



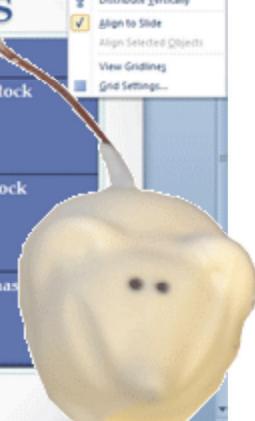
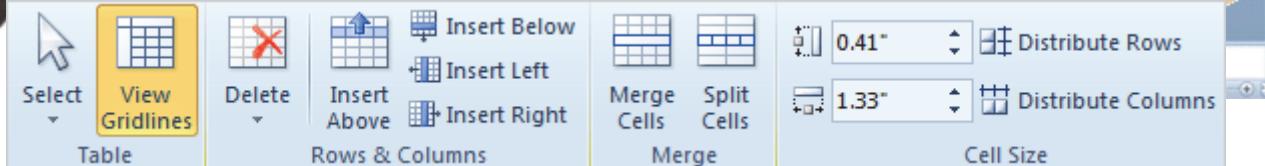
PowerPoint 2010: Creating Tables and Charts

Show and Tell: Tables and Spreadsheets

Advanced PowerPoint Objectives

In this lesson, you will learn how to:

1. Use the **Table Tools** Ribbon to construct and modify Tables
2. Modify the **Rows & Columns** in a Table with Borders, Shading and Effects
3. **Merge** and **Split** Cells and modify the Cell Size
4. **Distribute** and **Arrange** Rows, Columns and Tables
5. Insert a **Microsoft Excel spreadsheet** into a PowerPoint presentation and edit the data



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Lesson 1 : Show and Tell Tables and Spreadsheets

1. Readings

Read Lesson 1 in the Advanced PowerPoint guide, page 11-38.

Project

A sample presentation that includes a table and an Excel Chart.

Downloads

[Charlotte's Website Complete.pptx](#)

[Business35.gif](#)

[Balloon1.gif](#)

2. Practice

Complete the Practice Activity on page 39.

3. Assessment

Review the Test questions on page 40.

Table Tools->Layout Ribbon

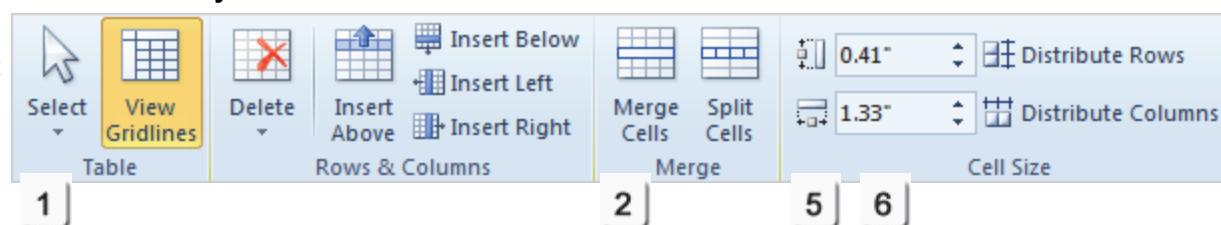
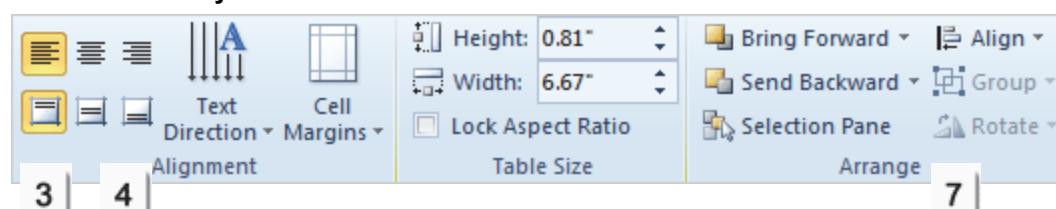


Table Tools->Layout Ribbon



Menu Maps

From the Table Tools-> Layout Ribbon.

1. [Table Tools](#), page 17
2. [Table Tools->Layout->Merge](#), page 18
3. [Table Tools ->Layout->Alignment](#), page 21
4. [Table Tools ->Layout->Alignment->Text Direction](#), page 22
5. [Table Tools ->Layout->Cell Size](#), page 23
6. [Table Tools ->Layout->Cell Size->Distribute Rows](#), page 24
7. [Table Tools ->Layout->Arrange->Align](#), page 30

From the Table Tools-> Design Ribbon.

[Table Tools ->Design->Table Style](#), page 16

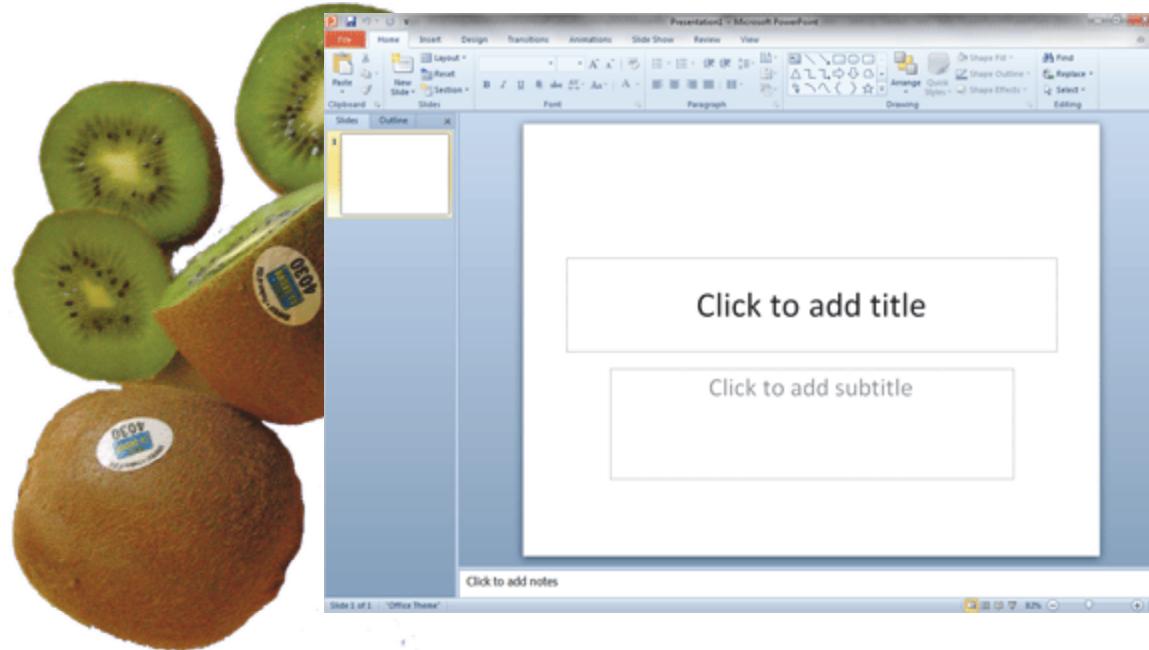




Working with Tables

A **Table** is a fundamental method for organizing information into Rows and Columns. In Microsoft Office 2010, including Word, Excel and PowerPoint, Tables are formatted with the **Table Tools: Design and Layout**. The **Layout** Ribbon works with the Rows and Columns. The **Design** Ribbon makes the Tables easy to read and fun to look at.

Start -> All Programs ->Microsoft Office-> Microsoft Office PowerPoint 2010



Please Start Microsoft PowerPoint

What do you see at the top of the screen? Is there a Title Bar that says Microsoft PowerPoint? Yes.

Is there a Home Ribbon with the Clipboard, Font and Paragraph Groups? Yes.

If your screen looks similar to the example on this page, then you are ready to get started.



Before You Begin

This lesson begins by creating a sample presentation for Charlotte's Website.

1. Try it: Create a New Presentation

Open PowerPoint. You should see a new, blank Presentation.

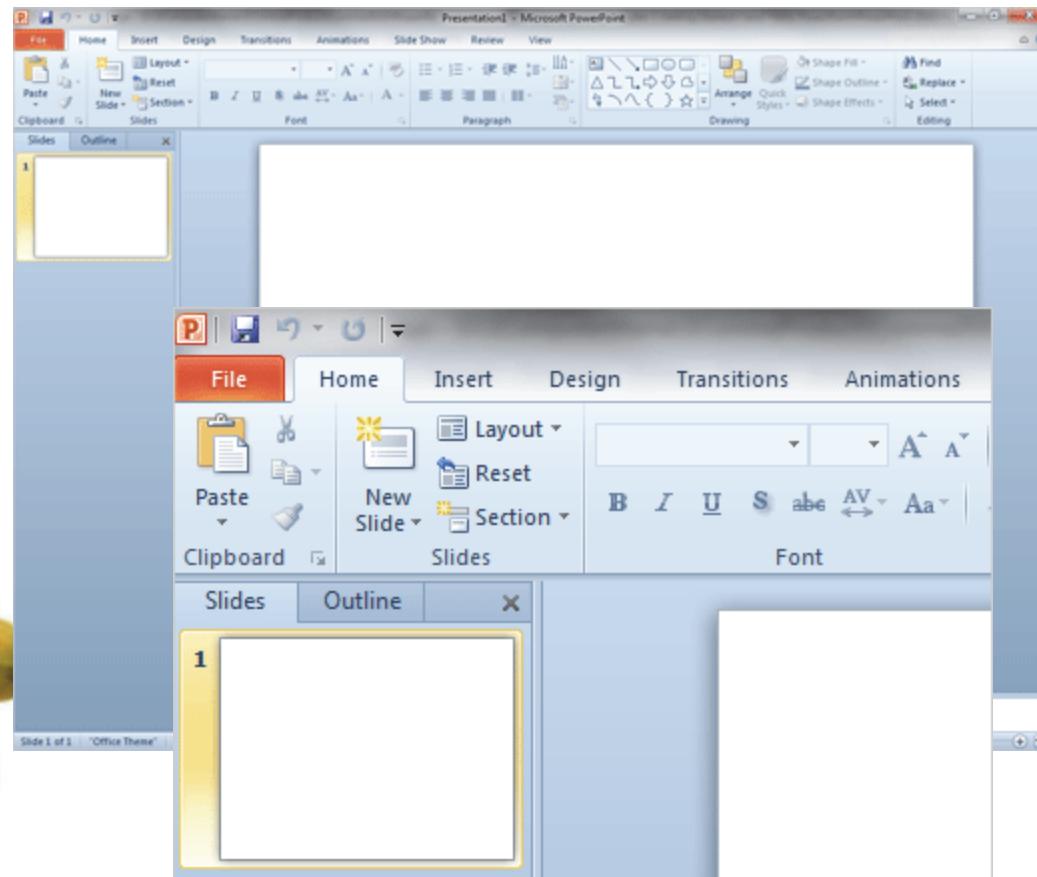
Go to **Home ->Slides->New Slide**.

Please add 2 new slides.

Keep going...



Home ->Slides->New Slide



1

Exam 77-883: Microsoft PowerPoint 2010
2. Creating a Slide Presentation
2.3. Add and remove slides



Enter and Format Text

Enter the following Text and format the presentation with a Theme.

2. Try it: Enter Text

Go to Slide 1.

Enter the Title: Charlotte's Website

Enter the Subtitle: From the farm to your table That's Fresh!

Try This, Too: Select a Theme

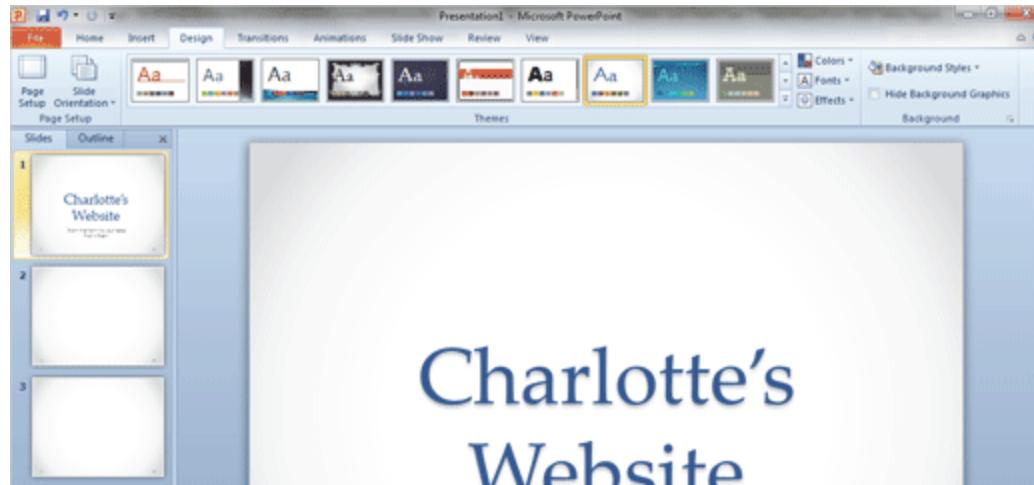
Go to Design->Themes

Select a Theme: Executive

Keep going...



Design ->Themes



2

Charlotte's Website

Charlotte's Website

From the farm to your table
That's Fresh!

Exam 77-883: Microsoft PowerPoint 2010
2. Creating a Slide Presentation
2.5. Enter and format text



3

Insert a Table

There are a couple of buttons you can click to add a Table to your slide. Either way, PowerPoint will ask you to enter the number of Columns and Rows.

3. Try it: Insert a Table

Go to Slide 2.

Enter the Title: New Product Ideas

Try This, Too: Insert a Table

Go to **Insert->Table**.

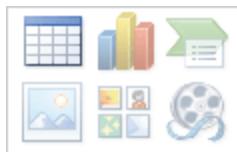
You will prompted to type:

Number of columns: 3

Number of rows: 5

Click **OK** and keep going, please.

Memo to Self: You can also go to the Placeholder and click on **Table**



Insert ->Table



Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.1. Construct and modify tables: Insert Table



Hello, Table Tools

There are two Table Tools: Design and Layout. The **Design** Ribbon lets you edit the **Table Style Options** and the **Table Styles**.

Before You Begin: The Table on Slide 2 is selected. The Table Tools are available.

4. Try it: Edit the Table Style

Go to **Table Tools ->Design->Table Styles**.
Select a Style: Medium Style 1-Accent 1

Keep going...



"Yes, we have no bananas
We have-a no bananas today...."

Table Tools ->Design

The screenshot shows a Microsoft PowerPoint slide titled "New Product Ideas". A 3x3 table is inserted on the slide. The table has a blue header row and white data rows. The "Table Tools ->Design" ribbon tab is selected. In the "Table Style Options" group, the "Header Row" and "Banded Rows" checkboxes are checked. The "Table Styles" group shows a grid of 12 styles, with the second row, third column style (blue header row) highlighted. A callout bubble with the number "4" points to the "Table Styles" button.

Exam 77-883: Microsoft PowerPoint 2010
4. Creating Charts and Tables
4.1. Construct and modify tables



Table Tools: Layout

The **Layout** Ribbon edits the Table structure:
Rows, Columns, and Cells.

5. Try it: Review the Layout Ribbon
Go to **Table Tools ->Layout**.

What Do You See? The Groups include:

Table
Rows & Columns
Merge
Cell Size
Alignment
Table Size
Arrange

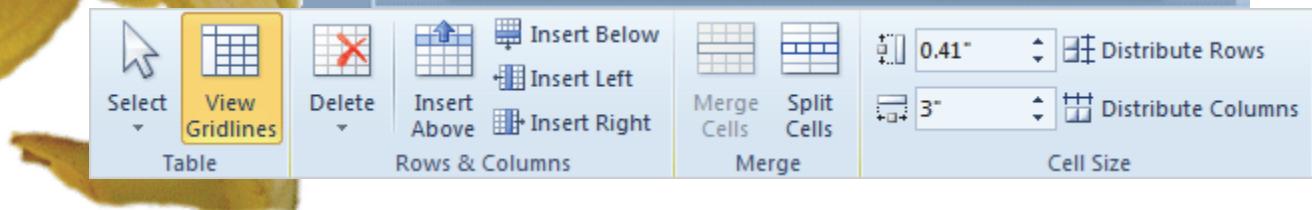
Keep going...

Just try those coconuts
Those walnuts and doughnuts
There ain't many nuts like they.

Table Tools ->Layout



5



Exam 77-883: Microsoft PowerPoint 2010
4. Creating Charts and Tables
4.1. Construct and modify tables: Layout



Enter the Labels and Data

The **Cells** in a Table have the same name as the Cells in an Excel Spreadsheet. Columns are letters and Rows are numbers. So, the first column is Column A, the second is Column B. The Rows are numbered, beginning at the top with Row 1. The first cell is Cell A1.

6. Try it: Enter The Labels

In Cell B1 type: Dessert Ideas
In Cell C1 type: Comments

Try This, Too: Enter the Data

In Cell B2 type: Apple Cider Crisp
in Cell B3 type: Kiwi Lime Pie
In Cell B4 type: Banana Fana Mo

In Cell C2 type: Apples in stock
In Cell C3 type: Kiwis in stock
In Cell C4 type: No Bananas

So far so good. Keep going...

Table Tools ->Layout

New Product Ideas

	Dessert Ideas	Comments
	Apple Cider Crisp	Apples in stock
	Kiwi Lime Pie	Kiwis in stock
	Banana Fana Mo	No Bananas

We'll sell you two kinds of red herring,
Dark brown, and ball-bearing.

6

Exam 77-883: Microsoft PowerPoint 2010
4. Creating Charts and Tables
4.1. Construct and modify tables



Layout: Merge Cells

You can select several cells and **Merge** them together to make one cell.

1. Try it: Merge Cells

Select Cells A1 through A5.
Go to **Table Tools ->Layout**.
Go to **Merge->Merge Cells**.

2. What Do You See? The selected cells were merged into one. The merged cell inherited the formatting of the first cell, A1.

Keep going...



Table Tools->Layout->Merge->Merge Cells

The screenshot shows a Microsoft PowerPoint slide titled "New Product Ideas". A table is present on the slide with three columns: "Dessert Ideas" and "Comments". The first column has three rows. The first row contains the text "Apple Cider Crisp" and "Apples in stock". The second row contains the text "Kiwi Lime Pie" and "Kiwis in stock". The third row contains the text "Banana Fana Mo" and "No Bananas". The "Banana Fana Mo" row is highlighted with a red dotted underline. The "Dessert Ideas" column header is also underlined in red. The "Comments" column header is bolded. The "Merge Cells" button in the ribbon is highlighted with a yellow box. A callout bubble labeled "1" points to this button. Another callout bubble labeled "2" points to the merged cell containing "Banana Fana Mo".

Dessert Ideas	Comments
Apple Cider Crisp	Apples in stock
Kiwi Lime Pie	Kiwis in stock
Banana Fana Mo	No Bananas

*But yes, we have no bananas
We have no bananas today."*

Exam 77-883: Microsoft PowerPoint 2010
4. Creating Charts and Tables
4.1. Construct and modify tables: Merge Cells



Layout: Alignment

Alignment places the Text in the Cell.
The **Alignment** Group includes:
Horizontal (Left, Center, Right)
Vertical (Top, Middle, Bottom)

8. Try it: Change the Alignment

Select Cell A1.

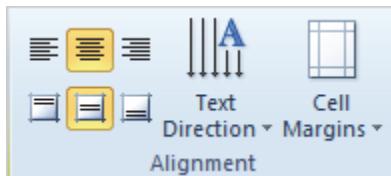
Type: Charlotte's Kitchen

Go to **Table Tools ->Layout->Alignment**.
Click on **Center**.

Try This, Too: Change the Alignment

Select Cell A1.

Go to **Table Tools ->Layout->Alignment**.
Click on **Middle**.



The Text should be placed in the center (left to right) and in the middle (top to bottom).
Keep going...

Table Tools ->Layout->Alignment->Center

Dessert Ideas	Comments
Apple Cider Crisp	Apples in stock
Kiwi Lime Pie	Kiwis in stock
Banana Fana Mo	No Bananas



Layout: Text Direction

You can use the Alignment tools to change the **Text Direction** and Rotate the text.

1. Try it: Change the Text Direction

Select Cell A1.

Go to **Table Tools ->Layout->Alignment**.

Go to **Text Direction**.

Click on **Rotate all text 270°**.

2. What Do You See?

The text will rotate in the center, in the middle of the cell.

Keep going...

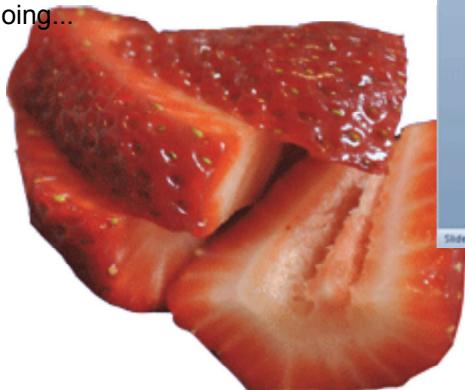


Table Tools ->Layout->Alignment->Text Direction

The screenshot shows a Microsoft PowerPoint slide titled "New Product Ideas". A table is present on the slide. The "Text Direction" dropdown menu is open, showing options: Horizontal (ABC), Rotate all text 90° (ABC rotated 90 degrees counter-clockwise), Rotate all text 270° (ABC rotated 270 degrees counter-clockwise, appearing vertically), and Stacked (ABC stacked vertically). The "Rotate all text 270°" option is highlighted with a yellow box. The "Table Tools" ribbon tab is selected, and the "Layout" tab is active. The "Text Direction" button is highlighted in yellow.

Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.1. Construct and modify tables: Change the Text Direction



Layout: Cell Size

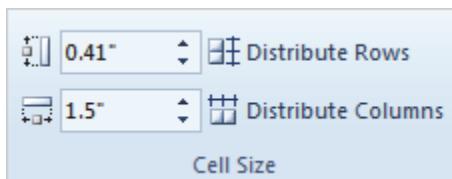
Cell A1 looks funny because it is still as wide as it needed to be when the text was aligned horizontally, instead of rotated vertically. You can **Resize** the cell.

1. Try it: Resize a Cell

Select Cell A1.

Go to **Table Tools ->Layout->Cell Size**.

Type the **Width:** 1.5"



2. What Do You See? When you make Cell A1 smaller, the whole Table will be resized smaller as well.

(Compare this screen image with the image two pages back.)

Keep going...

Table Tools ->Layout->Cell Size

Dessert Ideas	Comments
Apple Cider Crisp	Apples in stock
Kiwi Lime Pie	Kiwis in stock
Banana Fana Mo	No Bananas

Dessert Ideas	Comments
Apple Cider Crisp	Apples in stock
Kiwi Lime Pie	Kiwis in stock
Banana Fana Mo	No Bananas





Layout: Distribute Rows

You can use the Layout Tools to **Distribute the Rows** evenly instead of resizing each Row by hand. Here are the steps.

1. Try This: Edit the Cell Size

Select Cell B4.

Go to **Table Tools ->Layout->Cell Size**.

Type the **Height:** 3

What Do You See? Row 4 should be taller.

2. Try This, Too: Distribute the Rows

Select the Rows from Apple Cider Crisp to No Bananas (B2:C4).

Go to **Table Tools->Layout->Cell Size**.

Click on **Distribute Rows**.

What Do You See? The three rows that you selected should be the same height, now.

Keep going...

Table Tools ->Layout->Cell Size->Distribute Rows

The screenshot shows a Microsoft PowerPoint presentation with two slides. The top slide is titled "New Product Ideas" and features a table with three rows. The first row has a blue background and contains the text "Charlotte's Kitchen". The second row is white and contains the header "Dessert Ideas" and "Comments". The third row is white and contains the entries "Apple Cider Crisp", "Apples in stock", "Kiwi Lime Pie", "Kiwis in stock", and "Banana Fana Mo", with "No Bananas" crossed out. The bottom slide is identical in title and content but has a different background color. The PowerPoint ribbon at the top shows the "Table Tools" tab is selected. The "Layout" tab is highlighted. On the far right, there is a large, detailed image of a dark red cherry.

Dessert Ideas		Comments
Apple Cider Crisp		Apples in stock
Kiwi Lime Pie		Kiwis in stock
Banana Fana Mo		No Bananas

Exam 77-883: Microsoft PowerPoint 2010
4. Creating Charts and Tables
4.1. Construct and modify tables: Distribute



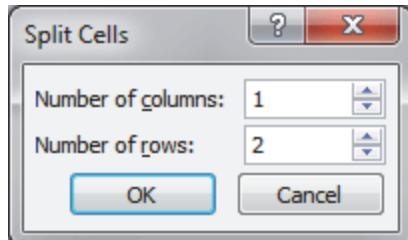
Layout: Split Cells

Picture a Shadow Box with different Cell Sizes. The Cells in a Table can be formatted the same way. You can **Merge** or **Split** the Cells in a Table.

1. Try it: Split the Cell

We are still on Slide 2.
Select Cell A1 in the Table.

Go to **Table Tools ->Layout->Merge**.
Click on **Split Cells**.



You will be prompted to enter the following:

Number of Columns: 1
Number of rows: 2

2. What Do You See? Cell A1 has been split into two Cells. Keep going...

Table Tools ->Layout->Merge->Split Cells

Dessert Ideas	Comments	Comments
Apple Cider Crisp	Apples in stock	
Kiwi Lime Pie	Kiwis in stock	
Banana Fana Mo	No Bananas	



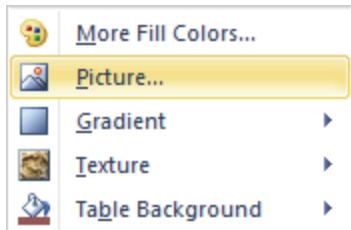


Design: Add Shading

Each Cell in a Table can have a different **Shading**. The Shading can be Pictures, Gradient and Texture. You can also format the Table Background.

1. Try it: Add Shading

The cursor should be in Cell A2.
Go to **Table Tools ->Design**.
Go to **Table Style-> Shading**.
Click on **Picture**.



You will be prompted to **Browse** for a picture. Double click: Business35.jpg

What Do You See? Cell A2 is filled with the picture. Keep going...

Table Tools ->Design->Table Style->Shading

1

2

Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.1. Construct and modify tables: Design Shading



Design: Add Borders

In this example, the Borders will be added to the Table, then to one Cell. Watch what you select, first. Then modify the Border.

1. Try it: Add a Border to a Table

Click on the frame around the Table.
Go to **Table Tools ->Design**.
Go to **Table Style->Borders**
Select: **All Borders**.

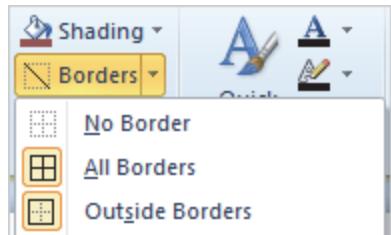


Table Tools ->Design->Table Style->Borders

1

2

Dessert Ideas	
Charlotte's Kitchen	Apple Cider Crisp
Kiwi Lime Pie	Kiwis in stock
Banana Fana Mo	No Bananas

2. Try This, Too: Add a Border to a Cell

Click on Cell C4: No Bananas.
Go to **Table Tools ->Design**.
Go to **Table Style->Borders**
Select: **Diagonal Down Border**.

Yes, that works. Keep going...

Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.1. Construct and modify tables: Table Borders



Design: Effects

Another Table Style that you can edit is called **Effects**. The example on this page adds a Shadow Effect to the Table.

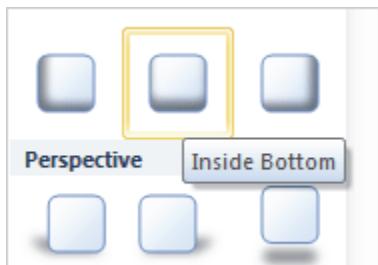
1. Try it: Add an Effect to a Table

Click on the frame around the Table.

Go to **Table Tools ->Design**.

Go to **Table Style->Effects->Shadows**.

Go to: **Inner->Inside Bottom**.



2. What Do You See? The Table should have a Shadow on the inside of the bottom border. Looks cool. Keep going...

Table Tools ->Design->Table Style->Effects->Shadows

Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.1. Construct and modify tables: Add an Effect



Table Style Options

The **Table Style Options** format the data in the Rows and Columns. A check mark for the **Header Row** formats the first Row differently because these are the Labels. The other options include:

Total Row

First or Last Column

Banded Rows or Columns

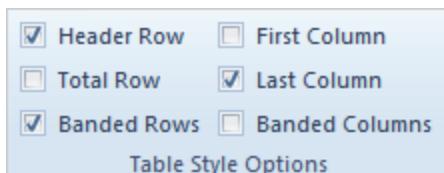
1. Try it: Edit the Table Style Options

Select the Table on Slide 2.

Go to **Table Tools ->Design**.

Go to the **Table Style Options**.

Select: **Last Column**.



2. What Do You See? The last column of the Table is filled dark blue **Shading**.

Keep going...

Table Tools ->Design->Table Style Options->Last Column

Slide 1: New Product Ideas

Dessert Ideas	Comments
Apple Cider Crisp	Apples in stock
Kiwi Lime Pie	Kiwis in stock
Banana Fana Mo	No Bananas

Slide 2: Charlotte's Kitchen

Dessert Ideas	Comments
Apple Cider Crisp	Apples in stock
Kiwi Lime Pie	Kiwis in stock

1

2

Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.1. Construct and modify tables: Table Style Options



Design: Arrange

You can use the options in the **Arrange** Group to edit the placement of your Table.

1. Try it: Center the Table

Select the Table on Slide 2.

Go to **Table Tools ->Layout->Arrange**.

Go to **Align->Align Center**.

2. What Do You See? The Table was centered on the slide.

Made You Look: The Align options are:
Align Left, Center, Right
Align Top, Middle, Bottom
Distribute Horizontally (not shown)
Distribute Vertically (not shown)

OK. That's a brief introduction to Tables.

Do This, Too: Save Your Presentation

Go to **File->Save**.

Browse to your Documents folder

Enter the **File Name**: Charlotte's Website.

Click **SAVE**.

Table Tools ->Layout->Arrange->Align Center

The screenshot shows a Microsoft PowerPoint slide titled "New Product Ideas". The slide contains a table with three rows and two columns. The first column is labeled "Charlotte's Kitchen" and the second column is labeled "Comments". The table data is as follows:

Dessert Ideas	Comments
Apple Cider Crisp	Apples in stock
Kiwi Lime Pie	Kiwis in stock
Banana Fana Mo	No Bananas

A yellow rubber duck is positioned in front of the slide. The PowerPoint ribbon is visible at the top, showing the "Table Tools" tab is selected. The "Align" dropdown menu is open, with "Align Center" highlighted. The "Align" ribbon tab is also visible.

Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.1. Construct and modify tables: Arrange: Align Center



Tables and Spreadsheets

Tables present lists very well. The Rows and Columns are easy to organize and format so that the information is easy to read.

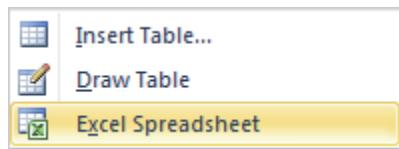
Spreadsheets calculate data.

1. Try it: Insert a Spreadsheet

Go to Slide 3.

Enter the Title: Ideas Add Up

Go to **Insert->Table->Insert Spreadsheet**.



2. What Do You See? A new spreadsheet should be placed on Slide 3. The spreadsheet may be very, very small. Keep going...

Memo to Self: Depending on your system, this step may make the screen flash a couple of times as the new Ribbons turn on.

Insert ->Table->Insert Spreadsheet

The screenshot shows a Microsoft PowerPoint slide titled "Ideas Add Up". The slide contains a bulleted list: "Click to add text". Below the list is a small icon representing an Excel spreadsheet. To the left of the slide, the PowerPoint ribbon is visible, specifically the "Insert" tab which is selected. Within the "Table" section of the ribbon, the "Excel Spreadsheet" option is highlighted with a yellow box. A callout bubble with the number "1" points to this highlighted option. Another callout bubble with the number "2" points to the small spreadsheet icon on the slide itself.

Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.1. Construct and modify tables: Insert Spreadsheet



Resize the Spreadsheet

This spreadsheet is **embedded** in the slide show. Embedded is a technical term that means that the spreadsheet really is Microsoft Excel--and not some frustrating, limited spreadsheet editor.

3. Try it: Resize the Spreadsheet

Select the **frame** around the little spreadsheet. Use one of the corner **handles** to drag the spreadsheet larger to show Column E and Row 8.

What Do You See? The PowerPoint Ribbons show File and Window, only. Beneath that you should see the Excel **Home** Ribbon: Clipboard, Font, Alignment, Number, Styles, Cells and Editing.

Keep going...

Home ->Number

The screenshot shows a Microsoft PowerPoint slide titled "Ideas Add Up". A small 8x5 grid spreadsheet is embedded within the slide content area. The PowerPoint ribbon is visible at the top, with the "Home" tab selected. In the "Cells" group of the Home ribbon, the "Number" tab is currently active. The slide navigation pane on the left shows three slides: "Charlotte's Website", "Name Product Ideas", and "Ideas Add Up" (the current slide). The slide content area contains the title "Ideas Add Up" and the embedded spreadsheet.

3



Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.1. Construct and modify tables: Insert Spreadsheet



Edit the Spreadsheet

4. Try it: Add Labels to the Spreadsheet

Enter the Labels

Select Cell A1, type: Product

Select Cell A2, type: Wholesale

Format the Labels

Select Row 1.

Go to Home->Font->Bold.

Format the Data

Select Column B.

Go to Home->Number.

Click on the dollar sign (\$)

Keep going...



Home ->Number->Accounting

The screenshot shows a Microsoft PowerPoint slide titled "Ideas Add Up". The slide contains a table with columns labeled A, B, C, D, and E. The first row has rows 1 through 5 labeled on the left. Row 1 contains "Product" in column A and "Wholesale" in column B. Rows 2 through 5 are empty. Below the slide, a copy of the same slide is displayed, showing the table structure again.

	A	B	C	D	E
1	Product	Wholesale			
2					
3					
4					
5					

Slide 3 of 3 'Executive'

Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.1. Construct and modify tables: Enter Data into the Spreadsheet



5

Add More Data

5. Try it: Add the Data

Enter the Items

Select Cell A2, type: Apples

Select Cell A3, type: Box

Select Cell A4, type: Card

Select Cell A5, type: Bow

Select Cell A6, type: Basket

Enter the Numbers

Select Cell B2, type: 3.75

Select Cell B3, type: 1.90

Select Cell B4, type: 1.25

Select Cell B5, type: 1.00

Select Cell B6, type: 2.00

Keep going...



Home->Number

The screenshot shows a Microsoft PowerPoint slide titled "Ideas Add Up". The slide contains a table with the following data:

A	B	C	D	E
1	Product	Wholesale		
2	Apples	\$ 3.75		
3	Box	\$ 1.90		
4	Card	\$ 1.25		
5	Bow	\$ 1.00		
6	Basket	\$ 2.00		
7				

Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.1. Construct and modify tables: Enter Data into the Spreadsheet



6

AutoSum the Data

You can find the **AutoSum** on two Ribbons in Microsoft Excel: Home and Formulas.

6. Try it: AutoSum the Data

Select Cell A7.

Go to **Home** ->**Editing->Sum**.

What Do You See? Microsoft Excel inserted the formula: =SUM(B2:B6).

The Cells that are used in this formula are outlined and you can see that none of the numbers have been left out.

Click **ENTER** on the keyboard.

The Sum in Cell B7 should be: \$9.90

Keep going...the next part is interesting.

Home ->Editing->Sum

A screenshot of a Microsoft PowerPoint slide titled "Ideas Add Up". The slide contains a table with data and a formula. The table has columns labeled "Product" and "Wholesale". The data rows are: Apples (\$ 3.75), Box (\$ 1.90), Card (\$ 1.25), Bow (\$ 1.00), and Basket (\$ 2.00). Cell B7 contains the formula =SUM(B2:B6). A callout bubble points to cell B7 with the text "SUM(number1, [number2], ...)". To the right of the slide, there is a photo of several cupcakes with colorful frosting.

	A	B	C	D	E
1	Product	Wholesale			
2	Apples	\$ 3.75			
3	Box	\$ 1.90			
4	Card	\$ 1.25			
5	Bow	\$ 1.00			
6	Basket	\$ 2.00			
7		=SUM(B2:B6)			
8		SUM(number1, [number2], ...)			

Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.1. Construct and modify tables: Create formulas in the spreadsheet



Format the Data

Conditional Formatting changes the Shading depending on the value in the cell.

7. Try it: Use Conditional Formatting

Select Cells B2:B6.

Go to **Home ->Styles**.

Click on **Conditional Formatting**.

Select: **Data Bars**.

The **Conditional Formatting** includes:

Highlight Cell Rules

Top/Bottom Rules

Data Bars

Color Scales

Icon Sets

New Rule

Clear Rule

Manage Rules

Yep, Conditional Formatting helps your audience visualize the numbers.

Keep going...!

Home ->Styles->Conditional Formatting

The screenshot shows a Microsoft PowerPoint slide titled "Wholesale". The table has columns A and B. Column A contains product names, and column B contains their wholesale prices. The "Data Bars" rule is applied to column B, where the length of the bar corresponds to the value in each cell. For example, "Apples" has a value of \$3.75, "Box" has \$1.90, and "Basket" has \$2.00. The last row, which is empty, also has a data bar.

A	B
1 Product	Wholesale
2 Apples	\$ 3.75
3 Box	\$ 1.90
4 Card	\$ 1.25
5 Bow	\$ 1.00
6 Basket	\$ 2.00
7	\$ 9.90
8	

7



Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.1. Construct and modify tables: Format the Spreadsheet



Return to the Slide Show

When you edit an embedded spreadsheet you were working in Microsoft Excel. How do you get back to the slide show in PowerPoint?

8. Try it: Return to PowerPoint

Click on the Title Box on Slide 3.

What Do You See? If you select something else on the slide, the spreadsheet will close. The Microsoft Excel Ribbons will be put away.

Memo to Self: You can return to Excel and edit the data if you wish by double clicking the embedded spreadsheet.



PowerPoint ->Home

The screenshot shows a Microsoft PowerPoint slide titled "Ideas Add Up". The slide contains a table with the following data:

Product	Wholesale
Apples	\$ 3.75
Box	\$ 1.90
Card	\$ 1.25
Bow	\$ 1.00
Basket	\$ 2.00
	\$ 9.90

A callout bubble in the top right corner contains the number 8, pointing to the slide number in the navigation bar.

Exam 77-883: Microsoft PowerPoint 2010
4. Creating Charts and Tables
4.1. Construct and modify tables



Summary

Tables summarize information into Rows and Columns. The Table Tools offer many options for formatting the data so that it makes sense.

Microsoft PowerPoint can also display data in an embedded spreadsheet so that you can use all of the tools in Microsoft Excel.

Way cool convergence of technology.

Save. Save. Save. That's enough for now. The next lesson uses Excel to create Charts and Diagrams.

Allez allez in free.
You get the cookie.



The screenshot shows a Microsoft PowerPoint presentation titled "Presentation1 - Microsoft PowerPoint". The slide is titled "New Product Ideas". On the slide, there is an embedded Microsoft Excel spreadsheet. The spreadsheet has two tables. The first table, titled "Dessert Ideas", has columns for "Charlotte's Kitchen" (image), "Dessert Ideas", and "Comments". It contains three rows: "Apple Cider Crisp" (comment: "Apples in stock"), "Kiwi Lime Pie" (comment: "Kiwis in stock"), and "Banana Fana Mo" (comment: "No Bananas"). The second table, titled "Wholesale", has columns for "Product" and "Wholesale". It contains seven rows, with the last row (row 7) being selected. The data is as follows:

	Product	Wholesale
1	Apples	\$ 3.75
2	Box	\$ 1.90
3	Card	\$ 1.25
4	Bow	\$ 1.00
5	Basket	\$ 2.00
6		\$ 9.90
7		
8		



Practice Activities

Lesson 1: Working with Tables

Before You Begin: Start Microsoft PowerPoint 2010.

Try This: Do the following steps

1. Open a new blank presentation.
2. Add the Title: Marketing Results
3. Format the title Red. Change the font to Cooper.
4. Insert a new slide. Insert a table with 2 Columns and 3 Rows.
5. Apply the Table Style: Medium Style, Accent 5
6. Format the table height to be 2.5"
7. Select Cell A2. Add the following data to the table.

Before After

120	210
210	275
275	460

8. Put your cursor in the first row of the table. Insert a row above. Merge the cells of the new row. Add the text: New Ad Campaign
9. Format the text New Ad Campaign as centered
10. Put your cursor in Cell A2 Insert a column to the left.
11. Add the following data to the table:
A2: Week 1
A3: Week 2
A4: Week 3
12. Format Cells A2-A4 with effect Cell Bevel-> Cool Slant
13. Put your cursor in Cell C2. Insert a column to the right. Add the text Goals Met!
14. Select the text Goals Met! Change the text direction to Rotate all Text 90°

15. Resize Column D to be 0.5"
16. Select Column D and split it into 2 rows. In the empty cell, format the shading to be the sample file [Balloon1.gif](#) or a picture of your choice.
17. Add Outside border to the table
18. Remove Banded Rows and apply First Column Table Style Options
19. Arrange the table by setting the alignment as Right and Bottom.
20. Add a new slide.
21. Insert a Table: Excel Spreadsheet
22. Add the following data to the spreadsheet:

	Ham	Turkey	Egg Salad
Period 1	40	20	20
Period 2	50	35	40
Period 3	65	45	55

23. In Cell E2, use the AutoSum function to add Cells B2-D2. Use the AutoSum function in Cells E3 and E4.
24. Apply Conditional Formatting to Column E.
25. Save this activity as Advanced PowerPoint Practice 1





Test Yourself



1. 1. What Ribbon has the command for adding a table to PowerPoint?

- a. Insert
- b. Home
- c. Page Layout
- d. Table
- e. There is no command

Tip: Advanced PowerPoint, page 16

2. What are the Table Tools Ribbons?

- a. Styles
- b. Layout
- c. Format
- d. Design

Tip: Advanced PowerPoint, page 17

3. The command to merge cells is Table Tools--> Layout--> Merge → Merge Cells

- a. True
- b. False

Tip: Advanced PowerPoint, page 20

4. Which is an option for Table Shading?

- a. Pictures
- b. Stripes
- c. Gradient
- d. Textures

Tip: Advanced PowerPoint, page 26

5. What Ribbon has the command to add Table Borders?

- a. Table Tools--> Design
- b. Table Tools--> Format
- c. Table Tools--> Borders

Tip: Advanced PowerPoint, page 27

6. The table alignment commands are on which Ribbon?

- a. Layout
- b. Table Tools--> Layout
- c. Home
- d. Table Tools--> Format

Tip: Advanced PowerPoint, page 21

7. The Header Row is the top row of a table where there may be labels.

- a. True
- b. False

Tip: Advanced PowerPoint, page 29

8. Which are Arrange options?
(Select all correct answers.)

- a. Align Left
- b. Align Right
- c. Align Top
- d. Align Bottom

Tip: Advanced PowerPoint, page 30

9. A spreadsheet embedded into a PowerPoint presentation is as fully functional as a regular Excel file.

- a. True
- b. False

Tip: Advanced PowerPoint, page 32

10. Which of following is true?

(Select all correct answers.)

- a. Tables organize data
- b. Spreadsheets calculate data

Tip: Advanced PowerPoint, page 31





Take
Two

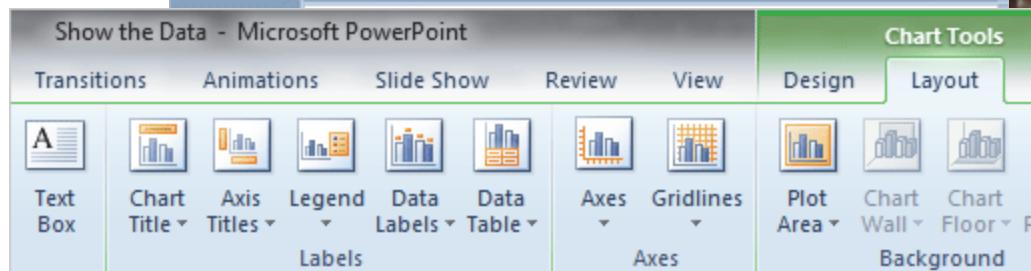
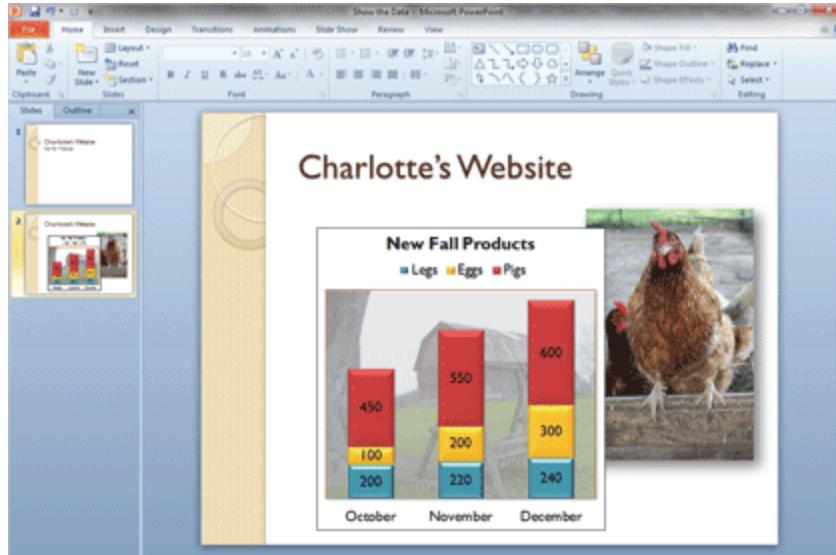
PowerPoint 2010: Creating Tables and Charts

Show the Data: Charts and Chart Tools

Advanced PowerPoint Objectives

In this lesson, you will learn how to:

1. Insert and modify **Charts** in PowerPoint
2. Use the **Layout** Ribbon to format the Chart Title, Axis Title and Data Table
3. Format the **Axes** and the **Gridlines**
4. Use the **Design** Ribbon to change the Chart Type, select a different Chart Layout, and apply Chart Styles.
5. Use the **Format** Ribbon to Resize a Chart and edit the Position on the slide.





Lesson 2 : Charts and Chart Tools

1. Readings

Read Lesson 2 in the Advanced PowerPoint guide, page 41-71.

Project

A simple presentation that includes Charts and introduces the Chart Tools.

Downloads

[Show the Data Complete.pptx](#)

[Farm1.gif](#)

[Chicken4.jpg](#)

2. Practice

Complete the Practice Activity on page 72.

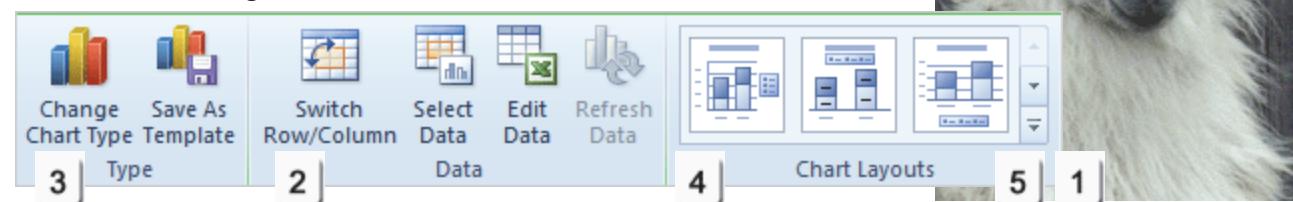
3. Assessment

Review the Test questions on page 73

Chart Tools->Layout Ribbon



Chart Tools->Design Ribbon



Menu Maps

From the **Chart Tools->Layout Ribbon**.

1. [Chart Tools ->Layout](#), page 52
2. [Layout->Labels->Chart Title](#), page 53
3. [Layout->Labels->Axis Titles](#), page 54
4. [Layout->Labels->Data Table](#), page 55
5. [Layout->Labels->Axis->Axis](#), page 56
6. [Layout->Labels->Axis->Gridlines](#), page 57
7. [Layout->Labels->Background](#), page 58

More Menu Maps

From the **Chart Tools->Design Ribbon**

1. [Chart Tools->Design](#), page 62
2. [Design->Data->Switch Row/Column](#), page 61
3. [Design->Type->Change Chart Type](#), page 62
4. [Design->Chart Layouts](#), page 63
5. [Design->Chart Styles](#), page 64

From the **Chart Tools->Format Ribbon**

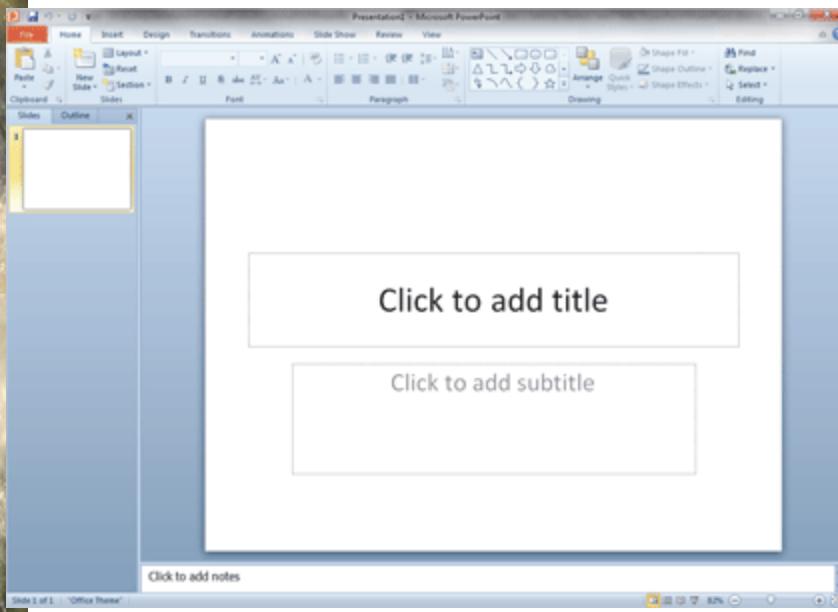
1. [Format->Shape Styles->Shape Outline](#), page 66
2. [Format->Size](#), page 67



Show the Data

Your data is supposed to tell a story but rows of numbers can be difficult to read. The numbers, percents and formulas just get lost and your message isn't heard. Consider presenting your data graphically. People can look at a pie chart and see that one slice of "pie" is bigger than the rest. In the previous lesson, we added (embedded) a Microsoft Excel spreadsheet to a slide. In this lesson, we will use Excel to create charts.

Start -> All Programs ->Microsoft Office-> Microsoft Office PowerPoint 2010



Please Start Microsoft PowerPoint

What do you see at the top of the screen? Is there a **Title Bar** that says Microsoft PowerPoint? Yes.

Is there a **Home Ribbon** with the Clipboard, Font and Paragraph Groups? Yes.

If your screen looks similar to the example on this page, then you are ready to get started.



Before You Begin

This discussion begins by creating a sample presentation with two slides. The design will include a **Theme**. Themes have Effects which can be used to format the Charts.

1. Try it: Create a New Presentation

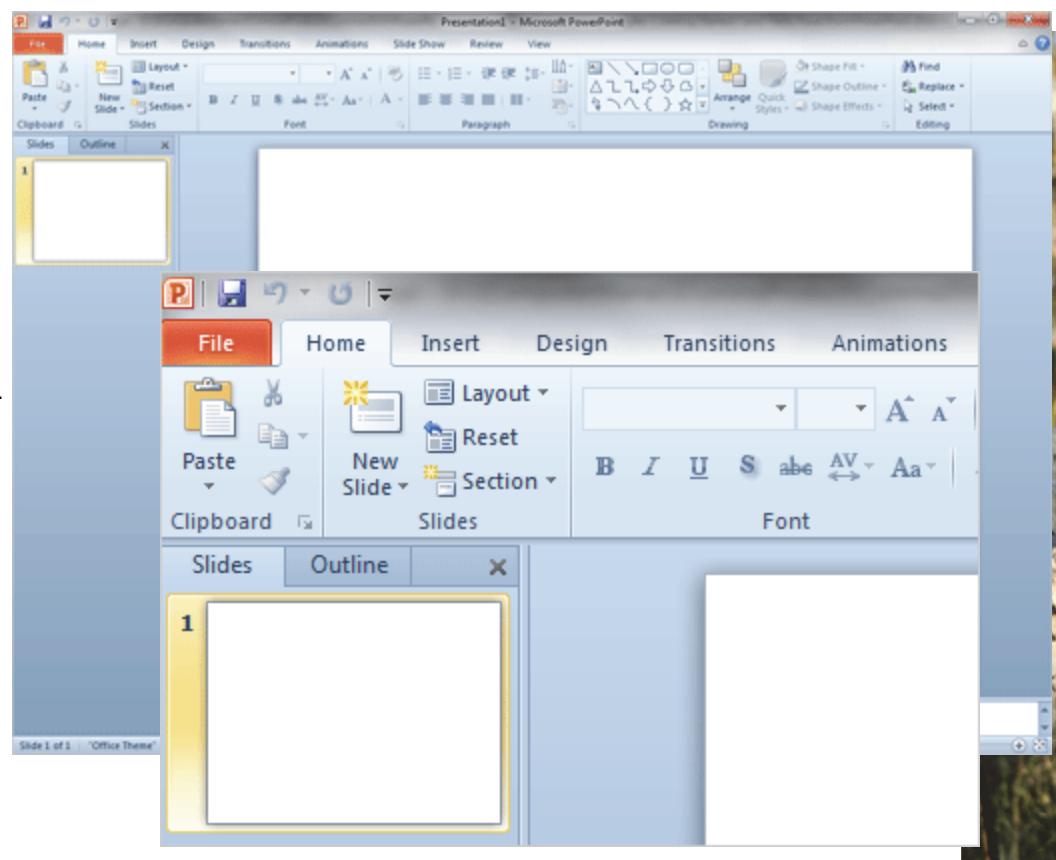
Open PowerPoint. You should see a new, blank Presentation.

Go to **Home ->Slides->New Slide**.

Please add 1 new slide for a total of 2.

Keep going...

Home ->Slides->New Slide



Exam 77-883: Microsoft PowerPoint 2010
2. Creating a Slide Presentation
2.3. Add and remove slides.



Enter Some Sample Text

Enter the following Text and format the presentation with a Theme.

2. Try it: Enter Text

Go to Slide 1.

Enter the Title: Charlotte's Website

Enter the Subtitle: New Fall Products

Try This, Too: Select a Theme

Go to Design->Themes.

Select a Theme: Solstice

Keep going...

Design ->Themes

The screenshot shows a Microsoft PowerPoint window with the title bar "Presentation1 - Microsoft PowerPoint". The ribbon menu is visible with tabs like File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. The "Design" tab is selected. In the top right, there are theme color and font dropdowns, and a "Background" section with "Colors", "Fonts", "Effects", and "Background Styles" options. A "Hide Background Graphics" checkbox is also present. The main slide area contains the text "Charlotte's Website" and "New Fall Products". To the left of the slide, the "Slides" pane shows two slides: slide 1 with the title and slide 2 which is currently selected and empty. The background of the slide features a decorative graphic on the left and a photograph of a plant on the right. A large number "2" is overlaid in the top right corner of the slide area.

Exam 77-883: Microsoft PowerPoint 2010

2. Creating a Slide Presentation

2.5. Enter and format text



Insert a Chart

3. Try it: Insert a Chart

Click on Slide 2.

Edit the Title: Charlotte's Website.

Select the bottom Text Box.

Go to **Insert ->Illustrations->Chart**.

Keep going...

Memo to Self: You can click on the **Chart** button in the Placeholder, too.



Insert ->Illustrations->Chart

The screenshot shows a Microsoft PowerPoint presentation titled "Presentation1 - Microsoft PowerPoint". The ribbon is visible at the top with tabs for File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. The "Insert" tab is selected. The main slide has a title "Charlotte's Website" and a bullet point "• Click to add text". In the bottom right corner of the slide, there is a placeholder with a small chart icon. The left sidebar shows two slides: slide 1 and slide 2, both titled "Charlotte's Website". The status bar at the bottom indicates "Slide 2 of 2 | Solstice |".



Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.2. Insert and modify charts: Select a Chart Type



Enter Chart Data

4. What Do You See? You will be prompted to select a Chart. The **Chart Templates** include Column, Line, Pie and many others.

Go to **Column**.

Select: Clustered Column.

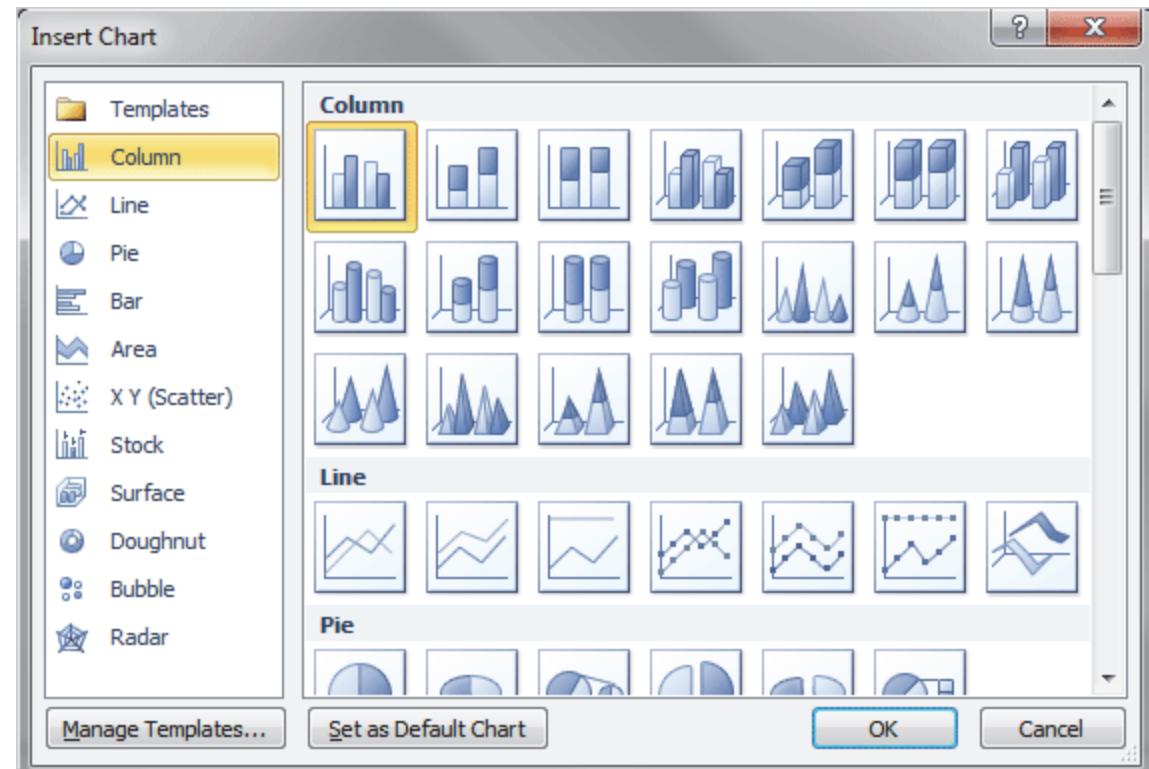
Made You Look: Look at the bottom of this window for **Set as Default Chart**.

You can select a chart **template** and make that chart the one that is always used when you click on Chart in the Illustrations Group.

Click **OK**.

Keep going...

Insert ->Illustrations->Chart



Exam 77-883: Microsoft PowerPoint 2010
4. Creating Charts and Tables
4.2. Insert and modify charts: Set as Default Chart



Hello, Little Chart

5. What Do You See? You should see a new Column Chart on Slide 2.

The Chart Tools include:

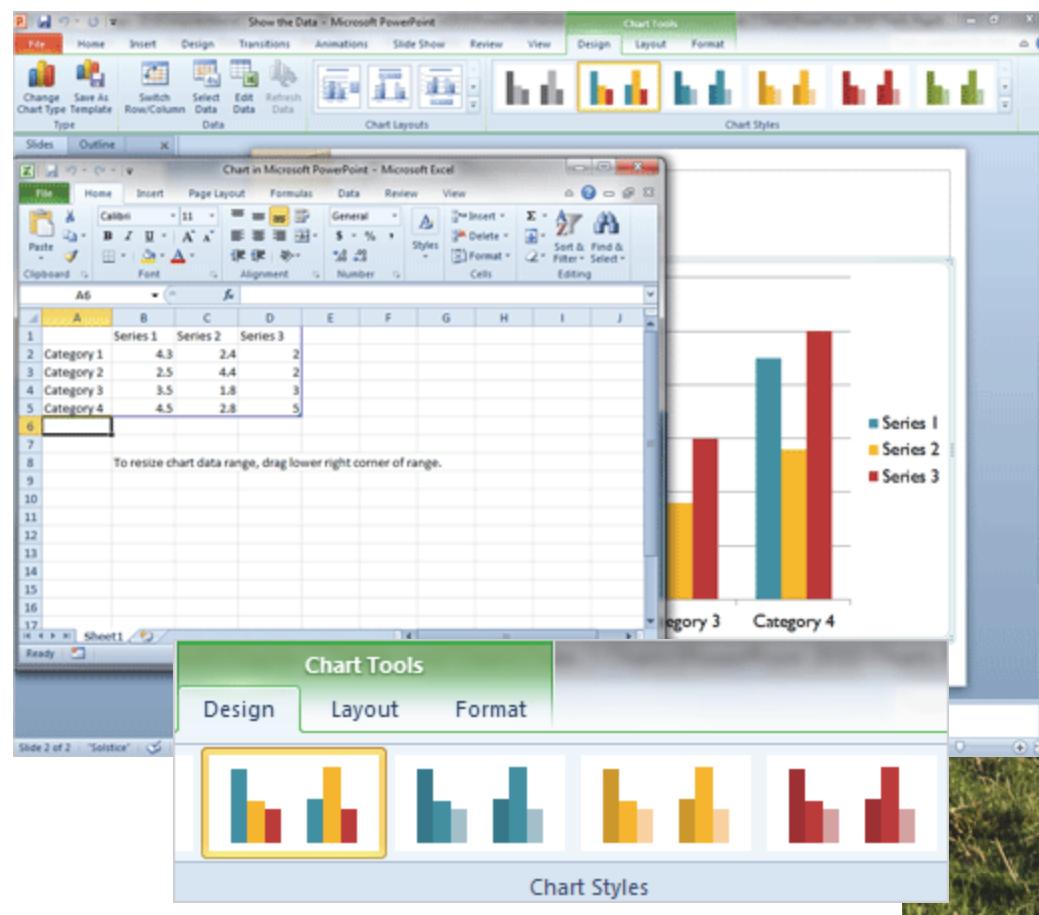
Design
Layout
Format

What Else Do You See? A new, sample spreadsheet should be opened in Excel as well.

The buttons on the Home Ribbon in Excel may look funny when the window is small, but the Ribbons and Groups are all in the right places.

Keep going, this is getting interesting...

Chart Tools



5



Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.2. Insert and modify charts: Enter Chart Data



Enter Chart Data

6. Try it: Enter Chart Data

Select Cell B1, type: October.

Select Cell C1, type: November.

Select Cell D1, type: December.

If these are labels (and they are), then they should be formatted Bold.

Select Row 1.

Go to **Home->Font->Bold**.

Keep going...



Home->Font->Bold

The screenshot shows the Microsoft PowerPoint ribbon with the 'Home' tab selected. In the 'Font' group, the bold button is highlighted. A table is open in the foreground, and the first row (row 1) is selected. The cells in row 1 contain the text 'October' in column B, 'November' in column C, and 'December' in column D. The 'December' cell is specifically highlighted with a black border. The status bar at the bottom left indicates 'Slide 2 of 2'.

	A	B	C	D	E	F
1		October	November	December		
2	Category 1	4.3	2.4	2		
3	Category 2	2.5	4.4	2		
4	Category 3	3.5	1.8	3		
5	Category 4	4.5	2.8	5		

6



Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.2. Insert and modify charts: Enter Chart Data



Enter More Data

7. Try it: Add More Labels

Select Cell A2, type: Legs.

Select Cell A3, type: Eggs.

Select Cell A4, type: Pigs.

If these are labels (and they are), then they should be formatted Bold.

Select Row 1.

Go to **Home->Font->Bold**.

Try This, Too: Add the Data

Select Cell B2, type: 200.

Select Cell C2, type: 220.

Select Cell D2, type: 240.

Select Cell B3, type: 100.

Select Cell C3, type: 200.

Select Cell D3, type: 300.

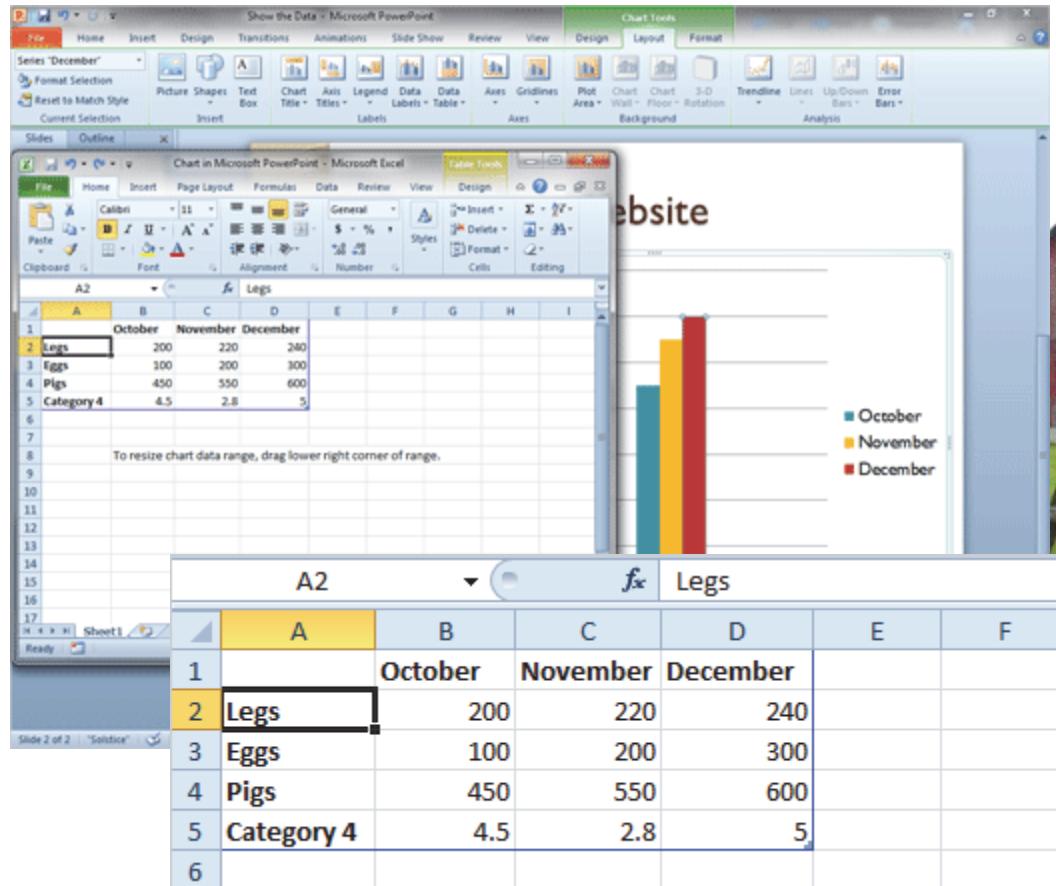
Select Cell B4, type: 450.

Select Cell C4, type: 550.

Select Cell D4, type: 600.

Whew. Keep going...

Home->Font->Bold



7



Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.2. Insert and modify charts: Enter Chart Data



Select Chart Data

The sample Chart data included more information than we need. You can use the **Handle** in the bottom right corner to select the Range that is included in the Chart.

8. Try it: Select the Chart Data

Select: A1:D4.

The Chart on Slide 2 will update to match the Range of Cells that you selected.

Try This, Too: Edit the Chart Data

Select Row 4.

Go to **Home->Cells->Delete**.

Click on **Delete Sheet Row**.

Do This: Save the Presentation

Go to **File->Save**.

Browse to your Documents folder.

Enter the File Name: Save the Data.pptx

Click on **Save**.

So far, so good. The spreadsheet has three months data for the new products: Legs, Eggs and Pigs at Charlotte's Website.

Home->Cells->Delete->Delete Sheet Row

A	B	C	D	E	F
1	October	November	December		
2	Legs	200	220	240	
3	Eggs	100	200	300	
4	Pigs	450	550	600	
5	Category 4	4.5	2.8	5	
6					
7					
8					

8

Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.2. Insert and modify charts: Select Chart Data



Chart Tools: Layout

The preceding pages worked on the getting data into Excel. Let's return to PowerPoint and look at the Chart on Slide 2.

Not bad for a start.
It needs some work...

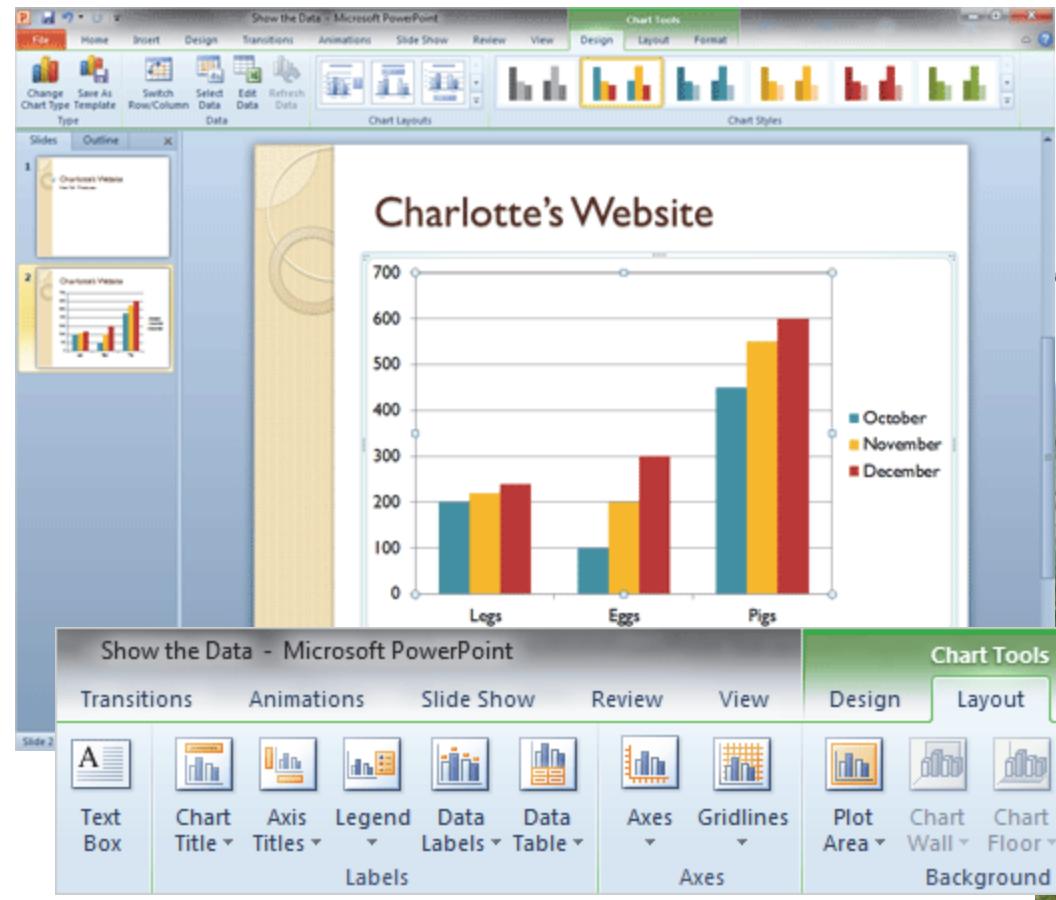
People like to figure things out, especially diagrams and charts. Give them a clue by labeling your Chart.

The **Labels** Group can be found on the **Layout Ribbon**. The Label Options include:
Chart Titles
Axis Titles
Legend
Data Labels

Keep going...

*The one-L Lama,
a Poem by Ogden Nash*

Chart Tools ->Layout



Exam 77-883: Microsoft PowerPoint 2010
4. Creating Charts and Tables
4.3. Apply chart elements: Labels-Chart Title



Layout: Label the Chart

1. Try it: Edit the Chart Title

Go to Slide 2 and select the Chart.
The **Chart Tools** should be available.

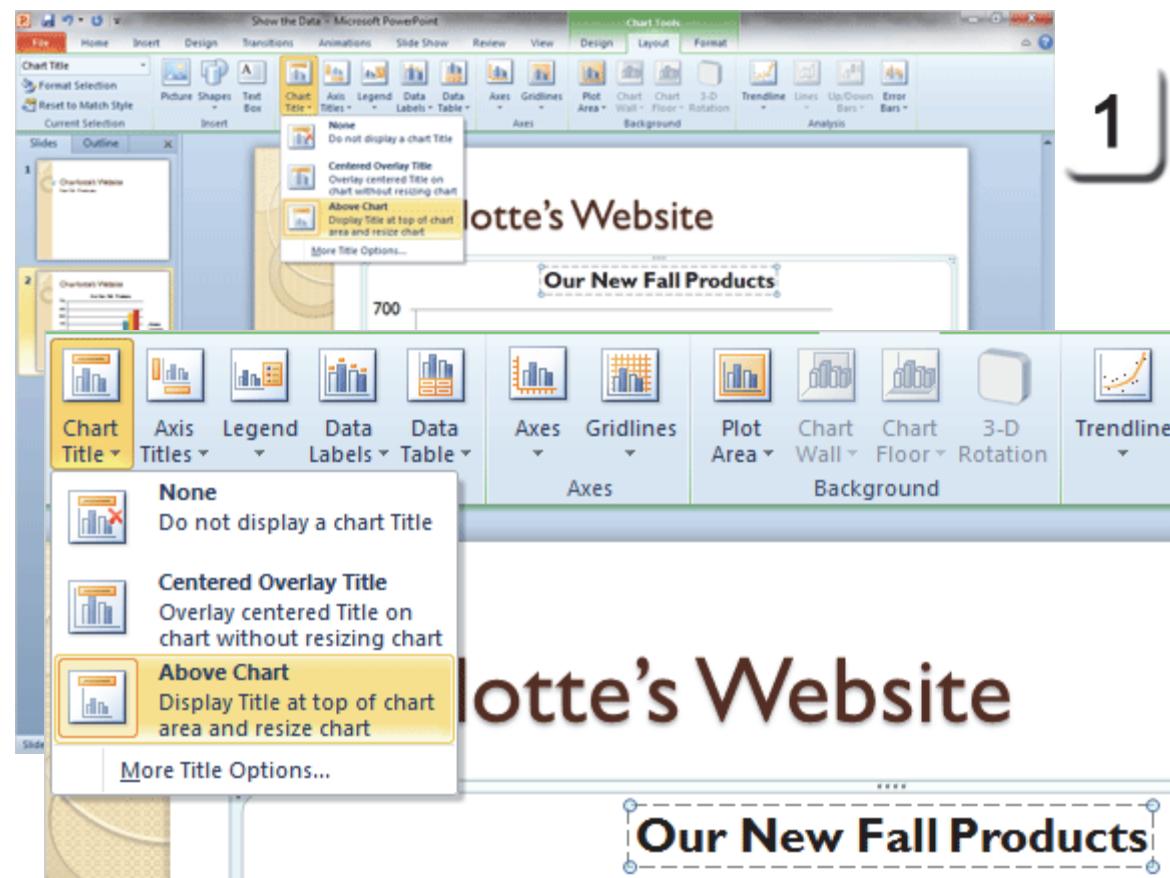
Go to **Chart Tools->Layout->Labels**.
Go to **Chart Title->Above Chart**.

A new **Chart Title** will be placed above the Chart. The Chart has been resized to fit.

Edit the Title: Our New Fall Products

Keep going...

Chart Tools ->Layout->Labels->Chart Title



Exam 77-883: Microsoft PowerPoint 2010
4. Creating Charts and Tables
4.3. Apply chart elements: Labels-Chart Title

1



Layout: Label the Axis

2. Try it: Edit the Axis Titles

Go to Slide 2 and select the Chart.
The **Chart Tools** should be available.

Go to **Chart Tools->Layout->Labels**.

Go to **Axis Titles**.

Go to **Primary Vertical Axis Title**.

Select **Rotated Title**.

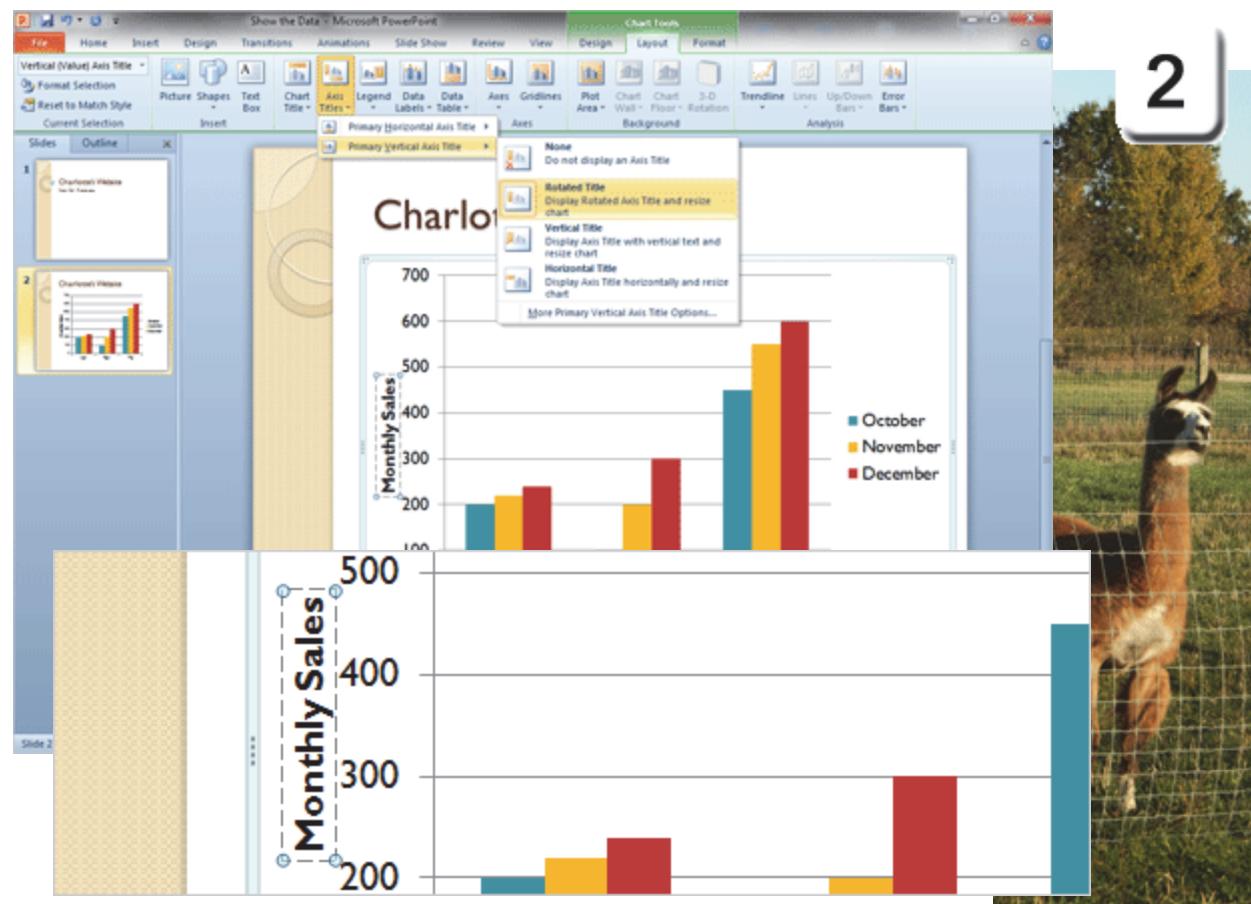
You should see a new **Axis Title** on the left side of the Chart.

Edit the Title: Monthly Sales

Keep going...

*The one-L Lama,
He's a priest...*

Chart Tools ->Layout->Labels->Axis Titles



Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.3. Apply chart elements: Labels-Axis Title

2



Layout: The Data Table

A **Data Table** shows the numbers at the bottom of the Chart. It is another useful way to convey your message.

3. Try it: Show the Data Table

The Chart on Slide 2 is selected. The **Chart Tools** should be available.

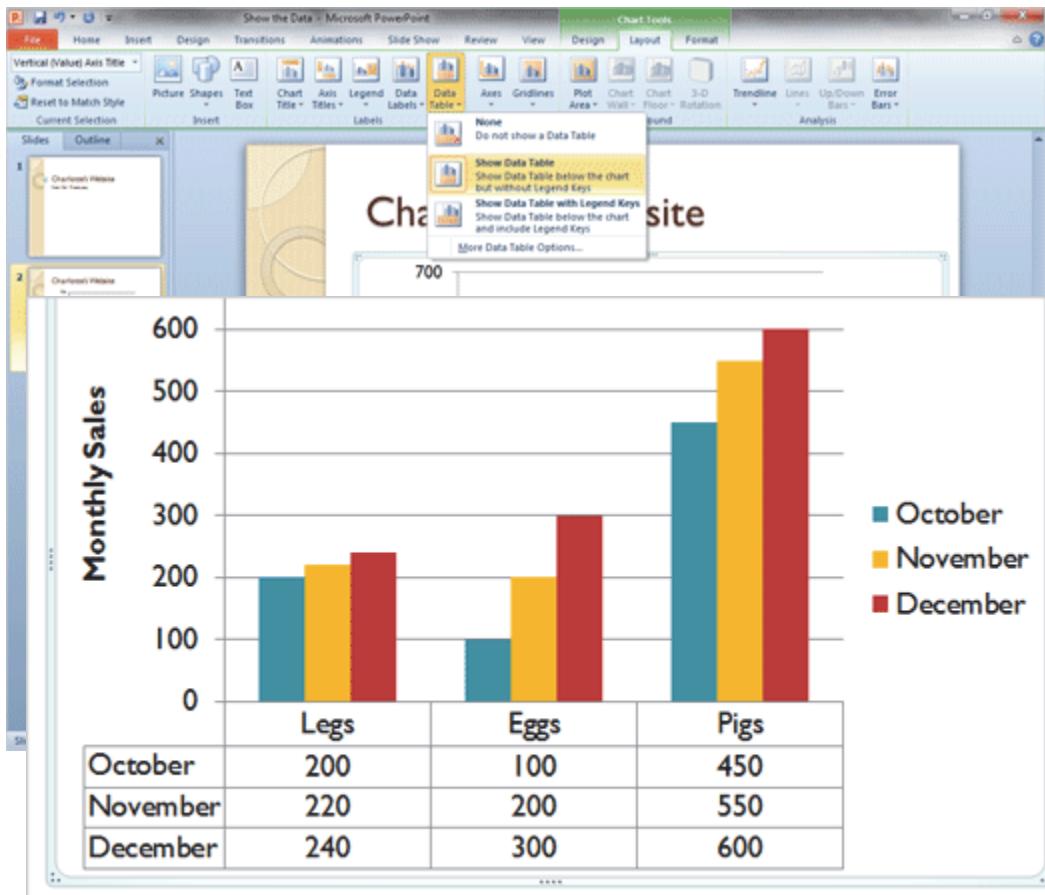
Go to **Chart Tools->Layout->Labels**. Go to **Data Table->Show Data Table**.

You should see a new Data Table on the bottom of the Chart.

Keep going...

*The two-L Llama,
He's a beast...*

Chart Tools ->Layout->Labels->Data Table



Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.3. Apply chart elements: Labels-Data Table



Layout: Format the Axis

You can format the **Axis** as well as the Axis Title. Here are the steps.

4. Try it: Format the Axis

The Chart on Slide 2 is still selected. The **Chart Tools** are available.

Go to **Chart Tools->Layout->Labels**.

Go to **Axis->Axis->Primary Vertical Axis**.

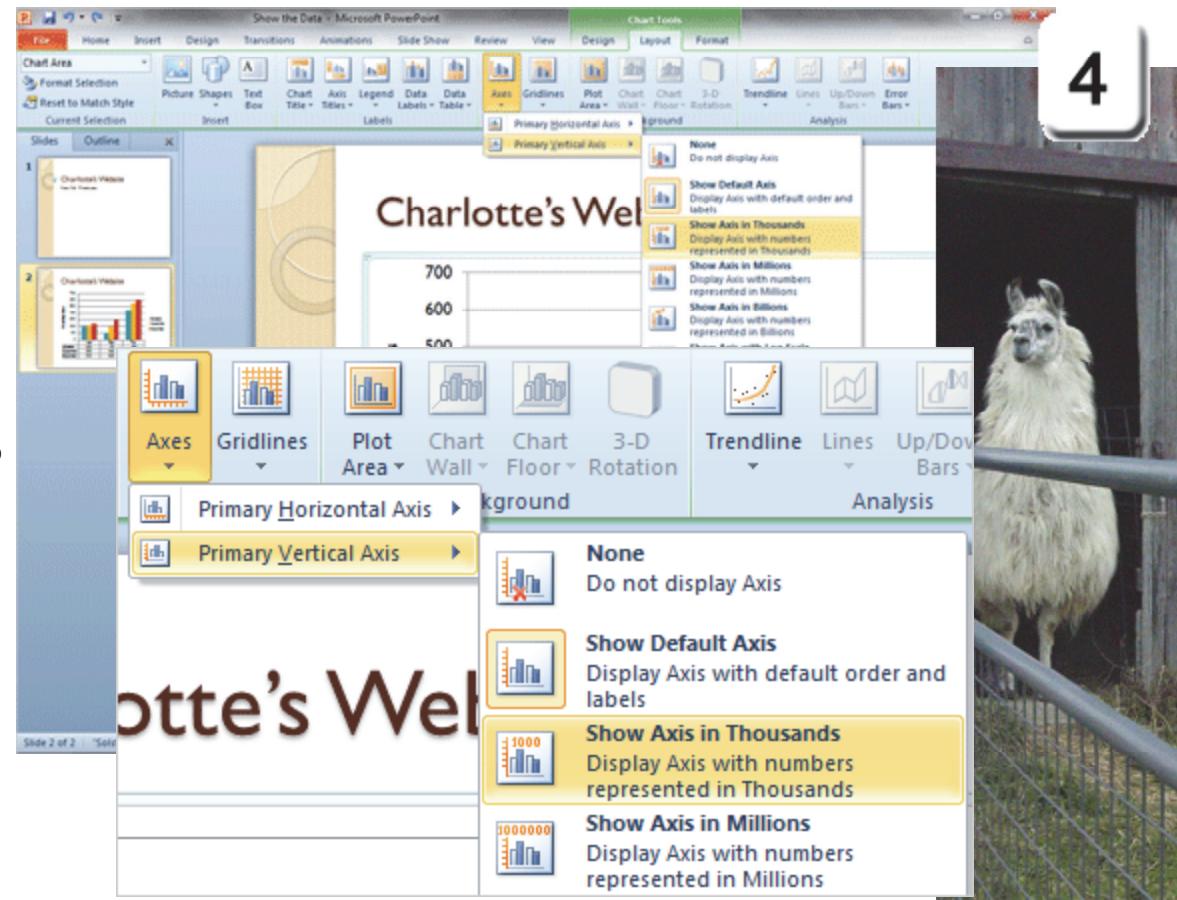
What Do You See? You can change the scale on the Vertical Axis from Hundreds to Thousands, Millions or Billions. There is also an option to show the numbers on a Log 10 base scale.

Please leave the Primary Vertical Axis on the Default and keep going.

Memo to Self: The Log 10 Scale may be interesting in an economy that is going through hyperinflation.

And I would bet a silk pajama...

Chart Tools ->Layout->Labels->Axis->Axis->Primary Vertical Axis



Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.3. Apply chart elements: Labels-Use Axis



Layout: Format Gridlines

By Default, this Chart is showing the Major Horizontal Gridlines. Let's look at the other options that are available.

5. Try it: Format the Gridlines

The Chart on Slide 2 is selected. The **Chart Tools** are available.

Go to **Chart Tools->Layout->Labels**.

Go to **Axis->Gridlines**.

Go to **Primary Vertical Gridlines**.

What Do You See? You can choose the show the **Gridlines**. The options are:

None

Major Gridlines

Minor Gridlines

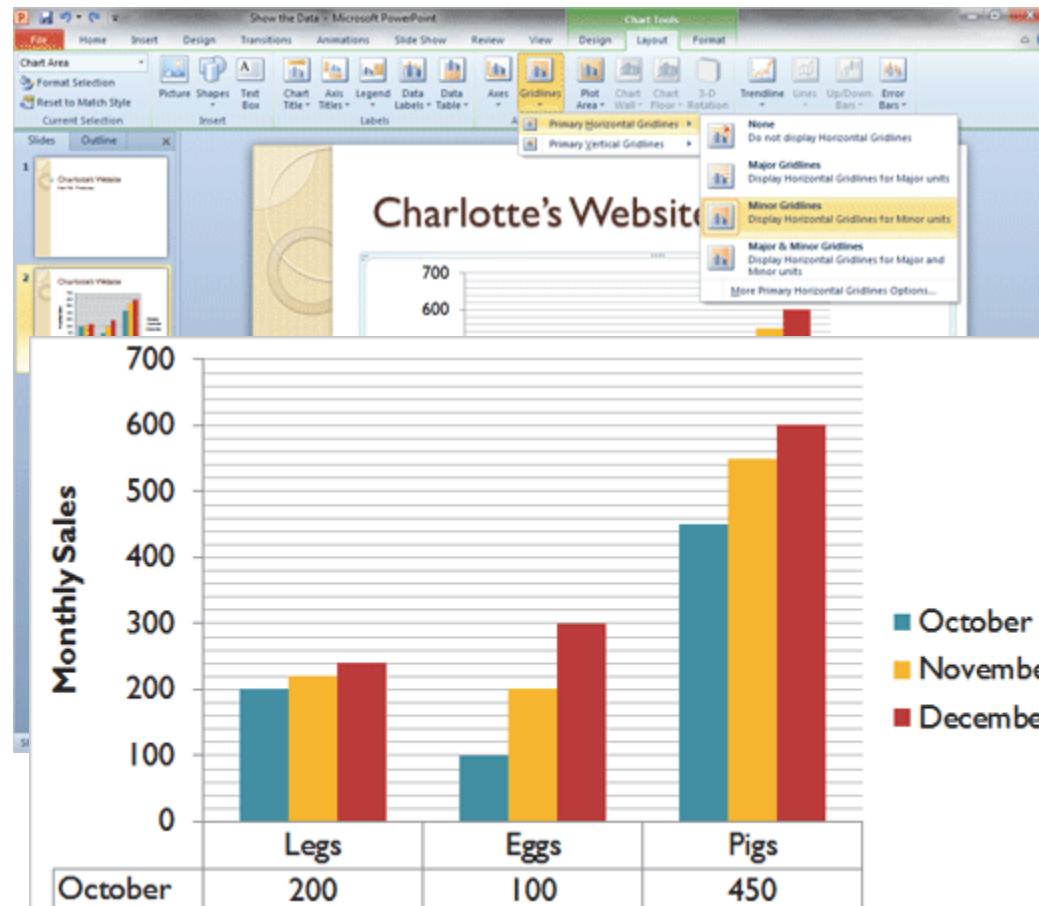
Major and Minor Gridlines

Please select: **Minor Gridlines**.

Keep going...

There isn't any Three-L Llama...

Chart Tools -> Layout -> Labels -> Axis -> Gridlines



5





Layout: Add a Background

Many television news shows format the Chart **Background** so that it amplifies the meaning of the numbers. For example, a Chart showing the number of babies born might have a picture of diapers or bottles in the background.

6. Try it: Format the Background

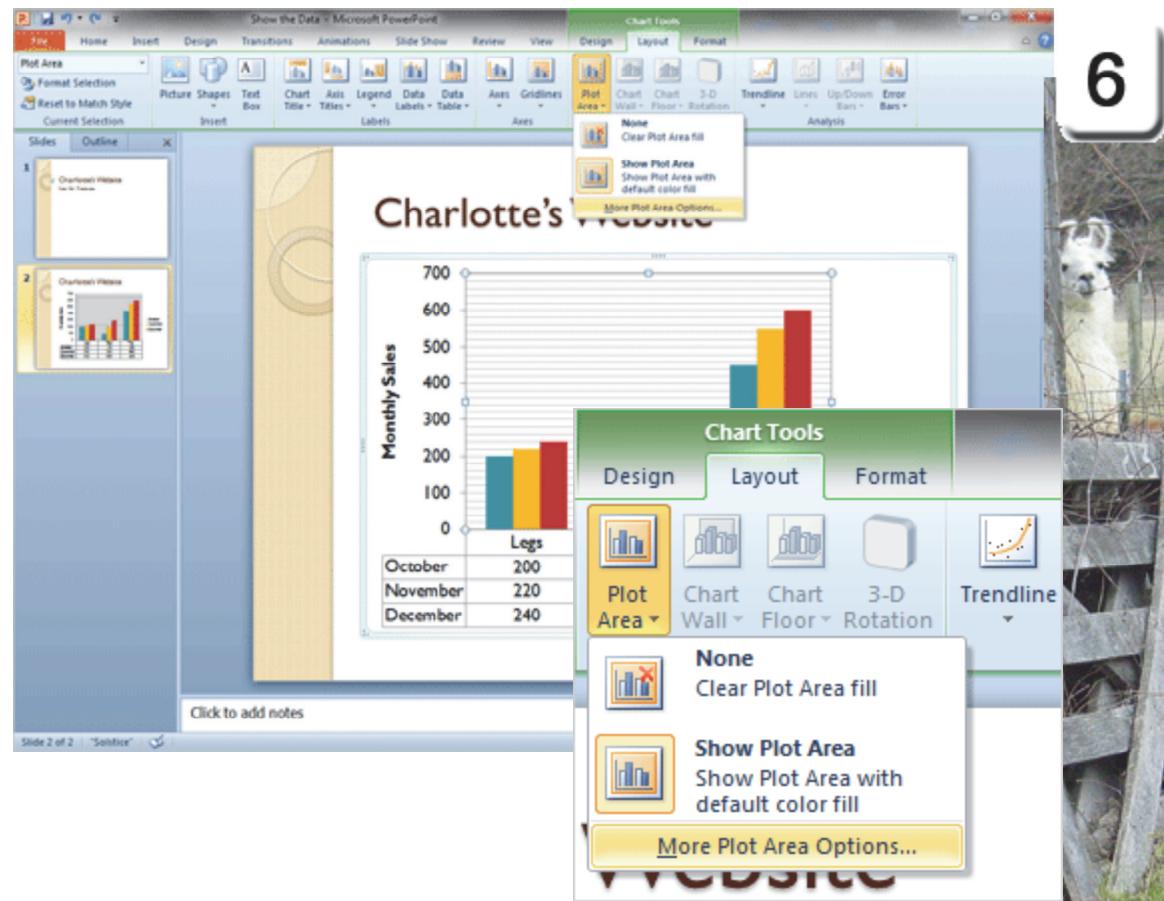
Select the **Chart Area** of the Column Chart on Slide 2. The **Chart Tools** should be available.

