

Advanced PowerPoint 365 Training



with examples and
hands-on exercises

WEBUCATOR

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Class Files

Download the class files used in this manual at

<https://static.webucator.com/media/public/materials/classfiles/PPT365.2-1.1.1-advanced-powerpoint-365-training.zip>.

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LESSON 1

Customizing Presentations

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Topics Covered

- Themes.
- Background styles.
- Adding a footer.
- Adding a background image.
- Saving a custom theme.
- Arranging and printing sections.

**Evaluation
Copy**

Introduction

You can customize your presentations by adding backgrounds, themes, and other elements to help them stand out and to deliver the right message to your audience.

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1.1. Applying a Theme

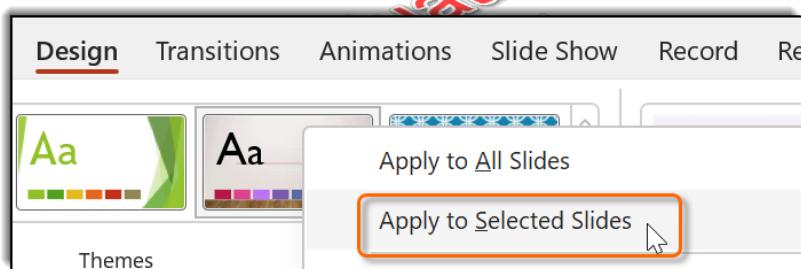
You can apply predefined combinations of shapes, colors, fonts, and background styles, called *themes*, to your presentations. Themes are accessed on the **Design** tab in the **Themes** group:



❖ 1.1.1. Previewing and Selecting a Theme

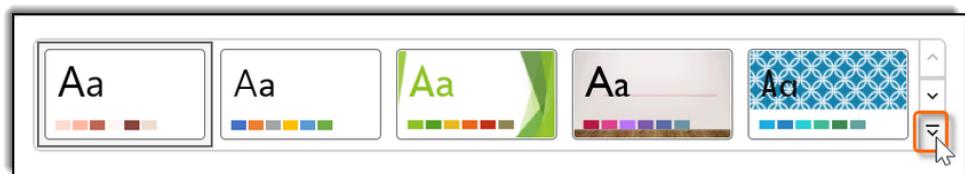
To preview and select a theme:

1. Hover over a thumbnail in the theme gallery.
2. Observe how the presentation will appear if you apply the theme to your presentation.
3. Apply the theme:
 - A. To select a theme and apply it to all slides, just click it.
 - B. To apply a theme to certain selected slides only, select the slides, right-click the theme, and select **Apply to Selected Slides**.



Let's try it out:

1. Open `WomensHistory.pptx` from `ppt365-customizing/Demos`.
2. In the **Themes** group of the **Design** tab, hover over some of the different themes and see how active slide changes to give you a preview of what that slide will look like if applied.
3. Click the down arrow in the bottom right of the **Themes** group to see more themes:

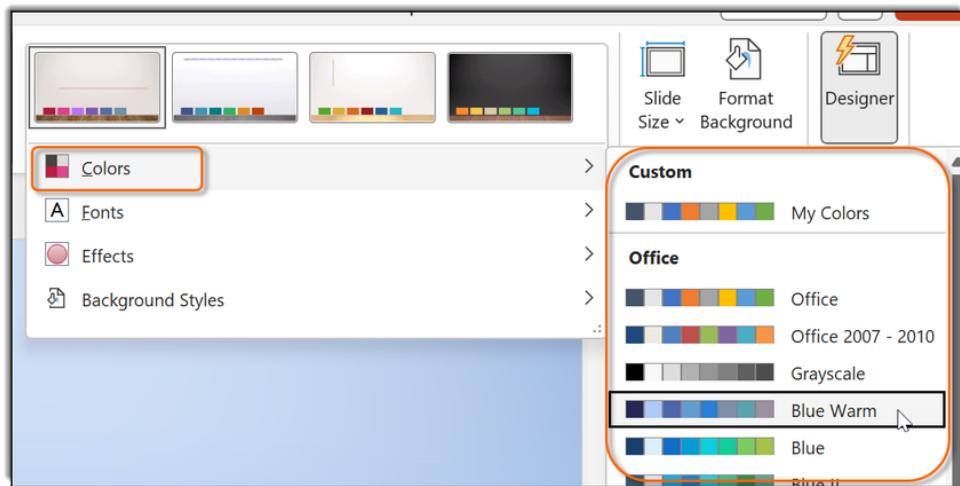


4. Click a theme to apply it to the entire presentation.

❖ 1.1.2. Customizing a Theme

After you select a theme to apply to your presentation, you can customize it to give it the exact look and feel you want.

You can change the colors, fonts, and line and fill effects of a theme. For example, to change the theme colors, click the down arrow in the bottom right of the **Variants** group on the **Design** tab, select **Colors**, and choose a color combination:



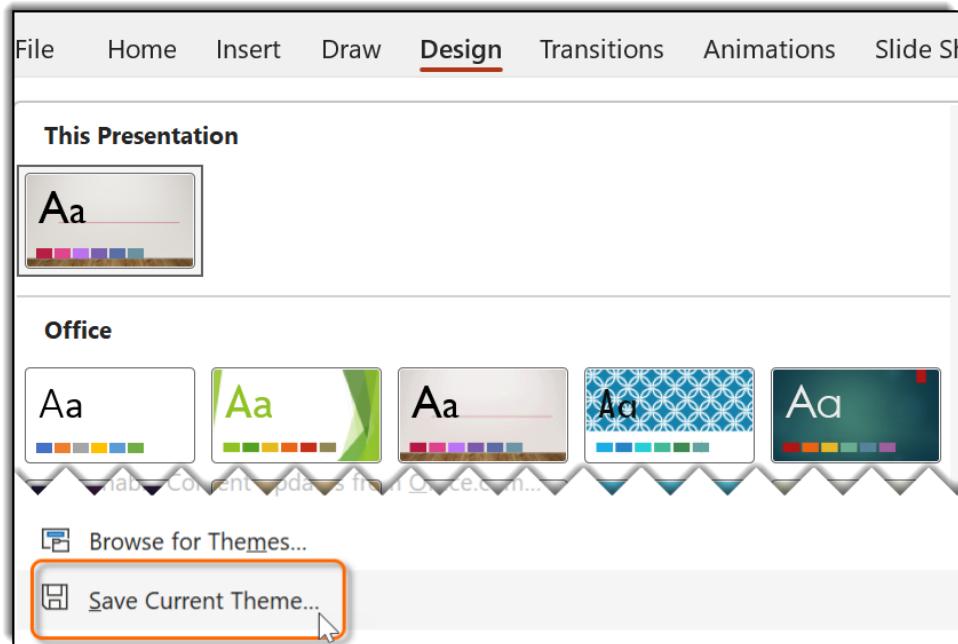
Select fonts, effects, and background styles in the same way.

❖ 1.1.3. Saving a Custom Theme

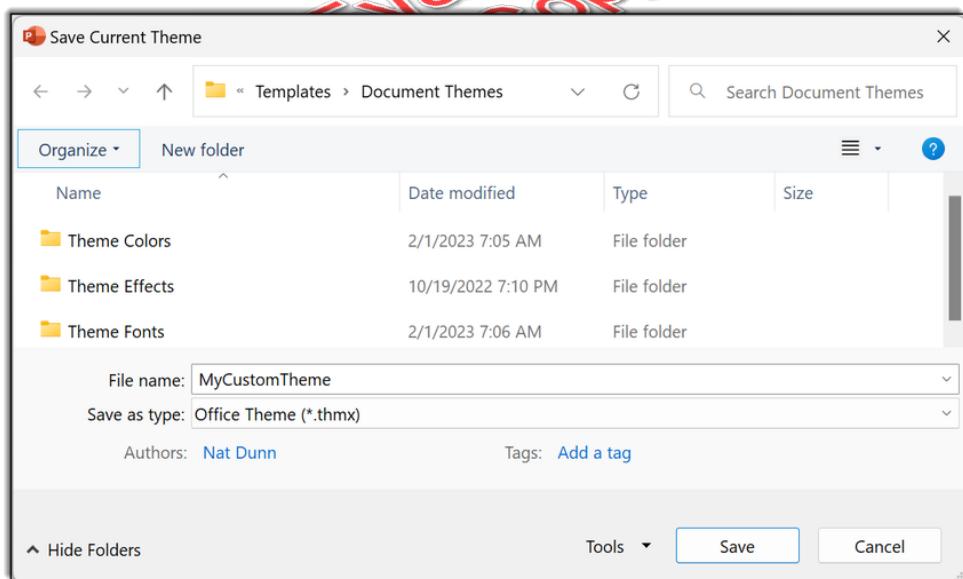
You can save custom themes to apply to future presentations. This makes it easy to give your presentations a consistent look and feel.

To save a custom theme:

1. On the **Design** tab, in the **Themes** group, click the **More** drop-down arrow and select **Save Current Theme...**:

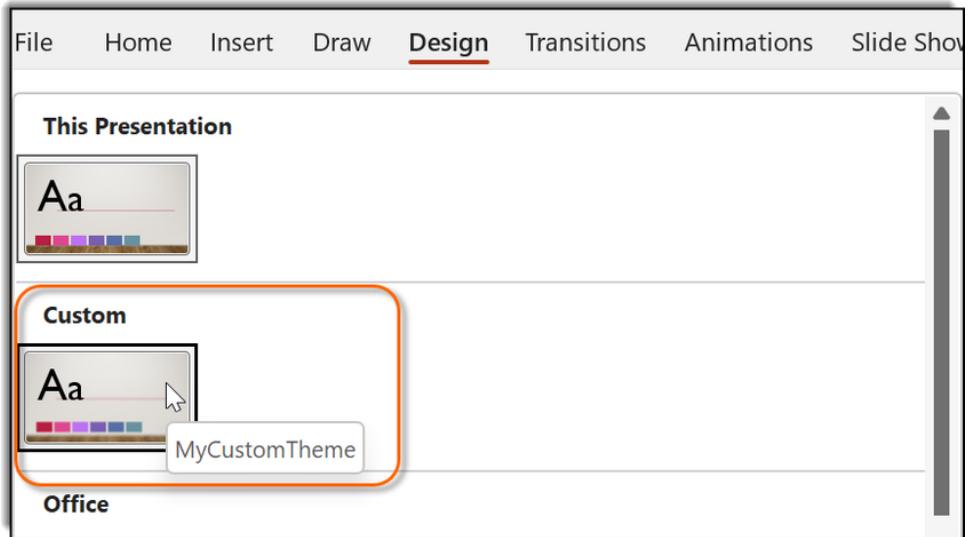


2. In the **Save Current Theme** dialog box, give the theme a name and click **Save**:



Don't change the location.

3. The theme will now appear in the **Custom** section of the theme gallery:

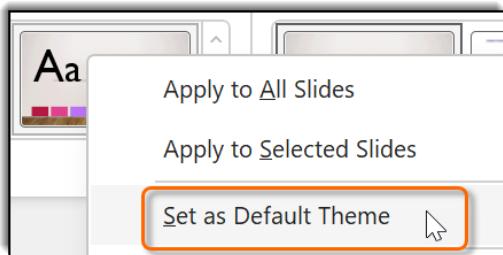


❖ 1.1.4. Setting a Default Theme

If you want to apply a particular theme to all your future presentations, you can make it your default theme. Creating a default theme saves time when creating future presentations.

To set a theme as the default theme:

1. Right-click the theme and select **Set as Default Theme**:

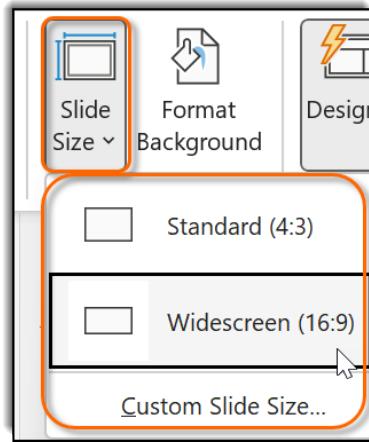


The theme will be applied to your future presentations until you select a different default theme.

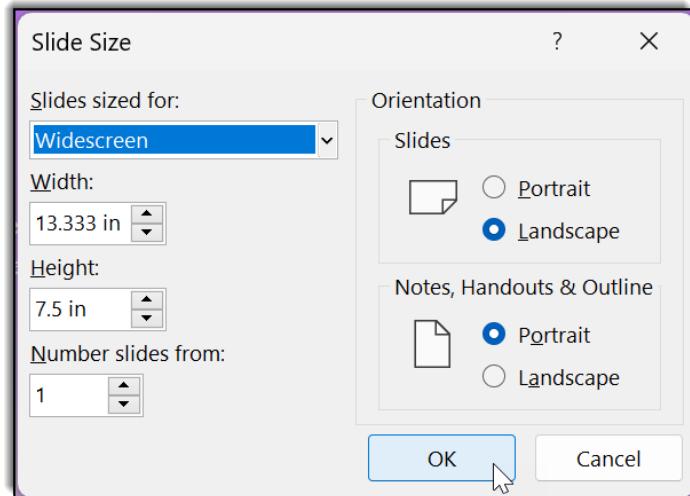
Changing Slide Size

You can customize the size of the slides in your presentation. To change slide size:

1. From the **Design** tab, in the **Customize** group, click **Slide Size** and select an option, or select **Custom Slide Size** to set the size:



2. If you select **Custom Slide Size**, select options in the **Slide Size** dialog box and then click **OK** to save the changes:



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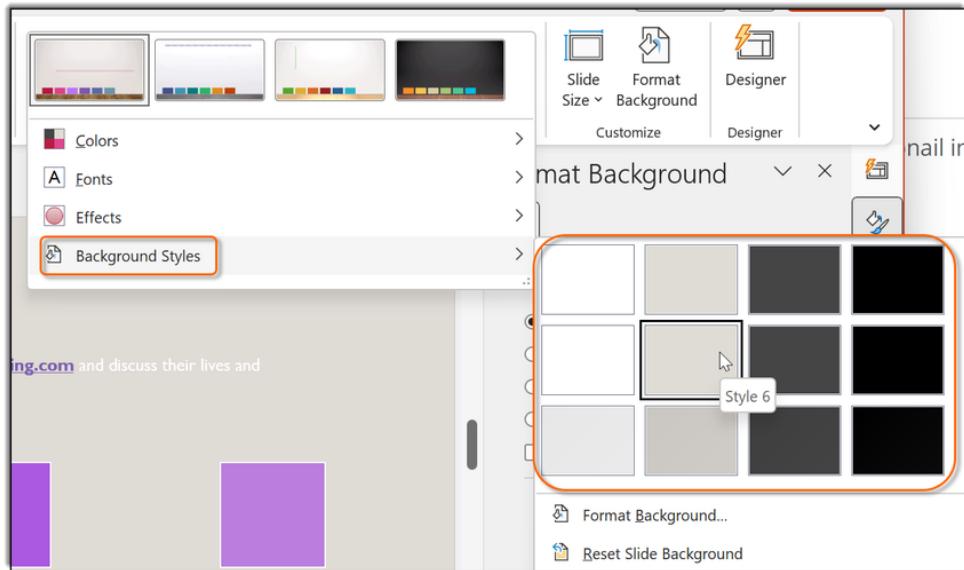


1.2. Formatting Backgrounds

Background styles are pictures and colors that you can apply to your PowerPoint presentation. Background options are located on the **Design** tab in the **Variants** group.

❖ 1.2.1. Apply a Built-in Background Style

PowerPoint provides a few built-in background styles. As discussed earlier, you can apply a built-in background style by clicking the down arrow in the bottom right of the **Variants** group, selecting **Background Styles** and choosing one of the styles:

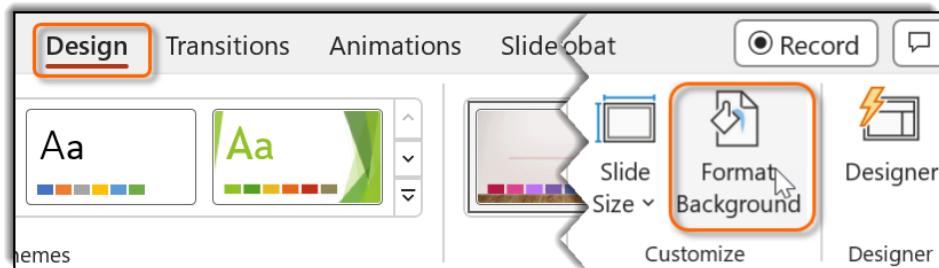


❖ 1.2.2. Modify Slide Backgrounds

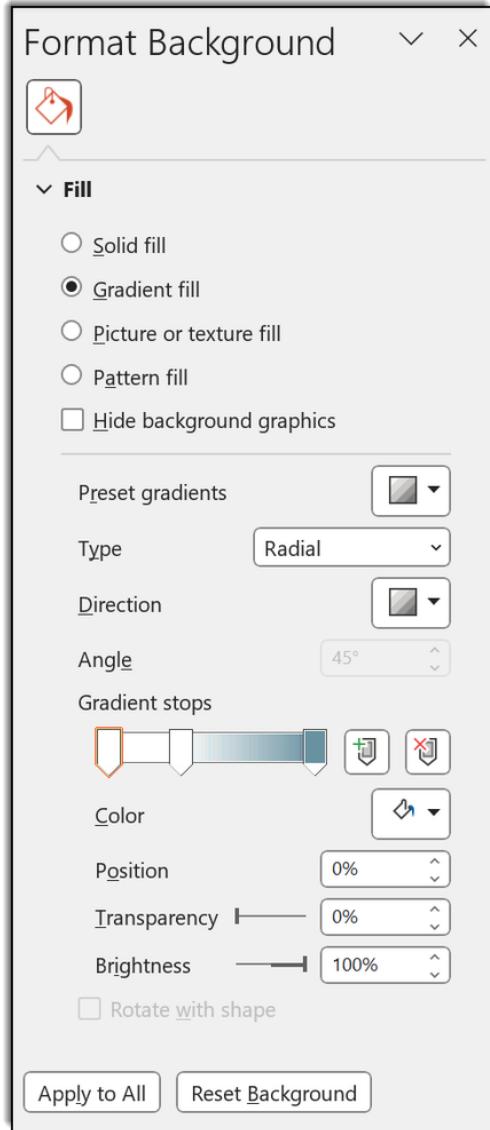
You can modify a slide background using the **Format Background** pane.

To access the **Format Background** pane:

1. Select the **Design** tab and from the **Customize** group, select **Format Background** to open the **Format Background** pane:



2. Use the options in the pane to format your background. You can choose fill options, including a color, pattern, or picture:



The formatting options you get will depend somewhat on your slide layout.

3. When you select the **Picture or texture fill** option, you can make adjustments to your background using the options on the **Effects** and **Picture** tabs:



4. By default, your background will be applied to the selected slide(s) only. To apply the background to all slides, click **Apply to All** before clicking **Close**:



If you want to undo all changes you have made to the background, click **Reset Background**.

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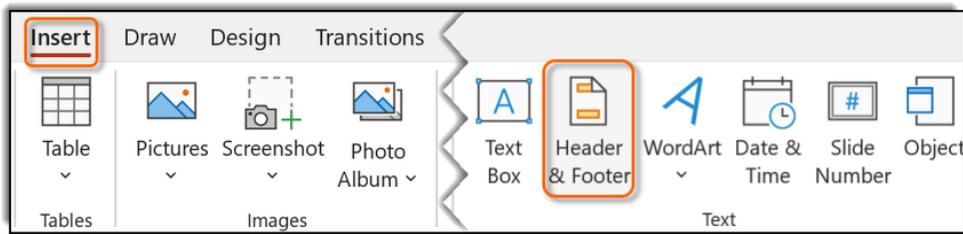


1.3. Headers and Footers

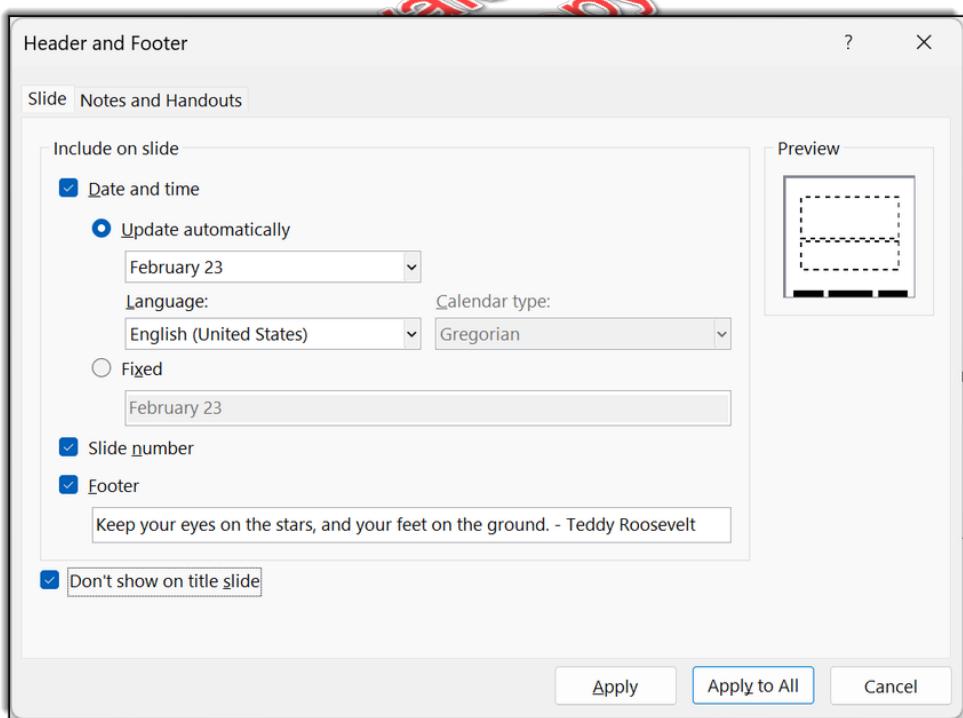
You can add a slide numbers, the data, and a footer to individual slides; however, for this to work, the slide layout must have these elements showing.¹

To learn how to add these elements to slides:

1. Open **Footers.pptx** from **ppt365-customizing/Demos**.
2. On the **Insert** tab, in the **Text** group, click **Header & Footer**:



3. In the **Header and Footer** dialog box, on the **Slide** tab, indicate the information to include in the footer:



1. We will cover this later in the course.

- A. To include the date and time in the slide footer, check the **Date and time** checkbox, select whether to **Update automatically** or to use a **Fixed** date, and then select the date/time format to use from the appropriate drop-down list.
- B. To include the slide number in the footer, check the **Slide number** checkbox.
- C. To include custom text in the footer, check the **Footer** checkbox and type the text in the associated field.

4. If you want to hide the footer on the first slide, check the **Don't show on title slide** checkbox.
5. Click **Apply to All** to apply the footer to all slides, or click **Apply** to apply it only to the selected slide(s).

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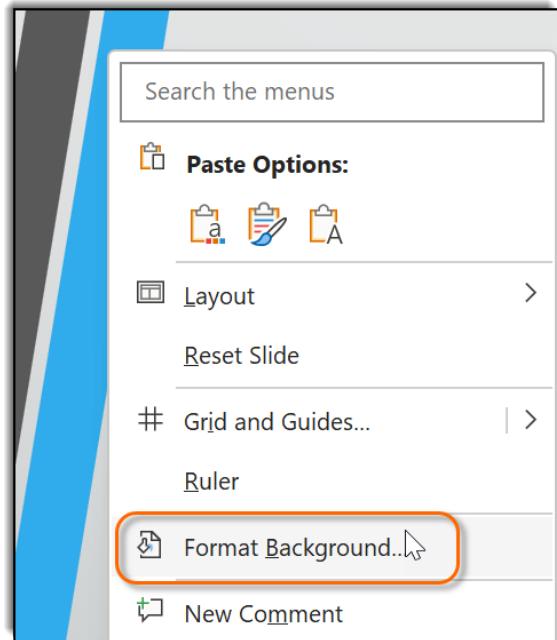


1.4. Adding a Background Image

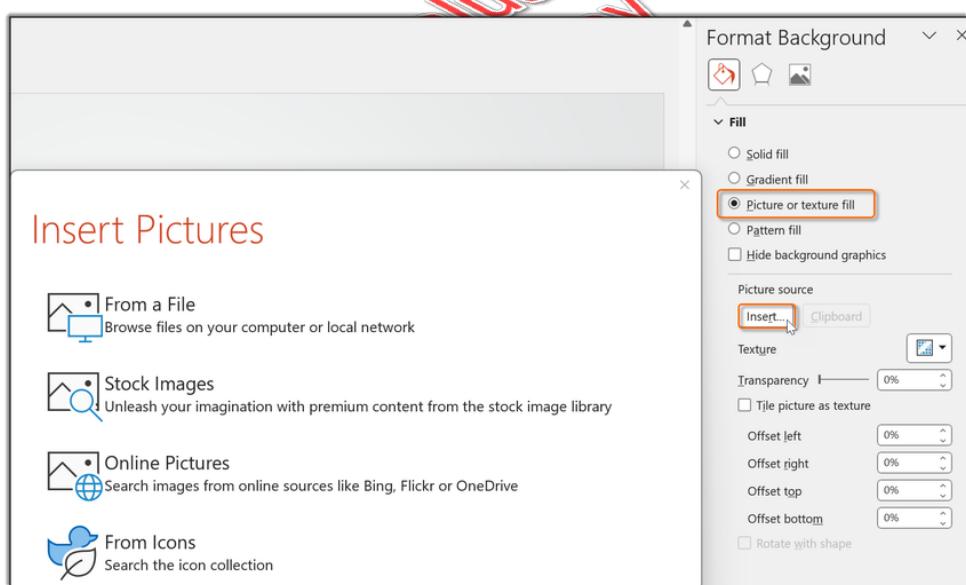
You can add a background image to a slide by adding a picture and making it transparent, so you can still add text on top of it.

To learn how to add a background image:

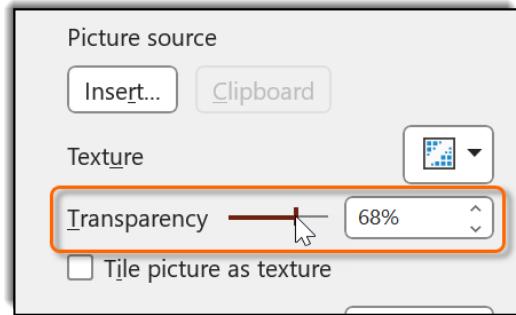
1. If it's not still open, open **Footers.pptx** from **ppt365-customizing/Demos**.
2. Right-click slide 2 and select **Format Background**:



3. In the **Format Background** pane, check **Picture or texture fill** and then click **Insert** under **Picture source** to open the **Insert Pictures** options.



4. Select **From a File** and then navigate to `ppt365-customizing/images/feet.jpg` and click **Insert**.
5. Apply transparency to the background image by dragging the **Transparency** slider to the desired transparency:



When you're done, the slide should look something like this:

Feet According to ChatGPT

- The human foot is made up of 26 bones, 33 joints, and more than 100 muscles, tendons, and ligaments.
- The foot has an arch, which is a natural shock absorber.
- There are three main foot types: flat feet, high arches, and normal arches.
- Regular foot care is important to maintain foot health.
- Common foot problems include plantar fasciitis, heel spurs, bunions, and athlete's foot.
- The type of footwear you wear can greatly affect the health of your feet.

Keep your eyes on the stars, and your feet on the ground. - Teddy Roosevelt

February 23 2

Exercise 1: Customizing Your Presentation

⌚ 5 to 15 minutes

In this exercise, you will apply a theme and a background style to a presentation.

1. Open Sales.pptx from ppt365-customizing/Exercises folder.
2. Apply the **Facet** theme to the presentation.
3. Apply the **Style 7** background to the slides.
4. Drag and drop the **Quarter 1 Info** section to the beginning of the presentation.
5. Save the presentation.

The final result should look like this:

▲ Quarter 1 Info

Quarter 1 Sales

- ▶ Sales in the first quarter were up this year.
- ▶ This was our best quarter in three years.
- ▶ We exceeded the goals set for this quarter.

Quarter 1 Sales

1 2

▲ Quarter 2 Info

Quarter 2 Sales

- ▶ The goals for quarter 2 are aggressive.
- ▶ We hope to exceed 2011's second-quarter sales by 10%.
- ▶ Goals for the second quarter of 2012 include increasing sales by 10% above our original goal.
- ▶ Each salesperson needs to bring in one new account this quarter.

Quarter 2 - More

- ▶ There will be opportunities for training in quarter 2.

3 4

▲ Production Info

Production Flowchart

```

graph TD
    Sales[Sales] --> Production[Production]
    Production --> Delivery[Delivery]
    Delivery --> Service[Service]
    Service --> FollowUp[Follow-up]
    FollowUp --> Closeout[Closeout]
    Closeout --> Sales
  
```

Conclusion

In this lesson, you learned:

1. To apply a theme.
2. To apply a background style.
3. To add a footer.
4. To add a background image.

5. To save a custom theme.

Evaluation
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LESSON 2

Presentation Masters

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Topics Covered

- Layouts.
- Formatting slide masters and slide layouts.
- Watermarks.
- Slide numbers.
- Inserting a new slide master.
- Preserving a slide master.
- Modifying the notes master.
- Modifying the handout master.
- Adding a header and footer to notes and handouts.

**Evaluation
Copy**

Introduction

PowerPoint's slide masters establish the theme and layouts available in a presentation. Settings in slide masters affect all of the slides in a presentation, though some settings can be overridden in a particular slide. PowerPoint also provides notes masters and handout masters to help you lay out and format supplementary materials.

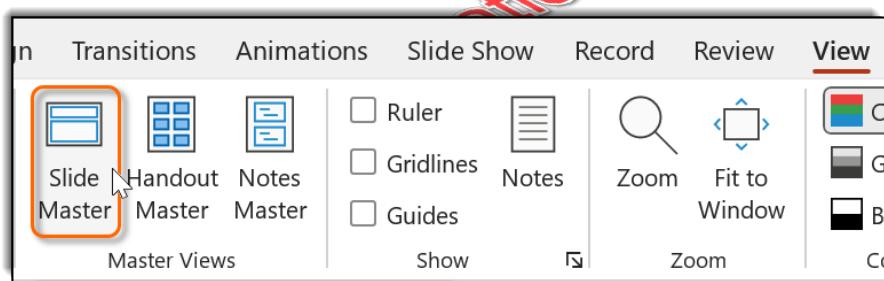
EVALUATION COPY: Not to be used in class.

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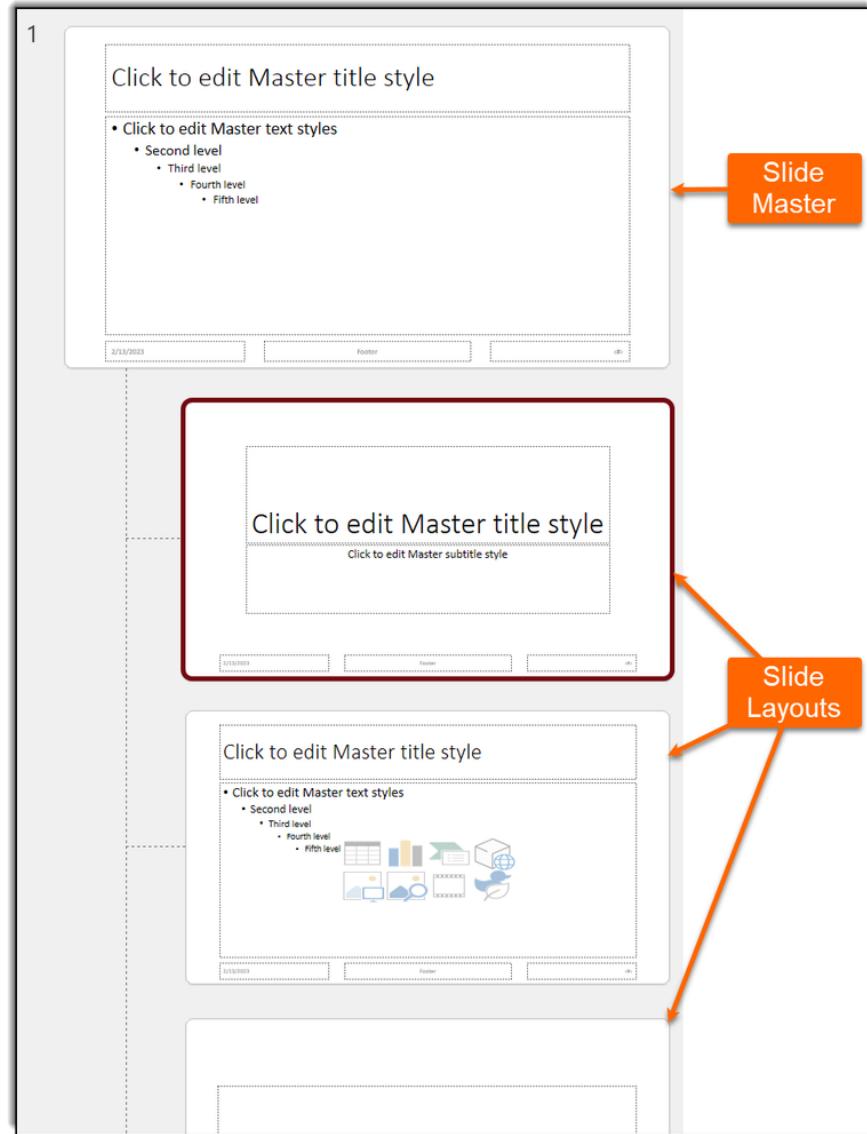
2.1. Working with the Slide Master

1. A *slide master* is a main template for a presentation. It defines the overall theme and design.
2. A *slide layout* inherits from a slide master. It provides a predefined arrangement of placeholders for content on a slide.

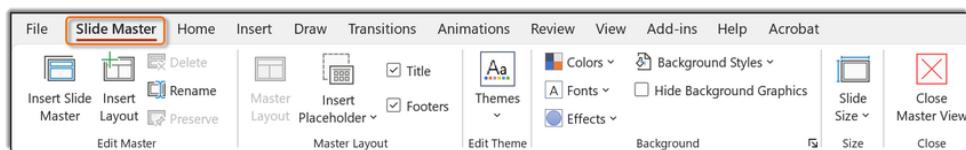
To open **Slide Master** view, click **Slide Master** in the **Master Views** group on the **View** tab:



The *slide master* is the top slide in **Slide Master** view. The smaller slides below are the *slide layouts* associated with the slide master:



When in **Slide Master** view, the **Slide Master** tab is visible. It contains the following groups you can use to format your slide master:



1. **Edit Master** – Insert a new slide master, insert a layout, delete the selected item, rename a custom layout, and preserve a slide master.
2. **Master Layout** – Select the placeholders to include in the master layout.

3. **Edit Theme** – Apply a theme to the slide master, and specify colors, fonts, and effects for the theme.
4. **Background** – Apply a background style to your slide master.
5. **Size** – Set the slide sizes and orientation.

It is important to understand how changes to slide masters and slide layouts affect your presentation:

1. Formatting and layout changes to objects in the *slide master* affect *all associated slide layouts and slides* EXCEPT slide layouts and slides where the formatting or layout was individually overridden.
2. Formatting and layout changes to objects in a *slide layout* affect *all slides using the layout* EXCEPT slides where the formatting or layout was individually overridden.
3. Formatting and layout changes to objects in a *slide* affect only that slide.

Reapplying the Slide Layout

Slides created after changes to a slide master or slide layout will automatically reflect those changes. However, sometimes it is necessary to reapply the slide layout in order to update slides created before the changes.

