

Moving you from Meek to Geek in a Nanosecond (or two)©!

PowerPoint Pizzazz!

Prepared Especially for You

Written and Presented by:

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Technology ★ Education ★ Entertainment

Hey! It's Chic 2B Geek® Series!

PowerPoint for General Business Management



PowerPoint Pizzazz! Oops & Legal Stuff

While I have made every effort to ensure the accuracy of this document, including grammar and instructions, I make mistakes. *(Surprise!)* If you find an error or want to provide constructive feedback, please contact me. Thank you! Enjoy PowerPoint and this document.

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- ✓ International Association of Administrative Professionals Business Partner and Member
- ✓ American Society of Training and Development Member
- ✓ Society of Human Resources Management Member
- ✓ Microsoft Office User Specialist Certification – Master Expert and Instructor
- ✓ A+ Certified Systems Technician through CompTIA
- ✓ Microsoft Certified Technical Trainer
- ✓ CompTIA Certified Technical Trainer +
- ✓ 2007 Southern Region University Continuing Education Association Award Winner for the Top Non-Credit Programs
- ✓ 2009 Southern Region Association of Continuing Higher Education's Faculty Award winner for my work at Emory University's Center for Lifelong Learning
- ✓ Former National Speakers Association Member

PowerPoint® is a most excellent product from Microsoft® Corporation and is part of the Office® Suite of products and services.

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Introducing Greg Creech

Shop Talk from The Atlanta Journal-Constitution

Sunday, Oct. 29, 2000 R3 - JOBS

Why I Love my Job – Greg Creech

What I Do: I teach technology courses and make presentations to beginner and expert computer users and professionals. I use humor and the piano. I train all levels from first-time computer users to systems technicians acquiring A+ certification. As an A+ certified trainer, MOUS expert, and technical trainer, my certifications and knowledge give me a career in the technology. My humor, the piano, and people keep me in the technology training field. I sing to my students sometimes and perform stand-up comedy about computers.

How I got started: I won Best Actor in a Supporting Role at Southside Theatre Guild for “A Funny Thing Happened on the Way to the Forum” and studied comedy under Jerry Farber. I have played the piano since 8 years of age and had the first personal computer with a 1 MB of memory. In order to learn the PC, I associated the PC with the piano -- both use a language to translate, both have keyboards, and now - both provide music and information. I must admit I miss the days when I only played the piano and programmed the PC. Now, I play the PC and have to program my piano. In 1998 after

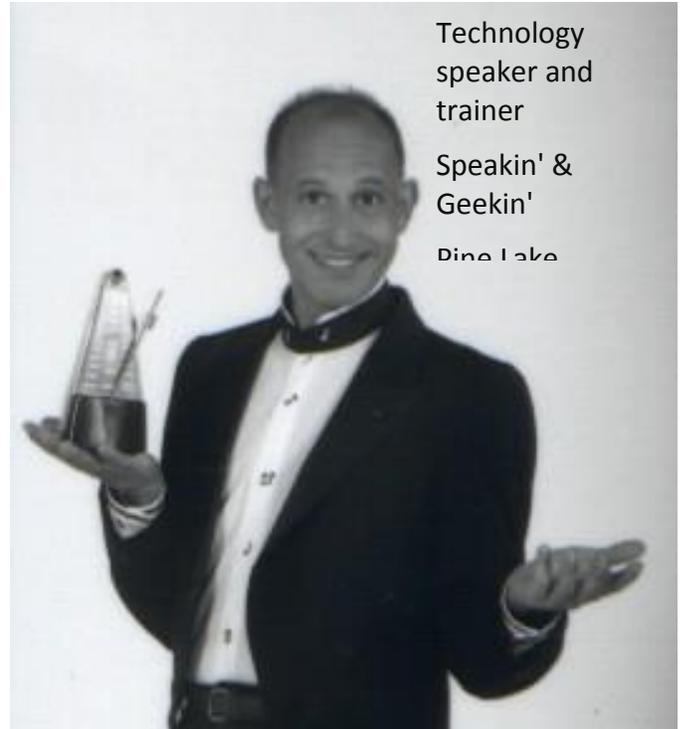
seventeen years of technology business experience in the corporate market, I decided to take a leap of faith on my own. I call my presentations “Showminars,” a combination of a show and a seminar.

The Best Part: Hearing the laughter and the comments: “You have saved me so much time,” and “I remember complicated macros because of the way you taught them.” I have a passion for teaching creative people to be more technical and technical people to be more creative – Mozart would be proud!

The Challenging Part: Explaining why I want my piano in a PC classroom. “Mainframers” who refuse to acknowledge the existence of the PC and the Web. People who attend training classes because they have to, not because they want to. Technical people who are not client- focused.

My Favorite Quotes: “To err is human, to really mess things up you need a computer.” “Forty-two percent of all households have a computer; only eight percent of those know how to use it.”

What Keeps me Going: I enjoy combining my love of people, the piano, processors, and humor into a unique speaking and learning experience.



Technology speaker and trainer

Speakin' & Geekin'

Dina Lake

Greg Creech sings to his students, and often he performs stand-up comedy about computers.



Welcome to PowerPoint Pizzazz!

Welcome to your course on the *Power of PowerPoint*®! *PowerPoint* is a great presentation application from *Microsoft Corporation* and is included in the *Office Suite* of products. *PowerPoint* is an effective and entertaining way of presenting information. Since we are in the Information Age, use *PowerPoint* any time you want to display information. From invitations and greeting cards to education and motivation presentations, *PowerPoint* is for you and our Age of Information. Whether in an auditorium, kiosk, classroom, or courtroom *PowerPoint* is everywhere. There are tons of great applications for using *PowerPoint* and we will examine many of them in this course.

We will have fun and learn – a process I entitle “Flurning”, so we will “flurn” PowerPoint. Of all of the applications in which I work, PowerPoint is the most entertaining and fun that I can have with a computer short of playing Solitaire or other games. You will find that PowerPoint is the most fun you can have and stay in the Office Suite.

This course combines the introductory, intermediate, and the advanced functions of PowerPoint into one handy, dandy document. I’ll provide presentation tips, too.

Who’s Running The Show, Anyway?

Although *PowerPoint* is powerful, the application does not replace the presenter, trainer, speaker, salesperson, or any other person using *PowerPoint*. *PowerPoint* is a vehicle to accentuate your message and help educate others on your material. I have witnessed too many professionals overwhelm and bore audiences with too much text, animation, shocking colors, and the list can go on. Word is designed for manuals and documents with lots of text; PowerPoint is designed for listing text and using lots of graphics and movement. You tell the story; you relate the information; you are the true power of *PowerPoint*. *PowerPoint* is your assistant, your helper, and your documenter. If *PowerPoint* tells and displays the entire message and information, who needs you? Just give the handout and go home. No way! A machine can never replace your voice, your look, and your original style of presenting; however, a machine can help you strengthen your information and enhance your style of presentation.

I will provide helpful presentation tips and design tips that training materials, fellow presenters, my theatre and presentation history have taught me. Also, I am a member of the *National Speaker’s Association* and *Association of Talent Development*. If you seek training and/or speaking as a profession, please consider joining these outstanding organizations. Both organizations are excellent sources and resources of presentation tools and tips. Here are some design and presentation tips to keep in mind as we build our presentations.

- ✓ *No more than six (or so) words per line,*
- ✓ *No more that six (or so) lines per slide,*



- ✓ *Use sans serif fonts – fonts without little strokes - (Tahoma, Arial, Moderne) for Titles, Headings – sans serif fonts bring a attention, Notice that most business and road signs are sans serif,*
- ✓ *Use serif fonts (Times New Roman, Georgia) for Bullets and multiple text lines – serif fonts help our eyes read and reduces eyestrain, Notice that most magazine articles and books are written serif fonts,*
- ✓ *No more than two or three fonts per presentation,*
- ✓ *Avoid bright colors as backgrounds, use bright colors to accentuate or enhance your presentation,*
- ✓ *Customize – avoid the templates in PowerPoint (Most business people have seen all of these templates) – use your creativity to develop your own template and style. This course is designed to help you accomplish customization,*
- ✓ *Avoid using too many fonts (generally a maximum of 3) in a slide show or presentation,*
- ✓ *Use graphics to re-enforce your message and cartoons to invoke humor,*
- ✓ *Use animation for disclosure – displaying one bullet item at a time,*
- ✓ *Do not use PowerPoint to write a book,*
- ✓ *Do not over use the color Red – people literally see Red and emotionally feel uncomfortable if you use too much Red in your presentation, Green will make people think of money, Bright Yellow will evoke weakness, Orange induces hunger, etc.*
- ✓ *If you provide handouts, wait until the end of your presentation to distribute them – the sound of rustling paper is not pleasant and your audience will concentrate on the written word not your spoken information Slide 2*

We will build a presentation using many of the types of slides and will learn new items as we build each slide and add functionality and enhancements as we go. We will begin with a title slide, build a bulleted list, and many other types of slides, including slides with photographs, diagrams, and charts.

We will construct our first presentation with a blank background for us to customize through Microsoft's templates and then our own custom template. I will overview the slides that you will be preparing. I believe that designing your own color schemes, logos, and other customization techniques will help your creativity, impress your audience, and illustrate your presentation and message better. **PowerPoint** is an invaluable branding tool for your organization, too, and knowing how to customize and manipulate **PowerPoint** can help in your



branding and creativity. You'll be self-sufficient, too. Also, the world will know you took a class from me and I will be proud of your originality.

Enjoy the process of "*flurning*" the Power of PowerPoint. I know I will enjoy teaching you. Now, as we say in theatre and presenting: *On with the (slide) show!*

♪ Write your notes here: _____

Our Presentation

Let's get started with building our own presentation. *PowerPoint* is much more than a screen or "live" presentation tool. I encourage you to type in your own information and begin building a presentation to fit your needs and your applications. I will offer text for you to type, of course, but you'll get a lot more out of this course if you use your own imagination and wording. We will use logos, pictures, videos, music, and all types of multimedia for your presentation; you should know where these items are located prior to our inserting, customizing, and displaying them in our slide show. *So, go ahead and start collecting your logos, pictures, etc. for our time together, now.*

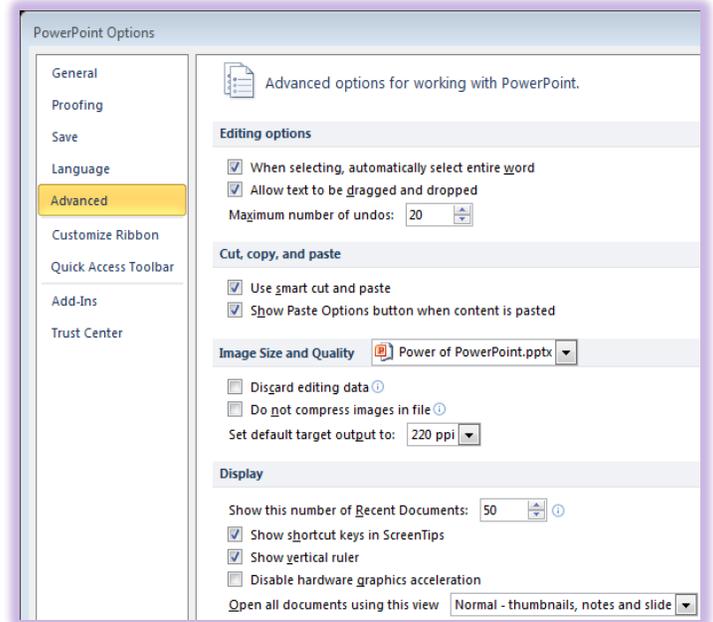
Also, don't worry that your presentation is plain and boring looking. We will change that later in our third slide. We will use some of PowerPoint's design templates and we will design our own design templates later in the course. We will also create our own logos, color schemes, and other nifty PowerPoint formatting and design features, but first we need slides and information in which to work so let's start building the presentation and our fantastic slide show!



Important Options and Notes

You should activate your PowerPoint Options Pane and review these items, especially the Advanced item that may want to change your number of Undos from 20 to 150 (the maximum) and have a default view for opening your presentation.

✦ **A Hot Tip! You may change your Normal view panes in the PowerPoint Options located in your Microsoft Office Button menu. Clicking the PowerPoint Options button activates the Options menu. As displayed at right and in the Options menu, the Advanced section of your PowerPoint options contains a section entitled Display. In the Display section, you will notice "Open all documents in this view:" Mine is set with Normal: Thumbnails, notes, and slide. You should set this according to the panes you like in your Normal View.**



Also, notice this is where you may increase your Undos from 20 to 150. I need this very badly and wish we could increase the undos in PowerPoint to 1050! ✦

✦ **Using Slide Sorter View or your Thumbnails pane you may copy a slide to a new location, too by pressing your CTRL key and drag the slide another location. Or you may press your CTRL + D Keys to duplicate the slide - this accomplishes Copy and Paste in one easy to use step! ✦**



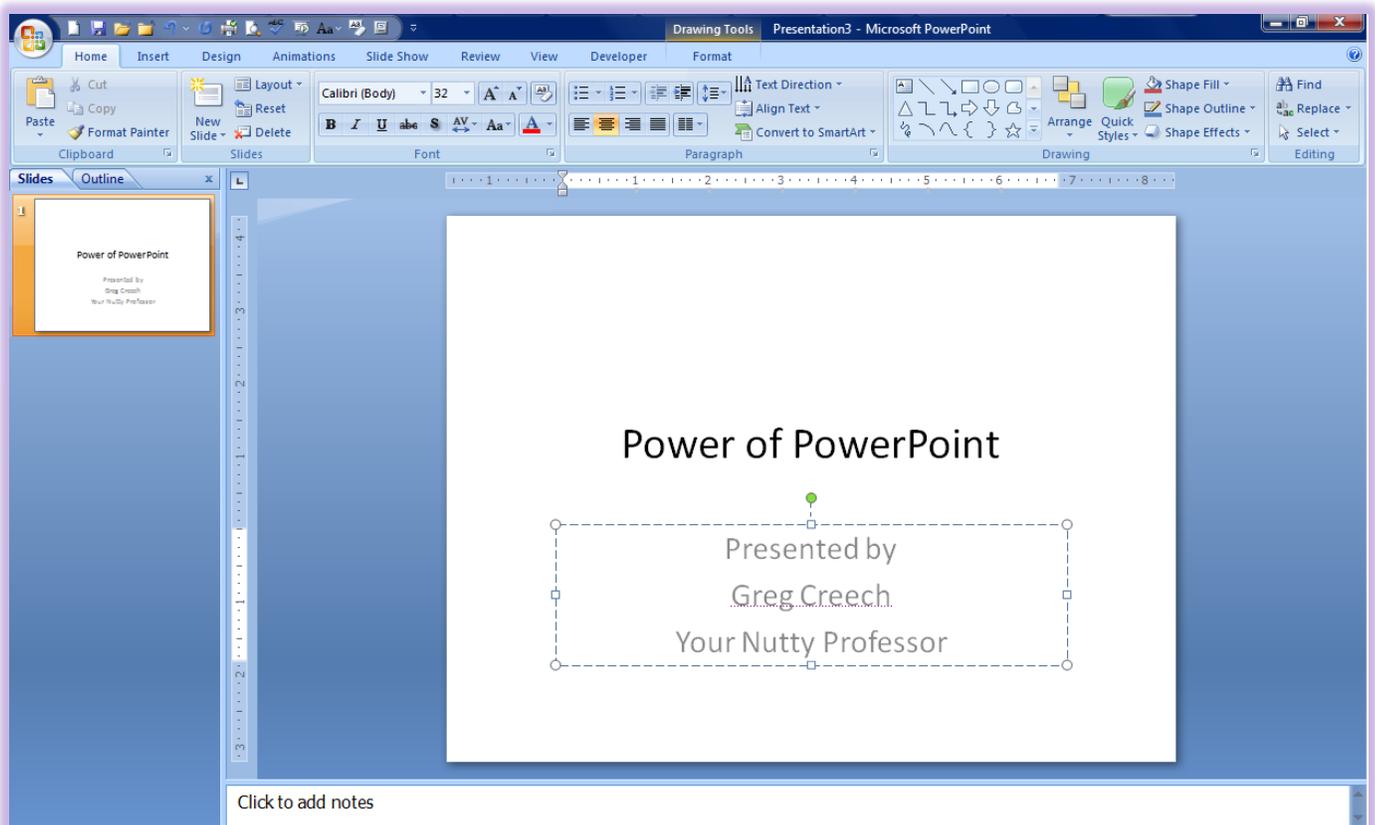
Title Slide – Slide 1

What A Great Opening!

Step 1: How to create a new presentation and Title Slide.

At the **Start-up** of **PowerPoint**, you are at the **Title Page** of a **New Presentation**, if you are already in **PowerPoint**,

- 1. On the Microsoft's Office 2007 button's Menu click New or Double Click Blank document to start a new presentation. In Office 2010 and 2013, you use the File tab to create a new presentation. You may press the**



CTRL + N key to start a new presentation, too.

At the Title Page of a New Presentation –

- 2. Type the title The Power of PowerPoint or type your own title. Click to the Next Title area of the screen. DO NOT PRESS ENTER.**



Ⓢ *An Important Gotcha! A common and frustrating mistake (and habit) for all of us using PowerPoint is pressing the Enter Key. The Enter Key produces more space in your Text box and does not move you to other areas of your slide. Ⓢ*

I click from area to area.

3. Then Click in the secondary title area and type: Your own sub title or type Your Name on one line, press enter, type your Title on the second line and press enter. Type your slogan or a phrase on the third line, as displayed on the previous page.

Step 2: How 'bout That – Time to Format!

Let's use the Formatting buttons on the Home Tab. After entering information in the title areas.

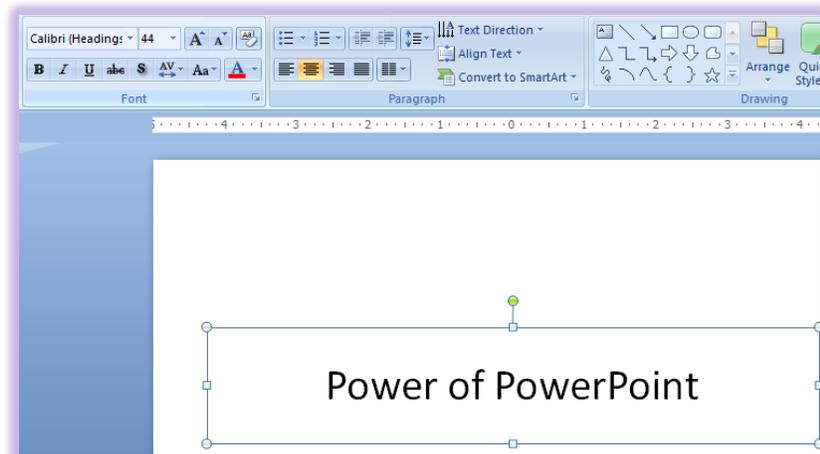
🔥 **Hot Tip! While we are learning formatting here, you should avoid this type of custom formatting until you have determined your final design for the presentation. Which we will accomplish later. The formatting that you accomplish here overrides the design that you choose later. When we want to create our own design and template, we will use the formatting items in our Slide Master view.** 🔥

Click the Main Title Area or Box to receive a solid line around your text as displayed below.

🎵 Important Notes About your Text Boxes 🎵 :

🎵 Small circles surround the area for you to click on to drag in or out to resize the title. Dragging in will make your text box smaller and dragging out will make your text box larger. I like using the corner circles to change the height and the width of the Text box at the same time.

🎵 You may click the border of the text box to select the entire text boxes – a





solid line will surround your box. This solid line indicates that your entire Text box is selected and any changes you make affect everything in the text box. This is a convenient tip to know in working with the many objects in PowerPoint.

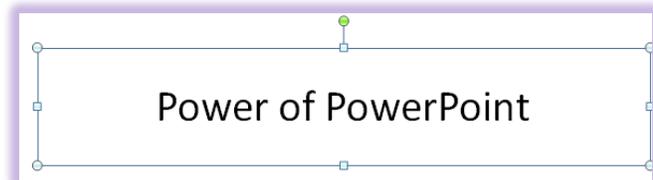
♪ A four headed arrow will alert you that you have the text box selected; the four headed arrow allows you to move your text box.

With the four headed arrow you may click and drag the entire text box to another area. Click on the border of your object usually produces the four headed arrow.

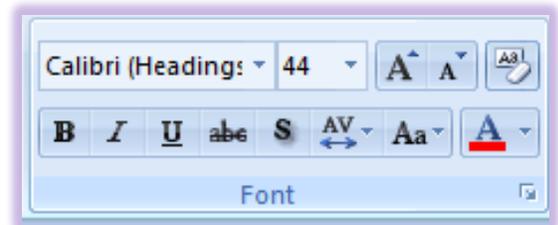
♪ If a solid line surrounds your text box you can apply formatting to all of the text at once. If a dashed line surrounds your text box, you will need to select the text you wish to format.

♪ The green circle is free rotate. Clicking and dragging this around allows you to change the position of your text box, Clip Art, picture, and other objects.

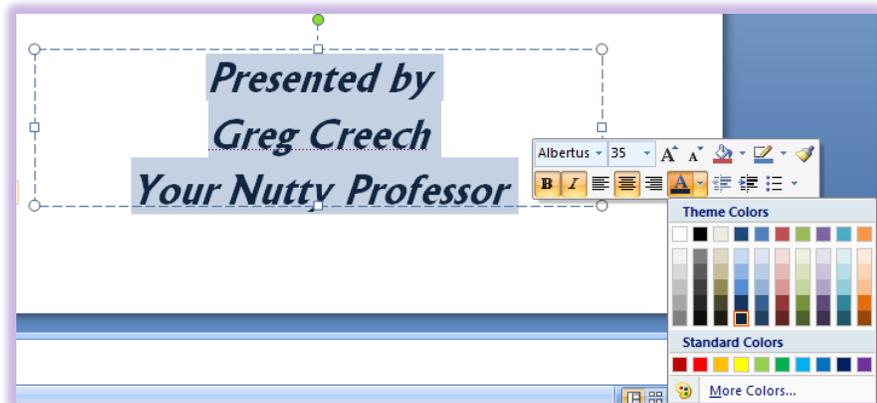
1. With a solid line surrounding your text box Title and using your Home Tab's Command buttons in the Font Group, Click the Bold, the Italic, and Shadow



Buttons as pictured here. (ScreenTips will appear as you move your cursor over the buttons to inform you of the purpose or name of the button). Make other changes as you like.



2. Next click in the sub-title text box, notice that PowerPoint changes the border of your text box to a dotted or dashed line. You will need to select the text you wish formatted. Select all of your text and format the text using the Mini Toolbar. The Mini Toolbar should appear after you select your text and move your cursor upward. If the Mini Toolbar doesn't appear, right click on your text and the Mini Toolbar will appear with your shortcut menu. Using the Mini





Toolbar change your font, font size, and color.

3. Move your cursor to the border of the Text Box and use the four headed arrow and click and drag your title box(es) to a new area of your slide. Click the Undo button if you need to put your text box back.

Yeah! The First screen known as the Title Slide is complete. We will animate and enhance this slide later.

Click the save icon or press the CTRL + S keys and save your file as PowerPoint 1.

Now, onto Slide Two!

Slide Two: A Bullet List

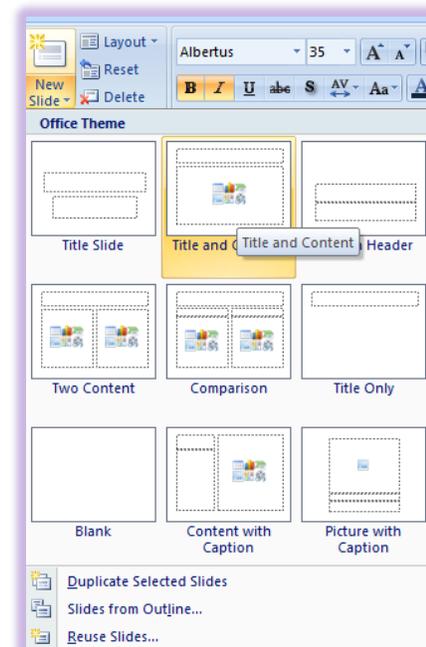
Dodging the Bullet with Animation

New Slide and Layouts

Time for a new slide. Slide Two will be a bullet list in a text box. To create a new slide, we will click the **New Slide command button** and from the menu select the type of slide we wish – we will use **Title and Content** for this slide and subsequent slides for our presentation.

Here's how to create a bullet – text slide:

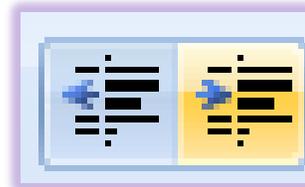
1. On the Home Tab, Click the New Slide button and from the menu click the Title and Content slide from the gallery.
2. Click on the Title area and type your own Heading or type "Bullet and List Guidelines".
3. Click in the Bullet area and type a line of information. I have typed: Primary Bullet Level (1st Level).
4. Press Enter.
5. Another Bullet appears, Press Tab key, A Secondary Bullet appears. Type another line of information. I have typed: Secondary Bullet Level (2nd Level).
6. Press Enter
7. Another Secondary Bullet appears, Press Shift AND Tab keys simultaneously, A Primary Bullet Appears.
8. Press tab twice to produce a Third level bullet.





9. Press Shift tab to go up a bullet level to level two and type your own information or type Another Secondary Bullet Level.

➤ **Tabbing with your bullets demotes your bullet and Shift Tabbing promotes your bullet level. You can also use the Increase and Decrease Indent Icons (pictured at right) on the Home Tab's Paragraph Group to make various bullet or list levels.** ➤



1. After entering your first three bullets, press enter.
2. Press the Decrease Indent Icon twice OR press the Shift key and keep it press and press the tab key twice to return to a Primary (First Level) Bullet.
3. Continue to add Primary (First Level) Bullet items and press enter at the end of each bullet to create a new bullet. Here are my bullet items for this slide:

- ✓ No more than six lines per slide
- ✓ No more than six words per line
- ✓ Minimum font size - 28
- ✓ Use disclosure on your text/bullets slides

Bullet and List Guidelines

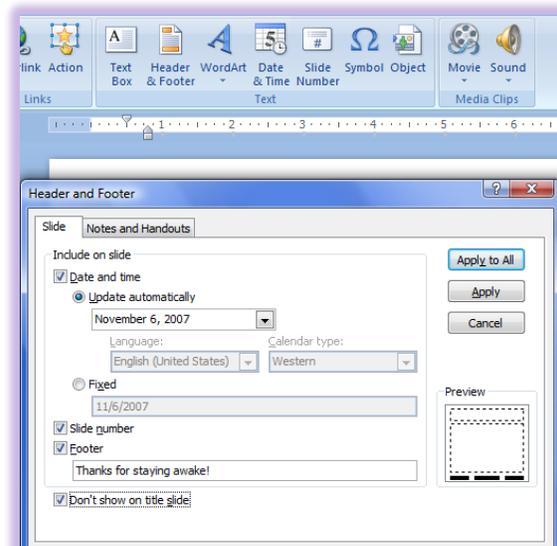
- Primary Bullet Level (1st Level)
 - Secondary Bullet Level (2nd Level)
 - Another Secondary Bullet Level
- No more than six lines per slide
- No more than six words per line
- No more than three fonts
- Minimum font size – 28
- Use disclosure on your text/bullets slides

Headers and Footers

Let's add **Footer** information at the bottom of the page. The **Footer** can contain information such as date, time, page number, author, etc. Here are the steps to add a **Header and Footer** with the screen pictured at right.

Click the Insert Tab and then click the Header & Footer button – the Header and Footer dialogue box opens as displayed at right.

Examine the Dialogue Box and note that you can add a **Header and Footer to Slides (First Tab)** or **Notes and Handouts (Second Tab)** For an example of the Notes and Handouts

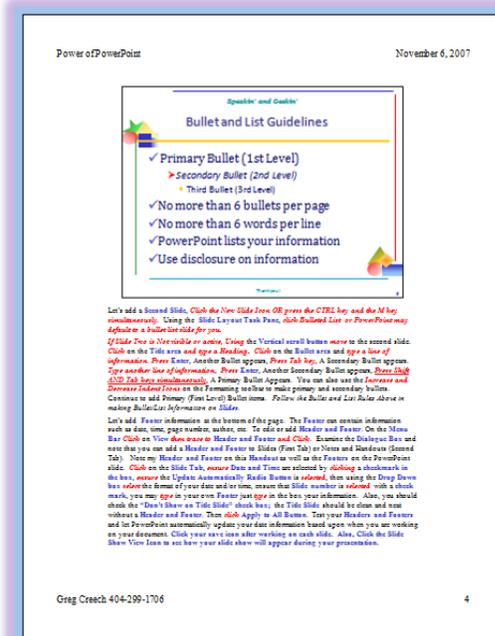
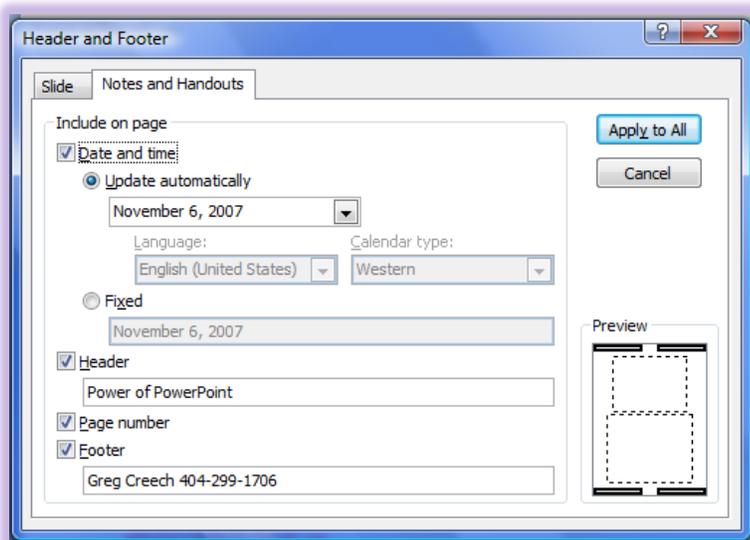




Header and Footer look at the Handout from PowerPoint that accompanies this manual.

1. Click on the Slide Tab, ensure Date and Time are selected by clicking a checkmark in the box.
2. Ensure the Update Automatically Radio Button is selected so when you show this presentation the current date and time on the computer will display here, then using the Drop Down box select the format of your date and/or time or enter other text or date that won't change
3. Ensure that Slide number is selected with a check mark.
➤ A Hot Tip! Having a slide number on your slides is great unless you hide a slide then the slide numbers will skip – we will learn how to hide slides later – Keep in mind that when you hide a slide the slide number displays and doesn't renumber your slides. ➤
4. You may type in your own Footer just type in the box your information.
5. Also, you should check the "Don't Show on Title Slide" check box; the Title Slide should be clean and neat without a Header and Footer.
6. Then click Apply to All Button.

You should use the Headers & Footers Notes and Handouts Tab too as displayed below. A picture of my presentation as a handout in Notes Pages view appears here with the header and footer.





Test your Headers and Footers and let PowerPoint automatically update your date information based upon when you are working on your document.

- 1. Navigate to your Title Slide and notice that Header and Footer is not there.**
- 2. Click your save icon or Press the CTRL + S keys after working on each slide.**
- 3. Also, Click the Slide Show View button on your Status Bar to see how your slide show will appear during your presentation.**
- 4. OK – Not very impressive yet, but we are about to start changing that. Let's use animation to bring the title in automatically and then to bring in each bullet separately.**



♪ Write your notes here: _____



Don't Hesitate, Let's Animate

Animation is an important and fun feature to learn in **PowerPoint**. We will spend a lot of time on **Animation** and using the various features in **PowerPoint's Animation**. While you can certainly go overboard and drive your audience crazy with all of the dizzying and eye catching animations, I encourage you to use a lot of the animation features and to go "overboard" as you learn. In your "real" presentations, your animations should be appropriate and add to your presentation's movement and practicality. Don't let **PowerPoint's animations** upstage you, your message, or the content of your presentation. You should be consistent in the animations of your titles and other objects that repeat in **PowerPoint** and you should use animations to facilitate the ease of presenting with PowerPoint and not let PowerPoint overpower you and your message.

Animation is very important to bullet list and text in **PowerPoint**. You want to bring in each bullet item separately. This is termed progressive disclosure in the training industry. Using progressive disclosure allows to speak on each item and to have the audience focus on that one item as you speak. If you don't animate your bullet list, the audience will be overwhelmed with the amount of information. For the past several years Corporate Americans have been taught to concentrate on the "bottom line" and that is exactly what most of us will do in a presentation that does not use animation. Subconsciously we will pay attention to the last item on the bullet list. Our focus is distracted and your spoken message will not have the impact and the attention that each bullet deserves because of the number of bullets. Animation corrects this and provides a practical, efficient, and entertaining way to keep and enhance your message and the audience's attention and focus.

Custom Animation in PowerPoint 2007 is necessary in not only animating your items and objects in **PowerPoint** and accentuating your message but also in creating and editing multimedia's components of **PowerPoint** such as music, sounds, and videos, which we will learn later. Learning **Custom Animation** early in our education of PowerPoint is important in keeping you awake and interested in PowerPoint, and **Custom Animation** will help us as we continue learning other types of slides and multimedia.

Animation is movement **within** a slide; **transition** is movement **between** slides. We will use both to add pizzazz to our PowerPoint.

PowerPoint 2010 and 2013 has the **Animation Tab** and the **Transition Tab**, PowerPoint 2007 has the Animation Tab. The Animation Tab was too much on one tab in PowerPoint 2007 so now we have two tabs in PowerPoint 2010 and 2013 with which to work. Also, the **Custom Animation pane** in previous versions of PowerPoint is now called the **Animation Pane**.

