PART Five

Microsoft Office Publisher is the business publishing program that helps you create, design, and publish professional-looking marketing and communication materials. You can create materials for print, e-mail, and the Web with an intuitive, task-based environment that guides you from initial concept to final delivery in-house without professional design and production expertise.

Microsoft Publisher

Chapter 1

Word Watch

- Publication
- brochures
- Rulers
- Page Navigation
- flyers
- brochures
- newsletters
- templates

PUBLISHER BASICS

Learning Objectives

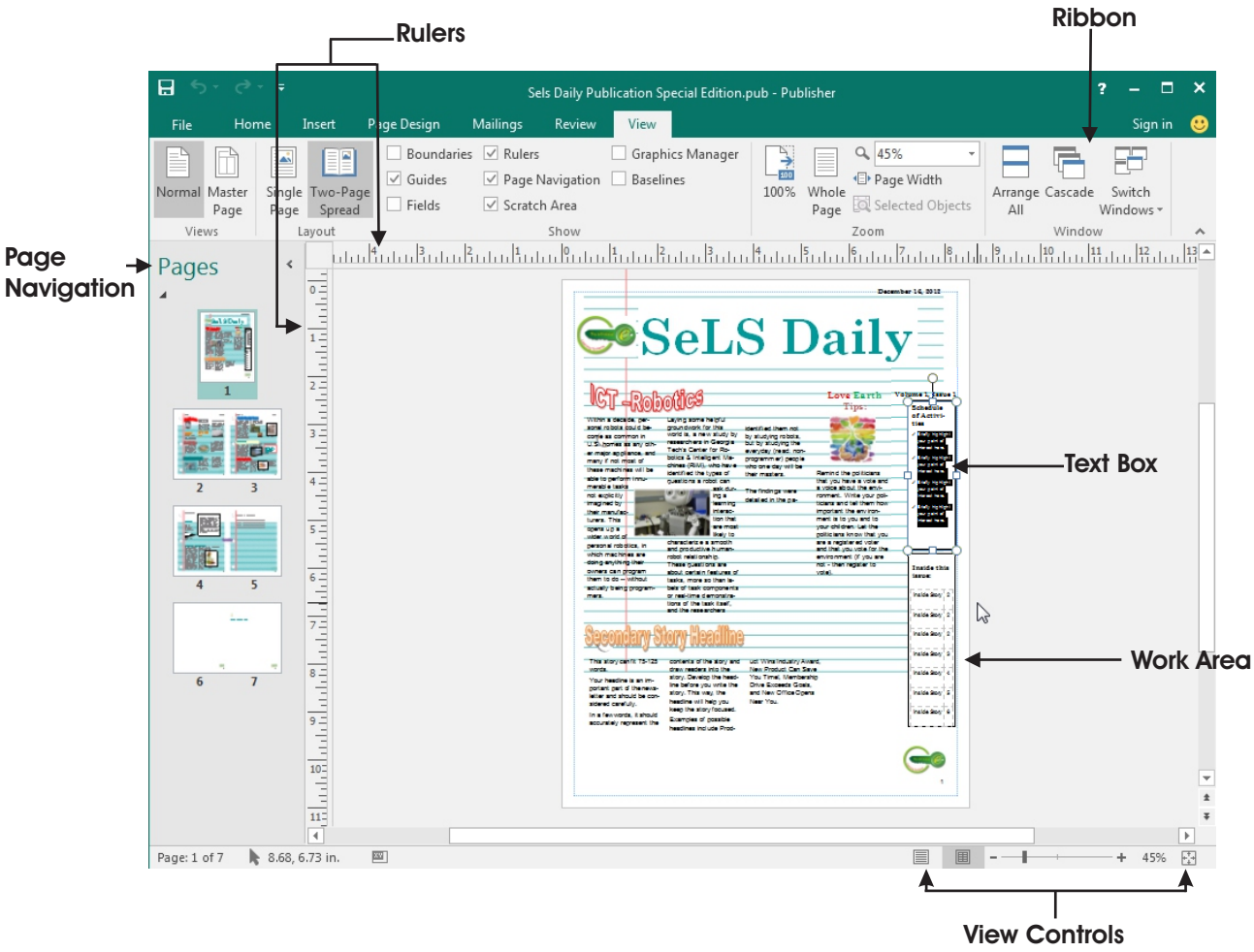
After completing this chapter, you should be able to:

- explore Publisher workspace;
- identify the different objects in Publisher;
- design a new publication from a template;
- create a blank publication;
- save a publication;
- add and delete a page in a publication;
- set margins in a publication;
- create a master page; and
- zoom in and out your publication.

Exploring Publisher Window

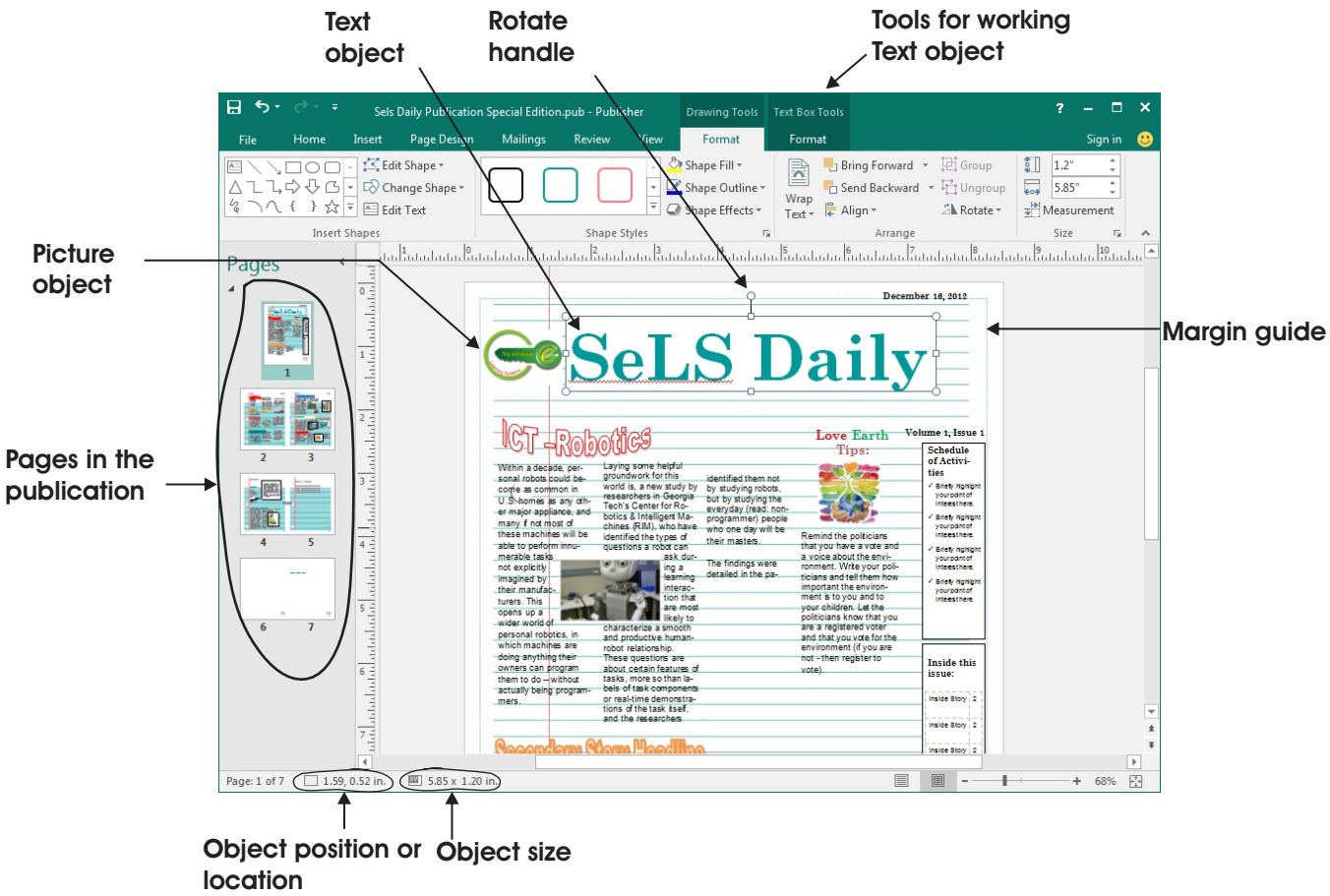
Publisher has now a different look and feel. It looks like it is already part of the Office family, thanks to the addition of the ribbon interface in the Publisher window.

Obviously, when starting with Publisher, you quickly recognize the familiar ribbon across the top of the page. The tabs are organized according to the task you are likely wanted to complete. You will recognize the similarity with other programs you've already used, like Word and PowerPoint.



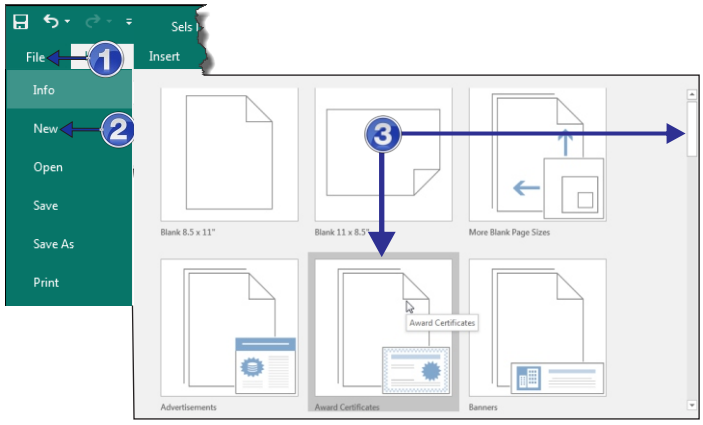
Objects in Publisher

Creating a publication in Publisher is different from creating a document in Word. In Word, when you add text and pictures to a page, you simply place the content on the page, and it all flows together to the succeeding pages, or as you specify. When you add text and pictures like headings, quotes, body text, logos, and illustrations to your pages in Publisher, the application (Publisher) adds them to the page as objects. This enables you to move text blocks around easily, position headings wherever you want them, and even layer elements and customize the content flow by arranging the objects as you like on the page.



Creating a New Publication from Template

Publisher is an application the can create all kinds of publications, such as brochures, flyers, newsletters, and letterhead stationery. It installs with a wide variety of publication types, including preset designs, or templates, that control the layout and formatting of the publication.



Create a New Publication

1. Click the File tab.
2. Click New.
3. Click a publication category from the list of available templates.

   You can use the scroll bar to scroll through the available publications in the category you choose.

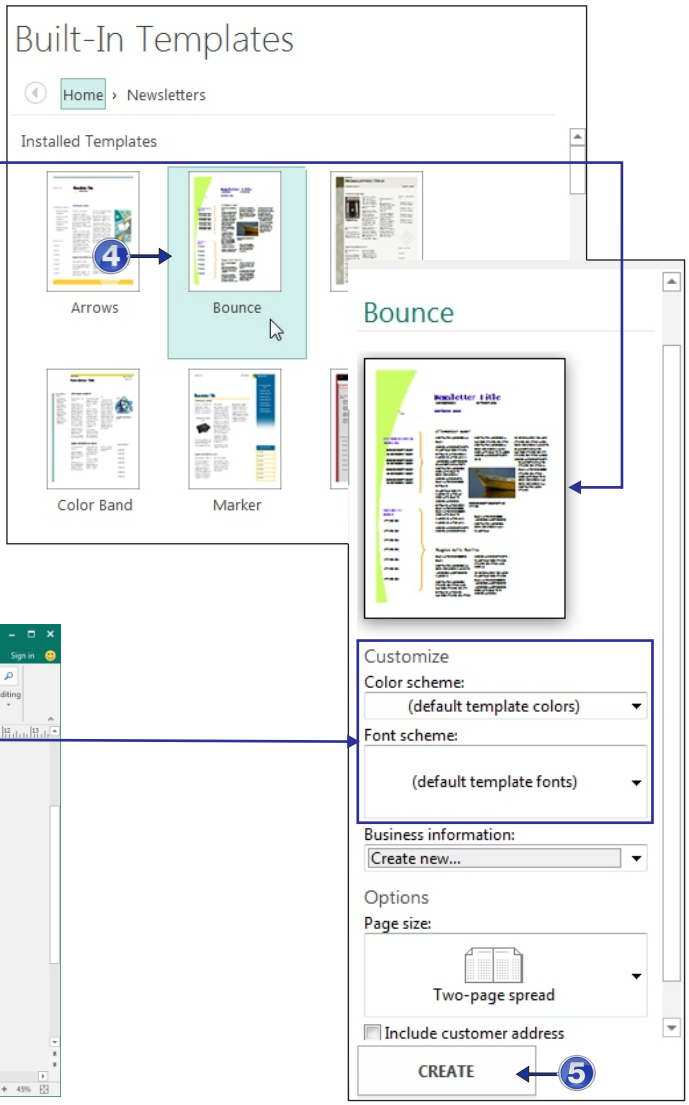
4. Choose and click a publication design.

   Publisher displays a preview of the selected design.

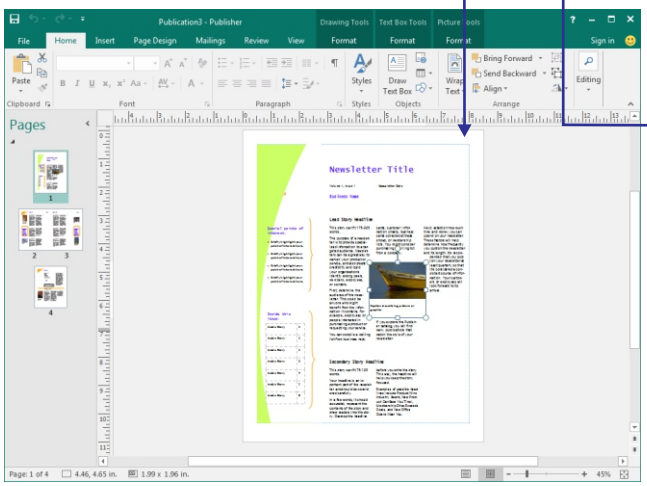
   You can customize a design's color scheme or fonts using these options.

5. Click Create or Download.

   The download button will be visible if you choose a template that is available only in the internet.



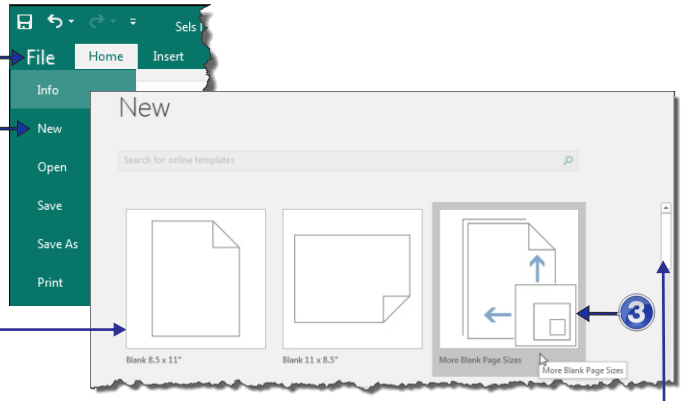
Publisher creates the publication.



Creating a Blank Publication from Scratch

When Publisher's pre-designed publication templates do not suit your needs, you can create a blank publication, populate it with your own text boxes, and design a layout to suit your project. For example, you want to create your own brochure or invitation and customize it by adding your own text boxes and art objects. If you particularly like a publication you create on your own, you can turn it into a Publisher template, which you can reuse everytime you are using the program.

Create a Blank Publication from Scratch

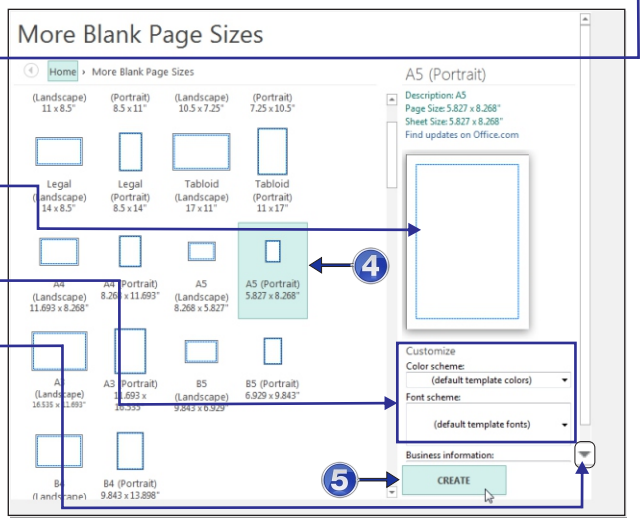


1. Click the File tab.
2. Click New.

   If you want to create an 8.5 by 11 publication, click the vertical or horizontal 8.5 by 11 option.

3. Click More Blank Page Sizes.

   You can use the scroll bar to scroll through the available page sizes.



4. Click a page size.

   Publisher displays the selected size here.

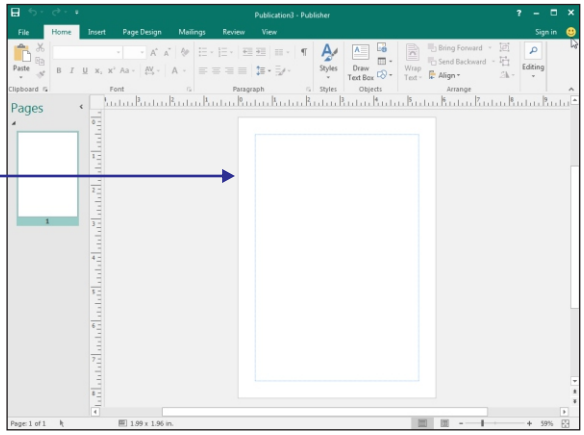
   You can customize the color scheme or fonts using these options.

   You can click the Business information (▾) and choose Create New to create a business set, which contains your business's name, address, and other information. After you create a business set, you can select it from the Business

   Information list to apply it to a publication.

5. Click Create.

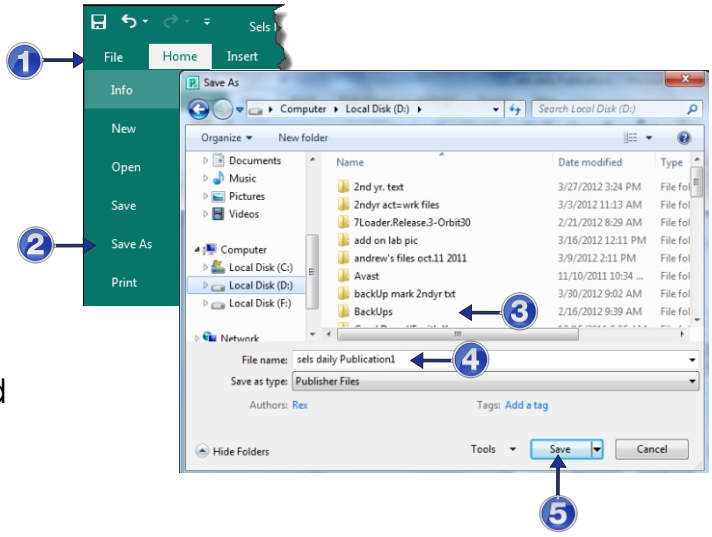
   Publisher creates and opens the blank publication. You can now add your own text boxes and pictures to the publication.



Saving a Publication

One of the most important tasks to complete your publication is to save it in a storage device like the hard drive of your computer or to any storage devices. Saving the Publication enables you to use it for printing and for future as well. You can save the publication in a standard publisher format, save it as a template, an older version or as PDF.

Save a Publication

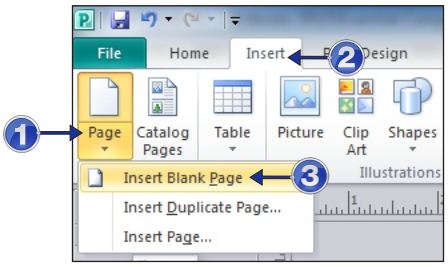


1. Click the File Tab.
2. Choose Save As.
3. Choose the location where you want to save your publication.
4. Type the name of the publication and choose the type of the file.
5. Click Save.

Adding and Deleting a Page in Publication

When you add or delete pages, you will need to be working on the foreground of your publication. If you're not, click the Close Master Page button on the Master Page tab before using the following procedures.

Add a Page in Publication



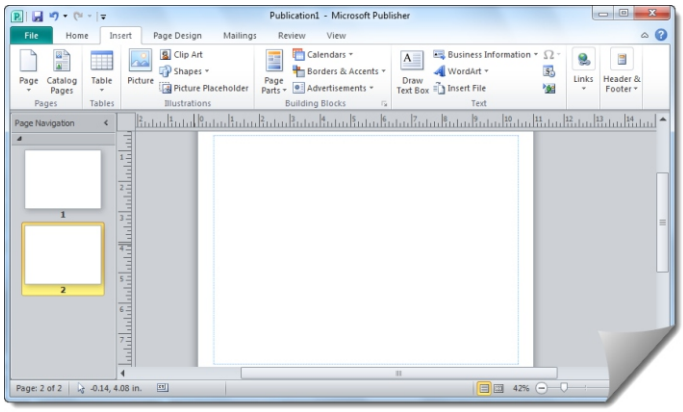
1. In your open publication, turn to the page that will come before or after the pages you want to add.
2. On the Insert tab, select the Page button.
3. Select either:

   * Insert blank page to insert a new blank page after the currently selected page.

     Note: If you're in two-page spread view, two pages will be inserted.

   * Insert duplicate page to insert a new page containing the same content as the currently selected page.

   * Insert page to bring up the Insert Page dialog box. Select the options that you want and click OK.



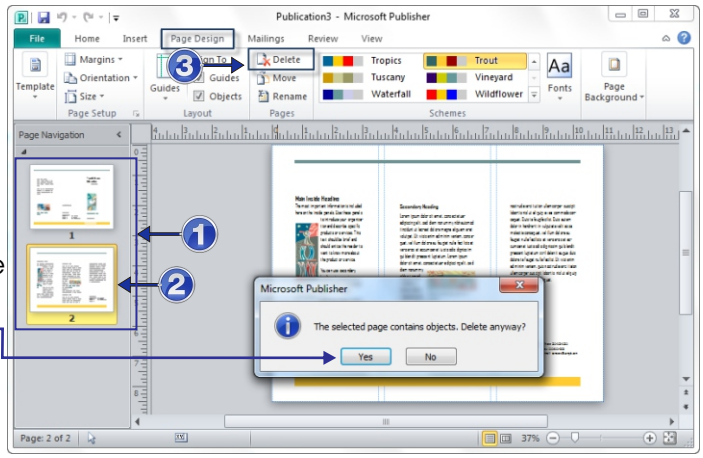
Delete a Page in Publication

When you delete a page, only text and objects specific to that page are deleted along with the page. For example, if the page contains text from a chain of connected frames, the text will simply move to an adjacent page.

1. In your open publication, turn to the page that you want to delete.
2. In the Page Navigation pane, select the page to delete.
3. On the Page Design tab, in the Pages group, click Delete.

   If you're in two-page spread view, the Delete Page dialog box will appear. Select the option that you want, and click OK.

   Tip: To avoid turning the current right-hand pages into left-hand pages, delete an even number of pages.



Setting Margins in Publication

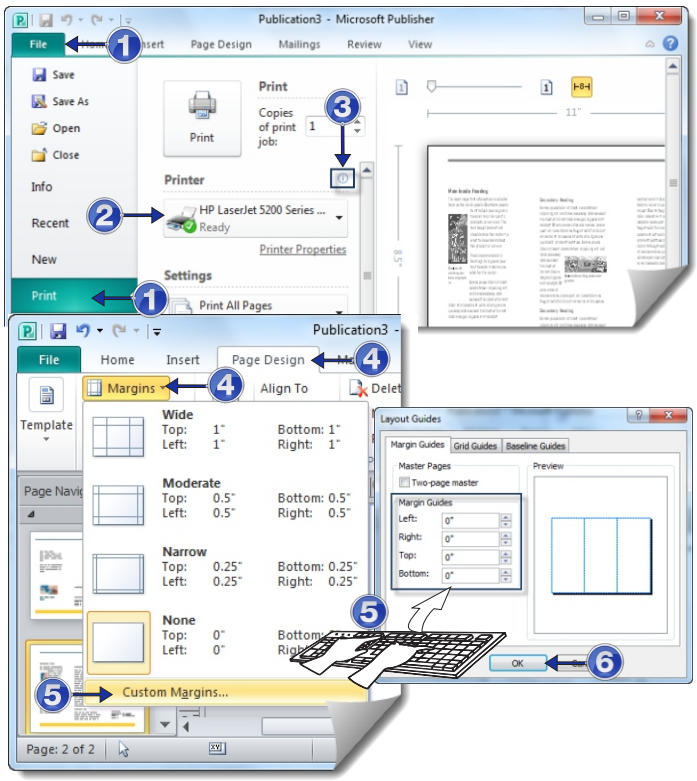
Normally desktop printers have a nonprintable region around the edge of the paper that is between 0.17 and 0.5 inches wide. Nothing within that region will print. If you want to set the page margins for your publication to match the minimum margin that is supported by your printer, you must determine first the size of your printer's nonprintable region.

1. Click the File button, and then Print to open the print page in the Backstage View.
2. Choose the printer that you want to use.
3. On the right-hand edge of the Printer heading there is a small information icon, hover over this icon and information about your printer's status will be shown, including, the Printable Region section and its minimum margin values.

   Note: You will need to use these margin values when you set the page margins in your publication.

