

# Microsoft PowerPoint 2016: Step-by-Step Guide

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Andie Philo;Mike Angstadt  
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**Note to Home Students:**

This lesson plan will frequently refer to **flash drives** that we have our students use during class. Instead of saving files to a flash drive, you may save them to your computer’s hard drive.

We preload these flash drives with an assortment of files that are used during class. These files can be downloaded from on our **Class Resources** page. Our class handouts and exercises can also be downloaded there. The website address is:

[www.mc-npl.org/class-resources](http://www.mc-npl.org/class-resources)



## Introduction

Microsoft PowerPoint 2016 is presentation software that allows you to create dynamic slide presentations that include animation, narration, images, videos and more. These features are meant to accompany the oral delivery of the topic.

Originally designed for the Macintosh computer, the initial release was called "Presenter", developed by Dennis Austin and Thomas Rudkin of Forethought, Inc. In 1987, it was renamed to "PowerPoint" due to problems with trademarks. In August of the same year, Forethought was bought by Microsoft for \$14 million USD (\$29.1 million in present-day terms), and became Microsoft's Graphics Business Unit.

As of 2012, various versions of PowerPoint claim 95% of the presentation software market share, with installations on at least 1 billion computers. Among presenters world-wide, this program is used at an estimated frequency of 350 times per second.

**What is Microsoft Office?** The term "Microsoft Office" refers to Microsoft's entire suite of office productivity applications. Microsoft PowerPoint is one of the many applications that are grouped under of the "Microsoft Office" umbrella.

**What is Office 365?** Office 365 is a service where you pay a monthly subscription fee (around \$10 a month) to use Microsoft Office programs (as opposed to paying \$100 or more up front, as was traditionally done). One benefit to using Office 365 is that software updates are free (for example, if a new version of Microsoft PowerPoint comes out, you can upgrade to that new version for free).

In this class, we will be using PowerPoint 2016, which is the latest version.

## Exploring the PowerPoint 2016 Environment



Takes 30min

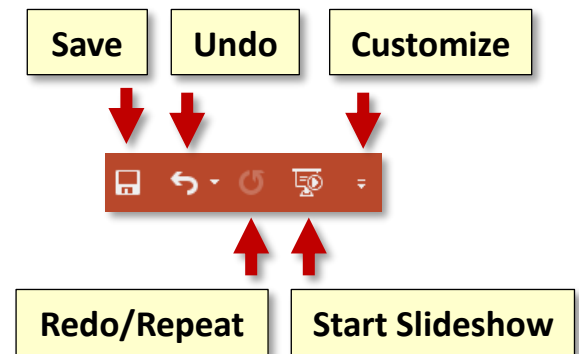
**Open** PowerPoint by using the **Start** menu or by **double-clicking** on the Desktop icon.

### Title Bar

1. **Note** the title bar section which has **window controls** at the right end, as in other Microsoft Office programs.
2. **Note** that a blank presentation opens with a default file name of **Presentation1**.

### Quick Access Toolbar

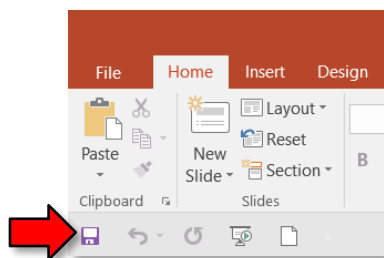
The Quick Access Toolbar is located all the way to the left on the title bar. It contains frequently used commands and can be customized using the drop-down menu.



1. **Point** to each small icon to view its ScreenTip.
2. **Be aware** that the **Undo** button is not located anywhere else in the application except for on the Quick Access Toolbar.
3. **Click** the **Customize Quick Access Toolbar** button, **check New** on the menu. **Notice** how a **new button** has appeared.



4. **Click** the **Customize Quick Access Toolbar** button again and **select Show Below the Ribbon**. This repositions the toolbar to be **below** the ribbon.



5. **Note** that when the toolbar is below the ribbon, its customize button is **very difficult to see**, due to its white color.



6. **Move** the Quick Access Toolbar back **above the ribbon** by **clicking** the **customize** button and **selecting Show Above the Ribbon**.

## Ribbon



The Ribbon contains all of the tools that you use to interact with your Microsoft PowerPoint file. It is located at the top of the window. All of the programs in the Microsoft Office suite have one.

The ribbon has a number of **tabs**, each of which contains **buttons**, which are organized into **groups**. Depending on the object you have selected in the document, several **contextual tabs** may appear which provide additional formatting options for that object.

**Try clicking** on other **tabs** to **view** their buttons (**do not click on the "File" tab yet**), and then **return** to Home tab.

### Active Tab

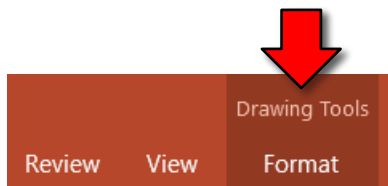
By default, PowerPoint will open with the **Home tab** of the Ribbon active. **Note** how the Active tab has a white background, and the Inactive tabs do not.



### Contextual Tabs


Contextual tabs are displayed when certain objects, such as an images and text boxes, are selected. They contain additional options for modifying the object. Contextual tabs stand out because they are darker in color and are located to the right of all the other tabs.

1. **Click** into the text box that says **"Click to Add Title"**.
2. **Notice** that a dark Contextual Ribbon named **"Drawing Tools"** has appeared. This contextual ribbon has one contextual tab named **"Format"**.



3. **Click** outside of the text box to **deselect** it. **Notice** how the Contextual Ribbon **disappears**. This is because the text box is no longer selected.
4. **Click** on the text box again.

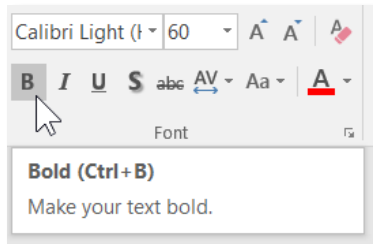
**Teacher's note:**  
**Make sure** they are clicked **inside the text box**, or else most of the buttons in the Ribbon will be disabled.



## Groups and Buttons

On each **Tab**, the **Buttons** (a.k.a. commands or tools) are organized into **Groups**. The groups have names, but the names are not clickable.

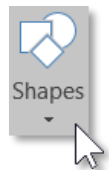
**Hover** over some active buttons on the Home tab to **observe ScreenTips**. The ScreenTips display the name of the button, along with a short description of what the button does.

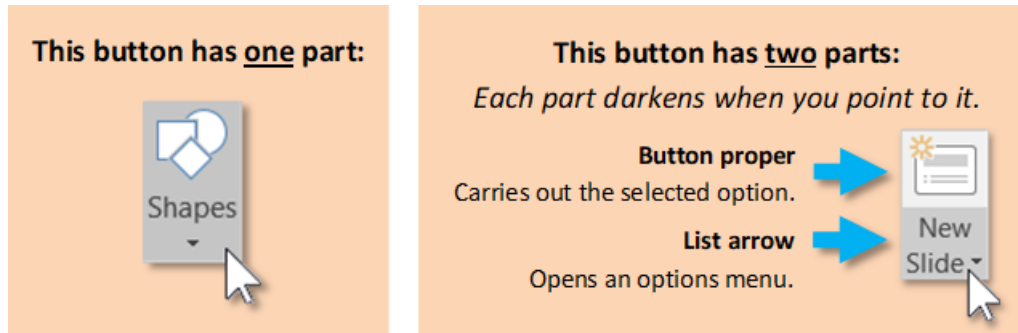


## Buttons with Arrows

**Note** that some buttons have images on them and some have images *and an arrow*. The arrow indicates that more information is needed to carry out the function of the button. Some arrowed buttons have two parts: the button proper and the list arrow.

- A **one-part arrowed button**, called a **menu button**, will darken completely when you point to it:
  1. In the **Drawing group**, **point** to the **Shapes** button.
  2. **Note** there is no difference in shading between the left and right of the button when you point to each section.
- On a **two-part arrowed button**, called a **split button**, only one section at a time will darken when you point to it.
  1. In the **Slides group**, **point** to the top part of the **New Slide** button. This is the “**button proper**” section of the button. **Note** how it is darkened separately from the arrow portion of the button.
  2. **Point** to the **bottom portion**, the section with the arrow. This is the “**list arrow**” section of the button. **Note** how it is darkened separately from the left portion.
  3. The **button proper** is the section of a two-part button that will carry out the default option or the last used option.
  4. The **list arrow** section will open an options menu.





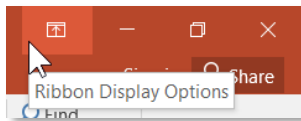
### Dialogue Box Launcher

On some groups there is a **Launcher** button which will open a **dialogue box** with related but less common commands. **Click** a launcher button, and then **close** the dialogue box.

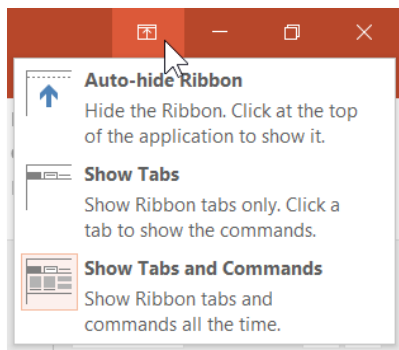
### Ribbon Display Options button

This button provides options that will hide the Ribbon from view. The main benefit to this is that it allows your workspace to take up more of the screen.

1. **Locate** the **Ribbon Display Options** button (to the left of the window control buttons).



2. **Click** on it. Three options appear.



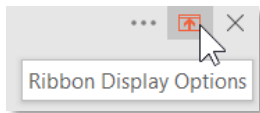
3. **Select Auto-hide the Ribbon.** This option essentially makes PowerPoint go into “full screen” mode. It hides not only the Ribbon, but also the Quick Access Toolbar, title bar, and Window Controls.



4. To get the ribbon to **show** after Auto-hiding it:
  - a. **Point** to the **top-center** of the screen and **click**. (Clicking the three dots does the same thing.) The full ribbon can be seen and used. However, as soon as the body of the document is clicked it will hide again.



- b. **Click** in the middle of the document. **Notice** how the ribbon **hides** again.
5. To get a partial display of the ribbon to stay in view:
  - a. **Click the “mini” Ribbon Display Options** button on the top right.



- b. **Click Show Tabs**. **Note** this option has brought back our Quick Access Toolbar, title bar, Window Controls, and *part* of the ribbon; only the **Tabs** are visible. The buttons are not.
  - c. **Click** the **Home** tab. **Notice** how the buttons come into view.
  - d. **Click** in the middle of the document. **Notice** how the buttons disappear again.
6. To get the Ribbon back, **point** to the **top-center** of the screen and **click**.
  - a. **Click** in the middle of the slide. **Notice** how the Ribbon **disappears** again.
  - b. Because we’ve hidden the Ribbon, we now have a “mini” Ribbon Display Options button. **Click** it.

**Note:** A shortcut for changing to the “Show Tabs” view is to **double-click** the Active Tab. If the buttons in the Ribbon suddenly disappear, then you may have done this by accident!

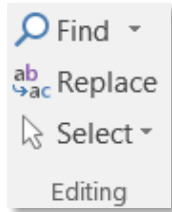


7. To get the entire ribbon to stay in view:
  - a. **Click Ribbon Display Options**
  - b. **Click Show Tabs and Commands**. This option keeps **entire** ribbon visible at all times. It is the **default** option. We will keep this option selected for the remainder of class.

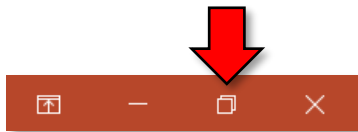
## Dynamic Resizing

If you use PowerPoint on other computers, be aware that the button placement on the Ribbon might look **slightly different**. For instance, a button might be a different size or be positioned in a slightly different place. The reason for this is that the Ribbon auto-adjusts itself based on the size of the PowerPoint window.

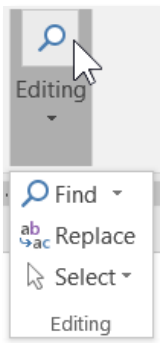
1. **Notice** what the buttons in the **Editing** group currently look like.



2. **Click** the **Restore Down** button to shrink the size of the PowerPoint window.



3. **Notice** how the group looks different now. The entire group was collapsed into a **single button**. Click on the button to reveal the contents of the group.

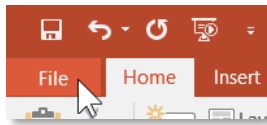


4. **Click** the **Maximize** button to bring the window back to full screen.

## File Tab

The File tab provides a **Backstage** view of your document. Backstage view gives you various options for saving, opening a file, printing, or sharing your document. Instead of just a menu, it is a full-page view which makes it easier to work with.

1. **Click** on the **File tab**.



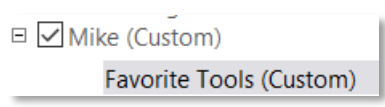
2. **Notice** that the ribbon and the document are no longer in view. **Note** the commands on the left side of the screen that you use to perform actions **TO** a document rather than **IN** a document.
3. Other things you can do in the **Backstage** view:
  - a. **Click** the **Info** menu option. The **Info** section of the File tab offers an easy to use interface for inspecting documents for hidden properties or personal information.
  - b. **Click** the **New** menu option. In this view you can create a new Blank presentation, or choose from a large selection of Templates.
  - c. **Click** the **Open** menu option. The **Open** pane is used to open existing files on your computer.
    - i. It immediately presents you with a list of presentations that you have **recently** opened, so you can quickly find and open them again. The computers in the Computer lab have this feature turned off for privacy reasons.
    - ii. Clicking **OneDrive** allows you to open a file that is stored in OneDrive, which is Microsoft's internet cloud service.
    - iii. Clicking **Browse** opens a File Explorer dialog, which allows you to find the file on your computer. We will be using this option in class.
  - d. **Click** the **Save As** menu option. This pane allows you to save your file.
4. To return to the document from the Backstage view, **click** the large, left pointing arrow in the top-left corner of the screen.



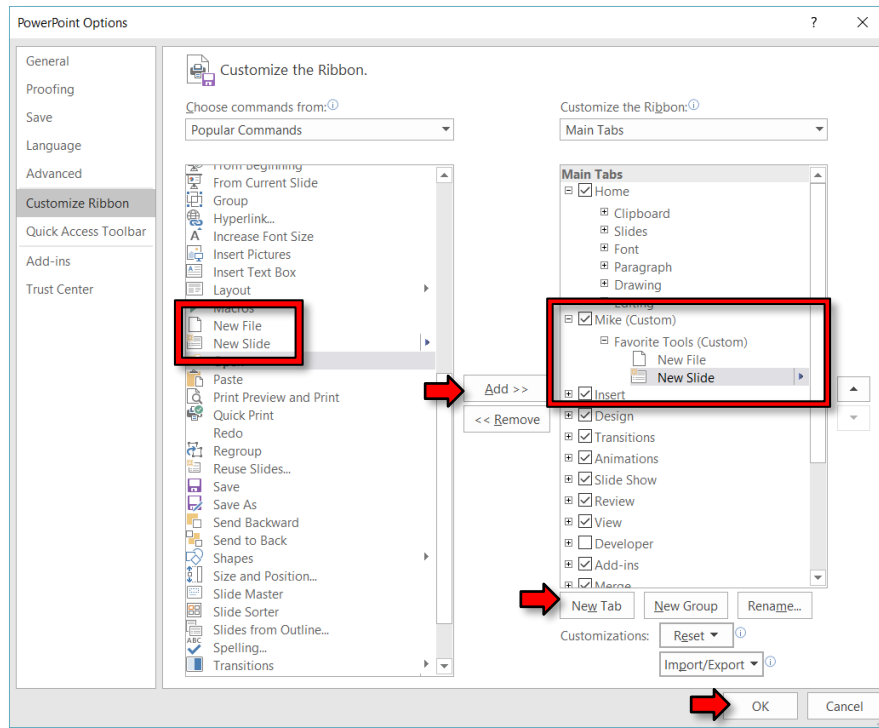
## Customize the Ribbon

It is possible to add your own, **customized tabs** to the ribbon. Although you will rarely need to do this in your everyday usage, our goal here is to expose you to the extent to which the PowerPoint environment can be customized.

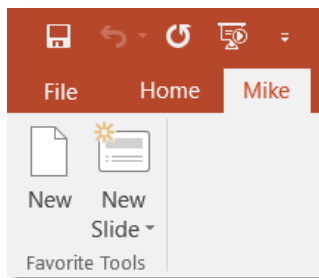
To demonstrate this, will create a new tab containing our favorite tools.

1. **Right-click** in a clear space on the ribbon and **click Customize the Ribbon**. This opens a dialog box.
2. **Click** on the **New Tab** button, located beneath the right pane.
3. **Notice** how a new tab called **New Tab (Custom)** has appeared in the list on the right.
4. **Notice** how our new tab contains one group called **New Group (Custom)**.
5. Let's **assign a name** to the new tab and its group.
  - a. **Right-click** on the words **New Tab (Custom)** and **click Rename**.
  - b. In the Rename dialog, **type** your **first name** and **click OK**.
  - c. **Right-click** on the words **New Group (Custom)** and **click Rename**.
  - d. When renaming a group, it presents you with a **grid of icons**. You may **optionally** choose an icon that you would like to associate with the group. Group icons are used for when a group is added to the Quick Access Toolbar.
  - e. **Type Favorite Tools** into the Display Name field and **click OK**.
6. The left pane contains the buttons that are available to us.
  - a. **Confirm** that Favorite Tools group is **selected** (has a dark background). If it is not selected, click on it to select it.
 
  - b. **Click** on **New File** in the left pane and then **click** the **Add** button.
  - c. **Click** on **New Slide** in the left pane and then **click** the **Add** button.

7. **Click** on **OK** at the bottom of the PowerPoint Options dialogue box.



8. **Click** on the tab you created to view its contents.



### Status Bar

The Status Bar is below the presentation window area.



### Current information

The left end gives **current information** about the presentation, such as the slide number being viewed and the theme of the slide.

## Views

At the **right end** of the status bar are shortcuts to the different **views** that are available. Each view displays the slide show in a different way, allowing you to carry out various tasks more efficiently.



**Normal**

This view allows you to edit the content of your slides. It contains two tabs on the left side of the screen—Slide and Outline—that help you navigate to the other slides in your presentation. It is selected by default.



**Slide Sorter**

Displays smaller versions of all of the slides in the presentation, making it easy to rearrange them.



