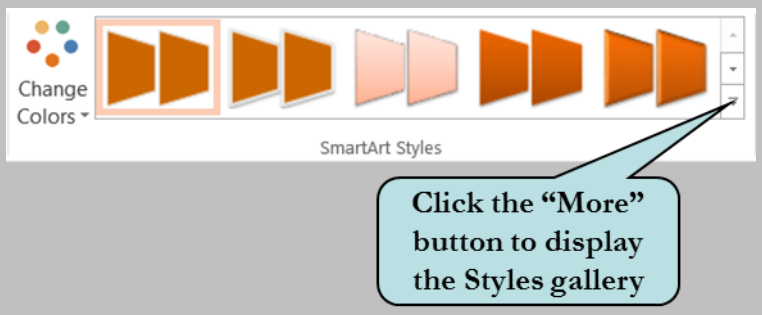
1. Select the text that you want to convert.
2. Click the **Home** tab on the Ribbon.
3. Click the **Convert to Smart Art** icon on the Paragraph group on the Ribbon.
4. Choose the desired layout from the SmartArt gallery.

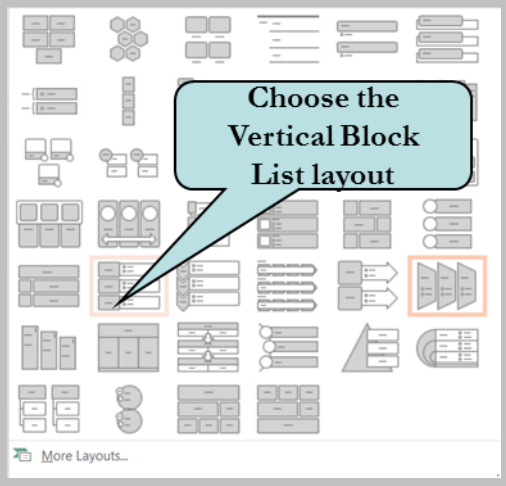
Let's Try It!

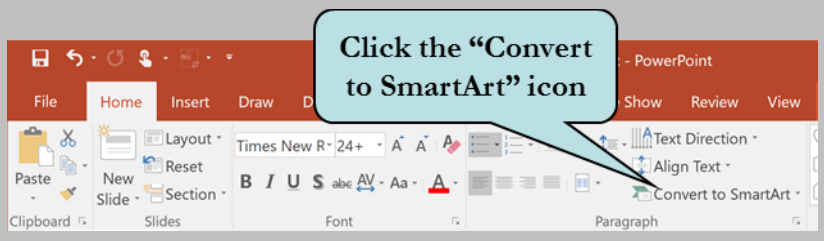
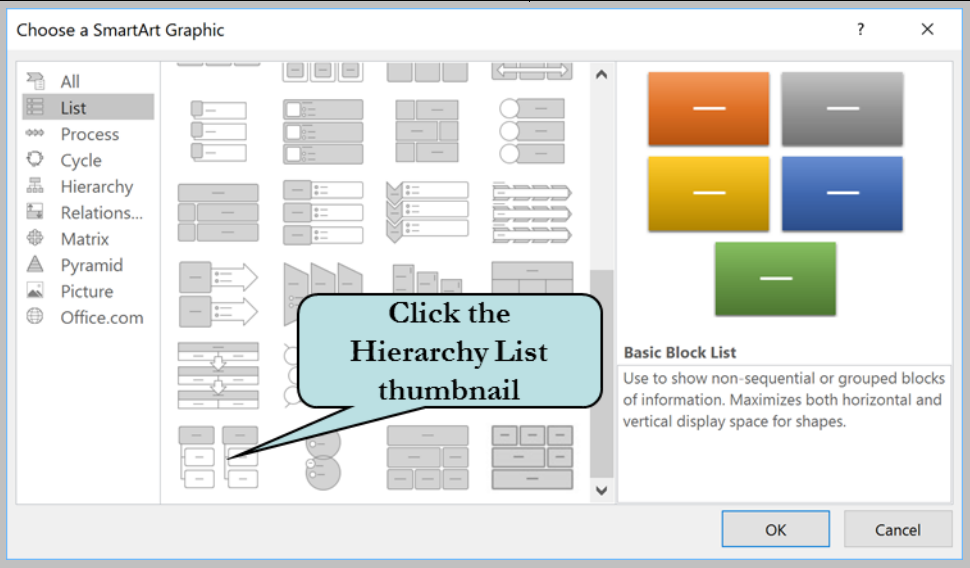
What	Why
1. Click the **Home** tab on the Ribbon.	Switches to Home commands and tools.
2. Click the **New Slide** arrow on the Ribbon and choose the **Title Only** layout.	Inserts a new slide after Slide 11 with the Title Only layout.

What	Why
3. Click in the **title box** and type: **Agenda**.	Enters a title for the new slide.
4. Click outside of the placeholder.	Deselects the title placeholder.
5. Click the **Insert tab** on the Ribbon.	Switches to Insert commands and tools.
6. Click the **SmartArt icon** on the Illustrations group.	Displays the SmartArt gallery.
7. Click the **List** category in the left pane.	Displays SmartArt objects in the List category.
8. Click the **Trapezoid List** thumbnail in the second column, eighth row as shown below.	Displays information about the object in the right pane.
	
9. Click **OK**.	Inserts the SmartArt graphic into our slide.

What	Why
10. Click in the title Text bullet in the left pane and type: **Process** as shown below.	Enters text into our SmartArt Object
	
11. Click in the second level bullet text area below Process in the first pane and type: **Benefits**	Enters second level text into our SmartArt Object.
12. Click in the second level bullet text area below Benefits in the first pane and type: **Results**	Enters second level text into our SmartArt Object.
13. Click in the title Text bullet in the center pane and type: **Employees** as shown below.	Enters text into our SmartArt Object
	
14. Click in the second level bullet text area below Employees in the center pane and type: **Office**	Enters second level text into our SmartArt Object.

What	Why
15. Click in the second level bullet text area below Office in the center pane and type: **Union**	Enters second level text into our SmartArt Object.
16. Press **Enter**	Inserts a new bulleted item.
17. Click in the second level bullet text area below Union in the center pane and type: **Management**	Enters second level text into our SmartArt Object.
18. Click the contextual **Design tab** on the Ribbon under the SmartArt Tools tab.	Switches to SmartArt design options.
19. Move your mouse pointer over any of the style thumbnails in the SmartArt Styles group.	Displays a preview of the style.
20. Click the **More** icon on the **SmartArt Styles** group as shown below.	Displays the SmartArt Styles gallery.
	
21. Click the last style in the gallery (Birds Eye Scene) as shown below.	Applies the Birds Eye Scene style to the SmartArt Object.

What	Why
22. Click the **More** icon on the **Layouts group** and choose the **Vertical Block List layout,** the first layout in the fifth row as shown below.	Changes the layout to Vertical Block List.
	
23. Click on **Slide 11** in the Slides Pane.	Makes Slide 11 the active slide.
24. Highlight all of the text in the text box containing the three bulleted items.	Selects the text box that we want to convert to a SmartArt graphic.
25. Click the **Convert to SmartArt Graphic** icon on the Paragraph Group as shown below.	Displays the SmartArt gallery.

What	Why
	
26. Click **More SmartArt Graphics** on the bottom of the gallery.	Displays the entire SmartArt gallery
27. Click the **List** category in the left pane.	Displays SmartArt objects in the List Category.
28. Click the **Hierarchy List** thumbnail in the **first column of the tenth row** as shown below and then click **OK**.	Converts the text box to the Hierarchy List SmartArt object.
	
29. Click the **Change Colors** icon on the SmartArt Styles group on the Ribbon (under the Design Tab).	Displays the Colors gallery.
30. Click the **second thumbnail** under the **Primary Theme Colors** category as shown below.	Applies the new theme color to our SmartArt object.

What	Why
31. Click the **File tab** and select **Close** from the File Options menu. Click **Save** when asked to save your changes.	Saves and closes the presentation file.

Lesson Summary – Working with Graphics

- In this lesson, you worked with resizing and moving objects. You learned that when you select an object, sizing handles appear on the object's border. Clicking and dragging on a sizing handle allows you to change the size of the selected object. You also learned that to move an object, you position your mouse pointer over the border of the object or directly over a graphic until your mouse pointer transforms into a four-way arrow, and then click and drag to a new location.
- Then, you learned that grouping allows you to combine objects so you can work with them as though they were a single unit. You learned how to group objects using the Group icon on the contextual Format tab or by right-clicking an object and choosing Group from the contextual pop-up menu.
- Next, you learned how to align your objects relative to one another using the Align command icon under the contextual Format tab. You also learned that to ensure objects are arranged equal distances from each other, you can use the Distribute Horizontally or Distribute Vertically commands.
- Next, you learned how to rotate objects. Using the rotate tool under the contextual Format tab, you learned that can rotate an object in 90 degree increments or you can use the freeform rotate tool to rotate an object by any increment that you wish. When you select a graphical object, rotating handles appear, allowing you to rotate the object freeform style to any desired orientation.
- Next, you learned how to layer objects using the Send to Back or Bring to Front commands under the contextual Format tab. You learned that arranging objects allows you to change their position in the stack.
- Next, you worked with Shapes, which consist of a group of ready-made drawing objects such as rectangles, circles, cubes, lines, block arrows, callouts, stars and banners, etc. that you can add to your presentations. You learned that the Shapes icon is located on the Insert Ribbon.
- Next, you worked with WordArt, which allows you to add spectacular effects to the text of your slides. You learned that the WordArt icon is located on the Insert Ribbon and will display the WordArt Gallery when clicked.
- Lastly, you worked with the SmartArt feature, which allows you to insert graphical objects such as diagrams, organization charts, flow charts, graphical lists, matrix, and much more. You learned how to format SmartArt, apply Quick SmartArt Styles, change the SmartArt layout and convert existing text to a SmartArt object.

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Lesson 4 Quiz

1. If you want to align the left edges of all of your text boxes, you would:
   A. Select all of the text boxes, click the Draw icon on the Home Ribbon and then select Align Left from the menu.
   B. Select all of the text boxes, click the Align icon on the contextual Format Ribbon and then select Align Left from the menu.
   C. Select all of the text boxes, click the Align icon on the contextual Format Ribbon and then select Align Horizontally from the menu.
   D. Select all of the text boxes, click the Align icon on the contextual Insert Ribbon and then select Align Left Edges from the menu.

2. To rotate an object by any increment that you wish, would use the:
   A. Free Rotate Tool
   B. Custom Rotate Tool
   C. Flip Tool
   D. Topsy-Turvy Tool

3. You drew a circle object around your text box and now your text box has disappeared! How can you redisplay your text box?
   A. With the circle selected, click the Send to Back icon on the Home Ribbon.
   B. With the circle selected, click the Send to Front icon on the contextual Format Ribbon.
   C. With the circle selected, click the Send Backward icon arrow on the contextual Format Ribbon and then click the Send to Back icon.
   D. Set the fill color of the circle to white.

4. Shapes are:
   A. Ready-made pictures that you can add to your slides.
   B. Fancy text that you can add to your slides.
   C. Ready-made 3-D text boxes that you can add to your slides.
   D. Ready-made drawing objects that you can add to your slides.

5. How can you convert a text box to a SmartArt shape in PowerPoint?

6. The SmartArt Layouts gallery and SmartArt styles gallery are displayed under which contextual Ribbon tab?
   A. Format
   B. Styles
   C. Design
   D. Insert

7. You have seven text boxes on your slide. You want to be able to move them around together as one object. Describe the steps to group the text boxes so that you can work with them as a single unit.

8. After you add a SmartArt shape to a document, you can later change it to a different SmartArt shape.
   A. True
   B. False

LAB 4 – ON YOUR OWN

1. Open the Lab4 exercise file.

2. Select **Slide 8**. Rotate the red arrow so that it points to the **Forms graphic**. **Group** the arrow object and the Forms graphic together.

3. **Ungroup** the objects you grouped in number 2. Change the color of the arrow to **yellow** (Hint: use the Shape Fill command)

4. Move the arrow to the right until the tip rests on top of the Forms graphic. Using the **Send to Back** command, layer the arrow so that it is behind the Forms graphic.

5. Select Slide 4. Convert the text box to a SmartArt graphic, using the Basic Matrix layout (the last row, third column). Change the color of the object to the 4th style under the Colorful Category. Click the More Smart Styles icon and change the SmartArt style to the Metallic Scene style (seventh style under the 3-D category).

6. Save and close the file.

Lesson 5

Lesson 5 - Tables and Charts

Lesson Topics:

5.1 Inserting a Table

5.2 Applying Styles to a Table

5.3 Inserting/Deleting Rows & Columns

5.4 Adjusting the Width/Height of Rows & Columns

5.5 Formatting Table Borders

5.6 Applying Cell Shading to a Table

5.7 Inserting a Chart

5.8 Formatting a Chart

5.9 Changing the Chart Type

5.10 Inserting an Organization Chart

5.11 Modifying an Organization Chart

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5.1 Inserting a Table

In this lesson, you will learn how to insert a table object on a slide.

Tables are an excellent way to present and organize columns of data. Similar to spreadsheets, tables are organized in rows and columns. The intersection of rows and columns is called a cell. You decide how many rows and columns you want to appear in your table. Pressing the **Tab** key moves your cursor from one cell to another when entering data. Once you insert a table, you can then add more rows or columns later if need be. Like other objects in PowerPoint, you can apply a wide array of formats to your table such as borders, cell shading and cell fill.

To Insert a Table on a New Slide

1. Click the **New Slide arrow** on the Home Ribbon.
2. Choose the **Title and Content** layout.
3. Click the **Insert Table icon** on the content area of the slide.
4. Enter the number of **rows and columns** in the Insert Table dialog box.
5. Click **OK**.

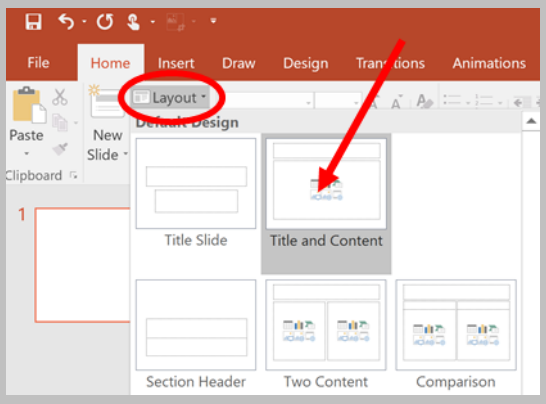
To Insert a Table on an Existing Slide Layout

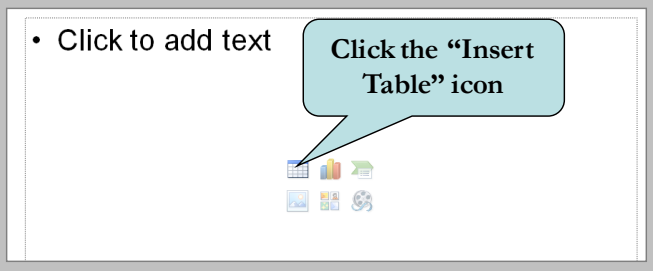
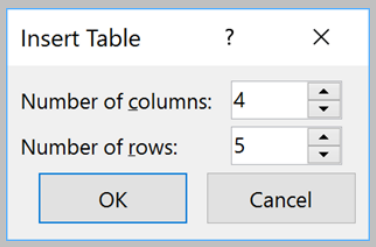
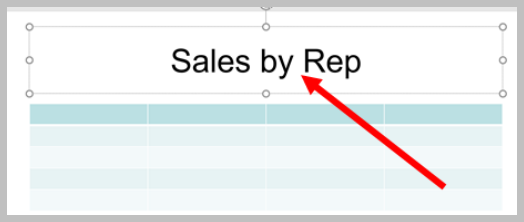
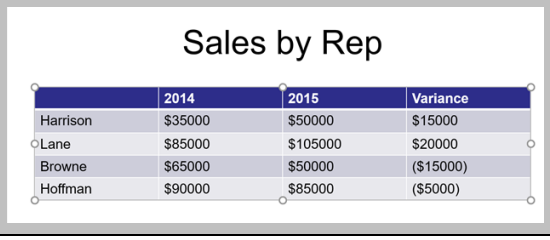
1. Click the **Table button** on the Insert Ribbon and drag across the grid until the desired number of rows and columns are displayed

Or

1. Click the **Table button** on the Insert Ribbon.
2. Click **Insert Table** on the menu.
3. Enter the number of **rows and columns** in the Insert Table dialog box.
4. Click **OK**.

Let's Try It!

