

# Creating a Presentation **Lab 1**

## Objectives

After completing this lab, you will know how to:

- 1** Use a template to create a presentation.
- 2** View and edit a presentation.
- 3** Copy and move selections.
- 4** Move, copy, and delete slides.
- 5** Move, demote, and promote items.
- 6** Use a numbered list.
- 7** Check spelling.
- 8** Size and move placeholders.
- 9** Change fonts and formatting.
- 10** Insert and modify clip art.
- 11** Run a slide show.
- 12** Document a file.
- 14** Preview and print a presentation.

## CASE STUDY

### Animal Rescue Foundation

You are the volunteer coordinator at the local Animal Rescue Foundation. This nonprofit organization rescues unwanted pets from local animal shelters and finds foster homes for them until a suitable adoptive family can be found. The agency has a large volunteer group called the Animal Angels that provides much-needed support for the foundation.

The agency director has decided to launch a campaign to increase community awareness about the foundation. As part of the promotion, you have been asked to create a powerful and persuasive presentation to entice more members of the community to join Animal Angels.

The agency director has asked you to preview the presentation at the weekly staff meeting tomorrow and has asked you to present a draft of the presentation by noon today.

To help you create the presentation, you will use Microsoft PowerPoint 2010, a graphics presentation application that is designed to create presentation materials such as slides, overheads, and handouts. Using PowerPoint 2010, you can create a high-quality and interesting onscreen presentation with pizzazz that will dazzle your audience.



**Join Animal Angels**  
Animal Rescue Foundation  
Student Name, Volunteer Coordinator

**Topics of Discussion**

1. Why are pets abandoned?
2. How does the foundation help?
3. Who are animal angels?

**Why Are Pets Abandoned?**

- Neglect by previous owner
- Abuse or mistreatment
- Overpopulation
- Change in lifestyle
- Financial problems
- Poor or deteriorating health

**How Does the Foundation Help?**

- Provides temporary homes
- Provides obedience training
- Provides veterinary care
- Finds loving permanent homes

**Who Are Animal Angels?**

- Individuals who donate money
- Individuals who donate supplies
- Individuals who donate services
- Individuals who donate time

**Animal Rescue Foundation History**

- 1965 - Founded by Mary Jo
- 1968 - First adoption
- 1970 - First rescue operation
- 1972 - First adoption event

**More Ways To Help!**

- Adopt a pet
- Donate money
- Donate supplies
- Donate services

**How Do You Become an Angel?**

- Fill out an application
- Interview
- Complete background check

Each main topic in your presentation should have a supporting slide with a title and bulleted points.

The presentation can be reorganized easily by adding, deleting, and moving slides.

Enhance the presentation with the addition of graphics and text colors.

## Concept Preview

### The following concepts will be introduced in this lab:

- 1 Slide** A slide is an individual “page” of your presentation.
- 2 Spelling Checker** The spelling checker locates all misspelled words, duplicate words, and capitalization irregularities as you create and edit a presentation, and proposes possible corrections.
- 3 AutoCorrect** The AutoCorrect feature makes some basic assumptions about the text you are typing and, based on those assumptions, automatically corrects the entry.
- 4 Layout** A layout defines the position and format for objects and text on a slide. A layout contains placeholders for the different items such as bulleted text, titles, charts, and so on.
- 5 Graphic** A graphic is a nontext element or object such as a drawing or picture that can be added to a slide.

## Starting a New Presentation

The Animal Rescue Foundation has just installed the latest version of the Microsoft Office suite of applications, Office 2010, on its computers. You will use the graphics presentation program, Microsoft PowerPoint 2010, included in the Office suite, to create your presentation. Using this program, you should have no problem creating the presentation in time for tomorrow’s staff meeting.

### DEVELOPING A PRESENTATION

During your presentation, you will present information about the Animal Rescue Foundation and why someone should want to join the Animal Angels volunteer group. As you prepare to create a new presentation, you should follow several basic steps: plan, create, edit, enhance, and rehearse.

Step	Description
Plan	The first step in planning a presentation is to understand its purpose. You also need to find out the length of time you have to speak, who the audience is, what type of room you will be in, and what kind of audiovisual equipment is available. These factors help to determine the type of presentation you will create.
Create	To begin creating your presentation, develop the content by typing your thoughts or notes into an outline. Each main idea in your presentation should have a supporting slide with a title and bulleted points.
Edit	While typing, you will probably make typing and spelling errors that need to be corrected. This is one type of editing. Another type is to revise the content of what you have entered to make it clearer, or to add or delete information. To do this, you might insert a slide, add or delete bulleted items, or move text to another location.
Enhance	You want to develop a presentation that grabs and holds the audience’s attention. Choose a design that gives your presentation some dazzle. Wherever possible, add graphics to replace or enhance text. Add effects that control how a slide appears and disappears and that reveal text in a bulleted list one bullet at a time.
Rehearse	Finally, you should rehearse the delivery of your presentation. For a professional presentation, your delivery should be as polished as your materials. Use the same equipment that you will use when you give the presentation. Practice advancing from slide to slide and then back in case someone asks a question. If you have a mouse available, practice pointing or drawing on the slide to call attention to key points.



After rehearsing your presentation, you may find that you want to go back to the editing phase. You may change text, move bullets, or insert a new slide. Periodically, as you make changes, rehearse the presentation again to see how the changes affect your presentation. By the day of the presentation, you will be confident about your message and at ease with the materials.

### EXPLORING THE POWERPOINT DOCUMENT WINDOW

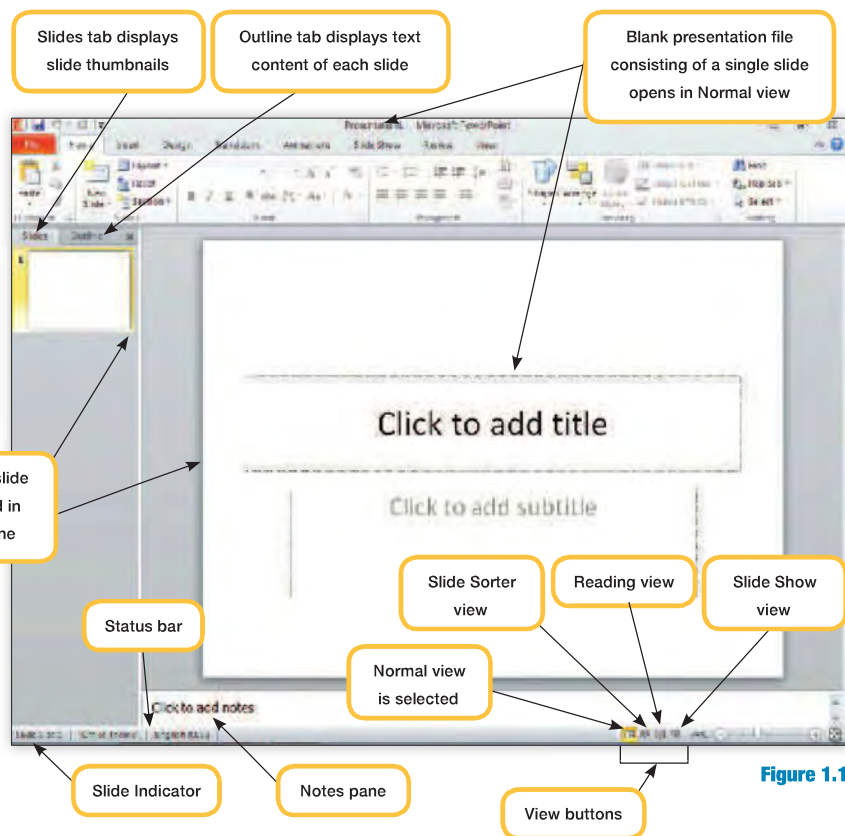
During the planning phase, you have spoken with the foundation director regarding the purpose of the presentation and the content in general. The purpose of your presentation is to educate members of the community about the organization and to persuade many to volunteer. In addition, you want to impress the director by creating a professional presentation.

- 1 **Start the PowerPoint 2010 application.**
- If necessary, maximize the window.

#### Having Trouble?

See "Common Office 2010 Interface Features," page IO.14, for information on how to start the application and use features that are common to all 2010 Office applications.

Your screen should be similar to **Figure 1.1**



**Figure 1.1**

#### Additional Information

Because the Office 2010 applications remember settings that were on when the program was last exited, your screen may look slightly different.

When you first start PowerPoint, a new blank presentation file, named Presentation1, is opened and displayed in the document window. It is like a blank piece of paper that already has many predefined settings. These default settings are generally the most commonly used settings and are stored in the Blank Presentation template file.





Many other templates that are designed to help you create professional-looking presentations are also available within PowerPoint and from the Microsoft Office Online Web site. They include design templates, which provide a design concept, fonts, and color scheme; and content templates, which suggest content for your presentation based on the type of presentation you are making. You also can design and save your own presentation templates.

The Blank Presentation template consists of a single slide that is displayed in the document window.

## Concept 1 Slide

A **slide** is an individual “page” of your presentation. The first slide of a presentation is the title slide, which is used to introduce your presentation. Additional slides are used to support each main point in your presentation. The slides give the audience a visual summary of the words you speak, which helps them understand the content and keeps them engaged. The slides also help you, the speaker, organize your thoughts and prompt you during the presentation.

When you first start PowerPoint, it opens in a view called Normal view. A **view** is a way of looking at a presentation and provides the means to interact with the presentation. PowerPoint provides several views you can use to look at and modify your presentation. Depending on what you are doing, one view may be preferable to another.

View	Button	Description
Normal		Provides four working areas of the window that allow you to work on all aspects of your presentation in one place.
Slide Sorter		Displays a miniature of each slide to make it easy to reorder slides, add special effects such as transitions, and set timing between slides.
Reading View		Displays each slide in final form within the PowerPoint window so you can see how it will look during a presentation but still have access to the Windows desktop.
Slide Show		Displays each slide in final form using the full screen space so you can practice or present the presentation.

Normal view is displayed by default because it is the main view you use while creating a presentation. Normal view has four working areas: Outline tab, Slides tab, Slide pane, and Notes pane. These areas allow you to work on all components of your presentation in one convenient location. The **Outline tab** displays the text content of each slide in outline format, and the **Slides tab** displays a miniature version or **thumbnail** of each slide. You can switch between the Slides and Outline tabs by clicking on the tab. The **Slide pane** displays the selected slide. The **Notes pane** includes space for you to enter notes that apply to the current slide.

Below the document window is the status bar, which displays the slide indicator, messages and information about various PowerPoint settings, buttons to change the document view, and a window zoom feature. The **slide indicator** identifies the number of the slide that is displayed in the Slide pane, along with the total number of slides in the presentation. You will learn about the other features of the status bar shortly.

You decide to try to create your first presentation using the Blank Presentation template. It is the simplest and most generic of the templates. Because it has minimal design elements, it is good to use when you first start working with PowerPoint, as it allows you to easily add your own content and design changes.

Notice the slide contains two boxes with dotted borders. These boxes, called **placeholders**, are containers for all the content that appears on a slide. Slide content consists of text and **objects** such as, graphics, tables and charts. In this case, the placeholders are text placeholders that are designed to contain text and display standard **placeholder text** messages that prompt the user to enter a title and subtitle.

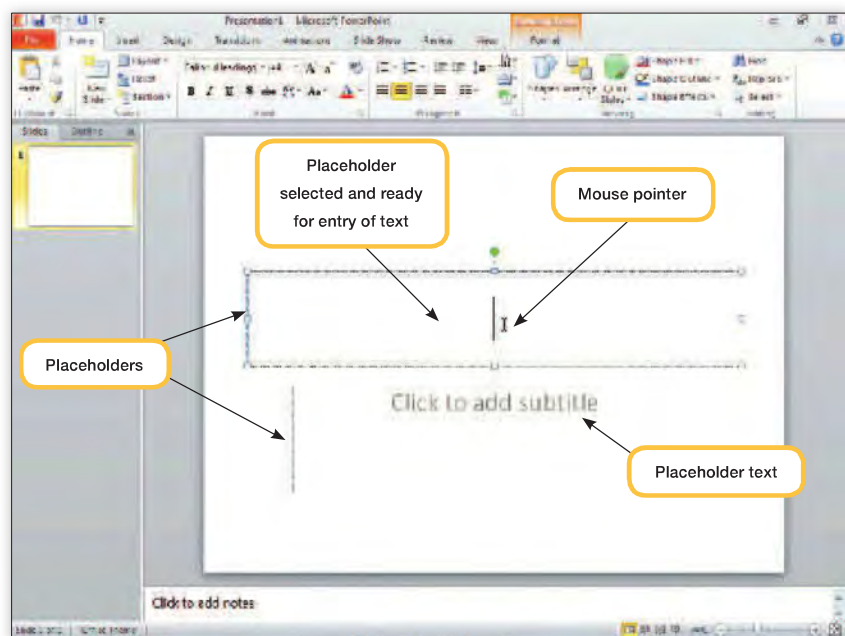
### ENTERING AND EDITING TEXT

As suggested, you will enter the title for the presentation. As soon as you click on the placeholder, the placeholder text will disappear and will be replaced by the text you want to appear in the slide.

1

Click the “Click to add title” placeholder.

Your screen should be similar to **Figure 1.2**



**Figure 1.2**

#### Additional Information

A solid border indicates that you can format the placeholder box itself. Clicking the dashed-line border changes it to a solid border.

#### Having Trouble?

See the section “Entering and Editing Text” in the Introduction to Microsoft Office 2010 to review this feature.

Notice that the placeholder is surrounded with a dashed-line border. This indicates that you can enter, delete, select, and format the object inside the placeholder. Because this placeholder contains text, the cursor is displayed to show your location in the text and to allow you to select and edit the text. Additionally, the mouse pointer appears as a **I** to be used to position the cursor.

Next you will type the title text you want to appear on the slide. Then you will enter the subtitle.

2

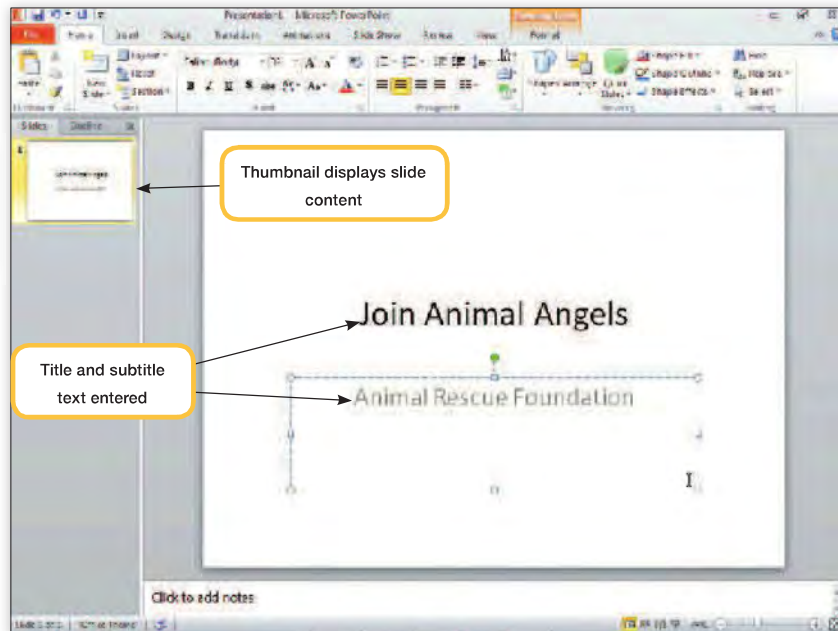
## Type Join Animal Angels

### Having Trouble?

If you make a typing error, press **(Backspace)** to delete the characters back to the error and retype the entry.

- Click in the “Click to add subtitle” placeholder and type **Animal Rescue Foundation**

Your screen should be similar to **Figure 1.3**



**Figure 1.3**

The content for the first slide is complete. Notice that the thumbnail of the slide in the Slides tab now displays the text you just entered.

## INSERTING A SLIDE

Next you want to add the content for a second slide. To continue creating the presentation, you need to add another slide.

1

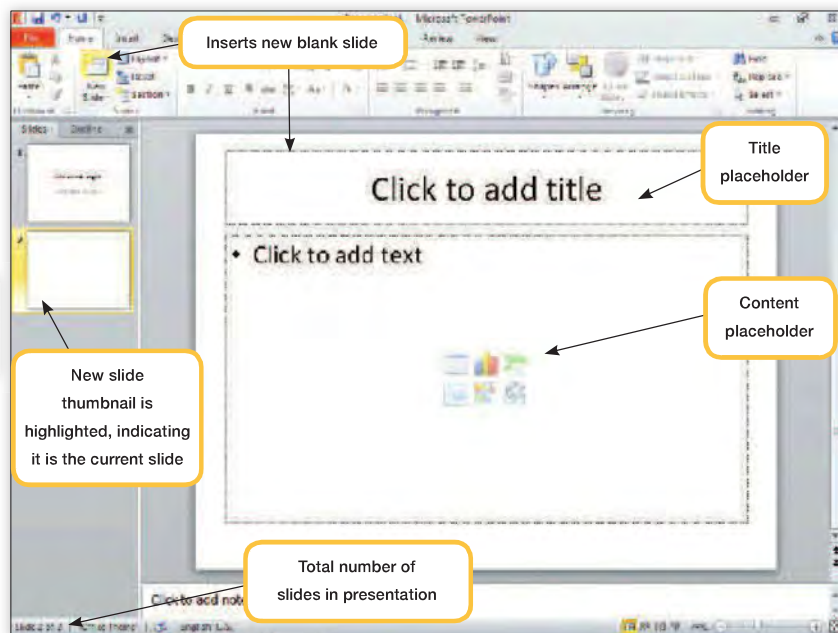
- If necessary, click the **Home** tab to open it.

- Click **New Slide** in the **Slides** group.

### Another Method

You also can use the keyboard shortcut **(Ctrl) + M** to insert a new slide.

Your screen should be similar to **Figure 1.4**



**Figure 1.4**


A new slide with a slide title placeholder and a content placeholder was added to the presentation. It is displayed in the Slide pane and is the **current slide**, or the slide that will be affected by any changes you make. The Slides tab displays a second slide thumbnail. It is highlighted, further indicating it is the current slide. The status bar displays the number of the current slide and the total number of slides in the presentation.

Now you could add text to the new slide and continue adding slides to create the presentation.

### OPENING A PRESENTATION TEMPLATE

Although the Blank presentation template is opened automatically when you start PowerPoint, it is not the only method that can be used to create a presentation. Another is to use one of the many supplied design templates. A third is to save the design elements of an existing presentation as a custom template, which you would then use as the basis for your new presentation. Finally, you can open an existing presentation and modify the design and content as needed for the new presentation.

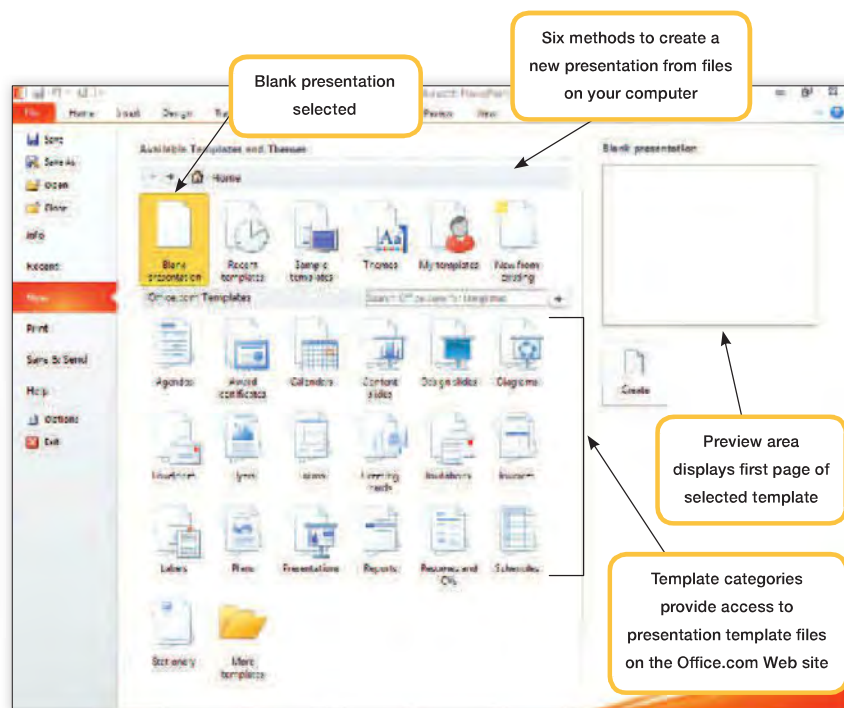
Because you have not decided exactly what content should be presented next in the presentation, you decide that it might be easier to use one of the templates that will suggest the content to include. You will close this file without saving it and then open a presentation template file.

- 1 Open the File tab and click .
- Click .
- Open the File tab and choose New.

Your screen should be similar to **Figure 1.5**

#### Having Trouble?

To complete steps 2 and 3 you need an Internet connection. If you are not connected to the Internet, choose New from Existing, change to the location containing your data files, and double-click on the file **pp01\_Training**. Then skip to the next section, Viewing the Presentation.



**Figure 1.5**

The Available Templates and Themes window of Backstage view is open. The upper section of this window displays six options from which you can choose to start a new presentation from files that are stored on your computer. The Blank presentation template is selected, as this is the default template that is opened when you first start PowerPoint. The five other choices provide the means of



**Additional Information**

The template categories and files may vary as the content from the Office.com Web site is updated frequently.

starting a presentation from recent templates you have opened, templates you have created, or other existing presentations.

The lower section of the window displays categories of templates that are available online from Microsoft. When you choose a category, folders of additional subcategories are displayed that contain the available presentation template files. For this presentation, you want to look at the online templates.

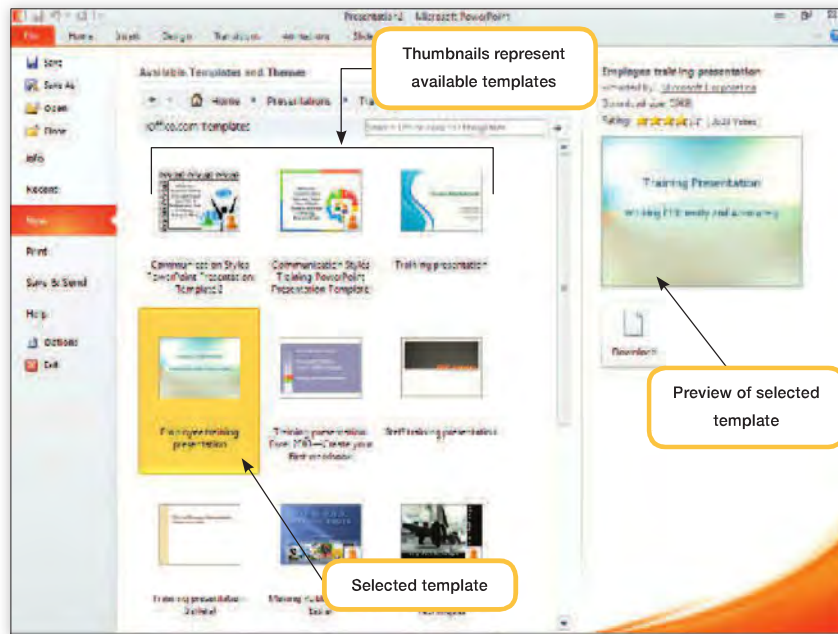
**2**

**Choose Presentations from the Office.com Templates category.**

**Choose the Training folder.**

**Scroll the list of template files in the Training folder and select “Employee Training Presentation”.**

Your screen should be similar to **Figure 1.6**



**Figure 1.6**

Thumbnail images representing the first slide in each template file are displayed in alphabetical order by name. The preview area displays a larger image of the selected thumbnail and information about the template.

You think the design of the selected template looks good and decide to begin your presentation for the volunteers using the content in this template as a guide.

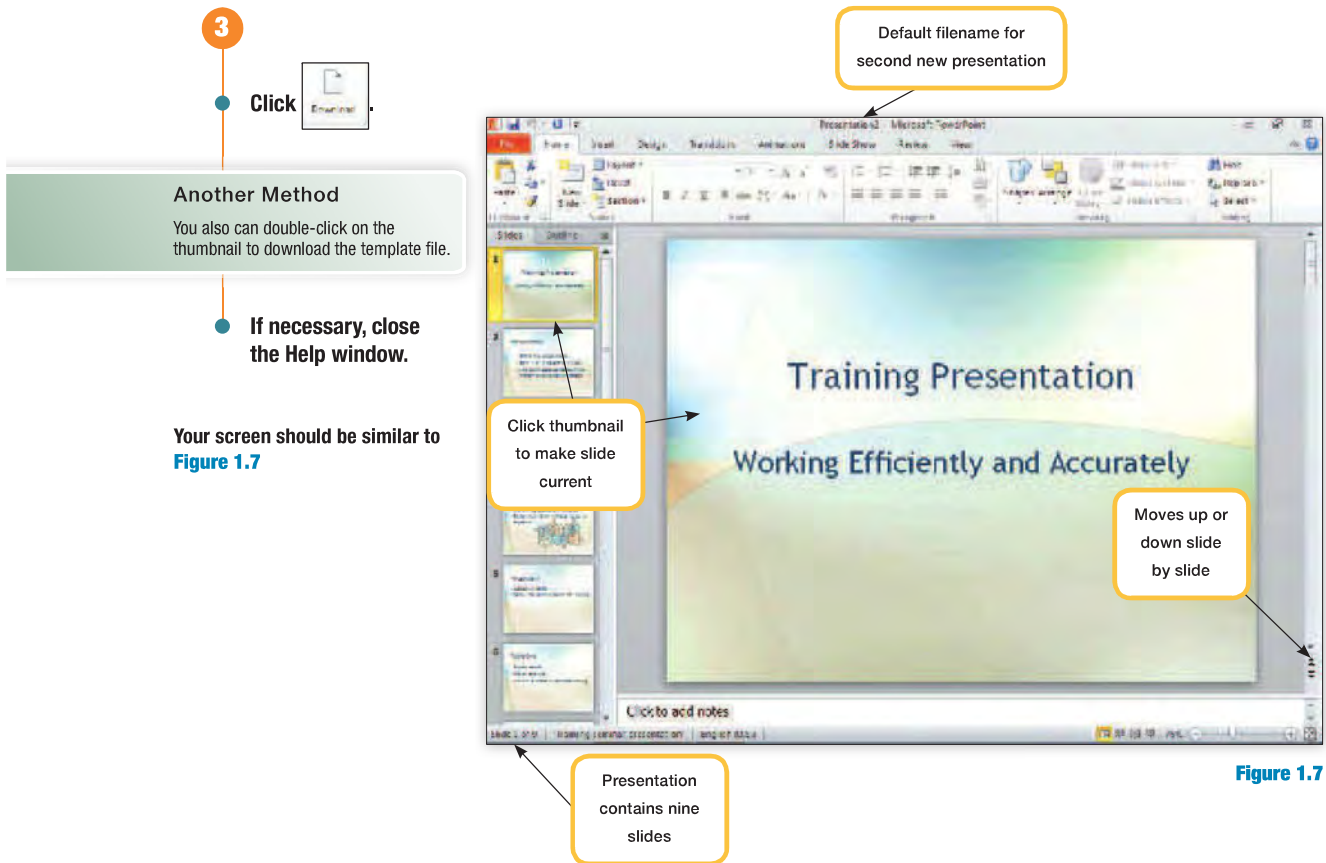





Figure 1.7


The template file is downloaded and opened in PowerPoint. It contains a total of nine slides. Because this is the second new presentation you have worked on since starting PowerPoint 2010, the default file name is Presentation2.

### MOVING AMONG SLIDES

You want to look at the slides in the presentation to get a quick idea of their content. There are many ways to move from slide to slide in PowerPoint. Most often, the quickest method is to click on the slide thumbnail in the Slides tab. Clicking on a slide in the Slides tab displays it in the Slide pane and makes it the current slide. However, if your hands are already on the keyboard, you may want to use the keyboard directional keys. The following table shows both keyboard and mouse methods to move among slides in Normal view.

To Display	Action
Previous slide	Click  Click above scroll box Press <b>Page Up</b> ↑ One slide up
Next slide	Click  Click below scroll box Press <b>Page Down</b> ↓ One slide down
Any slide	Drag the Slide pane's scroll box until the ScreenTip displays the slide you want to view. 
Last slide in presentation	<b>End</b>
First slide in presentation	<b>Home</b>

You will try out several of these methods as you look at the slides in the presentation. First you will use the Slides tab. This tab makes it easy to move from one slide to another. You also will increase the width of the Slide tab pane to make the slide thumbnails larger and easier to see.

- 1 Point to the splitter bar between the Slide pane and the Slides tab pane and when the mouse pointer is shaped as  drag to the right to increase the width of the pane as in Figure 1.8.
- Press **↓** or **Page Down** to move to the next slide.
- Scroll the Slides tab to display slides 4 to 7.
- Click on slide 4.