**Reading View**

Similar to Slide Show view, it displays your presentation in a full-screen window.



**Slide Show**

Use this view when you want to show your slideshow in a presentation setting. Displays your slides full-screen.

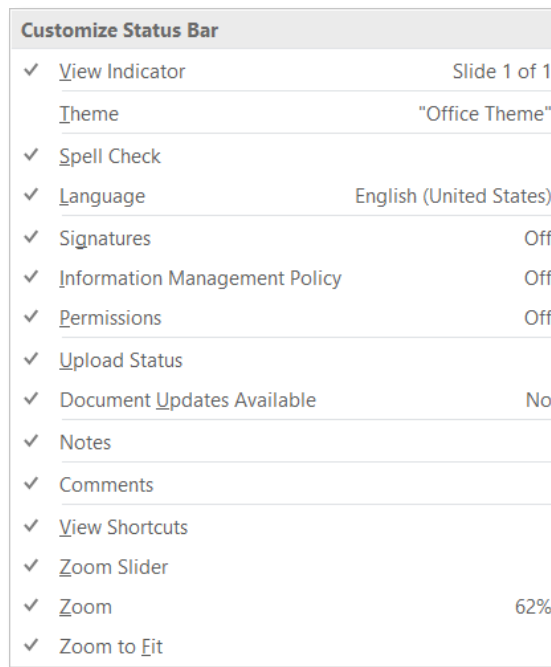
## Zoom Slider

Also at the right end of the Status Bar is the Zoom Slider. This allows you to adjust how large the slides are displayed on the screen. It does not adjust the actual size of the slides—just how big or small they are rendered on the screen (like moving a newspaper away from or closer to your eyes).

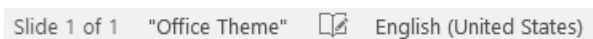


## Customization

1. **Right-click** on the **Status Bar** to display the **Customize Status Bar** menu.



2. **Notice** how **Theme** does not have a checkmark next to it. That means this piece of information is not currently being displayed in the status bar.
3. **Click** on **Theme** to enable it.
  - a. **Notice** how the **Customize Status Bar** menu remains on the screen.
  - b. **Notice** how the status bar now contains the words **Office Theme**. This is the name of our presentation's currently selected theme (we will talk about what a theme is later).

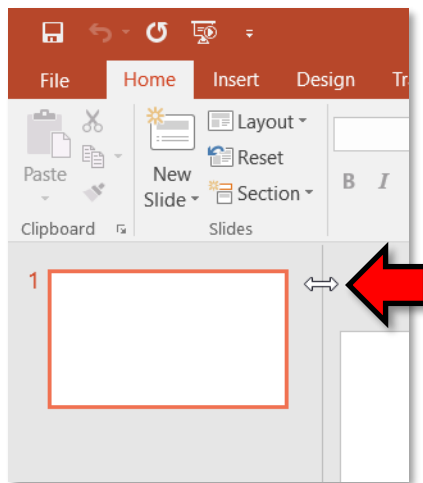


4. **Click** on **Theme** a second time in the **Customize Status Bar** menu to turn it off.
5. **Click** in a **clear space** to dismiss the **Customize Status Bar** menu.

## Workspace

Underneath the Ribbon is the workspace.

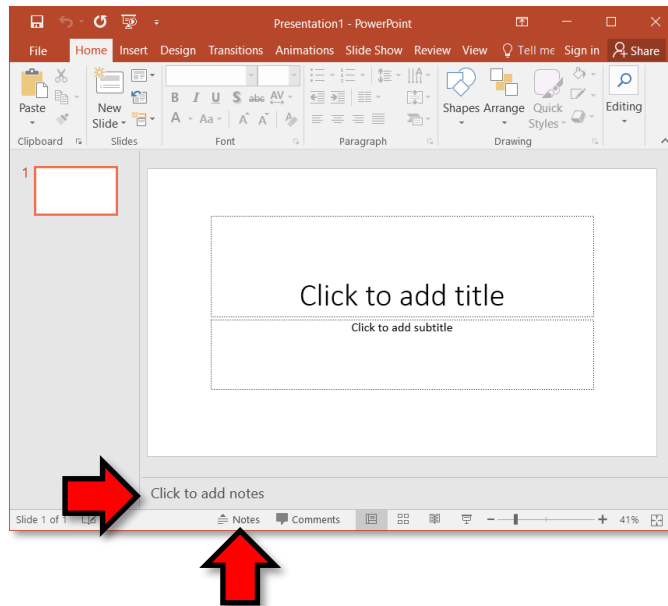
1. The section on the left is the **Slide Navigation Pane**.
  - a. The Slide Navigation Pane displays a **thumbnail** of each the slide in your presentation.
  - b. **Clicking** on a slide in this area causes the slide to be displayed in the **Slide Pane** on the right, which allows you to **edit** the slide.
  - c. The slide that is currently being displayed in the Slide Pane has an **orange border** around it.
  - d. The Slide Navigation Pane is **resizable**.
    - i. **Point** to the **grey vertical line**.
    - ii. Notice how tour cursor changes to a resize cursor.
    - iii. **Click and drag** to resize.



2. The large section on the right is called the **Slide Pane**. It displays the **active slide** (the slide that is selected in the Slide Navigation Pane).



3. In the Status Bar, **click** the **Notes** button.
  - a. **Notice** the words “Click to add notes” has appeared above the status bar. This is called the **Notes pane**.
  - b. The Notes pane is used for adding **notes** to a slide that only the **presenter** can see. These notes are **not visible** during the slide show, but they can be printed.
  - c. **Click** the **Notes** button again to **hide** the Notes pane.



4. In the Status Bar, **click** the **Comments** button.
  - a. **Notice** the pane on the right. This is called the **Comments pane**.
  - b. Comments allow you to **write messages** to the other people who are editing the presentation (or even to yourself). They are useful for collaboration. Comments are not visible during the slide show.
  - c. **Click** the **Comments** button again to **hide** the Comments pane.

## Managing a Presentation



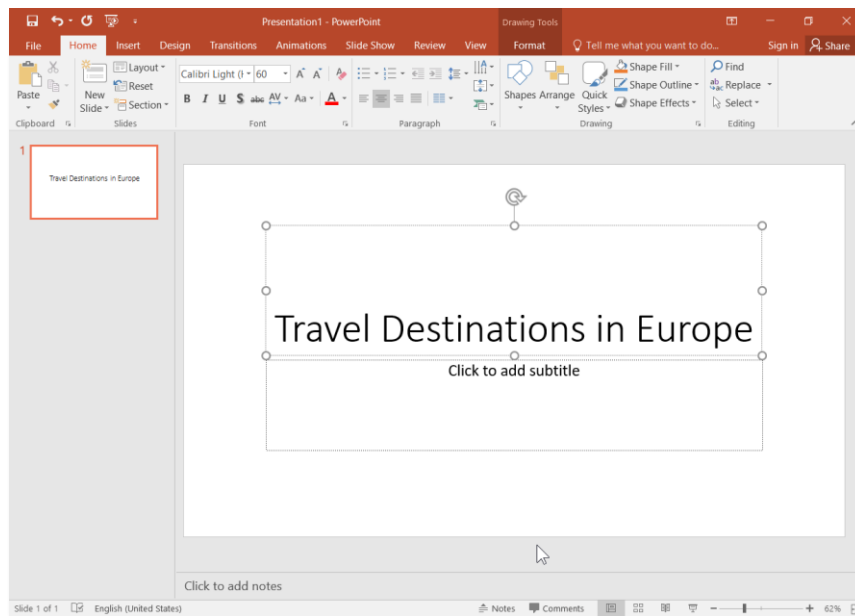
Takes 10min

When PowerPoint opens, it will display a blank presentation ready for you to start working with. The words that you type and the formatting that you use become your presentation.

### Entering content

Let's enter a title into the first slide of our presentation.

1. **Click** in the text box that says **Click to add title**. This is called a **placeholder**. We will talk more about placeholders later.
2. **Type** **Travel Destinations in Europe**.




### Saving your presentation

Each presentation you create is temporary unless you save it as a file with a unique name and location.

1. **Prepare** your **save to** location by **inserting** your flash drive.
2. **Click** on the **File tab**, **click Save As**, then **click Browse**. A Save As **dialogue box** will open.
3. When the **Save As dialogue box** opens, **use** the folders/navigation pane to **navigate** to the flash drive. Be sure the address bar indicates a save location of Computer→KINGSTON (E:)
4. In the **File name** field, **name** your file "**My Travel Presentation**".
5. **Click Save**.

## Back-up savings

It is important to save your work routinely, just in case PowerPoint crashes or your computer crashes. To do this, **click** the **Save** button  on the **Quick Access Toolbar**. If you want to keep your original document and save your changes to a new file, **choose Save As...** from the File menu.

Microsoft Office applications, including PowerPoint, include a feature called **AutoRecover** that auto-saves your file every 10 minutes so it can be recovered in the event that your computer crashes or PowerPoint crashes. However, it's best to frequently save changes yourself by clicking the Save button to ensure that your most recent changes are saved.

## Closing a presentation

1. **Close** the presentation by **clicking** on the **Close** button on the **File Tab**.
2. If you choose to close by click on the red X in the top corner of the window, you will not only close the presentation but the program as well.

## Creating a new blank presentation

If you followed Step 1 above to close, the PowerPoint program is open, but there is no presentation to work in.

1. On the **File Tab**, **click New**. This will open a view where you can choose a presentation template.
2. **Click** on **Blank presentation**. **Note** that our new presentation has a default name of Presentation 2.

**Note:** In this course we will not be addressing saving a PowerPoint file under a different file name or in a different format.

Please refer to our Excel 2016 or Word 2016 Step-by-Step Guides for information and instructions on how to save Microsoft Office files with different file names and in different formats. These guides can be found on our **Class Resources** page:

[www.mc-npl.org/class-resources](http://www.mc-npl.org/class-resources)



## Getting Started with Slides



Takes 20min

### Placeholders

1. **Open** a new, blank PowerPoint presentation if one is not already open.
2. **Note** the slide on the right side of the work area.
3. **Note** the areas on the slide that are enclosed by **dotted borders**. These are called **placeholders**. Placeholders are essentially **suggestions** on how to layout your slide. They can contain many different items, including text, pictures, and charts.




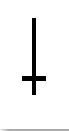
### Slide Layouts

Placeholders are arranged in different **layouts** that can be **applied to existing slides**, or chosen when you insert a new slide. A slide layout arranges your content using different types of placeholders, depending on what kind of information you might want to include in your presentation.

1. When PowerPoint is first opened to a new presentation, the first slide will always be a **Title Slide** layout.
2. To check this, on the **Home** tab, in the **Slides** group, **click** on the **Layout** button. **Note** that the layout of the slide, Title Slide, is “lit up” or selected.

### Customizing Slide Layouts

1. Let's **open** **PetSlideShow.pptx**. We are going to **use** this presentation to practice **working with slides**.
2. Take a **look** at the **slides** to **get an idea** of the scope of the presentation.
3. **Select** **Slide 3**. **Note** the location of the two text boxes on the slide.
4. In the **Slides** group on the Home tab, **click** on the **Layout** button.
5. **Note** that the selected **layout** is named **Title and Content**.
  - a. **Change** the layout by **clicking** on the **Section Header** option.
  - b. **Note** how the location of the text boxes on **Slide 3** has changed.
6. **Select** **Slide 2**.

7. Let's **delete** one of the placeholders on this slide.
  - a. **Position** your mouse on the **left dotted border** of the "Click to add text" placeholder so it changes to a move cursor (see image at right). 
  - b. **Click** the **border** to select it. Clicking inside the text box will put the text box in edit mode.
  - c. **Press**  or  on your keyboard.
8. Let's **add** a **text box** to the slide:
  - a. **Click** on the **Insert** tab on the Ribbon and then, in the **Text** group, **click** the **Text Box** button. Your cursor will turn into an upside-down cross (see image at right). 
  - b. **Click, hold and drag** your mouse to draw a text box.
  - c. If you don't enter any text, the text box will disappear when you click outside of it. **Click** outside the text box.

**Tip:** For more control over your content, you may prefer a **blank slide** (a slide without placeholders) over one of the existing layouts. Blank slides can be customized by adding your own text boxes, pictures, charts, and more.



## Working with Slides

### Insert a new slide

1. **Select** **Slide 1**.
2. **Click** the **bottom half** of the **New Slide** button. This allows you to choose which layout the new slide should use.
3. **Click** a **Two Content** slide layout.
4. Now, **click** the **top half** of the **New Slide** button.
5. **Note** a new slide was created with the **Two Content** layout. Unlike the bottom half, clicking the **top half** of the new slide button does **NOT** let you choose the layout of the new slide. It sets the layout of the new slide to be the **same layout** as the current slide (with one exception: if the selected slide uses the "Title" layout, the new slide will use the "Title and Content" layout).
6. **Undo** the two new slides.

### Copy and Paste a slide

We need **Section Header** type of slide just like our **Slide 3** to separate our Adoptable Dogs from other types of pets that we have pictures of. The easiest way to do this is to **copy** **Slide 3** and **paste** it where we want it to go.

1. **Select** **Slide 3** (the "Man's Best Friend" slide).
2. In the Clipboard group on the Home Ribbon **click** the **Copy** button.

3. **Click** in the **space** between **Slide 6** and **Slide 7** on the Slide Navigation Pane. **Note** the **orange horizontal line** that appears.



4. **Click** the **Paste** button in the Clipboard group. (Note: we will edit the content later)

### Duplicate a slide

Duplicating a slide copies the selected slide and, in one step, pastes it directly underneath

1. **Select** **any slide**.
2. **Click** the **bottom half** of the **New Slide** button.
3. **Click** **Duplicate Selected Slides** from the options menu.

### Delete a slide

1. **Select** the slide you just duplicated.
2. **Press** **Backspace** or **Delete** on your keyboard.

### Move a slide

The Slide Navigation Pane can be used to **rearrange** slides.

1. **Select** **Slide 6** (“Salinger”).
2. **Click and drag** the **slide thumbnail** upwards until it is **underneath** **Slide 4** (“Franny”).
3. **Let go** of the mouse when it is in the correct position.



## Managing Slides and Presentation



Time check: 60min




Takes 15min

(Still using **PetSlideShow.pptx**)


As you add slides to your presentation, PowerPoint offers a variety of views and tools to help you organize and prepare your slide show.

### Slide Views



We just moved a slide using the **Slide Navigation Pane** in **Normal View**. However, this approach can be **difficult** if you have a large number of slides in your presentation. Using a **different view** of the slides can help make rearranging them easier.

1. On the status bar, **find** the **Slide Sorter** view  and **click** on it. This view makes it easier to visualize your slide show.
2. **Use** the **zoom slider** so you can see all slides (around 70%).
3. Let's **move** the **Salinger slide** (**Slide 5**) back to her original position **following Zooney** (**Slide 6**).
  - a. **Click and drag** the Salinger slide (**Slide 5**).
  - b. **Let go** when the slide is in the correct place.



4. **Click** on the **Reading View**  and **note** that the active slide is displayed in nearly full screen. There are navigational controls on right side of the status bar to move between slides.



5. **Click** on the **Slide Show**  view. **Note** there is no status bar nor any readily apparent navigational tools.
  - a. **Hover** your mouse over the lower left corner of the slide and **note** the controls there.
  - b. **Use** the keys on your keyboard (including the arrow keys, **Page Up** and **Page Down**, **Space Bar**, and **Enter**) to **move** through the slides in Slide Show view.
  - c. **Press** the **Esc** key to end the slide show. We will talk more about Slide Show view later.
6. **Return** to the **Normal** view .

## Organizing Slides into Sections

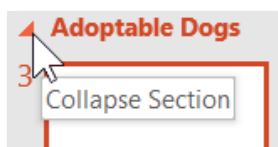
You can organize your slides into **sections** to make your presentation easier to navigate. Sections can be **collapsed** or **expanded** in the left pane and **named** for easy reference. In this example, we will add two sections: one for dogs that are available for adoption, and another for cats and other pets.

Let's create a section that includes the slides on Adoptable Dogs.

1. **Select Slide 3** as this is the slide that we want for the beginning of the section.
2. On the **Home** tab, in the **Slides** group, **click** the **Section** command.
3. **Choose Add Section** from the drop-down menu. An **Untitled Section** appears in the left pane.



4. To rename the section, **right-click** on the section and **click Rename Section**.
5. **Enter "Adoptable Dogs"** in the dialogue box, then **click** the **Rename** button.
6. **Point** to the **triangle** next to the Adoptable Dogs section name. **Note** that the ScreenTip says Collapse Section.



7. **Click** on the triangle to collapse the section.
8. **Note** that the Adoptable Dogs section includes **all the remaining slides** in the presentation.

Let's create another section for the slides on Cats and other Pets.

1. **Expand** the **Adoptable Dogs** section by **clicking** on the triangle.



2. **Select Slide 7**. This will be the beginning of our new section.
3. **Follow** the steps above, naming the section **Cats and Other Pets**.
4. **Collapse** both sections.



### Adding Notes to Slides

PowerPoint gives you the ability to add notes to your slides, often called “speaker notes”, to help you deliver or prepare for your presentation. You can enter and view your speaker notes using the **Notes pane** or the **Notes Page View**.

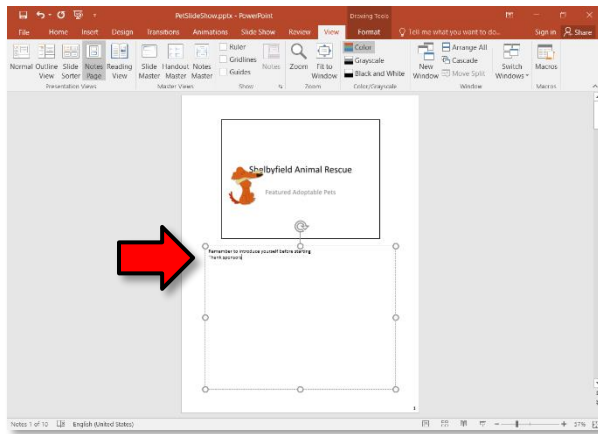
To use the **Notes Pane**:

1. **Select** a slide to add notes to ( **Slide 1** ).
2. **Locate** the **Notes pane** at the bottom of the screen, directly below the Slide pane. If the Notes pane is not visible, **click** the **Notes** button in the status bar.
3. **Click and drag** the top edge of the pane to make it bigger or smaller, if desired.
4. **Type** something in the Notes pane.