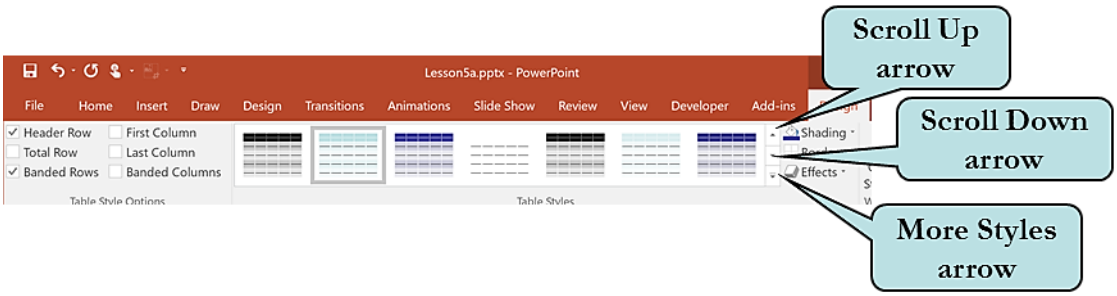
What	Why
1. Open **Lesson5a**.	Opens the presentation file Lesson5a
2. Click the **Layout button** on the Slides group of the Home Ribbon and choose **Title and Content** from the gallery as shown below.	Changes the layout of the active slide to the Title and Content.
	
3. Click the **Insert Table** icon in the Content placeholder as shown below.	Displays the Insert Table dialog box.

What	Why
	
4. **Type 4** in the Number of columns box as shown.	Sets the number of columns to 4. 
5. **Type 5** in the Number of rows box.	Sets the number of rows to 5.
6. Click **OK**.	Closes the Insert Table dialog box and creates the table.
7. Click in the **Title Placeholder** and type: **Sales by Rep** as shown below.	Enters the title for the slide.
	
8. Enter the table data as follows (press the tab key to move from one column to the next)	Enters data into the table object.
	

5.2 Applying Styles to a Table

In this lesson, you will learn how to apply a preset formatting style to a table.

PowerPoint includes several **table styles** that you can add to your tables. These table formats include preset colors and border styles that you can instantly apply to an existing table. Under the contextual Design tab under the Tables Tools tab, you will see several preset Table Style thumbnails displayed on the Ribbon. Move your mouse pointer over any of these styles to see a preview of the selected style. Click the **Scroll Up** or **Scroll Down arrow** to scroll through the style list. To view the entire Table Styles gallery, click the **More Styles** icon.

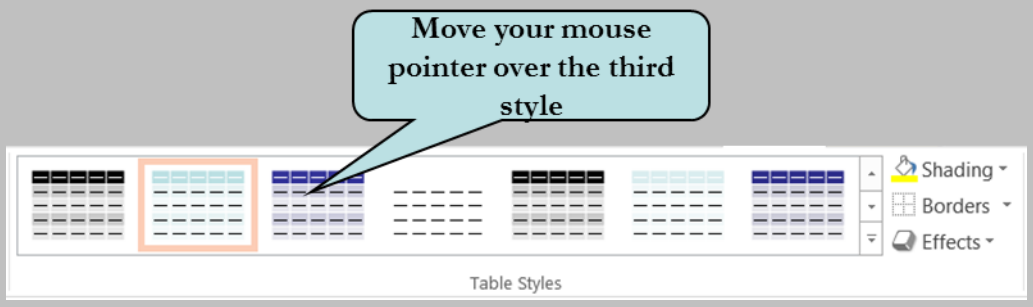
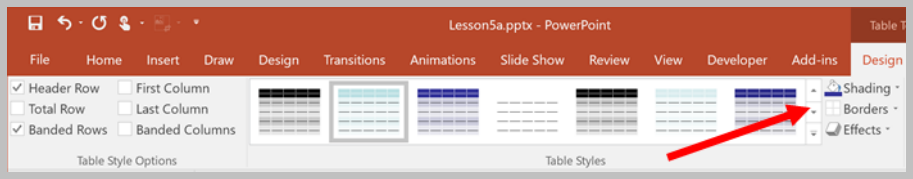


To Apply a Style to a Table

1. Click anywhere in your table to select the table.
2. Click the contextual **Design tab** under Table Tools on the Ribbon.
3. Move your mouse pointer over any of the **Table Styles thumbnails** in the Table Styles group.
4. Click the Scroll Up or Scroll Down arrows to display additional table styles.
5. Click the More Styles arrow to display the entire Table Styles gallery.
6. Click the Table Style thumbnail to apply that style to your table.

Let's Try It!

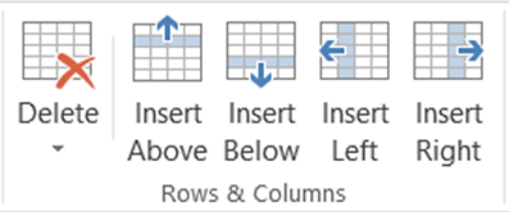
What	Why
1. Click anywhere inside of the table.	Selects the table.
2. Click the contextual **Design tab** on the Ribbon as shown below.	Displays table design tools and commands.

What	Why
3. Move your mouse pointer over the third Table Styles thumbnail from the left in the Table Styles group as shown below.	Displays a preview of the Table Style.
	
4. Click the **Scroll Down** arrow on the Table Styles group as shown below.	Displays the next row of thumbnails.
	
5. Click the third Table Styles thumbnail from the left in the Table Styles group.	Applies that style to the selected table.
6. Click the **File** tab and select **Close** from the menu. Click **Save** when asked to save your changes.	Saves and closes the presentation file.

5.3 Inserting/Deleting Rows & Columns

In this lesson, you will learn how to add/remove table rows and columns.

Once you have created your table, you can add or remove rows and columns by using the **Rows and Columns** tools on the contextual **Layout** Ribbon.



Rows & Columns group

To add or delete columns and rows, click in the area of the table where you want to add or delete a row or column, and then choose from the following options on the Rows & Columns group:

- Insert Left (inserts columns to the left of the selected column)
- Insert Right (inserts columns to the right of the selected column)
- Insert Above (inserts rows above the selected row)
- Insert Below (inserts rows below the selected row)
- Delete (choose rows or columns)

You can also **right-click** in any table cell, point to insert, and then choose the desired command from the menu. To delete a row or a column, right-click and choose either **Delete Rows** or **Delete Columns.**

To Add/Delete Columns or Rows

1. Click in the table at the location where you want to insert or delete a row or column.
2. Click the contextual **Layout** tab on the Ribbon.
3. On the Rows & Columns group on the Ribbon, click the Insert Left, Insert Right, Insert Above or Insert Below to insert a row or a column.
4. To delete a row or column, click the **Delete** button on the Rows & Columns group on the Ribbon.

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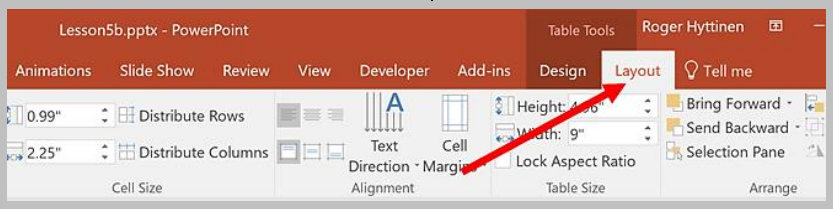
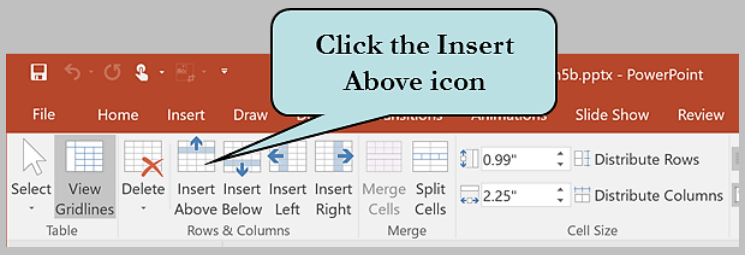
Let's Try It!

What	Why
1. Open **Lesson5b**.	Opens the presentation file Lesson5b.
2. Click in the row containing the name **Sanford**.	Selects the area in the table where we want to insert a new row.
3. Click the contextual **Layout** tab on the Ribbon.	Displays table layout commands and tools.



4. Click the **Insert Above** icon on the Rows & Columns group as shown below.	Inserts a new blank row above the selected row in the table.



5. Click in the row containing the name **Morgan.**	Selects the row in the table that we wish to delete.
6. Click the contextual **Layout** tab on the Ribbon.	Displays table layout commands and tools.
7. Click **Delete** button on the Rows and Columns group and click **Delete Rows** from the drop-down menu.	Deletes the selected row.
8. Select the cell with the text **2014**.	Selects the area in the table where we wish to insert a new column.
9. Click the **Insert Left** button on the Ribbon.	Inserts a new blank column to the left of the selected column.

5.4 Adjusting the Width/Height of Rows & Columns

In this lesson, you will learn how to adjust the width and height of rows and columns.

Sometimes you might find that the width of your table columns is uneven or not to your liking. Luckily, you can easily adjust the width of your columns or the height of your rows. To do so, click on the right border line of the column or the bottom border line of the row (your pointer will become two arrows) and then drag in the direction of the width or height you want to change. You can also double-click on either a row or column border to automatically "AutoFit" the column or row to accommodate the widest column entry or the tallest row entry.

To Adjust Column Width

1. Move your mouse pointer over the right border of the column whose width you wish to change. The pointer will transform into a double vertical line with a horizontal arrow pointing through the center.
2. Click and drag to the left to decrease the width of the column or to the right to increase the width of the column.

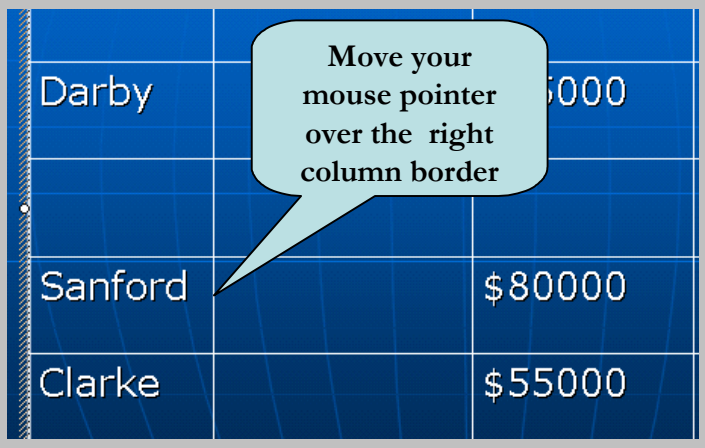
Or

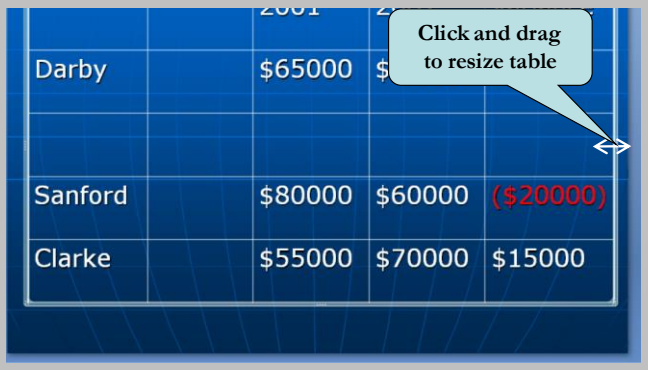
1. Double-click on the right-border of the column to automatically adjust the width to accommodate the widest entry.

To Adjust Row Height

1. Move your mouse pointer over the bottom border of the row whose height you wish to change. The pointer will transform into a double horizontal line with a vertical arrow pointing through the center.
2. Click and drag upwards to decrease the height of the row or downwards to increase the height of the row.

Let's Try It!

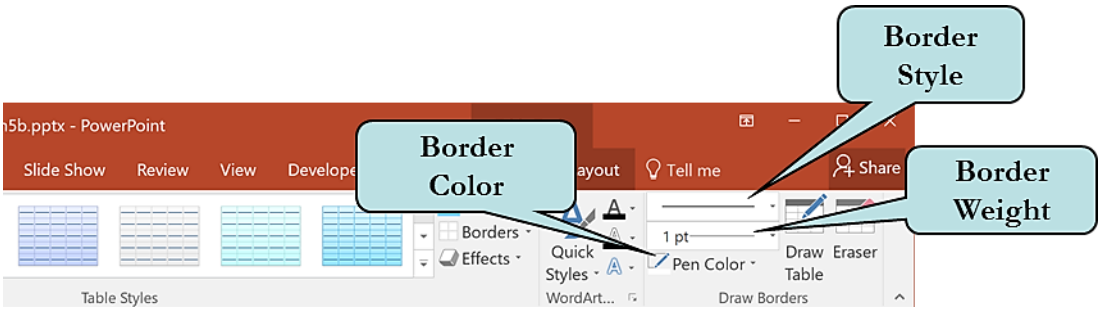
What	Why
1. Move your mouse pointer over the right border of the 1st column as shown below until the pointer transforms into a double vertical line with an arrow pointing through the center.	Selects the column whose width we wish to change. When the mouse pointer changes, we are now ready to being sizing the column.
	
2. Click and drag to the left until the column border is just to the right of the **"d"** in **Sanford**.	Increases the width of the column so that it accommodates the widest entry.
3. Move your mouse pointer over the right border of the **blank column** until the pointer transforms into a double vertical line with a horizontal arrow pointing through the center.	Selects the column whose width we wish to change.

What	Why
4. Click and drag to the left about **½ inch**.	Reduces the width of the column by ½ inch.
5. **Double-click** on the right border of the column that contains the text **2014**.	Autofits the column to accommodate the widest entry.
6. **Double-click** on the right border of the column that contains the text **2015**.	Autofits the column to accommodate the widest entry.
7. Move your mouse pointer over the sizing control in the middle of the left border as shown below (your mouse pointer will transform into a double arrow)	Dragging on the center sizing control allows us to increase the size of our table.
	
8. Click and drag to the right about 1/2 –inch.	Resizes the table.
9. Click on the border of the table and drag to the right until the table is centered on the page.	Moves the table and centers it on the page.
10. **Double-click** on the right border of the first column of the table.	Autofits the column to accommodate the widest entry.
11. Click the **Save** icon on the Quick Access toolbar.	Saves our changes.

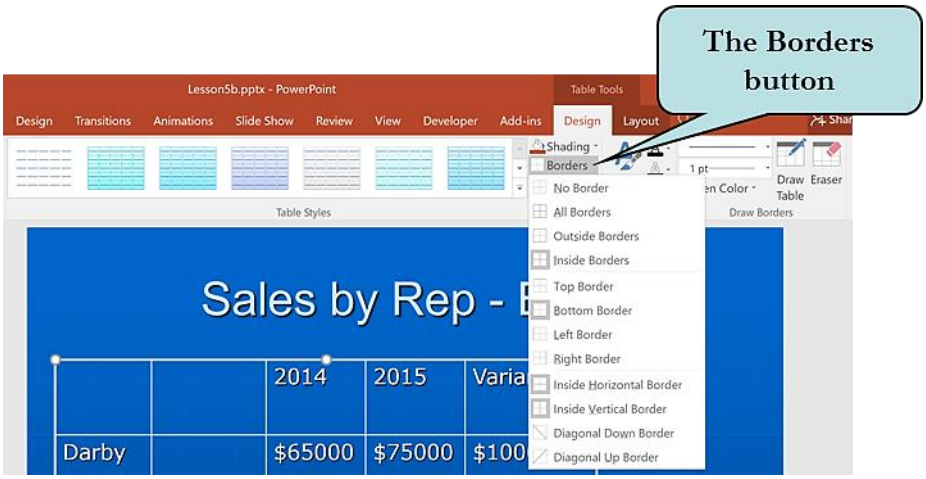
5.5 Formatting Table Borders

In this lesson, you will learn how to format the style, width, and color of table borders.

The **Draw Borders** group, which can be found under the contextual **Design tab**, allows you to change the borders of both the inside and outside lines of your table or remove the borders completely. Options include modifying the border type, the border thickness (weight) and Pen color.



Once you have set the border formatting that you want, click the **Borders button** on the Table Styles group to apply the formatting to your borders.



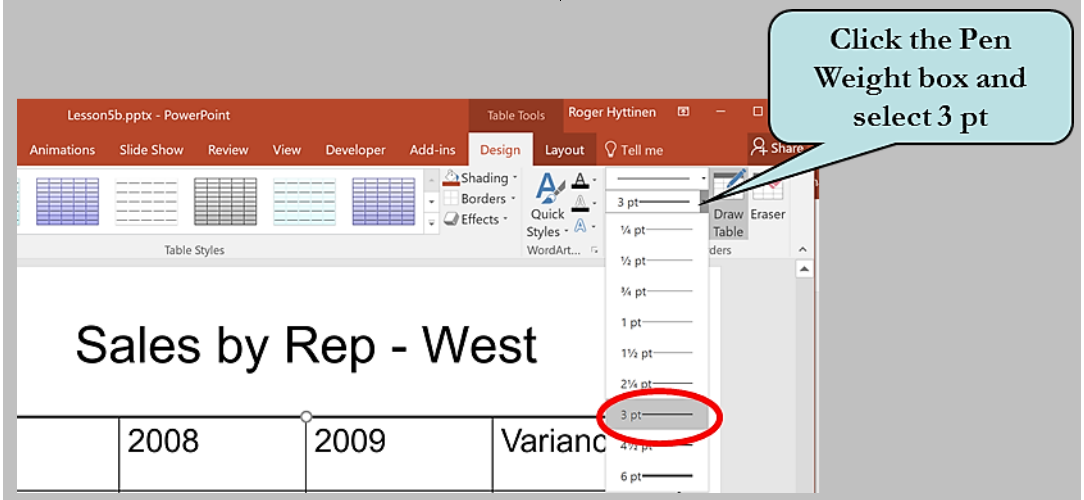
To Format Table Borders

1. Click inside of the table to select a particular cell or select the border of the table placeholder to apply settings to entire table.
2. Click the contextual **Design** tab on the Ribbon.
3. To change the weight of the border, click the arrow next to **Pen Weight** on the Draw Borders group and select the weight that you want.