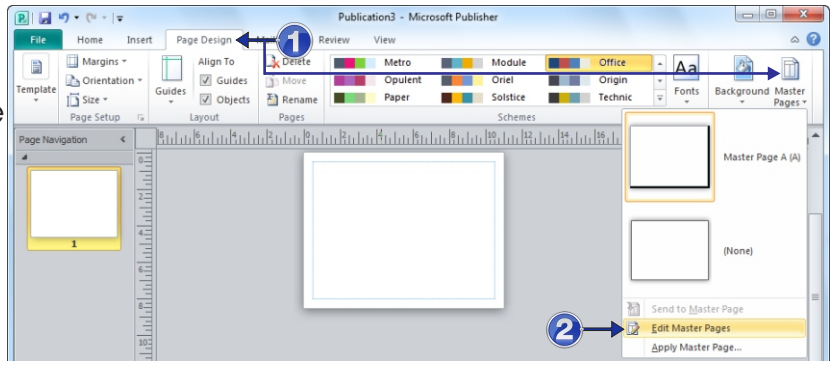
Set Margins

4. On the Page Design tab, click Margins, and then click the Custom Margins.
5. Under Margin Guides, type the minimum margin values that you noted earlier for Left, Right, Top, and Bottom.
6. Click OK if you are finish.



Creating a Master Page (Repeating Objects on Every Page)

If you want certain design objects to repeat on every page of your publication, for example, a picture, a logo, a background pattern, and so on—you can place the object on a master page. Then, whenever you create a new page, the material on the master page will appear on the new page .

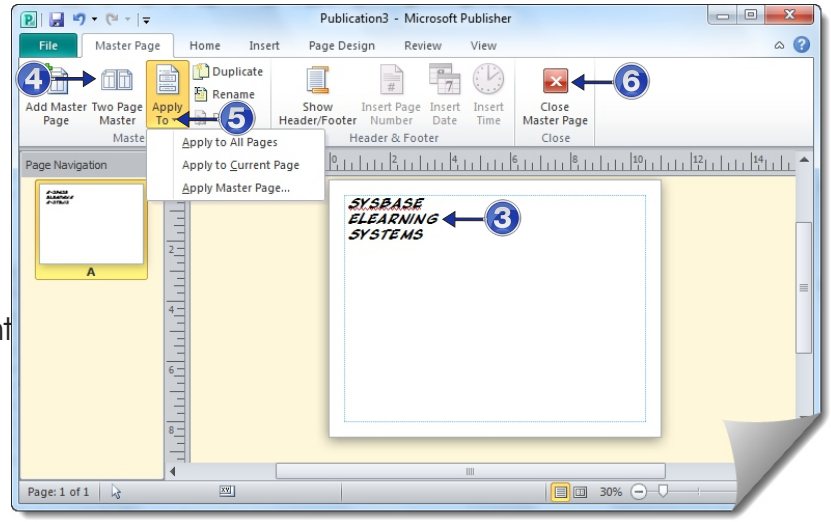


1. With your publication open in Publisher, click the Page Design tab and click Master Pages in the Page Background group.

2. Click Edit Master Pages.

3. Add the object or objects that you want to be repeated on every page.

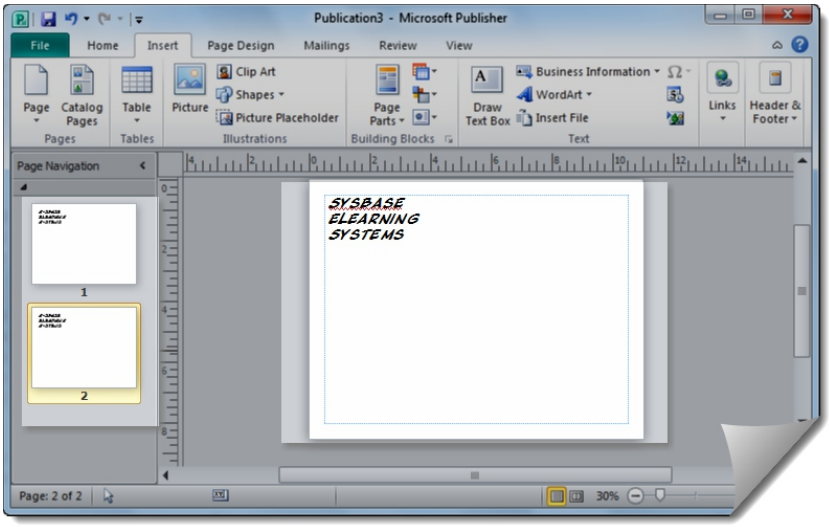
   Click the Add Master Page button if you want an additional master page so that you can create a different layout in part of the publication, and place on that second master page the objects that you want to be repeated.



4. Click Two Page Master if you want to add elements to the master pages for right and left pages in your document.

5. Click Apply To, and choose whether you want to apply the master page elements to all pages in the document, to the current page, or to pages you select.

6. Click the Close Master Page button to return to your publication's Normal view.

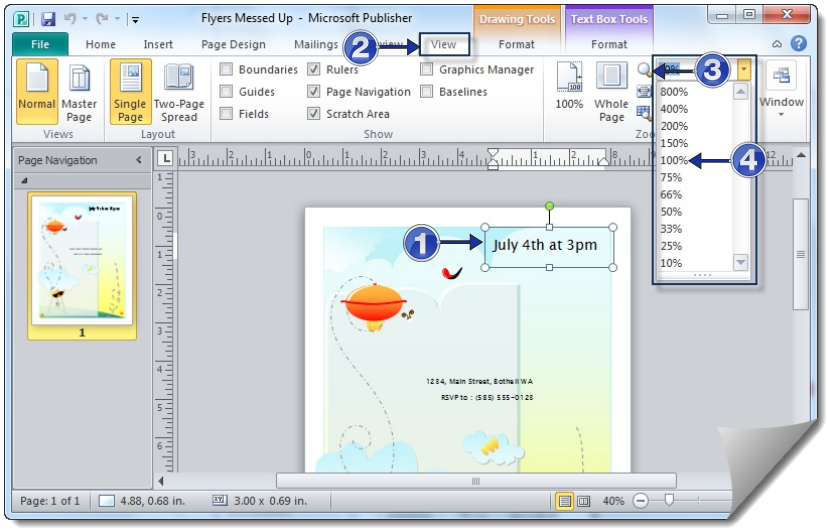


Zooming In and Out

You can use Publisher's Zoom feature to control the magnification of your publication. By default, Publisher displays your document in a zoomed-out view so that you can see all the elements on a page. When you begin working with the publication, adding text and formatting, you can zoom in to better see what you are doing. There are few ways to zoom in and out of your publication. One is to use the Zoom settings on the View tab. Another is to use the Zoom buttons and third is to use your keyboard. You will learn how to use all these three techniques in this section.

Specify a Magnification

Work File: Flyers Messed Up.pub



1. Click the area of the publication where you want to change the zoom magnification.

   When you click an object on the page, Publisher surrounds it with selection handles.

2. Click the View tab.

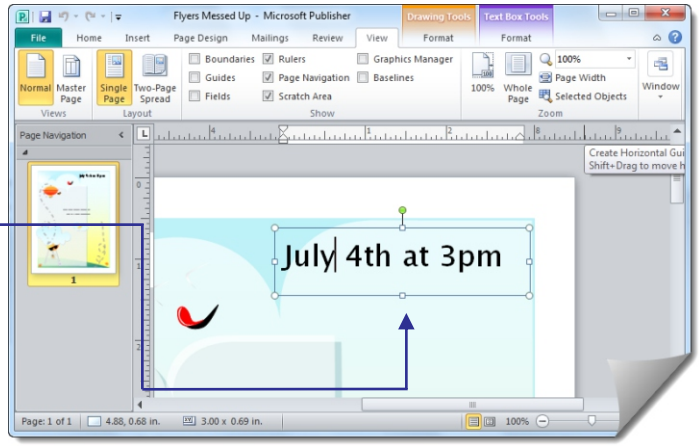
3. Click the Zoom .

4. Click a percentage.

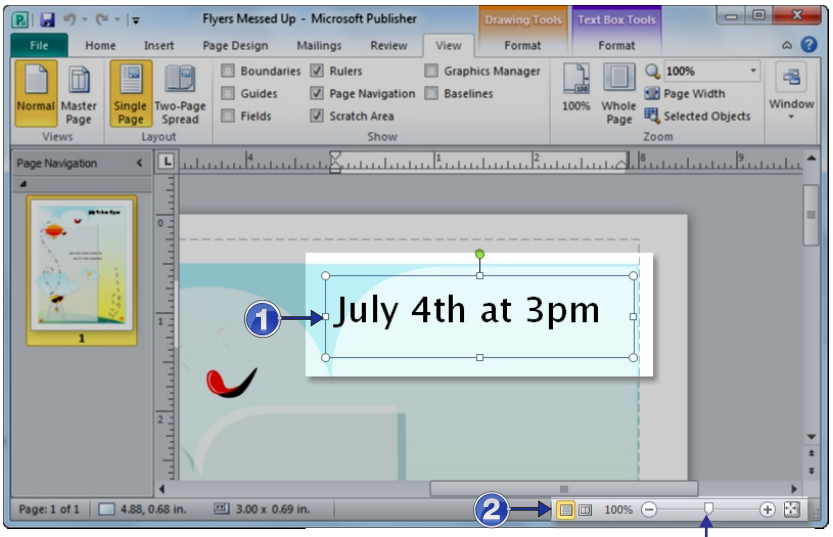
   You can also type a value in the Zoom field.

   Note: To quickly zoom to 100 percent, you can click the 100% button in the View tab's Zoom group. To quickly view the whole page, click the Whole Page button.

   Publisher changes the magnification setting for your publication.



Use Zoom Buttons



1. Click the area of the publication where you want to change the zoom.

2. Click the Zoom Out ( ) or Zoom In ( ) button.

   You can click the Zoom buttons multiple times to change the level of magnification.

   You can also click and drag the slider to change the zoom.

   Publisher changes the magnification setting for your publication.

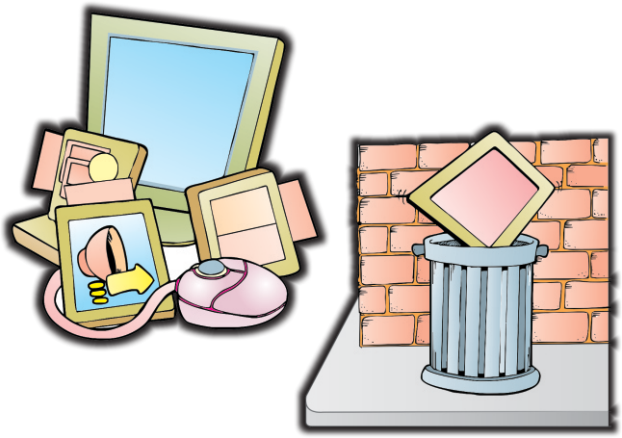
   In this example, the publication is zoomed out.

Chapter 2

Word Watch

- Startup
- Blank Presentation
- Out-Of-Date Information

PRESENTATION FUNDAMENTALS



Learning Objectives

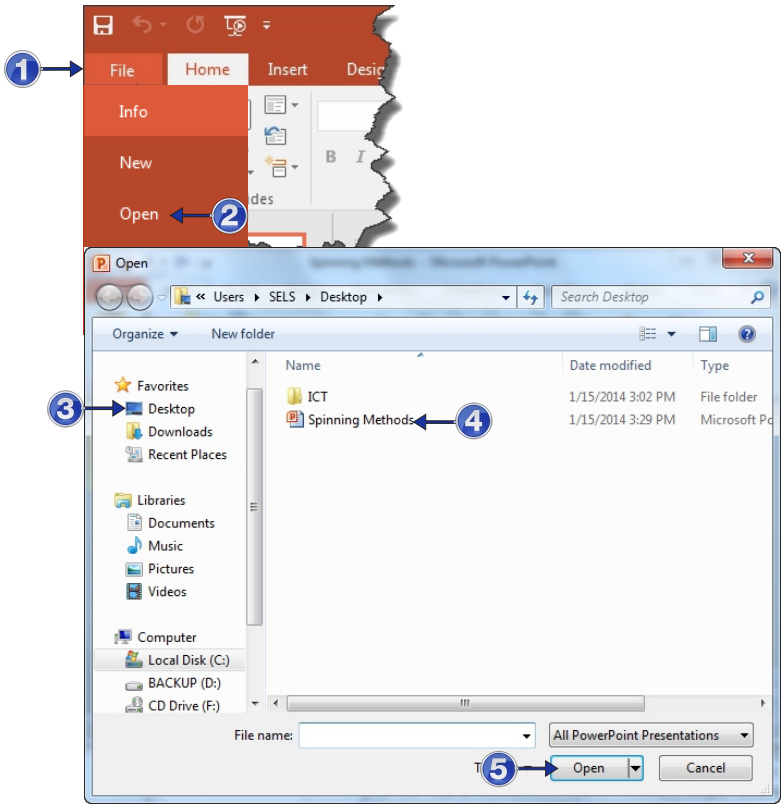
After completing this chapter, you should be able to:

- open an existing presentation;
- start a new presentation;
- close a presentation; and
- delete a presentation.

Opening an Existing Presentation

After you save and close a presentation, you must locate and reopen it the next time you want to use it. If you used a presentation recently, the quickest way to open it, is through the list of recently used files at the right side of the Office button menu.

Open an Existing Presentation



1. Click the File Tab (File).
2. Click Open.

   The Open dialog box appears.

   - If you used the file recently, you can click the file name in the list at the right side of the menu. The file opens immediately, and you can skip the rest of the steps.

3. Click the folder that holds the file that you want to open.
4. Click the file name.
5. Click Open.

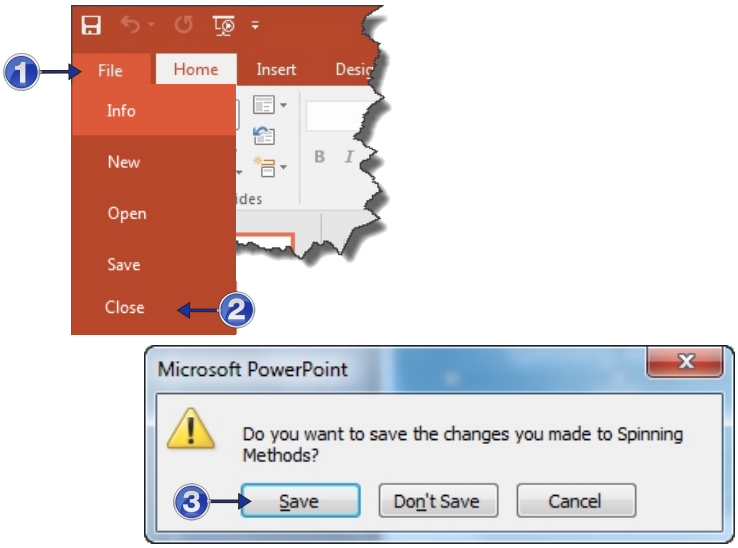
   PowerPoint opens the file.

Closing a Presentation

When you finish working with a presentation, you can close the file. Doing so leaves PowerPoint open that allows you to work with other presentations.

When you close an unsaved file or one with unsaved changes, PowerPoint prompts you to save the presentation before closing it.

Close a Presentation



1. Click the File Tab (File).
2. Click Close.

   A message appears asking if you want to save changes.

3. Click Save.

   The file closes, but PowerPoint remains open.

   - If you do not want to save the changes to your presentation, you can click No.

   Note: You also can close a file by right-clicking its taskbar button, or by pressing **+,** and then clicking Close.

Starting a New Presentation

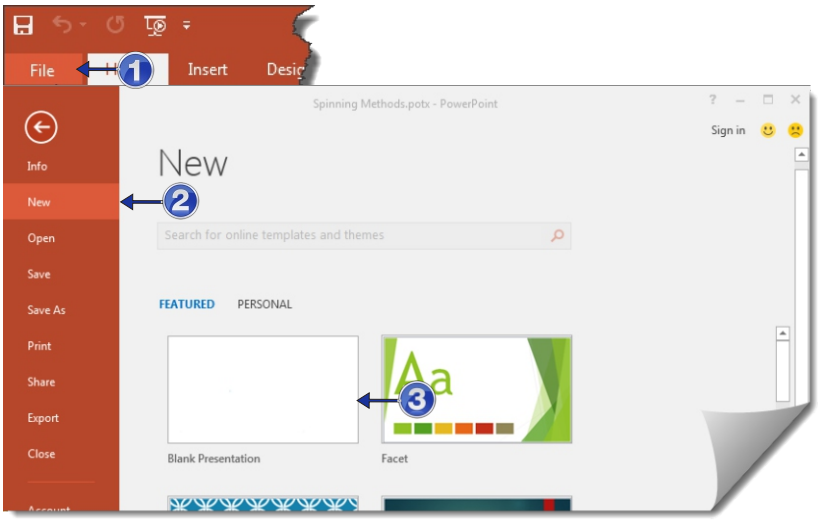
Starting PowerPoint creates a new, blank presentation file. After PowerPoint startup, there are a few ways to create a new presentation, including making a blank presentation or using a template.

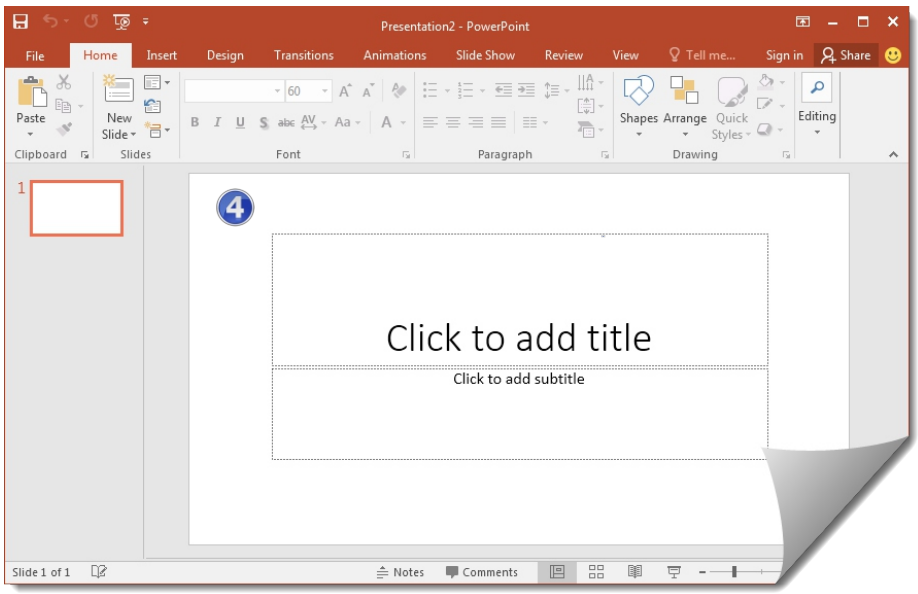
Templates in PowerPoint include both a design and suggested content for a particular purpose. Some templates are installed on the hard disk, but even more are offered online. Your system needs to have a live Internet connection to download an online templates.

Open A Blank Presentation

1. Click the File Tab (File).
2. Click New.

   The New Presentation dialog box appears.
3. Click Blank Presentation.
4. Wait for a few seconds for PowerPoint window to appear.





Deleting a Presentation

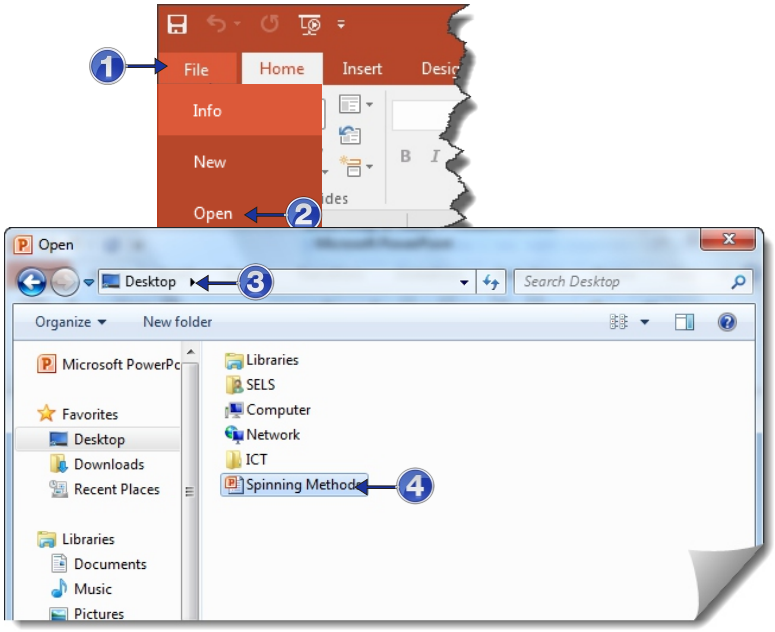
If a presentation file has out-of-date information or an unneeded backup copy, you may decide to delete the presentation file. Deleting a file frees up space on your hard drive.

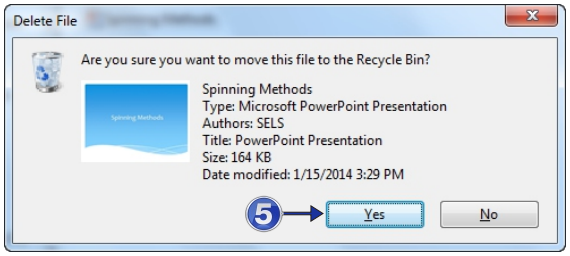
Delete a Presentation

1. Click the File Tab (File).
2. Click Open.

   The Open dialog box appears.
3. Click and browse to the folder that holds the file that you want to delete.
4. Select the file that you want to delete, then press Delete on your keyboard.
5. Click Yes.

   You can also delete a file by selecting it and right click, then click Delete.





Chapter 1 **The Basics of Powerpoint** Exercise 72 **It's So Basic**

Directions:

1. Launch Inspiration.

2. Open and answer **The Basics of PowerPoint**.

3. Set to bold the adjectives found in the sentences about the basics of PowerPoint.

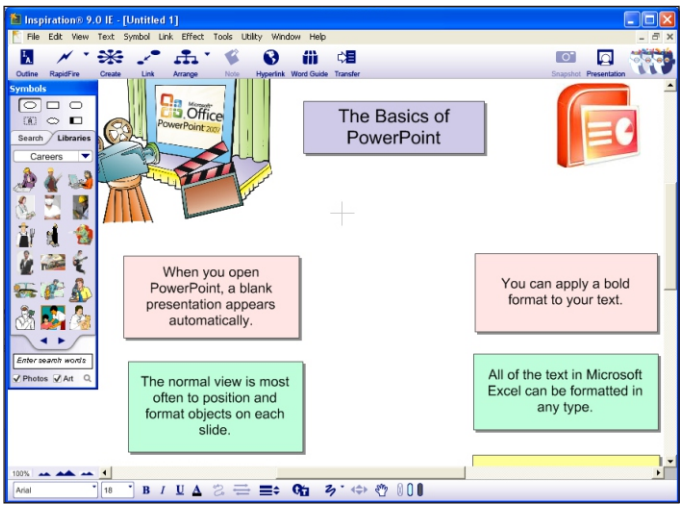
   Adjectives describe nouns.

   Examples:

tall	soft	nice	some
good	clean	pretty	all

4. Save the exercise to its document name and place it to your own folder.

Preview:



Chapter 2 **Presentation Fundamentals** Exercise 73 **On Tabs Command**

Directions:

1. Launch **Microsoft PowerPoint**.

2. Follow the steps on how to open an existing presentation, start a new presentation, close a presentation and delete a presentation.

3. Do the following:

   a. Open the blank presentation that you have saved as your nickname.

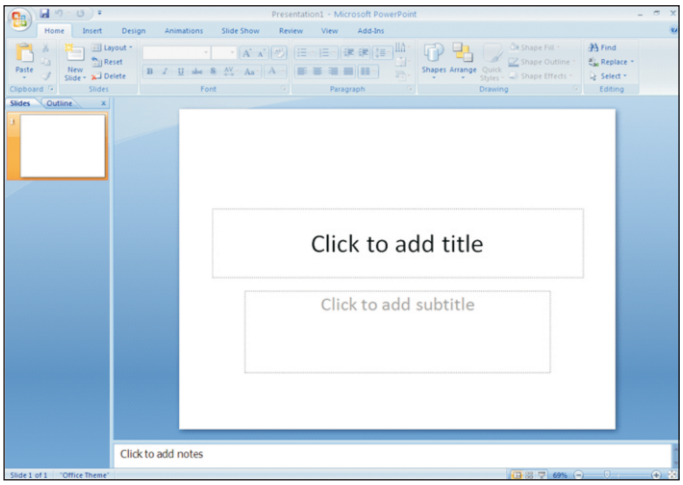
   b. Open a blank presentation.

   c. Close the presentation that you have opened.

   d. Delete the blank presentation that you have saved as your nickname.

4. Exit Microsoft PowerPoint.

Preview:



Chapter 2 **Presentation Fundamentals** Exercise 74 **Fundamentally Speaking**

Directions:

1. Launch Inspiration.

2. Open and answer **Presentation Fundamentals**.

3. Color with blue the adverbs found in the sentences about presentation fundamentals.

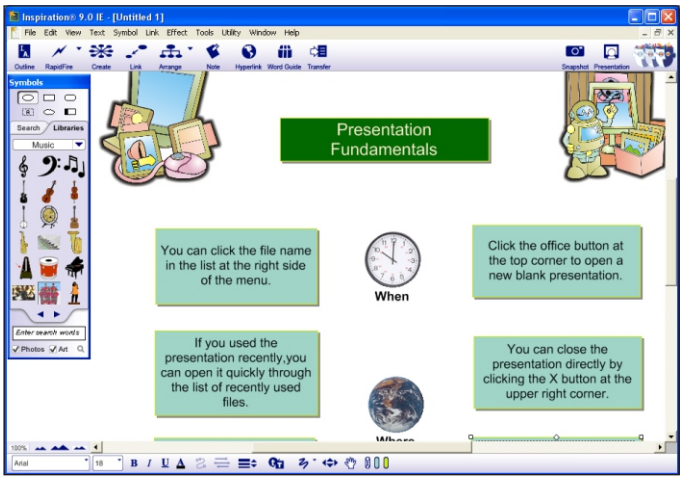
   Adverbs tell when, where or how an action occurred.