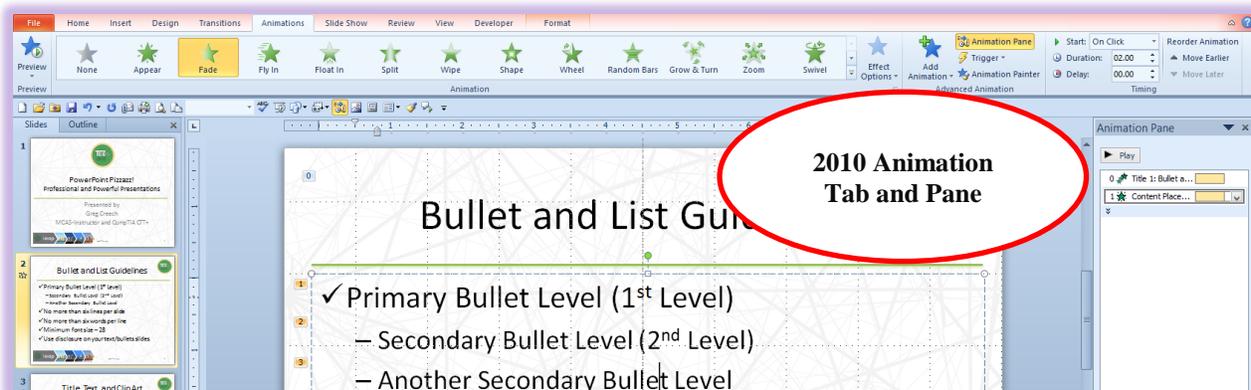
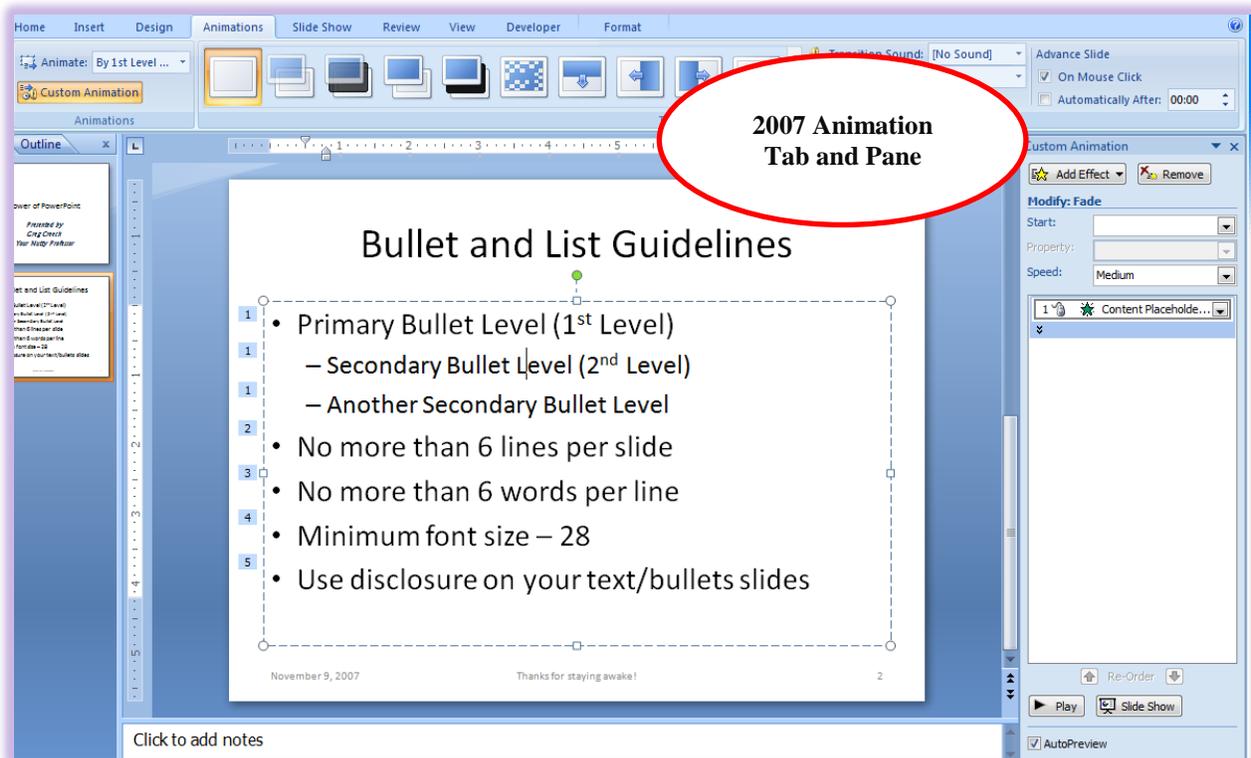
So, Don't Hesitate, Let's Animate!



Custom Animation and the Animation Pane

Animating Bullets and the Task Pane

You will need to use the **Animation Pane** to customize your animation further than what we may accomplish using the Ribbon and the **Animatin Tab**. The **Animation Tab** and **Animation Pane** for PowerPoint **2007** and the **Animation Tab** and **Animation Pane** for PowerPoint **2010 and 2013** appears below, too. Choosing and adding Animations is easier in 2010/2013 because



many of the useful and popular animation display as a button on your Animations tab and the



Effect Options and Add Animations buttons make modify and editing your animation simpler. Also, in PowerPoint 2010/2013 you may use your new feature the Animation Painter to copy your animations throughout your presentation. We will learn these items later.

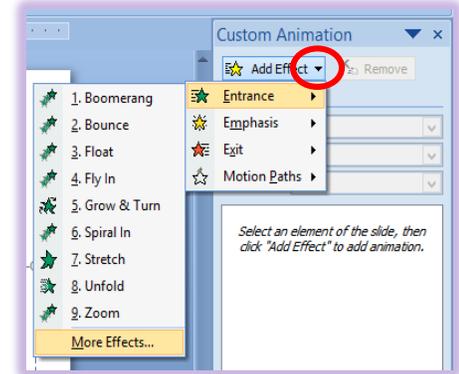
Let's add animation to our bullet slide so each enters separately. We will use PowerPoint 2007 first and then use PowerPoint 2010/2013. No matter the version you should activate your Animation Pane.

1. Click in the Bullet area and from the PowerPoint 2007 Animations tab click the Custom Animation button.
2. The Custom Animation Task Pane opens at the right of your screen.



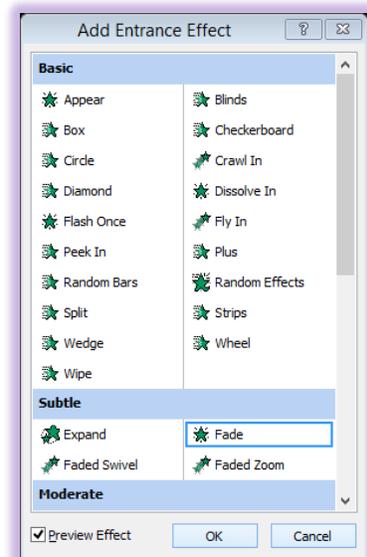
➤ **Hot Tip! PowerPoint places numbers next to your animated items. The numbers are for manual animation and is the number of clicks or other way of bringing in your animated objects. For Example, the first click will bring in the the Primary and Second bullet. ➤**

3. In the Custom Animation Task Pane click the Add Effect button's arrow and from the list choose Entrance. From the Entrance menu, choose More Effects...
4. Next, notice all of the neat animations you may



use. As you click or select an animation in the background, the animation demonstrates the animation on your text if you have the Preview Effect item checked at the bottom of the dialogue box as I have here.

5. Explore the different entrance you may give. I am choosing the Subtle entrance effect of Fade
6. After choosing your animation, click OK.



➤ **Hot Tip! While there are many appropriate animations in PowerPoint you should avoid any animation that spins or rotates as you and your audience will get sea sick. These animations include Pinwheel, Spinner, and others that you will discover as you work with PowerPoint's fantastic animation and movement options. ➤**



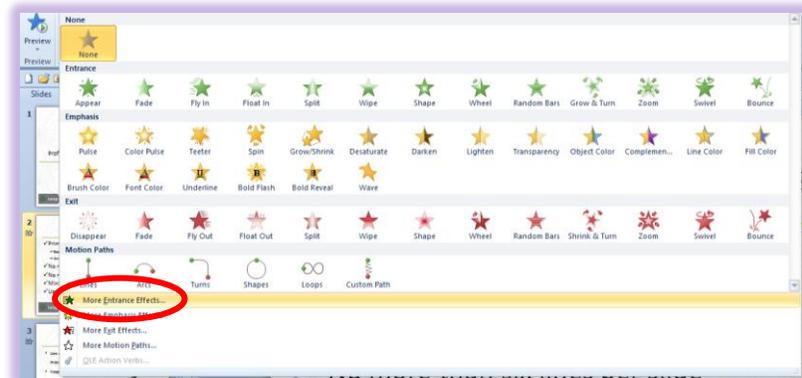
PowerPoint 2010/2013 uses the **Animation Tab** to accomplish tasks that were previously in the **Custom Animation pane**, which the **Custom Animation Pane** becomes the **Animation Pane** in **2010/2013 PowerPoint**.

- Using PowerPoint 2010/2013, click in your Bullet list on your slide and**



from the Animation tab click the More button circled above. While I could have chosen an animation effect in the Animation group, I want you to see all of the Entrance effects that are available.

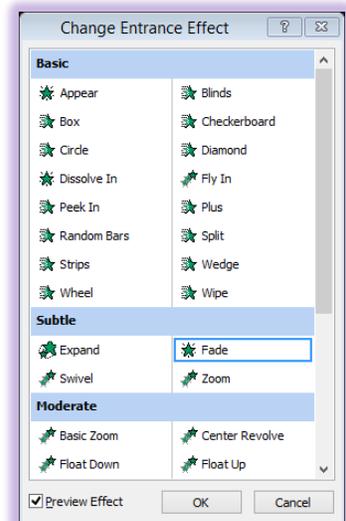
- The More pane and gallery of animation effects for Entrances, Emphasis, and Exits appears for you to select the animation. Click the More Entrance Effects item.**



While you may bring in items including photos, charts, text, and

other objects, you may add emphasis and exits, too. I will concentrate on bringing in my information and objects and having them stay on the screen.

- The Entrance Effects selection pane appears for you and as you click or select an effect, PowerPoint demonstrates the animation in the background on your text. You should have the Preview Effect box checked at the bottom of the screen to sample the effects on your text. I am choosing Fade, so choose your effect and click OK.**



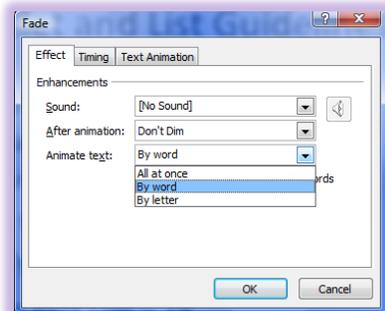
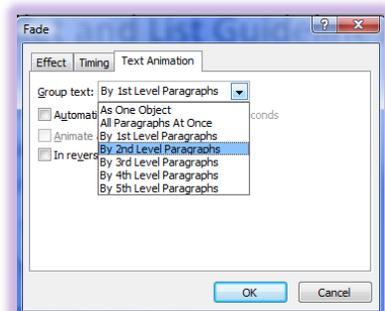
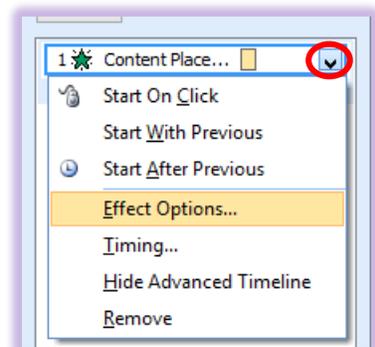


Now, back in your slide, PowerPoint numbers the bullets and items for you.

1. Put your slide in Slide Show view and press enter or click to advance the bullets.
2. Notice that PowerPoint displays your Primary and Secondary bullets. We want to bring the bullets in separately.
3. Let's press the ESC key to return to our Normal view.

Now, we need to spend time with important effect options and timing.

1. Using PowerPoint 2007 click your Custom Animation button or in PowerPoint 2010/2013 click your Animation Pane button. In your Animation Pane notice these options as we will use them extensively throughout our course.
2. Click the arrow next to your Content Placeholder animation as displayed above and from the menu scroll to the Effect Options. . . item and click.
3. At the Next Dialogue box, Click the Text Animation tab.
4. By default, in the Group Text box By 1st level paragraphs displays. Using the Drop Down arrow for this list, scroll and Click By 2nd level paragraphs. Since we are using two bullet levels and want each bullet level to enter independent of the other we need to choose this option.
5. Next Click the Effect Tab.
6. In After animation: Change the color to a light gray.
7. In the Animate Text: Change this to By Word from the pick list.
8. We won't add a sound at this time.
9. Click OK.

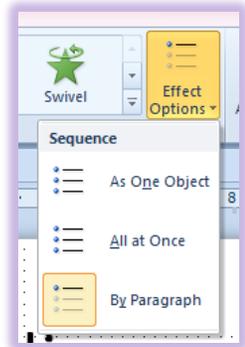


Why did we change these settings? We want to emphasize each bullet and to ensure that focus remains on that item and changing the After animation color will accomplish this. We changed the Direction and Animated text By word to illustrate the ability to manipulate the animation schemes which we will accomplish many times in this course.



1. PowerPoint should display a preview of your animation, if not Click the Preview Button to view your slide's animation.
2. Click the Slide Show button and press enter for each bullet to appear. Notice the 1st and 2nd level bullets are now entering separately and that the text will gray out as you bring in a new item.
3. After the final bullet item, press the ESC key to return to your Normal view of the presentation.

Thankfully, the Effect Options, Timing, and Animation tabs in the Effect Options dialogue box does not change much in 2007, 2010, and 2013 versions of PowerPoint. In 2010/2013 PowerPoint you may change your effect options using the Effect Options button on your Animation tab to control the animation. Notice at right my selection is By Paragraph for the effect; however, PowerPoint still only uses the default of 1st level paragraphs so I must use my effect options



dialogue box and the Text Animation tab to change my bullet animation to 2nd or 3rd level paragraphs. Also, to dim or change my text color as I move from one bullet to another requires that I use the Effect Options dialogue box and not the Animation Tab in the Ribbon.



In 2010/2013 PowerPoint you may use the Add Animations button to insert animation onto your text and objects, too. However, you will still need to use the Effect Options dialogue box to tailor your animation to fit your needs.

Write your notes here: _____



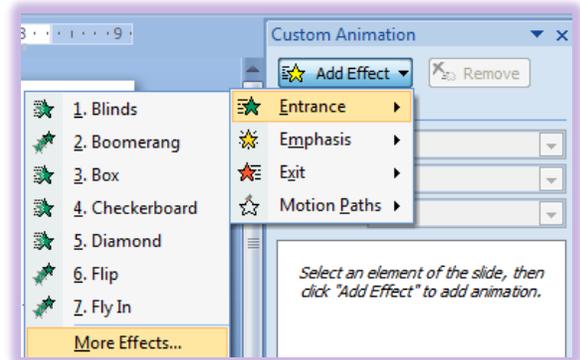
Animation – Special Effects

Animating a Title Slide – Show Time Folks!

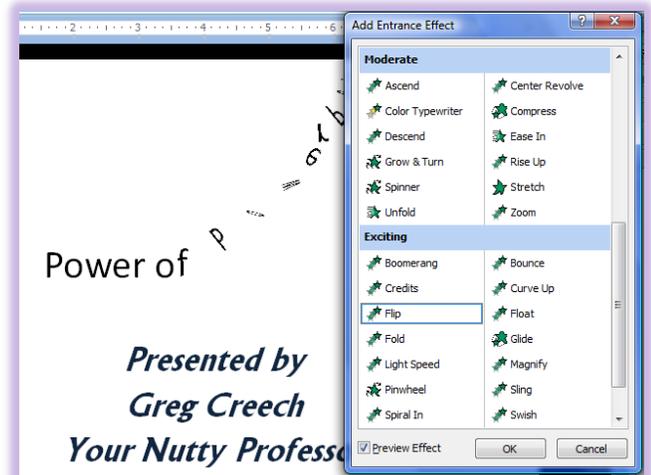
As a presenter, I like to concentrate on the audience and not on PowerPoint to begin the presentation. You only have a few seconds to establish a relationship with the audience and you want to focus the them and not starting your presentation and wasting time clicking and looking at the computer or screen. I like to have my Title Slide completely automated, so when I begin the presentation I can concentrate on the people and not on PowerPoint. I let PowerPoint do all of the work as I welcome the people and let them know up front of the advantages and benefits of the presentation.

Here is the method of Animation in 2007 PowerPoint.

- 1. Click your Main Title Text Box on your first slide. On your text box a solid line border and small circles surround the text box signifying it is selected. You can resize your object by getting the double arrow when your cursor is position in a circle and click and drag to make the text box bigger or smaller. The green circle is the rotation circle. You may rotate the object by clicking and dragging the green dot.**

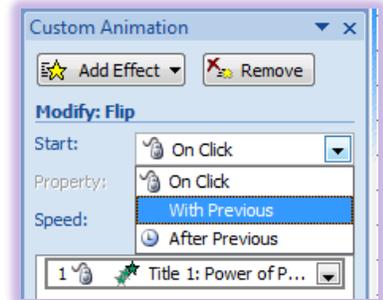


- 2. From our Animations Tab, Activate your Custom Animation Task Pane.**
- 3. With your text box selected, Click the Add effect button. From the Cascading menu trace to Entrance and in the next Cascading menu trace to More Effects and click.**
- 4. Click the Effect you wish to use. If you checked the Preview box at the bottom of the Task Pane, the effect will play for you.**
- 5. I have chosen Flip in the Exciting section of the Entrance Effect and PowerPoint is displaying the animated text at right.**
- 6. After deciding upon your effect, click OK.**



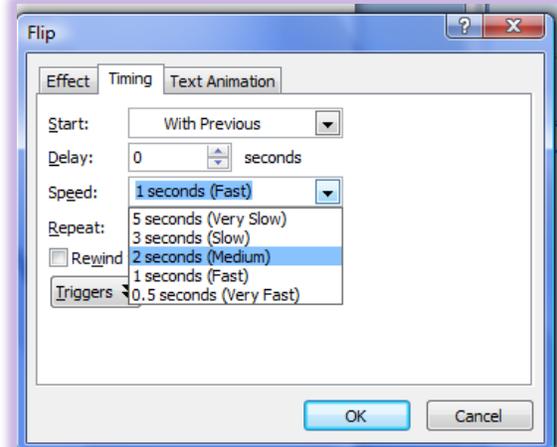
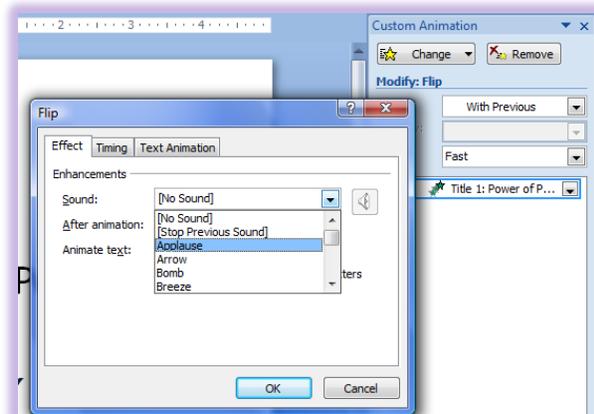
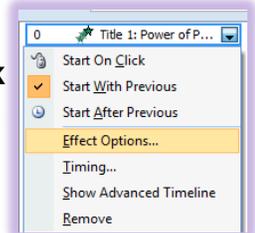


7. Back at the Custom Animation pane, click in the Start box and from the menu Click the Start With Previous – this will animate our text automatically when the slide show begins. We will use the Start After Previous in the next section as we animate the Sub-Title.



More Effects and Options -

1. Next, Click on your drop down arrow for the Title again, and click the Effect Options . . . button. The dialogue box pictured at right appears. Using the drop down arrow for the Sound choose a humorous sound for your title, I have chosen Applause. Unlike the Bullet list we created and animated earlier, I do not want the Title to dim so leave this on Don't Dim.
2. Next Click the Timing Tab of this dialogue box; the Timing tab is pictured below at right. Our previously selected With Previous item appears in the first Start box. I don't want a delay with this; however, I have changed speed to 2 seconds (Medium) and I do not want this to repeat – I have left this to (none).
3. Click OK
4. At bottom of the Custom Animation Task Pane, Click the Play button and watch the magic of your animation at work. This is neat, entertaining, and will help keep your audience awake as they begin to watch your presentation.
5. After your animation plays, Click the Slide Show icon and notice that your animation begins automatically without a click of a button or pressing enter. Your sound should play, too.

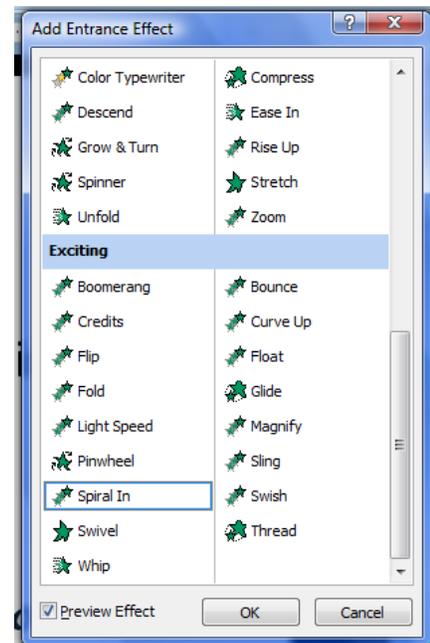
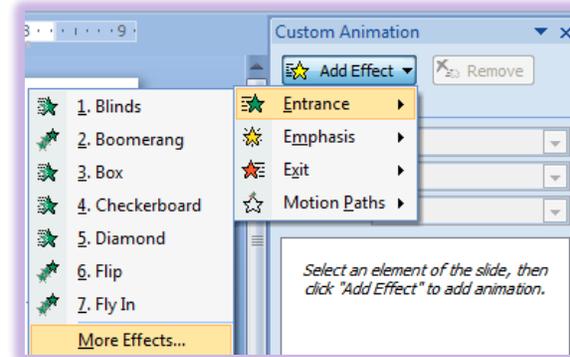




- After the animation is completed, press the ESC key on your keyboard to return to the normal view to animate your sub-title.

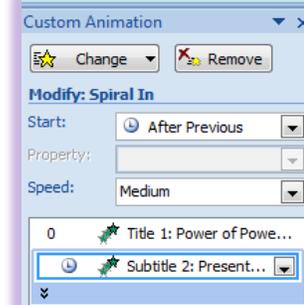
Even More Effects and Options -

- On your Title Slide, Click in your Sub-Title text box and ensure the text box selects. As we accomplished previously, we will add animation to this text box and have it play automatically for us.
- With your Custom Animation Task Pane active and your Sub-Title Text box selected, Click the Add Effect Icon. In the cascading menu trace to Entrance and in this Cascading menu click the More Effects item.
- I have scrolled down to the Exciting area and clicked Spiral In. With the Preview Effect box checked at the bottom of the dialogue box the Effect will play for you when you click it. You may need to move the Add Entrance Effect dialogue box in order to view your animation to do this – click on the title bar of this box and drag it away from the area of your animated slide.
- Click a few of the effects and finally choose one you like and Click OK.
- Click the Play icon to view your animation.
- Our newly added animation to the sub-title text will work on Mouse Click or pressing enter, let's change



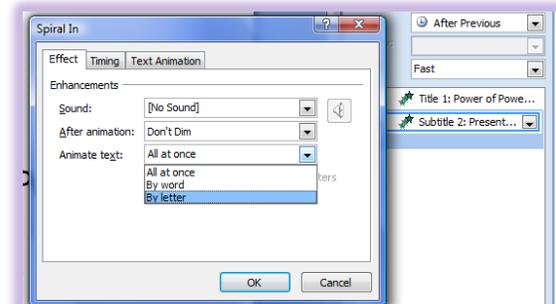
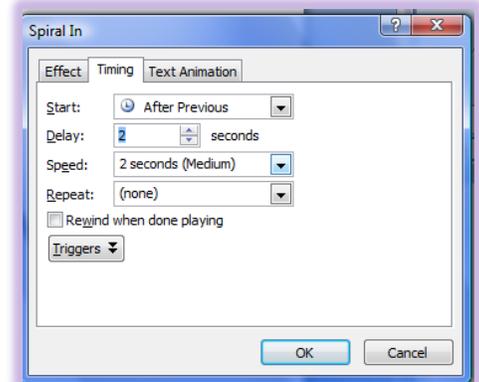
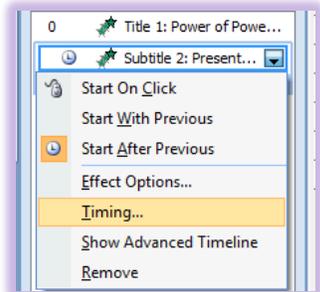
this so that the text will animate automatically after our Title Text.

- Click the drop down arrow next to your animation and click the Start After Previous item as pictured at right.
- Change your Speed to Medium.





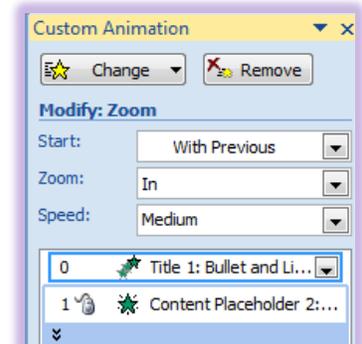
1. Now, Click on the Drop Down arrow for your Subtitle 2 Animation.
2. From the menu, click the Timing. . . option.
3. From the Timing Tab, I have entered a Delay of 2 seconds after the Title Text completes its animation and between each line.
4. Next click the Effect Tab and change the Animate Text by Word.
5. Click OK.
6. Click the Play Icon
7. Watch your Animation and if all is well Click the Slide Show icon and watch your Title Slide play itself automatically.
8. After your title slide completes its animation and is in view. Click or press enter to view your second, bullet list slide.
9. Preview your bullet list.
10. After this completes, press the ESC key to return to your presentation to add our third slide.



I like to have my title slide completely automated and for it to play as the audience prepares for the presentation. I'll show you later how you can set up this slide to repeat endlessly. I like to set-up my laptop with the projection system at least 15 minutes before the presentation begins and have the title slide repeat welcoming people to the presentation.

For Practice and using the above pages as a guide, Animate your Title on your second slide to come in automatically (With Previous) using the animation entrance of your choice. My Zoom Entrance for my second slide's title and its properties are displayed at right. I used my Re Order arrows at the bottom of the screen to change the order my Content being first to the Title 1 being first in my list.

Press the F5 key on your keyboard to preview your Slide Show from the beginning. Save your file.

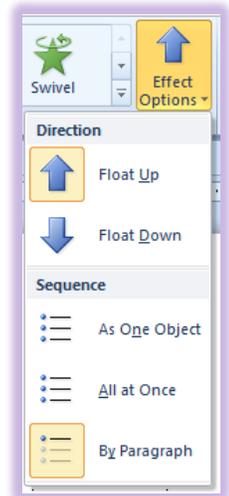




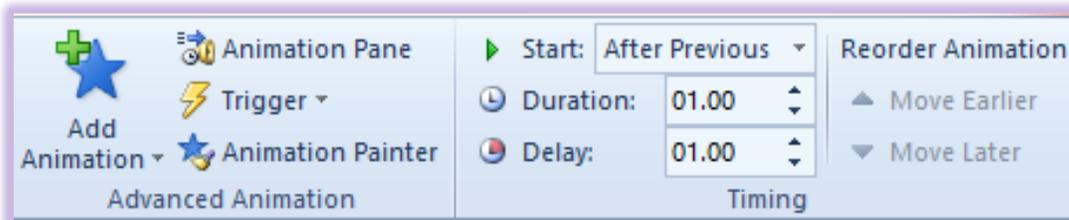
PowerPoint 2010/2013 Animation Tab

Since PowerPoint 2010/2013 separates the *Animation* and *Transition Tabs*, animating is easier using the command buttons on the Animation tab than using previous versions and the *Effect Options dialogue box*.

After selecting your Entrance effect on the *Animation tab*, you will use the *Effect Options button and menu* frequently. The Effect Options menu changes based on the type of Animation that you select; different animations have different options and different object have difference options, too. For example, when you Animate text you may do so *As One Object*, *All at Once*, or *By Paragraph* as displayed at right. When you animate a chart, SmartArt, or other graphical item you receive other types of effect options.

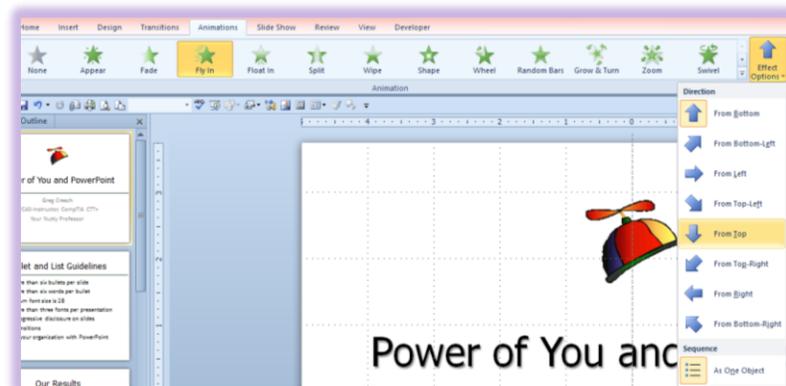


The *Advanced Animation and Timing Group* in the *Animation Tab* replaces some of the items that required the *Custom Animation Pane*. As I wrote earlier, the *Animation Pane* in the *Advanced Animation group* replaces the *Custom Animation pane* in previous versions of PowerPoint. The *Animation Painter* is a new, terrific feature in 2010/2013 PowerPoint that allows you to copy your animation from one object and use the same animation and settings to other objects; this is a big time saver and works similar to the good, old *Format Painter*. Items such as starting your animation on *click*, *With and After Previous*, *Duration*, and *Delays* are on your Ribbon and these groups and not the *Animation Pane*. You may rearrange your animation using the *Timing group*, too. These groups appear below and we will use these items as we further animate our presentation's objects.



Here is the method of Animation in 2010/2013 PowerPoint for animating a Title Slide so it complete automates for you.

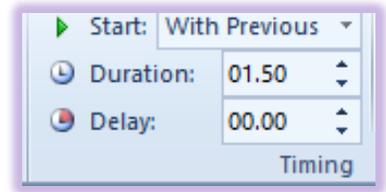
1. Click your Main Title Text Box on your first slide. On your text box a solid line border and small circles surround the text box signifying it is selected.
2. Using the Animation tab choose an effect, I'm using Fly





In. Next using the Effect Options button and cascading menu, I have changed the direction from Bottom to Top.

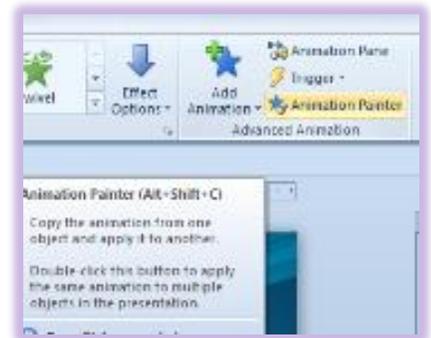
- Using the Timing group, I am starting my title's animation With Previous so the title animates when I begin the presentation. I am slowing the animation using the Duration box and I do not want to delay the animation from the time my PowerPoint presentation begins.



- After making these changes, click your Slide Show button to view the totally animated title. After viewing your title's animation, press the ESC key to return to your Normal.

Animation Painter

New to PowerPoint 2010/2013 is the Animation Painter. Similar to the *Format Painter* in the Office Suite, *PowerPoint 2010/2013* has the *Animation Painter* which allows you to select an *Animation* and apply the *Animation* to other items and objects. Click in your animated Title Box and Click the Animation Painter.

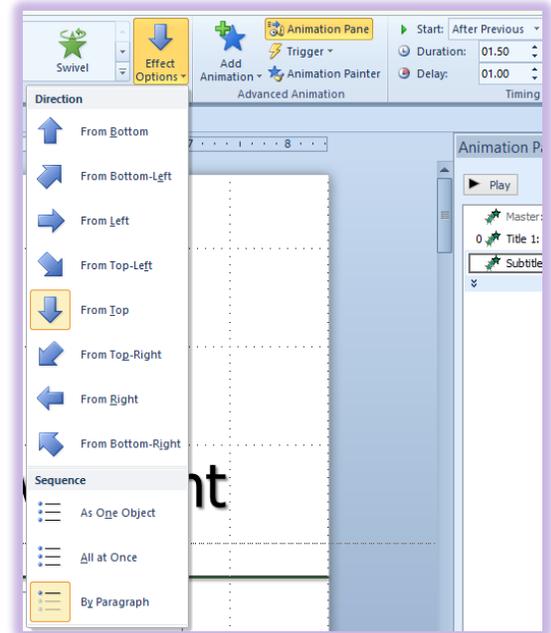


Hot Tip! When you click the Animation Painter once, PowerPoint copies your animation once to another object. When you double click the Animation Painter, the painter stays on and applies the animation on objects that you click. So copying animation from one object to multiple objects and slides is a great time saver. Press the ESC key to stop the Animation Painter or click the Animation Painter button again to deselect it. 🚀

- Next click you Sub-Title Text Box to apply the Fly In From Top Effect to your Sub-Title. After click the Sub-Title box, PowerPoint plays the animation for you.
- Next click your Slide Show view at the lower part of your screen and your animated slide plays for you. But, we want to change our Sub-Title to come in after our Title and provide a delay.
- Press the ESC key on your keyboard to return to edit your slide and the Sub-Title.

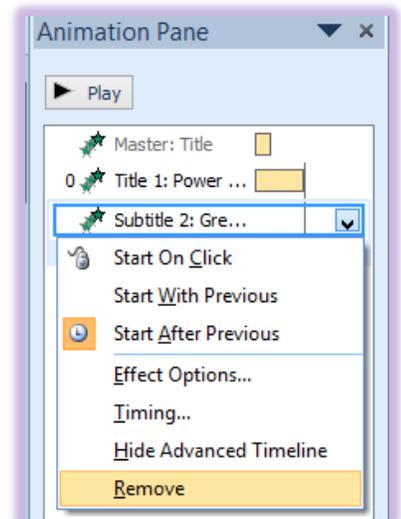


4. Using your Effect Options menu, you should change the Sequence to By Paragraph and in the Timing Group change the Start to After Previous and give a one second delay between your paragraphs.
5. Click your Slide Show button and preview your completely animated Title slide allowing you to focus on the audience and not on PowerPoint to begin your presentation.



Removing or Deleting Animation

As we have learned, Animation is easy to add, but how do you remove or delete an animation effect from an object? In PowerPoint 2007, the **Remove button** is obvious on your **Custom Animation Pane** but in PowerPoint 2010/2013 you will need to use the **Animation Pane** and the Drop Down shortcut menu displayed here for the Object you wish to remove the animation. As we learned earlier, thankfully, this shortcut menu and the effect options dialogue box are similar in the various versions of PowerPoint. This is how you may **Remove Animation** for your items.





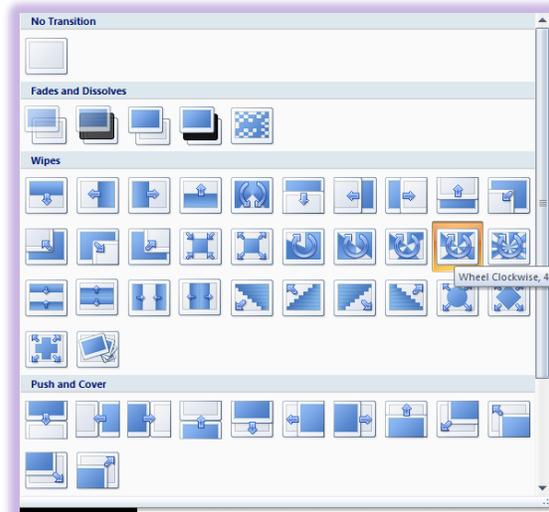
Slide Transition

Another type of animation that you will want to use in your slide show is *slide transition*. *Slide transition* is how each slide moves from one to another slide in the *Slide Show View*. *Animation* is movement within a slide, and *transition* is movement between slides. You may apply *Slide Transition* using your *Transition to this Slide Group*.