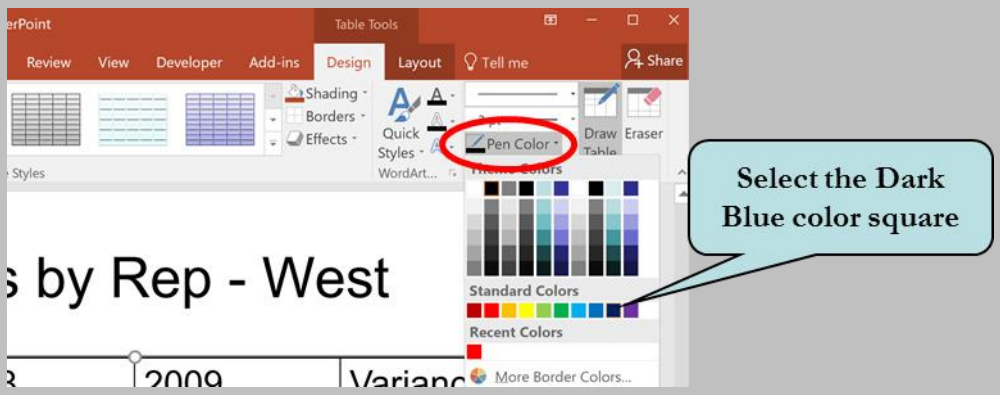
4. To change the style of the border, click the arrow next to **Pen Style** on the Draw Borders group and select the style that you want.
5. To change the color of the border, click the arrow next to **Pen Color** on the Draw Borders group and select the color that you want from the color palette.
6. To apply the formatting, click the **Border button** on the Table Styles group and select which borders you want to change.

Let's Try It!

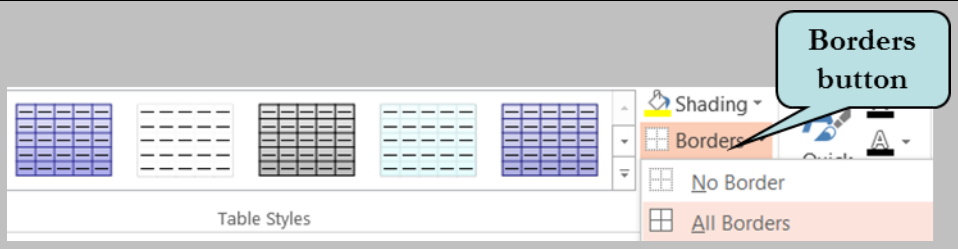
What	Why
1. In the **Slides Pane**, select Slide 2.	Makes Slide 2 the active slide.
2. Click on the placeholder border of the table.	Selects the entire table.
3. Click the contextual **Design tab (under Table Tools)** on the Ribbon.	Displays table design tools and commands.
4. Click the **Pen Weight** drop-down list and then select **3 pt** as shown below.	Selects a 3 pt. border width.



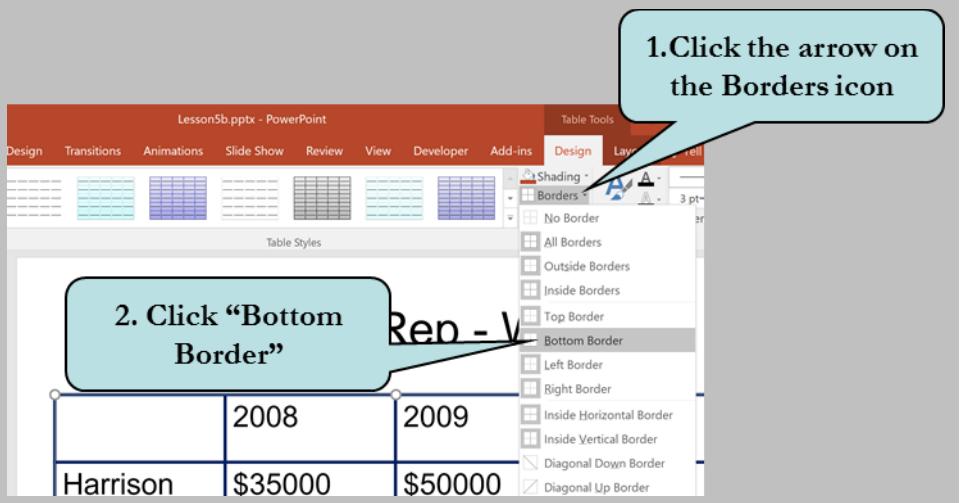
What	Why
5. Click the **Pen Color** drop-down list and then click the **Dark Blue** color swatch under the Standard Colors category (second to the last color) as shown below.	Sets the border color to a dark blue.



6. Click the **Borders button arrow** under the **Table Styles** group as shown below and select **All Borders** from the list.	Applies the changes to all borders in the table.



7. Click the **Borders icon arrow** under the **Table Styles** group and select **Bottom Border** from the list as shown below.	Removes the Border Style from the bottom border.

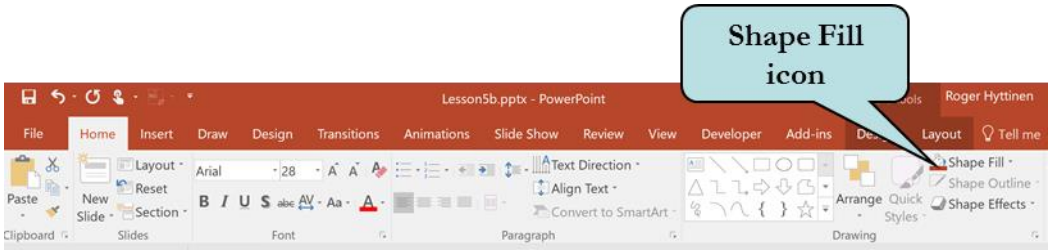
What	Why
	
8. Click the **Pen Color** drop-down list and then click the **Red** color swatch under the Standard Colors category.	Sets Red as the border color.
9. Click the **Borders icon arrow** under the **Table Styles** group and select **Bottom Border** from the list.	Applies a bottom border with the new settings.
10. Click the **Borders button arrow** again and select **Top Border** from the list.	Applies the new formatting to the top border of the table.
11. Click the **Save** button.	Saves the active presentation.

5.6 Applying Cell Shading to a Table

In this lesson, you will learn how to add cell shading to a table.

You can apply colors to individual cells or to an entire table. To accomplish this, click the **Shape Fill button** on the Home Ribbon or the **Shading icon** on the contextual **Design tab**. You can also right-click the table, choose Format Shape and select any fill color options.

By selecting **Shape Fill** formatting, you can also add such effects as gradient, texture and various patterns to your cells. You could even add a background picture to your cells, if you were so inclined.



To Apply Shading to Cells

1. Select (click and drag across) the cells to which you want to apply shading. To apply shading to the entire table, select the border of the table placeholder.
2. Click the **Shape Fill button** on the Drawing group of the Home Ribbon
   Or
   Click the **Shading** button on the Table Styles group of the **contextual Design tab** on Ribbon.
3. Click on the desired color in the color palette and then click **OK**.
4. To see additional colors, click on **More Fill Colors** to display the color palette, click on the desired color and then click **OK**.
5. To add patterns, gradients and textures, select **Picture, Gradient or Texture** from the Fill Color menu and make your selections.

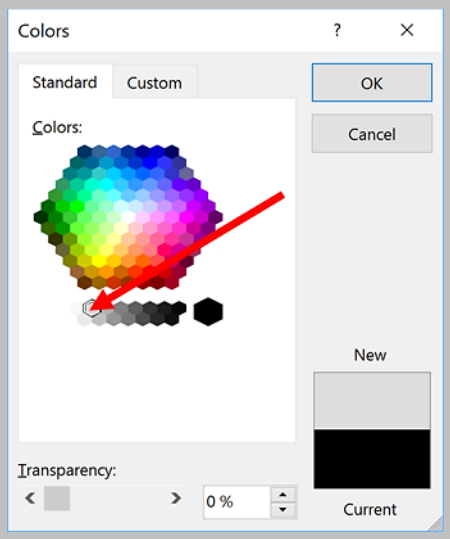
Let's Try It!

What	Why
1. Click in the blank cell in the first row and drag across until the entire first row of the table is selected as shown below.	Selects the entire first row of the table. This is the range to which we will apply shading.

	2014	2015	Variance
Harrison	$35000	$50000	$15000
Lane	$85000	$105000	$20000

2. On the **Tables Styles** group under the Design tab, click the arrow next to the **Shading** button as shown below.	Displays the Fill Color drop-down list. You can also add shading from the Shape Fill button on the Drawing group of the Home Ribbon.

3. Click **More Fill Colors** from the menu.	Displays the **Colors** dialog box.
4. Click the **Standard** tab.	Switches to the Standard colors palette.

What	Why
5. Click a **Light Gray** color in the Palette as shown.	
6. Click **OK**.	Applies the shading to the first row of our table.
7. Click anywhere in the table.	Deselects the first row.
8. Click the **Save** button.	Saves the active presentation.

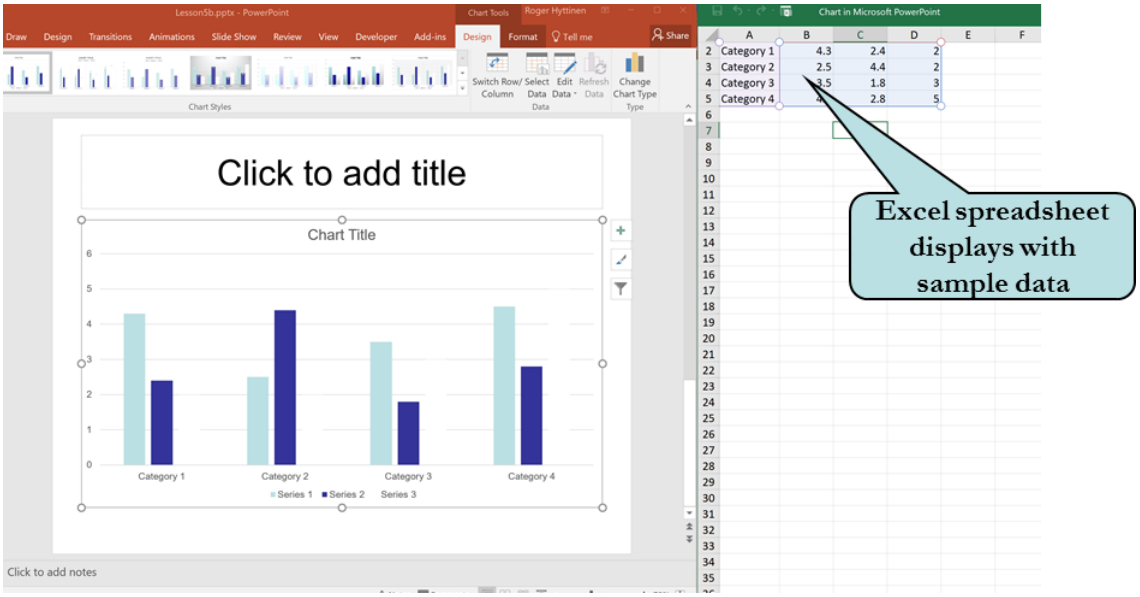
5.7 Inserting a Chart

In this lesson, you will learn how to insert a chart into a slide.

Charts are an ideal way to graphically present your numerical data. If you have a recent version of Excel installed on your computer, you can add a chart to your slides to provide a visual element for your numeric data. Click the **Chart button** on the **Insert Ribbon**, choose the type of Chart you want and then click OK. An Excel spreadsheet with sample data will then display in a separate pane, into which you replace the sample data with your own data.

Some available chart types are:

- Pie Chart
- Line Chart
- Bar Chart
- Area Chart
- Column Chart



To Insert a Chart on a New Slide

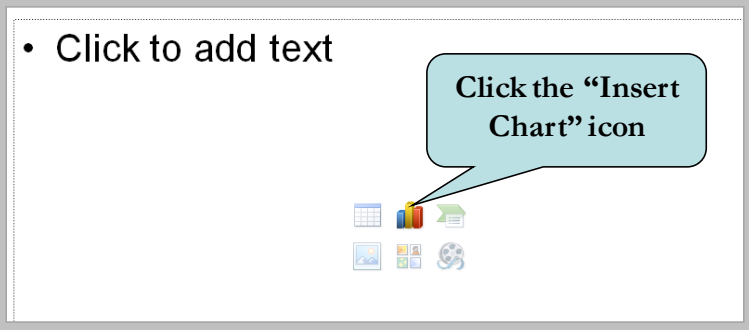
1. Click the **New Slide arrow** on the Home Ribbon.
2. Choose the **Title and Content** layout.
3. Click the **Insert Chart icon** on the content area of the slide.
4. Click the chart type you want from the Insert Chart dialog box.

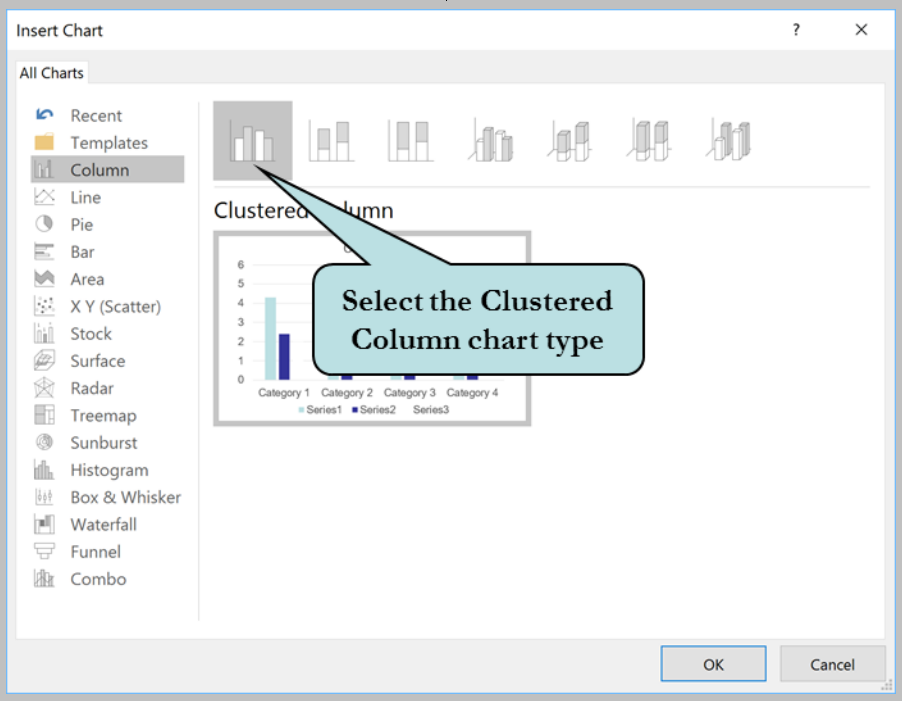
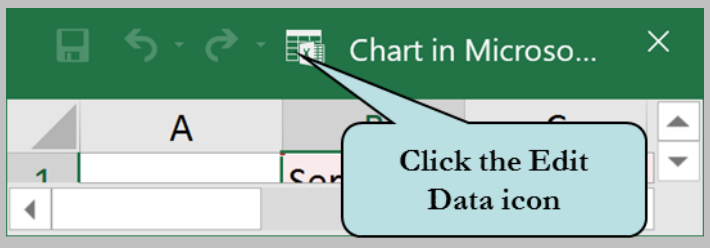
5. Click **OK** to display an Excel spreadsheet with sample data.
6. Replace the sample data with your own data.
7. Click the Close button on the Excel pane to close the spreadsheet.