   Examples:

I'll go <u>tomorrow</u>.	(when)
I sleep <u>upstairs</u>.	(where)
I screamed <u>loudly</u>.	(how)

4. Save the exercise to its document name and place it to your own file.

Preview:



Chapter 3 **Working With Slide Contents** Exercise 75 **Slide And Glide**

Directions:

1. Launch **Microsoft PowerPoint**.

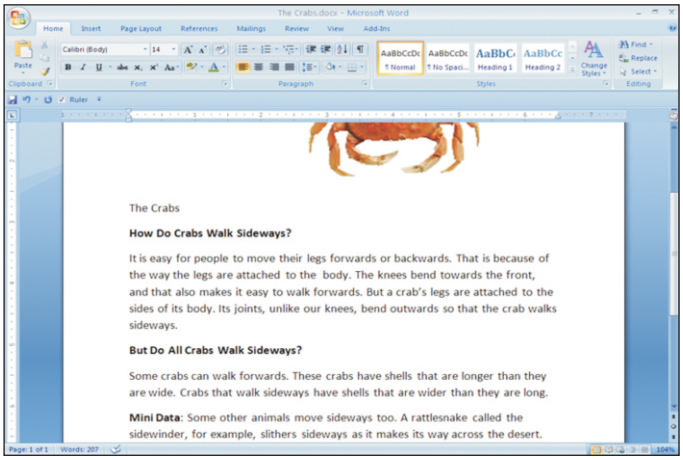
2. Open a new blank page.

3. Follow the steps on how to insert a new slide and change the slide layout.

4. Do the following:
   a. Import **The Crabs** document made in Microsoft Office Word 2007 from the work files and make it your new slide presentation. Edit the text to fit onto the slide and delete the unnecessary textbox.
   b. Change the slide layout of the first slide to "Title and Text". Search for additional information about crabs using Microsoft Encarta and type it in the textbox below the title.

5. Save the presentation as **Inserting and Changing** and place it to your own folder.

Preview:



Chapter 3

Word Watch

- Slide Layout
- Context Placeholders
- Clip Art
- Media Clip

WORKING WITH SLIDE CONTENT

Learning Objectives

After completing this chapter, you should be able to:

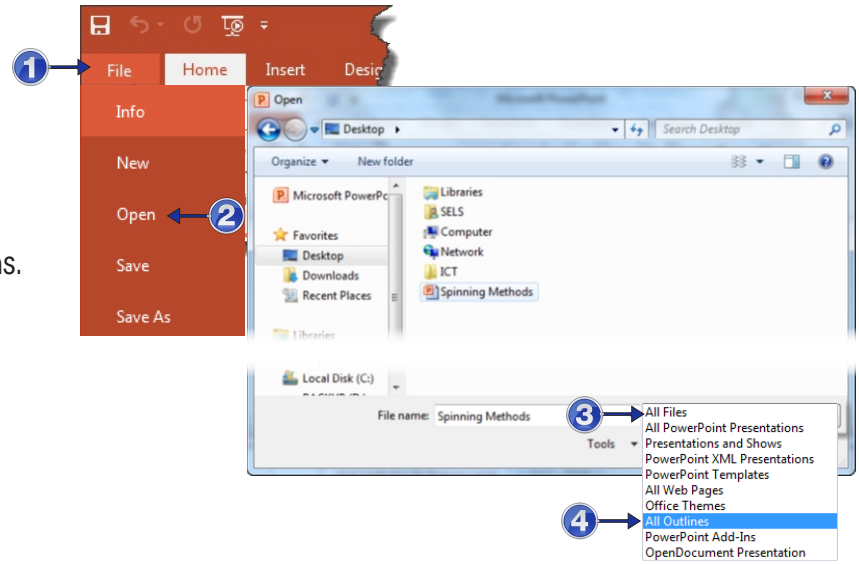
- insert a new slide;
- change the slide layout;
- use layouts with context placeholders;
- insert a table;
- insert a chart;
- insert pictures and clip arts; and
- insert a media clip.

Importing an Outline

While you can create an outline in moments using PowerPoint's Outline tab, you need not reinvent the wheel if you have already written an outline in Microsoft Word or in another PowerPoint presentation.

Import An Outline

1. Click the File Tab (File).
2. Click Open.
3. Click All PowerPoint Presentations.
4. Click All Outlines.



Changing the Slide Layout

If you decide to change a slide's original layout that no longer works, you can apply a different slide layout in Normal view or Slide Sorter view. If you select a layout that does not include an element from the original layout — such as chart that you have set up — PowerPoint will keep that additional element on the slide, even with the new layout.

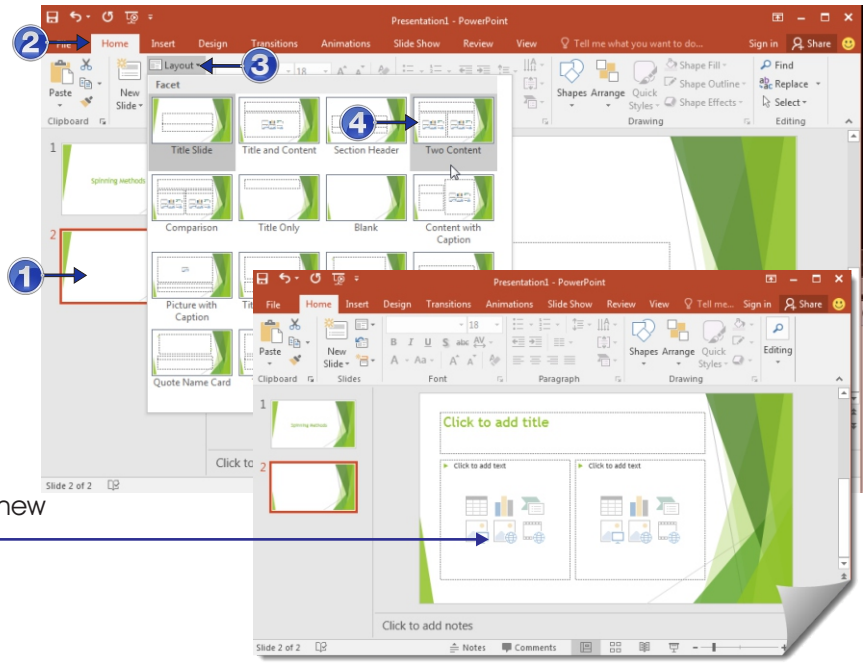
Change the Slide Layout

1. Select the slide for which you want to change the layout.
2. Click the Home tab.
3. Click the Layout button.

   The layout gallery appears.

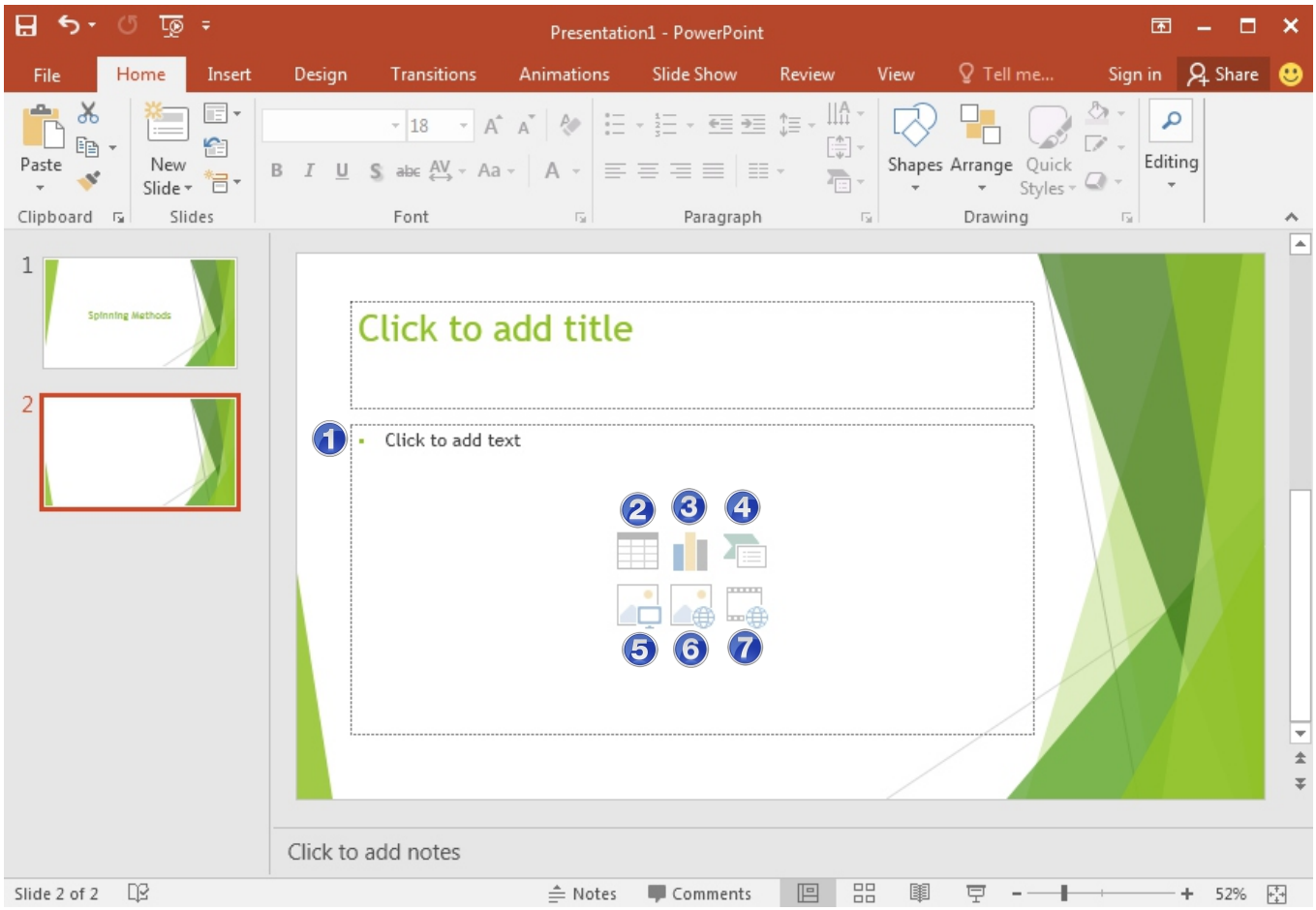
4. Click the new slide to apply.

   The slide you selected changes the new layout.



Using Layouts with a Content Placeholders

Content placeholders enable you to insert text or one of several types of graphical content.



1 BULLETED LIST
Click next to the placeholder bullet and type a list of items, pressing to finish each item.

2 TABLES
Click to insert a table and specify the number of rows and columns in it.

3 CHARTS
Click to enter data for which PowerPoint generates a graphical chart using the chart type you specify.

4 SMARTART GRAPHICS
Click to insert a diagram using one of dozens of new diagram styles.

5 PICTURES
Click to insert a picture file such as a bitmap or JPEG you have stored on your computer or removable media.

6 CLIP ART
Click to select an image from built-in clip art collections, or import a piece of clip art from outside Microsoft Office Online.

7 MEDIA CLIPS
Click to insert a video or animation file that will play back when you run the slide show.

Inserting a Table

A table enables you to arrange information in rows and columns for easy data comparison. For example, you might list regions of the country in the far left column, with the remaining columns presenting sales by year for each region. You can use a content placeholder to insert a table, and then type labels and data into the table cells.

Insert a Table

1. On a slide with a content placeholder, click the Insert Table icon ( ).

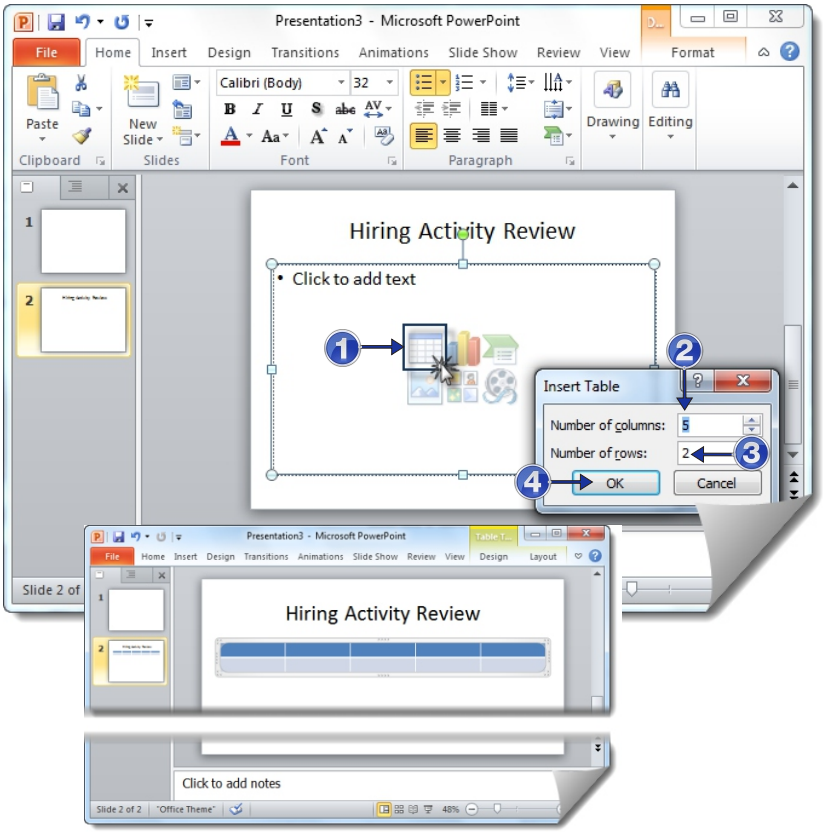
   The Insert Table dialog box appears.

2. Click to set the number of columns.

3. Click to set the number of rows.

4. Click OK.

   The table appears on the slide, with a table style pre-applied. By default, most of the table styles assume you will enter column headings (labels) in the top row of the table.



Type Text In A Table

5. Type a column heading in the first cell.

6. Press the Tab key.

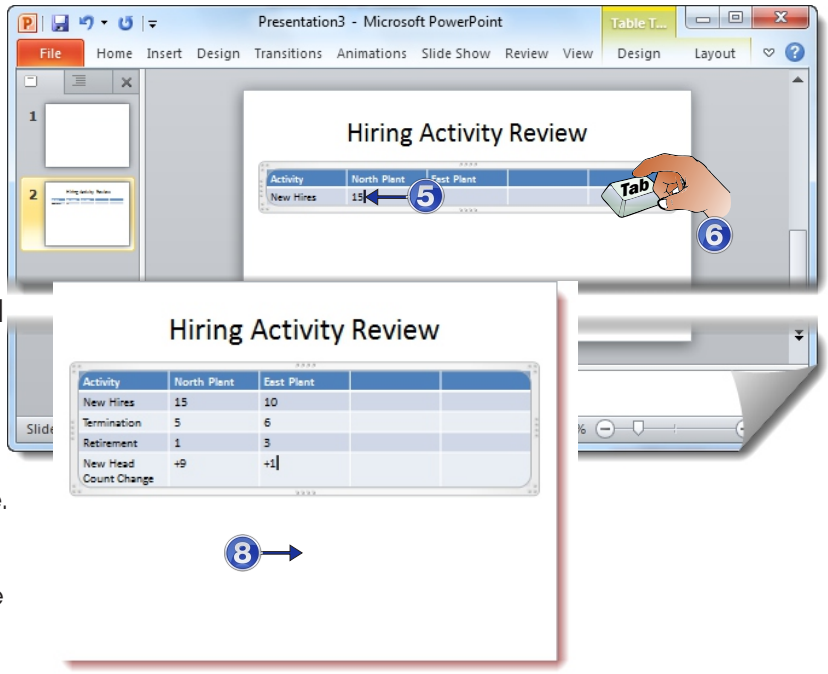
   The insertion point moves to the next cell.

7. Continue making cell entries and pressing Tab after each entries.

8. Click outside the table.

   The finished table appears on your slide.

   - To make changes in table data, you can click the cell to edit, placing the insertion point in the cell. Use the keyboard to make desired changes, and then click outside the table to finish.



Inserting a Chart

Charts present numerical information in a visual way. They give an instant impression of trends or compared sets of data, such as sales growth over a several-year span. In PowerPoint, you can easily insert a chart by choosing the chart type and then typing your data in a spreadsheet.

Insert a Chart

1. On a slide with a content placeholder, click the Insert Chart icon ( ).

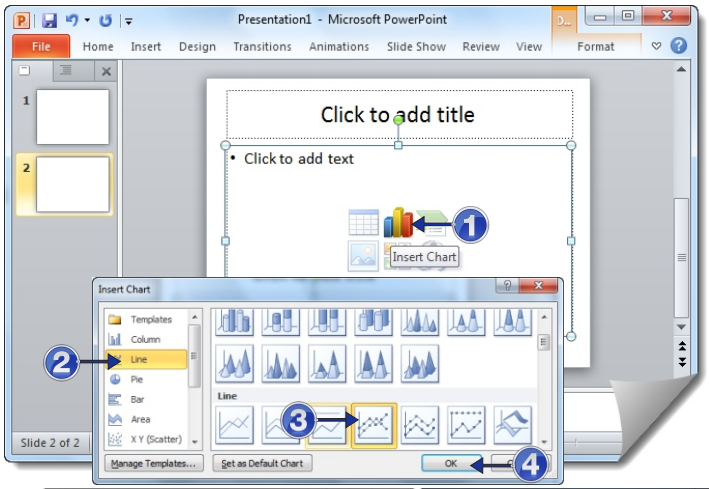
   The Create Chart dialog box appears.

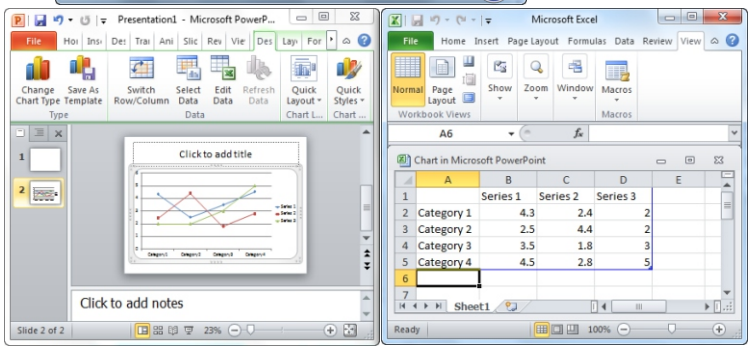
2. Click a chart type in the list at the left.

3. Click a specific chart type's thumbnail.

4. Click OK.

   The chart appears, with placeholder data in a separate window.





Enter Chart Data

5. Click in cells in row 1 and column A and type column labels and row labels.

   Replace placeholder contents as needed, and delete any cells holding unnecessary placeholder entries.

6. Click in data cells below and beside, then row and column headings, and type values.

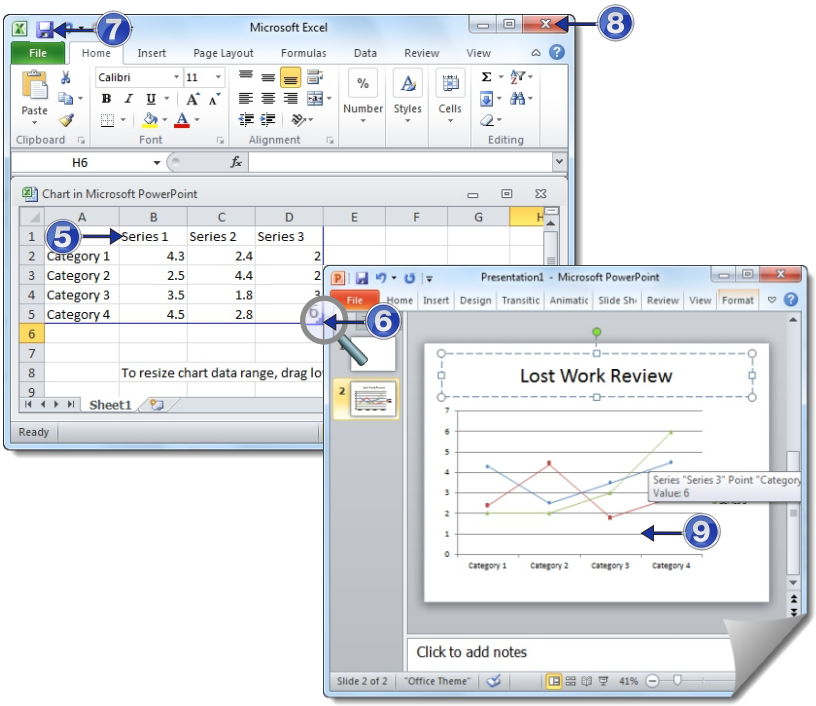
7. Click the Save button ( ).

   You can also press +. If you hear a beep, your data has been updated.

8. Click the Close button ( ).

   The spreadsheet window closes, and the chart appears on the slide.

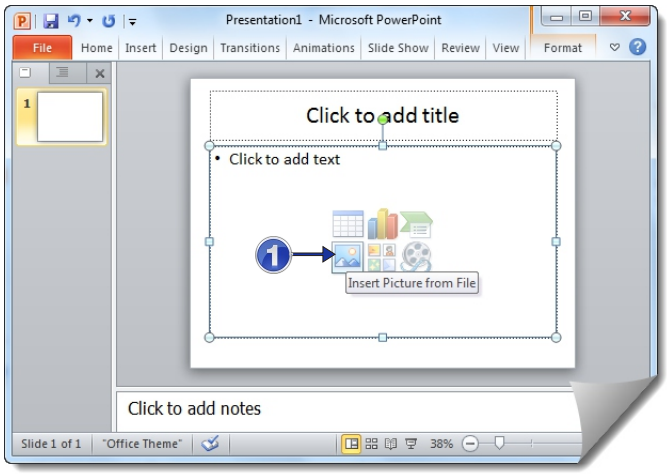
9. Click outside the chart to finish it.



Inserting Pictures and Clip Arts

You can illustrate and enhance your presentation message using graphics such as pictures and clip art. Pictures include digital camera shots or scanned images. PowerPoint includes a gallery of clip art graphics of various types (photos, line drawings, and so on), and you can even download more clip art from Microsoft Office Online.

Insert Pictures



1. With a slide containing a content placeholder displayed, click the Insert Picture icon ( ).

   The Insert Picture dialog box appears.

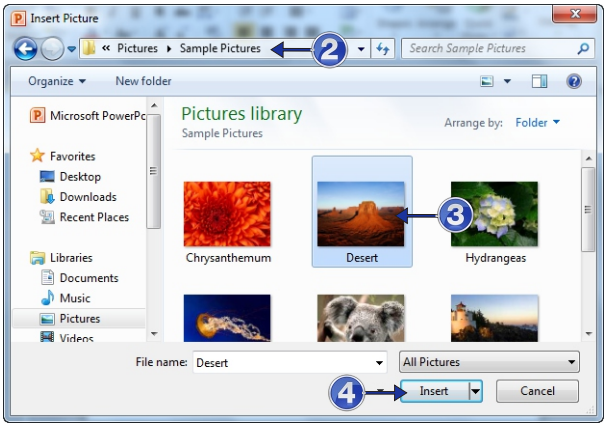
2. Click the folder that contains the picture file.

   You can use the Address bar, Favorite Links list, or Folders list to navigate the folders on your computer.

3. Click the picture file.

4. Click Insert.

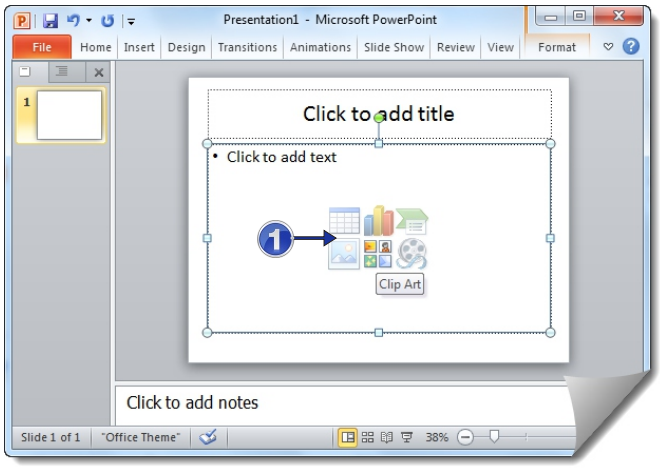
   The selected picture is inserted into the placeholder.



Insert Clip Art

1. With a slide containing a content placeholder displayed, click the Insert Clip Art icon ( ).

   The Clip Art task pane appears.



2. Type a term to search for a clip art image to fit your presentation.

   The example in the illustration uses the term people.

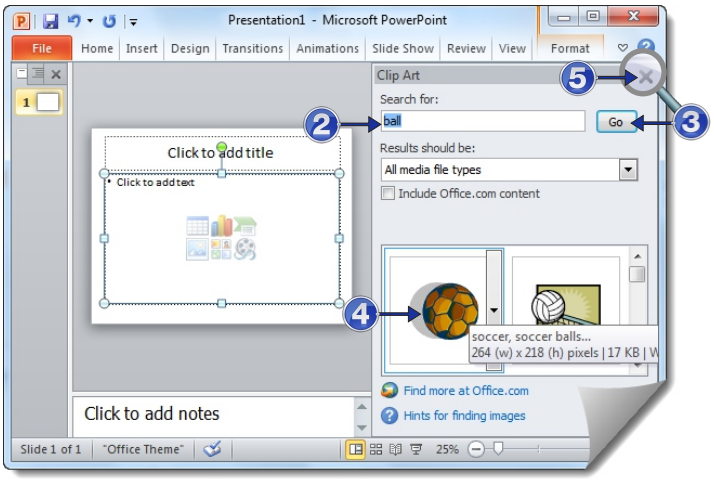
3. Click Go.