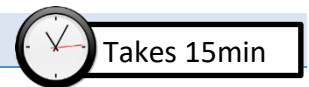
To use the **Notes Page View**:

1. **Go** to the **View** tab and **click** the **Notes Page** button in the **Presentation Views** group.
2. **Click** in the **text box** where the Note is and **type** more content. **Note** that you must click on top of the text that is already in the text box to get an insertion point—clicking in a blank area inside of the text box will not give you an insertion point.



3. To get back to **Normal** view, **click** the **Normal** button in the **Presentation Views** group, or use the button in the status bar.
4. **Note** the added content in the Notes field of **Slide 1**.
5. **Close** **PetSlideShow.pptx** and **don't save** changes.

## Applying a Theme



Takes 15min

A theme is a **predefined combination of colors, fonts, and effects** that can be applied to your presentation. PowerPoint includes built-in themes that allow you to easily create professional-looking presentations without spending a lot of time formatting.

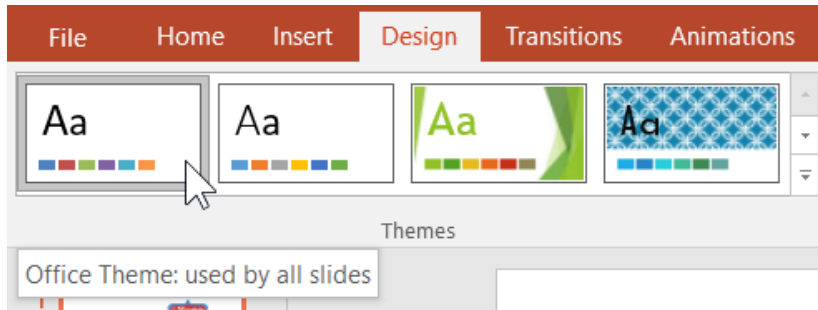
You've already been using a theme, even if you didn't know it. The theme is called **Office Theme**, and it consists of a white background, the Calibri font, and primarily black text. Themes can be applied or changed at any time.

### Why Use Theme Elements?

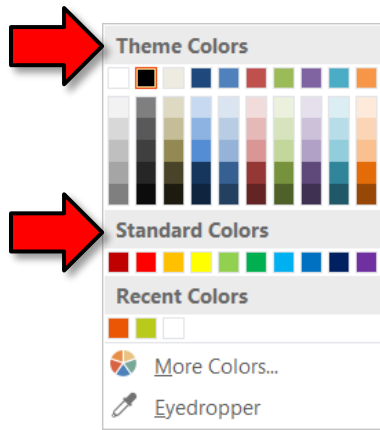
If you're using theme elements, you'll probably find that your presentation looks pretty good. All of the colors will work well together, which means you won't have to spend as much time formatting your presentation. But there's another great reason to use theme elements: When you switch to a different theme, all of those elements will update to reflect the new theme. You can drastically change the look of your presentation in just a few clicks. Remember, the colors and fonts will only update if you're using **Theme Fonts** or **Theme Colors**. If you choose one of the Standard Colors or any of the Fonts that are not Theme Fonts, then your text will not change when you change the theme.

## Theme Elements

1. To explore themes **open** the **BusinessProfile.pptx** from your flash drive.
2. **Click** on the **Design** tab on the Ribbon and **note** there is a theme that is currently active. The currently active theme has a gray border around it.
3. **Point** to the theme and **note** the name of the theme – **Office Theme**.

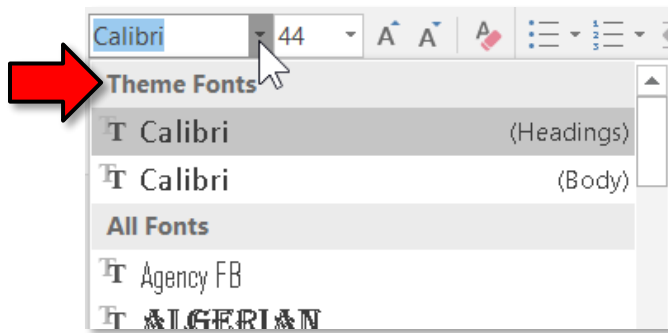


4. **Make sure** **Slide 1** is selected.
5. **Select** the text in the Title box (the larger box).
6. **Click** on the **Home** tab and in the **Font** group, **click** on the **list arrow** for **font color**.
  - a. **Note** the top section of colors, **Theme Colors**. These colors are used by themes. They will **change** depending on what theme you are using.
  - b. **Note** the **Standard Colors** section. These colors are NOT used by themes. If you use one of these colors in you presentation, they will NOT change when you change the theme.



- c. **Click** in a **clear space** to close the menu.

7. **Click** on the **list arrow** for **font** and **note** the top section which lists the **Theme Fonts** used in the Office theme.



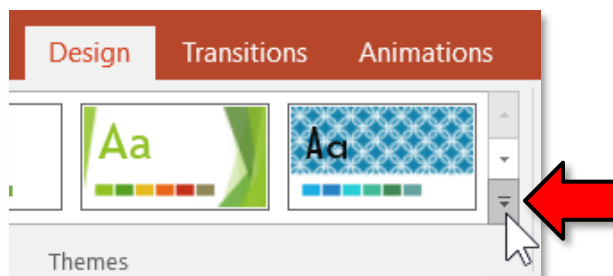
8. **Note** that it's generally a good idea to **always use Theme Colors and Theme Fonts**. The reason is that they help ensure that your presentation will still look good if the theme is changed.

If you use Standard Colors, or any of the fonts that are not Theme Fonts, then your text will always remain in that font and color—even when you change themes. That is generally not a desirable result because the color/font might not look good with the new theme. Theme Colors and Fonts, however, will change depending on the theme, which helps to ensure that your presentation will still look good if the theme is changed.

9. **Also note** that themes change the **slide layouts** as well. For example, one theme may choose to position slide titles at the top of the slide, while another theme might position them at the bottom.

## Applying a Theme

1. **Click** on the **Design** tab.
2. **Locate** the **Themes group**. Each small image represents a theme.
3. **Hover** over a theme to see a live preview of it in the presentation. The name of the theme will appear as you hover over its image.
4. **Click** the “more” button to access more themes.



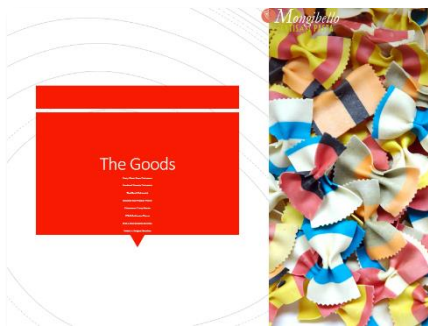
5. **Find** and **click** on the **Atlas** theme to **apply** it to the slides (themes are in alphabetical order).



6. Now let's **look** at each of our slides to make sure that the application of a new theme did not adversely affect any of our slides.
  - You shouldn't just take it for granted that a presentation will look "good" in all themes.
  - This is especially true if the presentation uses non-theme fonts or if you inherited a presentation from somebody else.
  - **Notice** how the text on **Slide 2** is white and hard to see.



- **Notice** the text on **Slide 5** is too small to read.



7. **Close** BusinessProfile.pptx and **don't save** changes.



Good stopping point for Session 1

## Working with Images



Takes 35min

Adding clip art and pictures to your presentation can be a great way to illustrate important information or add decorative accents to existing text. You can insert pictures from your computer, search the internet for clip art, or add a screenshot of your own. Once an image has been inserted, you can resize and move it to the location you want.

### Inserting an Image from File

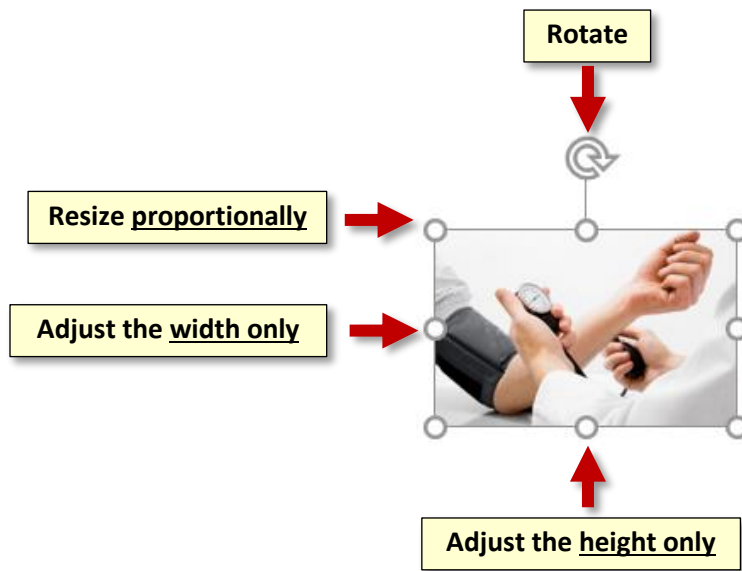
Inserting an image from file means that the picture you want to insert is saved somewhere on your computer. You will be navigating to the picture so you need to know exactly **where it is**. For the purposes of this class, the picture is on your flash drive.

1. **Open WellnessPlan.pptx** from your flash drive.
2. **Select Slide 3**. We are going to insert a picture on that slide.
3. **Click** the **Insert** tab, then **click** the **Pictures** button in the **Images group**. The **Insert Picture** dialogue box appears.
4. **Navigate** to the picture file named **blood pressure.png** we have placed on your flash drive and select it.
5. **Click** the **Insert** button on the **Insert Picture** dialogue box.
6. Your picture is now on the slide, but it needs some tweaking...



## Resizing an Image

1. **Note** that the picture has some circles and squares around its border. These are **sizing handles**.



2. Sizing handles display when an object, such as this picture is **selected**, meaning it is the current focus of the program.
3. **Note** also the **Picture Tools contextual tab** that has opened above the Ribbon. This tab will display as long as the picture is selected.
4. **Click** somewhere **off** of the image. **Note** the Picture Tools contextual tab is gone and you are back on the **Home tab**.
5. **Click** on the image to **select** it. The Picture Tools contextual tab has returned.
6. **Position** your mouse over any one of the **corner** sizing handles. The cursor will become a pair of directional arrows or a **Sizing** cursor.



7. **Click, hold, and drag** towards the center of the picture or away from it until the image is the desired size.
8. The side sizing handles change the image's size but do not keep the same proportions. If you want to keep the image's proportions, always use the **corner handles**.

## Moving an Image

You may also need to move the picture so it fits with the other content.

1. **Position** your mouse until you see it turn into a cross with arrows or a **Move** cursor.



2. **Click, hold, and drag** your mouse until the image is positioned. Then **release** the mouse.

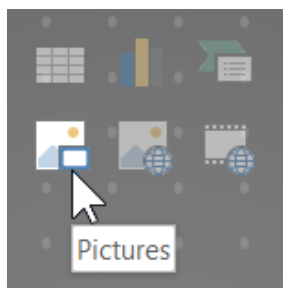


3. **Deselect** the picture.

## Inserting an Image Using a Placeholder

(Still using **WellnessPlan.pptx**)

1. On the Home tab, in the Slides group, **click** the **bottom half** of the **New Slide** button and **click Title and Content**.
2. Inside the larger text section there are **placeholder icons** that facilitate the insertion of various media. **Mouse over** the placeholder icons until you see a **ScreenTip** that says **Pictures** and then **click** on it.



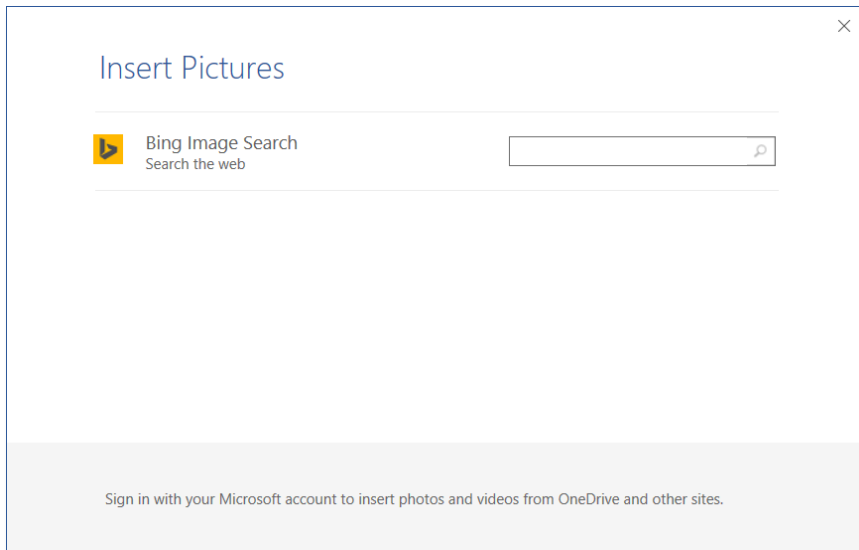
3. In the **Insert Picture** dialogue box, **select** **blood pressure.png** and **click** **Insert**.



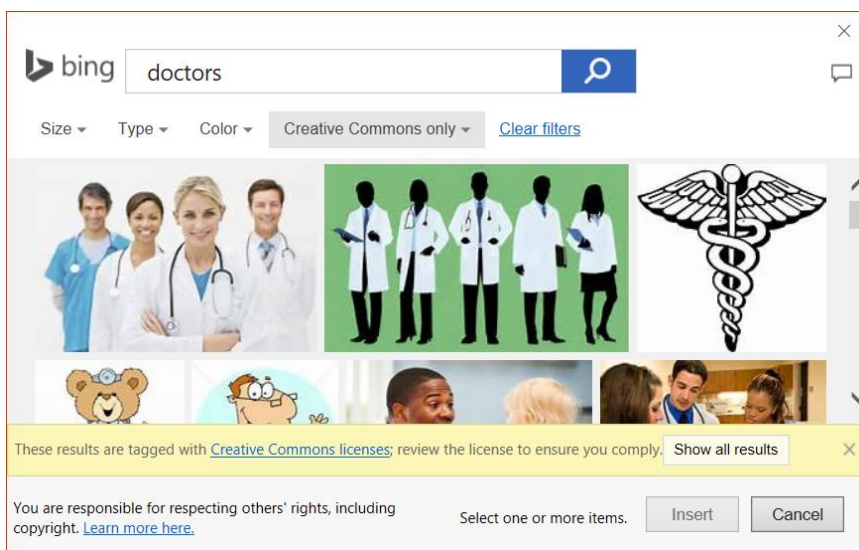
## Inserting a Clip Art Image

(Still using **WellnessPlan.pptx**)

1. **Select Slide 2**. We're going to insert a clip art image on this slide.
2. **Click** on the **Insert** tab. In the **Images** group, **click** the **Online Pictures** button.
3. A dialogue box opens that prompts us to enter a search term.



4. **Note** the words **Bing Image Search – Search the web**. Microsoft PowerPoint will search the Internet for images using its search engine, **Bing** (a competitor to Google).
5. **Type doctors** in the search field and press **Enter**.



6. **Note** the message in the **yellow box** below. PowerPoint has filtered the search results to only show images that are licensed under Creative Commons licenses.
  - a. **What is Creative Commons?** It is a type of copyright license that is frequently used on the internet. In general, it is a liberal license that gives you permission to use the image for free.
  - b. **HOWEVER**, Creative Commons allows content creators to add “gotchas” such as “cannot use for commercial purposes” or “must provide attribution to the original author”. **MICROSOFT POWERPOINT DOES NOT SHOW YOU THESE**. So, at the end of the day, it is up to **you** to verify that you are abiding by the author’s **SPECIFIC** license terms—and finding the specific license terms is not always an easy task.
  - c. For this reason, if you are planning to use clip art for any professional purpose, we recommend using a clip art website that contains only **public use** images. One such website is **pixabay.com**. Public use images give you **complete control** over how you may use them.
  - d. Another alternative is to **purchase** clipart (also called “stock images”). This is how businesses typically obtain clip art.
7. **Find** a picture you like and **point** to it.
8. **Click** on the **gray sub title** beneath it.



9. **Notice** how a **web browser** opens that takes you to the website that the image came from. At this point, you could navigate the website to find the specific license terms of the image, and to verify that you are abiding by the terms (again, not always an easy task, depending on the website).
10. **Close** the **web browser** to return to PowerPoint.

11. Now, we will insert the image into our document.
  - a. **Click** on the **picture** to select it.
  - b. **Click** the **Insert** button.
12. **Resize** and **move** it so it fits with the other content.

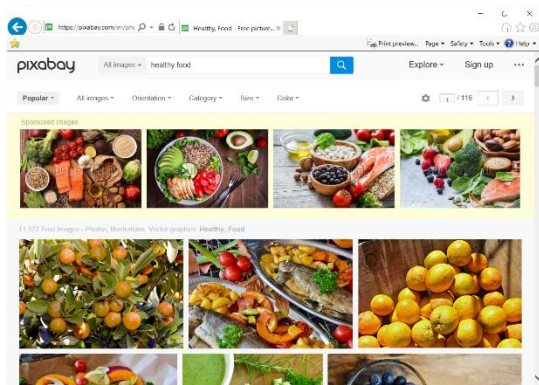


## Inserting an Image from a Website

(Still using **WellnessPlan.pptx**)

You can also insert images from a specific website into your presentation. Again, be aware that many images on the internet are **protected by copyright**. When you find an image you like, you should read the website's fine print to determine if you can use the image or not. This is especially important if you are making a presentation for commercial purposes (for example, as part of your job).

1. **Select Slide 5**. This slide is about **healthy eating**, so let's find a picture related to this topic.
2. **Open Internet Explorer** using the Start Menu.
3. **Click** into the address bar at the top of the screen and **type [www.pixabay.com](http://www.pixabay.com)**. Pixabay is a website that contains images that you can download and use **for free, without restriction**.
4. **Type "healthy food"** into the search box and **press** .
5. **Click** on an image you like (except for the ones in the first row—these cost money).



- On the next screen, **notice** the **copyright notice** on the right. It says “**CC0 Creative Commons**”. This means you can use the image however you want. You don’t even have to give the original author credit.

CC0 Creative Commons  
 Free for commercial use  
 No attribution required

- Right-click** in the **middle** of the image and **click Copy**.

**Tip:** If you’re planning on making the image really big on the slide, it’s best to use a **high-resolution** version of the image. To do this, click the green “Free Download” button on the right. This will download an image file to your hard drive. Then, follow the instructions found in the “Inserting an Image from File” section to insert the image file into the presentation.