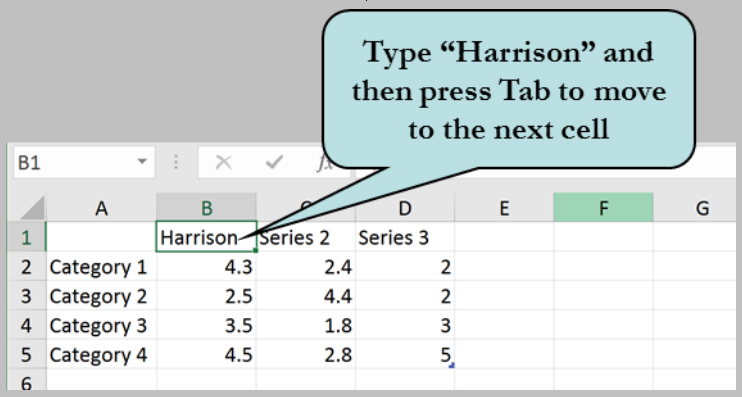
To Insert a Chart on an Existing Slide Layout

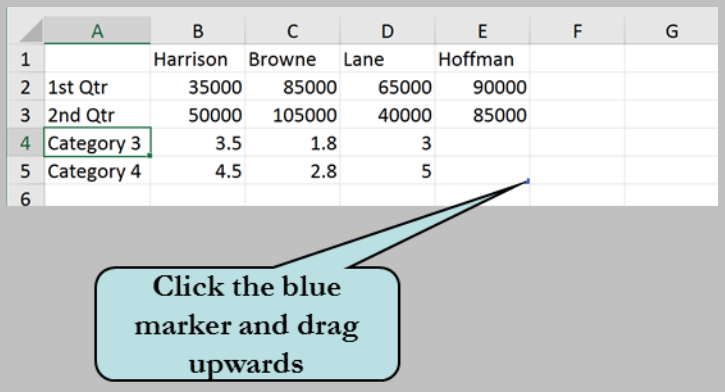
1. Click the **Chart button** on the Insert Ribbon.
2. Click the chart type you want from the Insert Chart dialog box.
3. Click **OK** to display an Excel spreadsheet with sample data.
4. Replace the sample data with your own data.
5. Click the Close button on the Excel pane to close the spreadsheet.

Let's Try It!

What	Why
1. Click the **Home tab** on the Ribbon.	Switches to Home commands and tools.
2. Click the **New Slide arrow** on the Slides group of the Home Ribbon and choose **Title and Content** from the gallery.	Inserts a new slide with the Title and Content layout.
3. Click the **Insert Chart** icon in the Content placeholder as shown below.	Displays the Insert Chart dialog box.
	
4. Click the **Column category** in the left pane.	Displays available chart types in the Column category.

What	Why
5. Click the **Clustered Column** chart type in the right pane (the first chart type) as shown below.	Selects the chart type that we want.
	
6. Click **OK**.	Launches the Excel application and displays a worksheet with Sample Data.
7. Click the **Edit Data** icon on top of the Excel window as shown below.	Expands the Excel window.
	
8. In the Excel worksheet, click inside of the cell containing the phrase: **Series 1**.	Activates the worksheet and selects the first cell whose data we want to change.

What	Why
9. Type: **Harrison** as shown below and then press **Tab**.	Enters data into the second cell in the first row and then moves to the cell in C1.
	
10. Type: **Browne** and then press **Tab**.	Enters data into the cell next to Harrison and moves to cell D1.
11. Type: **Lane**.	Enters data into the cell next to Browne
12. Click in cell **E1**.	Activates cell E1.
13. Type: **Hoffman**.	Enters data into the cell next to Lane.
14. Click in the cell with the words **Category 1** (cell A2) and type: **1st Qtr**. Press **Tab**.	Enters data into Cell A2 and moves to cell B2.
15. Type: **35000** and then press **Tab**.	Enters data into cell B2 and then moves to cell C2.
16. Type: **85000** and then press **Tab**	Enters data into cell C2 and then moves to cell D2.
17. Type: **65000** and then press **Tab**	Enters data into cell D2 and then moves to cell E2.

What	Why
18. Type: **90000**.	Enters data into cell E2
19. Click in the cell with the words **Category 2** (cell A3) and type: **2nd Qtr**. Press **Tab**.	Enters data into Cell A3 and moves to cell B3.
20. Type: **50000** and then press **Tab**.	Enters data into cell B3 and then moves to cell C3.
21. Type: **105000** and then press **Tab**.	Enters data into cell C3 and then moves to cell D3.
22. Type: **40000** and then press **Tab**.	Enters data into cell D3 and then moves to cell E3.
23. Type: **85000** and then press **Enter**.	Enters data into cell E3.
24. Click on the **Lower-right corner** of the blue marker surrounding the data and drag upwards until only the first two rows are highlighted by a border. Release the mouse button.	Moves the data selection border up, to exclude the last two rows of sample data.
	
25. Click the **Close Button** on the **Excel window**.	Closes the Excel spreadsheet and updates the chart to reflect the new data.

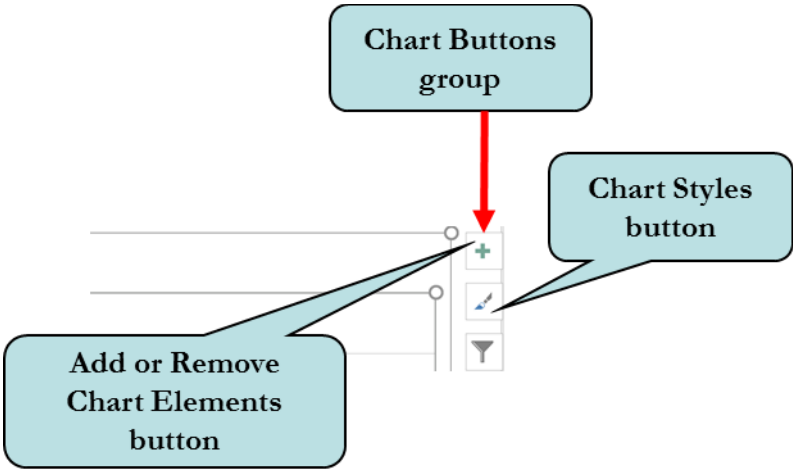
5.8 Formatting a Chart

In this lesson, you will learn how to apply formatting to your chart.

After creating your chart, two contextual Ribbons appear when the chart is selected: **Design** and **Format**, from where you can format your chart, apply various styles and change the chart layout.

From the contextual **Design Ribbon** (under Chart Tools), you can apply various chart layouts and chart styles as well as change the chart type and modify the existing chart data. Additionally, you can modify and add chart elements such as chart labels, axes, and plot areas. You are already familiar with many of the features on the **Format Ribbon**. From here, you can change shape borders, modify the colors and patterns of the graphical data series, and modify shape styles. To modify specific chart selections such as a data series or axis options, click the chart element and click the **Format Selection** button on the Format Ribbon to display the appropriate pane.

Another way to change the chart layout is by clicking the **Chart Styles** button which appears whenever a Chart is selected. Click the button and choose the style you want to use from the Gallery.

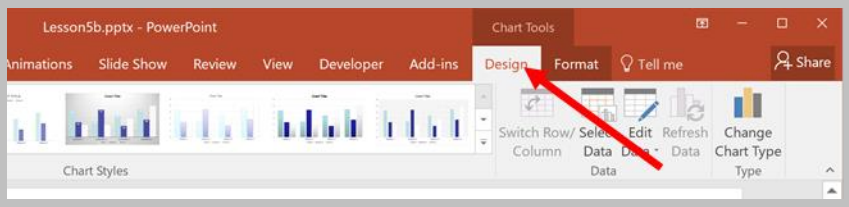


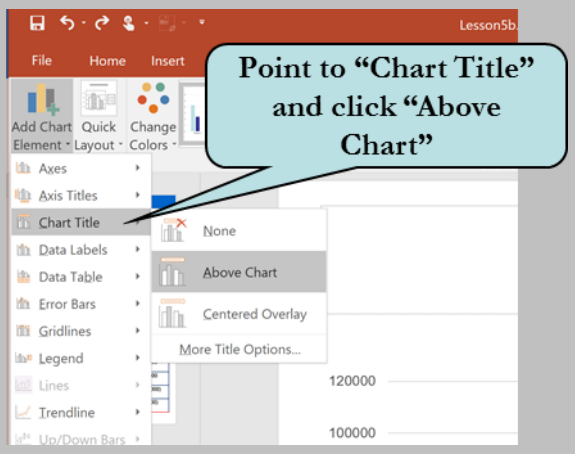
Additionally, you can format the text on your chart (font, color, alignment) from the Home Ribbon just as you would any other text contained in a placeholder.

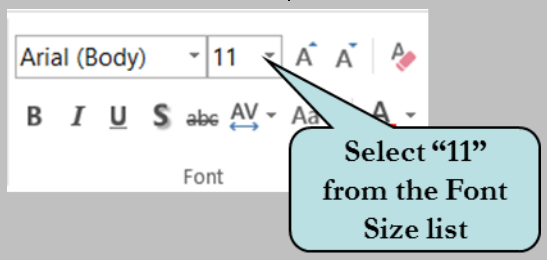
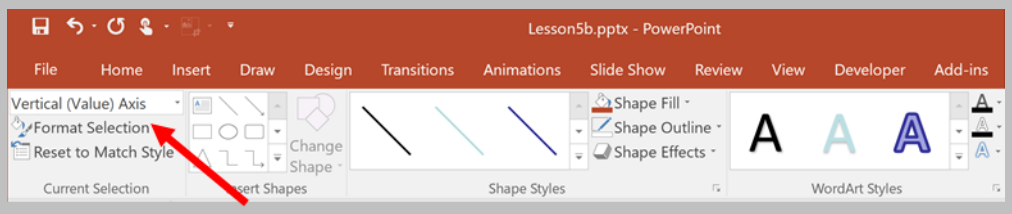
To Format a Chart

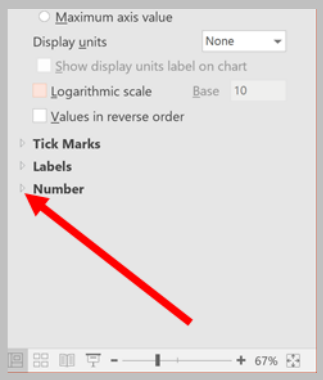
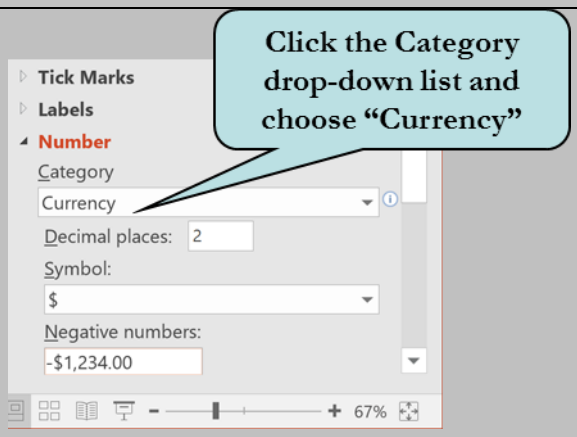
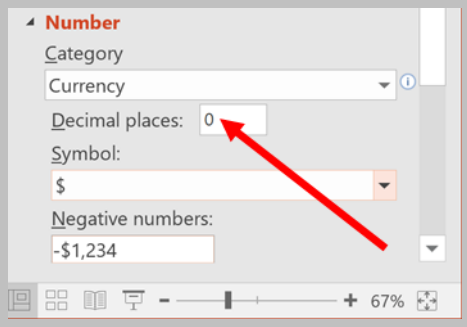
1. Click the chart to select it.
2. To change a chart layout or style, click the contextual **Design tab** under Chart Tools. Make your desired selection from the Chart Layout or Chart Style group.
3. To change chart titles, axis titles, legends, or data labels, click the **Add Chart Element** button on the **Design tab** and choose the item you wish to add.
4. To add or modify shape effects, shape fill, border weight, style or color, click the **Format tab** under Chart tools and make your selection.
5. To format a selected object, click the chart object and click the **Format Selection button** on the Format tab to display the Format Object pane.

Let's Try It!

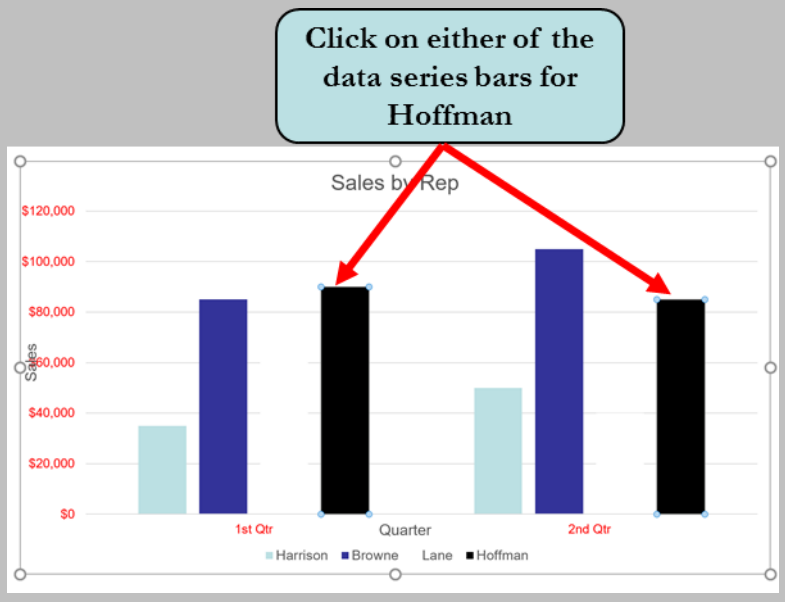
What	Why
1. Click on the border of the chart.	Selects the chart and displays the contextual Design, Layout and Format Ribbons.
2. Click the **contextual Design tab** under Chart Tools as shown below.	Displays the Chart Design Ribbon.
	
3. Click the **Add Chart Element** button on the Ribbon, point to **Chart Title** and click **Above Chart** from the menu as shown below.	Inserts a Chart Title text box above the chart.

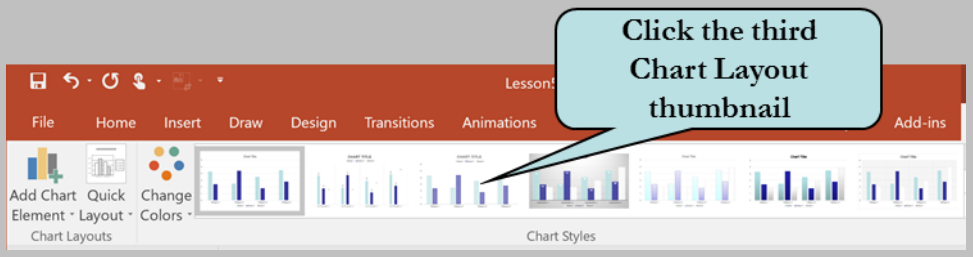
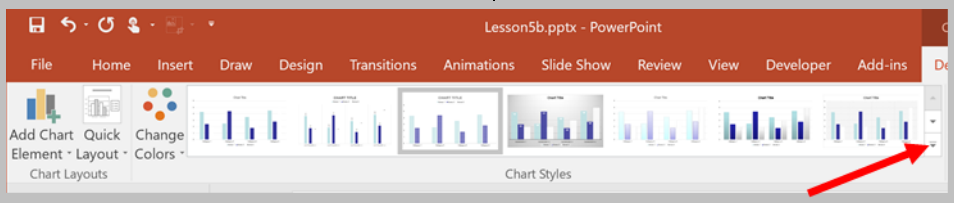
What	Why
	
4. Type: **Sales by Rep** as shown.	Enters a title for the chart in the chart title box.
5. Click the **Add Chart Element** button on the Ribbon, point to **Axis Titles** and click **Primary Horizontal** from the menu.	Inserts a text box below the Category X axis.
6. Type: **Quarter**.	Enters the text for the x-axis box.
7. Click the **Add Chart Element** button on the Ribbon, point to **Axis Titles** and click **Primary Vertical** from the menu.	Inserts a vertical text box to the left of the Value Z axis.
8. Type: **Sales**.	Enters the text for the z-axis box.
9. Click the **Home** tab on the Ribbon.	Displays Home commands and tools.

What	Why
10. **Click** any of the values on the Value Axis (the vertical axis on the left) and select **11** from the Font Size drop-down list on the Ribbon.	Changes the font size to 11 pt.
	
11. Click the contextual **Format** tab on the Ribbon.	Displays Format tools and commands.
12. **Click** any of the values on the Value Axis and click the **Format Selection** button on the Ribbon under the Current Selection group on the top left of your screen.	Displays the Format Axis Pane on the right side of your screen.
	
13. Click the left-pointing arrow to the left of the word **Number** in the right pane as shown below.	Displays number formatting options.

What	Why
	
14. In the **Category** box in the right pane, select **Currency** as shown below.	Changes the number formatting of the data series to Currency.
	