   - If a message appears asking whether to include online clips in the search results, click Yes. Clip art graphics matching the search term appear.

4. Click a picture to select it.

   PowerPoint inserts the clip art.

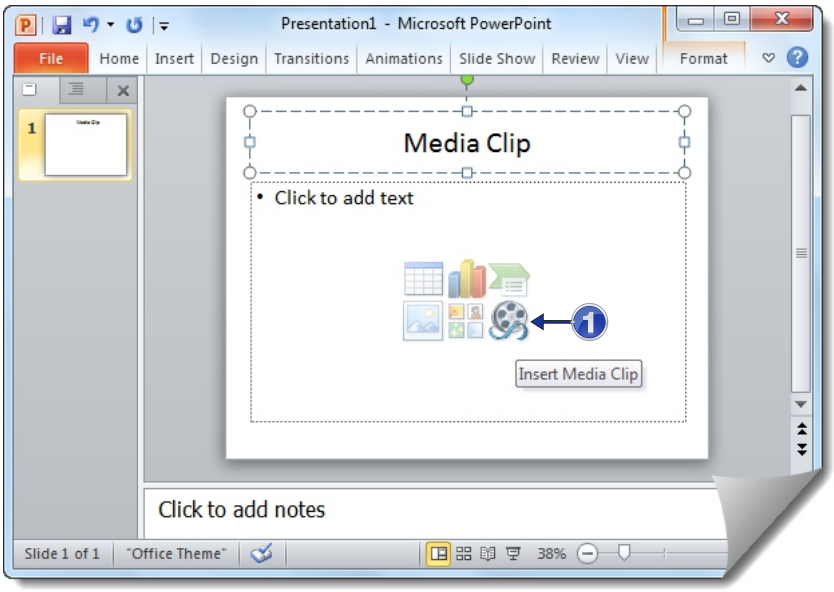
5. Click the Close button (☒) to close the Clip Art task pane.



Inserting a Media Clip

Media clips include movie and animation clips that you can play automatically or manually during an onscreen slide show. PowerPoint recognizes media clips in a variety of different formats, such as Windows Media Video (.wmv) files and MPEG Movie files.

Insert a Media Clip



1. With a slide containing a content placeholder displayed, click the Insert Media Clip icon ( ).

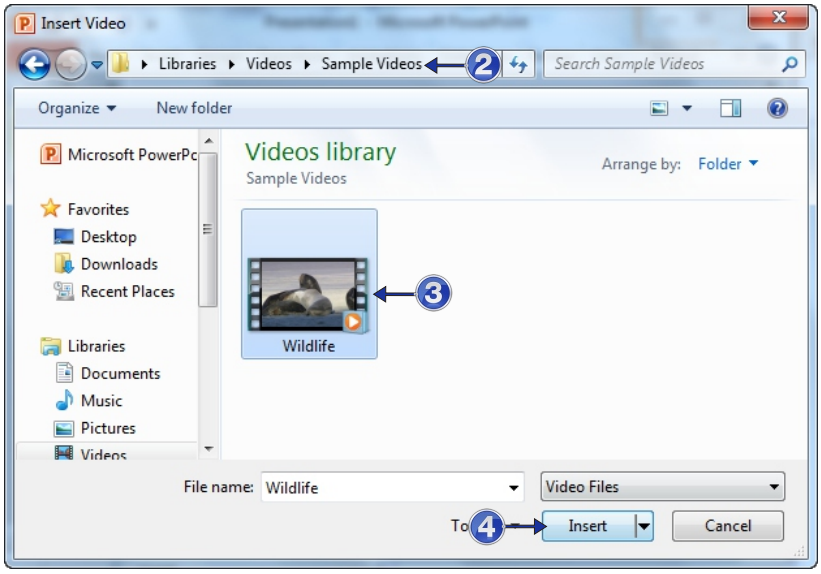
   The Insert Movie dialog box appears.

2. Open the folder containing the movie or sound file.

   You can use the Address bar, Favorite Links list, or Folders list to navigate the folders on your computer.

3. Click a movie or sound file to insert.

4. Click OK.



Chapter 2 **Presentation Fundamentals** Exercise 74 **Fundamentally Speaking**

Directions:

1. Launch Inspiration.

2. Open and answer **Presentation Fundamentals**.

3. Color with blue the adverbs found in the sentences about presentation fundamentals.

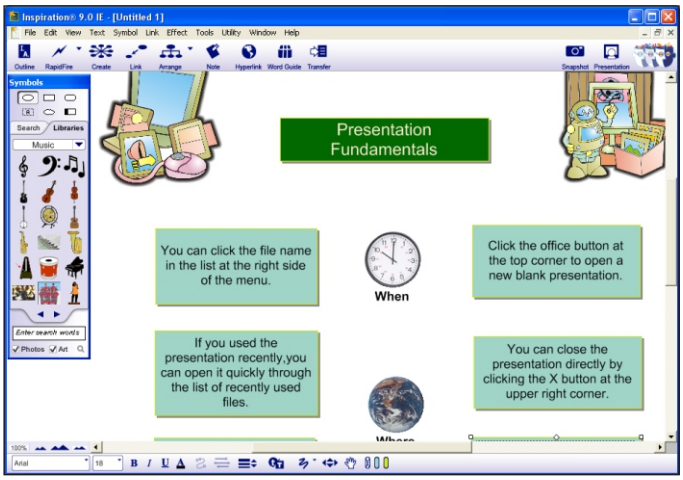
   Adverbs tell when, where or how an action occurred.

   Examples:

I'll go <u>tomorrow</u>.	(when)
I sleep <u>upstairs</u>.	(where)
I screamed <u>loudly</u>.	(how)

4. Save the exercise to its document name and place it to your own file.

Preview:



Chapter 3 **Working With Slide Contents** Exercise 75 **Slide And Glide**

Directions:

1. Launch **Microsoft PowerPoint**.

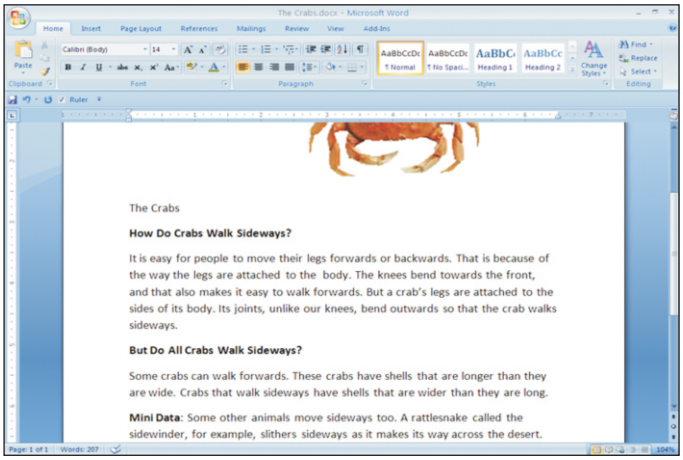
2. Open a new blank page.

3. Follow the steps on how to insert a new slide and change the slide layout.

4. Do the following:
   a. Import **The Crabs** document made in Microsoft Office Word 2007 from the work files and make it your new slide presentation. Edit the text to fit onto the slide and delete the unnecessary textbox.
   b. Change the slide layout of the first slide to "Title and Text". Search for additional information about crabs using Microsoft Encarta and type it in the textbox below the title.

5. Save the presentation as **Inserting and Changing** and place it to your own folder.

Preview:



Chapter 3 **Working With Slide Contents** Exercise 76 **Title And Content**

Directions:

1. Launch **Microsoft PowerPoint**.
2. Do the following:
   a. Open a new blank slide presentation.
   b. Insert a layout slide "Title and Content" office theme.
   c. Follow the steps on how to insert a chart using layouts with a content placeholders.
   d. Insert a chart "Clustered Pyramid" column.
   e. Edit the chart in Microsoft PowerPoint by replacing the existing data with the data below.
   f. Close the chart on Microsoft PowerPoint to view the whole data in slide.
3. Save the slide presentation as **Chart Layout** and place it to your own folder.

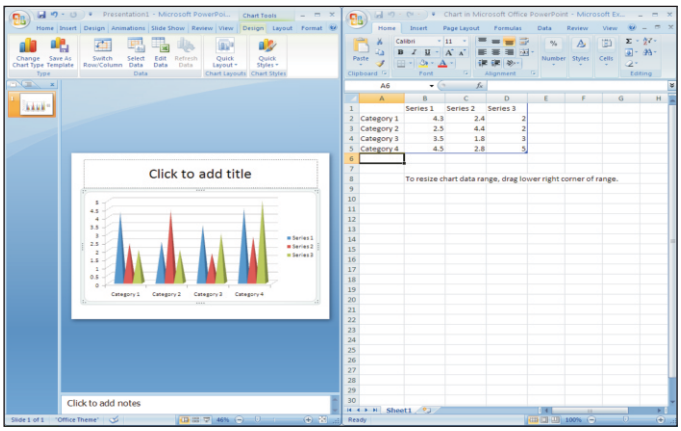
	2000	2004	2008
Company	8.9	9.2	8.5
Company	7.6	7.9	8.1
Company	6.1	6.5	6.9
Company	8.5	8.3	8.1

Chapter 3 **Working With Slide Contents** Exercise 77 **Clip Holds**

Directions:

1. Launch **Microsoft PowerPoint**.
2. Open the **Chart Layout** slide that you have saved.
3. Follow the steps on how to insert a media clip using layouts with content placeholders.
4. Do the following:
   a. Click the New Slide button in slides command. Then click on Layout button and insert the "Title and Content" office theme.
   b. Insert any media clip of your choice.
5. Save the slide presentation as **Media Clips** and place it to your own folder.

Preview:



Chapter 3 **Working With Slide Contents** Exercise 78 **Table Layout**

Directions:

1. Launch **Microsoft PowerPoint**.

2. Follow the steps on how to insert a table using layouts with content placeholders.

3. Do the following:

   a. Open a new blank presentation slide.

   b. Insert a layout slide with "Title and Content" office theme.

   c. Insert a table with 5 columns and 5 rows. Select a table style "medium style 3 - accent 5".

   d. Key in the data on the right onto the table. Type "PQ1 Lending Institution" as the title.

4. Save the presentation as **Table Layout** and place it to your own folder.

Debt Payment

Debtor	Debts	Payment	Balance	Date
Juan Dela Cruz	1,500,000	500,000	1,000,000	March 01, 2001
Michael Jackson	1,980,000	1,000,000	980,000	July 03. 2001
Michael Jordan	2,300,000	1,200,000	1,100,000	April 09, 2001
Paul Pierce	2,578,000	2,100,000	987,000	December 08. 2001

Chapter 3 **Working With Slide Contents** Exercise 79 **Slide Content Action**

Directions:

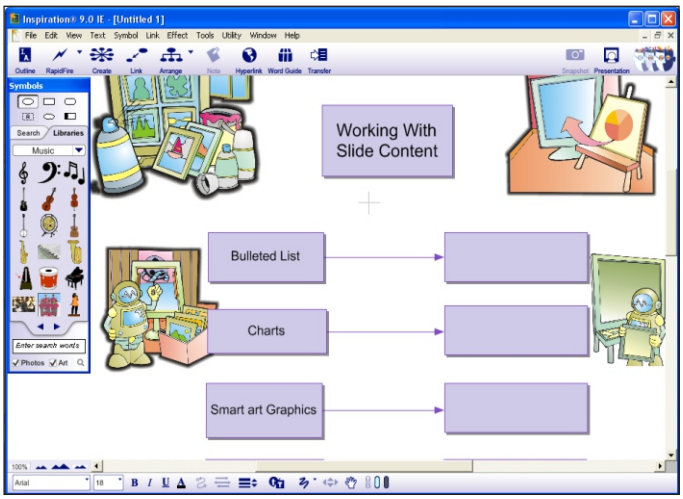
1. Launch Inspiration.

2. Open and answer **Working with Slide Content**.

3. Give the content of each placeholder when clicked. Type it in the box provided and give at least 3 layouts which contain placeholders.

4. Save the exercise as its document name and place it to your own folder.

Preview:

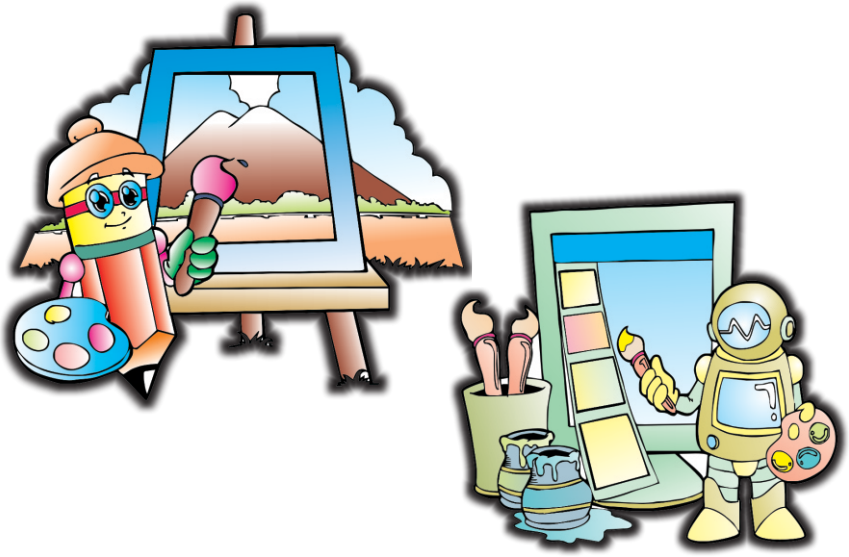


Chapter 4

Word Watch

- Theme
- Text Box
- Duplicate Slide

THEMES



Learning Objectives

After completing this chapter, you should be able to:

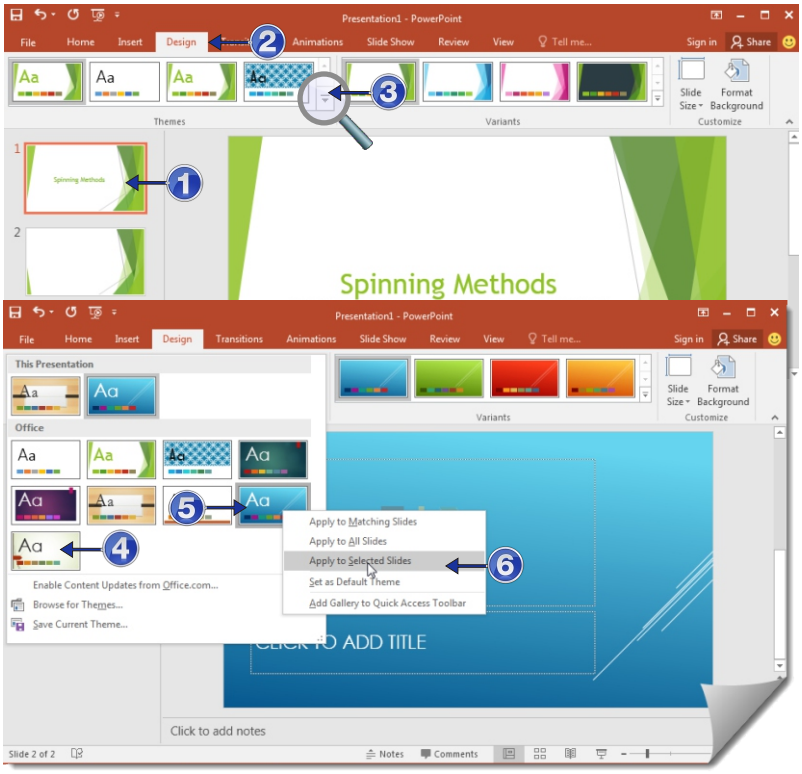
- apply a design to selected slides;
- apply a design to all slides;
- apply a color theme to selected slides;
- apply a color theme to all slides;
- apply a new background;
- apply a texture or picture or background;
- add a text box; and
- duplicate a slide.

Applying a Design to Selected Slide

You can apply different theme to the currently selected slide or slides in either Normal or Slide Sorter view. If you apply different theme to a single slide, be sure that it complements to the design you used on other slides. The transition from one theme to another as you move from slide to slide can be jarring to your viewers.

Apply a Design to Selected Slide

1. Select the slide(s) to format in Normal or Slide Sorter view.
   Note: After selecting the first slide in the Slides tab or Slide Sorter view, press Ctrl + click thumbnails to select additional slides.
2. Click the Design tab.
3. Click More (▼).
   The gallery of themes appears.
4. Move your mouse pointer to a theme thumbnail.
   PowerPoint's Live Preview feature previews the new design in the Slide pane.
5. When you find the theme to apply, right click its thumbnail.
6. Click Apply to Selected Slides.
   PowerPoint applies the theme to the slides you selected.

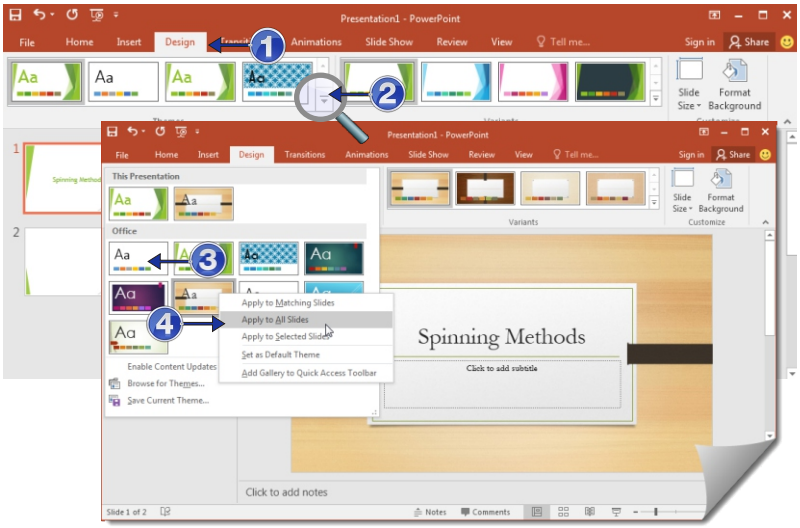


Applying a Design to All Slides

You can apply one theme to all the slides in a presentation to lend slides a consistent, professional look. While the layouts may vary, the theme supplies common colors, fonts, and more so that you can focus on content rather than design and formatting.

Apply a Design to All Slides

1. Click the Design tab.
2. Click ▼ button.
   The gallery of themes appears.
3. Move your mouse pointer to a theme thumbnail.
   PowerPoint's Live Preview feature previews the new design in the Slide pane.
4. Click the thumbnail of the theme that you want to apply.
   PowerPoint applies the theme to all the slides in the presentation.
   - You also can right-click a thumbnail in the gallery and then click Apply to All Slides.



Applying a Color Theme to Selected Slides

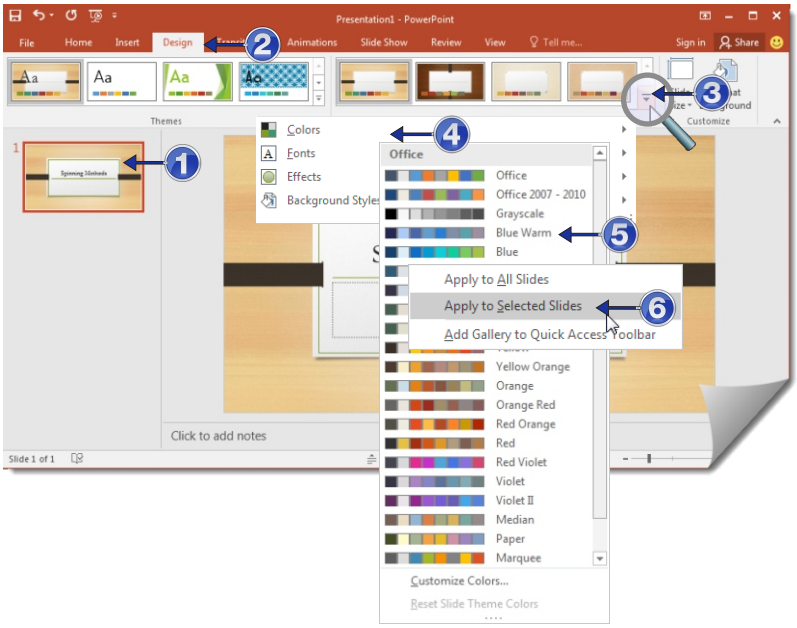
Each document theme includes a color theme. You can add variety or emphasize a particular slide by applying another color theme to individual slides.

You can apply a new color theme to one or more slides in Normal view or Slide Sorter view.

1. Select the slide(s) to format in the Slides tab of Normal or Slide Sorter view, using Ctrl+click if needed.
2. Click the Design tab.
3. Click the Drop-down menu.
4. Click Colors (▦).
5. Right-click the desired scheme.
6. Click Apply to the Selected Slides.

   The color theme appears on selected slides.

   Note: Moving the mouse pointer over a color theme previews the theme in the Slide pane.



Applying a Color Theme to All Slides

You can apply a new color theme to all the slides in a presentation. Doing it can give a whole new look and feel to the overall document theme, while retaining the theme's other attributes.Changing the color theme can help you get more attractive results when displaying the slide show or printing the presentation.

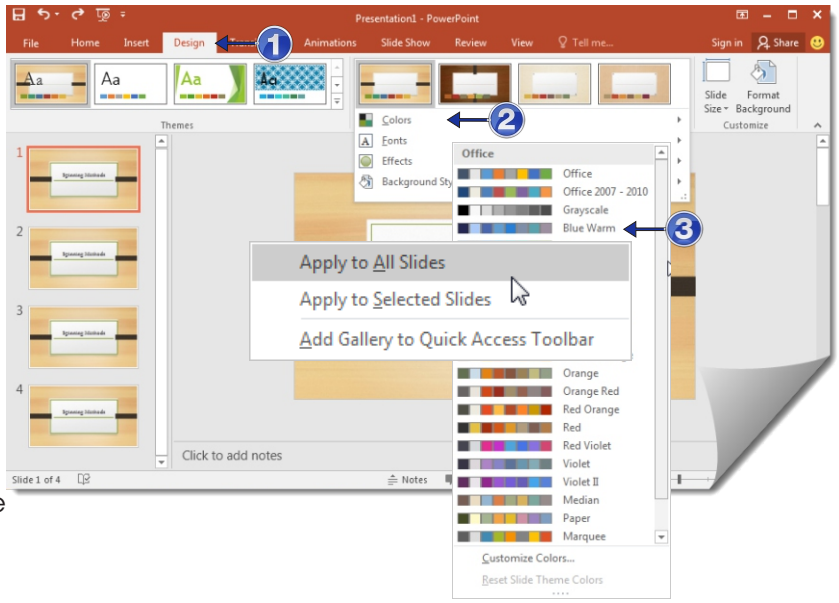
Apply a Color Theme to All Slides

1. Click the Design tab.
2. Click Colors ▦.
3. Click the desired theme.

   Moving the mouse pointer over a color theme previews the theme in the Slide pane.

   PowerPoint applies the color theme to the entire presentation.

   - To create your own custom color theme, click, and then click Customize Colors. Select colors, type a name in the Create New Theme Colors dialog box, and then click Save, then you can then apply the theme as needed.



Applying a New Background

The document theme applies a background (sometimes plain white) on which all slide elements sit. You can change the background for one slide or all of them to update the presentation's look. For example, while a plain white background may work best for printing, you may prefer to add a subtle background color for slide show playback.

Apply a New Background

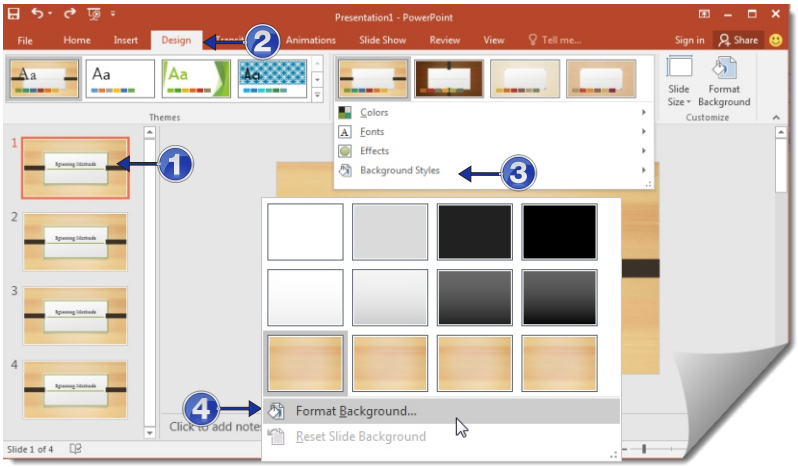
1. Select the slide(s) to format in the Slides tab in Normal or Slide Sorter view, using + if needed.
   You can skip this step if you want to change the background of all the slides.
2. Click the Design tab.
3. Click Background Styles.
4. Right-click the desired theme.
   Moving the mouse pointer over a font theme previews the theme in the Slide pane.
5. Click Apply to All Slides, or if you selected slides in step 1, click Apply to the Selected Slides.
   PowerPoint applies the background to the selected slides or the entire presentation.
   - If you want to apply the background to all the slides, you can skip steps 4 and 5 and simply click the desired background style.

Applying a Texture or Picture or Background

You can push design limits even further by using either a texture or a digital picture as a background. For example, you can use a digital photo of a new product as the background for a new product presentation. You can apply the texture or picture background to selected slides or the whole presentation.

Apply A Texture Background

1. Select the slide(s) to format in the Slides tab of Normal or Slide Sorter view, using Ctrl+click if needed.
   ✍You can skip this step if you want to change the background for all slides.
2. Click the Design tab.
3. Click ( ).
4. Click Format Background.
   The Format Background dialog box appears.