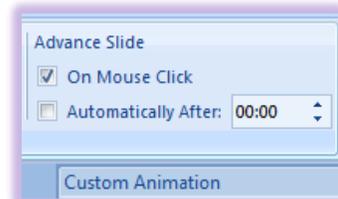
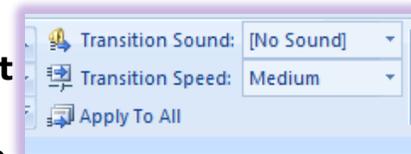
Here are the steps to add your transition in PowerPoint 2007.

1. Click the Animations Tab.
2. Select a Transition Effect from your gallery. If you click the More button – circled above - the extensive menu here appears. As you hover over an effect, PowerPoint previews it for you in the background. When you click the effect, PowerPoint adds the transition to this slide only. The very last item in the drop down list is Random Transition – be careful of Random Transition –it may surprise you with a type of effect you are not expecting in the middle of your presentation.
3. Modify your speed if you like.
4. Click Apply to All. This is easy to forget. 🎵



Apply to all will affect all of your slides and ensure transition throughout. Don't use sound, unless you want to be a comedian – especially for a long presentations – PowerPoint will annoy and distract your audience by the transition movements and sounds.

5. At the Advance slide section - Choose On mouse click, unless you want your slide to automatically progress through the presentation, usually reserved for stand-alone or kiosks presentations in which PowerPoint becomes a self-running show without a speaker or presenter.





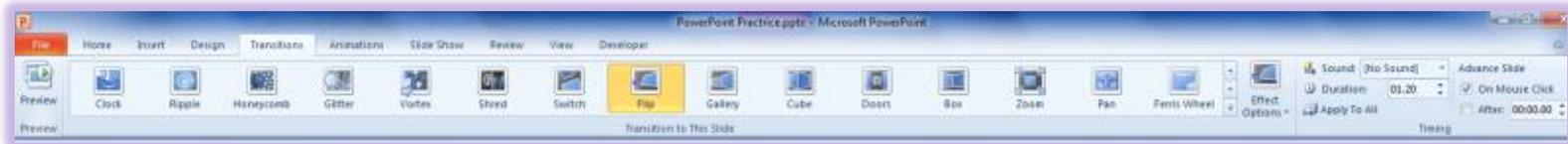
6. Place your presentation in Slide Show and preview your entire slide show and the transitions from one slide to another.

➤ **Hot Tip! Like Animation, do not go overboard with various transitions and be careful of the type of transition. While there are a few industries and people that may appreciate very exciting transitions and use a variety of transitions, the general business and professional worlds believe less is best with some of the overpowering transitions. I encourage you to be consistent using only one transition for your show and don't use some of the Exciting transitions, particularly in PowerPoint 2010/2013.** ➤

Transition Tab

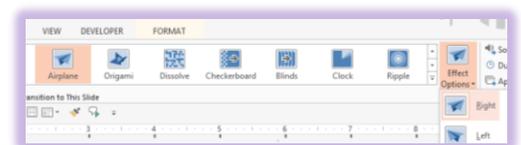
Let's add transition to our presentation.

1. Click the Transition Tab which is new for PowerPoint 2010/2013. In the Transition to This Slide section scroll through the Gallery and Preview the different types of transitions you may have. There are many new selections and Options for the Effects in 2010/2013.
2. Choose a transition and click the Apply to All button and perhaps



change your speed. For humor, you may give a transition sound; however, I would avoid having a sound transition on every slide.

3. Click your preview icon to see your transition or click the Slide Show View button to see your presentation in slide show and click to advance through your presentation. As with Animations, you may use the Effect Options menu to change direction and other items based on the effect you choose.
4. PowerPoint 2013 provides more Transitions and effects. I am using the new Airplane transition and changing the direction in the Effect Options.





Reusing Slides and Layout Changes

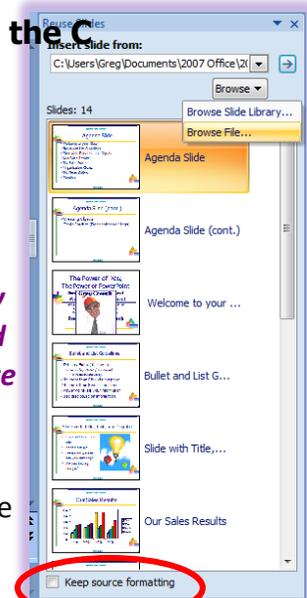
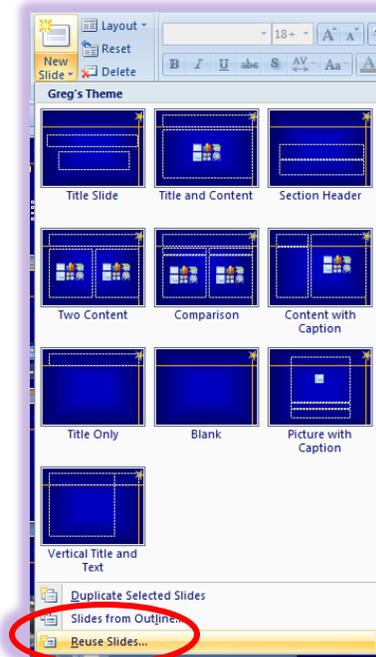
If you have an existing presentation that you wish to keep intact, yet want to use some of the slides or all of the slides in another presentation, **PowerPoint** provides a great and easy way to import or reuse your slides and view them before you bring them into your new presentation. I really like this feature – I have standard slides I use in all of my presentation and this allows me to retrieve the information without importing the formatting. I receive presentations from other sources and may want to use only 1 or 2 of their slides; this section explains how to accomplish this task. Also, if I have permission, I will use slides that other people have sent me using this feature.

1. **Create a new presentation or use an existing presentation.**
2. **On the Home Tab, Click the New Slide button and from the menu and at the bottom click the Reuse Slides item.**
3. **The Reuse Slides Task Pane opens,**
4. **Click Browse.**
5. **Using the browser, locate where you store your presentations and select a file or use a file from the materials provided with this book. – usually My Documents on the C Drive. Once we find our file**
6. **Click Open.**
7. **The Task Pane changes to views of your slides.**
8. **When you click a slide, PowerPoint inserts it into your presentation at the slide you were working on.**

Also, notice that you are able to keep the original formatting and background by checking the Keep source formatting. I want these slides to use the same fonts and color scheme as the other slides in this presentation so I do not click the Keep source formatting check box.

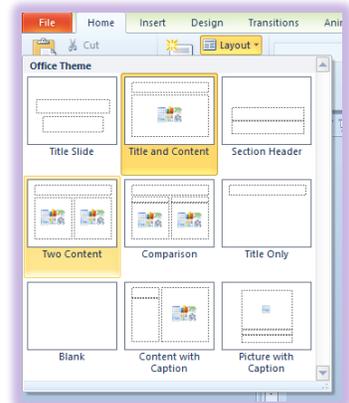
PowerPoint changes the color schemes and updates the Imported slides to our design template! The information or data does not change; however, the bullets, the colors, the fonts, and other formatting are reflecting in our new presentation.

Save your Presentation.





Also, if you have an existing slide and want to change the layout, you may use the Layout menu on your Home Tab. I am taking a Title and Content slide and changing the layout to Two Content.

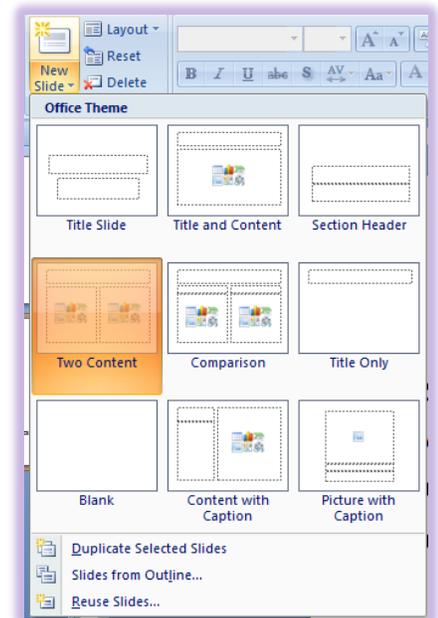


Slide Three: Title, Text, and Clip Art/Pictures

A Whole Lot Going on Here

Let's create our third slide with the familiar *Title* and *Text* items and add a photo through *Clip Art (or in 2013 Online Pictures)* to it.

First, have your Presentation 1 file open and at the second slide, click the New Slide button on the Home Tab and from the menu choose and click Two Content. PowerPoint creates a slide with a title and two content areas for you.

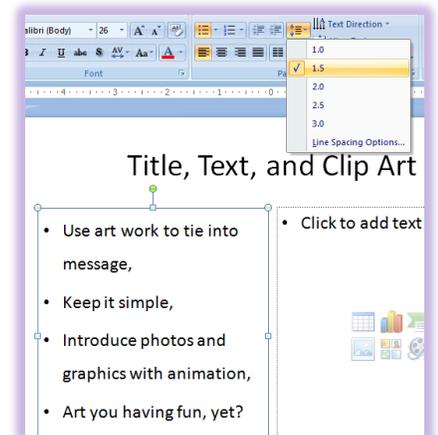


First The Title

As we have previously accomplished add your Title. I have entered Title, Text, and Clip Art (How original, huh?!) A picture of this is on the next page.

Second the Text

1. Click and add bullet items as we accomplished on our second slide, please review that slide if you need a refresher on entering a bullet list. My bullet list displays at right.
2. With this bullet list, I had too much white space at the end of my bullet list. You can space your paragraphs further apart or bring them closer together (if you need more bullets and less space between them) by clicking the Line Spacing





command button on the Home Tab and the Paragraph group.

3. Notice I have the solid line surrounding my text box or bullet list by clicking on the border, now when I make a change including the line spacing all of the paragraphs and text are effected.

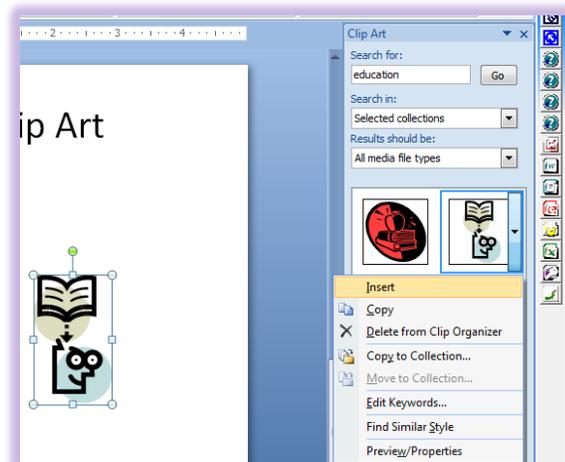
✎ **A Hot Tip: To change the line spacing of only one paragraph, simply click in that paragraph and make your changes. You can click and drag also select any or all paragraphs to format and use Line Spacing. The Line Spacing Options provides further customization for your line spacing and paragraph formatting. With the solid line border around your Text Box as I am doing the Line Spacing affects all of the text so no need to click and drag to select the bullets and lines.** ✎

Third the Clip Art

Art Work with Clip Art and Online Pictures

1. At the box on the right of your Slide click the Clip Art button in the content box.
2. The Clip Art task pane activates and I have typed education and then clicked Go to select my clip art Search for box. Locate the Clip Art you like and click the arrow next to your Clip Art and from the menu click Insert.

3. The Clip Art inserts in the appropriate place on your slide. You may need to resize your Clip Art by placing your cursor on a circle and with the double headed arrow displaying click and drag in or out to make your Clip Art larger or smaller. I like using the corner circles to change the height and the width at the same time. This works the exact same as with text boxes, pictures, and other PowerPoint objects and items. Clip Art contains all sorts of pictures, music, sounds, and animated clip art that we will use in our course.

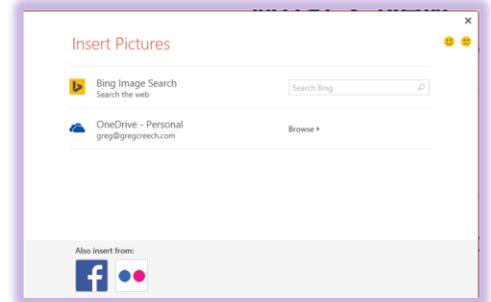


✎ *Write your notes here:* _____



PowerPoint 2013 Online Pictures

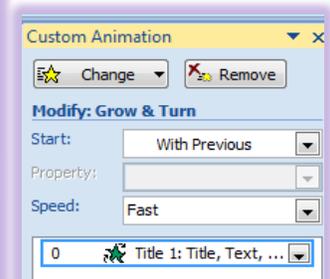
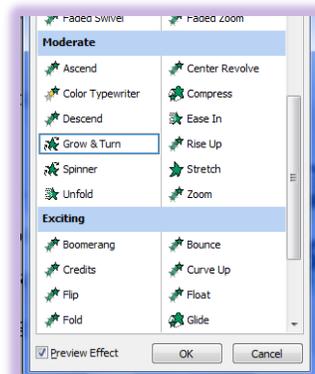
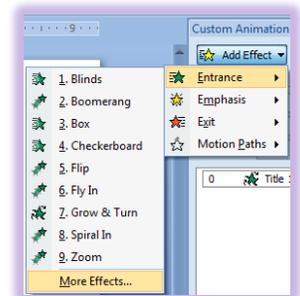
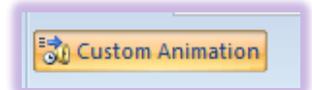
With PowerPoint 2013, Clip Art and other media elements that use Clip Art changes. Clip Art is now **Online Pictures**, the button displays at right, which activates the Insert Pictures pane, also displayed here. With the advent of the Internet and Social Media, PowerPoint changes for you to choose pictures from other sources.



Time to Animate the Slide

Again we will use PowerPoint 2007 first

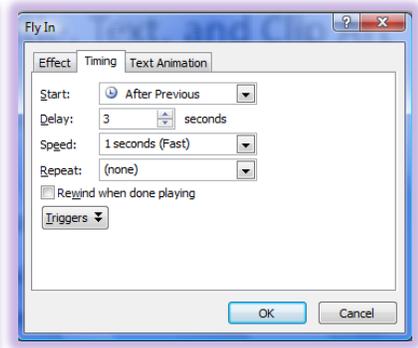
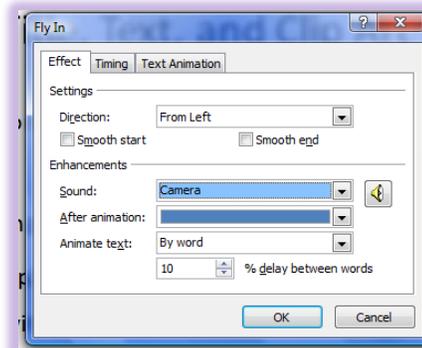
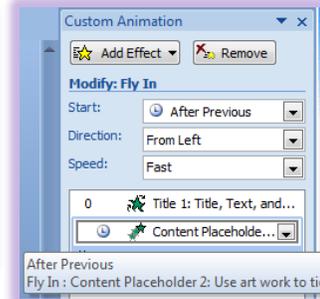
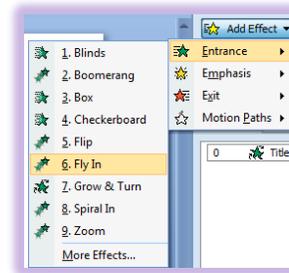
1. Click in your Title Area of your Third Slide and Click the Animations Tab and then Click the Custom Animation button to activate the Custom Animation Task Pane.
2. From the Custom Animation Task Pane click the Add Effect button and from the cascading menu choose Entrance and from the cascading menu choose more Effects.
3. From the Entrance Effects menu, I choose Grow & Turn from the Moderate section.
4. Click OK after selecting your effect.
5. Change your Animation for Grow & Turn to Start With Previous and change the Speed if you like as displayed at right.
6. Click your Play or Slide Show button to view your animated title.





Next, let's animate the bullet list.

1. Click in the Bullet text area on the left part of your screen,
2. Click the Add Effect Button and from the List or menu choose Fly In.
3. Modify your Fly In Animation as follows:
4. Start After Previous,
5. Direction From Left,
6. Speed: Fast
7. These are displayed at right.
8. Next, click the arrow by the Content Placeholder and click the Effect Options item.
9. At the Fly In dialogue box, choose a sound if you like,
10. Change the color after animation,
11. And Animate text by Word.
12. Click the Timing Tab and Change the Delay to 3 seconds.
13. Click OK.
14. Play or Preview your slide and the animation.
15. Notice that PowerPoint waits 3 seconds between your buttets.
16. The sound did not work for me so I went back and removed the sound as it did not work well with animated the text by word.



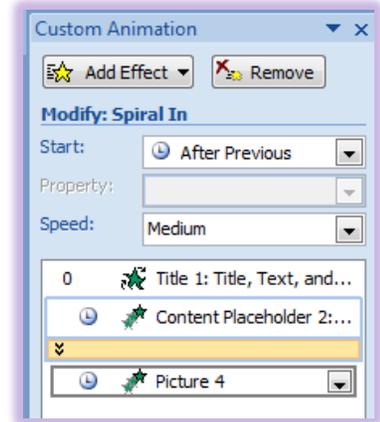
Now, I'll show you how to animate the Clip Art here and we'll make it Automatic after our Bullet Text completes.

1. With your Clip Art selected, activate the Custom Animation Task Pane.
2. Click the Add Effect Icon.
3. Trace to Entrance.
4. Choose an Animation from the Entrance cascading menu or click More Effects.



5. I clicked on More Effects and chose Spiral In.
6. Pictured at right are my settings for the Clip Art. I have this Starting after the Bullet list with the After Previous selected. My speed (at least for the Clip Art) is Medium.

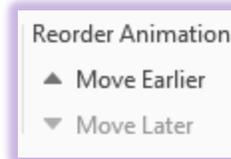
Click the Slide Show icon and ensure your title, text, and clip art animate correctly. This entire slide is animated and all you have to do is stand there and look pretty and let PowerPoint do all the work!



Animation Order and Re-Ordering

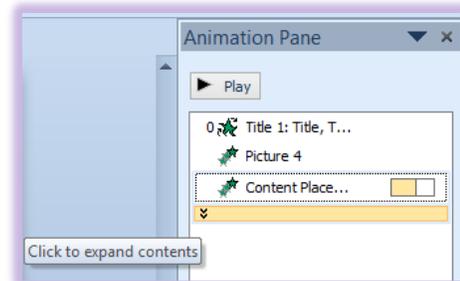
If your animation is not in the appropriate order, you can change the order of your animation by selecting the animation you wish change and click the up or down arrow in the *Re-Order* section at the bottom of the *Custom Animation Task Pane* as picture here. *The Animation Pane* in 2007 and 2010 contains the *Re-Order section*. PowerPoint 2010/2013 has the *Reorder Animation* item in the *Timing Group* of the *Animation Tab*.

I have moved my Picture 4 or Clip Art to come in before my bullet list on Slide Three. If your item is at the top of the order the up arrow will gray out since you can go no further up. If your item is at the end of the order, the down arrow will gray out since you can

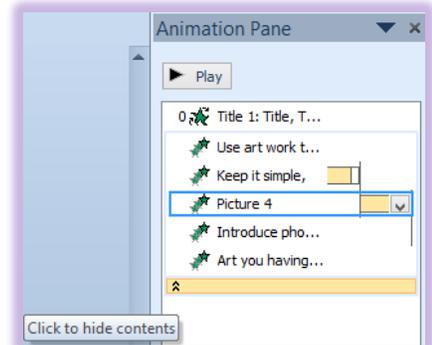


go no further.

As you work with the *Animation Pane*, you will notice that for your bullets and other items you have arrows that can expand your *Content Placeholder*. The *Content Placeholder* contains all of your bullets, text, etc, so when you add or change animation it affects all of your items at once.



If you click the expansion arrows, PowerPoint lists your bullets and items for you. After clicking the expansion arrows, I move my Picture 4 to between my second and third bullet. Finally, I click the arrows again to hide or collapse my *Content Placeholder* items. The Picture 4 is now contained in the *Content Placeholder*.



Hot Tip! Be careful of using the Content Placeholder in an expanded view because you may rearrange and move items incorrectly, so you should collapse/hide your expanded



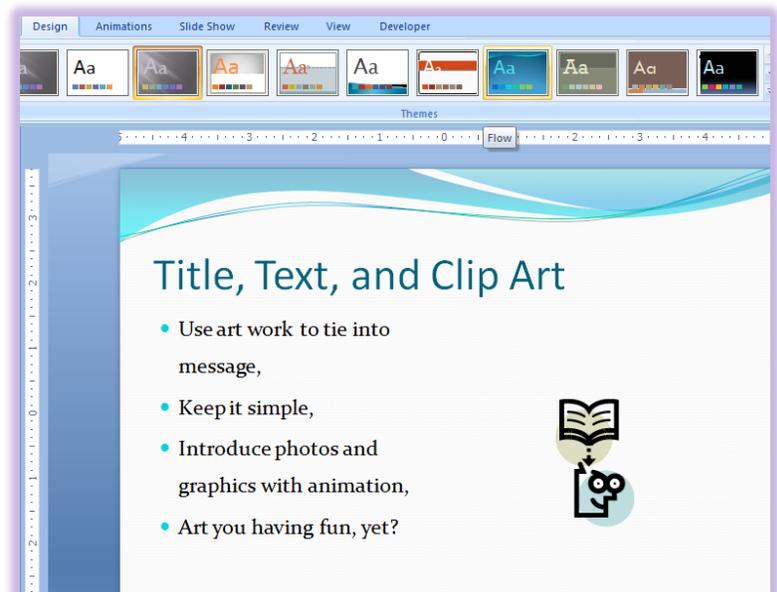
contents pane after working on the individual elements. Using the expanded view, you may give individual bullets different animations, which you should avoid. Remember, you should be consistent in your animation and transitions. ✍

Slide Design

PowerPoint's Design Tab allows you to easily and quickly move from one type of design to another. Let's first change your **Design** using the **Slide Design Tab**.

✍ **Cautionary Note:** While PowerPoint's Design themes are beautiful and professional, many of us have seen these schemes ad nauseam. Use PowerPoint's design to get ideas and to use in case of emergencies. You should design your own PowerPoint theme and use it to produce custom designs and to help you in branding your products, services, or other educational elements. Your marketing efforts and company/brand recognition will increase dramatically by incorporating your own pictures, logos, and other design elements. For example, three presentations I viewed within days used the same design template; I can't remember much about their presentations and since they used the same scheme – their message ran together. While presenters that used their own design and unique themes, captured my attention more and I remembered the information; their presentations were more distinguishable. We will learn how to create our own backgrounds, logos, design schemes, and color scheme later in the course. We will use PowerPoint's for now and create our own, custom design theme and template later. ✍

Pictured at right is the **Themes for my Design Tab in 2007/2010**. You can scroll through your designs and choose your own and you can also download other design templates from the Microsoft Office website or other websites. There are some fantastic designs and color schemes.



Themes

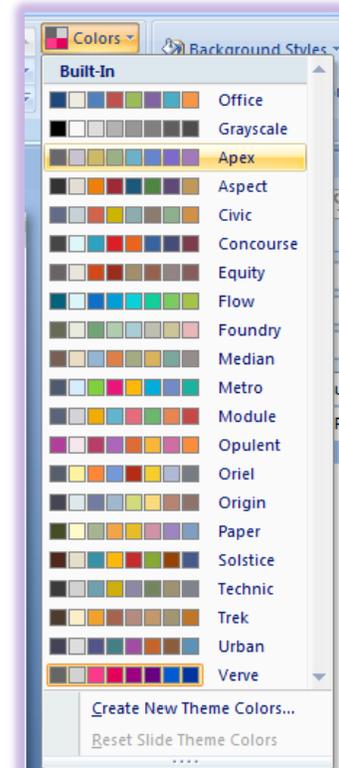
- 1. In your Presentation 1 file, Click the Design Tab, Scroll through the Themes/designs and select one.**
- 2. Using the Drop Down arrow next to your slide thumbnail choose Apply to All Slides.**
- 3. All of your slides update with the new scheme.**



4. Repeat this process selecting a different Design Template.

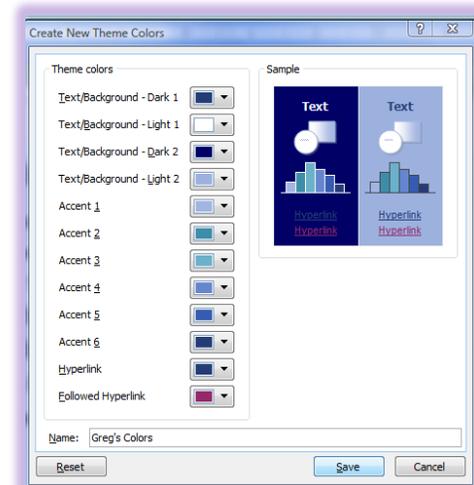
Color Design

1. Now, let's change our color scheme – ↪ Be careful not to choose a color that is close to or the same as your background colors – you won't be able to see your text or other items. ↪ Click the Colors button on the Themes Group in the Design Tab, Scroll through and Select a new color scheme.
2. At the bottom of the Color Schemes Task Pane you will see Create New Theme Colors. . . Click this link.
3. The Create New Theme Colors dialogue and menu opens for you to select new colors for your elements using the arrows and palettes. Select the item whose color you wish to change and then Click the Change Color button.
4. The color palette activates and you may select your new color using the Custom and Standard Tabs in the Color Palettes. Again, keep in mind other colors of your slides



particularly the background color. You may be very specific about your color using the RGB or HSL Color mode as displayed below

5. Name and Save your New Color Scheme. Your new scheme will appear at the top of the Colors menu above the Built-In schemes.
6. Your presentation reflects your new color scheme.

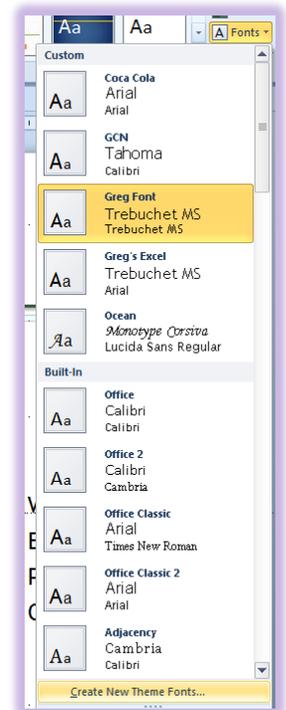
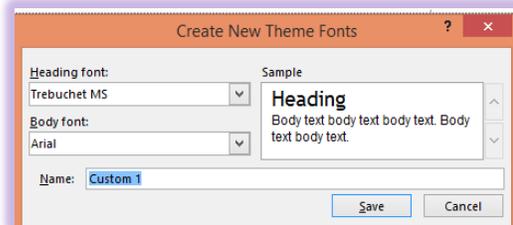




Font Themes

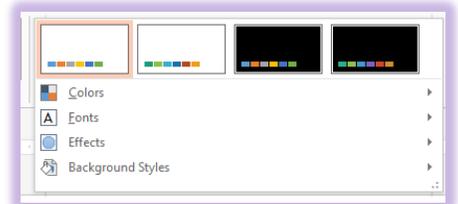
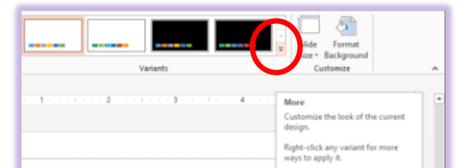
As with color, you should create your own theme fonts and incorporate your organization's preferred fonts. You may choose theme fonts from the **Design Tab** and the **Font button and menu**. From the Font menu, you may click **Create New Theme Fonts** to activate the pane for you to choose a **Heading font** and a **Body Font**. You should name your font theme and click Save.

Remember no more than three fonts per presentation, so don't go font crazy in PowerPoint.



PowerPoint 2013 – Design Notes

PowerPoint 2013 contains the **Variants Group** in the Design tab for you to change your color and font themes and other items. Clicking the More arrow circled at right displays your Colors, Fonts, Effects, and Background Style items. Hovering over these items activates the menu for your color schemes, font themes, etc.

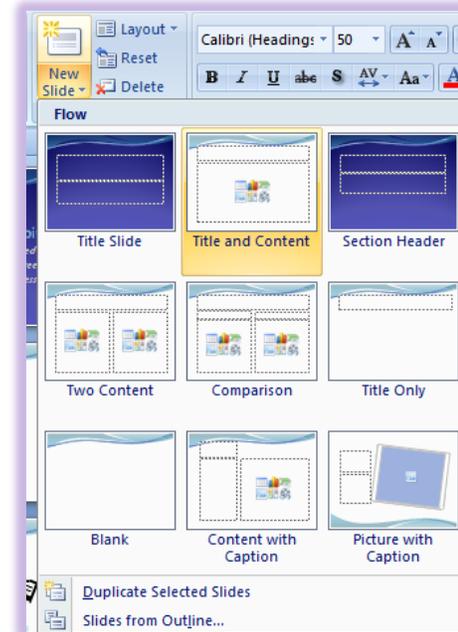




Slide Four: Chart Slide

Very Smart, It's a Chart!

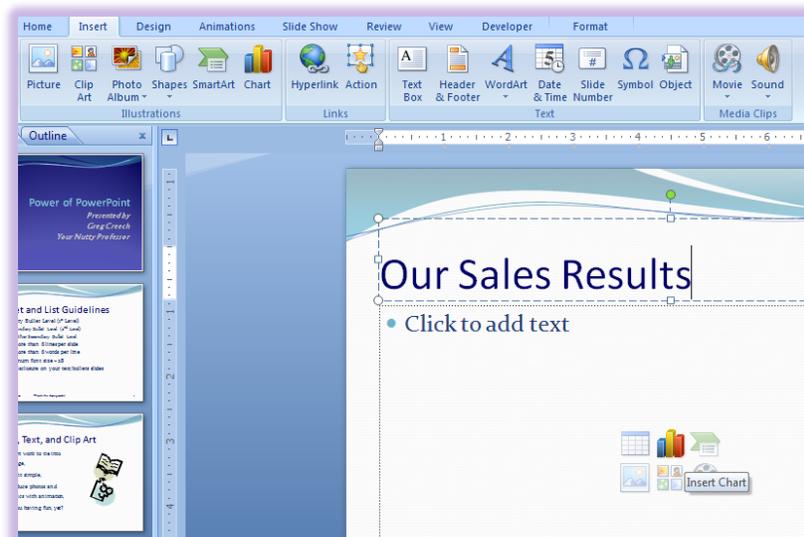
One of the best and most fantastic features of *PowerPoint* is its ability to display graphical objects such as *charts* and *diagrams* which we will learn as we create the next several slides. While I usually use *Excel* to create my charts, I always use *PowerPoint* to display the chart by copying the chart from *Excel* and pasting it in *PowerPoint* or linking the *chart* between the two applications. *PowerPoint* can bring in each section or part of a chart through *Animation*. This makes even the most complex and difficult to understand chart palatable to Liberal Arts Majors, like me. *PowerPoint* allows me to speak on each item and have the audience concentrate on one piece of a *Pie Chart* or one column of a *Column Chart* without having to try to absorb and understand the entire chart at once. We will create a column chart here and look at other charts and we will Copy/Paste and look at linking an *Excel chart* to *PowerPoint* later.



Creating a Chart

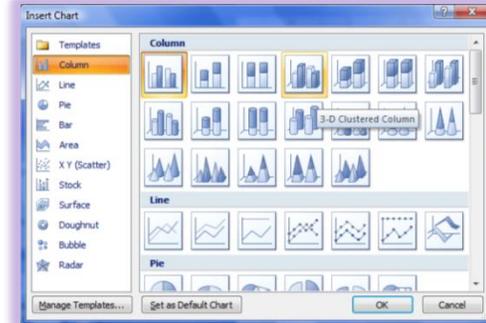
Here are the steps for creating a Column Chart in PowerPoint.

1. Click the New Slide Icon and using the Menu Click the Title and Content slide from the gallery.
2. Click in the Title Area of the slide and add a Title for your Slide chart – I am entering: Our Sales Results.
3. Click the Insert Chart button on your content pane as displayed at right.

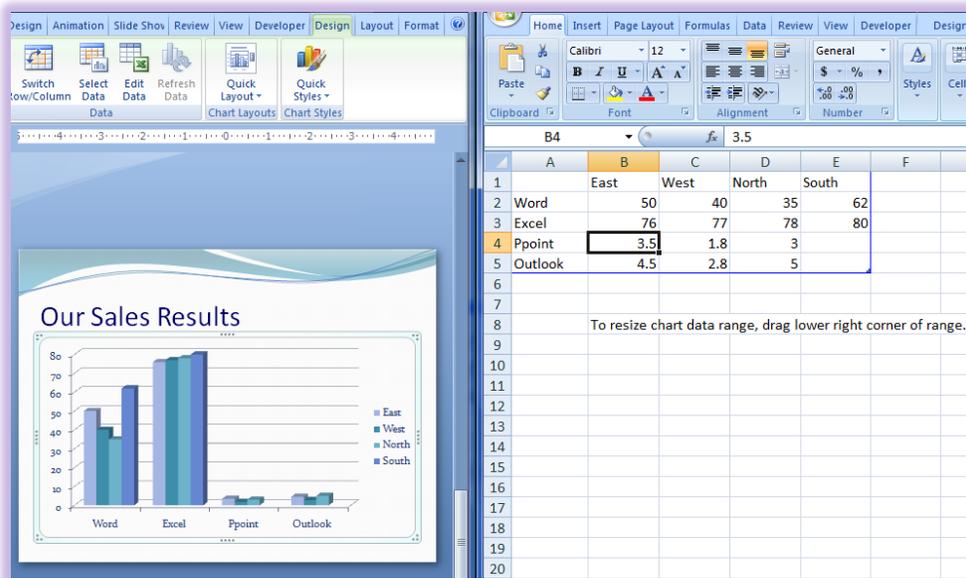




1. The Insert Chart gallery opens with many types of charts and schemes to use.
2. I am choosing the 3-D Clustered Column Chart from the gallery. Click the chart you wish and Click OK.
3. Excel Opens side-by-side with PowerPoint and



contains Column and Row Headers for you to type over. I am entering the regions as columns and the products as Rows as displayed here and entering numbers in each cell. My numbers are in millions of dollars and are represented by 2 digits.



4. Notice the note to drag the lower right corner to increase your range of columns and rows. I accomplished this for my fourth Item – Outlook.
5. Enter your information as you like in Excel and PowerPoint updates your chart. My information displays at right. After entering your information, you may close Excel or Click away from your chart in PowerPoint to close Excel and view your Chart in PowerPoint.
6. Save your work, Click the Save Icon.