15. In the **Decimal places** box, type: **0** as shown below.	Set the number formatting to no decimal places.
	

What	Why
16. Click the **Close** button in the Format Axis pane.	Closes the Format Axis pane.
17. With the value series still selected, click the **Home tab** on the Ribbon.	Switches to Home tools and commands.
18. Click the **Font Color arrow** on the Font group and click the **Red** color swatch in the palette.	Sets the font color of the value axis data to red.
19. Click on the either of the values (1st Qtr or 2nd Qtr) on the Category-X axis.	Selects the values we want to modify.
20. Click the **Font Color arrow** on the Font group and click the **Red** color swatch in the palette.	Sets the font color of the category axis data to red.
21. Click the **Font Size arrow** on the Font group and click **11**.	Sets the font size of the category axis data to 12.
22. Click on either of **bars** for **Hoffman** as shown below.	Selects the data object we want to format.



What	Why
23. Click the **Shape Fill** button on the Drawing group and click the **yellow** color swatch under the Standard Colors category.	Changes the bar color for Hoffman to yellow.
24. Click the contextual **Design** tab under **Chart Tools** on the Ribbon.	Switches to chart design options.
25. On the **Chart Styles** group, click the **third thumbnail** as shown.	Applies the Layout 3 layout to the chart.
	
26. Click the **More** button on the Chart Styles group.	Displays the Chart Styles gallery.
	
27. Click the **last style** in the **last row** (Style 14).	Applies Style 14 to the selected chart.
28. Click the **Save** button on the Quick Access toolbar.	Saves the active presentation.

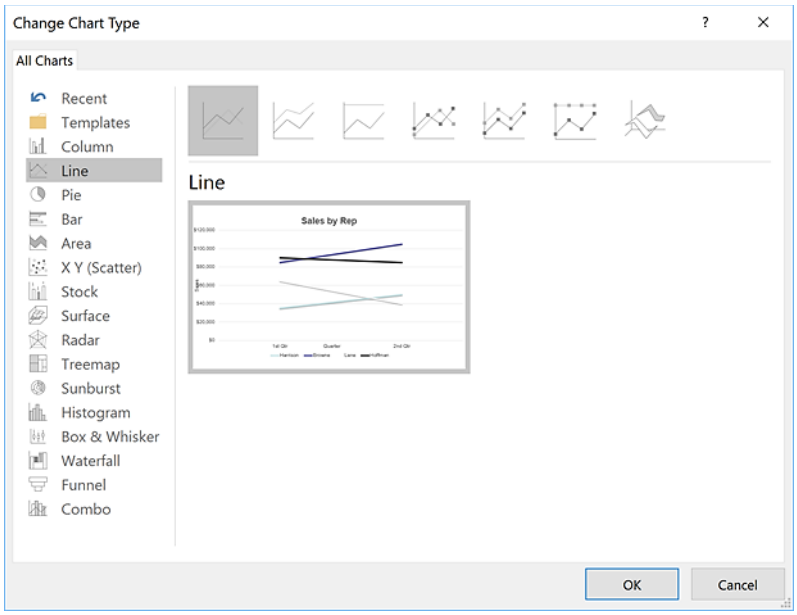
5.9 Changing the Chart Type

In this lesson, you will learn how to change the chart type of an existing chart in your presentation.

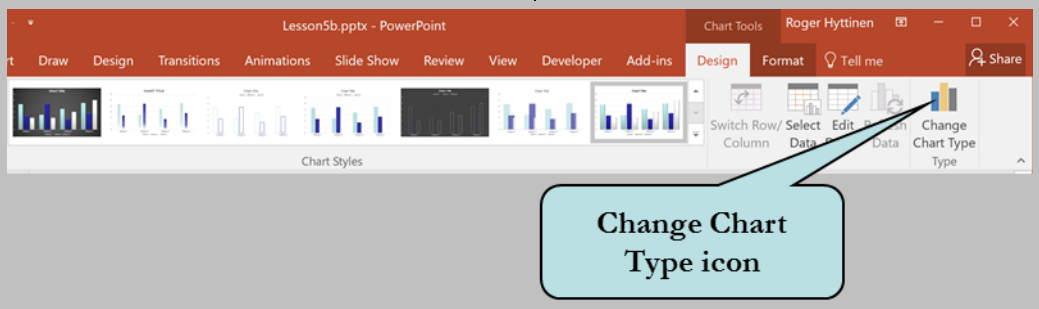
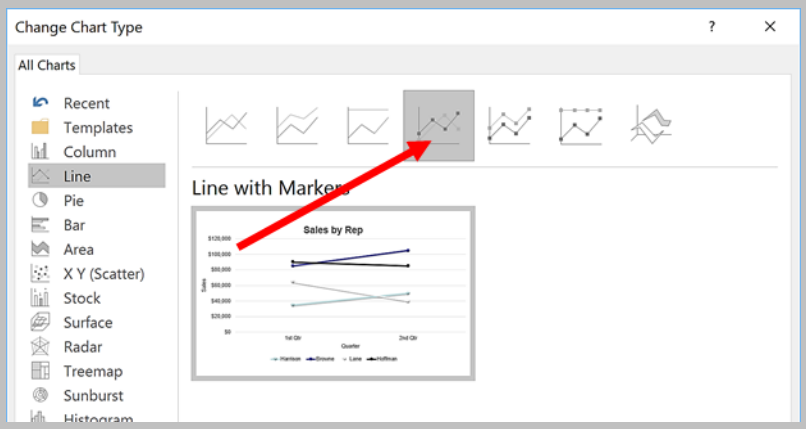
PowerPoint offers several chart types to aid you in communicating different types of information. To change the chart type, click the **Change Chart Type** button on the Type group under the contextual **Design tab** under Chart Tools to display the Chart Type dialog box. From there, you can choose from a wide array of chart types.

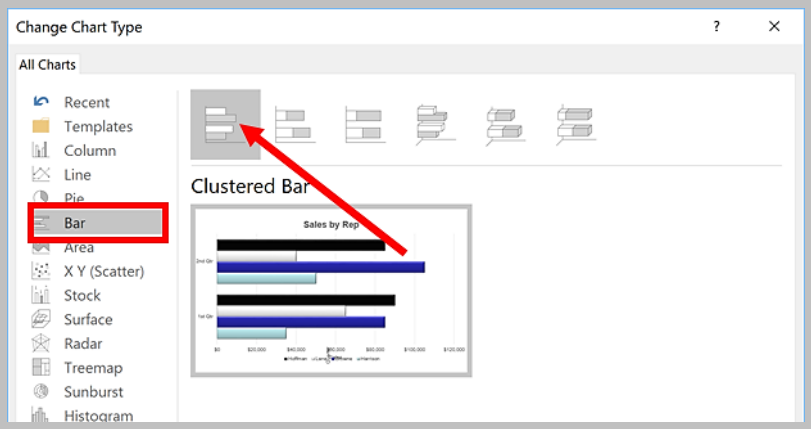
To Change the Chart Type:

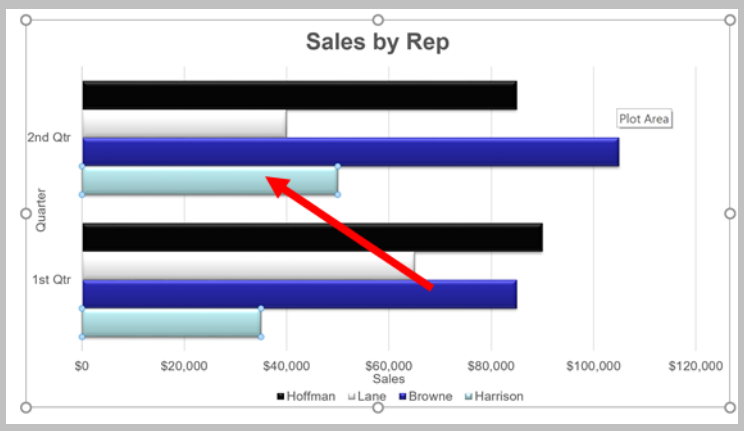
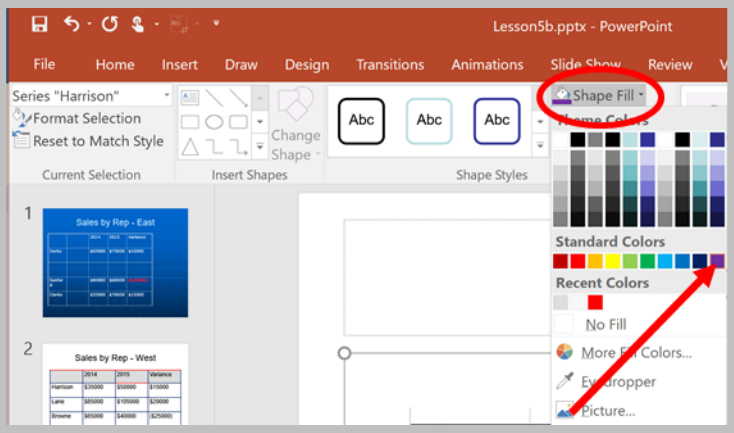
1. Click the chart to select it.
2. Click the contextual **Design tab** under Chart Tools on the Ribbon.
3. Click the **Change Chart Type** button on the Type group.
4. Click the chart type category that you want in the left pane.
5. Click the chart type that you want in the right pane.
6. Click **OK**.



Let's Try It!

What	Why
1. Click anywhere on the chart.	Selects the chart whose chart type we want to change.
2. Click the contextual **Design tab** on the Ribbon.	Switches to chart design tools and commands.
3. Click the **Change Chart Type** icon on the Type group as shown below.	Displays the Chart Type dialog box.
	
4. Click **Line** in the left pane.	Displays chart types in the Line category.
5. Click the **fourth** chart type from the left (**Line with markers)** in the Change Chart Type dialog box as shown below.	Chooses the Line with Markers chart type.
	

What	Why
6. Click **OK**.	Closes the Chart Type dialog box and applies the new chart type.
7. Click the **Change Chart Type** button on the Type group.	Displays the Chart Type dialog box.
8. Click **Bar** in the left pane.	Displays chart types in the Bar category.
9. Click the **first** chart type from the left (**Clustered Bar)** in the Change Chart Type dialog box as shown below.	Chooses the Clustered Bar chart type.
	
10. Click **OK**.	Closes the Chart Type dialog box and applies the new chart type.
11. Click the contextual **Format** tab on the Ribbon.	Switches to chart formatting tools and commands.
12. Click the **bottom bar** in the chart area (the bar for Harrison) under 2nd Qtr as shown below.	Selects the bar we want to format.

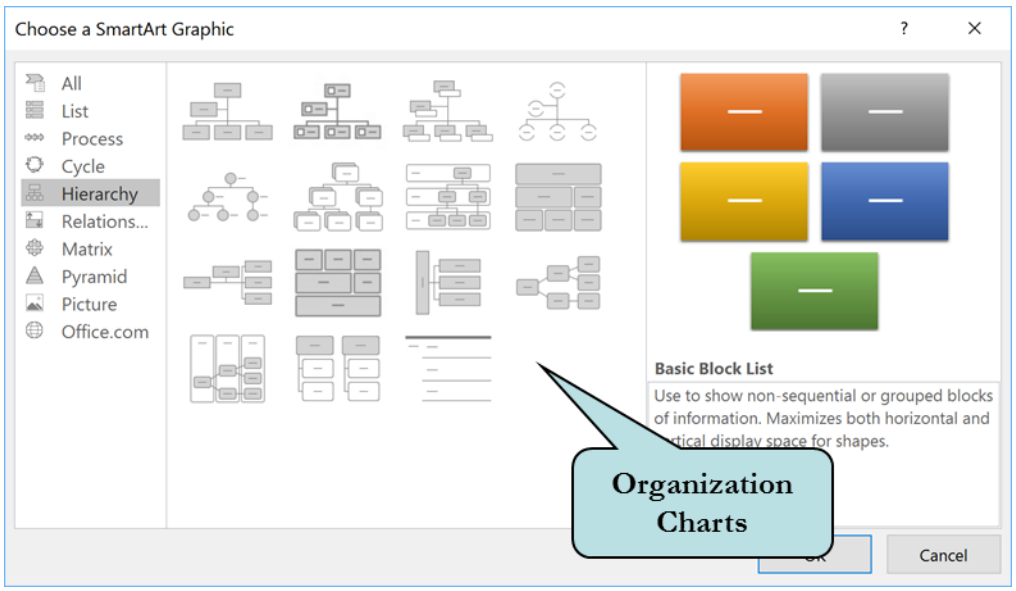
What	Why
	
13. Click the **Shape Fill** button and click the **Purple** color swatch under the Standard Colors category as shown below	Changes the color of the data series bars for Harrison to purple.
	
14. Click the **Save** button.	Saves the active presentation.

5.10 Inserting an Organization Chart

In this lesson, you will learn how to insert an Organization Chart into your slide.

Microsoft Office provides the ability to insert **diagram objects** into your presentations. One of these diagram objects is the **Organization Chart** which allows you to illustrate hierarchical relationships such as the structure of a business (i.e. names, titles and departments of managers).

The organization chart objects are located in the **Hierarchy category** of the **SmartArt gallery**.

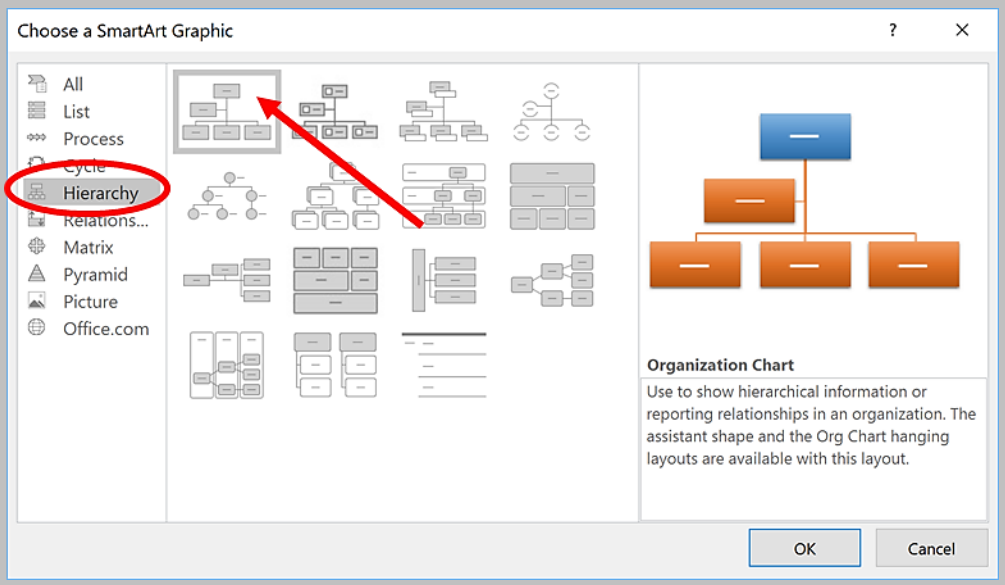


To Insert an Organization Chart:

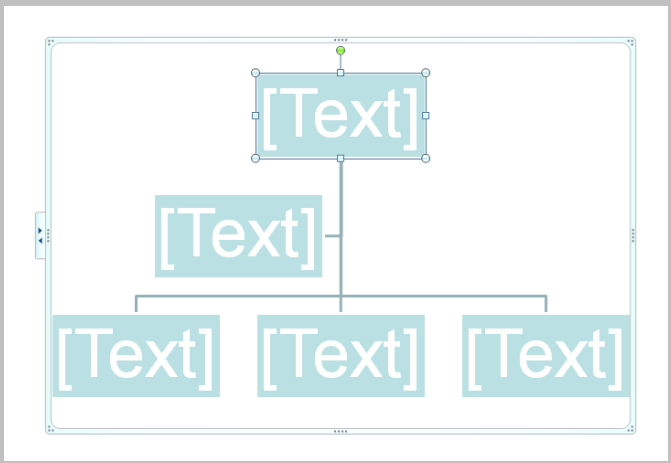
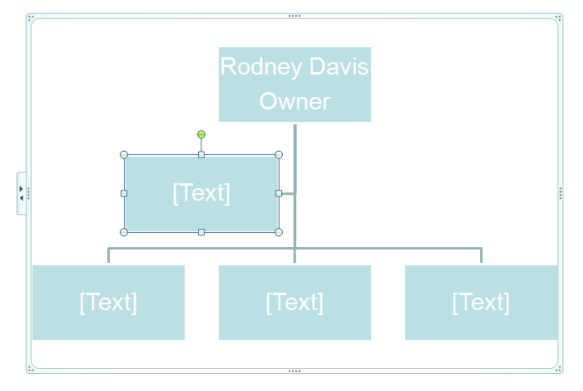
1. Select the slide into which you wish to insert an Organizational Chart.
2. Click the **Insert tab** on the Ribbon.
3. Click the **SmartArt** button on the Illustrations group.
4. In the left pane, click **Hierarchy**.
5. In the middle pane, click the type of Organization chart you wish to insert.
6. Click **OK**.
7. Click inside the text box shape to add text to a shape.
   Or
   Type your text in the Text Pane (click the Text Pane button on the Create Graphic group to display the Text Pane).
8. Click outside of the Organization Chart shape when finished.