5. Click Picture or texture fill (○ changes to ◉).

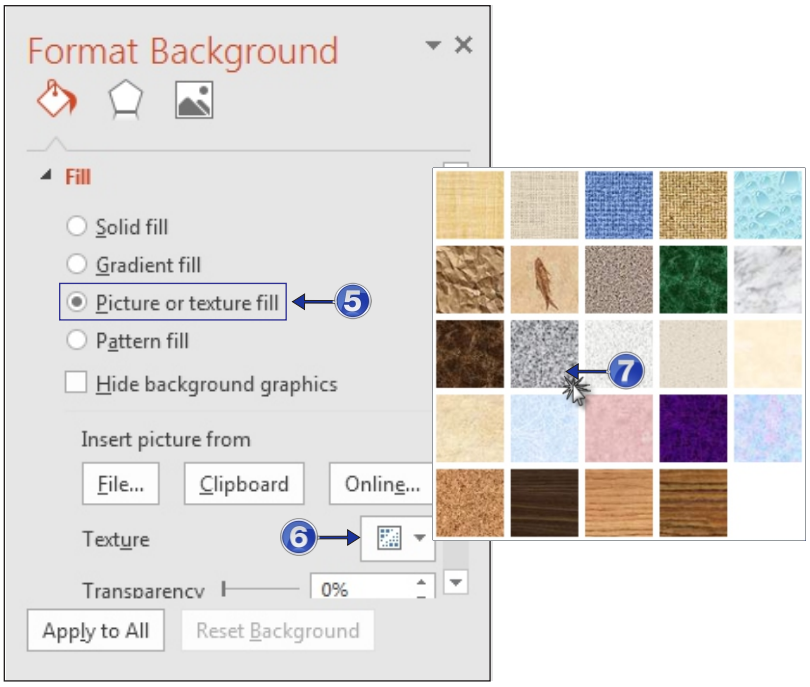
6. Click Texture ▼.

   PowerPoint displays a texture gallery.

7. Choose and click a texture.

8. Finish applying the background.

   - If you selected slides in step 1, click Close to apply the background to those slides only.
   - To apply the background to all slides in the presentation, click Apply to All before clicking the Close button. The dialog box closes and the new background appears.



Apply A Picture Background

1. Perform steps 1 to 5 of the previous page.

2. Click File.

   The Insert Picture dialog box appears.

3. Navigate to the folder that contains the desired picture file.

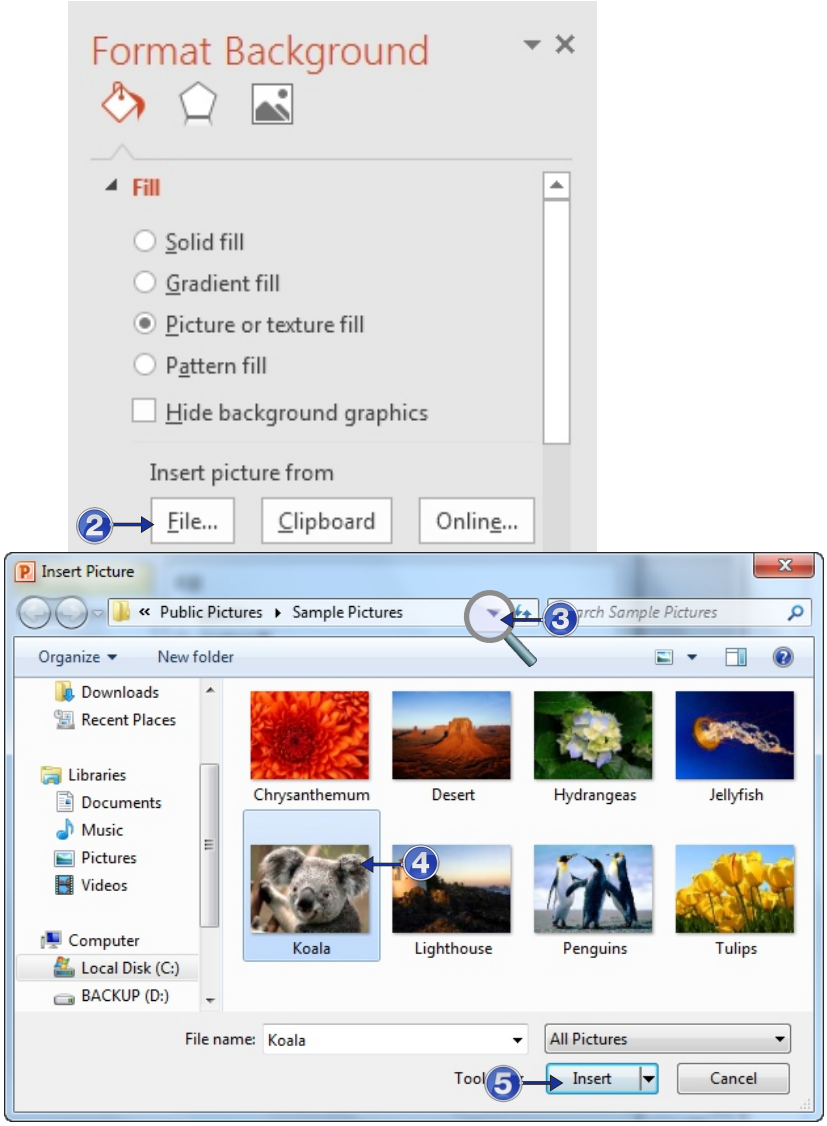
4. Click the picture file.

5. Click Insert button.

   The Insert Picture dialog box closes.

6. Finish applying the background.

   - If you selected slides in step 1, click Close to apply the background to those slides only.
   - To apply the background to all slides in the presentation, click Apply to All before clicking the Close. The new background appears where specified.



Adding a Text Box

You can add a text box that behaves like a slide layout placeholder anywhere on a slide. The text box automatically enlarges or shrinks and wraps to more lines within the box depending on the amount of text you type.

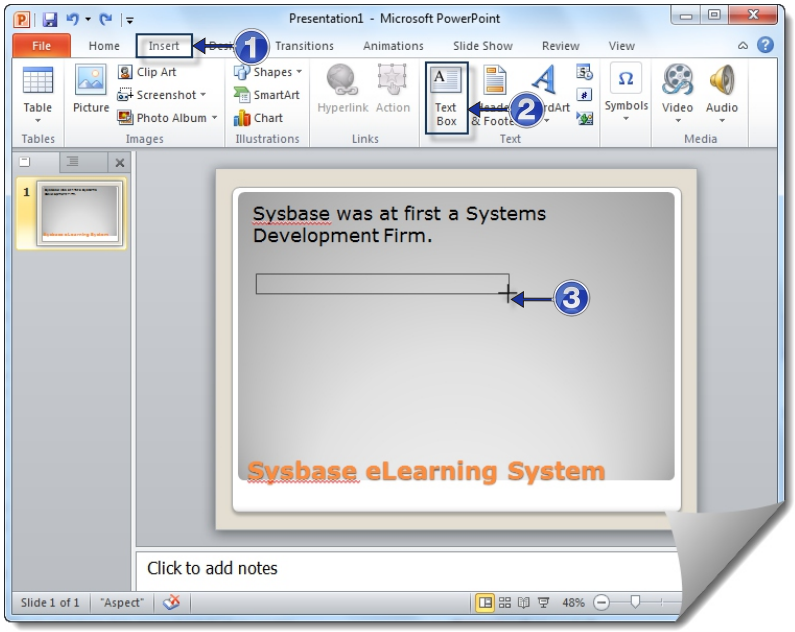
Add a Text Box

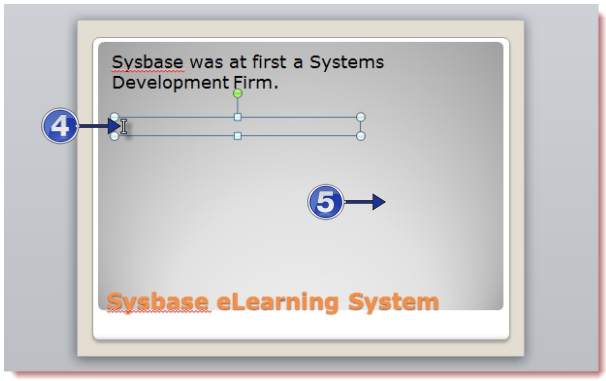
1. With the slide that you want to add a text box to be displayed in Normal view, click the Insert tab.
2. Click Text Box.

   The mouse pointer changes to an upside-down cross.
3. Drag diagonally on the slide to draw the box.

   The mouse pointer changes to a crosshair (+) as you drag. Dragging primarily establishes the box width. The height adjusts automatically based on the amount of text you type. The text box appears with an insertion point inside.
4. Type your text.
5. Click anywhere outside the text box to deselect it.

   The text appears on your slide.





Adding a Text to a Shape

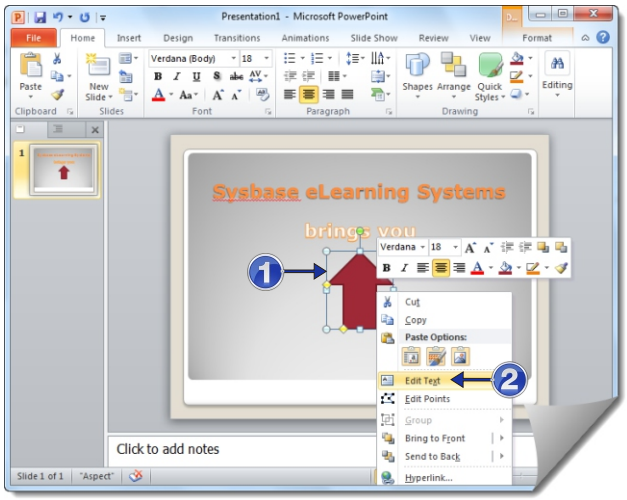
If you think that a plain text box lacks excitement, you can create a jazzier text box by adding text to a shape you have already drawn. The text appears within the shape, and the shape effectively becomes a text box.

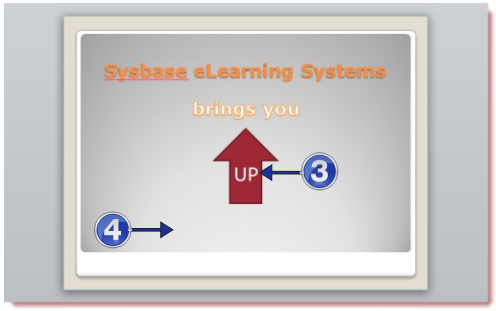
Add a Text to a Shape

1. Right-click the shape in which you want to add text.
2. Click Edit Text.

   Add Text to a Shape Adding Graphics and Drawings. The insertion point appears inside the shape.
3. Type your text.
4. Click anywhere outside the shape to deselect it.

   The text appears in the shape.





Duplicating a Slide

Some things bear repeating, that is why you may want to duplicate a slide. When you do, you can use the Duplicate Slide feature.

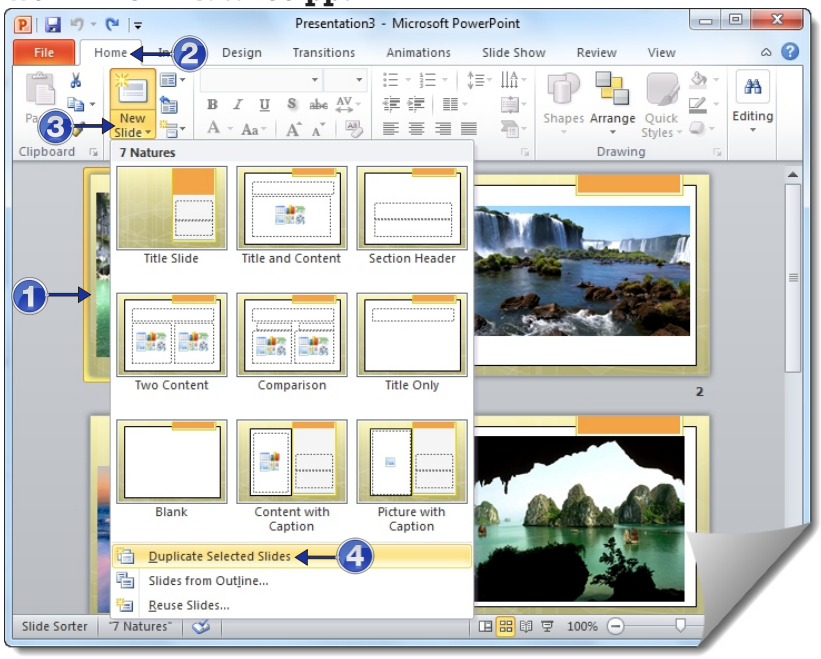
For example, if a slide at the beginning of the presentation lists the key topics, you can duplicate that slide and use it again at the end to wrap-up or summarize.

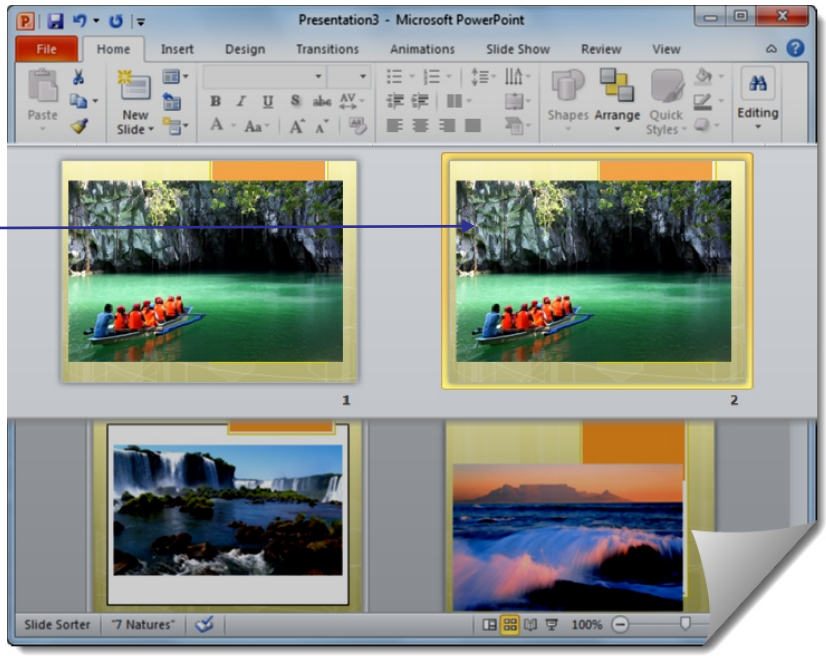
Duplicate a Slide

1. Working in Slide Sorter view, click the slide that you want to duplicate.
2. Click the Home tab.
3. Click the New Slide.
4. Click Duplicate Selected Slides.

A copy of the slide is pasted to the right of the currently selected slide.

Work File: 7 Natures.pptx





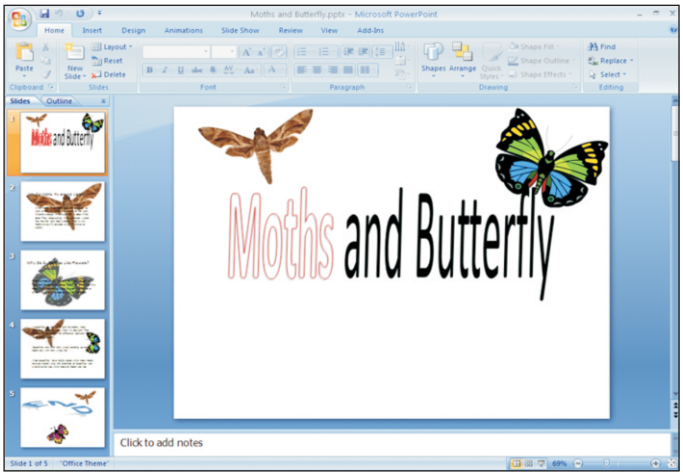
Chapter 4 **Themes**

Exercise 80 **In Designs**

Directions:

1. Launch **Microsoft PowerPoint**.
2. Open the **Moths and Butterfly** slide presentation.
3. Follow the steps on how to apply a design to a selected slide or even an all slides.
4. Apply a flow theme to the first slide.
5. Apply an apex theme to all slides to replace the theme that you have just applied.
6. Save the slide presentation as **Designs** and place it to your own folder.

Preview:



Chapter 4 **Themes**

Exercise 81 **Slide Colors**

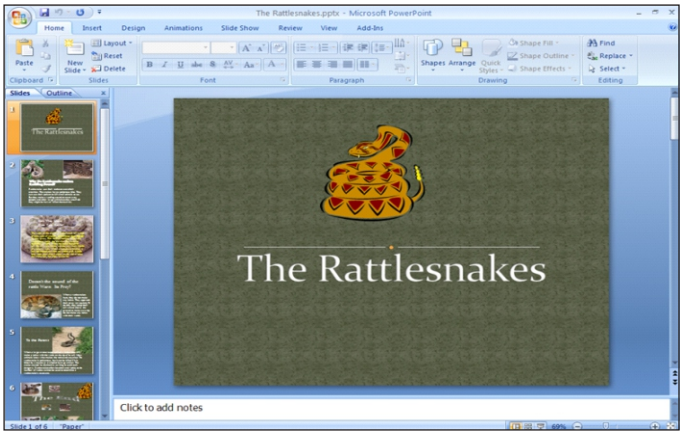
Directions:

1. Launch **Microsoft PowerPoint**.
2. Open **The Rattlesnakes** slide presentation.
3. Follow the steps on how to apply a color theme to selected slides.
4. Apply the following color themes on each slide:

   slide 1 - apex
   slide 2 - concourse
   slide 3 - median
   slide 4 - civic
   slide 5 - flow

5. Save the slide presentation as **Color Theme** and place it to your own folder.

Preview:



Chapter 4 **Themes**

Exercise 82 Theme To All

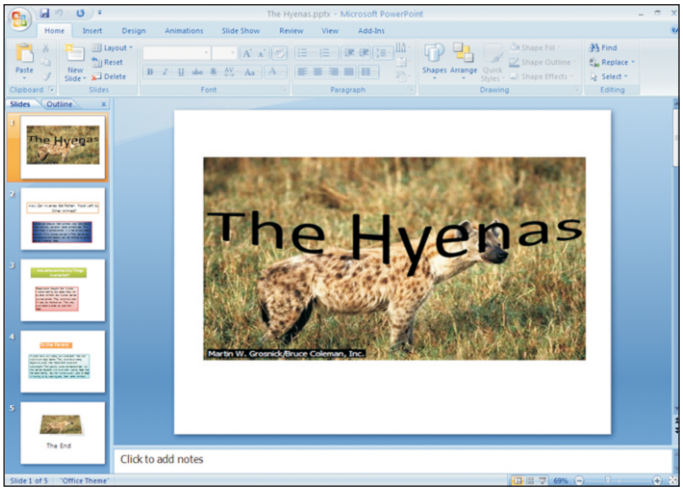
Directions:

1. Launch **Microsoft PowerPoint**.
2. Open **The Hyenas** slide presentation.
3. Follow the steps on how to apply a color theme to all slides.
4. Do the following:

   a. Apply a paper design to all the slides.

   b. Apply equity effects.
5. Save the exercise as **Theme to All** and place it to your own folder.

Preview:



Chapter 4 **Themes**

Exercise 83 The Background Effects

Directions:

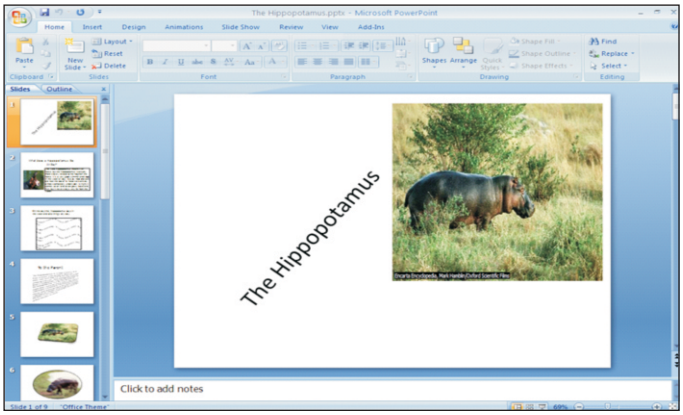
1. Launch **Microsoft PowerPoint**.
2. Open **The Hippopotamus** slide presentation.
3. Follow the steps on how to apply a new background (texture or picture).

   Apply the following texture in each slide:

   slide 1 - Water drops
   slide 2 - Green marble
   slide 3 - Fish fossils
   slide 4 - Paper bag
   slide 5 - Brown marble
   slide 6 - Purple mesh
   slide 7 - Medium wood
   slide 8 - Oak
   slide 9 - Walnut

   Note: If there is available picture in your folder, you can replace the slide with it.

Preview:



4. Save the slide presentation as "**Background effects**" and place it to your own folder.

Chapter 4 **Themes**

Exercise 84 Text To Shape

Directions:

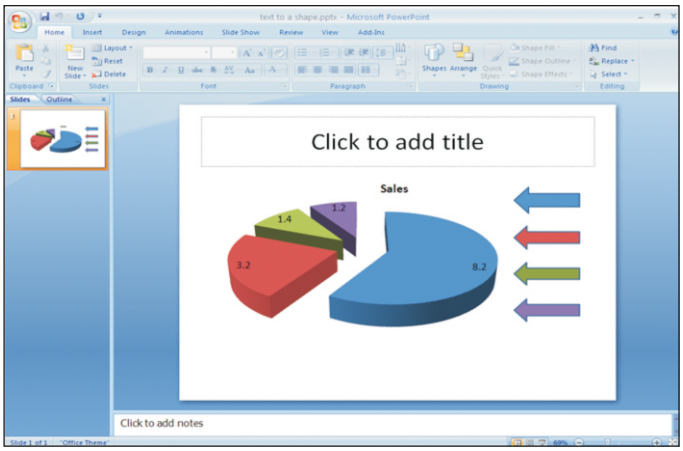
1. Launch **Microsoft PowerPoint**.
2. Open **Text to a Shape** slide presentation.
3. Type orderly the data below into the arrow shapes in the slide.

   Cagayan Branch Davao Branch

   Cebu Branch Sulu Branch

4. Insert a new slide and add any shapes to it. Tell something about the pie chart interpretation and type it in the shapes.
5. Save the slide presentation as **Text to Shape** and place it to your own folder.

Preview:



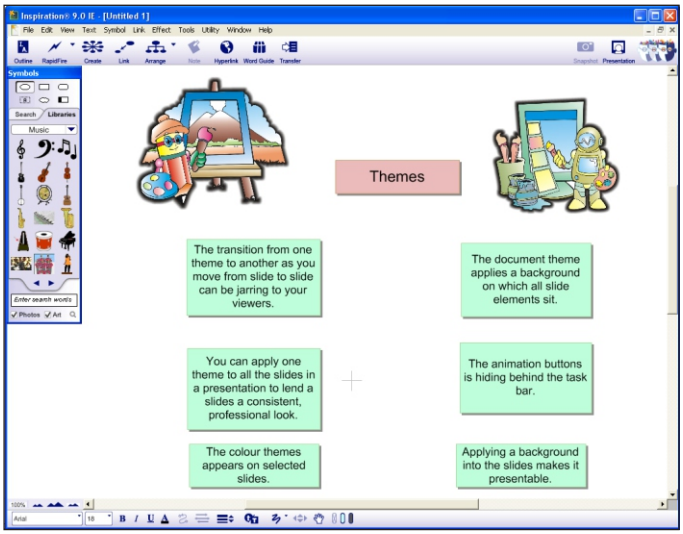
Chapter 4 **Themes**

Exercise 85 Themes Gallery

Directions:

1. Launch **Inspiration**.
2. Open and answer **Themes**.
3. Underline the preposition(s) of each sentence given. Then insert the pictures below and place them as seen in the preview.
4. Save the exercise as document name and place it to your own folder.

Preview:

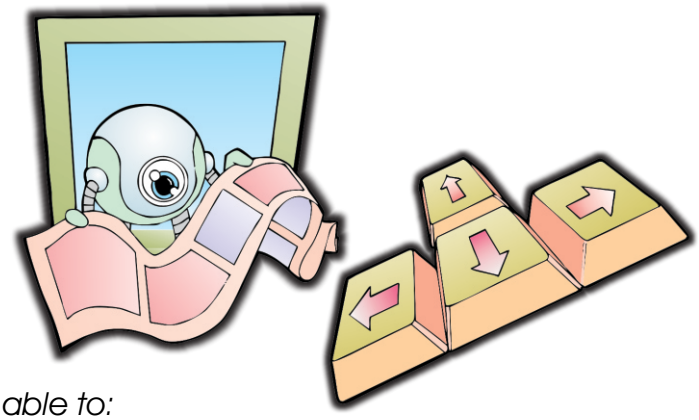


Chapter 5

Word Watch

- Animation Tab
- Custom Animation
- Action Button
- Hyperlink
- Sound Clips
- Rehearse Timing

SLIDE CONTENT ACTION



Learning Objectives

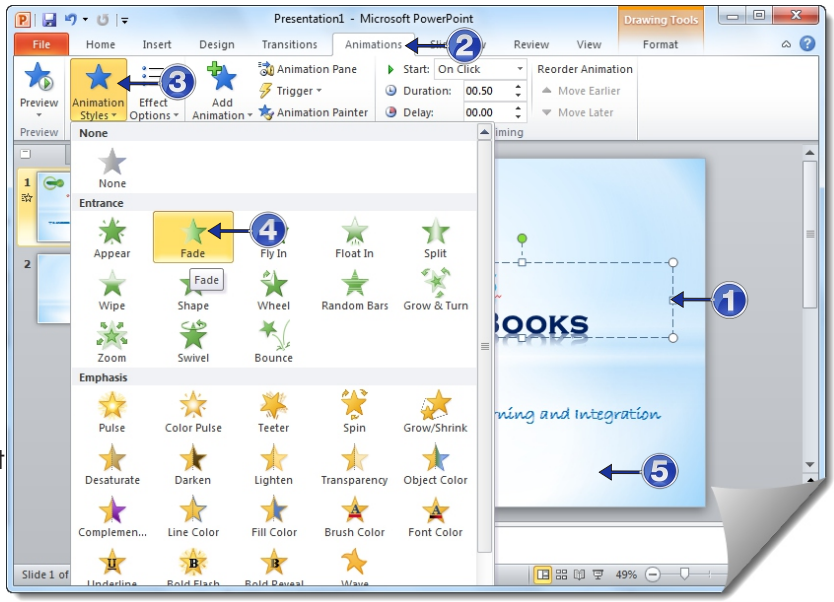
After completing this chapter, you should be able to:

- apply animation to slide objects;
- preview an animation;
- add a custom animation;
- record animation;
- remove animation;
- insert an action button;
- add transition to slides;
- remove transition from slides; and
- insert movie and sound clips.