To exit **Slide Master** view, click **Close Master View** on the far right of the **Slide Master** tab.

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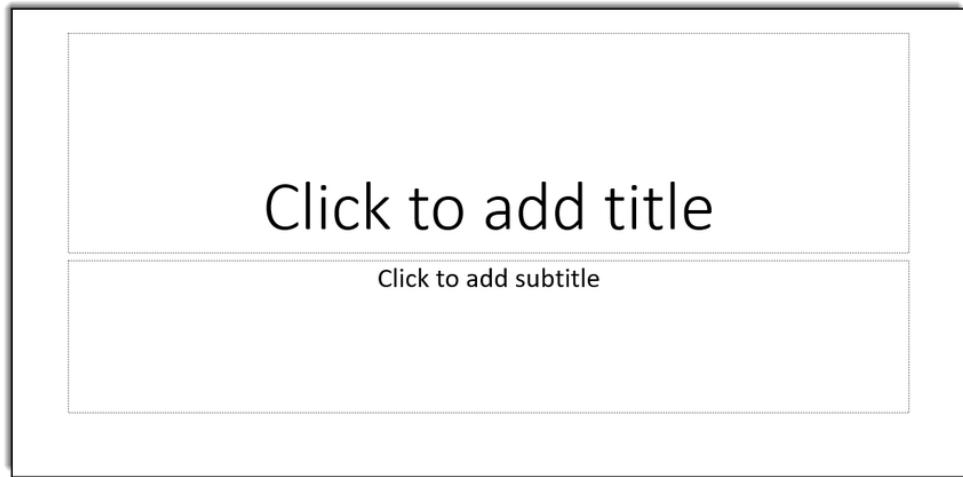
*

2.2. Slide Layouts

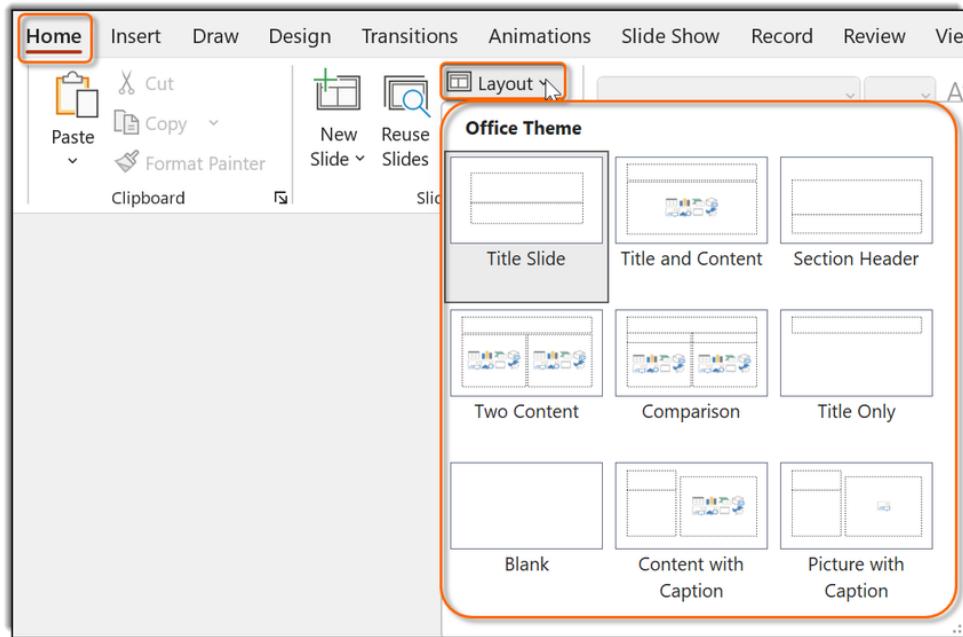
Slide layouts control the formatting of text and other elements that appear on slides.

Placeholders are predefined areas in a slide layout used for text, graphics, or other content. They can be added to slide layouts in **Slide Master** view. Placeholders cannot be added to slides themselves (e.g., in **Normal** view).

When you open a new, blank presentation, by default, a slide based on the Title Slide layout appears. Unless you have changed the defaults, it will look like this:



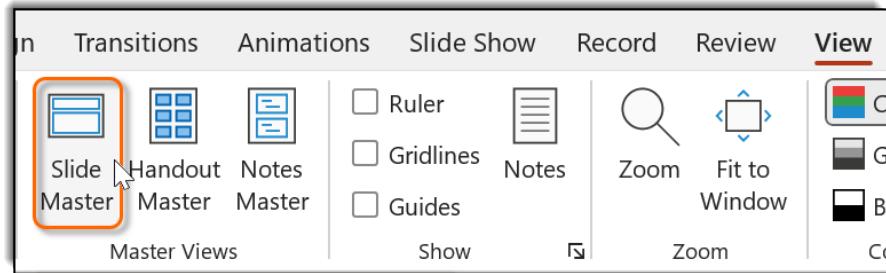
However, you can apply different layouts. To access PowerPoint's built-in layouts, select **Layout** from the **Slides** group on the **Home** tab:



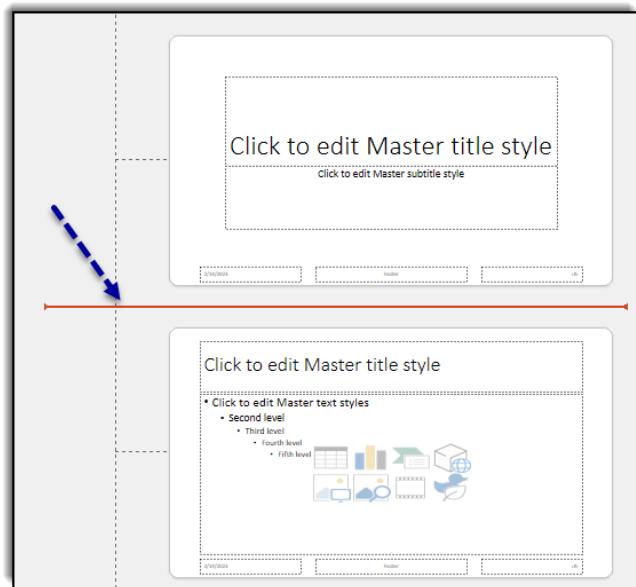
❖ 2.2.1. Create a Slide Layout

To create a new slide layout:

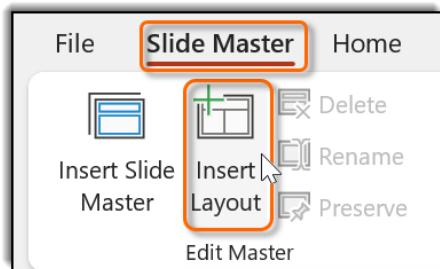
1. Enter **Slide Master** view by clicking **Slide Master** from the **Master Views** group on the **View** tab:



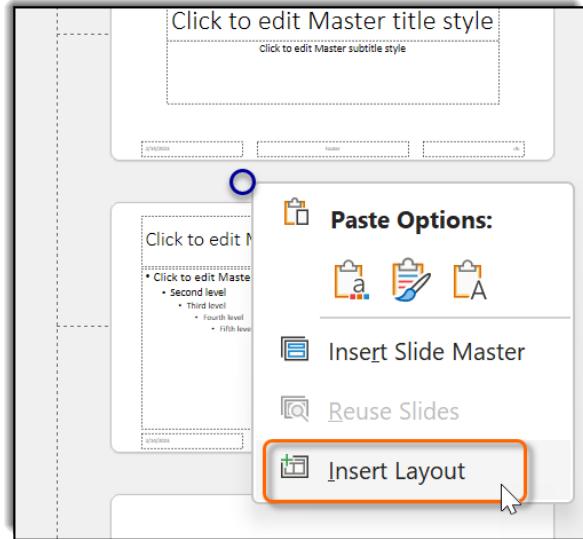
2. In the **Slides** pane, select the location that you want the new slide layout to appear. You can either select the slide master or a slide layout, in which case the new slide layout will appear after that one, or you can click between two items to specify the location. A red line will show where the new slide layout will be inserted:



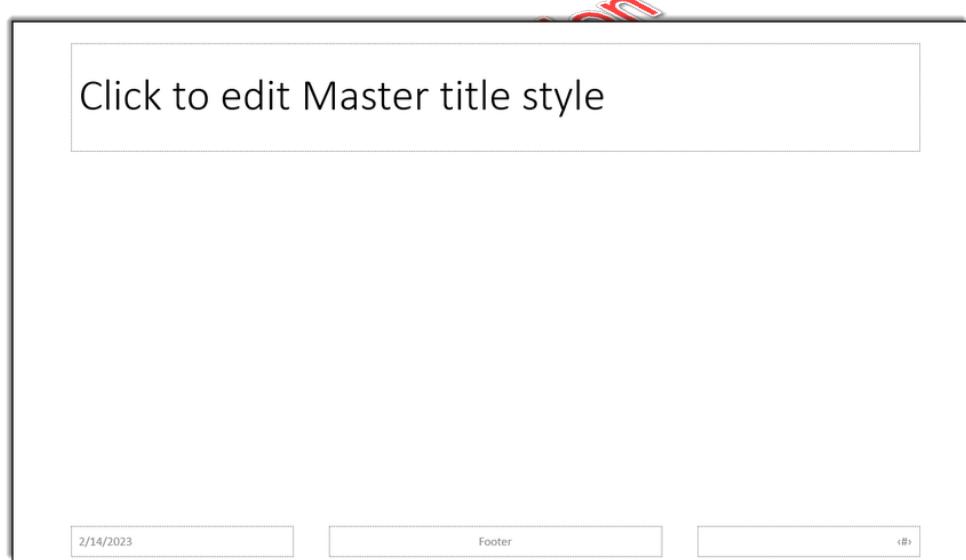
3. On the **Slide Master** tab in the **Edit Master** group, click **Insert Layout**:



You can also right-click a location and select **Insert Layout**:



4. Your new layout, which we will show you how to customize soon, will look like this:



EVALUATION COPY: Not to be used in class.

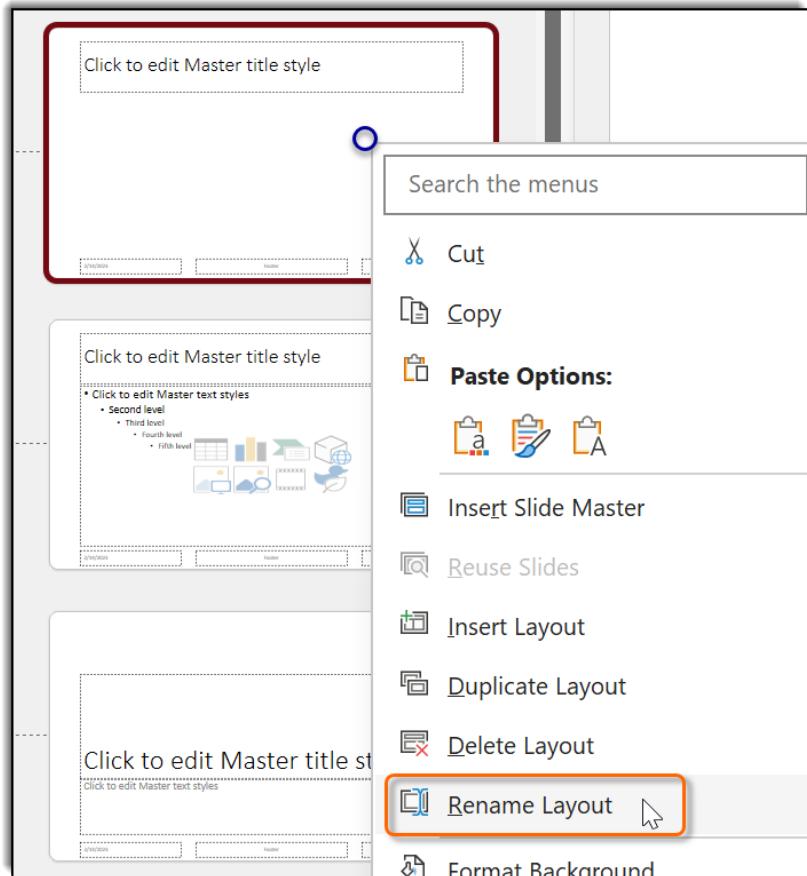


2.3. Formatting Slide Masters and Layouts

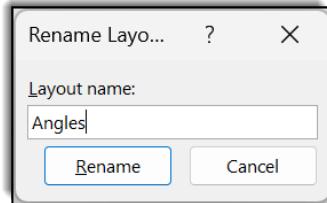
For the most part, the techniques for formatting slide masters and slide layouts are similar to those for formatting slides. The important thing to remember is that only content in placeholders can be edited on slides in other views. Any text boxes or graphics that you add in **Slide Master** view will be uneditable in **Normal** view.

To see how this works:

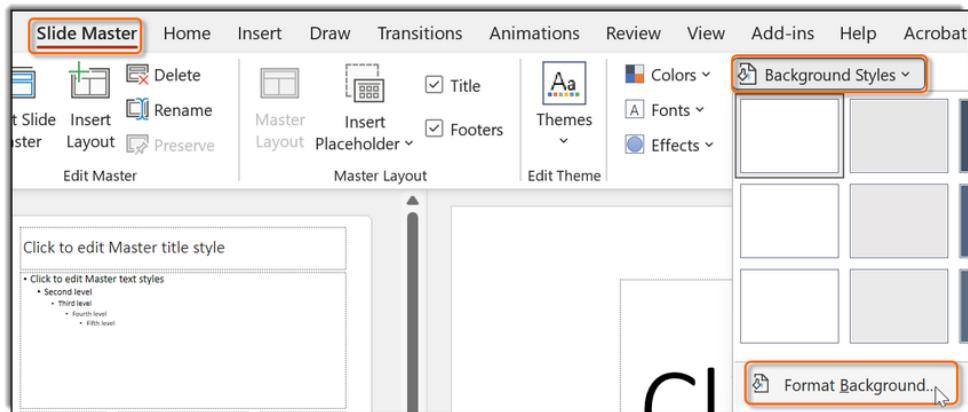
1. Open Angles.pptx from the ppt365-presentation-masters/Demos folder.
2. Enter **Slide Master** view by clicking **Slide Master** from the **Master Views** group on the **View** tab.
3. Add a new slide layout between the first and second slide layouts.
4. Right-click the new slide layout and select **Rename Layout**:



5. Rename the layout "Angles":

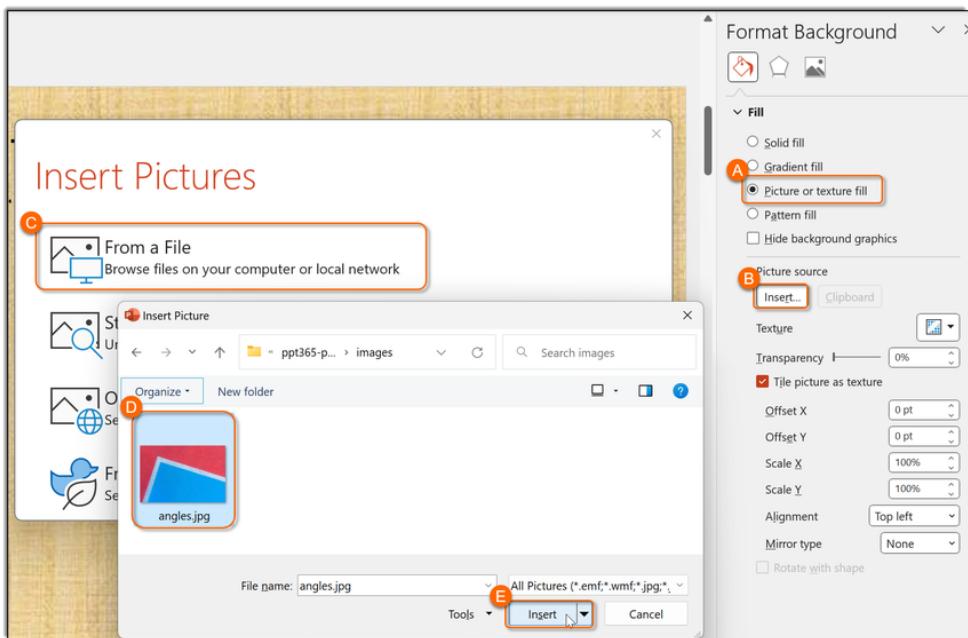


6. From the **Slide Master** tab in the **Background** group, click **Background Styles > Format Background...**:



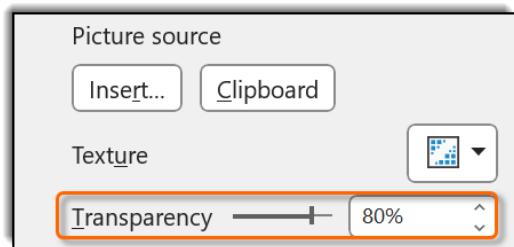
This will open the same **Format Background** pane for formatting backgrounds on slides.

7. Insert a background image following these steps:

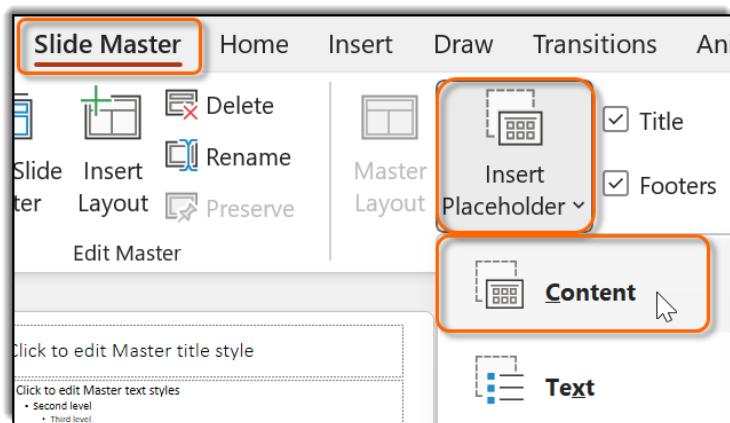


- A. Check **Picture or texture fill**.
- B. Click **Insert...** under **Picture source**.
- C. In the dialog that opens, click **From a File**.
- D. Navigate to `ppt365-presentation-masters/images/angles.jpg`.
- E. Click **Insert**.

Set the **Transparency** to 80%:

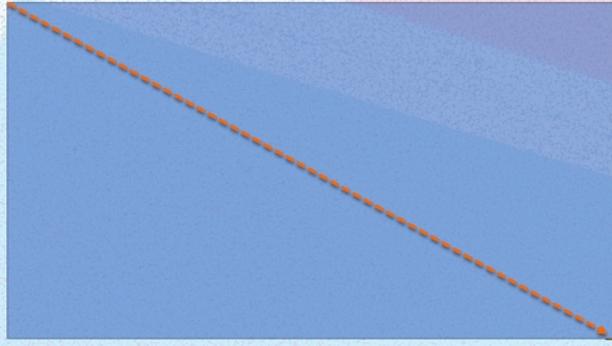


8. Insert a placeholder from the **Master Layout** group of the **Slide Master** tab by clicking the **Insert Placeholder** dropdown and selecting **Content**:

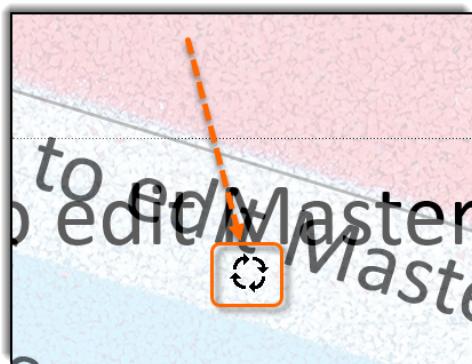


And then clicking and dragging to do draw a box where you want the placeholder to appear:

Click to edit Master title style



9. Rotate the placeholder to line it up with the background angles:



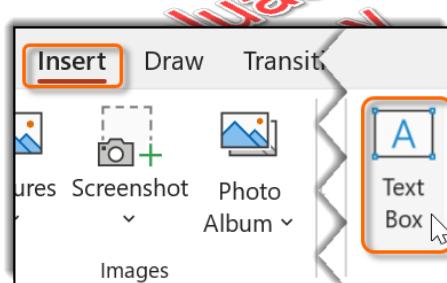
10. Drag the placeholder by its border onto the blue background:



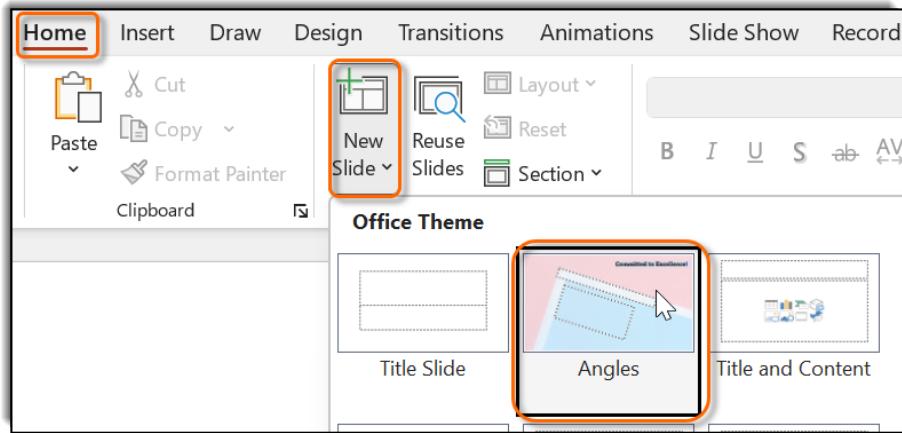
11. Rotate and move the title placeholder so that it fits on top of the white bar:



12. Without closing **Slide Master** view, switch to the **Insert** tab, and click **Text Box** to insert a text box:



13. Your cursor will change to a down arrow. Draw a text box in the upper-right corner and format it however you like. We gave ours a 32pt Amasis MT Pro Black with a lightblue semi-transparent background.
14. Close **Slide Master** view by clicking **Close Master View** on the far right of the **Slide Master** tab.
15. From the **Home** tab in the **Slides** group, click **New Slide** and select the **Angles** layout you just created:



16. Notice that you can edit the two placeholders, but you cannot edit the text box.

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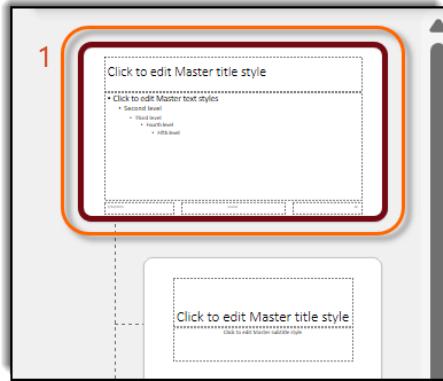
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2.4. Adding a Watermark to Your Presentation

You can use the slide master to apply a watermark to all the slides in your presentation or you can apply a watermark to a selected slide layout. A watermark appears in the background, with your presentation appearing over it.

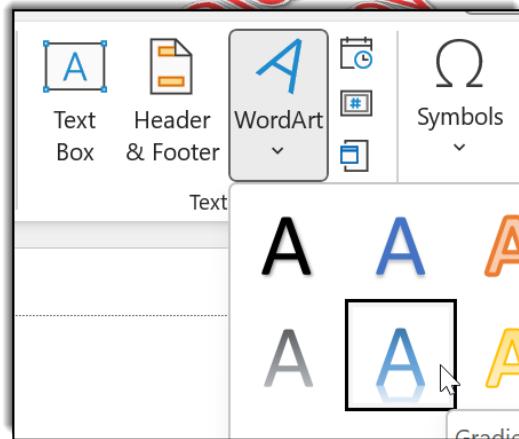
To learn how to add a watermark:

1. If it's not still open, open Angles.pptx from the ppt365-presentation-masters/Demos folder.
2. Enter **Slide Master** view by clicking **Slide Master** from the **Master Views** group on the **View** tab.
3. Select the slide master:

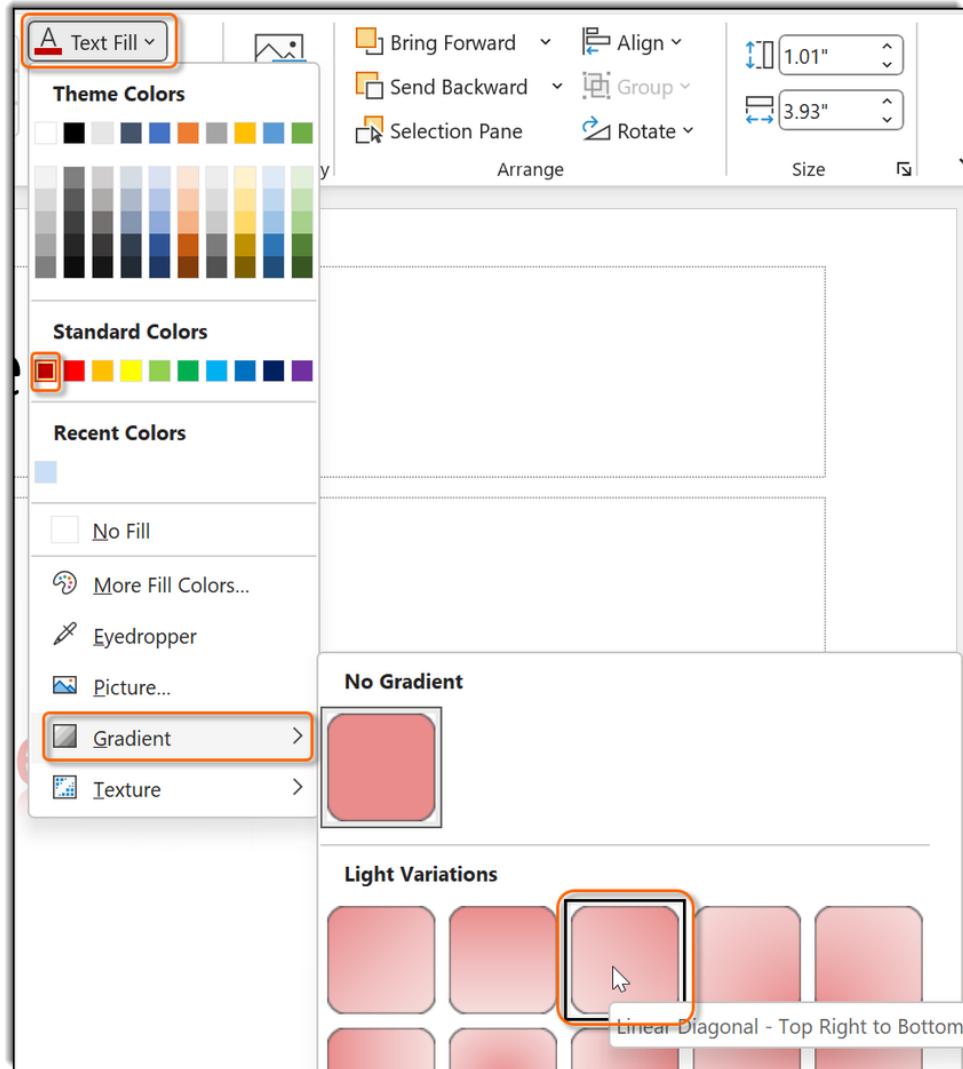


Remember, you could apply the watermark to a single slide layout instead by just selecting that layout.

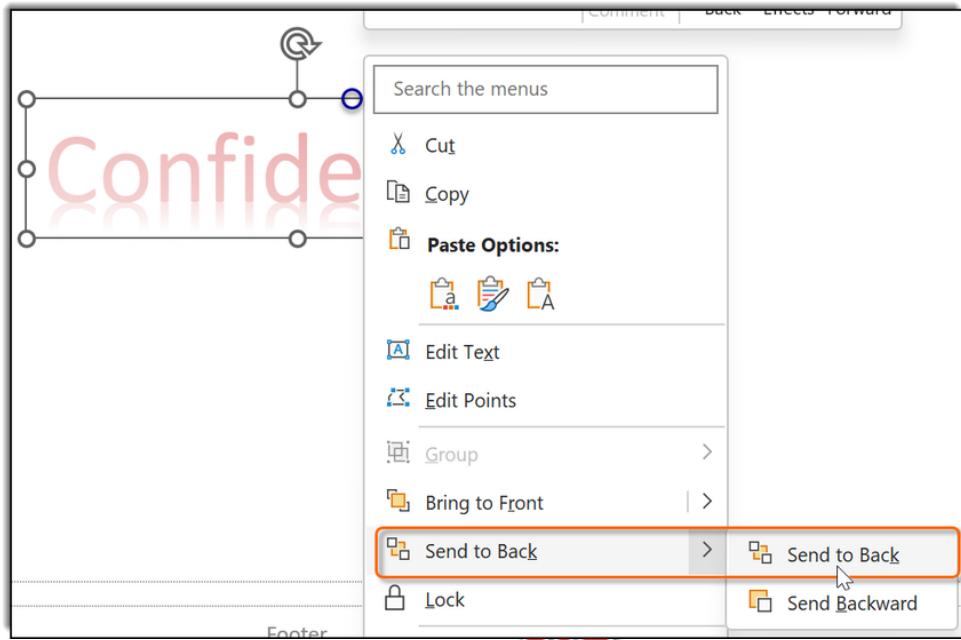
- Without closing **Slide Master** view, switch to the **Insert** tab, click **WordArt** in the **Text** group, and select an option:



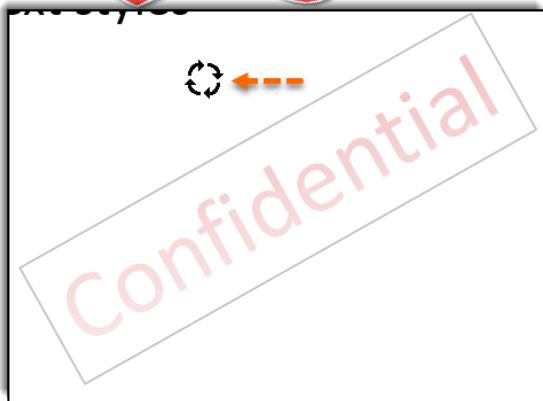
- Type “Confidential” in the WordArt box.
- From the **Text Fill** dropdown in the **WordArt Styles** group on the **Shape Format** tab, select a reddish color, then click the **Text Fill** dropdown again and apply a gradient.:



7. Right-click the border of the WordArt box and select **Send to Back > Send to Back**:



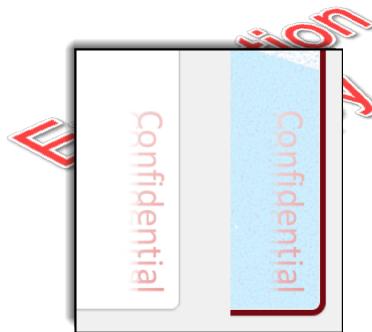
8. If you like, rotate the WordArt slightly.



9. Close **Slide Master** view by clicking **Close Master View** on the far right of the **Slide Master** tab.
10. Enter a title and subtitle on the first slide and a title and some text on the second slide. Notice the watermark makes it a little hard to read:



11. Return to **Slide Master** view, rotate the WordArt so that the text is sideways, set the font size to 28pt, resize the box so that it fits tightly around the WordArt, and then use the **Align** options on the **Shape Format** tab to align the WordArt to the bottom right.
12. Return to **Normal** view to see how it looks. Here are the bottom-right corners of our slides:



To see how this looks in our presentation, open `Angles_Watermark.pptx` from the `ppt365-presentation-masters/Demos` folder.

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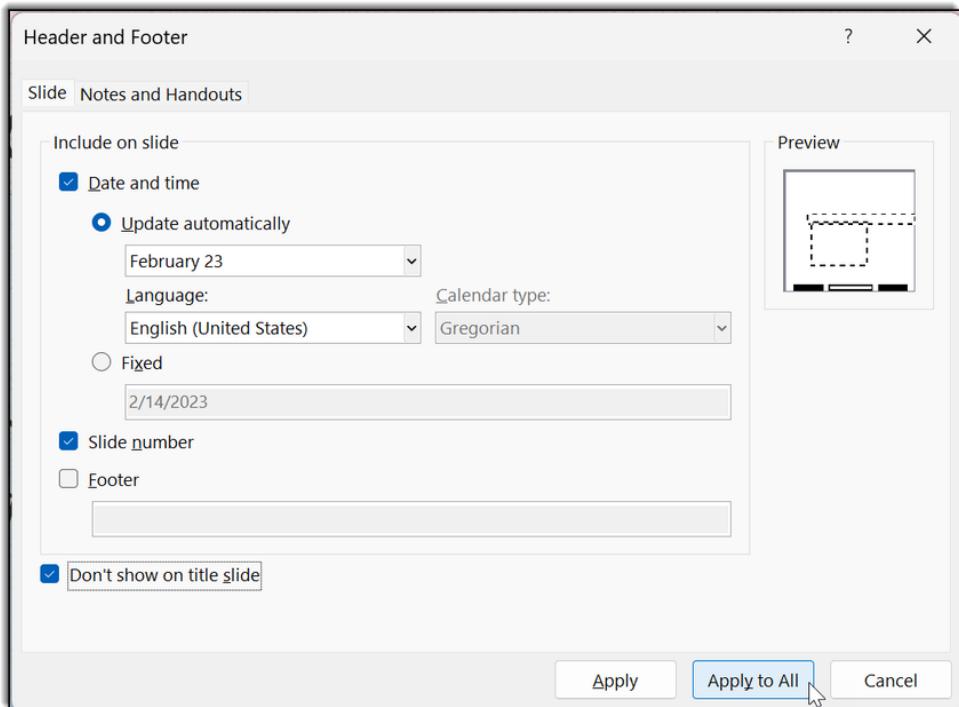
*

2.5. Adding Slide Numbers Using the Slide Master

If your presentation has multiple slide layouts, you may want to use the **Slide Number** feature in conjunction with the slide master to control which slides show slide numbers.

To enable slide numbers in your presentation using the slide master:

1. Enter **Slide Master** view by clicking **Slide Master** from the **Master Views** group on the **View** tab.
2. In the **Slides** pane, select the slide master or select the slide layout on which you want to display slide numbers.
3. On the **Insert** tab, click **Header & Footer**.
4. Check **Slide number** and fill in any other options you want:



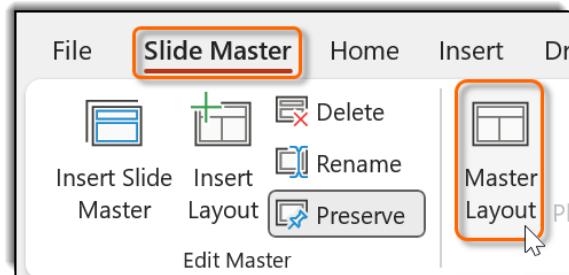
To apply numbering to only a selected slide layout, click **Apply**. To apply numbering to all masters and all layouts, click **Apply to All**:

So, what is the difference between applying these settings in **Slide Master** view and applying them in **Normal** view? The difference is that, in **Slide Master** view, the settings are applied to the layout. So, every slide that uses that layout will inherit these settings, by default. Note that the settings you choose for the header and footer in **Slide Master** view can be overridden on individual slides in **Normal** view.