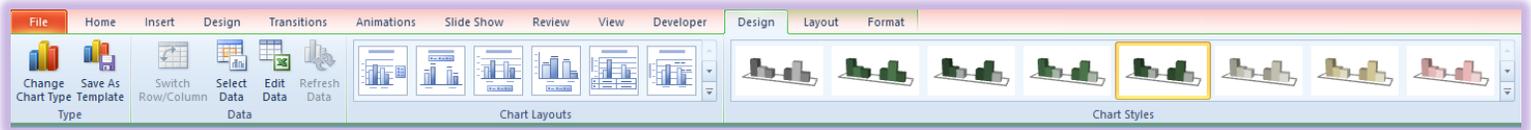
	East	West	North	South
Word	50	40	35	62
Excel	76	77	78	80
Ppoint	55	50	45	65
Outlook	70	65	75	88

PowerPoint allows you to customize and change your chart in many ways. When you click your chart on this slide, **PowerPoint** displays three new tabs under your **Chart Tools** at the top of your **Ribbon – Design, Layout, and Format**. We will use these tabs to edit and enhance your



chart and then we will animate our chart.

Chart Design Tab



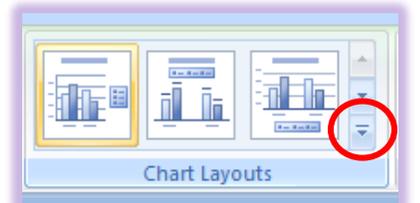
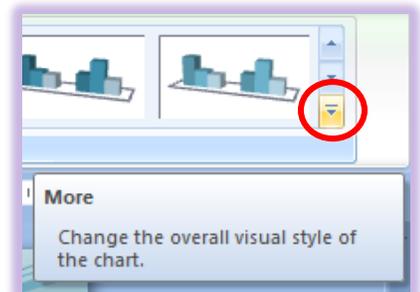
You can change the **Chart** type by selecting **Change Chart Type** on the **Chart Tools – Design Tab**, and gallery of charts appear for you to choose a new one. Depending upon the type of chart you are using such as a **Pie Chart** changing to another type of chart such as Bubble or Bar chart may not work or not be as useful for you. You should know your data and the type of chart that you would like to work with before beginning the chart creation.

You can select different areas of your chart by clicking an area and use your Layout and Formatting Tabs to change the attributes, such as color or font size.

We will use these tabs and change our Chart type in the upcoming sessions.

Let's change our Style.

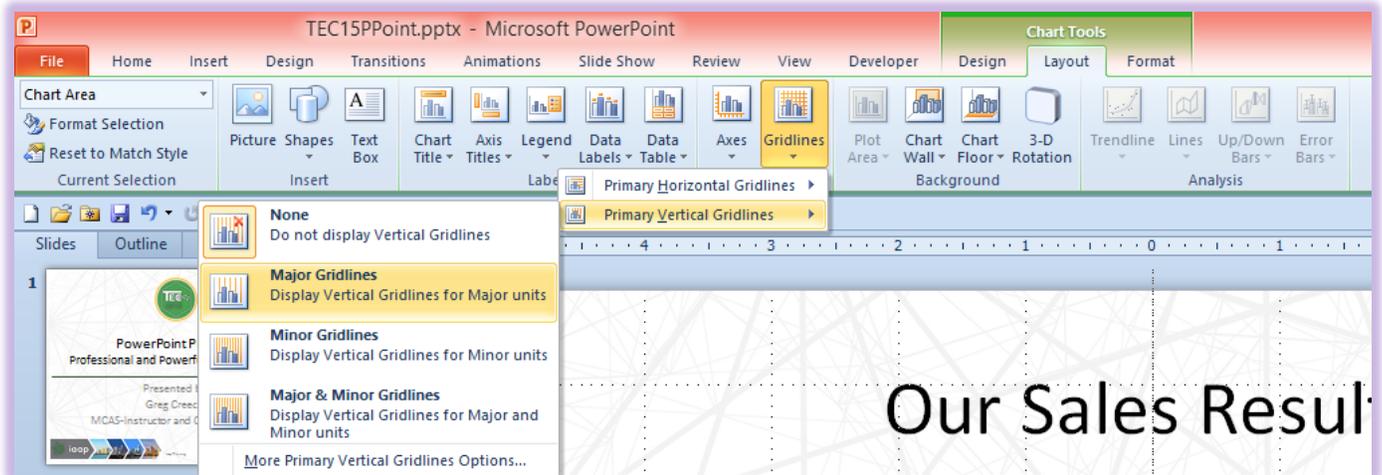
1. Click in your Chart on Slide Four and from your Design Tab Scroll through your Chart Styles and click them to see how the colors and other items affect your chart.
2. You can click on the More arrow as displayed and circled at right and the entire gallery of designs and styles will appear from which you may choose one.
3. Choose a style you want for your Chart.
4. Next in the Chart Layouts group, click several types of layouts and change your layout. I am using one that provides a Chart Title. The Chart Layouts have a More button for you, too.



From here you may edit your data in Excel using the **Edit Data** button, which opens your information in Excel for editing.

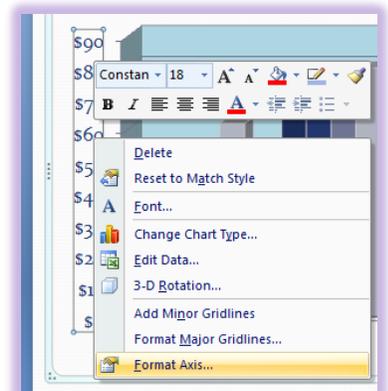


Chart Layout Tab



The **Chart Layout Tab** allows you to format, edit, and add many elements to your chart. From the **Layout Tab** you can insert **Titles** for your **Chart**, **Axis**, **Categories**, and edit your **Data Labels** and Legend. As displayed above I am adding **Major Gridlines** to my **Primary Vertical Gridlines** on my chart. We'll use many of these items but you should explore all of them on your charts. The **Current Selection Group** is on the **Layout and Format Tabs** for **Chart Tools** and is the first group on these two tabs. The **Current Selection Group** and its command buttons allow you to change and format any component in your chart. You can select the chart object using the Drop Down menu or click the area of your chart you wish to format and the name of the area will appear in your name box. My Vertical (Value) Axis is selected and pictured at right.

- 1. On Slide Four, Click in your Chart to activate the Chart Tools Tabs and Click the Layout Tab.**
- 2. Using the Current Selection Box or click the Numbers on the left of your chart to select the Vertical Value Axis.**
- 3. Click the Format Selection button on your tab or right click on your numbers and from the short cut menu choose Format Axis, notice the Mini Toolbar for formatting, too.**

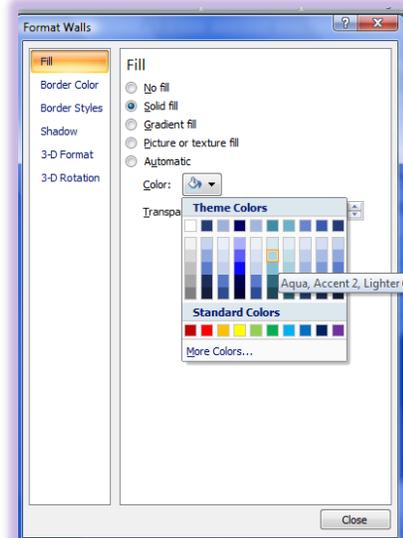
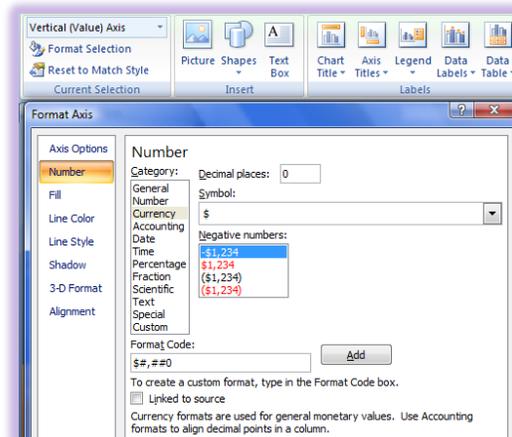




4. From the Format Axis Menu choose Number and change your number to Currency with no decimal places and click OK.
5. Your Numbers change to currency with no decimals. Make other changes using your Layout tab and formatting.

6. Next, I am changing my Walls and the color of my walls (Background of my Chart). This menu displays at right.

Use the other command buttons and decide you want to use them for your charts, such as showing or not showing the data table, adding titles and gridlines to your chart.



✍ Write your notes here: _____

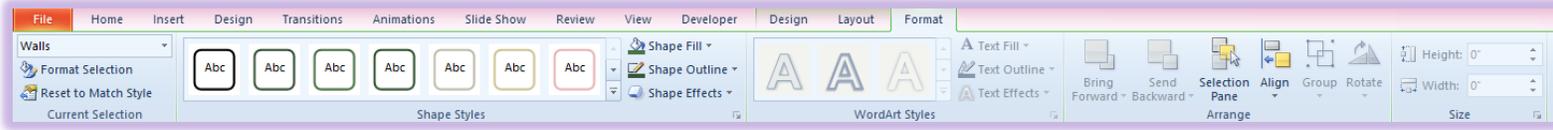
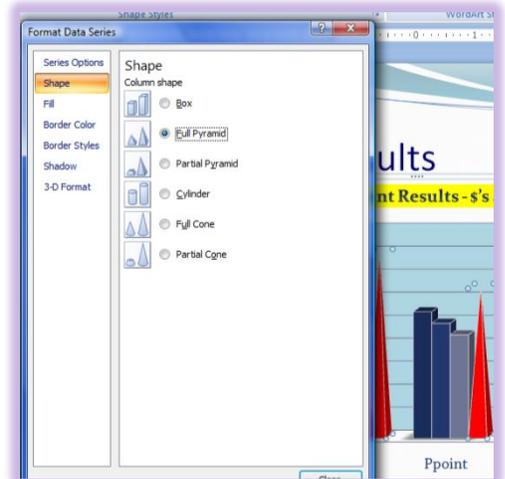


Chart Format Tab

Like the *Layout Tab*, the *Chart Format Tab* allows you to customize elements of your chart with different styles, colors, and other formatting options. You can use the Command Buttons on the *Format Tab* or you can use the *Format Options* for the selected items as we previously accomplished for our *Value Axis* and *Walls*.

1. You may click on an object or chart element to select it or use your **Current Selection** and the **Name box** to select the object or element in which to work. My **South Series** displays in my **Name box** above and I am using my **Format Tab** and **Shape Fill** menu to change the Color of the **South** to **Red**.
2. Using the **Design Tab**, Change your **Chart Title Style** using **WordArt Styles**,
3. Change one of your columns to another color.
4. Use your **Format Selection** for the **South Series** in your **Current Selection** group and from the **Format Data Series** change the column to a pyramid using the **Shape** item. You may right click on a chart element and from the shortcut menu click **Format** at the end of the menu; here I right clicked on a column and from my shortcut menu chose **Format Data Series**.



Go ahead and practice and make other changes to your chart using the **Design**, **Layout**, and **Format** tabs for **Chart tools**.



Chart Animation

Just as with other elements of your presentation particularly bullet items, as we have discussed, animating your chart will have impact on your audience and allow them to concentrate on one element or series/category at a time. As I related earlier, I encourage you to animate your series and individual chart items so you may display each item as you discuss it. This is effective and will not overwhelm your audience with a “busy” chart.

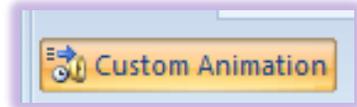
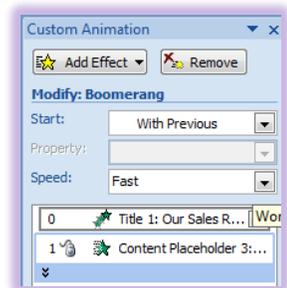


Chart Animation – PowerPoint 2007

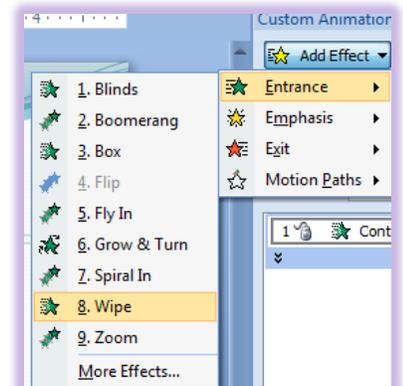
Let’s *Animate* the *Title* and the *Chart* of this slide using PowerPoint 2007 then PowerPoint 2010/2013. Here’s how

1. **Activate your Custom Animation Task Pane.**
2. **Animate your Title to enter automatically With Previous and choose your animation and other elements using the previous lessons as a guide to animate your title. My Custom Animation pane and the modifications for my Boomerang effect display at right.**
3. **You animate a chart and its contents just as you do other slide elements.**
4. **Add an effect first for an entrance and then using the Effect Options to customize your animated Chart.**



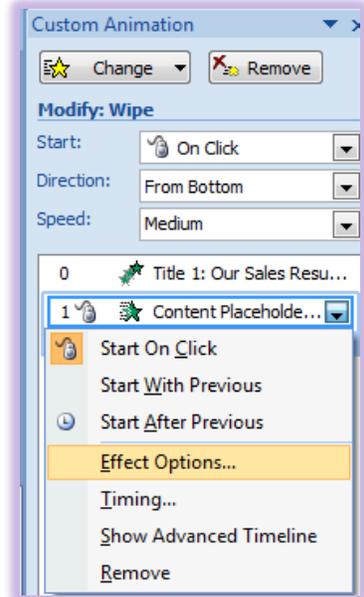
♪ Please note that not all effects will be available for your chart; some animations are designed only for text. For charts, I use basic entrances such as fly in, dissolve, appear, and wipe effects that allow each chart item to appear independent of the other and will not overwhelm the chart elements. While I like animating my chart elements and doing so makes presenting easier, I don’t want to overdo it with unnecessary and distracting animations. ♪

1. **Click in your chart.**
2. **From your Custom Animation Task Pane, Click the Add Effect button and from the menu Click Entrance and from the cascading menu choose an effect (I am choosing Wipe) or Click More Effects and choose your animation effect.**

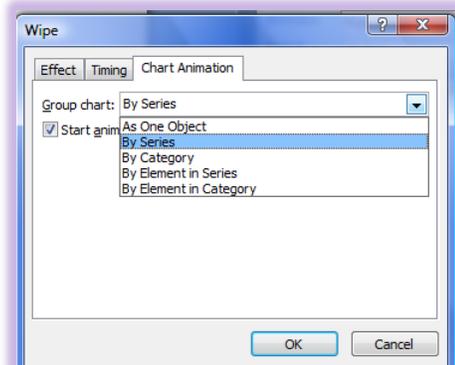




3. I changed my speed using the Modify section of my Custom Animation Pane.
 4. Next click on the Arrow for your Chart and Choose Effect Options.
 5. Your Effect Options dialogue box has a new tab called Chart Animation.
 6. Click the Chart Animation Tab.
 7. I have my Animate Grid and Legend Item checked.
 8. The Group Chart: item is very important. This is the setting that allows your chart to be completely animated. If you do not see By Series, By Category, etc in your list your Effect cannot perform the animation except As one object (BOO! HISS!). You'll have to choose another animation effect to animate your chart completely.
 9. I have chosen By series – I like all of them except as one object.
- Try these different items, such as By Element in Series or in Category to decide if you like this or not.



I have kept my effect on Mouse Click; however, you can animate each part of your chart to play automatically using the Timing Tab if you like. This is no different than animating your bullet list to be automatic or other objects in PowerPoint.



1. Click OK after making your Chart Animations and Timing Tab selections.
2. Click the Play icon.
3. If all is well, click the Slide show icon and watch your chart an its animation as you press enter or click your mouse button.

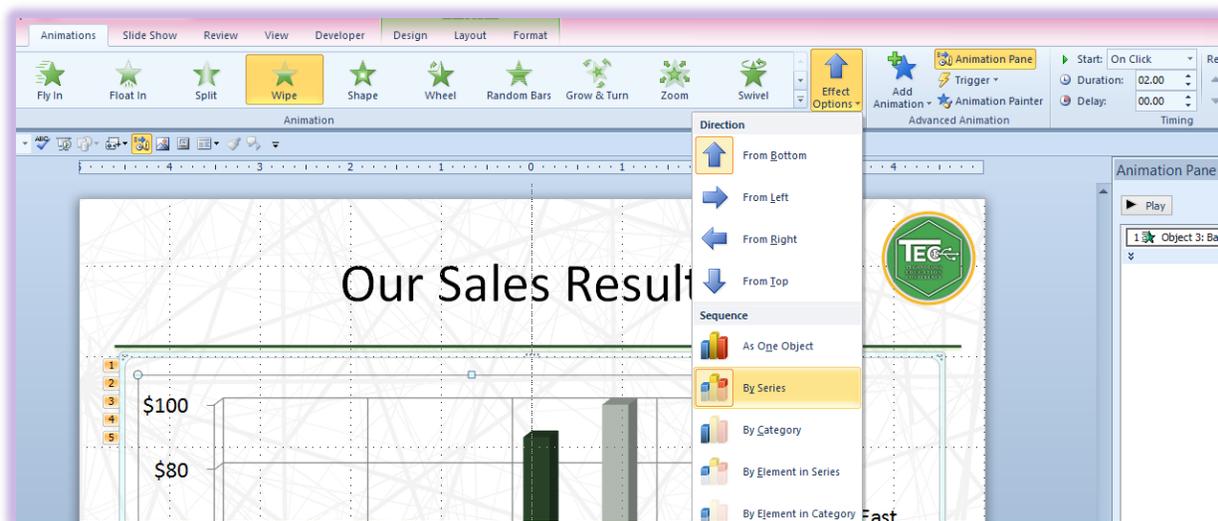
Isn't this much better than seeing the entire chart appear? As a presenter you'll appreciate the ability to explain each element of your chart in a concise manner and the audience will appreciate the animation and ability to concentrate on each item. This really helps deliver your message and makes complicated charts and graphs much easier to understand.

✍ Write your notes here: _____



Chart Animation – PowerPoint 2010/2013

1. Click on your chart to select it and using your Animation tab choose your Animation.
2. After selecting your Animation, click the Effect Options button. From the menu review your choices and decide how you want your chart components to enter. I have mine by Series.
3. Finally, I slow the animation by changing my duration to two seconds and since I want to control when the element appears, I have kept my Start to On Click.



4. On your Animation Pane click the Play button or click your Slide Show button to review your animated chart.

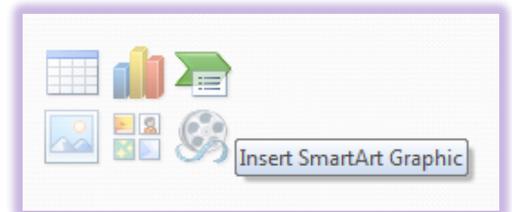


Slide Five: SmartArt

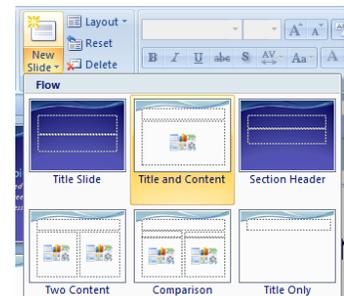
Diagrams, Organization Charts, and other specialty charts are good, graphical tools that display items that are more text based than numbers based and are not as complex as a flow chart. They assist in reducing your need to draw items to make a chart or graphical picture of a process. **SmartArt** is an excellent means of conveying a process, a goal, simple charts, and organization charts. **SmartArt** encompass the organization chart, now and many other types of objects, such as pyramids, Venn, and other neat graphical displays. We'll create a **Cycle or process diagram** for Slide Five.

Creating a Diagram

Let's use PowerPoint to create a Diagram. This feature is available on all Office applications and activates by using the **Insert Tab** and the **Illustrations Group** or from creating a **New Slide** and choosing **Title and Content – the Content group includes SmartArt Graphics** and displays at right. This will activate the **SmartArt Gallery** and other steps to achieve an attractive display. The **SmartArt Gallery** may activate through the **Insert Tab and the SmartArt command button on the Illustrations Group.**



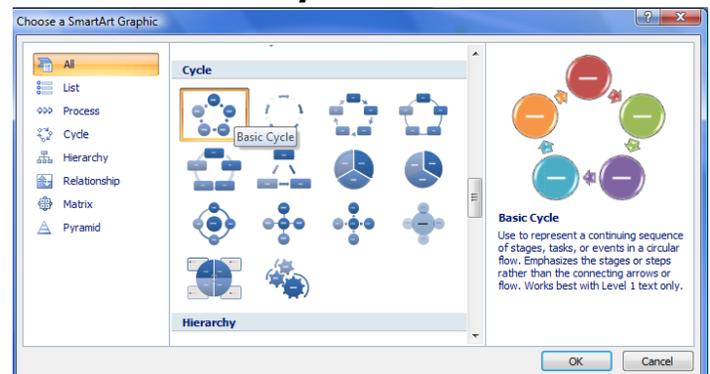
1. **Open the Presentation 1.pptx file.**
2. **Move to the last slide using your Vertical Scroll bar or your Slide view on the left section of your screen – this should be Slide 4.**
3. **Click the New Slide button on the Home Tab and from the menu Choose Title and Content as your slide.**



4. **Add a Title – I have typed: Our Sales Cycle.**
5. **Click the Insert SmartArt Graphic item in the Center of your Slide.**

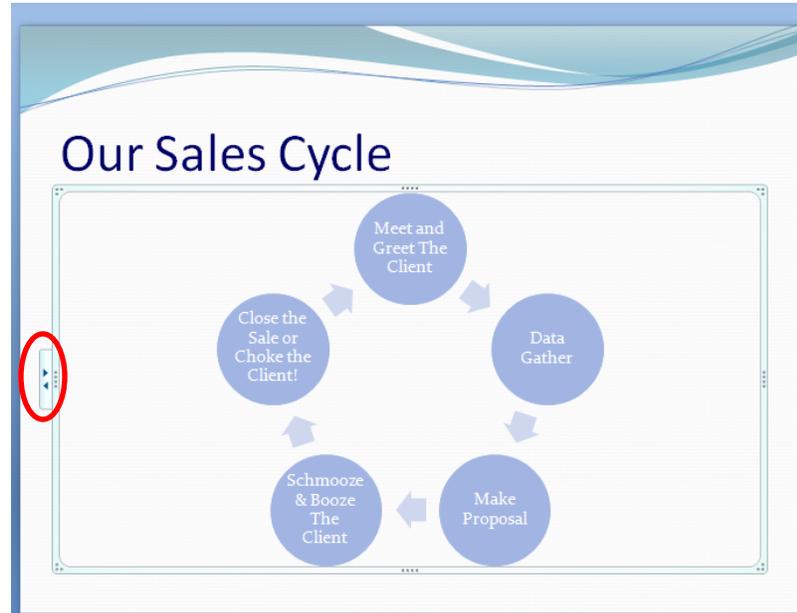
PowerPoint activates the SmartArt Graphic gallery with many diagrams, charts, and graphs to select. Scroll through and notice all of the neat ways of displaying your information PowerPoint offers.

6. **I will use the Basic Cycle for my SmartArt Graphic. Choose your diagram and click OK.**



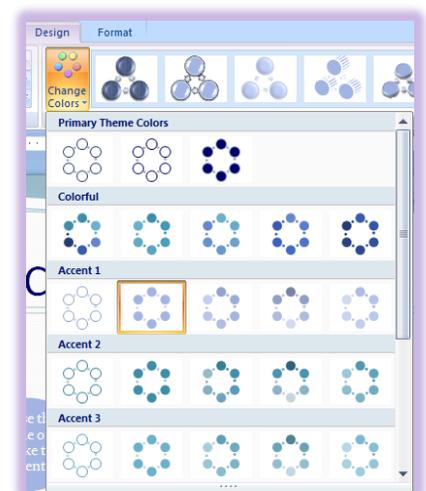


1. An outline of your diagram appears on the Slide.
2. The SmartArt Tools tabs appear for you when you are working on your graphic. SmartArt Tools include the Design and Format tabs which we will use to change our diagram and customize the Cycle. The SmartArt tools allow you to Change your layout, Change the type of Diagram and other items.
3. Next – Click in each text box and type your process or other words describing your items or you may use your Text Pane. The arrows circled in red at right activate your Text Pane or closes it. After typing in each text box or using your Text Pane, Click outside of the Diagram area to view your diagram in the slide. My Sales Cycle and the text appear above.



After you enter your information in the *Graphic*, PowerPoint allows you to customize and change your items using the *Design* and *Format Tabs*. We will begin with the *Design Tab* and its important features and then use the *Format tab* to customize our colors and text.

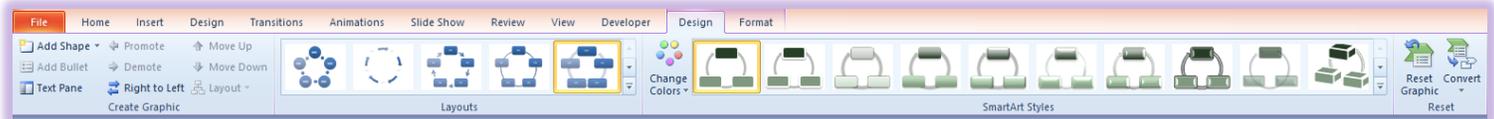
1. Click in your Diagram and from the Design Tab click the Change Colors button. From the gallery choose a color scheme you desire. Your colors are based on your design theme and mine is boring. I will change my colors and other effects using the Format tab later.
2. After choosing a color, next choose a style using the SmartArt Styles gallery. Click each one and then choose a style of your liking.
3. Click your Slide Show icon to display your beautiful Diagram Slide.





SmartArt Design Tab

The SmartArt Design tab contains the following Command buttons and Groups:



Add Shape will add another shape, such as another level in your pyramid, to your diagram.

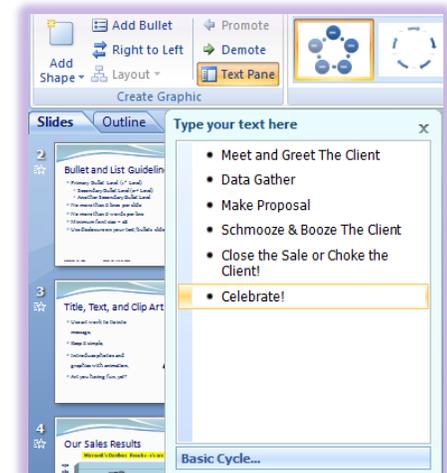
Add Bullet – This allows you to create bullets within a graphic box. This is terrific if your diagram’s boxes, arrows, and other object is large enough to contain bullets.

Right to Left – Will change the direction of your diagram and will be different depending upon your diagram. This can also change the order of your items.

Layout Command Button and the Layouts Group – Using this item can change the size and position of your Hierarchy or other type of chart. The **Layouts group** offers a gallery of different layouts for your selected **SmartArt**.

Promote and Demote – Allow you to change your bullet, text, and other object levels.

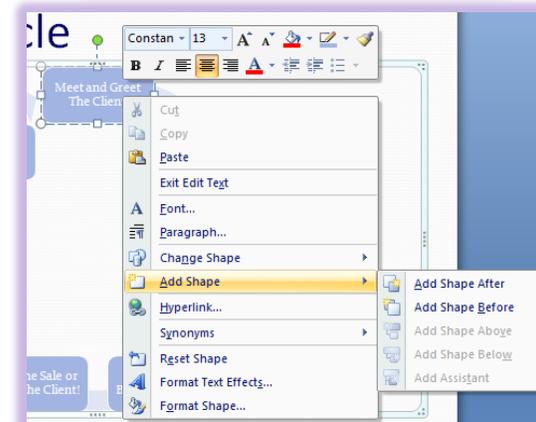
Text Pane activates a window for you to edit and enter your text and add objects to your SmartArt. My **Text Pane** displays at right and I am entering a new object and text at once by pressing enter after the Choke the Client! Text. PowerPoint creates another bullet for me to type and another object in my diagram.



We have used the **Changed Colors** and **SmartArt Styles** already.

Reset Graphic restores the **SmartArt** to its original and default look.

♪ You may right click on a section of your diagram and receive a short cut menu. I have right clicked on my Meet and Greet the Client box and receive the menu at right. I like Adding shapes from this Short Cut menu. I use the Mini Toolbar for formatting and the short cut menu for other types of formats such as Changing Shape. We will use the short cut menu and the Mini Toolbar in our next section. ♪





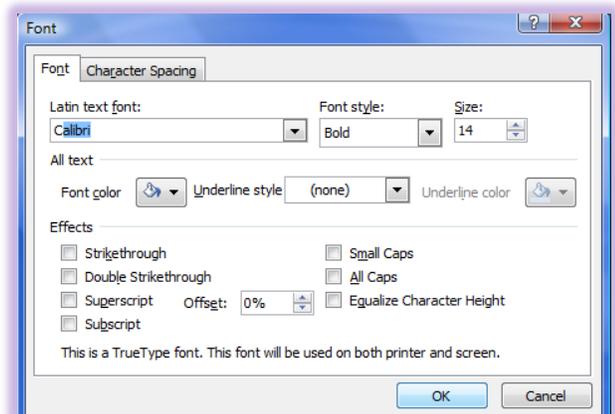
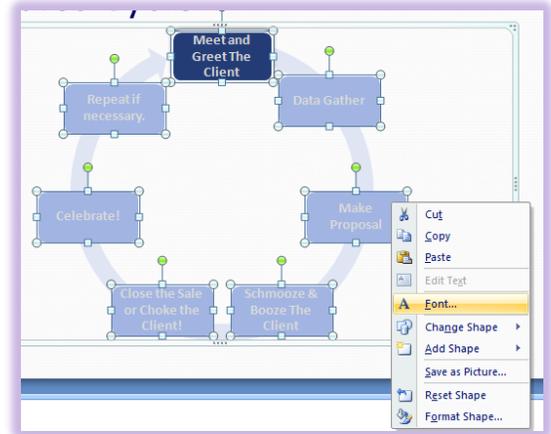
SmartArt Format Tab and Shortcut Menus



Once you have your “basic” SmartArt accomplished you can format and customize your colors, fonts, effects, and other items for your diagram. I’ll change my font, the font color, the font size, the color of my shapes, and other formatting items in the next section.

➤ A Hot Tip! You may use the Shift + Click or the CTRL + Click method to select more than one item in which to work. I press the Shift key and keep it pressed, then I click the objects that I want to change at once rather than change each object one at a time. ➤

1. Click on your diagram in Slide Five to activate the SmartArt Tools and particularly the Format Tab.
2. Next, press your Shift key and keep it pressed as you click each of your objects (I have chosen the box layout). PowerPoint places small circles around your selected objects.
3. Next, Right click on one of the selected boxes and from the short cut menu, Click the Font. . . item.
4. PowerPoint activates the Font dialogue box for formatting. Change you font, your font style, effects, and size from this box. My selections are displayed at right.
5. After making your font selections, Click OK.

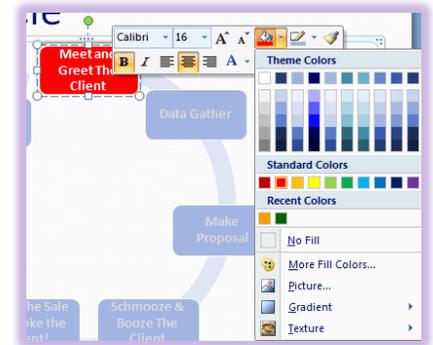


All of your text boxes up date. Now, let’s change the fill color. Click away from your graphic area to clear your selections.



➤ **A Hot Tip! A Reminder - When you click to select an object, PowerPoint places a solid line around your object and when you right click on it you will receive a short cut menu. When you click IN the object, PowerPoint Places a dotted line and solid line around your object for you to select the text for formatting and when you right click in an object PowerPoint provides the short cut menu AND Mini Toolbar for formatting. This saves time when changing shapes, choosing another fill color, and other formatting tasks. I display and use these in the exercises below. ➤**

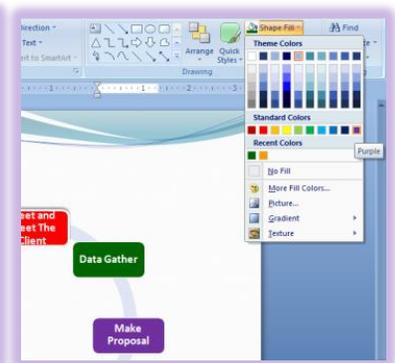
1. Click the first box (or other object depending upon your diagram) to select it.
2. Next click in the box as displayed at right and then right click and from the Mini Toolbar change your fill color. Notice the other type of fill effects available.
3. Make other formatting changes that you wish to each of your objects.



So many ways, so many choices!

PowerPoint offers so many ways to accomplish formatting. We have used the **Short Cut** menu and **Mini Toolbar** to change our fill color and other formatting changes. You may also use the **Format Tab** – as displayed at right I am changing my second box's fill color using the Shape Fill button on the **Format Tab**.

In the far right picture, I am changing my fill color using the **Home Tab's Drawing Group** and the **Shape Fill command button**.



Now, you should play around with your own effects and choices. As displayed here, I am using the Format Tab and Styles Group and the Shape Effects button to change ALL of my objects at once and below I am using the short cut menu to change a Shape.

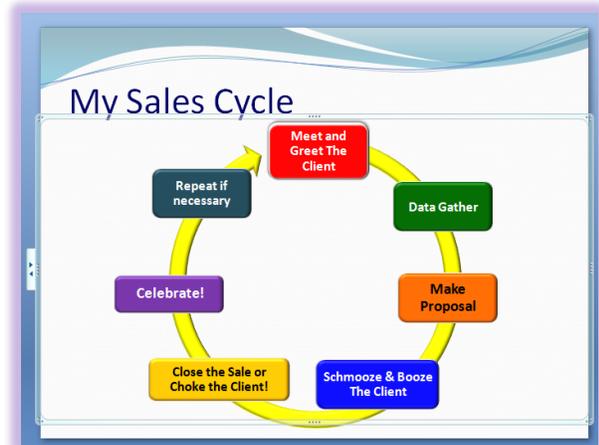




My completed Slide Five displays below.

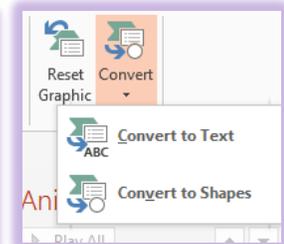
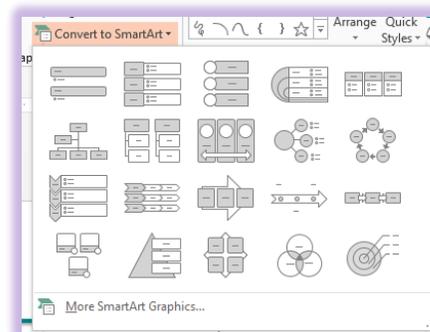
➤ **A Hot Tip! Nudge! Moving and Resizing objects using your arrow keys – I moved and resized some of my boxes for the text to fit. You may select a box and using the corner circles click and drag to change the height and width at once OR you may press the Shift key and with the shift key press use your arrow keys to change the size of your object. Also, the green circle rotates your object. With the object selected you may use your arrow keys to move the**

object. AND if you press the CTRL key and keep it pressed as you use your arrow keys PowerPoint will “nudge” your object. Nudging is moving in very small increments. This is very helpful and sometimes easier to use than your mouse . Practice both of these – I think you’ll like using them.➤



SmartArt Conversion

A very nice feature in PowerPoint is to take an existing bullet list or other list and convert it to **SmartArt**. All versions (2007 – 2013) have this feature on the Home Tab. I have PowerPoint 2013 **Convert to SmartArt** button and menu displaying here. In PowerPoint 2010 and 2013 you may convert your SmartArt back to Text or the Shapes. The **Convert SmartArt to Text or Shapes** button is on the **Design Tab** of your **SmartArt tools**.