- Switch back** to PowerPoint using the **taskbar**.
- In the **Home** tab, under the **Clipboard** group, **click** the **Paste** button proper.
- Resize** and **move** the image so it’s not covering up any text.
- Close** Internet Explorer.



### Inserting a Screenshot

(Still using **WellnessPlan.pptx**)

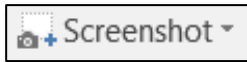
Screenshots are pictures that capture the visible windows and items displayed on your computer screen. They may include an open window of a website, items on your Desktop, or an open program. We are going to capture an entire website window and then part of a window to use in our presentation.

#### Full window capture

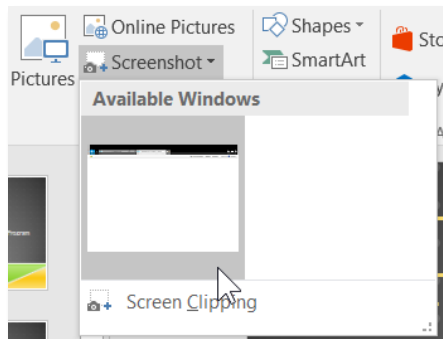
- Open Internet Explorer** from the Start Menu.
- In the address field, **type www.healthline.com**.
- Switch** back to the PowerPoint presentation.



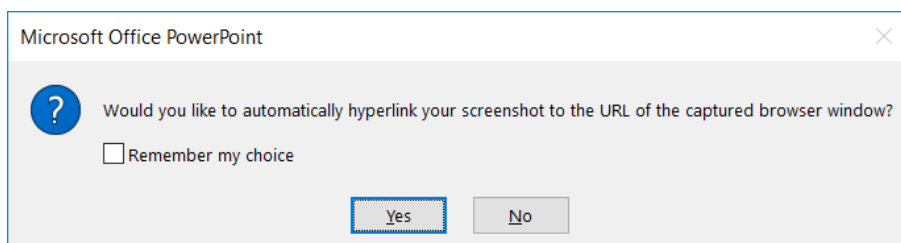
4. **Select Slide 6.**
5. On the **Insert** tab, in the **Images** group, **click** the **Screenshot** button.



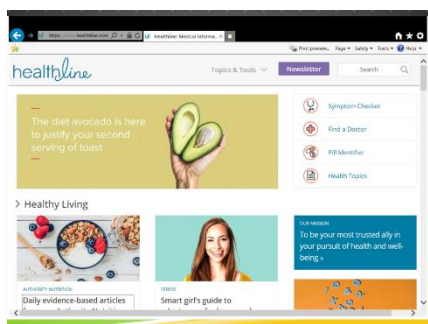
6. **Notice** that drop-down appears which shows **thumbnails** of the other windows that are open on our computer. In our case, we just have **one** other window open—**Internet Explorer**.
  - o **Note** that it **may** show you a thumbnail of an **empty window** (pictured below). This is a **Windows bug**.
  - o **Also note** that if any of your windows are **minimized**, they will NOT appear here.



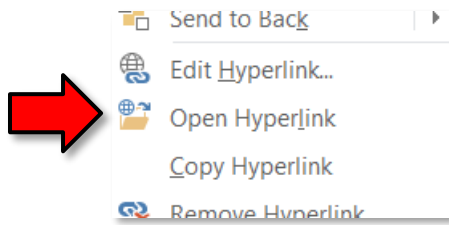
7. **Click** on the thumbnail for **Internet Explorer**.
8. A dialog appears, asking if we want to **“hyperlink”** the screenshot to the website URL. **Click Yes**. This will associate the website address with the screenshot, allowing us to **return** to the website if we forget where it came from.



9. The screenshot will appear in your slide.



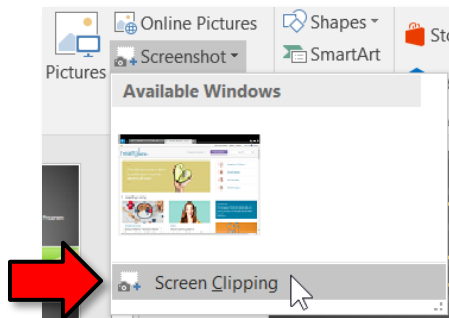
10. **Right-click** on the screenshot. Because we answered **Yes** in the **previous dialogue**, it is giving us an **Open Hyperlink** option. Clicking this option will open the webpage that the screenshot came from.



11. **Click** in a **clear space** to dismiss the context menu.
12. **Click Undo** to remove the screenshot. Next, we are going to insert only a portion of that website window.

*Partial window capture*

1. **Click** on the Internet Explorer window to activate it and then **click** back into the presentation. In order to successfully execute a partial window capture, the window we want to capture has to be **“behind”** the PowerPoint window.
2. On the **Insert** tab, in the **Images** group, **click** the **Screenshot** button.
3. **Click Screen Clipping**.



4. After a **few moments**, **notice** how a **faded view** of your website window appears, and your cursor turns into a **cross shape**.
5. **Click, hold and drag** your mouse to draw a box around a section of the faded website.



**Tip:** For best results, **start** at the **top-left** corner of the area you would like to select, then **click and drag** down to the **bottom-right** corner.



- When you let go of the mouse button you will be back in your PowerPoint and the screen clipping will appear in your slide. **Note** that performing a Screen Clipping does NOT give us the option of saving the website URL.

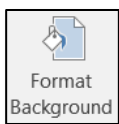


- Close** PowerPoint and **don't save** changes to **WellnessPlan.pptx**.
- Close** Internet Explorer.

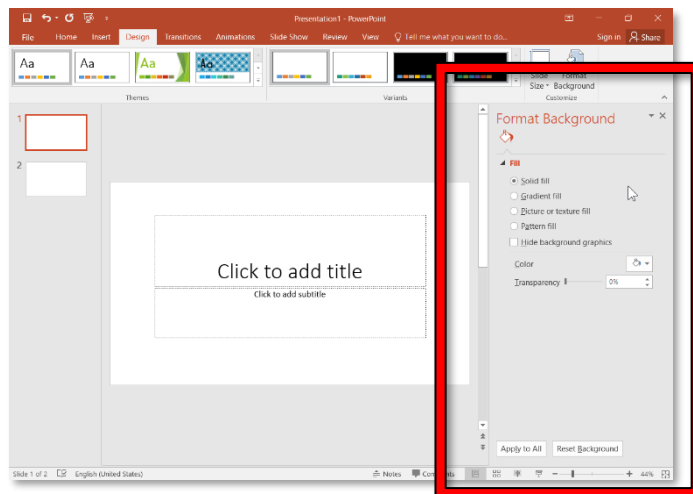
### Inserting an Image as Background for a Slide

It is possible to use an image of your choice to fill the background of a slide.

- Open** a blank PowerPoint presentation.
- Click** the **New Slide** button so that we have **2 slides**.
- Select Slide 1**.
- Click** the **Design** tab.
- In the **Customize** group, **click** on the **Format Background** button.



- Notice** how a **Format Background** pane appears on the right.

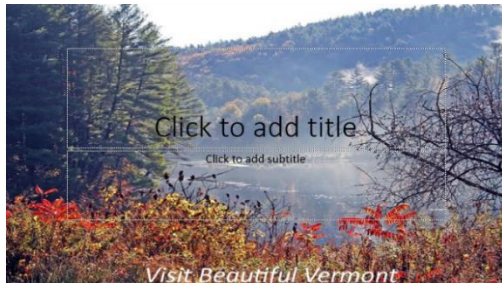




7. **Click** on the **Picture or texture fill** option button. The slide will fill with a **textured background**. You can try some of the other textured backgrounds by clicking the **Texture list arrow**.



8. **Click** on the **File** button. This will open a dialog box, allowing us to select an image file as our background.
9. **Select** **vermont.jpg** from your flash drive, and **click Insert**.



10. It would be nice if we could **remove** the “Visit Beautiful Vermont” text at the bottom of the image. To do this, we can adjust the **Offset bottom** setting. **Decrease Offset bottom** to stretch the image and hide the “Visit Beautiful Vermont” text.



**Tip:** Clicking “**Apply to All**” will apply the same background image to all of your slides.



11. **Close** PowerPoint and **don't save** changes.

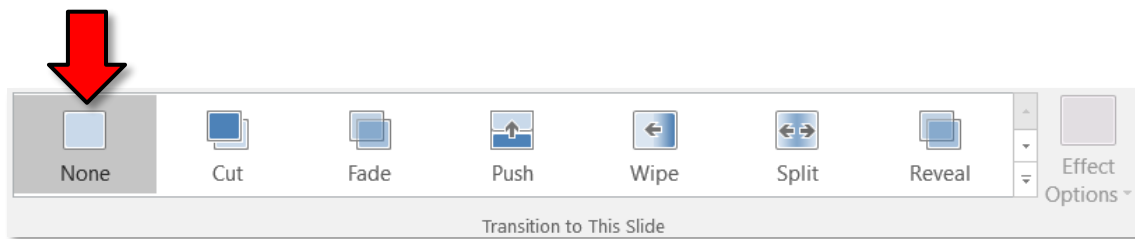


## Transitions

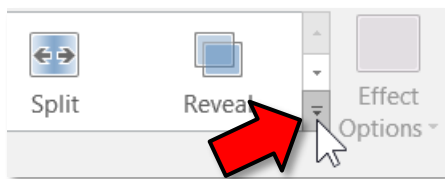
If you've ever seen a PowerPoint presentation that had "special effects" between each slide, then you've seen **slide transitions**. A transition can be as simple as fading to the next slide, or it can be a flashy, eye-catching effect. That means you can choose transitions to fit the style of any presentation.

### Applying a Transition

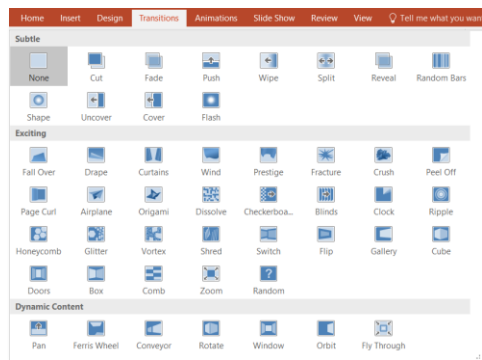
1. **Open FlashCards.pptx** from your flash drive.
2. **Select Slide 1**.
3. **Click** the **Transitions** tab and **locate** the **Transition to This Slide** group.
4. **Notice** how the **None** option has a **gray background**. This means that the currently selected slide does not have a transition. This is the **default setting** for all slides.



5. **Click** the **More** button to display all of the transitions.



- a. **Note** that transitions are grouped into three categories; **Subtle**, **Exciting**, and **Dynamic Content**.
- b. The categories are **self-explanatory** except for **Dynamic Content**. In that category, the transitions affect the **content** of a slide such as text boxes or images instead of the entire slide.



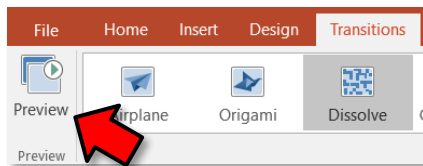
6. **Click** on the **Dissolve** transition in the **Exciting** category to apply it to **Slide 1**. This will automatically **preview** the transition as well.



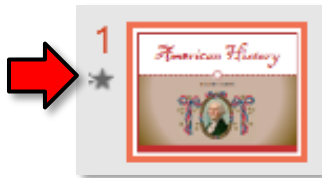
## Previewing a Transition

You can preview the transition for a selected slide at any time, using either of these two methods:

1. **Click** the **Preview** button on the **Transitions** tab. This previews the transition of the currently selected slide.



2. **Click** the star **Play Animations** icon. The icon appears on the Slides tab in the left pane beside any slide that includes a transition. This button will preview the slide's transition AND preview the slide's animations.

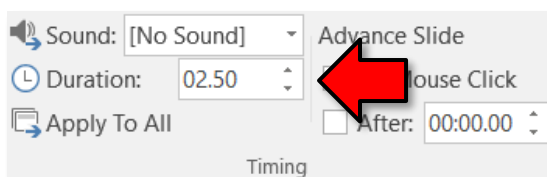


3. To change the transition, **select** a different one to apply it.

## Modifying a Transition

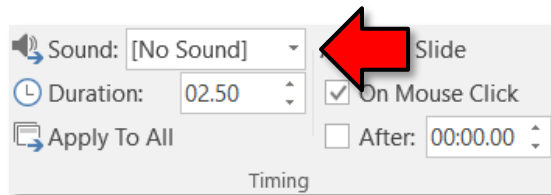
### Modifying the Duration

1. **Select** **Slide 1** as that includes the transition you wish to modify.
2. In the **Transitions** tab, in the **Timing** group, **locate** the **Duration** field. This specifies **how long** the transition will take to animate. The time is measured in **seconds**. **Enter 2.50** seconds.



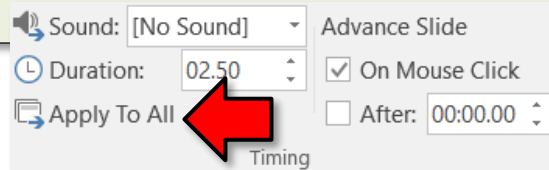
## Adding a Sound

1. **Select Slide 1** as that includes the transition you wish to add sound to.
2. In the **Timing** group on the Transitions Ribbon, **click** the **list arrow** next to **Sound** and **click** a sound.



3. **Use** the “star” in the Slides pane to preview your transition and sound.

**Note:** When working with transitions, the **Apply To All** command in the **Timing** group can be used at any time to make your presentation uniform. **Use this command with caution.** Not only does it apply the same transition to every slide, but it also applies all the settings that are currently displayed in the Timing group to every slide, such as Duration and Sound.



## Removing a Transition

1. **Select Slide 1**.
2. On the Transitions tab, in the Transition to This Slide group, **notice** how the currently selected transition is **Dissolve** (it has a gray background).
3. **Choose None** from the gallery in the **Transition to This Slide** group. The transition has now been removed.

### Tip: How to remove the transitions from ALL slides

1. Select any slide in the presentation and set its transition to **None**.
2. On the Transitions tab, in the Timing group, click **Apply to All**. This will apply the current slide’s transition (None) to all of the other slides, effectively removing the transitions from all slides in your presentation.



4. **Close FlashCards.pptx** and don’t save changes.

## Animations



Takes 35min

PowerPoint offers a variety of animations that you can use to enhance your presentation. Animations can be used to make objects **appear** on a slide, **exit** a slide, **stand out** on a slide, or **move around** within a slide.

### Four Types of Animations

Show Slides 6 - 9



- **Entrance:** These control how an object **enters** the slide. For example, with the Bounce animation, the object will "fall" onto the slide and then bounce several times.
- **Emphasis:** These occur while an object is already on the slide. They are used to **draw attention** to an object. For example, you can make an object spin around.
- **Exit:** These control how an object **exits** the slide. For example, with the Fade animation, the object will slowly fade away.
- **Motion Paths:** These allow an object to move along a **predetermined path** within the slide. For example, in a circle.

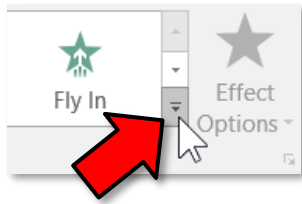
### Getting Started

1. **Open TriviaNight.pptx.** This slide show was designed as a way of presenting a trivia contest at a party. There are question slides and answer slides.
2. **Select Slide 2** and **note** that it poses a trivia question.
3. **Select Slide 3** and **note** that this is the slide where the answer will be revealed.
4. Our focus will be on the "answer" slide (**Slide 3**). We are going to apply animation to the **clock picture** and to the **text box** that displays the answer to the trivia question.
5. **Note** that there are **four objects** on the slide: two text boxes, the clock, and a large white object that contains the other three objects.
  - **Click** on the different objects and **note** the image controls.
  - **Note** that the way to deselect the large white object is by **clicking outside of the slide** in the gray area.
6. **Deselect** whatever you have selected by **clicking outside of the slide** in the gray area.

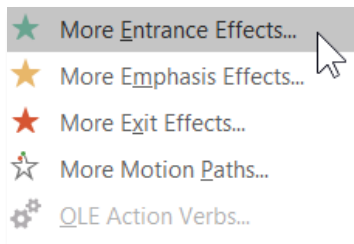
### Applying Animations

1. **Click** on the **Animations** tab on the Ribbon. **Note** that the buttons in the **Animation group** look greyed out. In order to activate the tools, we need to select an object to use them on.
2. **Click** the clock. **Note** that the animation tools are **active** now.
3. **Move** the clock to the **right side** of the slide.

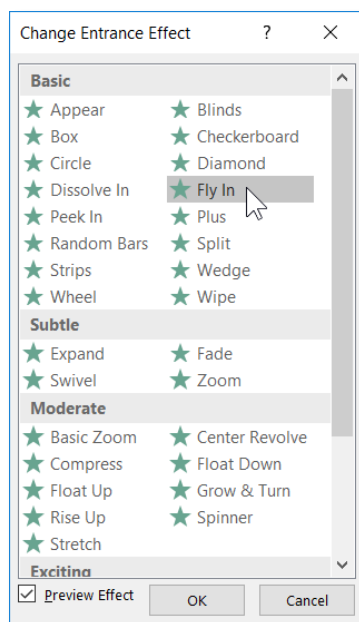
4. **Click** on the **More** button to expand the effects gallery.



5. **Note** that the animation effects are grouped into categories: **Entrance**, **Emphasis**, **Exit**, and **Motion Paths**.
6. **Note** also that underneath these divisions, there is a **link** to more varieties in each category. **Click** on **More Entrance Effects**.



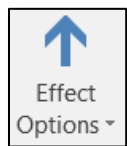
- a. **Note** that the additional entrance effects are grouped by intensity. There are **Basic** effects, **Subtle**, **Moderate**, and **Exciting** effects.
- b. **Click** on some of the effects to **preview** them.
- c. Finally, let's all **click** the **Fly In** effect in the **Basic** category, and commit it by **clicking** the **OK** button.



7. **Note** the **small 1** that appears next to the clock. This indicates that the object has an animation applied.



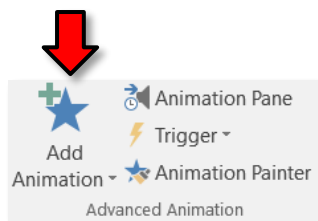
8. **Note** that these numbers are **only visible** when the Animation tab is **active**.
  - a. **Click** on the **Home** tab and **notice** how the number has **disappeared**.
  - b. **Click** back on the Animation tab.
9. **Note** also, in the **Slides Pane**, the slide will now have a **star** symbol next to it. **Clicking** on the star will launch the animation.
10. Some effects have options. **Click** on the clock again to select it. **Note** at the right end of the **Animations** group there is an active **Effect Options** button.