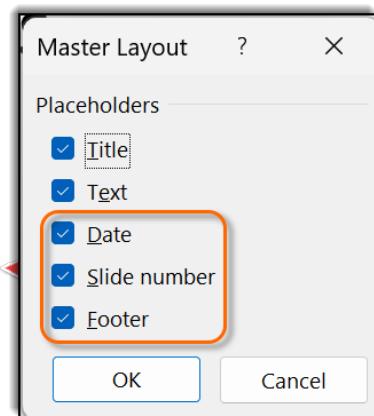
❖ 2.5.1. Master Layout

In the Headers and Footers reading of the Customizing Presentations lesson (see page 10), we mentioned that, to be able to show header and footer elements on a slide, the slide layout must include those elements. To add and remove these elements:

1. Click the **Master Layout** command on the **Slide Master** tab:



2. Select the elements in the **Master Layout** dialog and click **OK**:

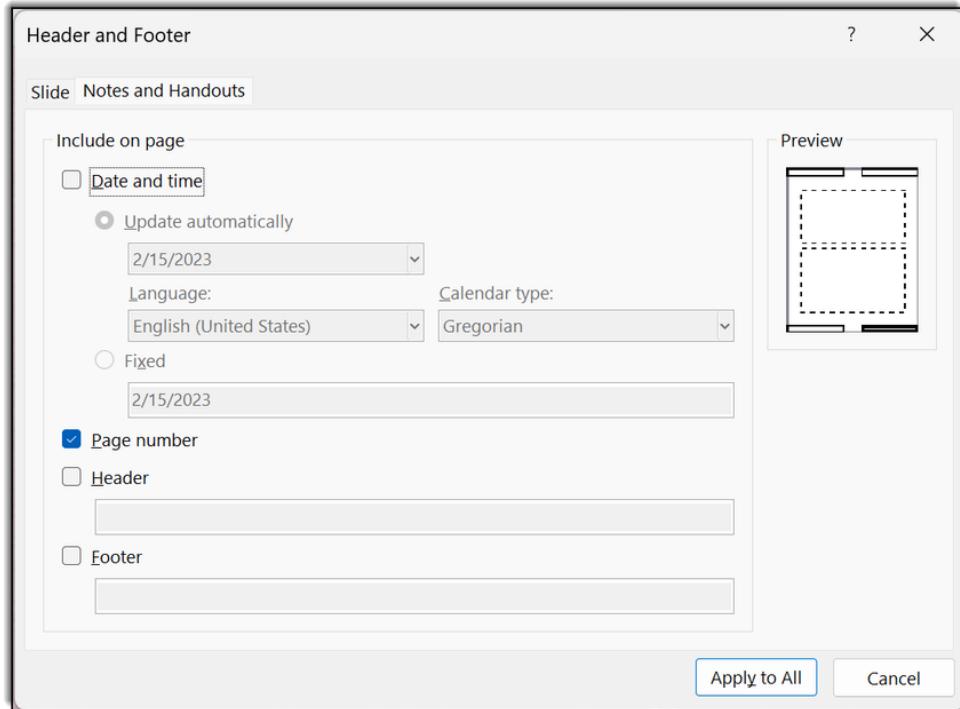


3. You can reposition and resize the elements just as you can with any other element:



Notes and Handouts

The **Header and Footer** dialog has a **Notes and Handouts** tab as well:



Use this tab to add the date and time, page number, and custom headers and footers to your notes and handouts.

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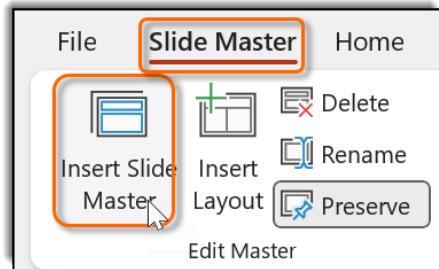


2.6. Inserting a New Slide Master

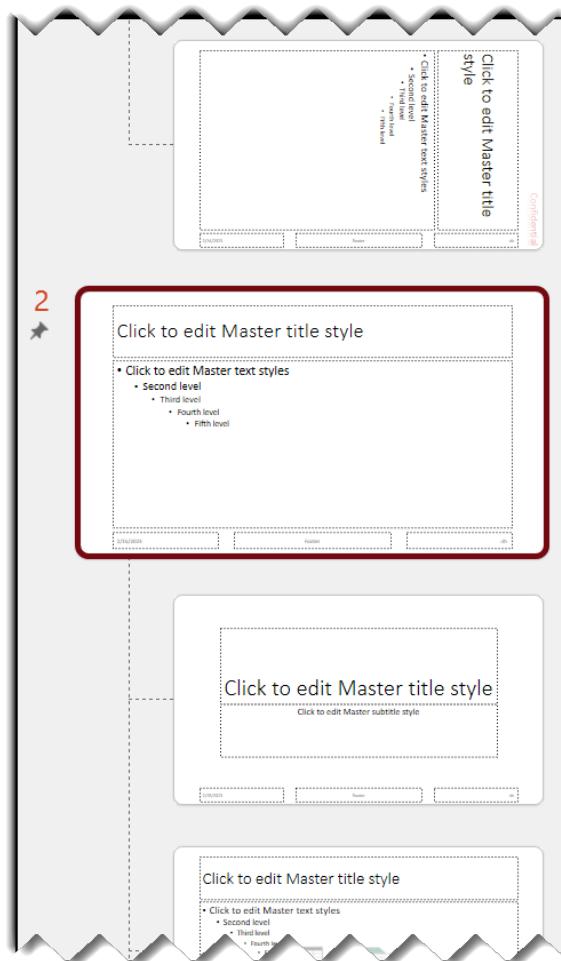
You may decide that you want to insert a completely new slide master into a presentation. This is useful if you want to apply multiple styles or themes to a single presentation. You can then format the new slide master as you desire.

To insert a new slide master:

1. Enter **Slide Master** view by clicking **Slide Master** from the **Master Views** group on the **View** tab.
2. On the **Slide Master** tab, in the **Edit Master** group, click **Insert Slide Master**:



3. A new slide master with the default layouts will be inserted below the current slide master(s):

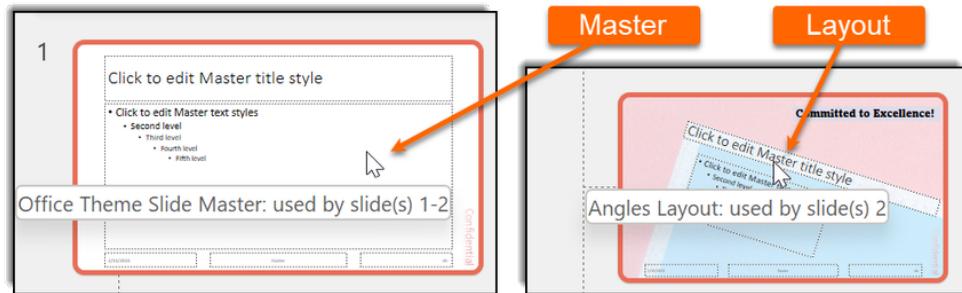


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2.7. Removing Unused Slide Masters and Layouts

You can see whether or not a slide master or layout is in use by hovering over it:

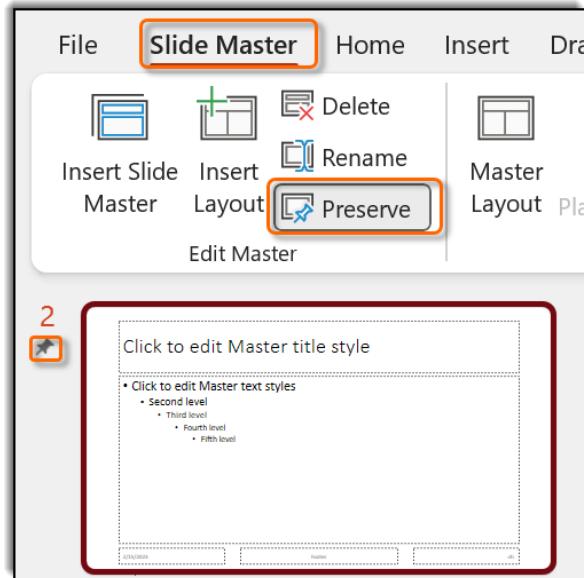


If a slide master or layout is not in use, you can delete it by selecting it and pressing the **Delete** key or by right-clicking it and selecting **Delete Master** or **Delete Layout**.

Some things to note:

1. You will not be able to delete *layouts* that are in use.
2. If you delete a *master* that is in use, the layouts will be moved to another master.
3. You cannot delete the last slide master in the presentation.

Sometimes, PowerPoint may do some self cleanup, removing masters that are not in use. To prevent this, you can explicitly preserve a slide master by selecting it and clicking the **Preserve** command in the **Edit Master** group of the **Slide Master** tab:



Preserved slide masters have a pushpin icon next to the master slide in the **Slides** pane.

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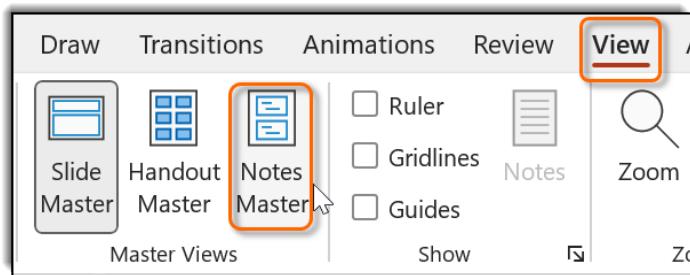
*

2.8. Modifying the Notes Master

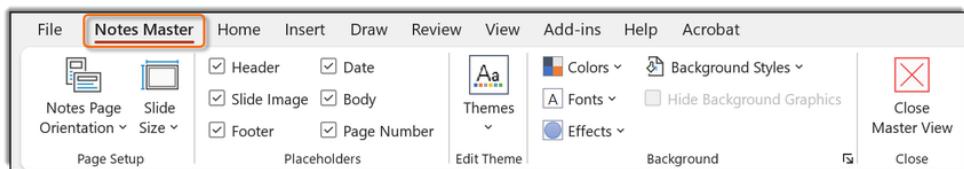
You can use the notes master to format how the notes for your presentation appear on a page. Notes can be entered through the **Notes** pane that appears at the bottom of the window in **Normal** view or through **Notes Page** view. Notes are not visible in **Slide Show** view.

To modify the notes master:

1. Enter **Notes Master** view by clicking **Notes Master** from the **Master Views** group on the **View** tab:



2. The **Notes Master** tab will appear:



Here you can change the notes page setup (including moving and formatting header and footer placeholders), select the placeholders to include, and apply background styles as desired:

- Page Setup** – Set the orientation of the notes and slide on a page and set slide sizes.
- Placeholders** – Enable header, slide image, footer, date, body, and page number placeholders to appear in the notes.
- Edit Theme** – Apply a theme to your slides, and specify colors, fonts, and effects for the theme.

D. **Background** – Apply a background style to your notes.

3. When you are satisfied with your changes, click **Close Master View** on the far right of the **Notes Master** tab.

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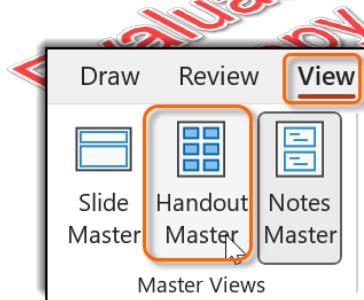
*

2.9. Modifying the Handout Master

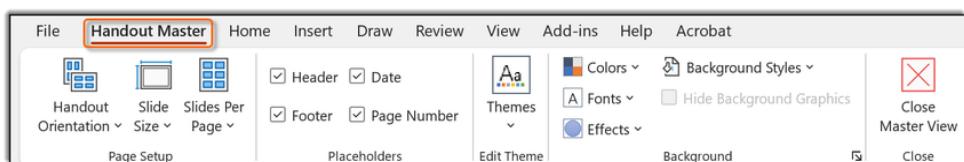
You can use the handout master to modify the layout of your handouts. Handouts contain slide thumbnails. When you create your handouts, you can decide whether to also print your notes or to print blank lines so your audience members can take their own notes.

To modify the handout master:

1. Enter **Handout Master** view by clicking **Handout Master** from the **Master Views** group on the **View** tab:



2. The **Handout Master** tab will appear:



Here you can change the handout page setup (including moving and formatting header and footer placeholders), select the placeholders to include, specify the number of slides per page, and apply background styles as desired:

- A. **Page Setup** – Set the orientation of the handout page and the orientation of the slide(s) on the page, specify the number of slides per page, and set slide sizes.

- B. **Placeholders** – Enable header, footer, date, and page number placeholders to appear in the handouts.
- C. **Edit Theme** – Apply a theme to your slides, and specify colors, fonts, and effects for the theme.
- D. **Background** – Apply a background style to your handouts.

3. When you are satisfied with your changes, click **Close Master View** on the far right of the **Handout Master** tab.



Exercise 2: Using the Slide Master

5 to 15 minutes

In this exercise, you will format your slides and notes using masters and you will add slide numbers to your presentation.

1. Open Sales.pptx from the ppt365-presentation-masters/Exercises folder.
2. Format the slide master so that the slide titles are bold.
3. Add slide numbers to all slides.
4. Format the notes in your presentation to be in Arial, 14 pt. font.
5. Save the presentation.

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Solution

1. Enter **Slide Master** view by clicking **Slide Master** from the **Master Views** group on the **View** tab.
2. In the **Slides** pane, select the slide master.
3. On the slide master, click the **Click to edit Master title style** placeholder and make the text bold, either by pressing **Ctrl + B** or by clicking the **Bold** icon in the **Font** group on the **Home** tab.
4. On the **Insert** tab, in the **Text** group, click **Header & Footer**.
5. In the **Header and Footer** dialog box, on the **Slide** tab, check the **Slide number** checkbox.
6. Click **Apply to All**.
7. Close **Slide Master** view by clicking **Close Master View** on the far right of the **Slide Master** tab.
8. On the **View** tab, in the **Master Views** group, click **Notes Master**.
9. Select all placeholder text in the notes area, and then in the **Font** group of the **Home** tab, select **Arial** and 14 point.
10. Close **Notes Master** view by clicking **Close Master View** on the far right of the **Notes Master** tab.
11. Save the presentation.

Conclusion

In this lesson, you learned how to work with slide masters and slide layouts, to add a watermark, slide numbers, dates, and custom footers to presentations, and to modify notes and handout masters.

LESSON 3

Working with Special Effects

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Topics Covered

- Animating text and objects.
- Animation Painter.
- Animation timing.
- Animating a chart.

Introduction

You can add special effects to your PowerPoint presentations to make them more interesting and to help hold your audience's attention. PowerPoint offers a number of different effects and settings you can apply.

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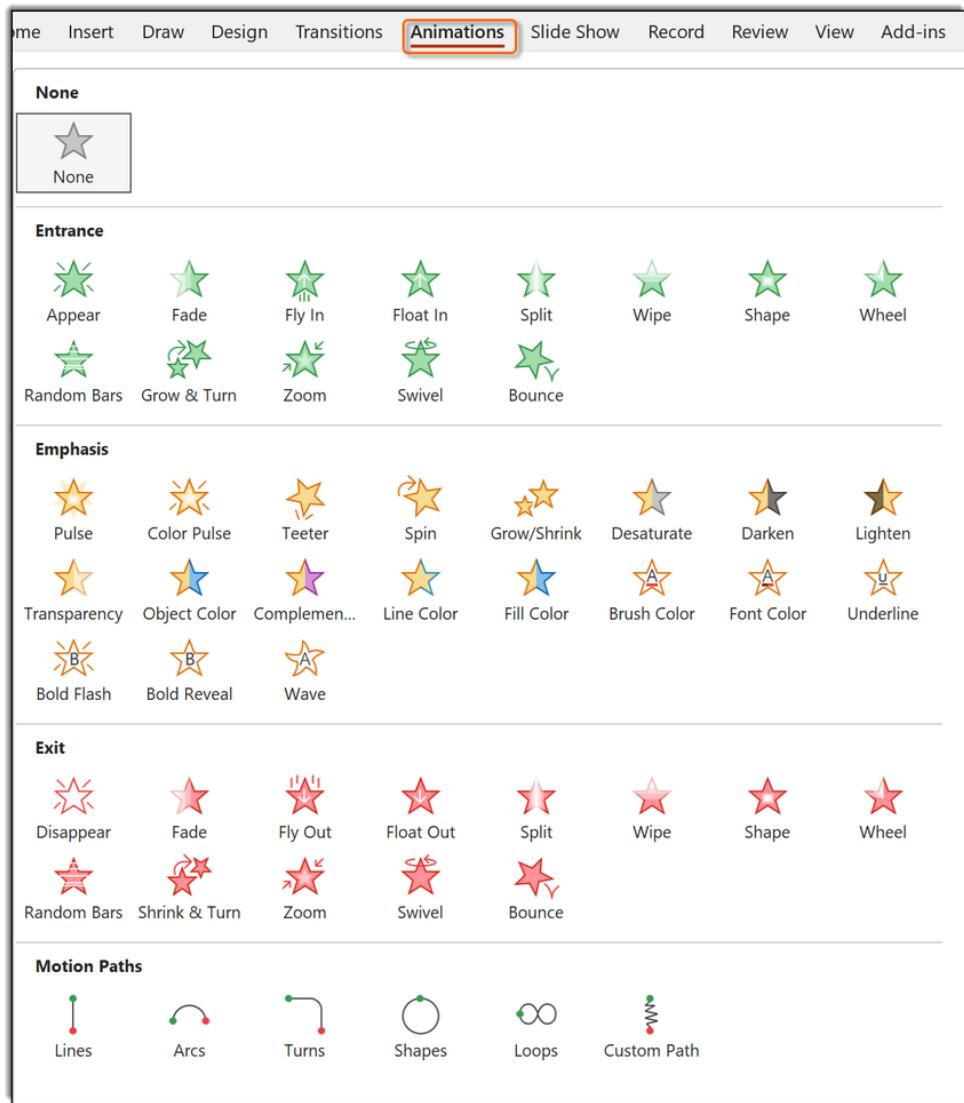
3.1. Animating Bullets

Animations can be applied to text, objects, and shapes to spice up a presentation.

There are four types of PowerPoint animations:

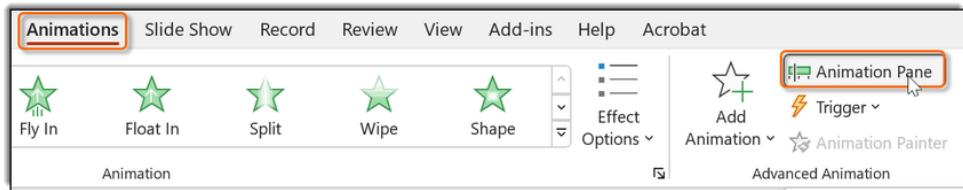
1. **Entrance** – These effects animate an item as it enters the presentation.
2. **Emphasis** – These effects provide emphasis to an item within the presentation.
3. **Exit** – These effects animate the item as it leaves the presentation.
4. **Motion Paths** – These effects move an item from one location to another on the slide.

You can view the gallery of animation effects on the **Animations** tab in the **Animation** group. Click the **More** drop-down arrow to see the effects:

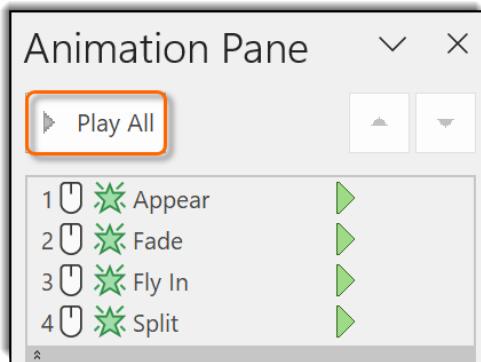


To learn how to animate an item in a presentation:

1. Open **Animations.pptx** from the **ppt365-special-effects/Demos** folder.
2. On the second slide, place the cursor anywhere in the bulleted list.
3. On the **Animations** tab, in the **Animation** group, click the **Appear** animation.
4. There is not much of an effect with this animation. The object just appears. To see a preview, click **Animation Pane** in the **Advanced Animation** group on the **Animations** tab:

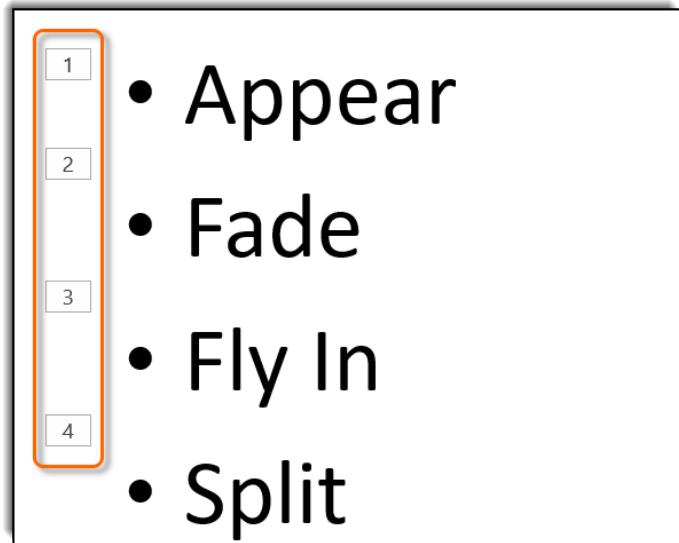


5. The **Animation Pane** will open. Press the **Play All** button to play all the animations (there is one for each bullet):



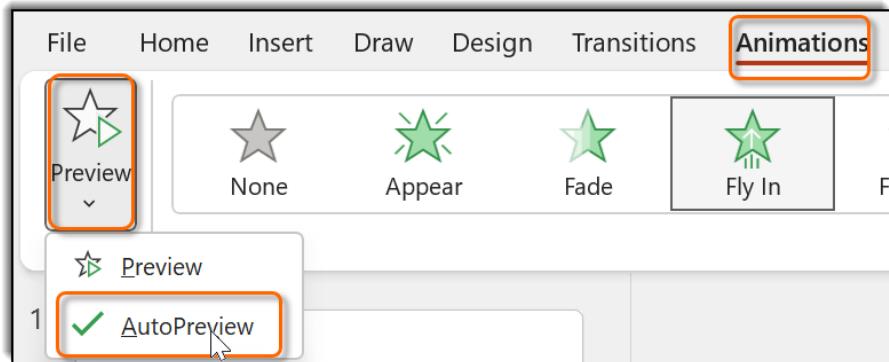
The bullets will rapidly appear one after the other. But that's not how it will work in the slide show.

6. Click **From Current Slide** on the **Slide Show** tab to start the slide show on this slide.
7. In **Presenter View**, click the slide. Notice that one bullet appears with each click.
8. Press **Esc** to exit the slide show.
9. Notice that a boxed “1” shows up to the left of the first bullet indicating that this is the first animation on the slide and that the subsequent bullets have sequential boxed numbers indicating their position in the series of animations:



Notice also that these numbers correspond to the numbers in the **Animation Pane**.

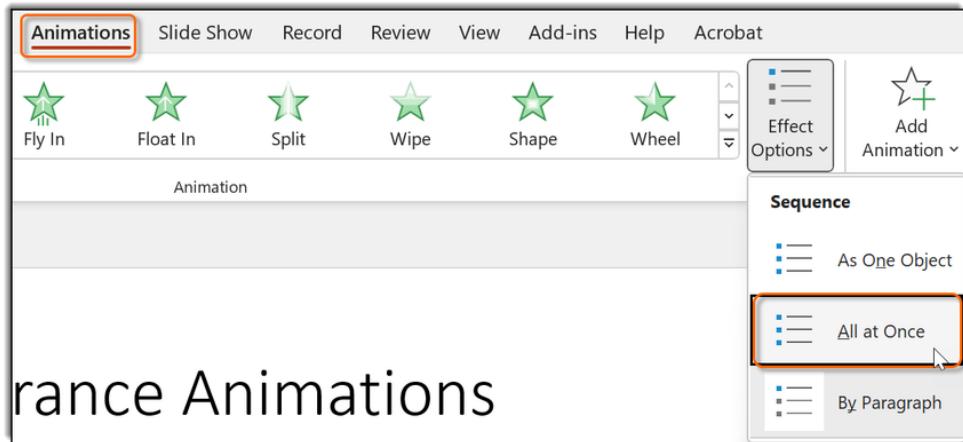
10. Make sure **AutoPreview** is selected on the **Animations** tab:



When this is selected, you get a quick preview of an animation as soon as you add or change it.

11. With the cursor placed in the first bullet, try several other animations (e.g., the ones named in the slide itself) by clicking them in the **Animation** group of the **Animations** tab. The animation will be applied to all subsequent bullets.
12. Triple-click the “Appear” text to select the whole bullet. Then, apply the **Appear** effect. It will only be applied to that bullet. Do the same for the subsequent three bullets applying the effect named in the bullet.
13. In the **Animation Pane**, click **Play All** to see the different effects. As you can see you *can* have different animations for each bullet in a slide. But just because you *can* doesn’t mean you *should*. Usually, it’s better to keep things a little simpler by using the same animation for each bullet, and probably reusing that same animation throughout the whole presentation.

14. To have all the bullets appear at once, rather than one by one, click **Effect Options** in the **Animation** group on the **Animations** tab and select **All At Once**:



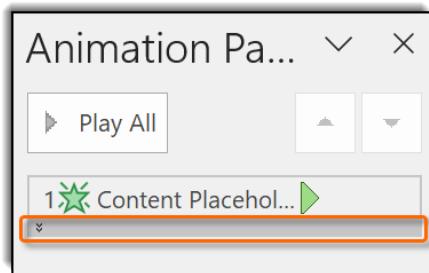
In summary:

1. Apply the same animation to each bullet by placing the cursor in the list and selecting an animation. Each bullet will be animated separately, one after the other.
2. Apply an animation to a specific bullet by selecting the whole bullet and then selecting an animation.
3. Apply an animation to the whole list by selecting **All At Once** from the **Effect Options**. All the bullets will be animated at the same time.

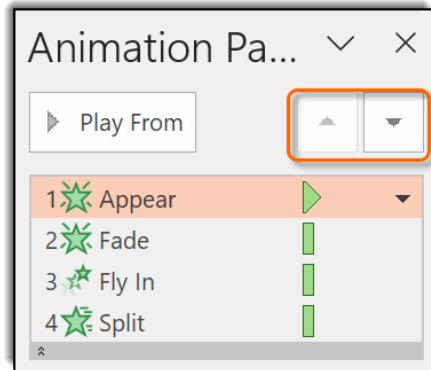
❖ 3.1.1. The Animation Pane

A few pointers on the **Animation Pane**:

1. If the animations get collapsed, expand them by clicking the bar at the bottom:

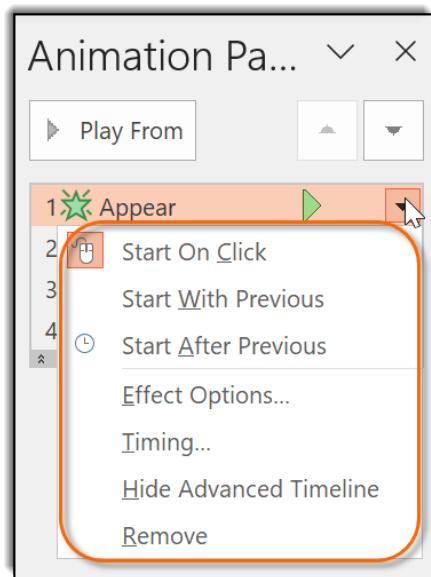


2. You can reorder animations using the up and down arrows:



You can also drag and drop them.

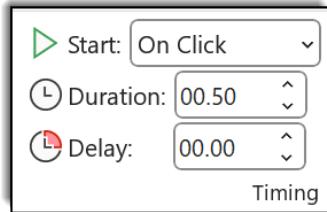
3. You can change how/when animations start from the drop-down arrow next to the animation:



You have some other options here as well, including **Effect Options...**, which will open a dialog with options specific to an animation and **Remove**, which will remove the animation.

❖ 3.1.2. Set Timing for Animations

To set the timing for animations, select an animated item and then set the duration and delay amounts for the animation in the **Timing** group of the **Animations** tab:



1. From the **Start** drop-down list, select whether the animation is triggered by a mouse click or with or after a previous animation.
2. Use the **Duration** control to specify the length of an animation.
3. Use the **Delay** control to specify the length of delay between the end of one animation and the beginning of the next.

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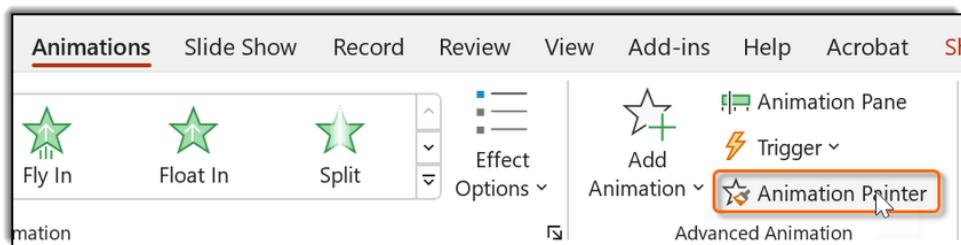
3.2. Working with the Animation Painter

A time-saving feature of PowerPoint is the **Animation Painter**.

If you are familiar with the **Format Painter** in PowerPoint and other Office programs, you will understand the concept of the **Animation Painter**. Instead of repeatedly setting up the same animation, **Animation Painter** allows you to quickly apply an animation effect.

To use the **Animation Painter**:

1. Select the object with the animation you want to copy to another object.
2. In the **Advanced Animation** group of the **Animations** tab, click **Animation Painter**. Click once to apply the animation to one other object; double-click to keep the **Animation Painter** turned on so you can apply the animation to multiple objects:



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3. Click the item(s) you want to paste the animation to.
4. If you double-clicked **Animation Painter**, click it again to turn it off.

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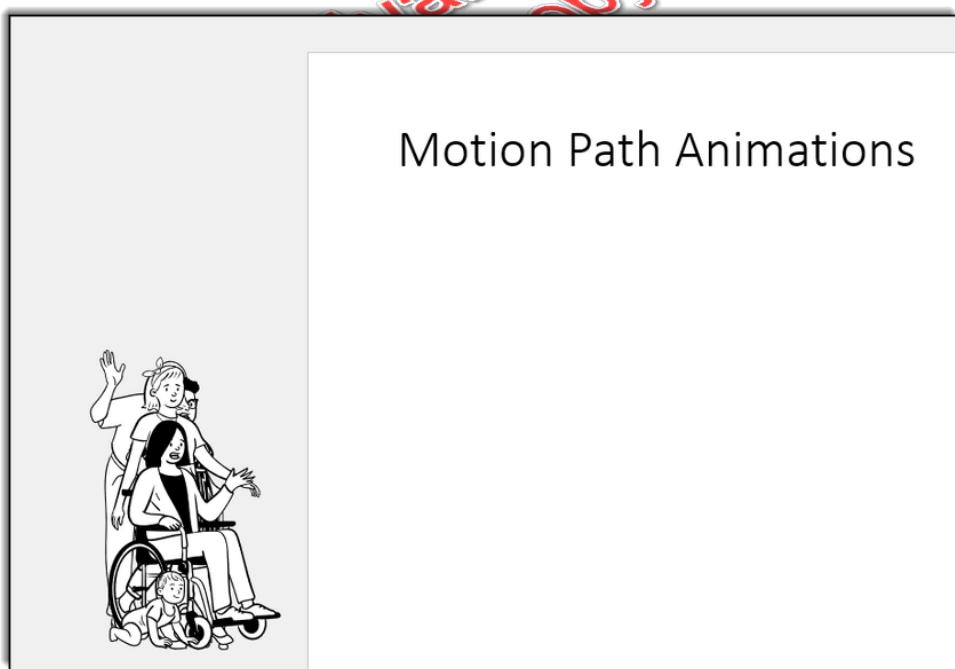
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3.3. Motion Paths

You can have objects enter and exit your slide along a path using **Motion Path** animations.

To learn how to use PowerPoint motion paths:

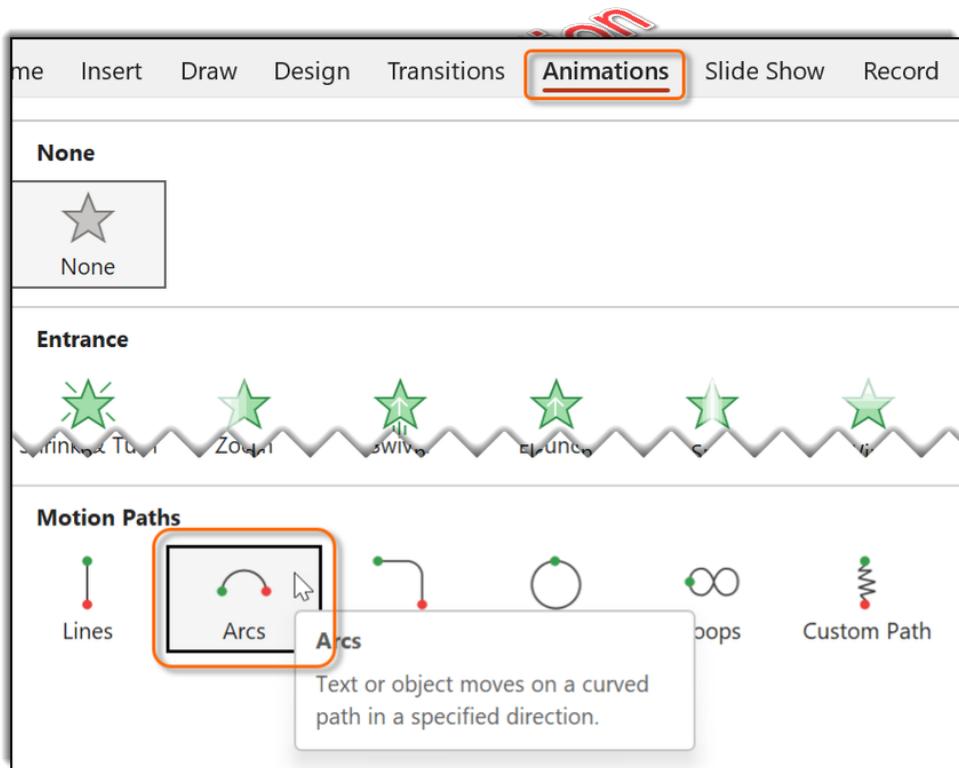
1. If it's not still open, open *Animations.pptx* from the *ppt365-special-effects/Demos* folder.
2. Go to slide 3: "Motion Path Animations."
3. Zoom out so that you can see the cartoon people that are off the slide to the left:



4. Click the woman in the wheelchair to select her:



5. Click the **More** drop-down arrow to open up the animations and choose **Arches** under **Motion Paths**:

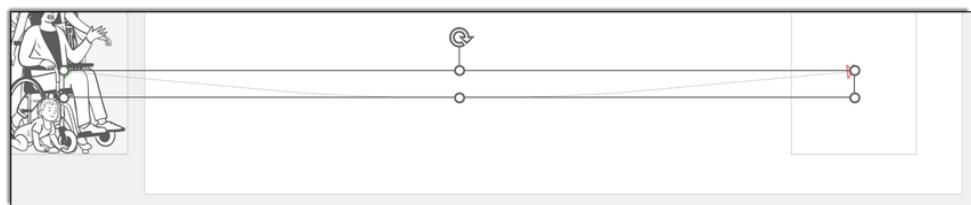


6. You should see a quick preview of the animation. You can see it again by clicking **Preview** on the **Animations** tab.