Go to **Chart Tools->Layout->Labels**.
Go to **Background->Plot Area**.
Click on **More Plot Area Options**.

What Do You See? You can show the Plot Area with a default color fill that goes with the Theme, or None.

Keep going...

Chart Tools ->Layout->Background->Plot Area



6

Exam 77-883: Microsoft PowerPoint 2010
4. Creating Charts and Tables
4.3. Apply chart elements: Labels-Chart Title



Background Fill Options

Format Plot Area includes options to edit the Fill, Border Color, Border Styles, Shadow, Glow and Soft Edges and 3-D Format. The Default Fill is a solid color. You can use a picture for the Background Fill if you wish.

7. Try it: Edit the Background Fill

Select: Picture or Texture Fill.

Click on Insert From: File...

Browse for your Documents folder and select a picture. The example in this lesson uses Farm1.gif.

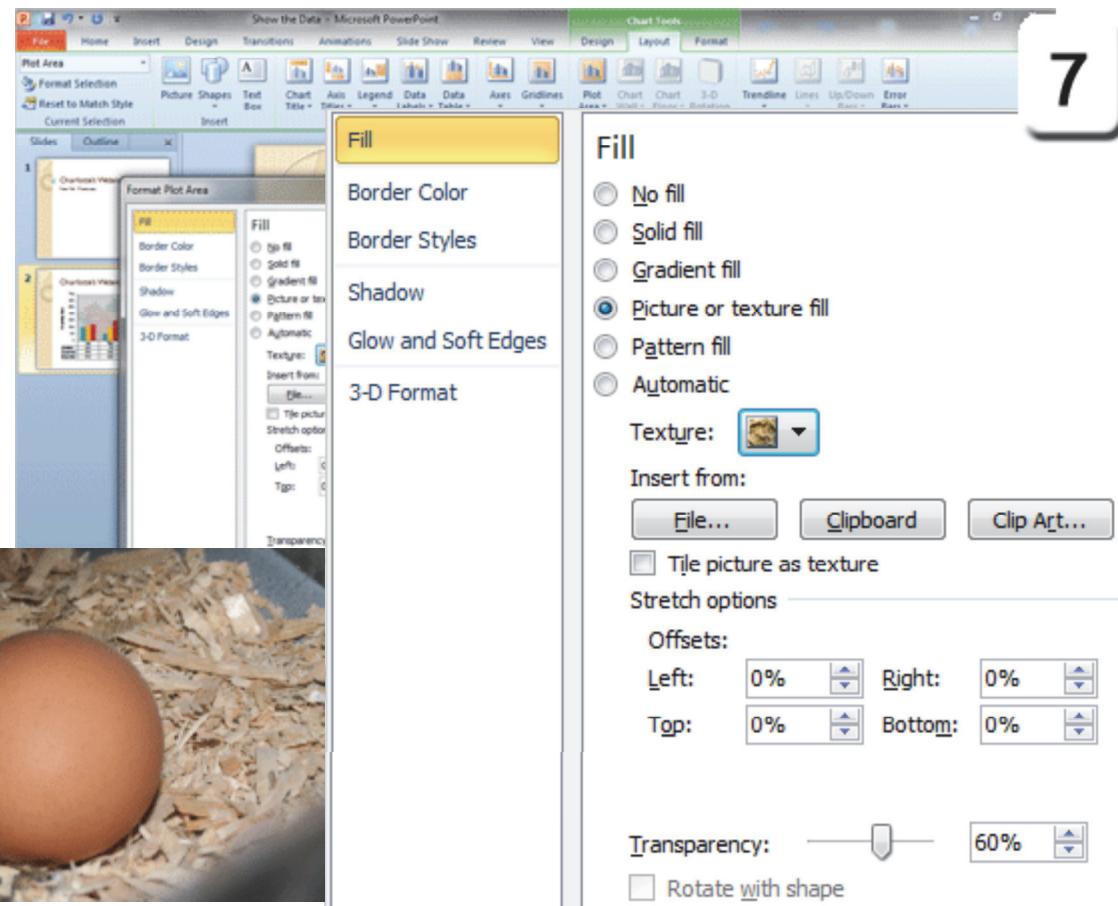
Try This, Too: Change the Transparency

Edit the Translucency: 60%.

Click on Close to return to the Chart.

Keep going...!

Chart Tools ->Layout->Background->Plot Area



Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.3. Apply chart elements: Labels-Chart Title



Layout Summary

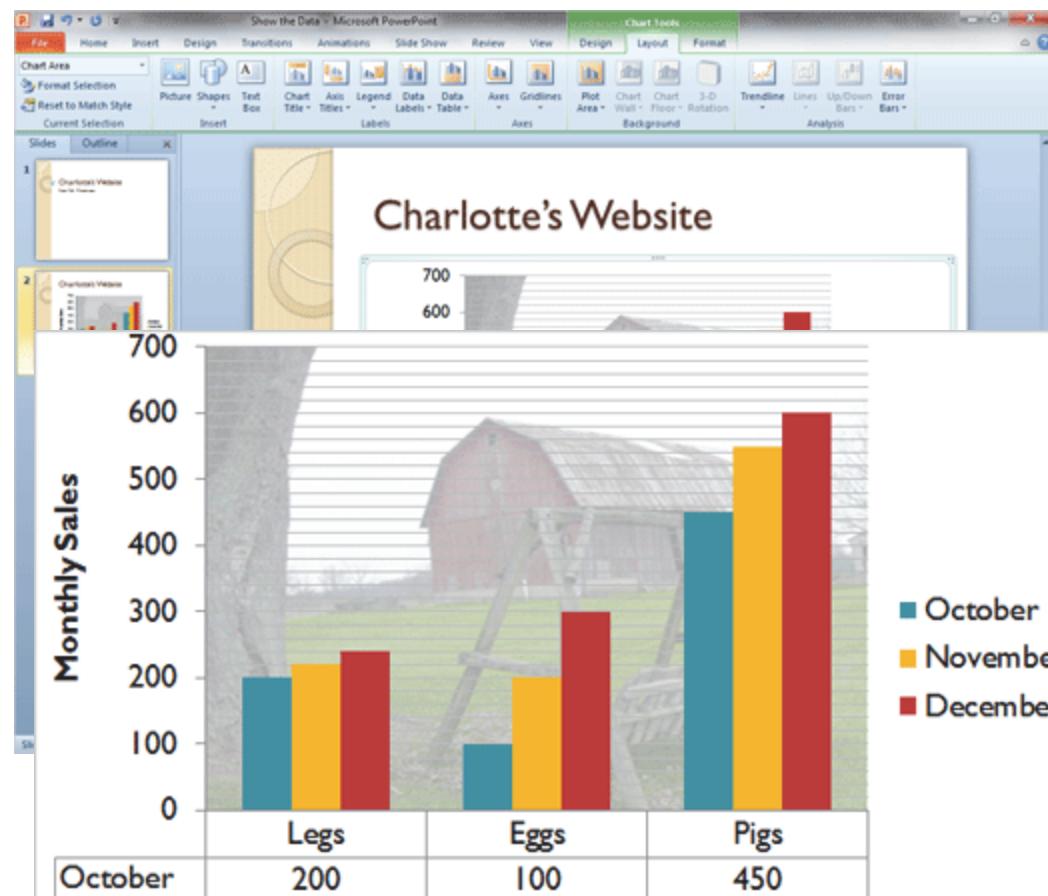
8. What Do You See? The Chart now has a Chart Title, Axis Title, Data Table and a background picture.

So far, discussion has focused on the **Layout** Ribbon. Let's look at the options on the **Design** Ribbon.

Do This, Now: Save, Save, Save
Go to **File->Save**.



File ->Save



8





Chart Tools: Design

The **Design** Ribbon has options for:
Type
Data (Select, Edit, Refresh)
Chart Layouts
Chart Styles.

1. Try it: Format the Data

The Chart on Slide 2 is selected.
The **Chart Tools** are available.

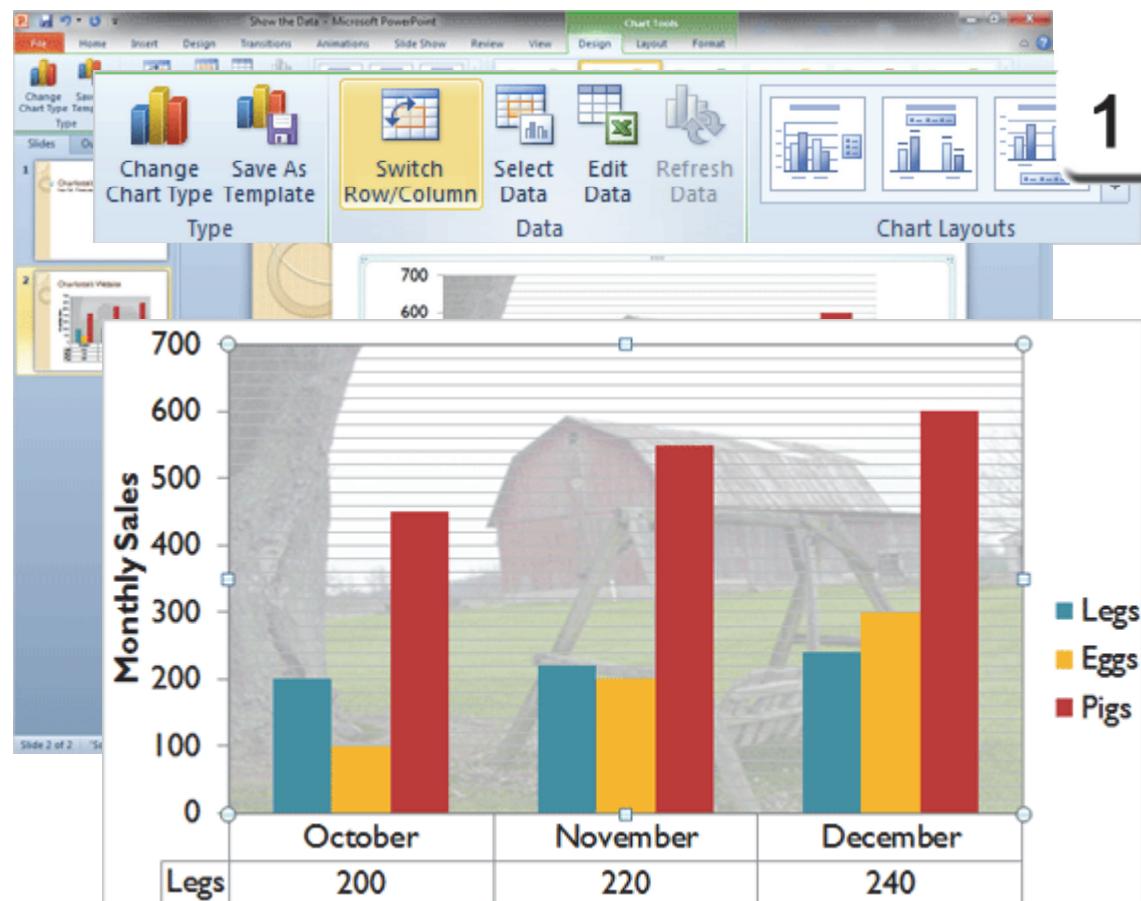
Go to **Chart Tools->Design->Data**.
Click on **Switch Row/Column**.

What Do You See? The Columns are grouped by Month, now, not Product.

What If It Doesn't Work? This example works when the spreadsheet is open in Microsoft Excel. If **Switch Row/Column** option is not available, click on **Edit Data** to open the spreadsheet for this Chart.

Keep going, please...

Chart Tools ->Design->Data->Switch Row/Column



Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.2. Insert and modify charts: Switch Rows/Columns



Design: Change the Type

You can change the **Chart Type** if you wish. Question: will the Chart keep the formatting we added with the **Layout** Ribbon?

2. Try it: Change the Chart Type

The Chart on Slide 2 is still selected. The **Chart Tools** are available.

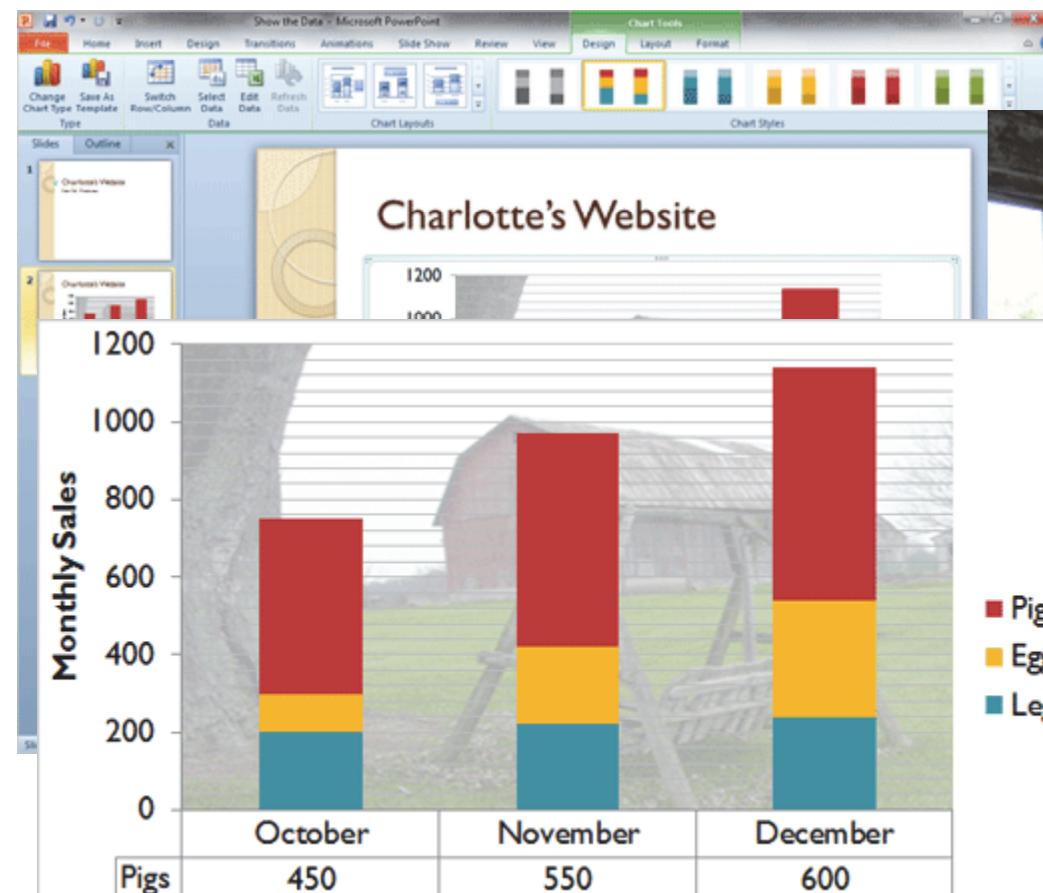
Go to **Chart Tools->Design->Type**. Click on **Change Chart Type**.

You need to select a **Chart Type**. Choose a Category: **Column** Choose a Type: **Stacked Column**

What Do You See? The Stacked Columns combine all of the Products. The Labels and Background are still there.

Keep going...

Chart Tools ->Design->Type->Change Chart Type



2



Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.2. Insert and modify charts: Change the Chart Type



Design: Change the Layout

The **Chart Layouts** offer several templates for formatting the Charts.

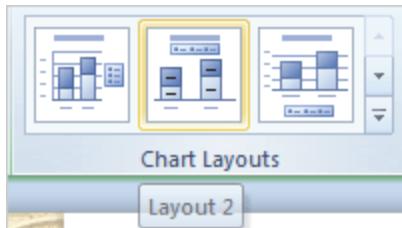
3. Try it: Change the Layout

Go to Slide 2 and select the Chart.
The **Chart Tools** should be available.

Go to **Chart Tools->Design**.

Go to the **Chart Layouts**.

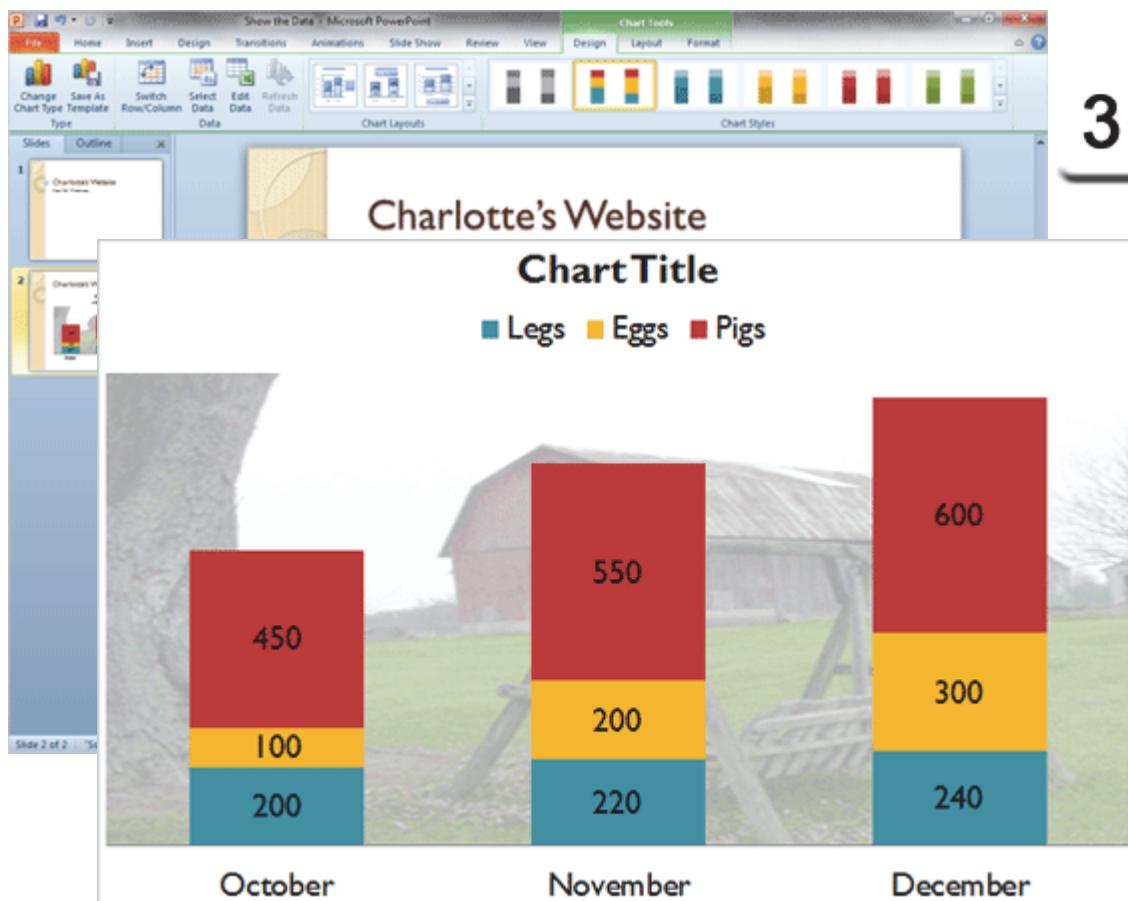
Choose a Layout: Layout 2



What Do You See? The data has been placed in the Column, instead of in a Data Table. The Vertical Axis is not shown. The Gridlines have been turned off.

The Chart is simplified. Keep going...

Chart Tools ->Design->Chart Layouts



3

Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.2. Insert and modify charts: Change the Chart Layout



Design: Quick Styles

OK, let's have a little fun with the **Quick Styles**.

4. Try it: Apply Quick Styles

Go to Slide 2 and select the Chart.

The **Chart Tools** should be available.

Go to **Chart Tools->Design**.

Go to the **Chart Styles**.

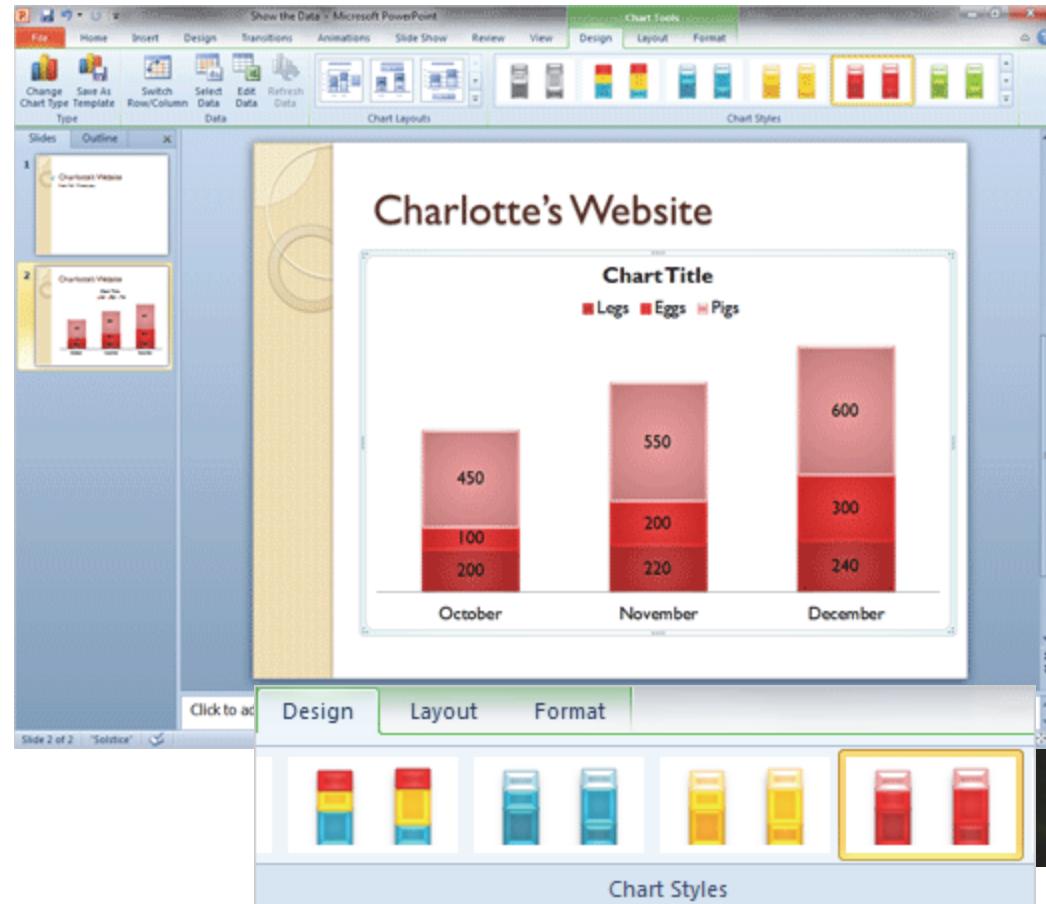
Choose a Quick Style: Style 5.

What Do You See? The Quick Style did not include the Chart Background.

UNDO this step. There is another way to apply Quick Styles to the Chart.

The plot thickens. Turn the page...

Chart Tools ->Design->Chart Styles



4



Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.2. Insert and modify charts: Apply Quick Styles



Format Chart Effects

Each element in a Chart can be selected and formatted separately. This example will format the data series in the Columns.

5. Try it: Format Chart Effects

Go to Slide 2 and click on any data point, say Pigs. The entire Pigs series will be selected. The **Chart Tools** should be on.

Go to **Chart Tools->Format**.

Go to **Shape Styles->Preset**.

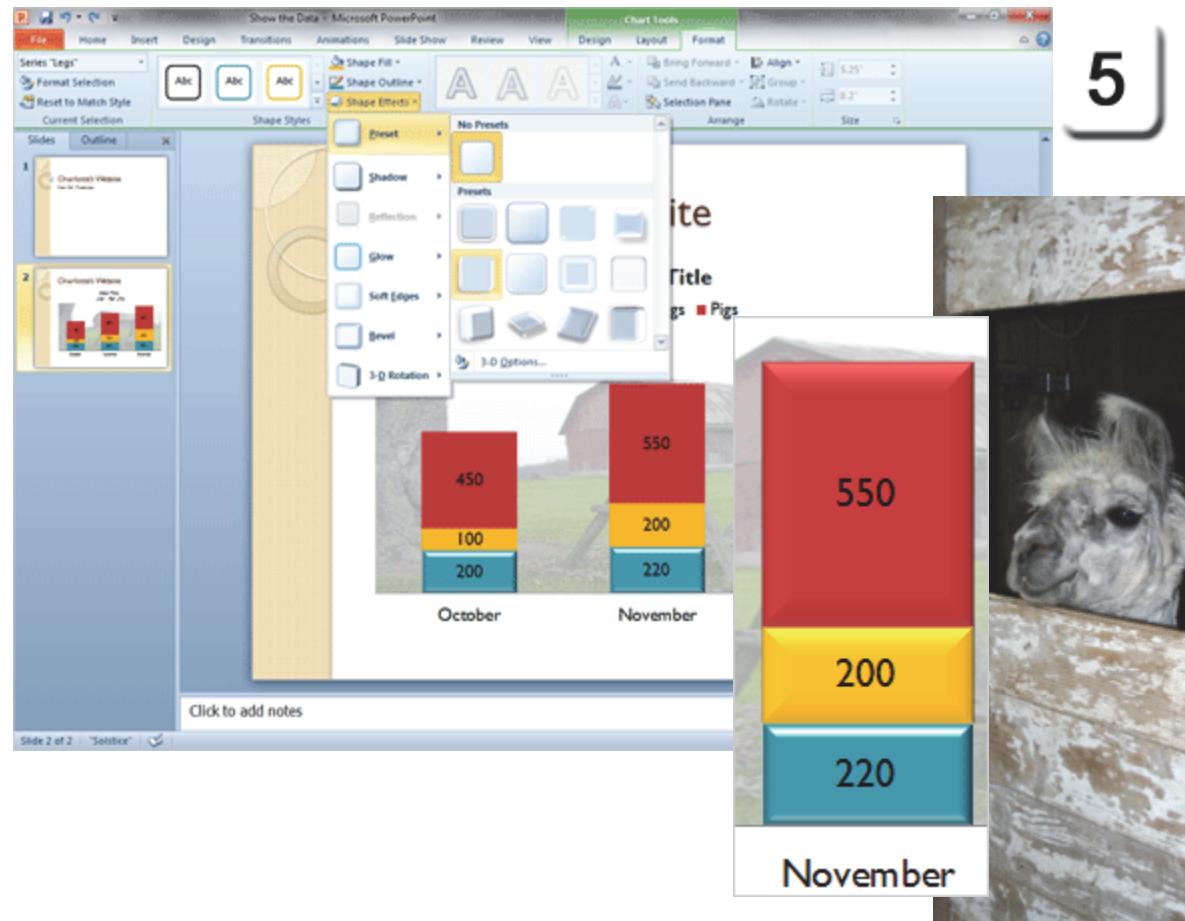
Choose a Style: Preset 2

Try This, Too: Format the Other Series

Select the other two Data Series and format the Shape Style to match.

Keep going...

Chart Tools ->Format->Shape Styles->Shape Effects->Preset



Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.2. Insert and modify charts: Format a Chart Element

5



Format the Border

Charts are made of Shapes. You can use the **Format** Ribbon to edit the **Border** of the **Plot Area**.

6. Try it: Choose a Shape Outline

The Chart on Slide 2 is still selected. The **Chart Tools** are available.

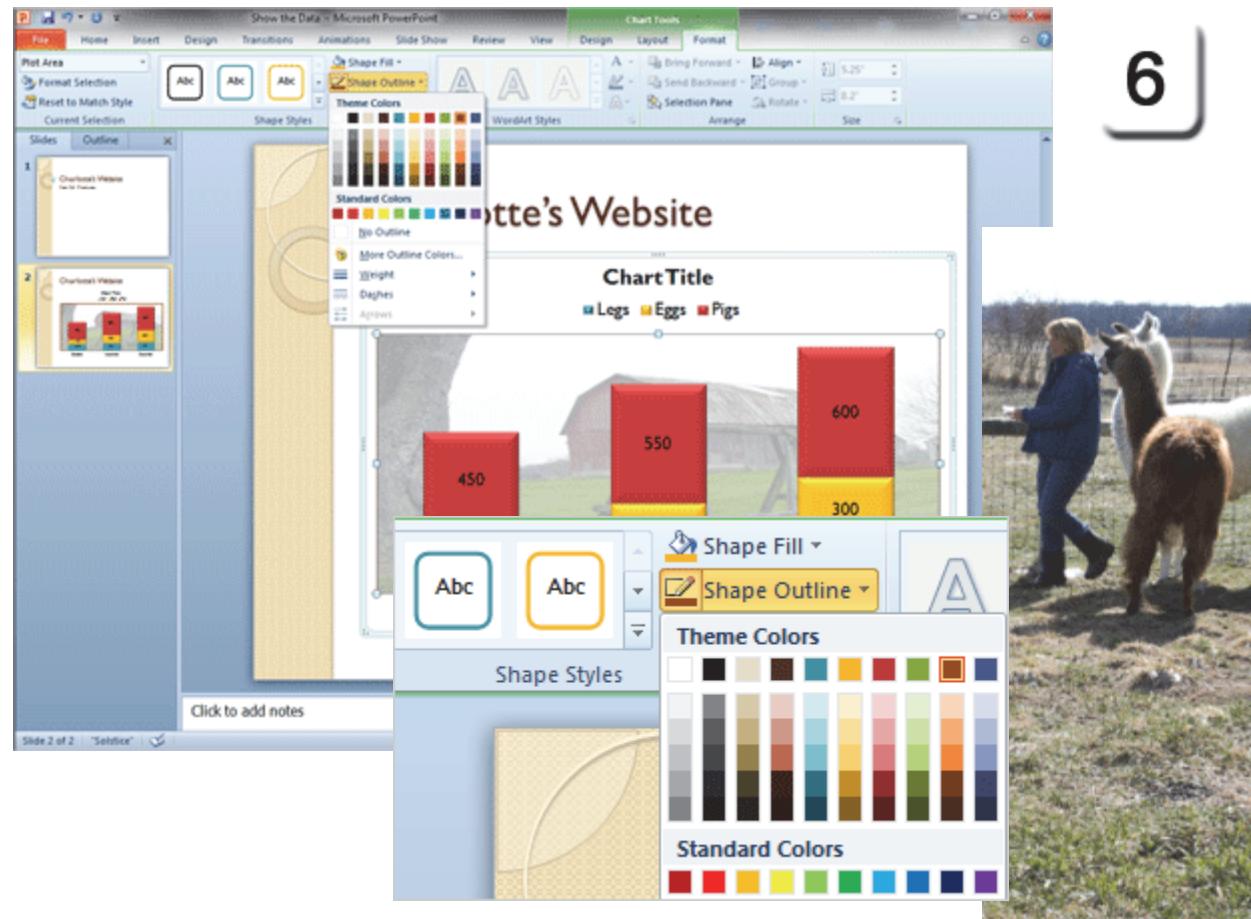
Go to **Chart Tools ->Format**.

Go to **Shape Styles->Shape Outline**. Select a **Theme Color**.

What Do You See? There should be a new Outline around the Plot Area.

But wait, there's more!

Chart Tools ->Format->Shape Styles->Shape Outline



Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.2. Insert and modify charts: Format a Border

6



Resize a Chart

New Charts fill the width of the Text Box on the slide. You can **Resize a Chart** the same way you resize a Picture or Shape.

7. Try it: Resize a Chart

The Chart on Slide 2 is still selected. The **Chart Tools** are available.

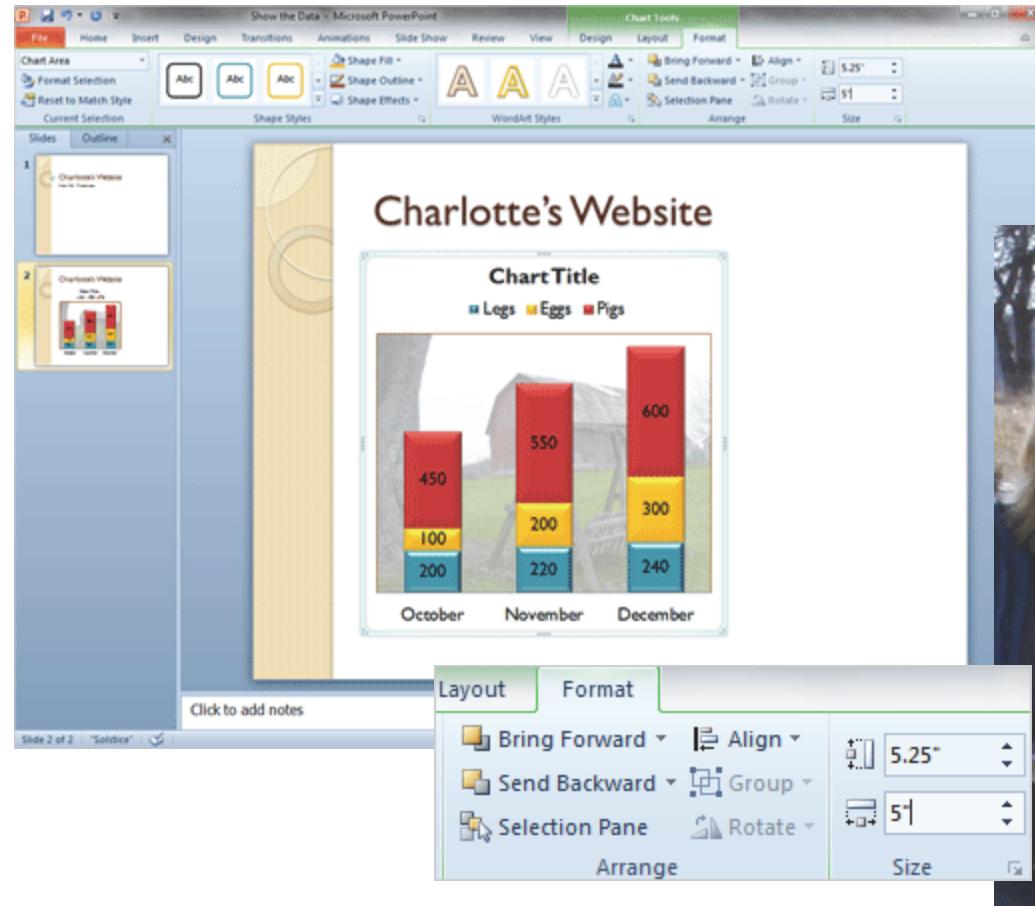
Go to **Chart Tools ->Format->Size**. Enter the **Width: 5**

What Do You See? The Width and the Height can be edited independently.

The Chart is tall, now, not wide. The Columns and Background resized to fit.

Keep going...

Chart Tools ->Format->Size



7



Exam 77-883: Microsoft PowerPoint 2010
4. Creating Charts and Tables
4.2. Insert and modify charts: Resize a Chart



Specify the Position

Say you wanted the Chart to be 2" from the edges of the slide. You can use the advanced options to format the Position.

8. Try it: Edit the Chart Position

The Chart on Slide 2 is selected.

Go to **Chart Tools ->Format->Size**.
Look in the **Size** Group for an Option arrow. Click on **More**.

Go to the **Position** tab.

Edit the Horizontal Position: 2

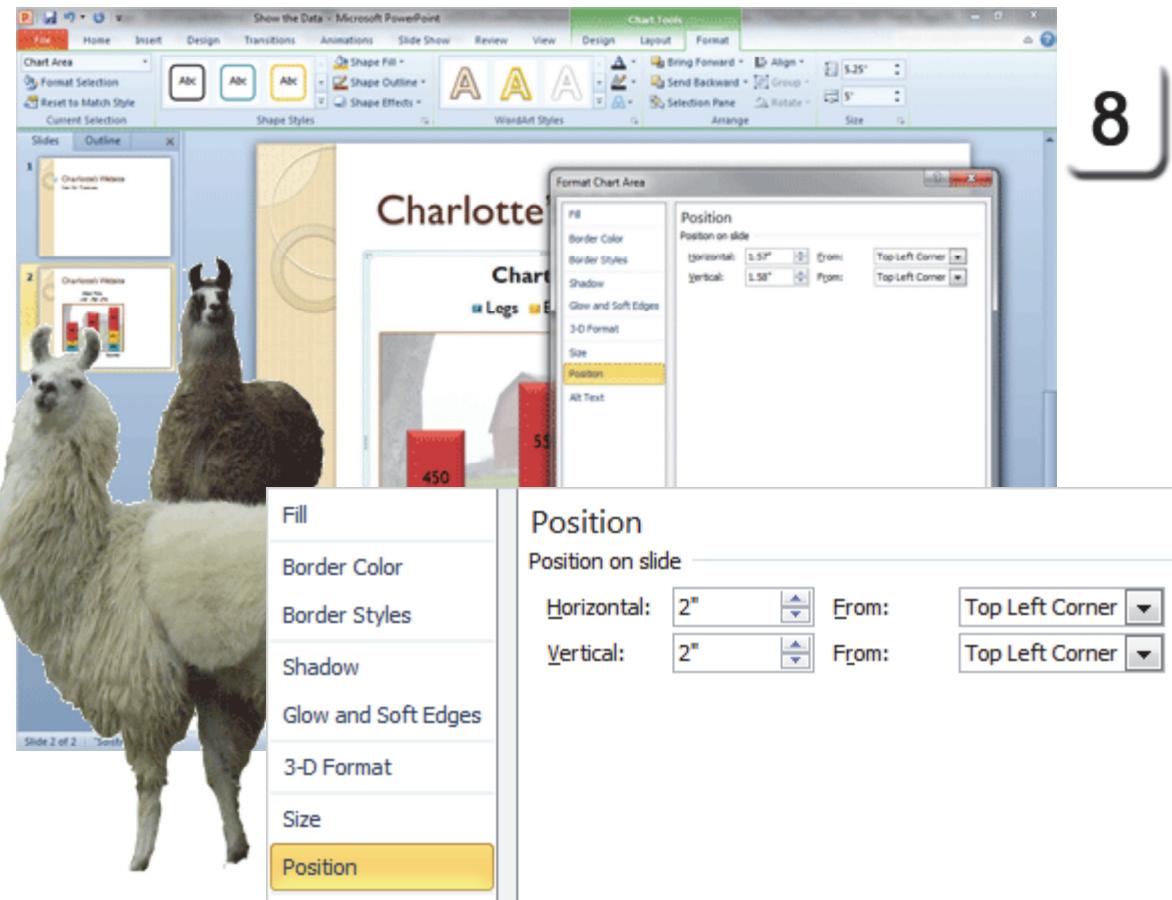
Edit the Vertical Position: 2

Click **Close**. The Chart will be positioned precisely as you indicated.

Ok, that's pretty good.

Save, Save, Save.

Chart Tools ->Format->Size->More



Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.2. Insert and modify charts: Specify the Position



Just for Fun, Really

1. Try it: Insert a Picture

Slide 2 is selected.

Go to **Insert ->Images-> Picture**.

Browse to your Documents folder for a picture. The one on this page is called Chicken4.jpg

Try This, Too: Format the Picture

The new picture is selected and the **Picture Tools** should be available.

Go to **Picture Tools->Format**.

Go to the **Picture Styles**.

Click on **Drop Shadow Rectangle**.

Then what..?

Insert ->Images-> Picture

Charlotte's Website

Chart Title

Legs Eggs Pigs

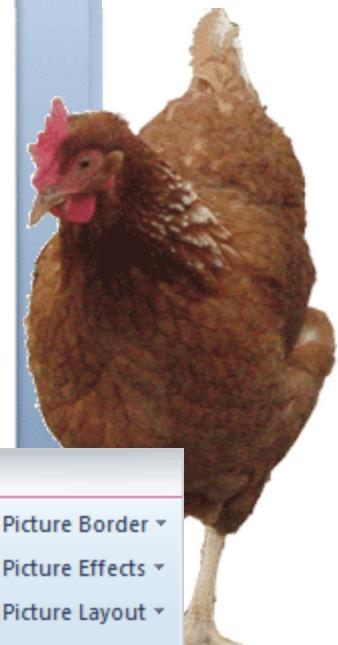
Month	Legs	Eggs	Pigs
October	450	100	200
November	550	200	220
December	600	300	240

October November December

Slide Show Review View Format

Picture Border Picture Effects Picture Layout

1





Arrange Chart Elements

2. Try it: Arrange the Chart Elements
Select the Chart on Slide 2.
Go to **Chart Tools ->Format->Arrange**.
Click on **Bring Forward**.

What Do You See? The Chart should be in front of the picture, however, the picture may "shine through" the transparent background of the Chart.

3. Try This, Too: Format the Chart
The Chart on Slide 2 is still selected.
Go to **Chart Tools->Format**.
Go to **Shape Styles->Shape Fill**.
Select a color: White.

4. And Try This: Format the Border
Go to **Chart Tools->Format**.
Go to **Shape Styles->Shape Outline**.
Select a color: Black.

That works.

Chart Tools ->Format->Arrange->Bring Forward



2

Exam 77-883: Microsoft PowerPoint 2010
4. Creating Charts and Tables
4.2. Insert and modify charts: Arrange Chart Elements



Working with Charts

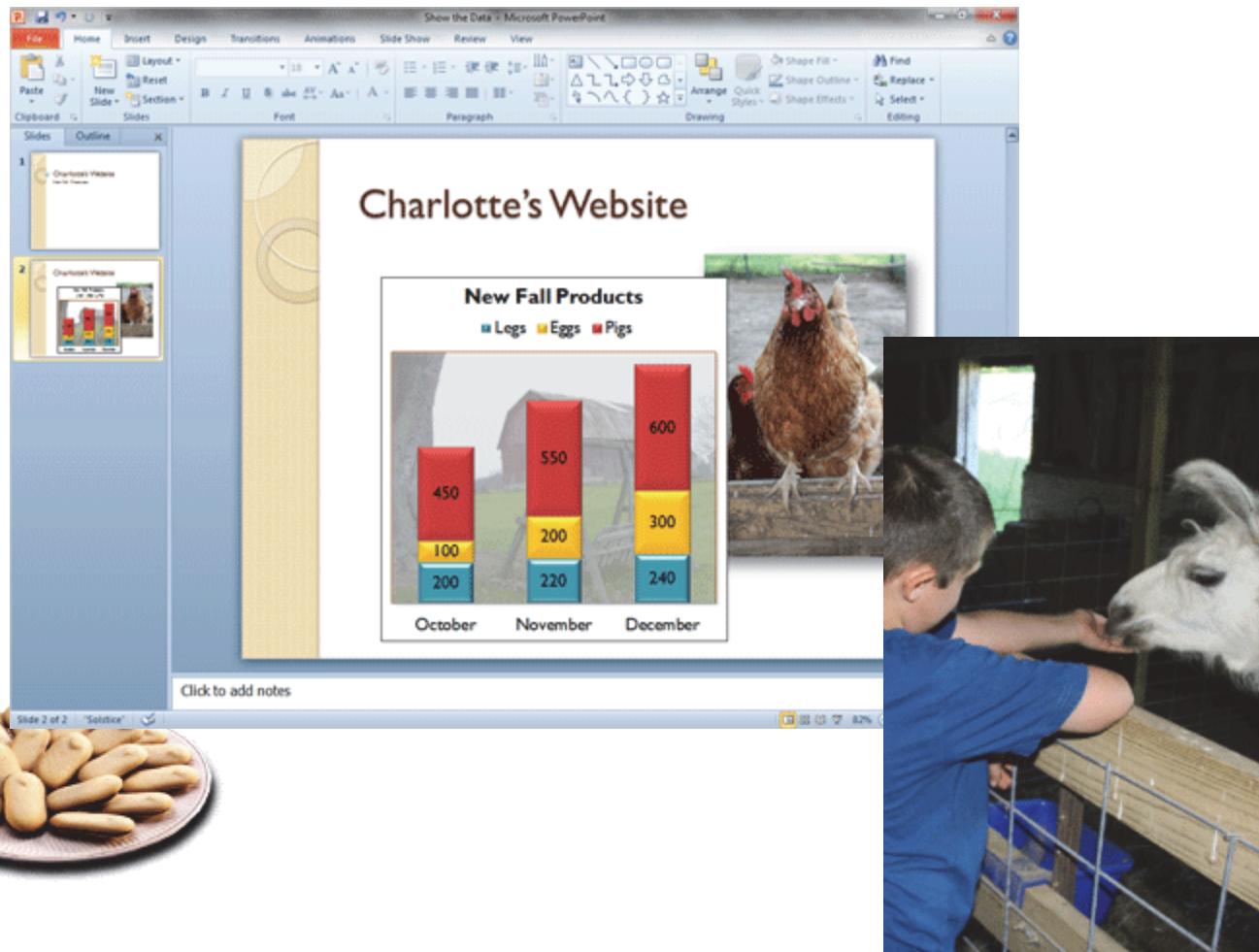
This lesson demonstrated how to add a Chart to your presentation. The Chart was created from data entered into an Excel spreadsheet.

We looked at three Chart Tools:
Design, Layout and Format.

Allez, Allez in free. You done

good.

Go get two cookies, OK?





Practice Activities

Lesson 2: Working with Charts

Before You Begin: Start Microsoft PowerPoint 2010.

Try This: Do the following steps

1. Open a new, blank presentation.
2. Add the title: Year End Report
3. Apply the theme Pushpin, or a theme of your choice.
4. Insert a Chart. Select Clustered Column.
5. Add the following data to the spreadsheet:

	Last Year	This Year
Shirts	100	325
Hats	75	125
Balloons	120	400
Coffee Mugs	55	170

6. Format the labels Bold and 14 point
7. Delete any extra columns and make the handles fit the data
8. Change the Chart Title: Highest Increases
9. Format the Background of the Chart with a Gradient fill of your choice.
10. Format the Gridlines to show Major and Minor Gridlines
11. Select each of the columns and format them with different colors and shape effects of your choice.
12. Change the chart type to Clustered Bar.
13. Insert a picture of money. Arrange the picture so it is overlapped behind the chart a little.

14. Insert a new blank slide.
15. Insert a new chart. Pick a pie chart.
16. Add the following data to the spreadsheet:

Shirts	325
Hats	125
Balloons	400
Coffee Mugs	170

17. Format the Data Labels to be Outside End. Apply Chart Layout 6.
18. Apply Chart Quick Style 12.
19. Change the Theme Colors to Flow.
20. Apply a shape border to the largest piece of pie.
21. Resize the Pie Chart to 2" by 2".
22. Add a chart title: Asleep at Mouse Gear
23. Add a picture of a mouse. Apply a picture style of your choice.
24. Save the file as Advanced PowerPoint Practice 2.



Test Yourself



1. A spreadsheet can be added to a PowerPoint presentation.

- a. True
- b. False

Tip: Advanced PowerPoint, page 48

2. What are the Chart Tools Ribbons?
(Select all correct answers.)

- a. Design
- b. Layout
- c. Format
- d. Styles

Tip: Advanced PowerPoint, page 48

3. A Chart can only be added to PowerPoint from a pre-existing spreadsheet.

- a. True
- b. False

Tip: Advanced PowerPoint, page 49

4. Which commands are on the Chart Tools-> Layout Ribbon?
(Select all correct answers.)

- a. Chart Titles
- b. Axis Titles
- c. Legend
- d. Data Labels

Tip: Advanced PowerPoint, page 53-56

5. What is the term that refers to the area of a chart, behind the data?

- a. Background
- b. Wall
- c. Plot Area

Tip: Advanced PowerPoint, page 58

6. Changing the Chart Type removes all settings like Background and Labels.

- a. True
- b. False

Tip Advanced PowerPoint page 62

7. Which command offers several templates for formatting Charts?

- a. Styles
- b. Chart Layouts
- c. Design

Tip: Advanced PowerPoint, page 63

8. Charts have Quick Styles.

- a. True
- b. False

Tip: Advanced PowerPoint, page 64

9. A Chart can be resized the same way as a picture or a shape.

- a. True
- b. False

Tip: Advanced PowerPoint, page 67

10. Charts cannot be formatted with Effects.

- a. True
- b. False

Tip: Advanced PowerPoint, page 70





Insert ->Links->Hyperlink

Extra: Hyperlink to a Chart

Many presentations use hyperlinks to add information from the Internet, say a link to current prices on the company website.

1. Try it: Add A Hyperlink

Select the Chart on Slide 2.

Go to **Insert ->Links->Hyperlink**.

2. Try This, Too: Edit the Hyperlink

Select: **Existing File or Web Page**.

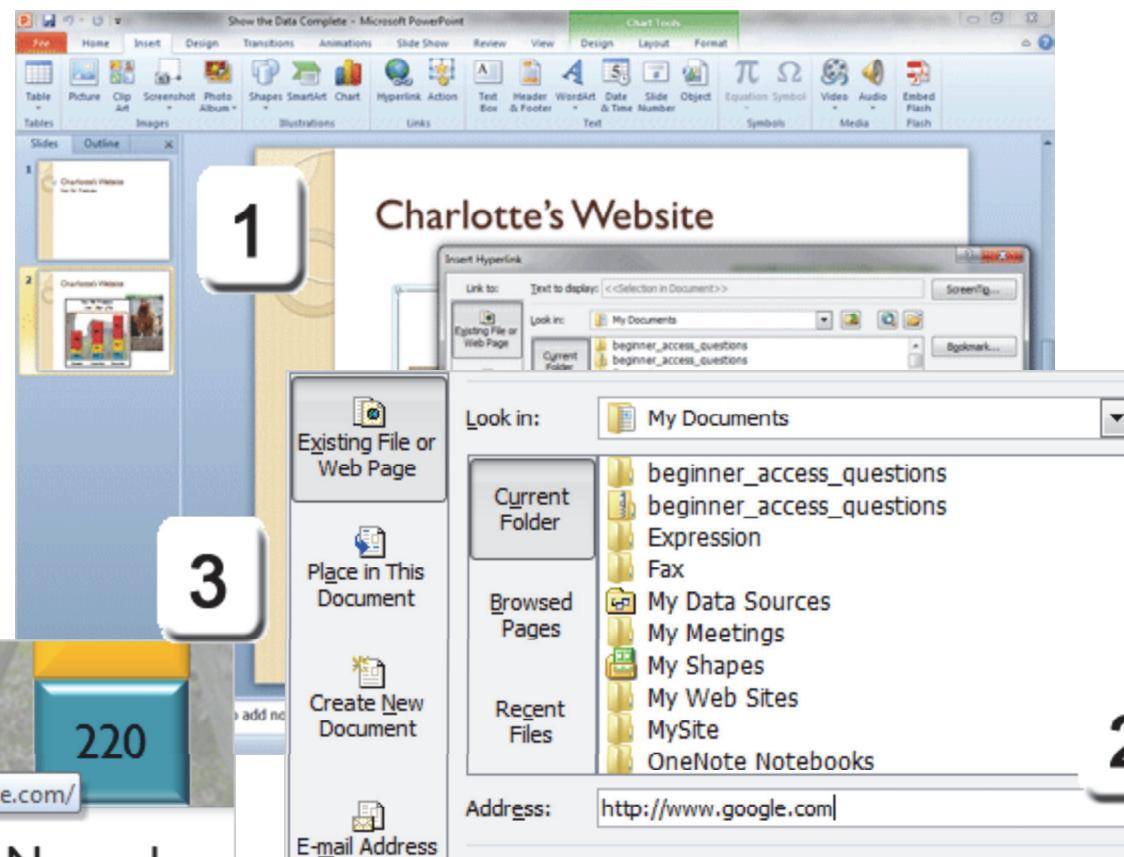
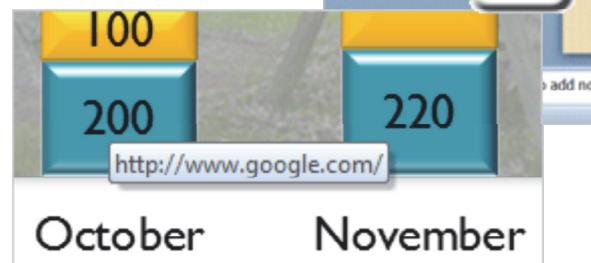
Type an **Address**: <http://www.google.com>

Click **OK** to return to Slide 2.

3. And Try This: Test the Hyperlink

Go to **Slide Show->Start Slide Show**.

If you click on the chart during the show, you should go to the Google website.



Exam 77-883: Microsoft PowerPoint 2010

4. Creating Charts and Tables

4.5. Manipulate chart elements: Add Hyperlinks



PowerPoint 2010: Transitions and Animations

Reach for the Stars

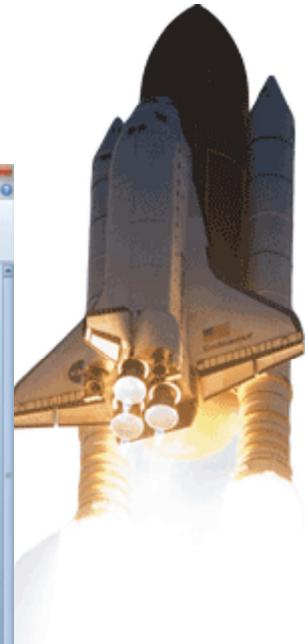
Advanced PowerPoint Objectives

In this lesson, you will learn how to:

1. Create a Master Slide
2. Use the Drawing Tools to create, resize, and position graphics on a Master Slide
3. Apply Styles, Borders and Effects to a graphic
4. Add Transitions to a Slide Show
5. Modify the Transitions with Sound and Timing



The screenshot shows a Microsoft PowerPoint slide show window titled "Reach for the Stars". The slide show contains nine slides arranged in a 3x3 grid. The slides include text like "Reach for the Stars", "I built a shiny star ship", "Made of silicon and glass", "Little bits of code", "And a dozen lights that flash", "It's me my machine", "Eager to join the race", "O, the things we can explore", and "As we cruise through cyberspace!". The "Timing" pane is open at the bottom, showing settings for the first slide: Sound: Camera, Duration: 02.00, Advance Slide, On Mouse Click checked, and After: 00:00.00.



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Lesson 3 : Reach for the Stars

1. Readings

Read Lesson 3 in the Advanced PowerPoint guide, page 75-112.

Project

An animated presentation that includes Slide Masters and Slide Transitions

Downloads

[Atmosphere.gif](#), [Brilliant Star.gif](#),
[Code.gif](#), [EarthRise.jpg](#), [Jupiter1.jpg](#),
[Neptune.jpg](#), [ShuttleAtlantis.gif](#), [Small Star.gif](#), [SolarEclipse.jpg](#), [Tree of Life.bmp](#)

[Reach for the Stars.pptx](#) (Complete)

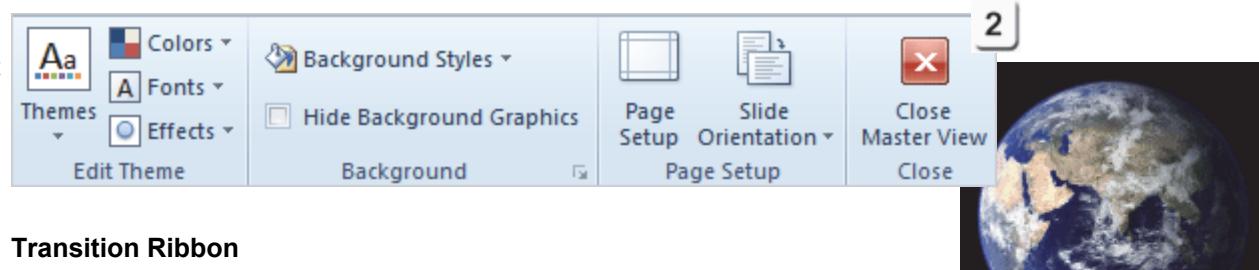
2. Practice

Complete the Practice Activity on page 113.

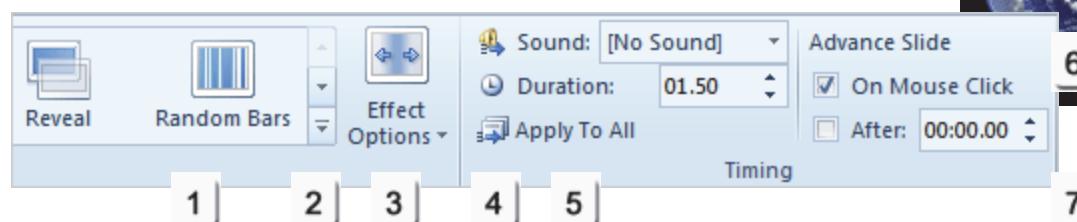
3. Assessment

Review the Test questions on page 114.

Slide Master Ribbon



Transition Ribbon



Menu Maps

From the **Slide Master Ribbon**.

1. [Slide Master->Background](#), page 80
2. [Slide Master->Close Master View](#), page 90

More Menu Maps

From the **Transitions Ribbon**

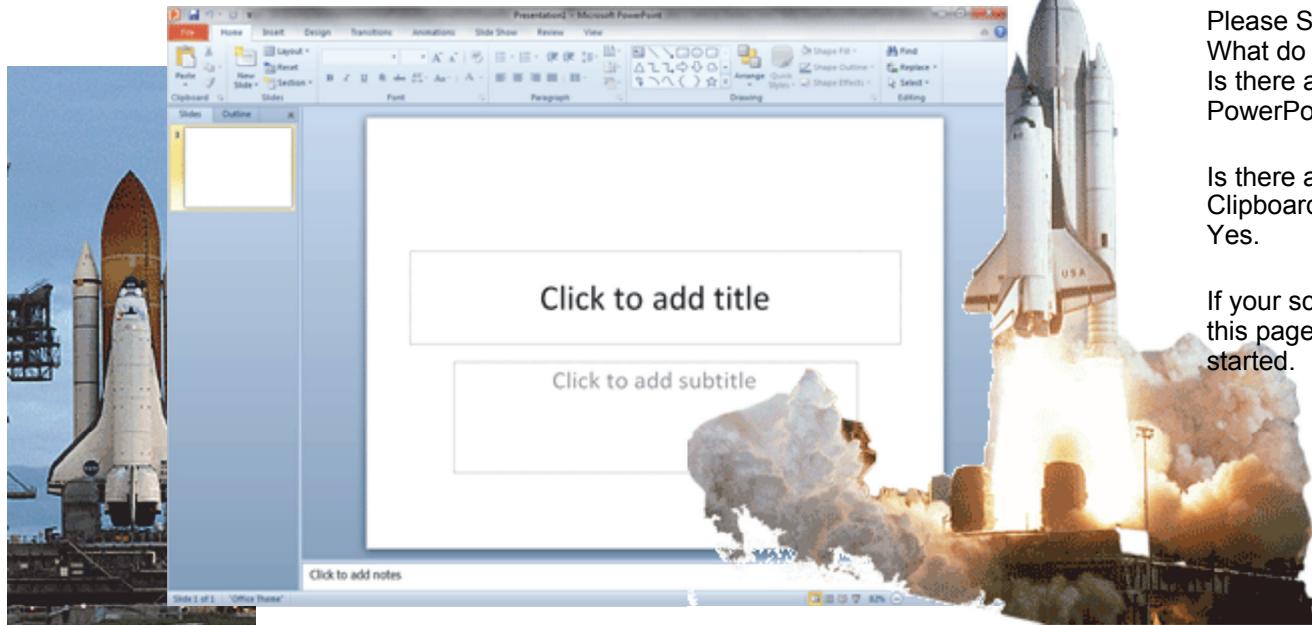
1. [Transitions ->Transition to This Slide](#), page 102
2. [Transitions ->Transition to This Slide->Effect Options](#), page 103
3. [Transitions ->Transition to This Slide->More](#), page 104
4. [Transitions ->Timing->Sound](#), page 105
5. [Transitions->Timing->Duration](#), page 106
6. [Transitions->Timing->Advance Slide](#), page 107
7. [Transitions->Timing->After](#), page 108



Slide Masters and Transitions

There are three things that apply to the whole PowerPoint presentation: **Themes**, **Slide Masters**, and **Transitions**. A **Slide Master** is a design view that you can use to create your own presentation Theme. A **Transition** is how the presentation goes from one slide to the next. The Transitions, like segues in a movie, can dissolve, fade to black, or use some exciting wipe. This lesson will create a presentation on space, *Reach for the Stars*. The images are available free, without copyright, from NASA. The lesson will demonstrate how to create a custom Slide Master and how to apply Transitions to a slide show.

Start -> All Programs -> Microsoft Office -> Microsoft Office PowerPoint 2010



Please Start Microsoft PowerPoint
What do you see at the top of the screen?
Is there a **Title Bar** that says Microsoft PowerPoint? Yes.

Is there a **Home** Ribbon with the
Clipboard, Font and Paragraph Groups?
Yes.

If your screen looks similar to the image on
this page, then you are ready to get
started.



I Am the Master

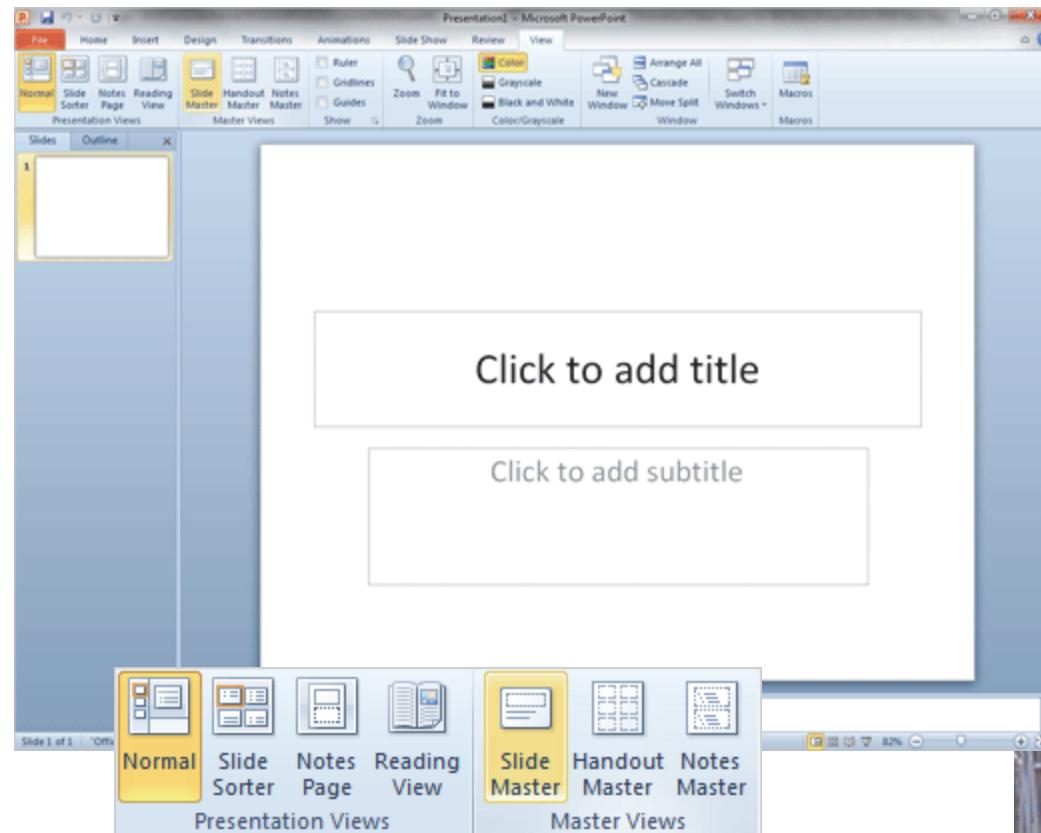
Behind every slide show, there is a **Slide Master**. The Slide Master is the **template** for every slide in the presentation.

Whatever is added to the Slide Master will be seen on all slides.

1. Try it: View the Slide Master
Go to **View ->Master Views**.
Select **Slide Master**.

Keep going, please...

View ->Master Views-> Slide Master



Exam 77-883: Microsoft PowerPoint 2010
1. Managing the PowerPoint Environment
1.1. Adjust views: Master Views



Hello, Slide Master!

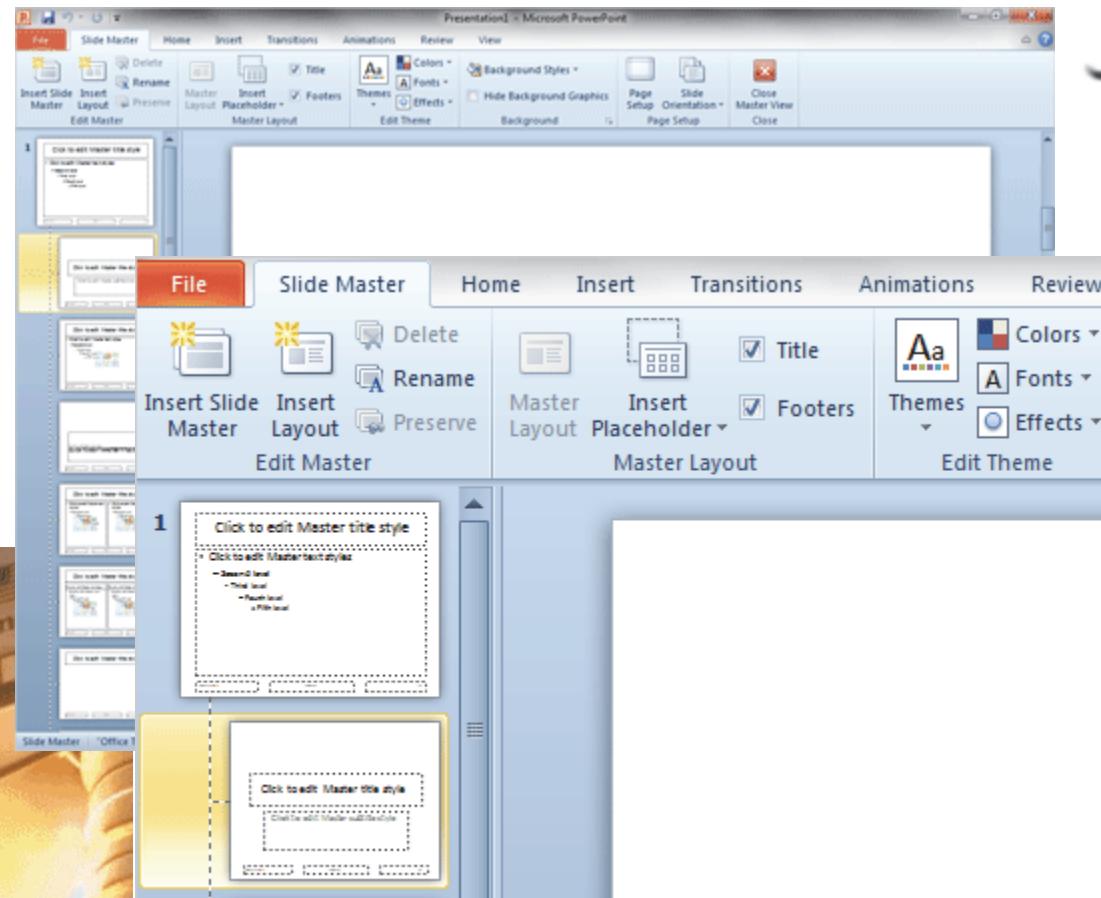
2. What Do You See? There is a new **Slide Master** Ribbon on the left side. It is between the **File** and **Home** Ribbons.

The Slide Master is actually a group of **Layouts**. There is a special design for the Title Slide, the first slide in a presentation. There are additional layouts that include two text boxes, or one text box and an image.

Keep going...



Slide Master



2

Exam 77-883: Microsoft PowerPoint 2010
1. Managing the PowerPoint Environment
1.1. Adjust views: Slide Master View



Slide Master: Background

This show will include images from deep, dark outer space. The Slide **Background** should be black.

Before You Begin: The presentation is open in **Master** View. The Slide Master Ribbon is available.

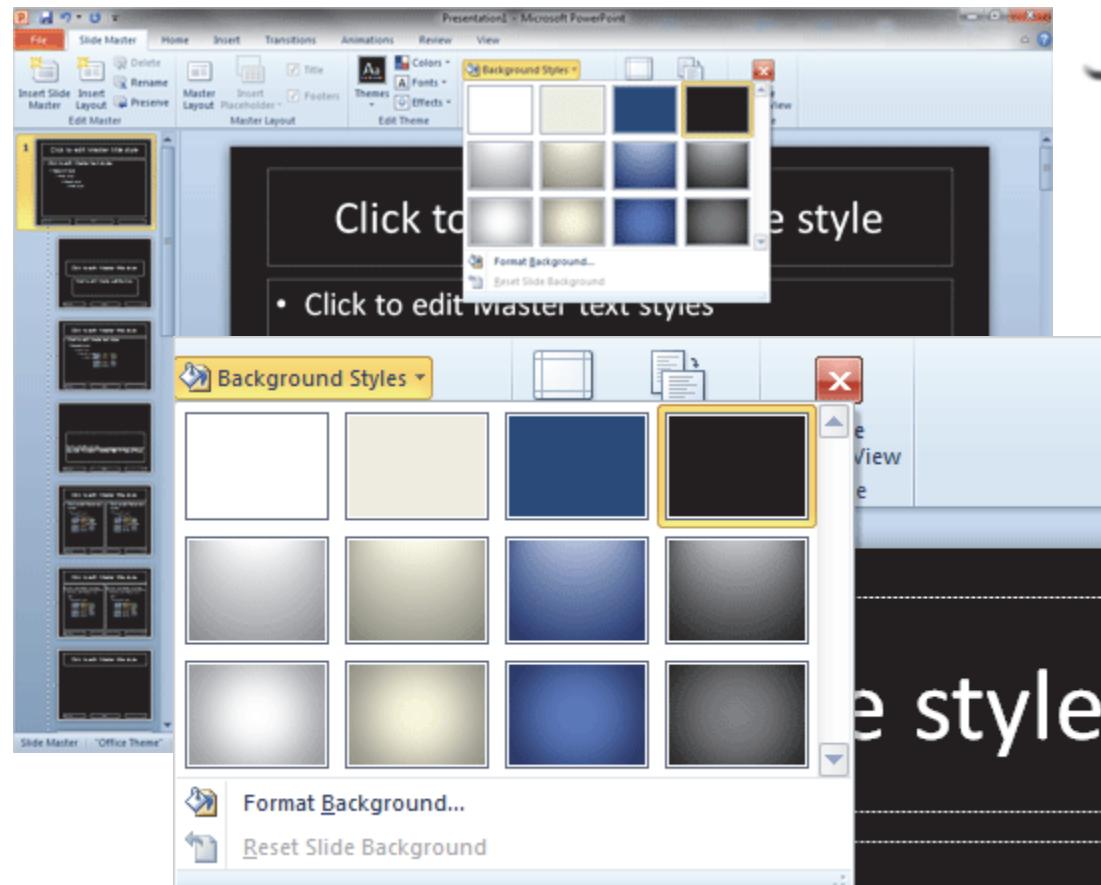
Select the Top Slide in the Layouts at the left side of the Master View. This is the **Slide Master**. Any formatting that you apply to the **Slide Master** will be inherited by all of the slides in this presentation.

3. Try it: Edit the Slide Background
Go to **Slide Master->Background**.
Go to **Background Styles**.
Select: Style 4 (All black)

What Do You See? All of the slides should be black with white text.

Keep going...

Slide Master->Background->Background Styles



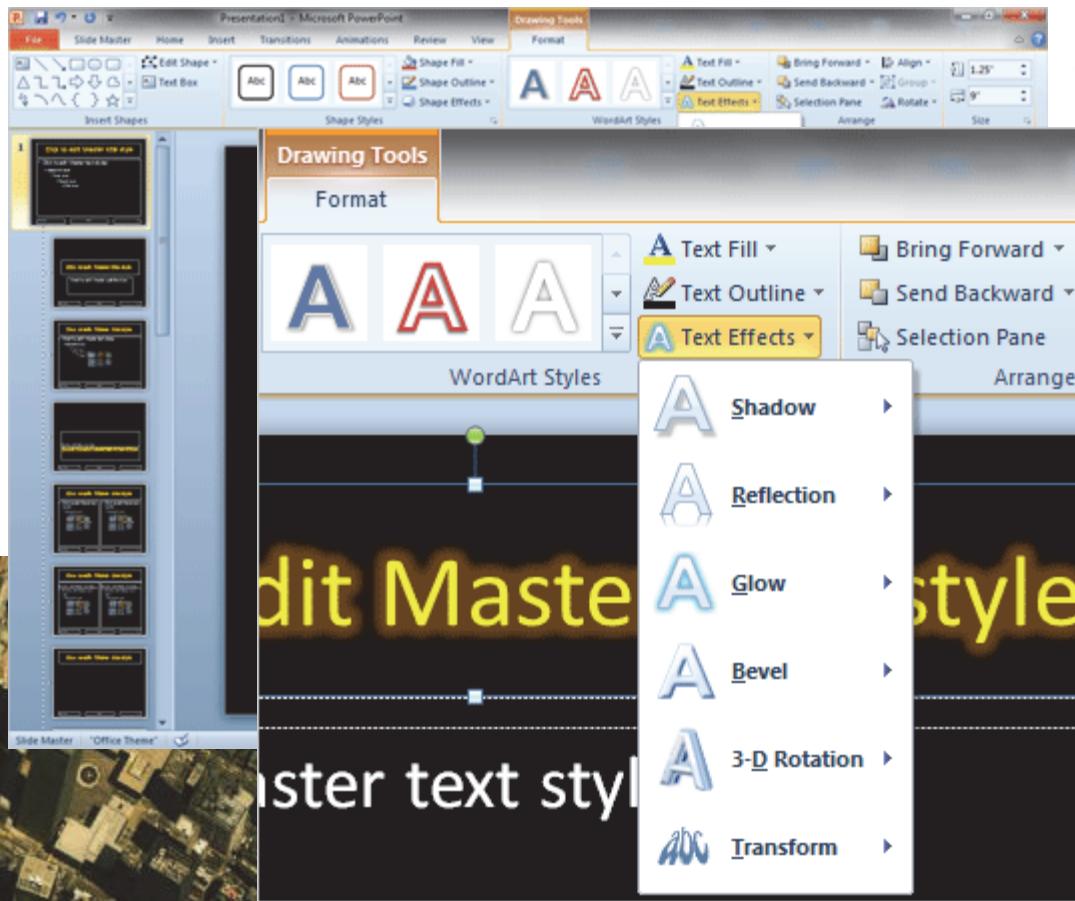
3

Exam 77-883: Microsoft PowerPoint 2010
2. Creating a Slide Presentation
2.4. Format slides: Modify a Theme



4

Drawing Tools->Format->WordArt Styles



Edit the Slide Master

Think Outside the Box: The Slide Master has Shapes. Shapes can be modified with the **Drawing Tools**. You can use the options in the Drawing Tools, even though you are working in the Master View.

4. Try it: Modify the WordArt

The presentation is open in Master View. The Slide Master is selected.

Select the Master Title Text Box.

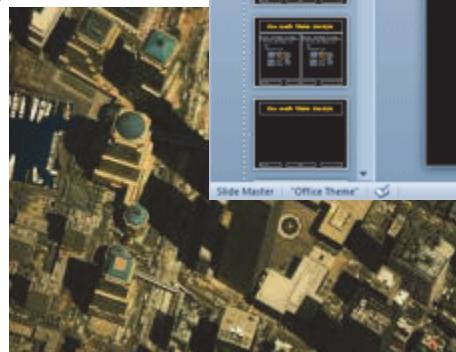
Go to **Drawing Tools->Format**.

Go to **WordArt Styles**.

Select a **Text Fill**: Yellow

Select a **Text Effect**: Glow

Keep going...



Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements

3.3. Modify WordArt and shapes: Modify Text Fill and Text Effects



5

Slide Master: Edit the Text

5. Try it: Edit the Master Text Styles

Select the Master Text Box.

Go to **Drawing Tools->Format**.

Go to the **WordArt Styles**.

Select a **Text Fill: Orange**

What Do You See? The WordArt Styles that you selected for the Slide Master were applied to all of the Master Layouts.

Keep going...



Drawing Tools->Format->WordArt Styles->Text Fill

The screenshot shows the Microsoft PowerPoint interface in 'Slide Master' mode. The ribbon at the top has 'Slide Master' selected. The left pane lists various master layouts. The main area displays two slides. Both slides have a placeholder 'Click to edit Master title style'. The top slide's text is styled with orange WordArt, while the bottom slide's text is in a standard black font. This demonstrates how changes made in the Slide Master apply to all master layouts.

Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements

3.1. Manipulate graphical elements.



6

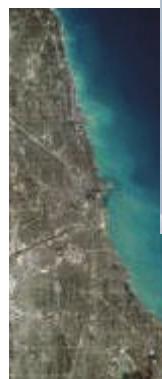
Slide Master: Add a Shape

You can add a picture, logo, or shape to the Master title slide. The objects on the Master slide are repeated on all of your slides. So, every slide in the outline will repeat your name or image.

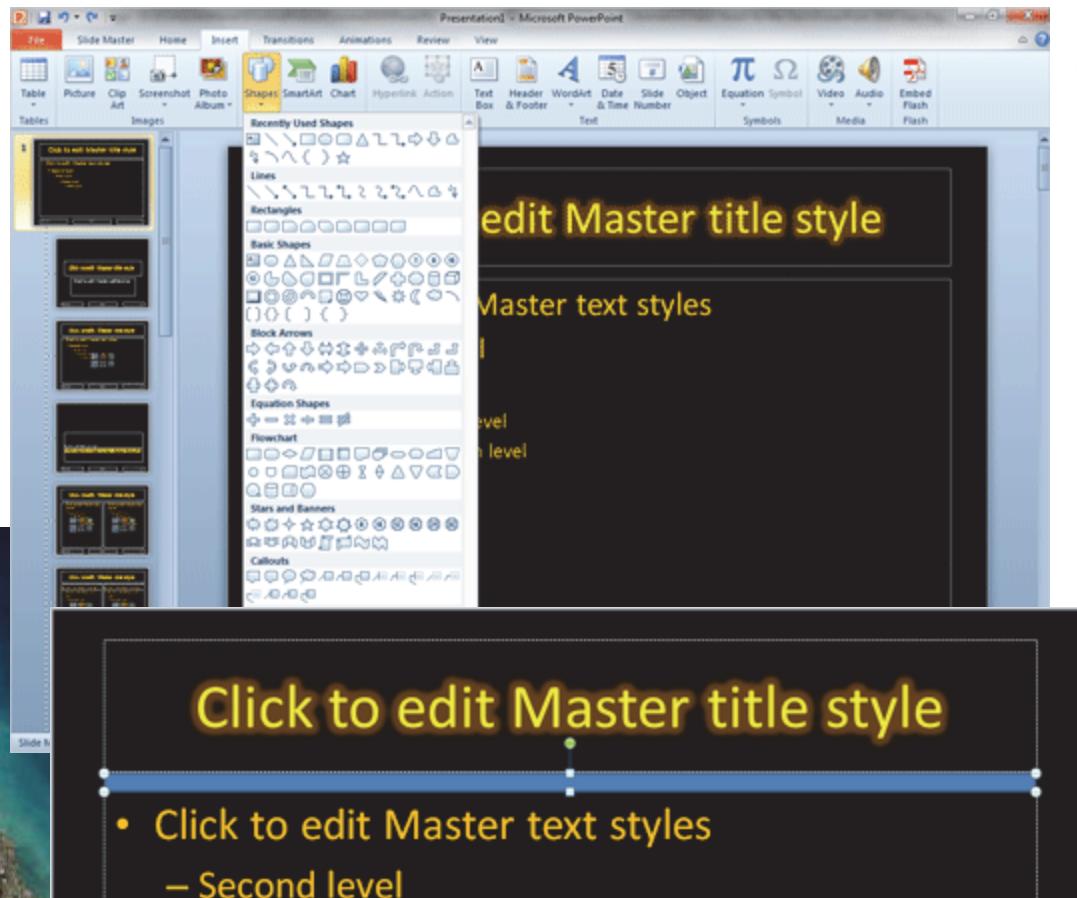
6. Try it: Insert a Shape

Go to the **Insert->Illustrations->Shapes**. Pick a rectangle from the Shape gallery.

Drag a thin rectangle between the Title and the Text boxes. Keep going...



Insert->Illustrations->Shapes



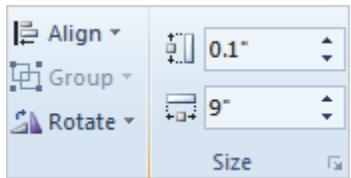
Exam 77-883: Microsoft PowerPoint 2010
3. Working with Graphical and Multimedia Elements
3.1. Manipulate graphical elements:



Edit the Shape: Resize

7. Try it: Resize the Shape

Select the Shape on the Master Slide.
Go to **Drawing Tools->Format->Size**.
Edit the **Height: 0.1"**

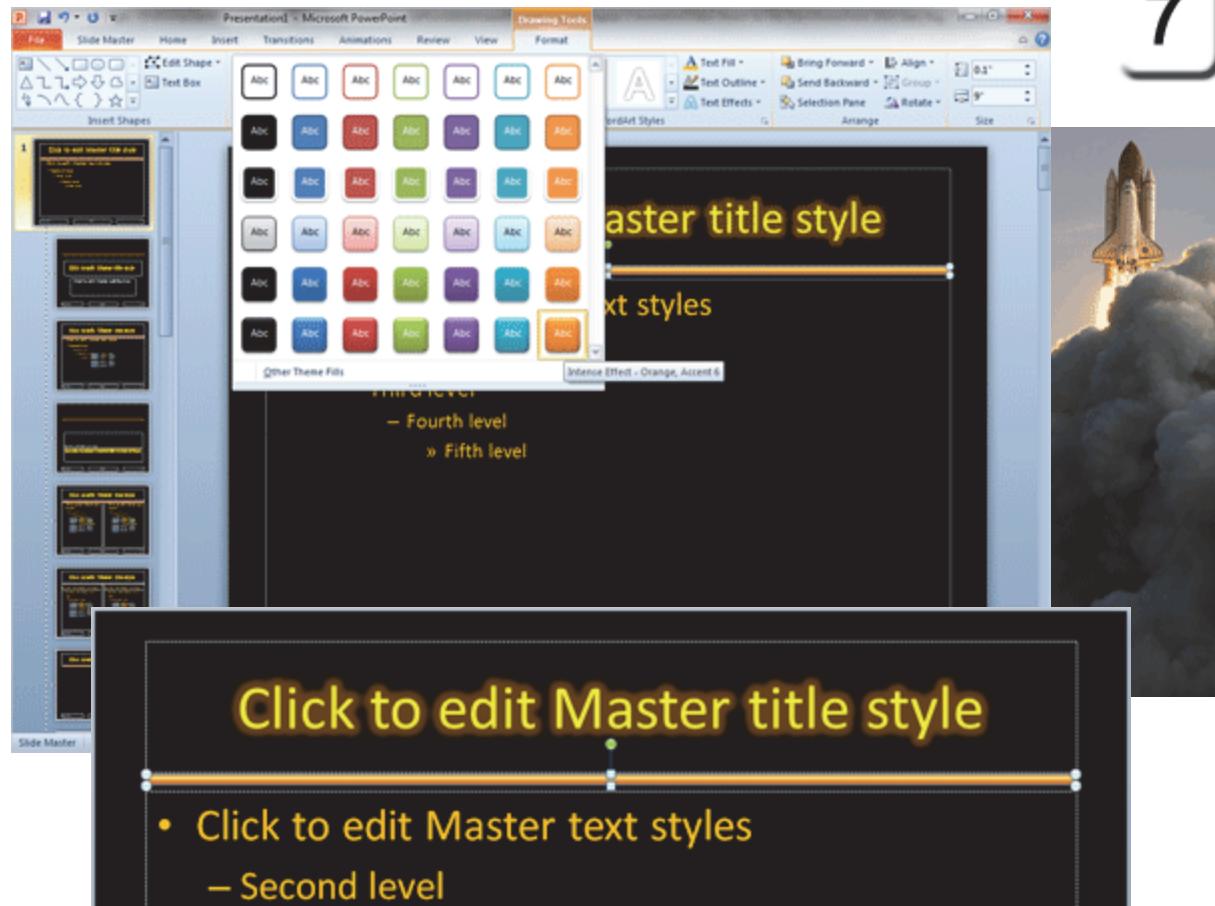


Try This, Too: Format the Shape Style

Go to **Drawing Tools->Format**.
Go to the **Shape Styles**.
Select a **Style**: Intense Effect->Orange.

Keep going...

Drawing Tools->Format ->Shape Styles



Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements
3.1. Manipulate graphical elements: Resize a Shape



Slide Master: Add a Logo

You need to add a picture or logo to the Master. The objects on the Master slide are repeated on all of your slides. So, every slide in the outline will say your name or image again and again.

8. Try it: Insert a Picture

Go to the **Insert ->Images->Picture**
Browse to the samples you saved to the
Documents folder and select one.

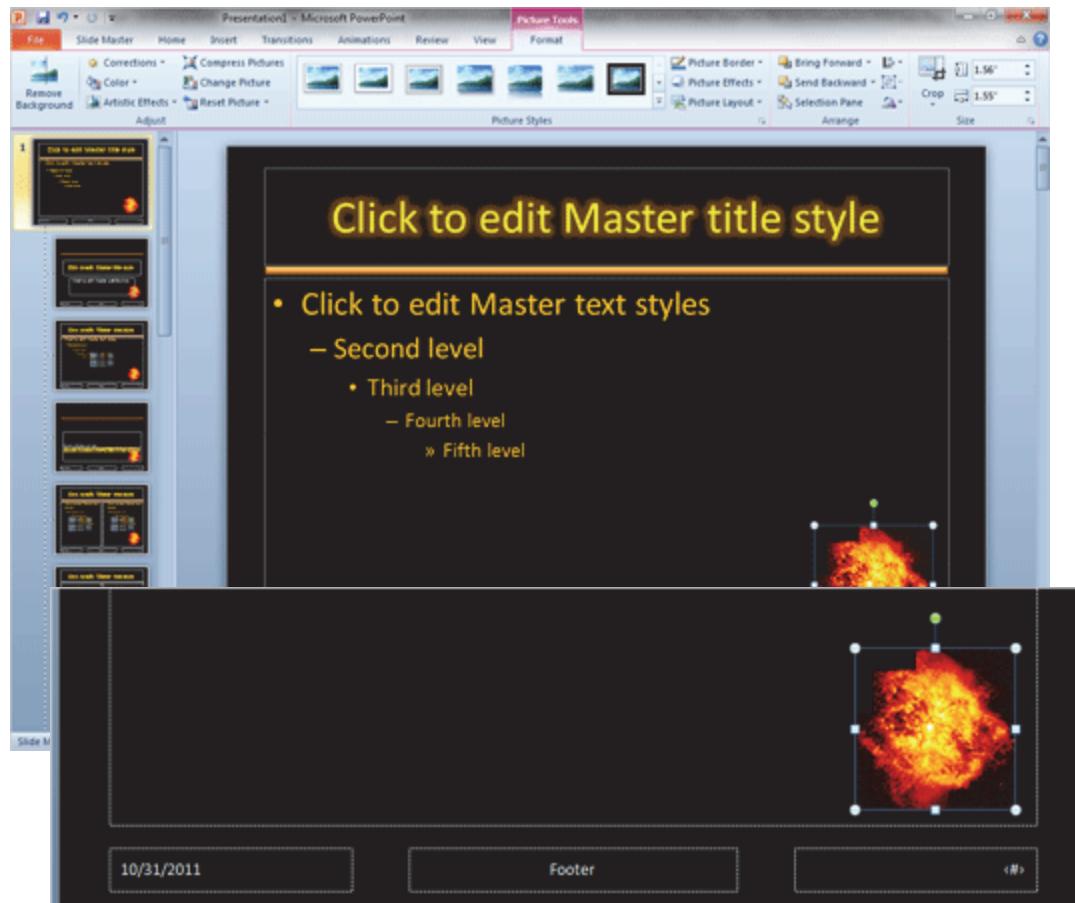
Resize the picture smaller.

Place the picture in the bottom right
corner of the Slide Master.

Keep going...

Memo to Self: The example on this page
uses the **Brilliant Star.jpg** available in
our downloads. You do not have to
MATCH the graphics shown in this
lesson.

Insert ->Images->Picture



Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements
3.1. Manipulate graphical elements.



9

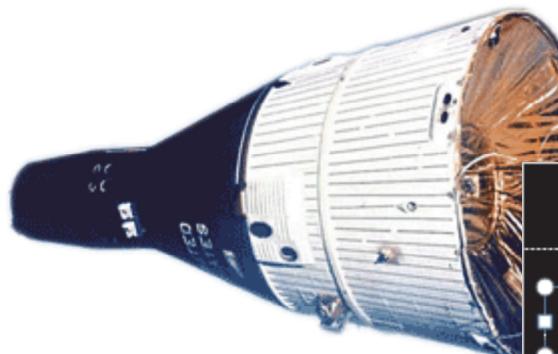
Slide Master: Footers

Look at the bottom of the Slide Master for the **Footer**. By default, there are three Text Boxes in the Footer: aligned left, center and right. This slide show has the Date on the left and the Slide number on the right.

9. Try it: Edit the Footers

Go to the **Footer** on the Slide Master.
Select the Center Text Box.
Type: Reach for the Stars

Ok, it's coming together.



Exam 77-883: Microsoft PowerPoint 2010
2. Creating a Slide Presentation
2.4. Format slides: Setup Slide Footers

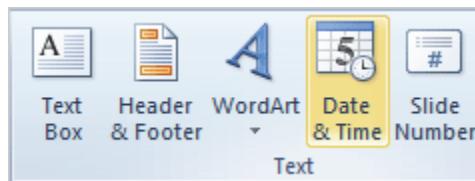


Insert the Date and Time

You can include the **Date and Time** on your Slide Master. By default, the control will be placed in a text box in the footer at the bottom of the slide.

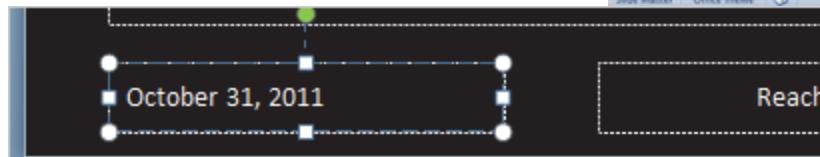
Try it: Insert the Date and Time

The first slide in the Master List is selected.
Go to **Insert->Text-> Date & Time**.

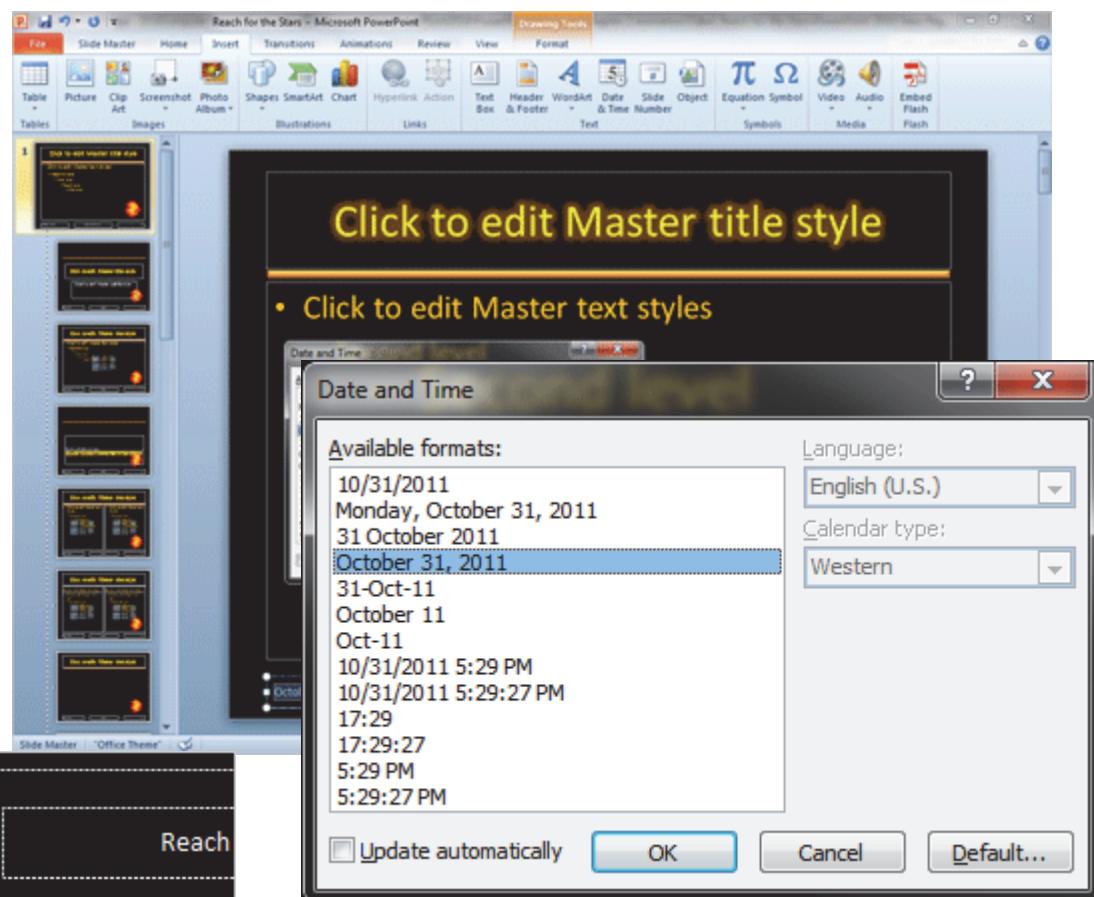


What Do You See? You will be prompted to choose from a list of available formats.

Memo to Self: You can make the Date and Time update automatically. The check box option is in the bottom, left corner.