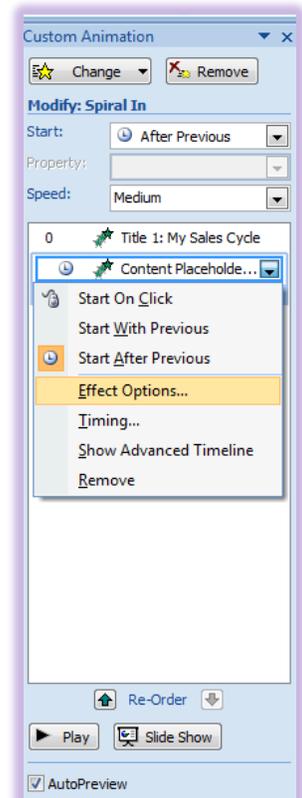
SmartArt - Diagram Animation

Animating your diagrams is no different than animating your Charts. We will review this process and animate the diagram to display automatically.

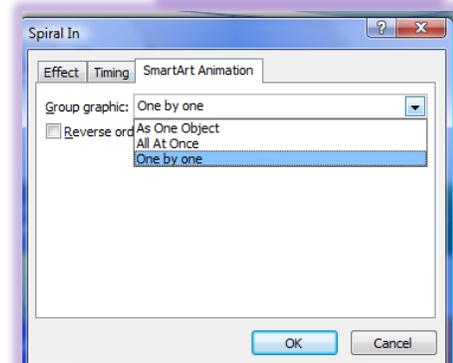
SmartArt Animation in PowerPoint 2007

1. Be on Slide Five of your Presentation 1.pptx file.
2. Activate your Custom Animation Task Pane.
3. Animate your Title to enter automatically With Previous and choose your animation and other elements using the previous lessons as a guide to animate your title.
4. You animate a SmartArt and its contents just as you do other slide elements. First click inside of your SmartArt.
5. Add an effect first for an entrance using the picture at right as a guide. I have used Spiral In.

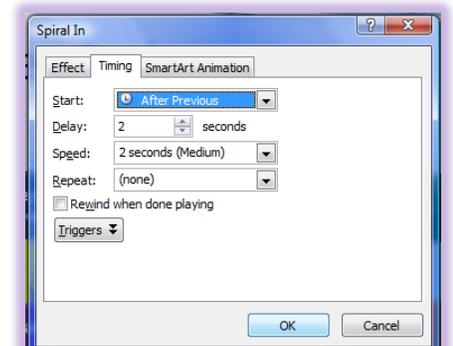
Just like charts not all effects will be available for your SmartArt AND not all effects will allow you to bring in diagram elements separately. I use basic entrances such as dissolve, appear, and wipe effects that allow each diagram item to appear independent of the other.



1. Next click the arrow next to your Content Placeholder and Choose Effect Options.
2. Your Effect Options dialog box has a new tab called SmartArt Animation.
3. The Group Graphic: item is very important. This is the setting that allows your diagram to be completely animated. If you do not see Clockwise for Radials, Up or Down for Pyramids, Inward or Outward for Targets or other element, in your list your Effect cannot perform the animation except As one object. You must choose another animation effect to animate your diagram separately.



4. I have chosen One by one for my Cycle Diagram.
5. Click the Timing tab and change your Start to be After Previous (This will activate your diagram's animation after your title appears.)



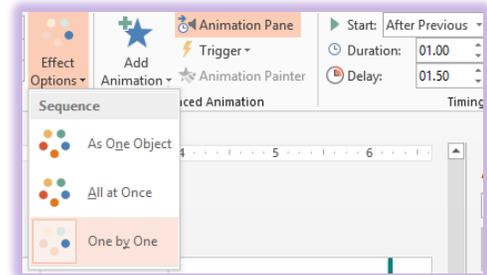
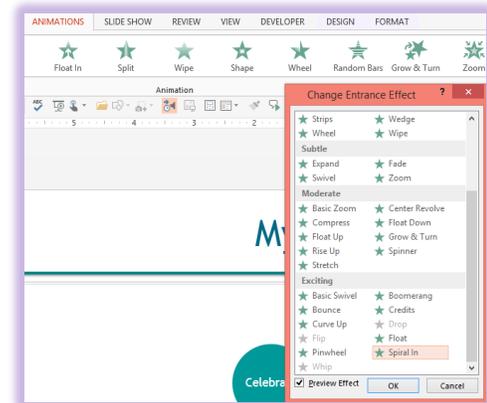


6. Give a Delay of a few seconds – I have a two second delay between my title and the diagram’s animation start and the Speed is changed to two seconds (Medium).
7. Once your SmartArt Animation and Timing Tabs are set Click OK.
8. Click the Play icon or Click your Slide Show button and watch your animated SmartArt diagram.

⊗ An Important Gotcha! For some strange and unknown reason you may need to repeat the steps for animating your graph with Previous twice and choose your delay, again. There seems to be a system glitch with PowerPoint and animating your diagrams. ⊗

SmartArt Animation in PowerPoint 2010/2013

1. You animate a SmartArt and its contents just as you do other slide elements. First click inside of your SmartArt.
2. Add an effect first for an entrance using the picture at right as a guide or choose an effect on your Animation group. I am using PowerPoint 2013 and Spiral In from More Entrance Effects pane. Click OK, if you are using the More Entrance Pane.
3. Next, using the Effect Options pane, I am changing my entrance to One by One.
4. I want my SmartArt completely animated, so I have my Start – After Previous and my Delay 1.5 seconds. You may keep yours on click if you like.
5. I play my animations using the Play button on the Animation Tab or I view my slide and animation using the PowerPoint Slide Show button.



✍ Write your notes here: _____



The Photo Gallery

With the advent of digital photography and the Internet pictures have entered a new and exciting age of sharing, marketing, and displaying. Photography and slide presentations have always been terrific partners; now, PowerPoint with the **Picture Tools** and **Format Tab** and **Animation Effects** takes your photographs beyond the static, boring methods of displaying pictures that the old, fashion slide projector did.

Important Photograph Gotchas!

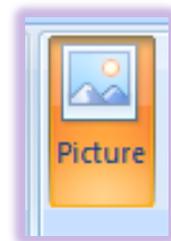
- ✓ *Know where you store your pictures on your hard drive, server, social media site, etc.*
- ✓ *Know the size of your file – A large size file of your photo will increase the file size of PowerPoint.*
- ✓ *Use animation to introduce and or exit the picture.*
- ✓ *Ensure the picture ties into your message.*
- ✓ *Be careful using pictures as a background – due to color variations in photographs finding a font size and color that can easily be viewed may be difficult, but not impossible. I have seen some really great pictures as backgrounds that did not have a lot of different colors or variations of shades. You may lighten your picture to use as a background, too.*

♪ The Color icon on the picture toolbar will allow you to “color” a photograph as a Washout; this is good to lighten and fade a photo to use as a background. ♪

- ✓ *You can Insert a Picture from a Scanner or Camera; however, I encourage you to use software designed specifically for scanning or inserting pictures from a digital camera not PowerPoint to scan or bring a picture into your computer.*
- ✓ *While the Picture Format Tab and Dialogue Box are good, you may find that you would prefer using a full photo editing application rather than PowerPoint’s Format for pictures to enhance and modify your photography. For quick cropping, brightness, and resizing, the Picture Format tab is quick and fine to use.*

How to add a picture.

The **Picture Command Button** at right is available on the **Insert Tab**. Clicking the button will take you to the **Insert Picture dialogue box** for you to browse and locate the picture to insert.



How to add a picture.

- 1. On the Insert Tab, Click the Picture Button.**
- 2. PowerPoint opens for you to navigate to your pictures or may**



assume you want to go to Your Pictures folder. Navigate to where you store photos.

3. Select your photo; I am using Pine Lake Autumn.jpg for my picture and Click the Insert Button or double click your photo.
4. The picture appears ready for you to resize, move, and add edit!

In class we will insert pictures from the *World Wide Web*. If we are not connected to the Web or you want to use another picture, there should be picture files provided with the materials you can use for these picture exercises. Here are the steps of copying or saving a picture from the web; however, some web sites won't allow you to copy or save their photos and graphics.

Here's how to Copy a picture from the Web

1. Right Click on a Picture on a Web Site
2. At the Short cut menu, click copy,
3. Return to your document and click the Paste Icon or right click where you want to place the picture and click Paste from the short cut menu.

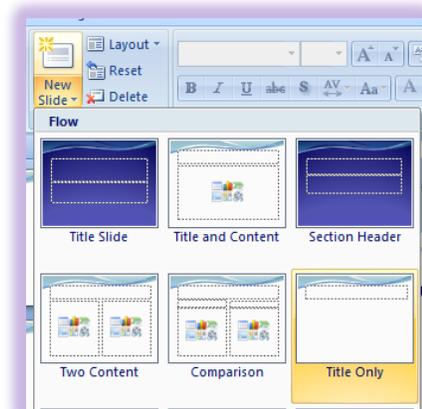
Here's how to Save a picture from the Web

1. You can save the picture on your hard drive or other storage device by right clicking on the picture on the Web and in the Short Cut menu Click Save Picture As
2. At the next dialogue box choose the drive and/or folder where you want to store the picture,
3. Name the file,
4. Click Save.

Photo Gallery Slide

Let's create a slide of photos. If you don't have photographs to use, I have included several pictures JPEG files with this material.

1. At the end of your slides, click the New Slide Button and from the Menu choose Title Only.
2. Enter a title for your slide, I have typed *My Photo Gallery*
3. Click the Insert Tab and click the Picture Command Button
4. Browse to where your pictures are stored
5. Select your photo; I am using *Pine Lake Autumn.jpg* for my picture and Click the Insert Button or double click your photo.





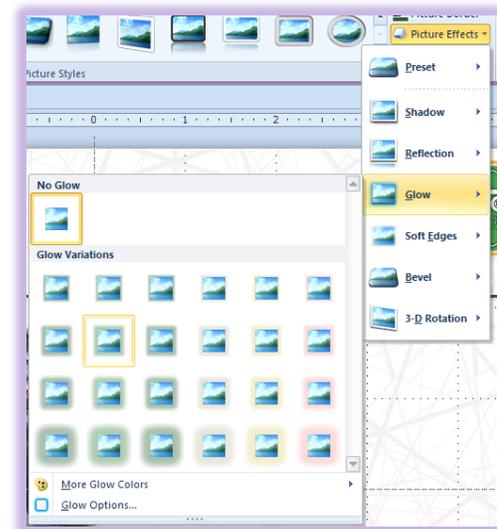
6. Click the picture on your slide to select it. The Picture Tools tab should appear with a Format Tab.
7. Insert a second picture into your slide – I am using *Lake Sunset.jpg*.

Format Picture Tab



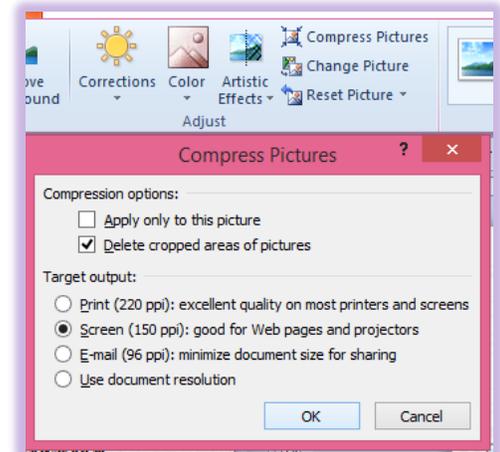
activates when you click a picture. Displayed above is *the Picture Tools* and *Format Contextual tab* from PowerPoint 2010. When you click or select a picture, this tab activates for you to click and make changes to your photo. We'll examine some of the important parts of this tab and corresponding *Command buttons* and menus.

1. With your photograph selected, choose a Picture Style from the Format Tab. There are plenty of terrific styles to start you on your formatting path.
2. Next you may add or change your border color, width and other options using the Picture Border button and cascading menu.
3. Next using the Picture Effects button and menus add some pizzazz to your picture. I am including a Glow for photo. Review all of these options for shadows, reflections, and so on.
4. You may remove areas of your photo using the Crop tool. Clicking this places cropping marks around your photo so you may click and drag these markers to designate areas you wish to remove. After clicking and dragging your markers, click the Crop tool button again to remove the areas.
5. The Adjust Group on your Format Tab is important for you. You should review the Corrections and Color options available for your photo.





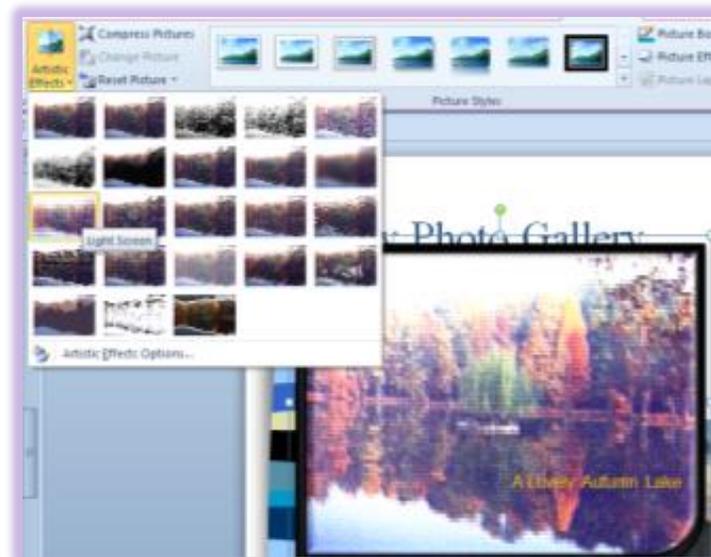
6. After resizing and/or cropping your photos you should always click the **Compress picture** button. When you resize or crop a photo, the viewing size of the photo changes for you but not the amount of file space that the photo uses. For example, if you insert a photo that is five megabytes, your PowerPoint presentation file size increase by five megabytes. After formatting your photo and changing its viewing size, the **Compress Pictures** menu allows you to delete cropped areas and reduce the file size of your PowerPoint presentation. I am using a **Screen resolution** displayed here.



7. Another nice button is the **Change Picture**. This button allows you to change the photo without losing any of your formatting.

Artistic Effects on Photos

Office 2010 and 2013 add **Artistic Effects** to the options available to enhance and alter photographs. I have a photo selected at right and with my **Artistic Effects** pane active I can view the various effects on through Live Preview to determine which effect I may want to use. Some of these are really great and some distort the photo so much I can't tell what the photo is.



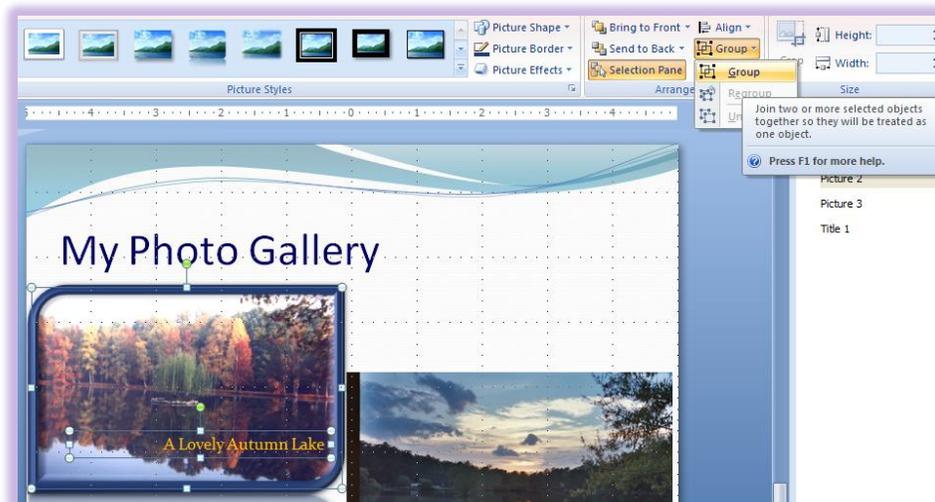
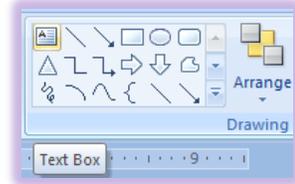
Enhancing the Picture

You can use the **Text box Button** on your **Home Tab** and the **Drawing group** to create a text box or caption for your picture. Once your **Text box** is in your Picture, you can type your heading, title, or caption and then format your text.



Let's add a caption to a photo and format the text.

1. On your photo gallery slide, select a photo (I am using the Pine Lake Autumn.jpg photo).
2. Click your Home Tab and in the Drawing Group click the Text Box button.
3. Click and drag a rectangle at the bottom of your photo.
4. After drawing your text box, PowerPoint is ready for you to type a caption for your photo. I have typed A Lovely Autumn Lake as my caption.
5. Next, format your text with a different font, color, size, and other formatting techniques you have learned.
6. In order to see the caption you may need to move the text box and align your text to the right as I have accomplished and displayed at right.
7. Now, we want these photo and text box joined into one object using the Group button and menu.
8. Click the Photo and then press your shift button and click the text box or caption as displayed at right. We need to select both of these so PowerPoint will know what we want to group or join.
9. Click the Group Button on the Format tab of your Picture tools.
10. From the menu choose Group. Notice that you can ungroup and regroup pictures and objects. You will need to accomplish this in order to work with photo and text box independently for moving and formatting.
11. After Grouping your picture, move and resize your photo and notice how the text box or caption moves with your picture.





- 12. Insert other photos and format them using your Picture Tools and Format tab.
- 13. Save your presentation.

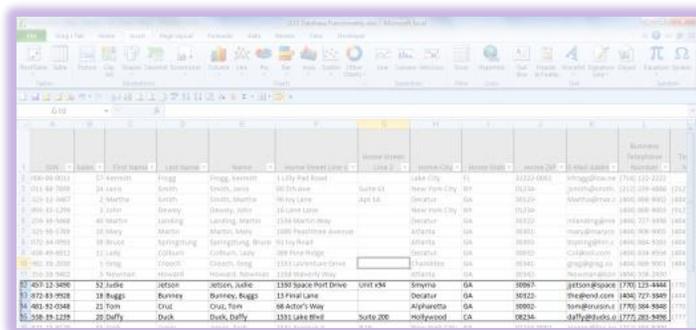
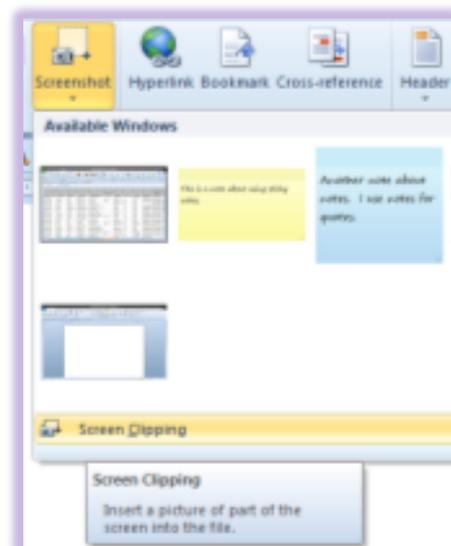
➤ **Hot Tip!** You can create interesting captions and graphics with your Photos using the AutoShapes options on your Home Tab and Insert Tab, including stars and other objects. For many captions and text boxes in pictures, you may need to change your Fill to No Fill and your Border to No Borders to the caption/text box appears to be part of the photograph. ➤

Enjoy being in the Pictures and PowerPoint!

Screenshots and Screen Clipping

With files and programs open, you may use the *Insert tab* and *screen shot*. I like using *Screen Clipping* because whichever file you were previously working you may click *Screen Clipping* and the previous file opens and dims for you to click and drag the area that you wish to insert your *Screenshot*. If you simply click the item in the *Available Window* menu, the entire screen inserts into your file. After the insertion then you will need to perform any formatting, such as cropping and resizing.

As an example, I open an Excel workbook with a listing of clients, this file appears first in my list of *Available Windows*. As displayed above I am choosing *Screen Clipping* and since I was in the Excel worksheet last, Office opens my Excel worksheet and dims for me to click and drag to select the area I want to insert into the document as displayed here. After I click and drag the area and then release my mouse button, this area automatically inserts into my PowerPoint Presentation.



✍ Write your notes here:





Sound, Movies, Action! Multi-Media

We have studied using simple sounds in *PowerPoint* through *Animation* and we have animated pictures in *PowerPoint*. Now, we learn how *PowerPoint* can display videos and more extensive sound files. We will also look at how *PowerPoint* can automate and animate your tasks during a presentation through items called *Action Buttons* which can act as intelligent hyperlinks to run programs, open files, and display web sites. *PowerPoint* does a good job in allowing you to insert sounds and to play *Videos or Movies* from files. We will insert an animated GIF file, which is an animated Clip Art, and we will insert a video. We will insert Clip Art sounds and look at other music and audio options.

PowerPoint can manage and play various types of multi-media files. These include audio files in the format of wav, midi, mp3, and others. Audio file types include mpeg, avi, wmv, and others.

I encourage you to play with your multi-media components of PowerPoint to strengthen and enhance your message.

In *PowerPoint 2007*, we will use more of the *Custom Animation* features with Multi Media and will see how *Custom Animation* can change based upon your media sound and movie files.

We studied *Custom Animation* a lot and now you will see a benefit. Learning *Multi Media* after knowing the *Custom Animation* process cuts down tremendously in your learning curve. Inserting a *Movie* or *Music* is easy; customize when and what the movie or music to play is the tricky part and knowing *Custom Animation* will save you time and frustration in knowing all of the options.

In *PowerPoint 2010/2013*, we will use the new *Video* and *Audio Tools* and the *Format* and *Playback* tabs.

Here are the steps we will use to add *Multi-Media* to our slides and to insert audio or videos on a specific slide for you to play during a presentation:

- 1. On the Insert tab, click the Movie/Video or Sound/Audio button and your options appear.**
- 2. We will use Movie/Video from File and Movie/Video from Clip Organizer and we will play a Sound from Clip Organizer and Play music from our computer.**

Your movie or video may play automatically or using an icon that will appear for you to click and have the video run. Sounds operate in the same manner. You insert a sound and you may have the music or sound play automatically when the slide is opened or have it play when you click a button on your screen. You may select sounds from a Gallery, from a file on your



computer or server, Play a specific CD Audio Track in PowerPoint 2007 (Just make sure you keep your CD in the CD Drive for PowerPoint to Play!), or you can record a sound for PowerPoint to play.

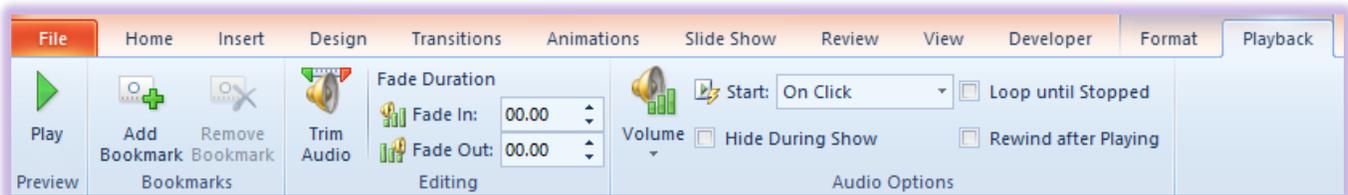
Once you insert a sound or video, you may alter the timing to be automatic, to pause your slide show, and other options through the **Custom Animation** pane we have worked in previously. This is very similar to our previous methods of setting animation. In **PowerPoint 2010/2013** we will use the new **Playback** and **Format tabs** for **Audio/Video Tools**.

PowerPoint 2007's Sound Options Tab



As with other objects and items in PowerPoint, when you click your sound or CD icon on your Slide Show in Normal view, **PowerPoint** as an **Options tab** for **Sound Tools** and is displayed above. We could have used this for some of our changes above, but we needed to make more changes using the **Custom Animation pane** and boxes. The **Sound Options tab** is good for previewing your sound, changing the volume, and hiding your icon.

PowerPoint 2010/2013 New Playback and Format Tabs



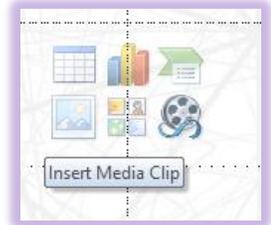
As I related PowerPoint 2010/2013 have new **Contextual Tabs** for **Audio/Video Tools**, the **Playback** and the **Format Tabs** appear when you select your audio or video file icon. The **Playback** tab for audio displays above and replaces some of the options that required you to use the **Animation Pane** and **the Effect Options box** in PowerPoint 2007. The **Options Tab** for multimedia files does not exist in 2010/2013. Thankfully the manner in which you insert audio and video files has not changed.



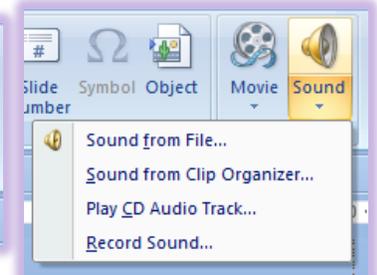
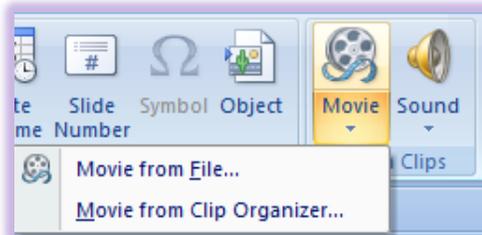
Other changes in the new versions of PowerPoint include no longer playing audio from a CD (that is so 90s!), ability to play from a web site, such as **YouTube**, and you can perform basic video/audio editing within PowerPoint.

Inserting Audio/Video Files

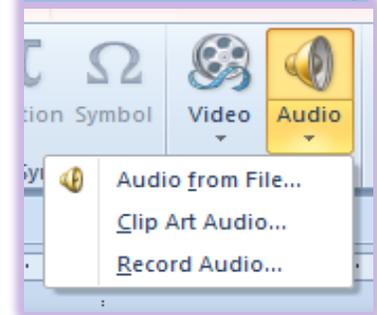
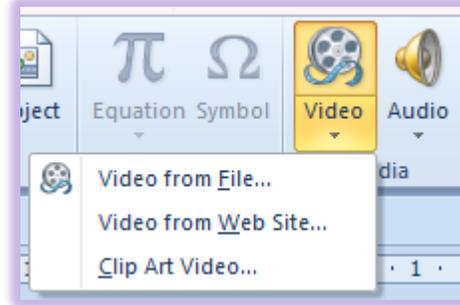
The Insert Tab contains the buttons to insert Movie/Video and Sound/Audio. The names change from Movie in 2007 to Audio in 2010/2013 and from Sound in 2007 to Video in 2010/2013. Using the Contents Pane on your Slide Layout, you may insert a video media clip using the Movie Reel button on the Slide as displayed at right.



Displayed here are the PowerPoint 2007 Insert Tab and Media Clips group for Movie and Sound at the top and the PowerPoint 2010 Insert Tab and Media group for Video and Audio (PowerPoint 2013 is similar to 2010).



We will work with Inserting from these various sources and then modify our multimedia file within PowerPoint.

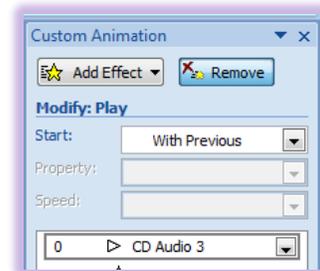


Let's have music play when we open our presentation at the Title Slide and then we'll add other music and movies in other slides.

Music, Narration, or other Sound from a File

If you have music, narration, or other type of sound you wish to play from your computer and in a sound/music file format, such as .wav, .mid, .mp3, etc., we'll use that file for our next section.

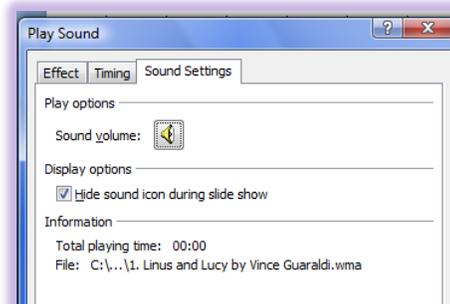
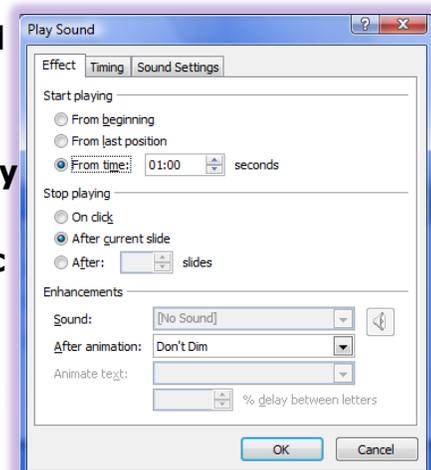
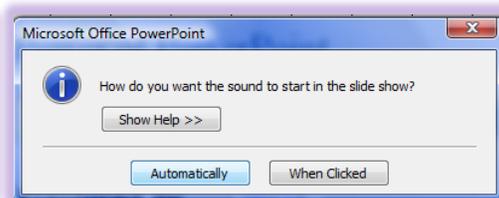
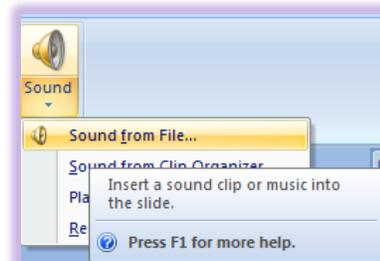
⊗Important Gotcha! When you delete or remove multi-media from your slide using the Animation Pane, PowerPoint does NOT remove or delete the icon for your music or multi-media file. You'll need to select the multimedia icon on your slide and press delete. Deleting the icon or graphic that represents your audio file deletes the audio/sound and the icon/button. ⊗





PowerPoint 2007 Multimedia process using the Custom Animation Pane for editing.

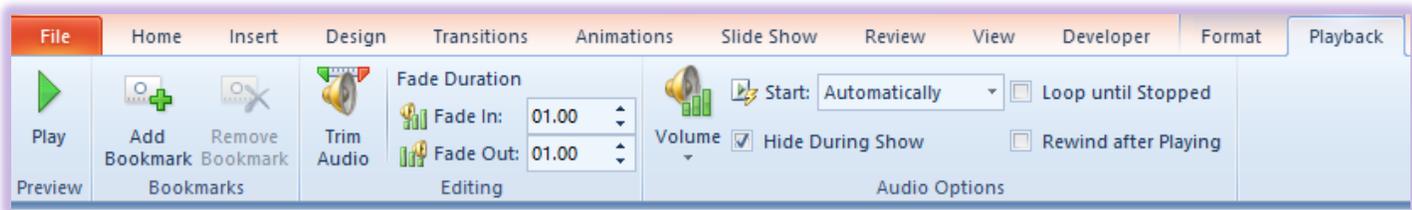
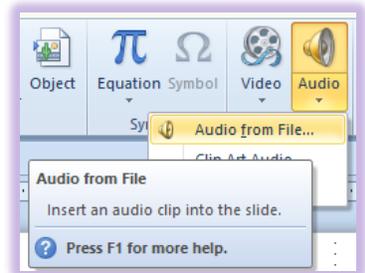
1. Click on your first slide the Title Slide.
2. Click the Insert Tab and then the Sound button and from the cascading menu choose Sound from File.
3. Next, navigate to where your musical or other sound file is stored on your computer. Select your sound file and click OK.
4. At the next screen, click Automatically.
5. PowerPoint displays the sound icon for you as pictured here.
6. Next activate your Custom Animation pane and select your sound media at the bottom of your list and using your Re-Order button, move your sound/media to the top.
7. Change your Start to With Previous so the music will play when the presentation begins.
8. Next using the Drop Down arrow next to your animated media, click Effect Options to open the Play Sound dialogue box. As displayed at right, I am changing from where the music starts and the music will stop playing after the current slide.
9. Click the Sound Settings, change your volume if you like and since we are playing this automatically hide the sound icon.
10. Click OK.
11. Preview your Title Slide and Presentation opening in Slide Show View.
12. After the first slide, press the ESC key to end the slide show and return you to Normal view. Save your file.





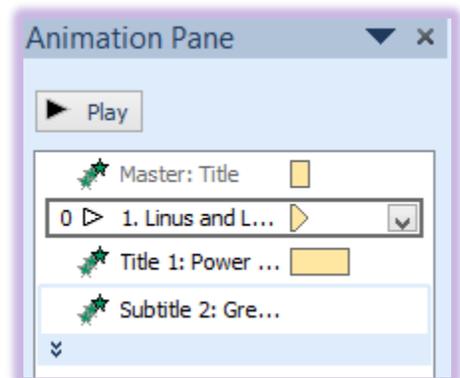
PowerPoint 2010/2013 Multimedia process using the Playback tab.

1. Click on your first slide the Title Slide.
2. Click the Insert Tab and then the Audio button and from the cascading menu choose Audio from File.
3. Next, navigate to where your musical or other audio file is stored on your computer. Select your audio file and click the Insert button.
4. PowerPoint displays the audio icon for you as pictured here. Notice you may play your Audio while in the Normal view and editing your slide.
5. Activate your Animation Pane and when you click on your Animations Tab you will notice that this changes for you to play and pause your Audio too. Your Audio File displays in the Animation Pane.
6. Now, with your Audio File selected on your screen, click the Playback tab. Using the Playback tab I have added Fades for my audio and set the Start Automatically so when I begin my presentation the music



plays for me. Since I am having the music play automatically, I do not need to have the Audio button showing on my screen so I check the Hide During Show to make the audio icon invisible.

7. Next, in the Animation Pane I have moved my music file to begin earlier and to be the first item animated.
8. Finally, I click the Play button and review my slide's animation and audio.

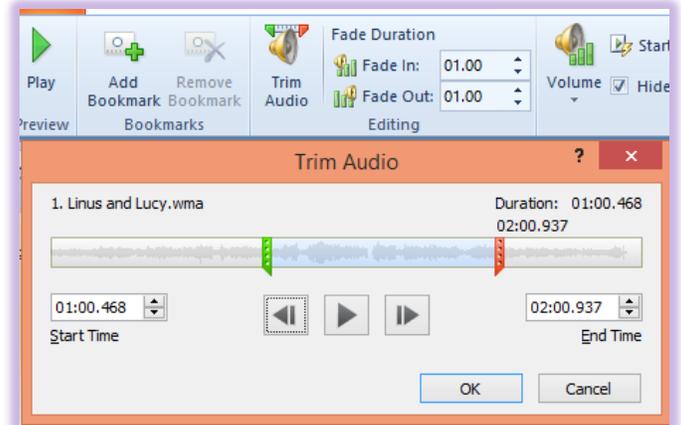


A nice, new feature for PowerPoint 2010 and 2013 is the ability to perform basic edits on your audio and video files from within the application.