7. Notice the motion path showing the path of the animation. If it's not already selected, click it to select it:

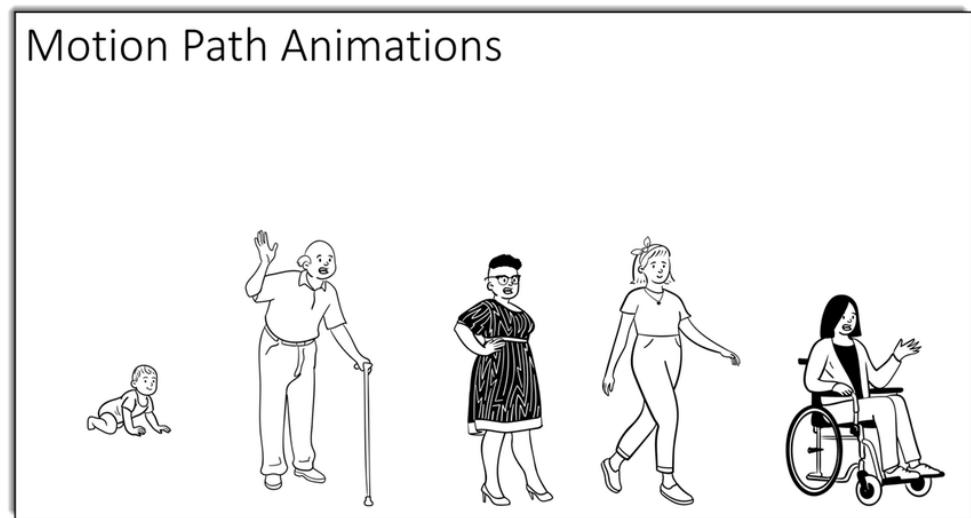


8. Click any of the resizing handles on the right and drag it across to the far end of the slide. When you're done, the selected path should look like this:



9. Preview again to see the woman move all the way across the slide.

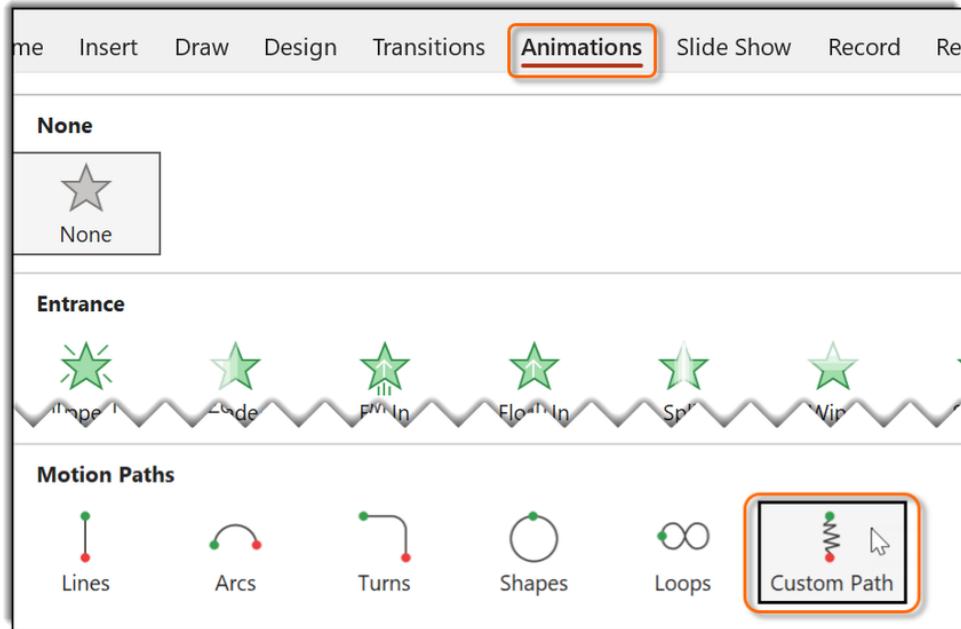
10. To make it easier to select the next person on the stack of illustration, right-click the woman in the wheelchair and select **Send To Back**. Then, select the next person and use an **Arcs** animation to bring them up to where the woman in the wheelchair ends. Do the same for the other three people and then preview your animations. After the animations are complete, the slide should look something like this:



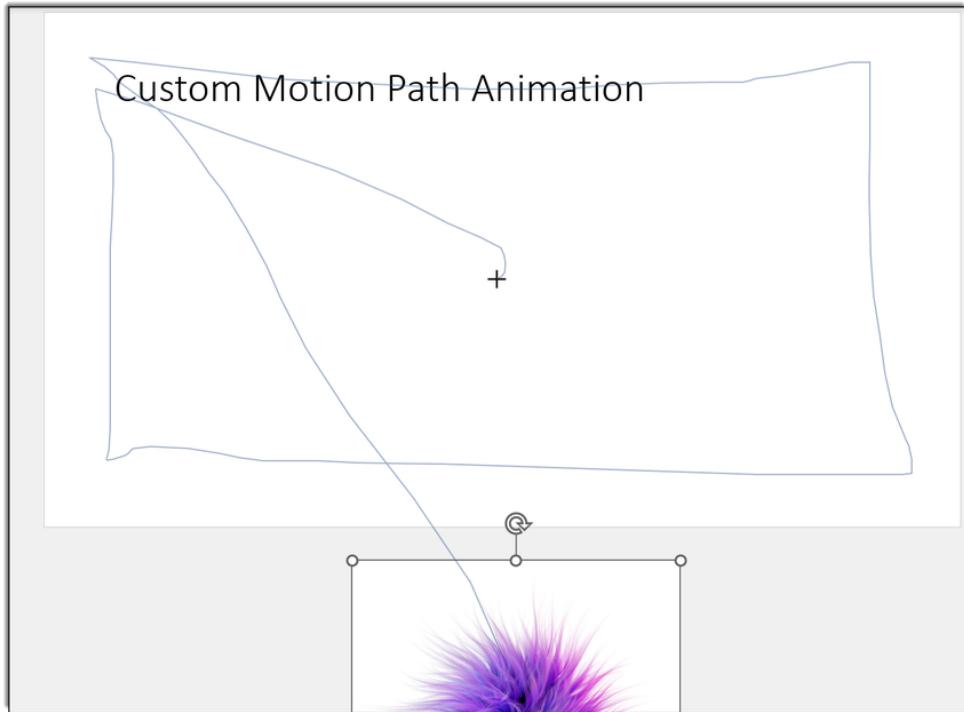
11. If you like, play around with some of the other motion paths. They work in the same way.

❖ 3.3.1. Custom Motion Path

You can also create your own custom motion path by selecting **Custom Path** from the **Motion Paths** section of the **Animations** gallery:



Then draw your path and double-click when you're done:



If you don't like how it came out, press **Ctrl + Z** to undo and try again.

You can see our **Motion Path** animations on slides 3 and 4 of **Animations_Done.pptx** in the **ppt365-special-effects/Demos** folder.

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3.4. Animating a Chart

You can animate charts in your PowerPoint presentations to make them more dynamic and interesting to the audience. You can specify how a chart appears on the slide, and then how the individual pieces of information are added.

To see how to animate a PowerPoint chart:

1. If it's not still open, open **Animations.pptx** from the **ppt365-special-effects/Demos** folder.
2. Go to slide 5: "Grades Chart."

3. Click the chart to select it.
4. On the **Animations** tab, in the **Animation** pane, select an entrance effect (e.g., **Fly In**).
5. Click **Effect Options** and choose entrance effects. For example, try **From Bottom Left** and **By Series**.

You can see our animated chart on slide 5 of `Animations_Done.pptx` in the `ppt365-special-effects/Demos` folder.

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3.5. Slide Transitions

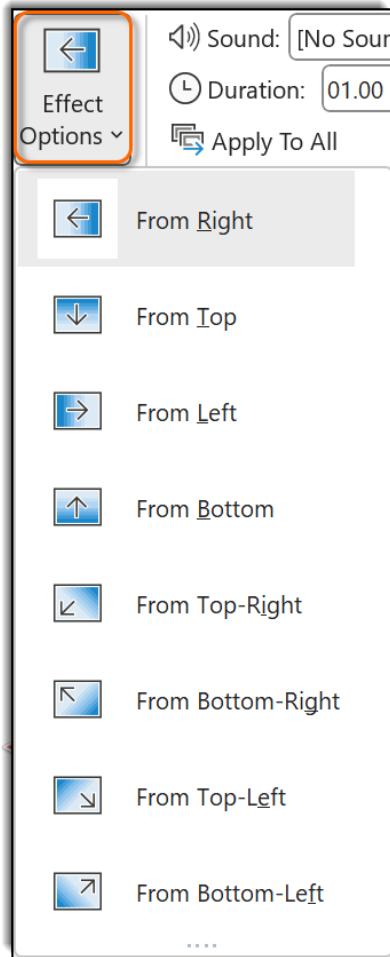
You can add transitions to slides to provide visual interest as the slides change in your presentation.

To use a slide transition:

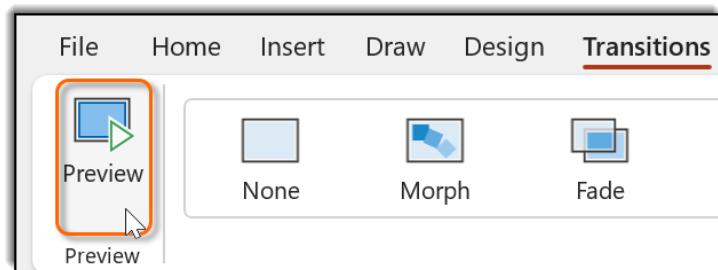
1. Make sure you are on the slide you want to add the transition to.
2. From the **Transitions** tab, in the **Transition to this Slide** group, choose a transition type:



3. After adding a transition, click the **Effect Options** command and select an option:



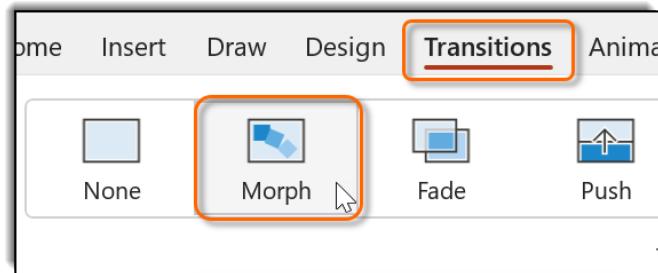
4. Click **Preview** to view how it will look:



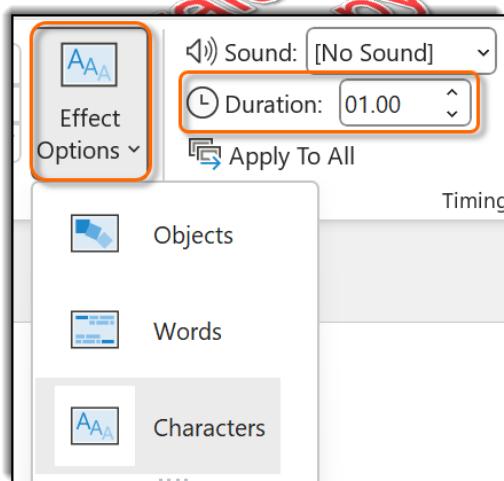
Morph Transition

The Morph transition² allows you to create smooth transitions between slides in your PowerPoint presentation. It allows you to move things on one slide to a second slide with a smooth transition.

1. From the **Transitions** tab, in the **Transition to this Slide** group, click **Morph**:



2. After adding a transition, click the **Effect Options** command and select an option:



The **Characters** effect option is pretty neat. You can speed it up by changing the **Duration** value in the **Timing** group.

2. Introduced in PowerPoint 2019

Exercise 3: Applying Special Effects to a Presentation

⌚ 5 to 15 minutes

In this exercise, you will add animation effects and slide transitions to a PowerPoint presentation.

1. Open the `Sales.pptx` file from the `ppt365-special-effects/Exercises` folder.
2. Apply the **Reveal** transition to all the slides. Change the duration, so that the transition only lasts one second.
3. Animate the chart on slide 2 in whatever way you like. We used the **Pulse** animation by series.
4. On slide 5, make the top three boxes and connecting arrows fly in one by one from the right, then the down arrow fly in from the bottom, and then the bottom three boxes (starting with the right-most one) and connecting arrows fly in from the left. You may find the **Animation Painter** useful!
5. Save the presentation.

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Conclusion

In this lesson, you learned:

1. To animate text and objects.
2. To work with the **Animation Painter**.
3. To set animation timing.
4. To animate a chart.

LESSON 4

Using SmartArt

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Topics Covered

- Inserting SmartArt graphics.
- Modifying SmartArt graphics.
- Resizing and repositioning SmartArt graphics.
- Adding text to a SmartArt object.
- Formatting text within a SmartArt object.
- Adding shapes to a SmartArt graphic.
- Ungrouping SmartArt objects.

*Evaluation
Copy*

Introduction

You can insert SmartArt SmartArt lists, processes, cycles, hierarchies, relationships, matrices, pyramids, or pictures into your PowerPoint presentations to help visually represent your ideas. In this lesson, you will learn how.

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4.1. Inserting SmartArt Graphics

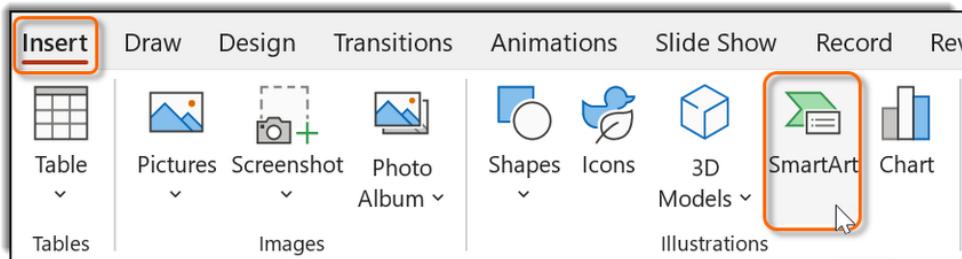
SmartArt can help you visually express concepts that might take many words to communicate.

Follow Along

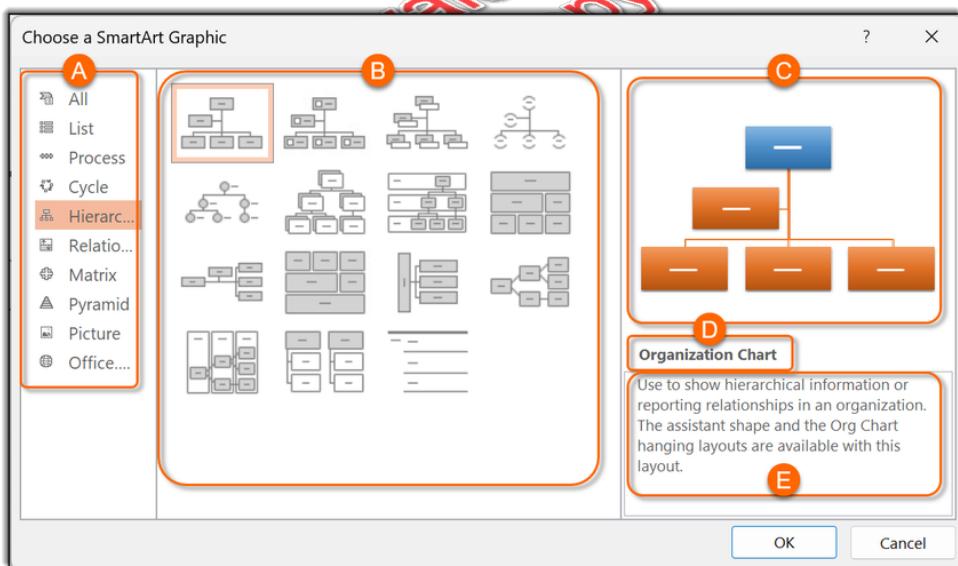
To follow along throughout this lesson, and play with SmartArt as you learn about it, either create a new presentation, or open **SmartArt.pptx** from the **ppt365-smart-art/Demos** folder.

To insert a SmartArt graphic into a presentation:

1. Select the slide to add the graphic to.
2. On the **Insert** tab, in the **Illustrations** group, click **SmartArt**:



3. In the **Choose a SmartArt Graphic** dialog box will open:

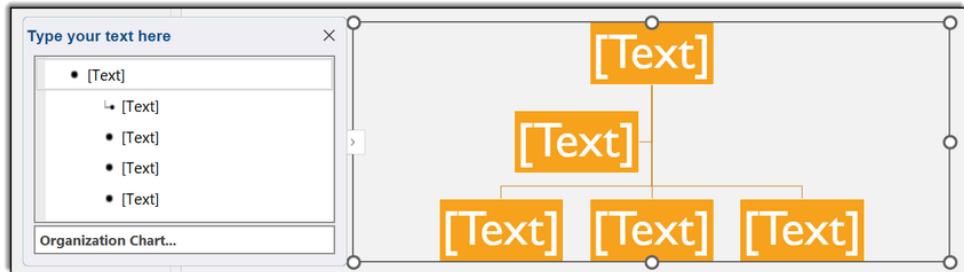


- Categories.
- SmartArt graphics.
- Preview of selected SmartArt graphic.
- Name of selected SmartArt graphic.

E. Description of selected SmartArt graphic.

4. Click **OK**.

The SmartArt will be inserted and pre-selected so that you can quickly move or resize it:



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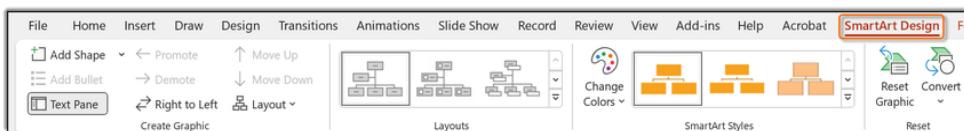
4.2. Modifying SmartArt Graphics

Once you insert a SmartArt graphic, you can modify it to suit your needs.

Use the **SmartArt Design** and **Format** tools tabs to format the graphics.

❖ 4.2.1. SmartArt Design Tab

The following groups are available on the **SmartArt Design** tab:

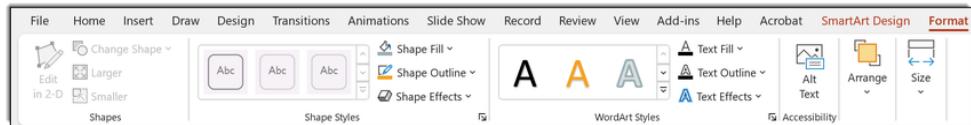


1. **Create Graphic** – Change the branching layout of the graphic and add shapes or bullets.
2. **Layouts** – Change the layout of the graphic.
3. **SmartArt Styles** – Change the color and style of the graphic.
4. **Reset** – Options to reset the graphic's layout and to convert the SmartArt graphic to shapes.

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❖ 4.2.2. Format Tab

The following groups are available on the **Format** tab:



1. **Shapes** – Change the shape of the graphic or increase or decrease its size.
2. **Shape Styles** – Change the style of the shapes or modify fill, outline, and shape effects.
3. **WordArt Styles** – Use WordArt to modify the text in the SmartArt.
4. **Accessibility** – Add alternative text to charts for the visually impaired.
5. **Arrange** – Change how the SmartArt graphics are arranged.
6. **Size** – Change the size of the graphics.

The sections that follow describe a number of ways you can modify the SmartArt graphics in a presentation.

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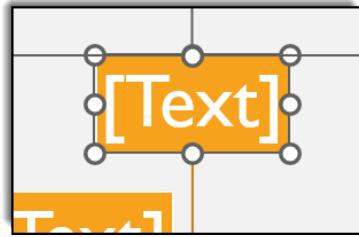
4.3. Resizing/Repositioning a SmartArt Object

You can resize and reposition the shapes in a SmartArt graphic and you can resize and reposition the whole graphic.

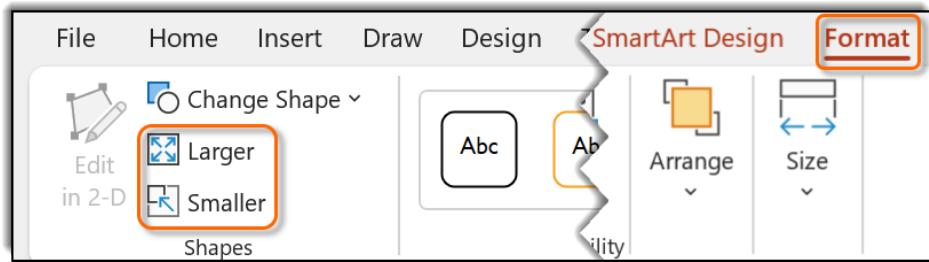
❖ 4.3.1. Resize a SmartArt Shape

To resize a SmartArt shape:

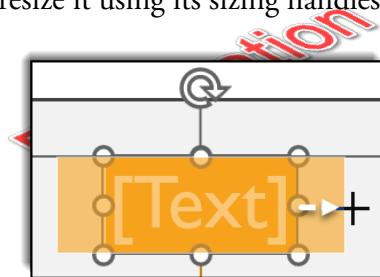
1. Select the SmartArt object to resize:



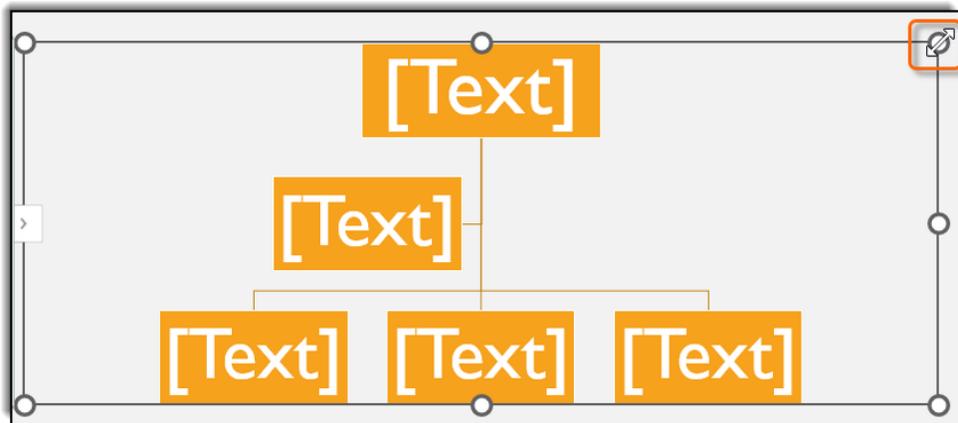
2. On the **Format** tools tab, in the **Shapes** group, click **Larger** or **Smaller**:



Like with any shape, you can also resize it using its sizing handles:



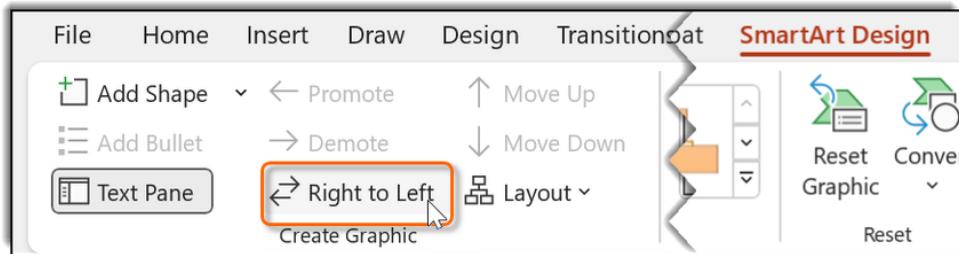
You can also resize the whole SmartArt graphic using the sizing handles. If you want to keep everything proportional, drag from the corner sizing handles:



❖ 4.3.2. Reverse Direction

With certain SmartArt shapes, you can switch the layout of the SmartArt from Left to Right to Right to Left:

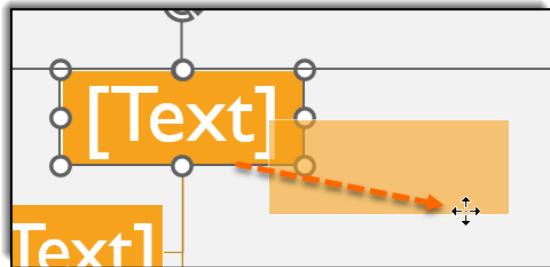
1. Select the SmartArt object.
2. From the **SmartArt Tools Design** tab, in the **Create Graphic** group, click **Right to Left**:



The layout of the object will change.

❖ 4.3.3. Reposition a SmartArt Graphic

To reposition a shape in a SmartArt graphic, hover your pointer over the border of the shape until the cursor turns into a four-sided arrow. Then, click and drag:



You can reposition the whole SmartArt graphic in the same way:



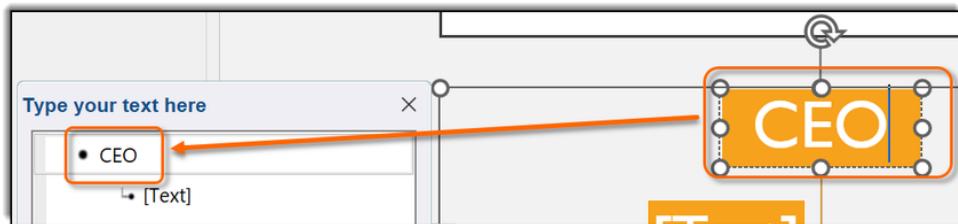
EVALUATION COPY: Not to be used in class.



4.4. Inserting Text into a SmartArt Object

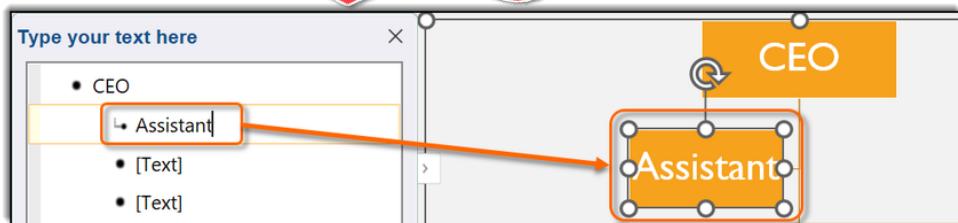
You can add text directly in SmartArt shapes or you can use the **Text** pane.

To add text directly in a SmartArt shape, just click the shape and start typing:



Notice the cursor is in the shape, but the text gets added in the **Text** pane as well.

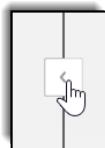
To add text using the **Text** pane, click the placeholder in the text pane where you want to add the text and start typing:



Notice the cursor is in the text pane, but the text gets added in the shape as well.

Is the Text Pane Hidden?

If the **Text** pane is not visible when you have a SmartArt object selected, click the **Text** pane control icon, which is a little arrow on the left border of the selected SmartArt object:

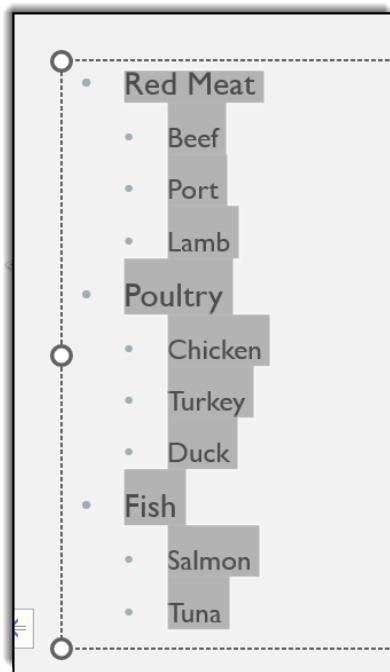


You can hide the **Text** pane by clicking the **Text** pane control icon again or by clicking the **X** in the upper-right corner of the **Text** pane.

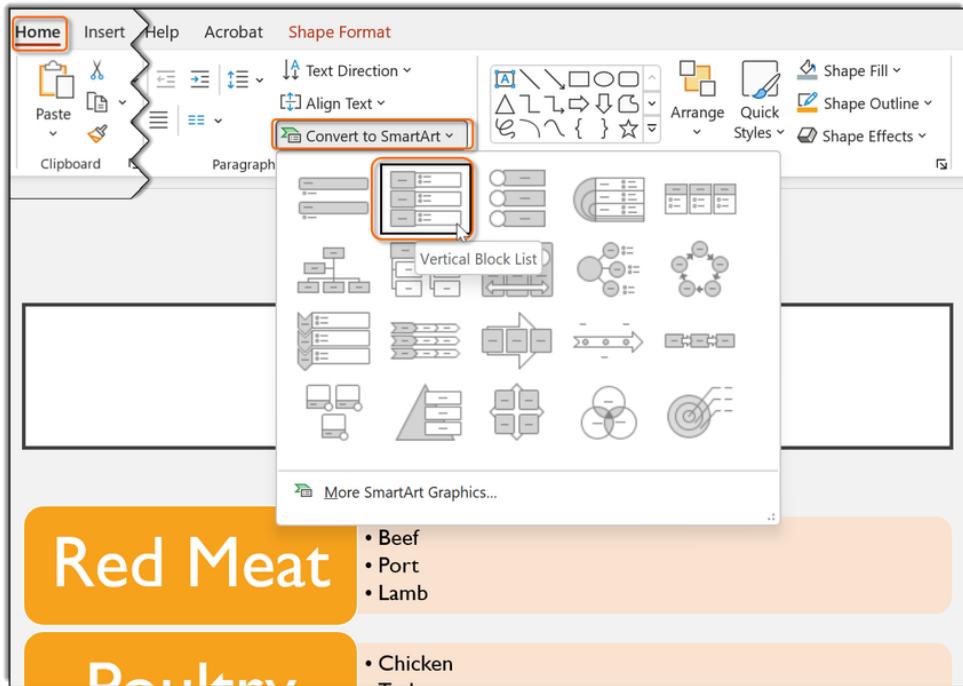
❖ 4.4.1. Creating SmartArt from a List

You can convert a PowerPoint list into SmartArt. To do so:

1. Select the list you want to convert:



2. From the **Home** tab, in the **Paragraph** group, click **Convert to SmartArt** and from the drop-down list, hover over the different SmartArt options. Notice that the selected list changes to show you a preview of what it will look like when that option is selected:



3. Click an option to apply it.

You can format text in SmartArt shapes just as you would format any other text (e.g., from the **Font** group on the **Home** tab or using **WordArt Styles** on the **Format** tab).

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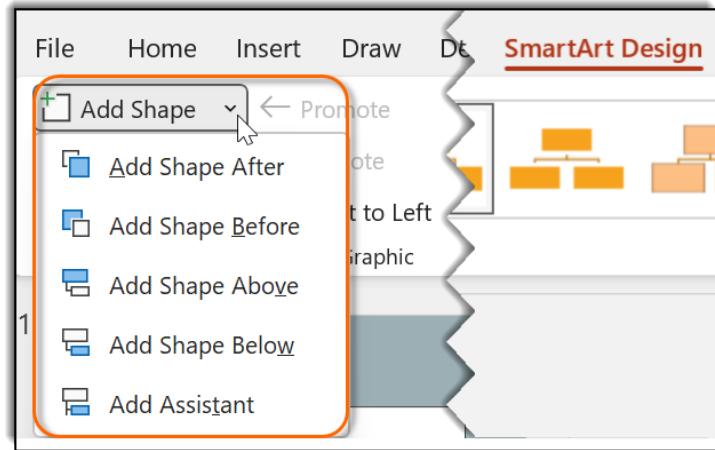


4.5. Adding Shapes to a SmartArt Object

You can add shapes to a SmartArt object to add additional information.

To add a shape to a SmartArt object:

1. Select the shape closest to where you want to add the new shape.
2. On the **SmartArt Design** tools tab, in the **Create Graphic** group, click the **Add Shape** drop-down arrow:



3. Select whether to add the shape before, after, above, or below the currently selected shape. Note that the **Add Assistant** option is only available if your SmartArt object is an organizational chart; otherwise, the option is disabled.

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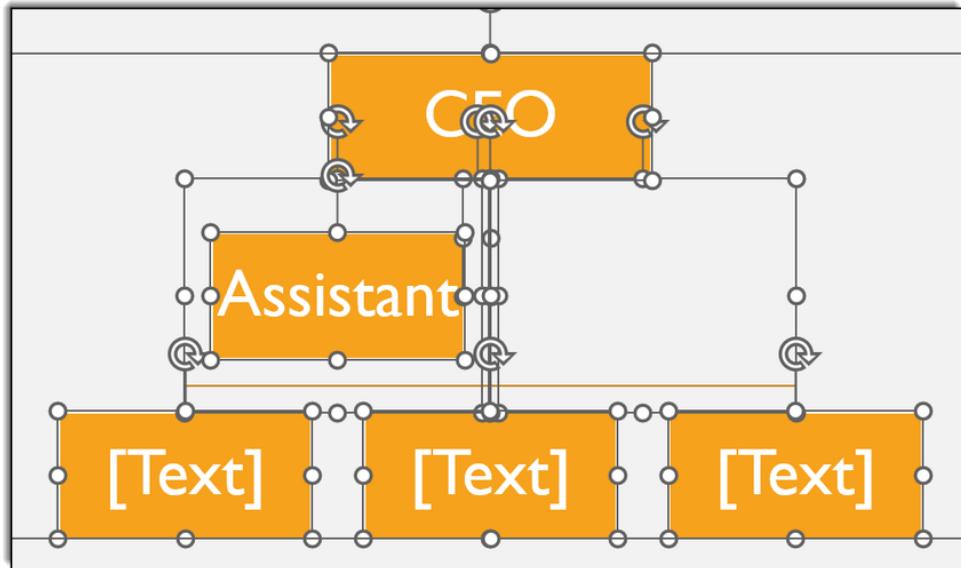
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4.6. Ungrouping SmartArt Objects

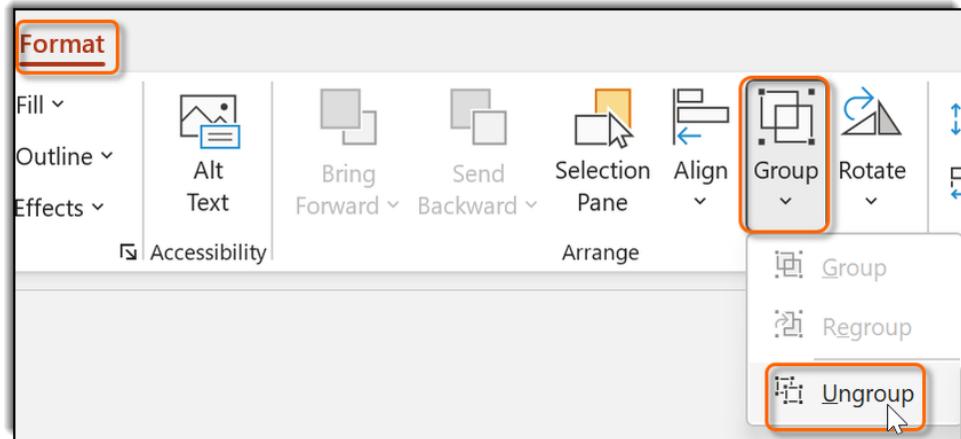
If you want more control over the shapes in your SmartArt shapes, you can ungroup the shapes in the object. While this will give you finer control over sizing and moving the individual shapes within the graphic, please note that, once you ungroup a SmartArt object, you cannot regroup it to convert it back into SmartArt.