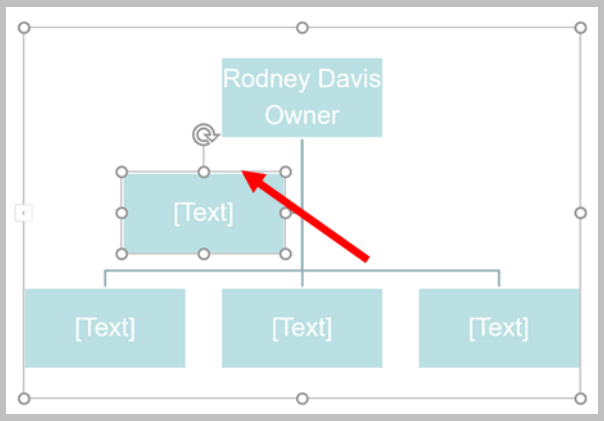
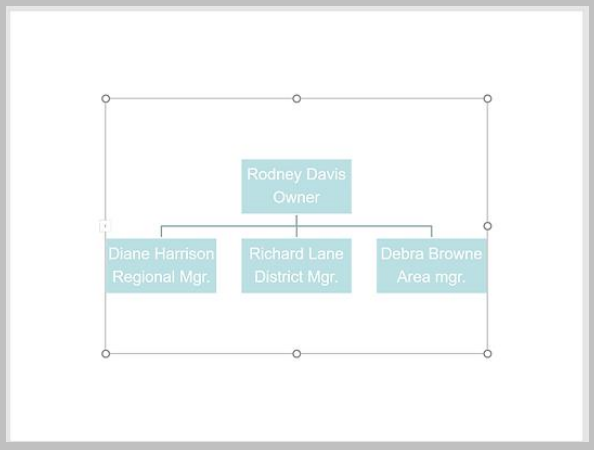
Let's Try It!

What	Why
1. Click the **Home tab** on the Ribbon.	Displays Home tools and commands.
2. Click the **New Slide arrow** and select **Blank** from the layout gallery.	Inserts a new blank slide into our presentation.
3. Click the **Insert tab** on the Ribbon.	Displays Insert commands and tools.
4. Click the **SmartArt** button on the Illustrations group.	Displays the SmartArt dialog box.
5. In the left pane, click **Hierarchy**.	Displays available Organization Chart shapes.
6. Click on the **Organization Chart** diagram object (1st row, 1st column) as shown below.	Selects the Organization Chart object.



7. Click **OK**.	Inserts the Organization Chart onto your slide.

What	Why
	
8. Click in the topmost box and then type: **Rodney Davis.**	Enters the first line of text into the topmost shape.
9. Press **Enter**.	Moves to the next line.
10. Type: **Owner** as shown below.	Enter the second line of text in the topmost row.
	
11. Click the **border** of the **leftmost shape** on the second row as shown below and press the **Delete** key	Deletes the second level of our Organization chart.

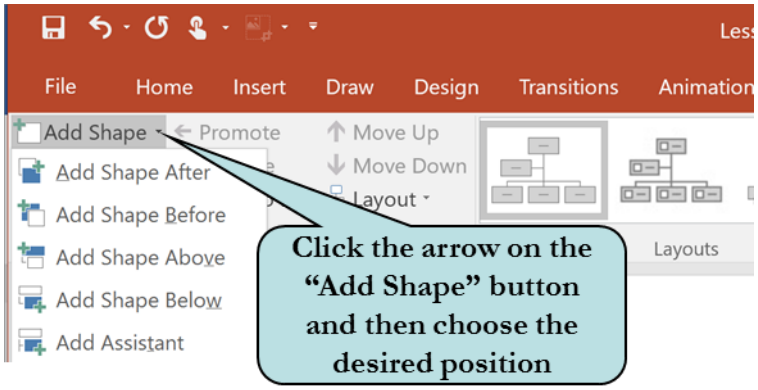
What	Why
	
12. Click in the **leftmost shape** on the second row and type the following two lines: **Diane Harrison** **Regional Mgr.**	Enters text into the leftmost box on the second row.
13. Click in the **middle shape** on the second row and type the following two lines: **Richard Lane** **District Mgr.**	Enters text into the middle box on the second row.
14. Click in the **rightmost** shape on the second row and type the following two lines: **Debra Browne** **Area Mgr.**	Enters text into the rightmost box on the second row.
	
15. Click outside the shape anywhere on the active slide.	Deselects the Organization Chart object.

5.11 Modifying an Organization Chart

In this lesson, you will learn how to modify the structure of an existing Organization Chart.

After you create your Organization Chart, you can add additional shapes/relationships (or nodes) at any time by clicking on the shape to which you want to add a relationship, clicking the **Add Shapes arrow** on the Create Graphic group and selecting the position where you wish to insert the new shape. You can also add new shapes from the Text Pane by setting the insertion point in the shape where you want to add a new shape and pressing the Enter key. You can then press the Tab key to indent the shape or the Shift-tab to demote the position of the shape.

To **delete** a shape/relationship, select the relationship, and then press the Delete key.



Like the other graphical objects with which we have been working, you can format your Organization Chart by adding special effects such as glow, 3-D rotation and bevel as well as changing the layout or applying SmartArt Styles to the object.

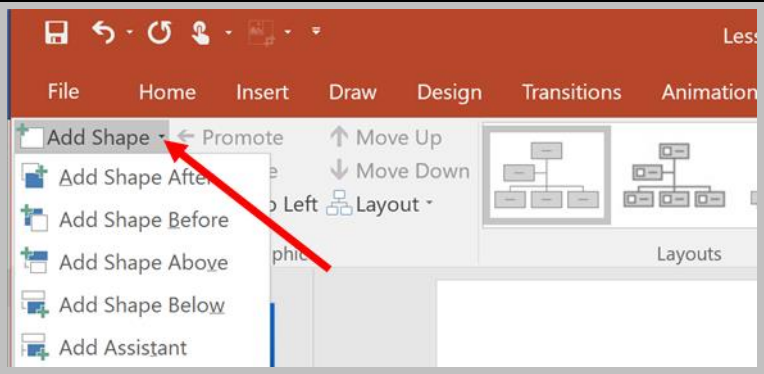
To Add New Shapes/Relationships

1. Click the shape to which you want to add a new relationship.
2. Click the **Add Shapes arrow** on the Create Graphic group under the **contextual Design Ribbon** and select the position where you wish to insert the new shape (before, after, above, below or assistant).
3. Click in new shape to enter text.

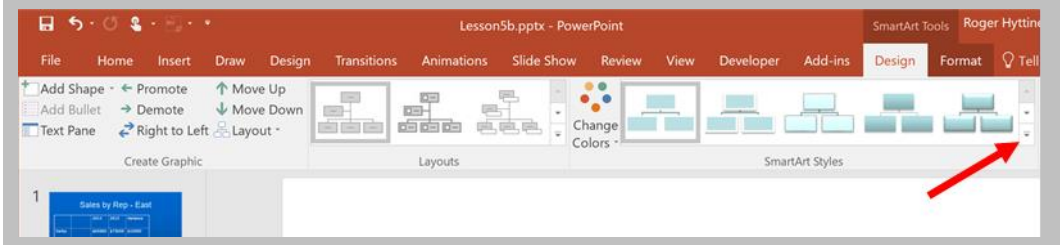
To Format an Organization Chart

1. Click anywhere in the Organization Chart to select it.
2. Click the contextual **Design tab** under SmartArt Tools
3. Click the desired **Layout** or **SmartArt Style** that you want to apply to the Organization Chart. To see additional styles or layouts, click the **scroll up** or scroll down buttons, or click the **More** button to display the entire Layout or SmartArt Style gallery.
4. To format individual nodes (shapes), select the shape you want to format, click the contextual Format tab and make your formatting selections.

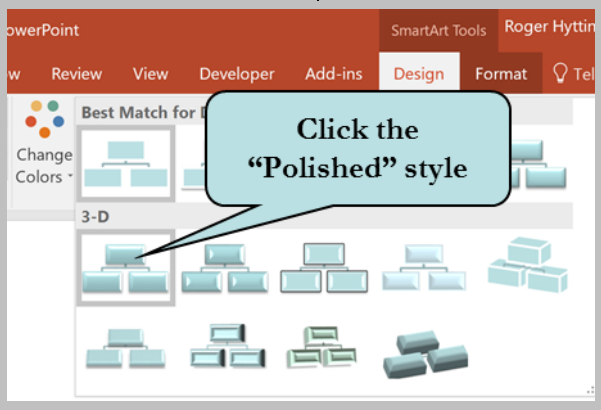
Let's Try It!

What	Why
1. Click the shape containing the text: **Rodney Davis.**	Selects the topmost object.
2. Click the contextual **Design tab** under SmartArt Tools on the Ribbon.	Displays SmartArt design commands and tools.
3. Click the **arrow** next to the **Add Shape** button on the Create Graphic group as shown below.	Displays a menu of available shape positions.
	
4. Choose **Add Assistant** from the menu.	Establishes an Assistant relationship for the new shape.
5. Click inside the new object and type the following two lines of text: **Paul Hoffman** **Assistant Mgr.**	Enters the text for the new object.
6. Click outside the shape.	Deselects the new shape.

What	Why
7. Click the shape containing the text: **Debra Browne.**	Selects the lower right object.
8. Click the **arrow** next to the **Add Shape** button on the Create Graphic group.	Displays a menu of available shape positions.
9. Choose **Add Shape After** from the menu.	Inserts a new shape to the right of the existing shape.
10. Click inside the new object and type: **Stan Darby** **Area Mgr.**	Enters the text for the new object.
11. Click the **More** button on the **SmartArt Styles** group as shown below.	Displays the SmartArt Styles gallery.



12. Click the **first style (polished)** under the 3-D category as shown below.	Applies the Polished SmartArt style to the Organization Chart.



13. Click the **File tab** and choose **Close** from the menu. Click **Save** when asked to save your changes.	Saves and closes the active presentation.

Lesson Summary – Tables and Charts

- In this lesson, you learned how to insert tables into your slides by clicking the Table button on the Insert Ribbon and then entering in the desired number of rows and columns. You learned that you can also add tables by clicking the Insert Table icon on the Title and Content slide layout on a new slide.
- Then, you learned how to apply Styles to a table from the Table Styles group on the contextual Design tab located under the Tables tab.
- Then, you how to add or remove rows and columns in your table by using the Insert Left, Insert Right, Insert Above or Insert Below buttons on the Rows & Columns group of the contextual Layout Ribbon.
- Next, you learned how to adjust the width of columns and the height of rows by clicking on the right border for columns or the bottom border for rows, and then dragging until the row or column is the desired size.
- Next, you learned that the Draw Borders group, which can be found under the contextual Design tab, contains tools that allow you to change the borders of both the inside and outside lines of your table or remove the borders completely. Once you have set the border formatting that you want, click the Borders button on the Table Styles group to apply the selected formatting to your borders.
- Next, you learned how to apply fill color and fill effects such as gradient, texture and patterns to the cells of your table from the Shape Fill button on the Home Ribbon or the Shading button on the contextual Design tab.
- Next, you learned how to insert a chart into your slides by clicking on the Chart button on the Insert Ribbon and then choosing the desired chart layout. You learned that you can also add charts by clicking the Insert Chart icon on the Title and Content slide layout on a new slide.
- Next, you learned that after creating your chart, two contextual Ribbons appear when the chart is selected: Design and Format, from where you can format your chart, apply various styles and change the chart layout. You learned that you can format the text on your chart (font, color, alignment) and modify the colors and patterns of the graphical data series as well as add or modify chart labels.
- Next, you learned how to change your chart by clicking the Change Chart Type button on the Type group under the Design tab to display the Chart Type dialog box. From there, you can choose from a wide array of chart types.

- Next, you learned how to insert an Organization Chart into your slides, allowing you to illustrate hierarchical relationships such as the structure of a business (i.e. names, titles and departments of managers). To insert an Organization Chart in your document, click the SmartArt button on the Insert Ribbon, click the Hierarchy category and then choose the type of Organization Chart you want to insert.
- Lastly, you learned how to add additional shapes/relationships to your Organization Chart by clicking the arrow on the Add Shape button on the Design Ribbon and choosing the desired position for the shape from the menu. You also learned how to apply Layouts and Shape Styles to your Organization Chart.

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Lesson 5 Quiz

1. What are two ways that you can insert a table into a slide (choose 2)?
   A. Click the Insert Table button on the Insert Ribbon and enter the number of rows and columns.
   B. Click the Insert Table button on the Layout Ribbon and enter the number of rows and columns.
   C. Click the New Slide arrow, select the Title and Content layout, click the Table icon on the new slide and enter the number of rows and columns.
   D. Click the New Slide arrow, select the Table layout and enter the number of rows and columns.

2. When working in a table, what is the easiest way to move from one cell to another?
   A. Press the Ctrl key.
   B. Press the Return key.
   C. Press the Tab key.
   D. Press the Shift + Ctrl keystroke combination.

3. You want to insert a new column between column 3 and column 4. How can you accomplish this (select all that apply).
   A. Select Column 3, click the Tables button on the Format tab, click the contextual Layout tab and then click the Insert Left button.
   B. Click anywhere in Column 3, click the contextual Layout tab and then click the Insert Right button.
   C. Click anywhere in Column 4, click the contextual Format tab, click the Tables button and then click the Insert Right button.
   D. Click anywhere in Column 4, click the contextual Layout tab and then click the Insert Left button.

4. You want to increase column 2 from one inch to two inches. How do you do this?
   A. Drag the right border of column 2 one inch to the left.
   B. Double-click on the right border of column 2.
   C. Drag the right border of column 2 one inch to the right.
   D. Click the Columns button on the Tables Ribbon and type in "2" in the columns box.

5. The Table Styles group on the Ribbon only displays 6 thumbnails but you know that there are more styles available. How can you display the entire Table Styles gallery?

6. When inserting a chart onto a slide using the Chart button on the Insert Ribbon, PowerPoint launches:

A. The Microsoft Table and Chart application.
B. The Microsoft Organization Chart application.
C. The Microsoft Graph application.
D. The Microsoft Excel application.

7. What are two ways that you can add color to your table cells?
   A. Click the Shape Fill button on the Drawing group on the Home Ribbon and choose the color you want from the color palette.
   B. Click the Color button on the Design Ribbon and choose the color you want from the color palette.
   C. Click the Shading button on the Design Ribbon and chose the color you want from the color palette.
   D. Click the Shape Outline button on the Drawing group of the Home Ribbon and choose the color you want from the color palette.

8. What two contextual tabs appear when you select a chart, allowing you to apply various formatting to your chart?
   A. Design and Styles
   B. Format and Layout
   C. Format and Axes
   D. Design and Format

9. You decide that instead of a column chart, you want to change your chart type to a pie chart. To do this, you:
   A. Click the Layouts button on the Design Ribbon and choose the desired layout.
   B. Click the Change Chart Type button on the Design Ribbon and choose the desired layout.
   C. Click the Chart Styles button on the Format Ribbon and choose the desired chart format.
   D. Click the Pie Chart button on the Layout Ribbon.

10. What is an Organization Chart? How do you add one to the active slide?

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LAB 5 – ON YOUR OWN

1. Open **Lab5**.
2. Select **Slide 4**.
3. Insert a table with **three columns and four rows**.
4. Enter data into the table as follows:

	2014	2015
Video Sales	$495,200	$626,355
Video Rentals	$723,522	$926,266
Snacks	$385,799	$505,653

5. Delete the last row of the table.
6. Insert a new row between Video Sales and Video Rentals and type in: **DVD Sales** in the first column of the new row
7. Type: **$385,000** for 2014 sales and **$406,255** for 2015 sales
8. Apply the table style of your choice to the table.
9. Insert a new slide with a Blank content.
10. Insert a clustered column chart using the following data:

	2012	2013
Video Sales	$495,200	$626,355
DVD Sales	$385,000	$406,255
Video Rentals	$723,522	$926.266

11. Title the chart: **Sales by Year** (Hint: use the Chart Title button under the Layout tab)
12. Save and close the presentation.