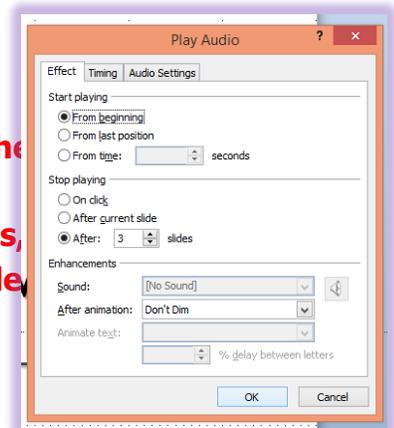
Let's edit our audio file and trim it.



1. Select your Audio File and from the Playback tab click Trim Audio.
2. The Trim Audio pane appears for you to click the green beginning marker and drag to the right to change your start time and then click the red ending marker and drag to the left to change your ending time. As displayed at right, I am Starting the music on 3 minute into the song and having it play for one minute.
3. Click Ok.
4. View your presentation in Slide Show to hear and see your changes.
5. Save your presentation.



➤ **Hot Tip! While the Playback tab in PowerPoint 2010/2013 offers many features, such as Hiding the icon and trimming the multimedia file, you will need to use your Effect Options Dialogue box from the Animation Pane to make other changes, such as displayed here of ending my music after the third slide.**

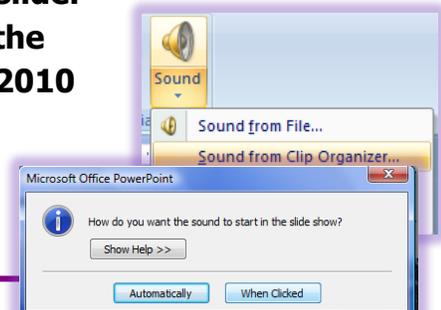


Clip Art and Online Media

PowerPoint 2007 and 2010 Clip Art Sound

Now, let's add a musical or other sound from the *Clip Art Gallery* to our photo slide. You will have many more choices if you are connected online and can use the *Office Online Gallery* for music, sounds, and animated *Clip Art*. We will click to play this music or sound.

1. With your presentation open, go to the Photo Gallery slide.
2. Click your Insert Tab and the Sound button and from the menu click Sound from Clip Organizer. . . PowerPoint 2010 uses the Audio button and Clip Art Audio. . . item.
3. PowerPoint activates your Clip Art Task and displays all sorts of sounds and music for you –

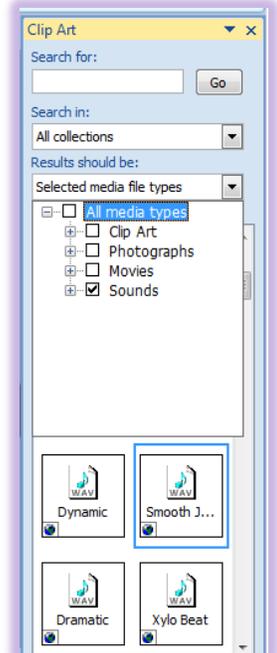




everything from Bach and Vivaldi musical selections to kisses, burps, and horror sounds. Find a sound or music you want and click it to insert it into your slide. I am inserting Smooth Jazz.

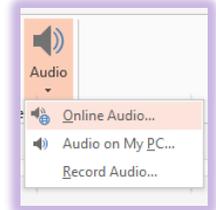
4. At the next dialogue box, this time click the When Clicked button to start the sound in your show. Skip this step in PowerPoint 2010.
5. Place your presentation in slide show at Slide Seven and notice the Sound icon on your screen. Click it when you are ready for the music or sound to play. You could use your Sound Options Tab, too, to play your music and change your sound levels.
6. Press the ESC key when you are ready to edit your slide show.
7. Save your work.

The *Clip Art task pane* allows you to Search specific locations using the *Search in* box and allows you to change the type of *Clip Art* you desire. Since we were inserting *Clip Art sounds*, *Clip Art* only has Sounds checked in our *Results should be* box.

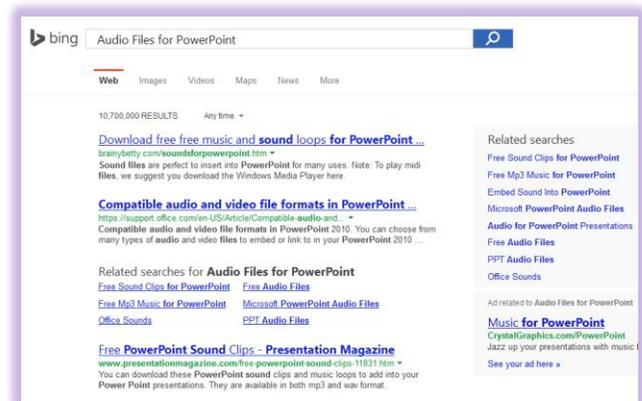


PowerPoint 2013 Online Audio

PowerPoint 2013 eliminates *Clip Art* and uses other sound/audio files from many organizations using *Bing.com* and *Office.com*. The *Audio button's* menu for 2013 appears here. After downloading the music and inserting it into your presentation, you use the *Playback tab* and *Animation pane* as we accomplished previously to edit your audio file.



Pictured at right is the menu that appears when I activate Bing to insert and online audio file. There are many sounds, effects, music etc. that you may use from these web sites.



You're in the Movies

Like our Sound/Audio files, Movie/Video files work similarly. PowerPoint 2007 uses the Custom Animation pane and Effect Options dialogue box for editing and playing the movie/video file. PowerPoint 2010 and 2013 uses the Playback and Format tabs. Inserting video files is the same in all current versions of PowerPoint. PowerPoint

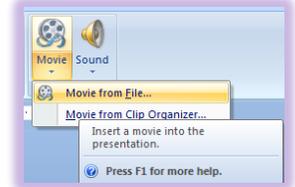


2010 and 2013 allow you to use web sites for your videos, too. I will use YouTube to demonstrate inserting a web video.

♪ These are very similar to your Sound/Audio File options and are not difficult to use. ♪

For the movie in your PowerPoint presentation that accompanies this training course, I have used the **Movie Settings tab** and I checked the **Zoom to full screen** as you will notice if you view my Photo Gallery Slide.

- 1. With your Presentation 1.pptx file open, on your Home Tab, click the New Slide button and from the cascading menu choose Title and Content slide. You can insert a movie as we have accomplished earlier using the Insert Tab and Movie Button as displayed at right.**



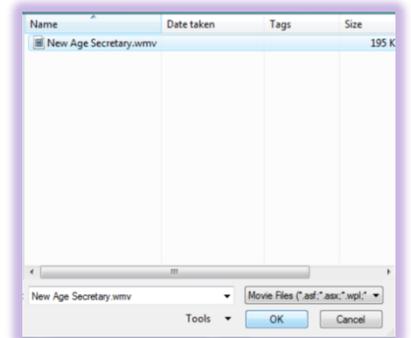
- 2. PowerPoint creates our familiar Title and Content slide and the Insert Media Clip appears on the bottom row and right button displayed here.**



- 3. Give your slide a title; I am entering Our Newest Associate.**

- 4. Click the Movie Reel or Insert Media Clip icon.**

- 5. Navigate to where you store your video files. I am using the New Age Secretray.wmv file. In the Files of type section notice all of the media and movie formats you may use. Click OK.**



- 6. In 2007 PowerPoint, Click Automatically at the next dialogue box as we have accomplished previously. Skip this step for 2010 and 2013 as it will not provide this dialogue box.**

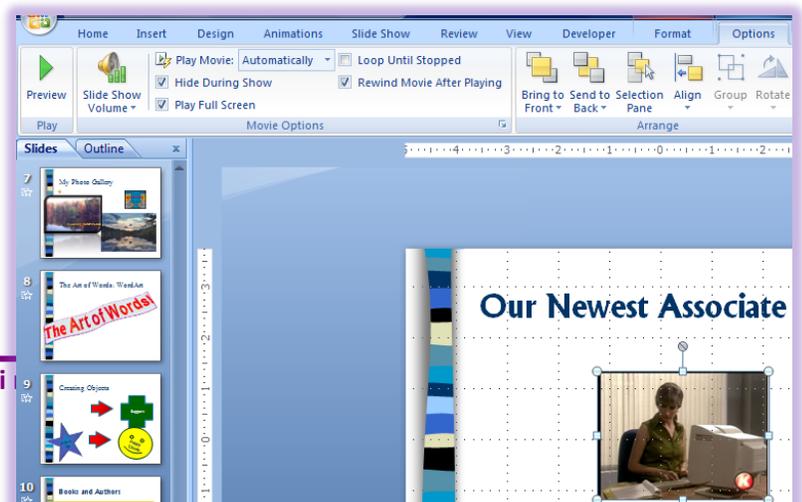
- 7. PowerPoint inserts the movie for you.**

Now we will edit the Video using PowerPoint 2007 first and then PowerPoint 2010/2013.

Editing and enhancing your video in PowerPoint 2007.

- 1. Using your Movie Options Tab, click Preview to view your humorous short movie within your Normal View.**

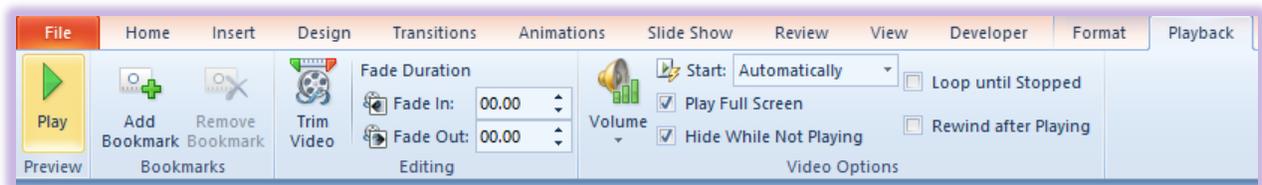
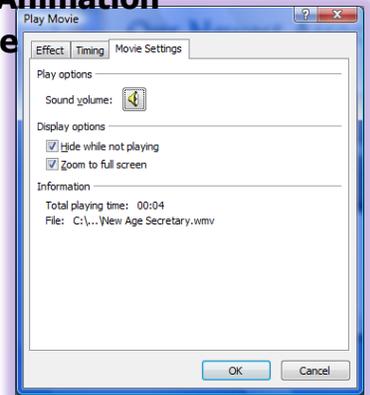
- 2. Also in your Movie Options group, check the Hide During Show, the Play Full Screen, and the Rewind Movie After Playing boxes,**





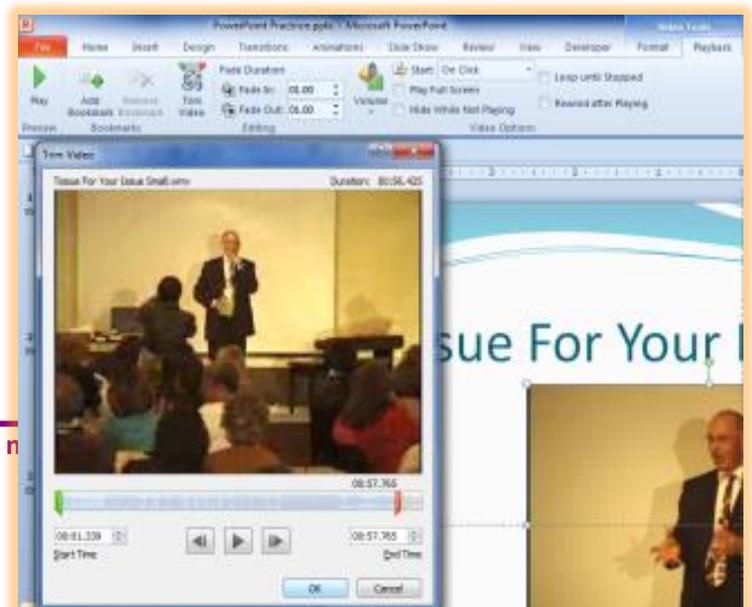
then click your Preview button.

3. Next open the Slide in Slide Show and view your movie. Press the ESC key to end your show and return to Normal View.
 4. Click the Custom Animation button and from the Custom Animation pane notice you have a couple of items to start your movie Automatically. Click the first item that Starts After Previous and from the Drop Down arrow choose Effect Options. My movie options display at right.
 5. Click the Movie Settings tab this tab allows you to make changes to your movie, too.
 6. Now, Animate your title and save your file. Editing and enhancing your video in PowerPoint 2010/2013
1. With your video selected, use your Playback Tab to click



Play to view your video within your Normal View. Now using the Playback tab, change Start to Automatically, check Play Full Screen and check Hide While Not Playing.

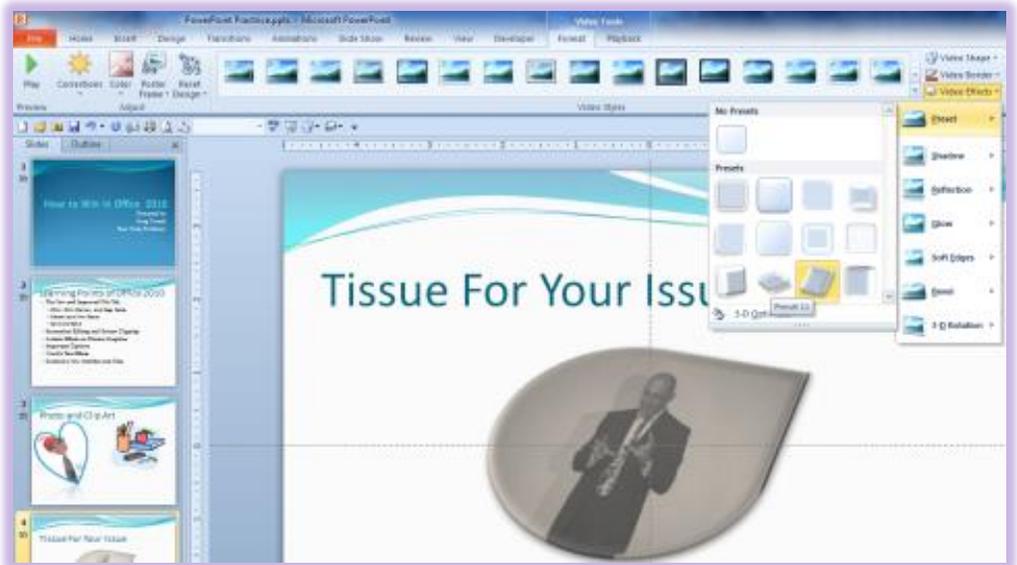
2. View your video in the Slide Show view. Your video should play on its own and jump to full screen. After playing your slide is blank.
3. Press Esc to return to Normal view.
4. Now, I am using a longer video file that I wish to lessen the time. With your video selected in PowerPoint and your Video Tools appearing I have clicked the Trim Video button that activates my Trim Video pane to decrease the time by clicking the start marker and sliding it in and then clicking the end marker and sliding it





in to lessen the start and stop times of the video. I clicked OK.

5. I have set the Fade In and Fade Out to 3:00 seconds.
6. I am keeping my video to Start On Click, so I am not hiding the video so I may click it when I'm ready to show the video in the presentation. Make adjustments to your video and perhaps change the Start to Automatically and click the Play Full Screen item. Finally, view your changes in the Slide Show View.
7. Also, new in PowerPoint 2010/2013 is the Format Tab for Video Tools which is very similar to the Format Tab for Photos.
8. With your video selected, change the color scheme I am using Sepia. Perhaps change the Shape I am using Teardrop and choose other effects to make your video really tacky!
9. Play your video and look at your changes in the Slide Show View. Save your Presentation.



Video from Web Sites and Online Videos – PowerPoint 2010/2013

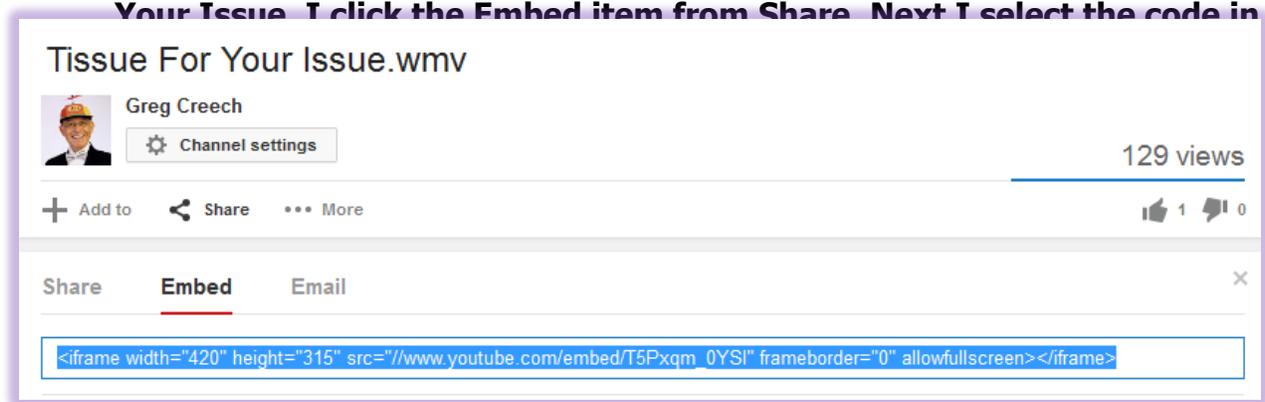
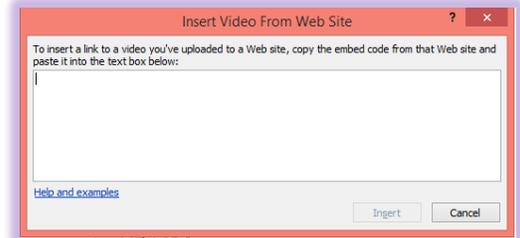
In this section, I will use my YouTube channel to embed a video into my PowerPoint presentation. The Video button the Insert tab has Video from Web sites in PowerPoint 2010 and Online Videos in PowerPoint 2013. I'll use PowerPoint 2010 for this exercise.

Hot Tip! Depending upon your organizations Internet settings and the video copyright, you may not embed, download, or otherwise use Online



Videos in your presentation. I am using my own videos and have the copyright to use the video. 🚀

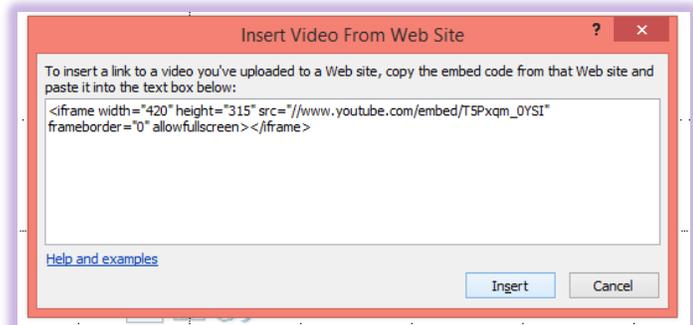
1. Create a Title Only slide and from your Insert Tab click the Video button and from the menu choose Video from Web Site.
2. The Insert Video From Web Site dialogue box appears for me to paste code from my YouTube video.
3. I navigate to my YouTube channel for the video I wish to use in this case Tissue For Your Issue. I click the Embed item from Share. Next I select the code in



the box and copy it.

4. I return to PowerPoint and paste the code in the dialogue box as displayed here and click Insert.
5. When I click my Slide Show button, I can click my video from YouTube and play it.

🚀 **Hot Tip! Since YouTube or other web site controls the video your Playback and Format tabs do not work well and many items gray out.** 🚀



🎵 Write your notes here: _____



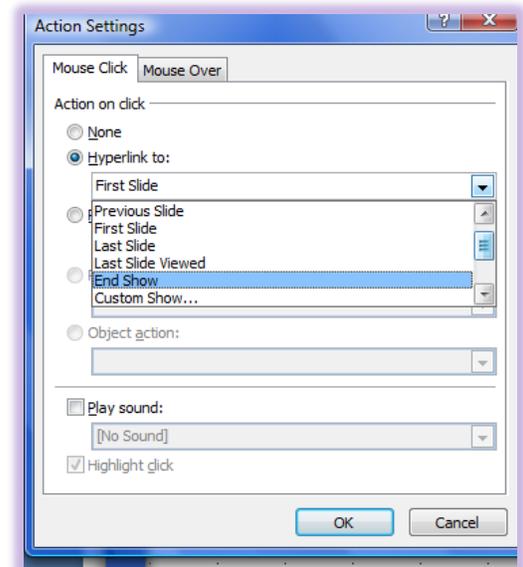


Action, Action We Want Action - Action Buttons

Action Buttons are a form of multi-media by allowing you to run other programs, open files, play sounds, play movies, navigate within your presentation, and perform other automation for you. While you can use these buttons, you can use **any item** in **PowerPoint** to perform an action such as words as a hyperlink, pictures, SmartArt, Shapes, or other **PowerPoint** objects. We will create a button and we will create Action Settings for existing objects.

Here's how to create an action button.

- 1. On the Insert Tab, Click the Shapes button and from the menu and at the bottom is Action Buttons. I am using the Home button.**
- 2. Click one of the buttons and drag to draw your button, just like any other type of shape, after drawing your shape and releasing your mouse button PowerPoint provides the Action Settings dialogue box for you to perform your magic.**



The **Action Buttons** allow you to hyperlink to other areas of your presentation, run programs, play movies, play sounds, and other “action items” as you click or move your mouse over the item. **A ScreenTip will display informing you of the type of action that PowerPoint performs with the selected button.** In the **Action Settings** dialogue box you can assign movement/ navigation, to run a program, to play a sound or movie, or a host of other activities, including hyper linking to a web site provided you are connected to the Internet! *Notice the action can occur at a Mouse Click or Mouse Over (I'm so spastic with the mouse at times, especially in giving a presentation that I keep mine on Mouse Click).* The **Hyperlink to:** will allow you to go to files in your slide show, computer, or the Internet.

I have so many applications that I use these buttons for – I could write a book. I use this to play videos, recordings, etc during my presentation. I use these to open other documents and to display web pages on the Internet. You can change the icon or draw a new AutoShape, picture, or other item and assign Actions to it using the **Action command button** on the **Insert Tab** and

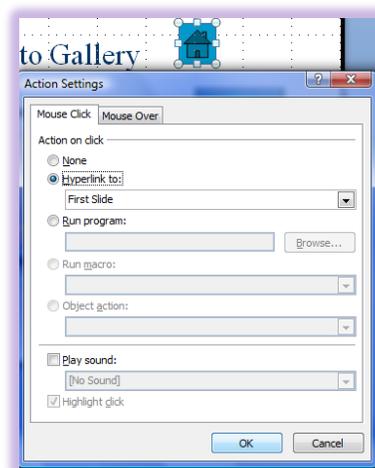


the Links Group. *Note: The Action Buttons only work when you are in Slide Show View and during your Presentation.*

Let's create several type of Action Buttons.

On your *Photo Gallery Slide*, we'll create a button and we'll use some of these pictures to perform actions.

1. Navigate to your Photo Gallery Slide.
2. Click the Insert Tab and click the Shapes button,
3. From the Cascading Menu, click the Home Action Button.
4. You are back in your slide, Click and drag an area on your slide to create the button.
5. After you draw the Button, the Mouse Click Tab appears for you to create your Action Settings.
6. I have made my Home Action button to hyperlink to the First Slide in the Presentation.
7. Click OK.
8. Your Action Button will not work until you place your presentation in Slide View.
9. Put this slide in Slide Show view.
10. Notice your slide runs as usual and displays the home icon for you.
11. As your slide is running, click the Home Action Button and your slide stops and displays your first slide.
12. Press the ESC key to end your show.



Let's create an action setting for one of our pictures.

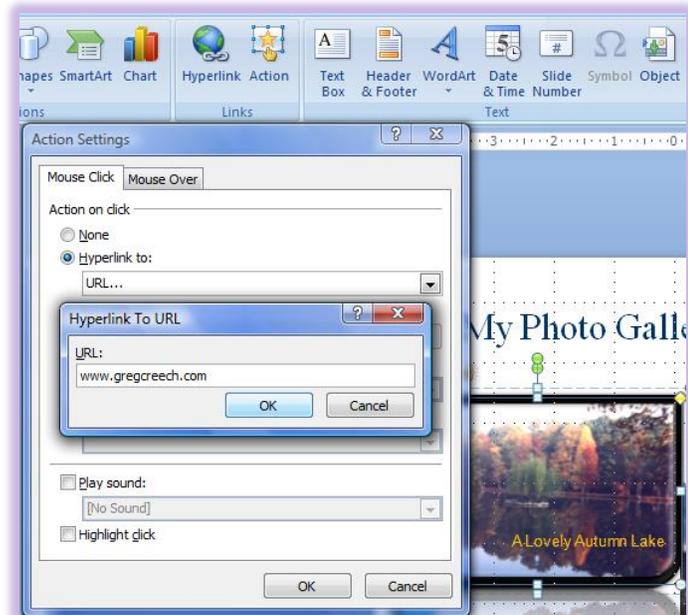
1. Navigate to your Photo Gallery slide.
2. Click on a photograph to select it and on the Insert Tab click the Action button in the Links group and is displayed at right. Notice the handy Hyperlink button next to this that you may use, too.
3. Your Action Settings Dialogue Box appears. As pictured





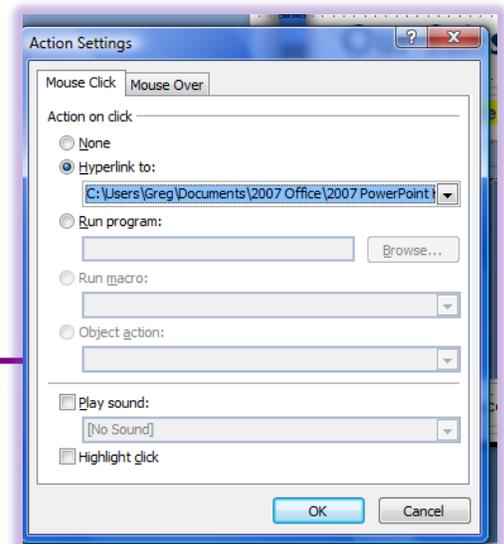
below I have changed my Action Settings in the Hyperlink to a URL. Once I select URL item, The Hyperlink to URL dialogue box appears.

4. Type in a Website that you would like to hyperlink to (Remember to connect to the Internet to use this in the Slide Show. I have witnessed a presenter try to use this setting in a presentation but forgot that they were not connected to the Internet, OOPS!)
5. Click OK in the Hyperlink to URL box.
6. Click OK at the Action Settings Dialogue box.
7. Put your slide in Slide Show view and as the Slide runs or after the animation is complete, click the picture containing your action setting or URL. If you are connected the Internet, clicking the picture will take you to the website.
8. After viewing the website, you can click the close button, and you return to your slide show.
9. Press ESC to exit Slide Show View. Save your work.



Let's create an Action from our Chart to an Excel Spreadsheet. As I related when we created the chart slide using PowerPoint – I like creating my charts in Excel where my data is usually stored. I copy my chart from Excel into PowerPoint and when I need to go to the Excel file to view the actual data I click the chart in PowerPoint and my Excel file opens with the data.

1. Navigate to your Chart Slide.
2. In Normal view, Click on the Chart to select it.
3. Click the Action button on the Insert Tab.
4. In the Action Settings Dialogue Box and Mouse Click Tab go to the Hyperlink to section and in the drop down arrow pick list choose Other File ...
5. Next Browse using the Hyperlink to Other File dialogue box to where your course files





for this training package are located and Click the Excel file named - *PowerPoint and Excel.*

6. After clicking the file you return to your Action Settings Dialogue Box. My directory and path to the PowerPoint and Excel.xls displays at right.
7. Click OK.
8. Place your Chart Slide in Slide Show View.
9. After your Chart displays after the animation (if you have any), Place your cursor over it and the Pointing Hand icon will appear with a screen tip of where your file is located.
10. Click the Chart.
11. The Excel File will open for you to see the information.

♪ Write your notes here: _____



Linking and Embedding Objects and Files

Using **PowerPoint** with other applications, such as **Excel**, is popular, but can be confusing and yield results you do not want. My preference is to use the **Action Settings** to **hyperlink** and open a file in the appropriate application. However, others prefer to link or embed the objects within PowerPoint for display. We will look at the ways of inserting files as a linkage and embedding the file within **PowerPoint**. We will continue to use **Excel** as our example, but you can use many file types within **PowerPoint**.

Here are some important notes on Linking and Embedding files in PowerPoint:

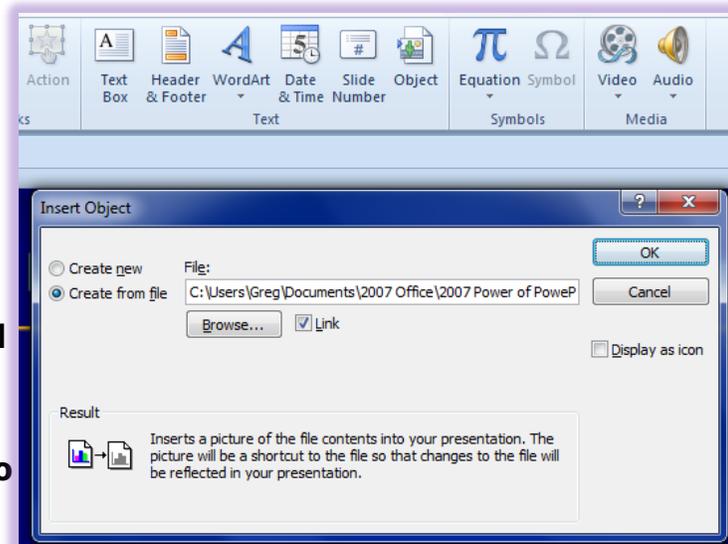
- ♪ Do not move the file after linking; PowerPoint may not keep track of where you moved the file and you will need to redefine the linkage and file location.
- ♪ If you email the PowerPoint file without the linked file, the linkage is broken as well.
- ♪ You should keep your linked files in the same folder with your PowerPoint presentation if possible, to save confusion and ease of finding the linked or embedded file. This is especially true if you are using your presentation on another computer than the one you used to create the linkage.

We will use various methods of linking and embedding and using good old copy and paste, too.

First, let's insert the Excel file as a linked file.

Linked Files

1. Create a new Title only slide somewhere in your presentation.
2. Give the slide a title; I'm giving mine the title of **Linking and Embedding Excel**.
3. Click the Insert Tab and Click the Object button in the Text Group. The Insert Object Pane appears as displayed here.
4. First, Click the Create from file option button to select it. Rarely will you create a new file from within PowerPoint; most of the time you already created your file and want to use an existing file within PowerPoint.



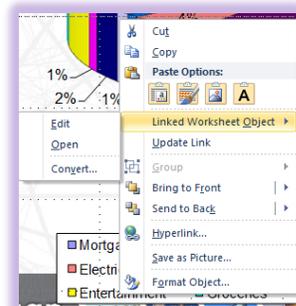


5. Click the Browse button and navigate to where your file is stored. Select your file and double click it to add it to your presentation or select your file and click OK.
6. Next click the Link check box to establish our linkage. I am using a picture of the Excel workbook to click in the presentation; you may want to use the Display as Icon option rather than having a picture of the file in the presentation. The picture or icon is a shortcut to your file which will open when clicked.
7. Click OK and PowerPoint inserts the Excel file as a picture for you.
8. Put the slide in Slide Show and you can see your file. If you click the file's picture, PowerPoint progresses to the next slide. This is fine for small Excel worksheets but not for large worksheets with plenty of data.

⊗ **Important Gotcha!** PowerPoint is limited in the space that it can display your file's picture. If you have a big Excel file to present, PowerPoint will not be able to show all of your data and reducing the size of the photo will probably make your file very difficult for the audience to see or read. This is one reason I rarely use this type of linkage to display a file. If the area to display is small from the file, then this is not a problem. ⊗

1. Place your Slide in Normal view and double click the photo of the Excel file.
2. Excel opens for you to edit your information.
3. Save and close the Excel File.

👉 **Hot Tip!** If you right click on the photo in normal view, the short cut menu displays Worksheet Object with a submenu for you to edit, open, or convert your file. This is helpful in opening your file to manipulate the data and change your information. Then saving your Excel file automatically updates the PowerPoint file and photo. This is an advantage of linking – your information in PowerPoint is always current and up to date with the Excel file. This is helpful to refresh your data in PowerPoint from Excel with the Update Links item. 👉



1. Save and close your PowerPoint presentation.
2. Open the Excel file and make changes. Save and close the file.



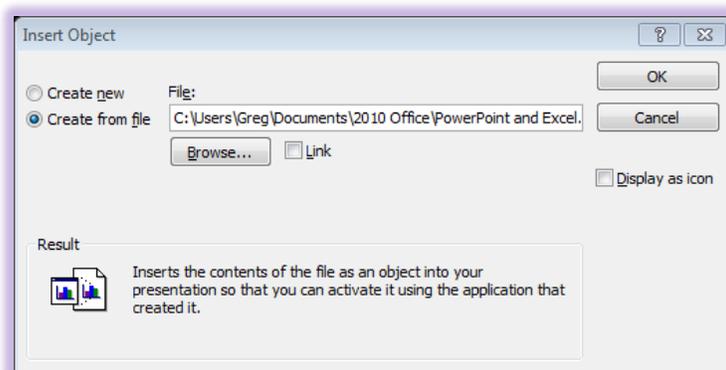


3. Next, Open your PowerPoint presentation. The dialogue box here displays alerting you to changes to your updated file. You usually know the source of the file and want to click Update Links.
4. Click the Update Links and your presentation has the changes from Excel.
5. Navigate to your Linked and Embedding slide. PowerPoint has updated the information for you.
6. Save the presentation.

Inserting as an Object

Now, we will insert the *Excel* file as an *Object*. While you may edit the object in *PowerPoint/Excel*, there is no linkage so the *Excel* file and *PowerPoint* object are no longer connected and will not update the other file. If you place the file as an object, the object remains with PowerPoint if you were to email the presentation as an attachment or use the presentation on another computer. A linked file does not “travel” with the presentation, and an object does.

1. Create a new Title Only slide and give the slide a title.
2. Click the Insert Tab and in the Text group click the Object button.
3. Select the Create from File option button and then click Browse to navigate to your file.
4. Select your file and Click OK (or double click the file) to insert the object into PowerPoint. This is a snapshot of your file. The file and PowerPoint will not update automatically; however, you may edit the information within PowerPoint.
5. Click OK.
6. As with Linking, PowerPoint places a photo (or an icon if you chose that option) of the file on your slide.
7. In Normal view, Double click the photo and PowerPoint opens with Excel for you to edit the file. When you click away from the photo/file, PowerPoint automatically updates the information and exits Excel.
8. Save your presentation and view the slide in Slide Show.