To ungroup the objects in a SmartArt graphic:

1. Select all shapes in the graphic, either by pressing **Ctrl + A** or by holding the **Ctrl** key and clicking them individually:



2. On the **Format** tools tab, in the **Arrange** group, click **Group > Ungroup**:



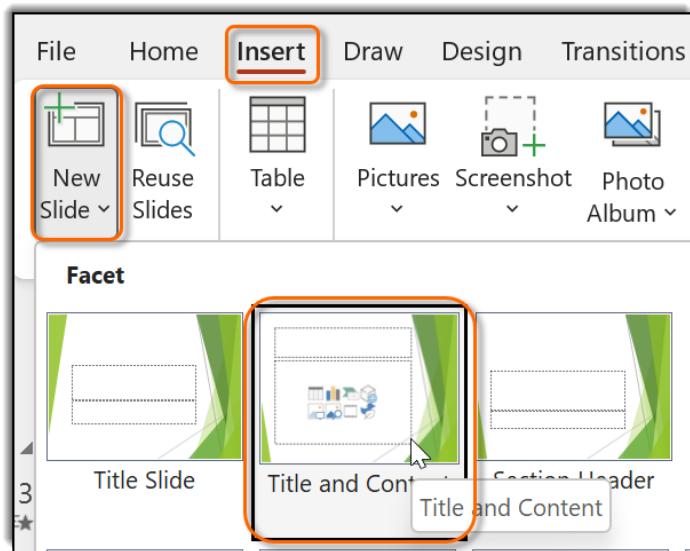


Exercise 4: Working with SmartArt

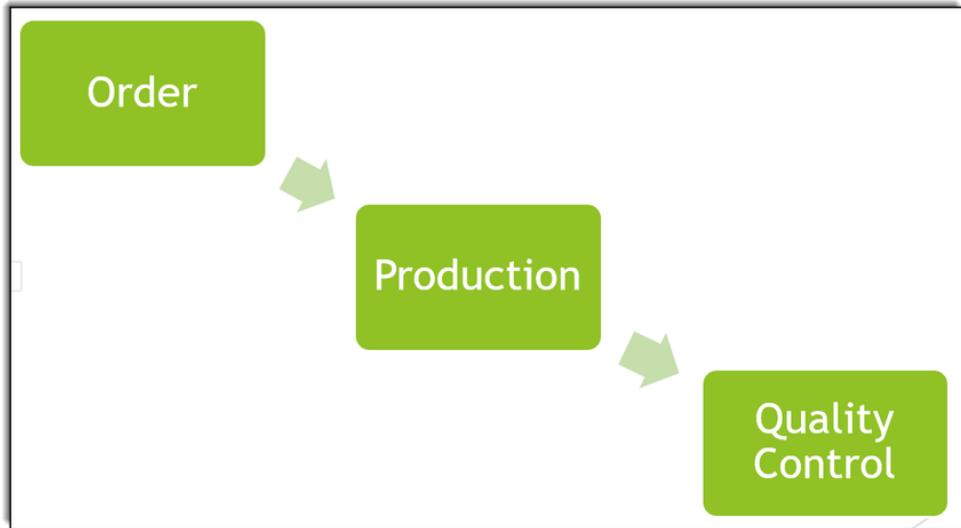
⌚ 5 to 15 minutes

In this exercise, you will add and resize a SmartArt graphic and add text to it.

1. Open the Sales.pptx file from the ppt365-smart-art/Exercises folder.
2. Add a new **Title and Content** slide at the end of the presentation by selecting the last slide in the **Slides** pane and pressing **Ctrl + M** or by using the **New Slide** command on the **Insert** tab:



3. On the new slide, add a title: "Basic Process."
4. In the text box, insert the **Basic Process** SmartArt graphic from the **Process** category.
5. If necessary, resize and reposition the SmartArt graphic so that it fits the slide better.
6. Add the following text to the three boxes: "Order", "Production", "Quality Control".
7. **Challenge:** Move the SmartArt shapes, so that the graphic looks like this:



Hint: You won't have to move the arrows. They will adjust automatically.

8. Save the presentation.

Conclusion

In this lesson, you learned:

1. To insert SmartArt graphics into your presentations.
2. To modify SmartArt graphics.
3. To resize and reposition SmartArt graphics.
4. To add text to a SmartArt object.
5. To add shapes to a SmartArt graphic.
6. To ungroup SmartArt objects.

LESSON 5

Multimedia

EVALUATION COPY: Not to be used in class.

Topics Covered

- Creating a photo album.
- Adding captions to photos in an album.
- Applying a theme to an album.
- Customizing the photo album layout.
- Inserting sound and video in a presentation.
- Editing media clips in PowerPoint.
- Changing multimedia settings.

*Evaluation
Copy*

Introduction

Adding multimedia elements to your PowerPoint presentation can make it more interesting to your audience and can help you convey your message with more impact. In this lesson, you will learn how to create photo albums and to add audio and video to your presentations.

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5.1. Creating a Photo Album

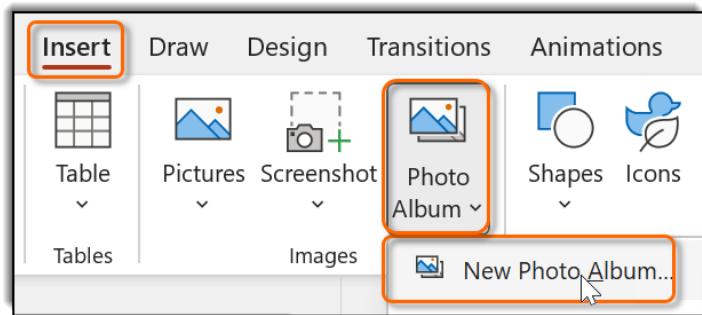
You can insert a series of photos into a PowerPoint presentation as an album.

Photo Albums not available on PowerPoint for Mac

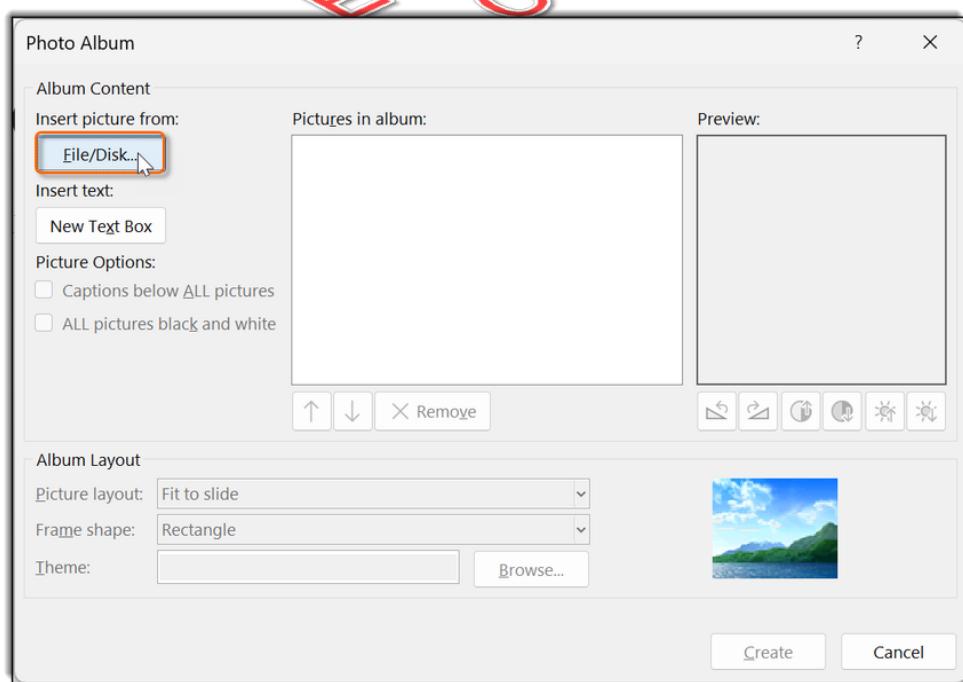
Unfortunately, the Photo Album feature is not available on PowerPoint for Mac.

To add a photo album to a presentation:

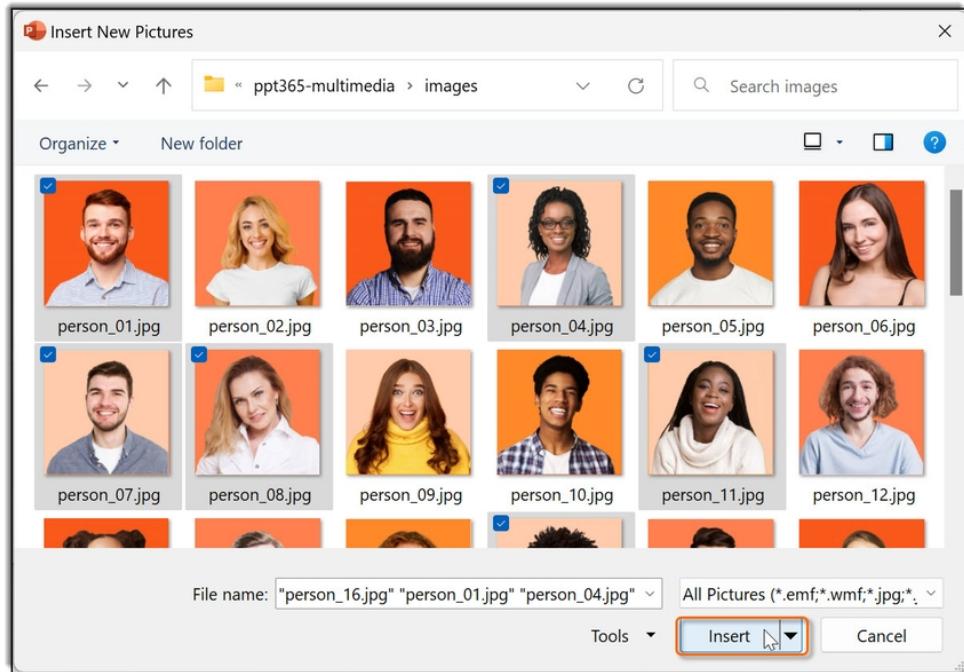
1. Create a new PowerPoint presentation.
2. On the **Insert** tab, in the **Images** group, click **Photo Album > New Photo Album...**:



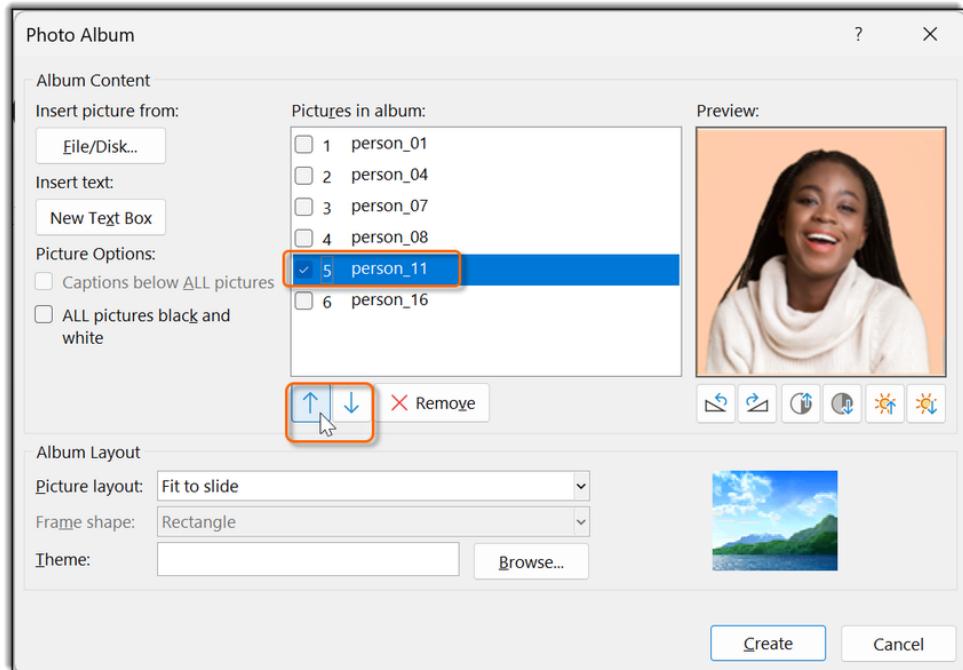
3. In the **Photo Album** dialog box, click **File / Disk**.



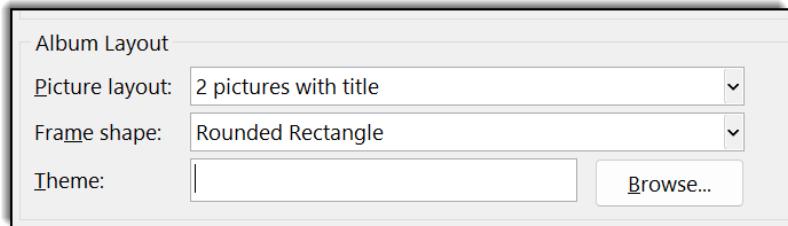
4. In the **Insert New Pictures** dialog box, navigate to the ppt365-multimedia/images folder. Then, holding down the **Ctrl** key, select the photos you want to add. Then, click **Insert**:



5. If needed, change the order in which the photos display by selecting a photo and clicking the arrows to move it to the desired position. Repeat with other photos until you achieve the desired order:



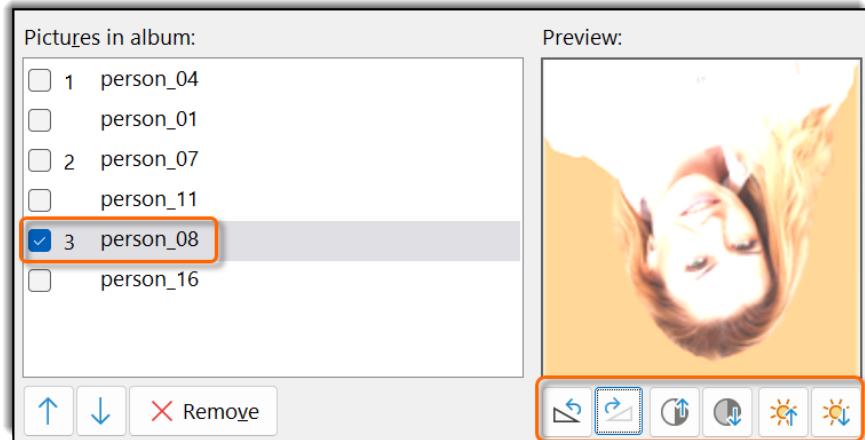
6. In the **Album Layout** section, select a **Picture layout** and a **Frame shape**:



You can also browse for a theme, but you can easily select a theme later from the **Design** tab.

7. Other options in this dialog include:

- Captions below ALL pictures** – Check to add caption with default text to all photos.
- ALL pictures black and white** – Check to make your photos black and white.
- Rotate or change the contrast and brightness of photos using the buttons under a selected photo:



8. When you are satisfied with the result, click **Create**.

A new PowerPoint presentation will open:



Save it in the ppt365-multimedia/Demos folder as PhotoAlbum.pptx.

If you like, change the theme by selecting a theme from the **Themes** group on the **Design** tab.

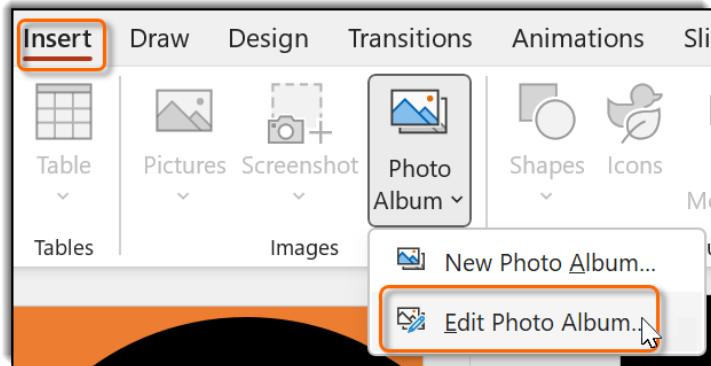
EVALUATION COPY: Not to be used in class.

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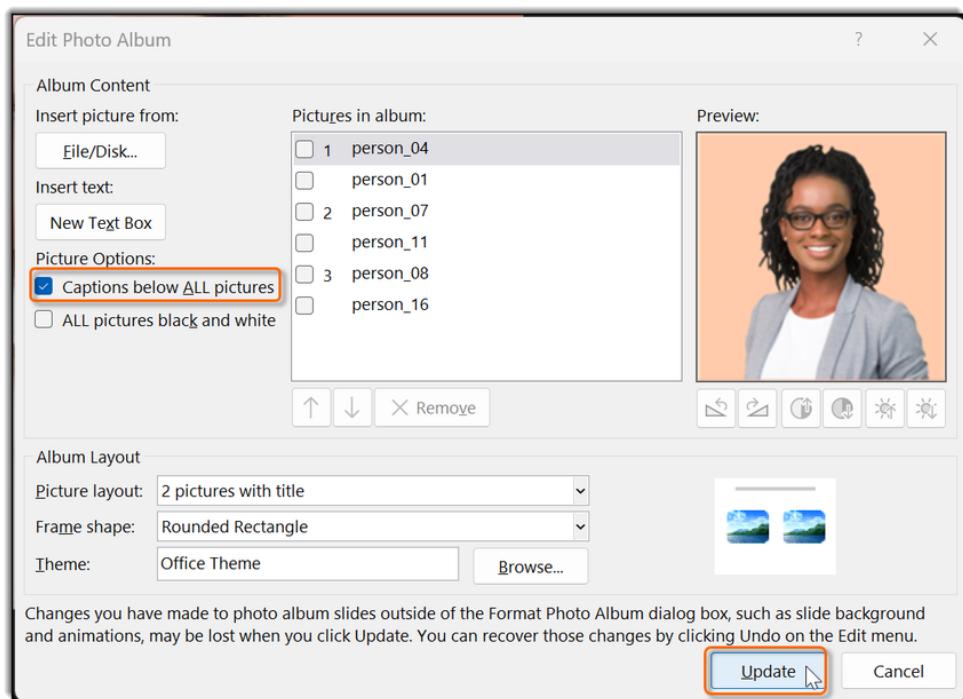
5.2. Editing a Photo Album

You can edit a photo album after inserting it. For example, if you decide you want to add captions to all the pictures in an existing photo album:

1. On the **Insert** tab, in the **Images** group, click **Photo Album** and select **Edit Photo Album**:



2. In the **Edit Photo Album** dialog box, in the **Picture Options** section, check the **Captions below ALL pictures** checkbox:



3. Click **Update**.

Default captions will be added, which you can type over.

Be Aware!

Sometimes, changes you make in the **Edit Photo Album** dialog, even ones that you are not making explicitly, will override changes you have previously made to your slides. For example, if you have moved or resized a photo in the album, that photo will get reset to its original location and size.



Exercise 5: Creating a Photo Album



5 to 15 minutes

In this exercise, you will create a photo album, add captions to the pictures, and apply a theme and frames to the pictures.

1. Create a new, blank presentation.
2. Add a photo album with the following design:
 - A. Two pictures per slide.
 - B. A simple white frame around each picture.
 - C. Include captions.
3. Save the file as `MyPhotoAlbum.pptx` in the `ppt365-multimedia/Exercises` folder.

EVALUATION COPY: Not to be used in class.



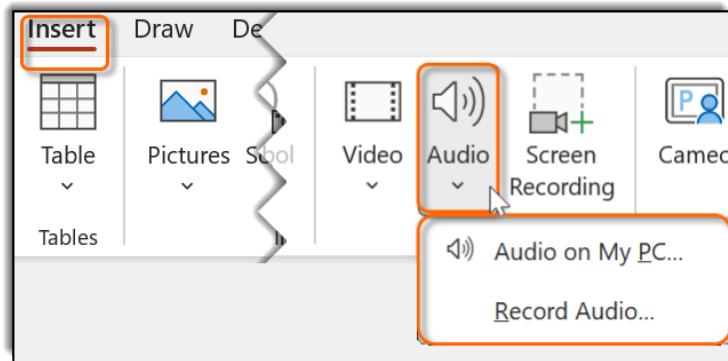
5.3. Inserting Sounds and Video

You can insert sounds and video in your presentations. Adding multimedia to your presentations can make them more engaging. And, by adding the sound and video files directly to your presentations, you eliminate the need to switch between your presentation and other files. Be aware though that embedding sound and video in a PowerPoint presentation can make the file much larger.

❖ 5.3.1. Inserting a Sound File

To insert a sound file into your PowerPoint presentation:

1. Select the slide to add the audio file to.
2. On the **Insert** tab, in the **Media** group, click the **Audio** drop-down arrow and select an option:



- A. **Audio on My PC...** – Insert a pre-recorded audio file.
- B. **Record Audio...** – Record audio to insert.

An audio icon with controls will appear on the slide:



Finding Sounds and Music on the Web

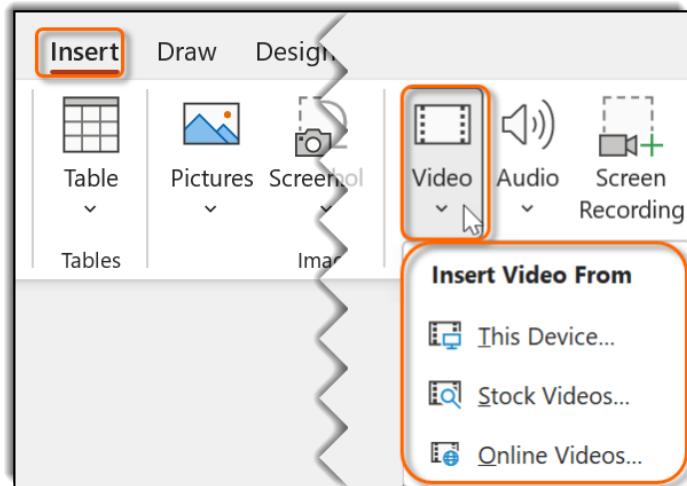
You can find some free sounds from the BBC's sound effects library (<https://sound-effects.bbc.co.uk/>) and some high quality royalty free music at <https://www.bensound.com/>. Be sure to check the licensing agreements for any sounds you download from the web.

❖ 5.3.2. Inserting a Video File

To insert a video file into your PowerPoint presentation:

1. Select the slide to add the video file to.

2. On the **Insert** tab, in the **Media** group, click the **Video** drop-down arrow and select an option:



- A. **This Device...** – Insert a pre-recorded video file.
- B. **Stock Videos...** – Stock videos available to 365 subscribers.
- C. **Online Videos...** – Insert a link from a video website such as YouTube.

The video will appear on the slide:



You can move video by dragging the frame and resize video using the sizing handles just as you do with other types of objects.



5.4. Editing Media Clips

Once you insert a video or audio file into your PowerPoint presentation, you can edit it from within the presentation; this saves you from having to open a separate editing program to make your changes. Within PowerPoint you can set the volume of the clip, alter its size and position on the slide, and trim the clip.

❖ 5.4.1. Editing an Audio Clip

To edit an audio clip, select the audio clip in your presentation. The **Audio Format** and **Playback** tools tabs will appear. The **Audio Format** commands are similar to other formatting tools you have used. The **Playback** tools tab looks like this:



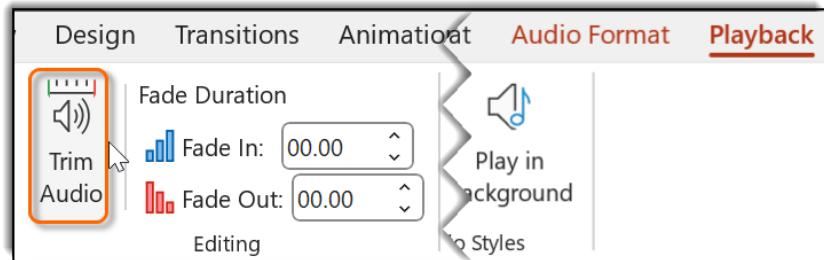
Options on the **Playback** tools tabs include:

1. **Fade In** and **Fade out** – Add fades at the beginning and/or end of the audio clip.
2. **Volume** – Set the volume level.
3. **Loop until Stopped** – Audio will continue to loop as long as the slide is up.
4. **Play Across Slides** – Moving to the next slide will not stop the audio.

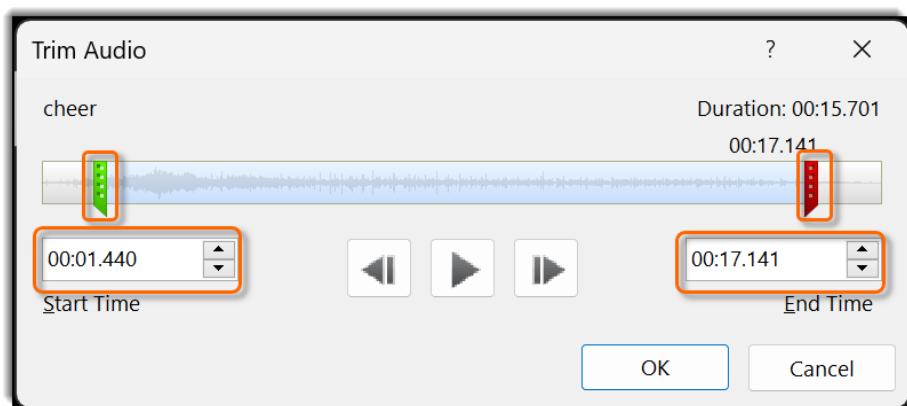
Trim Timing of an Audio Clip

To trim the timing of an audio clip:

1. In the **Editing** group of the **Playback** tools tabs, click **Trim Audio**:



2. In the **Trim Audio** dialog box, alter the timing of the clip by either dragging the selection handles or using the **Start Time** and **End Time** text boxes:

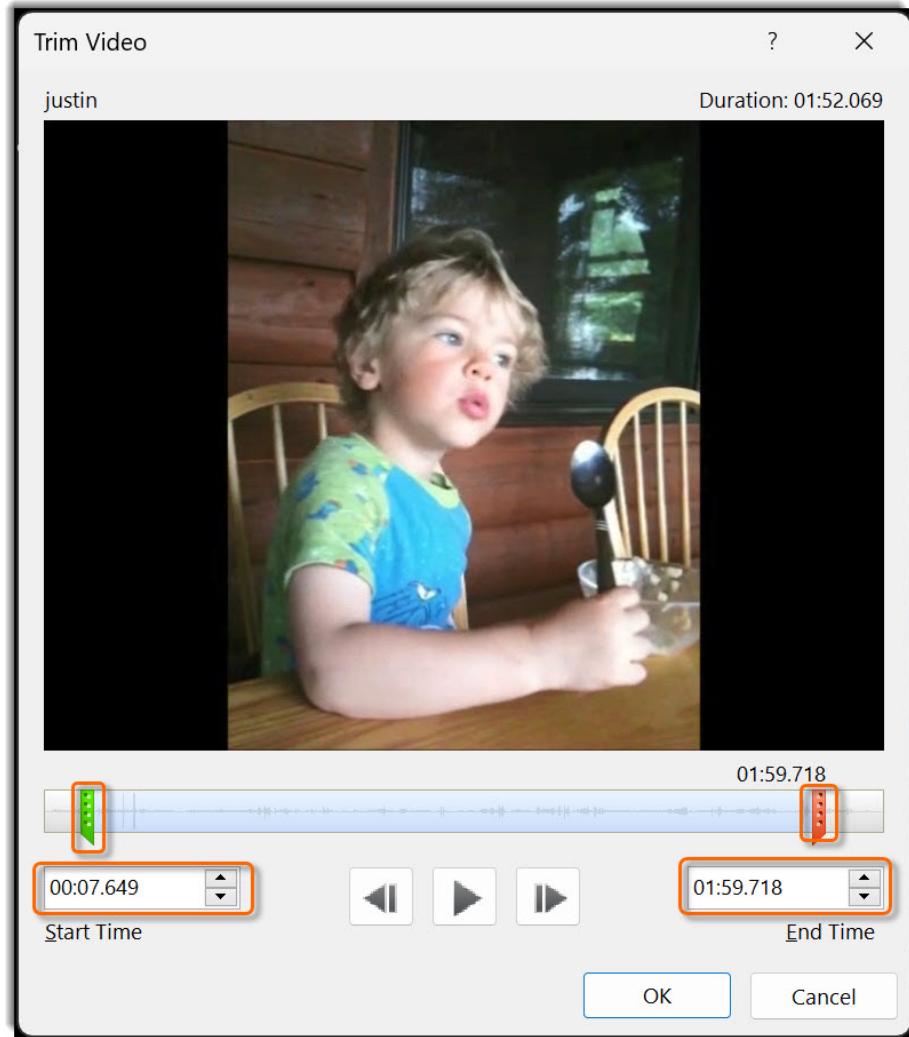


❖ 5.4.2. Editing a Video Clip

Working with video is very similar. The **Playback** tools tab for video looks like this:



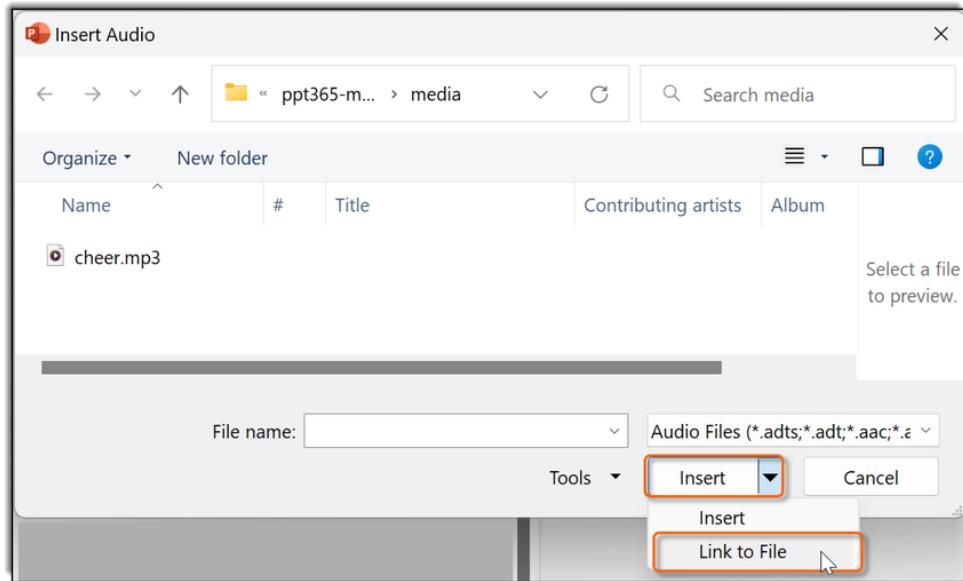
The **Trim Video** dialog has the same controls as the **Trim Audio** dialog:



❖ 5.4.3. Link to External Media

Instead of embedding an audio or video clip in your presentation, you may instead want to link to it. Linking to the file will allow you to edit it outside of PowerPoint. It can also help keep your presentation's file size down.

To link to a media clip, in the **Insert Audio/Video** dialog, click the drop-down arrow next to the **Insert** button and select **Link to File**:



Note that, when sharing PowerPoint presentations with linked files, you must share the linked files as well.

Exercise 6: Adding Video to a Presentation

⌚ 5 to 15 minutes

In this exercise, you will add video to your presentation.

1. Create a new presentation and save it as **AudioAndVideo** in the **multimedia/Exercises** folder.
2. Add two new slides with the titles “Video” and “Audio.”
3. Go to <https://sound-effects.bbcrewind.co.uk/> and find and download a short audio file into the **multimedia/media** folder.
4. Add the audio file to the **Audio** slide.
5. Find a YouTube video, copy its URL, which you can get by clicking the **Share** button, and add the video to the **Video** slide. Note that this will require Internet access when giving the presentation.
6. Save the presentation.

Evaluation
Copy

Conclusion

In this lesson, you learned:

1. To create a photo album.
2. To add captions to photos in an album.
3. To customize the photo album layout.
4. To insert sound and video in a presentation.
5. To edit media clips in PowerPoint.
6. To change multimedia settings.

LESSON 6

Setting up the Slide Show

EVALUATION COPY: Not to be used in class.

Topics Covered

- Custom slide shows.
- Hyperlinks.
- Adding an action button.
- Jumping to another presentation.
- Rehearsing timing.
- Navigating within a slide show.
- Annotating a presentation.
- Creating a presenter-independent slide show.
- Automatic repeat.

*Evaluation
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Introduction

Once your presentation is complete, the next step is to set up the slide show. In this lesson, you will learn how.

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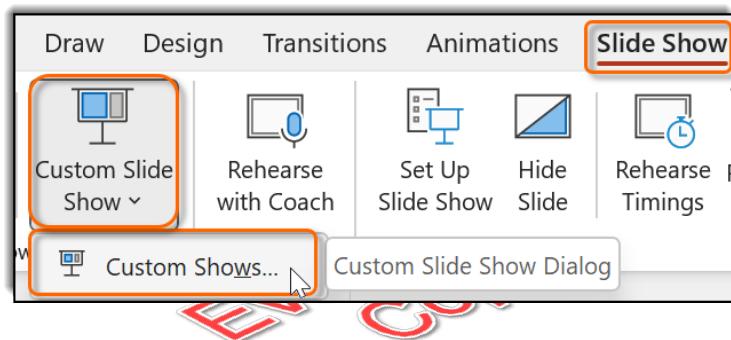


6.1. Setting up a Custom Slide Show

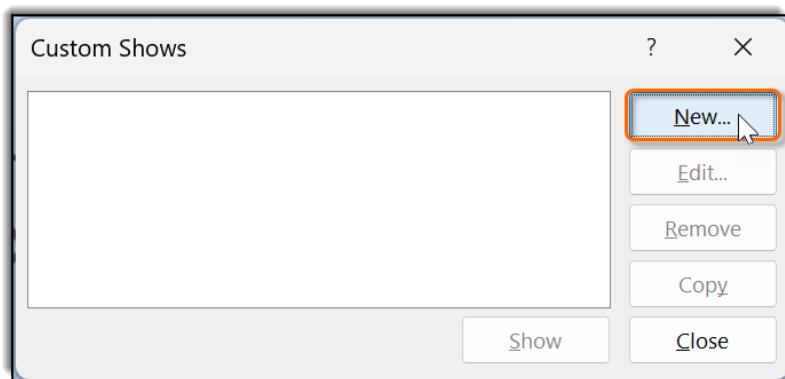
A custom slide show lets you present selected parts of your presentation. You can create a single presentation and target different audiences using selected parts of it.

To learn how to set up a custom slide show:

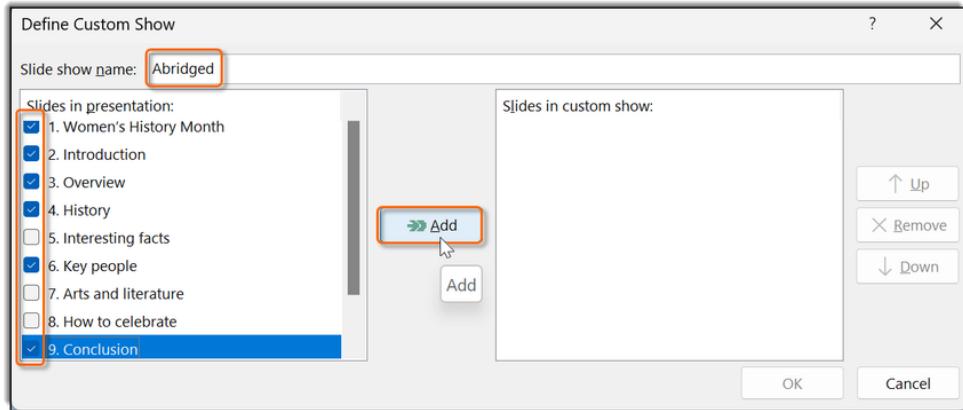
1. Open `WomensHistory.pptx` from `ppt365-slideshow/Demos`.
2. On the **Slide Show** tab, in the **Start Slide Show** group, click **Custom Slide Show > Custom Shows...**:



3. In the **Custom Shows** dialog box, click **New....**:

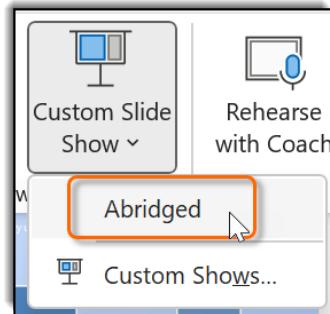


4. In the **Define Custom Show** dialog box, type a name for the custom show in the **Slide show name** field, and in the **Slides in presentation** pane, check the slides to include in the custom show and then click **Add**:



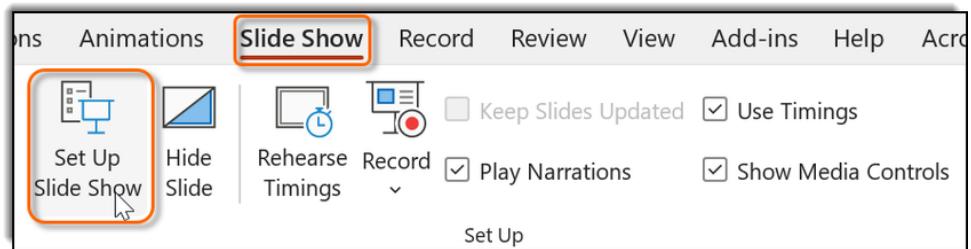
5. If you need to reorder the slides, select a slide in the **Slides in custom show** pane and use the **Up** and **Down** arrows to move it to the desired position. Repeat this step for other slides until you achieve the desired order.
6. When you finish, click **OK**.
7. Click **Close** on the **Custom Shows** dialog.