Lesson 6

Lesson 6 - Presentation Output

Lesson Topics:

6.1 Previewing a Presentation

6.2 Slide Setup

6.3 Printing Slides

6.4 Printing Slide Outlines

6.5 Printing Speaker Notes

6.6 Printing Handouts

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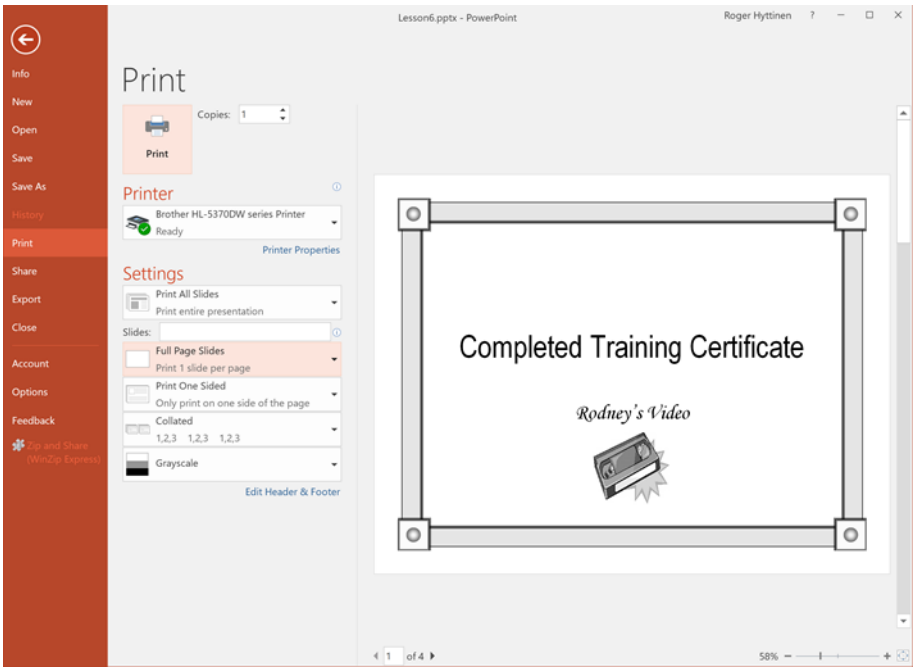
6.1 Previewing a Presentation

In this lesson, you will learn how to view your presentation in Print Preview mode.

Previewing your presentation before printing allows you to get an idea how your presentation output will appear. Select **Print** from the File Options menu to display a preview of the active document in the Print Preview pane. If you find yourself previewing your presentations often, you may wish to add the Print Preview command to the Quick Access Toolbar by clicking the arrow next to the toolbar and then choosing Print Preview and Print from the list.



Print Area in Backstage View

From the Print area, you have several additional options:

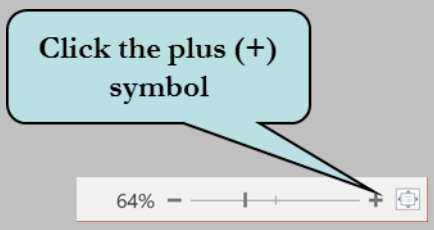
- Toggle magnification of the document
- Display current page of document
- Set Printer Properties.
- Choose what to print (slides, notes or handouts)
- Set the Zoom percentage
- Send the document to the printer
- Choose to print single-sided or double-sided
- Edit Header/Footer of Slides or Notes & Handouts

To Preview a Document Prior to Printing

1. Click the **File** tab on the Ribbon.
2. Click **Print** to display the Print area. A preview of the document is displayed in the right pane.
3. Drag the Zoom slider to increase or decrease zoom magnification.
4. Choose any other options from the Print pane.
5. Click any tab on the Ribbon when finished viewing your document.

Tip: You can also press the **Ctrl + P** keystroke combination to display the Print pane.

Let's Try It!

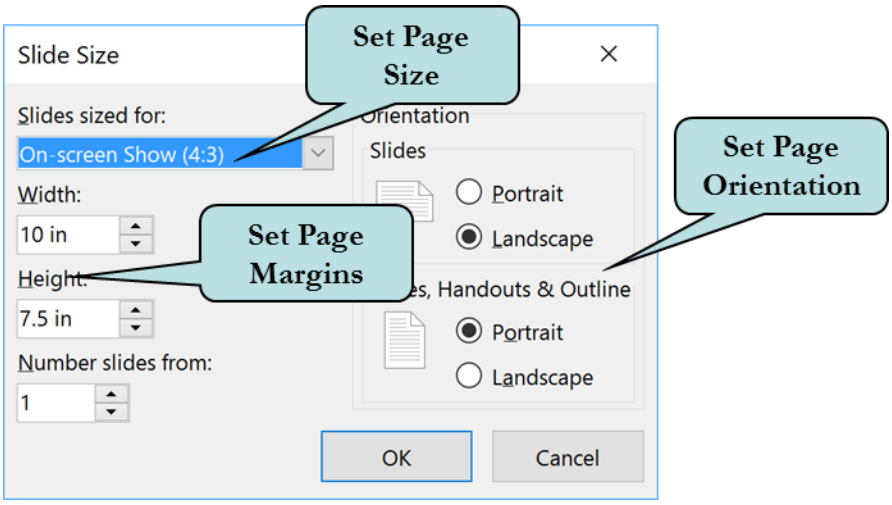
What	Why
1. Open **Lesson6** in the Lesson Files folder.	Opens the Lesson6 presentation.
2. Click the **File** tab on the Ribbon.	Displays the File Options menu.
3. Click to **Print** on the File Options menu.	Displays Print options and displays the document in Print Preview view.
4. **Click** on the **Plus (+) symbol** in the zoom magnification area (on the lower right-hand corner of your screen) as shown.	Increases the magnification of the document preview. 
5. **Click** on the **Minus (-) symbol** in the zoom magnification area.	Decreases the magnification of the document preview.
6. Press the **Esc** key on the Ribbon.	Leaves Print options and returns us to the Home tab.

6.2 Slide Setup

In this lesson, you will modify the Slide Setup of your presentation.

You can change the settings for the printed output of your presentation from the **Slide Setup** dialog box. Settings you can modify include:

- Page Orientation for Slides and Notes/Handouts/Outline
- Page Margins (Width & Height)
- Slide Numbering



Page Orientation can be set to **Portrait** (taller than wider) or **Landscape** (wider than taller). You can set a different orientation for your slides than for your notes, handouts, and outline. The default orientation for slides is landscape whereas the default orientation for your notes, handouts and outline is portrait.

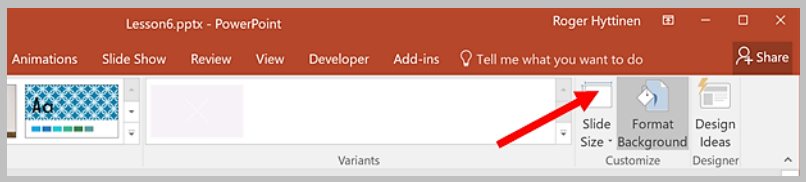
To Modify Page Setup

1. Click the **Design tab** on the Ribbon.
2. Click the **Slide Size** button on the Customized group.
3. Choose either Standard (4:3) or Widescreen (16:9).
4. To enter customized settings, click the **Slide Size** button on the Customized group and choose **Custom Slide Size** from the menu.
5. From the Slide Size dialog box, select the drop-down arrow next to **Slides sized for** to select paper type.

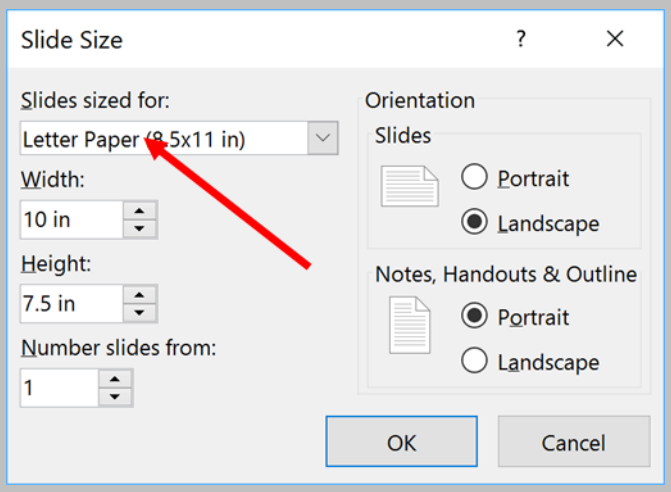
6. Type the page width or height (in inches) into **Width** or **Height** margins.
7. Set the **Orientation** for Slides and Notes, Handouts & Outline.
8. Click **OK** when finished.

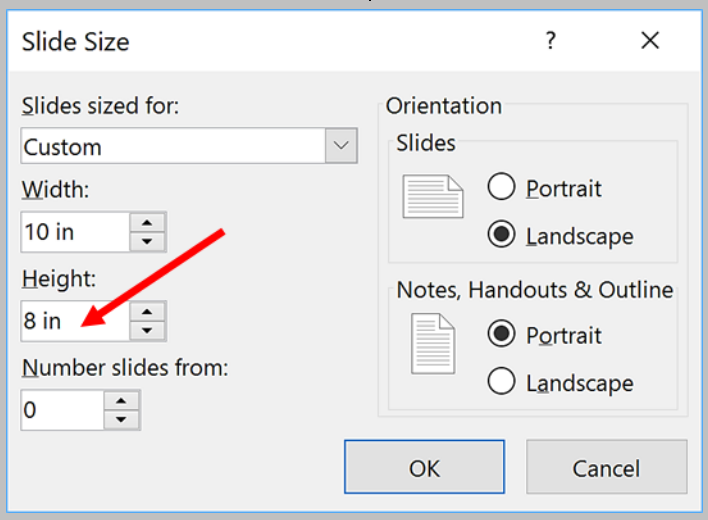
Let's Try It!

What	Why
1. Click the **Design tab** on the Ribbon.	Displays Design commands and tools
2. Click the **Slide Size** button on the Customize group as shown below and choose Custom Slide Size from the menu.	Displays the Slide Size dialog box.



3. From the **Slides Sized for** drop-down list, choose **Letter Paper** as shown below.	Select 8 ½ x 11 paper for slide output paper type.

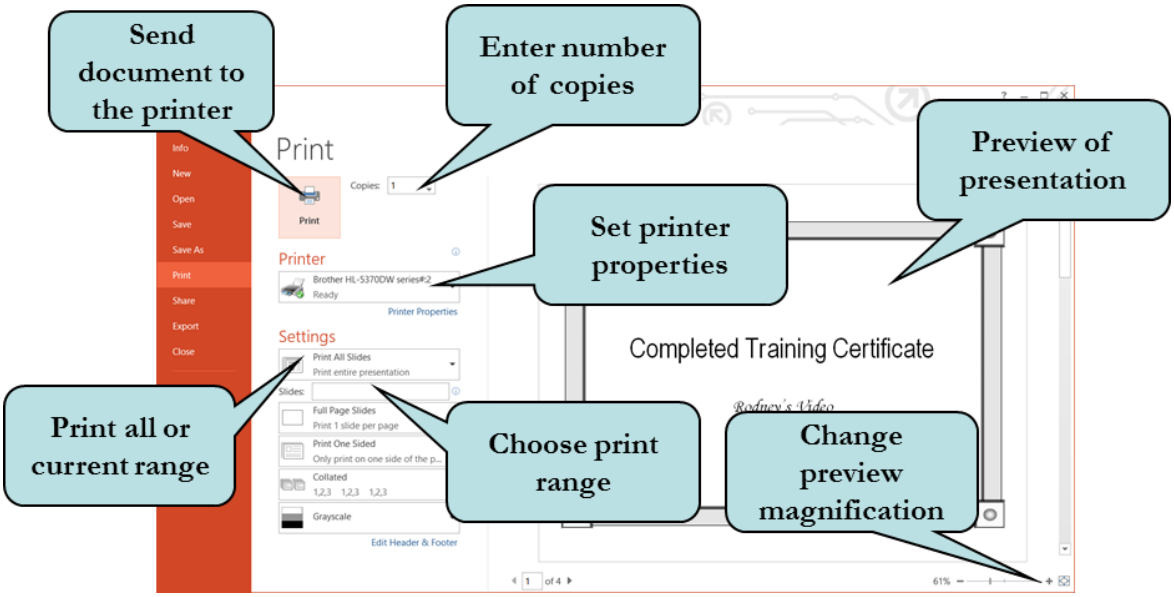


What	Why
4. In the **Height** drop-down box, type: **8** as shown below.	Changes the height of the slide to 8 inches.
	
5. Click **OK**.	Closes the Page Setup dialog box.
6. Click **Ensure Fit**.	Ensures that the slide will fit on the page.

6.3 Printing Slides

In this lesson, you will learn how to set print options and send output to the printer.

Before you're finally ready to print your document, you may first want to set some **Printer Options**. For instance, you may need to specify which printer to use, the number of copies to be printed, or even designate PowerPoint to print only a specific range of your document. Printer options you can set will vary, depending on the type of printer you are using.



The Print Dialog Box

The **Print** command displays the **Print pane**, from which you can then choose additional printing options such as:

- Choosing which printer to use
- Setting the print range
- Choosing to Print in color or in grayscale
- Setting the number of copies to print
- Choosing what to print (Slides, Notes, Handouts or Outline)

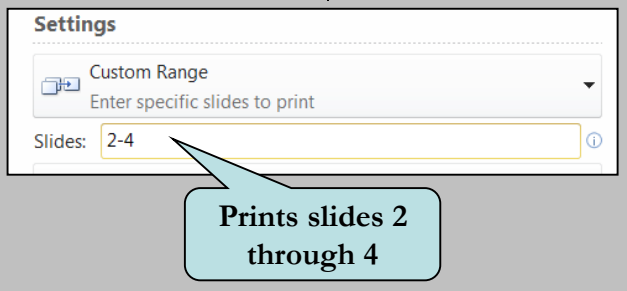
To Print Slides

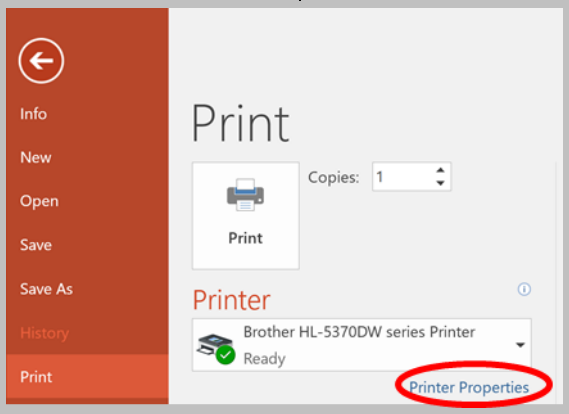
1. Click the **File** tab on the Ribbon and then click **Print** on the File Options menu to display Print options.
   Or
   Press the **Ctrl + P** keystroke combination.
2. If necessary, choose which printer to use from the **Printer** drop-down list.
3. To print only the current page, click the first button under the **Settings** area in the left pane and choose **Print Current**.
4. To print a specific range, enter the page numbers in the **Slides** box, separating each page range by a comma (i.e. 1-15, 17, 18, 30-35)
5 To print more than one copy of a document, enter the value in the **Number of copies** box in the **Copies** area.
6. Click the Printer Properties link to set additional printer properties (paper size, orientation, margins, etc.).
7. Click the **Print button** to send the document to the printer.

Tip:	To send a document directly to the printer, click the arrow on the Quick Access toolbar and then click the Quick Print option. The Print dialog box will not open when the Quick Print icon is clicked.

Let's Try It!

What	Why
1. Click the **File** tab on the Ribbon.	Displays the File Options menu.
2. Click **Print** on the File Options menu.	Displays Print options and displays the document in Print Preview view.
3. Click in the **Slides box** under the Settings area and type: **2-4**	Sets the option to print only slides 2 through 4.

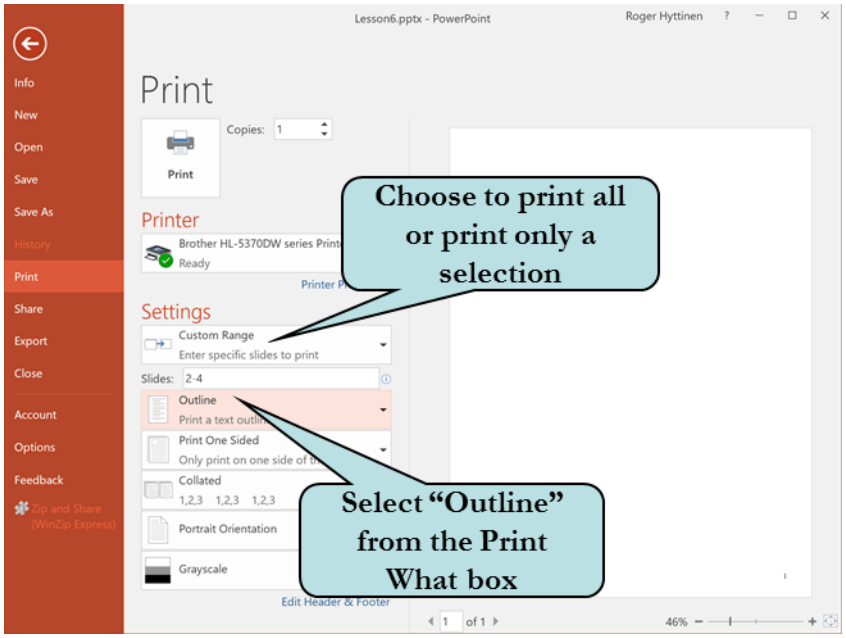


What	Why
4. Under the **Printer** area, click the **Printer Properties link** as shown below.	Displays properties for the default printer. The options available will depend on the individual printer.
	