Insert ->Text->Date & Time



Exam 77-883: Microsoft PowerPoint 2010
2. Creating a Slide Presentation
2.4. Format slides: Setup Slide Footers



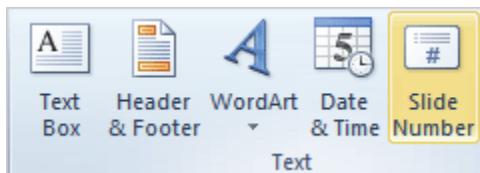
Insert Slide Numbers

You can add the **Slide Numbers** to the **Footer** if you wish. Hmmmm, do you really want to tell your audience that you are on slide 5 of 230? <zzz zzz>

Try it: Insert Slide Numbers

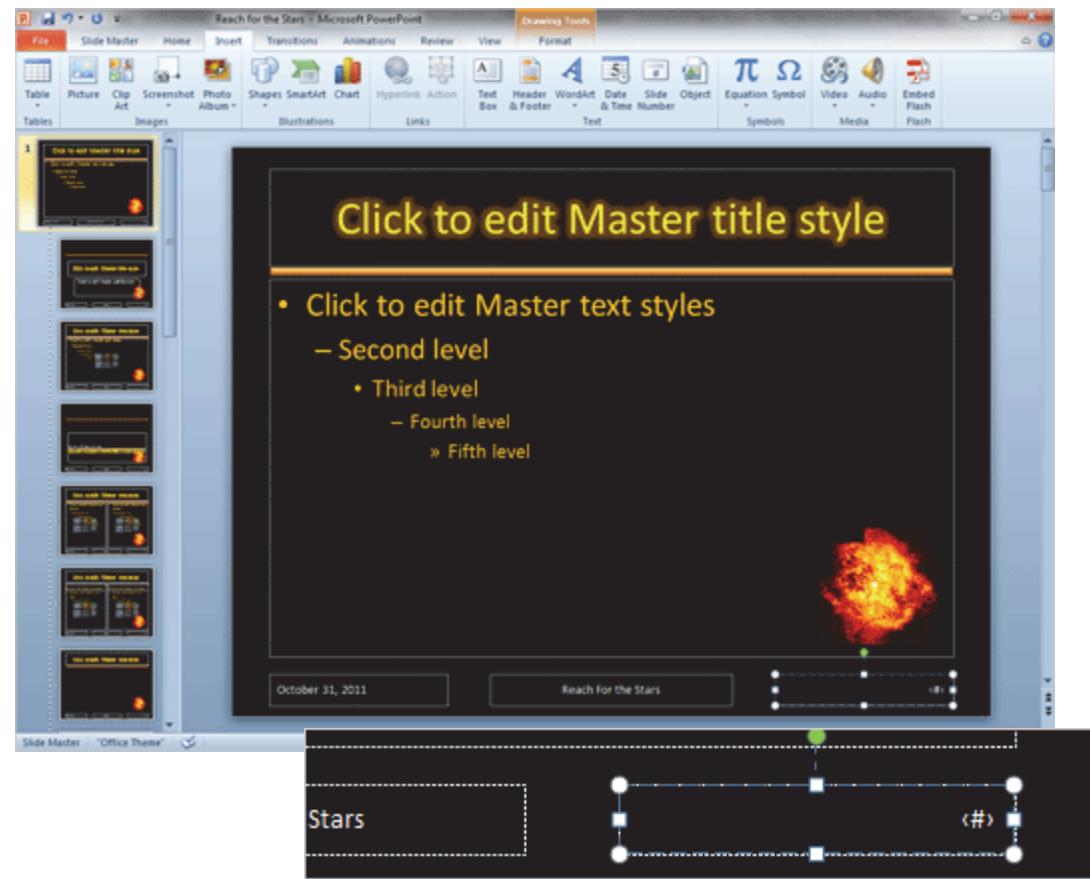
Place your cursor in the Text Box in the bottom right corner of the Slide Master.

Go to the **Insert->Text->Slide Number**.



What Do You See? The Slide Number will be placed in the text box.

Insert ->Text->Slide Number



Exam 77-883: Microsoft PowerPoint 2010
2. Creating a Slide Presentation
2.4. Format slides: Setup Slide Footers



Insert ->Text->Header & Footer

Slide Master: Insert a Footer

This discussion assumed that the Slide Master included a Footer. Say the template you created does not. Here are the steps to setup a Footer.

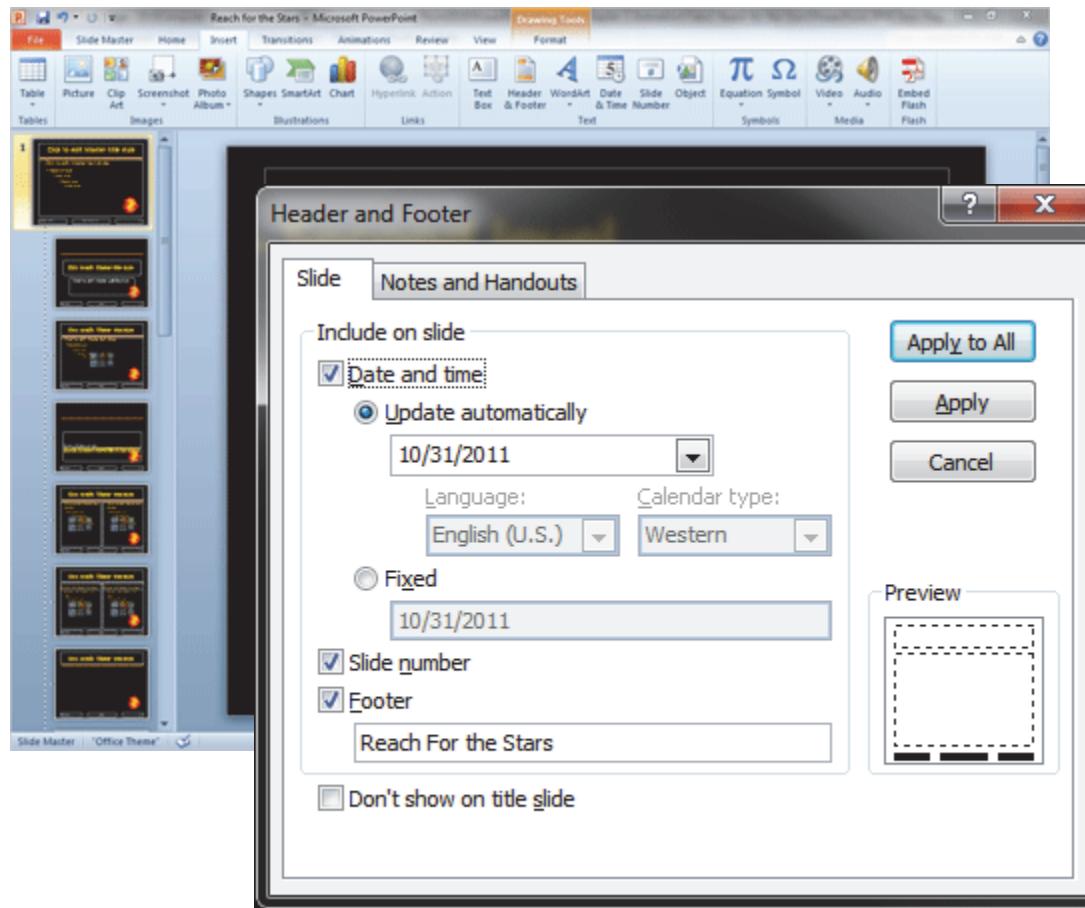
Try it: Insert a Footer

The slide show is open in Master View.
The Slide Master is selected.
Go to **Insert ->Text->Header and Footer**.

What Do You See? You can select the following options if you wish:
Date and Time (Update or Fixed)
Slide Number
Footer

There is a check mark to make the title slide different.

What Else Do You See? You can click on **Apply** to add the Footer to this slide and **Apply to All** to add it to all of them.



Exam 77-883: Microsoft PowerPoint 2010
2. Creating a Slide Presentation
2.4. Format slides: Setup Slide Footers



Close the Master View

All of this formatting has been applied in the Master View. When you are ready, you can **Close the Master View** and return to the Normal View.

Try This: Close the Master View.

Go to the **Slide Master** Ribbon.

Click on **Close Master View**.

Look for the button in the upper right corner of the Slide Master Ribbon

Do This: Save Your Presentation

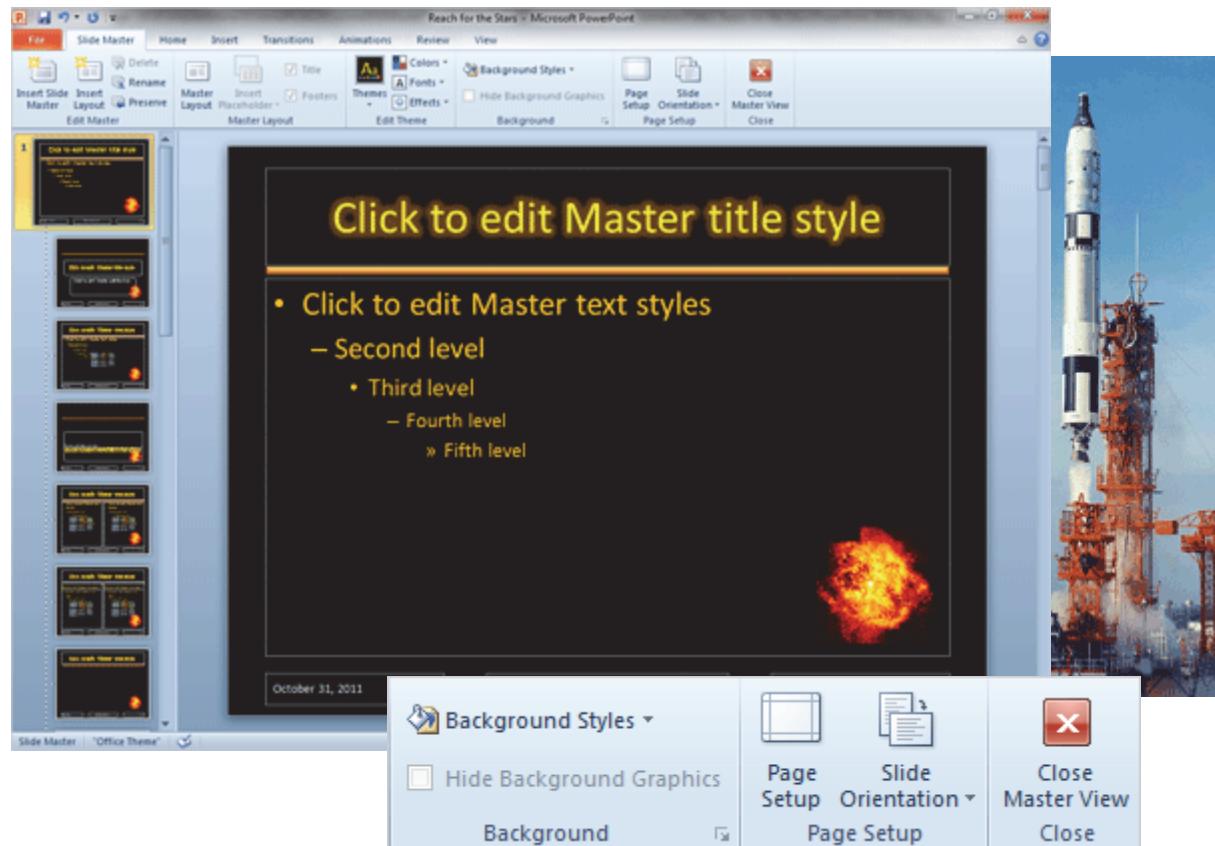
Go to **File->Save**.

Browse to your Documents folder.

Name the file: Reach for the Stars.

Click on **Save**.

Slide Master->Close Master View



Exam 77-883: Microsoft PowerPoint 2010

1. Managing the PowerPoint Environment

1.1. Adjust views: Close Master Views



Enter the Slide Text

What Do You See? When you close the Master Slide view, you will see one slide that includes the star picture, the shape and the information we added to the footer.

1. Try This: Enter Text on the Slides

Please add 8 new slides for a total of 9.

Select Slide 1, type: Reach for the Stars

Slide 2: I built a shiny star ship

Slide 3: Made of silicon and glass

Slide 4: Little bits of code

Slide 5: And a dozen lights that flash!

Slide 6: It's me and my machine

Slide 7: Eager to join the race

Slide 8: O, the things we can explore

Slide 9: As we cruise through cyberspace!

Keep going...

The screenshot shows a Microsoft PowerPoint 2010 window. The title bar reads "Reach for the Stars - Microsoft PowerPoint". The ribbon tabs are Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, and Drawing Tools. The Drawing Tools tab is selected. The left pane shows the Slides and Outline tabs; the Outline tab is selected, displaying a numbered list from 1 to 9. The main slide area contains the title "Reach for the Stars" in yellow, a subtitle "d subtitle" in white, and a star-shaped graphic. The background of the slide shows a rocket launching into space.

Slide Number	Text Content
1	Reach for the Stars
2	I built a shiny star ship
3	Made of silicon and glass
4	Little bits of code
5	And a dozen lights that flash!
6	It's me and my machine
7	Eager to join the race
8	O, the things we can explore
9	As we cruise through cyberspace!

Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements

3.1. Manipulate graphical elements.

1



Insert Pictures

Each slide needs a picture. The images for this presentation come from the [Hubbell Space Telescope](#). This is a great site.

You can use the sample files for this presentation if you wish. You are also welcome to use your own pictures.

Try it: Add pictures

Select Slide 2.

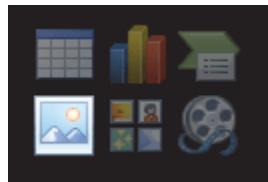
Go to **Insert ->Images->Picture**.

Browse to your Documents folder.

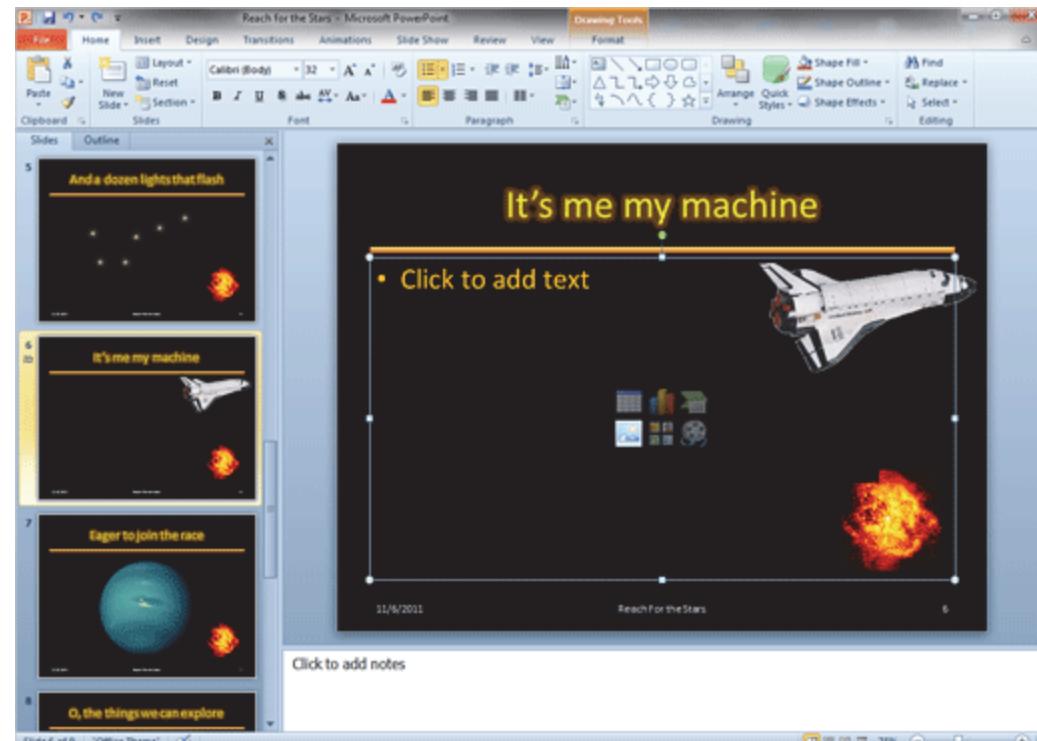
Select a picture.

Please add a picture to each slide.

Memo to Self: You can also insert a picture with the short cut in the middle of the slide placeholder.



Insert ->Images->Picture



2

Exam 77-883: Microsoft PowerPoint 2010
3. Working with Graphical and Multimedia Elements
3.2. Manipulate images: Add images



Format the Pictures

Some of the pictures from space have a black background. However, the density of the black is not as dark as the black color of the slides. There is a simple way to make adjustments.

Before You Begin: The image on this slide is called Tree of Life. It is selected and the Picture Tools are available.

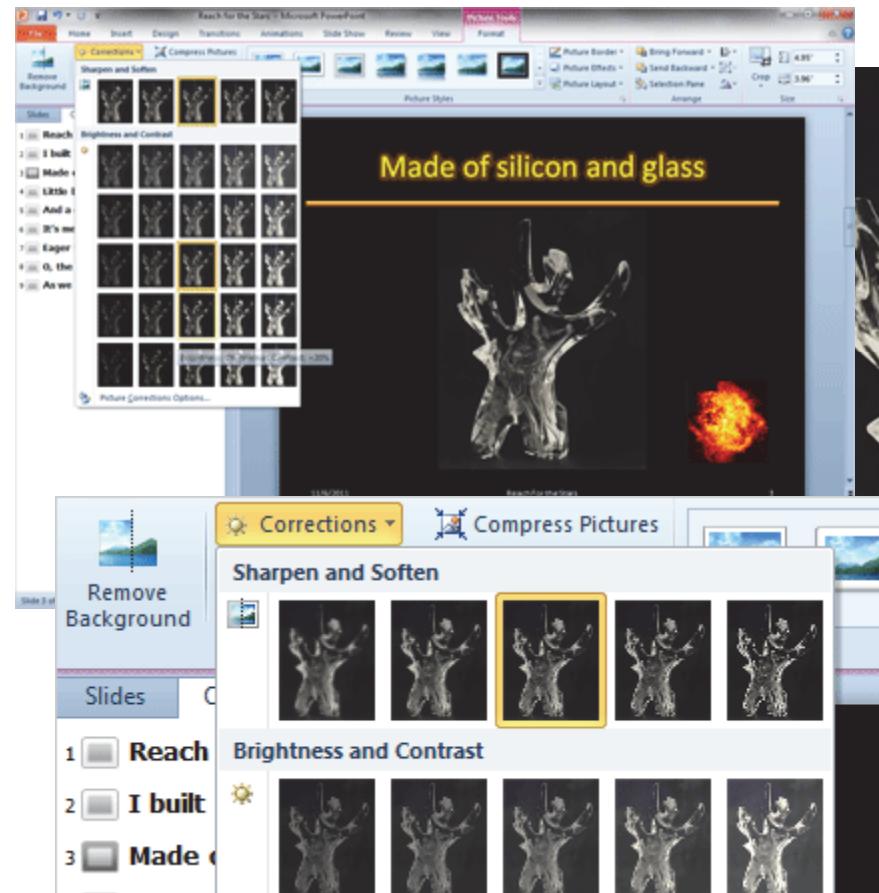
3. Try it: Adjust the Contrast

Click once on the picture to select it. Go to **Picture Tools ->Format ->Adjust**. Click on **Corrections**. Select the Brightness and Contrast.

Brightness bathes the image in light and "washes out" the colors.

Contrast accentuates the difference between absolute black and white. When you increase the Contrast, the black gets darker and the white gets lighter. When you decrease the Contrast, the picture fades to grey

Picture Tools ->Format ->Adjust ->Corrections



3

Exam 77-883: Microsoft PowerPoint 2010
3. Working with Graphical and Multimedia Elements
3.2. Manipulate images: Adjust Contrast



Insert a Hyperlink

A **hyperlink** is an effective way to link your presentation to more resources on the Internet. This demonstration adds the hyperlink to the picture.

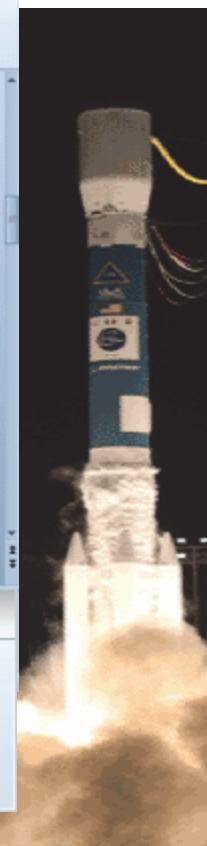
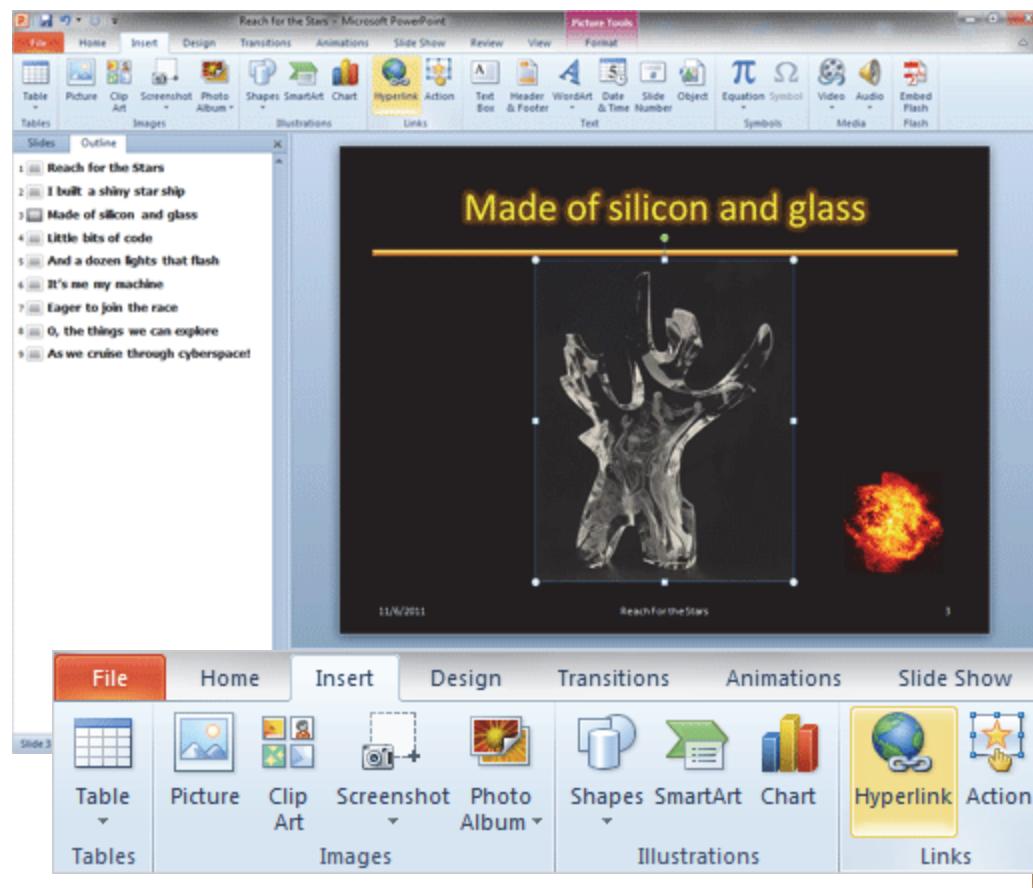
When you run your mouse over the picture, you will be able to click on a hyperlink and go to a webpage.

Try it: Insert a Hyperlink

Click on the picture to select it.
Go to **Insert -> Links->Hyperlink**.

Keep going....

Insert ->Links->Hyperlink



Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements
- 3.1. Manipulate graphical elements: Add hyperlink



Hyperlink Options

What Do You See? You will be prompted to edit the hyperlink. There are three key options for programming a hyperlink: **Link to, Address and Screen Tips.**

1. Link To a Web Page

Select: Existing File or Web Page.

2. Type the Address

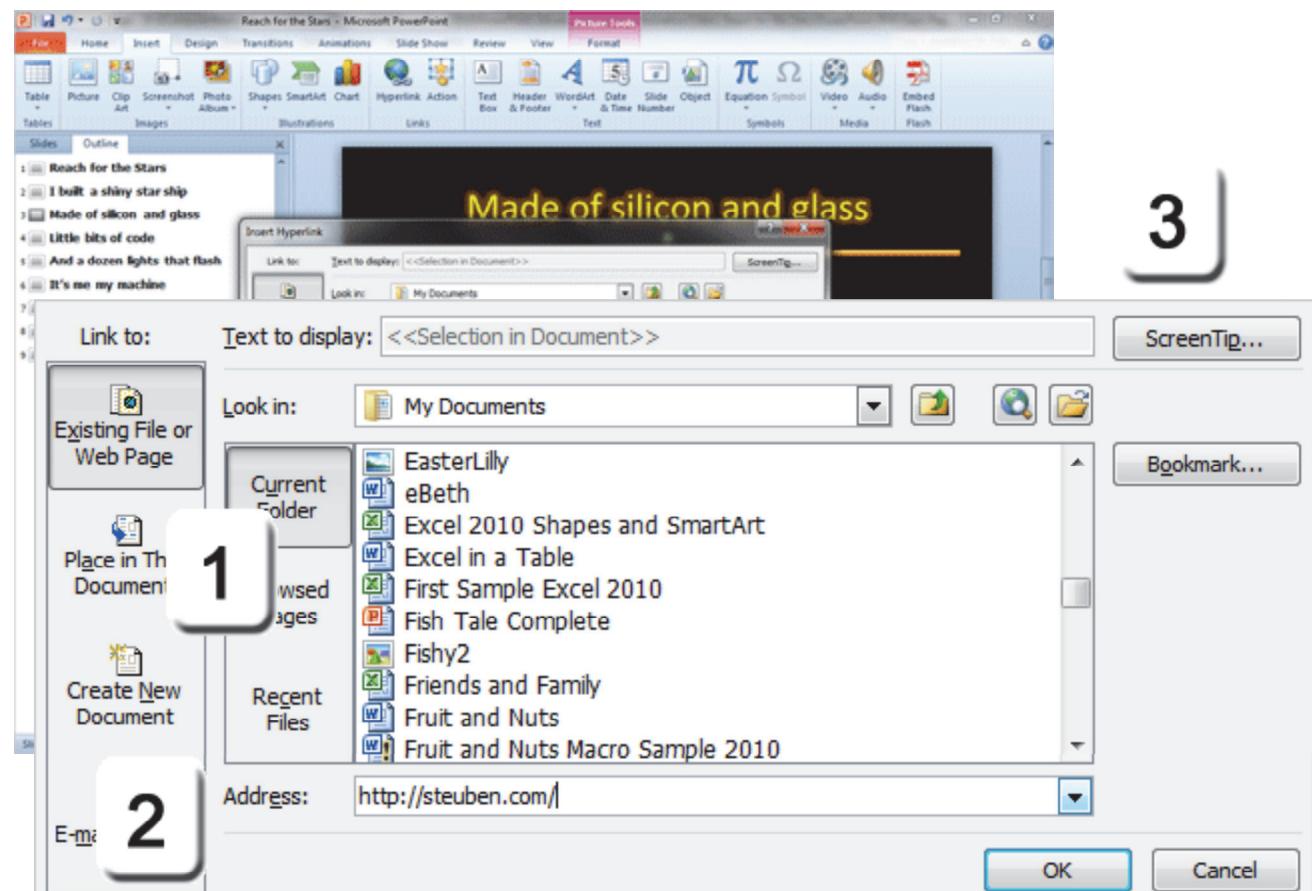
<http://steuben.com>

3. Enter the Screen Tip

Type the following: Click here to go to the Steuben website

Click **OK** and keep going, please.

Insert ->Links->Hyperlink



Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements

3.1. Manipulate graphical elements: Add a hyperlink



4

Slideshow->Start Slideshow-> from Current Slide

The screenshot shows the Microsoft PowerPoint ribbon with the 'Slide Show' tab selected. Under the 'Start' section of the ribbon, the 'From Current Slide' button is highlighted. The main slide area displays a title 'Made of silicon and glass' above two images of silicon crystal structures. The left side of the screen shows the 'Outline' pane with a list of slide titles.

Show Time: Test the Hyperlink
In the previous pages, we walked through the steps to add a hyperlink to a picture. These steps were done in Normal, or Design view. The hyperlink can be tested when you **Start the Slide Show** and try the link "live" during the show.

4. Try it: Start the Slide Show
Go to **Slideshow->Start Slideshow**.
Click on **from Current Slide**.

Keep going...!

Exam 77-883: Microsoft PowerPoint 2010
8. Delivering Presentations
8.2. Set up slide shows: Start Slideshow from Current Slide



5

Slideshow->Start Slideshow from Current Slide

Test the Hyperlink

What Do You See? A PowerPoint Slide Show does not include all of the Ribbons and Tools you played with when you designed the slides.

5. Try it: Test the Hyperlink

Run your cursor over the image that has a hyperlink. You should see a screen tip that says: Click here to go to the Steuben website.

Click on the hyperlink.

The Steuben website should open in your web browser.

Try This, Too: Exit the Slide Show

Click Escape (**ESC**) on your keyboard. The Slide Show should close. PowerPoint should still be open.

Do This: Close the Internet

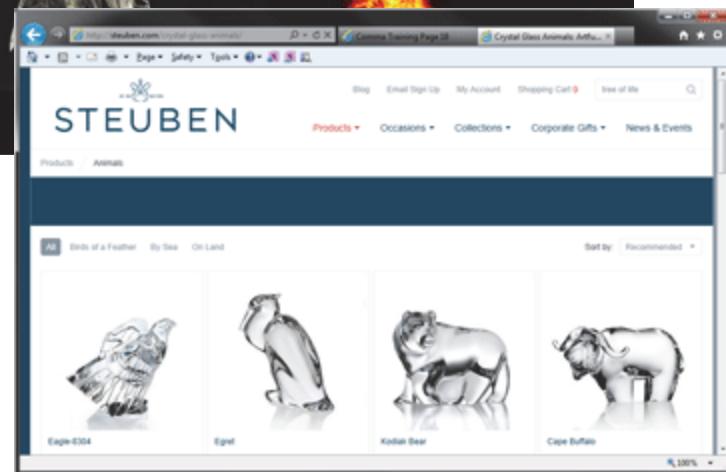
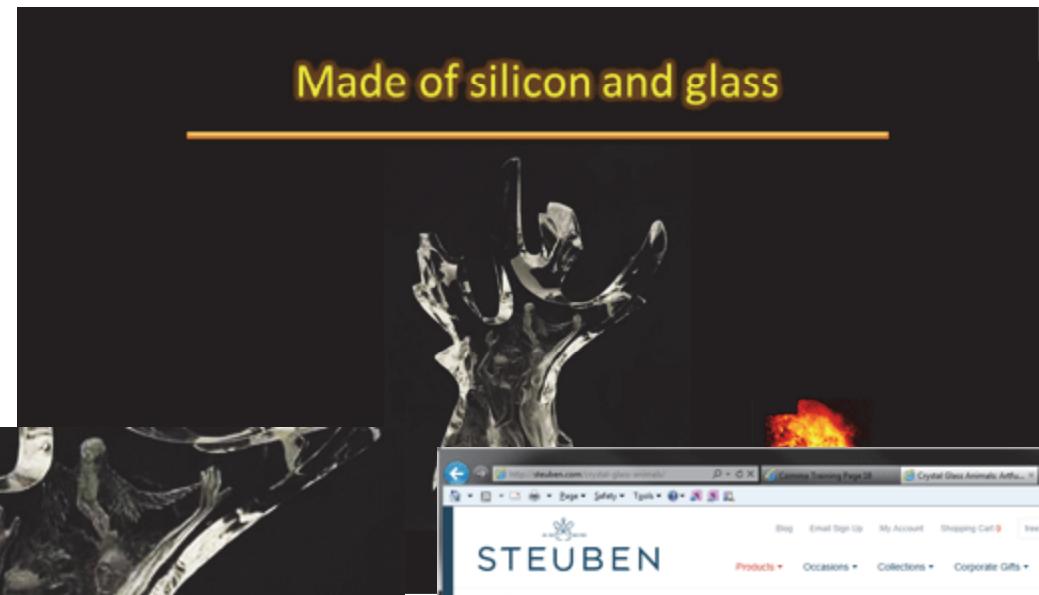
Browser.

Click the X to Exit from the Internet.

OK, hyperlinks are good.



[Click here to go to the Steuben website](#)



Exam 77-883: Microsoft PowerPoint 2010

8. Delivering Presentations

8.2. Set up slide shows: Start Slideshow from Current Slide



Back to the Drawing Board! Arrange the Graphics

Here is something you should proof in your presentation: look at how the pictures overlap. You may need to **Arrange** the images and send one to the back. In the example on this page, the picture of the planet Jupiter was covering up part of the space shuttle Atlantis.

Try it: Arrange the Graphics

Go to Slide 6.

Select the picture of the planet.

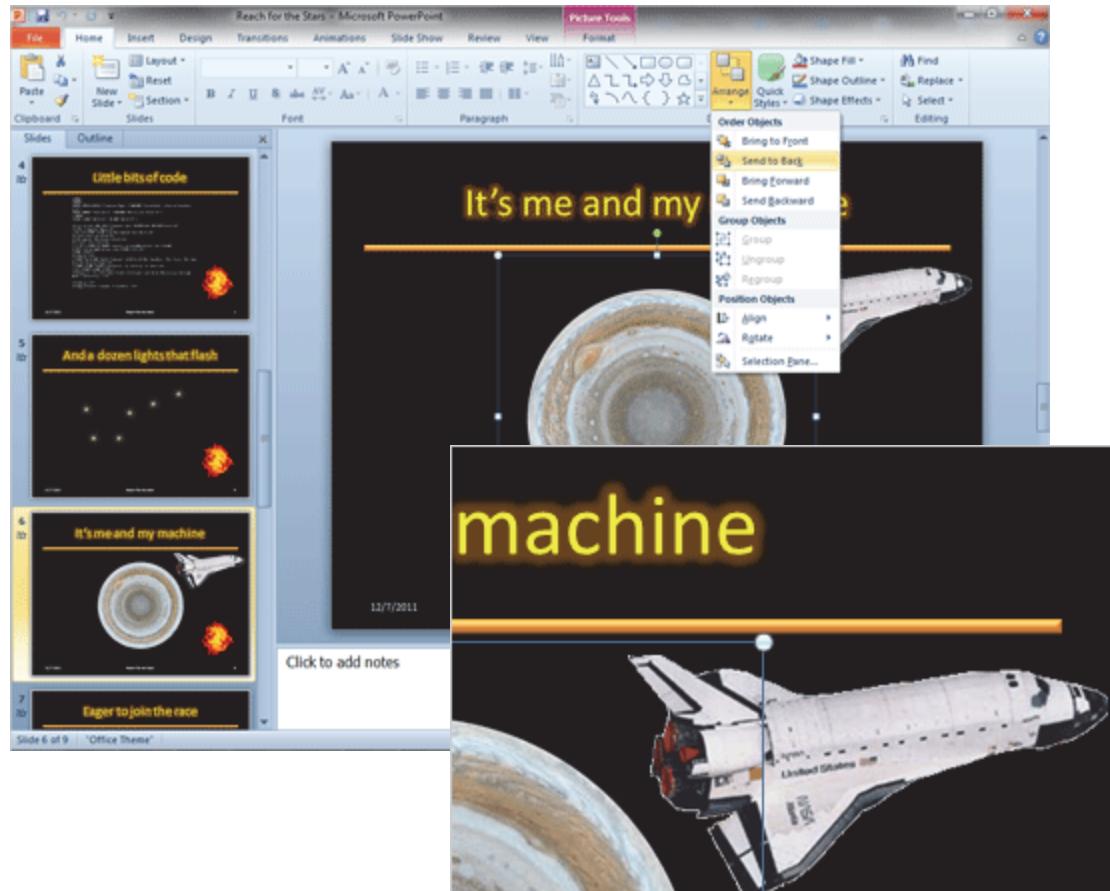
Go to **Home-> Drawing-> Arrange.**

Click on **Send to Back.**

What Do You See? The picture of the planet was moved to the Back, it is behind the picture of the space shuttle.

Keep going...

Home-> Drawing-> Arrange-> Send to Back



Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements
- 3.1. Manipulate graphical elements: Arrange Graphics



Arrange the Graphic Position

You can also edit the **Position** of a graphic, picture, or shape with the **Arrange** options.

Try it: Arrange the Position

Still on Slide 6.

The picture of the planet is selected.

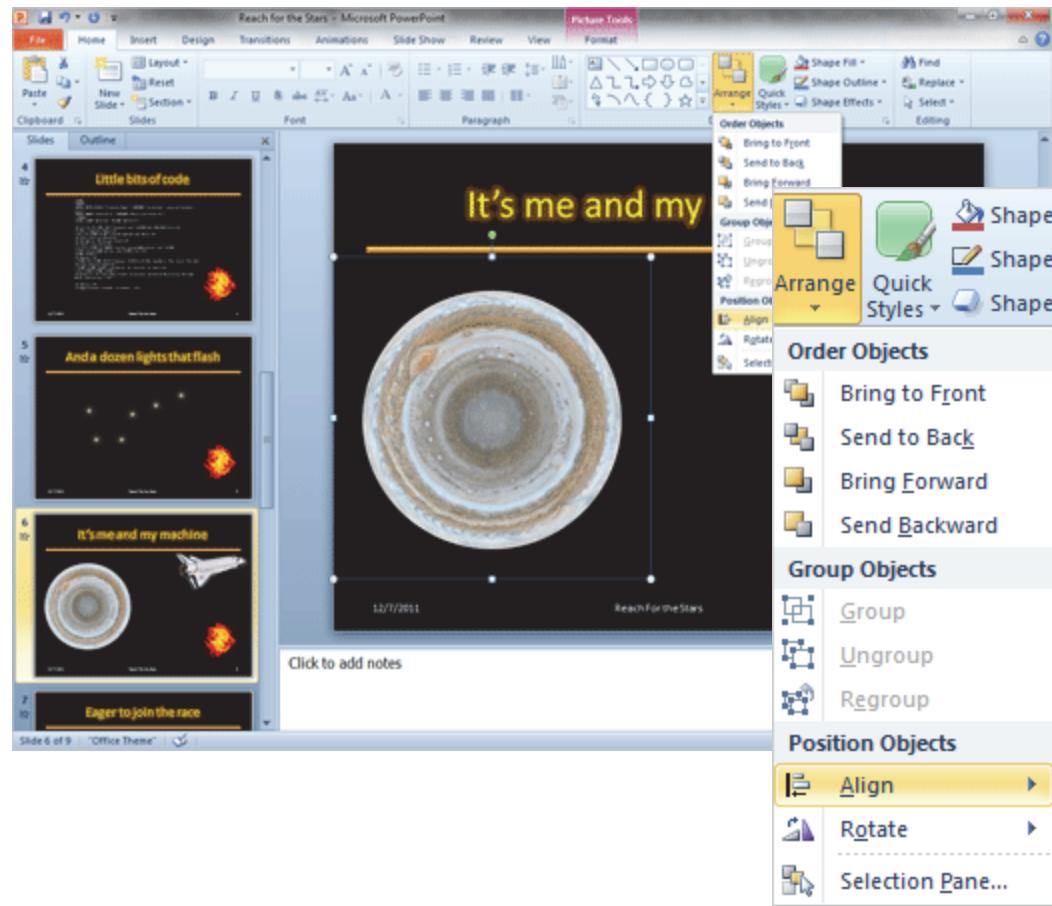
Go to **Home-> Drawing-> Arrange->Align**.
Click on **Align Left**.

What Do You See? The picture of the planet was moved to the left side of the slide.

What Else Do You See? The Arrange options include the following:

Order Objects (Front, Back, Forward, Backward)
Group Objects (Group, Ungroup, Regroup)
Position Objects (Align, Rotate, Select)

Home-> Drawing-> Arrange-> Align



Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements

3.1. Manipulate graphical elements: Position Graphical Elements



Hide the Background Graphic

Sometimes the images and logos on the Slide Master compete with the pictures on a slide. You can use the Design tools to **Hide the Background Graphics**.

1. Try it: Hide the Background Graphics

Go to Slide 2.

Go to **Design ->Background**,

Click on: **Hide the Background Graphics**.

2. What Do You See? All of the Background Images have been hidden (not deleted) on this slide, only.

Do This, As Well: Save Your Presentation

Go to **File->Save**.

Save. Save. Save.

Design ->Background->Hide the Background Graphics



Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements

3.1. Manipulate graphical elements.



Hello, Slide Sorter

The **Slide Sorter** shows little thumbnail images of your slides. It is a visual outline and a great way to organize your thoughts.

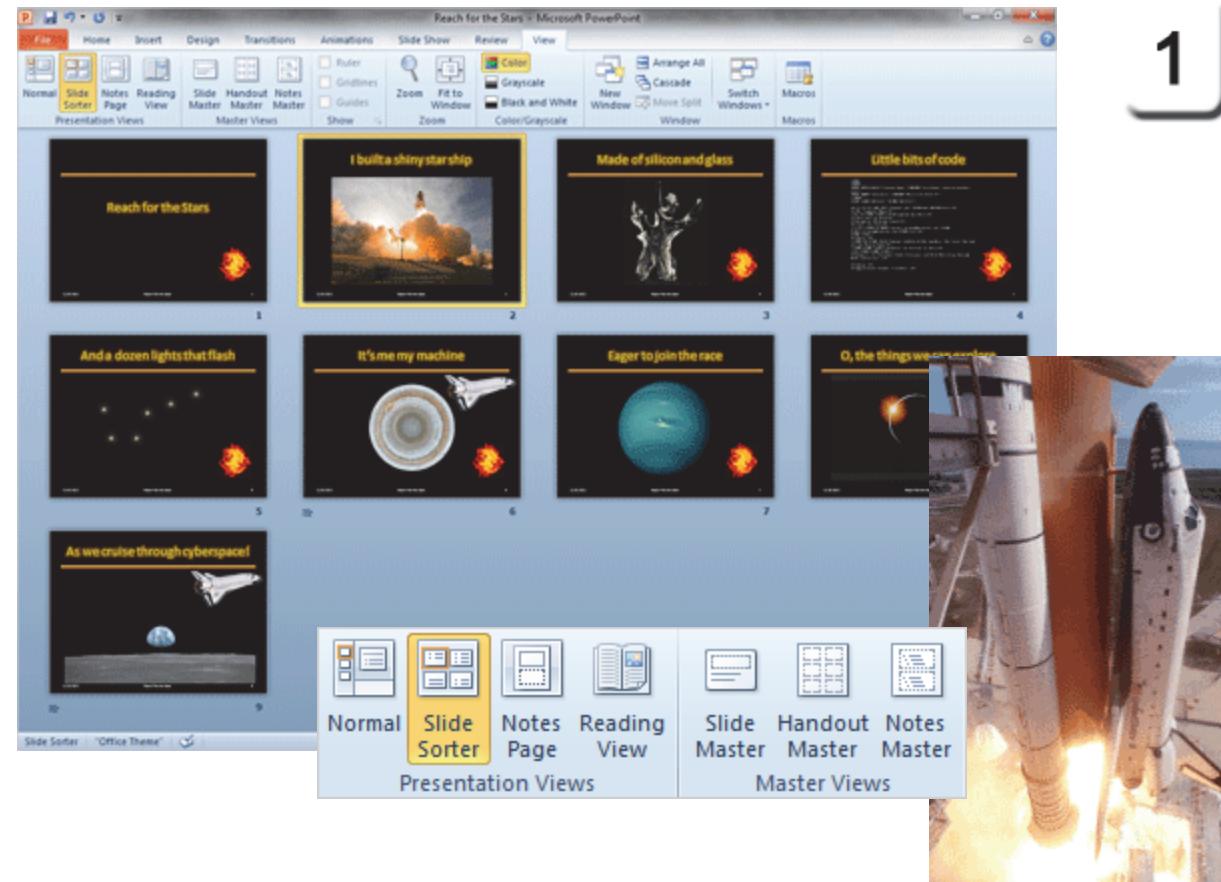
The Slide Sorter is also the best place to add **Transitions** to your slides.

1. Try it: View the Slide Sorter
Go to **View ->Presentation Views**.
Click on **Slide Sorter**.

What Do You See? The slides are shown as miniatures in rows.

Keep going, please...

View ->Presentation Views-> Slide Sorter



Exam 77-883: Microsoft PowerPoint 2010

1. Managing the PowerPoint Environment
- 1.1. Adjust views: Presentation Views Slide Sorter



Add a Slide Transition

Transitions animate how one slide leads into the next. Without a Transition, the segue can be abrupt and distracting. Let's investigate the **Transitions Ribbon**.

2. Try it: Add a Transition to This Slide

Select Slide 2.

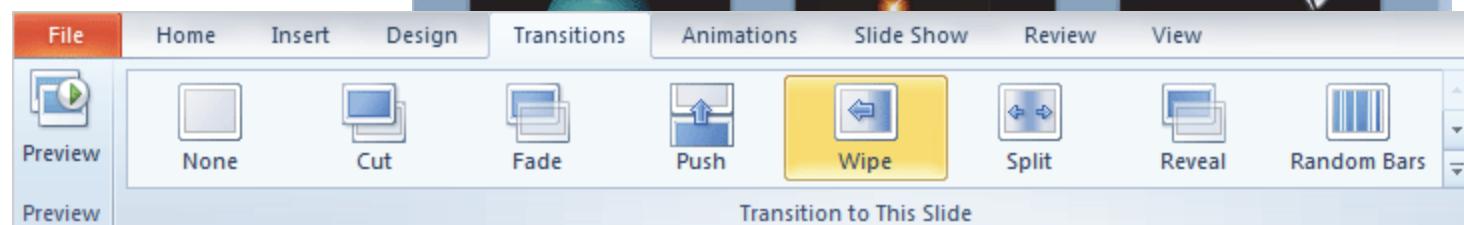
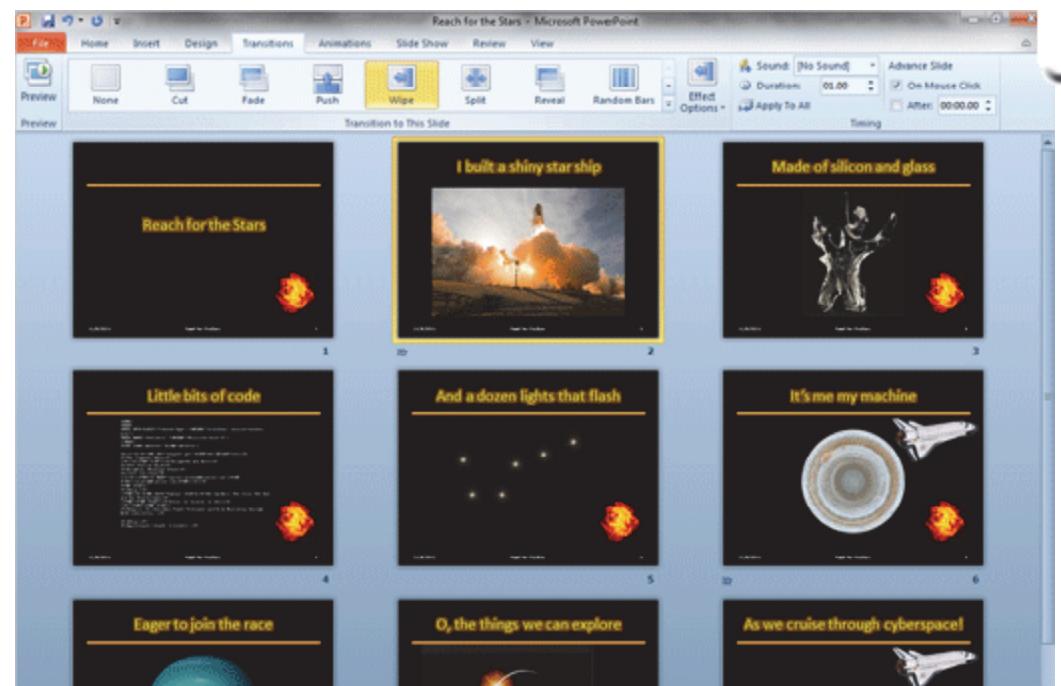
Go to the **Transitions** Ribbon.

Go to **Transition to This Slide->Wipe**.

What Do You See? The Transition should play, giving you a little preview.

What Else Do You See? This Group is specially called "*Transitions to This Slide*." That means the Transition will be applied to the slide that you select. You can have a different Transition for each slide if you wish. Keep going...

Transitions ->Transition to This Slide->Wipe



Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.4. Apply and modify transitions between slides: Apply Transition to This Slide

2



Edit the Transition Effect

Each Transition may have several **Effects** that you can edit. For example, the Wipe Transition can begin from the top, bottom, right, left or any corner.

3. Try it: Edit the Transition Effect

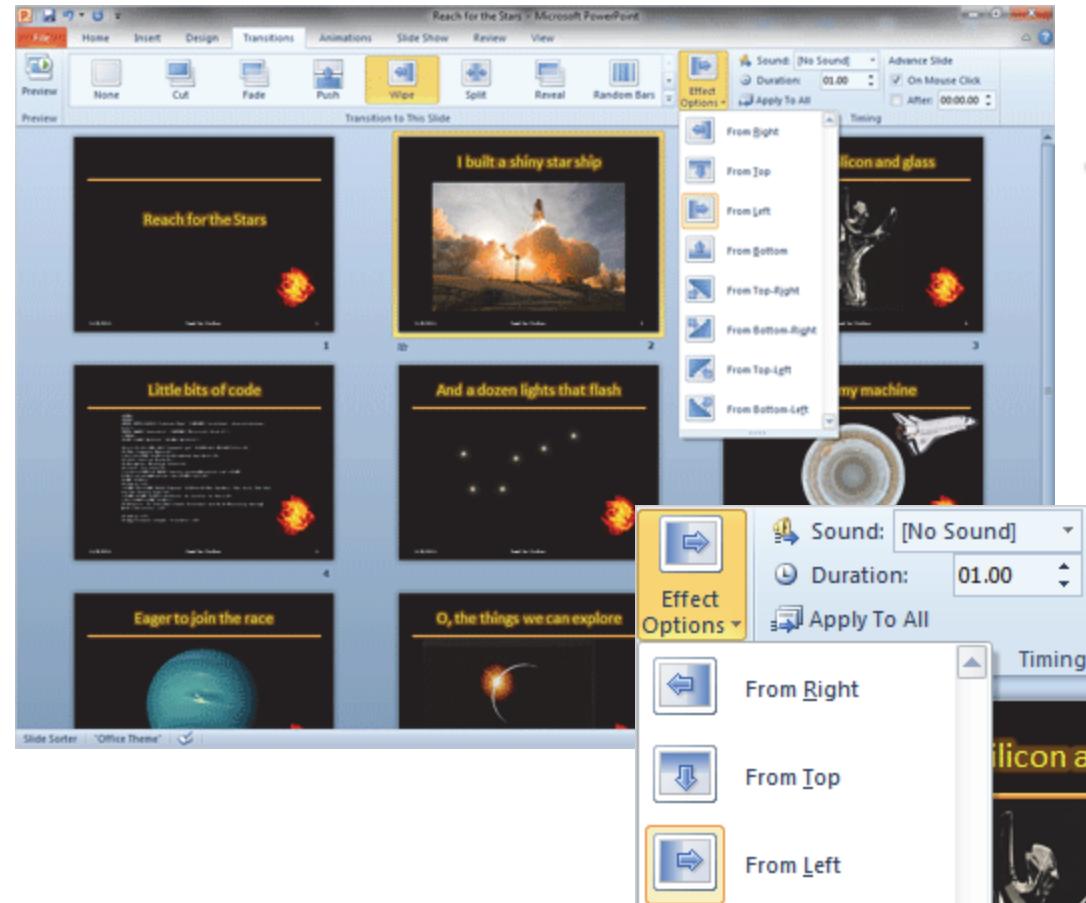
Slide 2 is selected. The **Transitions** Ribbon is available.

Go to **Transition to This Slide**.
Go to **Effect Options->From Left**.

What Do You See? The Transition should play the preview. In this example, the Transition would begin the Wipe from the left side of the slide.

Keep going...

Transitions ->Transition to This Slide->Effect Options



3

Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.4. Apply and modify transitions between slides: Modify Effect Options



More Transition Options

4. Try it: Review the Transitions
Slide 2 is selected. The Transitions Ribbon should be available.

Go to Transition to This Slide->More.

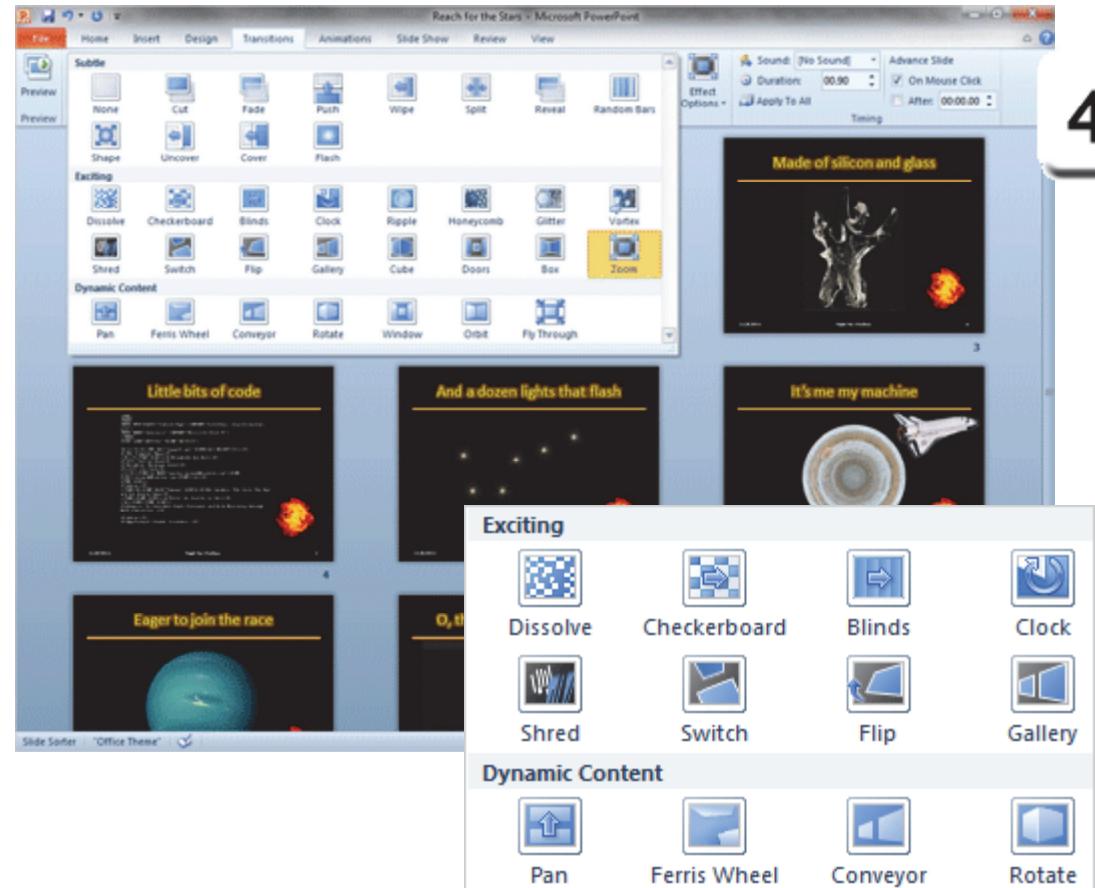
What Do You See? PowerPoint has a rich library of Transitions. The categories include:
Subtle
Exciting
Dynamic Content

Try This, Too: Pick an Exciting Transition
Select: **Zoom**.

The Slide Sorter should play the Transition.
Go to **Transitions->Preview** to see it again.

Keep going...this is getting good.

Transitions ->Transition to This Slide->More



Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations
- 5.4. Apply and modify transitions between slides: Modify Effect



Add Sound to a Transition

5. Try it: Add Sound to a Transition
Slide 2 is selected. The Transitions Ribbon should be available.

Go to **Transitions->Timing->Sound**.
Select a **Sound**: Camera.

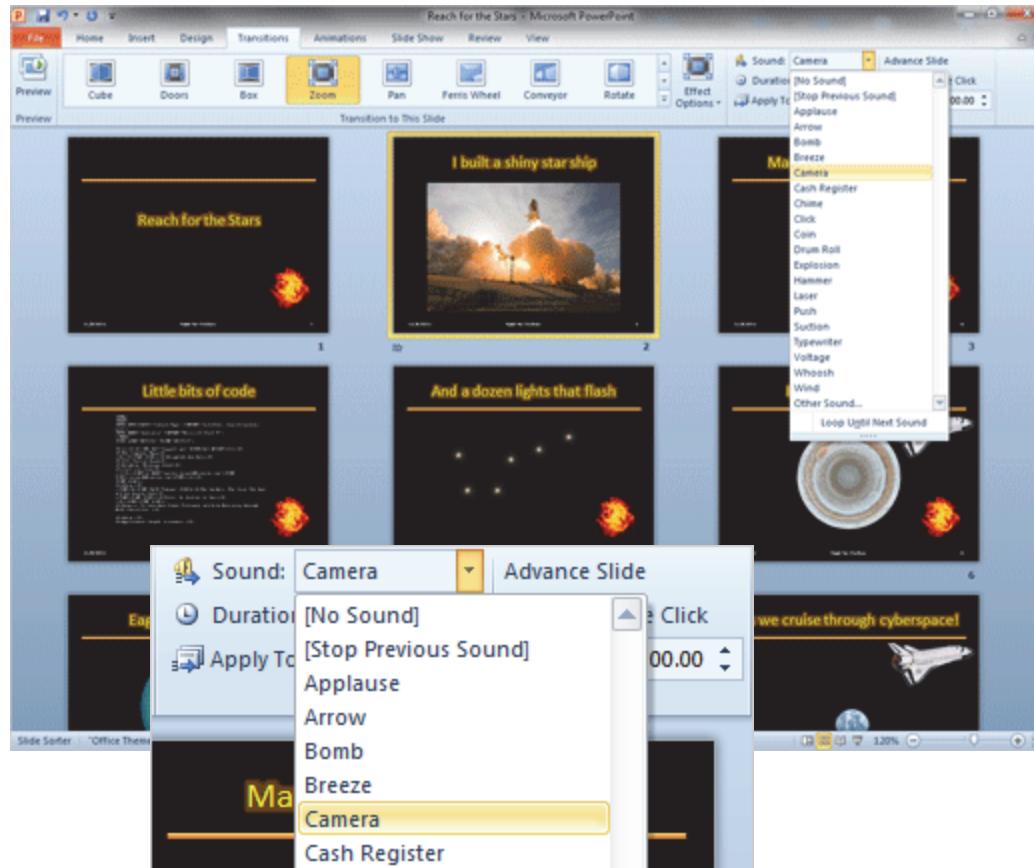
Try This, Too: Preview the Sound
Go to **Transitions->Preview**.

What Do You Hear? You should hear the "Camera" Sound as the Transition plays.

What If It Doesn't Work? Please look for simple answers, first. Does your computer have speakers? Are the speakers turned on? Is the sound muted?

Keep going...

Transitions ->Timing->Sound



5

Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.4. Apply and modify transitions between slides: Add Sound to a Transition



Modify the Duration

Each Transition has a **Duration**. It is shown in seconds. The shorter the time, the faster the Transition plays.

6. Try it: Modify the Duration

Slide 2 is selected.

Go to **Transitions->Timing->Duration**.
Select a **Duration**: 2.00.

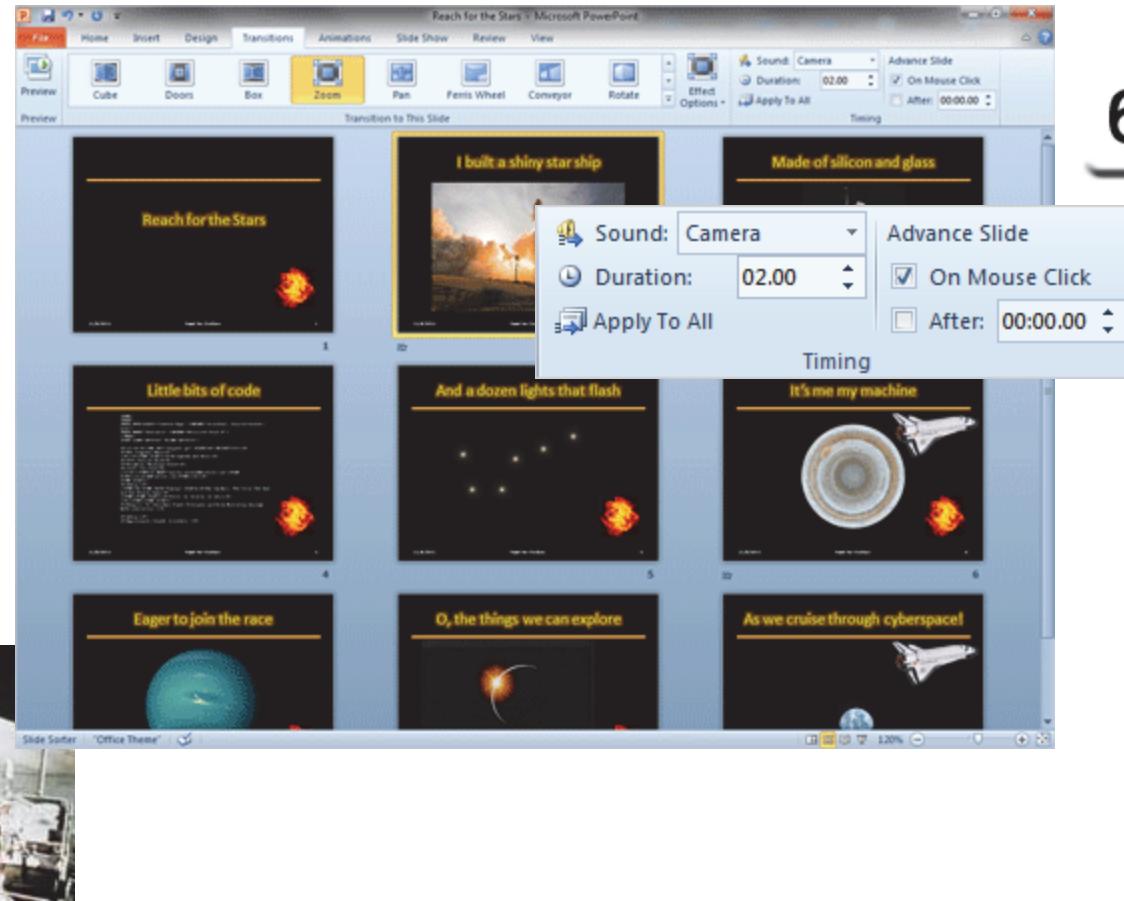
What Do You See? The Durations begin at 0.01 second, and increment in tenths of a second as you click the arrows.

Try This, Too: Preview the Duration

Go to **Transitions->Preview**.

Keep going...

Transitions ->Timing->Duration



Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.4. Apply and modify transitions between slides: Modify the Duration



Timing is Everything...

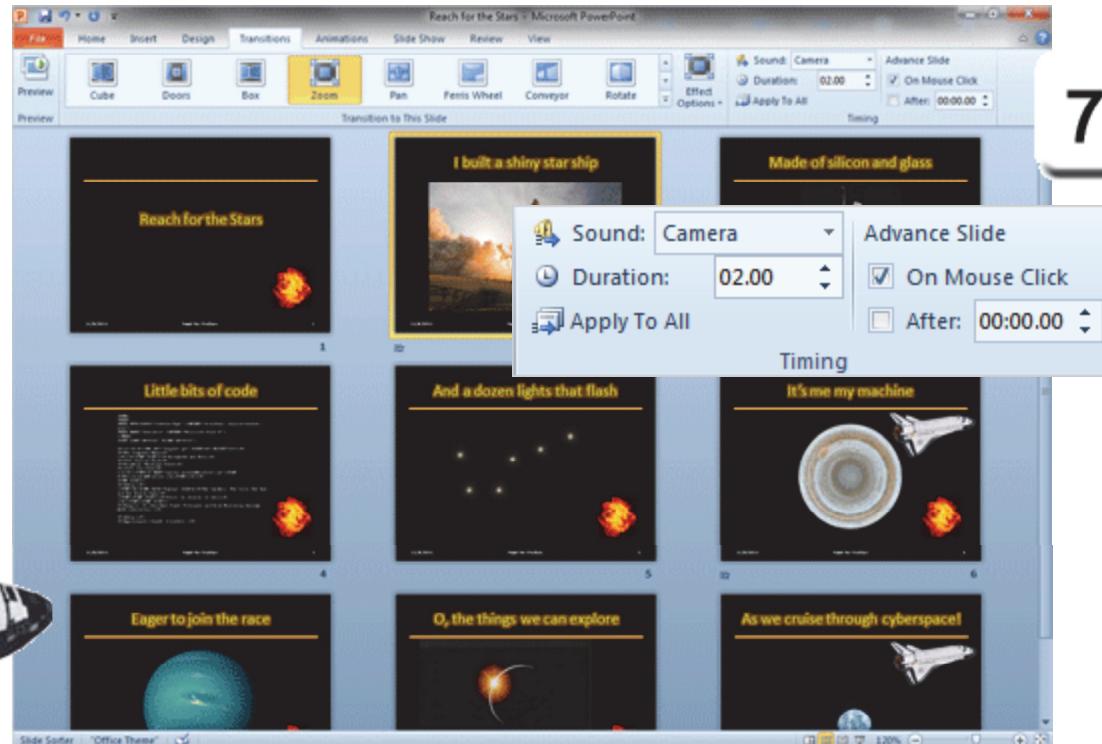
7. Try it: Review the Advance Options
By default, PowerPoint will **Advance**, or go to, the next slide when the presenter clicks any key on the keyboard or mouse. This option is called **On Mouse Click**.

The slides advance at the presenter's discretion. This option allows the presenter to say all of the information that goes with this slide. The presenter can go faster or slower, depending on the time allocated for her show.

Keep going...



Transitions ->Timing->Advance Slide->On Mouse Click



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Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.4. Apply and modify transitions between slides: Advanced Slide Manually



Advance Automatically

You can use the Transitions Timing to set up a show that advances automatically. You could use this approach for a trade show or a kiosk.

8. Try it: Advance Automatically

Slide 2 is selected.

Go to **Transitions->Timing**.

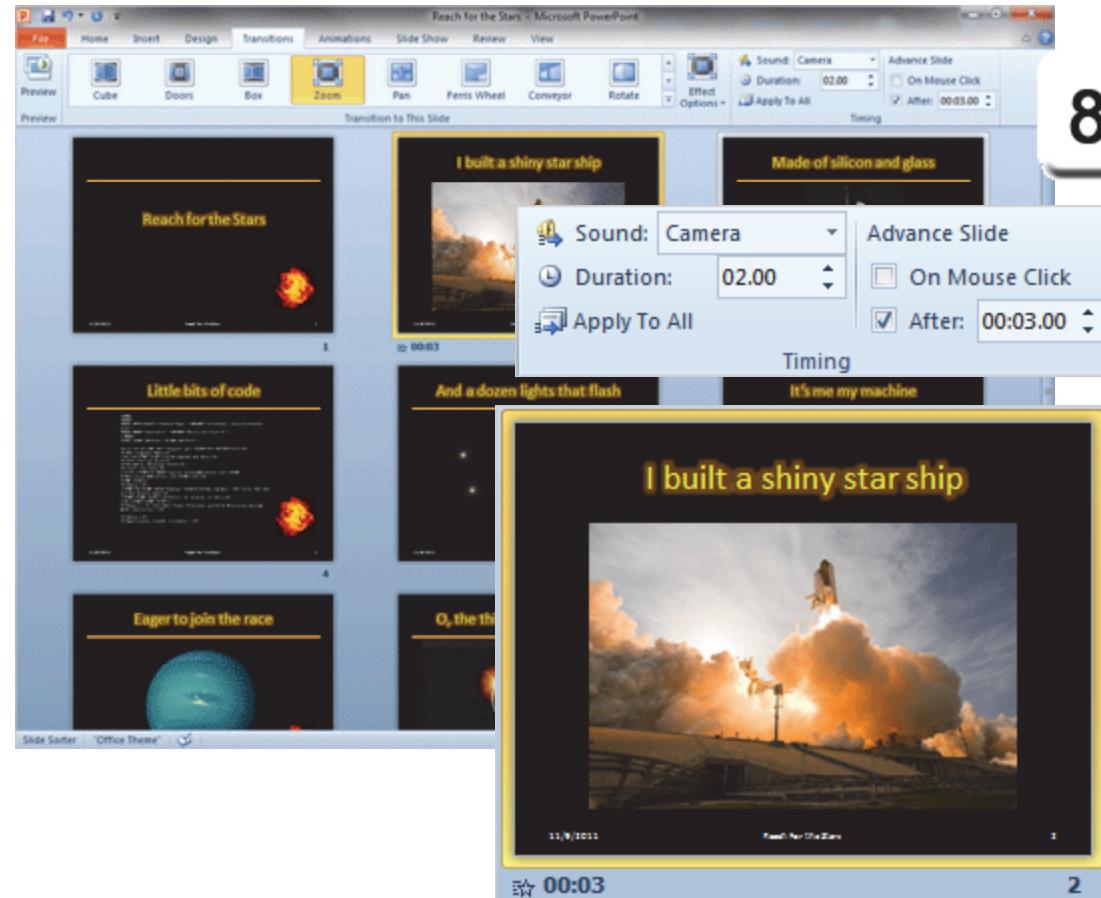
Select **Advance Slide After: 3.00**.

What Do You See? When you **Preview** the slide, the Transition will show the Wipe Effect for 2 seconds and then advance to the next slide after another second.

What Else Do You See? The Slide Sorter shows a star (for Transition) and the timing of the Transition.

Way cool.

Transitions ->Timing->Advance Slide->After



8

Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.4. Apply and modify transitions between slides: Advanced Slide Manually



All for One and One for All

This Transition was applied to Slide 2.
You can quickly make the rest of the
slides match if you wish.

9. Try it: Apply to All

Slide 2 is still selected.
Go to **Transitions->Timing**.
Click on **Apply to All**.

What Do You See? All of the slides in the
Slide Sorter should have an animation
star and the timing for the Transition.

Save, Save, Save.



Transitions ->Timing->Apply to All

The screenshot shows the Microsoft PowerPoint interface with the 'Reach for the Stars' presentation open. The slide sorter on the left displays six slides, each with a small preview image and a duration of '00:03'. The second slide, which contains the text 'I built a shiny starship' and an image of a starship, has a yellow transition effect applied. The 'Timing' pane on the right is open, showing the following settings:

- Sound: Camera
- Duration: 02.00
- After: 00:03.00

The 'Apply To All' button is highlighted in the Timing pane. The main slide preview on the right shows the text 'Made of silicon and glass' with a small star icon. The status bar at the bottom indicates the time is 00:03.

9

Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.4. Apply and modify transitions between slides: Apply to All



Ready to Launch

Try it: Start the Slide Show

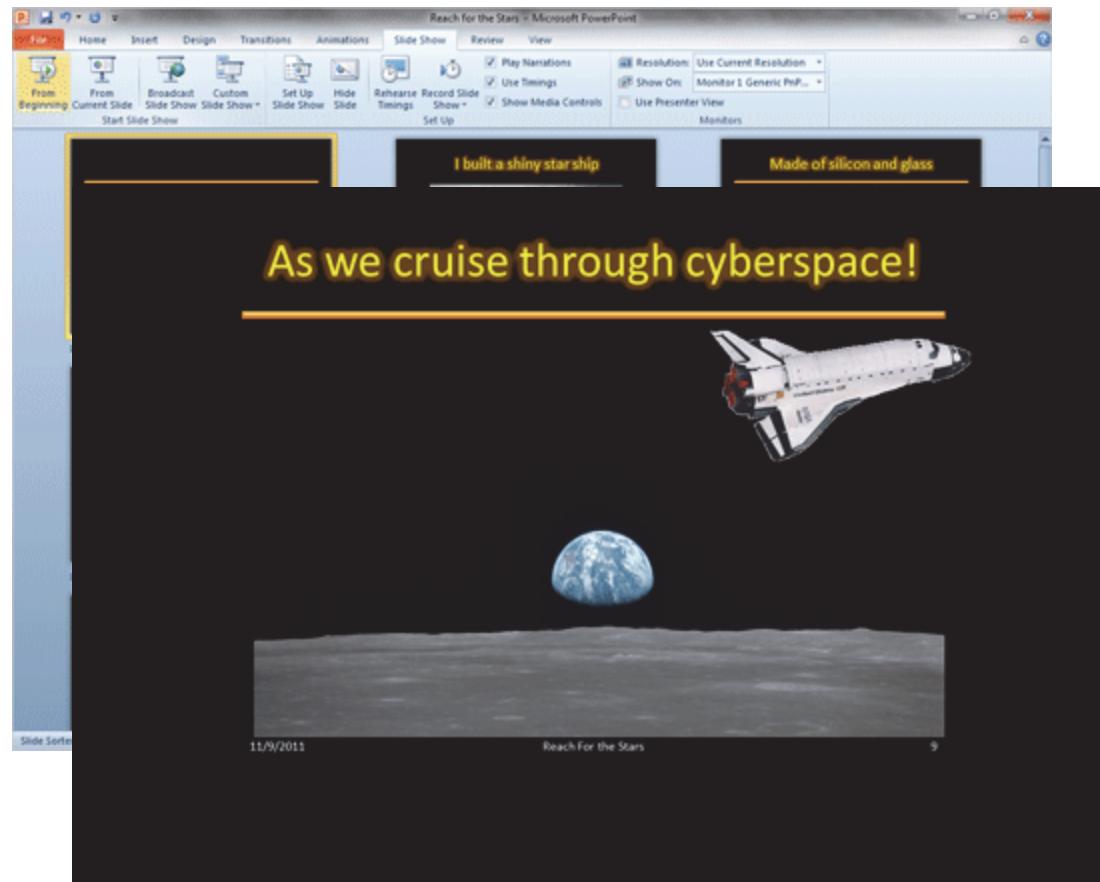
Go to **Slide Show ->Start Slide Show.**

Click on **From Beginning.**

What Do You See? The presentation should advance automatically every three seconds. Will the slides advance On Click if you click the mouse?

Memo to Self: If you're lucky enough to have two monitors, PowerPoint 2010 will open the Slide Show on the second monitor, leaving PowerPoint open on the first.

Slide Show ->Start Slide Show ->From Beginning



Exam 77-883: Microsoft PowerPoint 2010

8. Delivering Presentations

8.2. Set up slide shows: Start Slideshow from Beginning



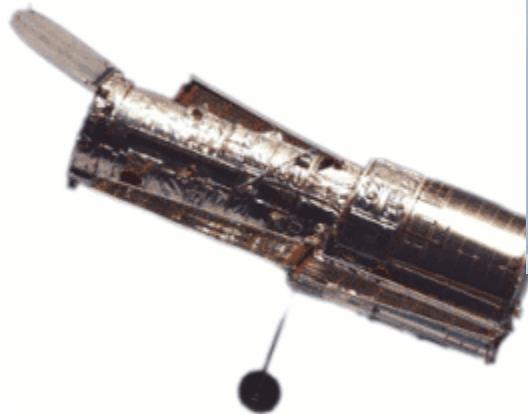
End the Slide Show

Try it: End the Slide Show

Say the presentation advances to the last slide. What happens then? You **can exit the slide show by pressing the Esc key** on your keyboard.

What Do You See? The presentation window should close but PowerPoint will still be open.

Memo to Self: You can use the **Esc** key to exit a presentation at any time.



Slide Show ->Start Slide Show-> From Beginning

The screenshot shows a Microsoft PowerPoint slide show in progress. The ribbon at the top has the 'Slide Show' tab selected. The slide show view displays nine slides arranged in a 3x3 grid. The slides contain the following text and images:

- Slide 1: Reach for the Stars
- Slide 2: I built a shiny starship
- Slide 3: Made of silicon and glass
- Slide 4: Little bits of code
- Slide 5: And a dozen lights that flash
- Slide 6: It's me my machine
- Slide 7: Eager to join the race
- Slide 8: O, the things we can explore
- Slide 9: As we cruise through cyberspace!

The bottom right slide is a black slide with white text that reads "End of slide show, click to exit." The status bar at the bottom left says "Slide Sorter" and "Office Theme".

Exam 77-883: Microsoft PowerPoint 2010

8. Delivering Presentations

8.2. Set up slide shows: Start Slideshow from Beginning



Summary

We created a Master Slide and used the **Drawing Tools** to resize, format and position the graphics.

This lesson offered a good introduction to **Transitions**. Transitions included Effects, Effect Options and Timing.

Allez, Allez in free.
You done good. You get the cookie.



Practice Activities

Lesson 3: Working with Transitions

Before You Begin: Start Microsoft PowerPoint 2010.

Try This: Do the following steps

1. Open a new, blank presentation.
2. Go to the Slide Master.
3. Format the background to be Style 9
4. Format the text in the title box to be Word Art Style Gradient Fill- Black, Outline- White, Outer Shadow. Format the text outline to be Dashes: Square Dot.
5. Insert Shape: Cloud. Move the cloud to be on the right side of the slide, just under the title text.
6. If not already done by default, format the cloud with a blue fill and a darker blue outline.
7. Resize the cloud to be 1" by 1.5"
8. Apply the Effect: Shadow, Perspective Below
9. Add the following text to the center footer box: Rainy Day Savings Company. Format the text as bold and blue.
10. In the left footer box, add the date and time and set it to update automatically.
11. Close the Master Slide View.
12. Add 4 new slides. Add the following slide titles:
Setting Financial Goals
Creating a Budget
Tracking Spending
Ways to Save

13. Add a picture to each slide related to saving money. Apply Picture Styles or other effects of your choice.
14. On slide 2, add a second picture—find an umbrella in Clip Art. Move the pictures so that both pictures overlap. Put the umbrella layered behind your other picture.
15. On slide 4, add a hyperlink to www.mint.com.
16. Go to the Slide Sorter.
17. On the Title slide, add the Transition: Blinds. Change the effect option to be horizontal. Set the slide to advance automatically after 00:05:00
18. On slide 2, add the Transition: Flash. Add the sound Camera.
19. On slide 3, add the Transition: Honeycomb. Change the Duration to be 5.50
20. Save this file as Advanced PowerPoint Practice 3.





Test Yourself

1. An object on the Slide Master is on which slides?

- a. Some slides
- b. Selected slides
- c. Only content slides
- d. All the slides

Tip: Advanced PowerPoint, page 78

2. When the Slide Master Ribbon is visible, where is it located?

- a. At the far left of all the Ribbons
- b. At the far right of all the Ribbons
- c. Between the File and Home Ribbons

Tip: Advanced PowerPoint, page 79

3. What Ribbon has the command to add Shapes?

- a. Home
- b. Insert
- c. Tools
- d. Format

Tip: Advanced PowerPoint, page 83

4. Which of the following are true about Date and Time?

(Select all correct answers.)

- a. Command found on the Insert Ribbon
- b. Can be set to automatically update

Tip: Advanced PowerPoint, page 87

5. Which of the following are true about Footers?

(Select all correct answers.)

- a. The command is on the Insert Ribbon
- b. Can be added to all slides
- c. Can be added to just the selected slide

Tip: Advanced PowerPoint, page 89

6. Which of the following is true about Recoloring a picture?

(Select all correct answers.)

- a. Increase Brightness bathes the image in light and washes out the color
- b. Increase Contrast makes black darker and white brighter
- c. Decrease Contrast makes the pictures fade to gray

Tip: Advanced PowerPoint, page 93

7. Which of the following are true about adding Hyperlinks?

(Select all correct answers.)

- a. A hyperlink can be added to a picture
- b. Hyperlinks connect to web pages
- c. You can add a hyperlink to a PowerPoint presentation

Tip: Advanced PowerPoint, page 95

8. To test a hyperlink you need to start the Slide Show.

- a. True
- b. False

Tip: Advanced PowerPoint, page 96

9. Which of the following are Picture Tools-> Arrange options? (Select all correct answers.)

- a. Order Objects
- b. Group Objects
- c. Position Objects

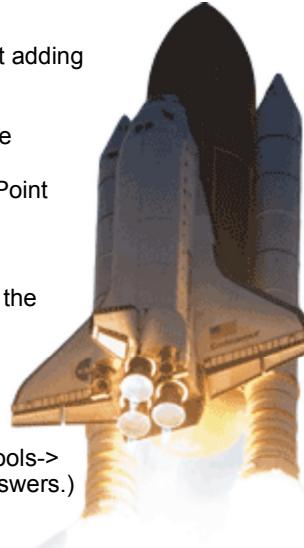
Tip: Advanced PowerPoint, page 99

10. Which is true about adding Transitions?

(Select all correct answers.)

- a. Only applied to the selected slide
- b. Use Transitions-> Timing-> Apply to all to add Transitions to all slides

Tip: Advanced PowerPoint, page 102





PowerPoint 2010: Transitions and Animations

Top Ten Reasons to Hire Me

Advanced PowerPoint Objectives

In this lesson, you will learn how to:

1. Use the Animations Ribbon to create an Entrance and Exit
2. Edit the Animation Effect and change the direction of the animation
3. Change the timing and start options
4. Create a Motion Path!
5. Animate text and edit the text options



© 2011 Comma Productions, LLC

The screenshot shows a Microsoft PowerPoint window with the title "Top Ten Reasons to Hire Me". The "Animations" tab is selected in the ribbon. On the slide, there is a basketball image with a motion path effect. Below the slide, four animation preview boxes are displayed: "Bold Flash" (yellow star), "Bold Reveal" (yellow star), "Wave" (orange star), and "Disappear" (red star). The "Timing" pane on the right shows a duration of 01.00 seconds for the selected animation. The slide number is 10 of 11, and the name is "Composite".





Lesson 4 : Animations

1. Readings

Read Lesson 4 in the Advanced Excel guide, page 115-143.

Project

A slide show that uses Animation and Custom Animation.

Downloads

[Top Ten Reasons.pptx](#)
[Baseball1.jpeg](#), [Baseball3.jpeg](#),
[Basketball2.jpeg](#), [Basketball3.gif](#),
[Football3.gif](#), [Football4.gif](#), [Football5.gif](#),
[Gymnastics1.jpeg](#), [Gymnastics2.jpg](#),
[Hockey2.jpeg](#), [HockeyPuck2.gif](#),
[Swimming2.jpeg](#), [Track2.jpeg](#),
[Volleyball2.jpeg](#), [volleyball3.gif](#),
[Wrestling1.jpg](#)
[The Boy Who Cried Wolf.pptx](#)

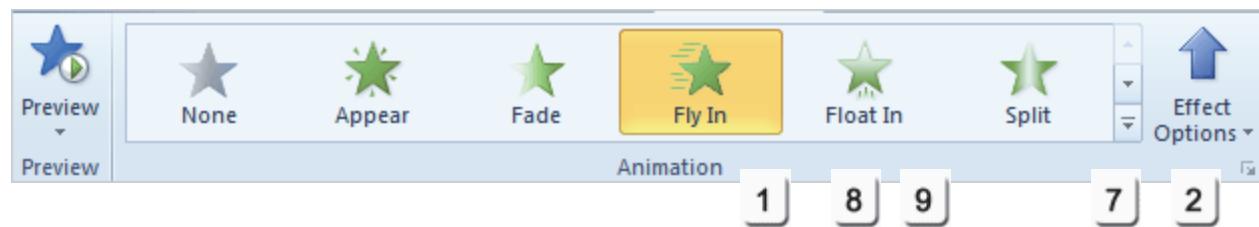
2. Practice

Do the Practice Activity on page 145.

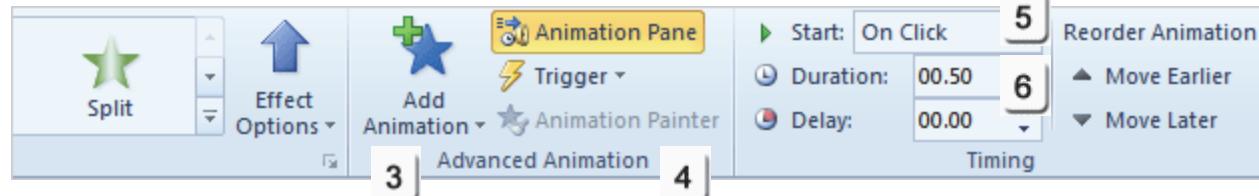
3. Assessment

Review the Test questions on page 146.

Animation Ribbon



Animation Ribbon



Menu Maps

From the **Animation Ribbon**.

1. [Animations ->Animation->Fly In](#), page 123
2. [Animations ->Animation-> Effects Options](#), page 124
3. [Animations ->Advanced Animation->Add Animation](#), page 125
4. [Animations ->Advanced Animation-> Animation Pane](#), page 126
5. [Animations ->Timing->Start](#), page 127
6. [Animations ->Timing->Duration](#), page 128
7. [Animations ->Animation ->More](#), page 130
8. [Animations ->Animation->Motion Paths](#), page 134
9. [Animations ->Animation-> Bold Revealed](#), page 139

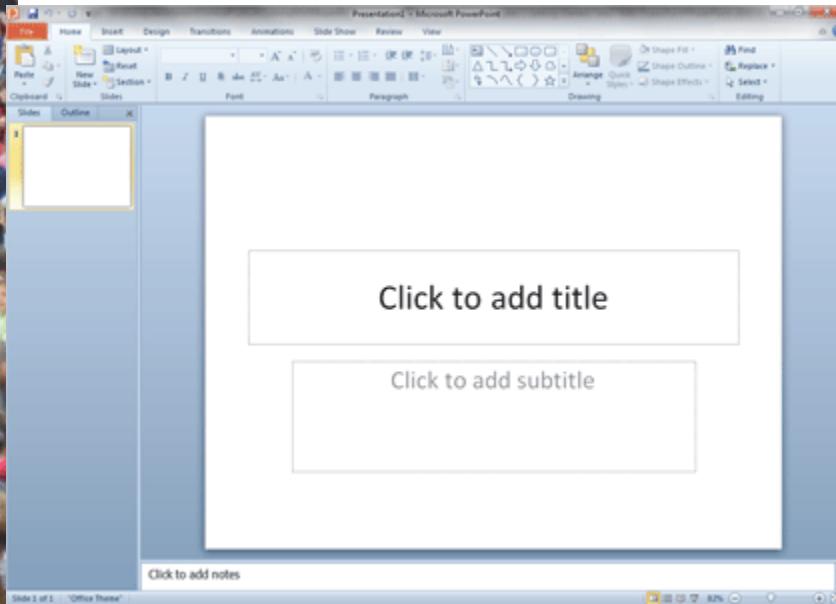




Animation!

Animation is the heart and soul of PowerPoint. Animation keeps your audience interested and focused on your key points. **Animation Effects** can be applied to pictures or text. A picture can have more than one Animation. For example, a baseball can fly in (Entrance) and fly out (Exit). The Animation can include sound as well. This lesson is fun, creative and playful. There are a lot of sample files that you can use if you wish.

Start -> All Programs ->Microsoft Office-> Microsoft Office PowerPoint 2010



Start Microsoft PowerPoint

What do you see? Is there a Title Bar that says Microsoft PowerPoint? Yes.

Is there a Home Ribbon with the Clipboard, Font and Paragraph Groups? Yes.

If your screen looks similar to the example on this page, then you are ready to get started.





Home ->Slide->New Slide

1

Before You Begin

This lesson introduces **Animations**. The Animations Ribbon includes Animation, Advanced Animation and Timing. We will animate pictures and text.

1. Try it: Create a New Presentation

Open PowerPoint. You should see a new, blank presentation.

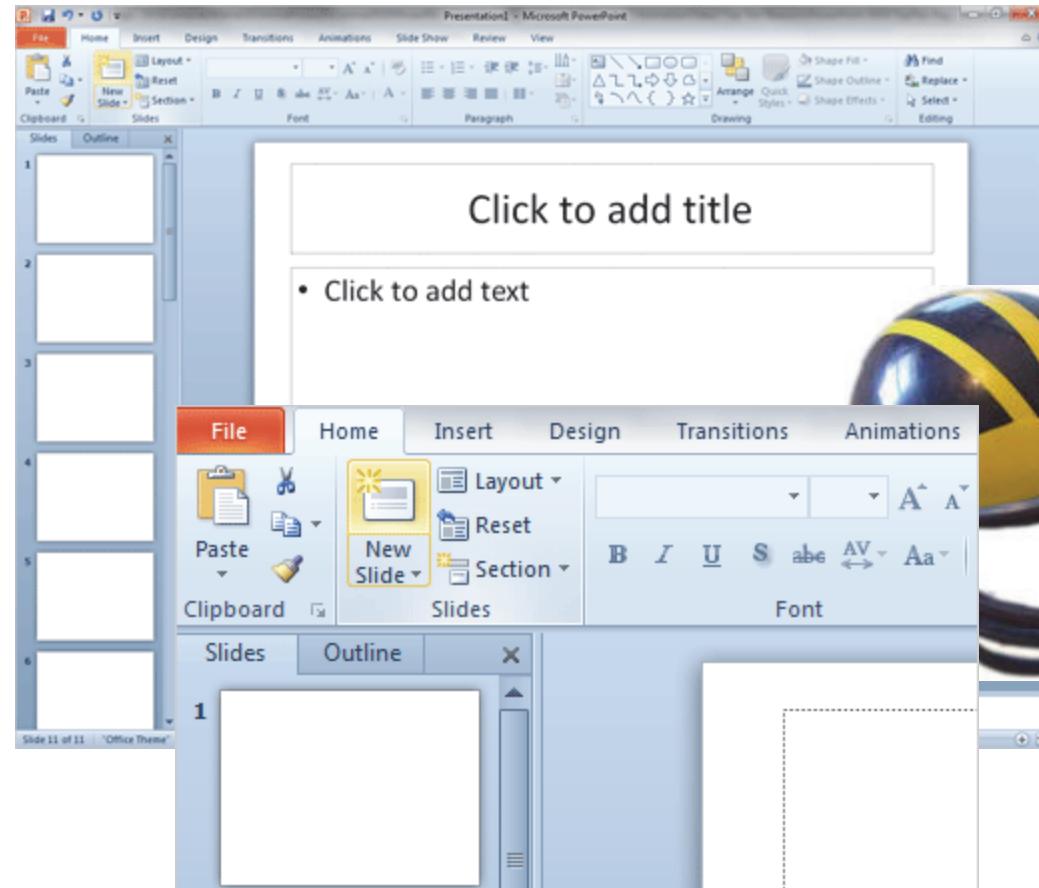
Go to **Home ->Slides->New Slide**

Please add 10 new slides for a total of 11.

Keep going...

Memo to Self: You do not have to MATCH the images and special effects shown on these pages.

Please add your own pictures if you wish. It is more important that you begin with something and try the options that are available



Exam 77-883: Microsoft PowerPoint 2010
2. Creating a Slide Presentation
2.5. Enter and format text



2

Enter the Titles

2. Try This: Add Text to the Titles

Counting down the top ten reasons, please enter the following titles.

Slide 1, type: Top Ten Reasons to Hire Me

Slide 2, type: 10. Football

Slide 3, type: 9. Track

Slide 4, type: 8. Hockey

Slide 5, type: 7. Baseball

Slide 6, type: 6. Wrestling

Slide 7, type: 5. Swimming

Slide 8, type: 4. Volleyball

Slide 9, type: 3. Gymnastics

Slide 10, type: 2. Basketball

Slide 11, type: 1. We complete the team!

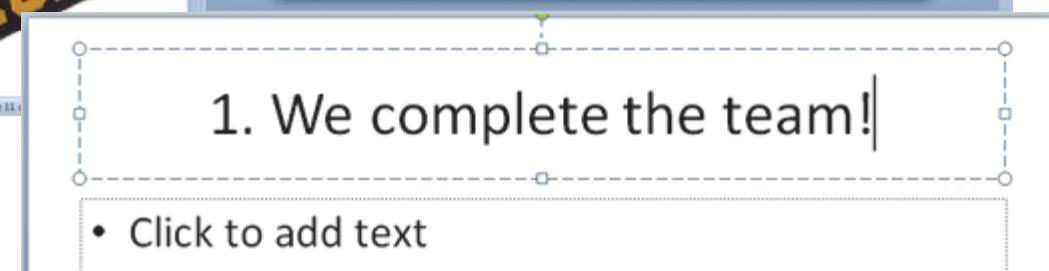
Keep going...



Home ->Slide->New Slide

1. We complete the team!

- Click to add text



Exam 77-883: Microsoft PowerPoint 2010
2. Creating a Slide Presentation
2.5. Enter and format text



Design: Themes

The **Theme** sets the tone of the presentation. Some themes are dark and serious. Others have primary colors and look very playful.

3. Try it: Apply a Theme

Go to **Design ->Themes**.

Select: Composite.

Do This: Save the Presentation

Go to **File->Save**.

Browse to your Documents folder.

Type the name: Top Ten Reasons to Hire Me.

Click **Save**.

Keep going...



Design ->Themes

The screenshot shows the Microsoft PowerPoint 2010 interface. The ribbon at the top has tabs for File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. The 'Design' tab is currently selected. On the left, there's a navigation pane with 'Slides' and 'Outline' tabs. The outline pane lists 11 items: 1. Top Ten Reasons to Hire Me, 2. 10. Football, 3. 9. Track, 4. 8. Hockey, 5. 7. Baseball, 6. 6. Wrestling, 7. 5. Swimming, 8. 4. Volleyball, 9. 3. Gymnastics, 10. 2. Basketball, and 11. 1. We complete the team! The main slide area has a title 'Top Ten Reasons to Hire Me' and a subtitle placeholder 'Click to add subtitle'. The background of the slide features a dark, textured pattern. The ribbon also includes a 'Themes' section with various color and style options. A callout bubble with the number '3' points to the 'Themes' button in the ribbon.

Exam 77-883: Microsoft PowerPoint 2010
2. Creating a Slide Presentation
2.4. Format slides: Apply Themes



Insert the Sports Pictures

Every picture tells a story. Pictures motivate your audience and focus on the message you are trying to convey. Please add one or two pictures to each slide.

4. Try it: Insert Pictures

Begin on Slide 2.

Go to **Insert ->Illustrations->Picture**.

You will be prompted to **Browse** for the pictures. This computer course offers many sample graphics online. You can also use your own pictures or clipart if you wish.

Add two pictures to each slide.

Try This, Too: Format the Pictures

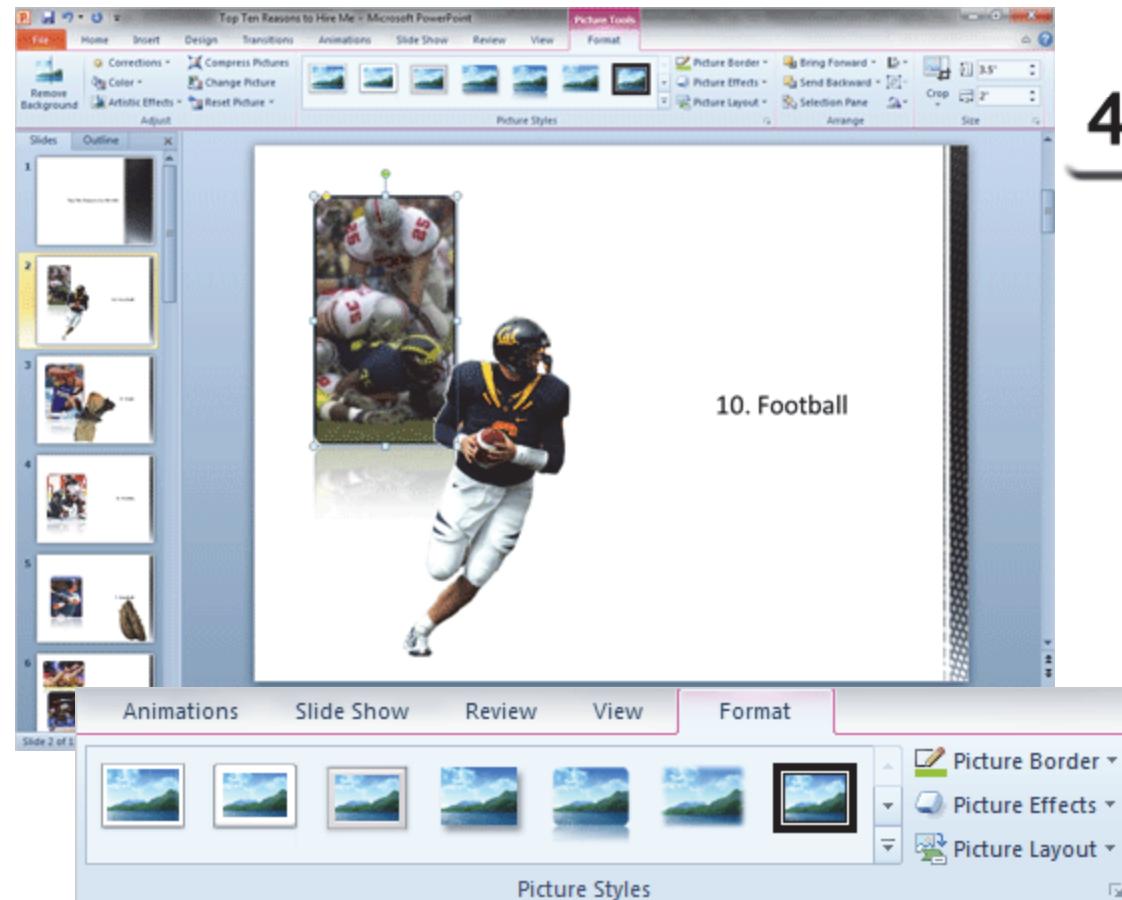
Select a picture on Slide 2.