11. **Click** on the **Effect Options** button and **click From Left**. A preview will play.

### Adding Multiple Animations to an Object

If you select a new animation from the menu in the Animation group, it will **replace the object's current animation**. However, you'll sometimes want to place **more than one animation** on an object, for example an **Entrance** and an **Exit** effect. To do this, you'll need to use the **Add Animation** button, which will allow you to keep your current animations while adding new ones.



1. **Click** the clock and **move** it to the **left side** of the slide.
2. In the **Advanced Animation** group, **click** the **Add Animation** button.
3. **Find** the **Fill Color** effect in the **Emphasis** section and **click** it. A **preview** will play.



- Note** there are now **two numbers** next to the clock indicating two animations are applied to the slide.

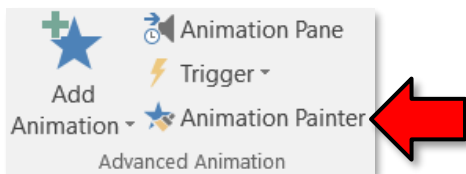


- Click** on the star in the Slide Navigation Pane to view the animations.

### Copy Animations with the Animation Painter

In some cases, you may want to apply the same effects to more than one object. You can do that by copying the effects from one object to another using the **Animation Painter**. We are going to copy the clock animations to the text box that has the **answer to the quiz question**.

- Click** the clock and in the **Advanced Animation** group **click** the **Animation Painter** button.



- Move** your cursor towards the text box and **note** it has a little **paintbrush** next to it.



- As soon as you **click** on the text box, the animation will be applied and a preview will play.
- When the preview finishes, you will **see the numbers 3 and 4** next to the text box.

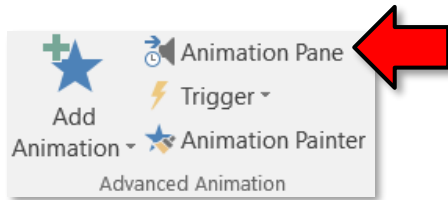


## The Animation Pane

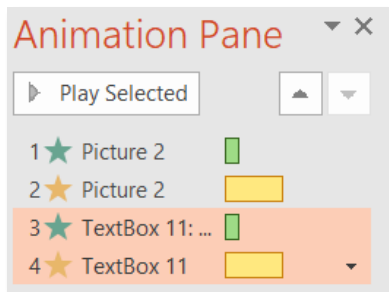
The **Animation Pane** allows you to view and manage all of the effects that are on the current slide. You can **modify** and **reorder** effects directly from the Animation Pane, which is especially useful when you have a large number of effects.

### Opening the Animation Pane

1. In the **Animations** tab, in the **Advanced Animation** group, **click** the **Animation Pane** button.



2. **Notice** how the **Animation Pane** opens to the right. It contains a list of all the animations that are applied on this slide.

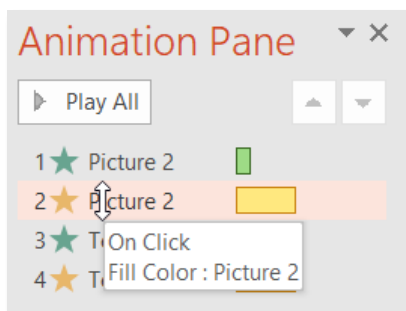


3. **Notice** that the bottom two animations are **highlighted orange**. This is because these animations are assigned to the text box and the text box is **currently selected**.
4. **Deselect** the text box by **clicking** in a clear area off the slide. **Notice** how the two animations are no longer highlighted.

### Reordering Effects

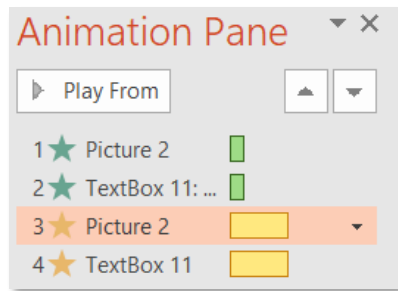
We are going to utilize drag and drop to re-order the animations. We're going to make the **Fill Color** "Emphasis" effect on the clock **Picture** appear *after* the **Fly-In** "Entrance" effect on the **text box**.

1. **Point** to each animation and **notice** the **ScreenTip**. The ScreenTips tells you the name of the animation.





2. **Locate** the **Fill Color** Emphasis effect for **Picture 2** (the clock) using the ScreenTips (the second animation in the list).
3. **Drag and drop** it underneath the **Fly-In** Entrance effect on the **TextBox** (the third animation in the list).



4. **Describe** what is going to happen when the animations are played:
  - a. Clock will fly in
  - b. Text box will fly in
  - c. Clock will color fill
  - d. Text box will color fill


### Previewing Effects

The **Play From** button in the Animation Pane will play the animations starting at the selected animation. The colored boxes to the right of the objects list will interact with a blue timeline that shows the progress through each effect.

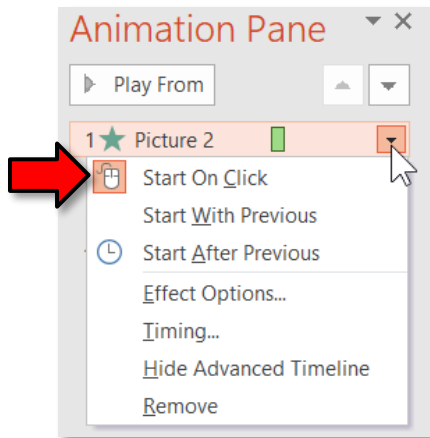
1. **Click** on the **first animation** to select it.
2. **Click** the **Play From** button to view all the effects.

### Effect Triggers

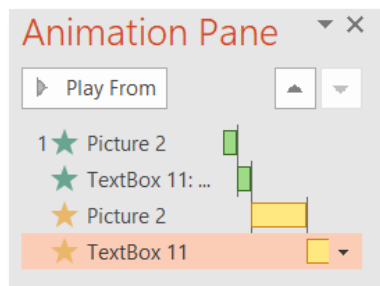
Watching a preview of effects on a slide is different than when they play in a slide show. Something needs to **trigger** an effect to appear while in slide show mode. By default, the trigger is usually a mouse-click, but this can be changed.

1. **Click** the **Slide Show** button in the **status bar**  to start the slide show from our current slide to see how the effects “run”. **Note** that a **mouse click** is required to launch each effect.
2. **Press** Esc to exit the slide show.

3. In the Animation Pane, **click** on the **Entrance** effect for the **Picture 2** object (the first animation in the list) to select it. Then, **click** on the **drop-down arrow**. **Notice** that the **Start On Click** option is selected.



4. We'll keep the **Start On Click** setting for the first animation but let's change the other effects to **Start After Previous**.
  - a. **Click** the text box's entrance effect and **click** the drop-down arrow.
  - b. **Click** the **Start After Previous** option.
  - c. **Change** the start options on the other two effects to the same setting.



5. In order to check the effects, we'll need to run a slide-show.
  - a. **Click** the **Slide Show** button to start the show from our current slide which has the effects.
  - b. **Click** the mouse once and **note** the other effects come on one after another without clicking.
  - c. **Press** Esc to exit the slide show.
6. **Note** the **numbers** next to the objects have changed—they are all ones now. This number represents how many **mouse clicks** it takes for the animation to play when in presentation mode. We basically linked all the animations with one starting click, which is why they all say "1".

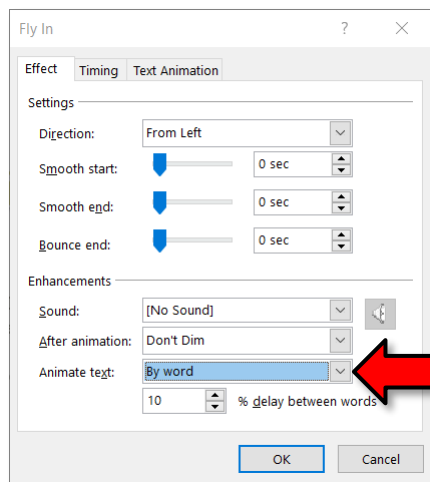


## The Effect Options Dialogue Box

From the Animation Pane, you can access an **Effect Options** dialogue box which contains more advanced options that you can use to add even more interest and control to your animations. We'll try a fun option for our **Text Box**. Remember that the text box has a **Fly-In Entrance** effect on it. We are going to fine-tune that effect.

### Animating Text

1. In the Animation Pane, **click** the **Fly-In Entrance** effect on the **Text Box** (the second animation in the list).
2. **Use** the **drop-down arrow** and **click** on **Effect Options**.
3. On the **Effect tab** of the **Fly In** dialogue box, **find** the **Enhancements** section and **change** the **Animate text** setting to **By word**. **Click** OK. The preview will play the enhanced effect.



4. **Click** on the **Star** in the left pane to **play** all the effects again.

### Setting Effect Timings

We are going to change how quickly or slowly the effects materialize. Specifically, we are going to make the **Emphasis Color Fill** effect run a little faster and the **Animate text** run slower.

1. In the Animation Pane, **click** on the **Fill Color** effect for **Picture 2** (the third animation in the list).
2. **Click** the drop-down arrow and **click** **Timing**.
3. In the dialogue box, **look** for the **Duration** setting. It is set at 2 seconds, meaning the color fill effect takes 2 seconds to completely execute. **Use** the drop-down arrow to **change** the setting to 1 second. **Click** OK.
4. **Apply** the same setting to the **Fill Color** effect on the **TextBox** using the above instructions.
5. **Use** the **star** in the Outline Pane to **play** all the animations.
6. **Close** TriviaNight.pptx and **don't save** changes.

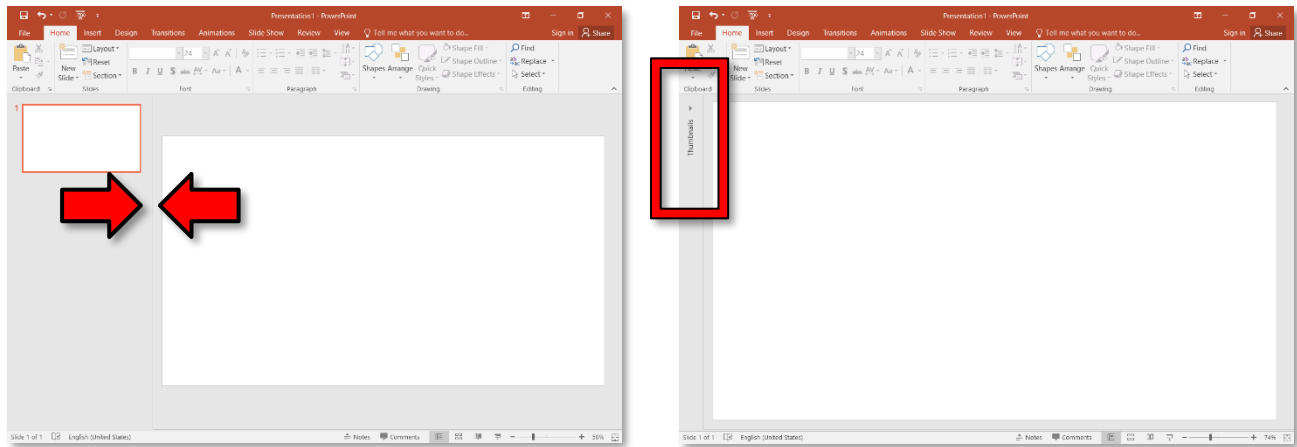
## Using the Motion Path Animation



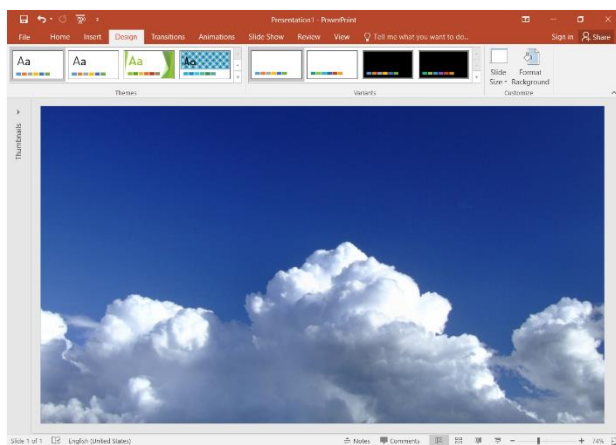
The motion path animation provides many possibilities for creativity. We're going to create a slide with two Motion Path animations and one Entrance animation. We're also going to add a background to the slide. For the background of the slide we are going to use a picture that is on your flash drive

### Setting the Background Image


1. **Open** PowerPoint.
2. We are not going to be writing anything on the slide so **delete** the placeholders.
3. We are only going to be working in **one slide** so **hide** the **Slide Navigation Pane** so that we have more screen real estate. **Point** to the **resize border** and **drag** all the way to the left.

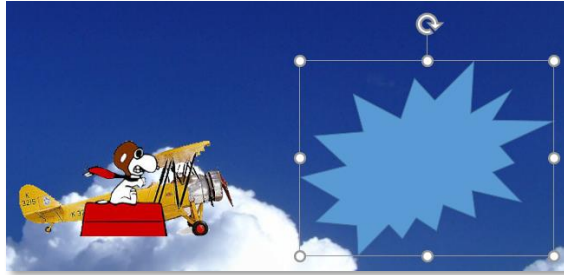


4. In the **Design** tab, in the **Customize** group, **click** on the **Format Background** button.
5. In the **Format Background** pane, **click** **Picture or texture fill** and **click** on the **File** button.
6. In the **Insert Picture** dialogue, **navigate** to your flash drive and **insert** **sky.jpg**.
7. **Close** the **Format Background** pane.



## Inserting three objects: two pictures from files and a shape

1. **Go** to the **Insert** tab on the Ribbon. In the **Images** group, **click** on the **Pictures** button.
2. **Navigate** to your flash drive and **insert biplane.gif**. **De-select** the image.
3. **Repeat** those steps to **insert Snoopy.gif**. **De-select** the image.
4. **Go** to the **Insert** tab on the Ribbon. In the **Illustrations** group, **click** on the **Shapes** button.
5. In the **Shapes** gallery, in the **Stars and Banners** section, **click** on **Explosion 2**  and **draw** the shape onto the slide.



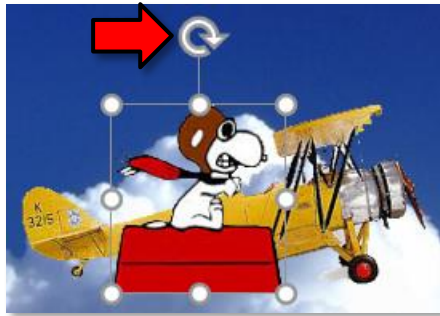
## Formatting the Explosion 2 shape

1. **Click** the Explosion 2 shape.
2. **Click** on the **Format** tab on the **Drawing Tools** contextual tab.
3. On the Drawing Tools Format Ribbon, in the **Shape Styles** group, **click** on **Shape Fill** and **click** on **Yellow** in the **Standard Colors** section.
4. **Look** for the **Shape Outline** button underneath Shape Fill and **click** on it.
5. **Click** on **Red** in the **Standard Colors** section.
6. **Click** back on the **Shape Outline** button and **give** the outline a **Weight** of **4 ½ pt**.
7. Next, we want to move the Explosion 2 shape to in the upper-right corner of the slide and position it so that it's half way off the slide.
  - a. Using the **Zoom Slider** in the status bar, **zoom out** to about **60%**.
  - b. **Move** the **Explosion 2** shape to the upper-right corner and make it half off the slide.
8. **De-select** the Explosion 2 shape object.



## Formatting the Biplane and Snoopy

1. **Click** the **biplane** object.
2. **Click** on the **Format** tab on the **Picture Tools** contextual tab.
3. On the **Picture Tools Format** Ribbon, in the **Size** group, **note** the **height** and **width** of the Biplane object.
4. **Scroll** the width up to **3.6**. **Note** the height will change **proportionally**.
5. **Click** the **Snoopy** object.
6. **Click** on the **Format** tab on the **Picture Tools** contextual tab.
7. On the Drawing Tools Format Ribbon, in the **Size** group, **note** the **height** and **width** of the Snoopy object.
8. **Scroll** the width up to **1.5**. **Note** the height will change proportionally.
9. **Click and drag** the **rotate object handle** and rotate a little ways to the left to give Snoopy some tilt.

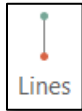


10. **Zoom out** to about **40%** using the **Zoom Slider** in the Status Bar.
11. **Move** Snoopy and the biplane so they are completely off the **left** side of the slide.



## Assigning the motion paths

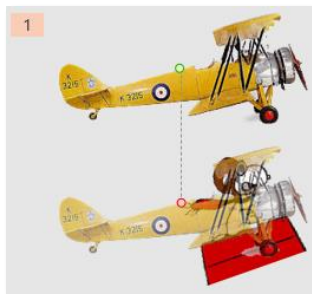
1. **Click** the **biplane** and **click** on the **Animations tab** on the Ribbon.
2. **Click** on the **More** button in the **Animation** group and **scroll** until you see the **Motion Paths** section.
3. **Click** on the **Lines** motion path.



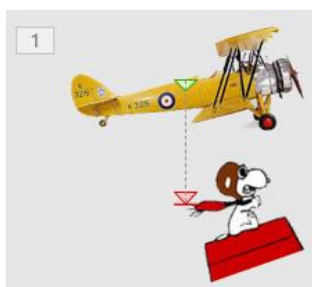
**Note:** When you select the “Lines” motion path animation, the screen seems to **freeze** for a few seconds. This is because PowerPoint is **playing a preview** of the animation. But because the picture is **off the slide**, the animation is not visible.



4. After a few seconds, you will see a **motion path** line appear on the biplane.
  - a. The **green dot** represents where the object will **start from**.
  - b. The **dotted line** represents the **path** the object will take.
  - c. The **red dot** represents where the object will **move to**.
  - d. **Notice** how there is “**ghosted**” **biplane** attached to the red dot. This is another indication for where the object will move to.



- e. Because we just created the motions paths animation, the motion paths line is **currently selected**.
- f. **Click** in a **clear space**. **Notice** how the ghosted image **disappears** and the dots have turned into **triangles**. This means the motion path line is **deselected**.