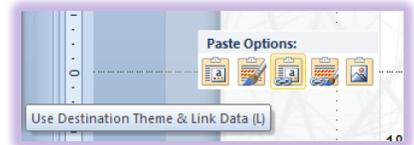


You may edit your object separately from the original file and PowerPoint contains the file, not the original location.

Copy and Paste an Excel Chart

With all of the above linkages and objects being embedded the ability to animate can be limited. You may only bring in the object (or use emphasis and exit but those are rarely used in a business setting for objects). When you copy a chart from Excel you may paste it as an object linked to Excel. This allows you to animate the chart entirely making the chart easier to read and presenting the chart more interesting to you and the audience.

- 1. Create a new title only slide and give it the title: Budget analysis**
- 2. Next, Open the Excel file entitled PowerPoint and Excel.**
- 3. Click the January Pie worksheet.**
- 4. Right click in the Chart Area from the short cut menu click Copy.**
- 5. Save and Close Excel.**
- 6. Return to your Budget analysis slide and right click in an empty area of the slide and click Paste. Click the Paste Options icon choose Chart (linked to Excel data). This option allows you to make changes to the Excel file and have the chart automatically update.**
- 7. You may click the Edit Data button on the Design Tab of the Chart Tools with the Chart in Normal view and Excel will open the file for you to edit.**
- 8. Now, Animate your chart as we accomplished previously.**



I used PowerPoint 2010 for this section; however, the process and menus in the current versions of PowerPoint are similar and function the same.

The other options in the Paste Options menu are important to know:

- ✓ Include the **Excel Chart (entire workbook)** which inserts the chart and the January worksheets as a workbook – however, this creates an object in PowerPoint separate from your original file. You may edit the data but this does not affect the original Excel file.
- ✓ The **Paste as Picture** inserts the chart as a photo object and does not allow extensive animation and no Excel/data editing. However, you can edit the chart using the Picture tools and have a fancy photo of the chart but with limited capabilities. You may use the picture as a hyperlink to open the file when the slide is in Slide Show.



Templates and The Master

Since we have learned many of the features and elements of *PowerPoint* and the associated tabs, command buttons, etc., we are ready to develop our own templates and presentation designs. As I wrote, avoid the *PowerPoint Templates*, except to learn, to get ideas, or to edit and change them. Developing your own template can be fun, is creative, and impresses your managers and audience beyond “presentation” belief. The branding and marketing of your organization and products/services increase dramatically when you create your own design template incorporating your logos, color schemes, and slogans. *Let PowerPoint help you with your marketing, branding, and creativity with your own template.*

The *Slide, Handout, and Notes Masters* in PowerPoint allow you to make global changes to all of your slides at one place. For example, if you use the *Slide Master* you can change the color of your title or change a bullet in *Slide Master* and when you close out of slide master the color change and new bullet will appear on all of your slides.

You should use templates and themes for formatting, colors, backgrounds, and other items needed for the slide show. Templates and themes are NOT the slide show. Templates and themes provide the style of fonts, the type of bullets, the colors for items, graphics that are to appear on every slide, and so on. Templates should NOT contain your words or titles, except for perhaps company name, slogans, or other brief text that you want to appear on each slide.

➤ **Hot Tip! The difference between a Template and a Theme. An application uses a template to create a blank, “skeleton” of the document for you to complete. A Theme spans the Office Suite and includes colors, fonts, and other attributes that the entire Office applications uses.** ➤

We will use *Slide Master* to create a *Template* and then save it as a *Theme* that will contain only two or so slides and then we will use our template on our existing PowerPoint file. Ready?

Let's be creative

- 1. Create a New Blank presentation (I use the good, old keyboard shortcut of CTRL + N), click the View tab and the Slide Master button**





2. PowerPoint opens a new tab in the front of The Ribbon

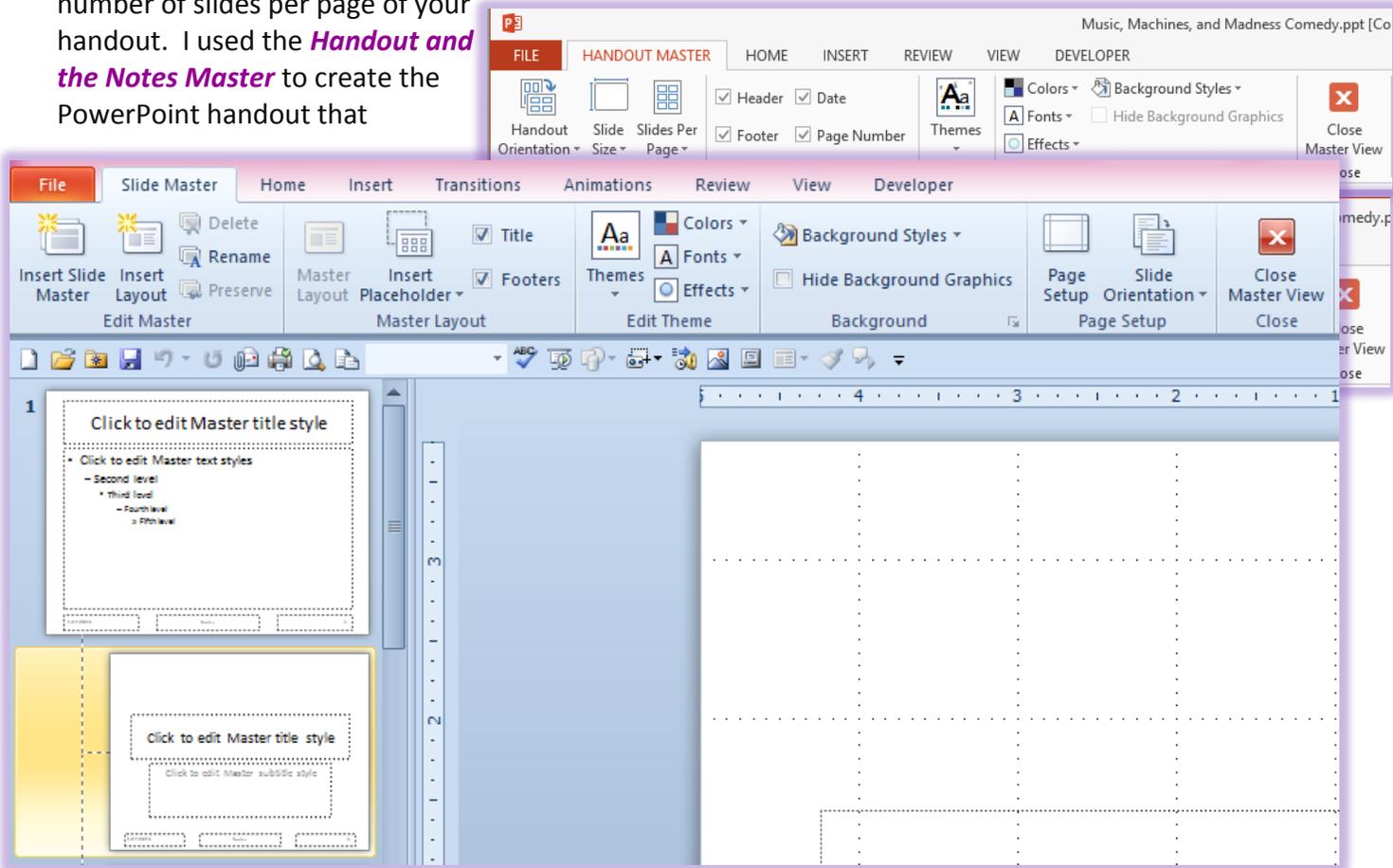
Although, this appears that we are in our presentation – we are in an editor that will globally affect all of our slides. You may use *Slide Master* in any presentation to affect all of your slides, such as changing bullets, adding a graph, including a logo, etc. Any new slides you add will take on the appearance that you change in *Slide Master*. This is very important to change all of your slides at one step and one stop – The All Powerful *Slide Master*. This is how I take an existing *PowerPoint Design* template and customize it to fit my personality and presentation style. The design I use is based upon the *PowerPoint Design* template Flow. I have developed my own templates as well and customize them to fit the audience to whom I am speaking. As a musician I have created a musical design template that I use when playing the piano or entertaining using PowerPoint.

✎ **Hot Tip! PowerPoint 2007, 2010, and 2013 are similar in the Slide, Handout, and Note Master views. All versions function the same and contain similar command buttons and group on the Master tabs. I'm using Office 2010 and 2013 below.** ✎

Master View Tabs



The **Master Tabs** should activate when you click the **Slide, Notes, or Handout Master button**. The **Handout and Notes Master Tabs** are pictured here. The **Handout Master** will display the number of slides per page of your handout. I used the **Handout and the Notes Master** to create the PowerPoint handout that



accompanies this manual. As we will learn with **Slide Master**, you make changes to your slide in this **Master view** and the changes will affect all of your slides. For example, in my **Notes and Handout master** I changed the location and the formatting, such as font, color, etc, of the **Headers and Footers**, but no Background color, since I usually print these using a color printer. Since the tabs are very similar and you have used many of these features previously in PowerPoint, we will concentrate on the **Slide Master**. You should use the **Notes and Handouts Master** for your logos and other elements for your printed views.

The **Slide Master Tab** pictured above contains command buttons that we will use in the upcoming exercises as we build our custom design template and theme.

Here's a brief description of the Groups and important command buttons.

Edit Master Group - Insert New Slide Master and Layouts for you – Allows you to create another slide master in the same presentation – I usually use only one master for my slide show. I'll leave this to you to create multiple Masters for one presentation.



Insert Layout – Adds a new default layout slide for you to edit and create a new layout.

Delete Master – Allows you to delete the selected Master.

Rename Master – Allows to rename the selected Master.

Preserve Master – Allows you to keep your changes for this master to reuse. As you make changes you can preserve the master so you can have multiple masters within the same presentation.

Master Layout Group – Allows you to select or deselect components of your slide such as Title, Date, Text, etc. I usually leave this alone and work with the placeholders that I have on the Slide Master. You can add content using the ***Insert Placeholder*** and deselete Title and Footers to remove them from the Master.

Edit Theme – This is similar to our ***Slide Design Tab*** and the ***Themes*** we used before.

Background – Allows to create your own background including pictures and other fill options.

Page Setup – Allows you to customize the presentation for specific dimensions and projection types for slides, notes, and handouts.

Slide Orientation – Allow you to change your Portrait and Landscape settings.

Close Master View - Closes you out of Slide Master and returns you to your presentation.

A Custom Theme and Template

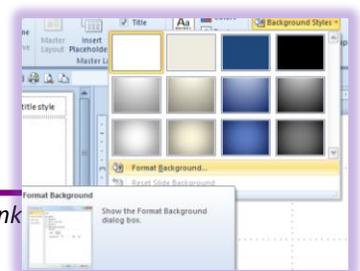
Now, that we have an overview of the ***Master Tabs*** and we have covered formatting, pictures, and so many other elements of PowerPoint, we are able to create our personalized design template and Office Theme. We will review many items that we have learned in this course. If an item is not covered in detail here for you, please refer to the previous sections of this book to receive the details about the items, such as using the formatting options and ***Mini Toolbar***. I encourage you to take time and to add your own logos and items using this as a guide.

➤ Hot Tip! The Top Slide in the Master view is the Theme Slide. Any item or format you change on this slide affects ALL slides. Individual layouts affect only those slides that use the layout. We will use the Theme slide and Individual slides to customize our presentation template and theme. ➤

Put on your creative hat and let's create.

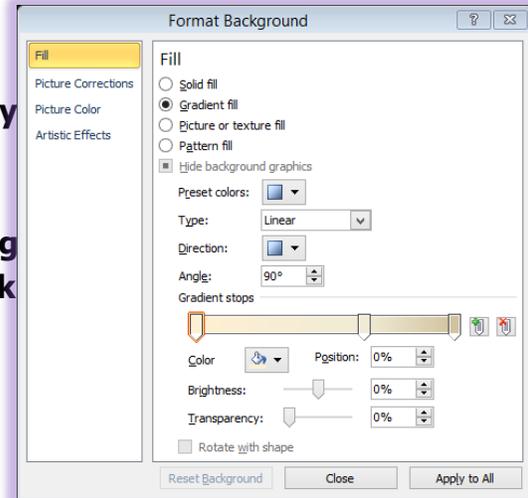
First: A Background.

- 1. With your blank presentation in Slide Master View, Click Background Styles and choose a style.**
- 2. Next click the Background Styles button again and click the Format Background. . .**





3. The Format Background dialogue box appears; we have used this dialogue box in previous parts of PowerPoint, such as fills for Shapes.
4. The Background fill is powerful and working with the Stops and colors is tricky.
5. I am using Gradient fill and then adding and changing my Gradient Stops and Colors. You may use photos, textures, and solid fills from this.
6. Take a few minutes and play around with this to discover all of the neat effects you can have using the Type and Stops for the Gradients and the look at using a picture or texture fill.
7. If you use a picture, you may need to lighten the picture or change the colors.

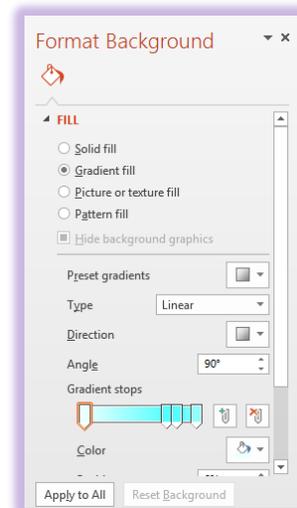


You can view the *Preset* color schemes – some are really good and some are shockingly awful – you decide! I like the Gold preset.

Also, note the tabs of Texture, Pattern, and Picture. Preview them and experiment with them as Backgrounds. Some Texture, Patterns, and Pictures may make it difficult to find a font and other colors for your presentation to be effective and legible. For pictures, you should use a photo editor or Picture Format tab and tools to fade or washout your picture prior to adding it as a background here.

At this point, my clients and students leave me in the dust of creative design. I admit I have borrowed from my clients' schemes they create in this view. The PowerPoint 2013 Format Background Task Pane appears here. PowerPoint 2013 uses more Task Panes than Dialogue boxes for items like formatting.

Once you have your Background color scheme chosen Click OK or Apply to All.

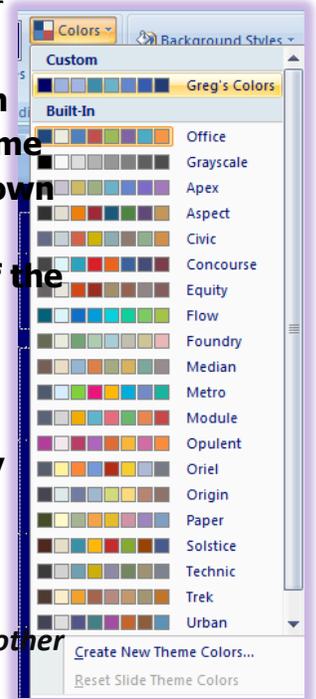




Second: A Color Scheme

Now, your background is presented in *Slide Master*. Next, we need to select our Text, Fill, and other Colors.

1. From The Slide Master tab, click the Colors button and from the menu choose a new color scheme (I am using the scheme we created earlier in our course). Or you may design your own color scheme using the Create New Theme colors.
2. Click the Create New Theme Colors... item at the bottom of the menu.



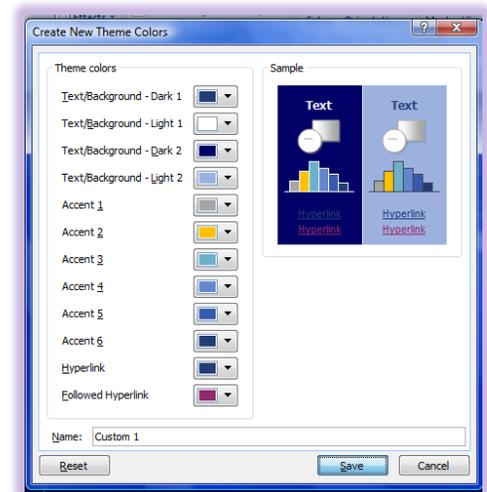
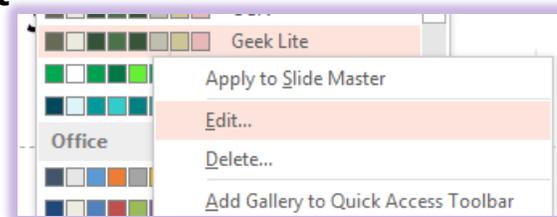
The Create New Theme Colors menu opens.

Select each item, such as Text/Background, and Click drop down and select different colors for each of your items. You'll probably make some bad color choices in the beginning, while your color choices may look good here, they may look terrible on your slide show. As I wrote, time to play and experiment.

Note that you can name your new color scheme for using in the design and other presentations.

Once complete with your color scheme, Name your new color them and click Save.

After creating your custom Theme Color you may edit, delete, and apply the color by right clicking your color them from your Colors button and menu. My Geek Lite shortcut appears here.

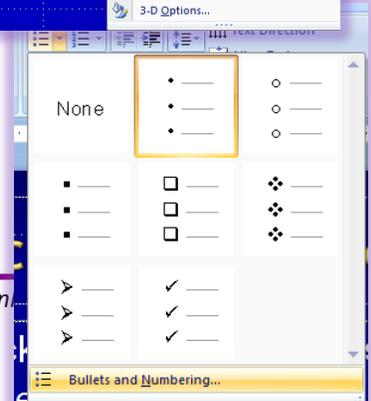
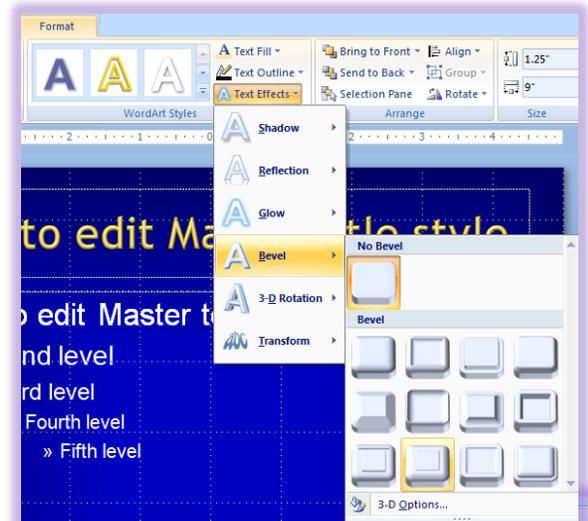
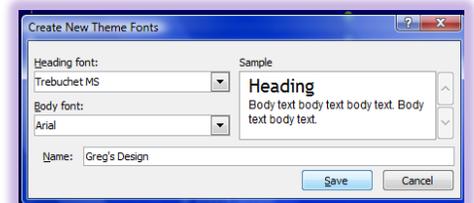
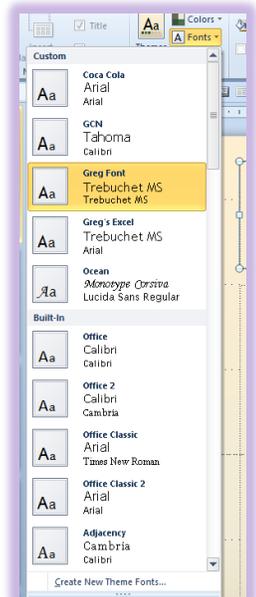




Third: Font Formatting

As I wrote in my Design tips, Sans serif fonts (those without little strokes) make better titles and headings and try not to use more than three different fonts in your presentation.

1. **Select your Theme Slide, which is the top slide on your Layout Pane**
2. **Click in the Text Box that reads Click to Edit Master Title Style.**
3. **You may use the Slide Master's Fonts button and menu for your Font themes and create a scheme as I have accomplished.**
4. **The Create New Theme Fonts box appears at right and I named it Greg's design.**
5. **Next, Change the style of your fonts using the techniques we have used throughout this course. First click in the area or line you wish to change your font and use several methods to format your text, such as:**
 - ✓ **The Mini Toolbar,**
 - ✓ **The Home Tab and the Font and Drawing Group's command buttons,**
 - ✓ **The Format Tab under Drawing tools, which I used to change my title font and give it a different color fill and then I gave it Text Effects. This is displayed at right.**
6. **Format your text and fonts as you wish.**



Fourth: Bullets

Bullet Styles and Formatting

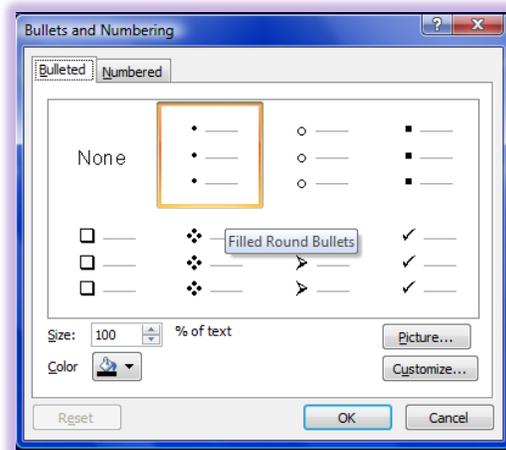
Another appealing and creative endeavor is modifying your *bullets* or *numbering* in *Slide Master*. You may change bullets for a single slide or item or using *Slide Master* all of your bullets change for your slides. To change and customize your bullets follow these steps:



1. On the Theme Slide (the top slide), Click the First Bullet on your Slide Master. This will affect all of our bullets.
2. On the Home Tab Click the Bullets Drop Down arrow button, a cascading menu will appear as shown at right; you may use bullets listed here by clicking the bullet's box.
3. Click Bullets and Numbering at the bottom of the menu.
4. The Bullets and Numbering Dialogue box opens with two tabs for you to customize your bullets or your numbers.

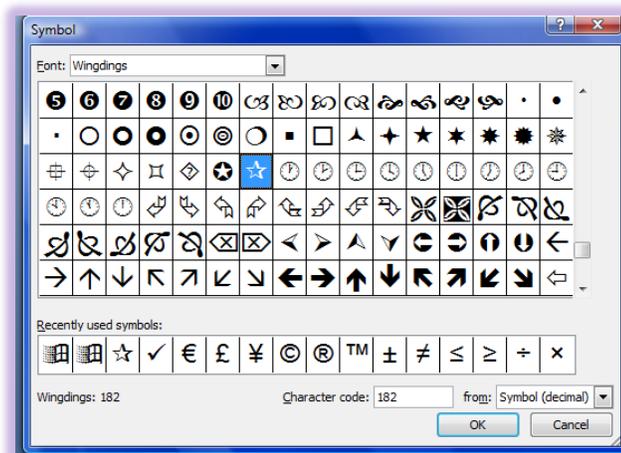
Your screen may look different. The dialogue box contains your most used bullets and several popular ones.

You may click the *Picture button* to activate *Clip Art* and other bullet pictures or Click *Customize* to activate the *Symbol dialogue box*. *Let's change our first bullet using Customize for a font/symbol bullet and then we'll use the Picture bullet for our second bullet level.*



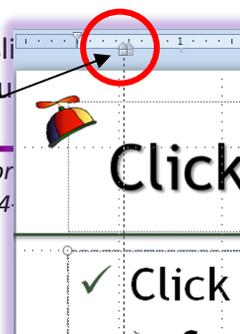
Symbol/Font Bullets

1. Click the Customize button at the Bulleted Tab of Bullets and Numbering.
2. The Dialogue Box at right appears.
3. Using the Drop Down Box for Bullets From: Select a font – I'm using Wingdings – a popular symbol and bullet listing; Webdings offers additional interesting bullets and symbols.
4. Click a bullet symbol of your choice.
5. Click OK.
6. At the Bullets and Numbering Dialogue Box, change the color to fit your color scheme and change the size to 95%.
7. Once complete, Click OK. Your bullet appears.



Bullets Position

You may change the position of your Bullets and Text by using the *Ruler* on individual slides on all of the Slides in *Slide Master*. Notice the Ruler at the top of your screen when you

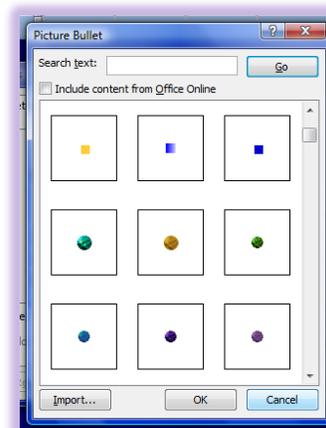




bulleted item, *the small “arrow” and box moves your bullet and text (the top, down pointing arrow moves your bullet AND Text as you Click and Drag the arrow, the Upward pointing arrow moves your Text as you Click and Drag the arrow, and the box moves both the bullet and text at the same time as you click and drag the small box. Sometimes the bullets can be too big for the text and vice versa so you may need to use the ruler and arrows to create more space between your bullet and the text).*

Picture Bullets

1. Click on your second level or sub bullet on the Slide Master.
2. Click the Bullets Drop Down arrow and from the menu click the Bullets and Numbering button at the bottom of the pane.
3. The Bulleted Tab of Bullets and Numbering opens for you.
4. Click the Picture Button and The Dialogue Box at right appears.
5. Scroll through and choose a bullet – notice you can search for specific bullets and use Office Online for more bullets.
6. You may use your own logo or picture as a bullet clicking on the Import. . . button.
7. Click OK.
8. Your new picture bullet appears.
9. Save your Presentation as My Design Presentation.pptx.



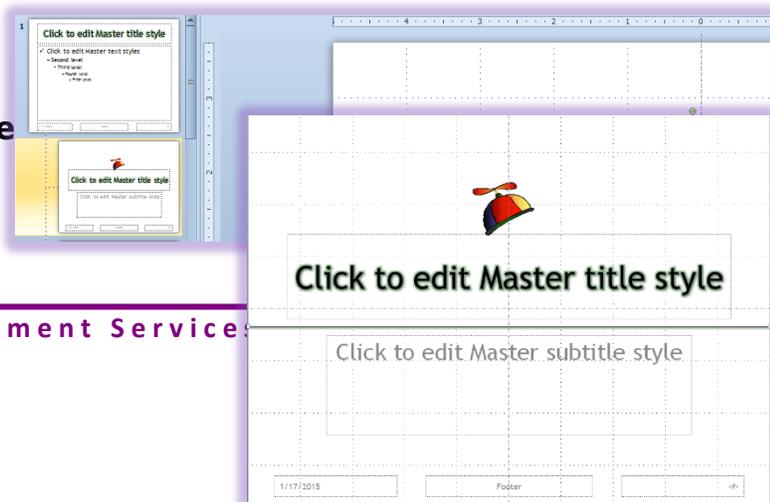
Fifth: An AutoShape, Logo, or Picture

Your presentation should include your logo or applicable picture on every slide. *Using the previous instructions insert a picture, clipart, or draw a shape to fit at the bottom right of your slide show. Another suggestion is to use your Line tool on the Drawing toolbar and draw lines to separate your title and text areas and perhaps a vertical line at the right or left area of your slide.* ♪ Be careful not to make the picture/logo so big that it will interfere with your text and title or other components of your slide show. ♪

We will use a logo on our slides, but we want the logo placed differently on our Title Slide than the other slides. We will add a line to separate our Title and our Content.

Slide Layout and a Logo

1. On your Title Slide Layout, usually the second slide in your Layout Pane beneath the Theme Slide.
2. Using you Insert Tab and

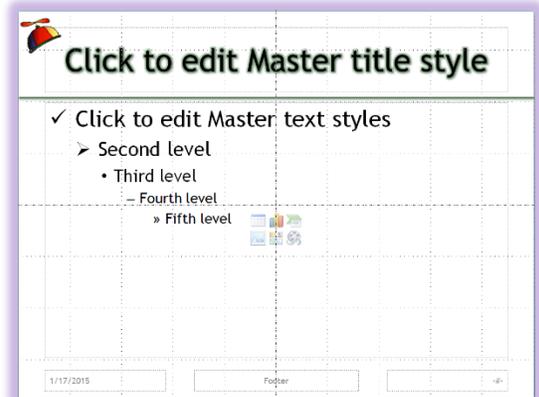




Picture, add a logo or picture to your title slide, as displayed at right. I am place my logo prominently in the center of the slide.

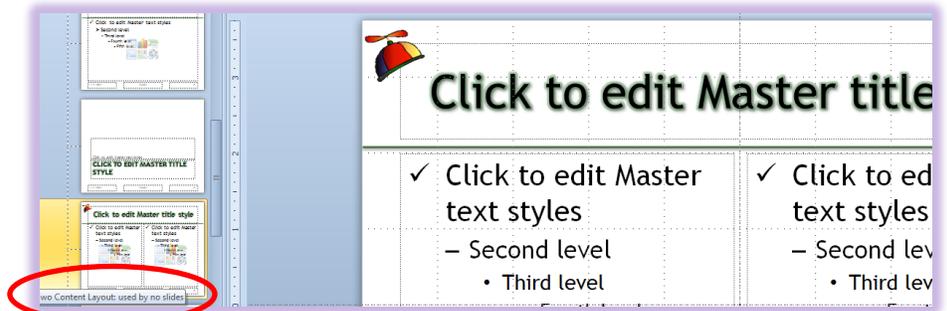
3. Using your Line Tool in the Shapes button's menu, click and drag a line between your Main Title Text Box and Your Subtitle Text Box on your Title Slide
4. Format your Line using your Drawing Tools. My Title Slide Master appears at right.

1. Next, Click your Title and Content Layout Master.
2. Copy your logo/picture from the Title Slide and Paste it onto the Title and Content Slide.
3. Resize the logo and move the logo to the top corner of your slide.
4. Next, Copy the Line from your Title slide and paste it onto your Title and Content slide.
5. Move the line between your Title Text Header and the Content Pane on your slides.
6. My Title and Content Layout Master appears here.



Hot Tip! When you select object(s) on one slide and copy it, PowerPoint remembers the exact positioning so when you paste it on another slide, the placement is terrific for you. We will do this on the remaining Slide Layout Masters.

1. Press your shift key and click your logo and click your line. Keeping the shift key pressed allows you to select multiple objects.
2. Copy these selected items from your Content and Title Slide Layout and paste it onto the Two Content.



Notice that when you hover over a Slide Layout PowerPoint tells you the Name of the Slide and how many slides use that Layout's Master. I have circled this above. PowerPoint will not let you delete a master that has slides using it.



1. Now, continue pasting your items to the other Slide Layout Masters. You may not want these items on your Blank Layout Master and may need to move your items around so they don't block some of your other content placeholders.

Sixth: Animation for a Title

NOTE ♪: While you may add animation to your logo or other objects in *Slide Master*, I encourage you not to use animation in *Slide Master* for all of your objects or at least keep your animation to minimum in *Slide Master*. I usually animate my title in *Slide Master* to ensure consistency and that all of my titles come in automatically (*With Previous*) as I build and use my presentations. **Remember everything you accomplish in Slide Master can affect ALL of your slides.** ♪ We'll add animation to our Title.

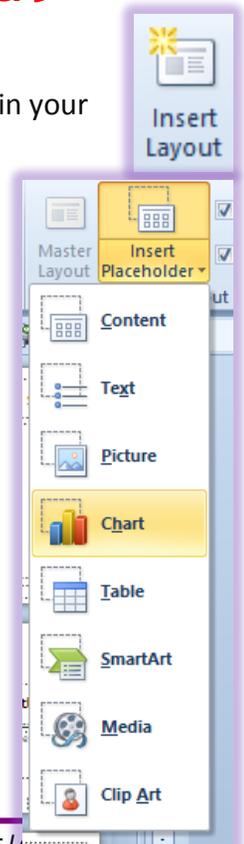
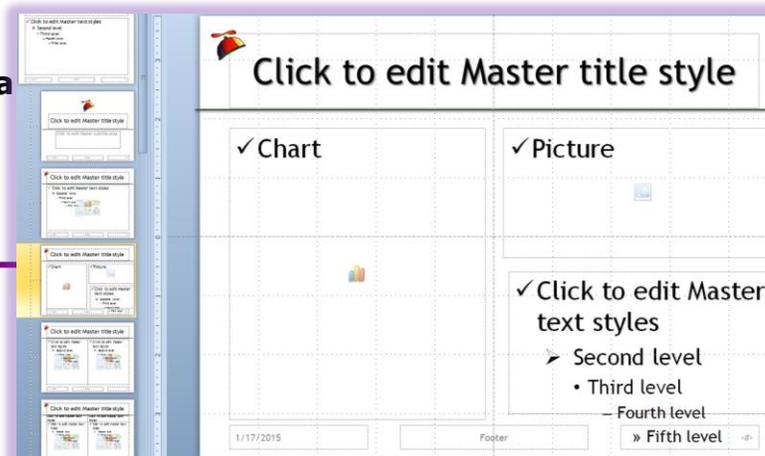
1. Click on your Theme Slide, the top slide, and select your Title Text Box.
2. Using your Animation Tab, add an Entrance Effect animation that comes in With Previous. I am using Zoom.

♪ **Hot Tip! You will want to remove any animation we added earlier to each slide. Having the Animation on our Theme Slides automates all of our titles. Having the two animations may produce unwanted results. You should set your animations in Slide Master Layouts using Slide Master or individually add animation to each slide using our Normal vies, which we have done.** ♪

Seventh: A Custom Layout

While PowerPoint has plenty of Layouts, you may want your own Layout Master to use in your presentation. **Let's create our own Layout.**

1. Click on your Title and Content Layout Slide,
2. Click the Insert Layout Button, PowerPoint Inserts a blank layout below your current slide layout.
3. Copy and paste your logo and line onto your new, blank layout.
4. Using the Insert Placeholder button and the cascading menu, I am choosing Chart.
5. After I click my placeholder (chart in this case I click and drag an area in my slide for the chart.
6. Next, I add a picture.
7. Finally, I add a Text box.



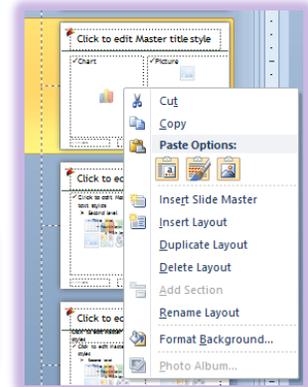
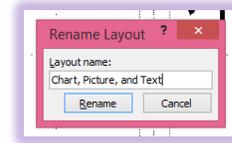


8. My custom layout appears here.

9. Finally, I right click on my New Custom Layout and from the Shortcut menu I choose Rename Layout.

10. I am renaming the Layout to Chart, Picture, and Text.

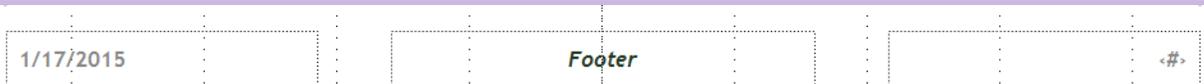
11. Using the Shortcut menu at the far right, I delete layouts that I do not use.