You can now run the custom slide show from the **Custom Slide Show** command:

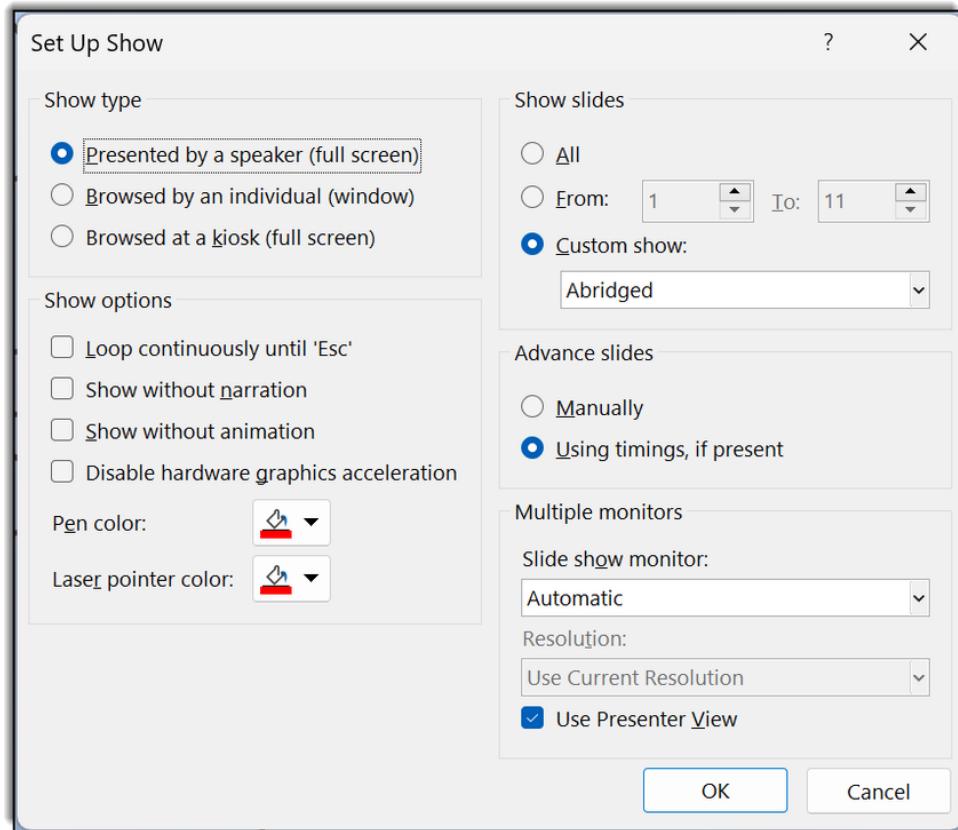


❖ 6.1.1. Set Up Show Dialog

You can set up the slide show that will run when you use the default methods of starting a slide show (e.g., **F5** key) by clicking the **Set Up Slide Show** command in the **Set Up** group of the **Slide Show** tab:



This will open the **Set Up Show** dialog:



Under **Show type**, you have these options:

1. **Presented by a speaker (full screen)** – Display slides in full screen mode with all animations and transitions.
2. **Browsed by an individual (window)** – Display slides in a resizable window with all animations and transitions.
3. **Browsed at a kiosk (full screen)** – Display slides in full screen mode with no navigation controls or taskbars.

Under **Show options**, choose whether you want your slide show to loop continuously until you stop it (with **Esc**), to show without narration or animation, and to disable hardware graphics acceleration. You can also choose your pen and laser point colors.

Under **Show slides**, choose which slides you want to show. You can specify **All**, a range, or choose a custom show.

Under **Advance slides**, choose whether you want to advance slides manually or automatically based on timings you have set.

EVALUATION COPY: Not to be used in class.

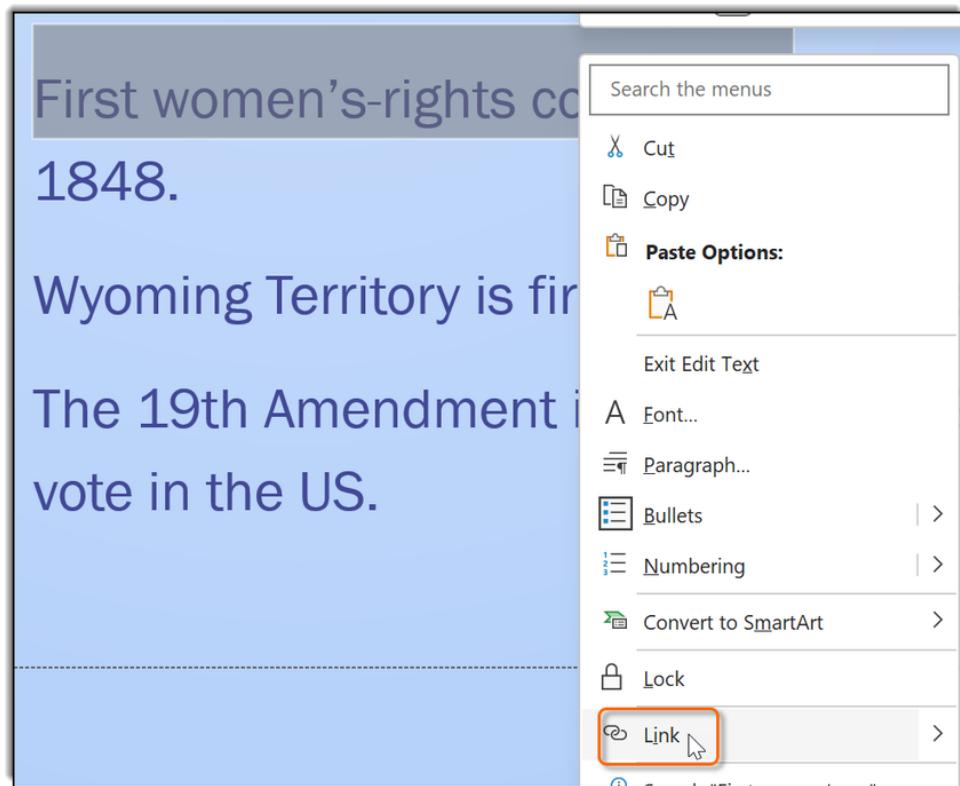
Evaluation Copy

6.2. Creating a Hyperlink

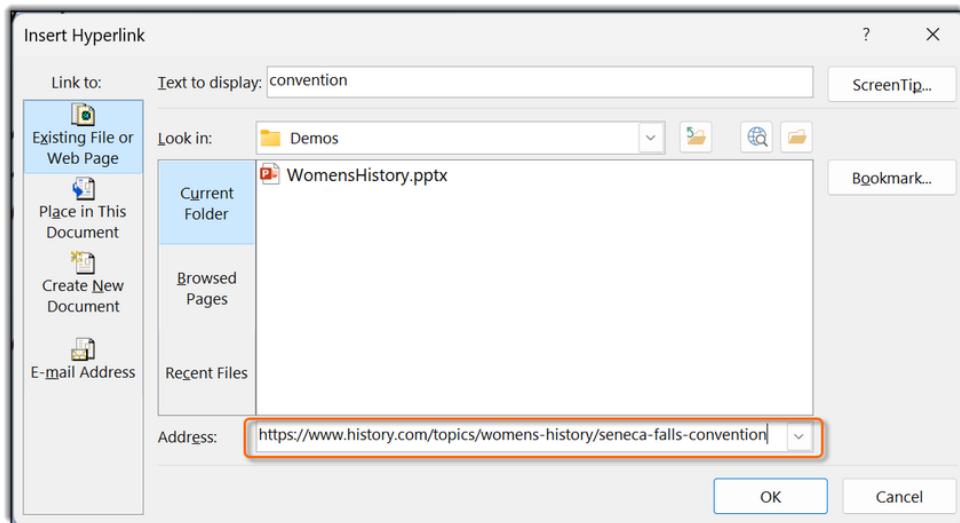
You can add a hyperlink to a presentation, linking to a web page, an email address, a place in the current presentation, or a new document.

To add a hyperlink to a PowerPoint slide:

1. Highlight the text that you want to serve as the hyperlink, right-click, and select **Link**:



2. In the **Insert Link** dialog box, type or paste the URL for the link in the **Address** field:



3. Click **OK**.

If linking to a document, a place in the presentation, or an email address, click the appropriate option on the left side of the **Link to** section of the **Insert Hyperlink** dialog box.

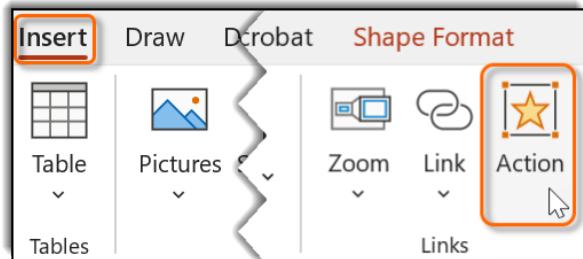


6.3. Adding an Action Button

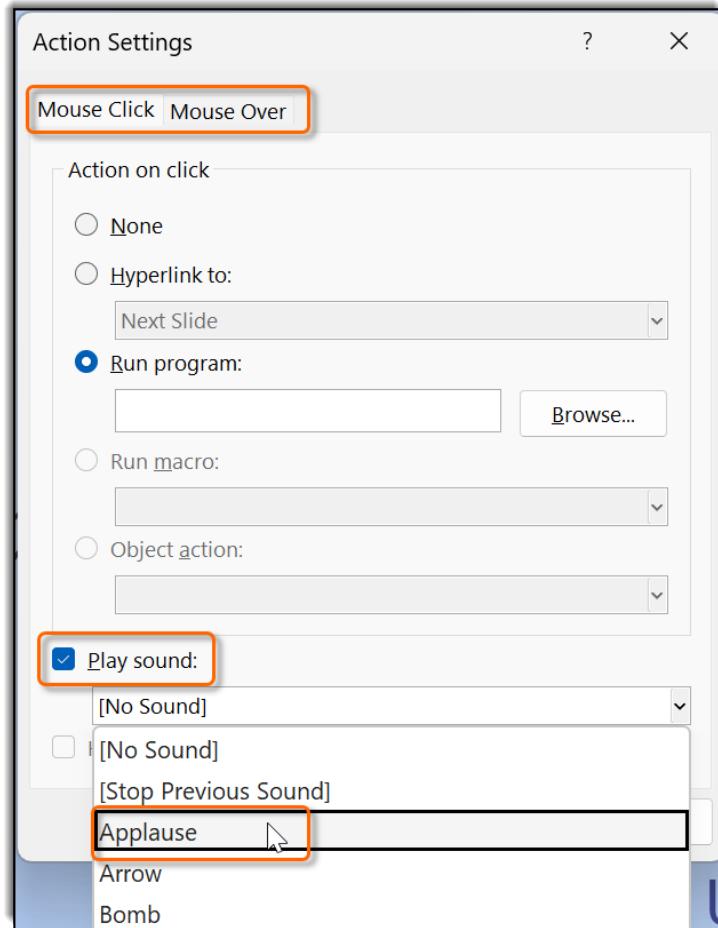
You can also add an action button to a presentation. An action button works similarly to a hyperlink. When you click or mouse over it, it will perform an action such as linking to a web page, playing a sound, or launching a program.

To add an action to your presentation:

1. Select the object on the slide to apply the action to.
2. On the **Insert** tab, in the **Links** group, click **Action**:



3. In the **Action Settings** dialog box, select the **Mouse Click** or **Mouse Over** tab depending on how you want to initiate the action:



4. Select the action that you want to occur. There are five possible actions:
 - A. **None** – No action occurs.
 - B. **Hyperlink to** – Links to another destination that you specify such as another slide in the presentation, a different presentation, a website, or another file.
 - C. **Run program** – Runs the program that you specify.
 - D. **Run macro** – Runs the macro you select. This option is only available if there are macros in your presentation.
 - E. **Object action** – Performs the selected action. This option is only available if your presentation contains an OLE object.
5. Click **OK**.

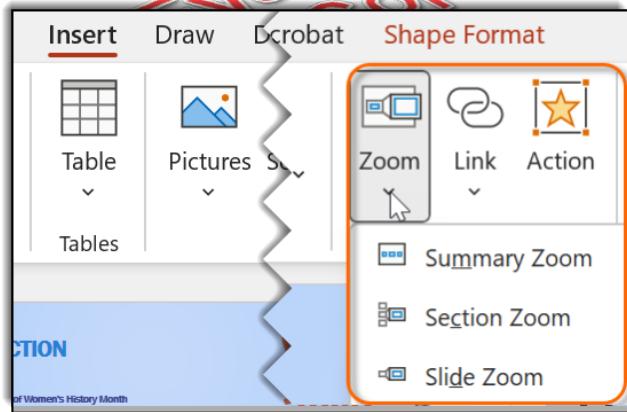


6.4. Zoom

The Zoom feature³ is used to jump to and from certain slides, sections, or parts of your presentation when you are presenting.

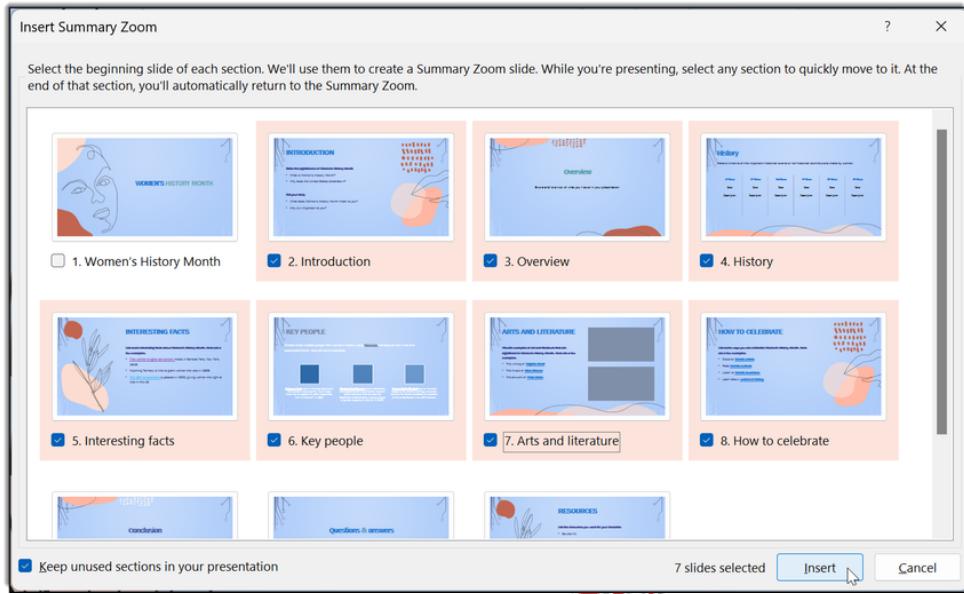
To add a Zoom:

1. From the **Insert** tab, in the **Links** group, click **Zoom** and select **Summary Zoom** to summarize your presentation on one slide. Select **Slide Zoom** to show only select slides. Select **Section Zoom** to show only certain sections:



2. Depending on your selection, use the dialog box that appears to set up your Zoom. For example, you could include a summary slide at the end of your presentation with links to slides that you anticipate questions on, so you can easily get back to them:

3. Introduced in PowerPoint 2019



The zoom slide might look something like this with each of the thumbnails serving as a link to the represented slide:



Exercise 7: Presenting a Custom Show

⌚ 5 to 15 minutes

In this exercise, you will add a hyperlink and an action to a presentation.

1. Open Sales.pptx from ppt365-slideshow/Exercises folder.
2. On slide 4, add a hyperlink to the word “training” that points to <https://www.webucator.com>.
3. On slide 1, add an action to the first bullet that plays an applause audio file when clicked.
4. Create a custom slide show that only includes the first four slides and name it “In Brief”.
5. Save the presentation.

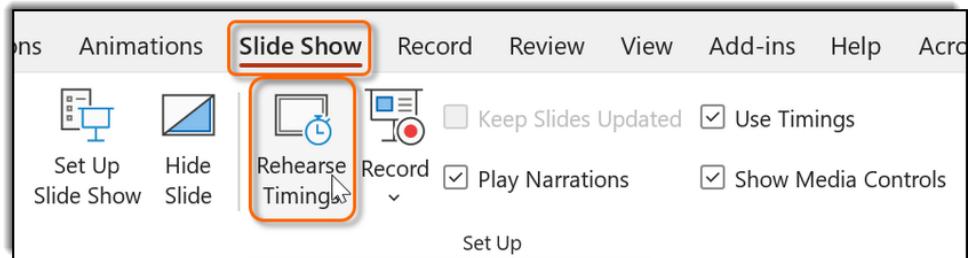
EVALUATION COPY: Not to be used in class.

6.5. Using Rehearse Timings

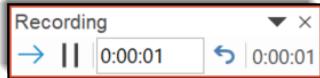
You may want to rehearse presenting your slideshow to make sure the timing is correct. To do so, you can use the **Rehearse Timings** feature.

To use **Rehearse Timings**:

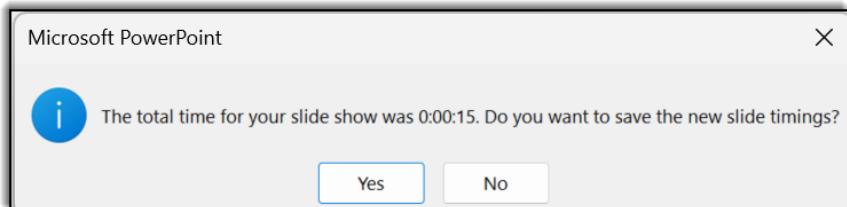
1. On the **Slide Show** tab in the **Set Up** group, select **Rehearse Timings**:



2. The **Recording** box will launch. You can use the options to click through the slideshow and pause it:



3. When done recording, a dialog box will launch asking if you would like to save the timing. Click **Yes** to save the new slide timings:



EVALUATION COPY: Not to be used in class.

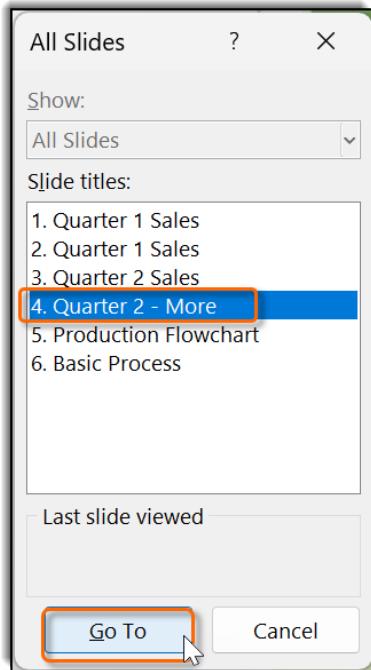
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6.6. Navigating within a Slide Show

There are a number of different ways you can navigate your slides in a presentation:

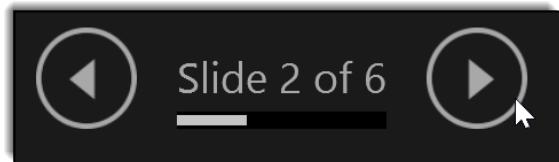
While in presentation mode:

1. To advance, press the **Spacebar**, the **Right Arrow** key, or the **Down Arrow** key.
2. To go back, press the **Backspace** key, the **Left Arrow** key, or the **Up Arrow** key.
3. To go to a specific slide, press **Ctrl + S** and select the slide:



You can also use the mouse to navigate. To move forward, click the screen or right-click and select **Next**. To move backward, right-click and select **Previous**.

Finally, you can use the mouse and on-screen buttons to move forward and backward:



EVALUATION COPY: Not to be used in class.

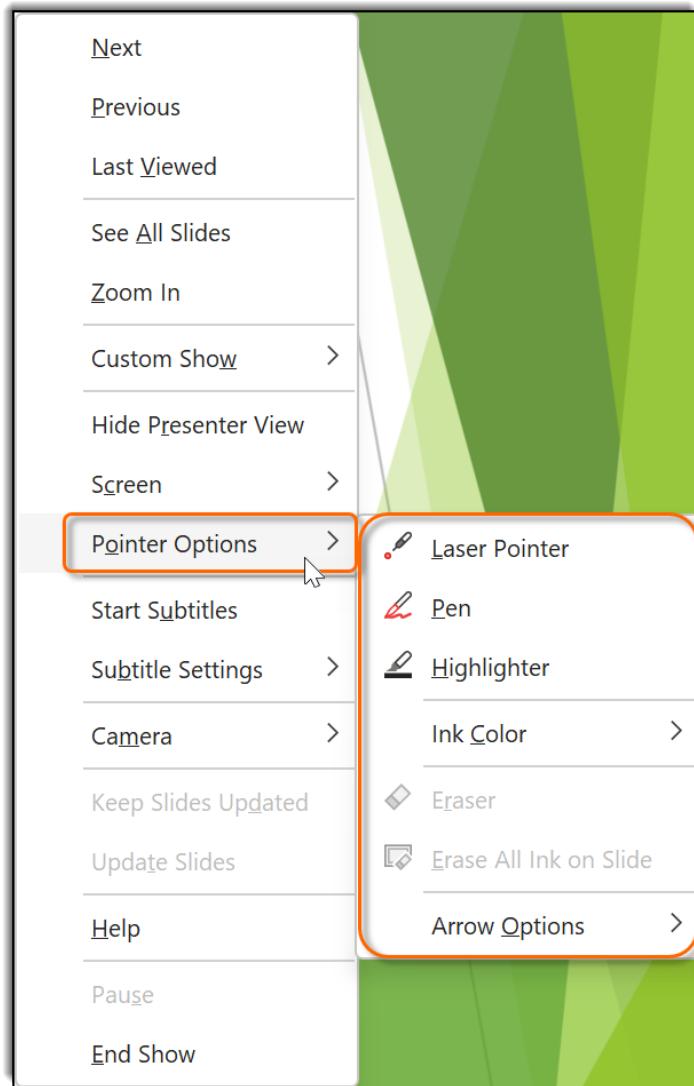


6.7. Annotating a Presentation

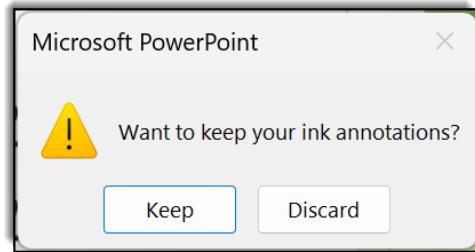
You can annotate a presentation to highlight certain elements as you are presenting.

To annotate a presentation:

1. In Slide Show view, right-click the slide you want to annotate, and select **Pointer Options**:



2. Select **Pen** or **Highlighter**.
3. You can now “draw” on your slides.
4. When you exit Slide Show view, you are prompted to keep or discard your annotations.





Exercise 8: Preparing the Slide Show

⌚ 5 to 15 minutes

In this exercise, you will annotate a slide and set up your slide show to repeat automatically.

1. If it's not already open, open `Sales.pptx` from `ppt365-slideshow/Exercises` folder.
2. On slide 3, annotate the first bullet with the highlighter and then discard the annotation.
3. Set up the slide show to repeat automatically for individual browsing using manual advance of the slides.
4. Save the presentation.

EVALUATION COPY: Not to be used in class.

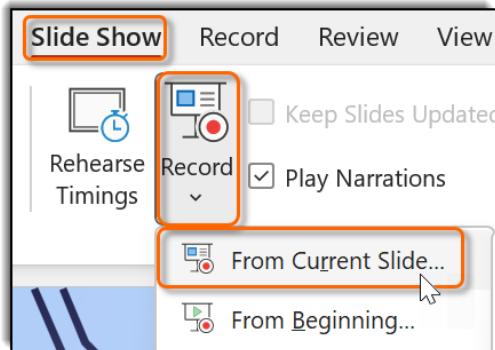
*

6.8. Recording a Slide Show

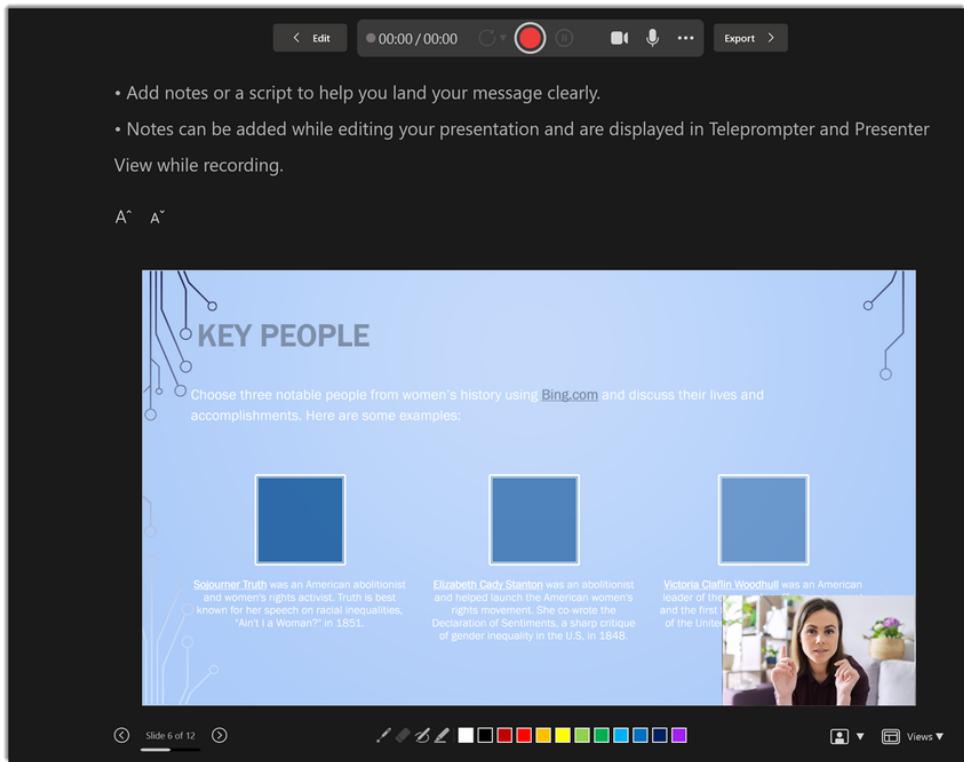
You can record your whole slide show or just part of it (if, for example, there's part of the slide show that the presenter wants to have automated).

To record a presenter-independent slide show:

1. Select the slide where you want the independent part of the show to begin.
2. On the **Slide Show** tab, in the **Set Up** group, click the **Record** drop-down arrow, and select **From Current Slide...**:



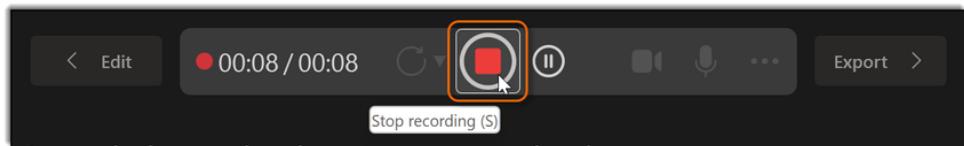
3. The recording interface appears:



4. To begin the recording, click the record button:



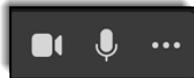
5. To stop the recording, click stop button:



6. To retake the recording, click retake button:



The webcam will launch so the presenter can record themselves. Use the buttons in the lower-right to set audio and video options (including turning off video recording):



Use the options along the bottom to annotate the slides as you record:



Conclusion

In this lesson, you learned:

1. To set up a custom slide show.
2. To create a hyperlink.
3. To add an action button.
4. To jump to another presentation.
5. To rehearse the timing of your presentation.
6. To navigate within a slide show.
7. To annotate a presentation.
8. To create a presenter-independent slide show.
9. To set up a slide show to repeat automatically.

*Evaluation
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LESSON 7

Outlines and Slides

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Topics Covered

- Exporting handouts to Word documents.
- Exporting an outline to a Word document.
- Saving a presentation as an outline.
- Saving a slide as a graphic.

Introduction

PowerPoint has several features that you can use to help your audience get more out of your presentation. These include features for exporting handouts and outlines and for saving slides as graphics.

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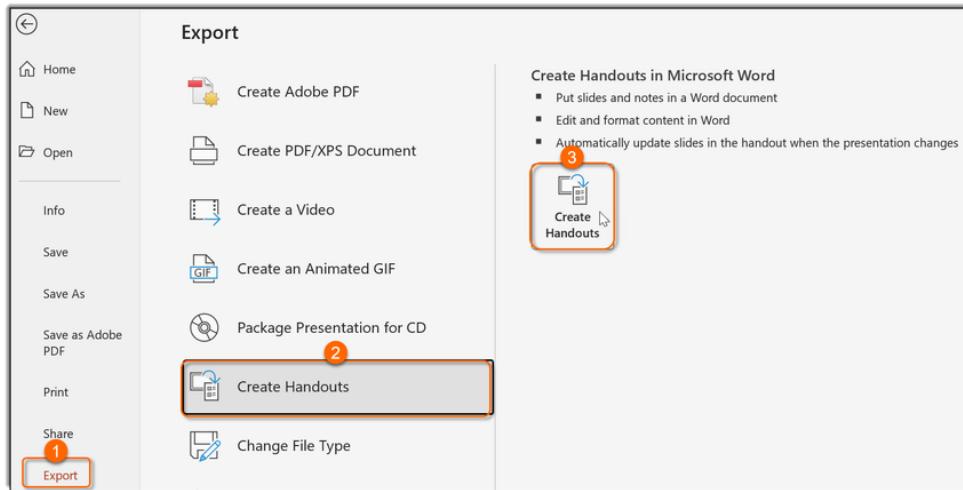
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7.1. Exporting Handouts to Word

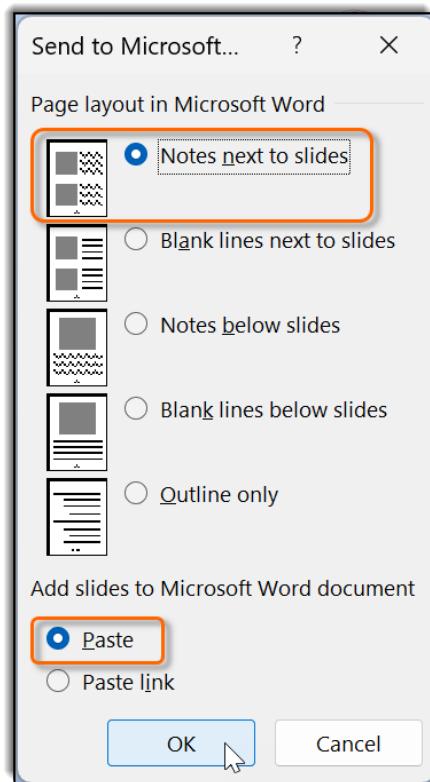
You can export handouts of your PowerPoint presentation to Word documents to help your audience follow the presentation and give them the opportunity to take notes next to the relevant slides.

To export handouts to Word:

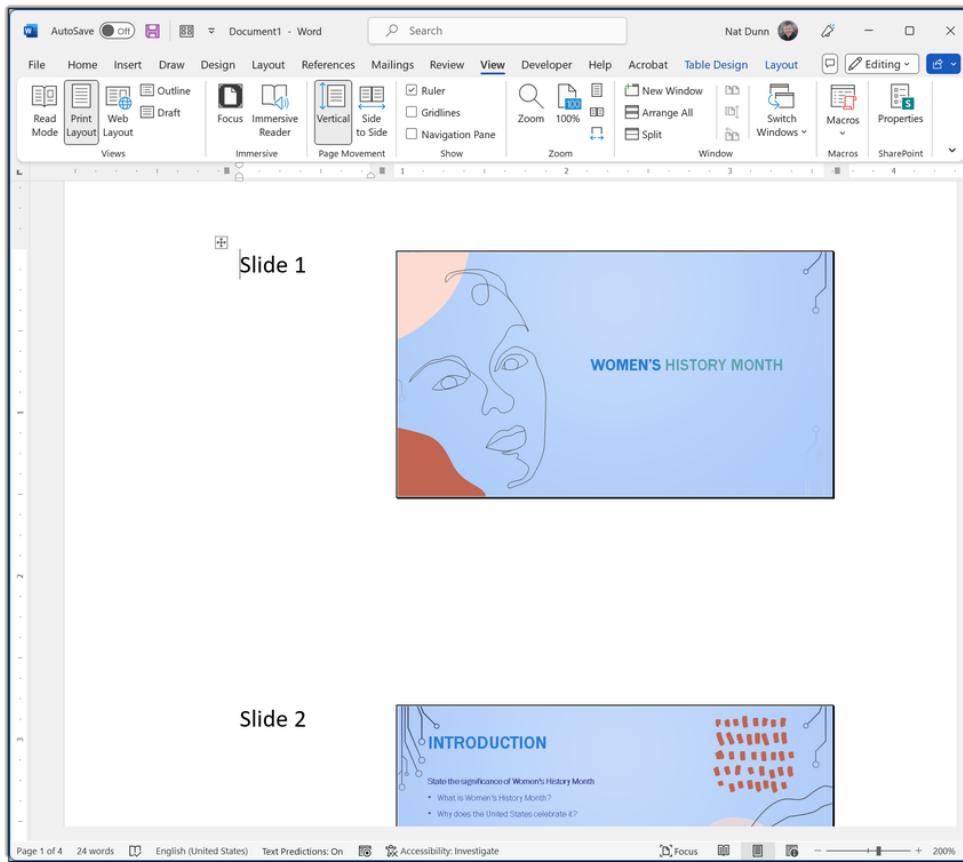
1. Enter Backstage view (via the **File** menu) and click **Export**.
2. In the **Export** section, click **Create Handouts** and then click the **Create Handouts** button:



3. In the **Send To Microsoft Word** dialog box, select a page layout and accept the default selection of **Paste**. The **Paste link** option automatically updates the Word document with any changes to the PowerPoint slides:



4. Click **OK**. A Word document with your handouts opens:



You can then do what you like with the Word document (e.g., save and/or print it).

EVALUATION COPY: Not to be used in class.