Applying an Animation to Slide Objects

You can use the Animations tab on the Ribbon to apply an animation to any selected slide object. If you select a complex object such as SmartArt diagram or a bulleted list, you can even apply the animation to each of its individual parts and control how the parts appear. The basic animations are fade, wipe, or fly in objects.

Apply Artistic Effects

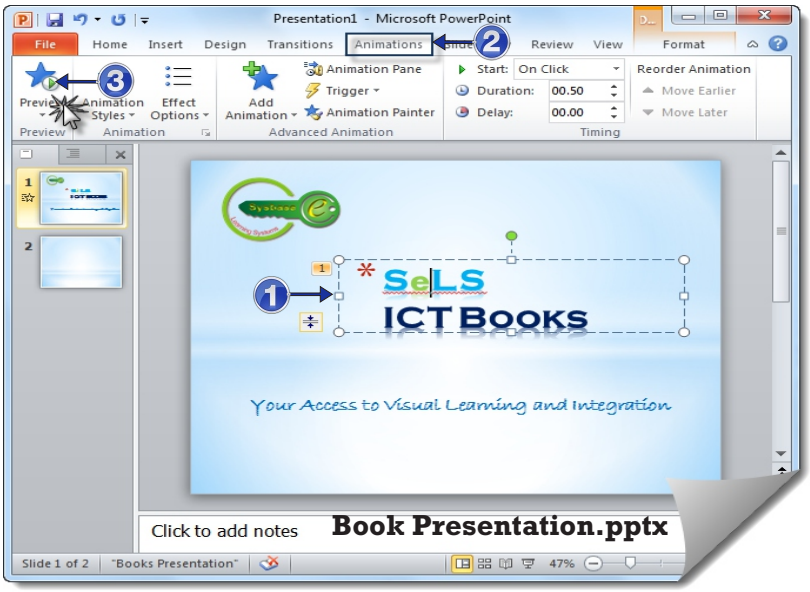


1. Select the object to animate.
   - You can select any kind of object: a placeholder, text box, picture, or WordArt.
   - You can Shift+click to select multiple objects and apply the animation to all at once.
2. Click the Animations tab.
3. Click the Animate ▼.
4. Click the desired animation to apply.
   PowerPoint applies the animation to the object.
   Note: If Live Preview is active, PowerPoint previews any animation that you point to in the Animate drop-down list, enabling you to see how the effect looks before clicking to select it.
5. Click elsewhere on the slide to deselect the object.

Previewing an Animation

You can play the animation in Normal view without having to start the slide show, or you can run the slide show using a button on the Animations tab of the Ribbon. Previewing the regular or custom animations applied to a slide enables you to verify that the animations work as expected and are appropriate for the slide's content.

Preview an Animation



1. Display the slide with the animation(s) to preview in Normal view.
2. Click the Animations tab.
3. Click Preview.

   The animation previews in the Slide pane.

   - You can preview the animations by running the entire slide show. Click or press F5 to run the slide show. After it plays, press Esc at the final black screen to return working in PowerPoint.

Adding a Custom Animation

A custom animation allows for more control over the animation effect which you can apply to any selected object on a slide. including when the animation starts, as well as its direction and speed. You can use the Custom Animation task pane that appears to select, set up, and change the order for custom animations.

Add a Custom Animation

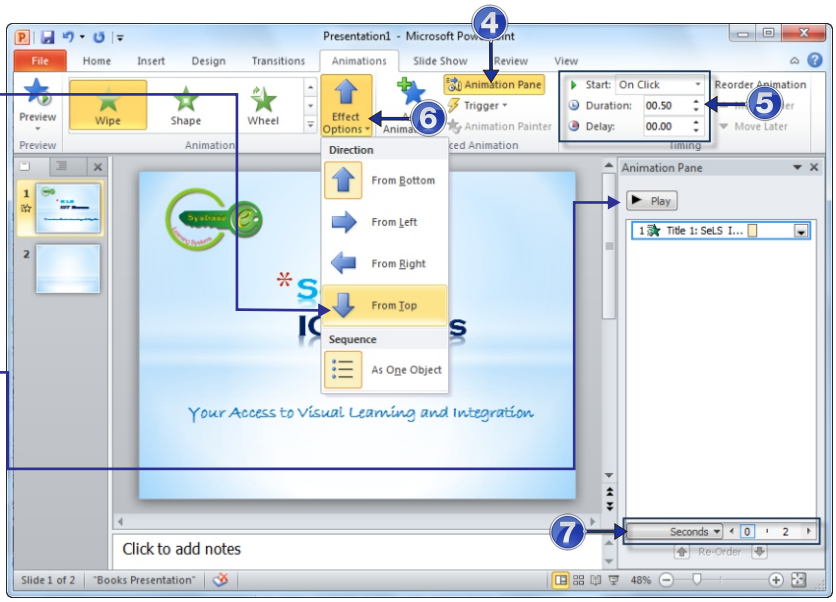
Work File: Books Presentation.pptx

1. Click the object you want to animate.
2. Click the Animations Tab.
3. Click an effect ▼.

   PowerPoint applies the effect and previews it.

4. With the effect you apply click the Animation Pane to customize the effect.
5. Click an option for starting the animation when running the slide show.
6. Click Effect Options and choose a direction you want in your animation.
7. Choose a designated speed for your animation.

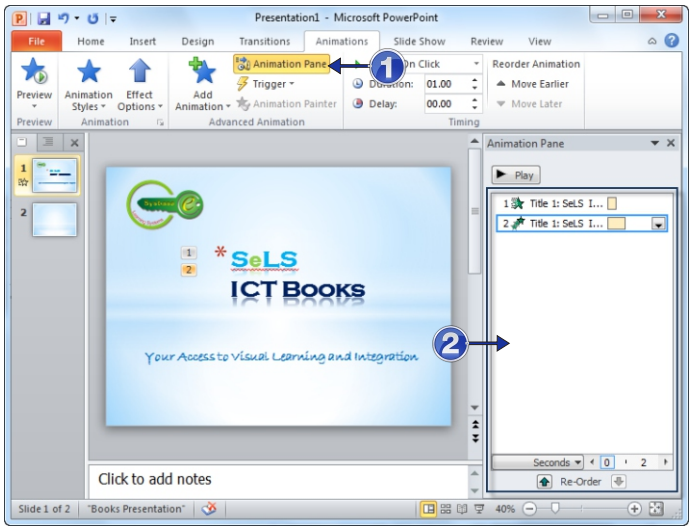
   You can click Play to preview your settings. The animation plays by then.



Reordering Animation

After you have applied more than one standard or custom animation on a slide, you can change the order in which the animated objects play when the slide appears during the slide show.

Reorder Animation

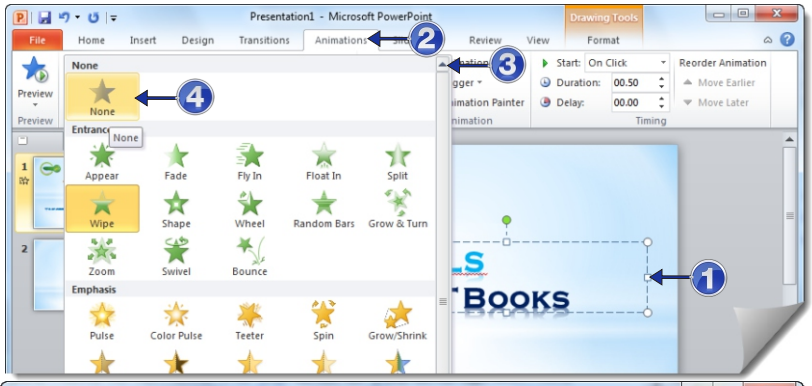


1. With the Animation Pane clicked and several animations applied, click the animation to reorder.
2. Click either Move Up ⬆ or Move Down ⬇ to reposition the animation.
   The item moves up or down in the list accordingly.
   - If no animations appear below the item, ⬇ is unavailable. If no animations appear above the item, then ⬆ is unavailable.

Removing an Animation

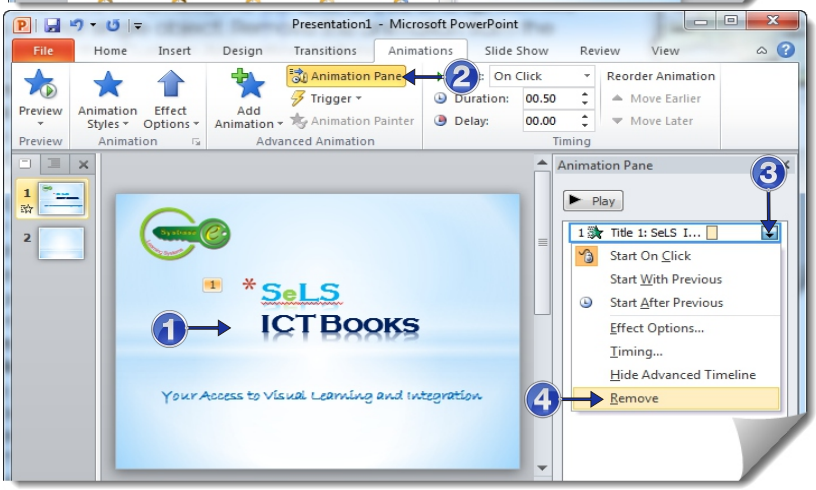
You can remove both standard and custom animations from slide objects. If you apply a custom animation and decide that you want to use another animation, you have to remove the first one, or you end up with two animations on that single object. Remove the animation from the Animations tab or the Custom Animation task pane.

Remove An Animation From The Animations Tab



1. With the slide holding the animation to remove displayed in Normal view, select the object(s) from which you want to remove an animation.
2. Click the Animations tab.
3. Click the Animate ⬇.
4. Click None.
   PowerPoint removes the animation.

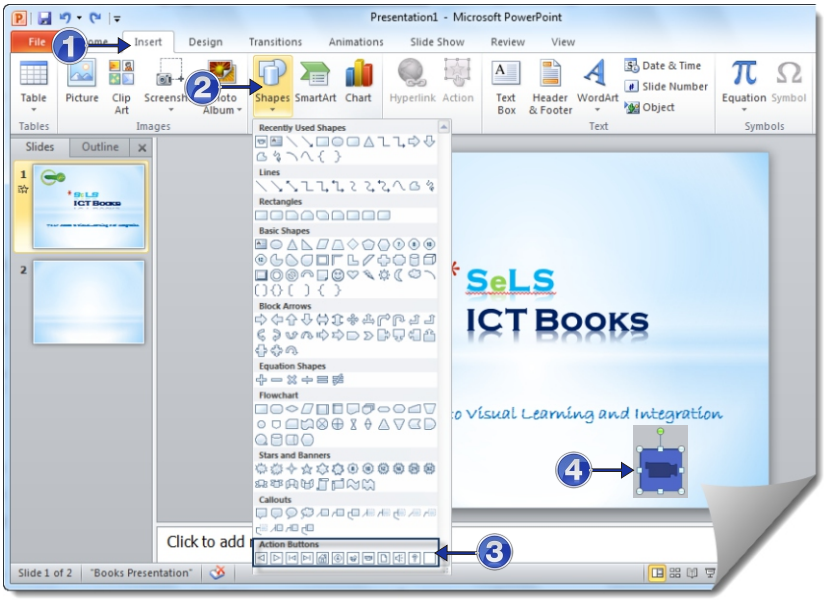
Remove An Animation From The Animation Pane



1. With the slide to which you want to remove the animation displayed in Normal view, click the Animations tab.
2. Click Animation Pane.
   The Custom Animation task pane appears.
3. Click ⬇ and select an animation in the list.
4. Click Remove.
   PowerPoint removes the animation effect from the object.

Inserting an Action Button

Action buttons provide a quick and easy way to enable you to jump to a slide with related content while delivering a slide show. You can also use them to open a Web page, another presentation, or another type of document.
Jumping to a Web page requires an Internet connection. Any document to open via an action button must be available on your computer.

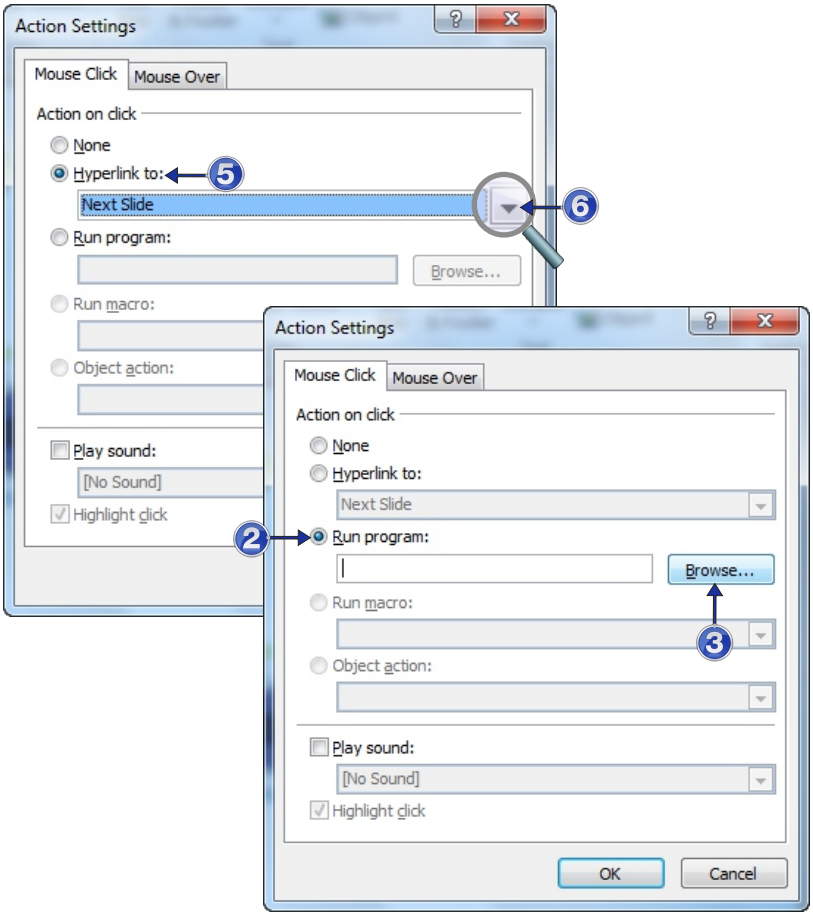


Insert an Action Button

1. With the slide to which you want to insert the action button displayed in Normal view, click the Insert tab.
2. Click Shapes.
3. Click a button style.

   The mouse pointer turns into a crosshair (+).
4. Drag diagonally on the slide to create the action button.

   An action button and the Action Settings dialog box appear.



Establish A Hyperlink

5. If the Hyperlink to: option button is not selected, click it.
6. Click ▼ and select the slide that you want to appear when the action button is clicked.

   Depending on your choice, the last slide appears or a dialog box appears for you to type a URL.

Open A Document

1. Perform steps the 1 to above.

   The Action Settings dialog box appears.
2. Click Run Program (O changes to ◉).
3. Click Browse.

   The Select a Program to Run dialog box appears.

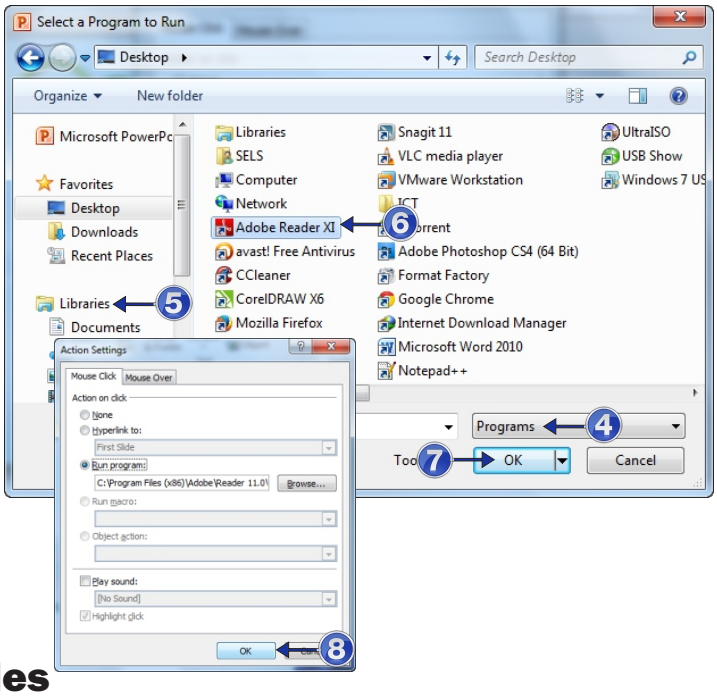
4. Click ▼ and select All Files.

5. Navigate to the folder holding the file to open.

6. Click the file to open with the action button.

7. Click OK.
   The Action Settings dialog box reappears.

8. Click OK in the Action Settings dialog box.
   The action button is finalized on the slide.



Adding a Transition to Slides

You can apply a transition to each slide in the Normal view. You can also select several slides and then apply a transition effect to all of them. Finally, you have the option of applying a transition to all slides in the presentation. Applying a transition from the Random category tells PowerPoint to apply a different transition for each slide in the presentation.

Adding a Transition to Slides

1. With the slide to which you want to apply a transition selected in Normal view, click the Animations tab.

2. Click ▼ beside the transitions gallery in the Transitions To This Slide group.

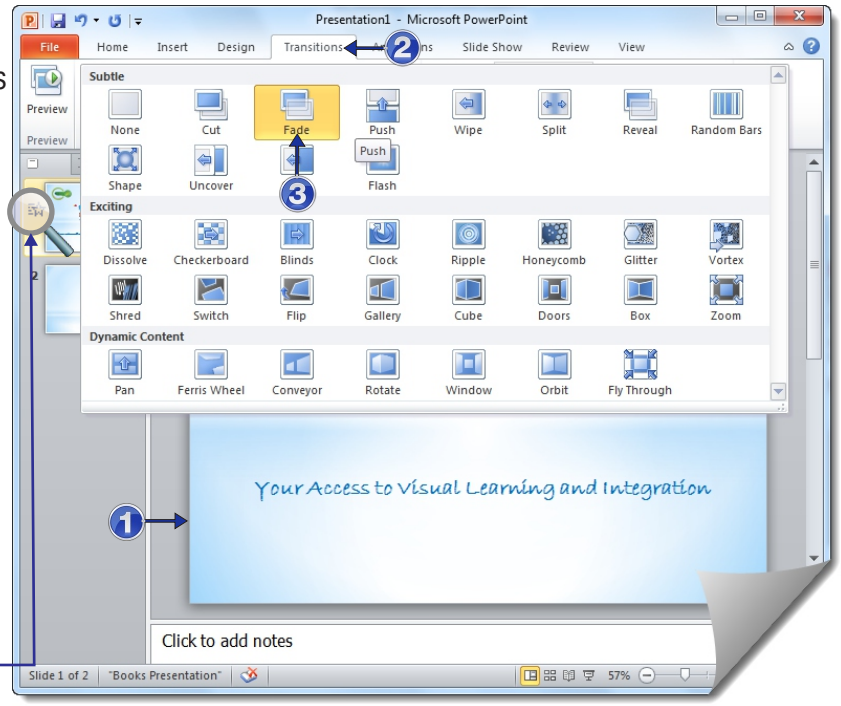
   The gallery of available transitions appears.

3. Click a transition in the gallery, scrolling down first if needed.

   PowerPoint applies the transition to the slide or selected slides, and the effect previews.

   A star appears beside the slide's thumbnail to indicate the transition has been applied.

   - To apply the transition to all slides, click Apply to All.

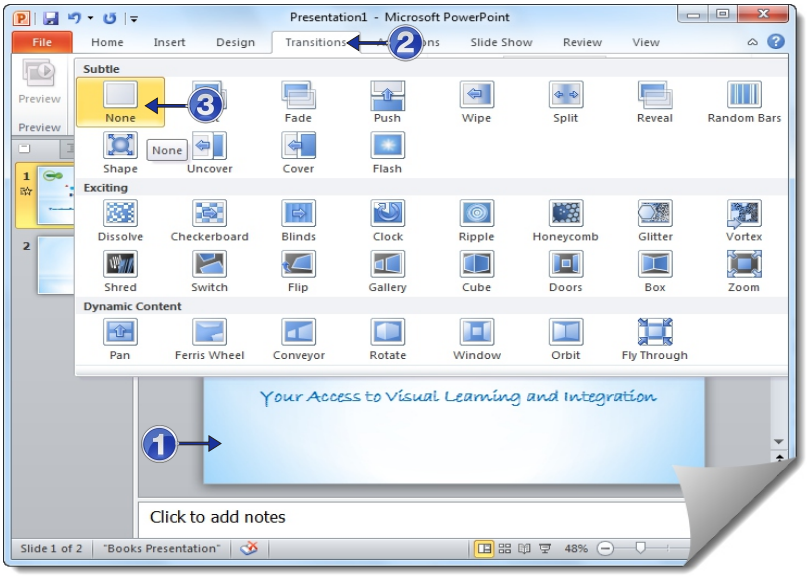


Removing a Transition from Slides

Sometimes while designing a presentation, you apply different transition and then decide that it does not work. PowerPoint enables you to remove any transition in your presentation if you change your mind.

Remove a Transition from Slides

1. With the slide to which you want to remove a transition selected in Normal view, click the Animations tab.
2. Click beside the transitions gallery in the Transitions To This Slide group.
   The gallery of available transitions appears.
3. Click the transition icon under No Transition.
   PowerPoint removes any existing transition.
   - To remove transitions from all slides in the presentation, you can click Apply to All.



Advancing a Slide After a Set Time Interval

When you are running a slide show, you can use one of two methods to advance from slide to slide. You can advance slides manually by clicking your mouse or the onscreen navigation arrows in Slide Show view. Or, you can set up timing that automatically advances to the next slide after a certain number of seconds has passed.

Advance a Slide After a Set Time Interval

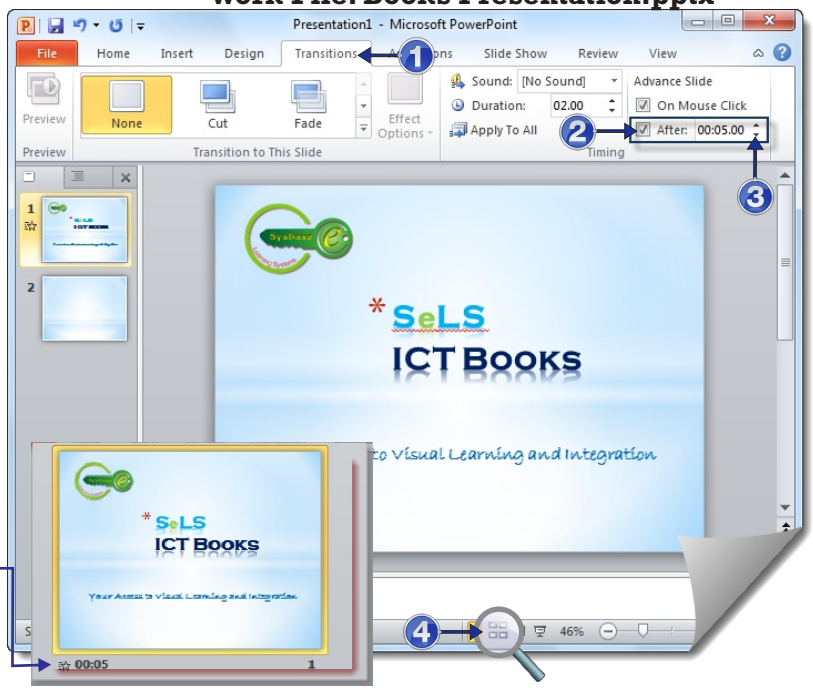
Work File: Books Presentation.pptx

1. With the slide to which you want to set an advance timing selected in Normal view, click the Transitions tab.
2. Click Automatically After (☐ changes to ☑).
3. Click the spinner arrows (⇕) to set the time interval.
4. Click ⊞.

   Slide Sorter view appears.

   A notation of the time interval set appears under the slide.

   - If you leave the On Mouse Click check box checked ☑, you can advance the slide more quickly by clicking your mouse.

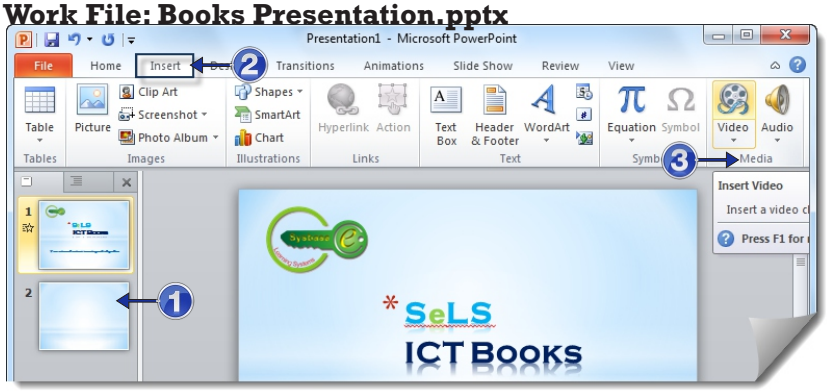


Inserting Movie And Sound Clips

To make your slide show more lively, you can insert a movie or sound clip on a slide and play it during the show. You can insert a movie or sound file from the Insert tab on the Ribbon. You can also use the Media Clip icon in any content placeholder to insert movie and sound clips.