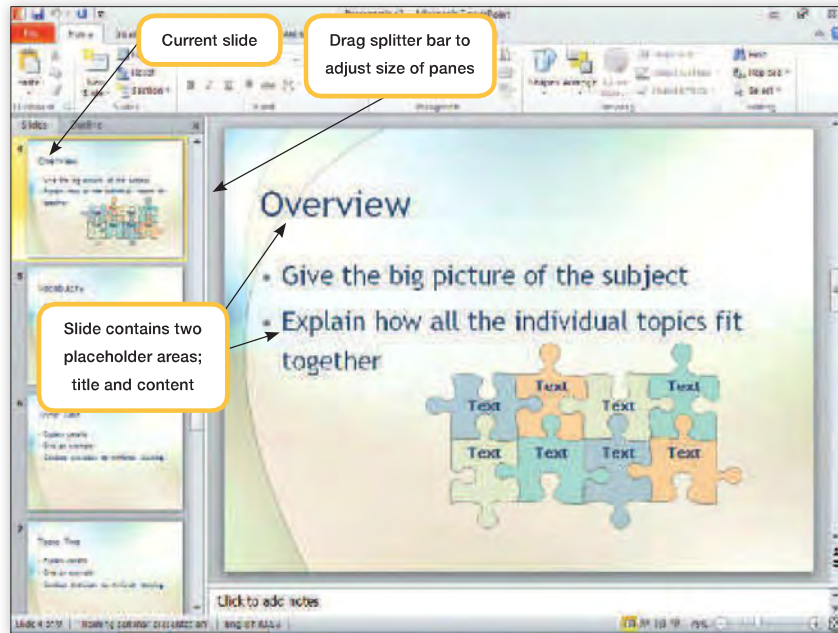


Figure 1.8



Your screen should be similar to Figure 1.8

Slide 4 is the current slide and is displayed in the Slide pane. This slide contains two placeholders: title and content. The content placeholder consists of two bulleted items as well as a graphic. Next you will use the Slide pane scroll bar to display the next few slides.

2

Click  Next Slide to display slide 5.

#### Having Trouble?

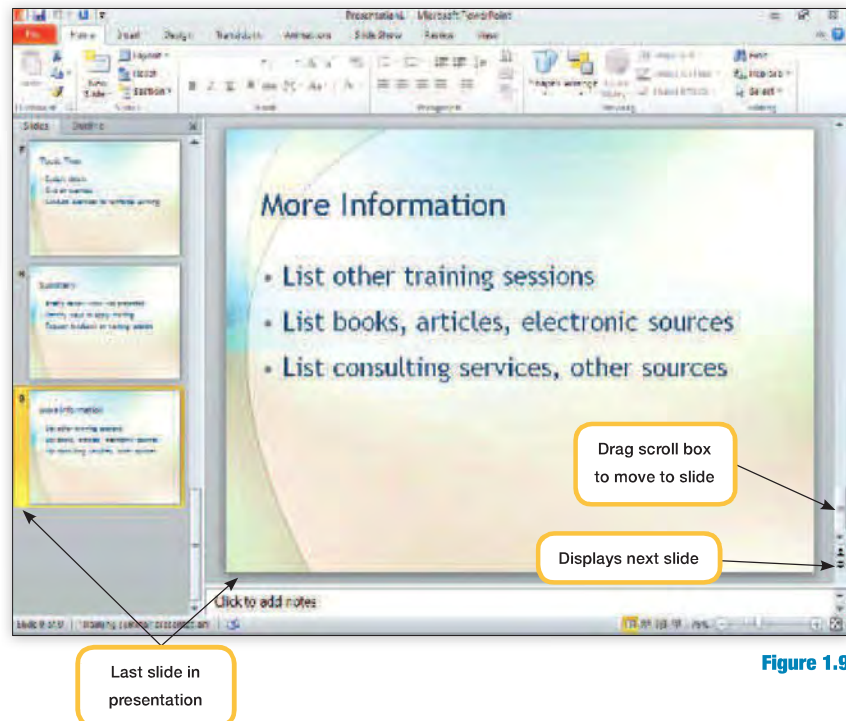
The  Previous Slide and  Next Slide buttons are located at the bottom of the Slide pane's vertical scroll bar.

Drag the scroll box and stop when the ScreenTip displays Slide 6 of 9.

Click below the scroll box to display slide 7.

Press **[End]** to display the last slide.

Your screen should be similar to **Figure 1.9**



**Figure 1.9**

You can see this template will help you to create your presentation because the content provides some basic guidance as to how to organize a presentation.

## Editing a Presentation

Now you need to edit the presentation to replace the sample content with the appropriate information for your presentation. Editing involves making text changes and additions to the content of your presentation. It also includes making changes to the organization of content. This can be accomplished quickly by rearranging the order of bulleted items on slides as well as the order of slides.

### USING THE OUTLINE TAB

You have already entered text in a slide in the Slide pane. Another way to make text-editing changes is to use the Outline tab in Normal view. The Outline tab displays the content of the presentation in outline form, making it easy to see the organization of your presentation as you enter and edit content. The first change you want to make is to enter a title for the presentation on slide 1. First, you will open the Outline tab and select the sample title text on the slide and delete it.

1

Click the Outline tab to open it.

Scroll the Outline tab to the top to display the text for slide 1.

Click anywhere on the text for slide 1 in the Outline tab to make it the current slide.

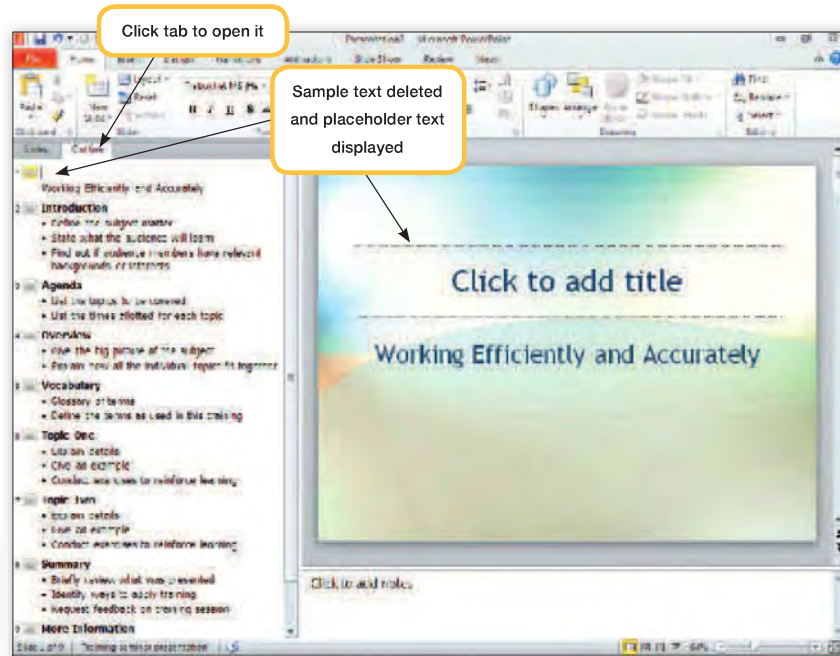
Select the text "Training Presentation".

#### Having Trouble?

Refer to the topic "Selecting Text" in the Introduction to Microsoft Office 2010 to review these features.

Press **Delete**.

Your screen should be similar to **Figure 1.10**



**Figure 1.10**

The sample text is deleted. As you change the text content in the Outline tab, it also appears in the slide displayed in the Slide pane. Notice that although you deleted the sample text, the slide still displays the title placeholder text.

You will enter the title and subtitle for the presentation next.



2

## Type Join Animal Angels

### Having Trouble?

If you make a typing error, use **(Backspace)** or **(Delete)** to correct the errors.

Select the text **“Working Efficiently and Accurately”** on the second line of slide 1 in the Outline tab and type **Animal Rescue Foundation**

Your screen should be similar to **Figure 1.11**

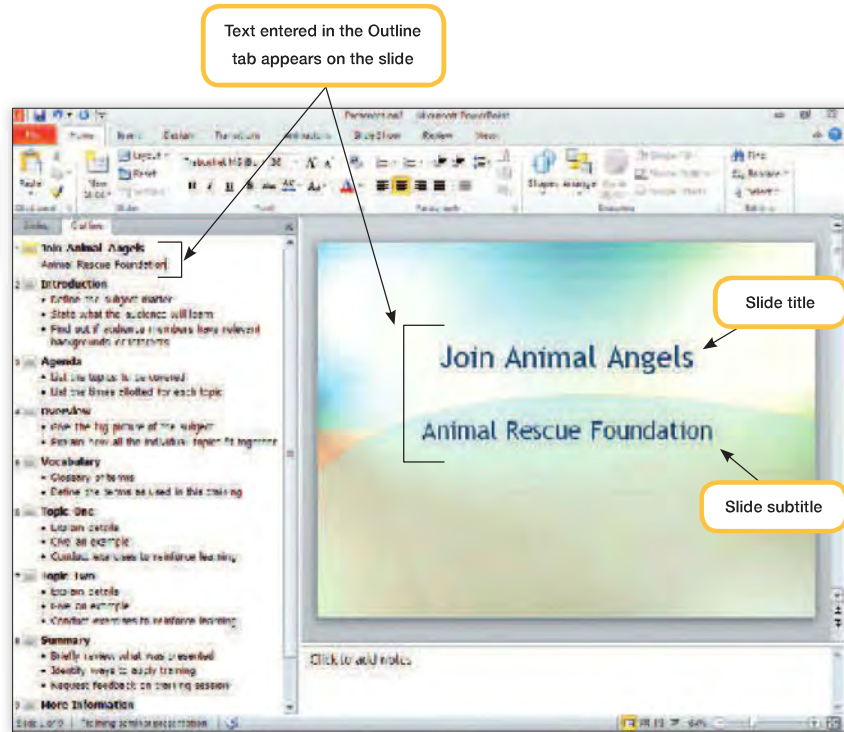



Figure 1.11


As soon as you pressed a key, the selected text was deleted and replaced with the text you typed. When entering the title for a slide, it is a common practice to use title case, in which the first letter of most words is capitalized.

The next change you want to make is in the Introduction slide. The sample text recommends that you define the subject of the presentation and what the audience will learn. You will replace the sample text next to the first bullet with the text for your slide. In the Outline tab, you can select an entire paragraph and all subparagraphs by pointing to the left of the line and clicking when the mouse pointer is a .


### Additional Information

If you click the slide icon to the right of the slide number in the Outline tab, all text on the slide is selected.

3

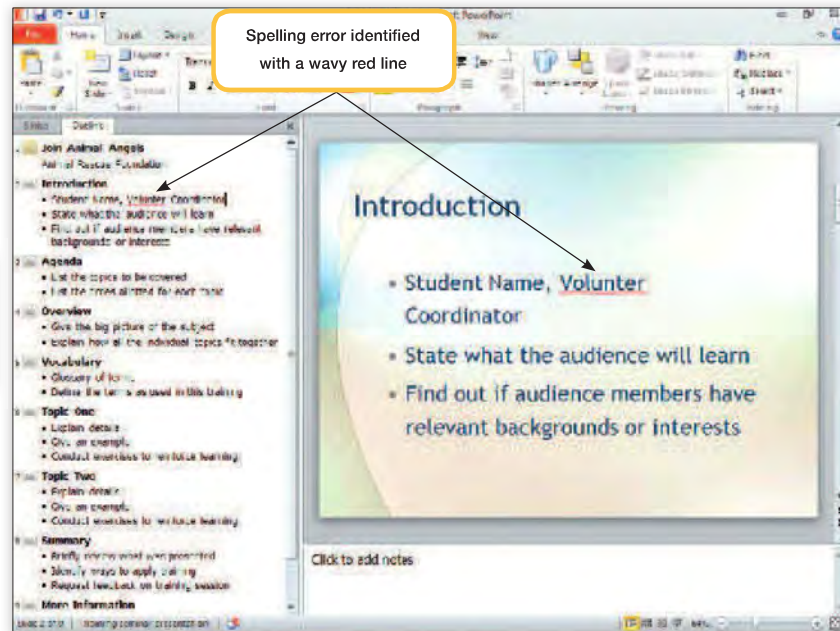
Click on the first bullet of slide 2 in the Outline tab when the mouse pointer is a .

#### Having Trouble?

If you accidentally drag selected text, it will move. To return it to its original location, immediately click  Undo on the Quick Access Toolbar.

- Type **Your Name, Volunteer Coordinator** (this word is intentionally misspelled)

Your screen should be similar to **Figure 1.12**



**Figure 1.12**

#### Having Trouble?


Do not be concerned if the spelling checker identifies your name as misspelled.

#### Having Trouble

If the Spelling indicator is not displayed, right click on the status bar and choose Spell Check from the context menu.

The sample text has been replaced with the text you typed. Depending on the length of your name, the text in this bullet may not have wrapped to a second line.

### CORRECTING ERRORS

As you enter text, the program checks each word for accuracy. In this case, a spelling error was located. PowerPoint identified the word as misspelled by underlining it with a wavy red line. The Spelling indicator  in the status bar also shows a spelling error has been detected in the document.

## Concept 2 Spelling Checker

The **spelling checker** locates all misspelled words, duplicate words, and capitalization irregularities as you create and edit a presentation, and proposes possible corrections. This feature works by comparing each word to a dictionary of words. If the word does not appear in the main dictionary or in a custom dictionary, it is identified as misspelled. The **main dictionary** is supplied with the program; a **custom dictionary** is one you can create to hold words you commonly use, such as proper names and technical terms, that are not included in the main dictionary.

If the word does not appear in either dictionary, the program identifies it as misspelled by displaying a red wavy line under the word. You can then correct the misspelled word by editing it. Alternatively, you can display a list of suggested spelling corrections for that word and select the correct spelling from the list to replace the misspelled word in the presentation.

To quickly correct the misspelled word, you can select the correct spelling from a list of suggested spelling corrections displayed on the shortcut menu.

- 1
- Right-click on the misspelled word in the Outline tab to display the shortcut menu.

Your screen should be similar to Figure 1.13

Additional Information

Sometimes the spelling checker cannot suggest replacements because it cannot locate any words in its dictionary that are similar in spelling. Other times the suggestions offered are not correct. If either situation happens, you must edit the word manually.

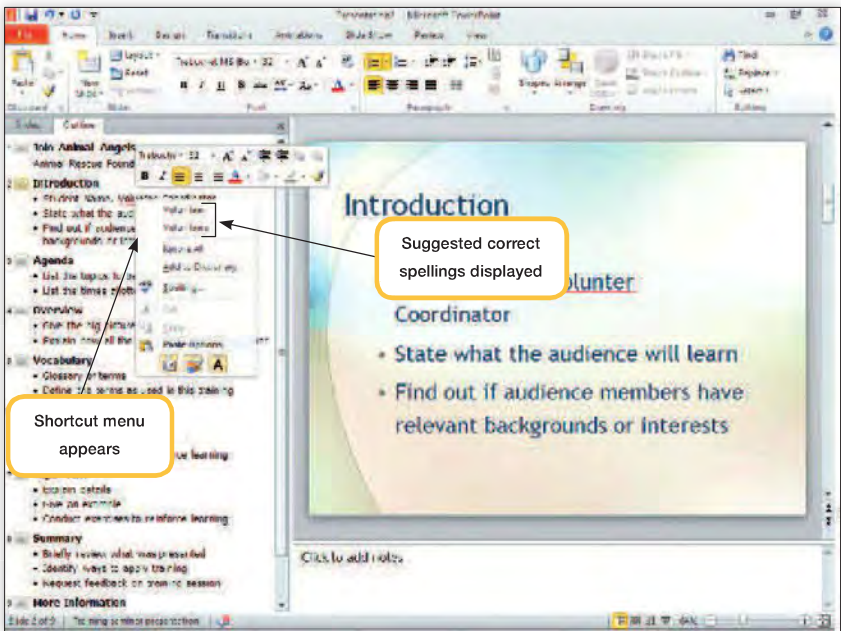


Figure 1.13

The shortcut menu displays two suggested correct spellings. The menu also includes several related menu options described below.

Additional Information

The spelling checker works just as it does in the other Microsoft Office 2010 applications.

Option	Effect
Ignore All	Instructs PowerPoint to ignore the misspelling of this word throughout the rest of this session.
Add to Dictionary	Adds the word to the custom dictionary list. When a word is added to the custom dictionary, PowerPoint will always accept that spelling as correct.
Spelling	Opens the Spelling dialog box to check the entire presentation.

You will replace the word with the correct spelling and then enter the information for the second bullet.

- 2 Choose “Volunteer” from the shortcut menu.
- In the Outline tab, select the text in the second bullet on slide 2 by clicking the bullet.
- Press **Delete**.
- In the Outline tab, select the text in the second bullet on slide 2.
- Type **volunteer opportunities** (this word is intentionally misspelled) and press **[Spacebar]**.

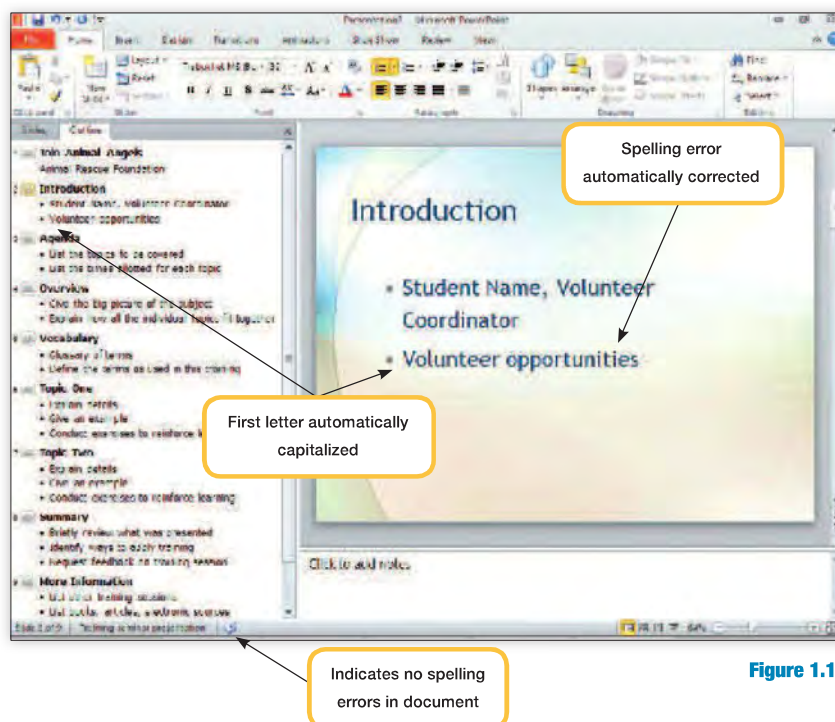


Figure 1.14

Your screen should be similar to Figure 1.14

#### Additional Information

Bulleted items in a presentation are capitalized in sentence case format. Ending periods, however, are not included.

Notice that the first letter of “volunteer” was automatically capitalized. Also notice that the incorrect spelling of the word “oppotunities” was corrected. These corrections are part of the AutoCorrect feature of PowerPoint.

## Concept 3 AutoCorrect

The **AutoCorrect** feature makes some basic assumptions about the text you are typing and, based on those assumptions, automatically corrects the entry. The AutoCorrect feature automatically inserts proper capitalization at the beginning of sentences and in the names of days of the week. It also will change to lowercase letters any words that were incorrectly capitalized due to the accidental use of the **[Caps Lock]** key. In addition, it also corrects many common typing and spelling errors automatically.

One way the program makes corrections automatically is by looking for certain types of errors. For example, if two capital letters appear at the beginning of a word, the second capital letter is changed to a lowercase letter. If a lowercase letter appears at the beginning of a sentence, the first letter of the first word is capitalized. If the name of a day begins with a lowercase letter, the first letter is capitalized.

Another way the program makes corrections is by automatically replacing a misspelled word with the correct spelling in situations where the spelling checker offers only one suggested spelling correction. AutoCorrect also checks all words against the AutoCorrect list, a built-in list of words that are commonly spelled or typed incorrectly. If it finds the entry on the list, the program automatically replaces the error with the correction. For example, the typing error “aboutthe” is automatically changed to “about the” because the error is on the AutoCorrect list. You also can add words to the AutoCorrect list that you want to be corrected automatically. Any such words are added to the list on the computer you are using and will be available to anyone who uses the machine after you.



## COPYING AND MOVING SELECTIONS

You are now ready to enter the text for the next slide in your presentation by entering the three main topics of discussion. You want to enter a new slide title, Topics of Discussion, with three bulleted items describing the topics to be discussed. Two placeholder bullets with sample text are displayed. You will edit these and then add a third bulleted item.

- 1 Move to slide 3.
- In the Outline tab, replace the sample title, Agenda, with **Topics of Discussion**
- Select and replace the text in the first bullet with **Why are pets abandoned?**
- Select and replace the text in the second bullet with **How can you help?**
- Press **Enter**.

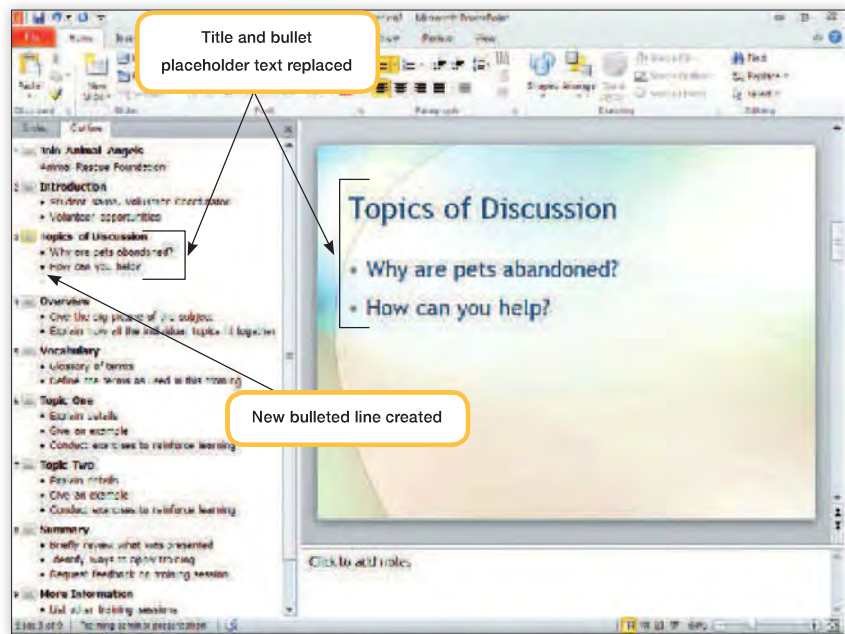


Figure 1.15

### Having Trouble?

If you accidentally insert an extra bullet and blank line, press **Backspace** twice to remove them.

Your screen should be similar to **Figure 1.15**

### Having Trouble?

Refer to "Copying and Moving Selections" in the Introduction to Microsoft Office 2010 to review this feature.

A new bulleted line is automatically created whenever you press **Enter** at the end of a bulleted item. Because the text you want to enter for this bullet is similar to the text in the second bullet, you decide to save time by copying and pasting the bullet text. Then you will modify the text in the third bullet.



2

Select the second bulleted item.

Click  Copy in the Clipboard group of the Home tab.

Click on the third bullet line and click .

#### Another Method

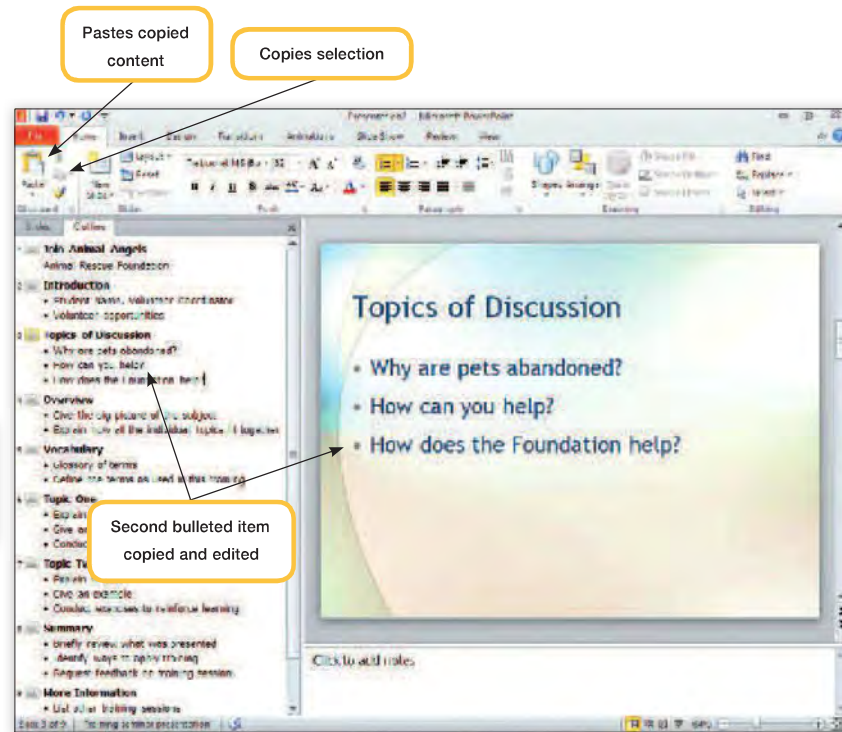
You also can press **(Ctrl) + C** to copy a selection and **(Ctrl) + V** to paste a selection.

Select “can you” in the third bullet item.

Type **does the Foundation**

If necessary, delete the fourth blank bullet line.

Your screen should be similar to **Figure 1.16**




**Figure 1.16**

The text you copied to the third bullet has been quickly modified. Copying is especially helpful when the entries are long and complicated.

As you review what you have entered so far in your presentation, you decide that it would be better to introduce yourself on the first slide. Rather than retyping this information, you will move your introduction from slide 2 to slide 1. You will do this using drag and drop.

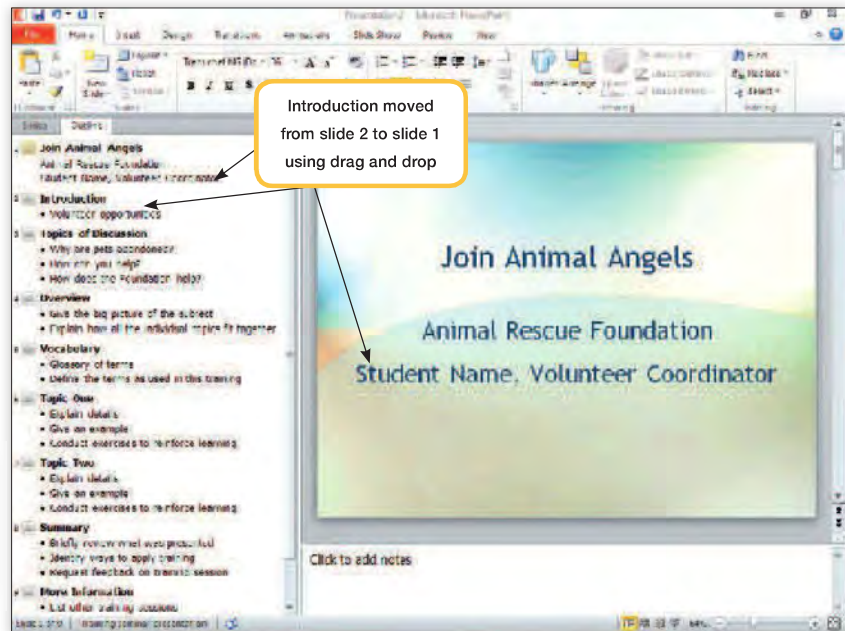
- 3 In the Outline tab, press **Enter** at the end of the subtitle in slide 1 to create a blank line.
- Select the first bulleted item on aslide 2.
- Drag the selection to the blank line on slide 1.

#### Another Method

You can also use  Cut or **Ctrl** + X to cut a selection and then paste it to the new location.

- Move to the blank line at the end of slide 1 and press **Backspace** to delete it.

Your screen should be similar to **Figure 1.17**



**Figure 1.17**

Because the Outline tab lets you see the content in multiple slides at once, it makes it easy to see the organization of the presentation and to quickly make text changes within and between slides.

## MOVING, COPYING, AND DELETING SLIDES

As you continue to plan the presentation content and organization, you decide you will not use the Vocabulary slide and want to delete it. You also think a more appropriate location for the Overview slide may be above the agenda. Finally, you plan to have three slides to present the three main topics you plan to cover in the presentation. For this purpose, you want to add a third topic slide. Because you are not working with slide content, you will use the Slides tab to make these changes.

First you will delete slide 5, Vocabulary.