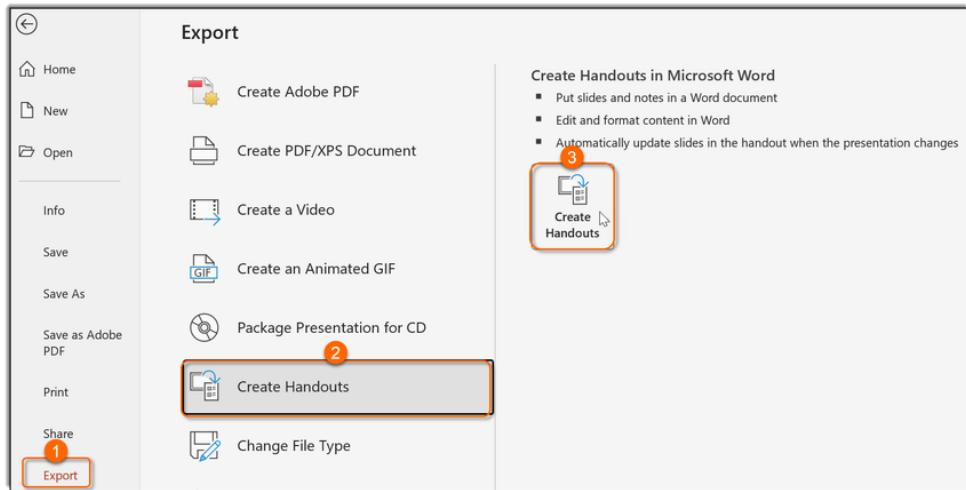


7.2. Exporting an Outline to Word

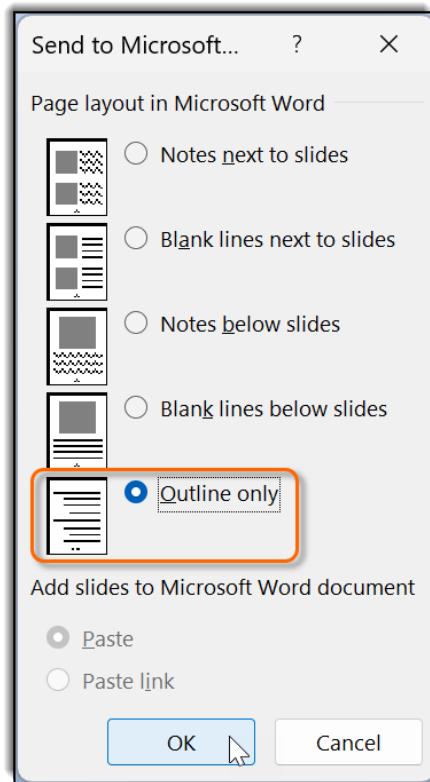
You can export an outline of your presentation to a Word document. Using a printed outline can help you stay oriented to your material as you make your presentation.

You export an outline to Word in the same way that you export handouts:

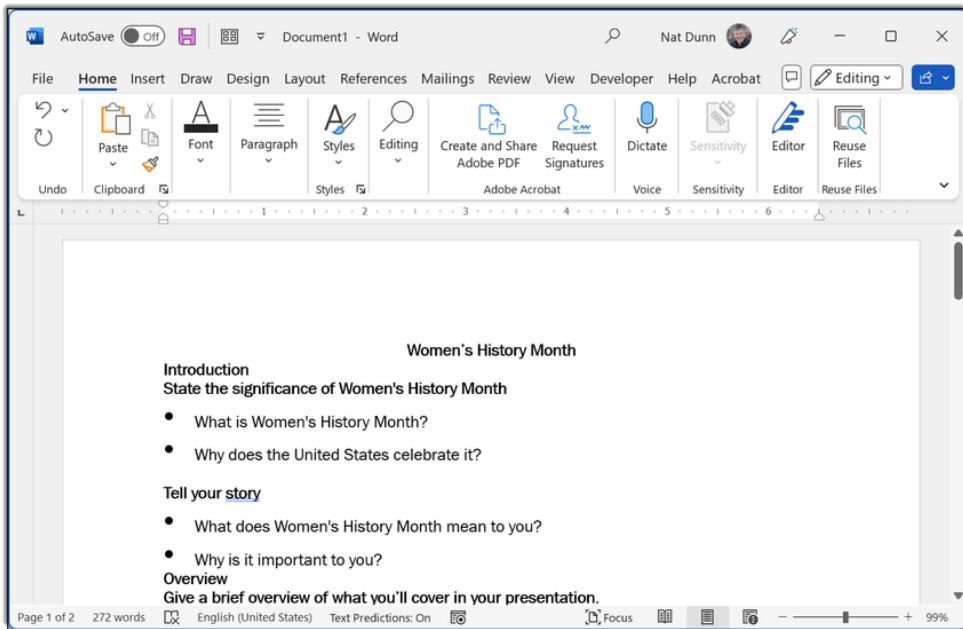
1. Enter Backstage view (via the **File** menu) and click **Export**.
2. In the **Export** section, click **Create Handouts** and then click the **Create Handouts** button:



3. In the **Send To Microsoft Word** dialog box, select **Outline only**:



4. Click **OK**. A Word document with your outline opens:



You can then do what you like with the Word document (e.g., save and/or print it).

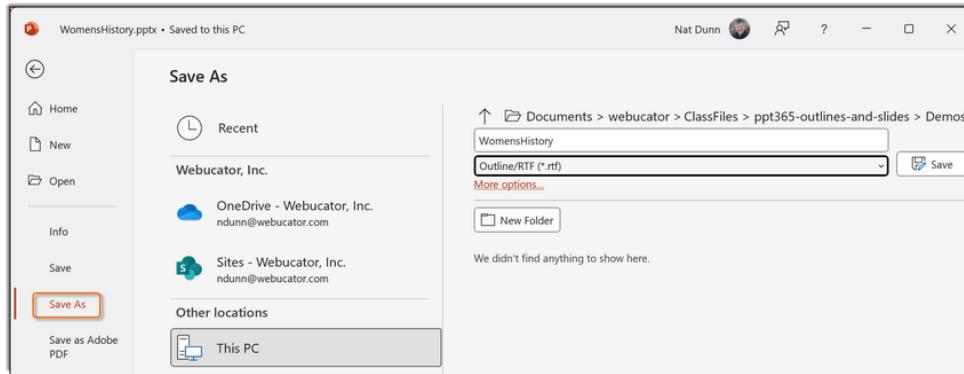
EVALUATION COPY: Not to be used in class.



7.3. Saving a Presentation as an Outline

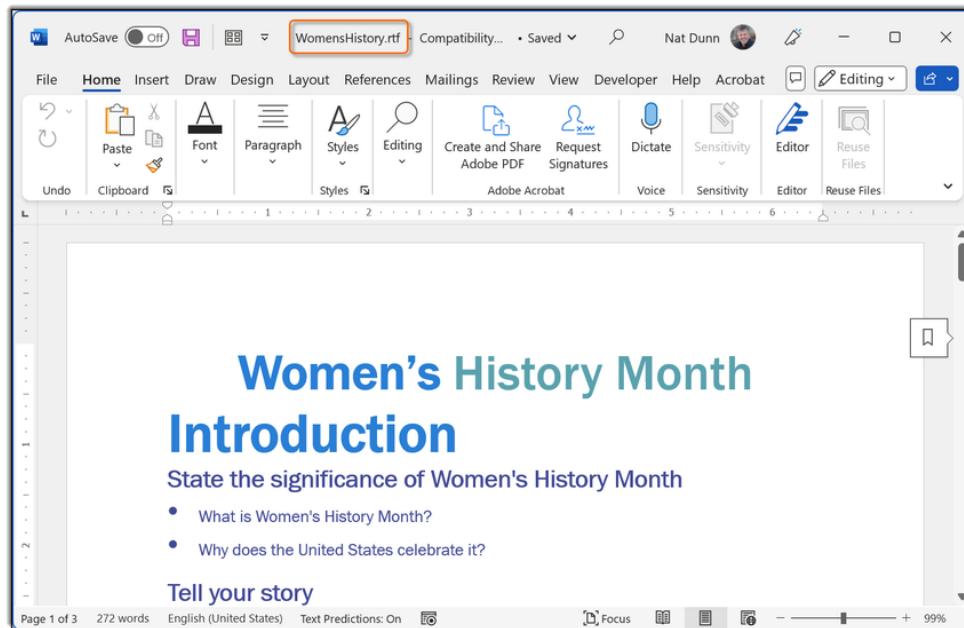
As an alternative to exporting an outline as a Word document, you can save an outline of your presentation as a rich text file (RTF):

1. Enter Backstage view (via the **File** menu) and click **Save As**.
2. In the **Save As** section, navigate to the location where you want to save the file, enter a name in the **File name** field, and select **Outline/RTF** from the **Save as type** drop-down list:



3. Click **Save**.

The presentation outline will be saved as a rich text file in the location you specified:



EVALUATION COPY: Not to be used in class.

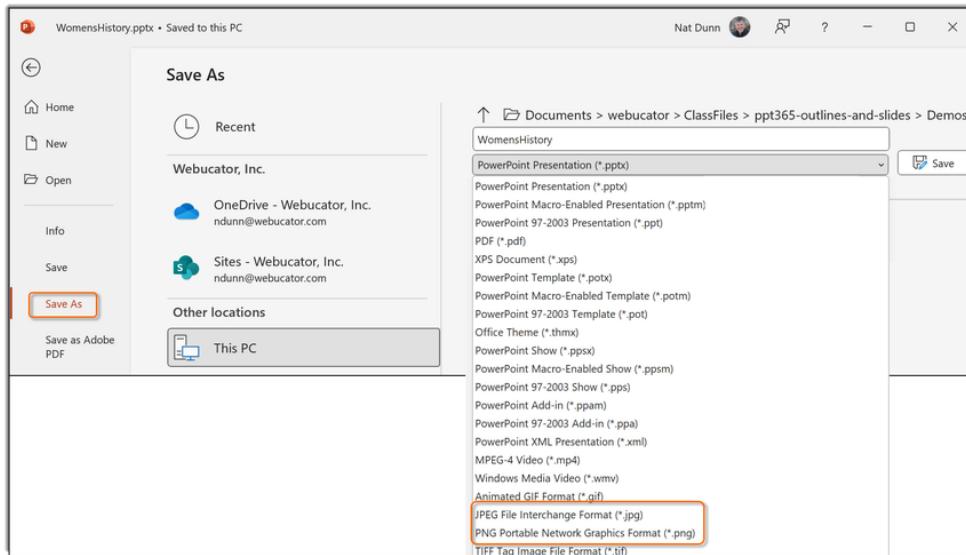


7.4. Saving a Slide as a Graphic

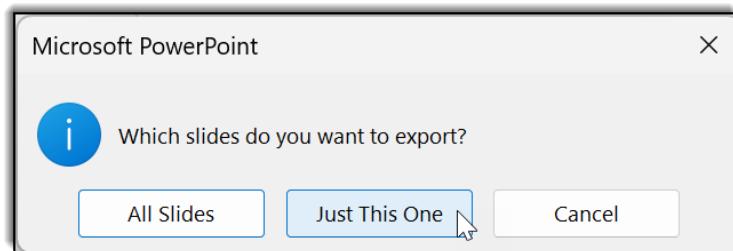
You can save slides from a presentation as graphic files to share on a website, social media, or elsewhere.

To save a slide as a graphic:

1. Select the slide to save as a graphic file.
2. Enter Backstage view (via the **File** menu) and click **Save As**.
3. In the **Save As** section, navigate to the location where you want to save the file, enter a name in the **File name** field, and select JPEG or PNG from the **Save as type** drop-down list:



4. Click **Save**.
5. In the message box, click **Just This One**:



The slide will be saved in the format and in the location that you specified.



Exercise 9: Exporting Handouts



5 to 15 minutes

In this exercise, you will export handouts to a Word document that includes space for attendees of the presentation to take notes:



1. Open Sales.pptx from the ppt365-outlines-and-slides/Exercises folder.
2. Export handouts of the presentation to a Word document. Choose the option to show blank lines next to slides.
3. Save the Word file as SalesPresentationHandouts.docx in the ppt365-outlines-and-slides/Exercises folder.

Conclusion

In this lesson, you learned:

1. To export notes and handouts to Word documents.
2. To export an outline to a Word document.
3. To save your presentation as an outline.
4. To save a slide in your presentation as a graphic.

LESSON 8

Managing Multiple Presentations

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Topics Covered

- Merging multiple presentations.
- Reusing slides from other presentations.
- Viewing multiple presentations.
- Tracking and managing changes in PowerPoint.
- Managing comments.

Introduction

*Evaluation
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In this lesson, you will learn to merge multiple presentations into one, reuse slides from other presentations, view multiple presentations simultaneously, and track and manage changes in PowerPoint. You will also learn about collaborating with others through the use of comments. By the end of this lesson, you will have a better understanding of these features and be able to use them to improve your productivity when working on presentations.

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8.1. Merging Multiple Presentations

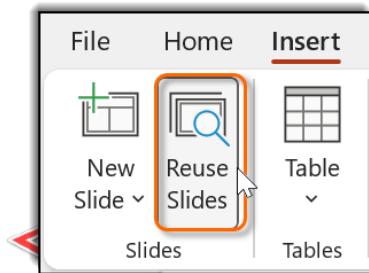
You can combine content from multiple presentations into one cohesive presentation by merging them.

Microsoft Removed

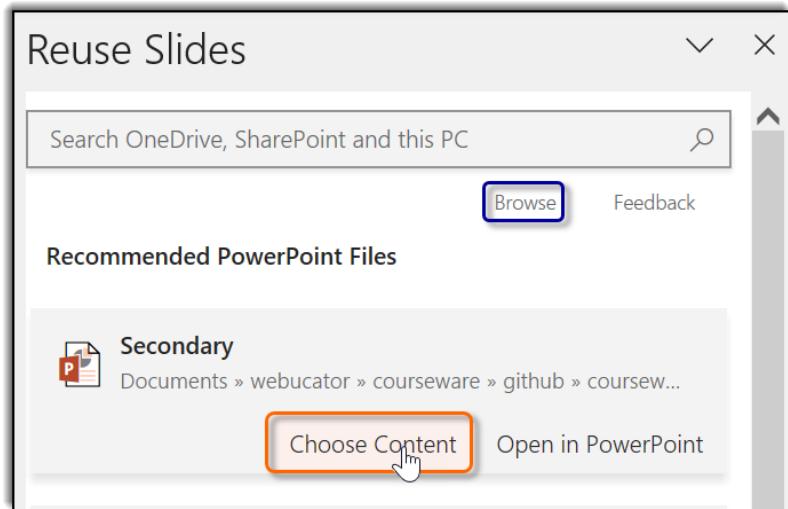
Please note Microsoft has removed this feature from the newest versions. Please skip this activity if you have the newest version.

To learn how to merge multiple presentations:

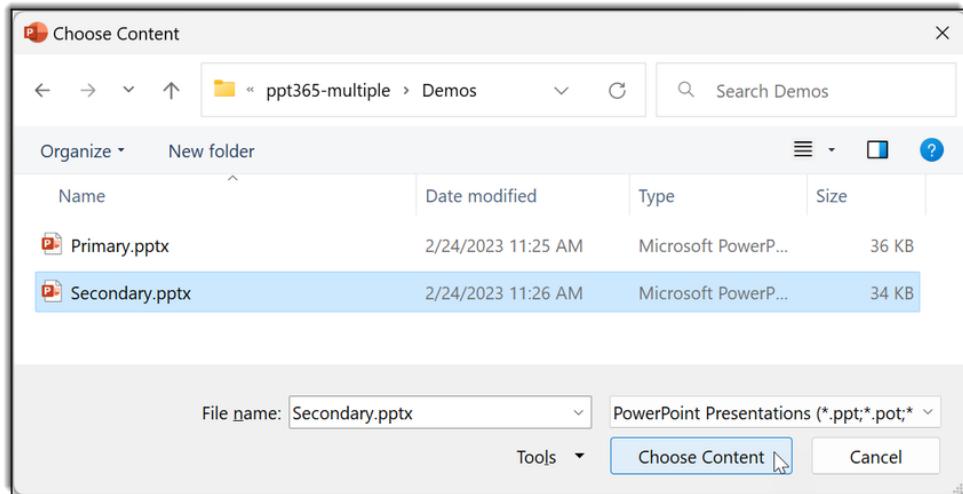
1. Open Primary.pptx from the ppt365-multiple/Demos folder. You will add some slides from Secondary.pptx to this presentation.
2. In the presentation you are adding the secondary slides to (Primary.pptx), select a slide on the **Slides** pane. The new slides will be inserted after the selected slide.
3. On the **Insert** tab, in the **Slides** group, click **Reuse Slides**:



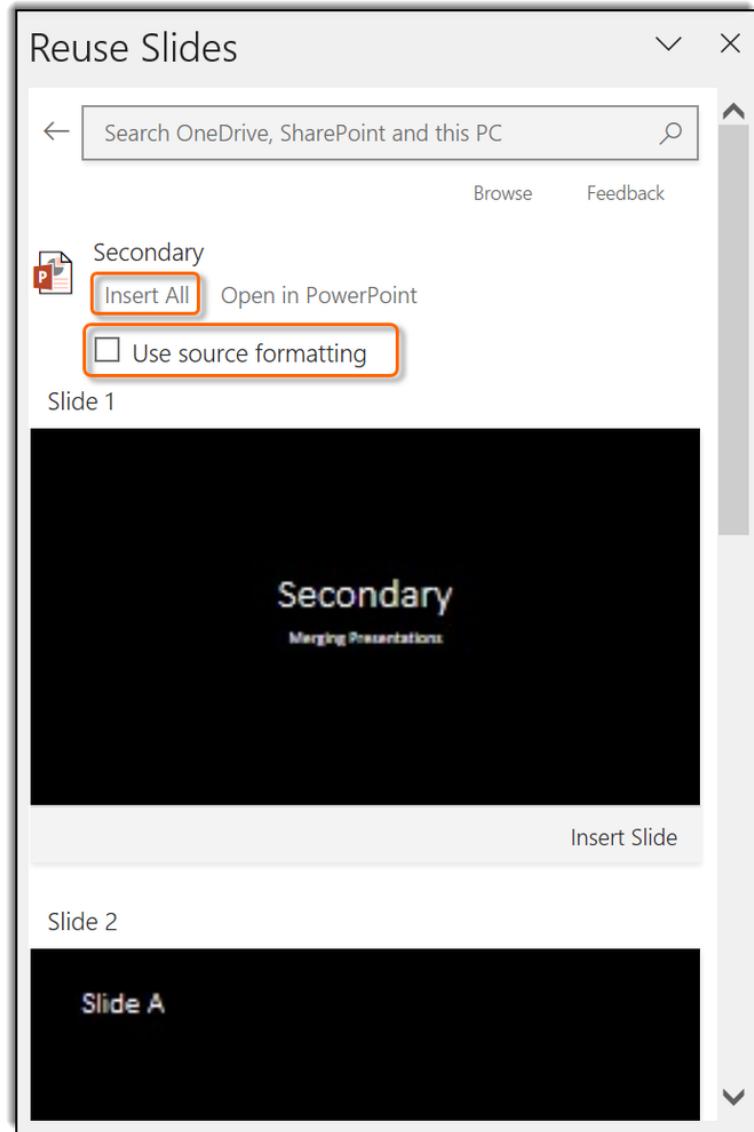
4. The **Reuse Slides** pane will open. It may include recommended PowerPoint files. If the one containing the slides you want to reuse is recommended, you can click **Choose Content**:



5. If the presentation you want does not show up in the **Reuse Slides** pane, click **Browse** to browse for the secondary presentation. Select the file and click **Choose Content**:

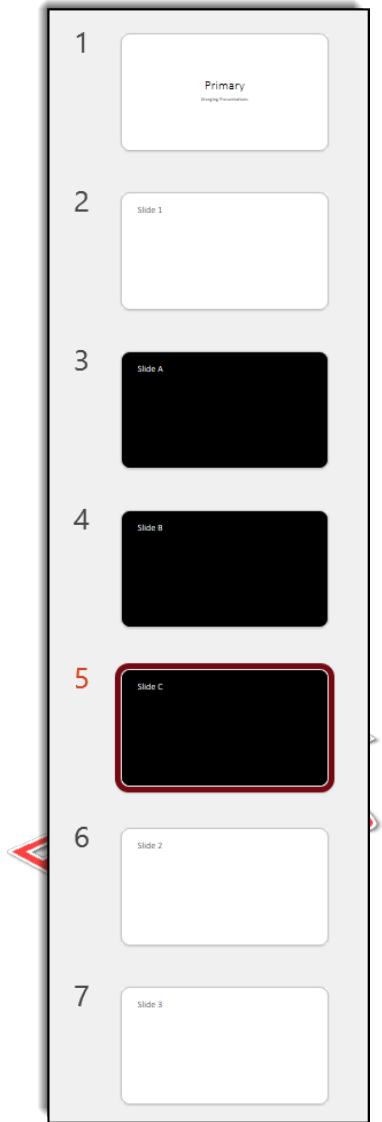


6. The slides will appear in the **Reuse Slides** pane:



- A. Check the **Use source formatting** checkbox if you want the formatting to remain as it is in the original presentation (the one you are importing). Leave it unchecked if you want it to match the presentation you are importing the slides into.
- B. Click **Insert All** to insert all the slides or just click the slides you want to insert.

The screenshot below shows the **Slides** pane after inserting **Slide A**, **Slide B**, and **Slide C** into **Primary.pptx** with **Use source formatting** checked:



EVALUATION COPY: Not to be used in class.

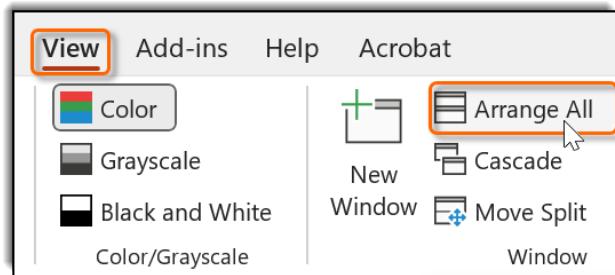


8.2. Viewing Multiple Presentations

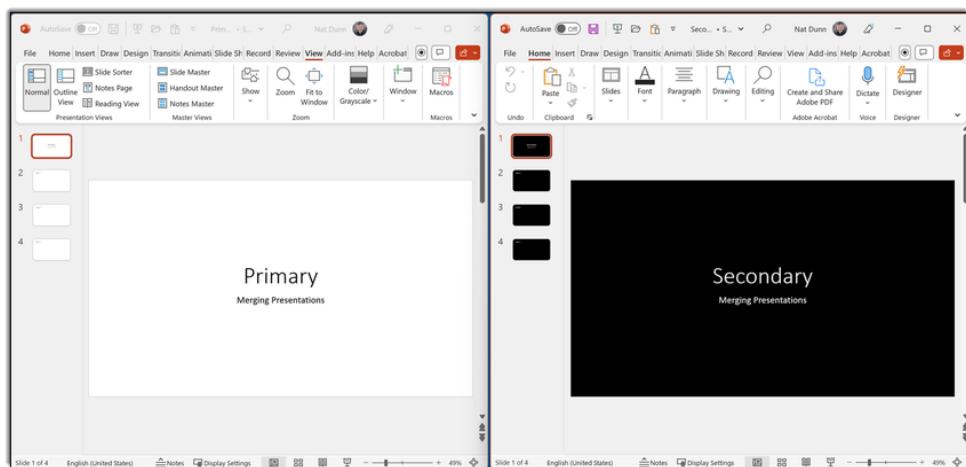
You may want to view multiple presentations simultaneously.

To view multiple presentations:

1. Open all the presentations you want to view.
2. In one presentation, select the **View** tab and from the **Window** group, click **Arrange All**:



3. They now appear on your desktop side by side:



EVALUATION COPY: Not to be used in class.



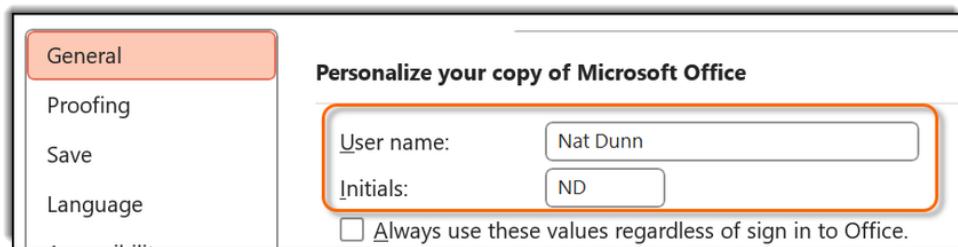
8.3. Tracking Changes in PowerPoint

Feature retired

Please note the Compare and Merge feature in PowerPoint 365 for Windows has been retired and is no longer available in version 2502 and newer, but it remains available in earlier versions.

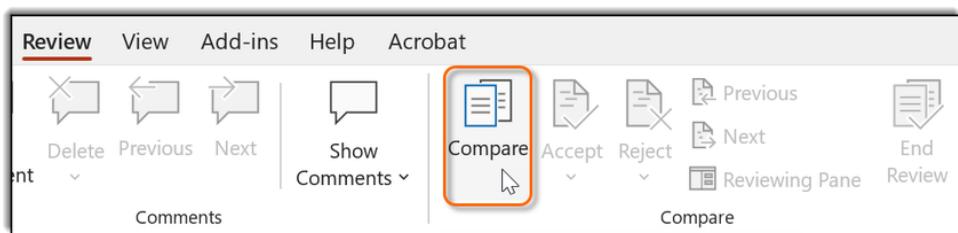
Unlike Word, PowerPoint does not provide a **Track Changes** reviewing option. However, you can have someone review and make changes to a copy of the presentation, and then compare the two presentations.

It may be useful to set, in that copy, the reviewer's user name by selecting **File > Options**, and then on the **General** tab, under **Personalize your copy of Microsoft Office**, setting these options:

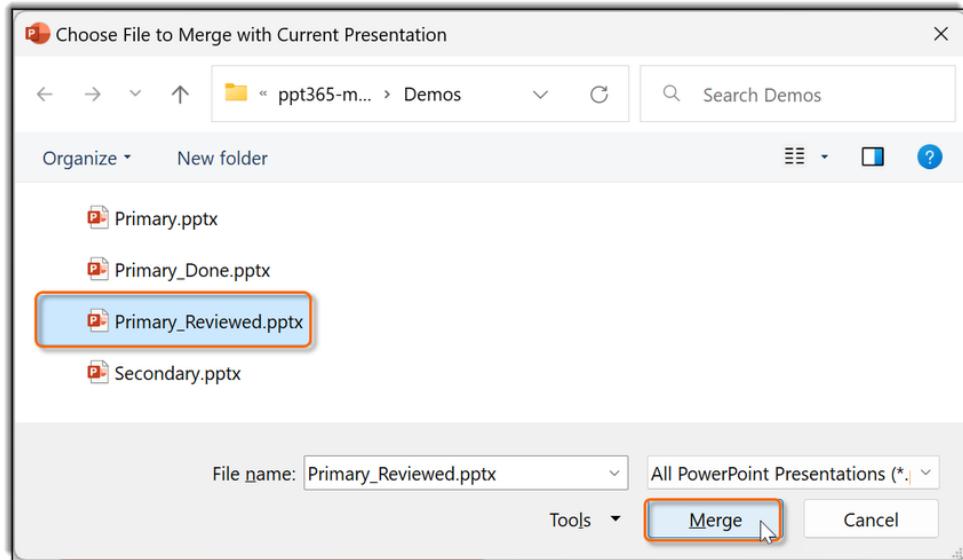


After the file has been reviewed:

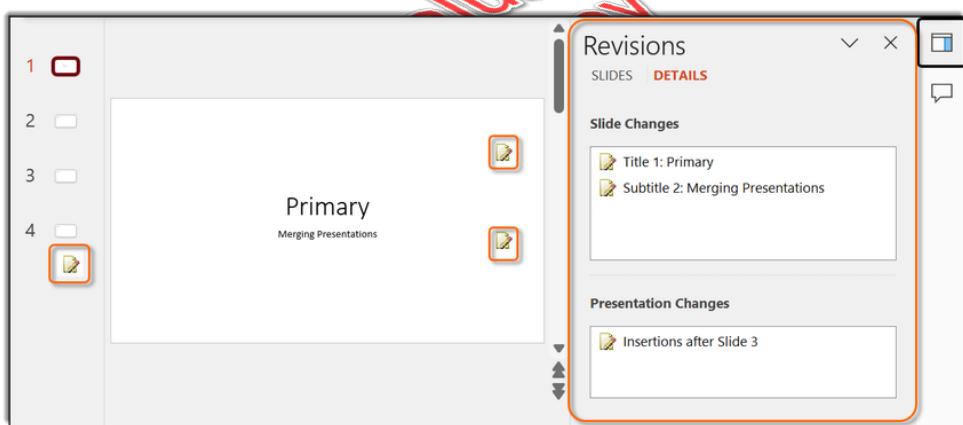
1. Open the original file.
2. Select the **Review** tab and in the **Compare** group, click **Compare**:



3. From the dialog box, locate the reviewed copy, select it, and click **Merge**:

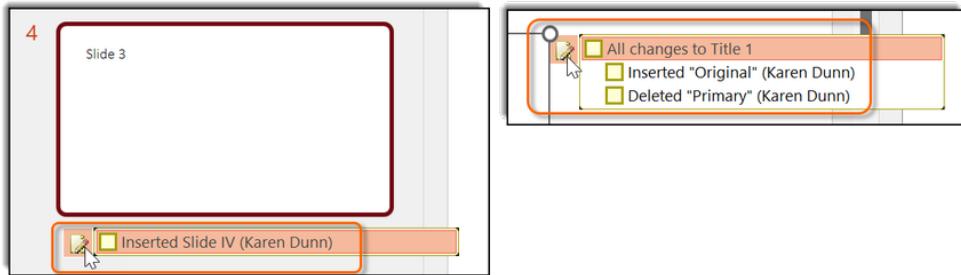


4. The **Revisions** pane will open on the right, showing changes:

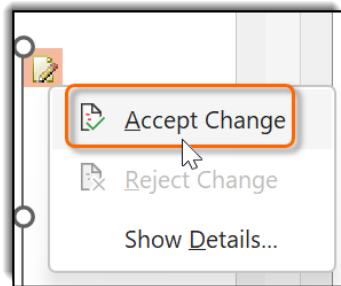


Notice also that there are markers on the slide indicating where there are changes, and there is also a marker at the bottom of the **Slides** pane indicating that a change has been made at that location of the slide show.

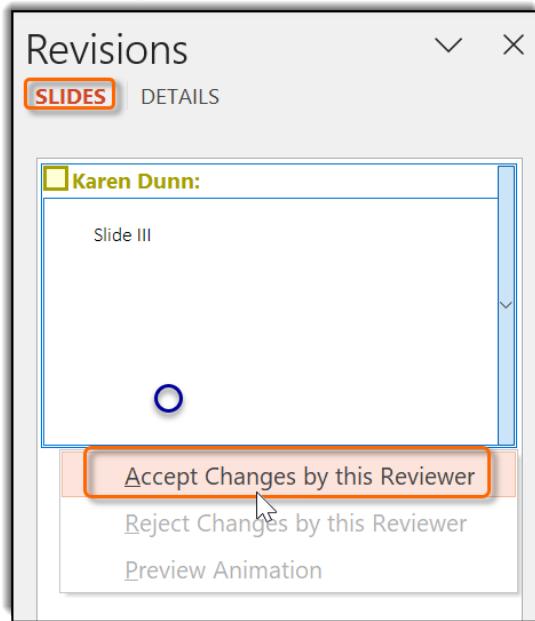
5. Click the items in the **Revisions** pane to navigate to those changes in the slides.
6. Click the items on a slide or in the **Slides** pane to see details:



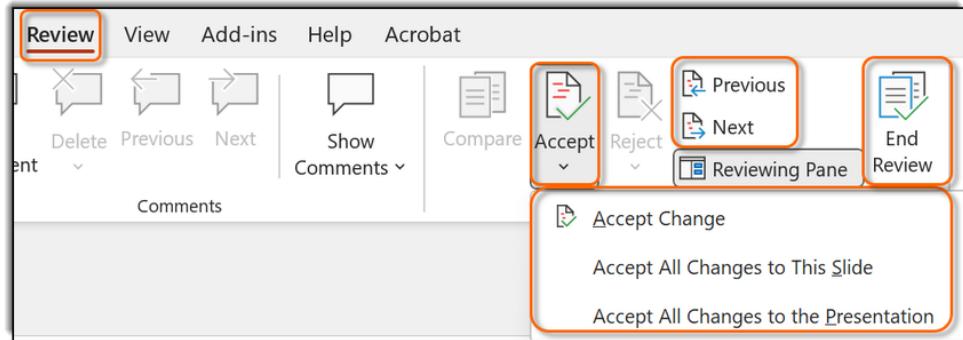
7. Right-click an item to accept or reject changes:



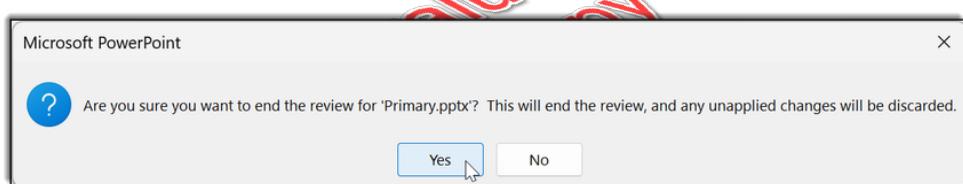
By default, changes are rejected, so the **Reject Change** option will be disabled unless you have already accepted it. You can also accept all changes by a reviewer by selecting **SLIDES** in the **Revisions** pane, right-clicking a change, and selecting **Accept Changes by this Reviewer**:



8. You can also use options in the **Compare** group of the **Review** tab:



- A. Use the **Accept** dropdown to accept and reject changes.
- B. Use the **Previous** and **Next** buttons to navigate the changes.
9. When you're done with your review, click **End Review** from the **Compare** group of the **Review** tab. A dialog will pop up warning you that all unapplied changes will be discarded:



Click **Yes** to end the review or **No** to continue to review the changes.

10. Save the file to save the changes that were made.

Comments

As you are reviewing the changes to the document, you can also manage comments. You will learn more about managing comments later in the lesson.

Exercise 10: Reviewing Changes in PowerPoint

 5 to 15 minutes

Feature retired

Please note the Compare and Merge feature in PowerPoint 365 for Windows has been retired and is no longer available in version 2502 and newer, but it remains available in earlier versions.

In this exercise, you will review and accept the changes that were made by a reviewer to a PowerPoint presentation.

1. Open the Sales.pptx file from the ppt365-multiple/Exercises folder.
2. Compare the file to Sales_Reviewed.pptx in the same folder. Accept all the changes. Then complete the review and save the file.


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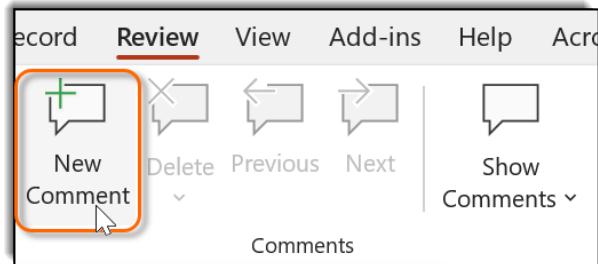
*

8.4. Adding Comments

Comments are used to have threaded discussions with other people working on your document. If you have used other Microsoft Office products, you are likely familiar with comments. You can add comments to PowerPoint presentations as well, providing a way to collaborate with others. You can add comments to a slide, image, text, or other object.