5. **Click** on the **dotted motion paths line**, or one of its **triangles**, to **select** it again.
6. Now that it is selected, we can change the starting and ending locations. **Focus** your cursor on the **red dot** until you **see** the two-headed white arrow. **Click and drag** it so the **ghosted** biplane is completely off of the slide and next to the explosion shape.



7. **Repeat** the same steps to apply a motion path line to **Snoopy**.



8. **Use** the **Preview** button on the **Animations** tab to **view** the animation.

### Animating the Explosion 2 shape

1. **Click** the **Explosion 2** shape.
2. **Locate** the **Zoom** Entrance effect and **apply** it to the shape.



### Setting Start options and Timings for the animations

1. **Click** the **biplane**.
2. On the Animations tab **look** for the **Timing** group.
3. **Note** that the start option is **On Click**. We will keep that option.
4. **Change** the **Duration** to **3.5** seconds.
5. **Click** **Snoopy**.
6. In the **Timing** group **change** the **Start** option to **With Previous**. We choose this option so that Snoopy will be on the slide at the **same time** as the biplane.



7. **Change** the **Duration** to **3.5** seconds.
8. **Change** the **Delay** to **00.50**. This will delay Snoopy's entrance onto the slide so that it appears a **split second** after the biplane.
9. **Click** the **Explosion** shape.
10. In the **Timing** group **change** the **Start** option to **After Previous**.
11. **Set** the **Duration** to **00.50** seconds. We want it to explode quickly.
12. **De-select** the shape.

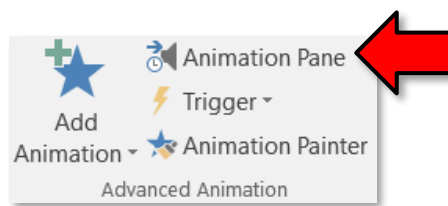
## Viewing the Slide Show

1. **Click** on the **Slide Show** view and **start** the animations by **clicking** the mouse once.
2. **Use** the Esc key to **end** the show.
3. **Start** the show again. But this time, **note** that the explosion remains in view at the end of the show. We can fix that.
4. **Use** the Esc key to **end** the show.

## Launching the Animation Pane

The Animation Pane is an environment where animations for multiple objects can be handled.

1. On the **Animations** Ribbon, in the **Advanced Animations** group, **click** on the **Animation Pane** button.



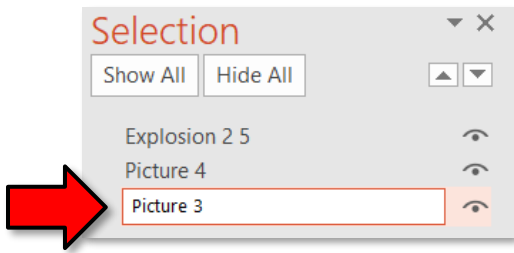
2. In the **Animation Pane**, **click** on the first picture entry ("Picture 3"). This represents the **biplane** picture. The way we can tell is because the picture's motion path line becomes **selected** (the green dot in the middle of the biplane is a dot and not a triangle).
3. However, it is possible to assign objects like pictures more **meaningful names**. This is done using the **Selection and Visibility** pane.

## Selection and Visibility Pane

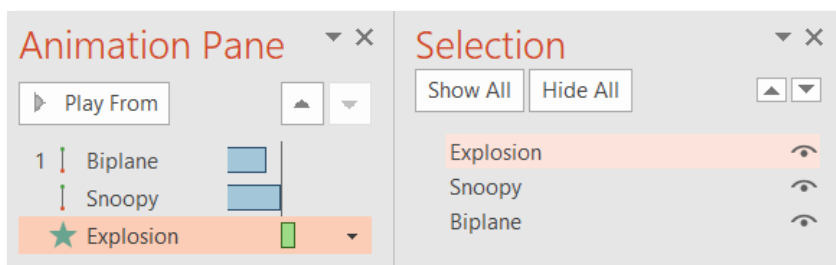
We will be using this tool to give our objects on our slide meaningful names. This can be very handy when you have a slide with several objects on it.

1. **Go** to the **Home** tab on the Ribbon. In the **Editing** group, **click** the **Select** button and **choose Selection Pane**.
2. Another side pane called **Selection** will open. This pane lists all of the objects on the slide.

3. **Click** on “**Picture 3**” in the **Selection** pane. **Notice** how the **biplane** picture becomes selected (its resize handles appear).
4. **Click** on “**Picture 3**” again. The name will turn into a **text box**, allowing us to rename the object.



5. **Use** the **Delete** key to clear the text box’s contents, **type** “**Biplane**” into the text box, then **tap** **Enter**.
6. **Notice** how the object’s name in the Animation Pane changed.
7. **Repeat** the steps above to **rename** “**Picture 4**” to “**Snoopy**”
8. **Repeat** the steps above to **rename** “**Explosion 2 5**” to “**Explosion**”.

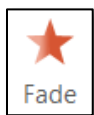


9. **Close** the **Selection** pane.

### Add Animation

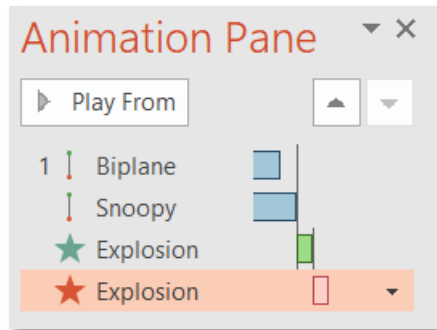
Let’s fix the issue of the Explosion shape remaining in view at the end of the show. To do this we will have to **add** an **Exit animation** to the explosion object.

1. **Click** the **Explosion** shape.
2. **Click** on the **Animations** tab. In the **Advanced Animation** group, **click** the **Add Animation** button.
3. **Click** the **Fade** animation in the **Exit** section.



4. In the **Timing** group, **set** the Start option to **After Previous**.

- When all the animations have been applied, the Animation Pane should look like this:



## Setting More Effect Options

Let's make a sound play during the explosion entrance effect.

- In the Animation Pane, **click** the **Explosion shape's Entrance effect** (Zoom), **click** the list arrow and **click Effect Options**.
- In the dialogue box, on the **Effect** tab, in the **Enhancements** section, **click** the **Explosion** sound and **click** OK.
- Run** the Slide Show.
- Close** PowerPoint and don't save changes.

## Checking Spelling

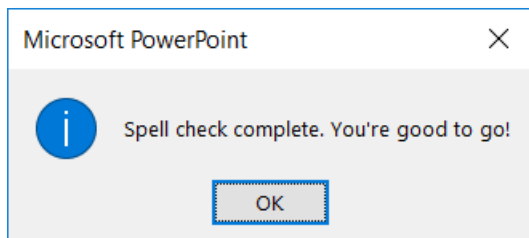
PowerPoint provides you with several proofing features that will help you produce professional, error-free presentations.

### Running a Spell Check

- Open** **BandBoostersMeeting.pptx** from your flash drive.
- To insure the Spell Check starts at the beginning of the presentation, **make sure** **Slide 1** is selected.
- Go** to the **Review** tab.
- Locate** the **Proofing** group and **click** the **Spelling** button.
- The **Spelling pane** will open on the right. For each error in your presentation, PowerPoint will try to offer one or more suggestions. The table below lists all of the misspelled words the spell checker will pick up, along with the action we want to take.

Word	Action
<b>Texlahoma</b>	This is the name of the High School. The Spelling pane is telling us the word Texlahoma is not in the dictionary. We now have an opportunity to <b>add</b> the word to the dictionary, which is a wise choice if it is a word you are likely to use often. <ul style="list-style-type: none"> <li>• <b>Click</b> the <b>Add</b> button.</li> </ul>
<b>Preasent</b>	This word is incorrectly spelled. <ul style="list-style-type: none"> <li>• <b>Click Present</b> in the list of suggestions and <b>click Change</b>.</li> </ul>
<b>june</b>	This word should be capitalized. <ul style="list-style-type: none"> <li>• <b>Click June</b> in the list of suggestions and <b>click Change</b>.</li> </ul>
<b>spectaculer</b>	<ul style="list-style-type: none"> <li>• <b>Change</b> to <b>spectacular</b>.</li> </ul>
<b>GwePierce</b>	This is supposed to be somebody’s name, but it is not written correctly. PowerPoint does not have any suggestions for us. We will have to <b>manually type</b> the correct spelling into the slide. <ul style="list-style-type: none"> <li>• <b>Click</b> into the table on the slide and <b>change</b> the name to <b>Gwen Pierce</b>.</li> <li>• <b>Click</b> the <b>Resume button</b> in the Spelling pane to resume the spell check.</li> </ul>
<b>Funraising</b>	<ul style="list-style-type: none"> <li>• <b>Change</b> to <b>Fundraising</b>.</li> </ul>
<b>Candybar</b>	We prefer to spell this as one word. <ul style="list-style-type: none"> <li>• <b>Click Ignore</b> to ignore this misspelling.</li> </ul>

6. A “spell check complete” message will appear when the spell check is complete.

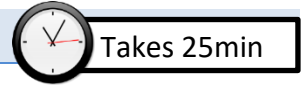


### Correcting a single misspelling

By default, PowerPoint automatically checks your presentation for spelling errors and points them out to you by underlining them with red, wavy lines. You can correct these misspellings one a time instead of running the spell checker like we did above.

1. **Right-click** the misspelled word. A context menu will appear.
2. **Click** the correct spelling of the word from the list of suggestions.
3. The word will be corrected.

## Presenting the Slide Show



(Still using **BandBoostersMeeting.pptx**)

Once your slide show is completed, you will need to learn how to present it to an audience. PowerPoint offers several tools and features that can assist you in making your presentation smooth, engaging, and professional.

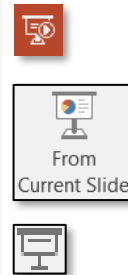
### Starting a Slide Show

1. **Click** the **Slide Show** tab.
2. **Locate** the **Start Slide Show** group and **click** the **From Beginning** command to start the slide show with the first slide.



**Other ways to start a slide show:**

- **Quick Access Toolbar** button. This will start the slide show from the **beginning**.
- **From Current Slide** button (Slide Show tab > Slide Show group). This will start the slide show from the **current slide**.
- **Slide Show** button in the status bar. This will start the slide show from the **current slide**.



3. **Use** your mouse to **click** through the slides.
4. **Press** the **Esc** key at any time to exit the show.

### Advancing and Reversing Slides

1. **Begin** the slide show from the beginning again.
2. **Move** the mouse. **Notice** how you have to “wiggle” it a little in order for the cursor to appear.
3. **Notice** the faint buttons in the **bottom-left** of the screen. **Click** the **first** button to **go back** one slide and the **second** button to **advance** one slide.



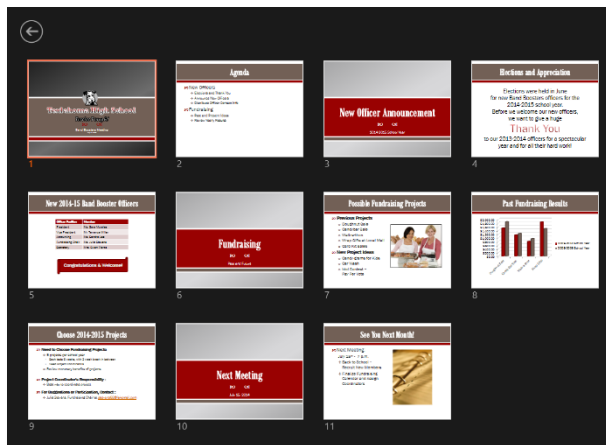
4. You may also use the **arrow keys** on your keyboard to **advance** and **reverse** slides.
5. The **Enter** key and **Space Bar** on the keyboard can be used to **advance** slides.

## Jumping to a Non-Adjacent Slide

1. **Click** on the **fourth** button.



2. **Notice** how thumbnails of all of the slides in your presentation appear.



3. **Notice** how the slide you are currently on is outlined in **orange**.
4. **Click** on a thumbnail to **jump** to that slide.

## Stopping or Ending Slide Show

1. **Click** on the button with three dots (the last button).





2. **Click End Show** in the menu that appears.
3. You can also **press** the **Esc** key at the top left of your keyboard to end the show.

## Zooming in

1. **Click** on the button with the **magnifying glass**.



2. **Notice** how the mouse cursor has changed to a **magnifying glass**. 

3. **Click** anywhere on the slide to zoom in.
4. **Notice** how the mouse cursor has changed to an **open hand**. 
5. **Click and drag** the mouse to move around the slide.
6. **Right-click** to zoom back out.

## Presentation Tools and Features

(Still using **BandBoostersMeeting.pptx**)

PowerPoint provides convenient tools and features that you can use while you are presenting your slide show. Features include changing your mouse pointer to a pen or highlighter to draw attention to items in your slides. In addition, you can jump around to slides in your presentation or access items from your computer Desktop if needed.

### Laser Pointer

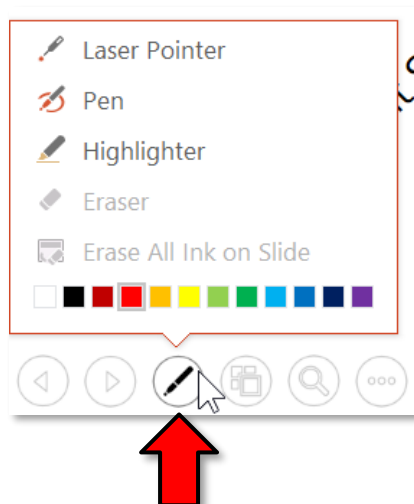
1. **Start** the slide show again.
2. If you don't have a laser pointer but have a mouse and a keyboard, you can simulate a laser pointer by **holding down** the **Ctrl** key and **holding** the left mouse button down and **moving** your cursor around the screen during a slide show. **Try** it.
3. **End** the slide show.

**Tip:** It is possible to change the **color** of the laser point cursor. See the “**Accessing Slide Show Setup Options**” section below for instructions.

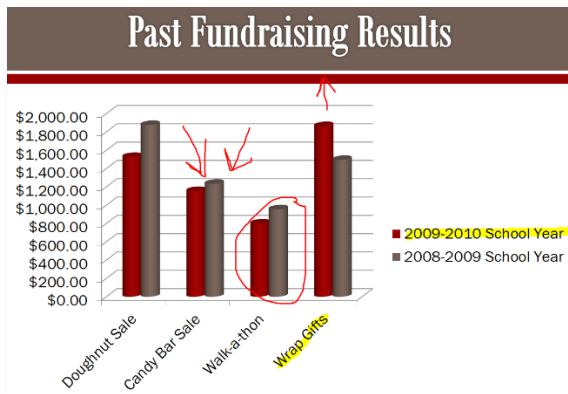


### Pen and Highlighter (Annotations)

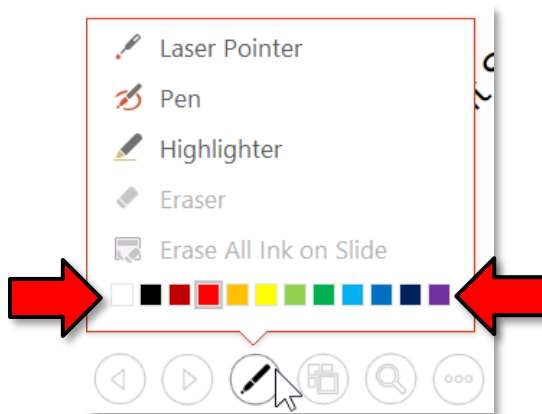
1. **Select** **Slide 8** and **start** the slide show **From Current Slide**.
2. **Click** on the **Pen button** in the bottom left of your screen. There is no ScreenTip.



3. **Click Highlighter.** **Click and drag** to highlight **2009-2010 School Year** and **Wrap Gifts** on the slide.
4. Next, **click** the **Pen** button again and **click** the **Pen** option. **Draw** marks and comments like the ones in red in the illustration below.



5. **Click** on the **Pen button** again and **click** a different color using the color choices provided. **Draw** something else.



6. **Try** changing back to the **Highlighter**, **changing** the **color**, and **highlighting** something else.
7. **Click** on the **Pen button** again and **choose Eraser**. **Click** on a highlight or a drawing to erase it. You can also **click and drag** to erase more than one annotation at once.
8. When you are done drawing on the slide, in order to be able to use the mouse to advance to the next slide, you must **deactivate** whatever tool is currently selected. **Tap** **[Esc]** on the keyboard to change back to the **arrow** pointer.

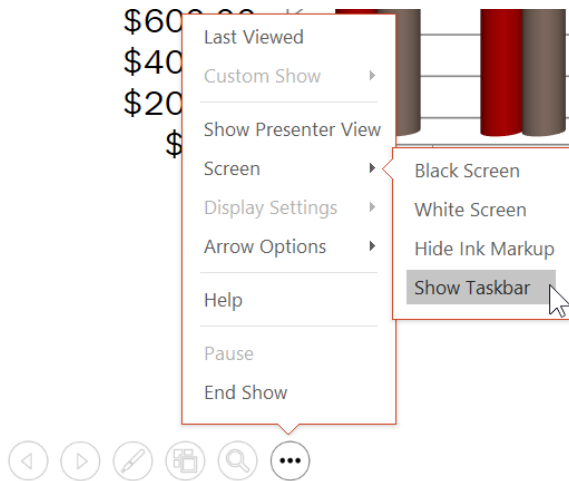
### Accessing the Desktop

Sometimes you may need to access the Internet or other files and programs on your computer during your presentation. PowerPoint allows you to access the **Task Bar** without ending your presentation.

1. If you stopped your slide show, **start** it up again.
2. **Click** on the **three dots button** in the bottom-left of your screen.



3. **Click** on **Screen** and then **click** on **Show Taskbar**.



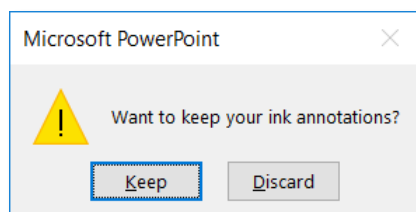
4. **Notice** how the **Task Bar** becomes visible.
5. **Click** on the slide to get rid of the Taskbar.

### Menu Access Options

You can also access any of the above menu items by right-clicking anywhere on the screen during your slide show. **Try** it.

### Keyboard Shortcuts

1. To erase all ink markings you've drawn while using the pen or highlighter, press **[E]** on the keyboard. **Try** it.
2. To switch between the pen pointer and mouse pointer you press **[Ctrl] + [P]** (pen) or **[Ctrl] + [A]** (arrow) on the keyboard. **Try** it. **Draw** something with the pen if you erased everything in the previous step.
3. To show/hide all annotations, press **[Ctrl] + [M]** (markup). **Try** it.
4. **Exit** the slide show. If you still have any annotations on your slide, PowerPoint will ask you if you want to save them. **Click Discard** to delete them.



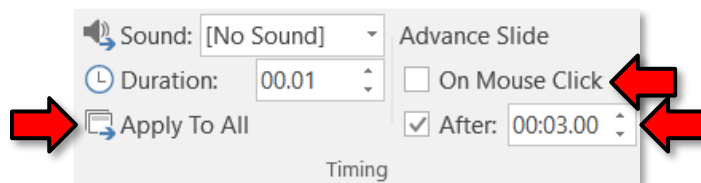
## Slide Show Set Up Options

(Still using **BandBoostersMeeting.pptx**)

PowerPoint has various options for setting up and playing a slide show. For example, you can set up an unattended presentation that can be displayed at a kiosk and make your slide show repeat with continuous looping.

Before we **set up** our slide show let's apply some **timings** to guide **how** the slides will advance and also put **some slide transitions** into place. It's important to do the **timings** first since we'll want to apply the same timings to all slides, but transitions to only two of the slides.

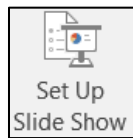
1. On the **Transitions** tab, in the **Timing** group, in the **Advance Slide** settings, **uncheck On Mouse Click** and set the timer for **After 3 seconds**.
2. **Click Apply to All**. This will apply these settings to **all** the slides in our presentation.



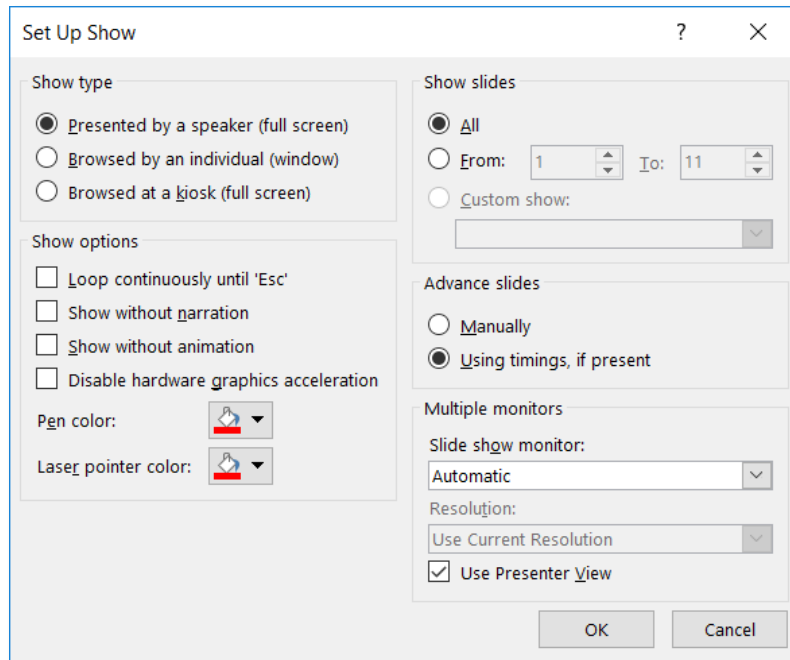
3. **Select Slide 3** and **go** to the **Transitions** tab.
4. **Click** an "Exciting" transition.
5. In the Timing group, **set** the **Duration** of the transition to 2 seconds.
6. **Select Slide 10** and **go** to the **Transitions** tab.
7. **Select** a different "Exciting" transition.
8. In the Timing group, **set** the **Duration** of the transition to 2 seconds

## Accessing Slide Show Setup Options

1. **Click** the **Slide Show** tab. **Locate** the **Set Up** group. **Click** the **Set Up Slide Show** button.



## 2. The Set Up Show dialogue box will appear with several options:



### a. Show type

#### i. Presented by a speaker (full screen)

Show plays in full screen and is controlled by the speaker. We will **keep** this setting.

#### ii. Browsed by an individual (window)

Show is displayed in a window with visible navigation controls.

#### iii. Browsed at a kiosk (full screen)

Show plays in full screen, but prevents you from advancing the slides by clicking the mouse. Therefore, this setting requires that you configure your slide show to automatically advance slides, or else it will just stay on the first slide.

### b. Show Slides

i. "All" is naturally the default, but you can choose to show only certain slides or you can choose to display any Custom shows you have created from your original presentation.

ii. **Enter Slides 3 through 10** .

### c. Show options

i. Looping continuously which will repeat the slide show until you press the **Esc** key. **Select** that option.

ii. Checking the other two boxes will disable narration and animation from playing during your show.

iii. This is where you can change the default pen color and laser pointer colors.

**d. Advance slides**

If you have set timings in your slide show, they will automatically play. If you want to disable the timings and control the slides yourself, then select Manually. We will **keep** our timings.

**e. Multiple monitors**

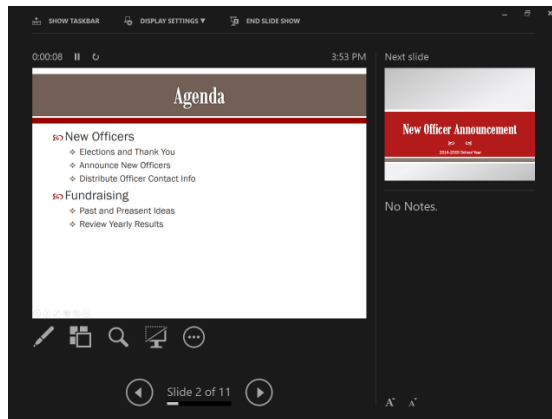
This section is only enabled if you have more than one monitor connected to your computer. Presenters often use a laptop connected to a projector to display slide shows. When this is done, the computer treats the projector as a second “monitor”.

**i. Slide show monitor**

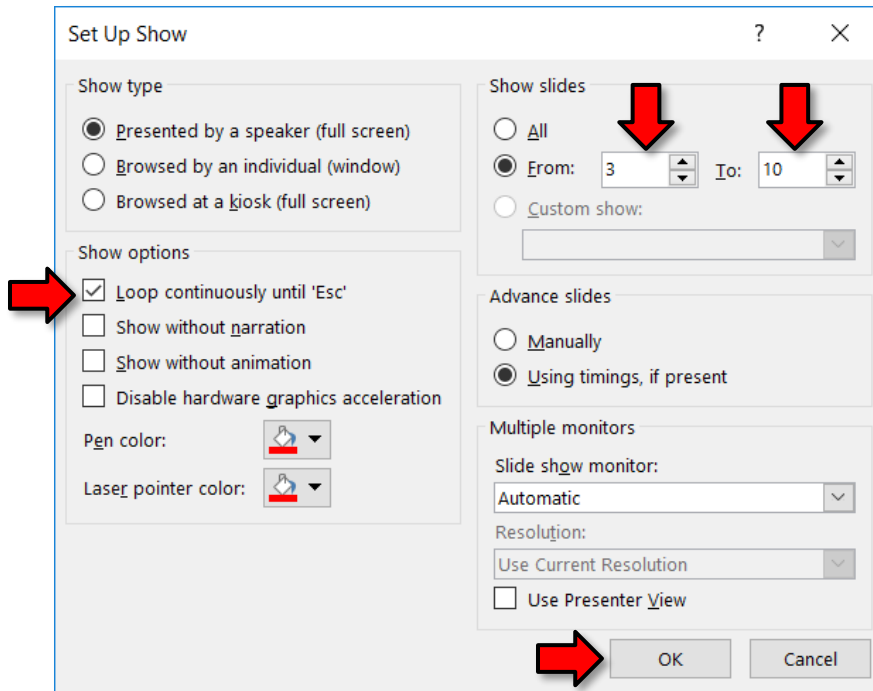
Defines which “monitor” to display the slide show on. This should be set to the projector (the computer treats the projector as another screen). This allows you to display the presentation on one screen (the projector), while leaving the other screen (the laptop) free to display something else, like your notes.

**ii. Use Presenter View**

If checked, displays a special window on your laptop’s screen (pictured below), which displays various information such as notes you’ve assigned to the current slide and how long the presentation has lasted.



3. **Click** OK to apply the settings to the slide show.



4. If we have done everything correctly, our slide show should:

- a. Start with **Slide 3** and play 8 slides total. (Slide 3 is New Officer Announcement, Slide 10 is Next Meeting)
- b. Advance slides automatically every 3 seconds.
- c. Play an “Exciting” transition on the **Slide 3** that lasts 2 seconds.
- d. Play an “Exciting” transition on the **Slide 10** that lasts 2 seconds.
- e. Play in a continuous loop until we hit **Esc**.

5. To watch your show, in the **Start Slide Show** group, **click From Beginning**.

## Printing Presentations



Takes 25min

(Still using BandBoostersMeeting.pptx)

### Viewing the Print Pane

1. **Select** Slide 3 .
2. **Click** the **File** tab to go to Backstage view.
3. On the File menu **click** **Print**. The Print pane appears, with the print settings on the left and the Preview on the right.
4. **Note** the slide navigation underneath the preview. It indicates we are viewing a preview of **Slide 3** . There are arrows to navigate to the other slides.

### Print Settings

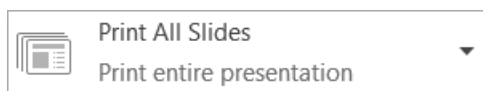
You have several options to consider when printing. How many slides per page do you want to print? Do you want to print your notes? Do you want to print in color? Before we begin, let's add some notes to a slide.

1. **Click** the **Back** button to get back to the presentation and **select** Slide 1 .
2. **Click** in the **Notes** pane and **type** something.

### Choosing Printing Options

1. **Click** back on the **File** tab and **click** **Print**.
2. **Note** the **Settings** section to the left of the preview pane. We'll look at the sections of options one-by-one.

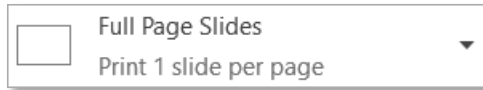
### Select Slides



The **first** section is where you can indicate **which slides in the presentation you want to print**. By default **all** the slides will print.

1. **Click** the list arrow in that section and **note** that you could elect to print the current slide or you could indicate a custom range of slides.
2. To enter a range of **Slides 3 through 10** , **click** on **Custom Range** and **type** 3-10 in the field provided and then **click** in a clear area.
3. If you recall, in our presentation, **Slide 3** is the **New Officer Announcement slide**. **Note** how the preview navigation would seem to indicate that our old slide 3 is now slide 1. This is a little misleading and reveals that if you are printing a subset of the presentation, the print preview navigation slide numbers will not match the slide numbers in the original presentation.
4. **Change** the setting to print all of the slides.

Slides per Page

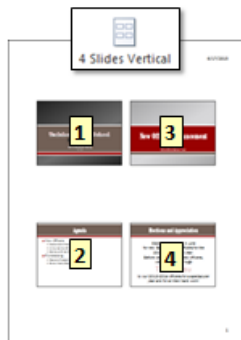


The **second** section is where you can select **how many slides you want on each printed page**. The default setting is to print one slide per page.

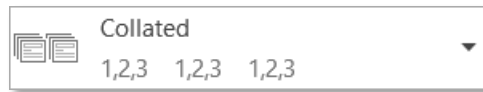
1. **Click** on the list arrow to view the other options.
  - a. In the first section, the Print Layout section, **click** on **Notes Pages**.
  - b. In the preview pane, **observe** the smaller slide image and underneath, the Note we added to the slide.
2. **Click** the list arrow again and **click** the Print Layout **Outline**. The outline includes all the text in our slides except for the **Notes**.
3. **Click** the list arrow again and in the **Handouts** section, **click 1 Slide** and *observe* the preview.
  - a. **Click 2 Slides** next and **observe** the preview.
  - b. **Click 3 Slides** and **observe** the preview. This printing option is *very popular* as it comes with blank lines for audience notes.
  - c. **Click 4 Slides Horizontal** next and **observe** the preview. In this arrangement of slides you would read **across**.



- d. **Click 4 Slides Vertical** next and **observe** the preview. In this arrangement of slides you would read **down**.



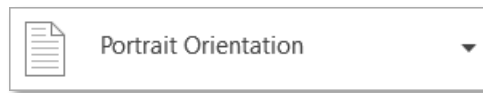
## Collation



The **third** section is helpful if you are printing **multiple copies of the slides**.

- **Collated** means that all the pages of the first copy will print, followed by all of the pages of the second copy, and so on. This is the default option. For example: 1, 2, 3, 1, 2, 3, 1, 2, 3.
- **Uncollated** means that all the copies of the first page will print, followed by all the copies the second page, and so on. For example: 1, 1, 1, 2, 2, 2, 3, 3, 3

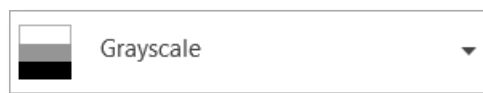
## Page orientation



The **fourth** section allows changing the **orientation of the paper**.

**Change** the orientation to **Landscape** and **observe** the preview. (Note: Full Page Slides will print only in Landscape orientation.)

## Color



In the **final** section, you can **change your Print color** settings.

1. **Notice** how our computers have **defaulted** to Grayscale. This is because the Lab's printer is black and white.
2. Next, we are going to compare what the different color settings look like. **Change** the print layout to **Full Page Slides** and use the arrows at the bottom of the screen to go to **Slide 3**.
3. **Notice** how the slide looks in the current **Grayscale** setting. **Notice** how the text is not very readable.





4. **Change** the color setting to **Color**. **Notice** how, even though the preview is still in black and white, it **looks different**. The text is now readable, but the page has a gray background that will take up a lot of ink.



5. **Change** the color setting to **Pure Black and White**. This setting is good for conserving ink, as it does not print background colors at all.

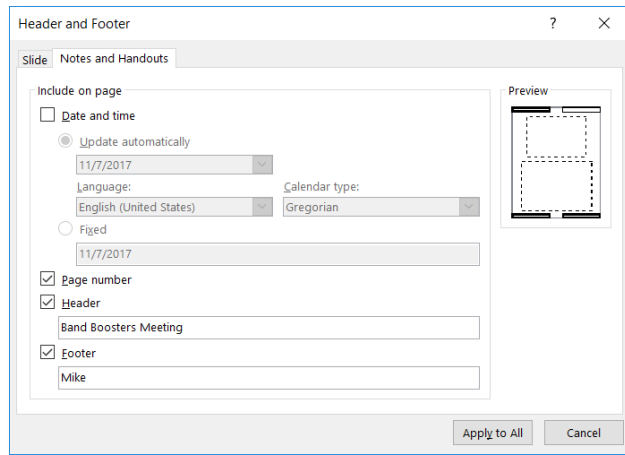


## Edit Header and Footer

When printing slides or handouts, it is often nice to be able to add a title or an author into the Header and Footer section of the printout.

1. In the **Slides** printing options, let's **choose** the printing option **3 slides per page** in the **Handout** section, and **change** the **Orientation** back to **Portrait**.
2. **Note** in the preview pane that the **date** and **page number** can be seen. These items are not part of the header or footer, but rather they are options that can be defined in the **Handout Master View**.
3. **Click** on the **Edit Header & Footer** link at the bottom of the Settings. A dialogue box opens.
4. **Click** the **Notes and Handouts** tab.
5. **Note** the small preview area where sections of the print areas are called out. **Note** that the page number is checked on by default and it is called out in the Preview in the lower right corner.
6. **Click** in the **Header checkbox** and **note** where that section of the print area is called out in the Preview.
7. In the **Header field** **type** our presentation title, which is **Band Boosters Meeting**.

8. **Click** in the **Footer** check box and **type your name** in the field below it.

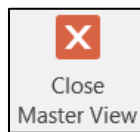


9. **Click** the **Apply to All** button.

### Handout Master Slide Options

Some printable elements that can't be controlled through the Print functionality can be addressed through use of the **Master Views**.

1. **Click** on the **Edit Header & Footer** link again.
2. **Note** that the Page number box is checked. **Uncheck** the Page number box and **click Apply to All**. **Note** that the page numbers persist in the Preview.
3. To remove the date and page numbers we will need to use another strategy.
  - a. **Click** the **Back** button to return to the presentation.
  - b. **Click** on the **View** tab and **find** the **Master Views** group and **click** on **Handout Master**.
  - c. **Note** how the Handout Master opens in a new **Ribbon**.
  - d. **Note** that the date and page number fields are **Placeholders** that can be turned off.
  - e. **Click** in the checkbox for **Date** and **Page number** and then **click** the **Close Master View** button.



4. **Go** back to the **File tab** and **click Print**.
5. **Note** that the Date and Page numbers are **gone**.

## Adding Background Music

(Still using BandBoostersMeeting.pptx)

1. **Go** to the slide where you want the music to start playing. We want the music to play during our **entire presentation**, so **go** to **Slide 1**.
2. On the **Insert** tab, in the **Media** group, **click** the **Audio** button and **click Audio on My PC**.
3. **Navigate** to your flash drive and **click** the file named **Bach.mp3**. **Click Insert**.
4. An **audio control** appears in the center of the screen. You may **move** it to the side so it's not covering anything up. It will not be visible during the slide show.



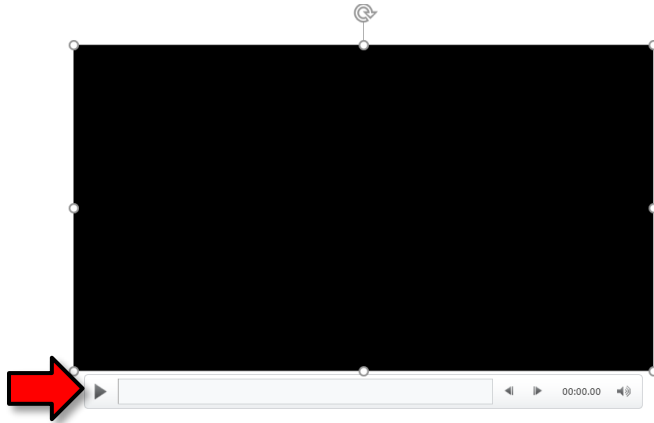
5. With the audio control **still selected**, **click** the **Playback** contextual tab. In the **Audio Styles** group, **click** the **Play in Background** button. This will configure the audio to continuously play while the slide show is running.
6. **Close** the presentation and **do not save** changes.