5. Click the **Advanced** tab (or button, depending on your printer settings).	Displays advanced options. From here, you choose settings such as paper size, paper quality, resolution, scaling, and much more.
6. Click **Cancel.**	Closes the Advanced Options dialog box.
7. Click **Cancel** to close the Printer Options dialog box.	Closes the Printer Options dialog box.
8. Press the **Esc** key.	Leaves Print options and returns us to the Home tab.

6.4 Printing Slide Outlines

In this lesson, you will learn how to print only the outline portion of your presentation.

From the Print dialog box, you can choose to print only your presentation **Outline.** To select Outline as the object to print, click the **Print What** drop-down arrow (right below the Slides box) and then choose **Outline** from the list. You can additionally choose the slides whose outline you want to print from the Print Range area.



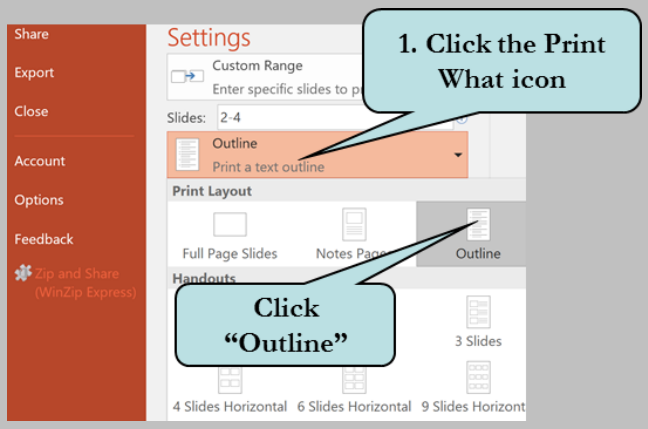
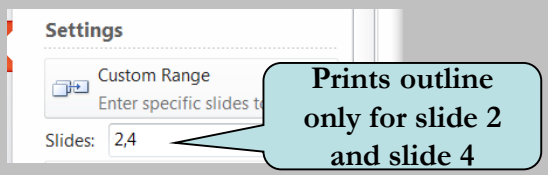
You can also manually select the text you wish to print in the **Outline Pane** and then opt to print only what you have selected by choosing **Selection** under the print range area (the first button under the Settings area). In this way, you can print outlines for only the slide text that you have selected.

To Print Slide Outlines

1. If you want to print only a selected segment of your presentation, select the slide or manually select the outline to print.
2. Click the **File tab** and then click **Print.**
3. Click the **Print what:** drop-down list (below the Slides box) and choose **Outline**.
4. If printing only a selection of the outline, click the first button under the **Settings area** and choose **Selection** from the list.

5. If printing the outline only for specific slides, enter the slide range (i.e. 2-5 or 3, 5, 9, 21) in the Slides box.
6. Click the **Print button** to send the outlines to the printer.

Let's Try It!

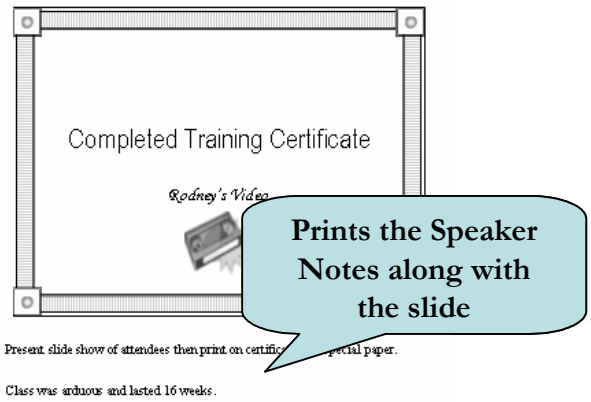
What	Why
1. Click the **File tab** button and then click **Print** from the menu.	Displays the Print pane.
2. Click the **Print what** drop-down arrow and choose **Outline** as shown below.	Selects Outline as the object to print.
	
3. Click in **Slides** box and then type in: **2, 4** in the text box as shown below.	Entering slide numbers separated by a comma designates that PowerPoint will print out only those individual slide outlines.
	
4. Press **Tab** and observe the Preview pane.	Displays the presentation in the Preview pane. Notice that only the outline of Slide 2 and Slide 4 will be printed.
5. Press the **Esc** key.	Returns to presentation view without printing the outlines.

6.5 Printing Speaker Notes

In this lesson, you will learn how to print only the Speaker Notes for your presentation

Speaker Notes include a copy of the slide and any notes that you have entered in the Notes area. Each slide along with its notes is printed on a separate page. Speaker notes are quite helpful when delivering your presentation.

To print the notes along with your slides, select **Notes Pages** from the Print What drop-down list in the Print panes.

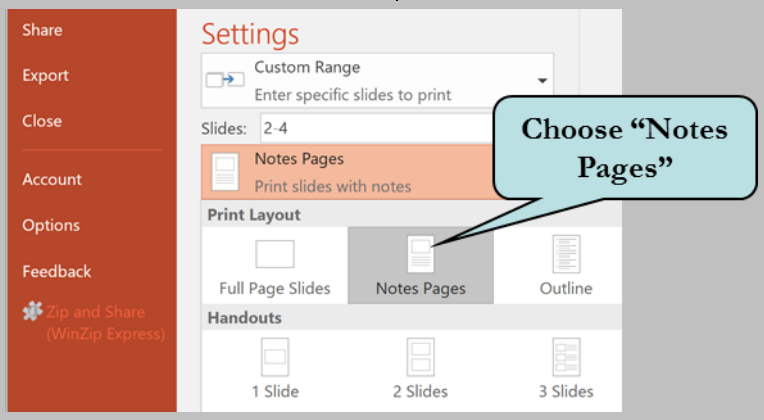
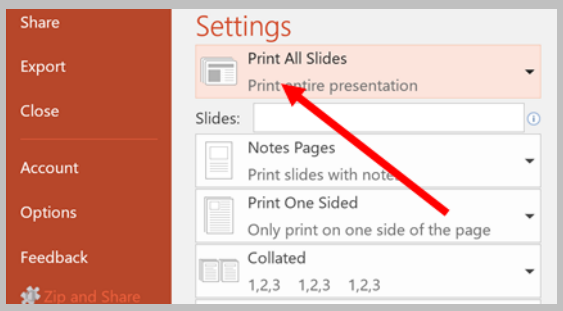


To Print Speaker Notes

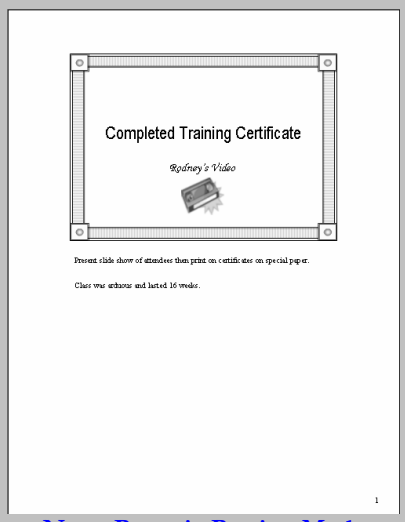
1. Click the **File tab** button and then click **Print** from the menu.
2. Select **Notes Pages** from the **Print what:** drop-down list.
3. Enter the range of notes pages to be printed in the **Slides box**.
4. Set any additional print options
5. Click **OK.**

Let's Try It!

What	Why
1. Click the **File tab** and then click **Print** from the menu.	Displays the Print pane.

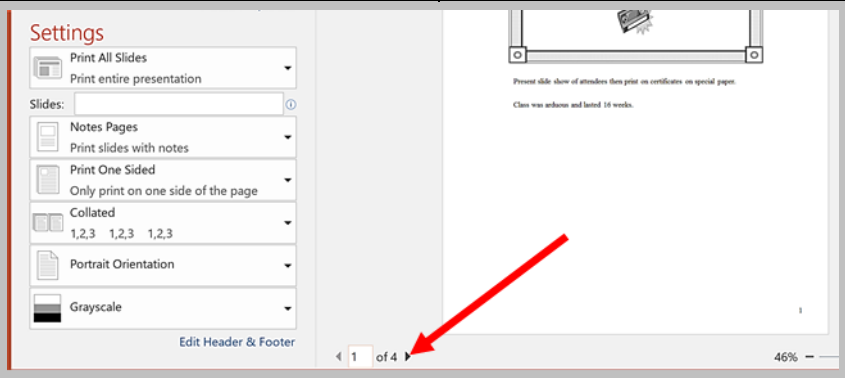
What	Why
2. Click the **Print what** drop-down arrow under the Settings area and choose **Notes Pages** as shown below.	Selects Notes Pages as the object to print.
	
3. Click the **Print Range button** under the Settings area (the first button) and choose **Print All Slides** from the menu as shown below.	We want to print the Notes Pages for all of the slides in the presentation.
	
4. Observe the Notes Pages in the Preview pane.	Views the Notes Pages in the Preview pane.

What	Why



Notes Pages in Preview Mode

5.	Click the **Next Page** button on the bottom of the Preview pane as shown below.	Moves to the next Notes Page.

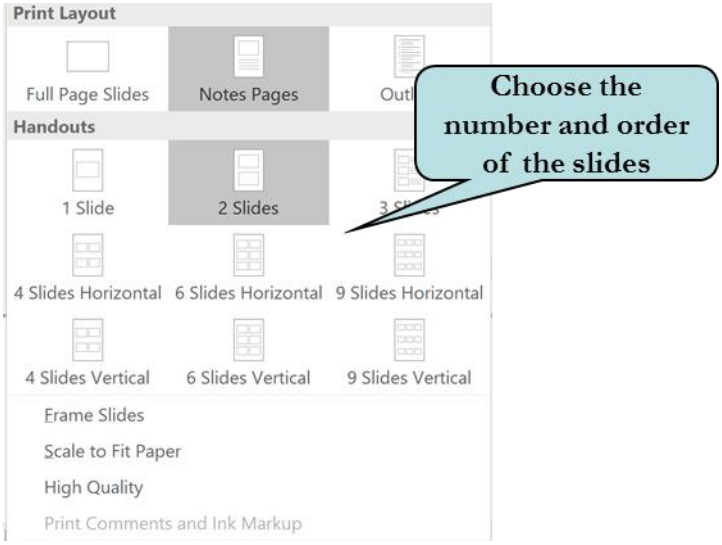


6.	Press the **Esc** key.	Returns to presentation view without printing the Notes Pages.

6.6 Printing Handouts

In this lesson, you will learn how to print only the Handout pages for your presentation.

Handouts are printed output of your presentation with 1, 2, 3, 4, 6 or 9 slides on each page that your audience can use for future reference. In the Print dialog box, select the number of slides you want to be included in each page and the order of the slides (horizontal or vertical).



You might want to consider passing out the handouts at the end of your presentation so that the audience is not reading your handouts instead of listening to you!

To Print Slide Handouts

1. Click the **File tab** on the Ribbon then click **Print** from the menu.
2. Click the **Print what:** drop-down list.
3. Under the **Handouts** area, select the number of slides to be printed on each page. If printing more than three slides choose the order of the appearance of the slides on the page (horizontal or vertical).
4. Set any additional print options.
5. Click **OK**.

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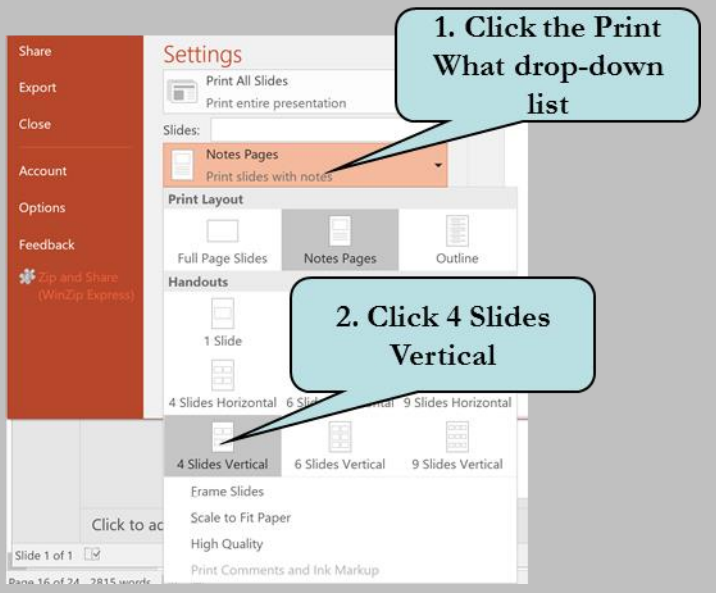
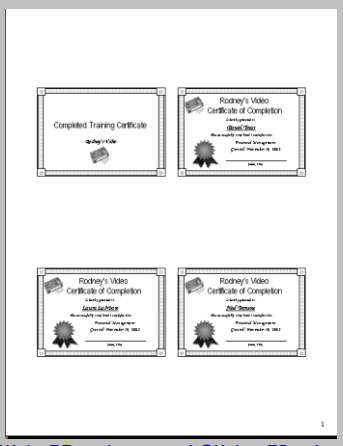
Let's Try It!

What		Why
1.	Click the **File** button and then click **Print** from the menu.	Displays the Print Dialog box.
2.	Click the **Print what** button.	Displays the Print What menu
3.	Under the **Handouts area**, click **4 Slides Vertical** as shown below.	Will print 4 slides per page on each slide handout page.
		
4.	Observe the slides in the Preview pane as shown below.	Views the Slide Handouts in the Preview pane.

What	Why
 **Slide Handouts – 4 Slides Vertical**	
5. Click the **Close** button in the File Options menu (the left pane). Click **Save** if asked to save your changes.	Saves and closes the active presentation.

Lesson Summary – Presentation Output

- In this lesson, you learned how to preview your presentation before printing by selecting Print from the File Options menu.
- Next, you worked with the Slide Setup dialog box. You learned that from the Slide Setup dialog box you can set Page Orientation for Slides and Notes/Handouts/Outlines, set Paper Type (on-screen, letter, ledger, etc.) and change Page Margins.
- Next, you learned how to send a document to the printer from the Print pane. You learned how to specify a page range, the number of copies to be printed, as well as choosing what to print (notes, handouts, slides or outline).
- Next, you learned how to print only Slide Outlines by choosing Outline from the Print What drop-down list in the Print dialog box. You also learned that you can manually select the text you wish to print in the Outline Pane and then choose to print only what you have selected by choosing Selection under the print range area.
- Next, you learned how to print speaker notes along with your slides by choosing Notes Pages from the Print What drop-down list in the Print pane.
- Lastly, you learned how to print slide handouts by choosing the desired handout format from the Print What drop-down list in the Print pane. You learned that you can print out handouts with 2, 3, 4, 6 or 9 slides on each page.

Lesson 6 Quiz

1. Name three options you can set in the Print pane.

2. What are two ways you can display the Print pane?
   A. Press the Ctrl + P keystroke combination.
   B. Pressing the Ctrl + K keystroke combination.
   C. Select Print from the File tab of the Ribbon.
   D. Click the Printer button on the Page Layout Ribbon.

3. How can you display a preview of your slides?
   A. Click the Preview button on the Design Ribbon.
   B. Click the File tab and choose Print Preview from the menu.
   C. Click the Preview button on the Home Ribbon.
   D. Click the File tab and click Print in the left pane.

4. Outline the steps to print only your slide outlines.

5. What are slide handouts?
   A. Notes from the Notes Pane that are printed along with each slide.
   B. Notes from the Notes Pane that are printed alone.
   C. Miniature versions of your slides that are printed.
   D. Photocopies of your slides that are handed out to your audiences after your presentation.

6. How can you send a document directly to the printer without displaying the Print dialog box?

7. The Preview pane is for previewing a presentation. You cannot print from this view.
   A. True
   B. False

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LAB 6 – ON YOUR OWN

1. Open the **Lab6** exercise file.
2. Display a **Preview** of the presentation. Navigate to the next page.
3. Return to Home Ribbon.
4. Set the print option to print **Slide Outlines**. Observe the Preview of the presentation.
5. Set the print option to print **Slide Handouts**, 6 per page vertical. Observe the Preview of the presentation.
6. Set the print options to print **Speaker Notes**. Print only pages **5 through 11**.
7. **Close** the Lab6 exercise file. **Save** any changes

Congratulations!

You have completed PowerPoint 2016 – Level 1! You are now ready to use the skills that you have learned in this class. Don't be afraid to experiment with all you have learned. If you would like to continue your PowerPoint training, we have a PowerPoint 2016 – Level 2 class in which you will work with Data from Other Sources, Animation and Transition Techniques, Master Slides and Themes, Presentation Output, Managing and Delivering a Presentation, Delivering on the Web and more.

Class Project

You are launching a new company that sells a variety of teddy bears. Create a presentation that will encourage investors to invest in your company. Include slides that will show the types of teddy bears that you will carry, projected sales income, and the steps you will take in starting your company. Use tools such as tables, bulleted and numbered lists, slide designs and graphics.

Include an organization chart that shows the role/position of the employees in your company. Some example roles might be Store Manager, Regional Manager, Manufacturing Manager, Sales Associates, etc.

Make your presentation as eye-catching and attractive as possible.

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