Go to **Picture Tools->Format**.

Choose a **Picture Style**.

Format all of the pictures with the same Picture Style. Keep going...

Insert ->Illustrations->Picture



4

Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements

3.1. Manipulate graphical elements: Insert and Resize Pictures



Add Something to Animate

This presentation uses a sports metaphor to promote the message. Think about sports. There's always something "moving on the screen" when you are watching it.

Let's start with a flying football.

5. Try it: Insert a Picture

Slide 2 is still selected.

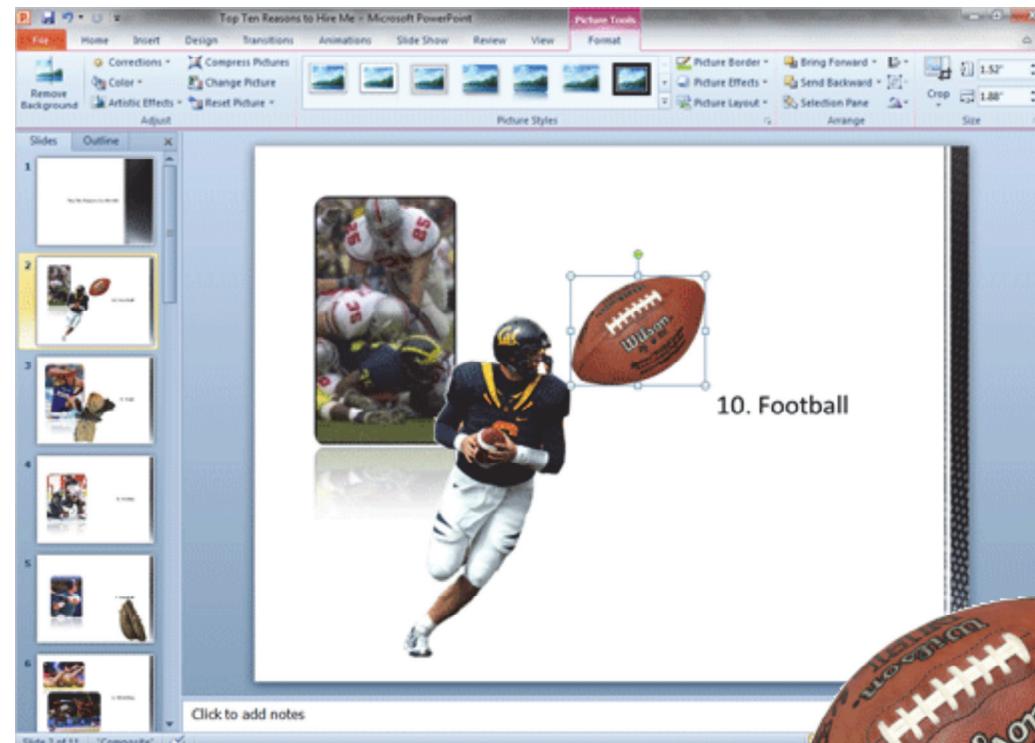
Go to **Insert ->Illustrations**.

Click on **Picture**.

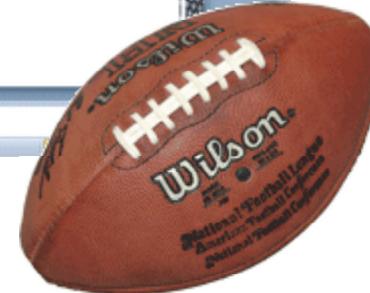
Browse to your Documents folder and select the football image.

Keep going...

Insert ->Illustrations->Picture



5



Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements

3.1. Manipulate graphical elements: Insert and Resize Pictures



Hello, Animations

6. Try it: Add an Animation

The football on Slide 2 is selected.

Go to **Animations ->Animation**.

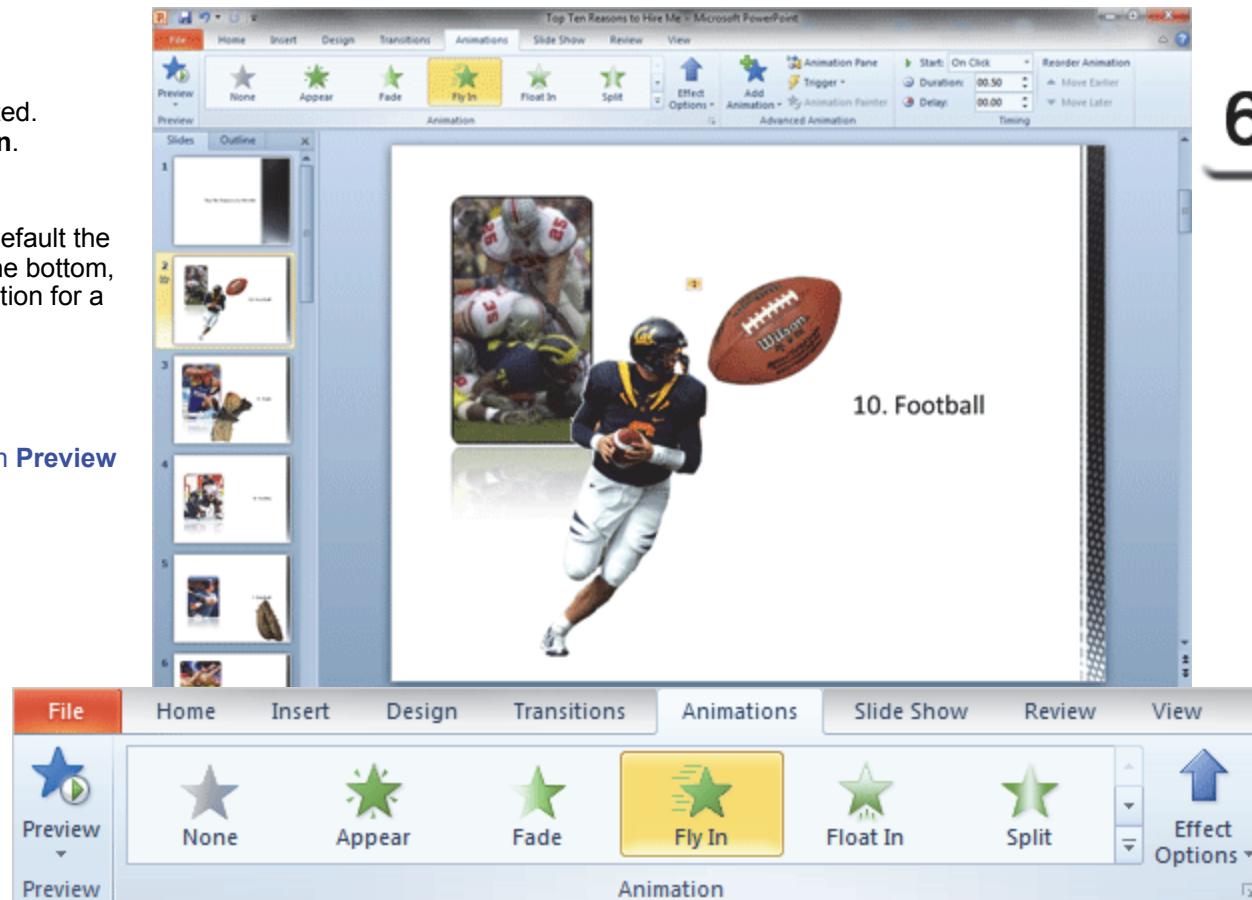
Select: **Fly In**.

What Do You See, Now? By default the picture probably flies up from the bottom, and that just isn't the right direction for a football, is it?

Keep going...

Memo to Self: You can click on **Preview** to play the animation again.

Animations ->Animation->**Fly In**



6

Exam 77-883: Microsoft PowerPoint 2010
5. Applying Transitions and Animations
5.1. Apply built-in and custom animations



Edit the Effect Options

Each animation **Effect** has options. For example, you can change the direction of the animation. A football should fly in from the top, not rise from the bottom.

7. Try it: Edit the Effect Options

The football on Slide 2 has the Fly In animation effect. It is selected.

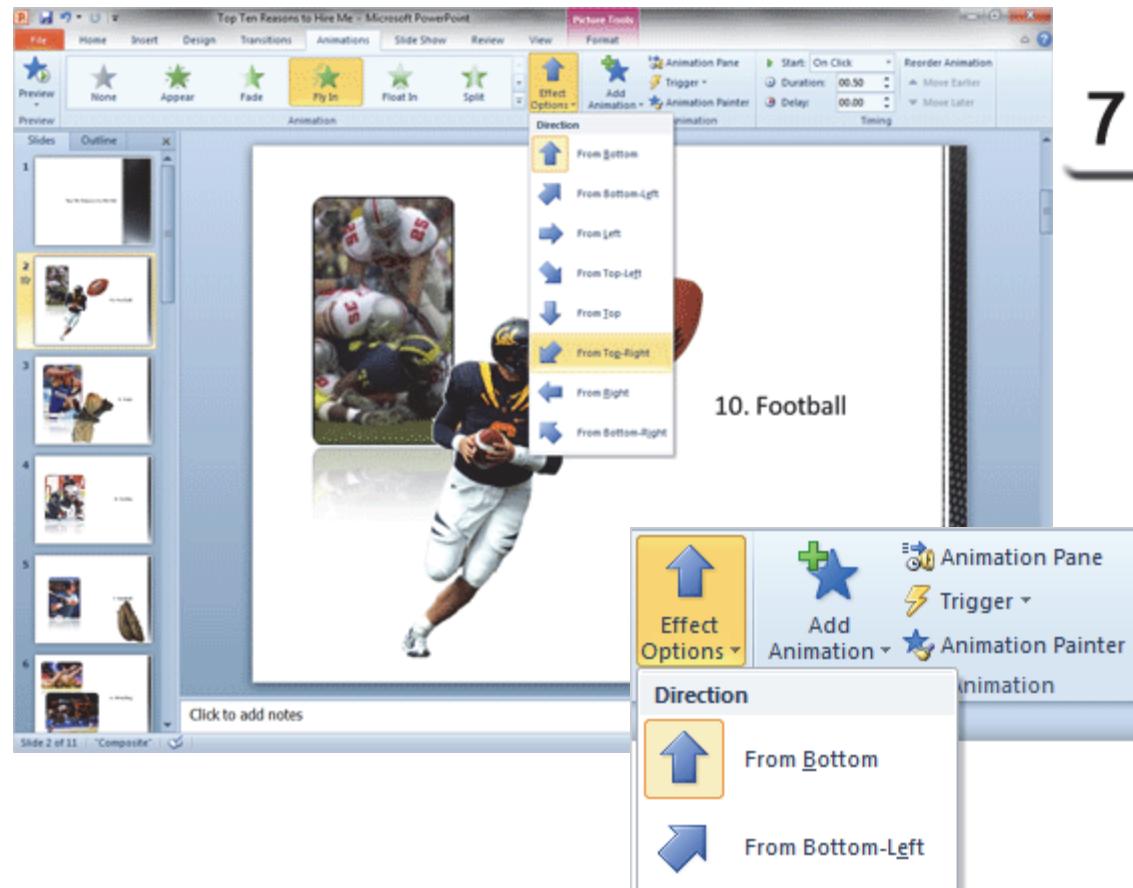
Go to **Animations ->Animation**.

Go to **Effect Options->From Top-Right**.

What Do You See? The football begins in the top right corner and stops where you placed it on the slide.

Keep going...

Animations ->Animation-> Effect Options



7

Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.3. Manipulate animations: Change the Direction of an Animation



More than one Animation

An object can have an entrance and an exit.

Before You Begin: Add a Picture

Go to Slide 5: Baseball

Go to Insert->Illustrations->Picture.

Browse to your Documents folder and select the baseball picture.

Place the baseball by the batter.

8. Try This: Add an Entrance

Select the baseball.

Go to Animations ->Animation.

Select: Fly In.

Go to Animations->Animation.

Go to Effect Options->From Right.

Try This, Too: Add an Exit

Select the baseball again.

Go to Animations ->Advanced Animation.

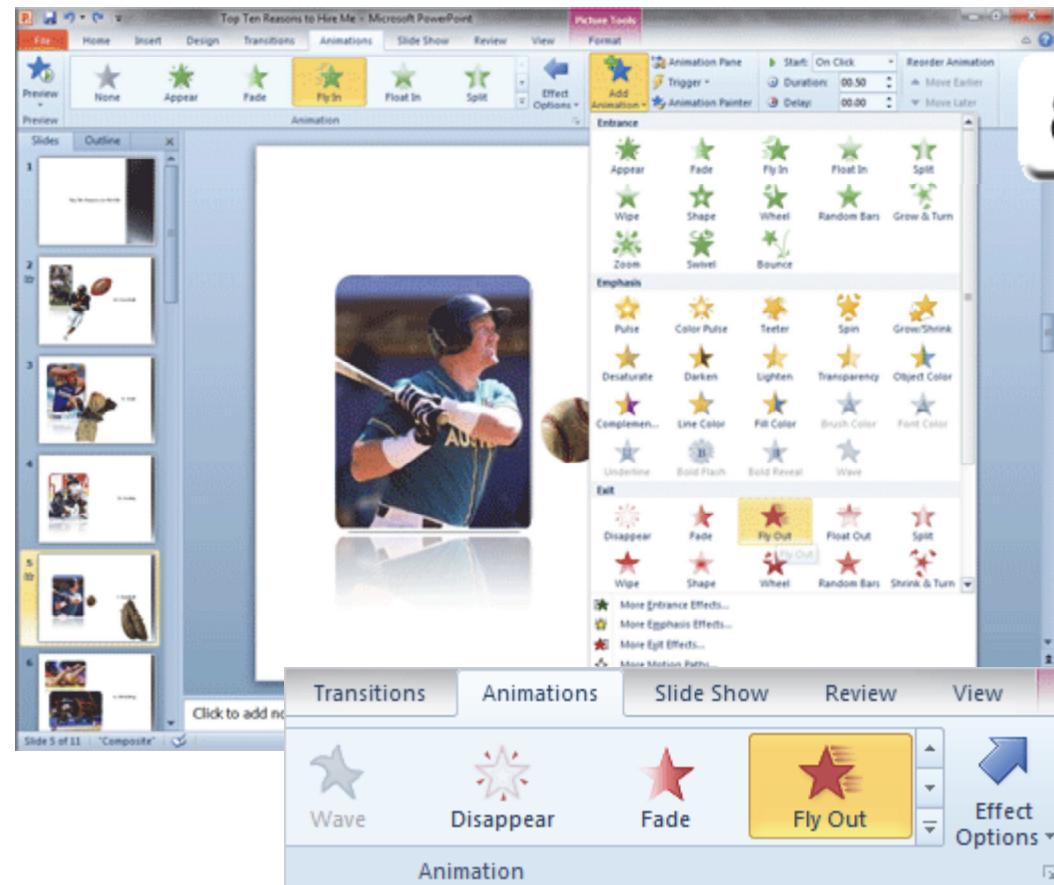
Go to Add Animation->Fly Out.

Go to Animations->Animation.

Go to Effect Options->To Top Right.

Preview the animation. Save, Save, Save

Animations ->Advanced Animation->Add Animation



8

Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.3. Manipulate animations: Change the Direction of an Animation



Show the Animation Pane

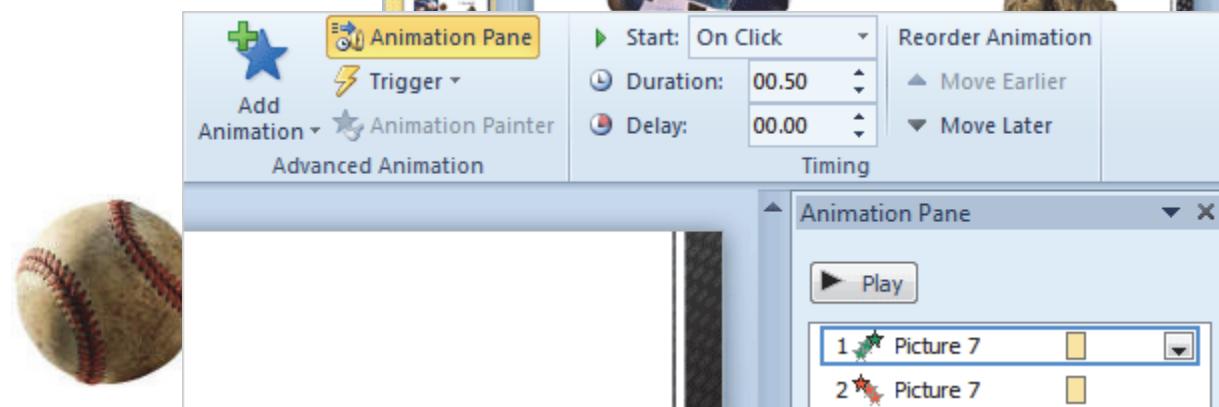
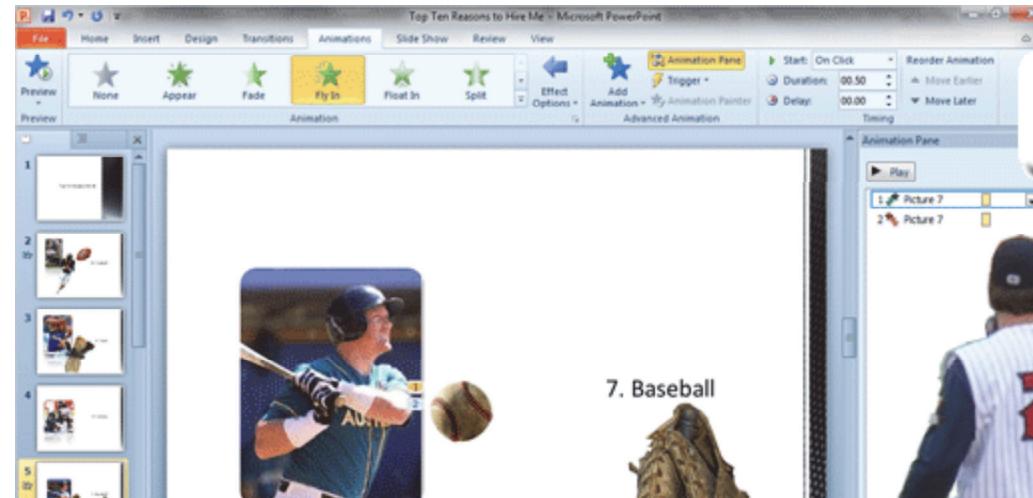
The **Animation Pane** lets you work with multiple animations. Each animation is listed in order on the play list. There is a simple timeline that tracks the play.

1. Try it: Show the Animation Pane

Go to **Animations** ->**Advanced Animation**.
Go on **Animation Pane**.

What Do You See? The Animation Pane should be available on the right side.
What can we do with this, we wonders....

Animations ->Advanced Animation-> Animation Pane



Exam 77-883: Microsoft PowerPoint 2010
5. Applying Transitions and Animations
5.1. Apply built-in and custom animations



Set the Start Options

By default, PowerPoint animations and transitions begin when you click the mouse or any key on the keyboard: **On Click**. You can make the animation start automatically. Here are the steps.

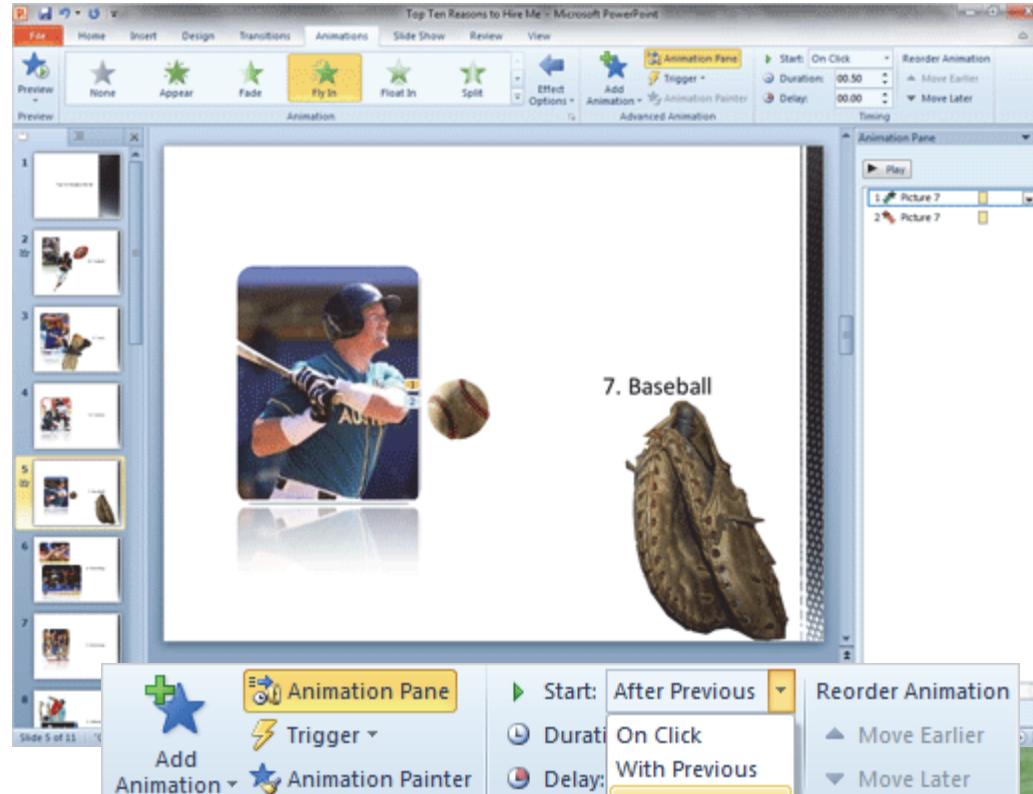
2. Try it: Set the Start Options

The baseball on Slide 5 is selected. The Animation Pane is visible. Go to **Animations** ->**Timing**->**Start**. Select: **After Previous**.

What Do You See? Both animations should start **After Previous**.

Preview the animations. Not bad. Keep going...

Animations ->Timing->Start



Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.2. Apply effect and path options: Set the Start Options

2



Set the Timing

There are two **Timing** options you can edit: **Duration** and **Delay**.

The **Duration** is the time it takes to play the animation. The shorter the Duration, the faster the animation is played.

The **Delay** is the amount of time between the animations. In this example, there is no Delay (0 seconds) between when the ball flies in and when it flies out.

3. Try it: Set the Timing

The baseball on Slide 5 is selected.

The **Animation Pane** is visible.

Click on the first animation.

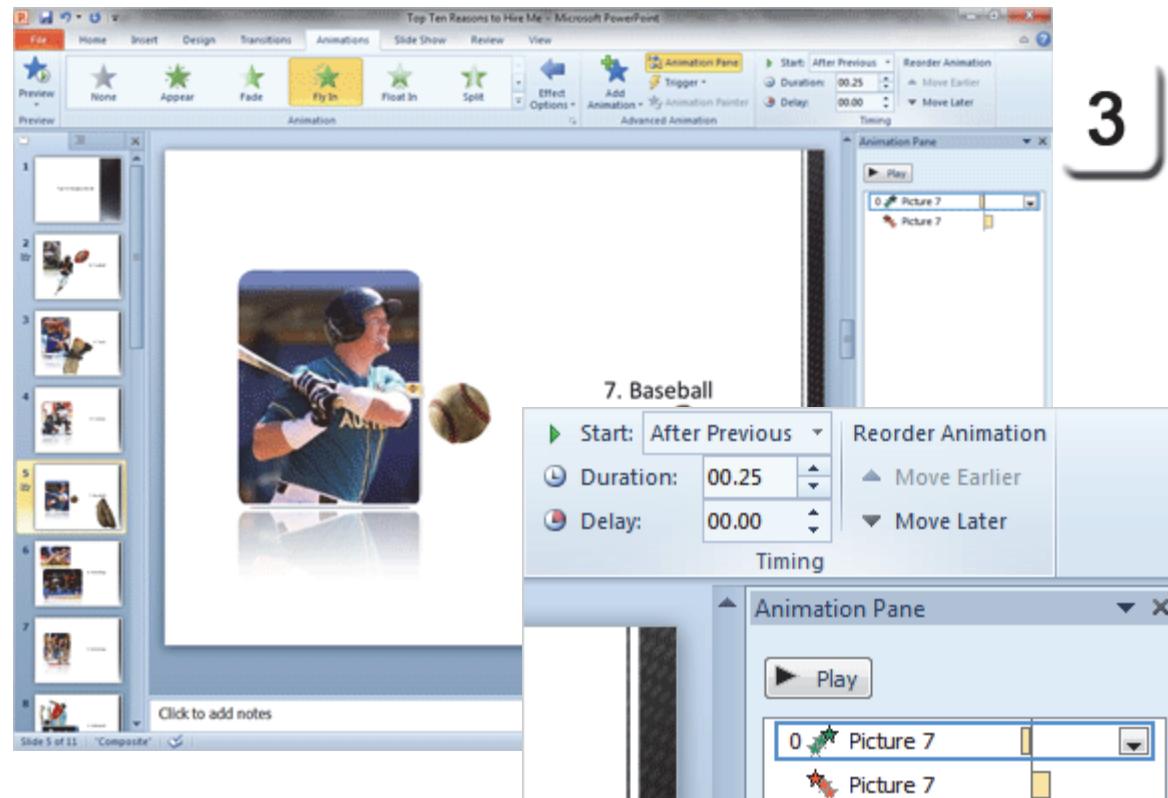
Go to **Animations** ->**Timing**->**Duration**.

Select: .25

Preview the animation.

Keep going...

Animations ->Timing->Duration



3

Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.2. Apply effect and path options: Set the Timing



Add Sound to an Effect

You can use the Animation Pane to select an animation and edit the **Sound**.

4. Try it: Add Sound to an Animation

The baseball on Slide 5 is selected.

The Animation Pane is visible.

Double Click the second animation.

What Do You See? The Effect editor should open. There are two tabs: Effect and Timing. Go to the **Effect Tab**.

Edit the Sound: **Applause**

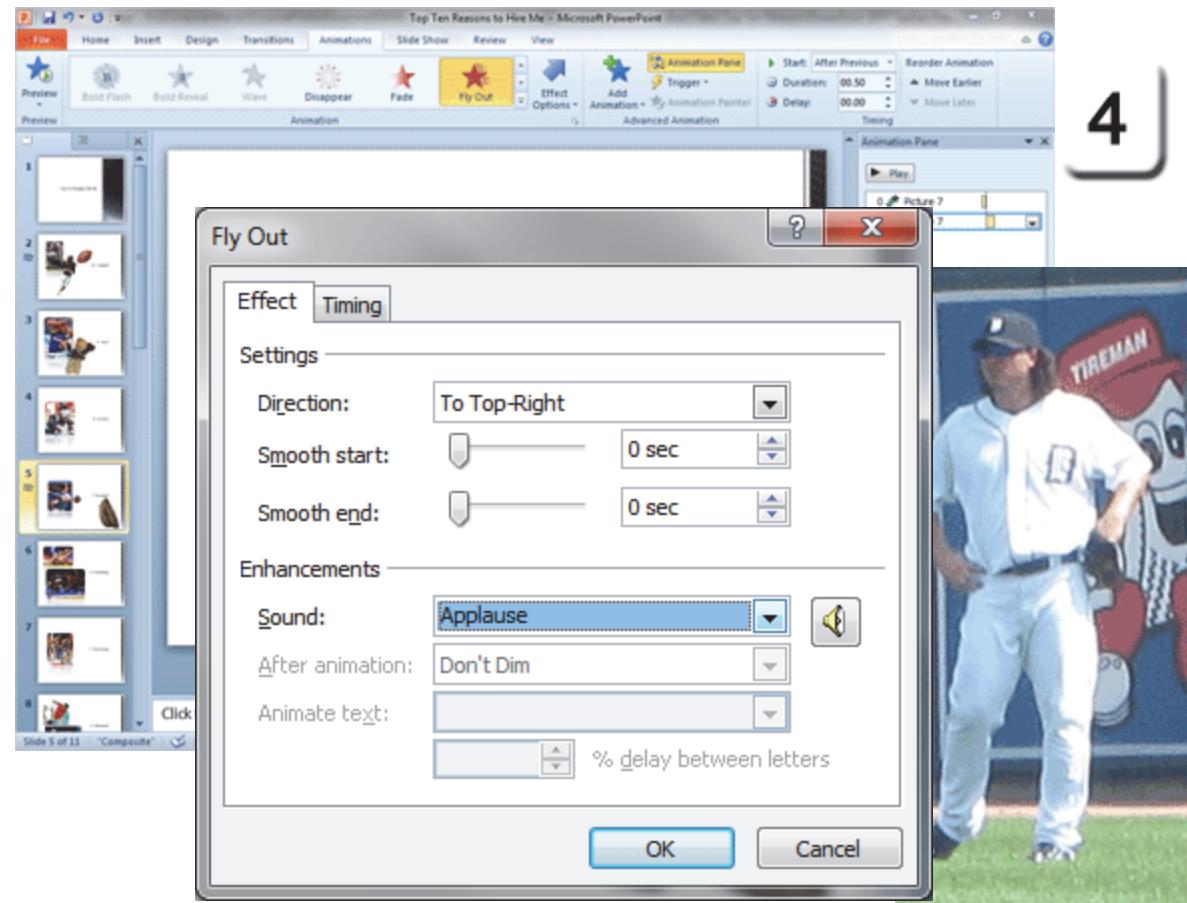
Click OK.

Preview your effect.

And the Crowd Goes Wild..

Keep going...!

Animations ->Advanced Animation



Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.3. Manipulate animations: Add Sound to an Animation

4



More Entrance Effects

The Animation Library has Entrance, Emphasis and Exit Effects. Of course, you can always find **More...**

Before You Begin: Add a Picture

Go to Slide 8: Volleyball

Go to **Insert->Illustrations->Picture**.
Browse to your Documents folder and select the volleyball picture.

Place the volleyball by the Text Box.

5. Try This: Find More Entrance Effects

Select the volleyball.

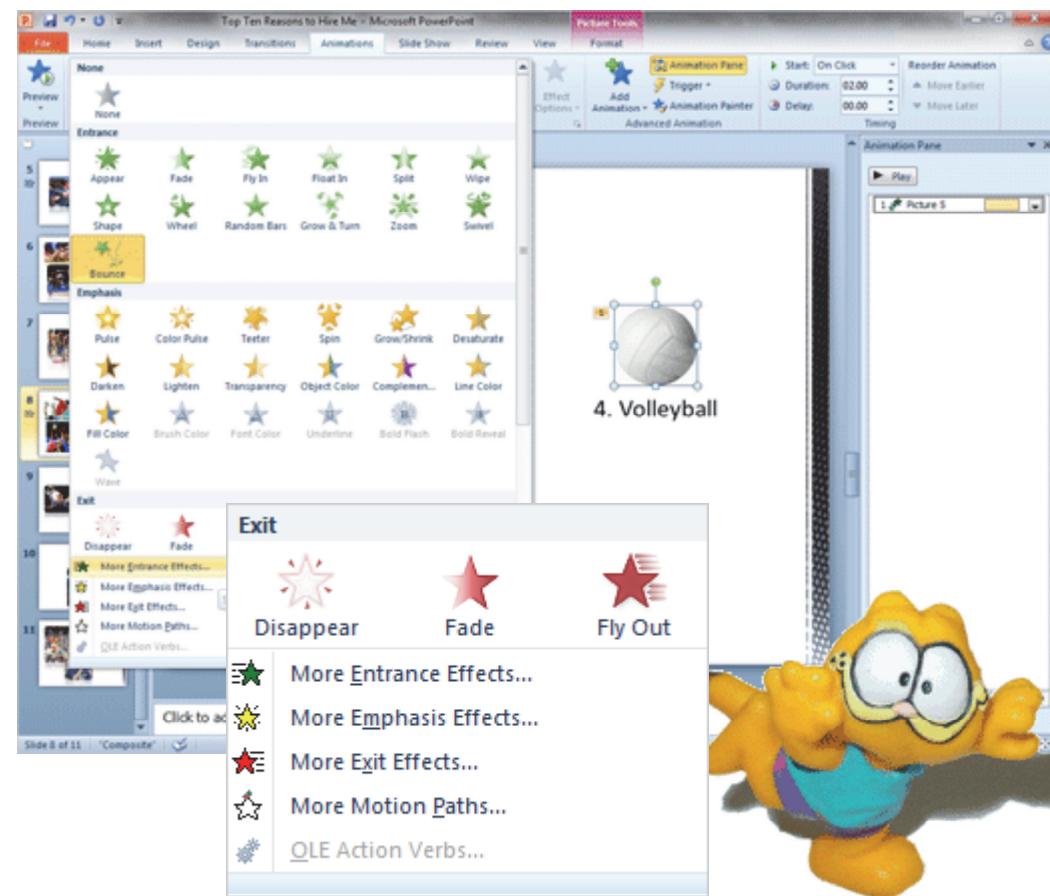
Go to **Animations ->Animation->More**.

You should see the Animation Library.

Click on **More Entrance Effects**.

Keep going...!

Animations ->Animation ->More



5

Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.1. Apply built-in and custom animations: Find More Entrance Effects



Exciting Entrance Effects

The Entrance Effects are arranged by category: Subtle, Moderate and Exciting.

6. Try it: Chose an Exciting Entrance

The volleyball on Slide 8 is still selected. Go to **Exciting->Bounce**.

Click **OK**.

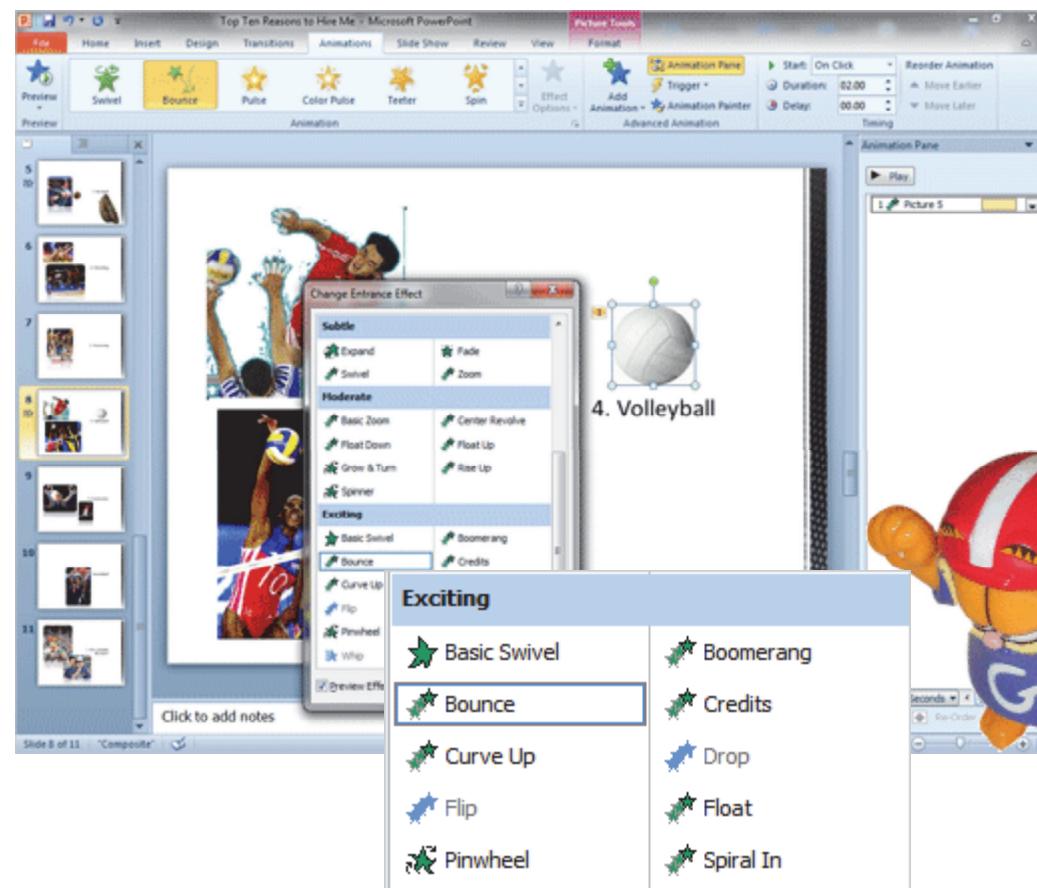
Try This, Too: Modify the Timing

Go to **Animations-> Timing**. Edit the **Start: After Previous**.

Preview the animation. The volleyball will appear on the left and bounce to where you placed it on the slide.

Keep going...!

Animations ->Animation ->More-> More Entrance Effects



6

Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.1. Apply built-in and custom animations: Find More Entrance Effects



More Exit Effects

Before You Begin: Add another picture
Go to Slide 4: Hockey
Go to **Insert->Illustrations->Picture.**
Browse to your Documents folder and select the picture of a hokey puck.

Place the puck in the center of the slide.

7. Try This: Find More Exit Effects

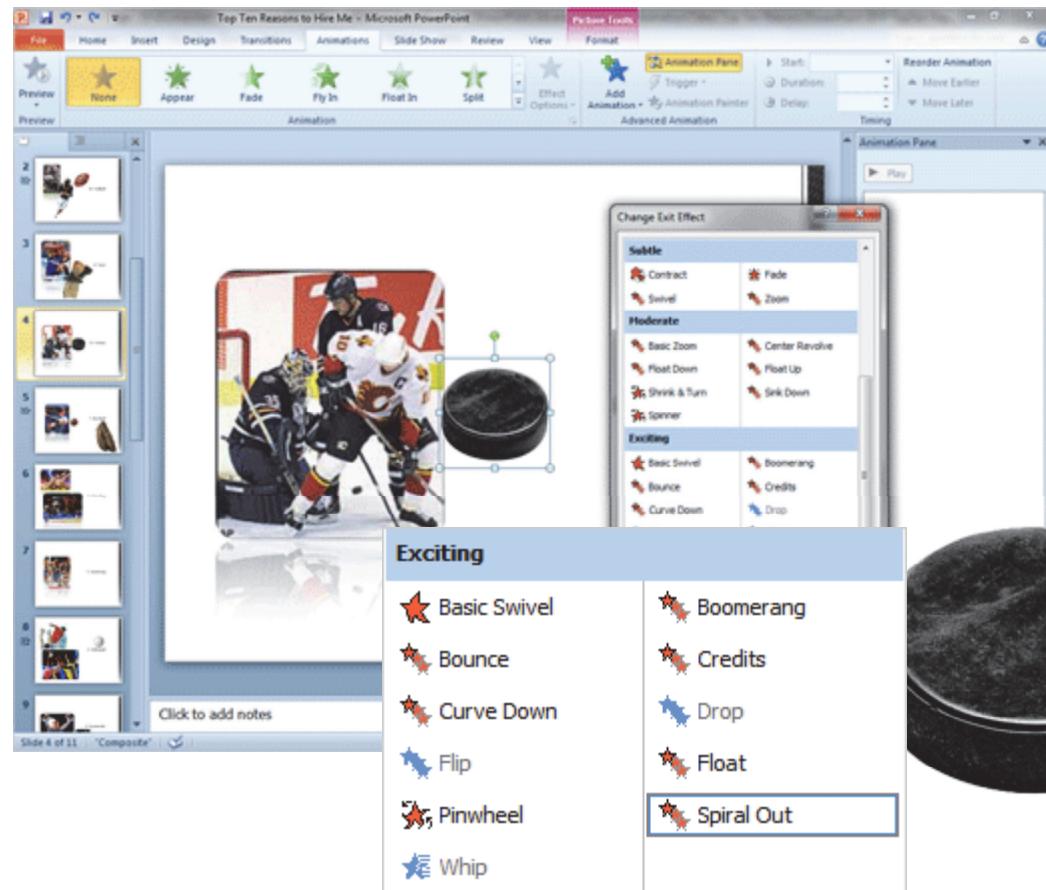
Select the puck.
Go to **Animations ->Animation->More.**
Click on **More Exit Effects.**
Go to **Exciting->Spiral Out.**
Click **OK.**

Try This, Too: Modify the Timing

Go to **Animations-> Timing.**
Edit the **Start: After Previous.**

Preview the animation. The puck will begin where you placed it then spiral out.

Animations ->Animation ->More-> More Exit Effects



7



Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations
- 5.1. Apply built-in and custom animations: Find More Exit Effects



Custom Animation

So far, so good. This lesson has shown how to find the various animation effects in the library. You can create your own animation effects.

Before You Begin: Add a Picture

Go to Slide 10: Basketball

Go to **Insert->Illustrations->Picture**.

Browse to your Documents folder and select the basketball picture.

Place the basketball in the upper left corner of the slide, please.

1. Try This: Apply Image Corrections

You can use the Picture Tools to select the white background around the basketball picture and make it transparent.

Select the basketball picture on Slide 10.

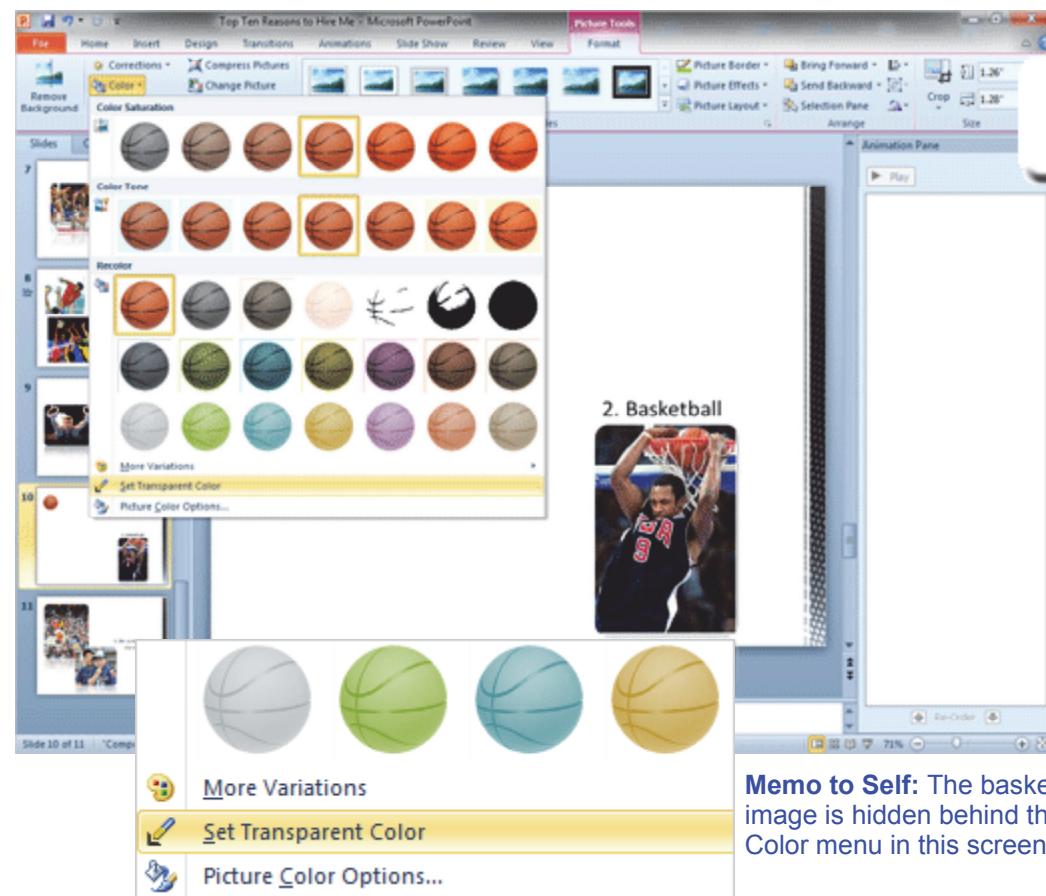
Go to **Picture Tools->Adjust->Color**.

Select: **Set Transparent Color**.

Click on the white background surrounding the basketball picture.

Keep going...this could be interesting.

Insert->Illustrations->Picture



Memo to Self: The basketball image is hidden behind the Color menu in this screen shot.

Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements

3.1. Manipulate graphical elements: Apply Image Corrections

1



Use Motion Paths

The Animations shown on the previous pages have preset **Effects** you can select. There is another set of Animations for people who like to draw outside of the lines. For example, you can create a **Motion Path** to make the basketball swoop through the hoop.

2. Try it: Use Motion Paths

The basketball picture on Slide 10 is selected.

Go to **Animations ->Animation->More**.

Select: **More Motion Paths**.

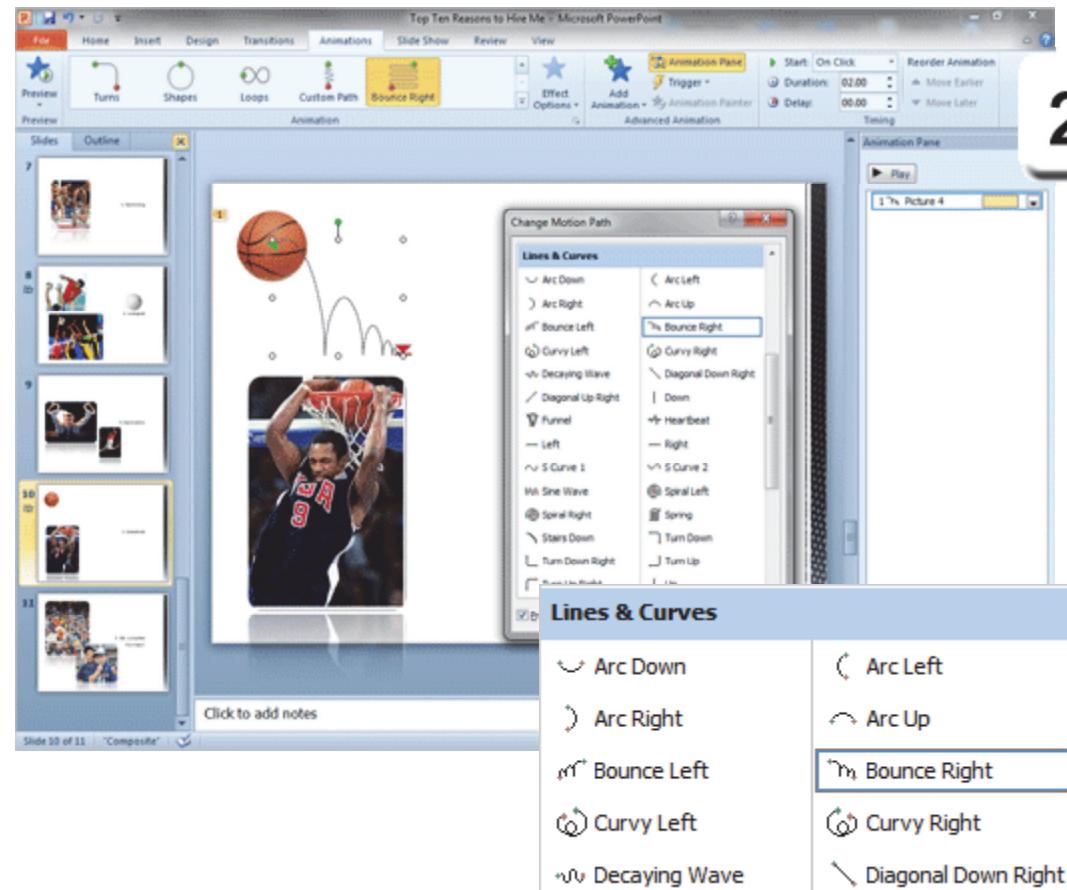
What Do You See? You will be prompted to select a Motion Path from the library.

Go to **Lines and Curves**.

Select: **Bounce Right**.

Keep going...

Animations ->Animation->More-> More Motion Paths



Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.1. Apply built-in and custom animations: Use Custom Motion Paths



Resize the Motion Path

The Motion Path can be resized so that the basketball goes through the hoop.

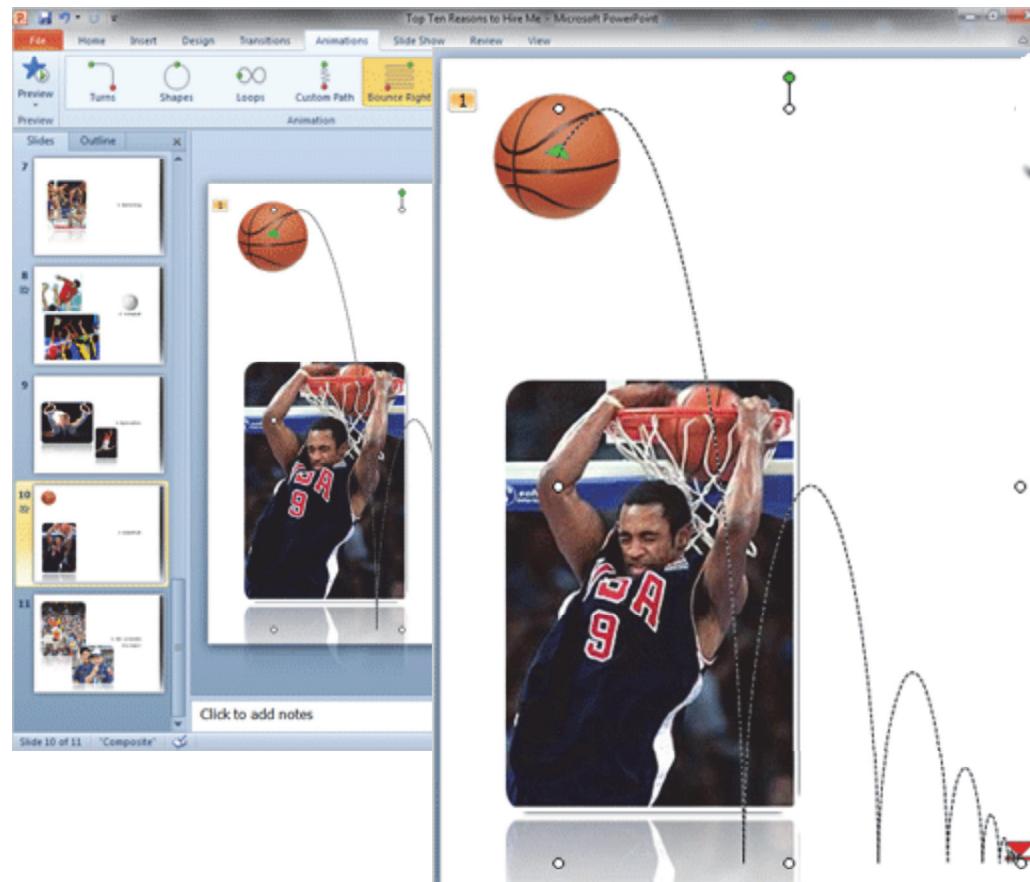
3. Try it: Resize the Motion Path

Select the Motion Path. You should see handles in each corner, just like on a picture or shape. Use the handles to **Resize** the Motion Path.

What Do You See? When you preview the animation, the basketball will follow the Motion Path. Ok, that really was fun.

Turn the page for **More**.

Animations ->Animation->More Motion Paths



3

Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.1. Apply built-in and custom animations: Use Custom Motion Paths



Draw a Custom Motion Path

The Animations shown on the previous pages have preset Effects you can select. There is another set of Animations for people who like to draw outside of the lines. You can make a Custom Motion Path if you wish.

4. Try it: Draw a Custom Motion Path

The basketball picture is selected.

Go to **Animations ->Animation**.

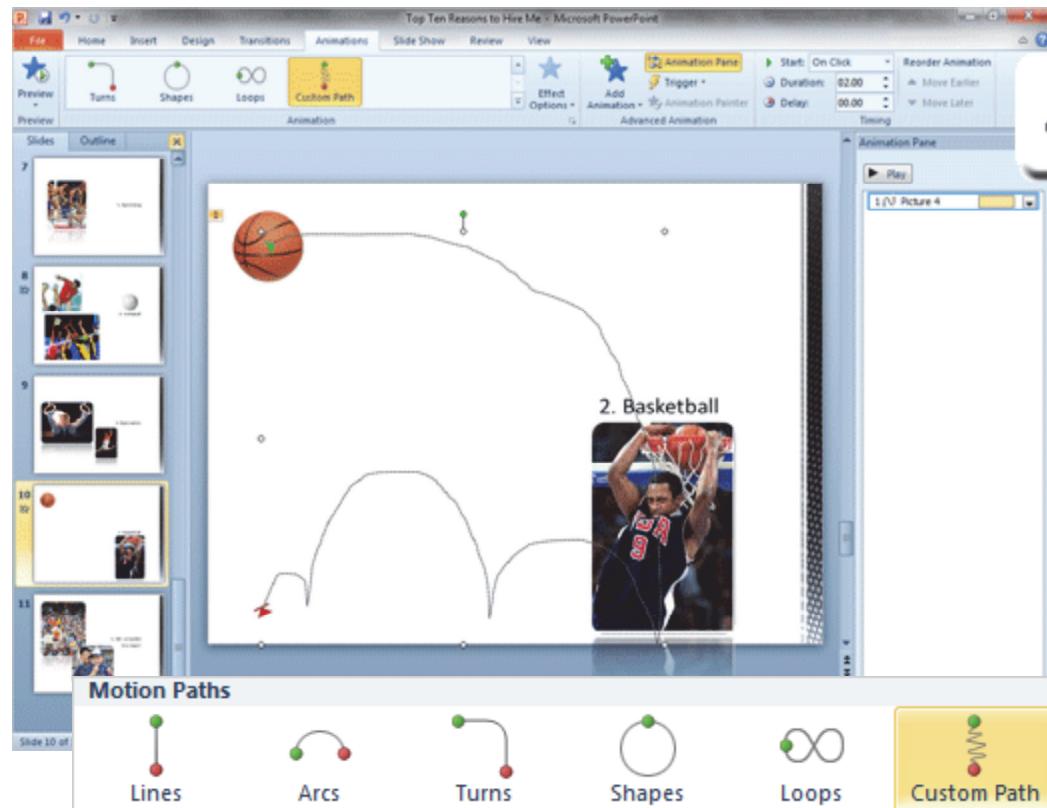
Go to **Motion Paths->Custom Path**

After you select Custom Path, click on the basketball picture. You should see a pencil following your mouse.

Draw a Motion Path from the basketball, through the hoop and dribble across the bottom of Slide 10. Double click the mouse to complete the Motion Path. You can also click Esc on the keyboard.

What Do You See? When you preview the animation, the basketball will follow the custom motion path.

Animations ->Animation->Motion Paths->Custom Path



4

Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.1. Apply built-in and custom animations: Use Custom Motion Paths



More Emphasis

The **Emphasis Effects** include Pulse, Color, Spin, Teeter and Grow/Shrink.

5. Try it: Add More Emphasis

The basketball is selected on Slide 10.
Go to **Animations** ->**Advanced Animation**
Go to **Add Animation**.
Select: **More Emphasis Effects**.

What Do You See? You will be prompted to select an Emphasis.
Go to **Exciting->Blink**.

Keep going...!



Animations ->Advanced Animation-> Add Animation->More Emphasis Effects

5

Animations ->Advanced Animation-> Add Animation->More Emphasis Effects

Add Emphasis Effect

Subtle

- Grow/Shrink
- Spin
- Custom Path
- Bounce Right
- Effect Options
- Trigger
- Animation Painter

Moderate

- Bold Flash
- Complementary Color
- Contrasting Color
- Desaturate
- Object Color
- Underline
- Color Pulse
- Shimmer
- Teeter

Exciting

- Blink
- Grow With Color
- Teeter
- Wave
- Bold Reveal

Subtle

Moderate

Exciting

Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.1. Apply built-in and custom animations: Use More Emphasis Effects



Start After Previous

Right now, both Effects will play at the same time. You can use the Animation Ribbon to edit the **Timing**.

6. Try it: Set the Start Options

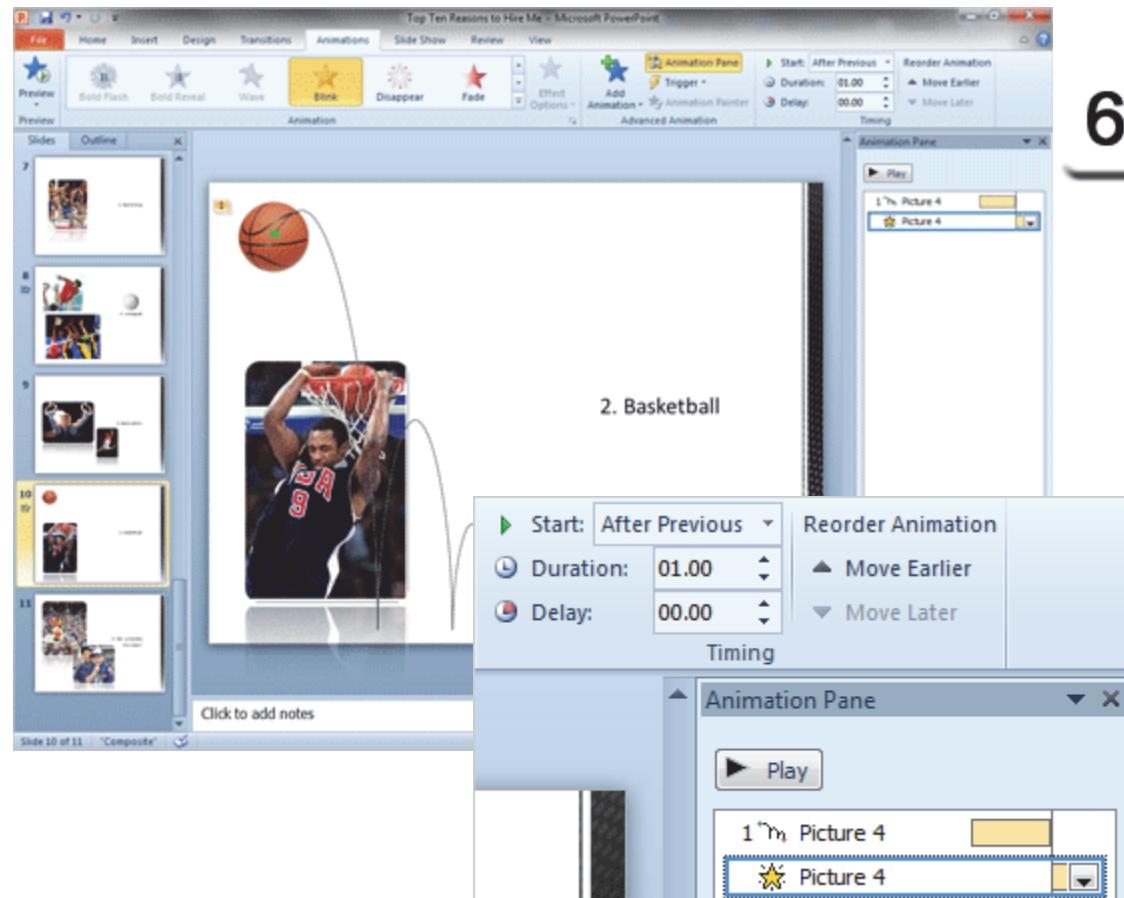
Go to the **Animation Pane**.

Select the second Effect: Picture 4.
Go to **Animations ->Timing**.
Edit the **Start: After Previous**.

What Do You See? When you preview the animation, the basketball should follow the Motion Path and then blink.

Keep going...

Animations ->Timing->Start



Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.2. Apply effect and path options: Set Start Options



Animate the Text

Text can be animated as well. The effects work best with bulleted lists.

Before You Begin: Make a Bulleted List
Go to **Insert->Text->Text Box**.

Enter the following:

- Sample 1
- Sample 2
- Sample 3

Select the text.

Go to **Home->Font->Bullets**.

7. Try it: Animate the Text

The Text Box is selected.

Go to **Animations ->Animation**.

Click on **More** and go to the Emphasis Animation Group.

Select: **Bold Revealed**

What Do You See? When you preview the effect, the Text will become **BOLD**, from left to right.

Keep going...

Animations ->Animation-> Bold Revealed

The screenshot shows a Microsoft PowerPoint slide titled "2. Basketball". The slide contains a bulleted list: "Sample 1", "Sample 2", and "Sample 3". The first bullet point, "Sample 1", is highlighted with a green circle and has a green dot above it, indicating it is the current target of the animation. The other two bullet points have blue squares above them. The background of the slide features a basketball player dunking a ball. The PowerPoint ribbon at the top shows the "Animations" tab is selected. The "Animation Pane" on the right side of the screen displays the sequence of animations: "Picture 4" (bold reveal), "Picture 4" (bold reveal), and "Textbox 5: Sample 1" (bold reveal). The "Timing" section of the ribbon shows "Start: With Previous", "Duration: Auto", and "Delay: 00.00".

Exam 77-883: Microsoft PowerPoint 2010
5. Applying Transitions and Animations
5.3. Manipulate animations: Select Text Options

7



Edit the Text Options

There are three ways you can animate the Text Sequence:

- As One Object
- All at Once
- By Paragraph

8. Try it: Edit the Effect Options

The bulleted list on Slide 10 is selected.
Go to Animations ->Animation.
Go to Effect Options.
Select: By Paragraph.

What Do You See? Each bulleted item in the list has its own animation when you select **By Paragraph**.

Try This, Too: Set the Start Options

Go to the Animation Pane.
Select the third Effect: Text Box.
Go to Animations ->Timing.
Edit the Start: After Previous.

Did you try the preview? Keep going...

Animations ->Animation ->Effect Options

2. Basketball

- 1. • Sample 1
- 2. • Sample 2
- 3. • Sample 3

Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations
5.3. Manipulate animations: Edit the Text Options



Reorder the Animation

Say you wanted to play the text animation first. Here are the steps.

9. Try it: Reorder the Animation

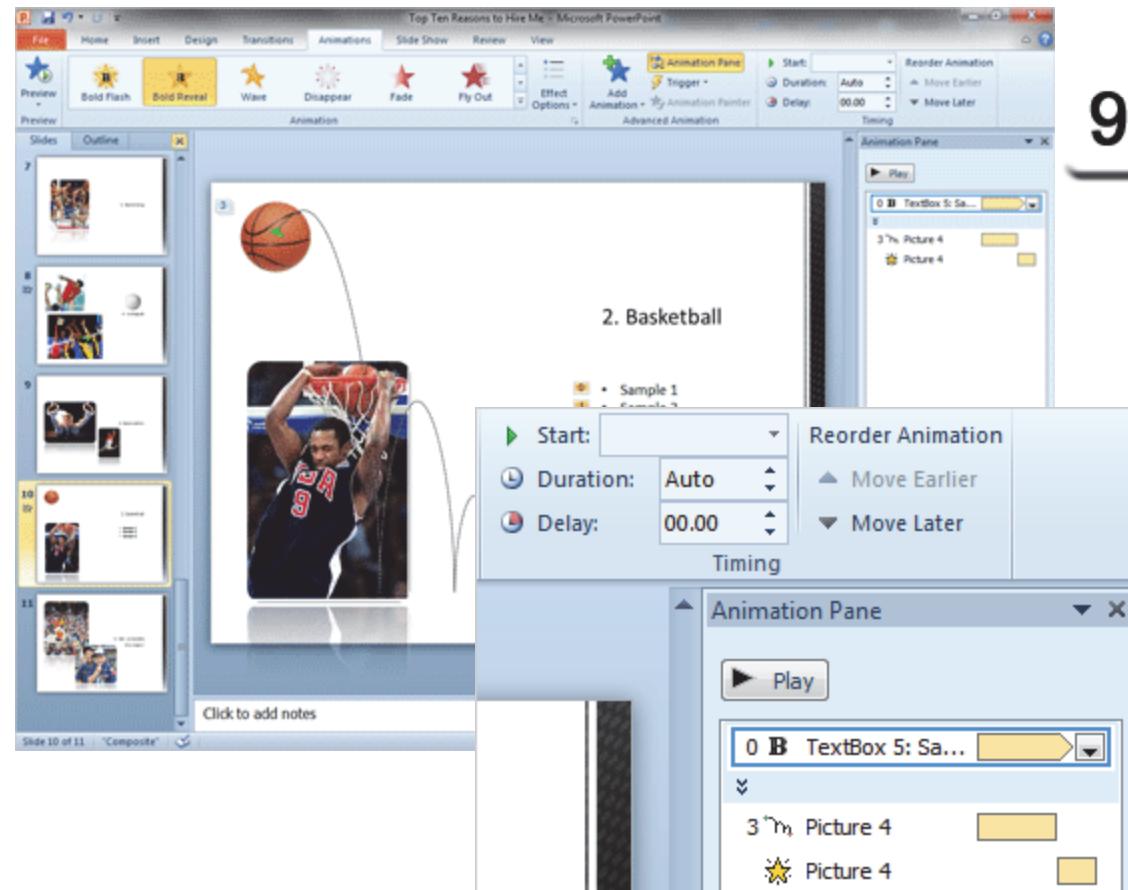
The bulleted list on Slide 10 is selected. Go to Animations ->Timing->Reorder. Click on: Move Earlier.

What Do You See? You can use the buttons to move an animation earlier (up) or later (down) on the play list.

Keep going...there's one more option.

Memo to Self: The Textbox animation can be collapsed or expanded. When they are expanded, you can edit each Text Effect (Timing, Duration, Delay) separately. When the group is collapsed, you can move the entire series of TextBox effects if you wish.

Animations ->Timing ->Reorder



Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.3. Manipulate animations: Reorder Animation

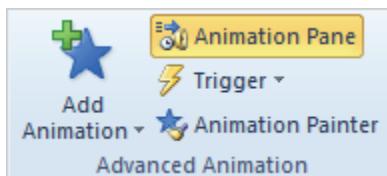


Use the Animation Painter

The basketball picture on Slide 10 is formatted with an Animation. You can use the **Animation Painter** to apply that effect to the ball on another slide.

Try it: Use the Animation Painter

The basketball on Slide 10 is selected.
Go to **Animations ->Advanced Animation**.
Click on: **Animation Painter**.

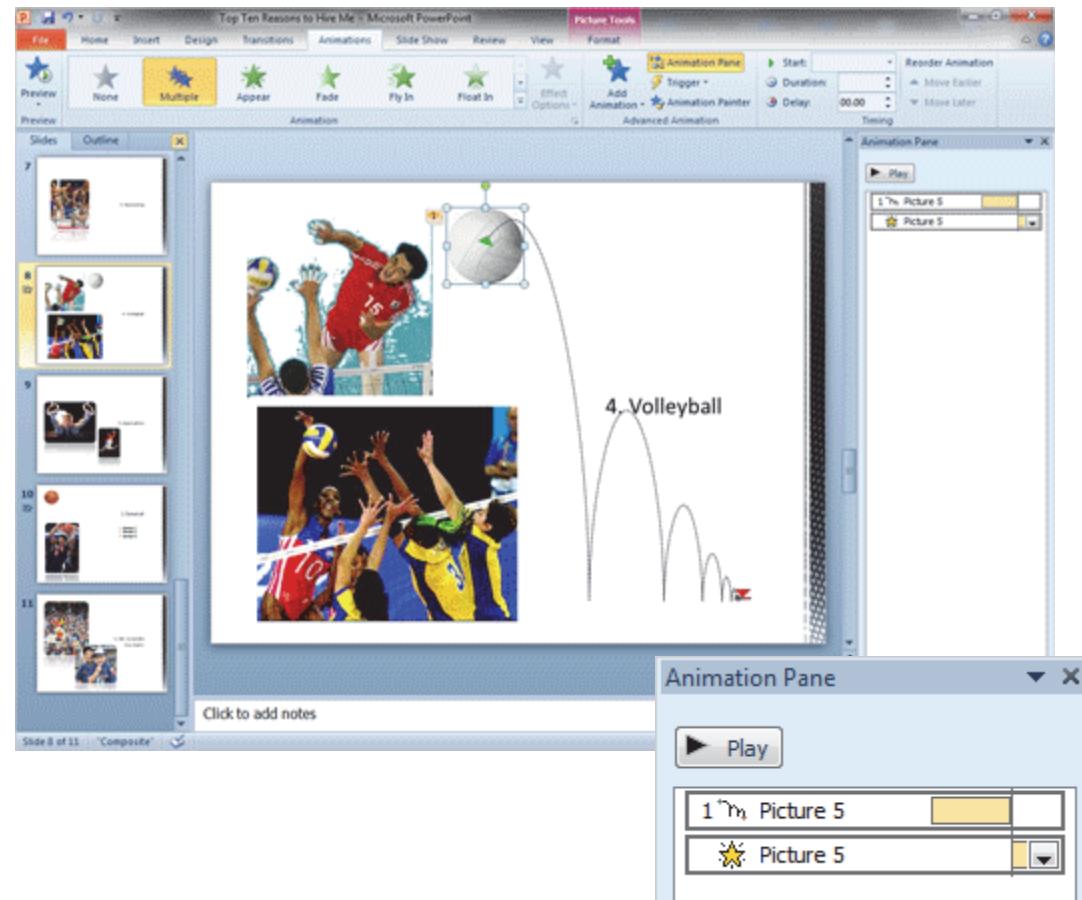


Go to Slide 8 and click on the volleyball.

What Do You See? The Animation Painter added both Effects to the volleyball.

What Else Do You See? You may need to resize the Motion Path for the volleyball, OK?

Animations ->Advanced Animation-> Animation Painter



Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.3. Manipulate animations: Use the Animation Painter

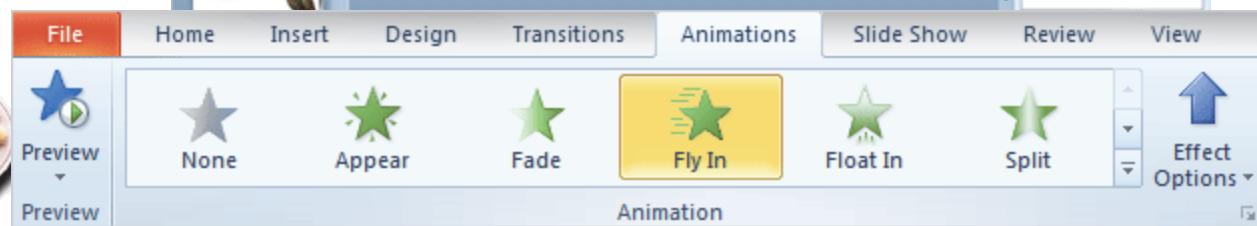
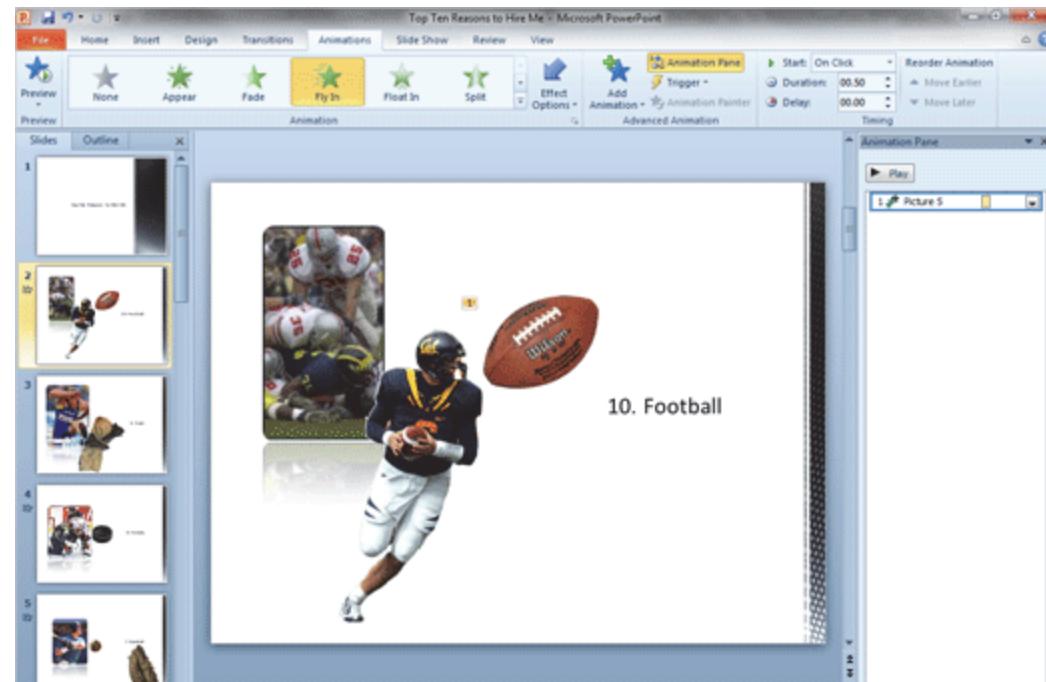


Summary

This lesson demonstrated many basic Animation options. The demonstrations provided examples of Entrance, Exit, Emphasis and Motion Paths.

The Advanced Animation tools were used to add more than one animation to a picture, and then manage multiple animations with the Animation Pane.

Soooooooo...save your presentation.
Go to File->Save.
Browse to your documents folder.
Enter the name: Top Ten Reasons to Hire Me.
Click Save,
You done good. You can get two cookies.





Made You Look

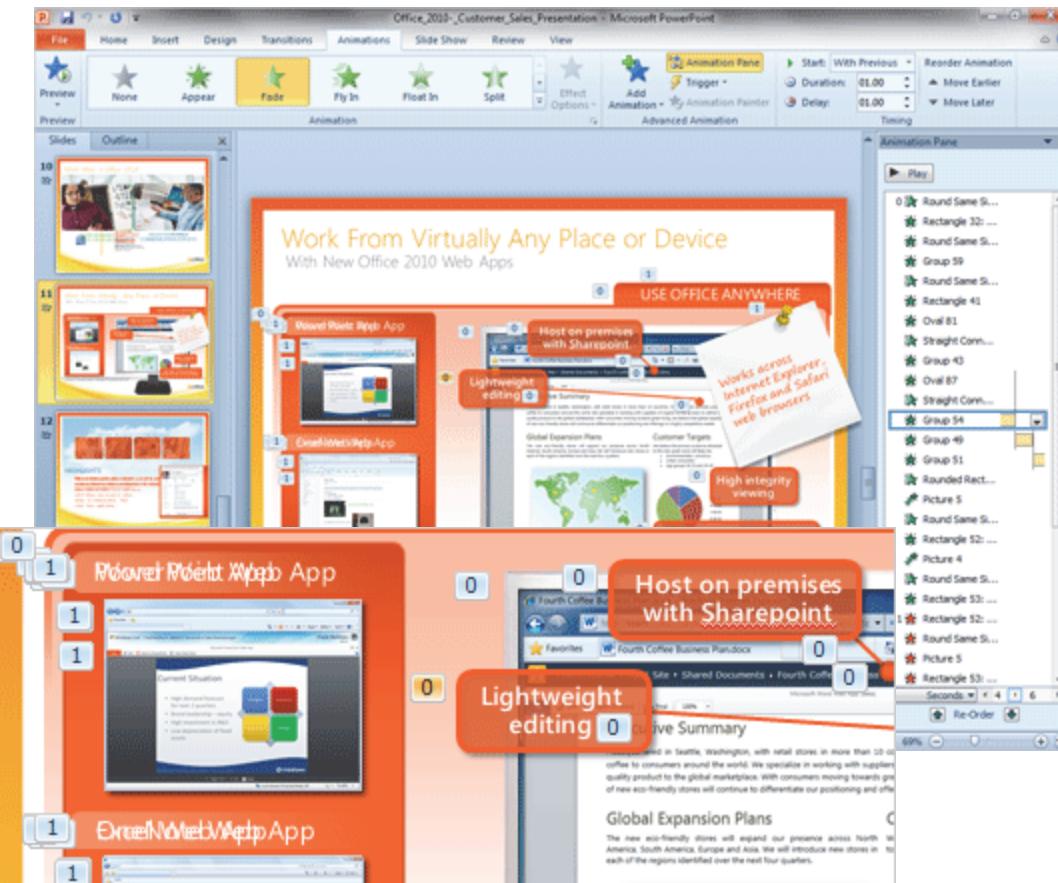
The Computer Mama Sez: Microsoft, like many mega corporations, prepares sophisticated PowerPoint presentations to introduce new software and teach new methods.

I had the opportunity to give the launch presentation for Microsoft Office 2010 at Mott Community College.

This is a sample of the animation that was in the official slide show. Look at how many objects are animated on just one slide.

Someone had a lot of time on their hands, didn't they?

Animations ->Advanced Animation-> Animation Pane





Practice Activities

Lesson 4: Working with Animation

Before You Begin: Start Microsoft PowerPoint 2010.



Try This: Do the following steps

1. Open the sample presentation: The Boy Who Cried Wolf.pptx
2. On the title slide, use the Set Transparent color tool and select the blue around the edge of the little boy image.
3. On slide 2, select the content text (not the title slide) and apply the animation effect dissolve. Set both lines of text to appear On Click. Add the sound effect Typewriter to all the text animation.
4. On slide 3, apply the animation emphasis effect Grow/ Shrink to the wolf and speech bubble.
5. On slide 4, apply the animation entrance effect Swivel to the laughing boy.
6. On slide 5, apply the animation entrance effect Fly Out. Change the Effect option so the boy flies out to the right. Also, apply the animation entrance effect Fly In. Change the Effect option so the boy flies in from the left. Reorder the animations so the entrance effect is first. Set the exit effect to occur after previous.
7. On slide 6, select the red NO symbol and add the emphasis effect Blink from the More Emphasis effects menu. Change the animation effect to Pulse.
8. On slide 7, add a motion path to the wolf. Resize the motion path so the wolf moves onto and across the entire slide. Change the duration of the wolf to 4.00.
9. On slide 8, add a custom motion path to the boy.
10. On slide 9, resize all the sheep to be 1.41" by 1.2". On the first sheep, add the entrance effect Float Up. Also, add the exit effect fade. Set the exit effect to Start After Previous and apply a delay to the exit effect of .50.
11. Use the animation painter on all of the sheep so they have the same animation settings.





Test Yourself



1. Which are commands on the Animation Ribbon?
(Select all correct answers.)

- a. Preview
- b. Effect Options
- c. Animation Pane

Tip: Advanced PowerPoint, page 123-126

2. Which is an option for animating text?
(Select all correct answers.)

- a. All at once
- b. As one object
- c. By paragraph

Tip: Advanced PowerPoint, page 140

3. Which of the following is true about starting animation?
(Select all correct answers.)

- a. By default, animation begins on click
- b. Animation can be set to begin after a previous animation
- c. Animation can start at preset times
- d. Animation starts cannot be changed

Tip: Advanced PowerPoint, page 127

4. Which of the following can be animated in a presentation? (Select all correct answers.)

- a. Text
- b. Pictures

Tip: Advanced PowerPoint, page 139

5. Which of the following is true about Animations?
(Select all correct answers.)

- a. Sound can be added to an animation
- b. Only one animation can be applied to an object
- c. A motion path can be re-sized
- d. Animation can be added to either the entrance or exit path, but not both

Tip: Advanced PowerPoint, page 129, 139





PowerPoint 2010: Transitions and Animations

Animating Multimedia

Advanced PowerPoint Objectives

In this lesson, you will learn how to:

1. Use the Video Play Ribbon to adjust the playback options
2. Trim a video and edit the Fade in and out
3. Apply a Style to a video or audio content
4. Use the Video Format Ribbon to size and arrange the multimedia content

The screenshot shows a Microsoft PowerPoint window titled "The Pere Marquette - Microsoft PowerPoint". The ribbon is visible at the top with tabs for File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, Format, and Playback. The "Video Tools" tab is selected under the "Playback" section. A video player is displayed on the slide, showing a black steam locomotive emitting smoke. The video duration is 00:06.52. The slide content includes the text "If the Train Should Jump the Track" and a thumbnail image of a train. The "Fade Duration" dialog box is open, showing "Fade In: 00.00" and "Fade Out: 00.00". The left side of the screen shows the slide navigation pane with five slides labeled 1 through 5.



Lesson 5 : Animating Multimedia

1. Readings

Read Lesson 5 in the Advanced PowerPoint guide, page 147-178.

Project

An animated presentation that includes embedded videos.

Downloads

[The Pere Marquette.pptx](#)
[ToyTrain1.gif](#), [ToyTrain2.gif](#), [Train1.gif](#),
[Train2.gif](#), [Train3.gif](#), [Train4.gif](#),
[Trainn5.gif](#)
[Polar Express Owosso, MI.mp4](#)
[Using Swiffer.wmv](#)

2. Practice

Complete the Practice Activity on page 179.

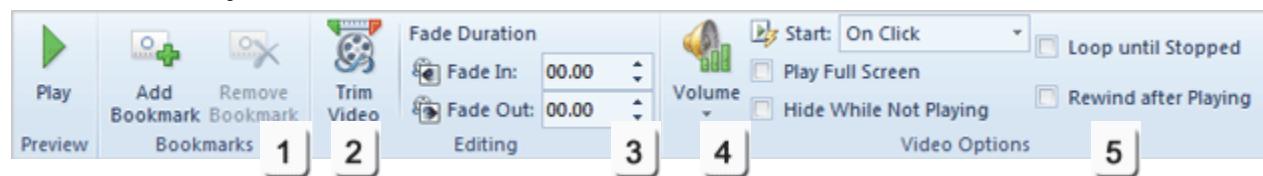
3. Assessment

Review the Test questions on page 180.

Video Tools->Format Ribbon



Video Tools->Playback Ribbon



Menu Maps

From the Insert Ribbon

1. [Insert->Media->Video->Video From Website](#), page 158
2. [Insert->Media->Video->Video from File](#), page 164

From the Video Tools-> Format Ribbon

1. [Format ->Preview ->Play](#), page 160
2. [Format ->Video Styles](#), page 161
3. [Format ->Size](#), page 162
4. [Format ->Arrange](#), page 163
5. [Format ->Adjust ->Corrections](#), page 166
6. [Format->Adjust->Color](#), page 167
7. [Format->Adjust->Reset Design](#), page 168

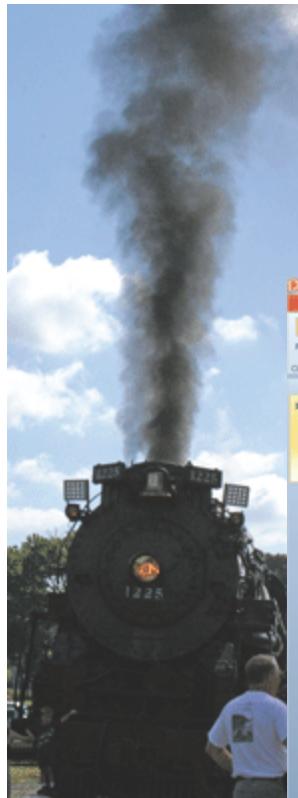
More Menu Maps

From the Video Tools->Playback Ribbon

1. [Playback-> Bookmarks](#), page 170
2. [Playback->Trim Video](#), page 171
3. [Playback-> Editing](#), page 172
4. [Video Tools ->Playback->Volume](#), page 173
5. [Playback-> Video Options](#), page 174

From the Animations Ribbon

1. [Advanced Animation-> Timing](#), page 175
2. [Advanced Animation->Trigger](#), page 176
3. [Advanced Animation->Animation Painter](#), page 178

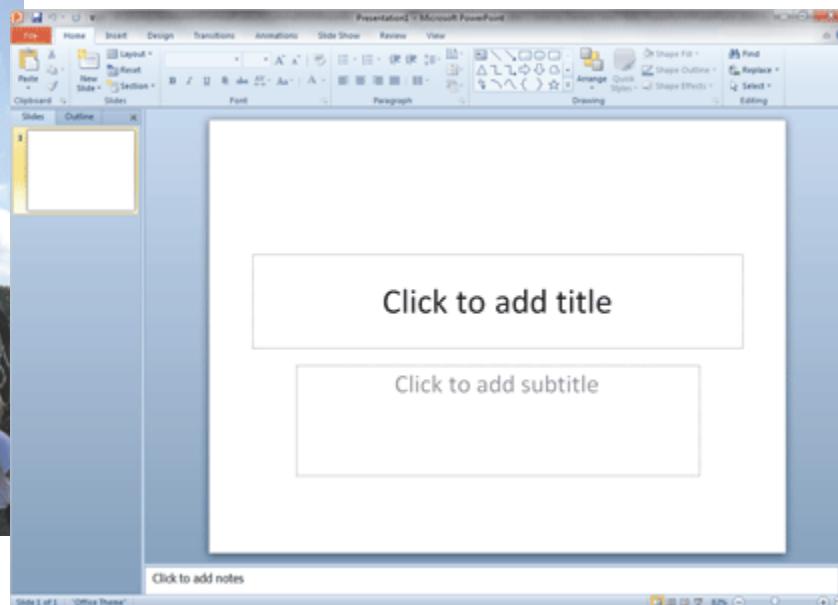


Working with Multimedia

One of the best Christmas videos is the Polar Express, with Tom Hanks as the voice of the conductor. It is the story of children who travel to the North Pole in a special steam engine: No. 1225, the Pere Marquette. No. 1225 is the only steam engine named after a priest and it served for many years in Michigan. Our PowerPoint presentation will use the Pere Marquette as our theme. The images and videos will be used to teach how to animate multimedia.

There are two methods for working with videos in PowerPoint: linked and embedded. Linking to a site like YouTube (copying the EMBED code), means that you have to be online to play the video. Adding the video to your presentation (embedding the multimedia) means you can play it anytime: you do not have to be online. So, let's look at the options.

Start -> All Programs -> Microsoft Office-> Microsoft Office PowerPoint 2010



Start Microsoft PowerPoint

What do you see? Is there a Title Bar that says Microsoft PowerPoint? Yes.

Is there a Home Ribbon with the Clipboard, Font and Paragraph Groups? Yes.

If your screen looks similar to the example on this page, then you are ready to get started.

This lesson is dedicated to Fr. John Rocus, who likes steam engines and train bells... and Saint Philomena



Before You Begin

This lesson demonstrates the **Video Tools**. There are two Video Ribbons: **Format** and **Playback**. We'll begin by creating a new presentation and adding titles, pictures and videos.

1. Try it: Start a New Presentation

Open PowerPoint. You should see a new, blank presentation.

Go to **Home ->Slides->New Slide**.

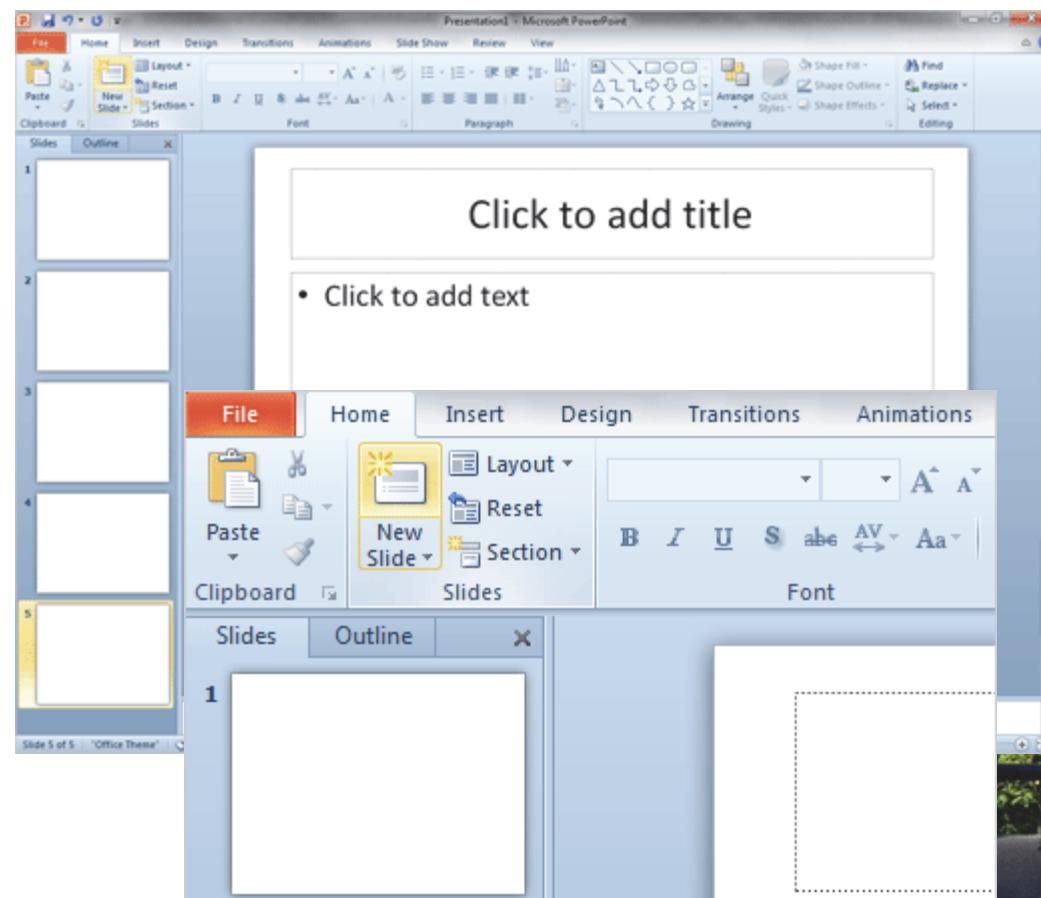
Please add 4 new slides for a total of 5.

Keep going...

Memo to Self: You can add your own pictures and videos if you wish. You do not have to MATCH the multimedia shown on these pages.

It is more important that you start with something and try the options.

Home ->Slides->New Slide



1

Exam 77-883: Microsoft PowerPoint 2010
2. Creating a Slide Presentation
2.5. Enter and format text



Enter the Titles

2. Try This: Add Text to the Titles

Slide 1: The Pere Marquette

Slide 2: Engine, Engine No 9

Slide 3: Going Down Chicago Line

Slide 4: If the Train Should Jump the Track

Slide 5: Do You Want Your Money Back?

Keep going...



Home ->Slides->New Slide

The screenshot shows a Microsoft PowerPoint 2010 window. The title bar reads "Presentation - Microsoft PowerPoint". The ribbon tabs are Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, and Format. The "Format" tab is selected. The "Drawing Tools" tab is also visible. The main area shows a slide with the title "The Pere Marquette" and a subtitle placeholder "Click to add subtitle". The left side features a "Slides" pane and an "Outline" pane. The "Outline" pane lists five slides:

- 1 The Pere Marquette
- 2 Engine, Engine No 9
- 3 Going Down Chicago Line
- 4 If the Train Should Jump the Track
- 5 Do You Want Your Money Back?

2



Design: Themes

3. Try it: Apply a Theme
Go to Design ->Themes.
Select: Perspective.

Keep going...



Design ->Themes

The screenshot shows a Microsoft PowerPoint 2010 window with the title bar 'Presentation1 - Microsoft PowerPoint'. The 'Design' tab is selected in the ribbon. On the left, the 'Slides' pane shows four slides with titles: 'The Pere Marquette', 'Engine, Engine No. 9', 'Going Down Chicago Line', and 'If the Train Should Jump the Track'. The main slide area displays the title 'The Pere Marquette' and a subtitle placeholder 'Click to add subtitle'. At the bottom of the ribbon, the 'Themes' tab is selected, and a row of six theme preview cards is visible. The third card from the left is highlighted with a yellow border, indicating it is the current theme applied to the slide.

3



Exam 77-883: Microsoft PowerPoint 2010
2. Creating a Slide Presentation
2.4. Format slides.: Apply Themes



Before You Begin

Please add a picture to every slide. You can use the sample files for this presentation if you wish. You are also welcome to use your own pictures.

4. Try it: Add pictures

Select Slide 1.

Go to **Insert ->Images->Picture**.

Browse to your Documents folder.

Select a picture: Train1.gif

Please add a picture to each slide.

Slide 2, insert: Train2.gif

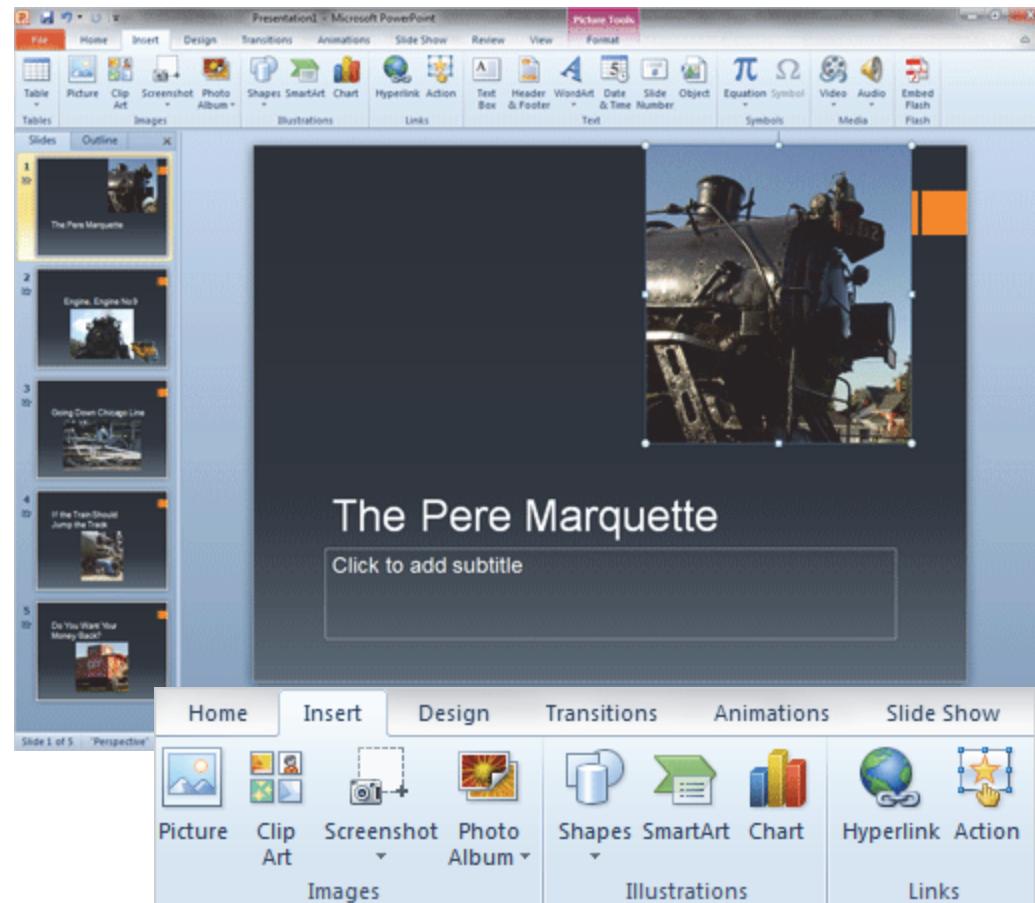
Slide 3, insert: Train3.gif

Slide 4: insert: Train4.gif

Slide 5: insert: Train5.gif

Please keep going.

Insert ->Images ->Picture



4

Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements

3.2. Manipulate images: Insert Pictures



Animate a Picture

5. Try it: Insert Another Picture

Select Slide 2.

Go to **Insert ->Images->Picture**.

Browse to your Documents folder.

Select a picture: **ToyTrain1.gif**

Try This, Too: Animate the Picture

ToyTrain1.gif on Slide 2 is selected.

Go to **Animations ->Animation->Fly In**.

And Try This: Modify the Animation

ToyTrain1.gif on Slide 2 is still selected.

Go to **Animations ->Animation**.

Go to **Effect Options->From Top Left**.

Go to **Animations->Timing**.

Edit the **Start**: After Previous.

Edit the **Duration**: 01.50

Way cool. Keep going...!

Animations ->Animation->Fly In

The screenshot shows the Microsoft PowerPoint ribbon with the 'Animations' tab selected. The 'Animations' pane on the left lists five slides: 'The Plane Marquee', 'Engine, Engine No 9', 'Going Down Chicago Line', 'If the Train Should Jump the Track', and 'Do You Want Your Money Back?'. The slide 'Engine, Engine No 9' is currently selected. The main slide area displays a black and white photograph of a steam locomotive with the number '1225' pulling a yellow and blue train car. The 'Format' tab is also visible in the ribbon. The 'Timing' section of the ribbon shows 'Start: After Previous', 'Duration: 01.50', and 'Delay: 00.00'. The 'Fly In' effect is highlighted in the 'Animations' group of the ribbon.

5

Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.1. Apply built-in and custom animations.: Modify the Effect Options, Start and Duration



Add the Transitions

6. Try it: Add a Slide Transition

Go to View->Presentation Views.

Click on **Slide Sorter**.

Select all of the slides: Slide 1-5.

Go to the **Transitions Ribbon**.

Go to **Transition to this Slide->Fade**.

What Do You See? Each slide has a little star indicating that it has a Transition.

Do This: Save Your Presentation

Go to **File->Save**.

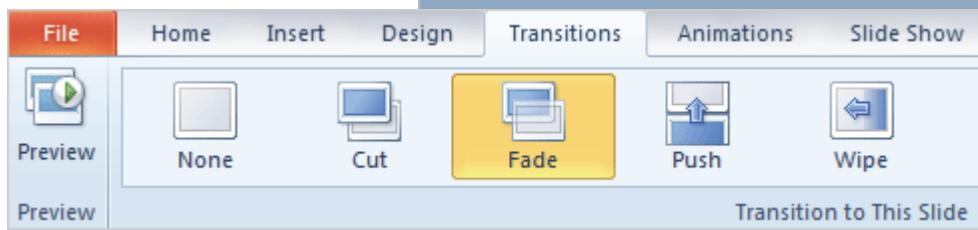
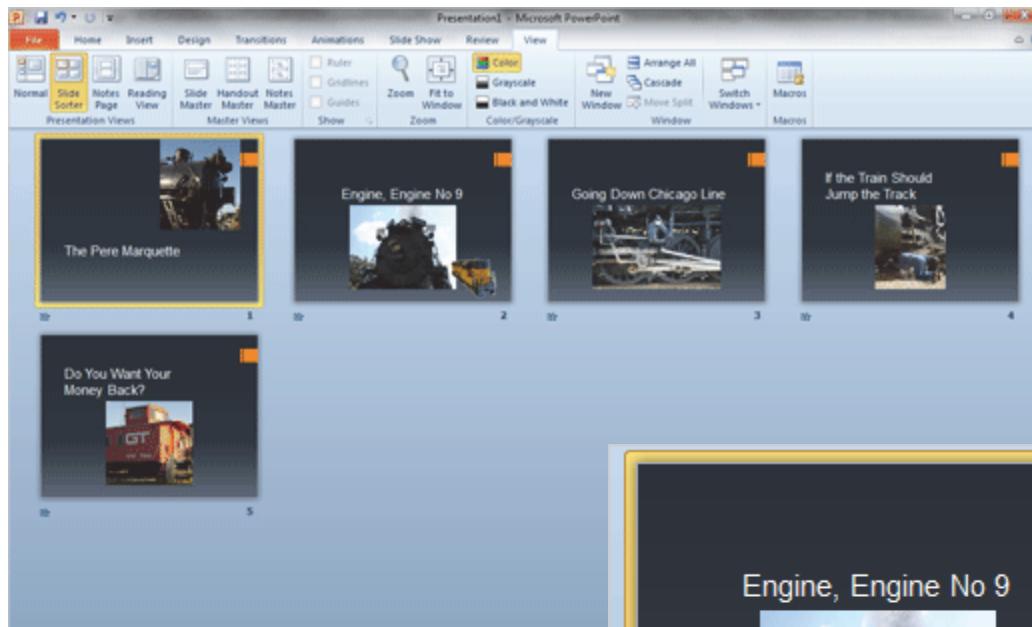
Browse to your Documents folder.

Enter a **File Name**: The Pierre Marquette.

Save. Save. Save.

Please return to the **Normal View** and keep going...

Transitions ->Transition to this Slide->Fade



Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.4. Apply and modify transitions between slides

6



Linked or Embedded Videos

There are two methods for adding a video to a PowerPoint presentation: insert from a file on your computer or insert from an Internet Website, such as YouTube. Both of these options are called embedded, so the terms are confusing.

When you insert a video from a file on your computer, this will create an **embedded video**. It will be included in the PowerPoint presentation. If the video is large, the size of the PowerPoint presentation will be large as well.

When you insert a video from a website, you will copy the **link**, or **embed code**. The video will not be added to your presentation, just the **link** to it, so the file size will not increase.

1. Try This: Find a Video

Open an Internet Browser.

Type the address: www.youtube.com

Search for: Pere Marquette Mason

When you find the video, click on **Share**.

Keep going...

www.youtube.com ->Share

The screenshot shows a YouTube search results page for 'Pere Marquette Mason'. The main video player displays a scene of a train moving along tracks under a blue sky. Below the video are standard sharing controls: Like, Dislike, Add to, Share, and Print. A callout box highlights the 'Share' button with the text 'Share or embed this video'. To the right, a sidebar lists several other video thumbnails with titles like '1225 leaving Durand', 'Southbound run', 'Turntable', 'North Pole Express 2008', 'Viscose 6 & Flagg Coal 75 with a cold PM 1225', and 'PM 1225 with the polar express and a GUEST'. Each thumbnail includes the uploader's name and view count.



Copy the Embedded Code

Each website may be different, but the steps will be similar to the ones on this page. The goal is to find the embed code, copy it, and paste it into PowerPoint.

2. Try it: Copy the Embedded Code

When you click on Share, you should see options to Embed or Email. There may be options for Facebook, Twitter, LinkedIn or other social networking sites.

Click on **Embed**.

Click on **Use old embed code**.

What Do You See? The embed code will be displayed in the little window.

Look! Look! Look! On some sites, like youtube, you have to select **Use old embed code** so that the code will work in PowerPoint.

Try This, Too: Copy the Embed Code

Type Ctrl+C to copy the code.
(You can also Right-click->Copy).
Keep going...

www.youtube.com ->**Share**->**Embed**

The screenshot shows a YouTube video page for "1225 at Mason rd." The "Share" menu is open, and the "Embed" option is selected. Below the video player, there's an "Embed" button and a "Use old embed code" checkbox. The "Use old embed code" checkbox is checked. The embed code window contains the following HTML:

```
<object width="420" height="315"><param name="movie" value="http://www.youtube.com/v/dG7KLqvqXwU?version=3&hl=en_US"></param><param name="allowFullScreen" value="true"></param>
```

After making your selection, copy and paste the embed code above. The code changes based on your selection.

Show suggested videos when the video finishes
 Use HTTPS [?]
 Enable privacy-enhanced mode [?]
 Use old embed code [?]

Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements
3.5. Edit video and audio content: Linked Videos



Insert Video from a Web Site

The next step places the **Embed Code** into your PowerPoint presentation.

3. Try it: Insert a Video from Web Site

Return to your PowerPoint presentation.
Select Slide 3.

Go to **Insert ->Media->Video**.
Click on **Video From Web Site....**

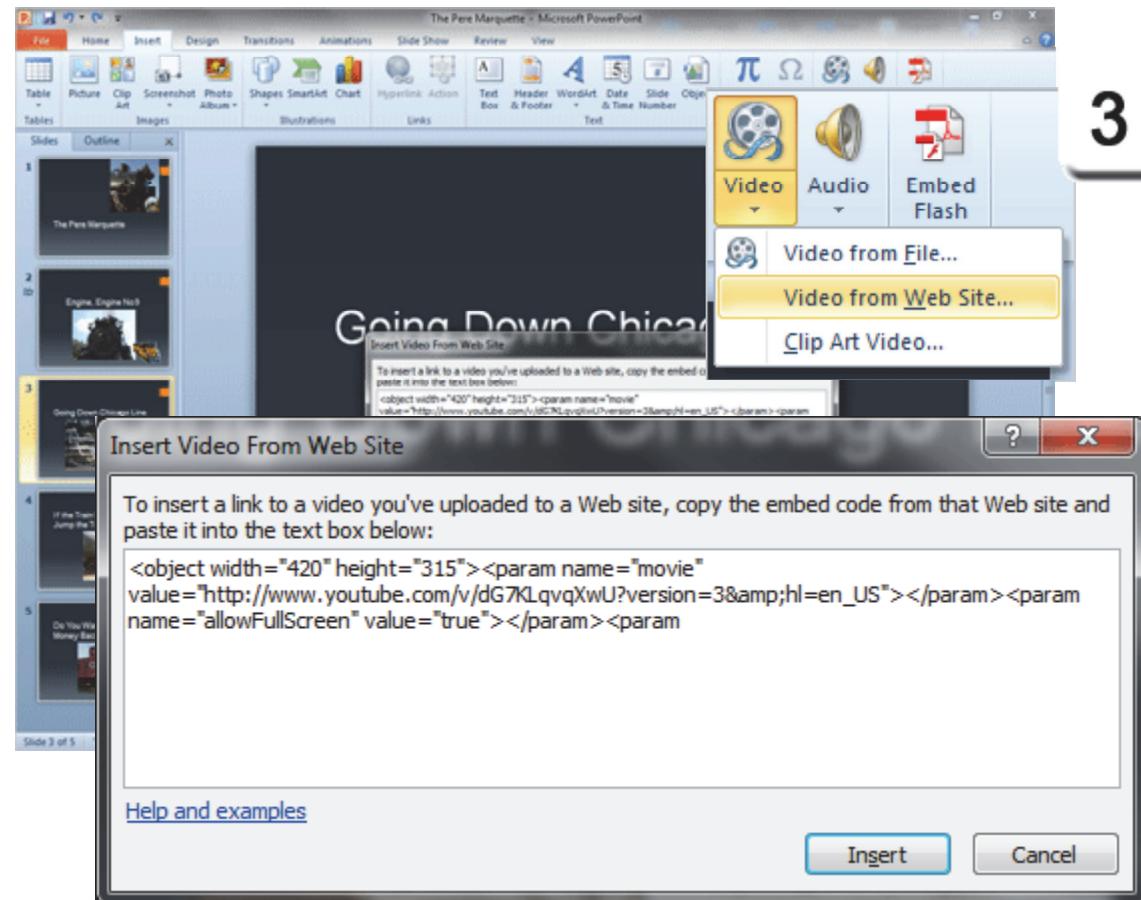
You will be prompted to paste the code
your copied from the video website.

Place your cursor in the dialogue box.
Type **Ctrl+V** to paste the code.
(You can Right-click->Paste as well.)

Click **Insert**. Keep going...

What Do You See? The Embed Code
identifies your video and includes the
formatting for the frame width, height. It
also has instructions to allow the video to
be displayed full screen.

Insert ->Media->Video-> Video From Website...



3

Exam 77-883: Microsoft PowerPoint 2010
3. Working with Graphical and Multimedia Elements
3.5. Edit video and audio content: Linked Videos



Hello, Video!

What Do You See? The video is displayed as a black frame on Slide 3.

There are two Video Ribbons available:
Format and Playback.

4. Try it: Review the Video Tools

The Format options include:

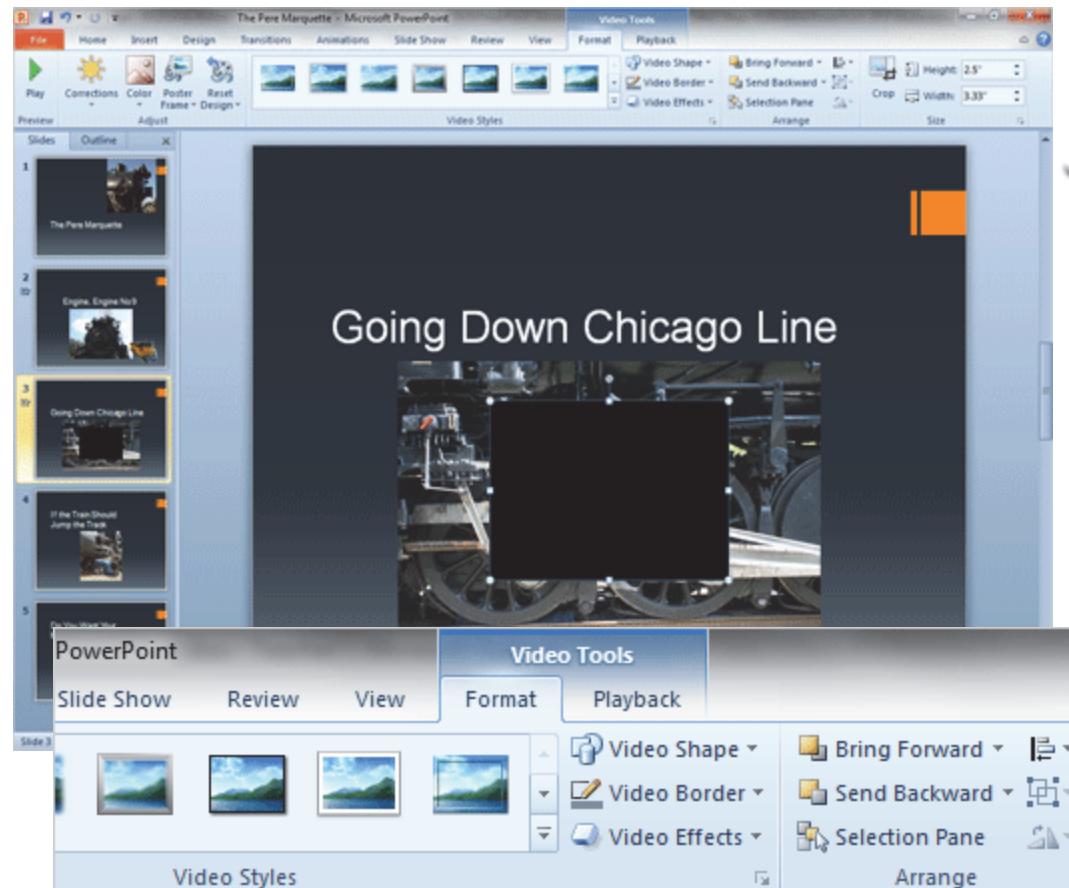
Preview
Adjust
Video Styles
Arrange
Size

The Playback options are:

Preview
Bookmarks
Editing
Video Options

Keep going...

Video Tools



4

Exam 77-883: Microsoft PowerPoint 2010
3. Working with Graphical and Multimedia Elements
3.5. Edit video and audio content: Video Tools



Video Format: Play

You probably already did it, but here are the steps to Preview the video.

5. Try it: Preview the Video

Go to **Video Tools ->Format ->Preview**.

Go to **Preview ->Play**.

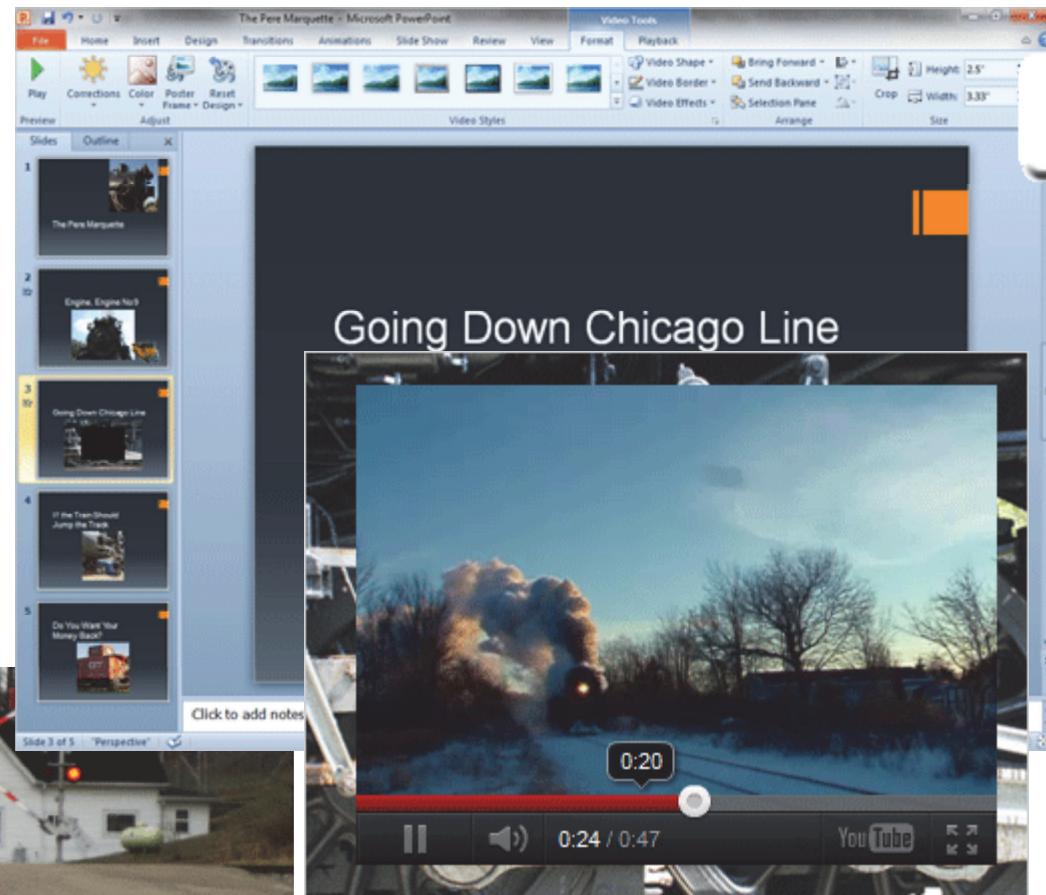
What Do You See? PowerPoint will link to the video from YouTube. The video will play in the little **Media Player**. The Media Player has simple buttons to Start/Pause, adjust the Volume, and show Full Screen display.

Keep going...

Memo to Self: This presentation needs to be online, connected to the Internet, so that the source video can be played on youtube.com.



Video Tools ->Format ->Preview ->Play



Exam 77-883: Microsoft PowerPoint 2010
3. Working with Graphical and Multimedia Elements
3.5. Edit video and audio content.



Video Format: Video Styles

The video is linked to a Shape, so the formatting tools are the same ones we have seen before. You can edit the Video Shape, Border and Effects. You can also apply a Video Style that formats all of these options.

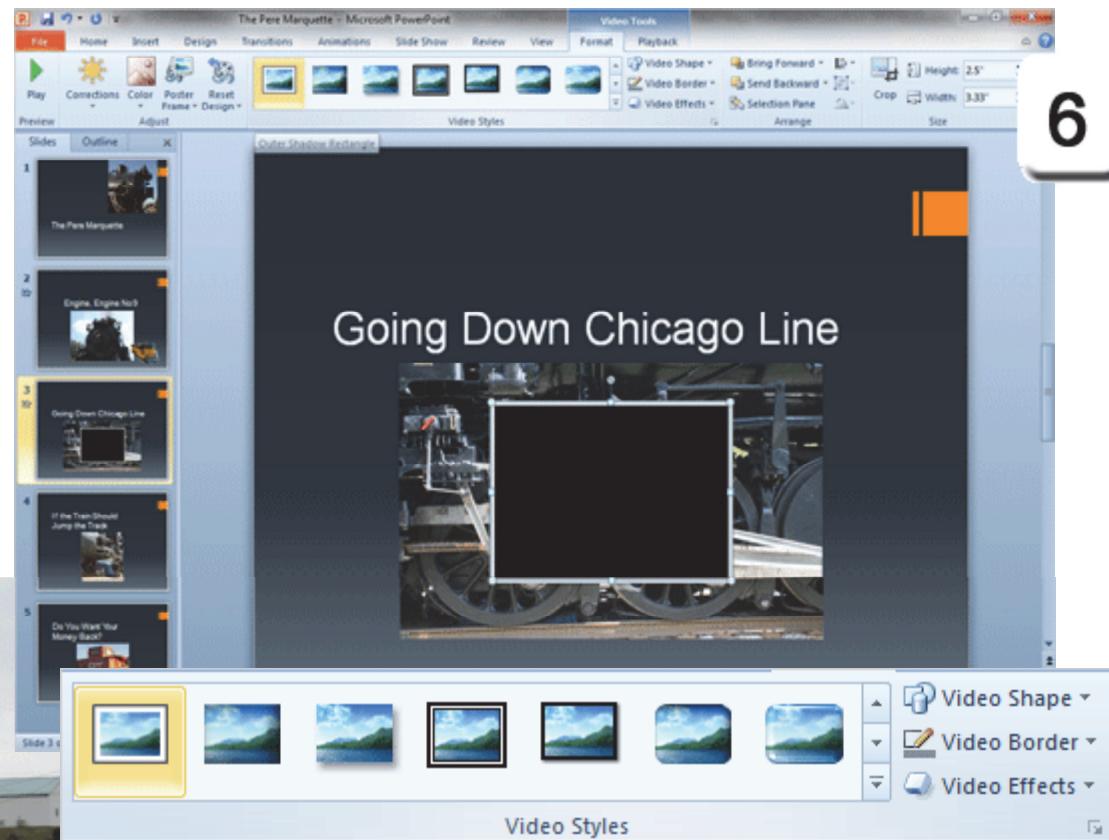
6. Try it: Apply a Style to a Video

The video on Slide 3 is still selected. Go to **Video Tools->Format->Video Styles**. Select a **Style**: Outer Shadow Rectangle.

What Do You See? The border around the Video has been formatted white. There is a subtle drop shadow under the bottom border. Keep going...



Video Tools ->Format ->Video Styles



Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements
- 3.5. Edit video and audio content: Apply a Style to a Video

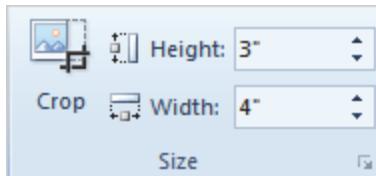


Video Format: Size

The embed code specified a default size for the Video. Here are the steps to change the **Size**.

7. Try it: Format the Video Size

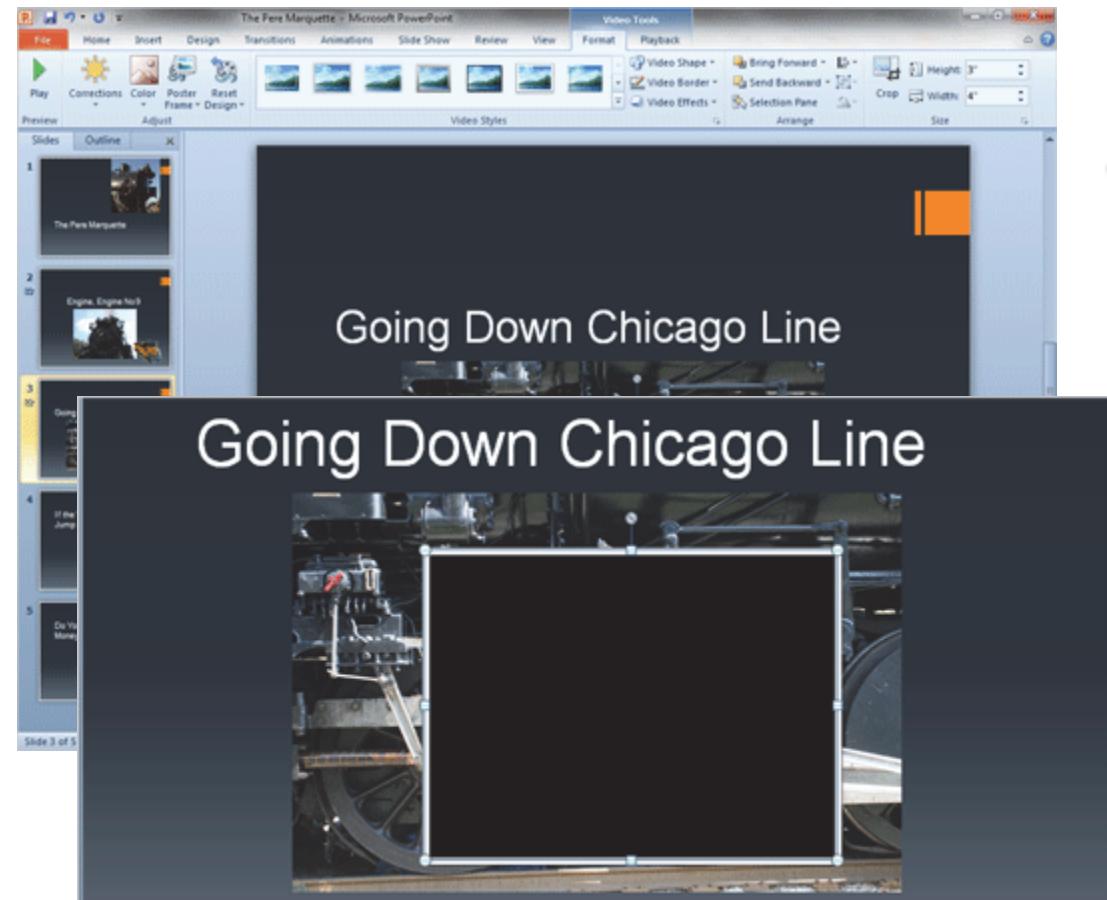
The Video on Slide 3 is still selected. Go to **Video Tools ->Format ->Size**. Edit the **Width: 4**



When you click **ENTER** on the keyboard, the height will resize to match the same proportions.

Keep going...

Video Tools ->Format ->Size



Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements
- 3.5. Edit video and audio content: Resize Video or Audio Content

7



Format: Arrange Content

When we inserted the Video, by default it was placed in the center of Slide 3. You can **Align** the Video if you wish: left, right, middle, top, bottom and center.

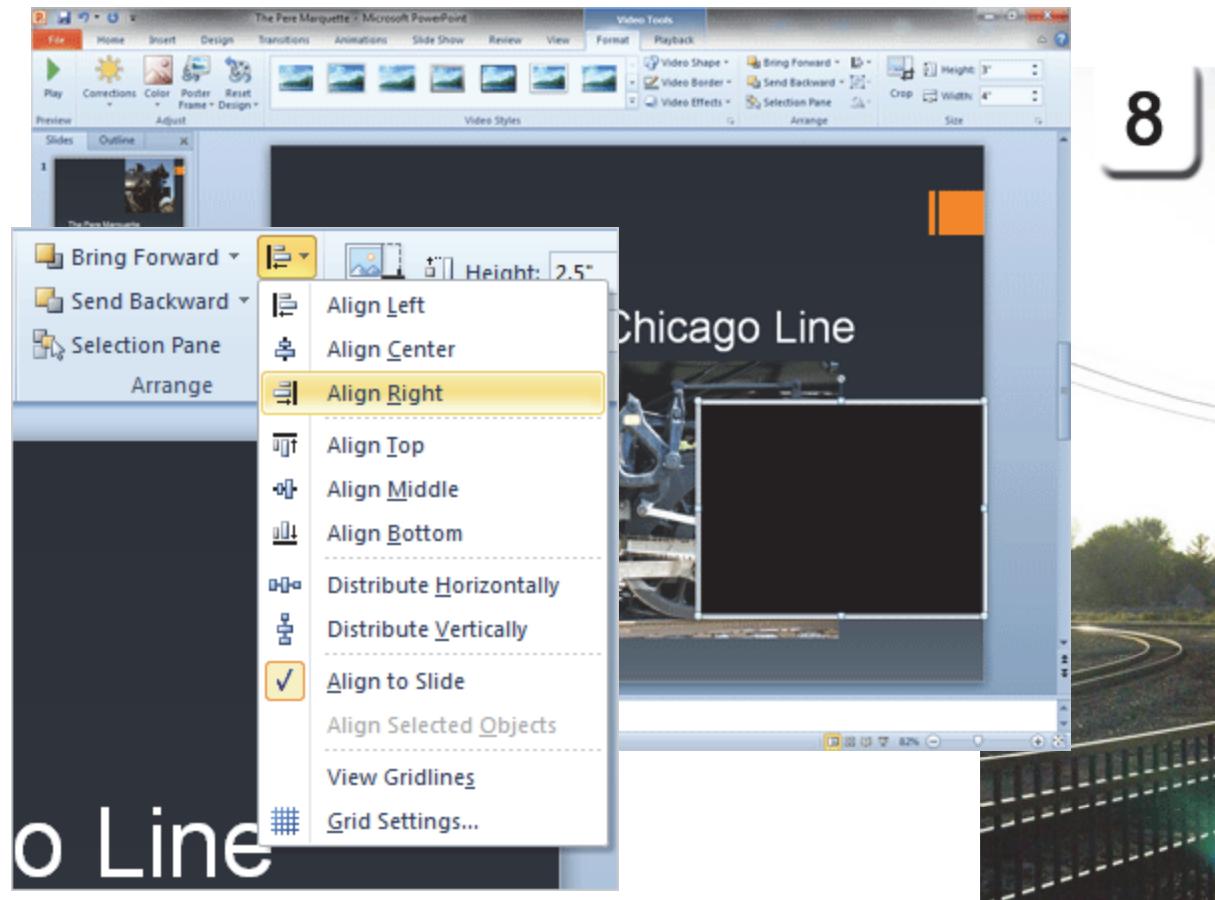
8. Try it: Arrange the Video
Go to **Video Tools ->Format**.
Go to **Arrange->Align Right**.

What Do You See? The Video has been placed on the right.

Save, Save, Save.

Memo to Self: You can go to **View Gridlines** if you would like to arrange the objects to the **Grid**.

Video Tools ->Format ->Arrange->Align Right



Exam 77-883: Microsoft PowerPoint 2010
3. Working with Graphical and Multimedia Elements
3.5. Edit video and audio content: Arrange Video or Audio Content

8



Let's Do That Again

The first video was linked to a website. Keep in mind that you need to be online, connected to the Internet, when you play this presentation.

This second video will be inserted into the presentation. It is part of your slide show: not a separate file or linked to a webpage.

Before You Begin: This demonstration uses a small video that you can download,

1. Try it: Insert a Video from File

Select Slide 4.

Go to **Insert ->Media->Video.**

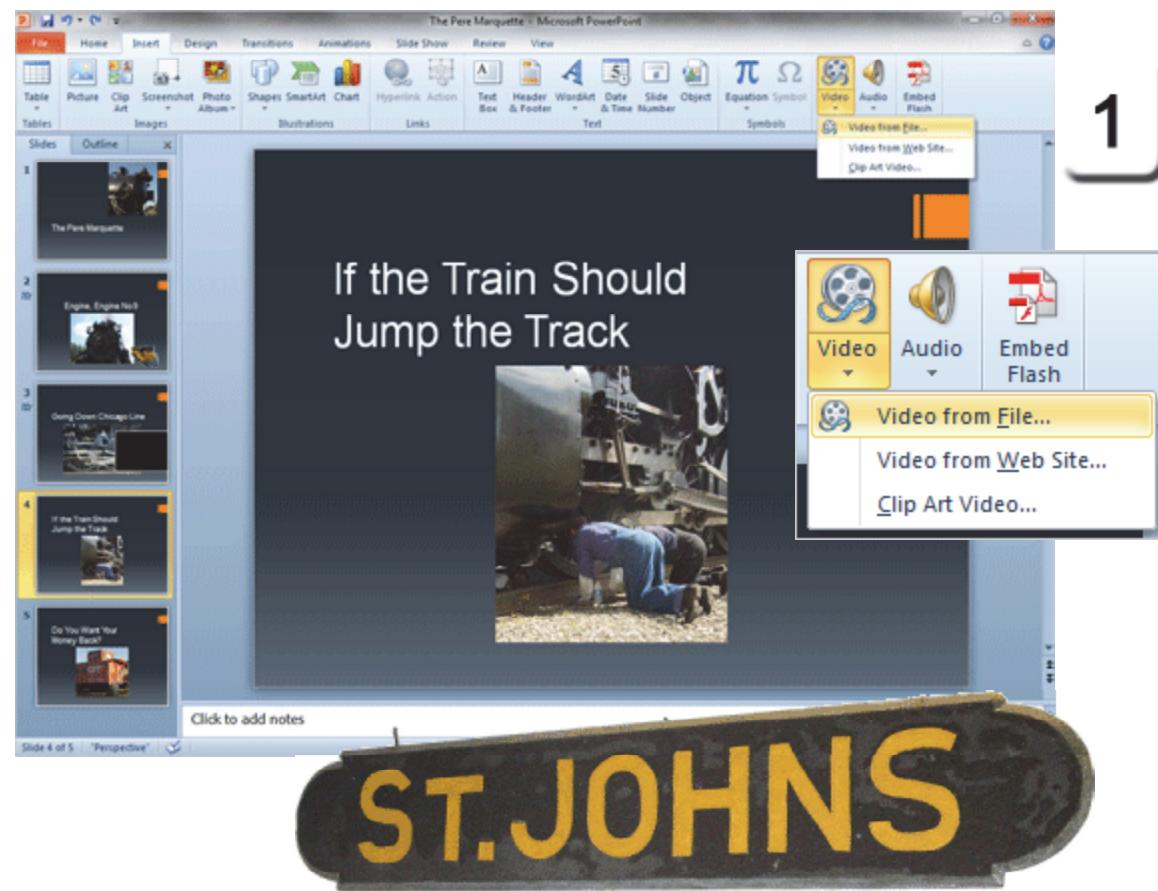
Click **Video From File...**

You will be prompted to browse to your Documents folder and select a video.

The example shown in this lesson is:

Polar Express Owosso, MI.mpg4. You will need the QuickTime player to do this step. You can use a different video if you wish. Keep going....

Insert ->Media->Video-> Video From File...



Exam 77-883: Microsoft PowerPoint 2010
3. Working with Graphical and Multimedia Elements
3.5. Edit video and audio content: Insert Video From File...



Embedded Video Formatting

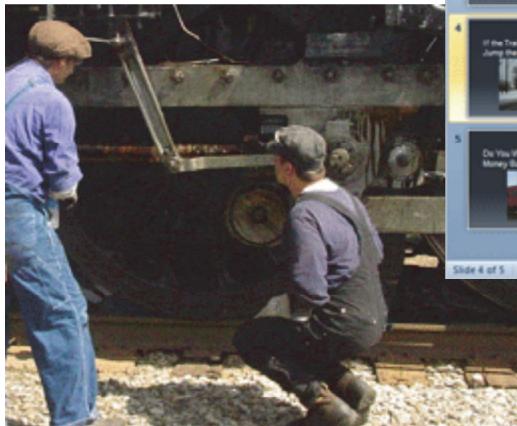
What Do You See? The embedded video is visible. The video linked to a website was displayed as a black shape until it was played.

2. Try it: Format the Embedded Video

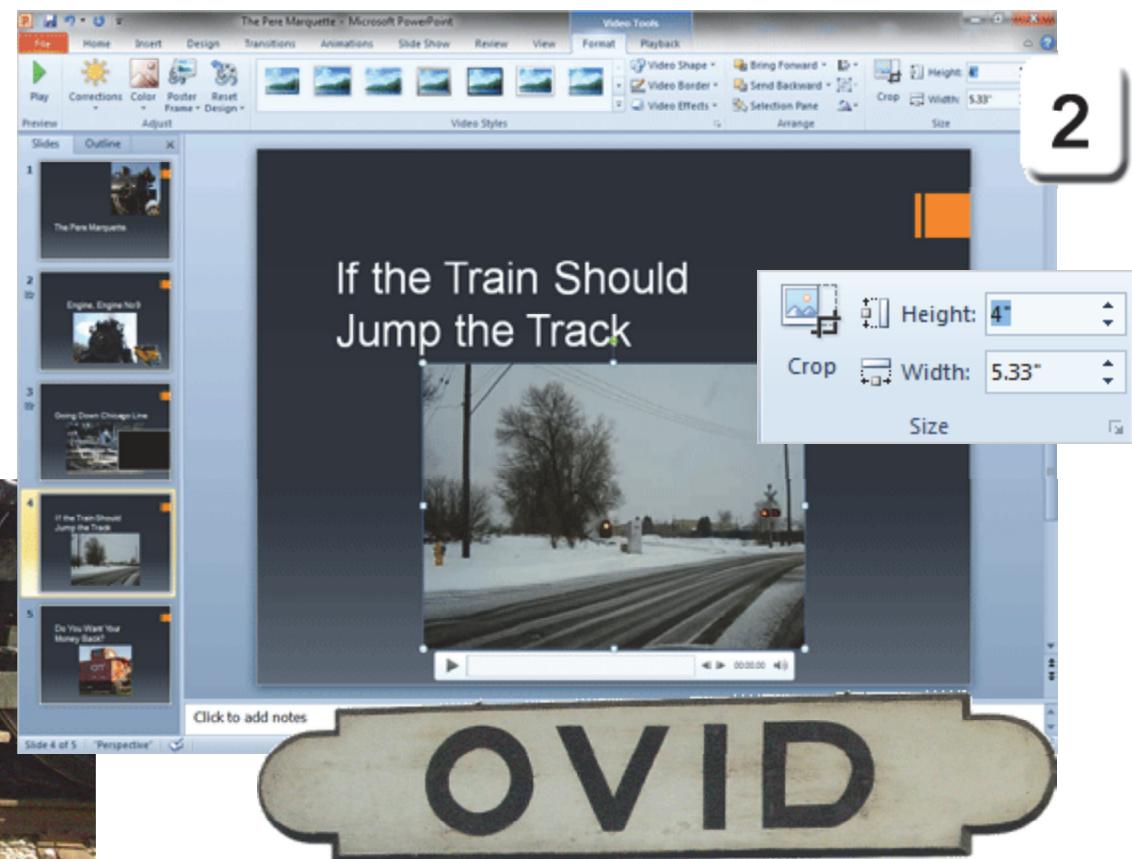
Go to **Video Tools ->Format ->Size**.
Edit the **Height: 4**

When you type **ENTER** on the keyboard, the width will be resized as well.

Keep going...



Video Tools ->Format ->Size



Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements
- 3.5. Edit video and audio content: Resize Video or Audio Content



Format: Adjustments

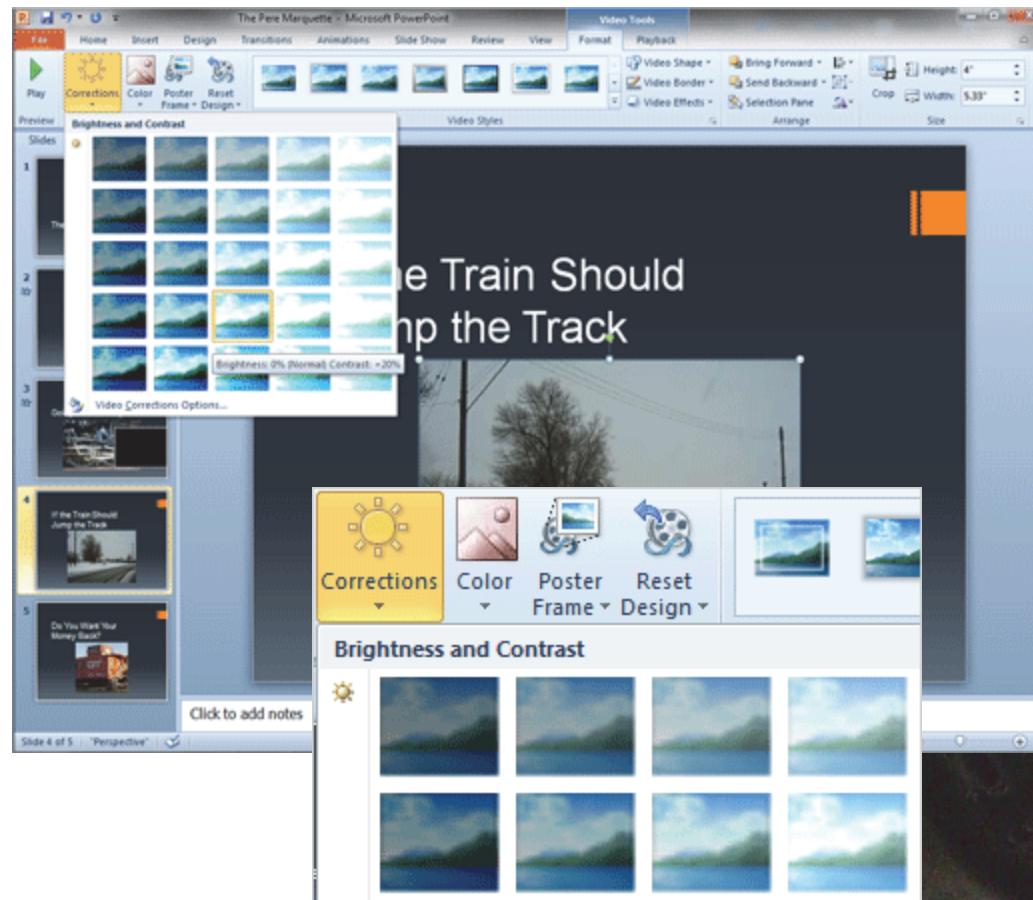
There are different **Format** and **Playback** options when you insert a video from file. For example, you can make **Corrections** to the **Brightness** and **Contrast** of an embedded video.

3. Try it: Adjust the Contrast
- The Video on Slide 4 is selected.
- Go to **Video Tools ->Format**.
- Go to **Adjust ->Corrections**.
- Select: **Brightness 0, Contrast +20%**

What Do You See? Increasing the Contrast made the snow whiter and the red signal lights more noticeable.

Keep going...

Video Tools ->Format ->Adjust ->Corrections



Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements

3.5. Edit video and audio content: Adjust the Brightness and Contrast



Format: Adjust the Color

What if you wanted to make this video look like an Olde Fashioned movie. You can apply a Color filter if you wish.

4. Try it: Adjust the Color

The Video on Slide 4 is selected.
Go to **Video Tools ->Format**.
Go to **Adjust ->Color**.
Select: Sepia

What Do You See? The embedded video has been colored sepia brown.

Keep going...

Video Tools ->Format ->Adjust ->Color

The screenshot shows the Microsoft PowerPoint ribbon with the 'Format' tab selected. In the center, a video thumbnail for 'If the Train Should Jump the Track' is displayed with a sepia tint. The 'Format' tab's 'Adjust' group is active, with the 'Color' button highlighted. A color palette dropdown is open, showing several color filters, with 'Sepia' highlighted. The slide navigation pane on the left shows five slides, with slide 4 selected. The bottom status bar indicates 'Slide 4 of 5 | Perspective'.

Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements
- 3.5. Edit video and audio content: Adjust the Color



Format: Reset Design

Say the formatting didn't turn out as good as you were hoping. You can return to the original video with **Reset Design**.

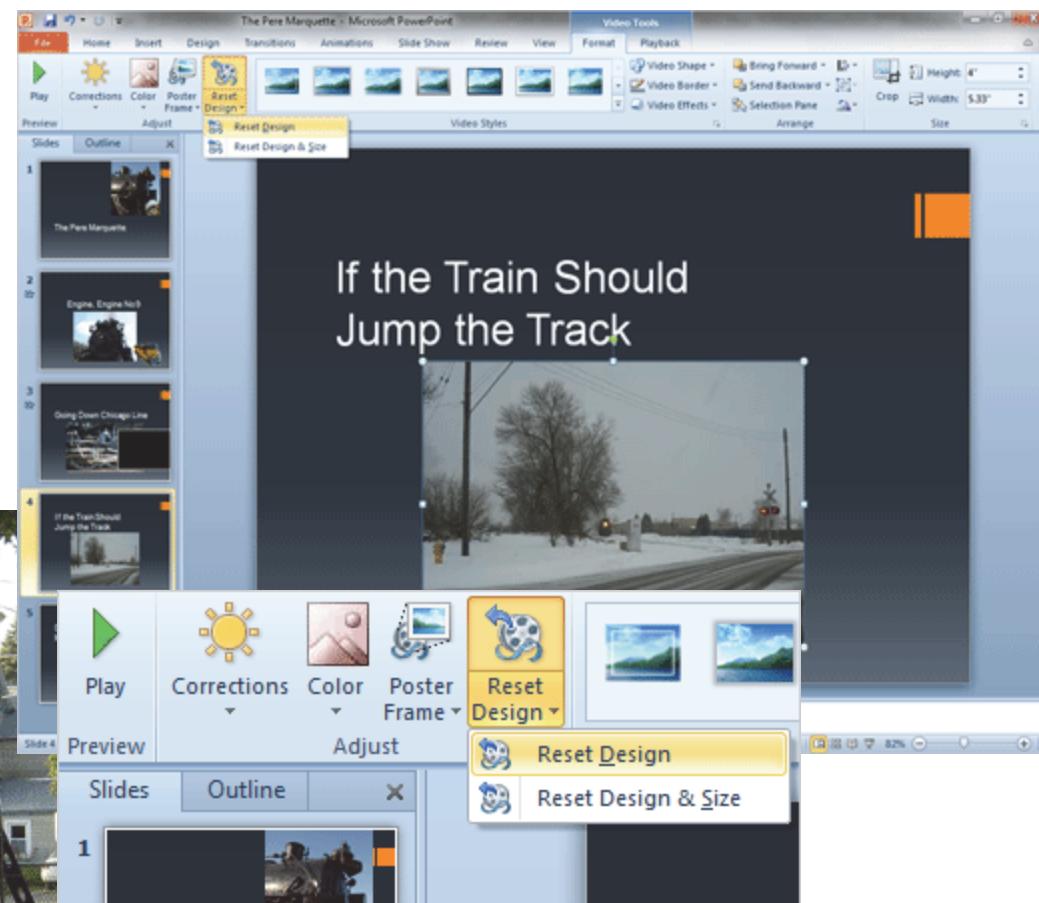
5. Try it: Reset Design

The Video on Slide 4 is still selected.
Go to **Video Tools ->Format ->Adjust**.
Go to **Reset Design->Reset Design**.

What Do You See? The Video will be back to the original contrast and color.



Video Tools ->Format ->Adjust ->Reset Design



5

Exam 77-883: Microsoft PowerPoint 2010
3. Working with Graphical and Multimedia Elements
3.5. Edit video and audio content.



Video Tools: Playback

The **Playback** Ribbon lets you program your video presentation. The options are simple, but effective.

1. Try it: Review the Playback Ribbon

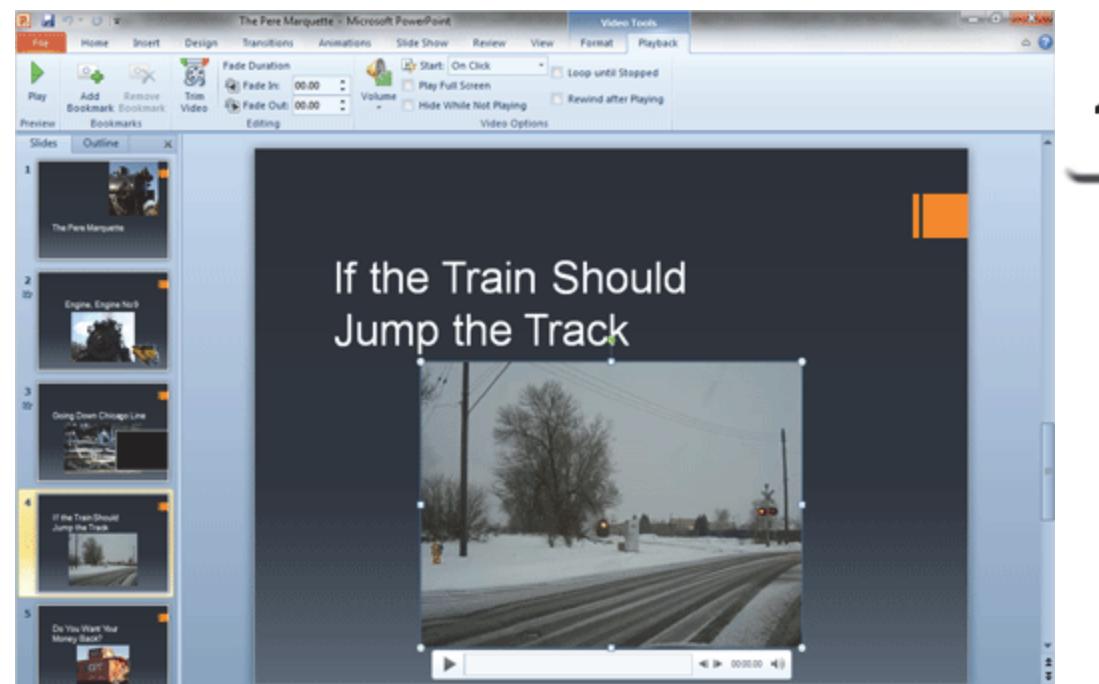
The Video on Slide 4 is still selected.
Go to **Video Tools ->Playback**.

What Do You See? The Groups include:

Preview
Bookmarks
Editing
Video Options

Keep going...

Video Tools ->Playback



Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements
3.5. Edit video and audio content: Playback Options

1



Playback: Bookmarks

A **Bookmark** lets you quickly select a place in the video. You can have several Bookmarks if you wish.

2. Try it: Add a Bookmark

The Video on Slide 4 is selected.

Go to **Video Tools ->Playback**.

Go to **Bookmarks-> Add Bookmark**

What Do You See? The Bookmark appears as a dot on the timeline.

What Else Do You See? When you select a Bookmark, you cannot move it, but you can remove it if you wish.

Try This, Too: Remove a Bookmark

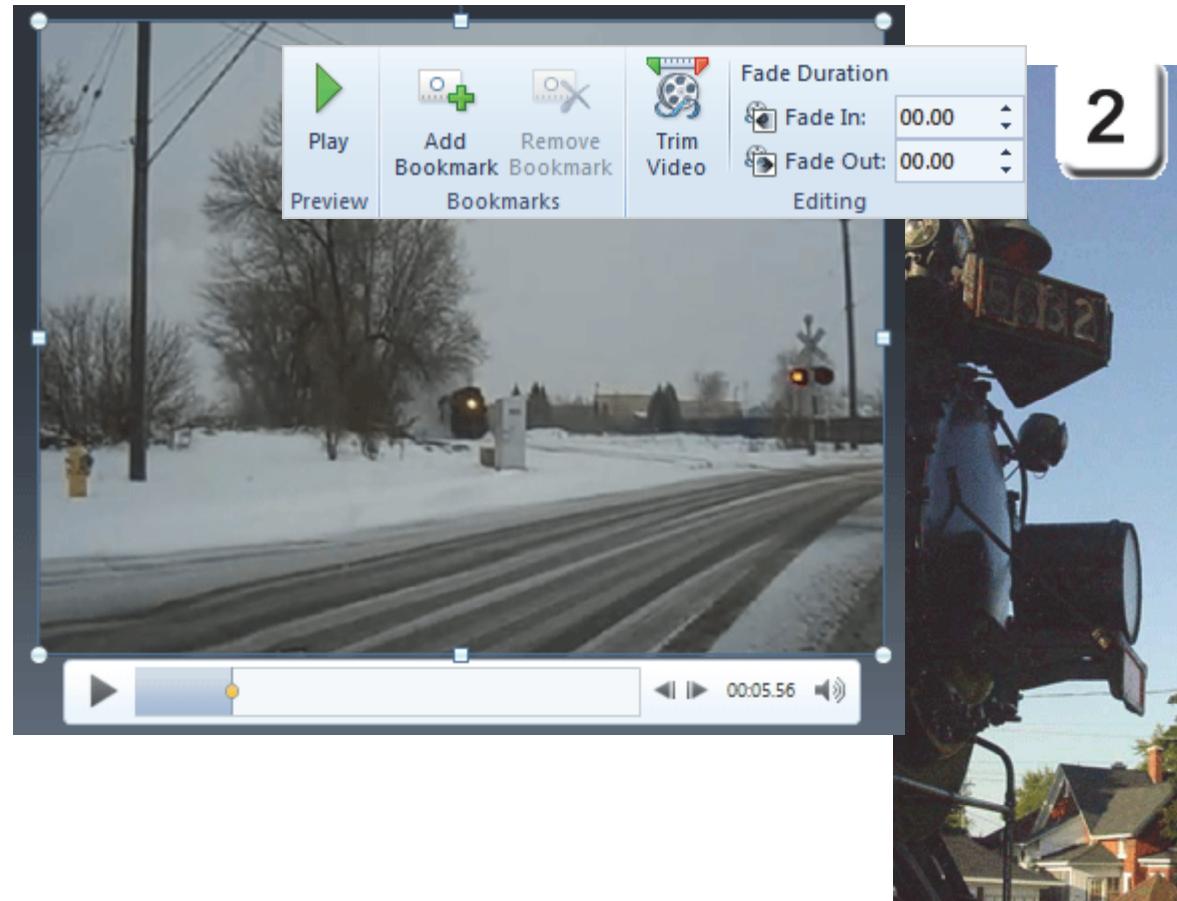
Select a Bookmark on the timeline.

Go to **Video Tools ->Playback**.

Go to **Bookmarks->Remove Bookmark**.

Keep going...

Video Tools ->Playback-> Bookmarks



Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements

3.5. Edit video and audio content: Adjust Playback Options- Bookmarks



Playback: Trim Video

Say you wanted to begin the video when the camera is steady. You can edit the beginning with the **Trim** function. Trim doesn't delete any of the video. It simply sets the start and stop times.

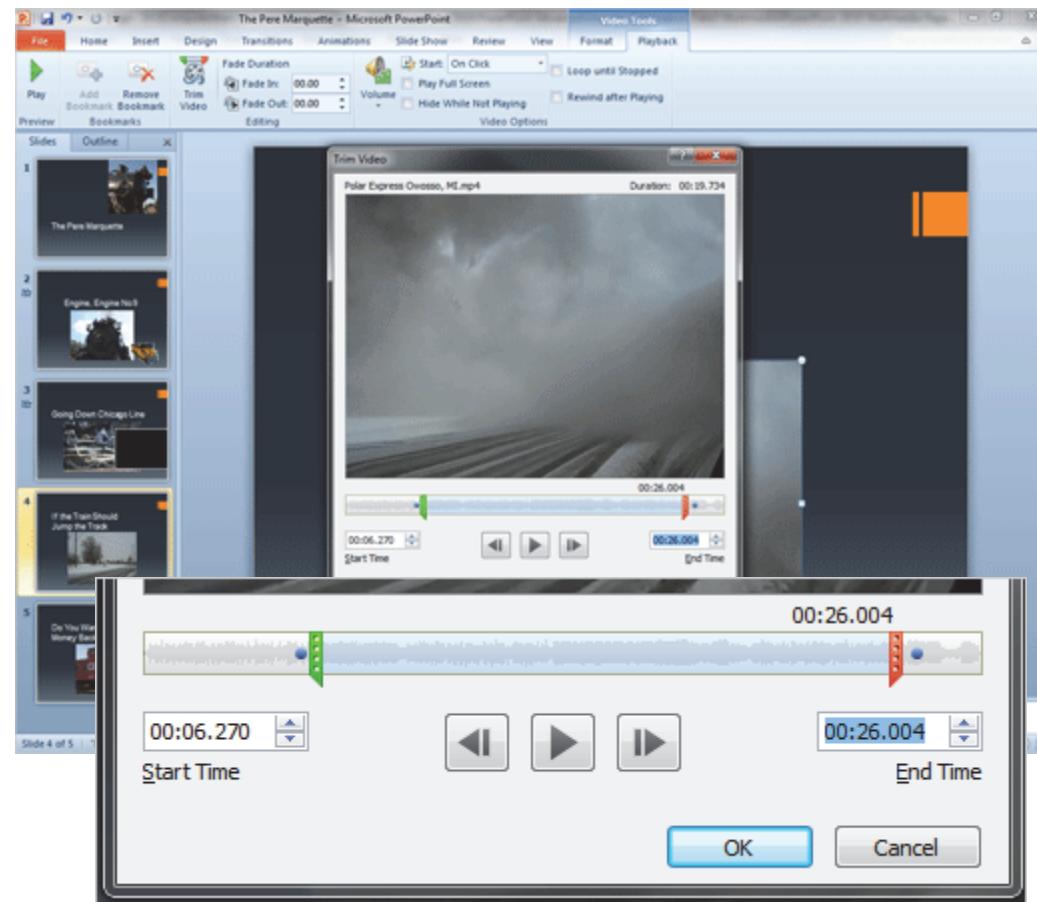
3. Try it: Reset Design

The Video on Slide 4 is still selected. Go to **Video Tools ->Editing->Playback**. Click on **Trim Video**.

You will be prompted to enter the **Start Time** and the **End Time**. You can use the playback buttons to set the time very precisely if you wish.

Click **OK** and keep going, please.

Video Tools ->Playback->Editing->Trim Video



3

Exam 77-883: Microsoft PowerPoint 2010
3. Working with Graphical and Multimedia Elements
3.5. Edit video and audio content: Trim Video



Playback: Fade Duration

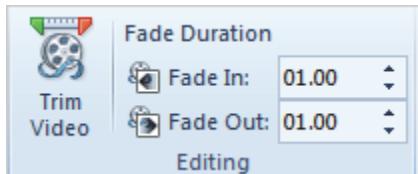
4. Try it: Edit the Fade Duration

The Video on Slide 4 is still selected.

Go to **Video Tools ->Playback ->Editing.**

Enter the **Fade In:** 01.00 (it's one second)

Enter the **Fade Out:** 01.00

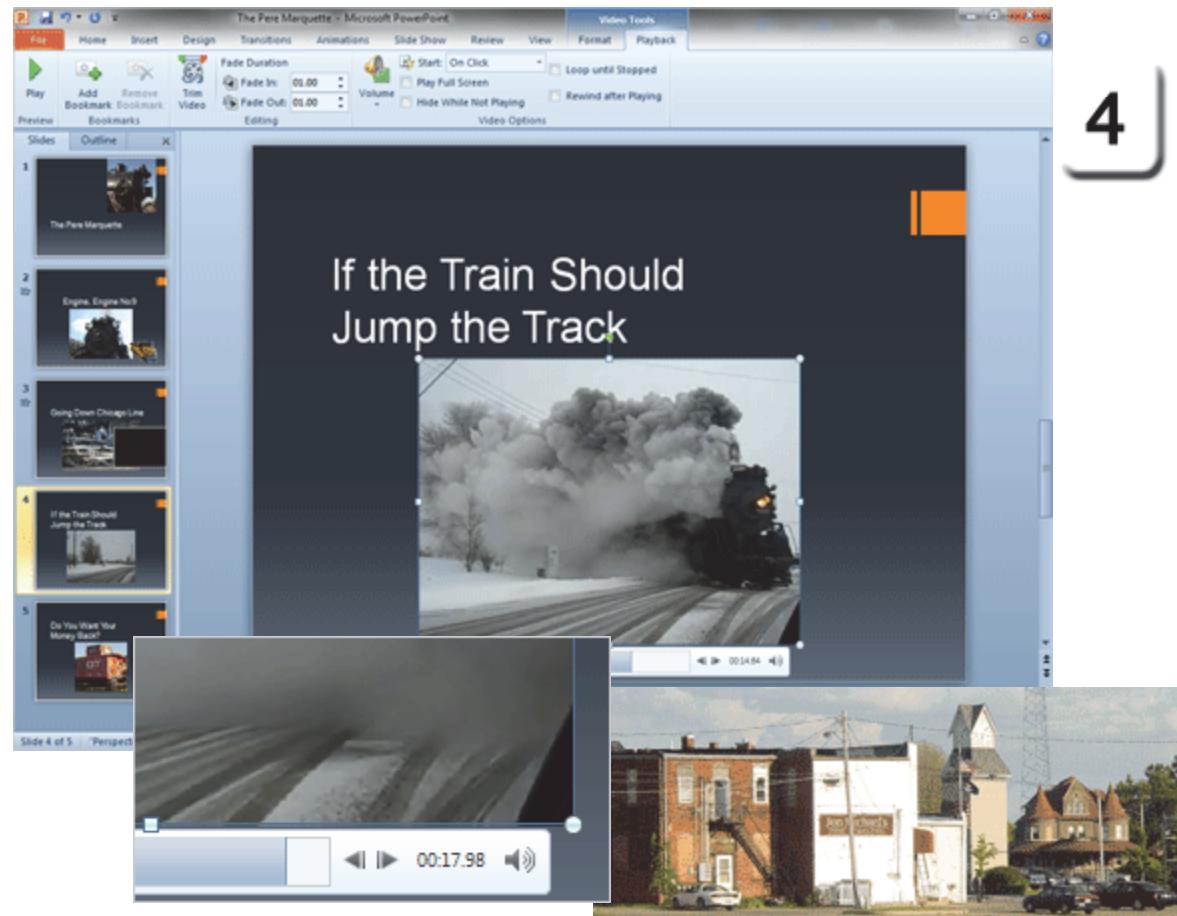


What Do You See? When you **Play** the video, the Video will Fade in and Fade Out gradually for a second.

What Else Do You See? If you use the player to advance the last second frame by frame, you will see that the video fades back to the start. In this little example, the video fades through the steam back to the beginning for a very cool effect.

Keep going...

Video Tools ->Playback-> Editing



Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements

3.5. Edit video and audio content: Fade Duration

4



Playback: Volume

Raise your hand if you do not like being blasted by loud music when you click on a link? Let's look at the **Volume** controls...

5. Try it: Adjust the Volume

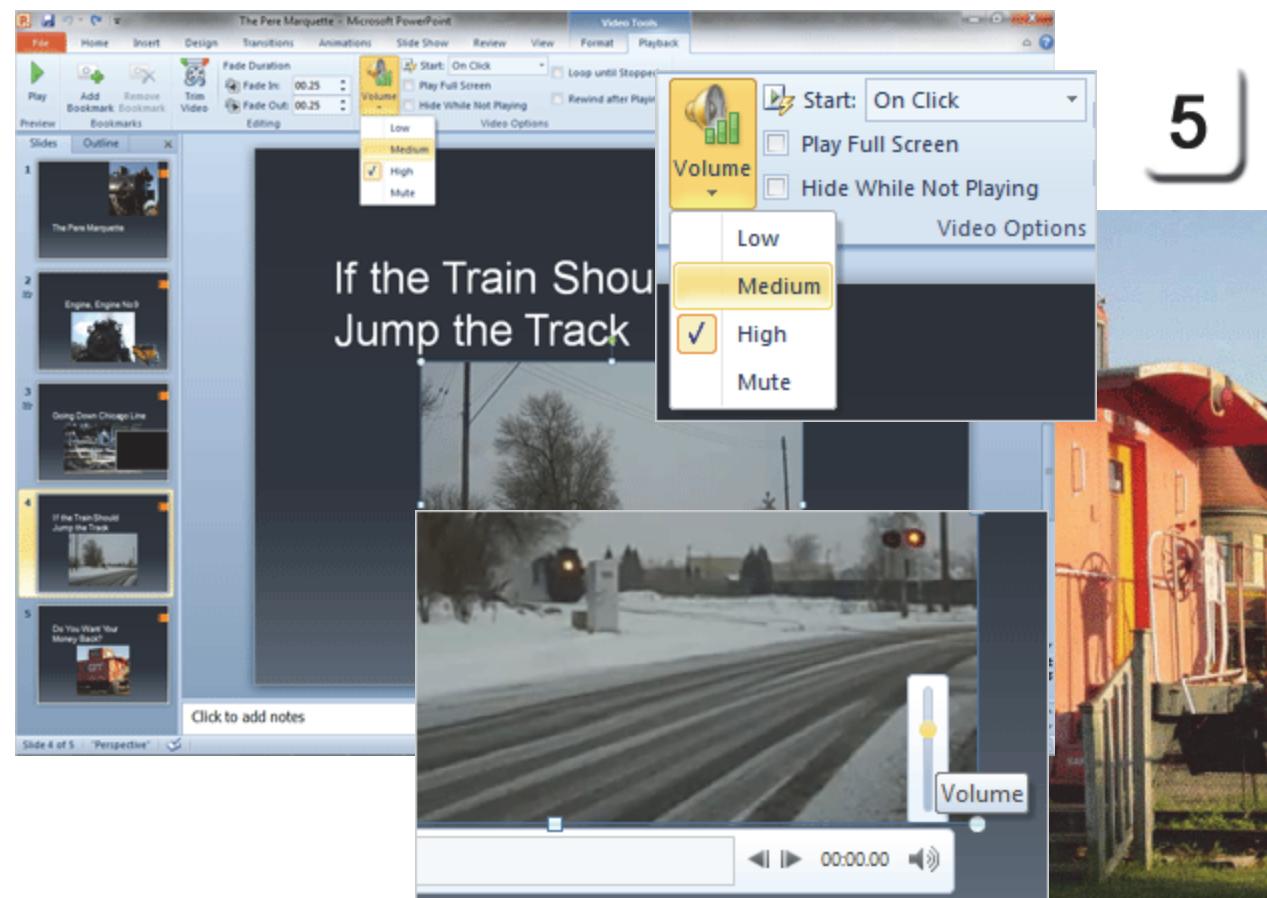
The Video on Slide 4 is selected. Go to **Video Tools -Playback**. Go to **Video Options->Volume**.

What Do You See? There are four options: Low, Medium, High and Mute.

What Else Do You See? You can also adjust the volume with the **speaker** control in the video player.

One more set of options..

Video Tools ->Playback->Video Options->Volume



Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements
3.5. Edit video and audio content: Volume

5



Playback: Video Options

The **Video Options** are similar to the ones we used on Transitions and Animation. You can program how the video starts and plays.

6. Try it: Edit the Video Options

The Video on Slide 4 is selected. Go to **Video Tools ->Playback**. Go to **Video Options**.

Edit the following:

Start: On Click

Select: Play Full Screen

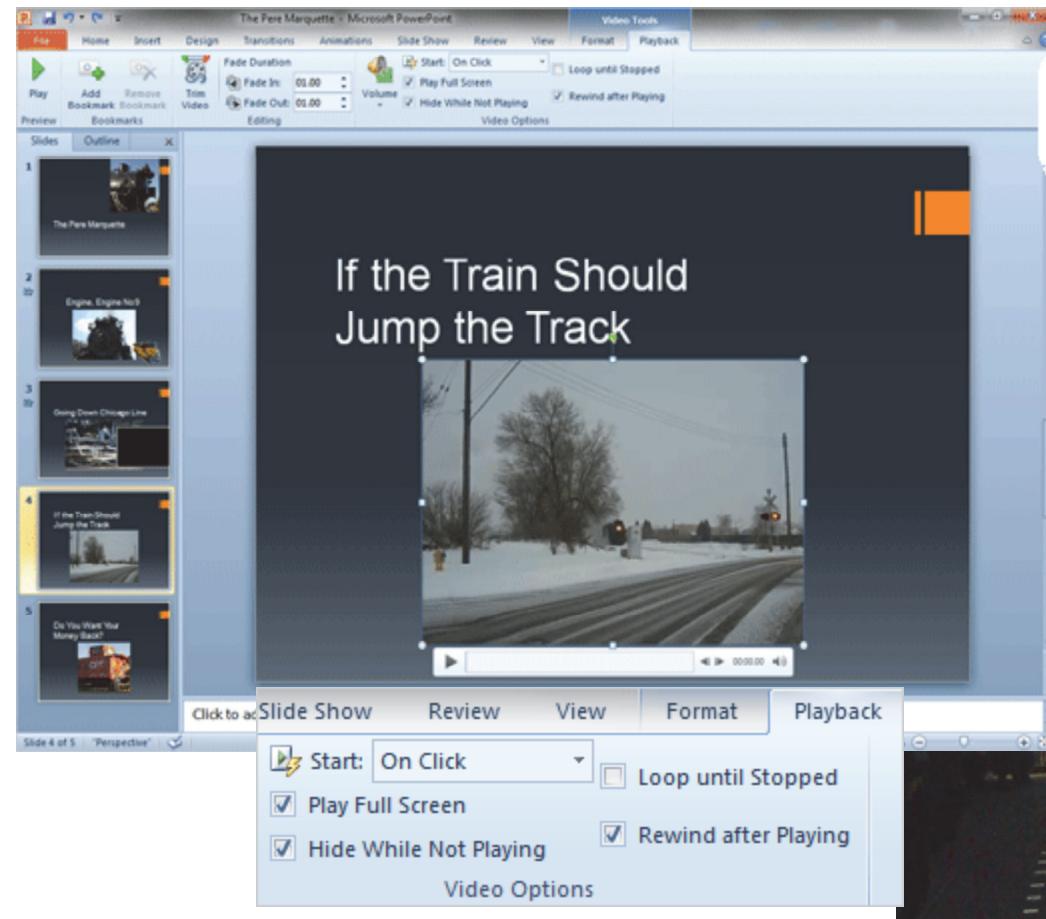
Select: Hide While Not Playing

Select: Rewind after Playing

These Video Options will play the video big--full screen--when you click it.
Keeeeeeep going. This is the good part.

Memo to Self: If you select **Hide While Not Playing**, you will not see the little video to click on it. The following pages will show you a new method for starting the video.

Video Tools ->Playback-> Video Options



6



Exam 77-883: Microsoft PowerPoint 2010
3. Working with Graphical and Multimedia Elements
3.5. Edit video and audio content: Edit the Video Options



Animate the Sequence

You can use an Animation Effect as a **Trigger**, or a command button, to start your embedded video. When you click the Trigger, the video will play. The **Trigger** can be added to a Title Textbox or a [Content Placeholder](#) (a picture, shape or chart).

Before You Begin: Arrange the Objects

Select the Video on Slide 4.

Go to **Video Tools ->Format ->Arrange**.

Go to **Send Backward-> Send to Back**.

7. Try it: Animate the Picture

Select the Picture on Slide 4.

Go to **Animation->Advanced Animation**.

Select: **Animation Pane**.

Go to **Animation->Animation**.

Select: **Fade**

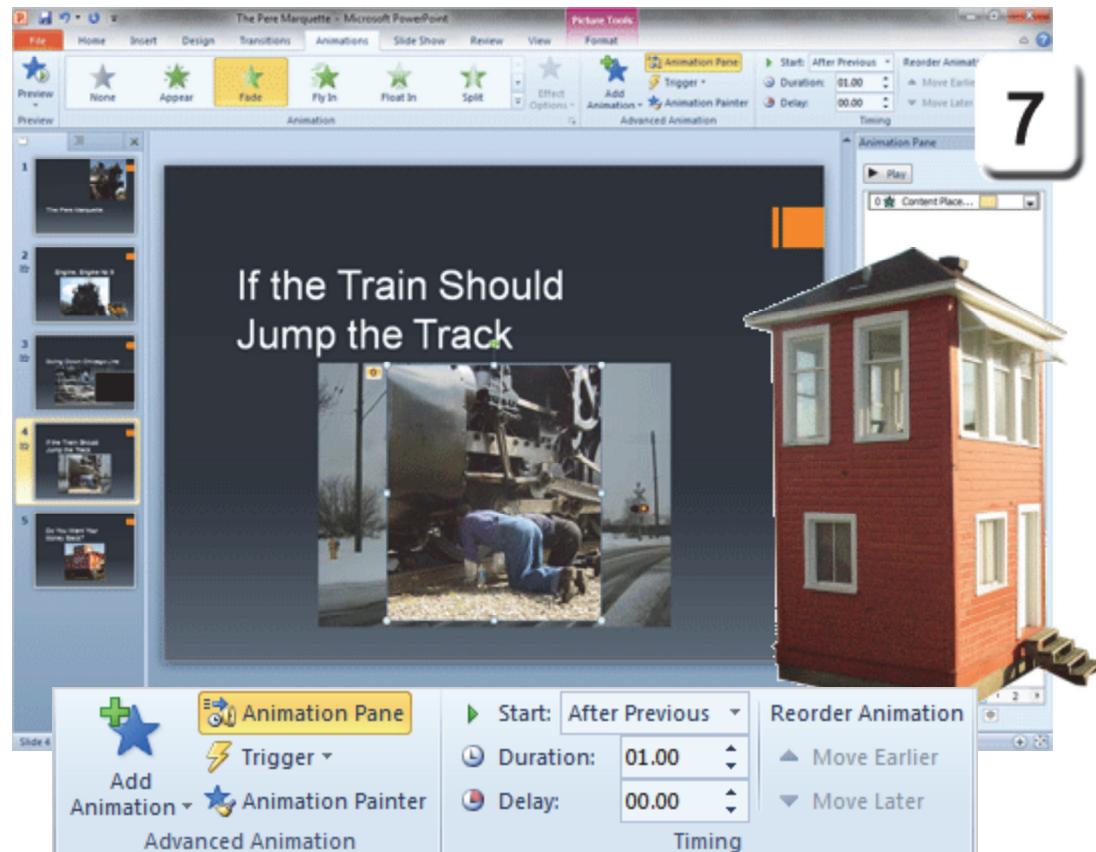
Try This, Too: Edit the Timing

Start: After Previous

Duration: 01.00 (one second)

What Do You See? The Video is behind the Picture. The Picture, also called Content Placeholder 3, has an animation. Keep going...

Animation ->Advanced Animation-> Animation Pane



Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.3. Manipulate animations.: Edit the Animation Timing



Animation Triggers

You can use another object, say the Title or a Content Placeholder, to **Trigger** the **Play** Animation. Here are the steps.

8. Try it: Animate the Video

The Video on Slide 4 is selected.

Go to **Animation->Animation->Play**.

The Video now has an animation.

Try This, Too: Trigger the Animation

Go to **Animation->Advanced Animation**.

Go to **Trigger->On Click of...**

What Do You See? There are three objects that you can select:

Title 1

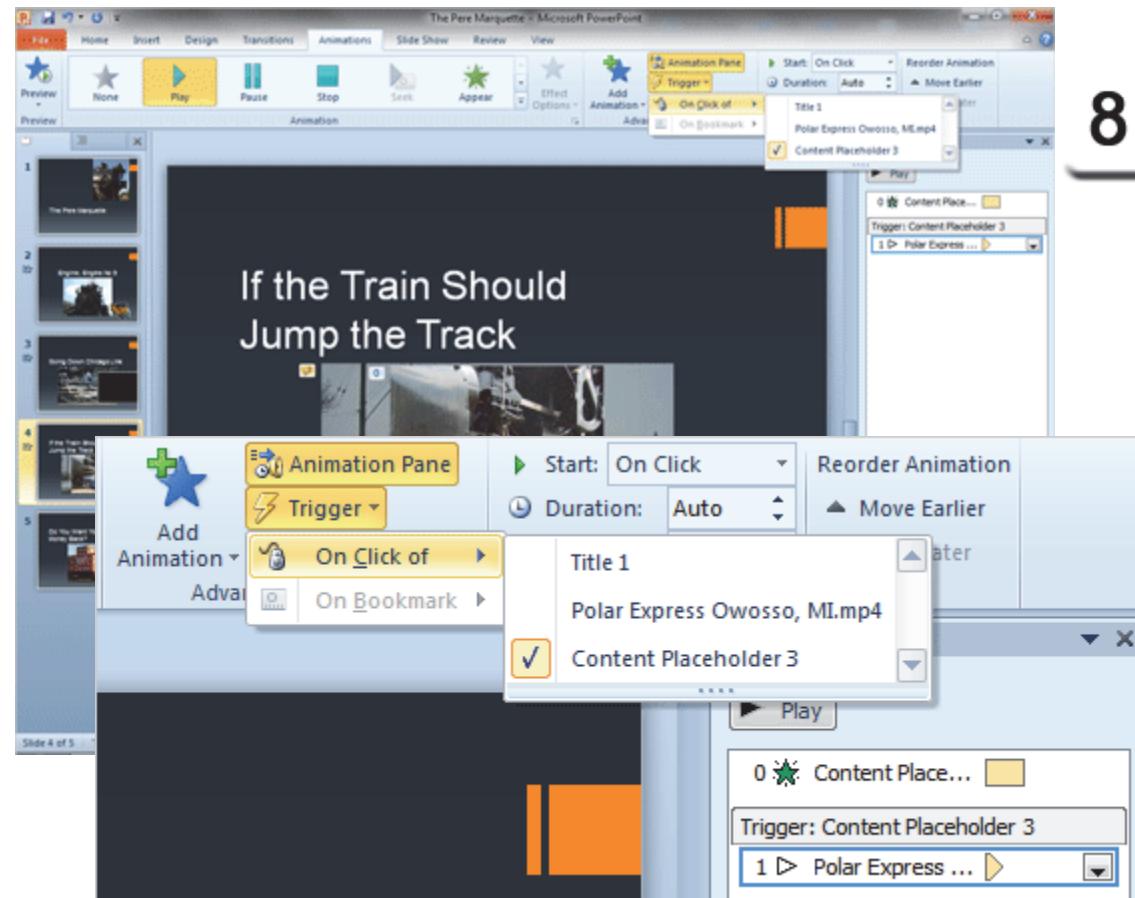
Polar Express Owosso (the Video)

Content Placeholder 3 (the Picture)

Select: **Content Placeholder 3**

What will happen, next? Keep going...

Animation->Advanced Animation->Trigger



Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.3. Manipulate animations: Use an Animation Trigger

8



Play It!

9. Try it: Play the Animation Sequence
Slide 4 is selected.

Go to Animations->Preview.

What Do You See? The Picture on Slide 4 fades in. What happens when you click on it? Did the Video play and then return to Slide 4?

Well, we always save things that work.
Save, Save, Save.



Animations ->Preview

9

The screenshot shows a Microsoft PowerPoint slide titled "If the Train Should Jump the Track". The slide content includes a video thumbnail. The PowerPoint ribbon is visible at the top, with the "Animations" tab selected. The "Animation Pane" is open on the right side, showing a sequence of animations:

- 0 ★ Content Placeholder... (Trigger: Content Placeholder 3)
- 1 ▶ Polar Express ... (1)

The "Timing" panel shows the following settings for the first animation:

- Start: On Click
- Duration: Auto
- Delay: 0.00

Exam 77-883: Microsoft PowerPoint 2010
5. Applying Transitions and Animations
5.3. Manipulate animations: Preview



Finishing Touches

Before You Close the Show: The Computer Mama sez it is good practice to make the Animations match.

Try This: Animate the Pictures

Please select the Picture on Slide 5.
Go to **Animations->Animation->Fade**.

Try This, Too: Edit the Timing

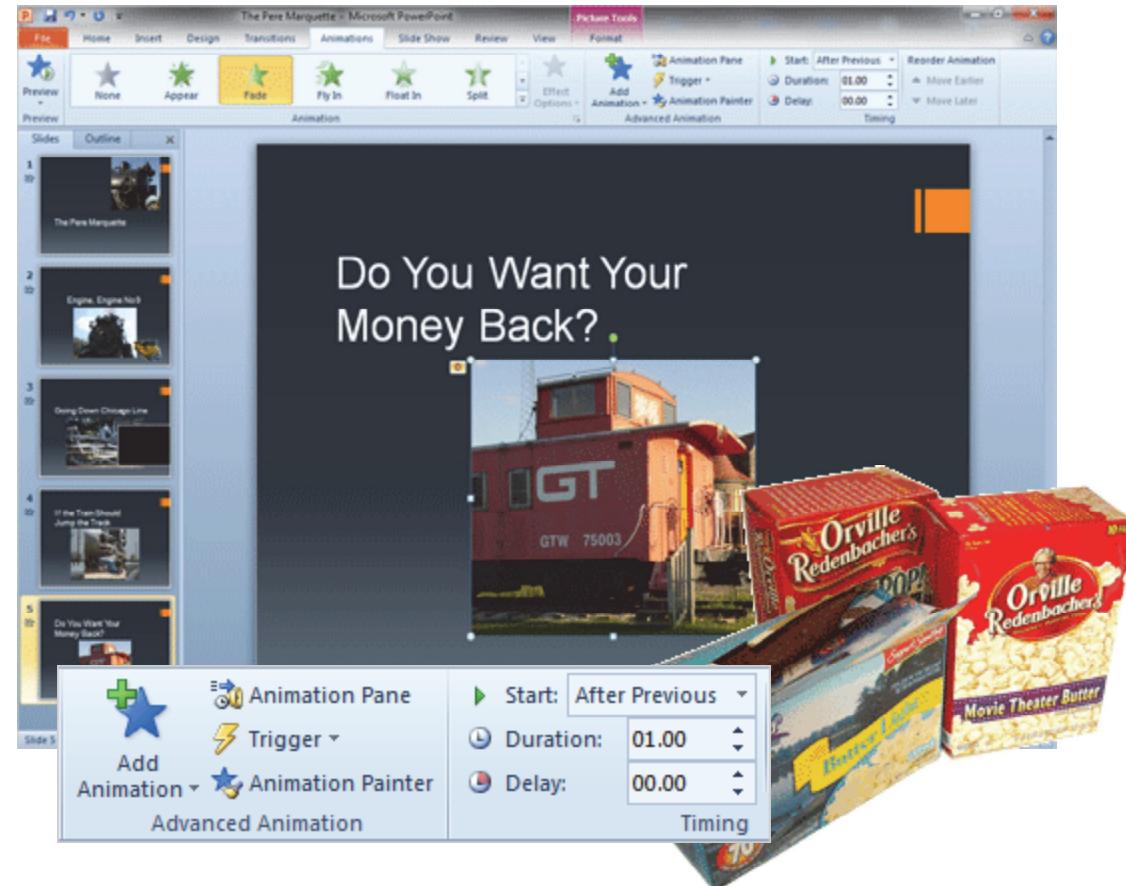
Go to **Animations->Timing**.
Edit the **Start**: After Previous
Edit the **Duration**: 01.00

And Try it: Use the Animation Painter

The Picture of Slide 5 is still selected.
Go to **Animation ->Advanced Animation**.
Click on **Animation Painter** and use the little paint brush to add an Animation to the pictures on Slides 1, 2, and 3.

You done good.
That was so fun it comes with popcorn!

Animation ->Advanced Animation->Animation Painter



Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations
- 5.3. Manipulate animations: Use the Animation Painter



Practice Activities

Lesson 5: Working with Multimedia

Before You Begin: Start Microsoft PowerPoint 2010.

Try This: Do the following steps

1. Open a new blank PowerPoint presentation.
2. Add the title Helpful Baby
3. Add two blank slides.
4. On slide 2, insert a video from file. Insert the sample video Using Swiffer.wmv.
5. Apply Video Style Snip Diagonal Corner, White to the video. Resize the video to be 3" tall.
6. Apply the Correction Brightness +20%, Contrast +20% to the video.
7. Add a bookmark to the video at a spot of your choice.
8. Trim the last 5 seconds off the end of the video.
9. Add a baby related picture of your choice. Resize the picture to be larger than the video placeholder.
10. Set the video to hide when not playing.
11. Add a Trigger to the Video. Select the picture on the slide as the Trigger with the video playing on click of the picture.
12. Go to slide 3. Add the following video from YouTube titled Helping with Laundry.
<http://www.youtube.com/watch?v=mae3ErCZjI0>
13. Add three baby or child themed ClipArt images to the slide show. Arrange the images so that two of them overlap the video. Arrange one of the overlapping images to be in front of the video and one of the overlapping images to be behind the video.
14. Test your slide show.
15. Save this file as Advanced PowerPoint Practice Activity 5.





Test Yourself



1. Which is true about adding video to a presentation?
(Give all correct answers.)
- a. An embedded video is inserted from file and increases the size of the PowerPoint file.
 - b. A video inserted from a website increases the size of the PowerPoint file.
 - c. An embedded video uses a link or embed code and does not increase the size of the PowerPoint file.
 - d. A video inserted from a website uses a link or embed code and does not increase the size of the PowerPoint file.
- Tip: Advanced PowerPoint, page 156

2. A video linked from a website requires an internet connection to play.
- a. True
 - b. False
- Tip: Advanced PowerPoint, page 164

3. Which can be edited on an embedded video?
(Give all correct answers.)
- a. Brightness
 - b. Contrast
 - c. Color
 - d. None
- Tip: Advanced PowerPoint, page 166-167

4. Trim deletes the marked parts of a video.
- a. True
 - b. False
- Tip: Advanced PowerPoint, page 71

5. Which is true about Triggers?
(Give all correct answers.)
- a. Uses a picture or other object to trigger a video or animation to play
 - b. Command is on the Animation Ribbon
 - c. Used to access media that is hidden on a slide
- Tip: Advanced PowerPoint, page 176





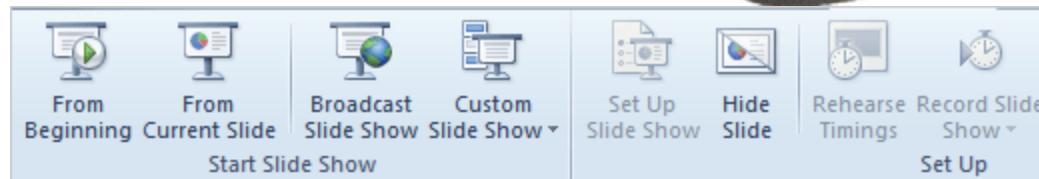
PowerPoint 2010: Sharing and Collaboration

Showtime: Delivering Presentations

Advanced PowerPoint Objectives

In this lesson, you will learn how to:

1. Use the Presentation Tools to add pen and highlighter annotations
2. Set up a Slide Show, play narrations and show the Media Controls
3. Rehearse, adjust and use timings in a slide show
4. Record a Slide Show



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Lesson 6: Delivering Presentations

1. Readings

Read Lesson 6 in the Advanced PowerPoint guide, page 180-207.

Project

This lesson demonstrates how to show a PowerPoint presentation.

Downloads

[Show Time.pptx](#)

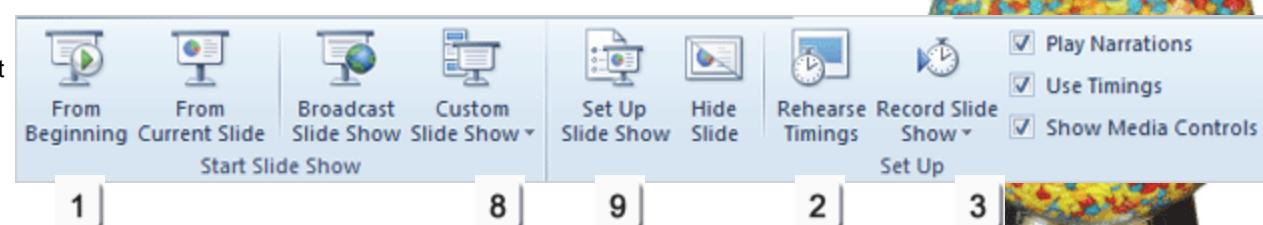
2. Practice

There is no Practice Activity.

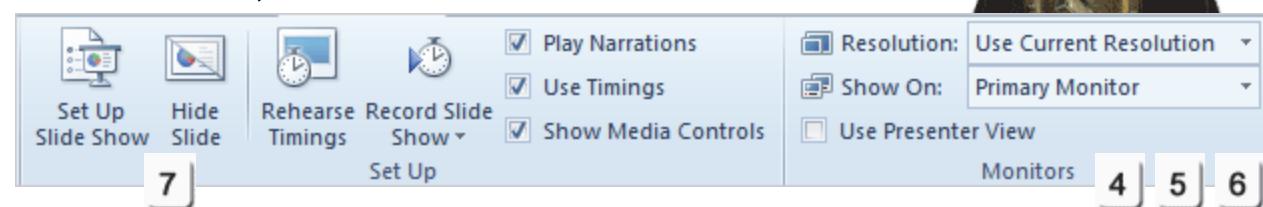
3. Assessment

Review the Test questions on page 208.

Slide Show Ribbon



Slide Show Ribbon, continued



Menu Maps

From the **Slide Show Ribbon**.

1. [Start Slide Show](#), page 184
2. [Set up->Rehearse Timings](#), page 191
3. [Set Up->Record Slide Show](#), page 197
4. [Monitors->Resolution](#), page 199
5. [Monitors->Show On](#), page 200
6. [Monitors->Use Presenters View](#), page 201
7. [Set Up->Hide](#), page 202
8. [Start Slide Show->Custom Slide Show](#), page 205
9. [Set Up-> Set Up Slide Show](#), page 206

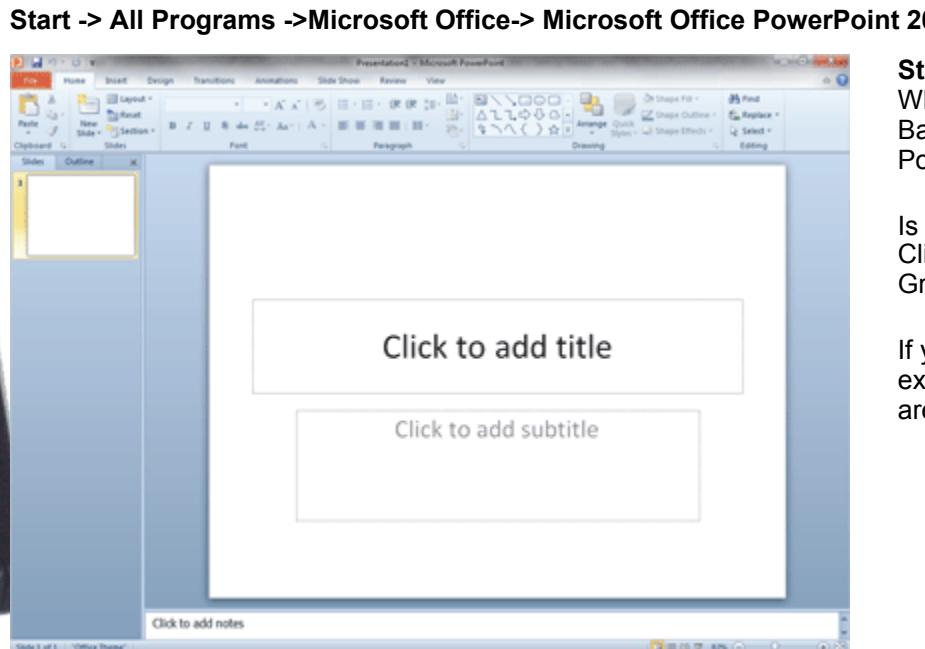
More Menu Maps

1. [Transitions->Timing->Advance Slide](#), page 193
2. [Insert ->Media->Record Audio](#), page 194
3. [Audio Tools ->Playback->Audio Options](#), page 196



Delivering Presentations

There are so many baaaaaaaad ways to deliver a presentation that one comedian has made a good living with a show called, Death by PowerPoint. PowerPoint actually has an entire **Slide Show** Ribbon that you can use to prepare, rehearse and program your presentation. Your delivery can be polished and professional. The timing can be recorded and edited to fit your speech. Inspite of all the jokes, PowerPoint has many ways of making you look good.



Start -> All Programs ->Microsoft Office-> Microsoft Office PowerPoint 2010

Start Microsoft PowerPoint

What do you see? Is there a Title Bar that says Microsoft PowerPoint? Yes.

Is there a Home Ribbon with the Clipboard, Font and Paragraph Groups? Yes.

If your screen looks similar to the example on this page, then you are ready to get started.



Before You Begin

This lesson demonstrates the options on the Slide Show Ribbon. You can use the sample presentation or open any PowerPoint slide show if you wish.

1. Try it: Review the Slide Show Ribbon

Open the presentation: Show Time.pptx.
Go to the **Slide Show** Ribbon.

What Do You See? There are three groups:

Start Slide Show
Set Up
Monitor

Keep going...



Slide Show ->Start Slide Show

The screenshot shows the Microsoft PowerPoint 2010 ribbon with the 'Slide Show' tab selected. The 'From Beginning' button under the 'Slide Show' tab is highlighted. The main slide content area displays a slide titled 'PUT ON YOUR TOP HAT' with a decorative border. Below the title is a photograph of a top hat and some supplies on a table. A callout box labeled 'Click to add notes' is visible at the bottom of the slide. The ribbon also includes other options like 'Broadcast Slide Show', 'Custom Slide Show', 'Set Up Slide Show', 'Hide Slide', 'Rehearse Record Slide Timings', 'Record Slide Show', and 'Set Up'.

1

Exam 77-883: Microsoft PowerPoint 2010

8. Delivering Presentations

8.1. Apply presentation tools: Start Slide Show



Find the Presentation Tools

2. Try it: Find the Presentation Tools

The slide show is open.

Go to Slide 2.

Go to **Slide Show ->Start Slide Show**.

Click on **Start from Current Slide**.

What Do You See? PowerPoint will show Slide 2.

What Else Do You See? Run your mouse over the bottom left corner. You should see the Presentation Tools:
Left Arrow (Previous Slide)
Pencil (For annotation and markup)
Menu (Options for navigation and display)
Right Arrow (Next Slide)

Keep going...

Slide Show ->Start Slide Show->Start from Current Slide

2



Exam 77-883: Microsoft PowerPoint 2010

8. Delivering Presentations

8.1. Apply presentation tools: Find the Presentation Tools



Slide Show ->Start Slide Show

3

Presentation Tools

Watch your cursor as you move across the slide. You should see a white arrow that you can use to point and click.

You can switch to a Pen or Highlighter and annotate your slides with comments or gestures if you wish.

3. Try it: Add Pen Annotations

The Slide Show is open.

Slide 3 is displayed on screen.

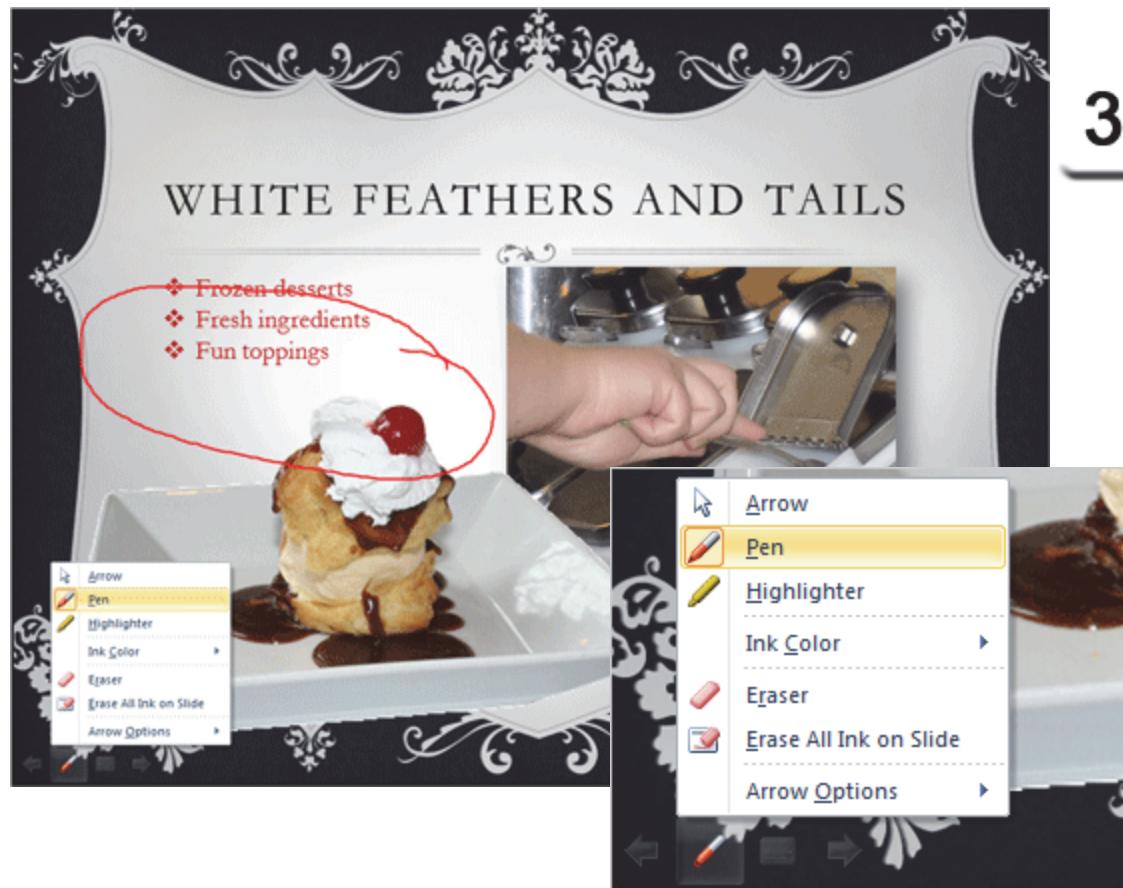
Go to the **Presentation Tools** in the bottom left corner.

Select the **Pen**.

Circle the text on Slide 3 to make a mark.

What Do You See? When you click on the Pen in the Presentation Tools, you should see short menu that includes the **Arrow**, **Pen** and **Highlighter**. This menu also has an **Eraser** that lets you wipe out the annotations. You can **Erase All Ink on Slide** as well.

That looks good. Keep going...



Exam 77-883: Microsoft PowerPoint 2010

8. Delivering Presentations

8.1. Apply presentation tools: Add Pen and Highlighter Annotations



Working with Annotations

The default Ink Color may or may not work with your PowerPoint Theme. Here are the steps to change the Ink Color.

4. Try it: Change the Ink Color

The Slide Show is open.

Slide 4 is displayed on screen.

Go to the **Presentation Tools**.

Go to **Pen->Ink Color**.

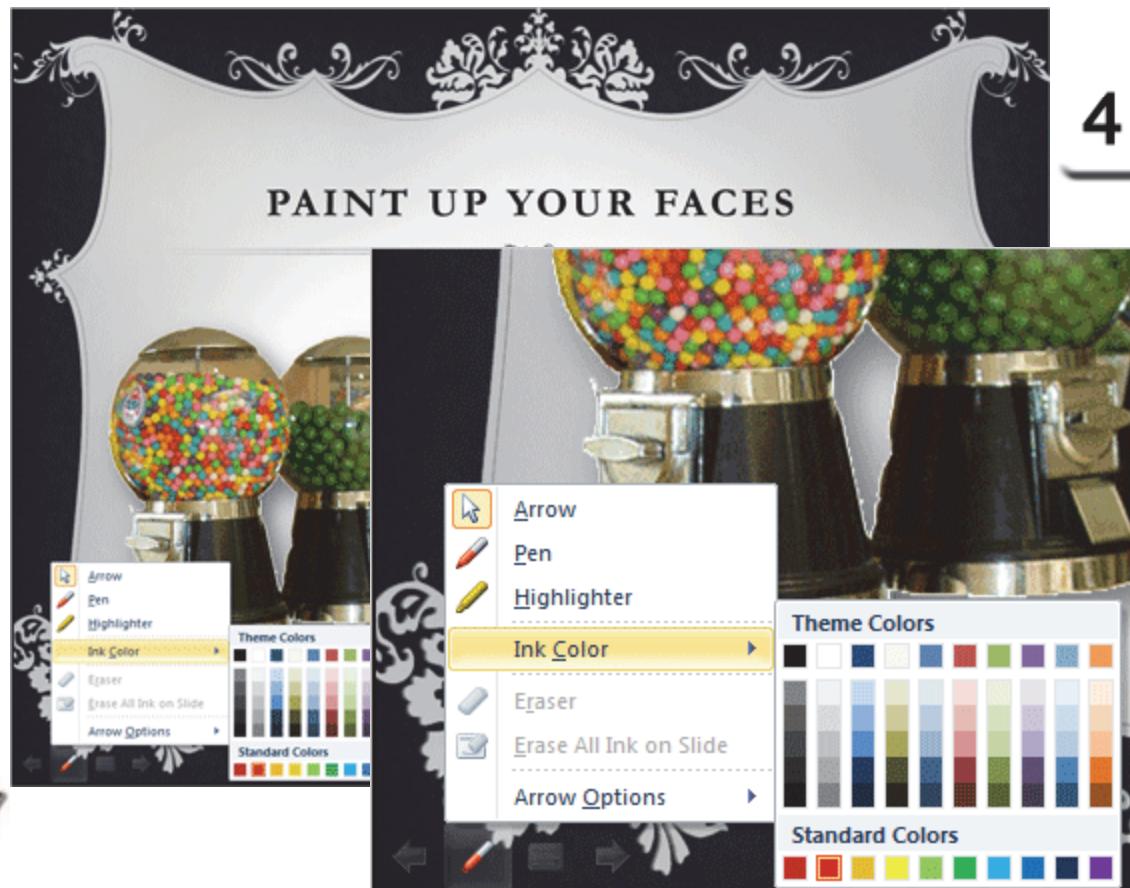
Select a color from the palette.

Circle something on Slide 4 to make an annotation.

Keep going...



Slide Show ->Start Slide Show



Exam 77-883: Microsoft PowerPoint 2010

8. Delivering Presentations

8.1. Apply presentation tools: Change the Ink Color



Go to a Specific Slide

Click on the last button in the Presentation Tools and you should see options for navigating slide show. At the top of the menu you can go to the **Next**, **Previous** and the **Last Viewed**. You can also go to a specific slide.

5. Try it: Go to a Specific Slide

The Slide Show is open.

Slide 5 is displayed on screen.

Go to the **Presentation Tools->Menu**.

Click on **Go to Slide**.

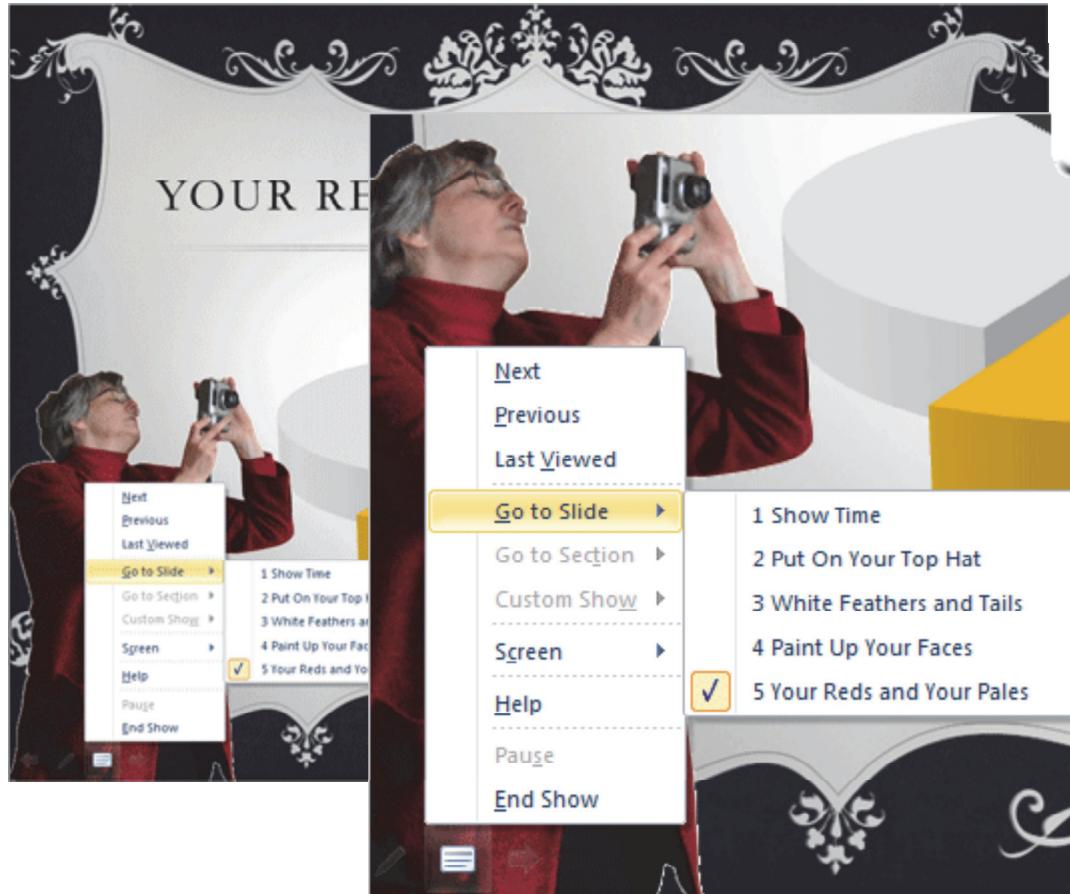
Select: 1 Show Time.

You should go to the first slide in the show.

One more example, please keep going...

Slide Show ->Start Slide Show

5



Exam 77-883: Microsoft PowerPoint 2010
8. Delivering Presentations
8.1. Apply presentation tools



Keep or Discard Annotations

Say you added several annotations to your presentation. You can Keep or Discard the markings if you choose. You will be prompted when you end the presentation.

6. Try it: Keep the Annotations

The Slide Show is still open.

Slide 1 is displayed on screen.

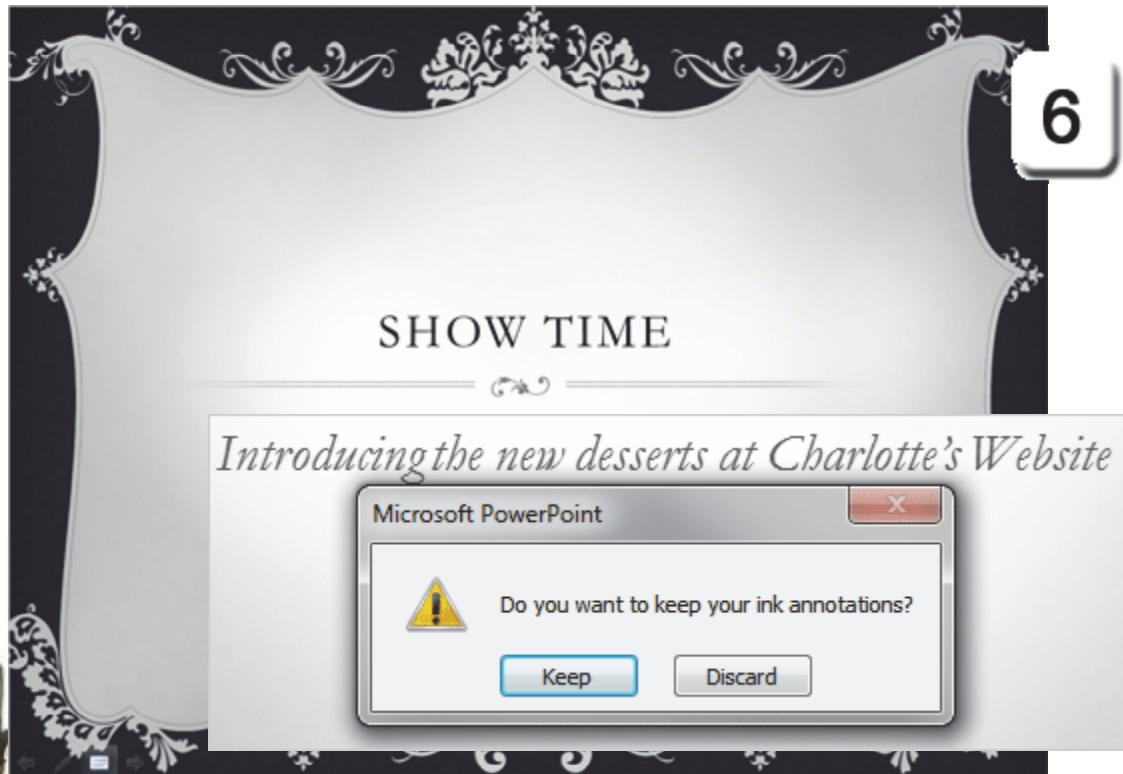
Go to **Presentation Tools->Menu.**

Click on **End Show.**

What Do You See? You will be prompted to **Keep or Discard** the ink annotations.
Keep the annotations. Keep going...!



Slide Show ->Start Slide Show



Exam 77-883: Microsoft PowerPoint 2010

8. Delivering Presentations

8.1. Apply presentation tools: Retain or Discard the Annotations



Edit the Annotation

If you keep the annotations, can you delete them later? Certainly. Here are the steps.

7. Try it: Edit the Annotation

The Slide Show is in Normal View. The annotation is selected.

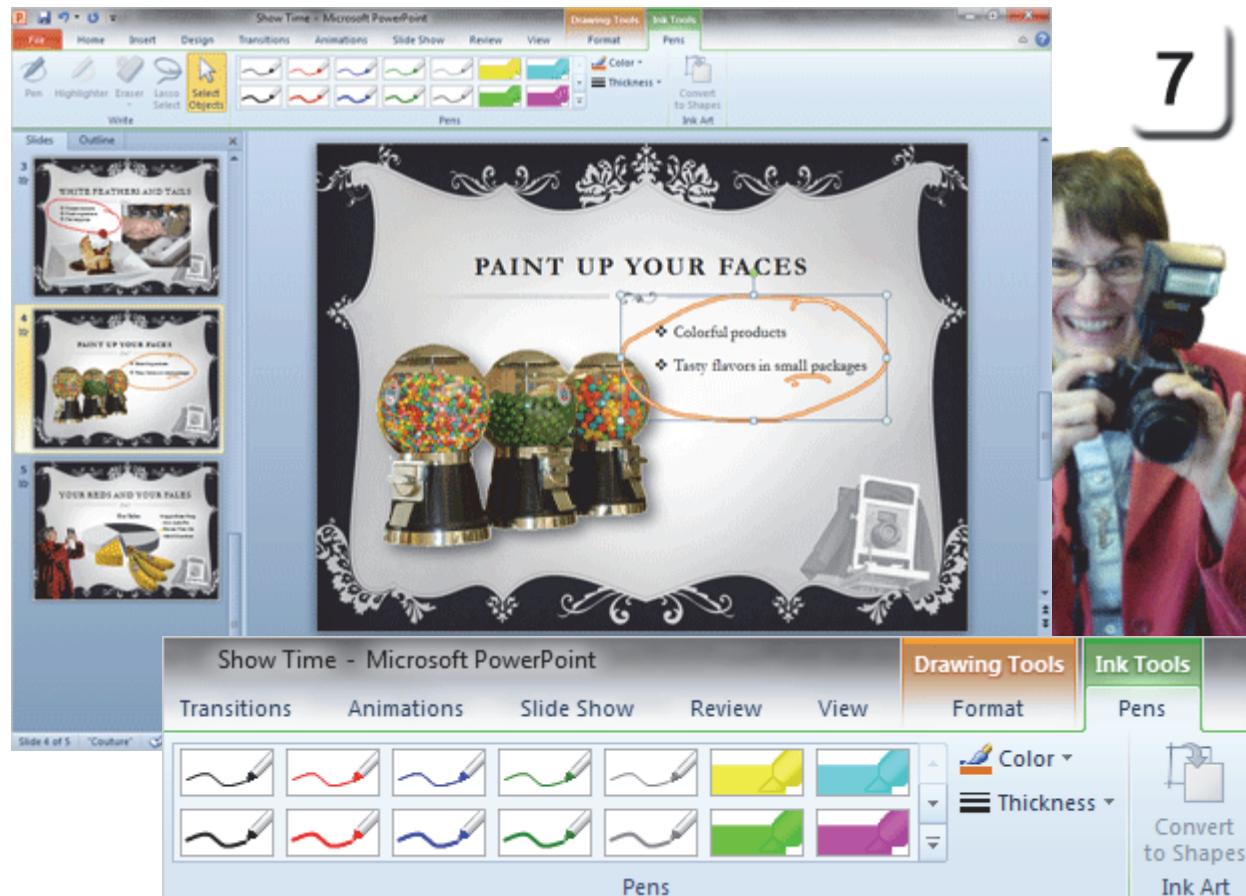
What Do You See? PowerPoint has a rich **Ink Tools** Ribbon. You can select the Pen or Highlighter, Color and Thickness.

What Else Do You See?

Annotations are Shapes, so the Drawing Tools are available as well.

Memo to Self: You can select the annotation and delete it if you do not want to keep it.

Ink Tools->Pens



Exam 77-883: Microsoft PowerPoint 2010

8. Delivering Presentations

8.1. Apply presentation tools: Edit the Annotation



Slide Show ->Set up->Rehearse Timings

Set Up: Rehearse Timings

You can **Rehearse the Timings** for your presentation. PowerPoint will record how long you linger on a slide as the text, graphics and multimedia play.

1. Try it: Rehearse Timings

The sample slide show is open.
Slide 1 is selected.

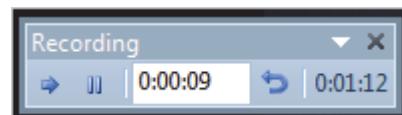
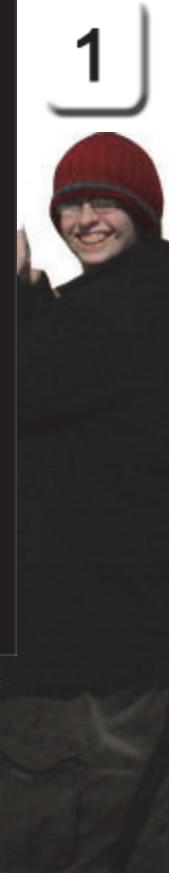
Go to **Slide Show ->Set up.**

Click on **Rehearse Timings**.

What Do You See? The presentation will begin on Slide 1. The little Player will show how many seconds have elapsed since the recording began. The controls include Play, Pause, Repeat.

When you advance to the next slide, PowerPoint will record the **Timing** for the new slide. Watch the time-see if you can make them around 20 seconds, each.

Keep going...



Exam 77-883: Microsoft PowerPoint 2010
8. Delivering Presentations
8.3. Set presentation timing: Rehearse Timings



Slide Show ->Set up->Rehearse Timings

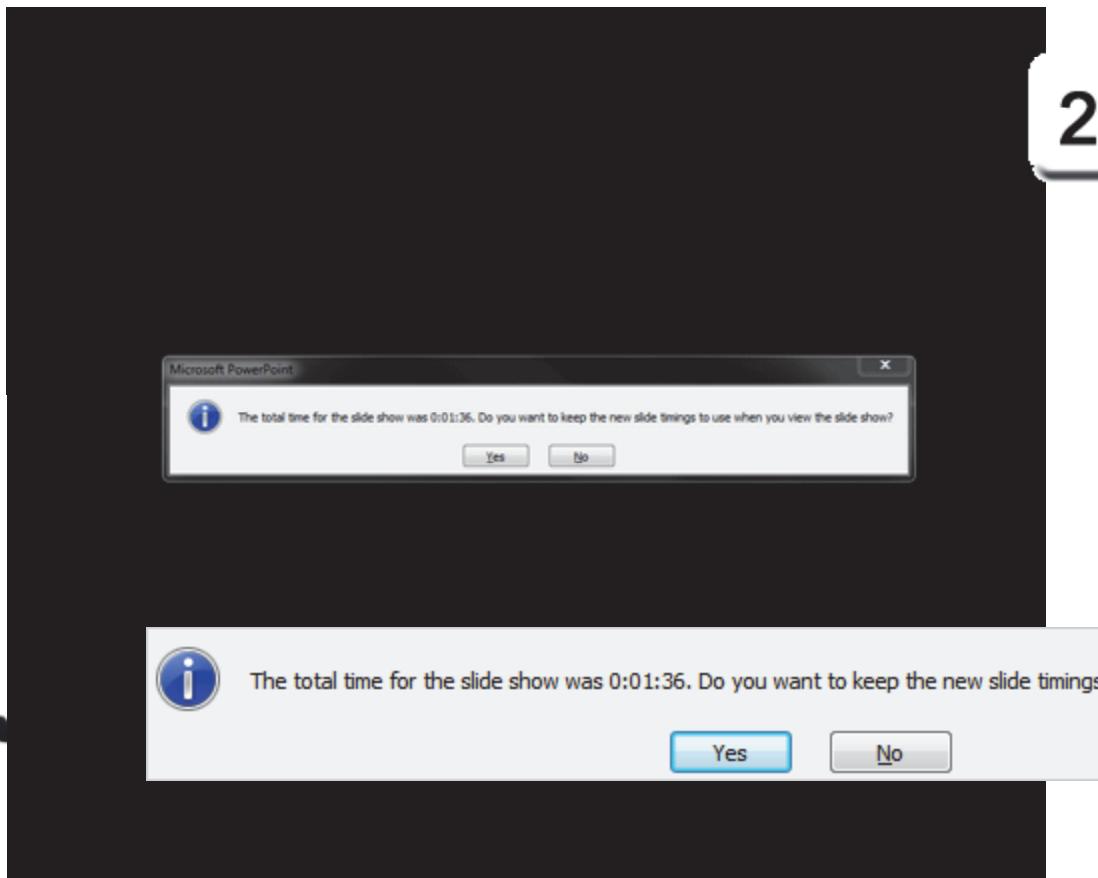
2

Keep the Slide Timings

2. Try it: Keep the Slide Timings

When you complete a slide show, the screen will fade to black and you will be prompted to keep the new slide timings that you just rehearsed.

PowerPoint will calculate the total time for the slide show. The show on this page is one minute and 36 seconds. Keep going...



Exam 77-883: Microsoft PowerPoint 2010

8. Delivering Presentations

8.3. Set presentation timing: Keep Slide Timings



Edit the Slide Timings

The Timings that you rehearsed and saved were added to the Slide Transitions. You can edit the **Slide Timing** with the **Transitions** Ribbon.

Before You Begin: Change the View

Go to **View->Slide Sorter**.

You should see the **Timing** beneath each Slide, next to the Animation star.

3. Try it: Edit the Timing

Slide 3 is selected.

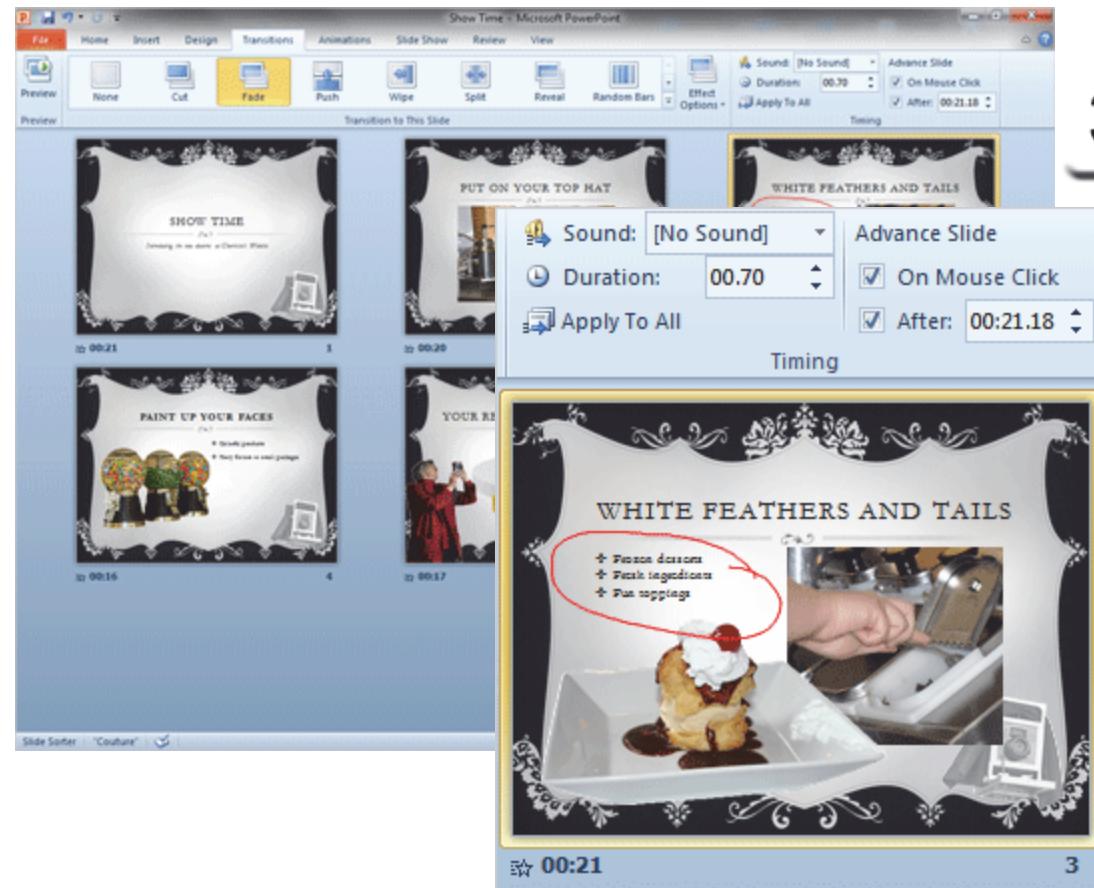
Go to **Transitions->Timing**.

Each slide should have a check mark to Advance Slide **After**.

Edit the **Timing**: 00:20:00

Please make the Timing for each slide 20 seconds. Keep going.

Transitions->Timing->Advance Slide



3

Exam 77-883: Microsoft PowerPoint 2010
8. Delivering Presentations
8.3. Set presentation timing: Edit Slide Timings



Create a Sound Recording

You can record a narration for your slide. The slide show can be setup to play your narration automatically.

Before You Begin: This lesson shows how to record your voice. Most laptops have a built-in microphone. You may need to add a mic to some older desktop computers. Either way, you should test the mic before you try to record any audio.

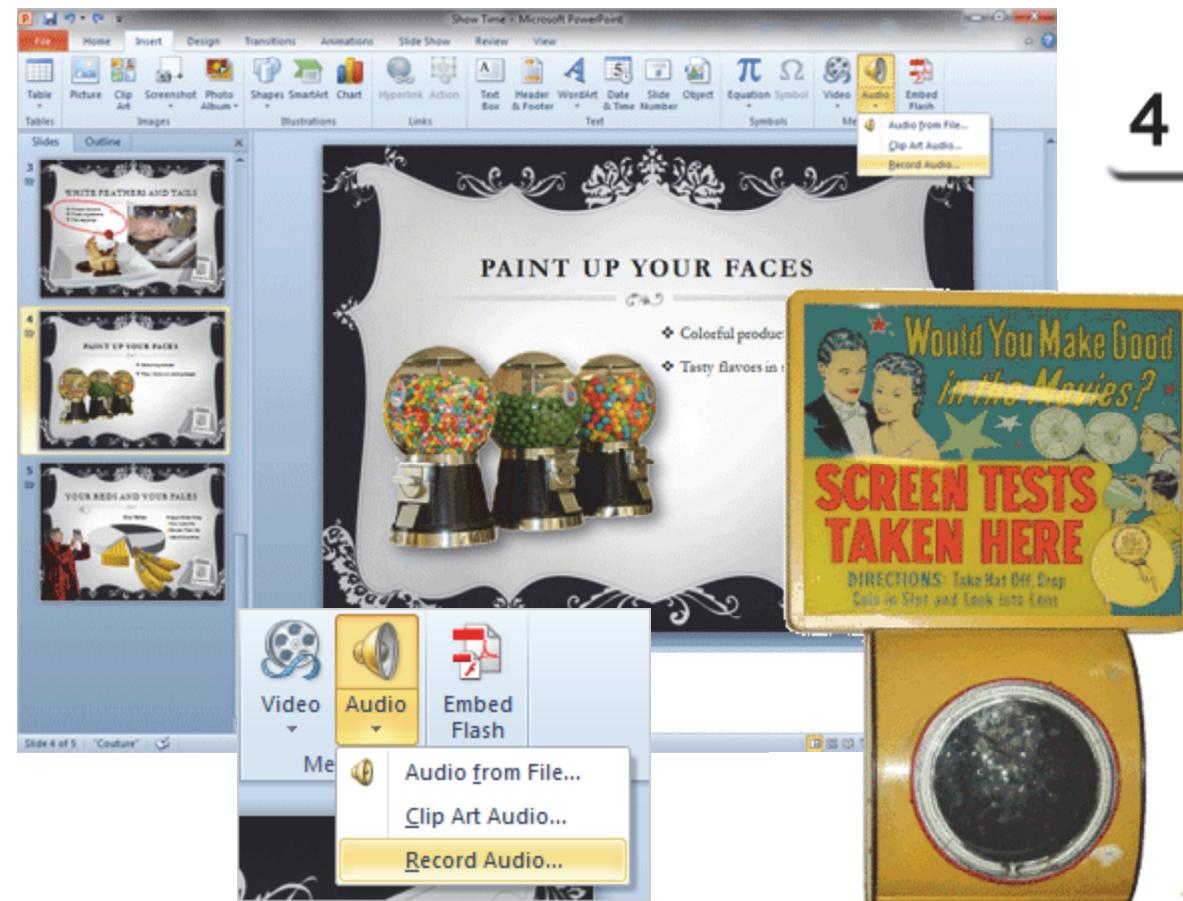
4. Try it: Create a Sound Recording

The sample presentation is open.
Slide 4 is selected.

Go to **Insert ->Media->Record Audio.**

Keep going...

Insert ->Media->Record Audio



Exam 77-883: Microsoft PowerPoint 2010
8. Delivering Presentations
8.2. Set up slide shows: Create Narration



Record Sound

What Do You See? The Media Player will pop up, ready to record.

The controls are very simple:

Play

Pause

Record (The red dot)

5. Try This: Record Sound

Enter a name: New Products

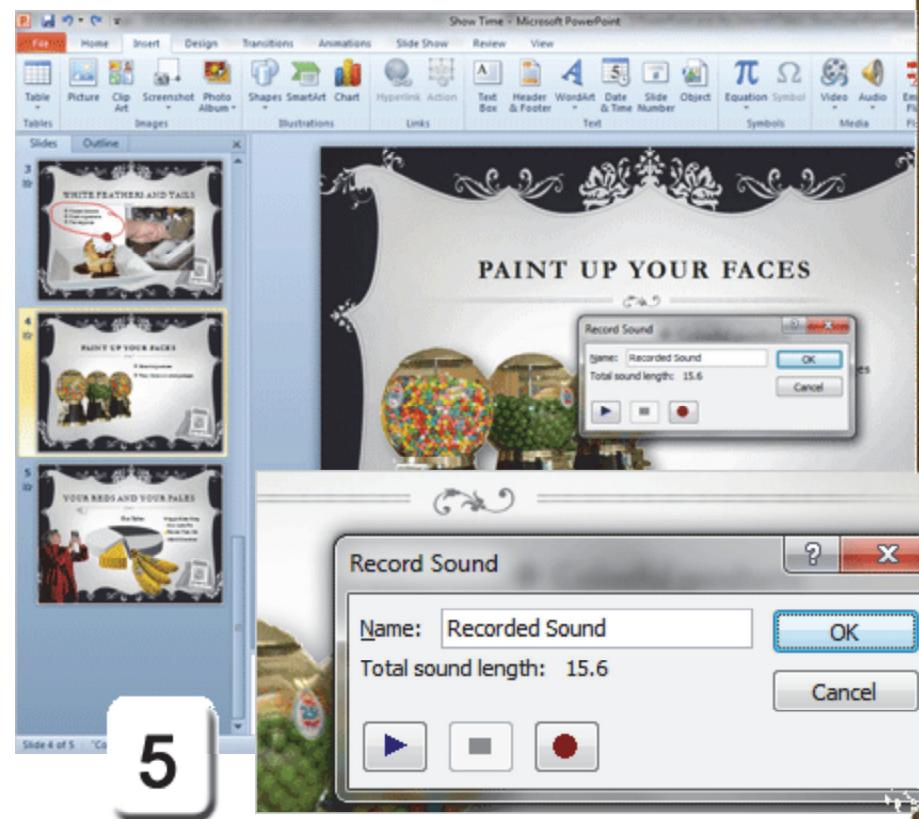
Click: **Record**

Speak out loud: "Sound Test,... new products for this sample slide. Test."

Click **OK** when you are done.

Keep going...

Insert ->Media->Record Audio



Exam 77-883: Microsoft PowerPoint 2010
8. Delivering Presentations
8.2. Set up slide shows: Create Narration



Adjust the Audio Playback

The newly recorded audio content will be displayed as a small speaker icon. When you select the speaker, the **Audio Tools** should become available.

6. Try it: Review the Audio Playback

The Audio icon on Slide 4 is selected. Go to **Audio Tools ->Playback**.

Go to **Audio Options**

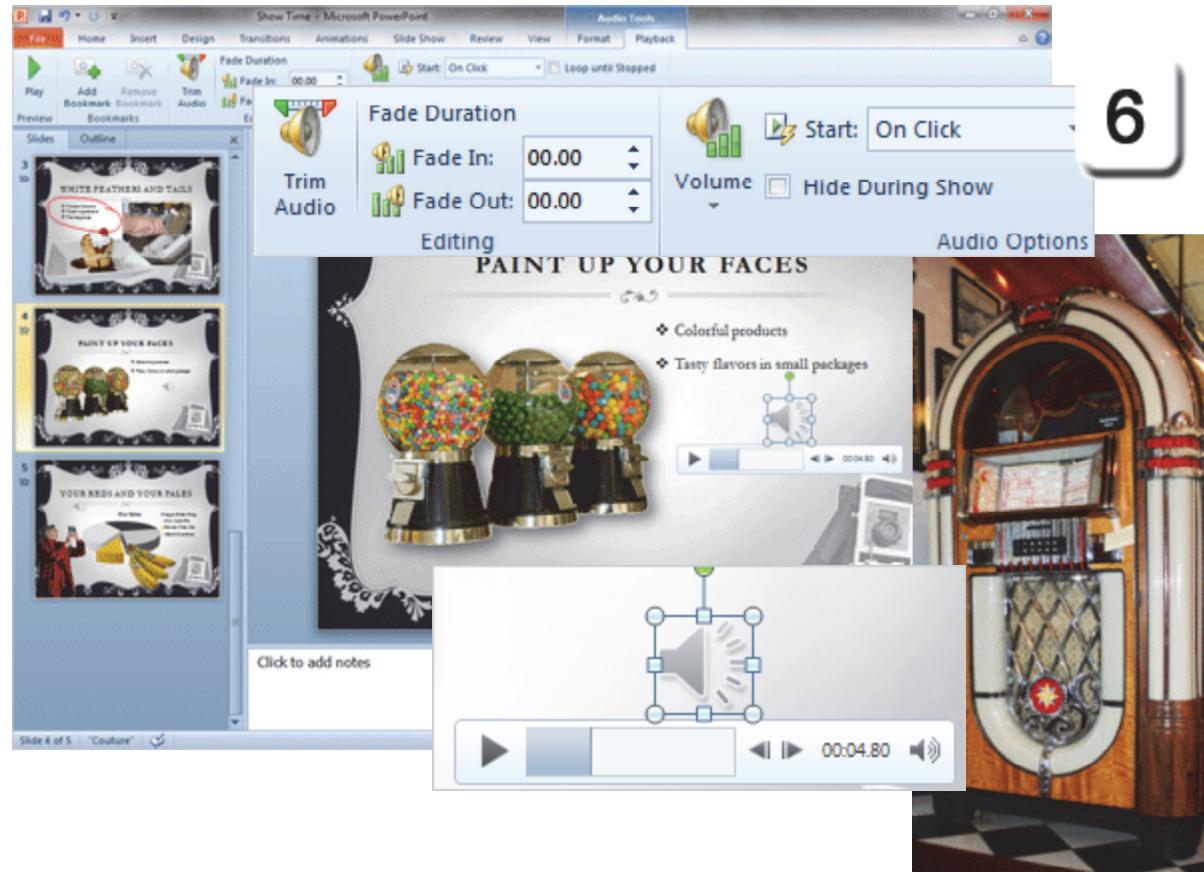
Edit the **Start: On Click**.

Keep going...

Where Have You Seen This, Before?

The Audio Playback Tools are almost identical to the Video Playback Tools.

Audio Tools ->Playback->Audio Options



Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements

3.5. Edit video and audio content: Adjust Playback Options

6



Record Your Slide Show

You can record your presentation as you present it live: Your recording can include Narrations, Timing and Media Controls.

7. Try it: Record Your Slide Show

The sample presentation is still open.
Slide 1 is selected.

Go to **Slide Show ->Set Up.**

Go to **Record Slide Show**

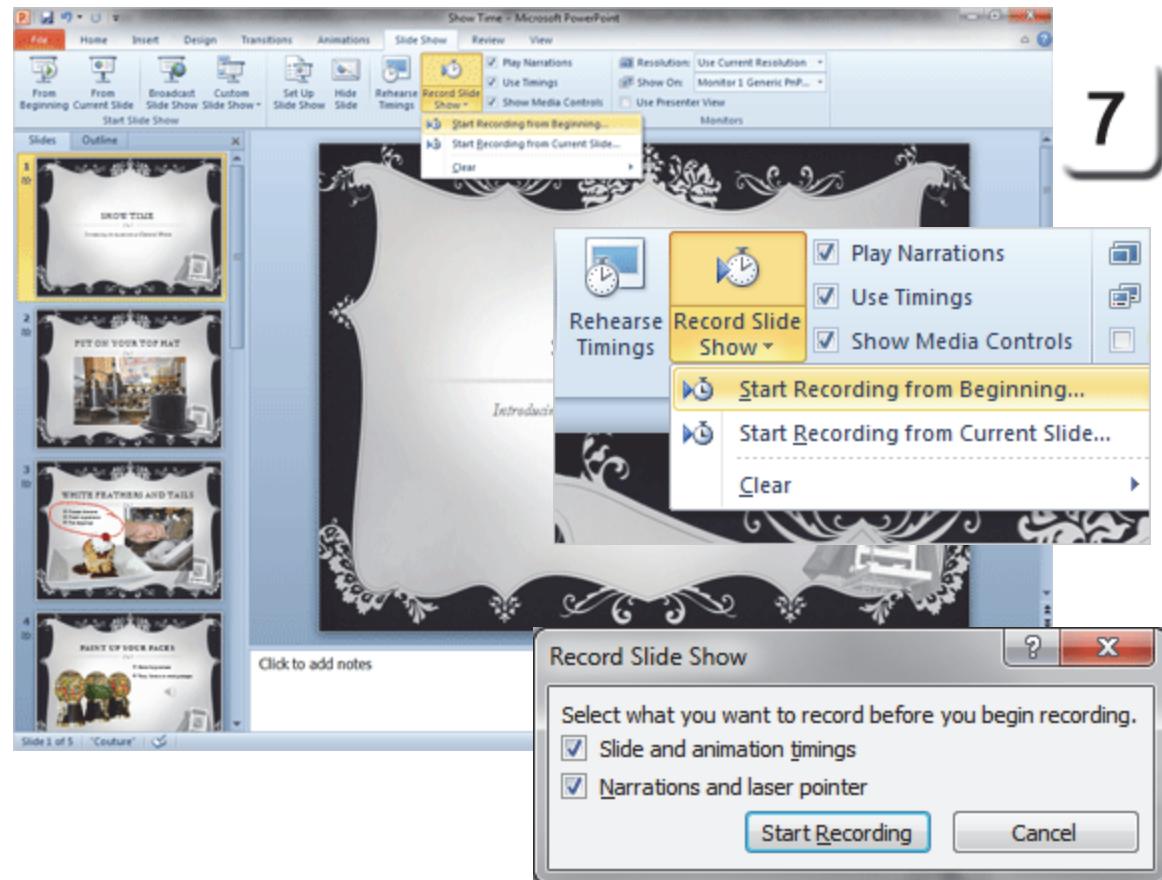
What Do You See? You can Start Recording from the Beginning... or from the slide you are currently on.

Select: **Start Recording from the Beginning...**

You will be prompted to select what you want to record. The options include:
Slide and animation timings
Narrations and laser point.

Please record approximately 20 seconds for each slide. Keep going.

Slide Show ->Set Up->Record Slide Show



Exam 77-883: Microsoft PowerPoint 2010

8. Delivering Presentations

8.4. Record presentations: Show Media Controls

7



Recording Options

You can use the Set Up options to **Clear** the Timing and Narrations on your recording.

8. Try it: Clear the Timing

The sample presentation is still open.
Slide 1 is selected.

Go to **Slide Show ->Set Up.**

Go to **Record Slide Show->Clear.**

Click on **Clear Timing on Current Slide.**

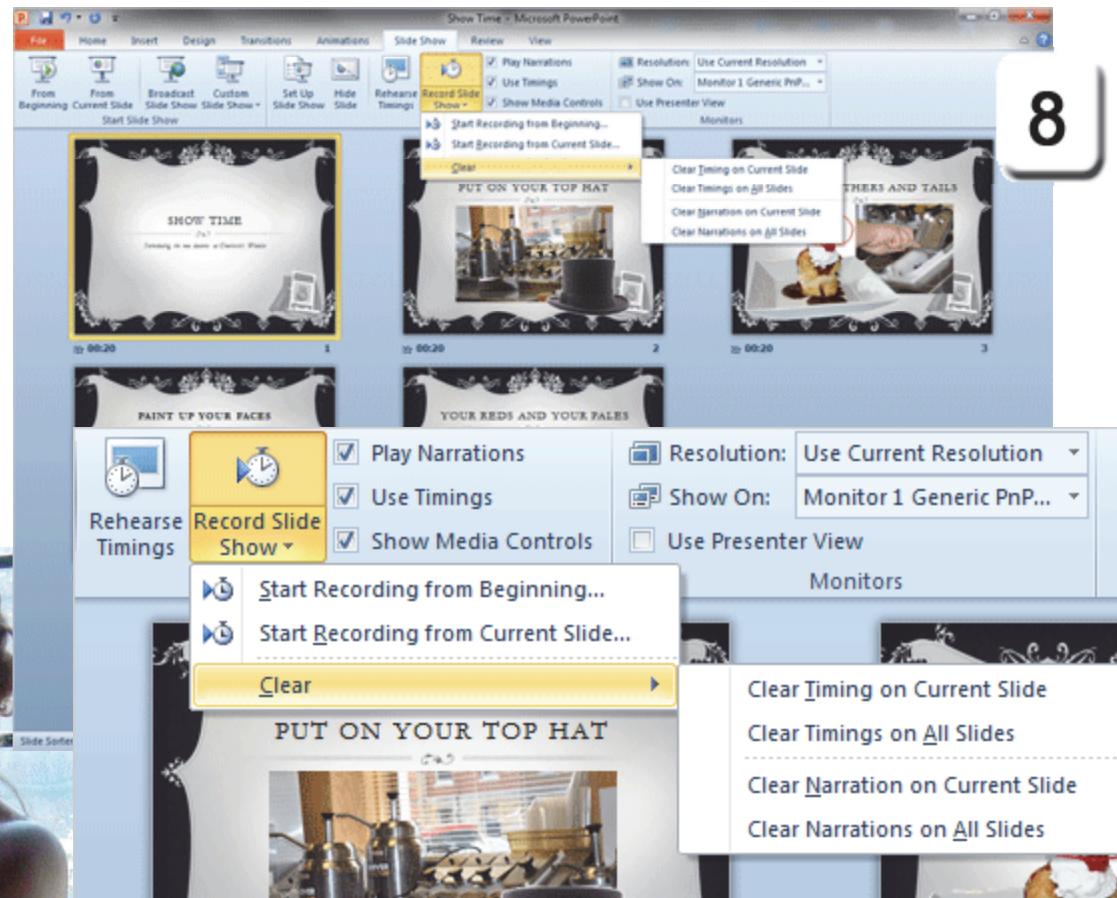
Do This: Save Your Presentation

Go to **File->Save As.**

Enter the Name: Show Time YourName.pptx
Click **SAVE.**



Slide Show ->Set Up->Record Slide Show->Clear



Exam 77-883: Microsoft PowerPoint 2010
8. Delivering Presentations
8.4. Record presentations



Slide Show: Monitors

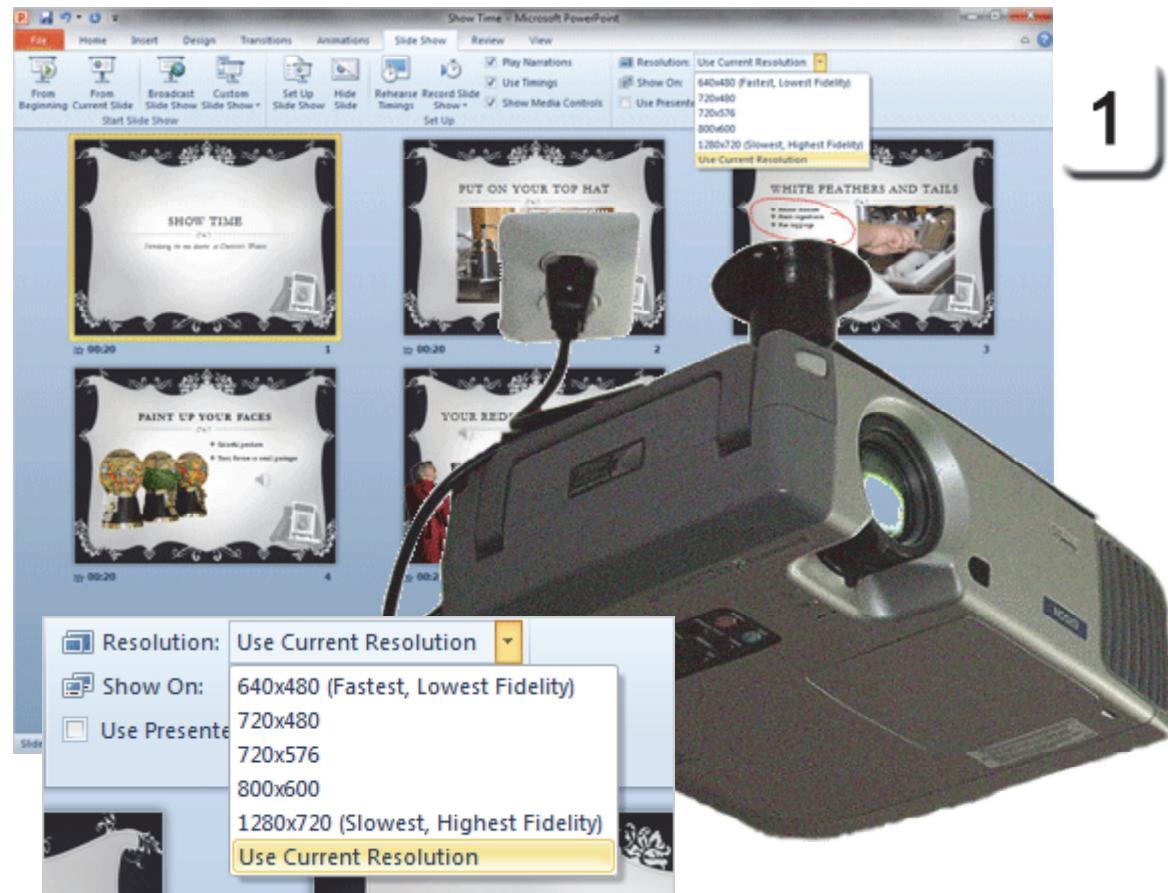
The monitor that projects your presentation onto the screen may not have the same ratio or resolution as the one on your new laptop. Let's review the options.

1. Try it: Review the Resolution
The sample presentation is open.
Go to **Slide Show ->Monitors**.

Review the Resolutions: In addition to Use Current Resolution, the settings may go from 640x480, 800x600 (the default for Windows XP) and 1280x720.

Keep going...

Slide Show ->Monitors->Resolution



Exam 77-883: Microsoft PowerPoint 2010
8. Delivering Presentations
8.2. Set up slide shows: Monitors



Slide Show ->Monitors->Show On

Resolution: Use Current Resolution
Show On: Monitor 1 Generic PnP...
 Use Presente Primary Monitor
Monitor 1 Generic PnP Monitor



Exam 77-883: Microsoft PowerPoint 2010
8. Delivering Presentations
8.2. Set up slide shows: Monitors



The Presenters View

The **Presenters View** uses two screens: one displays the slide show, the other supports the speaker. The speaker sees the slide, the Speakers Notes and thumbnails of each slide. The speaker can use the Presentation Tools or click on a thumbnail image.

3. Try it: Use Presenters View

Go to **Slide Show ->Monitors**.
Select: Use Presenters View.
Start the Slide Show.

What Do You See? IN the example on this page the Slide Show is on the left monitor and the Presenters View is on the right.

Memo to Self: The computer shown on this page has two monitors.

Slide Show ->Monitors->Use Presenters View

PUT ON YOUR TOP HAT

PUT ON YOUR TOP HAT

WHITE FEATHERS AND TAILS

Time: 00:30

ONE KEY

MICHIGAN

2

3

WHITE FEATHERS AND TAILS

• Pass doors
• Eat vegetables
• Put up signs

3

Exam 77-883: Microsoft PowerPoint 2010
8. Delivering Presentations
8.2. Set up slide shows: Use Presenters View



Set Up: Hide a Slide

Say you need to make your presentation shorter for a different audience. Instead of deleting slides from your presentation, you can **Hide** them. Then, you can view those slides later during the question and answer segment if you wish.

1. Try it: Hide a Slide

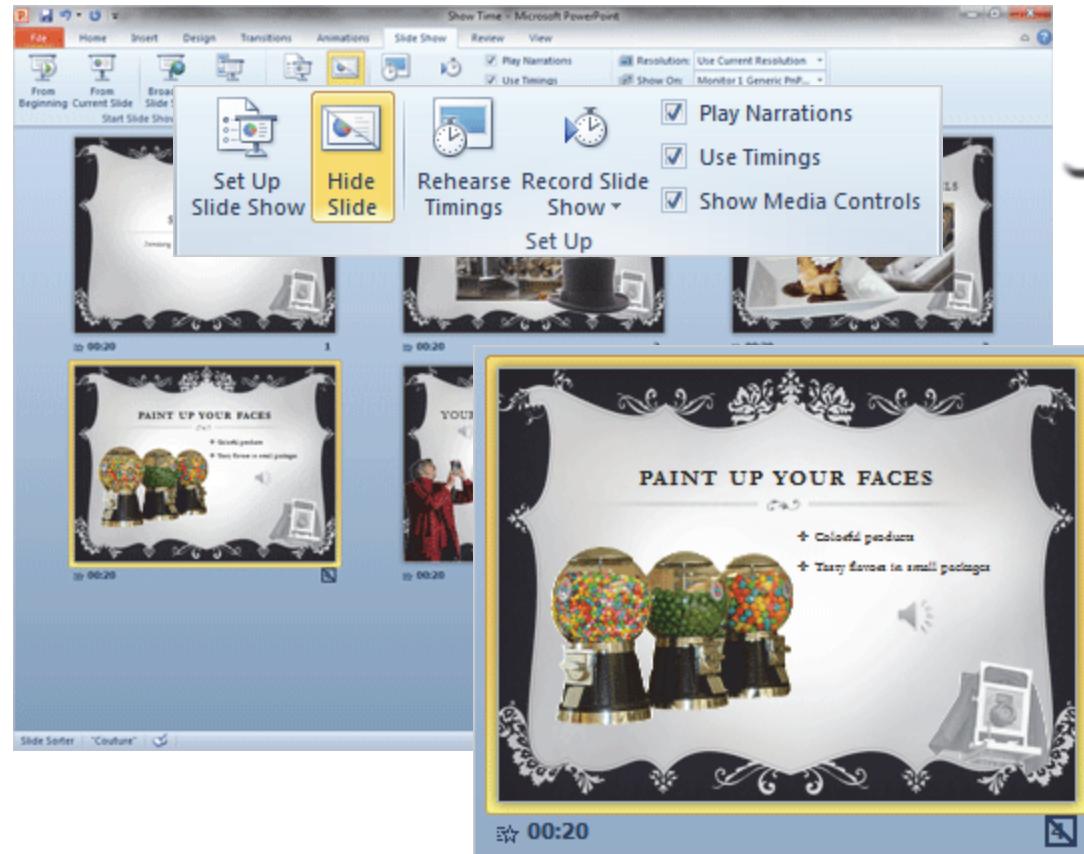
The presentation is in Slide Sorter View. Slide 4 is selected.

Go to **Slide Show ->Set Up->Hide**.

What Do You See? Slide 4 has the Null symbol indicating that it is hidden. When you advance through your presentation, Slide 4 will be skipped.

Keep going...

Slide Show ->Set Up->Hide



Exam 77-883: Microsoft PowerPoint 2010

8. Delivering Presentations

8.1. Apply presentation tools: Hide a Slide

1



Slide Show ->Start Slide Show

2

Viewing a Hidden Slide

The presentation has gone well and someone wants to see the data you have hidden on Slide 4. How do you go to a hidden slide?

2. Try it: Go to a Hidden Slide

The presentation is still open.

Slide 1 is selected.

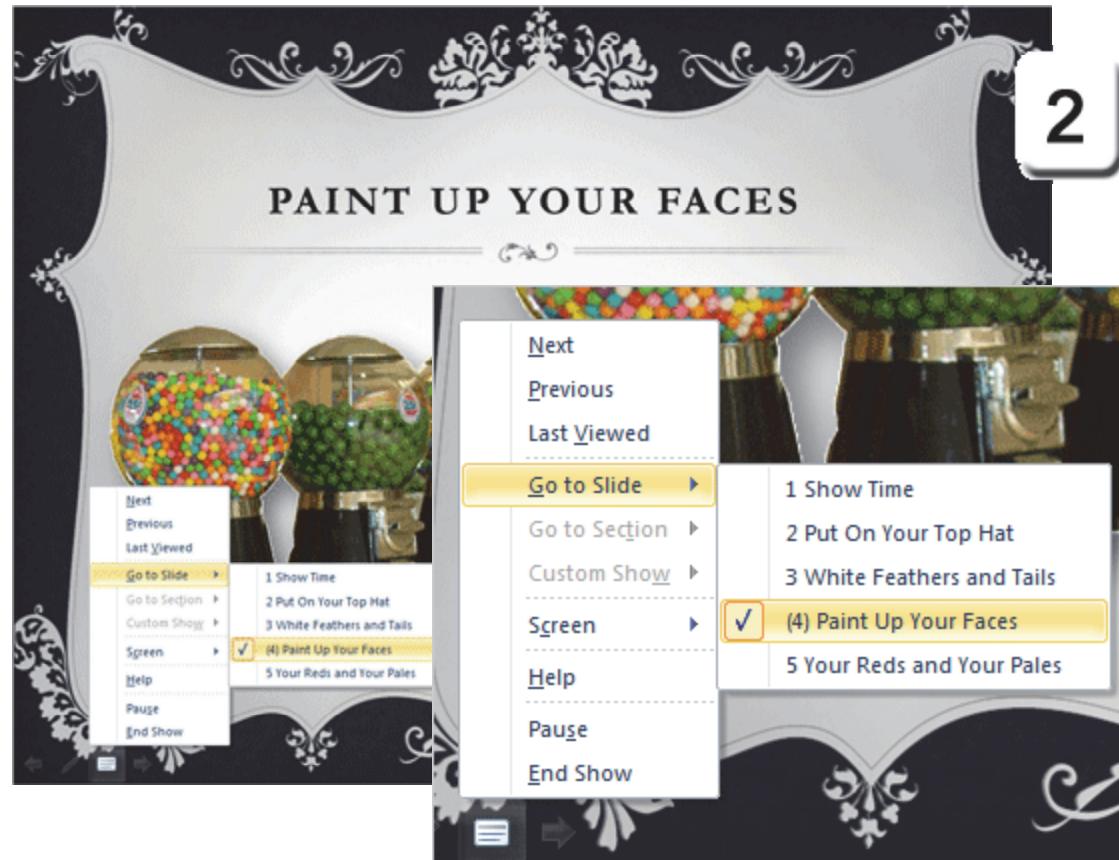
Go to **Slide Show ->Start Slide Show**.

Find the **Presentation Tools**.

Go to **Menu->Go to Slide**.

What Do You See? All of the slides in your presentation are listed. The hidden one has a parentheses (4), but you can still select it.

Did that work for you?



Exam 77-883: Microsoft PowerPoint 2010

8. Delivering Presentations

8.1. Apply presentation tools: Start Slide Show



Set Up a Custom Show

You can save different versions of your presentation. Here are the steps.

3. Try it: Create a Custom Show

The presentation is open.

Go to **Slide Show ->Start Slide Show**.

Go to **Custom Slide Show**.

Click on **Custom Slide Show**.

You will be prompted to create a new Custom Show. Click **NEW**.

Try This, Too: Define the Custom Show

Enter the Slide Show Name:

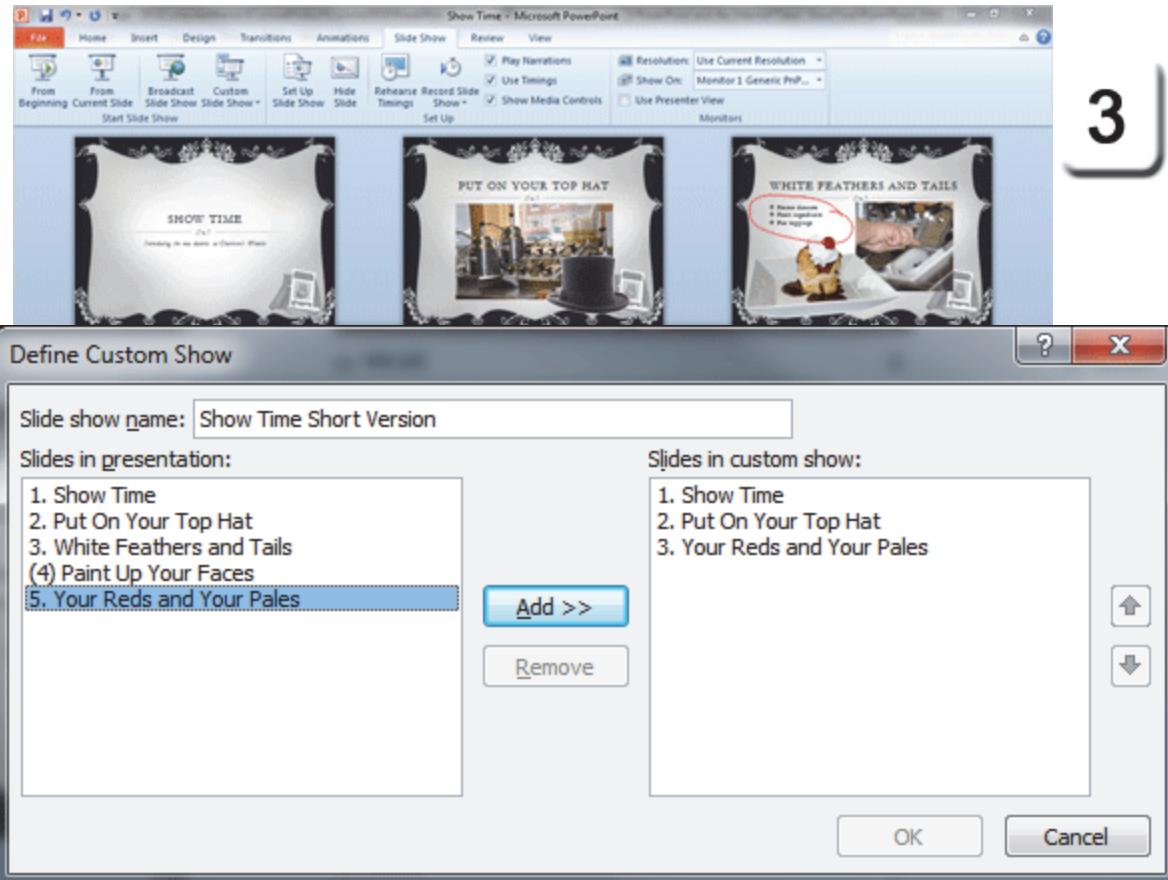
Show Time Short Version.

Select the Slides in Presentation:

Click on Slide 1, 2 and 5 and ADD them to the Slide in custom show.

Click OK and keep going...!

Slide Show ->Start Slide Show->Custom Slide Show



Exam 77-883: Microsoft PowerPoint 2010

8. Delivering Presentations

8.2. Set up slide shows: Create a Custom Slide Show



Start the Custom Show

Now we have two copies of the Show Time presentation: the Original Show Time that included all of the slides and a Custom Show Time with less slides that we just saved.

You can choose which version of your show that you want to start.

4. Try it: Start Custom Slide Show

The presentation is open.

Go to **Slide Show ->Start Slide Show**.

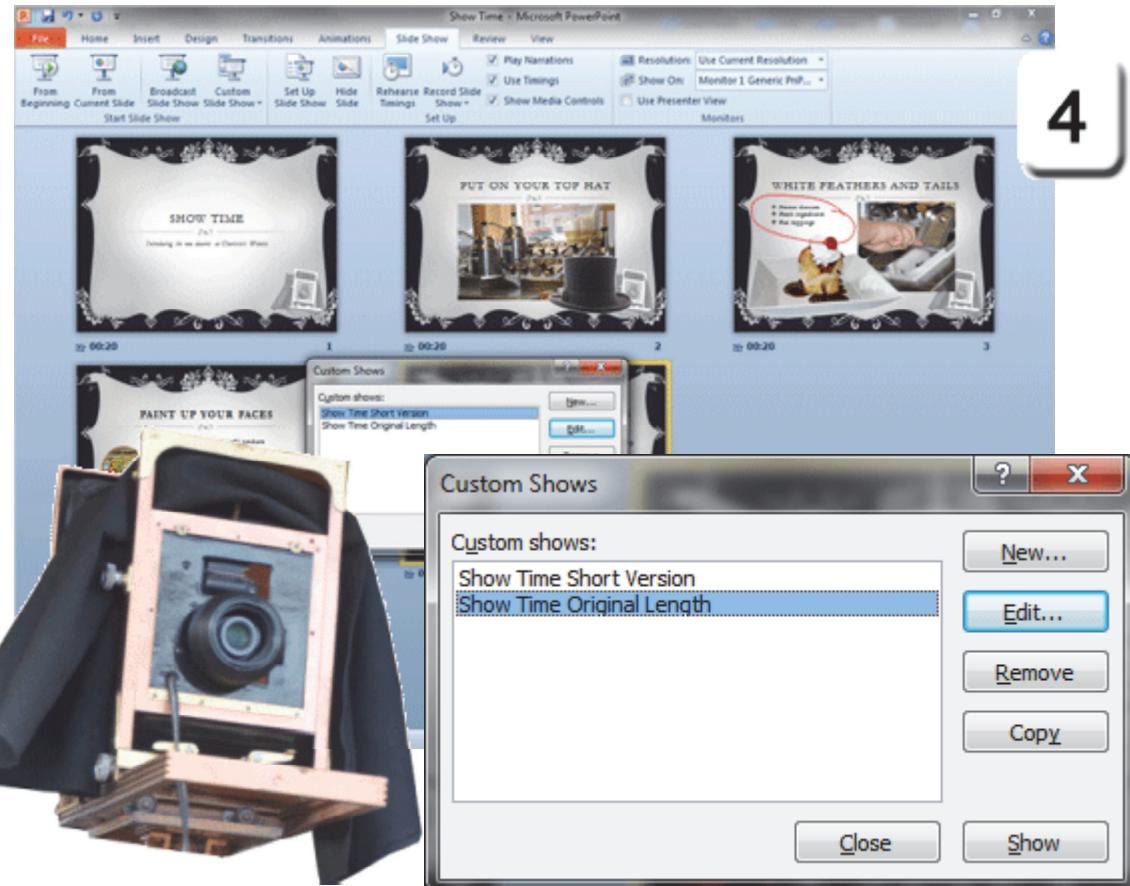
Click on **Custom Slide Show**.

You will be asked which Custom show you want to start. Select one.

Click **Show** and keep going..

Slide Show ->Start Slide Show->Custom Slide Show

4



Exam 77-883: Microsoft PowerPoint 2010

8. Delivering Presentations

8.2. Set up slide shows: Show a Custom Slide Show



Set Up Slide Show

Finally, you can program this little presentation to play by itself. This option can be useful at a trade show or as a stand alone kiosk.

Try This: Set Up the Slide Show.

Go to **Slide Show->Set Up**.
Click on **Set Up Slide Show**.

There are four areas that you can edit:

Show type: speaker, individual or kiosk.

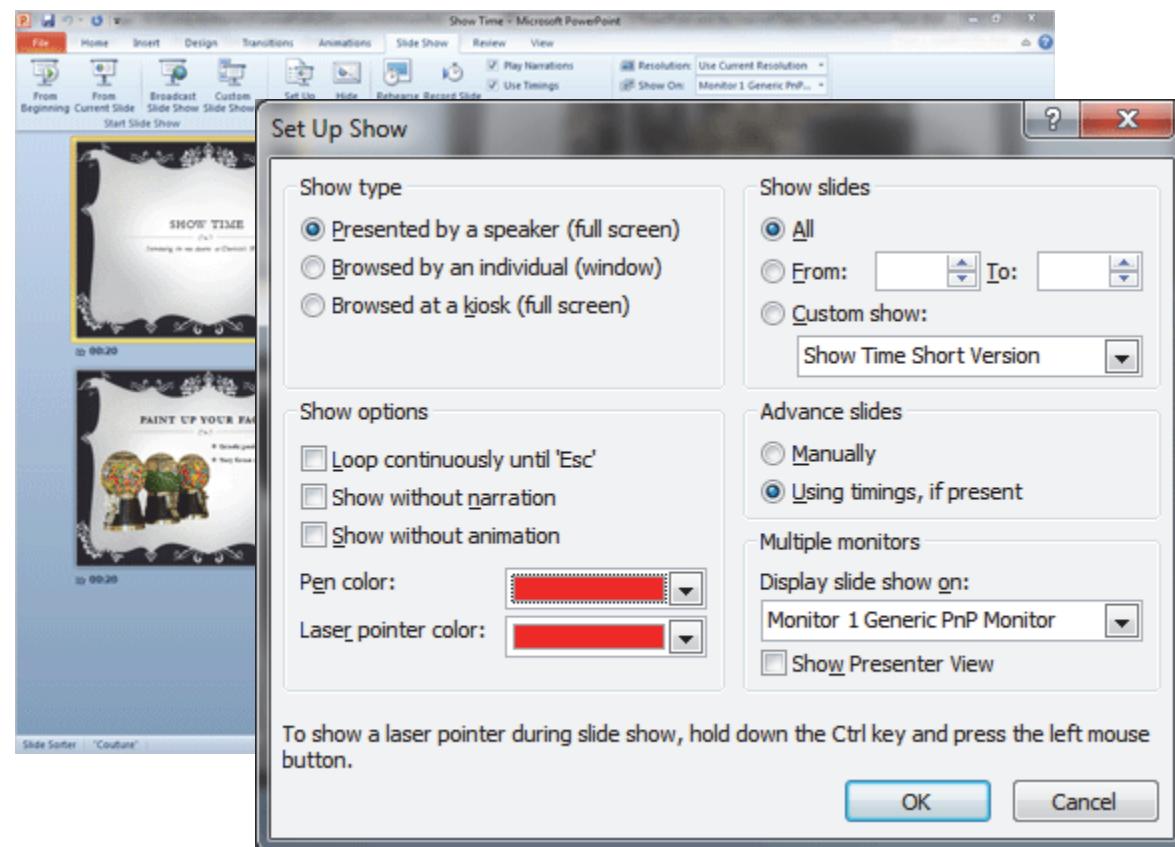
Show Slides: All, From, Custom Show.

Show Options: Loop, narration and animation as well as Pen color and Laser_pointer color.

Advance slides: manually or using timings, if present.

Good, good and more good.

Slide Show ->Set Up-> Set Up Slide Show





Slide Show ->Monitors->Use Presenter View

Delivering Presentations

This lesson demonstrated how to deliver PowerPoint presentations. We looked at the Presentation Tools and rehearsed the Timings. The Timings were applied to the Slide Transitions, so they can be changed if needed.

All of these steps polish the show and make the delivery more professional.

Now, practice, practice, practice. A show is only as good as the person who is delivering the presentation.

But first, you get the cookie.
You done good.



Test Yourself



1. Which groups are on the Slide Show Ribbon?
(Give all correct answers.)

- a. Start Slide Show
- b. View
- c. Projector
- d. Set Up
- e. Monitor

Tip: Advanced PowerPoint, page 184

2. How are the Presentation Tools accessed while in a slide show?

- a. Before the show, go to View-> Presentation Tools
- b. Before the show, go to File-> Presentation Tools
- c. During the show, run the mouse over the bottom left corner of the slide
- d. During the show, run the mouse over the upper right corner of the slide

Tip: Advanced PowerPoint, page 185

3. In the Presentation Tools, what are the cursor options available?

(Give all correct answers.)

- a. Arrow
- b. Normal
- c. Pen
- d. Marker
- e. Highlighter

Tip: Advanced PowerPoint, page 186

4. In the Presentation Tools, what are the Navigation options? (Give all correct answers.)

- a. Next
- b. Previous
- c. Last Viewed
- d. Go to a Specific Slide (eg. Go to Slide 4)

Tip: Advanced PowerPoint, page 188

5. Annotations are Shapes and can be modified with the Drawing Tools Ribbon.

- a. True
- b. False

Tip: Advanced PowerPoint, page 190

6. You can only add pre-recorded sound saved on your computer to a PowerPoint presentation.

- a. True
- b. False

Tip: Advanced PowerPoint, page 194

7. What are the Audio Tools Ribbons?

- a. Format
- b. Design
- c. Editing
- d. Playback

Tip: Advanced PowerPoint, page 196

10. 8. Which are monitor options on the Slide Show Ribbon? (Give all correct answers.)

- a. Monitor Resolution
- b. Monitor size
- c. Monitor Showing Presentation
- d. Use Presenter View
- e. Projector settings

Tip: Advanced PowerPoint, page 199, 200, 201

9. What does the Speaker see when using presenter view and a two-monitor set up?

(Give all correct answers.)

- a. Current slide
- b. Speaker Notes
- c. Thumbnails of all slides

Tip: Advanced PowerPoint, page 201

10. Which is true about hiding a slide?
(Give all correct answers.)

- a. Hiding a slide is the same as deleting it.
- b. A hidden slide can be viewed during the slide show by using the Presentation Tools
- c. A hidden slide is marked with a null symbol

Tip: Advanced PowerPoint, page 202



PowerPoint 2010: Sharing and Collaboration

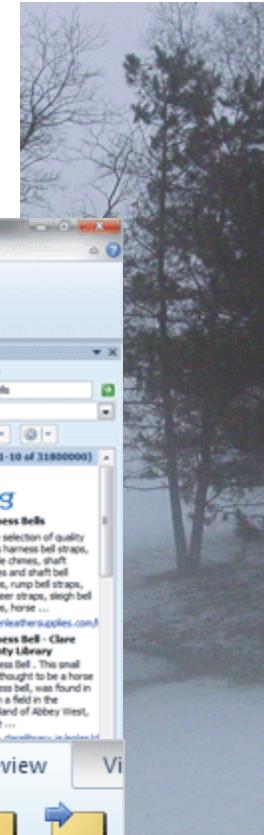
Prepare to Share

Advanced PowerPoint Objectives

In this lesson, you will learn how to:

1. Use the Proofing tools on the Review Ribbon: Spelling, Research and Thesaurus
2. Insert, Edit and Delete Comments
3. Use Show Markup to make the Comments visible or hidden
4. Compare two presentations and accept or reject the differences
5. Protect a presentation with a password and mark your work as final

The screenshot shows the Microsoft PowerPoint 2010 interface. The ribbon is visible at the top with the 'Review' tab selected. The 'Proofing' group contains icons for Spelling, Research, and Thesaurus. The 'Comments' group contains icons for New Comment, Edit, Delete, Previous, Next, and Show Markup. A slide titled 'COLOR IN THE WINTER' is displayed, showing a landscape with trees. A comment is present on the slide: 'He gives his harness bells a shake To ask if there is some mistake.' The 'Show Markup' icon in the ribbon is highlighted. To the right of the slide, a 'Research' pane is open, showing search results for 'harness bells' from Bing. The first result is 'Harness Bells' with a link to terkilektherapplies.com/. The second result is 'Harness Bell - Cleare County Library' with a link to www.clearecountylibrary.org/.





Lesson 7 : Prepare to Share

1. Readings

Read Lesson 7 in the Advanced PowerPoint guide, page 209-238.

Project

Practice the Review options with a sample presentation.

Downloads

[Advanced Options.pptx](#)

[Advanced Options Complete.pptx](#)

[New Product Line BEFORE.pptx](#)

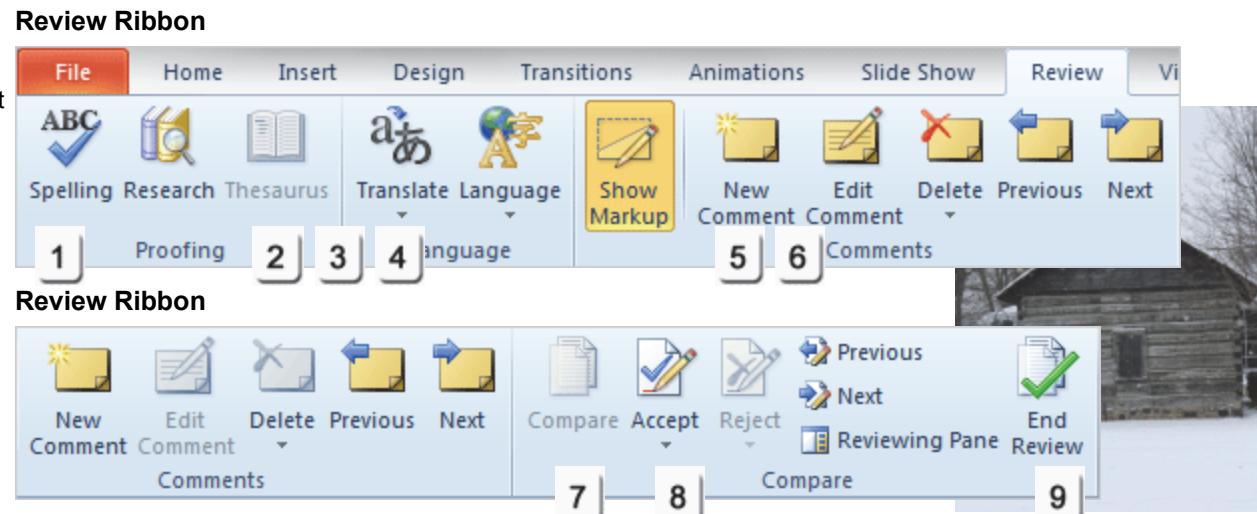
[New Product Line AFTER.pptx](#)

2. Practice

Complete the Practice Activity on page 239.

3. Assessment

Review the Test questions on page 240.



Menu Maps

From the **Review Ribbon**.

1. [Review ->Proofing->Spelling](#), page 213
2. [Review ->Proofing->Research](#), page 214
3. [Review ->Proofing-> Thesaurus](#), page 216
4. [Review ->Language->Translate](#), page 217
5. [Review ->Comments->New Comments](#), page 218
6. [Review ->Comments->Edit Comments](#), page 219
7. [Review ->Compare->Compare](#), page 222
8. [Review ->Compare->Accept](#), page 223
9. [Review ->Compare->End Review](#), page 224

More Menu Maps

From the **Backstage**

1. [Check for Issues->Inspect Document](#), page 225
2. [Check for Issues->Check Compatibility](#), page 228
3. [File ->Info->Optimize Compatibility](#), page 229
4. [File ->Info-> Permissions](#), page 230
5. [Permissions->Encrypt with Password](#), page 231
6. [Permissions-> Add a Digital Signature](#), page 233
7. [Permissions->Mark as Final](#), page 236

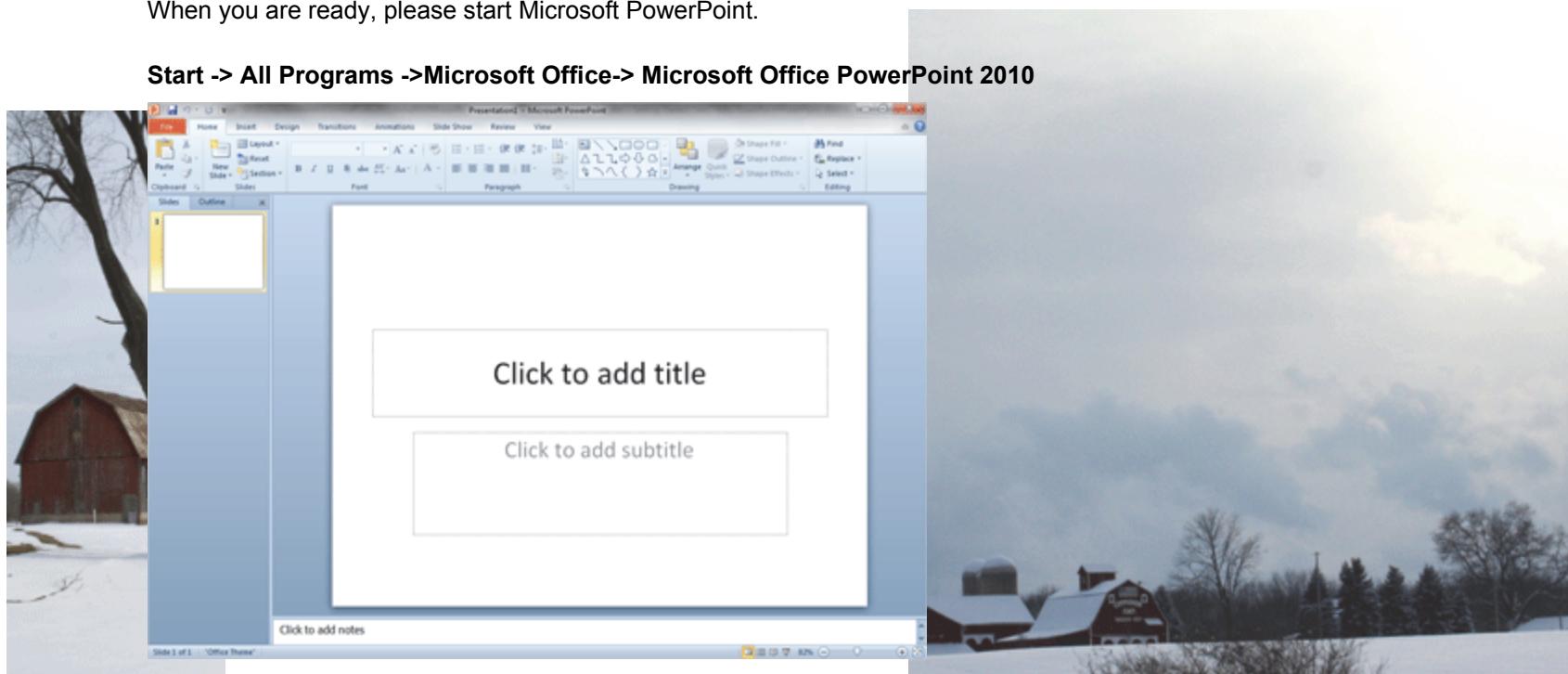


Working with Colleagues

The **Review Ribbon** has tools to proof read and prepare your presentation for publication. This lesson will demonstrate how to review your slide show with the folks at work and document their comments. The Review Ribbon includes proofing as well: spelling, research and thesaurus. After everyone has their say, you can compare the markups and accept or reject the changes. When all is said and done, there are options for protecting your presentation with a password and marking it final.

When you are ready, please start Microsoft PowerPoint.

Start -> All Programs ->Microsoft Office-> Microsoft Office PowerPoint 2010





Before You Begin

This lesson uses a sample PowerPoint presentation. You can use any slide show if you wish to practice the options on the Review Ribbon.

1. Try it: Find the Review Ribbon

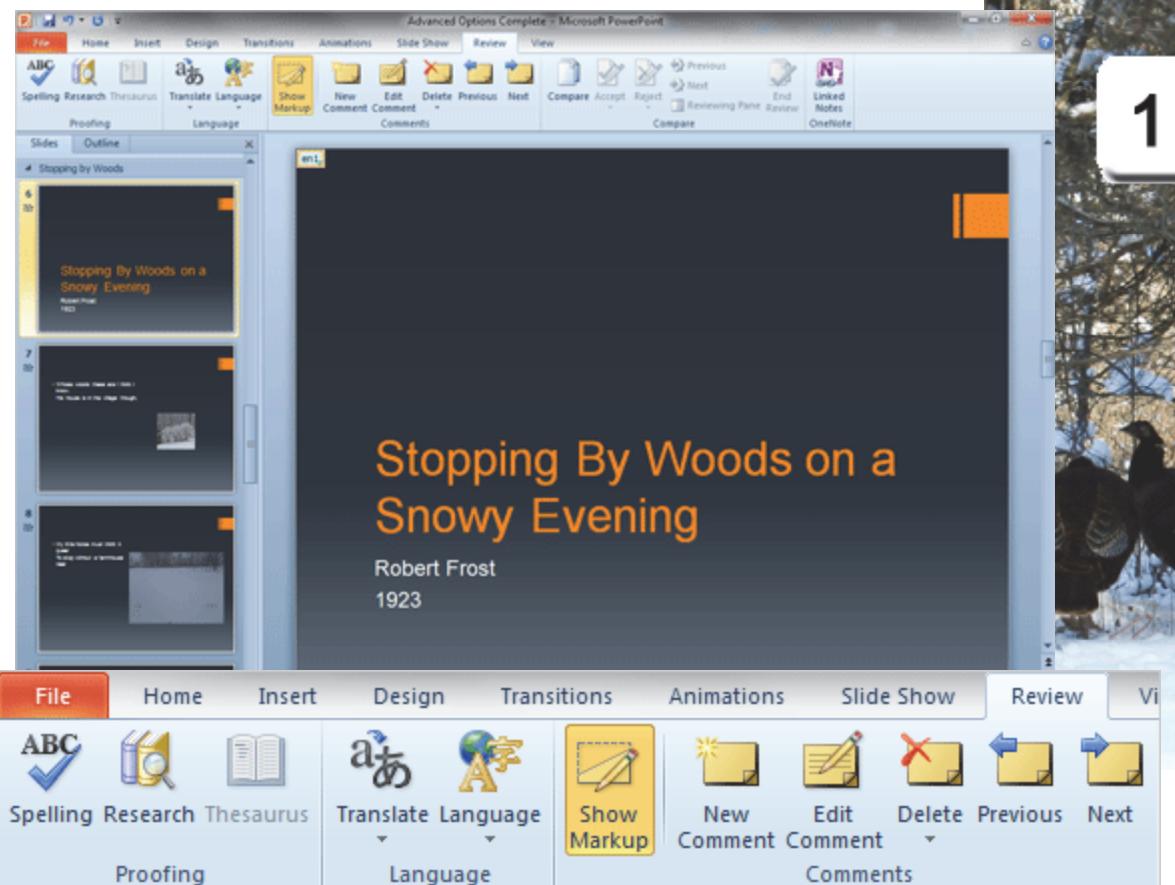
Open the sample presentation:
Advanced Options.pptx
Go to the **Review** Ribbon.

What Do You See? The Review options are organized in groups.
Proofing
Language
Comments
Compare (not pictured)

Keep going...

Memo to Self: This screen shot shows the sample presentation opened and Slide 6 is selected. The purpose of these pages is to demonstrate the Review options. You can use any sample presentation if you wish.

The Review Ribbon



Exam 77-883: Microsoft PowerPoint 2010
6. Collaborating on Presentations
6.2. Apply proofing tools: Spelling



Proofing: Spelling

There are three proofing tools: Spelling, Research and Thesaurus. Let's look at the options for the Spell Checker.

Before You Begin: Misspell a Word

Got to Slide 7 in the sample presentation. Change "know" to "knew"

What Do You See? There should be a red, wavy line under the word "knew."

2. Try it: Use the Spell Checker

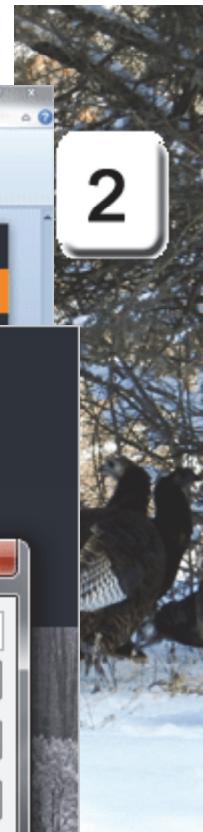
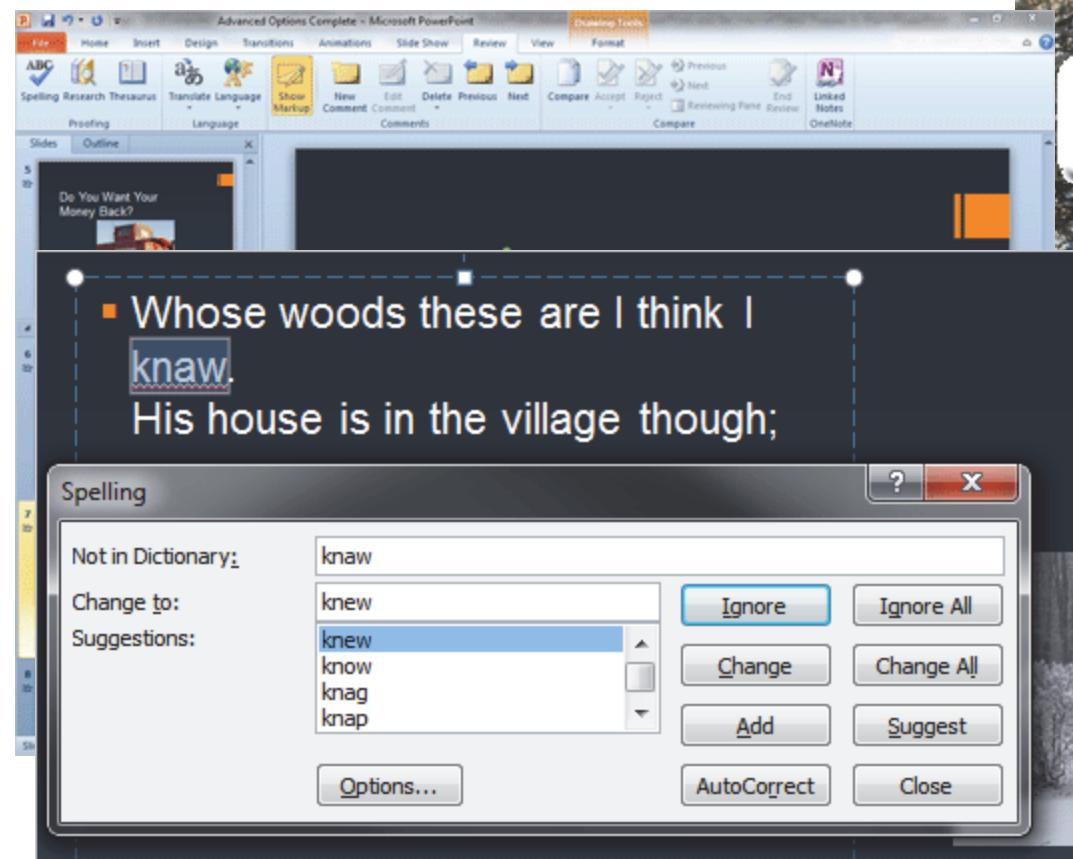
Go to **Review ->Proofing->Spelling**.

You will be prompted that "knew" is Not in the Dictionary. You can choose to Ignore, Change, or Add the word to the Dictionary.

Please select "know" then click **Close**.

Keep going...

Review ->Proofing->Spelling



Exam 77-883: Microsoft PowerPoint 2010
6. Collaborating on Presentations
6.2. Apply proofing tools: Spelling



Proofing: Research

The **Research** command is a quick way to access information from the Internet while you are working in PowerPoint.

3. Try it: Research a Phrase

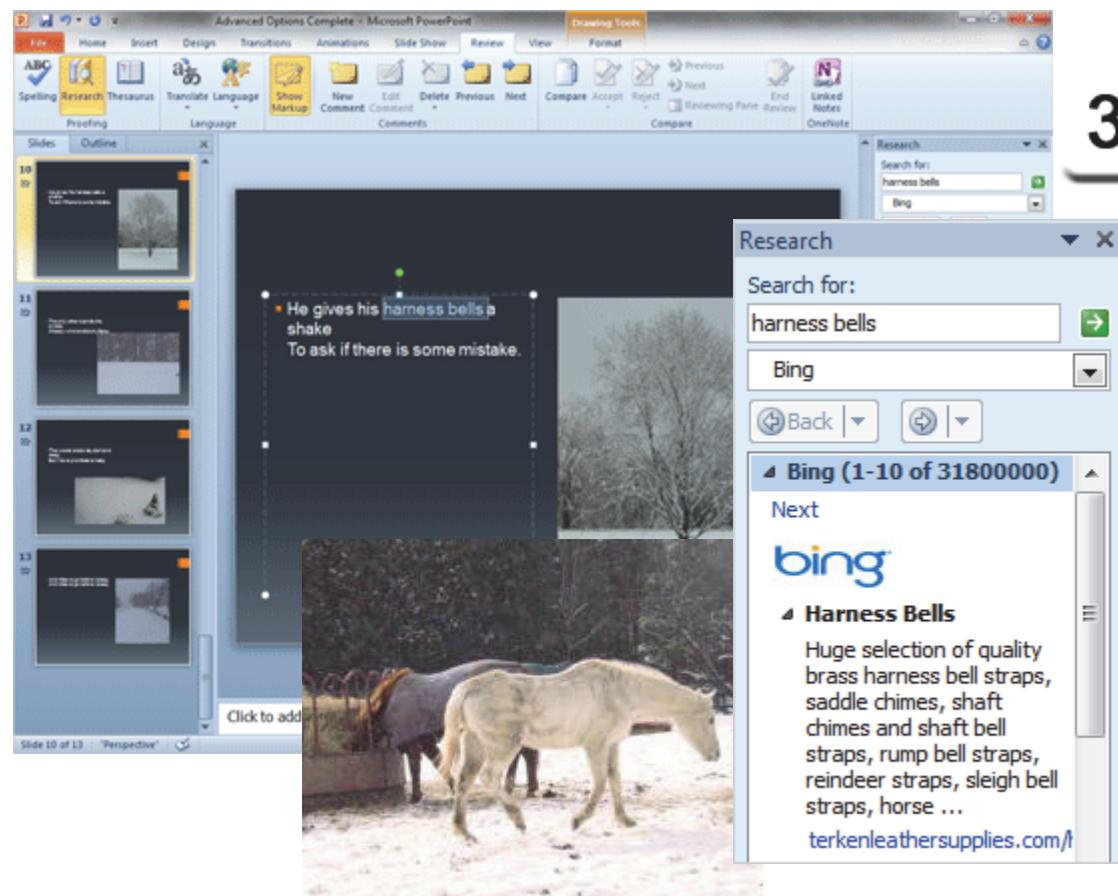
Go to Slide 10 in the sample presentation. Select the following words: harness bells Go to **Review->Proofing->Research**.

What Do You See? A new Task Pane should be available on the right side of PowerPoint. The Title says: Research. The words you selected are in the Search box.

The default Search engine may be any one of the local or online reference sites. The example on this page is Bing, a Microsoft product. Bing returned many commercial links for harness bells.

Keep going...

Review ->Proofing->Research



3

Exam 77-883: Microsoft PowerPoint 2010
6. Collaborating on Presentations
6.2. Apply proofing tools: Research



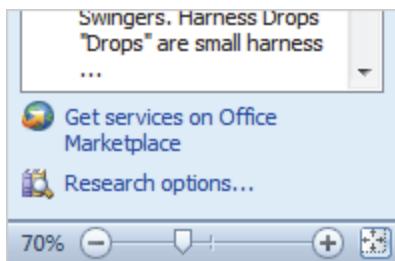
Proofing: Research Options

You can include other Research Sites in your options. Here are the steps.

4. Try it: Edit the Research Options

The presentation is open.

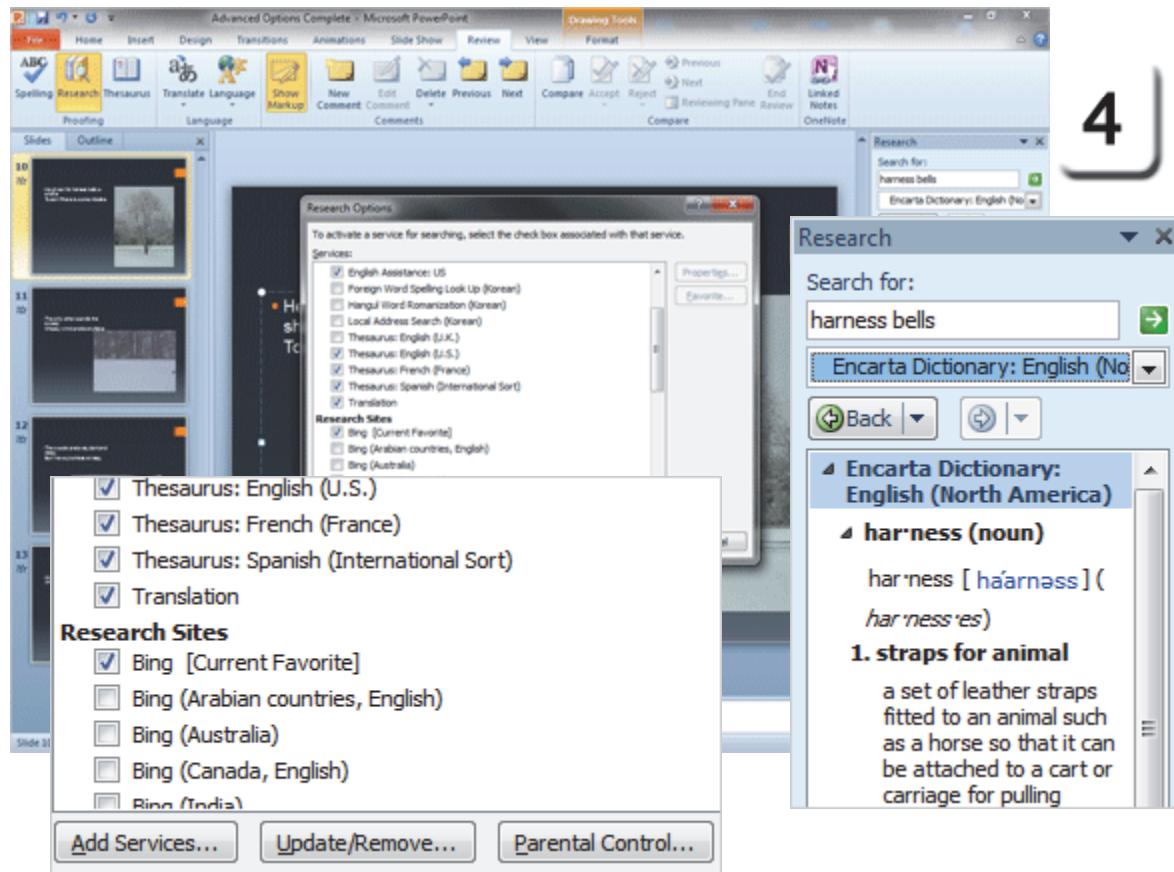
Go to Review ->Proofing->Research.
Click Research Options.



You can select the Services and languages if you wish. For example, you can choose an educational service such as Encarta. There are buttons at the bottom of the form to Add Services, Update/Remove and Parental Control.

Click CANCEL and keep going, please.

Review ->Proofing->Research->Research Options



Exam 77-883: Microsoft PowerPoint 2010
6. Collaborating on Presentations
6.2. Apply proofing tools: Research



Proofing: Thesaurus

A **Thesaurus** is different from a dictionary or encyclopedia. A Thesaurus organizes words by their meaning, not by spelling.

A Thesaurus has synonyms, antonyms and related words. **Synonyms** are different words that have almost the same meaning. **Antonyms** are words that mean the opposite.

5. Try This: Use the Thesaurus

Go to Slide 11 in the sample presentation.
Select the word: downy
Go to **Review->Proofing**.
Click on **Thesaurus**.

What Do You See? The Search returned several words that have the same meaning and one that has the opposite. When you click on the word you want, you will see three options: Insert, Copy or Look Up

That's the Proofing Tools. So far, so good.

Review ->Proofing-> Thesaurus

The screenshot shows the Microsoft PowerPoint 2010 interface. The ribbon at the top has the 'Review' tab selected, which is highlighted in orange. The 'Thesaurus' button is located in the 'Proofing' section of the ribbon. On the right side of the slide, there is a callout bubble pointing to the word 'downy' in the text '...sweep Of easy wind and downy flake.' A context menu is open over this word, listing four options: 'Insert', 'Copy', 'Look Up', and 'Can't find it?'. The 'Look Up' option is currently selected. To the left of the slide content, the 'Slides' pane shows other slides in the presentation. On the right, the 'Research' and 'Thesaurus' panes are open. The 'Research' pane shows a search for 'downy' with results for 'Thesaurus: English (U.S.)'. The 'Thesaurus' pane shows a list of words under the heading 'silky (adj.)', with 'soft' being the selected item. Other listed words include 'velvet', 'furry', 'feath', 'fluffy', and 'rough (Antonym)'. There is also a link to 'Can't find it?'.

5

Exam 77-883: Microsoft PowerPoint 2010
6. Collaborating on Presentations
6.2. Apply proofing tools: Thesaurus



Proofing: Language

There are two **Language Tools** on the Review Ribbon: **Translate** and **Language**.

6. Try it: Translate a Word

Go to Slide 5 in the sample presentation.
Select the word: Money
Go to **Review ->Language->Translate**.
Click on **Translate Selected Text**.

What Do You See? The Search should show the Translation Tasks. Choose:
From: English
To: Japanese

Microsoft PowerPoint should return several translations from various Online Bilingual Dictionaries. You can select the translated text and copy it if you wish.

Try This, Too: Review the Language
Go to **Review ->Language->Language**.
You can select the Proofing language as well as change the Language Options.

Review ->Language->Translate->Translate Selected Text

6

Search for: Money

Translation

Back

Translation

From: English (U.S.)

To: Japanese

Translation options...

Online Bilingual Dictionary

money 一【名詞】

mon·ey /mʌni/ [発音記号表] (複) ~s, mon·ies

Exam 77-883: Microsoft PowerPoint 2010
6. Collaborating on Presentations
6.2. Apply proofing tools: Language



Review: Comments

You can use **Comments** to document a slide show. Each person's comment is identified by color, initials and by date. This exercise works if there are two or more Comments.

1. Try it: Add a Comment

Go to Slide 1 and select the train picture.

Go to **Review ->Comments**.

Click on: **New Comments**

Type: This is a picture of an engine in Durand: Last Call. It is not 1225, the Pere Marquette.

Go to Slide 2 and select the train picture.

Go to **Review ->Comments**.

Click on: **New Comments**

Type: This is a picture of the Pere Marquette.

Go to Slide 6 and select the date.

Go to **Review ->Comments**.

Click on: **New Comments**.

Type: Is this the date the poem was published?

Keep going...

Review ->Comments->New Comments

The screenshot shows a Microsoft PowerPoint 2010 window. The ribbon at the top has tabs for Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. The Review tab is selected, showing options like Show Markup, New Comment, Edit Comment, Delete, Previous, Next, Compare, Accept, Reject, and End Review. The main slide area displays a presentation slide with the title 'Stopping By Woods on a Snowy Evening' by Robert Frost, 1923. A yellow callout box is overlaid on the slide, containing a comment from a user named 'eBeth' with the date '12/12/2011'. The comment asks, 'Is this the date the poem was published?'. The number '1' is in a callout bubble in the top right corner of the slide area.

Exam 77-883: Microsoft PowerPoint 2010
6. Collaborating on Presentations
6.1. Manage comments in presentations



Manage the Markups

2. What Do You See? The **Markups** look like little buttons. You can see or hide the **Markups** by clicking on **Show Markup**.

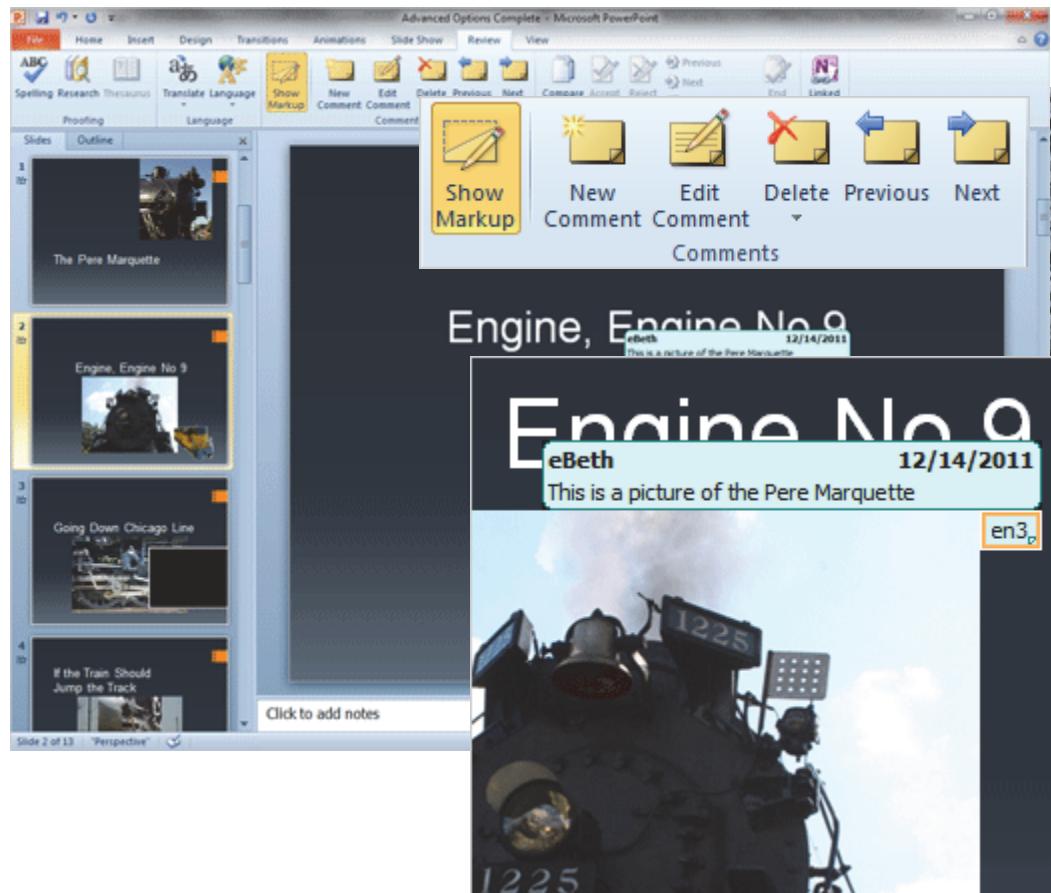
In the example on this page, the Comment was added to the picture and the Markup is initialed en3. When you run your mouse over the Markup, you will see the Comment in a balloon.

What Else Do You See? Look at the Review Ribbon. You can navigate through the Comments by using the **Previous** and **Next** buttons.

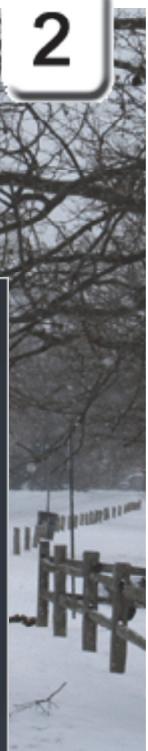
You can **Edit** or **Delete** the Comments as well. Delete has three options: you can delete the Markup you selected, all of the Markups on the current slide, or all of the Markups in the presentation.

Keep going...

Review ->Comments->Edit Comments



2



Exam 77-883: Microsoft PowerPoint 2010
6. Collaborating on Presentations
6.1. Manage comments in presentations: Edit



Care to Comment on That?

Say you sent this slide show to your team and they added their Comments. Each person's Markup is shown in a different color. Their Markups are initialed and there is a date stamp.

3. What Do You See? The Comments shown on this page were added when the author sent the sample show out for review.

Keep going, please.

Memo to Self: You can try the same steps with another student or friend if you wish. Email the presentation and ask them to add a New Comment, Save the changes and email the slide show back to you. You do not have to complete this example.

Review ->Comments->New Comments

The screenshot shows a Microsoft PowerPoint 2010 window with the title bar "Advanced Options Complete - Microsoft PowerPoint". The main slide displays the text "Robert Frost" and "1923". A comment box from "Clair Dickson" dated "12/14/2011" is overlaid on the slide, containing the text: "Yes it is. He wrote the poem in 1922 and published in his volume New Hampshire in 1923." and a link: http://en.wikipedia.org/wiki/Stopping_by_Woods_on_a_Snowy_Evening. Below this slide, the slide navigation pane shows four other slides: "Engine, Engine No 9", "Going Down Chicago Line", "If the Train Should Jump the Track", and "Chica". The "Going Down Chicago Line" slide is currently selected. A second comment box from "Clair Dickson" dated "12/14/2011" is overlaid on this slide, with the text: "Remember to check for a live internet connection (and YouTube acces) before attempting to play during a presentation." A large number "3" is visible in the top right corner of the slide area.

Exam 77-883: Microsoft PowerPoint 2010
6. Collaborating on Presentations
6.1. Manage comments in presentations



Compare Presentations

How does the markup compare to the original presentation? PowerPoint can compare and combine different versions.

This lesson adds a duplicate slide to our presentation and saves the show as PowerPoint Advanced Complete. There will two different versions: the original, unedited download and the one we just saved as Complete. Then, we can compare them.

1. Before You Begin: Duplicate a Slide

Select Slide 12.

Go to **Home ->Slides->New Slide**.

Click on Duplicate Selected Slides

Do This, Too: Save the Presentation

Go to **File->Save**.

Browse to your Documents folder.

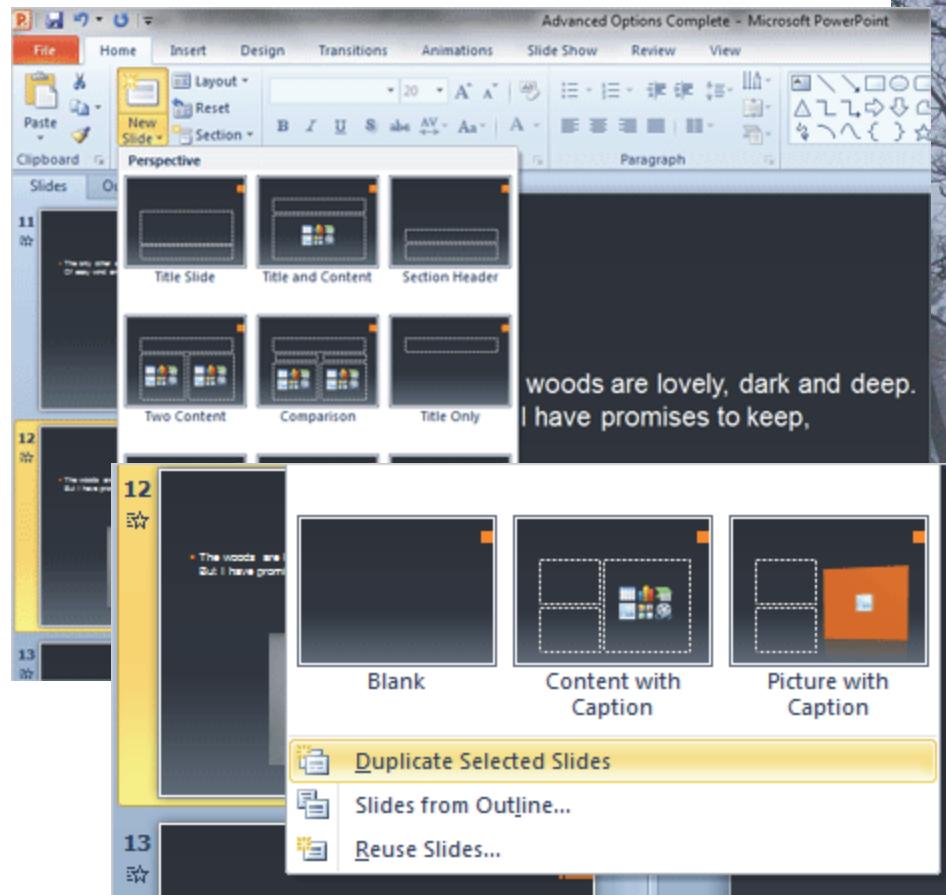
Name the file: Advanced Options

Complete.pptx

Click on **SAVE**.

So far, so good....

Home ->Slides->New Slide->Duplicate Slide



Exam 77-883: Microsoft PowerPoint 2010

2. Creating a Slide Presentation

2.3. Add and remove slides: Duplicate Selected Slides



Open Two Presentations to Compare and Combine

2. Try it: Compare Two Presentations

The Advanced Options Complete.pptx presentation is open.

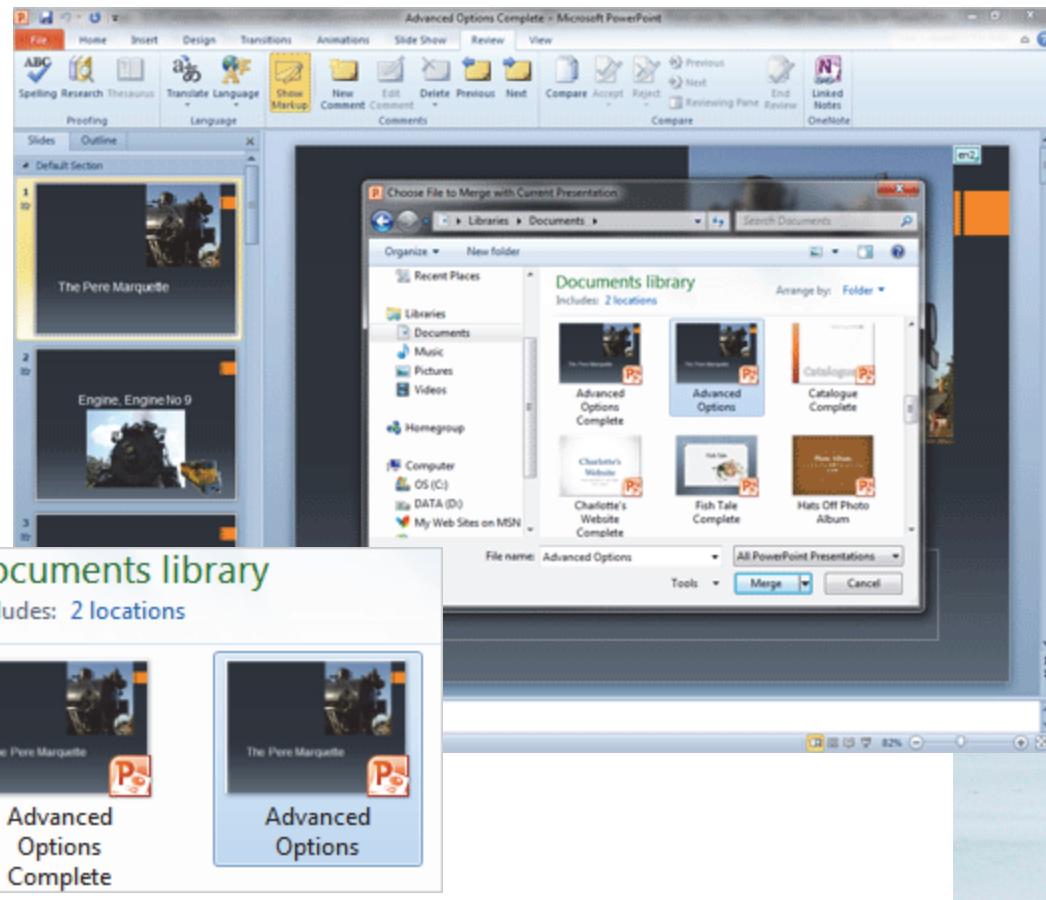
Go to Review ->Compare->Compare.

Browse to the Documents folder and select the original copy of the show.

Click on Merge.

Keep going...

Review ->Compare->Compare



2

Exam 77-883: Microsoft PowerPoint 2010
6. Collaborating on Presentations
6.2. Apply proofing tools: Compare and Combine Presentations



Compare and Combine

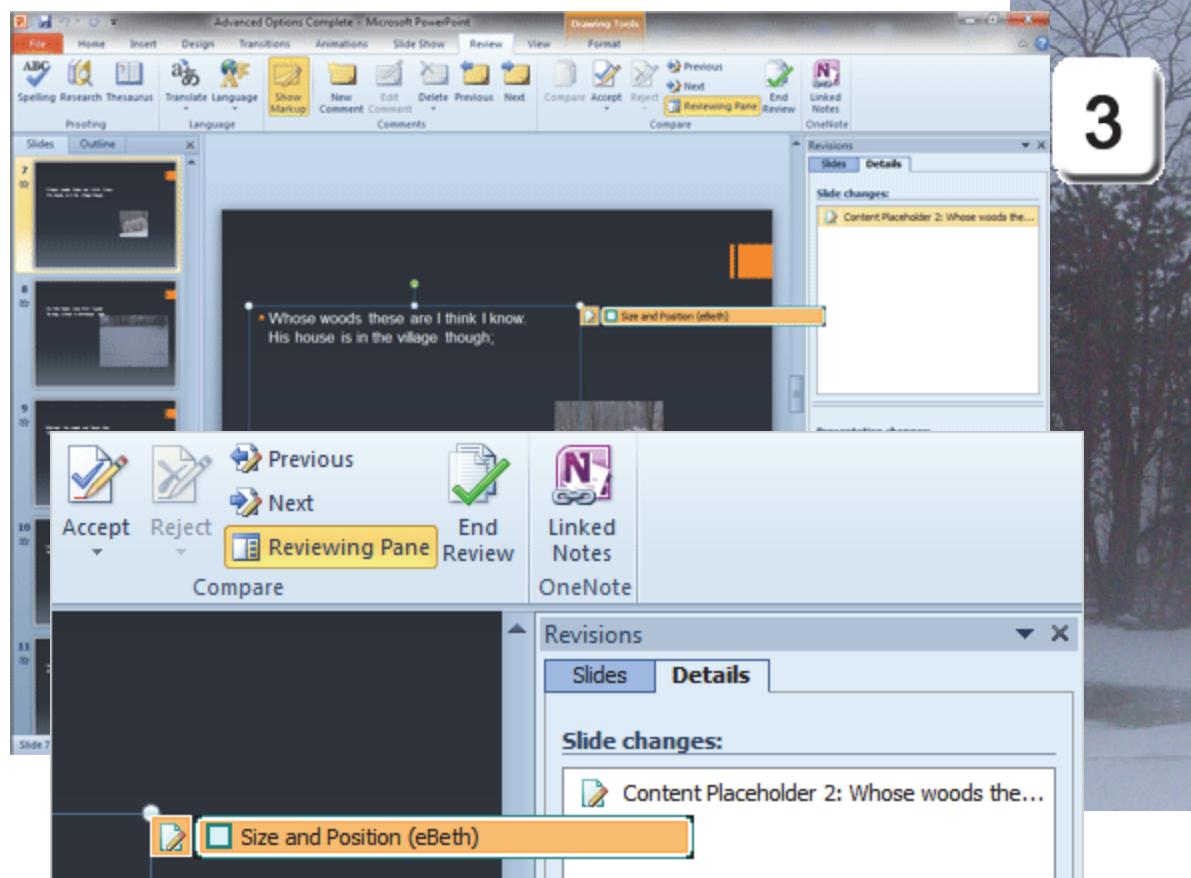
3. Try This, Too: Review the Revisions
Each slide that is different will be listed in the **Reviewing Pane** on the right side.
The Revisions can include formatting, size, positioning as well as text edits.

You can **Accept** or **Reject** this one Revision, all of the Revisions on this slide, or all of the Revisions in the presentation.

You can also go through the Revisions with the **Previous** and **Next** buttons.

Keep going...

Review ->Compare->Accept



Exam 77-883: Microsoft PowerPoint 2010
6. Collaborating on Presentations
6.2. Apply proofing tools: Compare and Combine Presentations



Review ->Compare->End Review

Compare: End Review

Say you looked through the revisions and didn't want to save any. You can end the review and discard any changes from the comparison. The two presentations will not be merged.

4. Try it: End the Review

The two presentations are still open.
Go to **Review ->Compare->End Review**.

You will be prompted by a confusing question.

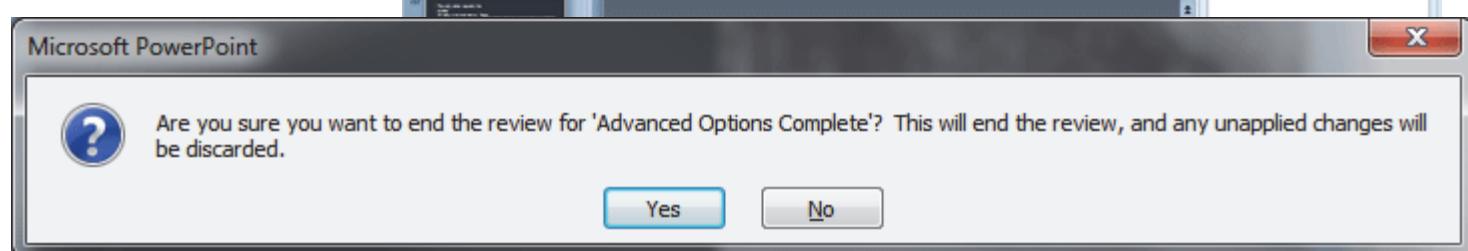
The wording is odd, but the answers are:

Yes: Discard the Revisions

No: Return to review and merge the shows

Click **Yes**. Discard the Revisions and end the review. Very good. That's the Review Ribbon.

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Exam 77-883: Microsoft PowerPoint 2010
6. Collaborating on Presentations
6.2. Apply proofing tools: Compare and Combine Presentations



Prepare for Sharing

Your presentation may have Comments and Properties that should not (not ever in some cases!) be published. Before you share your presentation, you should go to the Backstage and **Check for Issues**.

1. Try it: Check for Issues

Go to File ->Info->Check for Issues.

What Do You See? There are three ways to Check for Issues. You can:

Inspect Document
Check Accessibility
Check Compatibility

Select: **Inspect Document**.

Keep going...

File ->Info->Check for Issues->Inspect Document

The screenshot shows the Microsoft PowerPoint 2010 ribbon with the 'File' tab selected. In the 'File' menu, the 'Info' option is highlighted. A callout box points to the 'Check for Issues' button in the 'Info' menu. The 'Check for Issues' dialog box is open, displaying three options: 'Inspect Document', 'Check Accessibility', and 'Check Compatibility'. The 'Inspect Document' option is selected and highlighted with a yellow background. The 'Properties' pane on the right shows details about the presentation, including its size (3.30MB), number of slides (13), and title ('PowerPoint Presentation').

any part of this presentation.

Inspect Document
Check the presentation for hidden properties or personal information.

Check Accessibility
Check the presentation for content that people with disabilities might find difficult to read.

Check Compatibility
Check for features not supported by earlier versions of PowerPoint.

Prepare for Sharing
Before sharing this file, be aware that it contains:

- Comments
- Document properties, author's name and cropped out image data
- Content that people with disabilities are unable to read

Exam 77-883: Microsoft PowerPoint 2010

7. Preparing Presentations for Delivery
- 7.4. Protect presentations: Check for Issues

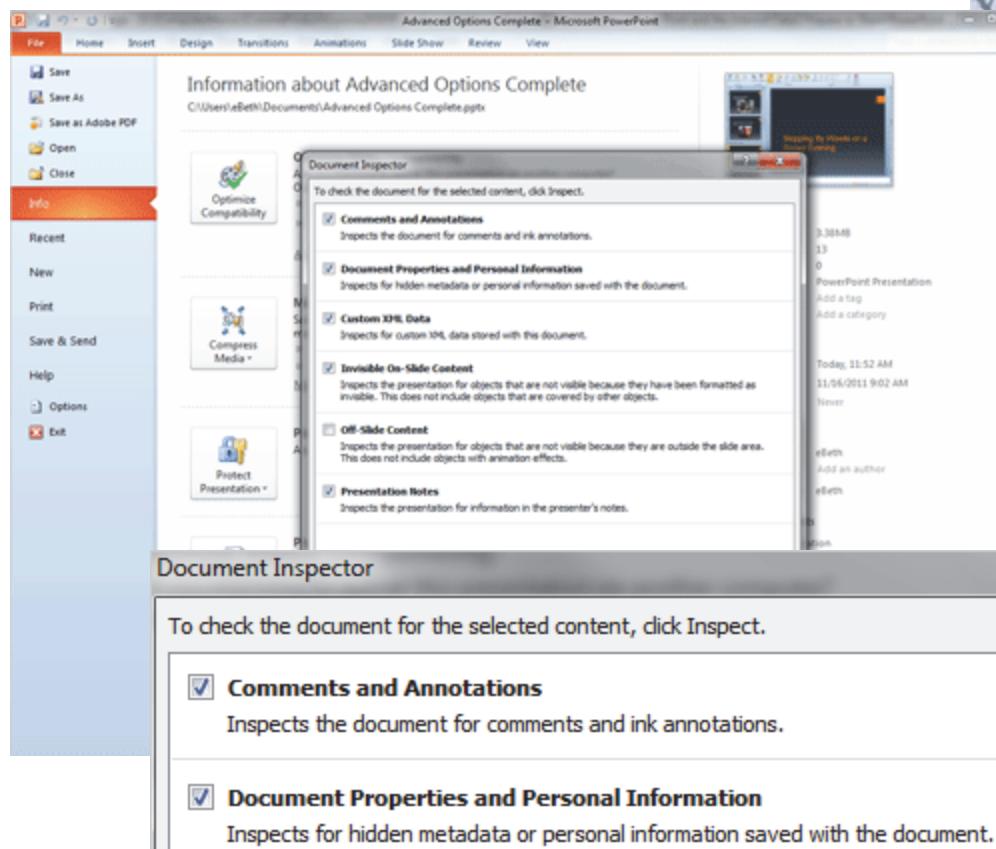


Inspect Document

2. Try it: Use the Document Inspector
The **Document Inspector** will check for:
Comments and Annotations
Document Properties and Personal Information
Custom XML data
Invisible On-slide Content
Off-slide Content
Presentation Notes

Click **Inspect** and keep going...

File ->Info->Check for Issues



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Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.4. Protect presentations: Check for Issues



Review the Inspection Results

3. Try it: Review the Inspection Results
Say the Document Inspector found Comments and Personal Information. You can evaluate the results and choose to **Remove All** for each concern.

Click **Close** to return to the presentation.

Memo to Self: Look at the bottom left corner of the Document Inspector. There is a small warning that should be noticed. The warning sez that "some changes cannot be undone... Take heed!



File ->Info->Check for Issues->Inspect Document

Advanced Options Complete - Microsoft PowerPoint

Information about Advanced Options Complete
C:\Users\LeBeth\Documents\Advanced Options Complete.pptx

Document Inspector

Review the inspection results.

Comments and Annotations
The following items were found:
* Comments

Document Properties and Personal Information
The following document information was found:
* Document properties
* Author
* Picture crop information
* Media trim information

Custom XML Data
No custom XML data was found.

Invisible On-Slide Content
No invisible objects found.

Presentation Notes
No presentation notes were found.

Remove All

3.28MB
13
0
PowerPoint Presentation
Add a tag
Add a category
Today, 11:52 AM
11/06/2011 9:02 AM
Never
eBeth
Add an author

Document Inspector

Review the inspection results.

Comments and Annotations
The following items were found:
* Comments

Document Properties and Personal Information
The following document information was found:
* Document properties
* Author
* Picture crop information
* Media trim information

Remove All

Remove All

3

Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.4. Protect presentations: Check for Issues



Check Compatibility

Not everyone has the latest version of Microsoft PowerPoint. When you run the Compatibility Checker, you can look for features that are not supported in earlier versions of Microsoft PowerPoint.

4. Try it: Check Compatibility

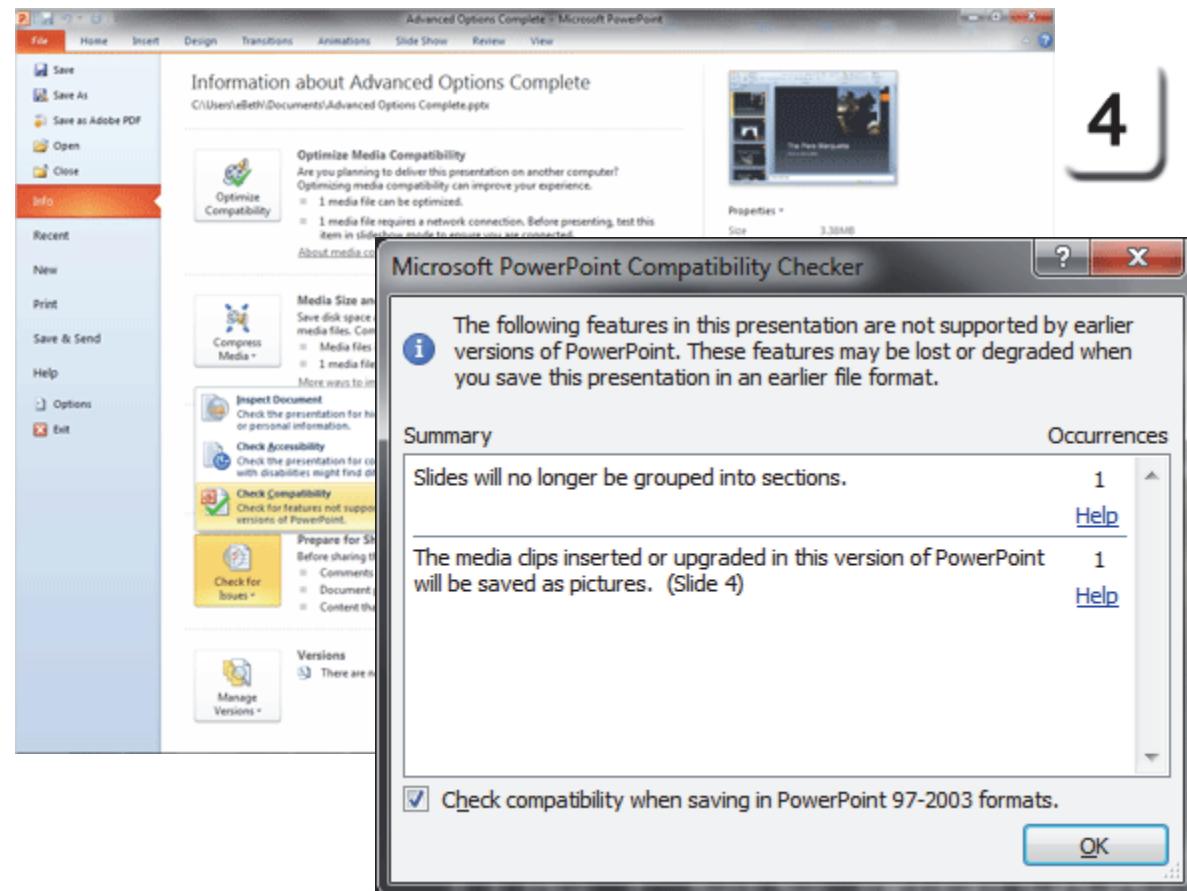
Go to File ->Info->Check for Issues.
Select Check Compatibility.

What Do You See? The presentation in this example has sections which is a new feature in PowerPoint 2010.

If you chose to save the presentation in the PowerPoint 97-2003 formats, the sections would be lost, although all of the slides would still be there. The embedded media clips would be saved as pictures in the old 97-2003 file format.

Keep going...

File ->Info->Check for Issues->Check Compatibility



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Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.4. Protect presentations: Check for Issues



Optimize Compatibility

If you are going to deliver this presentation on another computer, you can **Optimize Compatibility** in the Backstage as well. This process will review your presentation for media and other issues. The example on this page shows that there is one video that is linked

If you have linked videos, you will be prompted to embed the videos. The Optimizer will show a progress bar as it adds (embeds) the video to your presentation.

If the videos were added to a presentation that was created in PowerPoint 2007 or earlier, this option will upgrade the media player.

5. Try it: Optimize Compatibility

Go to File ->Info->Optimize Compatibility.

What Do You See? There is 1 media file that is linked to the Internet and requires a network connection. The Media Optimizer reminds you that you need to test the network before you begin your slideshow.

File ->Info->Optimize Compatibility

The screenshot shows the Microsoft PowerPoint ribbon with the 'File' tab selected. In the backstage view, under the 'Info' section, a callout bubble labeled 'Optimize Compatibility' points to a progress dialog box titled 'Optimize Media Compatibility'. The dialog box displays a table with one row: 'Slide Name Status' (Slide 4, Polar Express Ossosso, MI.mp4, Processing... 42%). Below the table, a message says 'Optimization in progress. Processing 'Polar Express Ossosso, MI.mp4...''. To the right of the backstage view, a 'Properties' sidebar shows details for the presentation: Size 3.38MB, Slides 13, Hidden slides 0, Title Advanced Options Complete - Microsoft PowerPoint. A large number '5' is visible in the top right corner of the slide area.

Optimize
Compatibility

Optimize Media Compatibility

Are you planning to deliver this presentation on another computer?
Optimizing media compatibility can improve your experience.

- 1 media file can be optimized.
- 1 media file requires a network connection. Before presenting, test this item in slideshow mode to ensure you are connected.

Exam 77-883: Microsoft PowerPoint 2010

7. Preparing Presentations for Delivery

7.4. Protect presentations: Optimize Compatibility



Protect a Presentation

By default, there is no security on a Microsoft Office document: anyone can edit everything.

As you prepare your presentation for delivery or broadcast, you may want to consider marking it Final, adding a password or restricting who can edit your work.

6. Try it: Protect Presentation

The sample presentation is still open. Go to **File ->Info-> Permissions**. Click on **Protect Presentation**.

What Do You See? There are four options for protecting your document:
Mark as Final
Encrypt with Password
Restrict Permission by People
Add a Digital Signature

Let's look at the options...

File ->Info-> Permissions

The screenshot shows the Microsoft PowerPoint 2010 ribbon with the 'File' tab selected. In the 'File' menu, the 'Info' option is highlighted. On the right side of the screen, the 'Information about Advanced Options Complete' pane is open, showing details about the presentation file. Below this, the 'Permissions' dialog box is displayed, listing four protection options:

- Mark as Final**: Lets readers know the presentation is final and makes it read-only.
- Encrypt with Password**: Requires a password to open the presentation.
- Restrict Permission by People**: Grants people access while removing their ability to edit, copy, or print.
- Add a Digital Signature**: Ensures the integrity of the presentation by adding an invisible digital signature.

Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.4. Protect presentations

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Encrypt with a Password

You can encrypt a presentation with password. A strong password includes numbers and letters. It should NOT include your last name.

7. Try it: Encrypt with Password

Go to **File ->Info-> Protect Presentation.**

Click on: **Encrypt with Password.**

Type: password

Click **OK**.

Confirm the Password. Type: password

Click **OK**.

Try This, Too: Test the Password.

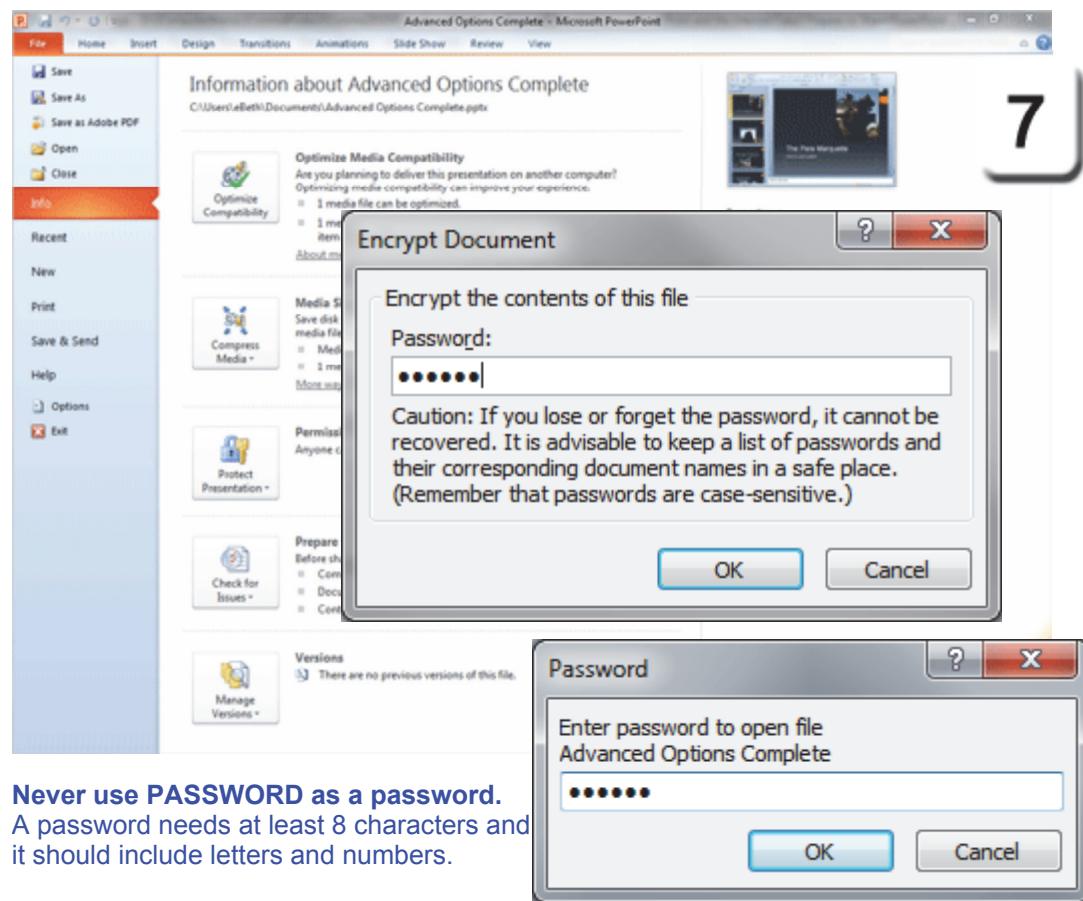
Save the presentation.

Close and **Open** the presentation.

When you open a presentation that is password protected, you will be required to enter the password. Keep going.

Memo to Self The screen reminds you to keep a list of your passwords: write it down! There is no UNDO for passwords, neither is there a secret password recovery program. This is real security.

File ->Info-> Protect Presentation->Encrypt with Password



Exam 77-883: Microsoft PowerPoint 2010

7. Preparing Presentations for Delivery

7.4. Protect presentations: Encrypt with a Password



Change the Password

Say your password was shared far too many times. How do you change the password?

Try This, Too: Change the Password

The sample presentation is open.

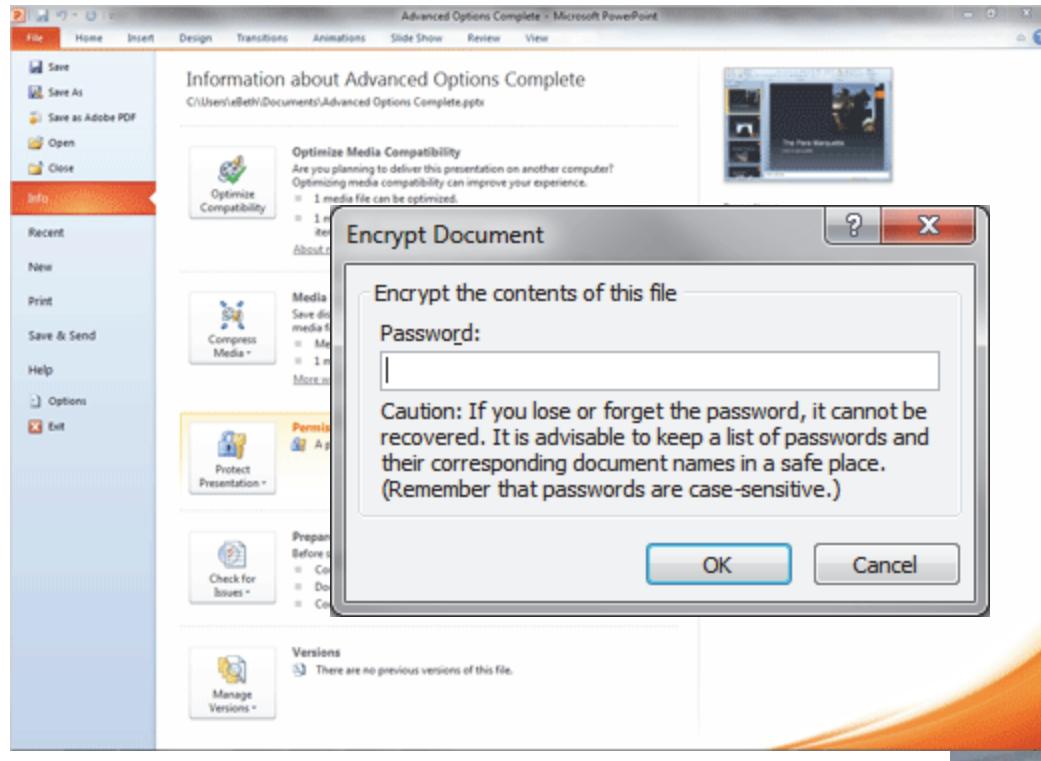
Go to **File ->Info-> Protect Presentation.**
Click on: **Encrypt with Password.**

What Do You See? You will be prompted to enter a new password.

Memo to Self: If you wish to remove a password, simply delete the old one
(shown as bullets for security reasons.)

The Computer Mama Sez: I was looking alllll over for some "Remove Password" button. I couldn't believe it was as simple as deleting the password that was typed.

File ->Info-> Protect Presentation->Encrypt with Password



Exam 77-883: Microsoft PowerPoint 2010

7. Preparing Presentations for Delivery

7.4. Protect presentations: Encrypt with a Password



Attach a Digital Signature

A Digital Signature is another method of authenticating that the information in this presentation is secure. The purpose of the Digital Signature is to validate the integrity of your file.

8. Consider It: Use a Digital Signature

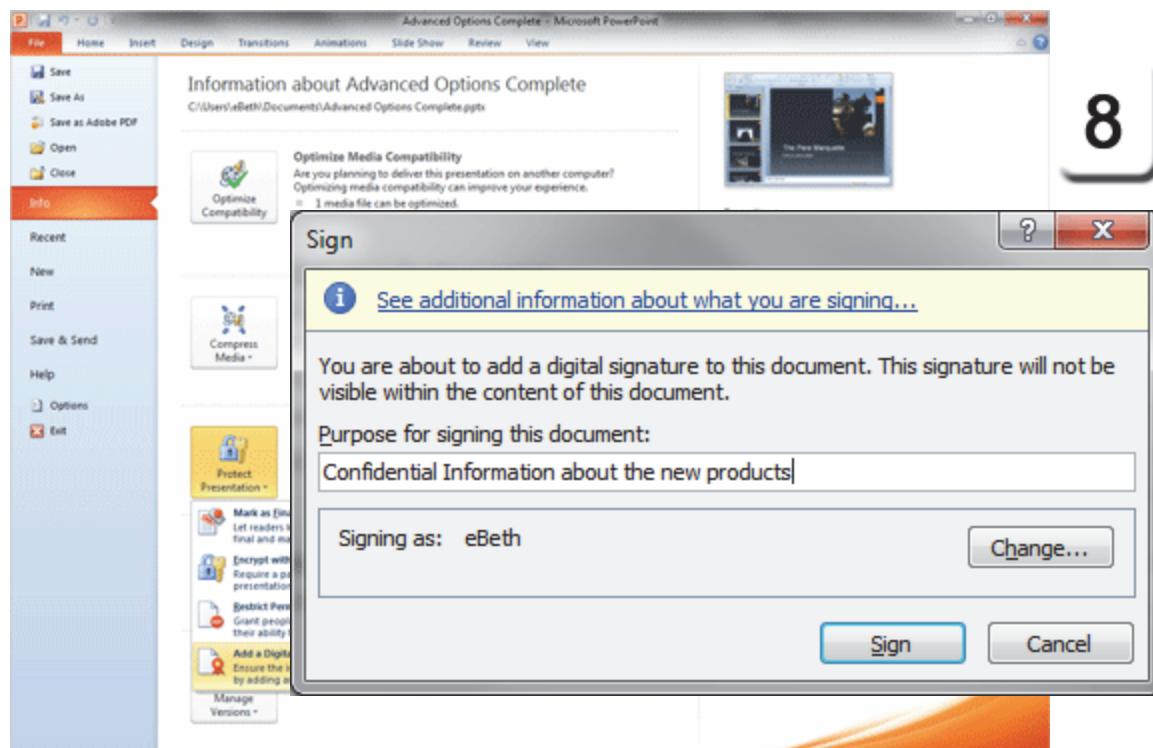
Here are the steps to sign a document. You do not have to practice these steps.

The sample presentation is open, still. Go to **File ->Info-> Protect Presentation**. Click on: **Add a Digital Signature**.

What Do You See? When you **Sign a** document, you will be asked to state the purpose for the signing. The sign indicates who is signing (eBeth in this example) but you can **Change** the signer if you wish.

Click **CANCEL** and turn the page...

File ->Info-> Protect Presentation-> Add a Digital Signature



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Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.4. Protect presentations: Attach a Digital Signature



Restrict Users

9. Consider It: Restrict Users

By default, PowerPoint presentations have **Unrestricted Access**. However, some documentation is very sensitive and can only be opened by authorized users.

You can **Restrict Permission by People** with a Digital Rights Management Server. This process relies on a server to authenticate trusted users.

Here are the steps:

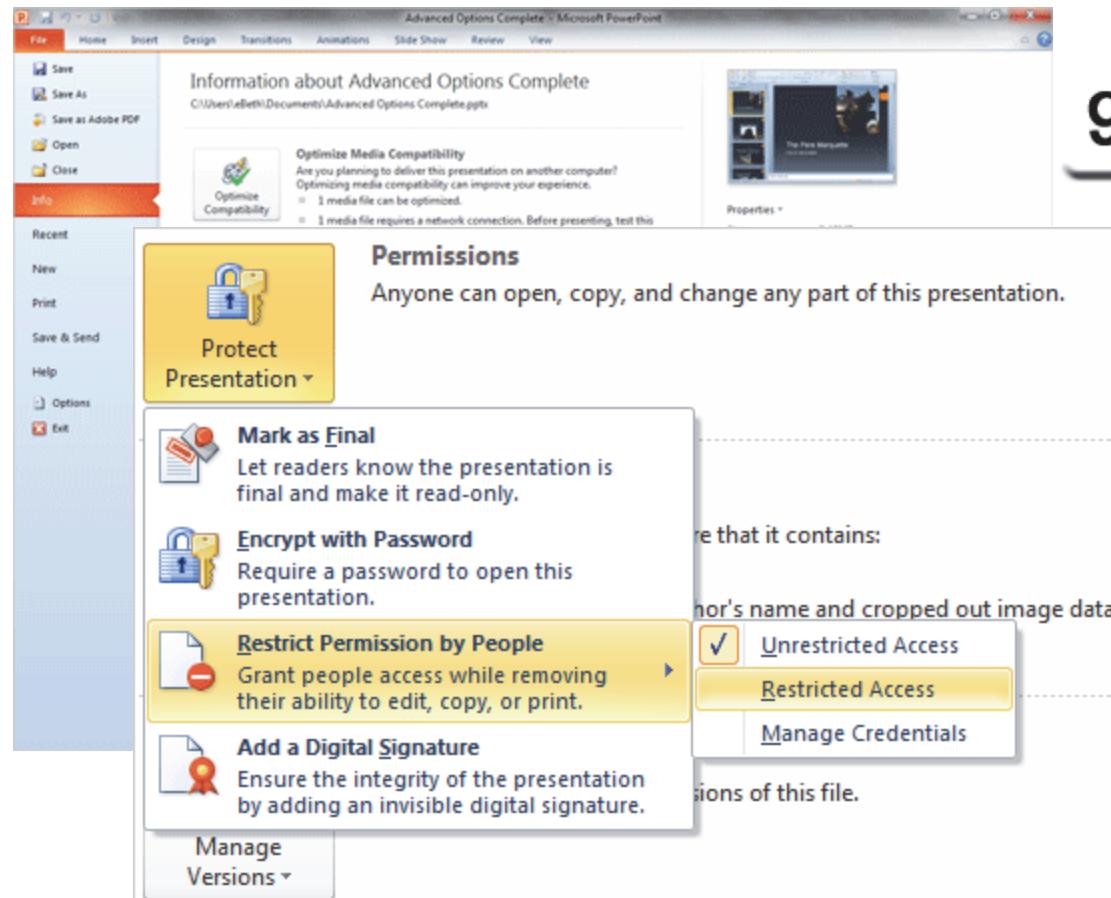
Go to **File ->Info-> Protect Presentation**.

Go to **Restrict Permission by People**.

Click on: **Restricted Access**.

Keep going...

File ->Info-> Protect Presentation->**Restrict Permission by People**



Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.4. Protect presentations: Restrict Users

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Windows Rights Management

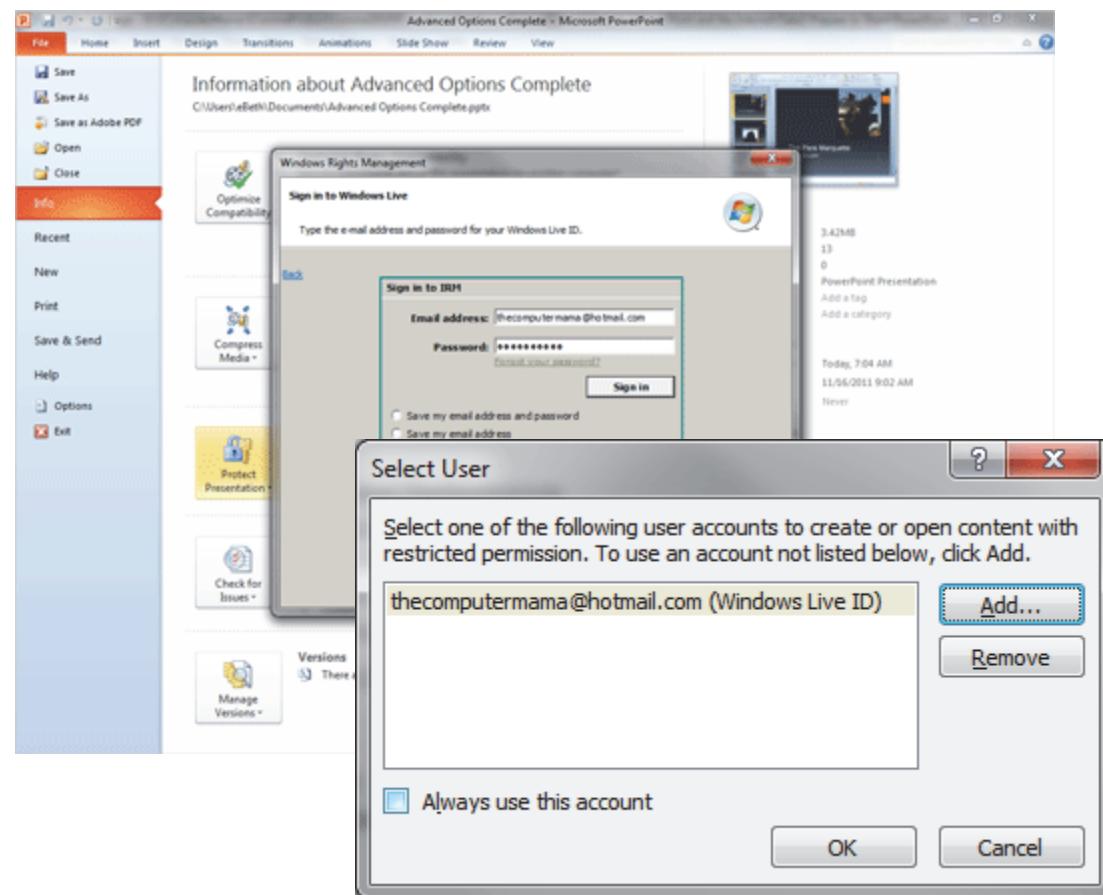
You can choose a corporate rights server or a Windows Rights Management Server to manage your trusted users. If you choose the Windows Rights Management Server, you will be prompted through a series of screens to enable the service. As of the writing of this book, there is no cost to try this option.

The Windows Rights Manager can use a Windows Live ID such a Hotmail, MSN mail or XBox email address and password.

After you log into the Rights Manager, you can **Add** or **Remove** Users who have permission to open this presentation.

OK. Those are the protection options.

File ->Info-> Protect Presentation->Restrict Permission by People



Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.4. Protect presentations: Restrict Users



Mark as Final!

Everyone had their say. The comments, corrections and permissions have been decided. It is done. Mark it as Final!

1. Try it: Mark as Final

Go to **File ->Info-> Protect Presentation.**
Click on **Mark as Final**.

What Do You See? When you mark a presentation as Final it will be saved as Read Only. The Permissions will be updated in the Backstage as well.

Alllllmost finished with this, too...!

File ->Info-> Protect Presentation->Mark as Final

Protect Presentation

Permissions
Anyone can open, copy, and change any part of this presentation.

Mark as Final
Let readers know the presentation is final and make it read-only.

Encrypt with Password
Require a password to open this presentation.

Restrict Permission by People
Grant people access while removing their ability to edit, copy, or print.

Add a Digital Signature
Ensure the integrity of the presentation by adding an invisible digital signature.

Permissions
This presentation has been marked as final to discourage editing.



Final Final Final

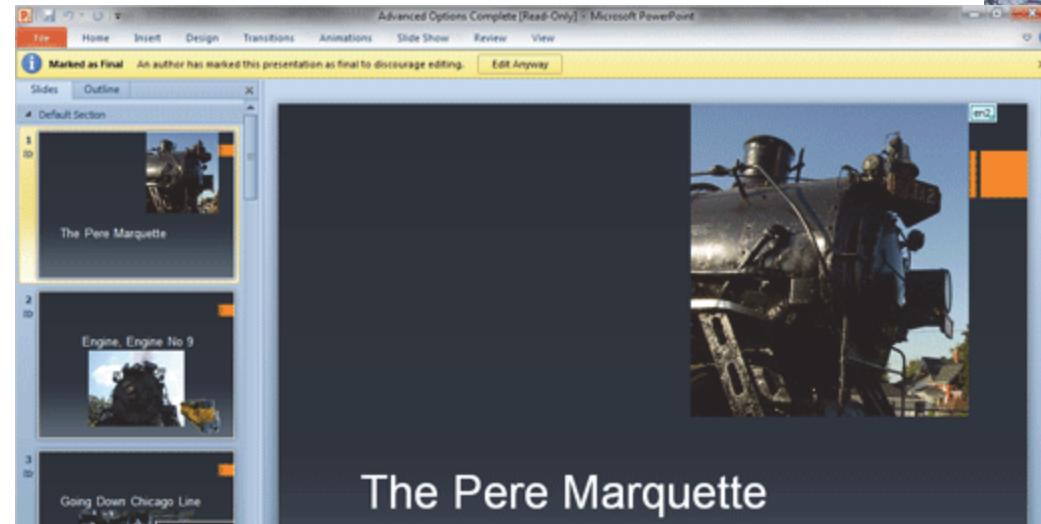
2. What Else Do You See? When a user opens your presentation, they should see a security banner that says: Marked as Final.

At the top of the window, this presentation is marked **Read Only**. A user can choose to **Edit Anyway**, but they will have to save the presentation with a new name.

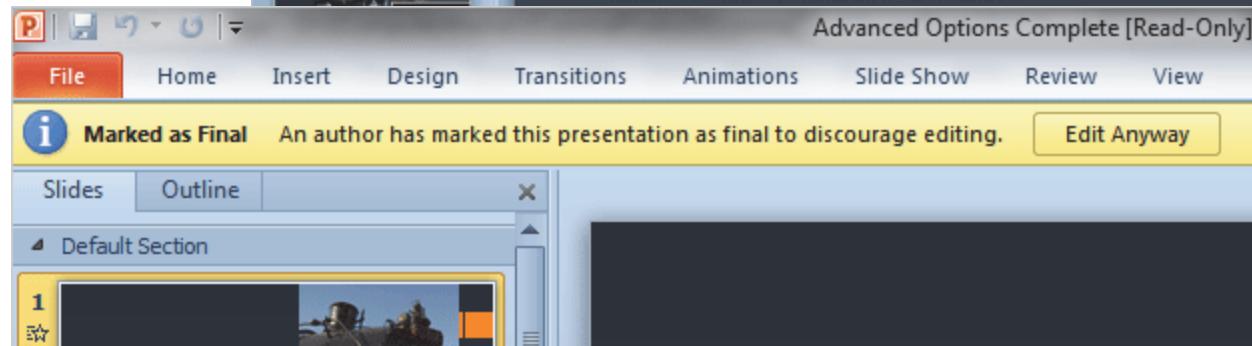
If a document has been edited, it will no longer be Marked as Final.

Done and done.

File ->Info-> Protect Presentation->Mark as Final



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Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.4. Protect presentations: Mark as Final



Summary

This lesson focused on the Review Ribbon: Proofing, Language, Comments and Compare.

We also looked at the options to protect a presentation with a password and mark it as Final.

Well, you done good.
You get the cookie.

OK, OK...Take Two!



Robert Frost
1923

The screenshot shows a Microsoft PowerPoint window with the title "Advanced Options Complete - Microsoft PowerPoint". The ribbon is visible at the top, with the "Review" tab selected. The "Review" tab has several groups: Proofing (Spelling, Research, Thesaurus, Translate, Language), Language (Show Markup, New Comment, Edit Comment, Delete Comment, Previous, Next), and Comments (New, Edit, Delete, Previous, Next). A slide titled "Stopping By Woods on a Snowy Evening" by Robert Frost (published in 1923) is displayed. A comment bubble from "eBeth" is visible, asking if the date is correct. Another comment from "CD1_d" provides information about the poem's publication. The background of the slide shows a snowy landscape with tracks in the snow.



Practice Activities

Lesson 7: Prepare to Share

Before You Begin: Start Microsoft PowerPoint 2010.

Try This: Do the following steps

1. Open the sample presentation New Product Line AFTER.
2. Use the spell check tool and correct the errors.
3. Use the Thesaurus tool and find a replacement word for Baby on slide 2
4. Delete the comment on slide 1. Add the current date to the slide.
5. Add your own comment to slide 3. In the comment, add the text, Available in green, red, and white.
6. Use the Compare document command. Select the sample presentation New Product Line Before.
7. On Slide 2, accept the following changes: Added Baby Shirt. Reject the change Added Tank Top.
8. On slide 3, accept all the changes to the slide.
9. On slide 4, accept all the changes to the slide.
10. Save the document as Advanced PowerPoint Practice 6.
11. Use the Document Inspector Tool. Removal all Comments and Annotation. Keep the remaining items.
12. Mark the Document as Final.
13. Save the Document.





Test Yourself

1. What are the three Proofing Tools?

- a. Spelling
- b. Research
- c. Thesaurus
- d. Dictionary
- e. Translate

Tip: Advanced PowerPoint, page 213

2. In the Research Pane, what is the default search engine?

- a. Google
- b. Yahoo
- c. AOL
- d. Bing

Tip: Advanced PowerPoint, page 214

3. Only one person can add comments to a PowerPoint presentation.

- a. True
- b. False

Tip: Advanced PowerPoint, page 220

4. What does the Document Inspector check for? (Give all correct answers.)

- a. Comments and Annotations
- b. Personal Information
- c. Invisible On-Slide Content
- d. Off-Slide Content
- e. Presentation Notes

Tip: Advanced PowerPoint, page 226

5. Which option reviews features not supported by earlier versions of PowerPoint.

- a. Document Inspector
- b. Compatibility Checker
- c. Version Review
- d. Issue Checker

Tip: Advanced PowerPoint, page 228

6. Which is true about PowerPoint passwords? (Give all correct answers.)

- a. Can be added to a presentation to protect it
- b. Microsoft can reset your password if you forget it
- c. Should include both numbers and letters

Tip: Advanced PowerPoint, page 231

7. Restricting Users requires a Digital Rights Management Server.

- a. True
- b. False

Tip: Advanced PowerPoint, page 234

8. Which is true about a presentation Marked as Final? (Give all correct answers.)

- a. Includes a banner at the top of the presentation to discourage editing
- b. Includes the option to edit anyway
- c. Document is set to 'Read Only.'

Tip: Advanced PowerPoint, page 237

9. Any translation should be reviewed for accuracy.

- a. True
- b. False

Tip: Advanced PowerPoint, page 217

10. Which of the following are options to protect a presentation?

(Give all correct answers.)

- a. Mark as Final
- b. Encrypt with a Password
- c. Restrict Permission by People
- d. Add a Digital Signature

Tip: Advanced PowerPoint, page 230



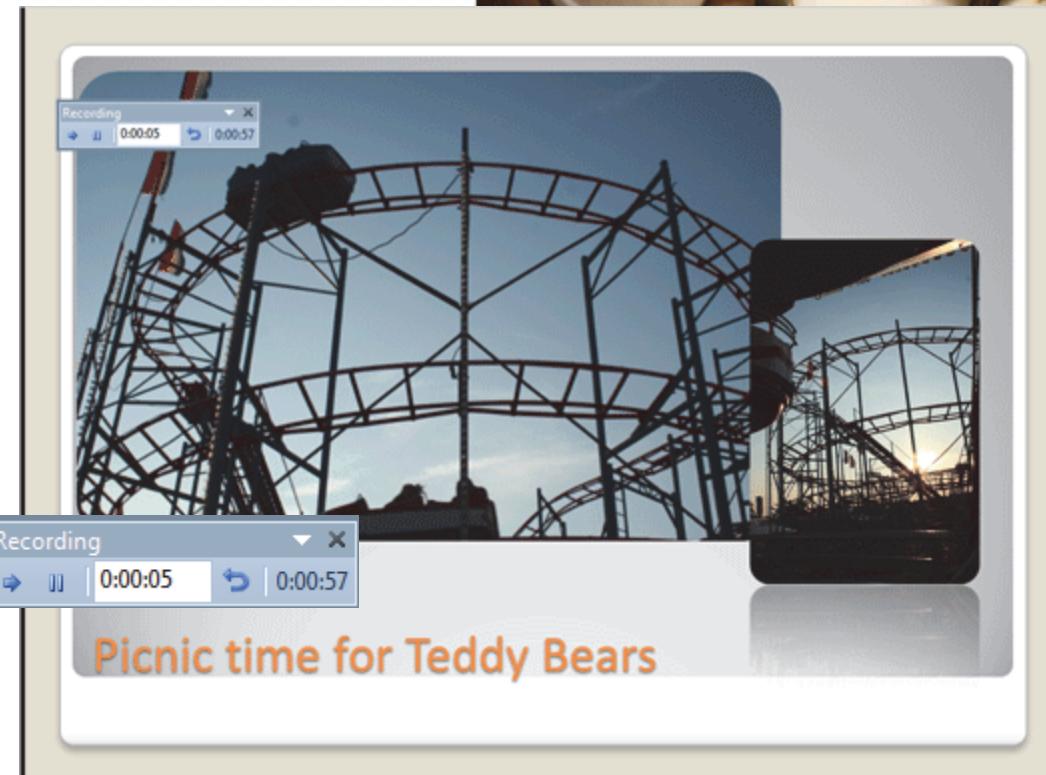


PowerPoint 2010: Sharing and Collaboration Live! Online and in Print

Advanced PowerPoint Objectives

In this lesson, you will learn how to:

1. Create Handouts, Outlines, Speaker Notes and adjust the Print Settings in the Backstage View
2. Save a presentation in different file formats, including an OpenDocument Presentation (odp)
3. Save a presentation as an Adobe Acrobat PDF file or a Microsoft XPS file
4. Save a presentation as a show (ppsx), a picture presentation or a picture file (jpeg)
5. Package a presentation for CD delivery
6. Save & Send a presentation by Email
7. Save or Publish a presentation online



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Lesson 8: Online and In Print

1. Readings

Read Lesson 8 in the Advanced PowerPoint guide, page 241-285.

Project

A new presentation to practice the print settings and review Save & Send options.

Downloads

[The Teddy Bear's Picnic.docx](#)
[The Teddy Bear's Picnic.pptx](#)
[Henry Halls BBC Dance Orchestra -
Teddy Bears Picnic 1932.mp4](#)
[Teddy1.gif](#), [Teddy2.gif](#), [Teddy3.gif](#),
[Teddy4.gif](#), [Michigan-Balloonfest-8.gif](#),
[Ways to Save Money Outline.docx](#)

2. Practice

Do the Practice Activity on page 286.

3. Assessment

Review the Test questions on page 287.

Notes Master Ribbon



Menu Maps

From the **Notes Master Ribbon**.

1. [Notes Master ->Placeholders](#),
page 253



More Menu Maps

From the **Backstage**

1. [File ->Print](#), page 254
2. [File ->Print-> Settings](#), page 255
3. [File ->Print-> Settings-> Handouts](#), page 256
4. [File ->Save and Send-> Create Handouts](#), page 257
5. [File ->Save and Send->Create Adobe PDF](#), page 261
6. [File ->Save and Send->Create PDF/XPS](#), page 265
7. [File ->Save and Send->Change File Type](#), page 266
8. [Change File Type->OpenDocument Presentation](#), page 267
9. [Change File Type->PowerPoint Show](#), page 268
10. [Change File Type->PowerPoint Picture Presentation](#), page 269
11. [Change File Type->JPEG File](#), page 270
12. [File ->Save and Send->Create a Video](#), page 271
13. [File ->Save and Send->Package Presentation for CD](#), page 273
14. [File ->Info-> Compress Media](#), page 276
15. [File ->Save and Send->Send Using E-mail](#), page 277
16. [File ->Save and Send->Save to Web](#), page 278
17. [File ->Save and Send->Broadcast Slide Show](#), page 280
18. [File ->Options->Quick Access Toolbar](#), page 283

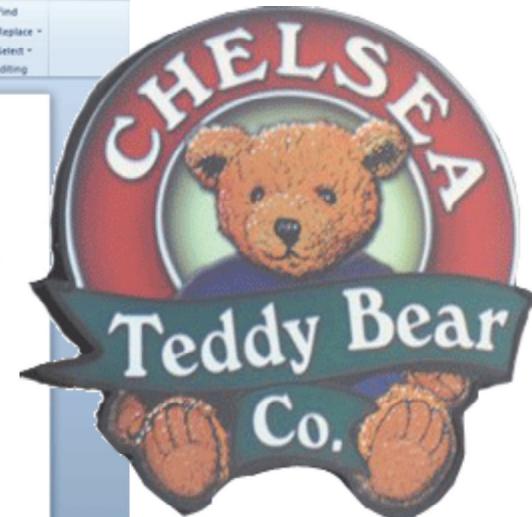


Going Live!

So, we explored each of the creative Ribbons in PowerPoint and used the options to create wonderful presentations. The last lesson is all about sharing PowerPoint: in print and online. The print options will include handouts and speaker notes. We'll also learn how to save and send PowerPoint in many different file formats.

Start -> All Programs -> Microsoft Office -> Microsoft Office PowerPoint 2010

The screenshot shows a Microsoft PowerPoint 2010 window with a single slide titled "Presentation1 - Microsoft PowerPoint". The slide contains three text boxes: "Click to add title" at the top, "Click to add subtitle" below it, and "Click to add notes" at the bottom. The background of the slide features a photograph of several teddy bears in a jar, with one bear's face visible in the foreground. The PowerPoint ribbon at the top includes tabs for Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. The "Home" tab is selected. On the left side, there is a "Slides" pane showing a single slide thumbnail. The status bar at the bottom indicates "Slide 1 of 1" and "Office Theme".



*The Theme for these pages is the
Teddy Bear's Picnic. Many of the
bears were photographed at the
Chelsea Teddy Bear Co.*



Before You Begin

Before You Begin: Download the Samples
This lesson creates a presentation from an outline. The outline, The Teddy Bear's Picnic, is a Microsoft Word document.

Please download the sample outline in Word. You can save the teddy bear pictures to your Documents folder as well.

1. Try it: Add Slides from an Outline

PowerPoint is open: a new, blank slide show. Go to **Home ->Slides->New Slide**. Select: **Slides From Outline...**

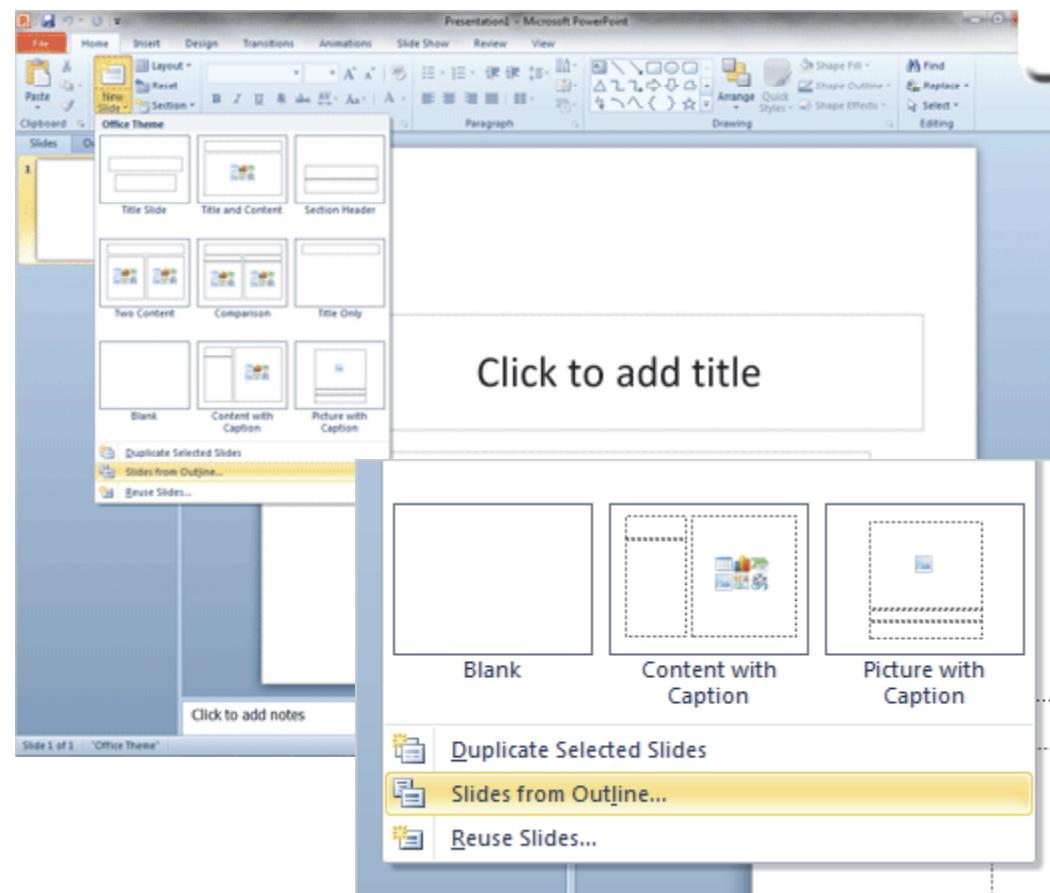
Browse to your Documents folder and select the [The Teddy Bear's Picnic.docx](#)

Keep going...

Memo to Self: You can use your own pictures if you wish. You do NOT have to match the images in this lesson. It is more important that you understand the options.

Home ->Slides->New Slide->Slides From Outline...

1



Exam 77-883: Microsoft PowerPoint 2010

2. Creating a Slide Presentation

2.3. Add and remove slides: New Slides from Outline



Slide Outline

2. Try it: Review the Slide Outline

There are two methods for navigating a presentation: Slides and Outline. Please select the Outline View.

What Do You See? There should be 21 slides that were created from the text outline in Word. The first slide in this presentation will probably be blank.

Try This, Too: Edit the Title Slide

Go to Slide 1.

Type the Title: The Teddy Bear's Picnic

Keep going...



Home ->Slides->New Slide->Slides From Outline...

2

The screenshot shows a Microsoft PowerPoint window with the title "Presentation1 - Microsoft PowerPoint". The ribbon tabs are Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. The "Outline" tab is selected in the ribbon. On the left, there is a navigation pane with "Slides" and "Outline" tabs. The "Outline" tab is selected. The main area displays the following outline:

Slide Number	Text Content
1	The Teddy Bear's Picnic
2	If you go down in the woods today you better not go alone
3	It's lovely down in the woods today but safer to stay at home
4	For every bear that ever there was will gather there for certain
5	Because today's the day the Teddy Bears have their picnic

The slide itself has a title "The Teddy Bear's Picnic" and a subtitle placeholder "Click to add subtitle".

Exam 77-883: Microsoft PowerPoint 2010

2. Creating a Slide Presentation

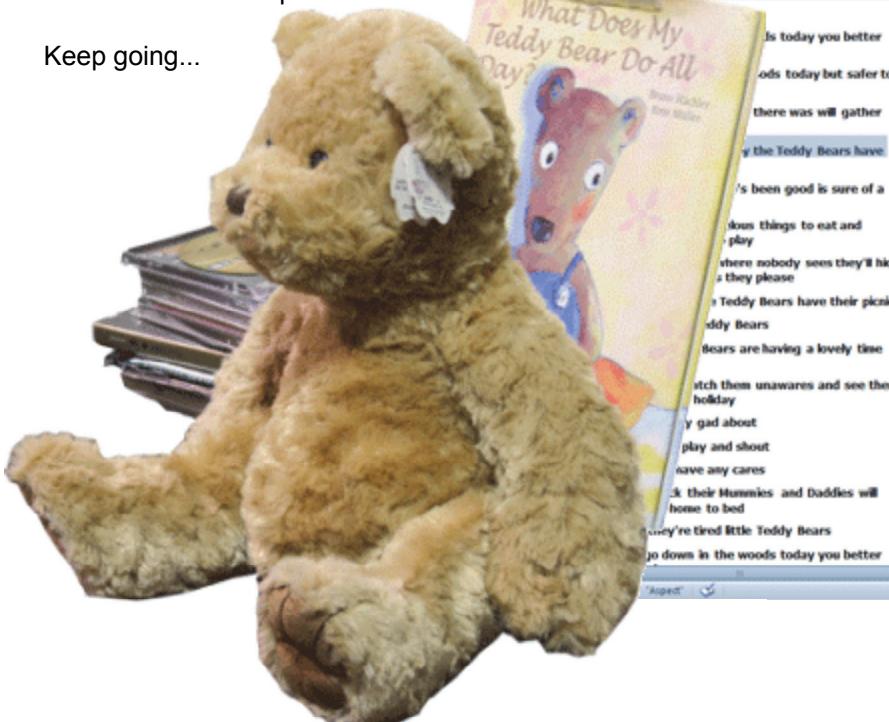
2.3. Add and remove slides: New Slides from Outline



Design: Theme

3. Try it: Apply a Theme
Go to Design ->Themes.
Select a **Theme: Aspect**

Keep going...



Design ->Themes



Because today's the day the Teddy Bears have their picnic

Click to add notes

Because today's the day have their picnic

3

Exam 77-883: Microsoft PowerPoint 2010
2. Creating a Slide Presentation
2.4. Format slides: Apply a Theme



Insert the Pictures

This is the Teddy Bear's Picnic. It's time to invite the guests. You can use the sample pictures or add your own if you wish. Your images do NOT have to match this page.

4. Try it: Insert Picture

Select Slide 1.

Go to **Insert ->Images->Picture**.

Browse to your Documents folder.

Double click to select a picture.

Please add a picture to each slide.

Try This, Too: Format the Pictures

Select the picture on any slide.

The **Picture Tools** should be available.

Go to **Picture Tools->Picture Styles**.

Please select a Style and edit the Effects.

Keep going...

Memo to Self: You can use the Format Painter on the Home Ribbon to copy your picture formatting to all of the images.

Insert ->Images->Picture



4

Exam 77-883: Microsoft PowerPoint 2010

3. Working with Graphical and Multimedia Elements

3.1. Manipulate graphical elements: Effects, Size, Style



Add the Slide Transitions

5. Try it: Add a Slide Transition

First, select all of the slides.

Go to **Home->Editing->Select All.**

Next, change the View.

Go to **View->Presentation Views->Slide Sorter.**

Now, add the Slide Transitions.

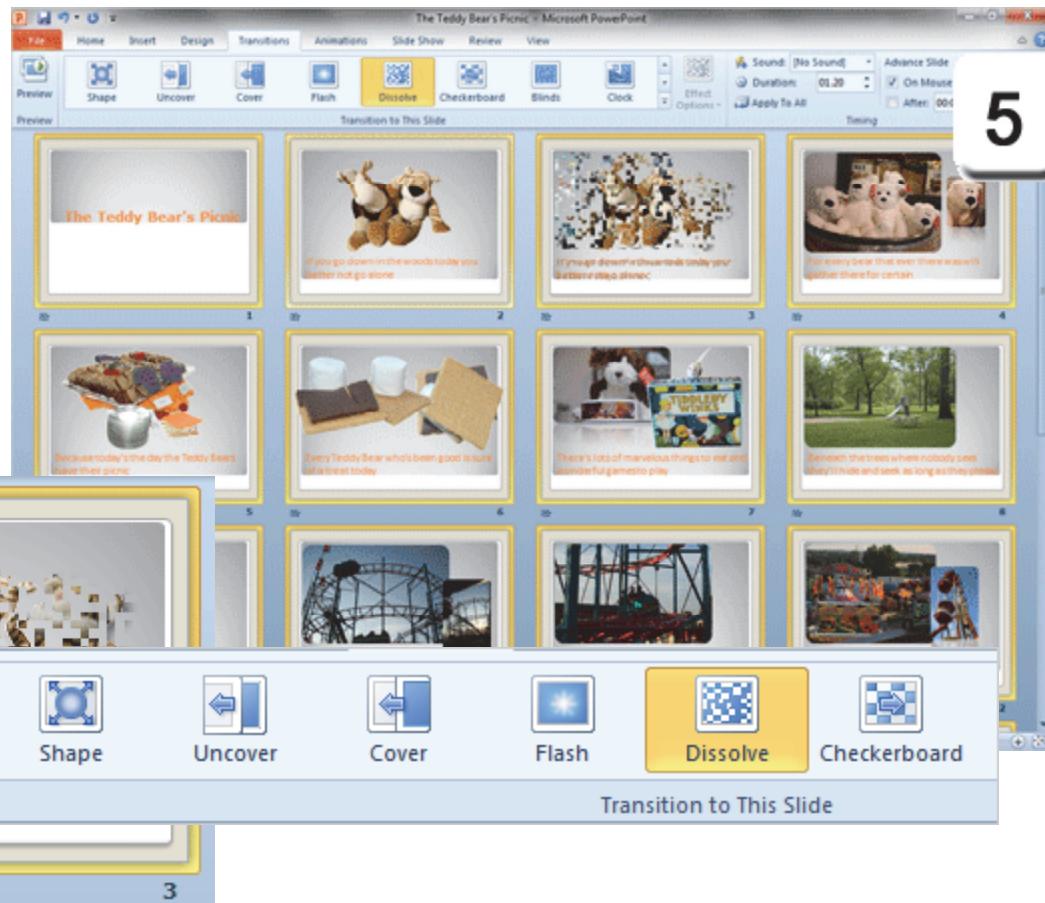
Go to **Transitions ->Transitions to This Slide.**

Select a Transition: **Dissolve.**

What Do You See? Each slide should have a star.

Keep going...

Transitions ->Transitions to This Slide



Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

5.4. Apply and modify transitions between slides



Add the Animations

A little animation goes a long, long way. However, it's so much fun. In the example shown on this page, the presentation is back in Normal View and a hot air balloon has been added to Slide 14. The balloon picture is selected.

6. Try it: Add an Animation

Go to **Animation ->Animation**.

Select an **Effect**: Fly In.

Go to **Animation ->Timing**

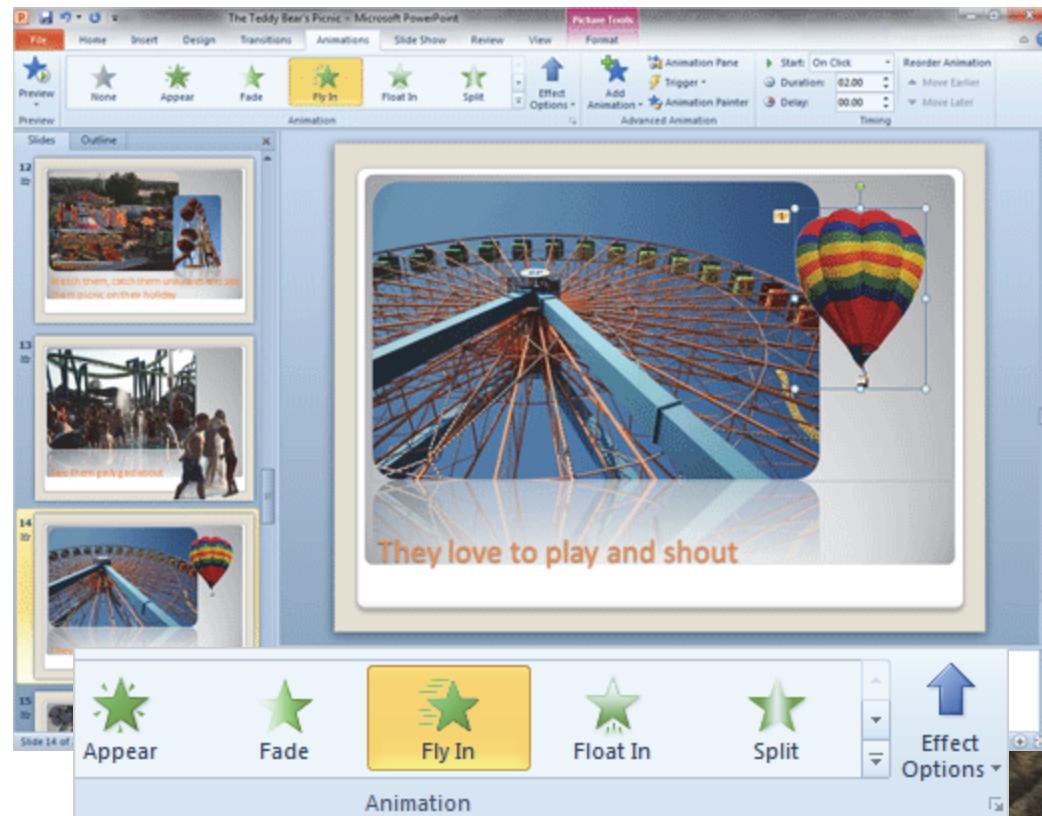
Edit the **Duration**: 2:00

Try This, Too: Preview the Animation

Go to **Animation ->Preview**.

What Do You See? The balloon should slowly fly to top of the slide when you click the mouse or keyboard.

Animation ->Animation



6



Exam 77-883: Microsoft PowerPoint 2010

5. Applying Transitions and Animations

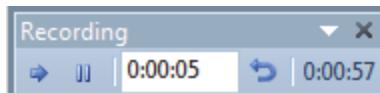
5.1. Apply built-in and custom animations.



Record the Timing

7. Try it: Record the Timing
- Slide 1 is selected.
- Go to **Slide Show ->Set Up**.
- Go to **Record Slide Show**.
- Click on: Start Recording from Beginning

What Do You See? Your presentation should open in Slide Show View. The little media player will record the time as you advance through your slides.



When you reach the end of your show, please keep your timings. Click: Yes.

Slide Show ->Set Up->Record Slide Show



7



Exam 77-883: Microsoft PowerPoint 2010

8. Delivering Presentations

8.4. Record presentations: Start Recording from the Beginning



Add the Speaker Notes

Speaker Notes can help the presenter remember the speech. The Notes can also be printed as a handout for the audience.

8. Try it: Add Speaker Notes

Go to View->Presentation View.
Click on Normal.

What Do You See? The Speaker Notes can be added in the Notes pane beneath the slide. In the example on this page, the first sentence from a webpage has been pasted here.

What Else Do You See? The Speaker Notes can include hyperlinks.

Memo to Self: Please cite your sources!
Otherwise, it comes real close to plagiarism, hmmmm?

View ->Presentation View->Normal



Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.3. Print presentations: Speaker Notes



View the Notes Page

The presenter can see the Notes during the show. These Notes can keep your speech on topic and accurate.

You can print the Notes as well. Here are some options you can choose.

9. Try it: View the Notes Page

In the screen shot on this page Slide 1, which has information entered in the Notes pane, is selected.

Go to **View ->Presentation View**. Click on **Notes Page**.

What Do You See? This a good preview of how the Notes Pages will print. The slide is shown on the top third of the page. The Notes are shown below.

You can edit the default layout if you wish. Please go to the next page...

View ->Presentation View->Notes Page



Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.3. Print presentations: Speaker Notes



View the Notes Master

Try it: View the Notes Master
Go to View->Presentation View.
Click on Notes Master.

What Do You See? When you open the Notes Master, you should see a new Ribbon: the **Notes Master Ribbon**.

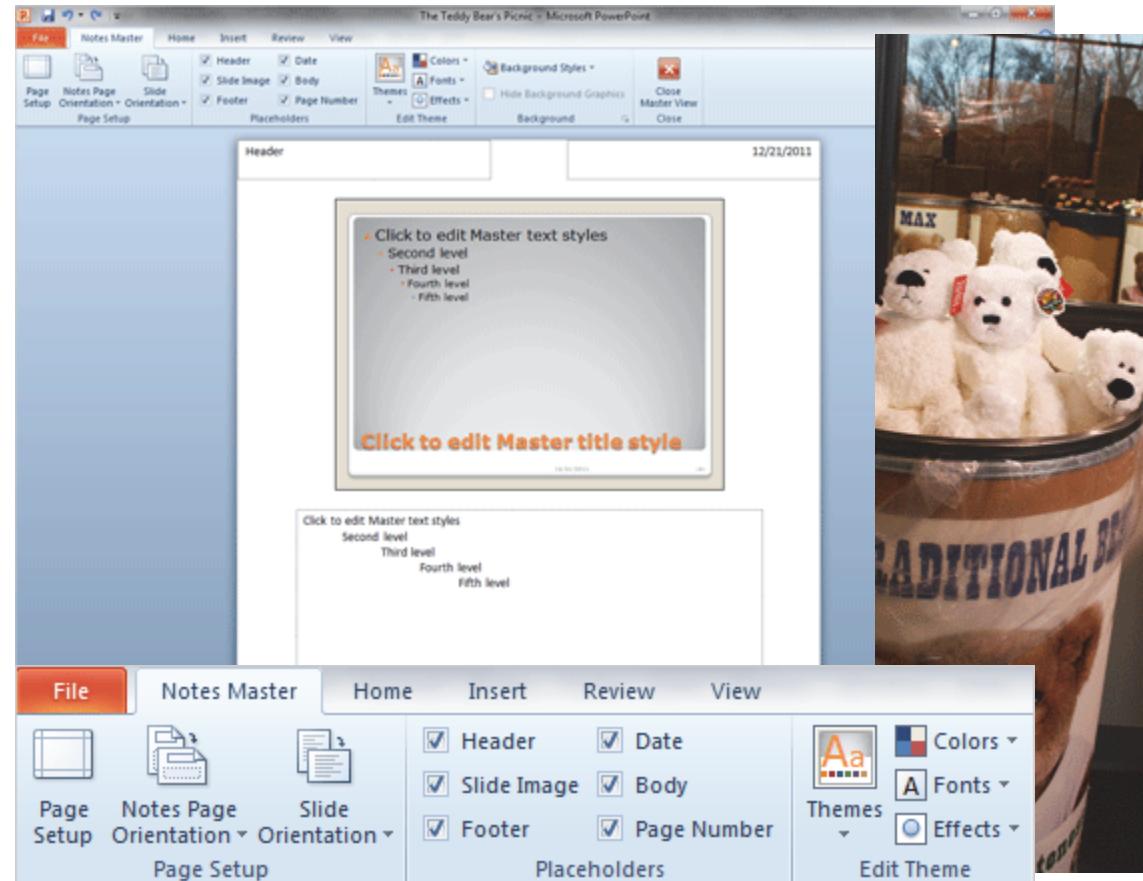
The **Notes Master Ribbon** has five Groups:
Page Setup
Placeholders
Edit Theme
Background
Close

Placeholders simplify the task of editing the template. You can apply a Theme as well.

So far, so good.

Please **Close** the Notes Master View and return to the Normal View.

Notes Master ->Placeholders



Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.3. Print presentations: Speaker Notes



File ->Print

The screenshot shows the Microsoft PowerPoint 2010 ribbon with the 'File' tab selected. The 'Print' dialog box is open, showing the following settings:

- Print:** Copies: 1
- Printer:** Canon Inkjet MP600 Printer
- Settings:**
 - Print All Slides (selected)
 - Print entire presentation
 - Slides:
 - Full Page Slides (selected)
 - Print 1 slide per page
 - Print One Sided
 - Only print on one side of the page
 - Collated: 1,2,3, 1,2,3, 1,2,3
 - Color
- Preview:** Shows a single slide titled "The Teddy Bear's Picnic".

Review the Print Options

You can print your presentation in several different formats, Speaker Notes, Handouts, Slides, or Pictures, depending on what you wish to give to your audience. Let's look at the options.

1. Try it: Print a Presentation

Go to File-> Print.

What Do You See? The default in the Print Settings is Print All Slides. The Slides are Full Page, one per page, in color.

Keep going...



Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.3. Print presentations: Adjust Print Settings



2

Print What?

2. Try it: Print the Notes Page

Go to File ->Print-> Settings.

Select a Print Layout: Notes Pages.

What Do You See? The Notes Pages will be displayed in the preview on the right.

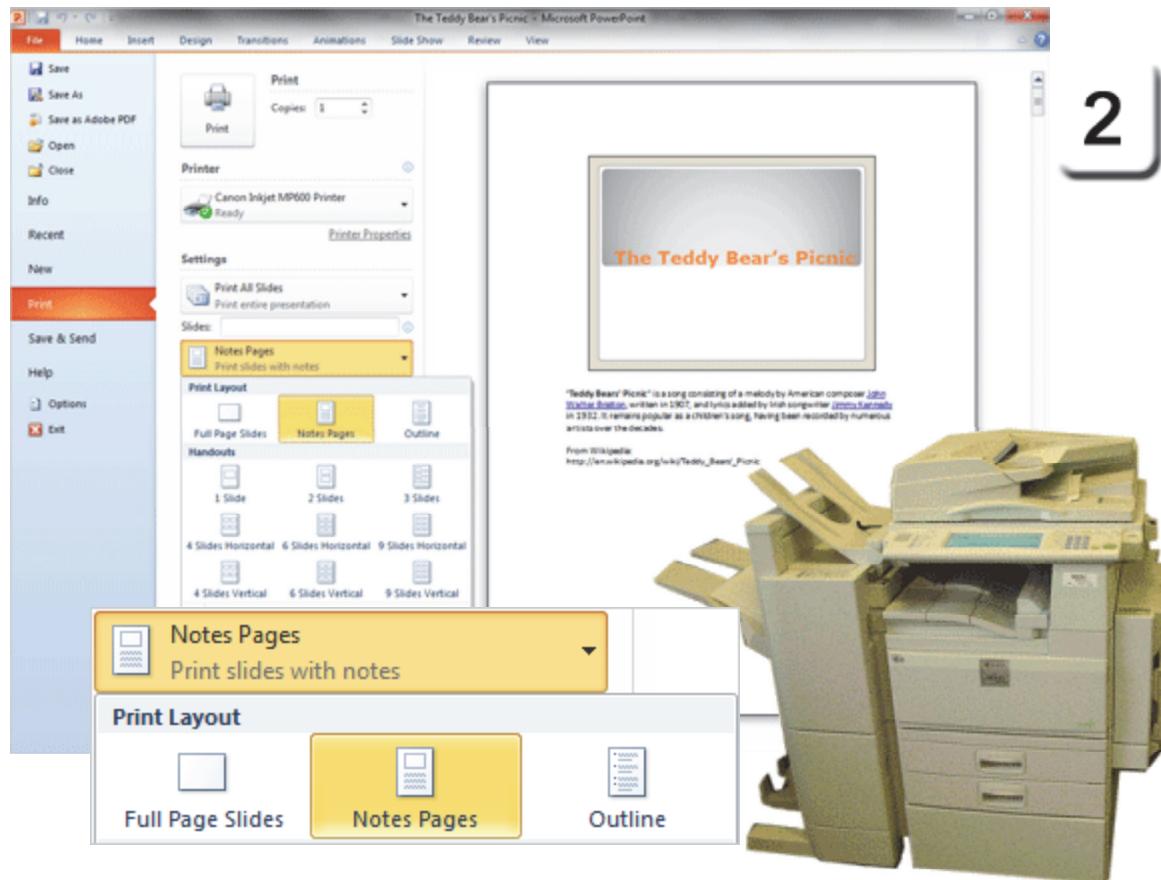
Try This, Too: Print the Outline

Go to File ->Print-> Settings.

Select a Print Layout: Outline

Keep going...

File ->Print-> Settings



Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.3. Print presentations: Adjust Print Settings



Create Handouts

Handouts are the iconic image of a PowerPoint presentation. There are several different layouts available, including the ubiquitous "3 Slides."

3. Try it: Create Handouts

Go to **File ->Print-> Settings**.
Select a **Handout: 3 Slides**.

Keep going...



File ->Print-> Settings

The screenshot shows the Microsoft PowerPoint application window with the 'File' tab selected. In the 'Print' section of the ribbon, the 'Handouts' layout is highlighted. A preview window on the right shows three slides arranged horizontally on a page, each with a title and some text. The 'Handouts' dropdown menu is open, showing various layout options: 1 Slide, 2 Slides, 3 Slides (which is selected and highlighted in yellow), 4 Slides Horizontal, 6 Slides Horizontal, 9 Slides Horizontal, 4 Slides Vertical, 6 Slides Vertical, 9 Slides Vertical, and a checked 'Frame Slides' option.

3

Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.3. Print presentations: Adjust Print Settings



Send to Microsoft Word

There is another way to create handouts that is very useful. This option can be found in **Save and Send**, not Print

1. Try it: Create Handouts

Go to **File ->Save and Send**.
Select **Create Handouts** from the list.
Click on **Create Handouts**.

Keep going...

The Computer Mama Sez: Create Handouts used to be called **Send to Word** in previous versions of Microsoft Office. As you go through the steps on the following pages, you will see labels that still say Send to Word.

It's an oldie but a goodie: everything works well.

File ->Save and Send-> Create Handouts

The screenshot shows the Microsoft PowerPoint ribbon with the 'File' tab selected. A context menu is open under 'Save & Send' with the 'Create Handouts' option highlighted. To the right of the menu, a callout box labeled 'Create Handouts in Microsoft Word' provides details about the feature. In the background, a large number '1' is overlaid on a photograph of a printer.

Create Handouts in Microsoft Word

Create handouts that can be edited and formatted in Word.

- Creates a Word document that contains the slides and notes from this presentation
- Use Word to layout, format, and add additional content to the handouts
- Automatically update slides in the handout when the presentation changes

Create Handouts

Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.2. Share presentations: Send to Microsoft Word



Send to Microsoft Word

2. Try it: Select the Page Layout

You will be prompted to select the **Page Layout** in Microsoft Word. The templates will format a table in Word and add images of the slides into the table. You can also select **Outline only**, if you wish.

Select: **Blank lines next to slides**.

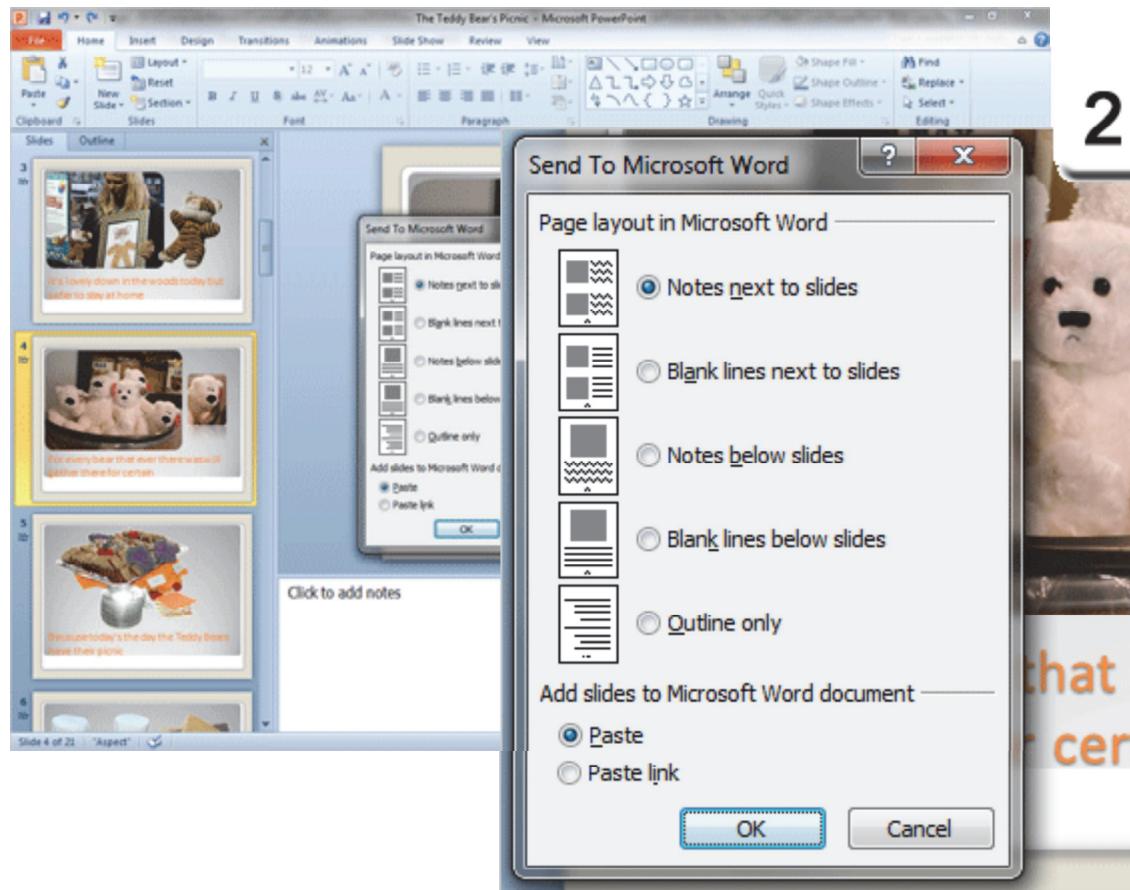
Click **OK**.

Please note: It may take a couple of minutes to create the handout in Word.

Memo to Self: When you **Add slides to a Microsoft Word document**, the default is to **Paste** the slides into the Page layout. You can also choose to **Paste Link** so the slides in Word automatically update when you change the PowerPoint presentation.

Way cool technology.

File ->Save and Send-> Create Handouts



Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.2. Share presentations: Send to Microsoft Word



Send to Word

What Do You See? There should be a new, well-designed Document in Microsoft Word. The document is formatted as a table. Each slide has been converted into an image.

3. Try it: Edit the Presentation in Word

Click on the Table in Document1. The Table Tools should be available.

Go to **Table Tools->Design->Table Styles**. Select a Table Style.

Do This, Too: Save the Handout

Go to **File->Save**.

Browse to your Documents folder.

Enter a file name: Picnic Handout.docx

Click **Save**.

Please return to Microsoft PowerPoint.

Document1 - Microsoft Word

The screenshot shows a Microsoft Word document titled "Document1 - Microsoft Word". A 2x2 table is inserted. The top-left cell contains the text "The Teddy Bear's Picnic.". The bottom-left cell contains an image of a teddy bear with the text "If you go down in the woods today you better not go alone". The "Table Tools" tab is selected in the ribbon. A large number "3" is overlaid in the top right corner of the slide.

Exam 77-883: Microsoft PowerPoint 2010

7. Preparing Presentations for Delivery

7.2. Share presentations: Send to Microsoft Word



Save and Send

The little lesson on creating handouts in Word introduced the **Save and Send** options.

Everyone wants to tell their stories so PowerPoint has many ways to share a presentation. The following pages will examine the **File Types** you can use to save a presentation. Then, we will look at how to share a show by email or online.

Try it: Find the Save and Send Menu

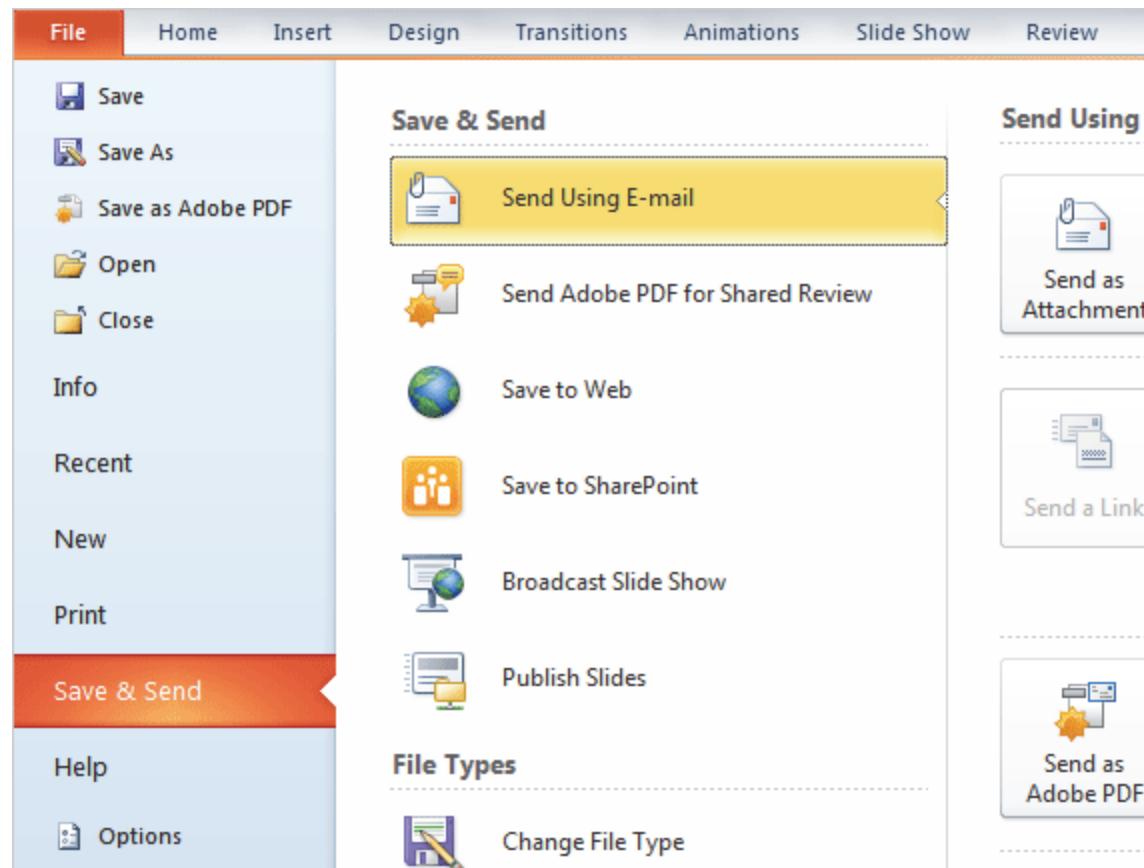
Go to **File ->Save and Send**.

What Do You See? There are two groups:

Save and Send
File Types

Keep going...

File ->Save and Send



Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.2. Share presentations: Save and Send



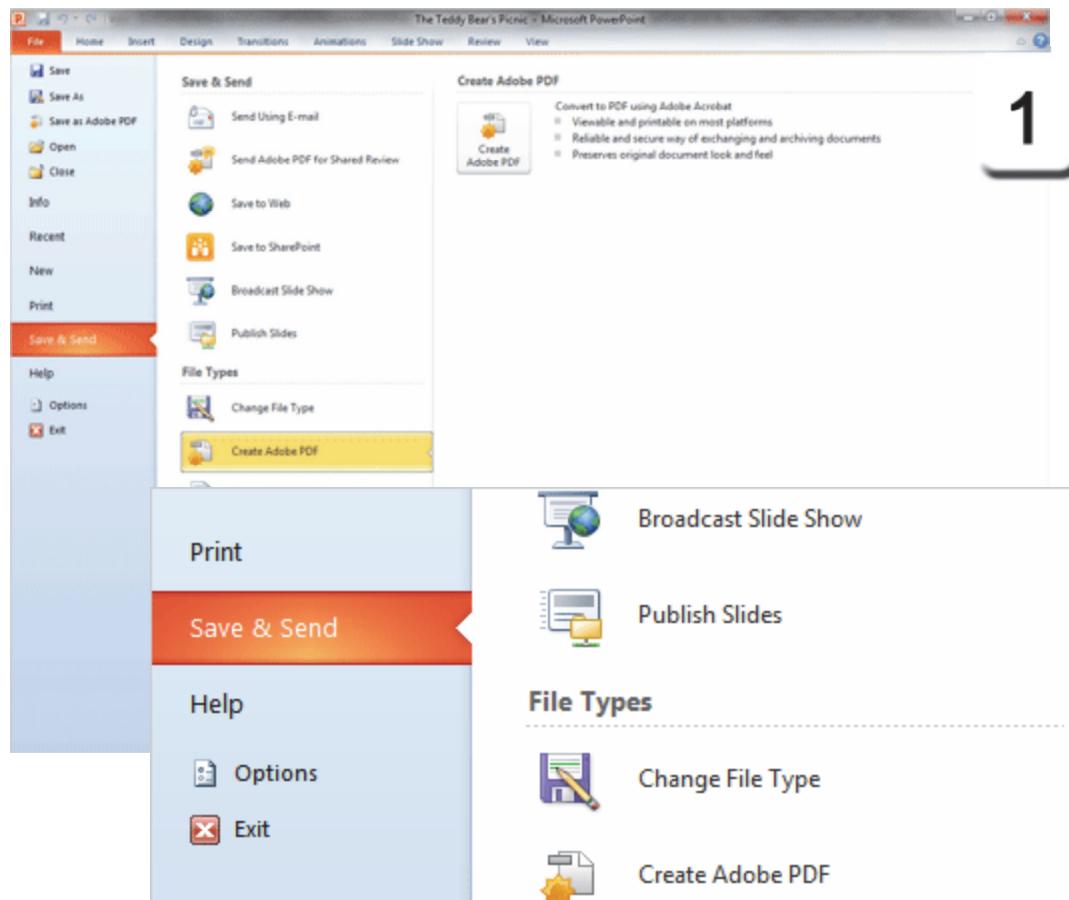
Save as an Adobe PDF File

PDF means Portable Document Format. Adobe created the **Adobe Acrobat PDF** format in 1993 when everyone had a different Word processor (and the Computer Mama was young and wispy). PDF files became one of the best ways to share information across systems.

An **Adobe PDF** is stripped of most editing options so it is an excellent format for files that have to be secure and unaltered. The PDF file format is also good creating for archives: PDF files created years ago can still be opened in Adobe Acrobat.

Memo to Self: All computers, Windows and Mac, should have the free Adobe Acrobat PDF reader. If your computer does not, please go to www.adobe.com and download the software.

File ->Save and Send->Create Adobe PDF



Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.1. Save presentations: Save As PDF



Create an Adobe PDF

A PowerPoint presentation can be saved as an Adobe PDF file as well.

2. Try it: Create Adobe PDF

Go to **File ->Save and Send**.
Click on: **Create Adobe PDF**.

What Do You See: You will be prompted to enter the following:

Save In: My Documents

File Name: The Teddy Bear's Picnic

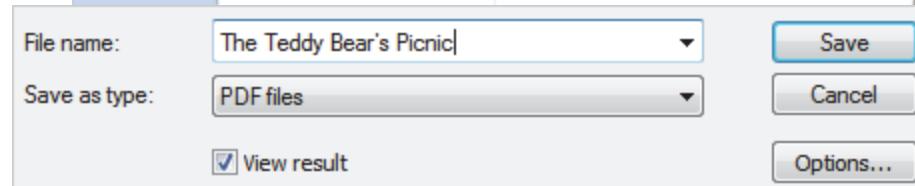
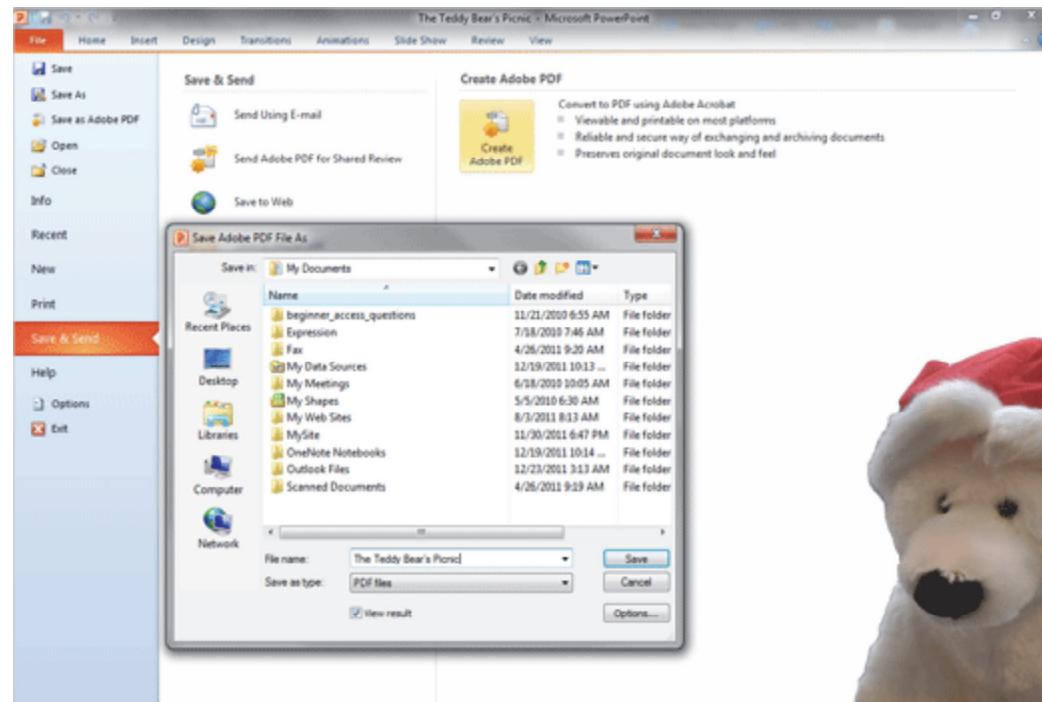
Save as type: PDF files.

You can check **View result** and see the completed PDF file if you wish.

What Else Do You See? There is an Options... button that you can use to edit the settings for the PDF file.

Click on **Options...**Keep going...

File ->Save and Send->Create Adobe PDF



Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.1. Save presentations: Save As PDF



Adobe PDF Options

When you click on Options you should see the Acrobat PDFMaker.

3. Try it: Review the Acrobat PDFMaker

By default, the PDF Options include:

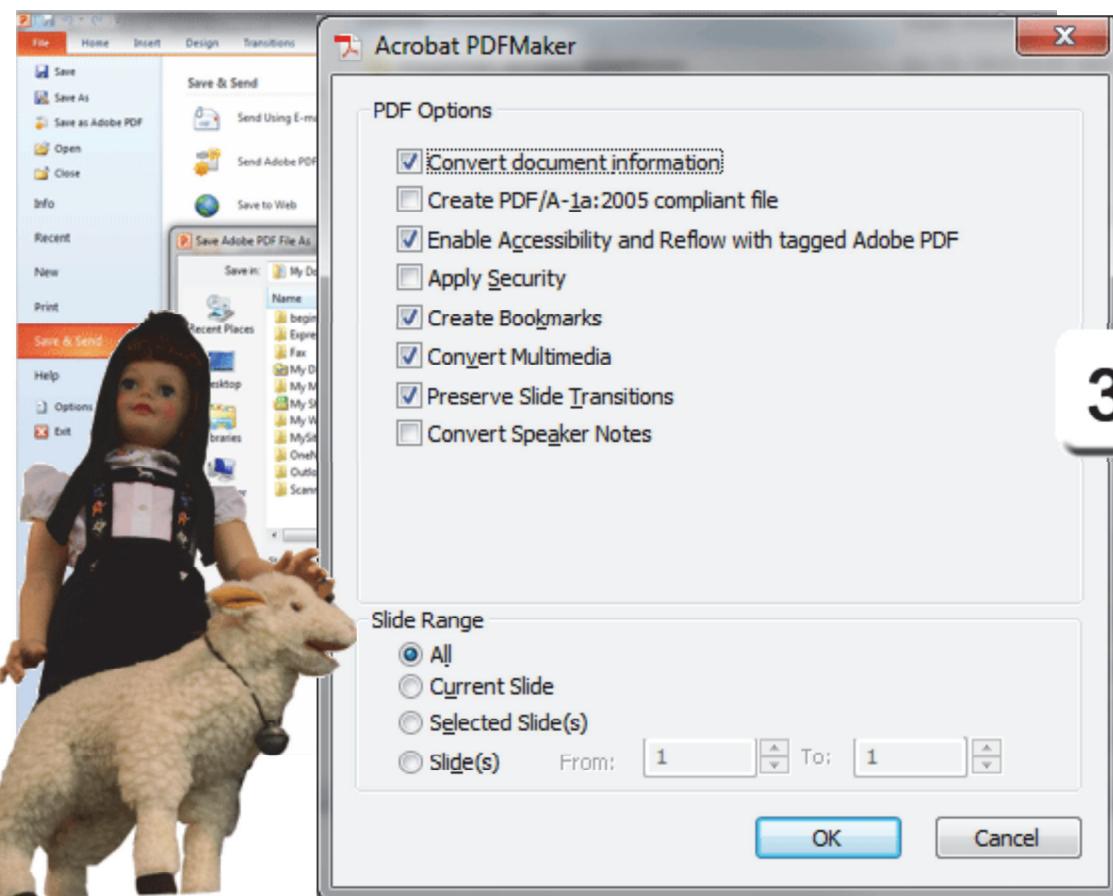
- Convert document information
- Enable Accessibility
- Create Bookmarks
- Convert Multimedia
- Preserve Slide Transitions

You can choose which slide(s) to include in this PDF: All, Current or some.

When you click **OK**, the PDFMaker will create the file. Keep going...

Memo to Self: Convert Speaker Notes is not selected by default. So, you may be prompted to convert them into text annotations when the PDF is created.

File ->Save and Send->Create Adobe PDF->Options



Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.1. Save presentations: Save As PDF



Hello, Adobe PDF

What Do You See? Your presentation should open in Adobe Acrobat as a PDF file. Each Slide is shown on its own page.

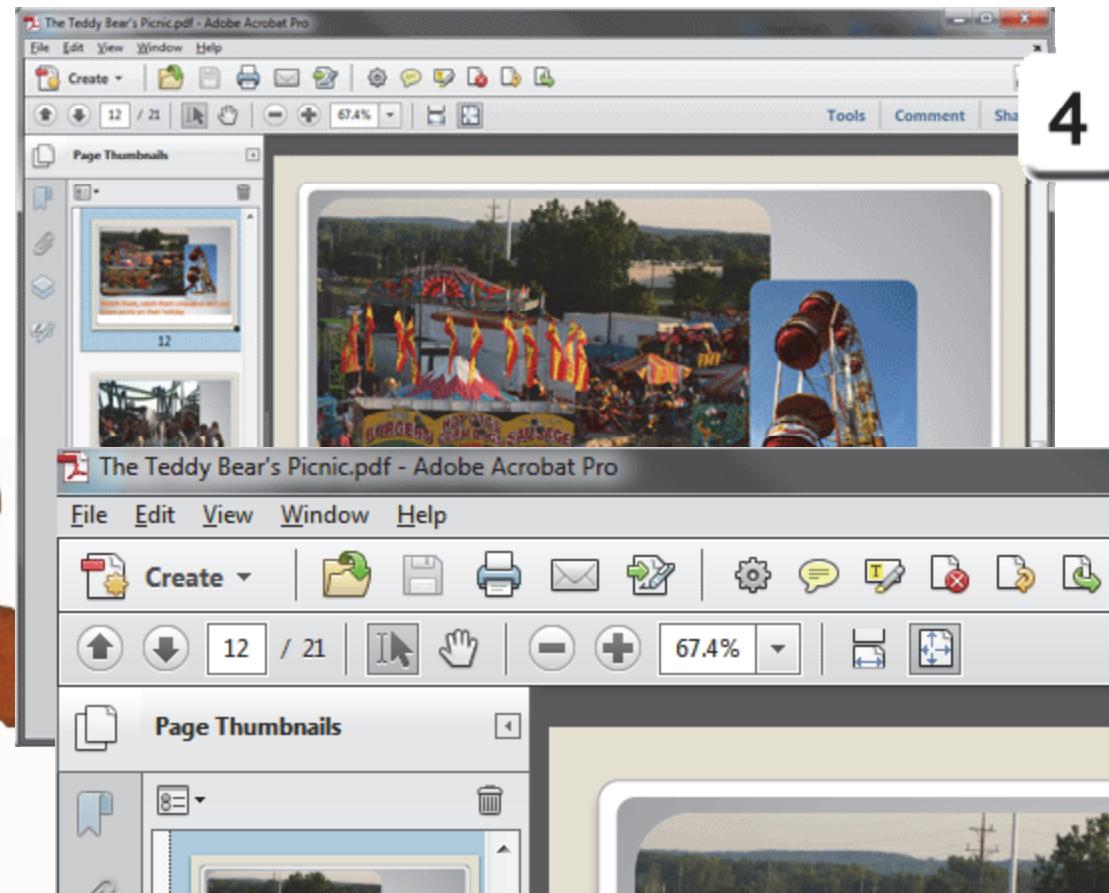
4. Try This: View the Page Thumbnails

Go to **Navigation Pane** on the left side. Click on **Thumbnails** (the first button). You should see the pages as little images.

Very good. Please close the PDF file and return to Microsoft PowerPoint.



The Teddy Bear's Picnic.pdf - Adobe Acrobat



Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.1. Save presentations: Save As PDF



Create PDF/XPS Document

XPS means XML Paper Specification. XPS is the open source format developed by Microsoft in 2008. Like an Adobe Acrobat file, an XPS file is software and operating system independent, too.

Try it: Create PDF/XPS Document

The sample presentation is still open.

Go to **File ->Save and Send**.

Click on **Create PDF/XPS Document**.

What Do You See? You will be prompted to enter in the following:

File Name: The Teddy Bear's Picnic

Save as Type: XPS Document

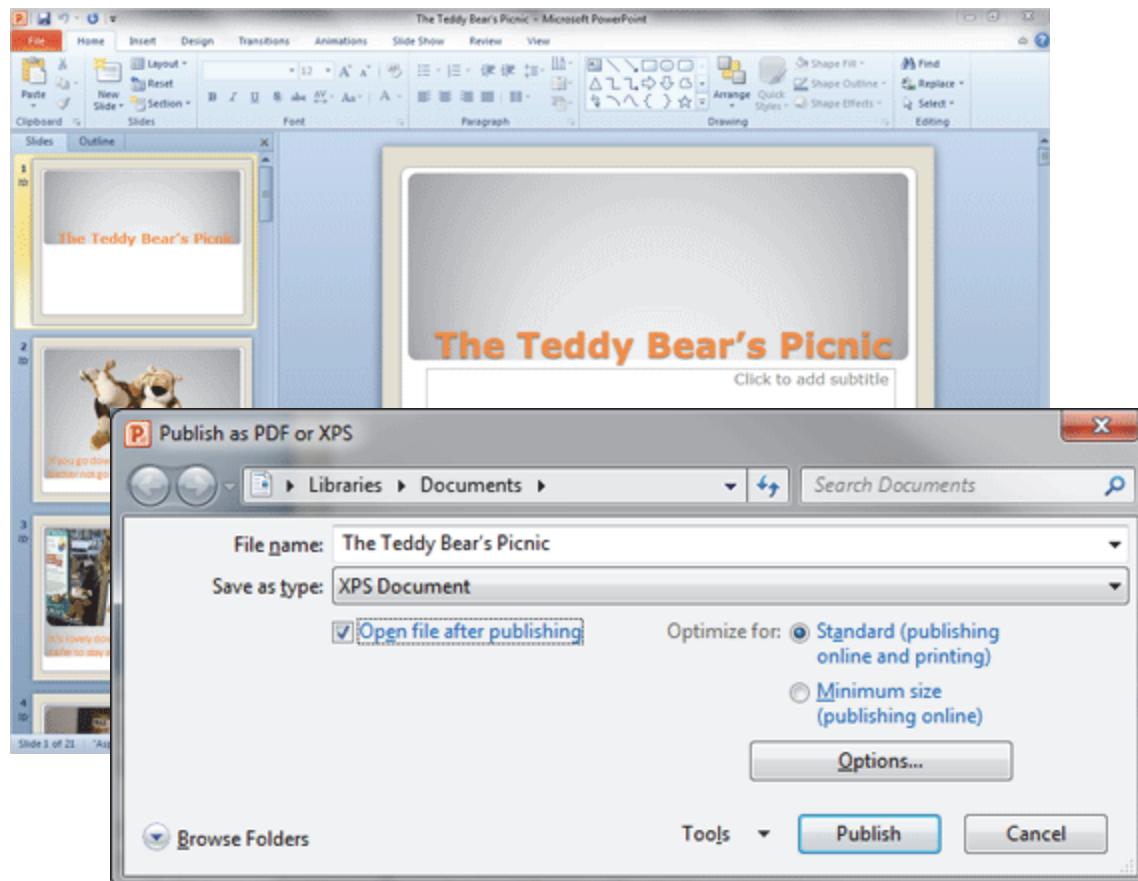
There are two publishing options:

Standard (online or printing)

Minimum (Online, only. This is a smaller file with less resolution.

When you click **Publish**, the XPS file will be created.

File ->Save and Send->Create PDF/XPS Document



Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.1. Save presentations: Save As XPS



Change File Type

You may be asked to save your presentation in a different **File Type** so that folks at another company can open your show.

For example, many firms use open source (free) programs such as OpenDocument Presentation instead of Microsoft PowerPoint. The following pages will review the options.

1. Try it: Review the Presentation Types

Go to **File ->Save and Send**.

Click on: **Change File Type**.

What Do You See? The File Types include:
Presentation (the default file pptx format)
PowerPoint 97-2003 (the legacy ppt format)
Open Document Presentation
Template
PowerPoint Show (Opens as a show)
PowerPoint Picture Presentation

So far, so good. Let's see what they look like.
Keep going...!

File ->Save and Send->Change File Type

The screenshot shows the Microsoft PowerPoint 2010 ribbon with the 'File' tab selected. In the 'Save & Send' section of the ribbon, the 'Change File Type' option is highlighted. A large callout box labeled '1' points to the 'Presentation' option under the 'Presentation File Types' heading. The 'Presentation' option is also highlighted with a yellow background and contains the text 'Uses the PowerPoint Presentation format'. Other options listed include 'PowerPoint 97-2003 Presentation', 'OpenDocument Presentation', 'Template', 'PowerPoint Show', 'PowerPoint Picture Presentation', 'JPEG File Interchange Format', and 'Save As'.

Change File Type

Presentation
Uses the PowerPoint Presentation format

PowerPoint 97-2003 Presentation
Uses the PowerPoint 97-2003 Presentation format

OpenDocument Presentation
Uses the OpenDocument Presentation format

Template
Starting point for new presentations

PowerPoint Show
Automatically opens as a slide show

PowerPoint Picture Presentation
Presentation where each slide is a picture

JPEG File Interchange Format
Web quality image files of each slide

Save As

Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.2. Share presentations: Change File Type



OpenDocument Presentation

The **OpenDocument** file format (ODF) was originally developed by Sun Microsystems to support the new XML (Extended Markup Language) for documents, spreadsheets and presentations. Microsoft Office 2007 and 2010 also support the XML file format, hence the new docx, xlsx and pptx file formats.

2. Try it: Save as an OpenDocument Show

Go to **File ->Save and Send**.

Click on: **Change File Type**.

Select: **OpenDocument Presentation**.

Click on **Save As**.

What Do You See? You will be asked to:

Browse to your Documents folder.

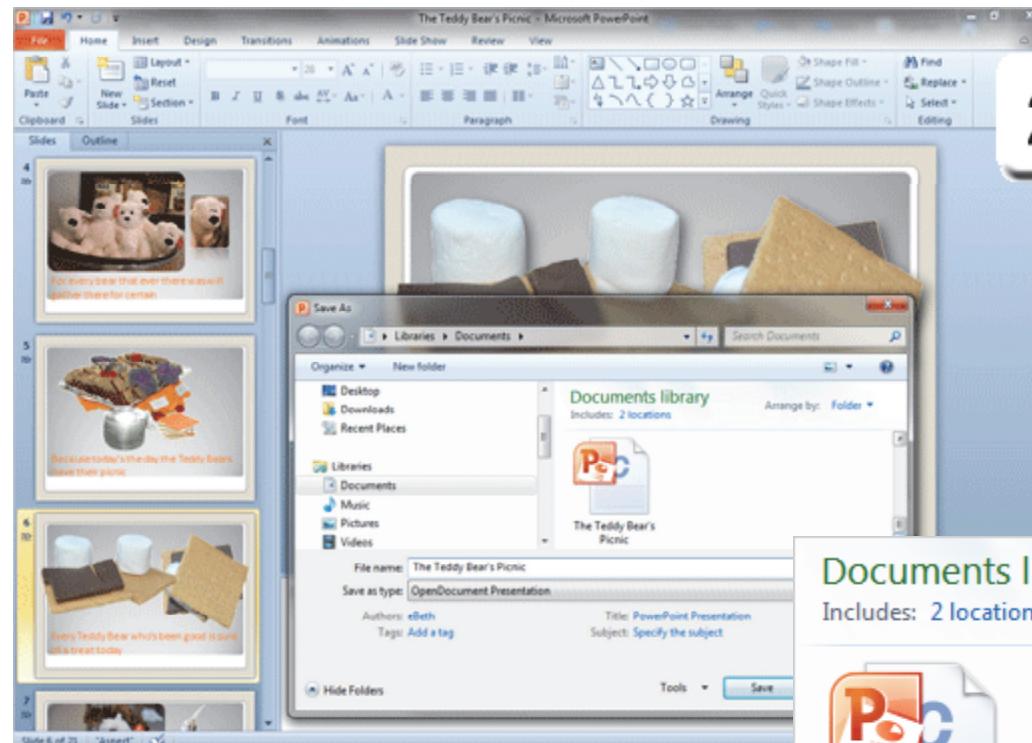
Enter the **File Name**: The Teddy Bear's Picnic.

Save as type: OpenDocument Presentation.

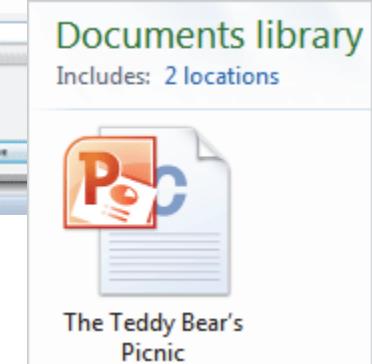
Click **Save**.

Trust, but Verify: Go to the Documents folder and find the *The Teddy Bear's Picnic.odp*. Your presentation should open in PowerPoint. Please close the odp version and keep going...

File ->Save and Send->Change File Type->OpenDocument Presentation



2



Exam 77-883: Microsoft PowerPoint 2010

7. Preparing Presentations for Delivery

7.1. Save presentations: Save As Open Document Presentation (odp)



Save As a PowerPoint Show

A **PowerPoint Show** is saved in the .ppsx file format. This format automatically begins your presentation as a show when you open it.

3. Try it: Save as a PowerPoint Show

Go to **File ->Save and Send**.

Click on: **Change File Type**.

Select: **PowerPoint Show**.

Click on **Save As**.

What Do You See? You will be asked to:

Browse to your Documents folder.

Enter the **File Name**: The Teddy Bear's Picnic.

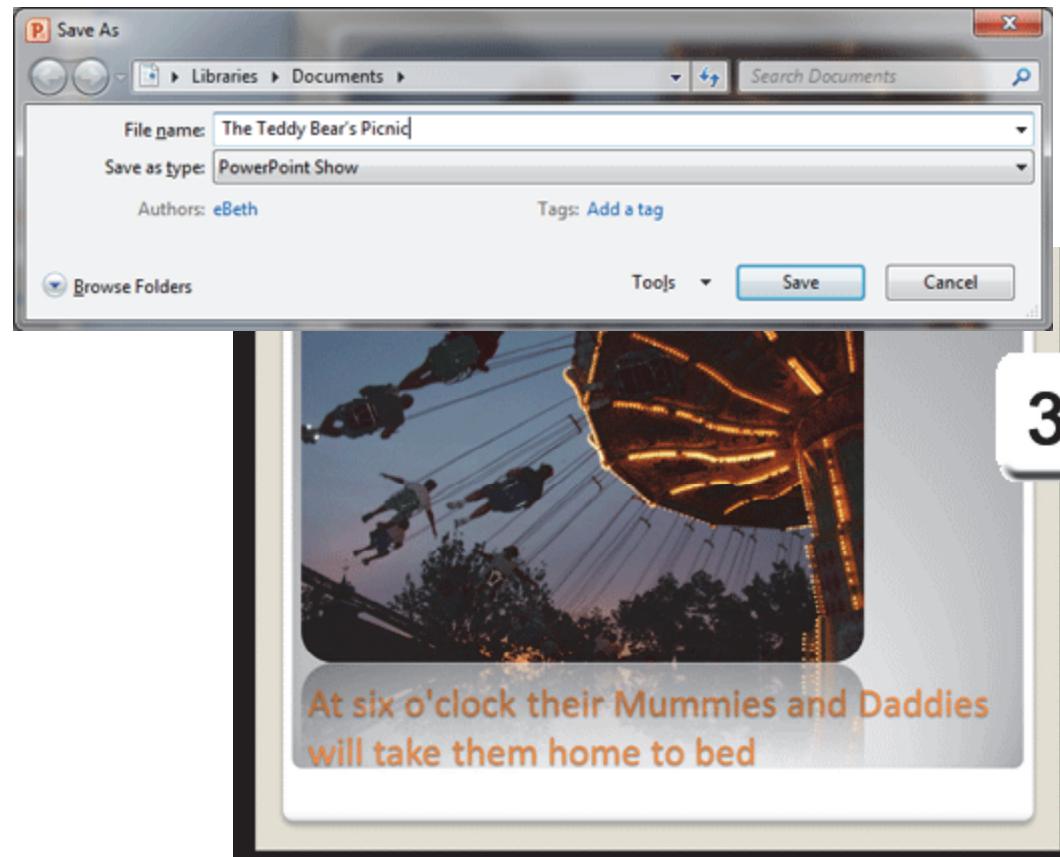
Save as type: PowerPoint Show.

Click **Save**.

Trust, but Verify: Go to the Documents folder and find the PowerPoint Show: When you open the .ppsx file, the presentation will open in PowerPoint as a show.

The .ppsx format is useful for kiosks or trade shows where the purpose is 'show-n-tell,' not design and edit. Close the PowerPoint show and please go on to the next page.

File ->Save and Send->Change File Type->PowerPoint Show



Exam 77-883: Microsoft PowerPoint 2010

7. Preparing Presentations for Delivery

7.1. Save presentations: Save As a PowerPoint Show (ppsx)



Save As a Picture Presentation

A Picture Presentation is a format that saves each slide as an image, a screen capture. The text and graphics cannot be edited.

4. Try it: Save as a Picture Presentation

Go to File ->Save and Send.

Click on: Change File Type.

Select: PowerPoint Picture Presentation.

Click on Save As.

When the Save As window prompts you:

Browse to your Documents folder.

Enter the File Name: Picnic Pictures.

Click Save.

Try This, Too: Edit the Picture Presentation

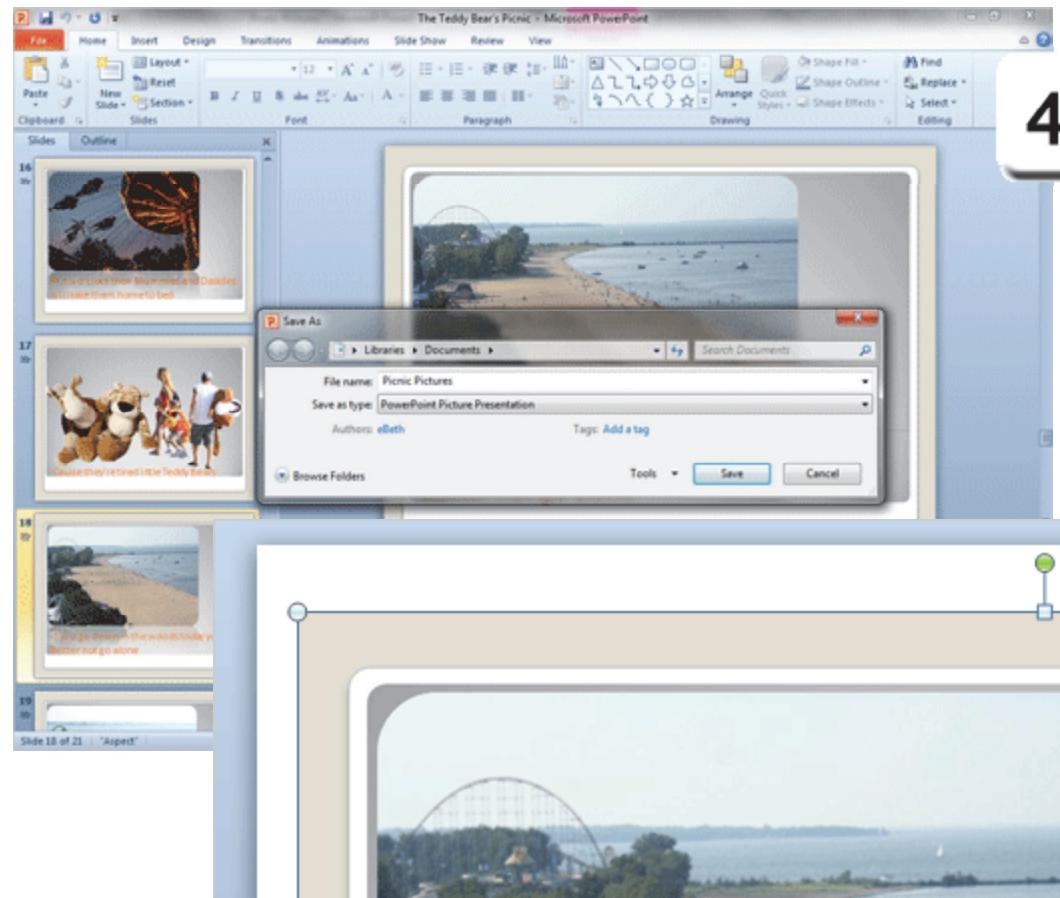
Open the file: Picnic Pictures.

Go to any slide and select the image.

What Do You See? You should see the handles in each corner. You can resize the picture if you wish.

Keep going...

File ->Save and Send->Change File Type->PowerPoint Picture Presentation



Exam 77-883: Microsoft PowerPoint 2010

7. Preparing Presentations for Delivery

7.1. Save presentations: Save As a PowerPoint Picture Presentation



Save a Slide as a Picture

Say you were asked to send some of your slides to a website that will promote your presentation. The editor asked for JPEG images. Here's a way to create the pictures.

5. Try it: Save a Slide as a Picture

Go to File ->Save and Send.

Click on: Change File Type.

Select: JPEG File Interchange Format.

Click on Save As.

What Do You See? You will be asked to:

Browse to your Documents folder.

Enter the File Name: Picnic Slide 20

Save as type: JPEG File Interchange Format

Click Save

Do This, Too: Select Which Slides

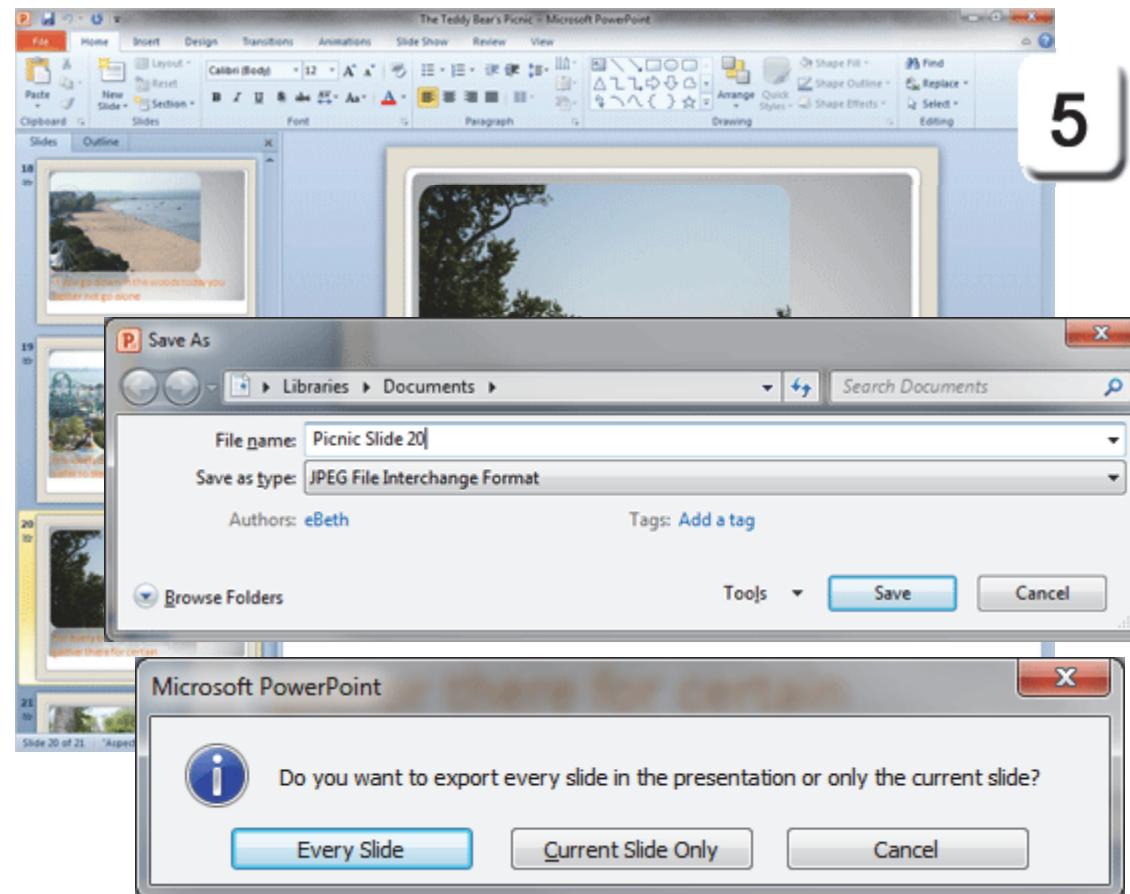
Every Slide

Current Slide Only

Cancel

Select **Current Slide Only** and PowerPoint will create a JPEG image and save it in the Documents folder. OK, that works.

File ->Save and Send->Change File Type->JPEG File



Exam 77-883: Microsoft PowerPoint 2010

7. Preparing Presentations for Delivery

7.1. Save presentations: Save a Slide as a Picture



Save and Send: Create a Video

PowerPoint can convert your presentation into a high quality video that you can upload to the Internet or share on a DVD. The video can include your Timings, Transitions, Animations, and Media.

6. Try it: Review the Video Settings

Go to File ->Save and Send.
Click on: Create a Video

What Do You See? There are several settings that you can adjust, depending on your purpose.

Display: There are three options:
Computer & HD Displays (high resolution, big file)
Internet and DVD (medium resolution)
Portable Devices (low resolution, smallest file)

Timings: There are four options:
Do not use Recorded Timings and Narrations
Use Recorded Timings and Narrations
Record Timings and Narrations
Preview Timings and Narrations

Accept the default options. Keep going...

File ->Save and Send->Create a Video

The screenshot shows the Microsoft PowerPoint 2010 ribbon with the 'File' tab selected. In the 'Save & Send' section, the 'Create a Video' option is highlighted. The 'Create Video' dialog box is open, displaying options for creating a full-fidelity video from the presentation. It includes a list of features: incorporates all recorded timings, narrations, and lesser pointer gestures; includes all slides not hidden in the slide show; and preserves animations, transitions, and media. Below this, there's a note about the time it takes to create a video based on length and complexity. A link to help with burning to DVD or uploading to the Web is provided. The 'Display' section is expanded, showing three options: Computer & HD Displays (selected), Use Recorded Timings and Narrations (selected), and Portable Devices. A dropdown menu for 'Seconds to spend on each slide' is set to 05.00. The background of the slide shows a close-up of a teddy bear's face.

Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.2. Share presentations: Create a Video



Create a Video

7. Try it: Create a Video

On the previous page we began the steps here:
Go to **File ->Save and Send->Create a Video**.
Now, please click on: **Create a Video**

What Do You See? You will be asked to:

Browse to your Documents folder.

Enter the **File Name**: The Teddy Bear's Picnic.

Save as type: Windows Media Video.

Click **Save**.

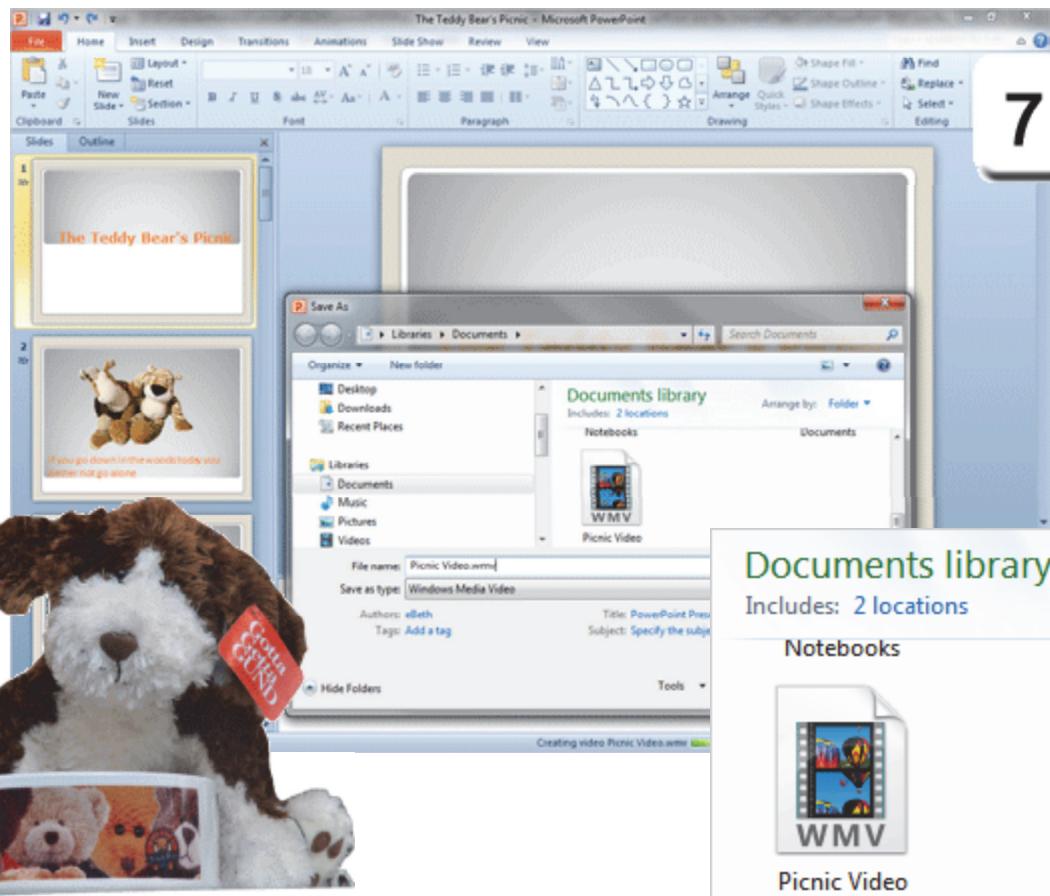
Trust, but Verify: Go to the Documents folder and find the *Picnic Video.wmv*: When you open the .wmv file, the presentation will open in the Windows Media Player as a video.

Keep going...there's more!

Memo to Self: It may take several minutes to create the video from your slide show.



File ->Save and Send->Create a Video->Create a Video



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Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.2. Share presentations: Create a Video



Package a Presentation for CD

Say you needed to send a CD with all of your materials to the conference team. You can use PowerPoint to **Package** the CD.

8. Try it: Package Presentation for CD

Go to **File ->Save and Send**.

Click on: **Package Presentation for CD**.

Name the CD: Picnic CD.

What Do You See? You can **Add** or **Remove** files that you want to include on this CD. You can add spreadsheets, handouts, and PDF documents if you wish.

Try This, Too: Copy to Folder

Click **Copy to Folder**.

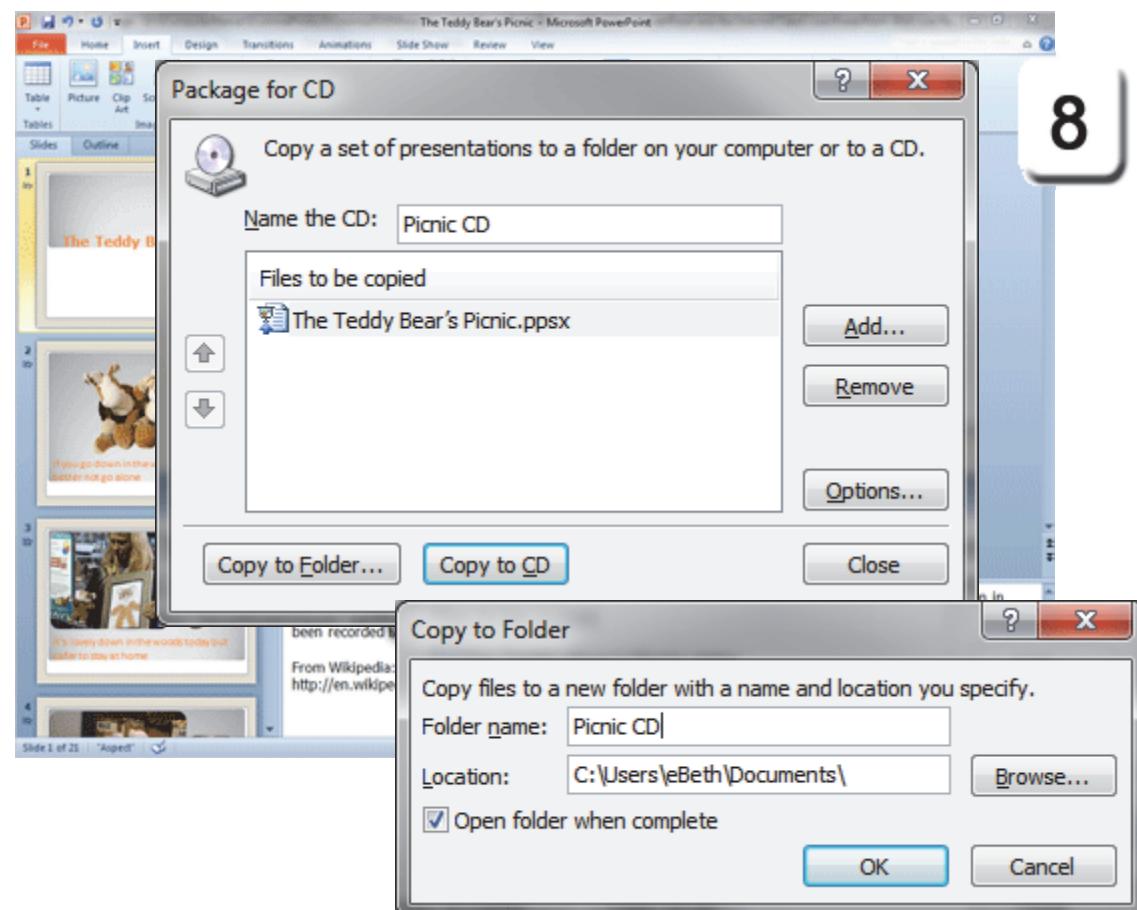
Enter the **Folder name:** Picnic CD

Browse to your Documents folder.

Click **OK**.

Trust, but Verify: Go to the Picnic CD folder. You should see your PowerPoint presentation, an AUTORUN document and a yellow folder called PresentationPackage.

File ->Save and Send->Package Presentation for CD



Exam 77-883: Microsoft PowerPoint 2010

7. Preparing Presentations for Delivery

7.2. Share presentations: Package a Video for CD



Package for CD Options

The information in your presentation may be confidential. You can enhance the security and privacy of your work in case the CD is lost.

9. Try it: Review the CD Package Options

Go to **File ->Save and Send**.

Click on: **Package Presentation for CD**.

Click on **Options**.

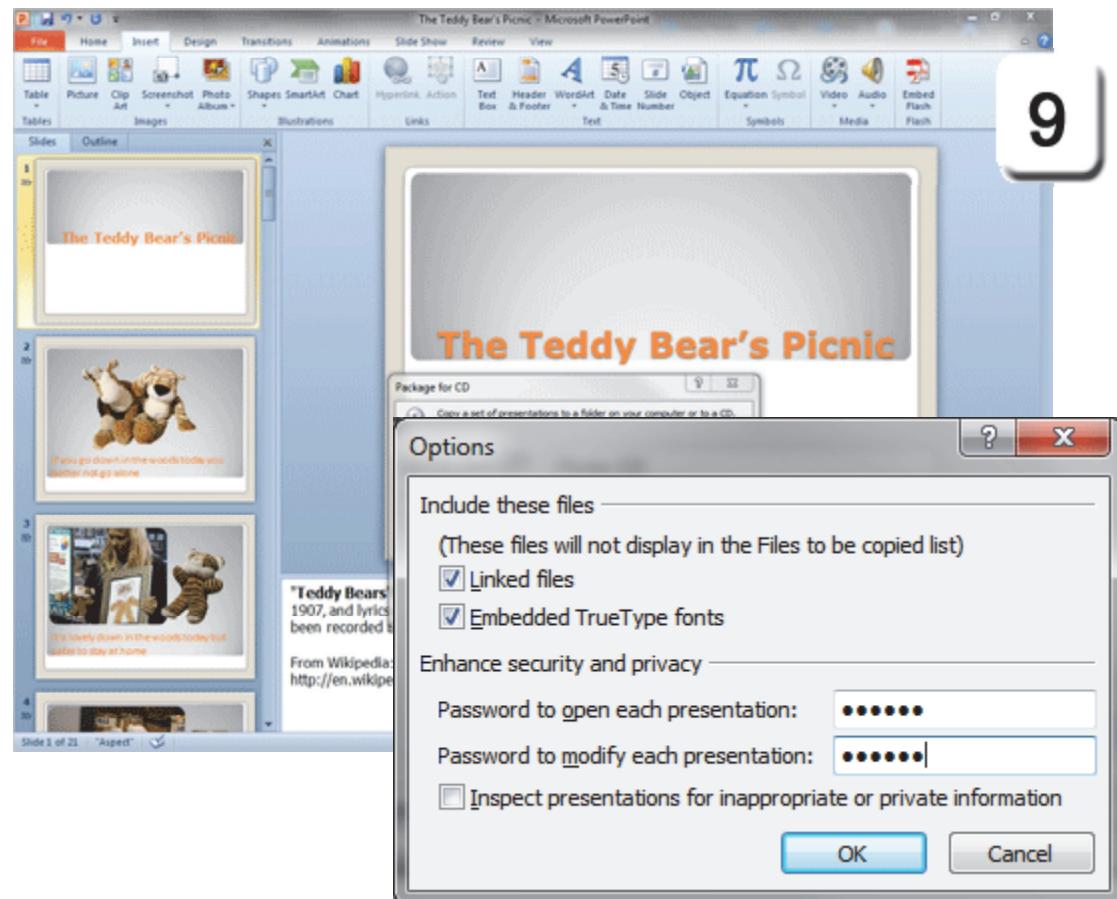
What Do You See? Linked Files and Embedded TrueType fonts are **Included** in the CD Package by default.

Try This, Too: Enhance Security and Privacy

Enter a **Password** to open or modify each presentation and click **OK**. You will be prompted to type each password again to confirm.

Done and done. That completes our review of the different File Types.

File ->Save and Send->Package Presentation for CD



Exam 77-883: Microsoft PowerPoint 2010

7. Preparing Presentations for Delivery

7.2. Share presentations: Package a Video for CD



Before You Send: Compress the Media

Say your presentation includes a video clip that sings the Teddy Bear Picnic song. What steps should you take before you send your show by email or publish it online?

Here are the steps to add a video. Then, we will look at the options. You can download the Teddy Bears Picnic 1932 video from the sample files if you wish.

1. Try it: Insert a Video

The sample presentation is still open.
Slide 1 is selected.

Go to **Insert ->Media->Video.**

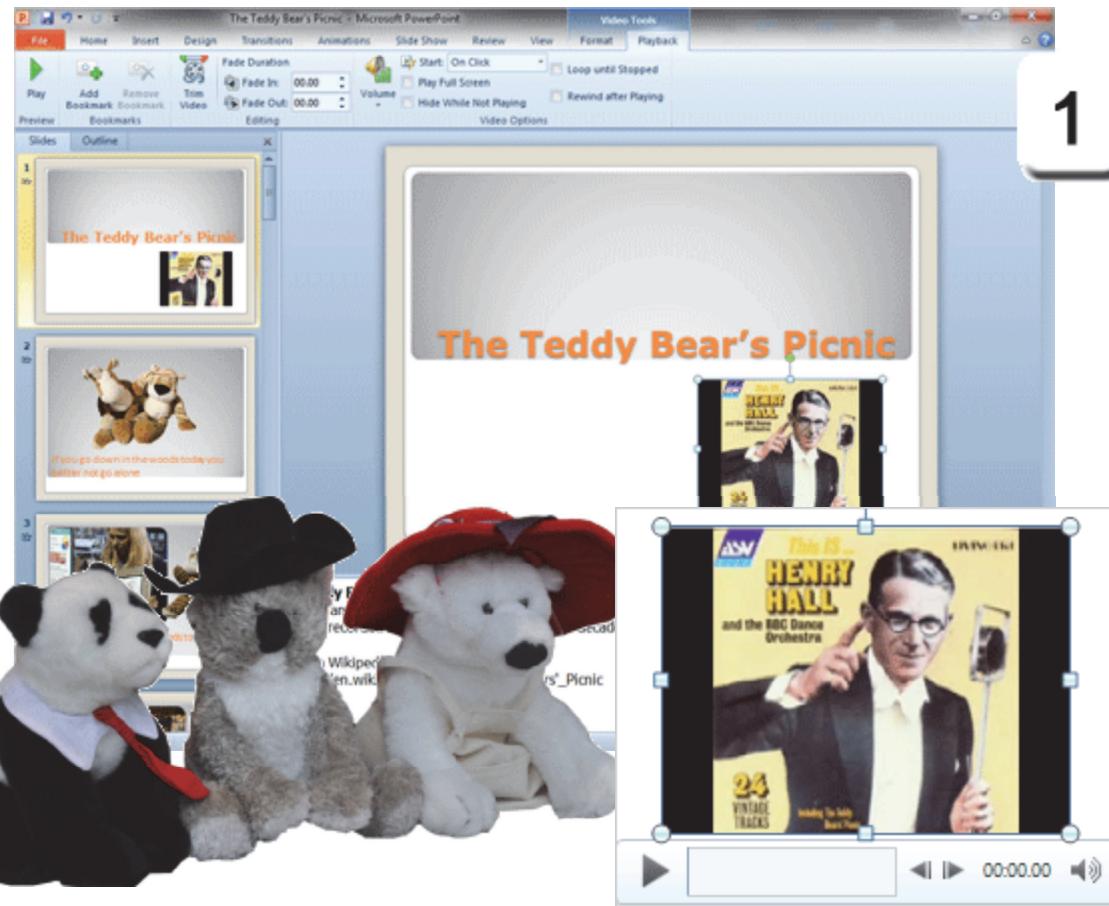
Click on **Video from File.**

Browse to the Documents folder.

Select: Teddy Bears Picnic 1932.MP4

What Do You See? The video will be displayed in a little media player. The Video Tools should be available. OK, keep going...

Insert ->Media->Video->Video from File



Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.2. Share presentations: Compress Media



Compress Media Quality

2. Try it: Compress Media

Go to File ->Info-> Compress Media.

What Do You See? There are three levels: Presentation Internet Quality Low Quality

The compromise is between Performance (High Quality, larger file) and Size (Low Quality, small file). The example on this page is 2.95 MB.

What Else Do You See? You can **Undo** the previous compression if you don't like the results. Keep going...



File ->Info-> Compress Media

The screenshot shows the Microsoft PowerPoint 2010 ribbon with the 'File' tab selected. In the 'File' menu, the 'Info' option is highlighted. A 'Compress Media' dialog box is open, showing the following options:

- Optimize Compatibility:** A note says "Are you planning to deliver this presentation on another computer? Optimizing media compatibility can improve your experience." It indicates "1 media file can be optimized".
- Media Size and Performance:** A note says "Save disk space and improve play media files. Compression might affect:
 - Media files in this presentationMore ways to improve media performance..."
- Presentation Quality:** "Save space while maintaining overall audio and video quality."
- Internet Quality:** "Quality will be comparable to media which is streamed over the Internet."
- Low Quality:** "Use when space is limited, such as when sending presentations via e-mail."
- Undo:** "You can undo the previous compression."

On the right side of the dialog box, there is a preview window showing a slide titled "The Teddy Bear's Picnic" and a properties panel:

Properties	Size	2.95MB
	Slides	21
	Hidden slides	0
	Title	PowerPoint Presentation

2

Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.2. Share presentations: Compress Media



Send Using E-mail

Send Using E-mail can convert your presentation into a PDF or XPS copy and attach it to an E-mail message if you wish.

3. Try it: Send Using E-mail

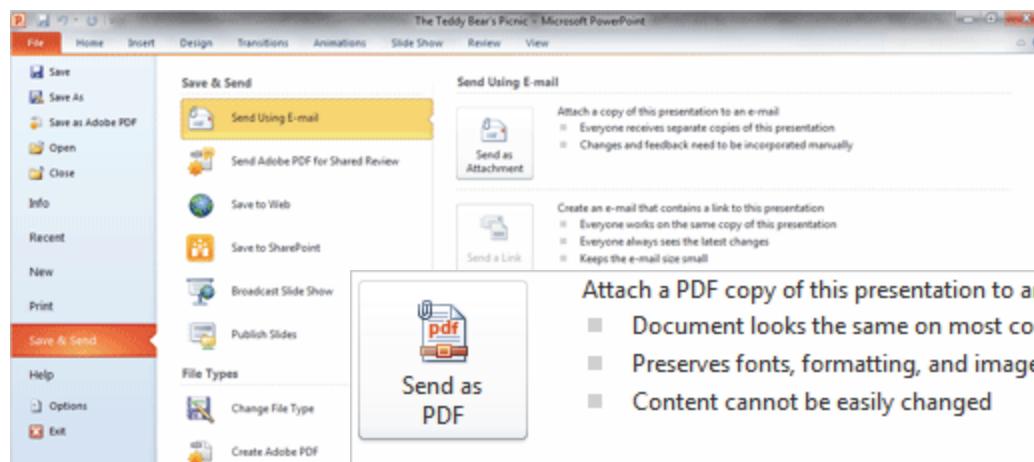
Go to File ->Save and Send.

Go to: Send Using E-mail.

Click on Send as PDF.

What Do You See? PowerPoint will attach the PDF to an E-mail message.

File ->Save and Send->Send Using E-mail



3

Attach a PDF copy of this presentation to an e-mail

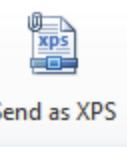
- Document looks the same on most computers
- Preserves fonts, formatting, and images
- Content cannot be easily changed



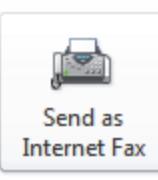
Send as PDF

Attach a XPS copy of this presentation to an e-mail

- Document looks the same on most computers
- Preserves fonts, formatting, and images
- Content cannot be easily changed



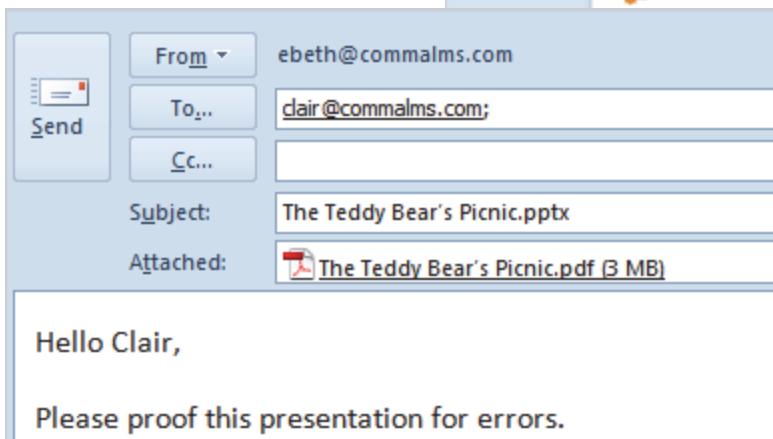
Send as XPS



Send as Internet Fax

Send as Internet Fax

- Send a fax without using a fax machine
- Requires a fax service provider



Exam 77-883: Microsoft PowerPoint 2010

7. Preparing Presentations for Delivery

7.2. Share presentations: Send Using E-mail



Save Online

More and more companies are working online in the Internet "cloud." PowerPoint has four options for saving online:

- Save to Web
- Save to SharePoint
- Broadcast Slide Show
- Publish Slides

Save to SharePoint and Publish Slides are used to save work to a corporate server. A SharePoint server has excellent library functions: for example document check in and check out for version control.

If you do not have a corporate server, you can save your presentation online in a free SkyDrive. Save to Web uses a Windows Live ID to login. Here are the steps.

4. Try it: Save to Web

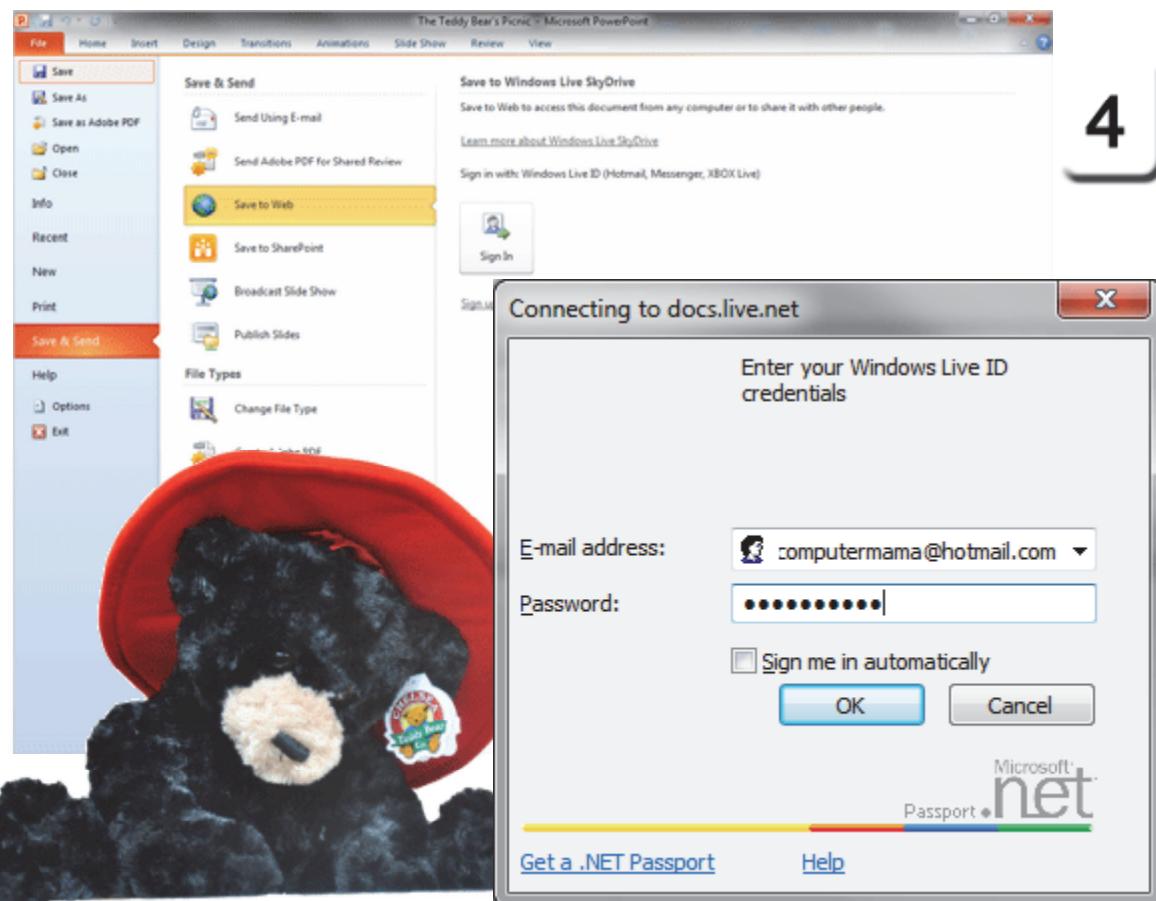
Go to **File ->Save and Send**.

Go to **Save to Web**.

Click on **Sign In**

Enter a Windows Live ID and keep going...

File ->Save and Send->Save to Web



Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.2. Share presentations: Save to Web

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Save to Web Options

5. Try it: Review the Save to Web Options
When you log into the Windows Live SkyDrive, you will see your Personal Folders in the PowerPoint Backstage. To upload your presentation, please select a Personal Folder and click Save As.

Working with the Online Files

The bottom screen capture shows what the SkyDrive looks like online. You can access your SkyDrive from any Internet Browser. The SkyDrive can store Documents and Photos. Each file shows the Date Modified and the name of the person who modified it.

What Else Do You See? By default, the Personal Folders are NOT shared.

Keep going...

File ->Save and Send->Save to Web

The screenshot illustrates the process of saving a presentation to the web. In the top window, the 'Save & Send' section is selected, and the 'Save to Web' option is highlighted. The main area shows the 'Windows Live SkyDrive' interface with 'Personal Folders' containing 'Documents' and 'Office Live Documents', both of which are 'Shared with: Just me'. Below this, a separate 'SkyDrive' window is open, showing the 'Office 2010' folder under 'Elizabeth Nofs's SkyDrive'. This folder contains three files: 'The Teddy Bear's Picnic' (modified 10 minutes ago), 'Sales Update June 2011' (modified 7/4/2011), and a placeholder file 'Name'.

Exam 77-883: Microsoft PowerPoint 2010
7. Preparing Presentations for Delivery
7.2. Share presentations: Save to Web

5



Broadcast Slide Show

You can watch your presentation in a Web browser, too. The PowerPoint Broadcast Service is a free, public server for PowerPoint 2010 users. You can invite people to watch your show by sending them a link.

6. Try it: Find a Broadcast Service

Go to **File ->Save and Send**.

Click on **Broadcast Slide Show**.

What Do You See? You will be prompted to select a PowerPoint Broadcast Service. As with ALL new software, please read the terms of the Service Agreement.

Click **Start Service**. Keep going...



File ->Save and Send->Broadcast Slide Show



6

Broadcast Slide Show



Broadcast the slide show to remote viewers who can watch in a Web browser.

Broadcast Service

PowerPoint Broadcast Service

The PowerPoint Broadcast Service is a public service for users of PowerPoint 2010. Anyone who receives a link to the broadcast may watch it. You will need a Windows Live ID.

Exam 77-883: Microsoft PowerPoint 2010

8. Delivering Presentations

8.2. Set up slide shows: Broadcast Slide Show



Broadcast Options

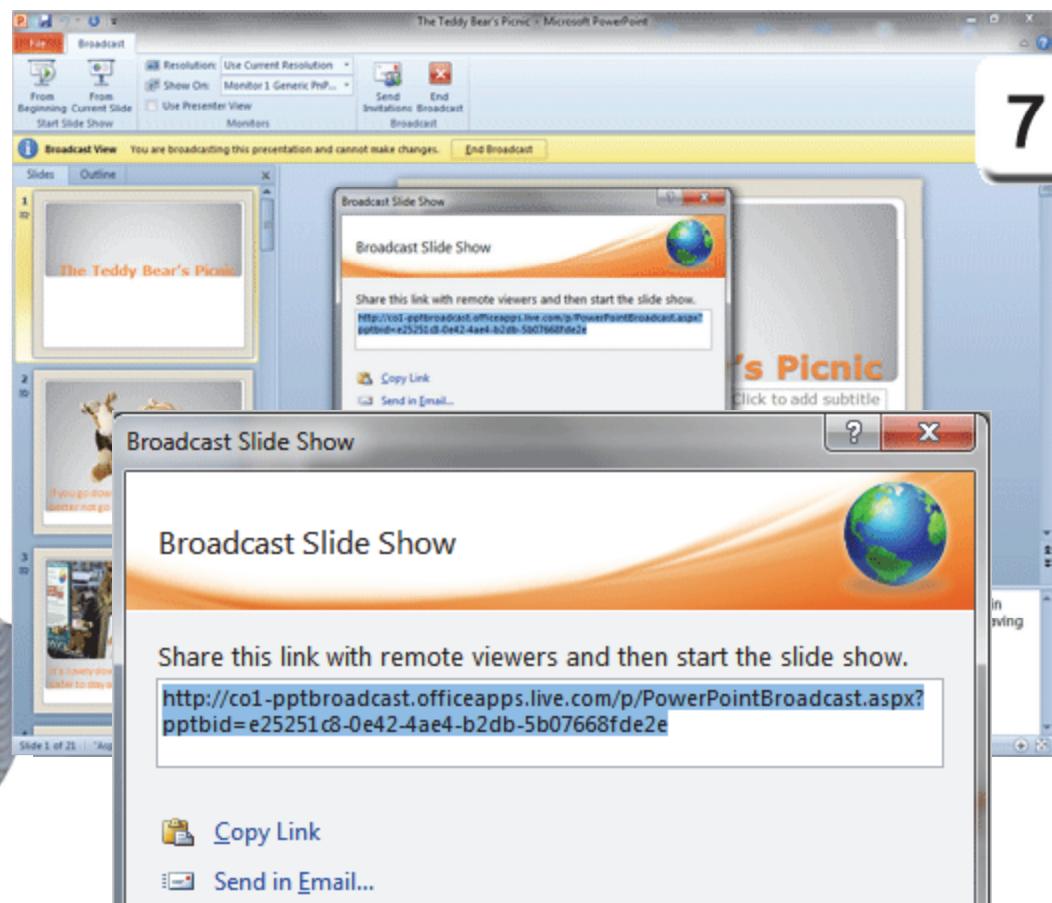
7. Try it: Broadcast Slide Show

When you click on Start Service, you will receive a link that you can share with your audience.
You can click on **Copy Link** or **Send in Email...**

Keep going...



File ->Save and Send->Broadcast Slide Show



7

Exam 77-883: Microsoft PowerPoint 2010

8. Delivering Presentations

8.2. Set up slide shows: Broadcast Slide Show



The Broadcast Ribbon

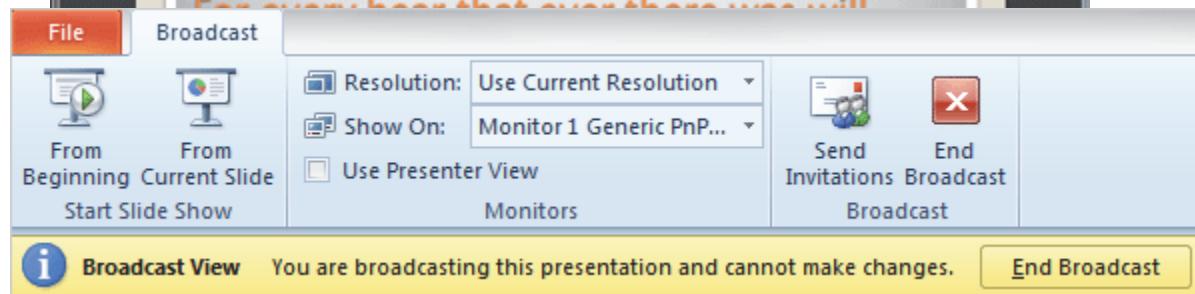
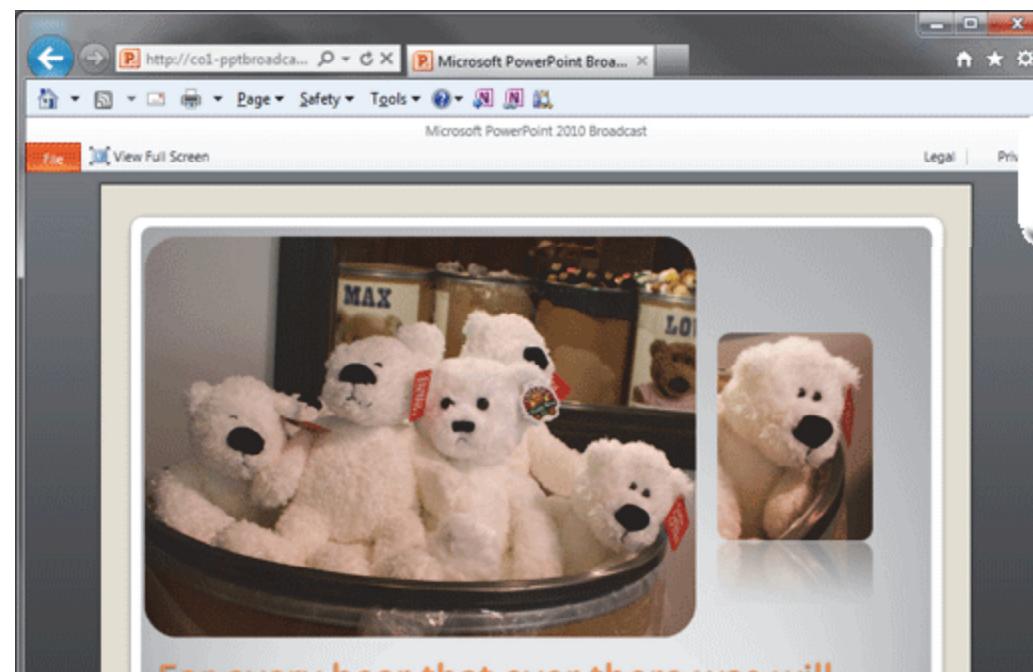
8. Try it: Review the Broadcast Ribbon
The image at the top of the page shows the presentation is shown in the Broadcast Viewer in the Web Browser.

The image at the bottom of the page is PowerPoint. The Broadcast is Live, so your presentation will be placed in **Broadcast View**: you will not be able to make any changes to your presentation during the broadcast.

The Broadcast Ribbon has three groups:
Start Slide Show
Monitors
Broadcast

When you are done click **End Broadcast**.

Memo to Self: If you need to copy the Link again, click on **Send Invitations**.



Exam 77-883: Microsoft PowerPoint 2010
8. Delivering Presentations
8.2. Set up slide shows: Broadcast Slide Show



Add to the Quick Access Toolbar

Say your job requires that you send your shows as PDF Attachments. You can add that command to the **Quick Access Toolbar** if you wish.

1. Try This: Add to the Quick Access Toolbar

Go to **File ->Options**.

Click on **Quick Access Toolbar**.

Choose commands from: **File Tab**

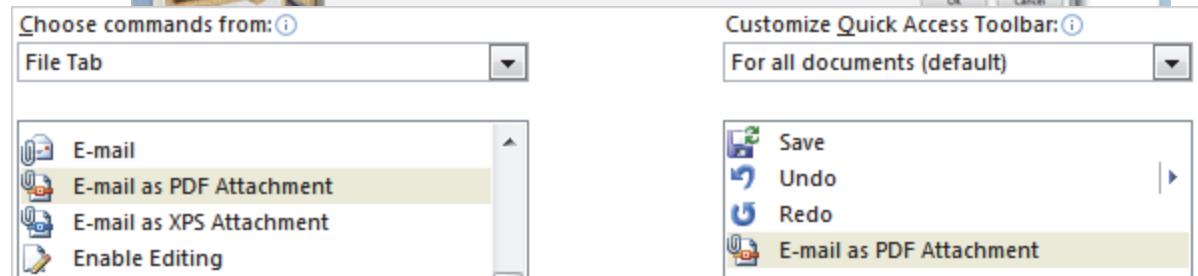
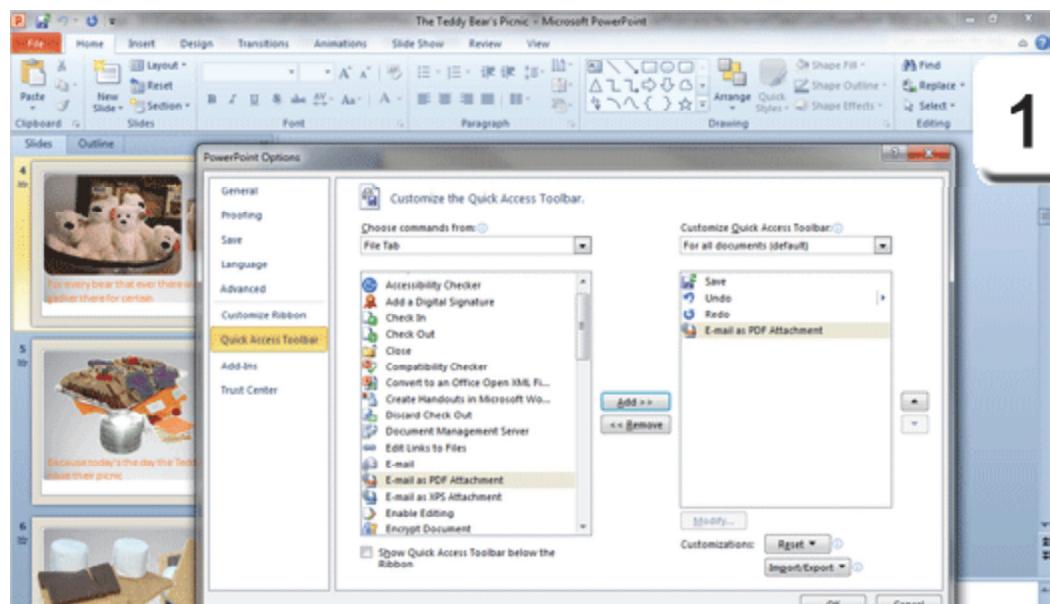
Select: **E-mail as PDF Attachment**.

Click **Add**.

What Do You See? The list on the left has all of the commands available in PowerPoint. The list on the right shows which commands are already on the Quick Access Toolbar: Save, Undo, Redo.

Click **OK**. Keep going...

File ->Options->Quick Access Toolbar



Exam 77-883: Microsoft PowerPoint 2010
1. Managing the PowerPoint Environment
1.3. Configure the Quick Access Toolbar



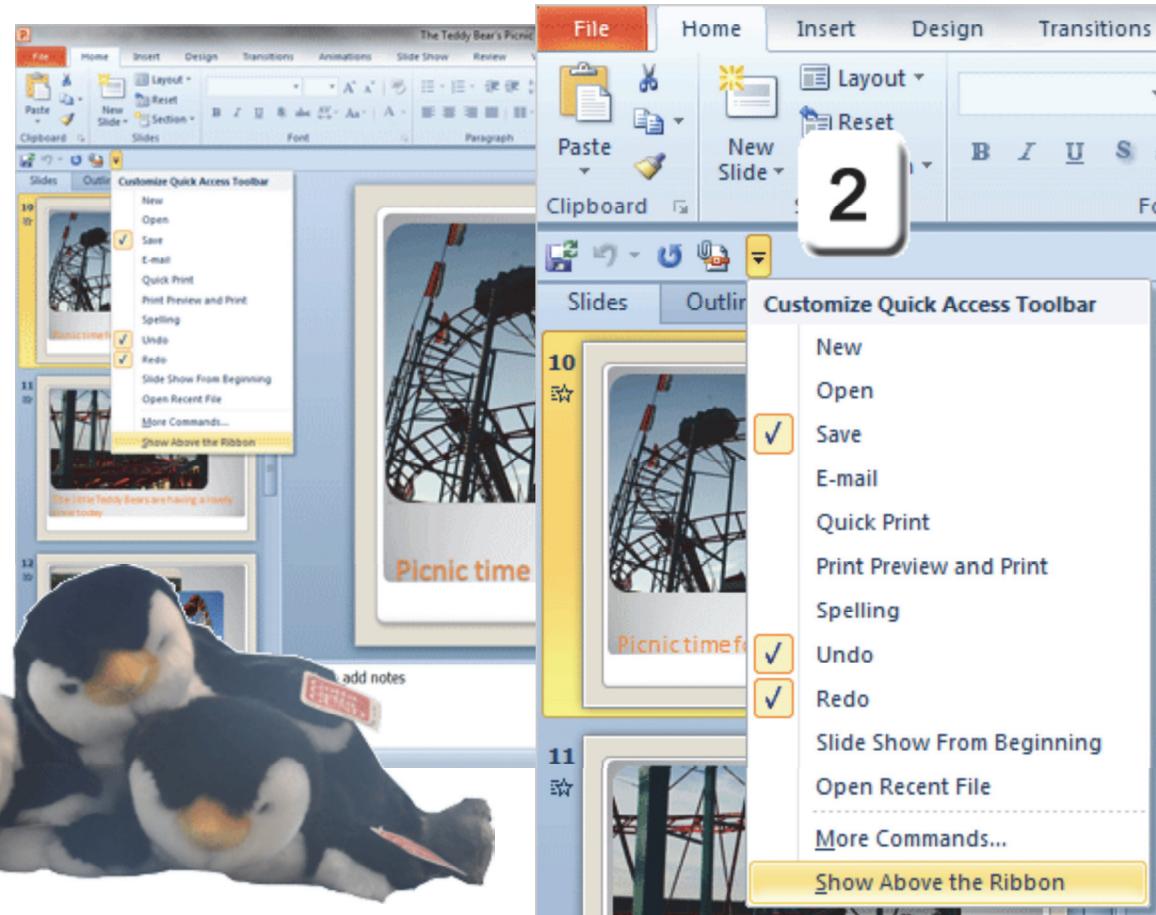
Edit the Quick Access Toolbar

What Do You See? The Quick Access Toolbar had a new command: **E-mail as PDF Attachment**.

2. Try it: Edit the Quick Access Toolbar

Click on the small option arrow at the right on the Quick Access Toolbar. You should see a list of commands that you can add if you wish.

Memo to Self: You can move the Quick Access Toolbar by clicking on Show Above (or Below) the Ribbon.



Exam 77-883: Microsoft PowerPoint 2010
1. Managing the PowerPoint Environment
1.3. Configure the Quick Access Toolbar



Save Save Save

This discussion began by looking at sharing your presentation in print. We practiced saving a Slide Show in as many formats as possible: as a presentation, an outline, a show, or a picture file.

The Save & Send options included other formats such as OpenDocument Presentation, Adobe PDF and Microsoft XPS. We also looked at various methods for saving a presentation online.

Well, you done good. You get the cookie.

The Computer Mama Sez: I hope you liked creating these presentations as much as we enjoyed writing the courses!



The screenshot shows the Microsoft PowerPoint application window titled "The Teddy Bear's Picnic - Microsoft PowerPoint". The "File" tab is active, and the "Save & Send" option is highlighted. A "Change File Type" dialog box is overlaid on the screen, showing a list of "Presentation File Types". The "Presentation" type is selected, highlighted with a yellow background. Other options include "PowerPoint 97-2003 Presentation", "OpenDocument Presentation", "Template", and "PowerPoint Show". At the bottom of the dialog, there is a "Create Handouts" button. Below the dialog, the "Print" settings are visible, showing "Print All Slides" and "Full Page Slides" options.



Practice Activities

Lesson 8: PowerPoint Live!

Before You Begin: Start Microsoft PowerPoint 2010.

Try This: Do the following steps

1. Open a new blank PowerPoint presentation.
2. Use the outline Ways to Save Money Outline to add new slides to the presentation. Delete any blank slides
3. Go to the Title slide and add the title Ways to Save Money. Add the Subtitle Rainy Day Saving Co.
4. Apply the Theme Austin.
5. Insert a money or saving related picture to each slide. Apply Picture Styles of your choice.
6. Add animation to each picture.
7. Add slide transitions to each slide.
8. Add the following Speaker Notes to Slide 2
 - a. Bring your lunch
 - b. Switch to a cheaper coffee order
 - c. Watch movies you, your friends, or the library has available
 - d. Find free events in the community
9. View the Notes Master. Add the company name Rainy Day Savings in the Footer.
10. Edit the Master Text Styles under the slide on the Notes Master to be a green, Times New Roman font, and 14 point.
11. Create handouts in Microsoft Word. Choose Blank lines next to the slides. Save the Word document as Advanced PowerPoint Practice 7 Handouts.
12. Return to PowerPoint. Save the PowerPoint Presentation as a PDF. Name it Ways to Save Money.
13. Also, save the PowerPoint presentation as a PowerPoint Slide Show (.ppsx). Save it as Ways to Save Money Slide Show.
14. Go to the Title slide. Use the Change File: Image File Type to save just the current slide as JPEG image. Save the file as Title Slide.
15. Review the different versions of your file to compare them.



Test Yourself



1. Which is true about Speaker Notes?
(Give all correct answers.)

- a. Added using the Notes pane beneath the slide
- b. Notes can be printed as a handout for the audience
- c. Speaker Notes can include hyperlinks

Tip: Advanced PowerPoint, page 251

2. Which are the options for the number of slides on a handout page?

(Give all correct answers.)

- a. 1
- b. 2
- c. 3
- d. 6
- e. 9

Tip: Advanced PowerPoint, page 256

3. PowerPoint can save a file as a PDF.

- a. True
- b. False

Tip: Advanced PowerPoint, page 262

4. Which PowerPoint file format opens only a slide show?

- a. PowerPoint Presentation (.pptx)
- b. PowerPoint Show (.ppsx)
- c. PowerPoint Template (.potx)

Tip: Advanced PowerPoint, page 268

5. Which is the command to make one or all slides into a picture?

- a. Save and Send-> Change File Type
- b. Save As-> JPEG Image format
- c. Slide Show-> Save as Picture

Tip: Advanced PowerPoint, page 270

6. Which is true about video compression?
(Give all correct answers.)

- a. High quality means larger file size
- b. Lower quality means smaller file size

Tip: Advanced PowerPoint, page 276

7. Which is a free public service for users of PowerPoint 2010 that allows anyone with a link to view your slide show?

- a. Sky Drive
- b. Share Point
- c. PowerPoint Broadcast Service

Tip: Advanced PowerPoint, page 280

8. Which commands are on the Quick Access Toolbar by default?
(Give all correct answers.)

- a. Save
- b. Save as PDF
- c. Undo
- d. New

Tip: Advanced PowerPoint, page 283

9. You can customize the Quick Access Toolbar.

- a. True
- b. False

Tip: Advanced PowerPoint, page 284



Boys and Bears: two grandsons posing for pictures under the 10 foot bear at the Chelsea Teddy Bear Co. The 12 year old thinks the big grizzly bear is totally cool.
The 2 year old-not so much.