Insert Movie and Sound Clips

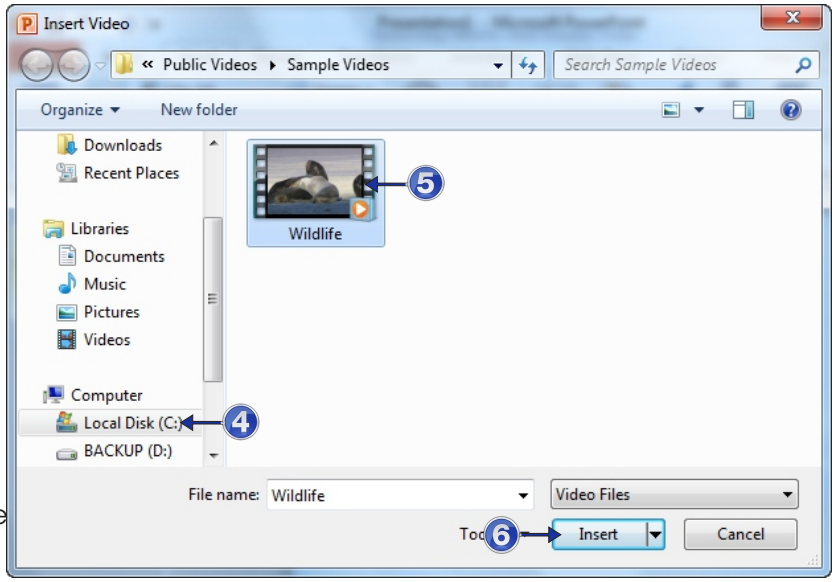
Work File: Books Presentation.pptx



1. In Normal view, display the slide on which you want to insert a clip.
2. Click the Insert tab.
3. Click Movie or Sound icon in the Media Clips group.

   The Insert Movie or Insert Sound dialog box appears.

   - If you click the bottom of either button, a menu of different options, such as inserting a clip from Clip Organizer appears.

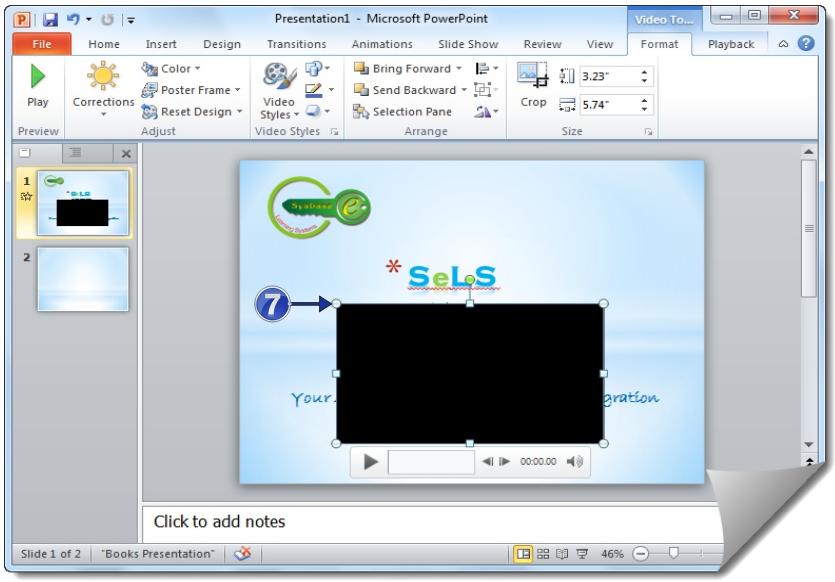


4. If needed, navigate to the folder holding the video or sound to insert.
5. Click the clip that you want to insert.
6. Click Insert.

   PowerPoint asks how you want the movie or sound to be started during the show.

7. Resize an inserted movie clip as needed. Also, position the movie clip or the icon for the sound clip as desired.

   - If you did not specify that the movie or sound should play automatically during the slide show, click the movie frame or sound icon on the slide to start the playback.



Rehearsing Timings

You can use the Rehearse Timings command to time a practice run of your presentation to ensure that it does not take too long to deliver, and setting a time for each slide to display before the presentation advances automatically. Then, you will know if you need to add or delete slides, and that each slide will display for as long as needed.

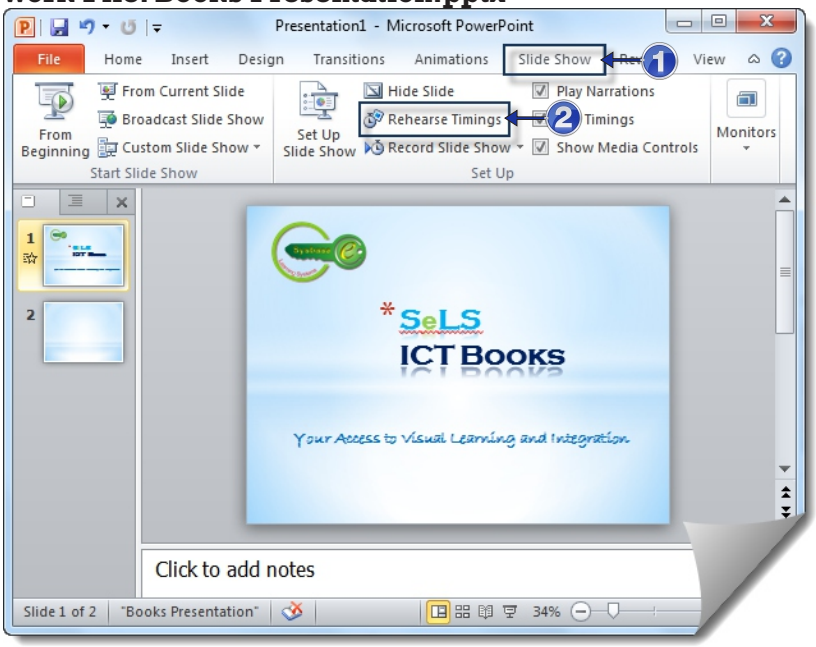
Rehearse Timings

1. With the slide show to rehearse open, click the Slide Show tab.

2. Click Rehearse Timings.

   The Rehearsal toolbar appears.

Work File: Books Presentation.pptx

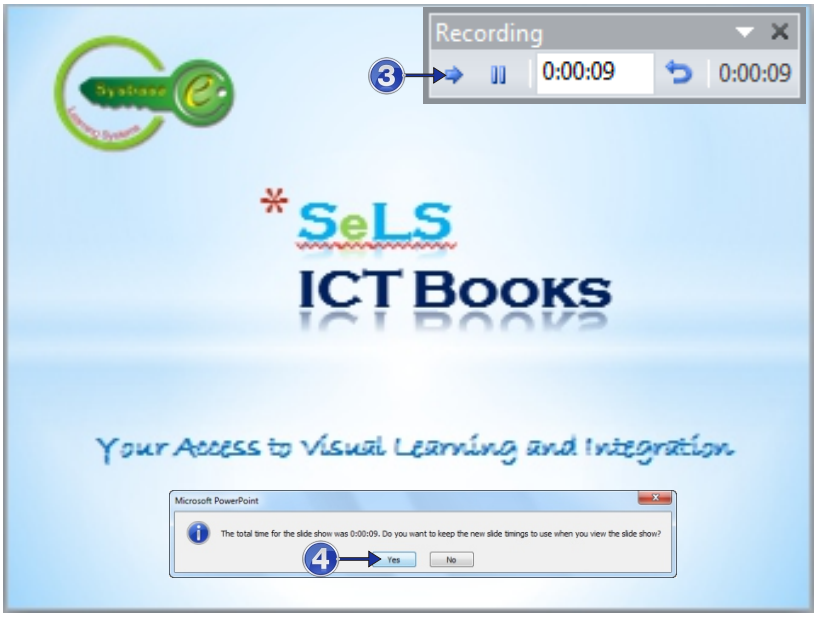


3. Rehearse the slide materials, clicking Next (➡) to advance to the next slide when needed.

   After the last slide, a message box informs you of the total delivery time and asks if you want to save the timings.

4. Click Yes to save timings, or No to exit the rehearsal without saving timings.

   The presentation reappears in Slide Sorter view, where you can see the timing applied to each slide below its thumbnail.



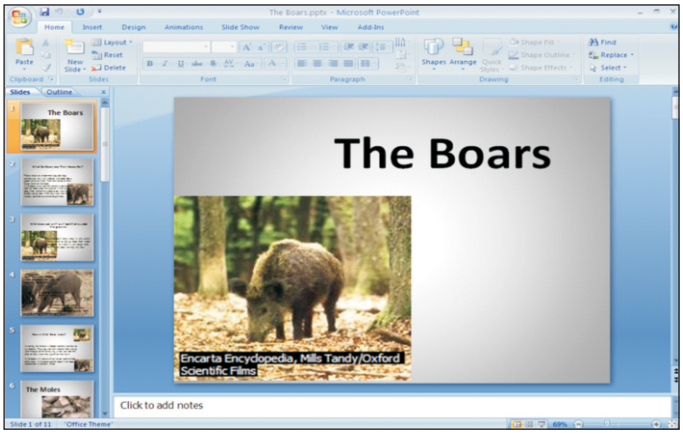
Chapter 5 **Slide Content Action**

Exercise 86 **Animationish**

Directions:

1. Launch **Microsoft PowerPoint**.
2. Open **The Polar Bear** slide presentation.
3. Follow the steps on how to apply an animation to slide objects and preview an animation.
4. Do the following:
   a. Apply fade animation to all of the objects in slides 1 and 2.
   b. Apply wipe animation to all of the objects in slides 3 and 4.
   c. Apply fly in animation to all of the objects in slides 5 and 6.
   d. Apply then the combination of fade, wipe and fly in animations to the 3 objects in the last slides.
   e. Preview the animation.
5. Save the slide presentation as **The Polar Bear** and place it to your own folder.

Preview:



Chapter 5 **Slide Content Action**

Exercise 87 **Custom Animate**

Directions:

1. Launch **Microsoft PowerPoint**.
2. Open the **Theme to All** slide presentation that you have saved.
3. Follow the steps on how to add a custom animation.
4. Apply the animation of the given slides below.
5. Set the start option to **On click** and **Until the end of slide duration**. Then show the slides to see the output.
6. Save the exercise as **Custom Animate** and place it to your own folder.

Slide #	Entrance	Exit	Motion Paths	Emphasis
1	Blinds	Box	Down	Color Wave
2	Box	Blinds	Up	Darken
3	Checkerboard	Fly out	5 Point star	Flash Bulb
4	Circle	Diamond	Heart	Brush on color
5	Diamond	Checkerboard	Circle	Contrasting color
6	Fly in	Crawl Out	4 point star	Bold flash

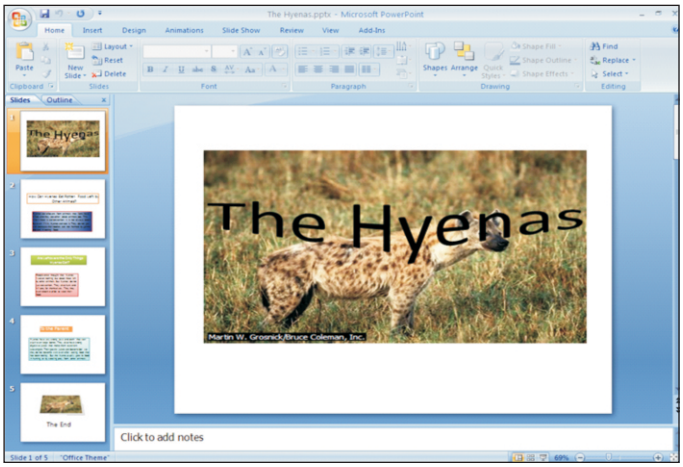
Chapter 5 **Slide Content Action**

Exercise 88 **Reordering and Removing Animation**

Directions:

1. Launch **Microsoft PowerPoint**.
2. Open the **Custom Animate** slide presentation that you have saved.
3. Follow the steps on how to reorder animation and remove an animation.
4. Do the following:
   a. Reorder the animation of each slide from bottom to top.
   b. Set the speed option to slow.
   c. Click the play button to see the effects of reordering the animation tab or task pane.
5. Save the presentation as **Reorder and Remove** and place it to your own folder.

Preview:



Chapter 5 **Slide Content Action**

Exercise 89 **Take The Action**

Directions:

1. Launch **Microsoft PowerPoint**.
2. Open the **Reorder and Remove** document that you have saved.
3. Insert the action buttons to the slides to open the necessary documents for the slide presentation. Follow the steps on how to insert an action button.
4. Show the presentation to see the effects of inserting an action button.
5. Save the exercise as its document name and place it to your own folder.

Slide	Action Buttons	Document/Presentation
slide 1	Back or previous button	The Hyenas
slide 2	Next or forward button	The Hippopotamus
slide 3	Beginning button	Moths and Butterfly
slide 4	End button	The Polar Bear
slide 5	Return button	The Rattlesnake

Chapter 5 **Slide Content Action**

Exercise 90 **Transit Move**

Directions:

1. Launch **Microsoft PowerPoint**.
2. Open the **Custom Animation** slide presentation that you have saved.
3. Follow the steps on how to add transition from slides.
4. Apply the transitions on the right to the given slides.
5. Show the presentation to see the output of your work.
6. Remove the transition of the last slide.
7. Save the presentation as **Slide Transition** and place it to your own folder.

Slide	Transition
Slide 1	Wedge
Slide 2	Uncover Left Down
Slide 3	Wheel Clockwise, 2 spokes
Slide 4	Wheel Clockwise, 3 spokes
Slide 5	Stripes Right Up
Slide 6	Wheel Clockwise, 8 Spokes
Slide 7	Shape Circle
Slide 8	Newsflash
Slide 9	Dissolve
Slide 10	Box in

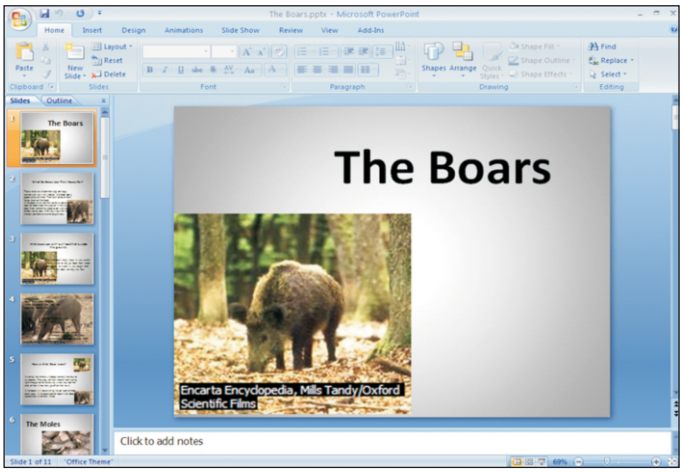
Chapter 5 **Slide Content Action**

Exercise 91 **Perfect Timing**

Directions:

1. Launch **Microsoft PowerPoint**.
2. Open the **Slide Transition** presentation that you have saved.
3. Follow the steps on how to advance a slide after a set time interval, insert movie and sound clips, and rehearse timing.
4. Do the following:
   a. Set all the slides about boar to 5 seconds time interval.
   b. Set all the slides about moles to 7 seconds time interval and apply the slide shorter.
   c. Insert movie (if applicable).
   d. Set the rehearse timing to 50 seconds.
5. Show the presentation to see the output of your work.
6. Save the slide presentation as **Perfect Timing** and place it to your own folder.

Preview:



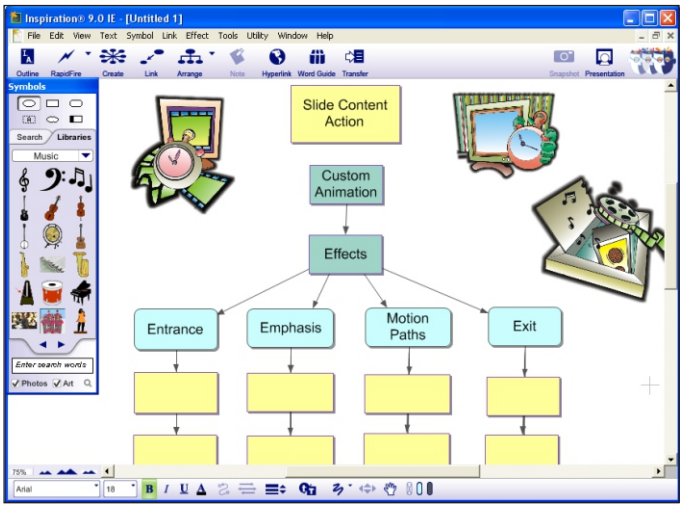
Chapter 5 **Slide Content Action**

Exercise 92 **Custom Effects**

Directions:

1. Launch Inspiration.
2. Open and answer **Slide Content Action**.
3. Give at least five (5) effects on each given add effect custom animation.
4. Save the exercise as its document name and place it to your own folder.

Preview:



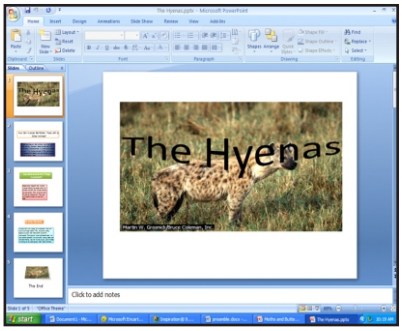
Chapter 6 **Running And Printing Slide Show**

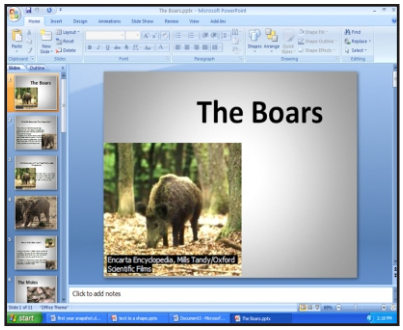
Exercise 93 **Run And Print**

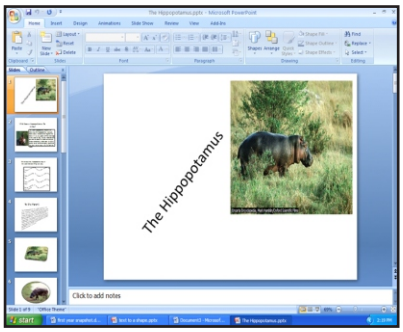
Directions:

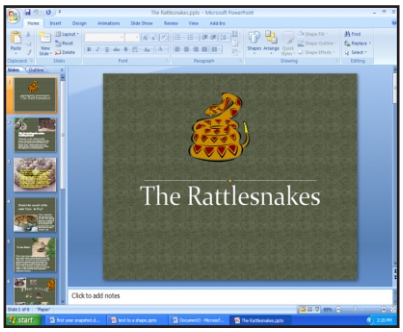
1. Launch **Microsoft PowerPoint**.
2. Open any of the presentations that you have saved.
3. Preview the slides using Print Preview.
4. Make any changes if necessary.
5. Print the presentation.

Preview:









Chapter 6

Word Watch

- Print Preview
- Annotations

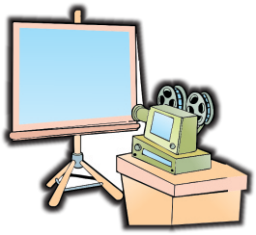
RUNNING AND PRINTING SLIDE SHOW

Learning Objectives

After completing this chapter, you should be able to:

- run a slide show;
- preview slides; and
- print slides.

Running a Slide Show



You have typed a lot of text, inserted graphics and animations, and worked with design settings. By doing all this, you have built a slide show is only a click away only. But, how exactly does it all come together?

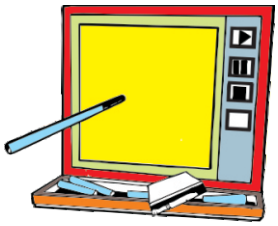
Display Your Presentation

To input your material into PowerPoint and display your slide show, all you have to do is click the **Slide Show** icon (). Then, slide show playback starts from the currently displayed slide in Normal view or the selected slide in Slide Sorter view. All the toolbars and menus and panes go away, and you are left with only your slide contents — which was the whole point of all this work, after all!

Navigate the Presentation

Essentially, presenting a slide show involves moving from one slide to another. You can do this either in sequence, or by jumping to slides using action buttons or the **Navigation menu** in Slide Show view. You can control how you move through the show manually or use timings you have saved with each slide, based on the Slide Show Setup choices discussed in this chapter.

Interact with the Presentation



You can pause, stop, hide, or add annotations to a slide show. The annotation feature uses a technology called ink, which enables you to draw arrows, words, or about anything on your screen and save those annotations with the presentation. This is useful if, for example, you want to add some bright ideas that come up during the presentation and keep a record of them.

End the Show

You can end the show at any time and save any annotations you have made for future reference. Now, all you have to do is sit back and accept the congratulations coming your way for a great presentation.

Using Print Preview

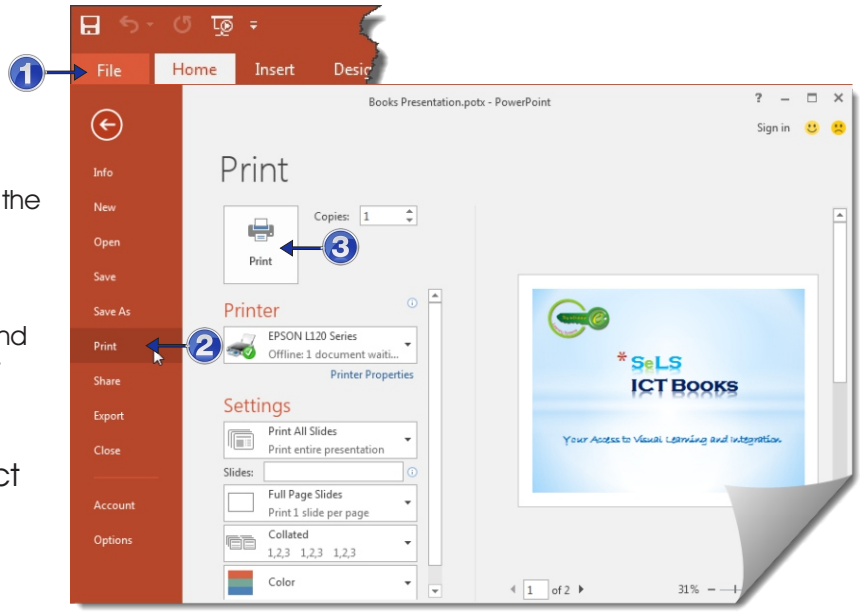
It is a good practice to see what your slides look like onscreen, before you use resources printing. Slides with colorful or dark backgrounds can use up a lot of printer ink! To see what your printout will look like before printing, use the Print Preview feature.

Apply Artistic Effects

1. Click the File Tab (File).
2. Click Print.

   PowerPoint displays the slide show in the Print Preview view.

   The Preview appears differently depending on whether the currently selected printer is a color or black and white printer. You can select another printer to use in the Print dialog box, which you see in later sections.
3. Click the Print button and select another type of print output to view, if needed.



Printing Slides

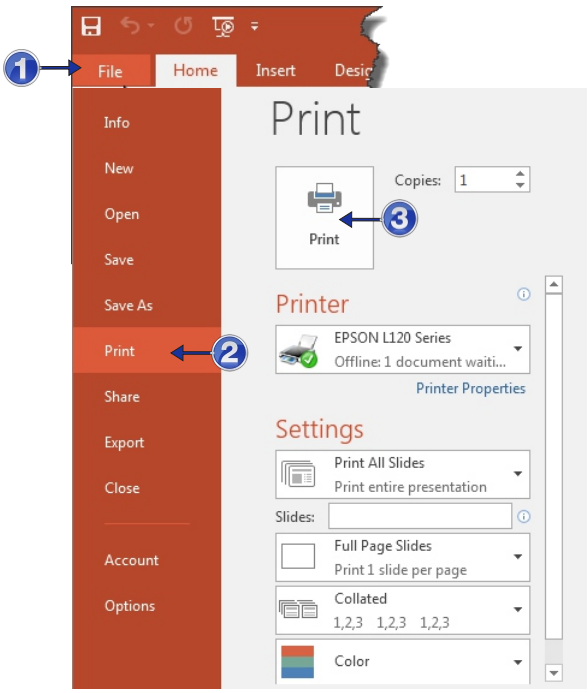
You can print a single slide, your entire presentation, or selected slides. Slides print one per page. If you have a color printer available, you can print slides in color. Slides will print with the orientation specified on the Design tab.

Print Slides

1. Click the File Tab (File).
2. Click Print.
3. Click Print ( ) .

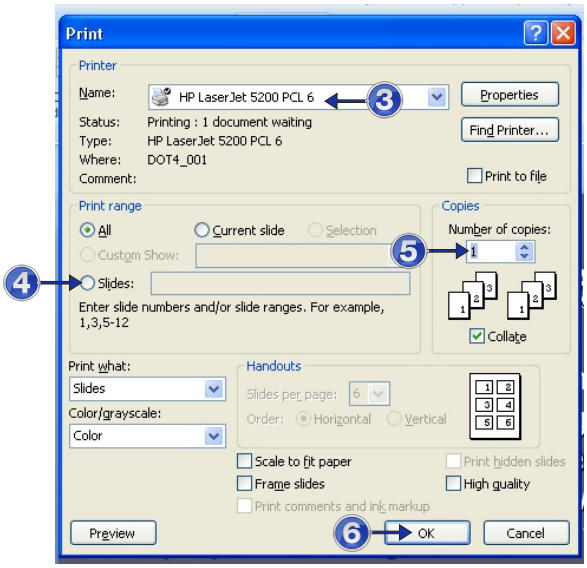
   The Print dialog box appears.