## Inserting a Video



Takes 25min

1. **Create** a new, blank PowerPoint presentation.
2. **Change** the **layout** of the first slide to **Blank** to remove the placeholders.  
(Home tab > Slides group > Layout button > Blank)
3. On the **Insert tab**, in the **Media group**, **click** on the **Video** button and **click Video on My PC**.
4. **Open** the **Wildlife.wmv** file that's on your flash drive.
5. **Click** on the **Play** button below the video to **preview** the video.



6. **Note** that the video will **stop playing** and **turn black** when you **deselect** the video.
7. **Note** how you can manipulate a video just like you can a picture.
  - a. **Note** the resize handles.
  - b. **Note** the rotate handle.
  - c. **Note** the contextual "**Format**" tab in the Ribbon. Just like images, you can change things like the brightness/contrast, add a color filter, and add a border.
8. To add a **border**, **click** on the **Format** tab and **use** the **More** button in the **Video Styles gallery**. **Note** the ScreenTip descriptions as you mouse over the styles. When you **see** "**Beveled Oval, Black**", **click** it to apply it.



9. Make the video a smaller so it's not right up against the edges of the slide:
  - a. **Use** the **corner resize handles** to adjust the size.
  - b. **Move** the video to the **center** of the slide.
10. **Deselect** the video by clicking in a blank space on the slide.

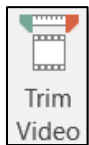
11. Since this is a video about nature, let's **add** a **green background** to the slide.
  - a. On the **Design** tab, in the **Customize** group, **click** the **Format Background** button.
  - b. In the Format Background pane, **click Gradient fill**.
  - c. Under **Preset gradients**, **choose** a **light green** color.
  - d. **Close** the **Format Background** pane.



## Trimming Video

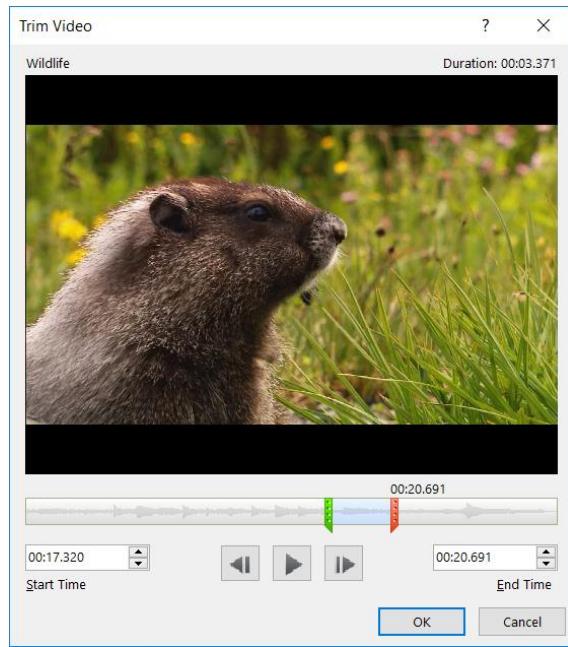
Now, say we are creating a presentation about groundhogs, and we only want the video to show the clip of that animal. We can “trim” the video to show a specific part of it.

1. **Click** the video if it's not already selected.
2. **Click** on the **Playback** contextual tab, then, in the **Editing** group, **click** “**Trim Video**”.



3. **Notice** the green and red bars. We will use these to control what part of the video to play.
4. The **green bar** represents where the clip will start. **Click and drag** the green bar to the right. We just want our video to show the clip of the groundhog. Drag it so that it's about 17.3 seconds into the video.
  - a. **Tip: Use** the up/down buttons in the **Start Time** field to advance the video **frame by frame** for greater precision.
5. The **red bar** represents where the clip will end. **Click and drag** the red bar to the left until it's about 20.7 seconds into the video. **Use** the up/down buttons in the **End Time** field for more precision.

6. **Click OK** to commit your changes.



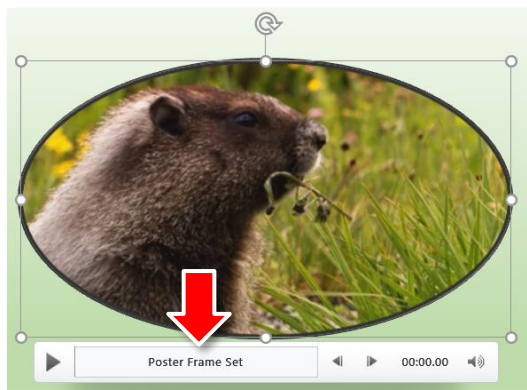
## Poster Frame

The **poster frame** is the image that will be displayed before the video starts to play. There are two ways to set the poster frame.

### Using a Frame from the Video

You can choose a frame from the video itself.

1. **Click** the video if it's not already selected.
2. **Click** the video's **Play** button and **pause** it as soon as the groundhog's head pops up.
3. On the **Format** contextual tab, in the **Adjust** group, **click** the **Poster Frame** button and **click Current Frame** from the menu.
4. **Notice** the **confirmation message** next to the Play button that says "Poster Frame Set".



5. **Deselect** the video by **clicking** in a **clear space**. **Notice** how, instead of turning black, the frame we just selected is shown.

### Using an Image File

You can also choose an image file as the photo frame.

1. **Click** the video.
2. On the **Format** contextual tab, in the **Adjust** group, **click** the **Poster Frame** button and **click Image From File**.
3. An **Insert Pictures** dialog appears. **Click From a file**.
4. **Select** the **Wildlife-frame.png** file from your flash drive, and **click Insert**.



### Playing Videos in Presentation Mode

When you run a slide show, and you come to a slide that has a video on it, the video **will not play by itself**. You must **click** on the video in order to play it.

1. **Click** the **Start From Beginning** button in the **Quick Access Toolbar** to start the slide show.
2. **Point** anywhere on the video and you will see the cursor change to the hand shape. **Click** the video to make it play.
3. If we had another slide, we would click somewhere **outside** of the video to advance to the next slide.
4. **Tap** **Esc** to end the slide show.

### Inserting a YouTube video

PowerPoint also supports inserting videos from the Internet. Note that unlike the video we inserted before (from a file), Internet videos require an **active Internet connection** in order to play them.

1. On the **Insert** tab, in the **Media** group, **click** the **Video** button and **click Online Video**.
2. A dialog appears that gives us **two choices**. We can search YouTube or insert an **Embed Code**. We will be using the **Embed Code** option because it is broadly supported by many different Internet websites. It also lets us customize our video more.
3. **Close** the dialog box.

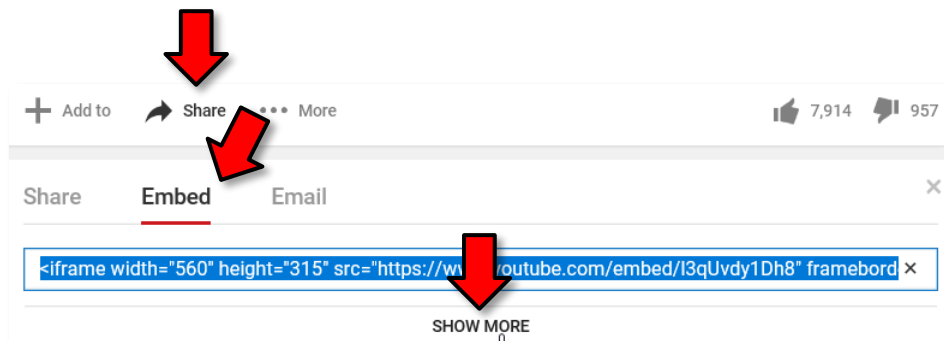
### Choosing a video

First, let's find the video we want to insert.

1. Using the Start menu, **open Internet Explorer**.
2. In the address bar, **type www.youtube.com**, then **press** Enter.
3. In the search bar at the top of the YouTube homepage, **type parrots** and **press** Enter.
4. **Click** on the **Parrots: Majestic Birds (Nature Documentary)** video.

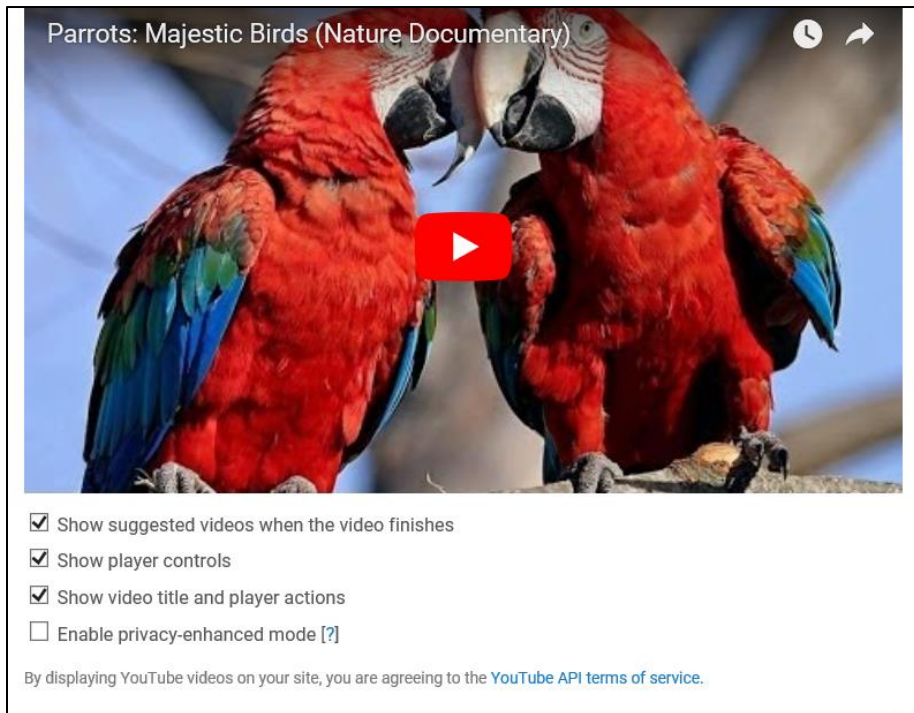


5. After a few moments, the video will start playing. **Click** the **pause button** to pause it.
6. **Find** the **Share** button underneath the video and **click** it.
7. Then, **click Embed**. **Note** the text box that appears below. This contains the code that we will use to insert the video into our PowerPoint presentation. But before we touch that, we want to further customize our video.
8. **Click Show More** below the text box.

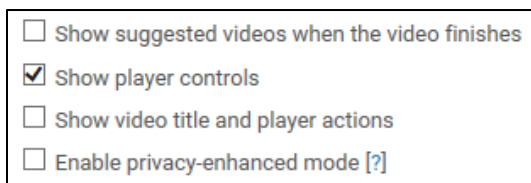




9. The video appears again below. Below this second video screen are some checkboxes. These checkboxes give us control over how the video is displayed. The video above the checkboxes give us a **preview** of what the embedded video will look like.



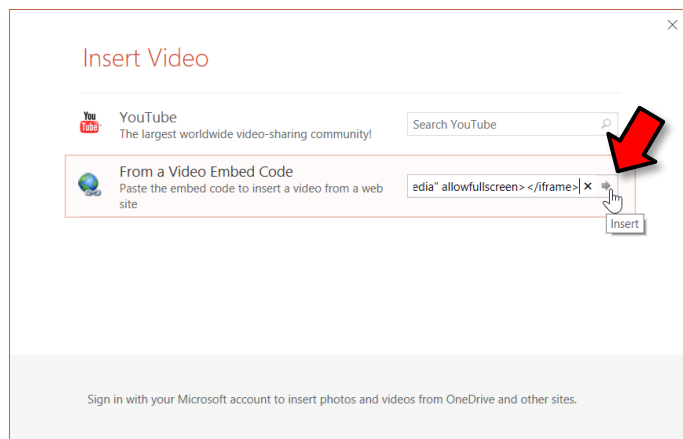
- a. **Video size:** Defines the quality of the video. A higher number means higher quality, but requires a faster Internet connection (the video is **streamed** from the Internet as it plays).
  - b. **Show suggested videos...:** Will display a list of similar videos when the video is done playing.
  - c. **Show player controls:** Shows a play/pause button at the bottom of the video when the mouse is hovering over the video.
  - d. **Show video title and player actions:** Shows the video title when the mouse is hovering over the video.
  - e. **Enable privacy-enhanced mode:** Not relevant to us, since we’re not imbedding this video in a webpage.
10. We just want a basic video player in our presentation, but maybe we want to have the ability to skip ahead to other parts of the video. So **uncheck** everything **except** “Show player controls”.



## Inserting into PowerPoint

Now that we're done customizing our embedded video, we can insert it into our PowerPoint presentation.

1. **Copy** the embed link.
  - a. **Triple-click** in the text box above the preview video. This will select all the text.
  - b. **Press** **Ctrl** + **C** to copy the text.
2. **Switch back** to the PowerPoint presentation using the Task Bar.
3. On the **Home** tab, in the **Slides** group, **click** on the dropdown arrow below the "New Slide" button and **click Blank**.
4. On the **Insert** tab, in the **Media** group, **click** the **Video** button and **click Online Video**.
5. **Click** into the **text box** next to the **From a Video Embed Code** option and **paste**.
6. **Click** the gray arrow that's inside the text box.



7. After a view moments, a **black box** should appear on the slide.
8. To preview the video, **double-click** the black box to initialize it. Then, when the video appears, **click** once to play it.
9. **Note** that you **cannot format** an embedded video like you can a video file. Even though the buttons are available from the ribbon (such as changing the border and color shading), they do not work!
10. **Resize** the video object so it fills up the **entire slide**.
11. **Click** the **Slide Show** button in the **status bar** to show the slide in presentation mode.
12. **Wait** a few moments for the video to appear.
13. **Click** on the video to play it. **Note** that it may take a few seconds to start, because it has to load it from the Internet.
14. **Press** **Esc** to stop the video, and **Esc** again to end the presentation.

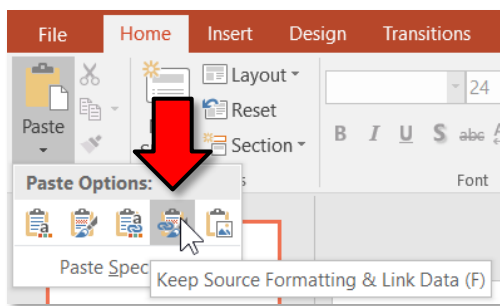
## Inserting a Chart

Charts are an effective way to communicate data graphically. They allow your audience to see the meaning behind the numbers, and they make showing **comparisons** and **trends** a lot easier.

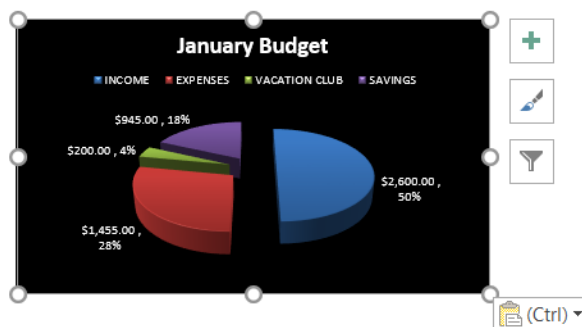
In our experience, it is easier to create a chart in Excel and then insert that chart into a PowerPoint than it is to try to create a chart directly inside PowerPoint. Creating a chart directly inside of PowerPoint actually involves the use of Excel, but the interface is much more challenging. When you already have a chart in Excel you can easily **copy it and paste it** into PowerPoint. The chart will even remain linked to the Excel file so that when the Excel file is updated, the PowerPoint chart will update as well. The rules to remember are the same for linking Excel workbooks—you must keep both linked files named the same and in their original save locations.

### Copying and Pasting the Chart

1. **Open** the **My Budget Spreadsheet.xlsx** file from the flash drive.
2. **Note** that there is a worksheet tab named **Chart**. **Click** on the chart tab.
3. The chart is linked to data on the January worksheet.
4. **Click** the chart.
5. On the **Home** tab, in the **Clipboard** group, **click** the **Copy** button.
6. Do not close the Excel file yet.
7. **Open** a new PowerPoint file and **delete** the placeholders on **Slide 1**.
8. On the **Home** tab, in the **Clipboard** group, **click** the **Paste list arrow**. **Use** the **ScreenTips** to **find** the **Keep Source Formatting & Link Data** option and **click** it.



9. **Note** the chart on the PowerPoint slide. **Note** the value of the Income section of the chart is **\$2600**.



10. **Save** the PowerPoint file to your flash drive. Name it **Chart Practice**.
11. **Close** PowerPoint.
12. **Close** Excel.

### Updating the Excel File

1. **Open** the **My Budget Spreadsheet.xlsx** file from the flash drive.
2. **Click** on the **January** worksheet.
3. **Change** the Income from \$2600 to \$2700. Don't forget to commit the change with the enter checkmark on the formula bar.
4. **Close** and **Save** Changes to the Excel file.
5. **Open** the **Chart Practice.pptx** file.
6. **Note** that the January Income data change is **not** automatically reflected in the chart.
7. **Click** the chart and **note** the **Chart Tools** contextual tab.
8. **Click** on the **Design** tab on the Chart Tools contextual tab, and in the **Data group** click on **Refresh data**. Your chart now reflects the change we made to excel.
9. **Close** PowerPoint and **save** the changes to **Chart Practice.pptx**.

## Professional-looking Presentations

Show Slide 11 

Mention Handout 3 

PowerPoint has so many features and gives you so much control over your presentation that it can be hard to know how to make a “good” presentation. It’s easy to make a presentation, but how do you make a “good” presentation? Here are some tips for how to make your PowerPoint presentations look professional.

### Consistency

Next Slide 

- Use the same font face and colors throughout the presentation
- Stick to theme fonts and colors so you can easily switch themes later
- Add variation to attract attention

### Use Animations Sparingly

Next Slide 

- Animate with a purpose
- Avoid elaborate slide transitions
- Too many animations and transitions can distract from the content

### Stay Focused

Next Slide 

- Don’t put too much information on a single slide
- Let your slides “breathe”—don’t be afraid to split up a slide into multiple slides

### Keep your Audience in Mind

Next Slide 

- What do they **know**?
- What do you **need to tell them**?
- What do they **expect** to learn?
- What will be **interesting** to them?
- What can you **teach** them?
- What will keep them **focused**?

Next Slide 