#### Additional Information

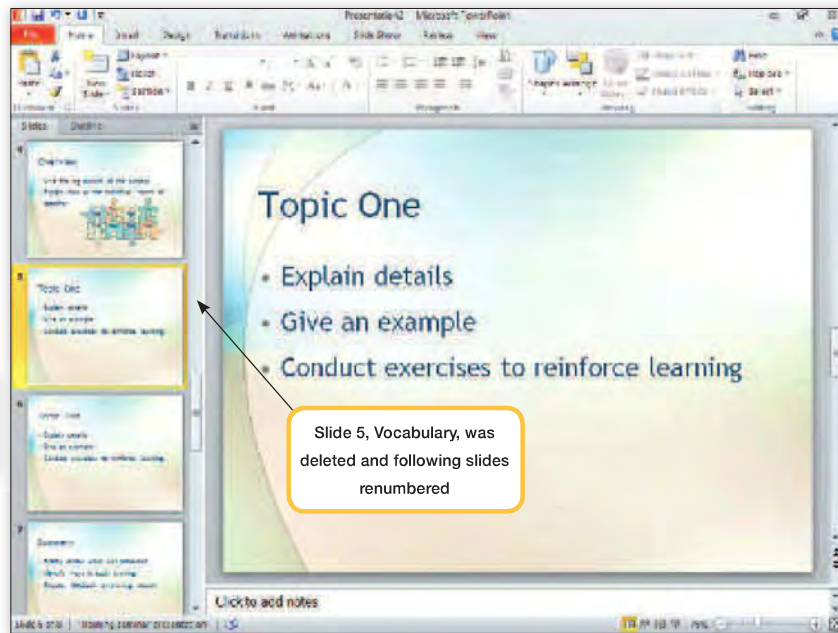
You can also delete and move slides in the Outline tab by clicking on the slide icon next to the slide number to select the entire slide and then use the appropriate command.

- 1 Click on the Slides tab to open it.
- 2 Scroll the Slides tab to see slide 5.
- 3 Click on slide 5 to select the slide.
- 4 Press **Delete**.

#### Another Method

You can also choose Delete Slide from the selected slide's context menu.

Your screen should be similar to **Figure 1.18**



**Figure 1.18**

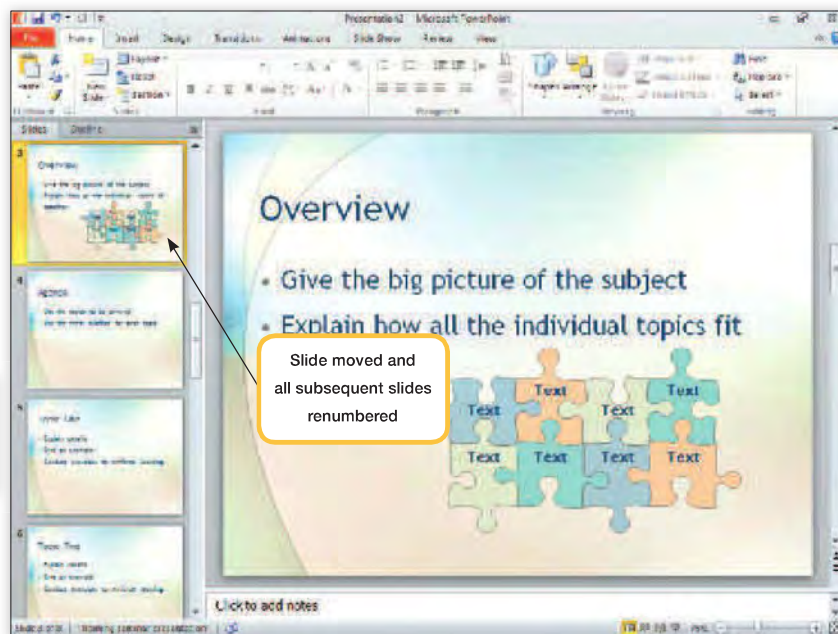
The slide has been deleted and all subsequent slides renumbered. Next, you will move the Overview slide (4) above slide 3 using drag and drop

- 2 Select slide 4 in the Slides tab.
- 3 If necessary, scroll the Slides tab to show slide 3.
- 4 Drag slide 4 above slide 3 in the Slides tab.

#### Additional Information

A solid horizontal line identifies the location where the slide will be placed when you stop dragging.

Your screen should be similar to **Figure 1.19**



**Figure 1.19**


The Overview slide is now slide 3 and, again, all following slides are appropriately renumbered. Finally, you will make a copy of slide 6.

3

Select slide 6 in the Slides tab.

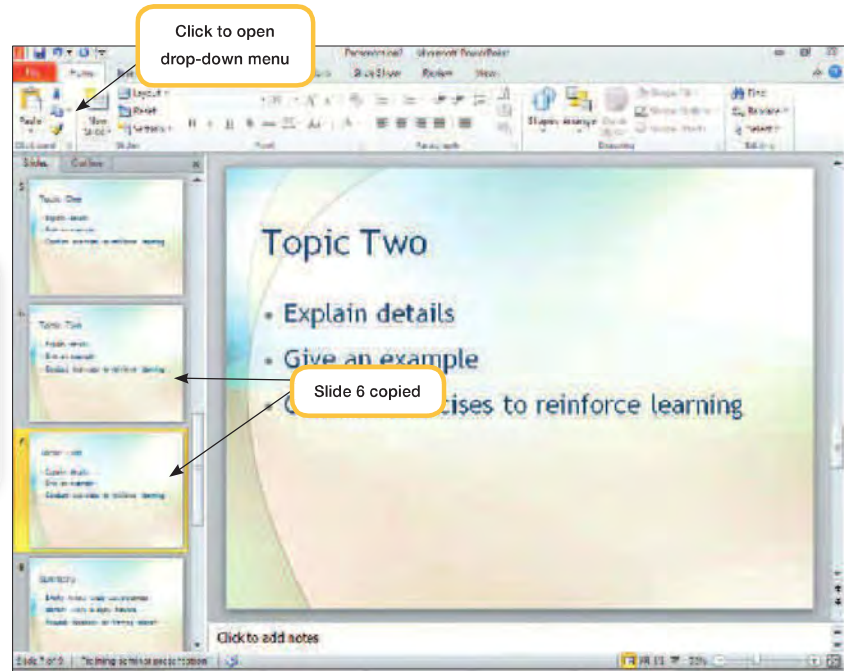
Open the  drop-down menu and choose Duplicate.

#### Another Method

You could also copy and paste the slide to duplicate it or use  in the Slides group and choose Duplicate Selected Slides from the drop-down menu.

Scroll the Slides tab to see slides 5 to 7.

Your screen should be similar to **Figure 1.20**



**Figure 1.20**

There are now three topic slides. The duplicate slide was inserted directly below the slide that was copied and is the selected slide.

### MOVING, DEMOTING, AND PROMOTING BULLETED ITEMS

Now you are ready to enter the text for the three topic slides. You decide to enter the text for these slides using the Slide pane rather than the Outline tab. Simply clicking in an area of the slide in the Slide pane will make it the active area.



- 1 Make slide 5 the current slide.
- Click anywhere in the sample title text of slide 5 in the Slide pane to select the title placeholder.
- Triple-click on the sample title to select it and type **Why Are Pets Abandoned?**
- Click anywhere on the bulleted list to select the content placeholder.
- Drag to select all the text in the content placeholder.

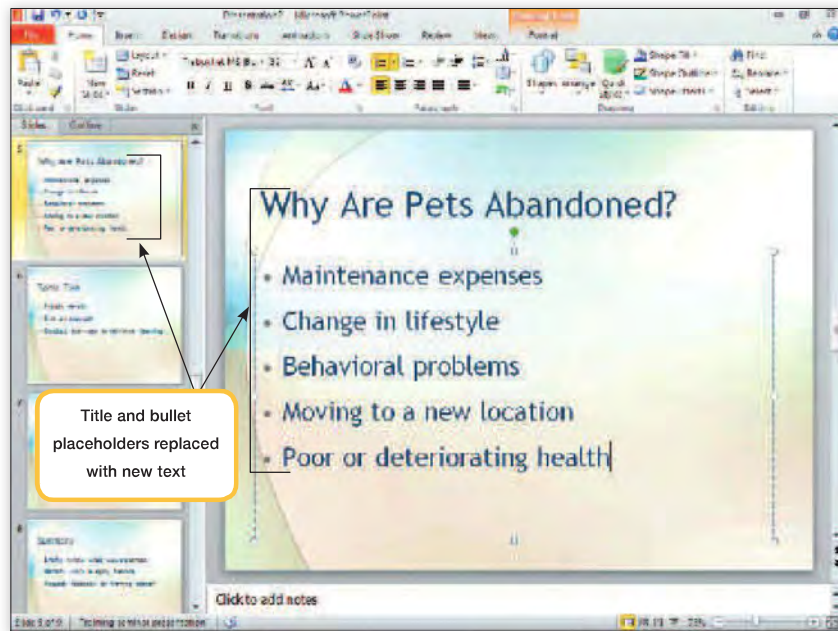


Figure 1.21

#### Another Method

You also can click **Select** in the Editing group of the Home tab and click **Select** or use the shortcut key **(Ctrl) + A** to select everything in a placeholder box.

- Enter the following bulleted items (Press **(Enter)** after each line, except the last, to create a new bullet):

**Maintenance expenses**

**Change in lifestyle**

**Behavioral problems**

**Moving to a new location**

**Poor or deteriorating health**

Your screen should be similar to **Figure 1.21**

#### PP1.24 Lab 1: Creating a Presentation

[WWW.MHHE.COM/OLEARY](http://WWW.MHHE.COM/OLEARY)



- 2
- Select all the text in the fourth bulleted item in the Slide pane.
- Drag the selection to the beginning of the first bulleted item.

Your screen should be similar to Figure 1.22

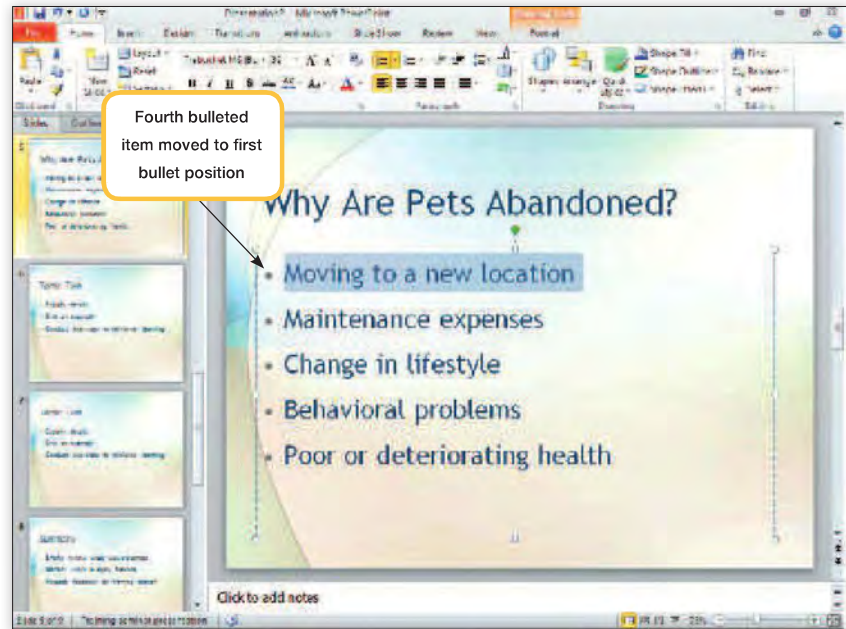


Figure 1.22

The fourth bullet is now the first bulleted item in the list.

In the next slide, you will enter information about how people can help the Animal Rescue Foundation.

- 3
- Make slide 6 the current slide.
- Replace the sample title text with **How Can You Help?**
- Select all the text in the bulleted text placeholder.
- Type **Donate your time and talent**
- Press **Enter**.

Your screen should be similar to Figure 1.23

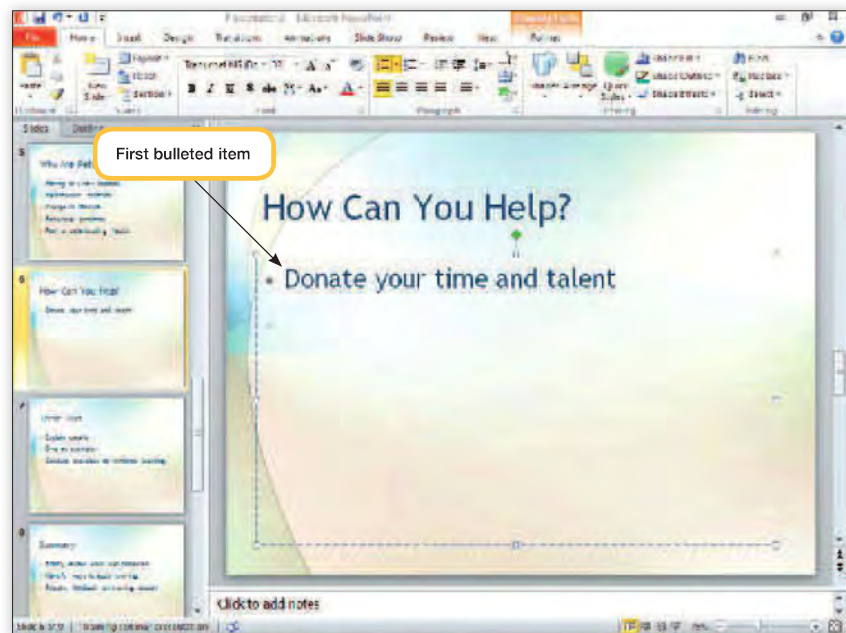


Figure 1.23

You want the next bulleted item to be indented below the first bulleted item. Indenting a bulleted point to the right **demotes** it, or makes it a lower or subordinate topic in the outline hierarchy.

- 4 Press **Tab**.
- Type **Become a foster parent**
- Press **Enter**.
- Type **Work at adoption fairs**
- Press **Enter**.

Your screen should be similar to Figure 1.24

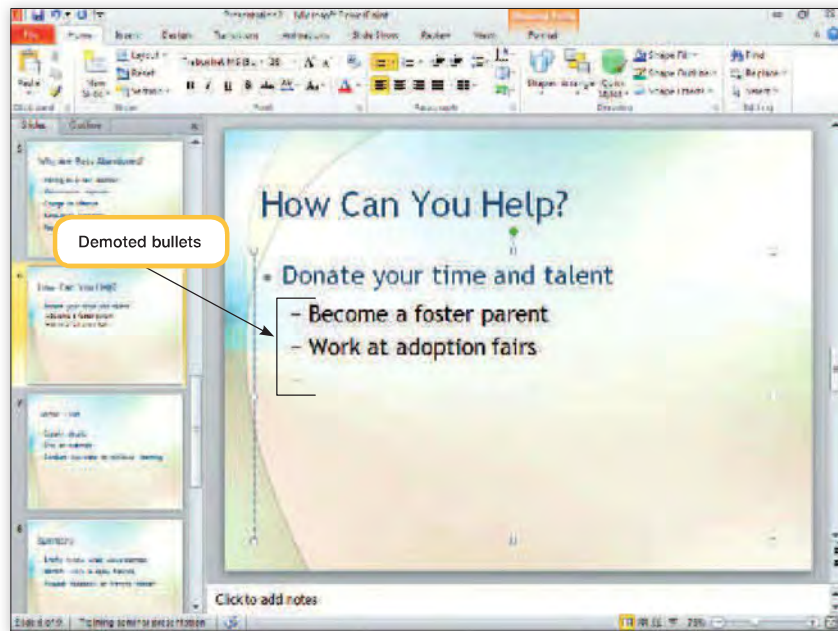


Figure 1.24

When you demote a bulleted point, PowerPoint continues to indent to the same level until you cancel the indent. Before entering the next item, you want to remove the indentation, or **promote** the line. Promoting a line moves it to the left, or up a level in the outline hierarchy.

- 5 Press **Shift** + **Tab**.
- Type **Donate new or used items**
- Press **Enter**.
- Enter the next two bulleted items:  
**Crates and pads**  
**Collars, leads, and other items**

Your screen should be similar to Figure 1.25

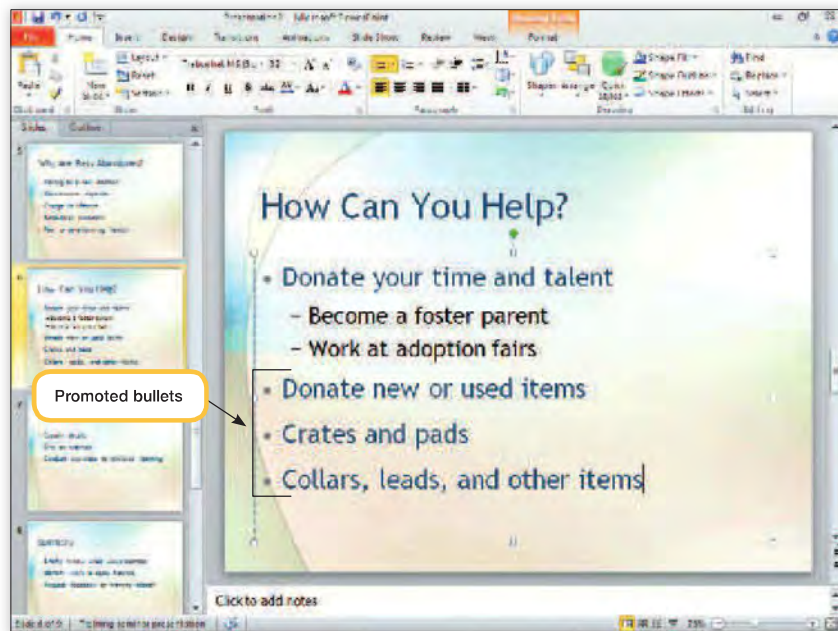


Figure 1.25

You also can promote or demote bulleted items after the text has been entered. The insertion point must be at the beginning of the line to be promoted or demoted, or all the text must be selected. You will demote the last two bulleted items.

- 6 Select the two bulleted items “Crates and pads” and “Collars, leads, and other items”.
- Press **Tab**.
- Move to the end of “Collars, leads, and other items”.
- Press **Enter**.

Your screen should be similar to Figure 1.26

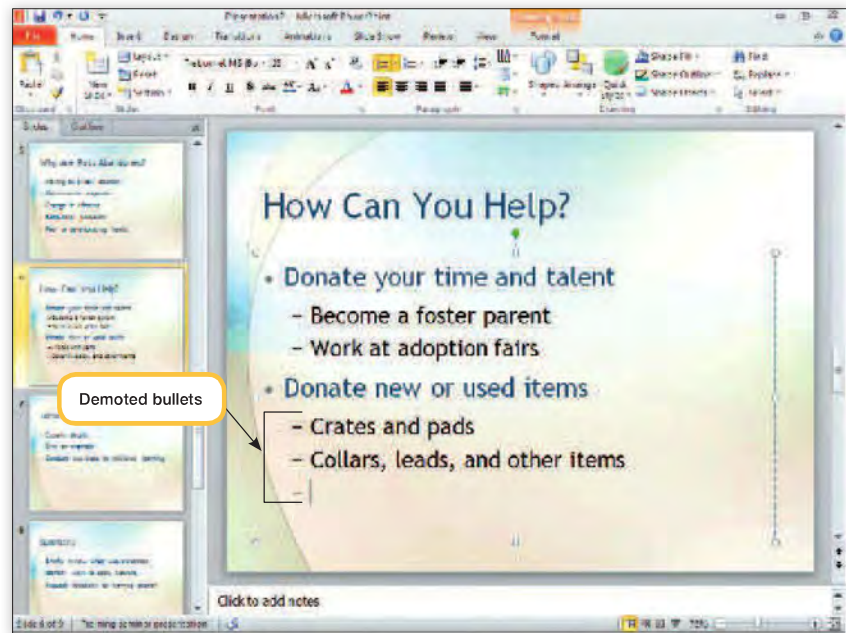


Figure 1.26

The last two items have been demoted. Next you will add more items to the bulleted list.

- 7 Type **Provide financial support**
- Press **Enter**.
- Enter the following three bulleted items:  
**Send a donation**  
**Sponsor a foster pet**  
**Sponsor an adoption**
- Promote the “Provide financial support” bullet.

Your screen should be similar to Figure 1.27

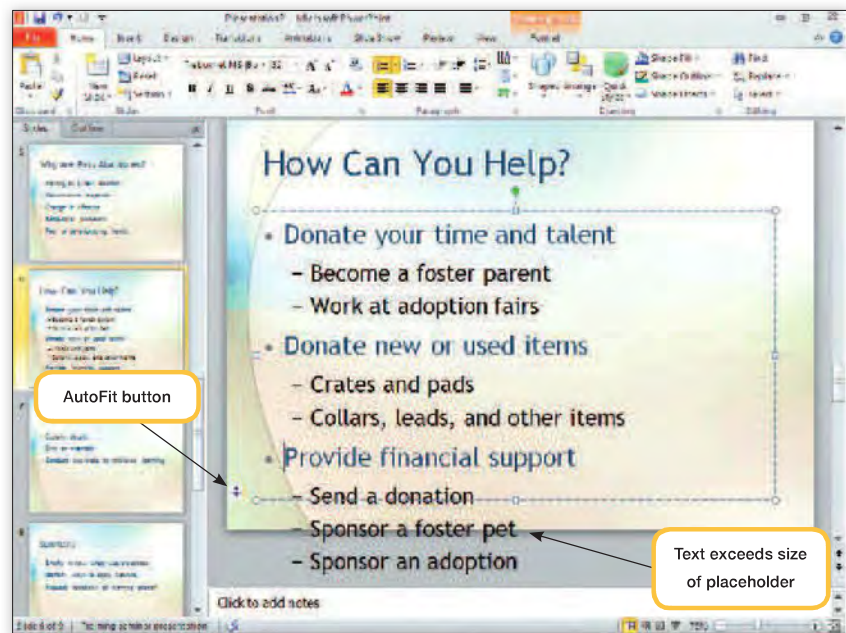



Figure 1.27



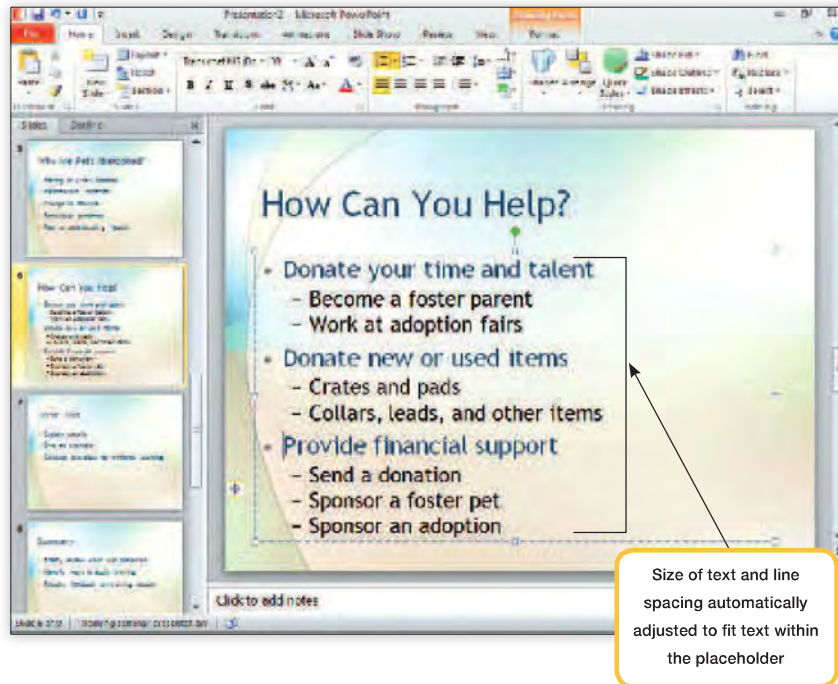
As you entered more bulleted items, the slide's text exceeds the size of the placeholder. When this happens a  AutoFit Options button appears at the bottom left corner of the placeholder. It provides options that allow you to control the AutoFit feature and to handle any overspilling text. The AutoFit feature will automatically adjust the line spacing and text size as needed to display the content inside the placeholder appropriately. Currently, this feature is off in this template.

8

Click  AutoFit Options.

Choose AutoFit Text to Placeholder.

Your screen should be similar to **Figure 1.28**




**Figure 1.28**

Now that the AutoFit Text to Placeholder option is on, the text size and line spacing of the bulleted items have been reduced to display the text more comfortably on the slide. If you were to add more text or increase or decrease the size of the placeholder, the AutoFit feature would continue to adjust the text size and spacing.

### SPLITTING TEXT BETWEEN SLIDES

Although using AutoFit solved the problem, you decide that 10 bulleted items are too many for a single slide. Generally, when creating slides, it is a good idea to limit the number of bulleted items on a slide to six. It also is recommended that the number of words on a line should not exceed five. You decide to split the slide content between two slides.

- 1 With the bullet placeholder in slide 6 still selected, click  AutoFit Options and choose Split Text Between Two Slides.
- 2 If necessary, scroll the Slides tab so that slides 6 and 7 are visible.

Your screen should be similar to Figure 1.29

#### Having Trouble?

You may have noticed that slide 6 in the Slides tab still displays all the bulleted items. Do not be concerned. The five bullets have been removed; however, the Slides tab has not updated to reflect the change.

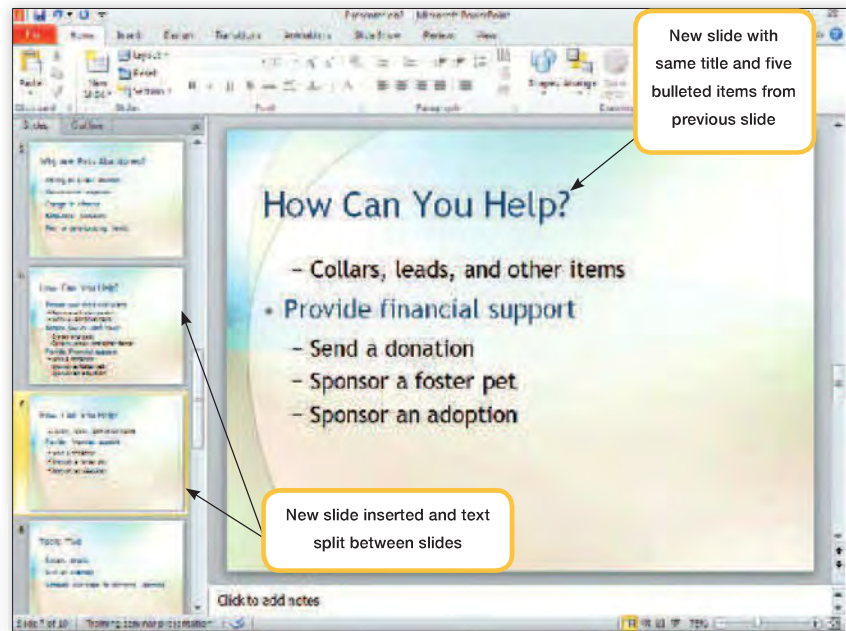


Figure 1.29

A new slide containing the same title as the previous slide and five of the bulleted items from the previous slide is inserted into the presentation. Often when splitting text between slides, the content may not split appropriately and you may still need to make adjustments to the slides. You will move the first bulleted item on slide 7 to the last item on slide 6 using the keyboard shortcuts for the Cut and Paste commands. You also will edit the slide title of slide 7.

- 2 On slide 7, replace the title text with **More Ways to Help!**
- 3 Select the first bulleted item on slide 7 and press **(Ctrl) + X** to cut the selection.
- 4 Move to the end of the last item on slide 6 and press **(Enter)**.
- 5 Press **(Ctrl) + V** to paste the item.
- 6 If necessary, delete the new blank bullet line.

Your screen should be similar to Figure 1.30

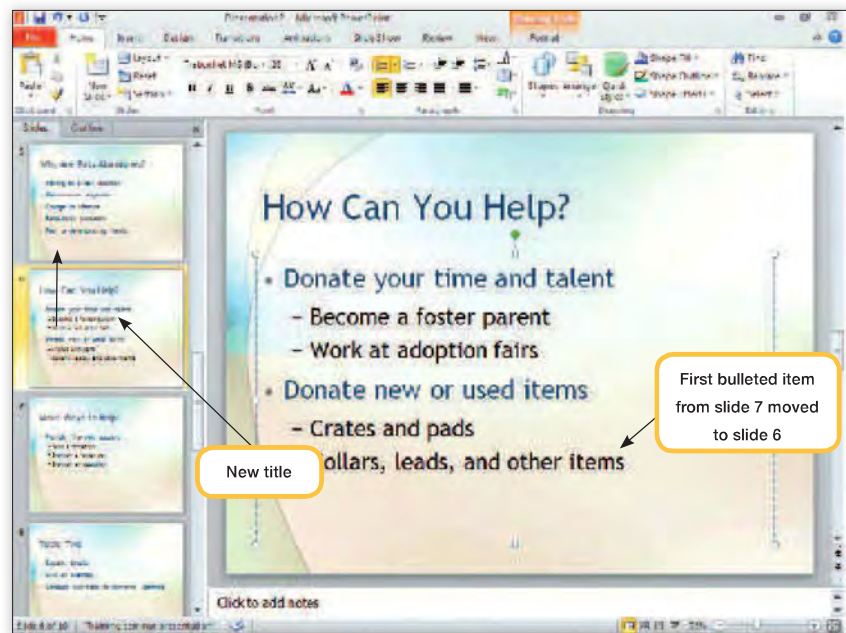


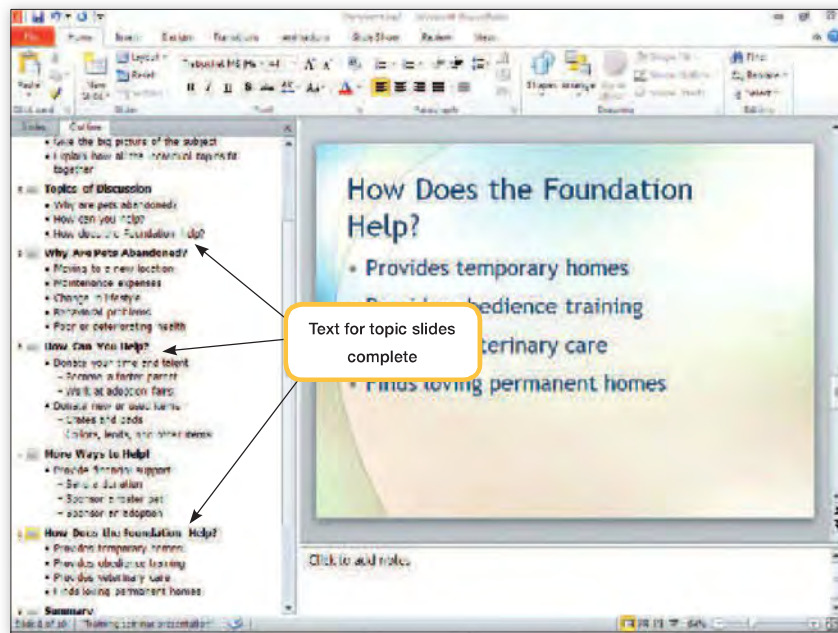
Figure 1.30



Now the number of items on each slide seems much more reasonable.  
Finally, you will add the text for the third topic slide.

- 3 Make slide 8 current.
- Enter the slide title  
**How Does the Foundation Help?**
- Enter the following bulleted items:  
**Provides temporary homes**  
**Provides obedience training**  
**Provides veterinary care**  
**Finds loving permanent homes**
- Open the Outline tab and scroll the tab to see slides 4 through 8.


Your screen should be similar to  
**Figure 1.31**



**Figure 1.31**

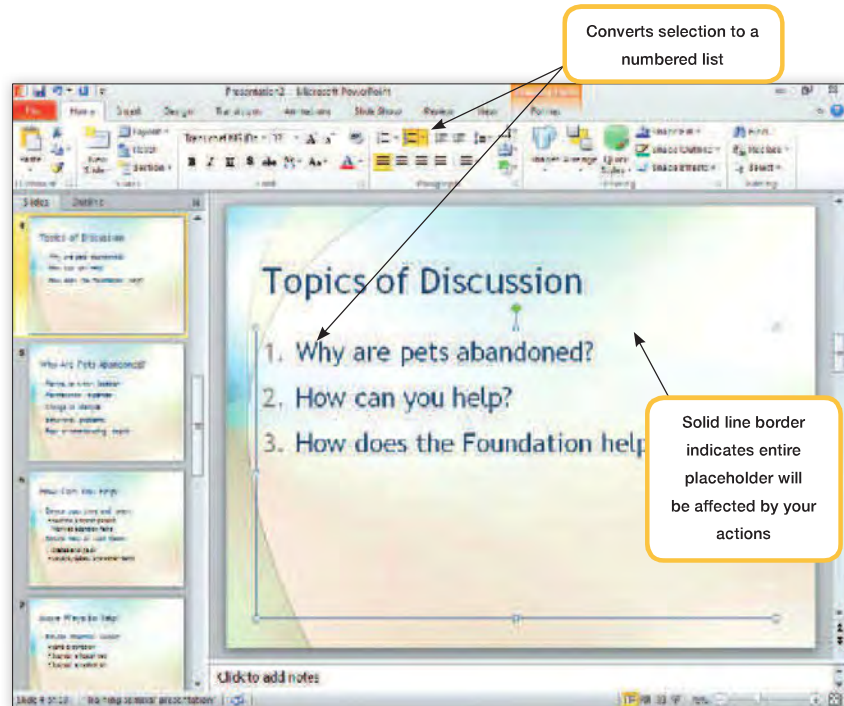
The text for the three topic slides reflects the order of the topics in the Topics of Discussion slide.

### CREATING A NUMBERED LIST

After looking at slide 4, you decide that it would be better if the topics of discussion were a numbered list. You can easily change the format of the bulleted items to a numbered list using the  Numbering command in the Paragraph group on the Home tab.

- 1 Open the Slides tab and make slide 4 current.
- Click anywhere in the bulleted items placeholder on slide 4.
- Click on the dashed-line border of the placeholder box to change it to a solid line.
- Click  Numbering in the Paragraph group on the Home tab.

Your screen should be similar to **Figure 1.32**



**Figure 1.32**

Notice the cursor does not appear in the placeholder box. This is because a solid line around the placeholder indicates your action will affect the entire placeholder rather than individual parts, such as the text, of the placeholder. The bullets have been replaced with an itemized numbered list.

### MOVING, DEMOTING, AND PROMOTING NUMBERED ITEMS

Now it is obvious to you that you entered the topics in the wrong order. You want to present the information about the Foundation before information about how individuals can help. Just like a bulleted item, an item in a numbered list can be moved easily by selecting it and dragging it to a new location.

1

Select the third item in the placeholder on slide 4.

Drag the selection up to the beginning of the second line.

Your screen should be similar to Figure 1.33

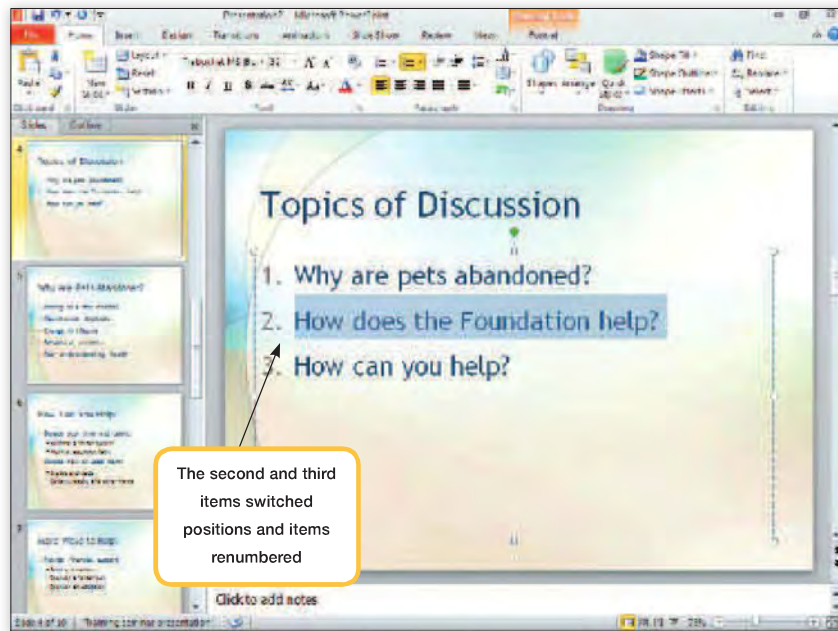


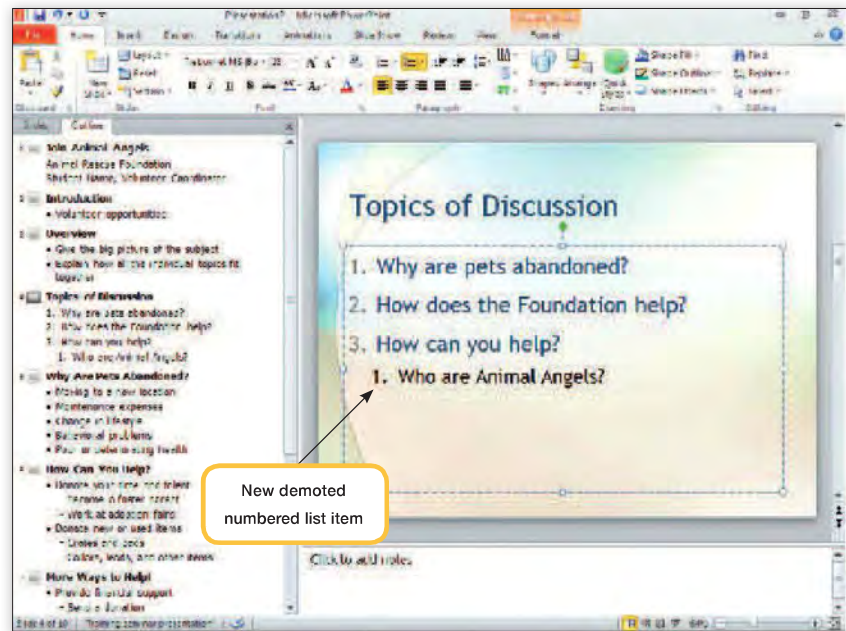
Figure 1.33

As soon as you clicked inside the placeholder, the cursor appeared and the solid-line border changed to a dashed-line border, indicating you can edit the contents of the placeholder. The third item in the numbered list is now the second item, and PowerPoint automatically renumbered the list for you.

Because you don't want to miss anything, you decide to go back and review the information you've entered so far. As you go back through the slides, you realize that you forgot to include the Animal Angels volunteer group as a topic to be discussed. You will add it to the Topics of Discussion slide as a subtopic below the "How can you help?" topic.

- 2
- Open the Outline tab to review the slide content.
- Click at the end of the third numbered list item on slide 4 and press **Enter**.
- Press **Tab** and type **Who are Animal Angels?**

Your screen should be similar to **Figure 1.34**

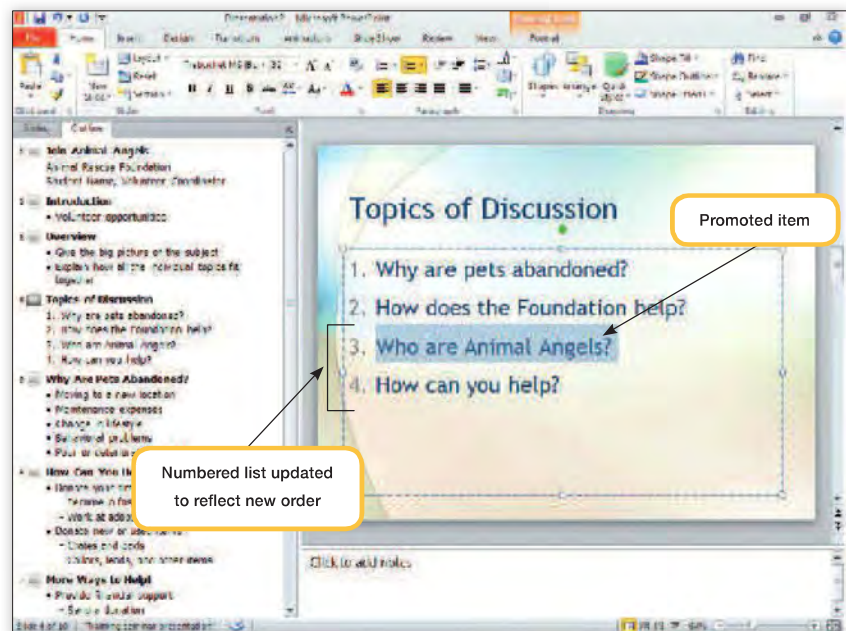


**Figure 1.34**

The numbering for the subtopic begins with one again. The new item is too important to be demoted on the list, so you decide to promote it and move it higher on the list.

- 3
- Select the entire fourth line.
- Press **Shift + Tab** to promote the fourth line.
- Drag the selected item to the beginning of the third line.

Your screen should be similar to **Figure 1.35**



**Figure 1.35**

The numbered list has again been appropriately adjusted.



**Having Trouble?**

See "Saving a File," in the Introduction to Microsoft Office 2010 to review this feature.

**1**

Open the File tab and click .

Replace the proposed file name in the File Name text box with **Volunteer**

**Having Trouble?**

If you used the student data file **pp01\_Training** for this lab, choose Save As from the File tab. The file name in the Save As dialog box will be the name of the file you opened.

- Select the location where you will save your solution files.

Your screen should be similar to **Figure 1.36**

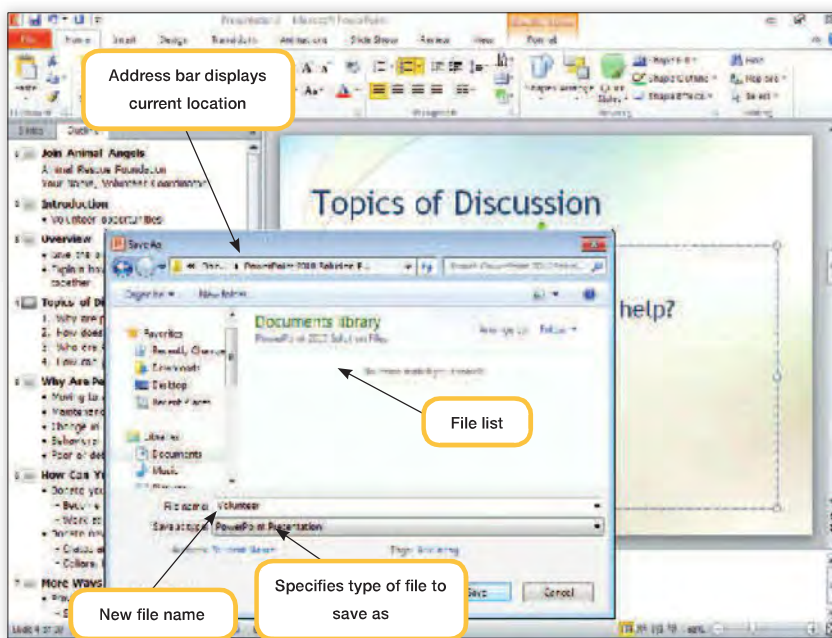
**Additional Information**

The file extensions may or may not be displayed, depending upon your Windows folder settings.

**SAVING A PRESENTATION**

You have just been notified about an important meeting that is to begin in a few minutes. Before leaving for the meeting, you want to save the presentation so that you don't lose your work.

The Save or Save As commands on the File tab are used to save files. When a presentation is saved for the first time, either command can be used to display the Save As dialog box, in which you specify the location to save the file and the file name.



**Figure 1.36**

The file list displays folder names as well as the names of PowerPoint files (if any) stored in the current location. Only PowerPoint presentation files are listed, because the selected file type in the Save As Type list box is PowerPoint Presentation. Depending on what file type you choose, a different file extension will be added to the file name. Presentation files have a default file extension of .pptx.

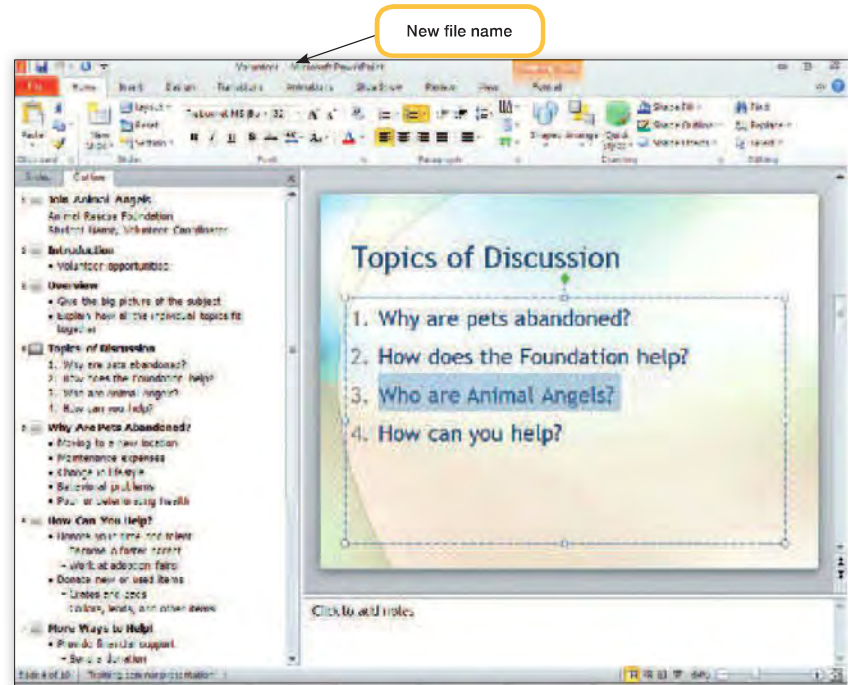
You can also save PowerPoint presentations as an image file using the .gif, .tif, or .jpg file extension. When you save a presentation as an image file, you are given the choice to save the Current Slide Only or Every Slide as an image, in which case each slide will be saved as a separate image file.

In this case, you will use the default presentation file type (.pptx).





Your screen should be similar to  
**Figure 1.37**



**Figure 1.37**

The presentation is now saved to the location you specified in a new file named Volunteer and the new file name is displayed in the application window title bar. The view in use at the time the file is saved also is saved with the file.

You are now ready to close the file.




The presentation is closed, and an empty workspace is displayed. Always save your slide presentation before closing a file or leaving the PowerPoint program. As a safeguard against losing your work if you forget to save the presentation, PowerPoint will remind you to save any unsaved presentation before closing the file or exiting the program.

## Opening an Existing Presentation

### Additional Information

If you are ending your lab session now, open the File tab and click

 Exit to exit the program.

After returning from your meeting, you continued to work on the presentation. You revised the content of several of the slides and added information for several new slides. Then you saved the presentation using a new file name. You will open this file to see the changes and will continue working on the presentation.

1

Open the File tab and click .

#### Another Method

The keyboard shortcut to open a file is **Ctrl** + **O**.

If necessary, select the location containing your data files.

Select **pp01\_Volunteer1**.


#### Additional Information

You also can quickly open a recently used file by selecting it from the Recent Documents list in the File tab.

Click .

#### Another Method

You also could double-click the file name to both select it and choose

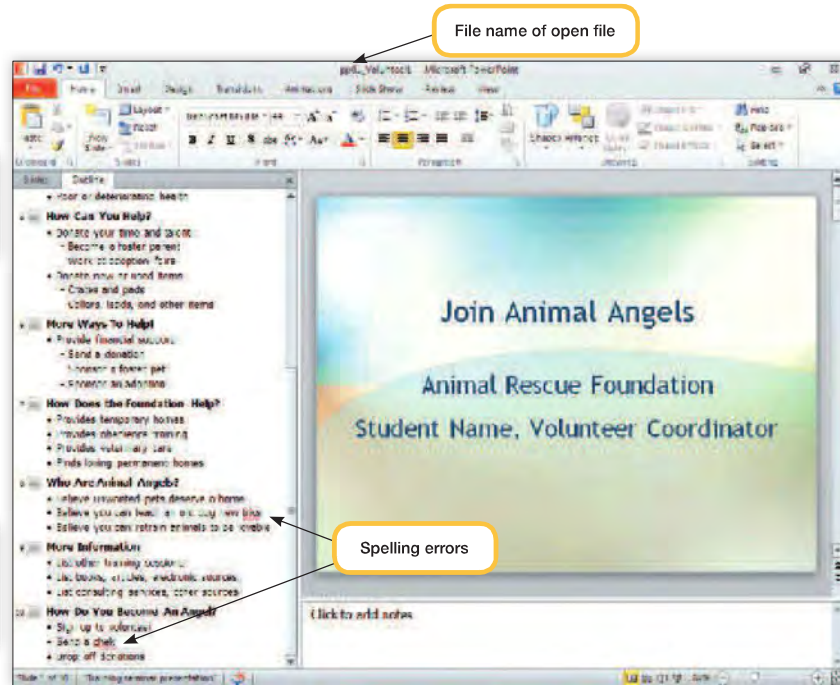
.

Open the Outline tab.

Replace “Your Name” in slide 1 with your name.

Scroll the Outline tab to see the additional content that has been added to the presentation.

Your screen should be similar to **Figure 1.38**



**Figure 1.38**


The presentation now contains 10 slides, and all the sample text has been replaced with text for the volunteer recruitment presentation, except for slide 9.

## Using Spelling Checker

### Additional Information

Unlike Word 2010, Powerpoint does not check for grammar errors.

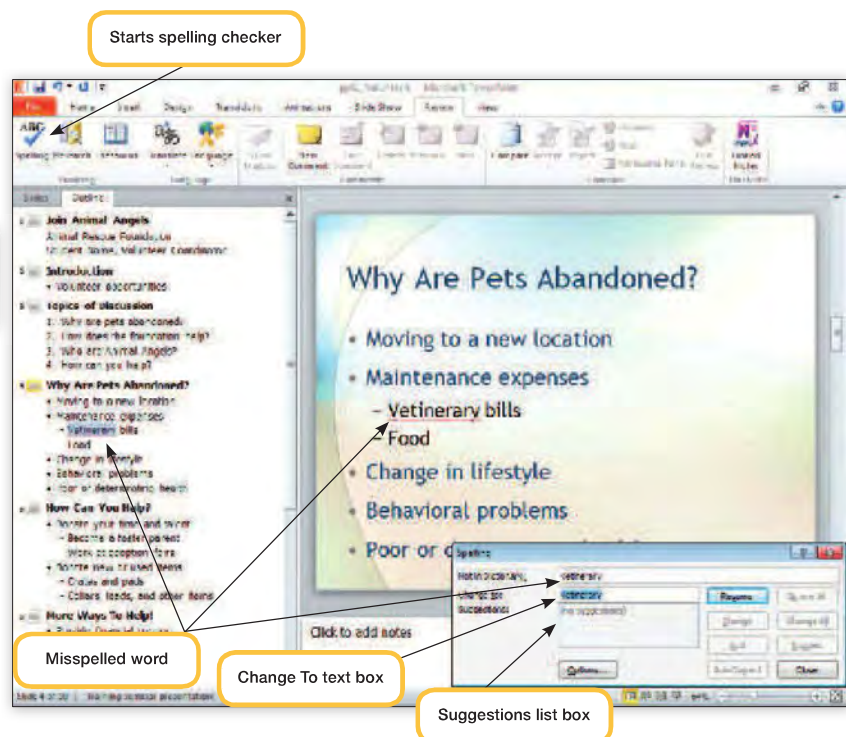
As you entered the information on the additional slides, you left some typing errors uncorrected. To correct the misspelled words, you can use the shortcut menu to correct each individual word or error, as you learned earlier. However, in many cases, you may find it more efficient to wait until you are finished writing before you correct any spelling or grammatical errors. Rather than continually break your train of thought to correct errors as you type, you can check the spelling on all slides of the presentation at once by running the spelling checker.

- 1 Open the Review tab.
- Click  in the Proofing group.

### Another Method

The keyboard shortcut to check spelling is **[F7]**.

Your screen should be similar to **Figure 1.39**



**Figure 1.39**

### Additional Information

The spelling checker identifies many proper names and technical terms as misspelled. To stop this from occurring, use the Add Words To option to add those names to the custom dictionary.

The program jumps to slide 4; highlights the first located misspelled word, "Veterinary," in the Outline pane; and opens the Spelling dialog box. The Spelling dialog box displays the misspelled word in the Not in Dictionary text box. The Suggestions list box typically displays the words the spelling checker has located in the dictionary that most closely match the misspelled word.

In this case, the spelling checker does not display any suggested replacements because it cannot locate any words in the dictionaries that are similar in spelling. If there are no suggestions, the Not in Dictionary text box simply displays the word that is highlighted in the text. When none of the suggestions is correct, you must edit the word yourself by typing the correction in the Change To text box.

2

Type **Veterinary** in the Change To text box.

#### Additional Information

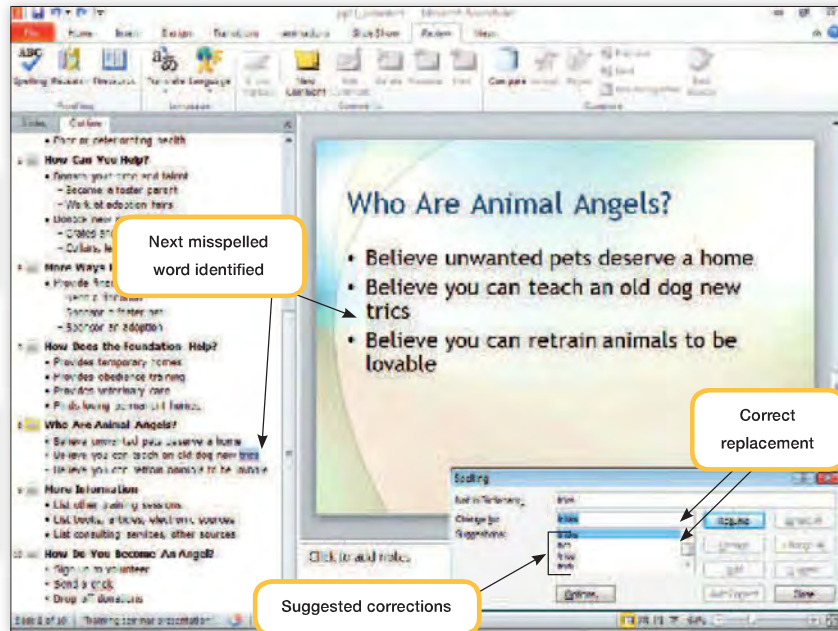
The replacement text must be entered exactly as you want it to appear, including capitalization.

Click **Change**.

#### Additional Information

You also can edit words directly in the presentation and then click **Resume** to continue checking spelling.

Your screen should be similar to **Figure 1.40**



**Figure 1.40**

#### Having Trouble?

If necessary, move the dialog box by dragging its title bar to see the located misspelled word.

The corrected replacement is made in the slide. After the Spelling dialog box is open, the spelling checker continues to check the entire presentation for spelling errors. The next misspelled word, “tricks,” is identified. In this case, the suggested replacement is correct.

3

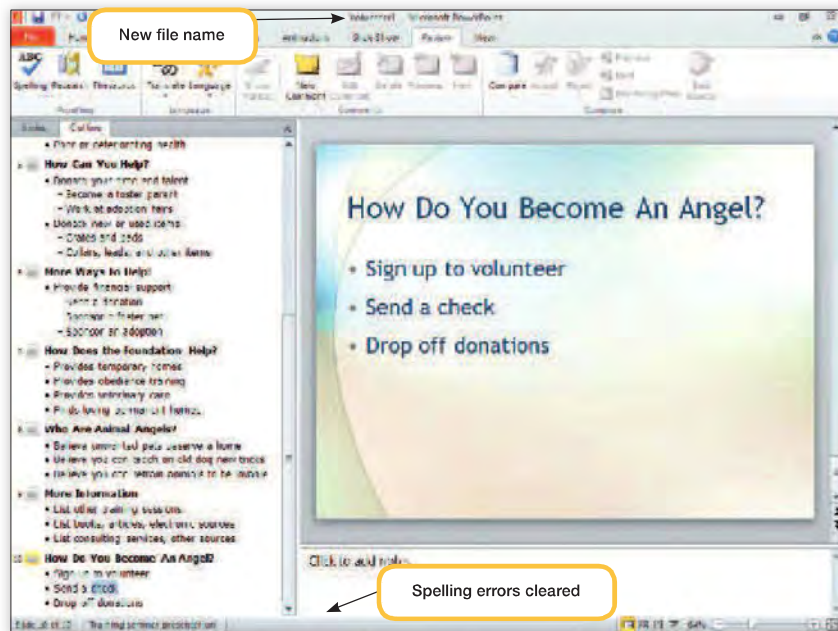
Click **Change**.

Change the remaining spelling errors.

Click **OK** in response to the message telling you that the spelling check is complete.

Open the File tab, click **Save As** and save the revised presentation as **Volunteer1** to your solution file location.

Your screen should be similar to **Figure 1.41**



**Figure 1.41**

The Spelling indicator in the Status bar shows that all spelling errors have been resolved.



## Using Slide Sorter View

To get a better overall picture of the presentation, you will switch to Slide Sorter view. This view displays thumbnail images of each slide in the work area and is particularly useful for rearranging slides to improve the flow and organization of the presentation. Clicking on a thumbnail selects the slide and makes it the current slide.

1

Click  Slide Sorter in the status bar.

### Having Trouble?

Pointing to a view button displays its name in a ScreenTip.

### Another Method

You also could switch to Slide

Sorter view by clicking  in the Presentation Views group of the View tab.

Set the zoom to 90%.

Click on slide 1.

Your screen should be similar to [Figure 1.42](#)

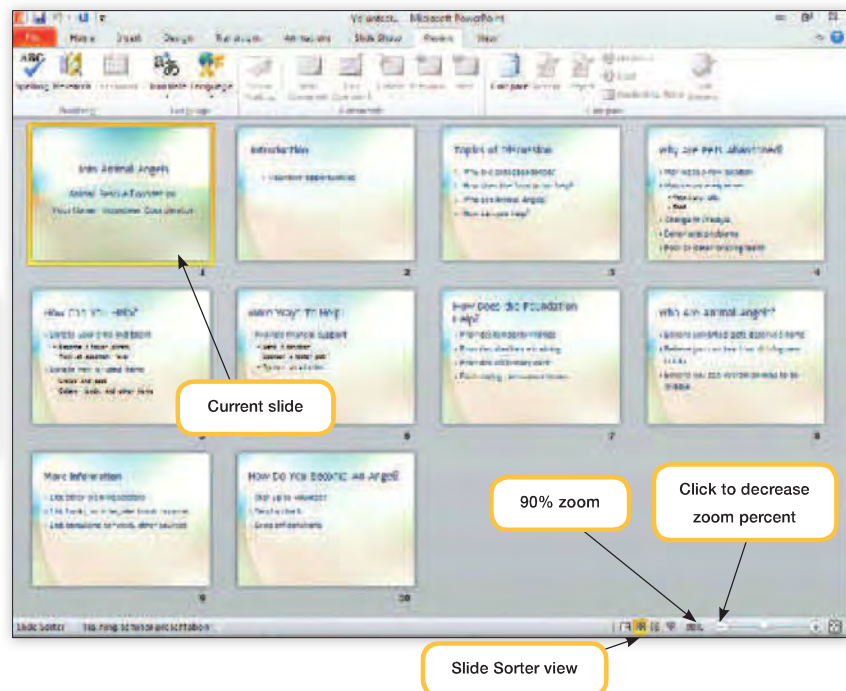


Figure 1.42

### Having Trouble?

Do not be concerned if your screen displays a different number of slides per row. This is a function of the size of your monitor and your monitor settings.

The currently selected slide, slide 1, appears with a yellow border around it. Viewing all the slides side by side helps you see how your presentation flows. You realize that the second slide is no longer necessary because you added your name to the opening slide. You also decide to delete slide 9 because you plan to add any necessary information to other slides. As you continue to look at the slides, you can now see that slides 7 and 8 are out of order and do not follow the sequence of topics in the Topics of Discussion slide.

## SELECTING AND DELETING SLIDES

You will delete slides 2 and 9. In this view, it is easy to select and work with multiple slides at the same time. To select multiple slides, hold down **Ctrl** while clicking on each slide to select it.



- 1 Select slide 2, hold down **Ctrl**, and click on slide 9.
- Press **Delete**.
- Increase the zoom to 100%.

#### Additional Information

You can use **Delete** to delete a slide in Slide Sorter view and in the Slides tab. However, in the Slide pane, using **Delete** deletes text or placeholder content.

#### Additional Information

The zoom setting for each view is set independently and remains in effect until changed to another zoom setting.

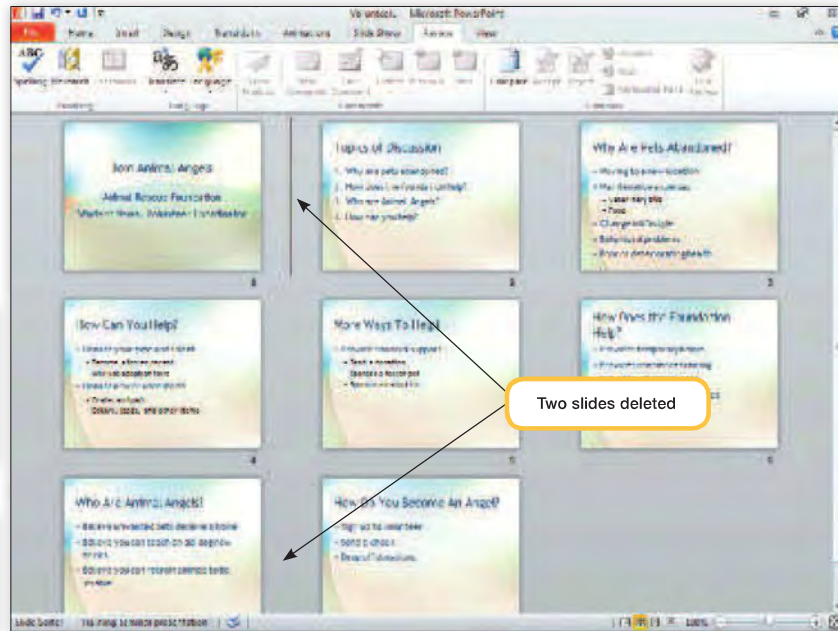


Figure 1.43

Your screen should be similar to **Figure 1.43**


The slides have been deleted, and all remaining slides have been appropriately renumbered.

### MOVING SLIDES

Now you want to correct the organization of the slides by moving slides 6 and 7 before slide 4. To reorder a slide in Slide Sorter view, you drag it to its new location using drag and drop. As you drag the mouse, an indicator line appears to show you where the slide will appear in the presentation. When the indicator line is located where you want the slide to be placed, release the mouse button. You will select both slides and move them at the same time.


- 1 Select slides 6 and 7.
- Point to either selected slide and drag the mouse until the indicator line is displayed before slide 4.

#### Additional Information

The mouse pointer appears as  when you drag to move a slide.

- Release the mouse button.

#### Another Method

You also can use the  Cut and



Paste commands in the Clipboard

group on the Home tab to move slides in Slide Sorter view.

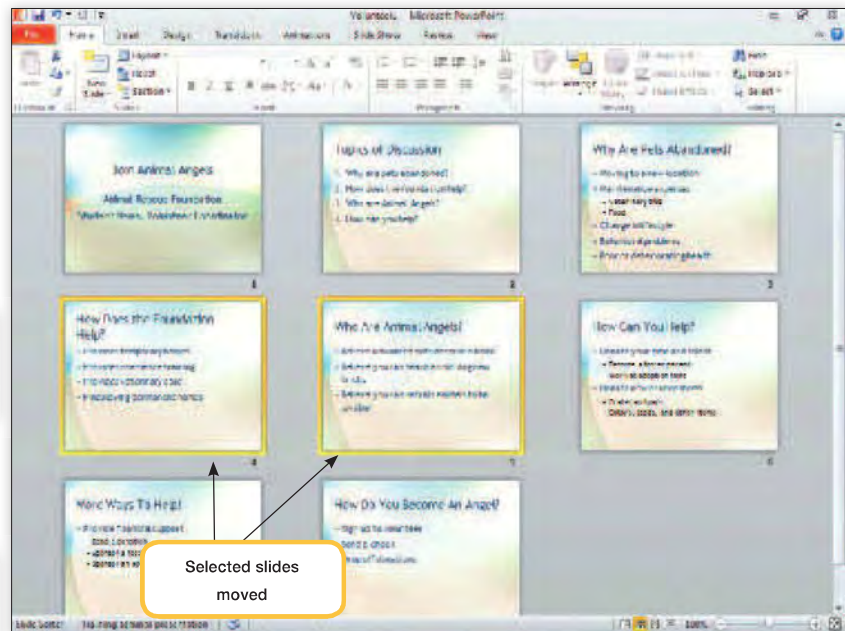


Figure 1.44

The slides now appear in the order in which you want them.

Your screen should be similar to Figure 1.44


## SELECTING A SLIDE LAYOUT

During your discussion with the foundation director, it was suggested that you add a slide showing the history of the organization. To include this information in the presentation, you will insert a new slide after slide 4.

- 1 Click in the space before slide 5.

#### Additional Information

The indicator line shows you where the new slide will be inserted.

- Open the Home tab.
- Open the  drop-down menu in the Slides group.

Your screen should be similar to Figure 1.45

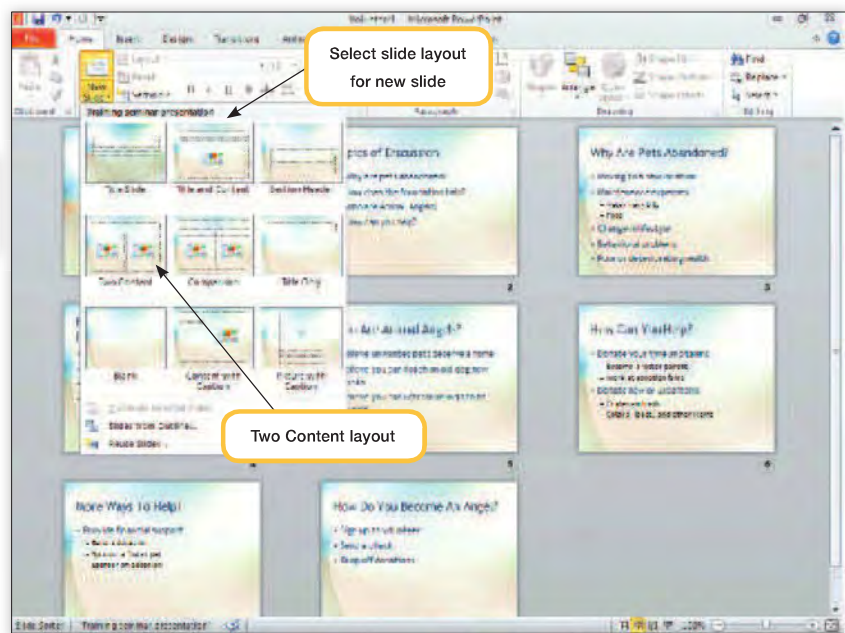


Figure 1.45

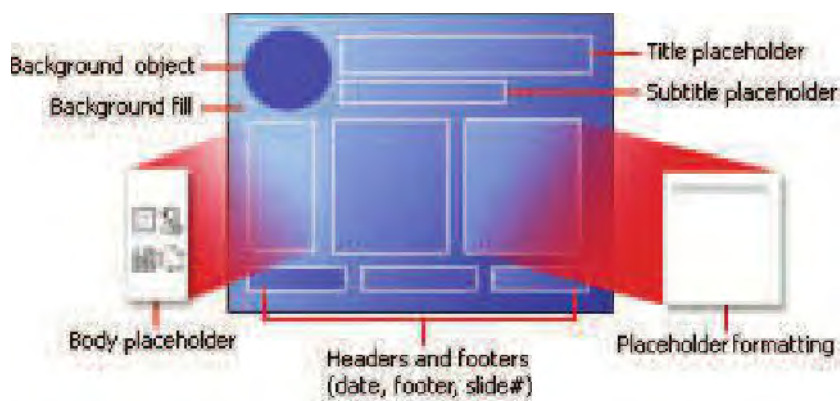
Using Slide Sorter View

PP1.41

The drop-down menu displays 9 built-in slide layouts. The number of available layouts varies with the template you are using.

## Concept 4 Layout

A **layout** defines the position and format for objects and text on a slide. Layouts provide placeholders for slide titles and slide content such as text, tables, diagrams, charts, or clip art. Many of these placeholders are shown in the following diagram.



You can change the layout of an existing slide by selecting a new layout. If the new layout does not include placeholders for objects that are already on your slide (for example, if you created a chart and the new layout does not include a chart placeholder), you do not lose the information. All objects remain on the slide, and the selected layout is automatically adjusted by adding the appropriate type of placeholder for the object. Alternatively, as you add new objects to a slide, the layout automatically adjusts by adding the appropriate type of placeholder. You also can rearrange, size, and format placeholders on a slide any way you like to customize the slide's appearance.

To make creating slides easy, use the predefined layouts. The layouts help you keep your presentation format consistent and, therefore, more professional.

You need to choose the layout that best accommodates the changes you discussed with the director. Because this slide will contain two columns of text about the history of the organization, you will use the Two Content layout.

2

- Choose Two Content.

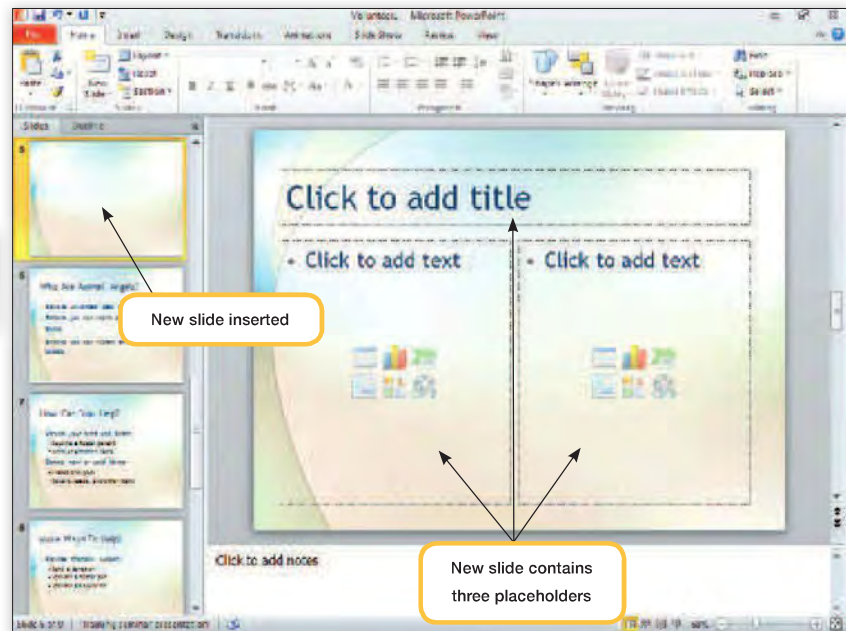
- Double-click on the slide to switch back to Normal view.

#### Additional Information

The current slide does not change when you switch views.

- Open the Slides tab.

Your screen should be similar to **Figure 1.46**



**Figure 1.46**

A new Two Content slide is inserted with the same design elements as the other slides in the presentation. The Two Content layout contains three placeholders, but unlike the template slides, the placeholders on the inserted slide do not contain sample text. When you select the placeholder, you can simply type in the text without having to select or delete any sample text.

### CHANGING A PLACEHOLDER

You will add text to the slide presenting a brief history of the Animal Rescue Foundation. First, you will enter the slide title and then the list of dates and events.



- 1 Click in the title placeholder.
- Type **Animal Rescue Foundation History**
- Use the AutoFit Options menu to fit the title to the placeholder.
- Click in the left text placeholder and enter the information shown below. Remember to press **[Enter]** to create a new line (except after the last entry).

1995

1996

1997

2005

- In the same manner, enter the following text in the right text placeholder:

**Founded by Steve Dow**

**Built first shelter**

**Began volunteer program**

**Rescued 3000 animals!**

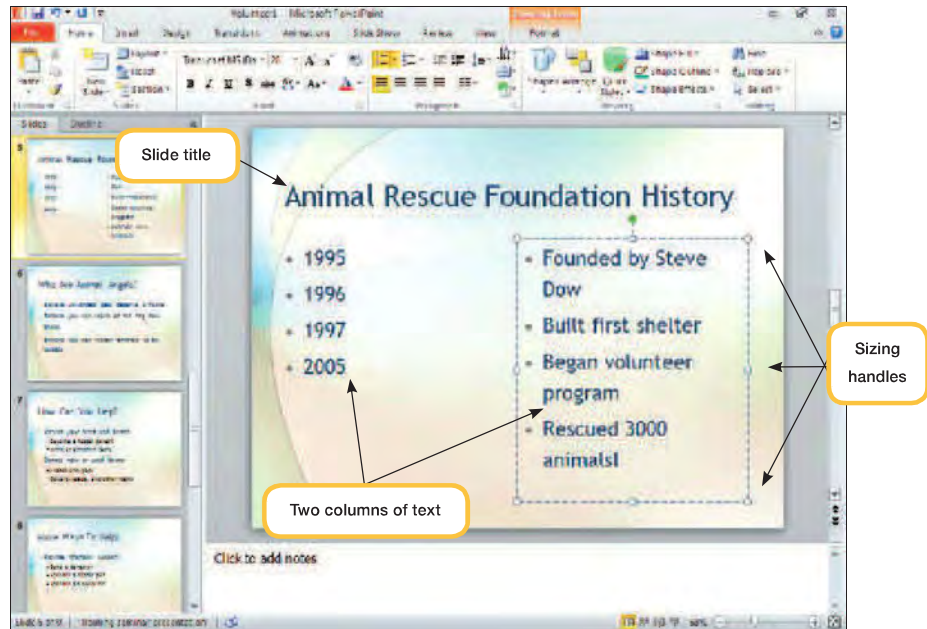



Figure 1.47

The left placeholder is too big for its contents and the right is too small, forcing some items to wrap to a second line. To correct the size, you can adjust the size of the placeholders.

### SIZING A PLACEHOLDER

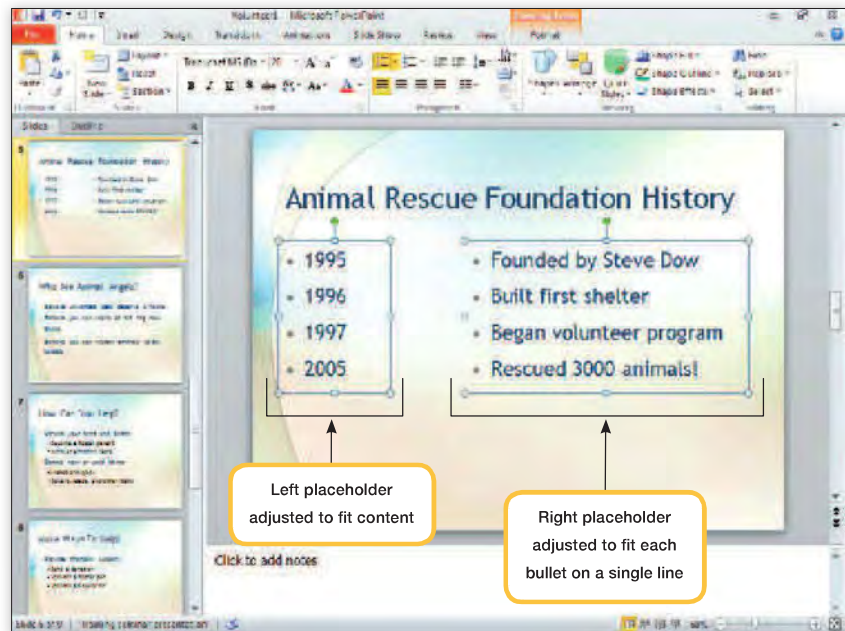
The four circles and squares that appear at the corners and sides of a selected placeholder's border are **sizing handles** that can be used to adjust the size of the placeholder. Dragging the corner sizing handles will adjust both the height and width at the same time, whereas the center handles adjust the associated side borders. When you point to the sizing handle, the mouse pointer appears as , indicating the direction in which you can drag the border to adjust the size.

Your screen should be similar to  
Figure 1.47




- 1 On the right placeholder, drag the left-center sizing handle to the left until each item appears on one line.
- Select the left text placeholder and drag the right-center sizing handle to the left (see Figure 1.48).
- With the left placeholder still selected, hold down **(Shift)** while clicking on the right placeholder border to select both.
- Use the bottom-middle sizing handle to decrease the height of the placeholders to fit the text.


Your screen should be similar to **Figure 1.48**



**Figure 1.48**

### MOVING A PLACEHOLDER

Next, you want to decrease the blank space between the two columns. Then you want to move both placeholders so they appear more centered in the space. An object can be moved anywhere on a slide by dragging the placeholder's border. The mouse pointer appears as  when you can move a placeholder. As you drag the placeholder, an opaque white copy of the placeholder is displayed to show your new location.

- 1 Click outside the placeholders to clear the selection.
- Select the left placeholder and point to the edge of the placeholder (not a handle) until the mouse pointer appears as .
- Drag the selected placeholder to the right closer to the right placeholder.
- Select both placeholders and drag to center them horizontally in the slide as shown in Figure 1.49.
- Save your changes to the presentation.

Your screen should be similar to Figure 1.49

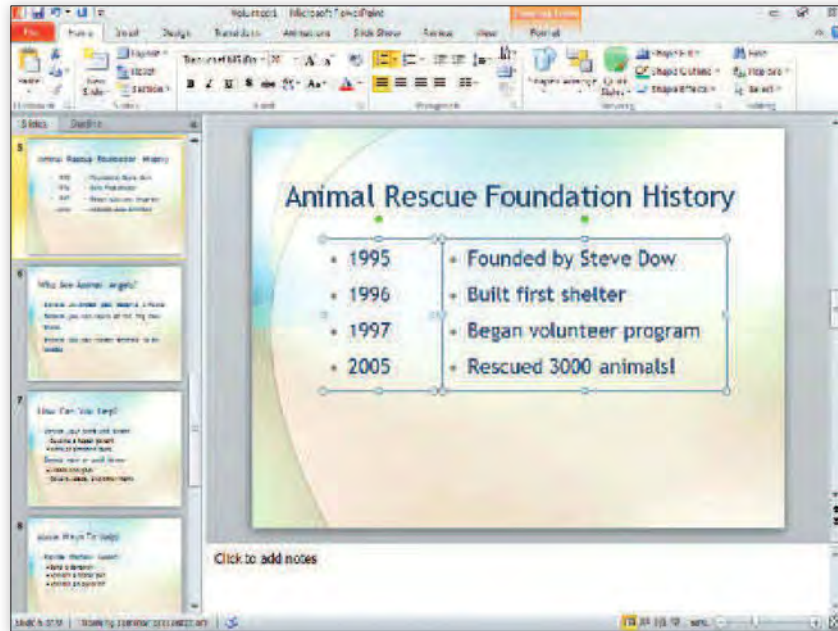




Figure 1.49

### ADDING AND REMOVING BULLETS

Next, you want to remove the bullets from the items on the history slide. You can quickly apply and remove bullets using  in the Paragraph group on the Home tab. This button applies the bullet style associated with the design template you are using. Because the placeholder items already include bullets, using this button will remove them.

- 1 With both text placeholders still selected, click . Bullets from the Paragraph group in the Home tab to remove all bullets.

Your screen should be similar to Figure 1.50

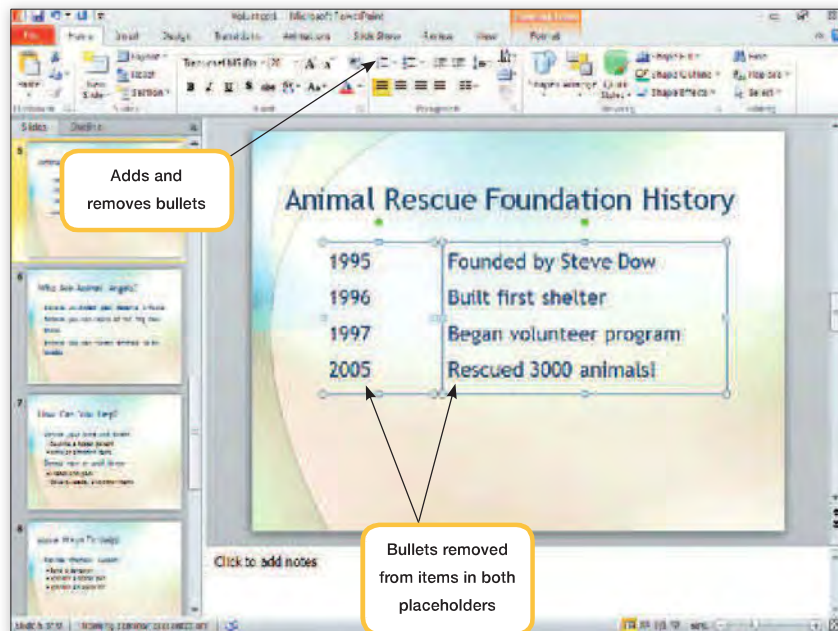

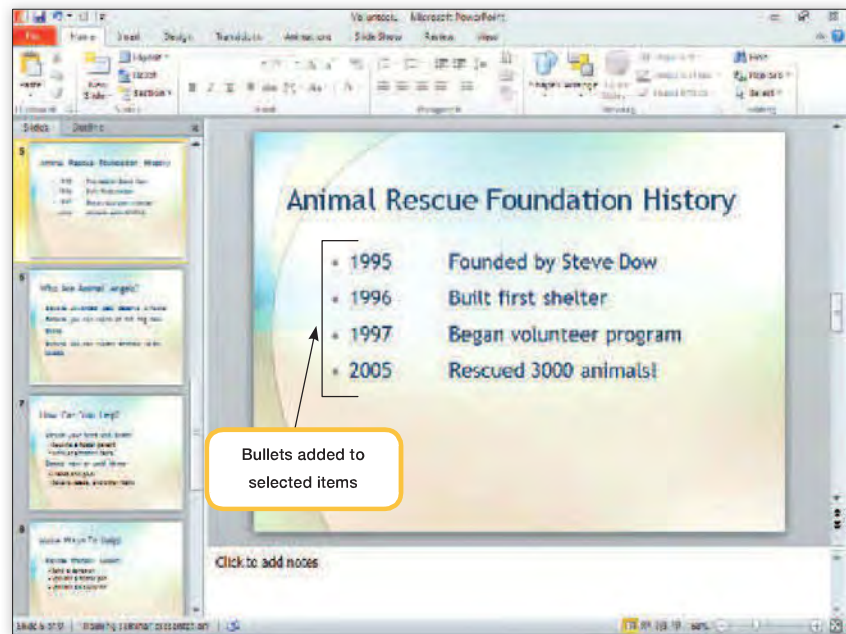


Figure 1.50

The bullets are removed from all the items in both placeholders. Now, however, you think it would look better to add bullets back to the years in the first column.

- 2 Select the four years in the left column.
- Click  Bullets from the Paragraph group in the Home tab.
- Click outside the selected placeholder to deselect it.
- Save the presentation again.

Your screen should be similar to **Figure 1.51**



**Figure 1.51**

Bullets appear before the selected text items only.

## Formatting Slide Text

The next change you want to make to the presentation is to improve the appearance of the title slide. Although the design template you are using already includes many formatting features, you want this slide to have more impact.

Applying different formatting to characters and paragraphs can greatly enhance the appearance of the slide. **Character formatting** features affect the selected characters only. They include changing the character style and size, applying effects such as bold and italics, changing the character spacing, and adding animated text effects. **Paragraph formatting** features affect an entire paragraph. A paragraph is text that has an **Enter** at the end of it. Each item in a bulleted list, title, and subtitle is a paragraph. Paragraph formatting features include the position of the paragraph or its alignment between the margins, paragraph indentation, spacing above and below a paragraph, and line spacing within a paragraph.

### CHANGING FONTS

First, you will improve the appearance of the presentation title by changing the font of the title text. There are two basic types of fonts: serif and sans serif. **Serif fonts** have a flair at the base of each letter that visually leads the reader to the next letter. Two common serif fonts are Roman and Times New Roman.

**Having Trouble?**

Refer to the section "Formatting Text" in the Introduction to Microsoft Office 2010 to review this feature.

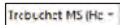
Serif fonts generally are used for text in paragraphs. **Sans serif fonts** do not have a flair at the base of each letter. Arial and Helvetica are two common sans serif fonts. Because sans serif fonts have a clean look, they are often used for headings in documents.

Each font can appear using a different font size. Several common fonts in different sizes are shown in the following table.

Font Name	Font Type	Font Size
Calibri	Sans serif	This is 10 pt. This is 16 pt.
Courier New	Serif	This is 10 pt. This is 16 pt.
Garamond	Serif	This is 10 pt. This is 16 pt.

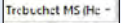
Using fonts as a design element can add interest to your presentation and give your audience visual cues to help them find information quickly. It is good practice to use only two or three different fonts in a presentation, because too many can distract from your presentation content and can look unprofessional.

To change the font before typing the text, use the command and then type. All text will appear in the specified setting until another font setting is selected. To change a font setting for existing text, select the text you want to change and then use the command. If you want to apply font formatting to a word, simply move the insertion point to the word and the formatting is automatically applied to the entire word.

The  Font button in the Font tab or on the Mini toolbar that appears when you select text is used to change the font style. As you select a font from the drop-down menu, a live preview of how the selected font will appear is displayed in the document.

**Additional Information**

The font used in the title is Trebuchet MS (Headings), as displayed in the

 Font button. It is automatically used in all headings in this template.



- 1 Select the text "Join Animal Angels" in the Slide pane on slide 1.
- Open the **Trebuchet** Font drop-down list in the Mini toolbar.
- Point to several fonts to see the live preview.

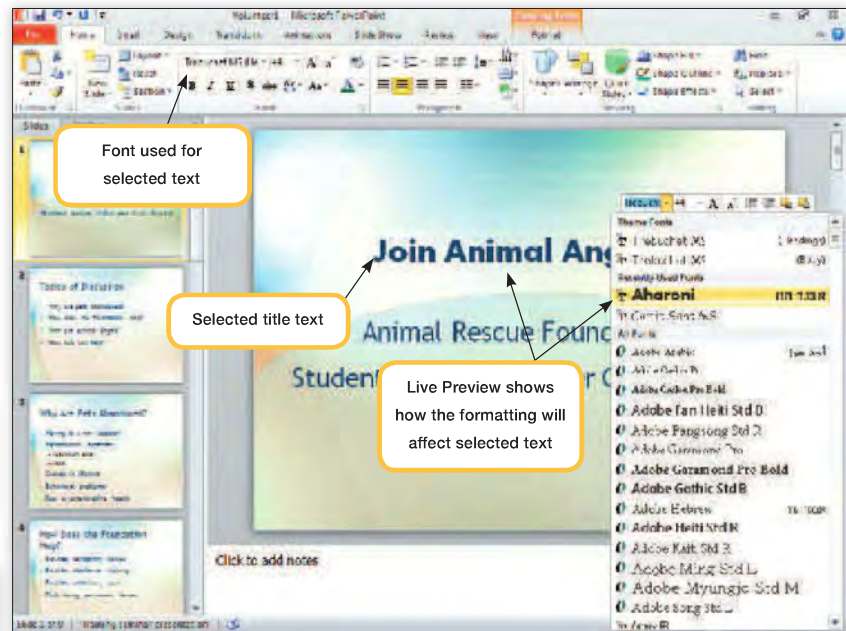
#### Having Trouble?

Refer to the section "Using the Mini Toolbar" in the Introduction to Microsoft Office 2010 to review this feature.

#### Additional Information

The Live Preview feature is also available with many other formatting features.

Your screen should be similar to **Figure 1.52**



**Figure 1.52**

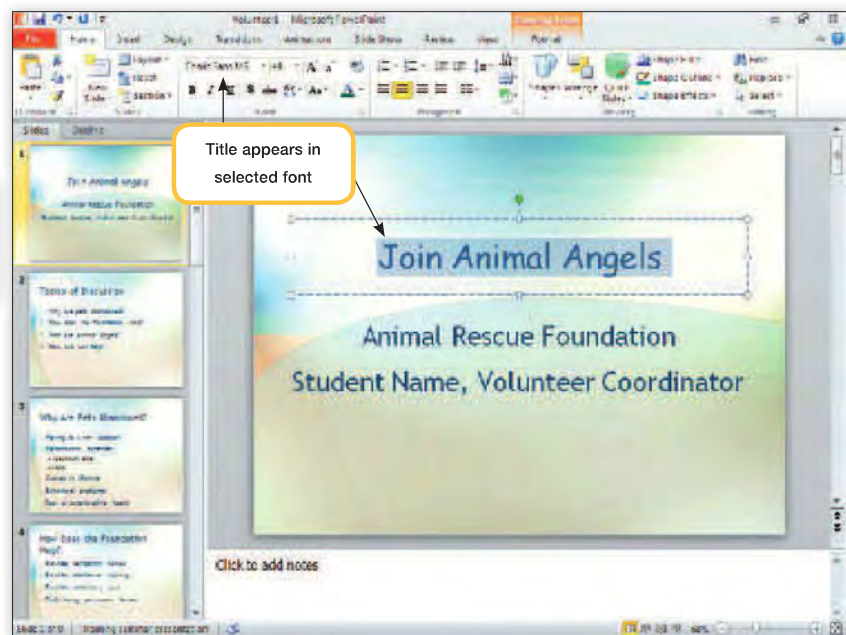
The selected text in the document appears in the font style you have selected in the menu. With Live Preview, you can see how the text will look with the selected font before you click the one that you want. You want to change the font to a design that has a less serious appearance.

- 2 Scroll the menu and choose **Comic Sans MS**.

#### Another Method

You also could use **Trebuchet MS (He)** Font in the Font group of the Home tab to change the font.

Your screen should be similar to **Figure 1.53**



**Figure 1.53**

The text has changed to the new font style, and the Font button displays the font name used in the current selection.

## CHANGING FONT SIZE

The title text is also a little smaller than you want it to be.

1

Open the  Font Size drop-down list on the Mini toolbar.

### Having Trouble?

If the Mini toolbar is no longer displayed, right click on the selection to display it again.


Point to several different sizes to see how the font size changes using Live Preview.

Scroll the list and choose 60.

### Another Method


You also could use  Font Size in the Font group.

### Another Method

Using  Increase Font Size in the Font group or the Mini toolbar will incrementally increase the font size. The keyboard shortcut is **Ctrl** + **Shift** + **>**.

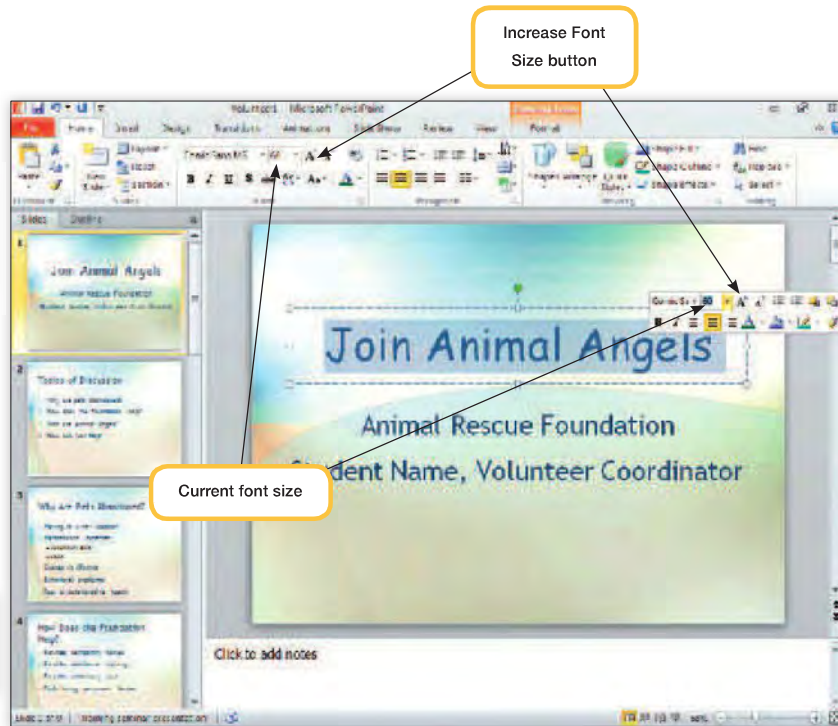
Your screen should be similar to **Figure 1.54**

### Additional Information

Use  Decrease Font Size or **Ctrl** + **Shift** + **<** to incrementally decrease the point size of selected text.

### Additional Information

If a selection includes text in several different sizes, the smallest size appears in the Font Size button followed by a plus sign.



**Figure 1.54**

The font size increased from 44 points to 60 points. The Font Size button displays the point size of the current selection.


## APPLYING TEXT EFFECTS

Next, you want to further enhance the title slide by adding **text effects** such as color and shadow to the title and subtitle. The table below describes some of the effects and their uses. The Home tab and the Mini toolbar contain buttons for many of the formatting effects.

Format	Example	Use
Bold, italic	<b><i>Bold Italic</i></b>	Adds emphasis
Underline	<u>Underline</u>	Adds emphasis
Superscript	"To be or not to be." <sup>1</sup>	Used in footnotes and formulas
Subscript	H <sub>2</sub> O	Used in formulas
Shadow	Shadow	Adds distinction to titles and headings
Color	Color Color Color	Adds interest

You decide to add color and a shadow effect to the main title first.

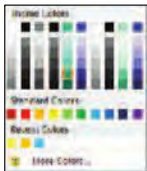
1

- If necessary, select the title text.
- Click  Text Shadow in the Font group.

Additional Information

Many formatting commands are toggle commands. This means the feature can be turned on and off simply by clicking on the command button.

- Open the  Font Color menu to display a gallery of colors.



- Choose Green, Accent 1, Darker 25% in the Theme Colors section.

Additional Information

A ScreenTip displays the name of the color when selected.

Additional Information

You will learn about themes in Lab 2.

- Click the subtitle placeholder to select it.

Your screen should be similar to [Figure 1.55](#)

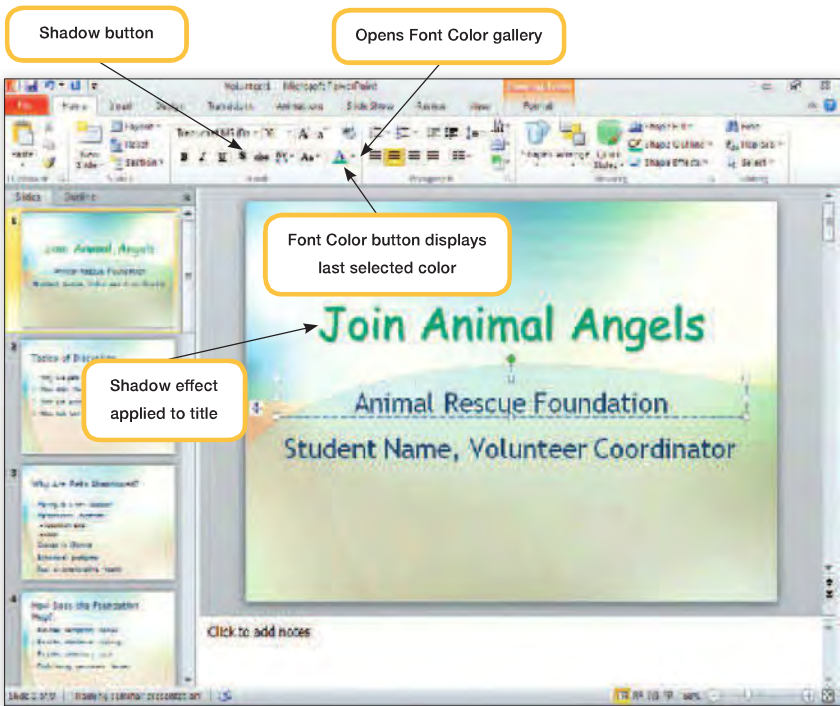


Figure 1.55

The selected color and slight shadow effect make the title much more interesting. Also notice the color in the Font Color button is the green color you just selected. This color can be quickly reapplied to other selections now simply by clicking the button.

Next you will enhance the two subtitle lines. Notice that the subtitle placeholder box does not include the second subtitle line. Although the second line was included in the placeholder when it was moved to this slide, the placeholder did not automatically increase in size to accommodate the new text. You will increase the size of the placeholder to visually include this text.

2

Drag the bottom-middle sizing handle down to increase the size of the placeholder to include both subtitle lines.

Select the text "Animal Rescue Foundation".

Open the  Font Color gallery.

Choose Green, Accent 1, Darker 50% in the Theme Colors section.

Click  Bold on the Mini toolbar.

#### Another Method

The keyboard shortcut is **Ctrl** + B.

Select your name and click  Underline on the Home tab.

#### Another Method

The keyboard shortcut is **Ctrl** + U.

Your screen should be similar to [Figure 1.56](#)

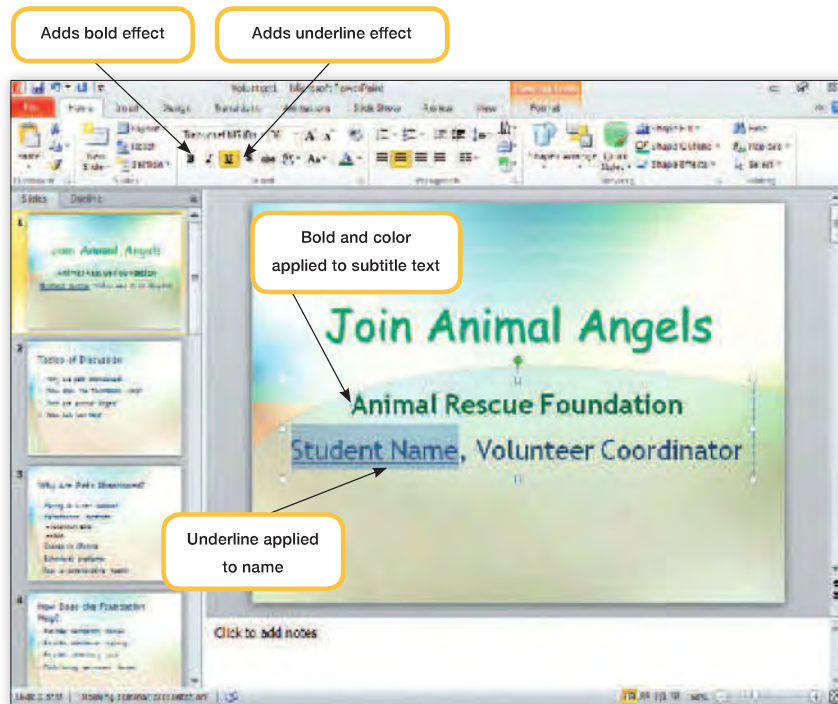





Figure 1.56

After reviewing your changes, you decide that underlining your name doesn't have the right look. You'll italicize the entire line instead and make the font smaller.



- 3 Click  Underline.
- Select the entire second line of the subtitle.
- Click  Italic.
- Click  Decrease Font Size three times.
- Click somewhere outside the placeholder.

Your screen should be similar to Figure 1.57

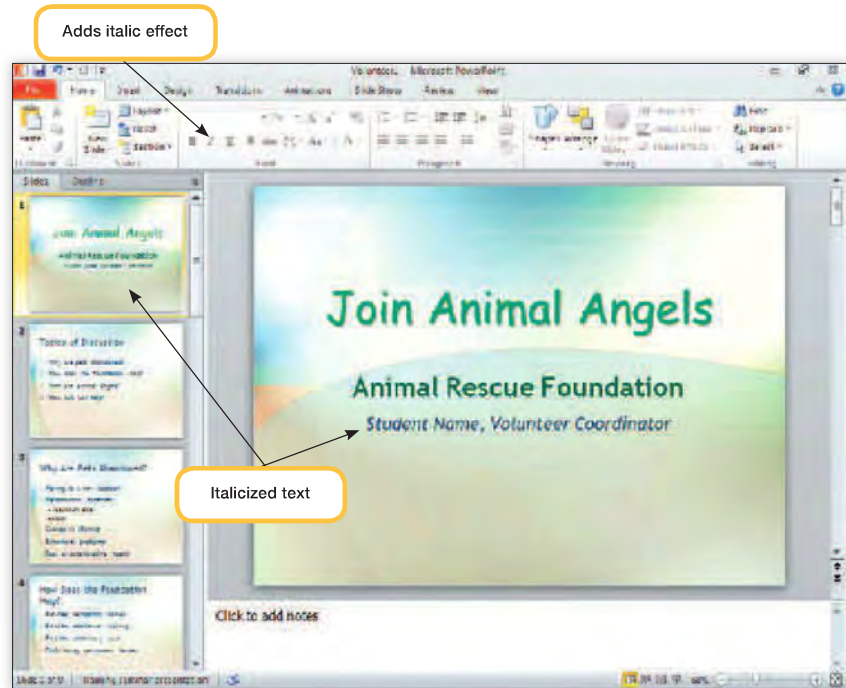


Figure 1.57

Now the title slide has much more impact.

## Working with Graphics

Finally, you want to add a picture to the presentation. A picture is one of several different graphic objects that can be added to a slide.

## Concept 5 Graphics

A **graphic** is a nontext element or object, such as a drawing or picture, that can be added to a slide. A graphic can be a simple drawing object consisting of shapes such as lines and boxes. A **drawing object** is part of your presentation document. A **picture** is an image such as a graphic illustration or a scanned photograph. Pictures are graphics that were created from another program and are inserted in a slide as **embedded objects**. An embedded object becomes part of the presentation file and can be opened and edited using the **source program**, the program in which it was created. Any changes made to the embedded object are not made to the original picture file because they are independent. Several examples of drawing objects and pictures are shown below.



Photograph



Graphic illustration



Drawing object

Add graphics to your presentation to help the audience understand concepts, to add interest, and to make your presentation stand out from others.

Graphic files can be obtained from a variety of sources. Many simple drawings called **clip art** are available in the Clip Organizer, a Microsoft Office tool that arranges and catalogs clip art and other media files stored on the computer's hard disk. The Clip Organizer's files, or clips, include art, sound, animation, and movies you can add to a presentation. Additionally, if you are connected to the Internet, Microsoft's Office.com Web site is automatically accessed for even more graphics.


### Additional Information

When your computer is connected to a scanner, you also can scan a picture and insert it directly into a slide without saving it as a file first.

Digital images created using a digital camera are one of the most common types of graphic files. You also can create graphic files using a scanner to convert any printed document, including photographs, to an electronic format. Most images that are scanned and inserted into documents are stored as Windows bitmap files (.bmp). All types of graphics, including clip art, photographs, and other types of images, can be found on the Internet. These files are commonly stored as .jpg or .pcx files. Keep in mind that any images you locate on the Internet may be protected by copyright and should only be used with permission. You also can purchase CDs containing graphics for your use.

### INSERTING A GRAPHIC FROM THE CLIP ORGANIZER

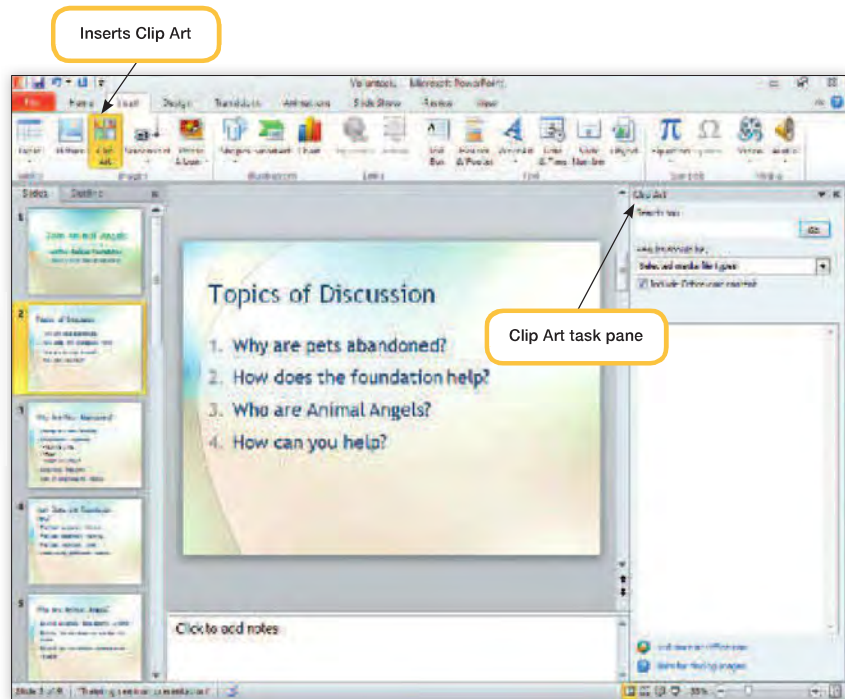
You want to add a graphic to the second slide. First you decide to check the Clip Art gallery to see if you can find an image that will work as an attention getter. The Insert tab includes commands that are designed to enhance a presentation by adding features such as shapes and illustrations to movies and sounds.

- 1 Select slide 2.
- Open the Insert tab.
- Click .

#### Having Trouble?

Your Clip Art task pane may already display graphics if this feature was previously used while the application was still running.

Your screen should be similar to **Figure 1.58**



**Figure 1.58**

In the Clip Art task pane, you enter a word or phrase that is representative of the type of picture you want to locate. You also can specify the location to search and the type of media files, such as clip art, movies, photographs, or sound, to display in the search results. Since each of the items on this slide is a question, you decide to look for graphics of question marks.

2

If necessary, select any existing text in the Search For text box.

In the Search For text box, type **question**

If necessary, select the Include Office.com content check box.

Open the Results Should Be drop-down list, if necessary, choose **Illustrations** to select it, and deselect the all other options.

#### Having Trouble?

Click the box next to an option to select or deselect (clear the checkmark).

Click outside the drop-down list to close it.

Click .

#### Having Trouble?

If your thumbnails appear in a single column, increase the width of your task pane by dragging the left edge of the pane until two columns are displayed.

#### Having Trouble?

Do not worry if the thumbnails displayed on your screen do not match those shown in Figure 1.59, because the online clip art is continuously changing.

Your screen should be similar to **Figure 1.59**

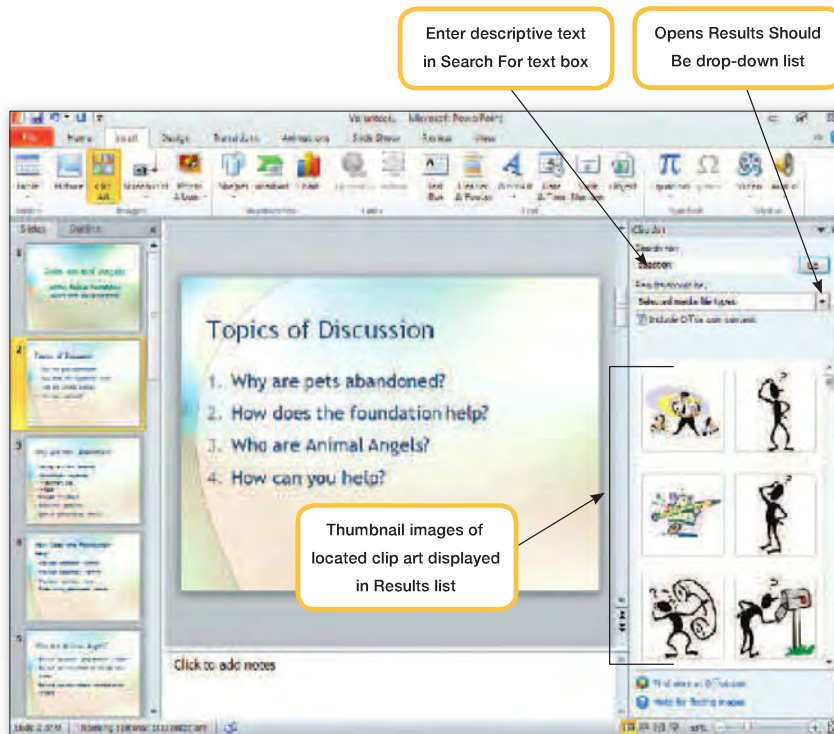



Figure 1.59

The program searches the Microsoft Clip Organizer on your computer and, if an Internet connection is established, searches Microsoft's Office.com Web site for clip art and graphics that match your search term. The Results list displays thumbnails of all located graphics. The pictures stored on your computer in the Microsoft Clip Art gallery appear first in the results list, followed by the Office Online clip art.

Pointing to a thumbnail displays a ScreenTip containing the **keywords**, descriptive words or phrases, associated with the graphic and other information about the picture properties. It also displays a drop-down list bar that accesses the item's shortcut menu. The shortcut menu commands are used to work with and manage the items in the Clip Organizer. Because it is sometimes difficult to see the graphic in the thumbnail, you can preview it in a larger size.



- 3 Scroll the Results list to view additional images.
- Point to any graphic and click  to open the thumbnail menu.
- Choose Preview/Properties.

Your screen should be similar to Figure 1.60

#### Having Trouble?

Do not worry if your preview image does not match Figure 1.60. It will only match if you selected the same graphic in the results area.

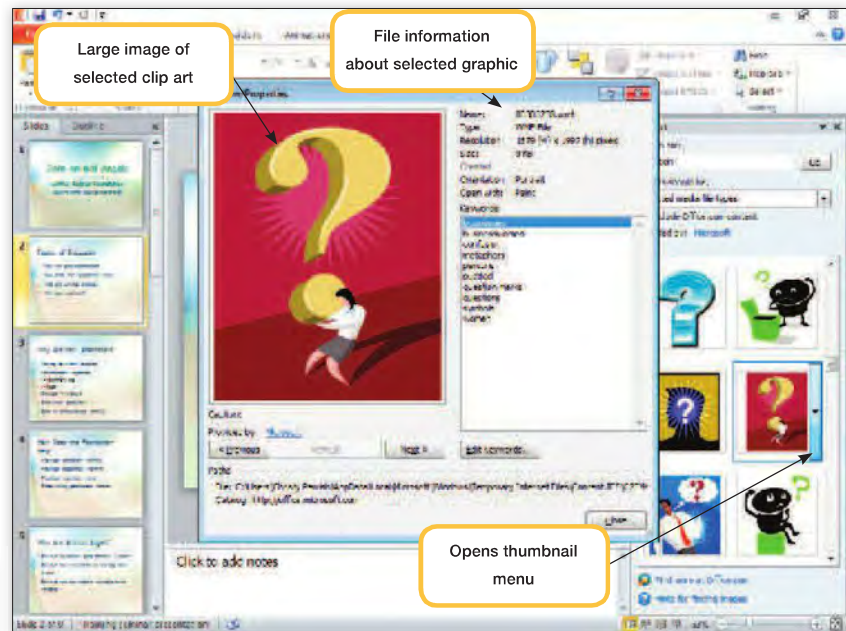



Figure 1.60

The Preview/Properties dialog box displays the selected graphic in a larger size so it is easier to see. It also displays more information about the properties associated with the graphic. Notice the search word you entered appears as one of the keywords. Now you will scroll the results list of graphics to find one you like.

- 4 Click  to close the dialog box.
- Scroll the Results list to locate the graphic shown in Figure 1.61.
- Click on the graphic to insert it in the slide.

#### Another Method

You also could choose Insert from the thumbnail's shortcut menu to insert the graphic.

Your screen should be similar to Figure 1.61

#### Having Trouble?

If this graphic is not available in the Clip Organizer, just choose a question mark graphic that you like from the results list.

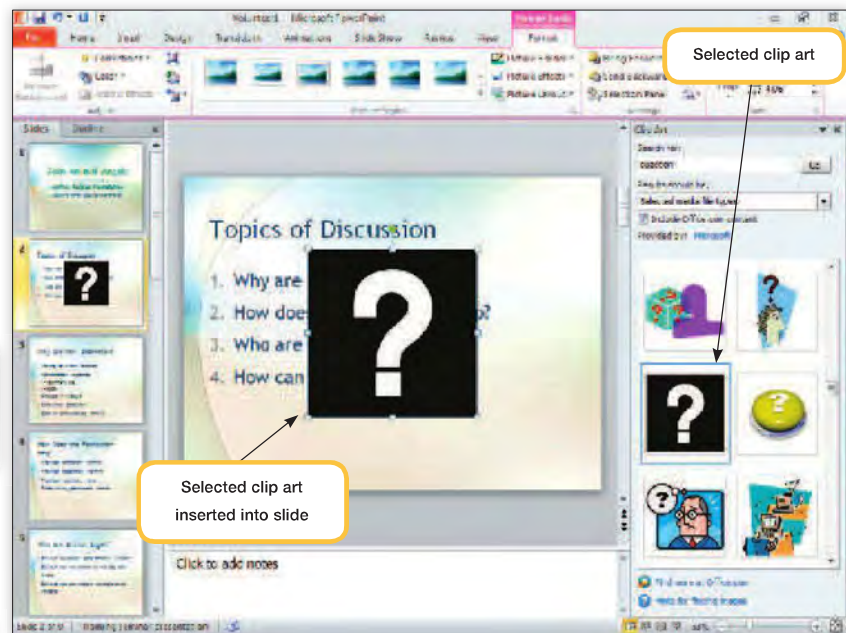


Figure 1.61

The clip art image is inserted in the center of the slide on top of the text. It is a selected object and can be sized and moved like any other selected object. The Picture Tools Format tab is automatically displayed in the Ribbon, in anticipation that you may want to modify the graphic.

### SIZING AND MOVING A GRAPHIC

First you need to size and position the picture on the slide. A graphic object is sized and moved just like a placeholder. You want to decrease the graphic size slightly and move it to the bottom right of the slide.

1

If necessary, click on the graphic to select it.

Drag the graphic to position it as shown in Figure 1.62.

Drag the top left corner sizing handle inward to decrease its size to that shown in Figure 1.62.

#### Additional Information

To maintain an object's proportions while resizing it, hold down **Shift** while dragging the sizing handle.

Close the Clip Art task pane.

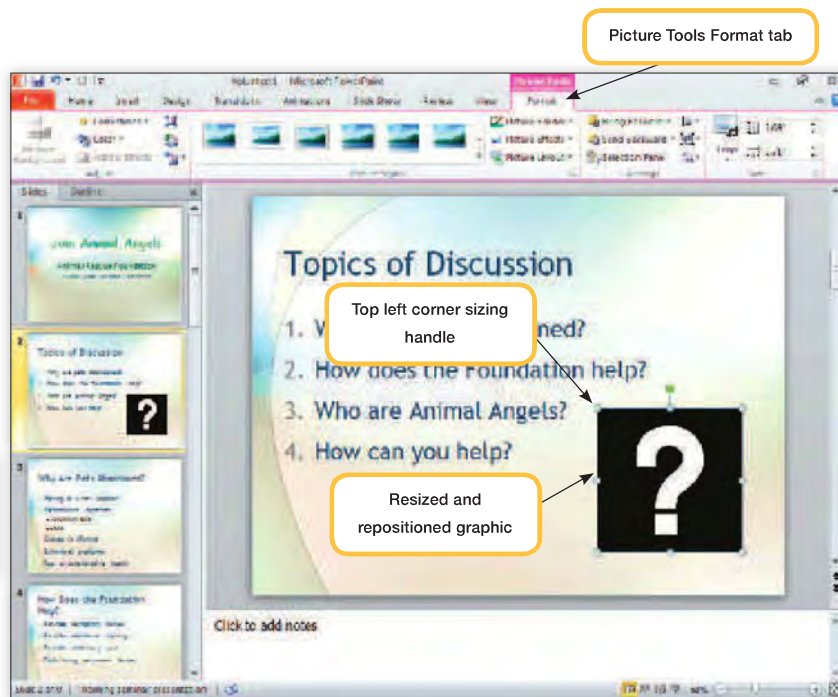


Figure 1.62

Your screen should be similar to Figure 1.62


#### Additional Information

Be careful when increasing the size of a picture (bitmap) image, as it can lose sharpness and appear blurry if enlarged too much.

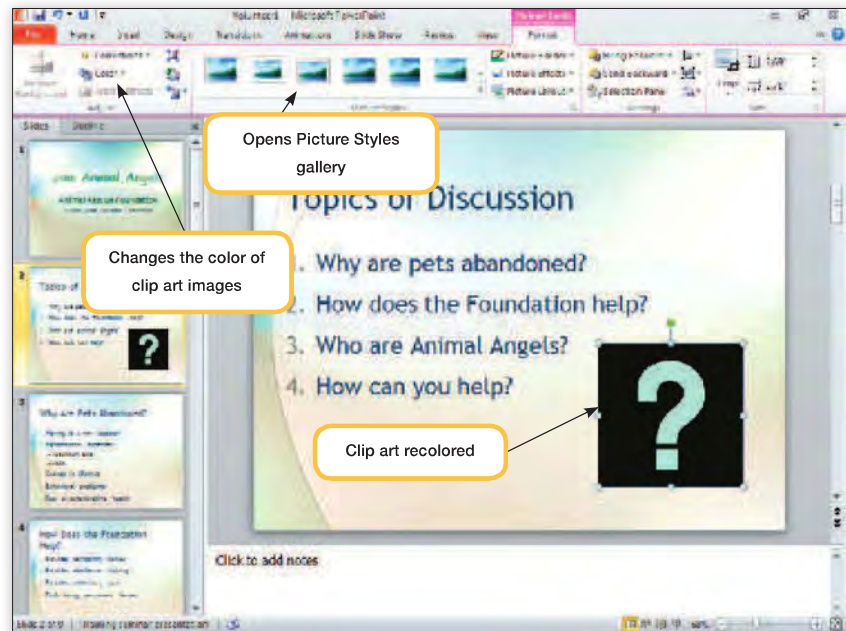
The clip art image is now smaller and placed in the correct position on the slide.

### ADDING GRAPHIC EFFECTS




You can use the picture effects on the Picture Tools Format tab to customize the look of the graphic to suit your presentation. There are many effects that you can use to improve the appearance of graphics in your presentation. The first enhancement you would like to make is to change the color of the question mark so it coordinates with the slide design.


- 1 With the clip art selected, click  Color in the Adjust group of the Picture Tools Format tab.
- Point to the choices in the Recolor gallery to see live previews.
- Choose Light Green, Accent Color 5 Dark from the gallery (second row, fifth column).

Your screen should be similar to **Figure 1.63**

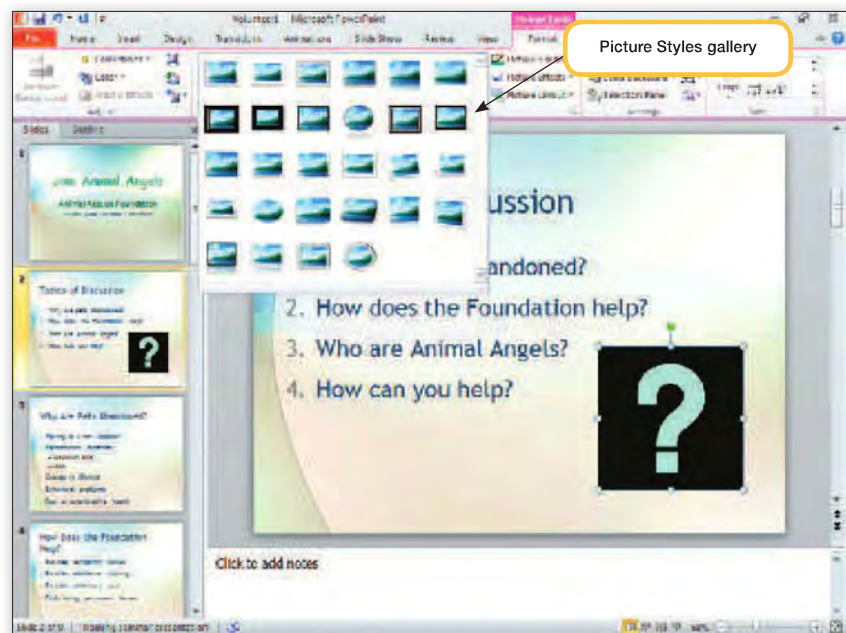


**Figure 1.63**

Next, you want to enhance the graphic by applying a picture style to it. A **style** is a combination of formatting options that can be applied in one easy step. In the case of **picture styles**, the combinations consist of border, shadow, and shape effects. You also can create your own picture style effects by selecting specific style elements, such as borders and shadows, individually using the  **Picture Border**,  **Picture Effects**, and  **Picture Layout** commands.

- 2 Click  More in the Picture Styles group to open the Picture Styles gallery.

Your screen should be similar to **Figure 1.64**



**Figure 1.64**



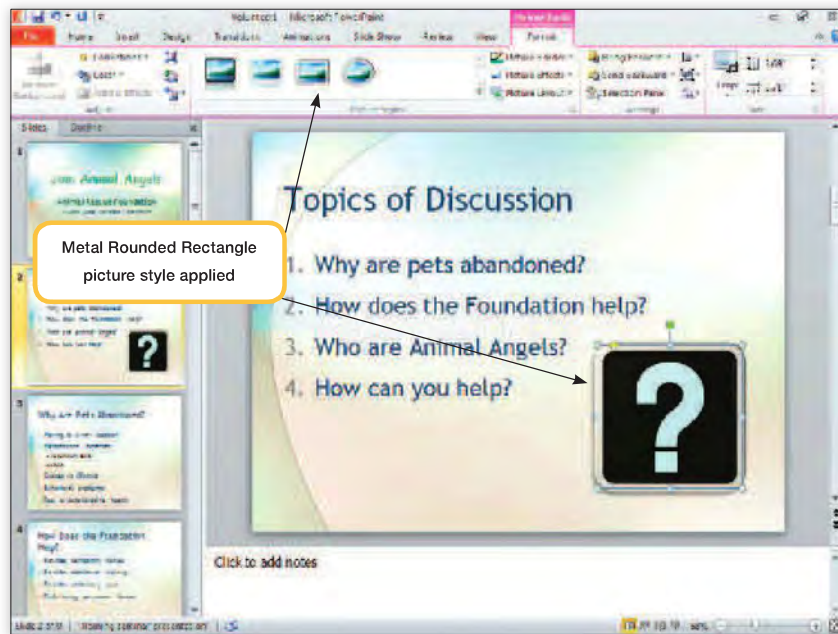
When you point to a style, the style name appears in a ScreenTip, and the Live Preview feature shows how the selected graphic will look with the selected picture style.

3

Point to several picture styles to see the live previews.

Choose the  Metal Rounded Rectangle style (bottom row, third column).

Your screen should be similar to **Figure 1.65**



**Figure 1.65**

As you look at the picture, you decide to remove the rectangle and use the oval shape with the thin black border instead. You will then modify the picture style by changing the border color and removing the reflection.



- 4 Choose the Beveled Oval, Black style in the Picture Styles gallery.
- Click  in the Picture Styles group.
- Choose Blue, Accent 2 from the Theme Colors group.
- Click  in the Picture Styles group.
- From the Shadow group, choose No Shadow.
- Click outside the graphic to deselect the object.

Your screen should be similar to [Figure 1.66](#)

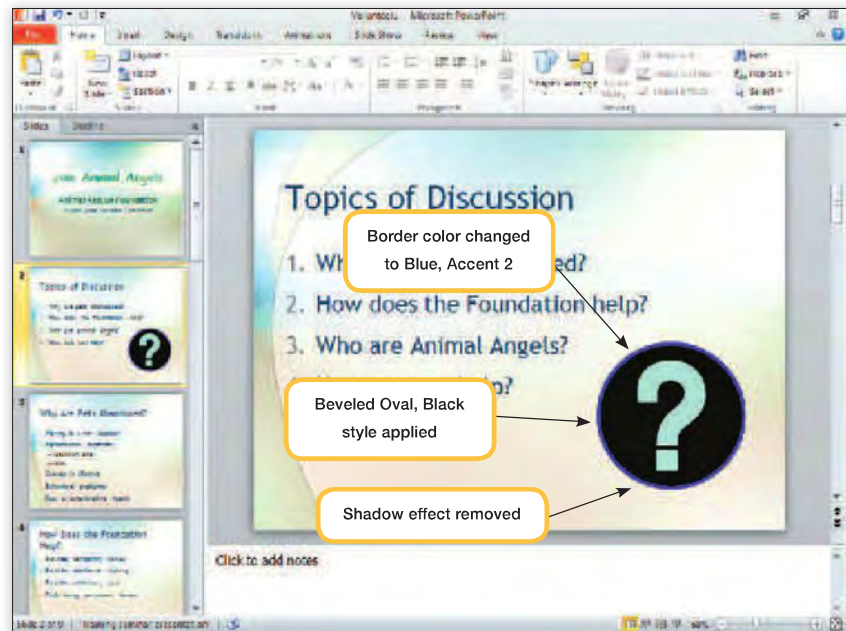


Figure 1.66

The addition of a customized graphic image gives your presentation a more polished look. Now that the slides are in the order you want and formatted, you would like to see how the presentation will look when viewed by an audience.

## Rehearsing a Presentation

Rather than projecting the presentation on a large screen as you would to present it for an audience, a simple way to rehearse a presentation is to view it on your computer screen as a **slide show**. A slide show displays each slide full screen and in order. While the slide show is running during this rehearsal, you can plan what you will say while each slide is displayed.

### USING SLIDE SHOW VIEW


When you view a slide show, each slide fills the screen, hiding the PowerPoint application window, so you can view the slides as your audience would. You will begin the slide show starting with the first slide.

1



Select slide 1 in the Slides tab.

Click  Slide Show (in the status bar).

#### Additional Information

Using  Slide Show runs the slide show beginning with the currently selected slide.

#### Another Method





You also can use  or  on the Slide Show tab or the shortcut keys (F5) and (Shift) + (F5), respectively, to start the slide show.




Your screen should be similar to **Figure 1.67**



**Figure 1.67**

The presentation title slide is displayed full screen, as it will appear when projected on a screen using computer projection equipment. The easiest way to see the next slide is to click the mouse button. You also can use the keys shown below to move to the next or previous slide.

Next Slide	Previous Slide
Spacebar	Backspace
Enter	
	
	
Page Down	Page Up
(N) (for Next)	(P) (for Previous)

You also can select Next, Previous, or Last Viewed from the shortcut menu. Additionally, moving the mouse pointer to the lower-left corner of the window in Slide Show displays the Slide Show toolbar. Clicking  or  moves to the previous or next slide, and  opens the shortcut menu.

2

Click to display the next slide.

Using each of the methods described, slowly display the entire presentation.

When the last slide displays a black window, click again to end the slide show.

#### Additional Information

You can press **Esc** or use End Show on the shortcut menu at any time to end the slide show.

Your screen should be similar to **Figure 1.68**



**Figure 1.68**

After the last slide is displayed, the program returns to the view you were last using, in this case, Normal view.

## Documenting a File

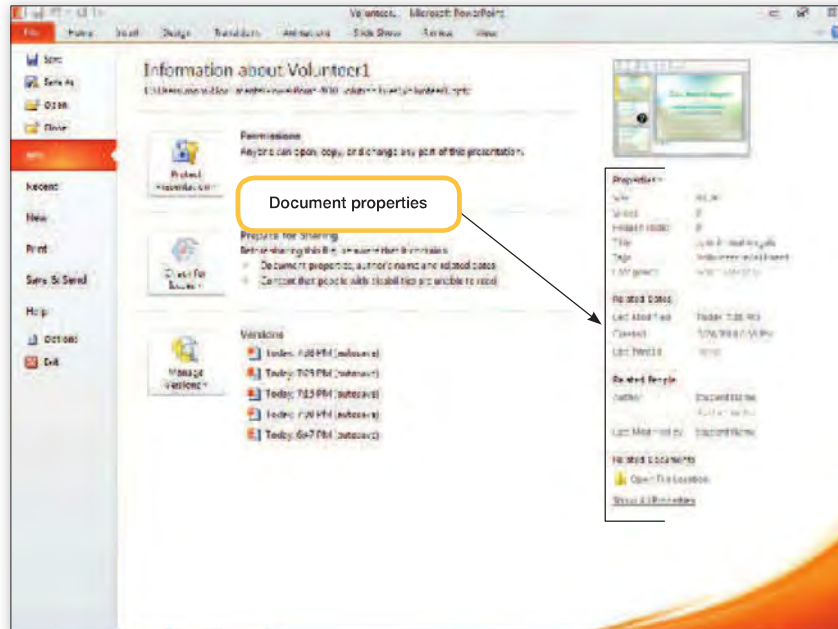
#### Having Trouble?

Refer to the section "Specifying Document Properties" in the Introduction to Microsoft Office 2010 to review this feature.

Finally, you want to update the presentation file properties by adding your name as the author, and a tag. The default title does not need to be changed.

- 1 Return to Normal view and display slide 1, if necessary.
- Open the File tab and, if necessary, choose Info.
- In the Tags text box, enter **Volunteer, Recruit**
- In the Author text box, enter **your name**
- Click anywhere outside the text box.

Your screen should be similar to **Figure 1.69**



**Figure 1.69**

## Previewing and Printing the Presentation

Although you still plan to make many changes to the presentation, you want to provide a printed copy of the presentation to the foundation director to get feedback regarding the content and layout.

### PRINTING A SLIDE

Although your presentation looks good on your screen, it may not look good when printed. Shading, patterns, and backgrounds that look good on the screen can make your printed output unreadable. Fortunately, PowerPoint displays a preview of how your printed output will appear as you specify the print settings. This allows you to make changes to the print settings before printing and reduces unnecessary paper waste.

#### Having Trouble?

Refer to the section "Printing a Document" in the Introduction to Microsoft Office 2010 to review basic printing features.



1

From the File tab  
choose Print.

Your screen should be similar to  
**Figure 1.70**



**Figure 1.70**

The Print window displays the print options in the left pane that are used to modify the default print settings. The preview area displays the first slide in the presentation as it will appear when printed using the current settings. It appears in color if your selected printer is a color printer; otherwise, it appears in grayscale (shades of gray). Even if you have a color printer, you can print the slides in grayscale or pure black and white. You want to print using the black and white option. The page scroll box shows the page number of the page you are currently viewing and the number of total pages. The scroll buttons on either side are used to scroll to the next and previous page.

The other change you want to make to the print settings is to only print the first slide in the presentation. To do this, you will change the settings to print the current slide only.

#### Additional Information

Use grayscale when your slides include patterns whose colors you want to appear in shades of gray.

**If you need to select a different printer, open the Printer drop-down list and select the appropriate printer.**

## Choose Pure Black and White.

**Click**



**in the Settings area.**

**Choose Print Current Slide from the submenu.**

You could also type **1** in the Slides text box to select only the title slide.

Your screen should be similar to **Figure 1.71**

Please consult your instructor for printing procedures that may differ from the following directions.

**If necessary, make sure your printer is on and ready to print.**

Click  Print.



The preview area displays how the slide will look when printed in black and white. Notice the page scroll box in the preview area now show 1 of 1, indicating that only the first slide will be printed.

You also can change the type of printed output from full page slides to any one of the output settings described in the table below. Only one type of output can be printed at a time.


**PP1.66** Lab 1: Creating a Presentation



2

Change the Color setting to Pure Black and White, if necessary.

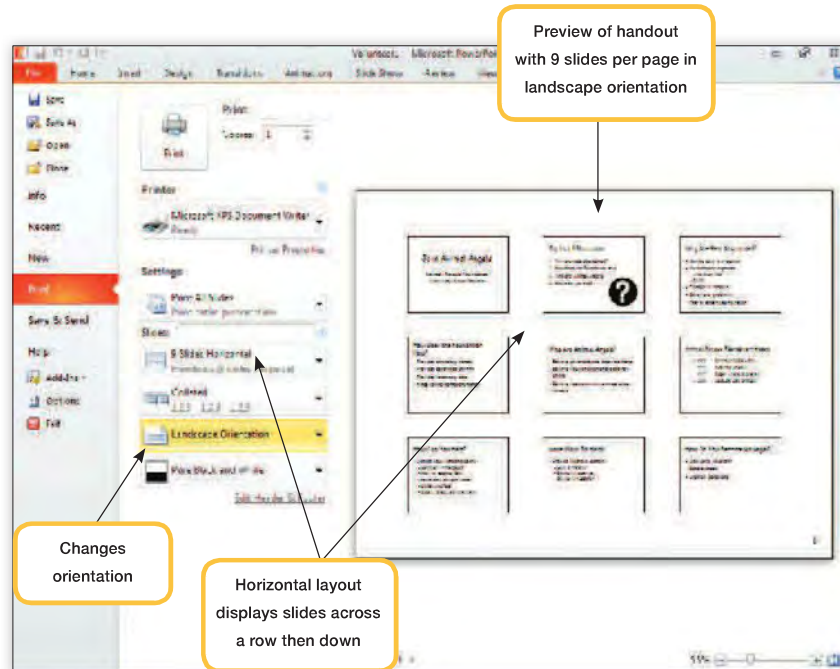
•

Click  and choose 9 Slides Horizontal.

•

Click  and choose Landscape Orientation.

Your screen should be similar to **Figure 1.73**



**Figure 1.73**

The preview area reflects your changes to the print settings. The horizontal layout displays the slides in order across a row and then down, making the presentation easier to follow.

3

•

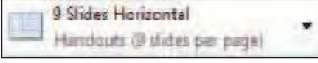


Click  Print.

Your printed output should be similar to that shown in the Case Study at the beginning of the lab.

### PRINTING AN OUTLINE

The final item you want to print is an outline of the presentation. An outline will make it easier for the director to provide feedback on the overall organization of the presentation.




- 1
  - Open the File tab and choose Print.
  - Change the Color setting to Pure Black and White again, if necessary.
  - Change the orientation to Portrait Orientation.
  - Click  and choose .
  - Ensure that the correct printer is selected and ready and click .



The printed outline will be a two-page document that looks similar to the preview.

## Exiting PowerPoint

### Another Method

You also can exit PowerPoint using  Exit in the File tab.

You have finished working on the presentation for now and will exit the PowerPoint program.

- 1
  - Click  Close in the title bar.
  - If asked to save the file again, click .

## FOCUS ON CAREERS

### EXPLORE YOUR CAREER OPTIONS

#### Account Executive

Sales is an excellent entry point for a solid career in any company. Account executive is just one of many titles that a sales professional may have; field sales and sales representative are two other titles. Account executives take care of customers by educating them on the company's latest products, designing

solutions using the company's product line, and closing the deal to make the sale and earn their commission. These tasks require the use of effective PowerPoint presentations that educate and motivate potential customers. The salary range of an account executive is limited only by his or her ambition; salaries range from \$30,000 to more than \$120,540. To learn more about this career, visit the Web site for the Bureau of Labor Statistics of the U.S. Department of Labor.

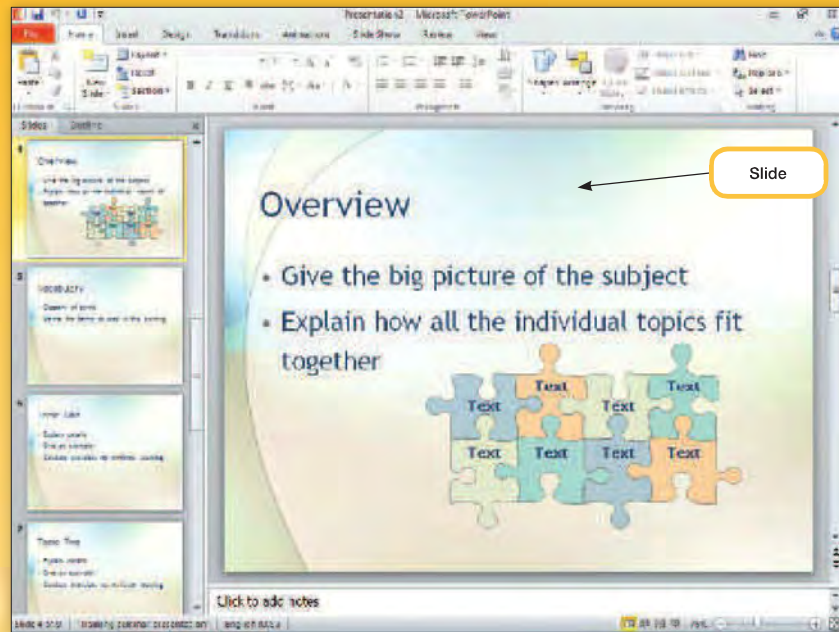
# Lab 1

## CONCEPT SUMMARY

### Creating a Presentation

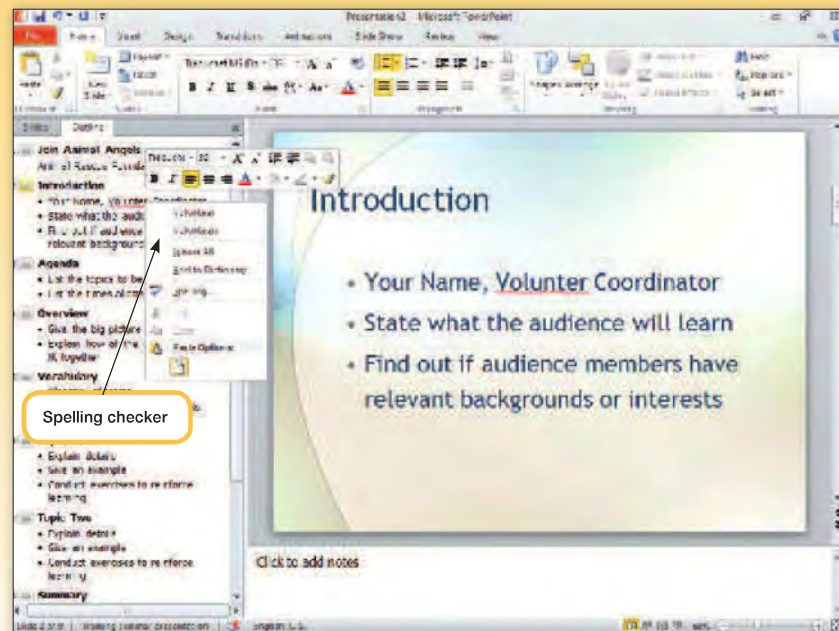
#### Slide (PP1.6)

A slide is an individual “page” of your presentation.



#### Spelling Checker (PP1.16)

The spelling checker locates most misspelled words, duplicate words, and capitalization irregularities as you create and edit a presentation, and proposes possible corrections.

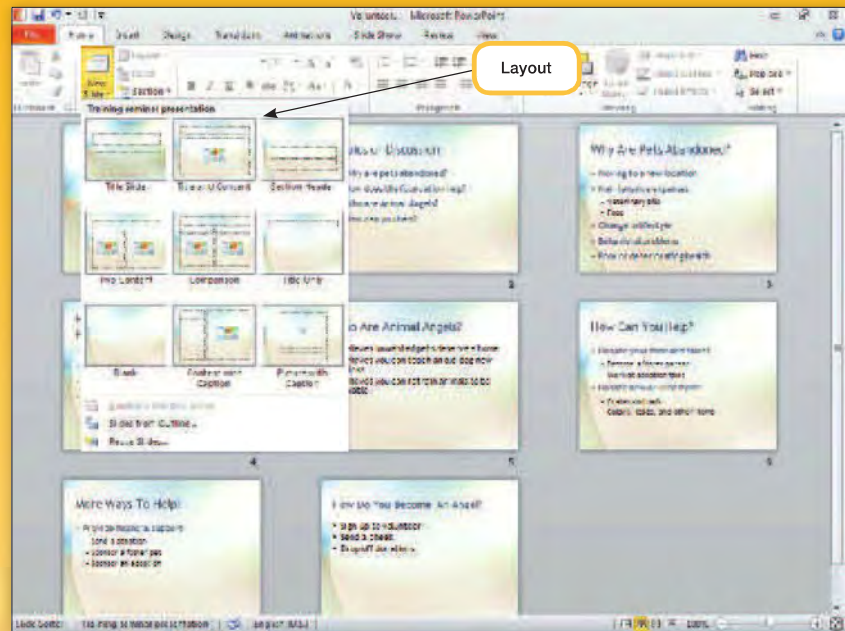


#### AutoCorrect (PP1.18)

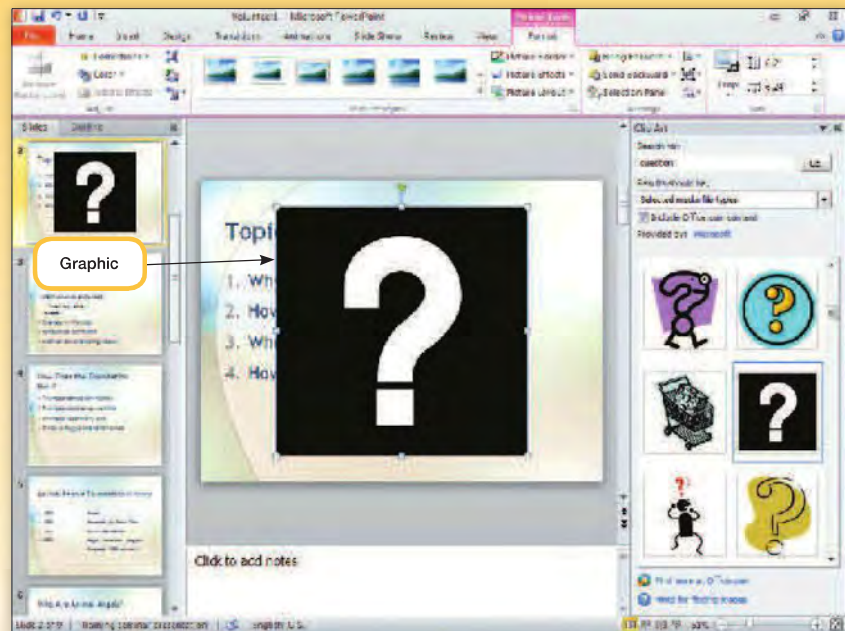
The AutoCorrect feature makes some basic assumptions about the text you are typing and, based on those assumptions, automatically corrects the entry.

**Layout (PP1.42)**

A layout defines the position and format for objects and text on a slide. A layout contains placeholders for the different items such as bulleted text, titles, charts, and so on.

**Graphic (PP1.54)**

A graphic is a nontext element or object, such as a drawing or picture, that can be added to a slide.



## LAB REVIEW

## Lab 1














## Creating a Presentation

## KEY TERMS

AutoCorrect PP1.18	picture style PP1.59
character formatting PP1.47	placeholder PP1.6
clip art PP1.54	placeholder text PP1.6
current slide PP1.9	promote PP1.26
custom dictionary PP1.16	sans serif font PP1.48
default settings PP1.5	serif font PP1.47
demote PP1.25	sizing handles PP1.44
drawing object PP1.54	slide PP1.6
embedded object PP1.54	Slide indicator PP1.6
graphic PP1.54	Slide pane PP1.6
keyword PP1.56	slide show PP1.61
layout PP1.42	Slides tab PP1.6
main dictionary PP1.16	source program PP1.54
Notes pane PP1.6	spelling checker PP1.16
object PP1.6	style PP1.59
Outline tab PP1.6	text effects PP1.50
paragraph formatting PP1.47	thumbnail PP1.6
picture PP1.54	view PP1.6
















## COMMAND SUMMARY





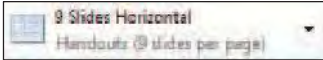


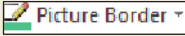

Command	Shortcut	Action
<b>File tab</b>		
Save	Ctrl + S	Saves presentation
 Save As	F12	Saves presentation using new file name and/or location
 Open	Ctrl + O	Opens existing presentation
 Close		Closes presentation
Info		Document properties
New	Ctrl + N	Opens New Presentation dialog box
Print	Ctrl + P	Opens print settings and a preview pane
 Exit		Closes PowerPoint
<b>Quick Access Toolbar</b>		
 Save	Ctrl + S	Saves presentation
 Undo	Ctrl + Z	Reverses last action
<b>Home tab</b>		
<b>Clipboard group</b>		
 Paste	Ctrl + V	Pastes item from Clipboard
 Cut	Ctrl + X	Cuts selection to Clipboard
 Copy	Ctrl + C	Copies selection to Clipboard
<b>Slides group</b>		
 New Slide	Ctrl + M	Inserts new slide with selected layout
 Layout		Changes layout of a slide
<b>Font group</b>		
 Font		Changes font type
 Size		Changes font size

# LAB REVIEW

## COMMAND SUMMARY (CONTINUED)

Command	Shortcut	Action
		Increases font size
		Decreases font size
		Italicizes text
		Underlines text
		Applies a shadow effect
		Changes font color
<b>Paragraph group</b>		
 Bullets/Bullets		Formats bulleted list
 Numbering/Bulleted		Formats numbered lists
<b>Editing group</b>		
 Select  Select All	(Ctrl) + A	Selects everything in the placeholder box
<b>Insert tab</b>		
<b>Illustrations group</b>		
		Inserts clip art
<b>Slide Show tab</b>		
<b>Start Slide Show group</b>		
	(F5)	Displays presentation starting with the first slide
	(Shift) + (F5)	Displays presentation starting with the current slide
<b>Review tab</b>		
<b>Proofing group</b>		
	(F7)	Spell-checks presentation

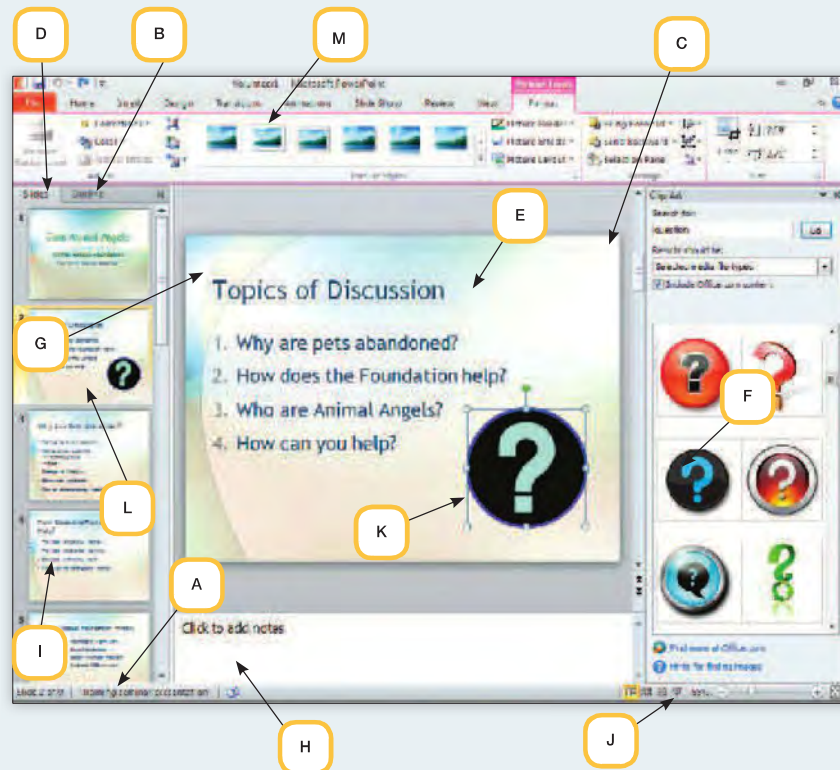
## COMMAND SUMMARY (CONTINUED)

Command	Shortcut	Action
<b>View tab</b>		
<b>Presentation Views group</b>		
 Normal		Switches to Normal view
 Slide Sorter		Switches to Slide Sorter view
<b>Picture Tools Format tab</b>		
<b>Adjust group</b>		
 9 Slides Horizontal Handouts (9 slides per page)		Modifies the color of the picture
<b>Picture Styles group</b>		
 More		Opens Picture styles gallery to choose an overall visual style for a picture
 Picture Layout		Changes layout of a drawing
 Picture Border		Applies a border style to picture
 Picture Effects		Applies a visual effect to picture

# LAB EXERCISES

## SCREEN IDENTIFICATION

1. In the following PowerPoint screen, letters identify important elements. Enter the correct term for each screen element in the space provided.



Possible answers for the screen identification are:

Clip art	Presentation template	A. _____	H. _____
Object	Outline tab	B. _____	I. _____
Picture Styles	Sizing handle	C. _____	J. _____
Slide Show view	Slides tab	E. _____	K. _____
Slide pane	Note pane	F. _____	L. _____
Slide title	Thumbnail	G. _____	M. _____
Current slide			



## MATCHING

Match the item on the left with the correct description on the right.

- |                          |  |
|--------------------------|--|
| 1. AutoFit               | ___ a. small image   |
| 2. demote                | ___ b. sample text that suggests the content for the slide   |
| 3. embedded object       | ___ c. moves the slide back to the previous slide in a presentation                                |
| 4. Previous Slide button | ___ d. individual page of a presentation   |
| 5. layout                | ___ e. displays each slide as a thumbnail  |
| 6. Notes pane            | ___ f. indents a bulleted point to the right   |
| 7. placeholder text      | ___ g. defines the position and format for objects and text that will be added to a slide          |
| 8. slide                 | ___ h. includes space to enter notes that apply to the current slide                               |
| 9. Slides tab            | ___ i. becomes part of the presentation file and can be opened and edited using the source program |
| 10. thumbnail            | ___ j. tool that automatically resizes text to fit within the placeholder                          |

## TRUE/FALSE

Circle the correct answer to the following questions.

- |   |             |              |
|---|-------------|--------------|
| 1. A layout contains placeholders for different items such as bulleted text, titles, and charts.                                    | <b>True</b> | <b>False</b> |
| 2. PowerPoint will continue to indent to the same level when you demote a bulleted point until you cancel the indent.               | <b>True</b> | <b>False</b> |
| 3. A slide is a set of characters with a specific design.   | <b>True</b> | <b>False</b> |
| 4. PowerPoint identifies a word as misspelled by underlining it with a wavy blue line.  | <b>True</b> | <b>False</b> |
| 5. PowerPoint can print multiple types of output at a time.   | <b>True</b> | <b>False</b> |
| 6. The Previous Slide and Next Slide buttons are located at the bottom of the horizontal scroll bar.                                | <b>True</b> | <b>False</b> |
| 7. Content templates focus on the design of a presentation.   | <b>True</b> | <b>False</b> |
| 8. Graphics are objects, such as charts, drawings, pictures, and scanned photographs, that provide visual interest or clarify data. | <b>True</b> | <b>False</b> |
| 9. You can rely on AutoCorrect to ensure your document is error free.   | <b>True</b> | <b>False</b> |
| 10. After the final slide is displayed in Slide Sorter view, the program will return to the view you were last using.               | <b>True</b> | <b>False</b> |

# LAB EXERCISES

## FILL-IN

Complete the following statements by filling in the blanks with the correct terms.

1. \_\_\_\_\_ is a set of picture files or simple drawings that comes with Office 2010.
2. The size of a \_\_\_\_\_ can be changed by dragging its sizing handles.
3. A \_\_\_\_\_ is an individual “page” of your presentation.
4. \_\_\_\_\_ define the position and format for objects and text that will be added to a slide.
5. A \_\_\_\_\_ is text or graphics that appears at the bottom of each slide.
6. When selected, a placeholder is surrounded with eight \_\_\_\_\_.
7. A \_\_\_\_\_ is a miniature of a slide.
8. \_\_\_\_\_ is a PowerPoint feature that advises you of misspelled words as you add text to a slide and proposes possible corrections.
9. A \_\_\_\_\_ is a file containing predefined settings that can be used as a pattern to create many common types of presentations.
10. An embedded object is edited using the \_\_\_\_\_ program.

## MULTIPLE CHOICE

Circle the correct response to the questions below.

1. The step in the development of a presentation that focuses on determining the length of your speech, the audience, the layout of the room, and the type of audiovisual equipment available is \_\_\_\_\_.
  - a. editing
  - b. creating
  - c. planning
  - d. enhancing
2. A \_\_\_\_\_ is a file containing predefined settings that can be used as a pattern to create many common types of presentations.
  - a. presentation
  - b. slide
  - c. template
  - d. graphic
3. The \_\_\_\_\_ feature makes some basic assumptions about the text you are typing and, based on those assumptions, automatically corrects the entry.
  - a. grammar checker
  - b. AutoCorrect
  - c. spelling checker
  - d. template

4. If you want to work on all aspects of your presentation, switch to \_\_\_\_\_ view, which displays the Slide pane, Outline pane, and Notes pane.
  - a. Normal
  - b. Outline
  - c. Slide
  - d. Slide Sorter
5. \_\_\_\_\_ displays a miniature of each slide to make it easy to reorder slides, add special effects such as transitions, and set timing between slides.
  - a. Slide Show view
  - b. Normal view
  - c. Reading view
  - d. Slide Sorter view
6. If you want to provide copies of your presentation to the audience showing multiple slides on a page, you would print \_\_\_\_\_.
  - a. note pages
  - b. slides
  - c. handouts
  - d. outline area
7. A(n) \_\_\_\_\_ is an onscreen display of your presentation.
  - a. slide
  - b. handout
  - c. outline
  - d. slide show
8. A \_\_\_\_\_ is a nontext element or object, such as a drawing or picture, that can be added to a slide.
  - a. slide
  - b. template
  - c. text box
  - d. graphic
9. When the spelling checker is used, you can create a(n) \_\_\_\_\_ dictionary to hold words that you commonly use but are not included in the main dictionary.
  - a. official
  - b. common
  - c. personal
  - d. custom
10. The keyboard shortcut to view a slide show is \_\_\_\_\_.
  - a. **F5**
  - b. **Alt** + V
  - c. **F3**
  - d. **Ctrl** + V

# LAB EXERCISES

## Hands-On Exercises

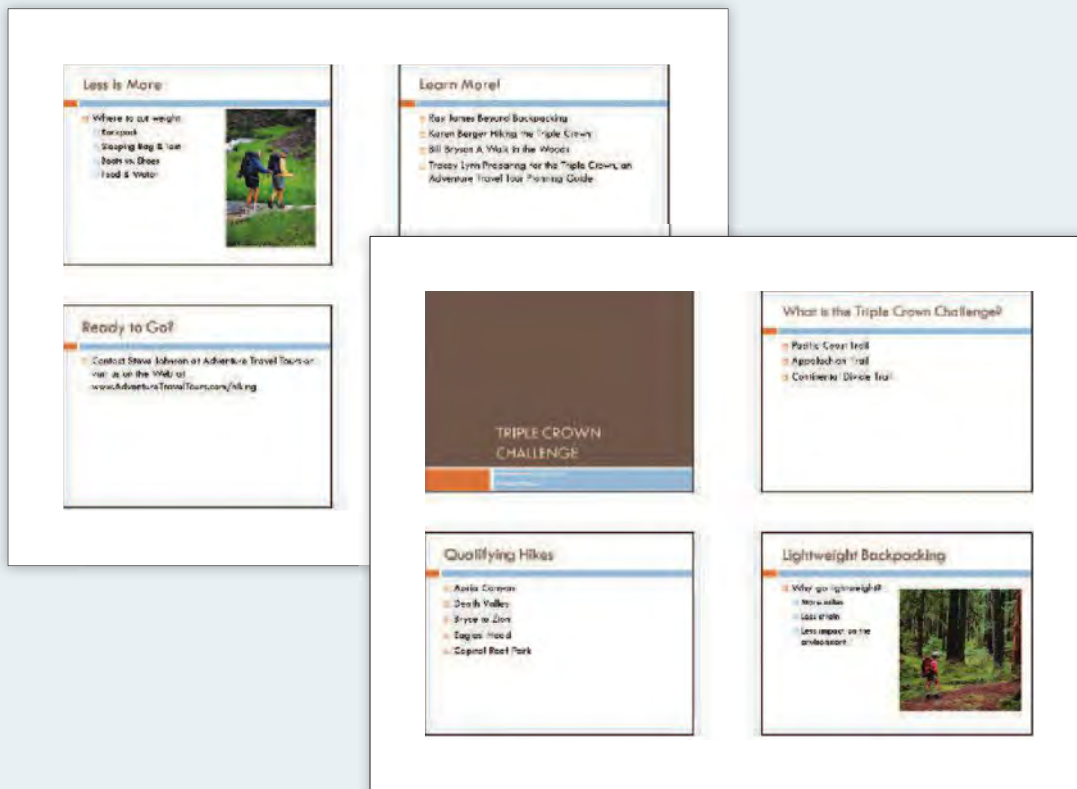
### STEP-BY-STEP

#### RATING SYSTEM

- ★ Easy
- ★★ Moderate
- ★★★ Difficult

#### TRIPLE CROWN PRESENTATION ★

1. Logan Thomas works at Adventure Travel Tours. He is working on a presentation about lightweight hiking to be presented to a group of interested clients. Logan recently found some new information to add to the presentation. He also wants to rearrange some slides and make a few other changes to improve the appearance of the presentation. The handouts of your completed presentation will be similar to those shown here.
  - a. Open the file **pp01\_Triple Crown**. Run the slide show.
  - b. Enter your name in the subtitle on slide 1.
  - c. Spell-check the presentation, making the appropriate corrections.
  - d. Change the layout of slide 5 to Title Only.
  - e. Move slide 6 before slide 5.
  - f. Insert an appropriate photograph from the Clip Art gallery on slide 4. Size and position it appropriately.
  - g. Insert a new slide using the Two Content layout after slide 4.





- h. Enter the title **Less is More**. Insert an appropriate photograph on hiking from the Clip Art gallery in the right content placeholder. Move to slide 4 and select the second promoted bullet, “Where to cut weight:”, and its subpoints. Cut this text and paste it in the left content placeholder of slide 5.
- i. Change the layout of slide 7 to Title and Content layout. Add the following text in the text placeholder: **Contact Steve Johnson at Adventure Travel Tours or visit us on the Web at [www.AdventureTravelTours.com/hiking](http://www.AdventureTravelTours.com/hiking).**
- j. Run the slide show.
- k. Save the presentation as **Triple Crown Presentation**. Print the slides in landscape orientation as handouts (four per page).

## EMERGENCY DRIVING TECHNIQUES ★★

2. The Department of Public Safety holds monthly community outreach programs. Next month's topic is about how to handle special driving circumstances, such as driving in rain or snow. You are responsible for presenting the section on how to handle tire blowouts. You have organized the topics to be presented and located several clip art graphics that will complement the talk. Now you are ready to begin creating the presentation. Handouts of the completed presentation are shown here.



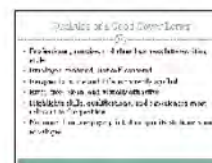
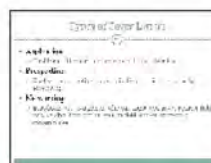
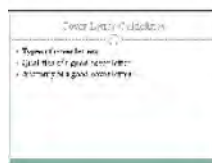
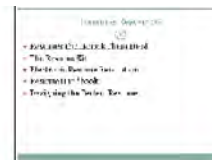
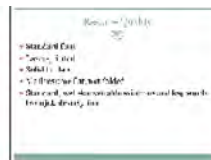
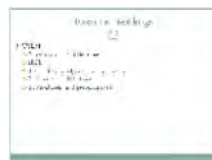
## LAB EXERCISES

- a. Open the PowerPoint presentation [pp01\\_Handling Blowouts](#).
- b. Run the spelling checker and correct any errors.
- c. On slide 1, replace “Student Name” with your name.  
Increase the title text to 54 pts.  
Change title text color to Dark Red, Accent 1, Darker 50%.
- d. On slide 5:  
Promote bullet 4.  
Demote the last bullet.  
AutoFit the content text to the placeholder
- e. On slide 6, insert a clip art image on the theme of tires and position it in the lower-right corner of the slide.
- f. On slide 3, change the color of the clip art to Dark Red, Accent 6, Light. Apply the Bevel Rectangle picture style to the clip art image.
- g. Save the presentation as [Handling Blowouts](#).
- h. Run the slide show.
- i. Print the slides as handouts (six per page, horizontal) and close the presentation.

### WRITING EFFECTIVE RESUMES ★ ★

3. You work for the career services center of a major university and are working on a presentation to help students create effective resumes and cover letters. You are close to finishing the presentation but need to clean it up and enhance it a bit before presenting it. The handouts of your completed presentation will be similar to those shown here.
  - a. Open the PowerPoint presentation [pp01\\_Resume](#).
  - b. Run the spelling checker and correct any spelling errors.
  - c. On slide 1: Display in normal view.  
Change title font size to 54 pt. Use the AutoFit option to fit the text into the placeholder.  
Change subtitle font size to 20 pt.  
Search the Clip Art gallery on the theme of success. Insert, size, and position an appropriate graphic.  
Apply an appropriate picture style to the selected graphic and change its color.
  - d. On slide 2, replace “Student Name” with your name. Use picture styles and effects to improve the appearance of the picture.
  - e. On slides 3 and 4, search the Clip Art gallery on the theme of success. Insert, size, and position an appropriate graphic on each slide. Apply an appropriate picture styles to the graphics and change their colors.
  - f. On slide 5, capitalize the first word of each bulleted item.
  - g. On slide 6, split the slide content into two slides. Move the first bulleted item on the new slide (7) back to slide 6 so slide 7 begins with the “Other” bulleted item. Appropriately adjust the bullet level and font size of the moved item on slide 6.
  - h. On slide 10, reorganize the bulleted items so “Types of cover letters” is the first item.

- i. To match the slide order with the way the topics are now introduced, move slide 13 before slide 11.
- j. On slide 13: Break each bulleted item into two or three bullets each as appropriate. Capitalize the first word of each bulleted item. Remove any commas and periods at the end of the bullets.
- k. Save the presentation as **Resume1**.
- l. Run the slide show.
- m. Print the slides as handouts (nine per page, horizontal, in landscape orientation) and close the presentation.



# LAB EXERCISES

## EMPLOYEE ORIENTATION ★★ ★

4. As the front desk manager of the Essex Inn, you want to make a presentation to your new employees about all of the amenities your hotel offers its guests as well as information on activities and dining in the area. The purpose of this presentation is to enable employees to answer the many questions that are asked by the guests about both the hotel and the town. The handouts of your completed presentation will be similar to those shown here.



- Open [pp01\\_Essex Inn](#), which uses the Opulent content template from Microsoft Online.
- On slide 1:
  - Enter **Essex Inn** as the company name. Set the font to Constantia; apply Bold and Shadow. Change the font color to Ice Blue, Background 2, and size 66.
  - Insert, size, and position a clip art image suitable as a hotel logo in place of the “your logo here” graphic.
  - Insert a line after the title. Type your name on the line, and change the font size to Trebuchet MS and the font size to 20. Change the font color to White and apply italics.

- c. On slide 2:
- Enter **Amenities and Activities for Guests** as the title.
  - Change the font size of the title to 31.
  - Enter the sample bulleted text **What is there to do?** as the first bullet.
  - Enter **At the hotel or in the town?** as the second bullet.
  - Remove the remaining bulleted items.
- d. Insert a new slide after slide 2. In this slide:
- Set the layout to Title and Content.
  - Enter **Hotel Amenities and Activities** as the title.
  - Enter **Dining** as the first bullet.
  - Enter **Activities** as the second bullet.
  - Enter **Other amenities** as the third bullet.
  - Insert, size, and position a clip art image suitable for a hotel at the bottom center of the slide.
  - Apply picture styles and effects.
- e. Insert a new slide after slide 3. In this slide:
- Set the layout to Title and Content.
  - Enter **Dining** as the title.
  - Enter **Breakfast** as the first bullet under Dining.
  - Enter **Eggs Benedict or custom omelet** and demote to appear as the first bullet under Breakfast.
  - Enter **Daily chef's special** as the second bullet under Breakfast.
  - Enter **Lunch** and promote to appear as the second bullet under Dining.
  - Enter **Custom-pack lunch for outings** and demote to appear as the first bullet under Lunch.
  - Enter **Build-your-own sandwich bar** as the second bullet under Lunch.
  - Enter **Dinner** and promote to appear as the third bullet under Dining.
  - Enter **Four course meal (salad, soup, entrée, dessert)** as the first bullet under Dinner.
  - Enter **Three nightly chef specials** as the second bullet under Dinner.
- f. Insert a new slide after slide 4. In this slide:
- Set the layout to Title and Content.
  - Enter **Activities** as the title.
  - Enter **Morning** as the first bullet under Activities.
  - Enter **Bird watching on the veranda** and demote to appear as the first bullet under Morning.
  - Enter **Lecture/Tour of gardens and hotel** as the second bullet under Morning.
  - Enter **Afternoon** and promote to appear as the second bullet under Activities.
  - Enter **Daily guest lecture or class** as the first bullet under Afternoon.
  - Enter **Historic walking tour of downtown** as the second bullet under Afternoon.
  - Enter **Evening** and promote to appear as the third bullet under Activities.
  - Enter **Champagne meet/greet** and demote to appear as the first bullet under Evening.
  - Enter **Live music/dancing with dinner** as the second bullet under Evening.

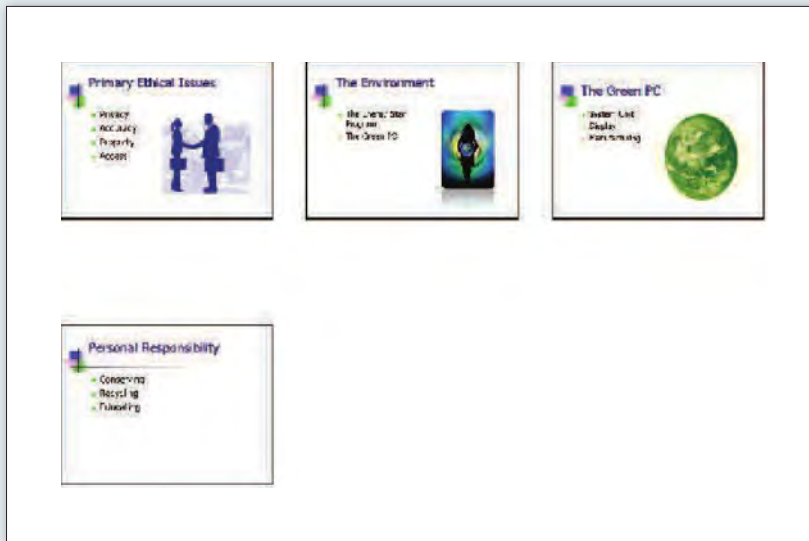


## LAB EXERCISES

- g. Insert a new slide after slide 5. In this slide:
  - Set the layout to Title and Content.
  - Enter **Other Amenities** as the title.
  - Enter **Special dining events** as the first bullet under Other Amenities.
  - Enter **Sunday champagne brunch** and demote to appear as the first bullet under Special Dining Events.
  - Enter **Saturday afternoon tea** as the second bullet under Special Dining Events.
  - Enter **Extras** and promote to appear as the second bullet for Other Amenities.
  - Enter **Third Tuesday cooking class** and demote to appear as the first bullet under Extras.
  - Enter **Tour of haunted houses on Saturdays at nine** as the second bullet under Extras.
  - Insert, size, and position a clip art image suitable for a hotel at the bottom center of the slide.
  - Apply picture styles and effects.
- h. Delete slides 7 through 13.
- i. On the Summary slide 7.
  - Enter **Hotel amenities and activities** as the first bullet under Summary.
  - Enter **Dining** and demote to appear as the first bullet under Hotel amenities and activities.
  - Enter **Activities** as the second bullet under Hotel amenities and activities.
  - Enter **Other amenities** as the third bullet under Hotel amenities and activities.
  - Enter **Always remember** and promote to appear as the second bullet under Summary.
  - Enter **Our guests are our customers** and demote to appear as the first bullet under Always remember.
  - Enter **Treat our guests as friends** as the second bullet under Always remember.
  - Enter **Thanks for attending and put these ideas into practice** and promote to appear as the third bullet under Summary.
  - Delete any remaining bullet placeholders.
- j. Save the presentation as **Essex Inn Orientation**.
- k. Run the slide show.
- l. Print the slides as handouts (four per page, horizontal, in landscape orientation).

### WORKPLACE ISSUES ★★

- 5. Tim is preparing for his lecture on “Workplace Issues” for his Introduction to Computers class. He uses PowerPoint to create presentations for each of his lectures. He has organized the topics to be presented, and located several clip art graphics that will complement the lecture. He is now ready to begin creating the presentation. Several slides of the completed presentation are shown here.



a. Open a new presentation using the Staff Training Presentation template. If you don't have access to the Internet, you can use the file [pp01\\_Staff Training](#).

b. On slide 1:

Change the title to **Workplace Issues**. Change the font size to 48 and apply a bold effect.

Change the subtitle text to **Lecture 4**.

Add a line beneath the subtitle and type **Presented by Your Name**. Change the font size of this line to 24.

Insert, size, and position a clip art image suitable for the theme of an office meeting. Apply a picture style to the image.

c. On slide 2:

Enter **Topics of Discussion** as the title text.

Enter **Ergonomics** as bullet 1.

Enter **Ethics** as bullet 2.

Enter **Environment** as bullet 3.



## LAB EXERCISES

- d. On slide 3:
- Enter **Ergonomics** as the title.
  - Enter **Definition** as the first bullet.
  - Enter **Fit the job to the worker rather than forcing the worker to contort to fit the job** as the second bullet.
  - Enter **The study of human factors related to computers** as the third bullet.
- e. Change the order of bullets 2 and 3 on slide 3.
- Demote bullets 2 and 3.
- f. On slide 4:
- Change the title to **Mental Health**.
  - Include two bulleted items: **Noise** and **Monitoring**.
- g. Change the title of slide 5 to **Physical Health** and include the following bulleted items:
- Bullet 1: **Eyestrain and headache**
  - Bullet 2: **Back and neck pain**
  - Bullet 3: **Electromagnetic fields**
  - Bullet 4: **Repetitive strain injury**
- Insert, size, and position a suitable clip art image. Use the picture formatting tools to customize the image to suit the presentation.
- h. On slide 6:
- Change the title to **Ethics**.
  - Include two bullets: **Definition** and **Guidelines for the morally acceptable use of computers in our society**.
  - Demote bullet 2.
- i. Change the title of slide 7 to **Primary Ethical Issues**.
- Enter **Privacy** as bullet 1.
  - Enter **Accuracy** as bullet 2.
  - Enter **Property** as bullet 3.
  - Enter **Access** as bullet 4.
- Insert, size, and position a suitable clip art image. Use the picture formatting tools to customize the image to suit the presentation.
- j. Insert a new Two Content layout slide between slides 7 and 8. On the new slide 8:
- Enter **The Environment** as the title.
  - Enter **The Energy Star Program** as the first bullet.
  - Enter **The Green PC** as the second bullet.
- In the right placeholder, insert, size, and position a suitable clip art image. Use the picture formatting tools to customize the image to suit the presentation.

- k. Create a duplicate of slide 8. On the new slide 9:
  - Enter **The Green PC** as the title.
  - Enter **System Unit** as the first bullet.
  - Enter **Display** as the second bullet.
  - Enter **Manufacturing** as the third bullet.
  - In the right placeholder, insert, size, and position an appropriate clip art image.
- l. On slide 10:
  - Enter **Personal Responsibility** as the title.
  - Enter **Conserving** as the first bullet.
  - Enter **Recycling** as the second bullet.
  - Enter **Educating** as the third bullet.
- m. In Slide Sorter view, move slide 5 before slide 4.
- n. Change the font of the words "Lecture 4" in the subtitle on the title slide to Times New Roman and the size to 44 pt.
- o. Save the presentation as **Workplace Issues**.
- p. Run the slide show. Revised PowerPoint\_2010\_Brief\_Solutions
- q. Print the slides as handouts (six per page in landscape orientation).

## ON YOUR OWN

### INTERNET POLICY PRESENTATION ★

1. You are working in the information technology department at International Sales Incorporated. Your manager has asked you to give a presentation on the corporation's Internet policy to the new-hire orientation class. Create your presentation with PowerPoint, using the information in the Word file **pp01\_Internet Policy** as a resource. Use a template of your choice. When you are done, run the spelling checker, then save your presentation as **Internet Policy** and print it.

### TELEPHONE TRAINING COURSE ★★

2. You are a trainer with Super Software, Inc. You received a memo from your manager alerting you that many of the support personnel are not using proper telephone protocol or obtaining the proper information from customers who call in. Your manager has asked you to conduct a training class that covers these topics. Using the Word document **pp01\_Memo** data file as a resource, prepare the slides for your class. When you are done, save the presentation as **Phone Etiquette** and print the handouts.

# LAB EXERCISES

## VISUAL AIDS ★★

3. You are a trainer with Super Software, Inc. Your manager has asked you to prepare a presentation on various visual aids that may be used in presentations. Using the [pp01\\_VisualAids](#) data file as a resource, create an onscreen presentation using an appropriate template. Add clip art that illustrates the type of visual aid. Include your name on the title slide. When you are done, save the presentation as [Presentation Aids](#) and print the handouts.

## WEB DESIGN PROPOSAL ★★★

4. Your company wants to create a Web site, but it is not sure whether to design its own or hire a Web design firm to do it. You have been asked to create a presentation to management relaying the pros and cons of each approach. To gather information, search the Web for the topic “Web design,” and select some key points about designing a Web page from one of the “how-to” or “tips” categories. Use these points to create the first part of your presentation, and call it something like “Creating Our Own Web Page.” Then search the Web for the topic “Web designers,” and select two Web design firms. Pick some key points about each firm (for example, Web sites they have designed, design elements they typically use, and/or their design philosophy). Finally, include at least one slide that lists the pros and cons of each approach. Include your name on the title slide. When your presentation is complete, save it as [Web Design](#) and print the slides as handouts.

You will expand on this presentation in On Your Own Exercise 4 of Lab 2.

## CAREERS WITH ANIMALS ★★★

5. You have been volunteering at the Animal Rescue Foundation. The director has asked you to prepare a presentation on careers with animals to present to local schools in hopes that some students will be inspired to volunteer at the foundation. Using the Word document [pp01\\_Animal Careers](#) data file as a resource, create the presentation. Add photos or clip art where appropriate. When you are done, save the presentation as [Careers with Animals](#) and print the handouts.