Finally: Headers and Footers

You may add and edit *Headers and Footers* at any time using *Headers and Footers* from the *Insert Tab*. ⚡ *However, only in Slide Master can you format and rearrange your headers and footers.* ⚡ While we are working on our template and *Slide Master*, let's edit *our Headers and Footers formatting and placement*.

- 1. In Slide Master, you will notice the bottom of your slide from left to right contains the Date, Footer, and Page number areas. You can click and drag these to other areas of your slide. You can select these boxes and format them, too. I changed my Footer Area Font color and formatting my Date and Numbers differently.**
- 2. Select your footer area box and format it with a different font, color, and perhaps make it bold.**
- 3. If you like you can change your Date and Number areas, too.**



4. The changes that you made in the Slide Master – the First and Important Slide.

Our Design is ready!

⚡ *Note: We only choose formatting options – we did not and should not enter text in Slide Master – just formatting, objects, backgrounds, etc.*

1. Click the Close Master View icon on the Slide Master Toolbar to Close Slide Master!



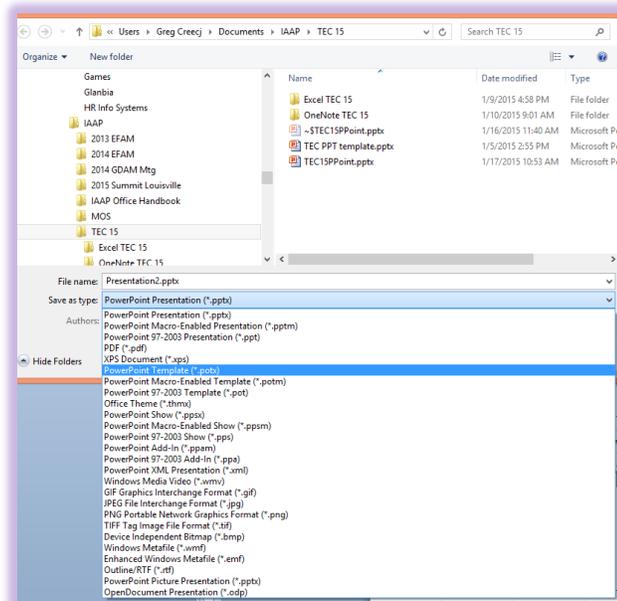
2. Save your beautiful work. Your design and template Saves as a presentation, not a template or Theme, yet.

In using the **Master** you can click the **Preserve Master icon**. This allows you to create multiple masters to use within the same presentation. This is similar to having your presentation contain different design templates; in fact your **Design Tab** will contain your **Masters** in the **Design** choices for this presentation. When you preserve a **Master**, you are in essence “saving” the master although you are not saving the master as a file. These masters are only available in this presentation. We will need to save our presentation file as a template and then a Theme to use in other PowerPoint presentations and files.

Now you should have your presentation in Normal view! **Time to save our file as a Presentation Design Template.**

Template

1. Using the Microsoft Office Button’s Menu in 2007 or the File Tab in 2010 and 2013, trace to Save as and click the Other Formats button or press the F12 key on your keyboard for the Save As dialogue box.
2. The Save as Dialogue box is open.
3. In the Save as Type box, using the drop down list, select PowerPoint Template.potx.
4. The Look in box will change; PowerPoint takes you to where all of the Templates that Office uses are stored. Know where this file and directory is located; you will need to know where this is in your Design Tab. You can save this file wherever you like.
5. Name your Template an appropriate title.
6. Click Save.
7. Close all of your files and exit PowerPoint.



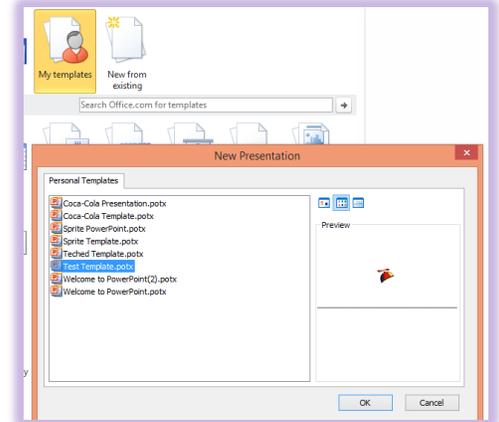
With your Template saved Close out of PowerPoint Completely. Now, let’s use your Template.

1. Using the Microsoft Office Button’s Menu in 2007 or the File Tab in 2010 and 2013, trace to New and click it.



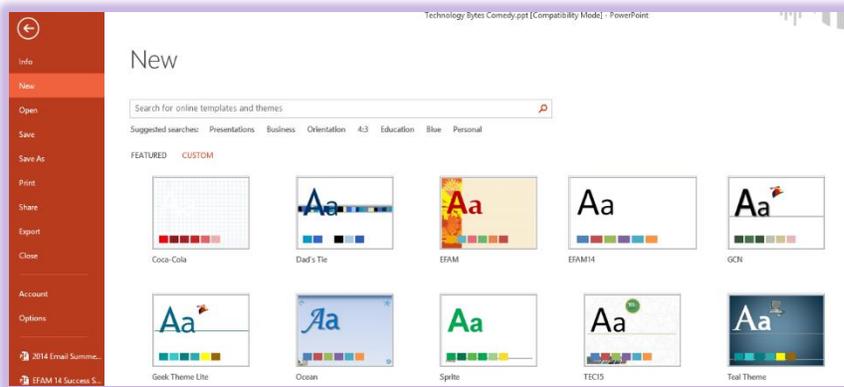
2. At the next dialogue box in PowerPoint 2010 you may click the My Templates button or New From Existing to use your template.
3. My Templates appear here. Select your template and click OK.
4. PowerPoint creates a New Presentation based on your Template.

You may use the New From Existing to create a new presentation based on an existing template. This allows you to browse to locate your template.



You will have to know where your template stores in order to open it and edit it for future presentations when needed.

PowerPoint 2013 has Featured and Custom selections my Custom selections appear below.



PowerPoint saves templates with POTX extension, for example my file name is PracticeTemplate.potx. We'll look at the other formats later, such as Show



Themes

1. Open your presentation that we have modified our colors and fonts or create a New Presentation based on your Template that we accomplished.
2. Activate the Design Tab.
3. Click the More Arrow on your Themes Group to display all of your Themes at the bottom of the Gallery click Save Current Theme.
4. Like our Template, PowerPoint navigates to where all of the Office Application uses the Themes.
5. Save your Theme with an appropriate name.
6. Now, in your Design Tab your Theme appears in your Themes gallery.
7. Now, open Word or Excel and in the Page Layout (Word 2013 uses the new Design Tab for your Theme selection) Tab, click the Themes button and from the menu you should see your new theme.



Themes affect your colors and fonts for your objects, such as Headings, Charts, Photo effects, and Tables.

Now to Practice

Here are exercises you should try on your own using your Template and Design.

1. Create a new presentation based on your template.
2. Using the Reuse Slides pane insert slides from other files
3. Notice that while the contents of the slides change the formatting does as well unless you check the Keep Source Formatting Box. You may have conflicts in colors, animation, links, and so on.
4. Look at other Themes for your presentation using the Design Tab.



Types of PowerPoint Shows

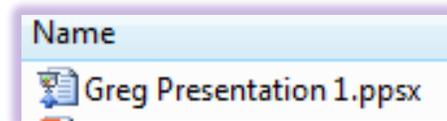
PowerPoint Show

One of the Presentation types that you can save your presentation as is a **PowerPoint Show** – this saves your file with a **.ppsx or .ppsm** extension; the m in the .ppsm extension is for macro enable PowerPoint Shows which we have not accomplished so I am saving mine as .ppsx file. A **PowerPoint Show** file will only open and display in **Slide Show View**. If you **press Esc** to end the show you return to where you opened the file.

I use this when I e-mail presentations to my clients and do not want them to change my show or I want to create an easy way for them to view the presentation – simply by double clicking the PowerPoint file's icon in the e-mail.

- 1. To save a presentation as a show,**
- 2. Activate your Save As Pane (I simply press my F12 key which works in all versions of Word, Excel, and PowerPoint).**
- 3. And from the Menu choose PowerPoint Show. In the Save as dialogue box, change the Save as type to PowerPoint Show (.ppsx).**
- 4. Then click Save.**
- 5. Your presentation is now a Show, too. Your icon for the a PowerPoint show is different than a presentation and the 2007 version of a .ppsx icon displays here.**

♪ Write your notes here:



An Invitation or Greeting Card

Our next PowerPoint Presentation will be an invitation or greeting card.

Using PowerPoint as an electronic invitation or greeting is innovative and fun. Be careful about the size of the file you are creating for those people who have slow Internet connections or older computers.

If someone you e-mail your **PowerPoint** presentation to does not have **PowerPoint**, they may download **PowerPoint viewer** for FREE from Microsoft Office's web site. **PowerPoint Viewer** allows anyone to view PowerPoint presentations; however, no edits, changes, additions etc. are allowed.



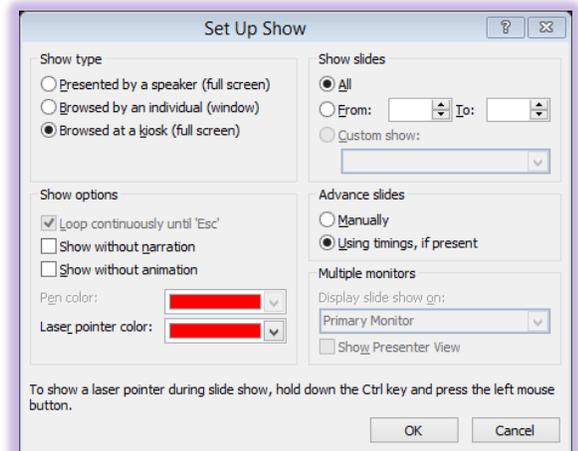
Create a one page presentation to use for a birthday card, holiday card, thank you card, etc. using the following items, we have learned.

- ✓ Use the Drawing tabs and menus to create objects,
- ✓ Include a photo, Clip Art, and/or sounds,
- ✓ Include animation on your text, title, and objects,
- ✓ Include a header and footer,
- ✓ Design a background for your invitation,
- ✓ Use WordArt as a title for your card/event,
- ✓ Let your imagination and creativity flow.
- ✓ Save your file as a presentation and as a show.

Kiosks or Stand Alone Presentations

Have you ever seen a computer display a presentation automatically? You can see these at trade shows, in lobbies of businesses (particularly hotels), and at booths in malls. This is known as a *kiosk type of presentation*. This is particularly useful at conventions or conferences after I make a presentation I will be at a booth with the presentation in kiosk mode so participants can review the information or new clients can view the information without my intervention. After I make my presentation, I like for the PowerPoint show to continuously loop at my booth or table. *Here are the steps to change your presentation to run continuously and automatically.*

1. Click the Slide Show Tab and then Click Set – up Slide Show in the Set Up Group,
2. Click the Browsed at a kiosk (full screen) item.
3. The Look continuously grays out because PowerPoint will automatically loop or repeat your show.
4. I have no Narrations and I want my animation to display.
5. I want to view all slides.
6. Finally, I want the show to run automatically by having the Radio Button for Using timing, if present selected.
7. Then Click OK.

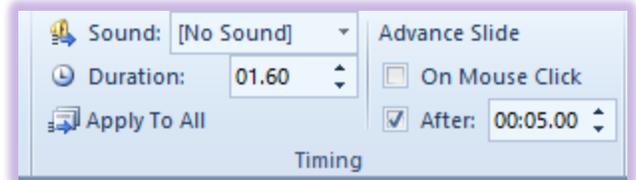


Ⓢ An Important Gotcha! You should go through your slides to animate them and use automatic transitions based upon time periods of a few seconds or a minute or so! Your



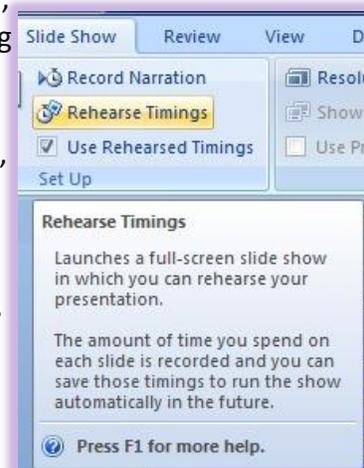
automatic presentation won't be automatic without setting your automatic timings in Slide Transitions and Animations. Learn from my bad mistakes! However, you can allow the user to scroll through your presentation manually, but they may be smart enough to change or alter your slide show. I prefer automatic and then remove my keyboard from the computer or get a protective cover for the keyboard and lock it, so my presentation are not altered. ☺

1. Click on your Transitions Tab (PowerPoint 2010/2013 or the Animations Tab in PowerPoint 2007).
2. Choose a Transition Effect.
3. In the Timing Group, Change your Advance Slide from On Mouse Click to After and give your slides a number of seconds to display. I have mine at five seconds.
4. Press the Apply to All button! An Important and easy to forget step.
5. Save your presentation.
6. Press your F5 key to start your presentation from the beginning or click your Slide Show button. PowerPoint should run through your presentation and loop because of the settings in the Slide Show Options pane and setting your automatic transitions.



Narration/Rehearsed Presentation Overview

You can use PowerPoint for narrated presentations, tool. If you are going to present your Slide Show without a lot of audience interaction and you do not vary from your script, you may want to set your show to run automatically. Here are the steps to guide you; however, patience and thorough understanding your material is in order before attempting this. Be prepared to spend some time and patience with this to get it perfect – *Remember Timing is Everything* – you don't want to be stumbling on stage while PowerPoint runs through the Show. You will definitely have to practice, practice, practice to get this perfected. I have used this for recognition and award events for regional and national conventions. The narration can be from a sound file or CD. As the narrator describes the person or achievement PowerPoint displays information about the person or achievement keeping with the narrator's points and voice over. First, I insert the sound file (usually a .wav file from a professional voice over artist and then I use a combination of Custom Animation

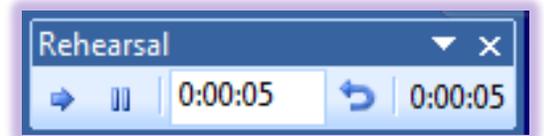




within the Slide's photos and objects (as we have learned) then I use Rehearsal to move from slide to slide.

Here's how to create a Narrated/Rehearsed Presentation.

1. Put your Presentation file in Slide Sorter View.
2. Click the Rehearse Timings Icon in the Slide Show Tab as pictured here
3. The Slide Show opens with a Rehearsal toolbar described below.
4. You practice your presentation and advance through the items and the slides. The arrow is your advance button.
5. If you are interrupted or need to stop, you can press the Pause button to suspend the timing. When you are ready to begin again, Press the Pause button, again.
6. The First timing Box displays the Elapsed time of the current slide
7. The Looping Arrow restarts the current slide for you to re-do the slide and narration.
8. The Final timing Box displays the Total time of the Slide Show Presentation.
9. Once complete, Click the Close Icon on the Rehearse Timings Toolbar. PowerPoint will prompt you to save the time settings. Click yes to save or no to start over.
10. Your timings appear in the slide sorter window for each slide in the bottom left corner.



An Important Note: You can manually correct items using the Custom Animation Dialogue box for timing of items in a slide or the Slide Transition Dialogue box for an entire slide(s). Depending upon your computer and perhaps another computer that will run the display the timing will be off because of memory and chip speeds on the computer. So knowing how to edit timings after you have accomplished the Rehearsal is critical.

♪ Write your notes here:



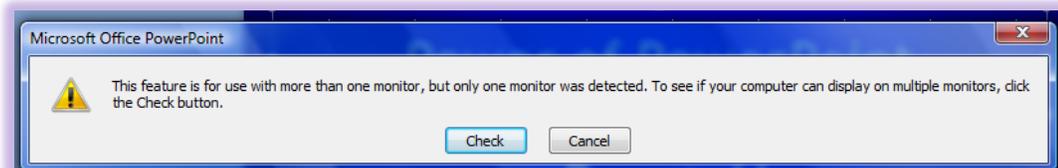
Presenter View – 1 Show and 2 Monitors

PowerPoint offers an excellent feature for speakers and presenters that want to view their notes, navigation buttons, thumbnails of the entire presentation, and other items and the audience views the **Slide Show**.

These directions are generic in nature and you should check your hardware components and test this using your equipment and software.

To set up a show that is displayed on two monitors with a different view on each monitor, you must have your computer attached to two monitors so PowerPoint and your Operating System can detect the two monitors.

1. Click the Slide Show Tab and Click the Use Presenter View check box.
2. You may also the Set Up Slide Show Dialogue box.
3. Click the Show Presenter View check box.
4. PowerPoint may ask you to verify your set up and offer the screens at right.
5. You will need to have the monitors attached to your computer and review the help files to accomplish the technical aspects of using Presenter View.
6. The Show Presentation On areas becomes active in the Monitors group for you to select the Audience monitor versus your monitor.
7. Use the PowerPoint help system and text Presenter view to see your options and assistance in using the presentation on two monitors.
8. Also, you may need to use the Display Settings in Windows – my Display Settings from Windows Vista is displayed at right; however, I do not have two monitors attached to the computer.





Handouts/Notes

While **PowerPoint** is primarily designed for on screen viewing, the **Handout** and **Notes** options are terrific. We have viewed our notes using **Notes View** and we have seen that we can use a **Notes** and **Handouts Master**. You should print your presentation in a handout and notes format, too.

Using your Print Preview Pane, you may select your handouts and notes print layouts.

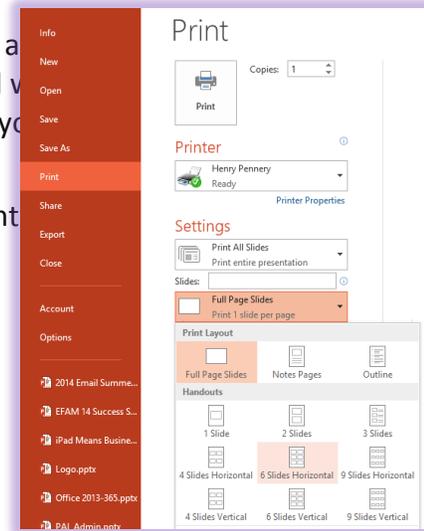
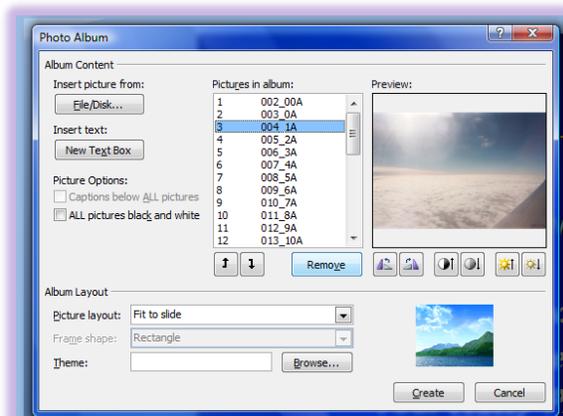


Photo Album

Want to show your latest traveling adventure at a party? Or create a slide show for the grandparents of the kids that you can e-mail as an attachment? Or have photos of your latest products that you want to show in a continuously loop? **PowerPoint** offers a quick and effective way of creating a photo album.

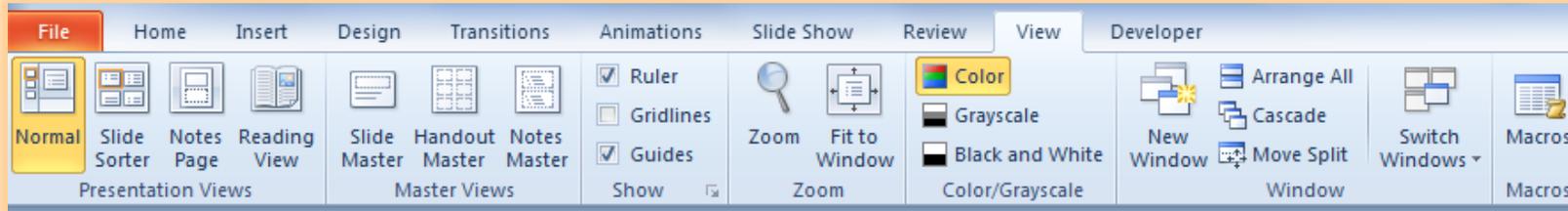
Here's how to create a custom PowerPoint Slide Show of your favorite photos.

- 1. In a blank presentation, click the Insert Tab and Choose New Photo Album from the menu.**
- 2. The Photo Album dialogue box appears as displayed at right.**
- 3. I have Inserted pictures from a File/Disk by browsing to a pictures folder and selecting all of the pictures in the folder by pressing the Ctrl + A key (Select All) and click Insert at the Insert New Pictures Dialogue box.**
- 4. The Photo Album dialogue box allows you to rearrange your photos using the arrow keys or delete (Remove) pictures beneath Pictures in Album section.**
- 5. Similar to the picture toolbar, Notice that you can change the position of your picture using the Flip icons.**





- 6. You may edit the brightness and contrast of your photos here and choose other options, like making all pictures black and white.**
- 7. After reviewing your pictures and making necessary adjustments,**
- 8. Click the Create button.**
- 9. PowerPoint builds your presentation as a photo show with a blank title page ready for you to share your photo album using PowerPoint.**
- 10. You can now add your own text and animation to each slide or photo.**
- 11. Don't forget to save your presentation.**



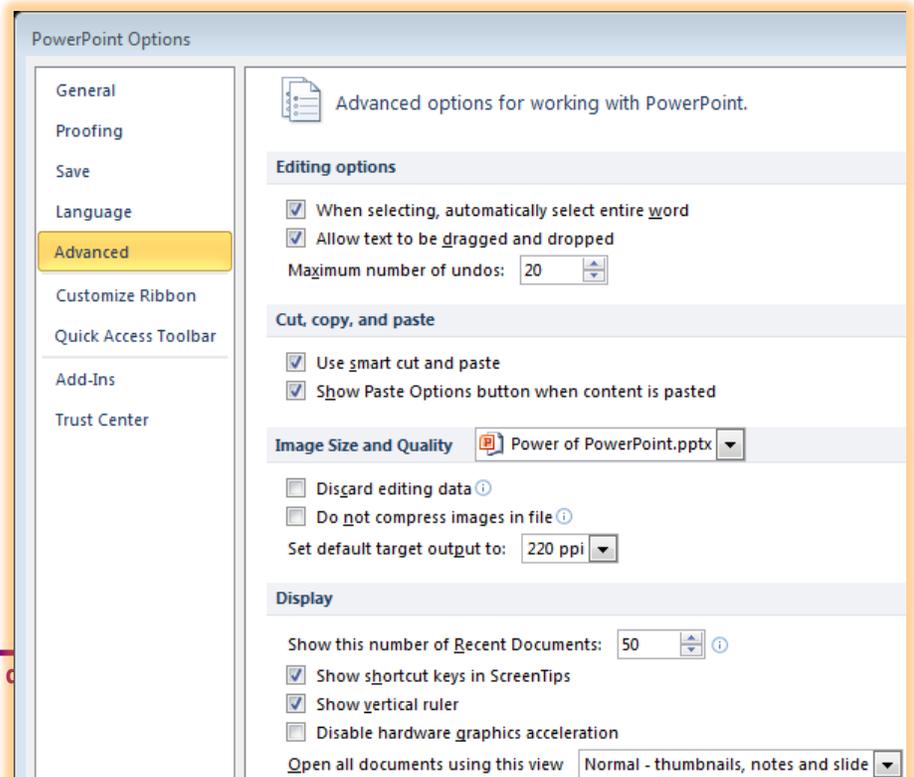
PowerPoint's View Tab

Like Word and Excel, PowerPoint's view tab contains PowerPoint's views, Zoom, Window, and Show groups and work similarly. We'll overview each group and look at the additional *Color/Grayscale* command button in PowerPoint.

Let's examine the different views in PowerPoint first.

1. **Open the Power of PowerPoint file.**
2. **Click on your view tab.**
3. **Click the Normal view command button, this view has three sections on the left part of your screen is the thumbnails/outline section, the middle section is for editing your slides, and the bottom section is your notes pages.**

➤ A Hot Tip! You may change your Normal view panes in the PowerPoint Options located in your Microsoft Office Button menu. Clicking the PowerPoint Options button activates the Options menu. As displayed at right and in the Options menu, the Advanced section of your PowerPoint options contains a section entitled





Display. In the Display section, you will notice “Open all documents in this view:” Mine is set with Normal: Thumbnails, notes, and slide. You should set this according to the panes you like in your Normal View.

Also, notice this is where you may increase your Undos from 20 to 150. I need this very badly and wish we could increase the undos in PowerPoint to 1050! ✎

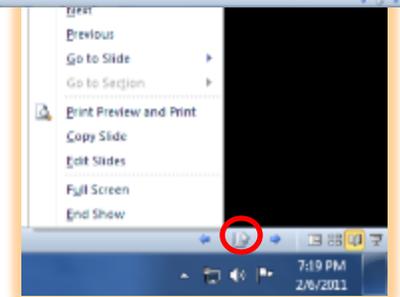
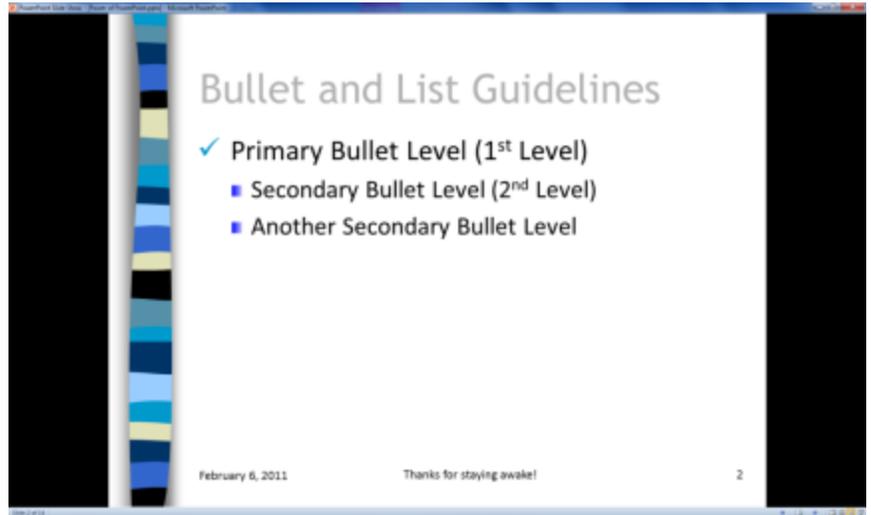
✎ Using Slide Sorter View or your Thumbnails pane you may copy a slide to a new location, too by pressing your CTRL key and drag the slide another location. Or you may press your CTRL + D Keys to duplicate the slide - this accomplishes Copy and Paste in one easy to use step! ✎



lick Slide 3 to select it and press your CTRL and your D keys together and PowerPoint duplicates the slide by copy and pasting an exact replica of Slide 3 to the right – creating a new Slide 4 for you.

4. Click your Notes Page view and notice that PowerPoint puts your slides in a view to see all of your Notes formatting. In other views not all of the formatting, such as color, appears in your notes section. The Notes Page view allows you full formatting of your notes sections and provides more space for you to write your notes.

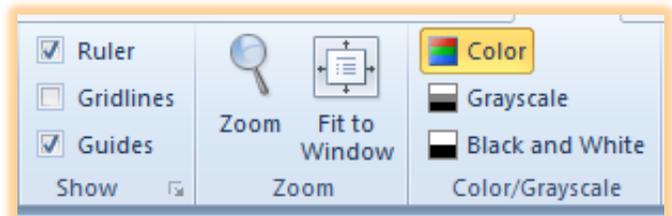
5. Click the New Reading View to Preview your Slide Show. This is a new View for Office 2010. You may use the buttons at the bottom right to navigate through your show and to change views. The Bottom buttons in the Reading Pane View offers not only the ability to navigate but to Edit your slides and to copy slides and other nice features as displayed at right for you. You activate this shortcut menu by pressing the button circled at right.



6. Click the Slide Show View at the end of the Views and – This is the Showtime Folks View! This places your slides in Slide Show for your presentation. To exit this view press the ESC key to end the show.

The Master Views allow you to make global changes to your slides that in one place you may affect all of your slides, such as putting a logo on all of your slides.

The Show section of the View tab in PowerPoint allows you to see your rulers at the top and left side of your screen – this is helpful in changing bullets and tabs and in the placement of your objects. Choose this according to how you like to work in PowerPoint – I keep my ruler on and turn on the



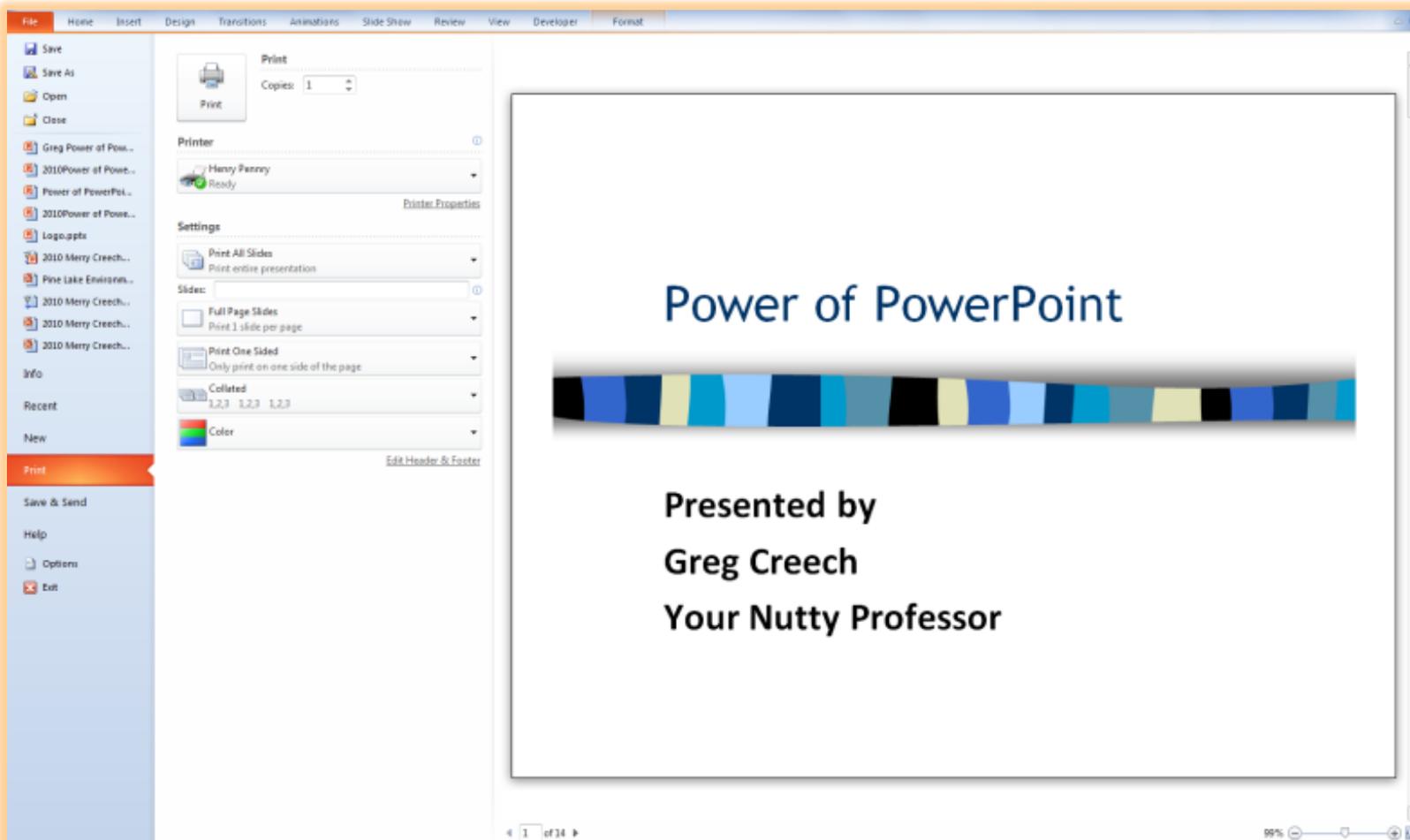


Gridlines as needed. I keep the Guides on as well to help me center and place my objects in PowerPoint.

Like in Excel, the Zoom command button activates a list of percentages to use in viewing your slides or other area of your screen. For example, if you are in the normal view and clicked in the Thumbnails/Outline section, changing the percentage in the zoom box changes the Thumbnails/Outline not the actual slide view.

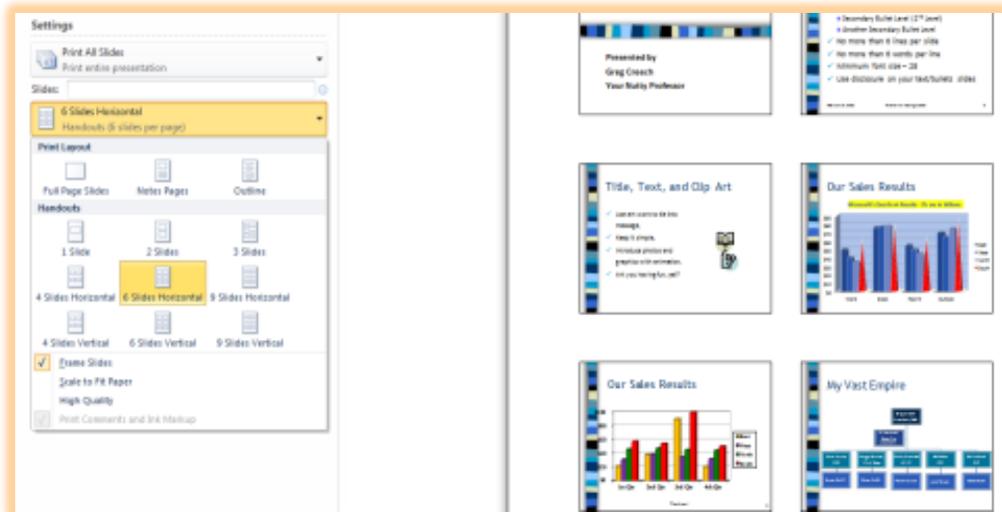
1. The Color/Grayscale command button changes the slides to different types of color. Click this to view your slides in all of these colors. I don't find Pure Black and White helpful at all in using PowerPoint. But the Grayscale is good for viewing your slides as if printed on a colorless printer. View all of these selections and return to the Color mode.
2. Save your file.

The Window section of PowerPoint View Tab is the same as Word and Excel allowing you to rearrange and view multiple PowerPoint Presentations in various layouts, such as Side-by-Side and viewing your presentation in multiple windows.



PowerPoint's Print Preview and Print

1. Like Word and Excel, PowerPoint's Print Preview and Print pane allows you to choose your copies, printer, range of printing, and other items. PowerPoint allows you to change your color scheme here and all-important is the Full Page Slides or the former Print What command as displayed at right. I have changed my option to 6 Slides Horizontal. Review this options and navigate to other slides and look at the different color options.





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