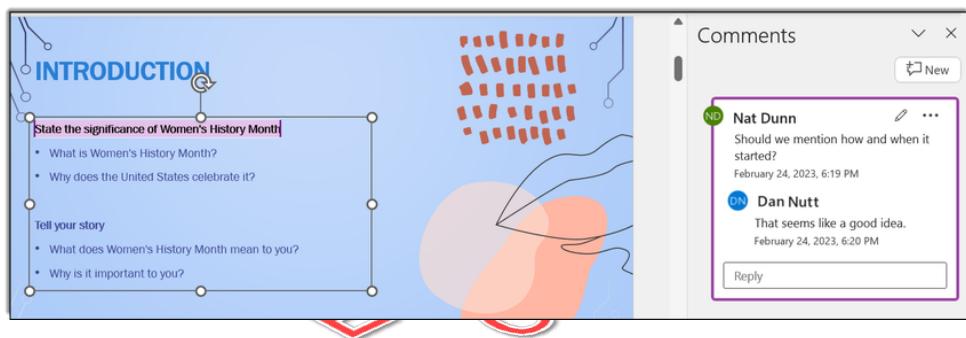
In PowerPoint, comments can be added and managed from the **Comments** group on the **Review** tab of the Ribbon. To add comments to a presentation:

1. Place your cursor in or next to the word where you would like your comment to show up or select the text or object on which you want to comment.
2. On the **Review** tab in the **Comments** group, click **New Comment**:

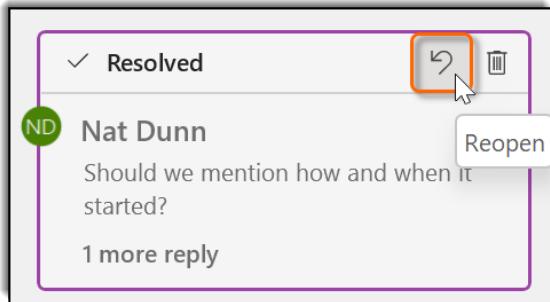


3. Enter your comment. People you are collaborating with will be able to reply to the comment.

Note that when you add a comment, the word or section on which you are commenting is automatically highlighted:

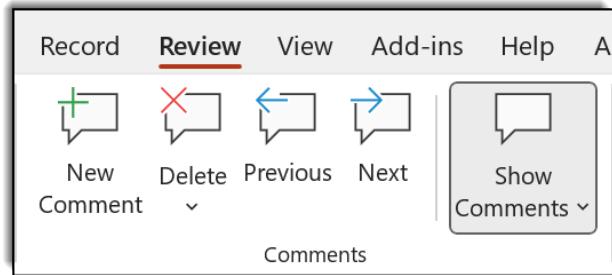


Notice how the replies show up in a thread. In the upper right of the comment box, you have a pencil icon for editing the comment (if it's your comment), and an ellipsis button (three dots) that opens up other options, including one for deleting the thread and another for resolving it. A resolved thread can no longer be replied to, but can be reopened:



Comments Pane

You can delete and navigate through comments using the commands in the **Comments** group:



But it's generally easier to use the **Comments** pane, which you open and close with the **Show Comments** command. Selecting a comment in this pane will take you to the location in the presentation where the comment was made.

Older Versions of Office

Threaded comments are new in Office 365. In older versions of PowerPoint, comments were not threaded.

Conclusion

In this lesson, you have learned:

1. To reuse slides from other presentations.
2. To view multiple presentations.
3. To merge presentations.
4. To track and manage changes in PowerPoint.
5. To manage comments.

LESSON 9

Finalizing Presentations

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Topics Covered

- Inspecting the presentation.
- Encrypting a presentation.
- Compressing pictures.
- Exporting to a PDF.
- Embedding fonts.
- Sharing a presentation.

*Evaluation
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Introduction

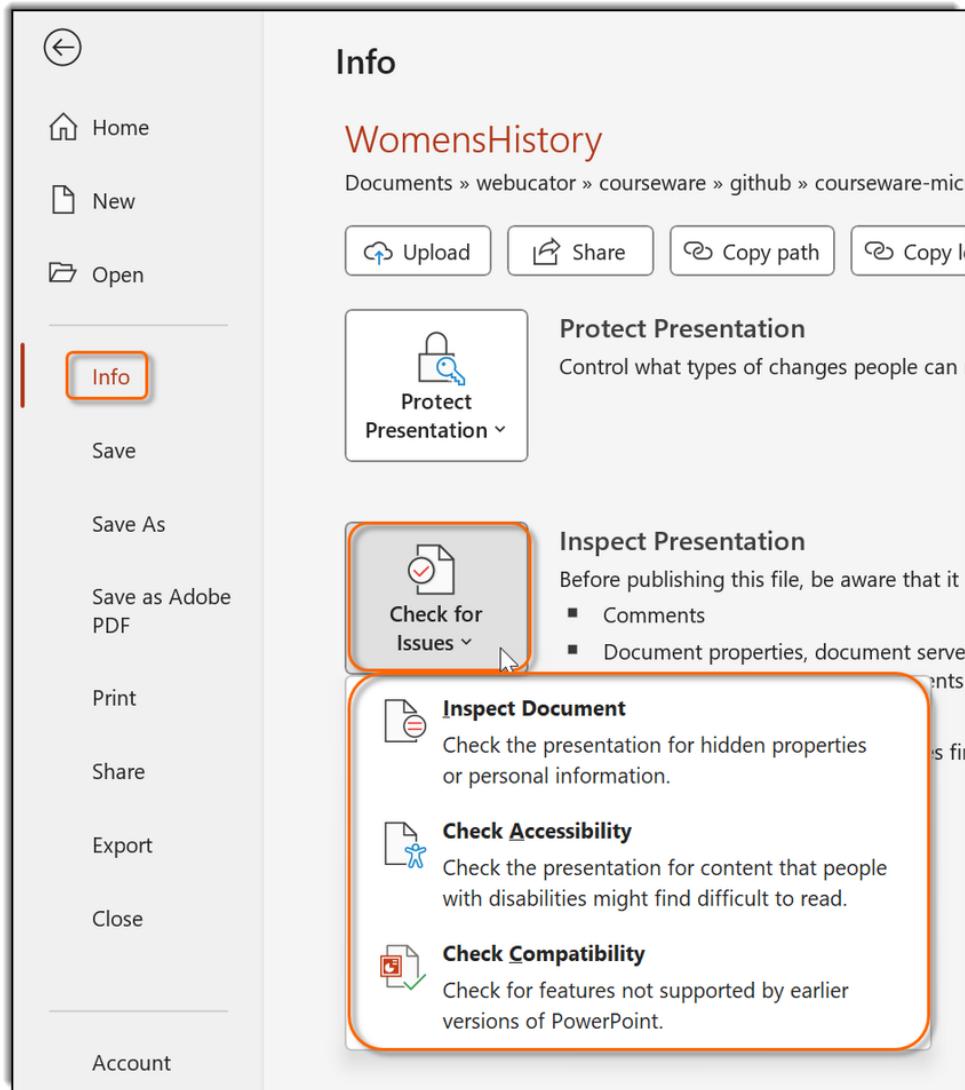
When you're finished creating a presentation from a delivery standpoint, there are other things you may want to do. For example, it's always a good idea to make sure your presentation is accessible to people with disabilities. If you're going to be making your presentation available to people with older versions of PowerPoint, you may want to check for compatibility issues. You may also want to remove personal information from the presentation and/or encrypt the presentation so only people with the password can view it. In this lesson, you will learn how to do all of this. In addition, you will learn to make your presentation file smaller by compressing images and to embed fonts in the presentation in case the people you're sharing with don't have the fonts you used.

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9.1. Inspecting a Presentation

PowerPoint offers three useful inspection tools on the **Info** tab in Backstage view under the **Check for Issues...** button:

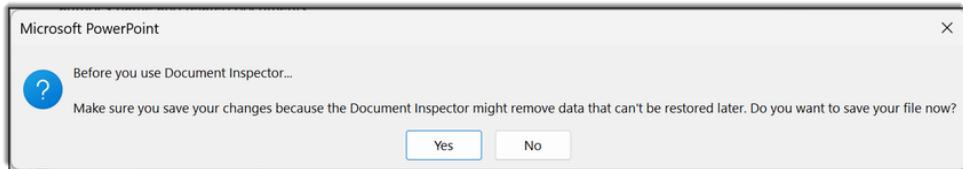


Let's see how the inspection tools can help us identify potential issues with a presentation.

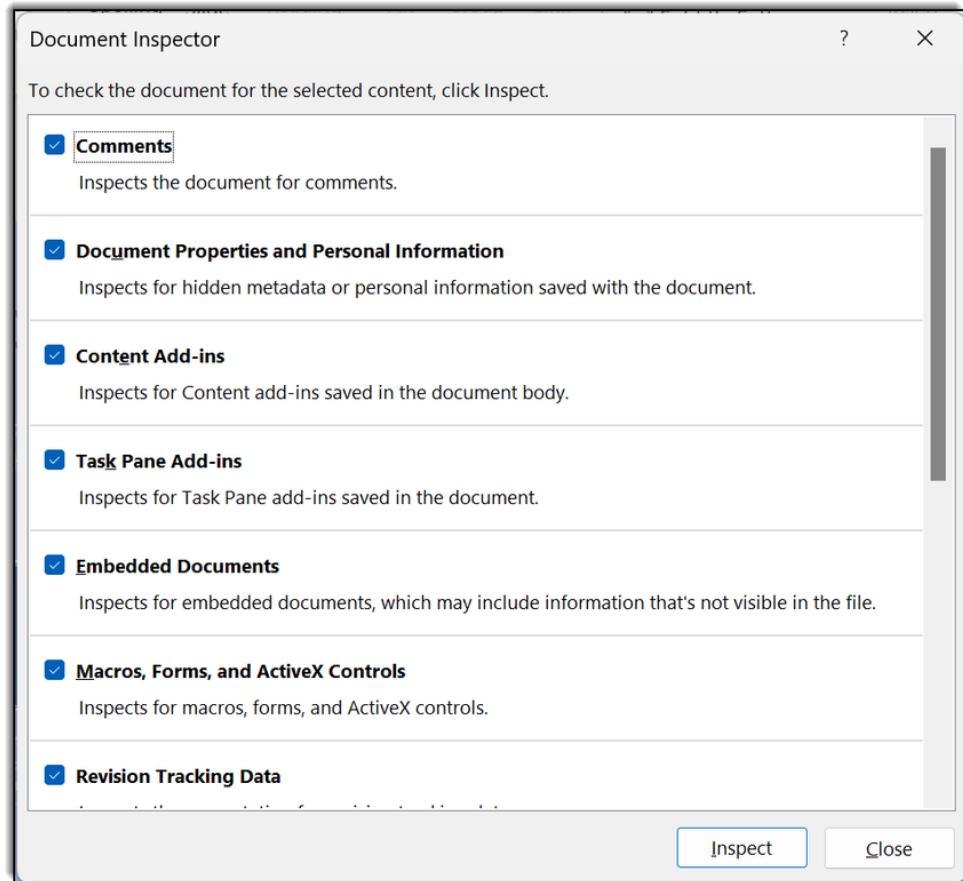
❖ 9.1.1. Inspect Document

The **Inspect Document** tool checks the presentation for hidden properties and personal information that you may want to remove before sharing the presentation.

1. Enter Backstage view (via the **File** menu) and click **Info**.
2. On the **Info** tab, click **Check for Issues > Inspect Document**. If you get a warning like the one shown below, click **Yes**:

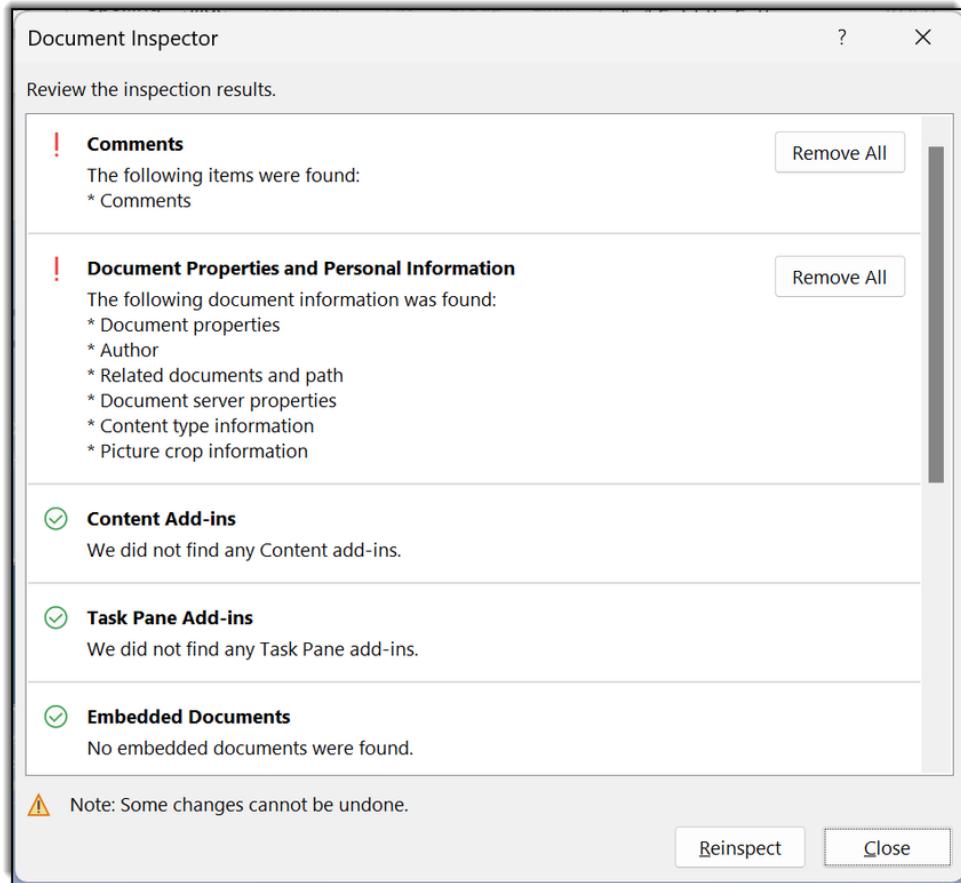


3. The **Document Inspector** dialog will open with a list of options to check:



Generally, you can accept all the defaults and click **Inspect**.

4. Review the results and decide what you want to remove:



5. Click **Close** when you're done inspecting.

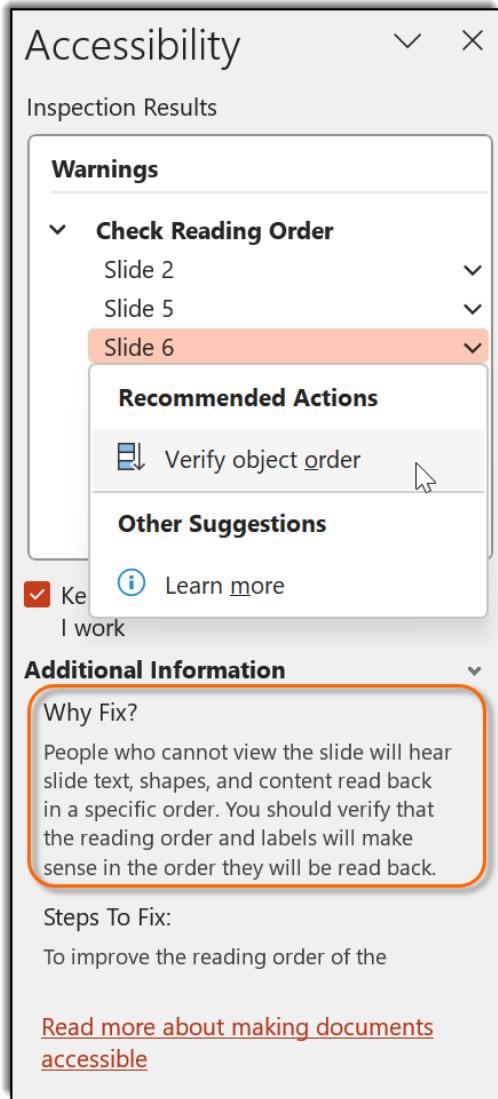
For more information on hidden information and personal data, see the Microsoft documentation⁴.

❖ 9.1.2. Check Accessibility

To check to determine if your presentation is accessible to people with disabilities:

1. Enter Backstage view (via the **File** menu) and click **Info**.
2. On the **Info** tab, click **Check for Issues > Check Accessibility**.
3. The **Accessibility Checker** runs and returns accessibility information in the **Accessibility** pane:

4. <https://support.microsoft.com/en-us/office/help-protect-your-privacy-252a47ec-1b31-4fd0-8450-e66d6c2de950>



Click the drop-down arrow for recommendations and more information.

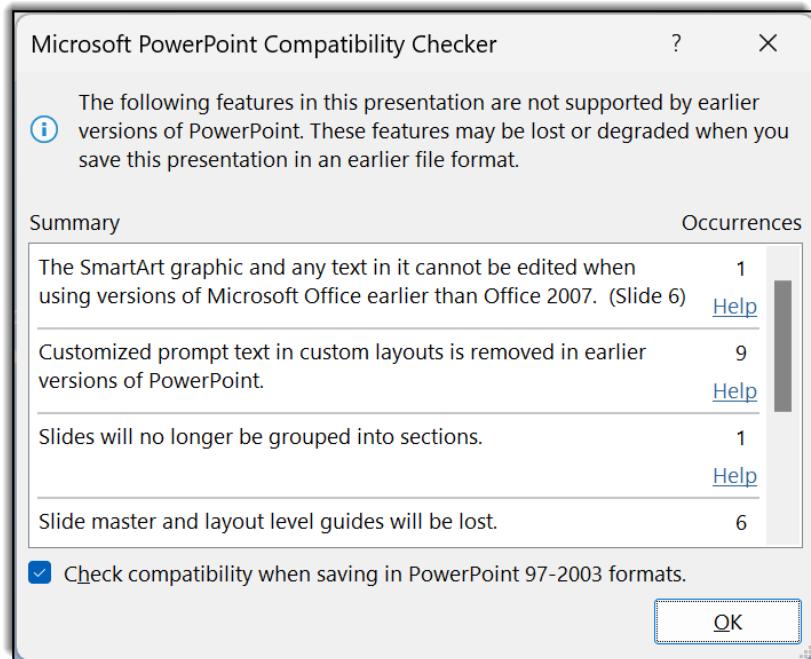
4. The types of fixes you need to make will vary. Read the information under “Why Fix?” to determine whether you need to fix the issue (you most likely should) and under “Steps To Fix” to learn how to fix the issue.

❖ 9.1.3. Check Compatibility

If you will be sharing your presentation with people who might have an older version of PowerPoint, you should check for compatibility issues. To do so:

1. Enter Backstage view (via the **File** menu) and click **Info**.

2. On the **Info** tab, click **Check for Issues > Check Compatibility**.
3. The **Microsoft PowerPoint Compatibility Checker** dialog will outline any compatibility issues:



It is worth noting that you may not wish to fix compatibility issues in cases where doing so would make the presentation less useful.

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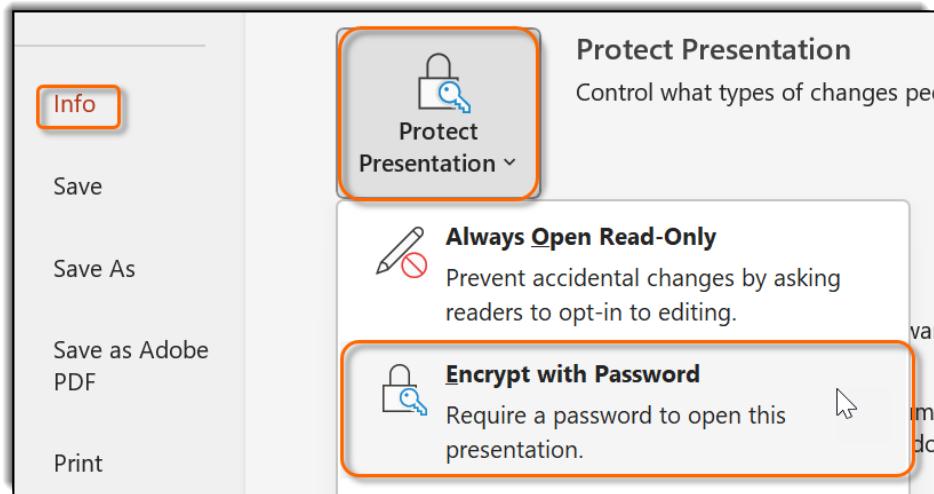


9.2. Encrypting a Presentation

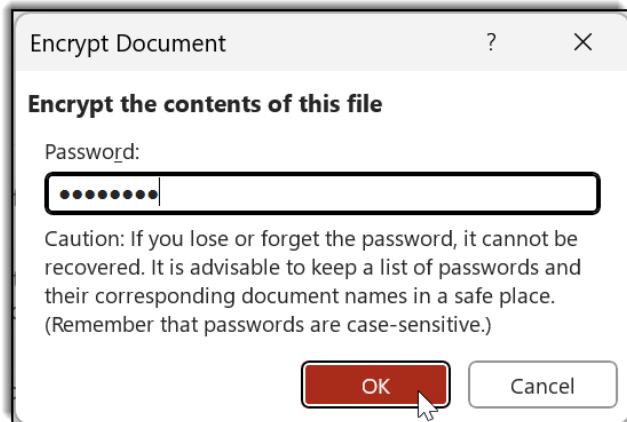
Encrypting your presentation password protects it; any user wishing to access it is prompted to enter a password.

To encrypt a presentation:

1. Enter Backstage view (via the **File** menu) and click **Info**.
2. In the **Protect Presentation** section, click **Protect Presentation**, and select **Encrypt with Password**:



3. In the **Encrypt Document** dialog box, in the **Password** field, type a password:



4. Click **OK**.
5. In the **Confirm Password** dialog box, re-enter the password and click **OK**.

Anyone attempting to access your presentation will need to enter the password. It is important to note that PowerPoint cannot retrieve a password if you forget or lose it.

EVALUATION COPY: Not to be used in class.

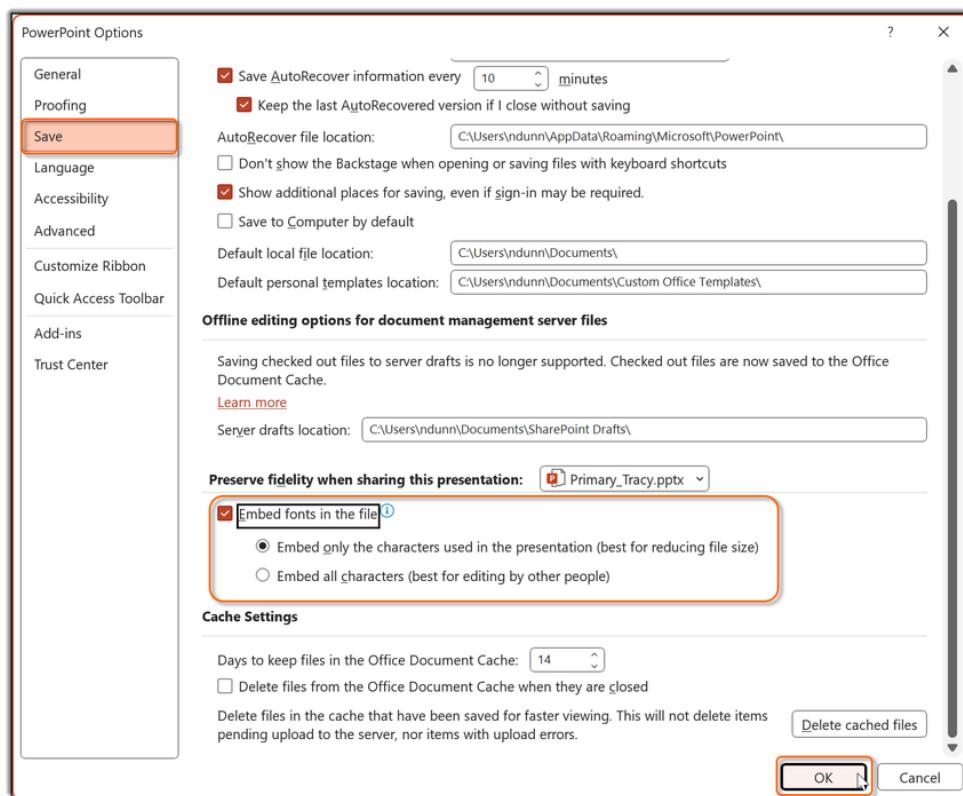


9.3. Embedding the Fonts in a Presentation

When you share a presentation with someone who does not have the fonts used in your presentation on their system, PowerPoint will use substitute fonts, which might not look all that good. To avoid this, you can embed the fonts you used in your presentation.

To embed fonts in a presentation:

1. Enter Backstage view (via the **File** menu) and click **Options**.
2. In the **PowerPoint Options** dialog, click the **Save** category.
3. Near the bottom of the window, check the **Embed fonts in the file** checkbox:



4. Select an option to **Embed only the characters used in the presentation** or to **Embed all characters**.
5. Click **OK**.

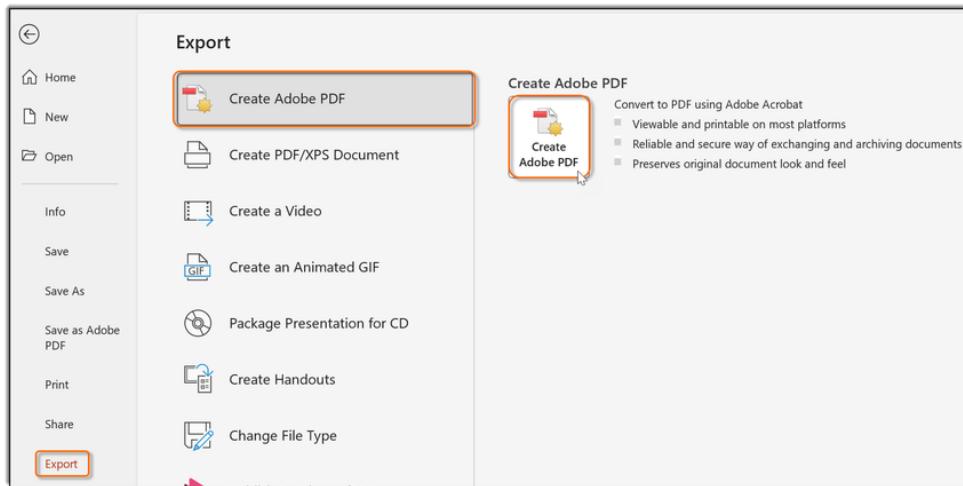


9.4. Saving a Presentation in PDF Format

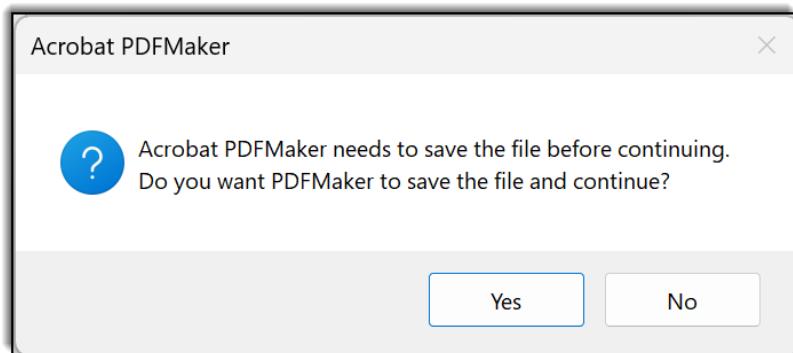
You may want to save and send your presentation as a PDF file (e.g., if you don't know if the people you are sharing with have PowerPoint).

To save your presentation as a PDF file:

1. Enter Backstage view (via the **File** menu) and click **Export**.
2. In the **Export** section, click **Create Adobe PDF**, then click the **Create Adobe PDF** button to the right:



3. If you get a warning like this one, click **Yes** to save:



4. In the **Save Adobe PDF File As** dialog box, navigate to the location where you want to save the file and type a name for the PDF file in the **File name** field, and click **Save**.
5. Depending on your settings, the PDF may open up. In any case, you can now easily share your presentation with others even if they don't have PowerPoint.

You can also save a presentation as a PDF using **Save As** and then selecting the PDF option in the **Save as type:** field.

EVALUATION COPY: Not to be used in class.

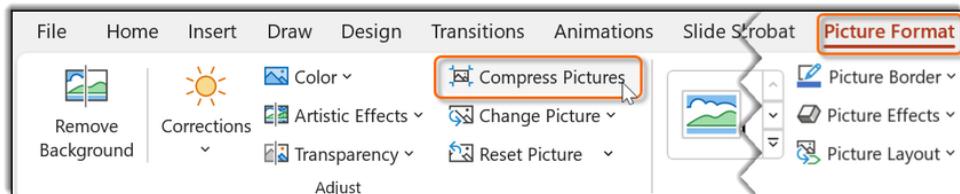
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9.5. Compressing Pictures

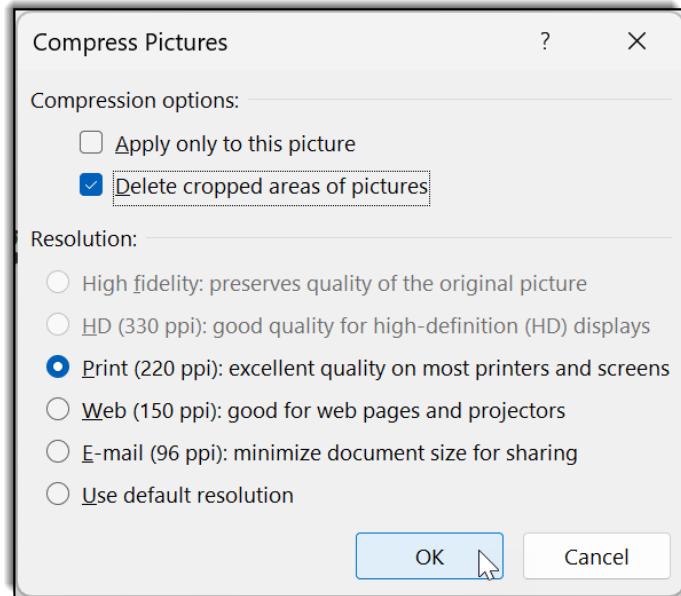
You can reduce the file size of your presentation by compressing the images in your file. This may make it easier to send to and share with others.

To compress images in a presentation:

1. Select an image in your presentation.
2. On the **Picture Tools Format** tab, in the **Adjust** group, click **Compress Pictures**:



3. In the **Compress Pictures** dialog box, in the **Compression options** section, leave the **Delete cropped areas of pictures** checkbox checked, but uncheck the **Apply only to this picture** checkbox to compress all the pictures in the file. And under **Resolution**, select the appropriate option:



4. Click **OK**.

All the images used in the presentation will be compressed.

EVALUATION COPY: Not to be used in class.

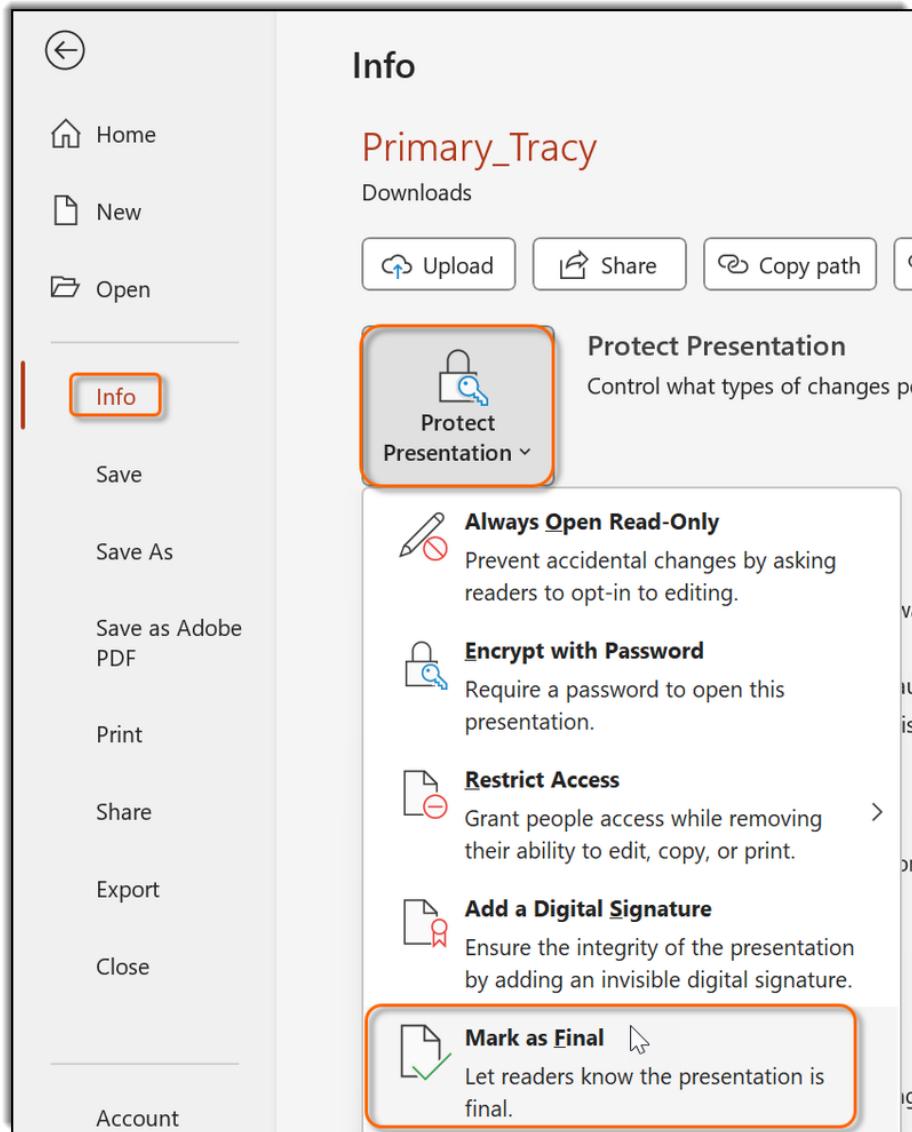


9.6. Marking a Presentation as Final

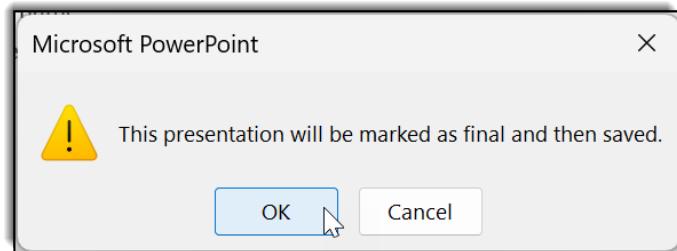
You can mark a presentation as final to discourage others from editing it.

To mark a presentation as final:

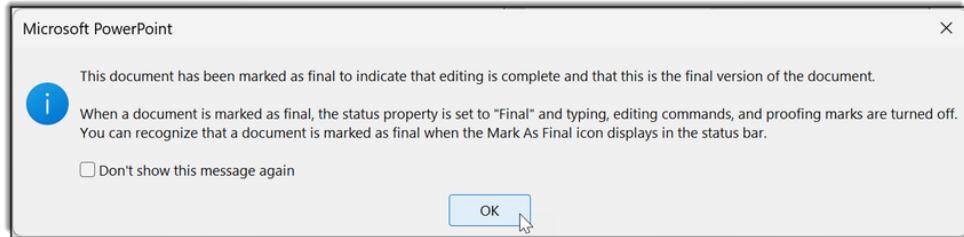
1. Enter Backstage view (via the **File** menu) and click **Info**.
2. Click **Protect Presentation > Mark as Final**:



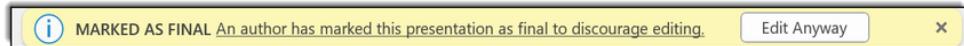
3. Click **OK** in the dialog:



4. Click **OK** in the next box that appears:



5. The presentation is now read-only, and the following warning appears at the top:



This doesn't prevent people from editing the file, but it should discourage them.

Conclusion

In this lesson, you learned:

1. To embed fonts in a presentation.
2. To inspect the presentation.
3. To encrypt your presentation.
4. To compress the pictures in your file.
5. To save your presentation in PDF format.

**Evaluation
Copy**