   The Quick Print choice, which is on the Quick Access toolbar and the Print submenu, sends the presentation to the current printer without opening the Print dialog box.



3. Make sure the desired printer name is selected.
4. To print selected slides, click the Slides option (○ changes to ◉) and specify which slides to print.
5. Click here to change the Number of Copies to print, if needed. Make sure Slides is selected from the Print What drop-down list.
6. Click OK.

The slides print to the specified printer.



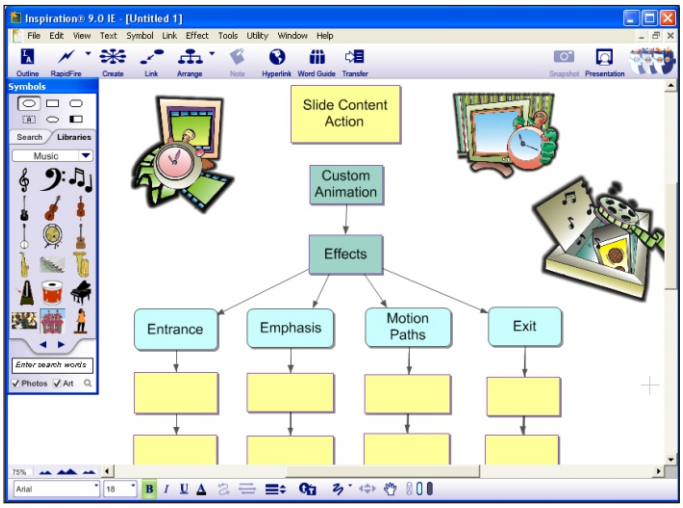
Chapter 5 **Slide Content Action**

Exercise 92 **Custom Effects**

Directions:

1. Launch Inspiration.
2. Open and answer **Slide Content Action**.
3. Give at least five (5) effects on each given add effect custom animation.
4. Save the exercise as its document name and place it to your own folder.

Preview:



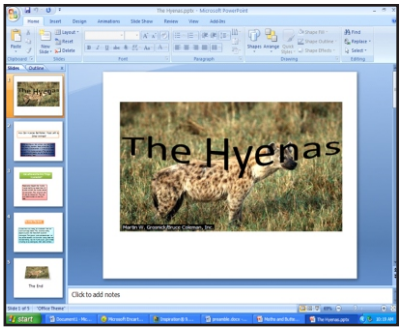
Chapter 6 **Running And Printing Slide Show**

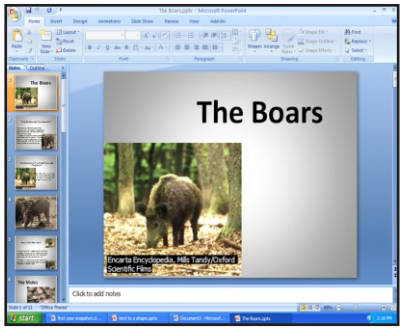
Exercise 93 **Run And Print**

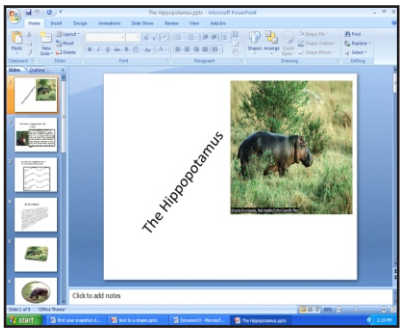
Directions:

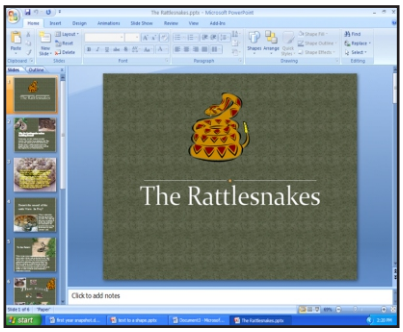
1. Launch **Microsoft PowerPoint**.
2. Open any of the presentations that you have saved.
3. Preview the slides using Print Preview.
4. Make any changes if necessary.
5. Print the presentation.

Preview:









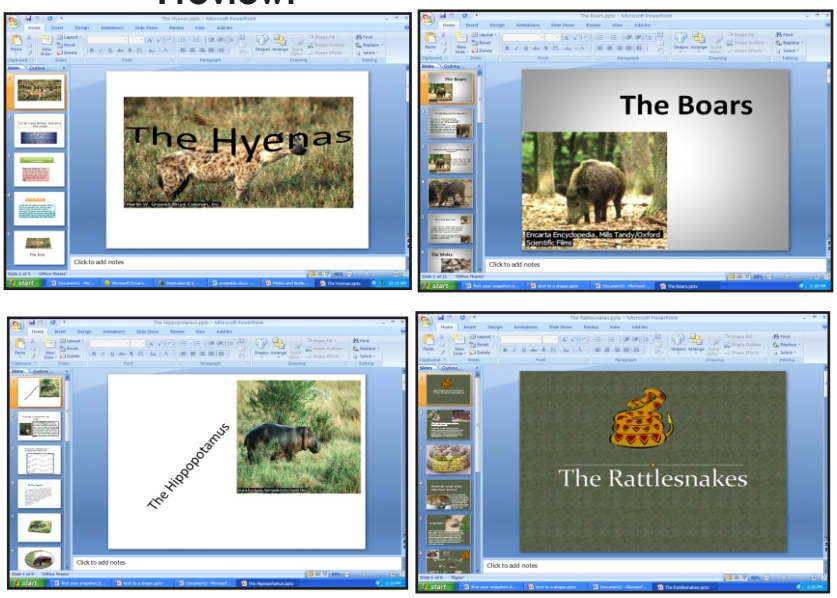
Chapter 6 **Running And Printing Slide Show**

Exercise 94 **Now Showing - Slides**

Directions:

1. Launch **Microsoft PowerPoint**.
2. Open the following presentations that you have been worked out in the previous lessons. Open them with the last file names that you have assigned on them.
   a. Moths and Butterfly
   b. Text to a Shape
   c. Boars
   e. Hyenas
   d. Hippopotamus
   f. Polar Bear
   g. Rattlesnake
3. Do the following:
   a. Display your presentation.
   b. Navigate your presentation.
   c. End the show.
4. Save each presentation as its file name.

Preview:



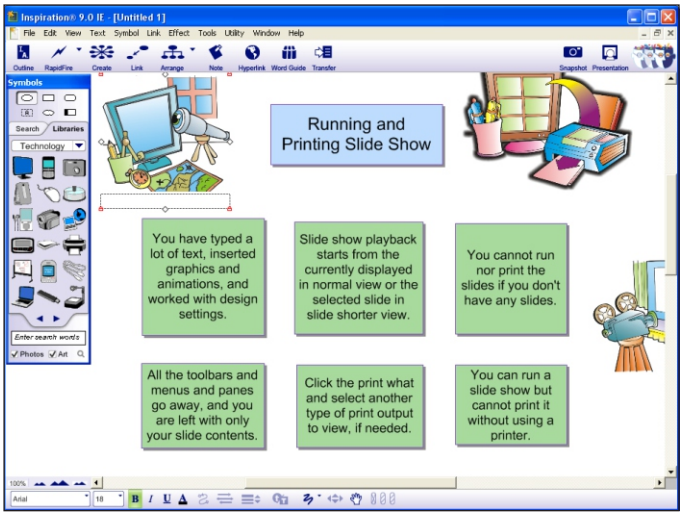
Chapter 6 **Running And Printing Slide Show**

Exercise 95 **End Of Show**

Directions:

1. Launch Inspiration.
2. Open and answer **Running and Printing Slide Show**.
3. Italicize the conjunctions of each sentences given and insert the following pictures in the preview. Get the pictures from the library.
4. Save the exercise to its document name and place it to your own folder.

Preview:



PART

Five

Microsoft Publisher

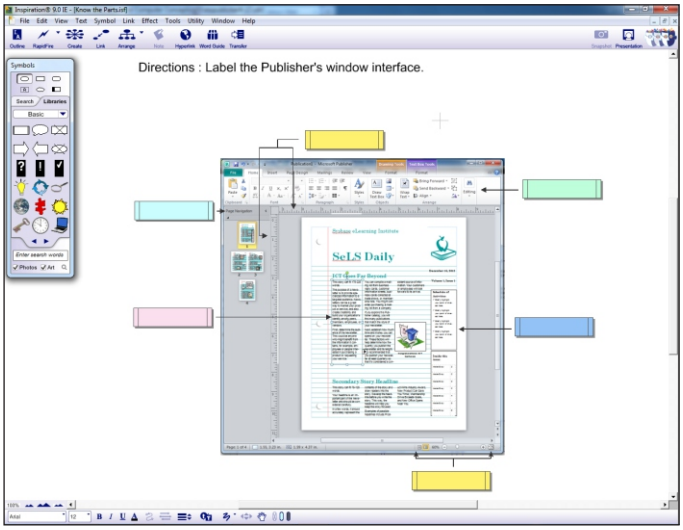
Hands-On Laboratory Manual

Exercise 96 **Know the Parts**

Directions:

1. Launch Inspiration.
2. Open and answer **Know the Parts**.
3. Complete the activity by clicking each box and typing the label part of Publisher's window.
4. Save the activity with a new filename as **Parts Knew** and save it to your own folder.

Preview:

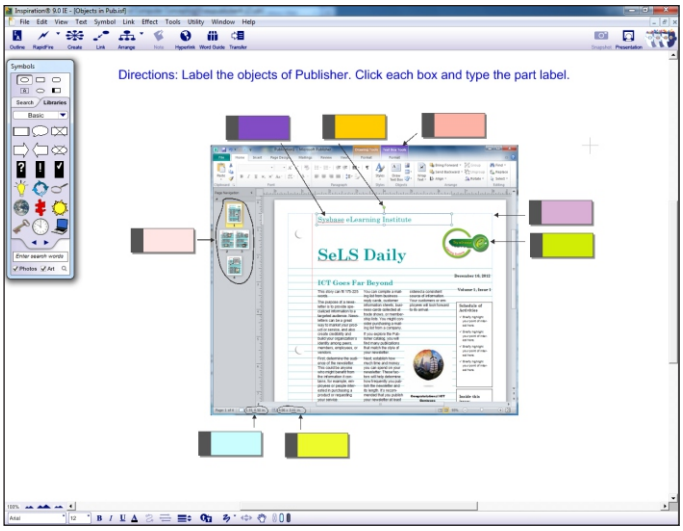


Exercise 97 **Objects in Pub**

Directions:

1. Launch Inspiration.
2. Open and answer **Objects in Pub**.
3. Complete the activity by clicking each box and naming the object.
4. Save the activity with a new filename as **Objects Identified** and save it to your own folder.

Preview:



Exercise 98 **My Resume**

Directions:

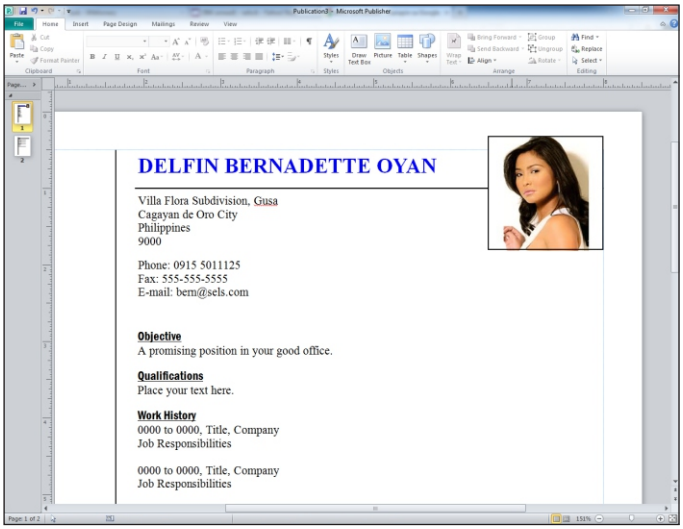
1. Launch Publisher and create a new publication **Resume** from the templates.

2. Fill up your information to complete the resume.

   Insert your picture and borders if necessary.

3. Save the activity with a new filename as **My Resume** and save it to your own folder.

Preview:



Exercise 99 **Letterhead**

Directions:

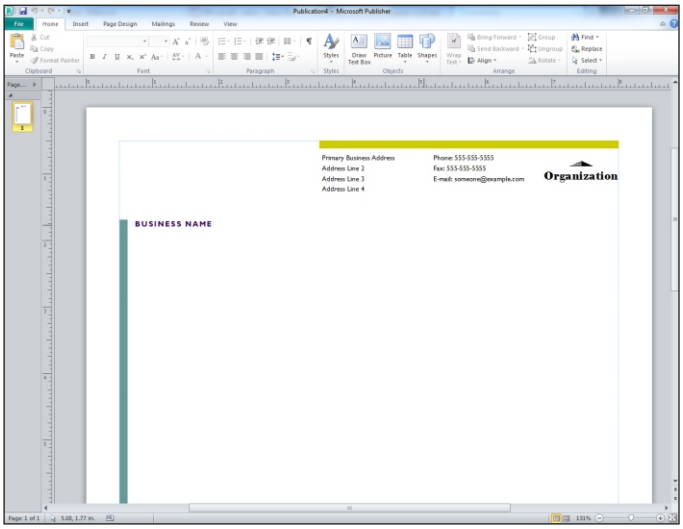
1. Launch Publisher and create a new publication **Letterhead** from the templates.

2. Make a letterhead of an organization that promotes to save the Mother Earth. Fill up your information to complete the letterhead.

   Insert picture/logo: **Earth Saver Logo** and borders if necessary.

3. Save the activity with a new filename as **Letterhead Done** and save it to your own folder.

Preview:



Exercise 100 **My Advertisement**

Directions:

1. Launch Publisher and create a new publication **Advertisement** from the templates.

2. Fill up your information to complete the advertisement.

   Insert your picture and borders if necessary.

3. Save the activity with a new filename as **My Resume** and save it to your own folder.

Preview:

Exercise 101 **Fine Dining**

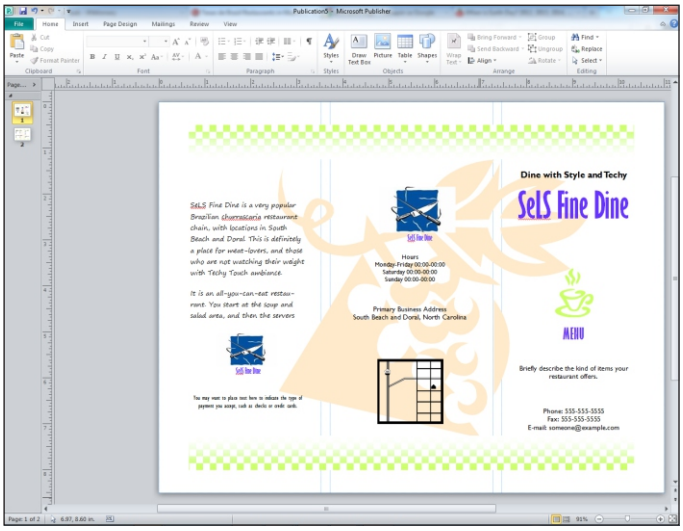
Directions:

1. Launch Publisher and create a new publication **Menus** from the templates.

2. Create your own design of menu and make a list of the available food. Be creative!

3. Save the activity with a new filename as **Menu Do** and save it to your own folder.

Preview:



Exercise 102 **Call Card**

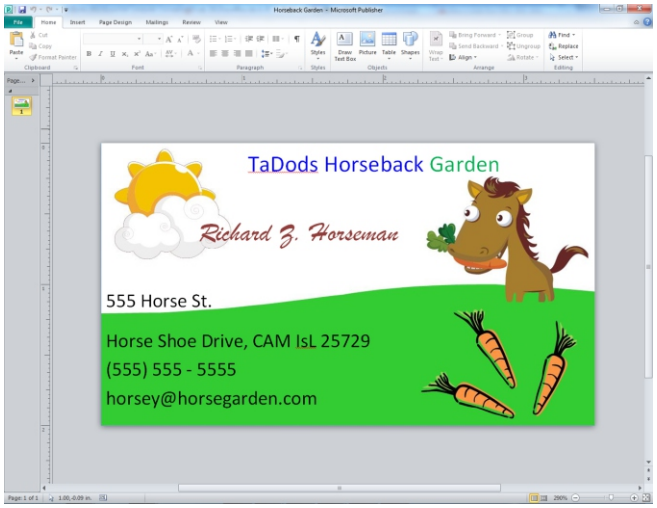
Directions:

1. Launch Publisher and create a new publication **Business Card** from scratch.

2. Fill up your information to complete the calling card.

3. Save the activity with a new filename as **Call Card** and save it to your own folder.

Sample Preview:



Exercise 103 **Invites**

Directions:

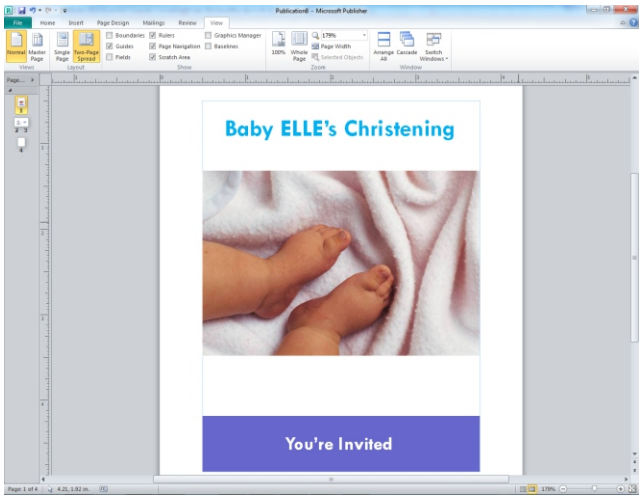
1. Launch Publisher and create a new publication **Invitation Card** from scratch.

2. The card should contain a short paragraph inviting for the Christening of a baby boy. Insert appropriate pictures and clip arts to make your card appealing.

   Don't forget the date, time and venue of the said event.

3. Save the activity with a new filename as **Invites** and save it to your own folder.

Sample Preview:



Exercise 104 **Community News**

Directions:

1. Launch Publisher. Open and complete the **Our Community News** publication newsletter.

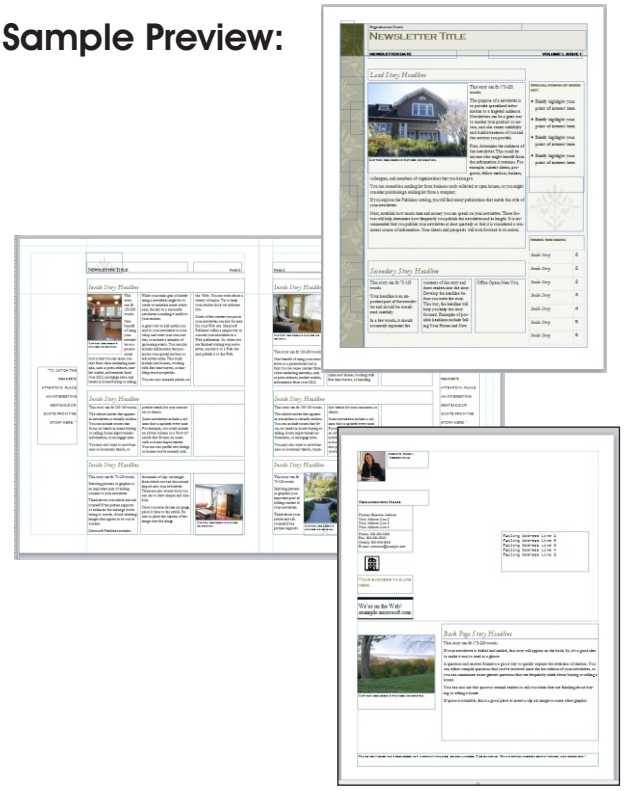
2. Gather information and fill up to complete the newsletter.

   Insert related and appropriate pictures in your community. Apply formatting on text and pictures to make your publication attractive to the readers.

   Refer to your worktext on how to Flow Text among text boxes.

3. Save the activity with a new filename as **Community Revealed** and save it to your own folder.

Sample Preview:



Exercise 105 **Labeled DVD**

Directions:

1. Launch Publisher and create a new publication **Label** from scratch.

2. After making the community newsletter, make a label of the DVD Community Videos which will be distributed throughout the community.

   Be sure to place text inside the circular outline of the CD. Insert pictures appropriate for the theme.

3. Save the activity with a new filename as **Labeled Community** and save it to your own folder.

Sample Preview:

Exercise 106 **Call Card**

Directions:

1. Launch Publisher and create a new publication **Brochure** from the templates or from scratch.

2. The brochure should contain the SeLS books from Preschool - Kindergarten - Elementary - High School and College.

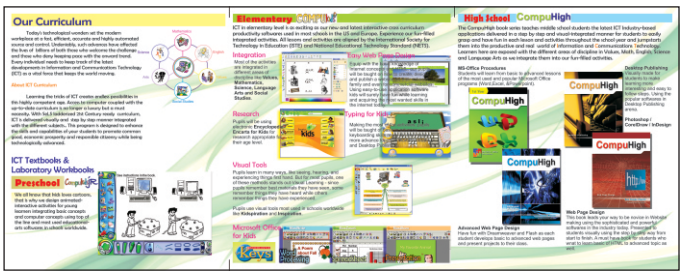
   Insert picture from the workfiles provided. Add captions and short description of each book. Insert also the SeLS Logo to make it more realistic. View sample jpeg files from the work files folder.

3. Save the activity with a new filename as **SeLS on Sale** and save it to your own folder.

Sample Preview:

Front Spread Page

Inside Spread Page



Exercise 107 **Custom Calendar**

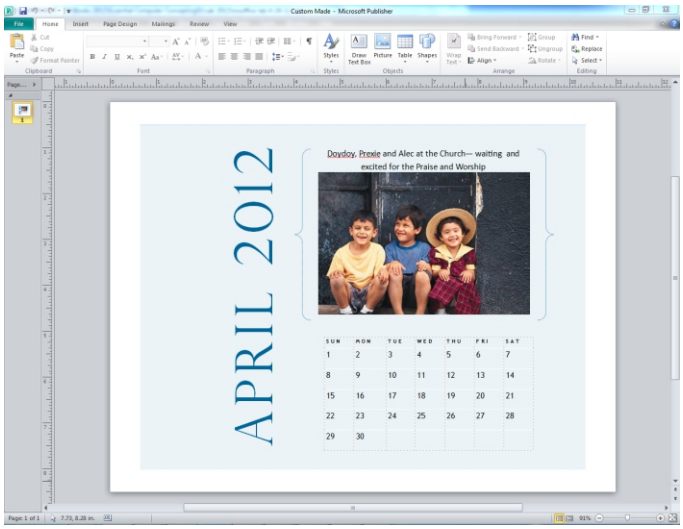
Directions:

1. Launch Publisher and create a new publication **Calendar** from the templates.

2. The 12-month calendar should contain your pictures, friends and family. Add a text box of captions that describe each picture in each month.

3. Save the activity publication with a new filename as **Custom Made Calendar** and save it to your own folder.

Sample Preview:



Exercise 108 **Awards**

Directions:

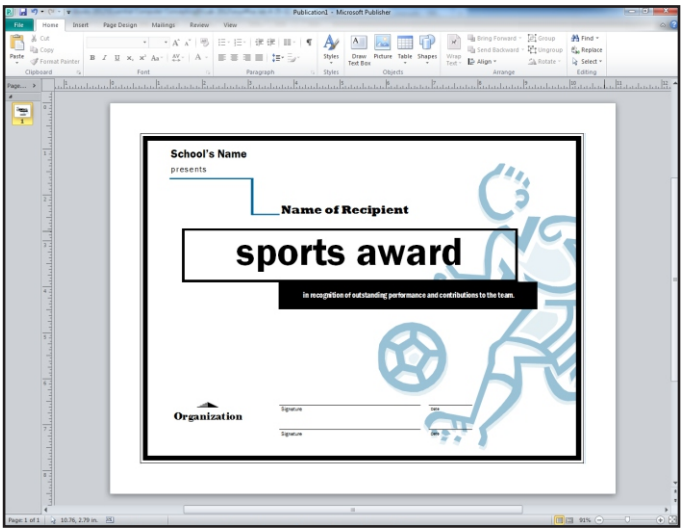
1. Launch Publisher and create a new publication **Award Certificate** from the templates or scratch.

2. Create an award certificate of the on-going school's sports feast.

   Insert school's logo and the correct names of the signatory as well.

3. Save the activity with a new filename as **Awarding** and save it to your own folder.

Sample Preview:



Exercise 109 **Flyer Fun**

Directions:

1. Launch Publisher and open the **Flyer Messed Up** publication.

2. Assemble the objects to look like the flyer on the Sample Preview. Have fun in dong the activity.

3. Save the activity publication with a new filename as **Assembled Flyer** and save it to your own folder.

Sample Preview:

Exercise 110 **Just Married**

Directions:

1. Launch Publisher and open the publication **Just Married.**

2. Complete the wedding invitation card requested by a friend.

   Insert pictures and correct information.

3. Save the activity with a new filename as **Married** and save it to your own folder.

Sample Preview:

Exercise 111 **School Paper**

Directions:

1. Launch Publisher. Create a group with 5 members and make a newspaper. You can use the **Schools Newspaper** template from the work files. Collaborate with your group and gather correct and comprehensive information for your publication.

2. The newspaper must feature the news, events, school's faculty and staff background. Furthermore, post pictures of events and activities. Add Science, English and Math corner trivia. Don't forget the principals / director's message.

3. Give your school's publication a title. Save the activity publication as **Our School's Newsletter**.

4. Print it.

Sample Preview: